Time Attendance Guide

(SQL HRMS APP)

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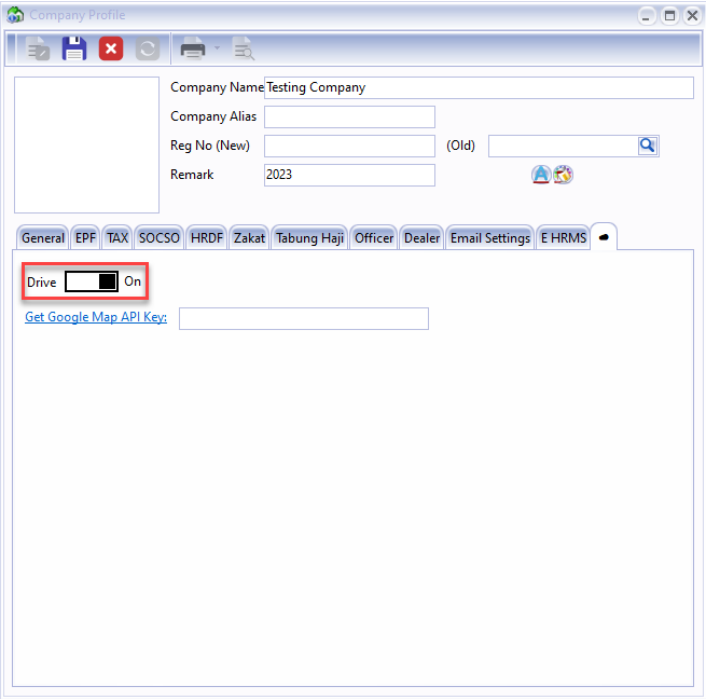
1 General Setup

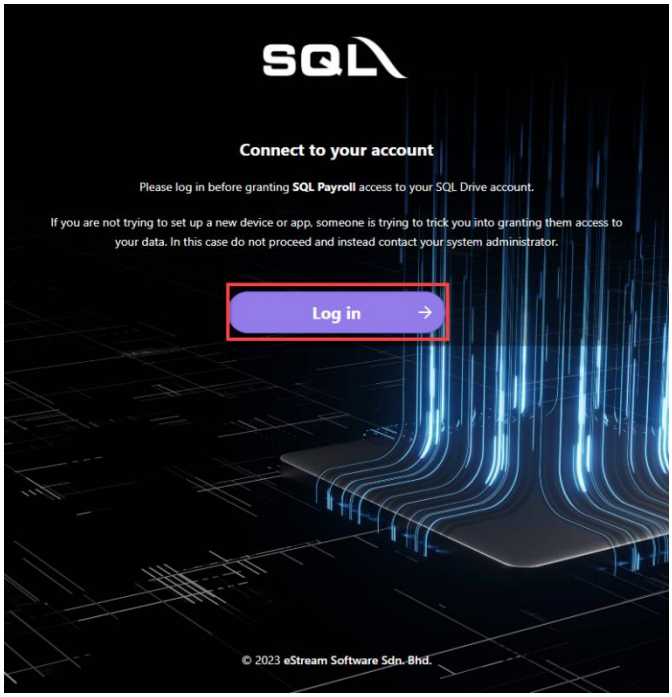
1.1 Maintain Cloud Drive

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

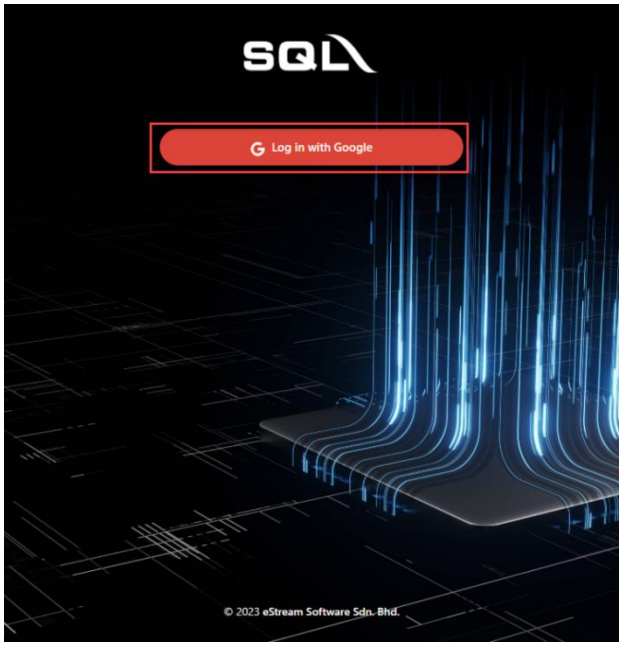
Step 2: Turn **ON** drive



Step 3: Click on **Log in**

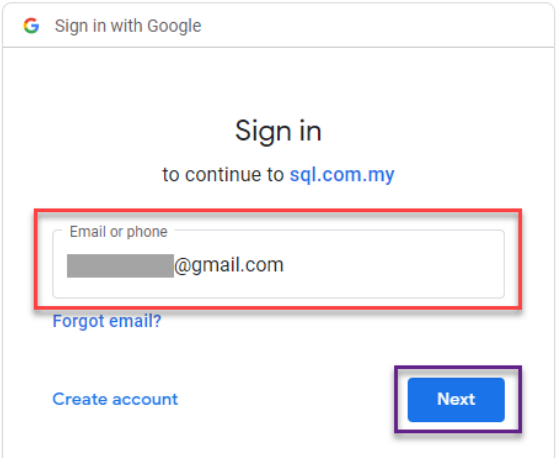


Step 4: Click on **Log in with Google**

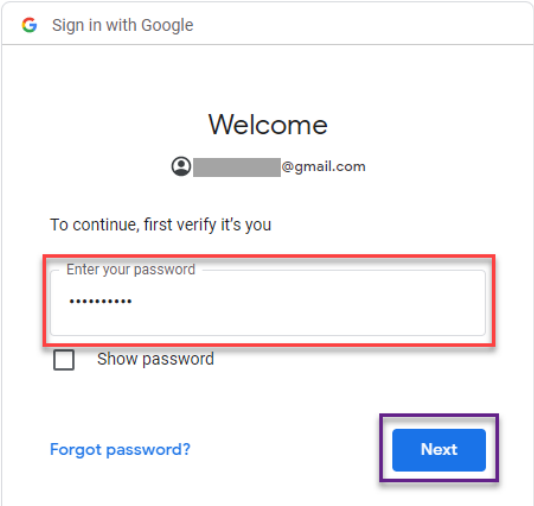


Step 5: Enter **Email Address** | **Next**

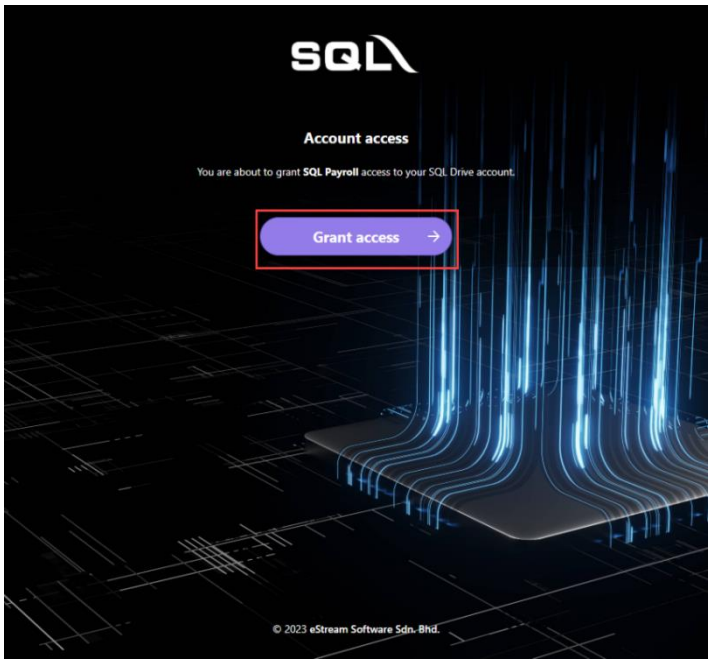
> ***NOTE:***
>
> *Email address can register with our consultant.*



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

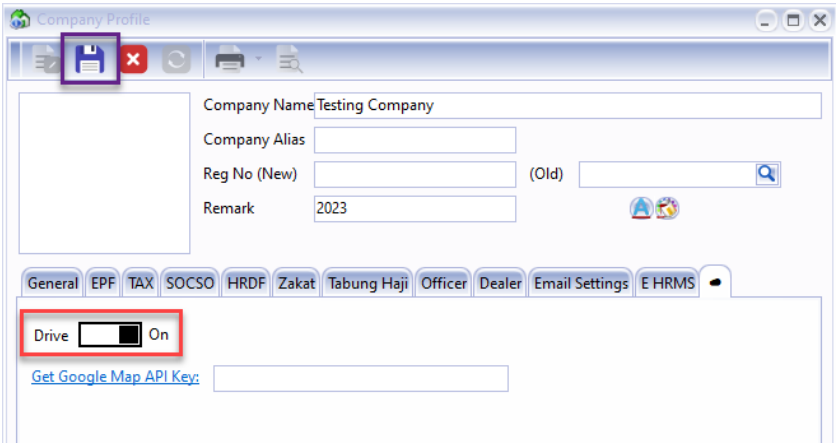


Step 7: Click on **Grant access**



Step 8: Click on **Save**

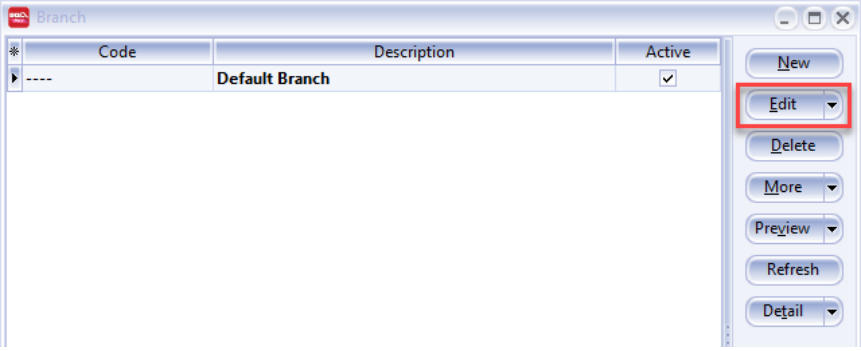
> ***NOTE:***
>
> *Make sure Drive is turn **ON***



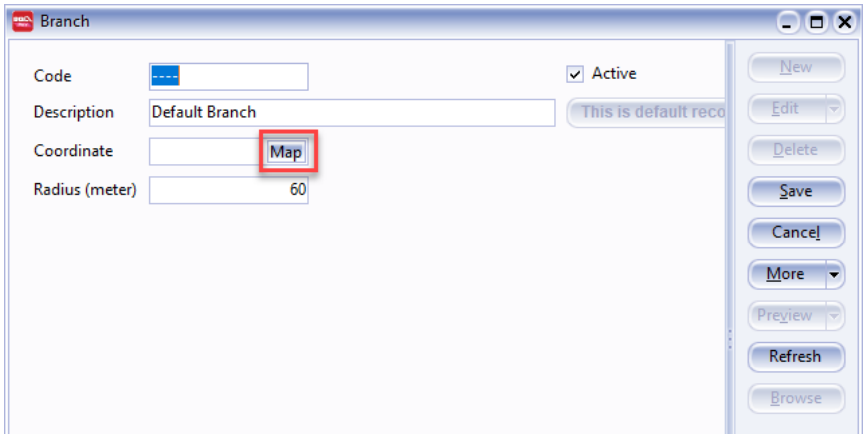
1.2 Maintain Location

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

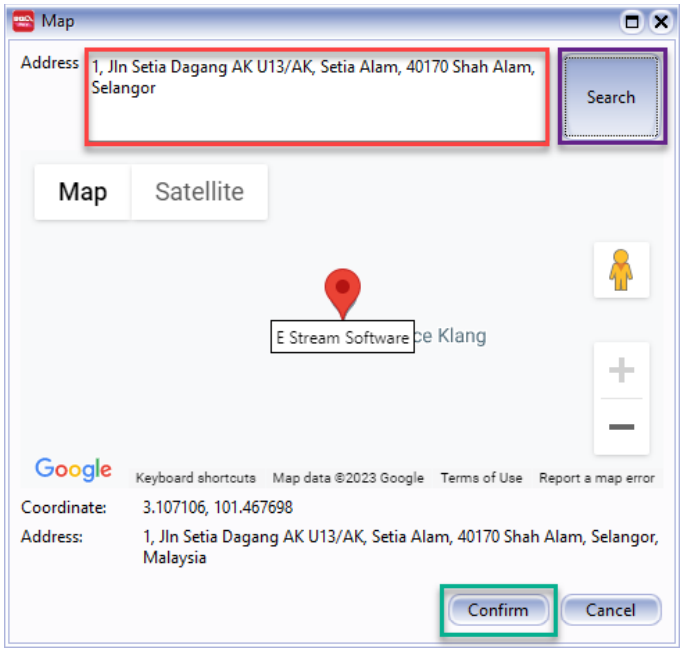
Step 2: Click on **Edit**



Step 3: Click on **Map**

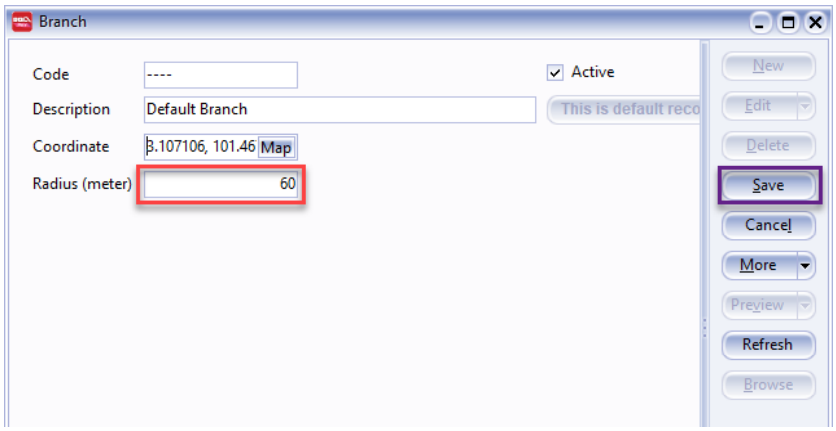


Step 4: Enter company Address | **Search** | **Confirm**



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

> ***NOTE:***
>
> *By default, radius (meter) is 60, able to increase or reduce radius*



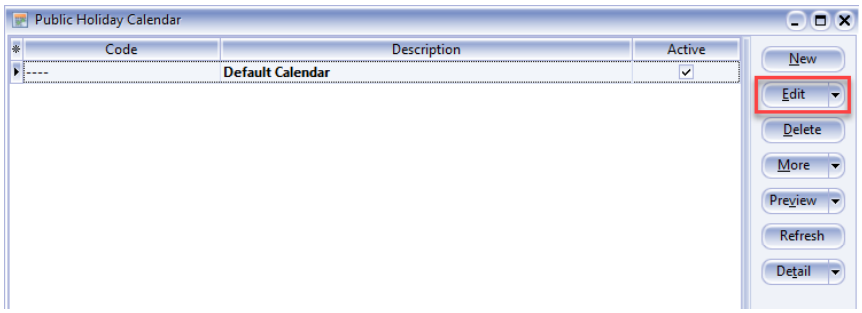
You can also create new branch if more than one branch

1.3 Maintain Public Holiday

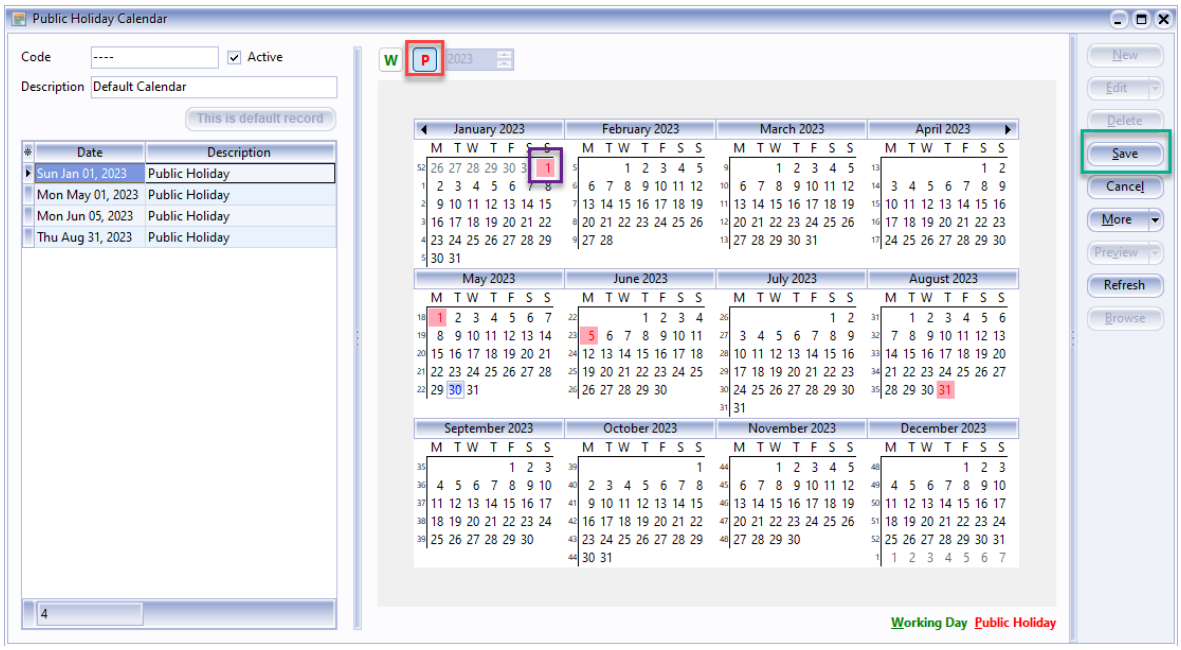
Step 1: **Leave | Maintain Public Holiday**

