Attendance Setting
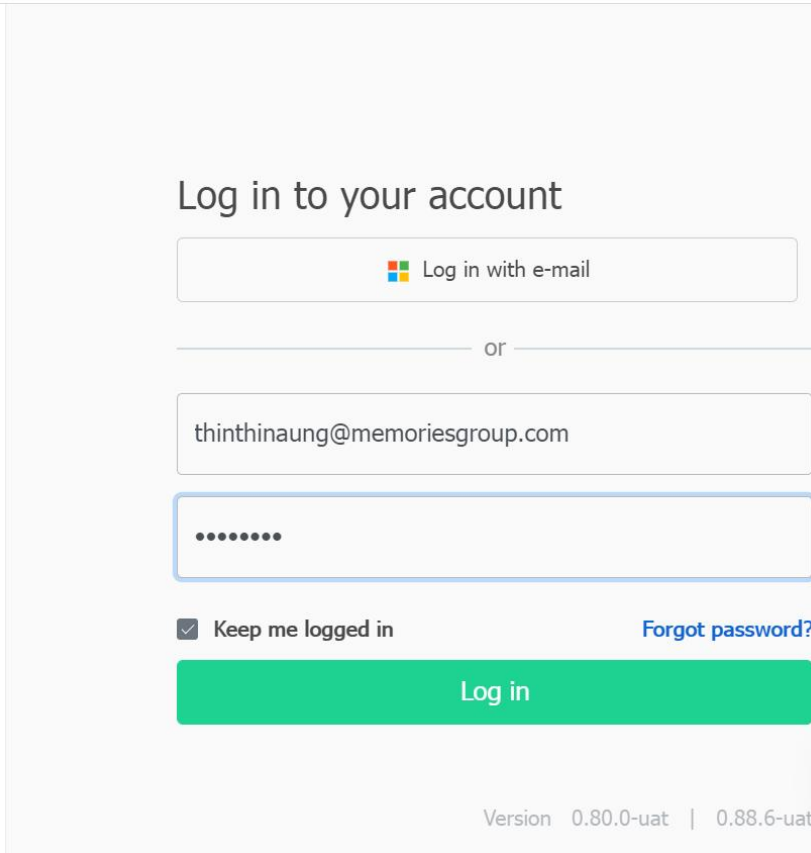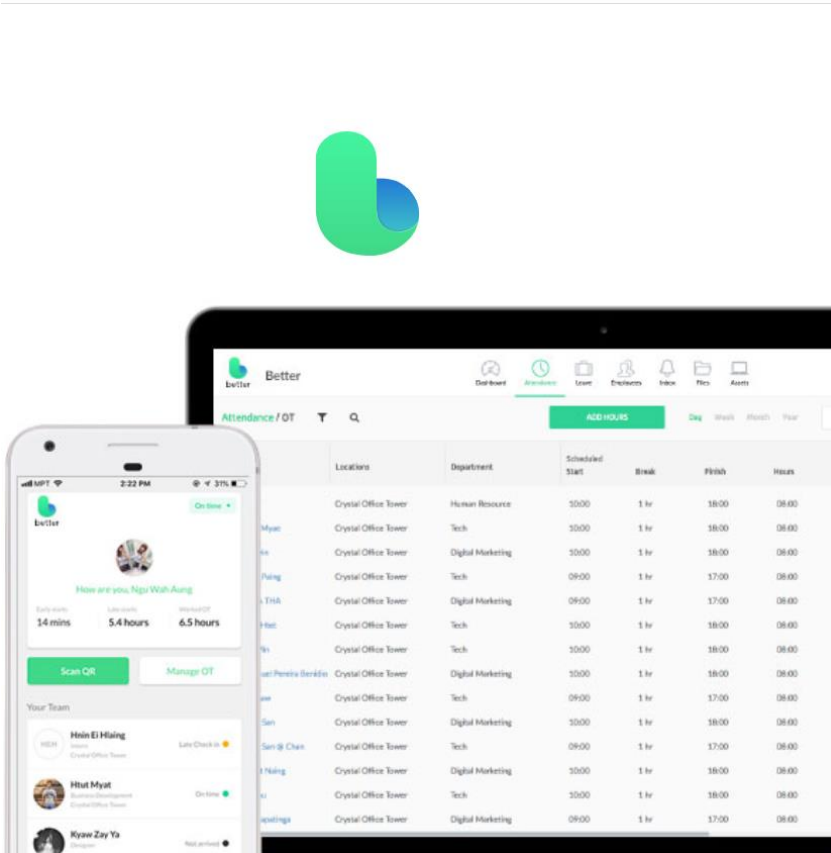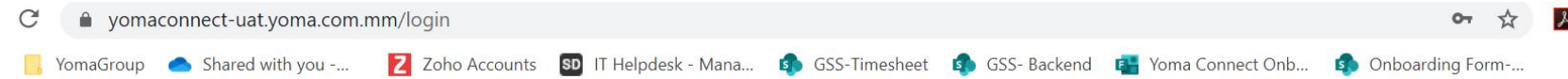
HR Ops Guideline

