



Time Attendance Guide

(SQL HRMS APP)

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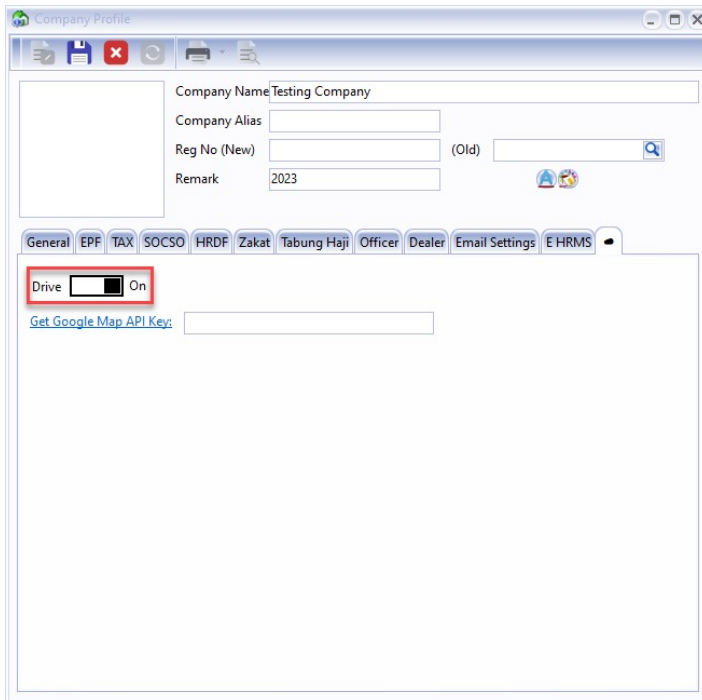
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1 General Setup

1.1 Maintain Cloud Drive

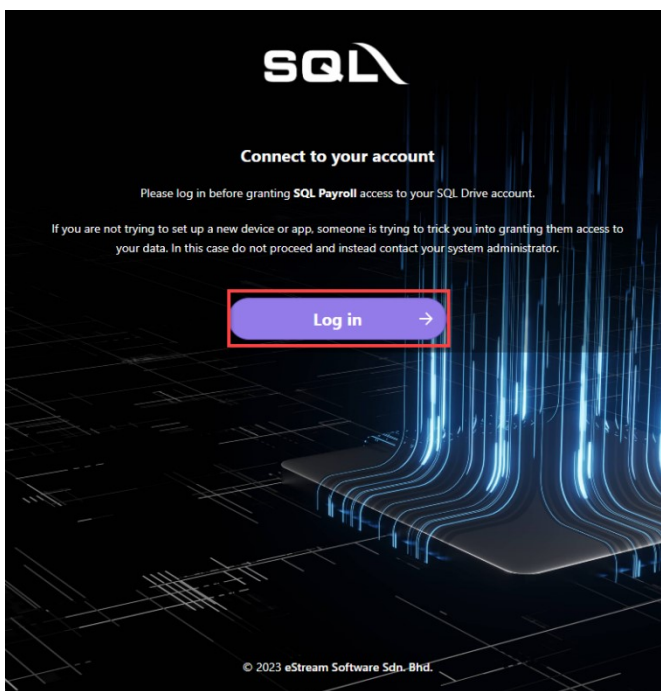
Step1: **File | Company Profile | Cloud**

Step 2: Turn **ON** drive



The screenshot shows a web application window titled "Company Profile". The window contains several input fields: "Company Name" (Testing Company), "Company Alias", "Reg No (New)", "Reg No (Old)", and "Remark" (2023). Below these fields is a navigation menu with tabs: "General", "EPF", "TAX", "SOC SO", "HRDF", "Zakat", "Tabung Haji", "Officer", "Dealer", "Email Settings", and "E HRMS". The "General" tab is selected. In the "General" section, there is a "Drive" toggle switch that is currently turned "On". A red box highlights the "On" position of the toggle. Below the toggle is a link "Get Google Map API Key:" followed by an empty input field.

Step 3: Click on **Log in**



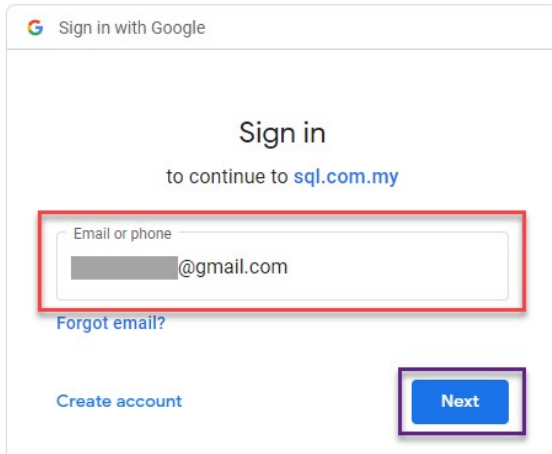
Step 4: Click on **Log in with Google**



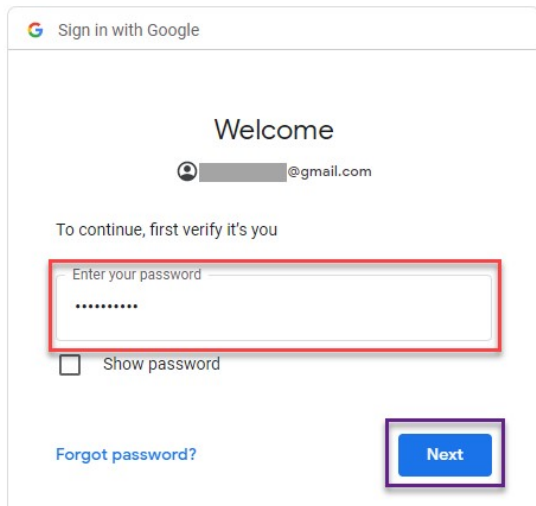
Step 5: Enter **Email Address** | Next

NOTE:

Email address can register with our consultant.




Step 6: Enter **password** | **Next**



Sign in with Google

Welcome

 @gmail.com

To continue, first verify it's you

Enter your password

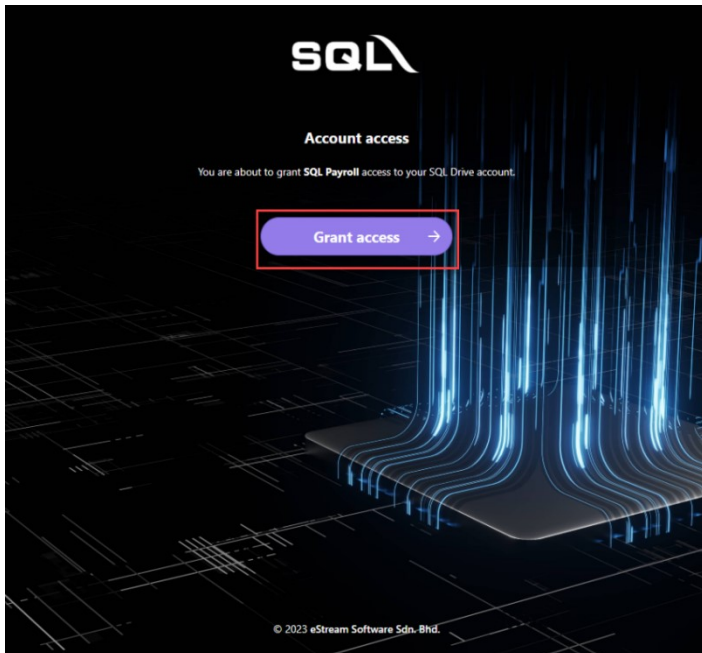
.....

Show password

[Forgot password?](#)

Next

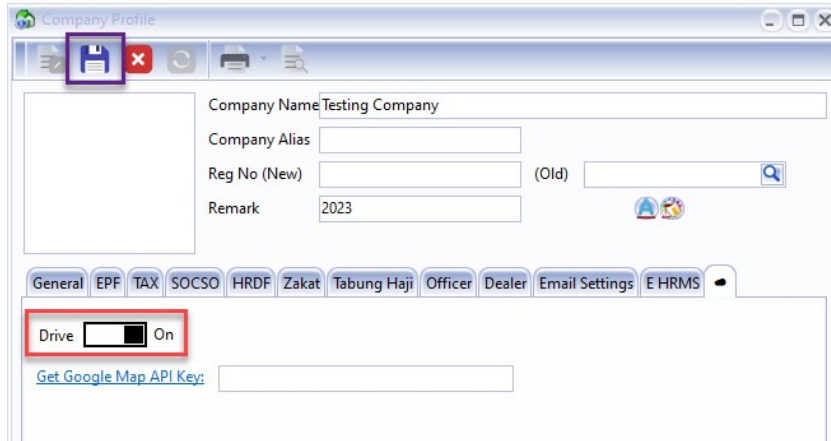
Step 7: Click on **Grant access**



Step 8: Click on Save

NOTE:

*Make sure Drive is turn **ON***



The screenshot shows a web application window titled "Company Profile". The form contains the following fields:

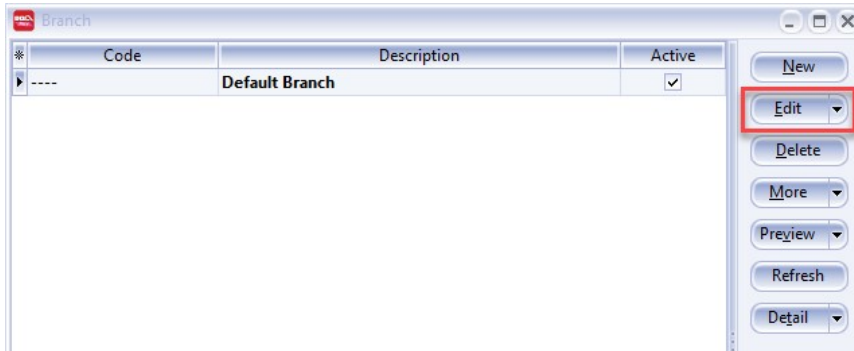
- Company Name: Testing Company
- Company Alias: [Empty]
- Reg No (New): [Empty] (Old): [Empty]
- Remark: 2023

Below the form is a tabbed interface with the following tabs: General, EPF, TAX, SOCSO, HRDF, Zakat, Tabung Haji, Officer, Dealer, Email Settings, and E HRMS. The "General" tab is selected. In the "General" tab, there is a "Drive" toggle switch which is currently turned "On". A red box highlights the "Drive" label and the toggle switch. Below the "Drive" toggle is a link "Get Google Map API Key:" followed by an input field.

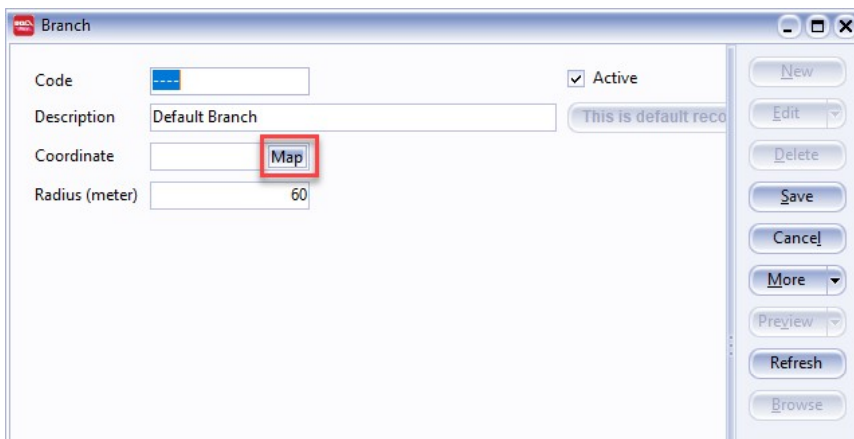
1.2 Maintain Location

Step 1: **Human Resource | Maintain Branch**

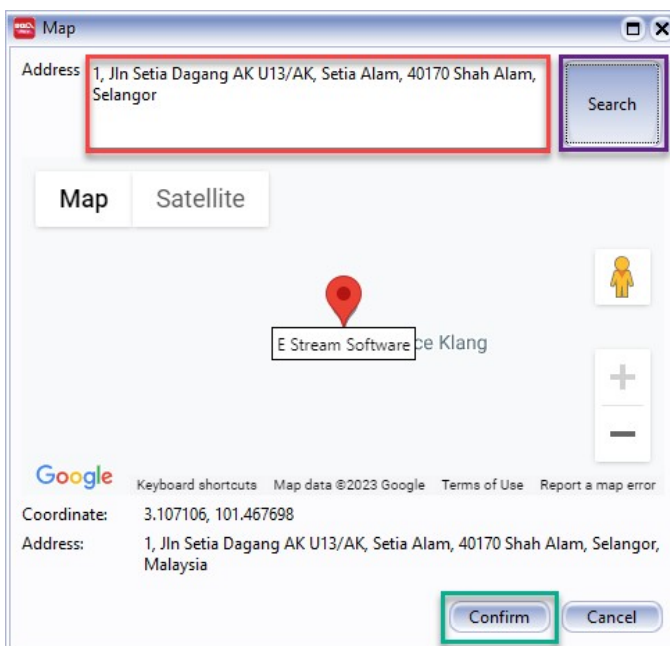
Step 2: Click on **Edit**



Step 3: Click on **Map**



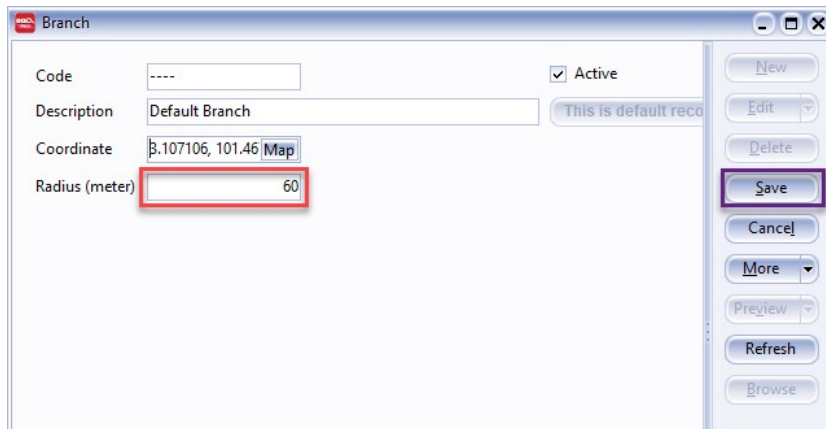
Step 4: Enter company **Address** | **Search** | **Confirm**



Step 5: Key in **Radius** | **Save**

NOTE:

By default, radius (meter) is 60, able to increase or reduce radius



The screenshot shows a 'Branch' form with the following fields and values:

Field	Value
Code	----
Description	Default Branch
Coordinate	β.107106, 101.46
Radius (meter)	60

The 'Active' checkbox is checked. The 'Save' button is highlighted with a purple box.

