Attendance Rules

Below are the **ONE TIME CONFIGURATIONS** that are to be created when setting attendance synchronization.

Go to **Transaction** >> **Leave/Time Management** >> Click on **Attendance Rules**

'Attendance Rules' should be created to specify the company rules for login and logout timings, and late coming, early going and overtime conditions for the specific in and out timings. A company can have multiple rules, but only 1 rule can be applied to each employee at any given instance.

1. Attendance in/out timings

Begin time and end time are used to set the timings of the organization. Hour's process type is set according it the type of device used at the client site. However if PayBooks technical team has installed the attendance puller software, this field is to be set as "First in last out punch".

The standard working hours are used to specify the standard working hours of the organization.

"Min hours for full day" is field which specifies the minimum working hours for the organization in question. Considering the above screen shot as an example, for this organization the standard working hours is set as 9 hours, and the Min. hours for full day is set as 8 hours. In this case if an employee works for more than 8 hours, it is considered as a full day. Similarly if the 'minimum hours for half day' is set as 4 hours, in this case

if the employee works for more than 4 hours but less than 8 hours, it will be considered as a half day.

Settings can also be similarly done for half days as well.

2) **Late coming**

With reference to the below screenshot, to implement the 'late coming' the 'Process Late By' checkbox is to be checked. The 'Grace time' given in minutes is used to specify the time from the 'Begin time' of the organization till which the employee can report for duty for which late coming will not be considered. For example if the begin time of an organization is at 0900 Hrs and the 'Grace time' is given as 0030 (i.e. 30 minutes), then if an employee reports for duty before 9.30 AM then his/her login is not considered as late. If an employee report on or after 9.30 AM then his/her entry is considered as late.

The 'time limit for half day' is used to differentiate on the timing after which the late occurrence should be considered as a half day. Using the

above example again, if the 'time limit for half day' is set as 10.30 AM, then all the logins between 9.30 AM and 10.30 AM are considered as late occurrences and all logins after 10.30 AM will be considered as half a day's leave.

The 'Deduct No. of days' is used to set the number of days which are to be deducted from the employees' leave balance for late occurrences. And the 'No. of Instances' is used to specify for how many late comings the before mentioned leaves should be deducted. For example, if the 'Deduct No. of days' is given as 0.5, and 'No. of Instances' is set as '3', then for 3 instances of late coming, 0.5 days are deducted from the leave balance of the employee in question. If "**Multiples**" is checked, then for every 3 late comings 0.5 days of leaves are deducted.

Overrule if total working hours is greater than standard working hours' is applicable if checked when the employee reports late, but works for a time period greater than the standard working hours of the company then late occurrence is discarded.

Lastly the grid at the bottom of the page is used to select from which leaves for the late coming should get deducted. For example if the leave type is selected as LOP then, for 3 late occurrences 0.5 days deducted from the LOP and the employee loses half a days' salary. It can be also mapped against a paid leave, however in the event when the leave selected has '0' balance then it is automatically mapped against LOP.

This 'late coming' rule is linked to the attendance rule created. Each attendance rule can have a single 'late coming' rule.

Attendance Rule

Time should 24 hour format

Name : Rule 1

Attendance rule mapping

Attendance In/Out Time | Over Time | Late Coming | Early Going

Process Late By :	✓
Grace time :	00:15
First Late hours :	00:00
Deduct No of Days :	0.00
No of Instances :	0
Multiples :	☐
Over Rule if Total Hrs Greater than Std Working Hrs :	☐

Time limit for late half day :	00:00
Second Late hours :	00:00

Select ☐	Leave
✓	LOP ▼
☐	-- Select ▼
☐	-- Select ▼
☐	-- Select ▼
☐	-- Select ▼

Save | List | Reset

3) Early going

With reference to the above screenshot, to implement the 'Early going' the 'Process Early going' check box is to be checked. The 'Grace time' given in minutes is used to specify the time from the 'End time' of the organization from which the employee can finish his duty for which 'early going' will not be considered. For example if the end time of an organization is at 1800 Hrs and the 'Grace time' is given as 0015 (i.e. 15 minutes), then if an employee leaves from duty after 5.45 PM then his/her logout is not considered as early. If an employee exits on or before 5.45 PM then his/her exit is considered as early.

The 'time limit for half day' is used to differentiate on the timing after which the early going should be considered as a half day. Using the above example again, if the 'time limit for half day' is set as 5:00 PM, then all the logouts between 5.00 PM and 5.45 PM are considered as early going and all logouts before 5.00 PM will be considered as half a day's leave.

The 'Deduct No. of days' is used to set the number of days which are to be deducted from the employees' leave balance for early goings. And the 'No. of Instances' is used to specify for how many early goings before mentioned leaves should be deducted. For example, if the 'Deduct No. of days' is given as 1, and 'No. of Instances' is set as '3', then for 3 instances of early going, 1 day is deducted from the leave balance of the employee in question. If '**Multiples**' is checked, then for every 3 early going 1 day of leave is deducted.

'Overrule if total working hours is greater than std working hours' is applicable if checked when the employee exits early, but works for a time period greater than the standard working hours of the company then early going is discarded.

Lastly the grid at the bottom of the page is used to select from which leaves for the 'early going' should get deducted. For example if the leave type is selected as LOP then, for 3 early goings 1 day deducted from the LOP and the employee loses a days' salary. It can be also mapped against a paid leave, however in the event when the leave selected has '0' balance then it is automatically mapped against LOP.

This 'early going' rule is linked to the attendance rule created. Each attendance rule can have a single 'early going' rule.

Attendance Rule

💡 Time should 24 hour format

· Name : [Rule 1]

Attendance rule mapping

| Attendance In/Out Time | Over Time | Late Coming | Early Going |

Process Early going : 💡 ✓

Grace time : 💡 [00:15]   Time limit for early half day : 💡 [00:00]

First Early hours : 💡 [00:00]   Second Early hours : 💡 [00:00]

Deduct No of Days : 💡 [0.00]

No of Instances : 💡 [0]

Multiples : 💡 ☐

Over Rule if Total Hrs Greater than Std Working Hrs : 💡 ☐

Deduct late occurrence and early going from leave balance : 💡 ✓

Select ☐	Leave
✓	LOP ▼
☐	-- Selec ▼
☐	-- Selec ▼
☐	-- Selec ▼
☐	-- Selec ▼

[Save]   [List]   [Reset]