ORANGEHRM
THE WORLD'S FIRST
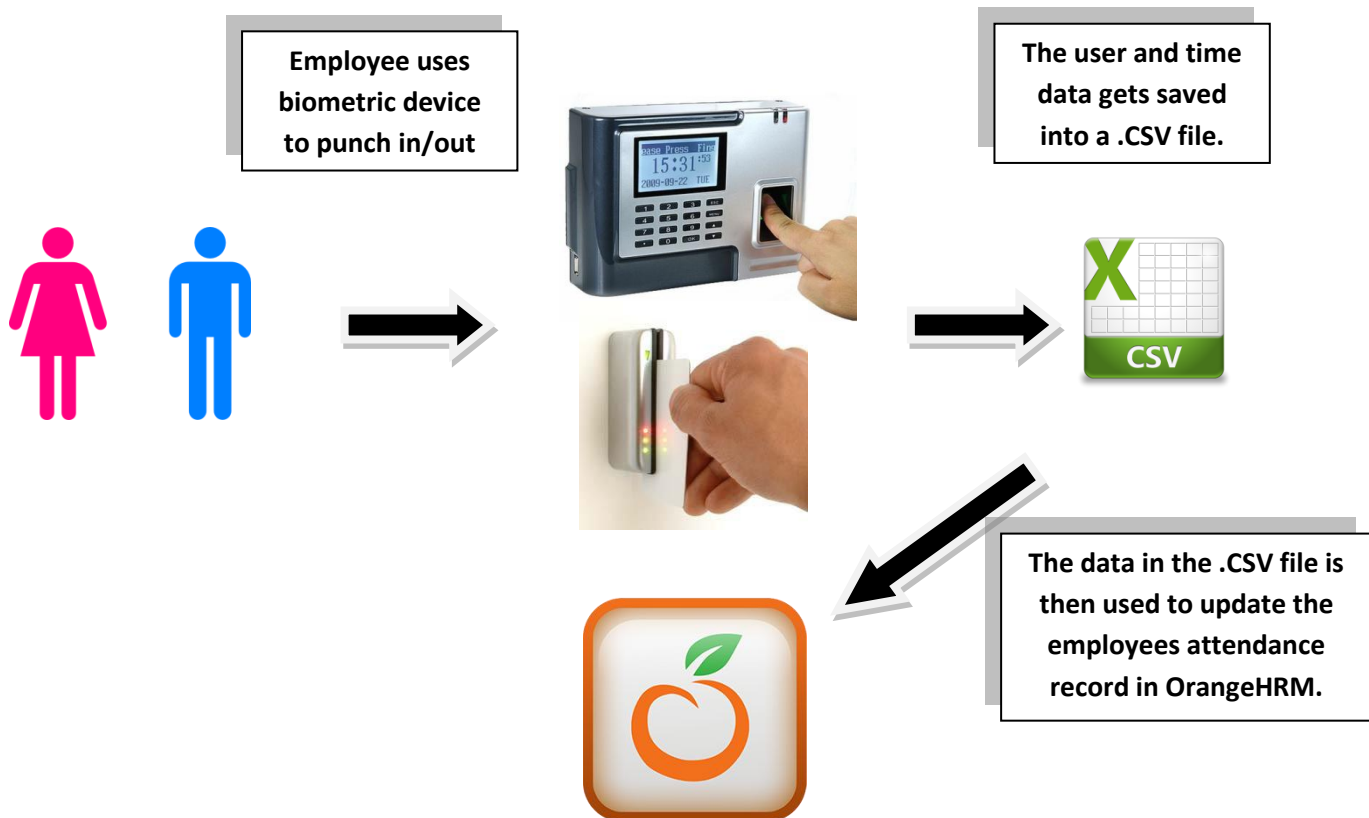## HR App Store

OrangeHRM

Biometric Attendance

- *Biometric attendance addon which allows for uploading of attendance data into OrangeHRM.*

- *Will work with any biometric device, as long as the output file (.CSV) from that device is compatible with the Biometric addon.*

- *All data recorded can be used for attendance report generation.*

- *Automatic email notifications can be enabled to be sent to both the employee as well as the HR Admin, in the case of incomplete attendance records being uploaded.*

The methods of uploading attendance data are given below:

- *Manual Upload: the HR Admin uploads a CSV onto the OrangeHRM system, either daily or weekly (depending on requirement)*

- *Automatic Upload: OrangeHRM can be programmed to automatically go and pick up the customers CSV file with all the punch in and punch out data at programmed intervals.*

    *Real-time Synchronization: is possible as long as the biometric device supports communication between OrangeHRM and the biometric device. This is done via web services.

Employee uses biometric device to punch in/out

The user and time data gets saved into a .CSV file.

The data in the .CSV file is then used to update the employees attendance record in OrangeHRM.