

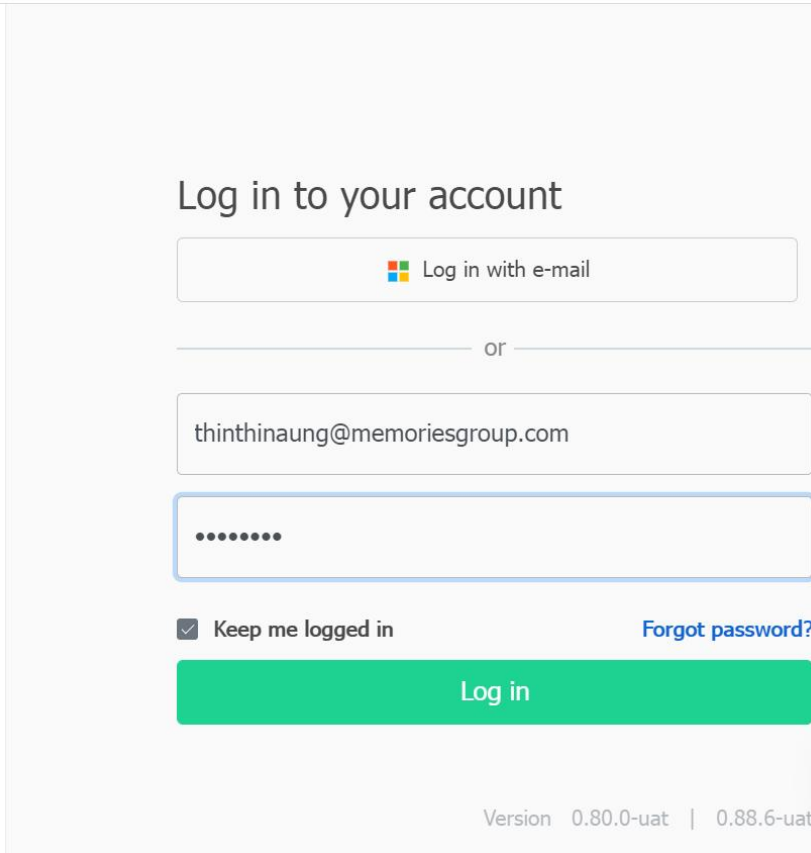
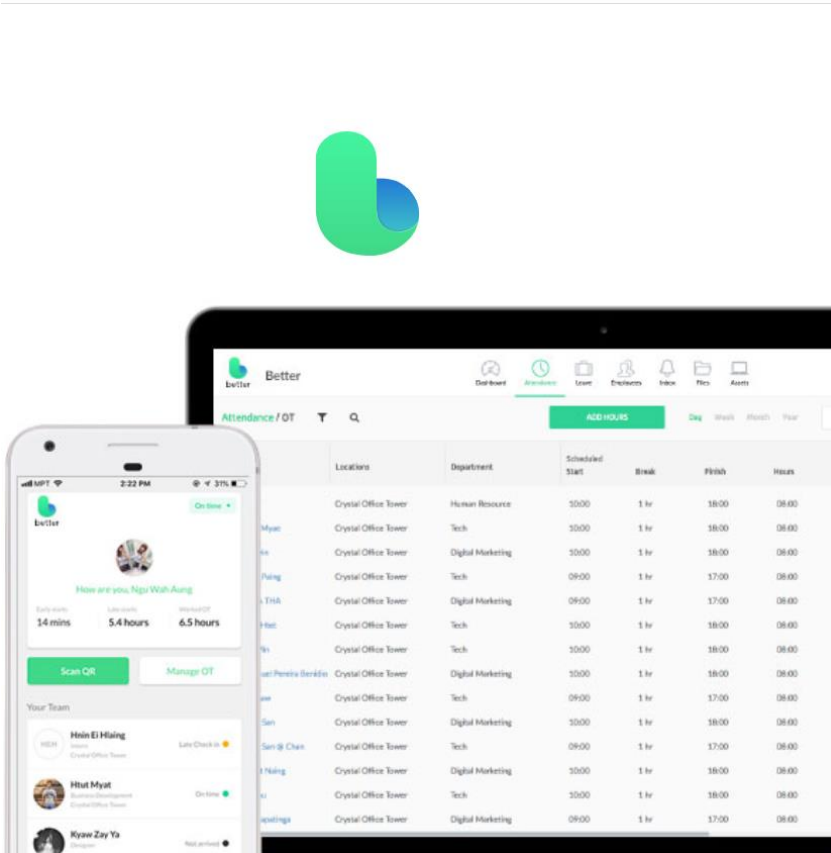
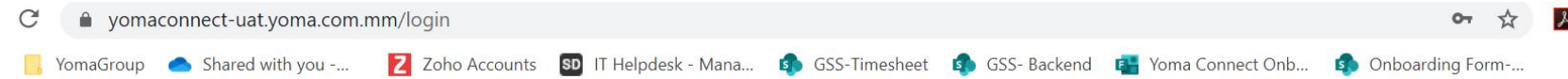


