

# **ZKAccess3.5 TimeSheet User Manual**

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## **About This Manual**

This document introduces ZKAccess3.5 Attendance Management Model operation instructions.

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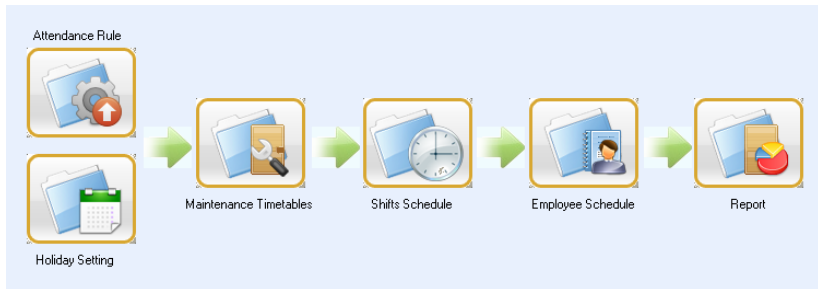
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## 1. Navigation

# 1. Navigation

Double click the [ZKAccess TimeSheet] shortcut on the desktop, it will show the [Navigation] main interface as below:

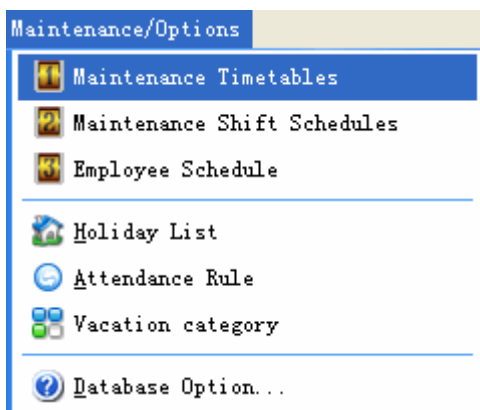


Common operations and other important information in the system all displayed there. Click any icon on the [Navigation], it will shown corresponding interface.

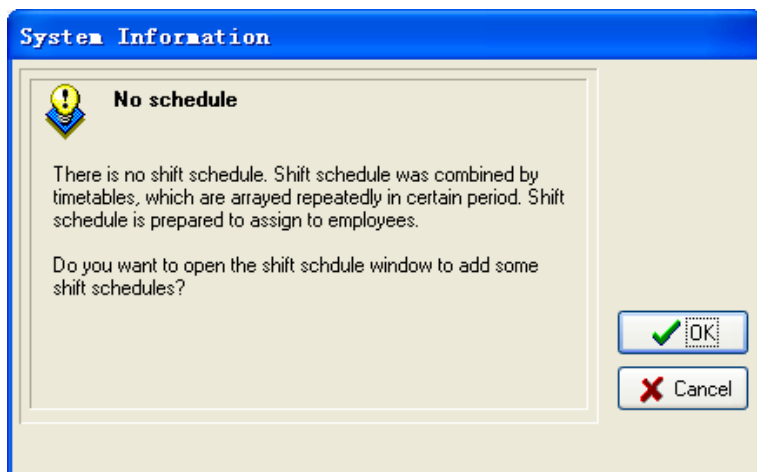
## 2. Employee Schedule

### 2.1 Maintenance Timetables

Before **Maintenance Shift Schedules**, the **Timetables** must be set up to complete, select "**Maintenance/Options**" menu, click on the " **Maintenance Timetables**" in the main menu, can set Timetable which is used to arrange employees shift, the interface as below:

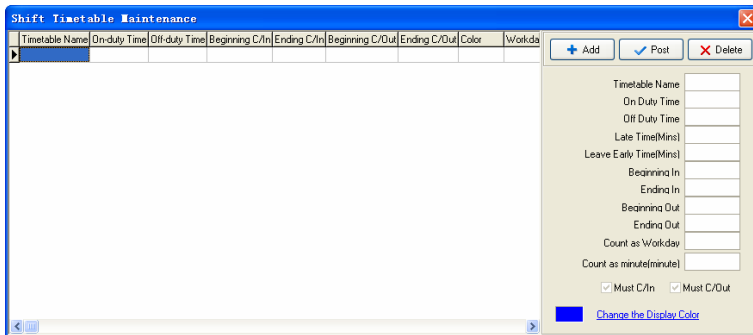


If you has not set the shift schedule while set the Timetable, the system will auto-prompt you should go on shift scheduled management setting, shown as following figure.



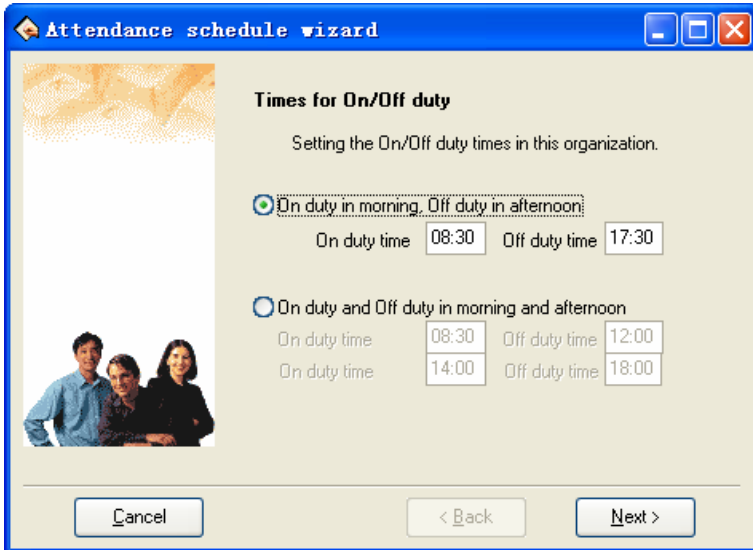
A. Click "**Cancel**" button, return main menu windows

## 2. Employee Schedule



The "Shift Timetable Maintenance" window features a table with columns: Timetable Name, On-duty Time, Off-duty Time, Beginning C/In, Ending C/In, Beginning C/Out, Ending C/Out, Color, and Workday. To the right of the table are buttons for "Add", "Post", and "Delete". Below these buttons is a form with fields for: Timetable Name, On Duty Time, Off Duty Time, Late Time(Mins), Leave Early Time(Mins), Beginning In, Ending In, Beginning Out, Ending Out, Count as Workday, and Count as minute(minute). There are also checkboxes for "Must C/In" and "Must C/Out", and a "Change the Display Color" button with a color selection box.

B. Click on "OK" button, start to set Time Period, the window is following.



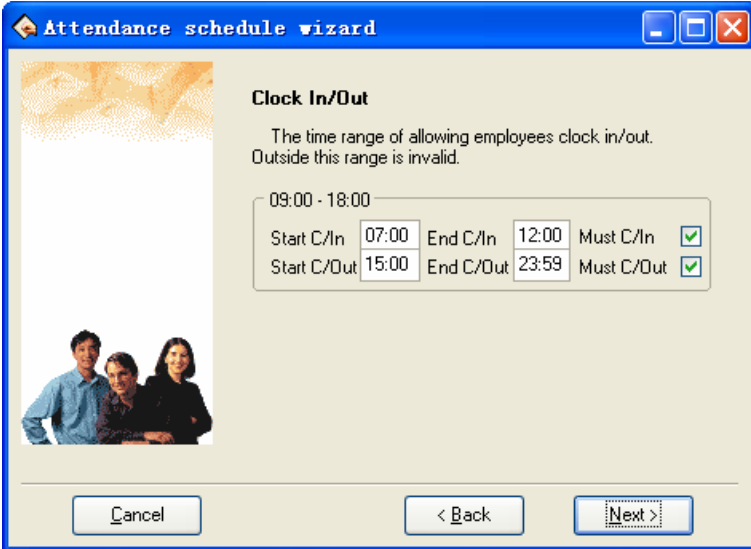
The "Attendance schedule wizard" window displays the "Times for On/Off duty" section. It includes the text "Setting the On/Off duty times in this organization." and two radio button options. The first option, "On duty in morning Off duty in afternoon:", is selected and shows "On duty time" as 08:30 and "Off duty time" as 17:30. The second option, "On duty and Off duty in morning and afternoon", shows "On duty time" as 08:30 and "Off duty time" as 12:00, and "On duty time" as 14:00 and "Off duty time" as 18:00. A small image of three people is on the left. At the bottom are "Cancel", "< Back", and "Next >" buttons.

Setting the On/Off duty times in this organization, follow the guide to set Timetable and shift schedule.

According to the company real condition, the method of on-duty and off-duty is selected, is twice attendance (**On duty in morning. Off duty in afternoon.**), or is

four times (**On duty and Off duty in morning and afternoon.**), input correspond to on- duty and off-duty time, click "**Cancel**" button, return main windows click "**Next**" button to continue setting.

If chose twice attendance, click "**Next**" button to continue setting, the window is following.



**Attendance schedule wizard**

**Clock In/Out**

The time range of allowing employees clock in/out. Outside this range is invalid.

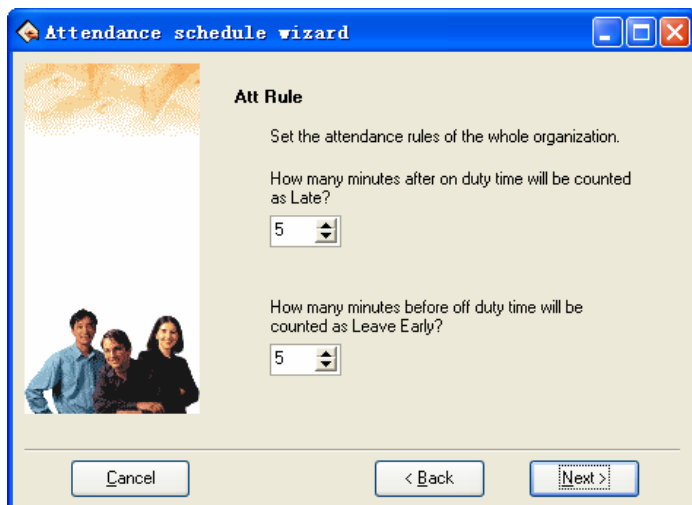
09:00 - 18:00

Start C/In	07:00	End C/In	12:00	Must C/In	<input checked="" type="checkbox"/>
Start C/Out	15:00	End C/Out	23:59	Must C/Out	<input checked="" type="checkbox"/>

Cancel      < Back      Next >

This windows may set the beginning times for C/In and C/Out, definite the time range of clock-in(C/In) and clock-out(C/Out), and whether at this time employee must be C/In and C/Out, if want to select this item, just put tick in the selection box, also can set different option depending on different department and employee, click "**Next**" the window is following:

## 2. Employee Schedule



The screenshot shows a window titled "Attendance schedule wizard" with a blue title bar. On the left is a decorative orange patterned area with a photo of three people. The main area is titled "Att Rule" and contains the following text: "Set the attendance rules of the whole organization." followed by "How many minutes after on duty time will be counted as Late?" with a spinner box set to "5". Below that is "How many minutes before off duty time will be counted as Leave Early?" with another spinner box set to "5". At the bottom are three buttons: "Cancel", "< Back", and "Next >".

**Attendance schedule wizard**

**Att Rule**

Set the attendance rules of the whole organization.

How many minutes after on duty time will be counted as Late?

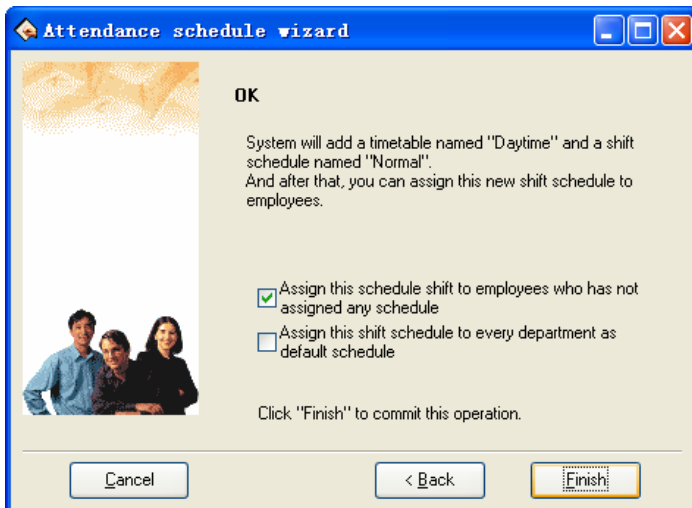
5

How many minutes before off duty time will be counted as Leave Early?

5

Cancel < Back Next >

On the window, set regard as coming lately time and regard as leaving early time, click on "Next" button to enter next window.



The screenshot shows the same "Attendance schedule wizard" window, now at the "OK" step. The main area contains the text: "System will add a timetable named 'Daytime' and a shift schedule named 'Normal'. And after that, you can assign this new shift schedule to employees." followed by two checkboxes: "Assign this schedule shift to employees who has not assigned any schedule" (checked) and "Assign this shift schedule to every department as default schedule" (unchecked). Below the checkboxes is the text "Click 'Finish' to commit this operation." At the bottom are three buttons: "Cancel", "< Back", and "Finish".

**Attendance schedule wizard**

**OK**

System will add a timetable named "Daytime" and a shift schedule named "Normal". And after that, you can assign this new shift schedule to employees.

☒ Assign this schedule shift to employees who has not assigned any schedule

☐ Assign this shift schedule to every department as default schedule

Click "Finish" to commit this operation.

Cancel < Back Finish

On the window, the system prompt that it will add a timetable named "**Daytime**" and a shift schedule named "**Normal**". If before operation had chosen "**On duty and Off duty in morning and afternoon**". System will add two new Timetables; each is "**A.M**" and "**P.M**". There are three options on the window, according to need to select, and then click on "**Finish**" button, and complete setup. User can chose "**Assign this schedule shift to employees who has not assigned any schedule**" or "**Assign this shift schedule to ever department as default schedule**", click on "**Finish**" button, enter period of **Shift Timetable Maintenance** window.

Timetable Name	On-duty Time	Off-duty Time	Beginning C/In	Ending C/In	Beginning C/Out	Ending C/Out
Daytime	09:00	18:00	06:30	09:00	18:00	23:59

Buttons: + Add, ✓ Post, ✗ Delete

Form fields:

- Timetable Name: Daytime
- On Duty Time: 09:00
- Off Duty Time: 18:00
- Late Time(Mins): 5
- Leave Early Time(Mins): 5
- Beginning In: 06:30
- Ending In: 09:00
- Beginning Out: 18:00
- Ending Out: 23:59
- Count as Workday: 1
- Count as minute(minute): 0
- ☒ Must C/In
- ☒ Must C/Out
- Change the Display Color

The **Shift Timetable Maintenance** interface may be divided into two parts, left part mainly are the Shifts Timetable list, right side is the Shift Timetable management. May add, delete,and revise Shift Timetable.

**Add:** Single-click "**Add**" button to add a new Timetable, then input the Timetable name, On Duty Time/Off Duty Time, recording the time as coming lately (Late Time (Mins)), recording the time as leaves early (Leave Early Time (Mins)), etc. The Time Attendance record is the effective record only within the hour of Clocking in/out; take these recording as standard to statistics logs. Simultaneously definite this Timetable, whether employee must Clock in/out or not. The input time format is hh:mm, which separately corresponds the hour, the minute.



## 2. Employee Schedule

**Delete:** Selects the Timetable which has already existed, single-click "**Delete**" button to delete the Timetable which has been selected.

**Save:** Single-click "**Save**" to renew, when revised or add a Timetable, clicks this button to save the Timetable setting information.

### **The field of meaning in Timetable settings**

**Late Time (Mins):** As above figure show, the setting value is 5 minutes, Illustration's On Duty Time is 09:00. E.g. A. Clock In at 09: 03, B. Clock In at 09: 07, so the A is not coming late, because he check-in time is not over 5 minute, the B is coming late for 7 minutes, because he check-in time is over for 2 minute.

**Leave Early Time (Mins):** It is the same as **Late Time**, depend on the difference between the clocking out time and the Off Duty Time.

**Beginning /Ending In:** Must input. Within check-in range of This Timetable the record regard as validity, outside this scope checking record is the invalid record.

**Beginning/Ending out:** Must input. Within check-in range of This Timetable the record regard as validity, outside this scope checking record is the invalid record. Begin and End Clocking out time can not overlay.

**Count as workday:** Refers to each Shift record how many working days, if here the value has been set, the program will defer to the setting value to statistics working day, otherwise according to Time Attendance rule in option statistics.

**Count as minute:** The period of this Timetable will be recorded how long time in the **Report**, may set it by user. For example: a Timetable's reality length is 9 hours, may record it as 8 hours, also records in the **Report** this Timetable is 8 hours.

**Must C/In and Must C/Out:** According to the different post and the different request may definite the Shift Timetable whether has to check out/in.

**Change the Display Color:** May change each Shift Timetable color, used to differentiate each different Shift. Just left-click the color with the mouse, the color will be modified.

## 2.2 Management Shift Schedules

After setting Timetable, Be able to set Shift Schedule, Select "**Maintenance/Options**" menu, click "**Management Shift Schedules**" sub-item, and then you can enter shift menu with the following window:

This interface may be divided into Shift name and Shift Timetable, the Shift name box include Shift Name, Shift Beginning Data, Shift **Cycle Num**, Shift **Cycle Unit**.


**Name:** The shift name can't be repeated, and all the fields in the form can't be empty.

**Beginning Data:** Application Beginning Date is in the form of **yyyy-mm-dd**, for example, **April the 26th, 2012 is recorded as 2012-04-26**.

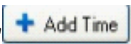
**Cycle Num:** Shift cycling periodicity = **Cycle Num** \* **Cycle Unit**.

