

Harmony - Time & Attendance (T&A)

Harmony's Time & Attendance module lets you easily track time worked and manage your employees' absences. With a variety of ways to track time, including integrations with time clock hardware, you can conveniently vet your labor before sending it off for payroll.

What you can do in T&A:

- Track your employees' worked time and how much time they spent on each project/task
- Import time worked from a hardware time clock
- Schedule your employees' shifts
- Absence management, such as vacation, sick, or other leaves and absences
- Generate and manipulate your own dynamic reports

You should have received our manuals once the implementation of your Harmony database was complete. You can also refer below for the latest version:

[Harmony Time & Attendance User Manual \(Administrators\) - v1.4](#)

[Harmony T&A User Manual \(Managers\) - v1.2](#)

[Harmony T&A User Manual \(Employees\) - v1.2](#)