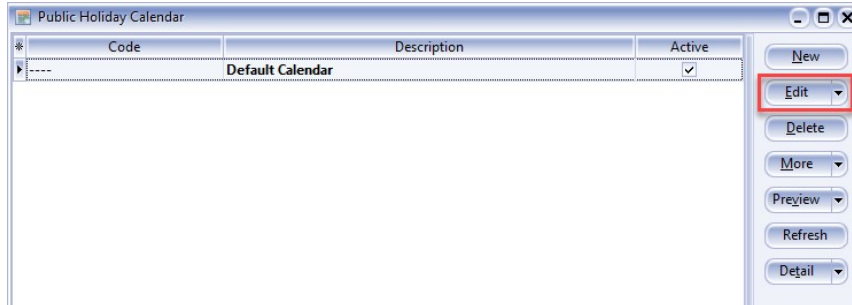
You can also create new branch if more than one branch

1.3 Maintain Public Holiday

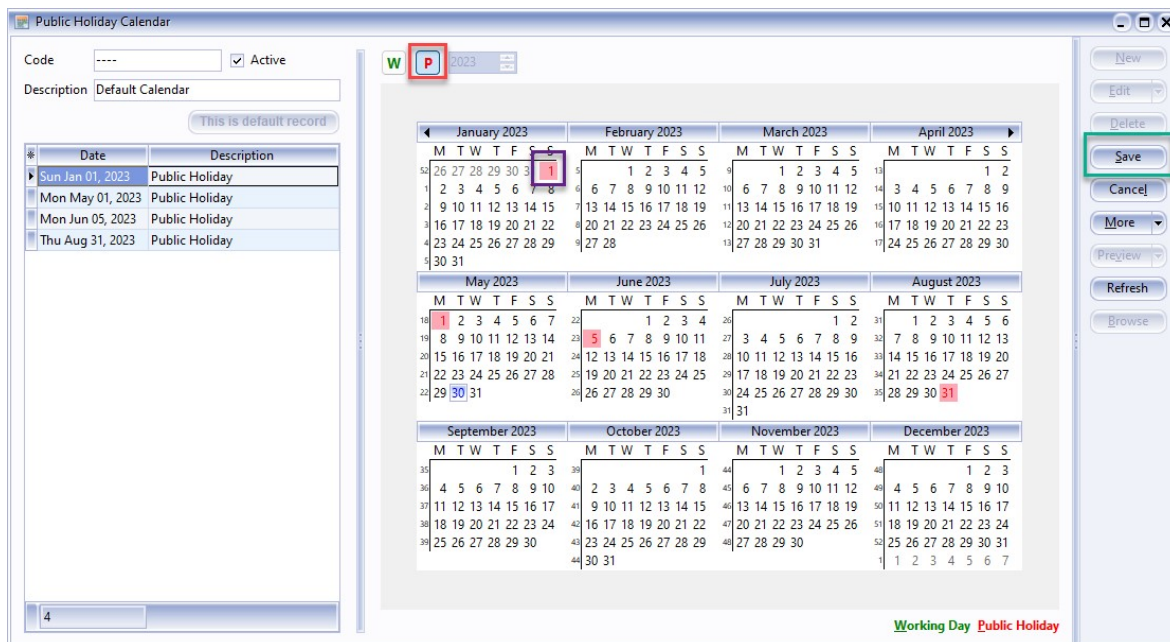
Step 1: Leave | Maintain Public Holiday

To set the public holiday of the year

Step 2: Click on **Edit**



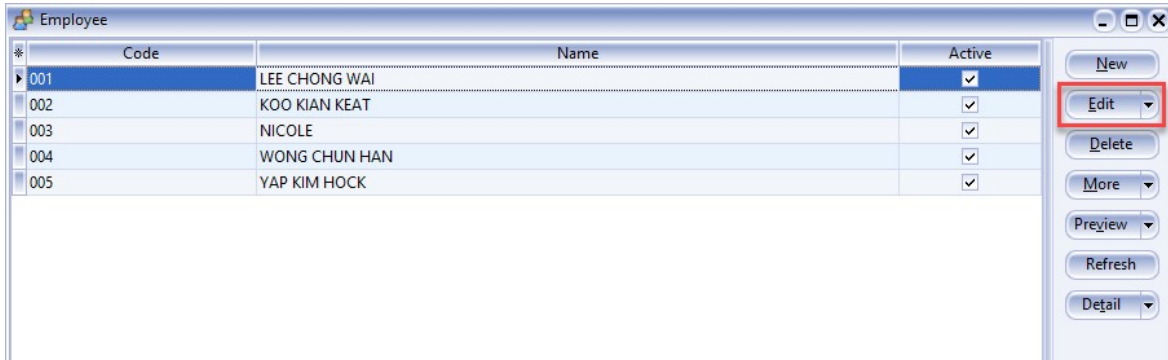
Step 3: Click on **P** | Select date of the public holiday | **Save**



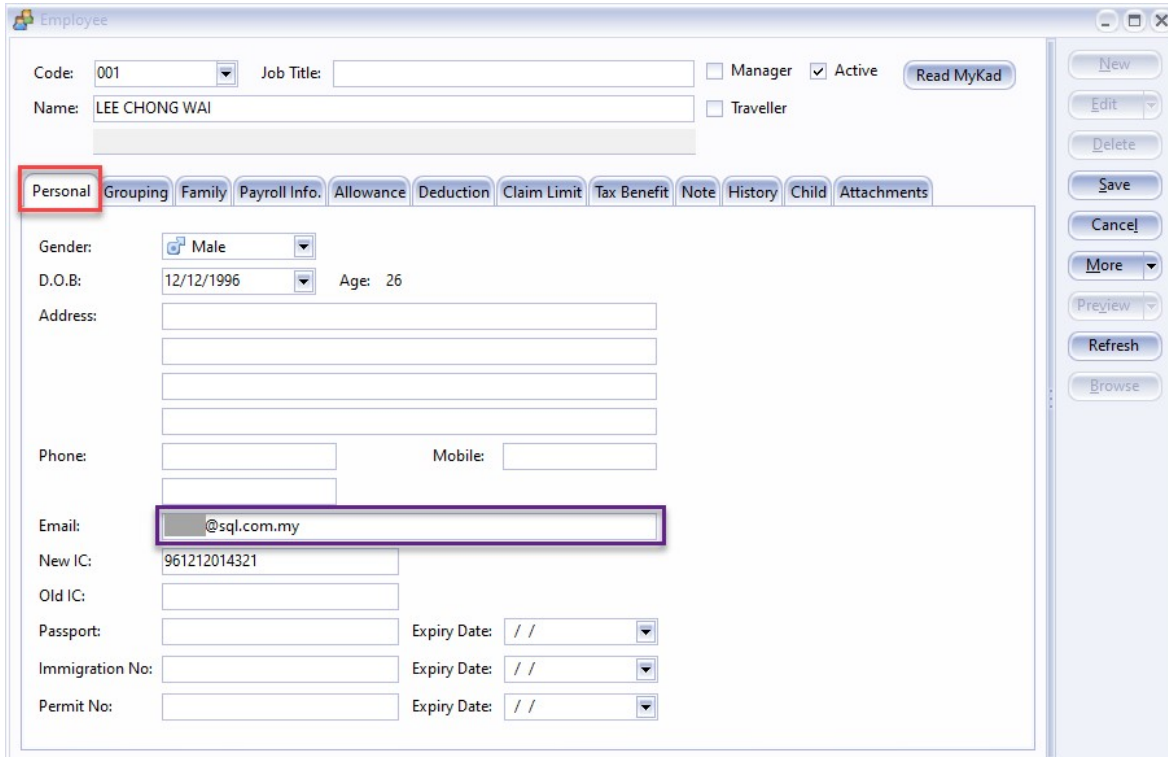
1.4 Maintain Employee

Step 1: **Human Resource** | **Maintain Employee**

Step 2: Double click employee that you want to do setting | **Edit**



Step 3: Go to **Personal** tab | Key in employee email address



Step 4: Go to **Grouping** tab | Select **Branch**

Step 5: Select **Public Holiday Calendar**

Step 6: Select **Work OT**

Step 7: **Save**

Attendance Reward: Work OT \geq 2 hours per day, meal allowance is given (Refer 3.3 to get more info)

NOTE:

**Just apply for employee who have attendance allowance*

The screenshot shows the 'Employee' form in the HRMS system. The 'Grouping' tab is selected, and the 'Save' button is highlighted. The form includes the following fields and options:

- Code: 001 (dropdown)
- Job Title: (text input)
- Manager:
- Active:
- Traveller:
- Name: LEE CHONG WAI (text input)
- Buttons: New, Edit, Delete, Save, Cancel, More, Preview, Refresh, Browse
- Tabs: Personal, **Grouping**, Family, Payroll Info., Allowance, Deduction, Claim Limit, Tax Benefit, Note, History, Child, Attachments
- Branch: (dropdown, highlighted with a red box)
- HR Group: (dropdown)
- Department: (dropdown)
- Category: (dropdown)
- Nationality: MY (dropdown)
- Race: (dropdown)
- Religion: Other (dropdown)
- Project: (dropdown)
- Job: (dropdown)
- Task: (dropdown)
- Public Holiday Calendar: (dropdown, highlighted with a green box)
- Leave Group: (dropdown)
- Work OT: (dropdown, highlighted with a yellow box)
- Attendance Reward: (dropdown, highlighted with a blue box)

NOTE:

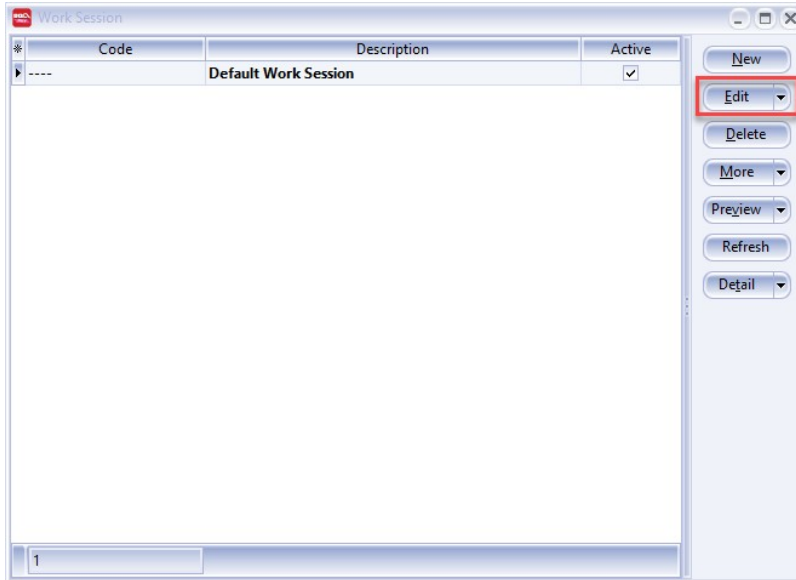
Tick on **Traveller if the employee is traveller (Eg. Sales Person / Delivery Person / Doctor)*

2 Time Attendance

2.1 Maintain Work Session

Step 1: Time Attendance | Maintain Work Session

Step 2: Click on **Edit**



Step 3: Key in time for **Work Start** (09:00 AM) and time for **Work End** (06:00 PM)

Late In Buffer (min) = How many minute(s) allow can be late

Early Out Buffer (min) = How many minute(s) allow can be leave early

Code: ---- Active

Description: Default Work Session This is default record

Color: No color selected

Work Start: 09:00 AM

Work End: 06:00 PM

Late In Buffer (Min): 0 Set as Unlimited

Early Out Buffer (Min): 0 Set as Unlimited

Break Time

	Start	End	
1st Break	10:00 AM	10:15 AM	
2nd Break	12:00 PM	01:00 PM	
3rd Break	04:00 PM	04:30 PM	

Rules

Clock In / Clock Out GPS Monitoring (Work Hour) Site Photo

Leave Rules:

Step 4: Key in Break Time

	Start	End	Description
1 st Break	10:00 AM	10:15 AM	Coffee Break
2 nd Break	12:00 PM	01:00 PM	Lunch Break
3 rd Break	04:00 PM	04:30 PM	Tea Break

Step 5: Select Rules

- ✓ Clock In / Clock Out – User need to Clock In / Clock Out
- ✓ GPS Monitoring (Work Hour) - User need to turn on location every time they Clock In / Clock Out.
GPS monitoring is for background tracking after Clock In
- ✓ Site Photo - must take photo before Clock In / Clock Out

NOTE:

Not allow to upload photo from album

Step 6: Leave Rules

The screenshot shows the 'Work Session' configuration window. The 'Leave Rules' dropdown menu at the bottom is highlighted with a red box. Other visible fields include Code (----), Description (Default Work Session), Color (No color selected), Work Start (09:00 AM), Work End (06:00 PM), Late In Buffer (Min) (0), and Early Out Buffer (Min) (0). The 'Break Time' section lists three breaks: 1st Break (10:00 AM - 10:15 AM), 2nd Break (12:00 PM - 01:00 PM), and 3rd Break (04:00 PM - 04:30 PM). The 'Rules' section has checkboxes for 'Clock In / Clock Out', 'GPS Monitoring (Work Hour)', and 'Site Photo', all of which are checked.

