

Time and Attendance

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1. T&A Case

1.1. Basic T&A Setup


1.1.1. Time Category


Time Category	Time Rate	Rounding Unit (Min)	Display Color
Hours of duty	1	30	Blue

1.1.2. Daily Schedule

Details

Day Start Time : First Check-In / Last Check-Out

Current day 


Next day 

TimeCategory	Start/End Time	Grace(Start)	Grace(End)	Rounding(In)	Rounding(...)
Hours of duty	09:00~18:00	10	Not Use	10	10

Time Slot

Start Time : Next

End Time : Next

Time Category 

Grace(Start)

Grace(End)

Auto Check IN

Auto Check OUT

Minimum Duration(Min)

Rounding(In)

Rounding(Out)

Affect Result

- Check in between 9:00 and 9:10 will not result in as “Late In” because of the Grace.
- Affect Result is checked.
- First Check-In / Last Check-Out option is used.
- Minimum Duration is set to 120min in Morning and Afternoon Shift (Work hours ignored if less than 2 hours).


1.1.3. Shift


Schedule | User


Cycle Type Weekly Daily


Start Date


End Date


Monday Copy 


Tuesday 

Wednesday 

Thursday 

Friday 

Saturday 

Sunday 

1.1.4. Expected Report Results

Name	First Check	Last Check	Result	Regular Time	Work Time
Cindy Lee	8:53	18:02	Normal	9:00	9:00
David Kim	9:03	18:05	Normal	9:00	9:00
Kate Yu	9:07	18:06	Late In	8:40	8:40
Brad Choi	8:59	17:04	Early Out	7:30	7:30
Marisa Kim	8:45	-	Missing Out	0:00	0:00
Tim Lee	-	-	Absence	0:00	0:00

Date	ID	User Name	Shift	Result	First-In Time	Last-Out Time	WorkTime	Morni...	hours of...	Overtime
Date: 2014-02-27										
2014-02-27	1	Cindy Lee	Case Study 1	Normal	08:53	18:02	09:00	00:00	00:00	00:00
2014-02-27	2	David Kim	Case Study 1	Normal	09:03	18:05	09:00	00:00	00:00	00:00
2014-02-27	3	Kate Yu	Case Study 1	Late In	09:12	18:06	08:40	00:00	00:00	00:00
2014-02-27	4	Brad Choi	Case Study 1	Early Out	08:59	17:04	08:00	00:00	00:00	00:00
2014-02-27	5	Marisa Kim	Case Study 1	Missing Out	08:45	00:00	00:00	00:00	00:00	00:00
2014-02-27	6	Tim Lee	Case Study 1	Absence	00:00	00:00	00:00	00:00	00:00	00:00

1.2. T&A Setup including Over Time

1.2.1. Time Category

Time Category	Time Rate	Rounding Unit (Min)	Display Color
Morning Shift	1	10	Blue
Afternoon Shift	1	10	Orange
Overtime	2	30	Green

1.2.2. Daily Schedule

Details

Day Start Time: 6 : 0 First Check-In / Last Check-Out

Current day: 0 6 12 18 24

Next day: 0 6 12 18 24

TimeCategory	Start/End Time	Grace(Start)	Grace(End)	Rounding(In)	Rounding(...)
Morning Shift	09:00~12:00	5	0	10	10
Afternoon Shift	13:00~18:00	0	5	10	10
Overtime	19:00~05:00(+1)	Not Use	Not Use	10	10

