**IMPLEMENTATION CHECKLIST& UNDERTAKING- EMPLOYEEATTENDANCE\***

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of In-Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation & Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Training Attended (Yes/No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ My User id is working (Yes/No):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have checked the software functionality with sample/live Data (Yes/No):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: All the points to be verified by Module In-charge/School Authority.**

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| **Check list** | | **Status (Y/N)** | | **Implementation Consultant’s Remarks** |
| Biometric configuration (if Applicable) | | |  | |  |
| Biometric Data porting (if Applicable) | | |  | |  |
| Departments Updated In time, Out time, late coming, half day configuration, short leave Date/Week Time Configuration | | |  | |  |
| Date of Joining Updation | | |  | |  |
| Week off Configuration | | |  | |  |
| Employee Leave Approval Process configured | | |  | |  |
| Employee Calendar | | |  | |  |
| Attendance View Access Setup (if Applicable) | | |  | |  |
| Leave Allocation configuration (if Applicable) Attendance Session creation (if Applicable) Department/Employee Wise Leave Allocation (if Applicable) | | |  | |  |
| **TRAINING POINTS** | | | | | |
| **Dashboard** \* Month wise and Day wise graphs understanding \* Today Attendance Status and Department wise Status & Employee Status | |  | | Excellent Very Good Good Average | |
| **Mark Attendance** \* Use of Filter button \* Add, Edit and Delete Department wise Attendance \* Report generation (from action icon) | |  | | Excellent Very Good Good Average | |
| **Attendance Details** \* Use of Filter and Export to Excel Button \* Send SMS feature | |  | | Excellent Very Good Good Average | |
| **Span Leave Report** \* Understanding of Employee Leave Details (Current Session) \* Understanding of Employee Leave Details \* Understanding of Employee Detail Report | |  | | Excellent Very Good Good Average | |
| **Month Wise Attendance** \* Download Monthly Report (in Excel and PDF) \* Complete understanding of Update Monthly Attendance | |  | | Excellent Very Good Good Average | |
| **Extra Day of Employee** \* Understanding of Extra Day of Employee and it's relevance in Employee Leave \*Comp off Adjustment | |  | | Excellent Very Good Good Average | |
| **Update Payroll Attendance** \* Understanding of Update Payroll Attendance \* Attendance Report (Excel & PDF) | |  | | Excellent Very Good Good Average | |
| **Configuration** \* Applicable new Leave Process (if Applicable) \* First Punch Status (Biometric) \* Self Attendance by Mobile App (if Applicable) \* Is Apply Leave Prior Days (if Applicable) \* Is Apply Leave Past Days (if Applicable) \* New Leave Process For Approval \* Two Leave Type Status (if Applicable) \* Apply Leave If Leave Type Balance Available \* Employee Leave Cc E-Mail ids \* Late Coming Adjustment Rule (if Applicable) \* LWP Setting (if Applicable) \* Sandwich Setting (if Applicable) \* Short Leave Rules (if Applicable) | |  | | Excellent Very Good Good Average | |
| **Leave Status** \* Complete Understanding of Employee Leave i.e. Approval, Rejection, Hold, Apply Leave etc. | |  | | Excellent Very Good Good Average | |
| **Employee Off Campus \*** Updation of Attendance Status when Employee is off campus | |  | | Excellent Very Good Good Average | |
| **Alerts** \* Absent Notification \* Bio-metric Notification \* On Duty Approval | |  | | Excellent Very Good Good Average | |
| **Employee Calendar \*** Updation of Employee Calendar | |  | | Excellent Very Good Good Average | |
| **Leave Allocation** \* Attendance Session creation \* Department/Employee Wise leave updation \* Leave Sync | |  | | Excellent Very Good Good Average | |
| **Employee Leave Adjustment** Opening balance leave updation& date wise Leave Adjustment of Employees | |  | | Excellent Very Good Good Average | |
| **Employee Report** \* Biometric Report (Excel) \* Attendance Report PDF (With Leave Type) \* Time Report \* Late Coming Adjustment Report \* Attendance Count Report \* Absent Report | |  | | Excellent Very Good Good Average | |

**Remarks by Module in charge (also mention if issue/requirements):**

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**Remarks by Implementation Consultant:**

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**DISCUSSION POINTS**

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**Signature of Implementation Consultant School Seal**