

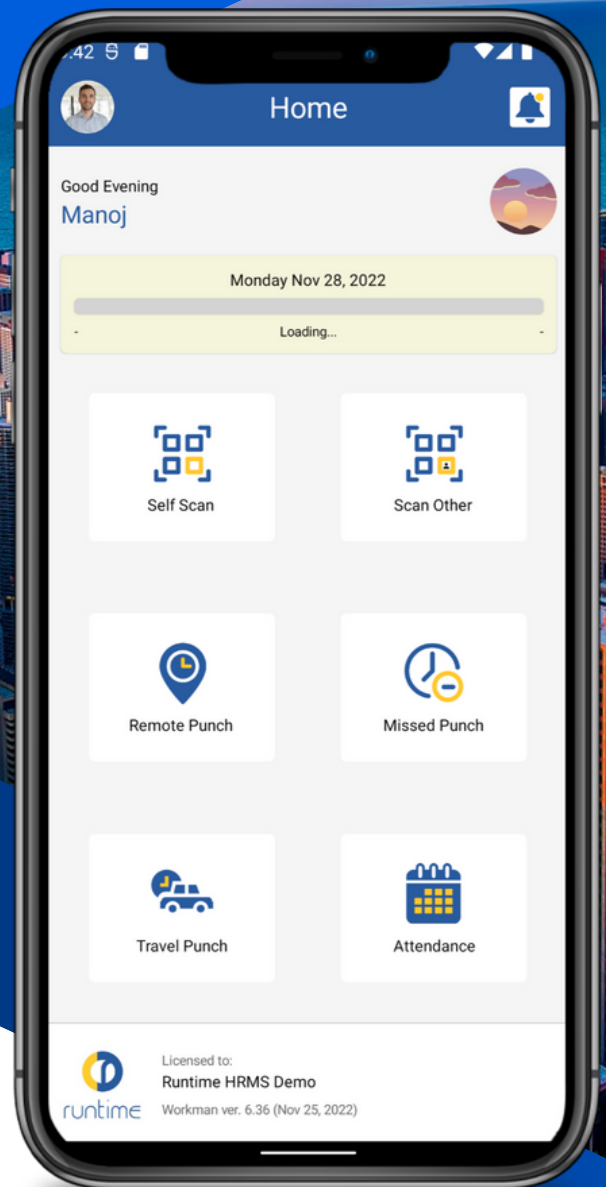
User Guide

RUNTIME WORKMAN

Updated: NOV-2022

This is a guide to use Runtime Workman Employee Self Service application which is part of Runtime HRMS.

Runtime Workman is available for both Android and iOS.





Get Started

Downloading Workman



Search

"Runtime Workman"

