SHERKETY BYTES ALIGN

Understanding Attendance Leave and Payroll Capabilities

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Exploring Attendance from the HR Dashboard

On the **HR** area of **Sherkety ERP & Website Platform**, attendance is presented as part of the same workforce workspace that also covers leave and payroll-related tasks. That matters when you are evaluating the module, because you can review day-to-day time tracking without jumping to a separate tool. If you have already reviewed employee records and organization setup in Reviewing Employee Management and Organization Features, this is the next layer: how those employee profiles are used in daily operations.

Typical attendance entry points buyers should look for include:

- **Check In** and **Check Out** actions for employees
- An **Attendance** list showing recorded working times
- Date-based views for a **day**, **week**, or another selected period
- Employee-focused records where you can review attendance history by person
- Status indicators that help highlight missing entries, late arrivals, or completed attendance logs

[SCREENSHOT: HR dashboard showing attendance, leave, and payroll-related options together]

In practice, attendance information is easiest to evaluate when it appears in a clear list with **employee names**, **dates**, and visible time records. A manager should be able to scan a period view and quickly spot who was present, who has incomplete records, and where follow-up may be needed. If the screen also uses badges, labels, or color indicators, those visual cues help teams identify exceptions faster than reading every line one by one.

The main business value is that attendance records are immediately available to the same people who manage leave and prepare payroll inputs. Instead of exporting time data into another product, HR teams can review worked time where employee details already exist. That reduces manual matching between spreadsheets, attendance tools, and salary preparation screens, especially when the same date range needs to be checked across multiple employees.

Managing Employee Leave Requests in One Place

In **Sherkety ERP & Website Platform**, leave management is most valuable when it sits next to attendance and employee records in the same HR workspace. Rather than treating time off as a separate process, the leave flow is part of the same employee administration experience. For buyers, this means you can assess whether the module supports both the request process and the approval visibility your team needs.

A typical leave request flow includes fields and actions such as:

- **Create** or **New** to start a request
- **Employee** to choose who the request belongs to
- **Leave Type** to select the reason for the absence
- **Start Date** and **End Date** to define the time away
- A save or submit action to place the request into the approval process

[SCREENSHOT: Leave request form with employee, leave type, and date fields]

Approval progress is usually shown through visible request states so HR staff and managers can follow each request from submission to decision. When you review the leave area, look for status labels that make it easy to tell whether a request is still waiting, approved, or no longer active. This is especially important for organizations that need manager review before HR finalizes time off.

Leave management becomes more useful when the screen also shows:

- **Leave balances** for available time off
- **Request history** for each employee
- A **calendar-style view** to see overlapping absences
- Department or team visibility to understand staffing impact before approving leave

That calendar perspective helps decision-makers avoid approving too many absences for the same dates. It also connects directly to attendance. When a leave request is approved, the absence is already known inside the HR module, so teams do not have to manually explain or repair attendance gaps for vacation, sick leave, or other planned time away. That connection reduces confusion when reviewing daily attendance records later.

Using Payroll Support Built on Attendance and Leave Data

In **Sherkety ERP & Website Platform**, payroll support is easiest to understand as the final stage of a connected HR workflow. Attendance captures worked time, leave records approved absences, and payroll-related screens can then use that information instead of asking staff to enter it again. For buyers, this is one of the strongest reasons to look at HR as an integrated module rather than a collection of separate tools.

When reviewing payroll support, look for records and screens such as:

- **Employee contracts**
- **Work entries** or worked-time records
- **Pay periods** or date ranges used for salary preparation
- **Payslip** or payroll processing screens
- Employee details that connect compensation setup with attendance and leave activity

[SCREENSHOT: Payroll-related screen showing employee, period, and worked-time or leave-linked information]

The practical advantage is straightforward. If attendance totals are already recorded and approved leave is already visible, payroll preparation becomes less repetitive. HR or finance teams can use the same employee profile and date range to review:

- Time actually worked
- Approved non-worked time
- Paid time off that should still be compensated
- Deductions or adjustments linked to attendance patterns
- Salary calculations for the selected period

This does not mean payroll runs itself automatically in every case. It means the supporting information is already in one place, making payroll preparation more reliable. The quality of that support depends on consistent use of the HR module. Employee records, schedules, attendance logs, and leave approvals all need to be maintained accurately so payroll screens reflect the right picture. If those pieces are updated inside the same workspace, teams spend less time reconciling records and more time checking exceptions before finalizing pay.

