

# TS0057 – T&A Reports

**APPLIES TO:** BioStar

BioStar supports 4 different types of reports; Daily Report, Daily Summary, Individual Report, Individual Summary and In/Out Report. In this document, we would like to introduce the differences between these 5 report types.

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## Daily Report

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**Daily Report** displays all activities for the users in specified date range. All activities are sorted by date as shown in below figure. You can add, remove or move columns to further customize your views.

Date	ID	User Name	Shift	Daily Schedule	First-In Time	Last-Out Time	Result	WorkTime	BreakTime
Date: 2014-03-05									
2014-03-05	1	TEST USER 1	SHIFT 2	TEST SCHEDULE 2	08:56	13:10	Normal	04:00	00:14
2014-03-05	2	TEST USER 2	SHIFT 2	TEST SCHEDULE 2	08:59	12:55	Normal	04:00	00:02
2014-03-05	3	TEST USER 3	SHIFT 2	TEST SCHEDULE 2	08:53	13:32	Normal	04:00	00:39
2014-03-05	4	TEST USER 4	SHIFT 2	TEST SCHEDULE 2	09:02	13:07	Normal	04:00	00:05
2014-03-05	5	TEST USER 5	SHIFT 2	TEST SCHEDULE 2	09:07	12:59	Normal	04:00	00:00
2014-03-05	6	TEST USER 6	SHIFT 2	TEST SCHEDULE 2	09:05	14:11	Normal	04:00	01:06
Date: 2014-03-06									
2014-03-06	1	TEST USER 1	SHIFT 2	TEST SCHEDULE 2	09:03	13:15	Normal	04:00	00:12
2014-03-06	2	TEST USER 2	SHIFT 2	TEST SCHEDULE 2	08:32	12:54	Normal	04:00	00:22
2014-03-06	3	TEST USER 3	SHIFT 2	TEST SCHEDULE 2	08:59	13:13	Normal	04:00	00:14
2014-03-06	4	TEST USER 4	SHIFT 2	TEST SCHEDULE 2	09:12	13:47	Late In	03:40	00:55
2014-03-06	5	TEST USER 5	SHIFT 2	TEST SCHEDULE 2	09:02	13:36	Normal	04:00	00:34
2014-03-06	6	TEST USER 6	SHIFT 2	TEST SCHEDULE 2	09:04	13:06	Normal	04:00	00:02
Date: 2014-03-07									
2014-03-07	1	TEST USER 1	SHIFT 2	TEST SCHEDULE 2	09:00	15:02	Normal	04:00	02:02
2014-03-07	2	TEST USER 2	SHIFT 2	TEST SCHEDULE 2	08:40	13:02	Normal	04:00	00:22
2014-03-07	3	TEST USER 3	SHIFT 2	TEST SCHEDULE 2	08:53	13:27	Normal	04:00	00:34
2014-03-07	4	TEST USER 4	SHIFT 2	TEST SCHEDULE 2	08:51	13:11	Normal	04:00	00:20
2014-03-07	5	TEST USER 5	SHIFT 2	TEST SCHEDULE 2	08:39	12:46	Early Out	03:40	00:27
2014-03-07	6	TEST USER 6	SHIFT 2	TEST SCHEDULE 2	08:58	13:13	Normal	04:00	00:15

