



DUTYMARK – STAFF ATTENDANCE

Introducing DutyMark

Verified staff attendance on your staff's own phones: who came, when, and where – proven, not guessed. For directors, CEOs, school owners, principals and heads of department.



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01

THE PROBLEM

Attendance You Can Trust

You pay for every hour your staff work. Can you prove which hours they actually worked?



1.1 What leaders tell us

Every organization we speak to – schools, hospitals, pharmacies, factories, offices, churches – describes the same problems:

PAPER REGISTERS

Signed in, but not here

A colleague signs for a friend who is still on the way. The register says 7:30; the person arrived at 9:10.

LATENESS

Invisible until it is a habit

Nobody adds up ten minutes a day. Across a team, it is days of paid time every month.

PAYROLL

Paid on trust

Overtime, absences and days off are worked out by hand, argued over, and rarely checked.

SEVERAL SITES

No view from the top

With staff across branches or campuses, you hear about absences after the day is over – if at all.

1.2 What it costs: an example

A team of 25 staff in which each person arrives just 15 minutes late on a typical day, over 22 working days:



137 hours

of paid time lost every month

17 days

– the same as one staff member
absent most of the month

1,650 hours

a year, before overtime claims
and “ghost” days

Your own numbers will differ. The point is that small, unseen losses are large when added up – and today most organizations cannot add them up at all.



DutyMark in one sentence

Staff check in on their own phone, with their fingerprint, only when they are actually at work; you see the whole organization live, and the hours, lateness, leave and payroll are worked out for you.

02

HOW IT WORKS

How DutyMark Works

No machines to buy, no cards to lose: the phones your staff already carry, made trustworthy.



2.1 Four steps, every day

Staff arrive at work

Tap Check in

Fingerprint
confirms it is them

DutyMark proves
they are on site

- 1 **You draw your work locations** on the map – a circle around the gate, or the exact outline of the campus or building.
- 2 **Staff join from an invitation** and set up their own phone. An admin meets each person and checks their ID once.
- 3 **At work, staff tap Check in** and touch the fingerprint sensor. It only works on site.
- 4 **You see it live:** who is in, late, absent or on approved leave – across every location – and the reports and hours are ready at the end of the month.



2.2 Three things you get

PROOF

Who, when, where

Each check-in is tied to the person, the place and the real time – and cannot be faked from home.

CONTROL

Live, from anywhere

Today's attendance across every site on your phone, with approvals, the roster and reports in one place.

PAYROLL-READY

Hours worked out

Paid hours, overtime, lateness, absences and leave per person, exported to Excel.

03

TRUST

Built So It Cannot Be Faked

The ways attendance usually gets faked – and why they do not work with DutyMark.



The usual trick	What DutyMark does
A colleague signs in for someone who is not there	Every check-in needs the person's own fingerprint on their own approved phone. Lending a phone does not work.
Checking in from home or the bus	Check-in is allowed only inside the work location you drew. Outside, it is refused, with the distance shown.
A fake-location (GPS) app	DutyMark detects fake-location apps and refuses the check-in.
Changing the phone's clock	DutyMark uses trusted time, not the phone's clock. A phone set ahead is refused.
A new phone to get round the rules	A new phone must be approved by an admin before its check-ins count.
Someone else joins under a staff name	Every new person is checked in person: an admin meets them, checks their ID and scans a code from their phone.
"The network was down"	DutyMark works offline. The check-in is saved with the real time and sent later, so the excuse disappears too.

i Nothing is quietly accepted

When a check-in cannot be fully confirmed – a weak location reading, an old phone, an unusual time – it is kept and sent to a manager for review. Every decision, correction and approval is recorded.



3.1 Optional face check

Organizations that want an extra step can turn on a face check with live actions (“turn left, smile”), with a fair alternative for staff who cannot use it. Most organizations find the fingerprint and location enough.

04

FOR LEADERS

What You See

Everything a director, owner or principal needs to see – on one phone.



4.1 Today, live

One screen shows your whole organization or team: **Rostered, Checked in, Late, Not yet, Absent, Day off, Stepped out** and anything flagged – with where each person checked in. Supervisors see their own team; you see everyone.

