

FINGERTEC

# TCMSV3

*A Software by FingerTec*



User Guide

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***TIMETEC COMPUTING SDN BHD***

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# Welcome to the TCMS V3

Welcome to the TCMS V3, where Attendance System just got better

In line with the fast-pace technology development nowadays, FingerTec introduces TCMS V3, the time and attendance management system that contains all the elements of the predecessor TCMS V2 but programmed on Ms. Access and MySQL platforms.

The TCMS V3 is specifically designed to centralize, store and manage all data extracted from FingerTec terminals, creating an easily managed and networked attendance solution, simplifying human resources tasks, which ultimately functions to improve operation and reduce labour costs of an organization. With TCMS V3, download and process your company's attendance records retrieved from your FingerTec terminals easily.

In this manual, we will guide you on how to install your TCMS V3 software, activate each terminal, add/delete/manage users, download data, process and customize reports, as well as interpret data from the software.

If you have never used the TCMS V2 or Ingress software before, we advise you to closely follow all instructions in this manual to quickly and effectively learn the ways to operate this software, and avoid deleting crucial information from your terminals.

FingerTec has a 24-hour support available via email at [support@fingertec.com](mailto:support@fingertec.com) and connect with us at chat <http://www.fingertec.com/chat/> to inform us of your inquiries, or problems related to TCMS V3.

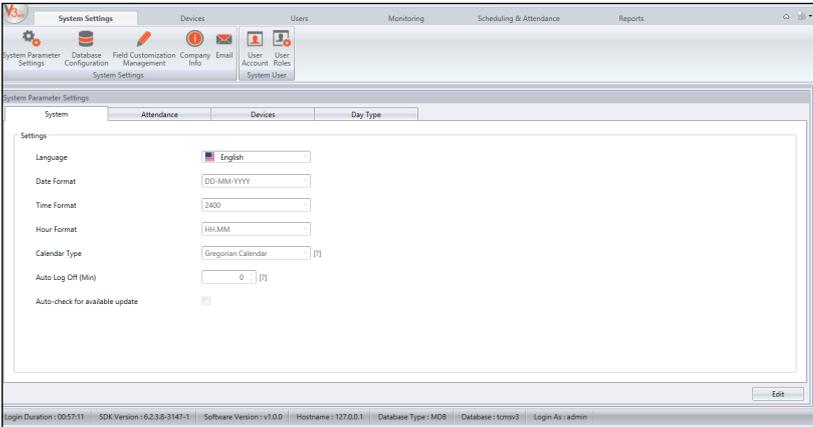
TCMS V3 is bundled with every purchase of each FingerTec's time and attendance terminal.

Thank you for choosing FingerTec!

# System Settings in TCMS V3

This chapter guides you in configuring the settings of TCMS V3 based on your preferences.

## System Settings



Configure the settings for 5 major parts in the System Settings as shown above:

1. System Parameter Settings
2. Database Configurations
3. Field Customization Management
4. Company Info
5. Email

In the System Settings also you will find System User, where you can create/edit/delete multilevel accounts with different authorities to login to use your copy of TCMS V3.

## System Parameter Settings

### SYSTEM

- **Language:** TCMS V3 comes in many languages, and you can select the language of your preferences.
- **Date, Time and Hour Format:** Select the format to display date, time and hours in TCMS V3 and its reports.
- **Calendar Type:** You can select Georgian calendar, Persian calendar or Hijri calendar.
- **Auto Log Off:** Set the maximum idle time before the system automatically logs off.
- **Auto check for available update:** Keeping the software updated gives you the access to the latest features and improves the software performance and stability.

## ATTENDANCE

The screenshot shows the 'System Parameter Settings' window with the 'Attendance' tab selected. The window has four tabs: 'System', 'Attendance', 'Devices', and 'Day Type'. The 'Attendance' tab contains the following settings:

- Server Download Transaction Log Interval (HH:mm)**: A text box containing '00:00' with a '(?)' icon to its right.
- Remove transaction log after download**
- Specify daily download timer for the system to activate the automatic download process everyday**: Two text boxes, both containing '00:00', with '(?)' icons to their right.
- Perform daily download when computer is powered on**
- Server Generate Audit Data Interval (HH:mm)**: A text box containing '00:30'.
- Display Suspended and Expired User**: A checked checkbox.
- Display Pay Class setting**: An unchecked checkbox.
- Accept edited data as original clocking**: An unchecked checkbox.

An 'Edit' button is located at the bottom right of the window.

- **Server Download Transaction Log Interval:** Set time interval to download transaction logs from devices automatically. Set 00:00 to disable this option if unnecessary.
- **Specify daily download timer for system to activate the automatic download process every day:** Set up to a maximum of 2 daily timers to run auto-download transaction logs from devices.
- **Server Generate Audit Data Interval:** Set time interval for TCMS V3 to generate raw data to be updated into Attendance Sheet accordingly.
- **Display Suspended and Expired User:** User could be suspended for certain period of time due to various reasons. Thus, employer/company can control the access rights of the suspended user by including the suspended user during the attendance export process. It will show his/her old attendance record/empty records in the attendance sheet. Please uncheck the box if you want to exclude and hide the attendance of the suspended employees.
- **Display Pay Class Setting:** Pay Class is the latest feature introduced by FingerTec to configure the payment system based on the employee's work time or overtime (OT) without having to configure any clocking setting. Please ignore this section if you want to configure the payment condition based on the employee clocking time. (Refer to Chapter 7 - Pay Class).
- **Accept Edited Data as Original Clocking:** By default, TCMS V3 will show the edited data in bold fonts. Tick this option, and all the edited data will be displayed in normal fonts.

## DEVICES

System Parameter Settings

System Attendance **Devices** Day Type

Settings

Device Connection Timeout (Sec)

Synchronize users in the device

Allow Wiegand settings  (F)

Edit

- **Device Connection Timeout:** Devices disconnect and reconnect to TCMS V3 frequently if the network is unstable. Set maximum waiting time for TCMS V3 to justify device in offline mode.
- **Synchronize users in the device:** Enable this option and TCMS V3 always clear all employees' data in device before uploading new users. This is to make sure that you always update a fresh copy of employees' data into devices. Disable this option and TCMS V3 only update particular employees' data into devices or during upload process.
- **Allow Wiegand settings:** Tick this option and Wiegand tab will appear in Devices module, for you to configure the Wiegand settings according to your preferences.

## DAY TYPE

You can determine the day types and other descriptions according to your working environment.

System Parameter Settings

System Attendance Devices **Day Type**

Settings

	Color	Name	Work	OT	DIR OT	Work/OT Total
The normal working day is	Default	Workday	100	100	100	<input checked="" type="checkbox"/>
The non-working holiday is	Aqua	Holiday	100	100	100	<input checked="" type="checkbox"/>
Other non-working days are	Orange	Restday	100	100	100	<input checked="" type="checkbox"/>
	Dark Gray	Offday	100	100	100	<input checked="" type="checkbox"/>
	Yellow	Leave Type				

First day of week

In case user absent from working day, highlight user's attendance record as

Payroll Cycle

Payroll Cycle Start Date

Currency Symbol

Edit

- For day the day type setting you can change them accordingly based on your preferences including the color option for each of day type

**Normal Working Day** - Define normal working days for your company. Default: WORKDAY

**Non-Working Holiday** - Define non-working holiday for your company. Default: HOLIDAY

**Other Non-Working Days** - Define other non-working days which are not holidays for your company. Default: RESTDAY and OFFDAY

- **First day of the week:** You can choose the relevant work day according to your company working time. Technically, it differs from one country to another.
- **Payroll cycle:** The options available are weekly, bi-weekly, semi-monthly and monthly.
- **Payroll Cycle Start Date:** You can choose the start date of your company's Payroll by clicking at the calendar.
- **Currency:** The option of currency depends on your company's payment method.
- **Note on wages calculation:** Labor laws are distinctive between one country to another. Salary calculation also differs based on the labor law of a country. In each day type; you have the option to determine the value in the work wages. For example: the work wages is 100%, the overtime wages is 150% and the different overtime wages is 200%.

## Database Configuration

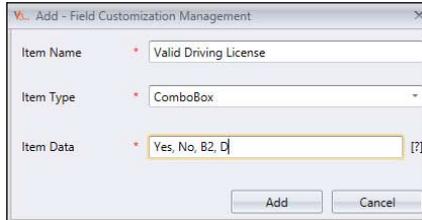


The screenshot shows a 'Database Configuration' window with the following elements:

- Database Management** section:
- Database Restore File:** An empty text input field with 'Browse' and 'Restore' buttons to its right.
- Database Backup Path:** A text input field containing 'C:\FingerTec Backup' with 'Browse', 'Backup', and 'Backup Options' buttons to its right.
- Perform automatic backup everyday at:** An empty text input field.

1. To restore the database, follow the steps below:
  - a) Click Browse to seek for the file to be restored into TCMS V3.
  - b) Click Restore to proceed.
2. To backup data stored in the database, follow the steps below:
  - a) Click Browse to set the location path to save the output file.
  - b) Click Backup to proceed.
3. To backup the data of a certain table in your database, such as devices, users, or attendance, follow the steps below:
  - a) Click Backup Options
  - b) Select the preferred table to backup
  - c) Click OK
  - d) Proceed with backup

## Field Customization Management



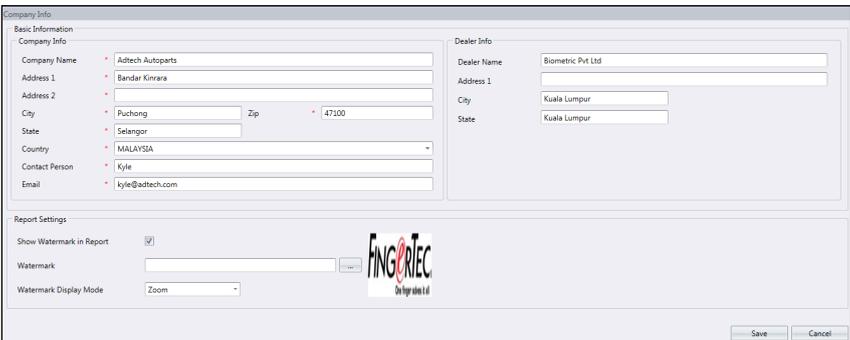
You can add additional data fields to use in User biodata (under Other tab)

- Click Edit.
- Click Add to add a new field.
- Insert the name of information, e.g.: Valid driving license.
- Select type of data:
  - Text box** – column to fill in text freely.
  - Combo box** – drop down to select description (require data from Item Data).
  - Check box** – box for check and uncheck.
  - DateCombo box** – column to display calendar for date selection.
- Insert description into Item Data for Combo box to select.
- Click Add to save into the list.
- Click Save to save settings.

Repeat steps above to create new data fields. All newly created data fields will be displayed under Other tab in User's Biodata.

Click Update if you want to edit the data field or Remove to delete from the list.

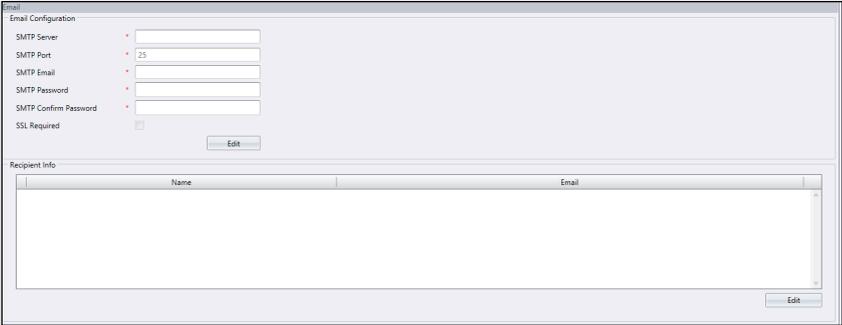
## Company Info



Fill in the information of your company and local reseller in this page. You can also place a your own unique watermark on every report that is created by TCMS V3.

1. Insert your company information in the left panel.
2. Fill in the contact information of your local reseller in the right panel.
3. Follow the steps below to insert watermark to your reports:
  - a. Click to select the image file (in JPEG format).
  - b. Select Display Mode:
    - Center – watermark display at the center of page
    - Stretch – watermark stretch to cover the whole page
    - Zoom – watermark zoom to bigger size located at the center
  - c. Check Show Watermark in Report to activate watermark in reports

## Email

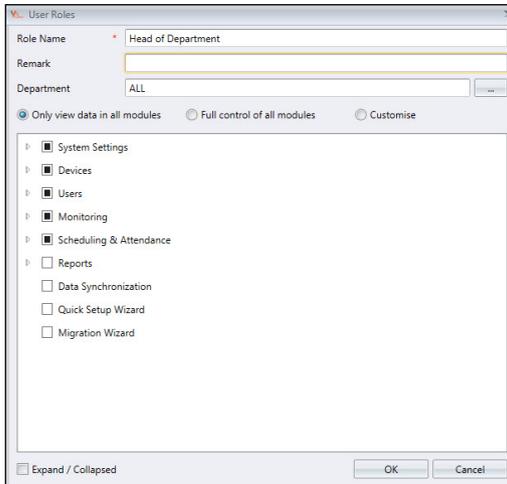


The screenshot shows a software interface with two main sections. The top section is titled "Email Configuration" and contains several input fields: "SMTP Server", "SMTP Port" (with the value "25" entered), "SMTP Email", "SMTP Password", and "SMTP Confirm Password". There is also a checkbox for "SSL Required" which is currently unchecked. An "Edit" button is located below these fields. The bottom section is titled "Recipient Info" and features a table with two columns: "Name" and "Email". The table is currently empty. An "Edit" button is located at the bottom right of the table area.

You can fill in the setting of your e-mail here to send reports via Report Scheduler.

1. Click Edit under Email.
2. Insert the information to connect to your SMTP email server.
3. Click Save to save settings.
4. Click Edit under Recipients Info.
5. Click Add.
6. Insert users' email address and name.
7. Click OK to save settings.

# System User To create User Roles



You must create roles to edit or view data in TCMS V3. This is a security step for your software to refrain unauthorized individuals from accessing TCMS V3. To do this, follow the steps below:

1. Click User Roles under System User.
2. Click Add Role.
3. Name the role, e.g.: System Operator.
4. Select modules to allow for viewing under View column
5. Select modules to allow for editing under Edit column.
6. Click OK to save settings.

Repeat steps above to create new user role.

You can select to update existing roles by selecting them from the list, followed by Edit Role. Select existing role and click Remove Role to remove it if it is no longer in use.

## TO CREATE LOGIN ACCOUNT AND ASSIGN ROLE

Now, you can create new login username and password for new users to operate TCMS V3.

1. Click User Account under System User.
2. Click Add Account.
3. Insert username and login password.

4. Assign role (as preset under User Role) to this account, e.g.: System Operator.
5. Check Activate to grant access to this account user.
6. It is optional to enroll fingerprints for this user. He/she can verify fingerprint to access into TCMS V3 instead of using a password. You must plug in the OFIS-Y scanner into the PC before clicking the Register button. Follow the onscreen instructions to enroll fingerprints from the user.
7. Click OK to save settings.

Repeat the steps above to create a new user login account. Select the user account and press Edit Account to start to edit, or press Remove Account to delete the account permanently.

The image shows a dialog box titled "System User Account" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- User Name**: A text input field containing "HOD". A red asterisk (\*) is to the left of the label.
- Password**: A password input field with 10 dots. A red asterisk (\*) is to the left of the label.
- Confirm Password**: A password input field with 10 dots. A red asterisk (\*) is to the left of the label.
- Role**: A dropdown menu showing "Head of Department".
- Default Homepage**: A dropdown menu.
- Remark**: A text input field.
- Account Status**: Two radio buttons, "Active" (selected) and "Inactive".
- FP Template1**: A button labeled "Register".
- FP Template2**: A button labeled "Register".
- OK** and **Cancel** buttons are located at the bottom right.

# Management Of Device And Door

This chapter guides you on how to install and manage FingerTec devices into TCMS V3 and assigning them to doors.

## Devices

Devices refer to the FingerTec physical terminals installed at your premises to record employee attendance.

### Add Device Manually

It is important that you add all devices that you use into the list in TCMS V3 before you can manage any of it using the software. Adding devices to TCMS V3 requires the device to connect to TCMS V3 via network, TCP/IP or RS 485. If the devices are not connected to the network, you can use the USB File connection, which requires you to plug in a USB flash drive at the device to fetch user data and the attendance logs.

Every device has a unique serial number, which is important for the activation in TCMS V3. Contact your local resellers or email us at [support@fingertec.com](mailto:support@fingertec.com) by providing the serial number of the device in case you fail to activate TCMS V3 online.

1. Go to Device tab to select Add Device
2. Key in the information required accordingly.

**Device Name:** Name the device for easy future reference

**Communication Key:** 5-digit numeric secret password to secure the connection between device and TCMS V3. TCMS V3 must pair this key with device (under Dev ID) before connection establishes.

3. Auto Synchronize Device Time: Activate this to allow TCMS V3 to always synchronize the device with the server date and time.