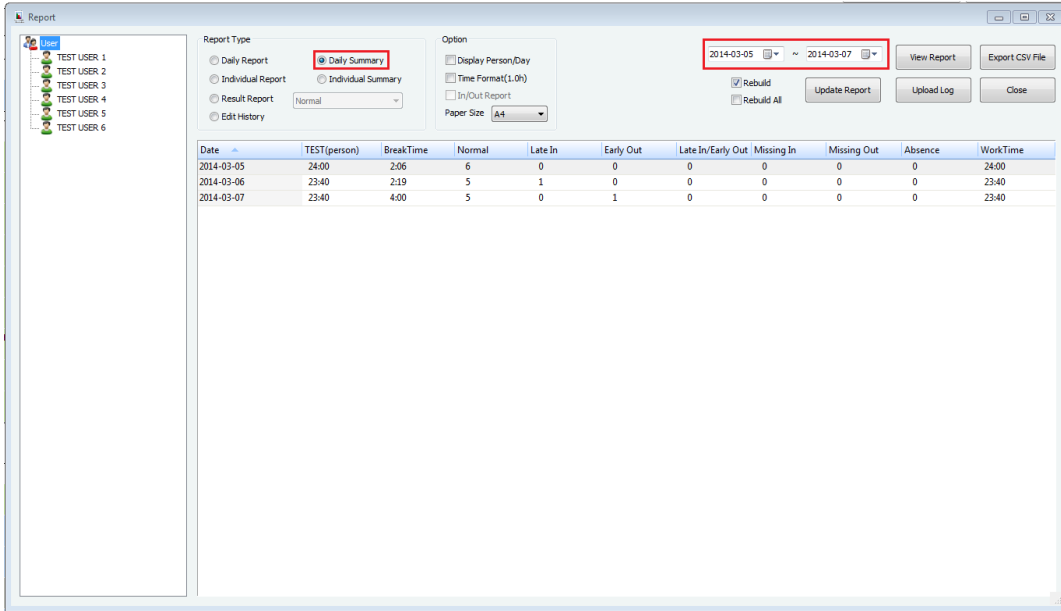
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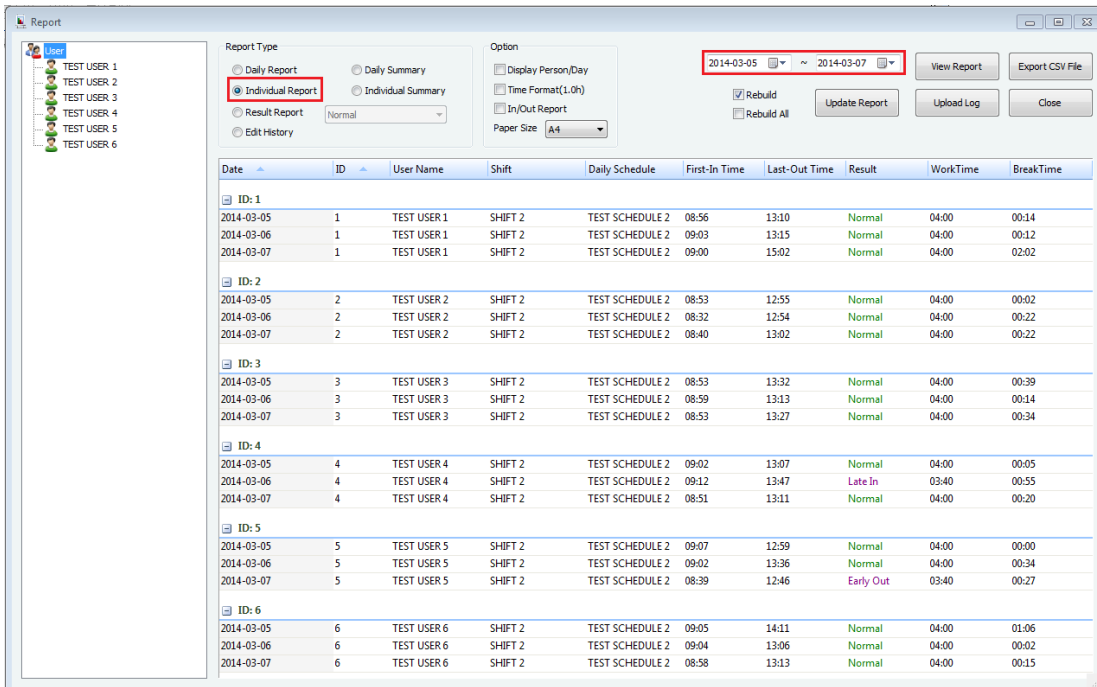
## Daily Summary

**Daily Summary** displays all summarized activities for specified date range. All activities are sorted by date as shown in below figure.



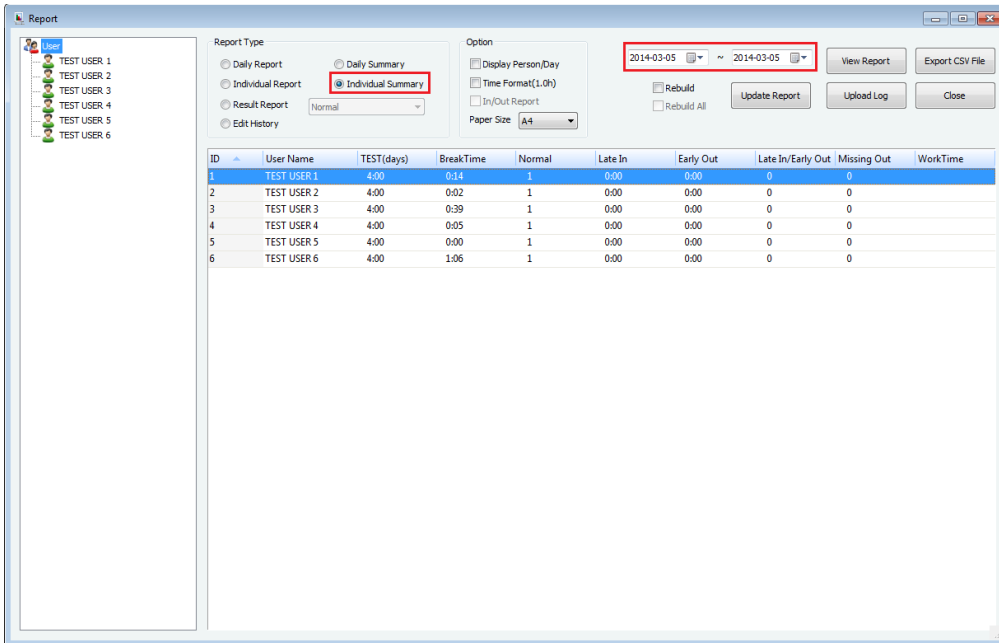
## Individual Report

**Individual Report** displays all activities for the users in specified date range. All activities are sorted by user ID as shown in below figure.



