timeTec HR

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ATTENDANCE

USER & APPROVER BRIEFING DECK





GETTING STARTED

Download the TimeTec HR mobile app

iOS Apple Appstore
https://apps.apple.com/my/app/timetec-hr/id1579414220

Android Google Playstore
https://play.google.com/store/apps/details?id=com.timetec.office&hl=en

Huawei App Gallery
https://appgallery.huawei.com/app/C104179901

Search for TimeTec HR and install

Launch the App

Step 1

Tap the **TimeTec HR** icon to open the app.

First time opening the app?

You will be prompted to grant permissions for:

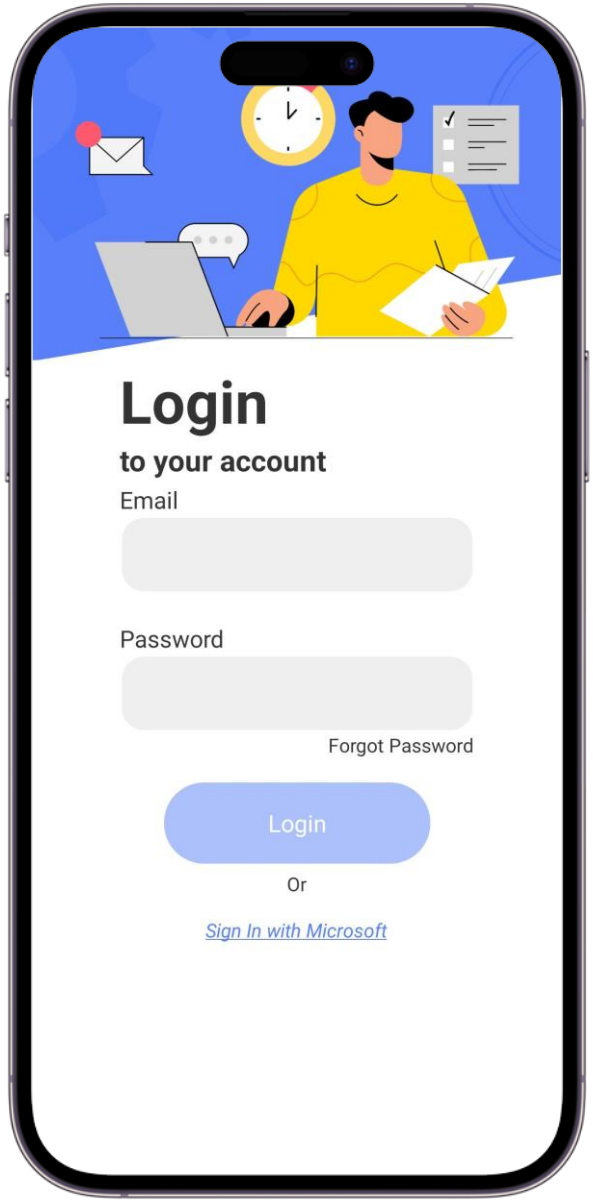
- 📷 **Camera / Photos** – for attachments (e.g., medical cert) and profile photo.
- 🎤 **Microphone** – for voice notes (if used).
- 📍 **Location** – for location tagging (if required by your company).
- 📁 **Storage** – for saving and uploading files.

Step 2

Tap "Allow" for all to ensure the app works properly.

Login to your account

1. Enter your Email and Password as login credentials.
2. Tap “Login”.
3. First login only: You will be prompted to create a new password before proceeding
4. Password must be at least 8 characters and include at least one uppercase, one lowercase, and one number.
5. Previously used password cannot be reused.



Understanding the Clocking Page

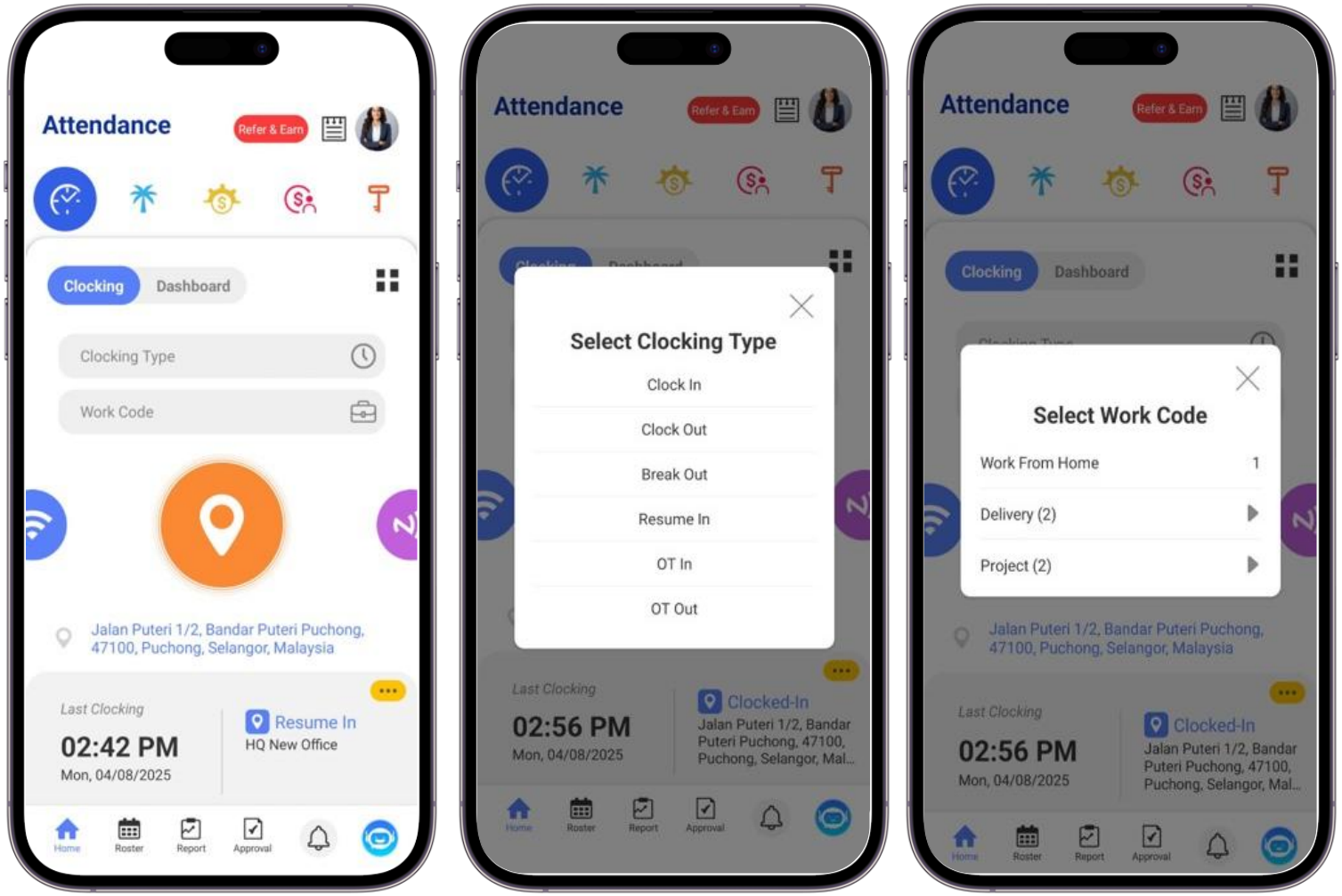
1. **Clocking Type**
   - Select the purpose of your clocking (e.g., In, Out, Break).

2. **Work Code**
   - To define work code for job costing.

3. Clocking method

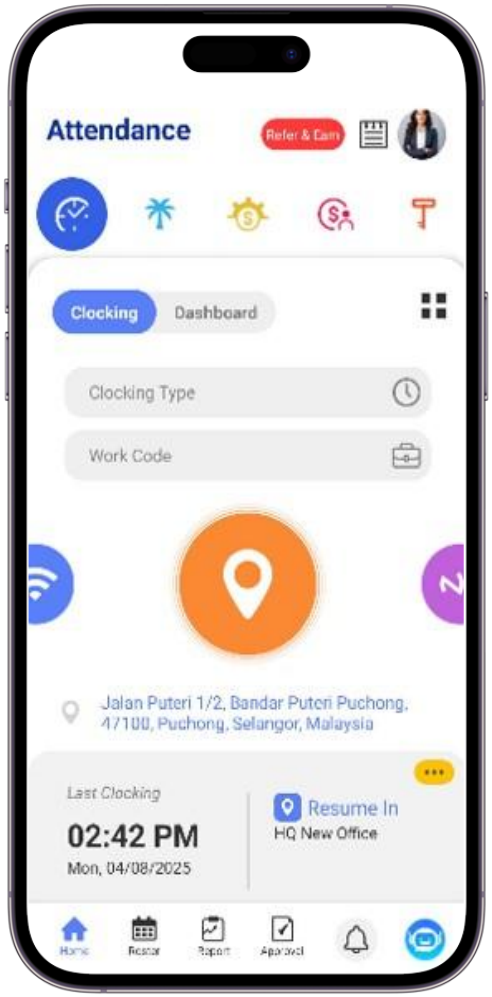
4. Clocking Location

5. Last clocking detail
   - Date, time and location

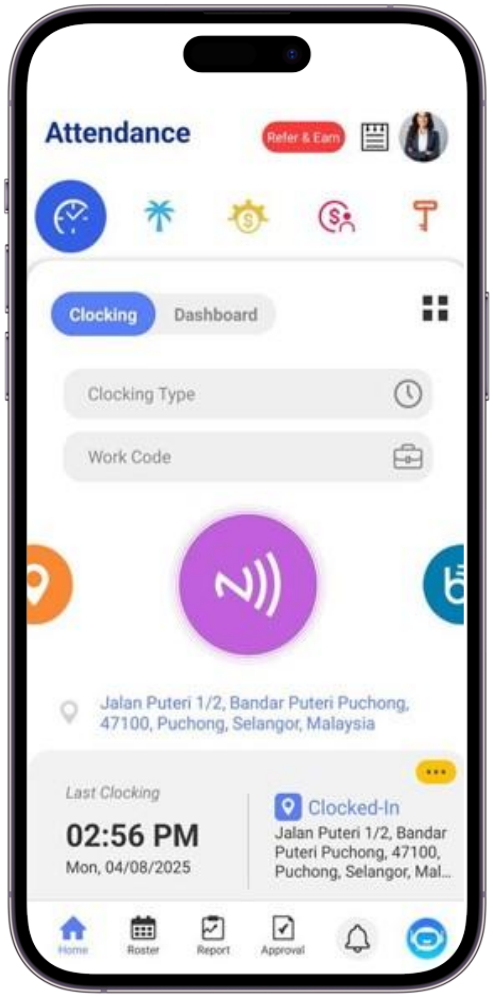


Mobile Clocking Method

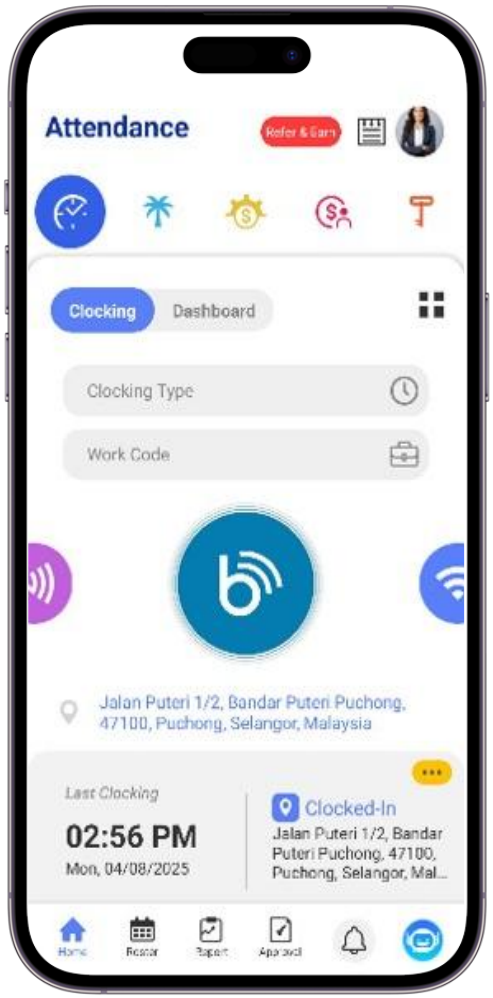
GPS geofence
- Relies on Mobile GPS



NFC
- Relies on Mobile NFC reader



Beacon
- Using Mobile bluetooth

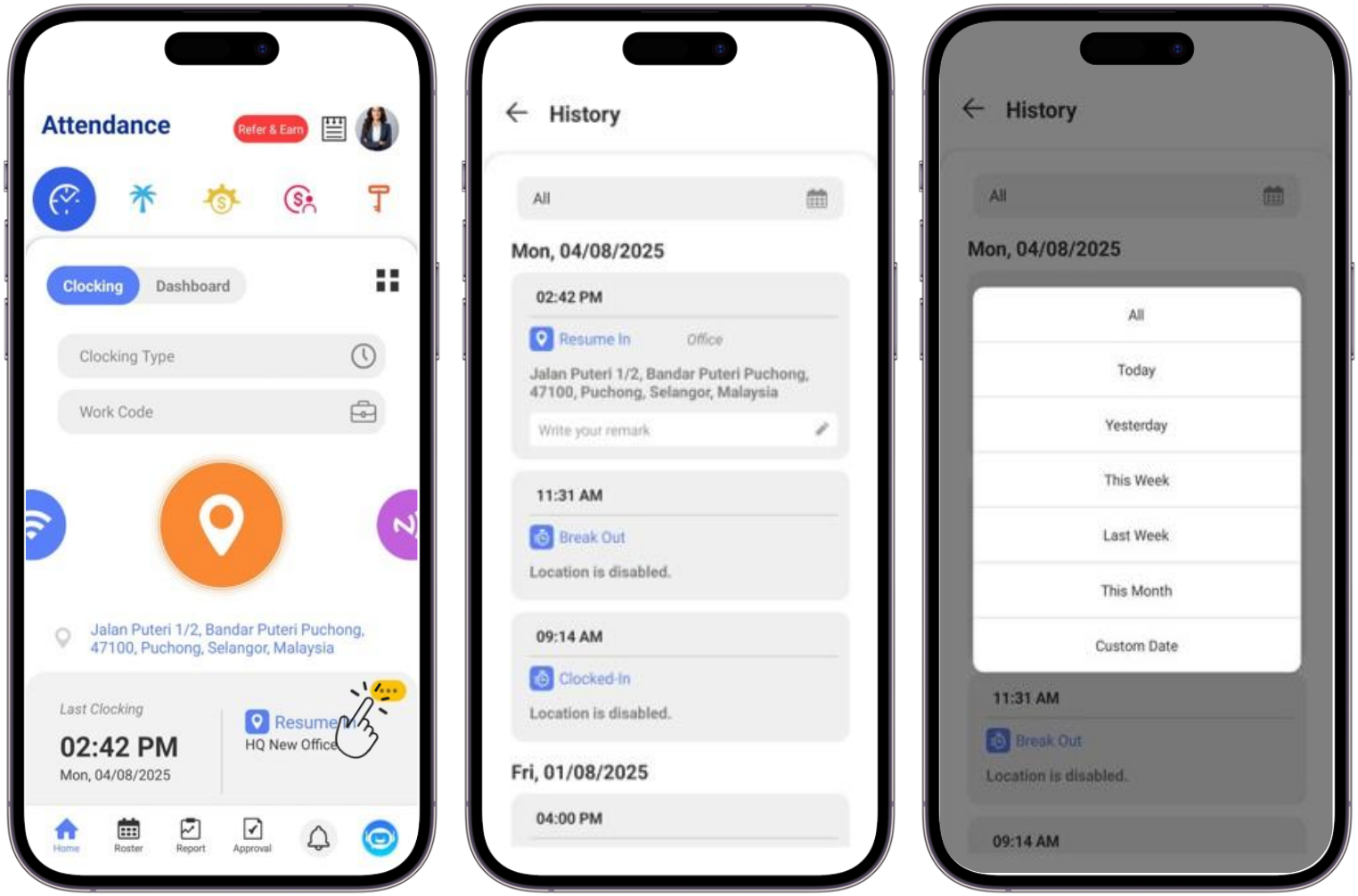


WiFi Access Point
- Must connect to the enrolled WiFi network.