4. Communication Mode

**Settings for TCP/IP mode:** Insert the IP address of the device so TCMS V3 can find it on the network to establish connection. For devices installed at remote site, you can insert the URL of the remote server into this column. TCMS V3 can link up with the device via Internet. Port: Default TCP port (4370) of TCMS V3 server to link up with device via network.

**Settings for RS485 mode:** Serial port: Define the serial port of the server in use to connect to the RS232/485 data converter. Baud rate: Select the baud rate of RS485 network.

**Settings for USB flash disk:** Serial number of device: Define the serial number of the device Device ID: Make sure you insert the same ID as the one set in the device. Ranges from 1 to 999.

**USB File:** USB File is the standard USB option to replace the need for a TCP/IP or RS232/485 connection

**USB Client:** You may use this setting for TA100C only.

**USB TA300:** For TA300, the uploading and downloading data uses a USB cable instead of TCP/IP or RS232/485. The type of USB cable used for communication is called Standard-B Plug.

Settings for Keylock UDisk

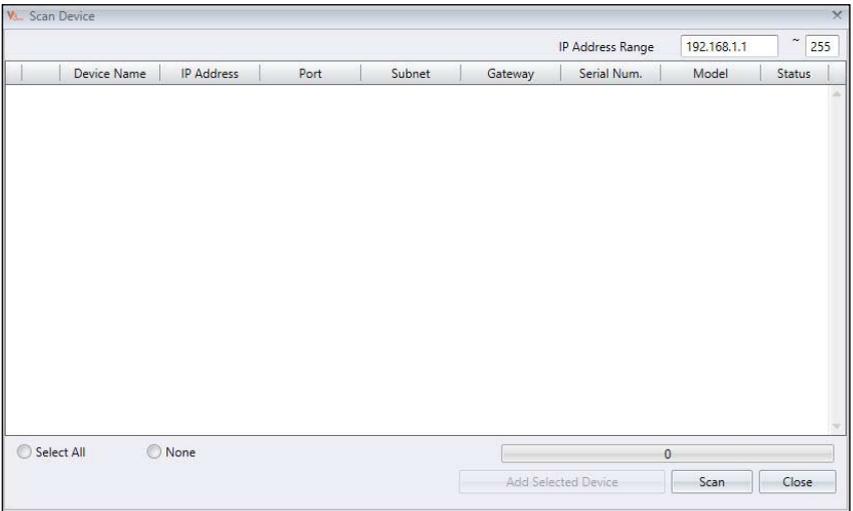
**Path:** Define the USB flash disk drive to read the basic info of Keylock

5. Check the box Online next to Device Activation to add the device into TCMS V3. If an Internet connection is unavailable, you can activate the device by selecting Offline. TCMS V3 accepts a 12-digits alphanumeric code for offline activation, but this code may only be retrieved from your local resellers or support@fingertec.com.
6. Click Enable Device to establish connection to the device.

**Note:** You must plug in a USB flash disk to Keylock 7700/8800 to download a file name "X\_udata", where X is the Device ID of the device used (e.g.: 1\_udata). The file contains the serial number of the device and other important information. TCMS V3 can only add the Keylock 7700/8800 device into the list after it captures this file from the USB flash disk.

## Add Device by Auto Scan

In case you do not know the specific IP address of the standalone device or TCMS V3, you can use the Auto Scan function to look for them on the network.

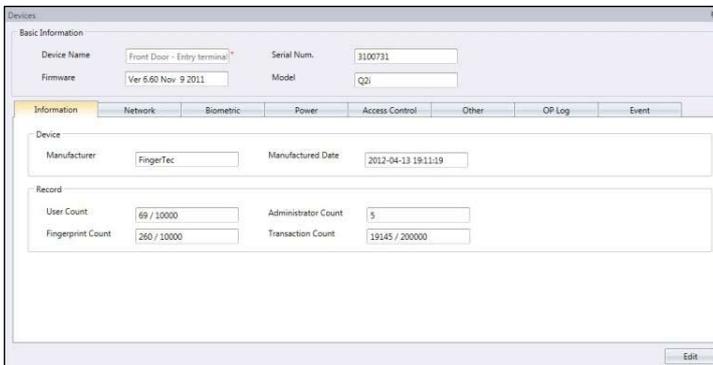


1. Click Scan Device.
2. Select Device Type:

## Configuring Device

Download all settings and info from devices when connection is established. You can start to personalize the settings of each device and synchronize new settings and info to devices by uploading them. Due to the different nature of all 3 types of devices, TCMS V3 will hide some pages/options when they are not applicable to a device.

1. Select device.
2. Click Download Device Settings.
3. Wait for the download process to finish.
4. Start to configure:



The screenshot shows a web-based configuration interface for a device. The window title is 'Devices'. The 'Basic Information' section contains the following fields:

Device Name	Front Door - Entry terminal*	Serial Num.	3100731
Firmware	Ver 6.60 Nov 9 2011	Model	Q2

Below this is a tabbed interface with 'Information' selected. The 'Device' section contains:

Manufacturer	FingerTec	Manufactured Date	2012-04-13 19:11:19
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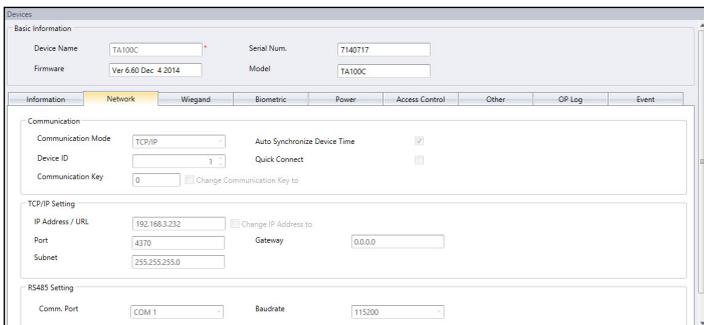
The 'Record' section contains:

User Count	69 / 10000	Administrator Count	5
Fingerprint Count	260 / 10000	Transaction Count	19145 / 200000

An 'Edit' button is located at the bottom right of the window.

**Information:** This is the page to display all information of the device. No amendments are allowed. You can know the storage status of the device at the Record section.

**Network:** You can change types of communication mode in this page, for example change from TCP/IP to RS485. You can also update the TCP/IP settings (e.g.: change to new IP address) or RS485 settings (e.g.: change baud rate to 9600bps). All new settings will take effect after you upload the new settings to the device.



The screenshot shows the 'Network' configuration page for a device. The window title is 'Devices'. The 'Basic Information' section contains the following fields:

Device Name	TA100C	Serial Num.	7140717
Firmware	Ver 6.60 Dec 4 2014	Model	TA100C

Below this is a tabbed interface with 'Network' selected. The 'Communication' section contains:

Communication Mode	TCP/IP	Auto Synchronize Device Time	<input checked="" type="checkbox"/>
Device ID	1	Quick Connect	<input type="checkbox"/>
Communication Key	0	<input type="checkbox"/> Change Communication Key to	

The 'TCP/IP Setting' section contains:

IP Address / URL	192.168.3.252	<input type="checkbox"/> Change IP Address to	
Port	4370	Gateway	0.0.0.0
Subnet	255.255.255.0		

The 'RS485 Setting' section contains:

Comm. Port	COM1	Baudrate	115200
------------	------	----------	--------

**Biometric:** This page is only effective when connecting to devices that support fingerprint or face recognition. Amend these settings accordingly after you click the Edit button:

**Only 1:1 verification:** Set to No by default so users can gain access immediately after verifying their finger or face. Change this to Yes if you want users to insert their ID before fingerprint/face verification.

**Fingerprint algorithm:** VX 10.0 is the latest fingerprint matching algorithm supported by the device. Only change to VX 9.0 if your environment is using the older algorithm.

**Face/Fingerprint 1:1 Threshold:** The level of matching security if you want users to insert user ID before fingerprint/face verification. For fingerprint, the range is from 0 to 50, where 50 is the highest. For face, it ranges from 0 to 99 where 99 is the highest. The default values are 15 for fingerprint and 70 for face.

**Face/Fingerprint 1:N Threshold:** The level of matching security if you allow users to verify by fingerprint/face without inserting user ID. The default values are 45 for fingerprint and 75 for face.

**Power:** You can configure the duration (in minutes) for device to wait before going into idle mode.

**Idle time (in minutes):** Time duration to wait before going into idle mode.

**Idle action:** Select either Sleep or Power Off.

**Power on time:** Check the box and insert time to turn on the device.

**Power off time:** Check the box and insert time to shut down the device.

**Access control:** You can configure the device for basic access control settings.

**Save Transaction log:** Set to Yes by default. The device saves IN-OUT records of users. In case you only want the device to control access without referring to its records, select No. The device will not keep any IN- OUT records.

**Save False Log:** Set to Yes by default. The device saves records even though users fail to verify. You can assess the level of fail verifications happening at this device and adjust the biometric settings to improve the verification process. Select No and the device will not store this record.

**Master Record State:** You must define the device as Master or Slave If two standalone devices are installed to control one door. Normally the standalone device controlling entry is set as Master, and at the exit is the Slave. Ignore if you are installing slave device with a standalone device. This is important if you are using Antipassback function. The Master device stores all entry-exit records to justify Antipassback status.

## OTHER SETTINGS

**Power off Device:** To shutdown device remotely. All devices do not have a physical power off button to avoid unauthorized shutdown. You can only shutdown the device by clicking this button.

**Reboot Device:** To restart device remotely. If the device is working abnormally, try to restart it.

**Synchronize Date and Time:** Synchronize date and time of device immediately. It is recommended to do this during first installation.

**Download Device Settings:** Download all settings/parameters from device.

**Activate Device:** Activate device to be added into TCMS V3.

**Clear All Device Data:** To clear the storage of device back to initial stage. You cannot retrieve any data after this.

**Clear All Log:** To delete the transaction logs stored in device. Recommended to do this after you finish downloading logs from device.

**Clear Admin Privilege:** To clear admin lock in device. Any users can access into the Main Menu by pressing the Menu button. Only do this before you want to assign a new administrator at the device.

**Upload Device Settings:** To upload all new settings/parameters device to start to take effect.

**Operation logs:** Device records every operation done by administrators into a log file. This is a hidden file that you cannot view at the device. You must download the operation logs into TCMS V3 to view it. Press Download OP Log to download from device. Insert the date range to narrow down your search.

**Terminal Transaction:** Device records abnormal activities (e.g.: door force open, alarm trigger, fail verification, etc.) as events. These records are automatically downloaded into TCMS V3. You can narrow your search to view by date and time.

5. Click Upload Device Settings to upload new settings to devices.

## Disable and Delete Device

Delete or remove the device from list if it is no longer in use, or wrongly added to TCMS V3. In case you want to suspend a device from TCMS V3 (to stop data transfer with the device), disable it from the list.

To delete a device:

1. Click to select the device from list.
2. Click Delete Device.
3. Click Yes to confirm to delete the device.

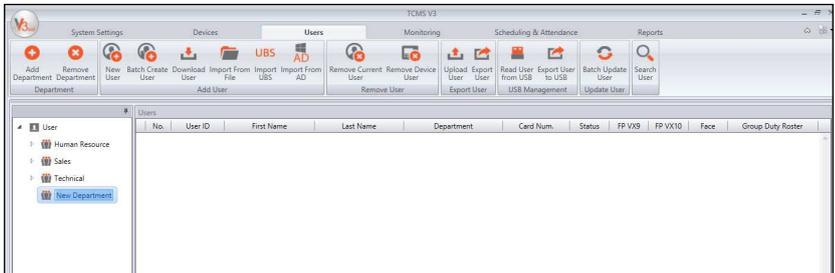
# Management Of Users

This chapter guides you to manage users by synchronizing them from devices into TCMS V3 and filling in detailed user information for reporting purposes.

Synchronize all users from devices into TCMS V3 for easy management. You can fill in important information of each user as reference and also transfer users' info among all devices to allow access accordingly. The transfer process requires TCP/IP or RS485 connection to each device. If either communication method is not available, you can copy users' info into a USB flash disk to transfer information between TCMS V3 and device. You can import users' info from your current system, and transfer it into TCMS V3 so you do not need to reinsert the info again.

## Add Department

Create list of departments in TCMS V3 before you start to synchronize or create users. It is recommended to handle users by department.



1. Click User at the left panel.
2. Click Add Department.
3. Name the Department.

## Add Users

### To create users manually

You can create users by batch by assigning a running user ID for each user. In case you are assigning RFID cards to every user, where the card numbers are in sequence, you can create users by batch too.

### To add users one-by-one

1. Click New User.
2. Fill in the user biodata.
3. Click Add and continue to add next user.
4. Refer to 4.3.1 to learn how to enroll fingerprint by using OFIS-Y scanner.

## To add users by batch

1. Define the start and end User ID.
2. Provide the starting Card Num. if users are using card in running sequence number.
3. Define a general Username to attach with the user ID, for example Staff1234. You can amend the username accordingly afterwards.
4. Provide the Access Group if all users share the same post. Ignore this if they have different access group
5. Press Execute to start to generate users.

## Edit User Biodata

Assign users into department via drag-and-drop. Fill in the biodata of each user to ease searching in future. You can also edit individual users manually or import the relevant information from your previous system into TCMS V3.

To edit users' information manually, you can see all users displayed in the right panel. Double-click the user ID to start to edit his/her biodata accordingly.

1. Press Edit.
2. Double click at the Photo column to insert his/her photo.
3. Fill in the details under the Basic Information to describe the user.
4. Click each tab to view or configure under the Basic Information section.

- **DETAILS TAB:**

**User name:** Short name to be displayed to user during verification. Maximum 9 characters.

**Password:** Assign password for users' verification at devices. Maximum 5-digits.

**Issue date:** To show the date the user is created in TCMS V3.

**Expiry date:** Date to suspend users to display on Attendance Sheet.

**Suspended:** Block users to gain access at the device.

**Privilege:** To change the user's privilege at the devices.

**Card:** To display the card number assign to the users.

**Face:** To indicate if a user is enrolled with face template.

**Total FP VX 9:** To display total number of VX 9.0 fingerprint template enrolled for the users.

**Total FP VX 10:** To display total number of VX 10.0 fingerprint templates enrolled for the users.

- **FINGERPRINT TAB:** You can enroll new fingerprint for users by using the OFIS-Y scanner under FP VX 9.0/VX 10.0. Follow steps below:

1. Plug OFIS-Y scanner to TCMS V3 server/client.
2. Click the User ID to enroll fingerprint.

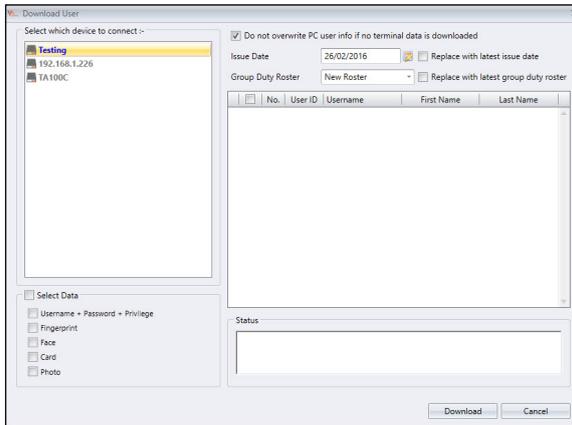
3. Open the page FP VX 10 (if you are using an older device supporting VX 9.0 fingerprint, please open FP VX 9 before proceeding to the next step)
4. Press Edit.
5. Press Registration.

Follow the onscreen instruction to enroll fingerprint.

- **CARD TAB:** You can assign/update a new card number to the users as well as removing a card number from the user.
  1. Click Edit.
  2. Click Add/Update/Delete.
  3. Sync settings to terminal.
- **TIME ATTENDANCE TAB:** This tab displays the working calendar that this user is assigned to.
- **EVENT TAB:** You can view his/her access records at this tab. Define the start and end date range to view the records.

## To download users from devices

The easiest way to add users is to synchronize users from the devices. To do so, enrollment of users with face, fingerprint, card and password must first be done at the device. Then, run TCMS V3 to download the users and assign under department accordingly.



1. Click Download Users at the Menu bar.
2. Double-click to select the device from the left panel.

3 Check the checkbox to select users' data to download.

**Username+ Password+ Privilege** (compulsory item.TCMS V3 ignores username and password if the user does not enroll any of them)

**Fingerprint** (only select if you want to download users' fingerprint templates)

**Face** (only select if you want to download users' face templates)

**Card** (only select if you want to download users' card ID)

4. Check "Do not overwrite PC user info if no terminal data is downloaded" to avoid accidentally downloading data from a device without any data. TCMS V3 will delete all users' data in its list if the connected terminal is empty. Ignore this if you do not have any data stored in TCMS V3.

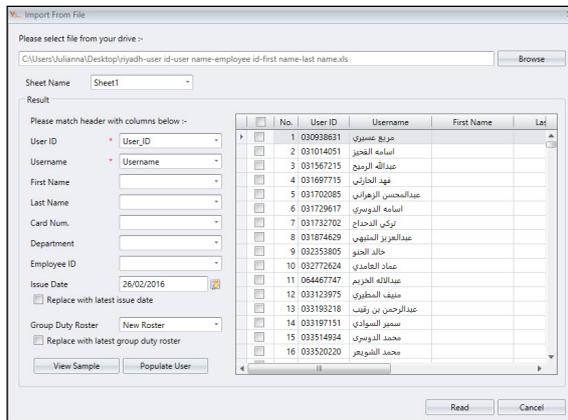
5. Select the users to download from the right panel.

