

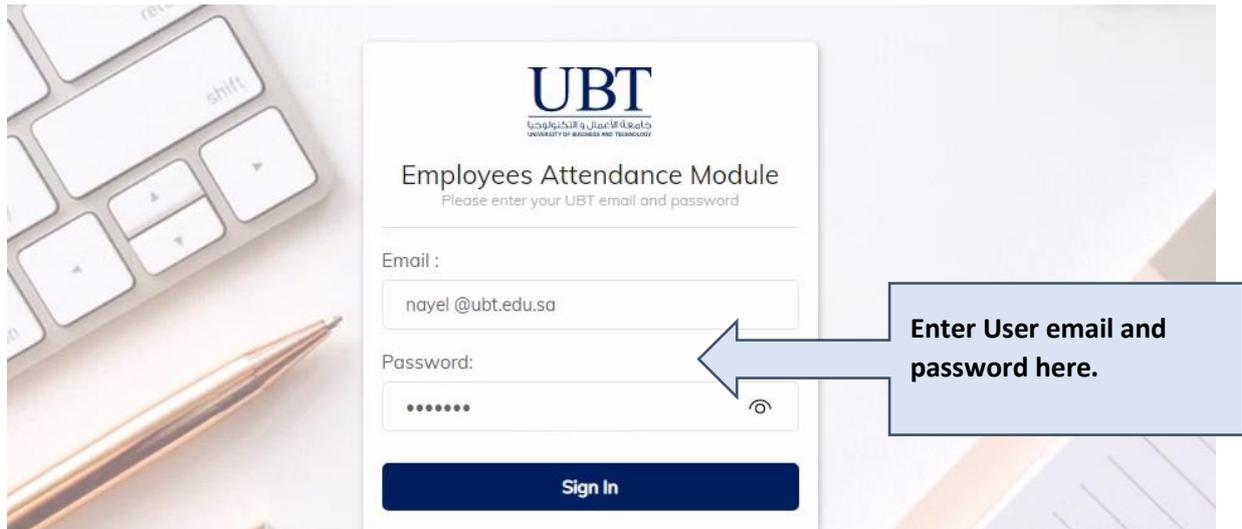
# Attendance Module for Employee

User Manual



## Login Window

URL: <http://172.16.12.4:90/Auth/login>

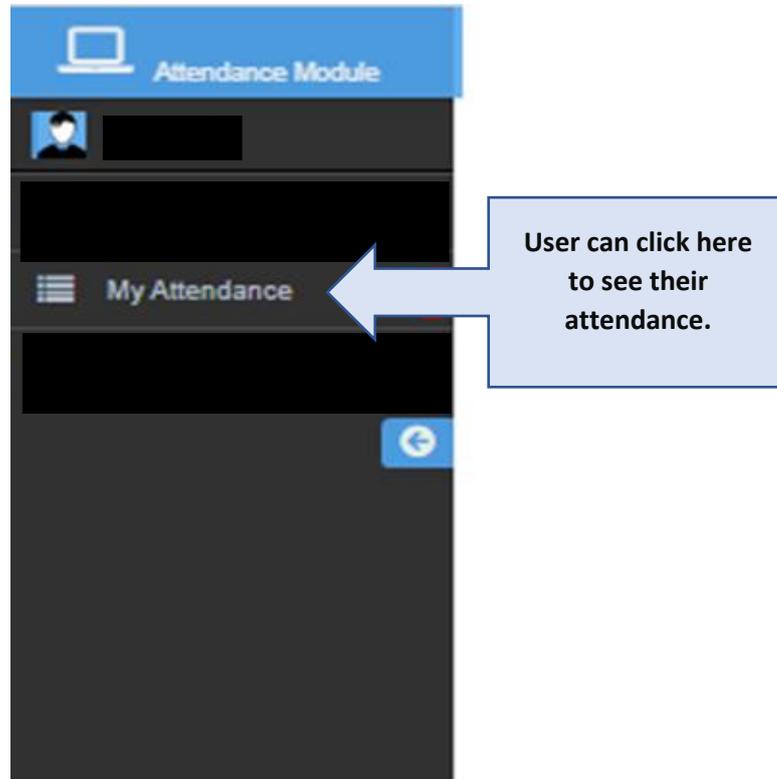


- Users add their email account having UBT extension ([xyx@ubt.edu.sa](mailto:xyx@ubt.edu.sa)) to login to the employee attendance module system.

