Time Attendance System

User Manual

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Time Attendance System Basic Guideline

You have to enter the information as below.

1 Setting

1.1 General Setup

1.1.1   Enter Company particulars.

❑   Go to Housekeeping → Setup → General Setup →Company Tab.

  i. Company name, Address, Telephone, Fax and R.O.C number.

  ii. Check multi-company, if more than one company applies.

1.1.2   Sharing with Payroll system.

❑   Go to Housekeeping → Setup → General Setup → Sharing Tab

  i. Check **Integrate with Payroll System** and select the directory.

1.1.3   Go to Housekeeping → Setup → General Setup → Allowance Tab

  i Key in Allowance Description if not liking to Payroll

1.2 Maintenance

1.2.1 Holiday Schedule

Go to Maintenance → Schedule maintenance → Holiday Schedule

⇨   This module is for maintaining the dates for public holidays for the whole year.
⇨   Click on the "Generate" button, the system will generate 4 holidays with fixed dates every year (New Year, Labor Day, National Day, Christmas) according to the year selected.

1.2.2 Work Schedule

Go to Maintenance → Schedule Maintenance → Work Schedule

1.2.2.1 Clocking tab
⇨ This is the part where users maintain their working time accordingly.
⇨ Different shifts which have different working time must have their own work schedule.
⇨ **You can refer to the 4 auto generated sample work schedules.**
⇨ 6 elements for work schedule – Normal Working Time, Tea Break 1 & 2, Meal Break, Overtime 1& 2. Check the checkboxes for each item you wish to maintain, Then key in the appropriate time for From, Actual and To.
  i Actual – Actual start time
  ii From & To – a time range to let system capture the corresponding time
  iv Grace – Grace Period is used to determine lateness & early departure. You need to put in a value to activate it. Example, put 00:10 for 10 minutes of grace period.
⇨ Check Flexible Schedule if the working time has no fixed IN/OUT time. After this checkbox is checked, you don't need to key in any clocking time on the Clocking tab. Just go directly to the Flexible tab.

1.2.2.2   Break Time tab
⇨ This is use to set the deduction for meal break.
  ■ No Deduction - No deduction on meal break
  ■ Based on clocking time - Break time will be deduct base on punch time.
  ■ Based on actual time - Break time will be deduct base on the time set in work schedule.

1.2.2.3 Overtime tab
⇨ This part is use to set the overtime range to be claim by the employee.
  ■ Minimum Overtime - This is the minimum time an employee must work in order to claim for overtime.
  ■ Maximum Overtime - This is the maximum time an employee can be claim for overtime.

1.2.2.4 Formula tab
  • This is the place where user can insert the formula that were created in the Time Formula Table so that the working hours for this work schedule will be calculate using these formula.

1.2.2.5   Flexible tab

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1.2.2.6   Calculation tab

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1.2.3   Duty Model

Go to Maintenance → Schedule Maintenance → Duty Model

⇨ To predefine the working schedule and let the system automatic generate the monthly working schedule in the Duty Organizer.

⇨ You only have to predefine the first week schedule (Sun to Sat). You can predefine more weeks if needed.

⇨ Right click the box and select the work schedule for that day and assign whether workday, rest day or holiday.

⇨ Repeat the procedure for 1 week.

1.2.4   Workgroup

Go to Maintenance → Schedule Maintenance → Workgroup

⇨ Workgroup ID is use to represent different group of staff in the particular company, example, different departments. Generally different groups have different working time.

⇨ When the setting in the Workgroup being done completely, that mean the calculation for Overtime, Lateness, Allowance for every group will be base on this table.

1.2.4.1   Overtime

⇨ This is the place where user can set the OT rate for overtime 1 and 2. No need to set for Normal Working time and OT3 unless for special conditions.

⇨ The list of OT rates displayed will follow the rates in Payroll if the 2 software are linked.

⇨ OT will be posted to Payroll according to the rate selected.

1.2.4.2   Lateness

⇨ Check the checkbox for **Lateness Accountable** to consider the lateness for that group of staff.