4.2 Approvals in one place

Permission requests (“going out to the bank”, “coming in late”, days off), check-ins that need review, new phones and new staff waiting for an identity check – all in one list, decided in a tap, every decision recorded.

4.3 Reports you can send

Each report is a ready PDF to share on WhatsApp or email, or print:

MONTHLY

Attendance summary

One row per person: days present, on time, late, absent, hours.

DAILY

Who came, who did not

Any day, with times and late minutes.

PEOPLE

Staff report

One person's month: stats, charts and every day – useful for appraisals.

**REQUESTS****Permissions**

Every request between two dates, with decisions.

FIELD**Client visits**

Who visited which site, when and for how long.

ROSTER**Rostered vs worked**

No-shows, late arrivals and swaps against the plan.

4.4 Timesheets and payroll

DutyMark works out each person's day: hours worked, breaks, paid hours, lateness, early leaving and overtime, by your rules (weekly, fortnightly or monthly pay periods; overtime after so many hours; automatic unpaid breaks). Supervisors approve, you lock the period, and the **payroll export** gives one Excel row per person – with the pay itself when hourly rates are set.

4.5 The roster

Plan who works which shift, where, for the week; copy last week in a tap, or use rotations such as “2 days, 2 nights, 2 off”. DutyMark warns you about leave, overlaps, too little rest and too many hours before you publish. Staff get their schedule on their phone with reminders, and can swap shifts with your approval. Lateness and absence are then judged against the roster.

05

BUILT FOR NIGERIA

Made for How You Work

Designed for unreliable power and data, several sites, and staff who do not all have smartphones.



OFFLINE FIRST

Days without internet

Check-ins, breaks, requests, schedules and reports keep working; everything is sent when the network returns, with the real times.

NO HARDWARE

Nothing to buy or repair

No biometric machines, no cards, no installers. Staff use the Android phones they already carry.

STAFF WITHOUT PHONES

Nobody left out

Cleaners, drivers or anyone without a phone are checked in by a supervisor at the location, with the reason recorded.

SEVERAL SITES

One view of every branch

Campuses, branches and client sites, each with its own map area and time zone.

LOW COST TO RUN

Light on data

Small requests, designed for shared networks and modest phones.

YOUR RECORDS

Kept and exportable

PDF and Excel reports you own; history stays even when staff leave.

06

WHO IT IS FOR

For Your Organization

One app, many kinds of workplace.



SCHOOLS

Owners and principals

Know which teachers and non-teaching staff were in before assembly, across every campus. Monthly reports for the board; permission requests instead of excuses.

HEALTH

Hospitals, clinics, pharmacies

Day and night shifts, rotas and swaps, with lateness judged against the roster – and proof of who covered which shift.

BUSINESS

Shops, offices, factories

Several branches on one screen, overtime worked out, payroll export ready for accounts.

FIELD TEAMS

Sales, service, inspections

Arrive and Leave at client sites, with how long each visit took – without tracking staff all day.

FAITH AND NGOS

Churches, mosques, NGOs

Staff and volunteers across locations, with simple monthly reports for trustees and donors.

SECURITY AND FACILITIES

Guards and cleaners

Night shifts that end the next morning counted correctly; assisted check-in for staff without phones.

07

INDIVIDUALS

For Individuals and Small Sites

You do not need to be a company. If you pay people to work where you cannot always be, DutyMark is for you.



7.1 Who it helps

BUILDING A HOUSE

Homeowners and landlords

Your house is going up in your hometown while you work in Lagos, Abuja or abroad. See each morning which workers actually came to site, and when they left.

CONTRACTORS

Builders with several sites

Masons, carpenters, iron benders and labourers spread over two or three sites. See every site on one screen and pay for the days worked.

ARTISANS

Workshops and trades

Tailors, carpenters, welders, mechanics, hair-dressers: know who opened the shop, who was late, and how many days each apprentice or worker came in.

HOUSEHOLDS

Domestic staff

Drivers, cleaners, gardeners and security guards: arrivals and departures recorded without you being at home.



