

Application Note

Product : BioStar Software

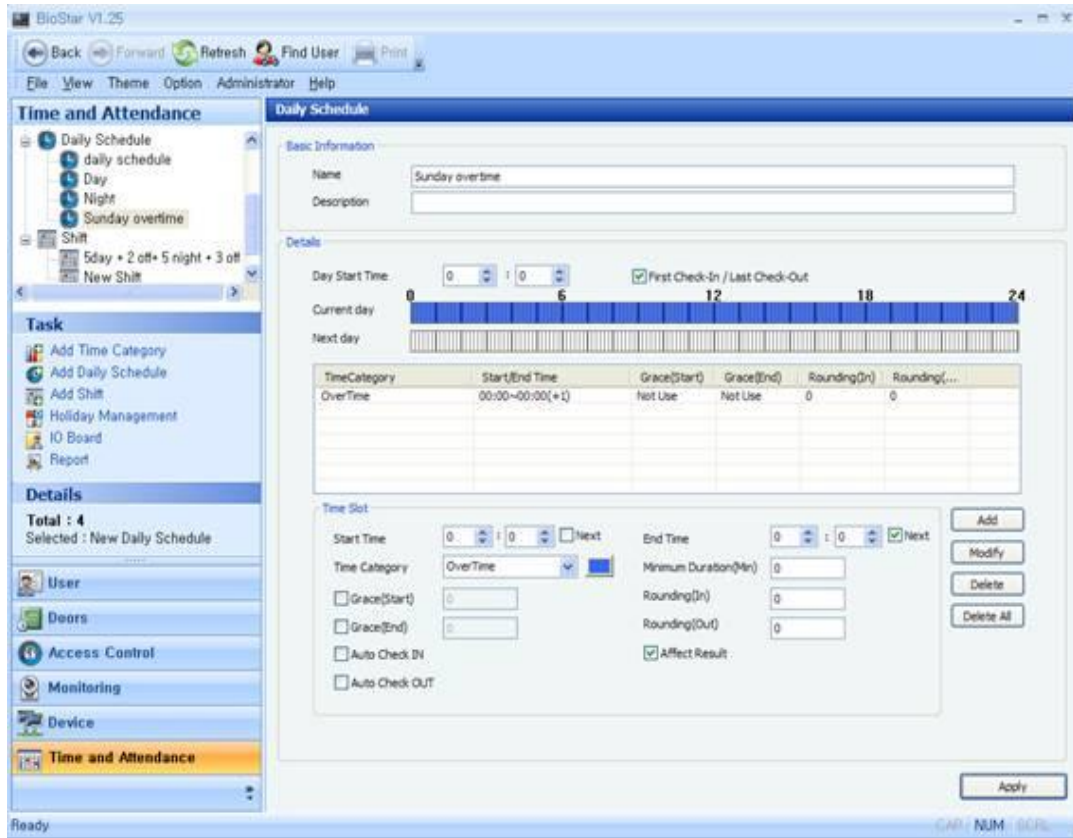
Application : Holiday rule for holiday work

By. Helen Cho
R&D / Suprema Inc.

