

Getting Started

Step 1: Set up your organisation.

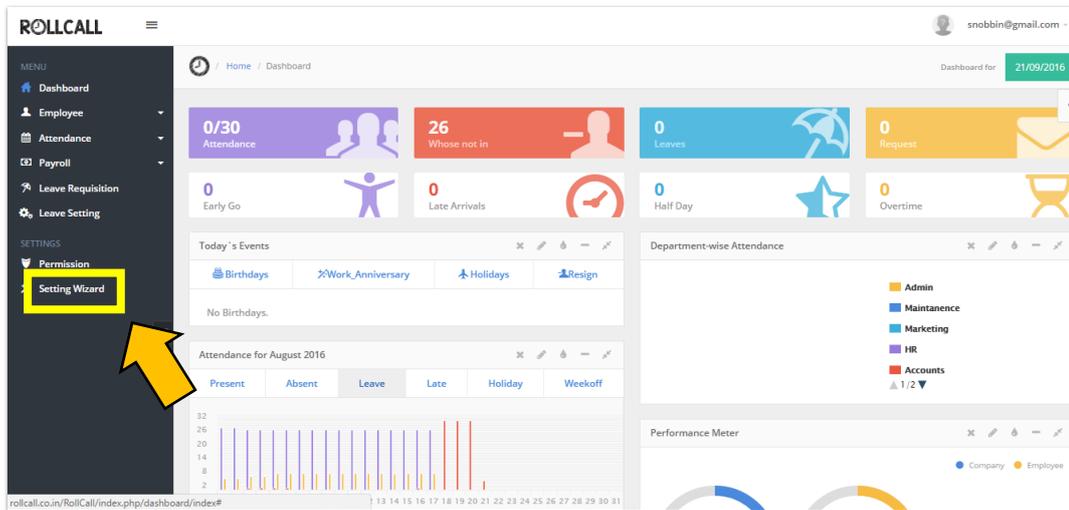
You can follow the following link to help with the setting wizard

YouTube: https://www.youtube.com/watch?v=SVYcm1i_kVs&index=1&list=PLO0wsdVAGuMUiK50abKsMA6mGjV0orxyx

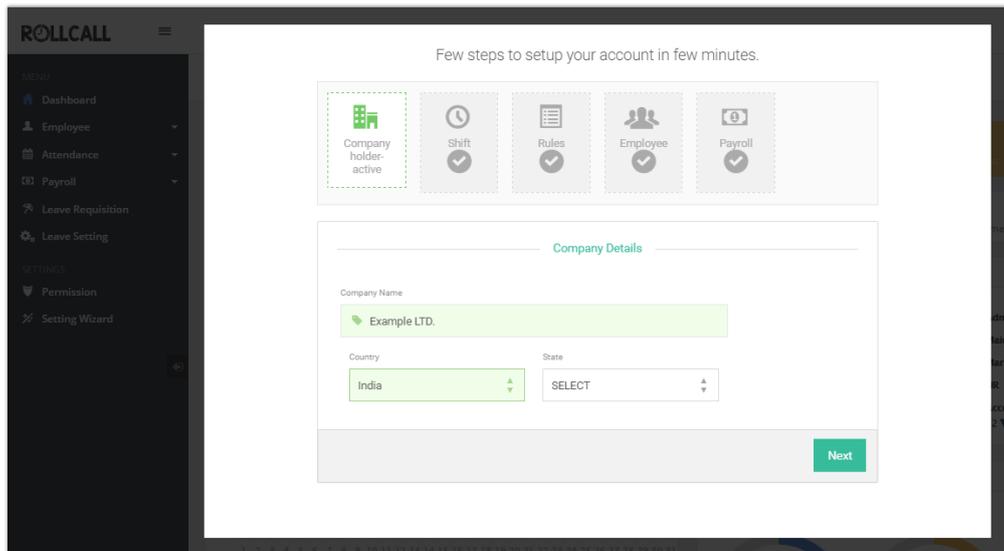
Slideshare: http://www.slideshare.net/Snobbin/setting-your-rollcall-account?qid=88b3b2c3-aa7f-465f-9eda-4b7d791be8b7&v=&b=&from_search=2

OR follow the steps below

Click on setting wizard to start setting your account



Enter company name and location



Enter Shift details for your employees

ROLLCALL

Menu

- Dashboard
- Employee
- Attendance
- Payroll
- Leave Requisition
- Leave Setting

SETTINGS

- Permission
- Setting Wizard

Few steps to setup your account in few minutes.

