



Sys Mates 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

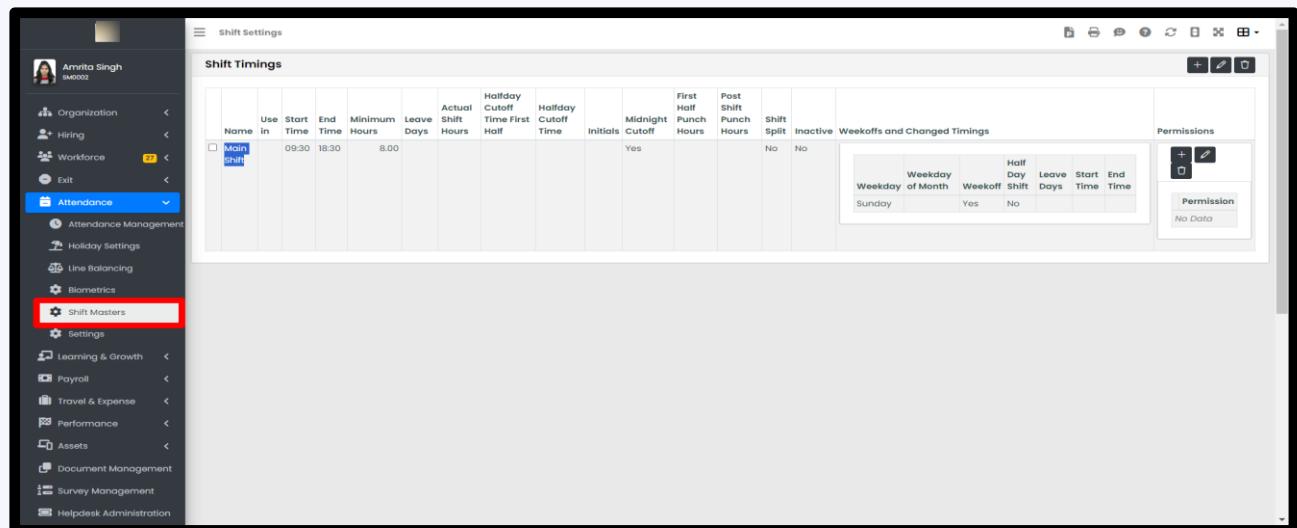
- Week offs
- Punch Cutoff
- Total Intime from Alternate Punch

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

The screenshot shows the HRMates Attendance Management software interface. On the left, there are several tabs: Suspension, Disciplinary Action, Shifts, Attendance Flags, Covid Vaccination Details, Payroll Classification, Assets, and Clients. The Shifts tab is currently active, displaying a grid with columns for Shift Id, Shift Pattern, In Roster, and Date. A modal window titled 'Shifts' is open, showing a form with fields for Date (01-Jul-2024), Shift Id (A+B (0600 to 22:00)), Shift Pattern (A+B (0600 to 22:00)), and Remarks (In Roster). A 'Save' button is at the bottom right of the modal. The Attendance Flags tab is also visible on the right side of the interface.

Employee Specific Shift Pattern

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

The screenshot shows the Shift Patterns grid in the HRMates Attendance Management software. The grid has columns for Name, Shift, and Week Off. The 'Name' column contains 'A+B with Monday WeekOff'. The 'Shift' column lists various shift patterns: A+B, A+B, A+B, A+B, A+B, A+B, and A+B. The 'Week Off' column lists 'Week Off' for each shift pattern. A 'Save' button is located at the bottom right of the grid. The interface also includes sections for 'Shift Patterns' (with a 'go' button), 'Roster Master' (listing Id 20 and Name Gurgaon, and Id 110 and Name Mexico), and 'Auto Leave Application'.