Description	Explanation
Flexible Lunch Time (Lunch break from 12:00 PM – 15:00PM)	Able to break any hour lunch break within a time (Eg. 01:00 PM – 02:00 PM)
Traveller – Set Late In, Early Out, Time Off To 0	Clock In / Clock Out time can be adjustable

NOTE:

- *Just apply for traveller employee
- *Once **apply Leave Rule, NO NEED fill in Break Time**

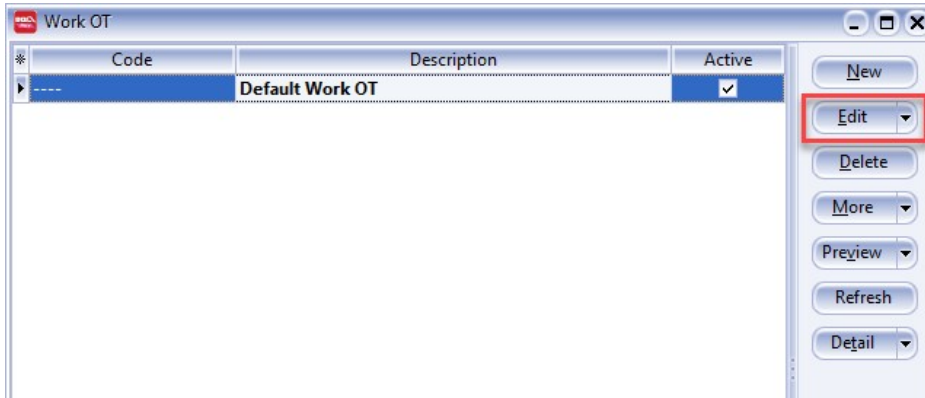
Step 7: Click on **Save** once done all setting

This screenshot is identical to the previous one, but the 'Save' button in the right-hand sidebar is highlighted with a red box, indicating the final step of the configuration process.

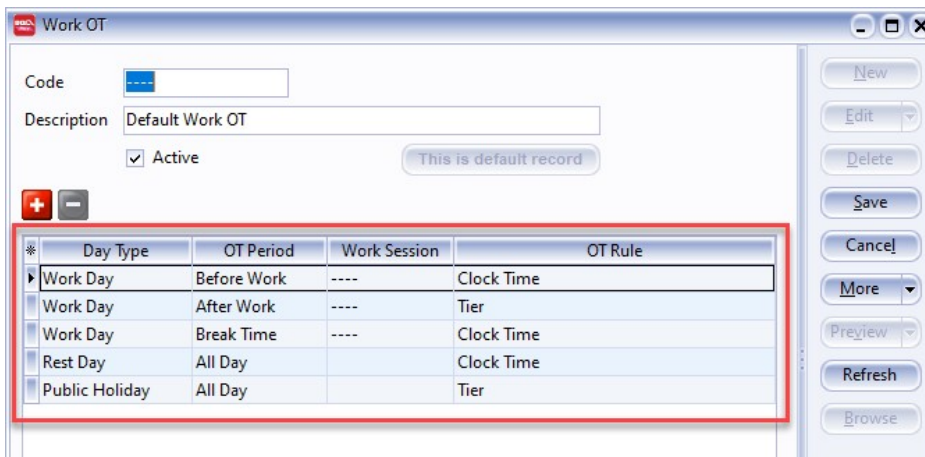
2.2 Maintain Work OT

Step 1: Time Attendance | Maintain Work OT

Step 2: Select Work OT | **Edit**



Step 3: Key in Data Type | OT Period | Work Session | OT Rule



OT Rule – Refer step 4

Day Type	OT Period	Description
Work Day	Before Work	Before 9:00 AM
Work Day	After Work	After 6:00 PM
Work Day	Break Time	12:00 PM – 01:00 PM
Rest Day	All Day	Entire day for Rest Day
Public Holiday	All Day	Entire day for Public Holiday

Step 4: Select **OT Rule**

Type 1: Clock Time

Min OT - Allow to claim OT at least 15 minutes

Max OT - Allow to OT up to 180 minutes (3 Hours)

Allow AdHoc OT - Between 6:00 PM – 7:00 PM (Allow to start OT immediately)

Period	OT Start	OT	Description
1	07:00 PM	HW15	07:00 PM - 08:00 PM, OT rate is 1.5
2	08:00 PM	HW20	Starting at 08:00 PM onwards, OT rate is 2.0

Example:

If OT start after 08:30PM, OT rate is 2.0 and can claim OT up to 3 Hours (until 11:30 PM)

Type 2: Tier

The screenshot shows the 'OT Rule' configuration window. The 'Type' dropdown is set to 'Tier'. The 'OT Start' is set to 07:00 PM, and 'Min OT' is set to 15. The 'Allow AdHoc OT' checkbox is unchecked. Below these fields is a table with three rows representing different tiers. Each row has columns for 'Tier', 'Max OT', and 'OT'. Tier 1 has a Max OT of 30 and OT of HW15. Tier 2 has a Max OT of 30 and OT of HW20. Tier 3 has a Max OT of 60 and OT of HW30. At the bottom, there is a 'Description' field containing the text 'Tier' and 'OK'/'Cancel' buttons.

OT Start - Time allow to start OT

Min OT - Allow to claim OT at least 15 minutes

Allow AdHoc OT - Between 6:00 PM – 7:00 PM (Allow to start OT immediately)

This screenshot is identical to the one above, showing the 'OT Rule' configuration window for a Tier rule. A red rectangular box highlights the table containing the three tiers (Tier 1, Tier 2, and Tier 3) with their respective Max OT and OT values.

Tier	Max OT	OT	Description
1	30	HW15	OT up to 30 minutes, OT rate is 1.5 (Eg. 07:00 PM – 07:30 PM)
2	30	HW20	The next OT up to 30 minutes, OT rate is 2.0 (Eg. 07:30 PM – 08:00 PM)
3	60	HW30	Finish Tier 1 & Tier 2, OT rate is 3.0 (Eg. 08:00 PM – 09:00 PM)

Step 5: Click on **OK** once done setting

Step 6: Click on **Save** once done all setting

Work OT

Code: ----

Description: Default Work OT

Active This is default record

+ -

* Day Type	OT Period	Work Session	OT Rule
Work Day	Before Work	----	Clock Time
Work Day	After Work	----	Tier
Work Day	Break Time	----	Clock Time
Rest Day	All Day		Clock Time
Public Holiday	All Day		Tier

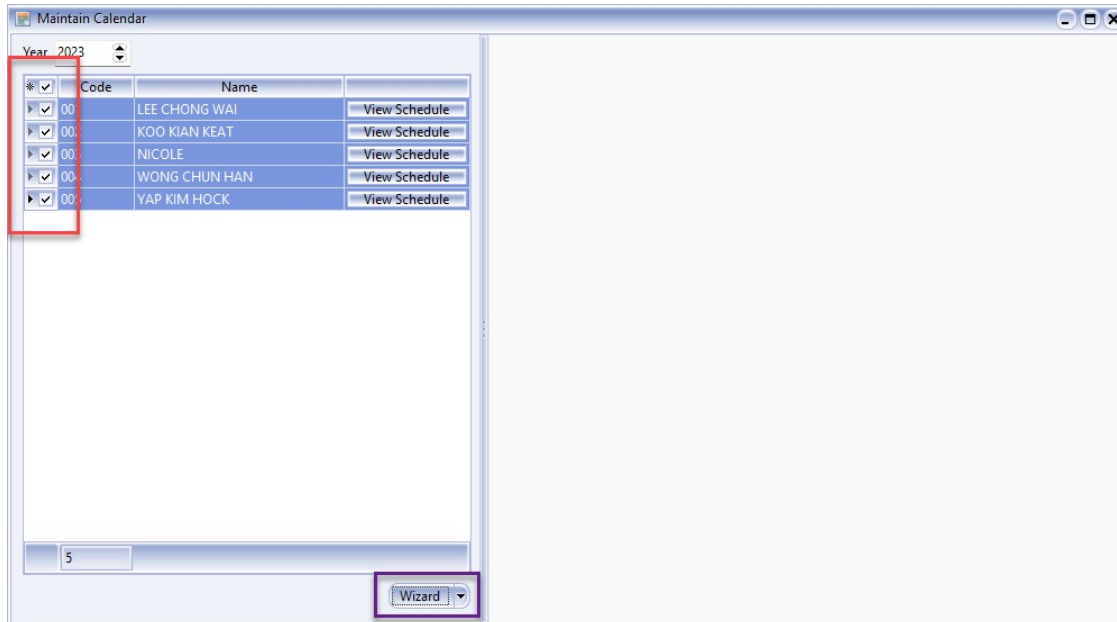
Buttons: New, Edit, Delete, **Save**, Cancel, More, Preview, Refresh, Browse

2.3 Maintain Calendar

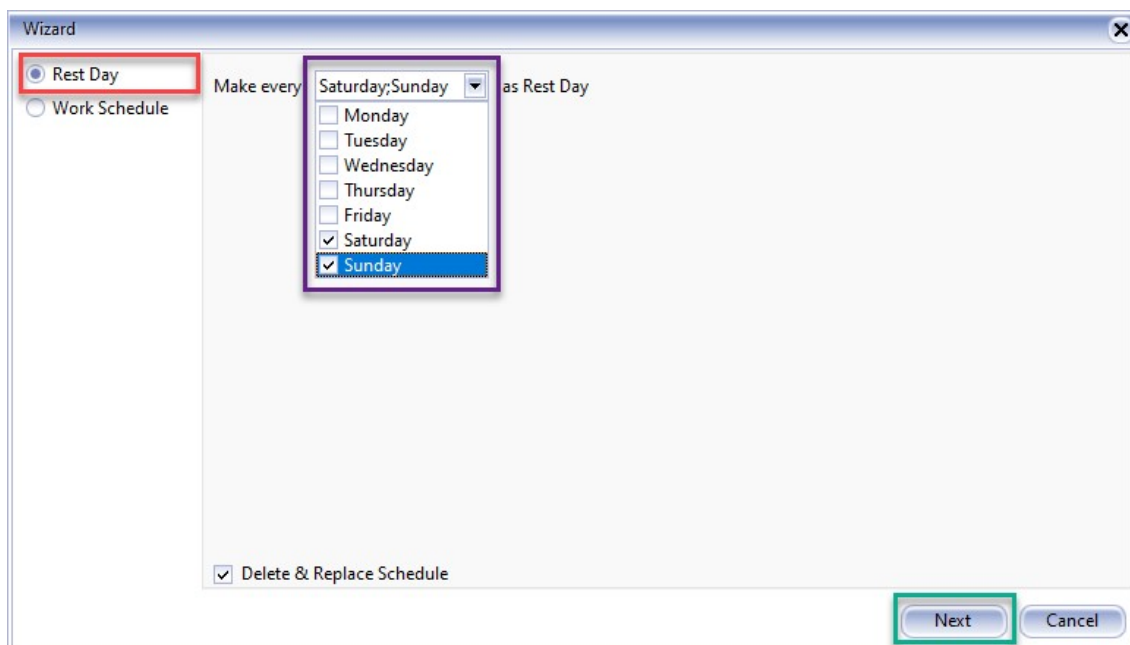
2.3.1 Wizard Calendar

Step 1: **Time Attendance** | **Maintain Calendar**

Step 2: **Tick** employee want to wizard calendar | **Wizard**



Step 3: Click on **Rest Day** | Tick every **which day** as Rest Day | **Next**



Step 4: Select **Session** and select Schedule

The screenshot shows a 'Wizard' dialog box with the following elements:

- Radio buttons for 'Rest Day' (unselected) and 'Work Schedule' (selected).
- A 'Session' dropdown menu showing '----' (highlighted with a red box).
- A 'Schedule' dropdown menu showing 'To Assign' (highlighted with a purple box), with a list of options: 'To Assign', 'By Months', 'By Days of Month', 'By Weeks', and 'Custom'.
- Checkboxes for 'Skip Rest Day' (checked) and 'Delete & Replace Schedule' (checked).
- Buttons for 'Previous', 'Process', and 'Cancel'.

