User Guide

RUNTIME WORKMAN

This guide serves as an instructional resource for utilizing the Runtime Workman Employee Self Service application, an integral component of Runtime HRMS & Payroll Software.

Last Updated: **21-Feb-2025**

Get Started

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"Runtime Workman"

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Get Started

Table of Contents

Get Started

Table of Contents

Other Topics

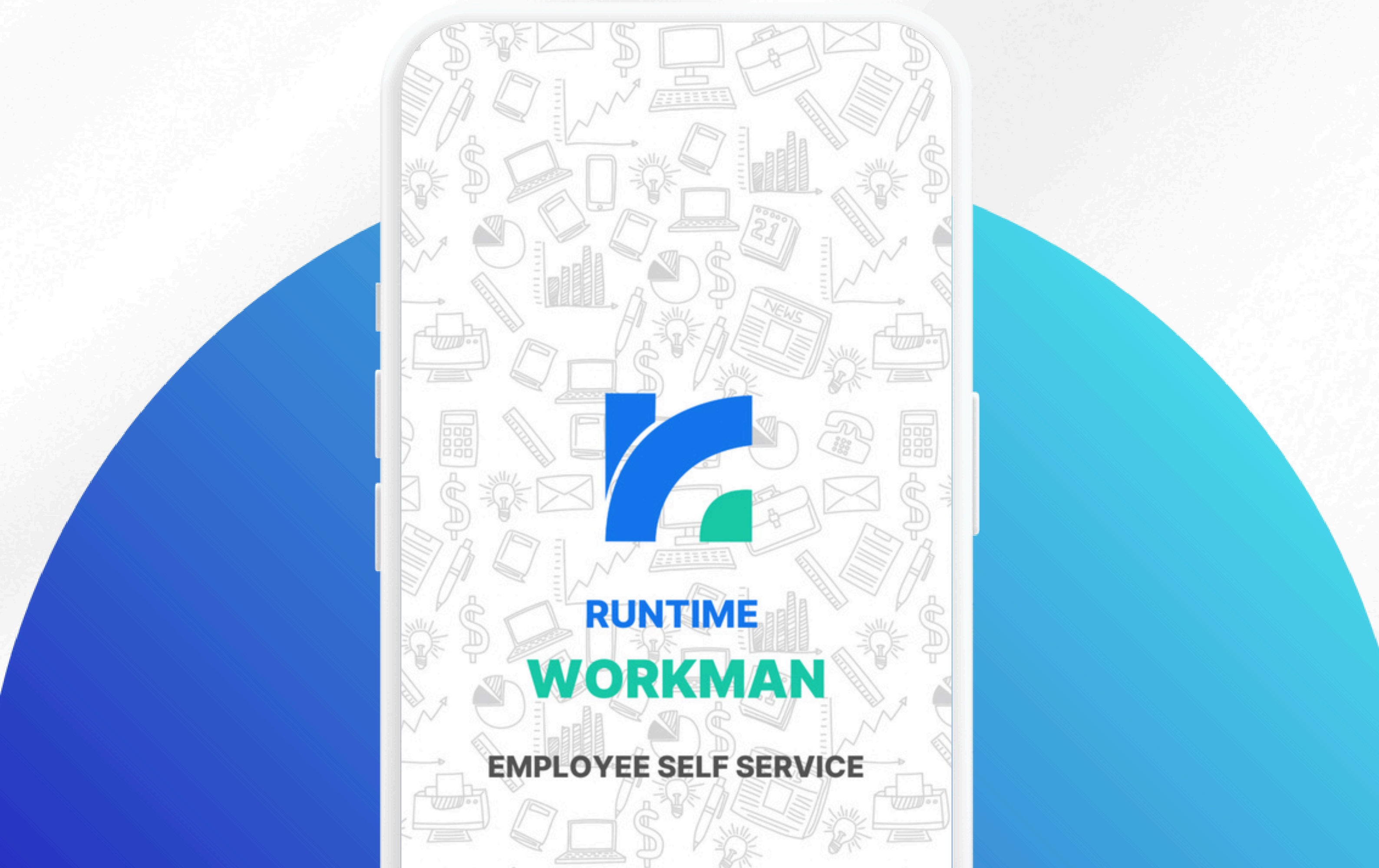
Get Started

Introduction

Welcome to **Runtime Workman!**

It is an employee self-service mobile app available on Android, iOS, and Web platforms.

Using **Runtime Workman**, you can carry out various employee self service tasks on mobile itself. You no longer need to approach your HR Manager for attendance correction, leave application, salary slips or investment declarations. Runtime Workman comes with 30+ functions on-the-go.

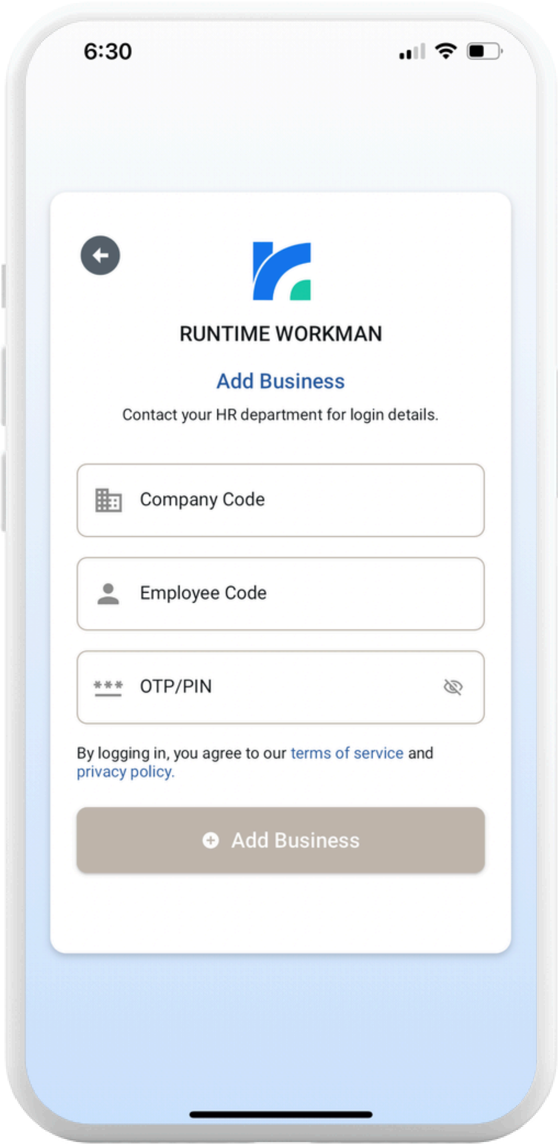


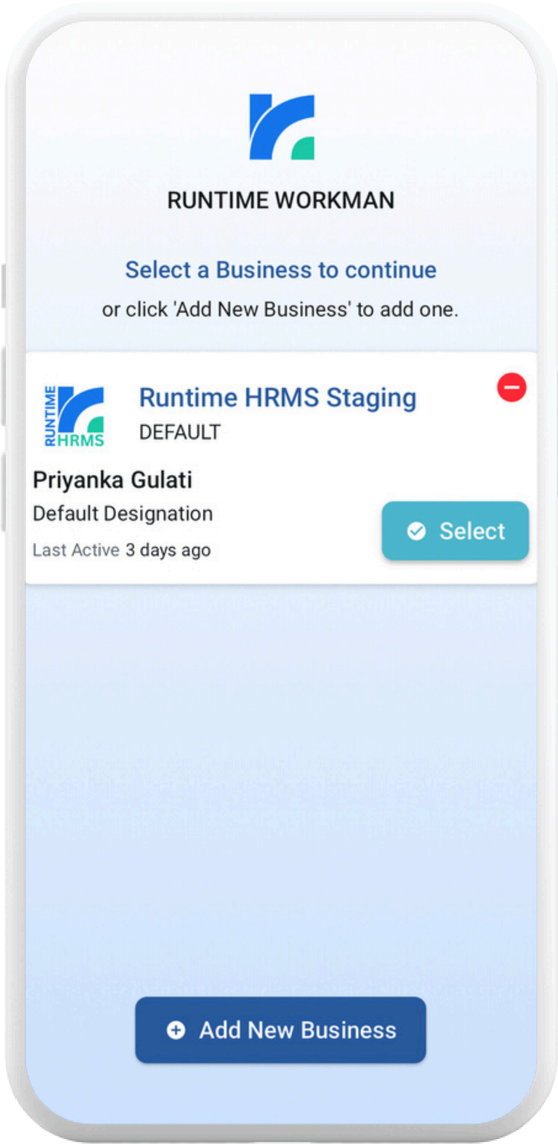
Logging In

Registering a new Business

To access the Runtime Workman app for the **first time**, you will be asked to add/register your business.

- In the prompt, add all the details including Company Code, Employee Code, and QTP/ PIN sent by your HR manager.
- Once all the details are verified, you will see the newly added business account.

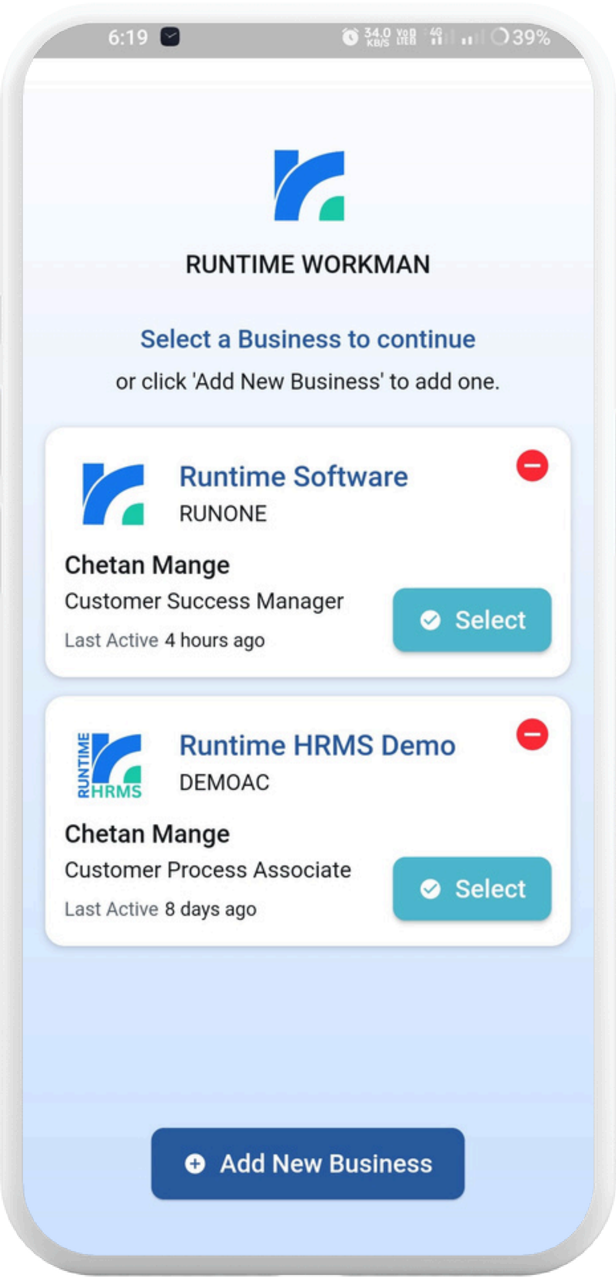




Logging In

Adding a new Business

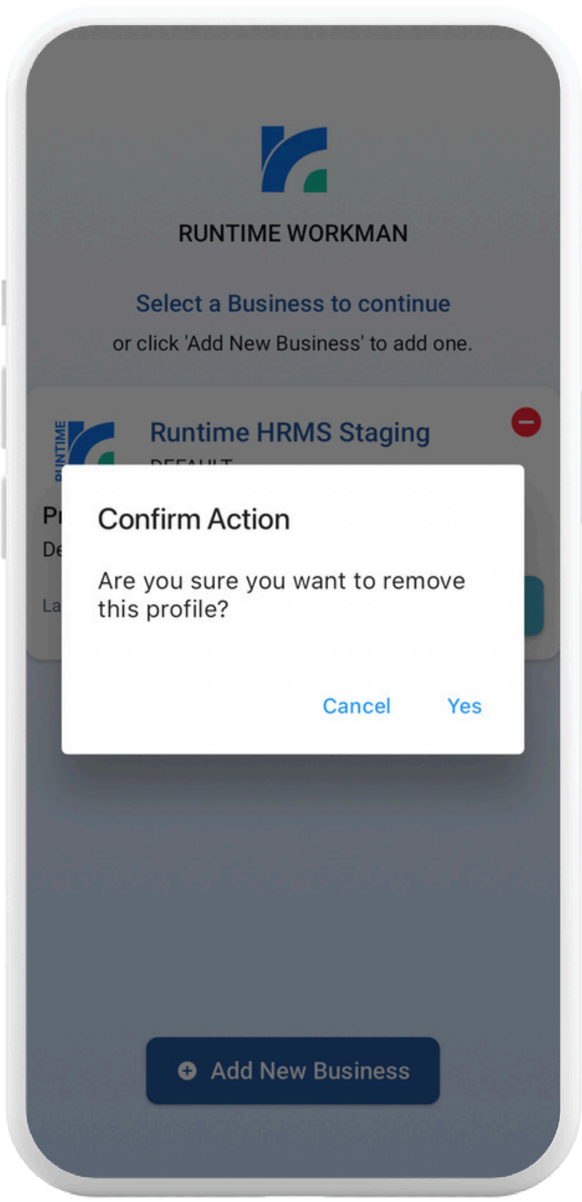
- If you have more than one businesses, you can simply click **Add New Business** button to add an additional business account.
- System allows you to add **maximum of 10** business accounts.



Logging In

Removing the Business Profile

- If you would like to remove the existing business, click the **red remove** icon.
- **Confirm Action** prompt appears to select **Cancel/ Yes** option.
- Click '**Yes**' to confirm and the business profile will be deleted.
- To add the deleted business again, you have to request your login details again from HR.



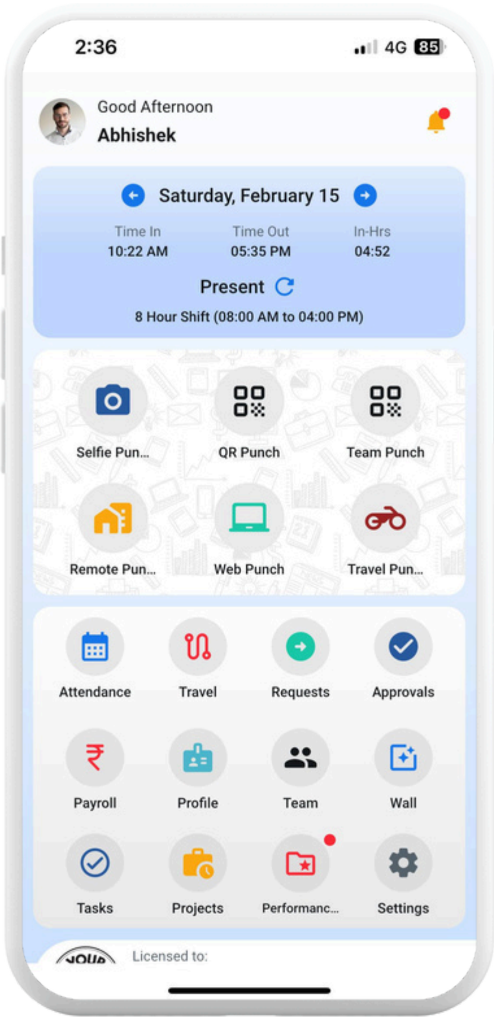
Home Screen

This is the **Home screen** of Workman Application, that appears after you login and every time you open the app.

- On Home Screen, at top you will see the **Notification Bell** and **Date & Time** section.
- At the bottom, you will see the **icons** which serve as shortcuts to application features

Note:

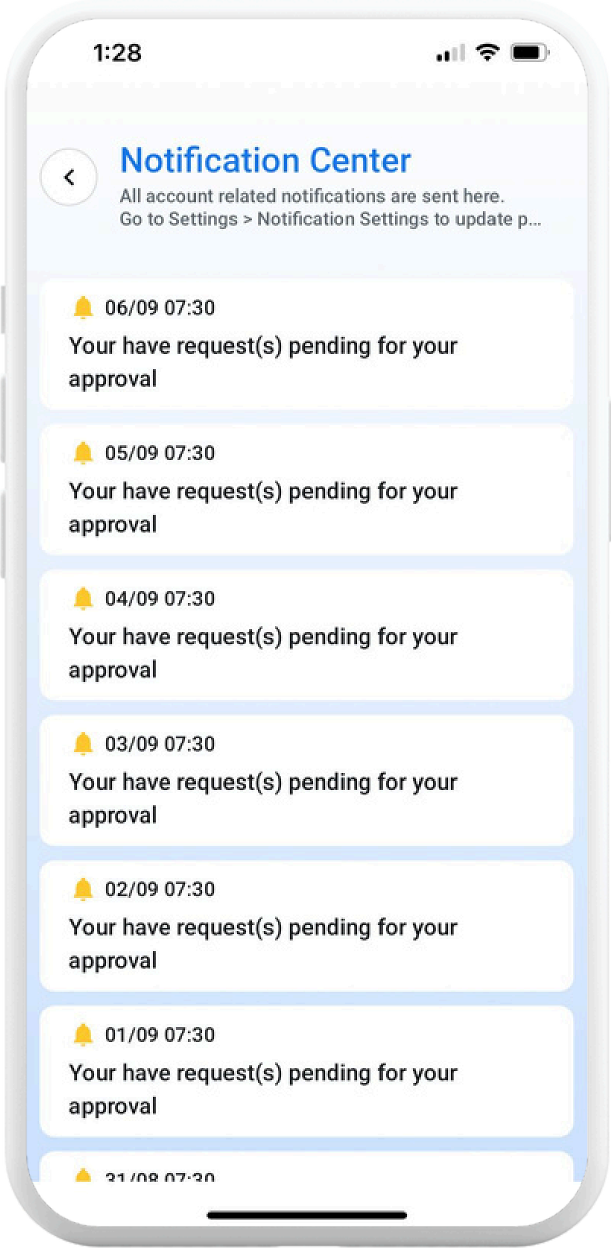
- **At the bottom of Home screen, you can see the Workman Version and release date.**
- **This information may be asked by our support staff when resolving your queries.**



Notification Center

When you log in, you will see your **Profile picture** with a greeting message, Notification Bell and current date & time section.

- The **Date & Time** section displays the current date with punch-in and punch-out times.
- On the top right corner of the screen, there is a **Bell icon**, click the icon and you will be directed to the **Notification Center** screen to view all the notifications.