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

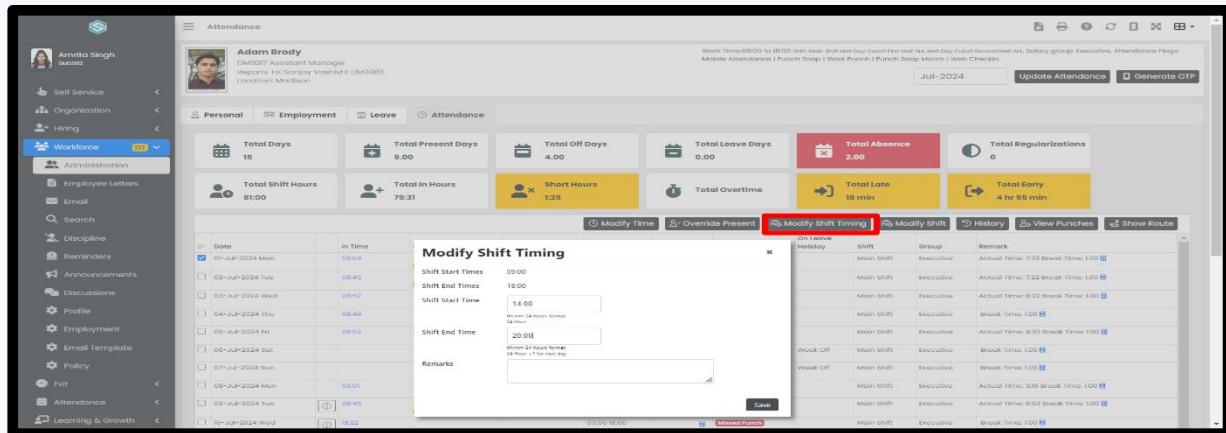
From Employee Administration

- 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

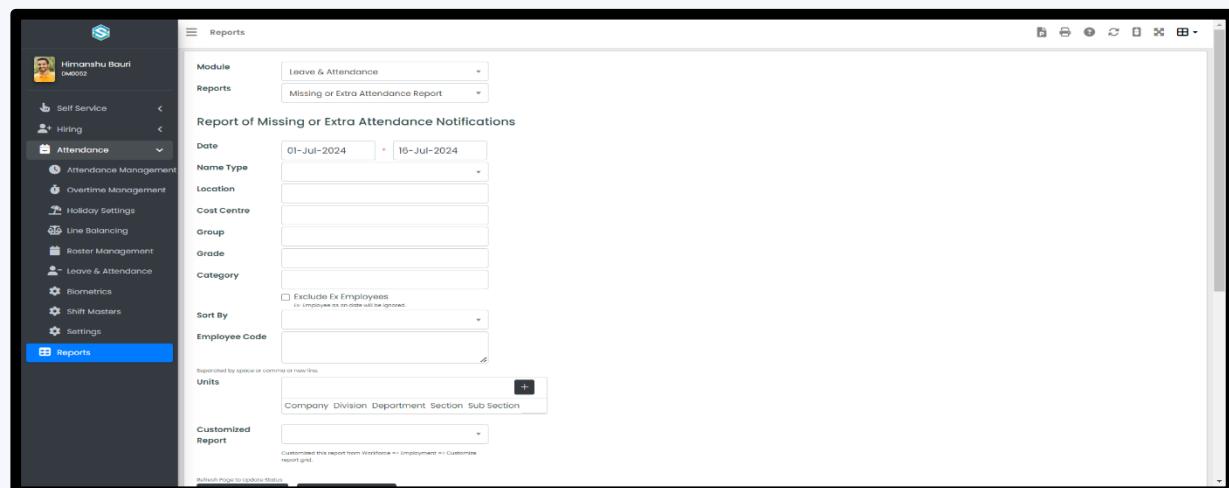
- Auto Apply based on leave balances

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



Sample of Report Missing or Extra Attendance Report

Missing or Extra Attendance Report Dates: 01-Jul-2024 to 16-Jul-2024 TIR							
Notification	Employee	Employee Email	Reporting Manager	Reporting Manager Email	Employee Code	Group	Date
Missing Attendanc: Adam		John David Ohina knogudha@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 Attendanc: Adam Brody		adam.brody@wellruncompany.com	Sanjay Vashishtha	DM0017	Executive	04-Jul-2024, 10-Jul-2024, 16-Jul-2024	
Missing Attendanc: Adam Carter		adam.carter@wellruncompany.com	Ravinder Ojha DM1	ravinder@wellruncompany.com	DM0039	Management	02-Jul-2024, 12-Jul-2024, 16-Jul-2024
Missing Attendanc: Alex Jones		abc@gmail.com	Mark Taylor DM001	mark@wellruncompany.com	DM9999	Management	01-Jul-2024, 11-Jul-2024, 16-Jul-2024
Missing Attendanc: Angela Bassett			Sanjay Vashishtha DM1	DM0051	Executive	01-Jul-2024, 11-Jul-2024, 16-Jul-2024	
Missing Attendanc: Anissa Mittal		anissa@wellruncompany.co	Bill Woods DM0001	bill@wellruncompany.com	DM0003	Management	04-Jul-2024, 10-Jul-2024, 16-Jul-2024
Missing Attendanc: Anurag Bhati		anurag@wellruncompany.co	Sankar Singh DM001	sankar@wellruncompany.cc	DM0016	Executive	01-Jul-2024, 05-Jul-2024, 11-Jul-2024, 15-Jul-2024, 16-Jul-2024
Missing Attendanc: Arvind Shukla		s@da.com	Mark Taylor DM001	mark@wellruncompany.com	DM0022	Management	04-Jul-2024, 10-Jul-2024, 16-Jul-2024