Clocking History

1. Either from clocking page or Dashboard, click (…) to navigate to clocking history
2. Latest clocking data will be displayed
3. By default, will shows all clocking data
4. Click the calendar to custom your date range

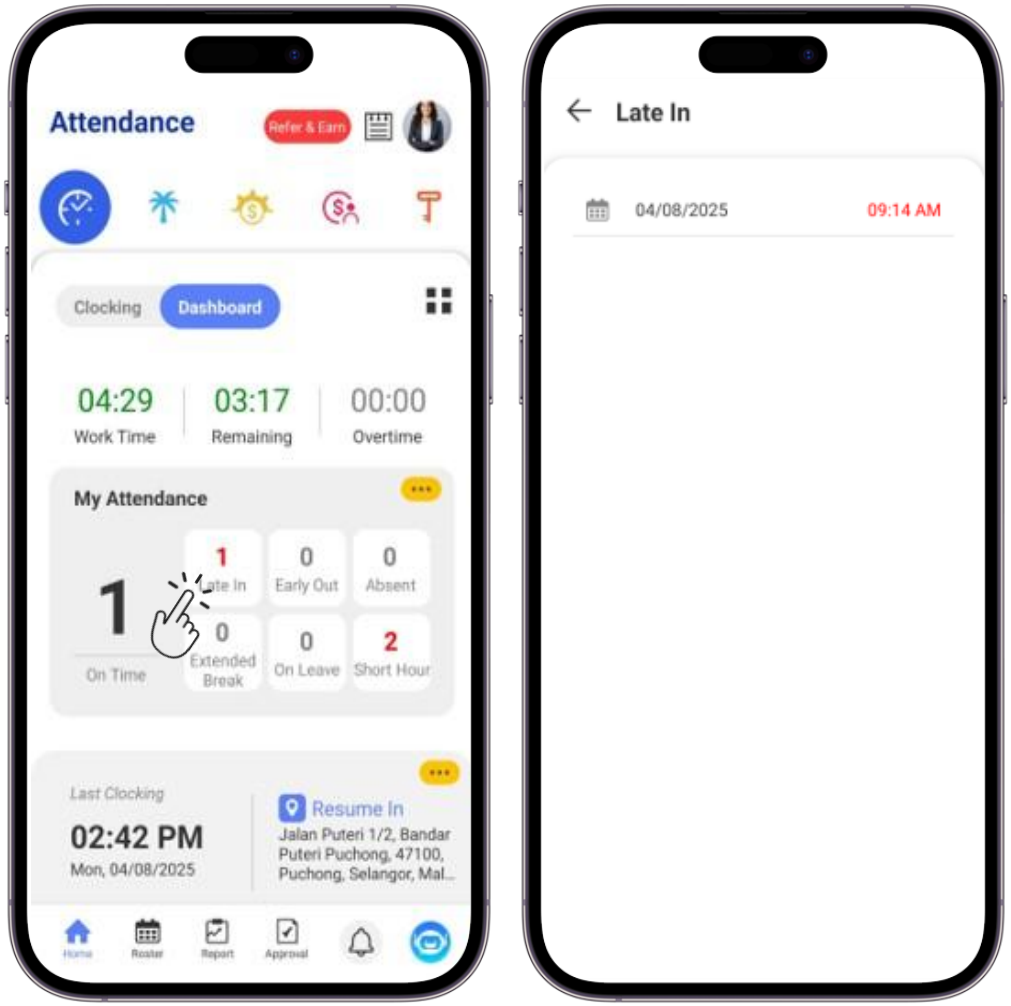


Attendance Dashboard

1. Click on the dashboard wording to navigate to Dashboard panel.
   - Worktime : Your work duration for today
   - Remaining : Remaining time to complete your work for the day
   - Overtime : duration overtime works for the day

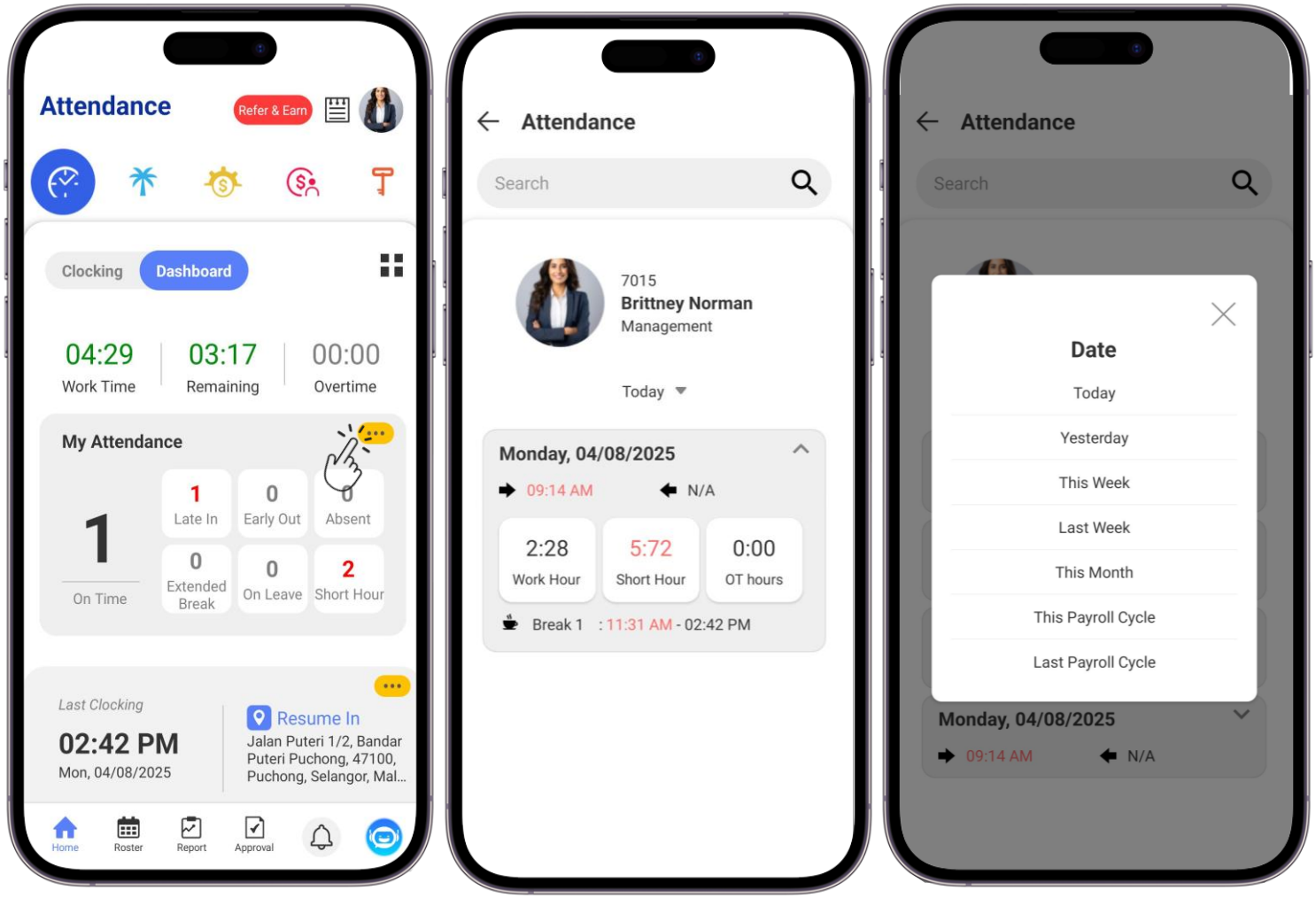
2. My attendance dashboard
   - Display your work status for the month

3. Click on the numbers to view the details



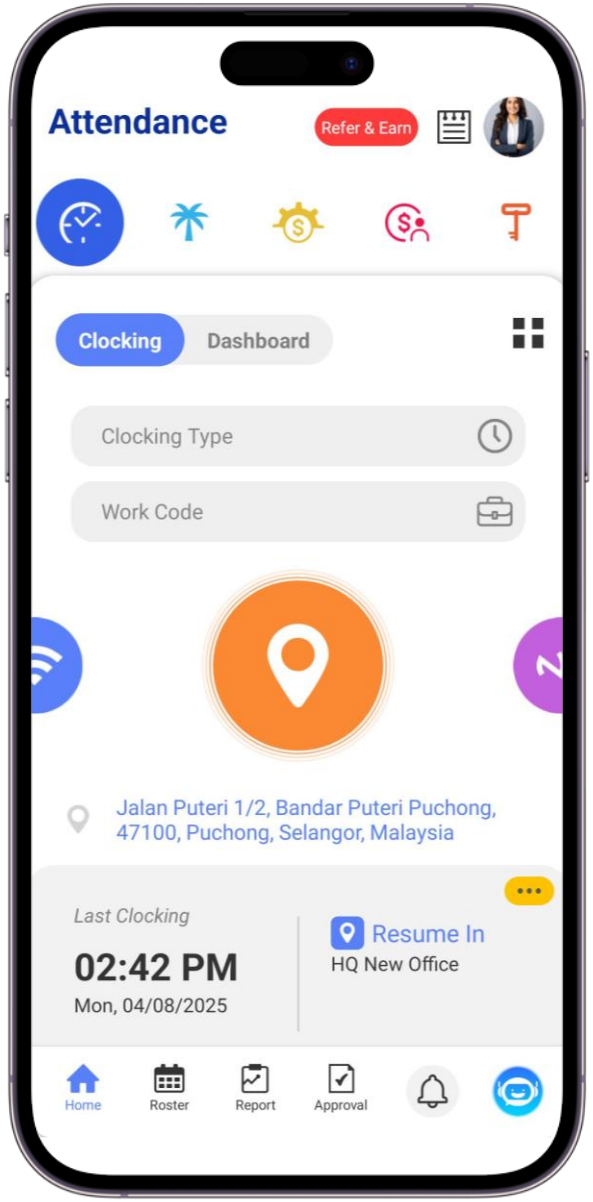
Attendance Dashboard

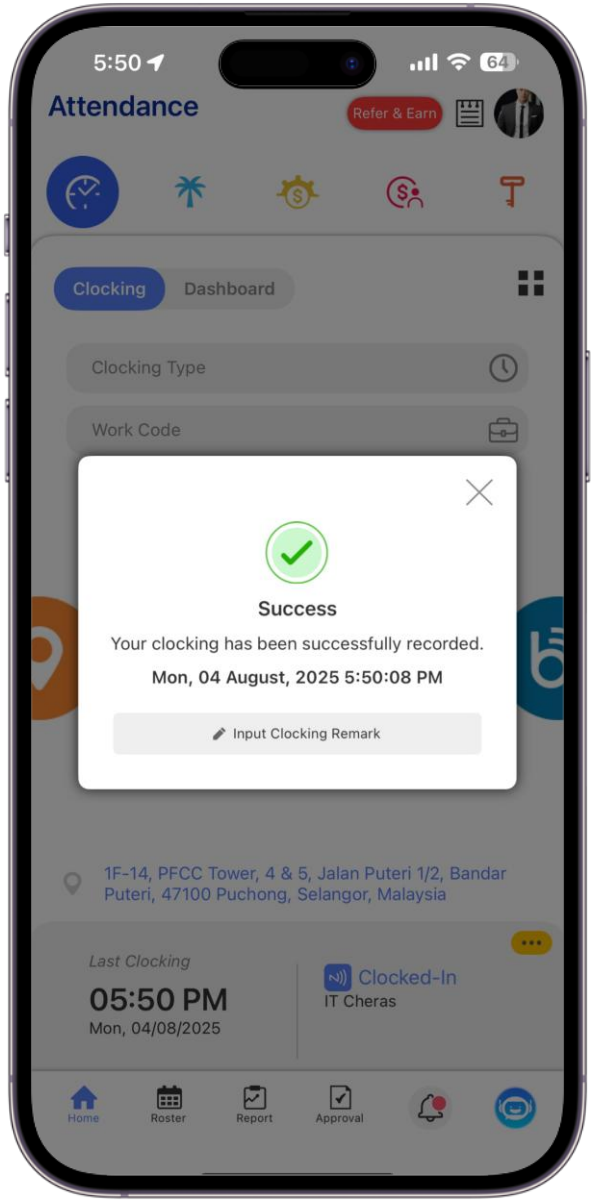
1. Click on the three dots (…) next to My Attendance to custom the date range.
2. Drop down the date filter (shown as Today) and choose your preferred selection.



Clocking - GPS

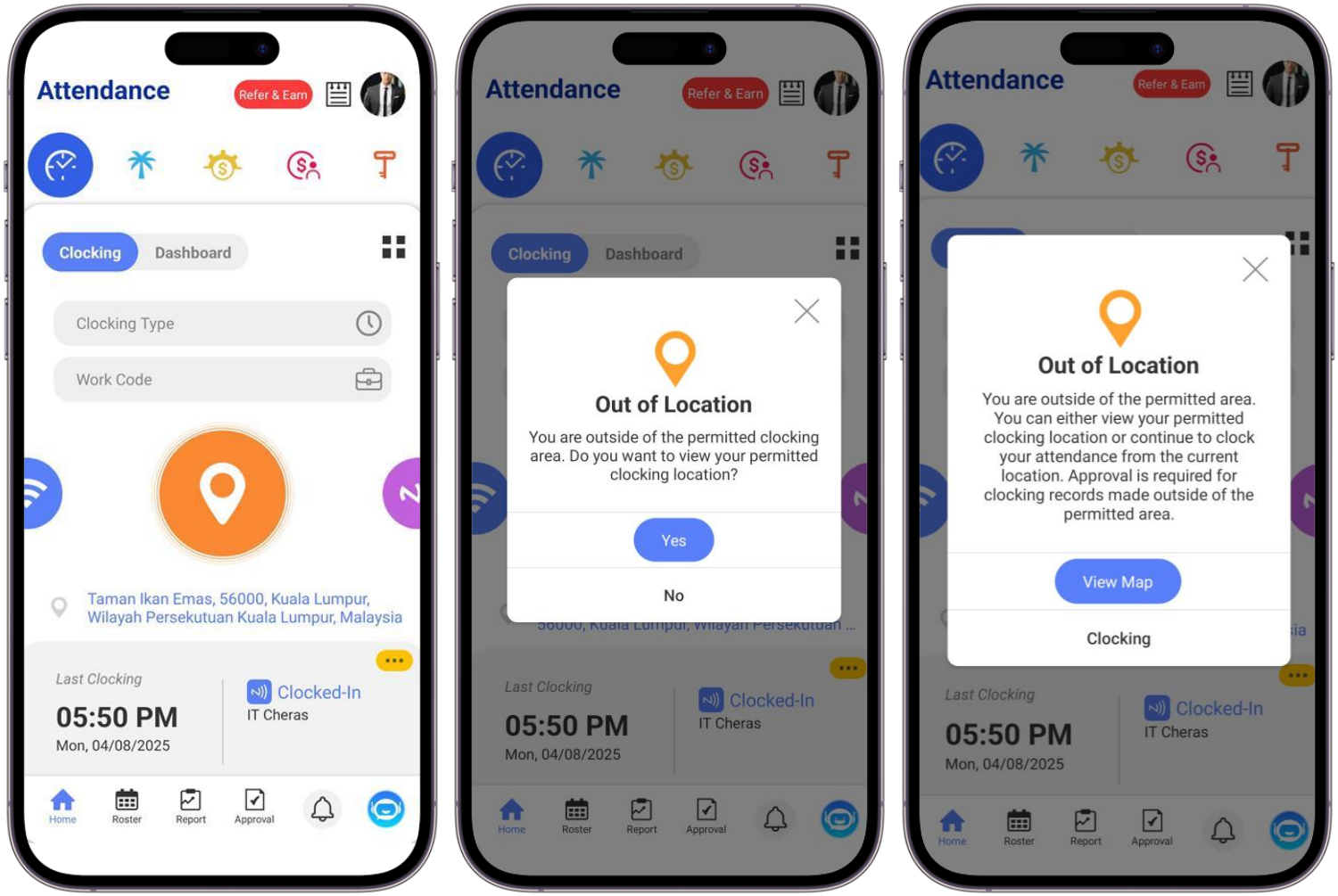
1. Click on the GPS clocking option
2. A confirmation window will appear showing that your clocking has been successfully captured