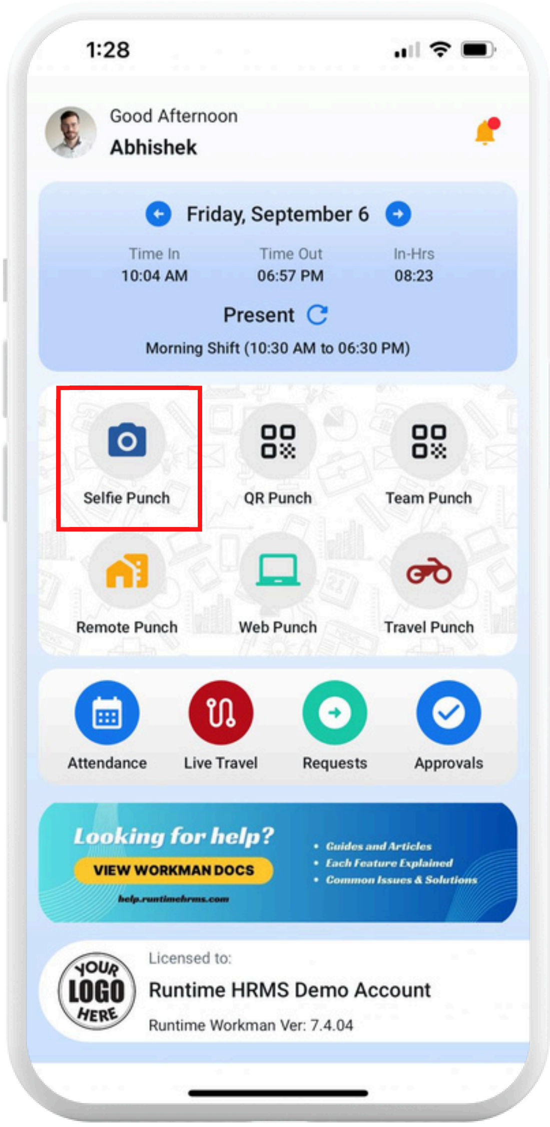


Marking Attendance

Selfie Punch

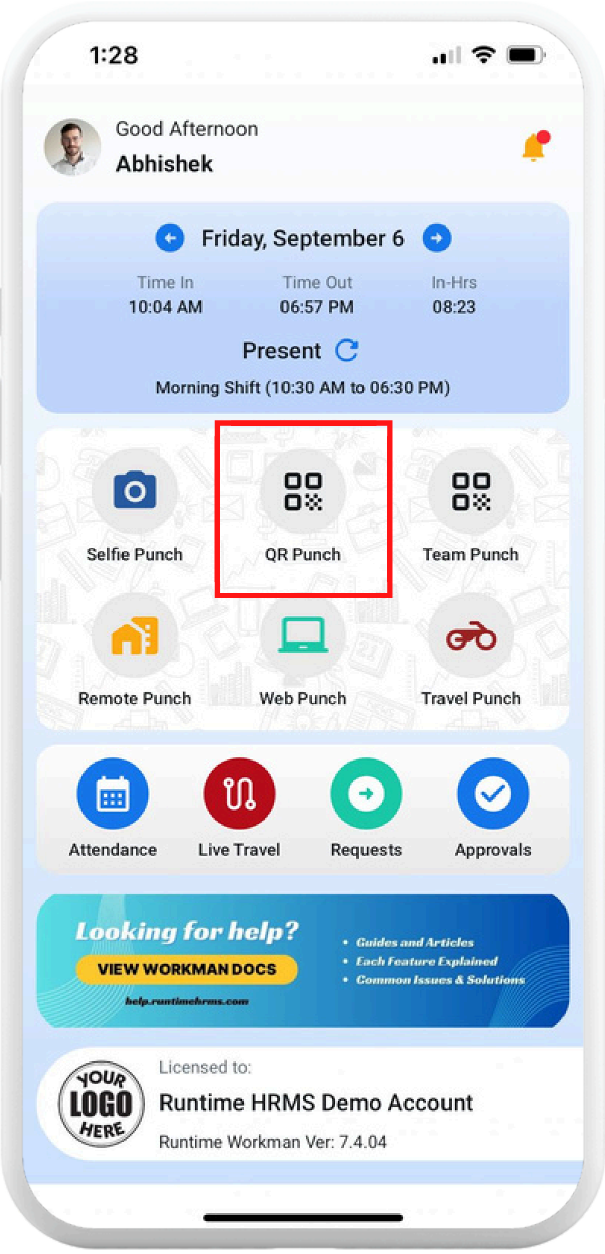
The **Selfie Punch** feature allows you to mark your attendance by taking a Selfie.

- Tap the **Selfie Punch** icon to open the camera, and tap the Rotate/ Flip button on the lower right part of the screen.
- Click the button to take the selfie, click the Use **Photo or Retake** button if you wish to take the new picture.
- You will see your punch details with sync status on the **Pending Punches** screen.



Marking Attendance

QR Punch



The **QR Punch** feature lets you mark your attendance by scanning a **QR code** provided by your HR Manager.

- Tap the QR Punch icon to point your Camera to include the QR code within the frame.
- You can use "+" and "-" buttons to zoom in or zoom out.
- When the QR code has been scanned and captured, it opens with Sync Status screen to show all your **Synced** and **Failed** punches.

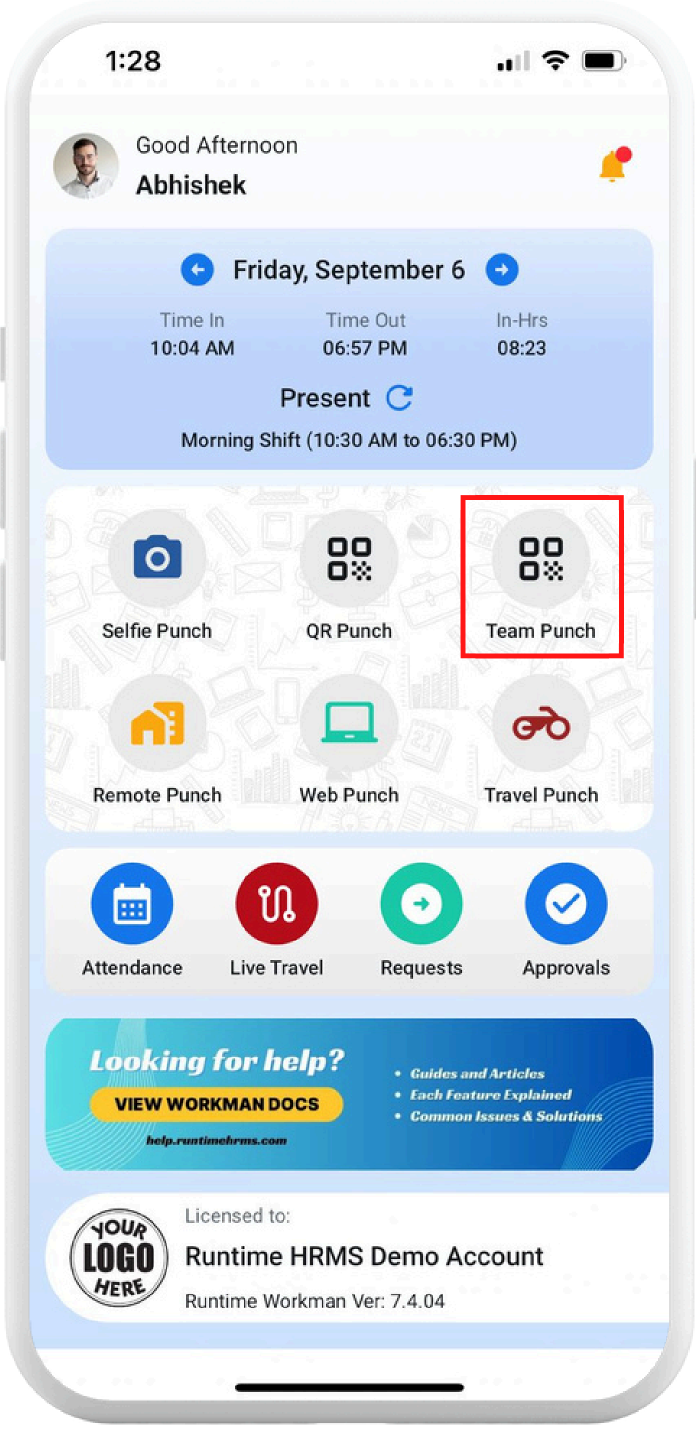
Note:

- **Before you can use this option, make sure you to grant Camera permissions to the Workman application.**
- **Check with your HR Manager about the location where QR codes are available in your office.**

Marking Attendance

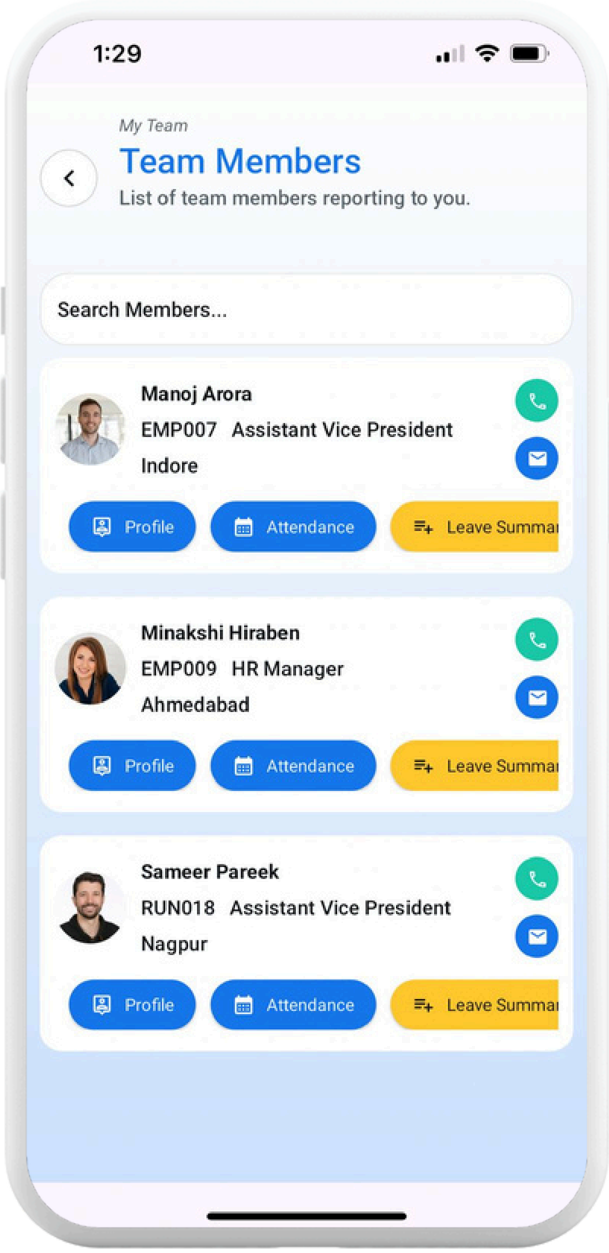
Team Punch

The **Team Punch** feature helps you and your team to mark your team's attendance collectively.



Marking Attendance

Team Punch



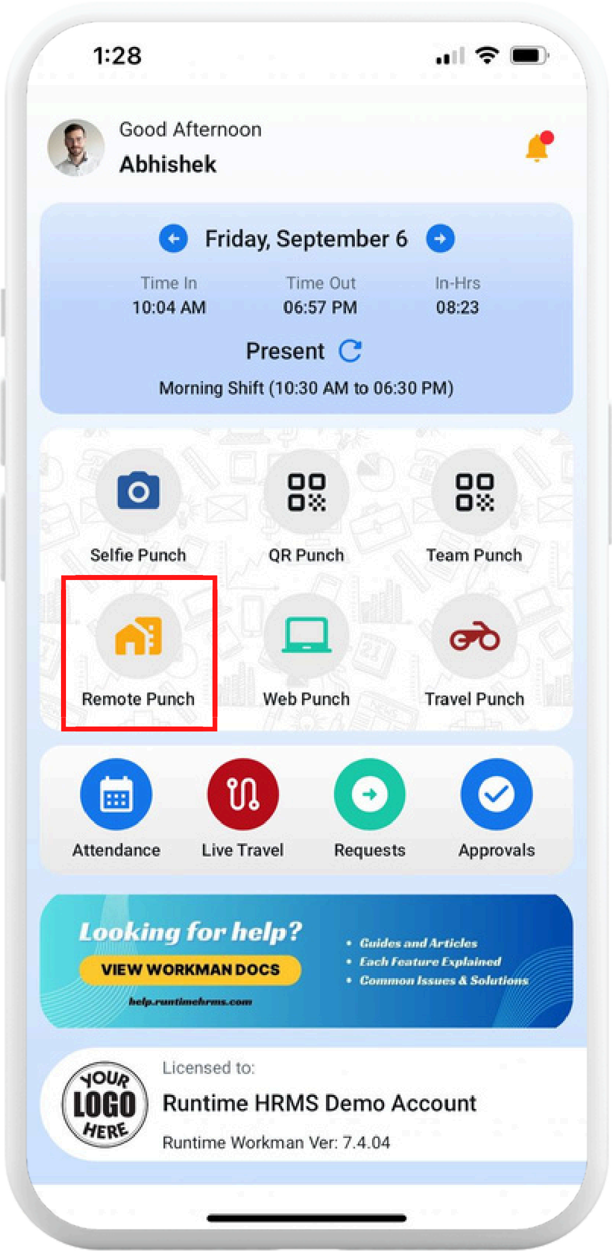
- Select and click the Team member(s), which directs you to the screen to scan your team's **QR code**.
- Scan the team's QR code to mark your team's attendance in the system.
- When the QR code has been scanned and captured, it opens with Sync Status screen to show all your **Synced and Failed** punches.

Note :

When implementing the Team Punch feature, organizations also consider factors such as team size, and work environment to effectively manage their team's attendance.

Marking Attendance

Remote Punch



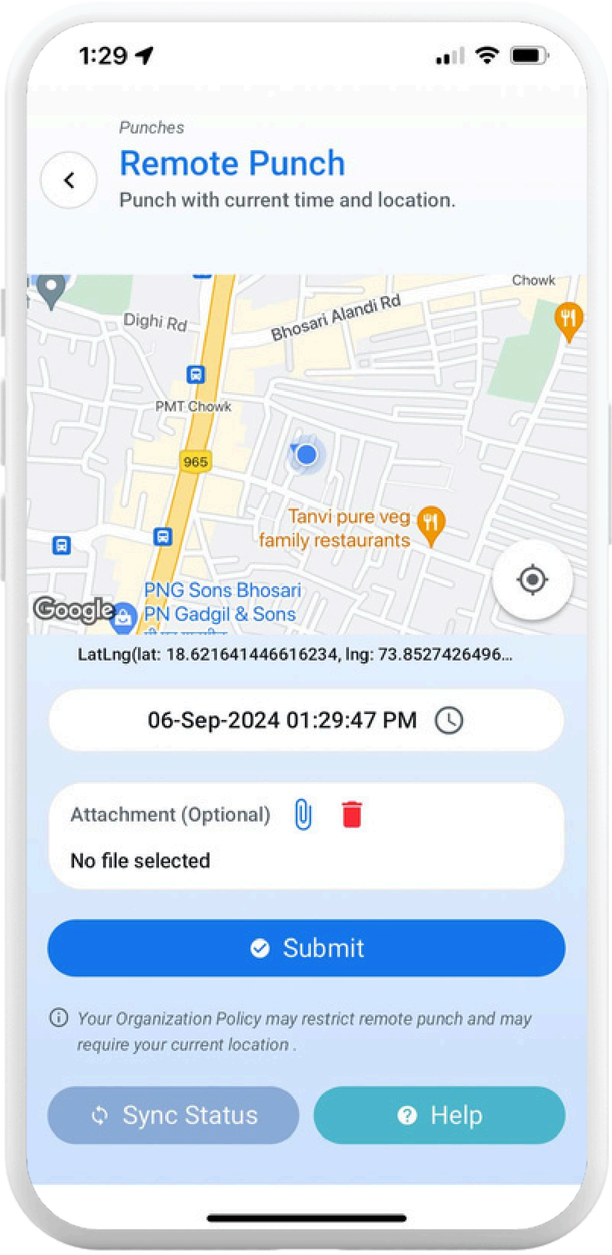
Remote Punch is used to submit a punch in/out request without the need to scan a QR code.

- 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, you can punch in by using '**Missed Punch'** feature.

Click here to watch the video guide

Marking Attendance

Remote Punch



- **Remote Punch** screen displays your current location on the map and shows the current date and time (as per your device date and time).
- Click '**Submit**' button to submit a punch once your correct location is visible on the map.
- When the submission is done, you will be navigated to the Pending Punches screen to show all your **Synced** and **Failed** punches.

Note:

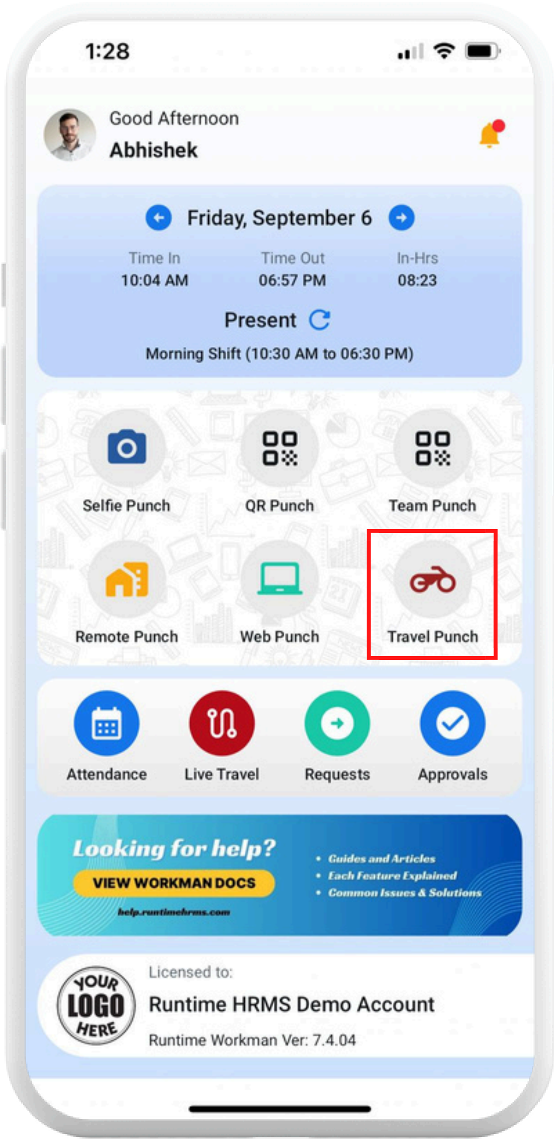
- **If you denied location permissions on app startup, you may have to give location permissions manually.**
- **Tap on "History" to see remote punches recently submitted by you with date and time details.**

Marking Attendance

Travel Punch

Travel Punch feature records your attendance with location, time, and date when you are traveling for business and for other purposes.

- This feature helps you to check-in/check-out times and the locations you visited during your stay.



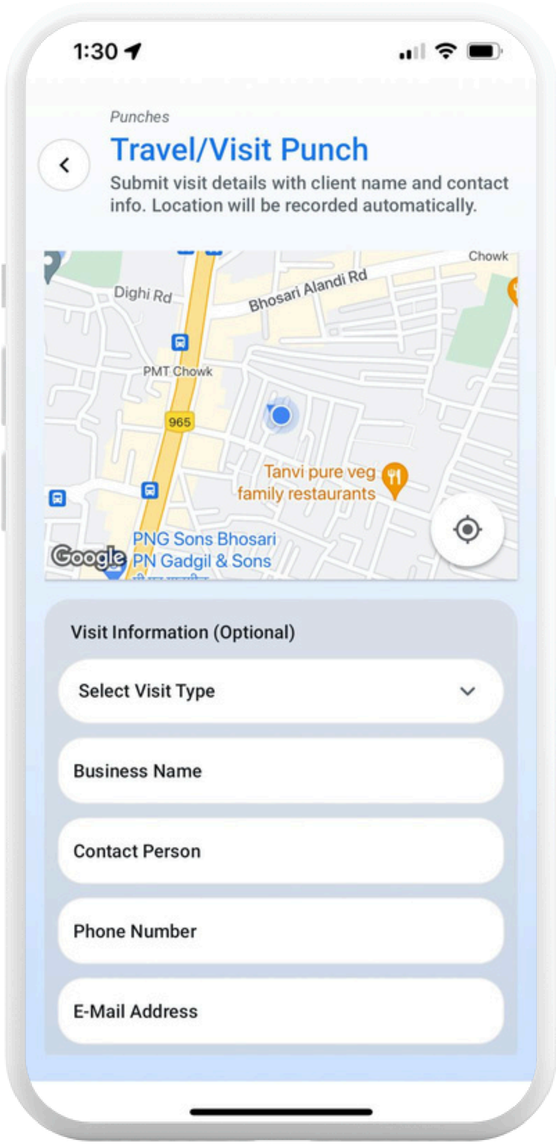
Note:
Travel Punch feature ensures transparency and accountability between employees and their managers.

