

Case Study

Time Attendance Set Up

CASE II. T&A Setup Including Over Time

Ver 1.0

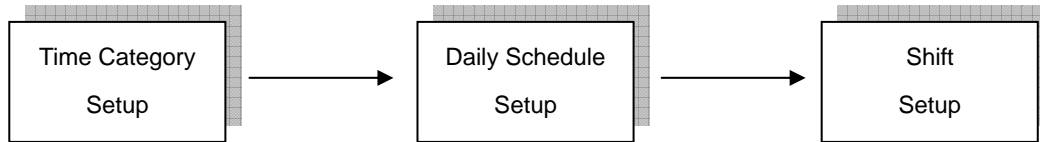


First STEP - T&A Setup

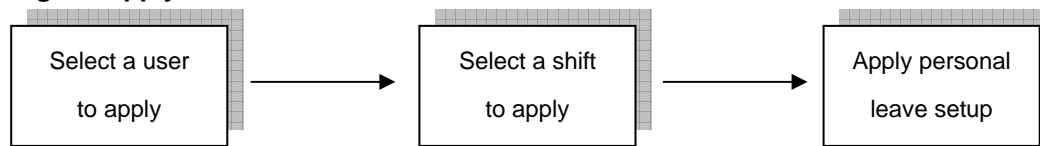
1. T&A Setup and Basic User Process

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 II. T&A Setup Including Over Time

<Time & Attendance Rules Scenario >

- 1) 5-day work week: Monday/Tuesday/Wednesday/Thursday/Friday
- 2) Regular Time
 - 09:00 ~ 12:00 (Morning Time)
 - 13:00 ~ 18:00 (Afternoon Time)
 - During the morning shift, must work more than 2 hours to be regarded as attendance
(If less than 2 hours, attended shift is not regarded all together.)
 - Regular shift is calculated in 10-minute units
- 3) Over Time
 - 19:00 ~ 05:00 next day (Night Time)
 - When working overtime, must work more than 1 hour to be regarded.
 - Night shift is regarded as twice the work hours of the regular shift.
 - Night shift is calculated in 30-minute units.
- 4) Late In & Early Out
 - Regarded as regular check-in of 09:00 until 09:05 rather than late in.
 - Not processed as Early Out when checking out after 17:55 (Regarded as regular check-out)
- 5) Event
 - Use Event using the T&A key (Not allowed when not used)
 - Acknowledge check-in/check-out with Check-in, Check-out event
 - Out duty: Included in work hours with In processed through the 'In' event

<Setup T&A Rule > - Refer to T&A Tutorial CASE 2

- 1) Setup Time Category
- : 2 Time Categories necessary for Regular Time and Over Time
- a) Time Category <Regular Time>
 - Time Category Name: Regular Time
 - Time Rate: 1
 - Rounding: 10 min
 - b) Time Category <Over Time>
 - Time Category Name: Over Time
 - Time Rate: 2
 - Rounding: 30 min

Time Category

Basic Information

Name

Description

Details

Time Rate

Rounding Unit(Min)

Display Color

Time Category – Regular Time

Time Category

Basic Information

Name

Description

Details

Time Rate

Rounding Unit(Min)

Display Color

Time Category – Over Time

2) Daily Schedule Setup

: Consists of 3 Time Slots, morning time, afternoon time, and night time

- Daily Schedule Name: [Day]Over Time
- Day Start Time: 06:00 (Set the day's start time to 06:00)
- First Check-in/Last Check-out: Not Use (Check with T&A Event key)
- Time Slot Setup:
 - (Time Slot – Morning Time)
 - a) Set Time: 09:00~12:00 (Morning Time)
 - b) Time Category: Regular Time
 - c) Minimum Duration: 120 min (Work hours ignored if less than 2 hours)
 - d) Late In/Early Out
 - Grace(Start): 5 min (Not processed as Late In until 09:05)
 - Grace(End): 0 min (Processed as Early Out if checking out before 12:00)
 - e) Rounding (In/Out): 10 min
 - f) Affect Result: Use (Time Slot results affect the final daily result)

(Time Slot – Afternoon Time)

a) Set Time: 13:00~18:00 (Afternoon Time)

b) Time Category: Regular Time

c) Late In/Early Out

Grace(Start): 0 min

Grace(End): 5 min (Acknowledged as regular check-out from 17:55)

d) Rounding (In/Out): 10 min

e) Affect Result: Use (Time Slot results affect the final daily result)

(Time Slot – Night Time)

a) Set Time: 19:00~(+)05:00 (Night Time)

b) Time Category: Over Time

c) Minimum Duration: 60 min (Work hours ignored if less than 1 hour)

d) Late In/Early Out

: Late In/Early Out not processed in over time

e) Rounding (In/Out): 10 min

f) Affect Result: Not Use (Applicable Slot results do not affect daily final result)

