elko
SYSTEMS

TIME MANAGEMENT
MANUAL

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SYSTEM OVERVIEW

The Elko Time Management system is used to manage time evaluation and calculations. It is also used to perform time corrections, booking of overtime & absenteeism and maintenance of relevant master data. Time Evaluation can be set to base Time calculations on all the clock events of the day or the just first in & last out events.

This Elko software solution inherited the openness, flexibility and multi platform aspects of our payroll system it is based on. The system boasts configurable interfaces with third party access control system and host systems through TCP/IP, database tables or data files.

For ease of implementation, the system is delivered with a pre-configured rules suitable to most environments. Shift definitions refinement and company specific rules may be implemented by either the installer or be contracted to Elko Systems. Customization and implementation training courses are available.

The sections below describes the day to day use of the system as well as user

EMPLOYEE SELECTION

The employee selection window is the opening window and also starting point for most actions. The main focus of this panel is employee selection. Selected employees are used for reporting, updating clock issues, booking absence and maintenance of employee master data
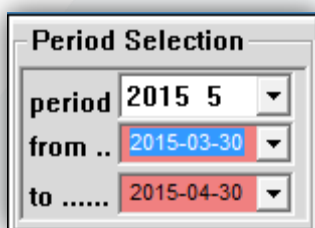
On this interface one can:
- Select individuals by category including:
    - COMPANY
    - COST CODE
    - DEPARTMENT CODE
    - JOB CODE
    - PAY AREA
    - SHIFT
- Refine selections as required
- Preview and report on the master data for the selected individuals See Reports
- Create Export file/s for the payroll system
- Assign leave in batch mode, see Assign Leave In Batch Mode
- Create shifts, see Shift Definition
- Select menu options or other information types as required

Follow the procedure below for employee selection:
- Categories may be selected from the dropdown list
- Access the web reports
- Either current or terminated persons may be filtered on their status
- Select / further select persons on criteria such as:
    - Company ID
    - Date of birth
    - Partial name entry
    - Blacklisted, clock status, etc.
- Deselect highlighted employees
- Use the "Active persons only" check box to include or exclude employees who has been terminated. Note that the termination date is depicted from the Period From Date
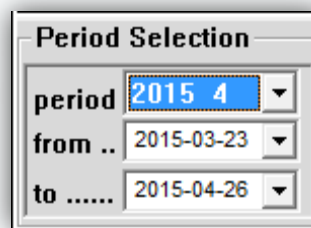- Select the Time reports button to view the reports dialog

A list of time periods are available for selection from the drop down list. When you want to view reports older than what is available in the period selection, you can manually change the From and To dates. If the dates entered match a valid period, the period will be added to the period selection drop down for this session. If the dates does not match a period they will be displayed in red and certain reports may not give the desired results.
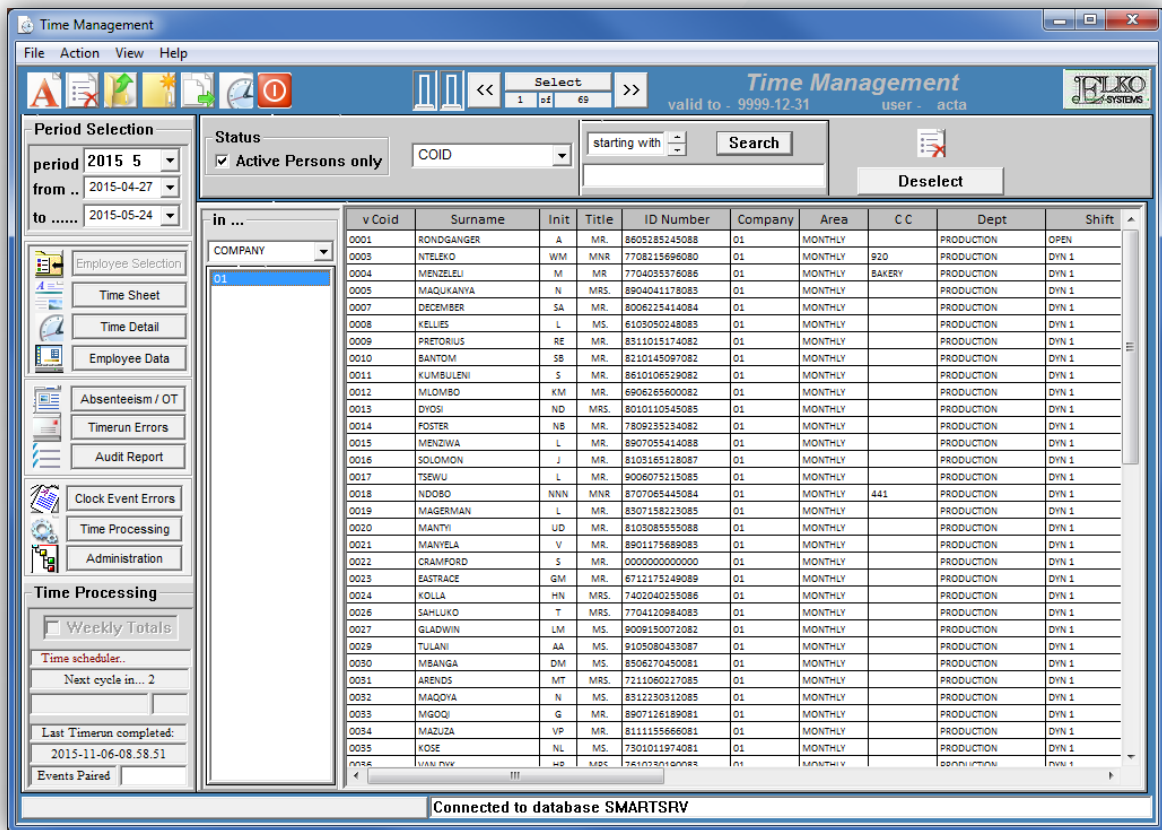
Versus

Available buttons:

ICON	KEY WORDS	DESCRIPTION
	Activate	Activate Time Evaluation
	Deselect	Remove Selection Criteria as performed in point 1
	Export Payroll Data	Create Export File for Payroll System
	Refresh	Refresh Selected Screen
	Assign Leave (Batch Mode)	Assign leave to employee groups (See Assign Leave In Batch Mode)
	Time Reports	Run Reports (See Assign Leave In Batch Mode)
	Exit	Exit to previous level

NOTE: The result of the selections performed is used for reporting purposes or may be used to step through the list of persons selected on any of the screens described in the following sections

TIME PROCESSING

Time runs are automatically scheduled after each of the following:

- Absence booked
- Over time booked
- Missing in or out clock data corrected
- Clock data for an entire day added
- Clock data imported from readers

The Time processing window displays when the next time run is to take place.
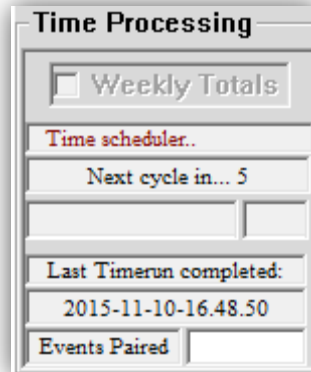
TIME ERRORS

The red bar indicates Time or Clock errors occurred during the time run for this period.

Time errors typically refer to employees that are not assigned to the correct shift.
See Time run Errors for more details.
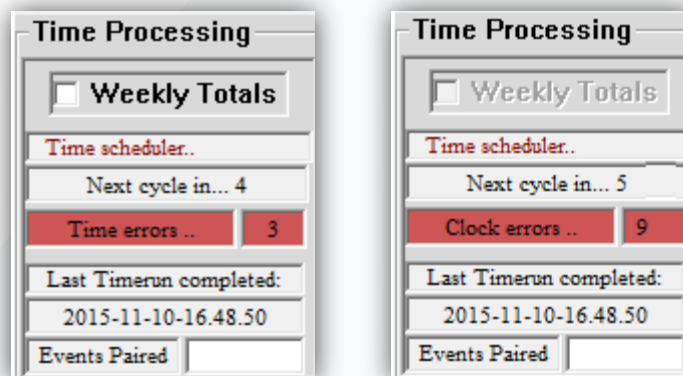
Clock errors refer to employees who do not have complete clock pairs. (A clock out for every clock in) See Clock Event Error for more details.

NOTE:

Certain functions such as Reporting & Payroll Exports may issue warnings or refuse access to said function until such time all relevant errors are cleared.

TIME CALCULATIONS

Time Calculations are triggered by any of the following actions:

- Clock data from reader added to system
- User corrects missing In or Out clock records
- User books absenteeism
- User books over time

TIME CALCULATION SCHEDULING

In addition a scheduled Time Job can be created. This will allow the system to recalculate. The users have the option to either create a once off Time Job or a reoccurring Time Run.
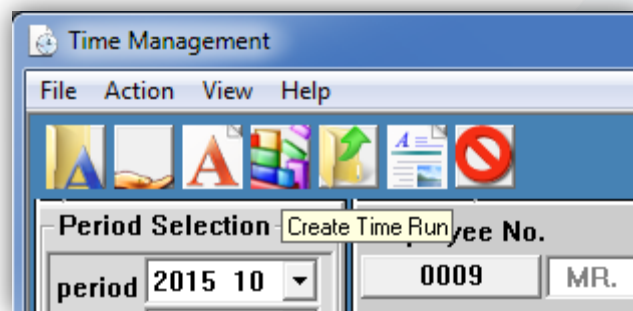
Select an employee from the company you wish to do the calculation for. Then select the "Create Time Run" icon

- On the Job Schedule window ensure that the correct "Company" and "Work Area" fields are selected
- Check that the correct "Period Start" and "Period End" fields are selected
- Under "Selected Persons" please ensure that an asterisk "*" is available as this will indicate all persons for a company
- Click "Schedule" to initiate the Time Run
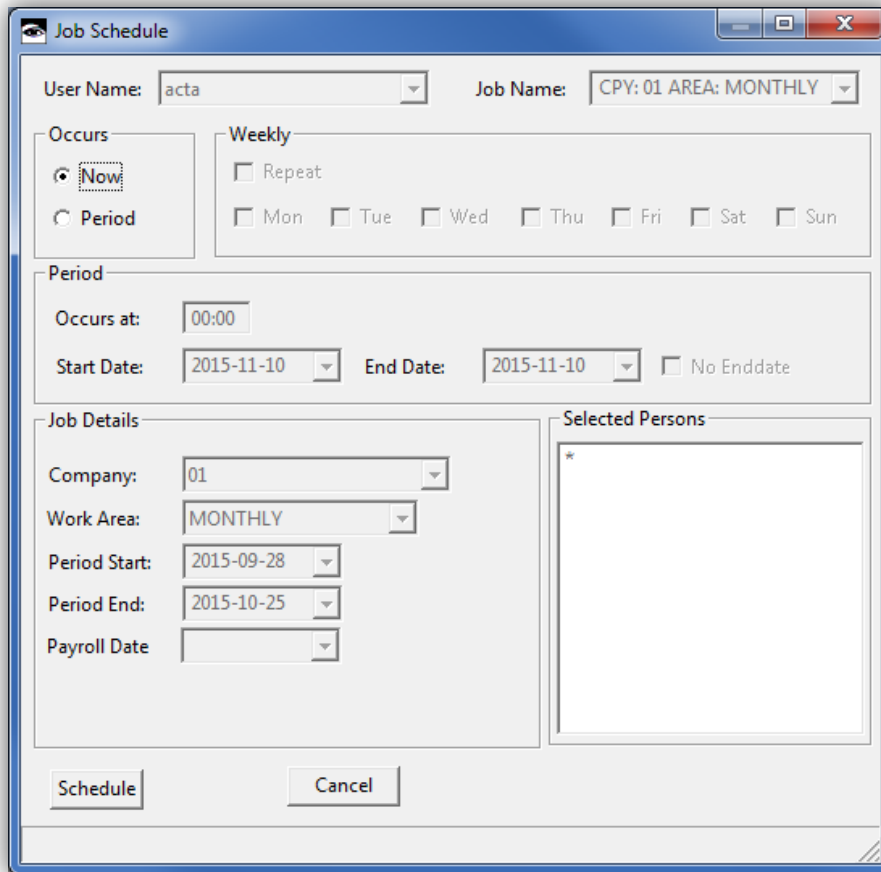
- • Once the Time Run is completed a dialog will appear to inform the user
- • A Time Run takes approximately 15 minutes to complete, depending on the number of employees in the company

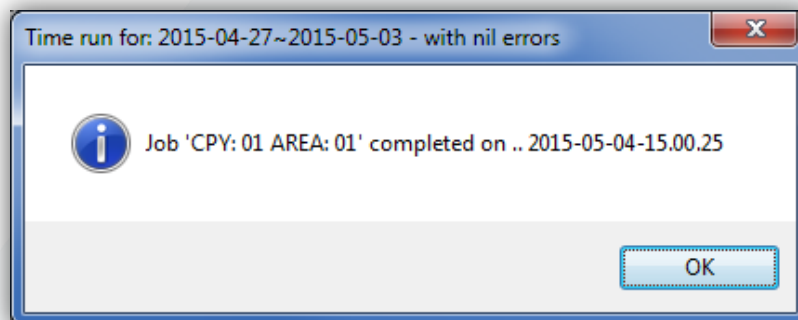- • Once the Time Run has successfully completed it is advisable to perform "spot checks" on employees to ensure the calculations are correct. Employees worth checking are typically those who have worked a large number of overtime and/or those who are working shifts outside of their usual shift times
- • Please see the Time Data and Time Detail screens

LEAVE BOOKING - BATCH MODE
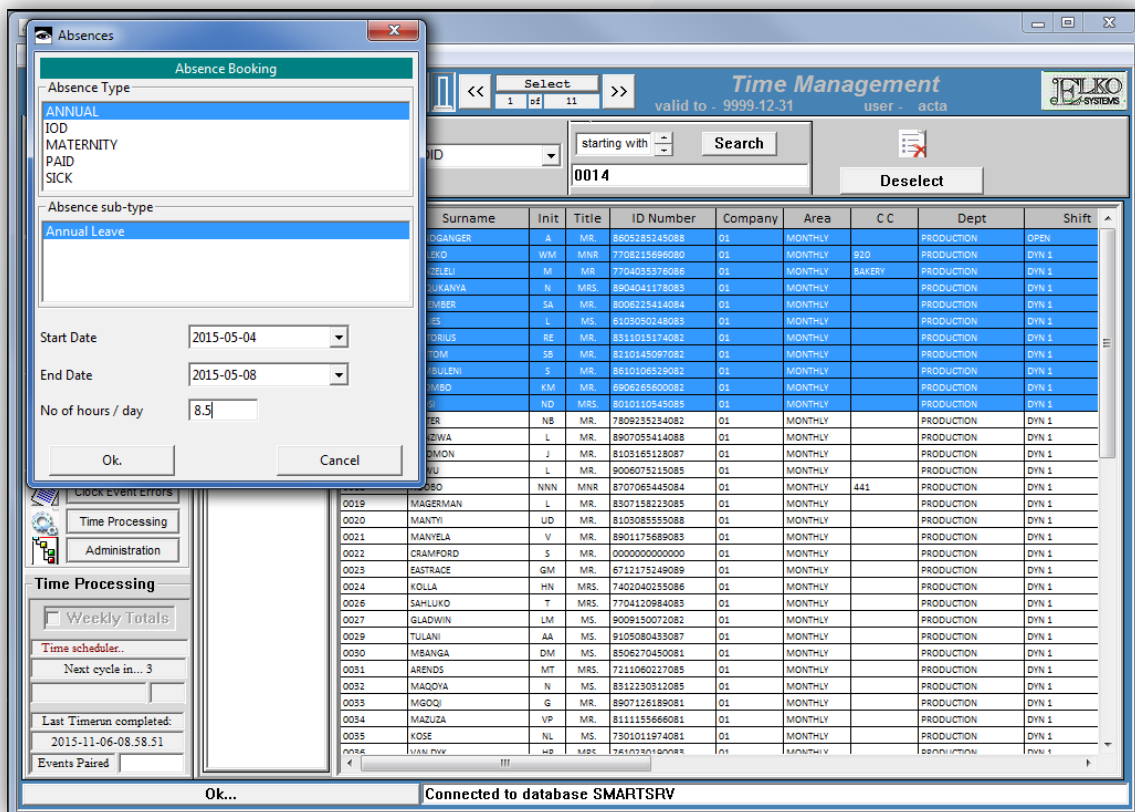
On this interface one can:

- Assign absences for the configured absence types to an employee for a selected period
- Assign various absence types to a group of employees for a period

Follow the procedure below to assign leave in batch mode:

- Select the Employee/s using the Selection panel
- Select the employee(s) based on the user specified criteria, i.e. A whole department
- Click the Assign Leave(Batch Mode) button
- Select the correct dates and absence type
- Click the OK button

Follow the procedure below to View / Print Booked absenteeism:

- Select the Absenteeism / OT panel
- The Time Data screen is displayed
- Select the Preview button from the button bar for a print preview
- Select the Print button from the button bar to print

LEAVE BOOKING - INDIVIDUALLY
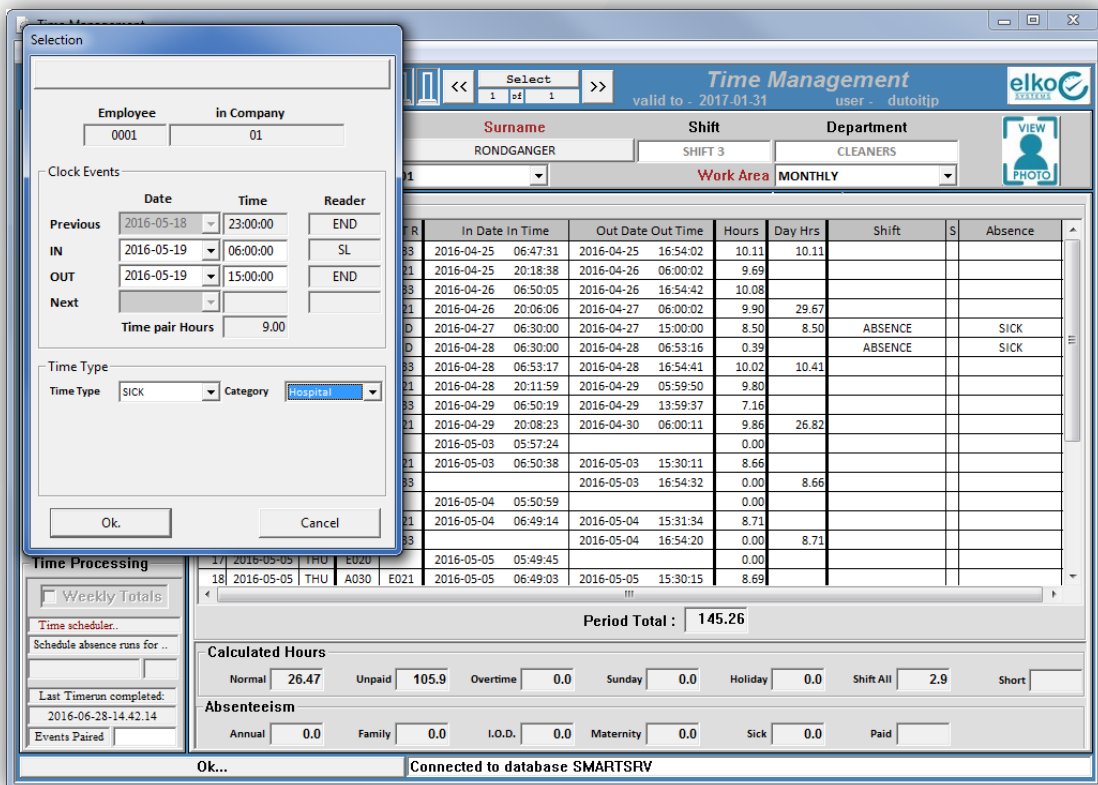
On this interface one can: individually

- Assign absences for the configured absence types to an employee for a selected day

Follow the procedure below to assign leave in batch mode:

- Select the Employee/s using the Selection panel
- Select the employee(s) based on the user specified criteria, i.e. A whole department
- Select the Time Sheet panel
- Click the Add button
- Select the correct dates and absence type
- Click the OK button
- Click the save button to save the changes

Follow the procedure below to View / Print Booked absenteeism:

- Select the Absenteeism / OT panel
- Select the Absenteeism tab page
- Select the Preview button from the button bar for a print preview
- Select the Print button from the button bar to print

OVERTIME BOOKING - BATCH MODE

On this interface one can:

- Assign overtime to employee(s) for a selected period

Follow the procedure below to assign leave in batch mode:

- Select the Employee/s using the Selection panel
- Select the employee(s) based on the user specified criteria, i.e. A whole department
- Click the Create Overtime Booking button
- Enter the start and end date
- Enter the amount of Paid Hours for the employee. These hours are hours per day and not the total hours for the period
- Click the Book Overtime button

Follow these steps to remove booked overtime:

- Select the Absenteeism / OT panel
- Select the Overtime Booked tab page
- Select the record that you wish to delete
- Click on the Delete button to delete the selected booked overtime
- Click the Save button
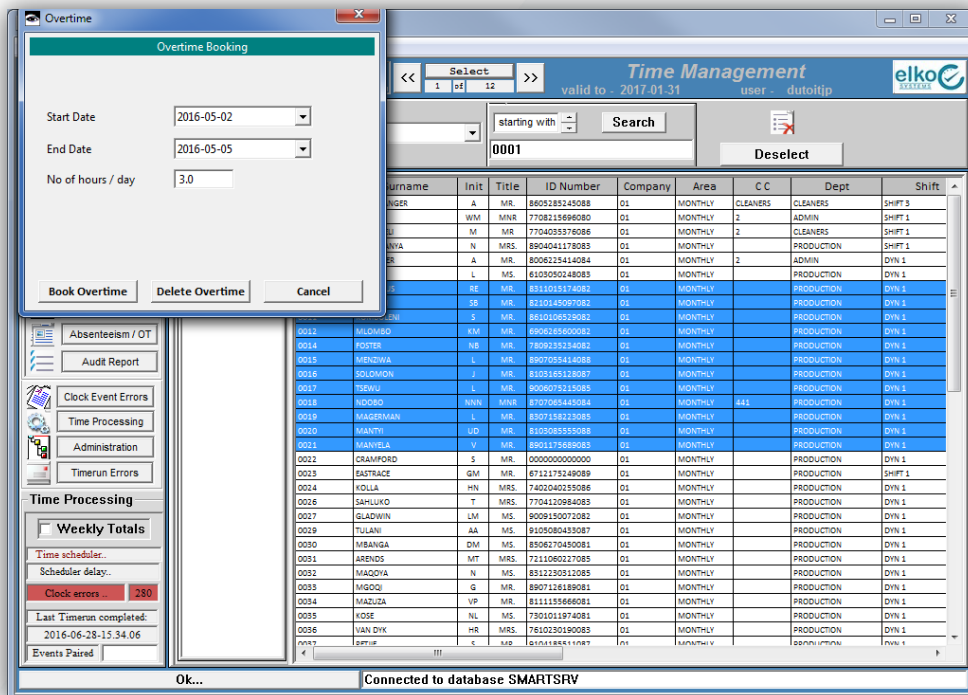
OVERTIME BOOKING - INDIVIDUALLY

From the Absenteeism / OT panel one can:
- Create overtime booking for the selected employee
- View booked overtime selected period
- Delete wrongfully assigned overtime

Follow these steps to assign overtime:
- Select the Absenteeism / OT panel
- Select the Create overtime booking button
- Enter the start and end date
- Enter the amount of Paid Hours for the employee. These hours are hours per day and not the total hours for the period
- Click the Book Overtime button

Follow these steps to remove booked overtime:
- Select the Absenteeism / OT panel
- Select the Overtime Booked tab page
- Select the record that you wish to delete
- Click on the Delete button to delete the selected booked overtime
- Click the Save button
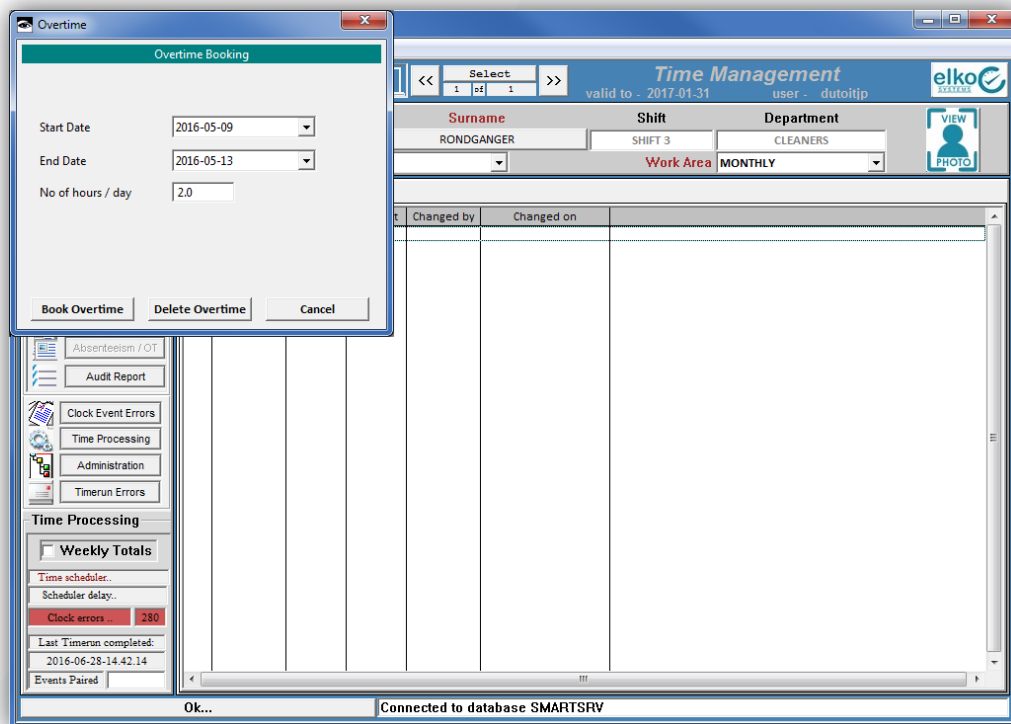
PAYROLL EXPORTS

The payroll export can set to export the following export files:

- Time Data
- Absence Data – Total hours booked per absence type
- Absence Booked – Details of booked absence (date, hours, type, etc)

This procedure should be followed when the Time Management calculations need to be exported to the payroll system.

- Select required employees on the Employee selection panel. See Employee Selection
- Run the Time Errors report and correct the time errors, if any. See Time Run Errors and Clock Event Errors
- All Absenteeism should be correctly captured. It is advisable that this is checked. See Assign Leave in Batch Mode for Batch Mode and Time Sheet for individual
- All overtime should be correctly captured. It is advisable that this is checked. See Book Overtime
- On the Time Processing panel select an employee representing the company for which you wish to create a payroll export. Click on the "Export Payroll Data" icon
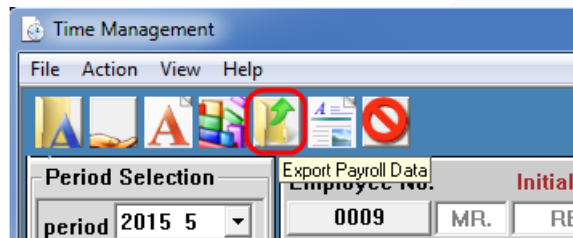
- If successful an "Export Completed" message will appear in the bottom left message bar on the screen
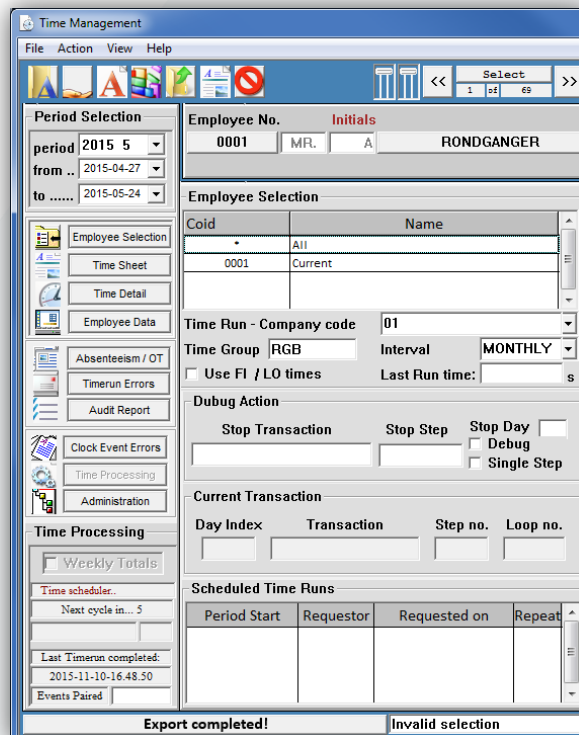
- You are new able to view the payroll export file by selecting the "View Payroll Exports" icon
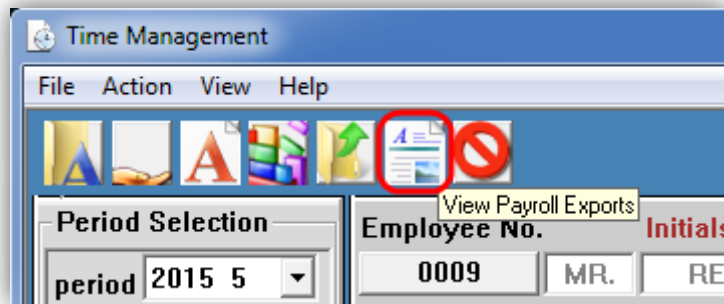
- You will be asked to select the file to be viewed. This is found in a predefined location e.g. C:\VIP\Payroll Exports with a predefined file name e.g. "VIPITF.ASC"
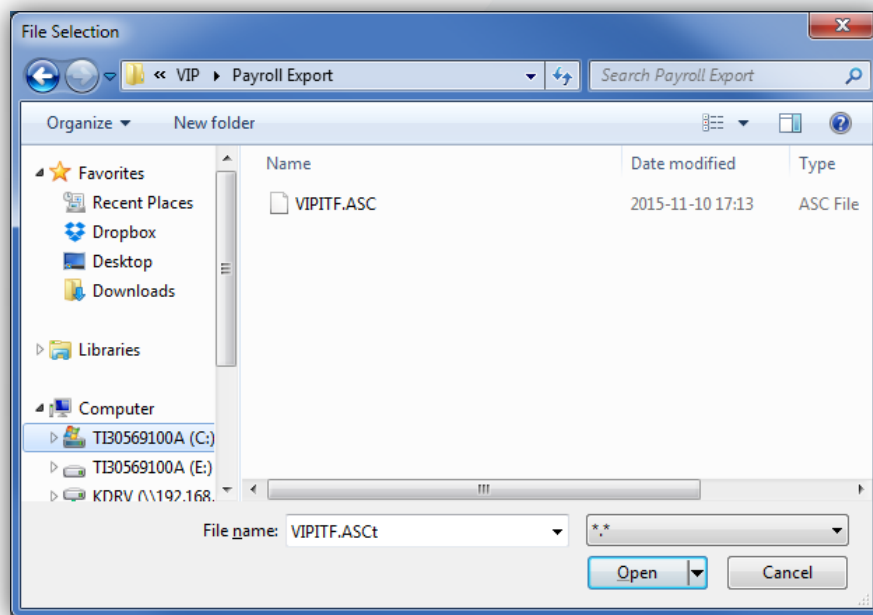- Check the "Date modified" field to ensure the export was created on the correct date and time. If the time and date do not correspond with the time you created the payroll file it is likely that you are viewing an old payroll file. A new export will need to be run again.

- Once you are satisfied the payroll file is correct you may select "Open"
- The payroll file opens in Excel, this allows you to easily view the calculated hours for the period and highlight any employee calculations that appear to be incorrect. You can then investigate the calculation on Time Management to check for errors
- Such errors would include the incorrect shift being assigned or overtime/absenteeism not being captured correctly
- If you are satisfied with the results you may import the payroll data file using your payroll system

SHIFT DEFINITIONS

On this interface one can:
- Create new shifts
- Alter existing shifts
- Delete shifts

Available buttons:

ICON	KEY WORDS	DESCRIPTION
	Add item	Add item to list
	Save	Save added item
	Exit	Cancel editing /creation of item
	Delete	Delete selected item from list

Follow the procedure below to add a new shift:
- Click the Add button
- Complete all the fields
- Click OK
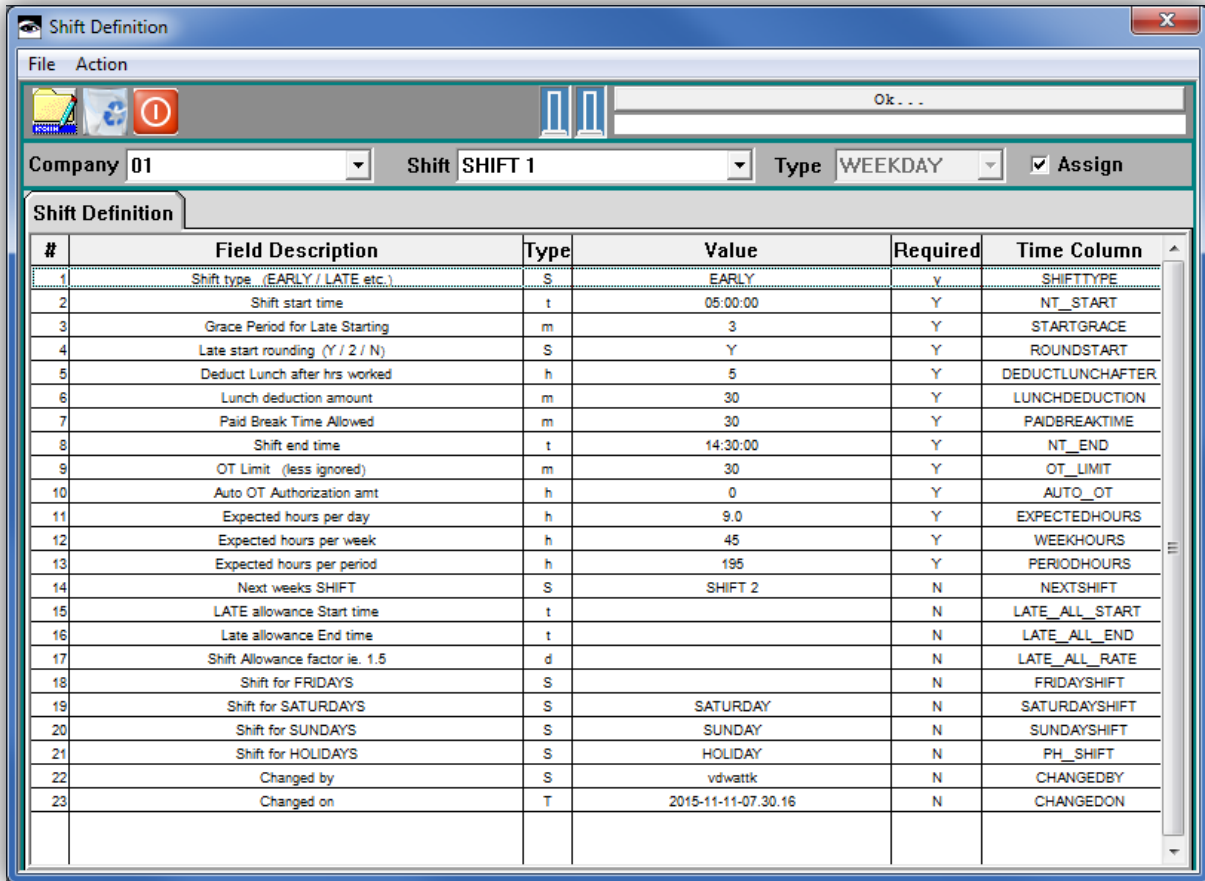
Shift Definition

#	Field Description	Type	Value	Required	Time Column
1	Shift type (EARLY / LATE etc.)	S	EARLY	Y	SHIFTTYPE
2	Shift start time	t	05:00:00	Y	NT_START
3	Grace Period for Late Starting	m	3	Y	STARTGRACE
4	Late start rounding (Y / 2 / N)	S	Y	Y	ROUNDSTART
5	Deduct Lunch after hrs worked	h	5	Y	DEDUCTLUNCHAFTER
6	Lunch deduction amount	m	30	Y	LUNCHDEDUCTION
7	Paid Break Time Allowed	m	30	Y	PAIDBREAKTIME
8	Shift end time	t	14:30:00	Y	NT_END
9	OT Limit (less ignored)	m	30	Y	OT_LIMIT
10	Auto OT Authorization amt	h	0	Y	AUTO_OT
11	Expected hours per day	h	9.0	Y	EXPECTEDHOURS
12	Expected hours per week	h	45	Y	WEEKHOURS
13	Expected hours per period	h	195	Y	PERIODHOURS
14	Next weeks SHIFT	S	SHIFT 2	N	NEXTSHIFT
15	LATE allowance Start time	t		N	LATE_ALL_START
16	Late allowance End time	t		N	LATE_ALL_END
17	Shift Allowance factor ie. 1.5	d		N	LATE_ALL_RATE
18	Shift for FRIDAYS	S		N	FRIDAYSHIFT
19	Shift for SATURDAYS	S	SATURDAY	N	SATURDAYSHIFT
20	Shift for SUNDAYS	S	SUNDAY	N	SUNDAYSHIFT
21	Shift for HOLIDAYS	S	HOLIDAY	N	PH_SHIFT
22	Changed by	S	vdwattk	N	CHANGEDBY
23	Changed on	T	2015-11-11-07.30.16	N	CHANGEDON

- Complete above form as required. The table below describes each field, if a value is required and the type of value.
- The currently selected shift may be used as a template for the new shift definition

The tables below lists shift parameters that may be configured by users with authority

Depending on installation requirements, the system may be customized to add more parameters or remove ones not required

NORMAL SHIFT PARAMETERS

(Normal shifts parameters may easily be maintained by administrative users)

DESCRIPTION	TYPICAL VALUE	REQUIRED	DATATYPE	TIME COLUMN
Shift type (EARLY / LATE etc.)	Description (i.e. EARLY/LATE)	y	String	SHIFTTYPE
Shift start time	06:00:00	Y	Time	NT_START
Shift end time	18:00:00	Y	Time	NT_END
Grace Period for Late Starting	3	Y	Minutes	STARTGRACE
Deduct Lunch after hours worked	5	Y	Hours	DEDUCTLUNCHAFTER
Lunch deduction amount	30	Y	Minutes	LUNCHDEDUCTION
Paid Break Time Allowed	30	Y	Minutes	PAIDBREAKTIME
Expected hours per day	9.5	Y	Hours	EXPECTEDHOURS
Expected hours per week	45	Y	Hours	WEEKHOURS
Expected hours per period	195	Y	Hours	PERIODHOURS
Next weeks SHIFT	SHIFT 2	N	String	NEXTSHIFT
LATE allowance Start time	16:00:00	N	Time	LATE_ALL_START
Late allowance End time	04:00:00	N	Time	LATE_ALL_END
Shift for FRIDAYS	Empty or FRIDAY	N	String	FRIDAYSHIFT
Shift for SATURDAYS	SATURDAY	N	String	SATURDAYSHIFT
Shift for SUNDAYS	Empty or SUNDAY	N	String	SUNDAYSHIFT
Shift for HOLIDAYS	HOLIDAY	N	String	PH_SHIFT
Auto Over Time (OT) Authorization amt	0 or N	Y	Hours	AUTO_OT

DYNAMIC SHIFT PARAMETERS

(Dynamic shifts are used to assign persons to a shift based on the first clock record of the day.

