

Case Study

Time Attendance Set Up

CASE IV. Shift Setup
(BioStar SE Only)

Ver 1.0



First STEP - T&A Setup

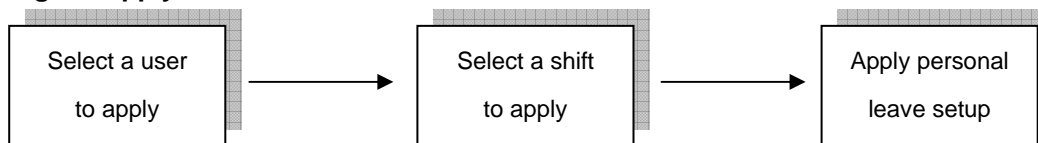
1. T&A Setup and Basic User Process

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 4. Shift Setup (BioStar SE (Standard Edition) Only)

: Daily shift is available in BioStar SE (Standard Edition) version only. Please contact Suprema for detail.

<Time & Attendance Rule Scenario>

1) Adheres to a 4-group 3-shift rule.

- 4 groups consisting of Group(A), Group(B), Group(C), and Group(D)
- 3 shifts of DAY Time(D), Evening Time(E), Night Time(N)

2) Ignore weekends and holidays, with a 6-day work week with 2-days off.

3) Regular Time Hours

- Day Time(D): 08:00 ~ 16:00 (8 hours)
- Evening Time(E): 16:00 ~ 24:00 (8 hours)
- Night Time(N): 00:00 ~ 08:00 (8 hours)

4) Late In/Early Out

- Only 'Regular In' and 'Regular Out' is regarded as normal check-in/check-out for all shifts.
- (Check-in/check-out at other hours are all regarded as late in or early out)

5) Out Duty and Office Leave

- Out Duty hours regarded as regular working hours.
- Office Leave not regarded.

6) EVENT

- Regard first authentication as 'Check-in,' and last authentication as 'Check-out.'

T.C	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	
A	E	H	H	N	N	N	N	N	N	H	H	D	D	D	D	D	D	H	H	E	E	E	E	E	E	H	H	N	N	N	N	
B	N	N	N	H	H	D	D	D	D	D	D	H	H	E	E	E	E	E	E	H	H	N	N	N	N	N	N	H	H	D	D	
C	D	D	D	D	D	H	H	E	E	E	E	E	E	H	H	N	N	N	N	N	N	H	H	D	D	D	D	D	D	D	H	H
D	H	E	E	E	E	E	E	H	H	N	N	N	N	N	N	H	H	D	D	D	D	D	D	D	H	H	E	E	E	E	E	

(Company A, 4-group 3-shift Schedule, 2009-07)

T.C = Time Category, D = Day Time, E = Evening Time, N= Night Time, H = Holiday

<Time & Attendance Rule Setup > - Refer to T&A Tutorial CASE 4

1) Time Category Setting

: Only Regular Time exists for each Part Time group

a) Time Category <Regular Time >

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

The screenshot shows a web-based configuration interface for 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.

Time Category – Regular Time

2) Daily Schedule Setting

: As each Part Time has a different check-in/check-out time in the 1-day 3-shift schedule, 3 Daily Schedules need to be set.

(Part Time – Day)

- Daily Schedule Name: [Part_Time]Day(D)
- Day Start Time: 06:00 (Start time of the day is set to 06:00)
- First Check-in/Last Check-out: (Use first and last authentication as check-in/check-out)
- Time Slot Setting:
 - a) Set Time: 08:00~16:00 (Regular Time)
 - b) Time Category: Regular Time
 - c) Late In/Early Out
 - Grace(Start): 0 min (Regard as Late In when checking in after set time)
 - Grace(End): 0 min (Regard as Early Out when checking out before set time)
 - d) Rounding (In/Out): 10 min
 - e) Affect Result: Use (This Time Slot results affect daily final result)

Daily Schedule

Basic Information

Name: [Part_Time]Day(D)

Description:

Details

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

Current day: [Timeline from 0 to 24, with 6-18 highlighted in purple]

Next day: [Timeline from 0 to 24]

TimeCategory	Start/End Time	Grace(Start)	Grace(End)	Rounding(In)	Rounding(...)
Regular Time	08:00~16:00	0	0	10	10

Time Slot

Start Time: 8 : 0 Next End Time: 16 : 0 Next

Time Category: Regular Time

Grace(Start): 0

Grace(End): 0

Auto Check IN

Auto Check OUT

Minimum Duration(Min): 0

Rounding(In): 10

Rounding(Out): 10

Affect Result

Add, Modify, Delete, Delete All

Daily Schedule – [Part_Time]Day(D)

