



## Feature Description Document

### Understanding IXM TIME Employee Portal Settings



## Purpose

This document outlines the process of Employee Portal activation and various tasks that can be managed using the Employee Portal.

## Applies to

TITAN	TFACE	TOUCH 2	SENSE 2	MERGE 2	MYCRO
All Devices	All Devices	All Devices	All Devices	All Devices	All Devices

## Description

The IXM TIME Employee Portal gives employees access to IXM WEB and allows them to manage their attendance from a single place.

Any T&A employee can log in to the Employee Portal and view attendance, leaves, notifications, punch details, and apply or track changes for attendance corrections and leave.

Reporting managers can track and monitor their team's attendance (employees working in their group) and can approve attendance correction, leave, overtime requests, and manually add employee's clock-in or clock-out punches.



## Employee Portal Activation

To activate the Employee Portal for an employee, each employee needs to be provided with a username and password.

1. From **Home** >> Click the **Employees** tab on the top >> Go to the **Employee List** and select the employee for whom you want to activate the Employee Portal.
2. Click on the Edit option for the employee and Go to IXM TIME Section >> IXM TIME Credentials.

The screenshot shows the 'Edit Employee' form with the following fields and values:

- Employee information** (checked)
- Access rules** (checked)
- Biometric data** (checked)
- IXM Time** (selected)
- Summary** (5)

**SHIFT SETTINGS**

- Schedule: IN
- Start Shift: Morning Shift (IN)
- Holiday Group: 2020\_Holiday Group
- Leave Group: Leave Group 1
- Joining Date: 09/17/2018
- Confirmation Date: 04/01/2019
- Attendance Policy: Default Policy
- Late-IN Policy: Default Policy
- Early-OUT Policy: Default Policy
- Overtime Policy: Default Policy
- Shift Based Access:

**IXM TIME CREDENTIALS**

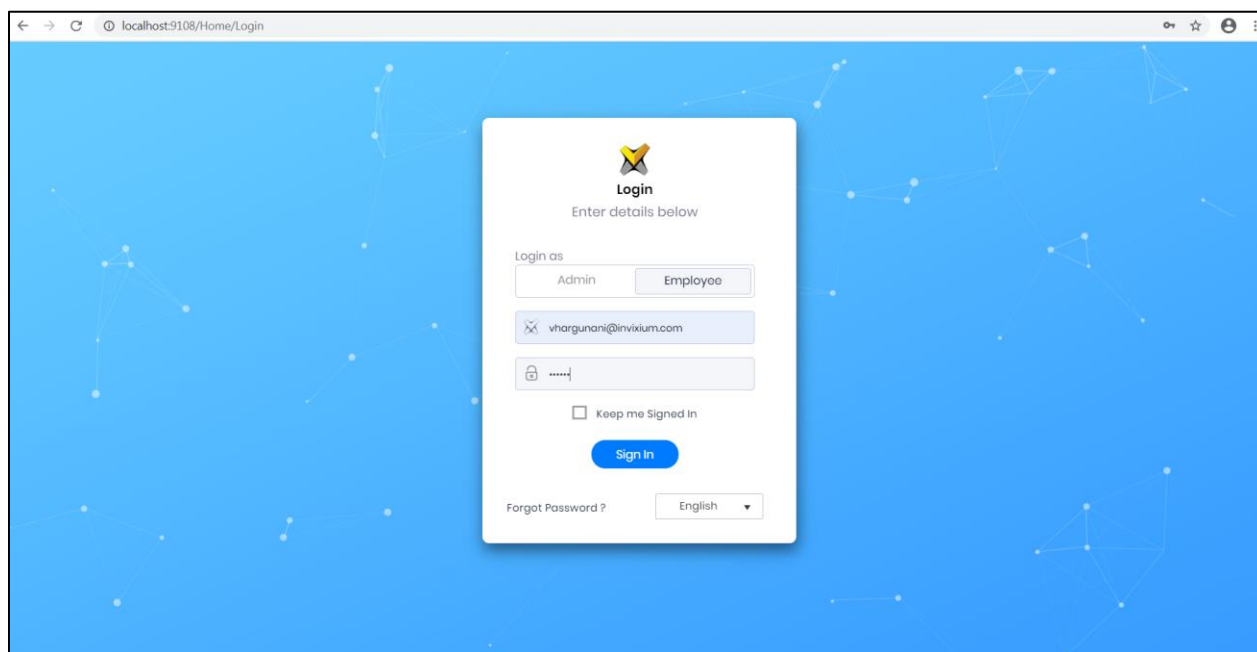
- Login Type: Local Employee
- Reporting Group: RG
- Username: vhargunani@invixium.com
- Password: .....

Buttons: Save, Save & Continue

3. Specify the employee's Username and Password for login.
4. Setting Login Type as Domain Employee will allow the employee to login to the Employee Portal using their active directory credentials. To enable this, the admin needs to configure LDAP from **General Settings**.