The shift matching the Window's start and end times is assigned to the user for that day)

1st Window start time	04:00:00	Y	Time	WINDOW1START
1st Window end time	08:00:00	Y	Time	WINDOW1END
1st Window SHIFT	SHIFT 1	Y	String	WINDOW1SHIFT
2nd Window start time	08:00:01	Y	Time	WINDOW2START
2nd Window end time	13:00:00	Y	Time	WINDOW2END
2nd Window SHIFT	SHIFT 2	Y	String	WINDOW2SHIFT
3rd Window start time	13:00:01	N	Time	WINDOW3START
3rd Window end time	23:00:00	N	Time	WINDOW3END
3rd Window SHIFT	SHIFT 3	N	String	WINDOW3SHIFT

TECHNICAL SHIFT PARAMETERS

(These parameters are more involved and should preferably be maintained by customization consultants)

Late start rounding(Y / 2 / N)	N	Y	String	ROUNDSTART
Positive: Accumulate hours up until 195 (Period Hours) Negative: Start at 195 (Period Hours) and deduct normal hours worked	+ or -	Y	String	TIMETYPE
Shift end grace	0	Y	Minutes	ENDGRACE
Early leaving rounding	Y or N	Y	Boolean	ROUNDEND
Late Allowance factor i.e. 1.5	1.3	N	Decimal	LATE_ALL_RATE
OT Limit (less ignored)	60	Y	Minutes	OT_LIMIT
Normal Time (NT) top-up from Over Time (OT) interval	WEEKLY	Y	String	OT_ROUNDING
Early Over Time (OT) limit (less is ignored)	30	Y	Minutes	EARLY_OT_LIMIT
Is Holiday Over Time (OT) booked	Y or N	Y	Boolean	BOOKHOLIDAY_OT
Ignore Late coming & Early leaving	Y or N	N	Boolean	IGNORESHORTTIME
PT Starts after (no of hours)		N	Hours	PT_START
Rest days Allowed	Y or N	N	Boolean	RESTDAYS
Last day of week (i.e. SUN)	SUN	Y	String	WEEKENDDAY
Normal Time (NT) top-up source	OT	Y	String	TOPUP_NT_FROM
Pay lowest day hours at Short Time (ST)	Y or N	Y	Boolean	ST_ASLEASTDAYHOURS
Assign absences booked to Normal (NT)	Y or N	N	Boolean	ABSENCE_AS_NT
e-MAIL message for absence		N	String	ABSENCE_MSG
Mid Month when shop is quieter than usual- Shift start time	16:00:00	N	Time	MID_MONTH_NT_START
Mid Month when shop is quieter than usual- Shift end time	09:00:00	N	Time	MID_MONTH_NT_END
Holiday rate multiplier	2	Y	Decimal	HOLIDAYRATE
Sunday rate multiplier	2	Y	Decimal	SUNDAYRATE
Saturday rate multiplier	1.5	Y	Decimal	SATURDAYRATE

![elko SYSTEMS logo]

TIME MANAGEMENT

1. EMPLOYEE SELECTION

See section above on **EMPLOYEE SELECTION**
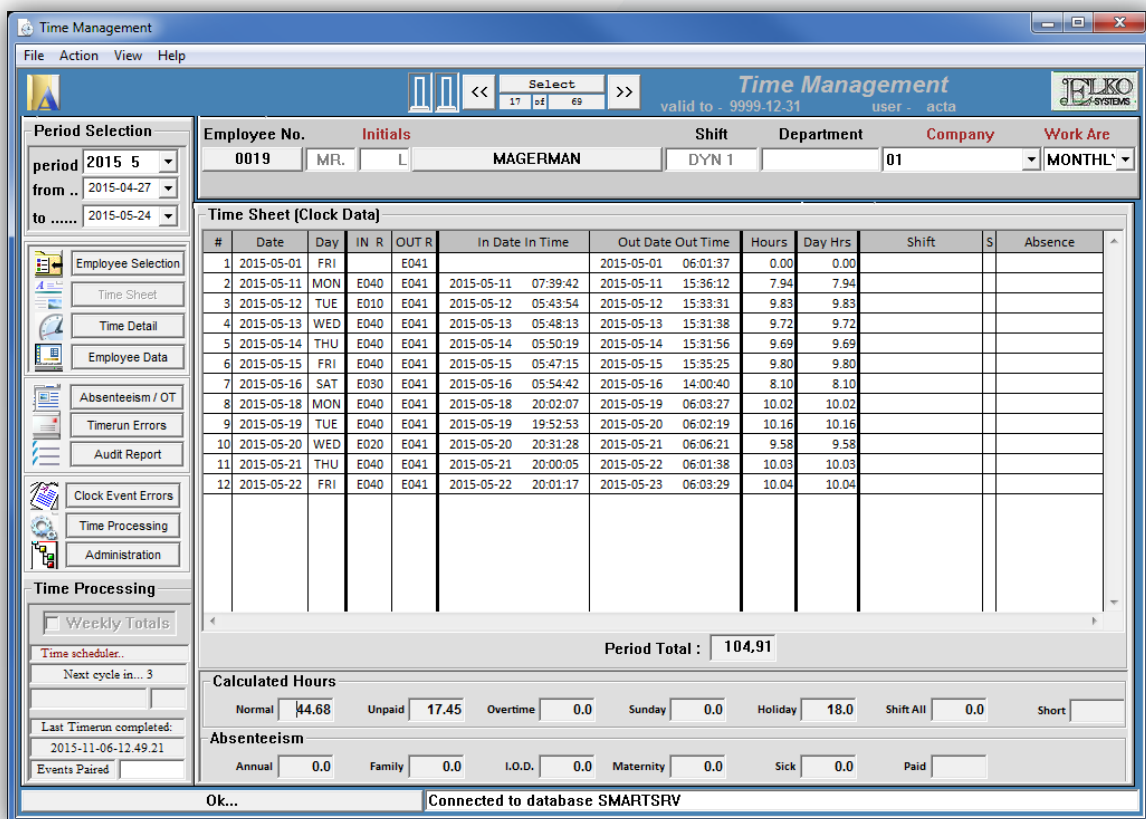
2. TIME SHEET

On this interface one can:
- Correct Time Errors (Employee did not clock IN / OUT)
- Book absence/s per individual
- View the amount of hours worked per day
- View Normal Time, Afternoon Shift, Overtime, Premium Time, Sunday Time, and Holiday Time for which the selected employee are be paid for
- Print Time sheet for selected employee

Available buttons:

ICON	KEY WORDS	DESCRIPTION
![icon]	Add	Add missing clock record

Add Missing In/Out Time:
- Select the row to rectify
- Make corrections / changes
- Select the Save icon from the button bar

Add clock data for a whole day (In and Out):
- Select the above the new row position
- Right click on the selected row, then click Add from the menu. Alternatively click the Add button
- Leave the Time Type and Category empty
- Enter the correct In and Out times based on the employees Shift and click OK
- Ignore Time Type fields
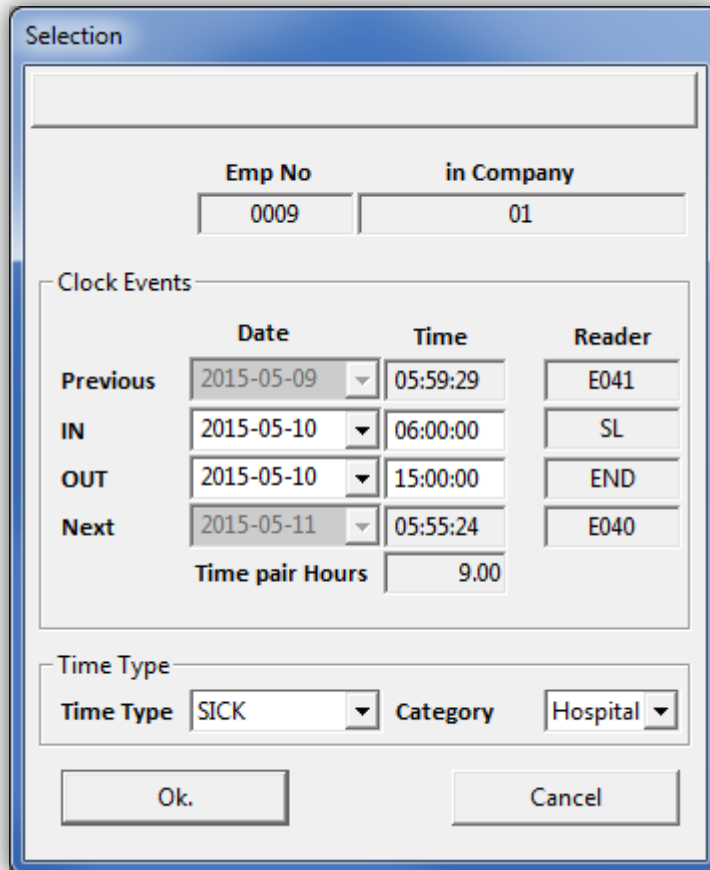
Book Single absence events:

- Select the row above where the new absence is required
- Right click on the selected row and then click Add from the menu. Alternatively click the Add button
- Enter the correct In and Out times based on the employees Shift that they would have worked
- Select the Absence Type from the Time Type drop down
- Select the Absence sub-Category
- Click OK to add absence

Note: when an employee is booked 8 hours leave and is expected to work 8 hours normal time but the employee worked 2 hours before going home. The2 hours worked along with 6 hours from the leave will be used to make up normal time for that day.

Print Timesheets:

- Select the Print button from the button bar
- The Time Data screen is displayed

3. TIME DETAIL
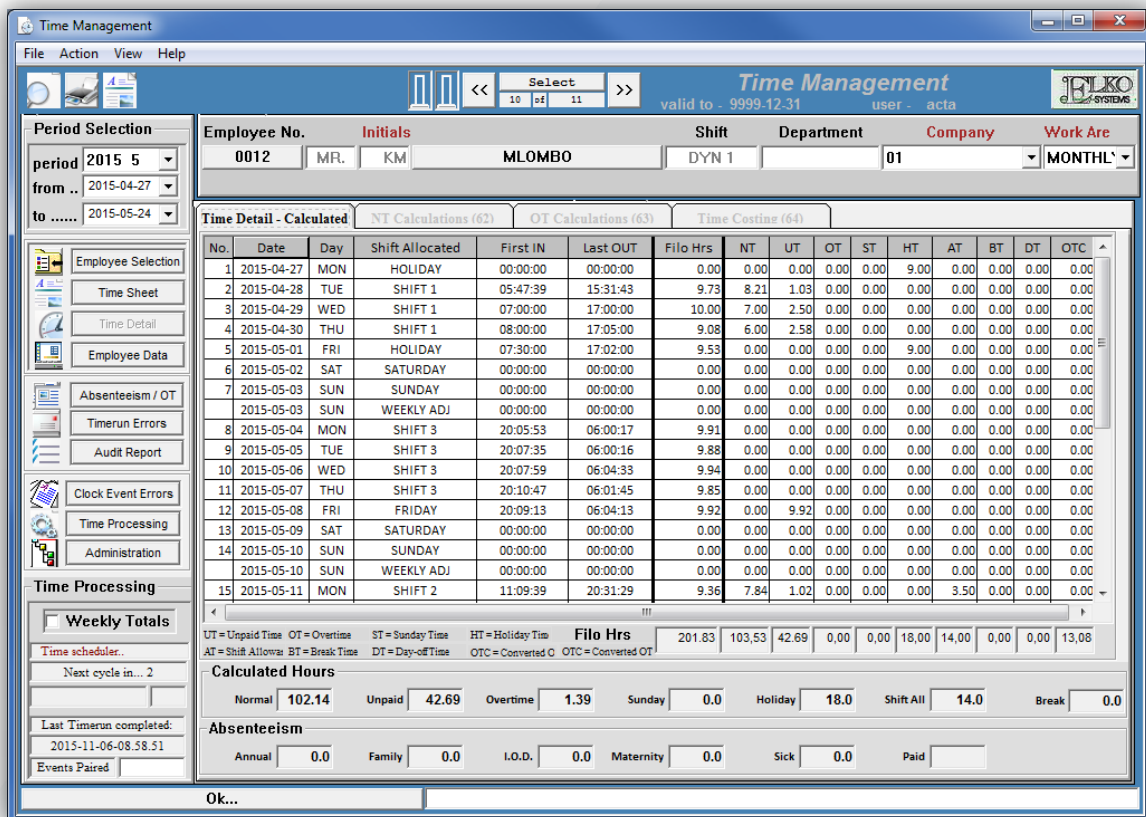
Available buttons for all tabs on Time Detail Panel:

ICON	KEY WORDS	DESCRIPTION
	Search	Search for record
	Print	Print displayed report
	Preview	Print preview of displayed report

CALCULATED

On this interface one can:

- View the details of the result of time calculations
- View Normal Time, Afternoon Shift, Overtime, Premium Time, Sunday Time, Holiday time breakdown for the selected employee on a day to day basis
- View the First-in and Last-out hours determined for this person
- Determine if the correct shift is allocated according to the dynamic shift allocation
- View the period summary and results
- Verify time adjustments for the past week and period as a whole

NT CALCULATIONS

On this interface one can:

- View the details of the result of normal time calculations
- View Normal Time, Shift, Late Time, Grace Time, Lunch Time, Break Time, Early leaving and calculated over time for the selected employee on a day to day basis
- View the First-in and Last-out hours determined for this person
- Determine if the correct shift is allocated according to the dynamic shift allocation
- View the period summary and results
- Verify time adjustments for the past week and period as a whole

OT CALCULATIONS

On this interface one can:

- View the detailed results of overtime calculations
- View Normal Time, Shift, Overtime total, Early Time limit before shift starts, Late Time limit after shift ends, Overtime, Overtime converted, unpaid time, Control Time and Premium Time breakdown for the selected employee on a day to day basis
- View the First-in and Last-out hours determined for this person
- Determine if the correct shift is allocated according to the dynamic shift allocation
- View the period summary and results
- Verify time adjustments for the past week and period as a whole

TIME COSTING

On this interface one can:

- View the detailed results of time calculations
- View Shift, Hourly rate, Normal Time + Holiday time + Booked Absenteeism total, Short Time, Short Time Cost, Overtime, Overtime Cost, Shift allowed time, Shift allowed cost and Total cost breakdown for the selected employee on a day to day basis
- View the First-in and Last-out hours determined for this person
- Determine if the correct shift is allocated according to the dynamic shift allocation
- View the period summary and results
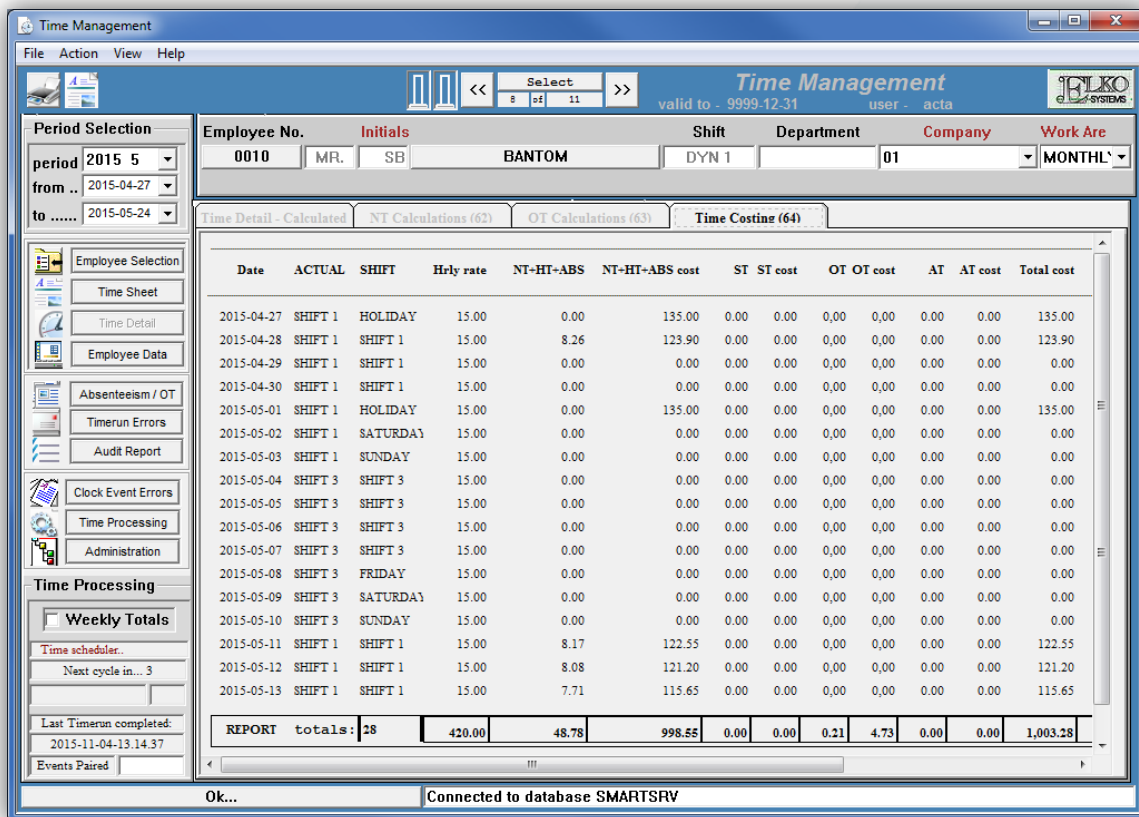- Verify time adjustments for the past week and period as a whole

4. EMPLOYEE DATA

On this interface one can:

- Maintain Employee data as needed (normally employee data is downloaded from customers Payroll System VIP, SAP)
- Check if employee data is correct
- Capture employee fingerprint
- Assign access tags to employee which is used to assign the employee to the correct reader
- Blacklist an employee

Follow the procedure below to display employee data:

- Select employees with either their company ID or Surname as search criteria
- Select the Search button
- The Employee Data screen is displayed

Available buttons:

ICON	KEY WORDS	DESCRIPTION
	Add	Add new employee
	Save	Save record
	Create number range	Create Company ID range
	Enrol Finger	Capture fingerprint
	Change Person to New Company	Move employee to another company
	New Access Configuration	Set access tags

5. ABSENTEEISM AND OVERTIME

On this interface one can:

- View booked absenteeism for the selected employee, during the selected period. Book absenteeism using the Overtime Adjuster Module
- Select employees with either their company ID or Surname as search criteria
- Optionally select a group of employees (refer back to 3 Employee selection)
- View overtime booked for the selected employee during the selected period. Book overtime using the Group Overtime Module

Available buttons:

ICON	KEY WORDS	DESCRIPTION
	Search	Search for record
	Print	Print displayed report
	Preview	Print preview of displayed report

6. TIMERUN ERRORS

On this interface one can:
- View the probable cause of Time not running for individuals
- When a scheduled time run fails to complete a run for all the employees in a specified company or pay area, it is logged here
- Use the logs to trace why an employee does not have calculated hours
- View the employee based on Company ID and error description

Typical Error Messages:

ERROR MESSAGE	DESCRIPTION	SOLUTION
No Shift assigned to	The employee is not assigned to a shift	Assign the employee to a shift in the Employee panel
No shift defined	The employee is assigned to a shift that does not exist anymore	Assign employee to an existing shift in the Employee Data panel
Error reading TIMEGROUP for company:	The company is not assigned to a Time Group	Assign the company to a Time Group in the Administration panel
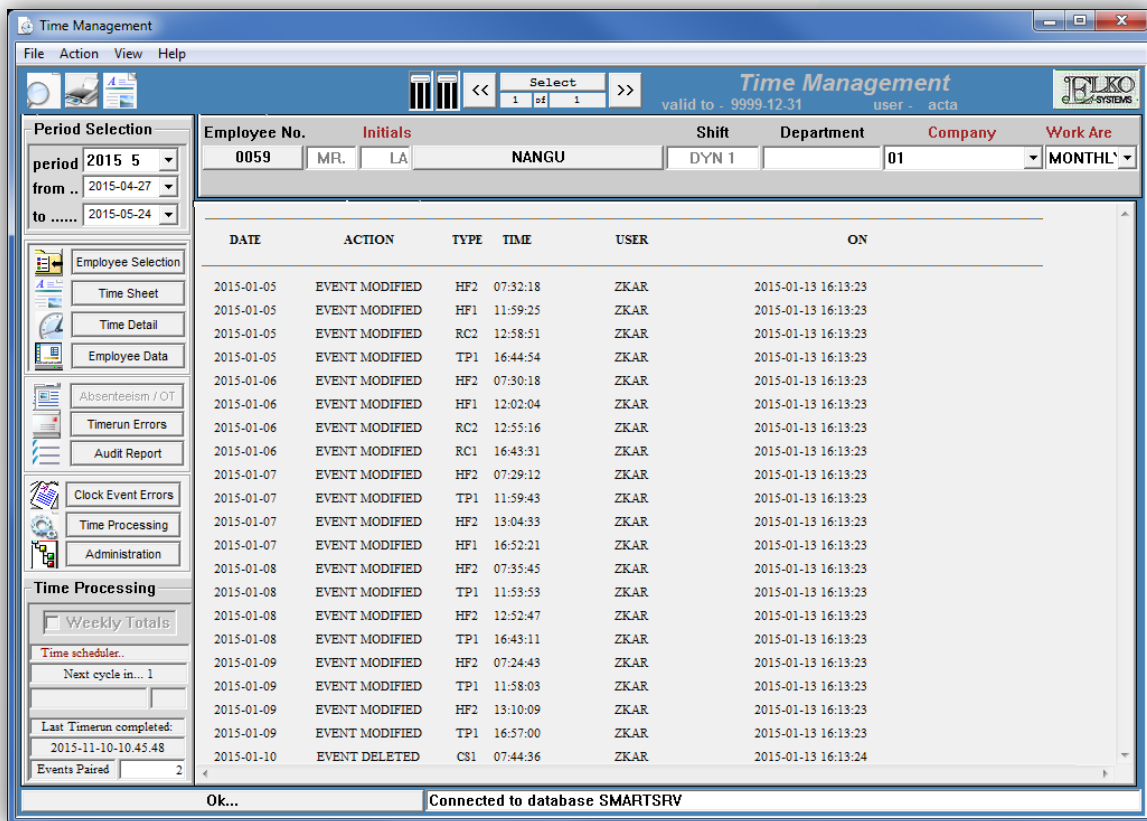
7. AUDIT REPORT

On this interface one can:

- View any changes / actions performed by any user on Time Management
- Specify a time period for the audit
- Print the audit report

Available buttons:

ICON	KEY WORDS	DESCRIPTION
	Search	Search for record
	Print	Print displayed report
	Preview	Print preview of displayed report

