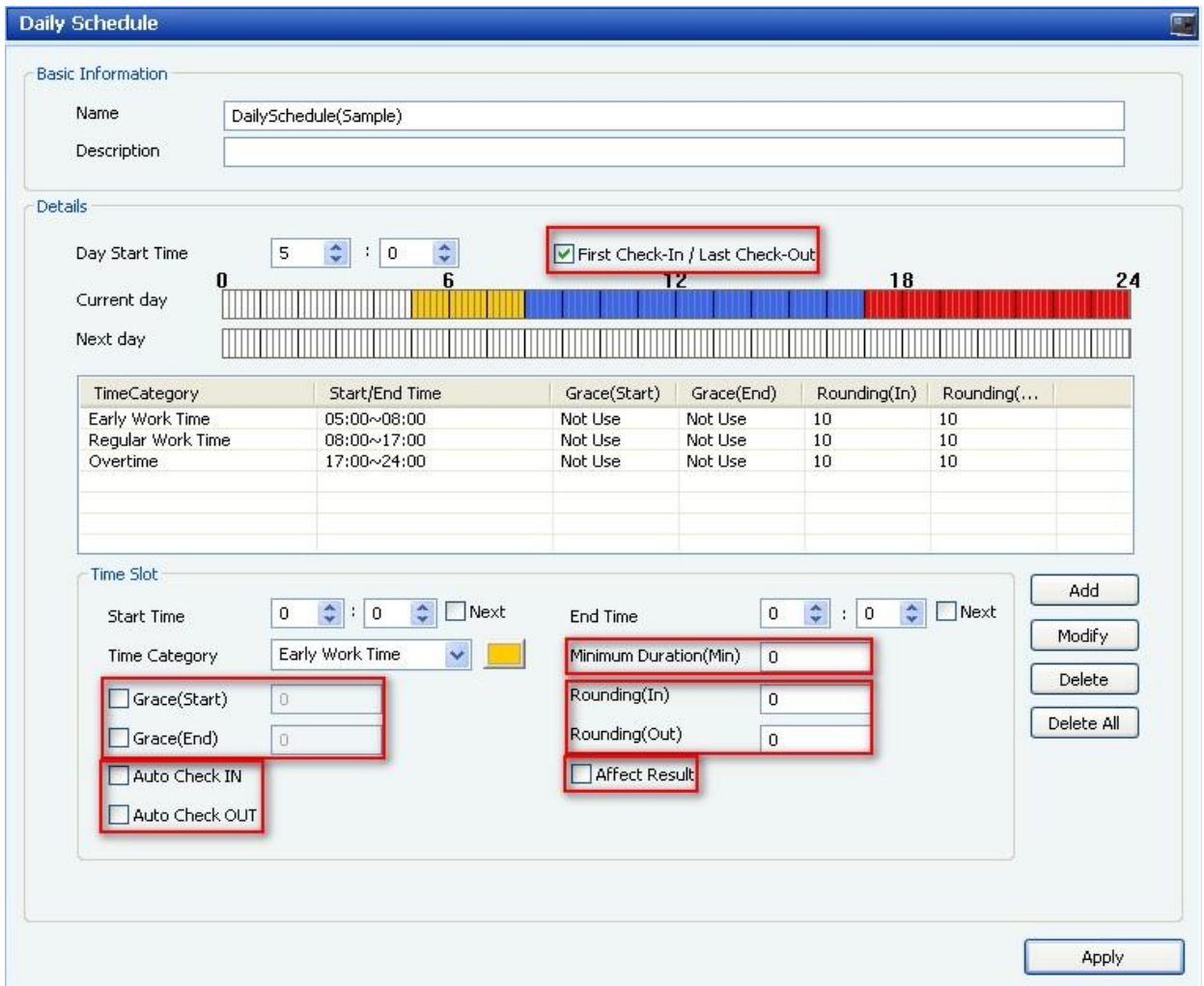


How to setup a Daily Schedule?

BioStar provides Time and Attendance features that allow you to define a Daily Schedule for each different day type that employees can work. BioStar versions 1.25 and higher support a maximum of 256 daily schedules and 16 Time Slots per day. Daily schedules is made up of building blocks for Shift and consists of Time Slots.

Calculating Work Time	Determining Late In or Early Out
<ul style="list-style-type: none"> - Minimum Duration - Rounding (In) / Rounding (Out) - Affect Result 	<ul style="list-style-type: none"> - Grace (Start) / Grace (Out) - Auto Check In / Auto Check Out

1. Click **'Time and Attendance'** in the left shortcut pane
2. Click **'Add Daily Schedule'** in the task pane



Daily Schedule

Basic Information

Name:

Description:

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(Out)
Early Work Time	05:00~08:00	Not Use	Not Use	10	10
Regular Work Time	08:00~17:00	Not Use	Not Use	10	10
Overtime	17:00~24:00	Not Use	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

Add

Modify

Delete

Delete All

Apply

Options	Description
First Check-In/ Last Check-Out	The first and last event will be considered as Check-In and Check-out in Time and Attendance.
Start/End Time	Set the beginning time and ending time for the time slot. If the time slot begins and ends in the next days, click the checkbox 'Next'.
Time Category	Select a time category from the drop-down list
Minimum Duration (Min)	Set the minimum duration for the time slot. If employee 's work time is shorter than minimum duration time, BioStar will not calculate for work time.
Grace Start/End	Time that employee is allowed to be late or leave early and still consider as on schedule.
Rounding In/Out	Time that how to round a user's check-in or check-out time. These rounding values will be applied before Time Category rounding.
Auto Check IN/OUT	Without Check-In event, the employee will be considered as on time.
Affect Result	Determine if this time slot will be used for calculating working time * If Affect Result option is enable, the slot will not be used for determining the Result filed of the report.

Attention: You must click 'Modify' to change setting before click 'Apply'.

The priority levels on the T&A report is as following:

Normal < Late in < Early out < Late in / Early out < Missing in <Missing out < Absence

Ex) **Time Slot**

Start Time: 5 : 0 Next End Time: 12 : 0 Next

Time Category: Early Work Time

Grace(Start) 5 Rounding(In) 10

Grace(End) 5 Rounding(Out) 20

Auto Check IN Affect Result

Auto Check OUT

	Original Data	By Time Slot Option
Check-In	9:03	Grace (Start within 5 min) => 9:00 Record as on time.
Check-Out	11:53	Rounding (Out 20 min) => 11:40 Record
Working Time	2:50	2:40
Result		Check both for Late In and Early Out but it only record for Early Out