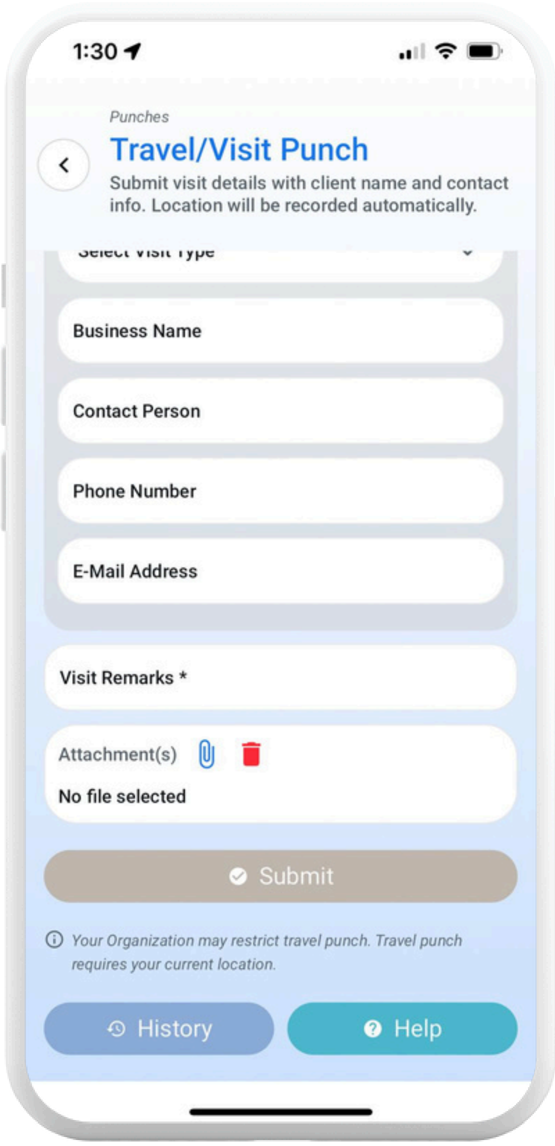
Marking Attendance

Travel Punch

- **Travel/Visit Punch** screen has Google Maps for location, a Comments section to add comments, and an optional Attachment section to attach your file.
- After adding all the details, click the **Submit** button.
- When the submission is done, you will be navigated to the **Travel/Visit Punch** History screen to view your list of travel punches submitted successfully.

[Click here to watch the video guide]



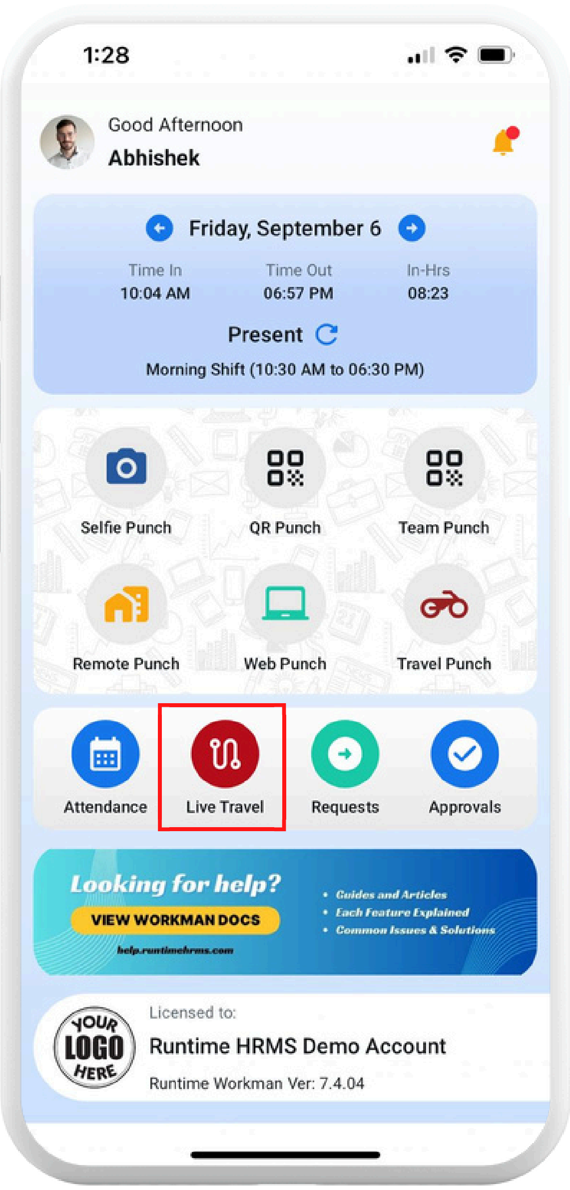


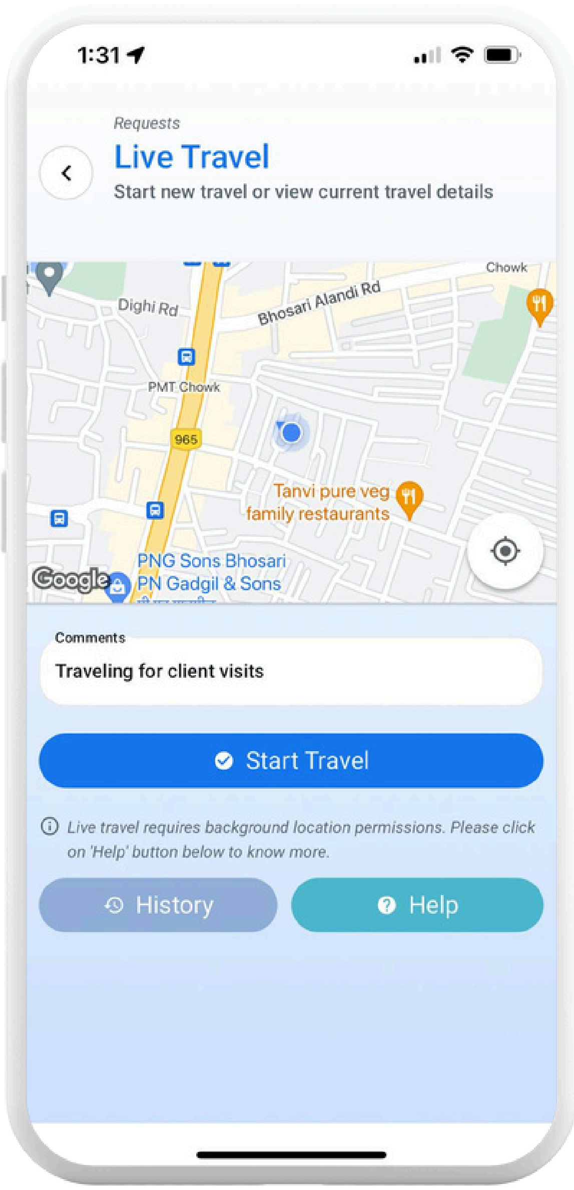
Live Travel

Live Travel feature tracks and monitors your distance with the exact location and time when you are traveling for work.

- Tap the **Live Travel** icon, it opens with the Live Travel screen with Google Maps for location, the Comments section to add comments, and the Start Travel button.

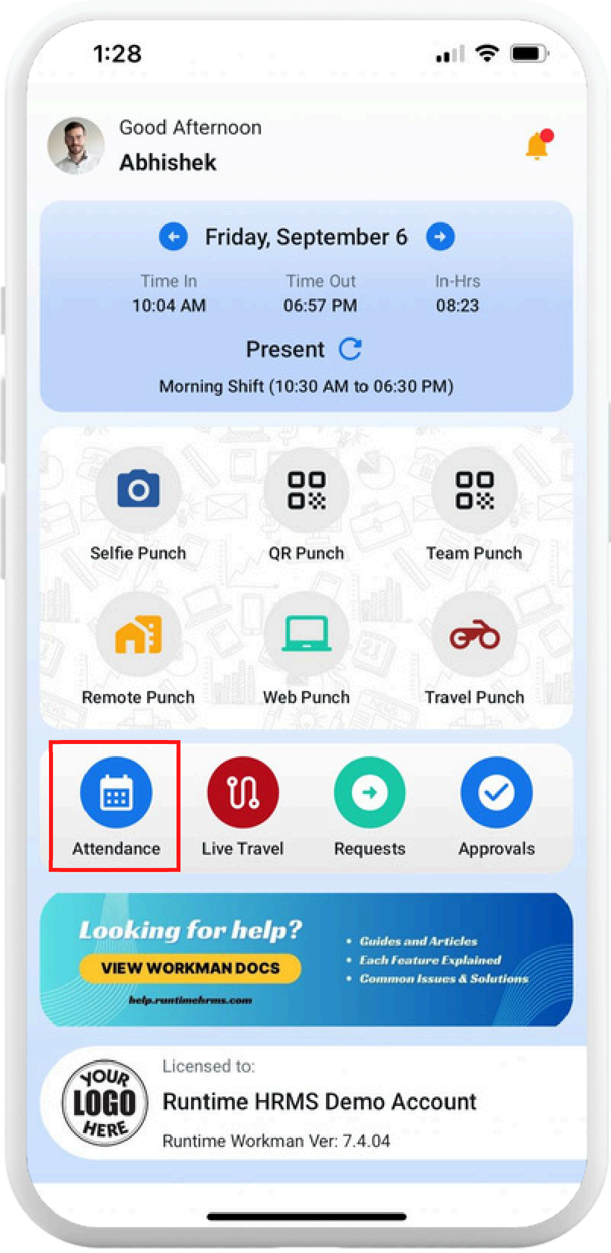
Note:
A Live Travel feature offers organizations a solution to monitor, manage, and optimize travel-related activities such as fuel reimbursement.





Attendance

Home page



This feature allows you to record the attendance using multiple options.

- Remote Punch
- Travel punch
- **View Monthly Attendance**
- **View Daily Attendance**
- Selfie Punch
- QR Punch
- Team Punch
- Live Travel

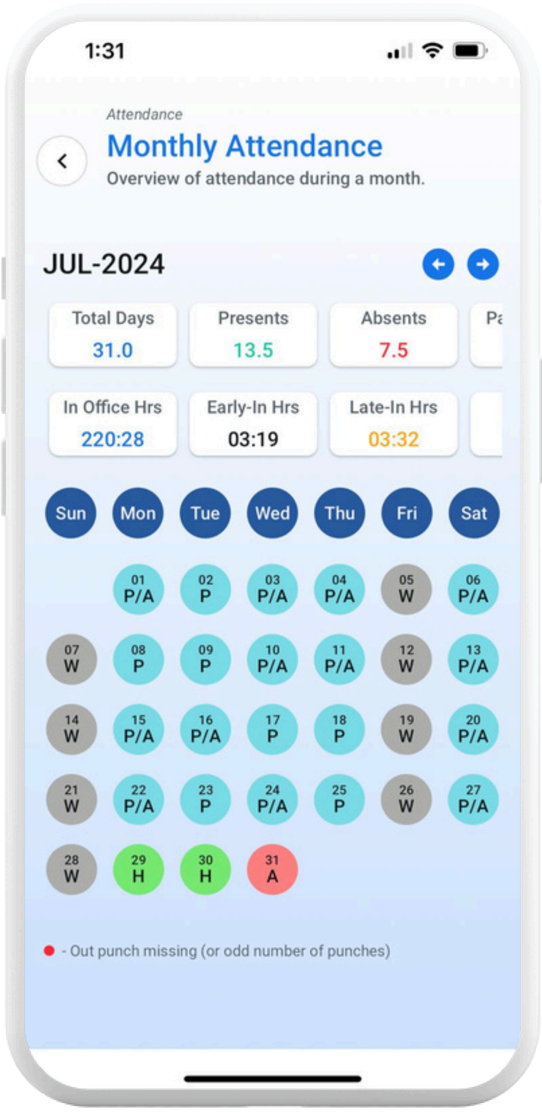
We will be covering **View Monthly and Daily Attendance** feature under Attendance, as all other features are covered initially in the guide under Marking Attendance.

Attendance

Monthly Attendance

This feature shows your **monthly attendance** record over a period of time.

- Tap the **Attendance** icon on the Home screen to get directed to to the Monthly Attendance screen where you can punch your regular/ late office hours.
- It gives an overview of your attendance and helps to keep track of every month.

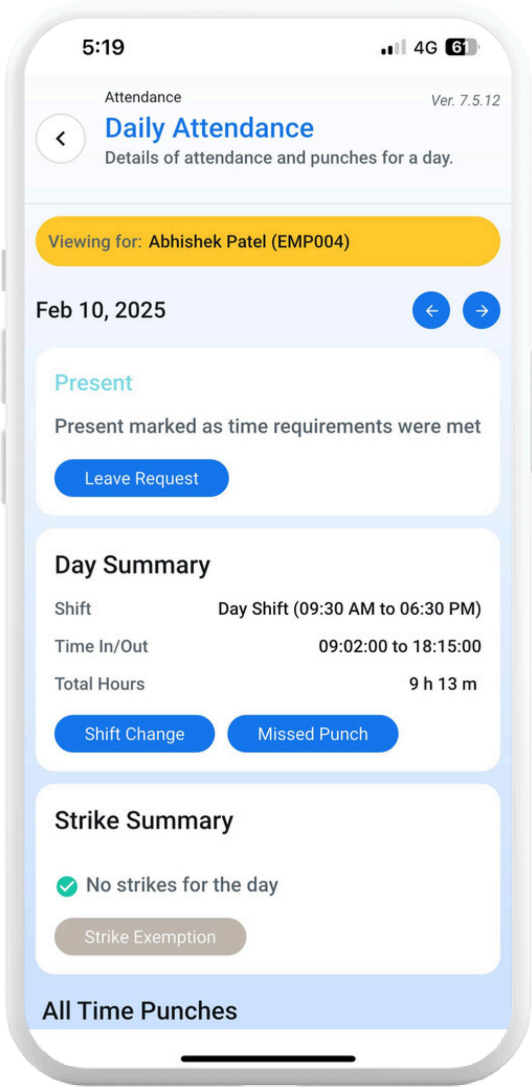


Attendance

View Daily Attendance

With **View Daily Attendance** feature, you can monitor and evaluate your attendance on a day-to-day basis.

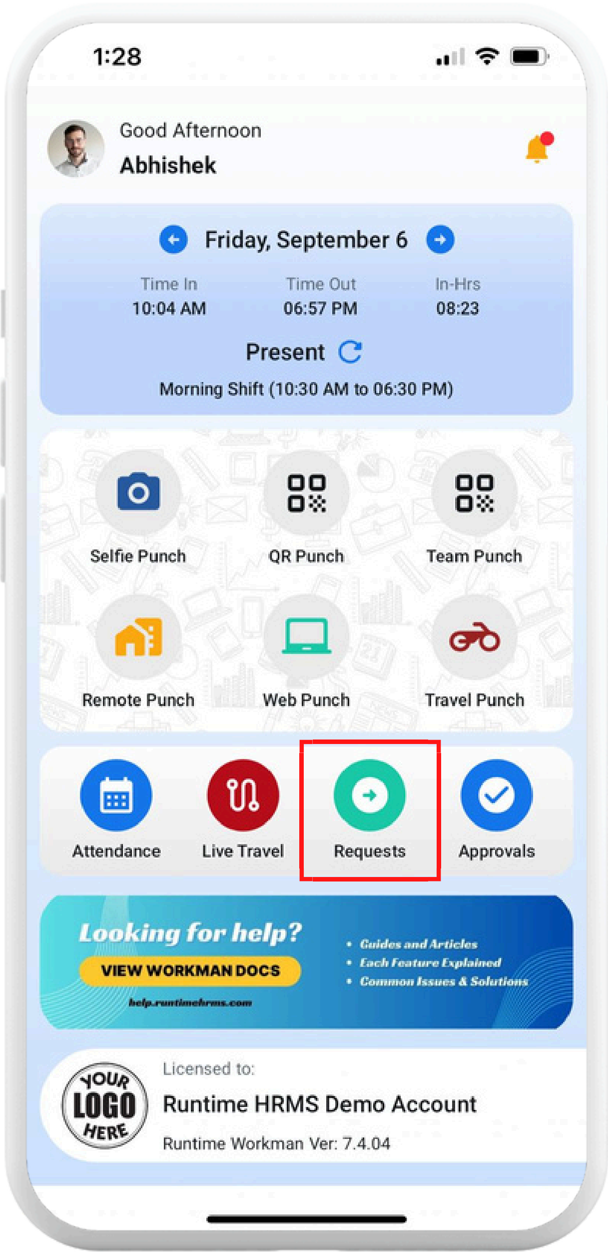
- Tap the **Attendance** icon to get directed to the **Monthly Attendance** screen.
- On a **Monthly Attendance** screen, select and click the desired date and you will be navigated to the **Daily Attendance screen** to see all your time punch-in/ out details.

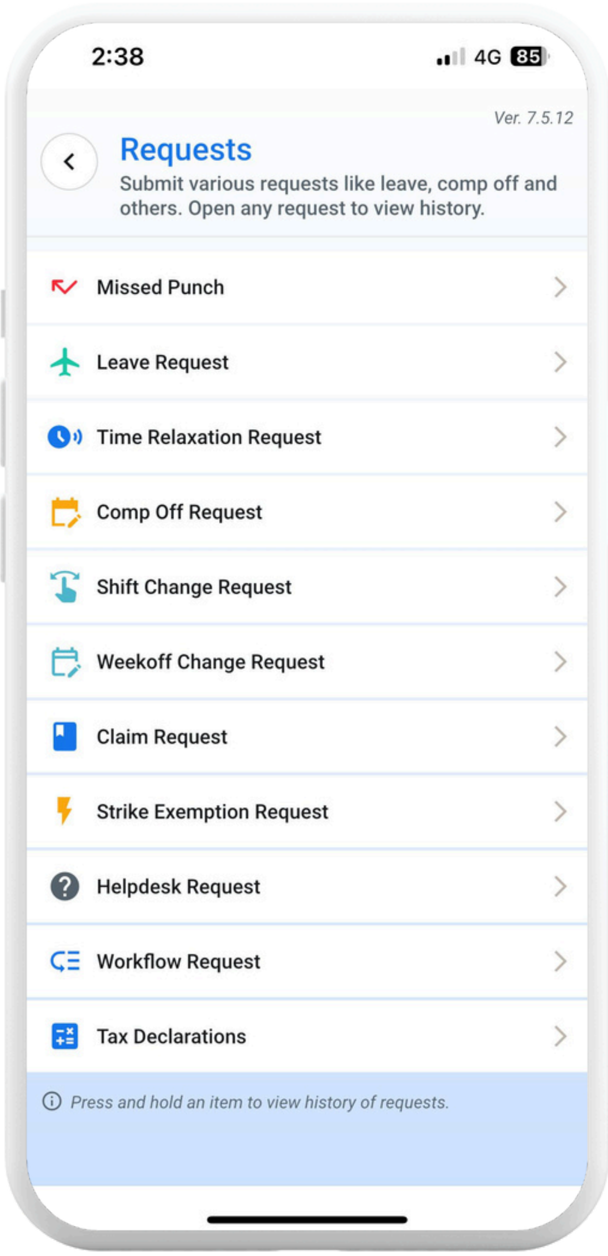


Requests

Requests screen is the primary interface to **submit, view, and manage** different types of requests.

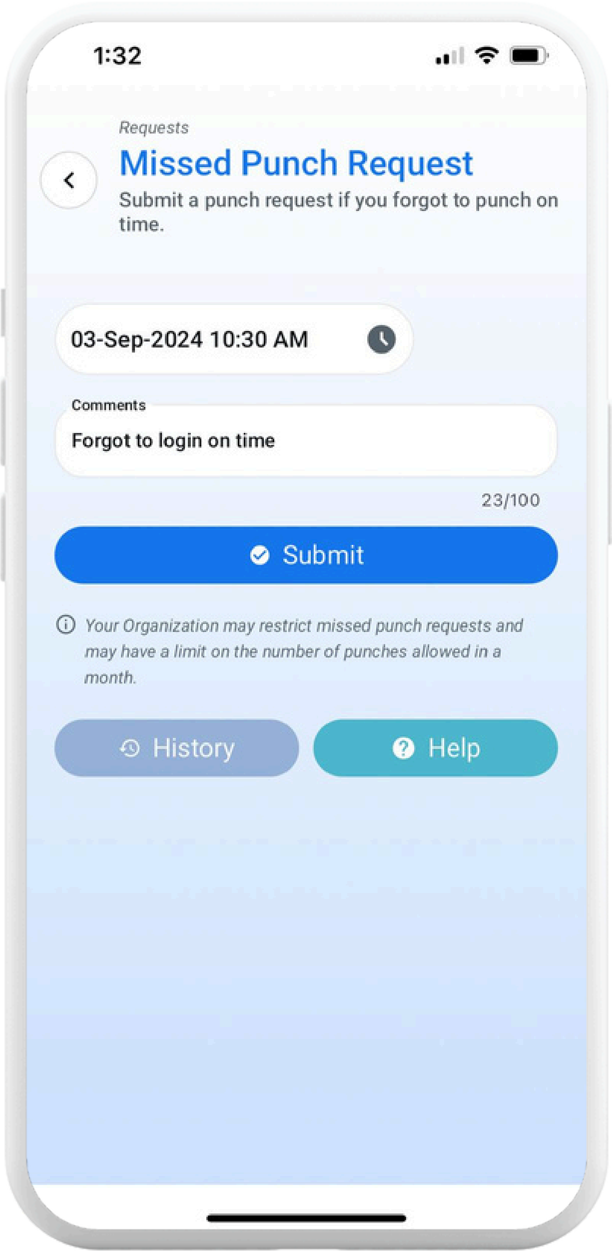
Note:
To view the history of your requests, press and hold the requested item.





