



SysMates Technologies

Strategic Solutions for Organizations

HRMATES ATTENDANCE MANAGEMENT

Version 2.1

Date: 26th July 2024

Shift Management

Shift Masters

Go to Attendance menu > Shift Masters menu

Add or modify shift with following options

- Shift start time and Shift end time. If end time is next day enter it as +1 hh:mm
- Break timings

For non split shift half day leave break time is used to set shift start or end time.

- Split Shift

Multiple attendance entries will be generated as per Break timings. Each entry has its own intime, out time, late, early, overtime

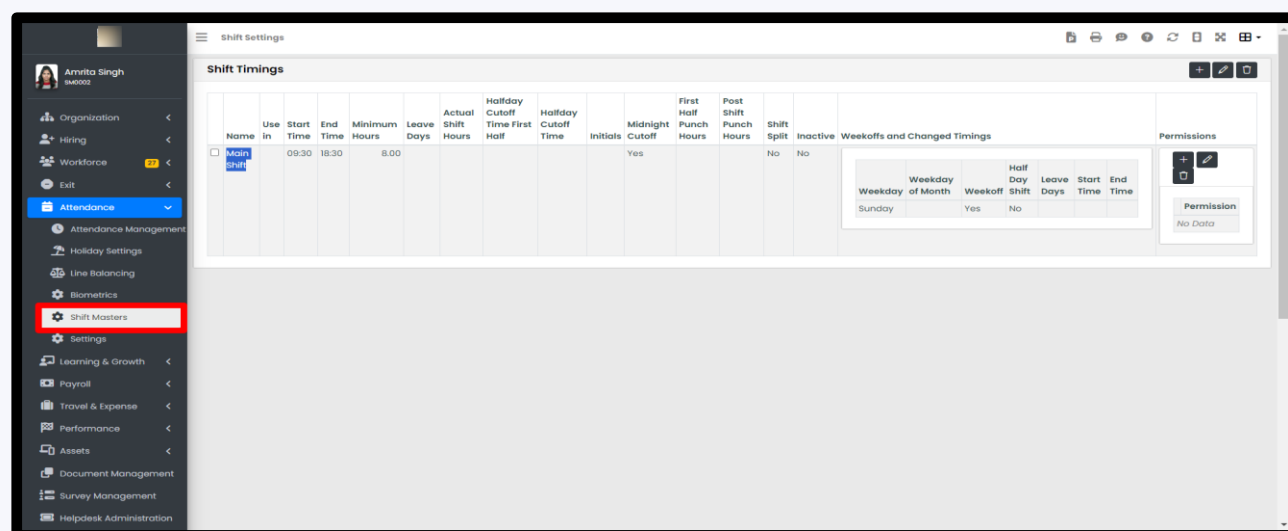
- Week offs
- Punch Cutoff
- Total Intime from Alternate Punch

Within shift punch window First punch will be in punch next punch will be out, next will be in punch and so on. Total in time will be calculated using then total between in and out punch

Default Shift for the Company

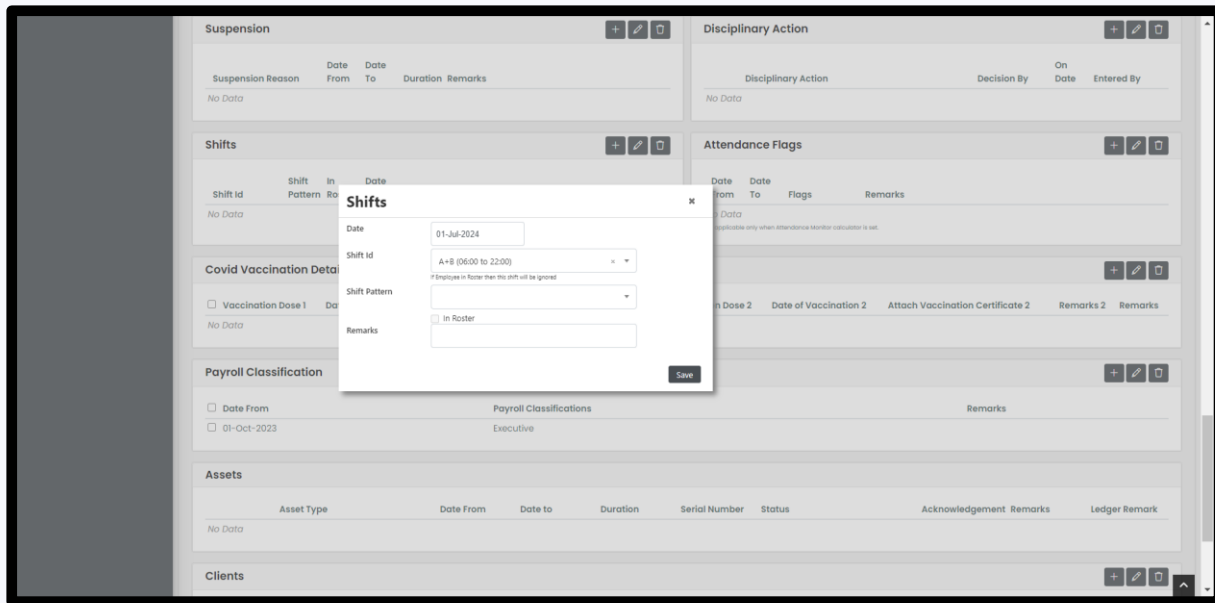
If not overridden by below Shift settings