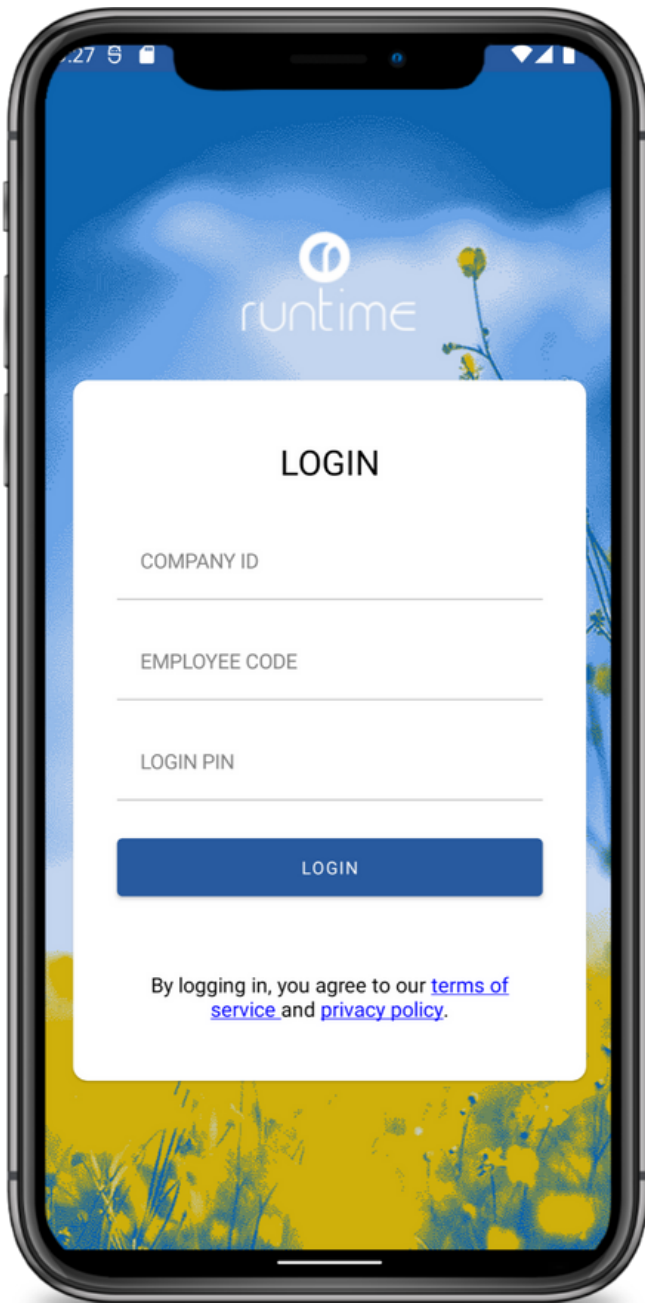
OR

Scan this QR from your phone





Get Started Logging In



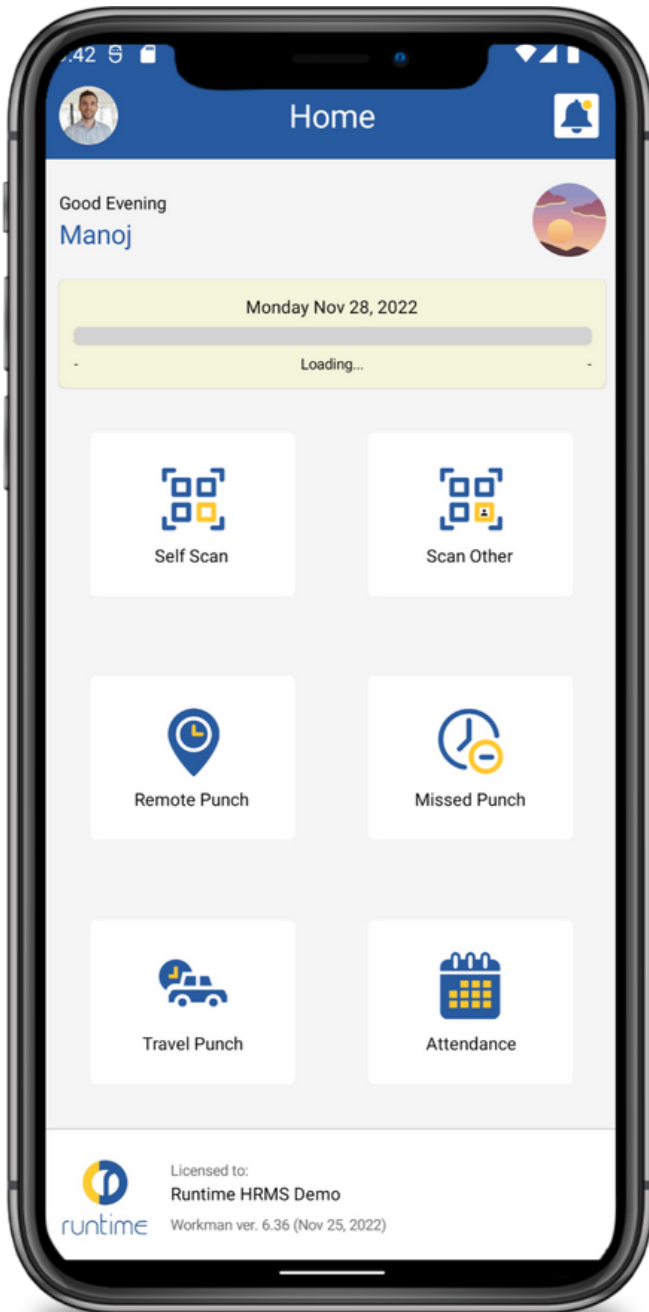
This is the login screen that appears when you open Workman for the first time.

Enter your Company Id, Employee Code and Login PIN to login.

These details will be shared by your HR Manager via SMS or E-Mail at the time of your onboarding.



Get Started Home Page



This is the home page of Workman that appears after login and every time you open the app.

Some common options like Scan, Remote Punch, Attendance etc. are provided for quick access.