⇨ Check the checkbox for **Resolve Lateness using working** to activate the following feature:

If a staff come in late for work today, he can or have to "fill in" his lateness by stay a bit late after working hour and use the additional time that he work after working time to resolve the lateness time for work. For example, if the working hour is from 9 a.m. to 5 p.m. Let say employee A come in to work at 9:15 a.m., so when the user select this feature, employee A have to work until 5:15 p.m. to resolve his lateness of that day.

⇨ If you wish to set a penalty for those staff who late to work, you can set it in **Minimum time remained**. For example, if the time being set here is 0015 or 15 mint in other word, when they come in late for work 30 mint, they have to work for 45 mint in order to resolve their lateness.

1.2.4.3   Allowance

⇨ Allowance is the place where we insert allowance formula after we create in the allowance table.

1.2.4.4 Benchmark

⇨ Benchmark is for reporting purpose. Outstanding attendance is the attendance for work, abnormal attendance is the absentee for work.

1.2.4.5 Option

⇨ When the user checks on the **Treat one shift as one working day**, the working day will be calculated according to the number of shifts that a staff work. Normally used in factory environment where workers need to work according to shift basis.

⇨ For example, If a worker work for two shifts in 1 day, the system will show 2 working day when it post to payroll.

⇨ Payment table is the payment schedule (Maintenance → schedule maintenance → payment schedule) to be follow for calculating the cut off period for every month.

⇨ **Duty model** in the option tab is the linking between Duty model and Duty Organizer. In Duty model that discuss previously is use to set a predefine set of schedule to be follow when generating the working schedule for whole month. In other word, Duty Organizer is being generate according to the predefine schedule that set in the Duty Model.

Duty Model (Option)

Duty Model ←→ Transferring data from Duty model to Duty Organizer → Duty Organizer
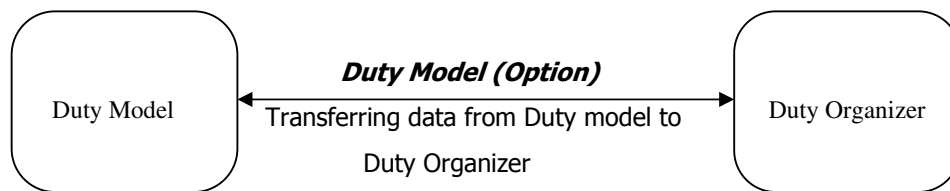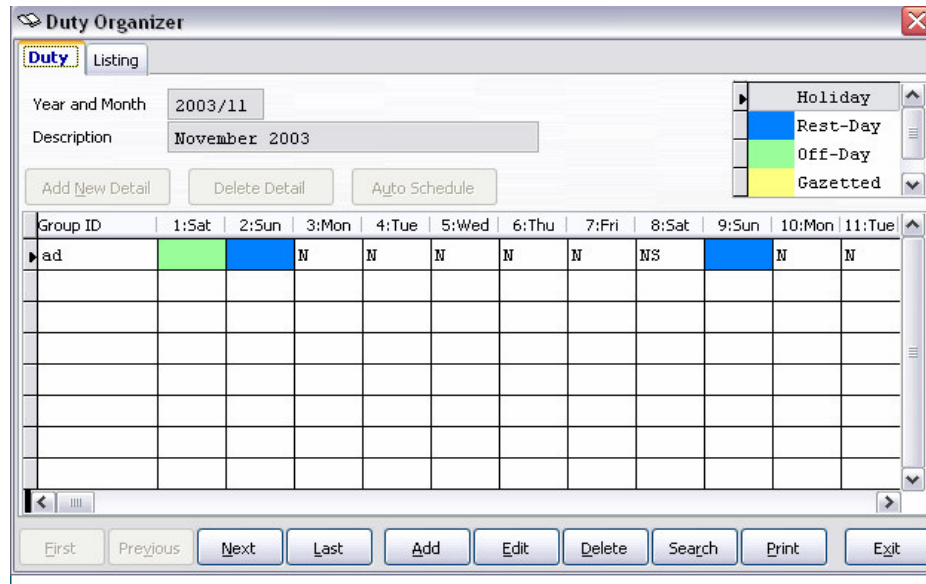
1.2.5 Duty Organizer

⇨ Duty Organizer is the schedule to be followed by a particular group of staff for the whole month.

⇨ When doing time processing, the time taken from the hardware will be calculated base on the type of work schedule being defined in Duty Organizer.