8. CLOCK EVENT ERRORS
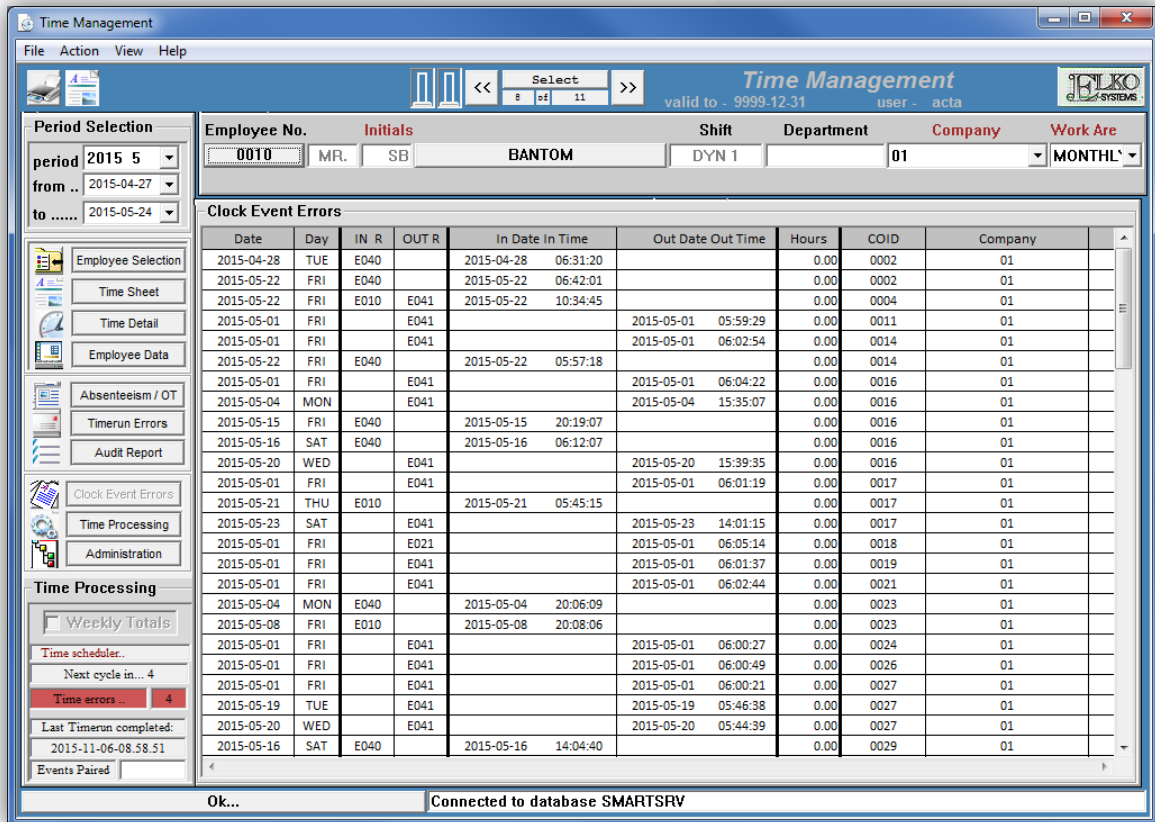
On this interface one can:
- View missing In or Out clock times that causes daily totals to be calculated incorrectly
- Select a person for clock error correction/s

Follow the procedure below to provide missing times:
- Double click the row to rectify
- You are taken to the Time Sheet screen to fill in the missing clock data
- Select the Save icon from the button bar from this screen

Available buttons:

ICON	KEY WORDS	DESCRIPTION
	Print	Print displayed report
	Preview	Print preview of displayed report

9. TIME PROCESSING

On this interface one can: **(for Customization & Testing only)**
- Select employee/s to run time evaluation for
- Select employees by either their company ID or Surname as search criteria
- Time evaluation can be run per selected Employer (Company Code)
- The Date for the Time Evaluation period must be selected using the Period Selection panel

Follow the procedure below to run Time Evaluation: **(for Customization & Testing only)**
- At the Employee No. field type in the employee's company id (COID) or At the SURNAME field type in the employee's surname
- Select the activate(A) button from the button bar and allow enough time for time processing to complete (3 seconds per employee)
- Select the Create Time Run button from the button bar to define a custom Time Processing job
- Upon completion the Time Data tab will be selected (as seen below)
- The Time Processing screen is displayed

Available buttons:

ICON	KEY WORDS	DESCRIPTION
	Add Employee to List	Add employee to time run list
	Accept Selection to List	Accept added employee to time run list
	Activate Time Evaluation	Start time run for accepted employee(s)
	Create Time Run	Create time run schedule
	Export Payroll Data	Create Export File for Payroll System
	View Payroll Export	Preview the payroll export
	Stop	Stop current time run

Time Management

File   Action   View   Help

Select
1 of 1

Time Management
valid to - 9999-12-31   user -   acta

ELKO
SYSTEMS

Period Selection

period 2015 5

from .. 2015-04-27

to 2015-05-24

Employee Selection

Time Sheet

Time Detail

Employee Data

Absenteeism / OT

Timerun Errors

Audit Report

Clock Event Errors

Time Processing

Administration

Time Processing

Weekly Totals

Time scheduler..

Next cycle in... 4

Time errors ..   4

Last Timerun completed:

2015-11-10-10.45.48

Events Paired   2

Employee No.	Initials			Shift	Department	Company	Work Are
0059	MR.	LA	NANGU	DYN 1		01	MONTHL

Employee Selection

Coid	Name
•	Selected

Time Run - Company code   01

Time Group RGB   Interval MONTHLY

☐ Use FI / LO times   Last Run time: s

Dubug Action

Stop Transaction   Stop Step   Stop Day
                                       ☐ Debug
                                       ☐ Single Step

Current Transaction

Day Index   Transaction   Step no.   Loop no.

Scheduled Time Runs

Period Start	Requestor	Requested on	Repeat

Time Data - in debug mode

Column	Contents

Ok...   Invalid selection

10. ADMINISTRATION of DEPARTMENTS, COST CODES etc.

On this interface one can:
- Maintain the following items that are linked to a company:
    - Company
    - Cost code
    - Department Code
    - Time Periods

- Maintain the following items:
    - Job code
    - Labour category
    - Pay Area
    - Public Holidays
    - Site
    - Title

- Set up the hardware(clock readers)
    - Area
    - Controller
    - Location
    - Reader
    - Reader group
    - Reader type
    - Reader version
    - Tags

- Maintain various Shift Parameter options **(Customization only)**

Follow this procedure to maintain Administrative items:
- On the Administration panel select the relevant item
- Click Add to add new item.
- Fill in all the fields
- Click save to add the item
- To Remove an unwanted item, select it in the detail pane and click delete
- Click save to save the changes
- If you do not save any changes, you will be prompted to Save or Cancel before moving to next item

Available buttons:

ICON	KEY WORDS	DESCRIPTION
	Add item	Add item to list
	Save	Save added item
	Exit	Cancel editing /creation of item
	Delete	Delete selected item from list

Setting up the Hardware (Readers)

Employees are assigned to reader by giving them access tags. Each access tag belongs to a reader group and each reader belongs to a reader group. Thus it is possible for one tag belong to multiple readers. This means that the user does not have to assign employees to every single reader but instead to a group of readers.
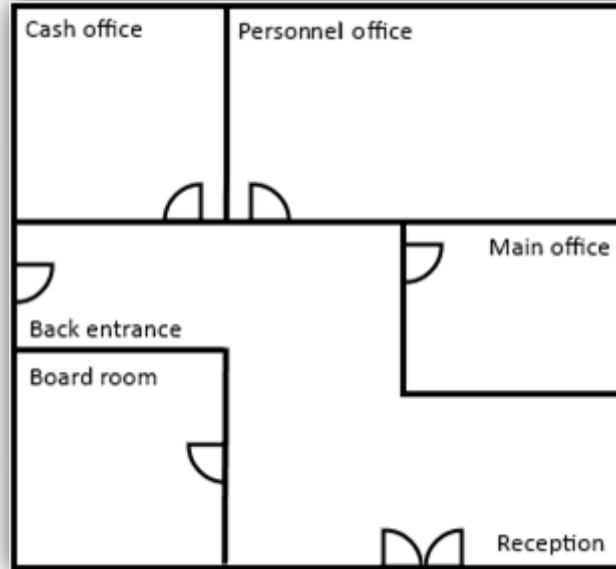
TAG	GROUP	DESCRIPTION	READER
ET	ENT	Entrances and personnel office	Reception Back entrance Personnel office
CO	COF		Cash office
MB	MBO	Board room and main office	Boardroom Main office
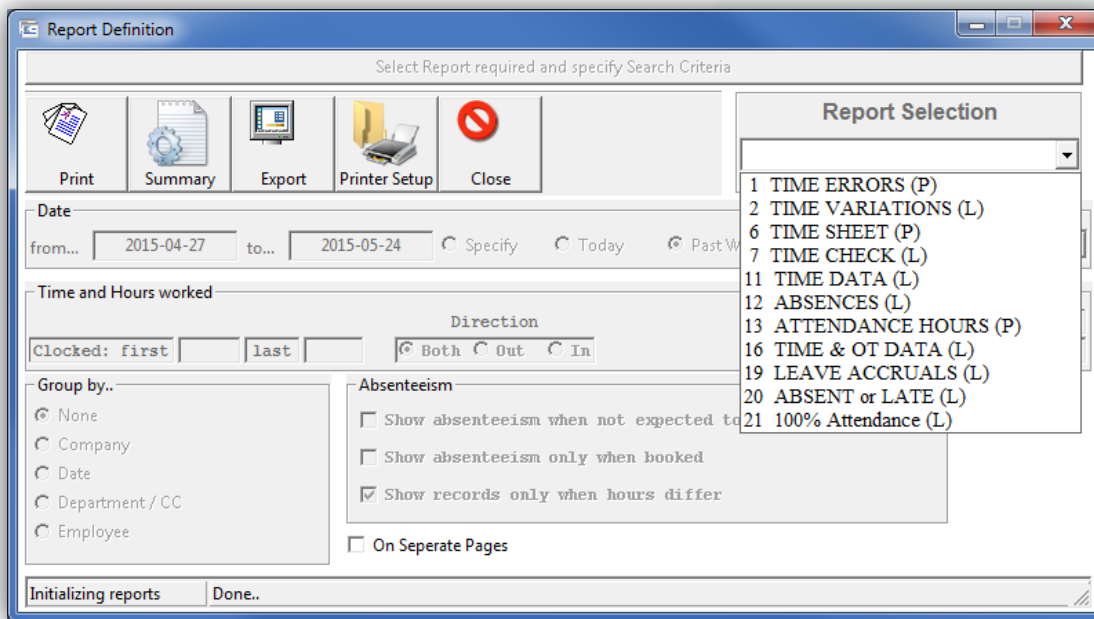
11. REPORTS

Follow the procedure below to run Reports:
- Select the Reports button (Refer back to 3 Employee Selection)
- Select a Report from the drop down list
- The Report screens are displayed

Available buttons:

ICON	KEY WORDS	DESCRIPTION
Print	Print	Print full Report
Summary	Summary	Report Summarised report
Export	Export	Export to File
Printer Setup	Printer Setup	Printer Setup Wizard
Close	Close	Close the report panel

The user is able to change either the selected employees or the period without closing the report window. Move the report window out of the way and make the selection changes.

- Select printer setup to and set the following:
  - Page orientation (landscape / portrait) is automatically selected by Time Management, the user no longer needs to change this with various reports
  - Select the correct printer
  - Click setup
  - Specify pages that you wish to print and colour
  - Paper size (commonly A4)
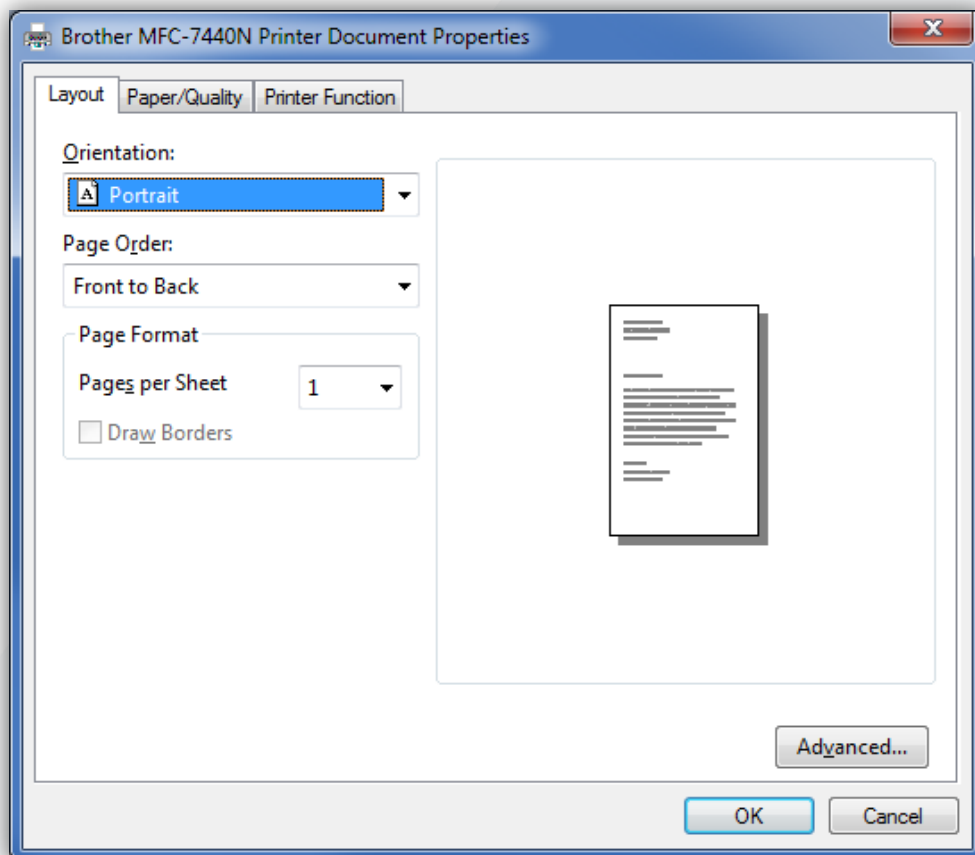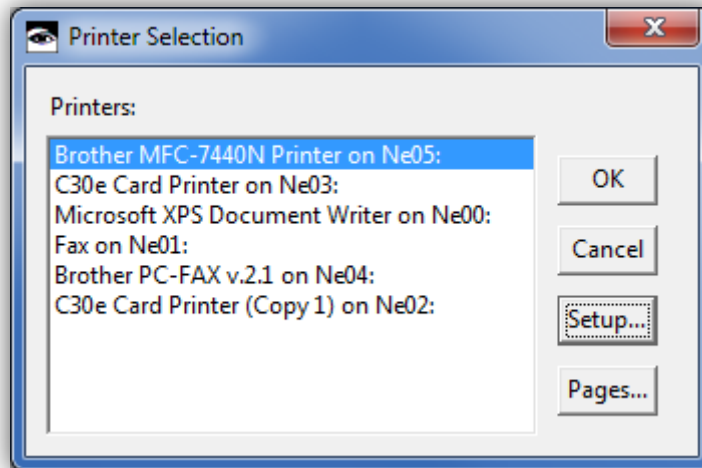
11.1. TIME ERRORS REPORT

The Time Errors Report is used to view the missing in and Out Clock Events for the Selected Persons / Period.

Missing events are corrected on the Time Data Screen.

For this Report screen one can:

- Specify specific dates on which to run the report
- Print the detail report or a summary report
- Print detail report on separate page per employee
- Export the data to a comma delimited file

Follow the procedure below to display employee data:

- Select the Time Errors report from the dropdown list
- Click the Employee Selection button
- Select employees as described in Employee Selection
- Select the Print button to print the report
- Select the summary button to print a summary report
- Select Export and choose a file name and save the file
- Select close to Exit the Report Dialog
- The Time Errors report screen is displayed
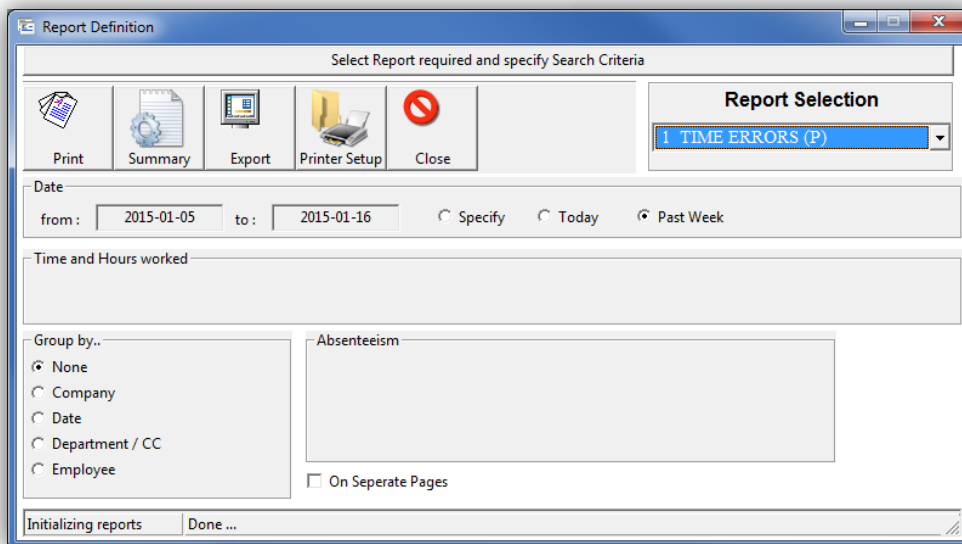
TIME ERRORS

DATE	TIME	COID	DESCRIPTION	READER
2012-07-04	062306	4237	NO OUT CLOCKING - In at Reader...	L050
2012-07-04	050820	4286	NO OUT CLOCKING - In at Reader...	L012
2012-07-08	054207	4286	NO OUT CLOCKING - In at Reader...	L012
2012-07-02	054747	4288	NO OUT CLOCKING - In at Reader...	L024
2012-07-02	140833	4288	NO IN CLOCKING - Out at Reader...	L025
2012-07-03	052232	4288	NO OUT CLOCKING - In at Reader...	L024
2012-07-03	140720	4288	NO IN CLOCKING - Out at Reader...	L025
2012-07-04	054131	4288	NO OUT CLOCKING - In at Reader...	L024
2012-07-04	140830	4288	NO IN CLOCKING - Out at Reader...	L025
2012-07-05	053943	4288	NO OUT CLOCKING - In at Reader...	L024
2012-07-05	140807	4288	NO IN CLOCKING - Out at Reader...	L023
2012-07-06	054044	4288	NO OUT CLOCKING - In at Reader...	L024
2012-07-06	140811	4288	NO IN CLOCKING - Out at Reader...	L025
2012-07-04	171450	4303	NO OUT CLOCKING - In at Reader...	L024
2012-07-08	054612	4314	NO OUT CLOCKING - In at Reader...	L012
2012-07-02	054216	4319	NO OUT CLOCKING - In at Reader...	L024
2012-07-02	142821	4319	NO IN CLOCKING - Out at Reader...	L027
2012-07-03	053424	4319	NO OUT CLOCKING - In at Reader...	L024
2012-07-03	142208	4319	NO IN CLOCKING - Out at Reader...	L027
2012-07-03	142225	4319	NO IN CLOCKING - Out at Reader...	L023
2012-07-04	053729	4319	NO OUT CLOCKING - In at Reader...	L024
2012-07-04	142604	4319	NO IN CLOCKING - Out at Reader...	L027
2012-07-05	053527	4319	NO OUT CLOCKING - In at Reader...	L024
2012-07-05	142907	4319	NO IN CLOCKING - Out at Reader...	L027
2012-07-06	054024	4319	NO OUT CLOCKING - In at Reader...	L024
2012-07-06	142758	4319	NO IN CLOCKING - Out at Reader...	L021
2012-07-07	053200	4319	NO OUT CLOCKING - In at Reader...	L024
2012-07-07	181040	4319	NO IN CLOCKING - Out at Reader...	L023
2012-07-02	132502	4336	NO OUT CLOCKING - In at Reader...	L022
2012-07-02	220246	4336	NO IN CLOCKING - Out at Reader...	L023
2012-07-03	132314	4336	NO OUT CLOCKING - In at Reader...	L022
2012-07-03	220426	4336	NO IN CLOCKING - Out at Reader...	L023
2012-07-04	131449	4336	NO OUT CLOCKING - In at Reader...	L024
2012-07-04	220501	4336	NO IN CLOCKING - Out at Reader...	L023
2012-07-05	133307	4336	NO OUT CLOCKING - In at Reader...	L024
2012-07-05	220254	4336	NO IN CLOCKING - Out at Reader...	L023
2012-07-06	130847	4336	NO OUT CLOCKING - In at Reader...	L022
2012-07-06	220323	4336	NO IN CLOCKING - Out at Reader...	L023
2012-07-07	172459	4336	NO OUT CLOCKING - In at Reader...	L022
2012-07-08	060334	4336	NO IN CLOCKING - Out at Reader...	L023

ArSqlTimeErrors   2012-08-02   13:52:06   Page   1

11.2. TIME VARIATIONS REPORT

The Time Variations report generates an employee report based on the user's criteria. This is especially useful to view individuals who clock after or before a specified time frame. This report also reports on individuals who fail to meet or exceed the specified on site hours.