Attendance Setting

HR Ops Guideline



How to log-in to your account



Visit to

<https://yomaconnect.yoma.com.mm/login>

→ Type your email address

→ Type your password



Setting Attendance

Snapshot

141 absent

0 on leave

1 present

0 late

Birthdays

Thi Ha Hlaing
33 years old on Fri

Nay Min Tun
32 years old on today

Win Win Than
53 years old on Sun

Mvo Khine

Work Anniversaries

Tun Naing Moe
2 years on Fri

Su Mon Kyaw
3 years on Sun

Ye Hein Aung
2 years on Sun

Win Thiri Swe

Profile

Settings

Summarize Report

Logout

Leave

1- click on your profile picture.

2- Go to Settings

Company

Employees

Leave

Notifications

Files

Assets

Benefits 1

Permissions

System

Badges

2 All Benefits

3

KFC Branches v3.2

Created at - 24 Dec 2019, by [Ei Ei Phyoe](#)

+852 History

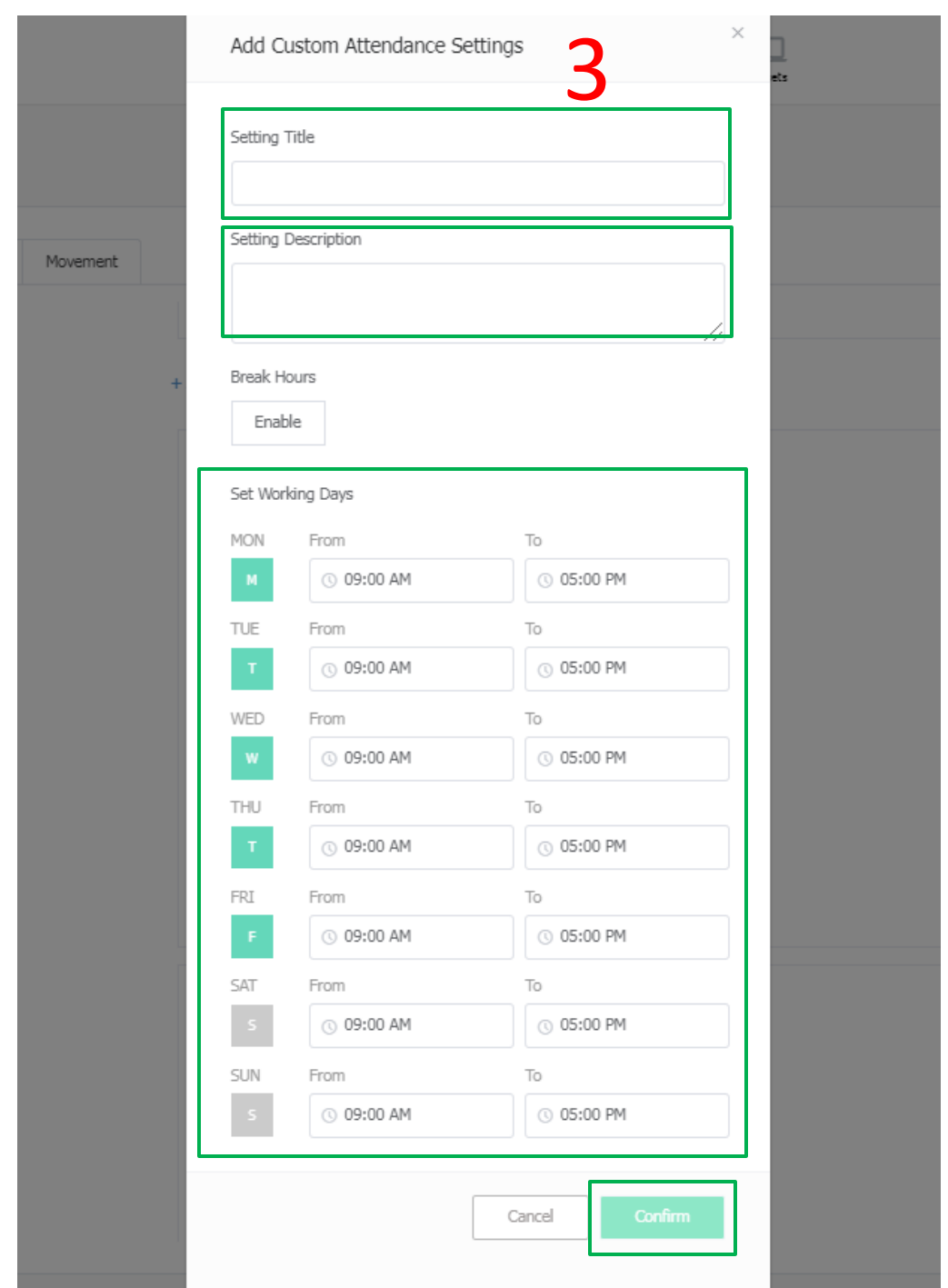
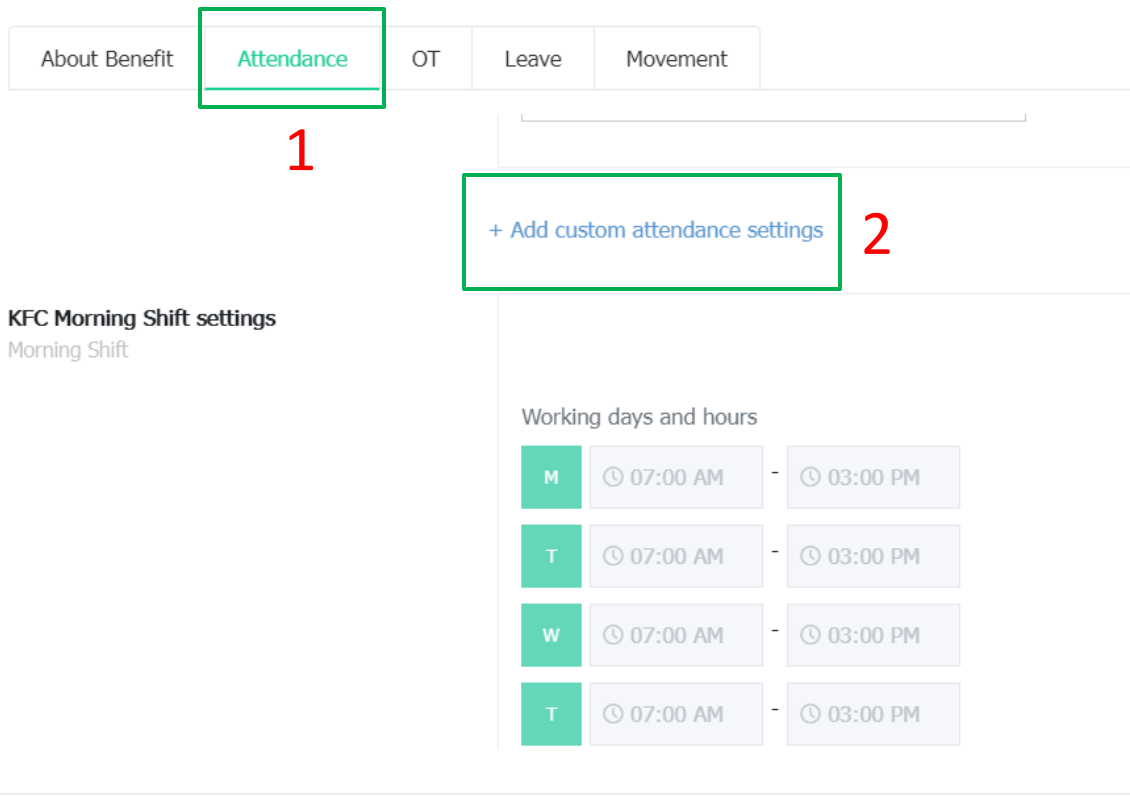
KFC HO v3.3

