

# AntClock - Employee Guide

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**Version:** 2.1

**Last Updated:** February 20, 2026

**Audience:** Employees

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## 1. Overview

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The employee portal is used for daily clock-ins, requests, and payroll download.

### Access:

- Employee: <https://antclock.com/frontend/index.html>
  - Quick clock-in: <https://antclock.com/frontend/clock.html>
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## 2. Access

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Sign in with phone, email, or employee ID.

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## 3. Clock-in

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1. Allow location access.
  2. Clock in within allowed time and location.
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## 4. Requests

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- Leave requests (full-day or hourly)
- Clock correction requests (with e-sign)
- Temporary out requests
- Field work records

After submission, admins can process requests from admin panel or quick email action.

## 5. My payroll (new)

### Path

Profile -> My payroll

### Features

1. View payroll slips assigned to your account.
2. Filter by month/year.
3. Download each slip with `Download PDF`.

### Screenshot

The screenshot displays the 'My payroll' section of the AntClock application. At the top, there is a purple header with the 'AntClock' logo, a user icon 'A', and a language dropdown set to 'Chino'. Below the header, the interface is organized into several sections:

- Departamento:** [object Object]
- Empresa:** 1
- Saldo de Permiso:** Permiso Anual: 0 sky
- Mis nominas:** Includes a 'refresh' button, a dropdown menu set to 'Todos los meses', and a 'Filtrar' button. Below this, there is a vertical bar chart for 'Mes: 2026-01' and a 'Descargar PDF' button.
- Reconocimiento Facial:** Shows the 'Estado de registro' as 'No registrado' with a warning icon. A 'Registrar rostro' button is present, along with a note: 'Después de registrarse, puede usar el fichaje facial'.
- Cerrar sesión:** A prominent red button at the bottom of the main content area.

At the bottom of the screen, there is a navigation bar with icons for 'Inicio', 'Registros', 'Horario' (v2025.12.24), 'Mensajes', and 'Perfil'. A footer at the very bottom contains the text: '© 2025 Ant Attendance. All rights reserved. v2025.12.24 - Y@E - xiaofa@msc.com 87350969'.

## 6. Reminders

Manage entry, late, and exit reminders.

## 7. Profile

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View personal info, change password, or switch language.

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## 8. Contact

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**Sales:** [laoabcn@gmail.com](mailto:laoabcn@gmail.com)

**Website:** <https://antclock.com>