

Case Study

Time Attendance Set Up

CASE I. Basic T&A Setup

Ver 1.0

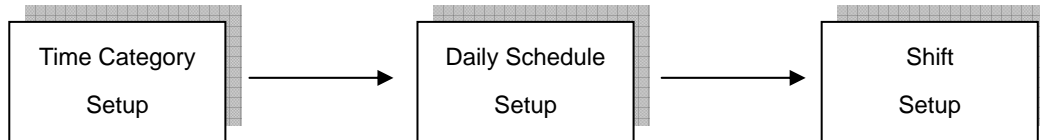


First STEP - T&A Setup

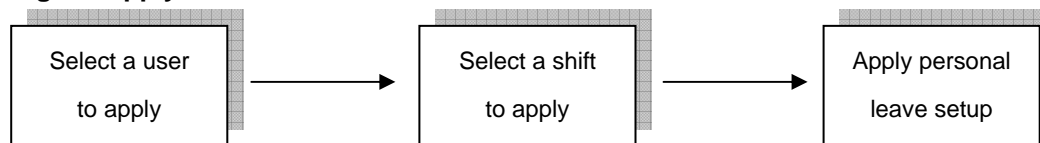
1. T&A Setup and Basic User Process

Although T&A setup details may differ per company, BioStar T&A follows the setup process below.

Stage 1: Setup time & attendance rules



Stage 2: Apply time & attendance rules to user



<Setup Time and Attendance >

Setup the actual work time & attendance in this stage.

Step 1. Time Category Setup

- Time Category involves setting the Time Rate according to the schedule and shift.
- Set details for the Time Slot to be applied to the Daily Schedule.
- EX) Regular working time, Over time, Holiday working time, etc.

Step 2. Daily Schedule Setup

- Setup a day's start time and rules to check regular time hours.
- Create Time Slots for each work time using the Time Category defined in Step 1.
- For each Time Slot, allocate detailed rules such as Rounding (processing time unit), Grace, etc.

Step 3. Shift Setup

- Setup the Daily Schedule per period and create a T&A rule.
- Can be created in daily or weekly cycles, and multiple Daily Schedules can be used.

<Apply Shift to Users >

Apply completed shift to users in this stage.

- Use the User tab of the Shift to directly select users to apply the shift to.
- Select the Shift for the user using the T&A tab in the User menu.
- Apply Leave reason such as Personal Leave/Sick Leave/Business Trip.

CASE 1. Basic T&A Setup

<Time & Attendance Rule scenario>

- 1) 5-day Work Week: Monday/Tuesday/Wednesday/Thursday/Friday
- 2) Regular working time
 - 09:00 ~ 18:00 (Total 9 hours)
 - Work hours aside from regular time are not regarded.
- 3) Late In and Early Out
 - Regard as regular check-in of 09:00 until 09:05 rather than Late In.
 - Processed as Early Out when checking out before 18:00
- 4) Out duty & Office leave
 - No related settings (Event not used for Out duty or Office leave)
- 5) All work hours are indicated in 10-minute units

<T&A Rule Setup> - Refer to T&A Tutorial CASE 1

- 1) Time Category Setup

: At least one Time Category necessary as there are no other times aside from the Regular Time

- Time Category Name: Regular Time
- Time Rate: 1
- Rounding: 10 min

The screenshot shows a software interface for setting up a 'Time Category'. The title bar is 'Time Category'. Under 'Basic Information', the 'Name' field contains 'Regular Time' and the 'Description' field is empty. Under 'Details', the 'Time Rate' is set to 1, 'Rounding Unit(Min)' is set to 10, and 'Display Color' is set to a purple color. Red boxes highlight the 'Name' field and the 'Time Rate', 'Rounding Unit(Min)', and 'Display Color' fields.