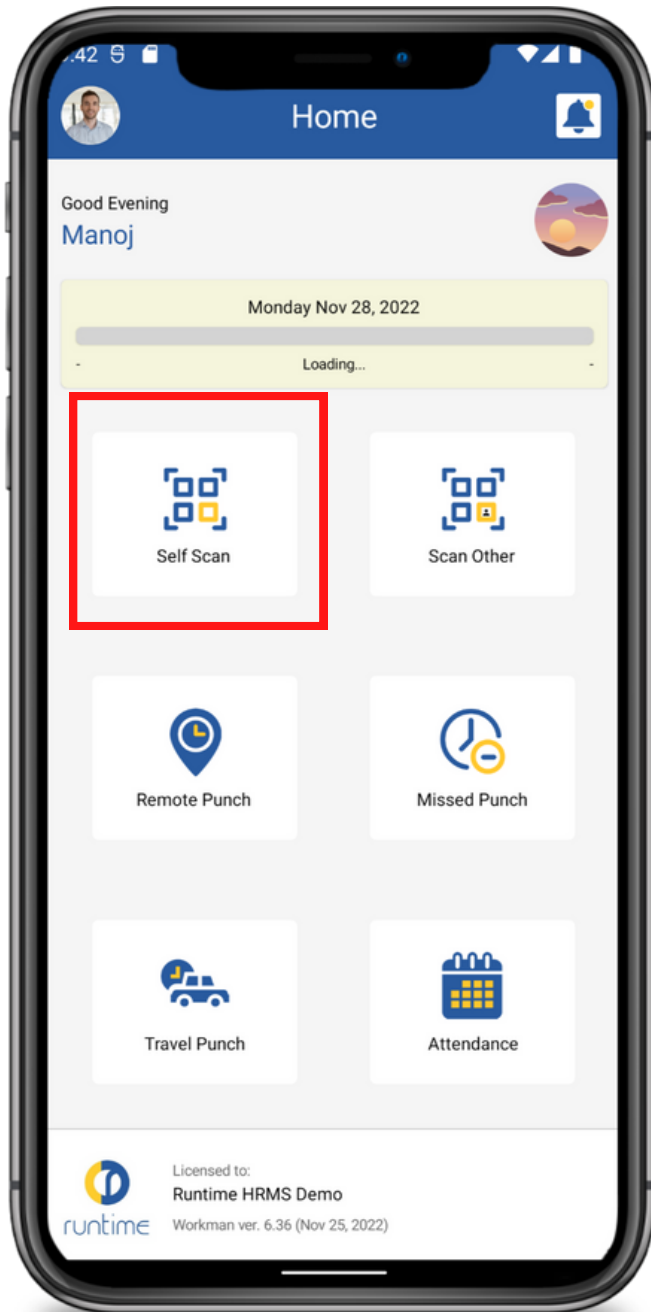
We'll discuss each option in further pages.

Note: At the bottom, you can see Workman Version and release date. This information may be asked by our support staff when resolving your queries.



Attendance Options

Self Scan 1/2



Self-Scan option allows you to mark your attendance by scanning a unique QR Code displayed at your office location.

Tap on Self Scan button to open camera view and point to the QR for scanning.

Once a QR is identified, attendance will be instantly marked.

Note: Check with your HR Manager about the location where QR code is available in your office.



Attendance Options **Self Scan 2/2**



Point your Camera to include the QR code within the frame.

You can use "+" and "-" buttons to zoom in or zoom out.

Use "T" button to turn on Torch/Flashlight in case the surroundings are not well lit.

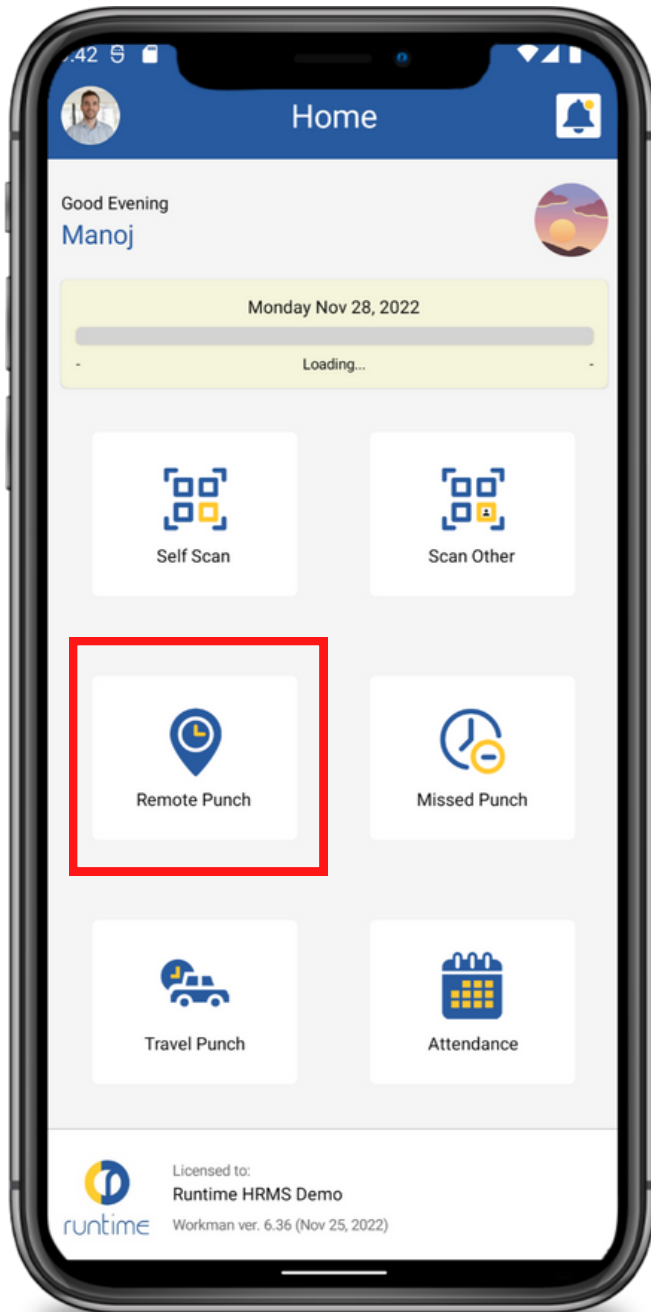
Notes:

1. Before you can use this option, make sure you have granted Camera permissions to the Workman application. See "Permissions" section for more details and troubleshooting.
2. Check with your HR Manager about the location where QR codes are available in your office.