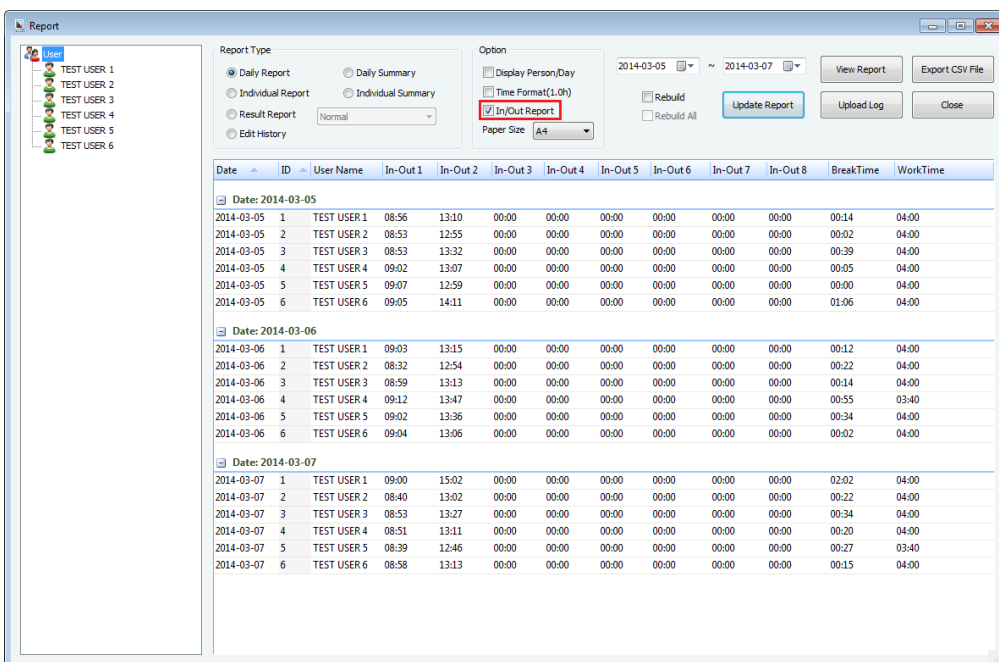
## Individual Summary

**Individual Summary** displays all summarized activities for specified date range. All activities are sorted by user ID as shown in below figure.



## In/Out Report

**In/Out Report** displays up to ten (10) in and out events for specified date range. In/Out Report is only available with [Daily Report] and [Individual Report].



The screenshot shows the 'Report' window in BioStar. The 'Report Type' section has 'Individual Report' selected. Under 'Option', 'In/Out Report' is checked and highlighted with a red box. The date range is set to 2014-03-05 to 2014-03-07. The report table below shows data for six test users across three days.

