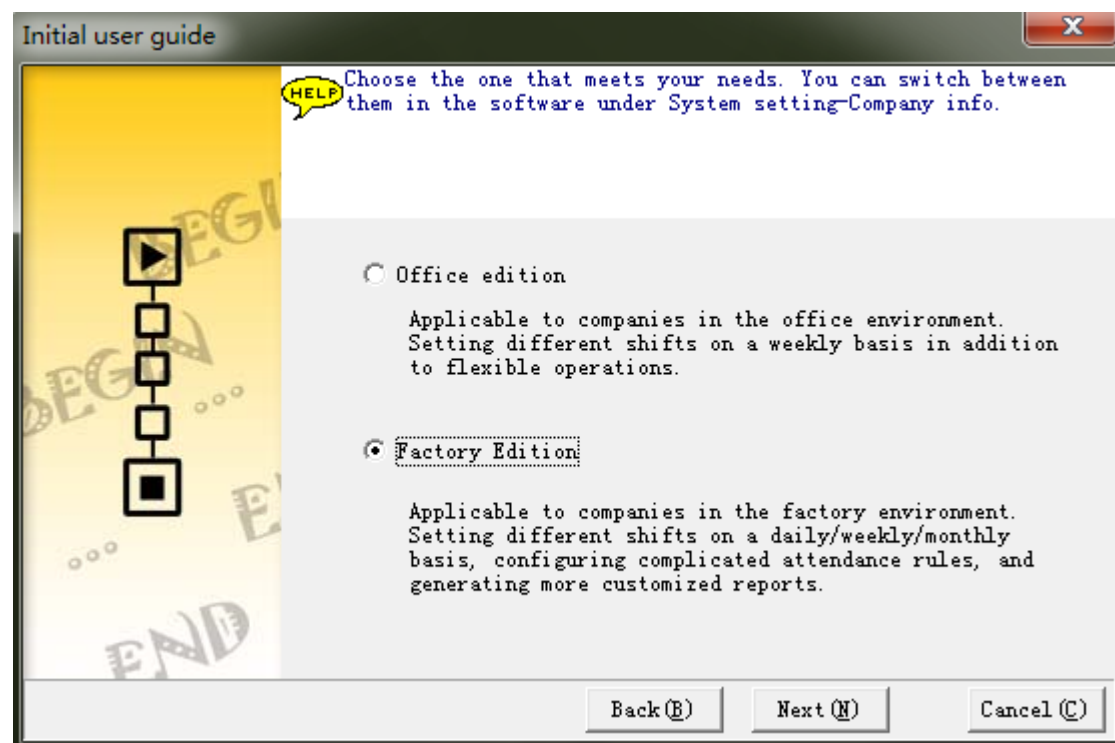
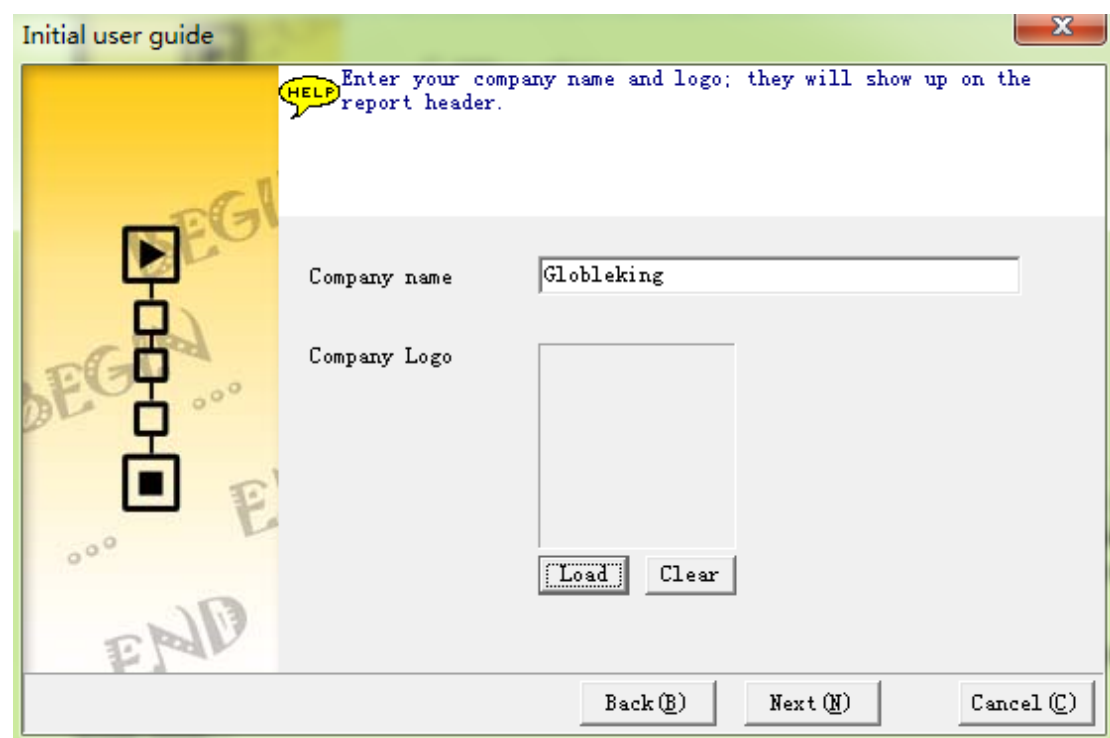


When we run the software for the first time, we will be asked to choose the software edition:

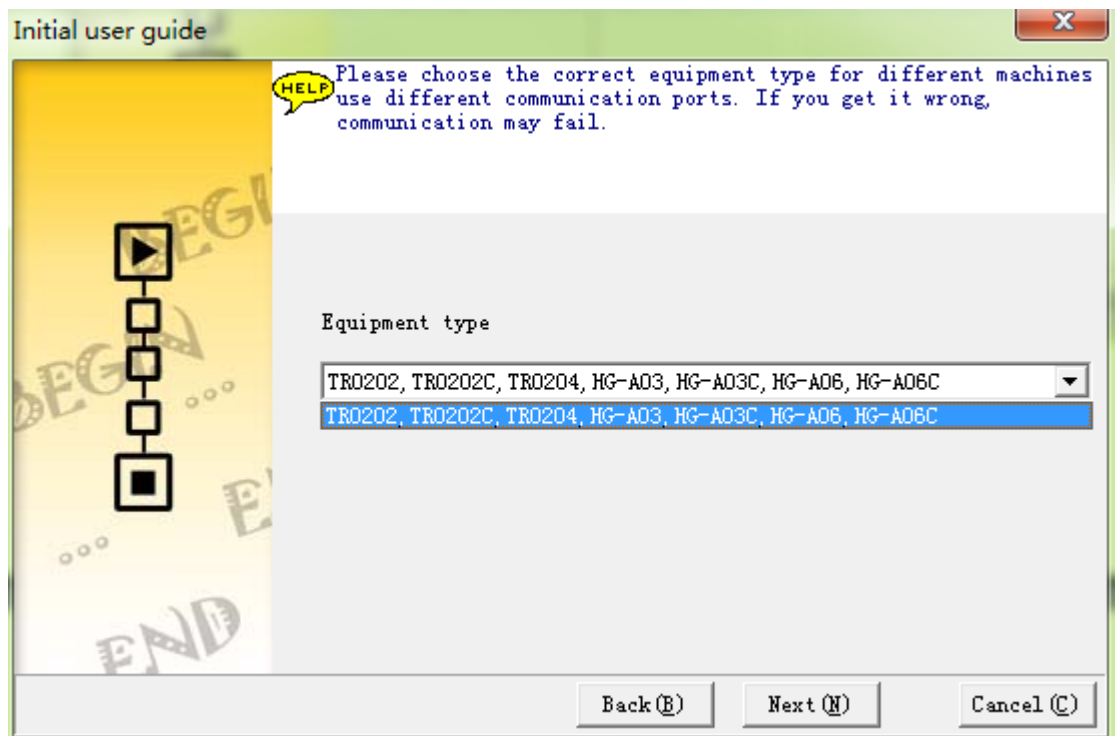


The office edition support standard weekly shift or no shifts, it's suitable for office environment. And the factory edition support complicated shift. We could make our choice according to our actual needs.

The next step, we will be asked to input company information. We could also choose to set this in software menu later.



Then we need to select device type:



Initial user guide

HELP Please choose the correct equipment type for different machines use different communication ports. If you get it wrong, communication may fail.

Equipment type

TR0202, TR0202C, TR0204, HG-A03, HG-A03C, HG-A06, HG-A06C

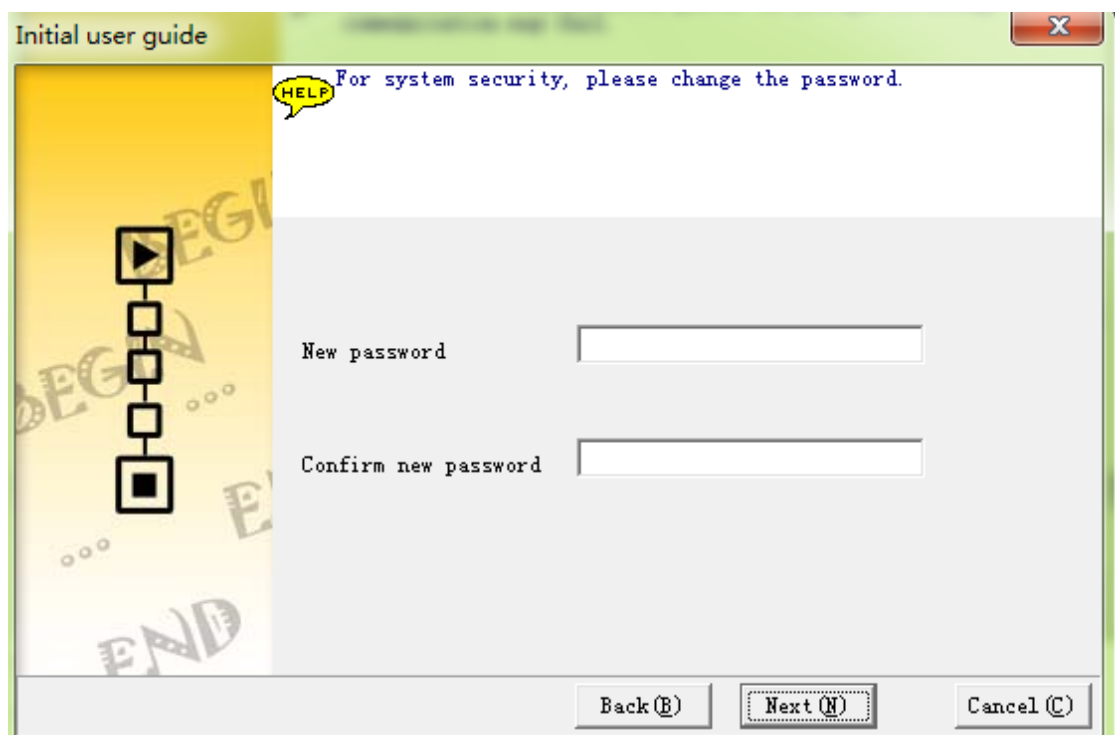
TR0202, TR0202C, TR0204, HG-A03, HG-A03C, HG-A06, HG-A06C

Back (B) Next (N) Cancel (C)

The screenshot shows a software window titled 'Initial user guide'. On the left is a vertical progress bar with five steps; the first step is active, and the last step is marked with a black square. The main area contains a help message and a dropdown menu for 'Equipment type'. The dropdown list shows two identical entries: 'TR0202, TR0202C, TR0204, HG-A03, HG-A03C, HG-A06, HG-A06C'. At the bottom are three buttons: 'Back (B)', 'Next (N)', and 'Cancel (C)'.

There is only one option, please just select it. All device types are for our native market.

The default password would be empty, we could change it here:



Initial user guide

HELP For system security, please change the password.