Attendance Options

Remote Punch 1/2



Remote Punch is used to submit a punch in/out request without the need to scan a QR code.

Remote Punch cannot be submitted for past or future date/time. Only current date and time will be recorded when you submit a Remote Punch.

In case you forgot to punch on time, see 'Missed Punch' option.

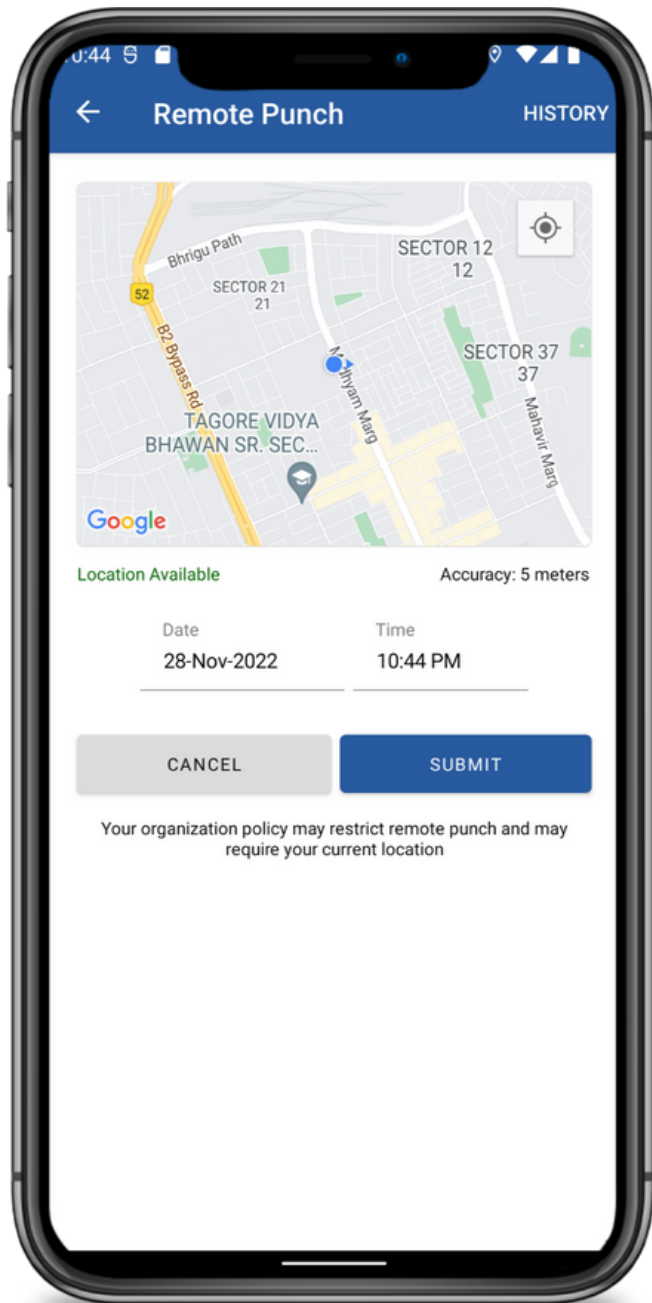
Notes:

1. Remote punch is allowed only if it is enabled on your profile. Check with your HR Manager for more details.



Attendance Options

Remote Punch 1/2



Remote Punch page displays your current location on map and shows current date and time (as per your device date and time).

Click on 'Submit' to submit a punch once your correct location is visible in the map.

It may take 5 to 10 seconds to fetch your location on a cold-start.