6. Click Download to proceed

## To import users' biodata from File (Other System)

You can import users' biodata from other system so you do not need to re-insert details again into TCMS V3. The import file can be in XLS, TXT or CSV format. The data includes:

- User ID
- Username
- First name
- Last name
- Card number
- Department
- Employee ID



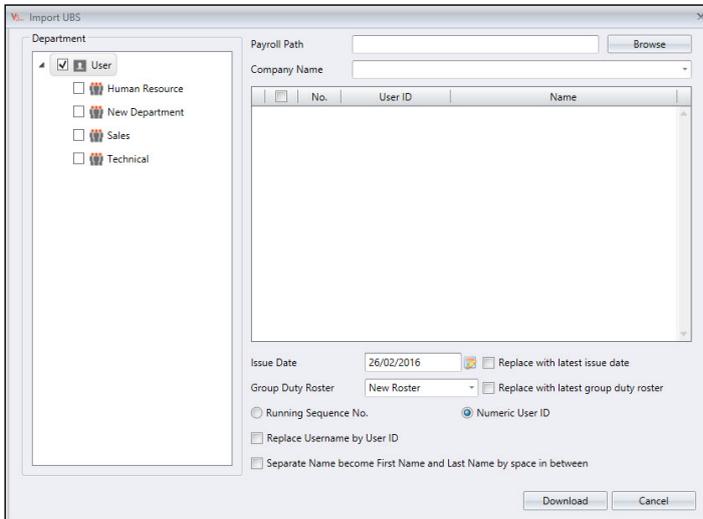
It is recommended to prepare the data according to the arrangement mentioned above. However you can configure TCMS V3 to read the data from specific columns to match the data via the following steps:

1. Click Browse to find and open the file.
2. Select to Match the column of import data with TCMS V3.
3. Click Populate User to see the data.
4. Click Read to start to import.

## To import users' biodata from Sage UBS Payroll

(for Malaysia market only)

You can import users' biodata from Sage UBS Payroll.



1. Click Import UBS.
2. Select users by department.
3. Browse to seek for the Sage UBS Payroll path.
4. Insert the company name.
5. Select the users to import.
6. Select user ID format.

**Running sequence number** – select this if you want TCMS V3 to create new user ID by running number

**Numeric user ID** – select this and system only accepts numbers as user ID. In case the user is using alphanumeric for example AD3039 as user ID, enable this option and system only capture 3039 as ID during import process.

7. Check "Replace username by user ID" – select this and system treats user ID as username during export process.
8. Check "Separate Name become First Name and Last Name by space in between" – select this and system justifies employee first name and last name by space in between employees' name.
9. Click Download to proceed.

## To import users' biodata from Active Directory

1. Click Import AD
2. You can import users' biodata from other system so you do not need to reinsert details again into TCMS V3. The data includes:
  - User ID
  - Username
  - First name
  - Last name
  - Card number
  - Department
  - Employee ID

It is recommended to prepare the data according to the arrangement mentioned above. However you can configure TCMS V3 to read the data from specific columns to match the data via the following steps:

1. Fill in the domain name or domain address .You need to hire an IT Expert or MIS to configure the AD to avoid complications.
2. Click Connect to find the file and wait for the connection status.
3. If connected, proceed to check the Active Directory user list.
4. Click Populate User to see the data.
5. Click Download to start to import.

**NOTE:** You need to install the TCMS V3 Server in the same PC as the Active Directory Server in order for TCMS V3 to be able to fetch the user data from Active Directory.

## Remove Users

When users no longer work in the environment, or transfer to another department/section, you must delete his/her information from TCMS V3 and devices. This is to ensure the user no longer has access to selected doors.

### Remove Current Users

This is to remove users when the users no longer work with the company. This process can remove the users' information from TCMS V3 and all devices

1. Click Remove Current Users.
2. Select the devices from the left panel to remove the users (recommended to select all).
3. Select all data to delete (fingerprint, face, card, all user info).
4. Select the user ID(s) to delete.
5. Click Remove to proceed.

## Remove Device Users

This is to remove the users from selected devices. The users' information will still be kept in TCMS V3 and can be uploaded to devices again in the future.

1. Click Remove Device Users.
2. Select device (from left panel) to connect so you can seek for the users ID to delete.
3. Select the users ID to delete.
4. Select device (from right panel) to connect so you can delete the users from these devices.
5. Click Remove to proceed.

## Export Users

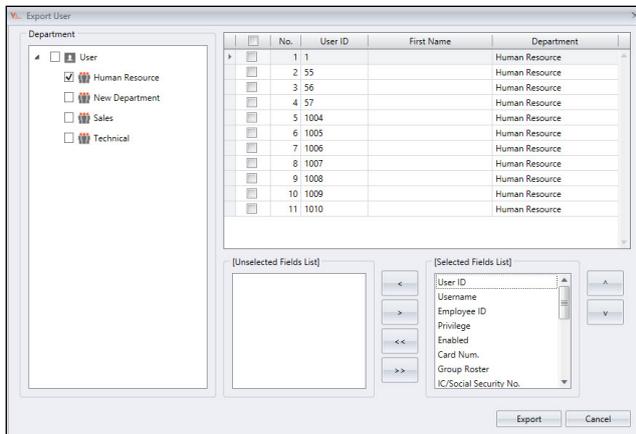
To upload Users to selected devices

You can upload the users' information to devices without re-enrollment of the users. You can upload via TCP/IP, RS485 or USB flash disk.

1. Click Upload User.
2. Select the devices in the left panel to upload the users' information to.
3. Check the checkbox to select users' information to upload.
  - Username + Password + Privilege** (compulsory item. TCMS V3 ignores username and password if the user does not enroll any of them)
  - Fingerprint** (only select if you want to download users' fingerprint templates)
  - Face** (only select if you want to download users' face templates)
  - Card** (only select if you want to download users' card ID)
4. Check "Do not overwrite terminal data if no PC user info is downloaded" to avoid accidentally uploading empty data to a device. TCMS V3 will delete all users' information in the terminal if you forget to include the information mentioned in step 3. Ignore this if you are sure the device is new and data is stored in it.
5. Select the users to be uploaded from the right panel.
6. Click Upload to proceed.

## To export current users from TCMS V3 into xls, txt and csv file format

You can export the users' biodata into other digital format (TXT, XLS, XLSX or CSV) for 3rd party system to use with.

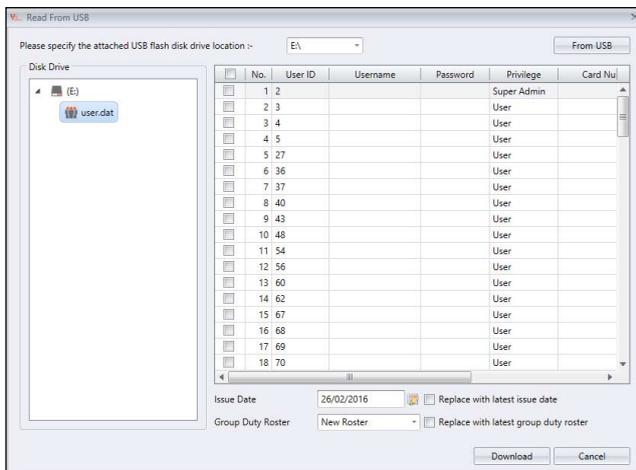


1. Click Export User.
2. Select users by department or individual users.
3. Select the type of biodata to export.
4. Press right arrow include in the export process.
5. Click Export to proceed.
6. Name the output file.
7. Select the types of output.

## USB Management

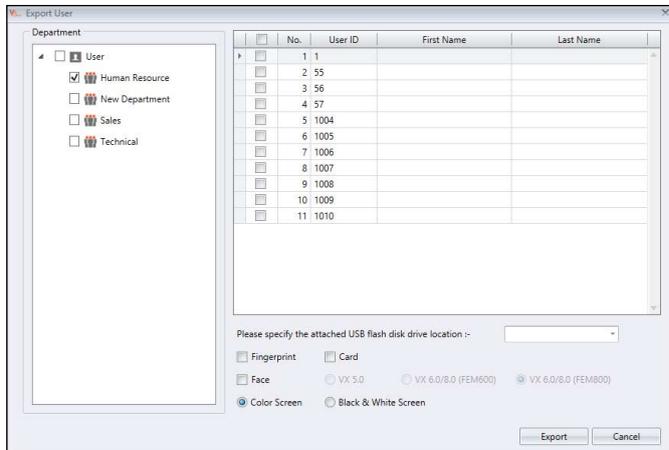
### To download users via USB flash disk

You can use USB flash disk to download users from all terminals. You can refer to your device's user manual for guidance to upload/download data using USB.



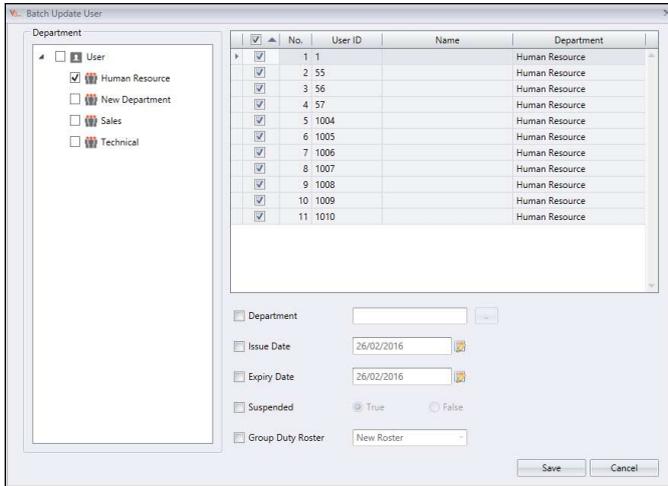
1. Click Read User From USB.
2. Click to select USB drive plugged with the USB flash disk.
3. Click From USB.
4. Select users by checking the user ID.
5. Click Download to copy users' data into TCMS V3.

## Upload users via USB flash disk



1. Click Export Users to USB.
2. Select users by department or individual users.
3. Click to select USB drive plugged with the USB flash disk.
4. Select types of users' information to upload.
  - Fingerprint** - users' fingerprint
  - Face** – users' face templates
  - VX 5.0** - users' face template enrolled by algorithm Vx5.0 (old face templates)
  - VX 6.0/8.0 (FEM600)** - users' face template enrolled by algorithm Vx6.0/8.0 (face template for FEM 600)
  - VX 6.0/8.0 (FEM 800)** - users' face template enrolled by algorithm Vx6.0/8.0 (face template for FEM 800)
  - Card** – users' card number
5. Select the types of devices to upload the data to.
6. Click Export.

# Batch Update User

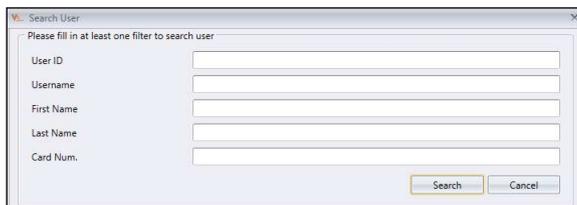


1. Click Batch User Update
2. Select users by department or individual users.
3. Define the department for the batch update
4. Define the Issue date and Expiry date of the users. The issue date will be reflected on the attendance sheet as the starting date will be based on the issue data and the transaction will also not appear in the attendance sheet for the user after his/her expiry date. Please be extra careful when configuring the issue date and expiry date of the user.
5. Select suspended if you want to block the access of the user from connecting to the device
6. Provide the Access Group and Duty Roster if all users share the same post. Ignore this if they have different access group and duty roster
7. Click Save to proceed.

# Search User

You can search TCMS V3's database to look for a user by keywords via the following steps:

1. Click Search User.
2. Insert keywords into the relevant column.
3. Click Search to proceed.



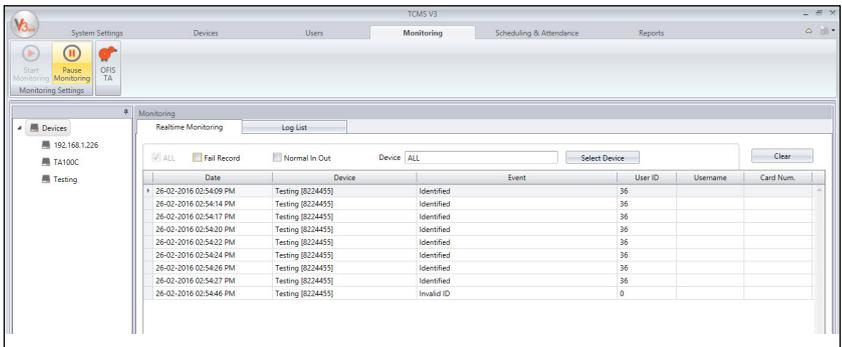
## Chapter 4

# Monitoring

This chapter guides you to monitor attendance events using TCMS V3 using two methods:

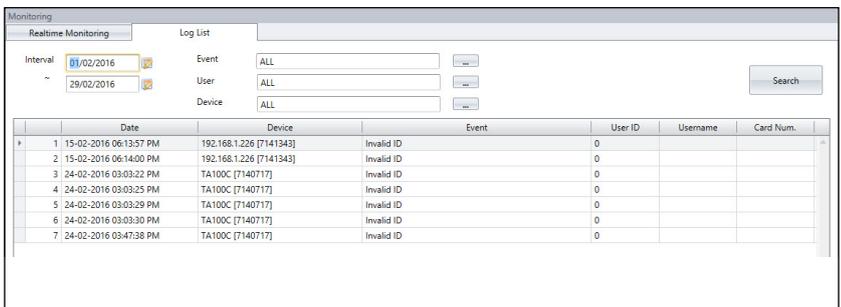
## Real-time monitoring

The Real-time Monitoring page displays all records from all devices. You can see every record line-by-line.



## Log List

To search for previous IN-OUT records or alarm records in TCMS V3, you can check under the Log List tab.



# Scheduling & Attendance

This chapter guides you on setting up clocking schedules for the purpose of recording and monitoring attendance and generate an attendance sheet.

TCMS V3 is loaded with comprehensive time and attendance features applicable to different industries. To utilize TCMS V3's time attendance features efficiently, you need to set up the clocking schedules, which consist of the weekly working timetables, calculation rules for work time and OT. The process is simple, users report attendance at any de-vices, TCMS V3 downloads records from devices and it processes attendance according to the clocking schedules being set. Maximum number of clocking schedules allowed in TCMS V3 is 999.

3 important schedule types readily available to be used in TCMS V3

- **WEEKLY** - Working schedule that rotates weekly  
This schedule is the most commonly used working schedule worldwide where working days fall on weekdays and off days fall on weekends.
- **DAILY** - Working schedule that rotates daily  
This schedule is suitable for multiple shifts, overnight shifts, open shifts, rotational shifts, where the work schedules change daily.
- **FLEXI** - Working schedule that does not include any late-ins, early-outs or overtime.  
This schedule is suitable for groups of workers having flexible working time.

The next important configuration is the group duty roster, also known as the annual working calendar. For a group of users that follow the same working rules, they can be grouped into one single group. Alternatively, you can customize independent calendars to match specific users under User Duty Planner. Each group of duty roster follows one clocking schedule only and TCMS V3 offers a total of 999 group duty rosters to configure.

Configure various types of leave in TCMS V3. The leaves will be recorded in Attendance Sheet and a remark column is available for administrator to flag irregular records. A user can also notify the management of any irregularity in attendance by the use of work codes. During verification of attendance at any device, users can insert work codes as an explanation for his/her irregular attendance records.

# Configuring Weekly Schedules

## Clocking Rules

The screenshot shows the 'Attendance' configuration window. Under 'Basic Information', the 'Schedule ID' is set to 1, 'Work Schedule' is 'Weekly', 'Name' is 'Normal Working Hours', and 'Description' is empty. Below this are tabs for 'Clocking Time', 'Clocking Range', 'General', 'Rounding', 'Break', and 'Overtime'. The 'Clocking Time' tab is active, showing a table with columns: Weekday, Day Type, In, Break, Resume, Out, OT, Done, and a 'Copy' button. The table lists days from Sunday to Saturday with their respective clocking times. Below the table are input fields for 'Round to nearest minutes' (set to 5), 'Rounding' (set to 'Up'), 'Allow grace period in minutes' (set to 10), and 'Flexible break time in minutes'. There are also checkboxes for 'Exclude break time from working hour'.

Clocking refers to an activity of someone clocking in or clocking out from a time clock terminal. TCMS V3 offers 6 attendance clocking columns in 3 pairs.

1. Click Clocking Schedule under the left panel.
2. Click Add Clocking Schedule.
3. Insert ID to represent the schedule (range from 1 to 999).
4. Name the schedule, e.g.: Normal hours from 9am to 6pm.
5. Select Weekly under Work Schedule.
6. Fill in description to remark the schedule, e.g.: Applicable to all executive level.
7. Click OK.

