



# Attendance Tool Manual

WorkDo Tool Guide

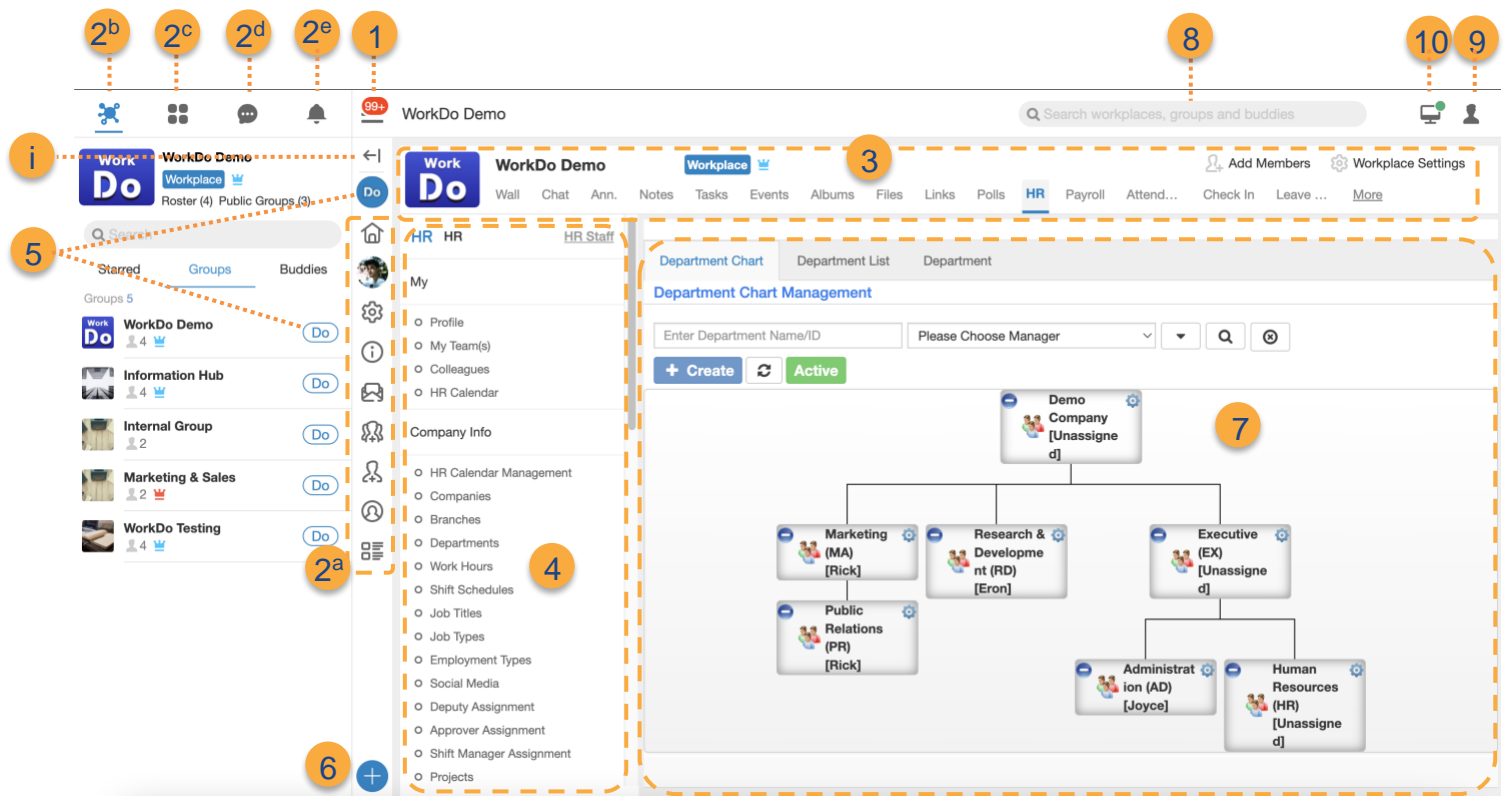
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# I Page Navigation

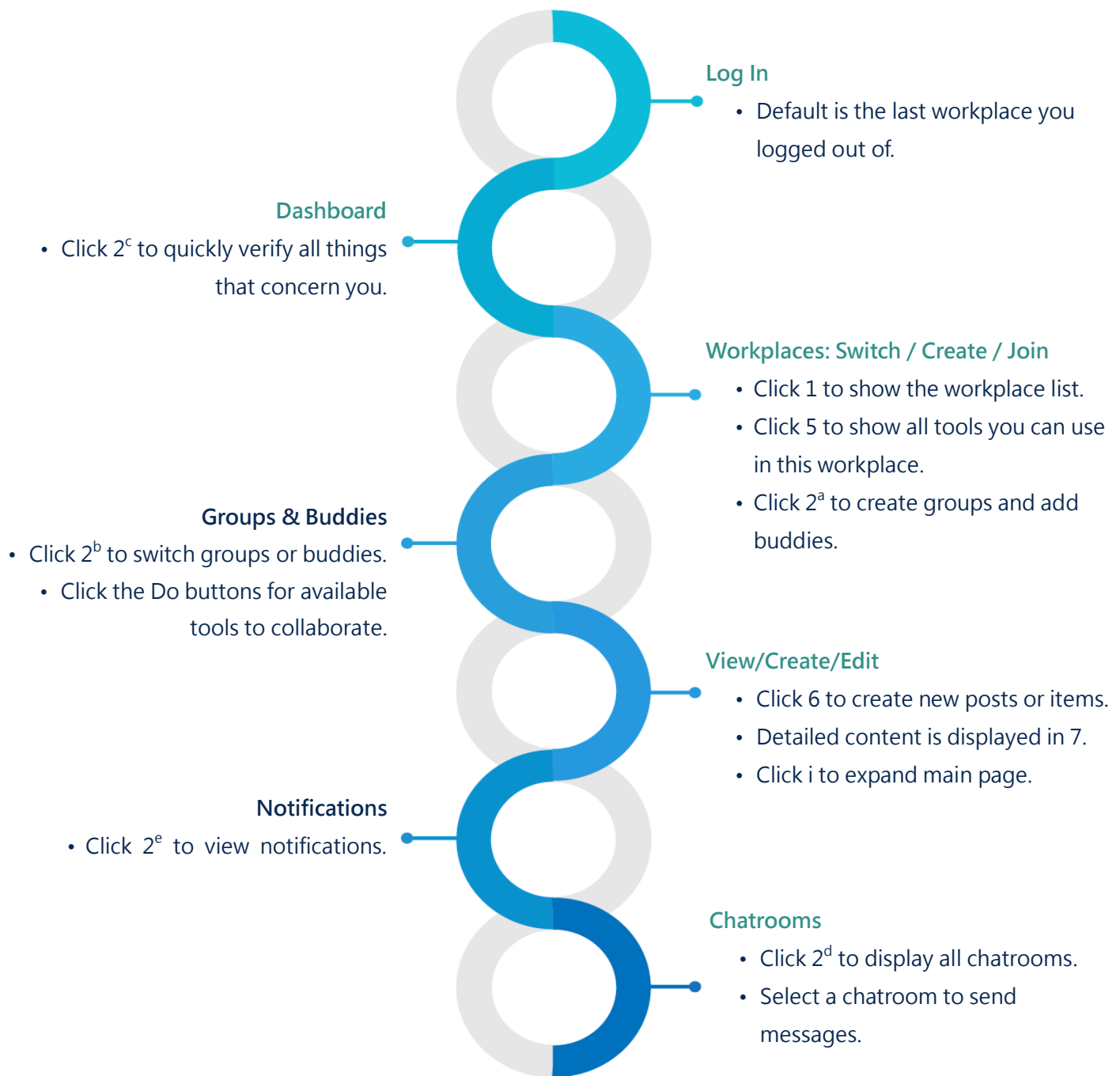
Welcome to WorkDo! This document will guide you through the steps in setting up the Attendance tool using the web interface. We will begin with the basic page navigation!



- i** Expand/Close    Expand or close general navigation areas, button panel will appear when navigation area is closed.
- 1** Workplaces    Switch between workplaces, My Upcoming, My Shelf and Join/Create Workplaces.
- 2** Main Menu
  - a. Workplace: The basic functions of the workplace.
  - b. Social: Your favorite groups and buddies.
  - c. Dashboard: The shortcut to tools and functions you frequently use.
  - d. Chatrooms: All your chatrooms.
  - e. Notifications: All notifications related to you.
- 3** Secondary Menu    Displays your current level setting, [authorization](#) and available tools.
- 4** Tool Menu    The menu and options of the tool in use.

- 5 Do Button The available tools you can use in the workplace, group, or buddy level.
- 6 Create Create new posts and items.
- 7 Main Page Shows contents such as Dashboard Wall and task list, click to enter detail view, can also create new items.
- 8 Search Shows search history of workplaces, groups, and buddies.
- 9 My Setting Personal settings such as accounts, change password, give feedback, and log out.
- 10 Connection Status The connection status of the chatroom.

Check Image I-1 to quickly start navigating WorkDo!



▲ Image I-1. Quick Start

## II Tools (on Do page)

WorkDo has many tools on the Do page for different levels within a workplace. This means workplaces, groups and buddies all have a specific Do button and a set of tools to use. See Table II-1 of tools available at each level.

Tools such as Attendance, Check-In, Leave, Leave Pro, Overtime, Expenses and Approvals are dependent on the HR tool. The HR tool is set as activated once you have created a workplace while other tools such as Payroll, Leave Pro and Attendance need to be activated manually according to the needs of your company. This means the HR tool needs to stay activated for the other tools to function.