Company holder-active | Shift | Rules | Employee | Payroll

Shift Setting

Shift Name: TRAINEE SHIFT | Shift Type: Shift | Processing Type: 1st IN 2nd OUT 3rd IN 4th Ovr

Start Time: 09:40:00 | End Time: 17:40:00 | Total Hrs: 08:00:00

Next

Enter leave and shift rules

ROLLCALL

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Company holder-active | Shift | Rules | Employee | Payroll

Shift Rules

- Considered Comp Off
- Considered min. full day value
- Considered half day value
- Subtract break time from work hours.
- Holiday as OT

Next

Enter Employee code details and the method of attendance entry

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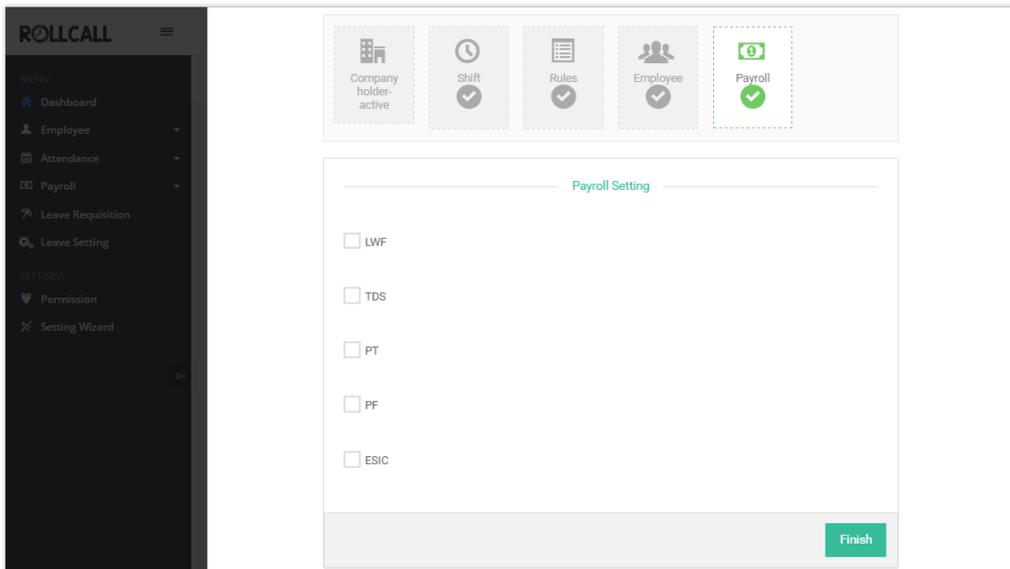
Company holder-active | Shift | Rules | Employee | Payroll

Employee Code Setting

- Want an Employee Code Prefix?
 NO Prefix +
- Want an Employee Code Postfix?
 NO Postfix +
- Method of input:
 Autogenerated + Manual

