

Attendance Module Instruction for ZKAccess

Version: 1.0

Software Version: ZKAccess4.1.8/5.0.8 and above version

Date: July, 2011

About This Manual

This document introduces the main function, the user interface and operations of the attendance module. For the using of the software, please refers to the User Manual.

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Definitions

Attendance timetable: Set timetables that may be used for personnel attendance and to configure parameters, such as on/off-duty time, allowed late minute/early leave minutes, whether check-in/check-out required, setting of permitted check-in/check-out time range, break time setting and overtime setting, etc. it's the minimum unit of personnel attendance time setting.

Unit/minimum unit: Units include day, hour and minute, etc. Minimum units are values. They are combined to set the minimum unit of a parameter for statistics and calculation, such as 1 day, 1 hour and 1 minute. For example, if the exception unit is hour and the minimum unit is 1, the minimum unit for calculation will be 1 hour. Upon rounding off, if the minimum unit is 1 hour and the value is 1.5, it will be 2 hours after rounding off; if the value is 1.4, it will be 1 hour after rounding off.

Delay Calculated as Overtime: Whether or not calculated as overtime after the working duration is exhausted and exceed the set time period.

Append log: Append log means manual make-up of attendance records upon business traveling of a person or omission of card punching.

Attendance status: Means the record status after the personnel punching card. There are eight statuses: check-in, check-out, dinner start, dinner end, overtime check-in, overtime check-out, out, and return from outside.

Correction: According to the personnel schedule and the attendance time, record the status as check-in or check-out base on the attendance calculation rules. The final statistics is calculating these corrections.

Expected attendance: Expected working time of a person according to the scheduling. The default unit is working day, which can be modified in the "calculation item" of the attendance parameters, select "Expected/Actual" and change the parameters.

Actual attendance: Actual working time of a person according to the actual check-in/check-out records. The default unit is working day, which can be modified in the "calculation item" of the attendance parameters, select "Expected/Actual" and change the parameters.

Late: Refers to the time setting of the corresponding timetable and start setting of late, and whether the actual check-out is later than the expected check-out for the interval. Late will not compromise the working minutes counted for attendance.

Early leave: Refers to the time setting of corresponding timetable and the start setting of early leave, and whether the actual check-out is earlier than the expected check-out for the timetable. Early leave will not compromise the working minutes

counted for attendance.

Absent: Not check-in or check-out will be deemed as absent, or late/early leave exceed specified minutes will be deemed as absent.

Expected check-in/expected check-out: Expected check-in/expected check-out refers to “required check-in/check-out” in the timetable setting. “Yes” means expected check-in/check-out, and “No” means optional check-in/check-out.

Not check-in/not check-out: Not check-in/not check-out refers to whether check-in/check-out is performed or not.

Attendance duration (time): Attendance duration refers to the duration between actual check-in and actual check-out.

Exception: Refers to ask for leave during the timetable.

Working minutes: Refers to working duration based on actual check-in, actual check-out, expected check-in and expected check-out.

Timetable duration: Refers to the working duration of an attendance timetable in the shift setting of the day.

Reschedule: Flexible working/break time adjustment is provided to the user. The user can set rest for personnel when scheduling is done, or set on-duty status upon personnel rest, in which case rescheduling is required.

Fixed overtime: Refers to the normal working time including the overtime situation. Such as 8:00-18:00, the length is 10 hours, but the normal working time is 8 hours, whether to set the extra 2 hour as fixed overtime. 0 represents no overtime duration. If it is greater than 0, the overtime duration will count as normal overtime in no exception or absent situation. It will be counted as normal overtime along with delay calculated overtime and single normal overtime duration.

Shift: A shift consists of one or more predefined attendance timetables in certain order and cycle, being predefined working timetables for personnel. Shifts shall be set first for personnel attendance management.

Scheduling: Used to set the personnel working shift in specific time period in attendance. It's the basic of attendance statistic. A person with irregular working duration and need to calculate attendance, flexible shifts can be used for the scheduling. When a person is not subject to scheduling but has card punching records, flexible timetable will be used to calculate the scheduling, and count as a type of overtime.

Temporary scheduling: After the personnel scheduling, temporary shift can be used to adjust the shifts on some dates upon temporary change of the working duration. Such scheduling method is also suitable for the position with irregular

working duration.

Allowed late/early leave: It indicates the permitted duration of late/early leave compare with the specified on-duty time.

Check-in/check-out required: Some companies may only require check-in without check-out, or require check-out without check-in. If required check-in or required check-out is set, the corresponding item will be subject to attendance records.

Working duration: The duration worked between check-in and check-out time set in the attendance timetable, in minutes. The value entered may not be equal to the timetable duration, being greater or less, depending on company rules. Normally, the value will neither be greater than 480 nor be less than 0. The value, if being 0, represents overtime duration, and will not be counted as working duration, but as overtime instead.

Flexible timetable: Flexible timetable are the default set of the system. For flexible timetable, work delay will not be counted as overtime, and late, early leave, or absent will not be counted. The records will be based on even card punches, and the number of lines of the daily report will be automatically generated base on the lines number of attendance records. If there are 4 records, the daily report of the day will have 2 lines; if 6 records, 3 lines. The attendance duration will be the check-out time reduces the check-in time of each timetable.

Flexible shifts: Flexible shifts are the default attendance shifts of the system, being the cycling of flexible timetables in a week. Flexible shifts can be used for the scheduling of personnel with irregular working duration subject to attendance records. When a person is not subject to scheduling but has card punching records, flexible timetable will be used to calculate the scheduling, and count as a type of overtime such as rest day overtime, holiday overtime. Flexible shifts are suitable for entrepreneurs, business personnel, service personnel and order-based production personnel, etc.

Check-in start/end: The interval is the valid check-in duration, and check-in records out of this range will be invalid.

Check-out start/end: The interval is the valid check-out duration, and check-out records out of this range will be invalid. The check-out start and check-in end time can not be overlapped.

Break start/end time during the timetable: It is used when two card punches are required for a day while required to deduct the dining and break time, such as 08:00-17:30, in which case the lunch time and break time shall be deducted. Here such time as 12:00-13:30 shall be set, and will not be directly counted as time points, but taken into account upon calculation of attendance duration. For example, if the working duration is 4 hours in the morning, in case 12:00-17:30 (5.5 hours) directly

serves as the absent duration, it will be greater than the actual duration (4 hours, 13:30-17:30). Therefore, it is required to set the rest start and end times between the two card punches. Otherwise, such setting is not required.

1. System Instruction

The following are the basic steps to use the system, based on the role of a super user. Different users have different operation levels, so the steps may slightly differ. The user just needs to follow the steps below and skip the items which are not displayed on your interface.