- Go to Attendance menu > Shift Masters grid
- Create Shift with Name “Main Shift” and set Week Off



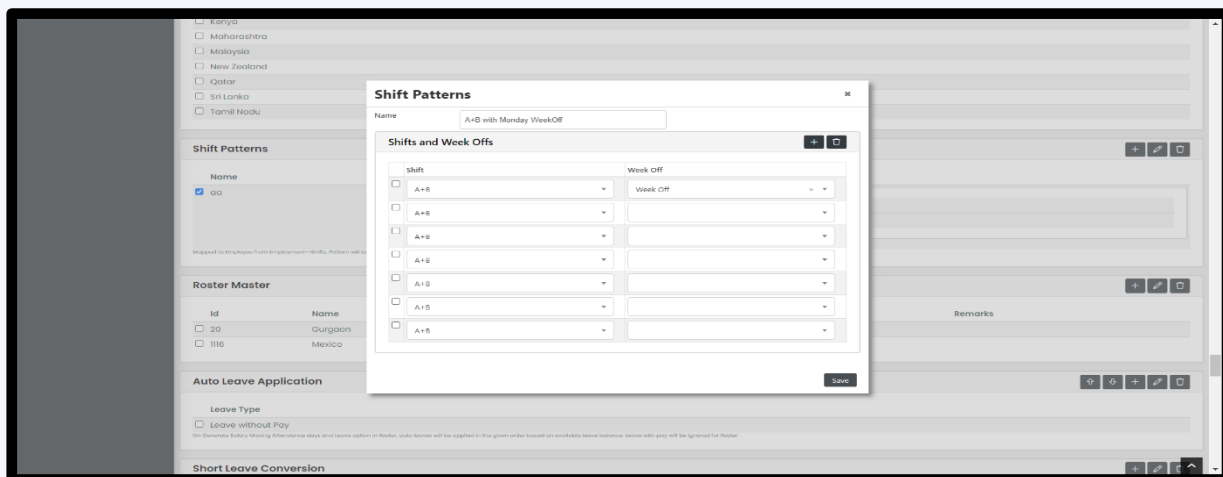
Employee Specific Shift

- Go to Workforce menu > Administration menu > Search Employee field > Profile button > Shifts grid
- Add shift with a starting date