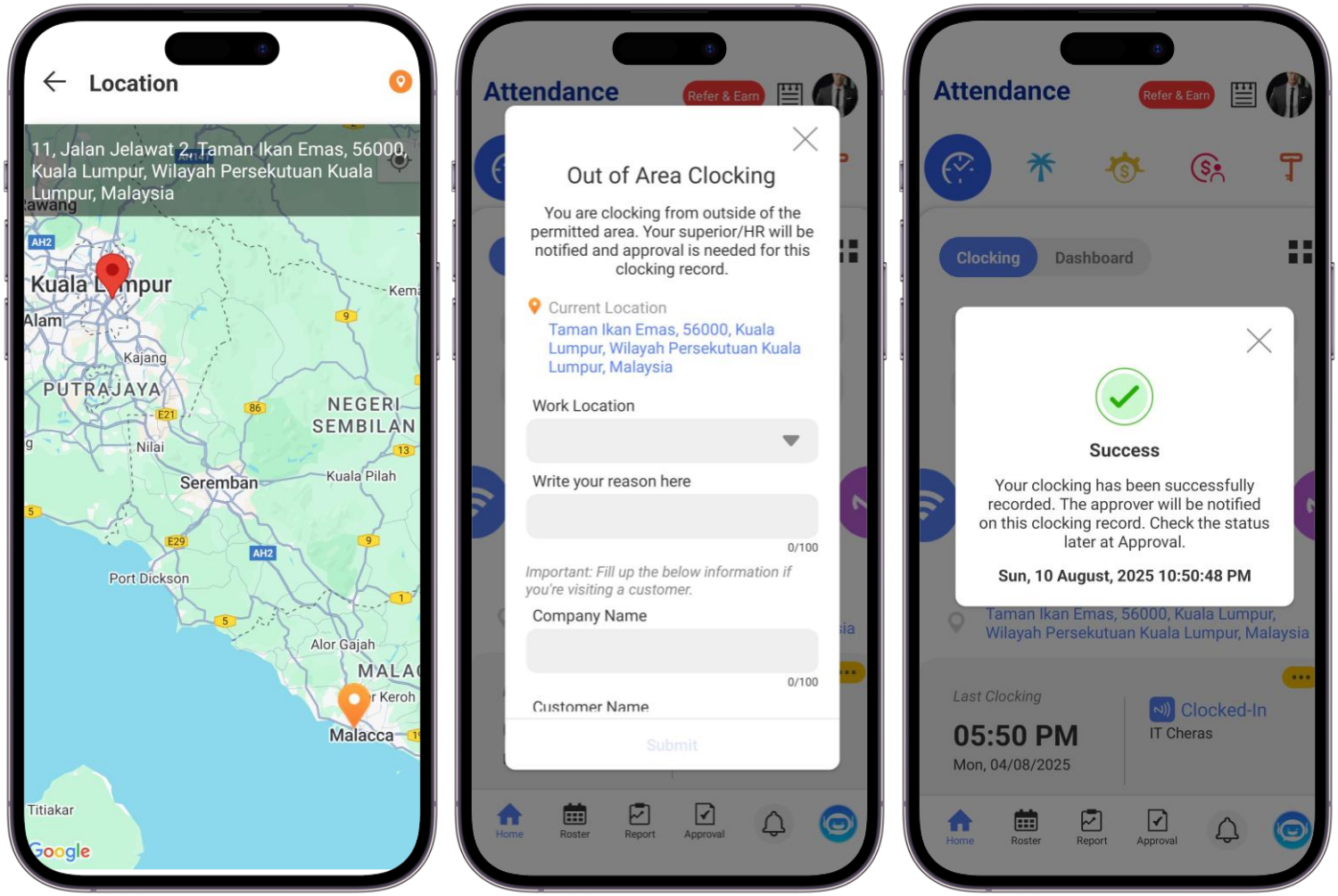
Clocking – GPS Geofence Out Of Area

1. Click on the GPS clocking option.
2. If you are outside of the designated area, without the out of area approval rules, you will only be able to view the permitted clocking location.
3. If you already been assigned to out of area approval rules, you will have the clocking option to submit your out of area clocking request.



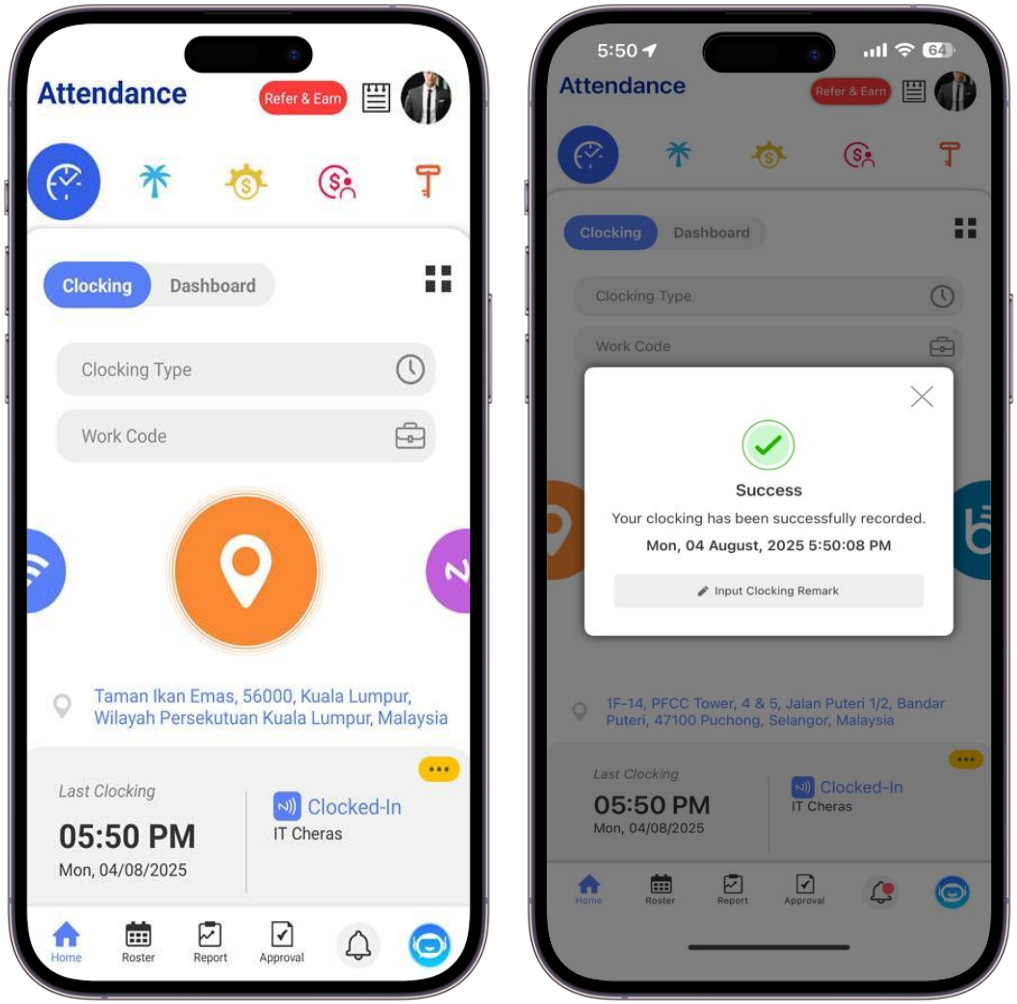
Clocking – GPS Geofence Out Of Area

1. Click view map to see designated clocking area.
2. Click clocking to raise an out of area clocking request.
3. Fill in required information and submit.
4. Once clocking successful you will be able to see a successful notification.



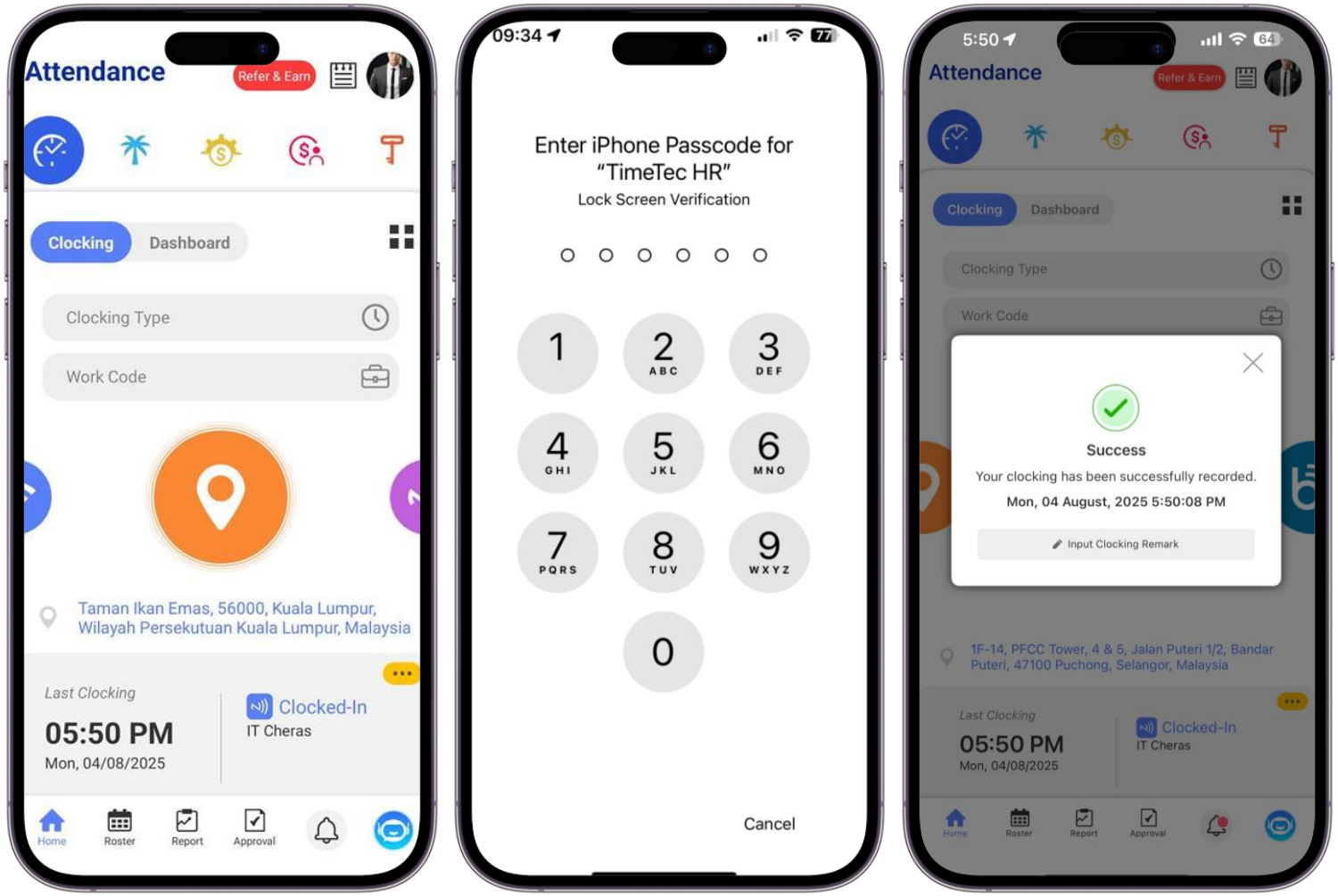
Clocking – Without Device Authentications

1. If your organization does not enable device authentication, once you click clocking the data will automatically capture.
2. A success window will appear with clocking data.



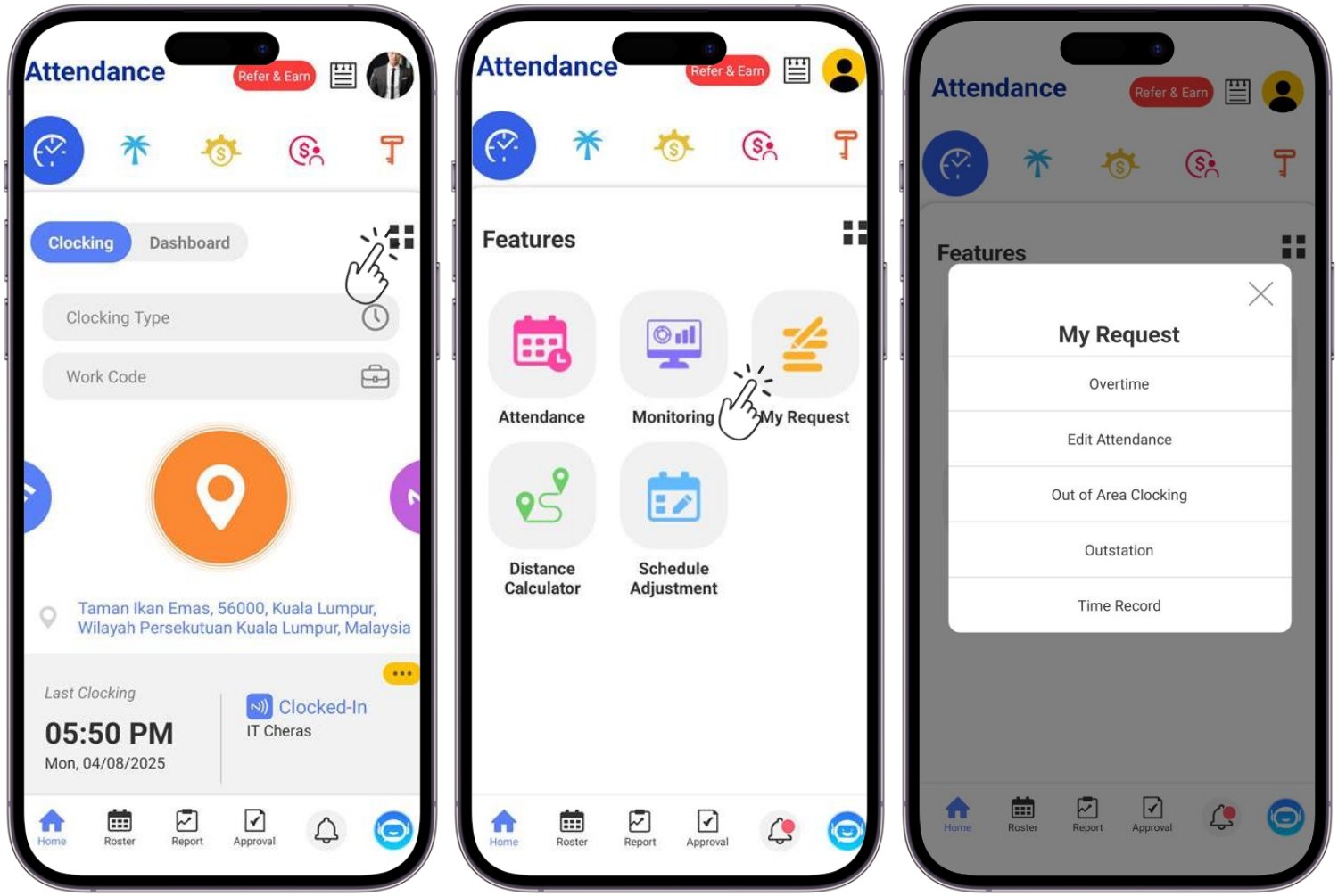
Clocking – With Device Authentications

1. If your organization has enabled device authentication, an authentication option will appear once you click clocking.
2. The authentication method will follow your device/mobile setting either security pin, biometric scanning or facial recognition.
3. Once you authenticated a success window will appear with clocking data.