For this Report one can:
- Specify specific dates on which to run the report
- Specify a clock in and out time to report against
- Specify minimum or maximum hours worked (with 1 – 24)
- Print the detail report or a summary report
- Print detail report on separate page per employee
- Export the data as a comma delimited file

Follow the procedure below to display employee data:
- Select the Time variations report from the dropdown list
- Select Today to specify today's date
- Select Specify to choose any date required
- Select the Clock event direction you wish to report on
- Click in the Clock first field and/or Click in the Clock last field and enter your desired times
- Select the Print button to print the report
- Select the summary button to print a summary report
- Select Export and choose a file name and save the file
- Select close to Exit the Report Dialog
- Select employees as described in Employee Selection
- The report preview screen is displayed
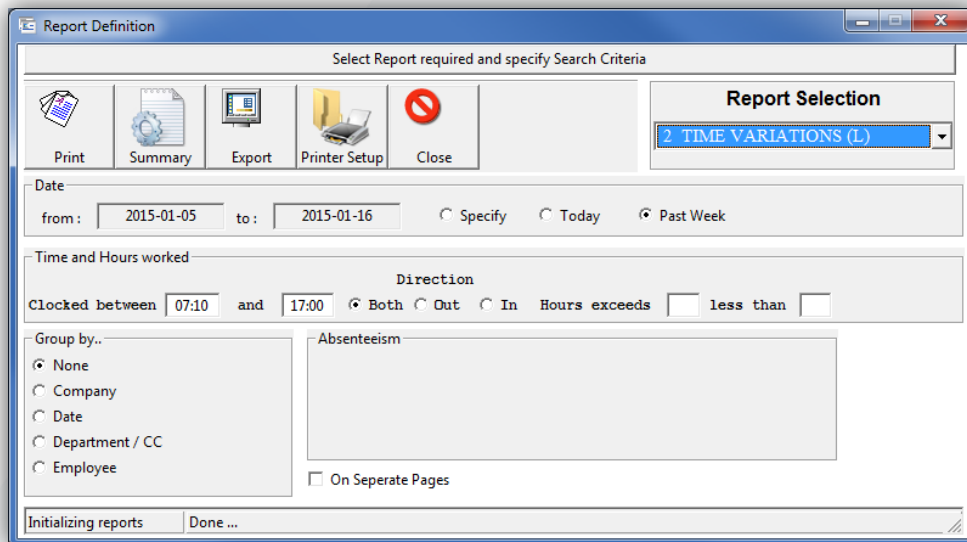
TIME VARIATIONS

Calender weeks: 1 to: 2

COID	DATE	INIT	SURNAME	DEPT	CPY	PLANNED	WORKED	ABSENT	FIRST IN	LAST OUT
7	2015-01-05	J	ENGELBRECHT	RECEIVING	01	9.21	8.22		07:32:18	16:44:54
7	2015-01-06	J	ENGELBRECHT	RECEIVING	01	9.22	8.33		07:30:18	16:43:31
7	2015-01-07	J	ENGELBRECHT	RECEIVING	01	9.39	8.31		07:29:12	16:52:21
7	2015-01-08	J	ENGELBRECHT	RECEIVING	01	9.12	8.14		07:35:45	16:43:11
7	2015-01-09	J	ENGELBRECHT	RECEIVING	01	9.54	8.34		07:24:43	16:57:00
70	2015-01-11	D	NSIBANDA	RECEIVING	01	2.11	2.11		11:08:20	13:14:42
71	2015-01-08	K	LEBAKENG	RECEIVING	01	4.48	0.09		10:01:55	14:30:44
71	2015-01-09	K	LEBAKENG	RECEIVING	01	5.47	1.73		09:01:05	14:29:31
72	2015-01-11	L	VILAKAZI	RECEIVING	01	4.05	2.22		09:15:17	13:18:22
74	2015-01-06	N	MASOMBUKA	RECEIVING	01	5.42	5.41		07:02:51	12:28:08
74	2015-01-10	N	MASOMBUKA	RECEIVING	01	1.26	1.26		10:17:45	11:33:31
74	2015-01-11	N	MASOMBUKA	RECEIVING	01	0.21	0.21		11:35:00	11:47:27
76	2015-01-07	S	SKOSANA	RECEIVING	01	4.46	0.11		11:39:12	16:06:45
76	2015-01-10	S	SKOSANA	RECEIVING	01	6.42	1.15		10:32:36	16:58:00
76	2015-01-11	S	SKOSANA	RECEIVING	01	0.27	0.27		12:10:48	12:27:00
79	2015-01-05	D	NKOSI	RECEIVING	01	2.96	2.94		08:34:53	11:32:21
79	2015-01-10	D	NKOSI	RECEIVING	01	6.67	2.38		08:34:12	15:14:17
79	2015-01-11	D	NKOSI	RECEIVING	01	2.13	0.61		10:54:30	13:02:11
				TOTAL:		92.39	92.39	0.00		
				REPORT TOTALS:		61.83	0.00			
						61.83	61.83	0.00		18.00

REPORT LINES :   18

11.3. TIME SHEET REPORT

This report highlights each individual Clock Event for the Period selected as well as displaying the Time Evaluation Results

- On this Report screen one can:
- Specify specific dates for which to run the report
- Print detail report on separate page per employee
- Specify a clock time in and out time (with 00:00:00)
- Export the data to a comma delimited file

Follow the procedure below to display employee data:

- Click the Employee Selection button
- Select employees as described in Employee Selection
- Select the Time sheet report from the dropdown list
- Select Today to specify today's date
- Select Specify to choose any date required

- Select the Print button to print the report
- Select the summary button to print a summary report
- Select Export and choose a file name and save the file
- Select close to Exit the Report Dialog
- The Time Sheets report is displayed
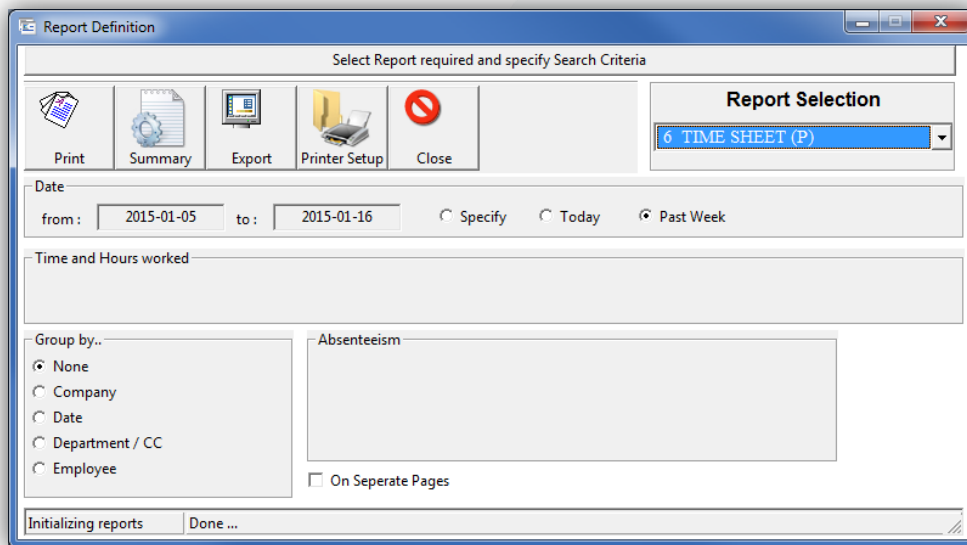
TIME SUMMARY REPORT

| COID | 7 | NAME | J | ENGELBRECHT | | Known As | JOHN |
| | | DEPT. | 400 | | | Shift Assigned | SAL 45 |

DAY NAME	DATE	In at	Out at	IN TIME	OUT TIME	HOURS	DAY HOURS
7	2015-03-26	HF2	TP1	2015-03-26-07.17.16	2015-03-26-16.44.22	9.45	9.45
7	2015-03-27	RC2	RC1	2015-03-27-08.11.15	2015-03-27-17.00.02	8.81	8.81
7	2015-03-28	HF2	I000	2015-03-28-07.47.14	2015-03-28-18.00.00	10.21	10.21
7	2015-03-29	HF2	I000	2015-03-29-07.53.29	2015-03-29-17.00.00	9.11	9.11
7	2015-03-30	RC2	RC1	2015-03-30-08.12.30	2015-03-30-13.09.44	4.95	
7	2015-03-30	RC2	HF1	2015-03-30-13.40.49	2015-03-30-16.57.32	3.28	8.23
7	2015-03-31	HF2	RC1	2015-03-31-07.31.30	2015-03-31-17.01.46	9.50	9.50
7	2015-04-01	HF2	HF1	2015-04-01-07.27.30	2015-04-01-16.34.29	9.12	9.12
7	2015-04-02	HF2	TP1	2015-04-02-07.19.57	2015-04-02-16.56.53	9.62	9.62
7	2015-04-13	HF2		2015-04-13-07.24.20		0.00	0.00
7	2015-04-14	HF2	RC1	2015-04-14-07.27.35	2015-04-14-12.17.18	4.83	
7	2015-04-14	RC2	RC1	2015-04-14-13.13.12	2015-04-14-16.28.33	3.26	8.08
7	2015-04-15	HF2	RC1	2015-04-15-07.37.37	2015-04-15-16.45.08	9.13	9.13
7	2015-04-16	HF2	RC1	2015-04-16-07.12.35	2015-04-16-12.24.18	5.20	
7	2015-04-16	RC2	RC1	2015-04-16-13.00.14	2015-04-16-16.32.49	3.54	8.74
7	2015-04-17	HF2	RC1	2015-04-17-07.12.58	2015-04-17-16.30.36	9.29	9.29
7	2015-04-20	HF2	HF1	2015-04-20-07.14.23	2015-04-20-16.32.22	9.30	9.30

| Totals for person: | | 7 | | | Raw hours worked | 118.60 |

PAID HOURS

NT:	99,54	AT:	0,00	PT:	0,00	ST:	9,11	HT:	15,00
OT:	0,00	UT:	0,00	DT:	0.00	XT:	0,00		

Signed On: _____   Signed By: _____

NT = Notmal Time AT = Shift Allowance PT = Premium Time ST = Short Time HT = Holiday Time XT = Absence Time

OT = Over Time   UT = Unallocated Time DT = Day-off Time

| **ArSqlTimeSheet4** | 2015/04/21 | 21:31:56 | Page.. | 1 |

11.4. TIME CHECK REPORT

The Time Check report generates an employee report based on the user's criteria. This is especially useful to view individuals who exceeds their lunch breaks or does not meet expected hours worked.

For this Report one can:
- Specify specific dates on which to run the report
- Specify minimum or maximum (only for detail report)
  - Sunday time
  - Overtime
  - Break time
  - Normal time + Holiday time
  - Payment due
  - hours worked (with 1 – 24)
  - Normal time
  - Holiday time
- The report is grouped by Cost Code
- Print detail report on separate page per employee
- Print the detail report or a summary report
- Export the data as a comma delimited file

Follow the procedure below to display employee data:
- Select the Time check report from the dropdown list
- Select Today to specify today's date
- Select Specify to choose any date required
- Select the Check Field to specify the field that you wish to report on
- Enter "Hours exceeds" or "Hours less than"
- Select the Print button to print the report
- Select the summary button to print a summary report
- Select Export and choose a file name and save the file
- Select close to Exit the Report Dialog
- Select employees as described in Employee Selection
- The report preview screen is displayed

Elko Systems cc

TIME CHECK - detail

Between 2015-05-21 and 2015-05-24

EMPLOYEE	SURNAME	INIT		DATE	FIRSTIN	LASTOUT	NORMAL	UNPAID OT	OVERTIME	SUNDAY	HOLIDAY	ABS BOOKED	(TOTAL HOURS)	EXPECTED
PAY AREA	**MONTHLY**													
COST CODE														
0005	MAQUKANYA	MRS.	N	2015-05-22	06:56:25	14:02:27	6.60	0.00	0.00	0.00	0.00	0.00	7.10	9.00
0007	DECEMBER	MR.	SA	2015-05-21	00:00:00	00:00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.00
0008	KELLIES	MS.	L	2015-05-21	20:22:16	06:01:50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.50
0009	PRETORIUS	MR.	RE	2015-05-21	20:19:26	06:03:14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.50
0009	PRETORIUS	MR.	RE	2015-05-22	00:00:00	00:00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
0011	KUMBULENI	MR.	S	2015-05-22	05:47:09	15:33:01	6.35	1.05	0.00	0.00	0.00	0.00	7.40	9.00
0013	DYOSI	MRS.	ND	2015-05-21	20:09:32	06:01:26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.50
0014	FOSTER	MR.	NB	2015-05-22	00:00:00	00:00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.00
0017	TSEWU	MR.	L	2015-05-21	15:36:15	15:39:08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.50
0019	MAGERMAN	MR.	L	2015-05-21	20:00:05	06:01:38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.50
0022	CRAMFORD	MR.	S	2015-05-21	20:00:15	06:04:20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.50
0023	EASTRACE	MR.	GM	2015-05-21	19:51:33	06:05:32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.50
COST CODE				totals:	**12**	**12**	**12.95**	**1.05**	**0.00**	**0.00**	**0.00**	**0.00**	**14.50**	**110.50**
PAY AREA	**MONTHLY**			totals:	**12**	**12**	**12.95**	**1.05**	**0.00**	**0.00**	**0.00**	**0.00**	**14.50**	**110.50**
REPORT				totals:		**12**	**12.95**	**1.05**	**0.00**	**0.00**	**0.00**	**0.00**	**14.50**	**110.50**

11.5. TIME DATA REPORT

The Clock Data report displays all the events for the selected period.

For this Report one can:
- Specify specific dates on which to run the report
- Specify a minimum or maximum values for (Only for details report)
  - Sunday Time
  - Break time
  - Over time
  - Hours worked
  - Normal time
  - Holiday time.
  - Normal time + Holiday time
- Print detail report on separate page per employee
- Print the detail report or a summary report
- Export the data to a comma delimited file

Follow the procedure below to display employee data:
- Select the Time data report from the dropdown list
- Select Today to specify today's date
- Select Specify to choose any date required
- Click the Employee Selection button
- Select employees as described in Employee Selection
- Select the Print button to print the report
- Select the summary button to print a summary report
- Select Export and choose a file name and save the file
- Select close to Exit the Report Dialog
- The Time data report is displayed
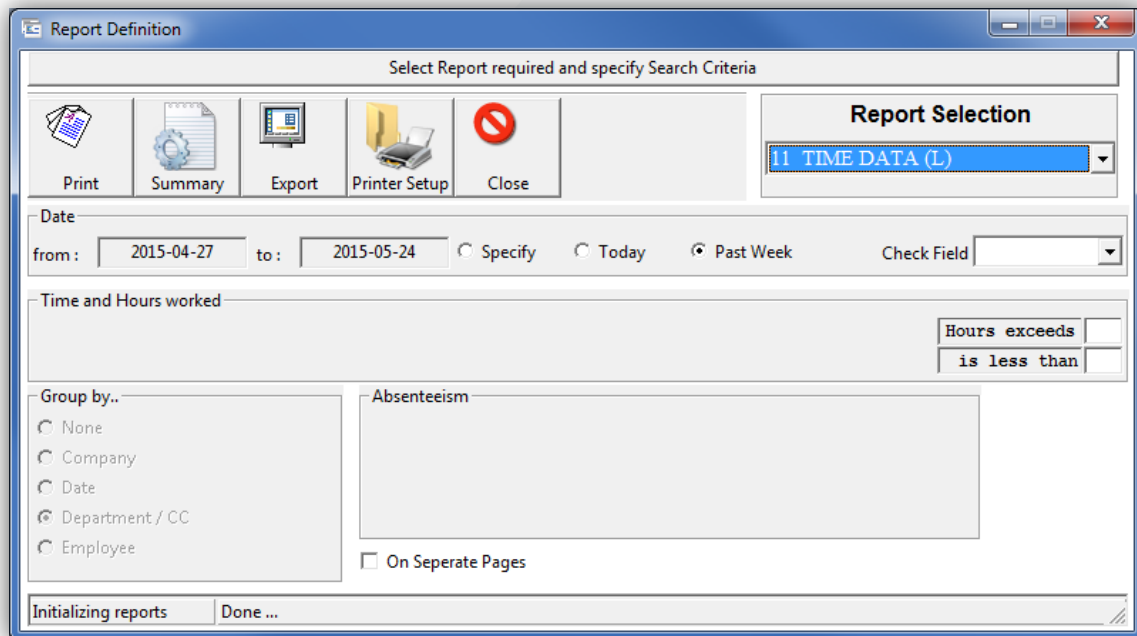
Company 01

TIME DATA

Between 2015/03/25 and 2015/04/24

EMPLOYEE	SURNAME	INIT	COST CODE	LC	NORMAL	HOLIDAY	(NT + HT)	OVERTIME	UNPAID OT	BREAK
COST CODE	ADMIN									
DEPARTMENT	ADMIN									
7	ENGELBRECHT	MR J	400		0.00	0.00	0.00	0.00	0.00	0.00
7	ENGELBRECHT	MR J	400		0.00	7.50	7.50	0.00	0.00	0.00
7	ENGELBRECHT	MR J	400		0.00	0.00	0.00	0.00	0.00	0.00
7	ENGELBRECHT	MR J	400		7.75	0.00	7.75	0.00	0.00	0.00
7	ENGELBRECHT	MR J	400		7.81	0.00	7.81	0.00	0.00	0.00
7	ENGELBRECHT	MR J	400		8.02	0.00	8.02	0.00	0.00	0.00
7	ENGELBRECHT	MR J	400		8.12	0.00	8.12	0.00	0.00	0.00
7	ENGELBRECHT	MR J	400		8.13	0.00	8.13	0.00	0.00	0.00
7	ENGELBRECHT	MR J	400		8.29	0.00	8.29	0.00	0.00	0.00
7	ENGELBRECHT	MR J	400		8.30	0.00	8.30	0.00	0.00	0.00
7	ENGELBRECHT	MR J	400		8.34	0.00	8.34	0.00	0.00	0.00
7	ENGELBRECHT	MR J	400		8.45	0.00	8.45	0.00	0.00	0.00
7	ENGELBRECHT	MR J	400		8.50	0.00	8.50	0.00	0.00	0.00
7	ENGELBRECHT	MR J	400		8.62	0.00	8.62	0.00	0.00	0.00
7	ENGELBRECHT	MR J	400		9.21	0.00	9.21	0.00	0.00	0.00
DEPARTMENT	ADMIN		totals:	15	99.54	7.50	107.04	0.00	0.00	0.00
COST CODE	ADMIN		totals:	15	99.54	7.50	107.04	0.00	0.00	0.00
REPORT	totals:			15	99.54	7.50	107.04	0.00	0.00	0.00

ArSq1TimeData5

2015/04/21   21:33:16

11.6. ABSENCE REPORT

The Absence report displays the various absence types that is booked, as well as individuals that did not meet their expected hours.

