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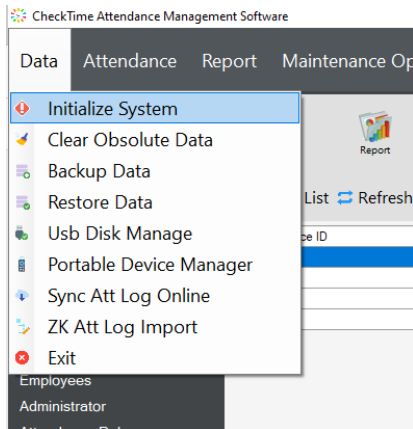
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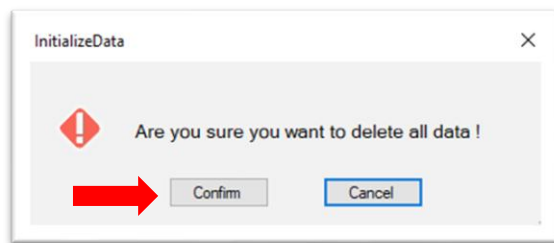
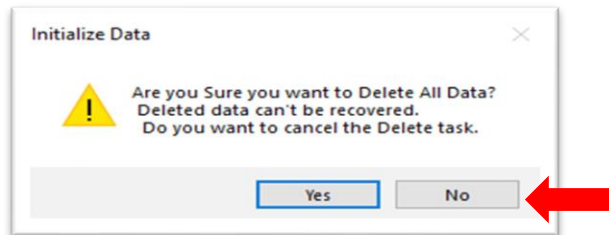
1. DATA

a) Initialize System

This function can restore system to original Setting and Remove your All Data, the follow is detailed step:



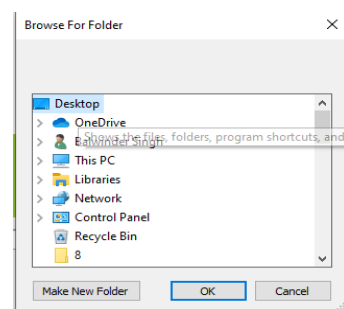
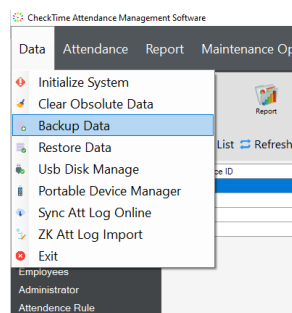
Click Data then “ Initial System “ toggle, this pop-up Window is following:



Note: If confirm your selected, the system will clear all employee's data and all attendance data. Before this operation you must be carefully do operation. Click "**No**" button and Click **Confirm**, the system will clear all data, and return initial status just system install. Click "**Yes**" Button and "**Cancel**" Button, the system return main menu without clear data .

b) Clear Obsolute Data

In order to make sure data security, we suggest you **Backup Database** in regular time, click command on the menu, pop-up following window.

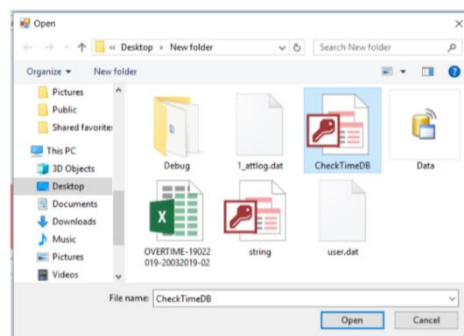
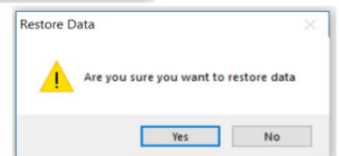
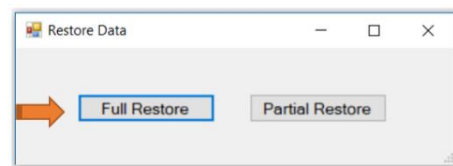
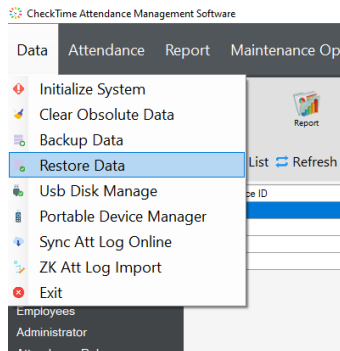


Select position to save file, filename (auto Same as your Company Name), click "**OK**" button. When original database was damage, it needs to restore, but the action only restores these

data to before back up. E.g. you back up data in Dec 15, so that these data are restored is only one before Dec 15. Order to cancel click "**Cancel**" button to close window, and then return main menu.

c) Restore Data

It can restore data in the Software through **Restore Data** under the **Data menu**. Open Windows Pop-Up Following.