TimeCategory	Start/End Time	Grace(Start)	Grace(End)	Rounding(In)	Rounding(Out)
Regular Time	09:00~12:00	5	0	10	10
Regular Time	13:00~18:00	0	5	10	10
Over Time	19:00~05:00(+1)	Not Use	Not Use	10	10

Time Slot

Start Time: 9 : 0 Next End Time: 12 : 0 Next

Time Category: Regular Time

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

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

Auto Check IN Affect Result

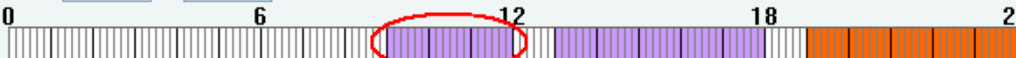
Auto Check OUT


Buttons: Add, Modify, Delete, Delete All

Daily Schedule – [Day]Over Time

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)
Regular Time	09:00~12:00	5	0	10	10
Regular Time	13:00~18:00	0	5	10	10
Over Time	19:00~05:00(+1)	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

Daily Schedule – [Day]Over Time (Morning Time)

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)
Regular Time	09:00~12:00	5	0	10	10
Regular Time	13:00~18:00	0	5	10	10
Over Time	19:00~05:00(+1)	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

Daily Schedule – [Day]Over Time (Afternoon Time)

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(...)
Regular Time	09:00~12:00	5	0	10	10
Regular Time	13:00~18:00	0	5	10	10
Over Time	19:00~05:00(+1)	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

Affect Result

Daily Schedule – [Day]Over Time (Night Time)

3) Shift Setup

Shift

Basic Information

Name


Description


Schedule | User


Cycle Type Weekly Daily


Start Date


End Date


Monday Copy 


Tuesday 

Wednesday 

Thursday 

Friday 

Saturday 

Sunday 

Shift – [Weekly]Over Time

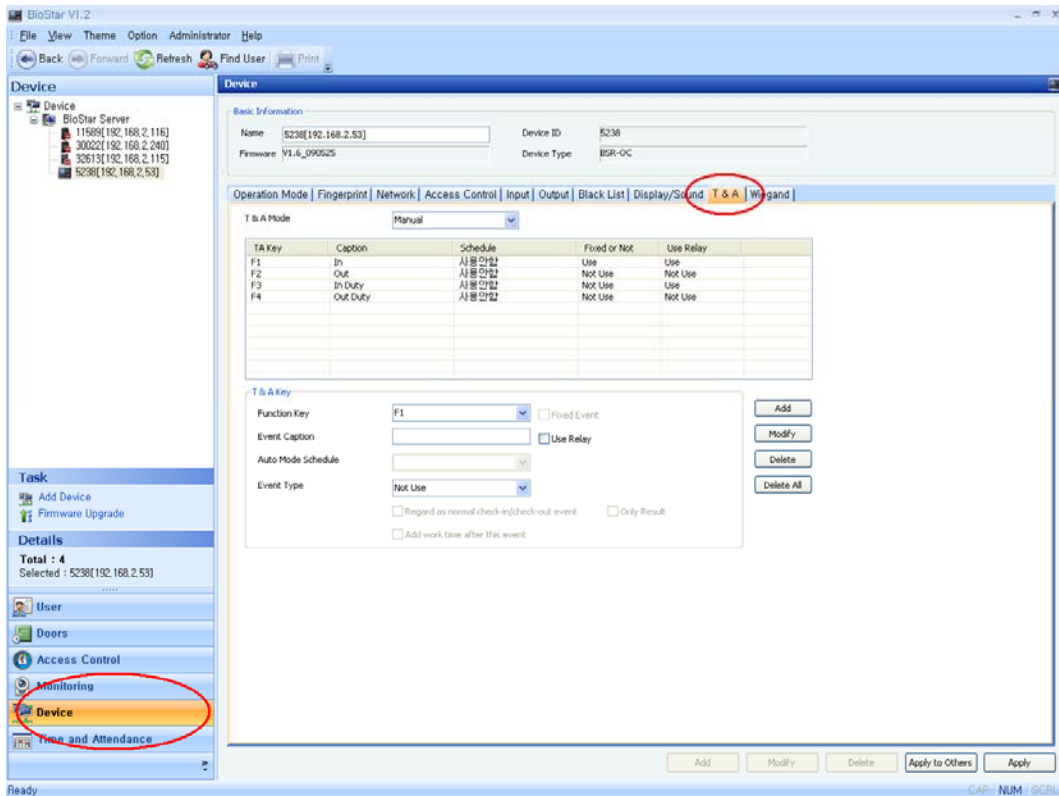
- All 5 days of the week are set with the same schedule ([Day] Over Time)
- Shift Name: [Weekly]Over Time
- Cycle Type: Weekly (Cycle repeats weekly)
- Start Date/End Date: 2008-12-01 ~ 2008-12-31 (For 1 month)
- Check the boxes for Monday/Tuesday/Wednesday/Thursday/Friday and allocate [Day]Over Time.