⇨ There are two way to generate schedule in duty organizer:
- First way is by clicking the "Add New Detail" button. When clicking that button, a drop down list will be show on the list to let user select the particular workgroup for generating the schedule.

- The second way is by click on the "Auto Schedule" Button. When click on this button, a windows will prompt out to let user select few workgroups and date FROM and TO so that the system will generate the schedule for few months and groups at once.

⇨ After this part, the setting for time is complete, the next step is doing setting for personal or staff.

1.3 Personnel Maintenance

1.3.1 Personal File

⇨ Personnel file is the place where users can maintenance employee information. (Maintenance -> Personnel maintenance -> Personnel File)

⇨ If user is using UBS payroll system, after doing the linking for these two systems, the employee detail will transfer from payroll system to TAS.

⇨ If linking with payroll, the only place user has to maintain is the Workgroup ID in "Detail (2)".

⇨ Alternatively, the user can maintain the Workgroup ID in Maintenance -> Personnel maintenance -> Assign Workgroup to Employees.

1.3.2 Badge

⇨ Maintenance =>Personal Maintenance => Badge

⇨ This is the place where user can assign badge number to every staff. Badge number is the card no. (for magnetic card system) or Employee ID (for finger print system)

⇨ Click on the "Add" button, an interface will appear to let user assign badge number to each employee.

⇨ Key in a new badge number for the employee and select the "Employee No." but click on the arrow down button. Next, select the badge status. There are four selection in the status:
- Available : The badge number is not being and still available for selection.
- Taken   : The badge number is being use by some one. Only badge no. with Taken status will be processed.
- Suspend : The person who holding this number is not allow to pass through the time terminal (this function is controlled by the time terminal if door access feature is present)
- Dispose : This badge number is dispose and cannot use by other staff any more.

⇨ At last, key in the date valid FROM and TO for the particular number. This is optional because it is just for reference.

⇨ There is another button or feature call **Batch Update**. This feature is used when the user wish create a wide range of badge number. For example, when a user purchase 100 cards from the supplier and currently there are only 50 staff in that company. So, the user can come to this place to maintain the 100 cards once and set the status to "Available". In the future when the card is assigned to an employee, you just need highlight the card number and click on "Edit", then selecting employee which are attach to the particular number.

2   Import data

2.1 Terminal Maintenance

⇨ Terminal maintenance is for integration with the external data file. This data file is exported from the time terminal software.
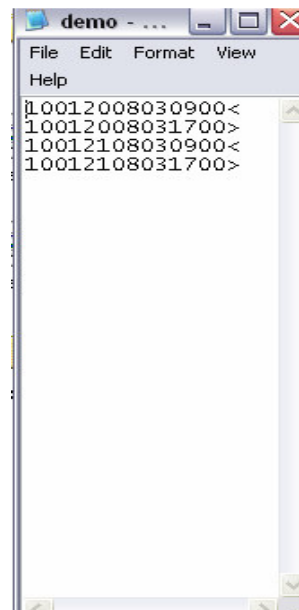
⇨ TAS supports

- Text file (*.txt)
- Database that can connect through ODBC data source connection example Microsoft Access (*.mdb), Foxpro (*.dbf), SQL, etc.
- CSV files (*.csv)