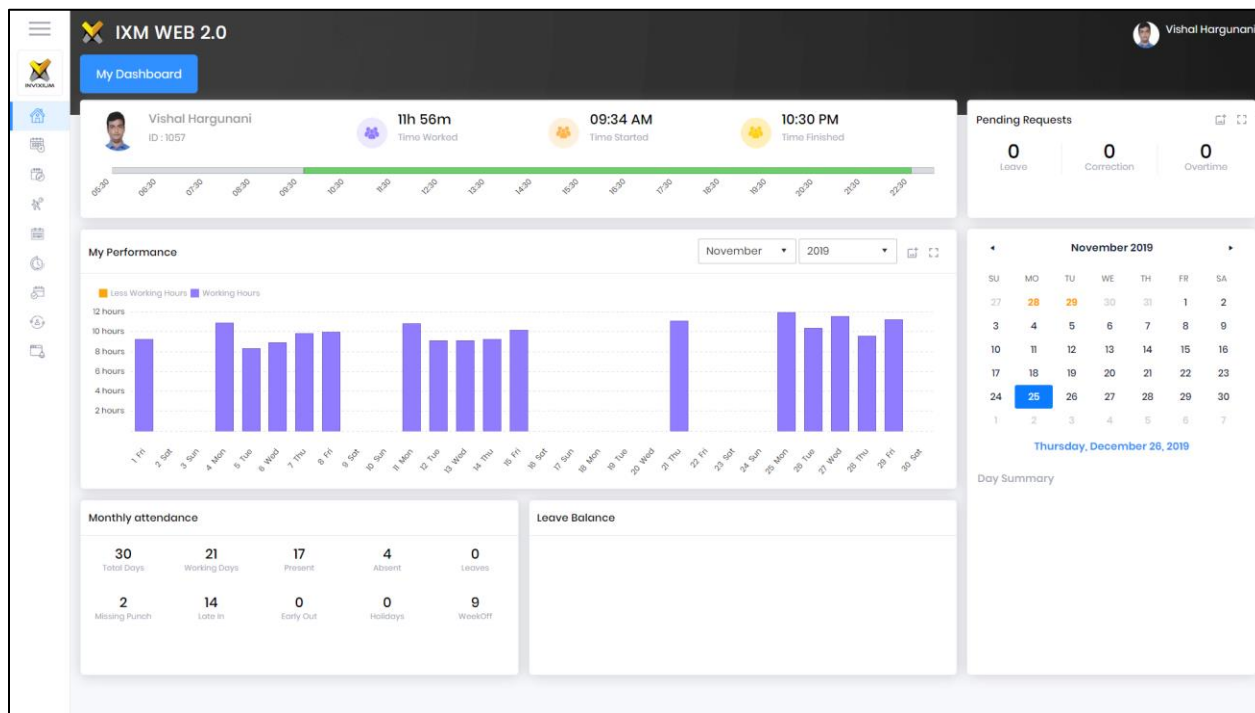
## Employee Login

1. To log into the Employee Portal, click the **Employee Tab** next to the Admin tab on the Sign In page.
2. Specify the username and password set for the employee and click **Sign In**.



# Dashboard

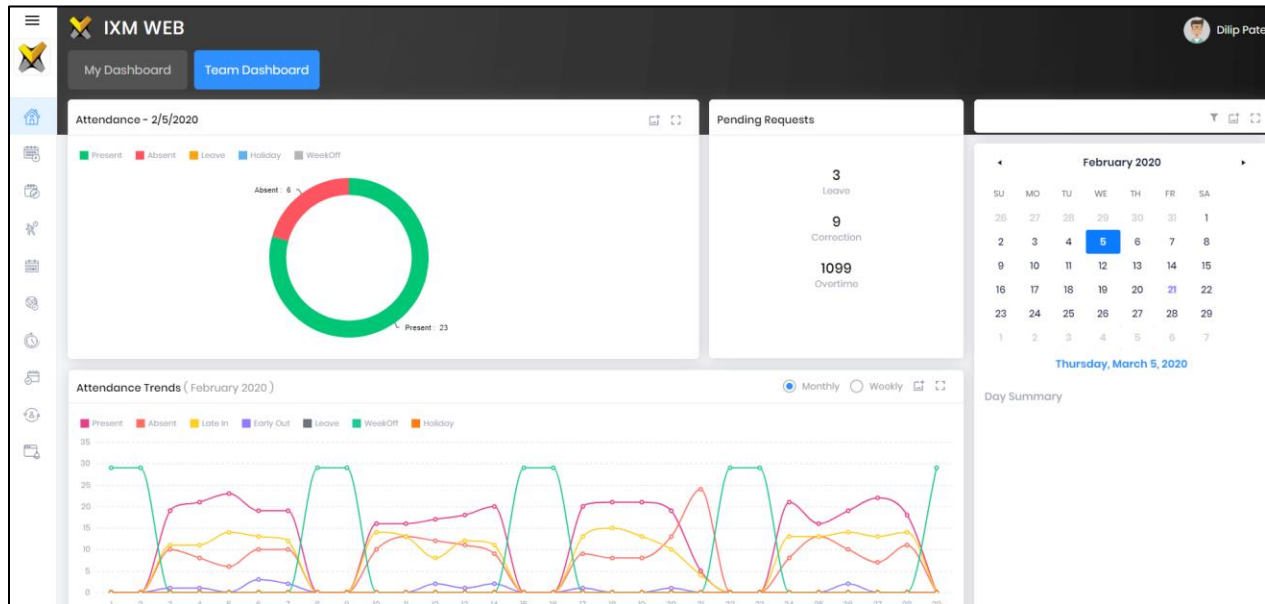
1. When logged in, the employee will be able to see his/her dashboard.