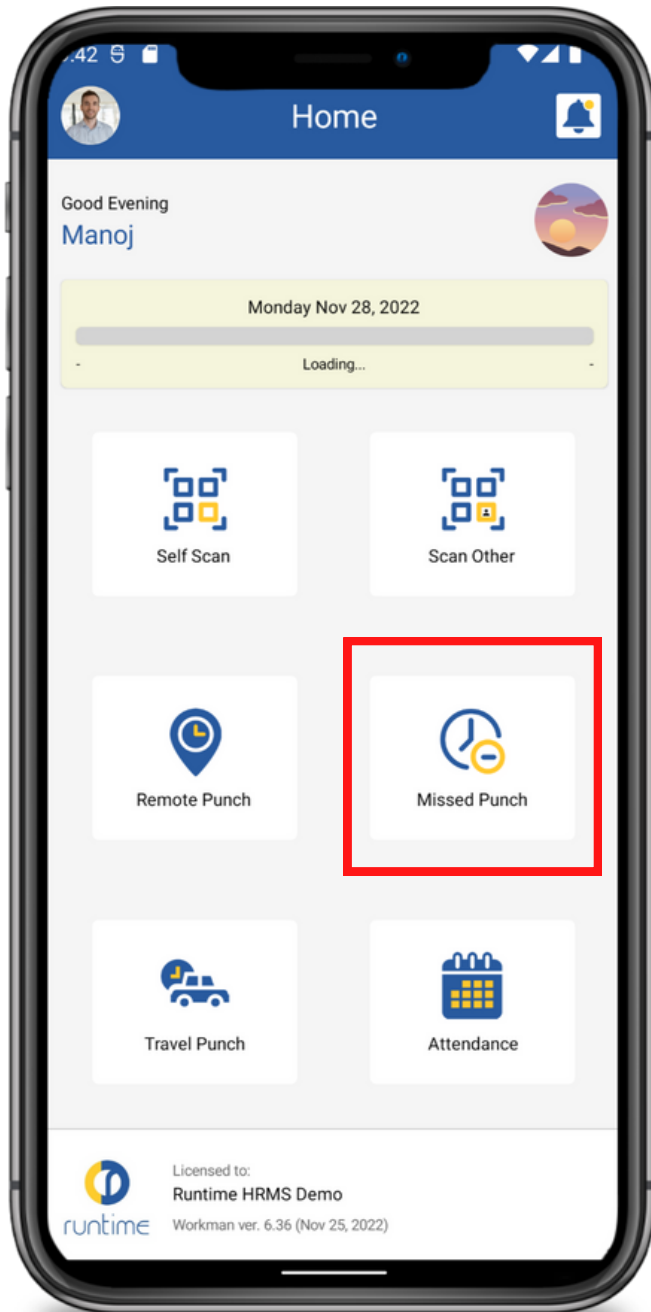
Notes:

1. If you denied location permissions on app startup, you may have to give location permissions manually. See "Permissions" section for more details.
2. Tap on "History" to see remote punches recently submitted by you with date and time details.



Attendance Options

Missed Punch 1/2



In case you forgot to punch on time using Remote Punch or QR Scan, you can submit a back-dated punch using **Missed Punch**.

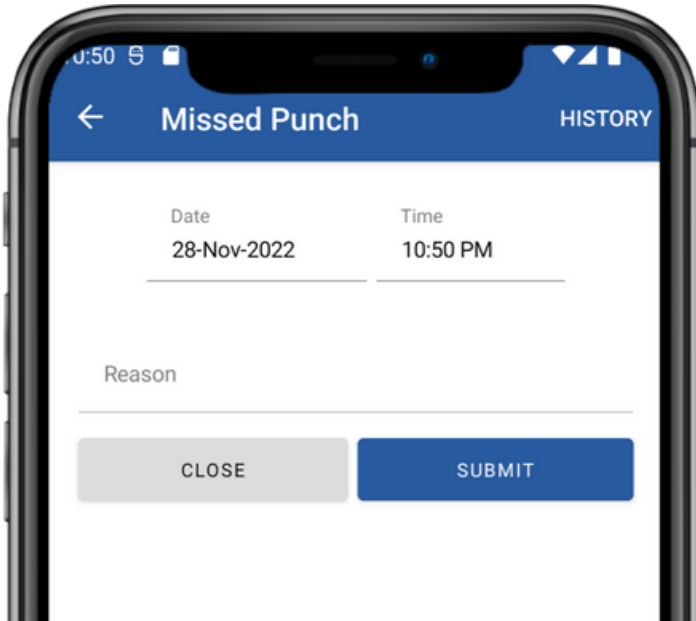
It is also useful in cases where you had no network connectivity at the time of punch or were facing other technical issues.

Tap on **Missed Punch** icon to open its page.



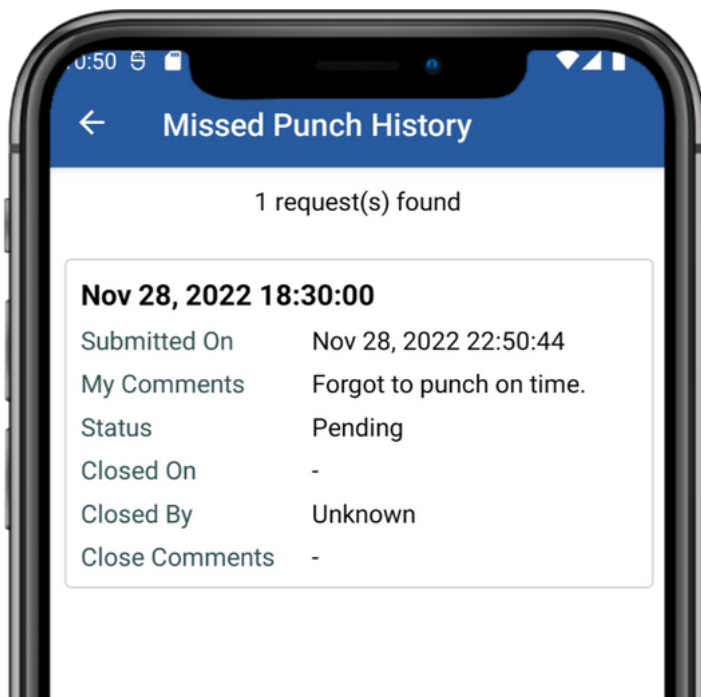
Attendance Options

Missed Punch 2/2



Select the date and time of actual punch that you missed.