<b>In-Out</b>	<i>This pair is very important as it displays the first record of a user in the IN column and the last record in the Out column.</i>
<b>Break-Resume</b>	<i>This column records the start of the first break time in the Break column and the end time of the first break in the Resume column. This column is not compulsory; leave it if you don't wish to view the break-resume records.</i>
<b>OT-Done</b>	<i>This column records the start time for overtime in OT column and the end time of overtime in Done column. This column is also not compulsory. Leave these columns if your company does not require users to start and end OT at specific times. Leave these column blanks and TCMS V3 will automatically calculate overtime if an employee logged out after the standard OT time. In case your company takes 2 breaks a day, you can treat OT time as the start of the second break and OT time as the end time of the second break. This way, overtime will only be calculated if an employee logged out after the standard Done time.</i>

## 8. Define standard time to report

Learn about clocking pairs in the table below.

**1. ROUNDING & ROUND TO THE NEAREST MINUTE** - At every clocking column, you can set the “Round to the Nearest Minutes” according to your company’s policy. Refer to the table below as your guide to Round times.

**Round up:** If you choose to round up 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:15am

**Round down:** If you choose to round down 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:00am.

**Round mid-point:** If you choose to take a midpoint of 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:07am

**2. ALLOW GRACE PERIOD IN MINUTES** - This also depends on your company’s policy, whether it allows attendance late in or early out? You can set the duration of grace period in minutes in the given columns under each slot, if you want to define the grace period or you can leave them blank if the company does not allow any grace period.

**3. FLEXIBLE BREAK TIME** - This feature allows a company to set a certain duration allowed for breaks for example from 12:30pm to 2:30pm. During this break time, employees are free to take their break hour but they have to be mindful of the preset limit. If the company set the break duration to 1 hour only, an employee who takes a break at 1:00pm must be back at the office by 2:00pm and those who take a break at 12:45pm, their break ends at 1:45pm. If an employee exceeds the given time, TCMS V3 will leave a remark on the attendance data. Disregard this feature if it is not applicable to your company.

**4. EXCLUDE BREAK TIME FROM WORKING HOUR** - Check the box if your company deducts break time from the total work time. Ignore this feature if it is not applicable.

5. Click OK to save settings.

## Range Rules

Attendance

Basic Information

Schedule ID: 1 Work Schedule: Weekly

Name: Normal Working Hours Description:

Optional: You may specify a max time that a particular clocking falls in that time slot

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	Restday						
Monday	Workday						
Tuesday	Workday						
Wednesday	Workday						
Thursday	Workday						
Friday	Workday						
Saturday	Workday						

Replace with latest clocking :-

Enable attendance records from selected devices only :- Any - Any - Any - Any - Any - Any -

Save Cancel

Range is to determine the maximum time that one slot could record before it is considered as the time for the corresponding slot. For example, if a value for IN is 12:00 and when a staff clocks in at 12:01, the time will be recorded in Break column instead of in the IN column. When you set the range for OUT is at 6:00, any time that falls after 6:00 will be recorded on the next column which is OT column. You need to set the time for the clocking range of the clocking columns.

**REPLACE WITH THE LATEST CLOCKING** –When you click this checker, TCMS V3 will replace the current clocking data with the latest clocking data after the download process is done.

**\* RECOMMENDATION:**

Select this checker for OUT and DONE columns only as software will always check the latest OUT time of users and publish it on the Attendance Sheet.

If you tick Replace with latest clocking checkbox at the IN column, the Attendance Sheet will display the latest transaction data every time the employee comes in and out of the door.

**ENABLE ATTENDANCE RECORDS FROM SELECTED DEVICES ONLY** - You can retrieve the specific attendance record from a specific device. Please select the preferred terminal that you want to record the attendance in the system.

1. Click Clocking Range.
2. Click Edit.
3. Configure time into the Range columns.
4. Check the box Replace with latest clocking for Out and Done columns.
5. Select the specific terminal that you want to capture the attendance record.

## General Rules

The screenshot shows the 'Attendance' system interface. At the top, there is a 'Basic Information' section with fields for 'Schedule ID' (value: 1), 'Work Schedule' (value: Weekly), 'Name' (value: Normal Working Hours), and 'Description'. Below this is a tabbed interface with tabs for 'Clocking Time', 'Clocking Range', 'General', 'Rounding', 'Break', and 'Overtime'. The 'General' tab is active, showing two radio button options: 'OT' (selected) and 'Work Time'. Below these are two checkboxes: 'Enable/Disable employee define In/Out records :-' with a checked 'Yes' option.

General is to determine whether you want to consider the times that are recorded in OT and DONE columns to be considered as overtime or as normal working time. Click the appropriate radio button to determine your choice. If you choose as OT, the extra time will be calculated in the overall time of the staff that is using this clocking schedule. You can also determine whether an employee needs to press a key button to define his/her status during clocking. Click the checker if you want to.

# Rounding Rules

**Attendance**

Basic Information

Schedule ID \*  Work Schedule

Name \*  Description

Clocking Time	Clocking Range	General	Rounding	Break	Overtime
Round up the work time to nearest (minutes) :-			<input type="text" value="15"/>	Rounding	Down ▾
Round up the OT time to nearest (minutes) :-			<input type="text" value="15"/>	Rounding	Down ▾
First rounding time range :-			<input type="text" value="09:00 AM"/> - <input type="text" value="09:30 AM"/>	round to	<input type="text" value="09:00 AM"/>
Last rounding time range :-			<input type="text" value="06:00 PM"/> - <input type="text" value="06:30 PM"/>	round to	<input type="text" value="06:00 PM"/>

Rounding is to determine the “rounding of minutes” rules allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet.

Learn about it in the table below:

## Round the work time to the nearest (minutes)

<b>Round Up</b>	<p>Work hour is rounded up to the nearest minute and is set to 15, hence all minutes will be rounded up as per below:</p> <p>1-15 minutes = 15            16-30 minutes = 30            31-45 minutes = 45            46-59 minutes = 1 hour</p>
<b>Round Down</b>	<p>Work hour is rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below:</p> <p>1-15 minutes = 0            16-30 minutes = 15            31-45 minutes = 30            46-59 minutes = 45</p>
<b>Round Midpoint</b>	<p>Once you insert a value here, the software will calculate the value’s midpoint. For example if you set the value at 15 min, the midpoint would be at 7 min. The clocking schedule’s IN time is 9.00am and the midpoint is 7 min. If the user verifies in less than 7 minutes after the IN time, for example 9.07 a.m., the software will round down the transaction data to be displayed as 9.00am. If the user verifies more than 7 minutes after the IN time, the software will round up the trans- action data to be displayed as 9.15 a.m.</p>

## Round up or round down the OT time to the nearest (minutes)

<b>Round Up</b>	<p>OT is rounded up to the nearest minute and is set to 15, all minutes will be rounded up as per below:</p> <p>1-15 minutes = 15            16-30 minutes = 30            31-45 minutes = 45            46-59 minutes = 1 hour</p>
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<b>Round Down</b>	OT is round down to the nearest minute and is set to 15, all minutes will be rounded down as per below: 1-15 minutes = 0 16-30 minutes = 15 31-45 minutes = 30 46-59 minutes = 45
<b>Round Midpoint</b>	Once you insert a value here, the software will calculate the value's midpoint. For example if you set the value at 30 min, the midpoint would be 15 min. The clocking schedule's OT time is 6.00pm and the midpoint is 15 min. If the user verifies in less than 15 minutes after the OT time, for example 6.15pm, the software will round down the transaction data to be displayed as 6.00pm. If the user verifies more than 15 minutes after the IN time, the software will round up the transaction data to be displayed as 6.30pm.

**First rounding time range** - This function is entitled for the In time only. You can round the In time into your preferred time. For example: any transaction between 9:01 am – 9:15am will be rounded as 9:00am

**Last rounding time range** - This function is entitled for the Out time only. You can round the Out time into your preferred time. For example: any transaction between 5:01 pm to 5:15pm will be rounded as 5:00pm

## Break Rules

Attendance

Basic Information

Schedule ID  Work Schedule

Name  Description

Clocking Time	Clocking Range	General	Rounding	Break	Overtime
Do not deduct any lunch time if the employee works half day only.			<input checked="" type="checkbox"/> Compulsory		
Do you want to apply Auto Add Break Rule when you include lunch/dinner time?			<input checked="" type="checkbox"/> (Please enable Exclude break time from working hour before using this feature)		
Do you want to include lunch/dinner time into overtime hour?			<input checked="" type="checkbox"/>		
Do you want to deduct extra lunch/dinner time from working hour?			<input checked="" type="checkbox"/>		
Deduct no. of hours for break time from overtime hour			<input type="text" value="1.00"/> if overtime exceeded	<input type="text" value="4.00"/>	

Break is to determine the rules for break time allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet.

Learn the break rules from the table below:

<b>Do not deduct any lunch time if employee works half day only</b>	If this is the rule of your company, please click on the checker. Leave it if it's not applicable to your company.
<b>Do you want to Apply Auto Add Break Rule when you include lunch/dinner break?</b>	Tick the checker if you want to apply the rule. It means that the remaining lunch/dinner time will be added into the work time. This is to add the work time for the users who work during their lunch/dinner break.
<b>Do you want to include lunch/dinner time into overtime hours?</b>	Tick the checker if you want to include the unfinished break time into overtime hours. This is to add overtime for the employee who work during their lunch/dinner break

<p><b>Do you want to deduct extra lunch/dinner time from working hour?</b></p>	<p>Tick the checker if you want to limit the break time to only the permitted hour by the company; any extra minutes taken will be deducted from the total work hours.</p>
<p><b>Deduct no. of hours for break time from overtime hour</b></p>	<p>If you want to deduct the break time from the overtime, define number of hours that should be deducted if the overtime hour taken exceeds a certain value.</p>

## Overtime Rules

Overtime is to determine the rules for overtime in the weekly clocking schedule you define here. Learn about the rules in the table below:

<p><b>Early time for work before In time</b></p>	<p>Sometimes employees come early for overtime for example the overtime starts at 8pm and they arrive at 7pm. If they logged in at 7pm, would you like to count the extra one-hour as overtime? Tick the checker if your com-pany allows this rule.</p>
<p><b>Overtime Differential Rate Interval</b></p>	<p>There is some overtime sessions required by a company on as-and when basis. Define the IN and OUT time for this specific overtime sessions.</p>
<p><b>Minimum minutes must work to qualify for overtime</b></p>	<p>Sometimes a staff would work only for a few minutes and considered it as an OT; define the minimum minutes required by the company for a staff to work in order for him/her to qualify for an OT claim.</p>
<p><b>Maximum numbers of hours allowed to claim for overtime</b></p>	<p>Put a limit to a number of hour a staff could claim for overtime and the default maximum is 24 hours.</p>
<p><b>Deduct short time from OT</b></p>	<p>There are cases where an employee has short time in his/her total work hour and he/she is taking overtime. If the company wants to replace the short time on his/her total work hour from the OT taken, tick the checker.</p>
<p><b>Work treat as Overtime</b></p>	<p>There are companies that allow their employee to take overtime on restday,offday and holiday.Tick the checker if your company allows this rule.</p>

## The Daily schedule

The Daily Clocking Schedule is only available when you add new schedule and select "Daily" from Work Schedule type. Daily clocking schedule is applicable for daily basis schedule.

This is suitable for multiple shifts, overnight shifts, open shifts, rotational shifts, etc., where the work schedule changes every day. There are 6 tabs that you set for weekly clocking schedules.

1. Click Clocking Schedule under the left panel.
2. Click Add Clocking Schedule.
3. Insert ID to represent the schedule (range from 1 to 999)
4. Name the schedule, e.g.: Normal hours 9am to 6pm.
5. Select Daily under Work Schedule.
6. Fill in description to remark the schedule, e.g.: apply to all factory workers.
7. Click OK.

## Clocking Rules

Attendance

Basic Information

Schedule ID \*  Work Schedule

Name \*  Description

Clocking Time		Clocking Range		General		Rounding		Break		Overtime	
Weekday	Day Type	In	Break	Resume	Out	OT	Done				
		09:00 AM	01:00 PM	02:00 PM	04:00 PM	05:00 PM	11:00 PM				
Round to nearest minutes :-		<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>				
Rounding:-		<input type="text" value="Up"/>	<input type="text" value="Up"/>	<input type="text" value="Up"/>	<input type="text" value="Up"/>	<input type="text" value="Down"/>	<input type="text" value="Down"/>				
Allow grace period in minutes :-		<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>				
Flexible break time in minutes :-		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Exclude break time from working hour :-		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Clocking refers to the time someone clocks in and clocks out from timeclock terminals. TCMS V3 offers 6 attendance columns in 3 pairs. There are 6 clocking columns to be defined in the Daily Clocking Schedule. When you define the clocking time(s) in the clocking slots, TCMS V3 would accept the time and place them into the appropriate clocking columns. For example, if you put 9:00 a.m. as the IN time, whoever that clocks in at 9:00a.m., the clocking time will be in IN column.

Define standard time to report:

<b>In-Out</b>	<i>This pair is very important as it shows the first (In column) and last records (Out column)</i>
<b>Break-Resume</b>	<i>This column records the start of the first break time in the Break column and the end time of the first break in the Resume column. This column is not compulsory; leave it if you don't wish to view the break-resume records. This column records the start time for overtime in OT column and the end time of overtime in Done column.</i>
<b>OT-Done</b>	<i>This column is also not compulsory. Leave these columns if your company does not require users to start and end OT at specific times. Leave these column blanks and TCMS V3 will automatically calculate overtime if an employee logged out after the standard Out time. In case your company takes 2 breaks a day, you can treat Out time as the start of the second break and OT time as the end time of the second break. This way, overtime will only be calculated if an employee logged out after the standard Done time.</i>

**1. ROUNDING & ROUND TO THE NEAREST MINUTE** - At every clocking column, you can set the “Round to the Nearest Minutes” according to your company’s policy. Refer to the table below as your guide to Round times.

**Round up:** If you choose to round up 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:15am

**Round down:** If you choose to round down 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:00am.

**Round mid-point:** If you choose to take a midpoint of 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:07am

**2. ALLOW GRACE PERIOD IN MINUTES** - This also depends on your company’s policy, whether it allows attendance late in or early out? You can set the duration of grace period in minutes in the given columns under each slot, if you want to define the grace period or you can leave them blank if the company does not allow any grace period.

**3. FLEXIBLE BREAK TIME** - This feature allows a company to set a certain duration allowed for breaks for example from 12:30pm to 2:30pm. During this break time, employees are free to take their break hour but they have to be mindful of the preset limit. If the company set the break duration to 1 hour only, an employee who takes a break at 1:00pm must be back at the office by 2:00pm and those who take a break at 12:45pm, their break ends at 1:45pm. If an employee exceeds the given time, TCMS V3 will leave a remark on the attendance data. Disregard this feature if it is not applicable to your company.

**4. EXCLUDE BREAK TIME FROM WORKING HOUR** - Check the box if your company deducts break time from the total work time. Ignore this feature if it is not applicable.

**5. CLICK OK TO SAVE SETTINGS.**

## Range Rules

Attendance

Basic Information

Schedule ID \* 2 Work Schedule Daily

Name \* Morning Shift Description Daily

Clocking Time    Clocking Range    General    Rounding    Break    Overtime

Optional: You may specify a max time that a particular clocking falls in that time slot

Weekday	Day Type	In	Break	Resume	Out	OT	Done
						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Replace with latest clocking :-

Enable attendance records from selected devices only :- Any - Any - Any - Any - Any - Any -

Qualify minutes before shift starts for rotational shift only :-

### CLOCKING RANGE

Specify the time to be considered as a certain clocking time before it is recorded as the corresponding clocking time. For example, if you specify the clocking range for IN as 12:00 p.m., any clocking activities that fall before 12:00 p.m. will be recorded as IN and the clocking after 12:00 will be recorded as Break.

### LATEST CLOCKING

Clicking on this checker will configure the system to record only the most recent clocking transaction within a clocking range. For example, if your official OUT time is at 6:00 p.m. and you leave at 6:05 p.m., comes in again at 6:10 p.m. and checks out again at 6:15 p.m., as long as the time falls under the clocking range of that time slot, the software will take the most recent clocking time to be recorded in your attendance record which is 6:15 p.m. However, it is NOT recommended to click on the checker on the first four columns of IN, BREAK, RESUME, and OT.

**NOTE:** It is recommended that you only apply this rule for OUT and DONE only because these two clocking columns should be recording your latest time for the clocking activities.

Daily clocking schedule could be used as schedules for rotational shifts. You can specify the qualified minutes before the shift starts. Rotational shift means that a work schedule with hours that change at prescribed intervals.

For example a person may work for four days from 8:00 a.m. to 4:00 p.m., continued with four days from 4:00 p.m., to midnight, and followed by four days from midnight to 8:00 a.m. The cycle is then repeated.