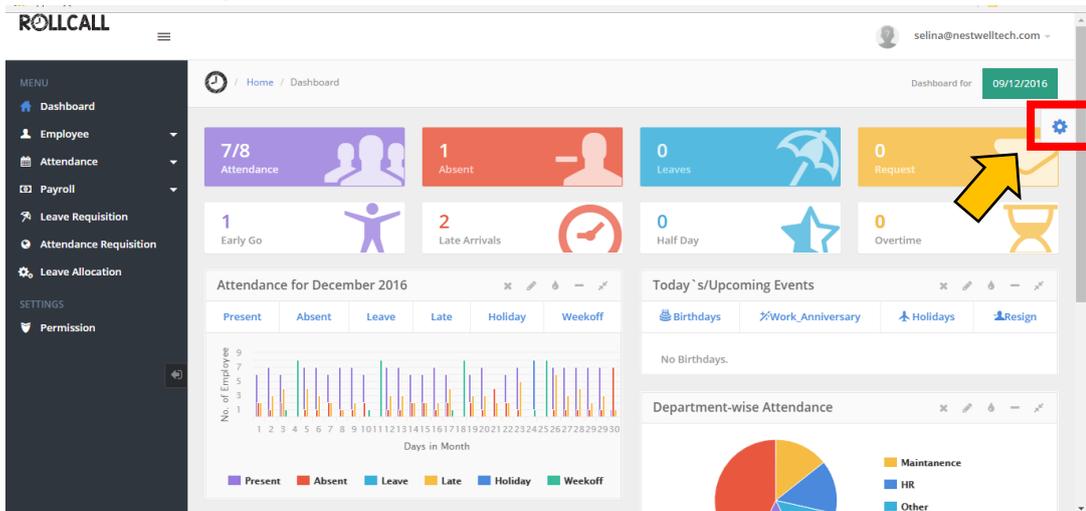
Next

Set up compliance (payroll) by just clicking on checkboxes



Step 2: Set up detailed shift.

Click on the setting master



Select Shift and then select shift master

The screenshot shows the ROLLCALL dashboard for user selina@nestwelltech.com on 09/12/2016. The dashboard includes several widgets: Attendance (7/8), Absent (1), Leaves (0), Early Go (1), Late Arrivals (2), Half Day (0), and Today's/Upcoming Events (Birthdays, Work Announcements, Holidays, Resign). A 'Setting Master' panel is visible on the right, with the 'Shift Master' link highlighted in a red box. A yellow arrow points to this link. Below the dashboard, there are charts for 'Attendance for December 2016' and 'Department-wise Attendance'.

Add a new shift or edit an existing shift as shown below

The screenshot shows the 'List of Shifts' page for user selina@nestwelltech.com on 18/02/2017. The page features a table of shifts with columns for 'Shift Name' and 'Status'. The 'Add Shift' button is highlighted in a red box, and a yellow arrow points to it. The 'Action' column contains edit icons, with one icon highlighted in a red box and a yellow arrow pointing to it. The table lists four shifts: Anthony shift, Dipika Shift, Selina Shift, and General, all with 'Activated' status.

Choose whether you want processing by shift or by hours

The screenshot shows the 'Add Shift' form for user selina@nestwelltech.com. The form has two radio buttons for processing type: 'By SHIFT' (selected) and 'By HRS'. Below this, there are sections for 'Basic Details' and 'Break Details'. The 'Basic Details' section includes fields for 'Shift Name', 'Title', 'Processing Type', 'Start Time', 'End Time', and 'Total Hrs'. The 'Break Details' section includes fields for 'Start Time', 'End Time', and 'Total Hrs'.

Add basic details, break details, grace periods, Half day and full day rules, Over time, assign week offs and add shift rules to finally complete the process of adding a shift.

Step 3: Set up the payroll for your organisation.

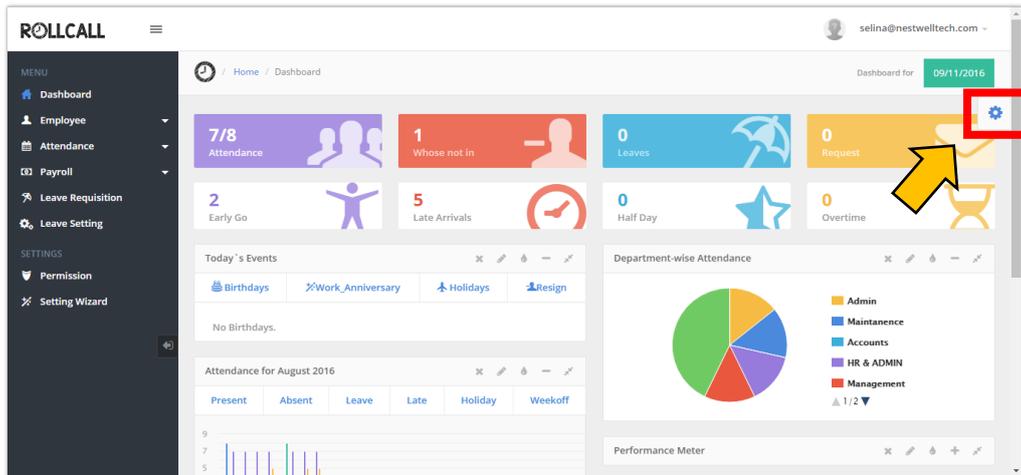
You can follow the following link to help with the setting payroll.