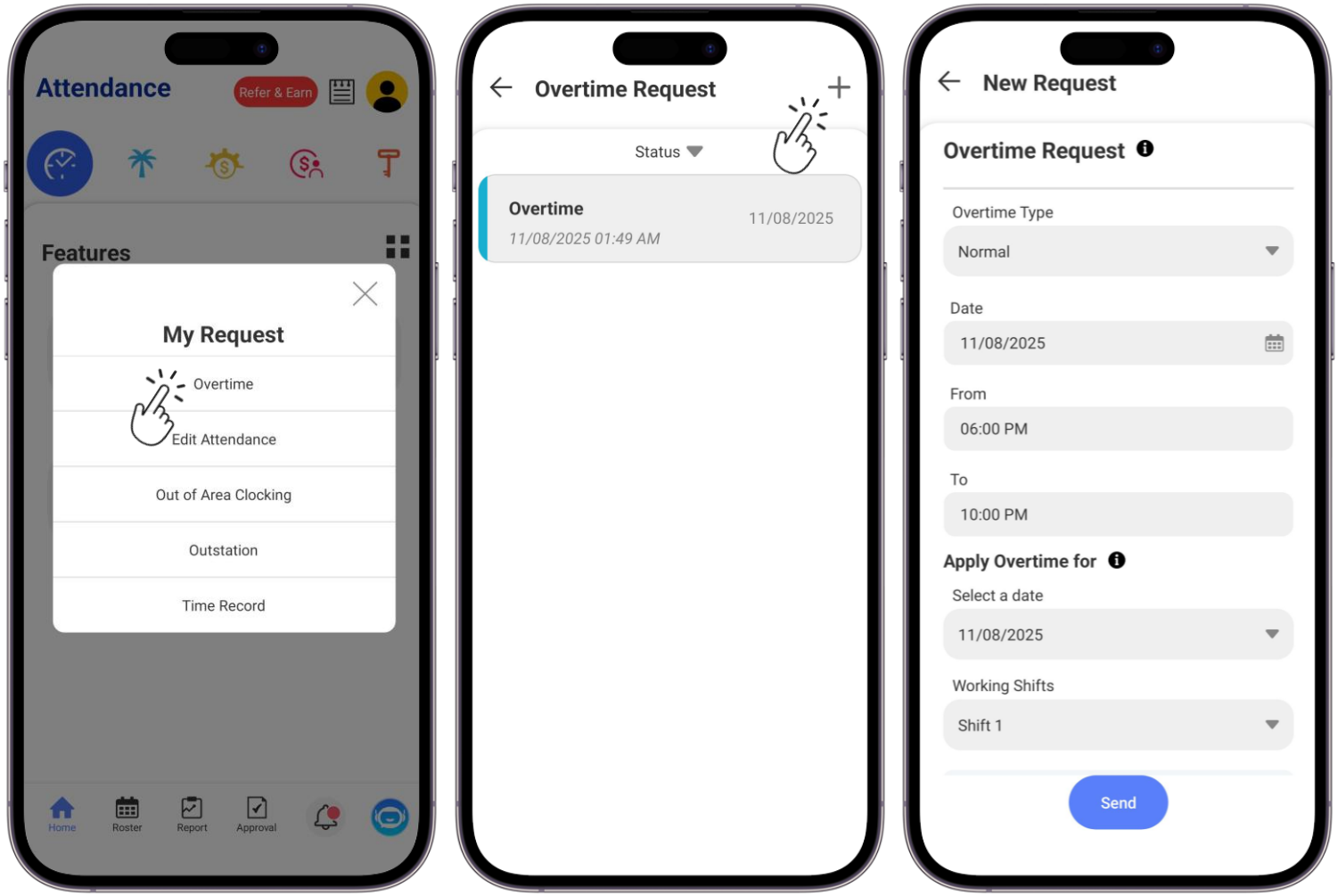
Features – My Request

1. Click on the four squares.
2. A list of feature will appear, select My Request.



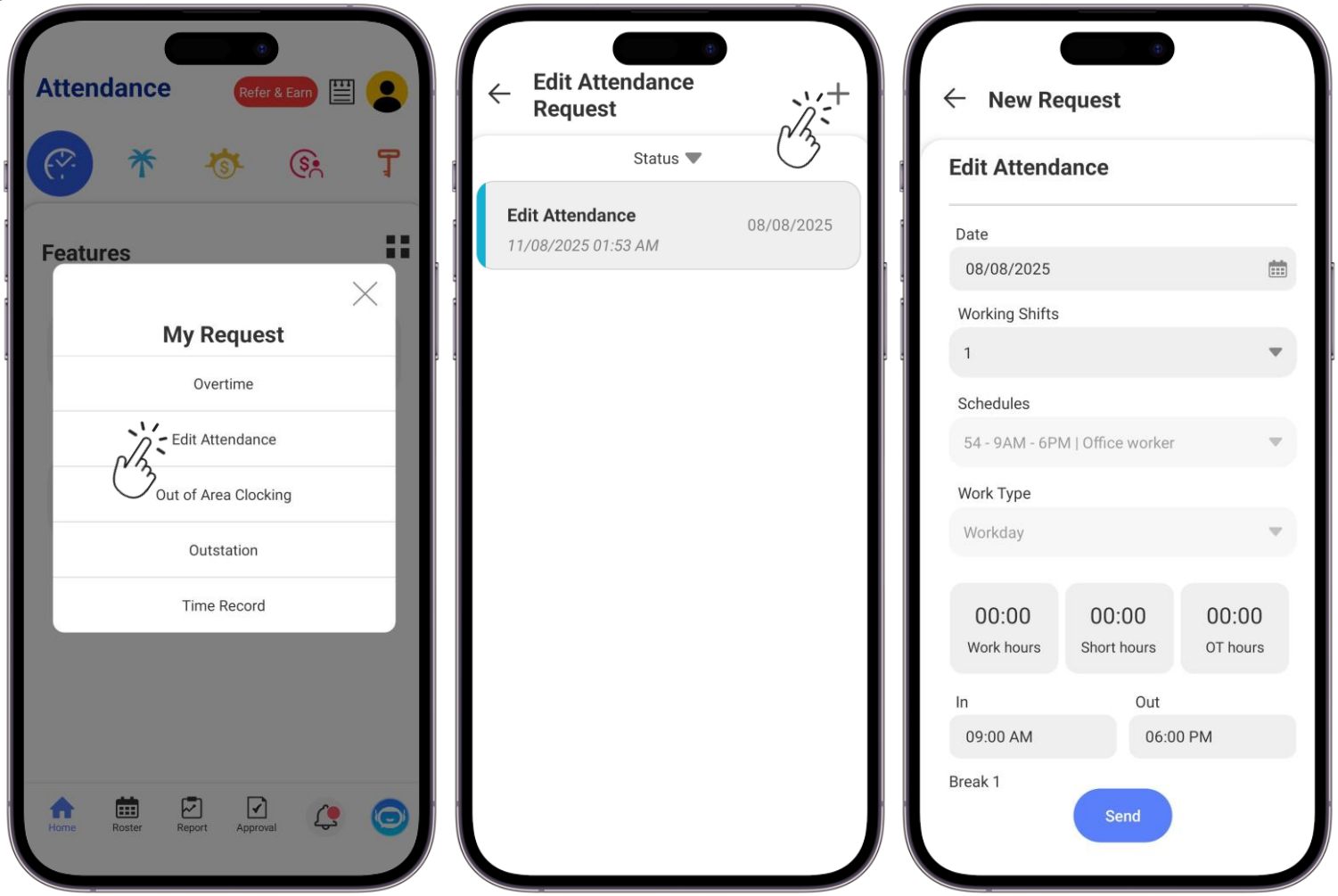
Features – My Request – Overtime

1. Click on Overtime
2. A list of record will appear, click on the record to view the details.
3. Click + icon to raise an overtime request.
4. Fill in the information and send.



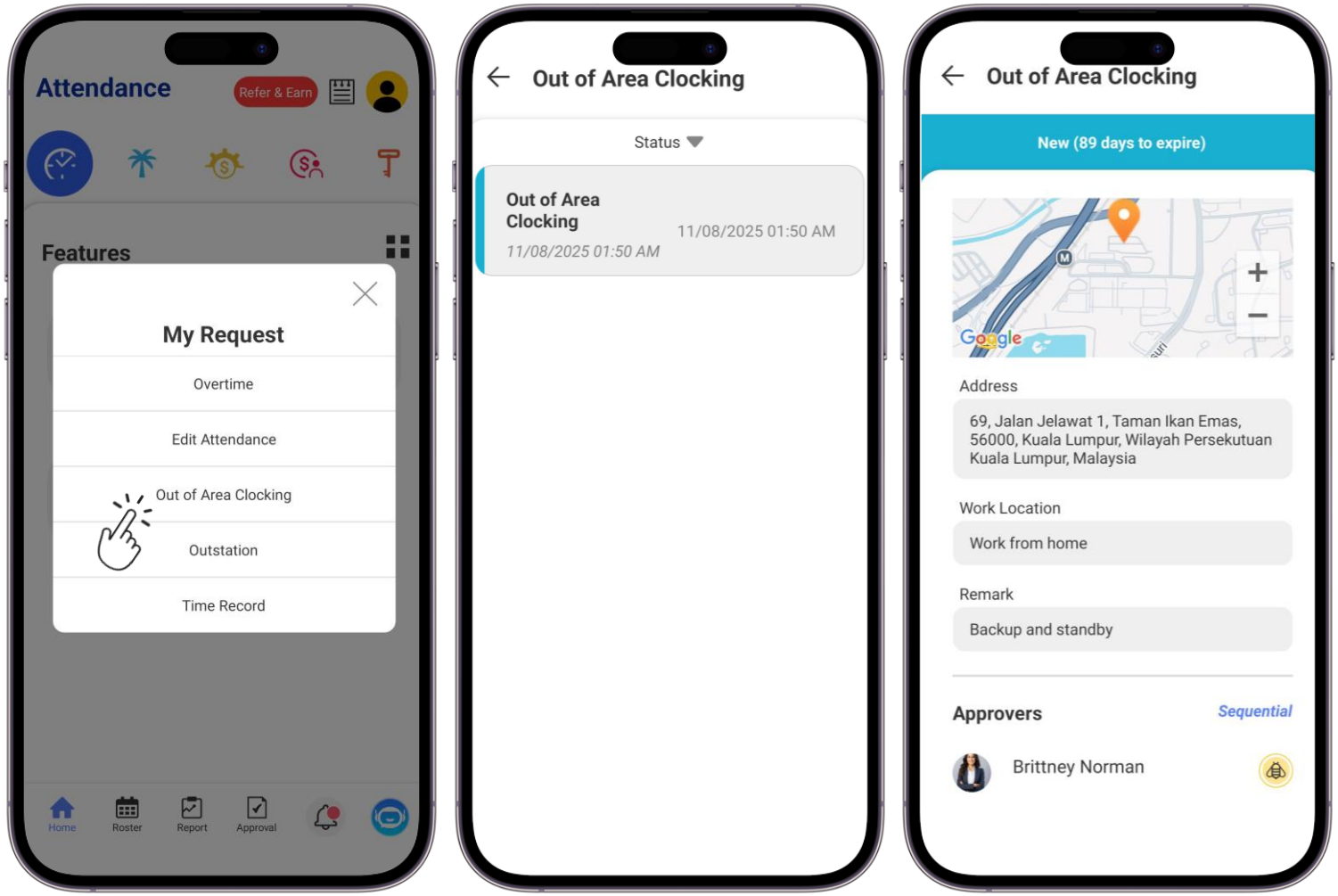
Features – My Request – Edit Attendance

1. Click on Edit Attendance
2. A list of record will appear, click on the record to view the details.
3. Click + icon to raise a request to edit your attendance.
4. Fill in the information and send.



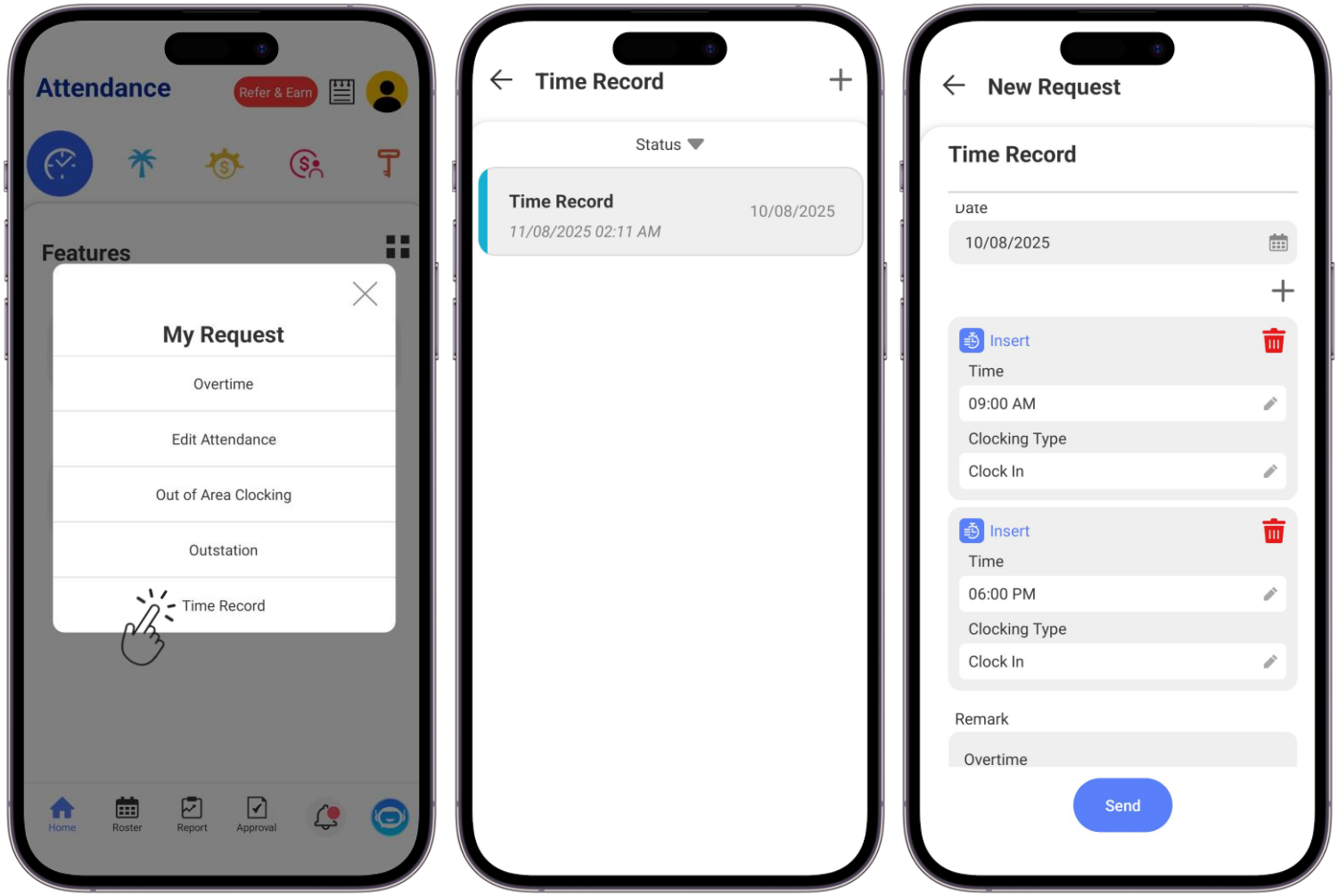
Features – My Request – Out of Area Clocking

1. Click on Out of Area Clocking.
2. A list of record will appear, click on the record to view the details.
3. Click the bee icon to send a reminder to your approver about the pending request.



