

User Manual for Attendance (Mobile/Web Application)

Employee Check-in

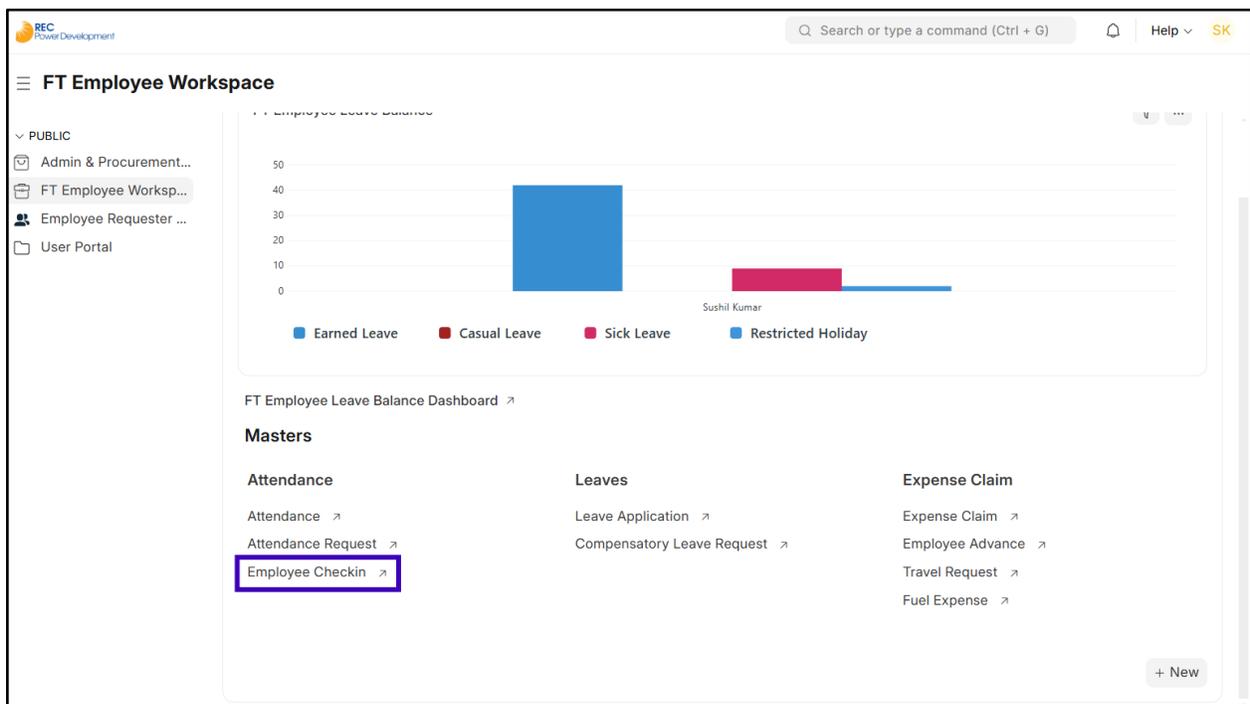
Employee Check-in is used to maintain a log of all employee check-ins and check-outs within the organization.

How to create an Employee Check-in

Creating logs manually

1.To create a new Employee Check-in, go to: Employee login portal with URL: www.erprecpdcl.in and show the screen given as below:

a) FT Employee Work Space



The screenshot displays the 'FT Employee Workspace' dashboard. At the top, there is a search bar and a 'Help' dropdown. The main content area features a bar chart titled 'Employee Leave Balance' for 'Sushil Kumar'. The chart shows four categories: Earned Leave (blue bar, value ~42), Casual Leave (red bar, value ~10), Sick Leave (pink bar, value ~5), and Restricted Holiday (blue bar, value ~2). Below the chart is a 'Masters' section with three columns: Attendance, Leaves, and Expense Claim. The 'Attendance' column includes 'Attendance Request' and 'Employee Checkin' (highlighted with a red box). The 'Leaves' column includes 'Leave Application' and 'Compensatory Leave Request'. The 'Expense Claim' column includes 'Expense Claim', 'Employee Advance', 'Travel Request', and 'Fuel Expense'. A '+ New' button is located at the bottom right of the dashboard.