▼ Table II-1. WorkDo Tools

Tool	Workplace	Group	Buddy	Dependency
HR	●	x	x	
Payroll	●	x	x	HR
Attendance	●	x	x	HR
Check-In	●	x	x	HR
Leave	●	x	x	HR
Leave Pro	●	x	x	HR
Overtime	●	x	x	HR
Expenses	●	x	x	HR
Approvals	●	x	x	HR
Shifts	●	x	x	HR required for clock in/out
Conf. Rm	●	x	x	
CRM	●	x	x	

Tool	Workplace	Group	Buddy	Dependency
Cashbook	●	●	●	
Phonebook	●	●	●	
We Buy	●	●	x	
IOU	●	●	x	

## III Attendance: Online Clock In/Out

Attendance is undoubtedly one of the most iconic tools of WorkDo to remove the hassles out of your daily routine so you can focus on things that matter!

Attendance allows employees to clock in/out with their smartphone via preset Wi-Fi hotspots or GPS; it caters to office workers, as well as employees who are often on the run. The post clock and appeal options are available so that HR could accurately keep track of employees' attendance records.

The Attendance tool is the only tool that requires the use of a smartphone to complete the setup, however, it is quite simple to set up Attendance as all you need to do is choose who is required to clock, who is allowed to the remote clock and set the Wi-Fi hotspots and GPS locations. Once the Attendance tool is set up, clock-ins and outs are just a matter of a few taps.

The flexibility of the Attendance tool is achieved with the help of the HR tool (see Table III-1), allowing employees with flexible, different work hours to clock accordingly, and the appeal process follows the company hierarchy for approval. Therefore, before enabling the use of Attendance, please refer to the [HR Tool Manual](#) to set up the HR tool properly, and refer to the [Shift Tool Manual](#) if your shift employees are required to clock in/out.

▼ Table III-1. Attendance-HR Dependencies

HR Setting	Dependency ( * must set )
*System Settings	Sets whether newly onboard employees are required to clock in/out.
*Work Hours	Clock in/out times, total work hours, etc.
*Departments	Sets department managers will sign off on employee post clock requests and appeals.
*HR Calendar Management	Sets public holidays, make-up holidays and workdays that affect how employee attendance is calculated.
*Employee Profiles	Employee accounts must be bound to use Attendance, then work hours must be assign to employees to clock in/out. If FaceDo facial recognition timeclock is used, employee profile photos must be uploaded.
Shift Schedules	A necessary step if your shift employees are required to clock in/out.
Shift Manager Assignment	Shift managers will sign off on shift employees' post clock requests and appeals.

## IV Set Up

In this section, we will guide you on how to use the Attendance tool, the process includes 3 stages: tool activation, HR settings and start as shown below. The Clock in/out times (single or multiple work hours sets), flexible clock in/out times and appeal approvers are set with the HR tool, hence please see the [HR Tool Manual](#) for the HR tool settings.



### Tool Activation

- Set workplace admins
  - Activate HR
  - Activate Shift
- Activate Attendance

### HR Settings

- Please see [HR Tool Manual, Shift Tool Manual](#)
- Clock Methods
- Employees Required to Clock
- System Config

### Start

- Set clock methods
- Set who are required to clock

▲ Image IV-1. Setup Process

Each step of setting up requires you to prepare different data. Please follow Table IV-1 to prepare these data before setting up Attendance.

▼ Table IV-1. Required Data

Procedure	Requirement	Note
Set tool roles	✓ Activate HR	✓ By <a href="#">workplace admins</a>
	✓ Activate Shift	
	✓ Select tool admins	
Tool Setup	✓ Complete HR tool setup.	✓ Done by the <a href="#">HR Staff of HR tool and Shift tool.</a>
	✓ Complete Shift tool setup	
Attendance setup	✓ Set Wi-Fi hotspots / GPS locations	✓ By HR Staff of Attendance tool
	✓ Set up a tablet for FaceDo	
	✓ Members required to clock	

# STEP 1 . Tool Activation

WorkDo has two types of admins that help your workplace manage and control information access, they are [workplace admins](#) and [tool admins](#), as seen in Table Step 1-1.

Workplace admins include an owner and multiple admins that can adjust workplace settings. Normally, the workplace admins are management of IT employees. The tool admins control the data others see per tool. Different tools could have different members as tool admins. The tool activation is done by the workplace admins.

▼ Table STEP 1-1. Admin Authorities

Authority	Workplace Owner	Workplace Admin	Tool Admin
Delete workplace	●	x	x
Change workplace ownership	●	x	x
Maintain workplace settings	●	●	x
Activate workplace tools	●	●	x
Change tool roles	●	●	x
Maintain tool settings	x	x	●
Maintain tool data	x	x	●

STEP

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## a.Assign Workplace Admins

Based on the [Page Navigation](#), you can verify your workplace admin status by following the steps below.

Name	Employee ID	Department	Email	Mobile No.
WorkDo		Executive		+886 987 654 321
Joyce		Human Resources		+886 987 654 321
WorkDo - Rick		Research & Development		+886 987 654 321
WorkDo-Eron		Marketing		

- 1 Click on the Roster to view all workplace admins.
- 2 The Workplace Owner is marked with a red crown while the workplace admins are marked with a blue crown. Owner and admins can skip to [Step 1-b Tool Box](#).
- 3 Click Close to return to the Dashboard Wall.

According to [Table Step 1-1](#), workplace admins are an integral role to maintain all the settings in the workplace. You will need to ask the owner or another admin to assign you the [workplace admin](#) role if need be.

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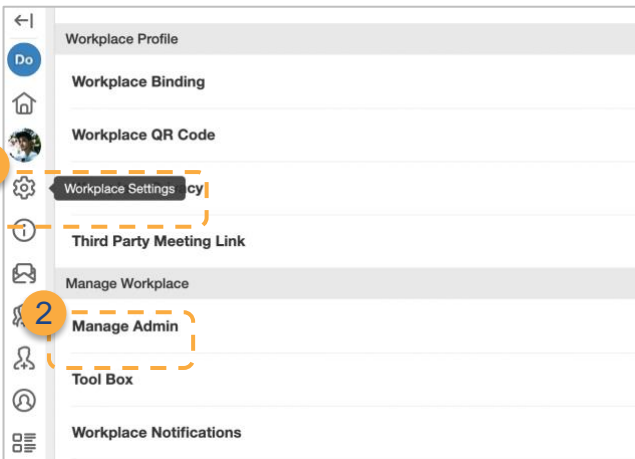
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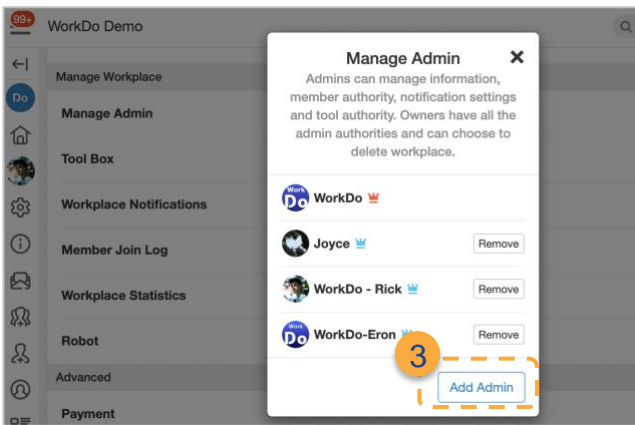
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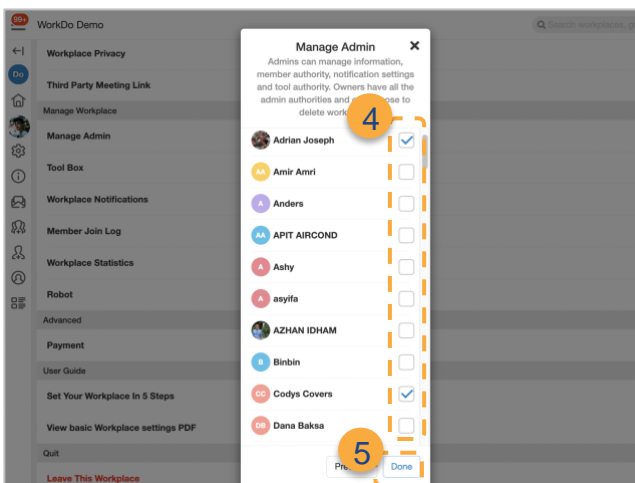
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- 1 ▶ Click the gear icon for Workplace Settings.
- 2 ▶ Manage Admin.



- 3 ▶ Add Admin.



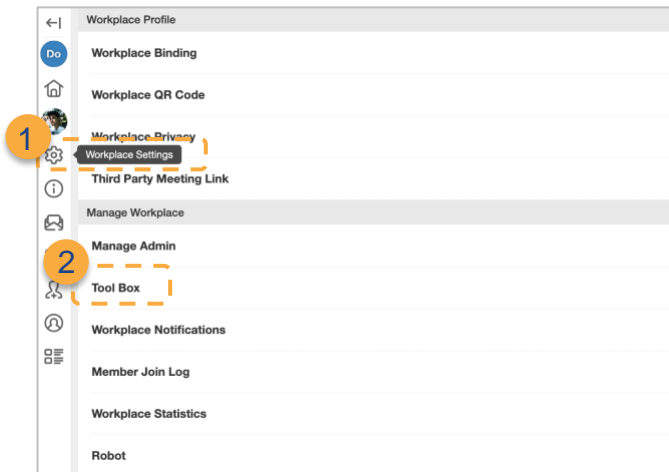
- 4 ▶ Member select.
- 5 ▶ Click Done to finish.
- 6 ▶ New admins will see the new options available once they refresh the browser.

STEP

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- c
- d
- ✓

## b. Tool Box

Congrats on becoming an admin, you can now go to Tool Box in workplace settings to activate or manage tools and to manage members' tool roles, simply follow the steps below.