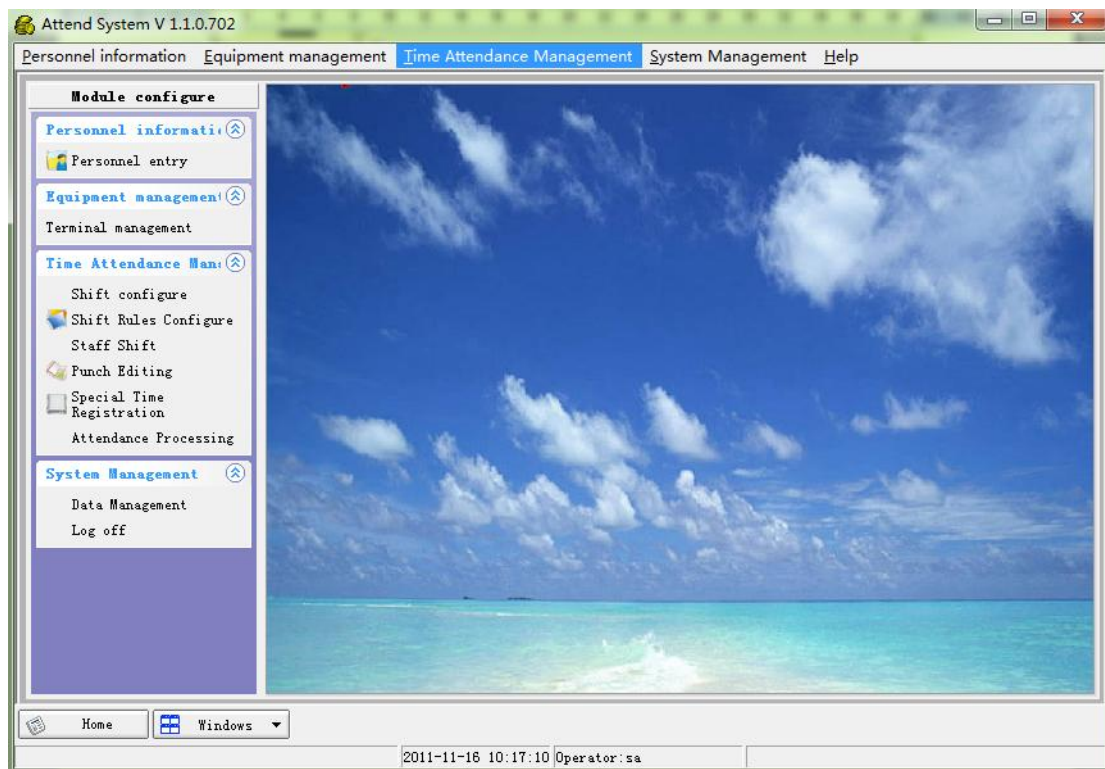
New password

Confirm new password

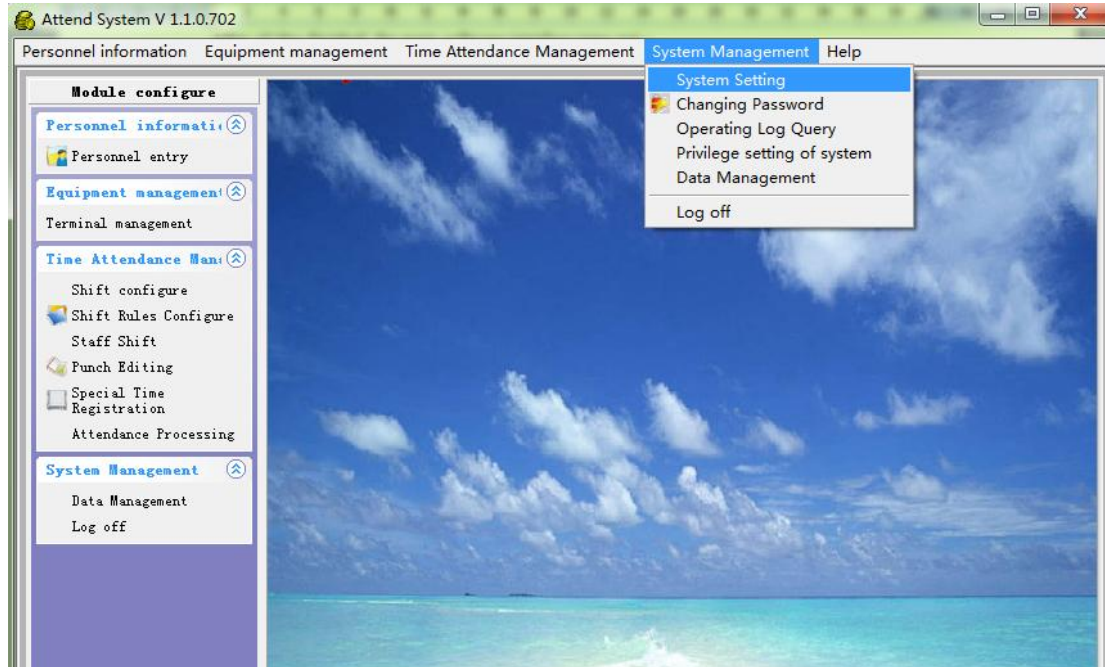
Back (B) Next (N) Cancel (C)

The screenshot shows a software window titled 'Initial user guide'. On the left is a vertical progress bar with five steps; the first step is active, and the last step is marked with a black square. The main area contains a help message and two empty text input fields labeled 'New password' and 'Confirm new password'. At the bottom are three buttons: 'Back (B)', 'Next (N)', and 'Cancel (C)'.

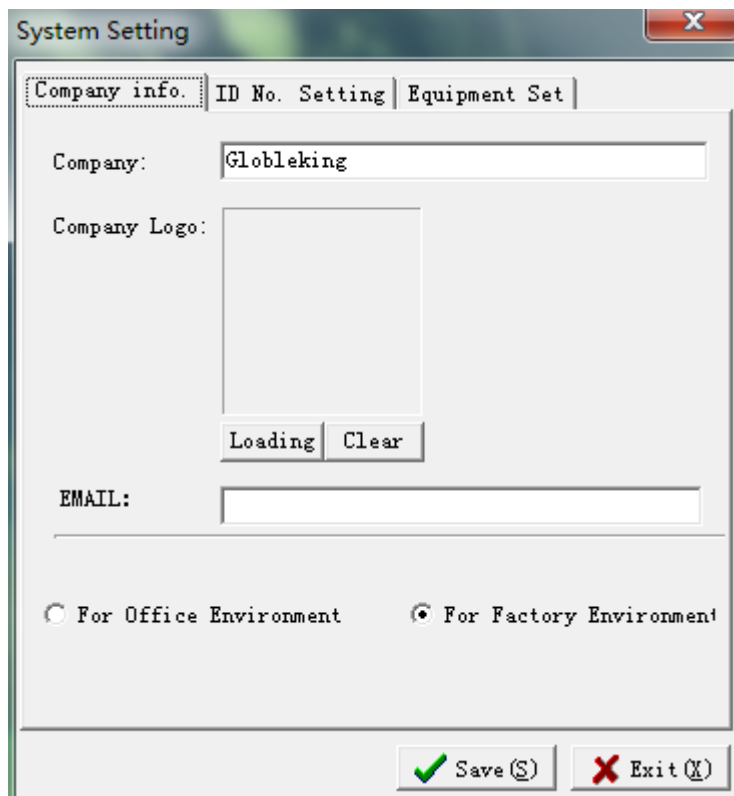
After all this finished, the main software interface pops out:



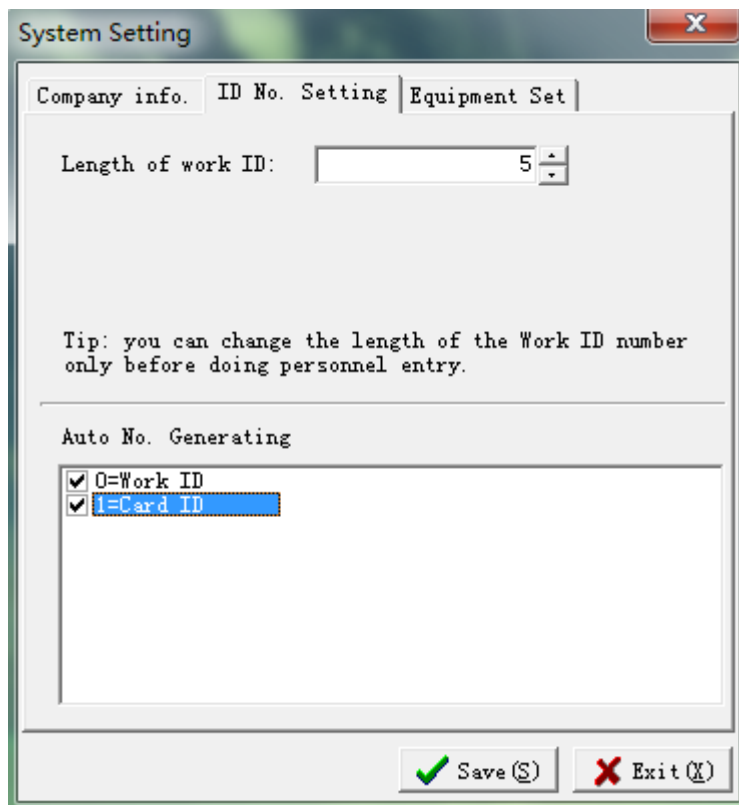
First, we need to set system parameter here:



We could set company information, and the length of work ID,



The 'System Setting' dialog box has three tabs: 'Company info.', 'ID No. Setting', and 'Equipment Set'. The 'Company info.' tab is active. It contains a 'Company:' label with a text box containing 'Globleking'. Below it is a 'Company Logo:' label with a large empty square box. Under the logo box are 'Loading' and 'Clear' buttons. Further down is an 'EMAIL:' label with an empty text box. At the bottom are two radio buttons: 'For Office Environment' (unselected) and 'For Factory Environment' (selected). At the very bottom are 'Save (S)' and 'Exit (X)' buttons.

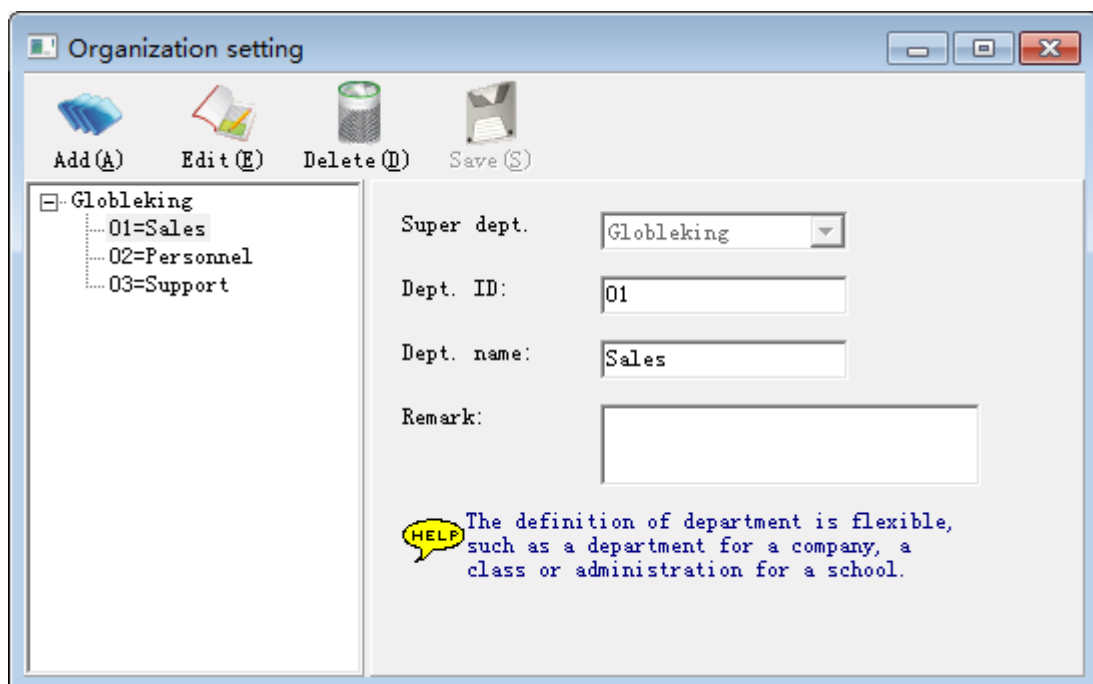
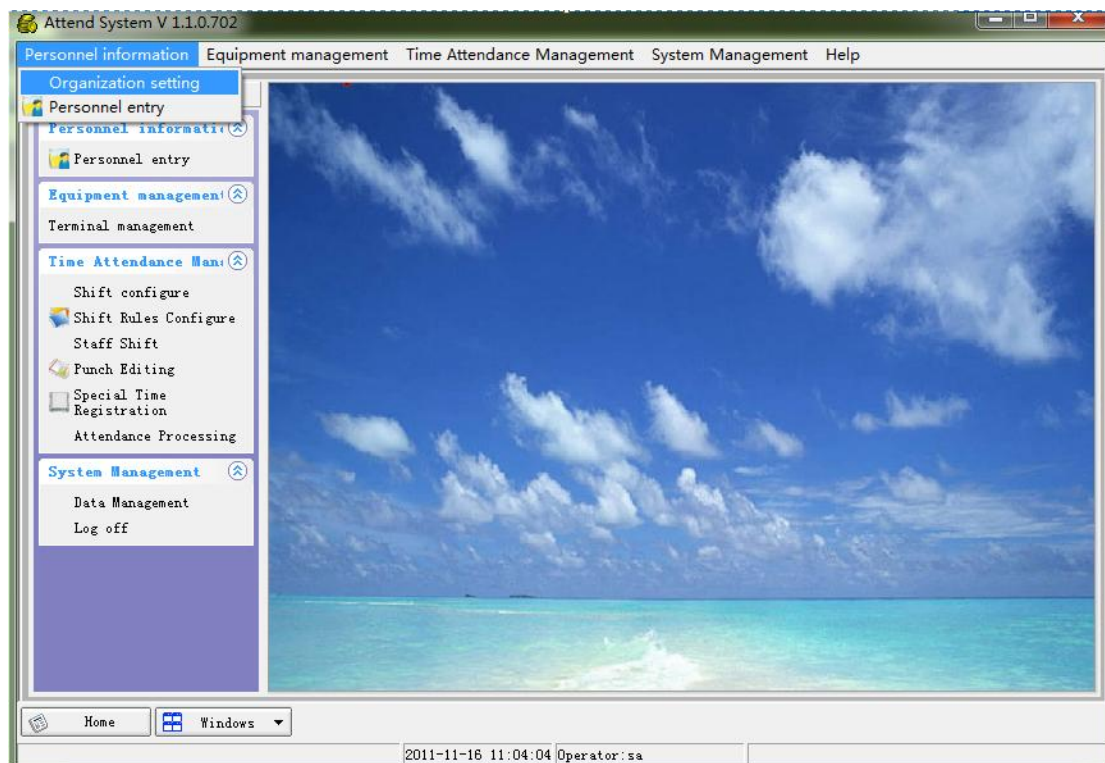


The 'System Setting' dialog box has three tabs: 'Company info.', 'ID No. Setting', and 'Equipment Set'. The 'ID No. Setting' tab is active. It contains a 'Length of work ID:' label with a text box containing '5' and a spinner box. Below this is a tip: 'Tip: you can change the length of the Work ID number only before doing personnel entry.' Further down is a section titled 'Auto No. Generating' containing two checked checkboxes: '0=Work ID' and '1=Card ID'. At the bottom are 'Save (S)' and 'Exit (X)' buttons.