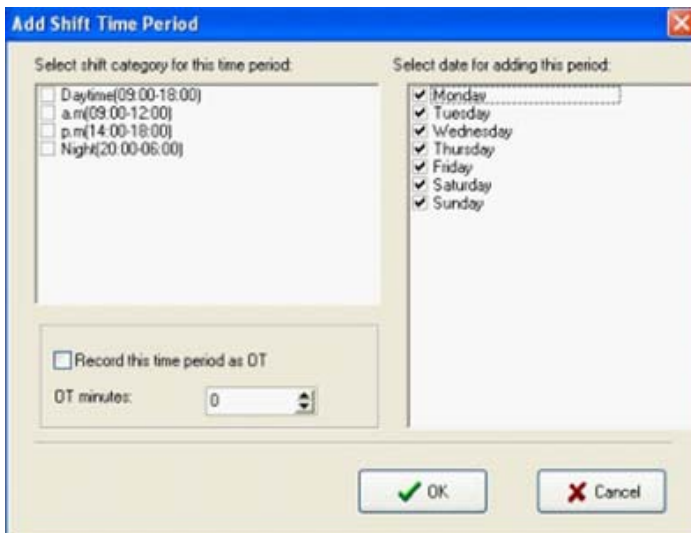
**Cycle Unit:** Cycle unit consist of day, week, months

## 2. Employee Schedule


**Shift Management Tool Bar** to add, cancel, modify shift. Under the status of adding or editing shifts (when "  Edit " button is valid), you may Add/Edit/Delete Shift Time Periods.


**Add:** Single-click "  Add " button to **add a new Shift**, the blank Shift

Timetable will appear in the right side, then click "  Add Time " button, following window will pop up:





The dialog box titled "Add Shift Time Period" contains two main sections. The left section, "Select shift category for this time period:", lists four categories: "Daytime(09:00-18:00)", "a.m(09:00-12:00)", "p.m(14:00-18:00)", and "Night(20:00-06:00)", each with an unchecked checkbox. The right section, "Select date for adding this period:", lists the days of the week from Monday to Sunday, each with a checked checkbox. Below these sections is a checkbox labeled "Record this time period as OT" which is unchecked, and a spinner control for "OT minutes" set to 0. At the bottom are "OK" and "Cancel" buttons.


Select a Timetable which has been setup in down-drag menu, add shift Timetable directly. Which day are you on duty, you make a mark "  " on the day you selected. At same time sign the day as over time or not, then click "OK" button to save setup, click on "Cancel" button to give up the action.

**Delete Shift:** Choose a Shift that want to be deleted, click "  Delete " button to delete.

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**Edit:** Choose a Shift that want to be edited, click "  " to edit.

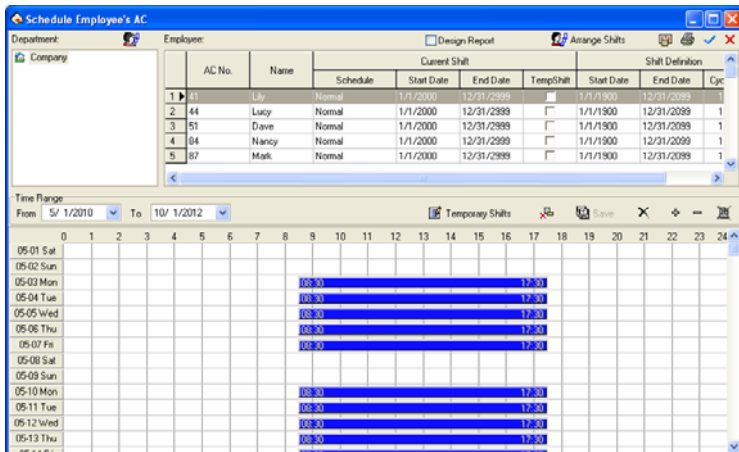
**Delete Time Period:** Click on "  " button, selected Time Period will be deleted.

**Save:** After a Shift has been edited or added, click "  " button to save related information.

### 2.3 Employee Schedule

If employee has not been scheduled, then at finally system is unable to statistic the Time Attendance records, if a employee did not belong to shift the system will be unable to distinguish his Time Attendance record which was goes to work or gets off work, and fail to count his Time Attendance.

After setting the Timetable and the Shift Management, Select **Maintenance/Options** menu, click "**Employee Schedule**", open the window of **Schedule Employee's AC** Here, you can maintain data related to **employee's shifts**.



Left side of the page demonstrates that shift schedule depending on the department. Click department name with mouse, can show all employees and its Shift Schedule

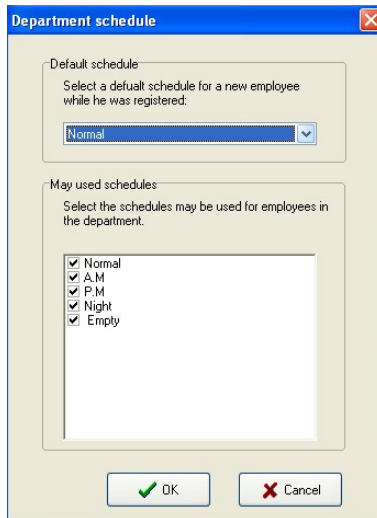
## 2. Employee Schedule

in the right side employee module.

### 1. Assign Employee Shift by department

According to the different department's characteristic to assign employee shift,

Single-click Department Schedule button " " on the left angle, the following dialog box appears



The dialog box is titled "Department schedule" and contains two main sections. The first section, "Default schedule", has a text label "Select a default schedule for a new employee while he was registered:" followed by a dropdown menu currently showing "Normal". The second section, "May used schedules", has a text label "Select the schedules may be used for employees in the department." followed by a list box containing four items: "Normal", "A.M", "P.M", "Night", and "Empty", all of which are checked with checkboxes. At the bottom of the dialog are "OK" and "Cancel" buttons.


Default schedule: Select a shift from down-drag menu, make it as default Shift which is used for enrolling new employee, after enrolling new employee it will give new employee a shift.

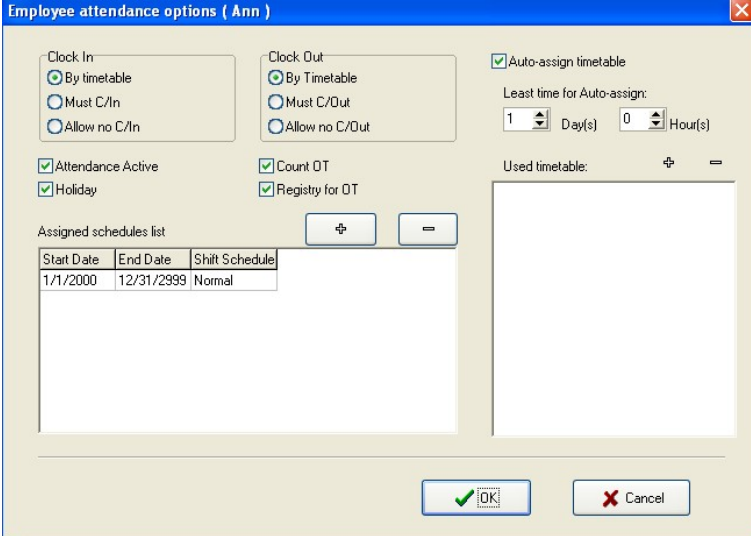
May used schedules: Able to display name of current setup shift in the shift schedule list, when arrange department shift, the shift will not display list until selected shift.

### 2. Normal Assign employee Shift

The part of the page in right side is the assignment employee shift the module. Assign employee shift not only individual all, but also by the batch. Click "all choice" button to assign all employees shift. in the employee's list interface, hold down the "Ctrl" key and with the mouse single-click the employee to complete the multiple-choice, choose the

employee who needs to be assigned to shift ,then click Arrange Employee's shifts button


 Arrange Shifts " the following interface appears:



The dialog box titled "Employee attendance options (Ann)" contains the following settings:

- Clock In:**
  - ☒ By timetable
  - ☐ Must C/In
  - ☐ Allow no C/In
- Clock Out:**
  - ☒ By Timetable
  - ☐ Must C/Out
  - ☐ Allow no C/Out
- ☒ Attendance Active
- ☒ Holiday
- ☒ Count OT
- ☒ Registry for OT
- ☒ Auto-assign timetable
- Least time for Auto-assign: 1 Day(s) 0 Hour(s)
- Used timetable: [Empty box with expand/collapse buttons]
- Assigned schedules list:
 

Start Date	End Date	Shift Schedule
1/1/2000	12/31/2999	Normal

Buttons: [OK] [Cancel]

**Clock in/out:** May set whether employee has to Clock in/out, according to the corresponding time Period to judge whether need to Clock in/out the setting privilege in this project is higher than one in Shift Timetable setting.

**Attendance Active:** Refers whether Time Attendance is effective or not, after choosing this item, according to the Time Attendance rule and the shift schedule, total of Time Attendance record is available, otherwise, this employee will not participate in Time Attendance, whose records regard as normal work. For example some leaders do not need to count the Time Attendance for normally go to work.


**Count OT:** After choosing this item, ability to calculate this employee's working overtime.

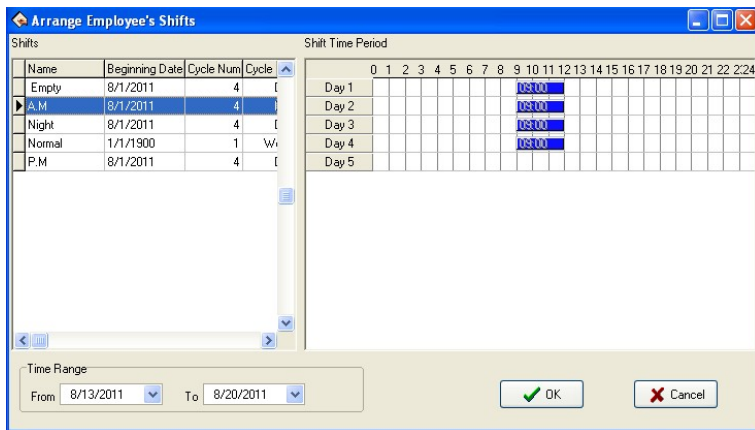
**Holiday:** After choosing this item, this time the employee who has been assigned shift will rest in the holiday, if he/she will go to work, his/her record will regard as working overtime, otherwise, this time the employee who has been assigned shift

## 2. Employee Schedule

have to go to work in the holiday, if he/she does not go to work, his/her record will regard as absence from work without an excuse records.

Registry for OT: Refers to employee's all working overtime which is this time to assign employee shift must pass through the registration or the verification only ,then it take effective.

In current arrange shift under the option to be allowed to examine this employee's entire shift, may add and delete change employee's shift. Click " " add key, the following interface appear:



All shifts and the shift Timetable display in this interface. Chooses a new shift from these shifts which have been set, determine its Time Range, single-click "OK" button to confirm the operation, single-click "Cancel" button to give up operation, returns to the Arrange Employee Shifts window. After arranges successfully, the corresponding shift name will display in employee's shift column, and time list can show on-duty Time Period in the interface.

While an employee shift in Normal work hours, you can add a lot of item of schedule. E.G.:

Starting date          stopping date          shift

03-3-1	03-5-30	springs
03-6-1	03-9-1	summers

### 3. Auto- assign timetable

If assignment employee shifts or changing shifts schedule is too frequently, and there is not the rule to follow, auto- assigning employee shifts is available, auto-assign employee shift refers to employee does not has fixed shift schedule in the definite time, but he /she has the Time Attendance record, the system may automatically judge the Time Period which record belong to. After choosing the auto-assigning employee shift, the following interface appears:

**Employee attendance options ( Ann )**

**Clock In:**  
☒ By timetable  
☐ Must C/In  
☐ Allow no C/In

**Clock Out:**  
☒ By Timetable  
☐ Must C/Out  
☐ Allow no C/Out

☒ Auto-assign timetable  
 Least time for Auto-assign: 1 Day(s) 0 Hour(s)

☒ Attendance Active  
☒ Holiday  
☒ Count OT  
☒ Registry for OT

**Assigned schedules list**

Start Date	End Date	Shift Schedule
1/1/2000	12/31/2999	Normal
8/13/2011	8/20/2011	Night

**Use timetable:**

OK Cancel


The auto-assignment employee's shift function is that, while employee who does not assign shift to Time Period, but he/she has attendance record, the system will can define automatically the Time Period. This function main use in more changes shifts.

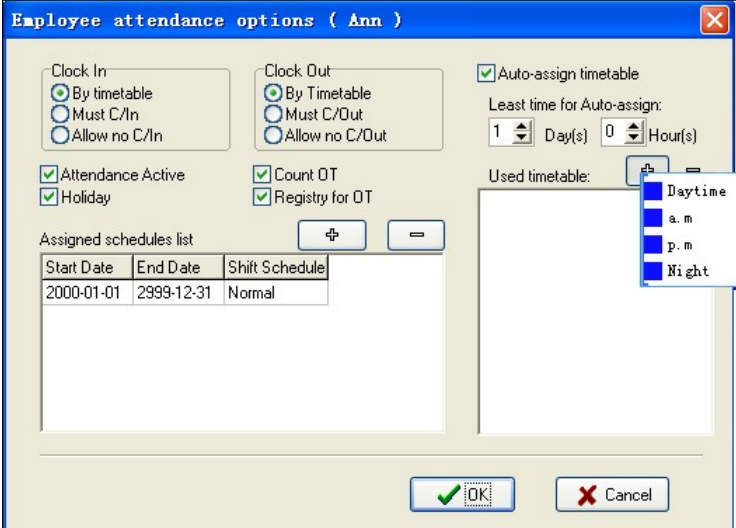
Least time for Auto-assign: Choose the least time for auto-assign, the least time for



## 2. Employee Schedule


auto-assign employee shifts refer to after you have set the time, for instance 1 day, the system only could not carry on the judgment by the shift Time Period until the time which the employee has not arranged in groups is more than 1 day, otherwise did not judge. Used timetable: This employee possibly shift Timetable, single-click

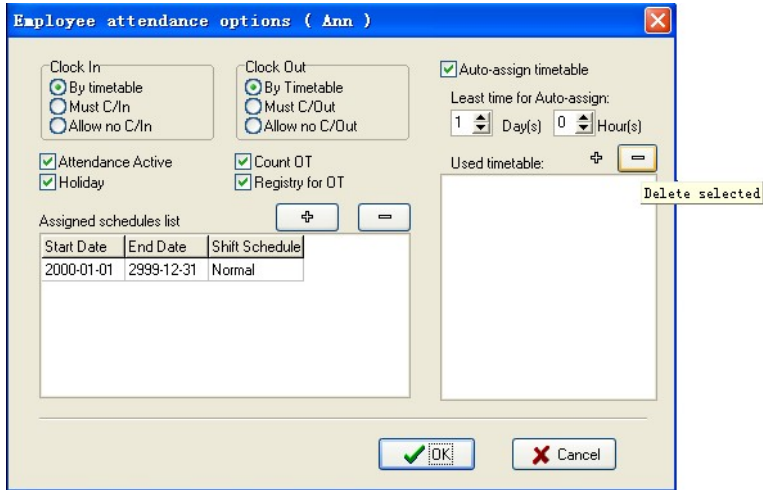
"  " button, the choice shift Timetable appears, these shift Timetable are the name list of the set shift which have already been set in shift management. Interface as follows



The dialog box titled "Employee attendance options ( Ann )" contains the following elements:

- Clock In:** Radio buttons for "By timetable" (selected), "Must C/In", and "Allow no C/In".
- Clock Out:** Radio buttons for "By Timetable" (selected), "Must C/Out", and "Allow no C/Out".
- Auto-assign timetable:** A checked checkbox.
- Least time for Auto-assign:** Spinners for "Day(s)" (set to 1) and "Hour(s)" (set to 0).
- Used timetable:** A list box with a dropdown arrow. A tooltip is visible showing the list: "Daytime", "a.m", "p.m", and "Night".
- Attendance Active:** A checked checkbox.
- Holiday:** A checked checkbox.
- Count OT:** A checked checkbox.
- Registry for OT:** A checked checkbox.
- Assigned schedules list:** A table with columns "Start Date", "End Date", and "Shift Schedule". It contains one row: "2000-01-01", "2999-12-31", "Normal". Above the table are "+" and "-" buttons.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Left-click shift names that select from display shift name list add selected shift. If want to cancel shift where there are used period of time, first define period of time, click on "  " button, it will be canceled. Show below:



After set up, click on "OK" to save setup, click on "Cancel" to give up action, return attendance setting label


#### 4. Employee temporary shifts

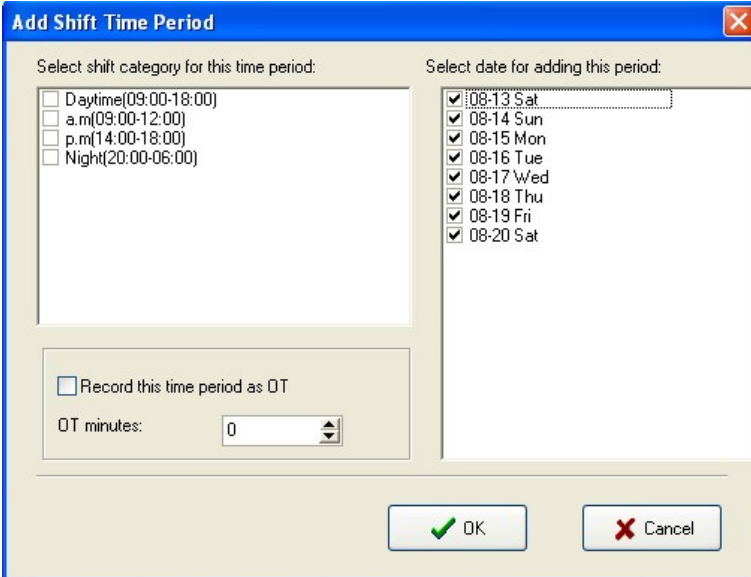
If one (or several) employee needs to change his/her work hours temporarily, his/her shift can be arranged temporarily. Select employee, if you want to select a lot of employees, can hold down "Ctrl" key, simultaneously click employee or use all choice button, click Employee temporary arrangement button "Temporary Shifts", pop up dialog box, window is following:



Click "OK" button, enter temporary schedule, click "Cancel" button, return Schedule Employee's AC window. First definite schedule hour, then click on Add Time Period

## 2. Employee Schedule

button "", popup the following window:



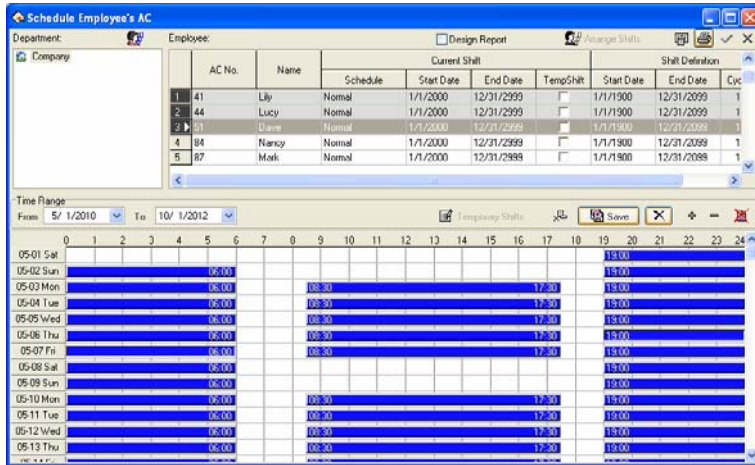
The dialog box titled "Add Shift Time Period" has a blue header bar with a close button (X) in the top right corner. It contains two main sections: "Select shift category for this time period:" on the left and "Select date for adding this period:" on the right. The left section has four checkboxes: "Daytime(09:00-18:00)", "a.m(09:00-12:00)", "p.m(14:00-18:00)", and "Night(20:00-06:00)". The right section has a list of dates from 08-13 Sat to 08-20 Sat, each with a checked checkbox. Below these sections is a checkbox labeled "Record this time period as OT" and a text field labeled "OT minutes:" with the value "0". At the bottom are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.