(Part Time – Evening)

- Daily Schedule Name: [Part_Time]Evening(E)
- Day Start Time: 14:00 (Start time of the day is set to 14:00)
- First Check-in/Last Check-out: Use (Use first and last authentication as check-in/check-out)
- Time Slot Setting:
 - a) Set Time: 16:00~24:00 (Regular Time)
 - b) Time Category: Regular Time
 - c) Late In/Early Out
 - Grace(Start): 0 min (Regard as Late In when checking in after set time)
 - Grace(End): 0 min (Regard as Early Out when checking out before set time)
 - d) Rounding (In/Out): 10 min
 - e) Affect Result: Use (This Time Slot results affect daily final result)

Daily Schedule

Basic Information

Name: [Part_Time]Evening(E)

Description:

Details

Day Start Time: 14 : 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	16:00~24:00	0	0	10	10

Time Slot

Start Time: 16 : 0 Next End Time: 24 : 0 Next

Time Category: Regular Time

Grace(Start): 0

Grace(End): 0

Auto Check IN

Auto Check OUT

Minimum Duration(Min): 0

Rounding(In): 10

Rounding(Out): 10

Affect Result

Add
Modify
Delete
Delete All

Daily Schedule – [Part_Time]Evening(E)

(Part Time – Evening)

- Daily Schedule Name: [Part_Time]Night(N)
- Day Start Time: 22:00 (Set the Day Start Time to 22:00)
- First Check-in/Last Check-out: Use (Use first 첫 인증 및 마지막 인증을 출/퇴근으로 사용)
- Time Slot Setting:
 - a) Set Time: 00:00(+1)~08:00(+1) (Regular Time)
 - b) Time Category: Regular Time
 - c) Late In/Early Out
 - Grace(Start): 0 min (Regard as Late In when checking in after the set time)
 - Grace(End): 0 min (Regard as Early Out when checking out after the set time)
 - d) Rounding (In/Out): 10 min
 - e) Affect Result: Use (This Time Slot results affect the final daily result)

Daily Schedule

Basic Information

Name: [Part_Time]Night(N)

Description:

Details

Day Start Time: 22 : 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	00:00(+1)~08:00(+1)	0	0	10	10

Time Slot

Start Time: 0 : 0 Next

End Time: 8 : 0 Next

Time Category: Regular Time

Grace(Start): 0

Grace(End): 0

Auto Check IN

Auto Check OUT

Minimum Duration(Min): 0

Rounding(In): 10

Rounding(Out): 10

Affect Result

Add
Modify
Delete
Delete All

Daily Schedule – [Part_Time]Night(N)

3) Shift Setup

- As a 4-group 3-shift rule, each group is assigned 1 shift, requiring 4 groups and a total of 4 shifts.
- Select Daily Cycle for setup as the rule follows a 6-day work week with 2-days off, ignoring the day of week.
- In Cycle Type, select 'Daily,' then 'update' after selecting the 31Day necessary for rule allocation.
- In each group's Shift, refer to the '**(Company A, 4-group 3-shift Schedule, 2009-07)**' table for setup.
- Setup Daily Schedule for each group's applicable day of week.
- For the 31 Day Cycle setup, Shift is setup in 5 pages per 7 days.

a) Group(A) Shift Setup

Shift

Basic Information

Name: Group(A)

Description:

Schedule | User

Cycle Type: Weekly Daily 31 Day Cycle Update

Start Date: 2009-07-01

End Date: 2009-07-31

Day 1: Copy [0-24h bar chart] ...

Day 2: [0-24h bar chart] ...

Day 3: [0-24h bar chart] ...

Day 4: [0-24h bar chart] ...

Day 5: [0-24h bar chart] ...

Day 6: [0-24h bar chart] ...

Day 7: [0-24h bar chart] ...

1~7 Day [Navigation]

Shift – Group(A) : 1 ~ 7 Day

Shift

Basic Information

Name: Group(A)

Description:

Schedule | User

Cycle Type: Weekly Daily 31 Day Cycle Update

Start Date: 2009-07-01

End Date: 2009-07-31

Day 8: Copy [0-24h bar chart] ...

Day 9: [0-24h bar chart] ...

Day 10: [0-24h bar chart] ...

Day 11: [0-24h bar chart] ...

Day 12: [0-24h bar chart] ...

Day 13: [0-24h bar chart] ...

Day 14: [0-24h bar chart] ...