Schedule	Description
By Months	Assign on every month, in every week and each day
By Days of Month	Assign on every month and each days of month
By Weeks	Assign on week of year and each days of month
Custom	Assign date by date

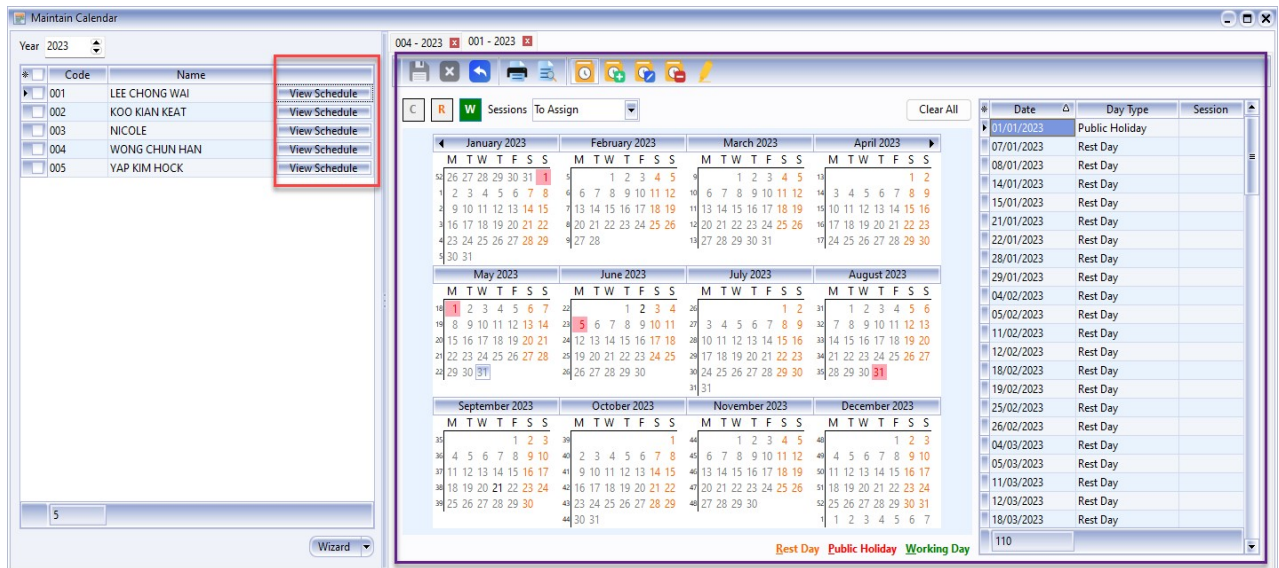
NOTE:

Not able to set past date

2.3.2 View Calendar


Step 1: Time Attendance | Maintain Calendar

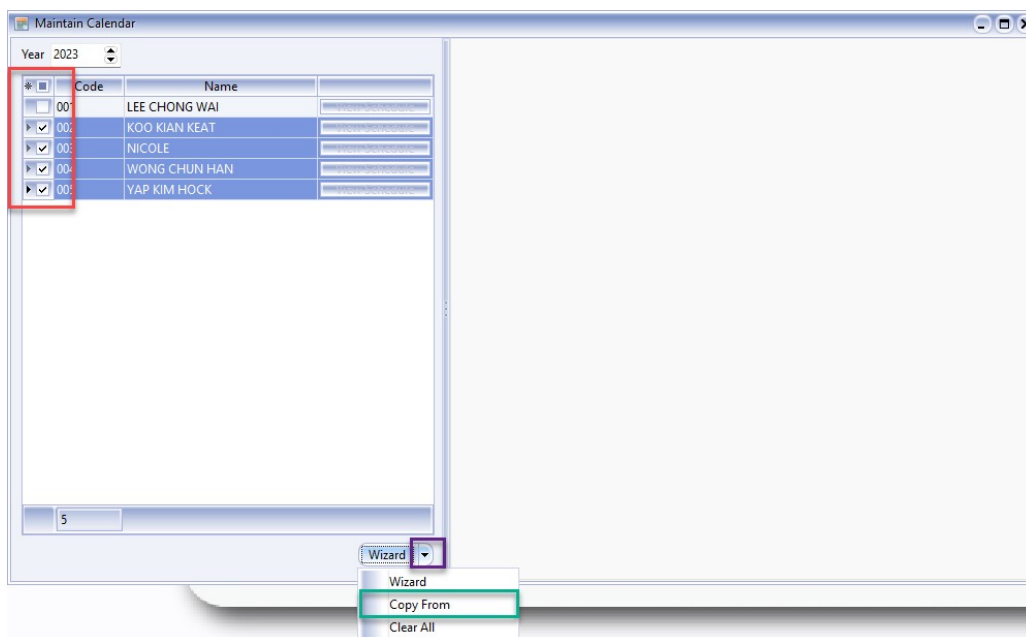
Step 2: Click on **View Schedule** | Show all the calendar and day type



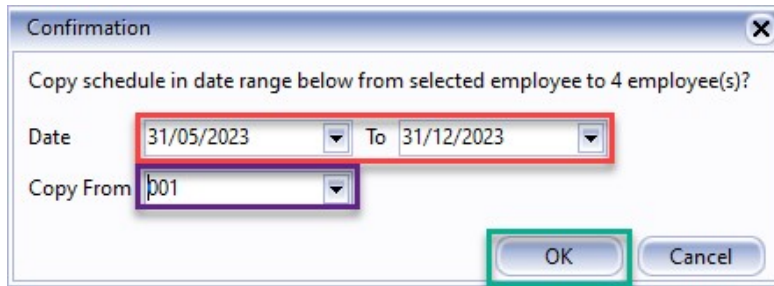
2.3.3 Copy Calendar from Employee

Step 1: Time Attendance | Maintain Calendar

Step 2: **Tick** employee want to replicate calendar |  | **Copy From**



Step 3: Select the **Date Range** | Select Copy From which employee | **OK**



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The main text asks: "Copy schedule in date range below from selected employee to 4 employee(s)?". Below this, there are two rows of input fields. The first row is labeled "Date" and contains two date pickers: the first is set to "31/05/2023" and the second is set to "31/12/2023", with a "To" label between them. The second row is labeled "Copy From" and contains a dropdown menu with "p01" selected. At the bottom right, there are two buttons: "OK" and "Cancel".

Confirmation

Copy schedule in date range below from selected employee to 4 employee(s)?

Date 31/05/2023 To 31/12/2023

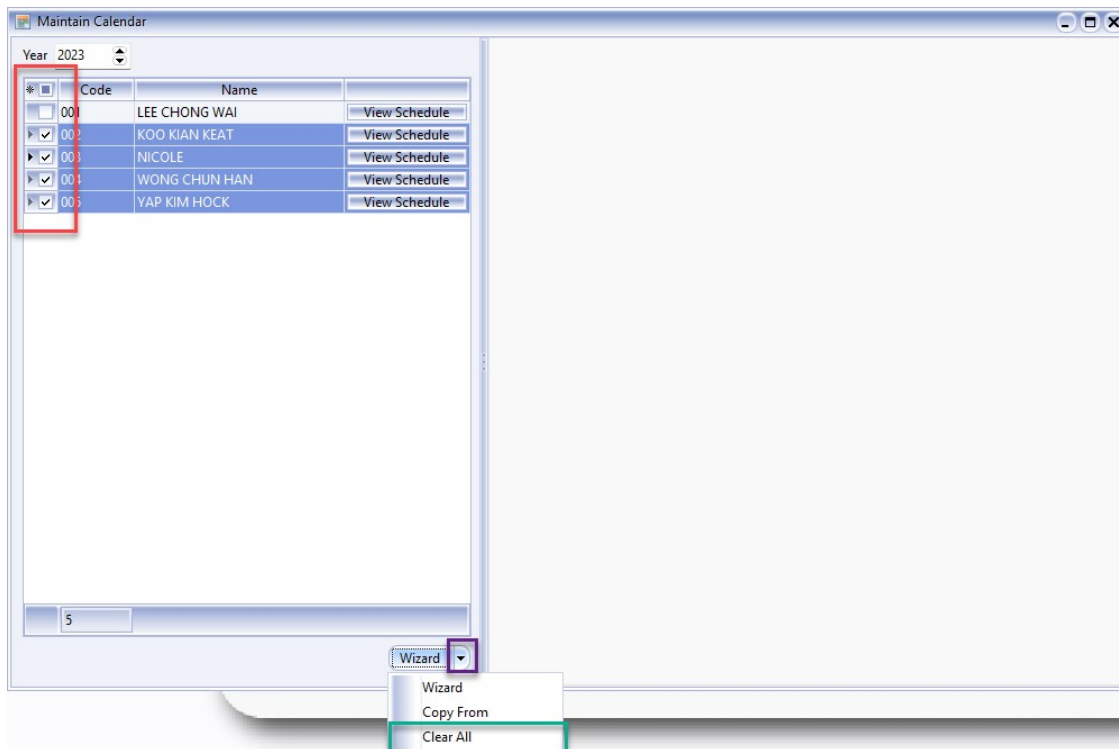
Copy From p01

OK Cancel

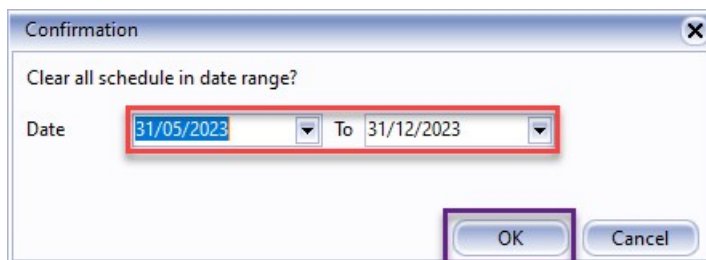
2.3.4 Clear Calendar

Step 1: **Time Attendance** | **Maintain Calendar**

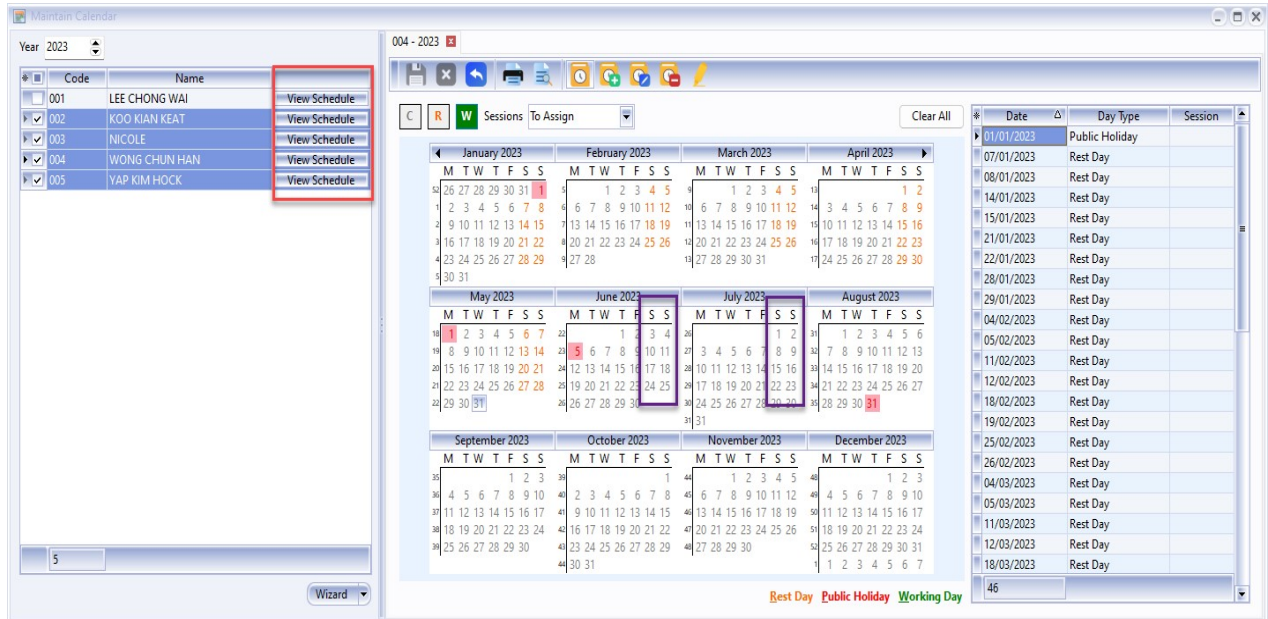
Step 2: **Tick** employee want to clear all calendar | **Clear All**



Step 3: Select the **date range** to clear all calendar | **OK**



Step 4: Click on **View Schedule** | All the **Rest Day** have been clear



NOTE:

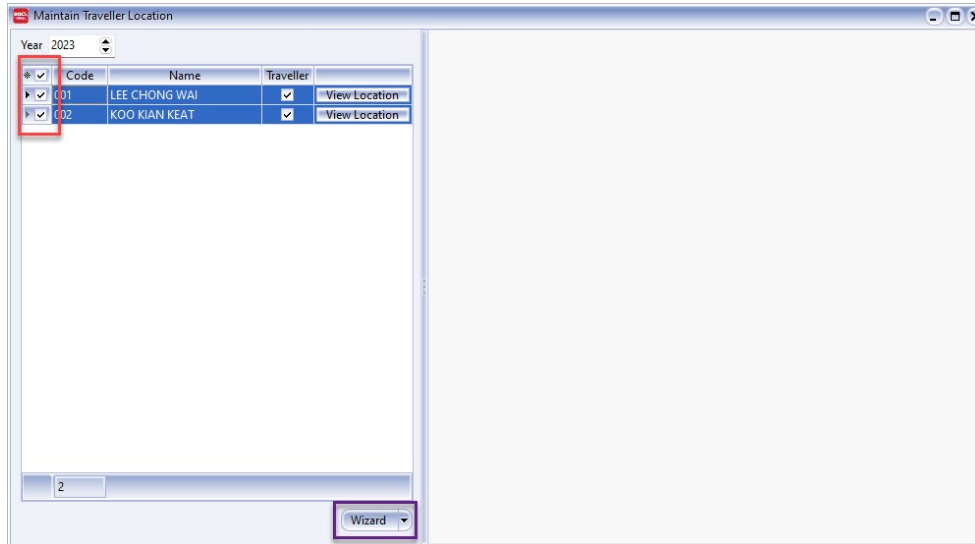
Not able to clear past date with work session (Rest day will still clear)