If we tick “work ID” and ”card ID”, when we register user, those ID would be generated

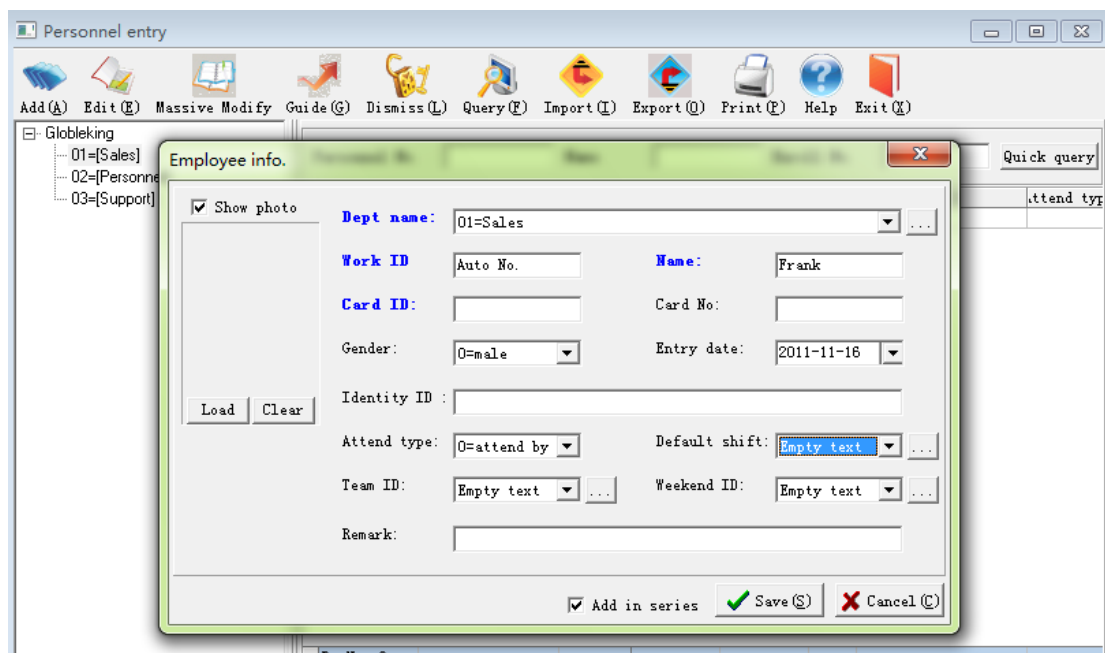
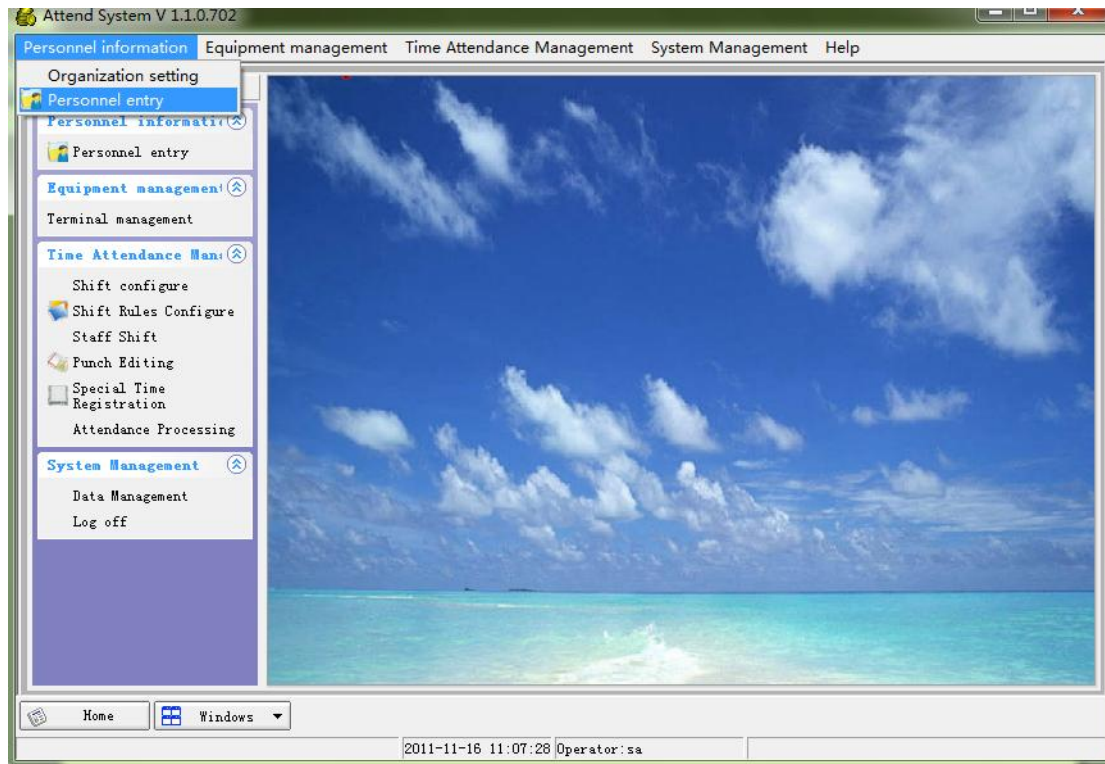
automatically. If we want to specify ourselves, please don’t tick this option.

Then we could enroll departments and employees in the software:



We could click “Add” to create new department.

Then enroll user:



Click “Add” to enroll new user, we could also choose default shift and weekend type here.

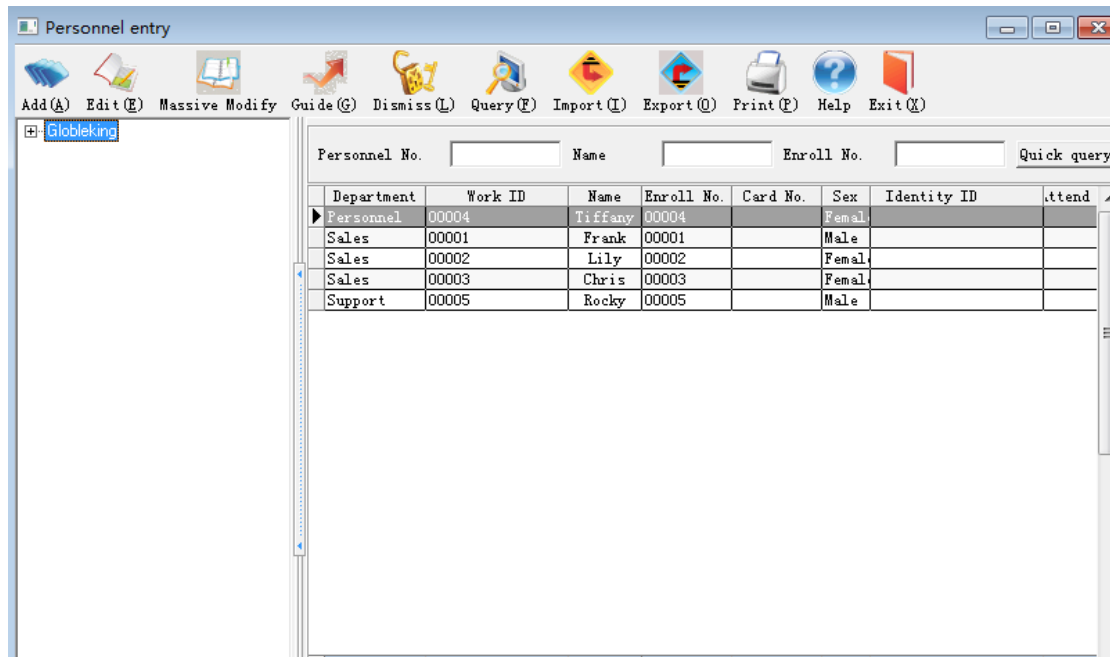
Attend type: user attend by shift / attend without shift

Default shift: we could set default shift for employee here directly, if employee use special shift, we could set it empty and define it later.

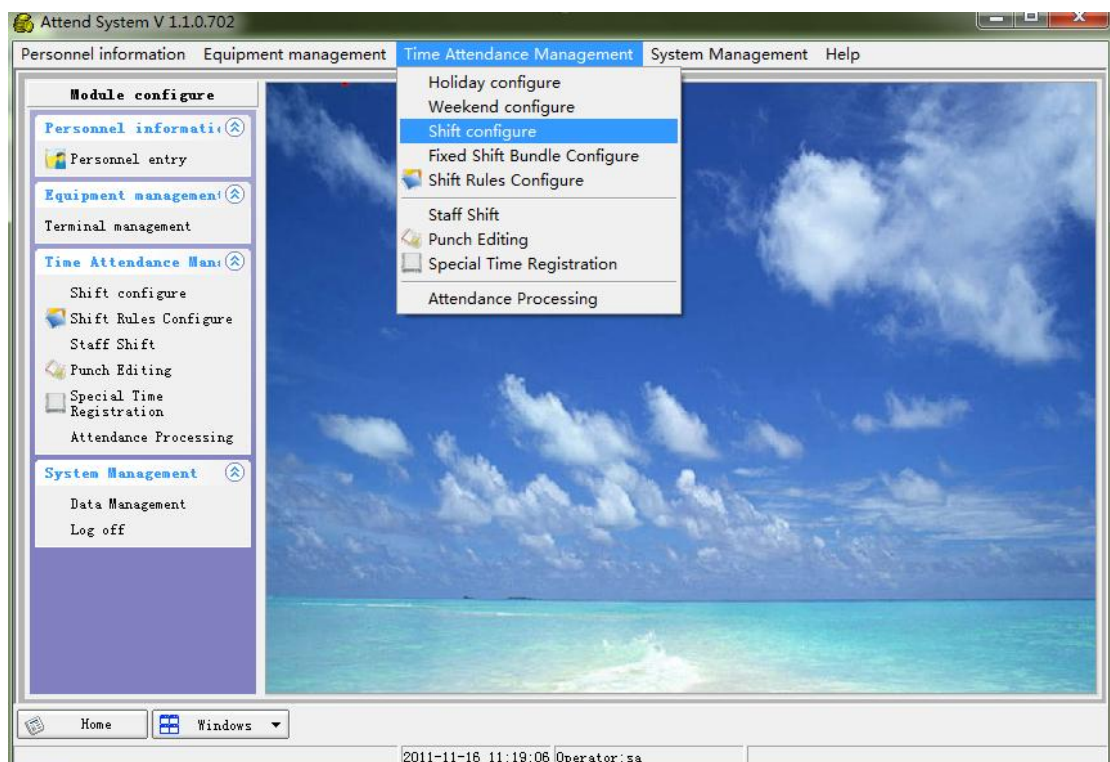
Weekend ID: set the weekend type

For normal shift, we need to set default shift and weekend ID correctly to make the calculation right.

And in this demo case, we set attend type as “attend by shift” and weekend type as “2 days”.
And enroll 5 employees in three different departments in the software:



Next step, we need to set shift for employee:



Or we could click the link in the left column “Shift configure”

The default shift is as below:

We have three default working time section

The first two are normal working section, and the third one is taken as overtime section.

Shift configure

A shift consists of one or more shift sections. You can configure different shifts and shift sections based on your needs. Employee punches shall follow the shift setting and its rules.

Guide

1:Add shift	2:Add Shift Sections	3:Configure time section specification
<p>Shift</p> <p>S001=Day shift</p> <p>Add Edit Delete</p>	<p>Shift Sections</p> <p>1=08:30-12:00 2=13:30-17:30 3=18:30-02:00</p> <p>Add Delete</p>	<p>08:30-12:00</p> <p>Work type 0101=Day shift ...</p> <p>Punch start time 05:30 Time In 08:30 Time Out 12:00 Punch end time _:_</p> <p><input checked="" type="checkbox"/> Punch in <input checked="" type="checkbox"/> Punch out <input checked="" type="checkbox"/> Late <input checked="" type="checkbox"/> Leave early <input checked="" type="checkbox"/> Absent <input checked="" type="checkbox"/> temp out</p> <p>Save (S)</p>

Shift configure

A shift consists of one or more shift sections. You can configure different shifts and shift sections based on your needs. Employee punches shall follow the shift setting and its rules.

