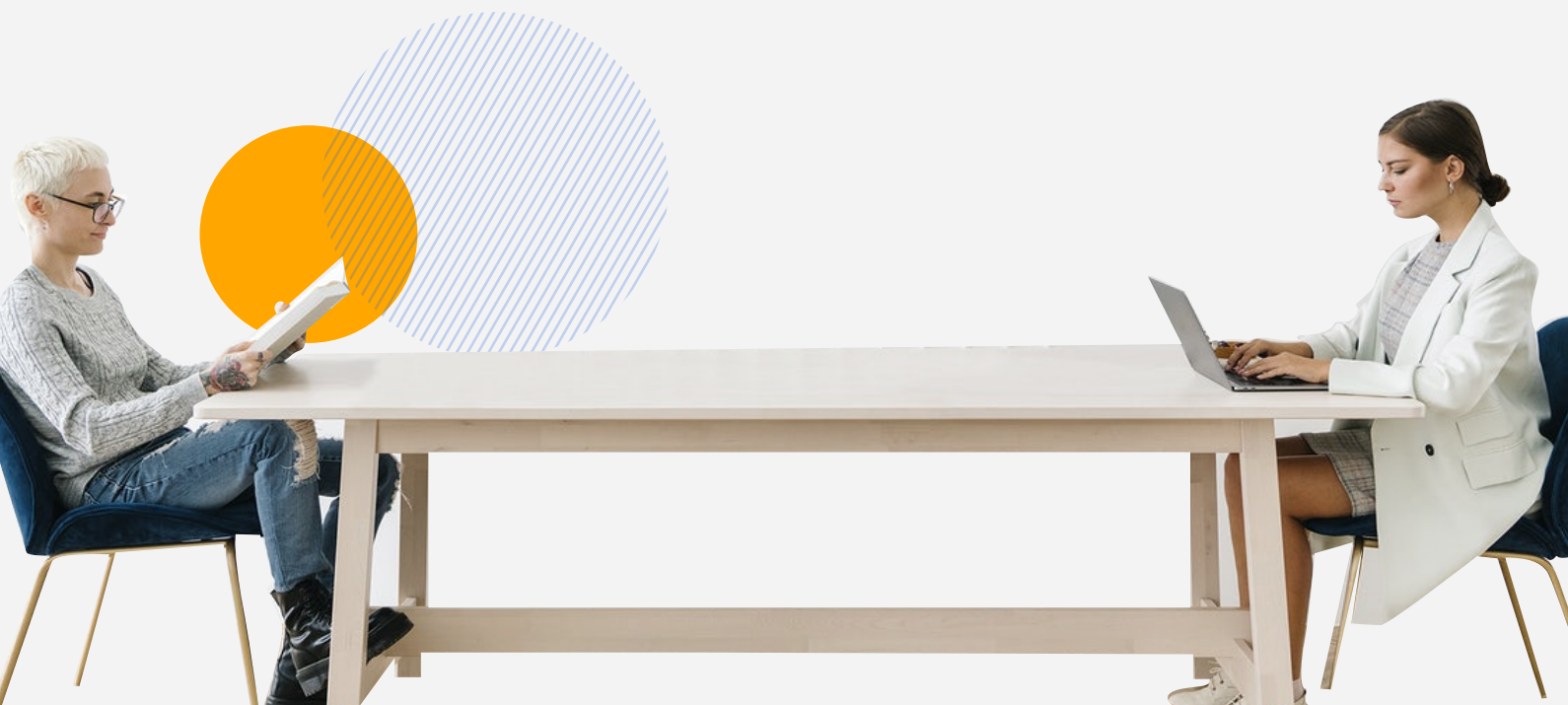




Time and Attendance Management Made Simple





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 budget.

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

The screenshot shows the Zoho People time tracking interface. At the top, it displays the user profile 'ZY198 Christine Spalding' and the date range '18-Feb-2020 - 24-Feb-2020'. A 'Log Time' button is visible. Below this, there are dropdown menus for 'Construction', 'Structural Analysis', and 'What are you working on?'. A 'Billable' dropdown and a red clock icon showing '00:06:38' are also present. The main area contains a list of time logs with checkboxes, dates, and durations. At the bottom, a summary bar shows 'Total 19:27 Hrs', 'Submitted 19:27 Hrs', and 'Not Submitted 00:00 Hrs'.

Date	Project/Task	Billable	Duration
Feb 18, 2020			08:40
	Customer Surveys • Requirement Gathering	Billable	06:30
	Medical inspection • KG Pharma	Billable	02:10
Feb 24, 2020			10:47
	Web Design • web 1	Billable	10:47

Total 19:27 Hrs Submitted 19:27 Hrs Not Submitted 00:00 Hrs



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.

Add Approval

Approvals

Project Managers

Reporting To

Two Levels

Single Level

Two Levels

Three Levels

Four Levels

Five Levels

Project Managers > 2 Level(s) of Reporting To

☒ Enable follow-up option for this approval

☒ One-time ☐ Repeat

One-time follow-up after 2 day(s) from the approval trigger date.

Message

Configure suitable approval message to send out to approvers & other recipient.