Time Category – Regular Time

2) Daily Schedule Setup

: Use 1 Time Slot as there are no shifts other than the Day Time

- Daily Schedule Name: [Day] Regular Time
- Day Start Time: 06:00 (Set day's start time to 06:00)
- First Check-in/Last Check-out: Check (Use first and last authentication as check-in/check-out time)
- Time Slot Setup:
 - a) Set time: 09:00~18:00 (Regular Time)
 - b) Time Category: Regular Time
 - c) Late In/Early Out
 - Grace(Start): 5 min (Not processed as Late In until 09:05)
 - Grace(End): 0 min (Processed as Early Out before 18:00)
 - d) Rounding (In/Out): 10 min
 - e) Affect Result: Use (Time Slot results affect the final daily result)

Daily Schedule

Basic Information

Name: [Day]Regular Time

Description:

Details

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

Current day: 0 6 12 18 24

Next day:

TimeCategory	Start/End Time	Grace(Start)	Grace(End)	Rounding(In)	Rounding(...)
Regular Time	09:00~18:00	5	0	10	10

Time Slot

Start Time: 9 : 0 Next End Time: 18 : 0 Next

Time Category: Regular Time

Grace(Start): 5 Rounding(In): 10

Grace(End): 0 Rounding(Out): 10

Auto Check IN Affect Result

Auto Check OUT

Add
Modify
Delete
Delete All

Daily Schedule – [Day]Regular Time

3) Shift Setup

: Same schedule applies to 5-days of the week ([Day]Regular Time).

- Shift Name: [Weekly]Regular Time
- Cycle Type: Weekly (Cycle repeats weekly)
- Start Date/End Date: 2009-01-01 ~ 2009-12-31 (For 1 year)
- Check the Monday/Tuesday/Wednesday/Thursday/Friday boxes and apply [Day] Regular Time to each day.

The screenshot displays the 'Shift' configuration window. Under 'Basic Information', the 'Name' field is highlighted with a red box and contains the text '[Weekly]Regular Time'. Below it is a 'Description' field. The 'Schedule' tab is active, showing 'Cycle Type' set to 'Weekly' (radio button selected), 'Start Date' as '2009-01-01', and 'End Date' as '2009-12-31'. A red box highlights these three fields. Below this is a grid for selecting days of the week. Monday through Friday have checkboxes checked and are highlighted with a red box. Each day's row shows a 24-hour timeline with a purple shaded area from 06:00 to 18:00. Saturday and Sunday have unchecked checkboxes.

