Worker Attendance

Module Guide: Worker Attendance

Module Location

Production > Direct Labor Cost > Worker Attendance

Module Objective

The **Worker Attendance** module is used to record and manage the daily attendance data of production workers. This module is an important step for tracking actual work hours, which will later be used as the basis for calculating **direct labor costs** and their allocation to Work Orders or cost centers.

1. Main View (Attendance List)

The main page of this module displays a list of attendance recording documents that have been created, possibly grouped by date.

View Explanation

- **View**: This page is a history of all daily attendance records.
- **Filters**: You can search for attendance records by a **Date** range.
- **Action Buttons**:
  - **[Add]**: The primary button to create a new attendance record for a single day.

- **[Print Document]**: To print an attendance report.

2. Steps to Record Attendance

Step 1: Create a New Record

From the Main View, click the **[Add]** button to open the attendance recording form.

Step 2: Define the Date

On the form that appears, select the attendance **Date** you are going to record.

Step 3: Record Employee Attendance

1. The system will display a list of **Employee Names** along with their **Section** and **Work Group**.

2. Check the box to the left of each employee's name who is present on that date and shift. (Or, there might be a column to input actual work hours).

Step 4: Save

After all present employees have been marked, click the **[Save]** button to save the attendance record for that day.

Workflow & Integrated Business Process

- The attendance data recorded here (number of employees present or total work hours) will become an important input for calculating the direct labor cost per Work Order or per department.

- This data can also be used by HRD for payroll purposes.

Tips & Important Notes

- Ensure attendance data is recorded accurately every day or every shift.
- This is an important daily work tool for **Production Supervisors or Production Admins**.

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