



Feature

- * The administrator can set attendance rules: attendance system, applicable department, punch-in method, shift setting, field punch-in, etc.
- * The administrator can set overtime rules: rule name, application scope, overtime review method, overtime accounting method, maximum overtime hours, etc.
- * The administrator can set the supplementary punch-in rules: whether to allow the supplementary punch-in, the maximum number of supplementary punch-in per month, and the longest supplementary punch-in period;
- * The administrator can set vacation rules: rule name, applicable department, vacation applicable system, vacation ladder setting, vacation balance setting;
- * Employees can punch in/out on the web terminal; it can record the attendance status, count the duration and proportion of each attendance status, conduct statistics and ranking of staff attendance duration, and generate a comprehensive overview of attendance;
- * Employees can view all personal attendance records, including date, time, working hours, status, and can classify and summarize according to the attendance status;
- * The administrator can view the attendance overview of all employees, including today's attendance, this week's attendance, this month's attendance, the statistics and ranking of employees' monthly attendance, and the department's monthly attendance and ranking;
- * The administrator can view the attendance records of all employees, including date, time, working hours, status, and can classify and summarize according to the attendance status;
- * The administrator can view the attendance statistics of all employees, including the average daily working hours, the number or duration of each attendance status;
- * Employees can view vacation details, vacation balance, detailed classification and total amount.