To set the public holiday of the year

Step 2: Click on **Edit**



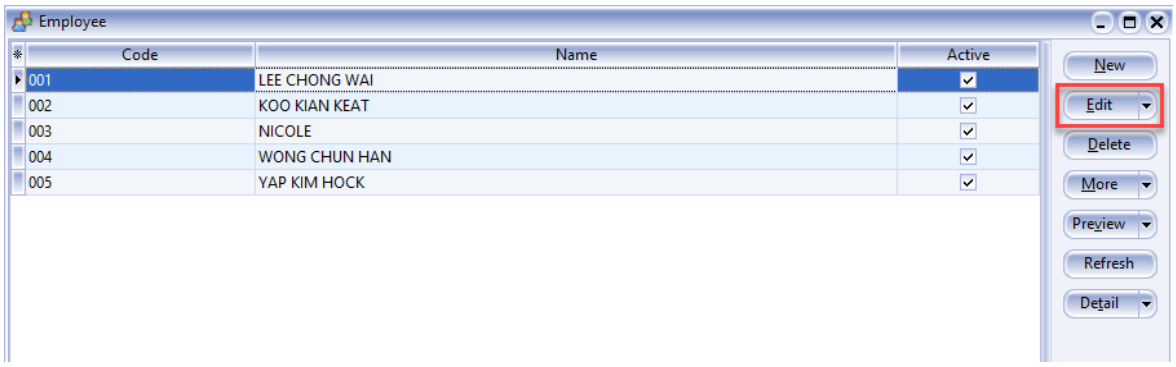
Step 3: Click on P | **Select date of the public holiday** | **Save**



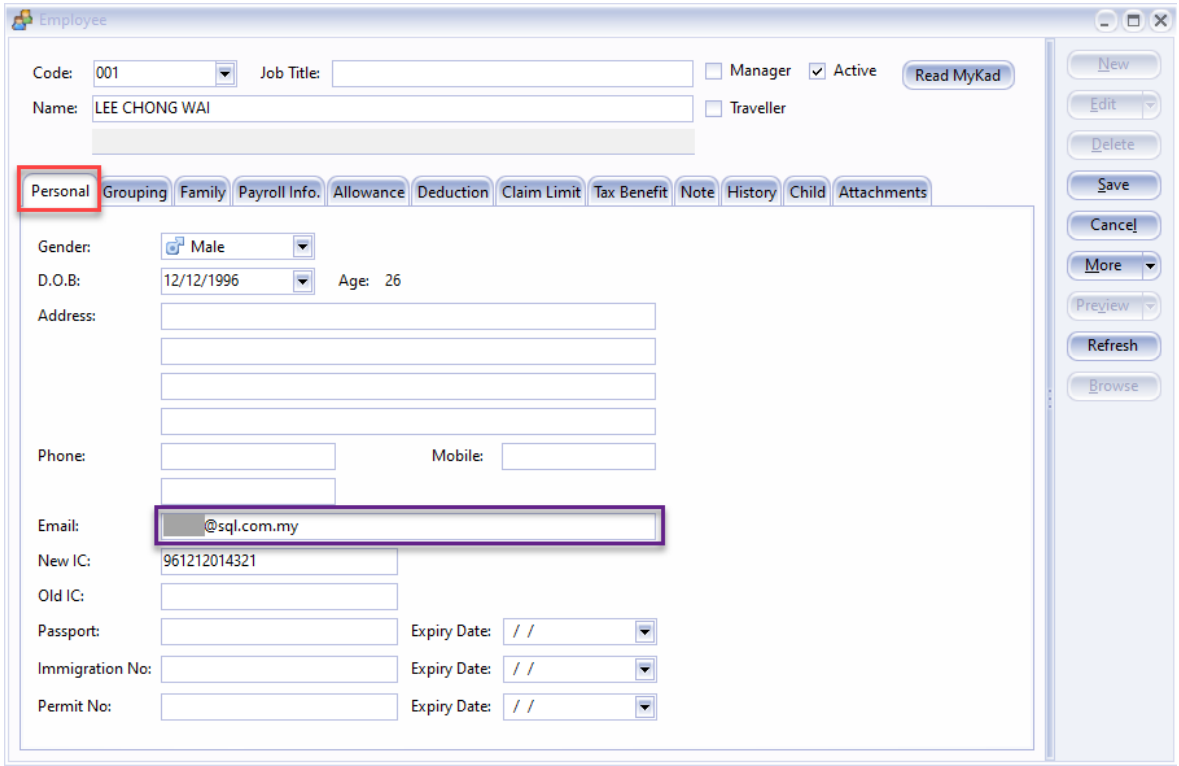
1.4 Maintain Employee

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**

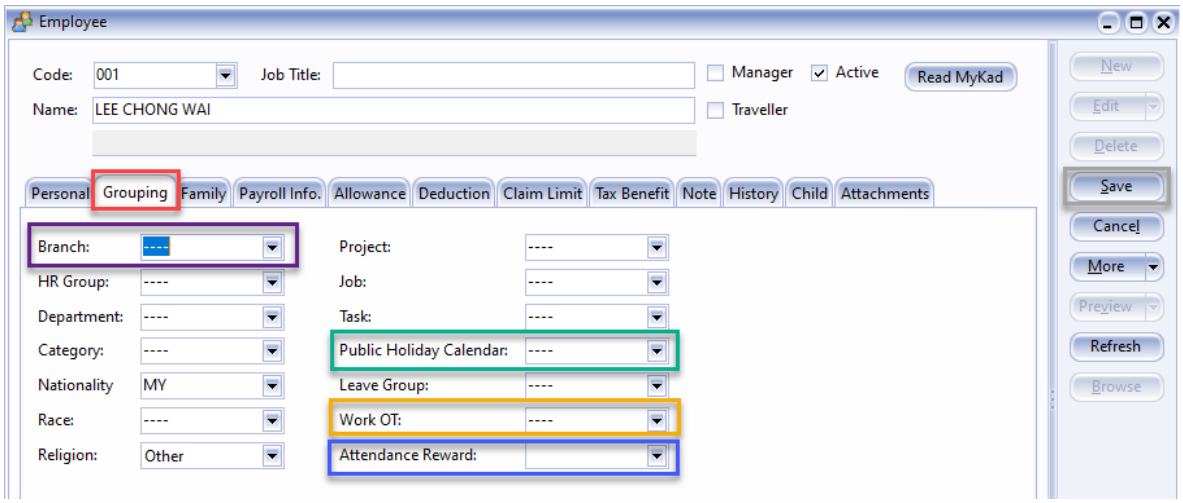
Step 5: Select Public Holiday Calendar

Step 6: Select Work OT

Step 7: **Save**

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

> ***NOTE:***
>
> **Just apply for employee who have attendance allowance*



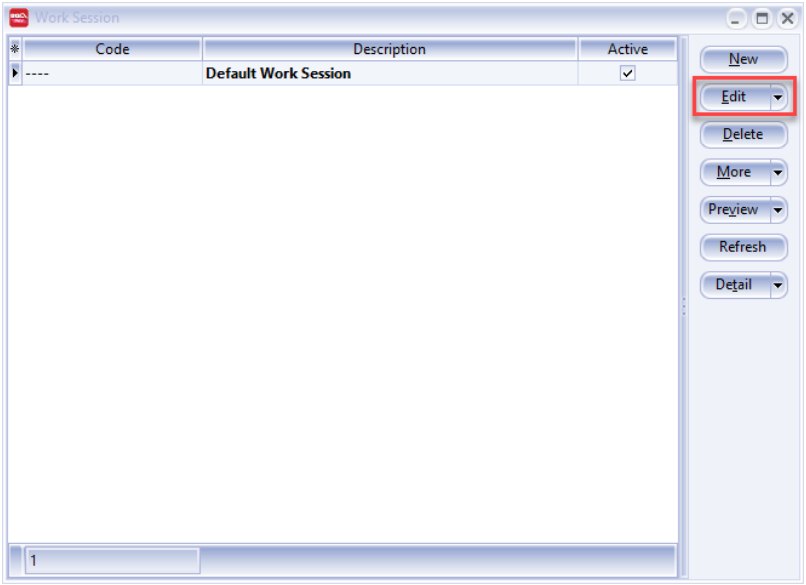
> ***NOTE:***
>
> **Tick on **Traveller** if the employee is traveller (Eg. Sales Person / Delivery Person / Doctor)*

2 Time Attendance

2.1 Maintain Work Session

Step 1: **Time Attendance | Maintain Work Session**

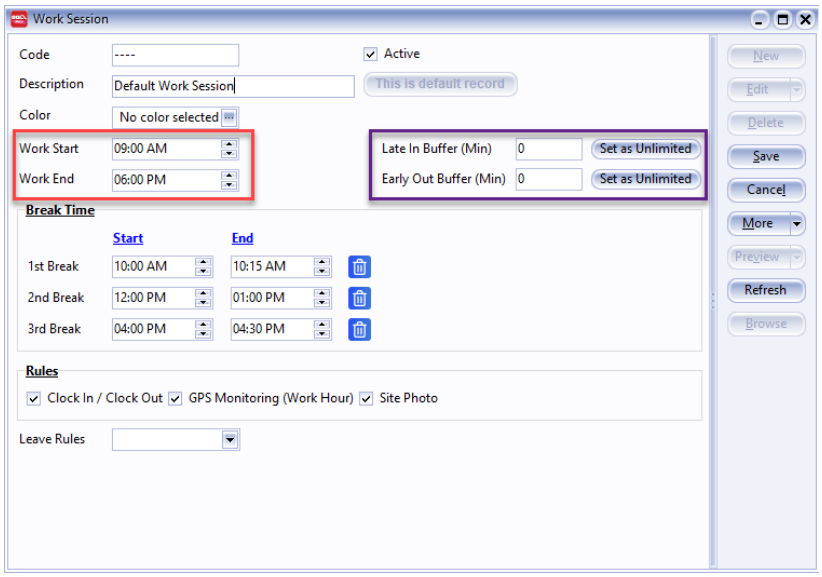
Step 2: Click on **Edit**



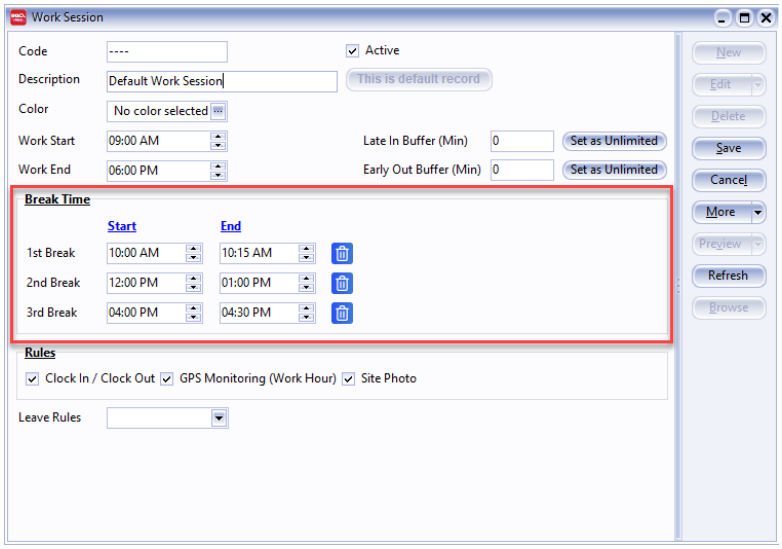
Step 3: Key in time for Work Start (09:00 AM) and time for Work End (06:00 PM)

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

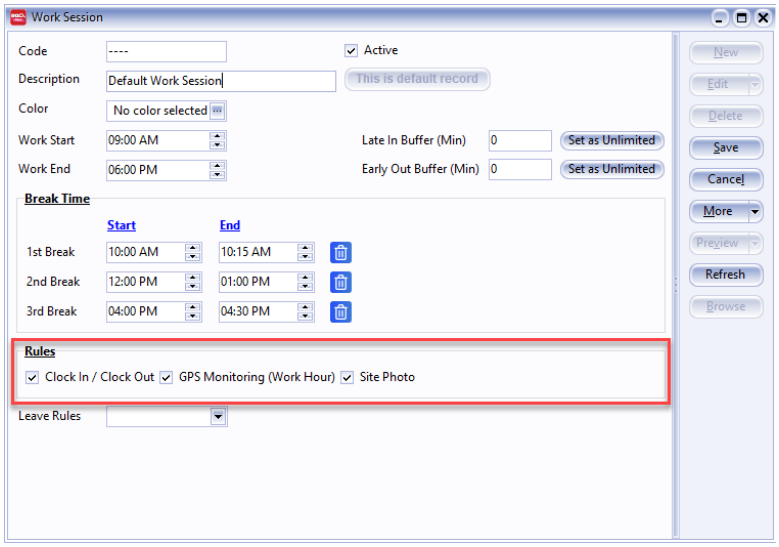


Step 4: Key in **Break Time**



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

Step 5: Select **Rules**

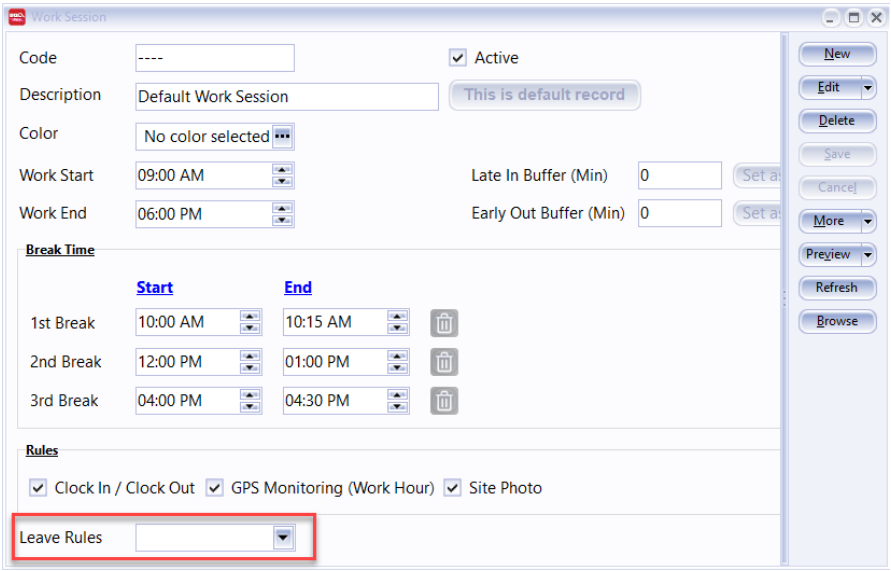


- ✓ Clock In / Clock Out – User need to Clock In / Clock Out
- ✓ GPS Monitoring (Work Hour) - User need to turn on location every time they Clock In / Clock Out. GPS monitoring is for background tracking after Clock In
- ✓ Site Photo - must take photo before Clock In / Clock Out

NOTE:

Not allow to upload photo from album

Step 6: Leave Rules



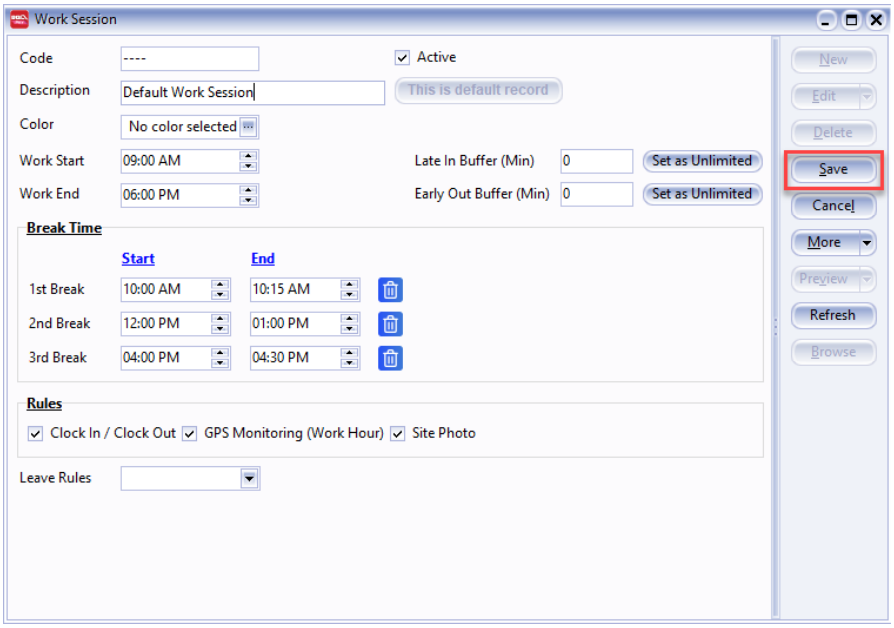
Description	Explanation
Flexible Lunch Time (Lunch break from 12:00 PM – 15:00PM)	Able to break any hour lunch break within a time (Eg. 01:00 PM – 02:00 PM)
Traveller – Set Late In, Early Out, Time Off To 0	Clock In / Clock Out time can be adjustable

NOTE:

**Just apply for traveller employee*

Once **apply Leave Rule, **NO NEED** fill in **Break Time***

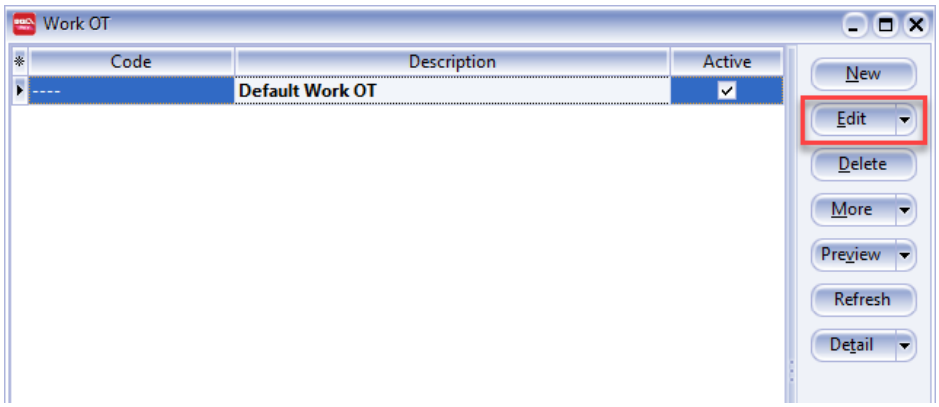
Step 7: Click on **Save** once done all setting