Click on Submit button to submit your request. All Missed punch requests are sent to your Manager or HR Manager (as per the setup) for approval.

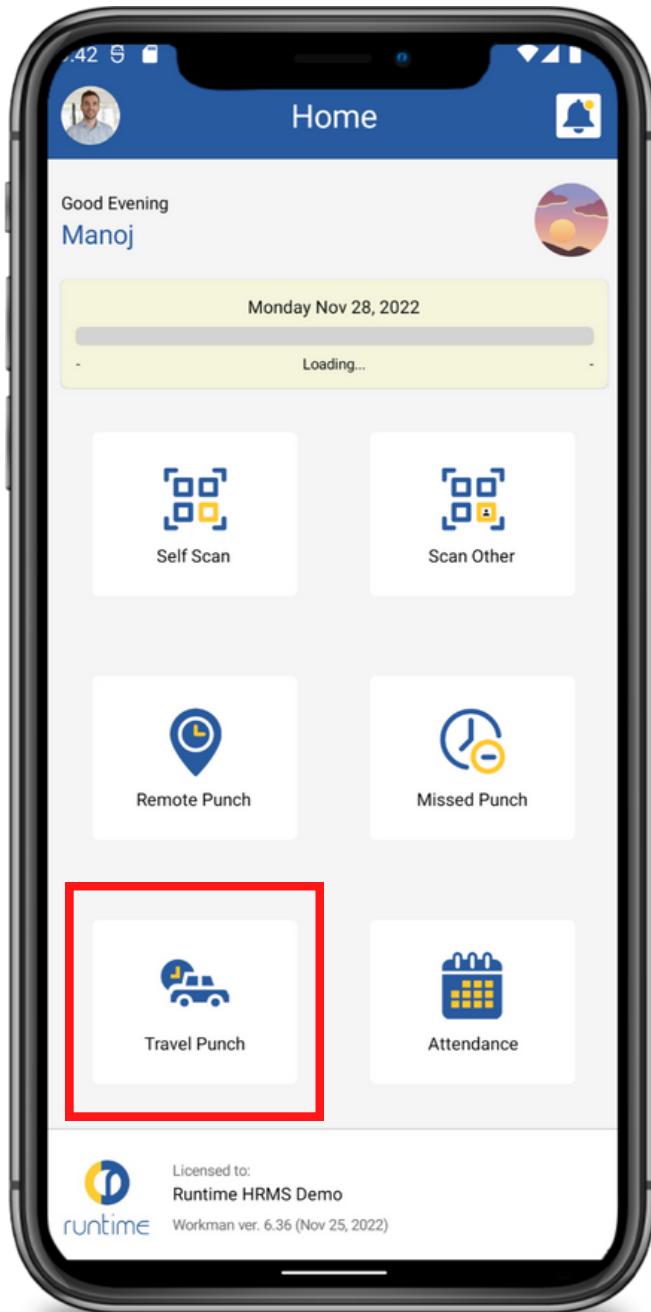


To view submitted requests and their status, click on History link at top right.



Attendance Options

Travel Punch 1/2



Travel Punch allows you to record places visited for e.g., client locations, dealerships, sales calls etc.

Travel Punch can also be used to calculate the distance travelled between two or more visits.

Tap on **Travel Punch** to open Travel Punch page.

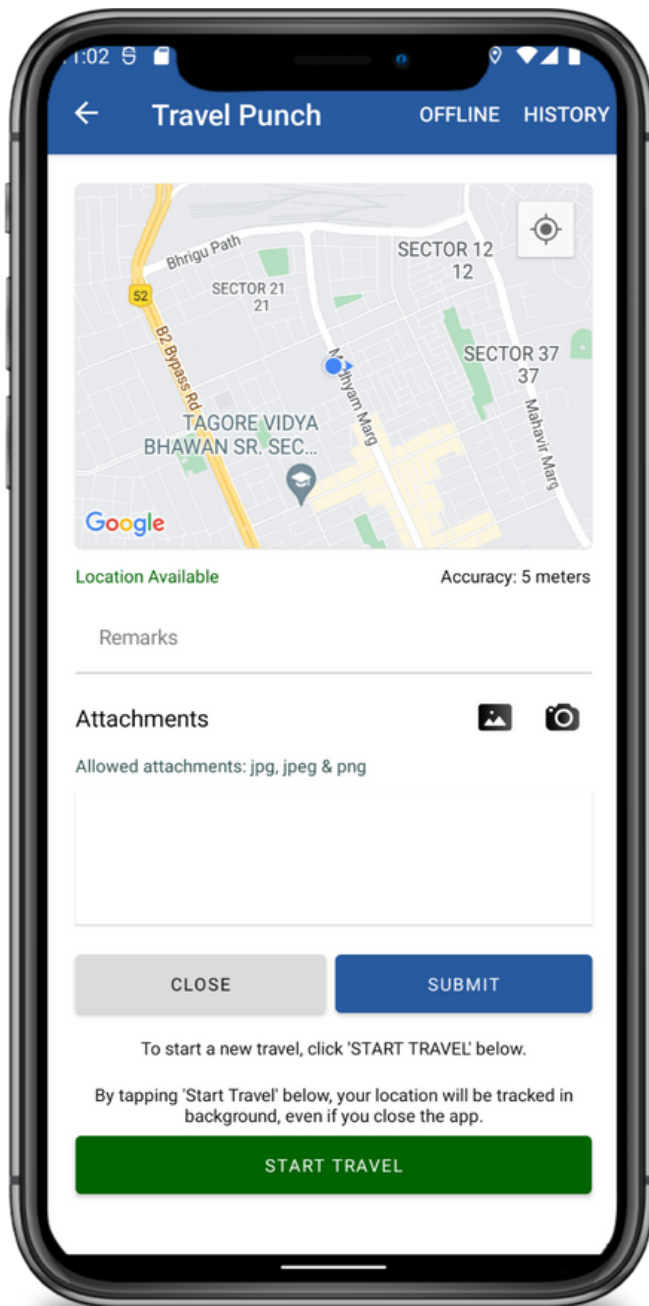
Notes:

1. Check with your HR Manager about the location where QR codes are available in your office.



Attendance Options

Travel Punch 2/2



Wait for the Map to get a GPS lock and display your location on the map.

Enter your comments of the visit for e.g. Client name or discussion notes.

Optionally, you can upload site photograph using Attachments.

To submit the Travel Punch, tap on **Submit**.

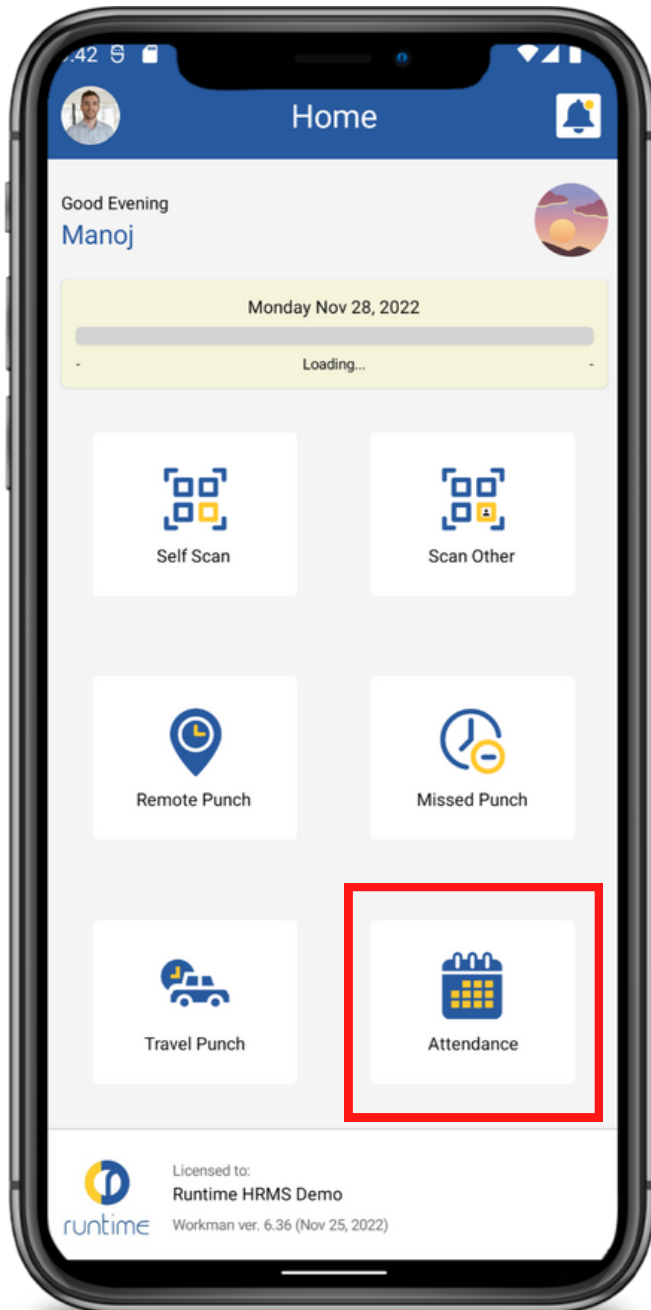
Notes:

1. Live Travel tracking is a separate feature and discussed later in this guide. You can ignore the **START TRAVEL** button on this page.