YouTube Video link:

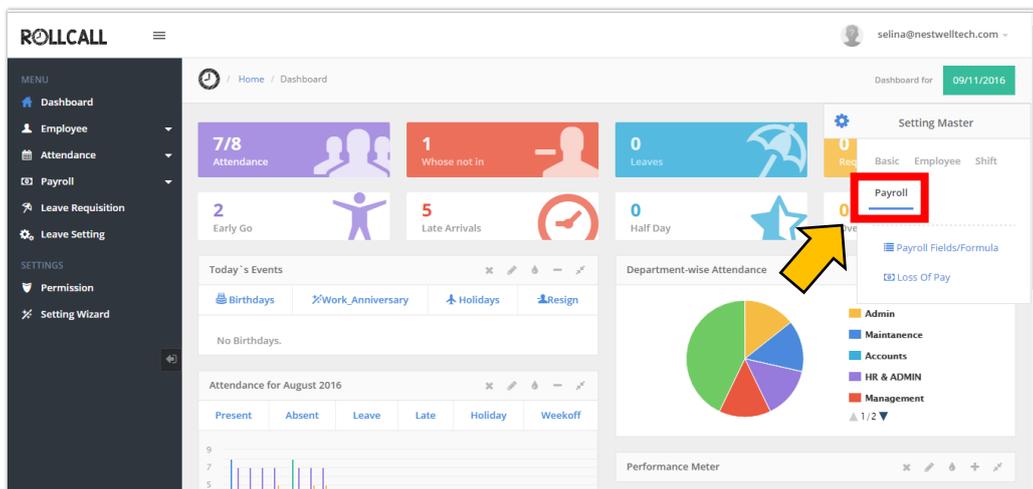
Slideshare: http://www.slideshare.net/Snobbin/setting-payroll-on-rollcall?qid=88b3b2c3-aa7f-465f-9eda-4b7d791be8b7&v=&b=&from_search=6

Or follow the steps as shown below

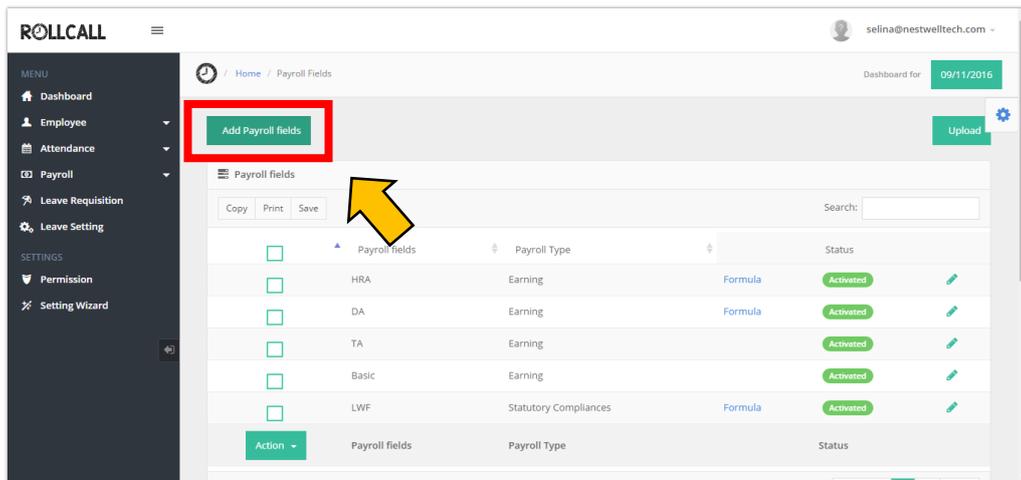
Click on the settings button as shown below