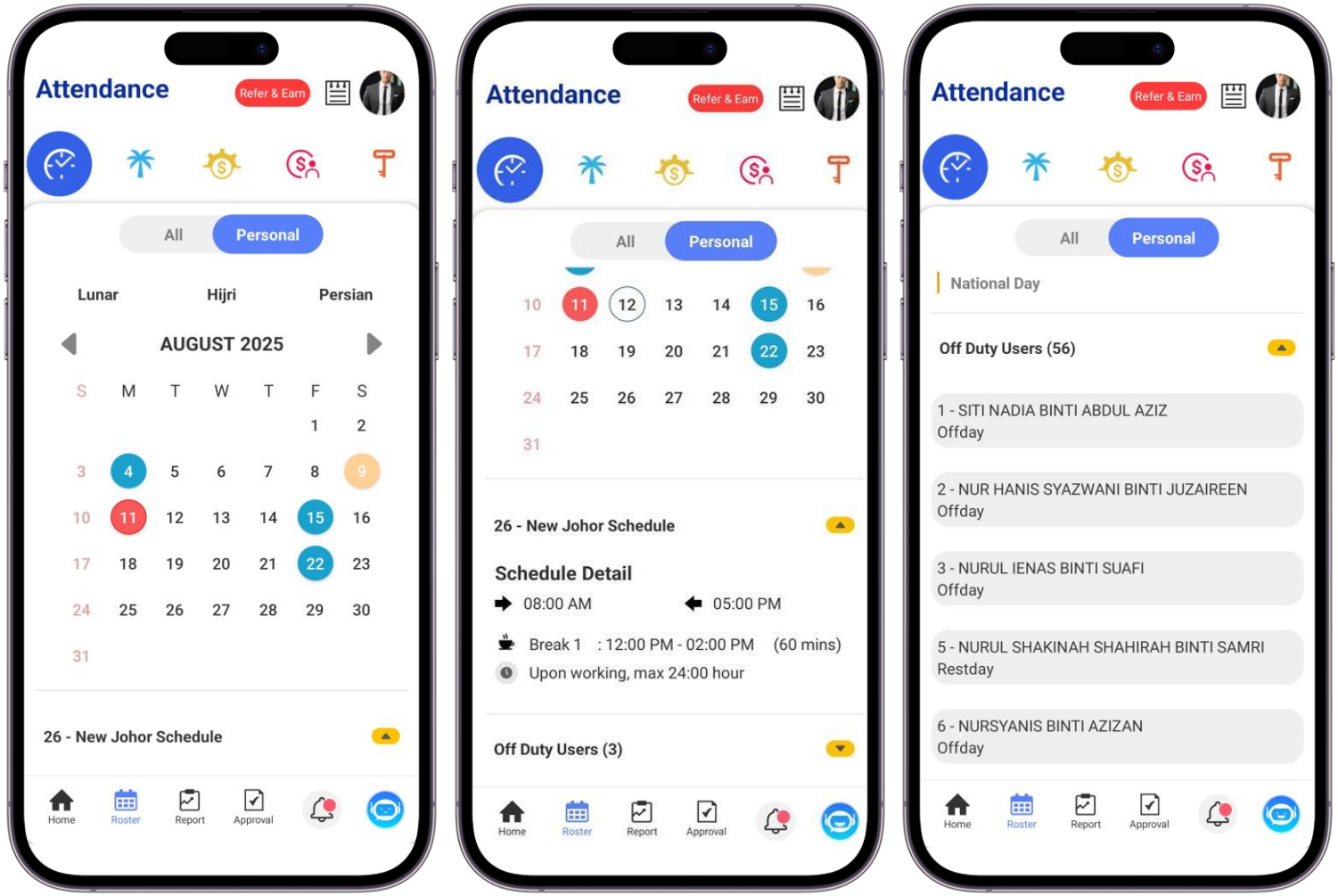
Features – My Request – Time Record

1. Click on Time Record.
2. A list of record will appear, click on the record to view the details.
3. Click + icon to raise a time record request.
4. Fill in the information and send.



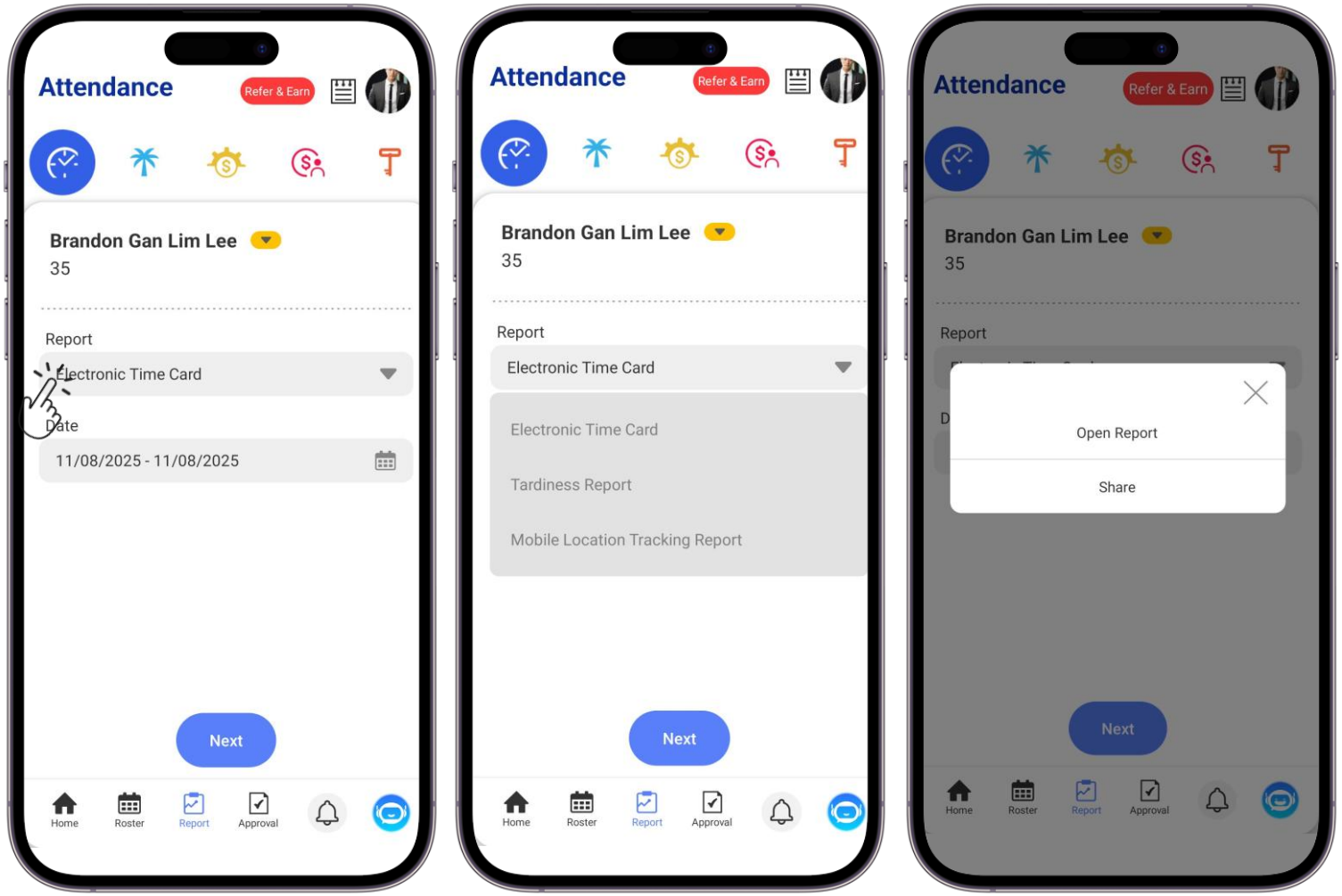
Roster

1. Click on the calendar icon to navigate to roaster.
2. There are 3 indication :
   RED : Today date
   ORANGE : Holidays
   BLUE : You are on leave
3. Click on the date to see details. Your schedule/shift will appear below the calendar.
4. Expand the schedule/shift to view the details.
5. Scroll down to view off-duty colleagues.



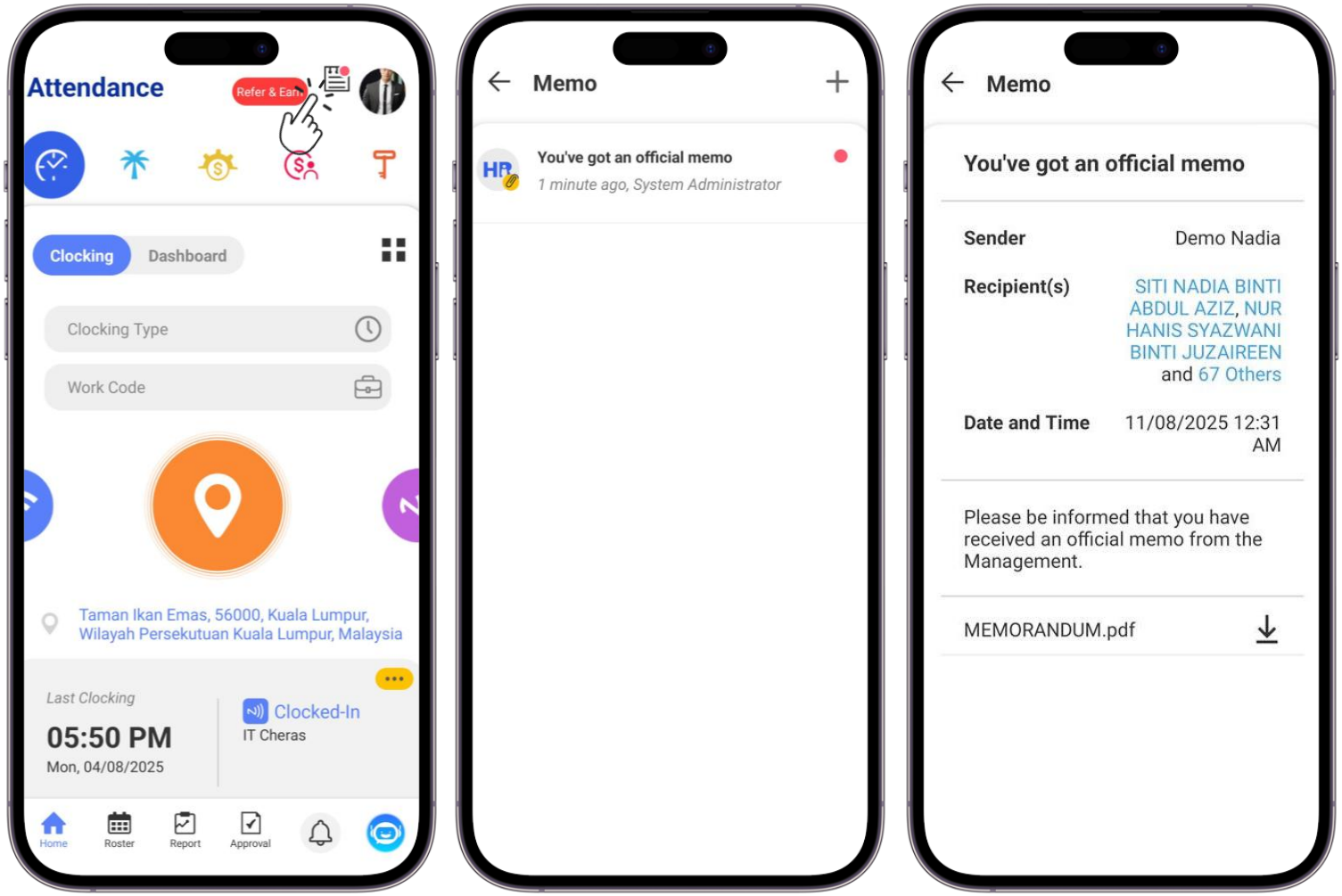
Report

1. Click on the report to navigate to report interface.
2. Choose report type
   - Electronic TimeCard
   - Tardiness Report
   - Mobile Location Tracking Report
3. Select preferred date.
4. Click next to proceed, a window of selection will appear.
5. Click open to generate a PDF report or click share to share to other platforms.

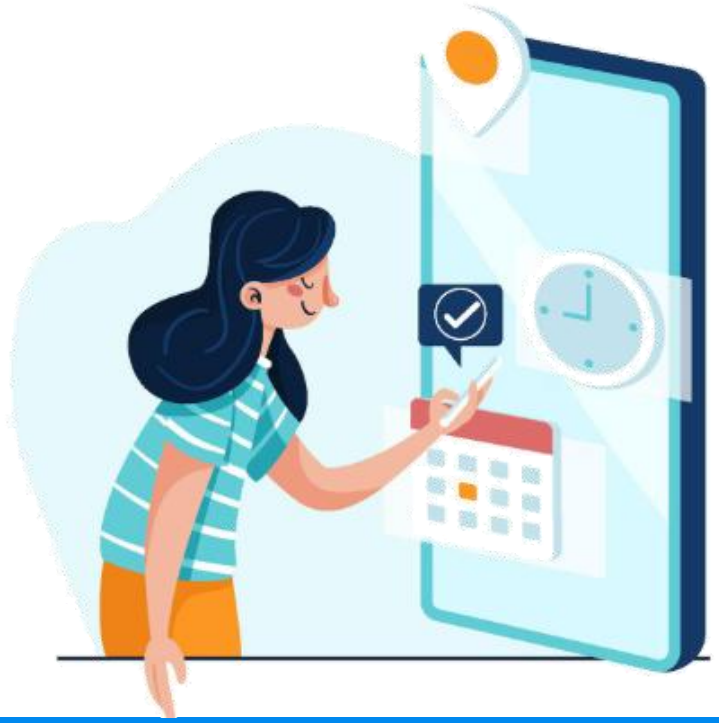


Memo

1. Click on the Notepad icon in between of your profile photo and the refer & earn.
2. The Memo dashboard will appear. Click on a memo to view its details.
3. Click download to view the memo.