2. The Dashboard shows the following information:

- **Employee Timeline:** Shows employee’s time worked (work hours), time started (check in), and time finished (check out) for the selected calendar date.
- **Pending Requests:** Shows the count of requests (leave, attendance correction, and overtime) pending approval to date.
- **My Performance:** Shows the monthly attendance graph of the employee. If the employee's work hours for any day are less than the required working hours as per the configured shift, then the bar color will change to orange. If the employee's work hours are more than the required working hours then the bar color will change to violet.
- **Monthly Attendance:** Provides data for the monthly attendance summary.
- **Leave Balance:** Total balance available to date for all leaves assigned to the employee.

3. A reporting manager/supervisor will have access to **My Dashboard** and the **Team Dashboard**.

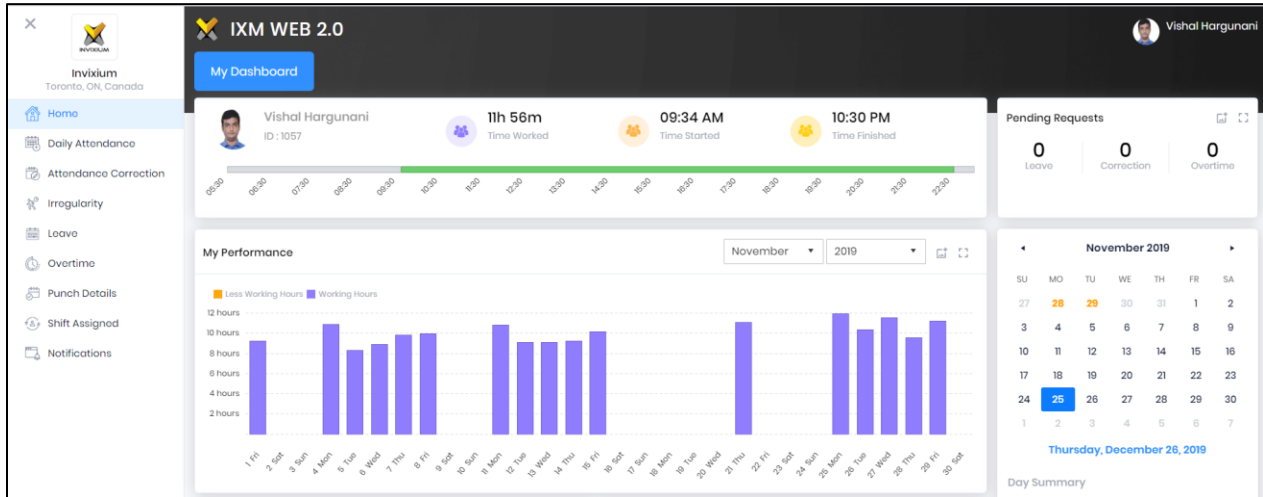


4. The Team Dashboard shows the following information:

- **Attendance:** Shows the attendance summary of the manager/supervisor's team: present, absent, leave, week off, holiday, and total count for the selected calendar date. It will even show a detailed view for each entity/parameter available in the overview tab.
- **Pending Request:** Total requests which are pending approval from the Manager. To approve a leave, you can click on any leave parameter.
- **Attendance Trends:** It will show all attendance parameters for the team on a weekly and monthly basis.



5. From the Left Navigation Menu bar, employees can perform more operations.





# Daily Attendance

1. The Daily Attendance shows the employee all the attendance data in detail for the selected month and year. The employee can view their attendance status and can apply for attendance correction.