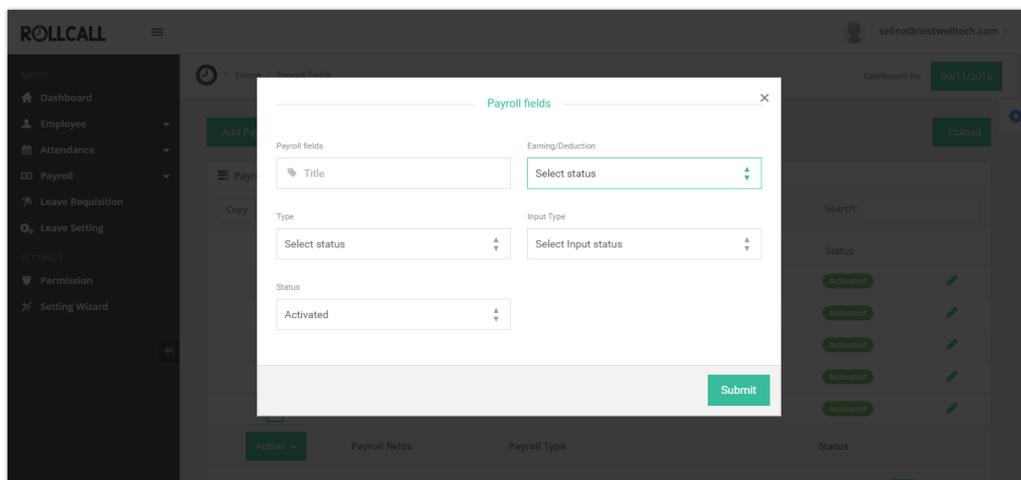
Click on 'Payroll' and select 'Payroll Fields/Formulas'