2.1.1 .txt file

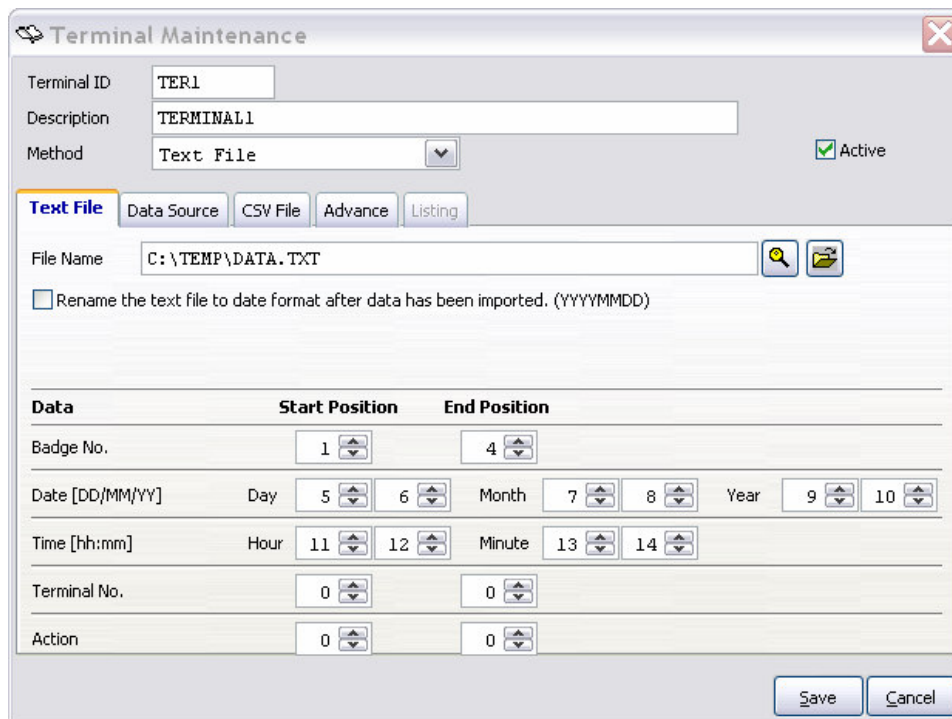⇨ Here we show you an example of text file.

⇨ Meaning of raw data

Raw Data   → **10010201030900<**

1001   →   Indicate badge no.

020103   →   Indicate DDMMYY

0900   →   Indicate HHMM

>   →   Indicate Action

⇨ Terminal ID and it Description is set by user, this ID is act as a name so that we can find this name at the data importing part which will be discuss later.

⇨ Now we do the setting for importing data from text file, so we select the **Text File** tab.

⇨ File name is the place where we find the text file that contains all data. Click on the **Find File** button to search for the data file. If you want to double confirm the correct file being selected, click on the **Open** button to view on the list of data.

⇨ If users check on the check box to **Rename the text file to date format after data has been imported**, after the data being import to the system, the original name of the data file will be change to date (YYYYMMDD) which that data being import.
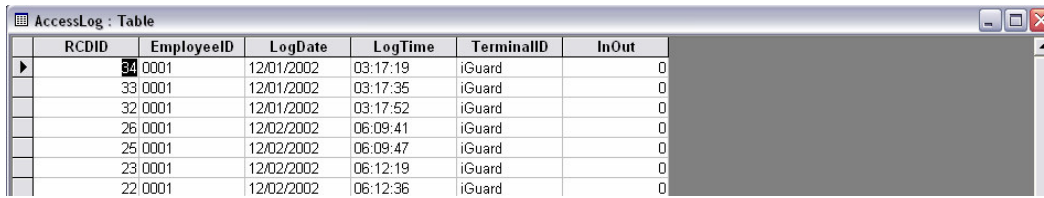
⇨ The bottom part is where user can do setting to let system recognize the position of each data. The sample shown here is based on setting for the text file above.

4.2   .mdb File (Data Source)

⇨ The second type of data file that can be directly import into the TAS system is the .mdb file or Microsoft Access data.

⇨ Select **START** → Control Panel → Administrative Tool (This step only apply to Windows XP)→ double click Data Source(ODBC) → select System DSN → click Add → Select the "file driver" (Select "Driver Do Microsoft Access (*.mdb))→ Finish.

⇨ After the above windows appear, user can key in the Data source name and description now. Data source name is the name given by user to identify the particular driver and this name must be the same with the Data source name being put in the terminal maintenance windows in TAS

⇨ The next step user have to do is to find the location where they store their data file. For this step, user need to click on the "Select" button under Database column and then find the location where the data file is.
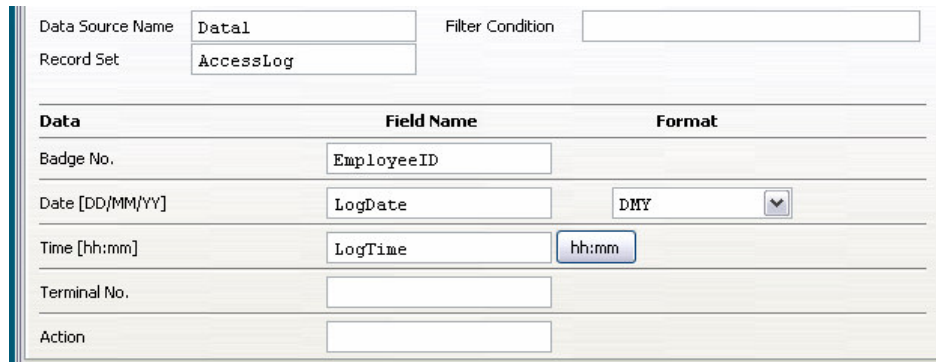
⇨ After the correct data file being select, the process for creating Data source name is complete. Click "Ok" button twice to exit the data source setting.

