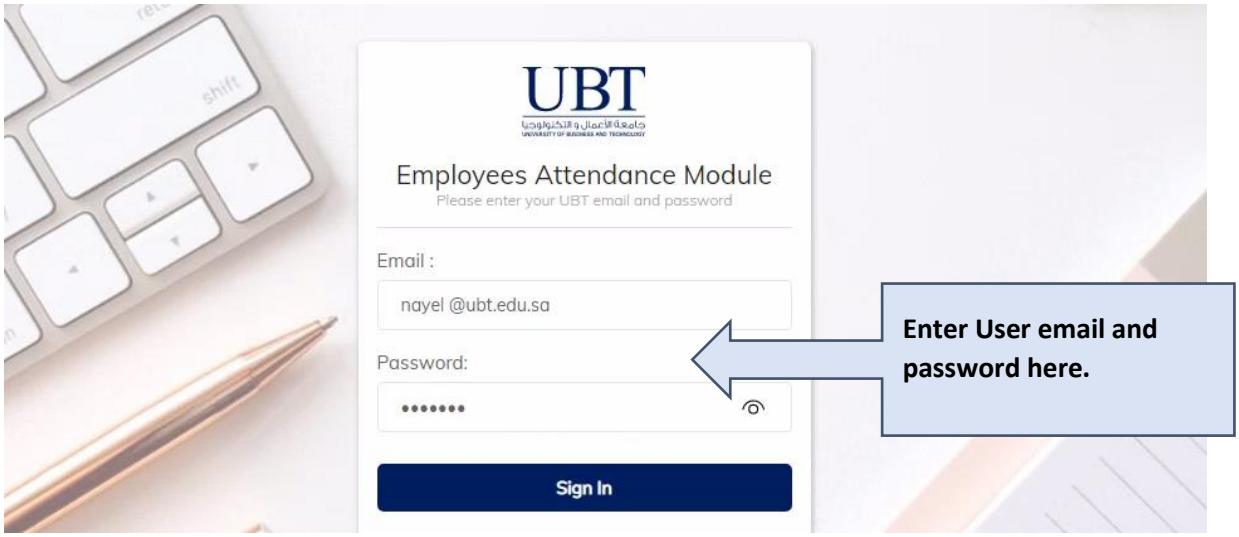
Attendance Module for Employee

User Manual

Login Window

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

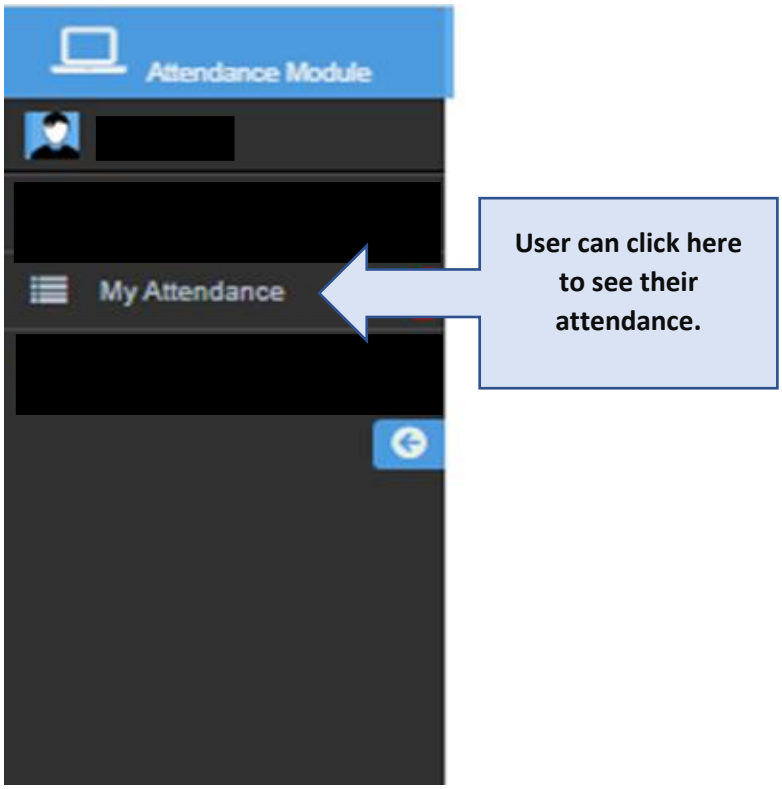


- Users add their email account having UBT extension (xyx@ubt.edu.sa) to login to the employee attendance module system.