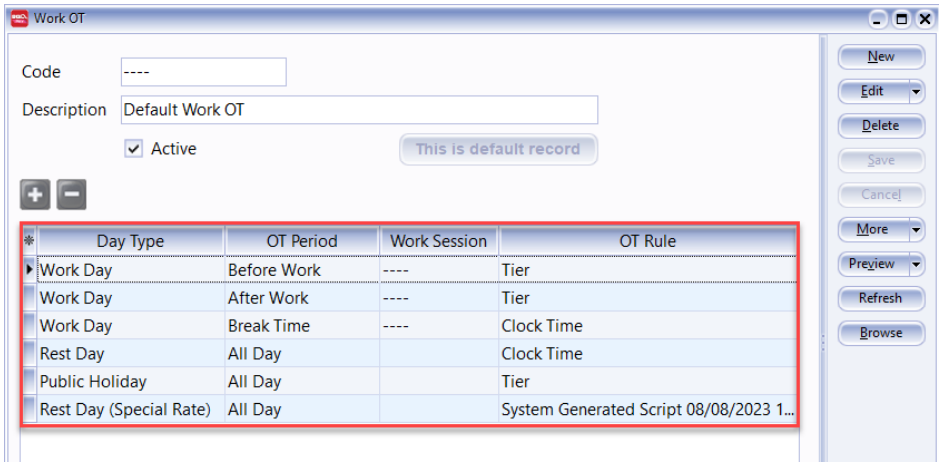
2.2 Maintain Work OT

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
Rest Day (Special Rate)	All Day	Entire day for Rest Day with Special Rate

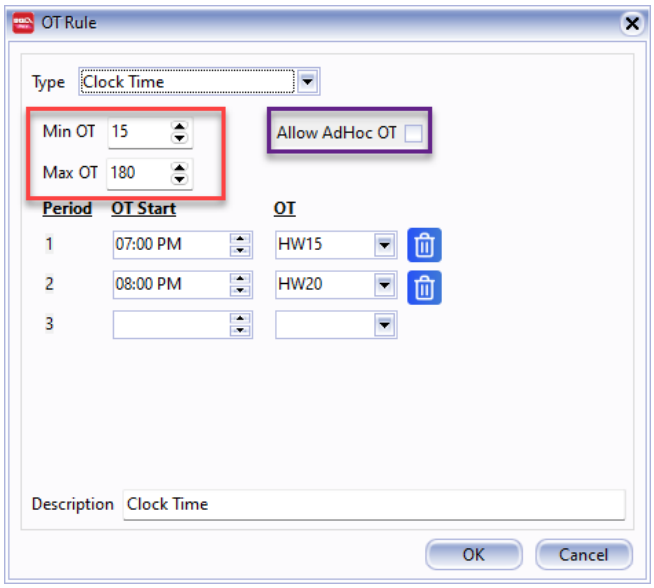
Example:

Rest day *= Saturday with rate 1.5*

Rest day (Special Rate) *= Sunday with rate 2.0*

Step 4: Select **OT Rule**

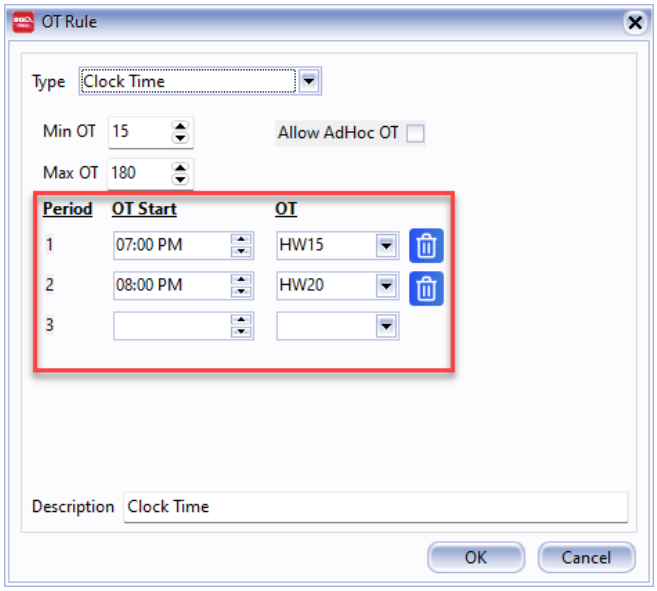
Type 1: Clock Time



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)

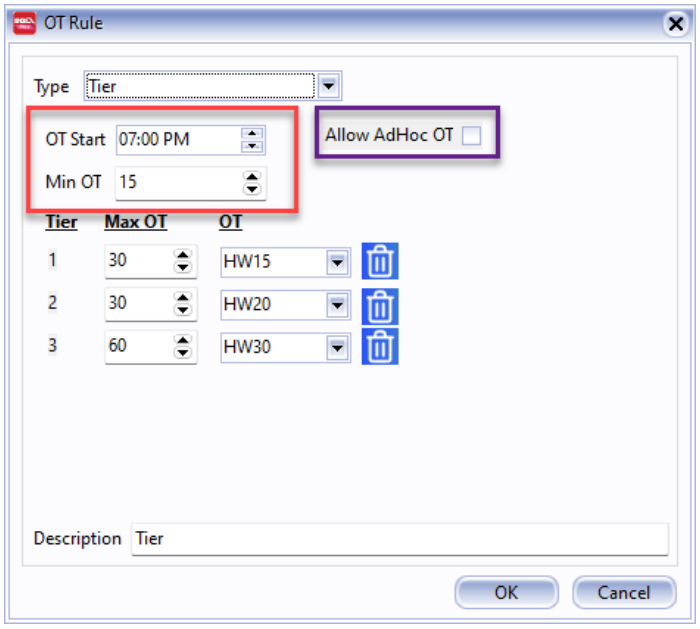


Period	OT Start	OT	Description
1	07:00 PM	HW15	07:00 PM - 08:00 PM, OT rate is 1.5
2	08:00 PM	HW20	Starting at 08:00 PM onwards, OT rate is 2.0

Example:

If OT start after 08:300PM, OT rate is 2.0 and can claim OT up to 3 Hours (until 11:30 PM)

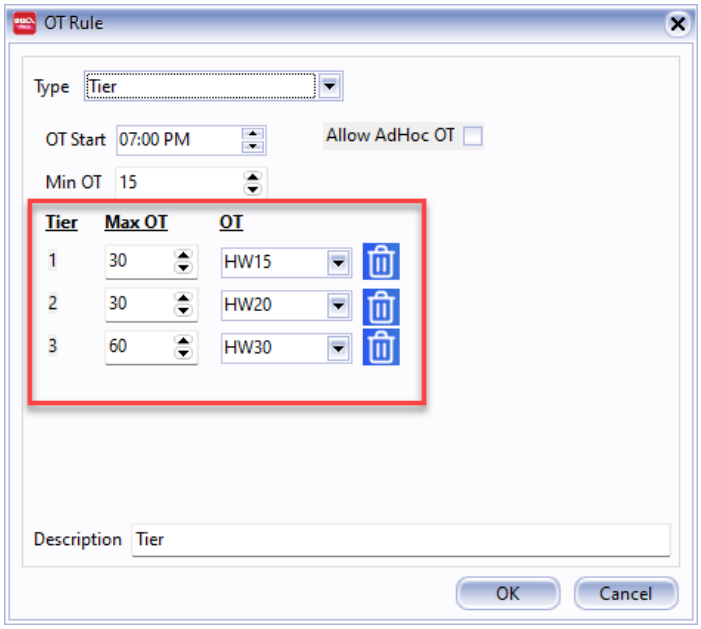
Type 2: Tier



OT Start - Time allow to start OT

Min OT - Allow to claim OT at least 15 minutes

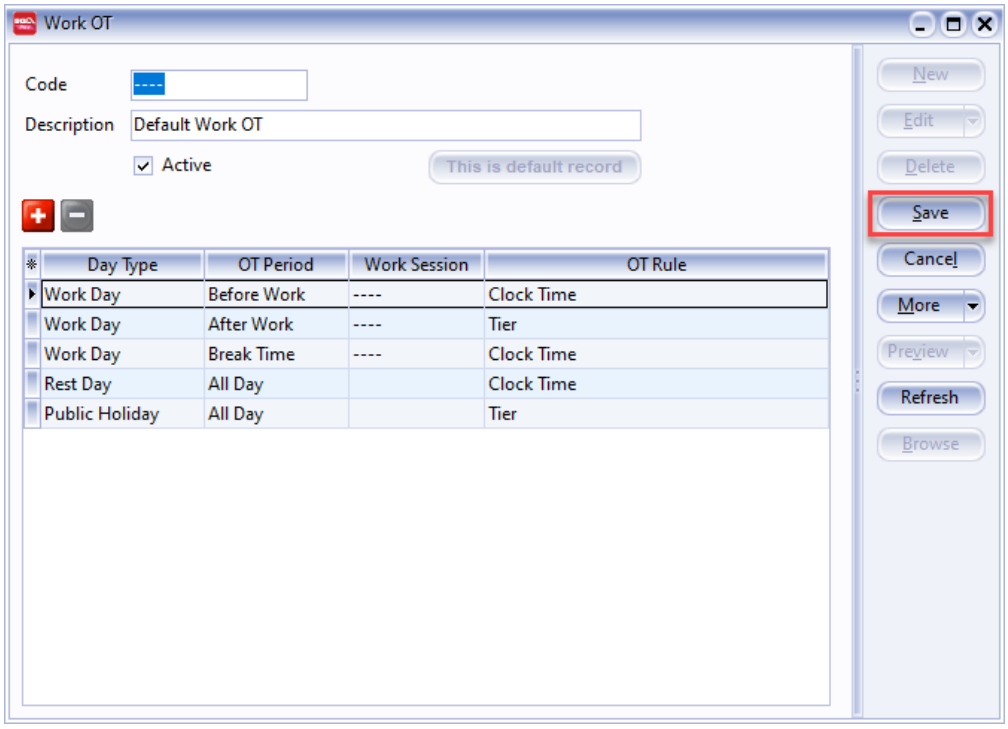
Allow AdHoc OT - Between 6:00 PM – 7:00 PM (Allow to start OT immediately)



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

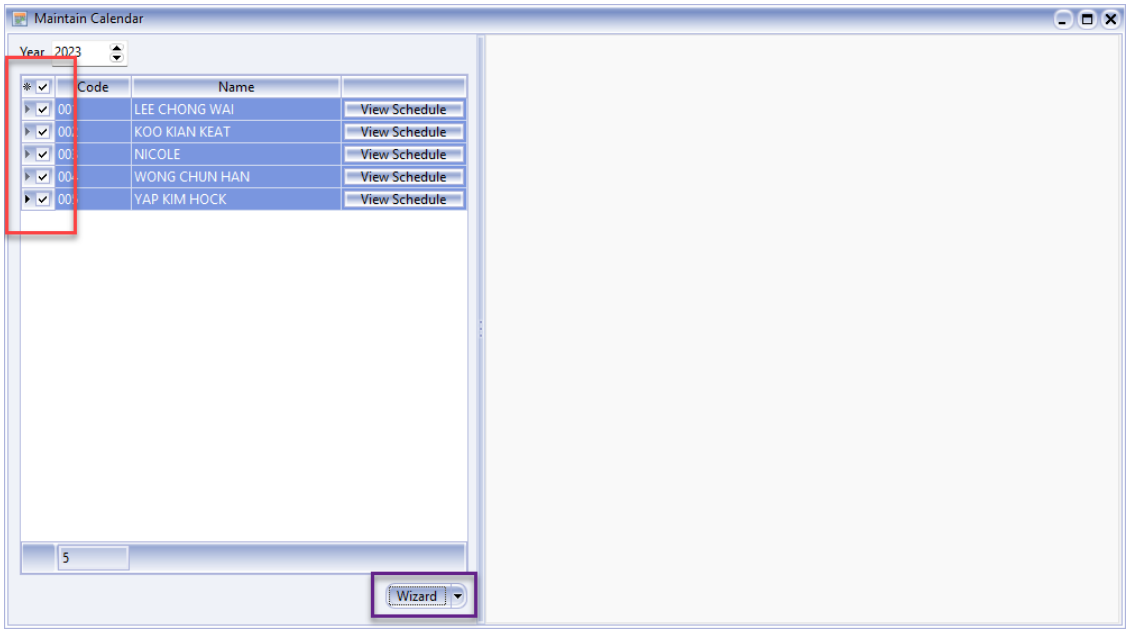


2.3 Maintain Calendar

2.3.1 Wizard Calendar

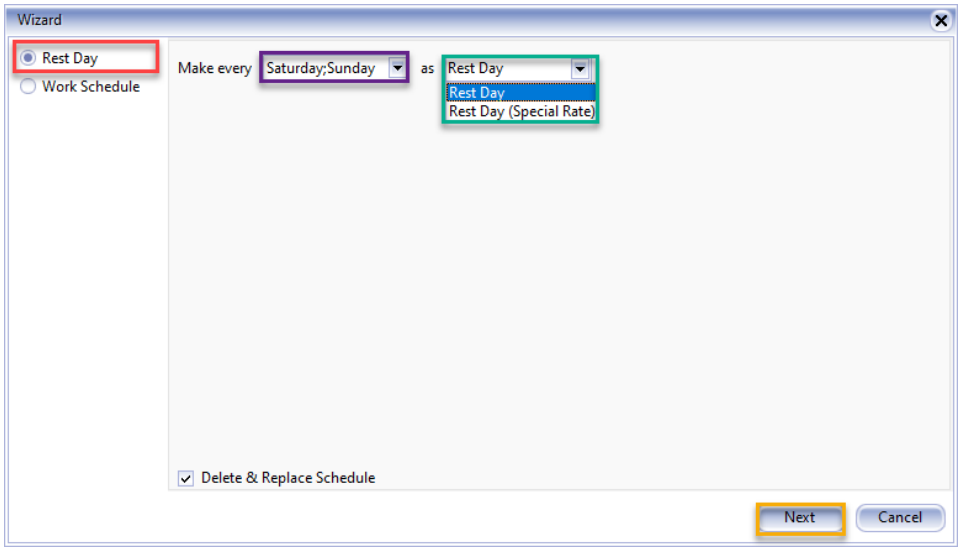
Step 1: **Time Attendance | Maintain Calendar**

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

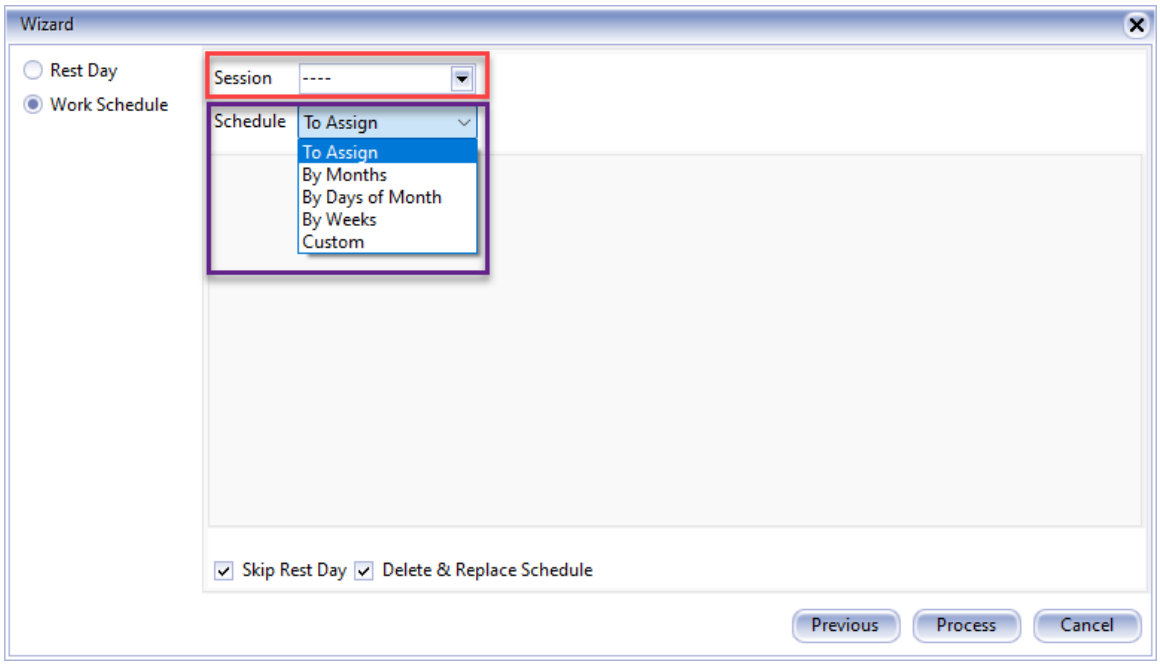


Step 3: Click on Rest Day | Tick every **which day** as Rest Day or Rest Day (Special Rate)

Step 4: Click on **Next**



Step 4: Select Session and select Schedule



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

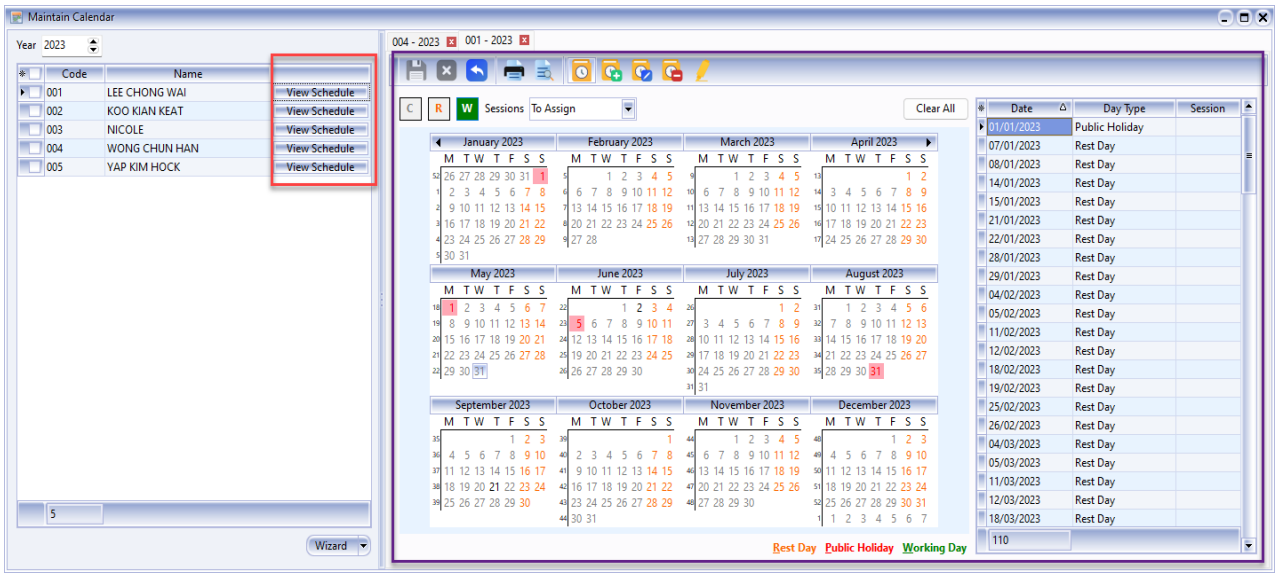
NOTE:

Not able to set past date

2.3.2 View Calendar

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

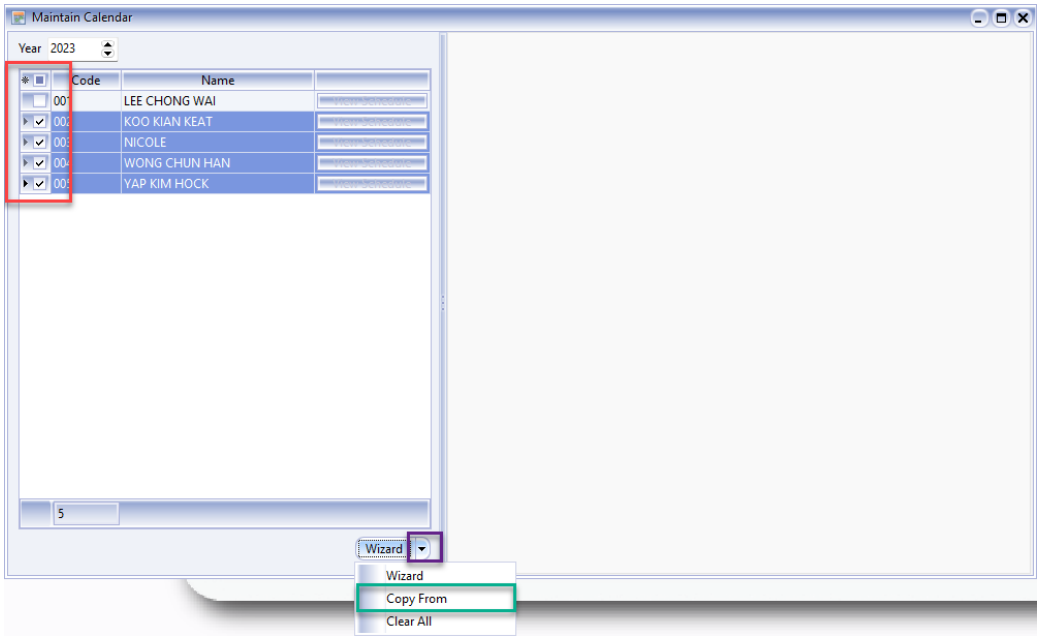
Step 2: Click on View Schedule | Show all the calendar and day type



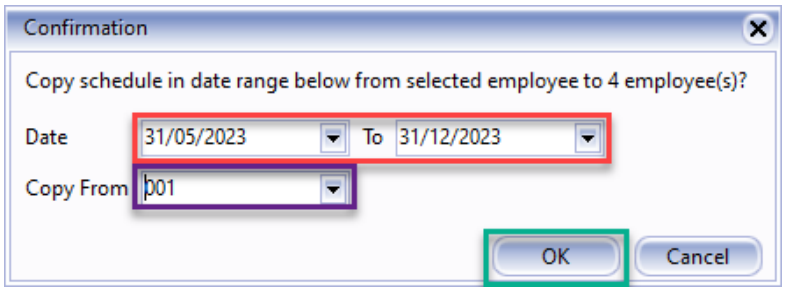
2.3.3 Copy Calendar from Employee

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

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



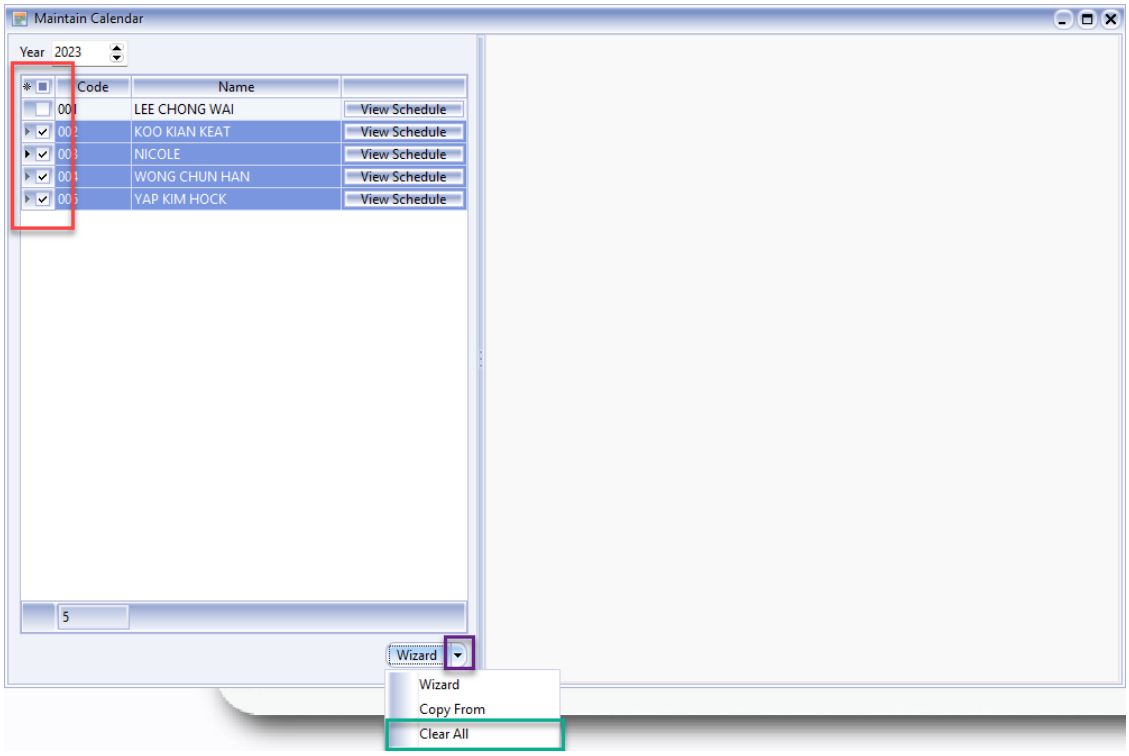
Step 3: Select the Date Range | Select Copy From which employee | **OK**



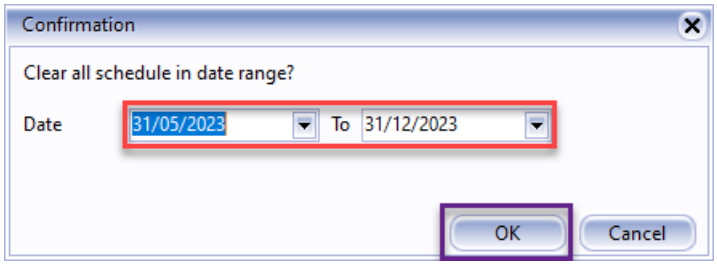
2.3.4 Clear Calendar

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

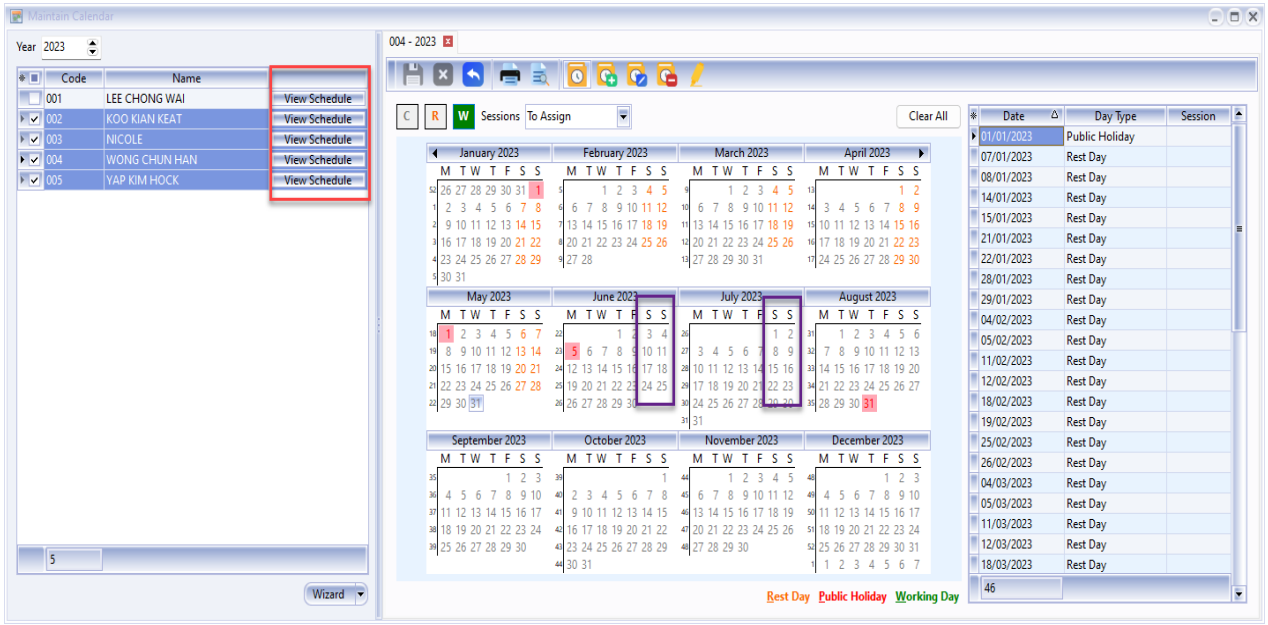
Step 2: Tick employee want to clear all calendar | ⬇ | **Clear All**



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:

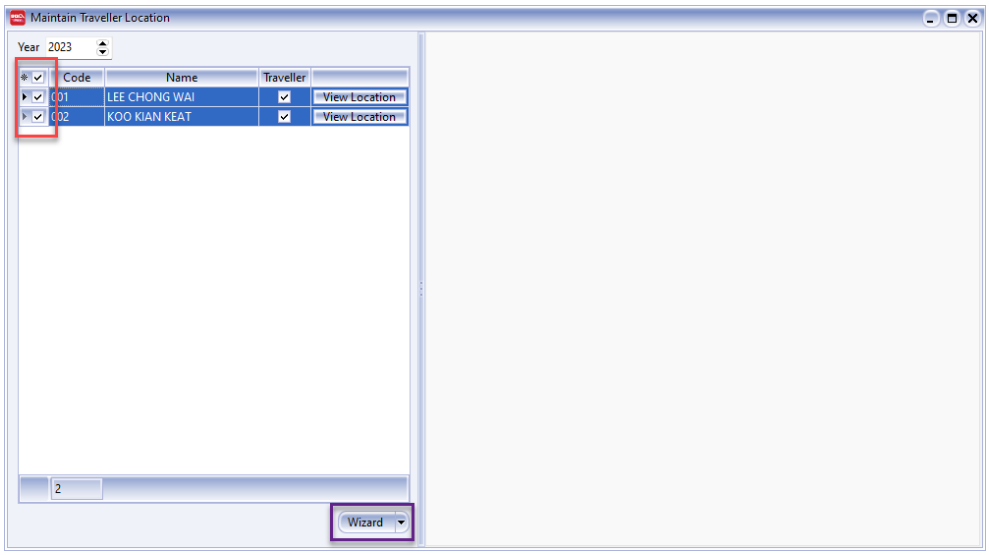
Not able to clear past date with work session (Rest day will still clear)

2.4 Maintain Traveller Location

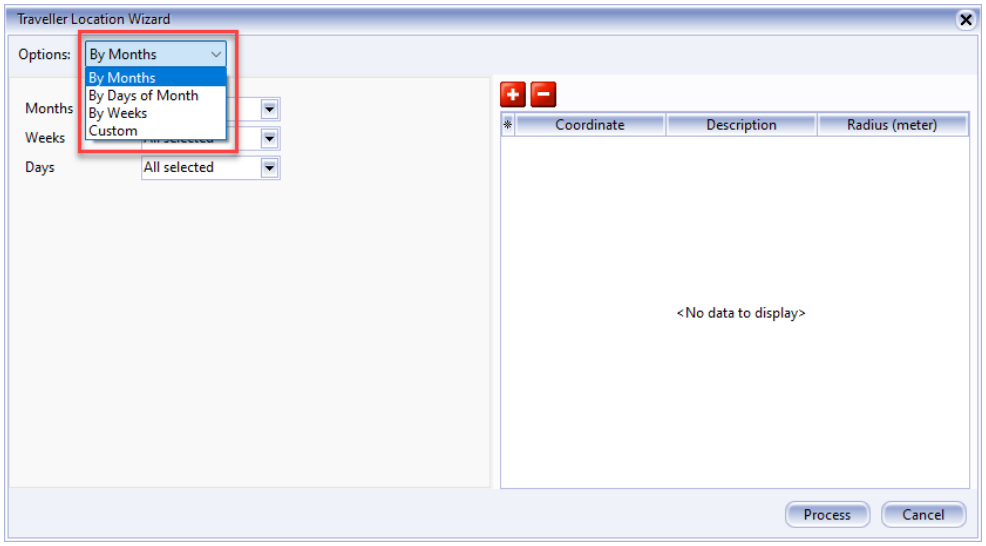
2.4.1 Wizard Traveller Location

Step 1: **Time Attendance | Maintain Traveller Location**

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

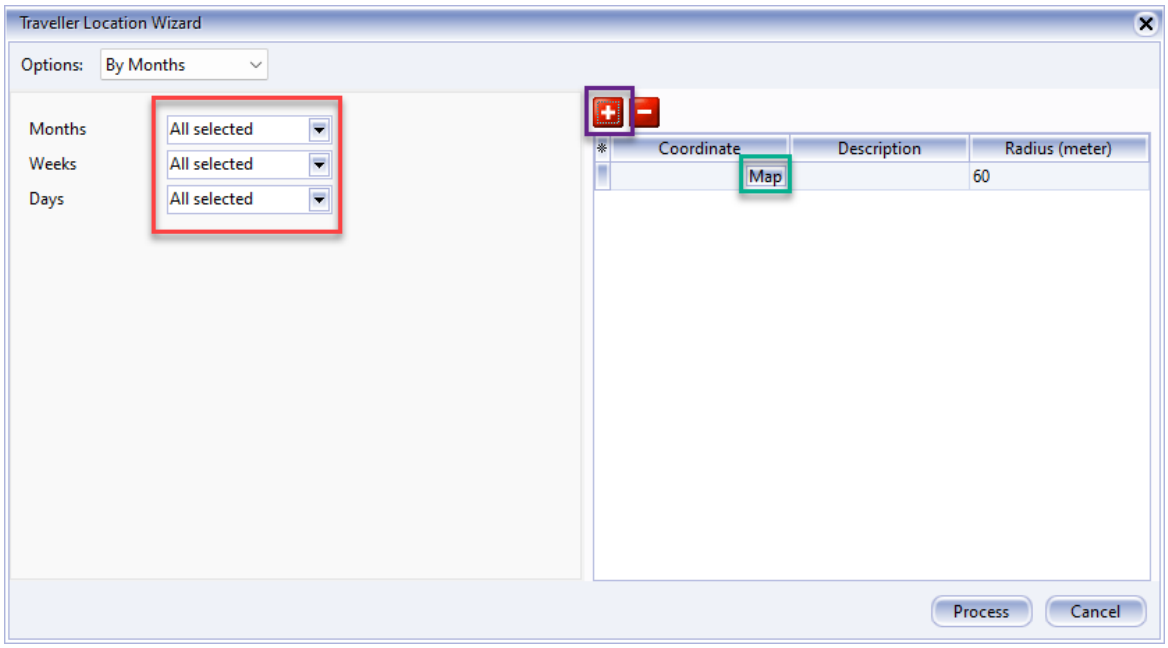


Step 3:



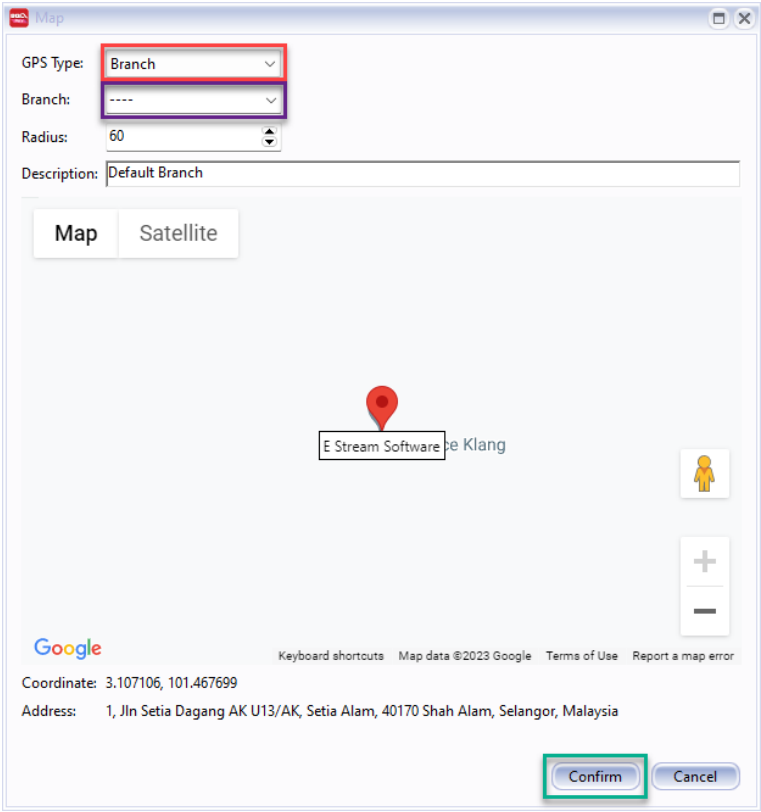
Schedule	Description
By Months	Assign on every month, in every week and each day
By Days of Month	Assign on every month and each days of month
By Weeks	Assign on week of year and each days of month
Custom	Assign date by date