2.4 Maintain Traveller Location

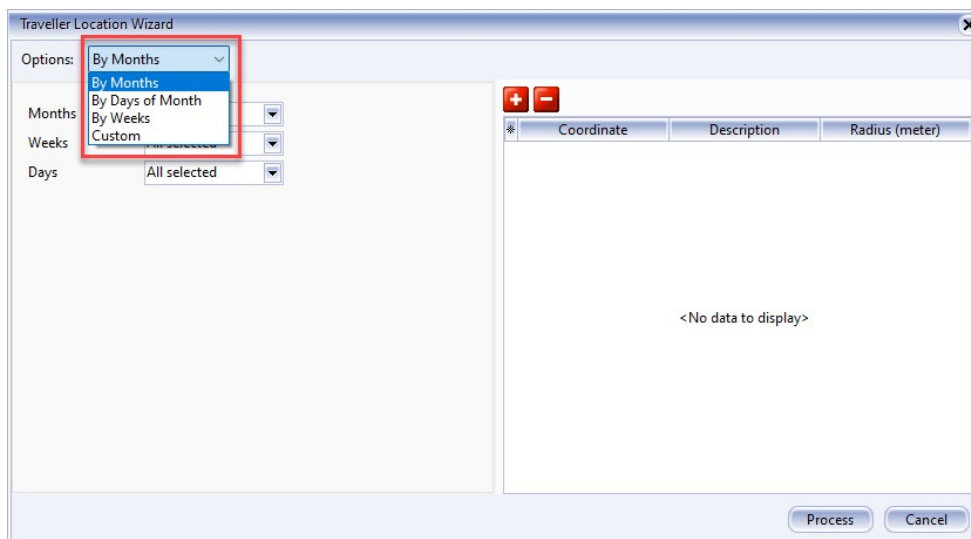
2.4.1 Wizard Traveller Location

Step 1: Time Attendance | Maintain Traveller Location

Step 2: Tick employee want to wizard location | Wizard

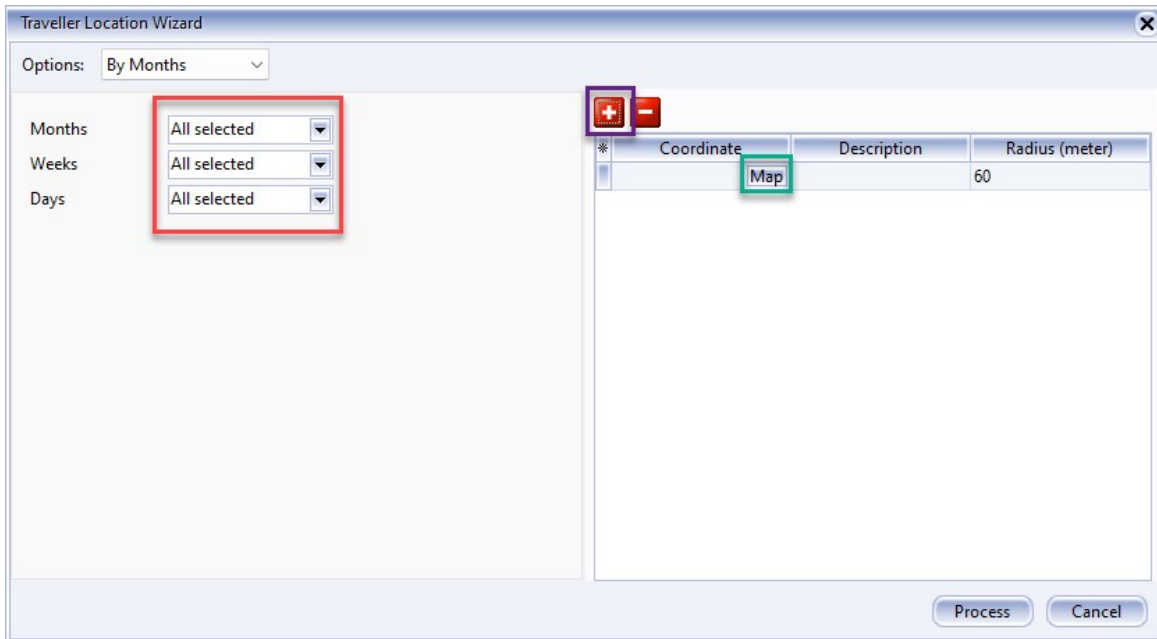


Step 3:



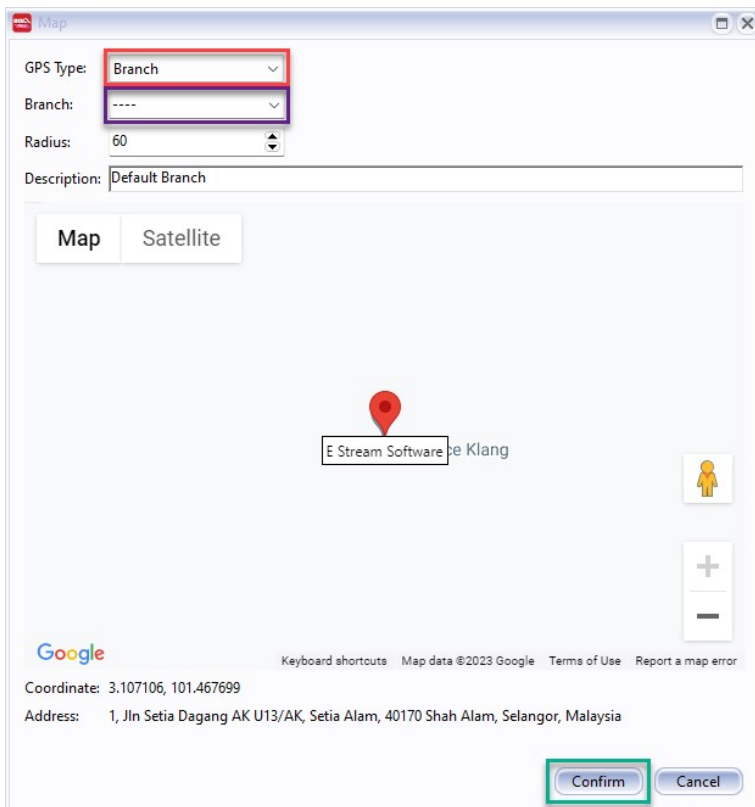
Schedule	Description
By Months	Assign on every month, in every week and each day
By Days of Month	Assign on every month and each days of month
By Weeks	Assign on week of year and each days of month
Custom	Assign date by date

Step 4: Select Months, Weeks and Days | + | **Map**

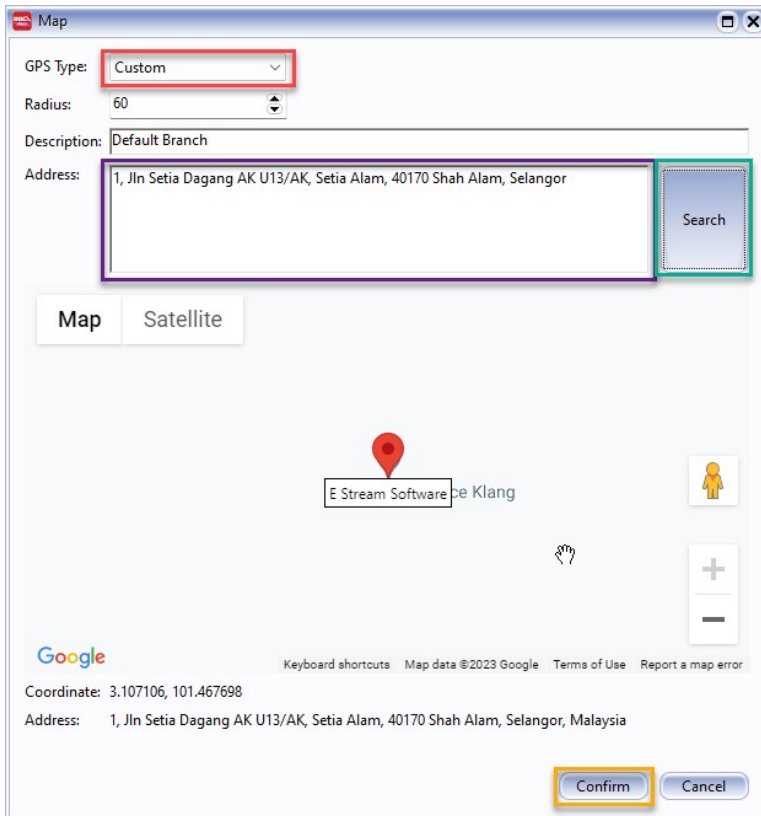


Step 5: Select **GPS Type**, **Branch** (Select Branch to Clock In / Clock Out for traveller) | **Confirm**

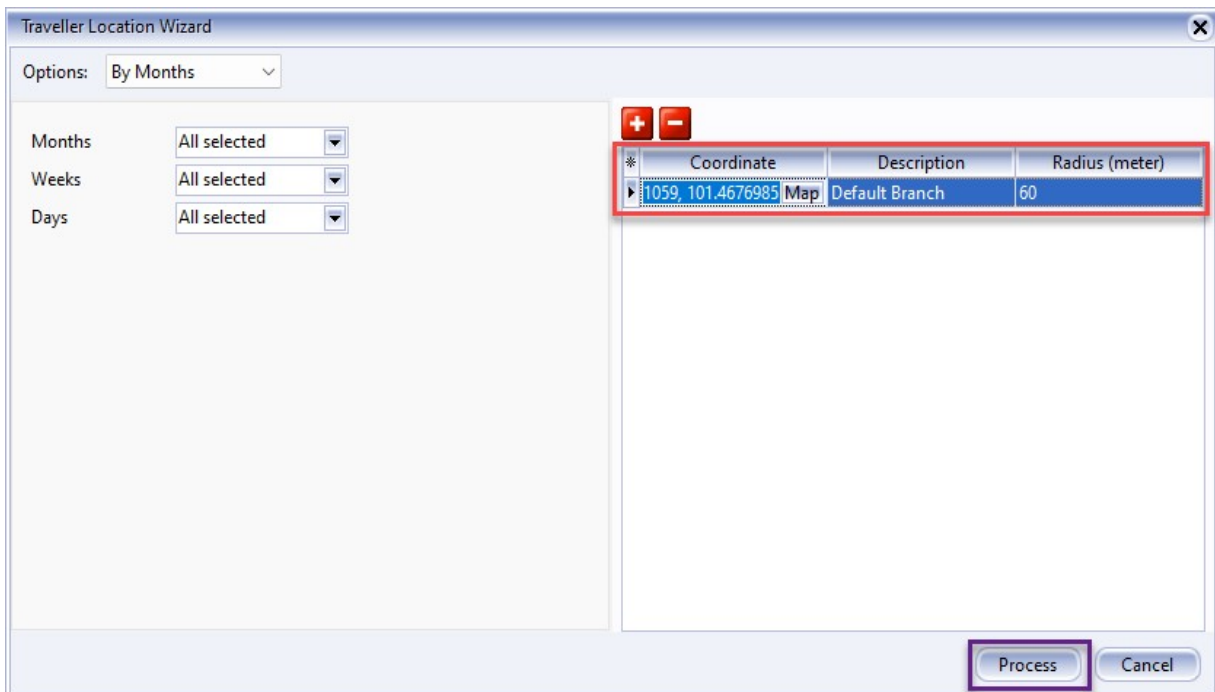
GPS Type 1: Branch (Just select branch that have created earlier)



GPS Type 2: **Custom** | Key in new Address | **Search** | **Confirm**

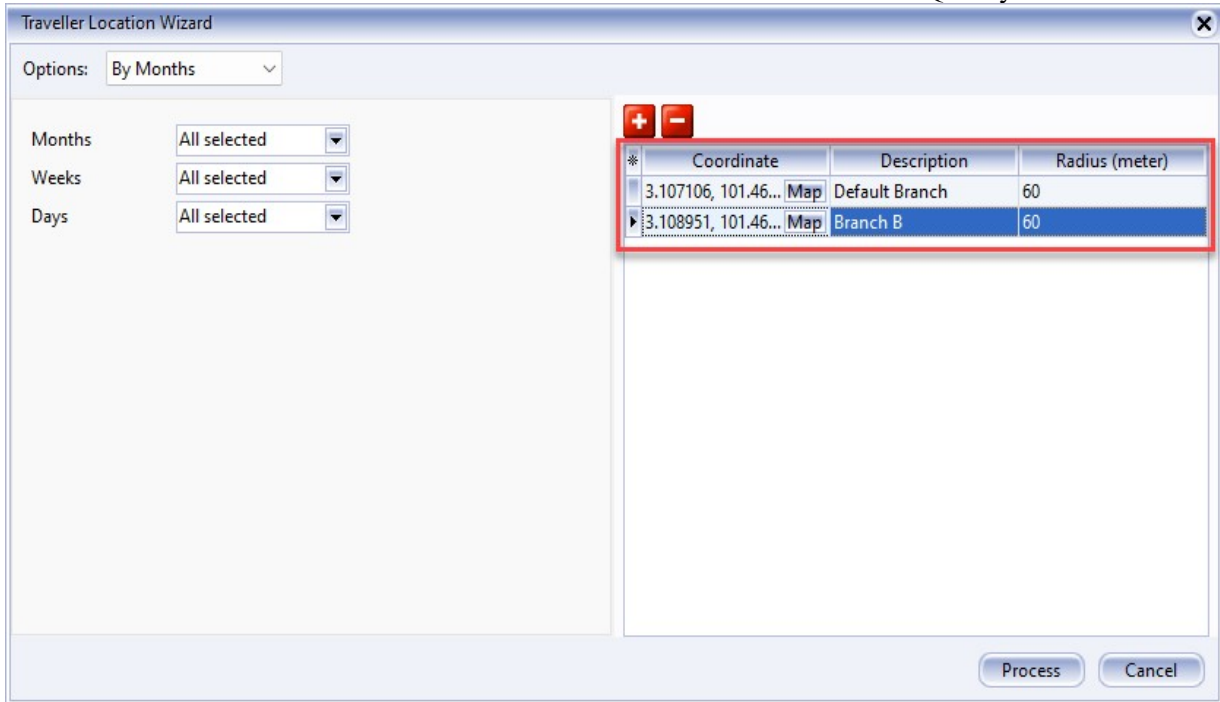


Step 6: Done choose **Coordinate** | **Process**



NOTE:

Click on + if the traveller employee can Clock In / Clock Out either one location