Time Slot

Start Time: 9 : 0 Next End Time: 12 : 0 Next

Time Category: Morning Shift

Grace(Start) 5 Auto Check IN

Grace(End) 0 Auto Check OUT

Minimum Duration(Min): 120

Rounding(In): 10

Rounding(Out): 10

Affect Result

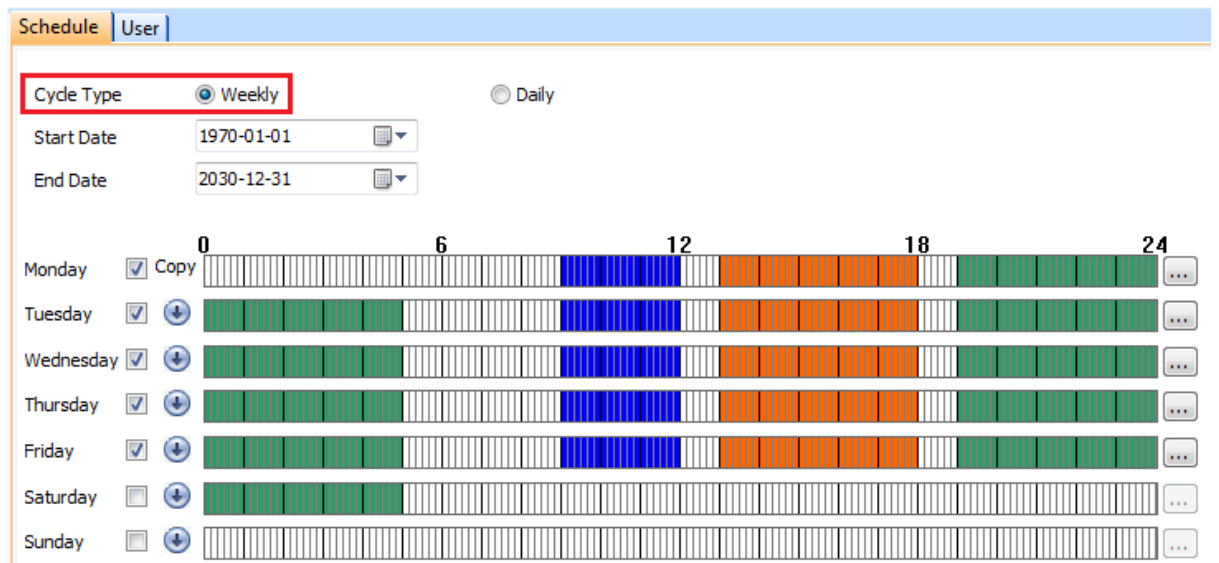
Add
Modify
Delete
Delete All

Time Slot	Start	End	Grace (Start)	Grace (End)	Rounding (In) / (Out)	Minimum Duration
Morning Shift	9:00	12:00	5	0	10	120
Afternoon Shift	13:00	18:00	0	5	10	0
Overtime	19:00	05:00			10	60

- Check in between 9:00 and 9:10 will not result in as "Late In" because of the Grace.
- Check out between 12:00 will result in "Early Out" because of the Grace.
- Check in between 13:00 and 13:10 will not result in as "Late In" because of the Grace.
- Check out between 18:00 will result in "Early Out" because of the Grace.
- Affect Result is checked only in Morning Shift and Afternoon Shift.
- First Check-In / Last Check-Out option is not used.
- T&A key should be used (Not allowed when not used).
- Minimum Duration is set to 120min in Morning and Afternoon Shift (Work hours ignored if less than 2 hours).

1.2.3. Shift

Same schedule applies to 5-days of the week (Monday to Friday)



1.2.4. T&A Event Key Setup

- Setup T&A Event Key in the T&A tab of the [Device] menu.
- Event Type should be set as T&A distinguishes events by Event type not caption.

Operation Mode | Fingerprint | Network | Access Control | Input | Output | Black List | Display/Sound | **T & A** | Wiegand

T & A Mode: Manual

TA Key	Caption	Schedule	Fixed or Not	Use Relay	Event Type
F1	In	No Time	Use	Use	In
F2	Out	No Time	Not Use	Not Use	Out
F3	Check-In	No Time	Not Use	Use	Check-In
F4	CheckOut	No Time	Not Use	Not Use	Check-Out

T & A Key

Function Key: F4 Fixed Event

Event Caption: CheckOut Use Relay

Auto Mode Schedule: [Dropdown]

Event Type: Check-Out

Regard as normal check-in/check-out event Only Result

Add work time after this event

Add, Modify, Delete, Delete All

1.2.5. Expected Report Results

Name	Event	1	2	3	Result	Regular Time	Over Time	Work Time
Cindy Lee	Event Time	9:11	22:53		Late In	7:40	3:30	14:40
	Event	Check-In	Check-Out			Late In		
David Kim	Event Time	8:55	16:48		Early Our	6:40	0:00	6:40
	Event	Check-In	Check-Out			Early Out		
Kate Yu	Event Time	8:55	11:33	21:33	Absence	0:00	0:00	0:00
	Event					Event not used		
Brad Choi	Event Time	10:03	22:30		Absence	5:00	3:30	12:00
	Event	In	Check-Out			Lacking minimum duration for morning shift		
Marisa Kim	Event Time	09:03	18:30		Normal	8:00	0:00	8:00
	Event	Check-In	Check-Out			Regular (Regular)		
Tim Lee	Event Time	18:50			Missing In	0:00	0:00	0:00
	Event	Check-Out				Missing "Check-In" event		
Randolph Um	Event Time	08:59	14:15		Missing In	4:10	0:00	4:10
	Event	In	Out			No "In" event out "Out"		
James Lee	Event Time	08:55	20:55		Missing Out	0:00	0:00	0:00
	Event	In				Missing "Check-Out" event		
Robbie Shine	Event Time	08:55	18:05	22:40	Normal	8:00	0:00	8:00
	Event	In	Out			Hours after "Out"		
Karl Jo	Event Time	09:13	12:10		Absence	2:40	0:00	2:40
	Event	Check-In	Check-Out			"Late In" and "Absence" are present for this user. Only show "Absence" due to result priority.		