Once the login to the system, users will see this Employee self-attendance screen.

## Navigation Bar

- On the left side of screen, users see the My attendance menu.



# My Attendance Screen

Attendance Module
EMPLOYEE'S SELF ATTENDANCE
Print Return

**EMPLOYEE SELF ATTENDANCE**  
EMPLOYEE SELF ATTENDANCE

Employee Number:  
10387

Employee Full Name:  
Ahmed Abdullah Zafae Hajar

Employee Department:  
Applications and Software -UVRIDES- D

Employee Position:  
Manager, Digital Technology

Employee Supervisor:  
Fahad Abdulaziz Aldhaban

**Arrival Details**

DATE	DAY NAME	ARRIVAL TIME	TIME LATE	REASON TYPE	JUSTIFICATION/REASON	ACCEPTED Y/N	STARTING DUTY	PUNCH LOCATION
01-03-2023	Wednesday	16:58	8:13				8:45	LIBRARY
01-03-2023	Wednesday	09:06	0:21				8:45	LIBRARY
05-03-2023	Sunday	08:30	-				8:45	LIBRARY
05-03-2023	Sunday	16:41	7:56				8:45	LIBRARY
06-03-2023	Monday	17:19	8:34				8:45	LIBRARY
06-03-2023	Monday	12:22	3:37				8:45	LIBRARY
08-03-2023	Wednesday	09:28	0:43				8:45	LIBRARY
13-03-2023	Monday	16:20	1:35				8:45	LIBRARY

Showing 11 entries

**Departure Details**

DATE	DAY NAME	DEPARTURE TIME	TIME EARLY	REASON TYPE	JUSTIFICATION/REASON	ACCEPTED Y/N	END DUTY	PUNCH LOCATION
08-03-2023	Wednesday	17:50	-				16:30	LIBRARY
13-03-2023	Monday	16:36	-				16:30	LIBRARY

Showing 2 entries

**Absence Details**

ABSENCE DATE	DAY NAME	ABSENCE REASON TYPE	JUSTIFICATION/REASON	ACCEPT Y/N
07-Mar-2023	Tuesday			Not Accepted
12-Mar-2023	Sunday			Not Accepted
15-Mar-2023	Wednesday			Not Accepted
19-Mar-2023	Sunday			Not Accepted

Showing 4 entries

**Vacation Details**

START DATE	END DATE	FROM DAY NAME	TO DAY NAME	REASON TYPE
01-Feb-2023	01-Feb-2023	Wednesday	Wednesday	Annual Leave
02-Feb-2023	02-Feb-2023	Thursday	Thursday	Annual Leave
06-Feb-2023	06-Feb-2023	Monday	Monday	Annual Leave
13-Feb-2023	13-Feb-2023	Monday	Monday	Annual Leave
15-Feb-2023	16-Feb-2023	Wednesday	Thursday	Annual Leave
21-Feb-2023	21-Feb-2023	Tuesday	Tuesday	Annual Leave
27-Feb-2023	28-Feb-2023	Monday	Tuesday	Annual Leave
02-Mar-2023	02-Mar-2023	Thursday	Thursday	Annual Leave