Click on 'Add Payroll fields' to add a new Payroll field to your template

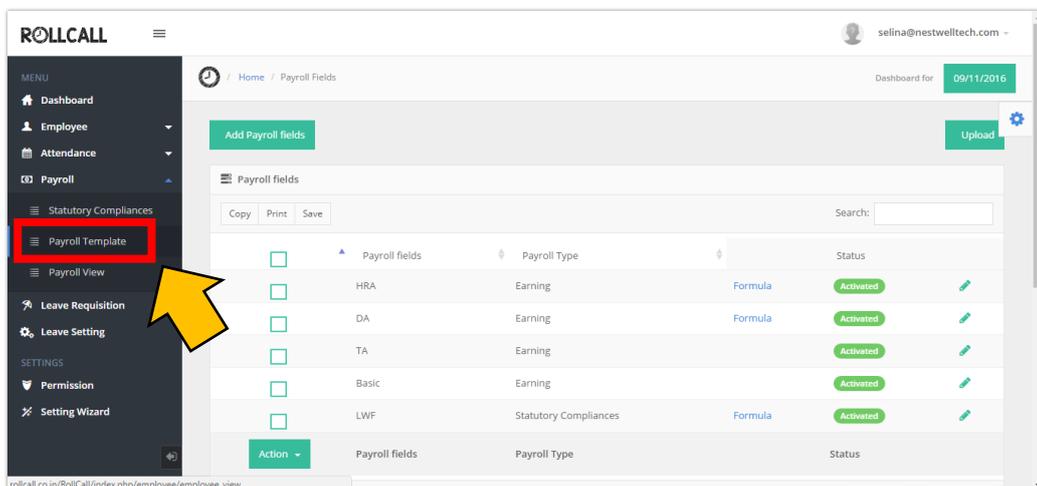


Fill the details as required and submit to confirm the changes

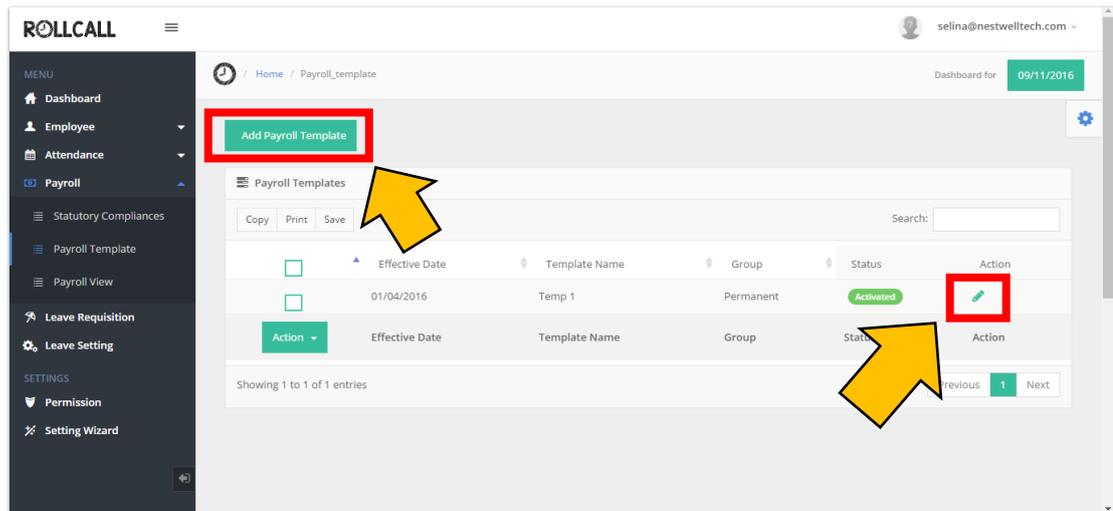


Once you have added your payroll fields, define template for the group that you wish to activate the payroll fields (Please note that the template details that are entered will be assigned to all employees of the group that the template is assigned to).

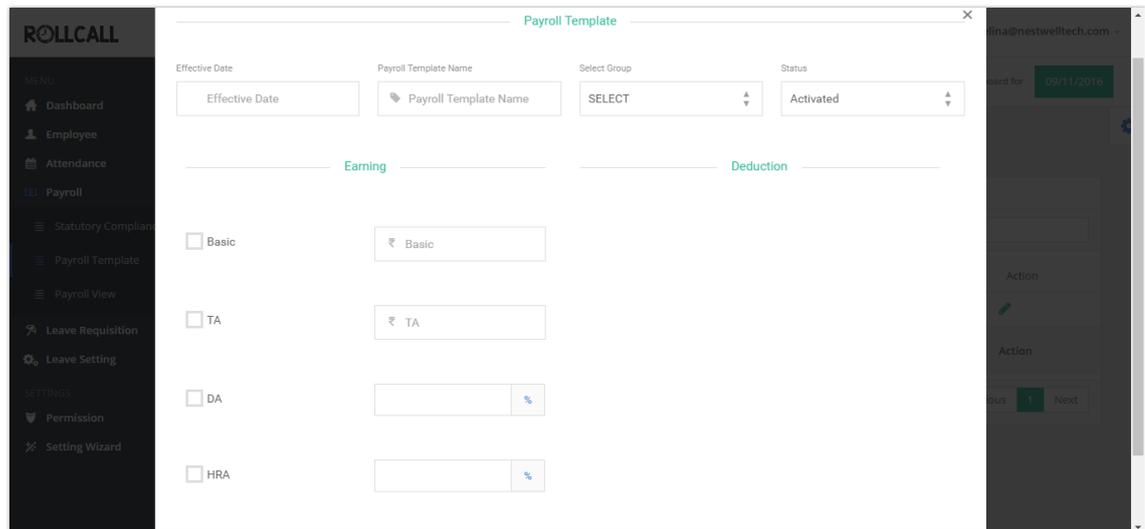
Click on 'Payroll Template' to set up the payroll for your employees



Click on 'Add Payroll Template' or edit the existing template by clicking on the action button



Select the fields you want to apply for the group and submit to confirm



After setting the payroll template, you can add other payroll details by going into each employee and putting the details specific to each employee. Please remember to assign shift to each employee so that you get their attendance.

If you have integrated with any biometric or RFID or access control devices, you will have to update device enrolment number for each employee. You can update each employees' device enrolment number in the attendance setting under employee details of each employee.

And that's it! You are ready to go. Enjoy the ease of using the best attendance and payroll software on cloud.

For further queries you can contact us on +91 730-347-9777 or chat with us and tell us how we can help you