How to log-in to your account

Type your email address

Type your password

Setting Attendance

1- click on your profile picture.

2- Go to Settings

Yoma Connect

Dashboard   Attendance   Leave   Employees   Inbox   Files   Assets

Company

Employees

Leave

Notifications

Files

Assets

Benefits   **1**

Permissions

System

Badges

2   All Benefits   🔍 KFC

3

v3.2

KFC Branches
📅 Created at - 24 Dec 2019, by Ei Ei Phyoe
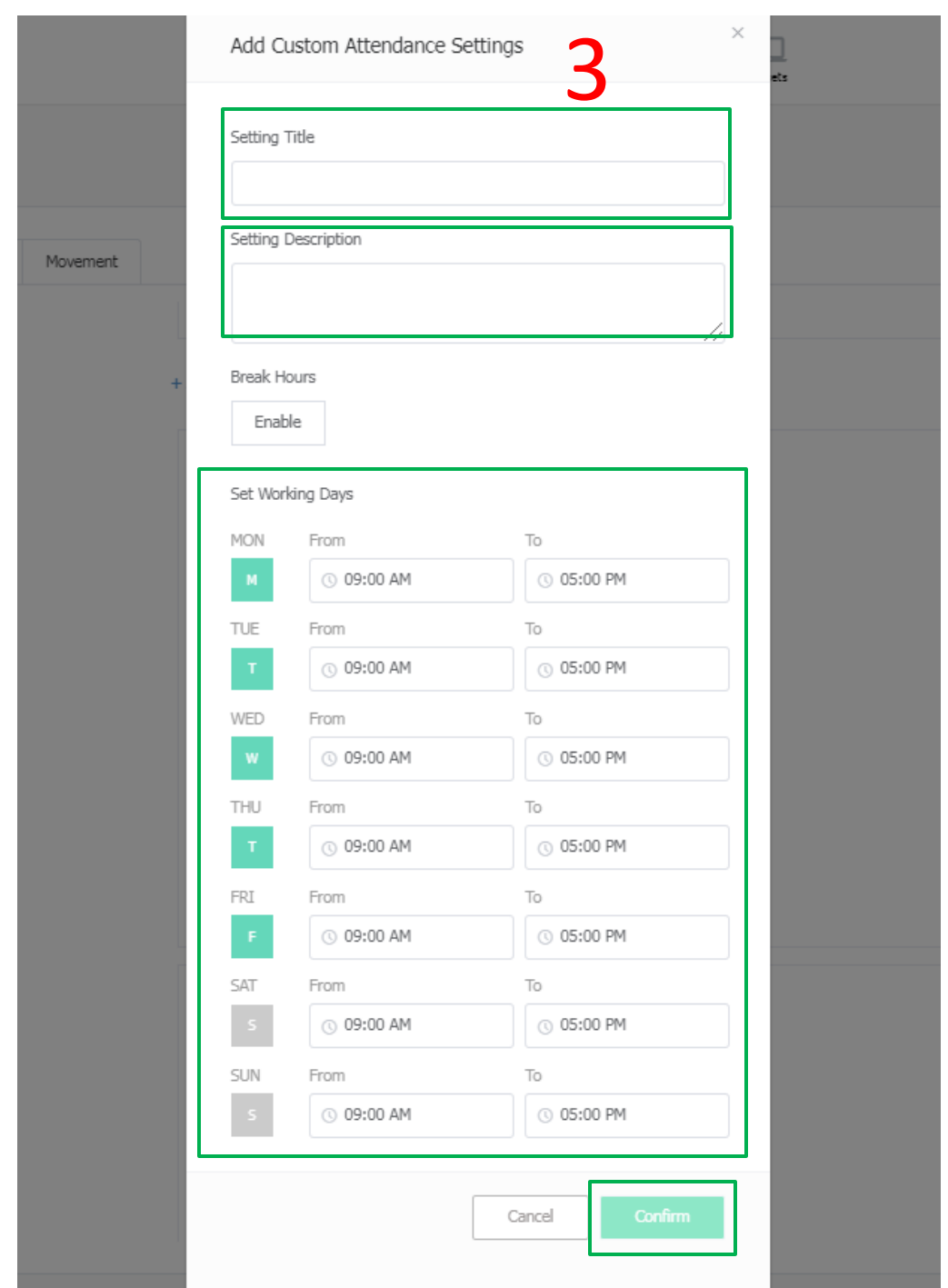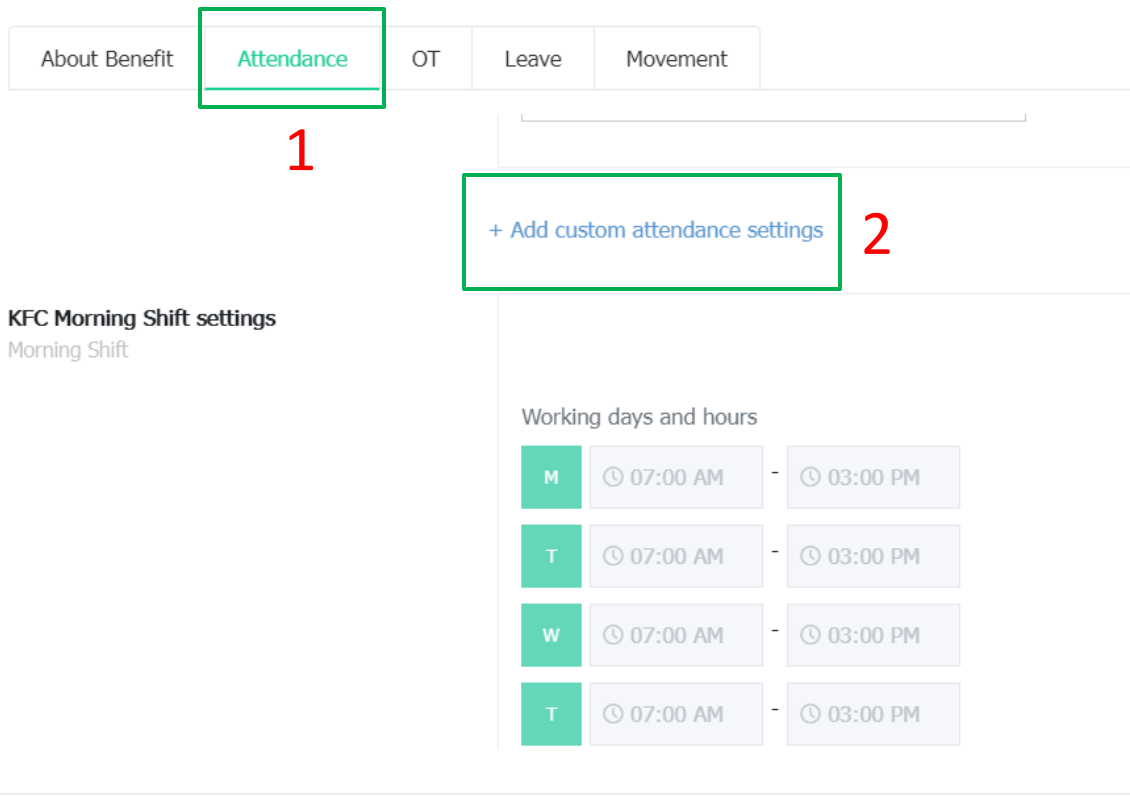
👤 852   🕘 History   🗑

v3.3

KFC HO
📅 Created at - 20 Dec 2019, by Ei Ei Phyoe

KFC benefit.

