FinClock Guide: Attendance Management (Web, Mobile & Biometric)

1. **Clocking** Mark Attendance (Web, Mobile and Biometric)

2. **View Timesheets** (web based shift, daily and monthly)

3. **Process Timesheets online** (Outside Shift, Off-Location and Overtime hours).

4. **Approved Timesheets** (Payable and non-payable hours)

1. Clocking (Check In/ Check Out)

1

Select the **Attendance** option on the top menu or Clocking page on the left menu

2

a) Click the **Check IN** button to open the Check IN popup. If you have not added a workstation, proceed to do so.
b) If you already added a work station, select the workstation and click **CHECK IN**.
c) When your shift is over, Click the CHECK OUT button and repeat the simple step.

3: View Timesheet

a) On the left menu, select the timesheet you would like to view.
b) Per-shift timesheet breaks down the Check IN/OUT and calculates the time worked between the shifts.
c) Daily timesheet adds the total hours worked per day
d) Monthly timesheet is the total hours worked in a month

NB: The timesheets are not yet processed at this stage.

USER MENU
- Clocking
- Time Dashboard
- Attendance Map
- Per-Shift Timesheet
- Daily Timesheet
- Monthly Timesheet
- Process Timesheet
- Performance Reports
- Download mobile App
- Setup Guide

🕐 Timesheet

Department:	Post:	Category:	Employee:
- Select Departm ⌄	- Select All - ⌄	- Select Category ⌄	- Select Emploee ⌄

From Date: 📅 Clear   To Date: 📅 Clear

dd/mm/yyyy   dd/mm/yyyy   **Search** **Clear**

PDF   Search: [   ]

Name	ID	Job Title	Post Name	Department	Sign On Date	Time Sign On	Sign Off Date	Time Sign Off	Hours worked
Finclock			FinClock HQ	field officers	01/12/2020	04:10 PM	01/12/2020	04:10 PM	22 Seconds(s)
Finclock			FinClock HQ	field officers	01/12/2020	04:18 PM	02/12/2020	02:18 PM	22 Hour(s) 14 Seconds(s)
Finclock			FinClock HQ	field officers	02/12/2020	02:18 PM	02/12/2020	02:19 PM	37

2. Process Timesheet (Approve/reject hours for payment)

2. Process Timesheet

a) A user with admin rights can process timesheets, starting by selecting the process timesheet page on the left menu.
b) The outside shift hours are calculated from hours clocked, but not within the set shift hours.
c) Early hours are the hours worked when someone starts their shift earlier than usual.
d) Overtime and off-location are additional hours after shift ends and outside the workstation respectively.
e) The suspect hours are combinations of abnormal issues e.g. off location and outside shift.
f) To Process payable hours, click the Number under approvals column in the table, to view evidence sent by employees on the work done.
g) When convinced that the hours should be paid, click on update and then the green icon to approve the hours.

NB: users can see breakdown of the hours using the mobile application and provide evidence for hours worked outside the NORMAL hours.

FINCLOCK EMS

HRM   Attendance   Projects   Payroll   Notes   Settings   User Guide   Demo LLC ▾

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| Outside Shift | Early Hrs | Overtime | Off Location | Suspect Hrs |

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Name	ID	Job Category	Mobile No	Supervisor	Date	Normal Hrs.	Outside shift.	Approvals	Action
Another Person test	2644112	News Presenter (Inooro FM)	720001847	Admin	in = 2020-12-02 00:20:20 out = 2020-12-02 00:20:29 shift start = 18:00:00 shift end = 07:00:00	00 hour 00 minute	00 hour 00 minute	1	Update

Outside Shift	Early Hrs	Overtime	Off Location	Suspect Hrs

PDF   Excel

Search: [   ]

Name	ID	Job Category	Mobile No	Supervisor	Cases	Date	Suspect Hrs.	Action
Another Person test	2644112	News Presenter (Inooro FM)	720001847	Admin	Off location && Outside shift	in = 2020-12-02 22:17:40 out = 2020-12-03 18:06:56 shift start = 18:00:00 shift end = 07:00:00	15 hours 17 minutes	Update
New Staff	211	Credit Control	9033343534	Admin	Off location && Outside shift	in = 2020-12-03 16:51:35 out = 2020-12-04 19:06:26 shift start = 08:00:00 shift end = 17:00:00	11 hours 14 minutes	Update

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HRM   Attendance   Projects   Payroll   Notes   Settings   User Guide

Approvable Details

Name	ID	Job Category	Mobile No	Normal Hrs.	outside Hrs.	Request Type	Request Date	Request Comment	Action
Another Person test	2644112	News Presenter (Inooro FM)	720001847	00 hour 00 minute	00 hour 00 minute		0000-00-00		✔ ✖

Close

Download the Payroll Processing Guide Here

Need help?

Contact Support

support@finclock.com

Chat with support here