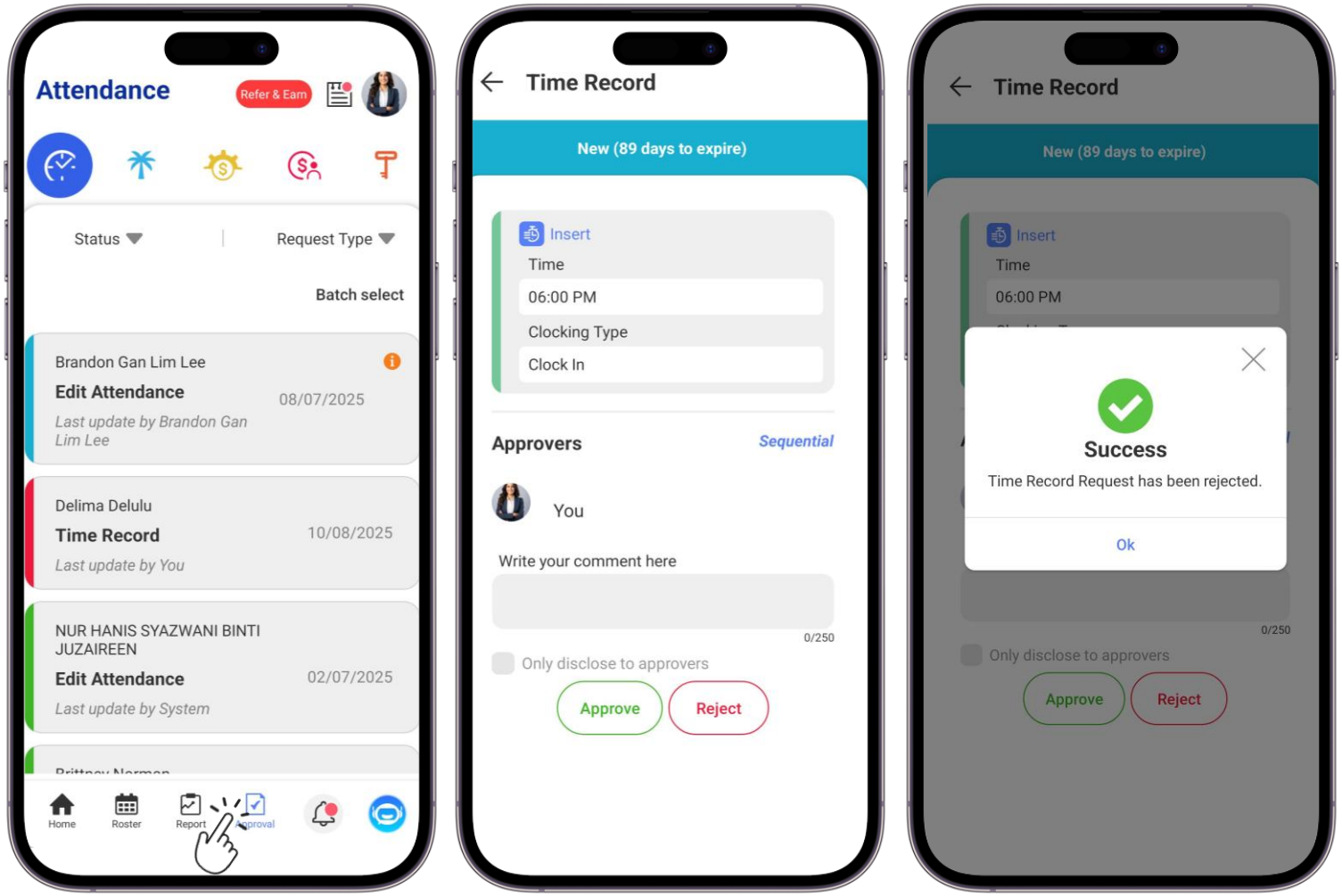


APPROVER



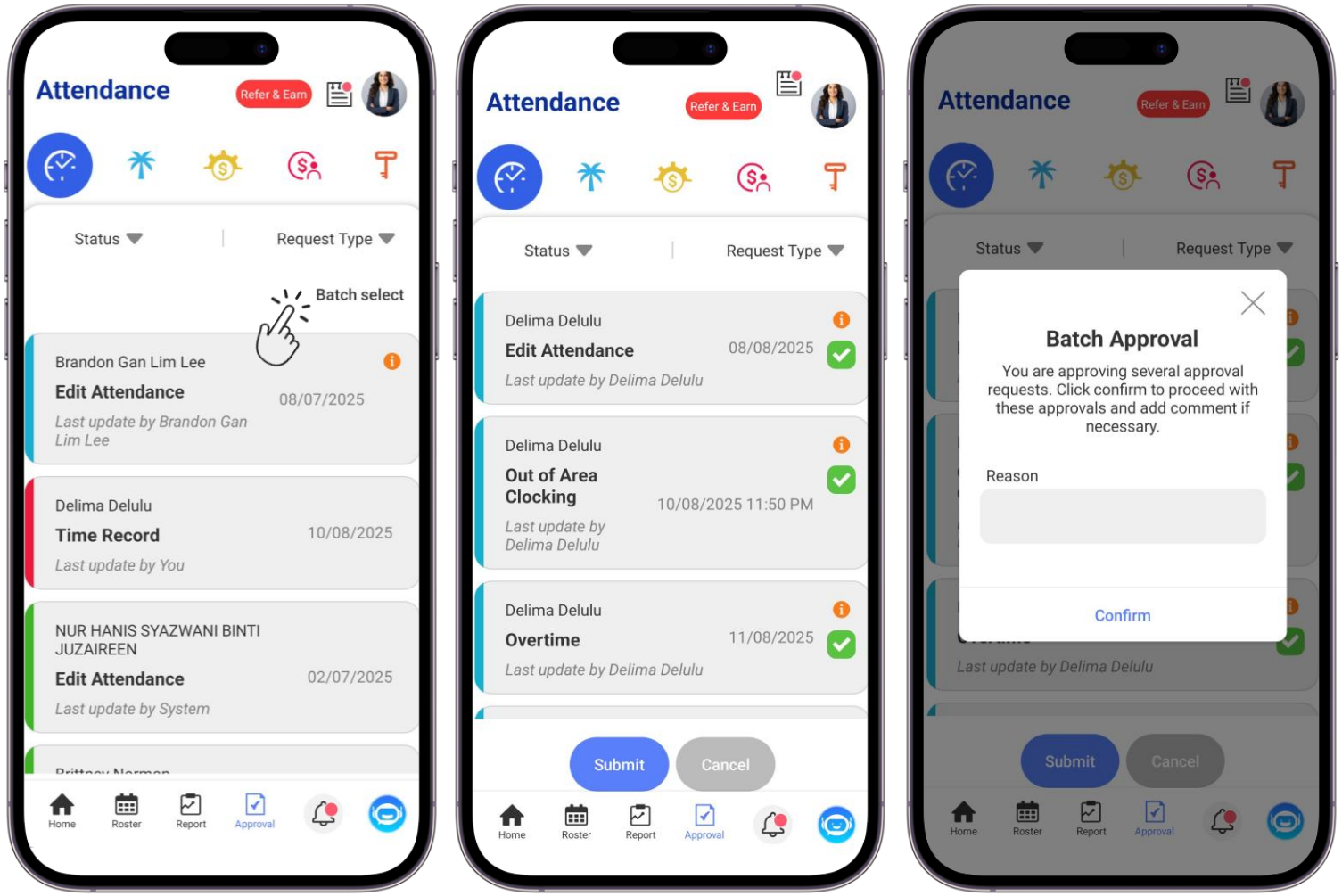
Approval

1. Click on the approval tab to navigate to approval interface.
2. A list of request will appear.
   GREEN : Approved
   BLUE : New
   YELLOW : Pending
   RED : Rejected
3. Click on the request to view the details.
4. Select your decision.



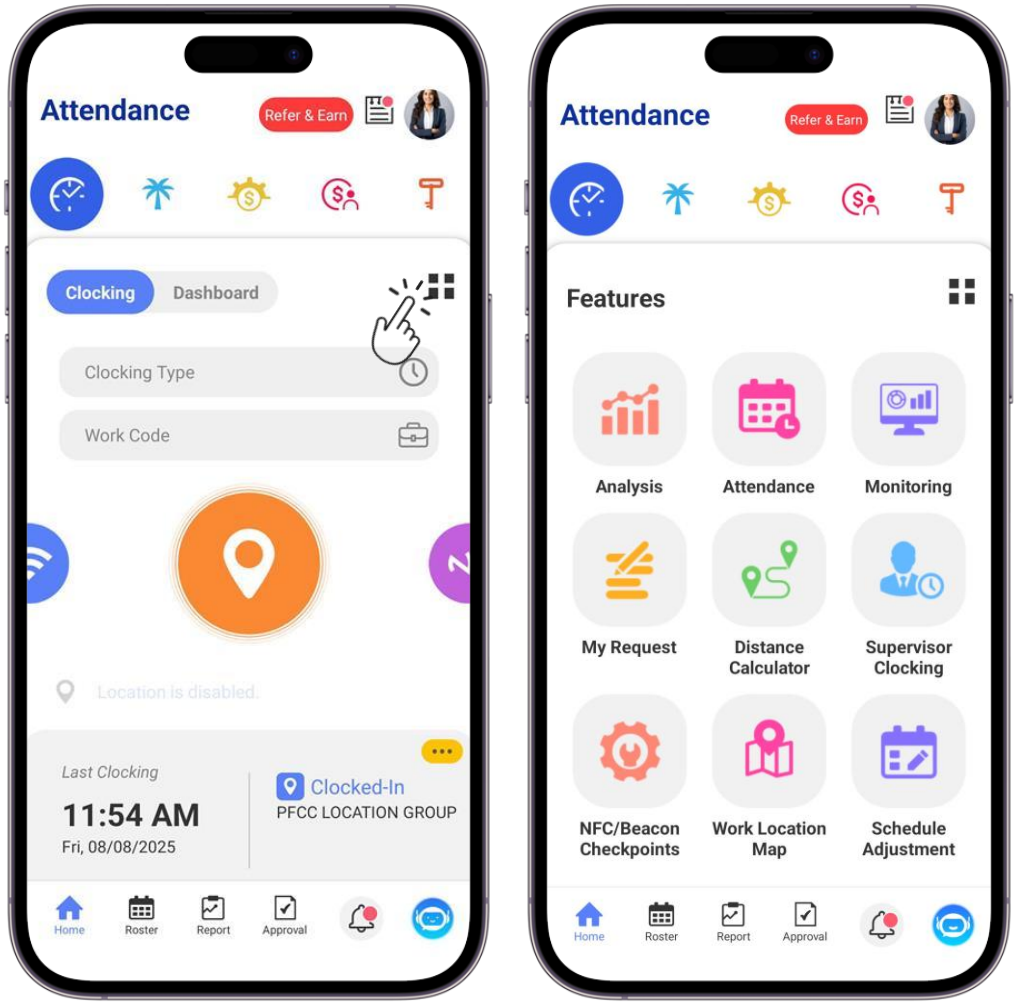
Batch Approval

1. Click batch select
2. Select all the pending requests.
3. Click submit to approve.
4. Write the reason (if any) and confirm.



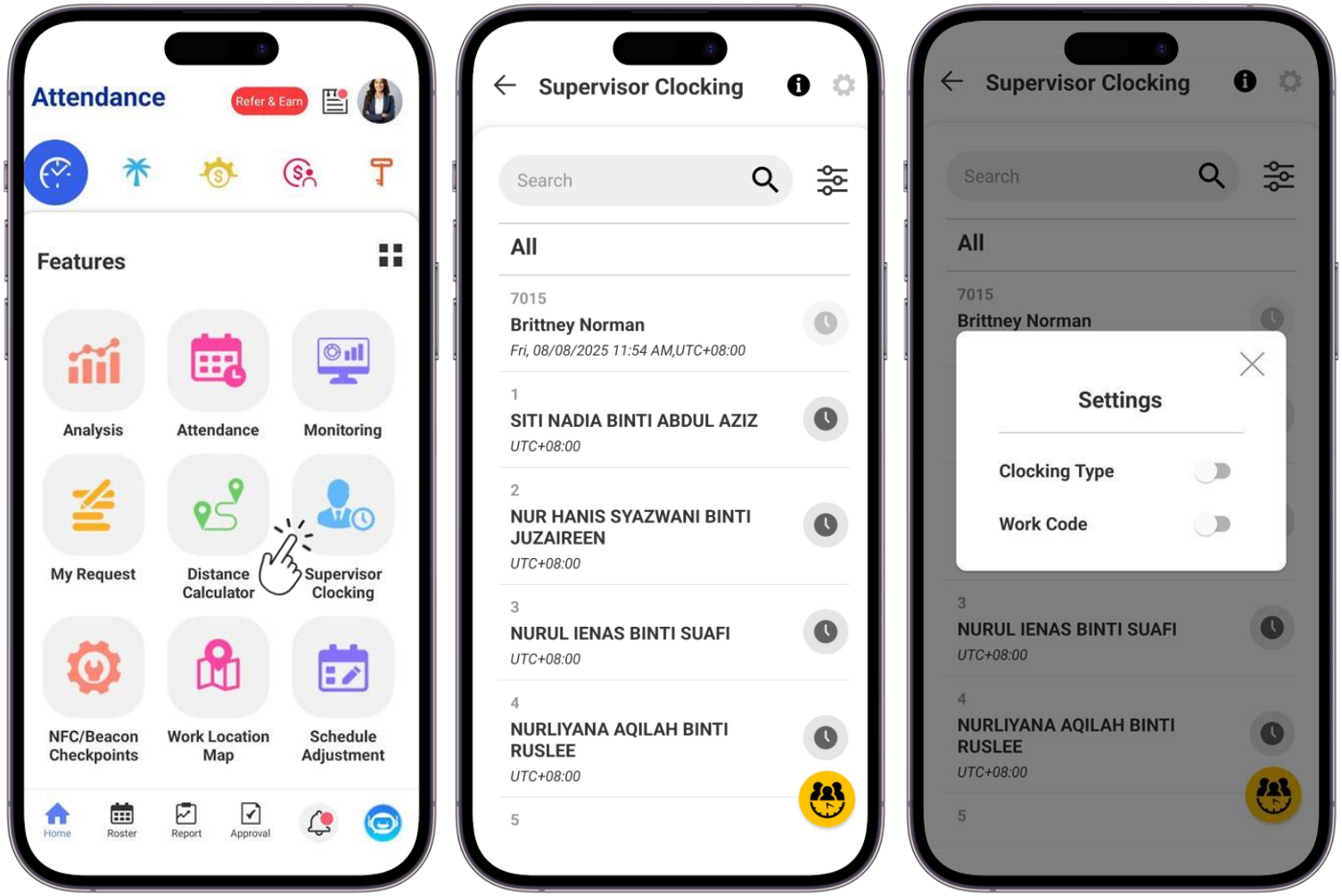
Features

1. Click on the four square to view all the features.
2. A list of features will appear.



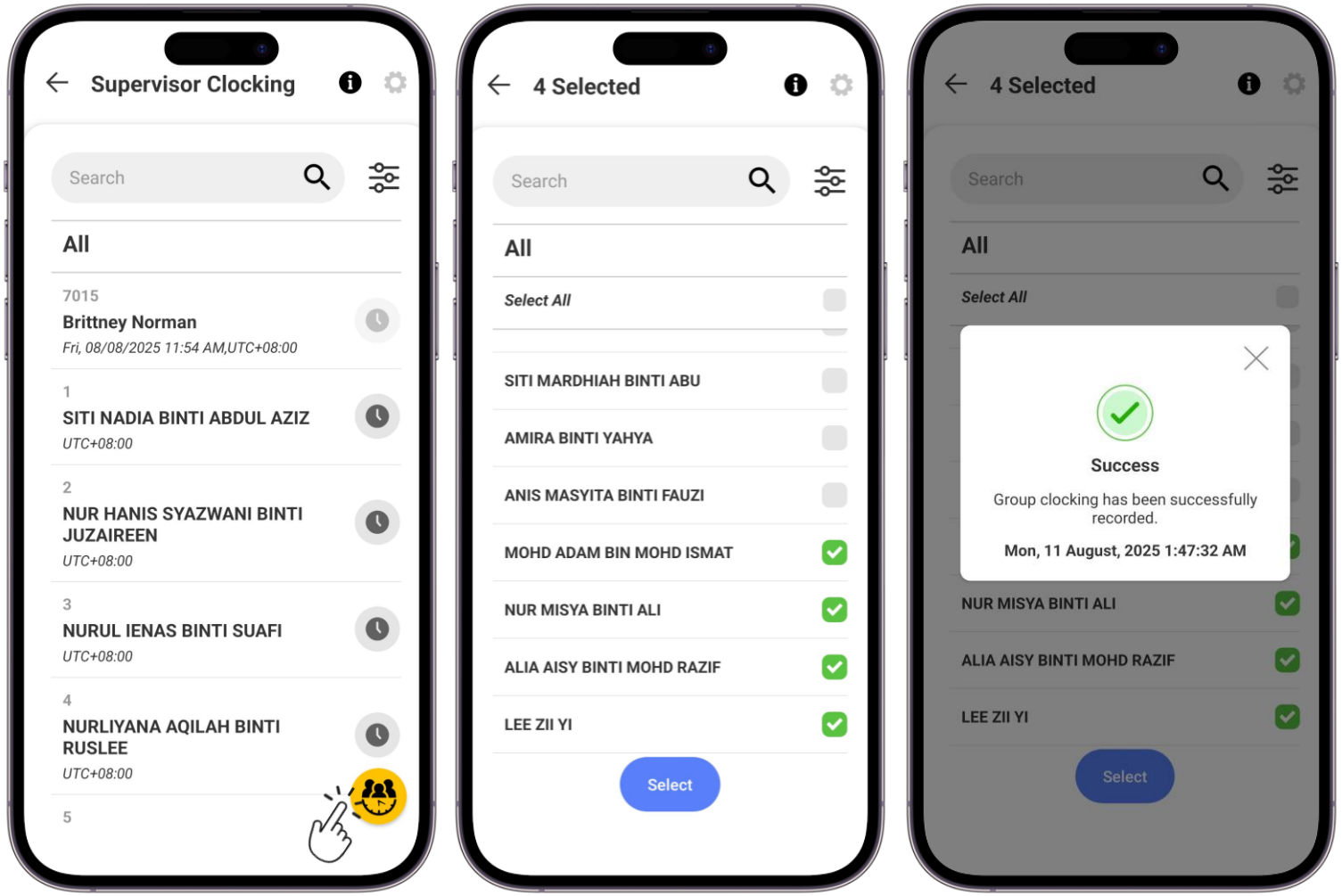
Supervisor Clocking

1. Click Supervisor Clocking.
2. A list of users will appear.
3. Click the gear icon (on top right corner) to enable/disable the clocking type and work code.
4. Click on the group clocking icon to perform clocking.