1 ▶ Click the gear icon for Workplace Settings.

2 ▶ Click Tool Box.

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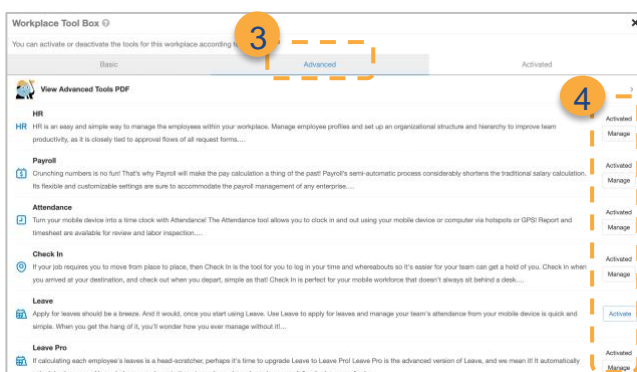
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Default is set to the Activated tool page.

3 ▶ Click Advanced to enable or disable tools.

4 ▶ Click Manage to begin assigning roles.

## c. Set Up Tool Roles

Many of WorkDo's tools require some members to take on the administrator roles to limit access to sensitive workplace information. Please read the description of the roles for each tool carefully when assigning tool roles to each member within the workplace.

In Attendance, there are three roles: No Role, Employee and HR Staff. Employees can view their own records, the HR Staff could edit all workplace members' records, and those who have No Role will not be able to use the Attendance tool.

The workplace admins are HR Staff by default. Once Attendance is activated, the new members will automatically inherit the Employee role. Please ask the workplace admins to change your tool role to HR Staff so you can begin setting up Attendance.

Once Attendance is activated, the new members will automatically be assigned the Employee role. Furthermore, no matter what role you are in, if you are assigned as a Manager or Dotted Line Manager with the [HR tool](#) (Step 2-b), you have the authority to sign off on employees' post clock and appeal requests. As mentioned above, Attendance is dependent on the HR tool, hence, please activate the HR tool first.

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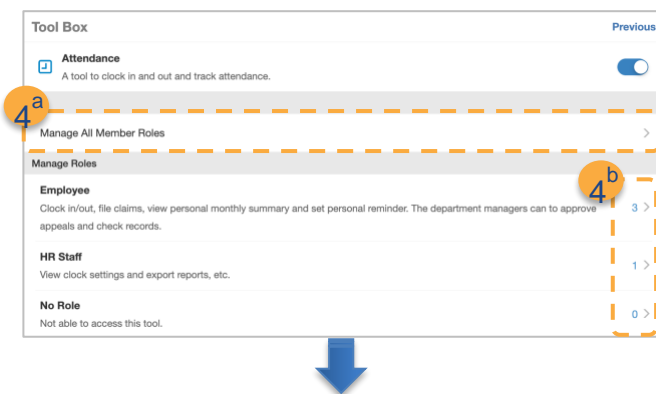
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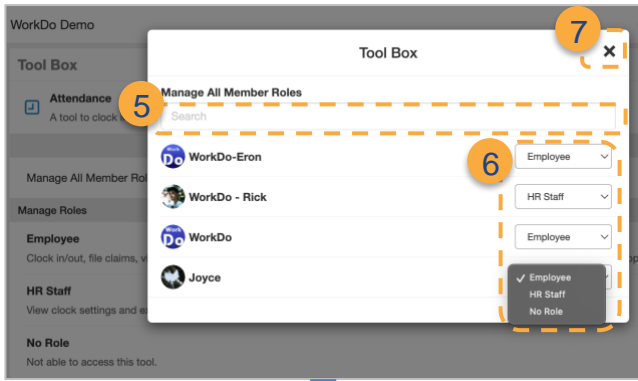
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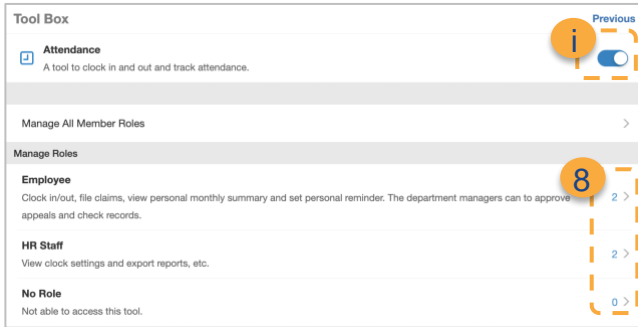


Following step 3, click Manage button to see tool and role info.

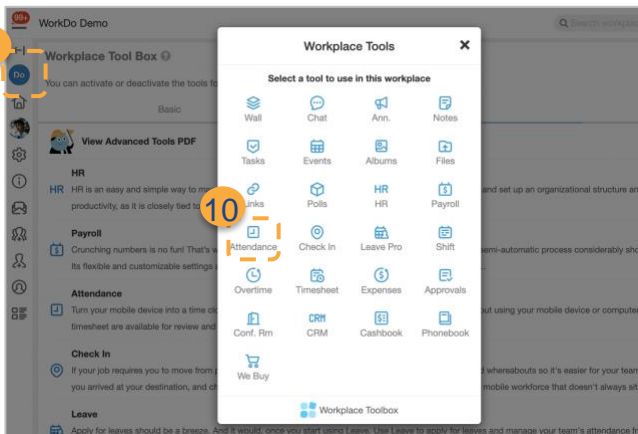
- 4 ► Change tool roles.
  - a. Click Manage All Member Roles.
  - b. Click Employee.



- 5 ▶ Enter member display name in the search bar.
- 6 ▶ Choose a role in the drop down menu.
- 7 ▶ Press X to close the window.



- 8 ▶ Confirm member count is correct, click to for list view.
- i ▶ The blue switch means the tool is activated; toggle the button to deactivate (grey).



- 9 ▶ Click the Do button to open up the workplace tool box.
- 10 ▶ Click Attendance.

STEP

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# STEP 2. Attendance Set Up

Congrats on being an HR Staff of Attendance! The flexibility of Attendance in providing a timeclock to accommodate different types of employees of different work hours makes it an integral tool of any organization. Before we begin Step 2, a reminder that you need to set up the HR tool first for Attendance to take effect. Please follow the [HR Tool Manual](#) and the [Shift Tool Manual](#) instructions to set up each tool respectively.

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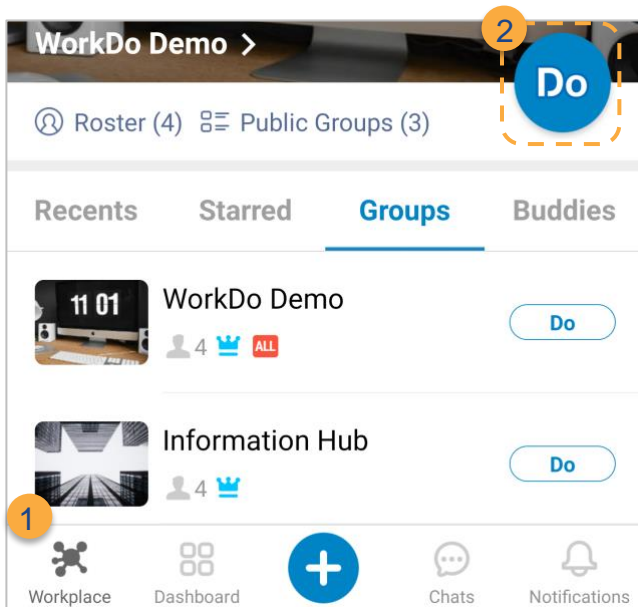
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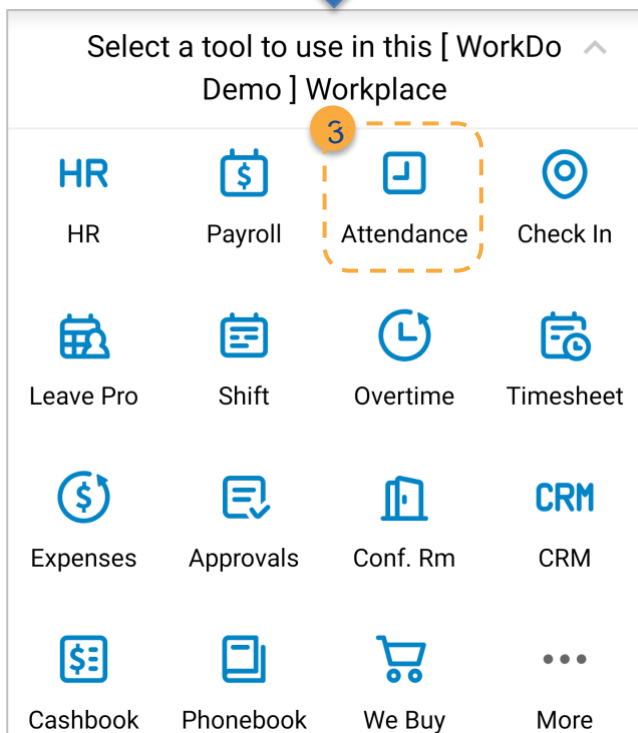


**For tool admin (HR Staff)**

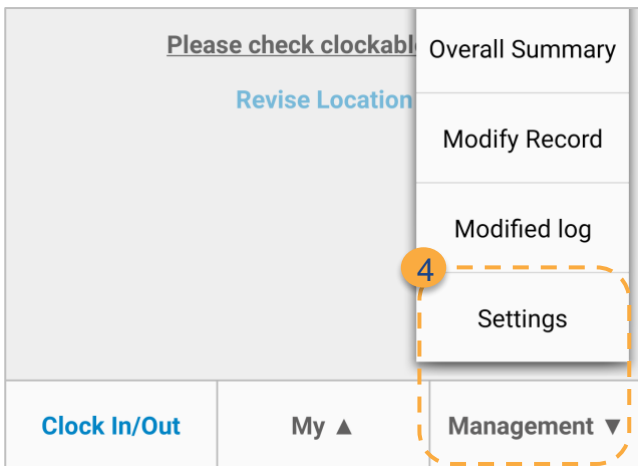
Open up WorkDo on your mobile device.