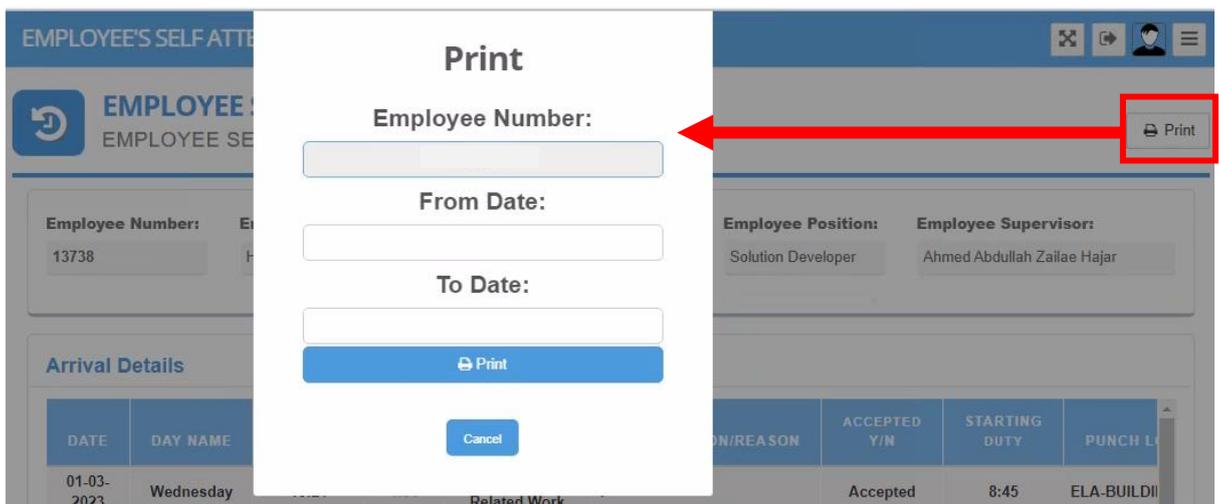
Showing 12 entries

- Here is the information of employee (ID, Name, Department, Position, and Supervisor)
- Also, in the screen Users will see Arrival, Departure, Absence, and vacation details.

**Caution: Employees request their concern supervisor to write justification/reason for their late arrival, early departure, absence or vacation.**

## Print Option

- Users can print their attendance report using the print option.
- User have to Click on the “Print” button on the top of the “My Attendance” screen, then a popup will appear having fields of “Employee Number”, “From Date”, “To Date”, User can only enter the period dates to get the Print of his attendance within selected period.



## Print Output

- Here you see the print report.

The screenshot shows a web-based printout interface. At the top, there are 'Print' and 'Close' buttons. The main header includes the 'UBT' logo and the title 'Employee Summary Performance' with date ranges 'From Date: 03-03-2023' and 'To Date: 03-03-2023'. Below this, there are fields for 'Emp ID: 11738', 'ATTENDANCE NO:', 'Employee Name:', 'Job Desc:', and 'Supervisor:'. The central part of the report is a table with 13 columns: Date, Day, Title In, AP, PMA, LPA, LPT, Reason for time late, Absent LPA, Time In, Day Out, Reason for time early, Absent EPA, and Duration. Two rows of data are visible, both for the date 03-03-2023. The first row is for a Thursday with a 'PT - No 1' reason for being late, and the second row is for a Monday with a 'PT - No 2' reason for being late. Below the table is an 'Absence Details' section with a table that has columns for Date, Day, Absence Reason Type, and Date, with a 'See Report' link below it.

Date	Day	Title In	AP	PMA	LPA	LPT	Reason for time late	Absent LPA	Time In	Day Out	Reason for time early	Absent EPA	Duration
03-03-2023	Thursday	0.00	10:00	00	1:00		PT - No 1	00:00:00	10:00				00:00
03-03-2023	Monday	0.00	10:00	00	1:00		PT - No 2	00:00:00	10:00	00:00	00:00		00:00:00

Date	Day	Absence Reason Type	Date	See Report
				See Report

Thank you!  
Best of Luck