Guide

1:Add shift	2:Add Shift Sections	3:Configure time section specification
<p>Shift</p> <p>S001=Day shift</p> <p>Add Edit Delete</p>	<p>Shift Sections</p> <p>1=08:30-12:00 2=13:30-17:30 3=18:30-02:00</p> <p>Add Delete</p>	<p>13:30-17:30</p> <p>Work type 0101=Day shift ...</p> <p>Punch start time _:_ Time In 13:30 Time Out 17:30 Punch end time _:_</p> <p><input checked="" type="checkbox"/> Punch in <input checked="" type="checkbox"/> Punch out <input checked="" type="checkbox"/> Late <input checked="" type="checkbox"/> Leave early <input checked="" type="checkbox"/> Absent <input checked="" type="checkbox"/> temp out</p> <p>Save (S)</p>

Shift configure

HELP A shift consists of one or more shift sections. You can configure different shifts and shift sections based on your needs. Employee punches shall follow the shift setting and its rules.

Guide

1: Add shift

Shift

S001=Day shift

2: Add Shift Sections

Shift Sections

1=08:30-12:00
2=13:30-17:30
3=18:30-02:00

3: Configure time section specification

18:30-02:00

Work type: 0201=Overtime workaday

Punch start time: __: __

Time In: 18:30

Time Out: 02:00

Punch end time: 04:00

☒ Punch in
☒ Punch out
☐ Late
☐ Leave early
☐ Absent
☐ temp out

Add Edit Delete **Add Delete** **Save (S)**

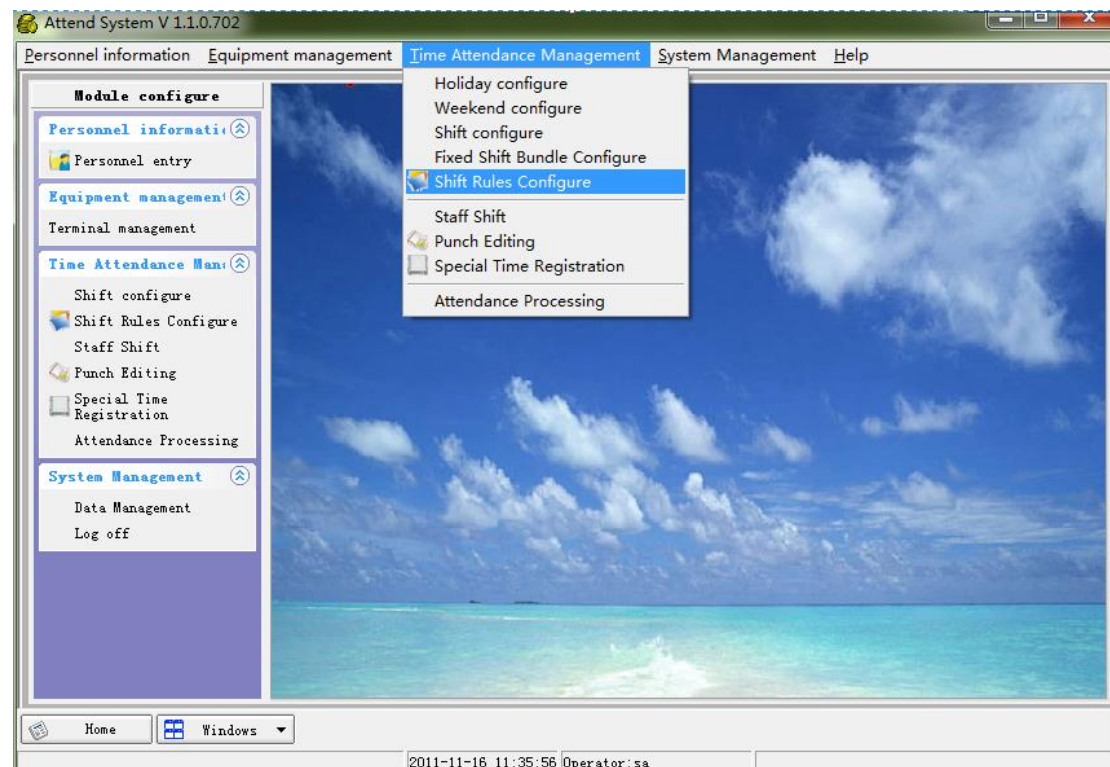
Please notice: there is a punch start time in the first section, and a punch end time in the third section. Only the punch in/out records within this period would be consider valid. And for each section, we need to punch in and out. The software would take the record closest to the section as the actual punch in/out time. If we forget to punch, we will be taken as absent from work.

☒ Punch in
☒ Punch out
☒ Late
☒ Leave early
☒ Absent
☒ temp out

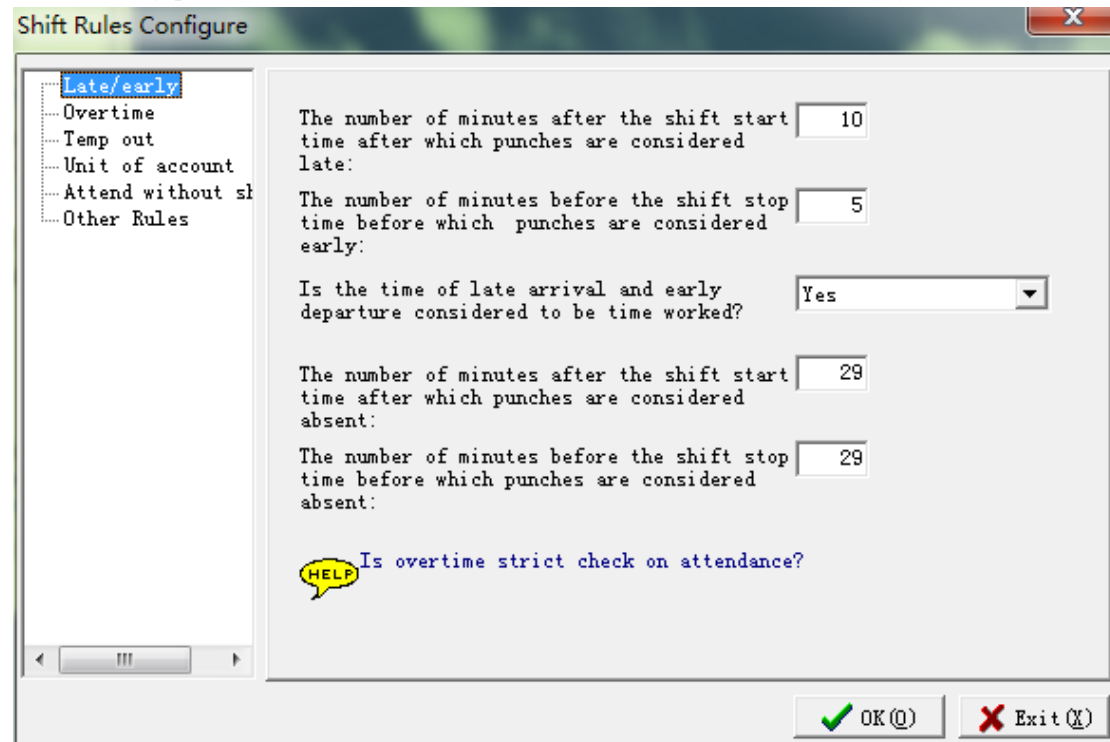
As to these options: , “punch in” “punch out” means we have to make records both when we go out and come back, otherwise we will be taken as absent. And the other four is the shift rules which we will discuss later.

We could change the shift according to our actual need: time section, shift amount,...etc.

Then we need to configure shift rules:



The late/early part is to define whether we would be taken as late for work/early leave/absence.



And the overtime part define how the software would calculate overtime work:

Shift Rules Configure

- Late/early
- Overtime**
- Temp out
- Unit of account
- Attend without sh
- Other Rules

The number of minutes worked after which overtime begins to accumulate: 29

The conditions for weekday overtime calculation: Punch and Register

Employee punches before the shift are considered overtime automatically: No

Employee punches after the shift are considered overtime automatically: No

If yes, the meal time to be subtracted from the overtime worked totals: 0

The conditions for weekend and holiday overtime calculation: Punch and register

The calculating mode for weekend and holiday overtime? 0=By "the time of s"

OK (O) Exit (X)

Punch and Register/Punch only: Punch and Register means we have to define the overtime in our software first, and then make correct records, then we will be taken as overtime worked.

For instance, while we set shift, we set the 18:30-02:00 as overtime workaday.

Shift configure

A shift consists of one or more shift sections. You can configure different shifts and shift sections based on your needs. Employee punches shall follow the shift setting and its rules.

Guide

1: Add shift

Shift: S001=Day shift

2: Add Shift Sections

Shift Sections:

- 1=08:30-12:00
- 2=13:30-17:30
- 3=18:30-02:00

3: Configure time section specification

18:30-02:00

Work type: 0201=Overtime workaday

Punch start time: __: __

Time In: 18:30

Time Out: 02:00

Punch end time: 04:00

☒ Punch in
☒ Punch out
☐ Late
☐ Leave early
☐ Absent
☐ temp out

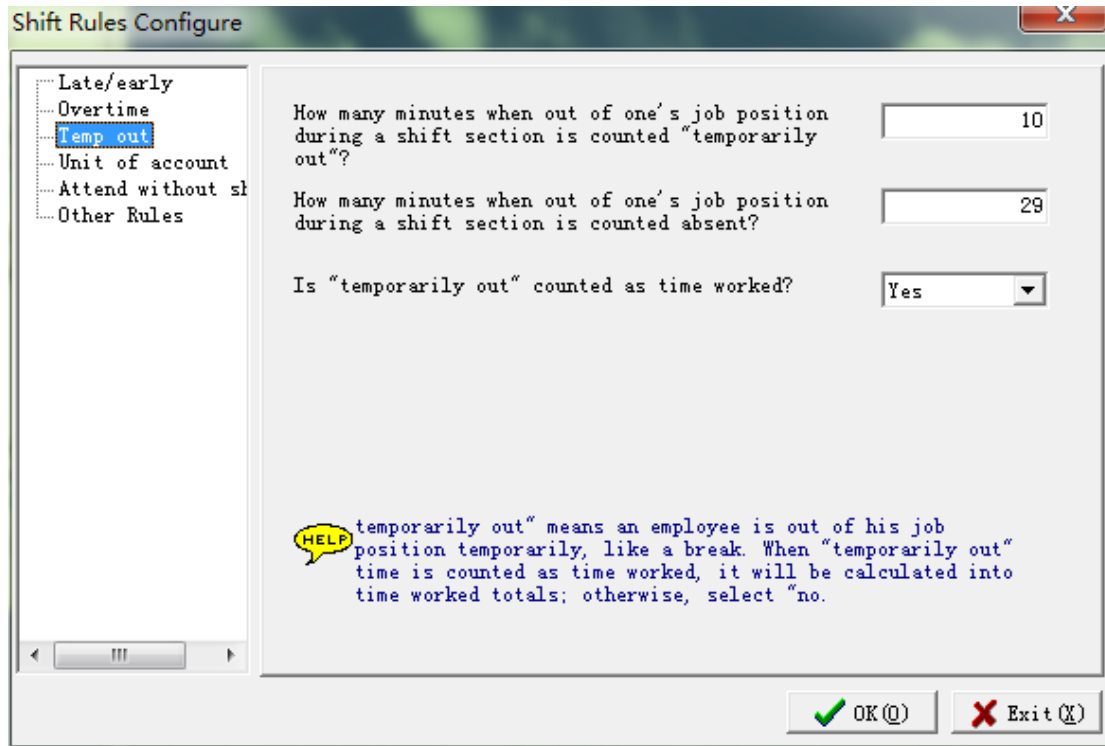
Save (S)

Add Edit Delete (for shifts)

Add Delete (for sections)

In this case, work during this time would be taken as overtime work., because we have register overtime schedule in software already. Without this setting ,even we make punch records, it won't be taken as overtime work. But if we select "Punch only", so long as the punch record is beyond the scheduled working time, it will be taken as overtime work.

By time of shift/ By in and out : By time of shift means the overtime working time calculation would based on the actual shift. For instance, one man starts overtime work from 19:00, and go out at 20:00, come back at 21:00, and leave company at 22:00. If we choose by time of shift, the overtime is 3 hours. But if we choose by in/out,, it would be 2 hours,



The 'Shift Rules Configure' dialog box is shown with the 'Temp out' tab selected. The left sidebar lists 'Late/early', 'Overtime', 'Temp out', 'Unit of account', 'Attend without sh', and 'Other Rules'. The main area contains three settings: 'How many minutes when out of one's job position during a shift section is counted "temporarily out"?' with a value of 10; 'How many minutes when out of one's job position during a shift section is counted absent?' with a value of 29; and 'Is "temporarily out" counted as time worked?' with a dropdown set to 'Yes'. A yellow speech bubble icon with the word 'HELP' is next to a text box explaining that 'temporarily out' means an employee is out of their job position temporarily, like a break, and that when it is counted as time worked, it will be calculated into time worked totals; otherwise, select 'no'. At the bottom right are 'OK (O)' and 'Exit (X)' buttons.