1 ▶ Click Workplace.

2 ▶ Click the Do button.



3 ▶ Select Attendance.



- 4 ▶ Click Management then Settings.

STEP

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## a.Clock Methods

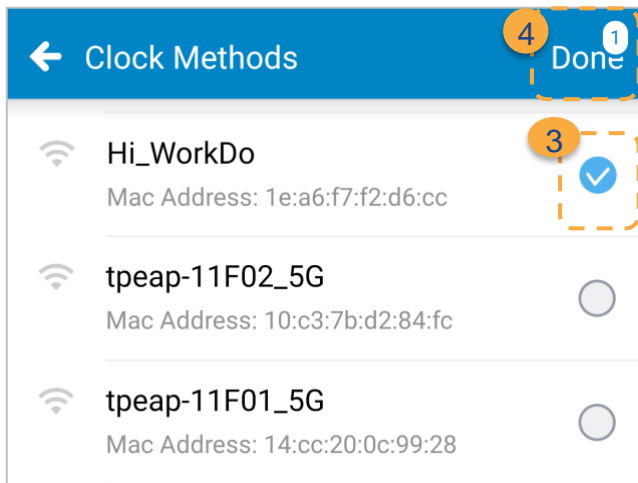
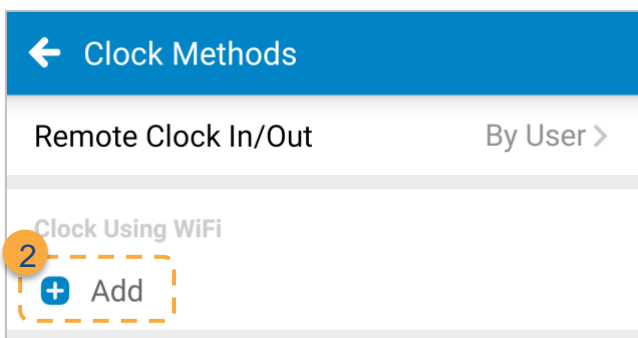
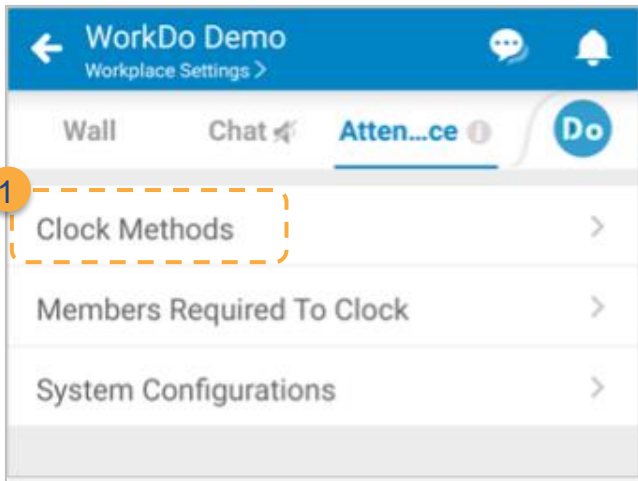
Attendance offers clock in/out via Wi-Fi and GPS, please use a mobile device, and follow the instructions below to begin setting up Attendance for your workplace.

- **Wi-Fi, GPS / Clock In/Out**

- Wi-Fi: Using company Wi-Fi as a clocking method is perfect for in-house employees. The employees can use WorkDo to clock in/out when their PCs or mobile devices are connected to one of the preset Wi-Fi hotspots.
- GPS: Using GPS locations as a clocking method is suitable for your mobile workforce. The employees can use WorkDo to clock in/out when their PCs or Mobile devices are within the preset GPS location range.
- The Wi-Fi clock in/out will take precedence if both Wi-Fi and GPS methods are set.

- **Facial Recognition Clock In/Out**

- A profile picture is mandatory to enable a facial recognition clock in/out in the Employee Profiles of the HR tool.
- **A tablet is needed** to scan employees' facial features for the daily clock in/out.
- Please install FaceDo Facial Recognition Timeclock and follow the instructions to complete the setting.



Resume from Step 2 to the Settings.

- 1 ▶ Click Clock Methods

### Clock in/out via Wi-Fi

- 2 ▶ Click the Add button next to the Clock Using Wi-Fi.

- 4 ▶ Select one or multiple Wi-Fi hotspots.

- 3 ▶ Click Done to finish.

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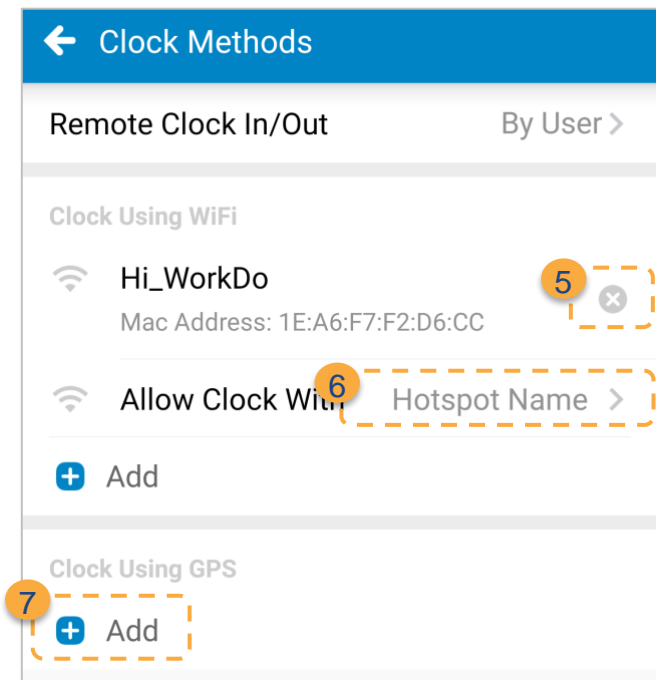
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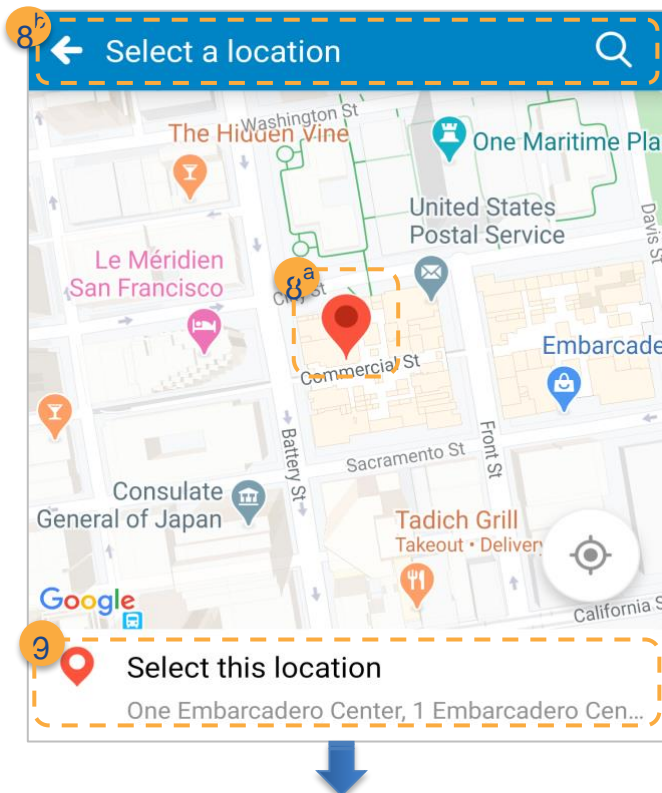


- 5 ▶ Click the x icon to remove a Wi-Fi hotspot and repeat Step 2-4 to add new ones.

### Clock in/out via GPS

- 6 ▶ Click Allow Clock With: Hotspot Name or MAC Address for a more accurate clock ins/outs.

- 7 ▶ Click the Add button next to the Clock Using GPS.



- 8 ▶ Your current location is displayed.

- a. Choose a location using the map pin.
- b. Or enter a physical address.

- 9 ▶ Confirm the location to set it as a GPS clock in//out location.

