

Time & Attendance

Overview

The **Time & Attendance** feature allows employees to view and monitor their attendance and time-entry records from one centralized screen.

Employees can review their:

- Total worked hours
- Total wages
- Total shifts
- Scheduled hours
- Clock-in and clock-out times
- Daily worked hours
- Daily wages
- Attendance status
- Face Login attendance entries
- System-generated Auto Clock-Out entries

Time & Attendance provides employees with visibility into their actual working time and allows them to identify missing or incorrect attendance entries that may require **Log Regularization**.

Time & Attendance Screen

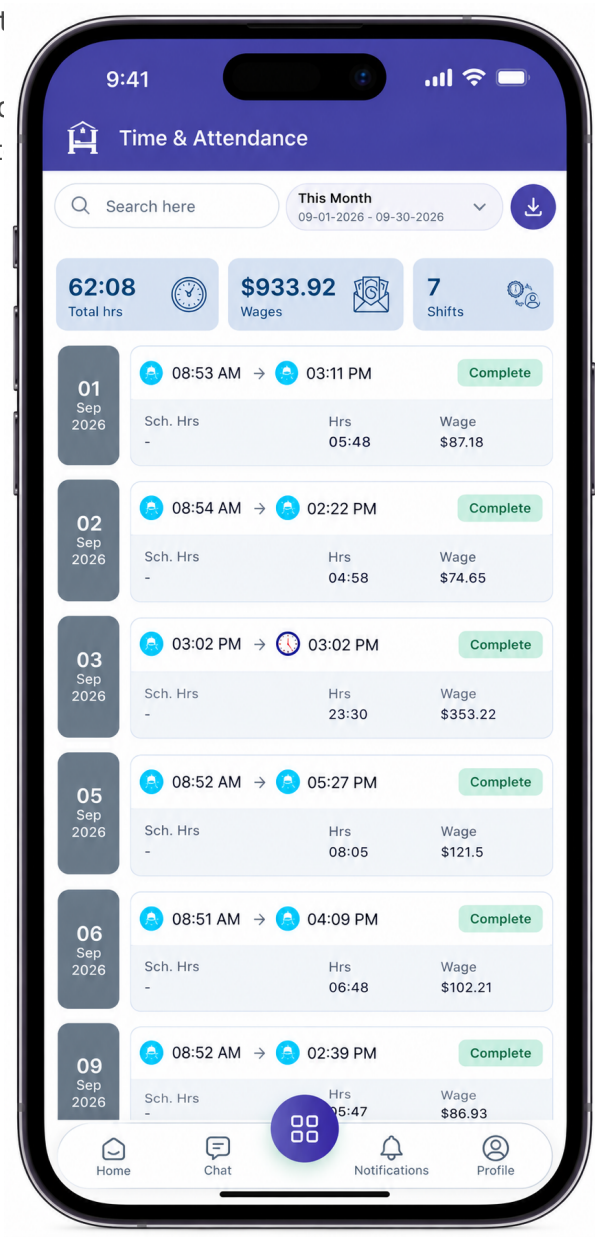
The **Time & Attendance** screen provides a consolidated view of the employee's attendance records for the selected date range.

Employees can review each daily time entry and compare their scheduled hours with their actual worked hours.

Key Information

- **Total Hrs** — Total worked hours for the selected date range.
- **Wages** — Total wages calculated for the selected date range.
- **Shifts** — Total number of recorded shifts.
- **Sch. Hrs** — Scheduled working hours for the employee.

- **Clock-In** — Recorded start time
- **Clock-Out** — Recorded end time
- **Hrs** — Actual worked hours
- **Wage** — Wage calculation
- **Status** — Indicates the status of the record



Date Filter

Employees can use the date filter to view their attendance records for a specific period.

The selected date range controls the attendance records displayed on the screen and the summary values shown at the top.

Example

This Month

09-01-2026 - 09-30-2026

Employees can select another date range to review attendance for a different period.

Date Filter Usage

- 1. Open **Time & Attendance**.
- 2. Select the date filter.
- 3. Select the required date range.
- 4. Apply the filter.
- 5. Review the attendance records for the selected period.

“ **Note:** Total Hours, Wages, and Shifts are calculated according to the selected date range.

Attendance Summary

The summary section provides a quick overview of the employee's attendance for the selected period.

Summary	Description
Total Hrs	Total worked hours recorded for the selected date range.
Wages	Total wages calculated for the selected date range.
Shifts	Total number of recorded shifts for the selected date range.

Total Hours

Total Hrs represents the total recorded worked hours for the selected period.

Wages

Wages represents the total wages calculated from the employee's recorded attendance and applicable wage rules.

Shifts

Shifts represents the total number of recorded work shifts within the selected date range.

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