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

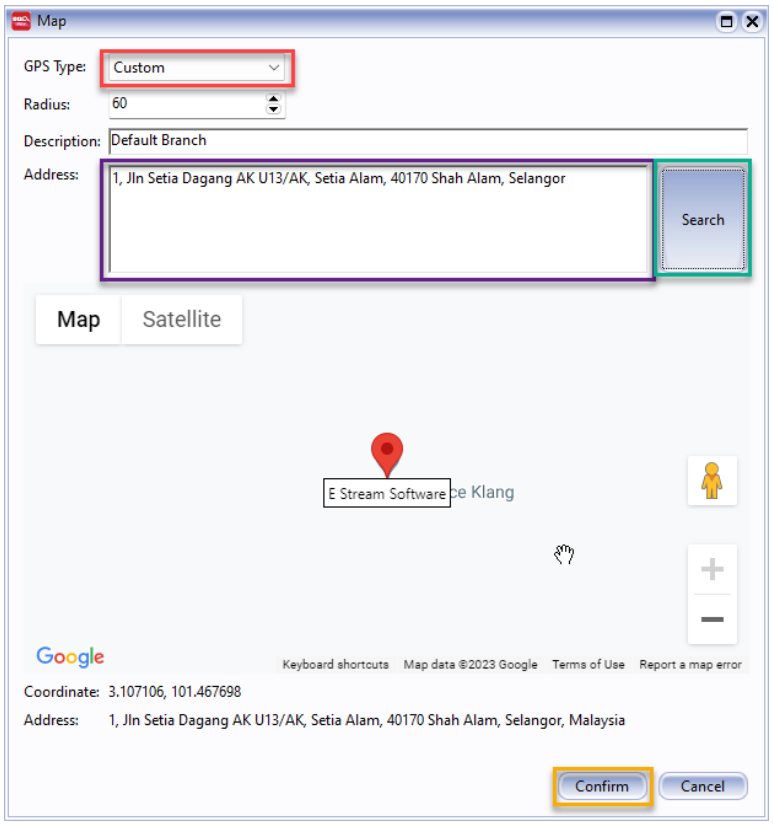


Step 5: Select GPS Type, **Branch** (Select Branch to Clock In / Clock Out for traveller) | **Confirm**

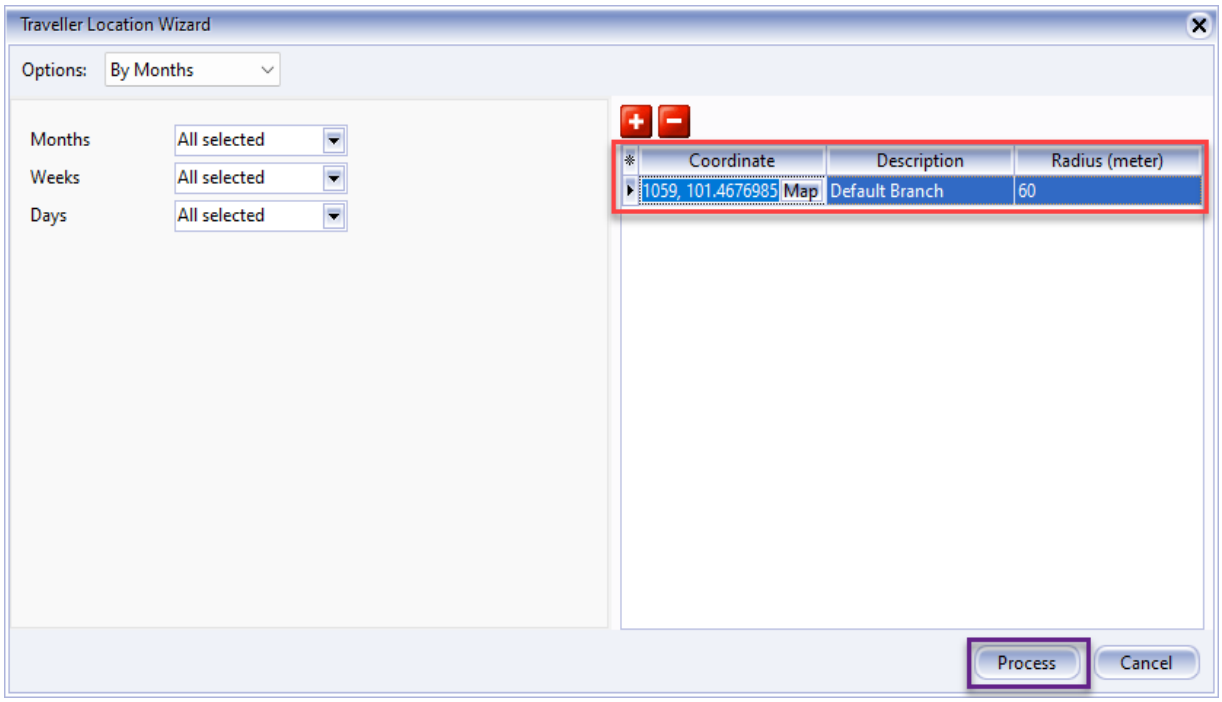
GPS Type 1: Branch (Just select branch that have created earlier)



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

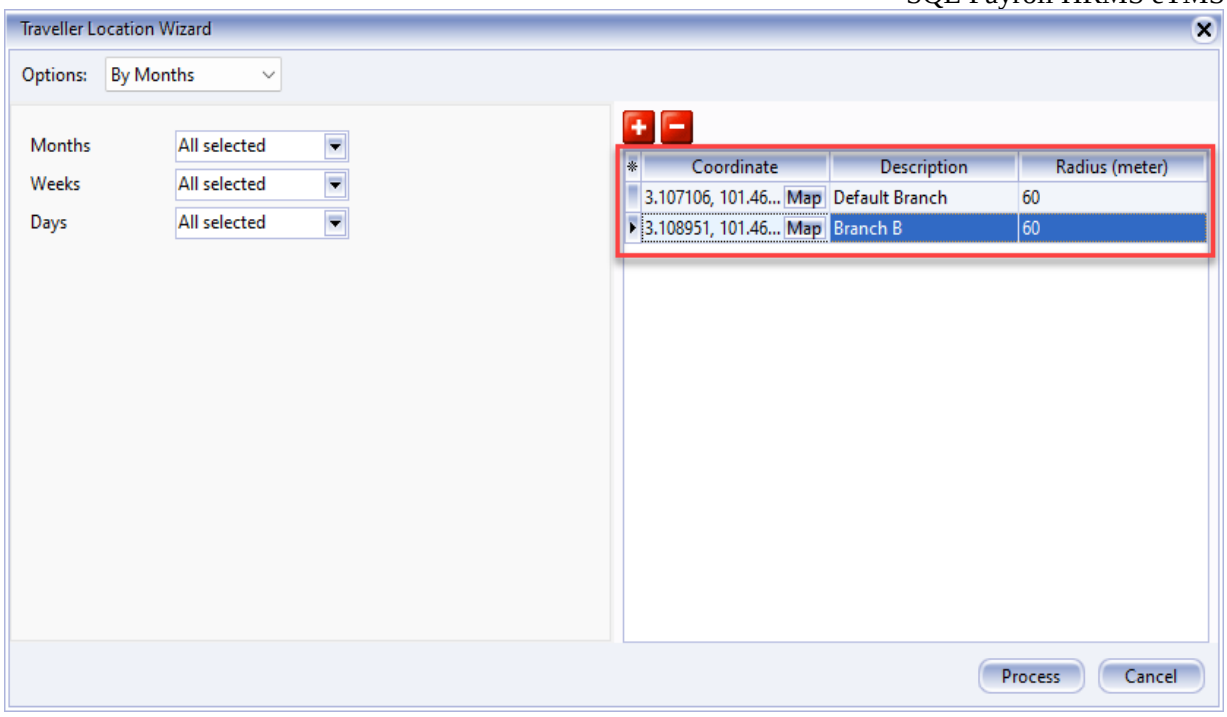


Step 6: Done choose Coordinate | Process



NOTE:

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

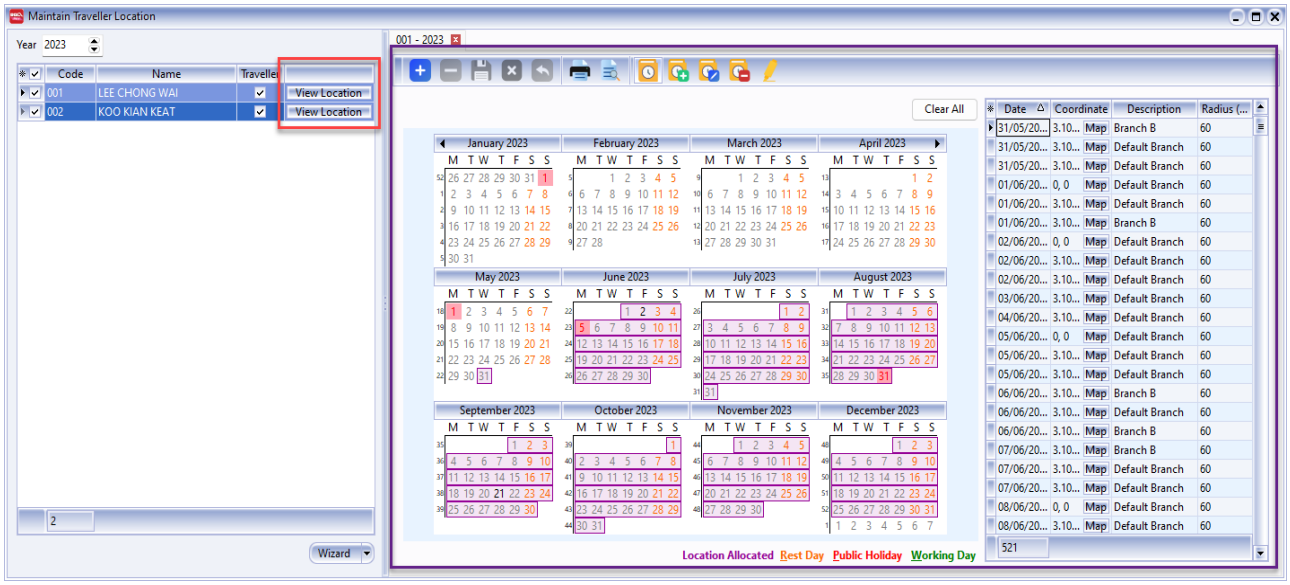


Repeat Step 1 if traveller Clock In / Clock Out more than one location in different day

2.4.2 View Traveller Location

Step 1: **Time Attendance | Maintain Traveller Location**

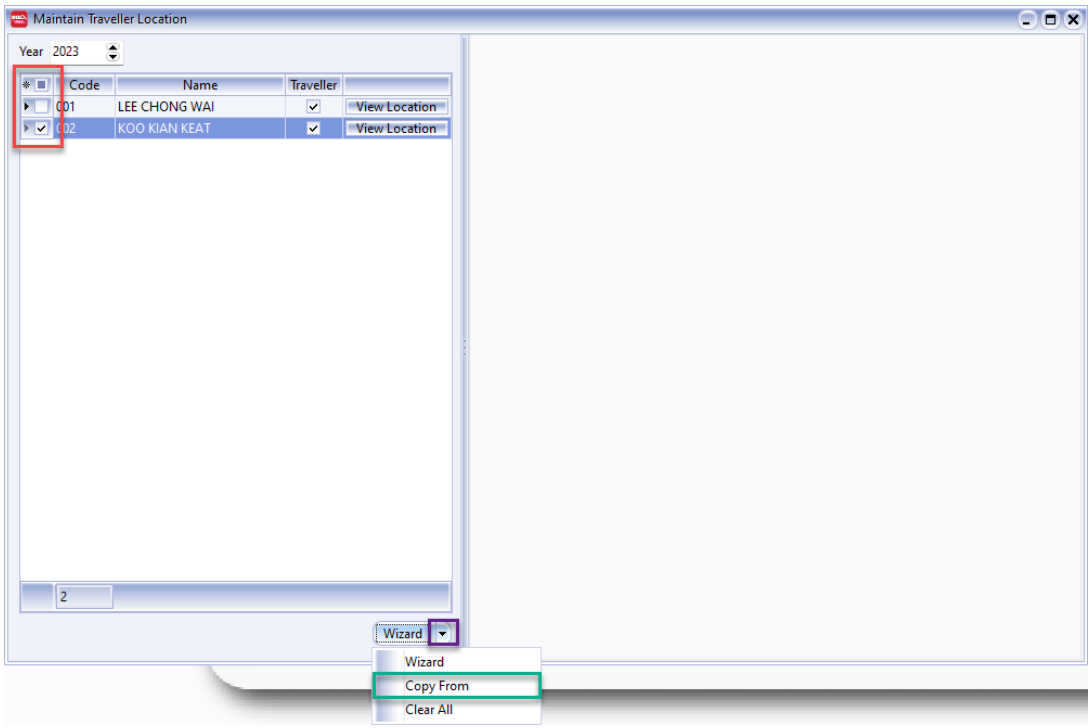
Step 2: Click on View Location | Show all the Location to Clock In / Clock Out



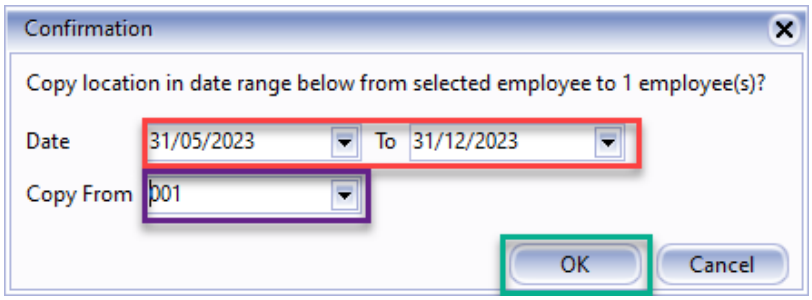
2.4.3 Copy Location from Traveller Employee

Step 1: **Time Attendance | Maintain Traveller Employee**

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



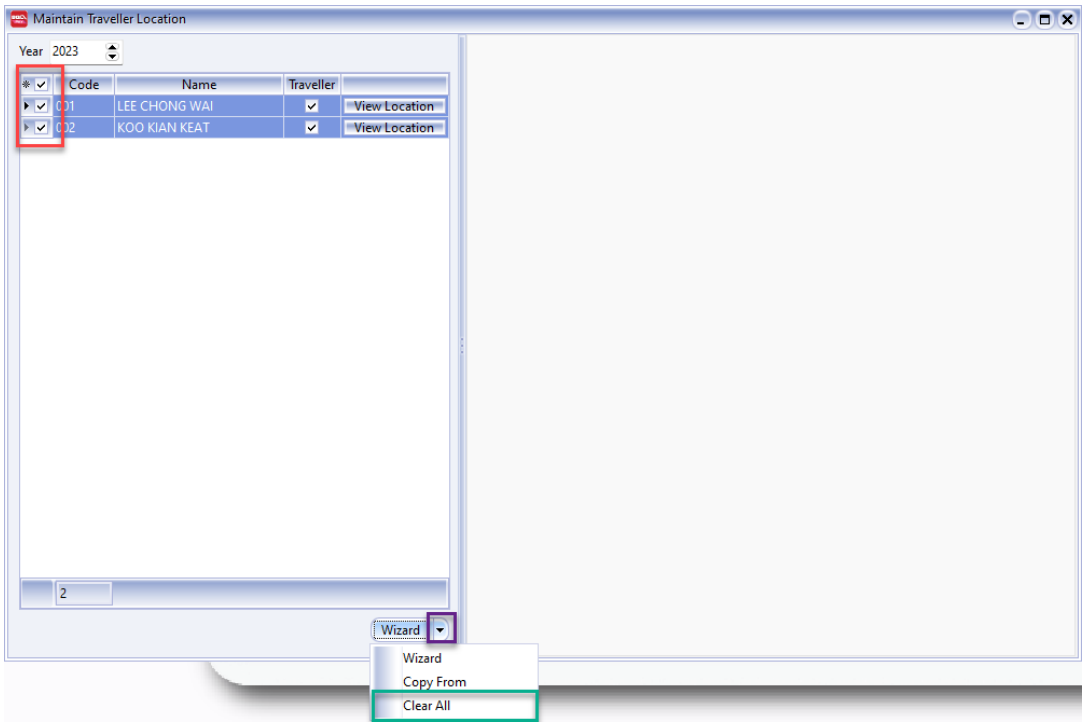
Step 3: Select the Date Range | Select Copy From which employee | OK



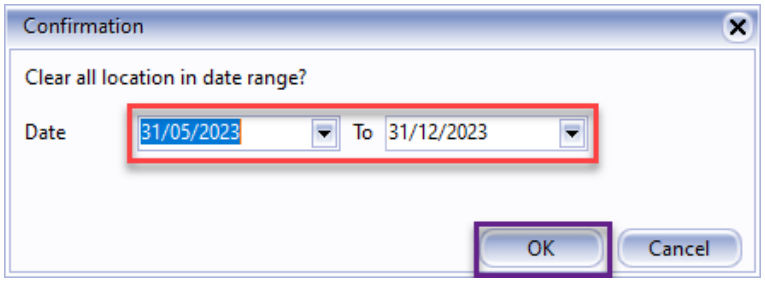
2.4.4 Clear Location

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

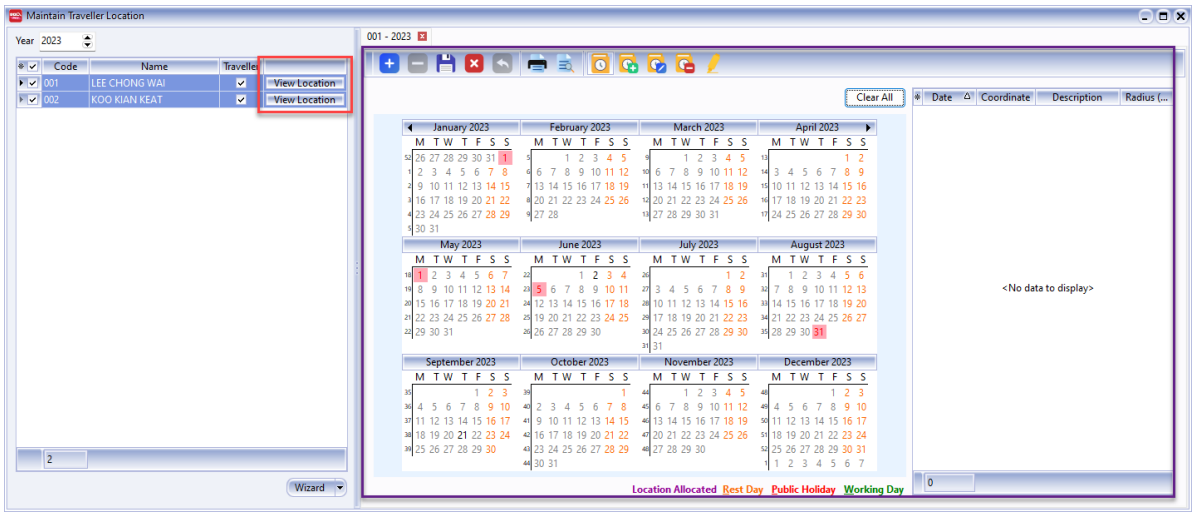
Step 2: Tick employee want to clear all location | | Clear All



