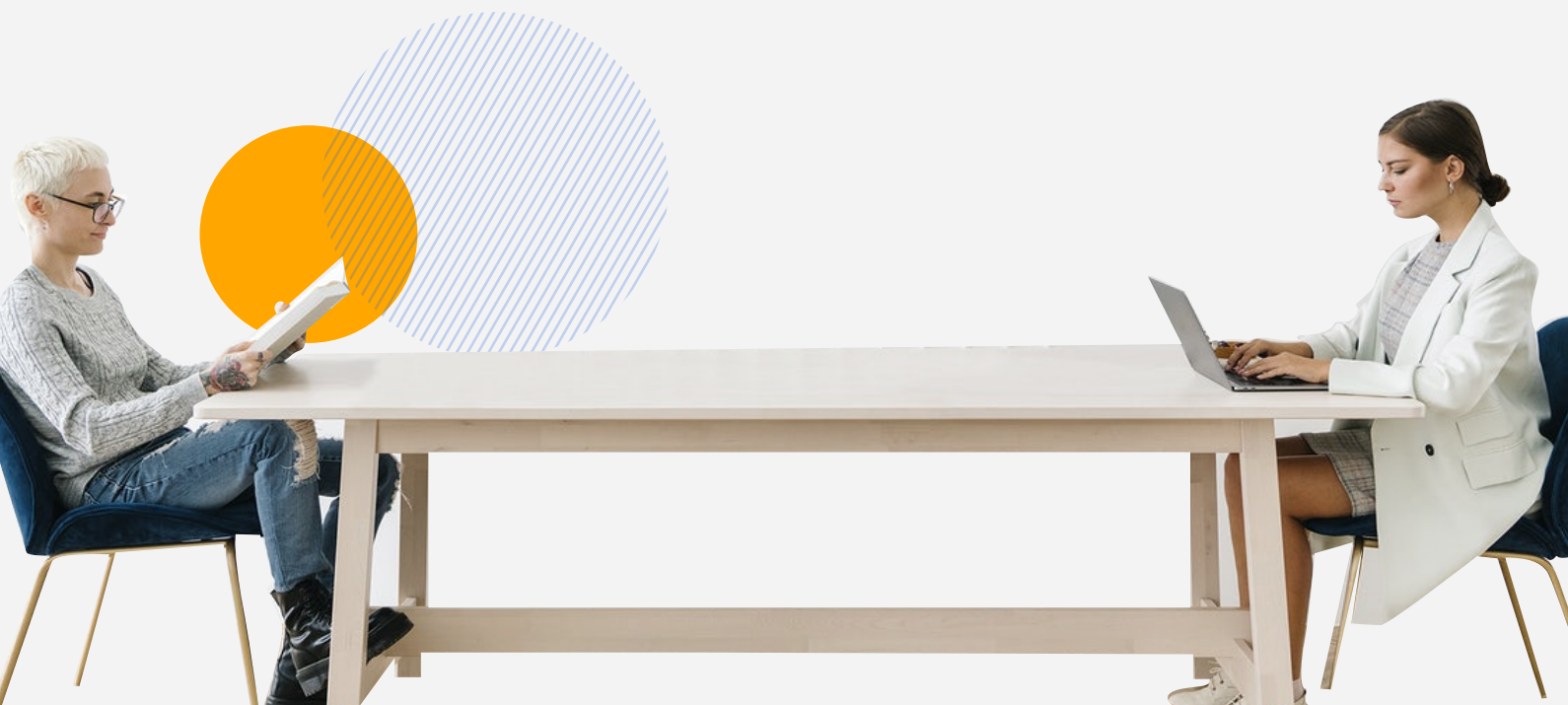**ZOHO** People

Time and Attendance Management Made Simple

Time and attendance are integral parts of any organization, and no two organizations have the same approach to clocking work time. A highly customizable tool that fits your policy, complements your workplace culture, and prevents inaccuracies, is invaluable for any organization looking to scale.

The tools you get

Time Tracking

Attendance Tracking

Shift Management

Quantify your work

Create and tag projects, respective clients and the jobs associated with them. Set estimated working hours, the cost per hour and the project budget. You can also schedule jobs and plan your project ahead.

Zoho People lets you log time for different work items of a project, then consolidates your logs into timesheets, helping you get the job done on time and under budject.

Zoho People also gathers attendance automatically, as soon as you start logging time for a job in the time logs.

Automated submissions and easy approvals

- You already have enough on your plate. Don't worry about timesheet submissions too. Use Zoho People to set automated schedulers and submit timesheets on a daily, weekly, or monthly basis.

