**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.**

|  |  |  |
| --- | --- | --- |
| **Check list** | **Status (Y/N)** | **Implementation Consultant’s Remarks** |
| Biometric configuration (if Applicable) |   |   |
| Biometric Data porting (if Applicable) |   |   |
| Departments UpdatedIn time, Out time, late coming, half day configuration, short leaveDate/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):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Remarks by Implementation Consultant:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DISCUSSION POINTS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Implementation Consultant School Seal**