Requests

Missed Punch



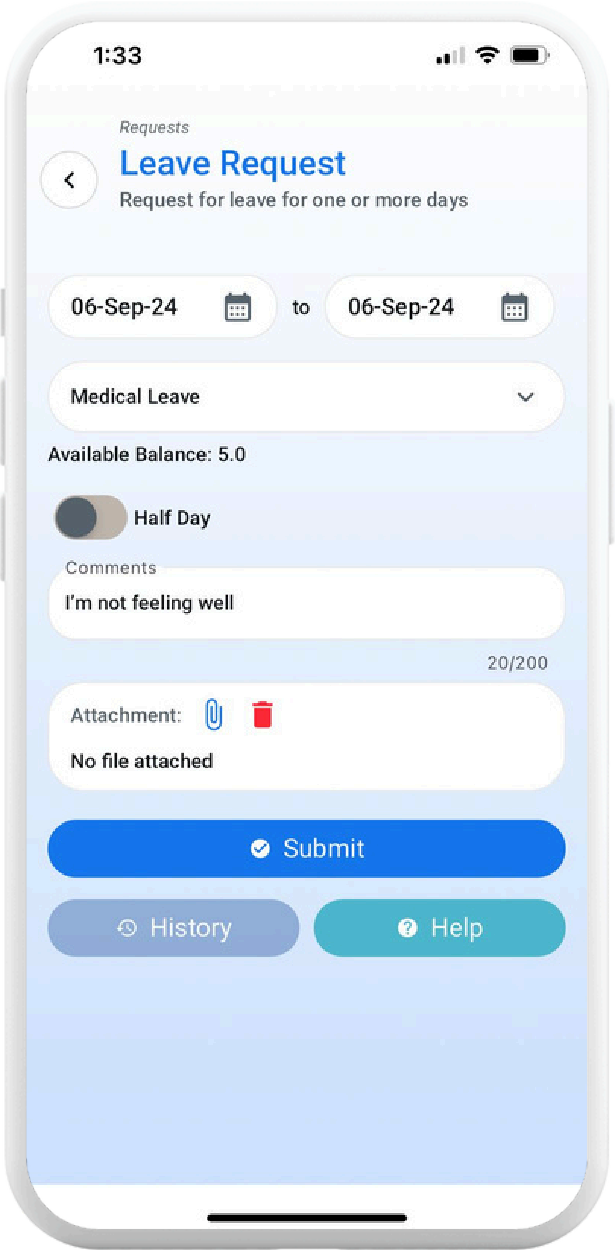
Missed Punch request is used to submit a back-dated punch when you forget to punch on time for any reason.

- Select the past Date and Time by clicking the Date/ Time section or tap the Clock icon.
- Add remarks in the comments section, and then click **Submit** button to notify your manager about the missed punch.
- After submitting your request, you will be navigated to the **Missed Punch screen** to see all your missed punches in the Pending state until they are approved by your manager.

[Click here to watch the video guide]

Requests

Leave Request



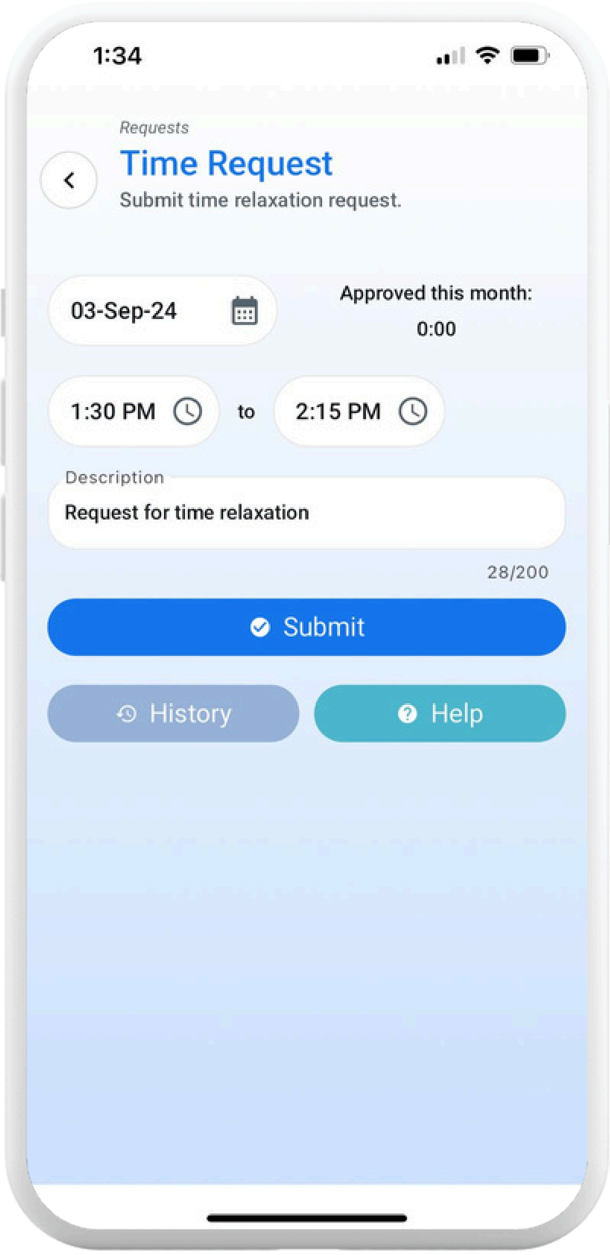
Leave requests can be submitted by the **Leave Request** feature.

- Select the Date Range (To and From)
- Choose the **Leave Type** from the drop-down menu as per your company policy.
- Add comments in the Comments section.
- Add an optional attachment to attachment section and click **Submit**.
- After submitting the request you also have the option to withdraw your request by clicking the **Withdraw** button.
- In case you need a **half day** leave enable the option first.

[Click here to watch the video guide]

Requests

Time Relaxation Request



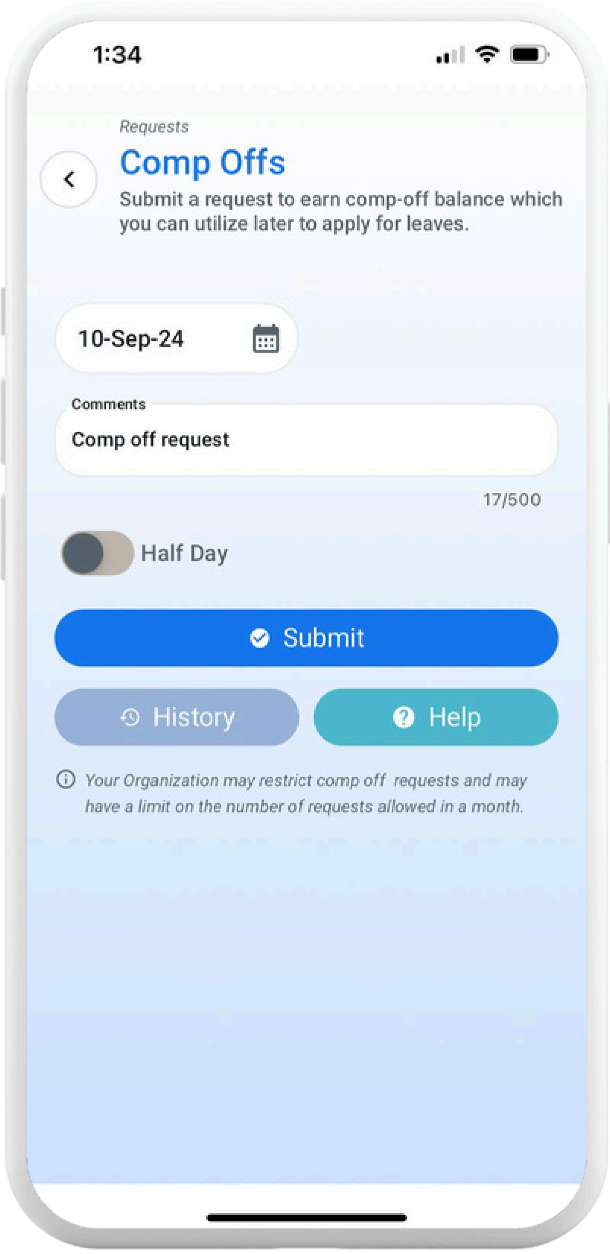
[Click here to watch the video guide]

Time Relaxation request is a time-out request for a specific period that you will be out of office during the work hours.

- You can submit the Time Relaxation request detailing the reason for the deviation from standard working hours.
- Enter all details including Date, Time range, and Description.
- Click the **Submit** button to notify your manager about the submission of your request.
- After submission, you will be directed to the Time Requests screen to view all your requests in the Pending state until they are approved by your manager.

Requests

Comp Off Request

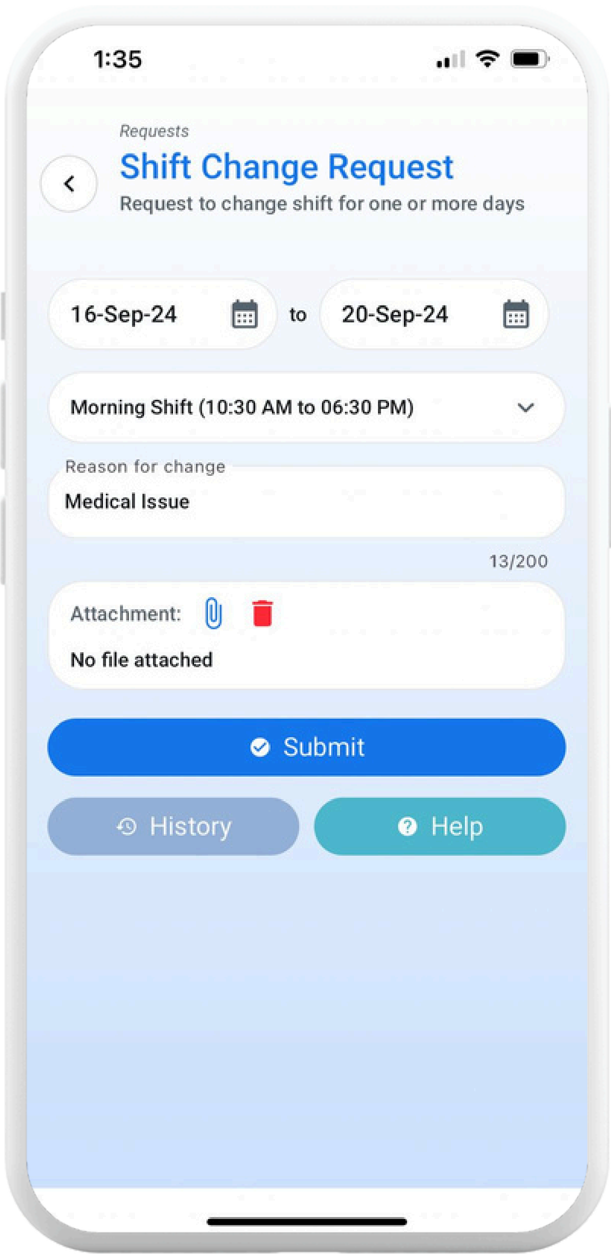


Comp Off is a formal request that you can make to your manager to take compensatory off in lieu of working on a holiday or weekend.

- On Comp Offs screen you can submit a request to earn comp-off balance which you can use later to apply for leaves.
- On the same screen, you can also submit a **Half Day request** by selecting the Half Day option.
- Select the Date, add comments in the Comments section, choose if it's a Half Day, and then click **Submit** button.
- After submission, all your requests will show in Pending state until it's approved by your manager.

Requests

Shift Change Request



Shift Change Request allows you to submit a request to change shift for one or more days.

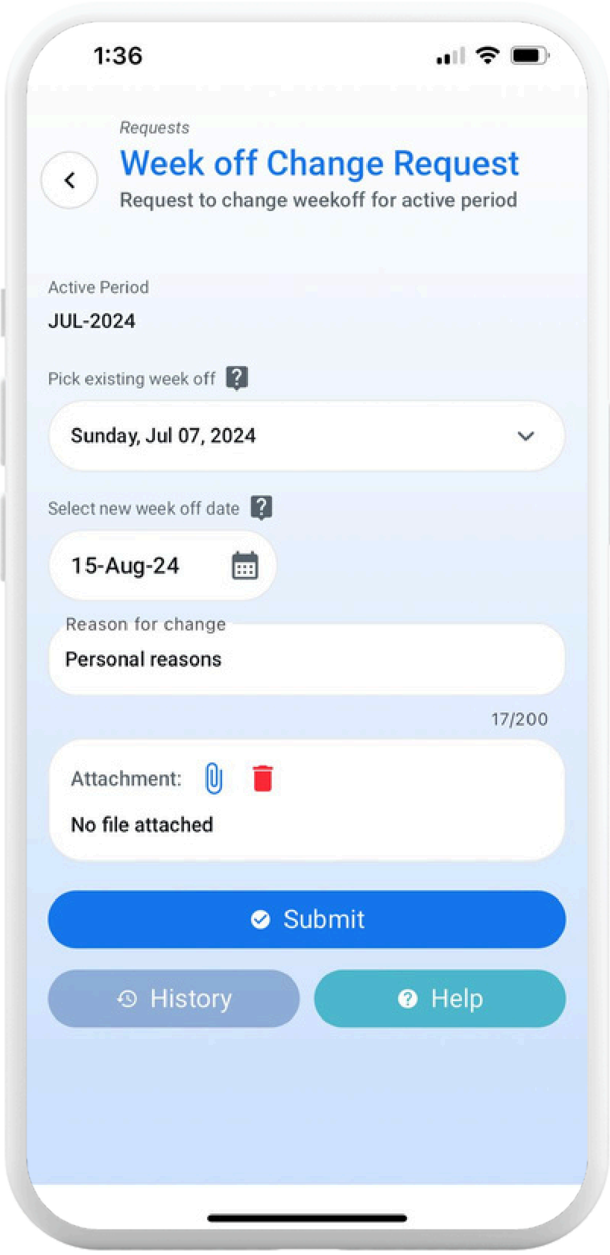
- Select To & From date from the calendar widget.
- From the dropdown, select the Shift as configured by your organization.
- Enter comments in Reason for Change field.
- You can attach any relevant document in the Attachment section.
- Click the **Submit** button, to navigate to the Shift Change Requests screen to view recently submitted requests with status.

Note :

- **Shifts are configured as per your company policy.**
- **When your shift is changed, mark your attendance for the new shift.**

Requests

Week Off Change Request



You can submit a request to change your scheduled week off and swap with another week

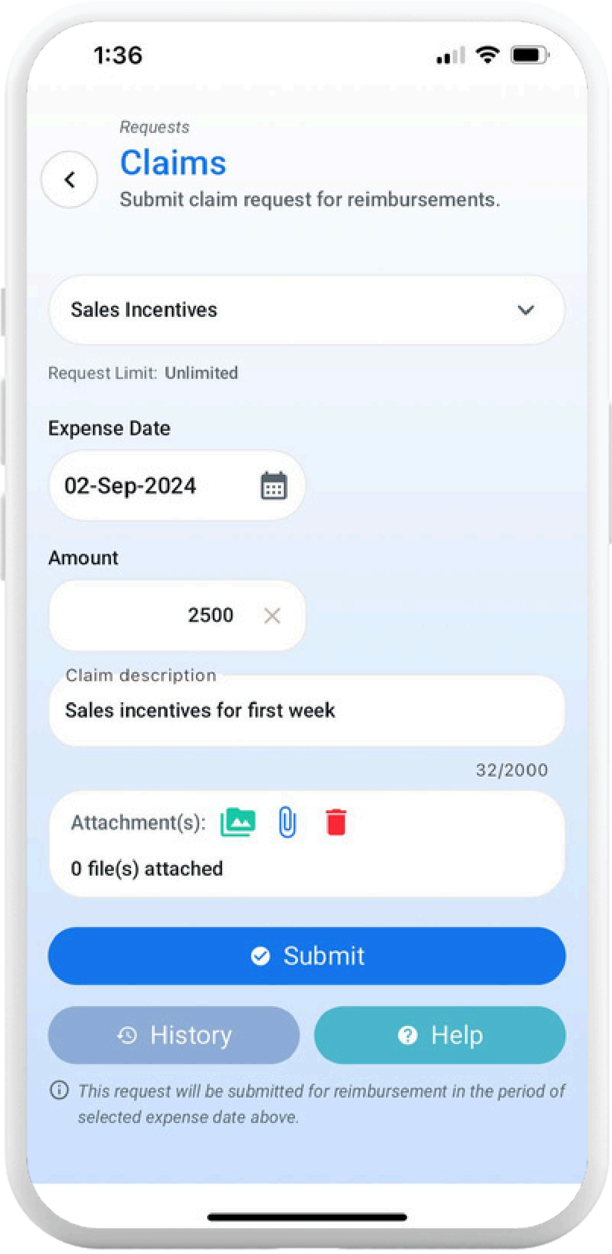
- **Active Period** - This is a view-only field.
- **Pick existing week off** - The dropdown field which allows you to select your existing week off date.
- **Select new week off date** - You can select the new week off dates here.
- **Reason for change** - You can add your reason for the change.
- **Attachment(s)**- You can attach any relevant document here.
- Click the **Submit** button to get directed to the Week Off Change Requests screen to view recently submitted requests with status.

Note:

When your Week Off is changed to the new date, mark your attendance for the new date.

Requests

Claim Request



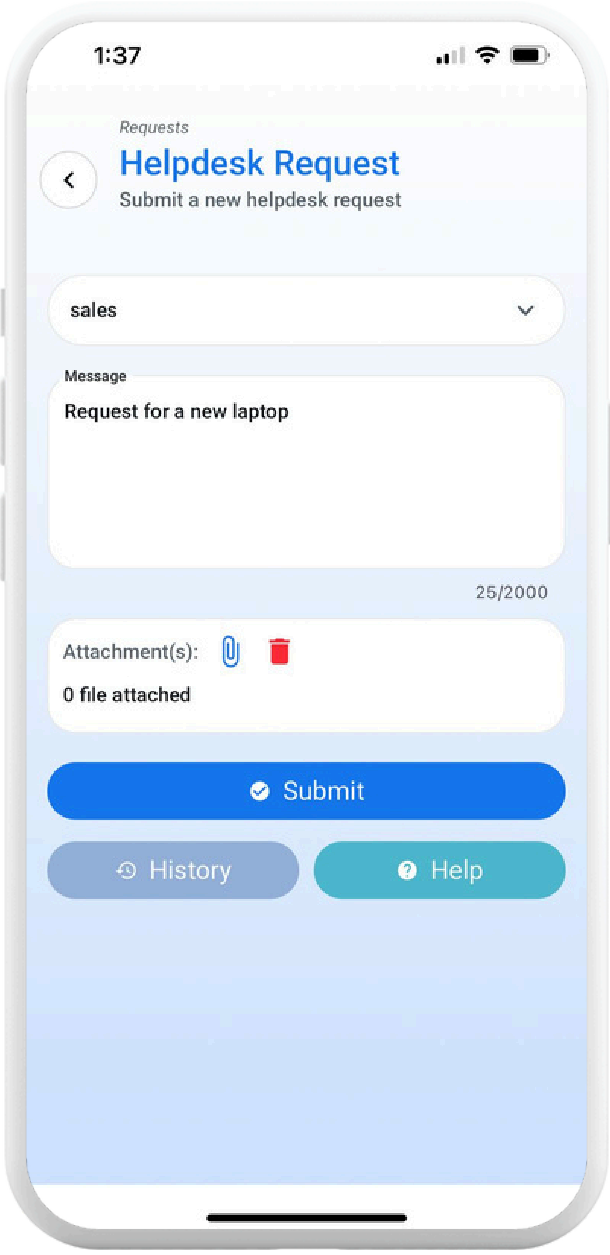
Claim Request allows you to receive reimbursement or compensation for incurred expenses related to work.