Step 1: Log in to the system to modify the default password of the account.

Step 2: Set the corresponding door used for attendance purpose, tick the attendance option.

Step 3: Set attendance parameters by using system default settings or modified settings as required.

Step 4: Set attendance timetables, meaning setting time period to be used for attendance management and configuring parameters.

Step 5: Set frequently used shifts of the attendance system, meaning cycled combinations of attendance timetables.

Step 6: Conduct scheduling for the personnel to set which shifts apply to which people. For scheduled personnel, for temporary change, temporary shifts can be used.

Step 7: Attendance maintenance. During daily attendance management, due to exceptions, it is required to set exception, append log, holiday, and rescheduling.

Step 8: After the attendance cycle, output the report base on the attendance statistics.

2. Setting of Access Control Panel

Enter the Door Management interface under [Access Control] – [Door Configuration]m. The device list will show all access control devices. Click the “+” button before the device name to show the door list under a device.

Door parameter modification:

Select the door to be modified, and click [Edit] under “Related operation” to show the Edit interface;

Current Window: Access Control System -> Door-> Details

This door can be enabled only when the door Active Time Zone has been set. If the door sensor type is selected as "None", the current status of the door cannot be detected during real-time monitoring. The "Apply this setting to all the doors of current access control panel" will only apply to the doors which has been allocated to the current users authorization settings. Log Entries

*Device Name: 122

*Door Number: 1

*Door Name: 122-1

*Door Active Time Zone: 24-Hour Accessible

Door Passage Mode Time Zone: -----

*Lock Open Duration: 5 (0-254)

*Punch Interval: 2 (0-10)

*Door Sensor Type: None

*Verify Mode: Card or Fingerprint

Duress Password: (max 8-digit integer)

Emergency Password: (max 8-digit integer)

Attendance:

Apply this settings to all the doors of current access control panel:

Apply this settings to all the doors of all access control panels:

OK Cancel



Note: If you set a door used for attendance purpose, please tick Attendance option. After that, the system will get the event and send to the attendance original record.

3. Attendance System Management

The attendance management information system aims to realize attendance data acquisition, automatic data statistics and information query, to facilitate statistics, query and assessment of personnel attendance, and to achieve easy, accurate and efficient attendance management.

Main functions of the attendance system include: attendance parameter setting, attendance timetable, schedule setting, daily maintenance, attendance calculation, attendance reports.

Before using the attendance module, you should select the doors those you want make as attendance function. Go to the [**Door management**] menu, and select the door to be modified, and click [Edit] under “Related operation” to show the Edit interface, click the checkbox [Attendance], after this, the event entries from the device will insert in to the [AC Log] table;

Current Window: Access Control System -> Door-> Details

This door can be enabled only when the door Active Time Zone has been set. If the door sensor type is selected as "None", the current status of the door cannot be detected during real-time monitoring.
The 'Apply this setting to all the doors of current access control panel:' will only apply to the doors which has been allocated to the current users authorization settings.

*Device Name: 122

*Door Number: 1

*Door Name: 122-1

*Door Active Time Zone: Test

Door Passage Mode Time Zone: -----

*Lock Open Duration: 5 s(0-254)

*Punch Interval: 2 s(0-10)

*Door Sensor Type: None

*Verify Mode: Card or Fingerprint

Duress Password: (max 8-digit integer)

Emergency Password: (max 8-digit integer)

Attendance:

Apply this settings to all the doors of current access control panel:

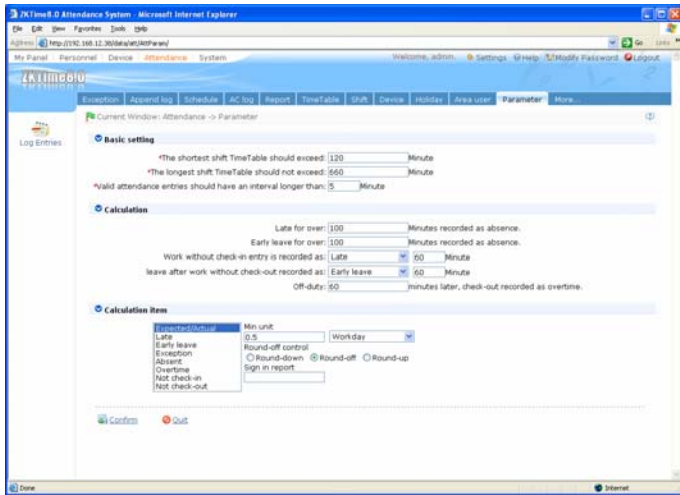
Apply this settings to all the doors of all access control panels:

3.1 Attendance Parameters

Since attendance rules vary with companies, it is required to manually set attendance parameters to ensure accurate attendance calculation. Attendance parameter setting is a major method that reflects a company’s attendance rules.

Click to enter the main interface of [Attendance] - [Parameter]. When the user the

first time to use the system, the interface will show the default setting of system parameters and the user can modify them as required:



Basic setting:

The shortest shift timetable should exceed N minutes: The working duration must be $\geq N+1$ minutes;

The longest shift timetable should not exceed N minutes: The working duration must be $< N$ minutes;

Valid attendance entries should have an interval longer than N minutes: When there are repeated records, valid records will be those nearest to the check-in/check-out time, and must be $\geq N+1$ minutes from previous records. For example: When this value is set as 5 minutes, and there is a valid record at 8:10, then other records between 8:10-8:15 are invalid, and only the records after 8:15 are valid.

Calculation:

The following check-in and check-out settings are only valid when [Must check-in] and [Must check-out] in the time zone setting are set as “Yes”.

Late/early leave for over N minutes recorded as absence: Late/early leave for $\geq N+1$ minutes is recorded as absence;

Work without check-in/check-out entry is recorded as late/early leave for N minutes: Work without check-in/check-out entry is recorded as late/early leave for

N minutes;

Leave after work without check-in/check-out entry is recorded as absence:
Work without check-in/check-out entry is recorded as absence.

Off-duty N minutes later, check-out recorded as overtime: Check-out N+1 minutes after check-out time is recorded as overtime for N+1 minutes (To enable this item, “Delay calculated as overtime” in the time zone must be enabled).

Calculation items:

The statistical rules and symbols of expected/actual, late, early leave, exception, absent, overtime, not check-in and not check-out can be set on this page.


Min unit: N minutes/hours/working days;

Round off control:

Round-down (Cancel): Data smaller than the minimum unit will be cancelled;

Round-off: Data greater than a half of the minimum unit will be carried a minimum unit;

Round-up (Carry): Data smaller than the minimum unit will be carried a minimum unit;

 **Note:** Absence must set minute as the minimum unit for calculation, because when setting “Late/early leave for over N minutes recorded as absence”, inconsistent units may easily cause the rounded result to be 0.