8~14 Day [Navigation]

Shift – Group(A) : 8 ~ 14 Day

Shift

Basic Information

Name: Group(A)

Description:

Schedule | User

Cycle Type: Weekly Daily 31 Day Cycle [Update]

Start Date: 2009-07-01

End Date: 2009-07-31

Day	Copy	0	6	12	18	24	
Day 15	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 16	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 17	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 18	<input type="checkbox"/>	[Shift Pattern]					...
Day 19	<input type="checkbox"/>	[Shift Pattern]					...
Day 20	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 21	<input checked="" type="checkbox"/>	[Shift Pattern]					...

15~21 Day [Left] [Right]

Shift – Group(A) : 15 ~ 21 Day

Shift

Basic Information

Name: Group(A)

Description:

Schedule | User

Cycle Type: Weekly Daily 31 Day Cycle [Update]

Start Date: 2009-07-01

End Date: 2009-07-31

Day	Copy	0	6	12	18	24	
Day 22	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 23	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 24	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 25	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 26	<input type="checkbox"/>	[Shift Pattern]					...
Day 27	<input type="checkbox"/>	[Shift Pattern]					...
Day 28	<input checked="" type="checkbox"/>	[Shift Pattern]					...

22~28 Day [Left] [Right]

Shift – Group(A) : 22 ~ 28 Day

Shift

Basic Information

Name:


Description:


Schedule | **User**


Cycle Type: Weekly Daily 31 Day Cycle

Start Date:

End Date:

Day 29: Copy  ...

Day 30:  ...

Day 31:  ...

Shift – Group(A) : 29 ~ 31 Day

b) Group(B) Shift Setup

Shift

Basic Information

Name:


Description:


Schedule | **User**


Cycle Type: Weekly Daily 31 Day Cycle


Start Date:


End Date:


Day 1: Copy  ...


Day 2:  ...

Day 3:  ...

Day 4:  ...

Day 5:  ...

Day 6:  ...

Day 7:  ...

Shift – Group(B) : 1 ~ 7 Day

Shift

Basic Information

Name: Group(B)

Description:

Schedule | User

Cycle Type: Weekly Daily 31 Day Cycle Update

Start Date: 2009-07-01

End Date: 2009-07-31

Day	Copy	0	6	12	18	24	
Day 8	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 9	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 10	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 11	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 12	<input type="checkbox"/>	[Shift Pattern]					...
Day 13	<input type="checkbox"/>	[Shift Pattern]					...
Day 14	<input checked="" type="checkbox"/>	[Shift Pattern]					...

8~14 Day < >

Shift – Group(B) : 8 ~ 14 Day

Shift

Basic Information

Name: Group(B)

Description:

Schedule | User

Cycle Type: Weekly Daily 31 Day Cycle Update

Start Date: 2009-07-01

End Date: 2009-07-31

Day	Copy	0	6	12	18	24	
Day 15	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 16	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 17	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 18	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 19	<input checked="" type="checkbox"/>	[Shift Pattern]					...
Day 20	<input type="checkbox"/>	[Shift Pattern]					...
Day 21	<input type="checkbox"/>	[Shift Pattern]					...

15~21 Day < >

Shift – Group(B) : 15 ~ 21 Day

Shift

Basic Information

Name: Group(B)

Description:

Schedule | User

Cycle Type: Weekly Daily 31 Day Cycle [Update]

Start Date: 2009-07-01

End Date: 2009-07-31

Day	Copy	0	6	12	18	24	
Day 22	<input checked="" type="checkbox"/>	[Shift Schedule]					[...]
Day 23	<input checked="" type="checkbox"/>	[Shift Schedule]					[...]
Day 24	<input checked="" type="checkbox"/>	[Shift Schedule]					[...]
Day 25	<input checked="" type="checkbox"/>	[Shift Schedule]					[...]
Day 26	<input checked="" type="checkbox"/>	[Shift Schedule]					[...]
Day 27	<input checked="" type="checkbox"/>	[Shift Schedule]					[...]
Day 28	<input type="checkbox"/>	[Shift Schedule]					[...]

22~28 Day [Left] [Right]

Shift – Group(B) : 22 ~ 28 Day

Shift

Basic Information

Name: Group(B)

Description:

Schedule | User

Cycle Type: Weekly Daily 31 Day Cycle [Update]

Start Date: 2009-07-01

End Date: 2009-07-31

Day	Copy	0	6	12	18	24	
Day 29	<input type="checkbox"/>	[Shift Schedule]					[...]
Day 30	<input checked="" type="checkbox"/>	[Shift Schedule]					[...]
Day 31	<input checked="" type="checkbox"/>	[Shift Schedule]					[...]

29~31 Day [Left] [Right]

Shift – Group(B) : 29 ~ 31 Day

c) Group(C) Shift Setup – Omitted

d) Group(D) Shift Setup – Omitted

As above, shifts can be setup for 4 groups, for a 4-group 3-shift rotating schedule.