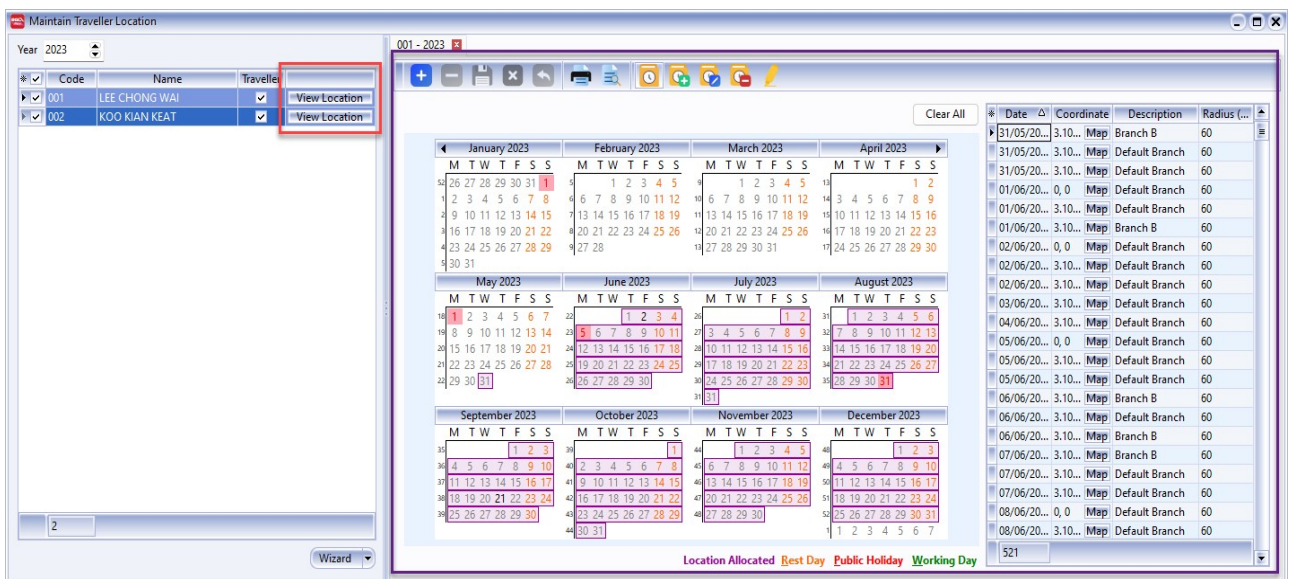


Repeat Step 1 if traveller Clock In / Clock Out more than one location in different day

2.4.2 View Traveller Location

Step 1: Time Attendance | Maintain Traveller Location

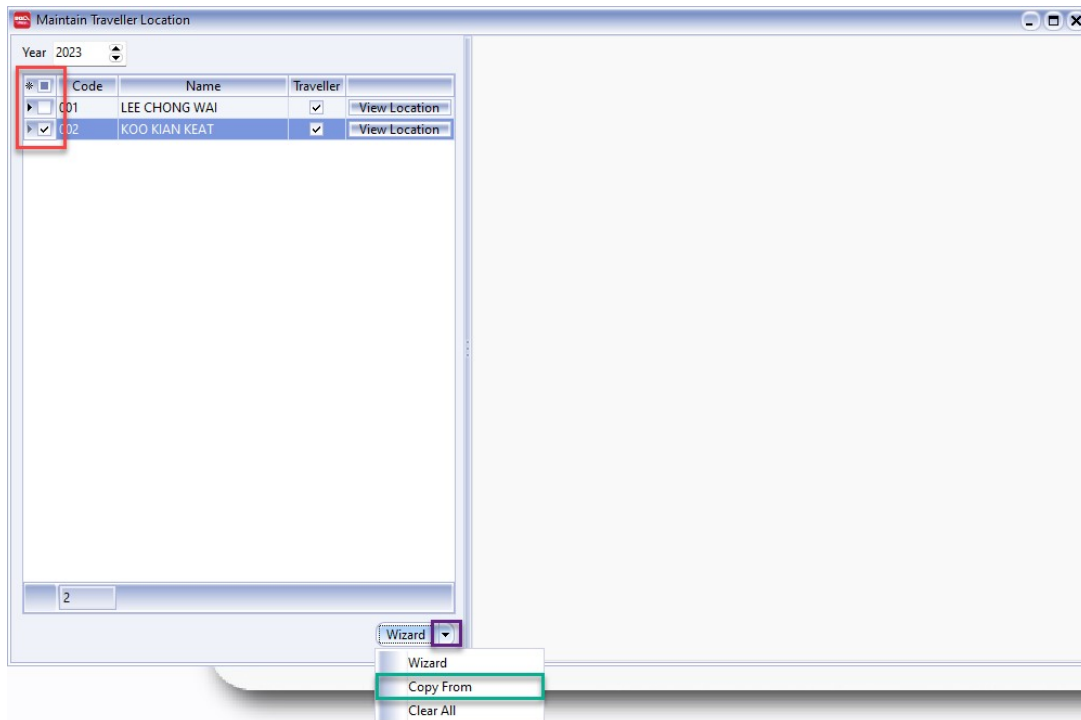
Step 2: Click on **View Location** | Show all the Location to Clock In / Clock Out



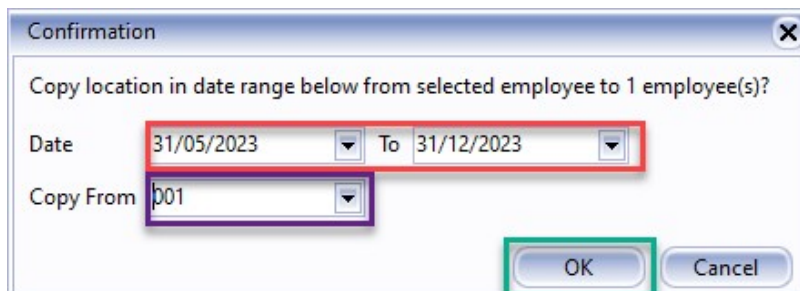
2.4.3 Copy Location from Traveller Employee

Step 1: Time Attendance | Maintain Traveller Employee

Step 2: Tick employee want to replicate location |  | Copy From




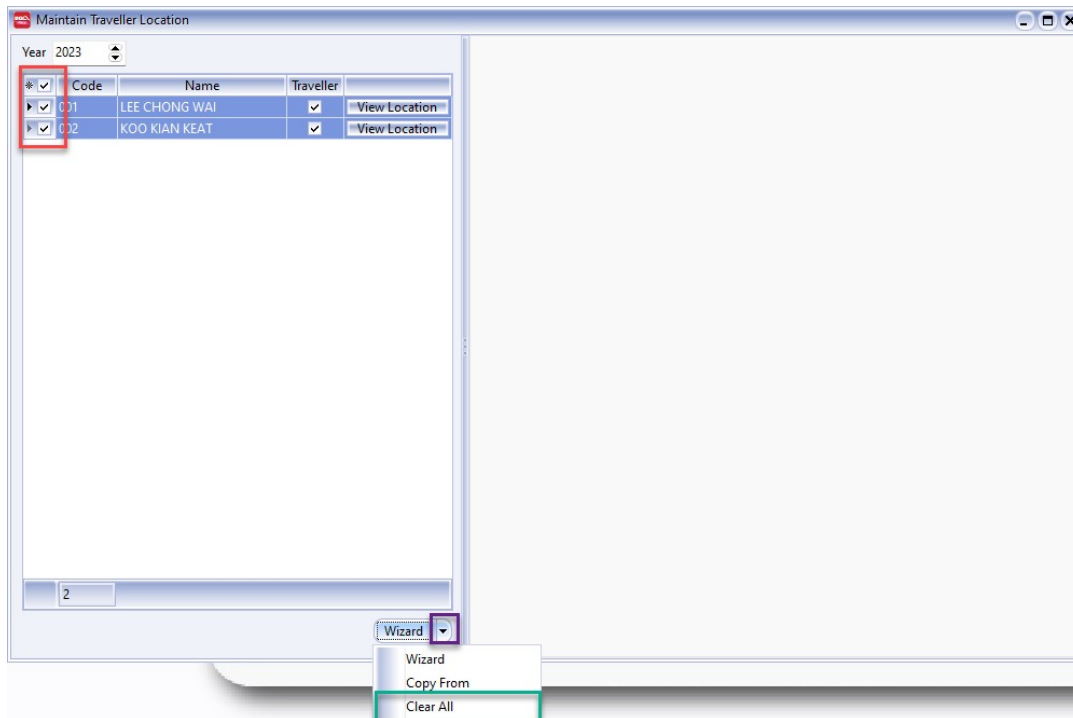
Step 3: Select the Date Range | Select Copy From which employee | OK



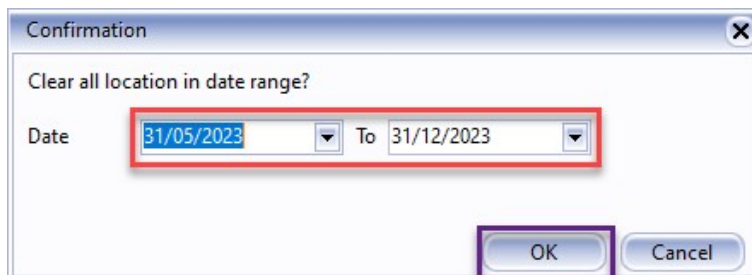
2.4.4 Clear Location

Step 1: **Time Attendance** | **Maintain Calendar**

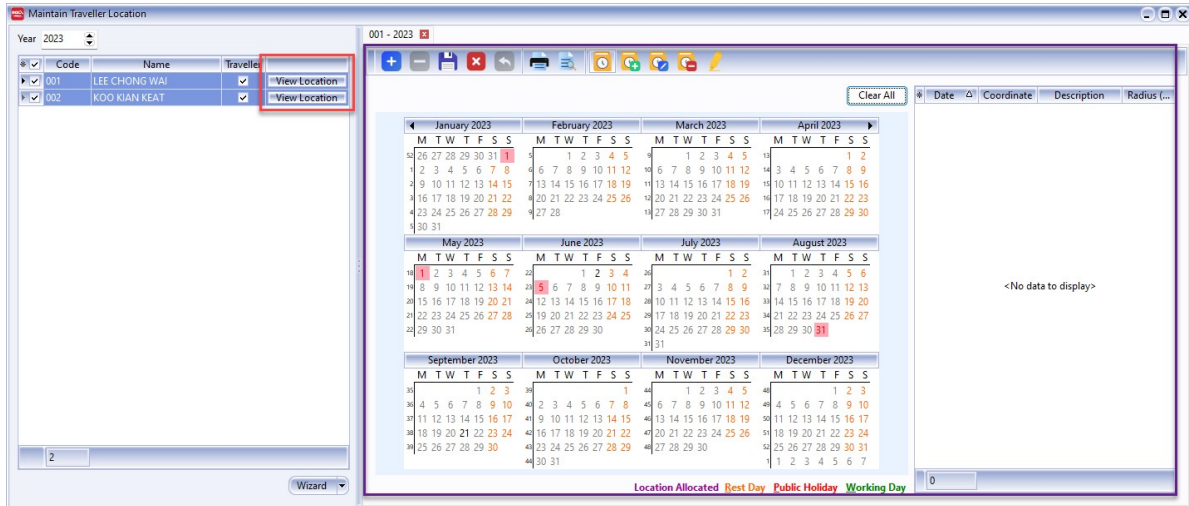
Step 2: **Tick** employee want to clear all location |  | **Clear All**



Step 3: Select the **date range** to clear all calendar | **OK**



Step 4: Click on **View Location** | All the Location have been clear



NOTE:

Not able to clear location past date

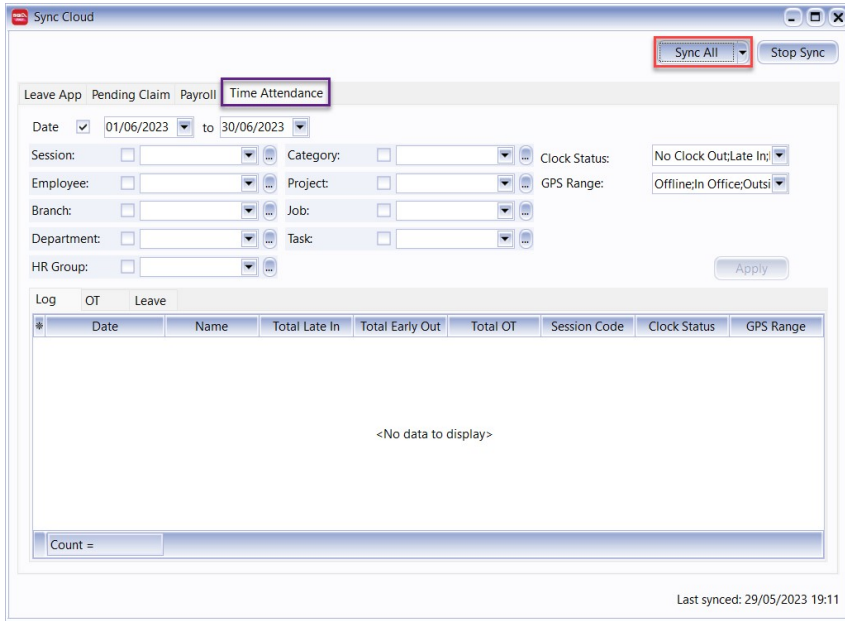
3 Cloud (Time Attendance)

