

Time and Attendance

With the Time and Attendance feature for SIMMS Online, you can record when an employee starts and stops work, and in what location along with a comment for the entry should it be needed. These recorded times are available in a report.

Employees sign in and out of specific work location. You need to specify these locations before you can use the Time and Attendance feature.

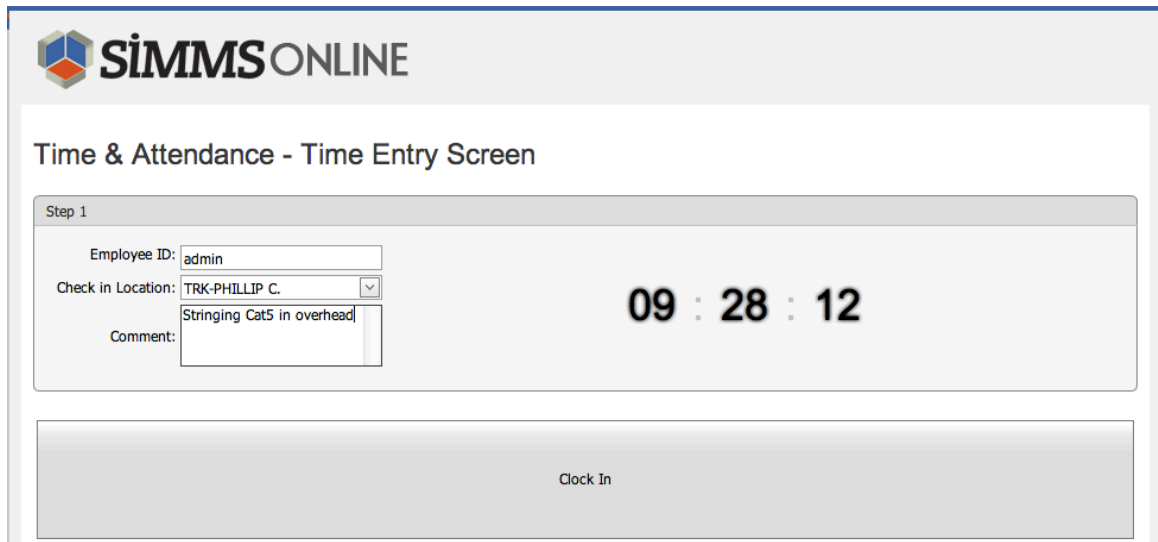
Specify Work Locations


Work locations are the locations an employee signs in and out of. They can be any location you create in SIMMS.

1. Log in to SIMMS Online.
2. Click the Settings link and then click the Site Settings link.
3. If not selected, click the Enable time and attendance check box, and then click Submit.
4. Under Available Locations, click the check box for the locations you want employees to sign in and out of, and then click the Move button.

Sign in or out of a Work Location

1. On the SIMMS Online log in page, click the Time and Attendance link.
2. In the Employee ID text box, type your user name.
3. In the Location list, select the location you want to check in or out of.





Time & Attendance - Time Entry Screen

Step 1

Employee ID:

Check in Location:

Comment:

09 : 28 : 12

4. (Optional) In the Comment box, type a comment.
5. Click the Clock In or Clock Out button.
Which one appears depends on whether you are signing in or out. If you have signed in to a location and then you sign in to another location, you will automatically signed out of the location you first signed into.

View the Time and Attendance Report

- Click the Reports link and then click the Time and Attendance Reports link.
You can filter this report by an employee, start date and end date.