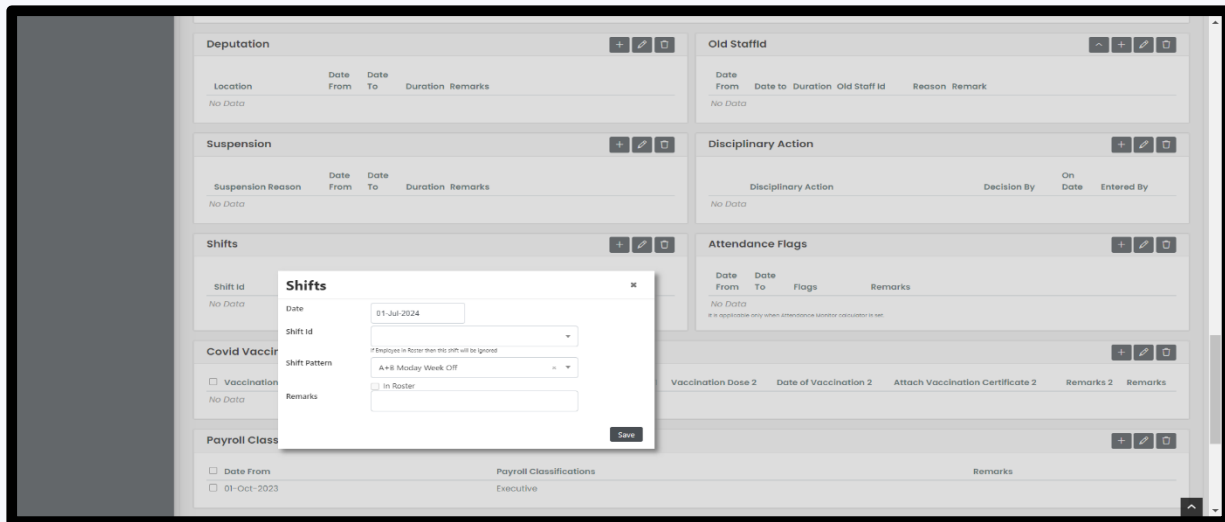
Employee Specific Shift Pattern

Setup: Go to Attendance menu > Settings menu > Shift Patterns grid



Assign Employee Specific Shift Pattern

- Go to Workforce menu > Administration menu > Search Employee field > Profile button > Shifts grid
- Add Date, Shift Patterns and Save



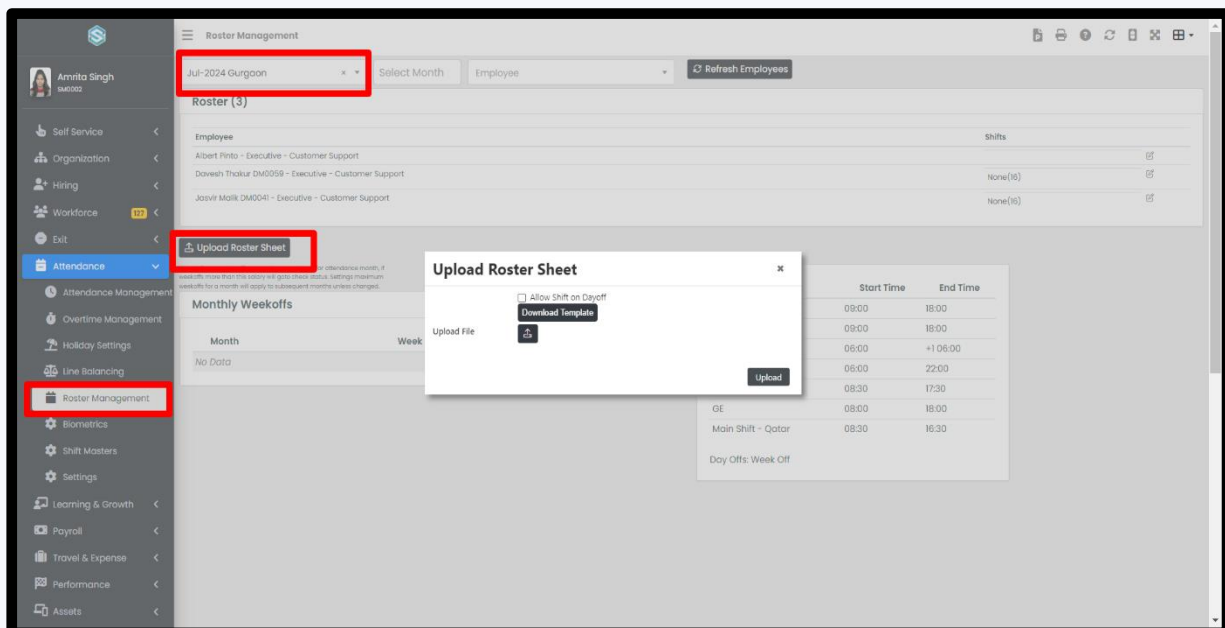
Roster Shift

Setup:

- Go to Attendance → Shift Masters and create Multiple Shift
- To create Group, map employee to roster and set editor “Contact HRMates Support Team”