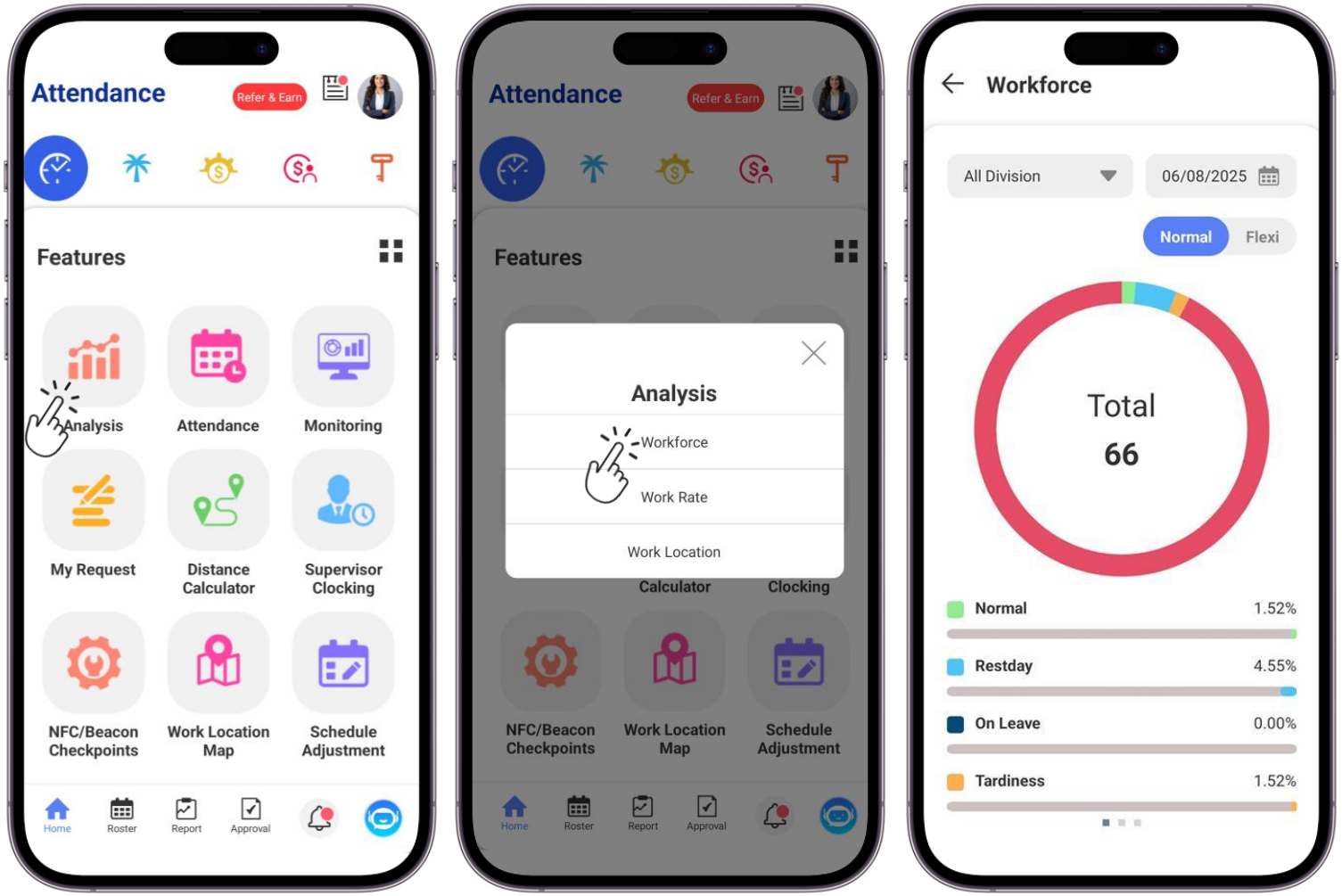
Supervisor Clocking – Group Clocking

1. Tap on the group clocking button.
2. Select the users for group clocking and click select to proceed.
3. Define the clocking type and work code (if enabled)
4. Once success a record will shown with the time and date.



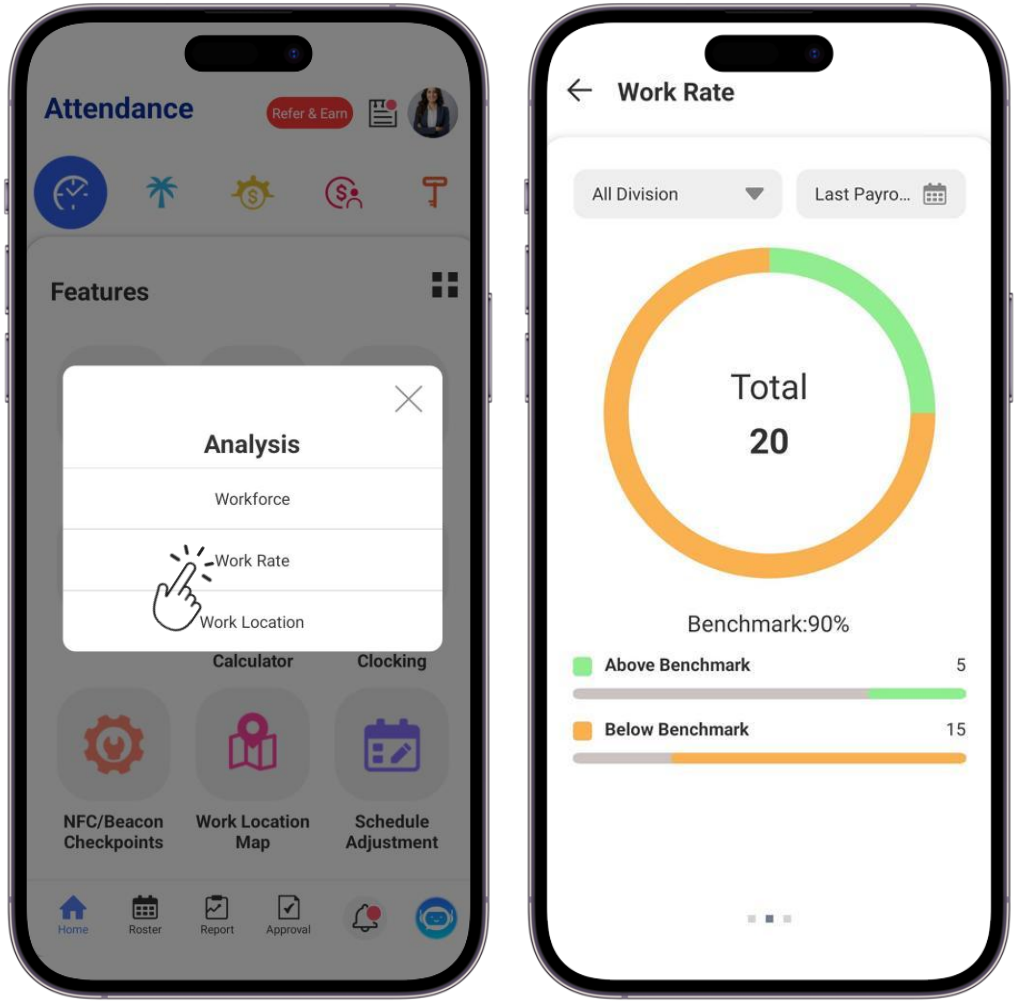
Analysis - Workforce

1. Click on the Analysis.
2. Click on Workforce.
3. Filter the date or division to view the workforce analysis.



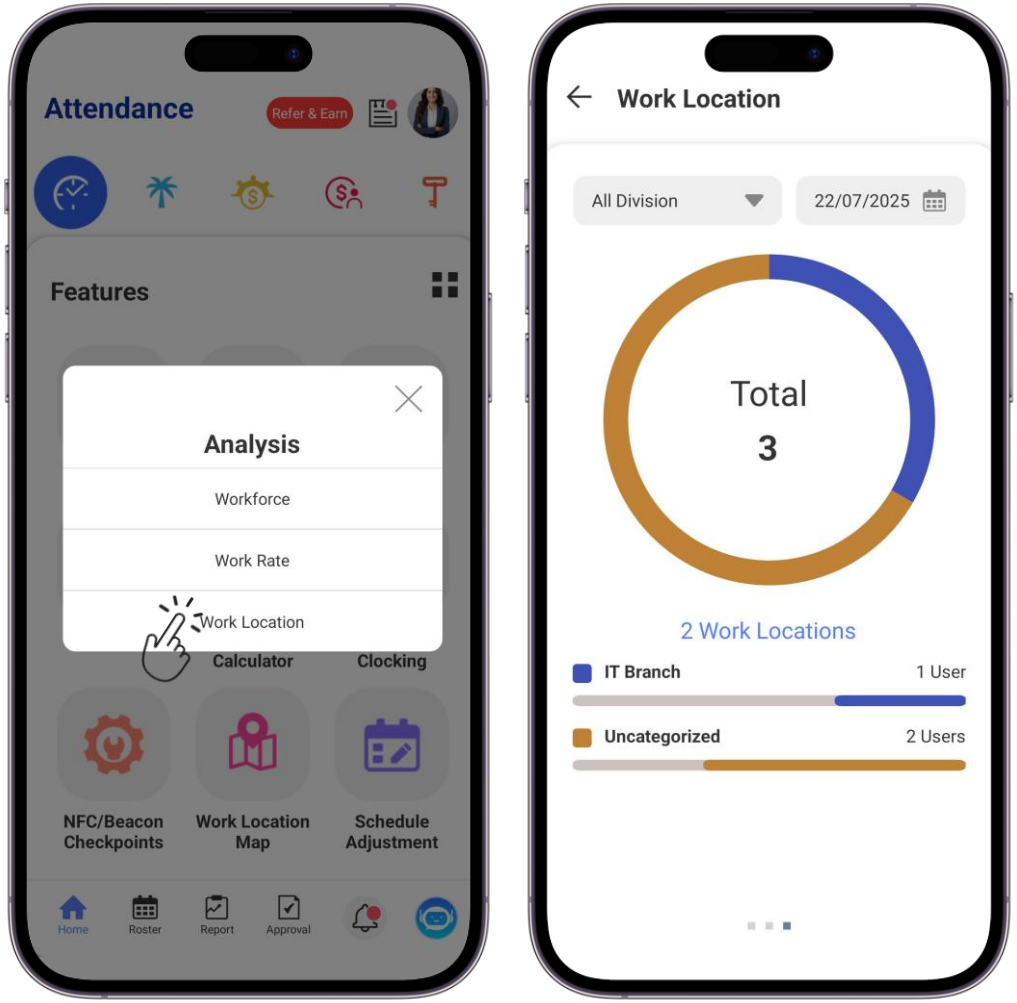
Analysis – Work Rate

1. Select the Work Rate.
2. Filter the date or division to view the work rate.



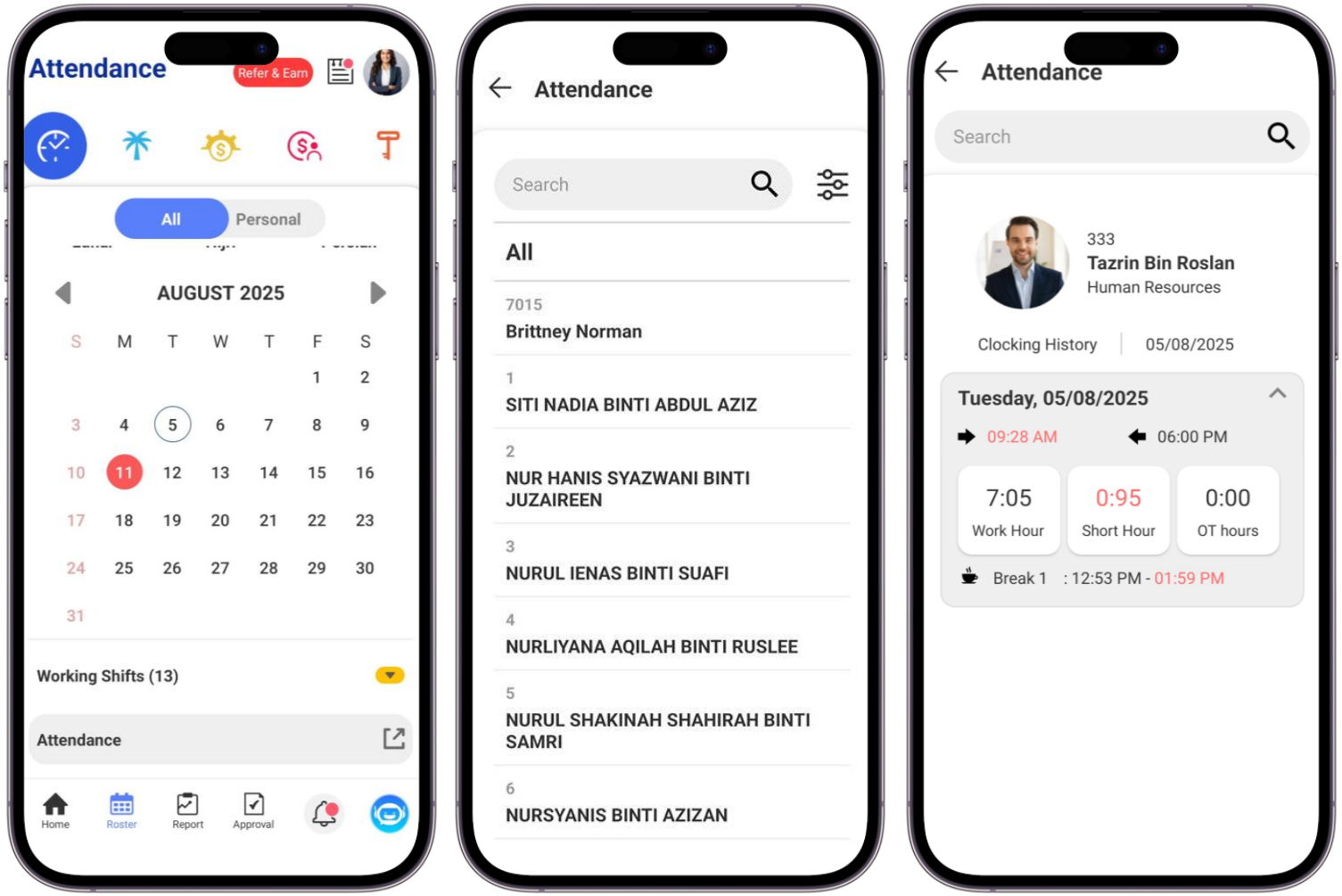
Analysis – Work Location

1. Click on the Work Location.
2. Filter the date or division to view the specific distributions.



Roster

1. Click on the calendar icon to navigate to roaster interface.
2. Select the date, expand working shift to view all shifts.
3. Click on attendance to view the attendance.
4. A list of employees will appear, click on the employee's name to view the attendance data.