Shift Rules Configure

Late/early
Overtime
Temp out
Unit of account
Attend without sh
Other Rules

How many minutes when out of one's job position during a shift section is counted "temporarily out"? 10

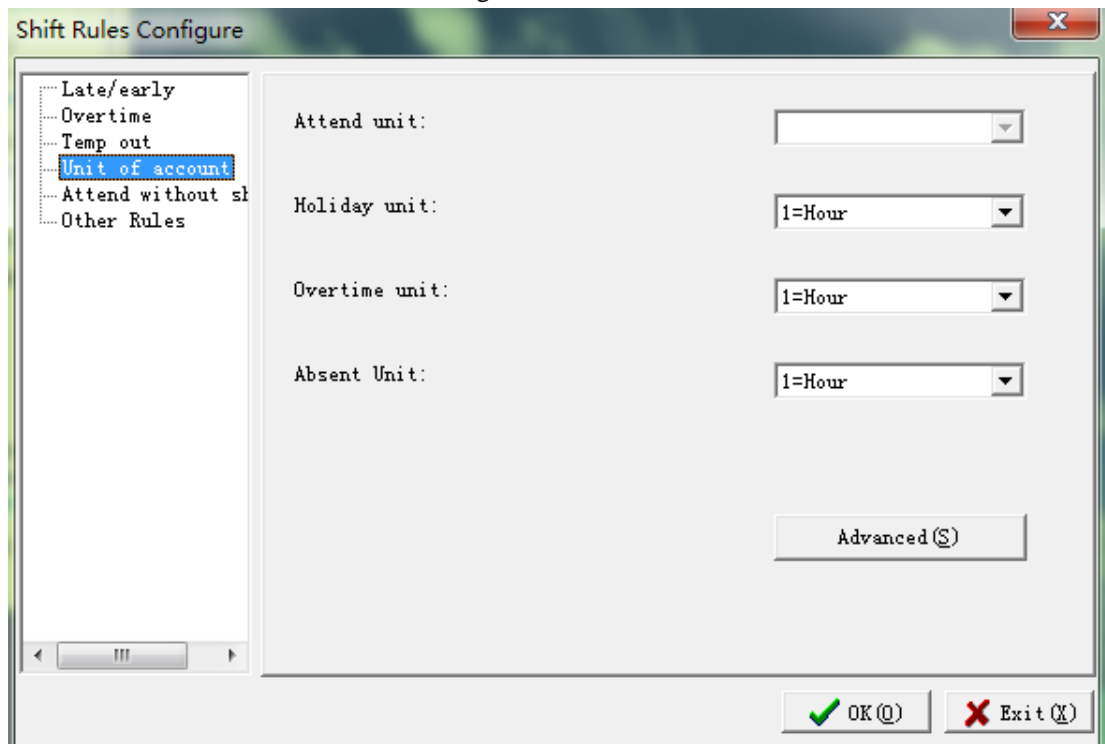
How many minutes when out of one's job position during a shift section is counted absent? 29

Is "temporarily out" counted as time worked? Yes

HELP temporarily out" means an employee is out of his job position temporarily, like a break. When "temporarily out" time is counted as time worked, it will be calculated into time worked totals; otherwise, select "no."

OK (O) Exit (X)

Temp out: this is used for some short time out control, we could calculate the time and decide whether to deduct it from the total working time.



The 'Shift Rules Configure' dialog box is shown with the 'Unit of account' tab selected. The left sidebar lists 'Late/early', 'Overtime', 'Temp out', 'Unit of account', 'Attend without sh', and 'Other Rules'. The main area contains four settings: 'Attend unit:' with an empty dropdown; 'Holiday unit:' with a dropdown set to '1=Hour'; 'Overtime unit:' with a dropdown set to '1=Hour'; and 'Absent Unit:' with a dropdown set to '1=Hour'. An 'Advanced (S)' button is located below these settings. At the bottom right are 'OK (O)' and 'Exit (X)' buttons.

Shift Rules Configure

Late/early
Overtime
Temp out
Unit of account
Attend without sh
Other Rules

Attend unit:

Holiday unit: 1=Hour

Overtime unit: 1=Hour

Absent Unit: 1=Hour

Advanced (S)

OK (O) Exit (X)

We could set measurement unit here.

Shift Rules Configure

- Late/early
- Overtime
- Temp out
- Unit of account
- Attend without shift**
- Other Rules

How many minutes is required to be counted as a "workday"?

After a "workday," how many minutes is required that overtime begins to accumulate?

The maximum time between an employee's punch in and punch out:

The maximum work time through midnight (00:00):

HELP Note: "Attend without shift" is designed for those who come and go not on the fixed shift.

We set rules while no shift specified to employees.

Shift Rules Configure

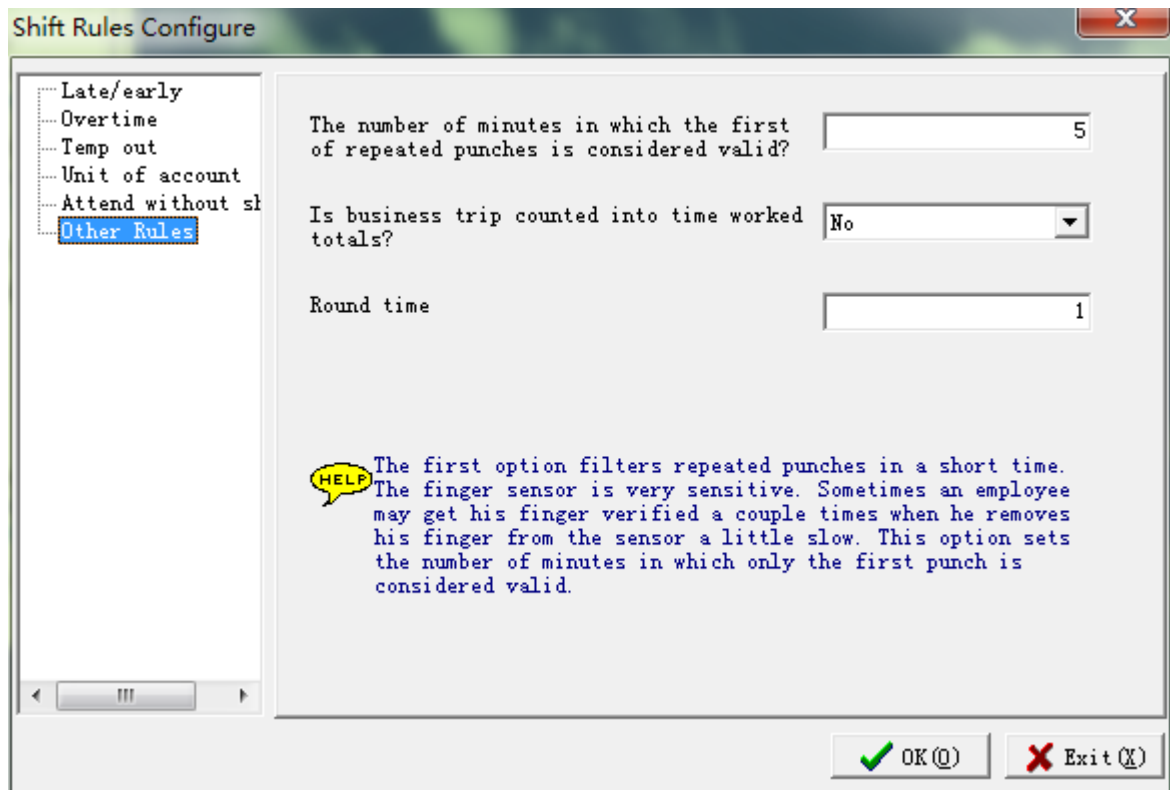
- Late/early
- Overtime
- Temp out
- Unit of account
- Attend without shift
- Other Rules**

The number of minutes in which the first of repeated punches is considered valid?

Is business trip counted into time worked totals?

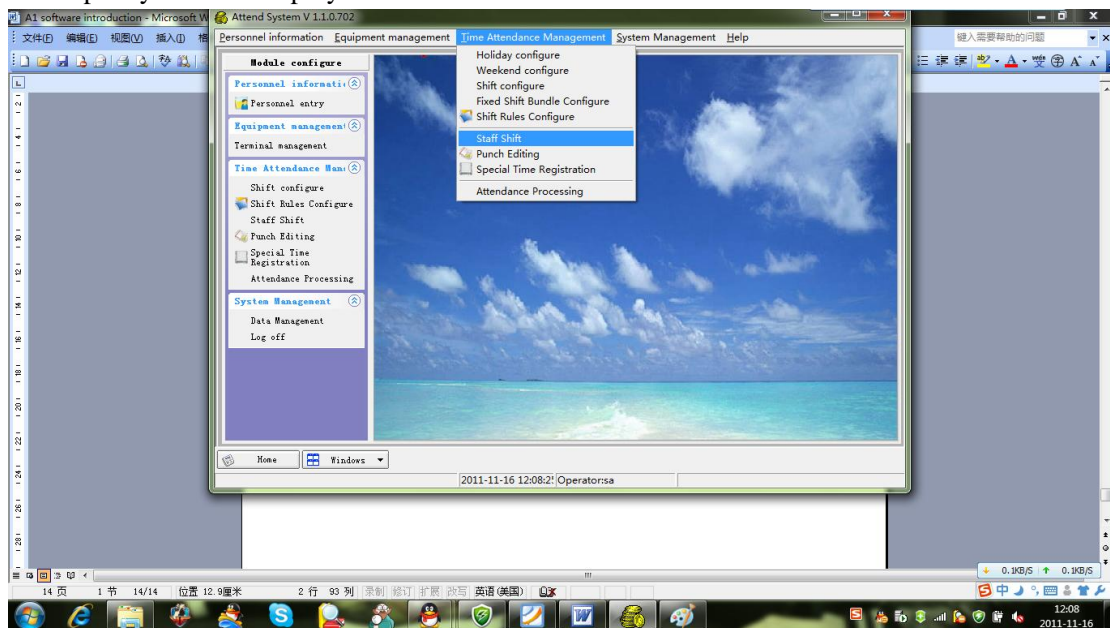
Round time

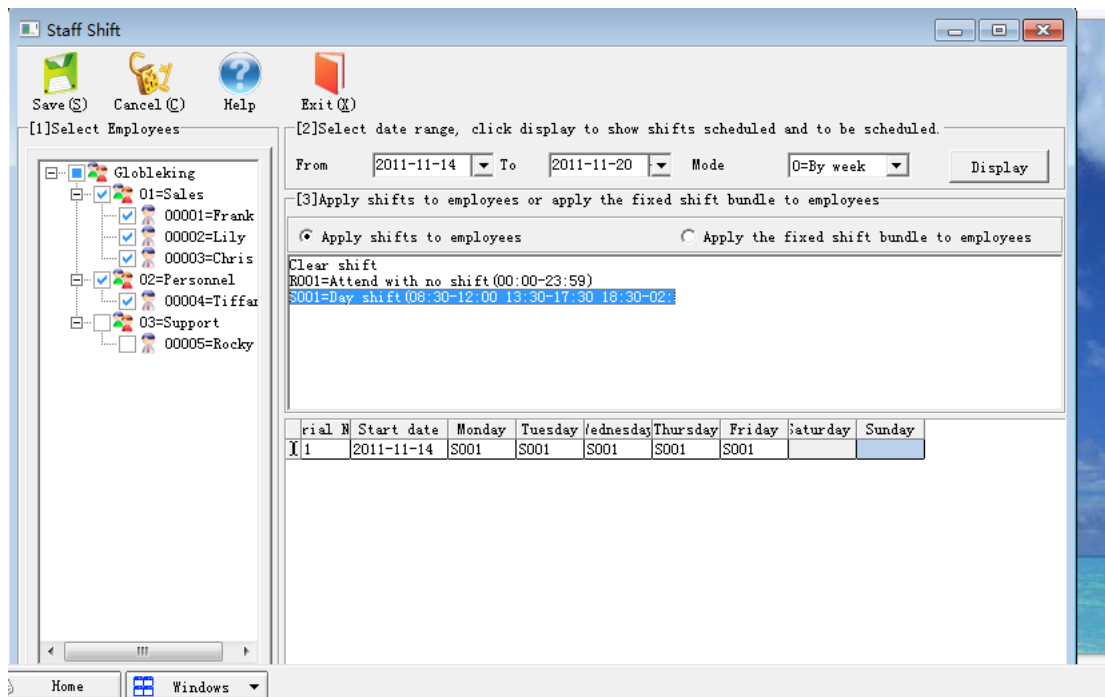
HELP The first option filters repeated punches in a short time. The finger sensor is very sensitive. Sometimes an employee may get his finger verified a couple times when he removes his finger from the sensor a little slow. This option sets the number of minutes in which only the first punch is considered valid.



Sometimes we make useless record, and we could set a repeat record time limit to avoid this.