3.1 Sync Cloud

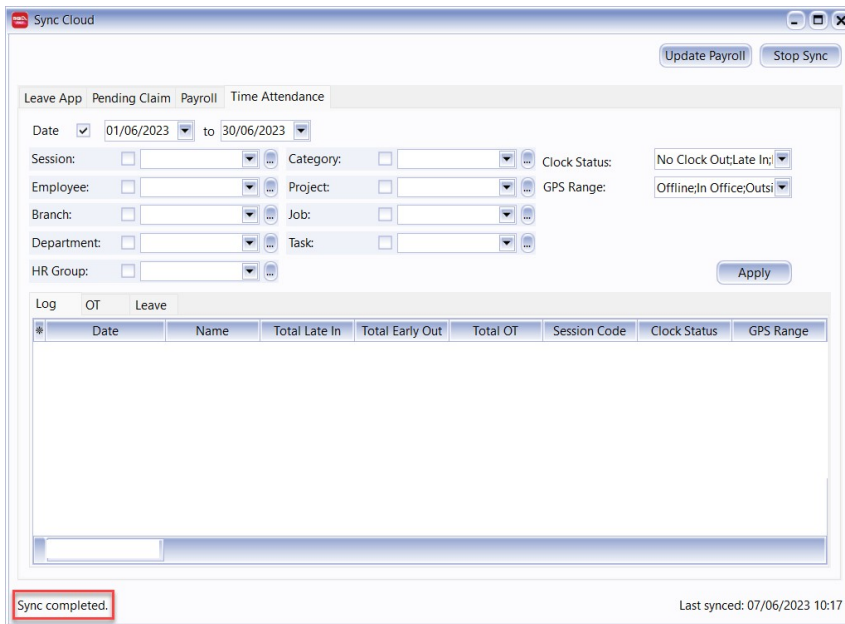
Step 1: Cloud | Sync Cloud

Step 2: Sync All

Step 3: Time Attendance



Step 4: Sync Complete



3.1.1 Log

Step 1: Cloud | Sync Cloud

Step 2: Time Attendance

Step 3: Log

Leave App Pending Claim Payroll **Time Attendance**

Date: 01/06/2023 to 30/06/2023

Session: Category: Clock Status: No Clock Out/Late In

Employee: Project: GPS Range: Offline/In Office/Outs

Branch: Job:

Department: Task:

HR Group:

#	Date	Name	Total Late In	Total Early Out	Total OT	Session Code	Clock Status	GPS Range
02/06/2023	LEE CHONG WAI	0	0	0	----	Absent	Offline	Map
07/06/2023	LEE CHONG WAI	0	0	759		Traveller(2)	Traveller	Map
09/06/2023	LEE CHONG WAI	0	0	0		No clock out, Traveller	Traveller	Map

#	Clock In	Late In	Remark (In)	Clock Out	Early Out	Remark (Out)	OT	GPS Range	Traveller	Is OT	Attachment (In)	Attachment (Out)
08:22 AM		0		No Out	0		0	Traveller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0

To show employee Clock Status

3.1.2 OT

Step 1: Cloud | Sync Cloud

Step 2: Time Attendance | OT | Action

The screenshot shows the 'Time Attendance' section of the HRMS interface. At the top, there are navigation tabs: 'Leave App', 'Pending Claim', 'Payroll', and 'Time Attendance'. Below these are various filters including Date (01/06/2023 to 30/06/2023), Session, Employee, Branch, Department, HR Group, Category, Project, Job, Task, Clock Status, and GPS Range. An 'Apply' button is present. Below the filters is a table with columns: Date, Post Date, Name, Day Type, and Action. A row for '07/06/2023' is highlighted, and the 'Action' dropdown menu is open, showing options: Unassigned, Overtime, and Cancelled.

Actions	Description
Unassigned	Not yet allocated any action
Overtime	This working period is assign to OT
Cancelled	Cancelled for this working session

Once assign action to Overtime and appear highlighted green, it will be posted to Pending OT

This screenshot is similar to the previous one, but the 'Action' dropdown menu is closed, and the row for '07/06/2023' is now highlighted in green, indicating that the 'Overtime' action has been successfully assigned to that date.

Leave App Pending Claim Payroll Time Attendance

Date: 01/06/2023 to 30/06/2023

Session: [] Category: [] Clock Status: No Clock Out/Late In!

Employee: [] Project: [] GPS Range: Offline/In Office/Outsi

Branch: [] Job: []

Department: [] Task: []

HR Group: [] [Apply]

Log	OT	Leave		
Date	Post Date	Name	Day Type	Action
07/06/2023	07/06/2023	LEE CHONG WAI	Work Day	Overtime [] Show Log

NOTE:

Highlighted **PINK**: WILL NOT be posted to Pending OT, and action will be changed to "Unassigned" (missing OT code)

To choose OT Code, **Right Click** on highlighted Pink | Edit

Choose **OT Code** | Save

Time Attendance Overtime

Date	Name	Remark	Start Time	End Time	Duration	Claimable	Break Time	OT Code
07/06/2023	LEE CHONG WAI		10:13 AM	09:00 PM	647	647	0	----

Count = 1

[Save]

Code	Description
----	Default Overtime
DR05	1/2 Rest Day
DR10	1.0 Rest Day
DR20	Public Holiday
HW15	Working Day
HW20	Rest Day
HW30	Public Holiday

7

A=a -A- Fetch All New

Step 3: Show Log

To Show Log for employee who OT

Leave App Pending Claim Payroll Time Attendance

Date 01/06/2023 to 30/06/2023

Session: Category: Clock Status: No Clock Out/Late In:

Employee: Project: GPS Range: Offline/In Office/Outsi:

Branch: Job:

Department: Task:

HR Group:

Log OT Leave

Date	Post Date	Name	Day Type	Action
07/06/2023	07/06/2023	LEE CHONG WAI	Work Day	Unassigned <input type="button" value="Show Log"/>

Time Attendance Log - 001 LEE CHONG WAI (07/06/2023)

Clock In	Clock Out	Work Duration	Late In	Early Out	OT	Break Time	Is OT	Traveller
08:21 AM	10:13 AM	0	0	0	112	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10:13 AM	09:00 PM	0	0	0	647	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Count = 2

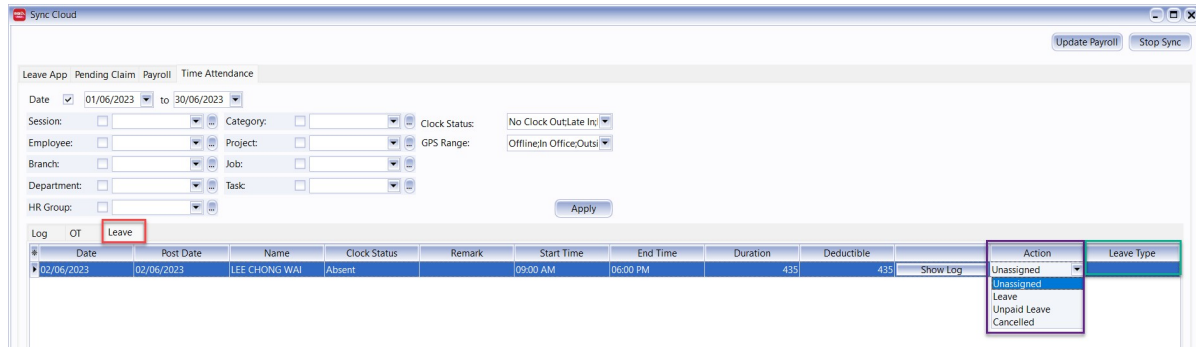
3.1.3 Leave

Step 1: **Cloud | Sync Cloud**

Step 2: **Leave**

Step 3: **Actions**

Step 4: **Leave Type**



Actions	Leave Type	Description
Unassigned	-	Not yet allocated any actions
Leave	AL, MC	Will be deducted as Annual Leave or Medical Leave
Unpaid Leave	UL	Will be deducted as Unpaid Leave
Cancelled	-	Cancelled for this Leave

3.2 Time Attendance Log

NOTE:

Only will prompt out for employee who did not Clock Out, HR need assign Clock Out Time manually.

Step 1: Enter **Clock Out** time

Step 2: Tick if **IsOT** (optional)

Step 3: Enter **Break Time** (optional)

Time Attendance Log (1 error)

Please complete the following clock pairs with error

#	Date	Name	Clock Status	Expected Clock In	Expected Clock O...	Clock In	Clock Out	Work Duration	Is OT	Break Time
▶	07/06/2023	LEE CHONG WAI	No clock out	No Expected In	No Expected Out	10:13 AM		0	<input type="checkbox"/>	0

Count = 1

Save

Step 4: **Save**

Time Attendance Log (1 error)

Please complete the following clock pairs with error

#	Date	Name	Clock Status	Expected Clock In	Expected Clock O...	Clock In	Clock Out	Work Duration	Is OT	Break Time
▶	07/06/2023	LEE CHONG WAI	No clock out	No Expected In	No Expected Out	10:13 AM		0	<input type="checkbox"/>	0

Count = 1

Save

3.3 Attendance Reward

Step 1: Time Attendance | Print Time Attendance Summary

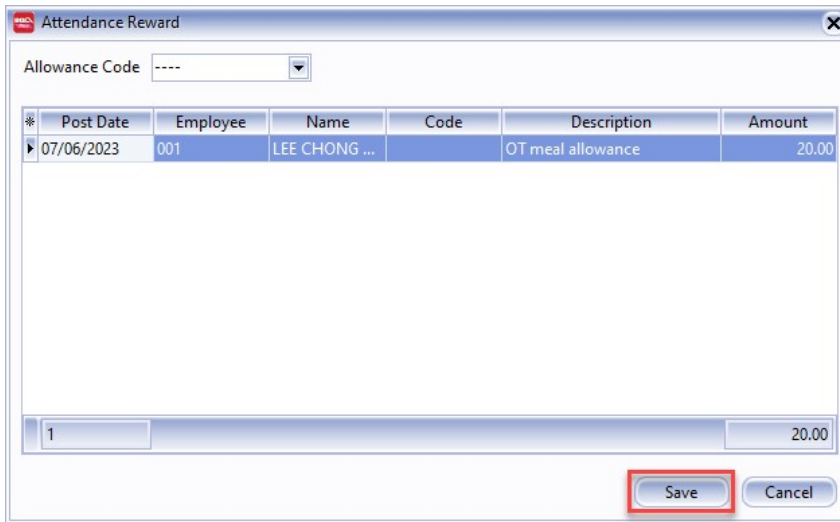
Step 2: Make sure **TICK ALL** under **Clock Status**

Sep 3: **Apply**

Step 4: **Attendance Reward**

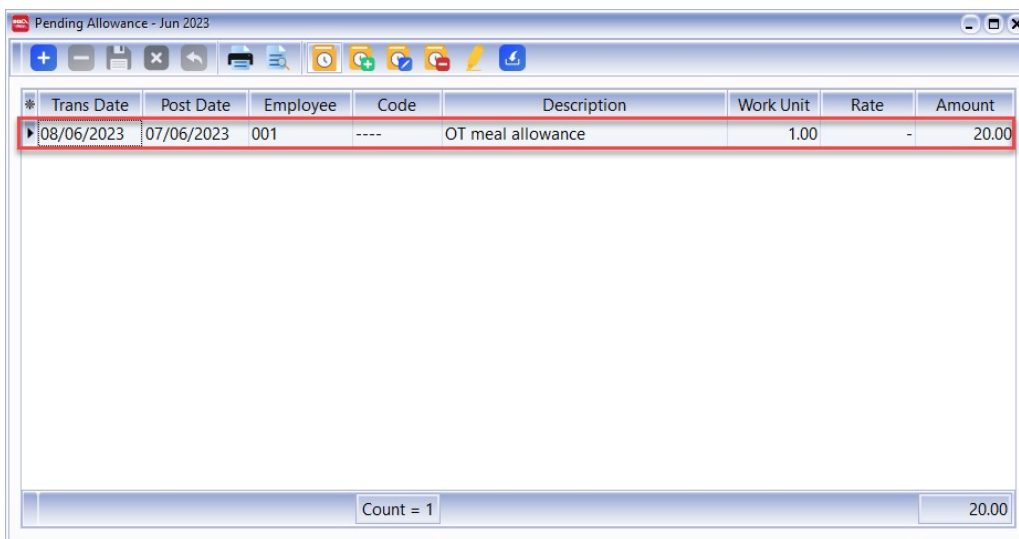
							Session 1		Session 2		Session 3		Session 4		Overtime		
* Date	Day...	Name	Clock Sta...	Sess...	Lea...	Leav...	In	Out	In	Out	In	Out	In	Out	In	Out	Cl...
02/...	Wor...	LEE CHO...	Absent	----													

Step 5: **Save**



Step 6: After save, the reward will appear under open pending payroll

(Payroll | Open Pending Payroll | Allowance)

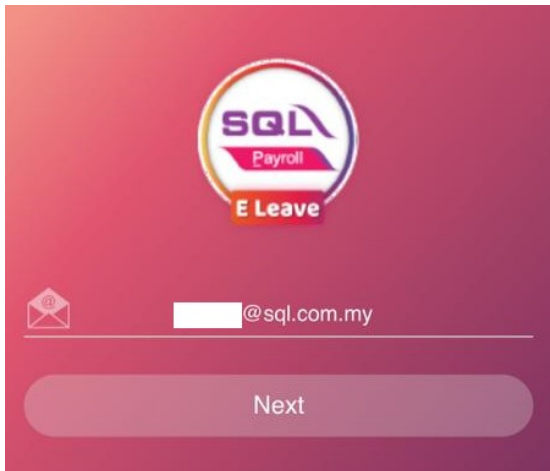


NOTE:

