

Attendance edit function allow you to manual edit the time attendance data to accommodate abnormal situation. For example sales staff went straight to see customer early in the morning and did not manage to clock-in at office. System will report this sales staff “missing clock-in”. HR administrator will need to call this staff to clarify this “missing clock-in”. Upon satisfy explanation by this sales staff, HR administrator can manually enter the correct clock-in time into the attendance data.

Therefore every day, HR administrator will need to review yesterday time attendance listing and address all the red highlighted errors. These errors could be “missing clock-in”, “missing clock-out” and etc. All abnormal situation must be verified by HR administrator. Upon verification, HR administrator can save the changes made. The time attendance report will be generated based on these verified clocking data.

SE-ACS SoyalClient

System Configuration
User Management
Access Control
Time Attendance

LOGOUT

Attendance Edit

	BRK1 Out	BRK1 In	BRK2 Out	BRK2 In
00	25/09/2017 00:00	25/09/2017 00:00	25/09/2017 00:00	25/09/2017 00:00
00	25/09/2017 00:00	25/09/2017 00:00	25/09/2017 00:00	25/09/2017 00:00
00	25/09/2017 00:00	25/09/2017 00:00	25/09/2017 00:00	25/09/2017 00:00
00	24/09/2017 00:00	24/09/2017 00:00	24/09/2017 00:00	24/09/2017 00:00
00	24/09/2017 00:00	24/09/2017 00:00	24/09/2017 00:00	24/09/2017 00:00
00	24/09/2017 00:00	24/09/2017 00:00	24/09/2017 00:00	24/09/2017 00:00
00	23/09/2017 00:00	23/09/2017 00:00	23/09/2017 00:00	23/09/2017 00:00
00	23/09/2017 00:00	23/09/2017 00:00	23/09/2017 00:00	23/09/2017 00:00
00	23/09/2017 00:00	23/09/2017 00:00	23/09/2017 00:00	23/09/2017 00:00
01	22/09/2017 00:00	22/09/2017 00:00	22/09/2017 00:00	22/09/2017 00:00
03	22/09/2017 00:00	22/09/2017 00:00	22/09/2017 00:00	22/09/2017 00:00
02	21/09/2017 00:00	21/09/2017 00:00	21/09/2017 00:00	21/09/2017 00:00
07	21/09/2017 00:00	21/09/2017 00:00	21/09/2017 00:00	21/09/2017 00:00

EDIT ATTENDANCE RECORD

Date: Work day

User info

User ID: Department:

Name: Designation:

Shift: Branch:

Captured clocking

IN: Late IN:

OUT: Early OUT:

BRK1 OUT: Long Break:

BRK1 IN: Work:

BRK2 OUT: OVT:

BRK2 IN: Break:

BRK3 OUT: Leaves code:

BRK3 IN: Duration:

BRK4 OUT: Remark 1:

BRK4 IN: Remark 2:

[Auto generate according to assigned shift](#) [Auto re-calculate result](#)
[See detailed clocking](#) Fixed record
[See assigned shift](#)
[Help](#)

Out	Long Break	Work	OVT	Leaves	Remark
				Absent	Shift mismatch
				Absent	Shift mismatch
				Absent	Shift mismatch
				Absent	Shift mismatch
				Absent	Shift mismatch
				Absent	Shift mismatch
					No clock out
					No clock out
					No clock in, No cl...

FILTER
RESET

RESET
SAVE
CANCEL

ADD
EDIT
DELETE