After setting, click [OK] to save, and the system prompts: Parameters are saved successfully. Click [Cancel] to cancel the operation. The system quits [Attendance Parameters] interface and return to the [Exception] interface.

3.2 Attendance Timetable

Before shift setting, all timetables to be used must be set. Only after timetable setting, shifts can be set and attendance parameter setting will be meaningful. By default, the system has set a timetable named [Flexible Timetable].

Add attendance timetable:

1. Click [Attendance] - [Timetable] - [Add] to show attendance timetable edit interface.

The screenshot shows the 'TimeTable' configuration page in the ZKTime8.0 Attendance System. The page includes the following fields and options:

- *TimeTable name:
- *Check-in:
- *Check-out:
- Allowed late minute:
- Allowed early leave minute:
- *Check-in required:
- *Check-out required:
- *Check-in start time:
- *Check-in end time:
- *Check-out start time:
- *Check-out end time:
- Calculated as workday:
- Break start time:
- Break end time:
- *Work time (minute):
- *Whether delay calculated as overtime:
- Including fixed overtime (minutes):

Buttons at the bottom: Save and Continue, OK, Cancel.

Parameter setting is as follows:

TimeTable name: Any character, up to a combination of 30 characters;

On-duty and off-duty time: Format: HH: MM: SS;

Allowed late minute and allowed early leave minute: Refers to permitted duration of late or early leave against specified check-in and check-out time;

For example: When setting allowed late minute to be 5, if the check-in time is 9:00, person A checked in at 9:03, and person B at 9:06, then person A is not late, because his check-in time is not more than 5 minutes later than the check-in time, and person B is late for 6 minutes, because his check-in time is more than 5 minutes later than the check-in time.

Check-in required and check-out required: Whether check-in and check-out are required on on-duty and off-duty time. If check-in or check-out is required, click the check box;

Check-in/check-out start and end time: The valid check-in/check-out duration must be entered, and check-in/check-out records out of this range will be invalid. The check-out start and check-in end time can not be overlapped.

Calculated as workday: It is refers to the number of working days that each shift is equal to. If a value is set here, the program will count working days as the value. Otherwise, it will count as the setting in the attendance rules;

Break start and end time: The system supports break in the format of HH:MM:SS,

and the break time will be deducted from the working duration for attendance statistics;

Work time: Calculation of the minutes between the check-in and check-out time set for this attendance timetable. The system does not support automatic calculation.

Whether delay calculated as overtime: Yes or No;

The timetable contains fixed overtime: Meaning fixed overtime contained in normal working duration. This setting normally useful when the working shift is continuous at the shift changing situation.

For calculation of overtime, if “Yes” is selected for Whether delay calculated as overtime, the overtime will be the delay (the interval between check-out time and timetable end time) + the fixed overtime (minutes) contained in the timetable. If “No” is selected for this item, that entry will be 0.

2. Click [OK] to save and return, and the added timetable will be shown in the attendance timetable list.

✳ **Flexible timetable:** Flexible timetable are the default set of the system. For flexible timetable, work delay will not be counted as overtime, and late, early leave, or absent will not be counted. The records will be based on even card punches, and the number of lines of the daily report will be automatically generated as the lines number of attendance records. If there are 4 records, the daily report of the day will have 2 lines; if 6 records, 3 lines. The attendance duration will be the check-out time reduces the check-in time of each timetable.

 **Note:**

(1) The interval between start time and end time can not exceed the maximum/minimum timetable duration of the system. For details, see [3.1 Attendance Parameters](#);

(2) After installation, by default the system will have a flexible timetable;

(3) Timetables cannot have same start time.

3.3 Shift Management

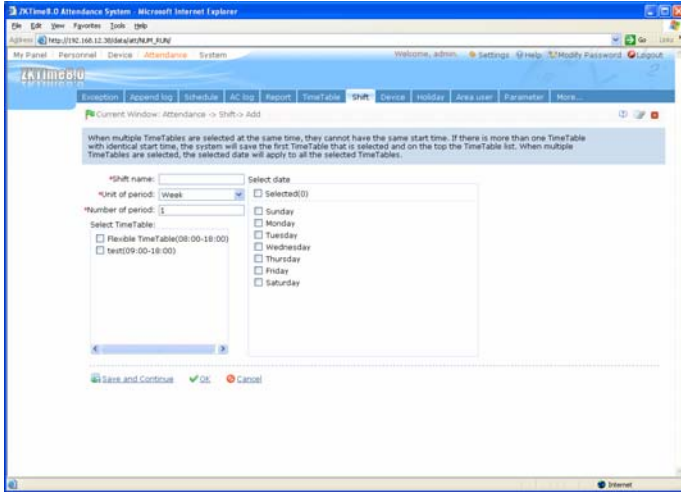
A shift consists of one or more attendance timetables in certain order and cycle, being predefined working timetables for personnel. Shifts shall be set first for personnel attendance management. This system totally supports 999 shifts.

Click to enter [Attendance] - [Shift] main interface to show query and list. The query function supports easy shift query. The list shows all shifts in the current system.

Click a shift, and its timetable details will be shown graphically.

Add shift operation:

1. Click [Attendance] - [Shift] - [Add] to enter the shift edit interface;



2. Parameter settings:

Shift name: Any character, up to a combination of 30 characters. No repetition;

Number of periods: Shift cycle = number of periods * unit of period;

Unit of period: Day, week or month;

Select timetable: Required to be predefined in attendance timetable;

Select date: Select the date in the period that the timetable is applied to;

3. Click [OK] to save and return, and the added shift will appear in the list.

Add interval:

Select a shift, and click [Add timetable] to enter the edit interface. After editing, click [OK] to save and quit, then a timetable will be added in the shift.

This function applies when attendance timetables are irregular. For example, if the attendance timetables of an enterprise are 8:00-18:00 on Monday, Wednesday and Friday, and 9:00-12:00 on Tuesday and Thursday, then when setting a shift, 8:00-18:00, the shift for Monday, Wednesday and Friday can be set first, and then 9:00-12:00, the timetable for Tuesday and Thursday can be set in the [Add

timetable].

✿ **Flexible shifts:**

Flexible shifts are the default attendance shifts of the system, being the cycling of flexible timetables in a week. Flexible shifts can be used for the scheduling of personnel with irregular working duration subject to attendance records. When a person is not subject to scheduling but has card punching records, flexible timetable will be used to calculate the scheduling, and count as a type of overtime such as rest day overtime, holiday overtime. Flexible shifts are suitable for entrepreneurs, business personnel, service personnel and order-based production personnel, etc.