Category	Value
Earned Leave	~42
Casual Leave	~10
Sick Leave	~5
Restricted Holiday	~2

b) Outsourced Work Space



Q Search or type a command (Ctrl + G)



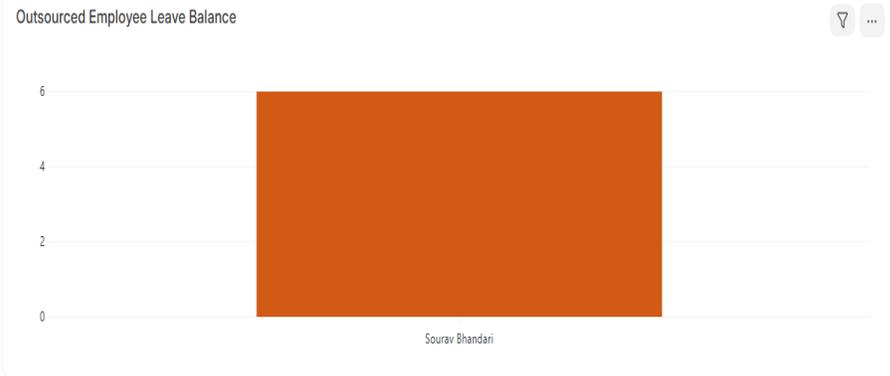
Help



Outsourced Employee

- ▼ PUBLIC
- 📁 LMS
- 👤 Employee Requeste...
- 📄 Bank Guarantee Wo...
- 📁 Admin & Procureme...
- 📁 Outsourced Employo...
- 📁 FT Employee Works...
- 📁 Regular Employee ...
- 🏠 Home
- 📁 Education
- 📁 Consultant Emplo...
- 👤 Reporting Manager ...
- 📁 Accounting ▼
- 📁 General Manager W...
- 📁 Buying
- 📁 Selling
- 📁 Stock
- 📁 Assets
- 📁 HR ▼
- 📁 Recruitment