**By default, meal allowance is RM20, can refer consultant to change amount*

4 Login Application

4.1 Login Application with Email

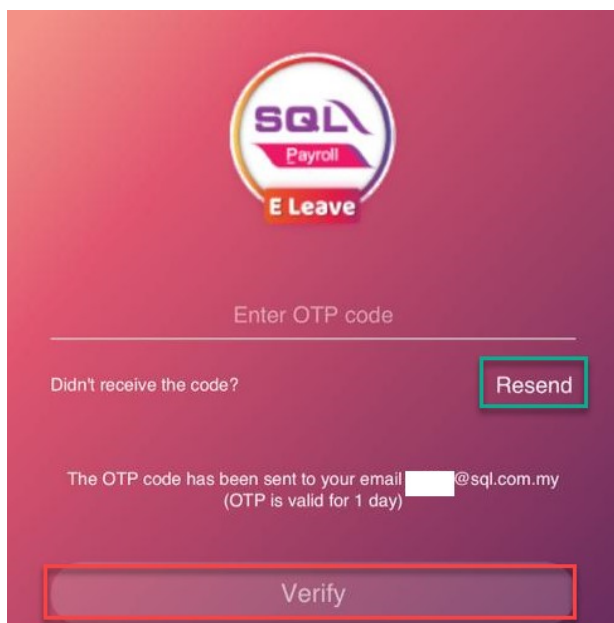


Step 1: **Login Application with Email | Next**

Step 2: Check Email will receive OTP for login SQL HRMS

NOTE:

If no received can check on SPAM mail

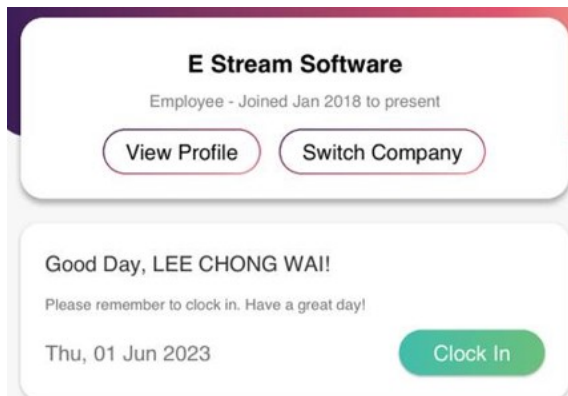


Step 3: Enter OTP Code after received email | **Click Verify**

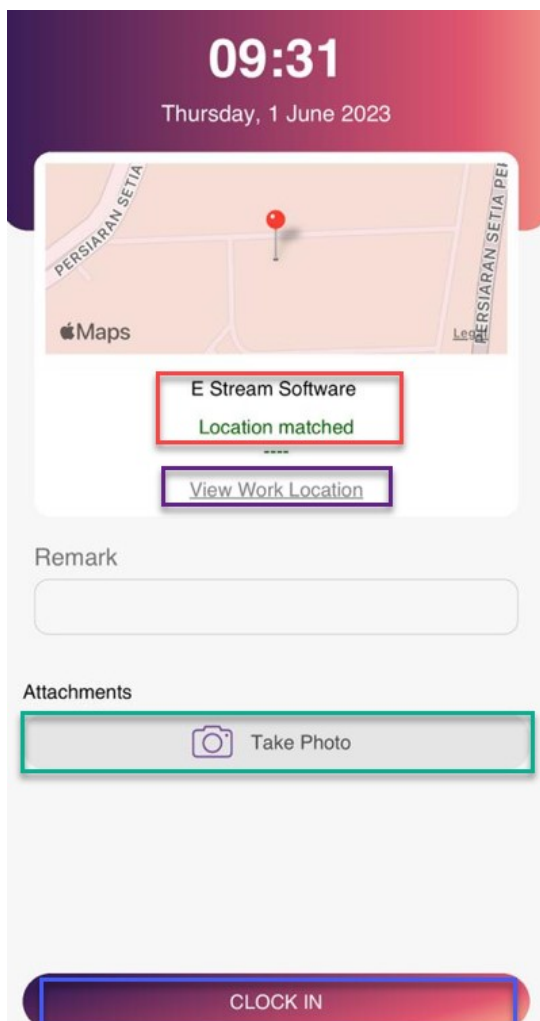
NOTE:

*If no receive email, click **Resend** to request resend OTP to your email*

4.2 Clock In



Step 1: Click **Clock In**



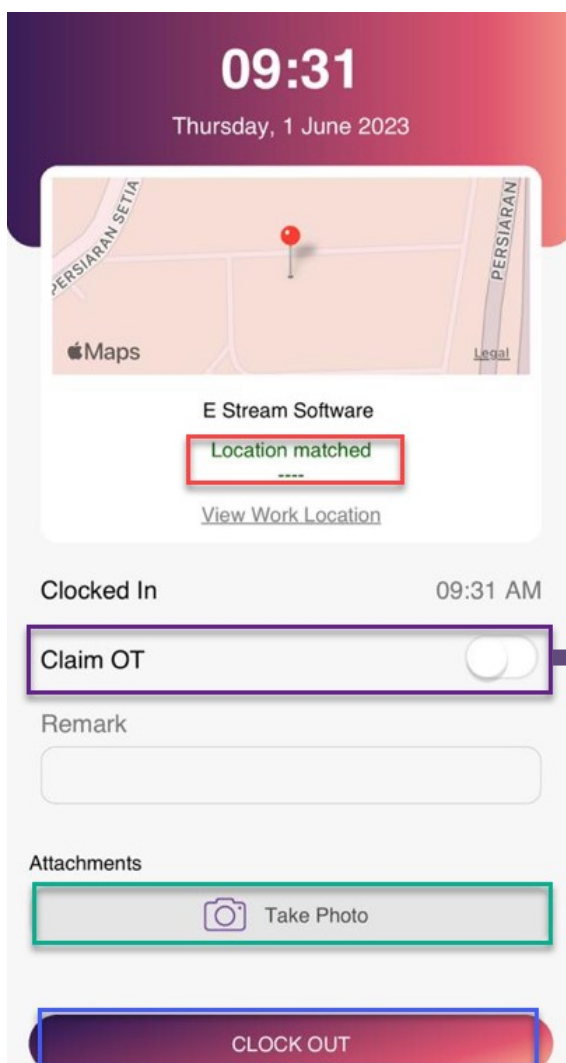
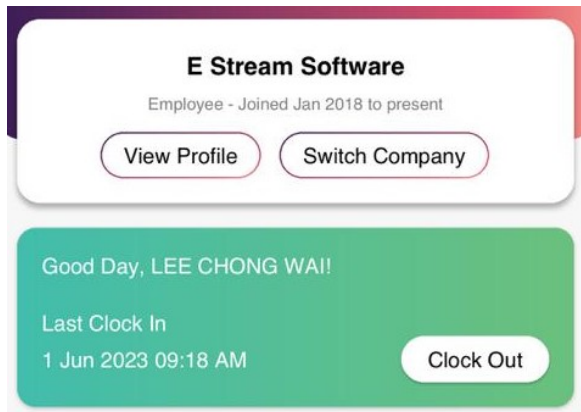
Step 2: **Location matched** when you are in work location | **Take Photo** | **Clock In**

* **View Location** can check current location

* When location not match, will show message **Please Clock In At XXX (Location set)**

4.3 Clock Out

Step 1: Click Clock Out

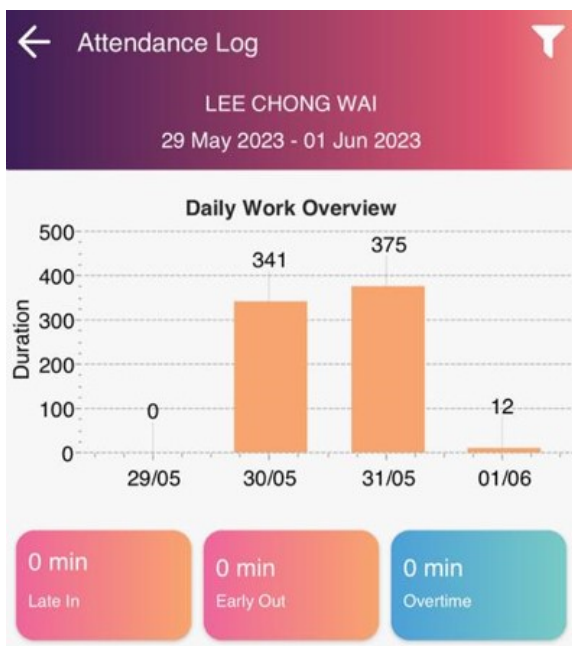


Step 2: Location Matched | Take Photo | Clock Out

* Click Claim OT when you did OT

(Key In Total OT Break Time when you OT, system will deduct the break time when calculate OT)

4.4 Attendance Log



Step 1: View the duration of work for this period working days

1 Jun 2023 (Thursday)

Location Updates 0
No unusual location activity detected

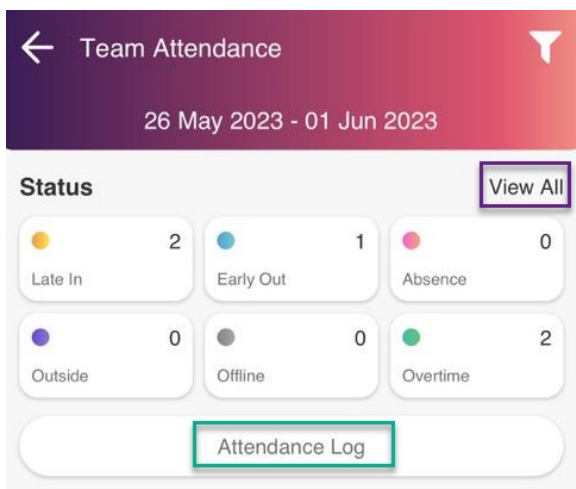
Time	Location	Action
09:18 AM	Default Branch	Clock In
09:30 AM	Default Branch	Clock In
09:31 AM	Default Branch	Clock In
08:56 AM	Default Branch	Clock In
12:34 PM	Default Branch	Clock In
12:35 PM	Default Branch	Clock In

Step 2: Click **Location Updates** to view time and location of clock in & clock out

Step 3: **Details of clock in & clock out**

Step 4: **View photo of clock in & clock out**

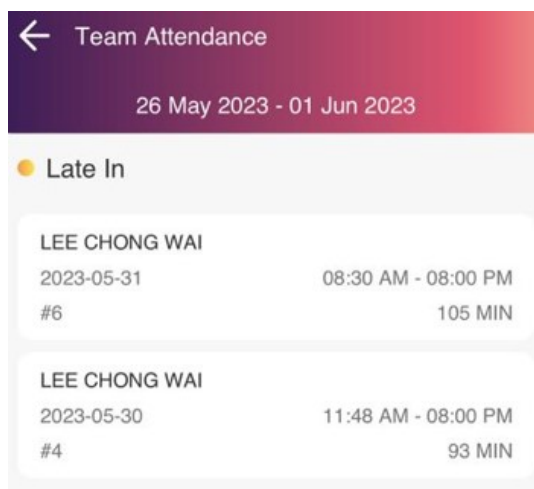
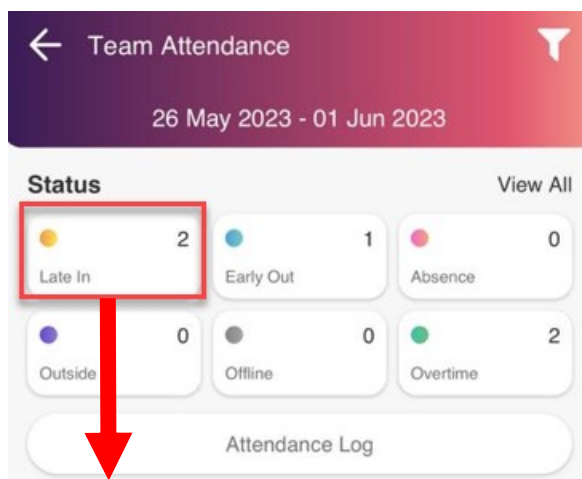
4.5 Team Attendance



Step 1: Status will show all staff attendance status

* [View All](#) to view status in detail

* [Attendance Log](#) to view employee clock in & clock out status



Step 2: Click each **Status** can view details of that status

Summary

Late In

EMPLOYEE	#
1. LEE CHONG WAI	2

Early Out

EMPLOYEE	#
1. LEE CHONG WAI	1

Absence

Step 3: Summary of all status (Employee name will be show)

4.6 OT Entitlement

← OT Entitlement

Default Work OT

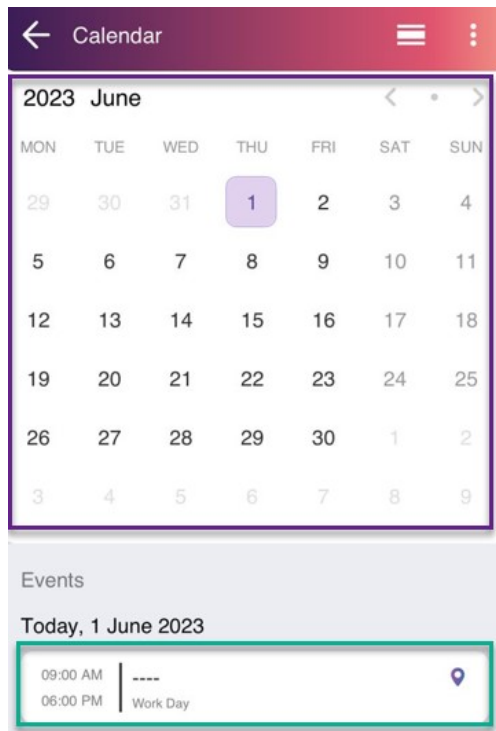
Work Day (Before Work)		
Min OT		15 min
Max OT		180 min
PERIOD	OT START	OT
1	06:00 AM	DR05
2		
3		

Work Day (After Work)		
OT Start		06:30 PM
Min OT		15 min
TIER	MAX OT	OT
1	60 min	DR05
2	30 min	DR20
3	60 min	HW20

NOTE:

Can view the OT Entitlement set by company

4.7 My Calendar



- * [View Work Session using Calendar](#)
- * [View Working Location for each day](#)

---Thank You for Reading---