- Select the type of claim from the drop-down menu.
- Add the Expense Date, Amount
- Add description in the comments section.
- Add an attachment if needed and then click **Submit** button.
- After submission, you will be directed to the Claims Requests screen where you can view all your requests in the Pending state until it's approved by your manager.

[Click here to watch the video guide]

Requests

Help Desk Request



Help Desk requests pertains to a ticket or query that you can raise to the concerned department(s) in your organization.

- To submit the request, select the category of the request as configured by your organization.
- Enter comments in the Message section, add attachments if required, and then click the Submit button.
- Upon submission, a ticket is generated and is assigned to the appropriate department.

[Click here to watch the video guide]()

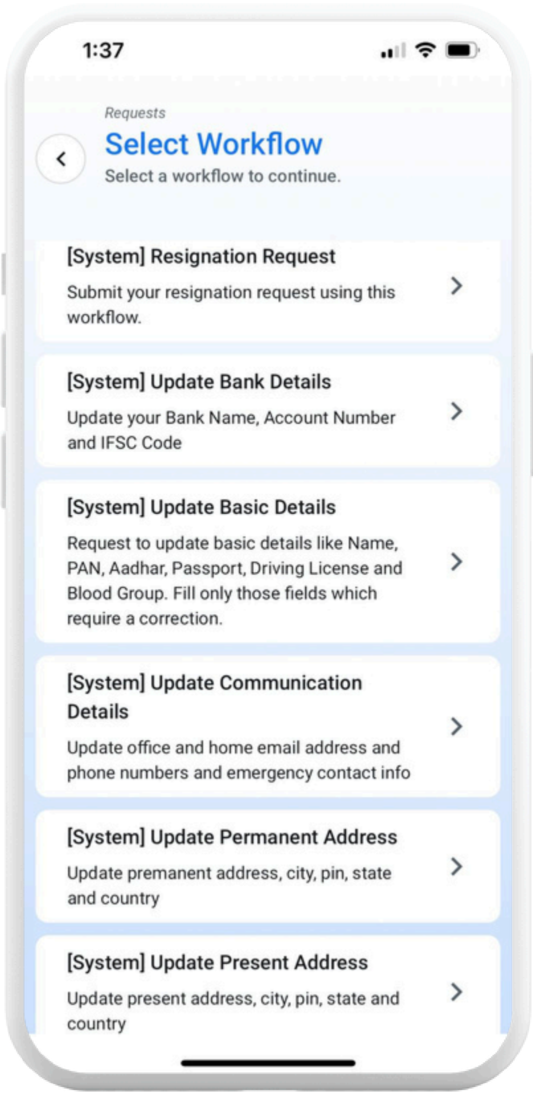
Requests

Workflow Request

Workflow Request is a multiple-step process where you can inititate a request to get approved by multiple approvers.

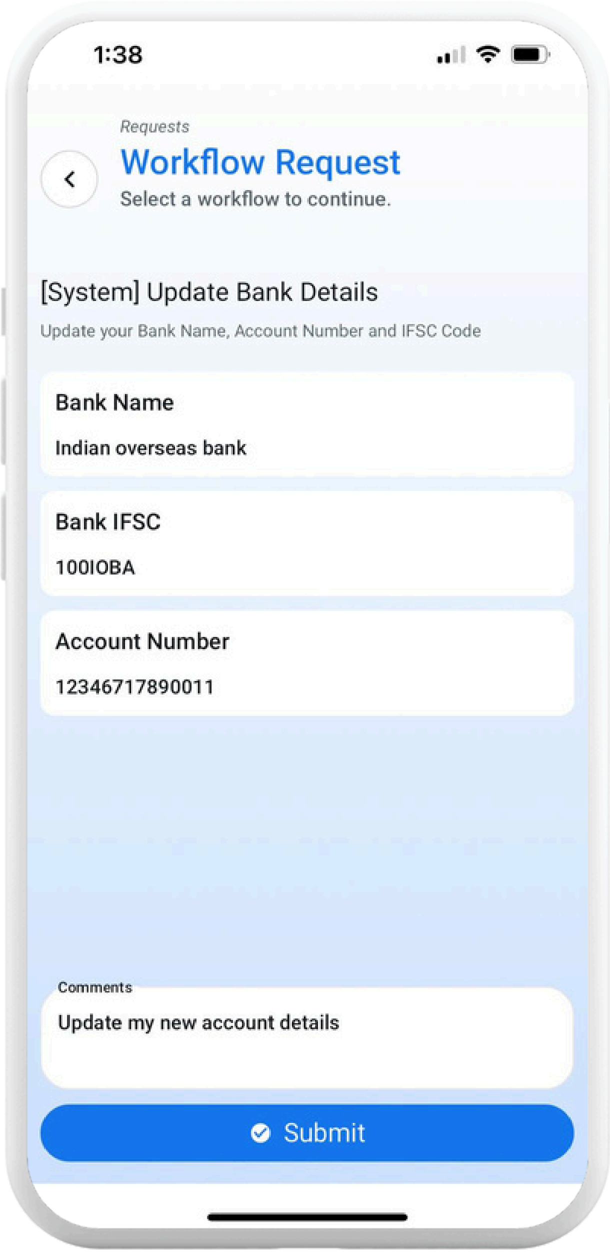
The Workflows templates are categorized into two categories:

- **System-generated workflows** - These templates are predefined, and standardized by the system.
- **Custom workflows -** Custom templates provide users with customizable options and are added by the organization itself.



Requests

Workflow Request - System-generated workflow

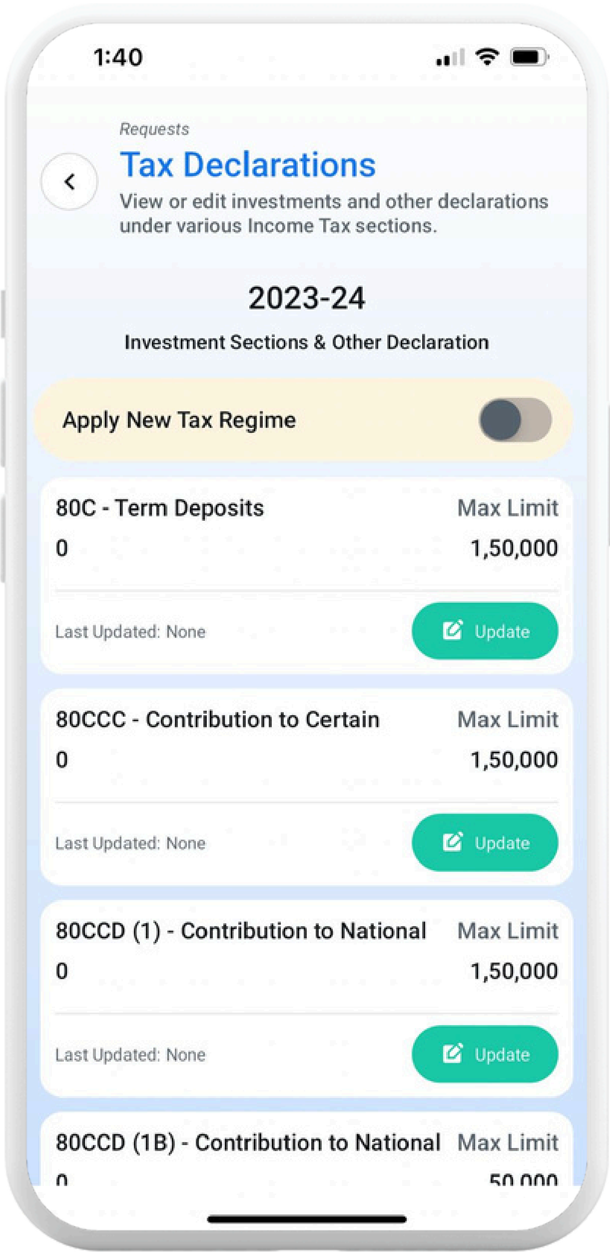


Example- Update Bank Details

- On the Select Workflow screen, click Update Bank Details workflow and you will be navigated to the Workflow Request screen.
- You can add all the details including Bank Name, Bank IFSC, Account Number, and comments.
- After adding all the details click the **Submit** button.
- As you click the **Submit** button, you will be directed to the Workflow Requests screen to view a list of your recently submitted requests with status.
- Until your request is approved, you can withdraw it by clicking the **Withdraw** button.

Requests

Tax Declarations

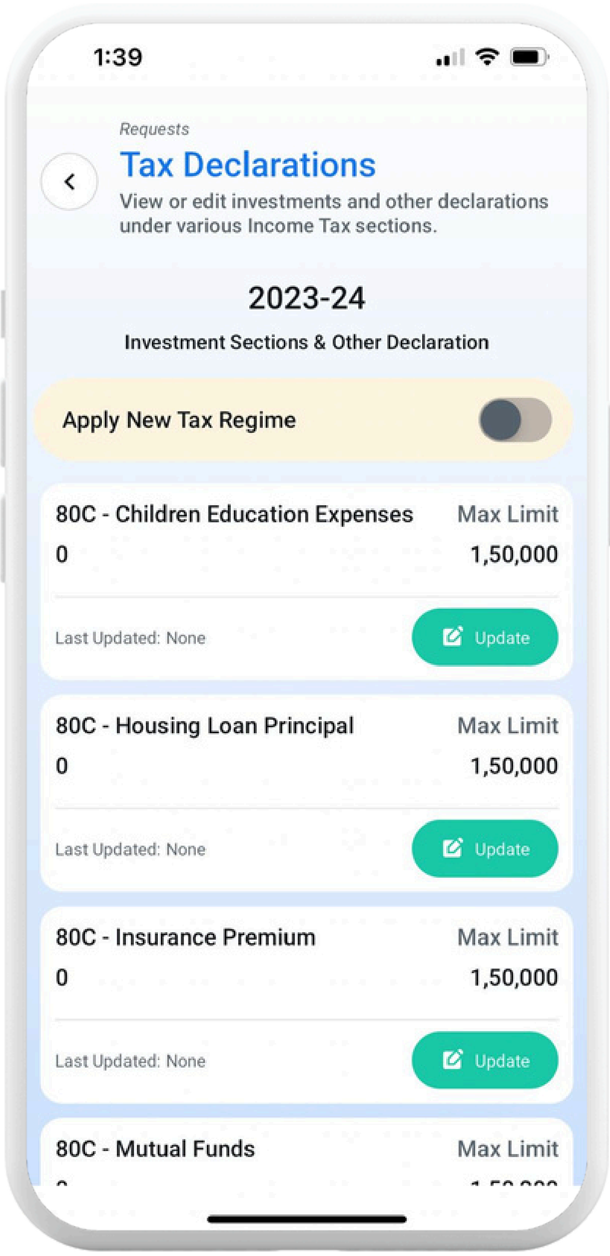


It's a process through which you can provide tax declarations like investment, rent, and others for Income tax calculations.

- Click the **Tax Declarations** option on the Requests screen to navigate to the Select Financial Year screen.
- Here you can view the present and past year's tax declarations.
- For the present year, you have the option to view and update the tax declarations but for the past years, you are allowed to view only.
- You can either continue with the **Old Tax Regime** process or opt for **New Tax Regime**.

Requests

Tax Declarations



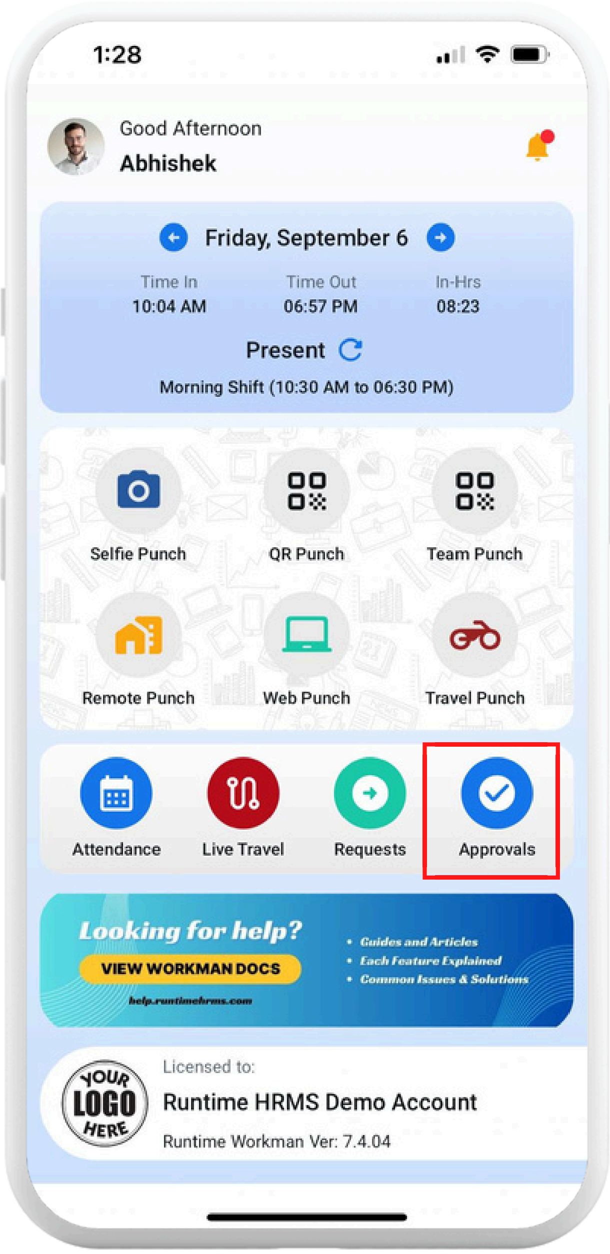
Example- Current Year

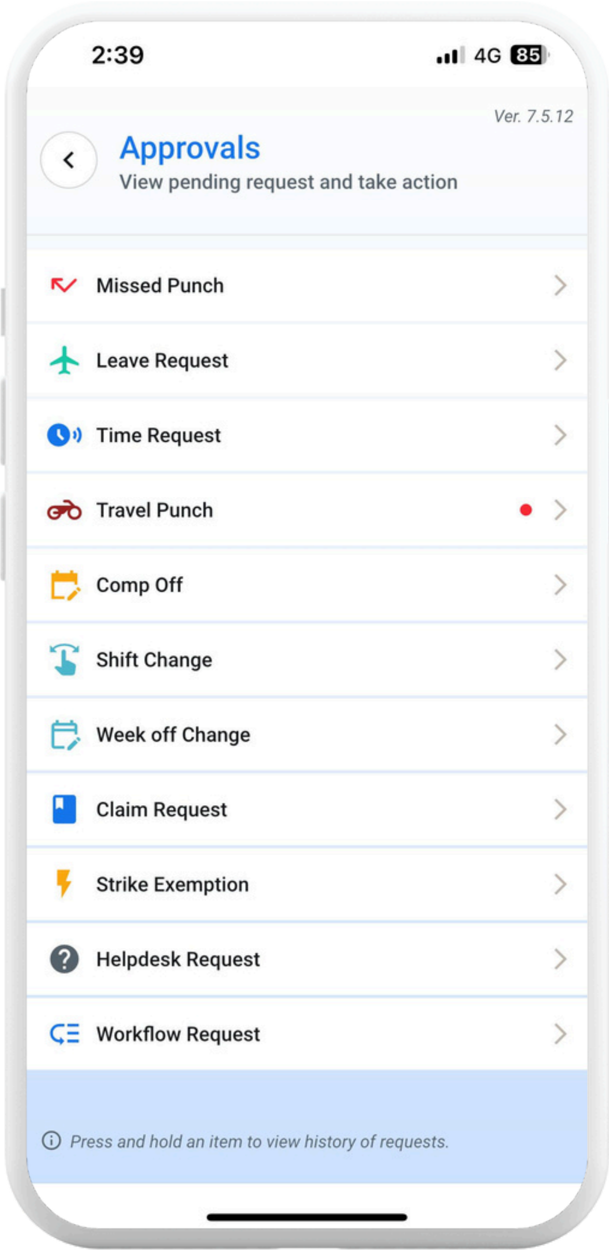
Children Education Expenses

- Let's consider an example of Children Education Expenses, in which the max set limit is 1,50,000.
- Now click the Update button to make changes to the respective option.
- You will be directed to the Children Education Expenses screen to fill all (Investment Declaration, Remarks (Optional), and attachment) the details.
- Click the **Save & Close** button.

Approvals

Approvals give managers a primary interface to review any **actions or requests** that have been made on the Requests screen.



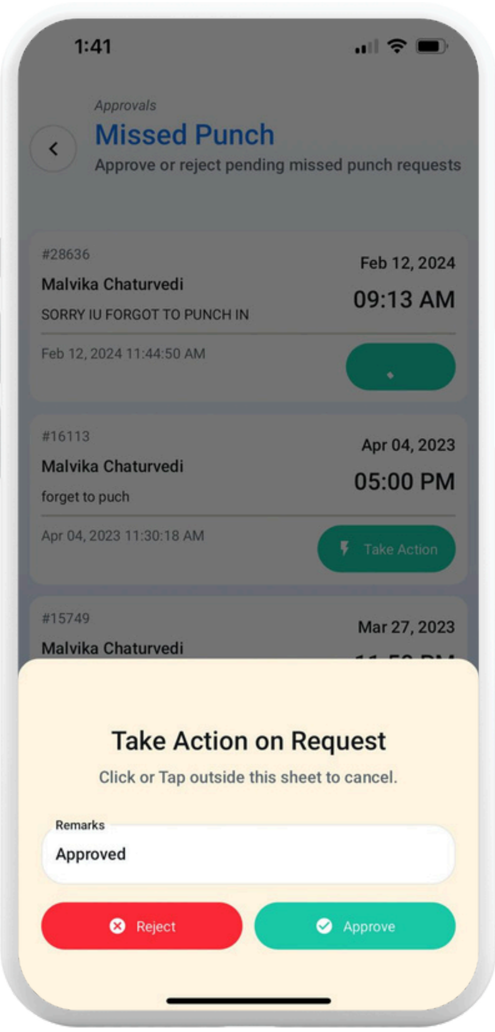


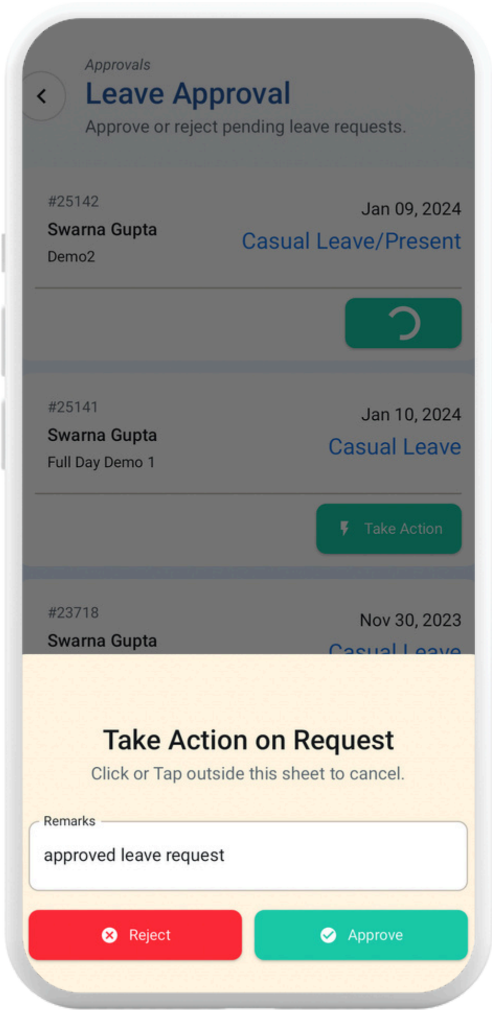
Approvals

Missed Punch Approval

A **Missed Punch Approval** process is used by managers to review and authorize the back-dated punch request.

