

## Matrix Technical Support Mailer – 30 **Attendance Policy**

Dear Friends,

This MTSM will help the Matrix COSEC Installer to configure the Attendance Policy as per the Organization needs.

An effective attendance policy helps your business ensure employee attendance to accomplish work. A fair and consistently administered attendance policy is critical for business success.

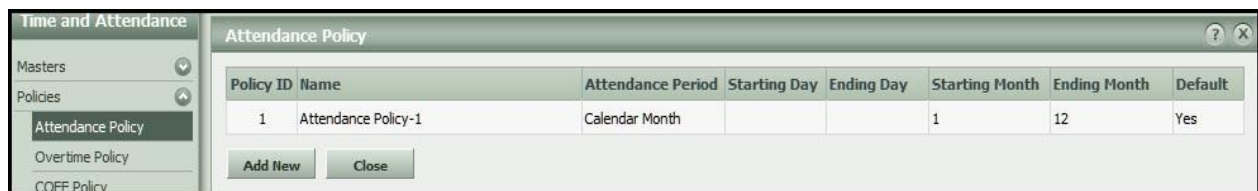
Scenario:

An organization is having the following Attendance Policy:

- 1) Monthly attendance period of 25 to 24.
- 2) Leave year period March to February
- 3) 4 punches to be considered per day for attendance calculation
- 4) Employee can come in any shift in a schedule.
- 5) 90mins of Short leave is allowed in a month thrice.

One can configure the Attendance Policy in the COSEC software as per the above scenario as shown in the below steps.

Open the COSEC Web and go to the Time and Attendance Module → Policies → Attendance Policy as shown below.



Click on the by default created Attendance Policy-1 to configure its parameters.

*Note: By default Attendance Policy-1 is assigned to all the users as it's the default policy.*

Above five parameters can be configured in the attendance policy as shown in the below screen shot.

Attendance Policy

Policy ID: 1

Policy Name: Attendance Policy-1

Attendance Period: Customized

Starting Day: 25 Ending Day: 24

Leave Balance Year Period: Starting Month: 3 Ending Month: 2

Default Policy:

General Parameters

Max Punches to be Considered: 4

Personal/Official Usage Parameters

Duplicate Punch Period (In Minutes): 5

Absent Marking Rules With Late In

Out Punch from Exit Reader only:

Absent Marking Rules With Early Out

Attendance Authorization Required:

Auto Shift Correction:

Auto Shift Correction Based On: Working Hrs

Allow Attendance Correction in Closed Period:

Adjustment Data To Be Generated For Closed Period:

Valid Period for Adjustment Calculation (in Months): 0

Extra Working Hrs checked with Authorized OT & CO:

Finger/Palm Identification must for Attendance:

List New Edit Delete Save Cancel

First of all note that Attendance Period is customized and starting Day is 25. System will automatically calculate the Ending Day.

If one need the attendance period according to calendar month then he can select the calendar month in the attendance period option.

Same way Leave Balance Year period is specified from March to February as per our scenario.

Max Punches to be considered parameter will specify that how many punches per day should be considered for the attendance calculation. Here it is 4 as per the scenario.

If the Employee is coming in different shifts then system can automatically assign the shift to the employee based on its punch time.

One can configure this thing using auto shift correction based on working hour/In punch.

In case of working hour, employee will be assigned the shift in which his working hours will be matching.

In case of In Punch, employee will be assigned the shift where his In punch time is nearer to the that shift start time.

Policy ID	1		
Policy Name	Attendance Policy-1		
Attendance Period	Customized		
Starting Day	25	Ending Day	24
Leave Balance Year Period:			
Starting Month	3	Ending Month	2
Default Policy	<input checked="" type="checkbox"/>		
<b>General Parameters</b>			
<b>Personal/Official Usage Parameters</b>			
Absent Marking Rules With Late In			
Absent Marking Rules With Early Out			
Max Personal Hrs Duration Check	<input checked="" type="checkbox"/>		
Max Personal Duration allowed in a Day [In Minutes]	90		
Max Personal Hrs Occurrence Check	<input checked="" type="checkbox"/>		
Max Personal Hrs Occurrences Allowed In Attendance Period	3		
Personal Hrs Marking Requires Authorization	<input type="checkbox"/>		
Include Personal Hrs In Working Hrs	<input checked="" type="checkbox"/>		
Official Hrs Marking Requires Authorization	<input checked="" type="checkbox"/>		
Include Official Hrs In Working Hrs	<input checked="" type="checkbox"/>		

As shown in the above screen shot, Personal/Official usage parameter page gives facility to define the duration of Short leave.

Max Personal Hrs Duration Check will enable the system to allow the Personal duration and Max Personal Duration allowed in a Day will specify the minutes which are allowed in a Day.



For allowing 3 short leaves one need to enable Max Personal Hrs Occurrence Check and give the count in the Max Personal Hrs Occurrence allowed in the Attendance Period.

If one wants to enable the authorization for the personal hrs then it can be enabled by enabling Personal Hrs Marking Requires Authorization. It can also be included in the Working Hrs by enabling Include Personal Hrs in Working Hrs.

As per the scenario the configurations are shown in the screen shot. In this way one can configure the Attendance Policy as per the customer requirement.

**Thanks & Regards,**

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