Select shift category for this time period:		Select date for adding this period:	
<input type="checkbox"/>	Daytime(09:00-18:00)	<input checked="" type="checkbox"/>	08-13 Sat
<input type="checkbox"/>	a.m(09:00-12:00)	<input checked="" type="checkbox"/>	08-14 Sun
<input type="checkbox"/>	p.m(14:00-18:00)	<input checked="" type="checkbox"/>	08-15 Mon
<input type="checkbox"/>	Night(20:00-06:00)	<input checked="" type="checkbox"/>	08-16 Tue
		<input checked="" type="checkbox"/>	08-17 Wed
		<input checked="" type="checkbox"/>	08-18 Thu
		<input checked="" type="checkbox"/>	08-19 Fri
		<input checked="" type="checkbox"/>	08-20 Sat

☐ Record this time period as OT

OT minutes:

Select shift category for this time period on the window of Add Shift Time Period, and select data for adding this period. The operation method is the same in Maintenance Shift Schedules to add period of time. Click "OK" button, to save Time Period or click "Cancel" to cancel the action. If select Night (20:00-06:00), select all day, then click "OK" button to save, and return Schedule Employee's AC window. The temporarily schedule will appear in the shift schedule list. Show as below:



Before saving this Temporary Shift, be allowed to select the Time Period, press " = " key to delete it, Press "  " button to delete all Time Periods, click "  Save " button to save it. If this temporary shift you add have been saved, press "  " button to cancel temporary shifts during this period.

##### 5. Shift schedule regularly change

There shift schedule regularly change that exist in most company, how to arrange the shift schedule regularly change, To handle various Shift schedule regularly change is a software's strong function.

Here ,illustrate change shift method with four shifts three times change a week, example ,there are A, B, C, D four shifts, working hours schedule are divided into, a.m shift, p.m shift, night shift, three Timetable, the application beginning date is 1. As before instruction finish the operation, the following window appear

## 2. Employee Schedule

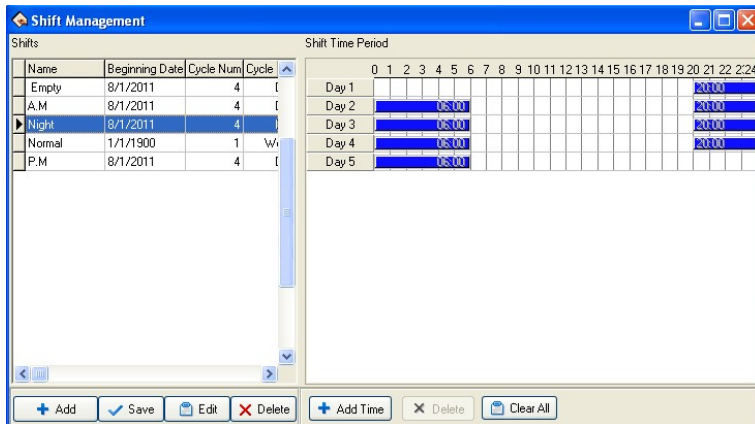
Timetable Name	On-duty Time	Off-duty Time	Beginning C/In	Ending C/In	Beginning C/Out	Ending C/Out	Color	Wor
Daytime	09:00	18:00	06:30	09:00	18:00	23:59		
a.m	09:00	12:00	06:30	09:00	12:00	13:00		
p.m	14:00	18:00	13:00	14:00	18:00	19:00		
Night	20:00	06:00	19:00	20:00	06:00	07:00		

Employee working hours schedule list:

Date shift	a.m shift	p.m shift	Night shift	Have rest
1	A	B	C	D
2	D	A	B	C
3	C	D	A	B
4	B	C	D	A
5	A	B	C	D
6	D	A	B	C
7	C	D	A	B

From schedule list, the regular are fund, cycle of all employee work hour is four day. so, A, B, C, D four shifts' s four day working hours are divided into four shifts. Other shift follows the instruction.

## ZKAccess3.5 TimeSheet User Manual



Time Range: Refers to show all employees schedule time which day start, and which day end Timetable in the below rolling region.

### 2.4 Attendance Rule

All attendance computation of statistical comply with attendance rule,

1. Select **Maintenance/Options** menu, click "**Attendance rules**" option, and this window will popup:

## 2. Employee Schedule

**Formulate attendance checking rule**

Basic settings | Calculation | Statistic items | Weekend Set

Unit name: OUR COMPANY

Abbreviation: OUR COMPANY

From: Monday start a week

From: 1 start a month

Shift expands two days:  
☒ 1st day shift  
☐ 2nd day shift

The longest time zone under: 660 mins

The shortest time zone exceed: 120 mins

Least minutes of shift interval: 5 mins

Out State:  
☐ Ignore the state  
☐ As Out  
☐ As Business Out  
☒ Audit it

OT State:  
☐ Ignore the state  
☐ As OT directly  
☒ Audit it

OK Cancel

This interface consists of four pagination pages;

It is required to set the beginning day for each week or the beginning date for each month. Some companies calculate their attendance record from Sunday, and other from the 26th, after these setup, it is convenience for calculation to select time.

If a shift expires 0:00, it should be defined which workday this shift belong to.

How many minutes are the longest time zone no more than? How many minutes is the shortest time zone no fewer than?

In order to determine attendance status, verify record correctly, grant smart schedule demanded, so that the least minutes of shift is not litter than few minute. Otherwise the system will determine record as invalid.

## ZKAccess3.5 TimeSheet User Manual

E.g. an interval of five minute, there is valid record at 8:10, so, among 8:10 between 8:15 records are invalid, it is valid record only after 8:15.

### **Out state:**

There are four methods to be selected to handle leaving status:

**Ignore the state:** This status is ignored while attendance statistic to handle.

**As Out:** This out status is signed Normal out.

**As Business Out:** This status is sided on business out.

**Audit it:** make verification for record by hand, examine employee whether go out.

**OT state:** The over time consist of, counting over time, not counting over time, administrator allowing and count over time, three status.

**Ignore the state:** attendance statistic does not count over time;

**As OT directly:** Over time does not need to be examined, count it directly:

**Audit it:** Make to verification for record by hand, in order to examine whether employees have over time.

Examine operation (**Audit it**) is sub-item which attendance exception require and record list other exception require.

2. Click **Calculation** pagination, calculation window appear, show as below:



## 2. Employee Schedule

The screenshot shows a dialog box titled "Formulate attendance checking rule" with a red 'X' icon in the top right corner. The dialog has four tabs: "Basic settings", "Calculation" (which is selected and highlighted with a red border), "Statistic items", and "Weekend Set".

Under the "Calculation" tab, the following settings are visible:

- "One workday as" is set to 420 mins.
- "Clock-in over" is set to 10 mins, with the label "mins count as late".
- "Clock-out over" is set to 5 mins, with the label "mins count as early".
- There are two checked checkboxes:
  - ☒ "If no clock in, count as" followed by a dropdown menu set to "Late" and a spinner set to 60 mins.
  - ☒ "If no clock out, count as" followed by a dropdown menu set to "Early Leave" and a spinner set to 60 mins.
- There are two unchecked checkboxes:
  - ☐ "As late exceed" followed by a spinner set to 100 and the text "minutes, count as absent."
  - ☐ "As early leave exceed" followed by a spinner set to 100 and the text "minutes, count as absent."

At the bottom of the dialog, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red 'X' icon.

You need to set that the work hour account by minutes; this value should be the same with on-duty hour, because statistics result correct depends on this value.

In the step, how many minutes will be recorded as coming late after expire on-duty time, how many minute will be recorded as leaving early before near off-duty, the definition of time period must be the same with time period of the maintenance setup, otherwise the statistics result is Not correct.

For the clock-in record, how many minute means coming late of neglect work, for the clock-out record, how many minute means leaving early or neglect work.

If you're coming late or leaving early is over to definite minutes, there will be regard as absent work

3. Click **Statistic Item** pagination, and following window will pop up:

**Formulate attendance checking rule**

Basic settings | Calculation | **Statistic items** | Weekend Set

No C/In on Leaving Post

- BLeave**
- Normal
- Late
- Early
- AfL
- Absent
- OT
- Rest
- N/In
- N/Out
- ROT
- BOUT
- OUT
- FOT

Statistical rule

Min. unit: 0.50

Workday

Round-off control

- ☐ Round down
- ☒ Round off
- ☐ Round up

☐ Acc. by times

☐ Group by time periods

☒ Round at Acc.

Symbol in report: G

OK Cancel

You can set statistical rules and symbols for employee leave on business, coming late and leaving early, etc, on the pagination label.

## 2. Employee Schedule

**Freely over time (FOT):** Over time work is not registered in schedule, employee attendance is regard as freely overtime.

**Note:** The system default setup only qualify with attendance situation which one day is divided into two Time Period, if one day is divided into more than three parts for attendance, please select all item and total them to ensure the accuracy of the calculation.

**Group by time periods:** This item will define whether attendance record will be distributed into their corresponding shift Time Period. E.g., select all items that are without clock-in item and group them, then you will get the total of time without clock-in and clock-out item.

**Acc. by times:** Only count the times, how many times are to display on the record list, No time record.

**Round up:** when the statistic data have point, the system will make after point figure to carry upward as 1. For stance, the min unit is 1-work hours, so that the calculation result of 1.1and 1.9-work hour will be record 2-work hour.

**Round off:** If the left value which after point figure excess 5, the value add 1, otherwise the left value is abandon

**Round Down:** Abandon the value No matter how many it is.

E.g. min unit is 1 work hour, so that the calculation result's 1.1and 1.9 count as 1 work hours.

**4.** Click the **Weekend Set** tab and the tab page appears as below.

The screenshot shows a dialog box titled "Formulate attendance checking rule" with a close button (X) in the top right corner. It has four tabs: "Basic settings", "Calculation", "Statistic items", and "Weekend Set", with the "Weekend Set" tab currently selected. The main area of the dialog contains the text "select the date as weekend" followed by seven checkboxes for the days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Below these is a checkbox labeled "Weekend count as OT". At the bottom of the main area, there is a text input field containing the letter 'W' followed by the label "Weekend symbols in the reports", and a red square icon followed by the label "Weekend color in the reports". At the bottom of the dialog are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

Set the date of weekend (for instance, the weekends of different countries are different) and the weekend display symbols and color in the reports according to actual requirements.

### Attendance calculation

The **Attendance calculation** page is the most frequently used page. It can calculate the attendance data under a specified clock in/out rule and generate the attendance situation into a report for view and settlement.

## 2. Employee Schedule

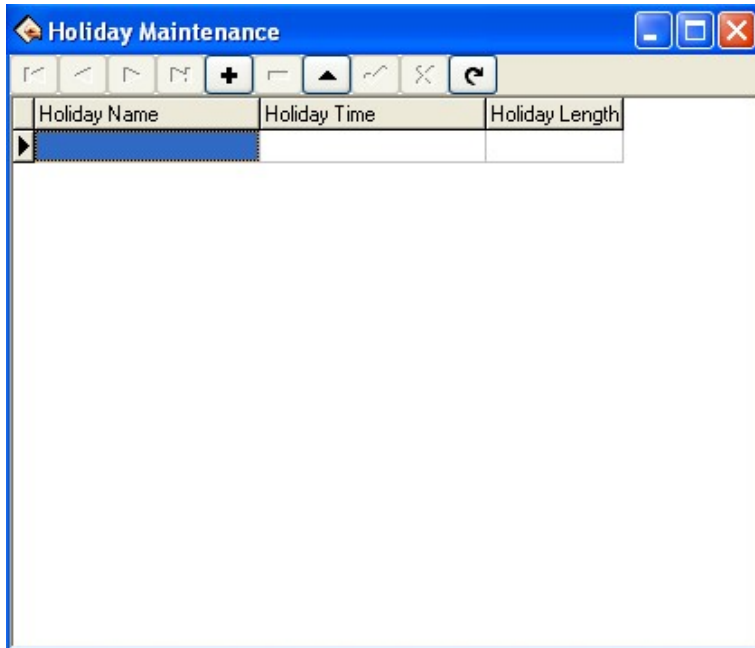
AC No.	No.	Name	Date	On-duty	Off-duty	Clock In	Clock Out	Work Time	Before OT	After OT	NDays_OT	WeekEnd_OT	Holiday_OT	Total OT	Memo
1	1		12/3/2011	19:00	06:00	19:26	07:26	12:00	01:26	01:26				01:26	NDays_OT
2	2		12/2/2011	19:00	06:00	19:26	07:26	12:00	01:26	01:26				01:26	NDays_OT
3	3		12/2/2011	19:00	06:00	19:26	07:26	12:00	01:26	01:26				01:26	NDays_OT
4	4		12/3/2011	19:00	06:00	19:26	07:26	12:00	01:26	01:26				01:26	NDays_OT
5	5		12/1/2011	08:30	17:30	07:26	19:26	12:00	01:56	01:56				01:56	NDays_OT
6	6		12/2/2011	08:30	17:30	07:26	19:26	12:00	01:56	01:56				01:56	NDays_OT
7	7		12/5/2011	08:30	17:30	07:26	19:26	12:00	01:56	01:56				01:56	NDays_OT
8	8		12/6/2011	08:30	17:30	07:26	19:26	12:00	01:56	01:56				01:56	NDays_OT
9	9		12/7/2011	08:30	17:30	07:26	19:26	12:00	01:56	01:56				01:56	NDays_OT
10	10		12/8/2011	08:30	17:30	07:26	19:26	12:00	01:56	01:56				01:56	NDays_OT
11	11		12/1/2011	08:30	17:30	07:26	19:26	12:00	01:56	01:56				01:56	NDays_OT
12	12		12/2/2011	08:30	17:30	07:26	19:26	12:00	01:56	01:56				01:56	NDays_OT
13	13		12/5/2011	08:30	17:30	07:26	19:26	12:00	01:56	01:56				01:56	NDays_OT
14	14		12/6/2011	08:30	17:30	07:26	19:26	12:00	01:56	01:56				01:56	NDays_OT
15	15		12/7/2011	08:30	17:30	07:26	19:26	12:00	01:56	01:56				01:56	NDays_OT
16	16		12/8/2011	08:30	17:30	07:26	19:26	12:00	01:56	01:56				01:56	NDays_OT

The data fields in the attendance statistical report include Emp No., AC-No., No., Name, Schedule, Auto-Assign, Date, Timetable, On duty, Off duty, Clock In, Clock Out, Normal, Real time, Late, Early, Absent, OT Time, Work Time, Exception, Must C/In, Must C/Out, Department, NDays, WeekEnd, Holiday, ATT\_Time, Ndays\_OT, WeekEnd\_OT, and Holiday\_OT. To select more items, right-click the list and select "Column" from the context menu. All available options appear and the ticked off items are selected fields.


### 2.5 Holidays Maintenances

In the legal holiday, according to the related laws and regulations the employee will take the leave, the employee will be unable to Attendance for this period, in usually situation, if employee has not checked record, these employee will be regard as absent from work without an excuse by the system, moreover also the employee holiday working overtime will be unable to take effective in the computation, according to this kind of situation properly set management system. Choose the **Holiday List** sub-item under **Maintenance/Options** menu, opens the Holiday List

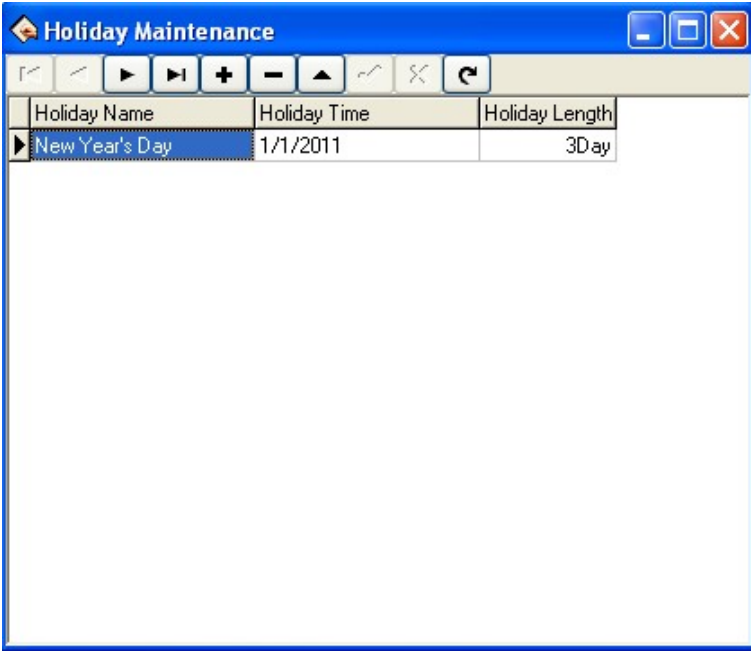
maintenance window, show as below:



This interface is mainly divided into the Holiday List and tool column option of the Holiday List maintenance. May add, delete, and modify the Holiday List through maintenance tool column.