For example, if a person have flexible work time but need to record the attendance, then flexible shift can be use by default. In attendance statistics, it will show the check-in, check-out time, and count the overtime by even card punches.

3.4 Schedule Management

After setting attendance timetable and shift, personnel can be scheduled. When a person is not subject to scheduling, flexible timetable will be used to calculate the scheduling, and count as a type of overtime.

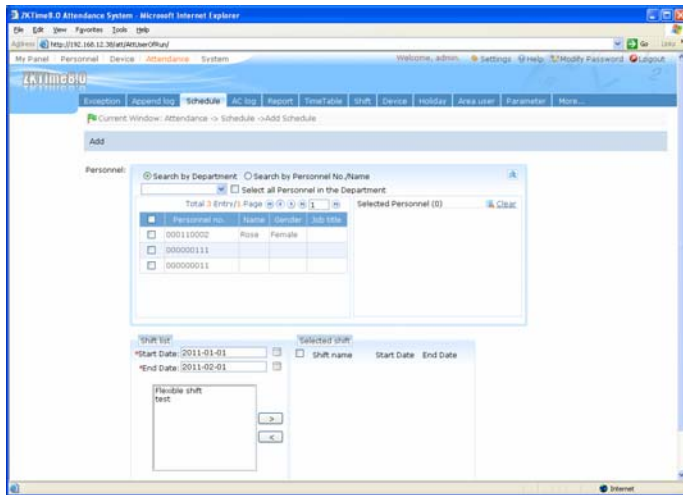
Personnel schedule management includes view current scheduling, [Add schedule], and [Add temporary schedule].

1. View current scheduling:


- (1) Click [Attendance] - [Schedule], select personnel to the right list, click [Query schedule table], and the scheduling of the selected personnel will be shown below.
- (2) Click personnel, and the scheduled timetable will be shown below.
- (3) Or click [Query Temporary Schedule Table], and the temporary shift of the selected person will be shown below without scheduled timetable details;

2. Personnel schedule:

- (1) Click [Attendance] - [Schedule] - [Add Schedule] to show personnel scheduling edit interface;



(2) Select personnel to the right list, select start date and end date of the shift table, and select shift, namely, its time cycle;

 **Note:** By default, the start date and end data is 1st of this month, 1st of the next month.

(3) Click [OK] to save and quit, and the added shift will be shown in the personnel shift list;

(4) Click personnel to view the [Schedule List] below.

For example, the working duration of an enterprise is [9:00-18:00], and the noon break is [12:00-13:30], then when scheduling, a shift between [9:00-18:00] with the break time between [12:00-13:30] can be set, or the combination of a shift between [9:00-12:00] and another between [13:30-18:00] can be set.

3. Personnel temporary schedule:

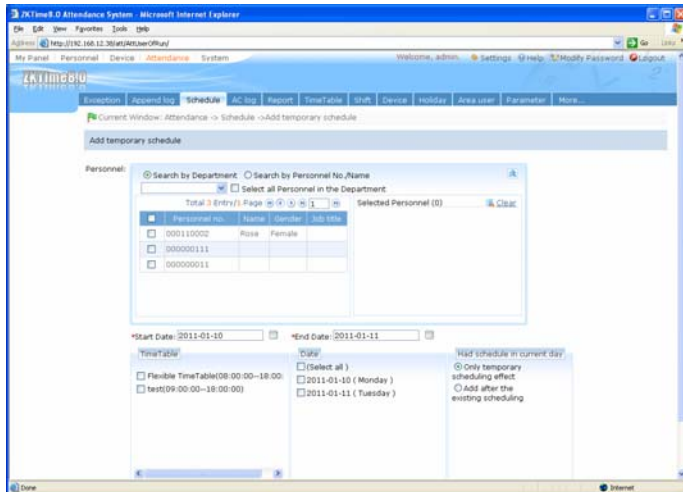
Temporary scheduling is supplemental scheduling. For example, when a shift requires working overtime, one or more overtime intervals shall be temporarily scheduled. Temporary scheduling is usually overtime scheduling, such as overtime on the evening, overtime on weekend, and overtime on holiday. Such scheduling is also very suitable for a post with irregular working hours, such as a hotel job.

Add temporary schedule:

(1) Click [Attendance] - [Schedule] - [Add temporary schedule] to show the edit

3. Attendance System Management

interface;




(2) Select personnel, select start date and end date, and the list of the dates during the period will be shown below. Select the date to be temporarily scheduled, and select the timetable;

(3) Specify work type: normal work, overtime on weekday, overtime on weekend, overtime on holiday, late, early leave, exception and absent will not be counted;

(4) When had schedule in current day, select “Effect only temporary scheduling” or “After additional to existing scheduling”;

Effect only temporary scheduling: Whether the personnel scheduled or not, attendance base on the temporary schedule.

After additional to existing scheduling: Supplement of personnel scheduling, the final attendance record is the sum of scheduling and temporary scheduling, and list as two s entry.

 **Note:** Please keep the personnel scheduling and temporary scheduling with no time overlap, to avoid the calculation fault.

(5) Click [OK] to save and quit, and the added temporary scheduling will appear in the list.

4. Clear scheduling record

Select a schedule in the personnel scheduling list, click [click], the system pop up the confirm interface, click [OK] to delete this record.

 **Note:**

(1) For personnel scheduling, only one timetable can be selected, and for multiple scheduling, only the last setting will be shown;

(2) For temporary scheduling, multiple choices can be applied. When multiple timetables are selected, the start times of timetables cannot be the same. The selected date will apply to all selected timetables;

3.5 Daily Maintenance

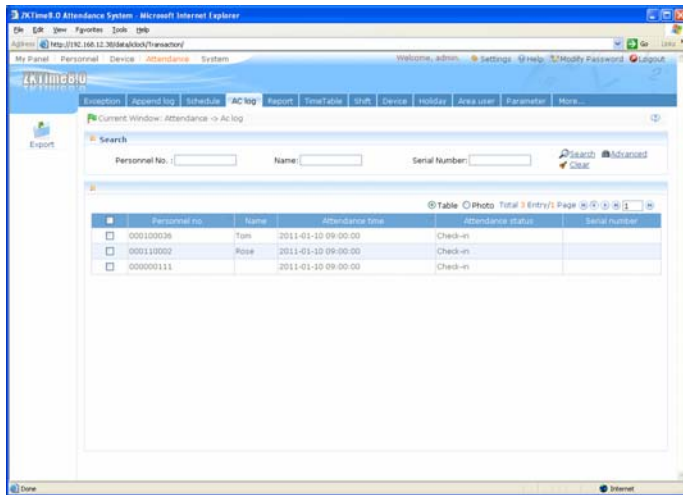
Daily maintenance includes View original records, Apply for exception, Append log, Holiday, and Rescheduling, etc.