⇨ The next step is to do setting for the data file.

	RCDID	EmployeeID	LogDate	LogTime	TerminalID	InOut
▶	34	0001	12/01/2002	03:17:19	iGuard	0
	33	0001	12/01/2002	03:17:35	iGuard	0
	32	0001	12/01/2002	03:17:52	iGuard	0
	26	0001	12/02/2002	06:09:41	iGuard	0
	25	0001	12/02/2002	06:09:47	iGuard	0
	23	0001	12/02/2002	06:12:19	iGuard	0
	22	0001	12/02/2002	06:12:36	iGuard	0

AccessLog : Table

⇨ First, the user has to open the .mdb file that you want to import. The table name used should be key in to the terminal maintenance in TAS as **Record Set**. Next, look for the fields you need, then key in the field name in to the Terminal Maintenance in TAS accordingly and save the setting.

Data Source Name	Data1	Filter Condition	
Record Set	AccessLog		

Data	Field Name	Format
Badge No.	EmployeeID	
Date [DD/MM/YY]	LogDate	DMY
Time [hh:mm]	LogTime	hh:mm
Terminal No.		
Action		

5   Import Data

⇨ After the setting in terminal maintenance being done, now is the time to import the data into the system. (Transaction → Import Terminal Data)

⇨ Select the file that needs to be import, key in the range of employee that need to be import and the date. Click on "next" button and "Finish" button, the system will start to import the data according to the location being set.

⇨ After the data being import, user can check those data in "Terminal Data Listing" (Transaction → List Terminal Data).

⇨ If users wish to sort and filter the data, they can go to **Query Data** tab to do the filtering.

3   Transaction / Process Data

⇨ After importing data from the hardware, now the data can be process by the system.

⇨ The first step here is **Attendance Processing** (Transaction → Attendance processing). Attendance processing is the process which "arrange" the time in data file into correct position according to the time being set in the work schedule.

⇨ The second step to process data is to do **Time Calculation** (Transaction → Time calculation). In this step, the total time will be calculated according to the data and the setting being set in section 1.

⇨ After these processes complete, user now can check in the result at **Personal Attendance** (Transaction → Personal Transaction→ Personal Attendance). Select "Detail" to view data in a more detail view.

⇨ After check on the data and everything is correct, user can post these data to Payroll to calculate salary (Transaction =>Post to Payroll) and the work for TAS is complete.

⇨ If there is data for a particular date is already being import but not showing up after performing the transaction processing, that mean the transaction for that day is not complete. The place where we can check this problem is "Exceptional Log" (Transaction => Exceptional Log). In this exceptional log, it will show the problem of the transaction in the "Error Message" Column. Click on the "Edit" button and correct the problems that occur. Run the process data step again to reprocess the data.

⇨ Beside of using hardware to key in the time for transaction, user can enter the data by using **Terminal Simulator** (Transaction →Terminal Simulator) in TAS. There are two options in using the terminal simulator, **Home** tab and Logon tab.

⇨ **Home** tab Just act as a Time terminal, user only need to key in their Badge Number and press *Enter* each time they come in and out to the office, then the system will capture the time base on PC system time and the time also show at the top right of the windows. Process data every month accordingly by repeating the step show at section 3.

⇨ The second way to key in data is using the **Logon** tab option. This way is normally use by the Admin staff to do modification on the data. The first timer who use this system also can use this feature to key in the time recorded by the manual paper card that use previously.

⇨ Select badge number by click on the arrow down button, then key in the date and time for the particular day and click on save, the data will be save and waiting to be process.

4 Formula

⇨ There are two places that we can apply formula in TAS, the **Time Formula** (Maintenance→schedule Maintenance→Time formula table) and the **Allowance Formula** (Maintenance→schedule Maintenance→allowance table).