Define Roster Shift to Employee

- Go to Attendance → Roster Management
- Select Group → Click on Upload Roster Sheet → Download Template
- Fill the template with Shift and Week off and Upload



Manual Shift Change

Shift change for 1 employee for a month

From Roster Management

- Go to Attendance → Roster Management → Select Group
- It will show list of Employee
- Click on pencil icon
- Select date and manually update shift of single employee for a month

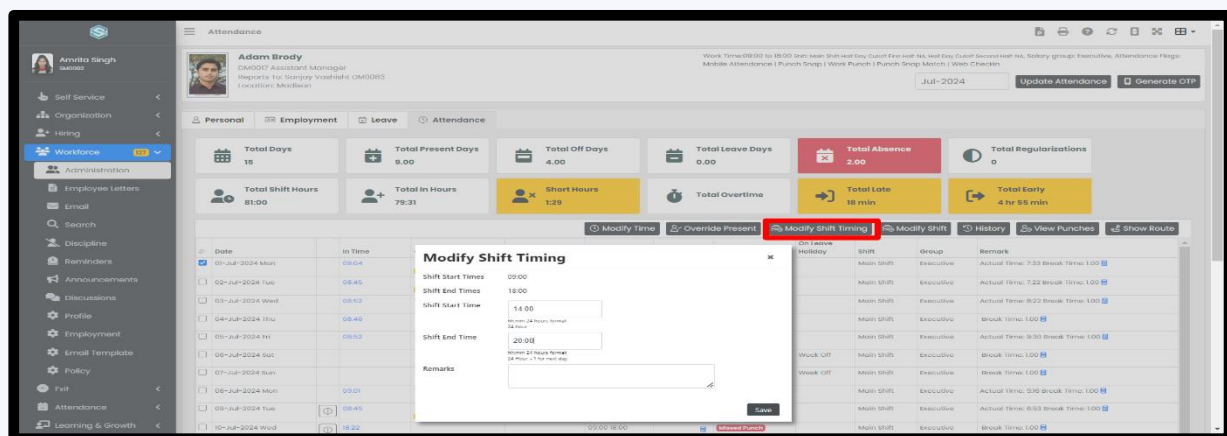
From Employee Administration

- Go to Workforce → Administration
- Search Employee
- Click on Attendance
- Select one or more employee using checkbox
- Click on Modify Shift button make changes and Save

Adhoc Shift Time Change

Shift Time change for 1 Employee for a month

- Go to Workforce menu > Administration menu > Search Employee field > Attendance button
- Select employees using checkboxes
- Click on “Modify Shift Timing” and Save



Attendance Punch

Integrate with Biometric

Add the device using [Attendance](#) menu > [Biometric](#) menu

Integrate with Mobile

Policy Setup: using Attendance menu > Settings menu > Attendance Flags

Individual employee setup: [Employment Profile](#) > [Attendance](#) Grid

Regularization

Policy and Approval Process Setup: HRMates Support team

Attendance & Leave Policy setup

1. Late Coming
2. Early Going
3. Total Intime
4. Present
5. Overtime
6. Leave Masters and Entitlements
7. Adding Comp off
8. Short Leave
9. On Duty and Work from Home
10. Late and early penalty

