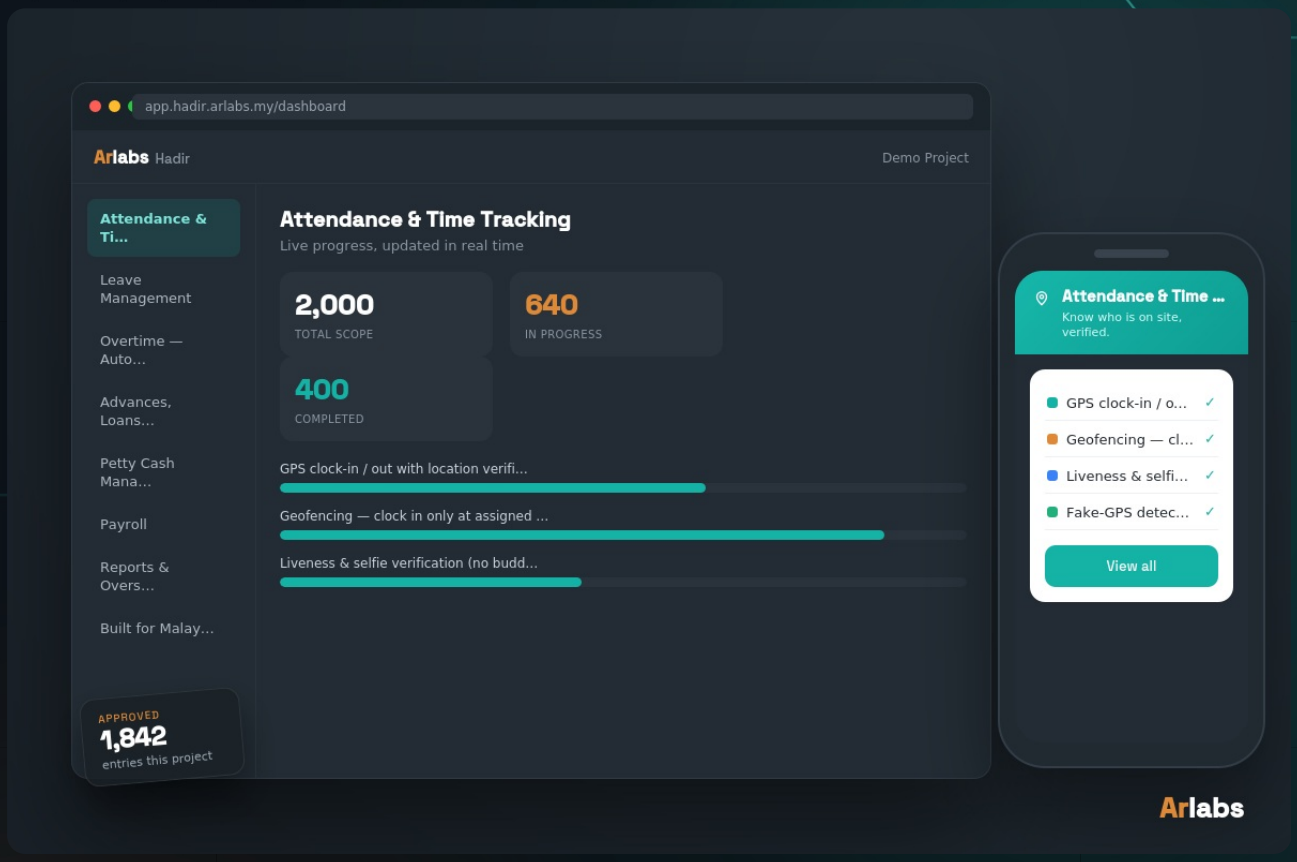
GUIDE

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PRACTICAL GUIDE

# Choosing Attendance Software for Malaysian Teams

What to look for when replacing manual attendance, and why GPS alone is not enough.

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GUIDE

# Choosing Attendance Software for Malaysian Teams

What to look for when replacing manual attendance, and why GPS alone is not enough.

> Verification, not surveillance: check presence at clock-in and clock-out — and stop there.

## Why manual attendance fails

Paper registers and shared spreadsheets are easy to backfill and impossible to verify. Buddy-punching, forgotten entries and month-end reconstruction quietly inflate payroll and erode trust between staff and management.

## The four checks that matter

Location (a geofence around the site), presence (a liveness selfie so a photo cannot stand in for a person), integrity (fake-GPS detection), and time (MYT-accurate timestamps that handle shifts crossing midnight). Missing any one leaves a gap people will find.

## Local rules are not optional

Malaysian overtime multipliers for weekdays, rest days and public holidays, leave entitlements by tenure, and statutory deductions must be encoded correctly. A system built for another market will need workarounds — and workarounds are where errors live.

## Design for adoption

Field staff will not install and maintain a complicated app. Prefer a browser-based app that works on any phone, in Bahasa Malaysia and English, with a two-tap clock-in. Be upfront with staff about what is checked and why.

## From attendance to payroll

The value compounds when verified attendance, overtime, leave and claims flow into payroll without re-keying. Ask how each of these connects — and whether payroll can be run from the record without spreadsheets in between.

## Questions to ask a vendor

How is location verified and can it be spoofed? What happens offline? Are Malaysian OT and holiday rules built in or configured by hand? Can staff see their own records? Is every edit logged?

> ABOUT ARLABS
>
> Arlabs builds and runs operational software for Malaysian organisations — field operations, maintenance, command centres, workforce and accounting. This guide draws on what we see across those deployments.



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