4.1 Time Formula (Maintenance→schedule Maintenance→Time formula table)

⇨ Time formula is use to calculate the working hours, break hours and OT hours according to the work schedule setting. It can also use to calculate lateness, early departure and so on.
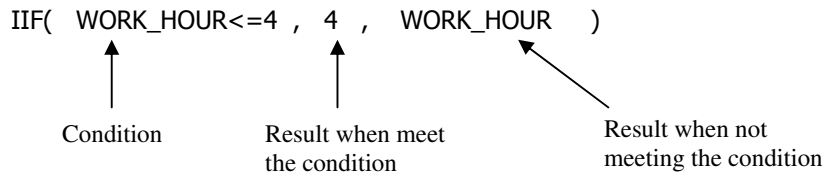
⇨ "Formula Code" is the name given to the particular formula and the "Description" is the about the formula.

⇨ "Result Location" is the place where the result will send to after being process.

⇨ The "Rounding Method" and it "Smallest Unit" is same with the one we discuss at "Workgroup" in section 1.

⇨ "Formula" is the place where we normally set formula. The formula is being set by using the variable at the bottom. Variable is the name that being use in software coding to represent an item. For example, "WORK_HOUR" is use to represent the working hour.

⇨ There are many types of formulas. But most of it can be divided into three part

$$IIF(\quad WORK\_HOUR<=4\ ,\quad 4\quad ,\quad WORK\_HOUR\quad)$$

Condition   Result when meet   Result when not
                   the condition   meeting the condition

⇨ If the formula being written in programming language logic, it will look like this:

$$IIF(\ WORK\_HOUR <= 4\ ,\ 4\ ,\ WORK\_HOUR)$$

```
If (WORK_HOUR <= 4)
        4;
else
        WORK_HOUR;
```
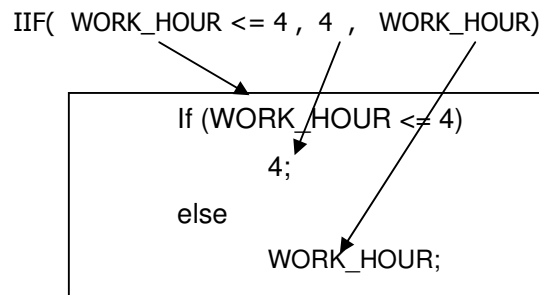
⇨ The meaning of this formula is if a worker comes in to work less the four hour, the system will deduct half of the working day. Let take an example, if a worker work for 6 hour, the 6 hour will bring into the formula and replace the variable (WORK_HOUR in this case) and do comparison. In the condition, 6 (WORK_HOUR) <= 4 is wrong, so the system will take the second result "WORK_HOUR" which is 6 in this case and the 6 will send to the result location stated above.

4.2 Allowance Formula (Maintenance→schedule Maintenance→allowance table).

⇨ This is the only part in TAS which involves money. User can use this to calculate allowance base on the time processed by this system.

⇨ Same as Time formula, allowance formula also has a name and description for each of them.

⇨ "Maximum Allowance" is the maximum amount that can be claim for a month

⇨ "Allowance Field" is the field number that the allowance will be sent to after being calculated. The field number must be same with the field at payroll so that the amount of allowance will not send to the wrong place.

⇨ "Minimum Basic Salary" is the place we can set control to this allowance. The field here is for us to set the range of worker within this range of salary only entitle for the allowance.

⇨ Click the "Add New Detail" button to add a new level of condition. Let discuss the content inside each level before discuss how it work.

⇨ "Level" always start with 1, this represent the level of condition, this will be further in later part. "Amount" is the total amount can be claim if meet the condition.

⇨ "Day Type" is the type of day that entitle for this allowance and this same with "shift". Multiple day types and shifts can be select if the "Flexible" check box being tick.

⇨ "Condition" is the place where we put in formula to do comparison.

⇨ The last part is "Final", this check box only will be tick if the allowance being claim once a month.

⇨ Now, let discuss the usage of "level". Each allowance formula can have more then 1 level and every time the formula being activated, level 1 will be run, if the condition being meet, the amount will be send to the allowance field, if the condition not being meet, it will "jump" to the second level and run it. This process will keep on repeat until the condition being meet.