- Click the **Missed Punch Approval** option on Approvals screen.
- On Missed Punch screen, click **Take Action** on the respective request, then add comments in the Remarks section.
- Click **Approve/ Reject** button as required follow the similar process for all type of approvals.

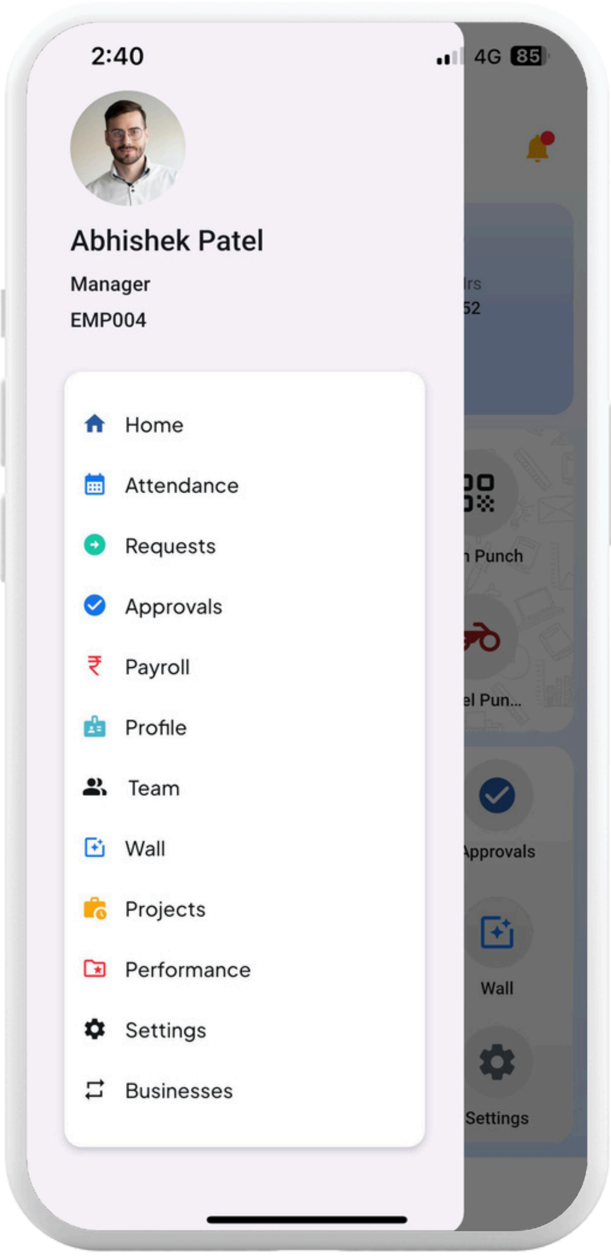




Navigation Bar

To access the **Navigation Bar**, click your Profile pic on the top left corner of the Home screen or simply swipe the Home screen.

This menu provides various navigation pages to carry out different tasks like submitting, approving requests, viewing payroll, etc.



Attendance

Leave Summary

Navigation Bar Attendance functionality consists of four features:

- **Monthly Attendance**
- **Daily Attendance**
- Leave Summary
- List of Holidays

Leave Summary

Under Attendance, click Leave Summary option which allows you to view your leave summary for a period.

- Use right and left navigation arrows to switch to a different period.

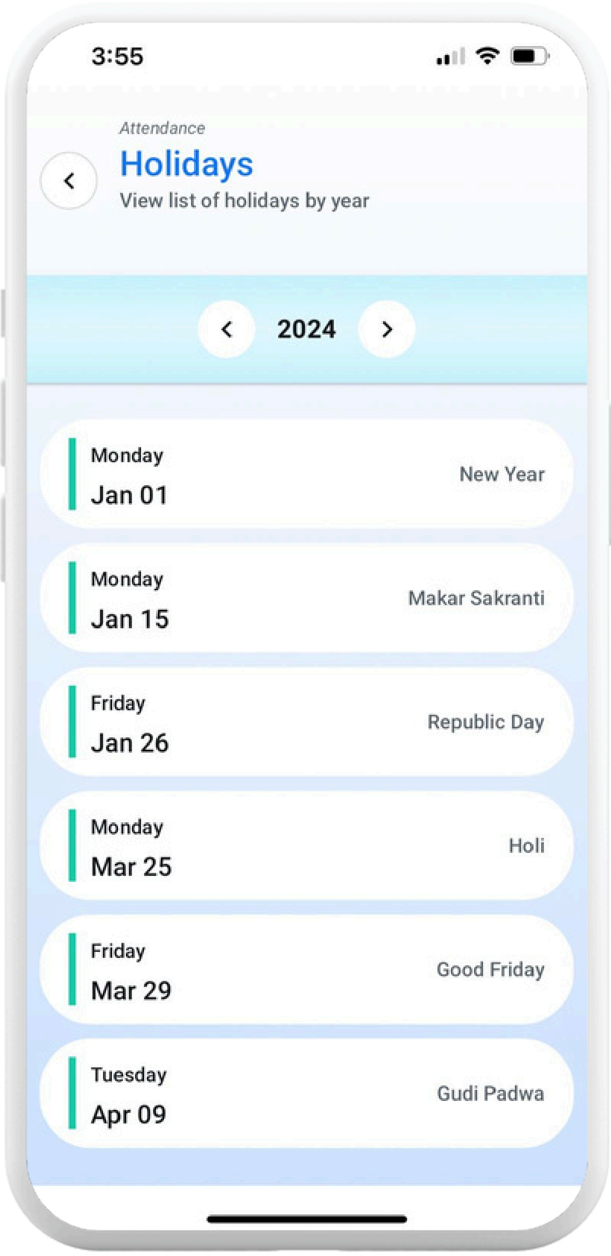
Attendance

List of Holidays

List of Holidays

On Attendance screen, click List of Holidays option to view the list of holidays by year.

- You can use right and left navigation arrows to select the desired year and view the list of Holidays.

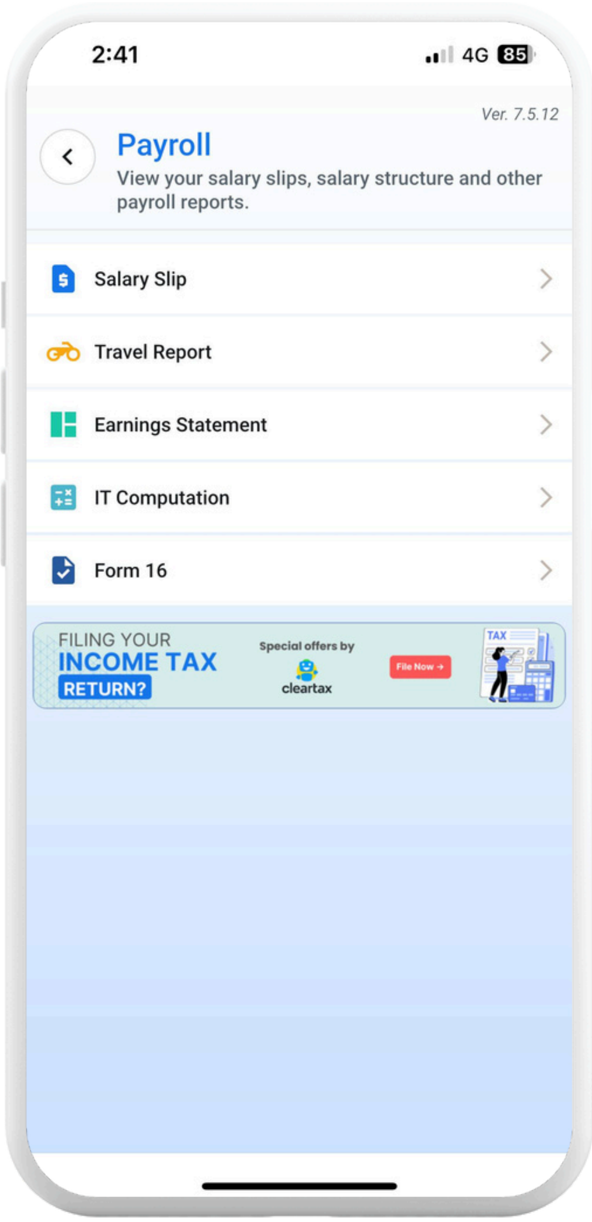


My Payroll

Payroll Reports

You can view your salary slips, salary structure and other payroll reports. It consists of following features-

- Salary Slip
- Travel Report
- **Earnings Statement (New feature)**
- **IT Computation (New feature)**
- **Form- 16 (New feature)**



Payroll Reports

Salary Slip

Under **Payroll Reports**, click Salary Slip option to view or download salary slips.

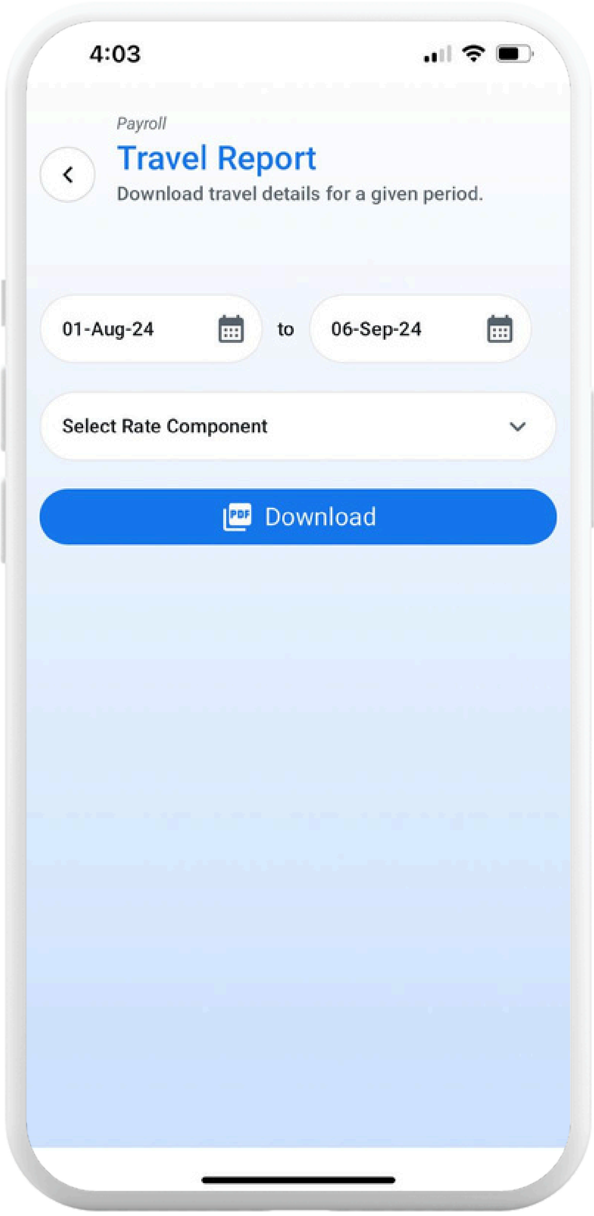
- You can use right and left navigation arrows to view salary slips for other months.

Payroll Reports

Travel Report

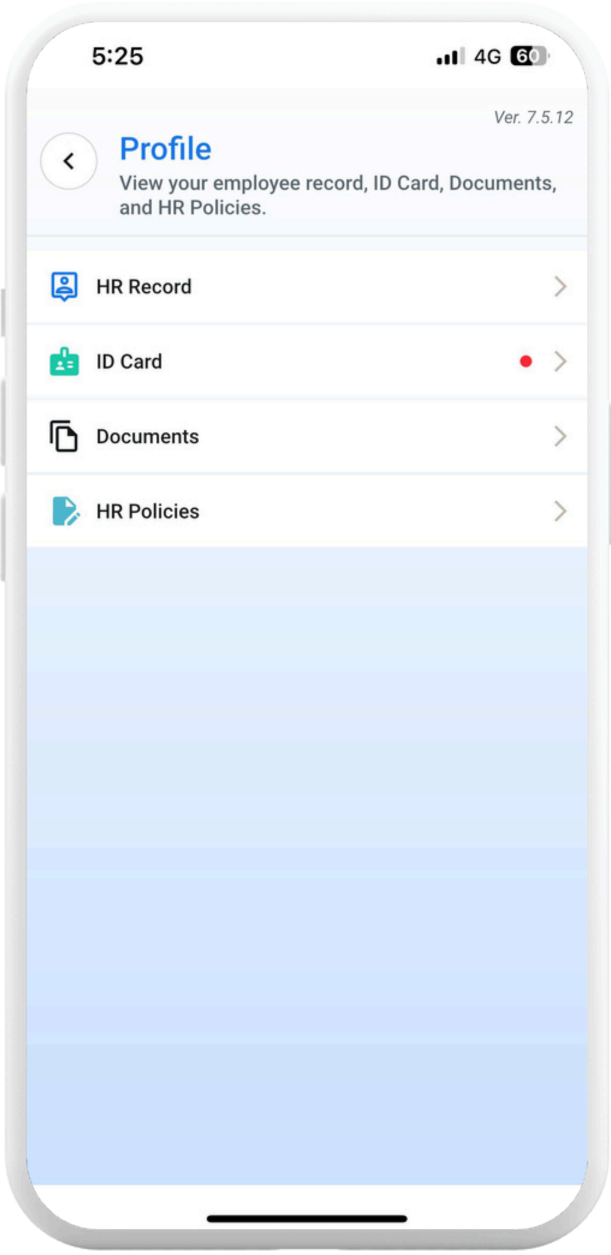
Under **Payroll Reports**, click Travel Report option to view or download Travel Reports for a given period.

- On Travel Report screen, select **To and From dates** from the calendar widget.
- Select the component type and click **Download** button to download the pdf report.



Profile

From Navigation menu, click **Profile** option to view your profile details like HR Record, ID Card, documents and HR Policies.

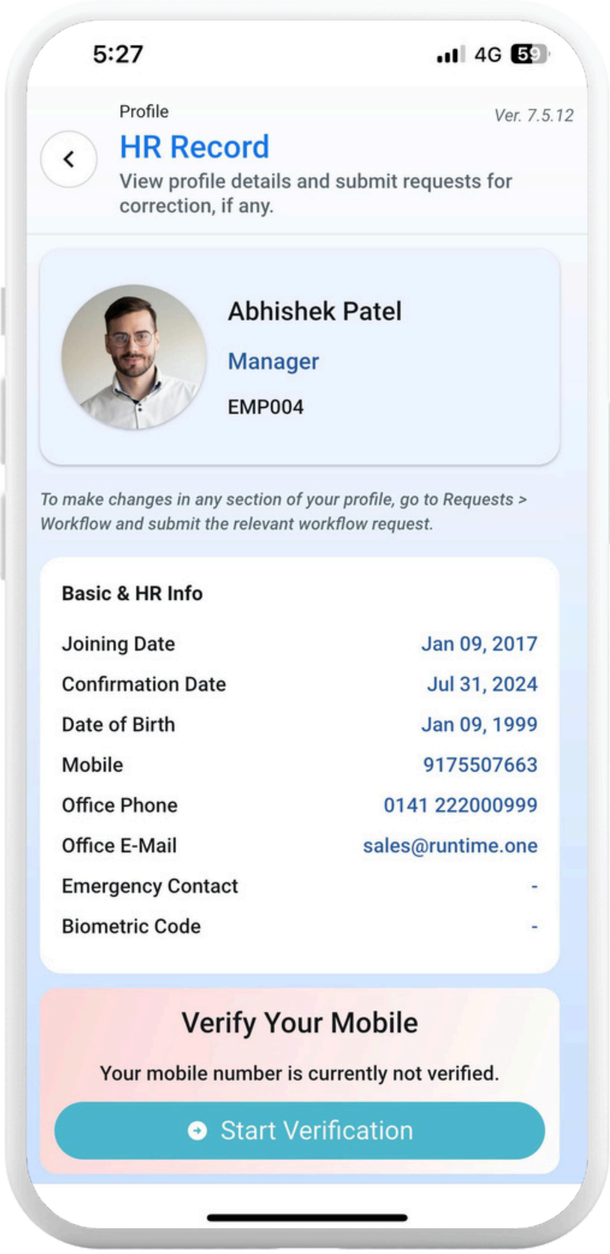


Profile

HR Record

On My Info screen, click **HR Record option** to view your personal information.

- To get your personal information updated you need to submit the **Workflow request.**
- On HR Record screen, you can see the following sections:
  - Basic & HR Info
  - Work Profile
  - Bank Details
  - Personal Info
  - Addresses

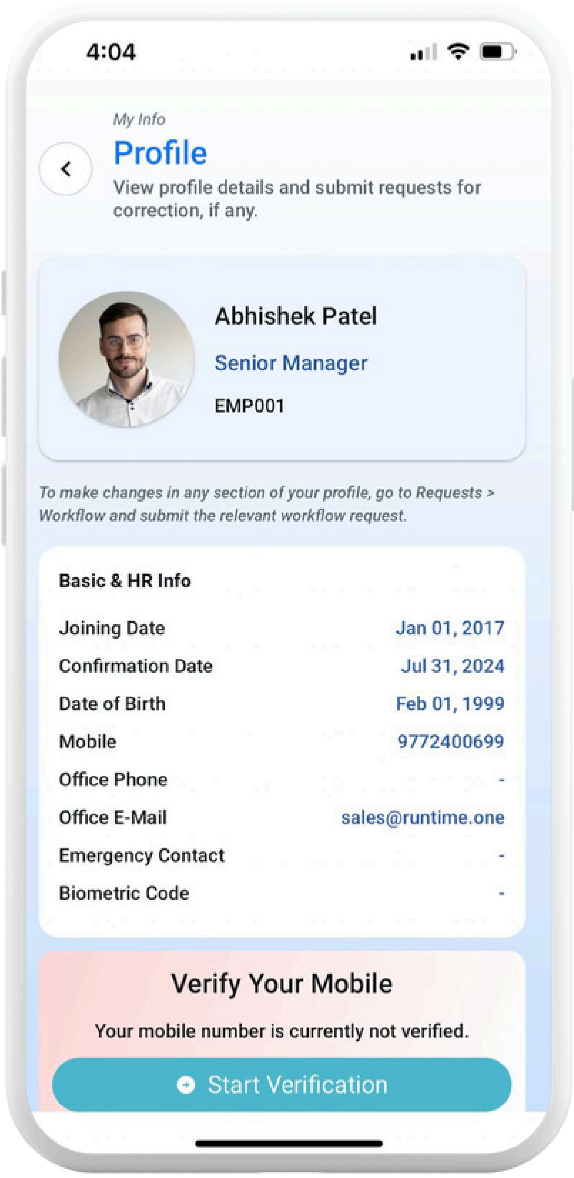


Profile

HR Record

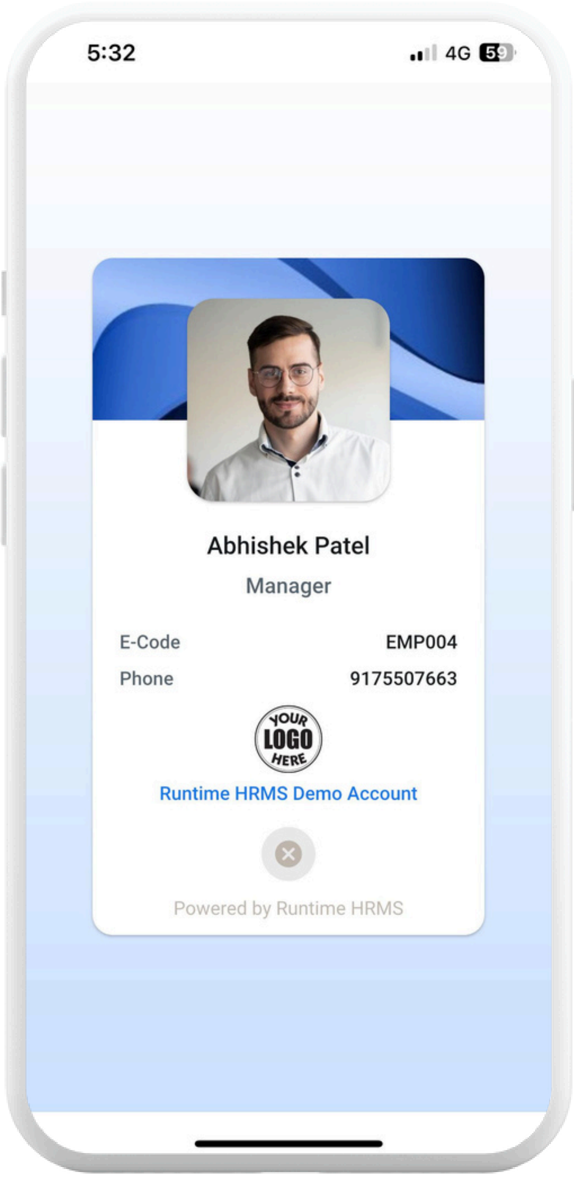
Under Basic & HR Info, you can verify Your Mobile number.