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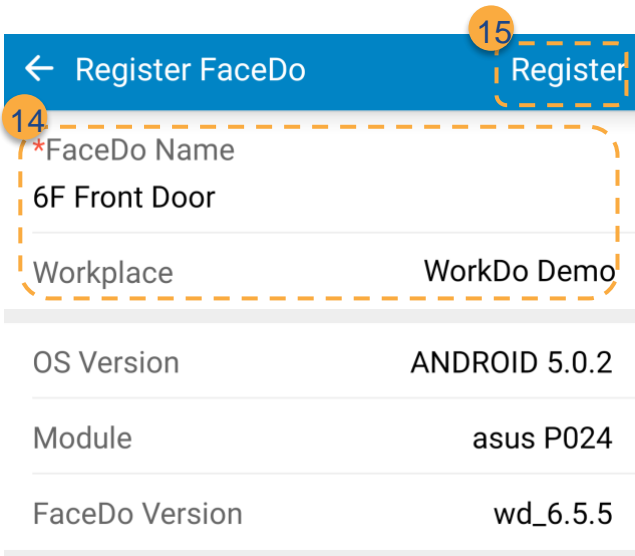
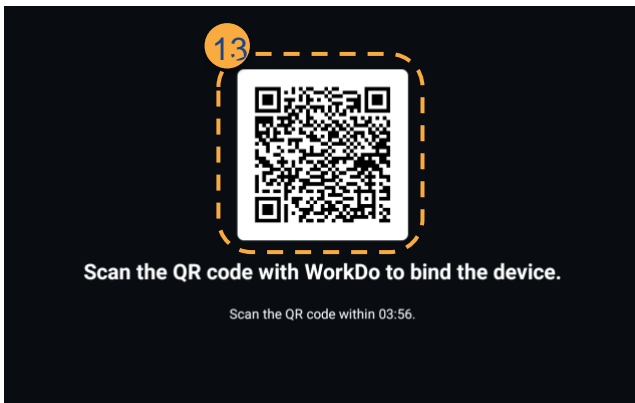
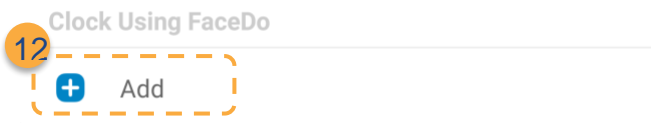
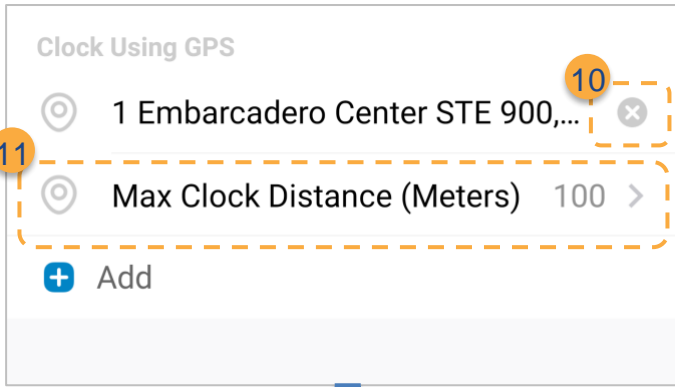
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10 ▶ Click the x icon to remove a GPS location and repeat Step 7-9 to add new ones.

11 ▶ Use Max Clock Distance (Meters) to set a location range.

### Clock in/out via Facial Recognition Timeclock

12 Click the Add button to open the QR code scanner.

13 Install FaceDo on a tablet that will be used as a facial recognition timeclock. The QR code will be displayed by default, then scan the QR code using the scanner described in Step 12 to scan it to bind the tablet to the workplace.

14 Bind the tablet to your workplace.

- a. Fill in the FaceDo Device Name which will be recorded when employees clock in/out.
- b. Make sure the tablet is bound to the correct workplace.

15 Click Register to finish.

STEP

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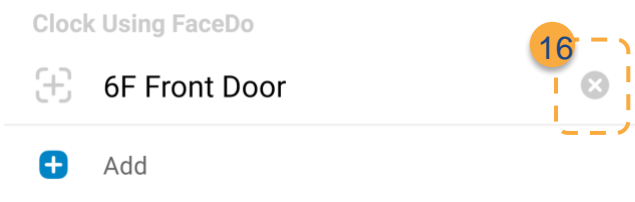
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- 16 Check the device name of the timeclock tablet. Repeat Step 12 to 15 to add more tablets as needed and click X to delete a registered tablet.

From now on, registered tablets will automatically be used as facial recognition timeclocks.

The minimum clock radius you can set is 30 meters.

**But the minimum GPS tolerance may be as high as 60 meters!**

In other words, even if the clock radius is set to 30 meters and the device has a stable internet connection, you may still experience GPS drift, meaning your recorded location may be off by up to 60 meters from your actual location.

STEP

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## b.Members Required to Clock

Once Attendance is enabled, members with the Employee or HR Staff tool role can begin clocking ins/outs.

There is one setting in the [HR Tool](#) that is tied to the Attendance (HR > System Settings > New Members Required to Clock) and is default set to No, making existing employees not required to clock in/out. Therefore, please use the setting described in this section to add members who are required to clock in/out.

The following instructions are based on the app version of WorkDo, but this setting is supported in both the web and app versions.

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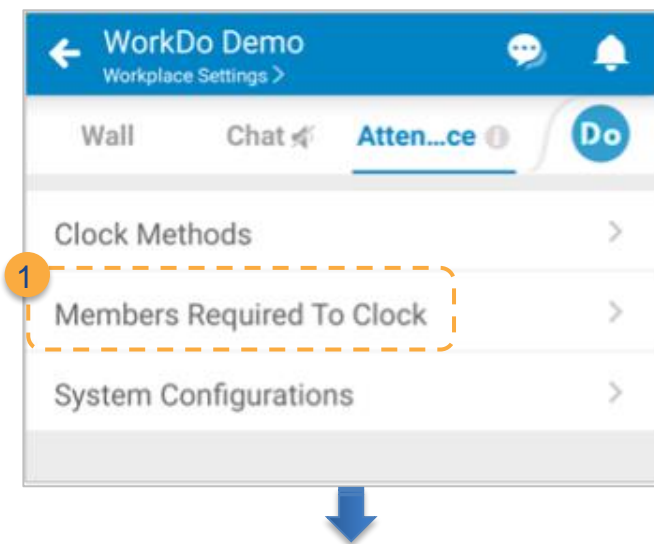
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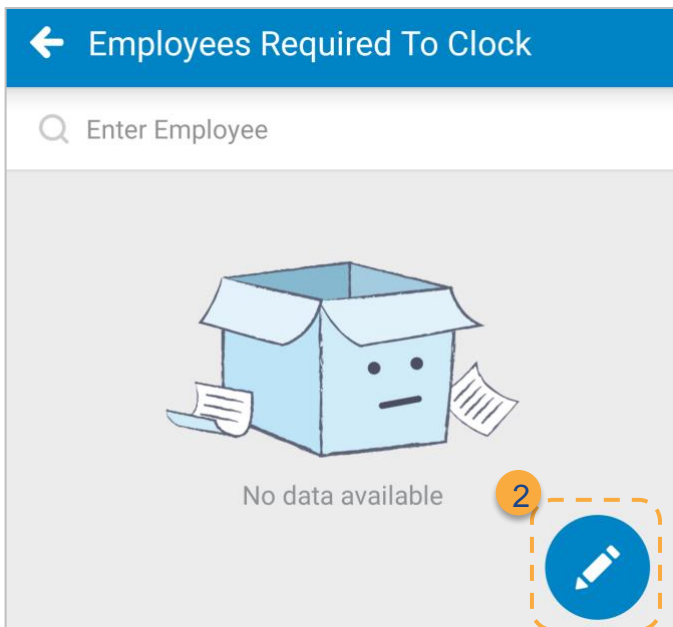
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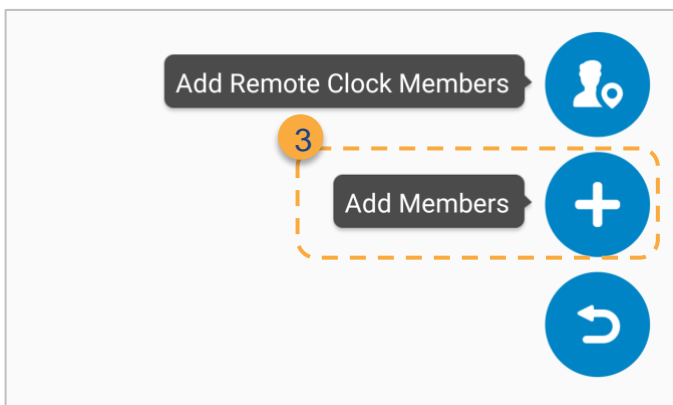


Resume from Step 2 to the Settings.

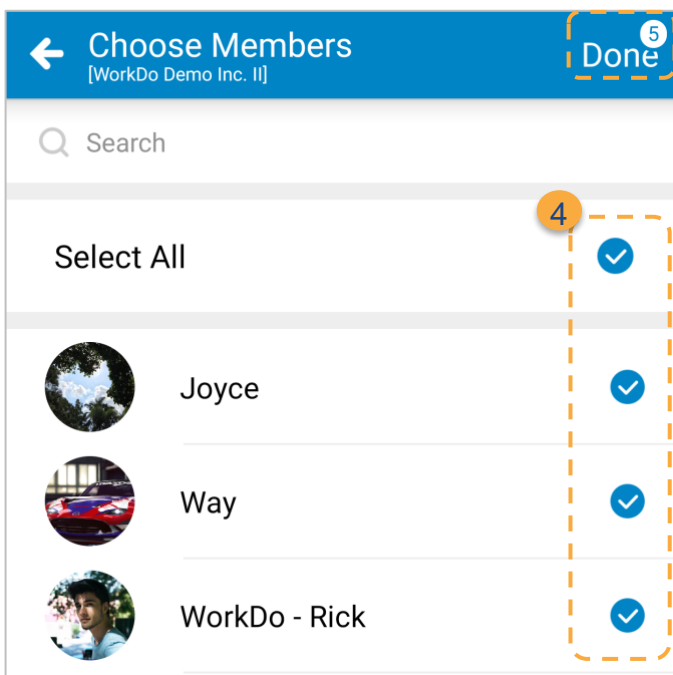
- 1 ▶ Click Members Required To Clock.



2 ▶ Click the + button.



3 ▶ Select Add Members.



4 ▶ Select all who are applicable.

5 ▶ Click Done to finish.

The system will display those who are not required to clock in the list.