IXM WEB 2.0 Vishal Hargunani

Daily Attendance Attendance Period: December 2019

Date	Day	Shift	First IN	Last OUT	First Half	Second Half	Late IN	Early OUT	Overtime	Work Hours	Break	Out-Time	Not Work	Remarks
12/1/2019	Sunday	IN			WO	WO								
12/2/2019	Monday	IN	10:57	21:52	PR	PR	01:27			10:55	01:00	09:55		
12/3/2019	Tuesday	IN	09:53	20:45	PR	PR	00:23			10:52	01:00	09:52		
12/4/2019	Wednesday	IN	09:56	20:50	PR	PR	00:26			10:54	01:00	09:54		
12/5/2019	Thursday	IN	10:03	20:55	PR	PR	00:33			10:52	01:00	09:52		
12/6/2019	Friday	IN	10:16	20:41	PR	PR	00:46			10:25	01:00	09:25		
12/7/2019	Saturday	IN			WO	WO								
12/8/2019	Sunday	IN			WO	WO								
12/9/2019	Monday	IN	11:31	21:41	PR	PR	02:01			10:10	01:00	09:10		
12/10/2019	Tuesday	IN	10:20	20:13	PR	PR	00:50			09:53	01:00	08:53		
12/11/2019	Wednesday	IN	10:16	21:07	PR	PR	00:46			10:51	01:00	09:51		
12/12/2019	Thursday	IN	10:13	21:30	PR	PR	00:43			11:17	01:00	10:17		
12/13/2019	Friday	IN	10:22	20:21	PR	PR	00:52			09:59	01:00	08:59		
12/14/2019	Saturday	IN			WO	WO								
12/15/2019	Sunday	IN			WO	WO								
12/16/2019	Monday	IN	11:21	21:45	PR	PR	01:51			10:24	01:00	09:24		
12/17/2019	Tuesday	IN	10:18	22:34	PR	PR	00:48			12:16	01:00	11:16		
12/18/2019	Wednesday	IN	10:25	21:16	PR	PR	00:55			10:51	01:00	09:51		
12/19/2019	Thursday	IN	10:18	20:59	PR	PR	00:48			10:41	01:00	09:41		





2. Records will be highlighted for missing punches or pairs.

Daily Attendance														
Employee: <input type="text" value="Suchit Bhatt"/> Attendance Period: <input type="text" value="February"/> <input type="text" value="2020"/> <input type="button" value="Search"/>														
Date	Day	Shift	First IN	Last OUT	First Half	Second ...	Late IN	Early OUT	Overtime	Work Ha...	Break	Out-Time	Not Work	Remarks
2/1/2020	Saturday	IN			WO	WO								
2/2/2020	Sunday	IN			WO	WO								
2/3/2020	Monday	IN	10:21		AB	AB	00:51							
2/4/2020	Tuesday	IN	11:28	21:59	PR	PR	01:58		01:31	10:31	01:00		09:31	
2/5/2020	Wednesday	IN	14:59	20:12	AB	PR	05:29			05:13	01:00		04:13	
2/6/2020	Thursday	IN			AB	AB								
2/7/2020	Friday	IN			AB	AB								
2/8/2020	Saturday	IN			WO	WO								
2/8/2020	Sunday	IN			WO	WO								
2/10/2020	Monday	IN	10:16		AB	AB	00:46							
2/11/2020	Tuesday	IN	10:04		AB	AB	00:34							
2/12/2020	Wednesday	IN	09:57		AB	AB	00:27							



## Attendance Correction

1. To apply for attendance correction, click on '+' in the daily attendance record for the respective date.

Daily Attendance

Employee: Suchit Bhatt | Attendance Period: February 2020 | Search

Date	Day	Shift	First IN	Last OUT	First Half	Second ...	Late IN	Early OUT	Overtime	Work Ho...	Break	Out-Time	Not Work	Remarks
2/1/2020	Saturday	IN			WO	WO								
2/2/2020	Sunday	IN			WO	WO								
2/3/2020	Monday	IN	10:21		AB	AB	00:51							
2/4/2020	Tuesday	IN	11:28	21:59	PR	PR	01:58	01:31		10:31	01:00		09:31	
2/5/2020	Wednesday	IN	14:59	20:12	AB	PR	05:29			05:13	01:00		04:13	
2/6/2020	Thursday	IN			AB	AB								
2/7/2020	Friday	IN			AB	AB								
2/8/2020	Saturday	IN			WO	WO								
2/9/2020	Sunday	IN			WO	WO								
2/10/2020	Monday	IN	10:16		AB	AB	00:46							
2/11/2020	Tuesday	IN	10:04		AB	AB	00:34							

Add Missing punch

2. Specify the correct date, time, and reason and click **Request**.

Attendance Correction

Name: Suchit Bhatt | Shift: IN | Date: 02/10/2020

**PUNCH DETAILS**

+ Add New Punch

Punch Date Time	Correct Date Time	Punch Fkey	Correct Fkey	Punch Device Mo...	Correct Device M...	Punch Job Code	Correct Job Code	Punch Origin	Delete
	02/10/2020 20:00		CheckOUT		Both		--	Manually Added Punch	
02/10/2020 10:16		CheckIN		Both			--	Unknown Device	

Reason: Forgot to out punch

Request Cancel



- To view the details of attendance correction requests, click **Attendance Correction** from the Left Navigation Menu.