Following the End-to-End Workforce Workflow

A strong HR setup in **Sherkety ERP & Website Platform** is not just about having separate attendance, leave, and payroll screens. The real value appears when those screens support one continuous workforce workflow. Buyers should review how easily HR staff can move from one record to another while staying in the same employee context.

A practical example looks like this:

- An employee uses **Check In** at the start of the day
- The time is stored in the **Attendance** record for that employee and date
- Later, the employee submits a **Leave Request** for future dates
- A manager or HR reviewer checks the request status and approves it
- During payroll preparation, the pay period includes both worked time and approved non-worked time

[SCREENSHOT: HR navigation showing employee record, attendance entries, leave requests, and payroll-related pages]

This kind of connected flow matters because HR teams can move between related screens without switching to another product. The same employee name, department, schedule, and employment details should already be available across the workflow. That avoids re-entering the same information in multiple places and reduces errors caused by mismatched records.

Shared employee data is especially helpful when reviewing a date range. Instead of comparing separate exports, teams can look at one employee profile and trace:

- When the employee was present
- Which dates were approved as leave
- Whether the pay period reflects both worked and approved absence time
- Which department or team the employee belongs to
- Whether contract details align with the payroll period being reviewed

There is also an audit benefit. When timestamps, leave approvals, and payroll inputs all point back to the same employee and date range, it becomes much easier to answer questions about missing time, approved absences, or salary differences. That visibility supports cleaner reviews and fewer disputes.

Comparing the Business Value of an Integrated HR System

For many organizations, the biggest advantage of using **Sherkety ERP & Website Platform** for attendance, leave, and payroll support is not just convenience. It is the reduction in reconciliation work. When these functions live together, HR teams spend less time comparing records from separate tools and more time reviewing exceptions that actually need attention.

An integrated HR workflow can reduce manual effort in several ways:

- Attendance records do not need to be copied into a separate payroll worksheet
- Approved leave can already explain absence days in the same employee timeline
- Managers can review requests with better context before approving time off
- Payroll preparation can rely on records already captured during daily operations
- Department-level planning becomes easier when absences and worked time are visible together

[SCREENSHOT: HR area showing related attendance, leave, and payroll options in one navigation flow]

This also improves reporting value. When attendance history, leave activity, and payroll-supporting records are connected, decision-makers can review workforce patterns with more confidence. For example, a department manager can look at staffing impact during a period of heavy leave, while HR can compare attendance consistency across teams. Finance leaders benefit because labor-related information is easier to trace back to the source records.

Managers also gain practical day-to-day benefits. If an employee questions an absence, a late mark, or paid time off handling, the reviewer can check the employee record, attendance entries, and leave decision in one place. That reduces back-and-forth and helps resolve disputes faster.

When deciding whether this integrated workflow fits your organization, consider:

- **Workforce size**
- **Number of leave types**
- **Approval complexity**
- **How closely payroll depends on time and attendance data**
- **Whether your current process relies on spreadsheets or disconnected tools**

If your team needs one shared view of employee time, absences, and payroll inputs, this part of the HR module is especially important to evaluate.

Identifying Common Gaps Before You Buy

Before choosing the HR module in **Sherkety ERP & Website Platform**, it helps to test whether the attendance, leave, and payroll flow matches how your team actually works. A feature may look complete on a product page, but the buying decision should focus on whether the screens, fields, and approval flow fit your real policies and daily routines.