STEP

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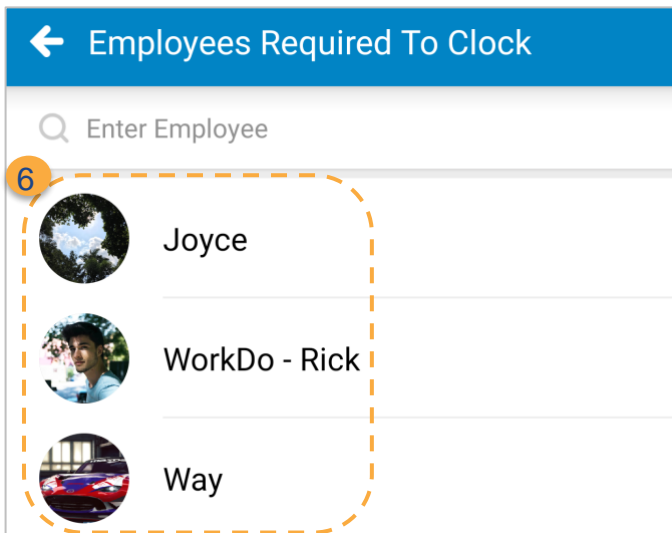
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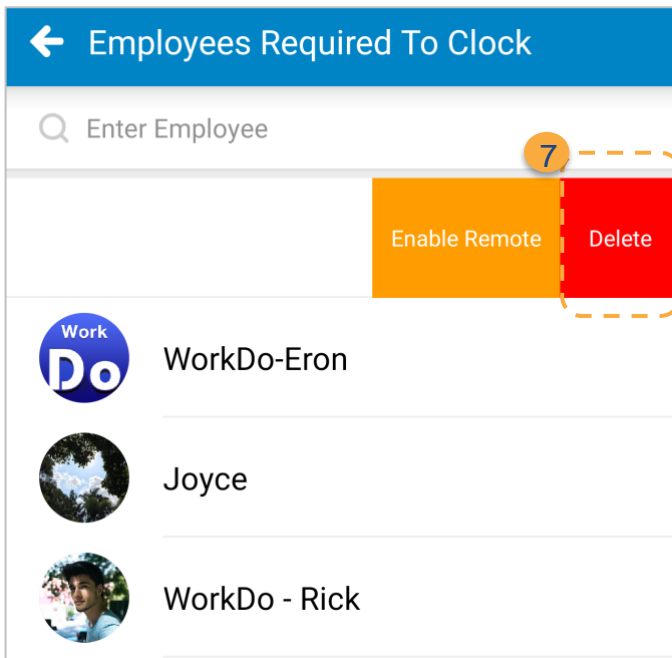
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- 6 ► Newly added employees will be added in the member list.



For those who are not required to clock in/out.

- 7 ► Swipe left in the list view and click Delete to remove members from this list.

STEP

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## c.Add Remote Clock Members

In version 4.5.17 or later, WorkDo added the Remote Clock function for mobile employees who are often on the move. The function default is set to Not Allowed, when enabled, designated employees are able to clock in/out even when they are not in the preset Wi-Fi hotspots or GPS locations, and the attendance records are still logged<sup>[1]</sup>.



### Remote Clock Options

- ➔ **Not Allowed** : By default, all members must use the preset [Wi-Fi or GPS locations](#) to clock in/out.
- ➔ **By User** : Only for specified employees.
- ➔ **All Allowed/By User** : Follow the instructions below to set employees who are allowed to remote clock in/out.

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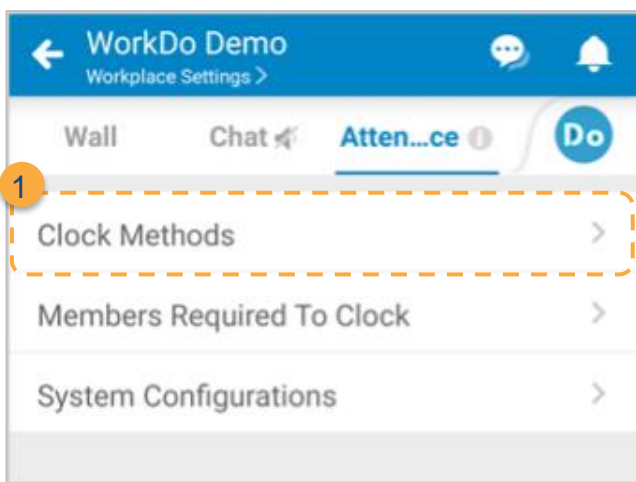
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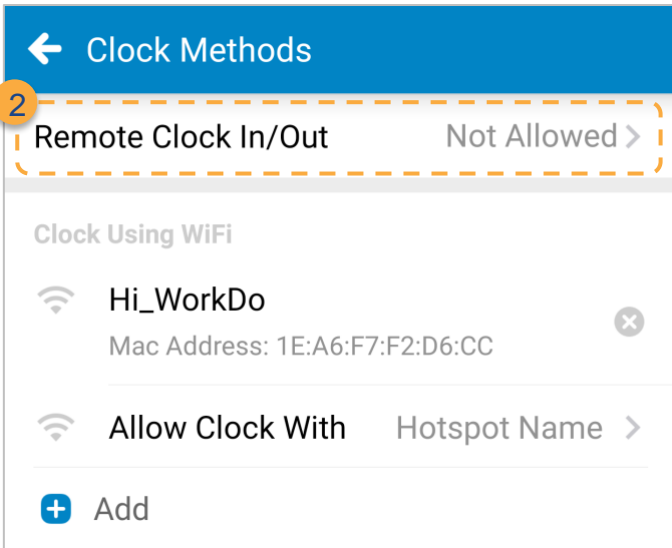
✓



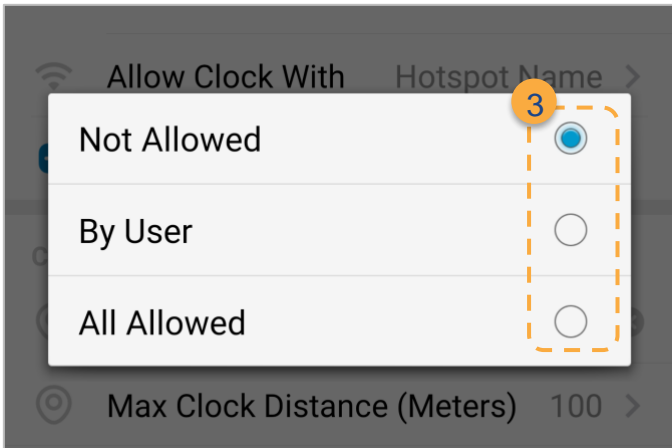
Resume from Step 2 to the Settings.

- 1 ▶ Click Clock Methods.

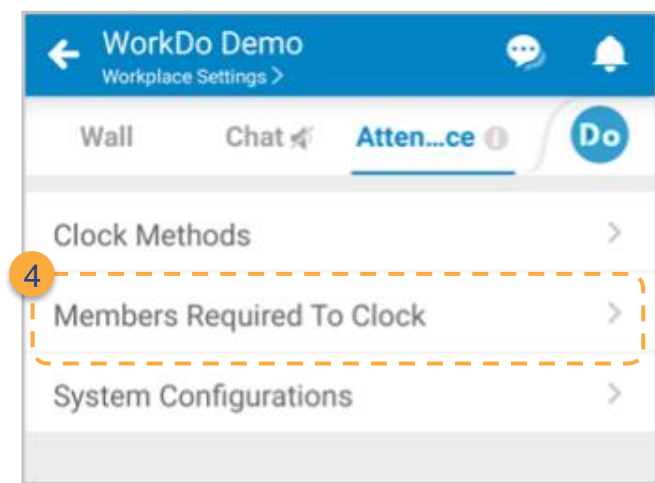
<sup>1</sup>Enable Expenses and the company HR could compare the clock in/out locations with the expenses filed.



2 ▶ Remote Clock In/Out.



3 ▶ Select All Allowed or By User.



4 ▶ Click Employees Required to Clock.

STEP

1

a

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c

2

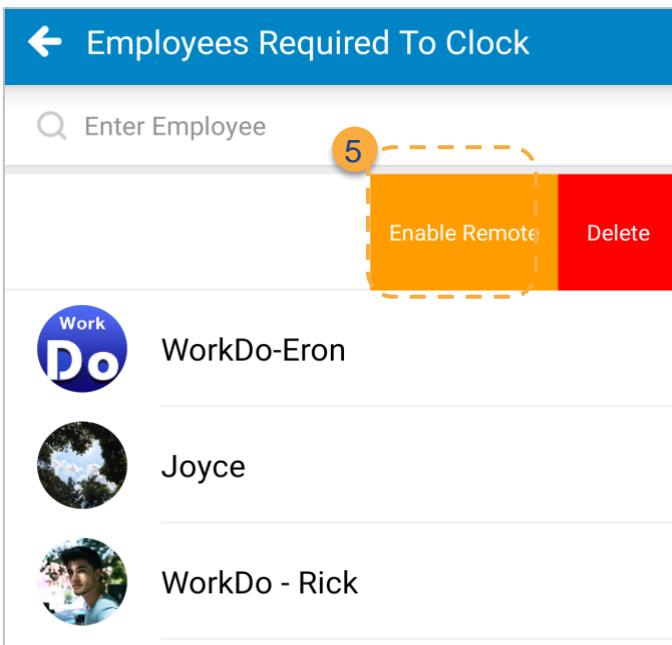
a

b

c

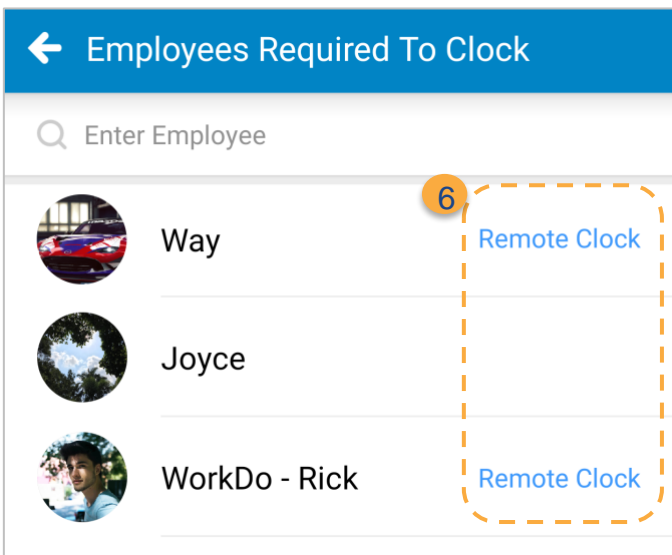
d

✓



- 5 ▶ Swipe left on the employees in the list view to enable remote clock in/out.