- If your Mobile number is not verified, you can verify your number by clicking the **Start Verification button**.
- You will be asked to Send OTP to authenticate your number.
- Click Send OTP and you will receive a 6-digit OTP on your mobile.
- Enter the OTP and click/tap to **Verify OTP**.



Profile - ID Card

You can view your company ID card in this menu.

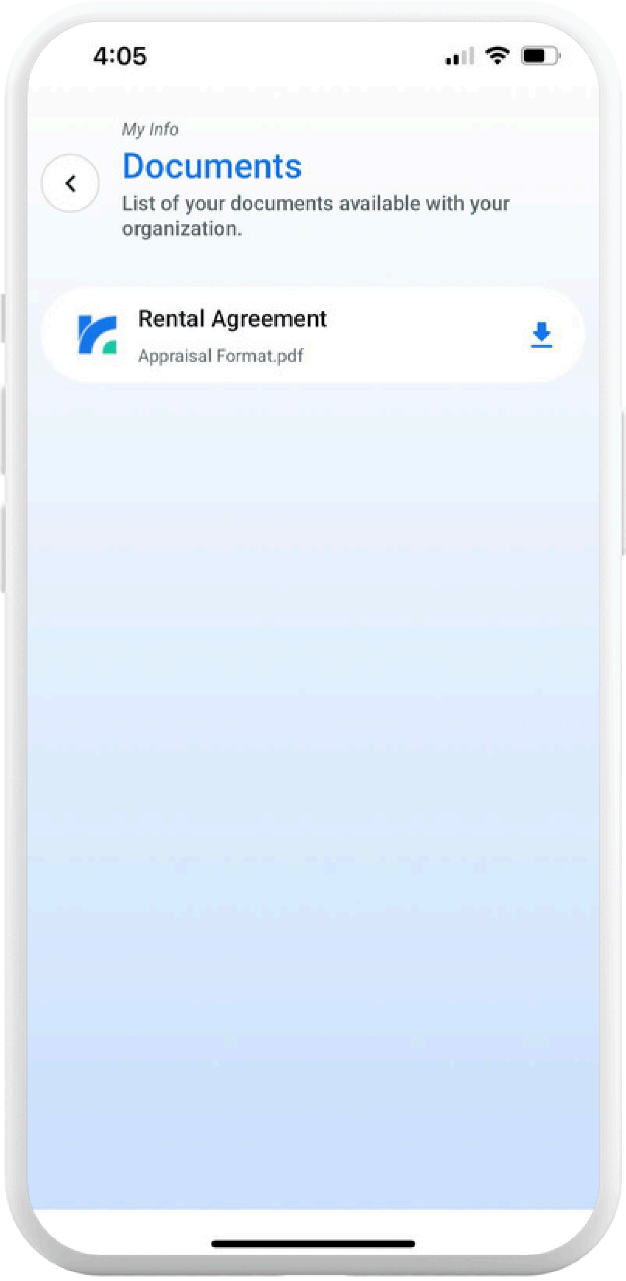


Profile

Documents

On Profile screen, click **Documents** option to view the list of your documents available with your organization.

- You can download the document(s) by clicking the arrow button.

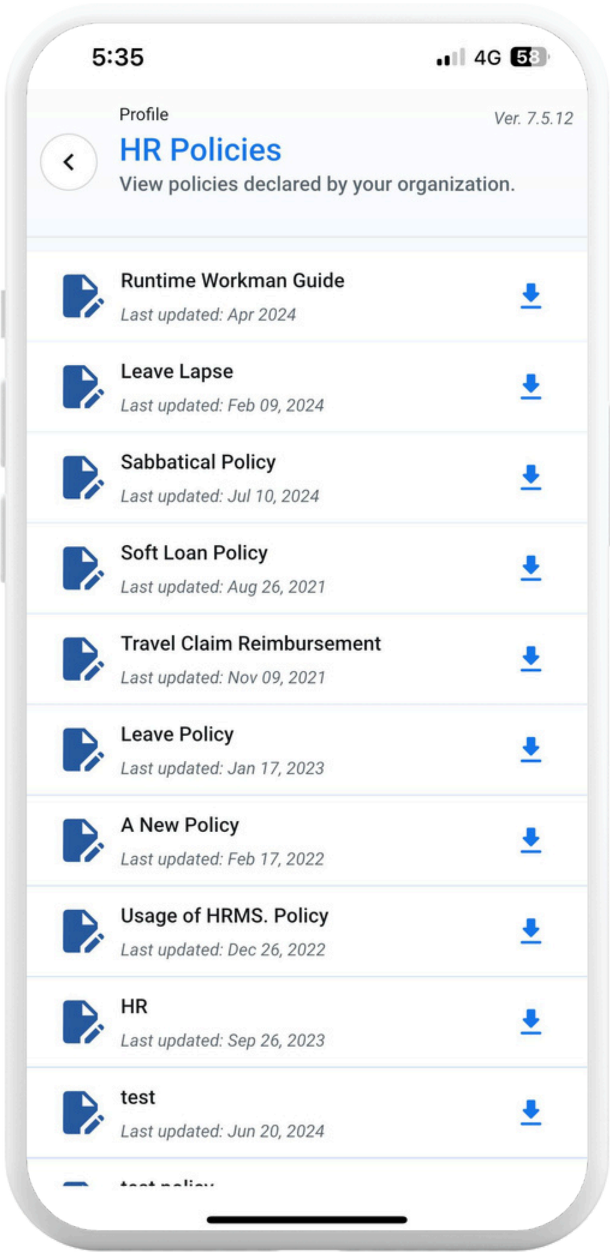


Profile

HR Policies

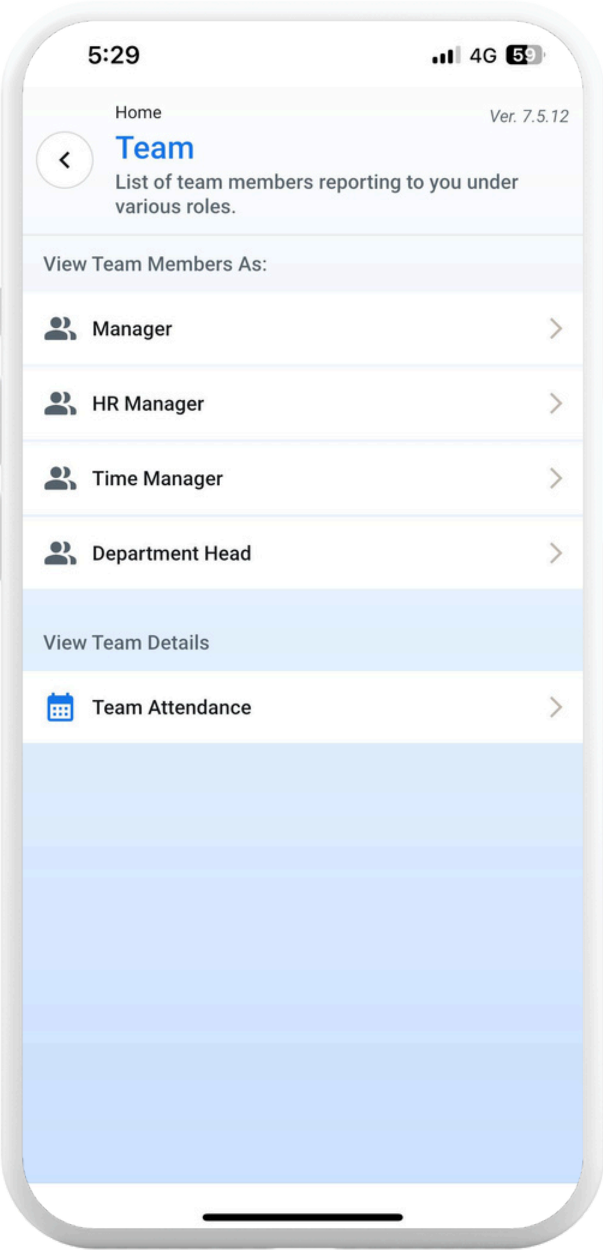
On the profile screen, click **HR Policies** option to view all the policies declared by your organization.

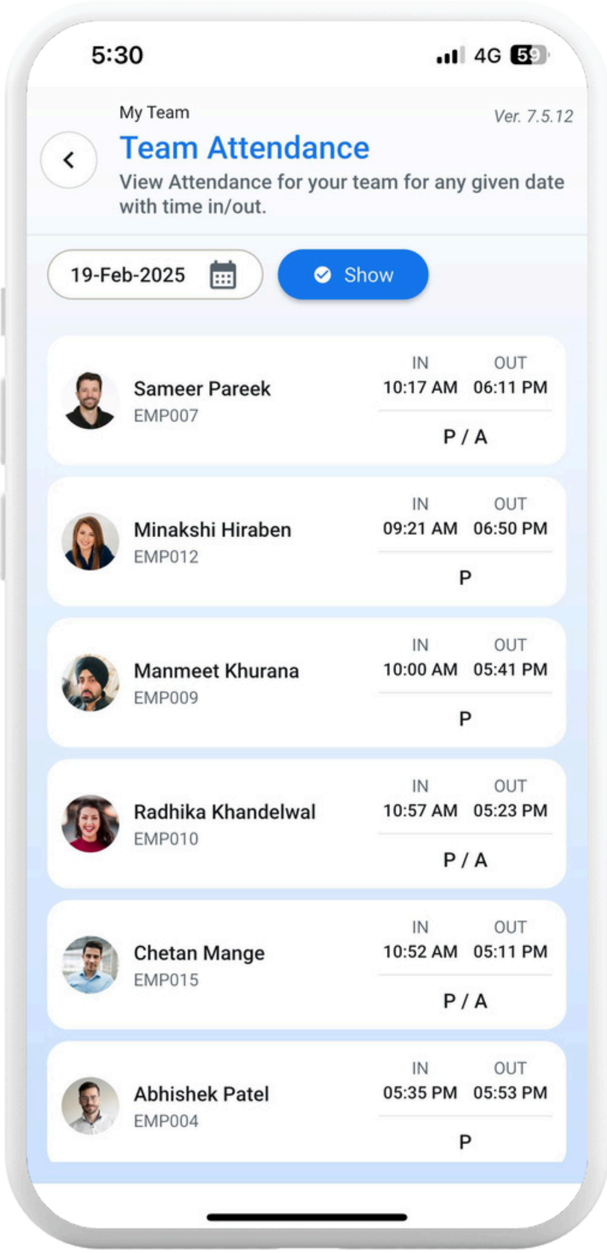
- You can download the document(s) by clicking the arrow button.



Team

On navigation bar, click on **Team** option to view the list of team members reporting to you under various roles. Our new feature team attendance lets you view the attendance of your team.

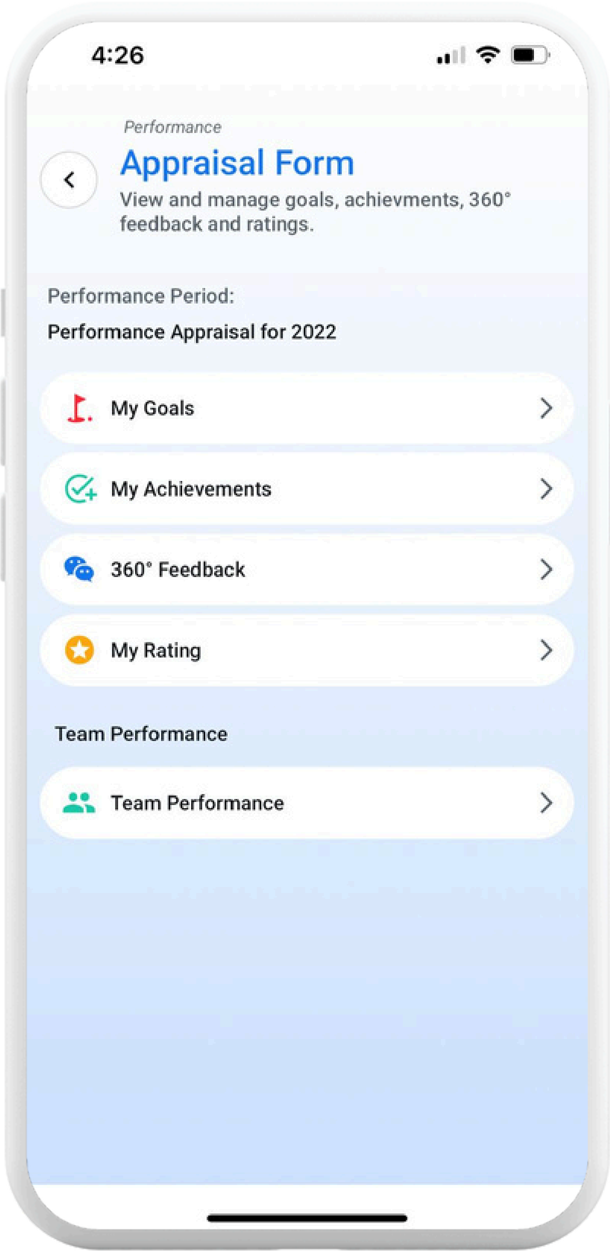


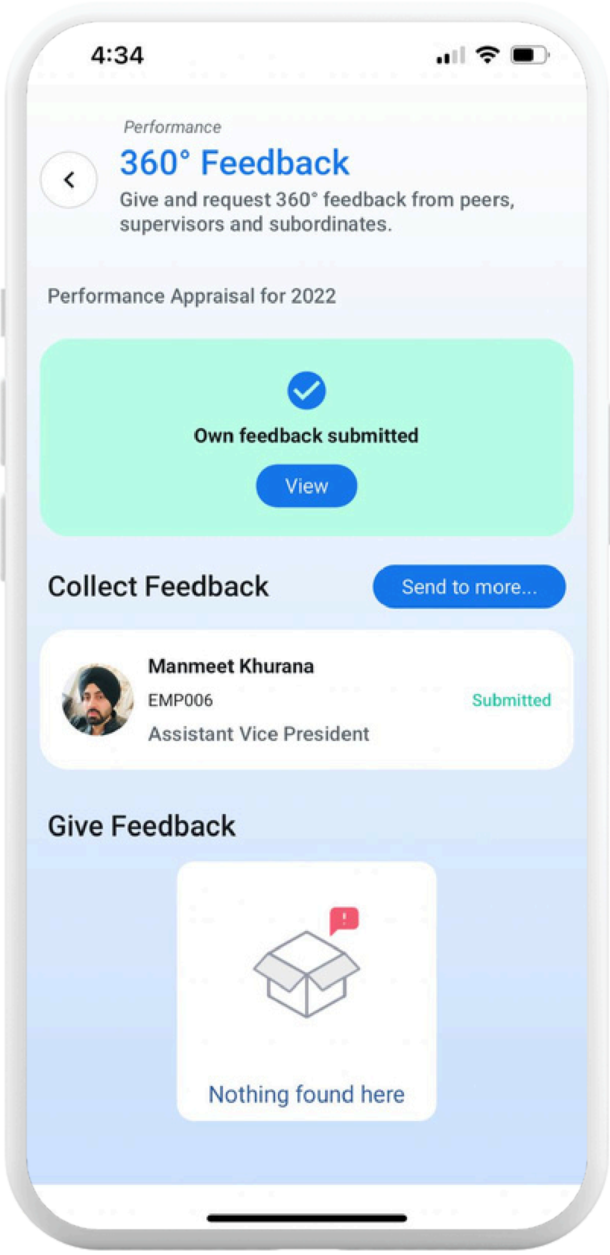


Performance

(Newly Launched)

Performance - You can view goals, achievements, and 360-degree feedback.

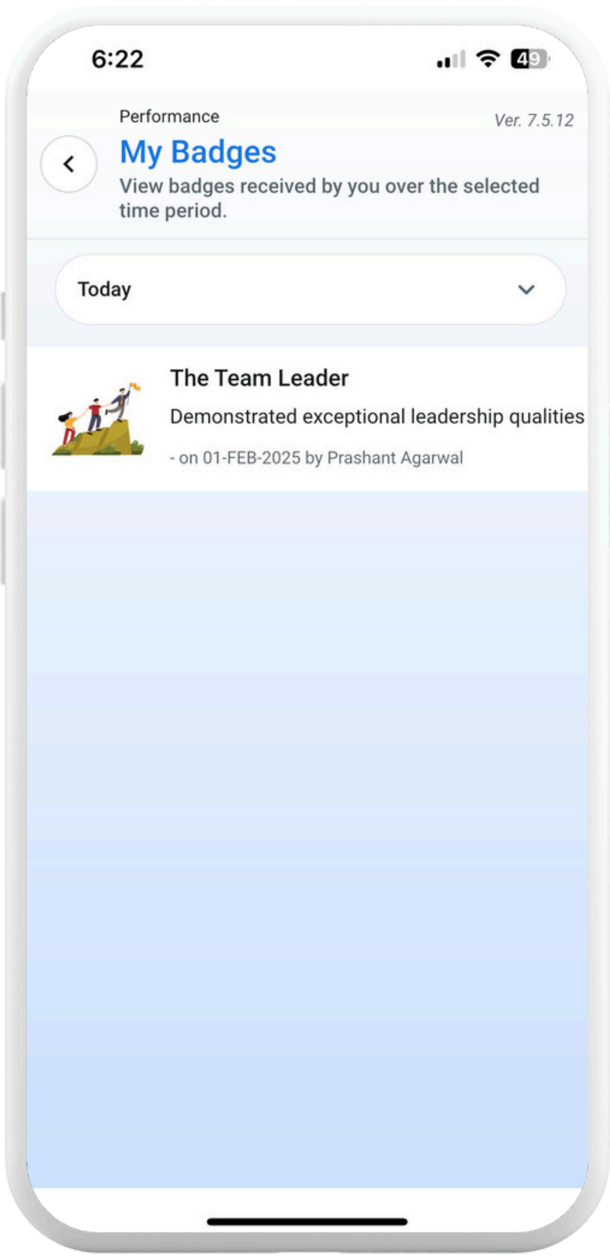


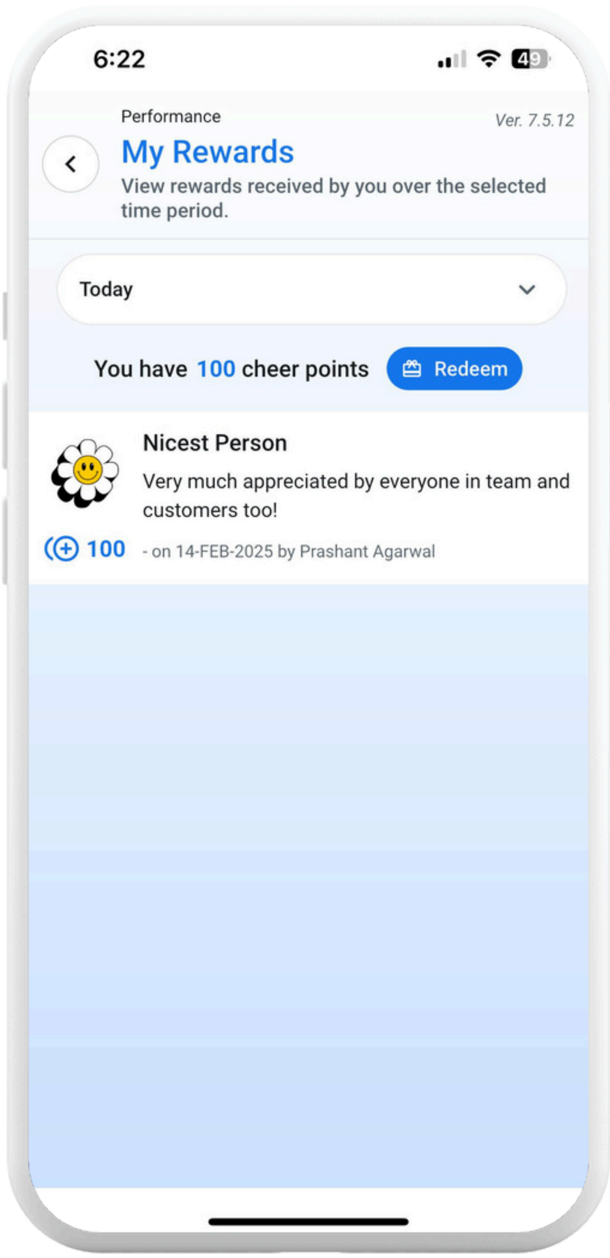


Performance - Badges & Rewards

(Newly Launched)

Performance - The badges and rewards received by you are displayed in this section. You can redeem the reward points by selecting coupons and vouchers by clicking on redeem option.