**Add:** Click " " button, a blank which is used to add information appears in the holiday list module. Input the **Holiday Name**, the **Holiday Time**, and the **Holiday Length** into the corresponding blank. Following figure:


## 2. Employee Schedule






The screenshot shows a window titled "Holiday Maintenance" with a standard Windows interface (minimize, maximize, close buttons). Below the title bar is a toolbar with icons for navigation and editing. The main area contains a table with three columns: "Holiday Name", "Holiday Time", and "Holiday Length". The first row of the table is highlighted in blue and contains the text "New Year's Day", "1/1/2011", and "3Day".

Holiday Name	Holiday Time	Holiday Length
New Year's Day	1/1/2011	3Day

**Note:** when input holiday time, the format you input is 01/01/11, after input, the default format 1/1/2011.

After correctly input the information that wants to be added, click " " button to save this information.

**Delete:** Click " " button to delete the holiday information which does not need to use.

**Edit:** When need to adjust to the holiday time which has been added, may click " " button, to edit holiday information. Then click " " button to save the

information which has been edited.

After adding the holiday list, while assign employee shift, the system cannot schedule these Timetable. Because assign employee shift record does not exist, therefore, set holiday period, in the Time Attendance report form, the system cannot count this period of time the Time Attendance. If in holiday period had the employee to carry on the Time Attendance registration, counted in the Time Attendance report form for this employee freely working overtime.

## 2.6 Leave Setting

It is possible that when employee encounters the serious problem and needs to ask for leave, cause the different reason, asking for leave can be automatic statistic in the system. This system provides with the leave kind of maintenance function, click "Leaving Class" in down-drag menu, following window pop up.

The system provides three kinds of ordinary default leave: Sick, Vacation, Other,



## 2. Employee Schedule

they can be deleted and edited. Click "+" button to add the new common kind of leave.

Add: Click "+" button to add the new common kind. In the right side module may define Leave Class Name, Statistical rule, and performance way of this leaves in the report and whether counts for asking for leave. After filling this blank, click "✓" button to save, or click "✗" button to abandon current operation.

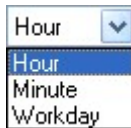
While this process, the information which needs to add as follows:

Leave Class Name: A name which takes for this kind of leave.

Statistical rule: The certain rule in the Time Attendance report for counting the leave.

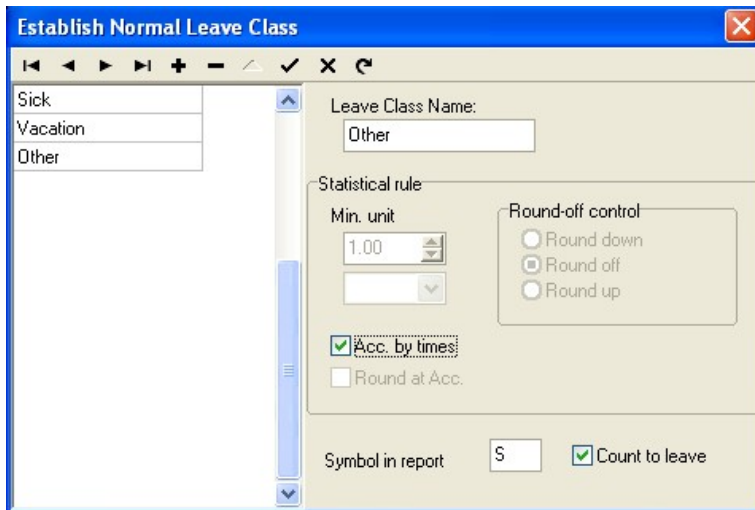
The kind of leave statistics rule: Min-unit, Round off control, Acc. By times, Round at Acc.

The min-unit is the smallest unit of measurement for leave. The common unit is Workday, Hour, Minute; there are several kinds of units of measurement in the working day. Shown as following figure.



The Round-off control refers to if the hour of the leaves is not integer in the attendance report while we calculate Time Attendance record , in order to get convenience in the computation of the Time Attendance statistics, provides with one computing mode. Round up, round off, Round down.

Acc. by times refers to this leaves statistics way in the Time Attendance report: The employee asks for leave in a period of time by the number of times which asking for leave takes the computing mode. If chooses this option, then the computation of the Time Attendance calculation does not comply with min-unit and the round control in the statistical rule. Shown as following figure



Round at Acc is to accumulate all time of this project and converts it into the corresponding statistical unit, then depending on the smallest unit to setup the method for rounding off.

Symbol in report is the symbolic representation way of this leaves appears in the report while print report.

Count to leave refers whether set this leaves for asks for leave. Attention, if put tick in this option, then the date of asking for leave which is newly added will statistic as the asking for leave in the this leave computation of Time Attendance report.

Deletion: Be allowed to delete a leaves. Selects a leave name which needs to be deleted, click "■" button to delete it.

Edit: Edit leaves. Select the leave name which needs to edit, click "▲" button; modify the leave in the right side frame.

## 3. Handle Attendance

### 3.1 Employee Leaving on Business / Asking for Leave

When an employee business trip or ask for leave are unable to attend Normal attendance, in order to ensure end statistic result is correct, it is required that utilize the function to set. Click "Employee leaving on business/Asking for leave" command on menu, the window is following:

**Employee Leaving on Business/Asking for Leave Setup**

Dep.: OUR COMPANY  
 Name: lucy,lily,lan,julu,qiqi,wave,eve,s

Time Range  
 From: 1/ 1/2006  
 To: 5/ 1/2006

Report Design Report  
 Export

Other Sick Vacation  
 Query Add Edit Delete BatchDelete

AC No.	Name
8	gigi
9	Ann
10	Anna
11	Abel
18	Nana
19	Vivi
20	Win
21	Pinky
22	Weir
15	Carl
16	Dan
17	Edison
12	Alex
13	Lucas
14	Don

Reason:

Day View List View

The option page of Employee Leaving on Business/Asking for leave may be divided into two pages that are the Day View and List View. The situation of Employee Leaving on Business/Asking for leave is able to be set in the Day View pagination.

Department: Through this drag-down box user can examine and to choose each department, the default department in the system is the main corporation.

Employee: Through this drag-down box user can examine and choose the employee from each department, default employee by the system is "Completely". When view the lot of

## ZKAccess3.5 TimeSheet User Manual

record, may set option for employee business trip employee/ ask for leave by a department.

Note: the employee is in "Completely" by default, be unable to add the employee business trip /asking for leave.

Employee list: The employees selected from the Employee option box are displayed in the employee list.

Leaves view: Through the view all leaves name which exist this system will be shown. Double-click name of leaves, may choose the color to distinguish the leaves.

Time Range: Is same with the majority module in beginning and ending time, all is used to determine some Time Period, provide user with convenient to inquiry.

Report: Determined beginning and ending time, click this button to produce the employee business trip /asking for leave data sheet which display by the report.

Employee	Leave Type	Time Range	Status
<b>Lucy 1</b>			
1/5/2011 2:05:00 AM	1/8/2011 11:59:00	21:54	Affair
1/6/2011	1/8/2011 11:59:00	23:59	Affair
1/7/2011	1/8/2011 11:59:00	11:25	Affair
5/1/2011	5/1/2011 11:59:00	23:59	Vacation
5/2/2011	5/1/2011 11:59:00	23:59	Vacation
5/3/2011	5/1/2011 11:59:00	23:59	Vacation
<b>Carl 15</b>			
5/1/2011	5/1/2011 11:59:00	23:59	Vacation
5/2/2011	5/1/2011 11:59:00	23:59	Vacation
5/3/2011	5/1/2011 11:59:00	23:59	Vacation
<b>Edison 17</b>			
5/1/2011	5/1/2011 11:59:00	23:59	Vacation
5/2/2011	5/1/2011 11:59:00	23:59	Vacation
5/3/2011	5/1/2011 11:59:00	23:59	Vacation
<b>Pinky 21</b>			

Export: Export the related record of all asking for leave in period of time into a folder by the text or the list, for detailed operation, please sees also 3.6 Export Data.

Inquiry: This inquiry way is to demonstrate the record of all employees asking for leave by the list in period of time, this function link with "List" page label, when click this button, system will automatically jump to the page label, display the record of asking for leave by list. Shown as follow:

### 3. Handle Attendance

**Employee Leaving on Business/Asking for Leave Setup**

Dep.: OUR COMPANY  
 Name: <All>

Time Range  
 From: 10/11/2010  
 To: 5/19/2011

Name	AC-No	Start Time	End Time	Leave Class	Reason
lucy	1	11-01-05 02:05	11-01-05 23:59	Affair	Affair
lucy	1	11-01-06 00:00	11-01-06 23:59	Affair	Affair
lucy	1	11-01-07 00:00	11-01-07 11:25	Affair	Affair
lucy	1	11-05-01 00:00	11-05-01 23:59	Vacation	May Day
lucy	1	11-05-02 00:00	11-05-02 23:59	Vacation	May Day
lucy	1	11-05-03 00:00	11-05-03 23:59	Vacation	May Day
Carl	15	11-05-01 00:00	11-05-01 23:59	Vacation	May Day
Carl	15	11-05-02 00:00	11-05-02 23:59	Vacation	May Day
Carl	15	11-05-03 00:00	11-05-03 23:59	Vacation	May Day
Edison	17	11-05-01 00:00	11-05-01 23:59	Vacation	May Day
Edison	17	11-05-02 00:00	11-05-02 23:59	Vacation	May Day
Edison	17	11-05-03 00:00	11-05-03 23:59	Vacation	May Day
Pinky	21	11-05-01 00:00	11-05-01 23:59	Vacation	May Day
Pinky	21	11-05-02 00:00	11-05-02 23:59	Vacation	May Day
Pinky	21	11-05-03 00:00	11-05-03 23:59	Vacation	May Day
Ann	9	11-05-11 05:00	11-05-11 23:59	Sick	Sick

Add: Add a record of business trip/ asking for leaves for an employee, there are two methods to add leaving on business or asking leave

1) One way: After selecting departments, employee and date/time, left-click on the box of Select Set Asking-for-leave Time, and hold, drag to draw a time period bar, and then loosen the left button of the mouse, and the following dialog box of Select Leave Types will pop:

1 (lucy)

Time Range

From 1/ 5/2011 02:05

To 1/ 7/2011 11:25

Please choose the leave type:

Affair

Reason

Affair

OK Cancel

Choose leave type as Affair from the selected style box, type reason in the cause box, or not to do, click "OK" button to save adding leave, click "Cancel" button to cancel all action, after, the window is following.

### 3. Handle Attendance

Employee Leaving on Business/Asking for Leave Setup

Dep.: OUR COMPANY  
Name: lucy

Time Range  
From: 1/ 5/2011  
To: 1/10/2011

Report Export Design Report

Query Add Edit Delete BatchDelete

Affair Sick Vacation

AC No.	Name	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	lucy																									
		01-05 Wed																								
		01-06 Thu																								
		01-07 Fri																								
		01-08 Sat																								
		01-09 Sun																								
		01-10 Mon																								

Reason: Affair

Day View List View

2) Another Way : Click "Add" button from tools column, determine Time Range, choose the leave type, and input Reason in the reason box, click "OK" button to save, or click "Cancel" button to abandon the operation, the pop-up window is following:

**Add the Item of Leaving on Busin...**

1 ( lucy ), 21 ( Pinky ), 15 ( Carl ), 17 ( Edison )

**Time Range**

From 5/ 1/2011 00:00

To 5/ 3/2011 23:59

Please choose the leave type:

Vacation

Reason


May Day

OK Cancel

Edit: You can edit one asking -for leave time period on the window.

Method one: You may move the cursor of the mouse to one end of the asking-for-leave time bar, and when the cursor changes to "↔", right-click and hold, drag the mouse to edit asking-for-leave time, or move the cursor to the asking-for-leave bar, and when the cursor changes to "⬆", click left key of mouse, hold and drag to move the asking-for-leave time as a whole.

Method two: If you want to modify accurate time, and when the cursor changes to "⬆",

 double-left-click or click "Edit" button on the setup window. The following dialog box will appear.



### 3. Handle Attendance

17 ( Edison )

Time Range

From 5/ 2/2011 00:00

To 5/ 2/2011 23:59

Please choose the leave type:


Vacation

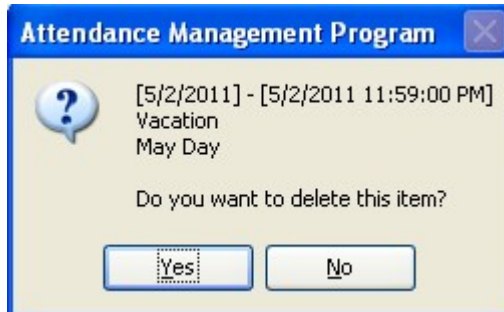
Reason

May Day

OK Cancel

Choose the date, time, leave style, then type into asking leave reason, click "OK" button to save setup , click "Cancel" button to cancel the action. After saving, the window appears as before way

Delete: If you want to delete one item setup, e.g. just click " 



Click "Yes" button to delete this item, or click "No" button to abandon the action; or you can left-click on the "Asking-for-leave" bar, which wants to cancel, then click "Del" key on the keyboard to delete.

Batch deletion: Delete the leave records of employees in batches. Click this button, and the system displays a dialog box about the time range of batch deletion. Select a time range for batch deletion, and click "OK" button.

When you add leaving on business time period, and if this time period overlap existed time period, the following caution box will appear



Click "OK" button, the operation is invalid.

After setting, the added asking for leave/ business trip is invalid currently. After you add the record of business trip/asking for leave successfully, then the shift detailed situation will belong to the exceptional case in the Time Attendance report, the situation of business trip /asking for leave will display in other unusual situations, default business trip/asking for leave take effective, system can directly compute the Time Attendance record , be allowed to business trip and asking for leave in here the verification, verifies for invalid, then does not count in the report has verified for

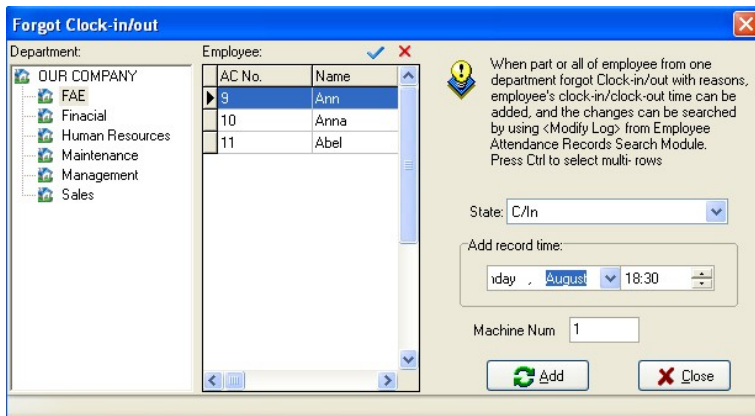
### 3. Handle Attendance

is invalid the time which business trip/asks for leave.

#### 3.2 Handle Employee's Forgetting to Clock In/Out

##### Handle Employee's Forgetting to Clock In


If one employee forgets to check in due for some cause, this function of **Forgetting to Clock In** can be used to add a clock-in record. Click "**Forgetting to Clock In/Out**" under the menu of **Attendance**, and the following dialog box will pop-up:



AC No.	Name
9	Ann
10	Anna
11	Abel

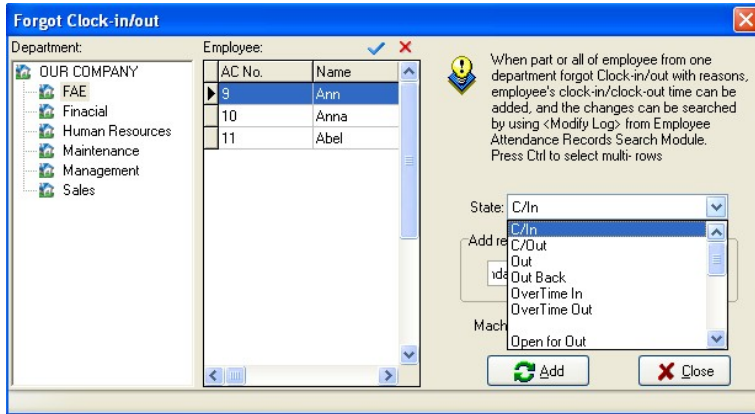
You first select department and employee, and choose the record style you add, Set record the date and time, click "**Add**" button to add a new clock-in record


When a new record has been added, the "**Add**" button becomes gray and invalid. But it will become bright and valid again after the employee has been changed to another one, or the clock-out time has been changed.

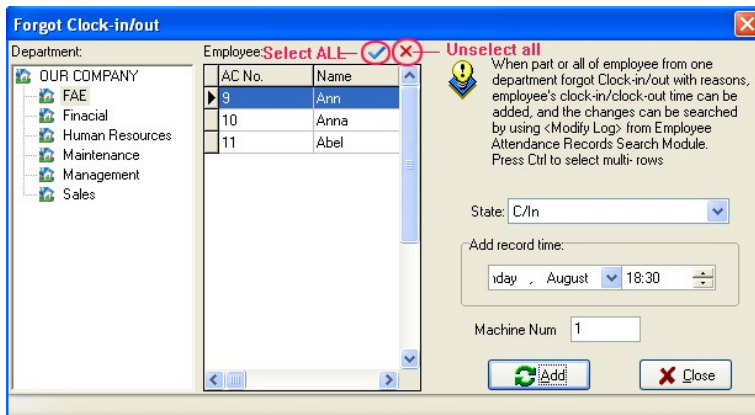
Click the close button " " to close this dialog box and return to the main menu.