3.5.1 Original Records

Original records: Shows the attendance records of all employees, including those uploaded from attendance recorders and append log attendance records.

Click [Attendance] - [AC log], and by default the homepage will show attendance list of all personnel including append log information. Original records show the attendance information of personnel with attendance records.

3. Attendance System Management



3.5.2 Exception

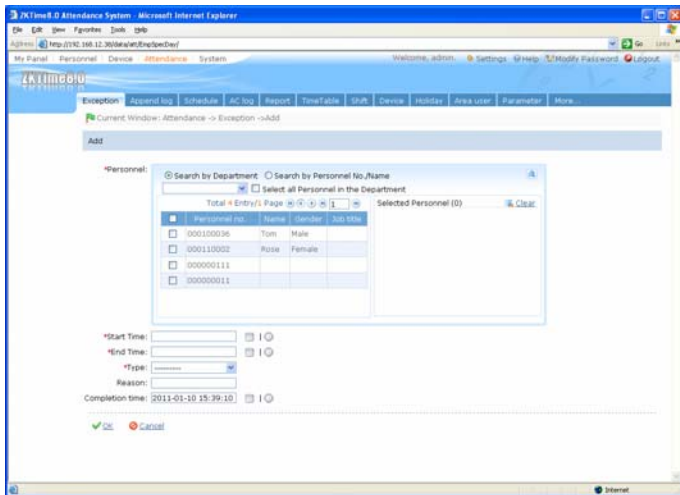
1. Exception type management

In special cases, personnel may need to ask for leave for different reasons, and hope exceptions to be shown upon system statistics. In the exception inputting module, it is required to select exception type. By default the system has set 5 exception types, and by default existing exception types can not be deleted or modified. If the types are insufficient, you can add. Added types can be modified or deleted.

The system's default exception types include sick, personal, maternity, compassionate and annual.

Add exception type:

(1) Click [Attendance] - [Type] - [Add] to show Add exception type edit interface;



(2) Edit exception information:

Exception name: Any character, a combination of up to 20 characters;

Unit and Minimum unit: Set the measuring unit and minimum value of exception. Normally the units include hour, minute, and working day;

Whether round off: Yes, No;

Sign in report: The sign for the exception appearing in daily attendance reports;

Type: Sick, personal, maternity, compassionate and annual.

(3) Click [OK] to complete adding and return.



Note: Added exceptions have same function as original exceptions in the system.

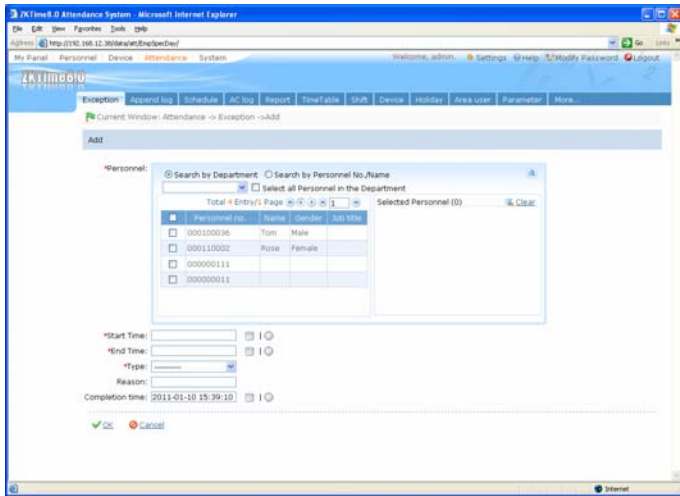
2. Exception management

When normal attendance fails due to business travel or exception, to get accurate statistical results, exceptions shall be inputted. The system will create attendance statistics base on the actual input.

Add exception:

(1) Click [Attendance] - [Exception] - [Add] to show the edit interface;

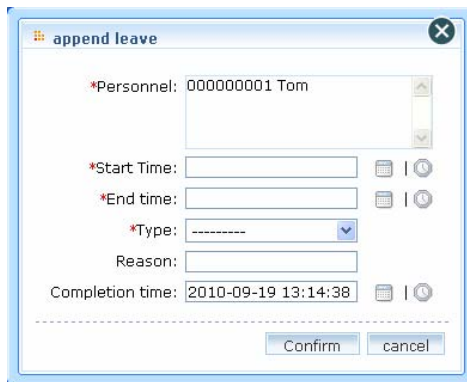
3. Attendance System Management




(2) Select personnel: the selected personnel will be shown on the right. Determine start and end time, select exception type (Sick, personal, maternity, compassionate and annual, including self-defined exception type), exception reason, and completion time (the default is the current time);

(3) Click [OK] to complete operation and return, and the added exception will be shown in the exception list.

You can also select personnel from the report query result on the [Attendance] - [Report] interface, and click [Append Exception] to show the following interface:



After editing, click [OK] to save and return.

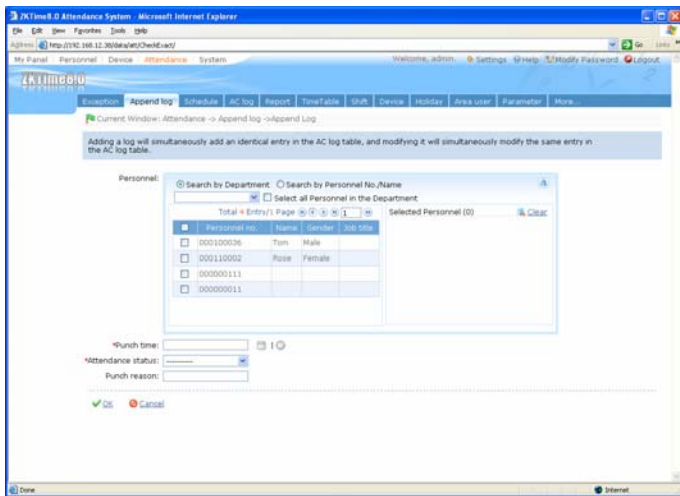
 **Note:** The system can automatically determine whether exceptions are repeated (same exception time and same time);

3.5.3 Append Log

Append log means manual make-up of attendance records upon business traveling of a person or omission of card punching, which is usually conducted after the end of an attendance cycle, summarizing and inputting by the statistic personnel.