The screenshot shows the 'Attendance Correction' page for 'My Attendance'. The left navigation menu is visible with 'Attendance Correction' selected. The main content area shows a table of correction requests for Dilip Patel. The table has columns for Name, Shift, Schedule, Date, and Status. There are two rows of data: one for 3/6/2020 (Approved) and one for 3/5/2020 (Pending). A detailed view for the 3/5/2020 entry shows a verdict date of 3/5/2020, verdict by Dilip Patel, and a remark 'Forgot to punch IN'.

Name	Shift	Schedule	Date	Status
Dilip Patel	India Shift	IN	3/6/2020	Approved
Dilip Patel	India Shift	IN	3/5/2020	Pending

Verdict Date	Verdict By	Remarks	Status
3/5/2020	Dilip Patel	Forgot to punch IN	Pending

- To approve/reject the attendance correction application of your team members, click **Attendance Correction** from the Left Navigation Menu then click on the **Team Attendance** tab on the top.

The screenshot shows the 'Attendance Correction' page for 'Team Attendance'. The left navigation menu is visible with 'Attendance Correction' selected. The main content area shows a table of correction requests for team members. The table has columns for Name, Shift, Schedule, Date, and Status. There are two rows of data: one for Nicholas on 3/2/2020 and one for Suchit Bhatt on 3/2/2020. Both have a status of 'Approved' with a green checkmark and a red 'X' icon.

Name	Shift	Schedule	Date	Status
Nicholas	India Shift	IN	3/2/2020	Approved
Suchit Bhatt	India Shift	IN	3/2/2020	Approved



## Irregularity

1. Employees can view their Attendance Irregularity: Late In and Early Out duration for a selected month and year.
2. To view the irregularities, go to **Irregularity** from the Left Navigation Pane.

The screenshot shows the INVIXIUM web application interface. The left navigation pane includes options like Home, Daily Attendance, Attendance Correction, Irregularity (highlighted), Leave, Global Clock In/Out, Overtime, Punch Details, Shift Assigned, and Notifications. The main content area is titled 'IXM WEB' and shows 'My Irregularity' for 'Late In' in February 2020. A summary bar indicates 'Late In - 10 (hrs) 48 (mins)'. Below this is a table with columns for 'Punch Date' and 'Duration'.

Punch Date	Duration
2/4/2020	00:41
2/7/2020	00:23
2/10/2020	01:31
2/11/2020	00:41
2/14/2020	00:42
2/17/2020	00:58
2/18/2020	01:10
2/19/2020	01:06
2/25/2020	00:55
2/26/2020	01:05
2/27/2020	00:59
2/28/2020	00:37



3. A reporting manager can view Late In and Early Out count and duration for his/her team members by clicking on the **Team Irregularity** tab on the top.

My Irregularity Team Irregularity

Late In

Irregularity Type:  Employee:  Attendance Period:

Name	Total Duration	Count
▶ Suchit Bhatt	19:39	16
▶ Dilip Patel	10:48	12
▶ Parthivkumar Shukla	03:32	4
▶ Sapan Dholakia	20:29	17
▶ Nirav Gajjar	08:18	10
▶ Kuntal Patel	01:05	2
▶ Mayank Patel	02:17	4
▶ Brian	27:45	13
▶ Esha Pandya	09:41	12
▶ Ajay Vekariya	05:54	10
▶ Rohit Prajapati	22:44	17

1 - 15 of 24 items



## Leave

1. Employees can view their leave balance and request leaves from the Leave Tab. Managers can approve or reject leave requests from their team members here.
2. From **Home** >> Log in to the Employee Portal >> Expand the Left Navigation Menu >> Click **Leave**.

Name	Month	Year	Leave Type	Opening Balance	Credited	Debited	Encashed	Availed	Closing Balance
Dilip Patel	March	2020	Paid Leave	0.00	10.00	0.00	0.00	1.00	9.00
Dilip Patel	March	2020	Sick Leave	0.00	5.00	0.00	0.00	0.00	

3. To request a leave, go to the **My Leaves** tab on the top >> Click **Request Leave**.

From	To	Total D.	Leave Type	Applied Date	Status	Delete	Cancel	Edit
03/04/2020	03/04/2020	1	Paid Leave	03/03/2020	Pending			

Verdict Date	Verdict By	Remarks	Status
03/03/2020 08:46 AM	Dilip Patel	Get-Together	Pending



- 4. Enter the details for the new leave application i.e. Type of Leave, Dates, Reason, etc. Click **Submit**.

Request Leave

Leave Type: Sick Leave  
Leave Balance as on 3/5/2020  
Used : 0.00 Available : Unlimited

From: 03/05/2020 Duration: Full Day To: 3/5/2020 Duration: Full Day Total Days: 1

Leave Days: From : 3/5/2020 To : 3/5/2020

Medical Certificate: Upload Done Medical Certificate.png 10.50 KB

Reason: Fever.