Created at - 20 Dec 2019, by [Ei Ei Phyoe](#)

KFC benefit.

+87 History

1. Click on Benefits
2. Type your entity benefit
3. Click on the benefit that you wish to make changes



1. Click on “Attendance”
2. Click “Add Custom Attendance Settings”
3. The new box will come up.
 - Add Setting Title
 - Add setting description
 - Set working days and time
 - Click “Confirm”



Adding Employees under Benefits

All Benefits

v3.2

KFC Branches

Created at - 24 Dec 2019, by [Ei Ei Phyoe](#)

+852 History

v3.3

KFC HO

Created at - 20 Dec 2019, by [Ei Ei Phyoe](#)

KFC benefit.

+87 History

- Click here to add employees under related benefits.
- A new box will come up.

Which employees will be effected by this benefit?

Employee Select

- Employee
- Division
- Department
- Company
- Position

It Zaw × Pa Pa Hlaing × Thin Sabel ×

Chan Oo × Kay Zin Naing × Moe Ma Ma Thae Khaing ×

Aung × Sandar Aung 1 × Khin Mo Si ×

Maung Maung × Thiha Kyaw × Htet Myat Aung ×

Nyein Nyein Wai × Ei Ei Thain × Soe Nyi Nyi Kyaw Lat × Thandar Tun ×

Aye Aye Naing × Ye Min Htet × Zwe Htet Aung × Snow White ×

1. When adding employee you may add by;
 - Employee name *(Type on Select)*
 - Division *(Choose from the list)*
 - Department *(Choose from the list)*
 - Company *(Choose from the list)*
 - Position *(Choose from the list)*

Cancel Reset Confirm

2. Press "Confirm"



Linking Employee with Attendance Setting

Dashboard Attendance Leave **Employees** Inbox Assets

Step – 1 Click on the “Employee”

ADD NEW EMPLO

Myanmar Name	Auto Attendance	Sys
မန္တလေး	No	Act
Juergen Fischer	No	Dea
Stewart She Hwa Tong	No	Dea
Stewart She Hwa Tong	No	Act

Employee Directory

Search... Go!

