

What does Time Category do?

BioStar provides Time and Attendance features that allow you to define time categories, shifts, and holiday rules. Time Category is the basic setting in the Time and Attendance setting. In the Time Category setting, you can change Time Rate, Rounding Unit, and Display Color.

Time Rate: the rate at which time is calculated for this time category.

Ex)	Time Category	Early Work Time	Regular Work Time	Overtime	
	Time Rate	2	1	1.5	
	Working Hour	2	8	2	

Total Work Time:

Early work time (2×2) + Regular work time (1×8) + Overtime (1.5×2) = **15 hours**

Ex) If wage is \$10.00 per hour, total wage is \$10.00 x 15 hour = \$150.00

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Time and Attendance	Time Category									
Time Category Early Work Time Regular Work Time Outrime O	Basic Information Name Early Work Time Description Details Time Rate 2 Rounding Unit(Min) 10									
Task	Display Color									
Add Time Category Add Daily Schedule Add Shift Holiday Management Report										
Details										
Total : 3 Selected : Early Work Time										
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Rounding Unit (Min): indicate how to round a user's work time.

Ex 1) Rounding = 50 min, 8 hours work

Total work hour = 8 x 60 = **480 min**

N-multiple of rounding 50 min = 50, 100, 150, ...450, 500 ...

Since there is no 480 min in the rounding value, total work time records as 450 min.

Therefore, 7 hour 30 min (450 min) is total work hour.

Ex 2) If there are two different time slot in the same time category, add total hours of both time slot and rounding off the value.

Rounding = 30 min

Time Slot 1 = 3 hour 45 min (225 min)

Time Slot 2 = 4 hour 25 min (265 min)

3:45(225min) + 4:25(265min) = 8:10 (490min) -> 480 min = 8 hours (CORRECT)

3:30(210min) + 4:00(240min) = 7:30 (450min) -> 450 min = 7 hours 30 min (WRONG)

EX 3) If there are two different time categories with different rounding value, they calculate separately then add together.

Time Category 1 = 3 hours 45 min, Rounding = 30 min

Time Category 2 = 4 hours 25 min, Rounding = 50 min

3:45 (225min) -> 3:30 (210 min)

4:25 (265min) -> 4:10 (250 min)

Add together, 210 min + 250 min = 460 min = 7 hours 40 min

Display Color: easy to see different colors by different Time Categories in the daily schedule.

Name DailySe Description	chedule(Sample)					
ils						
Day Start Time	5 🗘 : 0 🗢	First Check-I	in / Last Ch	eck-Out		
Current day	6		2	18		
Next day						
TimeCategory	Start/End Time	Grace(Start)	Grace(Er	nd) Rounding(In)	Rounding(.	
Regular Work Time Early Work Time Overtime	08:00~17:00 05:00~08:00 17:00~24:00	Not Use Not Use Not Use	Not Use Not Use Not Use	10 10 10	10 10 10	
Time Slot					1	
Start Time	17 文 : 0 🗢 🗋 Next	End Time	End Time 24 Minimum Duration(Min) 60		Next	bbA
Time Category	Overtime 🔽 🗾	Minimum Dura				Modify
Grace(Start) Grace(End) Auto Check IN		Rounding(In)	Rounding(In) 10			Delete
		Rounding(Out	Rounding(Out) 10			Delete Al
		Affect Res	Affect Result			
Auto Check OUT						

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