There are many select statuses of not only clock-in and clock-out, but also other



option in select box. The type of choice box is allowed to choose the condition that not only has clocking in and clocking out, but also includes other options, if had to operate other types only to need to choose the different type, other types step of operation and handle the employee forget checking the sequence of operation to be same, interface as follows:

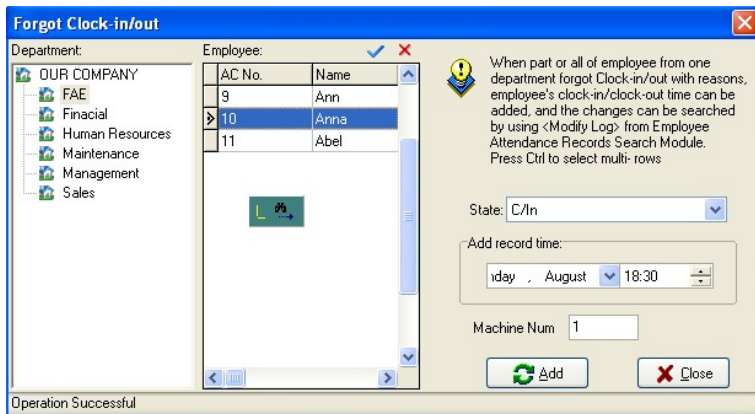



If need to handle all employees to forget clocking-in, click Select All button "", shown as following figure:



### 3. Handle Attendance

Press Unselect button "", the cursor to return to the previous condition before clicks Select All with mouse. If there are lot of employee, this module has provided with the function to inquiry to the employee, the operating procedure is in the employee view directly input employee's register number, the name, the name Pinyin as well as the name Pinyin first letter, press the "Enter" key or left click "" with the mouse. If want to inquiry employee named Simon, with name Pinyin first letter method inquiry, shown as following figure:



The goal which after press the enter key or the left key click on inquiry symbol "" appears must search.

#### Handle Employee's Forgetting to Clock Out

If one employee forgets to clock- out due to some special reasons, this function of handle employee forgetting to clock-out can be used to add a clock-out record, the operation process is the same with operation of to employee forgetting to clock-in. See up part.

### 3.3 Coming Late /Leaving Early Collectively

#### 1. Coming late collectively

If part or the entire employees of one department come late, this function can be used to modify employee clock-in time, click "**Coming late collectively**" on the down drag of **Attendance** menu, and the following dialog box will pop up:

**Handle Coming Late/Leaving Early collectively**

Department: **OUR COMPANY**

- FAE
- Finacial
- Human Resources
- Maintenance Management
- Sales

Employee:

AC No.	Name
9	Ann
10	Anna
11	Abel

When part or all of employee from one department come late or leave early with reasons, employee's clock-in/clock-out time can be changed, and the changes can be searched by using <Modify Log> from Employee Attendance Records

☒ Coming late ☐ Leaving early

Neglect Clock-in record

From: nday , August 8:00:00

To: Monday , Aug 9:45:00

Clock-in time after modification

Monday , Aug 8:00:00 AM

OK Cancel

In the department option, select the department to which the employee who come late collectively belong and then click the employee of your choice in the employee option box, if you want to choose employee more than one, you can click the mouse while press "Ctrl" key. Click Select All button "✓" to select all employees, click unselect all button "✗" to call off all selected employee.

Selected style consists of "**Coming late**" or "**Leaving early**", when you select, only lift-click on item you select.

**Neglect clock-in record** means to neglect selected employee all clock-in record during the time period is defined by the **From** time box and the **To** time box.

### 3. Handle Attendance

**Clock-in time after modification** means the time of the clock-in records to be adds in.

Click "**OK**" button to delete all neglect clock-in records or add clock-in record after modification, and to return the main menu.

Click "**Cancel**" to abandon this action and return main menu.

#### **2. Leaving early collectively**

If part or all of the employee of one department leaving early with reason , this function can be used to modify employee clock-out time, the operation process is the same with to handle coming late collectively , it is only to select leaving early collectively.

## 4. Search/ Print

### 4.1 Attendance Record

This module is used to inquiry all employee attendance record which is downloads from the device, the computation of all attendance statistical bases on this record. Click "Attendance Record" sub-item on the main window of "Search/Print" and the following window will pop up

#### 1. Search

##### 1) Only search attendance record

Department: Display all departments in this unit.

Employee: Display all employees in this unit; through drag-down box choice needs to inquire sub-item.

Time Range: Determine time scope that needs to inquire.



#### 4. Search/ Print

Search: Choose the department, employee, and determine the time range, then single-click "Search" button, the result in lower part the window to show the employee's of your choice attendance record in period of time will display in result box in low side of windows.

Department	Name	No.	Date/Time	Location ID	ID Number	VerifyCc
OUR COMPANY	lucy	1	7/22/2011 3:13:58 PM	1		Passwor
OUR COMPANY	lucy	1	7/22/2011 3:14:10 PM	1		Passwor
OUR COMPANY	lucy	1	7/22/2011 3:14:26 PM	1		Passwor
OUR COMPANY	lucy	1	7/22/2011 3:14:27 PM	1		Passwor
OUR COMPANY	lucy	1	7/22/2011 3:14:32 PM	1		Passwor
OUR COMPANY	lucy	1	7/22/2011 3:14:37 PM	1		Passwor
OUR COMPANY	lucy	1	7/22/2011 3:14:41 PM	1		Passwor
OUR COMPANY	lucy	1	7/22/2011 3:14:55 PM	1		Passwor
OUR COMPANY	lucy	1	7/22/2011 3:23:34 PM	1		Passwor
OUR COMPANY	lucy	1	7/22/2011 3:23:36 PM	1		Passwor
OUR COMPANY	lucy	1	7/22/2011 4:12:40 PM	1		Passwor
OUR COMPANY	lucy	1	7/22/2011 4:12:41 PM	1		Passwor
OUR COMPANY	lucy	1	7/22/2011 4:12:52 PM	1		Passwor
OUR COMPANY	lucy	1	7/22/2011 4:14:54 PM	1		Passwor
OUR COMPANY	lucy	1	7/22/2011 4:14:59 PM	1		Passwor
OUR COMPANY	lucy	1	7/22/2011 4:15:02 PM	1		Passwor
OUR COMPANY	lucy	1	7/22/2011 4:15:04 PM	1		Passwor

List has the department name, Name, No., Data/Time, Location ID, ID Number etc eight fields. The user also may choose the attendance statue, and the working code.

Display Statue: The attendance statue will display in list. "Clock -in/out so on"

In order to distinguish the clocking in and clocking out, this module give clocking-in and clocking-out with the different displaying color

Note: When device does not have the condition key, then attendance condition completely display as clock-in.

If needs to revise the displaying color for the clocking -in and the clocking out record , with the mouse single-click left-key on the color code block, pop up choice box of the color, choose the properly color, save it .

Display Work code: Display work code in this row.

## ZKAccess3.5 TimeSheet User Manual

Note: The work code is a symbol to differentiate the employee different classes of working; only the device has the work code function the machine (need to custom-made) only able to demonstrate the corresponding symbol.

Support simple calc: After selecting a interface, be allowed to see that some software simply class process the original record in this interface, completely show employee's record by the day

Search Employee's Attendance Checking Record

Condition

Dep.: OUR COMPANY

Name: <All>

Time Range

From: 10/11/2010 00:00

To: 9/19/2011 23:59

Advanced Export

Search

Preview

Export

Modify Log

Design Report

Display Status

Display Workcode

Display Image

In Out

Support simple calc

Display Null Records

Only Display Null

Primary Logs Simple Calc

AC-No	Name	Department	Date	Time
1	lucy	OUR COMPANY	1/1/2011	
1	lucy	OUR COMPANY	1/10/2011	
1	lucy	OUR COMPANY	1/11/2011	
1	lucy	OUR COMPANY	1/12/2011	
1	lucy	OUR COMPANY	1/13/2011	
1	lucy	OUR COMPANY	1/14/2011	
1	lucy	OUR COMPANY	1/15/2011	
1	lucy	OUR COMPANY	1/16/2011	
1	lucy	OUR COMPANY	1/17/2011	
1	lucy	OUR COMPANY	1/18/2011	
1	lucy	OUR COMPANY	1/19/2011	
1	lucy	OUR COMPANY	1/2/2011	
1	lucy	OUR COMPANY	1/20/2011	
1	lucy	OUR COMPANY	1/21/2011	
1	lucy	OUR COMPANY	1/22/2011	
1	lucy	OUR COMPANY	1/23/2011	
1	lucy	OUR COMPANY	1/24/2011	

Attendance for photo

If the software features is designed to support for attendance photos function, when search employee attendance checking records, employee's the attendance photos is available to see at the same time in View the attendance records interface

## 4. Search/ Print

**Search Employee's Attendance Checking Record**

Condition  
Dep.: OUR COMPANY  
Name: <All>

Time Range  
From: 10/11/2010 00:00  
To: 9/19/2011 23:59


Advanced Export  
Search  
Preview  
Export  
Design Report  
Modify Log

If you want add, edit attendance checking's original records, please use the functions of "Forgetting to clock in/out", "Coming Late/Leaving Early Collectively", or "Handle Attendance Checking Records In Advance".

In Out  
☒ Display Status  
☒ Display Workcode  
☒ Display Image  
☒ Support simple calc  
☒ Display Null Records  
☐ Only Display Null

Primary Logs | Simple Calc

Department	Name	No.	Date/Time	Status	Location ID	ID Number	Workcode	VerifyCode	CardNo.
OUR COMPAN	lucy	1	7/22/2011 3:13:58 PM	C/in	1		0	Password	
OUR COMPAN	lucy	1	7/22/2011 3:14:10 PM	C/in	1		0	Password	
OUR COMPAN	lucy	1	7/22/2011 3:14:26 PM	C/in	1		0	Password	
OUR COMPAN	lucy	1	7/22/2011 3:14:27 PM	C/in				Password	
OUR COMPAN	lucy	1	7/22/2011 3:14:32 PM	C/in				Password	
OUR COMPAN	lucy	1	7/22/2011 3:14:37 PM	C/in				Password	
OUR COMPAN	lucy	1	7/22/2011 3:14:41 PM	C/in				Password	
OUR COMPAN	lucy	1	7/22/2011 3:14:55 PM	C/in				Password	
OUR COMPAN	lucy	1	7/22/2011 3:23:34 PM	C/in				Password	
OUR COMPAN	lucy	1	7/22/2011 3:23:36 PM	C/in				Password	
OUR COMPAN	lucy	1	7/22/2011 4:12:40 PM	C/in				Password	
OUR COMPAN	lucy	1	7/22/2011 4:12:41 PM	C/in				Password	
OUR COMPAN	lucy	1	7/22/2011 4:12:52 PM	C/in				Password	
OUR COMPAN	lucy	1	7/22/2011 4:14:54 PM	C/in				Password	
OUR COMPAN	lucy	1	7/22/2011 4:14:59 PM	C/Out	1		0	Password	
OUR COMPAN	lucy	1	7/22/2011 4:15:02 PM	C/Out	1		0	Password	
OUR COMPAN	lucy	1	7/22/2011 4:15:04 PM	C/in	1		0	Password	



If the options Display Images is taken by tick in the Application List click on an attendance record, if there is a corresponding attendance photos, the system will be displayed.

### 2. Preview and print

The module provide user with convenience to view the time &attendance report, print, save and so on. Operation step as following

Click "Preview" button to preview report in user's favor, shown as following:

(1) Attendance Records (4 Columns)

## ZKAccess3.5 TimeSheet User Manual

Preview

Attendance Records(4 Columns) (OUR COMPANY) 2010-10-11 -- 2011-09-19

Department:OUR COMPANY			Department:OUR COMPANY		
7/22/2011 4:55:16	Out		7/22/2011 4:55:34	Out	
7/22/2011 3:13:59	CIn	7/22/2011 4:56:26	CIn	7/22/2011 3:14:02	CIn
7/22/2011 3:14:10	CIn	7/22/2011 4:56:27	CIn	7/22/2011 3:14:03	CIn
7/22/2011 3:14:26	CIn	7/22/2011 4:56:31	CIn	7/22/2011 3:14:12	CIn
7/22/2011 3:14:37	CIn	7/22/2011 5:40:04	C/Out	7/22/2011 3:14:14	CIn
7/22/2011 3:14:32	CIn	7/25/2011 3:16:45	CIn	7/22/2011 3:14:29	CIn
7/22/2011 3:14:41	CIn	7/25/2011 3:17:12	Out	7/22/2011 3:14:35	CIn
7/22/2011 3:14:55	CIn	7/25/2011 3:59:39	Out Back	7/22/2011 3:14:43	CIn
7/22/2011 3:23:34	CIn	7/25/2011 4:00:48	Out Back	7/22/2011 3:14:53	CIn
7/22/2011 3:23:36	CIn	7/25/2011 6:54:19	CIn	7/22/2011 3:23:37	CIn
7/22/2011 4:12:40	CIn	7/25/2011 6:53:11	CIn	7/22/2011 4:15:20	CIn
7/22/2011 4:12:41	CIn	7/25/2011 6:53:28	CIn	7/22/2011 4:15:39	Out Back
7/22/2011 4:12:52	CIn	7/25/2011 6:53:43	CIn	7/22/2011 4:15:40	Out Back
7/22/2011 4:14:54	CIn	7/26/2011 2:51:47	CIn	7/22/2011 4:36:37	CIn
7/22/2011 4:14:59	C/Out	7/26/2011 2:52:00	CIn	7/22/2011 4:36:40	C/Out
7/22/2011 4:15:02	C/Out	7/26/2011 3:15:26	CIn	7/22/2011 4:36:44	Out Back
7/22/2011 4:15:04	CIn	8/19/2011 10:50:55	CIn	7/22/2011 4:36:55	CIn
7/22/2011 4:15:07	Out	8/19/2011 10:51:22	CIn	7/22/2011 4:37:06	C/Out
7/22/2011 4:15:09	Out	8/19/2011 11:55:05	CIn	7/22/2011 4:37:12	Out
7/22/2011 4:15:22	CIn	8/19/2011 1:49:05	C/Out	7/22/2011 4:37:19	Out Back

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### (2) Attendance Records

Preview

Attendance Records (OUR COMPANY) 2010-10-11 -- 2011-09-19

Department: OUR COMPANY			lucy		
7/22/2011 3:13:56	CIn	7/22/2011 3:14:11	CIn	7/22/2011 3:14:26	CIn
7/22/2011 3:14:32	CIn	7/22/2011 3:14:37	CIn	7/22/2011 3:14:41	CIn
7/22/2011 3:23:34	CIn	7/22/2011 3:23:36	CIn	7/22/2011 4:12:40	CIn
7/22/2011 4:12:52	CIn	7/22/2011 4:14:54	CIn	7/22/2011 4:14:55	C/Out
7/22/2011 4:15:04	CIn	7/22/2011 4:15:07	Out	7/22/2011 4:15:05	Out
7/22/2011 4:15:26	Out Back	7/22/2011 4:15:42	Out Back	7/22/2011 4:15:47	Out Back
7/22/2011 4:36:17	Out Back	7/22/2011 4:36:20	CIn	7/22/2011 4:36:24	C/Out
7/22/2011 4:36:25	C/Out	7/22/2011 4:36:31	Out	7/22/2011 4:36:34	Out Back
7/22/2011 4:36:45	C/Out	7/22/2011 4:36:51	Out	7/22/2011 4:36:55	C/Out
7/22/2011 4:37:11	Out	7/22/2011 4:37:16	Out Back	7/22/2011 4:37:16	Out Back
7/22/2011 4:40:01	C/Out	7/22/2011 4:40:16	CIn	7/22/2011 4:40:26	CIn
7/22/2011 4:56:56	CIn	7/22/2011 4:56:12	Out	7/22/2011 4:56:16	Out
7/22/2011 4:56:26	CIn	7/22/2011 4:56:27	CIn	7/22/2011 4:56:31	CIn
7/25/2011 3:16:45	CIn	7/25/2011 3:17:12	Out	7/25/2011 3:59:25	Out Back
7/25/2011 5:54:15	CIn	7/25/2011 6:53:11	CIn	7/25/2011 6:53:26	CIn
7/25/2011 6:53:45	CIn	7/26/2011 2:51:47	CIn	7/26/2011 2:52:00	CIn
8/19/2011 10:50:55	CIn	8/19/2011 10:51:22	CIn	8/19/2011 11:55:05	CIn
8/22/2011 7:05:22	CIn	8/22/2011 7:05:34	CIn	8/22/2011 7:05:45	CIn
CIn: 40		C/Out: 10			
Department: OUR COMPANY			lily		
7/22/2011 3:14:02	CIn	7/22/2011 3:14:03	CIn	7/22/2011 3:14:12	CIn
7/22/2011 3:14:25	CIn	7/22/2011 3:14:32	CIn	7/22/2011 3:14:45	CIn
7/22/2011 3:23:37	CIn	7/22/2011 4:15:20	CIn	7/22/2011 4:15:36	Out Back
				7/22/2011 4:15:40	Out Back

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For printing report, only need to left click on the Printing button  in report left side.

### 3. Export

(Please refer to appendices 3.6 Export Data)

### 4. High-level exports

This function is equipped with exporting data that has the strictly requirement, here

## 4. Search/ Print

will be allowed to export attendance record depending on the user setting. For detailed operation please see appendix 3.7 Advanced Export.

### 5. Modify Log

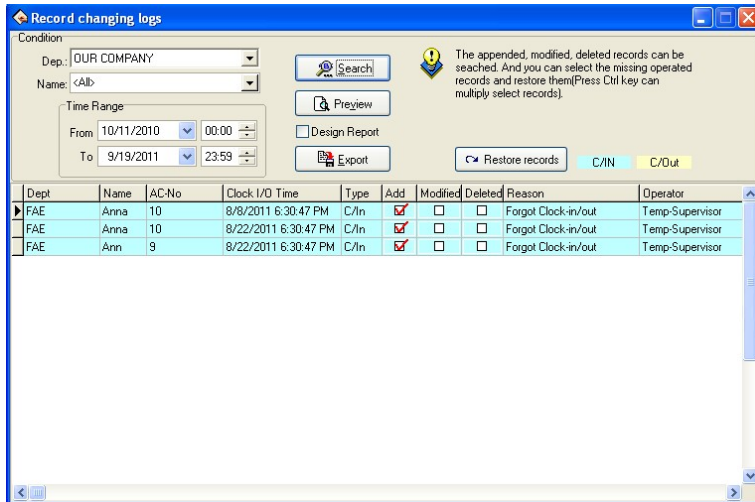
If the use has revised the original Time Attendance record, the system provides a convenient way to inquiry the Time Attendance record which has been revised, and reverses the disoperation.