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

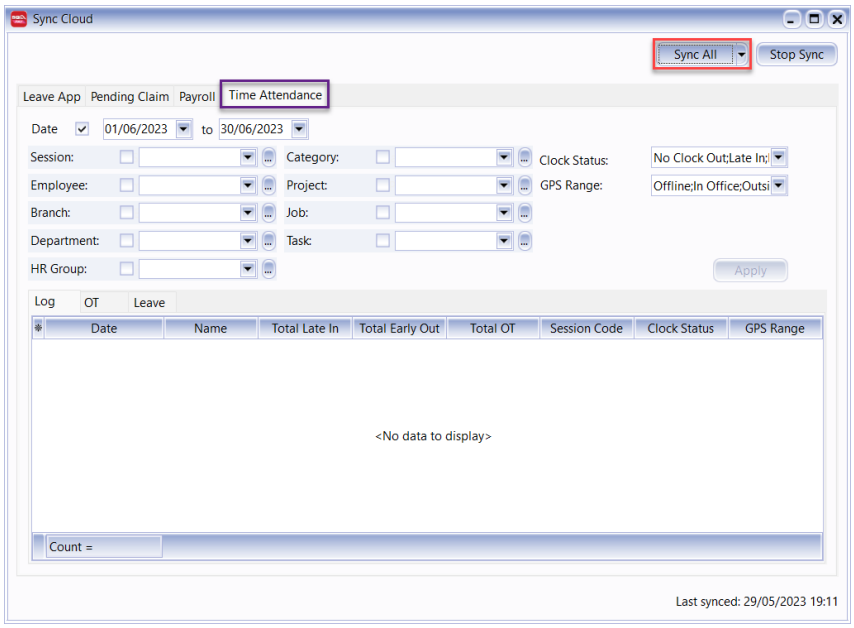
3 Cloud (Time Attendance)

3.1 Sync Cloud

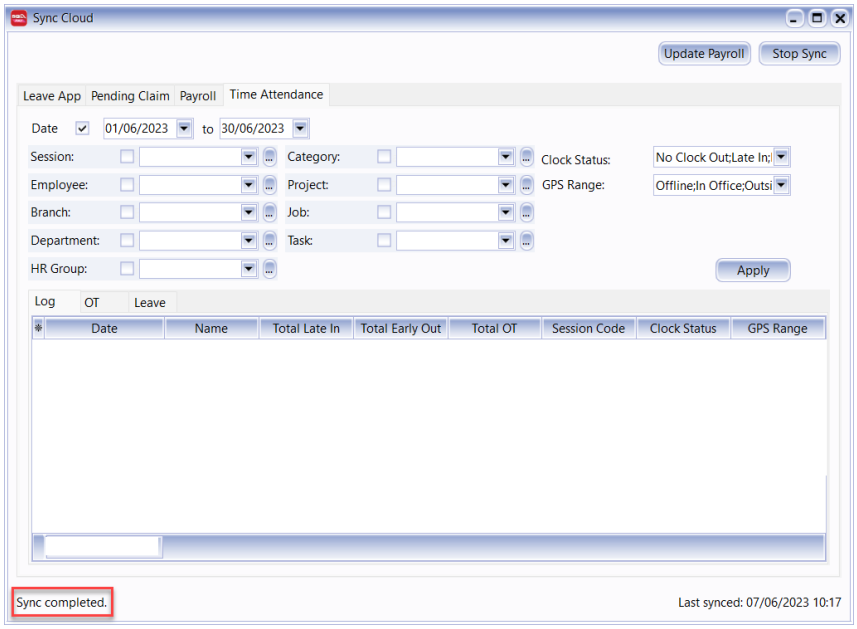
Step 1: **Cloud | Sync Cloud**

Step 2: Sync All

Step 3: **Time Attendance**



Step 4: Sync Complete

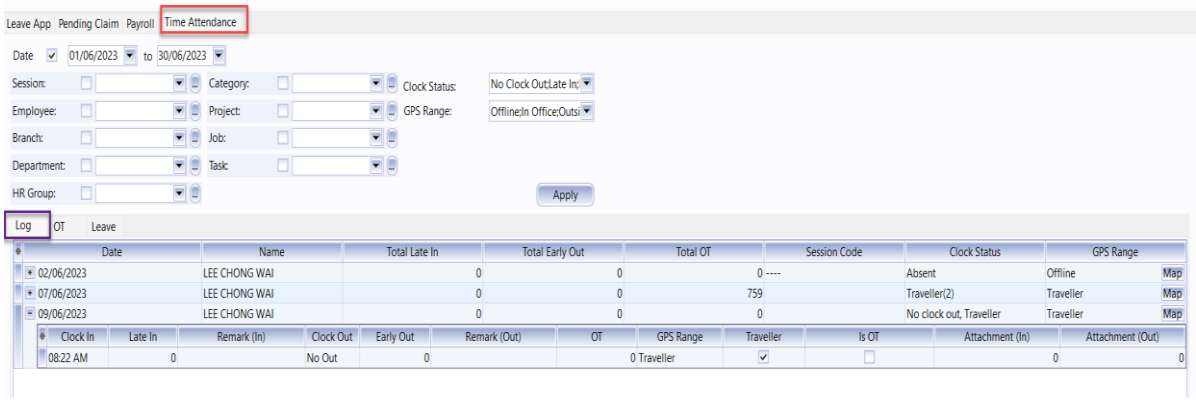


3.1.1 Log

Step 1: **Cloud | Sync Cloud**

Step 2: Time Attendance

Step 3: **Log**

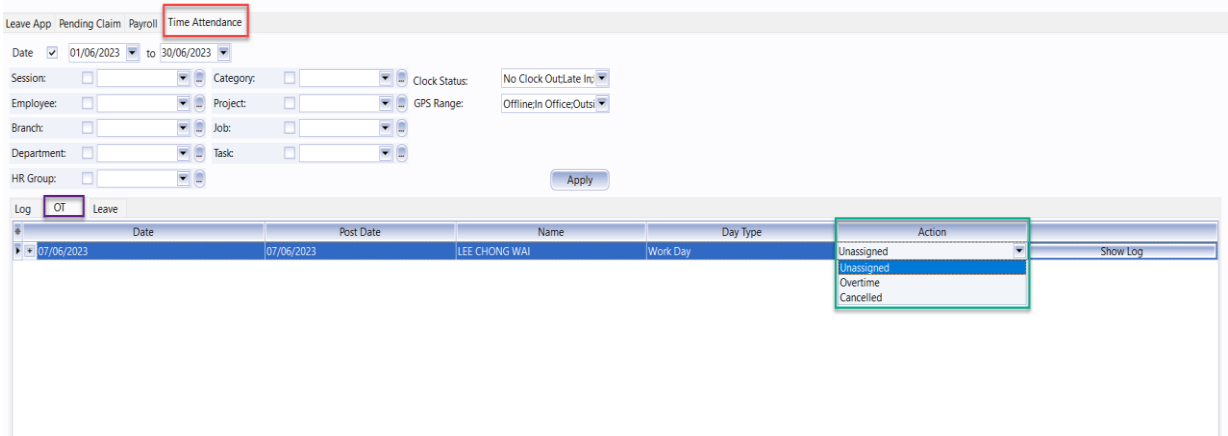


To show employee Clock Status

3.1.2 OT

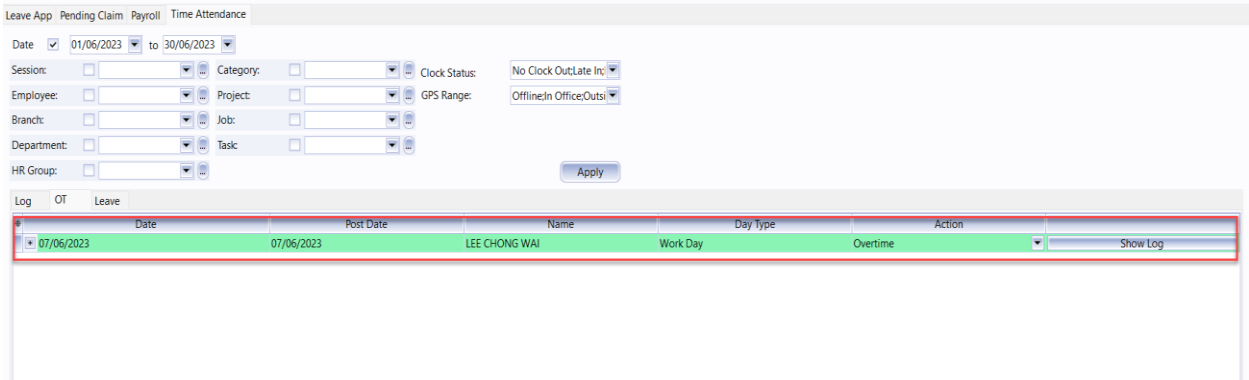
Step 1: **Cloud | Sync Cloud**

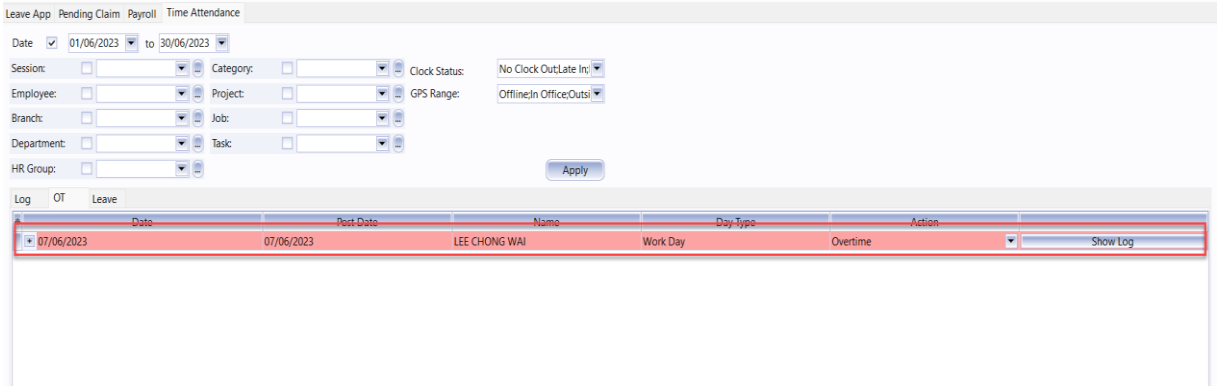
Step 2: Time Attendance | **OT** | **Action**



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

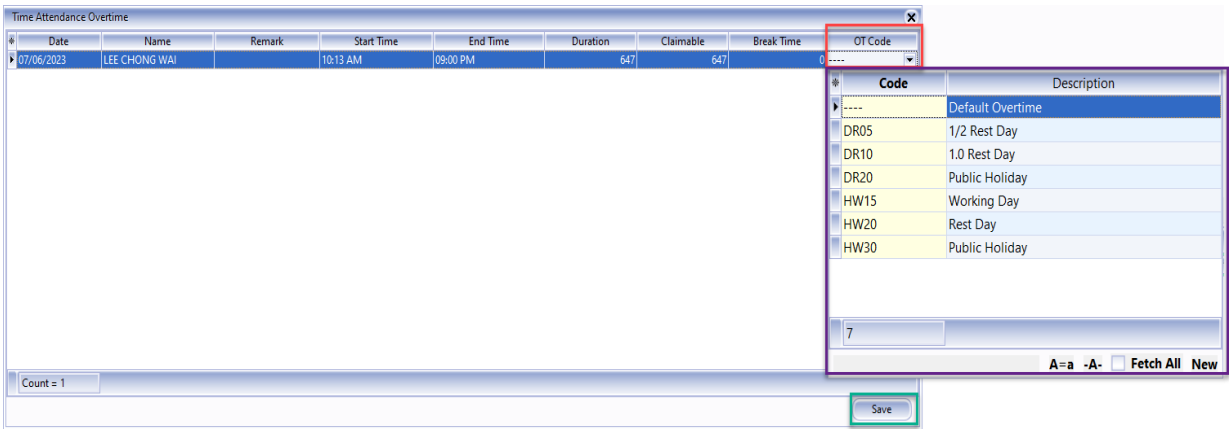




> ***NOTE:***
>
> *Highlighted PINK: WILL NOT be posted to Pending OT, and action will be changed to "Unassigned" (missing OT code)*

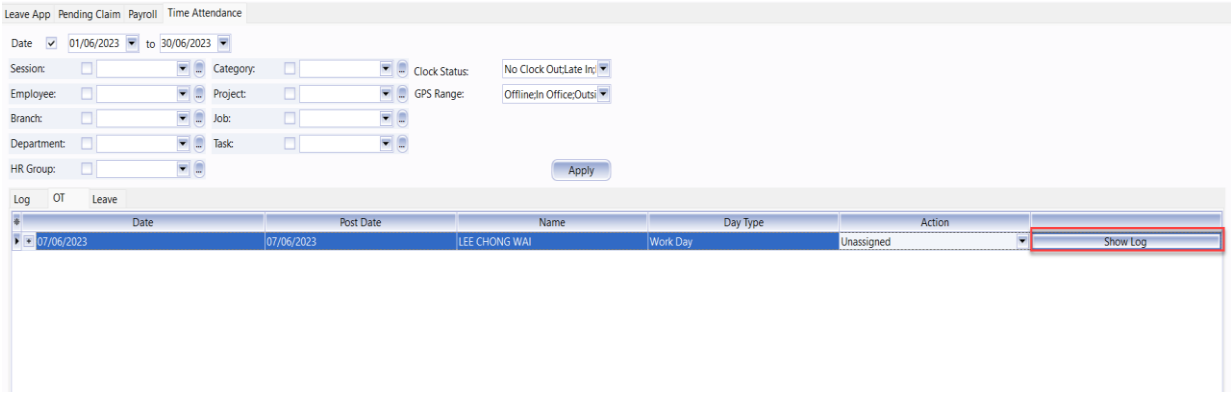
To choose OT Code, **Right Click** on highlighted Pink | Edit

