

## 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.

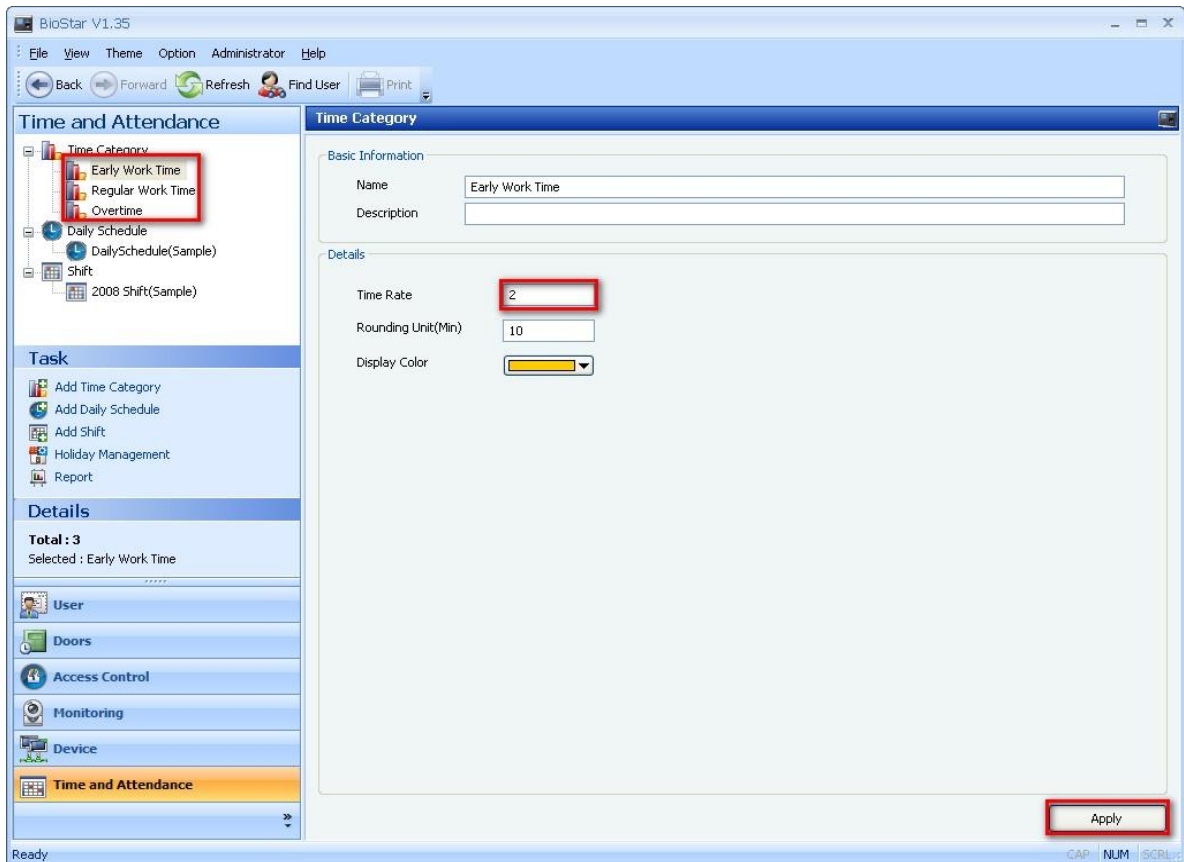
Ex)

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

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



**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.

TimeCategory	Start/End Time	Grace(Start)	Grace(End)	Rounding(In)	Rounding(Out)
Regular Work Time	08:00~17:00	Not Use	Not Use	10	10
Early Work Time	05:00~08:00	Not Use	Not Use	10	10
Overtime	17:00~24:00	Not Use	Not Use	10	10