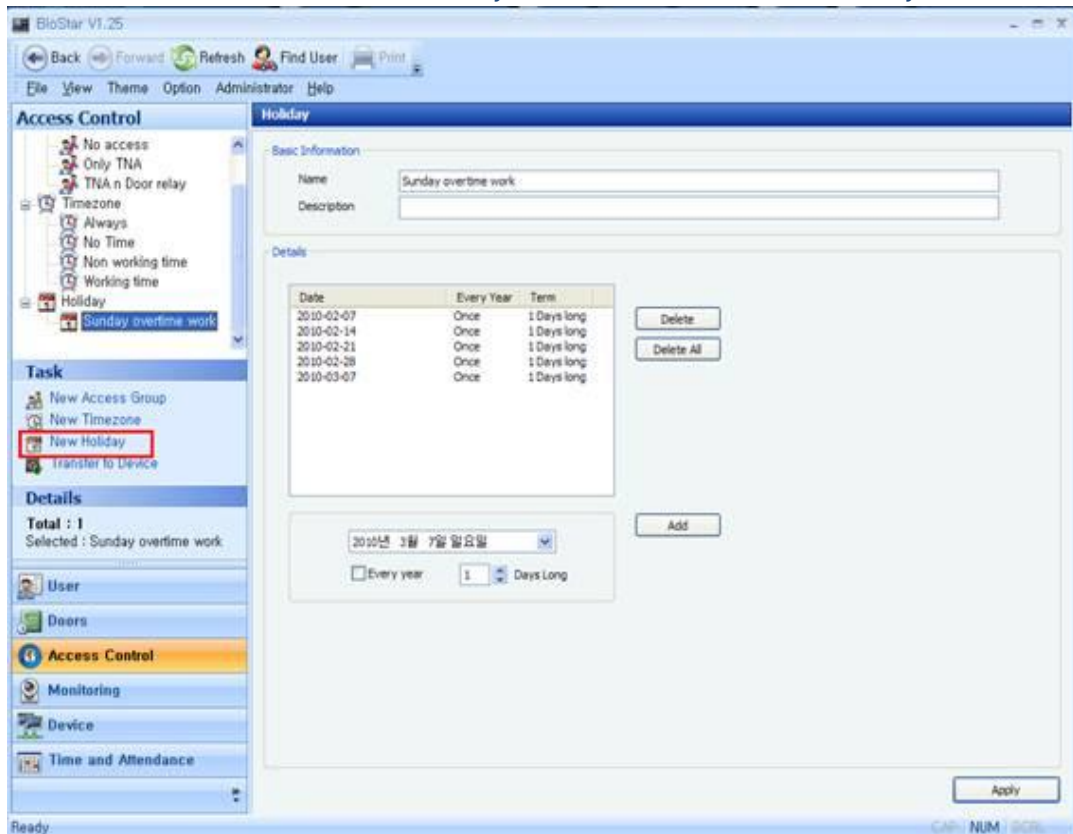


If you set Holiday for a user who works on Sunday, you can get 'Normal' result on Sunday.

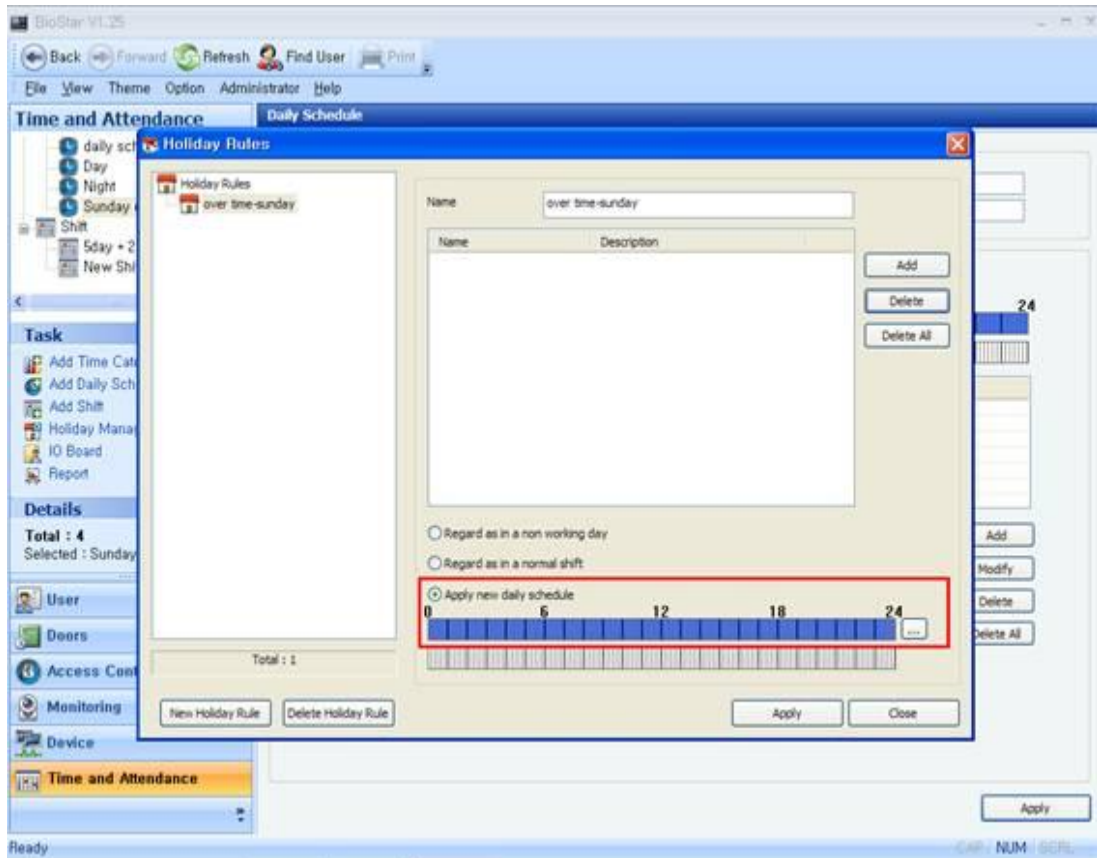
1. Create Sunday overtime daily schedule as below.