- Manager-based approvals make it easy to approve work across different management levels quickly.

Increases work efficacy through smooth invoicing and billing

- Zoho People's integrations with Zoho Invoice and QuickBooks enables seamless invoice generation. Push the bills generated from timesheets into your invoicing tool of choice, and bid goodbye to the tedious task of running the numbers.

- Never compromise on data storage.You can store client details, tax tatements, currency, and all of your billing details in Zoho Books, with our Zoho People-Books integration.

Focused on customer relations and leads?

When customer relations are your top priority, never compromise on it. View Zoho People's client summary reports right in your Zoho CRM portal and never miss out on a deal.

Work on multiple projects under one roof

If you're a Zoho Projects user, you can pull the list of projects from your portal and have them added to your projects in Zoho People, powered by our integration.

This way you can effortlessly track time for any newly-added projects.
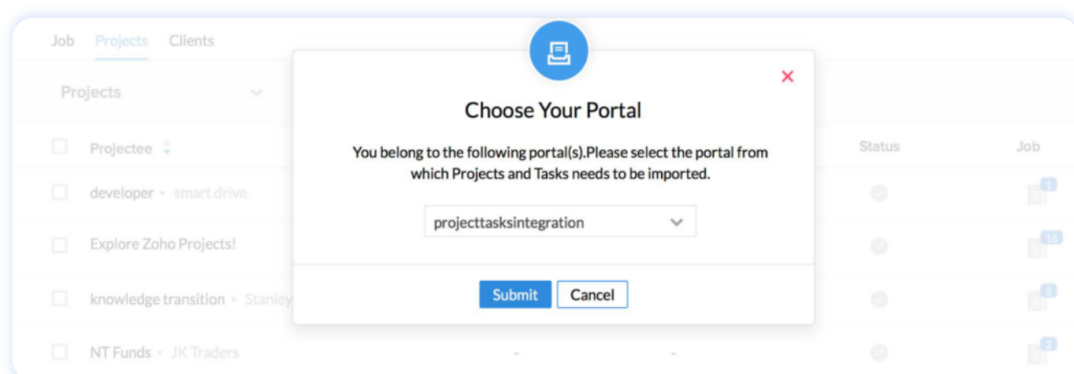
What we offer with attendance management

Zoho People enables employees to mark attendance from the web, mobile or biometrics thereby capturing real-time data.

Biometric Integration

Zoho People has over 400 successful biometric integrations to maximize your security and minimize risk.

Regularize missed check-ins

Regularize missed attendance entries or convert to leave without any paperwork.

Take control with geo-spatial boundaries

Zoho People makes dealing with field workers and remote workers much easier by helping identify the presence of remote workers from IP ranges and set geographical locations.

Decide how you want to enforce attendance modes

Strict mode: Define minimum working hours to be marked present for both half-days and full days.

Lenient mode: A check-in entry at any time of the day will be marked present. Hours missing from the minimum working hours set will be captured under deviation.

Working Hours

Total hours calculation	● First Check-in & Last Check-out ○ Every Valid Check-in & Check-out
Exclude break time	2:00 🕐
Minimum hours required for day	○ Strict Mode ● Lenient Mode (Expected Hours)

           ● Manual Input ⓘ   ○ Shift Hours

           Per Day 8:00 🕐

           ☑ Show Over / Deviation Time

Maximum hours required for day	○ Enable ● Disable

Manage shifts with ease

Zoho People aids in shift management by assigning the right number of people to the rights shifts, and elliminating employee overwork with automated shift rotations on a daily, weekly, and monthly basis.

Shift Rotation   ✕

Scheduler Details

Schedule Name	General Rotation
Schedule Frequency	Weekly ⌄ Sunday ⌄ of Every Week
Time of Schedule	4:30 PM 🕐

Shift Rotation details

Shift Span	From Sunday ⌄ to Saturday of the week
Applicable For	✕ Roles [Clear] Manager ✕ HR Manager ✕ Team member ✕ Admin ✕ Director ✕ Teaching staff ✕ Contracted workers ✕
Shift Rotation	Night Shift ⌄ - General ⌄ ➕

The scheduler will run on **Sunday** of every week and the Shift will get changed from **Sunday** to **Saturday** of the week

[Submit] [Cancel]

- Timely mail alerts sent to employees on every shift change make the swap less
  confusing.

- Set specific allowances for overtime work, as part of the attendance settings so
  employees are properly compensated for their work.

- Configure user-specific shift settings for each entity in your workforce. For instance, you can set shift-based and location-based weekends, more considerate work hours for elderly people, and more.