Attendance Options

Attendance Summary 1/3



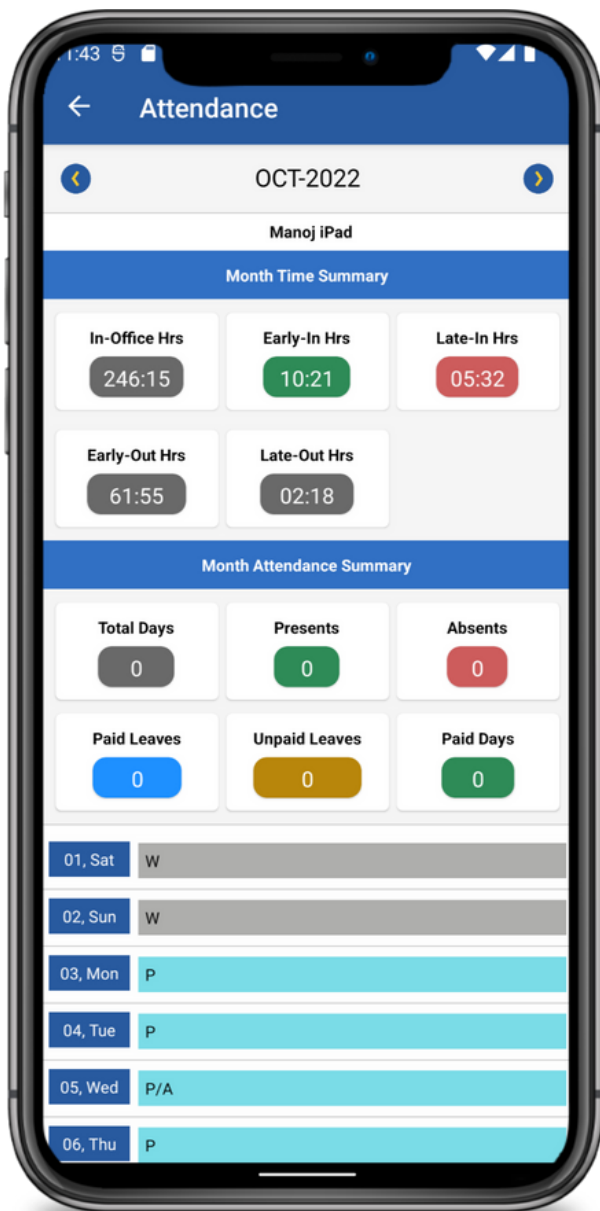
Tap on **Attendance** icon to view current month's attendance summary.





Attendance Options

Attendance Summary 2/3



This page displays summary of attendance for currently active month.

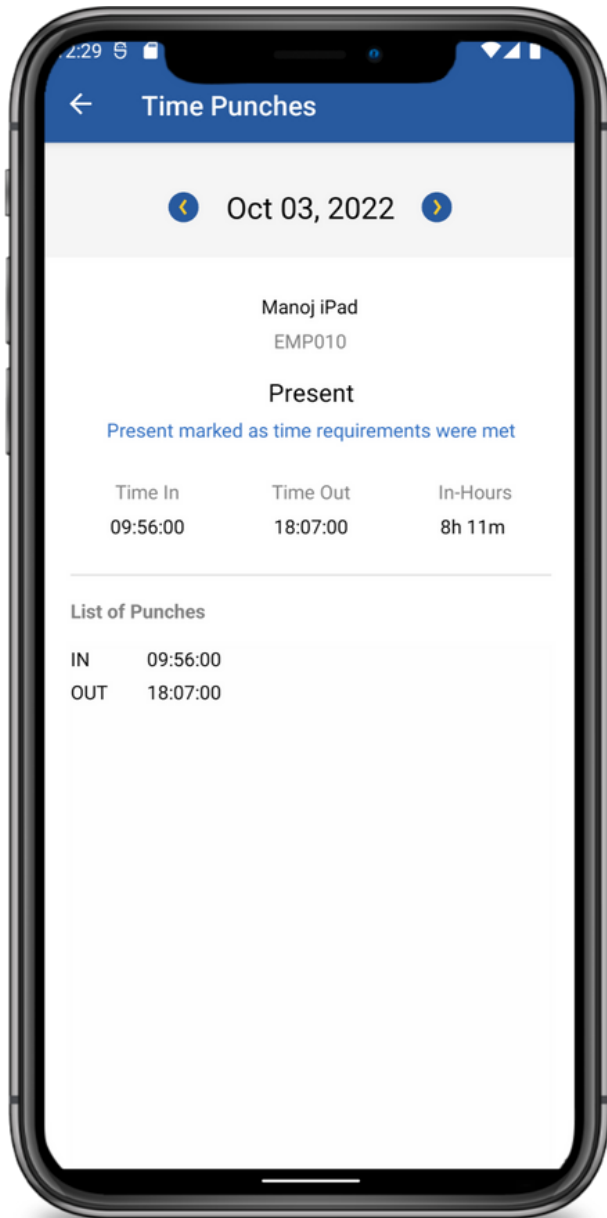
You can navigate to NEXT and PREVIOUS months by using arrows at top (Month Name)

Scroll Down to see attendance status for each date of the month.



Attendance Options

Attendance Summary 3/3



From previous page of attendance summary, tap on any date to view attendance and punch details for this date.

You can navigate to NEXT and PREVIOUS date by using arrows at top (Date)

This page also shows punch in/out for the day and calculated attendance as per rules set by your company.