Append log:

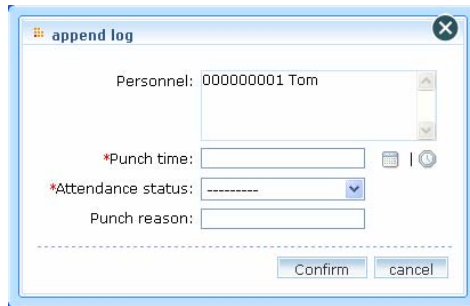
1. Click [Attendance] - [Append log] - [Append log] to show the edit interface:



2. Select personnel: the selected personnel will be shown in the right list. Select punch time, attendance status: (check-in, check-out, dinner start, dinner end, overtime check-in, overtime check-out, out, and return from outside) and punch reason;

3. After editing, click [OK] to save and return.

You can also select personnel from the report query result of [Attendance] - [Report] interface, and click [Append Log] to show the following interface:



The screenshot shows a dialog box titled "append log". It contains the following fields and controls:

- Personnel: 000000001 Tom (dropdown menu)
- *Punch time: [text input] (with a calendar icon)
- *Attendance status: [dropdown menu]
- Punch reason: [text input]
- Buttons: Confirm, cancel

After editing, click [OK] to save and return.



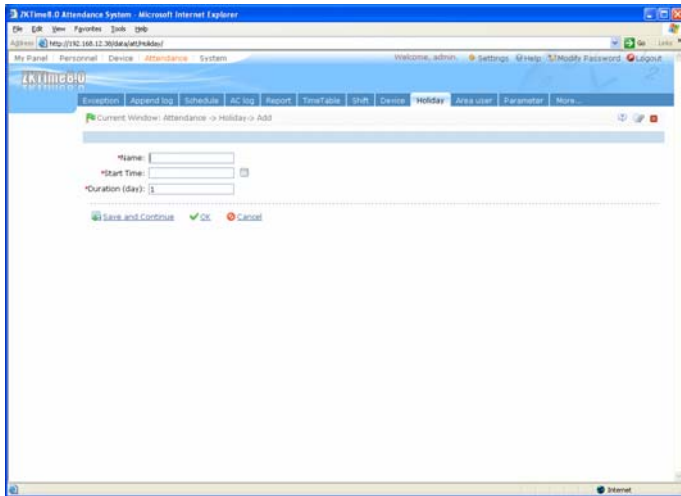
Note: When appending log, a same record will be added into the original records. If modified, the same record in the original records will be modified.

3.5.4 Attendance Holiday

The attendance time on a holiday may differ from that on a weekday. For easy operation, the system has provided holiday setting to set attendance time and attendance rules for holidays. After setting, the date will automatically become the work type of the holiday. This day worked by someone will be counted as overtime on holiday.

Add attendance holiday:

1. Click [Attendance] - [Holiday] - [Add] to show the holiday edit interface;



2. Parameter setting: holiday name, start time, duration (day);

3. Click [OK] to complete setting and return, and the added holiday will be shown in the holiday list.

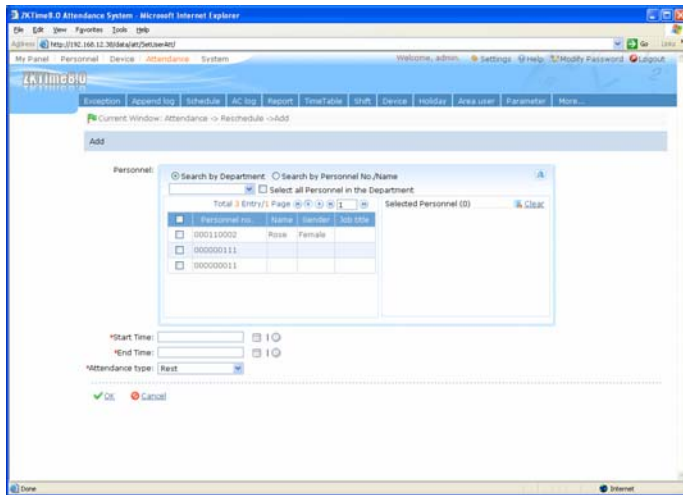
After adding the holiday, during personnel scheduling, the system will not schedule this duration. With the absence of scheduling records, the system will not calculate the attendance for this duration

3.5.5 Reschedule

This function provides flexible working/break time adjustment is provided to the user. The user can set rest for personnel when scheduling is done, or set on-duty status upon personnel rest, in which case rescheduling is required.

Add reschedule:

1. Click [Attendance] - [Reschedule] - [Add] to show the reschedule edit interface;



2. Select personnel, set start and end time and dates, and attendance type (normal on-duty, rest)
3. Click [OK] to save and return.

3.6 Attendance Calculation and Reports

3.6.1 Attendance Calculation

✿ Punch selection rules:

For check-in, the punch before work that is closest to the expected check-in time will be chosen. For example, if the on-duty time is 9:00, and check-in at 8: 55 and 9:01, then 8:55 will be chosen. For check-out, the punch after work that is closest to the expected check-out time will be chosen. For example, if the off-duty time is 18:00, and punches at 18:01 and 18:20, then 18:01 will be chosen as the check-out time;

✿ Calculation process:

First, determine the shift of each person on the day, and then determine the work type of each person on the day, then choose punches, then get exception list, and then get reschedule list. When choosing work type, just choose the holiday setting for the 100 days prior to the current date. Get attendance parameters. Finally, calculate and save into the database.

✿ **Calculation condition:**

Calculated when the date is \geq employment date, and is \leq departure date. If attendance is not required, no attendance data of the person will appear in attendance calculation.

✿ **Work type judgment rules:**

If there is neither scheduling nor temporary scheduling, the system will believe that the day is a weekend. Meanwhile, the attendance of the day will be calculated based on a flexible shift. If [Whether delay calculated as overtime] is ticked, the overtime will be calculated as the attendance parameter setting, and then be rounded as the rounding rules. If the working duration setting is 0, the interval will be deemed as overtime, and will be directly calculated as overtime on workday.

✿ **Rounding rules:**

Round-down, round-off and round-up:

To round down, if the value of the calculated item, after producing its remainder, exceeds the minimum unit, the excess will be removed.

To round off, if the value of the calculated item, after producing its remainder, exceeds a half of the minimum unit, it will be carried a minimum unit; if it is smaller than a half of the minimum unit, it will be directly removed.

To round up, if the value of the calculated item, after producing its remainder, exceeds the minimum unit, it will be carried a minimum unit.

✿ **Scheduling rules:**

1. When normal scheduling exists, the system will believe that the day is a workday, but if a temporary scheduling is added, the system will believe that the added temporary scheduling timetable is an overtime interval.

2. If there is neither scheduling nor temporary scheduling, the system will believe that the day is a weekend. If an employee comes to work, it will be calculated based on flexible shift, and be calculated as overtime on weekend. If it is a holiday, it will be calculated as overtime on holiday (A problem that may occur is that if a newly recruited employee is not scheduled, his/her attendance may be equally calculated as overtime on weekends).