For this Report screen one can:

- Specify specific dates on which to run the report
- Print the detail report or a summary report
- Print detail report on separate page per employee
- Export the data to a comma delimited file

Follow the procedure below to display employee data:
- Click the Employee Selection button
- Select employees as described in Employee Selection
- Select the Absence report from the dropdown list
- Select Today to specify today's date
- Select Specify to choose any date required
- In the Group by… Group box select Company, Department, Employee to group the data to be printed accordingly
- Select the Print button to preview the report
- Select the summary button to print a summary report
- Select Export and choose a file name and save the file
- Select close to Exit the Report Dialog
- The Attendance Hours report screen is displayed
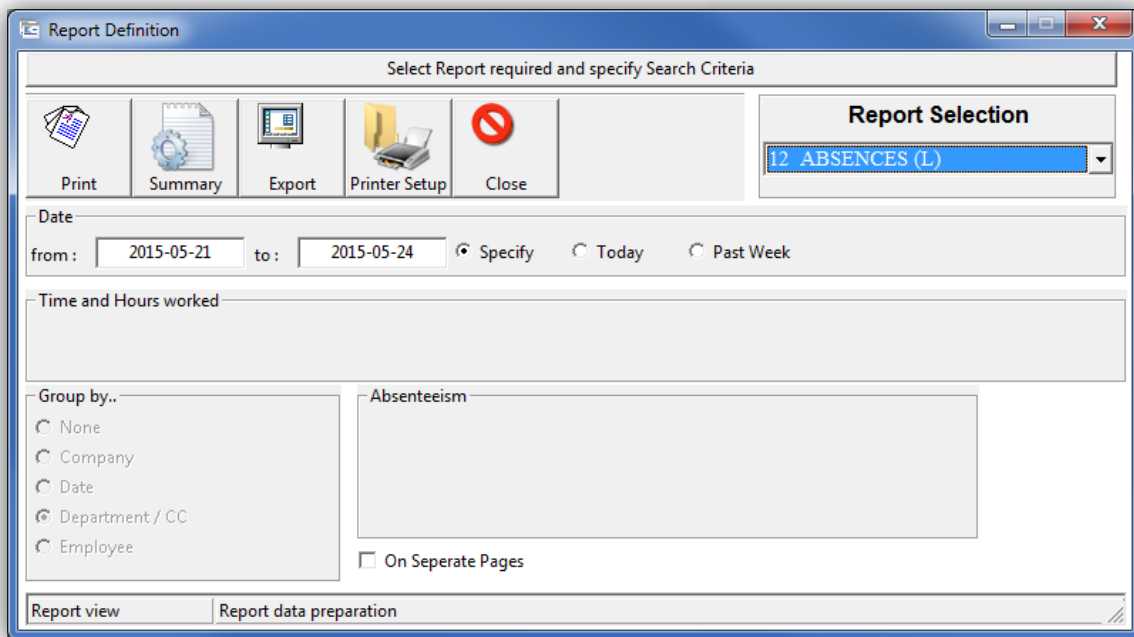
Elko Systems cc

ABSENCES - detail

Between 2015-05-18 and 2015-05-19

EMPLOYEE	SURNAME	INIT		DATE	FIRST IN	LAST OUT	EXP. HRS.	WORKED	ANNUAL	FAMILY	IOD	MATERNATY	SICK	PAID
PAY AREA	**MONTHLY**													
DEPARTMENT														
0041	MTALANA	MS.	A	2015-05-18	00:00:00	00:00:00	9.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0041	MTALANA	MS.	A	2015-05-19	00:00:00	00:00:00	9.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0053	NASE	MR.	S	2015-05-18	00:00:00	00:00:00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0054	YSTERMAN	MR.	S	2015-05-19	00:00:00	00:00:00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0058	ESBEN	MRS.	MV	2015-05-18	00:00:00	00:00:00	9.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0059	NANGU	MR.	LA	2015-05-18	00:00:00	00:00:00	9.50	0.00	0.00	0.00	0.00	0.00	7.50	0.00
0059	NANGU	MR.	LA	2015-05-19	00:00:00	00:00:00	9.50	0.00	0.00	0.00	0.00	0.00	7.50	0.00
0060	SIQAZA	MR.	S	2015-05-18	00:00:00	00:00:00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0060	SIQAZA	MR.	S	2015-05-19	00:00:00	00:00:00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0061	NGCAWA	MR.	LA	2015-05-18	00:00:00	00:00:00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0061	NGCAWA	MR.	LA	2015-05-19	00:00:00	00:00:00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0062	BROWN	MRS.	FP	2015-05-18	00:00:00	00:00:00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0062	BROWN	MRS.	FP	2015-05-19	00:00:00	00:00:00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0065	SIQOKO	MRS.	PP	2015-05-18	00:00:00	00:00:00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0065	SIQOKO	MRS.	PP	2015-05-19	00:00:00	00:00:00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0067	FRANCIS	MR.	Z	2015-05-18	00:00:00	00:00:00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0067	FRANCIS	MR.	Z	2015-05-19	00:00:00	00:00:00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C0004	EARHEART	MISS	A	2015-05-18	14:36:56	17:00:17	9.00	2.39	0.00	0.00	0.00	0.00	0.00	0.00
C0004	EARHEART	MISS	A	2015-05-19	10:59:23	17:08:07	9.00	6.15	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT				totals:	19		173.50	8.54	0.00	0.00	0.00	0.00	15.00	0.00
PAY AREA	**MONTHLY**			totals:	19		173.50	8.54	0.00	0.00	0.00	0.00	15.00	0.00
REPORT				totals:	19		173.50	8.54	0.00	0.00	0.00	0.00	15.00	0.00

ArSqlTimeData5   2015-11-10   12:02:53

11.7. ATTENDANCE HOURS REPORT

The Attendance Hours report displays hours worked for each category e.g. Normal Time, Overtime 1.5, Overtime 2, Sunday Time and booked Absence Hours.

For this Report screen one can:
- Specify specific dates on which to run the report
- Print the detail report or a summary report
- Print detail report on separate page per employee
- Export the data to a comma delimited file

Follow the procedure below to display employee data:
- Click the Employee Selection button
- Select employees as described in Employee Selection
- Select the Attendance Hours report from the dropdown list
- Select Today to specify today's date
- Select Specify to choose any date required
- In the Group by… Group box select Company, Department, Employee to group the data to be printed accordingly
- Select the Print button to preview the report
- Select the summary button to print a summary report
- Select Export and choose a file name and save the file
- Select close to Exit the Report Dialog
- The Attendance Hours report screen is displayed
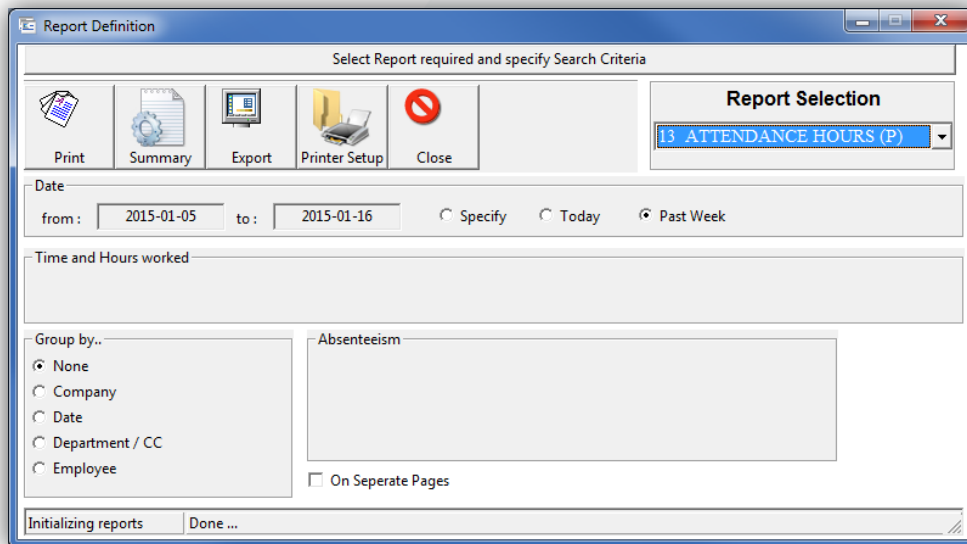
Company

Company 01

**Attendance Data
and
Overtime worked**

Calender weeks: 13   to: 14

ELKO SYSTEMS

C/No: 7   NAME: JOHN   MISS   J   ENGELBRECHT   DEPT: 400

DAY	Time IN	Time OUT	Raw Hrs Total	Hours Normal	Hours Shift	Hours Unpaid	Hours P-Hol	OT /(Sun + PT) 1.5	OT /(Sun + PT) 2.0	Absences Leave
03-25	00:00:0	00:00:0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-26	07:17:1	16:44:2	9.45	8.45	0.00	0.00	0.00	0.00	0.00	0.00
03-27	08:11:1	17:00:0	8.81	7.81	0.00	0.00	0.00	0.00	0.00	0.00
03-28	07:47:1	18:00:0	10.21	9.21	0.00	0.00	0.00	0.00	0.00	0.00
03-29	07:53:2	17:00:0	9.11	0.00	0.00	0.00	0.00	0.00	9.11	0.00
03-30	08:12:3	16:57:3	8.75	7.75	0.00	0.00	0.00	0.00	0.00	0.00
03-31	07:31:3	17:01:4	9.50	8.50	0.00	0.00	0.00	0.00	0.00	0.00
04-01	07:27:3	16:34:2	9.12	8.12	0.00	0.00	0.00	0.00	0.00	0.00
04-02	07:19:5	16:56:5	9.62	8.62	0.00	0.00	0.00	0.00	0.00	0.00
04-03	00:00:0	00:00:0	0.00	0.00	0.00	0.00	7.50	0.00	0.00	0.00
04-04	00:00:0	00:00:0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-05	00:00:0	00:00:0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-06	00:00:0	00:00:0	0.00	0.00	0.00	0.00	7.50	0.00	0.00	0.00
04-07	00:00:0	00:00:0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-08	00:00:0	00:00:0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-09	00:00:0	00:00:0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-10	00:00:0	00:00:0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-11	00:00:0	00:00:0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-12	00:00:0	00:00:0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-13	00:00:0	00:00:0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-14	07:27:3	16:28:3	9.02	8.02	0.00	0.00	0.00	0.00	0.00	0.00
04-15	07:37:3	16:45:0	9.13	8.13	0.00	0.00	0.00	0.00	0.00	0.00
04-16	07:12:3	16:32:4	9.34	8.34	0.00	0.00	0.00	0.00	0.00	0.00
04-17	07:12:5	16:30:3	9.29	8.29	0.00	0.00	0.00	0.00	0.00	0.00
04-18	00:00:0	00:00:0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-19	00:00:0	00:00:0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-20	07:14:2	16:32:2	9.30	8.30	0.00	0.00	0.00	0.00	0.00	0.00
04-21	00:00:0	00:00:0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS			120.65	99.54	0.00	0.00	15.00	0.00	9.11	0.00

Category TOTALS: 120.65   99.54   0.00   0.00   15.00   0.00   9.11   0.00

11.8. TIME & OT DATA REPORT

Authorized Overtime generates a report highlighting Overtime that has been authorized and worked.

- On this Report screen one can:
- Specify dates on which to run the report
- Print the detail report or a summary report
- Print detail report on separate page per employee
- Export the data to a comma delimited file

Follow the procedure below to display employee data:

- Click the Employee Selection button
- Select employees as described in Employee Selection
- Select the Authorized Overtime report from the dropdown list
- Select Specify to choose any date required
- In the Group by... Group box select Company, Department, Employee to group the data to be printed accordingly
- Select the Print button to print the report
- Select the summary button to print a summary report
- Select Export and choose a file name and save the file
- Select Close to exit the Report Dialog
- The Time and Overtime Data report is displayed
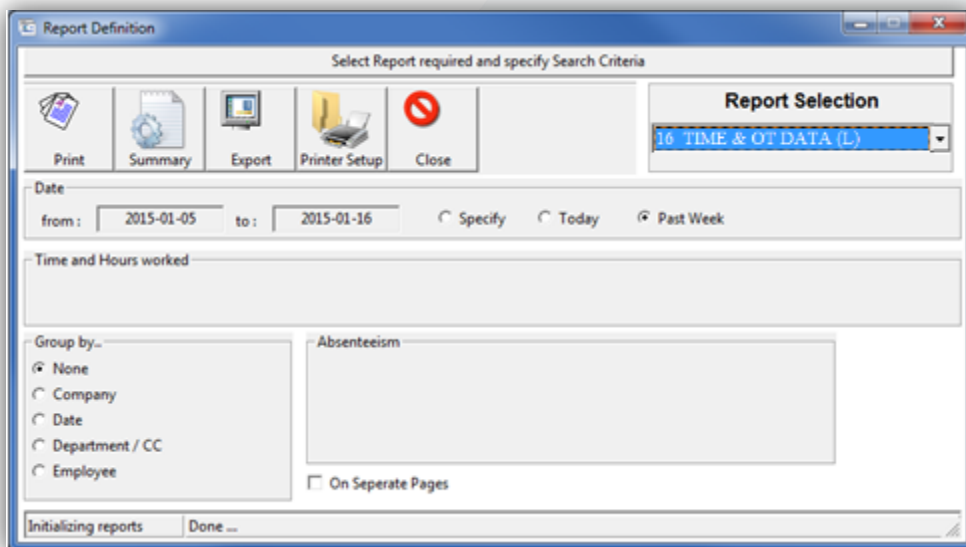
TIME & OT DATA

Company 01 Between 2015-01-05 and 2015-01-11

COID	SURNAME	INT	DATE	FIRSTIN	LASTOUT	HOURS	NORMAL	UNPAID	OVERTIME	SHIFT ALL	HOLIDAY	PREMIUM	TOTAL
COMPANY		01											
SHIFT		OPEN											
10	VAN TONDER	MR D	2015-01-08	00:00:00	00:00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	VAN TONDER	MR D	2015-01-09	00:00:00	00:00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	VAN TONDER	MR D	2015-01-10	00:00:00	00:00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	SHIFT	OPEN		totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
SHIFT		SUNDAY											
10	VAN TONDER	MR D	2015-01-11	00:00:00	00:00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
	SHIFT	SUNDAY		totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
SHIFT		OPEN											
10	VAN TONDER	MR D	2015-01-05	00:00:00	00:00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	VAN TONDER	MR D	2015-01-06	00:00:00	00:00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	VAN TONDER	MR D	2015-01-07	00:00:00	00:00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	MAREE	MISS M	2015-01-07	12:59:53	17:03:36	4.06	4.06	0.00	0.00	0.00	0.00	0.00	4.06
4	MAREE	MISS M	2015-01-08	12:59:27	17:03:02	4.06	4.06	0.00	0.00	0.00	0.00	0.00	4.06
4	MAREE	MISS M	2015-01-09	00:00:00	00:00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	MAREE	MISS M	2015-01-10	00:00:00	00:00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	SHIFT	OPEN		totals:		8.12	8.12	0.00	0.00	0.00	0.00	0.00	7.00
SHIFT		SUNDAY											
4	MAREE	MISS M	2015-01-11	00:00:00	00:00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
	SHIFT	SUNDAY		totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
SHIFT		OPEN											

ArSqlTimeData5 2015-04-22 13:49:37 Page 1

11.9. LEAVE ACCRUALS

The Leave Data Report Generates a Booked Absenteeism / Leave report. This report is categorized into the separate department codes.

For this Report screen one can:

- Specify specific dates on which to run the report
- Print the detail report or a summary report
- Print detail report on separate page per employee
- Export the data to a comma delimited file

Follow the procedure below to display employee data:

- Click the Employee Selection button
- Select employees as described in Employee Selection
- Select the Leave Data report from the dropdown list
- Select Specify to choose any date required
- In the Group by… Group box select Company, Department, Employee to group the data to be printed accordingly
- Select the Print button to preview the report
- Select the summary button to print a summary report
- Select Export and choose a file name and save the file
- Select close to Exit the Report Dialog
- The Leave Data report screen is displayed
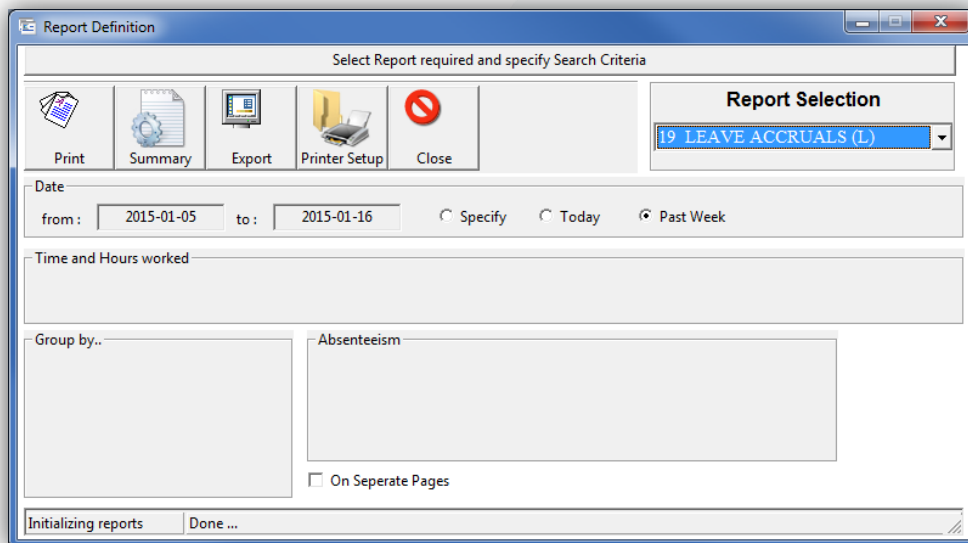
LEAVE ACCRUALS

Between 2015-01-05 and 2015-01-11

COID	SURNAME	INIT	DATE	FIRSTIN	LASTOUT	HOURS WORKED	LUNCH DEDUCTED	APPLICABLE HOURS	LEAVE ACCRUAL
106	MAIBELO	MR	E	2015-01-08	07:17:25	15:56:54	8.66	1.00	7.66	0.70
106	MAIBELO	MR	E	2015-01-09	14:38:24	15:04:19	0.43	0.00	0.43	0.04
106	MAIBELO	MR	E	2015-01-10	09:20:07	14:03:35	4.72	1.00	3.72	0.34
106	MAIBELO	MR	E	2015-01-11	00:00:00	00:00:00	0.00	0.00	0.00	0.00
107	MOGOLEGWA	MR	S	2015-01-10	10:17:52	14:48:52	4.52	0.55	3.97	0.36
107	MOGOLEGWA	MR	S	2015-01-11	10:39:09	12:10:43	1.53	0.00	1.53	0.14
107	MOGOLEGWA	MR	S	2015-01-05	00:00:00	00:00:00	0.00	0.00	0.00	0.00
107	MOGOLEGWA	MR	S	2015-01-06	14:46:38	14:48:34	0.03	0.00	0.03	0.00
107	MOGOLEGWA	MR	S	2015-01-07	11:51:34	11:51:36	0.00	0.00	0.00	0.00
107	MOGOLEGWA	MR	S	2015-01-08	00:00:00	00:00:00	0.00	0.00	0.00	0.00
107	MOGOLEGWA	MR	S	2015-01-09	06:02:27	15:44:34	9.70	1.00	8.70	0.79
108	MOSHI	MR	J	2015-01-05	13:05:28	15:57:48	2.87	1.00	1.87	0.17
108	MOSHI	MR	J	2015-01-06	13:07:06	15:59:26	2.87	1.00	1.87	0.17
108	MOSHI	MR	J	2015-01-07	13:13:57	15:50:27	2.61	1.00	1.61	0.15
108	MOSHI	MR	J	2015-01-08	13:50:38	14:01:48	0.19	0.00	0.19	0.02
108	MOSHI	MR	J	2015-01-09	13:46:44	13:58:53	0.20	0.00	0.20	0.02
108	MOSHI	MR	J	2015-01-10	13:32:21	13:42:08	0.16	0.00	0.16	0.01
108	MOSHI	MR	J	2015-01-11	00:00:00	00:00:00	0.00	0.00	0.00	0.00

COST CODE   RECEIVING   totals:

ArSqlTimeData5   2015-04-22   13:28:37   Page   3

11.10.   ABSENT OR LATE REPORT
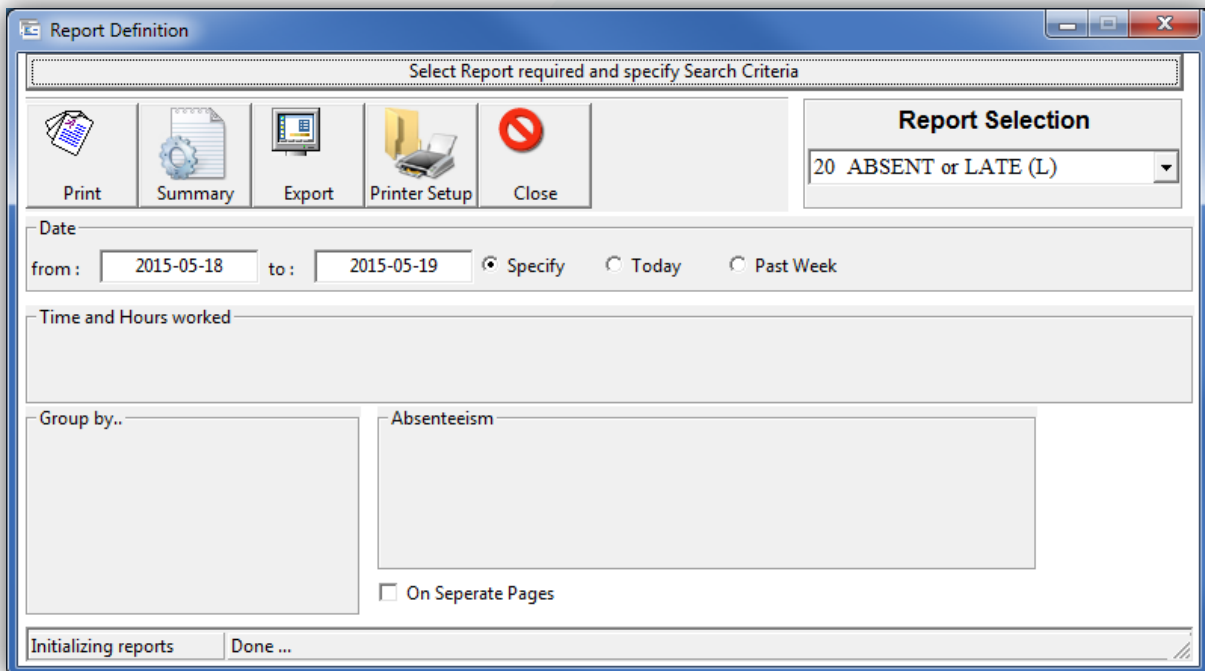
The Absent or Late Report shows the individuals that where either late or absent during the specified date range.