Submit

- 5. To view the team member’s leave applications, click the **Team Leaves** tab on the top. View the details of each employee’s request and approve/reject it as required.

Name	From	To	Total Days	Leave Type	Applied Date	Status	Approve	Reject	Edit
Vishal Hargunani	03/05/2020	03/05/2020	1	Sick Leave	03/05/2020	Pending	✓	✗	
Verdict Date		Verdict By		Remarks		Status			
03/05/2020 19:18 PM		Vishal Hargunani		Fever.		Pending			
Vishal Hargunani	03/23/2020	03/25/2020	3	Business	03/03/2020	Pending	✓	✗	
Verdict Date		Verdict By		Remarks		Status			
03/03/2020 09:04 AM		Vishal Hargunani		Exhibition - Intersoc Saudi Arabia visit.		Pending			
Michael Year	03/03/2020	03/03/2020	1	Paid Leave	03/03/2020	Pending	✓	✗	
Verdict Date		Verdict By		Remarks		Status			
03/03/2020 08:58 AM		Michael Year		Personal Reason		Pending			
Nicholas	03/09/2020	03/13/2020	4	Paid Leave	03/03/2020	Pending	✓	✗	
Verdict Date		Verdict By		Remarks		Status			



## Overtime

1. Employees can view their overtime instances for the selected month from the Overtime Tab. Managers can approve or reject overtime requests for their team members from here.
2. From **Home** >> Log in to the Employee Portal >> Expand the Left Navigation Menu >> Click **Overtime**.

My Applications Team Applications

Overtime - 31 (hrs) 36 (mins)

Attendance Period: February 2020 Status: All

Punch Date	Overtime	Status
2/29/2020	03:20	Approved
2/28/2020	03:04	Pending
2/27/2020	01:41	Approved
2/26/2020	01:56	Pending
2/19/2020	01:21	Pending
2/18/2020	02:40	Pending
2/17/2020	00:40	Pending
2/16/2020	03:05	Pending
2/14/2020	01:48	Pending
2/13/2020	01:19	Pending

3. To view the team member's overtime instances, click the **Team Applications** tab on the top to view the details of each employee's overtime instance.





4. Select **Daily** from the **Overtime Configuration** dropdown to view daily overtime instances.

Name	Total	Count
Kuntal Patil	07:55	10
Dipon Amin	09:44	9
Liam Wilson	13:59	6
Vimal Kanzariya	23:08	16
Urvish Jain	14:57	13
Mayur Rangani	08:30	11
Dipak Pavar	18:12	10
Dhaval Shah	10:27	5

5. Click to expand a team member's pending overtime instance. Approve/reject it as required.

Name	Total	Count		
Kuntal Patil	07:55	10		
Punch Date	Overtime	Status	✓	✗
04/26/2022	00:56	Pending	✓	✗
04/25/2022	01:13	Pending	✓	✗
04/19/2022	00:42	Pending	✓	✗
04/15/2022	00:51	Pending	✓	✗
04/14/2022	00:39	Pending	✓	✗
04/08/2022	00:35	Pending	✓	✗
04/07/2022	01:06	Pending	✓	✗
04/06/2022	00:36	Pending	✓	✗
04/05/2022	00:35	Pending	✓	✗



6. Select **Weekly** from the **Overtime Configuration** dropdown to view weekly overtime instances.

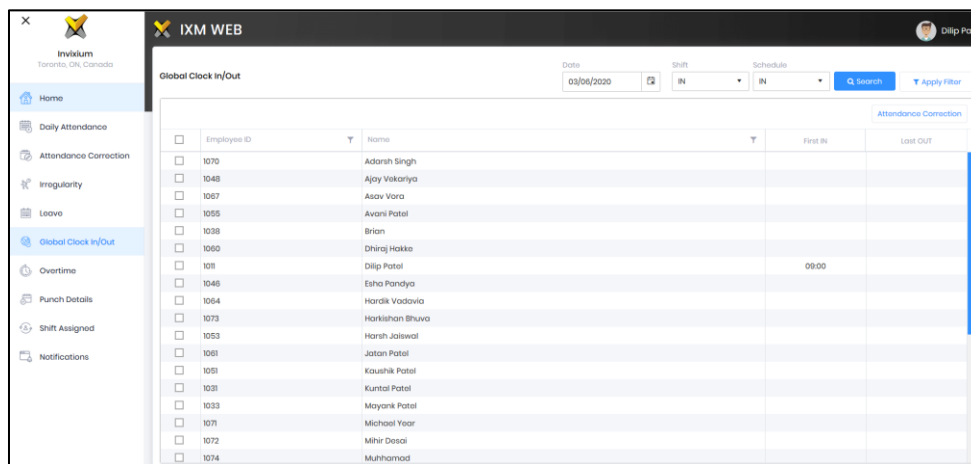
Name	Punch Date	Work Hours	Weekly OT Hours	OT Hours On Week Off	OT Hours On Public Holidays	Status	Approv.	Reject
▶ Jessica Smith								
▶ Week No: 1		42:21	42:21	00:00	00:00	Auto Approved		
▶ Week No: 2		40:38	40:38	00:00	00:00	Auto Approved		
▶ Week No: 3		44:47	44:48	00:00	00:00	Auto Approved		
▶ Week No: 4		35:12	35:12	00:00	00:00	Auto Approved		
▶ Week No: 5		53:51	46:07	07:43	00:00	Auto Approved		