## General Rules

Attendance

Basic Information

Schedule ID \* 2 Work Schedule Daily

Name \* Morning Shift Description Daily

Clocking Time    Clocking Range    General    Rounding    Break    Overtime

Work time recorded into OT and Done column considered as :-  OT  Work Time

Enable/Disable employee define In/Out records :-  Yes

General is to determine whether you want to consider the times that are recorded in OT and DONE column to be considered as overtime or as normal working time. Click the appropriate button. If you click as OT, the time will be calculated in the overall time of the staff that is using this clocking schedule. If you click Normal work time, the OT will not be calculated even though the staff works passed that time.

You can also determine whether an employee needs to press a key button to define his/her status during clocking. Click Yes if you want to.

## Rounding Rules

Rounding is to determine the “rounding of minutes” rules allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet. Learn about it in the table below:

### Round the work time to the nearest (minutes)

<b>Round Up</b>	<p>Work hour is rounded up to the nearest minute and is set to 15, hence all minutes will be rounded up as per below:</p> <p>1-15 minutes = 15            16-30 minutes = 30            31-45 minutes = 45            46-59 minutes = 1 hour</p>
<b>Round Down</b>	<p>Work hour is rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below:</p> <p>1-15 minutes = 0            16-30 minutes = 15            31-45 minutes = 30            46-59 minutes = 45</p>
<b>Round Midpoint</b>	<p>Once you insert a value here, the software will calculate the value's midpoint. For example if you set the value at 15 min, the midpoint would be at 7 min. The clocking schedule's IN time is 9.00am and the midpoint is 7 min. If the user verifies in less than 7 minutes after the IN time, for example 9.07 a.m., the software will round down the transaction data to be displayed as 9.00am. If the user verifies more than 7 minutes after the IN time, the software will round up the transaction data to be displayed as 9.15 a.m.</p>

## Round up or round down the OT time to the nearest (minutes)

<b>Round Up</b>	<p>OT is rounded up to the nearest minute and is set to 15, all minutes will be rounded up as per below:</p> <p>1-15 minutes = 15          16-30 minutes = 30          31-45 minutes = 45          46-59 minutes = 1 hour</p>
<b>Round Down</b>	<p>OT is round down to the nearest minute and is set to 15, all minutes will be rounded down as per below:</p> <p>1-15 minutes = 0          16-30 minutes = 15          31-45 minutes = 30          46-59 minutes = 45</p>
<b>Round Midpoint</b>	<p>Once you insert a value here, the software will calculate the value's midpoint. For example if you set the value at 30 min, the midpoint would be 15 min. The clocking schedule's OT time is 6.00pm and the midpoint is 15 min. If the user verifies in less than 15 minutes after the OT time, for example 6.15pm, the software will round down the transaction data to be displayed as 6.00pm. If the user verifies more than 15 minutes after the IN time, the software will round up the transaction data to be displayed as 6.30pm.</p>

**First rounding time range** - This function is entitled for the In time only. You can round the In time into your preferred time. For example: any transaction between 9:01 am – 9:15am will be rounded as 9:00am

**Last rounding time range** - This function is entitled for the Out time only. You can round the Out time into your preferred time. For example: any transaction between 5:01pm to 5:15pm will be rounded as 5:00pm

## Break Rules

**Attendance**

Basic Information

Schedule ID \* 2 Work Schedule Daily

Name \* Morning Shift Description Daily

Clocking Time	Clocking Range	General	Rounding	Break	Overtime
Do not deduct any lunch time if the employee works half day only.			<input checked="" type="checkbox"/>	Compulsory	
Do you want to apply Auto Add Break Rule when you include lunch/dinner time?			<input checked="" type="checkbox"/>		
Do you want to deduct extra lunch/dinner time from working hour?			<input checked="" type="checkbox"/>		
Do you want to include lunch/dinner time into overtime hour?			<input checked="" type="checkbox"/>		
Deduct no. of hours for break time from overtime hour			<input type="text" value="1.00"/>	if overtime exceeded	<input type="text" value="4.00"/>

Break is to determine the rules for break time allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet.

Learn about it in the table below.

<b>Do not deduct any lunch time if employee works half day only</b>	<i>If this is the rule of your company, please click on the checker. Leave it if it's not applicable to your company.</i>
<b>Do you want to Apply Auto Add Break Rule when you include lunch/dinner break?</b>	<i>Click Yes if you want to apply the rule, which means that the remaining lunch/dinner time will be added into work time. This is to add the work time for the users who work during their lunch/dinner break.</i>
<b>Do you want to include lunch/dinner time into overtime hours?</b>	<i>Click Yes if you want to limit the break time to only the permitted hour by the company; any extra minutes taken will be deducted from the total work hours.</i>
<b>Do you want to deduct extra lunch/dinner time from working hour?</b>	<i>Since dinner usually exceeds OUT time, click Yes if you want to include the dinner time into the overtime hour. Leave it if the company's policy does not allow that.</i>
<b>Deduct no. of hours for break time from overtime hour</b>	<i>If you want to deduct the break time from the overtime, define number of hours that should be deducted if the overtime hour taken exceeds a certain value.</i>

**Note:** Specify the rules based on your company's policy. Leave them blank if it's not applicable to your environment.

## Overtime Rules

Attendance

Basic Information

Schedule ID \*  Work Schedule

Name \*  Description

Clocking Time	Clocking Range	General	Rounding	Break	Overtime
Early time for work before in time :-			<input checked="" type="checkbox"/>		
Overtime Differential Rate Interval :-			<input type="text" value="09:00 PM"/>	-	<input type="text" value="11:00 PM"/>
Minimum minutes must work to qualify for overtime.			<input type="text" value="30"/>		
Maximum num. of hours allowed to claim for overtime			<input type="text" value="24.00"/>		
Deduct short time from OT :-					<input checked="" type="checkbox"/>

Overtime is to determine the rules for overtime in the weekly clocking schedule you define here.

Learn about the rules in the table below.

<b>Early time for work before In time</b>	Sometimes employees come early for overtime for example the overtime starts at 8pm and they arrive at 7pm. If they logged in at 7pm, would you like to count the extra one-hour as overtime? Tick the checker if your company allows this rule.
<b>Overtime Differential Rate Interval</b>	There is some overtime sessions required by a company on as-and when basis. Define the IN and OUT time for this specific overtime sessions.
<b>Minimum minutes must work to qualify for overtime</b>	Sometimes a staff would work only for a few minutes and considered it as an OT; define the minimum minutes required by the company for a staff to work in order for him/her to qualify for an OT claim.
<b>Maximum numbers of hours allowed to claim for overtime</b>	Put a limit to a number of hour a staff could claim for overtime and the default maximum is 24 hours.
<b>Deduct short time from OT</b>	There are cases where an employee has short time in his/her total work hour and he/she is taking overtime. If the company wants to replace the short time on his/her total work hour from the OT taken, tick the checker. The overtime rules set in the schedule will be applied to any group that is under this schedule. All rules and calculations will reflect in the attendance sheet of the staff involved in this clocking schedule.

## The Flexi Schedule

Attendance

Basic Information

Schedule ID \* 3 Work Schedule Flexi Pay Class

Name \* Flexi Description Flexi

Clocking Time

Weekday	Day Type	In	Out	In	Out	In	Out
Sunday	Restday						
Monday	Workday						
Tuesday	Workday						
Wednesday	Workday						
Thursday	Workday						
Friday	Workday						
Saturday	Restday						

Round to nearest minutes :- 10 10 10 10 10 10

Rounding:- Up Up Up Up Up Up

Rounding for first-in and last-out for job costing only.

Enable attendance records from selected devices only :- Any Any Any Any Any Any

Flexible break time in minutes :- 60 60

Flexi Clocking Schedule is a working schedule that does not include any late-ins, early outs or overtime. This is suitable for groups of workers where their working time is not fixed.

1. Click Clocking Schedule under the left panel.
2. Click Add Clocking Schedule.
3. Insert ID to represent the schedule (range from 1 to 999)
4. Name the schedule, e.g.: Normal hours 9am to 6pm.

5. Select Flexi under Work Schedule
6. Fill in description to remark the schedule, e.g.: apply to all executive level.
7. Click OK.

## Clocking Rules

Clocking refers to the time someone clocks in and clocks out from a terminal. However flexi schedule does not apply any fix time to report attendance. You can ignore the 6 clocking slots.

1. Define the day type for every row.
2. **ROUNDING & ROUND TO NEAREST MINUTE:** At every clocking column, you can determine the Round to nearest minutes which means that the attendance recorded will be rounded to the nearest minutes as specified in the field. Examples of Rounding:
  - Round up:** If you choose to round up 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:15am
  - Round down:** If you choose to round down 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:00am.
  - Round mid-point:** If you choose to take a midpoint of 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:07am

### 3. FLEXIBLE BREAK TIME

4. This feature allows a company to set a certain duration allowed for breaks for example from 12:30pm to 2:30pm. During this break time, employees are free to take their break hour but they have to be mindful of the preset limit. If the company set the break duration to 1 hour only, an employee who takes a break at 1:00pm must be back at the office by 2:00pm and those who take a break at 12:45pm, their break ends at 1:45pm. If an employee exceeds the given time, TCMS V3 will leave a remark on the attendance data. Disregard this feature if it is not applicable to your company.
5. There is a button where you can choose to apply Rounding for first-in and last-out for the purpose of job costing. Leave it blank if you do not wish to use this rule in your attendance data.
6. Click OK to save settings.

## General Rules

There are general rules that you need to set to flexi clocking schedules because the employee who are going to use this schedule will not adhere to the normal working schedules like weekly and daily schedules.

Learn about the rules of flexi schedule in the table below:

<p><b>Please specify the maximum number of in-out clocking pairs for this flexi-hour schedule</b></p>	<p>The maximum pairing of clocking time in TCMS V3 is 3 (IN-OUT, Break-Resume, OT-DONE). Since flexi clocking is flexible as the name suggests, you can choose to use only one pairing only or a few. Select your preference accordingly.</p>
<p><b>Enable/Disable User Define In/Out records</b></p>	<p>Click Yes if you want the user to press the relevant key button to define status during attendance reporting. Leaving this checker unchecked will prompt the system to accept the clocking times of the user and slot them into the appropriate clocking slots. Click Yes if you want the user to enter his/her workcode to specify his/her tasks in attendance report.</p>
<p><b>Enable/Disable User Define work code for job costing records.</b></p>	<p>Click Yes if you want the user to enter his/her workcode to specify his/her tasks in attendance report</p>
<p><b>Maximum work hours to consider as same work day</b></p>	<p>There are cases where an employee reports to work late at night and the working hours are extended until the next day. To avoid this confusion, you need to specify the maximum work hours of an employee for him/her work time to be considered as the same workday. For example if you start work at 10:00 p.m., you can work only 8 hours for the work time to be considered on the same day. Hence, you'll have to clock out at 6a.m.</p>
<p><b>Separation hours between an out clock- ing and subsequent in clocking to qualify for next day</b></p>	<p>Following the rule above, you need to specify the duration in between a clock out and a clock in to qualify an employee for the next day pay. For example, the employee who checks out at 6a.m just now must not check in again immediately and consider it the next day work time. The hour specified here will determine the duration of 'rest' required before the same employee could clock in to work and qualify for the next day work time.</p>

<b>Last log out time to consider as same work day</b>	As being mentioned in the column above, if an employee checks in late at night and the work hour extends to the next day but still is considered the same work day, you need to specify the last log out time that the company allows to consider as the same work day. For example, if you put 9am as the last log out time, the clock in after 9:00 will not be considered as the same day clocking.
<b>Double punch for consecutive clocking in a clocking slot if it is within minutes of</b>	There are cases where the employee accidentally punch twice on the terminal. You can configure a predefined interval where all clocking activities within the time range will be displayed as one transaction only. Only the first transaction among all the transactions within this time interval will be displayed on the attendance sheet

## Rounding Rules

The screenshot shows the 'Attendance' configuration window. Under the 'Basic Information' tab, 'Schedule ID' is set to 3, 'Work Schedule' is 'Flexi', and 'Pay Class' is selected. The 'Name' and 'Description' fields are both set to 'Flexi'. Below this, there are tabs for 'Clocking Time', 'General', 'Rounding', 'Break', and 'Overtime'. The 'Rounding' tab is active, showing the following settings:

- 'Round up the work time to nearest (minutes) ->': 15, Rounding: Up
- 'Round up the OT time to nearest (minutes) ->': 15, Rounding: Down
- 'First rounding time range ->': 09:00 AM - 09:15 AM, round to: 09:00 AM
- 'Last rounding time range ->': 06:00 PM - 07:15 PM, round to: 07:00 PM

Rounding is to determine the “rounding of minutes” rules allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet.

Learn about it in the table below:

Round the work time to the nearest (minutes)

<b>Round Up</b>	<p>Work hour is rounded up to the nearest minute and is set to 15, hence all minutes will be rounded up as per below:</p> <p>1-15 minutes = 15  16-30 minutes = 30  31-45 minutes = 45  46-59 minutes = 1 hour</p>
<b>Round Down</b>	<p>Work hour is rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below:</p> <p>1-15 minutes = 0  16-30 minutes = 15  31-45 minutes = 30  46-59 minutes = 45</p>
<b>Round Midpoint</b>	<p>Once you insert a value here, the software will calculate the value's midpoint. For example if you set the value at 15 min, the midpoint would be at 7 min. The clocking schedule's IN time is 9.00am and the midpoint is 7 min.</p> <p>If the user verifies in less than 7 minutes after the IN time, for example 9.07 a.m., the software will round down the transaction data to be displayed as 9.00am. If the user verifies more than 7 minutes after the IN time, the software will round up the transaction data to be displayed as 9.15 a.m.</p>

## Round up or round down the OT time to the nearest (minutes)

<b>Round Up</b>	<p>OT is rounded up to the nearest minute and is set to 15, all minutes will be rounded up as per below:</p> <p>1-15 minutes = 15          16-30 minutes = 30          31-45 minutes = 45          46-59 minutes = 1 hour</p>
<b>Round Down</b>	<p>OT is rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below:</p> <p>1-15 minutes = 0          16-30 minutes = 15          31-45 minutes = 30          46-59 minutes = 45</p>
<b>Round Midpoint</b>	<p>Once you insert a value here, the software will calculate the value's midpoint. For ex- ample if you set the value at 30 min, the midpoint would be 15 min. The clocking schedule's OT time is 6.00pm and the midpoint is 15 min.</p> <p>If the user verifies in less than 15 minutes after the OT time, for example 6.15pm, the software will round down the transaction data to be displayed as 6.00pm. If the user verifies more than 15 minutes after the IN time, the software will round up the transaction data to be displayed as 6.30pm.</p>

**First rounding time range** - This function is entitled for the In time only. You can round the In time into your preferred time. For example: any transaction between 9:01 am – 9:15am will be rounded as 9:00am

**Last rounding time range** - This function is entitled for the Out time only. You can round the Out time into your preferred time. For example: any transaction between 5:01pm to 5:15pm will be rounded as 5:00pm

## Break Rules

**Attendance**

Basic Information

Schedule ID  Work Schedule  Pay Class

Name  Description

Clocking Time	General	Rounding	Break	Overtime
Ignore Break Time (If Yes, flexi-work hour is calculated based on last clocking minus first clocking)			<input checked="" type="checkbox"/>	
Do you want to apply Auto Add Break Rule when you include lunch/dinner time?			<input checked="" type="checkbox"/>	
Is the break paid?			<input type="checkbox"/>	Deduct whole break after time in minutes <input type="text" value="0.15"/>
Do you want to include lunch/dinner time into overtime hour?			<input checked="" type="checkbox"/>	
Do you want to exclude full lunch/dinner if it is greater than allowed?			<input type="checkbox"/>	
Do you want the automatic deduction to apply on total hours exceeds per day?			<input checked="" type="checkbox"/>	
Deduct no. of hours for break time from overtime hour			<input type="text" value="1.00"/>	if overtime exceeded <input type="text" value="6.00"/>
Deduct no. of hours for break time from flexi-work hour			<input type="text" value="1.00"/>	if daily total of work is exceeds <input type="text" value="6.00"/>
Do you want the automatic addition to apply on total hours exceeds per day?			<input checked="" type="checkbox"/>	
Auto Add Time (in hour format)			<input type="text" value="1.00"/>	if flexi-work surpassed <input type="text" value="8.00"/>

Break is to determine the rules for break time allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet. Learn about it in the table below:

<b>Ignore break time</b>	<i>Click Yes if you want to deduct break time from the total work time. If you don't click on the checker, the time will be calculated in this formula, the last clocking - the first clocking = work time.</i>
<b>Do you want to Apply Auto Add Break Time when include lunch/dinner break?</b>	<i>Click Yes if you want to apply the rule it means that the remaining lunch/dinner time will be added into work time. This is to add the work time for the users who work during their lunch/dinner break.</i>
<b>Is the break paid? Deduct the whole break after time in minutes</b>	<i>Click Yes to include the time taken for lunch/dinner into the total working hour. Leaving it unchecked will deduct the break time from the total working hour. However, you need to specify the maximum break time that an employee can take for his/her break. If it exceeds the break time duration, the additional minutes will be deducted from the total work hours.</i>
<b>Do you want to include lunch/dinner time into overtime?</b>	<i>Click Yes to include break time into overtime.</i>
<b>Do you want to exclude full lunch/dinner if it's greater than allowed?</b>	<i>If you click Yes for this function, when an employee takes a break i.e. lunch or dinner more than the allowed minutes, the whole break minutes will be deducted from the total work time. For example, if the total work time is 8 hours and an employee takes a lunch for 1 hr 30 minutes, exceeding 30 minutes from the allowed break time of 1 hour. By doing this, the software will deduct 1 hour from the total work hour of the staff.</i>
<b>Deduct no. of hours for break time from overtime hour ... if overtime exceeded ...</b>	<i>Specify the hour of break time from overtime hour if the overtime hour exceeded the value specified in this column. If you put 1 hour and 8 hours, it means that if an employee takes an overtime of 9 hours, the overtime will be deducted by 1 hour of break time. Therefore, the total overtime is 8 hours.</i>
<b>Deduct no. of hours for break time from flexi hour... if flexi hour exceeded...</b>	<i>Specify the hour of break time from flexi hour if the flexi hour exceeded the value specified in this column. If you put 1 hour and 8 hours, it means that if an employee takes flexi hour of 9 hours, the total time will be deducted by 1 hour of break time. Therefore, the total flexi hour is 8 hours.</i>
<b>Auto add time (in hour for-mat) if flexi work surpasses ...</b>	<i>Specify the hour of break time from flexi hour if the flexi hour exceeded the value specified in this column. If you put 1 hour and 8 hours, it means that if an employee takes flexi hour of 9 hours, the total time will be added by 1 hour of break time. Therefore, the total flexi hour is 10 hours.</i>

**Note:** Specify the rules based on your company's policy. Leave them blank if it's not applicable to your environment

# Overtime Rules

Attendance

Basic Information

Schedule ID: 3      Work Schedule: Flexi      Pay Class: [dropdown]

Name: Flexi      Description: Flexi

Clocking Time	General	Rounding	Break	Overtime
Overtime if total flexi-work hour exceeds workhour of			8.00	
Differential overtime if total flexi-work hour exceeds workhour of			10.00	
Minimum minutes must work to qualify for overtime.			30	
Maximum num. of hours allowed to claim for overtime			24.00	
Work treat as Overtime				
Restday			<input checked="" type="checkbox"/>	
Offday			<input checked="" type="checkbox"/>	
Holiday			<input checked="" type="checkbox"/>	

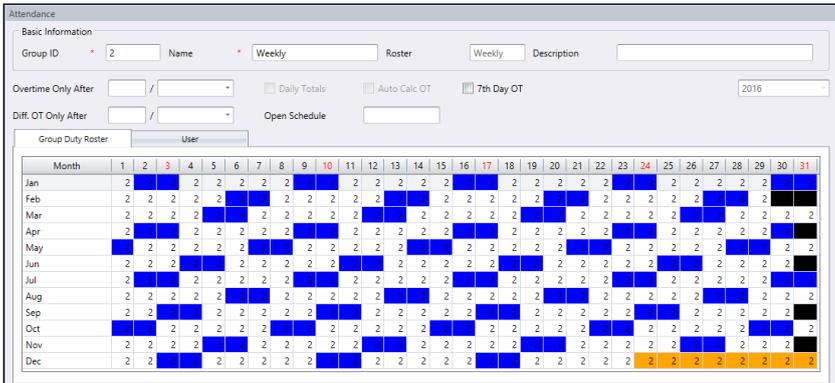
Break is to determine the rules for break time allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet.

Learn about it in the table below:

<b>Overtime if total flexi work hour exceeds work hour of</b>	Define the number of hour considered 'normal' working hour for flexi- work for example 8 hours. If an employee exceeds that 8 hours, the next hour and after are considered as overtime.
<b>Differential overtime if total flexi-work hour exceeds work hour of</b>	In some companies, their employees are given a different overtime rate after a certain work period. Define how many hours the employee is required to work before he/she is entitled for different overtime.
<b>Minimum minutes to work to claim OT</b>	Sometimes a staff would work only for a few minutes and considered it as OT; define the minimum minutes required by the company for a staff to work in order to qualify for an OT claim.
<b>Maximum hours to allow to claim OT</b>	Put a limit to a number of hour a staff could claim for overtime and the default maximum is 24 hours.
<b>Overtime &amp; double time for restday work</b>	In some companies, employees are entitled for overtime and double time if they work on a rest day. Tick the checker to enable the employee for the overtime & double time.

**Note:** The overtime rules set in the schedule will be applied to any group that is under this schedule. All rules and calculations will reflect in the attendance sheet of the staff involved in this clocking schedule

# Setup of Group Duty Roster



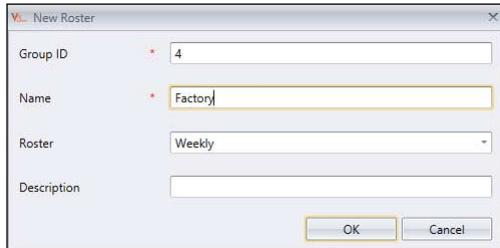
Assign clocking schedules into group duty roster to generate a complete working calendar. Users are assigned into the same group duty roster if they are following the same clocking schedules.

There are 2 types of group duty rosters:

- **WEEKLY** - Group duty roster for weekly basis. This is the most commonly used working rosters worldwide where working days fall on weekdays and off days fall on weekends.
- **SHIFT** - Working schedule for daily basis. This is suitable for multiple shifts, overnight shifts, open shifts, rotational shifts, etc. where the work schedules change every day.

## Creating Weekly Group Duty Roste

1. Click Group Duty Roster from the left panel.
2. Click Add Duty Roster.
3. Select a number to represent the group duty roster
4. Name the group duty roster, e.g.: 9:00am to 6:00pm.
5. Click Edit under Group Duty Roster tab.
6. Select Weekly under Roster
7. Click OK to proceed
8. Click Edit.
9. Click Add Schedule.



Now you can start to select the clocking schedule to use this roster

Auto Schedule

Group Duty Roster

Weekday	Day Type	Schedule
Sunday	Restday	1
Monday	Workday	1
Tuesday	Workday	1
Wednesday	Workday	1
Thursday	Workday	1
Friday	Workday	1
Saturday	Restday	1

Effective Date: 01/01/2016 - 31/12/2016

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code:- i.e. 11, 12, 13

Default OK Cancel

1. Define Day Type.
2. Select the clocking schedule to follow.
3. Define the effective date range to apply the calendar.
4. Click OK to save settings

Now you have the group duty roster ready to use. The next step is to assign users, who follow the same working rules into the same group.

## Creating Shift Group Duty Roster

Auto Schedule

Group Duty Roster

Multi-Shifts

Weekday	Day Type	1
1	Workday	2
2	Workday	2
3	Workday	2
4	Workday	2
5	Restday	2
6	Workday	3
7	Workday	3
8	Workday	3
9	Workday	3
10	Restday	3
11	Workday	4

Effective Date: 01/01/2016 - 31/12/2016

OK Cancel

1. Click Group Duty Roster from the left panel.
2. Click Add Duty Roster.
3. Select a number to represent the group duty roster
4. Name the group duty roster, e.g.: 9:00am to 6:00pm.
5. Click Edit under Group Duty Roster tab.
6. Select Shift under Roster
7. Click OK to proceed.
8. Click Edit.
9. Click Add Schedule.

Now you can start to select the clocking schedule to use this roster.

1. Define Day Type according to the shift sequences, for example 3 work day followed by 1 rest days
2. Select the clocking schedule to fol- low (must use Daily Schedule)
3. Define the effective date range to apply the calendar.
4. Click OK to save settings

Software can support multiple shifts per day, maximum 3 shifts per day. To increase shift per day:

Attendance

Basic Information

Group ID \* 3 Name \* Shift Roster Shift Description

Shift / Day 1 2016

Shift 1  Shift 2  Shift 3

Shift 1 User

Month	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
Jan	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Feb	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Mar	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Apr	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
May	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Jun	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Jul	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Aug	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Sep	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Oct	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Nov	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Dec	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3

Auto Schedule Reset to Default Import Roster Save Cancel

1. Click Edit
2. Change the value from 1 to 2 or under Shift/Day section
3. Click Auto Schedule and you will see additional columns to assign schedule code for every work day

Now you have the group duty roster ready to use. The next step is to assign users, who follow the same working rules into the same group.

## Assign Users Into Group Duty Roster

The screenshot shows the 'Attendance' software interface. At the top, there is a 'Basic Information' section with fields for 'Group ID' (set to 2), 'Name', 'Roster' (set to '9am to 6pm'), 'Weekly', and 'Description'. Below this are options for 'Overtime Only After', 'Daily Totals', 'Auto Calc: OT', and '7th Day OT'. The 'Group Duty Roster' tab is selected, showing a table of users. The table has columns for 'No.', 'User ID', 'First Name', 'Last Name', and 'Department'. The data in the table is as follows:

No.	User ID	First Name	Last Name	Department
1	1235	Nana	harlina	Technical Support
2	1290	john	lincoln	Sales & Marketing
3	3201	kyle	Johnson	Admission
4	3203	wallace	huo	Admission
5	3204	lyn	dyana	Admission
6	3207	Li	Xun Ran	Logistics
7	3209	Anushiya	Kunaslam	Logistics
8	3215	Gerard	Abraham	Production
9	4300	Fatihah	Ahmad	Research & Development

An 'Add' button is located at the bottom right of the table.

You can now assign users into a group duty roster. You can select individual users or all users under a department.

1. Click Edit under the Users tab.
2. Click Add to start to add users into the group duty roster.

The screenshot shows a 'User' dialog box with two main sections: 'User' and 'New User'. The 'User' section on the left contains a tree view with 'Human Resource' selected, showing a list of users with checkboxes: 55, 56, 57, Julianna, User1004, User1005, User1006, User1007, User1008, User1009, User1010, New Department, Sales, and Jennifer. The 'New User' section on the right contains a table with columns 'No.', 'User ID', 'First Name', 'Last Name', and 'Department'. The data in the table is as follows:

No.	User ID	First Name	Last Name	Department
1	55			Human Resou...
2	56			Human Resou...
3	57			Human Resou...
4	1			Human Resou...
5	1004			Human Resou...
6	1005			Human Resou...
7	1006			Human Resou...
8	1007			Human Resou...

Below the 'New User' table is an 'Existing User' section with a table with columns 'No.', 'User ID', 'First Name', 'Last Name', and 'Department'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

3. Select users to add into this group duty roster. You can select users individually or by department.
4. Click OK to save settings.

## Special Working Rules

You can configure 5 special working rules under group duty roster to fit into your working environment.

**Overtime only after** - Software accumulates work time of employees every day before employee can claim overtime during predefined time period (weekly, bi-weekly, semi-monthly or monthly).

**For example:** If a predefined working hours a week is 40 hours per week and an employee works a total of 45 hours for that particular week, she would get 40 hours of work time and a 5 hours to be considered as OT.

You can apply additional option to view the work time and overtime accordingly.

**Daily Totals:** Software display additional columns under Attendance Sheet when this option enabled. The columns display individual work time and overtime done by the employees every day. However the actual work time and overtime calculation still follow Overtime only after.

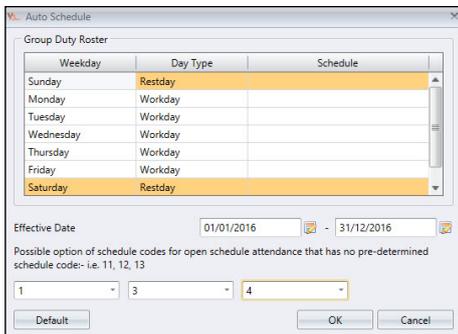
**Auto Calc OT:** This option is similar to Daily Totals however the software will sum up daily work time and over time to as Total Work Time and Total OT. This is only for display and the actual work time and overtime will still follow the Overtime only after

**7th day OT:** This option only works if you select Overtime only after Weekly. The software only calculates overtime if employees work 7-days continuously. In case the employee takes a rest day in that 7-days working schedule, the software will not calculate any overtime even though the total work time exceeds the predefined value.

**Open schedule** -Open schedule is when a factory or a company does not determine specific type of roster for the employee and they can attend any shifts as they please. With the open schedule, software will allocate user's clocking time into corresponding working shift by

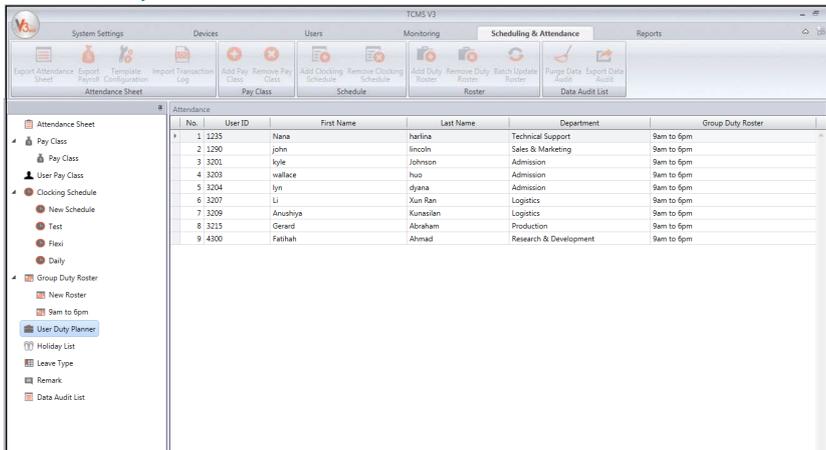
referring to the clocking time. The working shift in open schedule cannot be overlapped and must be clearly defined. Software will not be able to allocate users into their correct shift if the IN time and OUT time of the shift overlaps.

Set the schedule code under Auto Schedule when you are configuring group duty roster.



1. Click Auto Schedule
2. Define Day Type
3. Leave the Schedule code columns blank
4. Define the date range for roster to take effect
5. Select the schedule codes (maximum 3) under option Possible option of schedule code for open schedule attendance that has no pre-determined schedule code
6. Click OK to save settings

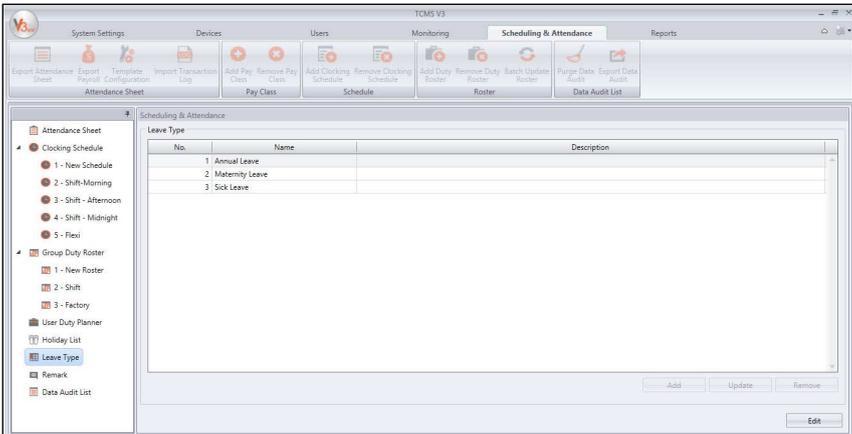
## User Duty Planner



You can change the working calendar of a user without creating a new group duty roster for her/him. You can change the effective clocking schedules for this user under the same group duty roster.

1. Click User Duty Planner from the left panel.
2. Double-click the user ID to customize group duty roster.
3. Refer to Chapter 7 • Creating Group Duty Roster to build individual working calendar.

## Leaves and Remark To Add Types of Leave

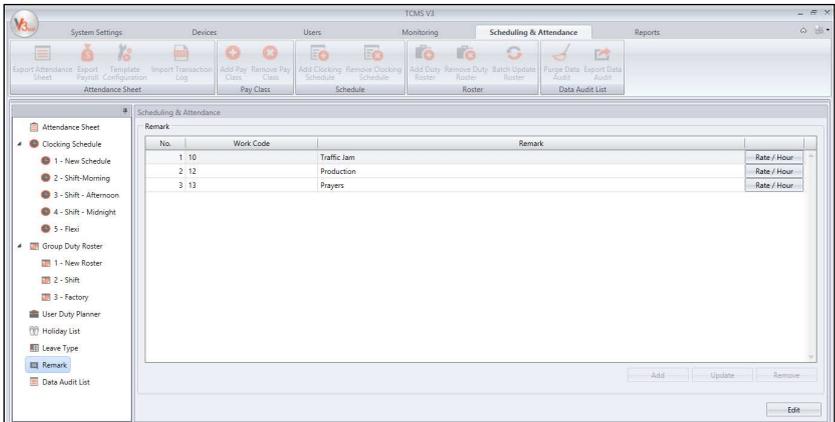


You can create a list of leave types into TCMS V3. You can remark his/her attendance by displaying leave at Attendance Sheet.

1. Select Leave Type from the left panel.
2. Click Edit.
3. Click Add.

4. Name the Leave Type.
5. Add Description for this leave type.
6. Click OK to insert the new leave type into list.
7. Click Save to save settings.