Date	ID	User Name	Shift	Result	First-In Time	Last-Out Time	WorkTime	Morni...	hours of...	Overtime
Date: 2014-02-27										
2014-02-27	1	Cindy Lee	Case Study 2	Late In	09:11	22:53	14:40	02:40	00:00	03:30
2014-02-27	2	David Kim	Case Study 2	Early Out	08:55	16:48	06:40	03:00	00:00	00:00
2014-02-27	3	Kate Yu	Case Study 2	Absence	00:00	00:00	00:00	00:00	00:00	00:00
2014-02-27	4	Brad Choi	Case Study 2	Absence	10:03	22:30	12:00	00:00	00:00	03:30
2014-02-27	5	Marisa Kim	Case Study 2	Missing In	00:00	18:30	00:00	00:00	00:00	00:00
2014-02-27	6	Tim Lee	Case Study 2	Missing In	00:00	18:50	00:00	00:00	00:00	00:00
2014-02-27	7	Randolph ...	Case Study 2	Missing In	08:59	14:15	04:10	03:00	00:00	00:00
2014-02-27	8	James Lee	Case Study 2	Missing Out	08:55	00:00	00:00	00:00	00:00	00:00
2014-02-27	9	Robbie Shin	Case Study 2	Normal	08:55	18:05	08:00	03:00	00:00	00:00
2014-02-27	10	Karl Jo	Case Study 2	Absence	09:13	12:10	02:40	02:40	00:00	00:00

1.3. T&A Setup with different Rounding and Grace_Type 1

1.3.1. Time Category

Time Category	Time Rate	Rounding Unit (Min)	Display Color
Afternoon Shift	1	20	Orange

1.3.2. Daily Schedule

Details

Day Start Time: 0 : 0 First Check-In / Last Check-Out

Current day: 0 6 12 18 24

Next day: 0 6 12 18 24

TimeCategory	Start/End Time	Grace(Start)	Grace(End)	Rounding(In)	Rounding(...)
Afternoon Shift	13:00~17:00	10	0	10	30

Time Slot

Start Time: 13 : 0 Next End Time: 17 : 0 Next

Time Category: Afternoon Shift ■

Grace(Start) 10 Auto Check IN

Grace(End) 0 Auto Check OUT

Minimum Duration(Min): 0 Affect Result

Rounding(In): 10 Rounding(Out): 30

Add Modify Delete Delete All

Time Slot	Start	End	Grace (Start)	Grace (End)	Rounding (In)	Rounding (Out)
Afternoon Shift	13:00	18:00	10	0	10	30

- Check in between 13:00 and 13:10 will not result in as "Late In" because of the Grace.
- Check out before 17:00 will result in "Early Out" because of the Grace.
- Rounding (In) is set to 10 minutes. Check in at 13:13 will record as 13:20.
- Rounding (Out) is set to 30 minutes. Check out at 18:28 will record as 18:00.

1.3.3. Expected Report Results

Name	Event	1	2	Result	Work Time
Cindy Lee	Event Time	13:02	16:54	Early Out	3:20
	Event	Check-In	Check-Out		1 st rounding: 13:00 to 16:30 = 3:30 2 nd rounding: 3:30 -> 3:20

1.4. T&A Setup with different Rounding and Grace_Type 2

1.4.1. Time Category

Time Category	Time Rate	Rounding Unit (Min)	Display Color
Afternoon Shift	1	20	Orange

1.4.2. Daily Schedule

Details

Day Start Time: 0 : 0 First Check-In / Last Check-Out

Current day: 0 6 12 18 24

Next day: [Timeline]

TimeCategory	Start/End Time	Grace(Start)	Grace(End)	Rounding(In)	Rounding(...)
Afternoon Shift	13:00~17:00	10	Not Use	10	30

Time Slot

Start Time: 13 : 0 Next

End Time: 17 : 0 Next

Time Category: Afternoon Shift

Grace(Start) 10

Grace(End) 0

Auto Check IN

Auto Check OUT

Minimum Duration(Min): 0

Rounding(In): 10

Rounding(Out): 30

Affect Result

Add, Modify, Delete, Delete All

Time Slot	Start	End	Grace (Start)	Grace (End)	Rounding (In)	Rounding (Out)
Afternoon Shift	13:00	18:00	10	-	10	30

- Check in between 13:00 and 13:10 will not result in as "Late In" because of the Grace.
- Check out before 17:00 will result in "Normal" because of the Grace.
- Rounding (In) is set to 10 minutes. Check in at 13:13 will record as 13:20.
- Rounding (Out) is set to 30 minutes. Check out at 18:28 will record as 18:00.

1.4.3. Expected Report Results

Name	Event	1	2	Result	Work Time
Cindy Lee	Event Time	13:02	16:54	Normal	3:20
	Event	Check-In	Check-Out		1 st rounding: 13:00 to 16:30 = 3:30 2 nd rounding: 3:30 -> 3:20