7. Click to expand a team member's pending overtime instance. Approve/reject it as required.

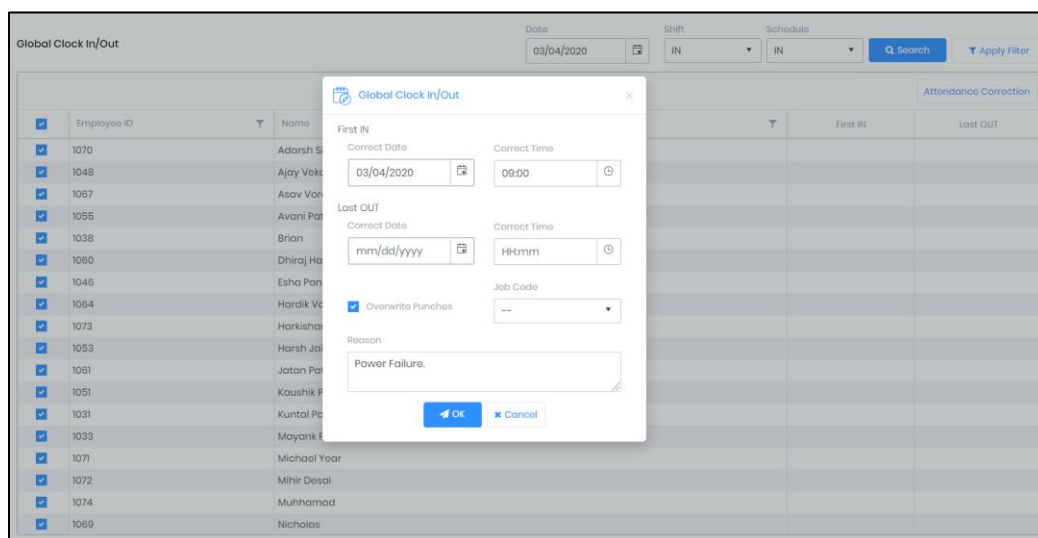
Name	Punch Date	Work Hours	Weekly OT Hours	OT Hours On Week Off	OT Hours On Public Holidays	Status	Approv.	Reject
▶ Jessica Smith								
▶ John Doe								
▶ Week No: 1		48:13	06:12	00:00	00:00	Pending	✓	✗
▶ Week No: 2		48:57	06:56	00:00	00:00	Pending	✓	✗
▶ Week No: 3		57:36	09:56	07:39	00:00	Pending	✓	✗
▶ Sophie Tracy								

## Global Clock In/Out

1. This function is only available to managers or supervisors who have a team reporting to them. Managers can clock in/clock out their team members in case of unforeseen circumstances such as a power outage.
2. From **Home** >> Log in to the Employee Portal >> Expand the Left Navigation Menu >> Click **Global Clock In/Out**.



3. Select the Employees that need to be Clocked In/Out and click **Attendance Correction**. Provide the details in the popup and click **OK**.





## Punch Details

1. Employees can view all their past transactions in this section. Managers can also view the details of their team members here.
2. From **Home** >> Log in to the Employee Portal >> Expand the Left Navigation Menu >> Click **Punch Details**.

Date-Time	FKey	Punch Origin	Device Mode
02/03/2020 11:58	Check-IN	IXM India	Both
02/04/2020 11:35	Check-IN	IXM India	Both
02/04/2020 20:24	Check-OUT	IXM India	Both
02/05/2020 11:14	Check-IN	IXM India	Both
02/05/2020 21:58	Check-OUT	IXM India	Both
02/06/2020 11:19	Check-IN	IXM India	Both
02/07/2020 12:33	Check-IN	IXM India	Both
02/07/2020 20:08	Check-OUT	IXM India	Both
02/10/2020 11:41	Check-IN	IXM India	Both
02/11/2020 11:32	Check-IN	IXM India	Both

3. Select the Date range for which the Punch Details need to be viewed and click **Search**.

Date-Time	FKey	Punch Origin	Device Mode
11/01/2019 10:35	Check-IN	IXM India	Both
11/01/2019 15:46	Check-OUT	IXM India	Both
11/01/2019 20:47	Check-OUT	IXM India	Both
11/04/2019 10:45	Check-IN	IXM India	Both
11/04/2019 22:39	Check-OUT	IXM India	Both
11/05/2019 11:03	Check-IN	IXM India	Both
11/05/2019 14:03	Break-START	IXM India	Both
11/05/2019 20:20	Check-OUT	IXM India	Both
11/06/2019 11:00	Check-IN	IXM India	Both
11/06/2019 20:52	Check-OUT	IXM India	Both



## Shift Assigned

1. Employees can view the shift assigned to them for a selected month from this section. Managers can also view the shift assigned to specific team members from here.
2. From **Home** >> Log in to the Employee Portal >> Expand the Left Navigation Menu >> Click **Shift Assigned**.
3. Select the employee (if applicable), Month, and Year and click **Search** to view the details.

