LibreOffice Calc for Attendance Records at Mirae Guide Vina

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***Abstract*—This undergraduate thesis develops LibreOffice Calc sheets to organize attendance and leave information at Mirae Guide Vina in Thai Nguyen. The company's existing process combines daily paper attendance, fingerprint records, leave forms, and supporting documents. The student creates structured monthly electronic tables while keeping paper records for reconciliation and partner checks. The manuscript supports a clearer filing and lookup workflow, but does not report a verified fall in errors, processing time, or payroll disputes. This summary preserves the hybrid paper-and-digital character of the work rather than describing a fully automated attendance system. It also notes that consistent cross-checking remains essential when data come from several sources.**

***Index Terms*—LibreOffice Calc, attendance records, personnel management, paper records, reconciliation**

I. Introduction

Attendance data can originate from a daily sign-in sheet, a fingerprint device, and approved leave documents. Mirae Guide Vina needed to bring these sources together before closing each month's records. The thesis asks how a familiar spreadsheet tool could improve organization and retrieval without replacing the company's required paper evidence. Its scope is a practical office-process case [1]. Earlier ICTU undergraduate theses on related topics provide context [5], [6], [7], [8], [9], [10], [11]. These works were selected for this English summary and are not attributed to the source thesis bibliography. Published background sources on the methods and domain of this project provide context for the English summary [2], [3], [4].

II. Methods

The student observes the attendance workflow and builds LibreOffice Calc tables for employee lists, work-time entries, and leave information by month. Paper sheets and fingerprint records remain inputs for comparison before finalization. The manuscript describes storage and lookup procedures and explains why the paper file is still kept. It does not provide a controlled time study, a representative error sample, or proof that every record was migrated [1].

III. Results

The reported output is a structured Calc-based register that makes monthly staff and leave data easier to update and search. Daily paper attendance is still collected and filed, and the digital data must be checked against fingerprint and leave evidence. The source does not demonstrate automatic capture or error-free reconciliation. Its supported result is a documented hybrid workflow, with no quantified efficiency or payroll-accuracy effect [1].

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IV. Discussion

A spreadsheet can be effective at modest scale, but multiple manual inputs create risks of inconsistent identifiers, overwritten formulas, and delayed corrections. The thesis correctly retains cross-checking before closing attendance. A later evaluation could define validation rules, versioned monthly files, access permissions, backups, and a sampled audit of mismatches. Earlier ICTU personnel and payroll applications provide related local examples, but their outcomes do not transfer to this company [1].

V. Conclusion

The thesis organizes attendance records for Mirae Guide Vina in LibreOffice Calc while preserving paper evidence and reconciliation. It offers an applicable local process design. Measured improvement and long-term data reliability require a systematic audit [1].

References

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