👤 87   🕘 History   🗑

1. Click on Benefits

2. Type your entity benefit

3. Click on the benefit that you wish to make changes

About Benefit   **Attendance**   OT   Leave   Movement

1

+ Add custom attendance settings   **2**

KFC Morning Shift settings
Morning Shift

Working days and hours

M   🕐 07:00 AM   -   🕐 03:00 PM

T   🕐 07:00 AM   -   🕐 03:00 PM

W   🕐 07:00 AM   -   🕐 03:00 PM

T   🕐 07:00 AM   -   🕐 03:00 PM

Add Custom Attendance Settings   **3**   ✕

Setting Title

Setting Description

Break Hours

Enable

Set Working Days

MON   From   To
M   🕐 09:00 AM   🕐 05:00 PM

TUE   From   To
T   🕐 09:00 AM   🕐 05:00 PM

WED   From   To
W   🕐 09:00 AM   🕐 05:00 PM

THU   From   To
T   🕐 09:00 AM   🕐 05:00 PM

FRI   From   To
F   🕐 09:00 AM   🕐 05:00 PM

SAT   From   To
S   🕐 09:00 AM   🕐 05:00 PM

SUN   From   To
S   🕐 09:00 AM   🕐 05:00 PM

Cancel   Confirm

Movement

1.   Click on "Attendance"

2.   Click "Add Custom Attendance Settings"

3.   The new box will come up.

- Add Setting Title

- Add setting description

- Set working days and time

- Click "Confirm"

Adding Employees under Benefits

All Benefits   🔍 KFC

v3.2	v3.3
KFC Branches	**KFC HO**
📅 Created at - 24 Dec 2019, by Ei Ei Phyoe	📅 Created at - 20 Dec 2019, by Ei Ei Phyoe
	KFC benefit.
[👤 852] [🕓 History] [🗑]	[👤 87] [🕓 History] [🗑]

- Click here to add employees under related benefits.
- A new box will come up.

Which employees will be effected by this benefit?

Employee ∧ | Select

Employee
Division
Department
Company
Position

t Zaw ✕ | Pa Pa Hlaing ✕ | Thin Sabel ✕
Chan Oo ✕ | Kay Zin Naing ✕ | Moe Ma Ma Thae Khaing ✕
Aung ✕ | Sandar Aung 1 ✕ | Khin Mo Si ✕
Maung Maung ✕ | Thiha Kyaw ✕ | Htet Myat Aung ✕
Nyein Nyein Wai ✕ | Ei Ei Thain ✕ | Soe Nyi Nyi Kyaw Lat ✕ | Thandar Tun ✕
Aye Aye Naing ✕ | Ye Min Htet ✕ | Zwe Htet Aung ✕ | Snow White ✕

Cancel | Reset | Confirm

1. When adding employee you may add by;

    - Employee name *(Type on Select)*

    - Division *(Choose from the list)*

    - Department *(Choose from the list)*

    - Company *(Choose from the list)*

    - Position *(Choose from the list)*

2. Press "Confirm"

Linking Employee with Attendance Setting

oho Accounts   SD IT Helpdesk - Mana...   s GSS-Timesheet   s GSS- Backend   Yoma Connect Onb

| Dashboard | Attendance | Leave | Employees | Inbox | Assets |

Step – 1 Click on the "Employee"

ADD NEW EMPLO

anmar Name	Auto Attendance	Sys
ခန့်ကျော်[	No	Act
rgen Fisher	No	Dea
wart She Hwa Tong	No	Dea
ာင်း	No	Act

Yoma Connect

| Dashboard | Attendance |

Employee Directory ▼ 🔍

Search...   Go!

☐	Employee Legal Name ⇕	Myanmar Name
☐	Min Khant Kyaw (Min Khant Kyaw)	မရင်းခန့်ကျော်[
☐	Juergen Fischer (Juergen Fischer)	Juergen Fisher
☐	Stewart She Hwa Tong (NA) ⚠	Stewart She Hwa Tong

Step – 2
• Click on Search icon
• Type name of employee

1. Click on Policy
2. Go to "New Attendance Setting Name"
3. Choose relevant attendance setting for employee
4. Click "Confirm"

Adding attendance time for Employee

1. Click on "Attendance"

   - Search by Typing employee name (OR)

   - Choose from the list

2. Click "Add Attendance"

3. Fill all information and click "Confirm"

Attendance Report Guideline

1. Click on "Attendance" icon to export the attendance report.

2. Choose the date you wish to get the report for.

3. Click on 3 dots on the right side of the screen.

4. Click "Export Excel"

5. Once the file is ready to be downloaded, click "Download".

6. Click on the downloaded file and save on your computer.