2. Go to Access Control and create 'Holiday' and choose the date for Sunday work.



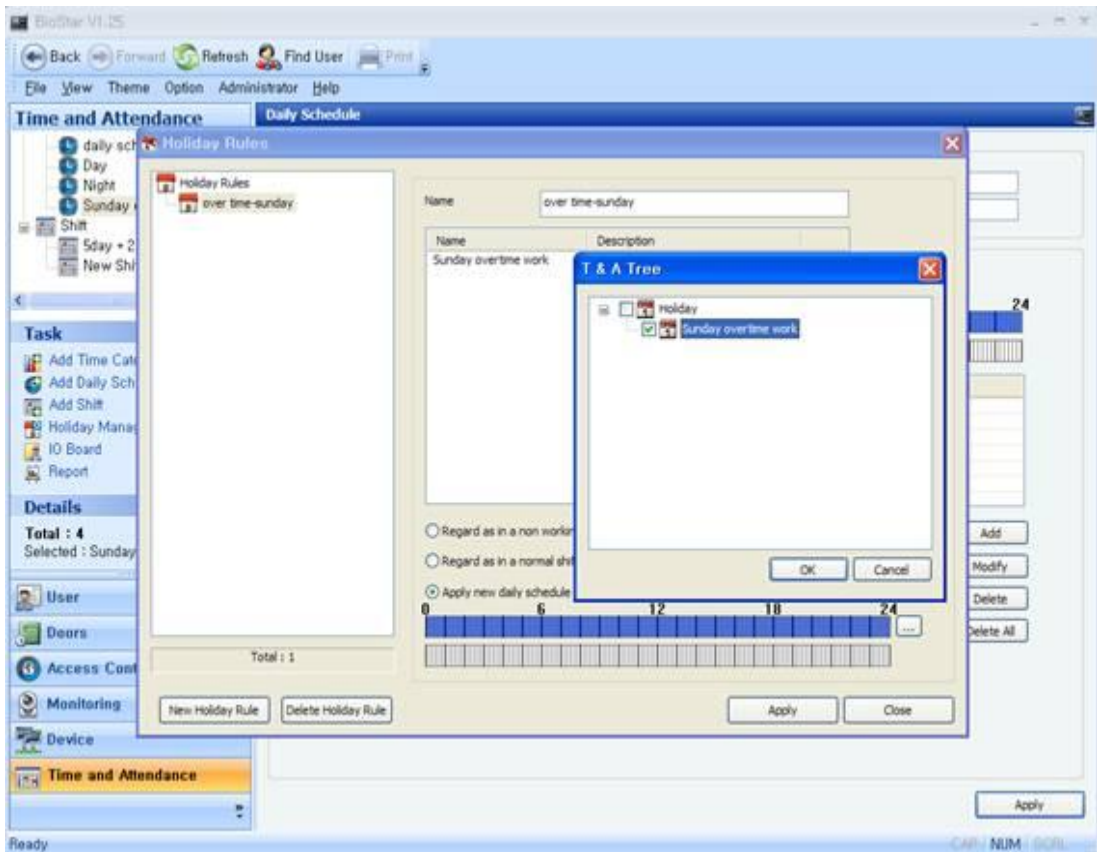
3. Go to Time and Attendance menu and press 'Holiday rules'.