3. If there is no scheduling but temporary scheduling, the system will determine whether or not the record of rescheduling exists on the day. If existing, the type of rescheduling will prevail. Otherwise, it will be calculated based on regular working.

4. Finding scheduling first:

(1) If there is scheduling, it will be calculated based on scheduling, and meanwhile

temporary scheduling will be searched. If temporary scheduling exists, calculation will be based on the fact whether “Effect only temporary scheduling” or “After additional to existing scheduling” is chosen for temporary scheduling. The work type of temporary shift can be specified upon temporary scheduling.

(2) If there is no scheduling, temporary scheduling will be searched. If temporary scheduling exists, it will determine whether or not the record of rescheduling exists. If such record exists, it will determine work type base on the type of rescheduling. Otherwise, calculation will still be based on regular working;

(3) If there is neither scheduling nor temporary scheduling, calculation will be based on flexible scheduling, and at this time, it will determine whether or not the record of rescheduling exists. If such record exists, it will calculate as the type of rescheduling. If such record does not exist, it will calculate as rest day overtime.

5. If holiday setting exists, the day will be a holiday. If punching records exist on the holiday, it will be calculated as holiday overtime. If in addition, scheduling record exists on the day, the overtime on holiday will be calculated as the shift setting. If scheduling record does not exist, the overtime on holiday will be calculated as a flexible shift. If the employee’s record of rescheduling exists on that holiday, the attendance of the day will be calculated as the type of rescheduling.

3.6.2 Attendance Reports

Attendance reports list the attendance of a queried person on each day in the specified period, and create statistics of absent, late/early leave, overtime and exceptions for check. If the results conflict, you can adjust shifts, append log, exception or rescheduling, and directly modify report data as required.

Click [Attendance] - [Report], select personnel, select start and end dates, and click [Statistics] to show attendance reports. If no person is selected, by default it will calculate all personnel. After calculation, the [Log result] will appear below. To view specific information, the user can directly click the form to switch to corresponding data area. In the left operation area, the user can append log, append exception, temporary scheduling, and add scheduling, etc.



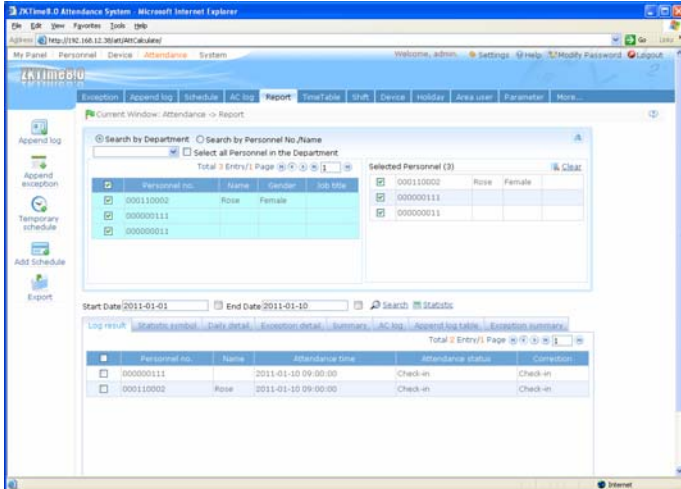
Note: The statistics can only cover the dates of the month, or the number of days can not exceed the number of days of the month of the start date.

Meanings of signs:

Sick: minute (B) Personal: minute (G) Maternity: minute (C) Compassionate: day (T) Annual: day (S) Expected/Actual: day () Late: minute(>) Early leave: minute (<) Leave: hour (V) Exception: hour(V) Absent: day (A) Overtime: hour(+) Not check-in:(l) Not check-out:(l) Free overtime: hour (F). For the addition and

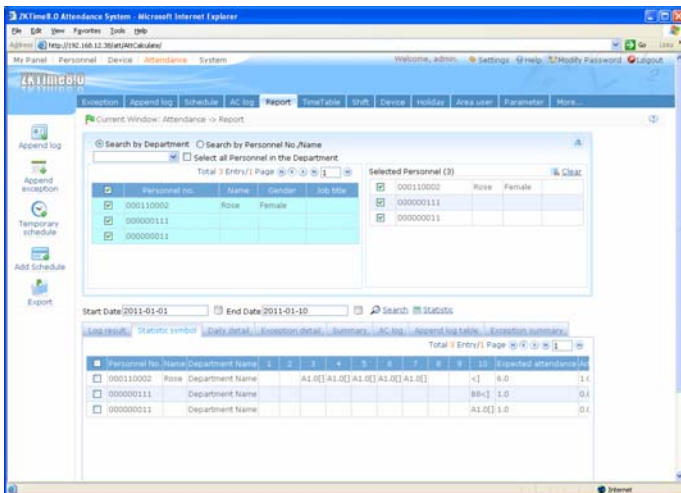
modification of signs, see [3.1 Attendance Parameters](#).

✿ Log results



The table statistics the valid attendance records, it is decided by the setting of “Valid attendance entries should have an interval longer than N minutes”.

✿ Statistics symbol



3. Attendance System Management

The table shows personnel daily attendance status, attendance statistics, overtime statistics, exceptions and exception summary in a specified period, and shows them in the list in the form of sign or number or sign plus number.

🔗 Daily details

| Personnel no. | Name | Gender | Job title | Date | Timetable Name | Check-in | Check-out | Expected attendance | |
|---------------|------|--------|-----------|------------|--------------------|----------|-----------|---------------------|-----|
| 00000011 | Rose | Female | | 2011-01-10 | text | 09:00 | 18:00 | 1.0 | |
| 00000011 | Rose | Female | | 2011-01-10 | text | 09:00 | 18:00 | 2011-01-10 09:00:00 | 1.0 |
| 000110002 | Rose | Female | | 2011-01-10 | text | 09:00 | 18:00 | 2011-01-10 09:00:00 | 1.0 |
| 000110002 | Rose | Female | | 2011-01-09 | Flexible Timetable | 08:00 | 18:00 | 0.0 | 0.0 |
| 000110002 | Rose | Female | | 2011-01-08 | Flexible Timetable | 08:00 | 18:00 | 0.0 | 0.0 |
| 000110002 | Rose | Female | | 2011-01-07 | text | 09:00 | 18:00 | 1.0 | 1.0 |
| 000110002 | Rose | Female | | 2011-01-06 | text | 09:00 | 18:00 | 1.0 | 1.0 |

The table shows the scheduling, attendance, overtime and holiday statistics of all personnel by date. Attendance details are the attendance record statistics of personnel in each attendance timetable.