Click "Modify Log" button, enter "Record changing Logs" window, shown as following interface:

#### 1) Search

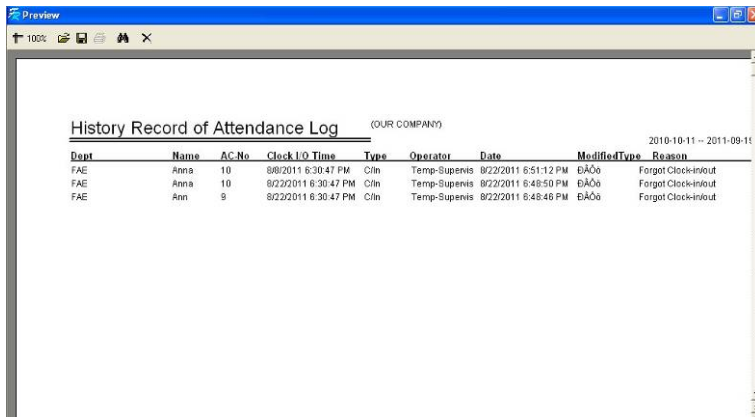
The search method and to search the record of user's attendance is similar. After choosing the department, the employee, determined the Time Range, single-click "Search" button, the result in lower part the window to show the employee of your choice the modified attendance record in period of time will display in result box in low side of windows.

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### 2) Preview

The content of list to preview and print is available. Click "Preview" button to view the report style, shown as following:



### 3) Export

Single-click "Export" button, may search result to export file, the operating procedure and the attendance record to export are completely same.

## 4. Search/ Print

### 4) Restore records

Some times, as a result of the disoperation or the actual situation change, user has to abolish modified to the Time Attendance record, by now through function to restore record the to realize. Only select the record list which must be restored, single-click the restore record to completes, then inquire it again, may get this record of attendance.

## 4.2 Current Employee's On-Duty Status

Click **Current Employee's On-Duty Status** sub-item, under **Search/Print** menu. The following window will popup:

Department	AC No.	Name	Last Clock-in/out Time
------------	--------	------	------------------------

After select **Department** and **Time**, click "**Query**" button, check the result, show as below:

## ZKAccess3.5 TimeSheet User Manual

**Search Current Employee's On-duty Status**

Dept:  Query

Time:   Preview ☐ Design Report

☒ All ☐ On duty ☐ Not on duty

On duty 4  
Not on duty 18

Department	AC No.	Name	Last Clock-in/out Time
OUR COMPANY	1	lucy	
OUR COMPANY	2	lily	8/23/2011 9:34:16 AM
OUR COMPANY	3	Ian	8/23/2011 9:34:17 AM
OUR COMPANY	4	lulu	8/23/2011 9:34:19 AM
OUR COMPANY	5	qiqi	8/23/2011 9:34:22 AM
OUR COMPANY	6	wave	
OUR COMPANY	7	eve	
OUR COMPANY	8	gigi	
FAE	9	Ann	
FAE	10	Anna	
FAE	11	Abel	
Maintenance	18	Nana	
Maintenance	19	Vivi	
Maintenance	20	W/in	
Maintenance	21	Pinky	
Maintenance	22	Weir	
Human Resources	15	Carl	
Human Resources	16	Dan	

Click "**Preview**" button, preview the style of report, show as below:


**Preview**

Employee current on duty OUR COMPANY 2011-08-23 09:34

AC No.	Name	Last Clock In/out	Current	AC No.	Name	Last Clock In/out	Current
<b>Department: OUR COMPANY</b>							
1	lucy	0	Not on				
2	lily	8/23/2011 9:34:16	On duty				
3	Ian	8/23/2011 9:34:17	On duty				
4	lulu	8/23/2011 9:34:19	On duty				
5	qiqi	8/23/2011 9:34:22	On duty				
6	wave	0	Not on				
7	eve	0	Not on				
8	qiqi	0	Not on				
<b>Subtotal 8</b>			On duty:4	<b>Not on duty:4</b>			
<b>Department: FAE</b>							
9	Ann	0	Not on				
10	Anna	0	Not on				
11	Abel	0	Not on				
<b>Subtotal 3</b>			On duty:0	<b>Not on duty:3</b>			
<b>Department: Maintenance</b>							
18	Nana	0	Not on				
19	Vivi	0	Not on				



## 4. Search/ Print

Preview the report, on this window, user can print and save file, etc. Click print button " " on the leftward of the top tool bar, can print report.

### 4.3 Attendance Calculating and Reports

In attendance management, we usually need to search attendance calculation and to print various attendance records.

Through the Attendance Calculating and Reports, to search and modify attendance exception and record list is available; there are four operation windows which are Clock Inz/Out Log Exceptions, Shift Exception, Misc Exception and Calculated Items. Click exception search on the main window, or exception search sub-item under "Search/print" and the following window will appear.

Select department firstly, choose the employee who is your choice, determine beginning/ending time, click "Search" button to view the statistical record of time & attendance.

A) View the department through drag-down box

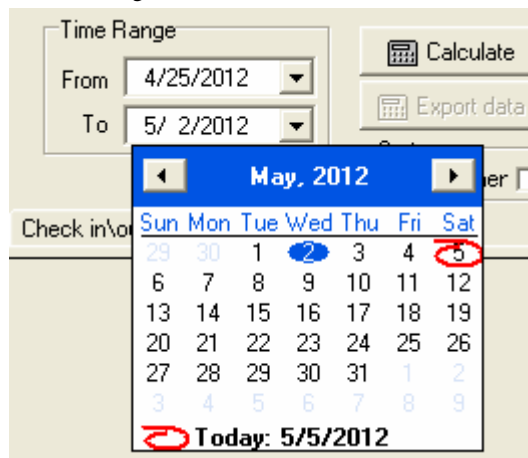


B) Select employee

There are two way to select employee, one way is to select employee through drag-down box, if you need to search a lot of employees at same time, you can put tick in front of employee of your choice, show as below:



C) Determine the Time Range, show as below:



D) After selecting, click "Calculate" button, the record of attendance is available.

#### Shift Exception

The Shift Exception mainly view coming lately, leaves early, the absent no cause and the working overtime, working on/off hour and Clock-in/clock –out time, may relaxed carry on the computation of each month statistical, checkup and calculates whether has error. And handle employee business trip / forgetting the clocking out in this page setting, Shift Exception shown as following interface:

## 4. Search/ Print

**Attendance calculation**

Dep.:  Time Range: From  To

Name:

Sort: ☐ Departmer ☐ User Num. ☐ Name ☐ Time ☐ Descend

All event | Calculated details | Exception | Summary | Check in/out list

AC-No.	Name	Date	On duty	Off duty	Clock In	Clock Out	Late	Early	Work Time	Department
1519	Ellen	4/25/2012	09:00	18:00						Company Name
1519	Ellen	4/26/2012	09:00	18:00						Company Name
1519	Ellen	4/27/2012	09:00	18:00						Company Name
1519	Ellen	4/30/2012	09:00	18:00						Company Name
1519	Ellen	5/1/2012	09:00	18:00						Company Name
1519	Ellen	5/2/2012	09:00	18:00						Company Name

The defaults data in the shift exception list include the AC-No., Name, Date, On duty, Off duty, Clock In, Clock Out, Late, Early, etc.

### 1) Item explanation

**Timetable:** The employee Clock-in/clocking-out time corresponding Timetable's name.

**Late:** The difference value between On duty and Real Time, if did not clock in, and the time when employee go to work without clocking-in record will be regard as coming x1 minute late in the Attendance rule asking, its item will be able to corresponding display. If has set option in the Attendance rule, the coming lately time is bigger than a x2 minute time will be regarded as absence from work, when x2 is smaller than x1, coming lately time will not display, record it as absenting from work on cause; When x2 is bigger than x1, coming lately time correspondingly show the x1 minute.

**Early:** The difference value between the Off duty and Clock Out, if did not clock out, and the time when employee gets off work without clocking-out record in the Attendance rule , the record time will be regard as leave early x1 minute, then the leaving early time correspondingly display. If has set option in the Time Attendance rule, the leaving early time is bigger than a x2 minute time will be regarded as absence from work, when x2 is smaller than x1, leaving early will not display, record it as absenting from work on cause; When x2 is bigger than x1, the leaving early time correspondingly show the x1 minute.

**Work Time:** The difference value between On duty and Off duty, if there are coming

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late or leaving early time, use the difference value to reduce the coming late or leaving early time.

Exception: Record exception; Sick leave, business trip and so on. For other item, please refer to item explanation about Time Attendance statistical table

### 2) Tool column

Change color: In order to better distinguish each kind of displaying statue; be able to change various statues appearance.

Filter by Exception: Single-click the here, the choice menu appears, which exception may be selected to demonstrate, which didn't display, Put the tick in the item which is selected.

Filter by Timetable: Single-click the here, the choice menu appears, may choose the Timetable will display, which Timetable is in exception, when there is tick "☑" in front of the Timetable name, that the express this Timetable is selected, and in exception.

Maintenance AL/BL: The operations of Employee Leaving on Business/Asking for Leave are same with handle Attendance.

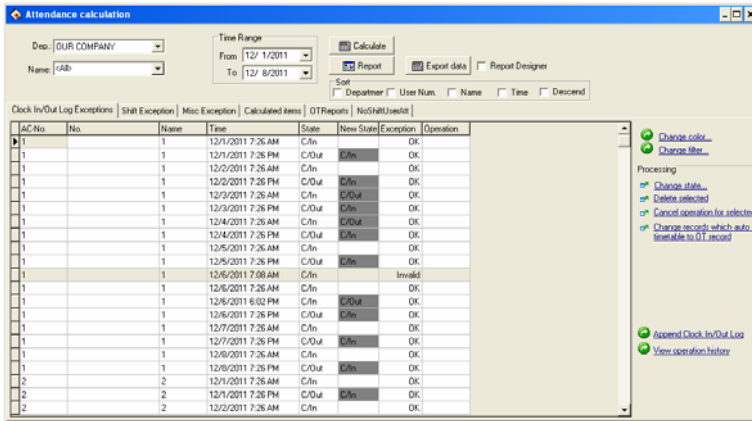
### Clock In/Out Log Exceptions

The page of Clock In/Out Log Exceptions is to examine original record statue which download from the equipment and revise to the Time Attendance record states.

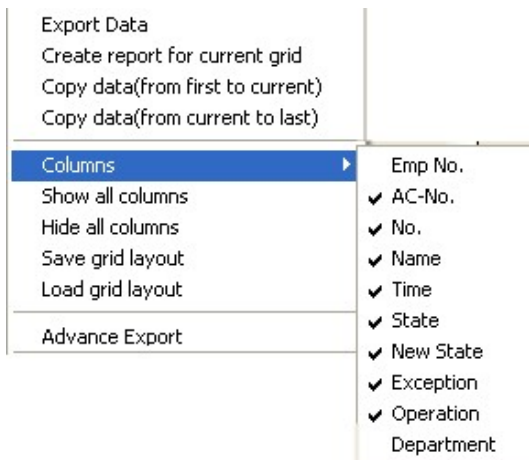
#### 1) View the Attendance record

After searching and calculating, chooses the Clock In/Out Log Exceptions pagination, shown as the following figure:

## 4. Search/ Print



In the Clock In/Out Log Exceptions the default data row includes the Name, the register number (AC-No.), Attendance time (Time), the working statue (State), the correction statue (New State), the Exception and Operates 7 items, if wants to display more, may right- click on the list, then click "Columns" sub-item in the dropdown list, put a tick in front of the row that needs to be demonstrated. Shown as following figure:



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After change the setting of Columns displaying, save the columns setting, later directly write down the columns setting is available.

Employee serial number "EMP-No": in employee maintained option, every time add employees, the system will assign a number to the employee.

Register number "AC-No": number which manager assigns to the employee.

Checking time "Time": The employee clock in or clock out by fingerprint the time.

Checking Status "State": there are six kinds of status: check-in, check-out, overtime check-in, the working overtime check-out, business trip, Business returns.

Note: If the device has the status option, the checking status will show corresponding statue in the Time Attendance record; If the device does not have the statue option, all show as "checking-in" in attendance this row, the system depend on the Time Period setting in management program to judge the Time Attendance statue, display in the correction status.

Correction Statue (New Statue): When the Time Attendance machine has option setting, this rank is in empty; Otherwise, in the correction statue system depend on the assigned employee the shift Timetable and the fingerprint verification time to judge whether the employee is in clock In, clock Out, late or early, system computation of the statistics by this status.

Exception: There are 8 kinds of situations: The normal record, the invalid record, the duplicate record, the statue is wrong, frees working overtime, working overtime, business trip, the auto-assign employee shift.

Invalid record: the clocking-in, clocking-out beyond shift Time Period the time scope the record completely regard as invalid. The invalid record will be regarded as this record does not exist; during Time Attendance statistician it will not to be count.

Repetition of record: when the Time Period of the Time Attendance record is smaller than the effective interval of "Time Attendance rule", the record regard as repetition of record.

Free overtime: The employee has checking-in/out record within the Time Period which has not been assigned to employee, and maintains this employee's Time Attendance

#### 4. Search/ Print

setting page in the employee "to count working overtime" the item to select.

Overtime: there is a statue setting in the device, the Time Attendance record the attendance statue as the overtime-in, the overtime-out, the demonstration is working overtime in the abnormal state column.

Business trip: there is a statue setting in the device, the Time Attendance record the attendance statue as business trip, the demonstration is approval absence in the abnormal state column.

Auto-assign employee shift: Employee's checking-in/out record does not exist in the Time Period that has been normally assigned to the employee, but the record is in the employee auto-assigned the Time Period, then this record show as auto-assign abnormal state column.

Corresponding Time period: Is one kind of sign in the software interior (do not display it, has nothing to do with user operation)

Operation: show the operation for record of your choice.

Department: The employee is at department.

##### 2) Revises the Attendance record

Choose the corresponding operation to revise the Attendance record with tool column in the right side page.

Tool column

Change color: May change each kind of condition that express color, single-click the here the following interface appear



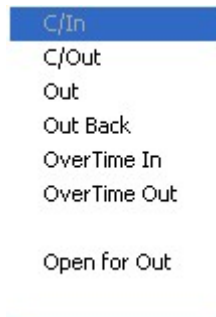
Single-click color block in front of each kind of condition may choose the color which you needs in this interface, after selecting, Be sure to single-click "OK" button to save.

Change filters condition: Definite that status record in displaying box, click "Change filter" the following window will appear:



Make a check it to show it selected status, appear on the display box, utilize clicking "✓" to switch status between selected and unselected.

Change status: Able to make a present status of selected record to become a select status, after selected a record, click "Change state" the window is following:

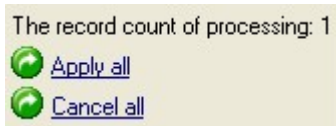


Because Attendance statue all is clock/in record, therefore this statue is impossible to use, may single-click other statue to select.

Delete selected: May sign the attendance record of you select as deletion condition, after using this function, in the tool column can add two items, show as below:



#### 4. Search/ Print



Apply all: After selected this item, all setting operation which display in operation column is valid before this;

Cancel all: After select this item, all setting operation is invalid before this, all operation will disappear in operation column.

Cancel operation for selected: Only cancel current record operation.

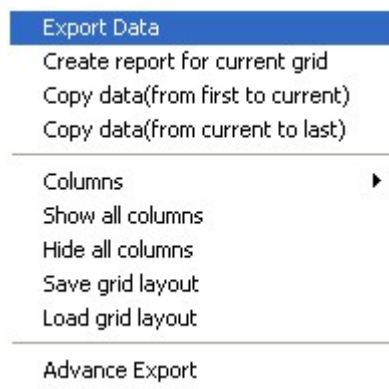
Change records which auto assigned timetable to OT record: Make system smart schedule record to overtime.

Append Clock in/Out Log: The process is the same as Attendance handling operation.

View operation history: The process is the same as Attendance Record operation of search/print.

Right key menu

On the Attendance Record window, right-click the mouse, the following menu will appear:



Export data: Is same as "Export data" button function in the interface, for detail please see 3.6 Exporting Data.

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Create report current grid: Is same as "Report" to establish current data record list function, make searched attendance record as record list to export. Able to list prints to export, save, and search for in list, etc. operation

Copy Data (from first to current): Searched record result copy directly, form duplicating to current position, and can patch in Excel list directly

Copy Data (from current to last): Searched record result copy from current copying position to ending, and can patch to Excel list directly.

Column "Data row": Select item name on the searching window appearing, click pop up menu is following

Show all Columns: All item name of data row display on search window.

Hide all columns: All item name of data row except surname and name hide on the search window, only show surname and name.

Save grid layout: The item name on which the search window appears can be saved, load data row setting to use.

Load grid layout: According to store data row to show item.

Advance Export: Export the list as file. See also 3.7 Advance Export.

### Misc Exception

Misc exception is used to verify and appraise employee hour of overtime and business trip, default leave, sick leave, home leave are effective; overtime, free overtime, business trip, approval absence, are invalid by default, it need a calmer appraisal of whether effectively, writes down in the statistical report. Misc exception interface show as follow:

## 4. Search/ Print

In Misc Exception list , the default data include department, name, enroll number (AC-No.), start time, end time, exception, Audited, Old audited, Time long, Valid time, Date. If you want to show much more item, just right-click "columns" item of your choice, if you want to show anther row, put a tick in front of the row you have selected.

Start time: Start time for abnormal statue.

End time: End time for abnormal statue.

Exception: There are 8 kinds of statue: free overtime work, overtime work, business trip, approval absence, sick leave, leave, home leave.

Audited: After the verification, show that overtime work or is in invalid statue.

Old audited: Unaudited statue.

Time long: The difference value between end time and start time.

Assigned shift work day: The exception situation across the working day which has assigned shift.

Tool column

If the Attendance rule limit the business trip and the overtime work statue must through verification, then verified statue column is empty, if has regulated the statue of verification, the corresponding statue column will appear in the verified column.

## ZKAccess3.5 TimeSheet User Manual

**Restore:** This operation does not take effective unless the record has been audited, return record statue to initial verification state. After the return to original status, be sure to re-inquire and compute.