Date	ID	User Name	In-Out 1	In-Out 2	In-Out 3	In-Out 4	In-Out 5	In-Out 6	In-Out 7	In-Out 8	BreakTime	WorkTime
<b>ID: 1</b>												
2014-03-05	1	TEST USER 1	08:56	13:10	00:00	00:00	00:00	00:00	00:00	00:00	00:14	04:00
2014-03-06	1	TEST USER 1	09:03	13:15	00:00	00:00	00:00	00:00	00:00	00:00	00:12	04:00
2014-03-07	1	TEST USER 1	09:00	15:02	00:00	00:00	00:00	00:00	00:00	00:00	02:02	04:00
<b>ID: 2</b>												
2014-03-05	2	TEST USER 2	08:53	12:55	00:00	00:00	00:00	00:00	00:00	00:00	00:02	04:00
2014-03-06	2	TEST USER 2	08:32	12:54	00:00	00:00	00:00	00:00	00:00	00:00	00:22	04:00
2014-03-07	2	TEST USER 2	08:40	13:02	00:00	00:00	00:00	00:00	00:00	00:00	00:22	04:00
<b>ID: 3</b>												
2014-03-05	3	TEST USER 3	08:53	13:32	00:00	00:00	00:00	00:00	00:00	00:00	00:39	04:00
2014-03-06	3	TEST USER 3	08:59	13:13	00:00	00:00	00:00	00:00	00:00	00:00	00:14	04:00
2014-03-07	3	TEST USER 3	08:53	13:27	00:00	00:00	00:00	00:00	00:00	00:00	00:34	04:00
<b>ID: 4</b>												
2014-03-05	4	TEST USER 4	09:02	13:07	00:00	00:00	00:00	00:00	00:00	00:00	00:05	04:00
2014-03-06	4	TEST USER 4	09:12	13:47	00:00	00:00	00:00	00:00	00:00	00:00	00:55	03:40
2014-03-07	4	TEST USER 4	08:51	13:11	00:00	00:00	00:00	00:00	00:00	00:00	00:20	04:00
<b>ID: 5</b>												
2014-03-05	5	TEST USER 5	09:07	12:59	00:00	00:00	00:00	00:00	00:00	00:00	00:00	04:00
2014-03-06	5	TEST USER 5	09:02	13:36	00:00	00:00	00:00	00:00	00:00	00:00	00:34	04:00
2014-03-07	5	TEST USER 5	08:39	12:46	00:00	00:00	00:00	00:00	00:00	00:00	00:27	03:40
<b>ID: 6</b>												
2014-03-05	6	TEST USER 6	09:05	14:11	00:00	00:00	00:00	00:00	00:00	00:00	01:06	04:00
2014-03-06	6	TEST USER 6	09:04	13:06	00:00	00:00	00:00	00:00	00:00	00:00	00:02	04:00
2014-03-07	6	TEST USER 6	08:58	13:13	00:00	00:00	00:00	00:00	00:00	00:00	00:15	04:00

## Display Person/Day

Display Person/Day option in [Daily Summary] report allows BioStar to display a number of persons in bracket. This option in [Individual Summary] report allows BioStar to display a number of days in bracket. For example, 24:00(6) in Work Time means six (6) users worked for total 24:00 hours on the 5th of March 2014.

The screenshot shows the 'Report' window in BioStar. The 'Report Type' section has 'Daily Summary' selected. Under 'Option', 'Display Person/Day' is checked and highlighted with a red box. The date range is set to 2014-03-05 to 2014-03-07. The report table below shows a summary of work hours for six test users.

Date	TEST(person)	BreakTime	Normal	Late In	Early Out	Late In/Early Out	Missing In	Missing Out	Absence	WorkTime
2014-03-05	24:00(6)	2:06(5)	6	0	0	0	0	0	0	24:00(6)
2014-03-06	23:40(6)	2:19(6)	5	1	0	0	0	0	0	23:40(6)
2014-03-07	23:40(6)	4:00(6)	5	0	1	0	0	0	0	23:40(6)

## Overtime (Period)

**Overtime (Period)** option allows BioStar to calculate the amount of work time someone works beyond normal working hours. Please note that Overtime (period) will only be shown in the "Individual Summary" report.

To set Overtime Rule:

1. Go to [Option] > [T&A] > [Overtime Rule Setting].
2. Set the period by weekly basis; 1, 2, 3 or 4 weeks.
3. Overtime rate is set by hourly base. Enter the desired normal working hours. All work time beyond this hour will be treated as "overtime".

For example, overtime rule is set as 44 hours per week. This means that normal working hour for one (1) week is 44 hours. If the total work time for one (1) week is more than 44 hours, BioStar displays the overtime in "Individual Summary".

ID	User Name	BreakTime	Overtime(Period)	Normal	Late In	Early Out
124	STUDENT	13:32(6)	15:00(1)	5	6:19(1)	0:00(0)

Note: Search period should be set to match the chosen "Period". For example, if it is set as 1 week, the search duration should be one week, from 2013-12-08 to 2013-12-14. Or Overtime (Period) will be shown "0:00".

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## Time Format (1.0h)

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**Time Format (1.0h)** option allows BioStar to display work time in decimal hours.

For your reference please kindly see time conversion chart below.

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	0.02	21	0.35	41	0.68
2	0.03	22	0.37	42	0.70
3	0.05	23	0.38	43	0.72
4	0.07	24	0.44	44	0.73
5	0.08	25	0.42	45	0.75
6	0.10	26	0.43	46	0.77
7	0.12	27	0.45	47	0.78
8	0.13	28	0.47	48	0.80
9	0.15	29	0.48	49	0.82
10	0.17	30	0.50	50	0.83
11	0.18	31	0.52	51	0.85
12	0.20	32	0.53	52	0.87
13	0.22	33	0.55	53	0.88
14	0.23	34	0.57	54	0.90
15	0.25	35	0.58	55	0.92
16	0.27	36	0.60	56	0.93
17	0.28	37	0.62	57	0.95
18	0.30	38	0.63	58	0.97
19	0.32	39	0.65	59	0.98
20	0.33	40	0.67	60	1.00