<Apply Shift to User >

- CASE 1. <Refer to Apply Shift to User>

<T&A Event Key Setup>

1) T&A Event Key Setup Menu



- Setup T&A Event Key in the T&A tab of the Device menu.
- T&A events can be set up for the number of Function Keys on the terminal.

2) T&A Event Key Setup Method (Based on BioStation)

- Check-In (In, Check-In)

Operation Mode | Fingerprint | Network | Access Control | Input | Output | Black List | Display/Sound | T & A | Wiegand

T & A Mode: Manual

TA Key	Caption	Schedule	Fixed or Not	Use Relay
F1	In	사용안함	Not Use	Use
F2	Out	사용안함	Not Use	Not Use
F3	In Duty	사용안함	Not Use	Use
F4	Out Duty	사용안함	Not Use	Not Use

T & A Key

Function Key: F1 Fixed Event

Event Caption: In Use Relay

Auto Mode Schedule: 사용안함

Event Type: Check-In

Regard as normal check-in/check-out event Only Result

Add work time after this event

Add
Modify
Delete
Delete All

> Function Key: F1

> Event Caption: In (Check 'Use Relay' to open door upon Check-In event)

> Event Type: **Check-In**

- Check-Out (Out, Check-Out)

Operation Mode | Fingerprint | Network | Access Control | Input | Output | Black List | Display/Sound | T & A | Wiegand

T & A Mode: Manual

TA Key	Caption	Schedule	Fixed or Not	Use Relay
F1	In	사용안함	Not Use	Use
F2	Out	사용안함	Not Use	Not Use
F3	In Duty	사용안함	Not Use	Use
F4	Out Duty	사용안함	Not Use	Not Use

T & A Key

Function Key: F2 Fixed Event

Event Caption: Out Use Relay

Auto Mode Schedule: 사용안함

Event Type: Check-Out

Regard as normal check-in/check-out event Only Result

Add work time after this event

Add
Modify
Delete
Delete All

> Function Key: F2

> Event Caption: Out

> Event Type: **Check-Out**

- In duty (In duty, In)

Operation Mode | Fingerprint | Network | Access Control | Input | Output | Black List | Display/Sound | T & A | Wiegand

T & A Mode: Manual

TA Key	Caption	Schedule	Fixed or Not	Use Relay
F1	In	사용안함	Not Use	Use
F2	Out	사용안함	Not Use	Not Use
F3	In Duty	사용안함	Not Use	Use
F4	Out Duty	사용안함	Not Use	Not Use

T & A Key

Function Key: F3 Fixed Event

Event Caption: In Duty Use Relay

Auto Mode Schedule: 사용안함

Event Type: In

Regard as normal check-in/check-out event Only Result

Add work time after this event

Add, Modify, Delete, Delete All

- > Function Key: F3
- > Event Caption: In duty (Check 'Use Relay' to open door upon In duty event)
- > Event Type: **In**

- Out (Out duty, Out – Add work time after this event)

Operation Mode | Fingerprint | Network | Access Control | Input | Output | Black List | Display/Sound | T & A | Wiegand

T & A Mode: Manual

TA Key	Caption	Schedule	Fixed or Not	Use Relay
F1	In	사용안함	Not Use	Use
F2	Out	사용안함	Not Use	Not Use
F3	In Duty	사용안함	Not Use	Use
F4	Out Duty	사용안함	Not Use	Not Use

T & A Key

Function Key: F4 Fixed Event

Event Caption: Out Duty Use Relay

Auto Mode Schedule: 사용안함

Event Type: Out

Regard as normal check-in/check-out event Only Result

Add work time after this event

Add, Modify, Delete, Delete All

- > Function Key: F4
- > Event Caption: Out duty
- > Event Type: **Out**
- > Add work time after this event: Check applicable option as Out duty is regarded as regular work time

3) T&A Event Key Guidelines

- T&A distinguishes events by Event Type.

(Caption is just the name, not a distinguishing element within the Process)

- Check-in/Check-out: Event acknowledging check-in/check-out

- In: Generally an event coming in, and is used in pair with (Out) event.

(When used without an Out event, hours before the In event are excluded from work hours)

- Out: Generally an event going out, and determines whether the out time is included in work hours through an option.