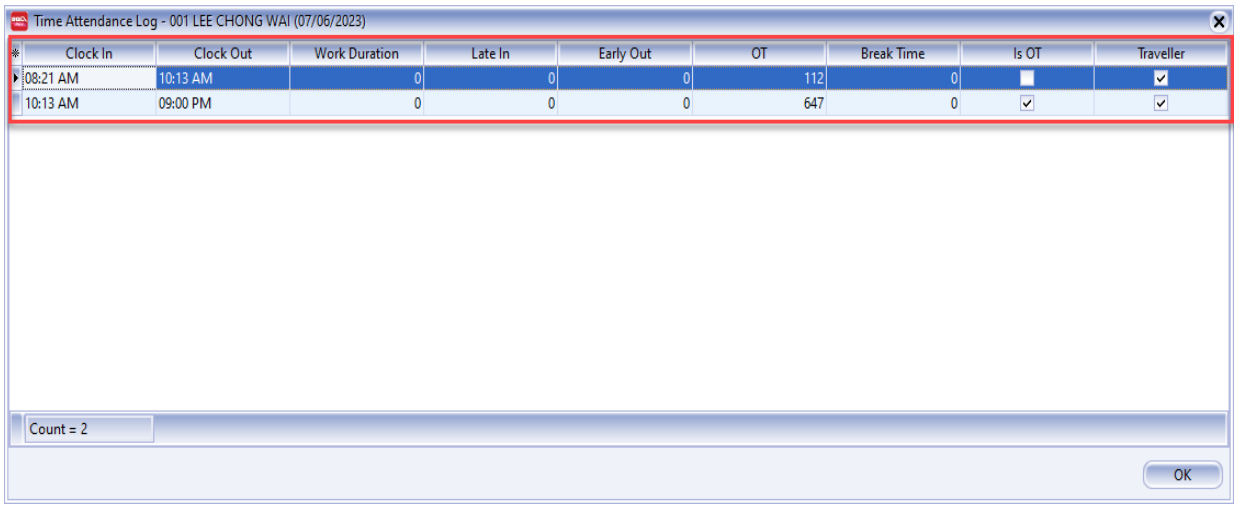
Choose OT Code | Save



Step 3: Show Log

To Show Log for employee who OT





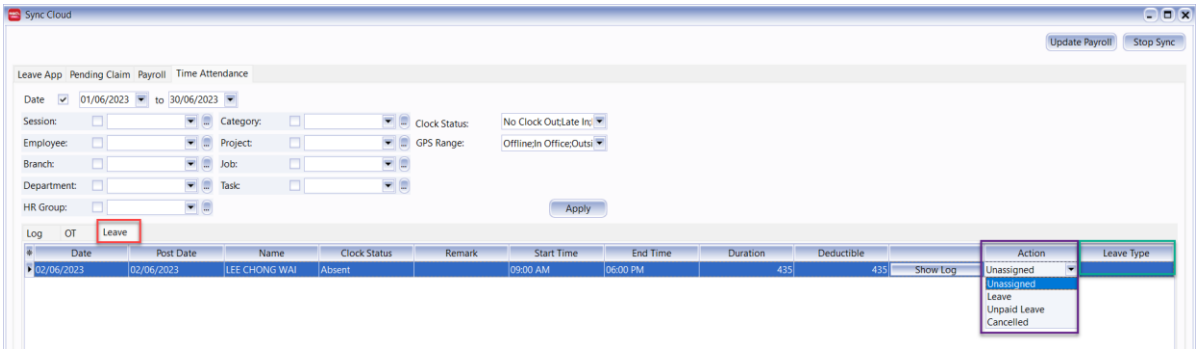
3.1.3 Leave

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

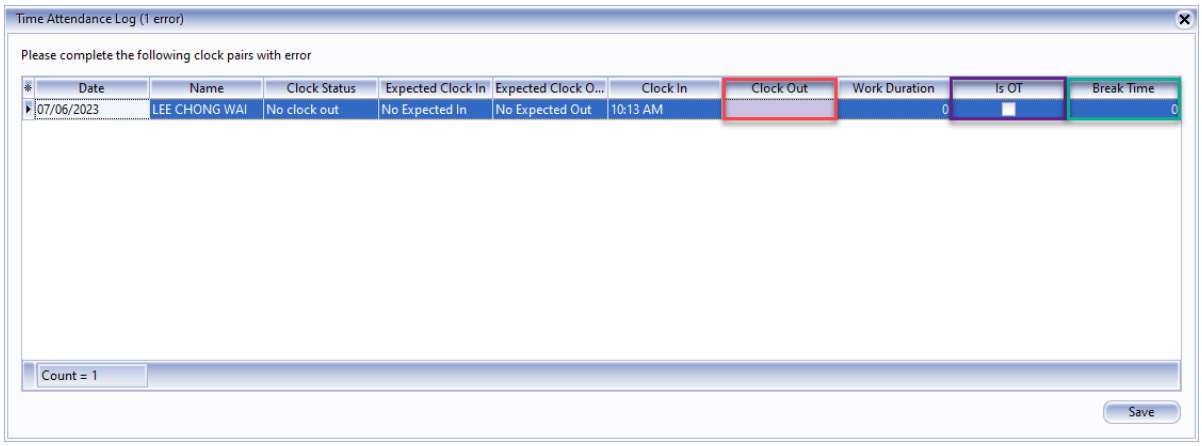
3.2 Time Attendance Log

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

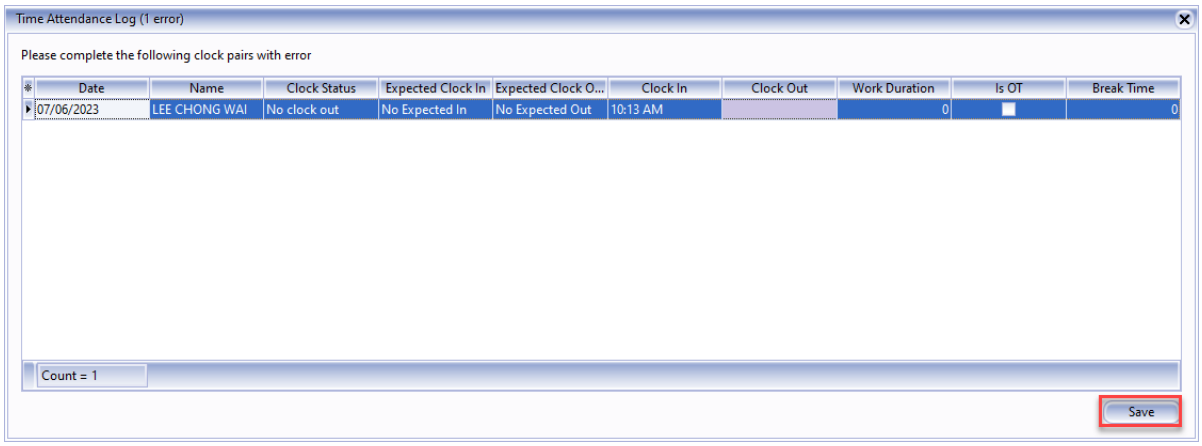
Step 1: Enter Clock Out time

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

Step 3: Enter Break Time (optional)



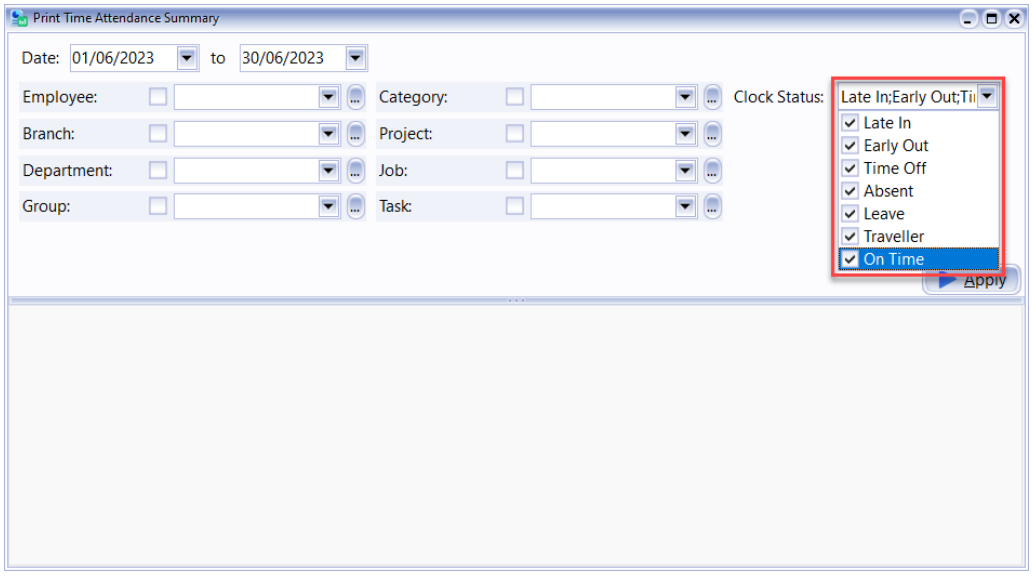
Step 4: Save



3.3 Attendance Reward

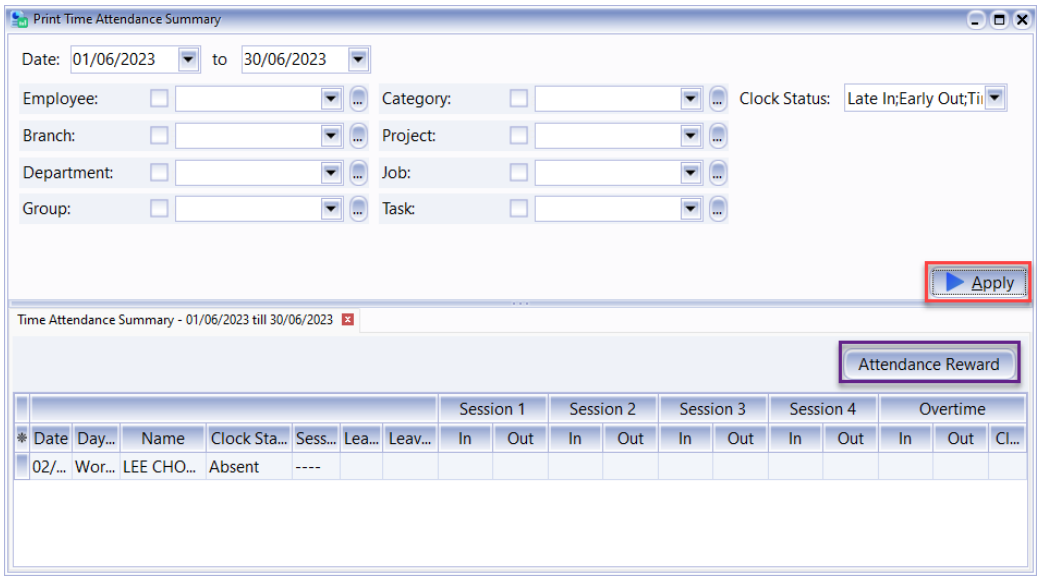
Step 1: **Time Attendance | Print Time Attendance Summary**

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

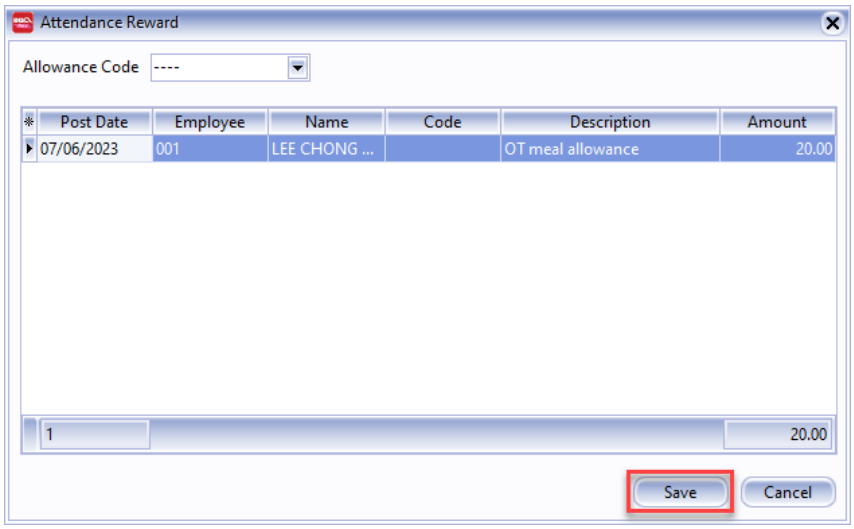


Sep 3: Apply

Step 4: **Attendance Reward**

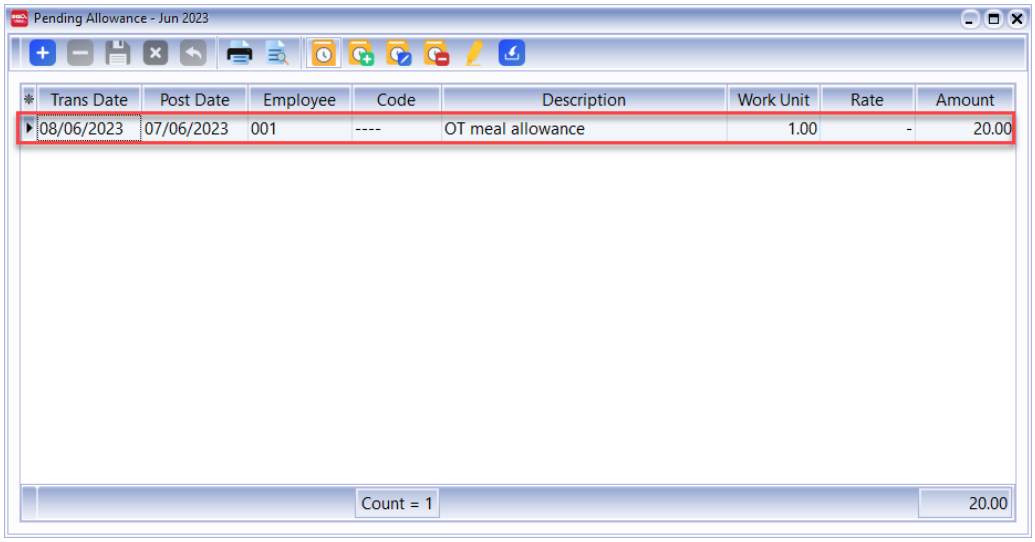


Step 5: Save



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

(**Payroll | Open Pending Payroll | Allowance**)



NOTE:

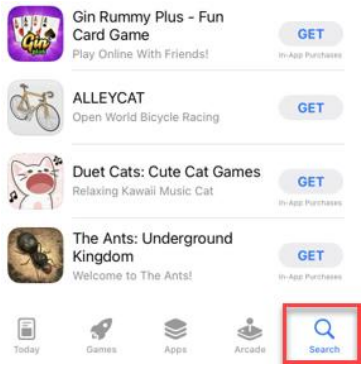
**By default, meal allowance is RM20, can refer consultant to change amount*

4 Application SQL HRMS

4.1 Installation For iPhone User

Step 1: Click on App Store

Step 2: Click on Search (bottom right hand side)



Step 3: Key in "**SQL HRMS**" in search bar

Step 4: Click on GET

Step 5: Done

NOTE:

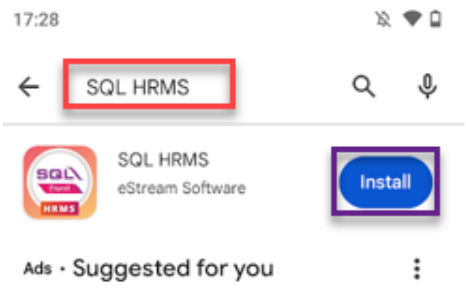
- *Minimum IOS version:* ***IOS 14 and above***

4.2 Installation for Android User

Step 1: Click on App Store

Step 2: Key in "SQL HRMS" in search bar | Enter

Step 3: Click on **Install**

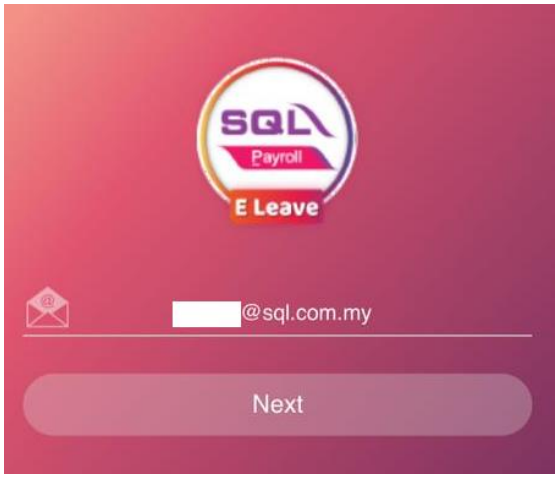


Step 4: Done

NOTE:

- *Minimum android version:* ***Android 8.1 and above***
- *Huawei phones were banned from using Google services in 2019. Therefore, since SQL HRMS utilizes Google technology, certain models of Huawei phones may not be able to enjoy our app*

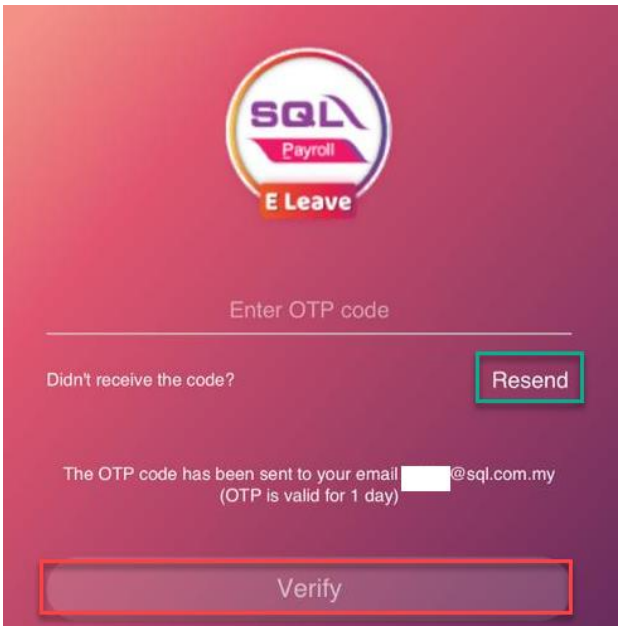
4.3 Login Application with Email



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

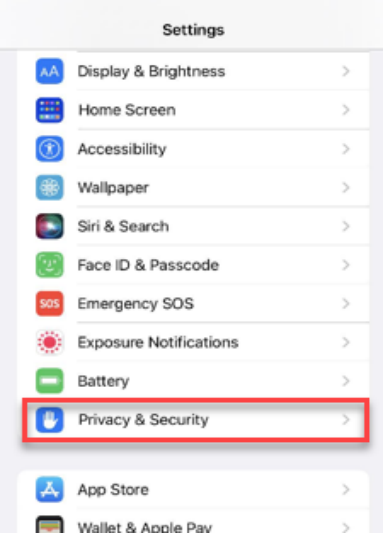
> ***NOTE:***
>
> *If no receive email, click Resend to request resend OTP to your email*

4.4 Location Setup For iPhone User

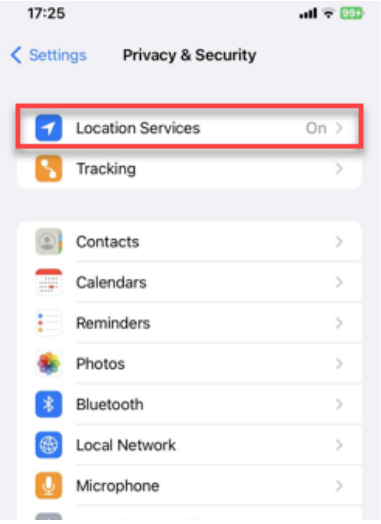
4.4.1 Turn on Location Services

Step 1: Click on Setting

Step 2: Click on Privacy & Security

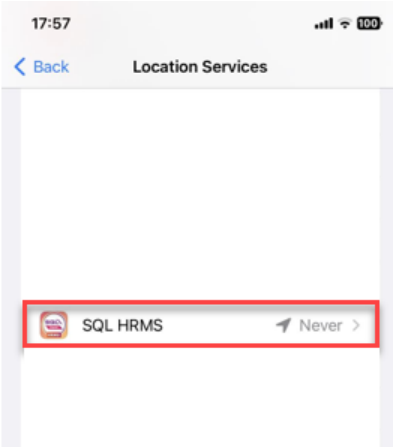


Step 3: Click on Location Services

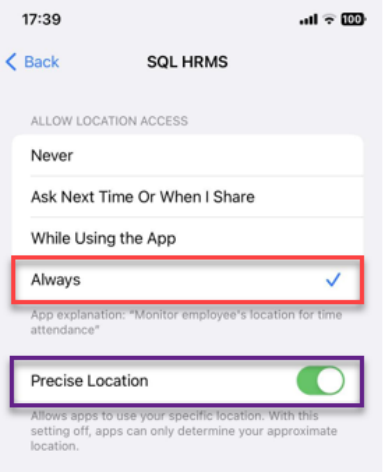


Step 4: Turn on Location Services (Make sure is green color)