Start with attendance capture. Check whether the attendance area supports the way your staff records time. Buyers should confirm whether the workflow can handle:

- Direct **Check In** and **Check Out** use by employees
- Manual attendance entry when needed
- Manager review or correction of missing records
- Date-based attendance review for daily and period checks
- Clear visibility of incomplete or unusual entries

Then review the leave screens carefully. The leave request form should make it easy to select the **Employee**, choose a **Leave Type**, and enter **Start Date** and **End Date**. More importantly, the request should move through approval states that match your policy. Look for support around:

- Multiple leave categories
- Leave balance visibility
- Request history
- Calendar views for overlap checking
- One or more approval stages if your process requires them

Payroll support should be tested just as closely. Confirm that payroll-related screens can use attendance and leave information already stored in the HR area. If your team still has to export records into spreadsheets and re-enter them manually, the integration value drops quickly. Review whether payroll preparation can work from shared records such as:

- Employee details
- Contracts
- Work entries or worked-time records
- Approved leave
- Pay period views

Finally, make sure employee records, calendars, departments, and contract information are shared across all three workflows. If those pieces are disconnected, reporting and payroll reviews become inconsistent. The next document, Evaluating Recruitment and HR Analytics, expands the picture by looking at hiring workflows and decision-making visibility.

Overview

This document focuses on how **Sherkety ERP & Website Platform** presents three closely related HR capabilities together: **attendance**, **leave management**, and **payroll support**. The goal is not to repeat the employee and organization setup already covered in Reviewing Employee Management and Organization Features, but to help you evaluate what happens after employees are already in the HR workspace.

Across the HR area, buyers should pay attention to how these capabilities connect on screen:

- **Attendance** views that show check-in and check-out activity
- **Leave request** forms with employee, leave type, and date fields
- Approval states that show where a request stands
- **Payroll-related** records that use worked time and approved absences
- Shared employee details across all related screens

[SCREENSHOT: HR module landing area with attendance, leave, and payroll-related navigation]

The most important question is whether the module supports a continuous workflow instead of isolated tasks. In a strong setup, an employee's attendance record, approved leave, and payroll period all refer back to the same profile and date range. That makes daily review easier for managers, reduces manual correction work for HR, and gives payroll teams cleaner source data.

As you read this guide, think about your own process:

- How employees record time
- How leave is requested and approved
- Whether payroll depends on worked hours, absences, or paid time off
- How often your team reconciles records across spreadsheets or separate tools

Those are the practical issues this document helps you assess. The sections above break the evaluation into attendance handling, leave workflow, payroll support, end-to-end process flow, and common buying gaps so you can judge whether the HR module matches your organization's needs.

Prerequisites

To get the most value from this guide, you should already be familiar with the basic HR structure shown in **Sherkety ERP & Website Platform**. This document assumes you understand where the HR module fits within the broader ERP offering and that you have already reviewed employee and organization-related capabilities.

Before using this guide, it helps to have read:

- Exploring HR Module Overview and Business Fit
- Reviewing Employee Management and Organization Features

That background is useful because attendance, leave, and payroll support depend on employee records being in place. When you evaluate these workflows, you should already recognize the importance of shared employee details such as:

- Employee names and profiles
- Department assignments
- Organizational structure
- Employment information used across HR records

You do not need technical knowledge to follow this document. What matters is being able to identify common HR screens and fields, such as:

- **Attendance** lists and date filters
- **Check In** and **Check Out** actions
- **Leave Request** forms
- **Employee**, **Leave Type**, **Start Date**, and **End Date** fields
- Payroll-related records tied to a selected period

If you are reviewing the HR module as a buyer, it is also helpful to know your own internal process before comparing it to the screens in Sherkety ERP & Website Platform. Gather clear answers to questions like:

- How your team records attendance today
- Who approves leave requests
- Whether payroll depends on time and absence data
- Whether you currently rely on spreadsheets or separate tools

With that context, you can use the sections in this guide to judge fit more accurately and move on to Evaluating Recruitment and HR Analytics once you are ready to assess hiring and reporting capabilities.