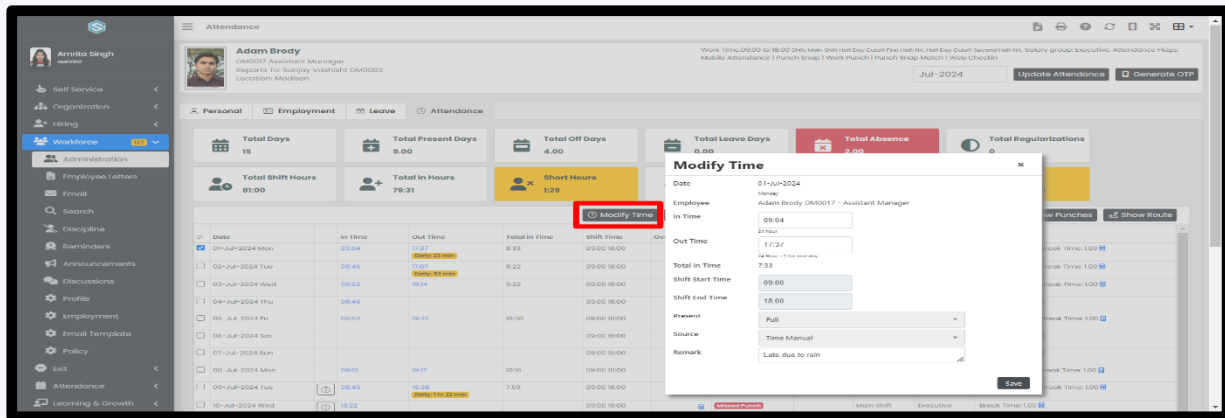
Policy Setup: HRMates Support team

Attendance Time Management

Ad hoc Attendance Time Change

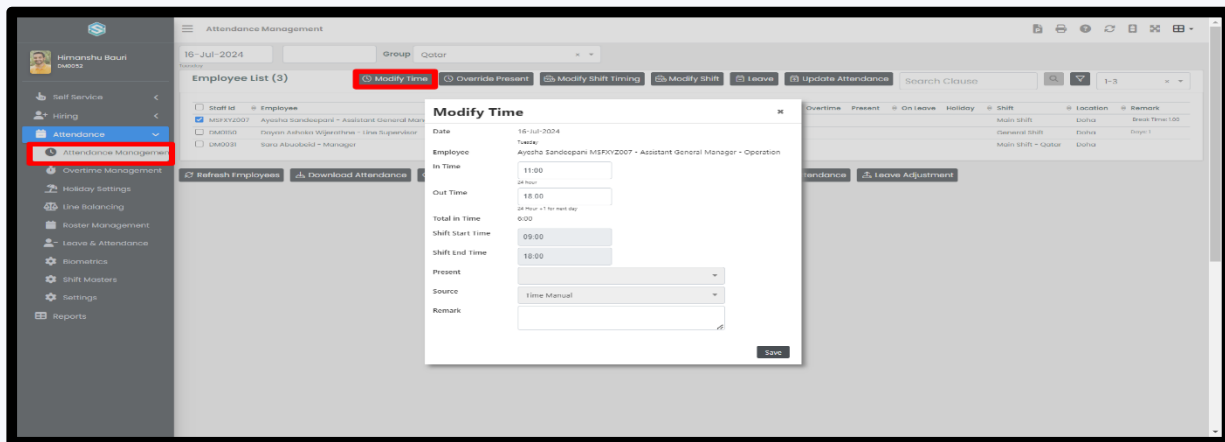
Time changes for multiple employees for a date

- Go to [Workforce](#) menu > [Administration](#) menu > [Search Employee](#) field > [Attendance](#) button
- Select employees using checkboxes
- Click on [Modify Time](#), [Modify Shift](#) button and Save



Time Change for Multiple employees for single day

- Go to Attendance menu > Attendance Management menu > Select Group from dropdown
- Select Employees
- Click on “Modify Time” and Save



Setup

Late coming and early going

Contact HRMates Support with following information

Late and Early Minutes Calculation.

Example: 15 min grace period for Late and 0 grace for Early

Late and Early Minutes Penalty

Example: If late + early count > 3 then .5 day leave for every late+early in order of Casual, Earned, Leave without Pay

Roster

Contact HRMates Support with following information

Roster Name	Employee Mapping to Roster	Managed by
Example 1	All Employees in Department Kitchen	Kitchen Department HOD
Example 2	All Employees in Operations Department	Reporting Manager of Employee

Automations

- Auto Approve after n days
- Auto reject after n days
- Auto Approve on a day for past month
- Freez Attendance on a day for past month
- Send Attendance Summary emails
- And more

Payroll Integration

- Auto Apply based on leave balances

Monitoring

Use Missing or Extra Attendance report to monitor absence

Reports

- Go to Reports menu > select Module: Leave & Attendance > Report dropdown
- Multiple attendance reports are available
- Select Dates, other options and click on download

The screenshot displays the HRMates Reports interface. On the left is a sidebar menu with options like Self Service, Hiring, Attendance, Attendance Management, Overtime Management, Holiday Settings, Line Balancing, Roster Management, Leave & Attendance, Biometrics, Shift Masters, and Settings. The 'Reports' option is highlighted. The main content area is titled 'Reports' and shows a form for generating a 'Report of Missing or Extra Attendance Notifications'. The form includes fields for 'Module' (set to 'Leave & Attendance'), 'Reports' (set to 'Missing or Extra Attendance Report'), 'Date' (01-Jul-2024 to 10-Jul-2024), 'Name Type', 'Location', 'Cost Centre', 'Group', 'Grade', 'Category', 'Sort By', and 'Employee Code'. There is a checkbox for 'Exclude Ex Employees' and a 'Units' section with a table for Company, Division, Department, Section, and Sub Section. A 'Customized Report' section is also visible at the bottom.