You could also follow the steps listed in [Step 2 b-3](#) and select Add Remote Clock Employees instead.



- 6 ▶ Remote Clock is shown next to the employees indicating that they are allowed to clock in/out remotely even when not within the preset Wi-Fi hotspot or GPS location range.

STEP

1

a

b

c

2

a

b

c

d

✓

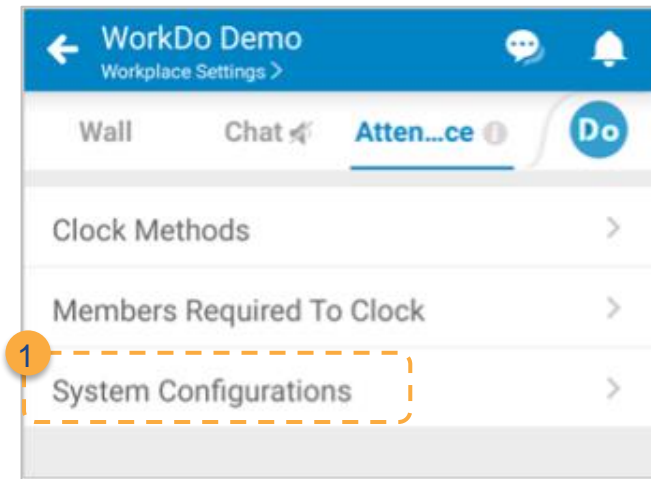


It is possible to enable the remote clock in/out function to facilitate WFH employees.

If entering employee addresses individually could take a long time, it is recommended that the HR Staff enable remote clock in/out for all employees to save time.

## d. Post Clock Allowance

Post Clock Allowance gives employees who forgot to clock in/out a chance to record their clock times. Of course, the managers would have to sign off on the post clock requests for them to be recorded, and this option allows you to set the deadline for submitting the post clock requests.



Resume from Step 2 to the Settings.

- 1 ▶ Click System Configurations.

STEP

1

a

b

c

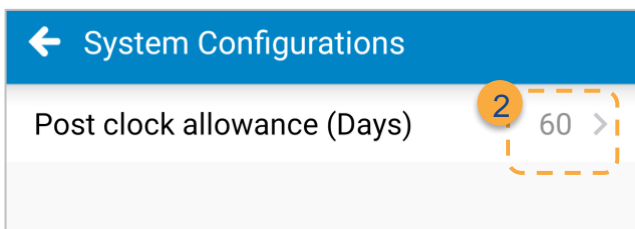
2

a

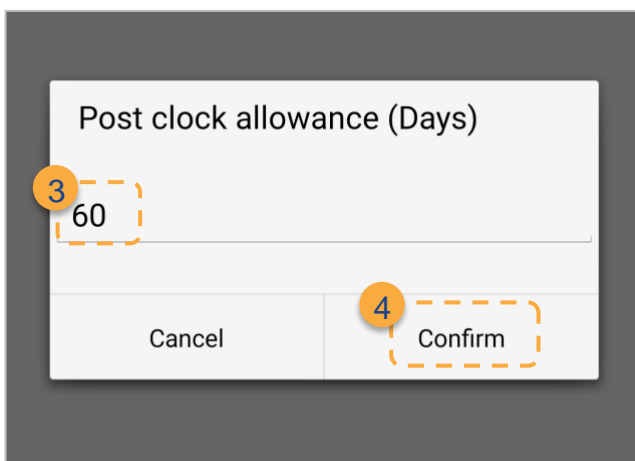
b

c

d



- 2 ▶ Click on the number next to the Post Clock Allowance.



- 3 ▶ Set a new time range (1 – 365).
- 4 ▶ Click Confirm to finish.

## STEP 3 . Start

Congratulations on setting up the Attendance tool! The following chapter will walk you through ways to post clock and make up for missed clocking records when employees forget to clock in/out for the web version of WorkDo.

### a.Clock In/Out for Work and Breaks

Whether you are on set work hours or on a shift schedule, you should always clock in/out based on the [allowed methods](#) and the process will only take a few seconds!

- **Wi-Fi / GPS:** When you are within range of the set areas, simply use your smartphone or computer and select the Attendance tool to clock in/out.
- **Facial Recognition:** Head to your company's facial recognition timeclock tablet to clock in/out.

The flexibilities of the Attendance tool:

- **Re-clock:** So long you are within the flexible work time, you can update your times by clocking in/out again.
- **Rest Breaks:** You can record your break times if you work around a shift schedule.
- **Appeal:** You can file an appeal to update your clock in/out times by using this function.
- **Post Clock:** You can post clock to update your attendance when you forget to clock in/out.



Shift employees cannot clock in/out?

- Please verify their work hours in the Employee Profiles in the HR tool.
- Or verify whether their shifts are correctly scheduled using the Shift tool.

The tool admins of the HR tool and Shift tool may refer to the [HR Tool Manual](#) and the [Shift Tool Manual](#) for detailed instructions.



Employees cannot clock in/out via FaceDo facial recognition timeclock?

- Please verify the employees' pictures used for facial recognition are clear and not pixelated.
- Be sure that the tablet used for facial recognition timeclock has bound to your workplace in the Attendance tool.

Please refer to the [HR Tool Manual](#) and [Step 2-a](#) of this manual for a detailed setup.

## Wi-Fi, GPS Clock In/out

1. Select one of the following methods.
  - Use the + button: Enter the workplace page and click the + button and select the Attendance tool.
  - Attendance tool: Enter the workplace page and click the Do button then select the Attendance tool.
  - Dashboard: Enter the workplace page and click the Dashboard then click Attendance (When employees have already clocked in, it will take you to the monthly stats page instead).
2. Page navigation.
  - Arrow keys: Use < and > to toggle calendar days.
  - Work Starts: Each employee's work start time.
  - Work Ends: Each employee's work end time.
  - Within Clock Area: Displays when you are in a set radius of the clockable area (Wi-Fi locations takes precedence over GPS locations).
  - Check Clockable Area: Displays Wi-Fi and GPS clock locations.
  - Revise Location: Recalibrate your current location.
3. Wi-Fi & GPS clock in/out.
  - Clock In/Out: Press the button to clock in/out.
  - Rest Break: Press the button to record break times.
  - Hit Confirm in the pop-up window to complete, and the location will also be recorded.
4. Clock Again: So long you are within the flexible clock in/out time, you can click Clock Again to update your time. You can use this whenever you clocked in too early or are asked to work overtime but had already clocked out.
5. Clock Again (Rest Break): Use this to update your break time, fill out all necessary information and click Save to submit to the Shift Manager for approval.

## Facial Recognition Clock In/Out

1. Open FaceDo on the tablet.
2. Clock in/out.
  - Click Scan.
  - Make sure that your head is inside the red bounding box and blink a couple of times (A mask doesn't have to be removed for facial recognition).
  - Your name and clock in/out time will be displayed.
    - ➔ Click the button to clock in/out and the screen will return to the home screen and your clock in/out time will be sync across all devices.
      - ✓ Clock In and Clock Out button will be displayed for fixed work hour employees.
      - ✓ Shift Clock In and Shift Clock Out button will be displayed for shift employees, and they can clock for breaks when they clocked in for work.
    - ➔ If you are misidentified, click "Is This Not You?" button to rescan.

## b.Remote Clock

Whether you are working from home or visiting clients, so long you are allowed to remote clock as described in [STEP 2-c](#), you are allowed to clock anywhere, simple as that!

## Remote Clock

1. Remote clock in/out is the same as Wi-Fi and GPS clock in/out.
2. Remote Clock In/Out: When you are enabled to remote clock, you are allowed to clock in/out from anywhere.
  - Clock In/Out: Click the Remote Clock button to record your times.
  - Rest Break: Shift employees can click the button to record their break times.
  - Relocate: Remote clock will record your GPS location, so when your GPS location is off, you can manually select a location to clock. Simply click Relocate after clicking Remote Clock to pinpoint your location.
  - Remark: You may fill out a reason for the remote clock if needed.
  - Remote clock for breaks or work will record your time as well as your location.
3. You can update your time the same way as described in STEP 3-a.

## c.Clock Reminder

Set a couple of clock reminders on your device so you will not forget to clock in/out for work again (App version only).

### Set Clock Reminders

1. Enter the Workplace page > Do > Attendance > My > Reminder.
2. Enable Clock Reminder.
  - Enable: Blue check mark.
  - Disable: Gray x mark.

## d.Clock In/Out Time

Clock In/Out Time displays the times for employees to view their work hours, clock in/out times and remote clock permission, et. The system will take these settings to calculate employee attendance.

### View Clock In/Out Time

1. Shift Employees: Enter the Workplace page > Do > Shift > Shift Calendar.
2. Fixed Schedule Employees: Enter the Workplace page > Do > Attendance > My > Clock In/Out Time.
  - Work Days
  - Remote Clock Permission
  - When to Clock: Clock in only, clock out only, or clock in and clock out.
  - Earliest Clock In Time: The earliest time employees may clock in.
  - Flexible Work Start Time: Clock in before this time is considered on time.
  - Flexible Work End Time: Clock out before this time is considered to leave early.
  - Latest Clock Out Time: The latest time employees may clock out.