Shift – [Weekly]Regular Time

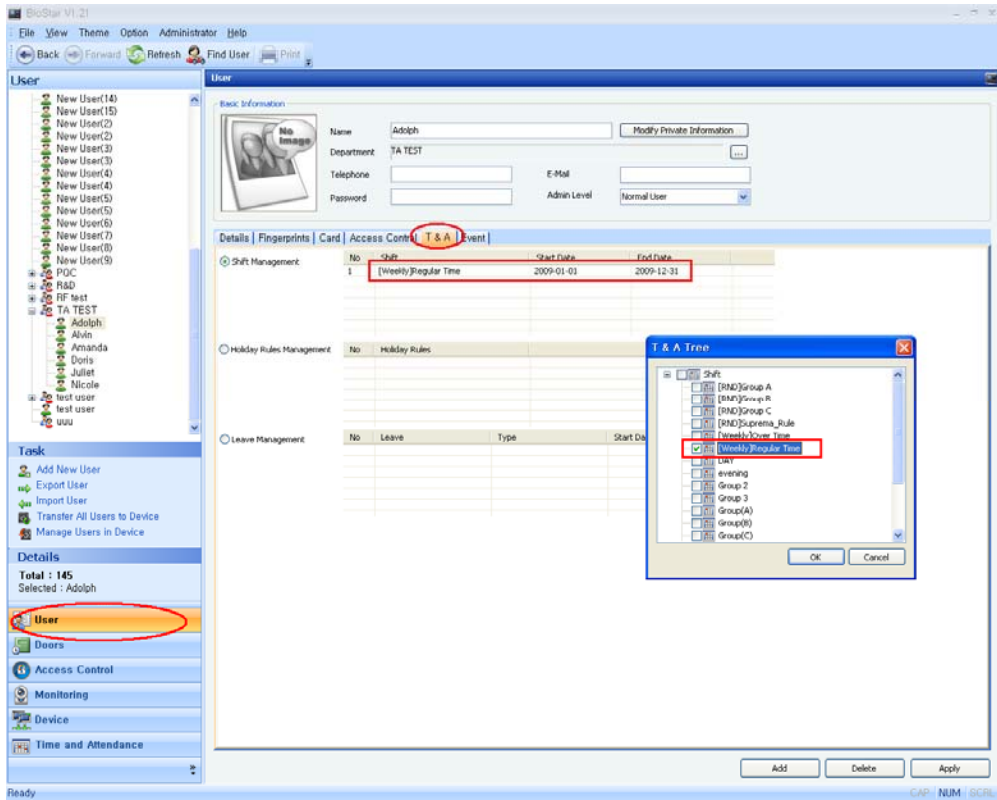
<Apply Shift to User >

1) Applying Shift to the user in the User menu

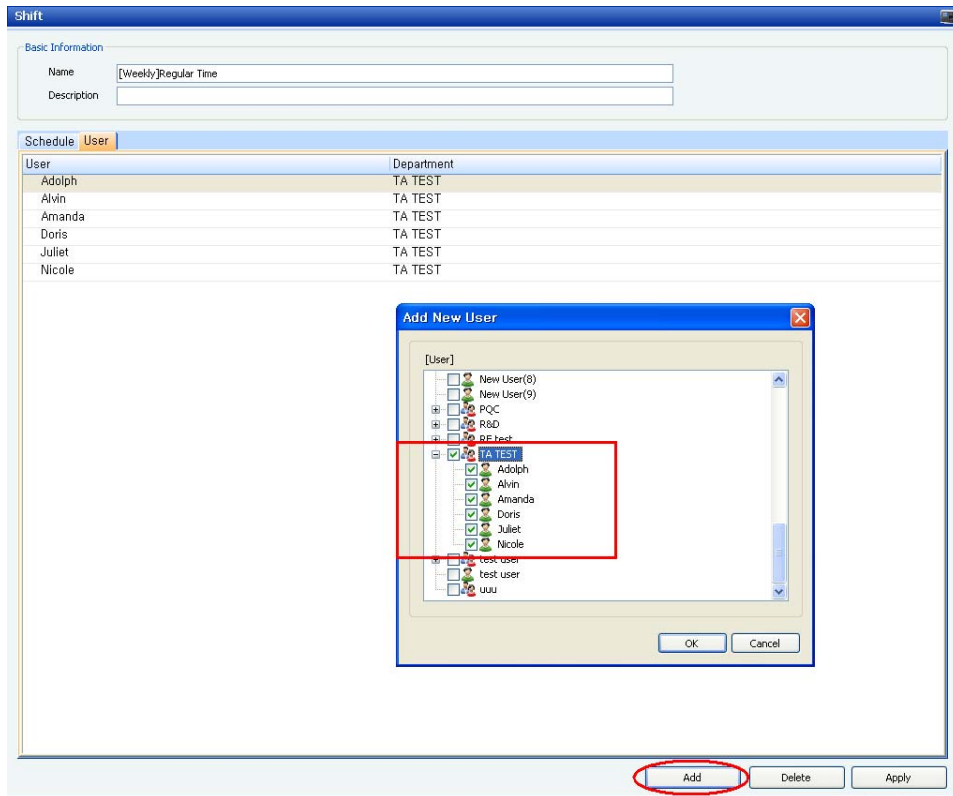
- Directly apply Shift to a user using Shift Management under the T&A tab in each user's menu.
- After selecting Shift Management, press the 'add' button and select the Shift to apply in the T&A Tree of the popup.

2) Applying Shift by selecting user in the User tab

- Directly select the users to which the Shift shall be applied to in the User tab under Shift.
- Select the user or group in the 'Add New User' window which pops up when pressing the 'Add' button.