**Cancel all OT:** Exception list shown that the overtime work record all regard as invalid record.

**Promote all Free OT:** The system regard personnel's, who has not assigned to Timetable, Time Attendance record (who must own clocking-in/clocking-out record simultaneously) as free OT , if this item in choice, systems judge all free overtime work will be showed as overtime work.

**Count all OUT to BOUT:** All employees' out record regard as business.

**Cancel all BOUT:** All the business trip record will be canceled; this record will be generally egresses or according to the actual situation handle it.

**Invalidate selected:** Change the record statue of your choice to be invalid.

On the displaying window of Attendance Calculation, right-click to be possible to operate is same as the Clock In/Out Log Exceptions.

### Calculated items

The calculated items pagination is the page which commonly used, count all item in the employee assigned time to produce report, is easy to examine and settlement.

ACNo	No	Name	Normal	Actual	Late	Early	Absent	OT	OUT	BOUT	WTime	Times	VIn	VOut	N/In	N/Out	AFL	BLeave	Sick	
1	14	14	210	660	0	3	0	0	0	127:53	26	14	3	0	11	0	0	0	0	C
2	14	14	210	720	0	3	0	0	0	128:53	26	14	2	0	12	0	0	0	0	C
3	14	14	210	720	0	3	0	0	0	128:53	26	14	2	0	12	0	0	0	0	C
4	6	6	0	0	0	12	0	0	0	54	12	6	6	0	0	0	0	0	0	C
5	6	6	0	0	0	12	0	0	0	54	12	6	6	0	0	0	0	0	0	C

BLeave:WDay, Normal:WDay, LateMin, EarlyMin, AFL, Hour, Absent:WDay, OT, ND, WDay, OT, Holiday, OT, Weekend, OT, Hour,  
 Rest Hour, N/In Times, N/Out Times, BOUT Times, OUT Hour, FOT Hour,  
 Sick Hour, Vacation Hour, Other Hour.

#### 4. Search/ Print

In the Calculated items pagination the default data include name, enrolling number (AC-No.), late, early, sick leave, etc. If you want to show much more, may right click on "Columns" the option in the table, show other rows of your choice, there is a tick in front of the row.

Should arrive (Normal): Depending on the employee shift, count the employee's working day which should go to work between the start and end time. The defaults unit is the working day, may change the statistical rule in the "Normal" of the Time Attendance rule calculation page

Actual arrive (Actual): According to The Clocking in/Clocking-out record , statistic the employee working day which actually goes to work between the start and end time. The Defaults unit is the working day, able to change the statistical rule in the "Normal" of the Attendance rule calculation page

Coming lately (Late):

1) according to the "Coming lately "statistical rule in the Time Attendance rule in and the shift manages to record is late x time which in the time establishes to calculate, after namely if employee's registration time surpasses x time to record for is late, is late when the length is the registration time with the work hours bad value;

2) non- registration recording, according to Time Attendance in the rule Time Attendance computation to go to work, the non-registration recording time mark to be late xx minute; Result which obtains in the beginning and end time all situations statistics. The default unit is the minute, able to change the statistical rule the Time Attendance rule computation project page "Late".

Leaves early (Early):

1) According to the statistical rule in the Time Attendance "leaves early" rule and the time setting in the Shift management record the leaves early time, after namely if employee's clock-out advance x hours to record as leaves early, hours of leaves early is difference value between the Clock-out time and the work off time;

2) if there is not the clocking-out record, according to the Time Attendance rule, in the computation of attendance statistical, when employee get off work without the

## ZKAccess3.5 TimeSheet User Manual

clocking-out record the time regard as leave early xx minute;

Obtain result from all situations to statistic among the start and end time. The default unit is the minute, able to change it under the "Leaves early" statistical rule in the computation of Time Attendance rule page.

Absence without an excuse (Absent):

1) According to "Absence without an excuse" statistical rule under Time Attendance rule, if employee does not have the checking-in/out record, who's attendance record regard as absence without an excuse;

2) According to the Time Attendance rule, in the computation of Time Attendance time , hours of late is bigger than xx minute, employee record as absence without an excuse, hours of leaves early is bigger than xx minute, employee-record as absence without an excuse .

Obtain result from all statistical situations between the start and end time.

The default unit is the working day, can not change it.

Overtime Work (OT):

1) According to the "working overtime" statistical rule of Time Attendance rule, as well as the computation of the Time Attendance rule, employee gets off work after x minute, whose work is recorded as overtime work, obtain hours of overtime from the accumulation;

2) In the Shift management there is a Time Period which directly to be recorded as the overtime work, idea the minutes of overtime work is the hours of overtime;

3) According to the option situation in the Time Attendance setting/maintenance, the employee's work record as overtime work, in other exception situation list the overtime work and the free overtime is verified as effective work to statistic; obtains two results among the start and end time all accumulation situations. The default unit is the hour, able to make a change under the "Overtime work" statistical rule in the computation of Time Attendance rule page.

Egresses (OUT): According to "Egress" the statistical rule in the Attendance rule, as well as the approval absence is effective in other exception situation list; carry on the computation of the statistics.

#### 4. Search/ Print

Obtain result from all statistical situations in the start and end time. The default unit is the hour, able to change it under the "Egress" statistical rule in the computation of Time Attendance rule page.

Business Trip (BOUT): According to "Business trip" the statistical rule of it he Time Attendance rule, as well as the approval absence is effective in other exception situation list; carry on the computation of the statistics.

Obtain result from all statistical situations in the start and end time. The default unit is the hour, able to change it under the "Business Trip" statistical rule in the computation of Time Attendance rule page

Hours of work (WTime): The computation of attendance depends on the time of employee clock-in/out. Obtains the result from completely accumulation between the start and end time.

Should checking-in times (Times): According to the Timetable, total of the Clocking-in/out times between the time range.

Clock/In (VIn): Actual clock/in times between the time range.

Clock/Out (VOut): Actual clock/out times between the time range.

No clock/in (N/In): No clock/in times during the time range.

No clock-out (N/Out): No clock/out times during the time range.

Asking for leave (AFL): Accumulate all kinds of vacation, and statistics result. The default unit is hour, able to change it under the "Leave setting" statistical rule in the computation of Attendance rule page.

Approval Absence (BLeave): According to "Approval absence" statistical rule in the Attendance rule, as well as the approval absence take effective in other exception situation list, carry on the computation of the statistics. Obtain result from all statistical situations between the start and end time. The default unit is the working day, able to change it under the "Approval absence" statistical rule in the computation of Attendance rule page.

Sick leave (Sick): According to the sick leave statistical rule under kind of Leave setting, as well as the sick leave take effective in other exception situation list by

## ZKAccess3.5 TimeSheet User Manual

verification, carry on the computation of the statistics. Obtain result all from statistical situations between the start and end time, the default unit is the hour, be able to changes the "Sick leave" statistical rule under leaves setting.

Affair: According to the leave statistical rule under leaves setting, as well as for the leave is effective in other exception situation list to by the leave verification, carry on the computation of the statistics. Obtains Result from all situations statistical between the start and end time. The default unit is the hour, be able to changes the "leave" statistical rule under leaves setting.

Workday (NDays): Depending on the clock in/out record, statistic employees' actually work day from Monday to Friday beyond holiday between the time ranges, the default unit is working day, ability to make a change under "Normal" statistical rule in the Attendance statistical rule page.

Weekend: Depending on clock in/clocking-out record, statistical employees actually from Saturday to Sunday beyond holiday between the time ranges; the default unit is working day, ability to make a change under "Normal" statistical rule in the Attendance statistical rule page

Holiday: The holiday in which day employee actually takes work, the default unit is working day, ability to make a change under "Normal" statistical rule in the Attendance statistical rule page.

Working Hours (Att\_Time): Depending on clock /in and clock/out record, total of employee's hours of on duty between the time range, the default unit is hour, accurate figure inhere after point two digital

Overtime work (NDays\_OT): Depending on the "overtime work" statistical rule in the Attendance rule, as well as the overtime and free overtime is effective in other exception situation list; carry on the computation of the statistical working hours from Monday to Friday beyond holidays between the time ranges.

Obtain result from all statistical situations in the start and end time. The default unit is the hour, able to change it under the "Overtime Work" statistical rule in the computation of Attendance rule page.



#### 4. Search/ Print

Weekend overtime work (Weekend\_OT): Depending on the "overtime work" statistical rule in the Attendance rule, as well as the overtime and free overtime take effective in other exception situation list; carry on the computation of the statistical working hours from Saturday to Sunday beyond holidays between the time ranges.

Obtain result from all statistical situations in the start and end time. The default unit is the hour, able to change it under the "Overtime Work" statistical rule in the computation of Attendance rule page

Holiday Overtime (Holiday OT): Depending on the "Overtime work" statistical rule in the Attendance rule, as well as the overtime and free overtime is effective in other exception situation list; carry on the computation of the statistical working hours in holidays between the time ranges.

Obtain result from all statistical situations in the time range. The default unit is the hour, able to change it under the "Overtime Work" statistical rule in the computation of Attendance rule page

NoShiftUserAll

The NoShiftUserAll page facilitates the manager to view unscheduled employees and schedule for them.

Emp No.	AC-No.	No.	Name	Date	Clock In 1	Clock Out 1	Clock In 2	Clock Out 2	Clock In 3	Clock Out 3	Clock In 4	Clock Out 4	Clock In 5	Clock Out 5
4	4	4		12/1/2011	07:26	19:26								
4	4	4		12/2/2011	07:26	19:26								
4	4	4		12/3/2011	07:26	19:26								
4	4	4		12/4/2011	07:26	19:26								
4	4	4		12/5/2011	07:26	19:26								
4	4	4		12/6/2011	07:26	19:26								
4	4	4		12/7/2011	07:26	19:26								
4	4	4		12/8/2011	07:26	19:26								
5	5	5		12/1/2011	07:26	19:26								
5	5	5		12/2/2011	07:26	19:26								
5	5	5		12/3/2011	07:26	19:26								
5	5	5		12/4/2011	07:26	19:26								
5	5	5		12/5/2011	07:26	19:26								
5	5	5		12/6/2011	07:26	19:26								
5	5	5		12/7/2011	07:26	19:26								
5	5	5		12/8/2011	07:26	19:26								

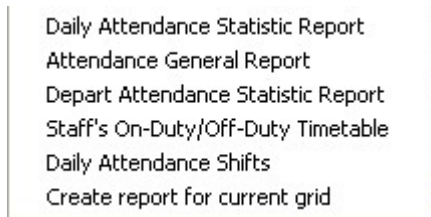
The data fields in the NoShiftUserAll page include Emp No., AC-No., No., Name,

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Schedule, Auto-Assign, Date, Timetable, On duty, Off duty, Clock In, Clock Out, Normal, Real time, Late, Early, Absent, OT Time, Work Time, Exception, Must C/In, Must C/Out, Department, NDays, WeekEnd, Holiday, ATT\_Time, Ndays\_OT, WeekEnd\_OT, and Holiday\_OT. To select more items, right-click the page and select "Column" from the context menu. All available options appear and the ticked off items are selected fields.

### Report

Not only search and modify these Attendance Records in Clock in/out log exception List, but also able to preview and print these Attendance records, these following list include, Daily Attendance statistical report, Attendance General report, Department Attendance Statistical Report, Staff's on-duty/off-duty Timetable, Daily Attendance shifts, Create report for current grid, click "Record " button, pop up following menu:



#### 1. Daily Attendance statistical report:

Daily Attendance statistical report is used to list the definite employee daily attendance status in assigned period of time in the table, and the statistics absence without excuse, coming lately /leaves early, working overtime, asking for leave, business trip, convenience of the checking whether has the discrepancy with the actual situation.

Note: In the table it is only can show detailed attendance status from the inquiry time from the month time, the report form may count in the start and end time situation which the user chooses, the start and end time scope appear on the right cancer.

#### 4. Search/ Print

Preview

↑ 100%

Daily Attendance Statistic (OUR COMPANY)

2010-10-11 ~ 2011-09-19

Name	AC.No	Timetable	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	24 Sun	25 Mon	26 Tue	27 Wed	28 Thu	29 Fri	30 Sat	31 Sun	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	Normal	Actual	Absent	Late	Early	OT	AFL	Leave	Week end OT																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
			WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay	WDay

In the table all shifts Timetable which each person uses will be list, and illustrate attendance status in the corresponding time and shift with the mark, for mark explain, and please see at the end of each page (In identification mark setting in Attendance computation rule).

Should arrive "Working day": The working day of the employee should arrive in the assigned time. The working day is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in Attendance statistical table, output this item.

Actually arrive "Working day": The working day of the employee actually arrive in the assigned time. The working day is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in Attendance statistical table, output this item.

Absence without an excuse "Working day": The day of the employee in the assigned time, who is absence from work without an excuse? The working day is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in Attendance statistical table, output this item.

Coming lately "Minute": Total hour of the employee in the assigned time come late, the minute is the unit of measurement "Recommend", able to make a change in the

## ZKAccess3.5 TimeSheet User Manual

Attendance rule. According to result in Attendance statistical table, output this item.






Leaves early "Minute": Total hours of the employee in the assigned time leave early, the minute is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in Attendance statistical table, output this item.

Working overtime "Hour": Total hours of the employee in the assigned time overtime work. The hour is the unit of measurement "Recommend" able to make a change in the Attendance rule. According to result in Attendance statistical table, output this item.

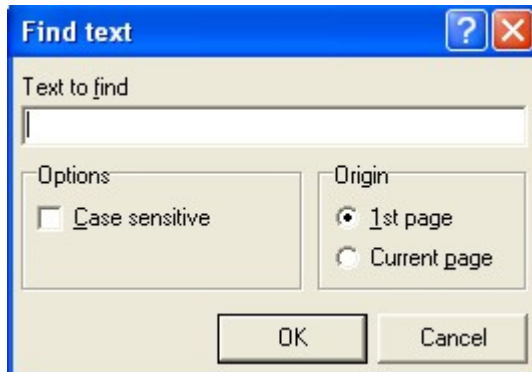
Ask for leave "Hour": Total hour of the employee in assigned time ask for leave. The hour is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in Attendance statistical table, output this item.

Really until "Working day": The employee business trip in the assigned period time. The working day is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in Attendance statistical table, output this item.

Report upper tool column

- 1) Scale: Click " 100%" button, and then choose the displaying proportion, preview report form.
- 2) Opens report: Click " " button to open the report file which has saved before.
- 3) Save: Click " " button to save the current report to the directly of your choice.
- 4) Prints report: First connect with the printer, then click " " button to print the report form.
- 5) Find text: Click " " button, pop-up the search text dialog box, input the text you look up, click "OK" button, the cursor will locate to the text which you search.

#### 4. Search/ Print



6) Close preview: Click "X" button to close preview.

#### 2. Attendance General Report

Attendance General Report "The sum total of the Attendance statistical result table" is used to show the definite employee attendance statistical status in the assigned time, carry on the sum computation of employee attendance status, convenience of paying wages depending on the Attendance situation.

Preview

Attendance General Report (OUR COMPANY) 2010-10-11 ~ 2011-09-19

Name	AC-No	Normal WDay	Actual WDay	Absent WDay	Late Min	Early Min	OT Hour	AFL Hour	BL WDay	Ntn Times	NOut Times	Normal Times	Affair Hour	Sick Hour	Vacator Hour		Work Time Hour	Alt Rate %
OUR COMPANY																		
lucy	1	245	8.5	238	180			62		245	242	490	20.42		41.98		74.88	3.5
illy	2	245	4	241	180					245	242	490					32.7	1.6
lan	3	245	3	242	180					245	242	490					23.71	1.2
lulu	4	245	3	242	120					245	243	490					24.7	1.2
qiqi	5	245	2	243	120					245	243	490					15.71	0.8
wave	6	245	1	244	60					245	244	490					8	0.4
eve	7	245	1	244	60					245	244	490					8	0.4
gigi	8	245	1	244	60					245	244	490					8	0.4
Subtotal 8		1960	23.5	1936	960					1960	1944	3920	20.42				195.7	1.2
FAE																		
Ann	9	227	6	221				111		227	227	454			110.79		54	2.6

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The computation of should arrive, actual, absence without an excuse, come late, leaves early, working overtime, asks for leave, business trip, the sick leave, leave, home leave same with daily calculating in the Time Attendance statistical table.

## ZKAccess3.5 TimeSheet User Manual

Working hours: Depending on daily employee clock-in/out time. Count the employee working hours Obtains result from all accumulation between the start and end time

Attendance rate: divide the employee actually goes out on duty the number of times by employee should go out on duty the number of times. Above the report tool column is same with the Daily Attendance Statistic Report.

### 3. Department Attendance Statistical Report

Department Attendance Statistical Report "The sum total of the Department Attendance statistical result table" take the department as the unit, sum total of all employees in the assigned department and period of attendance status, may know the sum attendance of department, facilitates reduces the scope, carries on the detail inquiry.

Department	Shift	Normal	Actual	Absent	Late	Early	OT	AFL	BLeave	NIn	NOut	Times	Affair	Sick	Vacation	Work Time	A	R
		WD	WD	WD	Min.	Min.	Hour	Hour	WD	Times	Times	WD	Hour	Hour	Hour	Hour		
OUR COMP	8	1960	22.5	1936	960			62		1960	1944	3920	20.42		41.98		195.7	
FAE	3	717	8	709	120			111		717	715	1434		110.79			70	
Financial	3	735		735						735	735	1470						
Human Res	3	735	4	731				84		735	735	1470			83.96		36	
Maintenance	5	1225	2	1223				42		1225	1225	2450			41.98		18	
Total	22	5372	37.5	5334	1080			299		5372	5354	10744	20.42	110.79	167.92		319.7	

The computation of should arrive, actually arrive, absence without an excuse, coming lately, leaves early, working overtime, asking for leave, business trip, sick leave, leave, home leave same with daily Time Attendance statistical table. Only completely accumulate each department's personnel's situation.

Above the report tool column is same with Daily Attendance Statistic Report.

### 4. Staff's On-Duty/Off-Duty Timetable

The time in which each employee actually come and go to work produce report, corresponding date and shift. Convenient for the administrator viewing, and may print.