## e.Clock In/Out Records

Every employee can view their attendance records, and for convenience, you can file an appeal or post clock if needed.

### View Clock In/Out Records

1. Enter the workplace page > Do > Attendance > My > Clock In/Out Records.
2. Use the date range filter if needed.
3. Click on a record to enter detailed view.

## f.Post Clock

It is not uncommon that employees forget to clock in/out every so often, as such, you may post clock to submit a time, so it won't affect your attendance, so long you are within the [Post Clock Allowance period](#).

### Post Clock

1. Enter the Workplace page > Do > Attendance.
2. Post clock.
  - Click Statistics (Monthly).
  - Click Absent Clock the days you didn't clock in/out.
  - For App version, click Stats (Monthly) and select date.
3. The Post Clock button is available if it's within the [Post Clock Allowance period](#).
  - Modified Clock Time: Enter your time.
  - Clock In/Out Location: Select a location.
  - Photos/Files: Upload photos or files as proofs if needed.
  - Remark: Enter a remark or reason if needed.
4. Click Save to submit your post clock request to your manager for approval.

## g.Appeal

We understand that there are times when you forget to clock in, and by the time you remember it, you are marked as late; or that you accidentally clock out and marked leave early. Whatever the reason may be, you may use the appeal function to adjust your time accordingly. And once the manager approves it, your time will be recorded in your attendance.

### Attendance Appeal

1. Please refer to STEP 3-e to file an appeal.
2. Click the Appeal button and fill in the following information as needed.
  - Modified Clock Time: Enter your time.
  - Photos/Files: Upload photos or files as proofs if needed.
  - Remark: Enter a remark or reason if needed.

## h.Attendance Request Sign Off

Part of a manager's responsibility is to sign off on employees' attendance requests, and unlike other types of requests, attendance requests are approved by first-level managers and cannot be escalated further.



The request approvers are assigned by the Employee Profiles of the HR tool.

- Process by Department Manager
  - Employee is on fixed work hours.
  - Requests are not processed by dotted-line manager.
- Process by Dotted-Line Manager
  - Employee is on fixed work hours.
  - Requests are process by dotted-line manager.
- Process by Shift Manager
  - Employee is on shift schedules.
  - The manager who works the same shift as the employee will process the requests, else the dotted-line manager will process them.

Please refer to the [HR Tool Manual](#) and the [Shift Tool Manual](#) for detailed instructions.

## Attendance Request Sign Off

1. Select from one of the methods to sign off requests.
  - Notification Center
  - Dashboard > Workflow
  - Attendance tool > Management > Approve.
2. Request selection.
  - Single select: Click on a request to enter a detailed view.
  - Batch select:
    - ➔ Dashboard > Workflow > Assigned to Me – Check the boxes (App version please use the batch select icon on the upper-right hand corner).
    - ➔ Attendance tool > Approve: Check to boxes (App version please use the edit icon to either Approve or Reject, then select requests that would apply to the decision).
3. Click Approve or Reject to sign off on requests (App version please hit Confirm to sign off). A remark can be left if needed, then click Approve or Reject again to complete processing the request. Note that remarks cannot be entered for batch sign-off.

## i.Request Workflow

As described in [STEP 1](#) of the manual, different tool roles have different accesses in the Attendance tool, while the available options will differ, the user interface, however, will remain the same.

The managers are responsible to sign off on employees' attendance requests, and there are filters or department records available to easily find any requests.

▼ Table STEP 3-i. Attendance Requests Access

Option	Access	Employee	Manager	HR Staff	HR Staff Manager
Self-Applied	Member	●	●	●	●
Processed	Member	x	●	x	●
Dept. Records	Department	x	●	x	●
Workplace Records	Workplace	x	x	●	●

### Track Request Workflow

1. Enter the Workplace page > Do > Attendance.
2. Please refer to table STEP 3-i for respective access.
3. Use the filters to search the requests.
4. Click on a request for a detailed view.
5. Use the comment section to leave comments to the applicant if needed.



There are different types of attendance requests, we categorize them into the following:

- **Post Clock:** When employees didn't clock in/out, then submit a request to make up for the attendance.
- **Appeal:** The original clock in/out time is marked as not on time.
- **Post Rest Break:** When shift employees submit break time requests for the past.
- **Modify Rest Break Time:** When shift employees want to update their past break times.

## j.Modify Clock In/Out Records

What do you do when employees try to submit a post clock request but the [Post Clock Allowance period](#) has already passed? Well, we offer HR Staff the ability to modify employee clock in/out times for such cases or any other reasons. However, generally, we recommend that situations like this can be [remedied by normal means](#) or avoided altogether for the sake of record integrity, but should you ever need it, it' s there.

Please note that all HR staff's time modifications will be recorded in the logs for reference.

### Modify Clock In/Out Records

1. Enter the Workplace page > Do > Attendance > Management > Modify Clock In/Out Records.
2. Use the filters to search the employee or the date.
3. Create a blank post-clock record.
  - Click + Create and input the required information.
  - Click Save to complete. At this point, the employee may [submit a post-clock request](#) to fill in a time.
4. Fill in a time for the blank record.
  - Continue from Step 2 and select the blank record.
  - Click the Modify button on the bottom.
  - Fill out all the clock in/out time and required information (\* Must be filled).
  - Click Save to complete.



#### Reminders

- If the Clock Status is Absent, the HR Staff can input all fields.
- If the Clock Status is not Absent, the Clock In/Out Location cannot be edited.
- The record cannot be edited if the employee has submitted a post-clock request or appeal.

## k.Clock Status

As described in the [last section](#), the HR Staff has full control over employees' attendance, helping them rectify their records, but if you simply want to change their clock status, say from late to on time without changing anything else, this is how you do it!

### Update Clock Status

1. Enter the Workplace page > Do > Attendance > Management > Modify Clock In/Out Records.
2. Use the filters to search the employee or the date.
3. Check the boxes for records that apply.
4. Click Update Clock Status.
5. Use the drop-down menu to select a status to update, then click Save to complete.

## l.Update Logs (Clock In/Out)

The Update Logs record the [changes made by the HR Staff](#) in case they need to backtrack something. The available logs will differ based on each [member's tool role](#), as shown below.

▼ Table STEP 3-l. Update Logs Access

Option	Access	Employee	Manager	HR Staff	HR Staff Manager
My > Modified Log	Member	●	●	●	●
Modified Log – Clock In/Out	Workplace	X	X	●	●

### View Modified Log – Clock In/Out

1. Enter the Workplace page > Do > Attendance.
2. Please refer to table STEP 3-I for respective access.
3. Use the filters to search the records.
4. Click on a record for a detailed view.

## m.Update Logs (Rest Break)

Much like the Modified Log – Clock In/Out, you use the Modified Log – Rest Break to backtrack the original records on employees' rest breaks, however, it is still in development. In the meantime, you can use this function to view employee rest breaks.

### View Rest Break Records

1. Enter the Workplace page > Do > Attendance > Management > Modified Log – Rest Break.
2. Use the filters to search the records.
3. Click on a record for detailed view.

## n.Attendance Summaries

The attendance summaries offer an overview of a member, department, or workplace' s attendance. You can get an idea of your team' s attendance by glancing at them!

▼ Table STEP 2-n. Attendance Summaries Access

Option	Access	Member	Manager	HR Staff	HR Staff Manager
Statistics (Monthly)	Member	●	●	●	●
Dept. Summary (Today)	Department	●	●	●	●
Overall Summary (Today)	Workplace	x	x	●	●

### View Attendance Summaries

1. Enter the Workplace page > Do > Attendance.
2. Please refer to table STEP 3-n for respective access.
3. The default display is in the calendar view, toggle to switch to the list view.
  - Calendar View: A blue dot indicates lateness or other anomalies; click to view in detail.
  - Toggle list view for detailed stats.
    - Attendance: The monthly attendance.
    - Work Hours: Monthly work hours.
    - Late Clock: Monthly lateness.
    - Early Clock: Monthly early leaves.
    - Remote Clock: Monthly remote clocks.
    - Absent Clock: Monthly missed clock-ins and outs.
4. Use the arrow keys to switch months and years.

## o.Clock Log

The Attendance Clock log records every clock in/out record of every employee and you can see the detailed clock in/out times of the employees if you wish.

### Attendance Clock Log Export

1. Enter the Workplace page > Do > Attendance > Report > Clock Log
2. Use the filters to narrow down your search.
3. Select a format to export the report.
  - Export CSV: Download an editable Excel file.
  - Export PDF: Download a non-editable PDF file.
  - Export CSV with Dates: Download this editable Excel file when your employees often clock out overnight (cross days).

## p.Report Export

The Attendance Summaries quickly give you an idea of your team's attendance, but for those who are more detailed oriented, you may refer to the Attendance Reports, as they record [post clocks, appeals](#), and [modified clock in/out times done by the HR Staff](#). Remember, the Attendance Reports are a lifesaver should you need them for salary calculation or labor inspection.

- **Attendance (All)**: Fixed work hours employee attendance report.
- **Shift Attendance (All)**: Shift schedule employee attendance report.
- **Rest Breaks (All)**: Shift employees' rest break report.

You may use the various filters to narrow down your search range to export the report you desire.

## Attendance Report Export

1. Enter the Workplace page > Do > Attendance > Report  
Select a report to continue.
  - Attendance (All)
  - Shift Attendance (All)
  - Rest Break (All)
2. The default will export the current month' s attendance report, you may use the filters to narrow down your search.
3. Select a file format to export the report.
  - Export CSV: Download an editable Excel file.
  - Export PDF: Download a non-editable PDF file.
  - Export CSV with Dates: Download this editable Excel file when your employees often clock out overnight (cross days).



We recommend you enable to the use of Leave, Overtime, Expenses etc. and enjoy the convenience WorkDo brings to your workplace!



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Manuals