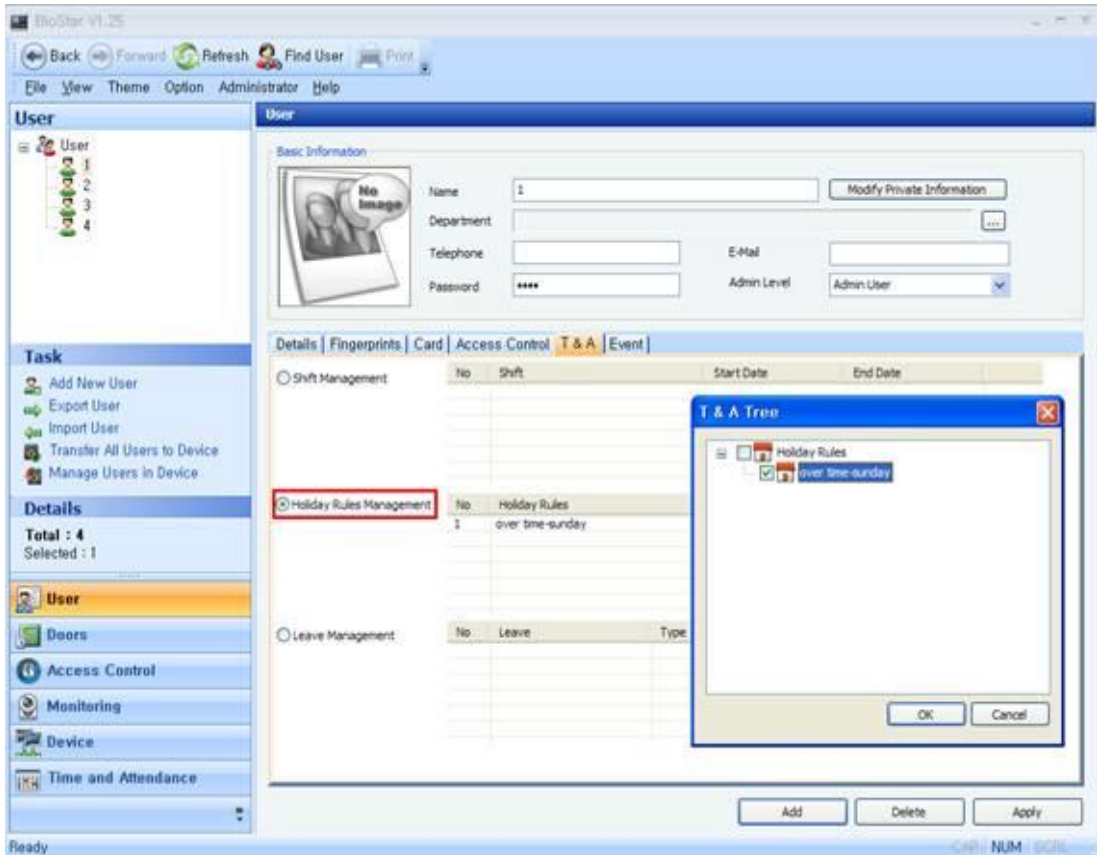
Choose the 'Sunday overtime daily schedule for this holiday and press 'Add'.

- Regard as in a non working day
Result will be 'Non-Working day'.
- Regard as in a normal shift
Shift which assigned to this day will be applied. If user didn't access to the device, result will be 'Absence'.
- Apply new daily schedule.
Result will be 'Non-Working day' normally. If you check 'Affect result' in the daily schedule for this holiday rule and user works during the daily schedule, result will be 'Normal'. And if user didn't access to the device, result will be 'Non-Working day'.

4. Please add 'Sunday over time work' schedule which you set on No.2



5. Add this holiday rules to the user.



6. Now if this user works on Sunday which the holiday rules is set, this user's result is Normal. If this user didn't work on this day, result is 'Not working day'.

The screenshot shows a software application window titled "Report". On the left, there is a tree view under "User" with four items labeled 1, 2, 3, and 4. The main area contains a "Report Type" section with radio buttons for "Daily Report", "Daily Summary", "Individual Report", "Individual Summary", "Result Report", and "Edit History". The "Individual Report" option is selected. There are date pickers for "2010-02-07" and "2010-02-07", and buttons for "View Report", "Export CSV File", "Rebuild", "Rebuild All", "Update Report", "Upload Log", and "Close". Below this is a table with the following data:

Date	User Name	Daily Schedule	Shift	First-In ...	Last-Out Time	Result	OverTime	WorkTime
2010-02-07	1	Sunday overtime		05:02	17:03	Normal	12:00	12:00