Leave Dashboard



Outsourced Employee Leave Balance Dashboard ↗

Masters

Attendance

- Attendance ↗
- Attendance Request ↗
- Employee Checkin ↗

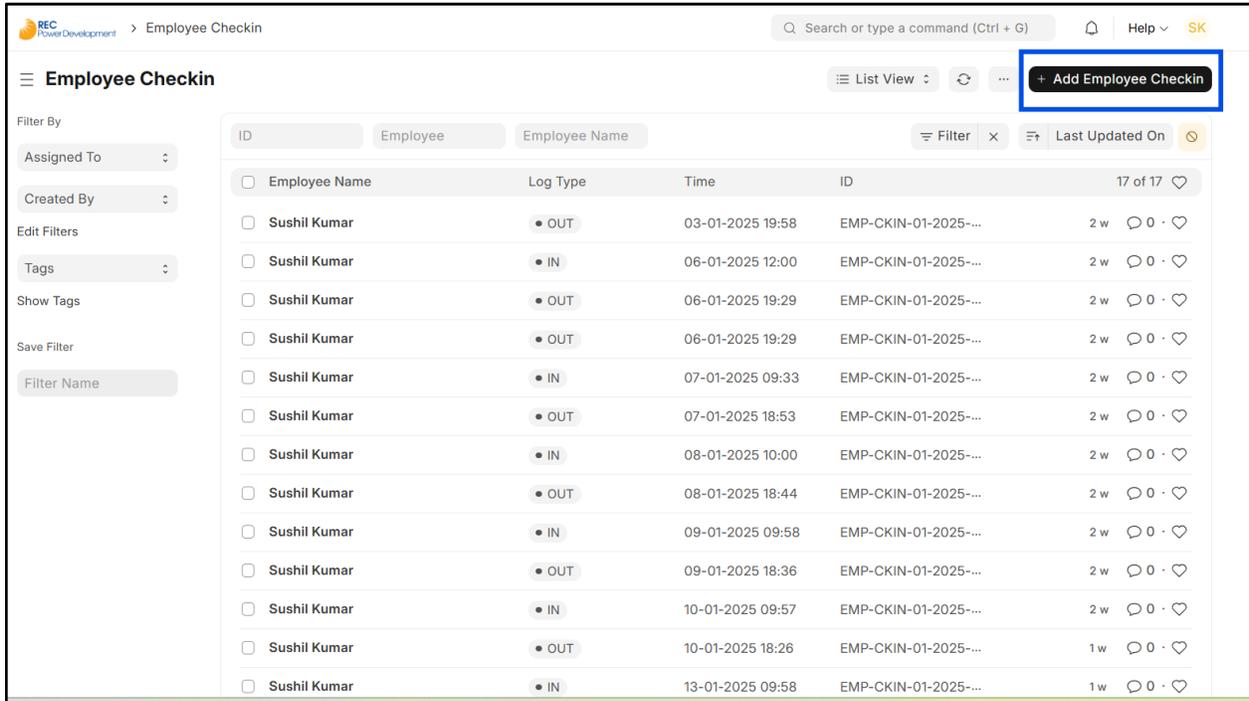
Leaves

- Leave Application ↗
- Compensatory Leave Request ↗

Expense Claim

- Expense Claim ↗
- Employee Advance ↗
- Travel Request ↗

2. Employee search “**Employee Check-in List**” and click Add Employee Check-in and Checkout.



Employee Checkin

Filter By

Assigned To

Created By

Edit Filters

Tags

Show Tags

Save Filter

Filter Name

Employee Checkin

List View

Add Employee Checkin

ID	Employee	Employee Name	Filter	Last Updated On
<input type="checkbox"/>	Employee Name	Log Type	Time	ID
<input type="checkbox"/>	Sushil Kumar	• OUT	03-01-2025 19:58	EMP-CKIN-01-2025-...
<input type="checkbox"/>	Sushil Kumar	• IN	06-01-2025 12:00	EMP-CKIN-01-2025-...
<input type="checkbox"/>	Sushil Kumar	• OUT	06-01-2025 19:29	EMP-CKIN-01-2025-...
<input type="checkbox"/>	Sushil Kumar	• OUT	06-01-2025 19:29	EMP-CKIN-01-2025-...
<input type="checkbox"/>	Sushil Kumar	• IN	07-01-2025 09:33	EMP-CKIN-01-2025-...
<input type="checkbox"/>	Sushil Kumar	• OUT	07-01-2025 18:53	EMP-CKIN-01-2025-...
<input type="checkbox"/>	Sushil Kumar	• IN	08-01-2025 10:00	EMP-CKIN-01-2025-...
<input type="checkbox"/>	Sushil Kumar	• OUT	08-01-2025 18:44	EMP-CKIN-01-2025-...
<input type="checkbox"/>	Sushil Kumar	• IN	09-01-2025 09:58	EMP-CKIN-01-2025-...
<input type="checkbox"/>	Sushil Kumar	• OUT	09-01-2025 18:36	EMP-CKIN-01-2025-...
<input type="checkbox"/>	Sushil Kumar	• IN	10-01-2025 09:57	EMP-CKIN-01-2025-...
<input type="checkbox"/>	Sushil Kumar	• OUT	10-01-2025 18:26	EMP-CKIN-01-2025-...
<input type="checkbox"/>	Sushil Kumar	• IN	13-01-2025 09:58	EMP-CKIN-01-2025-...

1. Click on Add Employee Check-in.
2. Select the Employee Name with Id.
3. Set the date and time for the log.
4. Set Log Type as IN/OUT.
5. Save.

REC Power Development > HR > Employee Checkin > New Employee Checkin

Search or type a command (Ctrl + G) | Help

New Employee Checkin Not Saved Save

Employee * Time * 04-06-2025 14:46

Log Type Asia/Kolkata

Employment Type Location / Device ID

Skip Auto Attendance

Fetch Geolocation

Geolocation



Creating Check in Check Out through Mobile

The Employee can also punch attendance through Mobile Web base Attendance (**IoS and Android**).

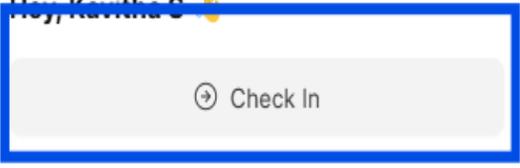
How to install App in Android Device:

Type the URL <https://www.erprecdcl.in/hrms> on browser (Mozilla, Chrome and internet) and install Frappe App in mobile application and give the location permission and same process follow for IoS Application.