Sample of Report Missing or Extra Attendance Report

Missing or Extra Attendance Report Dates: 01-Jul-2024 to 16-Jul-2024 11							
Notification	Employee	Employee Email	Reporting Manager	Reporting Manager Email	Employee Code	Group	Date
Missing Attendance: Adam			John David Ohina k	nogudha@acedoyens.com	DM0047	Executive	01-Jul-2024, 03-Jul-2024 H, 04-Jul-2024 H, 05-Jul-2024, 07-Jul-2024 H, 08-Jul-2024 H, 10-Jul-2024 H, 11-Jul-2024
Missing Attendance: Adam Brody	adam.brody@wellruncompa		Sanjay Vashisht Df		DM0017	Executive	04-Jul-2024, 10-Jul-2024, 16-Jul-2024
Missing Attendance: Adam Carter	adam.carter@wellruncompi		Ravinder Ojha DMf	ravinder@wellruncompany.c	DM0039	Management	02-Jul-2024, 12-Jul-2024, 16-Jul-2024
Missing Attendance: Alex Jones	abc@gmail.com		Mark Taylor DM00f	mark@wellruncompany.con	DM9999	Management	01-Jul-2024, 11-Jul-2024, 16-Jul-2024
Missing Attendance: Angela Bassett			Sanjay Vashisht Df		DM0051	Executive	01-Jul-2024, 11-Jul-2024, 16-Jul-2024
Missing Attendance: Anissa Mittal	anissa@wellruncompany.co		Bill Woods DM000f	bill@wellruncompany.com	DM0003	Management	04-Jul-2024, 10-Jul-2024, 16-Jul-2024
Missing Attendance: Anurag Bhati	anurag@wellruncompany.cc		Sankar Singh DM0f	sankar@wellruncompany.cc	DM0016	Executive	01-Jul-2024, 05-Jul-2024, 11-Jul-2024, 15-Jul-2024, 16-Jul-2024
Missing Attendance: Arvind Shukla	s@da.com		Mark Taylor DM00f	mark@wellruncompany.con	DM0022	Management	04-Jul-2024, 10-Jul-2024, 16-Jul-2024
Missing Attendance: Becks Justin	becks@wellruncompany.coi		Ravinder Ojha DMf	ravinder@wellruncompany.c	DM0018	Management	03-Jul-2024, 09-Jul-2024, 16-Jul-2024
Missing Attendance: Bhumi Das	bhumi@wellruncompany.co		Arun Bansal DM00		DM0011	Executive	03-Jul-2024, 09-Jul-2024, 16-Jul-2024
Missing Attendance: Bijender Yadav			Adam Carter DM0f	adam.carter@wellruncompi	DM0044	Non-Executive	05-Jul-2024, 09-Jul-2024, 15-Jul-2024, 16-Jul-2024
Missing Attendance: Bill Woods	bill@wellruncompany.com		Ravinder Ojha DMf	ravinder@wellruncompany.c	DM0009	Management	01-Jul-2024, 02-Jul-2024, 05-Jul-2024, 06-Jul-2024, 08-Jul-2024, 09-Jul-2024, 10-Jul-2024, 11-Jul-2024, 12-Jul-2024
Missing Attendance: Deepika Sharma	deepika@wellruncompany.c		Bill Woods DM000f	bill@wellruncompany.com	DM0005	Executive	02-Jul-2024, 08-Jul-2024, 12-Jul-2024, 16-Jul-2024
Missing Attendance: Gajendra Chand	gajendra@vigilantseir		Mary Brown DM00	mary@wellruncompany.con	DM0026	Management	05-Jul-2024, 09-Jul-2024, 15-Jul-2024, 16-Jul-2024
Missing Attendance: Hari Nayak	jerry@gmail.com		Becks Justin DM00f	becks@wellruncompany.coi	DM0032	Executive	03-Jul-2024, 09-Jul-2024, 16-Jul-2024
Missing Attendance: Himanshu Bauri			Mary Brown DM00	mary@wellruncompany.con	DM0052	Executive	03-Jul-2024, 09-Jul-2024, 16-Jul-2024
Missing Attendance: Ian Thomas	ian@wellruncompany.com		Ravinder Ojha DMf	ravinder@wellruncompany.c	DM0002	Management	01-Jul-2024, 05-Jul-2024, 11-Jul-2024, 15-Jul-2024, 16-Jul-2024
Missing Attendance: Ivan Morgan			Mary Brown DM00	mary@wellruncompany.con	DM0038	Executive	04-Jul-2024, 10-Jul-2024, 16-Jul-2024