Apply Shift in User



Apply User in the Shift menu

<Expected Report Results from Case1 Time & Attendance Rules>

Date > 2009/01/09

User Name	First Check	Last Check	Result	Regular Time	Work Time
Amanda	8:53	18:02	Normal	9:00	9:00
Alvin	9:03	18:05	Normal	9:00	9:00
Juliet	9:07	18:06	Late In	8:50	8:50
Doris	8:59	17:04	Early Out	8:00	8:00
Adolph	8:45	-	Missing Out	0:00	0:00
Nicole	-	-	Absence	0:00	0:00

Actual Results>

Report Type

Daily Report Daily Summary
 Individual Report Individual Summary
 Result Report
 Edit History

2009-01-01 ~ 2009-01-31
 Rebuild Rebuild All

Date	ID	User Name	Departm...	Shift	Daily Schedule	First-In Ti...	Last-Out ...	Result	First-In	Last-Out	Regular Time	WorkTime
Date: 2009-01-09												
2009-01-09	65547	Amanda	TA TEST	[Weekly]Regular Time	[Day]Regular Time	08:53	18:02	Normal	09:00	09:00	09:00	09:00
2009-01-09	65548	Alvin	TA TEST	[Weekly]Regular Time	[Day]Regular Time	09:03	18:05	Normal	09:00	09:00	09:00	09:00
2009-01-09	65549	Juliet	TA TEST	[Weekly]Regular Time	[Day]Regular Time	09:07	18:06	Late In	08:50	08:50	08:50	08:50
2009-01-09	65550	Doris	TA TEST	[Weekly]Regular Time	[Day]Regular Time	08:59	17:04	Early Out	08:00	08:00	08:00	08:00
2009-01-09	65551	Adolph	TA TEST	[Weekly]Regular Time	[Day]Regular Time	08:45	00:00	Missing Out	00:00	00:00	00:00	00:00
2009-01-09	65552	Nicole	TA TEST	[Weekly]Regular Time	[Day]Regular Time	00:00	00:00	Absence	00:00	00:00	00:00	00:00
Date: 2009-01-10												
2009-01-10	65547	Amanda	TA TEST	[Weekly]Regular Time		00:00	00:00	Non Workin...	00:00	00:00	00:00	00:00
2009-01-10	65548	Alvin	TA TEST	[Weekly]Regular Time		00:00	00:00	Non Workin...	00:00	00:00	00:00	00:00
2009-01-10	65549	Juliet	TA TEST	[Weekly]Regular Time		00:00	00:00	Non Workin...	00:00	00:00	00:00	00:00
2009-01-10	65550	Doris	TA TEST	[Weekly]Regular Time		00:00	00:00	Non Workin...	00:00	00:00	00:00	00:00
2009-01-10	65551	Adolph	TA TEST	[Weekly]Regular Time		00:00	00:00	Non Workin...	00:00	00:00	00:00	00:00
2009-01-10	65552	Nicole	TA TEST	[Weekly]Regular Time		00:00	00:00	Non Workin...	00:00	00:00	00:00	00:00
Date: 2009-01-11												
2009-01-11	65547	Amanda	TA TEST	[Weekly]Regular Time		00:00	00:00	Non Workin...	00:00	00:00	00:00	00:00
2009-01-11	65548	Alvin	TA TEST	[Weekly]Regular Time		00:00	00:00	Non Workin...	00:00	00:00	00:00	00:00
2009-01-11	65549	Juliet	TA TEST	[Weekly]Regular Time		00:00	00:00	Non Workin...	00:00	00:00	00:00	00:00
2009-01-11	65550	Doris	TA TEST	[Weekly]Regular Time		00:00	00:00	Non Workin...	00:00	00:00	00:00	00:00
2009-01-11	65551	Adolph	TA TEST	[Weekly]Regular Time		00:00	00:00	Non Workin...	00:00	00:00	00:00	00:00
2009-01-11	65552	Nicole	TA TEST	[Weekly]Regular Time		00:00	00:00	Non Workin...	00:00	00:00	00:00	00:00

Case 1. T&A Results Report