Then specify shift for employees:

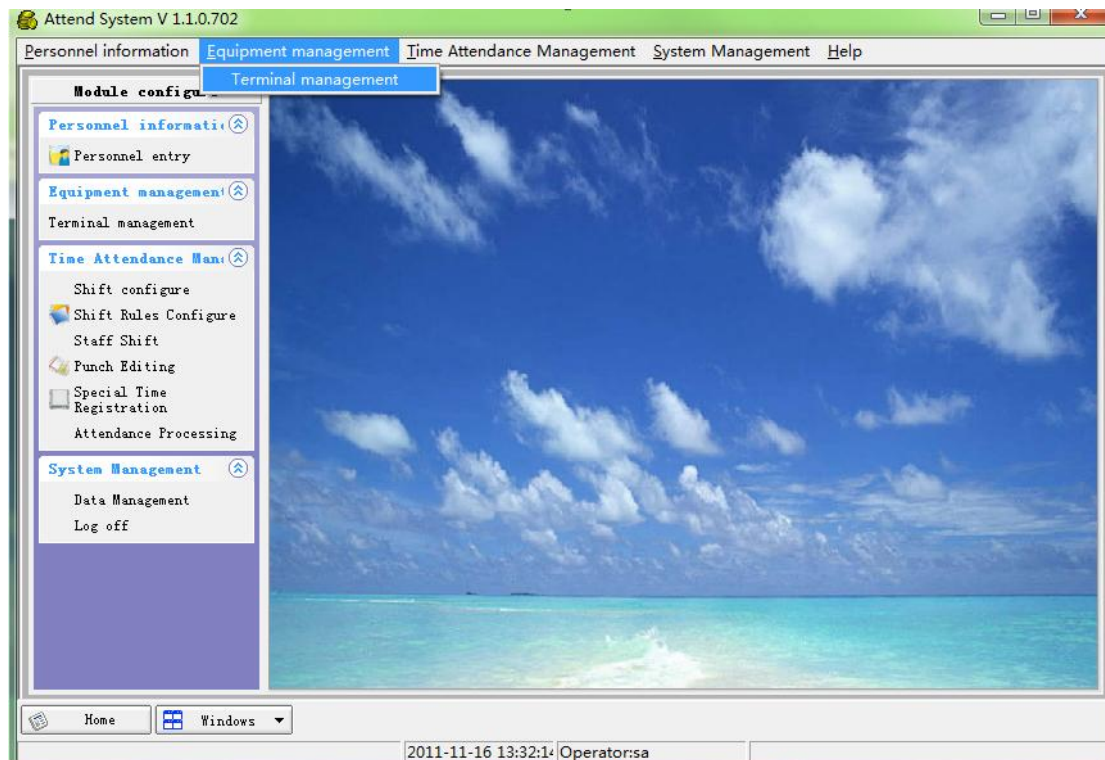




Select the employees or department you want to arrange shift, then set the right time period, choose the circle mode, then we could click “display” to show all shifts available, then select the shift we need, and select the weekdays we need to work, then click “save” to save configuration.

4 employee use Day Shift , and 1 use no shift in this demo case.

When we need to do records calculation, we need to download record first:



Input correct IP address and the “search range” is the unit number we specify to separate devices from others.

Add/Modify equipment

HELP Add/modify machine

Add/modify sets up communication between the machine and the software. The communication setting in the machine should match that below. You can check the machine setting by pressing menu-setup-ok-communication-ok.

Equipment: IP address:

Communicate:

Search range:

☐ Add a machine without cable connection

Click “Next”.

Add/Modify equipment

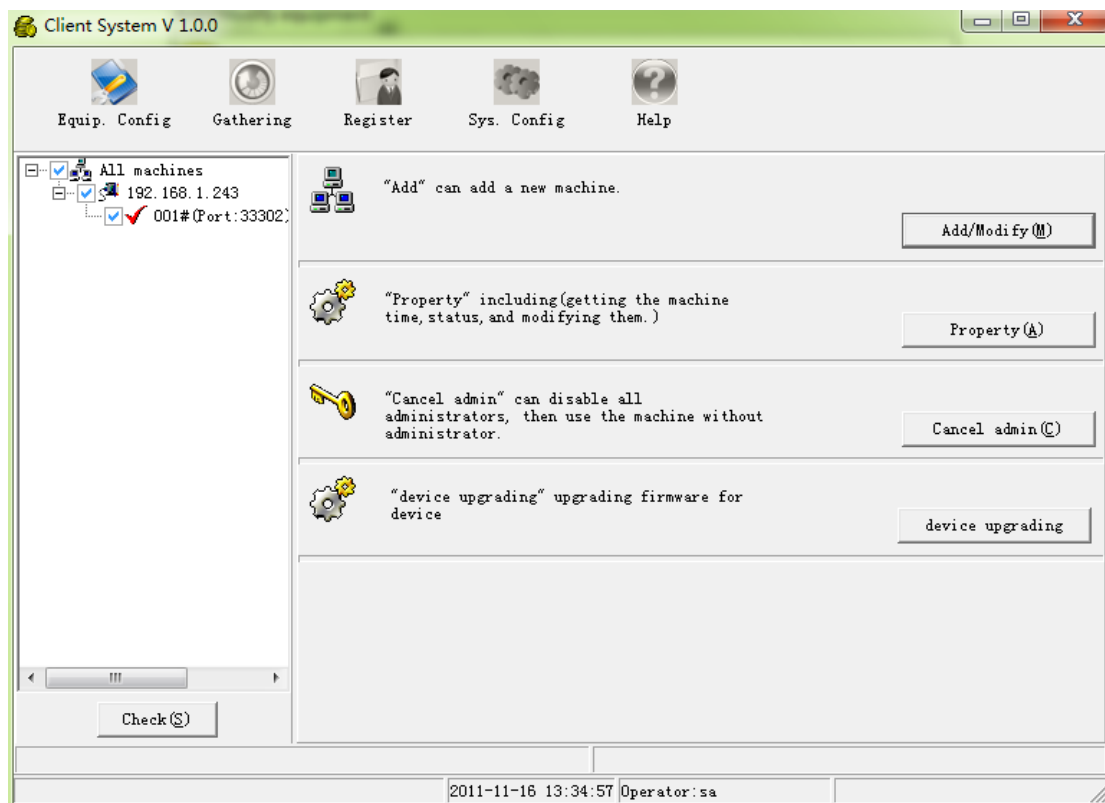
HELP The machine online:

It's the searched machine, please input the machine information, then press “Next” to add the new machine to database, update the parameter information of the old machine.

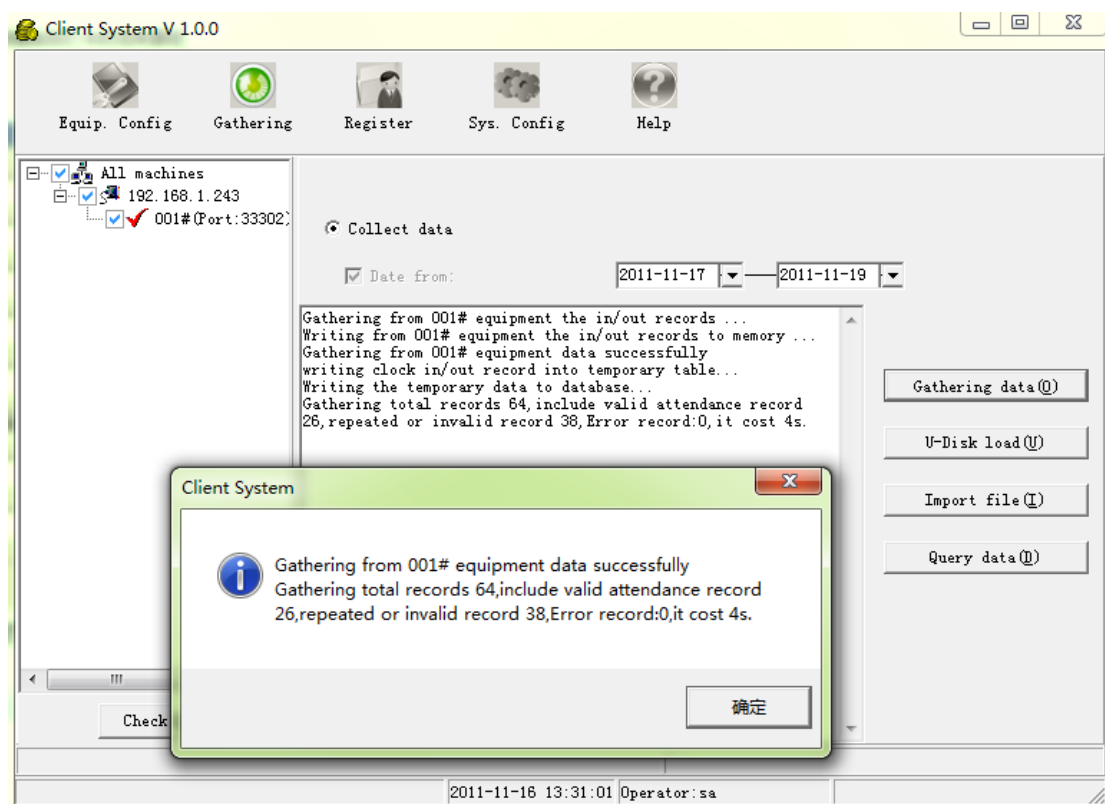
Equipment ID	equipment or	nge equipment	Purpose	Mark	Position	aster re
▶ 001	Registered eq	001	Attendance	Time in/out	Location One	Local s

RecNum: 0

We could see the terminal management system as below:

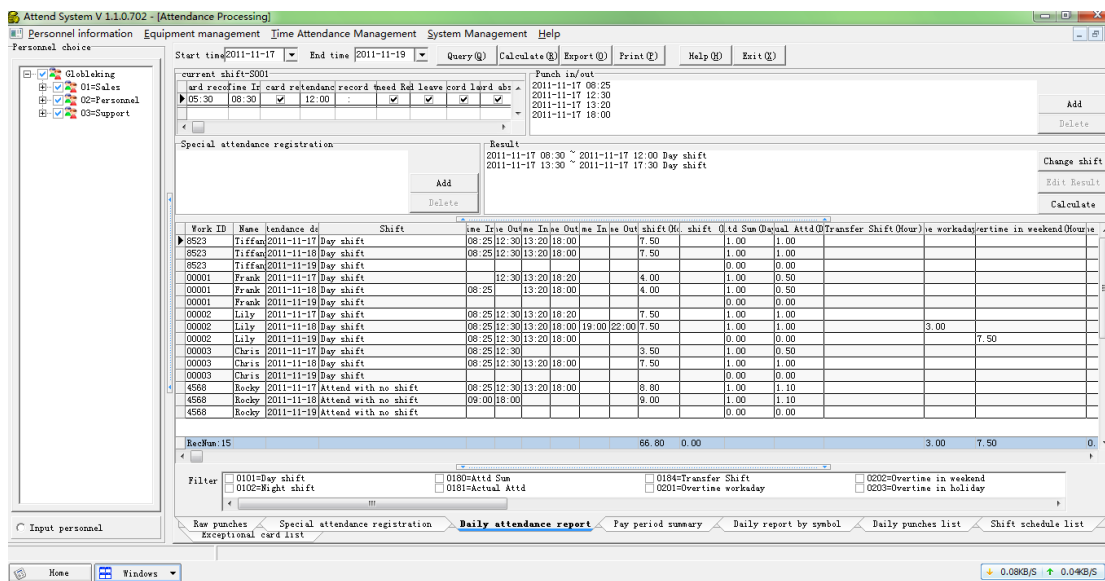
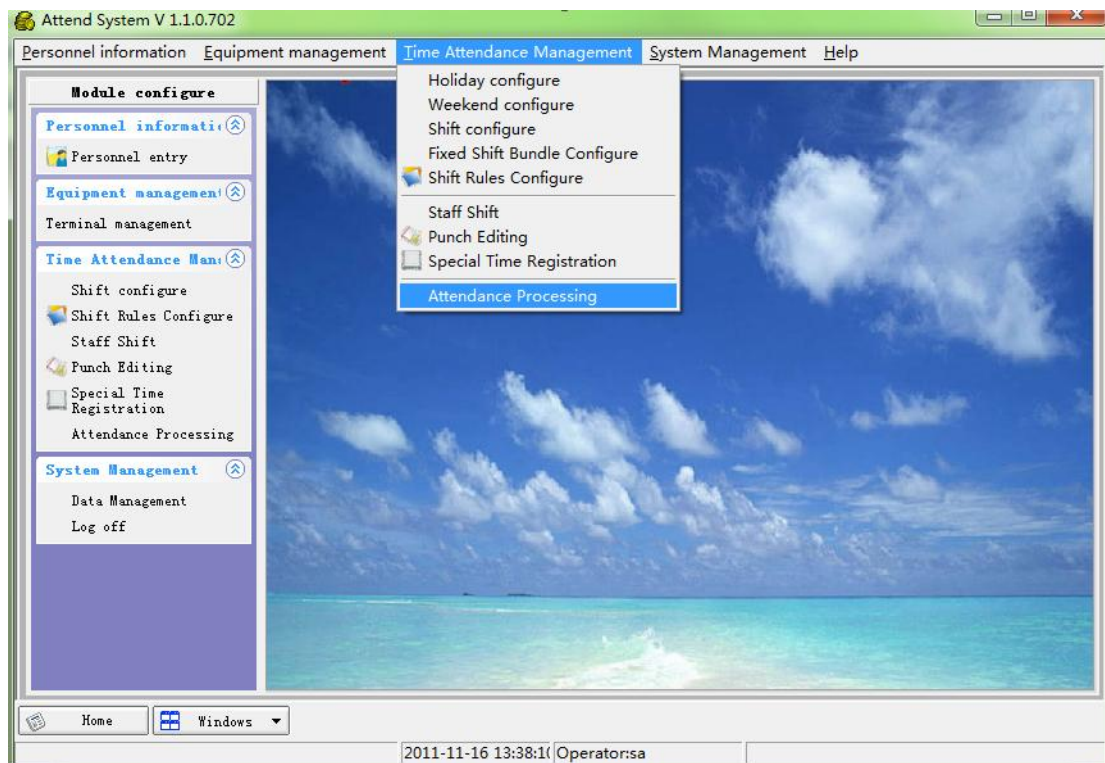


Select “gathering”, and set the right time range, then click “Gathering data”



We will see how many records are downloaded and how many of them are valid.