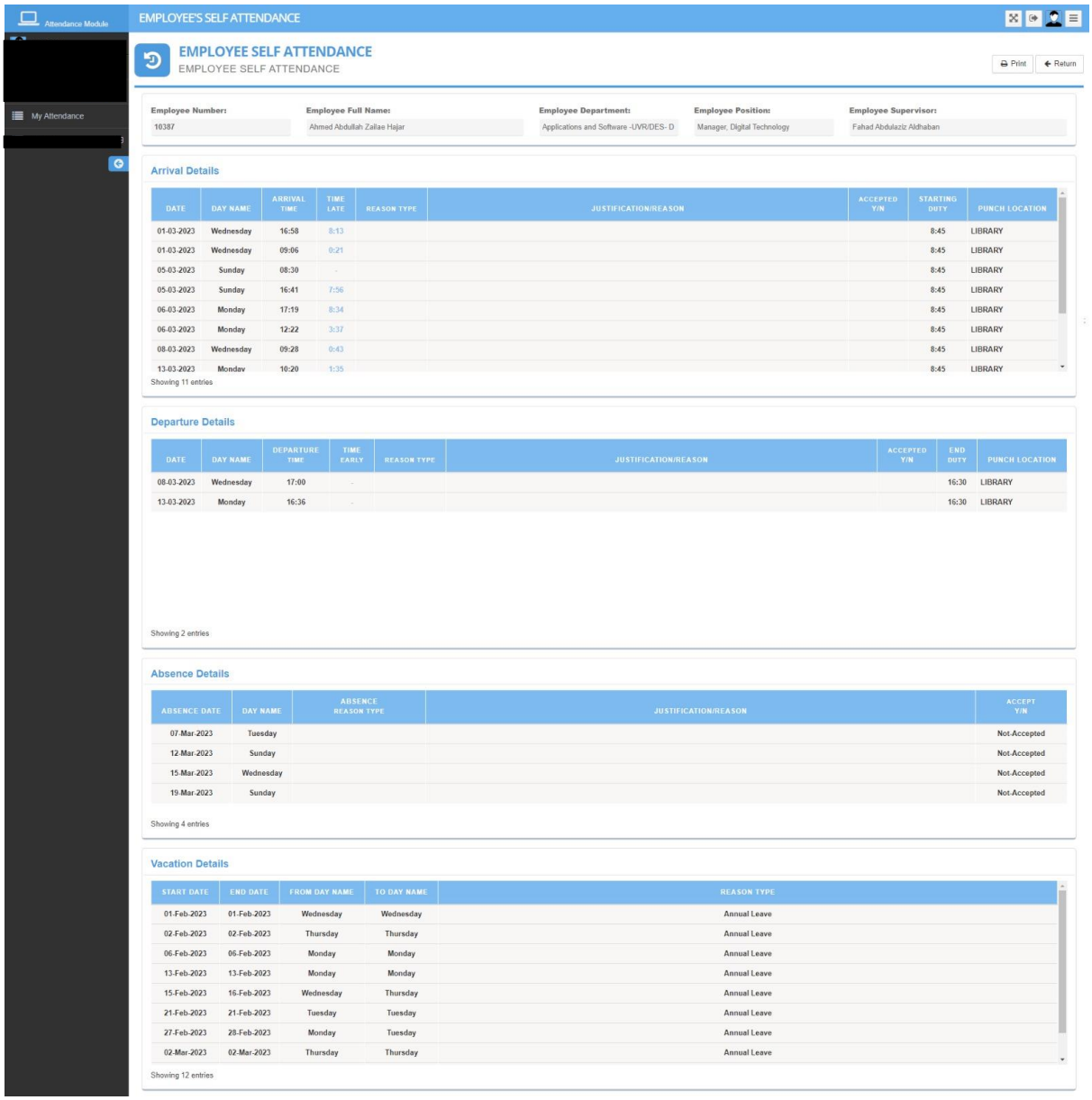
Once the login to the system, users will see this Employee self-attendance screen.

Navigation Bar

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



My Attendance Screen

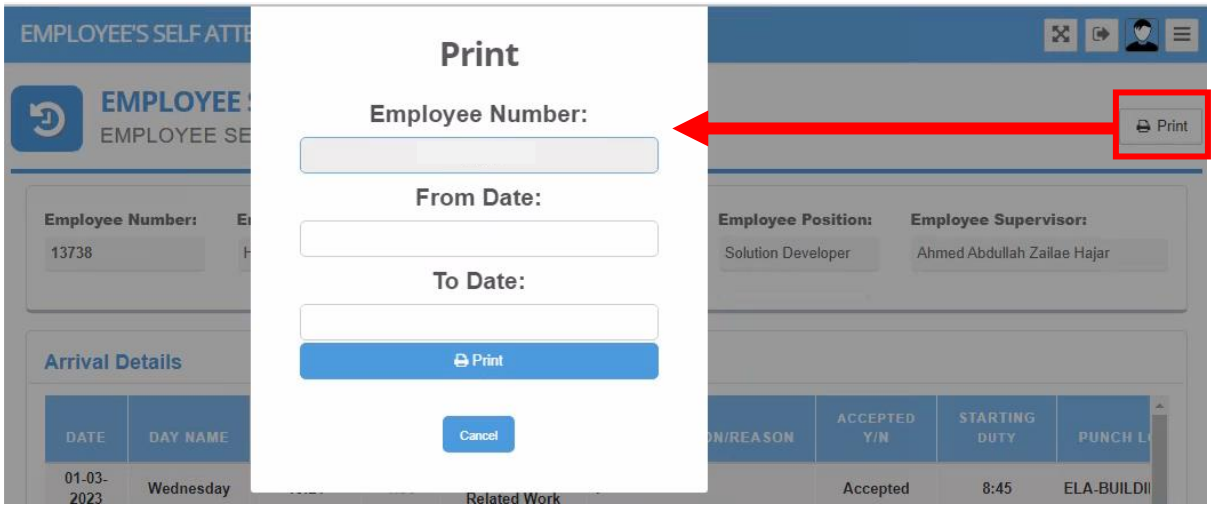


- Here is the information of employee (ID, Name, Department, Position, and Supervisor)
- Also, in the screen Users will see Arrival, Departure, Absence, and vacation details.

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.

Thank you!

Best of Luck