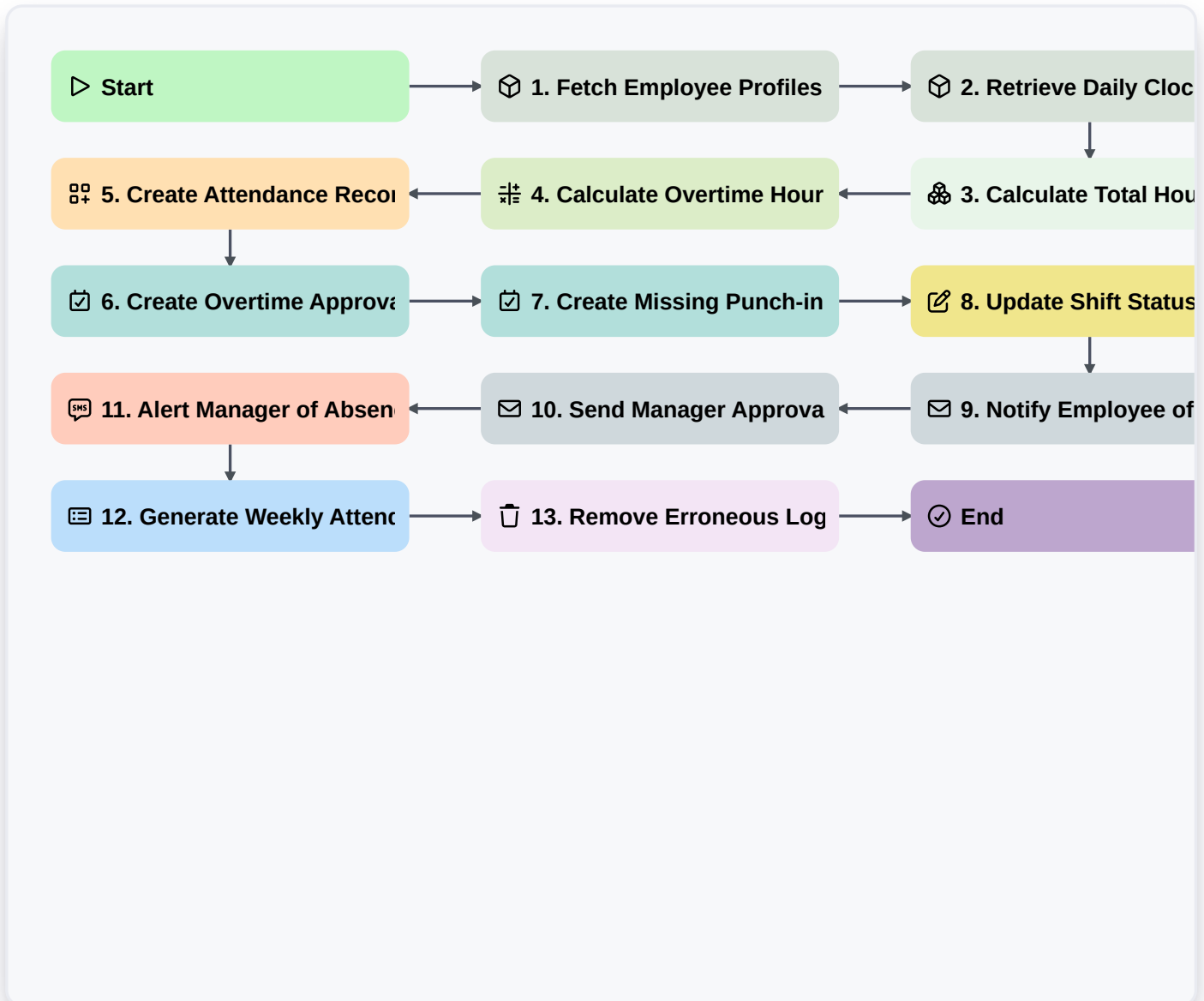


Employee Attendance And Time Tracking Workflow



▷ Start

Start of the Workflow/Process.

📦 1. Fetch Employee Profiles

Retrieve employee details (name, email, manager) from the Employee Data Model.

📦 2. Retrieve Daily Clock-in Logs

Get all time-log entries for the current date to check for missing punch-ins.

🔗 3. Calculate Total Hours Worked

Sum the duration of all completed time-log entries for a specific employee.

⚙️ 4. Calculate Overtime Hours

Subtract standard working hours (e.g., 8) from total hours worked to determine overtime.

📦 5. Create Attendance Record

Create a new entry in the Daily Attendance model when an employee clocks in.



📌 **6. Create Overtime Approval Task**

Assign a task to the Manager to review and approve calculated overtime hours.

📌 **7. Create Missing Punch-in Alert Task**

Assign a task to HR if no clock-in entry is found by a specific time.

✍️ **8. Update Shift Status**

Update the status of an existing attendance entry from 'In Progress' to 'Completed'.

✉️ **9. Notify Employee of Late Arrival**

Send an automated email to the employee if the clock-in time is past the grace period.

✉️ **10. Send Manager Approval Notification**

Send an email to the manager with a link to the pending overtime task.

📱 **11. Alert Manager of Absence**

Send an SMS to the supervisor if an employee is marked as 'Absent' in the system.

📄 **12. Generate Weekly Attendance Summary**

Create a weekly PDF report aggregating total hours, absences, and late arrivals for the department.

🗑️ **13. Remove Erroneous Logs**

Delete a duplicate or incorrectly entered time-log entry after HR verification.

✅ **End**

End of the Workflow/Process.