## To Add Remark



During verification, employee can input a specific number at a device to represent a reason for abnormal attendance records. For example, a user inputs a 10 when he reports to work to indicate that he was late to work because he attended a sales meeting away from the office. You can create the list of work codes under the Remark column and also put a remark into users' attendance in Attendance Sheet to describe his/her attendance records.

1. Click Remark from the left panel.
2. Click Edit.
3. Click Add.

4. Insert the number under Work Code (to be used at device during verification), e.g.: 15.
5. Give the work code a short description under Remark, e.g.: Outstation.
6. Click OK to save new work code into list.
7. Click Save to save settings.

# Pay Class

Pay Class is the latest feature of scheduling tool to determine the rules and calculations for part time workforce. It is suitable for work environment that employs part time workers such as construction workers, retail trade, restaurant chain and etc. Usually, part time workers are not eligible for company's benefit but they can earn through overtime and incentive. Besides, as a part time workers that they are not bounded with the minimum work hour to be fulfilled. Thus, pay class is the best scheduling tool to configure their payment based on their work hour and OT. It is similar like setting up a rotational shift.

## General Rules

There are general rules that you need to set to pay class because the employee who are going to use this schedule will not adhere to the normal clocking schedule. By using pay class, it give flexibility to the company to configure the payment condition based on staff's work time or OT without having to configure any time setting .

Learn about the rules of flexi schedule in the table below:

<p><b>Enable/Disable employee define In/Out records</b></p>	<p><i>Click Yes if you want the user to press the relevant key button to define status during attendance reporting. Leaving this checker unchecked will prompt the system to accept the clocking times of the user and slot them into the appropriate clocking slots. Click Yes if you want the user to enter his/her workcode to specify his/her tasks in attendance report.</i></p>
<p><b>Maximum work hours to consider as same work day</b></p>	<p><i>There are cases where an employee reports to work late at night and the working hours are extended until the next day. To avoid this confusion, you need to specify the maximum work hours of an employee for him/her work time to be considered as the same workday. For example if you start work at 10:00 p.m., you can work only 8 hours for the work time to be considered on the same day. Hence, you'll have to clock out at 6a.m.</i></p>
<p><b>Separation hours between an out clocking and subsequent in clocking to qualify for next day (i.e. break time)</b></p>	<p><i>Following the rule above, you need to specify the duration in between a clock out and a clock in to qualify an employee for the next day pay. For example, the employee who checks out at 6a.m just now must not check in again immediately and consider it the next day work time. The hour specified here will determine the duration of 'rest' required before the same employee could clock in to work and qualify for the next day work time.</i></p>

<p><b>Last log out to be consider as same work day</b></p>	<p>As being mentioned in the column above, if an employee checks in late at night and the work hour extends to the next day but still is considered the same work day, you need to specify the last log out time that the company allows to consider as the same work day. For example, if you put 9am as the last log out time, the clock in after 9:00 will not be considered as the same day clocking.</p>
<p><b>Double punch for consecutive clocking in a clocking slot if it is within minutes of</b></p>	<p>There are cases where the employee accidentally punch twice on the terminal. You can configure a predefined interval where all clocking activities within the time range will be displayed as one transaction only. Only the first transaction among all the transactions within this time interval will be displayed on the attendance sheet</p>

## Rounding Rules

Learn about it in the table below.

### Round the work time to the nearest (minutes)

<p><b>Round Up</b></p>	<p>Work hour is rounded up to the nearest minute and is set to 15, hence all minutes will be rounded up as per below:  1-15 minutes = 15  16-30 minutes = 30  31-45 minutes = 45  46-59 minutes = 1 hour</p>
<p><b>Round Down</b></p>	<p>Work hour is rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below:  1-15 minutes = 0  16-30 minutes = 15  31-45 minutes = 30  46-59 minutes = 45</p>
<p><b>Round Midpoint</b></p>	<p>Once you insert a value here, the software will calculate the value's midpoint. For example if you set the value at 15 min, the midpoint would be at 7 min. The clocking schedule's IN time is 9.00am and the midpoint is 7 min.  If the user verifies in less than 7 minutes after the IN time, for example 9.07 a.m., the software will round down the transaction data to be displayed as 9.00am. If the user verifies more than 7 minutes after the IN time, the software will round up the transaction data to be displayed as 9.15 a.m.</p>

## Round up or round down the OT time to the nearest (minutes)

<b>Round Up</b>	<p>OT is rounded up to the nearest minute and is set to 15, all minutes will be rounded up as per below:</p> <p>1-15 minutes = 15          16-30 minutes = 30          31-45 minutes = 45          46-59 minutes = 1 hour</p>
<b>Round Down</b>	<p>OT is round down to the nearest minute and is set to 15, all minutes will be rounded down as per below:</p> <p>1-15 minutes = 0          16-30 minutes = 15          31-45 minutes = 30          46-59 minutes = 45</p>
<b>Round Midpoint</b>	<p>Once you insert a value here, the software will calculate the value's midpoint. For example if you set the value at 30 min, the midpoint would be 15 min. The clocking schedule's OT time is 6.00pm and the midpoint is 15 min.</p> <p>If the user verifies in less than 15 minutes after the OT time, for example 6.15pm, the software will round down the transaction data to be displayed as 6.00pm. If the user verifies more than 15 minutes after the IN time, the software will round up the transaction data to be displayed as 6.30pm.</p>

**First rounding time range** - This function is entitled for the In time only. You can round the In time into your preferred time. For example: any transaction between 9:01 am – 9:15am will be rounded as 9:00am

**Last rounding time range** - This function is entitled for the Out time only. You can round the Out time into your preferred time. For example: any transaction between 5:01pm to 5:15pm will be rounded as 5:00pm

## Break Rules

Attendance						
Basic Information						
Pay Class ID *	3 Name * Pay Class Description					
<table border="1"> <thead> <tr> <th>General</th> <th>Rounding</th> <th>Break</th> <th>Overtime</th> <th>User</th> </tr> </thead> </table>		General	Rounding	Break	Overtime	User
General	Rounding	Break	Overtime	User		
Ignore Break Time <small>(If Yes, flexi-work hour is calculated based on last clocking minus first clocking)</small>	<input checked="" type="checkbox"/>					
Flexible break time in minutes :-	<input type="text" value="15"/>					
Do you want to apply Auto Add Break Rule when you include lunch/dinner time?	<input checked="" type="checkbox"/>					
Is the break paid?	<input type="checkbox"/> Deduct whole break after time in minutes <input type="text" value="0.15"/>					
Do you want to include lunch/dinner time into overtime hour?	<input checked="" type="checkbox"/>					
Do you want to exclude full lunch/dinner if it is greater than allowed?	<input type="checkbox"/>					
Do you want the automatic deduction to apply on total hours exceeds per day?	<input checked="" type="checkbox"/>					
Deduct no. of hours for break time from overtime hour	<input type="text" value="1.00"/> if overtime exceeded <input type="text" value="6.00"/>					
Deduct no. of hours for break time from flexi-work hour	<input type="text" value="1.00"/> if daily total of work is exceeds <input type="text" value="6.00"/>					
Do you want the automatic addition to apply on total hours exceeds per day?	<input checked="" type="checkbox"/>					
Auto Add Time (in hour format)	<input type="text" value="1.00"/> if flexi-work surpassed <input type="text" value="6.00"/>					

Break is to determine the rules for break time allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet. Learn about it in the table below.

<b>Ignore break time</b>	Click Yes if you want to deduct break time from the total work time. If you don't click on the checker, the time will be calculated in this formula, the last clocking - the first clocking = work time.
<b>Do you want to Apply Auto Add Break Time when in-clude lunch/dinner break?</b>	Click Yes if you want to apply the rule it means that the remaining lunch/dinner time will be added into work time. This is to add the work time for the users who work during their lunch/dinner break.
<b>Is the break paid? Deduct the whole break after time in minutes</b>	Click Yes to include the time taken for lunch/dinner into the total working hour. Leaving it uncheck will deduct the break time from the total working hour. However, you need to specify the maximum break time that an employee can take for his/her break. If it exceeds the break time duration, the additional minutes will be deducted from the total work hours.
<b>Do you want to include lunch/dinner time into overtime?</b>	Click Yes to include break time into overtime.
<b>Do you want to exclude full lunch/dinner if it's greater than allowed?</b>	If you click Yes for this function, when an employee takes a break i.e. lunch or dinner more than the allowed minutes, the whole break minutes will be deducted from the total work time. For example, if the total work time is 8 hours and an employee takes a lunch for 1 hour 30 minutes, exceeding 30 minutes from the allowed break time of 1 hour. By doing this, the software will deduct 1 hour from the total work hour of the staff.
<b>Deduct no. of hours for break time from overtime hour ... if overtime exceeded ...</b>	Specify the hour of break time from overtime hour if the overtime hour exceeded the value specified in this column. If you put 1 hour and 8 hours, it means that if an employee takes an overtime of 9 hours, the overtime will be deducted by 1 hour of break time. Therefore, the total overtime is 8 hours.
<b>Deduct no. of hours for break time from flexi hour... if flexi hour exceeded...</b>	Specify the hour of break time from flexi hour if the flexi hour exceeded the value specified in this column. If you put 1 hour and 8 hours, it means that if an employee takes flexi hour of 9 hours, the total time will be deducted by 1 hour of break time. Therefore, the total flexi hour is 8 hours.
<b>Auto add time (in hour for- mat) if flexi work surpasses ...</b>	Specify the hour of break time from flexi hour if the flexi hour exceeded the value specified in this column. If you put 1 hour and 8 hours, it means that if an employee takes flexi hour of 9 hours, the total time will be added by 1 hour of break time. Therefore, the total flexi hour is 10 hours.

**Note:** Specify the rules based on your company's policy. Leave them blank if it's not applicable to your environment

# Overtime Rules

Attendance

Basic Information

Pay Class ID \* 3 Name \* Pay Class Description

General	Rounding	Break	Overtime	User
Overtime if total flexi-work hour exceeds workhour of			8.00	
Differential overtime if total flexi-work hour exceeds workhour of			10.00	
Minimum minutes must work to qualify for overtime.			30	
Maximum num. of hours allowed to claim for overtime			24.00	
Work treat as Overtime				
Restday			<input checked="" type="checkbox"/>	
Offday			<input checked="" type="checkbox"/>	
Holiday			<input checked="" type="checkbox"/>	

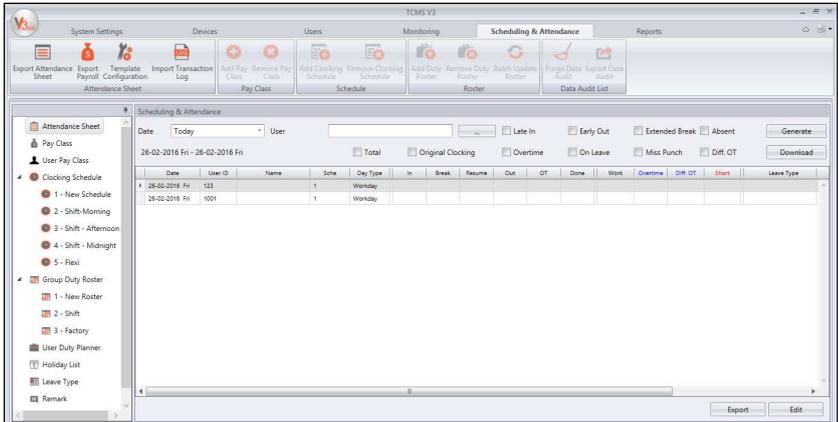
Break is to determine the rules for break time allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet.

Learn about it in the table below.

<b>Overtime if total flexi work hour exceeds work hour of</b>	Define the number of hour considered 'normal' working hour for flexi-work for example 8 hours. If an employee exceeds that 8 hours, the next hour and after are considered as overtime.
<b>Differential overtime if total flexi-work hour exceeds work hour of</b>	In some companies, their employees are given a different overtime rate after a certain work period. Define how many hours the employee is required to work before he/she is entitled for different overtime.
<b>Minimum minutes to work to claim OT</b>	Sometimes a staff would work only for a few minutes and considered it as OT; define the minimum minutes required by the company for a staff to work in order to qualify for an OT claim.
<b>Maximum hours to allow to claim OT</b>	Put a limit to a number of hour a staff could claim for overtime and the default maximum is 24 hours.
<b>Overtime &amp; double time for rest day work</b>	In some companies, employees are entitled for overtime and double time if they work on a rest day. Tick the checker to enable the employee for the overtime & double time.

**Note:** The overtime rules set in the schedule will be applied to any group that is under this schedule. All rules and calculations will reflect in the attendance sheet of the staff involved in this clocking schedule.

# User

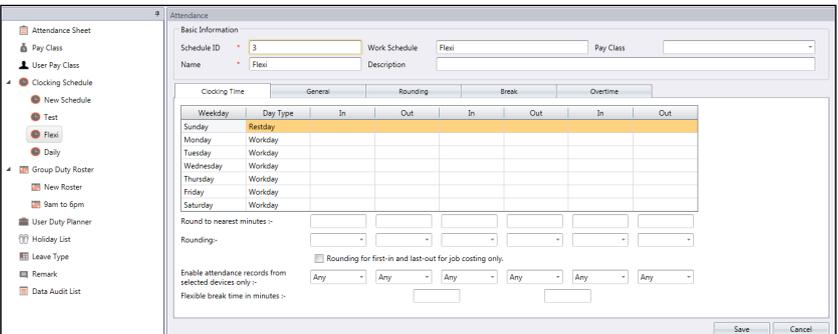


The major different in Pay Class compared to other clocking schedule, you can directly assign user to integrate with this feature.

To add user to Pay Class:

1. Click Pay Class from the right panel.
2. Click Add.
3. Select the relevant the use
4. Name the group duty roster, e.g.: 9:00am to 6:00pm.

## To configure Pay Class in Flexi Schedule



For the part time workers, you can apply pay class setting in Flexible Working Hour schedule. You can setup the workday sequence to suit the schedule of the part time workers.

# Attendance Sheet

## View and Edit

Date	User ID	Name	Soca	Day Type	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Type
18-01-2016	Mon	1	1	Workday	10:29 AM	11:08 AM	11:08 AM				9:42		8:18	
18-01-2016	Mon	2	1	Workday	10:06 AM	11:04 AM	11:18 AM				9:58		8:02	
18-01-2016	Mon	3	1	Workday		12:24 PM	01:47 PM							
18-01-2016	Mon	1235	Nana Hartina	1	Workday									
18-01-2016	Mon	1290	John Inoch	1	Workday									
18-01-2016	Mon	1301	Kyle Johnson	1	Workday									
18-01-2016	Mon	1303	Wahid Huda	1	Workday									
18-01-2016	Mon	1304	Iry-diana	1	Workday									
18-01-2016	Mon	1307	Li Xun Ran	1	Workday									
18-01-2016	Mon	1309	Anushya Kurnastian	1	Workday									
18-01-2016	Mon	1315	Gerard Abraham	1	Workday									
18-01-2016	Mon	4300	Fathah Ahmad	1	Workday									

Attendance Sheet displays the attendance records of all users. View IN-OUT records, work times, short hours, overtimes and leaves taken. You can also select from the respective check boxes to view:

- **Total** – Displays total hours for Work, Overtime, Diff. OT and Short Hours at the bottom of the screen.
- **Original Clocking** – Displays original clocking data as downloaded from device in the event that employee’s attendance records have previously been edited. This is also a good filter to use if you have rounding rules set on your clocking schedule. If you have rounding rules set, you can use “Original Clocking” to see the actual time the employee punched in.

## Filters

Select the following options to filter from all the employees and focus on specific data you want to view:

- **Late-In** - Displays late clock in data of all employees.
- **Early-Out** - Displays data records of all employees who left earlier than the predefined Out time.
- **Extended Break** - Displays data records of all employees who exceeded his/her predefined Break-Resume time.
- **Absent** - Displays data records of employees who has not clocked in for the day.
- **Overtime** - Displays overtime data records of employees. If an employee has not worked overtime, they will not show in Attendance Sheet.
- **On Leave** - Displays only the attendance data of employees who are on leave.
- **Miss Punch** - Displays attendance data of employees that have missed a punch for the date that you are viewing. If an employee missed a punch, it will only show you the punch the employee has made so far. If there are no employees who missed a punch, you will not see any data on the Attendance Sheet.

- **Diff. OT** – Displays attendance data of employees who have Diff. OT (Differential Over Time) in the attendance sheet. The Diff. OT column is only displayed if you have enabled Diff. OT setting in your Clocking Schedule. Diff. OT is a secondary overtime that is defined by the company for different pay rate purposes.

TCMS V3 provides flexibility for administrators to amend the attendance records. Records displayed in bold indicates that amendments were done. You can insert the leave taken by the users (under Leave Type column) or put a remark to his/her records (under Remark column).

Date	User ID	Name	Sche	Day Type	In	Break	Resume	Out	OT	Done	Work	Overtime	Short
14-01-2016 Thu	1235	Nana Hartina	2	Workday	09:00 AM	12:00 PM	12:55 PM	06:00 PM			9:00		

1. Click Edit.
2. Insert time into relevant columns.
3. Work time, Short time and Overtime are calculated automatically based on clocking schedule settings.
4. Click Save to save settings.