[Configure Email Template](#)

[Save](#) [Cancel](#)

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.

Time Log Report Jobs Report Projects Report Payroll Report **Billing** Client Report

Billing Report

[Push to Invoice](#) [Push to Books](#) [Push to Quickbooks](#) [+ Generate Bill](#)

Bill No	Client Name	Bill Date	Due Date	Amount	Push To	Mail Invoice
BN1	Bisney & co	03-May-2016	31-May-2016	109.62		
BN2	Mark Noble	09-Jun-2016	28-Jun-2016	56.00		
BN3	Bisney & co	25-Aug-2016	31-Aug-2016	2327.10 USD		
BN4	Mark Noble	13-Oct-2016	30-Nov-2016	190.32 AED		



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

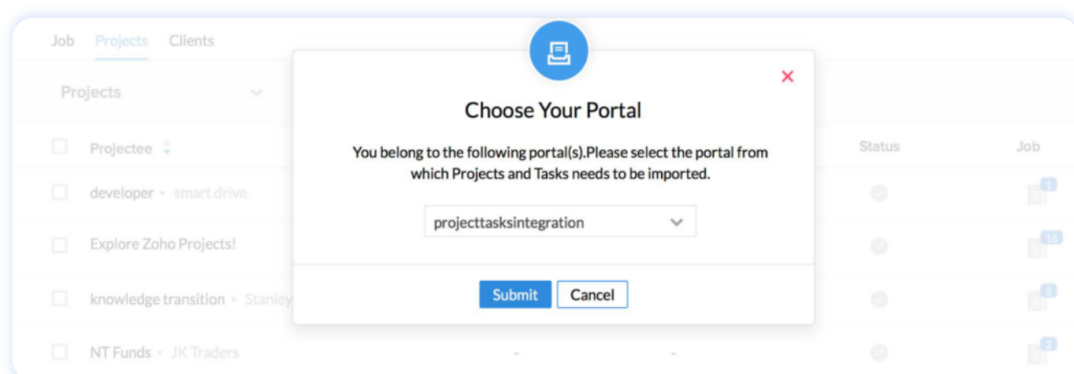
Focused on customer relations and leads?

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.

Add Geo Restriction

Name Check-in restriction

Applicable For :

Roles: Team member

Modules Attendance Time tracker

Submit Cancel

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.

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

Full Day: 8:00

Half Day: 3:30

☒ Show Over / Deviation Time

Maximum hours required for day: ☐ Enable ☒ Disable



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 right shifts, and eliminating 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

Manager × HR Manager ×

Team member × Admin × Director ×

Teaching staff × Contracted workers ×

Clear

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.

A screenshot of the 'Add Shift' dialog box. The dialog has a title bar with 'Add Shift' and a close button. It contains several form fields: 'Shift Name' with the value 'UAE shift', 'From' with '9:00 AM', and 'To' with '6:00 PM'. Below these are two radio button options for 'Weekend': 'Location Based' (selected) and 'Shift Based'. Then, two radio button options for 'Shift Allowance': 'Enable' (selected) and 'Disable'. Finally, a 'Rate per day' field with the value '300'. At the bottom, there is a yellow note: 'Note: Creating shift-based-weekends will override Location-based-weekends if they already exist for this record.' and two buttons: 'Submit' and '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.

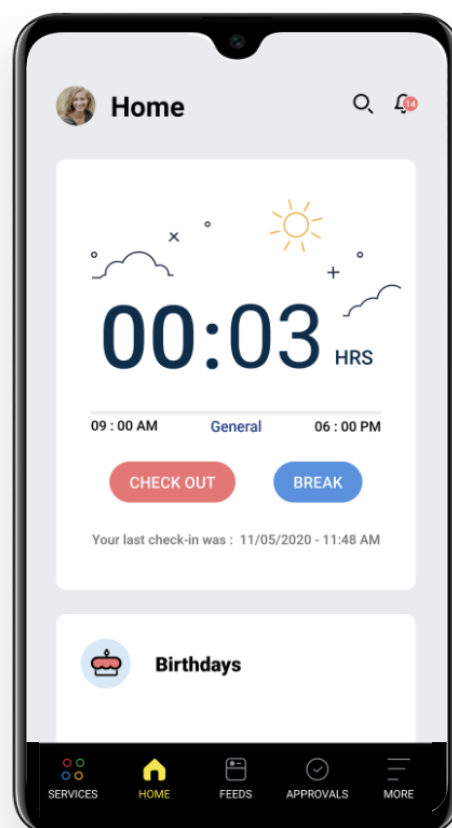


Status Report													
< Dec 2018 >													
Employee	Dec 01 Sat	Dec 02 Sun	Dec 03 Mon	Dec 04 Tue	Dec 05 Wed	Dec 06 Thu	Dec 07 Fri	Dec 08 Sat	Dec 09 Sun	Dec 10 Mon	Dec 11 Tue	Dec 12 Wed	Dec 13 Thu
ZY200 Vignesh TK	W/P	W/P	P	P	P	-	-	W	W	-	-	-	-
ZY198 Christine Spalding	W/P	W/P	P	P	-	-	-	W	W	-	-	-	-
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.





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.

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