Then we could calculate the records:



Select the departments or employees you want to calculate records for, and set the right time period, and then click “calculate”, then we will see the reported generated.

In this demo case, I create punch record for Nov 17 18 and 19, it’s Thursday, Friday and Saturday.

And I also create some late record, absence record, overtime records for demonstrating.

There are 8 reports in total, and we could switch the table to check all of them:

Punch record report, every record is listed here:

00001	00001	Frank	2011-11-17	12:30	face	001	Time in/out	sa	2011-11-16 13:30:54	
00001	00001	Frank	2011-11-17	13:20	face	001	Time in/out	sa	2011-11-16 13:30:54	
00001	00001	Frank	2011-11-17	18:20	face	001	Time in/out	sa	2011-11-16 13:30:54	
00001	00001	Frank	2011-11-18	08:25	face	001	Time in/out	sa	2011-11-16 13:30:54	
00001	00001	Frank	2011-11-18	13:20	face	001	Time in/out	sa	2011-11-16 13:30:54	
00001	00001	Frank	2011-11-18	18:00	face	001	Time in/out	sa	2011-11-16 13:30:54	
00002	00002	Lily	2011-11-17	08:25	face	001	Time in/out	sa	2011-11-16 13:30:54	
00002	00002	Lily	2011-11-17	12:30	face	001	Time in/out	sa	2011-11-16 13:30:54	
00002	00002	Lily	2011-11-17	13:20	face	001	Time in/out	sa	2011-11-16 13:30:54	
00002	00002	Lily	2011-11-17	18:20	face	001	Time in/out	sa	2011-11-16 13:30:54	
00002	00002	Lily	2011-11-18	08:25	face	001	Time in/out	sa	2011-11-16 13:30:54	
00002	00002	Lily	2011-11-18	12:30	face	001	Time in/out	sa	2011-11-16 13:30:54	
00002	00002	Lily	2011-11-18	13:20	face	001	Time in/out	sa	2011-11-16 13:30:54	
00002	00002	Lily	2011-11-18	18:00	face	001	Time in/out	sa	2011-11-16 13:30:54	
00002	00002	Lily	2011-11-18	19:00	face	001	Time in/out	sa	2011-11-16 13:30:54	
00002	00002	Lily	2011-11-18	22:00	face	001	Time in/out	sa	2011-11-16 13:30:54	
00002	00002	Lily	2011-11-19	08:25	face	001	Time in/out	sa	2011-11-16 13:30:54	
00002	00002	Lily	2011-11-19	12:30	face	001	Time in/out	sa	2011-11-16 13:30:54	
00002	00002	Lily	2011-11-19	13:20	face	001	Time in/out	sa	2011-11-16 13:30:54	
00002	00002	Lily	2011-11-19	18:00	face	001	Time in/out	sa	2011-11-16 13:30:54	
00003	00003	Chris	2011-11-17	08:25	face	001	Time in/out	sa	2011-11-16 13:30:54	
00003	00003	Chris	2011-11-17	12:30	face	001	Time in/out	sa	2011-11-16 13:30:54	
00003	00003	Chris	2011-11-18	08:25	face	001	Time in/out	sa	2011-11-16 13:30:54	
00003	00003	Chris	2011-11-18	12:30	face	001	Time in/out	sa	2011-11-16 13:30:54	
00003	00003	Chris	2011-11-18	13:20	face	001	Time in/out	sa	2011-11-16 13:30:54	
00003	00003	Chris	2011-11-18	18:00	face	001	Time in/out	sa	2011-11-16 13:30:54	
4568	00005	Rocky	2011-11-17	08:25	Manual	000	Time in	sa	2011-11-16 14:01:59	
4568	00005	Rocky	2011-11-17	12:30	Manual	000	Time out	sa	2011-11-16 14:01:59	
4568	00005	Rocky	2011-11-17	13:20	Manual	000	Time in	sa	2011-11-16 14:02:27	
4568	00005	Rocky	2011-11-17	18:00	Manual	000	Time out	sa	2011-11-16 14:02:27	
4568	00005	Rocky	2011-11-18	09:00	Manual	000	Time in	sa	2011-11-16 14:04:44	
4568	00005	Rocky	2011-11-18	18:00	Manual	000	Time out	sa	2011-11-16 14:04:44	
8523	00004	Tiffany	2011-11-17	08:25	Manual	000	Time in	sa	2011-11-16 14:00:56	
8523	00004	Tiffany	2011-11-17	12:30	Manual	000	Time out	sa	2011-11-16 14:00:56	
RecRun: 40										

Daily report:

Work ID	Name	tendance de	Shift	ime In	me Out	me In	ne Out	me In	ne Out	shift (Hr)	shift	0	td Sum	Da	ual Attd	0	Transfer	Shift (Hour)	he workaday	vertime
8523	Tiffan	2011-11-17	Day shift	08:25	12:30	13:20	18:00			7.50			1.00	1.00						
8523	Tiffan	2011-11-18	Day shift	08:25	12:30	13:20	18:00			7.50			1.00	1.00						
8523	Tiffan	2011-11-19	Day shift										0.00	0.00						
► 00001	Frank	2011-11-17	Day shift		12:30	13:20	18:20			4.00			1.00	0.50						
00001	Frank	2011-11-18	Day shift	08:25		13:20	18:00			4.00			1.00	0.50						
00001	Frank	2011-11-19	Day shift										0.00	0.00						
00002	Lily	2011-11-17	Day shift	08:25	12:30	13:20	18:20			7.50			1.00	1.00						
00002	Lily	2011-11-18	Day shift	08:25	12:30	13:20	18:00	19:00	22:00	7.50			1.00	1.00				3.00		
00002	Lily	2011-11-19	Day shift	08:25	12:30	13:20	18:00						0.00	0.00					7.50	
00003	Chris	2011-11-17	Day shift	08:25	12:30					3.50			1.00	0.50						
00003	Chris	2011-11-18	Day shift	08:25	12:30	13:20	18:00			7.50			1.00	1.00						
00003	Chris	2011-11-19	Day shift										0.00	0.00						
4568	Rocky	2011-11-17	Attend with no shift	08:25	12:30	13:20	18:00			8.80			1.00	1.10						
4568	Rocky	2011-11-18	Attend with no shift	09:00	18:00					9.00			1.00	1.10						
4568	Rocky	2011-11-19	Attend with no shift										0.00	0.00						

Pay period summary

Start time	2011-11-17	▼	End time	2011-11-19	▼	Query (Q)	Calculate (R)	Export (O)	Print (P)	Help (H)	Exit (X)
Work ID	Name	Day shift (Hour)	Night shift (Hour)	td Sum	Da	ual Attd	0	fer Shift	(ime workaday	(ne in weekend	(ne in holi
8523	Tiffany	15.00		2.00	2.00						
00001	Frank	8.00		2.00	1.00						
► 00002	Lily	15.00		2.00	2.00			3.00		7.50	
00003	Chris	11.00		2.00	1.50						
4568	Rocky	17.80		2.00	2.20						

Daily punching list

Department	Work ID	Name	Record date	1	2	3	4	5	6
Personnel	8523	Tiffany	2011-11-17	08:25	12:30	13:20	18:00		
Personnel	8523	Tiffany	2011-11-18	08:25	12:30	13:20	18:00		
Sales	00001	Frank	2011-11-17	12:30	13:20	18:20			
Sales	00001	Frank	2011-11-18	08:25	13:20	18:00			
Sales	00002	Lily	2011-11-17	08:25	12:30	13:20	18:20		
Sales	00002	Lily	2011-11-18	08:25	12:30	13:20	18:00	19:00	22:00
Sales	00002	Lily	2011-11-19	08:25	12:30	13:20	18:00		
Sales	00003	Chris	2011-11-17	08:25	12:30				
Sales	00003	Chris	2011-11-18	08:25	12:30	13:20	18:00		
Support	4568	Rocky	2011-11-17	08:25	12:30	13:20	18:00		
Support	4568	Rocky	2011-11-18	09:00	18:00				

Exceptional card list

Department	Work ID	Name	Record date	Record time	signing on	Record result	Order ID	Card issuing date	Equipment ID
Sales	00001	Frank	2011-11-17	08:30	Manually i	Forget to	1	2011-11-17	000
Sales	00001	Frank	2011-11-18	12:00	Manually i	Forget to	2	2011-11-18	000
Sales	00002	Lily	2011-11-19	08:25	face	Abnormal	1	2011-11-19	001
Sales	00002	Lily	2011-11-19	12:30	face	Abnormal	2	2011-11-19	001
Sales	00002	Lily	2011-11-19	13:20	face	Abnormal	3	2011-11-19	001
Sales	00002	Lily	2011-11-19	18:00	face	Abnormal	4	2011-11-19	001
Sales	00003	Chris	2011-11-17	13:30	Manually i	Not settle	3	2011-11-17	000
Sales	00003	Chris	2011-11-17	17:30	Manually i	Not settle	4	2011-11-17	000

Here let's have a look at this report:

Work ID	Name	Attendance date	Shift	Time In	Time Out	Time In	Time Out	Time In	Time Out	Shift (Hr)	Shift (Min)	Old Sum	Old Sum	Old Sum	Old Sum	Transfer	Shift (Hr)	Shift (Min)	Shift (Hr)	Shift (Min)	Shift (Hr)	Shift (Min)	Shift (Hr)	Shift (Min)
8523	Tiffany	2011-11-17	Day shift	08:25	12:30	13:20	18:00			7.50		1.00	1.00											
8523	Tiffany	2011-11-18	Day shift	08:25	12:30	13:20	18:00			7.50		1.00	1.00											
8523	Tiffany	2011-11-19	Day shift									0.00	0.00											
00001	Frank	2011-11-17	Day shift		12:30	13:20	18:20			4.00		1.00	0.50											
00001	Frank	2011-11-18	Day shift	08:25		13:20	18:00			4.00		1.00	0.50											
00001	Frank	2011-11-19	Day shift									0.00	0.00											
00002	Lily	2011-11-17	Day shift	08:25	12:30	13:20	18:20			7.50		1.00	1.00											
00002	Lily	2011-11-18	Day shift	08:25	12:30	13:20	18:00	19:00	22:00	7.50		1.00	1.00							3.00				
00002	Lily	2011-11-19	Day shift	08:25	12:30	13:20	18:00					0.00	0.00										7.50	
00003	Chris	2011-11-17	Day shift	08:25	12:30					3.50		1.00	0.50											
00003	Chris	2011-11-18	Day shift	08:25	12:30	13:20	18:00			7.50		1.00	1.00											
00003	Chris	2011-11-19	Day shift									0.00	0.00											
4568	Rocky	2011-11-17	Attend with no shift	08:25	12:30	13:20	18:00			8.80		1.00	1.10											
4568	Rocky	2011-11-18	Attend with no shift	09:00	18:00					9.00		1.00	1.10											
4568	Rocky	2011-11-19	Attend with no shift									0.00	0.00											

We calculate 3 days record, and the standard shift is 8:30-12:00, 13:30-17:30, and overtime schedule for workday is 18:30-02:00.

At 11-17, Tiffany had a normal day, her working period is 08:25-12:30, 13:20-18:00, because we choose Punch and Register for weekdays, so it's calculated as work for 7.5 hours.

Frank forgot to make punch records in the morning ,so he is taken as absence for the morning shift, only the 13:20-18:20 is valid.

And Chris ask for a sick live for the afternoon, only worked for the morning.

Rocky works without shift, so his working hours = (12:30-08:25) + (18:00-13:20) = 8hours and 45 minutes, so it's 8.75 hour and here we keep only one decimal fraction, so it's 8.8 hours.

If we change the setting as Punch only and calculated by in/out time as below:

Shift Rules Configure

☐ Late/early
☒ **Overtime**
☐ Temp out
☐ Unit of account
☐ Attend without sh
☐ Other Rules

The number of minutes worked after which overtime begins to accumulate:

The conditions for weekday overtime calculation:

Employee punches before the shift are considered overtime automatically:

Employee punches after the shift are considered overtime automatically:

If yes, the meal time to be subtracted from the overtime worked totals:

The conditions for weekend and holiday overtime calculation:

The calculating mode for weekend and holiday overtime?