## 4. Search/ Print

Preview

100% [Icons]

Staff's On-Duty/Off-Duty Timetable (OUR COMPANY) 2010-10-11 – 2011-09-19

OUR COMPANY	1	lucy							
10/11 Mon	10/12 Tue	10/13 Wed	10/14 Thu	10/15 Fri	10/16 Sat	10/17 Sun	10/18 Mon	10/19 Tue	10/20 Wed
10/21 Thu	10/22 Fri	10/23 Sat	10/24 Sun	10/25 Mon	10/26 Tue	10/27 Wed	10/28 Thu	10/29 Fri	10/30 Sat
10/31 Sun	11/01 Mon	11/02 Tue	11/03 Wed	11/04 Thu	11/05 Fri	11/06 Sat	11/07 Sun	11/08 Mon	11/09 Tue
11/10 Wed	11/11 Thu	11/12 Fri	11/13 Sat	11/14 Sun	11/15 Mon	11/16 Tue	11/17 Wed	11/18 Thu	11/19 Fri
11/20 Sat	11/21 Sun	11/22 Mon	11/23 Tue	11/24 Wed	11/25 Thu	11/26 Fri	11/27 Sat	11/28 Sun	11/29 Mon
11/30 Tue	12/01 Wed	12/02 Thu	12/03 Fri	12/04 Sat	12/05 Sun	12/06 Mon	12/07 Tue	12/08 Wed	12/09 Thu
12/10 Fri	12/11 Sat	12/12 Sun	12/13 Mon	12/14 Tue	12/15 Wed	12/16 Thu	12/17 Fri	12/18 Sat	12/19 Sun
12/20 Mon	12/21 Tue	12/22 Wed	12/23 Thu	12/24 Fri	12/25 Sat	12/26 Sun	12/27 Mon	12/28 Tue	12/29 Wed
12/30 Thu	12/31 Fri	01/01 Sat	01/02 Sun	01/03 Mon	01/04 Tue	01/05 Wed	01/06 Thu	01/07 Fri	01/08 Sat
01/09 Sun	01/10 Mon	01/11 Tue	01/12 Wed	01/13 Thu	01/14 Fri	01/15 Sat	01/16 Sun	01/17 Mon	01/18 Tue
01/19 Wed	01/20 Thu	01/21 Fri	01/22 Sat	01/23 Sun	01/24 Mon	01/25 Tue	01/26 Wed	01/27 Thu	01/28 Fri
01/29 Sat	01/30 Sun	01/31 Mon	02/01 Tue	02/02 Wed	02/03 Thu	02/04 Fri	02/05 Sat	02/06 Sun	02/07 Mon

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The most right side row corresponds the shift, list the all employee shift, which correspond date, the time of clocking-in /out display in the table.

Above the report tool column is same with Daily Attendance Statistic Report.

## 5. Daily Attendance shifts

List the employee's shift which is used in Attendance every day, corresponding date, provide convenient for the administrator viewing shift, and printing.

Preview

100%

Daily Attendance Shifts (OUR COMPANY) 2010-10-11 – 2011-09-19

Name	AC-No	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	24 Sun	25 Mon	26 Tue	27 Wed	28 Thu	29 Fri	30 Sat	31 Sun	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon			
OUR COMPANY																																	
lucy	1	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day		
ily	2	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	
lan	3	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	
lulu	4	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	
qili	5	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	
wave	6	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day
me	7	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day
qipi	8	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day
FAE																																	
Ann	9	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day

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Above the report tool column is same with Daily Attendance Statistic Report.

## ZKAccess3.5 TimeSheet User Manual

### 6. Create report for current grid

The create report for current grid refers to produce report according to the current screen demonstrated format, provide convenient for the administrator reading, and printing

Clock In/Out Log Exceptions' current data report page:

AC.No.	No.	Name	Time	State	New State	Exception	Operation
1		lucy	7/22/2011 3:13 PM	C/in		Repeat	
1		lucy	7/22/2011 3:14 PM	C/in		Repeat	
1		lucy	7/22/2011 3:14 PM	C/in		Repeat	
1		lucy	7/22/2011 3:14 PM	C/in		Repeat	
1		lucy	7/22/2011 3:14 PM	C/in		Repeat	
1		lucy	7/22/2011 3:14 PM	C/in		Repeat	
1		lucy	7/22/2011 3:14 PM	C/in		Invalid	
1		lucy	7/22/2011 3:23 PM	C/in		Repeat	
1		lucy	7/22/2011 3:23 PM	C/in		Invalid	
1		lucy	7/22/2011 4:12 PM	C/in		Repeat	
1		lucy	7/22/2011 4:12 PM	C/in		Repeat	
1		lucy	7/22/2011 4:12 PM	C/in		Repeat	
1		lucy	7/22/2011 4:14 PM	C/in		Repeat	
1		lucy	7/22/2011 4:14 PM	C/out		Repeat	
1		lucy	7/22/2011 4:15 PM	C/out		Repeat	
1		lucy	7/22/2011 4:15 PM	C/in		Repeat	
1		lucy	7/22/2011 4:15 PM	Out		Invalid	
1		lucy	7/22/2011 4:15 PM	C/in		Repeat	
1		lucy	7/22/2011 4:15 PM	Out Back		Invalid	

If need to show much more rows, may right-click the data row of your choice in the statistical result detailed situation page .

Shift Exception page's current data report pages:



#### 4. Search/ Print

Preview

100%

Shift Exception

Emp No.	AC-No.	No.	Name	Auto-Assign	Date	Timetable	On duty	Off duty	Clock In	Clock Out
1	1		lucy		10/11/2010	Daytime	09:00	18:00		
1	1		lucy		10/12/2010	Daytime	09:00	18:00		
1	1		lucy		10/13/2010	Daytime	09:00	18:00		
1	1		lucy		10/14/2010	Daytime	09:00	18:00		
1	1		lucy		10/15/2010	Daytime	09:00	18:00		
1	1		lucy		10/16/2010	Daytime	09:00	18:00		
1	1		lucy		10/19/2010	Daytime	09:00	18:00		
1	1		lucy		10/20/2010	Daytime	09:00	18:00		
1	1		lucy		10/21/2010	Daytime	09:00	18:00		
1	1		lucy		10/22/2010	Daytime	09:00	18:00		
1	1		lucy		10/25/2010	Daytime	09:00	18:00		
1	1		lucy		10/26/2010	Daytime	09:00	18:00		
1	1		lucy		10/27/2010	Daytime	09:00	18:00		
1	1		lucy		10/28/2010	Daytime	09:00	18:00		
1	1		lucy		10/29/2010	Daytime	09:00	18:00		
1	1		lucy		11/1/2010	Daytime	09:00	18:00		
1	1		lucy		11/2/2010	Daytime	09:00	18:00		
1	1		lucy		11/3/2010	Daytime	09:00	18:00		
1	1		lucy		11/4/2010	Daytime	09:00	18:00		
1	1		lucy		11/5/2010	Daytime	09:00	18:00		
1	1		lucy		11/8/2010	Daytime	09:00	18:00		

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If need to show much more rows, may right-click the data row of your choice in the statistical result detailed situation page.

Misc Exception page's current data report pages:

Preview

100%

Misc Exception

AC-No.	No.	Name	Start time	End time	Department	Exception	Audited	Old audited	Time long
1		lucy	02:05	23:59	OUR COMPANY	Affair			21:54
1		lucy	00:00	23:59	OUR COMPANY	Affair			23:59
1		lucy	00:00	11:25	OUR COMPANY	Affair			11:25
1		lucy	00:00	23:59	OUR COMPANY	Vacation			23:59
1		lucy	00:00	23:59	OUR COMPANY	Vacation			23:59
1		lucy	00:00	23:59	OUR COMPANY	Vacation			23:59
1		lucy	16:36	16:36	OUR COMPANY	OUT			0:00
1		lucy	16:36	16:36	OUR COMPANY	OUT			0:00
1		lucy	16:37	16:37	OUR COMPANY	OUT			0:00
1		lucy	15:17	15:59	OUR COMPANY	OUT			0:42
2		lily	16:36	16:36	OUR COMPANY	OUT			0:00
2		lily	16:37	16:37	OUR COMPANY	OUT			0:00
2		lily	15:17	15:34	OUR COMPANY	OUT			0:17
3		lan	15:17	15:34	OUR COMPANY	OUT			0:17
4		lulu	16:37	16:37	OUR COMPANY	OUT			0:00
4		lulu	15:17	15:34	OUR COMPANY	OUT			0:17
5		qiqi	15:17	15:34	OUR COMPANY	OUT			0:17
9		Ann	00:00	23:59	F&E	Sick			18:59
9		Ann	00:00	23:59	F&E	Sick			23:59
9		Ann	00:00	23:59	F&E	Sick			23:59
9		Ann	00:00	23:59	F&E	Sick			23:59

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If need to show much more rows, may right-click the data row of your choice in the statistical result detailed situation page

Calculated items page's current data report page:

## ZKAccess3.5 TimeSheet User Manual

Preview

↑ 100%

Calculated items

AC.No	No.	Name	Normal	Actual	Late	Early	Absent	OT	OUT	BOUT	WTime	Times	VIn	VOut	NIn	NOut
1		lucy	245	8.5	180	0	236	0	1	0	74.88	490	0	3	245	242
2		lily	245	4	180	0	241	0	1	0	32.7	490	0	3	245	242
3		lan	245	3	180	0	242	0	1	0	23.71	490	0	3	245	242
4		lulu	245	3	120	0	242	0	1	0	24.7	490	0	2	245	243
5		qin	245	2	120	0	243	0	1	0	15.71	490	0	2	245	243
6		wave	245	1	60	0	244	0	0	0	8	490	0	1	245	244
7		ere	245	1	60	0	244	0	0	0	8	490	0	1	245	244
8		gigi	245	1	60	0	244	0	0	0	8	490	0	1	245	244
9		Ann	227	6	0	0	221	0	0	0	54	454	0	0	227	227
10		Anna	245	2	120	0	243	0	0	0	16	490	0	2	245	243
11		Abel	245	0	0	0	245	0	0	0	0	490	0	0	245	245
12		Alex	245	0	0	0	245	0	0	0	0	490	0	0	245	245
13		Lucas	245	0	0	0	245	0	0	0	0	490	0	0	245	245
14		Don	245	0	0	0	245	0	0	0	0	490	0	0	245	245
15		Carl	245	2	0	0	243	0	0	0	18	490	0	0	245	245
16		Dan	245	0	0	0	245	0	0	0	0	490	0	0	245	245
17		Edison	245	2	0	0	243	0	0	0	18	490	0	0	245	245
18		Nana	245	0	0	0	245	0	0	0	0	490	0	0	245	245
19		Vivi	245	0	0	0	245	0	0	0	0	490	0	0	245	245
20		Win	245	0	0	0	245	0	0	0	0	490	0	0	245	245
21		Pinky	245	2	0	0	243	0	0	0	18	490	0	0	245	245

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If need to show much more rows, may right-click the data row of your choice in the statistical result detailed situation page.

### Export data

Export the data you inquire to Excel or the text file, backup and save it, in order to consult in the future. For detail operation please see also appendix 3.6 Export Data.

## 4.4 System Operation log

There provide with complete record about all operator operate trip and event when this software is apply to, maybe view the log in the future:

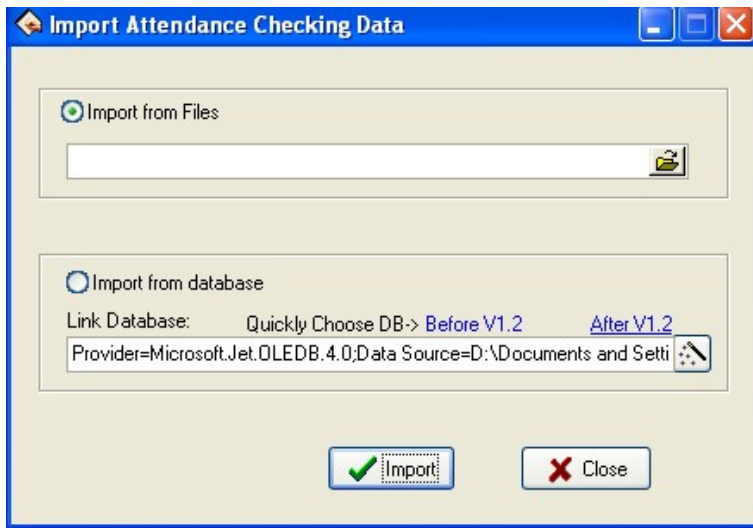
## 4. Search/ Print

System operation log				
Delete		8/22/2011	log	Delete export
ID	Operator	DateTime	Device	Description
87	Temp-Supervisor	8/23/2011 11:19:34 A		Download user info and Fp
86	Temp-Supervisor	8/23/2011 11:19:27 A		Download attendance logs
85	Temp-Supervisor	8/23/2011 11:17:01 A		Download user info and Fp
84	Temp-Supervisor	8/23/2011 11:16:33 A		Download attendance logs
83	Temp-Supervisor	8/23/2011 11:16:22 A		Download attendance logs
82	Temp-Supervisor	8/23/2011 11:16:12 A		Download attendance logs
81	Temp-Supervisor	8/23/2011 11:15:43 A		Forgetting to Clock in/out
80	Temp-Supervisor	8/23/2011 11:15:35 A		Leave Class
79	Temp-Supervisor	8/23/2011 11:15:25 A		Leave Class
78	Temp-Supervisor	8/23/2011 11:09:56 A		Download attendance logs
77	Temp-Supervisor	8/23/2011 9:34:29 AM		Download user info and Fp
76	Temp-Supervisor	8/23/2011 9:34:23 AM		Download attendance logs
75	Temp-Supervisor	8/22/2011 7:06:44 PM		Employee Leaving on Business/Askin
74	Temp-Supervisor	8/22/2011 7:06:00 PM		Download user info and Fp
73	Temp-Supervisor	8/22/2011 7:05:52 PM		Download attendance logs
72	Temp-Supervisor	8/22/2011 6:52:49 PM		Coming Late Collectively
71	Temp-Supervisor	8/22/2011 6:51:42 PM		Coming Late Collectively
70	Temp-Supervisor	8/22/2011 6:30:47 PM		Forgetting to Clock in/out
69	Temp-Supervisor	8/22/2011 6:29:36 PM		Forgetting to Clock in/out
68	Temp-Supervisor	8/22/2011 5:47:13 PM		Employee Leaving on Business/Askin
67	Temp-Supervisor	8/22/2011 5:45:58 PM		Leave Class
66	Temp-Supervisor	8/22/2011 5:26:02 PM		Employee Leaving on Business/Askin
65	Temp-Supervisor	8/22/2011 5:25:57 PM		Employee Leaving on Business/Askin
64	Temp-Supervisor	8/22/2011 5:09:41 PM		System Release

## 5. Data Management

### 5.1 Import AC Data

To import attendance record to another machine or old record to the current attendance software, click this command on the menu and this operation window will pop up:



#### 1. Import from Files

All information of original database can be import to Attendance system database file; to import attendance clock/in employee attendance data is imported.

Select import from USB flash-disk, click "**Import**" following windows pup-up:

#### 2. Import from database

## 5. Data Management

Import from database means to import attendance data from attendance database backups, and the data include employee information, shift information, clock-in records, etc. You can import the data from databases of previous version, or databases of the same version. For the data format of database files of versions previous to 1.2 differs from that of Version 1.2X, if the version of the database file that you want to import is below 1.2 (Not including 1.2), please select versions before 1.2 option; Otherwise please select 2.2 x options.

**Note: Before importing data, if it is unnecessary to remain the data in your system, please first select initialize the system. This is because if some data remaining in the current system overlap with the data that will import, errors will appear when importing data and data's importing speed will slow down.**

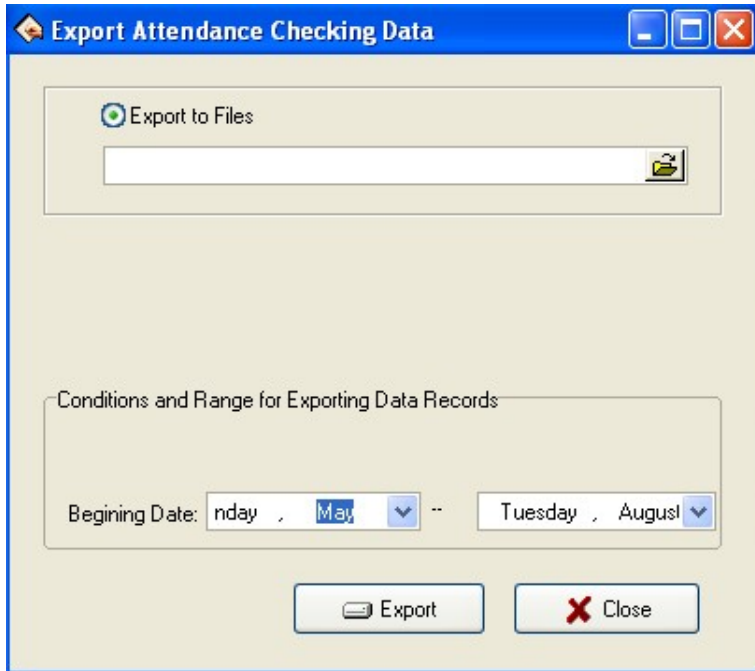
Click versions 1.2 or version 1.2x button, and a file manager will pop up. Enter the path and file name of the database to import, and click "**Open**", the system will import data automatically.

If your database is SQL Server database, you can click button to begin settings. For detailed information please refer to Database Setup.


After importing data, click " " to go back to the main menu.

### 5.2 Export AC Data

This function is mainly used to back up all attendance data in the current attendance system or clock/in data, click this command on the menu and the following operation window will pop up:



### 1) Export to Files


Export four file style: secret attendance data (\*.abt), attendance clock-in data (\*.txt), back up attendance data (\*.attbackup.mdb) and attendance system database file (\*.mdb). Click "  " button, a file manger menu will pop up confirm the path and file name for the back file and click "Open".

### 2) Conditions and Range for Exporting Data Records

Export data records during the time range.

**Note:** you must choose a new filename if the file has existed, the system will suggest you to define new file name.

## 5. Data Management

Exporting record will not lead to clean data in database. After finish to export data, click "" button to close window, and then return main menu.