Expected check-in/Expected check-out, not check-in/not check-out: 1 represents “Yes”, and 0 represents “No”;

Attendance duration: the interval between personnel check-in time and check-out time;

Exception: Refers to exceptions other than on-duty and off-duty, such as personnel exceptions;

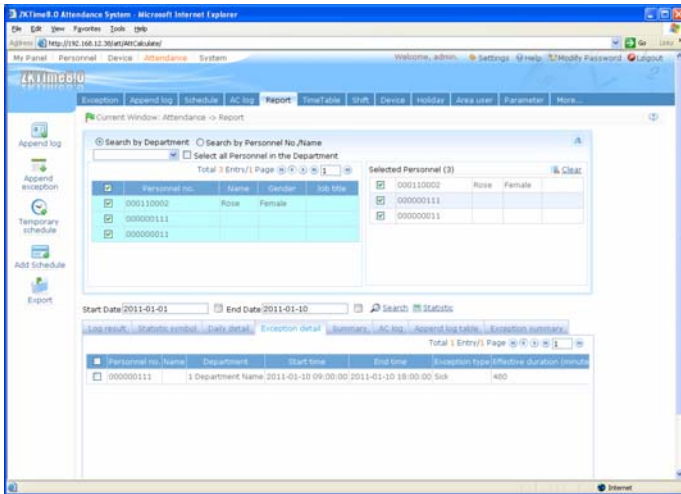
Working minutes: The interval between on-duty time and off-duty time of personnel scheduling.



Note: Absent, attendance duration, working minutes and timetable duration in this table are all in minutes without variation.

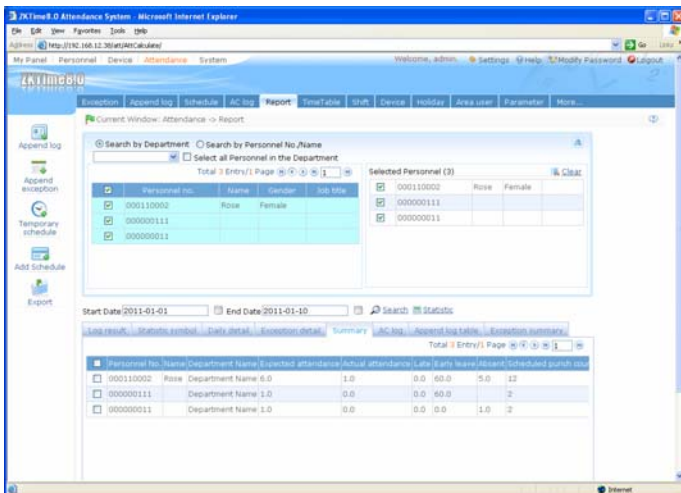
🔗 Exception detail

Attendance Module Instruction for ZKAccess



The list shows the valid time, type of exception records in the selected period. Valid duration (minutes) is the interval between the exception record start time and end time.

✿ Summary:



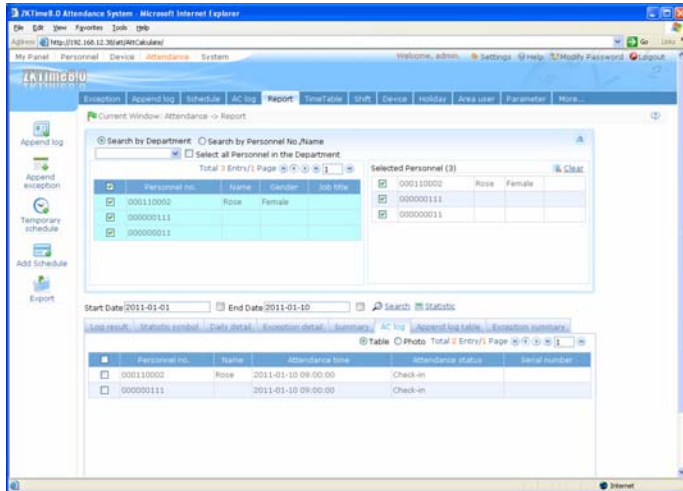
The list shows the attendance summary of each person in this duration, including

3. Attendance System Management

attendance, exception and etc. namely, the summary of attendance details.

Exception records are calculated base on exception type. The data in the “exception” column of the report = the sum of all exception data.

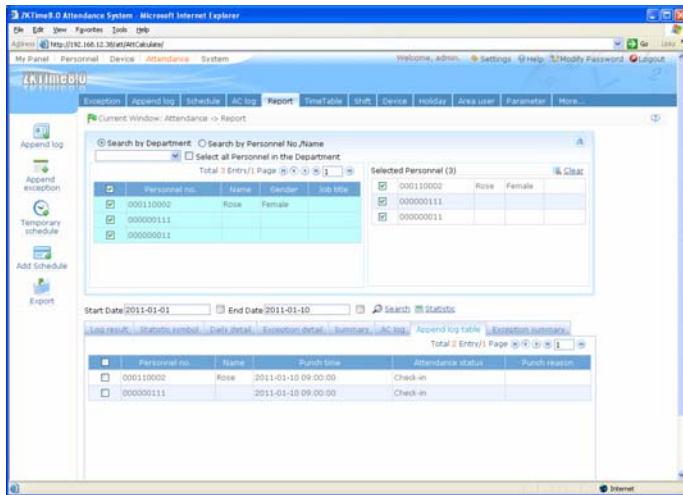
✿ AC log



The list shows the attendance records of all attendance personnel.

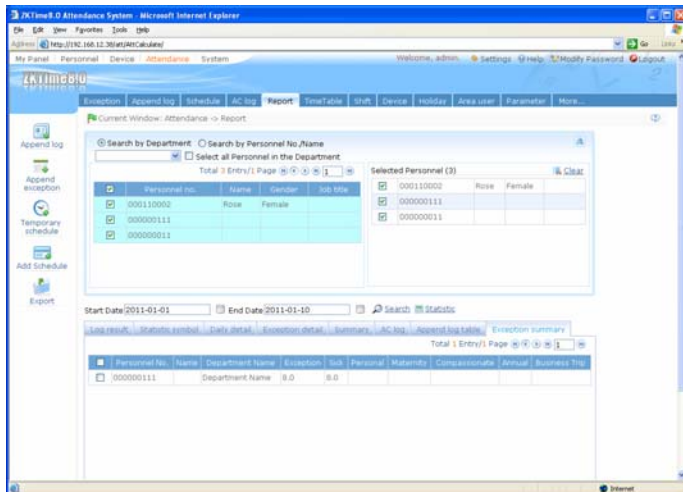
✿ Append log table

Attendance Module Instruction for ZKAccess



The list shows the name list of all append logs in the selected duration.

✿ Exception summary



The list shows the exception summary of personnel in the selected duration, namely, the summary of exception details.