The calculation result would be :

Work ID	Name	tendance date	Shift	Time In	Time Out	Time In	Time Out	me In	me Out	shift Off	shift On	Utd Sum	Dual	Attd	DTransfer	Shift	(Hour)	workday	vertime in week
8523	Tiffan	2011-11-17	Day shift	08:25	12:30	13:20	18:00			7.50		1.00	1.00					1.00	
8523	Tiffan	2011-11-18	Day shift	08:25	12:30	13:20	18:00			7.50		1.00	1.00					1.00	
8523	Tiffan	2011-11-19	Day shift	08:25	12:30	13:20	18:00					1.00	0.00						
00001	Frank	2011-11-17	Day shift		12:30	13:20	18:20			4.00		1.00	0.50					0.80	
00001	Frank	2011-11-18	Day shift	08:25		13:20	18:00			4.00		1.00	0.50					0.50	
00001	Frank	2011-11-19	Day shift									0.00	0.00						
00002	Lily	2011-11-17	Day shift	08:25	12:30	13:20	18:20			7.50		1.00	1.00					1.30	
00002	Lily	2011-11-18	Day shift	08:25	12:30	13:20	18:00	19:00	22:00	7.50		1.00	1.00					4.00	
00002	Lily	2011-11-19	Day shift	08:25	12:30	13:20	18:00					0.00	0.00						8.80
00003	Chris	2011-11-17	Day shift	08:25	12:30					3.50		1.00	0.50					0.50	
00003	Chris	2011-11-18	Day shift	08:25	12:30	13:20	18:00			7.50		1.00	1.00					1.00	
00003	Chris	2011-11-19	Day shift									0.00	0.00						
4568	Rocky	2011-11-17	Attend with no shift	08:25	12:30	13:20	18:00			8.80		1.00	1.10						
4568	Rocky	2011-11-18	Attend with no shift	09:00	18:00					9.00		1.00	1.10						
4568	Rocky	2011-11-19	Attend with no shift									0.00	0.00						

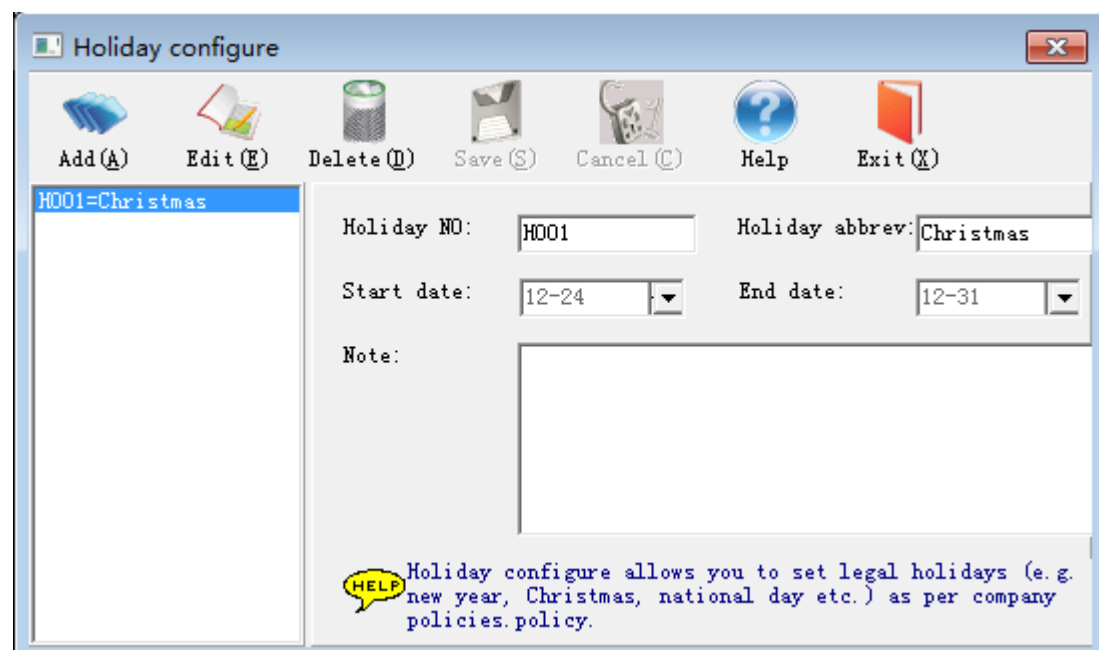
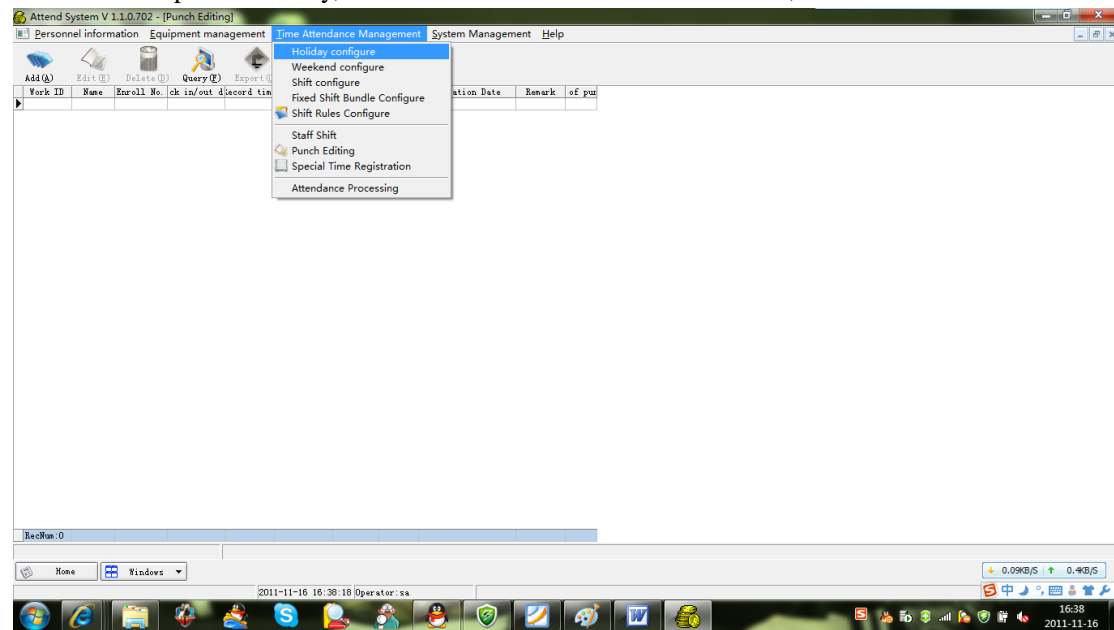
All the time not within the schedule the time would be taken as overtime work at weekdays, and the overtime work time at 11-19 change from 7.50 hours to 8.80 hours.

[illegible]

Then save the change. We do calculation again, we will see:

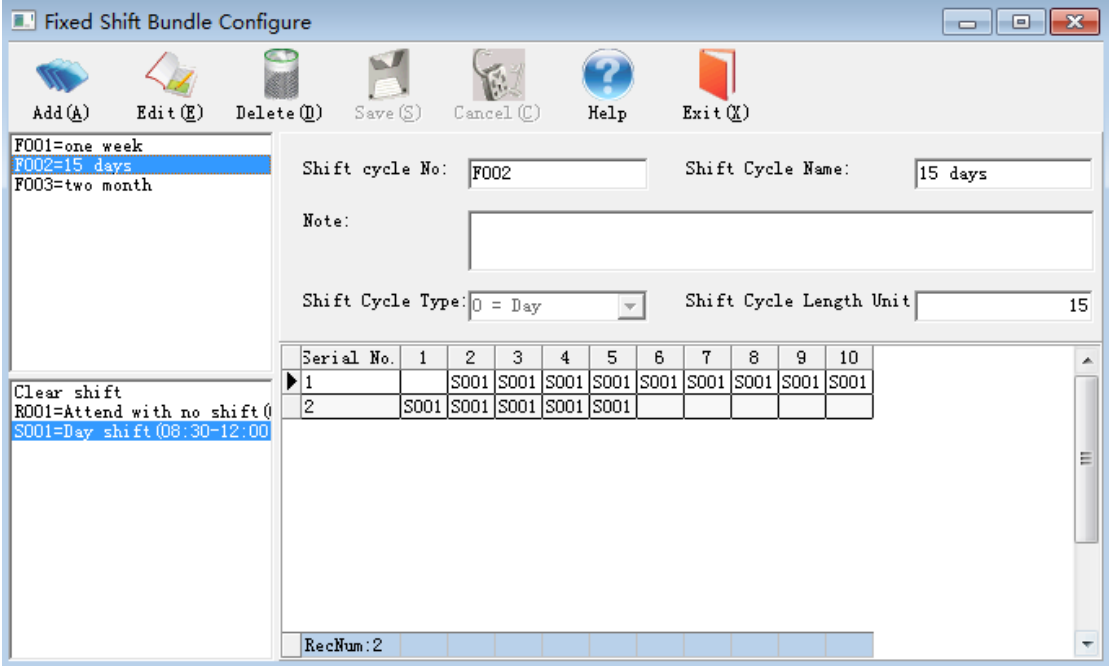
Work ID	Name	tendance date	Shift	Time In	Time Out	Time In	Time Out	Time In	Time Out	Shift (Hr)	Shift (Min)	Utd Sum	Actual	Attd (Hr)	Transfer	Shift (Hour)	Is workday	vertime in weeks
8523	Tiffan	2011-11-17	Day shift	08:25	12:30	13:20	18:00			7.50		1.00	1.00				1.00	
8523	Tiffan	2011-11-18	Day shift	08:25	12:30	13:20	18:00			7.50		1.00	1.00				1.00	
8523	Tiffan	2011-11-19	Day shift									0.00	0.00					
00001	Frank	2011-11-17	Day shift	08:30	12:30	13:20	18:20			7.50		1.00	1.00				1.30	
00001	Frank	2011-11-18	Day shift	08:25		13:20	18:00			4.00		1.00	0.50				0.50	
00001	Frank	2011-11-19	Day shift									0.00	0.00					
00002	Lily	2011-11-17	Day shift	08:25	12:30	13:20	18:20			7.50		1.00	1.00				1.30	
00002	Lily	2011-11-18	Day shift	08:25	12:30	13:20	18:00	19:00	22:00	7.50		1.00	1.00				4.00	
00002	Lily	2011-11-19	Day shift	08:25	12:30	13:20	18:00					0.00	0.00					
00003	Chris	2011-11-17	Day shift	08:25	12:30					3.50		1.00	0.50				0.50	6.80
00003	Chris	2011-11-18	Day shift	08:25	12:30	13:20	18:00			7.50		1.00	1.00				1.00	
00003	Chris	2011-11-19	Day shift									0.00	0.00					
4588	Rocky	2011-11-17	Attend with no shift	08:25	12:30	13:20	18:00			8.80		1.00	1.10					
4588	Rocky	2011-11-18	Attend with no shift	09:00	18:00					9.00		1.00	1.10					
4588	Rocky	2011-11-19	Attend with no shift									0.00	0.00					

And for some public holiday, we could set in the software in advance;



When the holiday comes, those specified days wouldn't be taken as absent.

If your staff needs complicated shifts, like their shift circles in two weeks, we could set special shift in “Fixed shift bundle configure”:



The dialog box "Fixed Shift Bundle Configure" contains a menu bar with icons and labels: Add(A), Edit(E), Delete(D), Save(S), Cancel(C), Help, and Exit(X). On the left is a list box with three items: "F001=one week", "F002=15 days" (highlighted), and "F003=two month". Below this is a section with "Clear shift", "R001=Attend with no shift()", and "S001=Day shift (08:30-12:00)". The main area has fields for "Shift cycle No:" (F002) and "Shift Cycle Name:" (15 days), a "Note:" text area, "Shift Cycle Type:" (0 = Day) with a dropdown arrow, and "Shift Cycle Length Unit" (15). Below these is a table with 11 columns: "Serial No.", "1", "2", "3", "4", "5", "6", "7", "8", "9", "10". The table has two rows: Row 1 contains "1" in the first column and "S001" in columns 2-10; Row 2 contains "2" in the first column and "S001" in columns 2-5, with empty cells in columns 6-10. At the bottom is a "RecNum:" label followed by a row of 10 empty input boxes, with the first box containing the number 2.

Fixed Shift Bundle Configure

Add(A) Edit(E) Delete(D) Save(S) Cancel(C) Help Exit(X)

F001=one week
F002=15 days
F003=two month

Shift cycle No: F002 Shift Cycle Name: 15 days

Note:

Shift Cycle Type: 0 = Day Shift Cycle Length Unit: 15

Serial No.	1	2	3	4	5	6	7	8	9	10
1		S001	S001	S001	S001	S001	S001	S001	S001	S001
2		S001	S001	S001	S001					

Clear shift
R001=Attend with no shift()
S001=Day shift (08:30-12:00)

RecNum: 2