7.2 How it works on a building site

- 1 **Draw the site on the map** – the plot itself, not the whole street – and set the working hours (e.g. 8:00 to 17:00).
- 2 **Make your foreman or site supervisor a Supervisor** in DutyMark. They use the app on their own phone.
- 3 **Add the workers.** Those with an Android phone check themselves in with their fingerprint. Those without a phone are added as “no phone” workers: the foreman checks them in and out at the site.
- 4 **Each day, from anywhere**, open **Today**: who is on site, who came late, who has not come.
- 5 **At the end of the week or month**, the attendance report shows the days and hours for each worker – the basis for paying daily or weekly wages fairly.

i Why the foreman cannot cheat the list

An assisted check-in only works with the foreman physically at the site: his phone's location is checked, his fingerprint confirms it was him, and each entry records who checked in whom, when and why. You see all of it.

7.3 Questions people ask

Question	Answer
The site has no network.	DutyMark works offline. Check-ins are saved on the phone with the real time and arrive when the phone finds network – even later that evening.
Most of my workers do not have smart-phones.	The foreman checks them in at the site. Only he needs the app.
I have two sites and workers move between them.	Draw both sites and allow the workers at both. Each check-in shows which site.
Can I see them working?	No – DutyMark records arrival and departure at the site; it does not track people during the day. That keeps it fair and acceptable to workers.
How much does it cost for a few workers?	Start with the free Small team trial (up to 5 people for 2 months), then the Basic plan for 5 people or Starter for 10. Prices are shown in the app.

i Pay for the days actually worked

The commonest complaint from people building from a distance is paying for days nobody worked. With DutyMark, every day on site is recorded with the place and time – so wages, and trust, rest on facts.

08

COMPARISON

Why DutyMark

How DutyMark compares with what most organizations use today.

	Paper register	Biometric machine	DutyMark
Cost to start	Low	Machines, installation, repairs	No hardware; free trial
Can it be faked?	Easily	Harder; machines get bypassed or break	Fingerprint + location + trusted time
Works with no power or data	Yes, but unchecked	Often not	Yes, and verified later
Several locations	One book each	One machine each	One app, every site
Live view for leaders	No	Rarely	Yes, on your phone
Leave and permissions	Letters and memory	No	Requests and approvals built in
Hours and payroll	By hand	Exports to clean up	Worked out, approved, exported
Roster and shifts	Separate sheet	No	Built in, with swaps and reminders

09

FAIRNESS

Fair to Your Staff

Staff accept a system they see as fair. DutyMark is built to be.

PRIVACY

No tracking

Location is read only at the moment of check-in or a client visit, with the app open – never in the background.

PRIVACY

Fingerprint stays on the phone

DutyMark never sees or stores fingerprints; the phone only confirms it is the owner.

TRANSPARENCY

Staff see their own records

Their history, hours, timesheet and monthly stats – the same numbers you see.

FAIR PROCESS

Mistakes can be corrected

Staff ask for a correction with a reason; the original record is kept and the change approved by a manager.

Clear rules applied the same way to everyone reduce arguments about lateness and pay – for managers and staff alike.

10

GETTING STARTED

Start Today

Most organizations are checking in on the first day.



10.1 From download to first check-in

- 1 **Install DutyMark** from Google Play and create your account.
- 2 **Create your organization** and choose your free trial – no card, no payment.
- 3 **Draw your work location** on the map and set your working hours.
- 4 **Invite your staff** by email, or many at once from an Excel template.
- 5 **Meet each person once** to confirm their identity. They can check in straight away.

10.2 Free trials

START SMALL

Small team trial

Up to 5 staff for 2 months, with the features every plan includes.

SEE EVERYTHING

Big team trial

Up to 50 staff for 14 days with every feature: timesheets, the roster, leave requests and several locations.



10.3 Plans that grow with you

Plan	Staff	Highlights
Basic, Starter	5, 10	Verified check-in, one location, assisted check-in, daily and monthly reports.
Team	25	Up to 3 locations, shifts, supervisors, leave requests, timesheets and payroll, the weekly roster.
Business	50	Up to 10 locations, roster patterns, swaps and open shifts, trends, strict mode, audit log.
Growth, Scale, Pro	100, 250, 500	Everything in Business, with unlimited locations.

Prices are shown in the app and paid monthly or yearly (two months free) through Google Play. Larger organizations: talk to us.



Talk to us

For a demonstration, a pilot for your school or company, or more than 500 staff, contact Novaxion Systems Ltd at www.novaxion.ng.