Employee Legal Name	Myanmar Name
Min Khant Kyaw (Min Khant Kyaw)	မင်းမန္တလေး
Juergen Fischer (Juergen Fischer)	Juergen Fischer
Stewart She Hwa Tong (NA)	Stewart She Hwa Tong

- Step – 2
- Click on Search icon
 - Type name of employee



Ah Nge Kyaw Kyaw

● Restaurant Team Member – Employee ID : 9014374

System

Personal

Badges

Job

Policy 1

Service

Working Hours

Location

Leave Setting

Assets

Policy

Policy KFC Branches

Attendance Setting Default

New Attendance Setting Name 2

Applied Date

Service

* Start Date

Employee Service

* Notice Period

Last Rejoined Date

Default

No Schedule

KFC Morning Shift 3

KFC Mid Shift

KFC Evening Shift

Default

1 Month

1. Click on Policy
2. Go to “New Attendance Setting Name”
3. Choose relevant attendance setting for employee
4. Click “Confirm”



Adding attendance time for
Employee

Yoma Connect **1**

Dashboard Attendance Leave

Attendance / OT

Min Khant Kyaw

Employee	Department	Location
Min Khant Kyaw	Sales & Marketing	The Campus
Myitzu Hnin	Human Resources	The Campus
Su Mon Kyaw	Human Resources	The Campus
Aung Hpone	Finance	The Campus
Aung Kyi Shwe	Finance	The Campus

1. Click on "Attendance"
 - Search by Typing employee name (OR)
 - Choose from the list

2. Click "Add Attendance"
3. Fill all information and click "Confirm"

Yoma Connect

Dashboard Attendance Leave Employees Inbox Files Assets

← Min Khant Kyaw

ADD ATTENDANCE **2**

Date	Actual Start	Finish	Break In/Out	Hours	Scheduled Start	Finish	Started Late	Finished Early	Started Early
31 SAT	Full Moon Day of Thadingyut				08:30	17:00	-	-	-
30 FRI	Pre-Full Moon Day of Thadingyut				08:30	17:00	-	-	-
29 THU	Pre-Full Moon Day of Thadingyut				08:30	17:00	-	-	-
28 WED	-	-	0:00	-	08:30	17:00	-	-	-
27 TUE	-	-	0:00	-	08:30	17:00	-	-	-
26	-	-	0:00	-	08:30	17:00	-	-	-

Add Attendance **3**

Employee: Min Khant Kyaw

Select Date: Pick A Day

Schedule Start time: Schedule Start Time

Schedule Finish time: Schedule Finish Time

Start time: Start Time

Finish time: End Time

Cancel Confirm



Attendance Report Guideline



The screenshot shows the 'Attendance' dashboard. A green box labeled '1' highlights the 'Attendance' icon in the top navigation bar. A red '2' is placed above the date selector, which is a green box labeled '3' containing a date '28-10-2020' and navigation arrows. A green box labeled '4' highlights the 'Export Excel' option in a dropdown menu that appears after clicking the three dots (labeled '3') on the right side of the date selector.

	Actual Start	Break	Finish	Hours	Scheduled Start	Break	Finish	
	-	-	-	-	09:00	0.00 hr	17:00	8
	-	-	-	-	09:00	0.00 hr	17:00	8
	-	-	-	-	09:00	0.00 hr	17:00	8
	-	-	-	-	09:00	0.00 hr	17:00	8
zan	-	-	-	-	09:00	0.00 hr	17:00	8
	-	-	-	-	09:00	0.00 hr	17:00	8
	-	-	-	-	09:00	0.00 hr	17:00	8
	-	-	-	-	09:00	0.00 hr	17:00	8
	-	-	-	-	08:30	0.00 hr	17:00	8.5

The screenshot shows a notification box with a checkmark icon, the text 'Exported attendances report to download', a blue 'Download' link, and a 'See details' link. Below this, a summary bar shows '5892 employees | 5859 scheduled today | 89 currently in | 413 a'. At the bottom, a file list shows a file named 'attendance_2020-1...xls' with a download icon and an upward arrow.

1. Click on “Attendance” icon to export the attendance report.
2. Choose the date you wish to get the report for.
3. Click on 3 dots on the right side of the screen.
4. Click “Export Excel”
5. Once the file is ready to be downloaded, click “Download”.
6. Click on the downloaded file and save on your computer.