HRMates Biometric Integration

HRMates has plug and play support for several leading biometric manufacturers. Devices not supported can be integrated by reading from attendance database connected to devices.

Trouble shooting

Device not sending data to HRMates

- Check if network on device is working and firewall is not blocking the ports or IP

Device Registration and Setup

Permission

To give permission to Biometrics page **Settings → Permissions → Biometrics**

Device Setup

Get the URL and Port to be used in Server settings of device from the **Biometrics** page

Some important guidelines in setting up network for the devices

- Maintain proper discipline in setting up admin access to device.
- Create a separate Virtual Network for the devices which is isolated fully from rest of machines on the network, so any malicious user on the local network cannot tamper with devices using software available on net. IT managers can add their own machine to this subnet to test ping etc. Any database capturing attendance will also be part of this Virtual Network.
- If you assign static local IP to device then make sure each static IP is unique in subnet.
- If device time changes on restart let HRMates support know the exact time difference between machine time and current time.
- If device is connected directly to HRMates, then HRMates Support will provide IP and Port to assign in server settings on the device. **https** option should be OFF in Server Settings
- If HRMates reads data from attendance database then provide database credentials to HRMates support.

Take regular backup of the employee registration data.

Device Management

Go to **Attendance → Biometrics** menu item

- To add a new device **Attendance → Biometrics → +** button
- To offset time on device modify device and set **Hours Offset**
- To view employees registered on device, select the device and click on **Registrations** button
- To fetch all registrations from device to HRMates click on **Attendance → Biometrics → Refresh Registrations** button
- When a employee is made ex-employee his registration is made Invalid on all devices
- To update device with HRMates employee registrations, or copy registration to another device **Attendance → Biometrics → Registrations → Copy to Device** button

- To remove registration on device **Attendance → Biometrics → Registrations → Make Invalid** button
- To get all attendance punches from device **Attendance → Biometrics → Pull all Punches** button
- To reboot devices click on **Attendance → Biometrics → Reboot** button
- To check status of command execution look at **Attendance → Biometrics → Commands** column
- Make device **Inactive** if no longer in use

Manually Upload Attendance Data from Device

- Download Attendance Data from Device into USB and use **Attendance** menu → **Attendance Management** menu → **Upload Attendance** button → **Type** field → **By ZKTeco AttLog** option to upload

Reports

- To take report of all device registrations **Reports → Attendance → Biometric Registrations**

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Device Management

Biometric Devices

Pull All Punches



	Device Serial Number	Description	Version	Hours Offset	Last Connect	Last Punch	Kiosk Biometric Machine
<input type="checkbox"/>	AEWU201360046	UNIT 1-Sponge HR	2.4.0	2.50	31-Dec-2022 10:06		0
<input type="checkbox"/>	AEWU182860008	Unit 4 MBF Old		2.50			0
<input type="checkbox"/>	AEWU182860001	UNIT 4 MBF OFFICE	2.2.14	2.50	31-Dec-2022 08:45		0
<input type="checkbox"/>	AEWU193260024	UNIT 3 ADM	2.2.14	2.50	31-Dec-2022 10:15		0
<input type="checkbox"/>	CK5N201260165	HO 4TH Floor	2.2.14	2.50	31-Dec-2022 10:33		0
<input type="checkbox"/>	CK5N201260110	MRSS	2.4.0	2.50	31-Dec-2022 10:33		0
<input type="checkbox"/>	CK5N201260068	Mould Shop	2.4.0	2.50	30-Dec-2022 23:36		0