# **Attendance Module for Employee**

User Manual



### Login Window

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

Employees Attendance Module Please enter your UBT email and password Email : payel @ubt edu sa	
Password:	Enter User email and password here.
Sign In	

 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

EMP									
	OYEE SELF	F ATTEND	ANCE						₽ Print
Employee Nu	mber:	Employ	ree Full Name	e:	Employee Department:	Employee Position:	Employee Sup	pervisor:	
10387		Ahmed	Abdullah Zailae	e Hajar	Applications and Software -UVR/DES	S- D Manager, Digital Technology	Fahad Abdulazi	z Aldhaban	
Arrival Det	ails								
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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
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- 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.

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01-03- 2023 Wednesday	Related Work		Accepted	8:45	ELA-BUILDI

#### Print Output

• Here you see the print report.

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Thank you! Best of Luck