

# Overview of Time Management

24/05/2024 4:41 pm BST

Periods of attendance or absence are recorded by attendance logs. The work or activity you perform during that attendance is recorded by activity log.

The objectives of Time Management are to:

- Configure Work Patterns and Shift Types.
  - Assign users to Work Patterns.
  - Produce a timesheet that tracks time and attendance against a shift. It also shows your attendance hours, activity against a job and your indirect time (e.g. waiting for material or breaks).
  - Define pay rules to determine which cases are approved automatically and which require manual approval.
  - Setting auto clock-out rules.
  - Define rules around how to manage early or late clock-in and clock-out times.
  - Produce pay management reports.
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