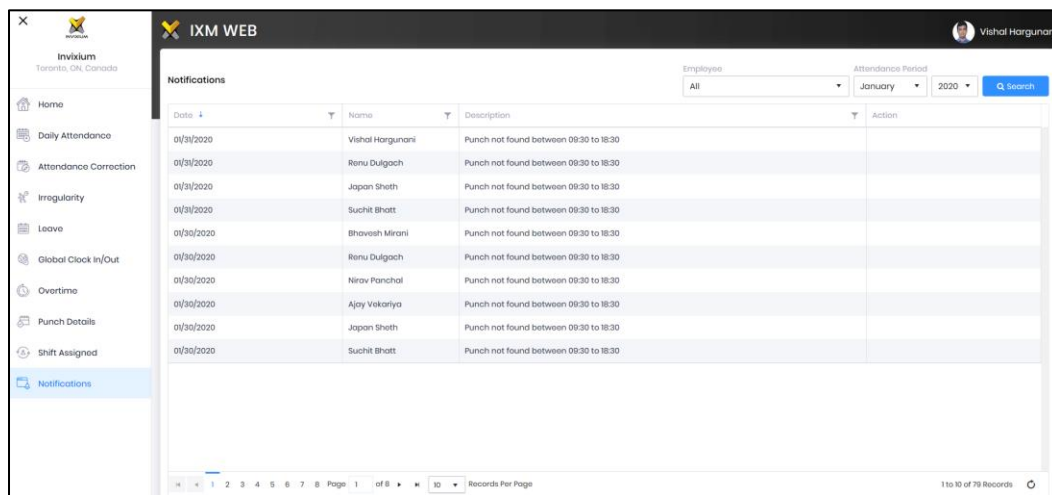
The screenshot shows the 'Shift Assigned' page in the INVIXIUM web application. The page title is 'IXM WEB' and the user is logged in as 'Dilip Patel'. The page displays a calendar grid for the month of March 2020. The grid shows the following status for each day:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01 IN WO	02 IN	03 IN	04 IN	05 IN	06 IN	07 IN WO
08 IN WO	09 IN	10 IN	11 IN	12 IN	13 IN	14 IN WO
15 IN WO	16 IN	17 IN	18 IN	19 IN	20 IN	21 IN WO
22 IN WO	23 IN	24 IN	25 IN	26 IN	27 IN	28 IN WO
29 IN WO	30 IN	31 IN				

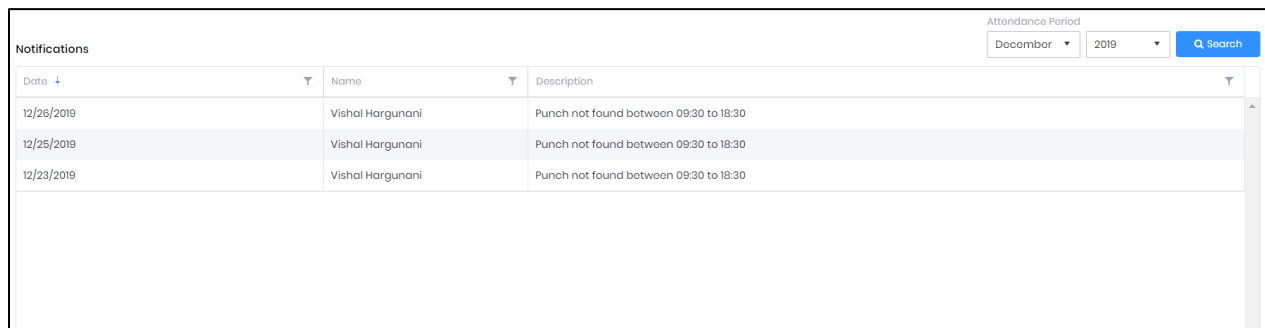


## Notifications

1. Employees can view any missing In/Out punches for a selected month from this section. Managers can also view the missing In/Out punches for their team members from here.
2. From **Home** >> Log in to the Employee Portal >> Expand the Left Navigation Menu >> Click **Notifications**.



3. Select the Employee (if applicable), Month, and Year and click **Search** to view the details.





## Support

For more information relating to this Feature Description document, please contact us at [support@invixium.com](mailto:support@invixium.com)

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