Add Shift   ✕

Shift Name	UAE shift
From	9:00 AM
To	6:00 PM
Weekend	● Location Based ○ Shift Based
Shift Allowance	● Enable ○ Disable
Rate per day	300 ⓘ

Note: Creating shift-based-weekends will override Location-based-weekends if they already exist for this record.

Submit   Cancel

Reports—turn insight into action

Take your stance with data as they take shape into insights. Get valuable insights into your workforce through data-rich reports. Clarion reports list the early and late comers, over time or deviation in work and much more for your knowledge.
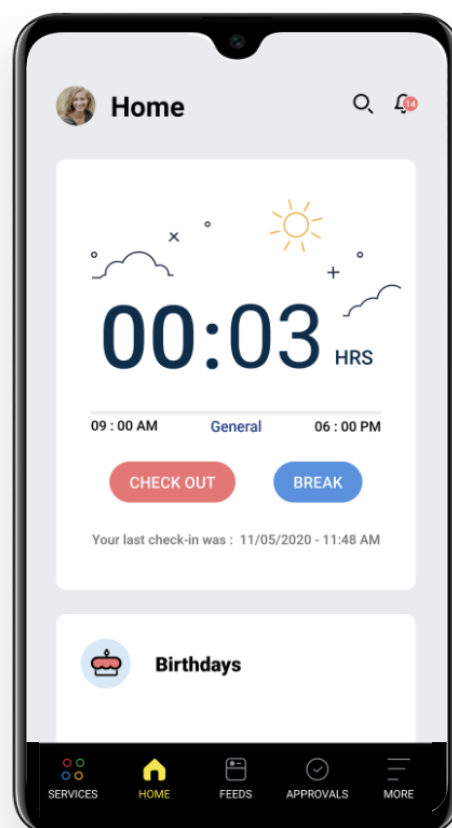
Status Report ‹ Dec 2018 › Day Hour

Employee	Dec 01 Sat	Dec 02 Sun	Dec 03 Mon	Dec 04 Tue	Dec 05 Wed	Dec 06 Thu	Dec 07 Fri	Dec 08 Sat	Dec 09 Sun	Dec 10 Mon	Dec 11 Tue	Dec 12 Wed	Dec 13 Thu	Dec Fr
ZY200 Vignesh TK	W/P	W/P	P	P	P	-	-	W	W	-	-	-	-	-
ZY198 Christine Spalding	W/P	W/P	P	P	-	-	-	W	W	-	-	-	-	-
ZY197 Aditi A	W/P	W/P	P	P	P	-	-	W	W	-	-	-	-	-
ZY196 Rinzee Wilma	W/P	W/P	P	P	P	-	-	W	W	-	-	-	-	-
ZY195 Kavin Edwards	W/0.5P	W/0.5P	0.5P/0.5A	0.5P/0.5A	-	-	-	W	W	-	-	-	-	-
ZY194 Anitha Joshi	W/P	W/P	P	P	P	-	-	W	W	-	-	-	-	-
ZY193 Tina smith	W/P	W/P	P	P	P	-	-	W	W	-	-	-	-	-
ZY192 Liam Johnson	W/P	W/P	P	P	P	-	-	W	W	-	-	-	-	-

P - Present H - Holidays W - Weekend A - Absent Paid Leave On Duty Unpaid Leave ...

Try out our intuitive time and attendance management system.

Mobile application

Zoho People is available both as an Android and iOS app. You can mark attendance, log time, view and edit the shift calendar and do much more using the mobile application.

Home

00:03 HRS

09 : 00 AM General 06 : 00 PM

CHECK OUT BREAK

Your last check-in was : 11/05/2020 - 11:48 AM

Birthdays

SERVICES HOME FEEDS APPROVALS MORE

FAQs

1) Can I import projects from Zoho Projects into Zoho People?

Yes.If you are a Zoho Projects user, you can pull projects from your Zoho Projects portal and track time for them in Zoho People.

2) Can I export bills to Zoho Invoice and Zoho Books?

You can push bills to Zoho Invoice and Zoho Books to generate invoices and store billing details respectively.

3) Can I add clients from my Zoho CRM account while adding a Project in Zoho People ?

Yes While adding a project in Zoho People, you can choose clients from Zoho CRM's Account/Contact/Potential/Lead modules.

4) Can I add allowances to a shift?

Yes. You can set shift-specific allowances and set eligibility for certain shift allowances.

5) How do I capture every check-in and check-out entry of my employees?

You can capture employee entries by configuring entry capture settings under General Settings in the Attendance module.

agentur BLAUOHR GmbH   let's work together

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