For this Report screen one can:
- Specify specific dates on which to run the report.
- Print the detail report or a summary report
- Print detail report on separate page per employee
- Export the data to a comma delimited file

Follow the procedure below to display employee data:
- Click the Employee Selection button
- Select employees as described in Employee Selection
- Select the Absent or Late report from the dropdown list
- Select Specify to choose any date required
- In the Group by… Group box select Company, Department, Employee to group the data to be printed accordingly
- Select the Print button to preview the report
- Select the summary button to print a summary report
- Select Export and choose a file name and save the file
- Select close to Exit the Report Dialog
- The Leave Data report screen is displayed

Elko Systems cc

ABSENT or LATE - detail

Between 2015-05-21 and 2015-05-21

Company 01
Department

Empl Nr.	Name:	Title		DATE	SHIFT	NT START	FIRST IN	EXPECTED	WORKED	ABSENT	LATE	STATUS
0001	RONDGANGER	MR.	A	2015-05-21	OPEN	050000	05:52:51	9.00	9.66	0,00	0,88	LATE
0003	NTELEKO	MNR	WM	2015-05-21	SHIFT 3	153000	00:00:00	9,50	0.00	9,50	0,00	ABSENT
0004	MENZELELI	MR	M	2015-05-21	SHIFT 2	100000	10:43:32	9,50	9.83	0,00	0,73	LATE
0005	MAQUKANYA	MRS.	N	2015-05-21	SHIFT 1	050000	06:51:25	9.00	10.17	0,00	1,86	LATE
0007	DECEMBER	MR.	SA	2015-05-21	SHIFT 1	050000	00:00:00	9.00	0.00	9,00	0,00	ABSENT
0008	KELLIES	MS.	L	2015-05-21	SHIFT 3	153000	20:22:16	9.50	9.66	0,00	0,00	LATE
0009	PRETORIUS	MR.	RE	2015-05-21	SHIFT 3	153000	20:19:26	9.50	9.73	0,00	0,00	LATE
0010	BANTOM	MR.	SB	2015-05-21	SHIFT 3	153000	20:20:01	9.50	9.72	0,00	4,83	LATE
0011	KUMBULENI	MR.	S	2015-05-21	SHIFT 1	050000	05:46:35	9.00	9.80	0,00	0,78	LATE
0012	MLOMBO	MR.	KM	2015-05-21	SHIFT 1	050000	05:48:32	9.00	9.69	0,00	0,81	LATE
0013	DYOSI	MRS.	ND	2015-05-21	SHIFT 3	153000	20:09:32	9.50	9.87	0,00	0,00	LATE
0014	FOSTER	MR.	NB	2015-05-21	SHIFT 1	050000	05:48:35	9.00	9.69	0,00	0,81	LATE
0015	MENZIWA	MR.	L	2015-05-21	SHIFT 1	050000	05:48:12	9.00	9.72	0,00	0,80	LATE
0016	SOLOMON	MR.	J	2015-05-21	SHIFT 1	050000	05:56:31	9.00	9.75	0,00	0,94	LATE
0017	TSEWU	MR.	L	2015-05-21	SHIFT 3	153000	15:36:15	9.50	0.05	9,45	0,00	LATE
0018	NDOBO	MNR	NNN	2015-05-21	SHIFT 1	050000	05:37:41	9.00	10.02	0,00	0,63	LATE
0019	MAGERMAN	MR.	L	2015-05-21	SHIFT 3	153000	20:00:05	9.50	10.03	0,00	0,00	LATE

								EXPECTED	WORKED	ABSENT	LATE	
Department				totals:		17		157.00	137.39	27.95	13.07	
Company 01				totals:		17		157.00	137.39	27.95	13.07	
REPORT				totals:		17		157.00	137.39	27.95	13.07	

ArSqlAbsencesPlusLate   2015-11-10   12:20:36

11.11. 100% ATTENDANCE REPORT
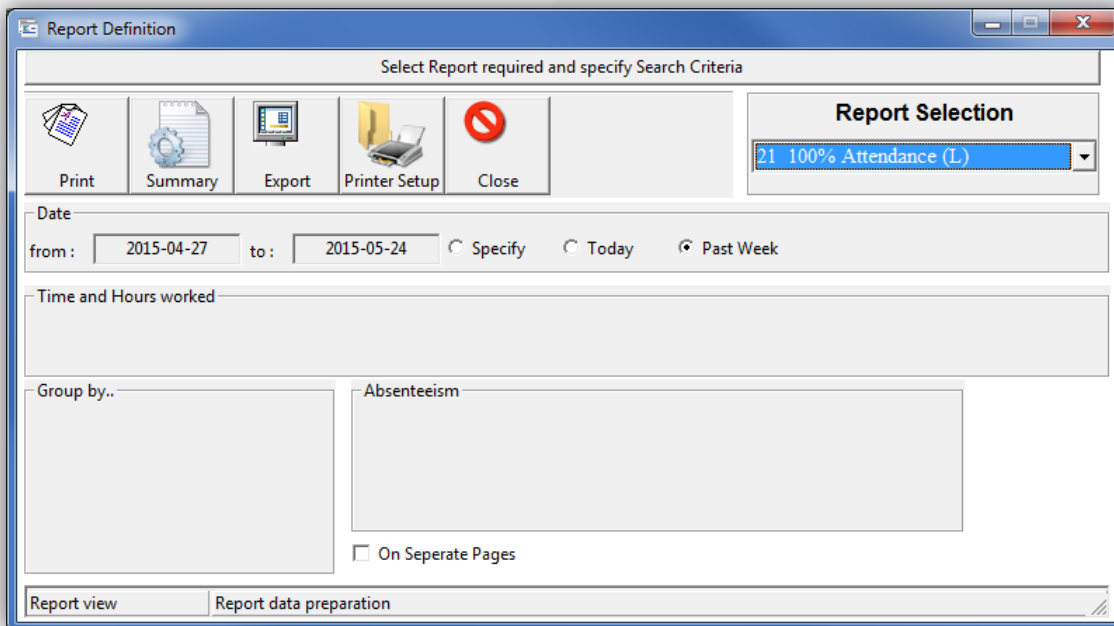
The 100% Attendance Report shows the individuals that where not late or absent during the specified date range.

For this Report screen one can:
- Specify specific dates on which to run the report.
- Print the detail report or a summary report
- Print detail report on separate page per employee
- Export the data to a comma delimited file

Follow the procedure below to display employee data:
- Click the Employee Selection button
- Select employees as described in Employee Selection
- Select the Absent or Late report from the dropdown list
- Select Specify to choose any date required
- In the Group by… Group box select Company, Department, Employee to group the data to be printed accordingly
- Select the Print button to preview the report
- Select the summary button to print a summary report
- Select Export and choose a file name and save the file
- Select close to Exit the Report Dialog
- The Leave Data report screen is displayed

Elko Systems cc

100% Attendance - detail

Between 2015-04-27 and 2015-05-24

Empl Nr.	Date	Name:	Title	EXPECTED	WORKED	ABSENT	LATE
Company		**01**					
Cost Code		**920**					
0003	2015-05-11	NTELEKO	MNR WM	9.00	9.64	-0,64	0,92
0003	2015-05-12	NTELEKO	MNR WM	9.00	9.62	-0,62	0,93
0003	2015-05-13	NTELEKO	MNR WM	9.00	9.63	-0,63	0,93
0003	2015-05-14	NTELEKO	MNR WM	9.00	9.59	-0,59	0,95
0003	2015-05-15	NTELEKO	MNR WM	9.00	9.23	-0,23	1,31
0003	2015-04-28	NTELEKO	MNR WM	9.00	0.00	9,00	0,00
0003	2015-04-29	NTELEKO	MNR WM	9.00	0.00	9,00	0,00
0003	2015-04-30	NTELEKO	MNR WM	9.00	0.00	9,00	0,00
0003	2015-05-08	NTELEKO	MNR WM	8.00	9.87	-1,87	0,00
0003	2015-05-11	NTELEKO	MNR WM	9.00	9.64	-0,64	0,92
0003	2015-05-12	NTELEKO	MNR WM	9.00	9.62	-0,62	0,93
0003	2015-05-13	NTELEKO	MNR WM	9.00	9.63	-0,63	0,93
0003	2015-05-14	NTELEKO	MNR WM	9.00	9.59	-0,59	0,95
0003	2015-05-15	NTELEKO	MNR WM	9.00	9.23	-0,23	1,31
0003	2015-05-20	NTELEKO	MNR WM	9.50	0.00	9,50	0,00
0003	2015-05-21	NTELEKO	MNR WM	9.50	0.00	9,50	0,00
0003	2015-05-22	NTELEKO	MNR WM	8.00	0.00	8,00	0,00
Cost Code		**920**	totals:	152.00	105.29	46.71	10.08
Company		**01**	totals:	152.00	105.29	46.71	10.08
		REPORT	totals:	152.00	105.29	46.71	10.08

12.   ACCESS EVENTS

The Events view report shows the scans from all of the readers, whether they are clock points or not.

Access this report by clicking on View Followed by Access Events.
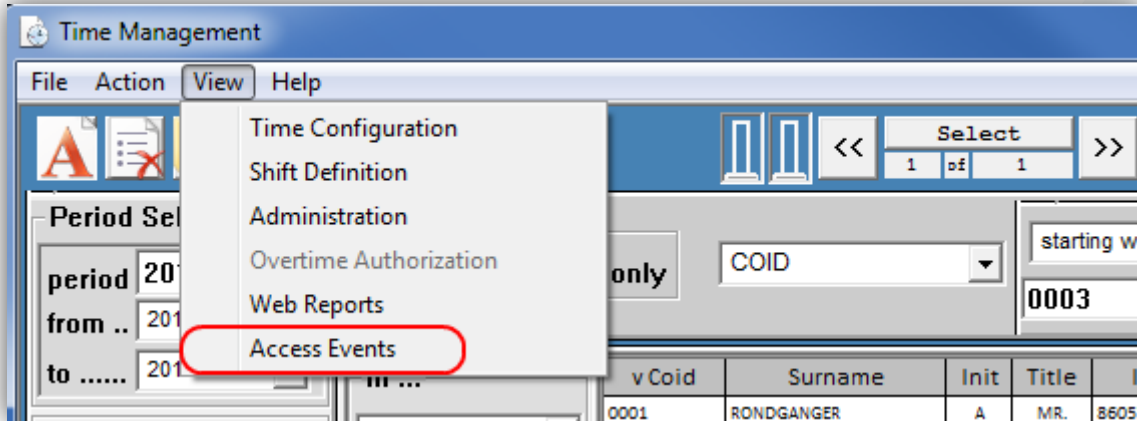
For this Report screen one can:
- Select Access Codes to be reported on:
    - All
    - Access event
    - Clock event
    - Blacklisted
    - Expired
    - Card unknown
- Specify specific dates and times on which to run the report.
- Specify the following fields:
    - Category
    - Location
    - Site
    - Area
    - Group
    - Readers
- Print the report
- Export the data as a comma delimited file
- Export the data to an Excel file

Follow the procedure below to display the report:
- Specify the dates and times
- Select each reader individually or a group of them by choosing a Area, Group, Location or Site. Or a combination of these fields
- Click the search button to retrieve the results
- Click the View Report button to preview the report
- Click Save to File or Export to Excel choose a file name and save the file
- Click close to Exit the Report Dialog

Buttons available on this panel:

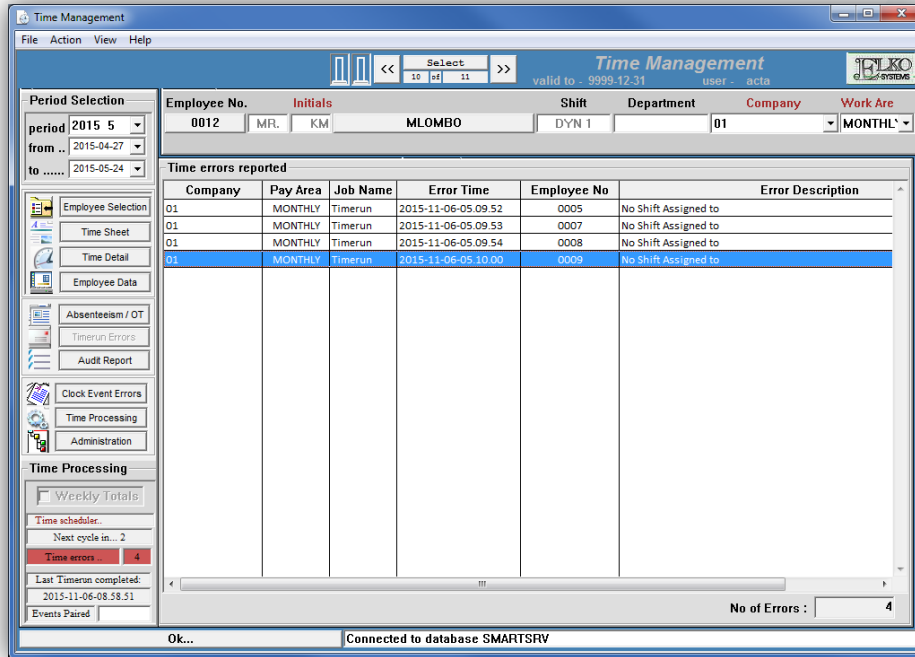| ICON	KEY WORDS	DESCRIPTION
	Search	Search for access events on selected readers
	Exit	Exit to previous panel
	Save to file	Save report to coma delimited text file
	Create Excel File	Export report to Excel file
	View Report	Print preview of displayed report

EVENTS REPORT

DATE	TIME	CODE	RDR	LOCATION	NAME	DEPT.	COMPANY
DATE OF EVENTS:	2015-10-12						
2015-10-12	10:49:58	I	A010	IT SERVER ROOM	NO EMPLOYEE DATA FOUND!		
2015-10-12	10:48:51	I	A040	PLANT 2 CLOCK IN	0002 MNR SW NTOZINI	BAKERY	01
2015-10-12	20:09:10	I	A040	PLANT 2 CLOCK IN	0019 MR. L MAGERMAN		01
2015-10-12	20:20:09	I	A040	PLANT 2 CLOCK IN	0003 MNR WM NTELEKO	920	01
2015-10-12	20:09:01	I	A040	PLANT 2 CLOCK IN	0016 MR. J SOLOMON		01
2015-10-12	20:19:57	I	A040	PLANT 2 CLOCK IN	0014 MR. NB FOSTER		01
2015-10-12	19:37:44	I	A040	PLANT 2 CLOCK IN	0031 MRS. MT ARENDS		01
2015-10-12	20:21:06	I	A040	PLANT 2 CLOCK IN	0026 MRS. T SAHLUKO		01
2015-10-12	19:37:18	I	A040	PLANT 2 CLOCK IN	0062 MRS. FP BROWN		01
2015-10-12	19:37:51	I	A040	PLANT 2 CLOCK IN	0036 MRS. HR VAN DYK		01
2015-10-12	05:58:22	I	A040	PLANT 2 CLOCK IN	0038 MS. B NGALO		01
2015-10-12	20:09:06	I	A040	PLANT 2 CLOCK IN	0039 MR. APK FRANCIS		01
2015-10-12	20:20:42	I	A040	PLANT 2 CLOCK IN	0060 MR. S SIQAZA		01
2015-10-12	15:02:43	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	15:35:15	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	20:09:24	I	A040	PLANT 2 CLOCK IN	0024 MRS. HN KOLLA		01
2015-10-12	20:21:02	I	A040	PLANT 2 CLOCK IN	0065 MRS. PP SIQOKO		01
2015-10-12	20:08:35	I	A040	PLANT 2 CLOCK IN	0027 MS. LM GLADWIN		01
2015-10-12	15:02:27	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	06:52:44	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	13:33:17	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	14:43:01	I	A010	IT SERVER ROOM	NO EMPLOYEE DATA FOUND!		
2015-10-12	20:12:10	I	A040	PLANT 2 CLOCK IN	0054 MR. S YSTERMAN		01
2015-10-12	14:42:54	I	A010	IT SERVER ROOM	NO EMPLOYEE DATA FOUND!		
2015-10-12	15:02:09	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	20:20:14	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	20:20:58	I	A040	PLANT 2 CLOCK IN	0059 MR. LA NANGU		01
2015-10-12	14:42:57	I	A010	IT SERVER ROOM	NO EMPLOYEE DATA FOUND!		
2015-10-12	15:24:03	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	14:29:50	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	20:13:36	I	A040	PLANT 2 CLOCK IN	0033 MR. G MGOQI		01
2015-10-12	14:29:39	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	15:16:04	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	14:45:20	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	20:21:19	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	10:54:09	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	14:51:39	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	15:04:20	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	14:29:45	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		
2015-10-12	19:37:54	I	A040	PLANT 2 CLOCK IN	NO EMPLOYEE DATA FOUND!		

TOTAL AMOUNT OF   **40**   **EVENTS FOR**   **2015-10-12**

Appendix A – Panel Buttons

Please note that Icons shown are based on a particular windows version and may vary

PANEL	ICON	KEY WORDS	DESCRIPTION
Employee Selection		Activate	Activate Time Evaluation
		Deselect	Remove Selection Criteria
		Export Payroll Data	Create Export File for Payroll System
		Refresh	Refresh Selected Screen
		Assign Leave (Batch Mode)	Assign leave to employee groups
		Time Reports	Run Reports
		Exit	Exit to previous level
Time Sheet		Add	Add missing clock record
Time Detail / Absenteeism / OT / Audit Report		Search	Search for record
		Print	Print displayed report
		Preview	Print preview of displayed report
Employee Data		Add	Add new employee
		Save	Save record
		Create number range	Create Company ID range
		Enrol Finger	Capture fingerprint
		Change Person to New Company	Move employee to another company
		New Access Configuration	Set access tags
Clock Event Error		Print	Print displayed report
		Preview	Print preview of displayed report
Administration		Add item	Add item to list

		Save	Save added item
		Exit	Cancel editing /creation of item
		Delete	Delete selected item from list
Time Processing		Add Employee to List	Add employee to time run list
		Accept Selection to List	Accept added employee to time run list
		Activate Time Evaluation	Start time run for accepted employee(s)
		Create Time Run	Create time run schedule
		Export Payroll Data	Create Export File for Payroll System
		View Payroll Export	Preview the payroll export
		Stop	Stop current time run
Report Definition		Print	Print full Report
		Summary	Report Summarised report
		Export	Export to File
		Printer Setup	Printer Setup Wizard
		Close	Close the report panel
Access Events		Search	Search for access events on selected readers
		Exit	Exit to previous panel
		Save to file	Save report to coma delimited text file
		Create Excel File	Export report to Excel file
		View Report	Print preview of displayed report

Appendix B – Routine TASKS

To ensure that the employee's weekly or monthly calculations are done correctly, routinely check the following

1. Correction of time-run errors

Time run errors are commonly caused by employee that are assigned to a non-existing shift or does not have a shift assigned to them all.
To view these errors see Time Management screen step 6

Correct time run errors by assigning employees to the correct shift.
Shift changes may be made on the Employee data panel, see Time Management screen step 4