1. **Log in to the Frappe HR app** on your mobile device.
2. **Enable Location** services on your device to ensure accurate check-in and check-out tracking.
3. To **Check In**, open the app and select the **Check In** option.
4. To **Check Out**, select the **Check Out** option when you're leaving.

Frappe HR  **K**

Hey, Kavitha 👋



Quick Links

-  Request Attendance >
-  Request a Shift >
-  Request Leave >
-  Claim an Expense >
-  Request an Advance >
-  View Salary Slips >

My Requests Team Requests

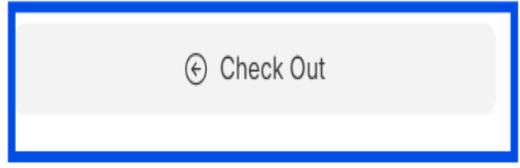
You have no requests

 **Home**  Attendance  Leaves  Expenses  Salary

Frappe HR  **S**

Hey, Sushil Kumar 👋

Last check-in was at 09:48 am on 15 Jan · [View List](#)



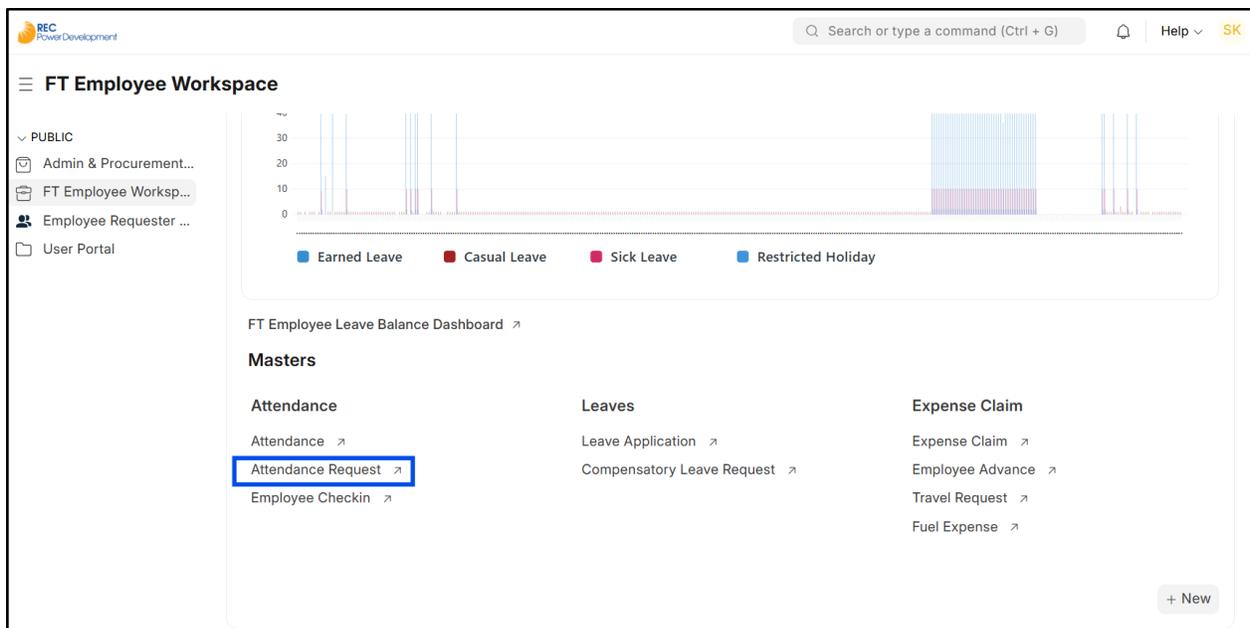
Quick Links

-  Request Attendance >
-  Request a Shift >
-  Request Leave >
-  Claim an Expense >
-  Request an Advance >
-  View Salary Slips >

 **Home**  Attendance  Leaves  Expenses  Salary

Attendance Request (AR/OD)

Employee search the Attendance request for apply the Attendance Regularization (AR) and On Duty (OD) Attendance Request, employees can submit their attendance request for the days when their attendance wasn't marked due to various reasons such as on-site duty or work from home.