Step 5: Scroll down and choose SQL HRMS



Step 6: Choose Always & **Precise Location** make sure is **ON**



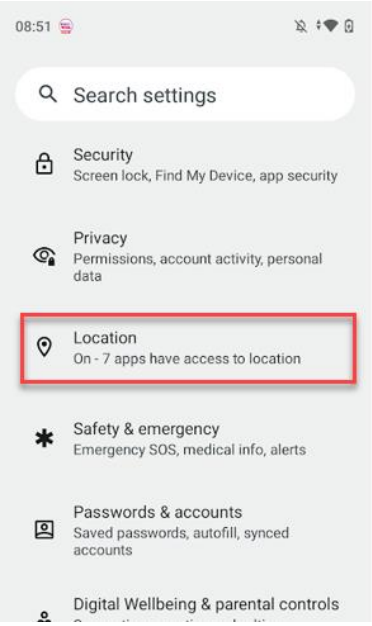
Step 7: Done

4.5 Location Setup for Android User

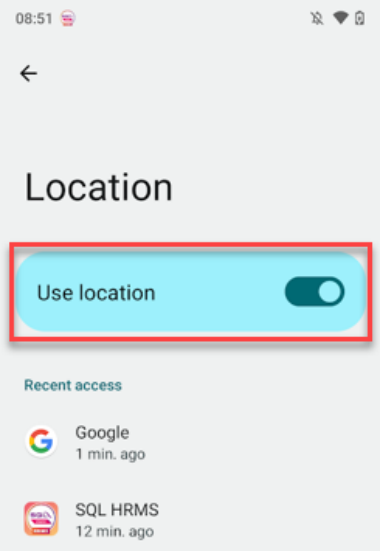
4.5.1 Turn on Location Services

Step 1: Click on Setting

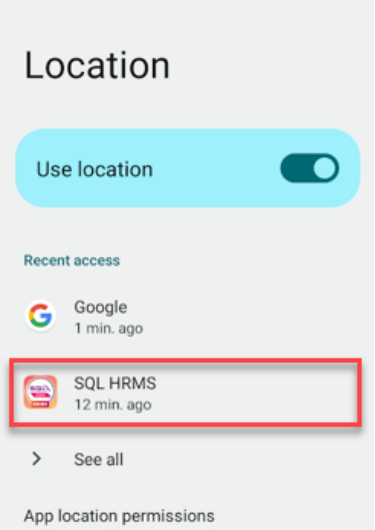
Step 2: Click on Location



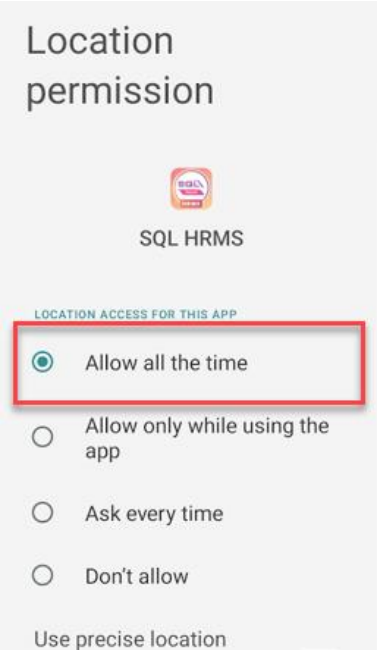
Step 3: Turn on Use Location

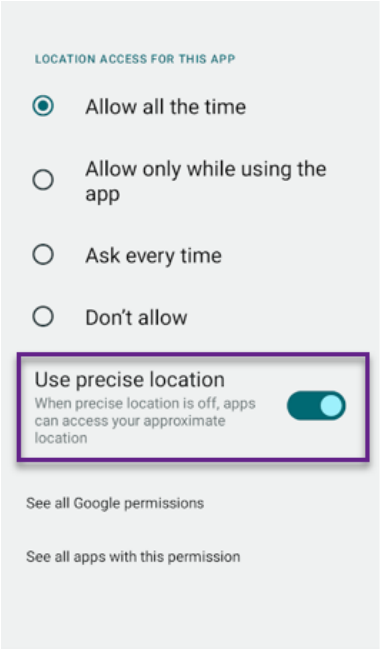


Step 4: Click on SQL HRMS



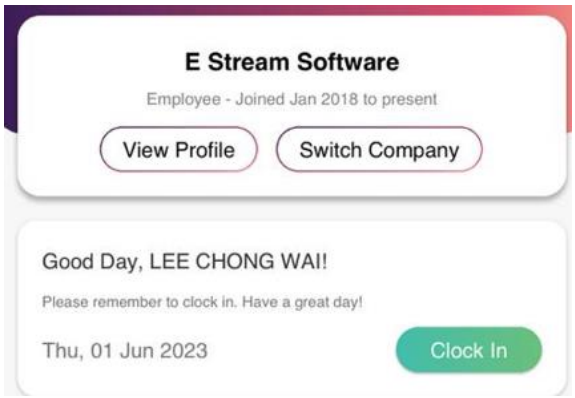
Step 5: Choose Allow all the time & **Precise Location** make sure is **ON**



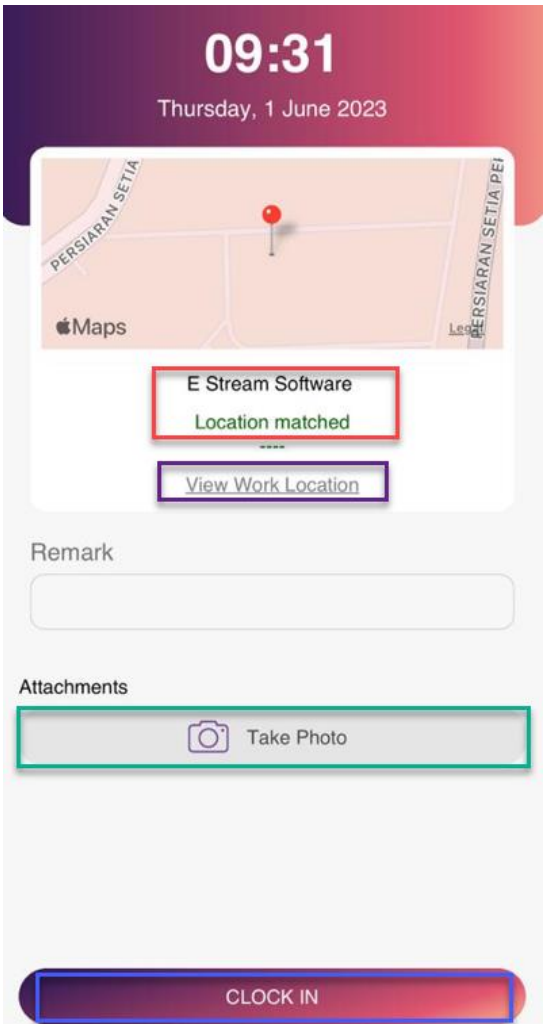


Step 6: Done

4.6 Clock In



Step 1: Click **Clock In**



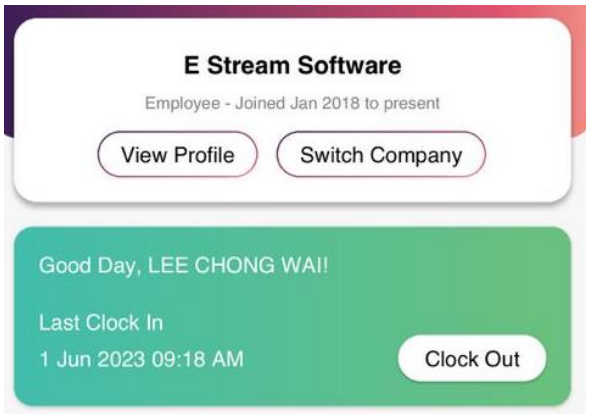
Step 2: Location matched when you are in work location | Take Photo | Clock In

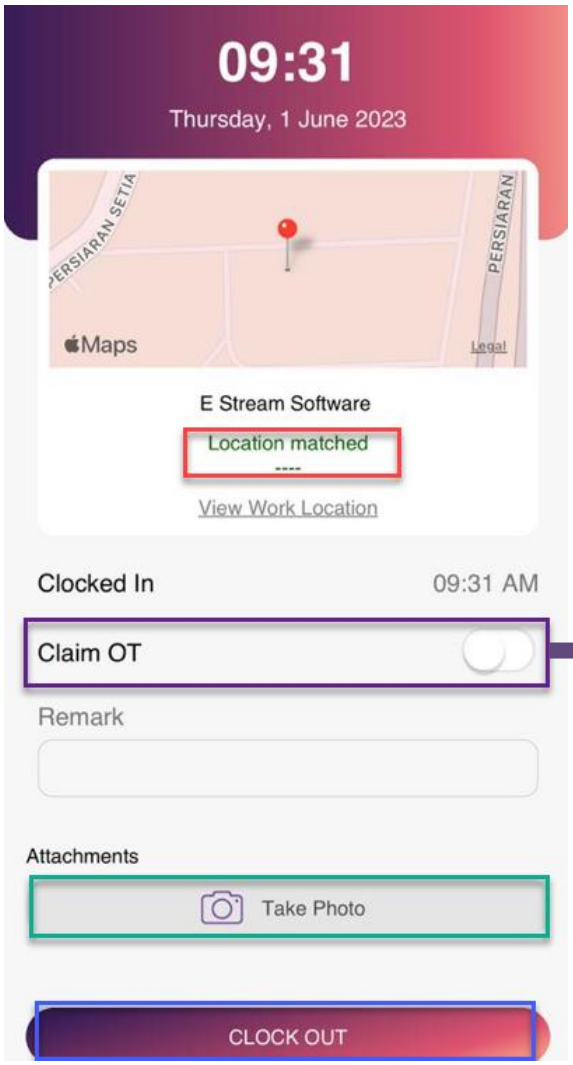
* View Location can check current location

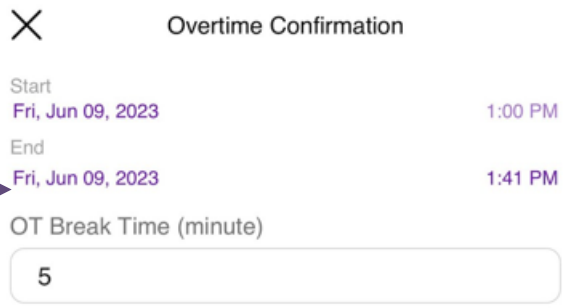
* When location not match, will show message Please Clock In At XXX (Location set)

4.7 Clock Out

Step 1: **Click Clock Out**







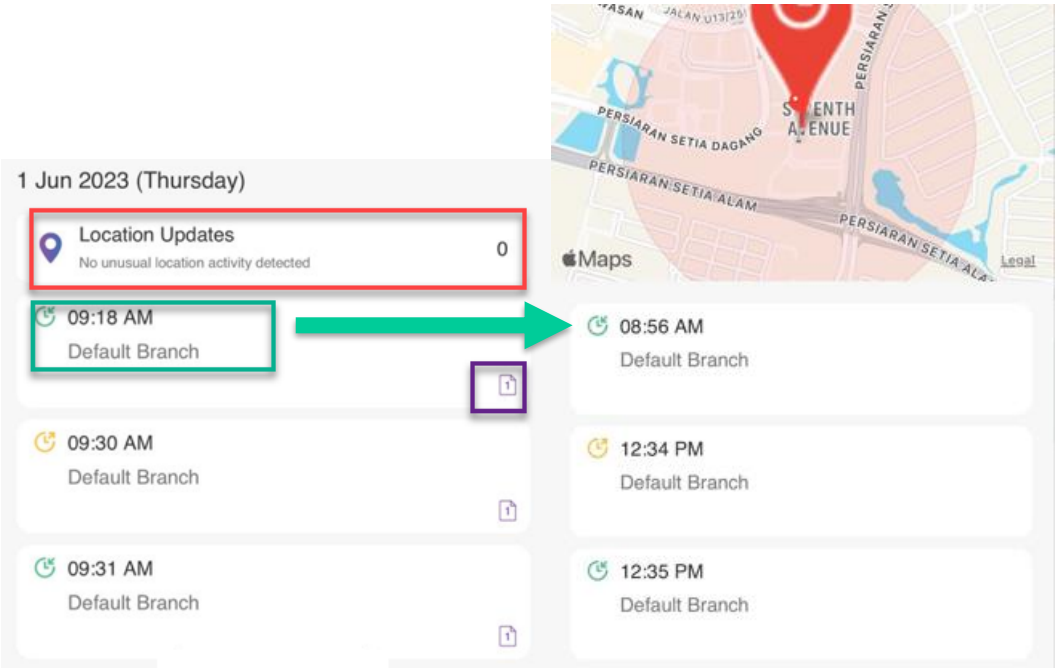
Step 2: Location Matched | Take Photo | Clock Out

* 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)

4.8 Attendance Log

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

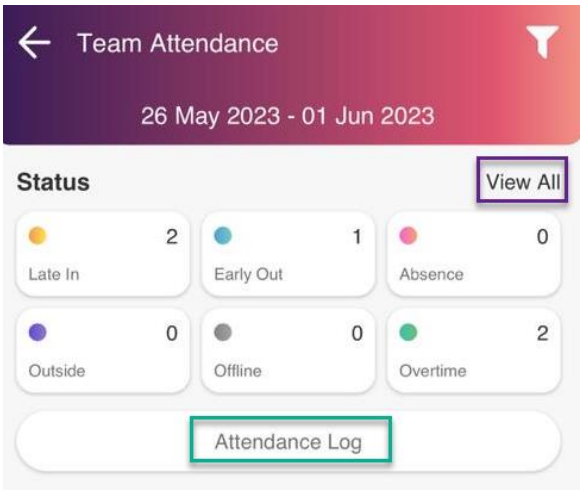


Step 2: Click Location Updates to view time and location of clock in & clock out

Step 3: Details of clock in & clock out

Step 4: View photo of clock in & clock out

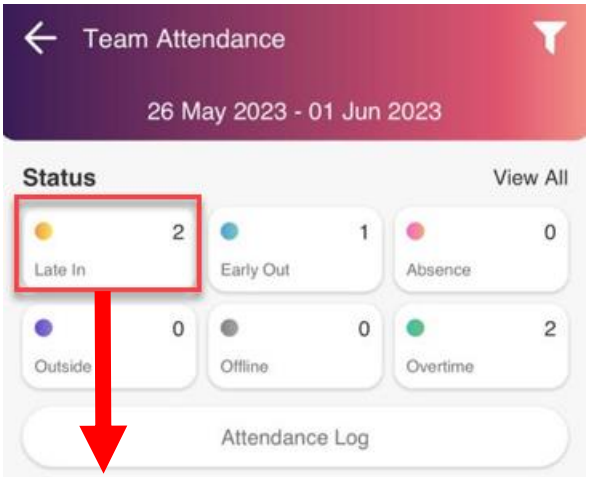
4.9 Team Attendance

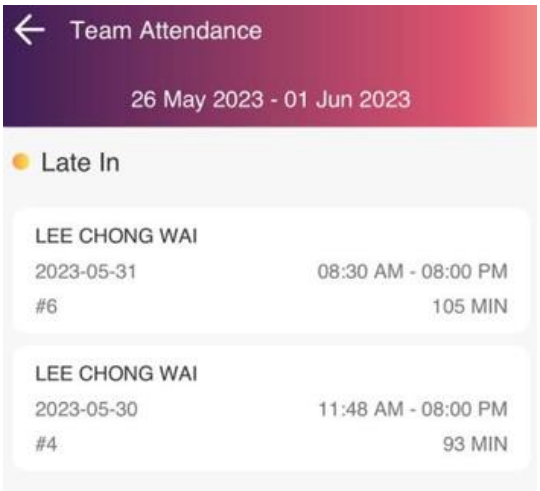


Step 1: Status will show all staff attendance status

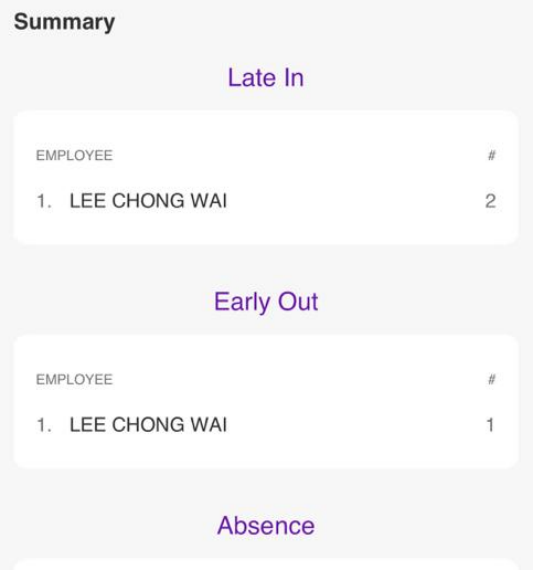
* View All to view status in detail

* Attendance Log to view employee clock in & clock out status



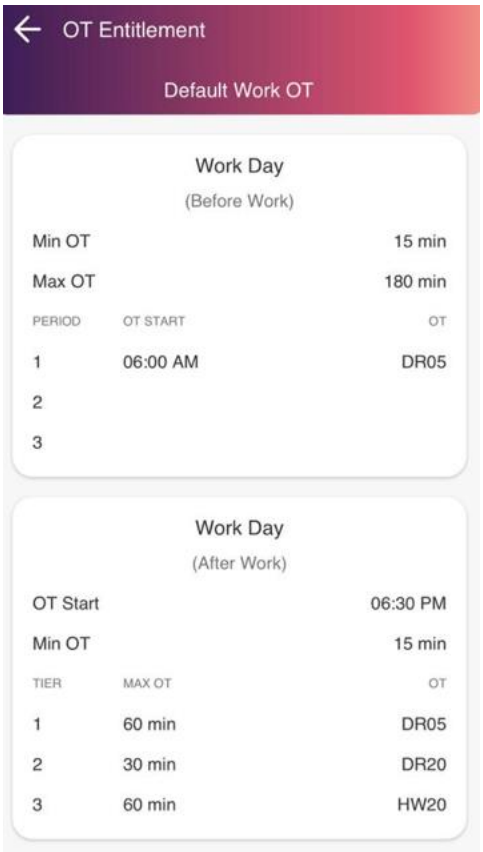


Step 2: Click each Status can view details of that status



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

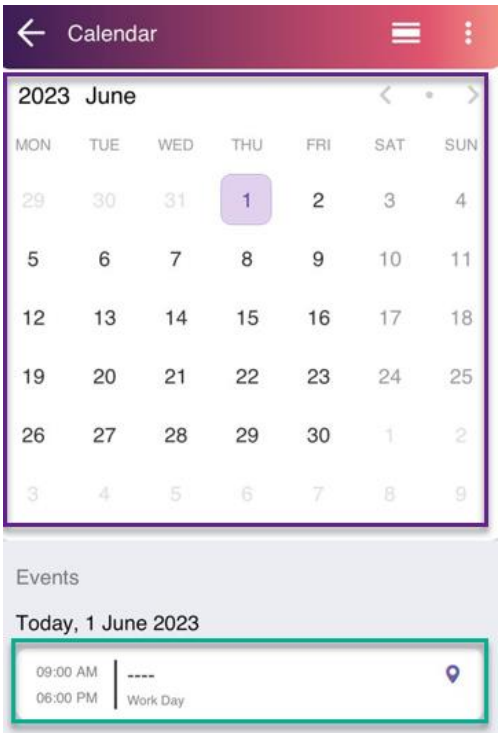
4.10 OT Entitlement



NOTE:

Can view the OT Entitlement set by company

4.11 My Calendar



* View Work Session using Calendar

* View Working Location for each day

---Thank You for Reading---