Missing Attendanc: Becks Just		becks@wellruncompany.co	Ravinder Ojha DM1	ravinder@wellruncompany.co	DM0018	Management	03-Jul-2024, 09-Jul-2024, 16-Jul-2024
Missing Attendanc: Bhumi Das		bhumil@wellruncompany.co	Arun Bansal DM001	arun.bansal@wellruncompany.co	DM0011	Executive	03-Jul-2024, 09-Jul-2024, 16-Jul-2024
Missing Attendanc: Bijender Yadav			Adam Carter DM001	adam.carter@wellruncompany.co	DM0044	Non-Executive	05-Jul-2024, 09-Jul-2024, 15-Jul-2024, 16-Jul-2024
Missing Attendanc: Bill Woods		bill@wellruncompany.com	Ravinder Ojha DM1	ravinder@wellruncompany.co	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 Attendanc: Deepika Sharma		deepika@wellruncompany.co	Bill Woods DM0001	bill@wellruncompany.com	DM0005	Executive	02-Jul-2024, 06-Jul-2024, 12-Jul-2024, 16-Jul-2024
Missing Attendanc: Gajendra Chand		gajendra@vigilantservices.in	Mary Brown DM001	mary@wellruncompany.com	DM0026	Management	05-Jul-2024, 09-Jul-2024, 15-Jul-2024, 16-Jul-2024
Missing Attendanc: Hari Nayak		Jerry@gmail.com	Becks Justin DM001	becks@wellruncompany.co	DM0032	Executive	03-Jul-2024, 09-Jul-2024, 16-Jul-2024
Missing Attendanc: Himanshu Bauri			Mary Brown DM001	mary@wellruncompany.com	DM0052	Executive	03-Jul-2024, 09-Jul-2024, 16-Jul-2024
Missing Attendanc: Ian Thomas		ian@wellruncompany.com	Ravinder Ojha DM1	ravinder@wellruncompany.co	DM0002	Management	01-Jul-2024, 05-Jul-2024, 11-Jul-2024, 15-Jul-2024, 16-Jul-2024
Missing Attendanc: Ivan Morgan			Mary Brown DM001	mary@wellruncompany.com	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	+	edit	trash
	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				