

How to know about your swipe/attendance details?

You can follow the below steps to for your 'Swipe/Attendance ' on Zing HR :

1. Log in to your Zing HR account.
2. To check shift time and exact swipe time, bring the cursor on the date that you wish to check the details. A new small window will be appear, which will be display the all details.

My Time And Attendance

● Absent ● Leave Applied ● Half Day ● Leave Approved ● Present ● Outdoor Approved ...

October 2018 [Holiday List](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
	● Present	● Present	● Present	● Present	● Present	● Present
7	8	9	10	11	12	13
	● Present	● Present	● Present	● Present	● Present	● Present
14	15	16	17	18	19	20
				● Present	● Present	
21	22	23	24	25	26	27
				● Present		
28	29	30	31	1	2	3

Absence in current month

0.0

Paternity Leaves (NA)

Paid Leave (47.00)

CompOff Leaves (0.00)

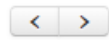
BirthDay Leaves (0.00)

Other Leaves ▾

Regularize Outdoor

My Time And Attendance

● Absent ● Leave Applied ● Half Day ● Leave Approved ● Present



October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Shift : 10:00 am to 06:30 pm
 Actual : 08:40 am to 05:40 pm
 Regularised : None
 Hours : 09:00 hrs (00:30 hrs extra)
 Reason : None
 Deficit : 00:00
 Leave Status : None
 Application : None
 Raw Swipes : 08:40 am, 08:46 am, 11:18 am, 02:38 pm, 05:40 pm

- Paternity Leaves (NA)
- Paid Leave (47.00)
- CompOff Leaves (0.00)
- BirthDay Leaves (0.00)
- Other Leaves ▾