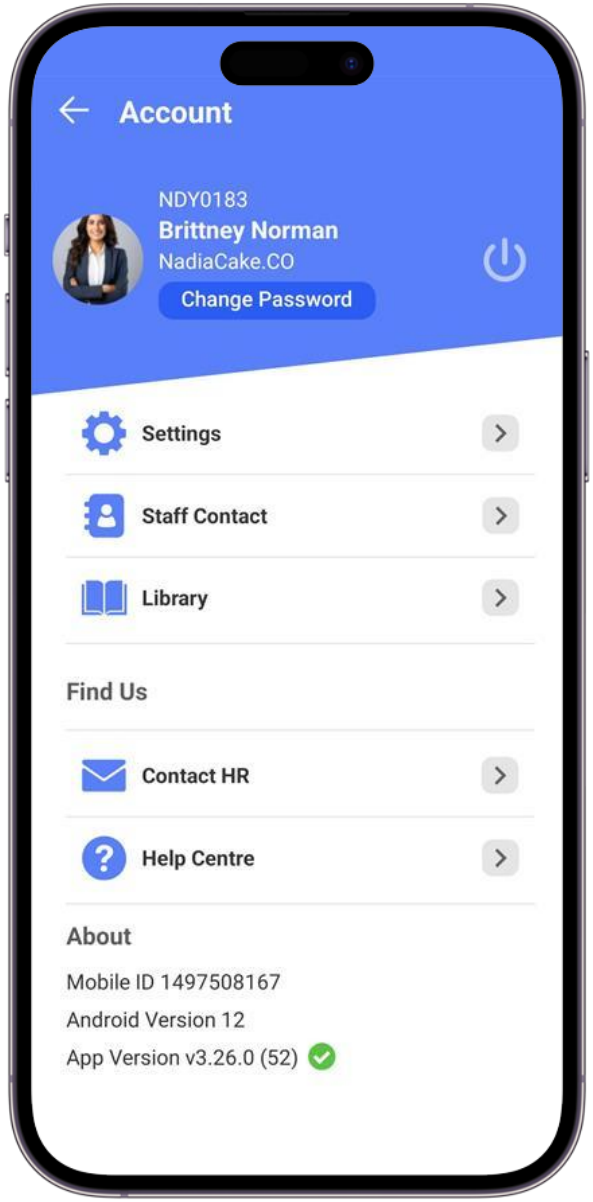


PROFILE & SETTINGS



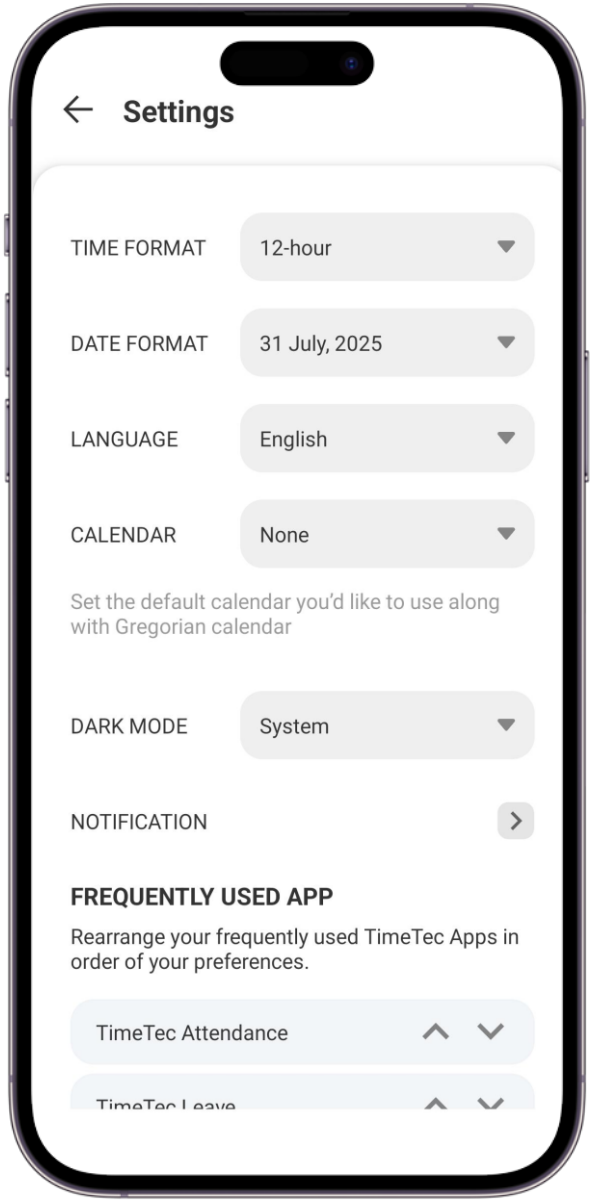
Profile

1. View and edit personal details.
2. Change password.
3. Logout.



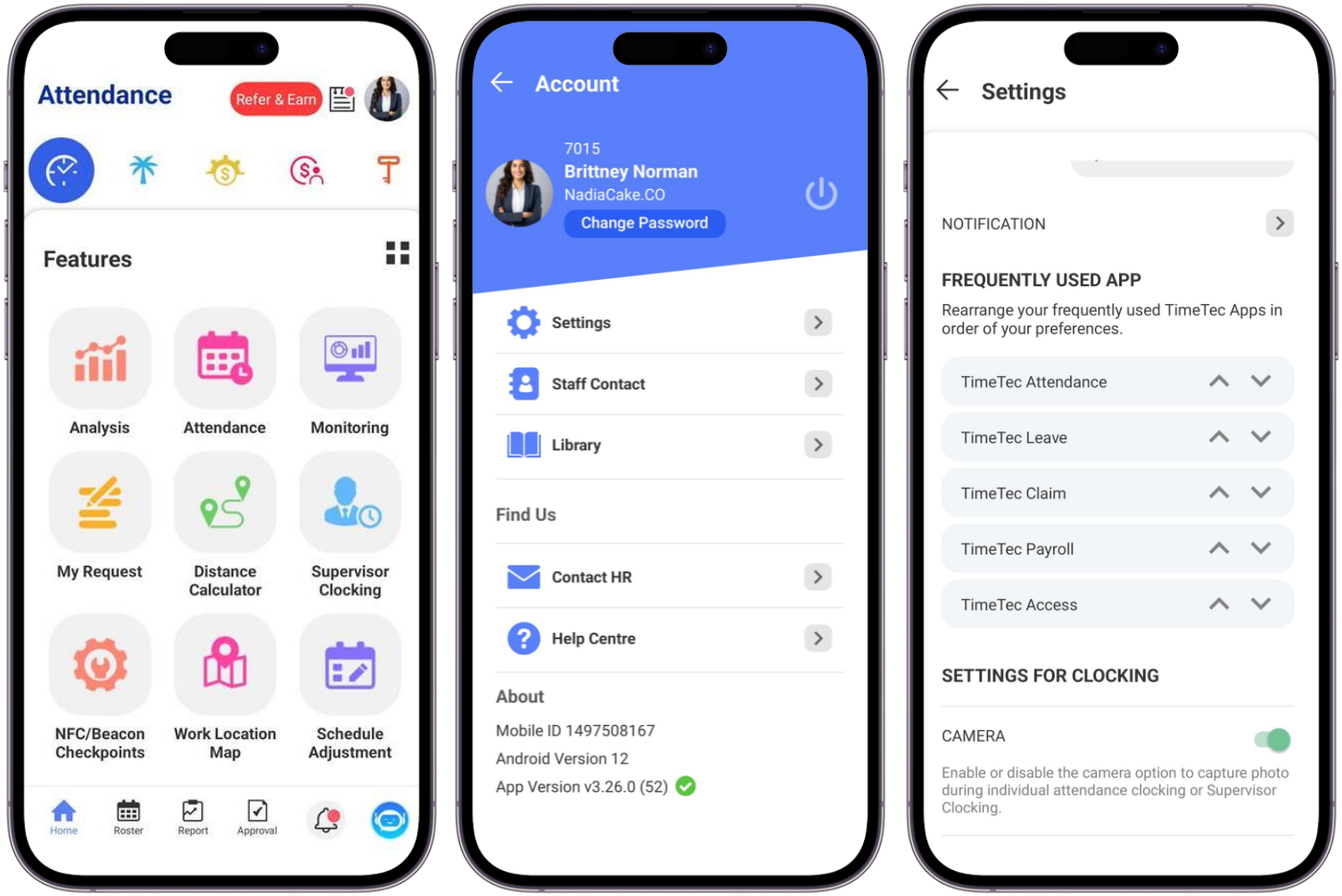
Settings

1. Time format
2. Date format
3. Language
4. Calendar format
5. Push notification preferences
6. Frequently Used App
7. Camera
8. Sound



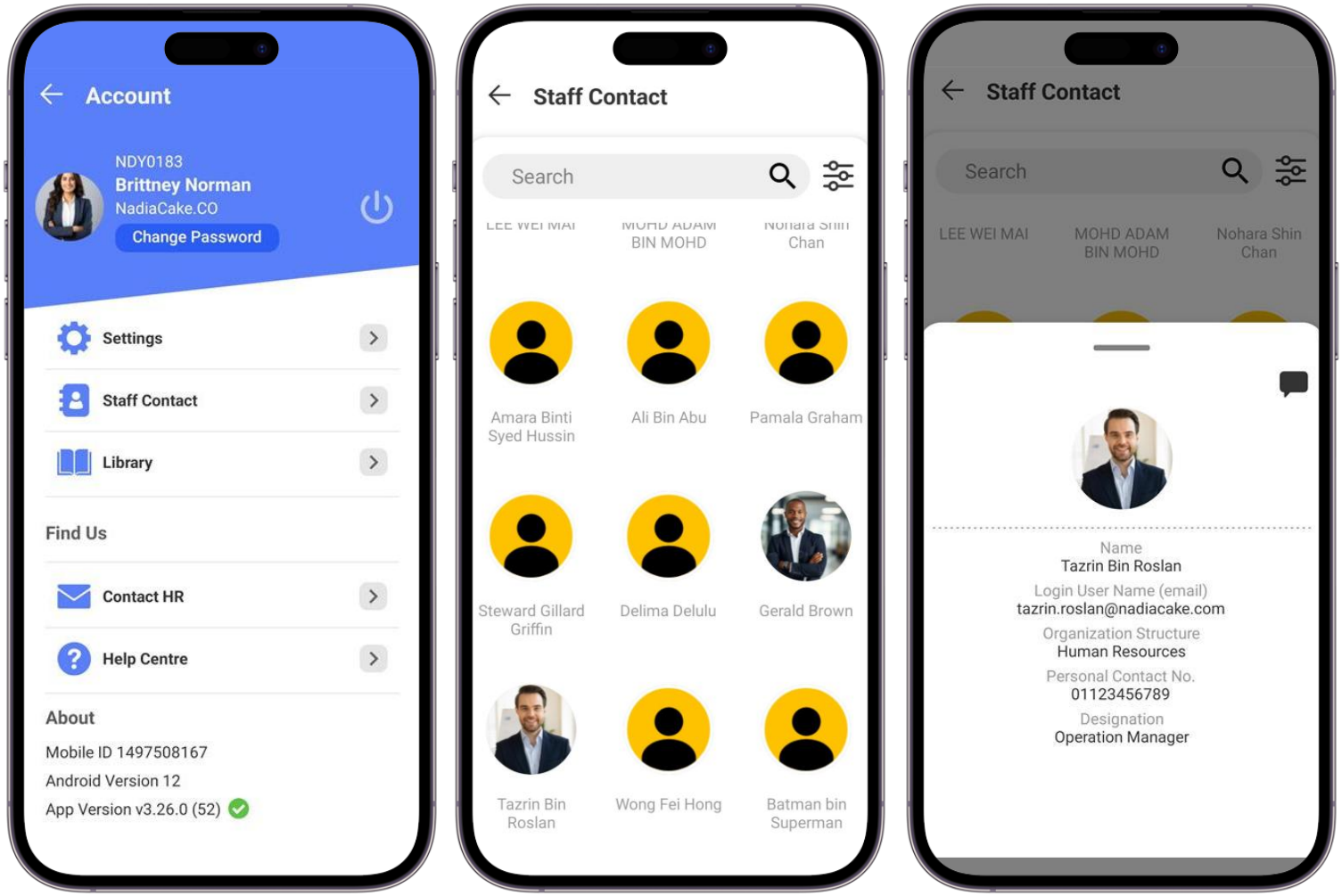
Enabling Camera

1. Click on your profile picture to navigate to your profile.
2. Click setting and scroll down to setting for clocking.
3. Toggle on camera to enable taking picture before perform any clocking activities.



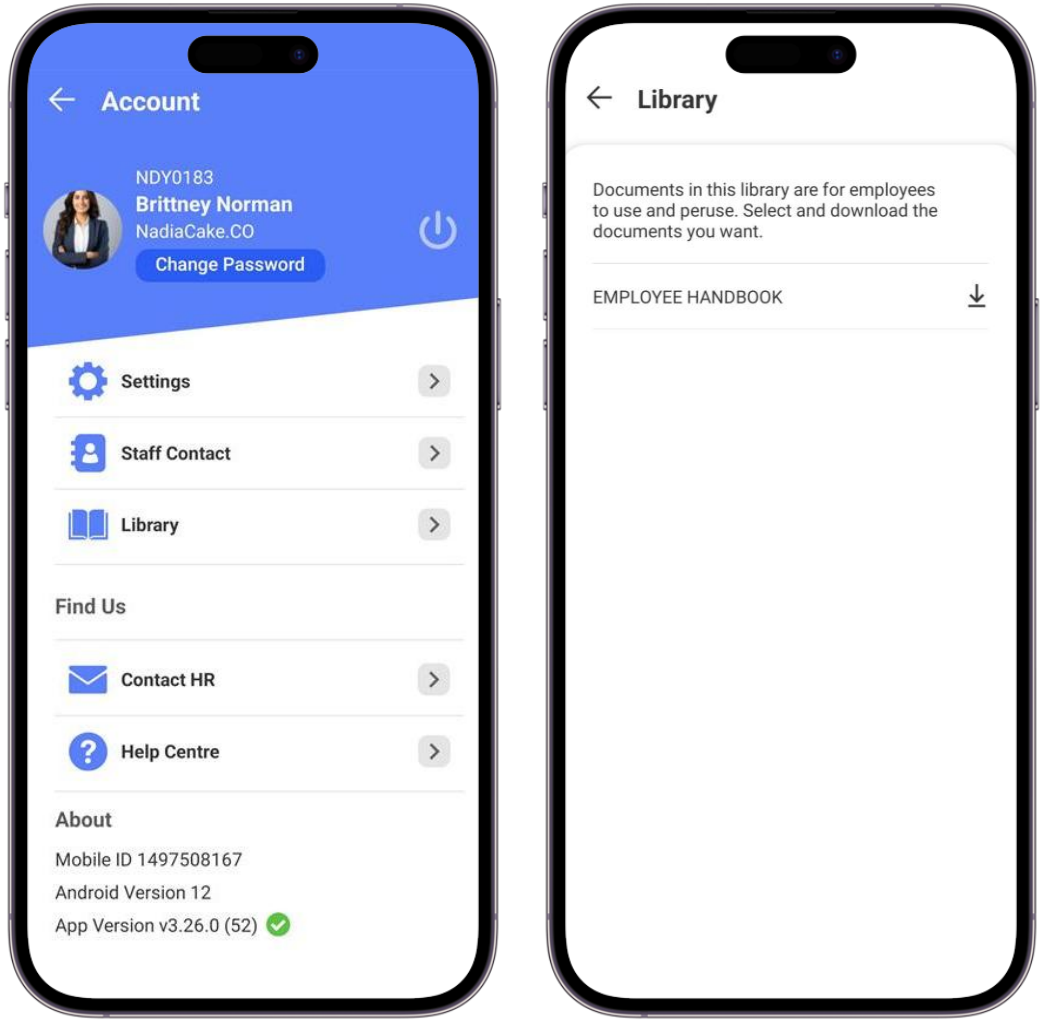
Staff Contact

1. View colleagues' contact details (email, designation, etc.)



Library

1. Access uploaded documents by the system admin (e.g., employee handbook).



About

1. View mobile ID, OS version, and app version.