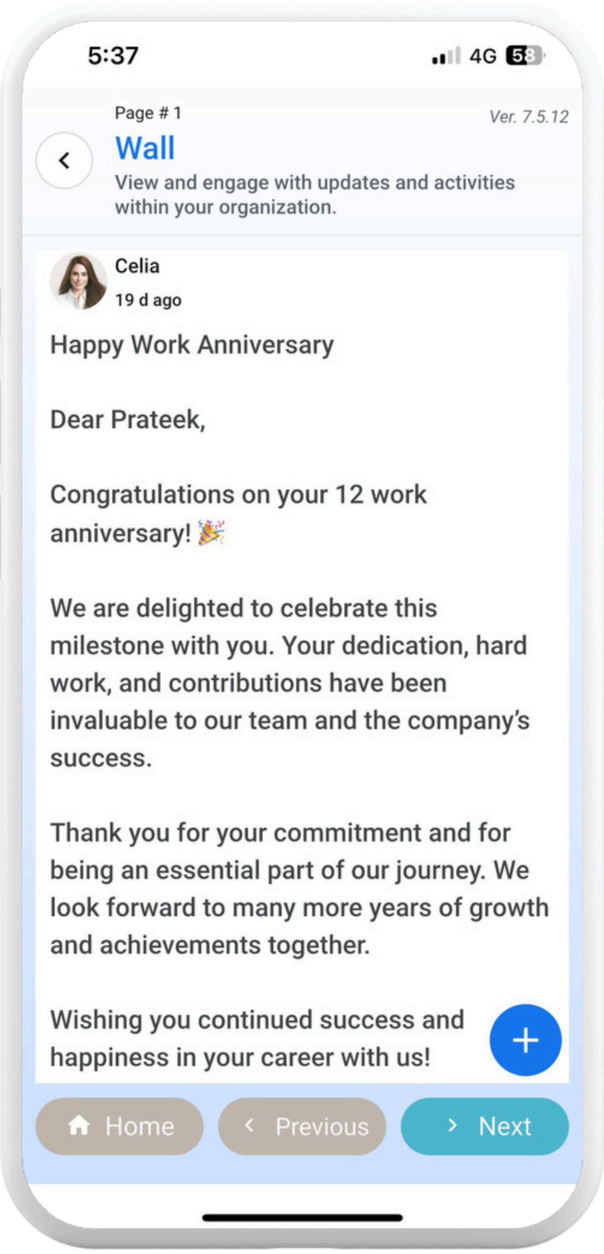


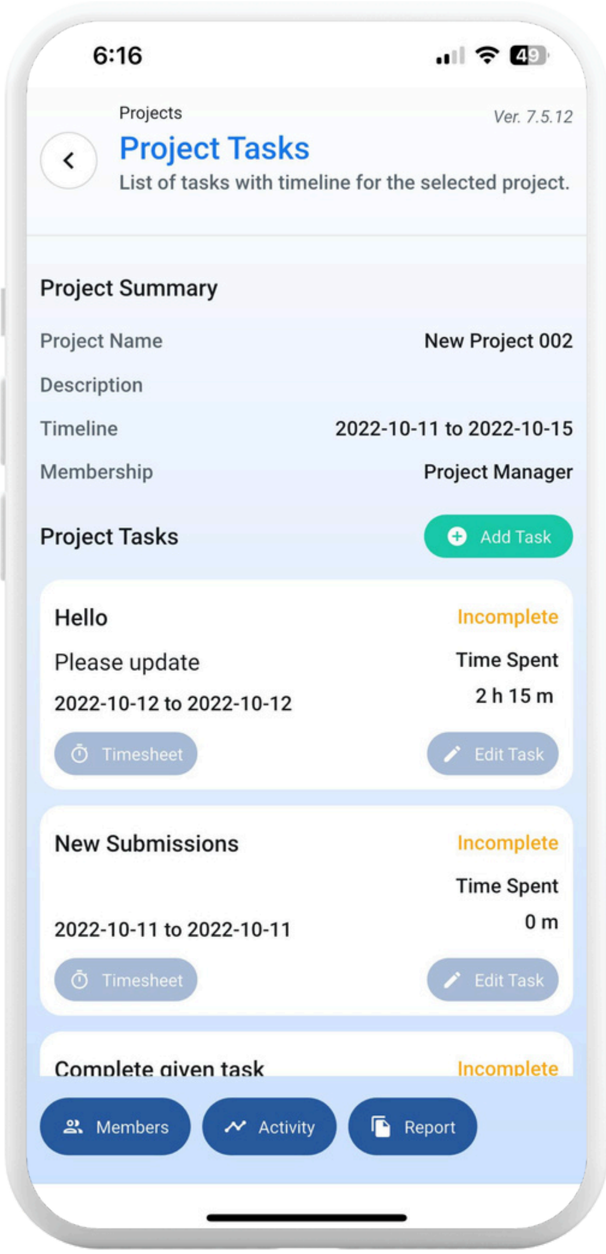
Wall & Projects

(Newly Launched)

Wall - This feature allows you to view your organization's activity and engage with fellow members in meaningful conversations.

Projects - This screen displays list of your projects where you are a team member or the project manager.



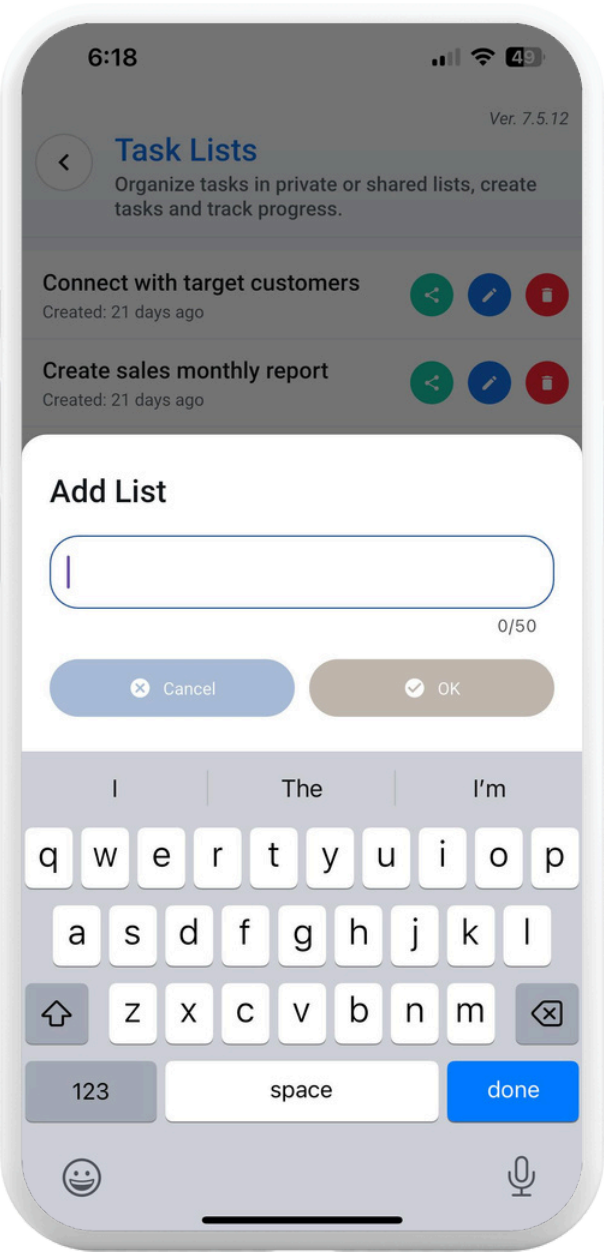


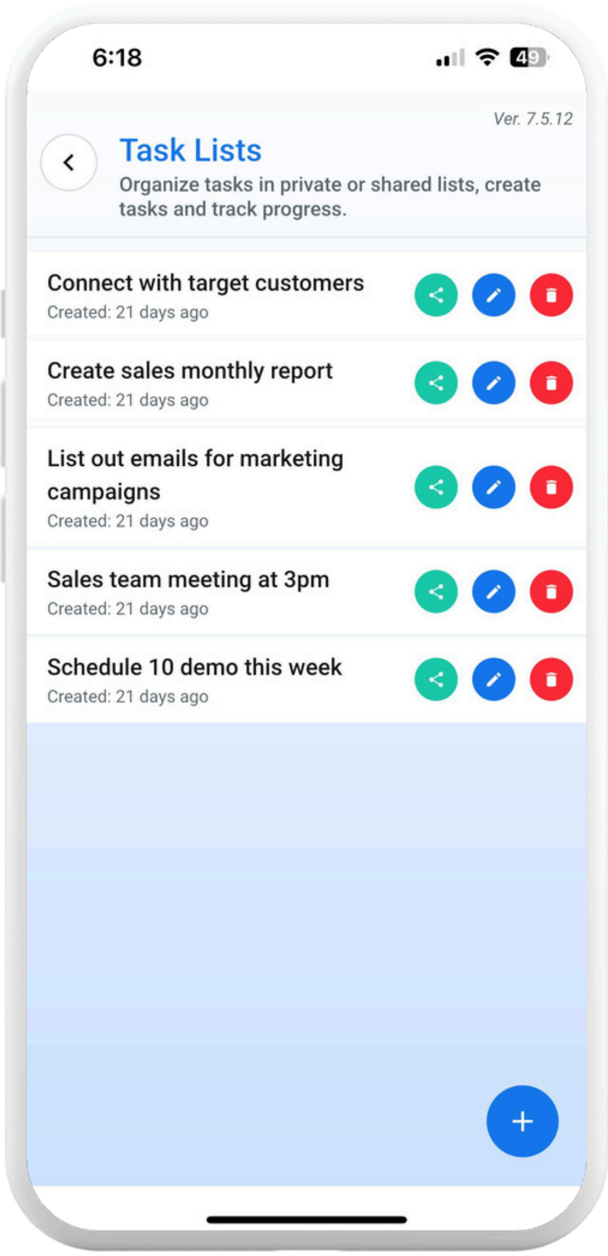
Tasks

(Newly Launched)

Add List - This feature allows you to add your tasks to the task list. You can also share your tasks with other team members.

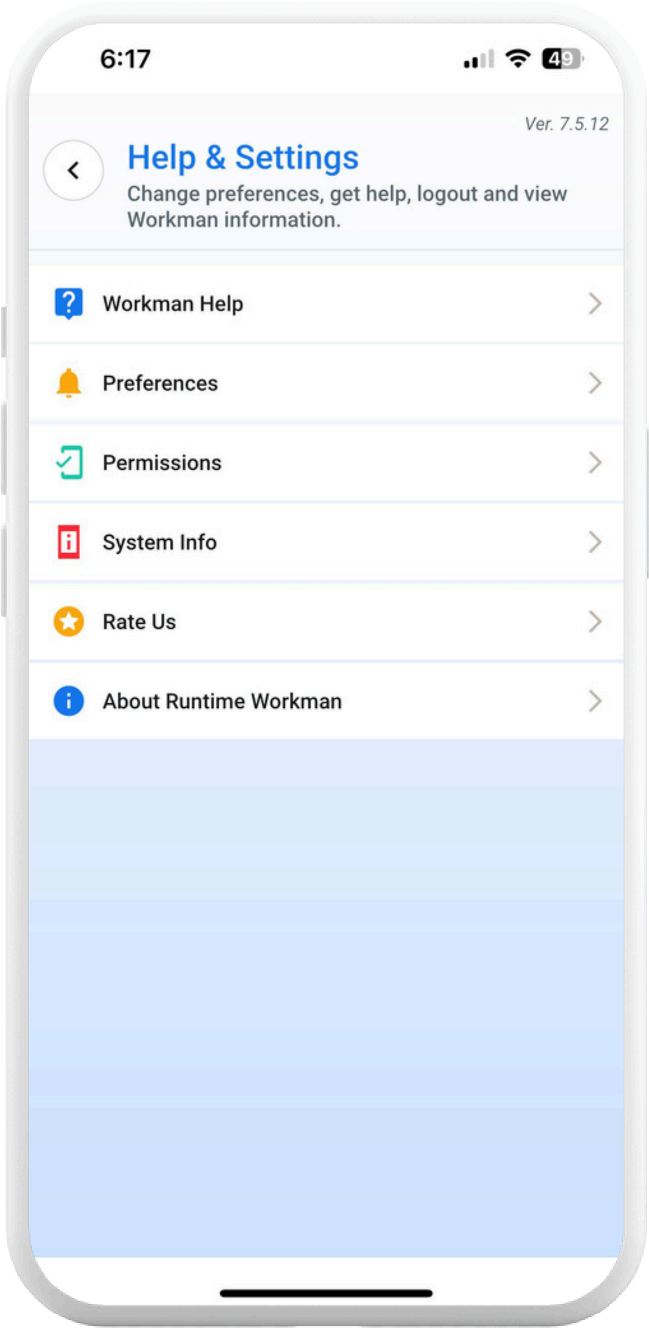
Task Lists - This screen displays all the tasks created by you or shared with you by any team member.





Settings

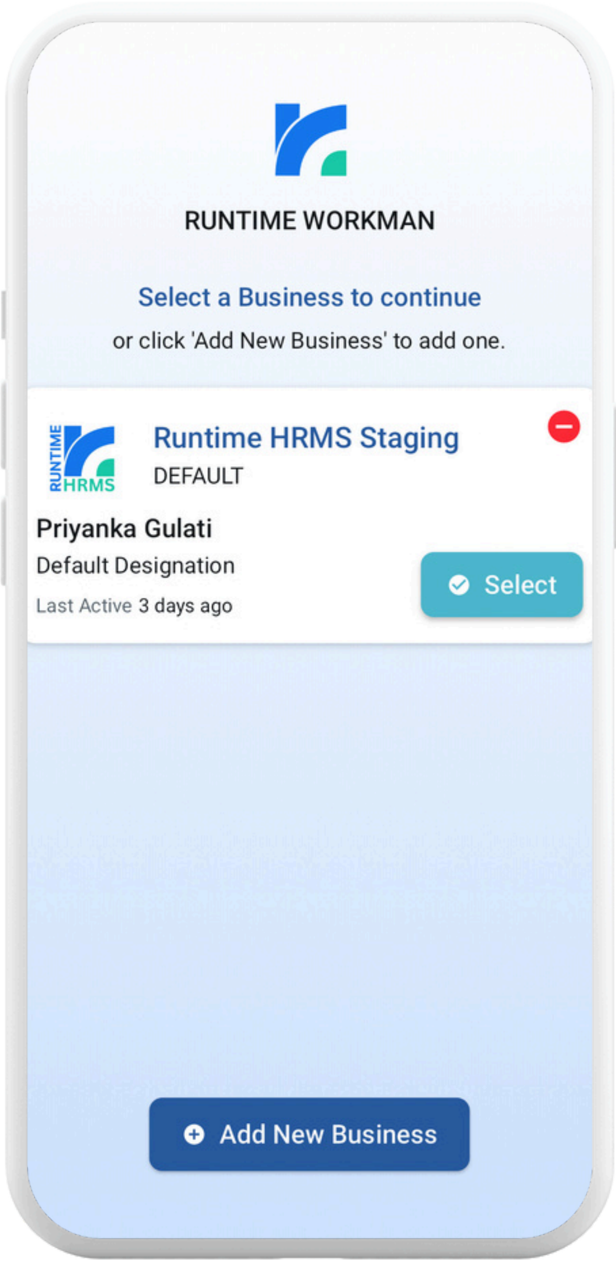
From Navigation Bar menu, click the **Settings** option. From settings, you can change preferences, get help, and view Workman information.



My Businesses

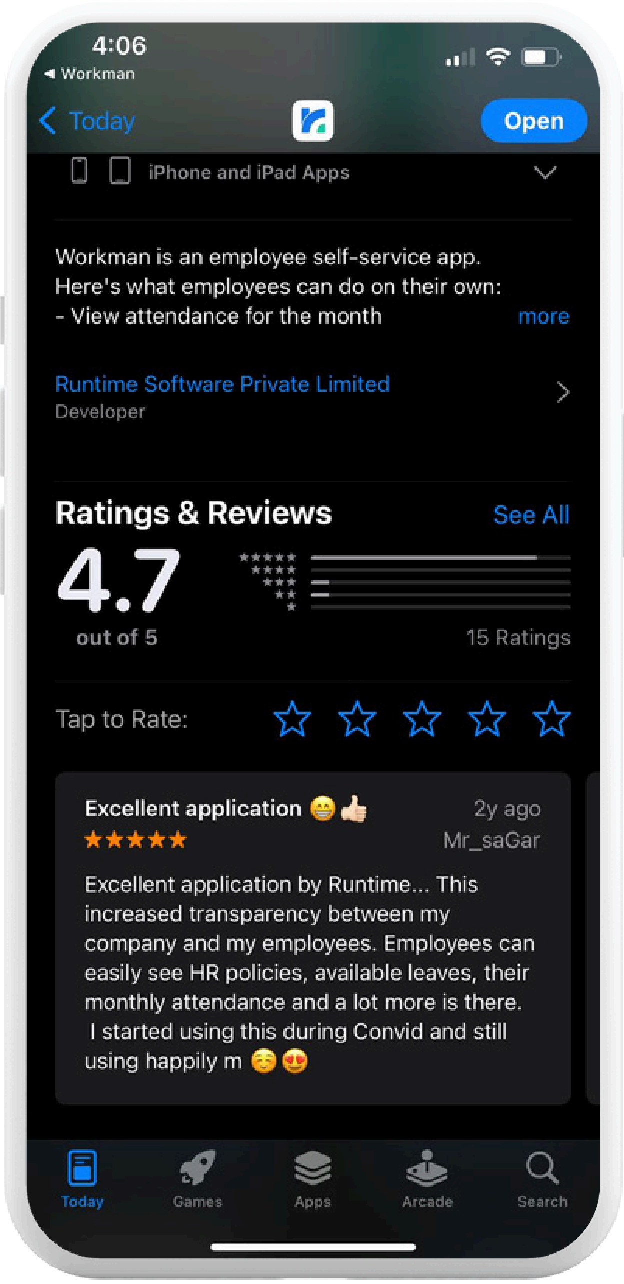
From Navigation Bar menu, select **My Businesses** option.

- You will be directed to the Runtime Workman screen.
- On this screen, you can select a business to continue or you can click to add a new business.



Rate Us

- From Navigation Bar menu, select **Rate Us** option.
- You will be directed to the **App store or Google Play store** to rate the Runtime Workman application.
- Scroll down to see **Ratings & Reviews** section.
- You can tap the stars to rate it.



RUNTIME WORKMAN

Read the detailed documentation
https://help.runtimehrms.com/

Scan here to know more