(Depending on whether 'Add work time after this event' is checked, determine whether to include in work hours or not.)

<Expected Report Results from Case2 Time Attendance Rules>

Date > 2008-12-01 Work Hours & Expected Result Table

Name	Event Time	1	2	3	Result	Regular Time	Over Time	Work Time
	Event					Result Reason		
Amanda	Event Time	8:50	(+1)02:00		Normal	8:00	7:00	22:00
	Event	In	Out			Regular (Over Time)		
Alvin	Event Time	9:03	18:30		Normal	8:00	0:00	8:00
	Event	In	Out			Regular (Regular Time)		
Juliet	Event Time	9:07	22:45		Late In	7:50	3:30	14:50
	Event	In	Out			Late In		
Doris	Event Time	8:59	16:45		Early Out	6:40	0:00	6:40
	Event	In	Out			Early Out		
Adolph	Event Time	8:40	11:30	21:40	Absence	0:00	0:00	0:00
	Event					Event not used		
Nicole	Event Time	18:30			Missing in	0:00	0:00	0:00
	Event	Out				Check-in missing		

Date > 2008-12-02 Work Hours & Expected Result Table

Name	Event Time	1	2	3	4	Result	Regular Time	Over Time	Work Time
	Event	Result Reason							
Amanda	Event Time	8:50	14:15			Missing in	3:00	0:00	3:00
	Event	In	Out Duty				No In event after Out duty		
Alvin	Event Time	9:03	11:10	12:50	18:50	Missing Out	0:00	0:00	0:00
	Event	In					No Check-out event		
Juliet	Event Time	8:59	11:25	15:00	21:22	Normal	8:00	2:00	12:00
	Event	In	Out Duty	In Duty	Out		Regular Time+Over Time		
Doris	Event Time	10:05	12:00	20:45		Absence	5:00	1:30	8:00
	Event	In		Out			Lacking morning shift Minimum Duration		
Adolph	Event Time	8:40	11:30	18:05	22:40	Normal	8:00	0:00	8:00
	Event	In		Out			Hours after Check-out event not regarded		
Nicole	Event Time					Absence	0:00	0:00	0:00
	Event						No event		

Actual Results >

Report Type

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

2008-12-01 ~ 2008-12-31 [View Report](#) [Export CSV File](#)
 Rebuild [Update Report](#) [Upload Log](#) Rebuild All [Close](#)

Date	ID	User Name	Departm...	Shift	Daily Schedule	First-In Time	Last-Out Time	Result	First-In	Last-Out	Regular Time	Over Time	WorkTime
Date: 2008-12-01													
2008-12...	65547	Amanda	TA TEST	[Weekly]Over Time	[Day]Over Time	08:50	02:00(+1)	Normal	In	Out	08:00	07:00	22:00
2008-12...	65548	Alvin	TA TEST	[Weekly]Over Time	[Day]Over Time	09:03	18:30	Normal	In	Out	08:00	00:00	08:00
2008-12...	65549	Juliet	TA TEST	[Weekly]Over Time	[Day]Over Time	09:07	22:45	Late In	In	Out	07:50	03:30	14:50
2008-12...	65550	Doris	TA TEST	[Weekly]Over Time	[Day]Over Time	08:59	16:45	Early Out	In	Out	06:40	00:00	06:40
2008-12...	65551	Adolph	TA TEST	[Weekly]Over Time	[Day]Over Time	00:00	00:00	Absence			00:00	00:00	00:00
2008-12...	65552	Nicole	TA TEST	[Weekly]Over Time	[Day]Over Time	00:00	18:30	Missing In		Out	00:00	00:00	00:00
Date: 2008-12-02													
2008-12...	65547	Amanda	TA TEST	[Weekly]Over Time	[Day]Over Time	08:50	14:15	Missing In	In	Out Duty	03:00	00:00	03:00
2008-12...	65548	Alvin	TA TEST	[Weekly]Over Time	[Day]Over Time	09:03	00:00	Missing Out	In		00:00	00:00	00:00
2008-12...	65549	Juliet	TA TEST	[Weekly]Over Time	[Day]Over Time	08:59	21:22	Normal	In	Out	08:00	02:00	12:00
2008-12...	65550	Doris	TA TEST	[Weekly]Over Time	[Day]Over Time	10:05	20:45	Absence	In	Out	05:00	01:30	08:00
2008-12...	65551	Adolph	TA TEST	[Weekly]Over Time	[Day]Over Time	08:40	18:05	Normal	In	Out	08:00	00:00	08:00
2008-12...	65552	Nicole	TA TEST	[Weekly]Over Time	[Day]Over Time	00:00	00:00	Absence			00:00	00:00	00:00