⇨ For example, using the formula below, if the worker work for five hour overtime, that mean the worker is not work for eight hour. Now the formula will be activated, first it will run the level 1, variable OT_HOUR will be replace by the 5 which is the overtime hour, then the comparison will be done in condition part. "5>= 8" which is not true, then it will jump to the next level and do the comparison again in the condition part, "5<8" which is true in this case then the amount for level 2 will be send to the "Allowance Field" which stated by the user in the allowance.

⇨ The claimable amount only will show up after user post his data to Payroll system and the amount can be view at the 1st or 2nd half Payroll.

Samples of Formula

Time Formula

Formula for setting OT2

IFF (CM_OT1_HOUR>3.5,3.5, CM_OT1_HOUR)
Result location =OT1

IIF(CM_OT1_HOUR>3.5,CM_OT1_HOUR-3.5,0)
Result Location =OT2

If OT1 more the 3 and half hour, set OT 1 to 3.5 hour and set OT2 to (OT1 – 3.5) else if less then 3.5, set OT 1 to the time accordingly and leave OT 2 as 0.

Resolve lateness by OT

IIF(CM_OT1_HOUR<WORKLATE_HOUR, WORKLATE_HOUR- CM_OT1_HOUR,0)
Result location = Late arrival

IIF(CM_OT1_HOUR<WORKLATE_HOUR, WORKLATE_HOUR- CM_OT1_HOUR,0)
Result location = total lateness

If total work lateness larger then OT1, put(work late hour – OT 1) to result location, else put 0.

IIF(CM_OT1_HOUR>WORKLATE_HOUR, CM_OT1_HOUR-WORKLATE_HOUR,0)
Result location = OT1

If OT1 – total late hour is larger then 0, set OT1 as (OT 1 – total late hour), or else set OT1 to 0.

Assign time for late arrival

IIF(WORKLATE_HOUR > 0.25 AND WORKLATE_HOUR<1, 1,0)
Result location = late arrival

If late arrival more then 15 mint and less then 1 hour, set late arrival as 1 hour, else set it to 0.

Assign time for late arrival

IIF(WORKLATE_HOUR < 0.25, 0.5,0)
Result location = late arrival.

IF Late arrival less the 15 mint, set late arrival to 30 mint , else set it to 0.

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Resolve Early Departure with early in OT

IIF(EARLYOUT_HOUR>0 AND EARLYOUT_HOUR> IN_OT_HOUR, EARLYOUT_HOUR-IN_OT_HOUR,0)
Result location : Early Departure, Total lateness

If early departure more the zero and early departure larger then early in OT, minus early departure time with early in OT time, else it equal to zero.

IIF(EARLYOUT_HOUR>0, IN_OT_HOUR- EARLYOUT_HOUR, IN_OT_HOUR)
Result Location : Early in OT

If early departure more the zero, minus early in OT with early departure, else put as early in OT.

IIF(EARLYOUT_HOUR>0 AND EARLYOUT_HOUR> IN_OT_HOUR, 0, IN_OT_HOUR)
Result Location : Early in OT

If early departure more then zero and early departure larger the early in OT, set location to zero, else set location to early in OT

Allowance

(LATE_HOUR<=0) AND (WORK_HOUR>=8)
→**If work hour more then 8 and late hour less then 0, entitle for allowance**

(WORK_HOUR>=8)AND(LATE_ARRIVAL_HOUR<=0.5)
(WORK_HOUR>=8)AND(LATE_ARRIVAL_HOUR>0.5)
→ **If work hour more or equal then 8 and late hour less or equal then half hour, entitle for certain amount of allowance. Else, go to next level, If work hour more or equal then 8 and late hour more then half hour, entitle for another amount of allowance.**

(TOTAL_DAY_WORKED >=24) AND (TOTAL_LATE_DAY <=20)
→ **if total working day more then or equal then 24 and total day late less or equal then 20.**

(OT_HOUR>=3)AND(OT_HOUR<5)
(OT_HOUR>=5)AND(OT_HOUR<10)
→ **If OT more or equal then 3 and less then 5, give allowance for first level. Else, go to next level, if OT more or equal then 5 n less then 10, give the allowance for second level.**