2. Correction of clock errors

All the clock errors may be viewed on the Clock event errors panel. See Time management screen step 8
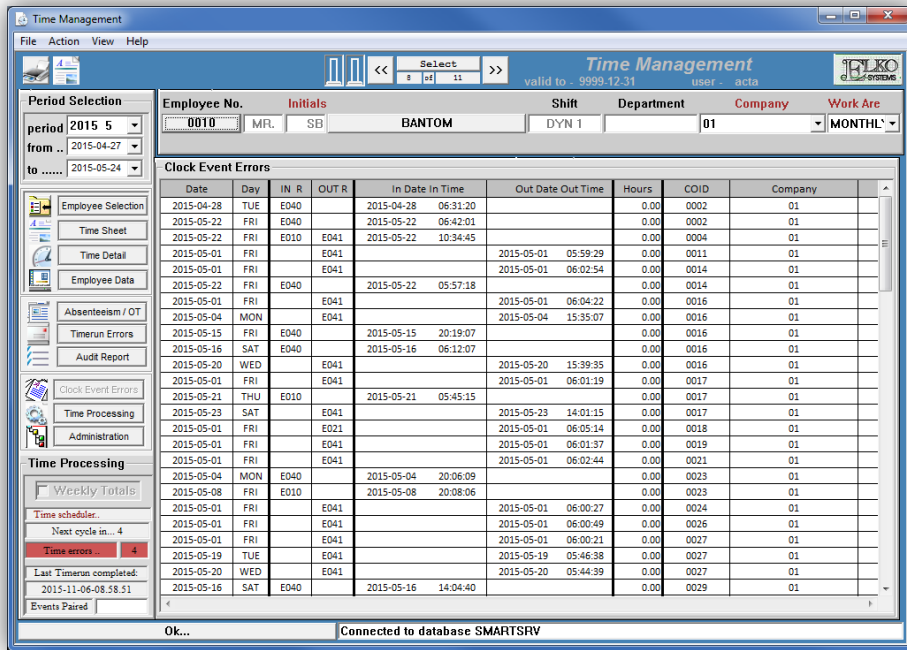
Correct clock event errors by double clicking on the specific employee's clock error. This will take you to the Time sheet of that employee. On the time sheet:
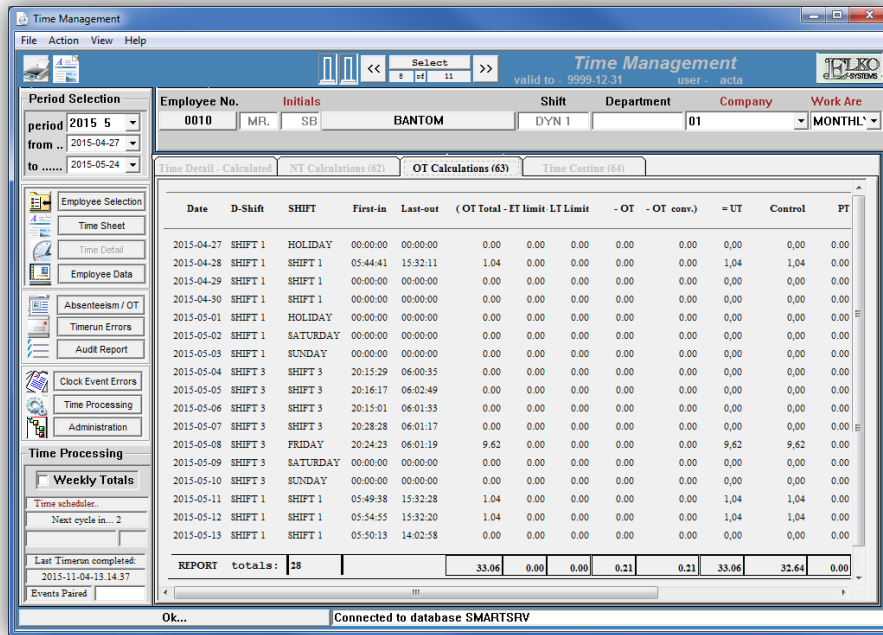
- Select the missing In/Out field
- Fill in the correct time and date
- Click on the *Save* button to save the changes made
- Or click the *Exit* button the disregard any changes made

See Time Management screen step 2
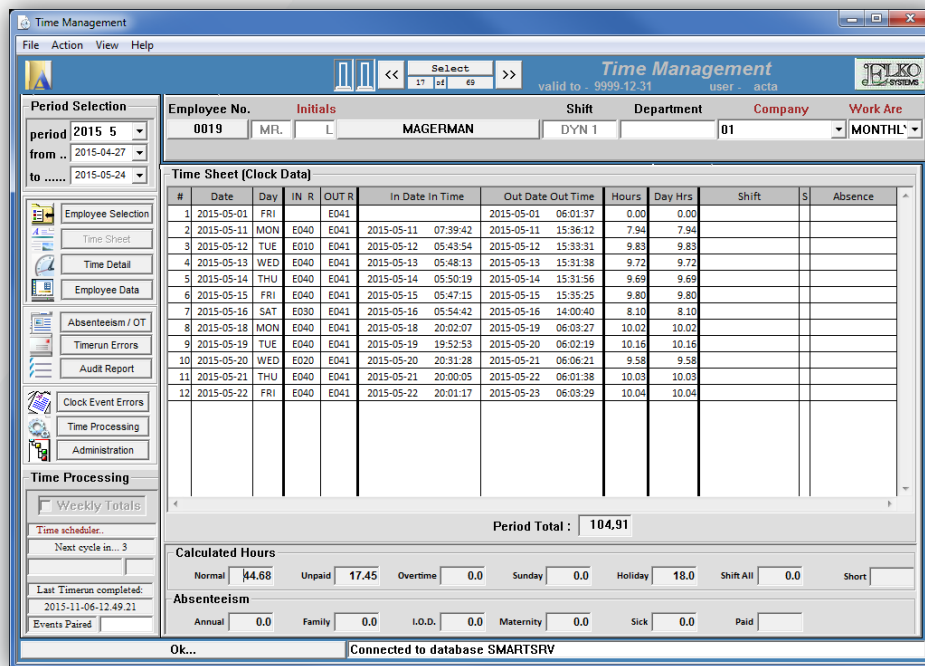
3. Booking overtime

Use the OT Calculations panel to view if an employee's worked an excess amount of time on top of their normal time. See OT Calculations panel

If the employee qualifies for over time, it may be booked individually or in batch mode.
Booking Overtime in batch mode:

- Select the Employee Selection panel and highlight the required employees
- Click on the *Create Overtime Booking* button
- Select the dates
- Enter the amount of Paid Hours for the employee. These hours are hours per day and not the total hours for the period
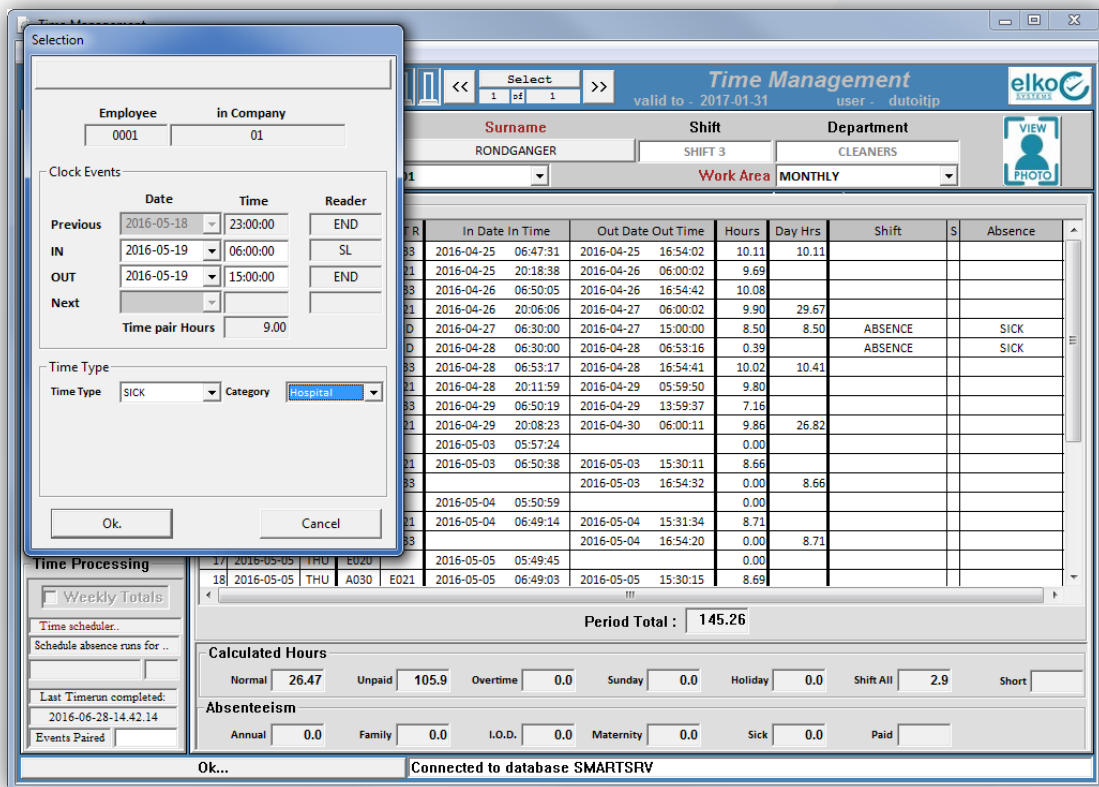- Click Book Overtime

See Overtime Booking in Batch Mode
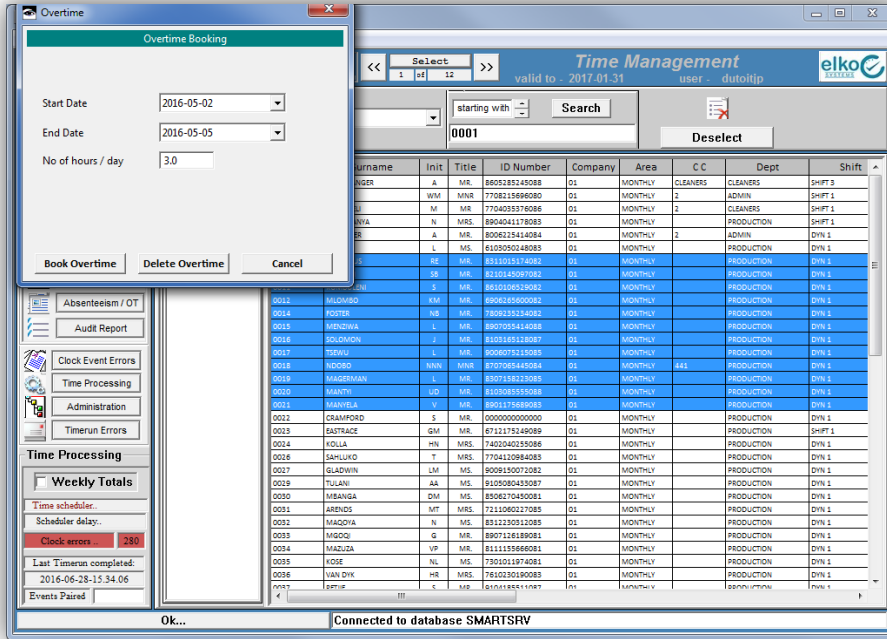
Booking Overtime individually:

- Select the Absenteeism / OT panel
- Select the Overtime Booked tab page
- Click on the *Create Overtime Booking* button
- Select the dates
- Enter the amount of Paid Hours for the employee. These hours are hours per day and not the total hours for the period
- Click Book Overtime

See Overtime booking individually
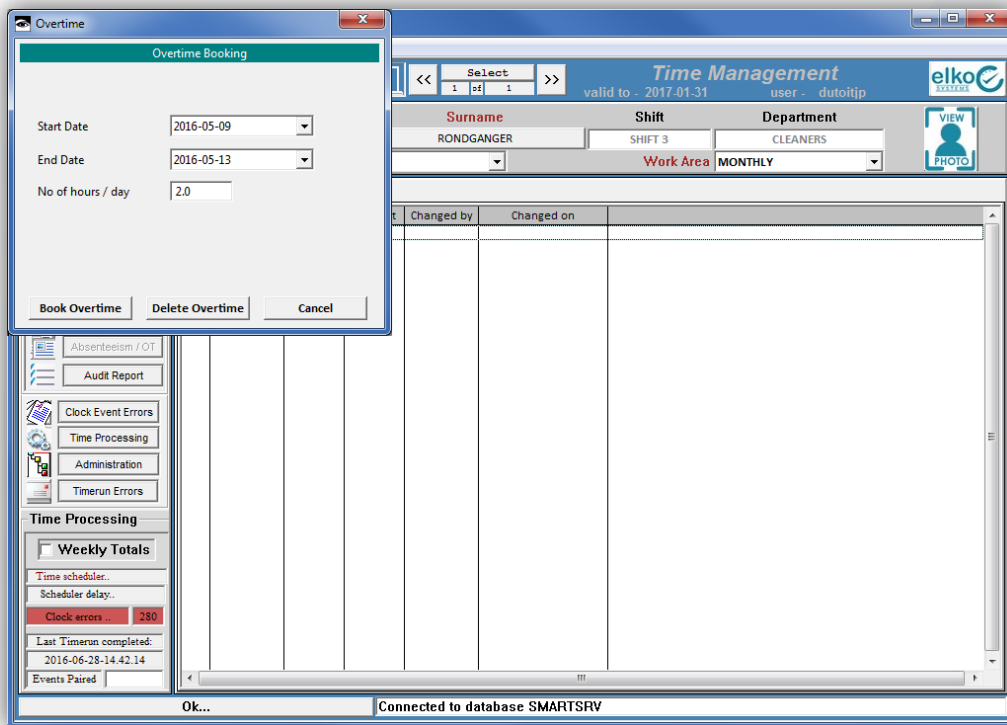
5. Removing booked overtime.

Removing booked overtime individually:

- Select the Absenteeism/OT panel
- Select the Overtime Booked Tab
- Select one or more overtime bookings that are to be removed
- Click on the *Delete* button
- Click on the *Save* button to save the changes made
- Or click the *Exit* button the disregard any changes made
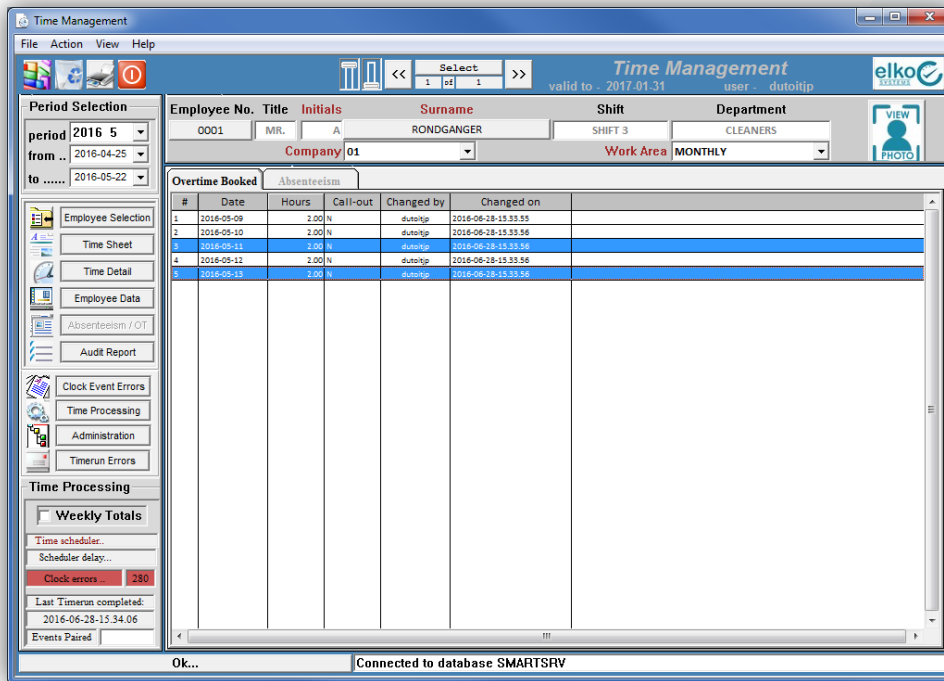
5. Book absenteeism

Absenteeism may be booked in either Batch mode or individually per employee.

Booking absence in batch mode:
- Select the Employee Selection panel
- Highlight the required employees
- Click on the *Assign Leave (batch mode)* button
- Select the Absence type and category
- Select the dates
- Enter the amount of Paid Hours for the employee. These hours are hours per day and not the total hours for the period
- Click OK

See Leave Booking in Batch Mode
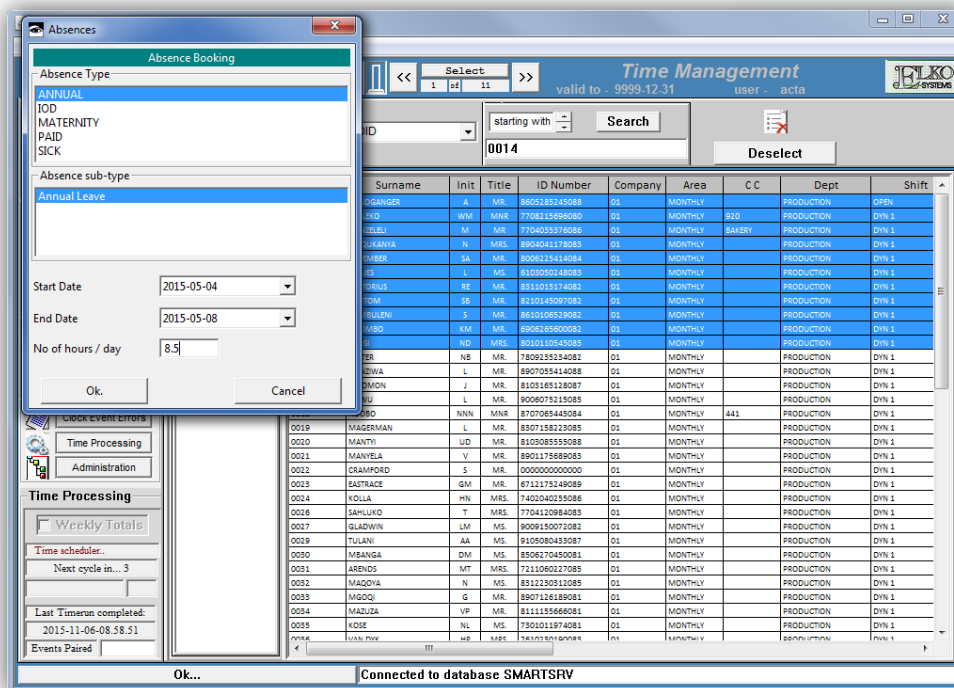
Booking absences individually:

- Select the Time sheet panel
- Click the *Add* button
- Select the dates
- Enter the amount of Paid Hours for the employee. These hours are hours per day and not the total hours for the period
- Select the appropriate Time Type and category
- Click OK
- Click on the *Save* button to save the changes made
- Or click the *Exit* button the disregard any changes made

See [Leave booking individually](#)

6. Booked absenteeism - removal

Removing booked absenteeism individually:

- Select the Absenteeism/OT panel
- Select the Absenteeism Tab
- Select one or more absences that are to be removed
- Click on the *Delete* button
- Click on the *Save* button to save the changes made
- Or click the *Exit* button the disregard any changes made
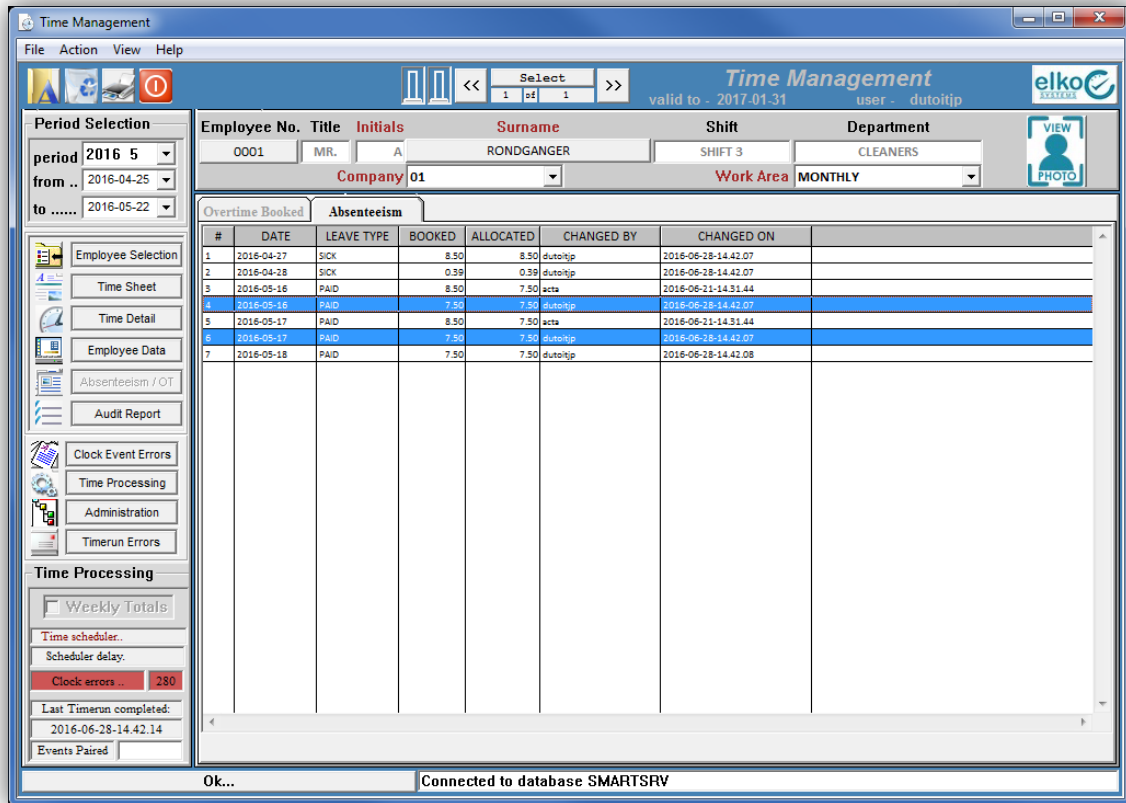
7. Time Checks

Use the Time Check report to review whether employees exceed or do not meet their weekly expected hours. The report generates a report based on employee criteria selection criteria. This is especially useful to view individuals who exceeds their lunch breaks or does not meet expected hours worked.

See Time check report