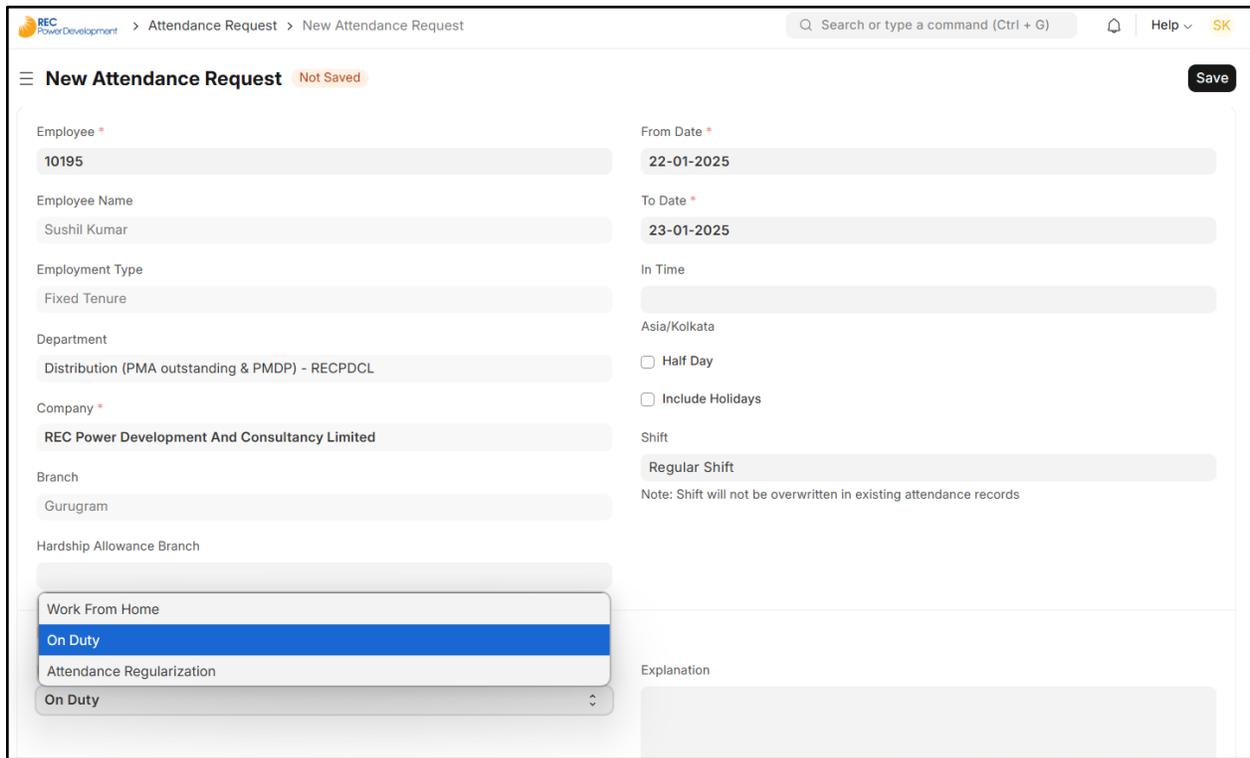


The screenshot displays the 'FT Employee Workspace' dashboard. At the top, there is a search bar with the text 'Search or type a command (Ctrl + G)' and a 'Help' dropdown menu. The left sidebar contains a navigation menu with items: 'PUBLIC', 'Admin & Procurement...', 'FT Employee Worksp...', 'Employee Requester ...', and 'User Portal'. The main content area features a 'FT Employee Leave Balance Dashboard' with a bar chart showing leave balances for 'Earned Leave', 'Casual Leave', 'Sick Leave', and 'Restricted Holiday'. Below the chart, there is a 'Masters' section with three columns: 'Attendance', 'Leaves', and 'Expense Claim'. The 'Attendance' column includes 'Attendance', 'Attendance Request' (highlighted with a blue box), and 'Employee Checkin'. The 'Leaves' column includes 'Leave Application' and 'Compensatory Leave Request'. The 'Expense Claim' column includes 'Expense Claim', 'Employee Advance', 'Travel Request', and 'Fuel Expense'. A '+ New' button is located at the bottom right of the dashboard.

How to create an Attendance Request

1. Go to the Attendance Request list, click on New.
2. Select the Employee who wants to submit the Attendance Request.
3. Select From Date and To Date of Attendance Request.