Date	User ID	Name	Sche	Day Type	In	Break	Resume	Out	Done	Work	Overtime	Short	Leave Type
14-01-2016 Thu	1235	Nana Hartina	2	Workday	09:00 AM	12:00 PM	12:55 PM	06:00 PM		9:00			Annual Leave Half Day Leave Maternity Leave Emergency Leave

1. Click Edit.
2. Move to the Leave Type or Remark column.
3. Select leave type or remark.
4. Click Save to save settings.

## Download Data from Devices

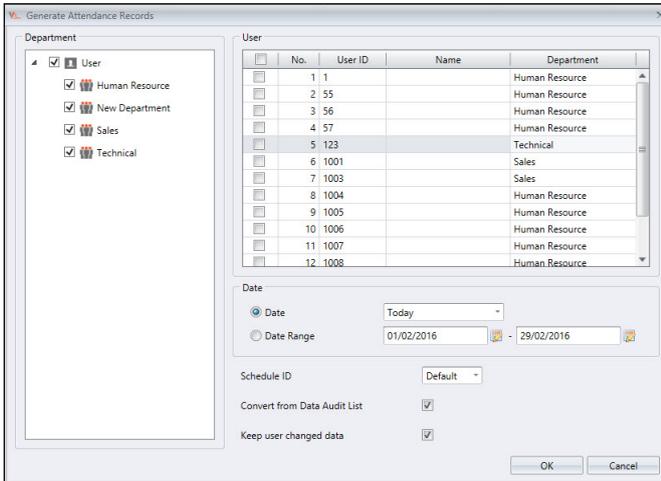
Before you can view attendance data, it is advisable to download data from all devices. Attendance Sheet updates the records when there are any new data downloaded into the database.

1. Click Download in Attendance Sheet.
2. Select Terminal
3. Click OK

## Generate Attendance Data

Run Generate Attendance Data to force TCMS V3 to repopulate and recalculate attendance records.

\* NOTE: You must generate attendance data after making changes to the clocking schedule or group duty roster. Changes will only take effect after this process.



1. Click Generate in Attendance Sheet.
2. Select user ID.
3. Select Date Range.
4. Only select schedule ID if you want TCMS V3 to generate attendance records according to a new clocking schedule setup.
5. Check Convert from Data Audit List so TCMS V3 checks into database for any new records.
6. Check Keep User Changed Data so TCMS V3 will not erase any edit records done before this.
7. Click OK to proceed.

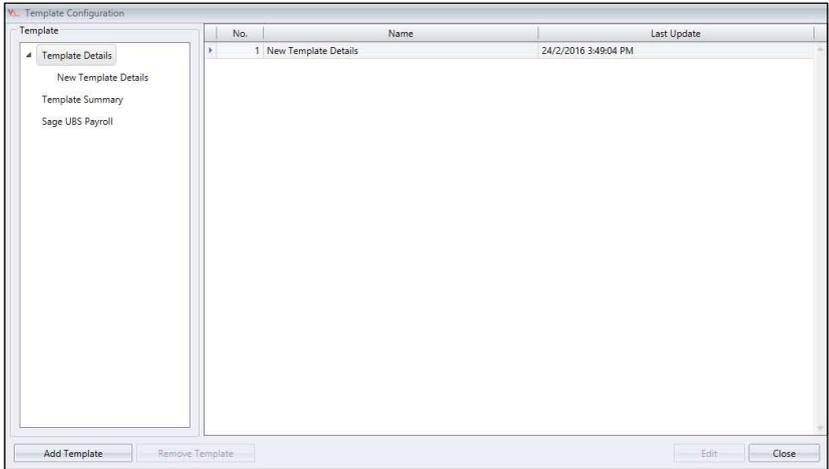
## Export Attendance Records

You can export attendance records for use with payroll software. The exported records can be detailed (day-by-day) or summarized records. You can choose to save the output file in XLS or TXT format to be used by the payroll software.

Before you can export attendance records, you must configure a template for the export format by determining the exported data fields and adjust their length. You can configure

multiple templates if you are exporting attendance records to be used in more than one software. Make sure you select the correct template during export process.

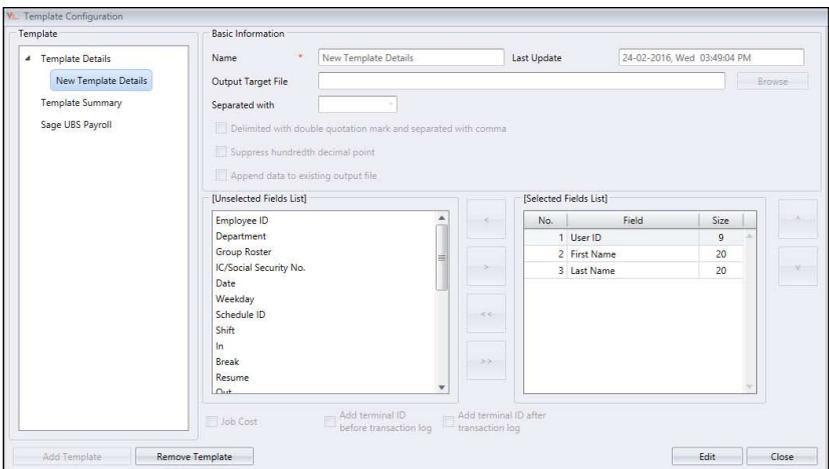
1. Click Templates Configuration.



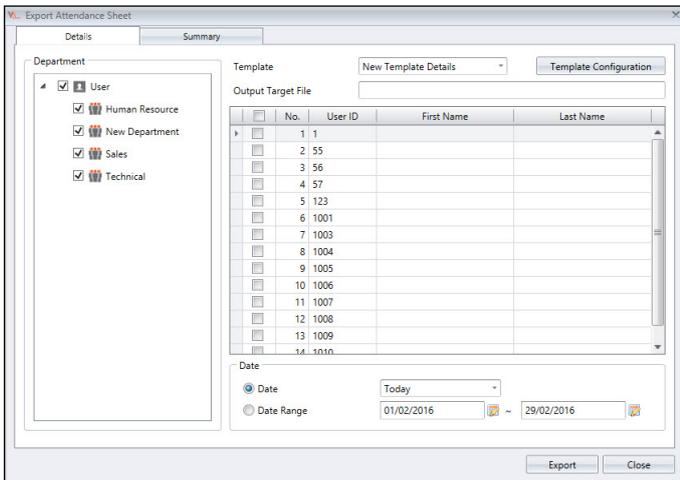
2. Select Templates details (to export day-by-day attendance records) or Templates Summary (to export summary of attendance records for specific time period).

3. Name the template, e.g.: Payroll use – Details.

4. Click Edit.



5. Click Browse to determine the path location to save the output file. You can select to save in XLS or TXT.
6. Select the separators to use when exporting in TXT file. Ignore if you are exporting to XLS.
7. Select data fields from left panel. Double click data field to include into the right panel.
8. Arrange data fields in right panel to export.
9. Adjust the length of data field by changing value under Size column.
10. Click Save to save settings.

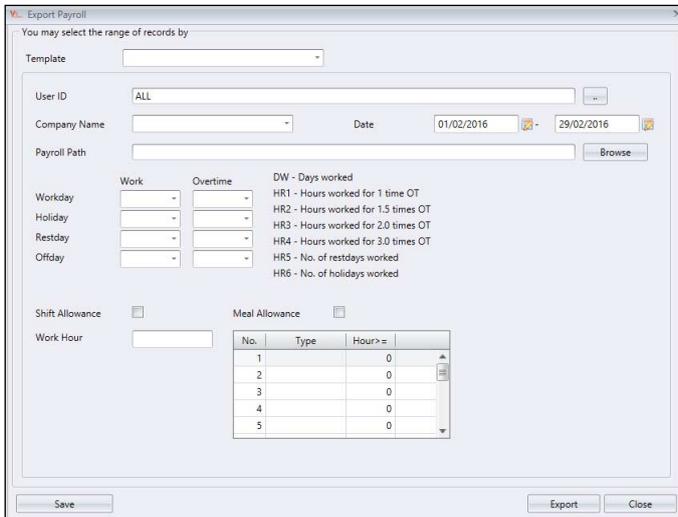


During the export process:

1. Click Export Attendance Sheet.
2. Select users individually or by department.
3. Select the template.
4. Determine path/location to save the output file.
5. Define the effective date range of records to export.
6. Click Export.

## Export to Sage UBS Payroll (Malaysia market only)

TCMS V3 is customized to export attendance records into Sage UBS Payroll, whereby the arrangement of attendance records are fixed to fit the software. You must know the basic usages of Sage UBS Payroll before proceeding to the steps below.



The 'Export Payroll' dialog box includes the following fields and options:

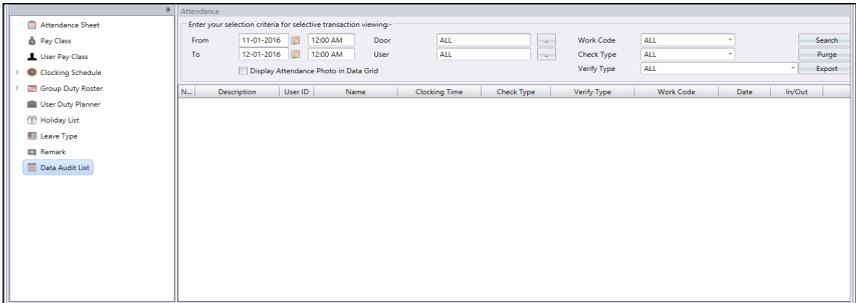
- Template: [Dropdown]
- User ID: [Text field] ALL
- Company Name: [Dropdown]
- Date: [Text field] 01/02/2016 - [Text field] 29/02/2016
- Payroll Path: [Text field] [Browse]
- Workday: [Dropdown]
- Holiday: [Dropdown]
- Restday: [Dropdown]
- Offday: [Dropdown]
- Shift Allowance:
- Meal Allowance:
- Work Hour: [Text field]
- Table with columns: No., Type, Hour

No.	Type	Hour
1		0
2		0
3		0
4		0
5		0

To export to Sage UBS Payroll:

1. Click Export Payroll.
2. Select Sage UBS template.
3. Select users individually or by department.
4. Define the effective date range.
5. Select payroll path to save the output file.
6. Select company name.
7. Configuration of data field.
8. Click Export.

# Data Audit List



Data audit list is the database that stores all transaction logs downloaded from devices. TCMS V3 provides an easy interface to check transaction logs. All IN-OUT records are published in this page. You can choose to view transaction logs by:

- Date range
- Doors
- Users
- Work Code
- Check Type
- Verify Type

These are raw data that can be exported in XLS, XLSX, TXT or CSV format. The output file can be imported into 3rd party software for further processing or evaluation.

To export raw data:

1. Click Data Audit List from left panel.
2. Click Export Data Audit.
3. Select users' raw data to be exported.
4. Double-click to select the data fields to be exported.
5. Arrange the data fields to be exported.
6. Adjust the length of the data fields by changing their value under the Size column.
7. Click Browse to define path location to save the file.
8. Define the effective date range to export raw data.
9. Click OK to export.



# Report

This chapter guides you on the types of reports and listings provided by TCMS V3 for housekeeping purposes and how to generate them.

TCMS V3 provides you 8 types of commonly used reports to understand all IN-OUT and attendance records. You can have reports to display lists of users, devices and doors that are useful for housekeeping in the future.

You can print the reports to keep as records or save them in a digital format (PDF, HTML, MHT, RTF, XLS, XLSX, CSV, TXT, XPS and JPEG). You can send emails together with the digital reports to others for viewing and analysis.

## Types of reports and usage

### MONITORING ANALYSIS

**Device Activity:** This report details the transaction record of the users by device ID.

**User Movement Analysis:** This report lists the details of the users' movement from all devices.

**Transaction Listing:** This report records all transaction data downloaded from every device.

### TABLE LISTING

**Device Listing:** This report records all transaction data downloaded from every device.

**Department Listing:** A list of all department names and its corresponding amount of users.

**User Listing:** This report shows the users' information in detail.

**Holiday Listing:** This is a list of holidays created at the Holiday Settings as well as the Holiday Time zone assigned to it.

**Remark Listing:** A list of all work codes and its remarks (names)

### ATTENDANCE LISTING

**Electronic Time Card:** The most general employee attendance record comprises of detailed clocking activities of an employee in a month including calculated work time, overtime and short time. The summary of attendance, tardiness and leave taken is also available in this report.

**Daily Attendance Listing:** This report details the daily work rate, tardiness, total work time, OT and shortages for workdays/rest day and off day for each employee.

**Weekly Attendance Listing:** This report will generate the employee's weekly attendance into a page with its summary of attendance at the bottom of the report.

**Attendance Sheet:** This report is almost the same as the attendance summary but it is without the work rate, work time, OT and short hours. With this report, the employer can have an overview of how many times the staff is late to work or clocks out early.

**Job Cost Analysis:** This report shows the users' multiple break times and also the job work code for that particular break. It is exclusively for Job Cost Option at the flexi schedule.

**Detailed Employee Time Card:** This report quite different compared to Job Cost Analysis, it will summarize all the attendance details. This report is exclusively for the Job Cost Option at the flexi schedule. It displays the users' multiple break times and also the jobs work code for the particular break time.

**Correction Report:** This report shows employees that have irregular clocking activities, e.g.: extended break times, early clock-outs, late clock-ins, etc. The Administrator can choose to amend these irregular clocking activities suggested by the software to match the activities of the affected employees, if necessary.

**Tardiness Report:** This report shows employees with tardiness e.g.: late in, early out, and etc. The time of tardiness and the total short minutes will be shown in red.

**On Leave Listing:** This report shows the list of employees who have taken leave and the particulars of their leaves for references.

**Overtime Approval Worksheet:** This is an overtime worksheet report showing the list of employees who are taking overtime and the amount of hours that he/she is entitled for. This report is important for the management to enable them to check the details of the overtime taken before approving the claims.

## **ATTENDANCE ANALYSIS**

**Attendance Summary:** This report details the work rate, tardiness, total work time, OT and work hour shortage time for workdays/rest day and off day for each employee. Analysis of each employee's working performance can be viewed using this report.

**Attendance Analysis:** This report is similar to the attendance summary but it does not include the work rate, work time, OT and work shortage time. The employer can have an overview of how many times the staff is late to work or clocks out early with this report.

**Day by Day Analysis:** This report details the daily work rate, tardiness, total work time, OT and work hour shortages for workdays/rest day and off day for each employee.

**Month by Month Analysis:** This report details the monthly work rate, tardiness, total work time, OT and work hour shortages for workdays/rest day and off day for each employee.

**Gross Wages Report:** This report will show the details of the employee's regular remuneration based on the hour rate .It shows total work time and OT for different day types with different pay rates for wage calculation.

## **DUTY SCHEDULE LISTING**

**Clocking Schedule:** This is a checklist showing detailed configurations and settings of the clocking schedule.

**Duty Calendar:** This is a working calendar checklist for all or a particular work group.

**Weekly Staff Duty Roster:** This is a weekly working calendar checklist of a particular work group.

**Month Staff Duty Roster:** This is a monthly working calendar checklist of a particular work group.

## REPORT OPTION

In some of the Attendance Listings and Reports, there are several options you can select and to change what is viewed in the report:

- **Show zero hour** - Tick to display all rest/off days, holidays, absences or leaves in the report.
- **Work/OT Total** - Tick to hide work, overtime, Diff. OT and Short hours
- **Original Clocking** - Tick to display original clocking data as downloaded from device if employee's attendance records have previously been edited or you have configured rounding rules.
- **Leave in hours** - Tick to display leave in Hours instead of Days.
- **Remark** - Tick to display remarks added to explain employee's clocking activities.
- **Clocking Count** - Tick to display number of times clocking was performed by employee. If unticked, only a check mark is displayed to indicate employee has performed at least one clocking and was therefore present.
- **In/Out Clocking** - Tick to display the Clock In and Out records.
- **Rate/Hr** - Tick to display pay rates (per hour) as configured for employee wages and/or job costing purposes.
- **Job Cost** - Tick to display wages computed based on pay rates configured for the different jobs using Job costing feature.
- **Work done in days** - Tick to display work done in Days instead of Hours.

## Preview, Print or Save Reports

1. Select report to preview or print.
2. Select the filter options from the left panel.
3. Click Generate.
4. Report preview at the right panel.

## Report Scheduler

To configure the Report Scheduler

1. Select the Report Scheduler
2. Click Add Report
3. You can define the respective details regarding the report scheduler including the report scheduler run time, recipient email address, subject of email and message.
4. Select Run to test the Report Scheduler

Report Scheduler

Reports

Report Name: Device Listing

Data: Current Payroll Cycle

Every: Daily

Run Time: [ ]

Start Run: [ ]

Description: [ ]

Enabled:

Report Format: PDF

Export Language: English

Email: [ ]

Filter Option

Select Device: ALL

Order By: Serial Num.

Direction: Ascending

OK Cancel

Name	Every	Run Time	Data	Start Run	Enabled	Description	Run
Detailed Employee Time Card	Daily		Current Payroll Cycle		<input type="checkbox"/>		Run

**FINGERTEC**

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