4. Select Reason and enter Explanation (optional).
5. Save and Submit.



REC Power Development > Attendance Request > New Attendance Request

Search or type a command (Ctrl + G) Help SK

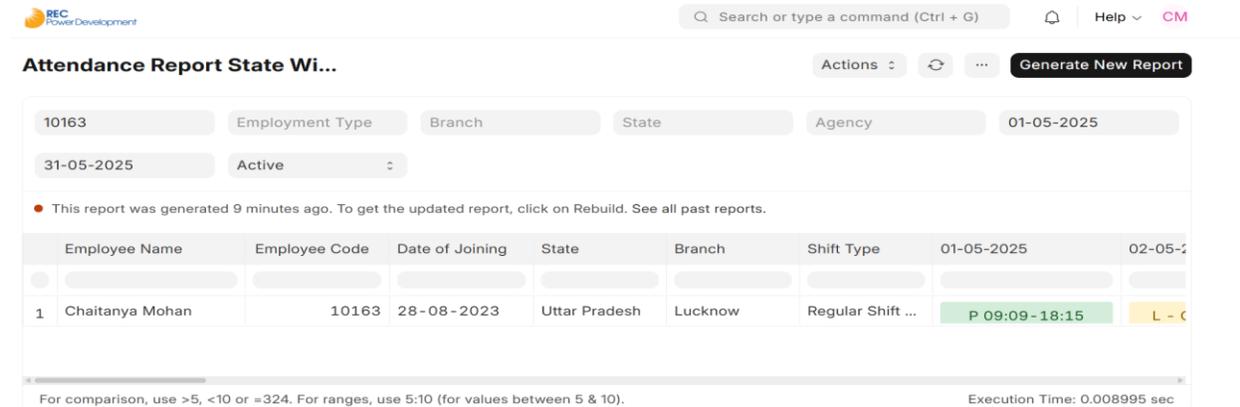
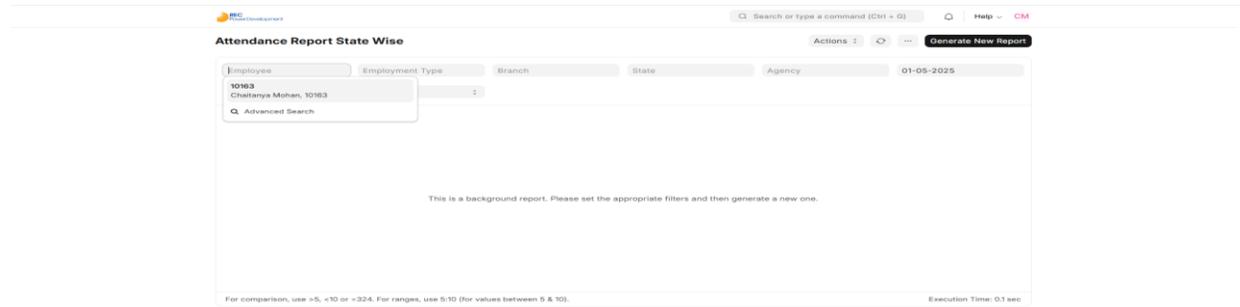
New Attendance Request Not Saved Save

Employee *	10195	From Date *	22-01-2025
Employee Name	Sushil Kumar	To Date *	23-01-2025
Employment Type	Fixed Tenure	In Time	
Department	Distribution (PMA outstanding & PMDP) - RECPDCL	Asia/Kolkata	
Company *	REC Power Development And Consultancy Limited	<input type="checkbox"/> Half Day	
Branch	Gurugram	<input type="checkbox"/> Include Holidays	
Hardship Allowance Branch		Shift	Regular Shift
		Note: Shift will not be overwritten in existing attendance records	
		Explanation	

Work From Home
On Duty
Attendance Regularization
On Duty

Attendance Reports State Wise:

After the approval of Attendance/AR/OD and Leave user can check the attendance report and payable days.



Note: The payroll cycle for outsourced employees runs from the 21st of the previous month to the 20th of the current month. For full-time (FT) employees, the payroll cycle follows the calendar month (1st to 30th/31st). Employees must ensure that all payable days within their respective pay periods are accurate and properly recorded.