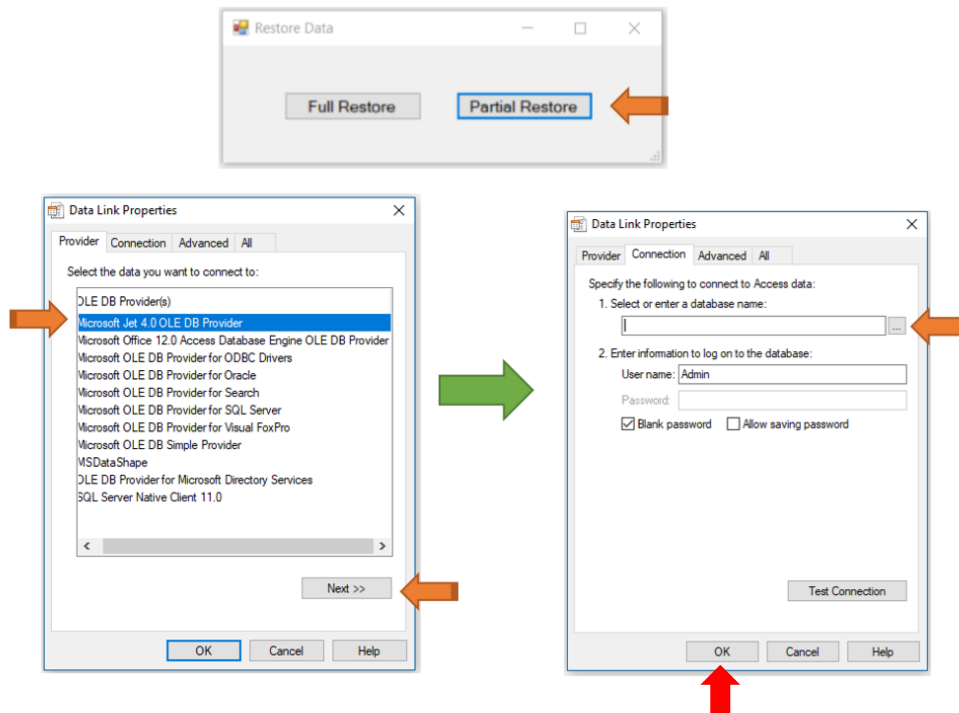
Full Restore

Click "**Full Restore**" Windows will Appear Click "**Y**[↑]**S**" and Select your Old Backup File and Press "**OPEN**" Full Data will restore from Selected File until the date backup file.

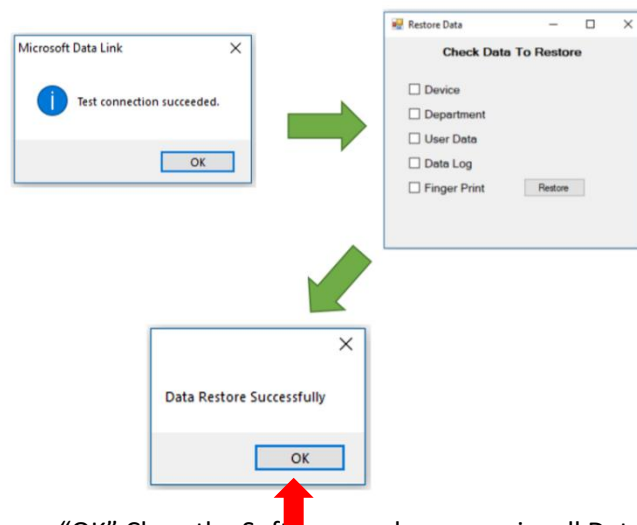
Exp: if Backup Data on DEC-30. The data will restore until DEC-30 Only.

Partial Restore

Click "**Partial Restore**" Select "**Microsoft Jet 4.0/3.5 OLE DB Provider**" and Click Next... Click Small Button "... " and following windows will open. Select Data Base File and Click "**open**"



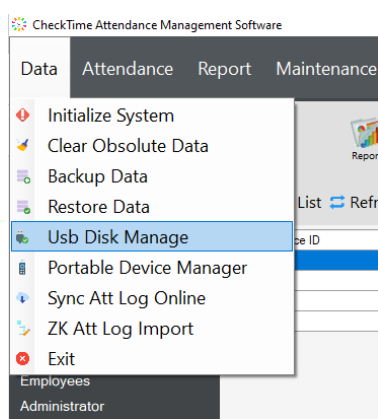
After “Open” then Click “Test Connection” Test Connection Succeeded Press “OK” and press “OK” windows open “Restore Data” Select what you want Restore Check the option and Click “Restore”.



After Restore Process “OK” Close the Software and open again. all Data will restore from Selected File until the Date backup file.

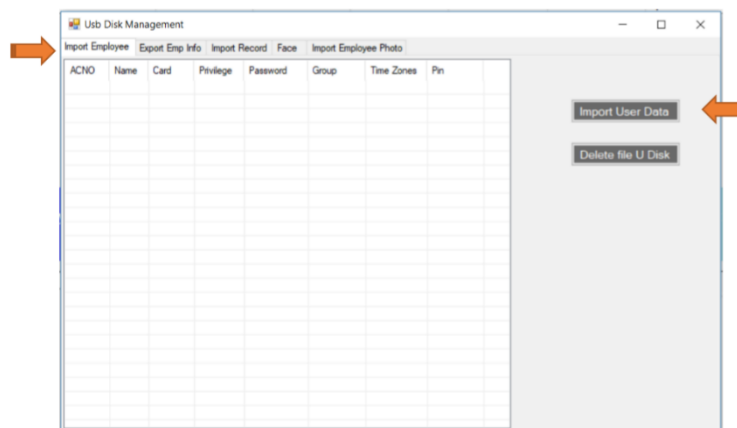
d) USB Disk Manage

When if it is difficult to communication or fail to communicate, you can use USB flash disk to upload or download employee's information and fingerprint, save these downloading data in the software.

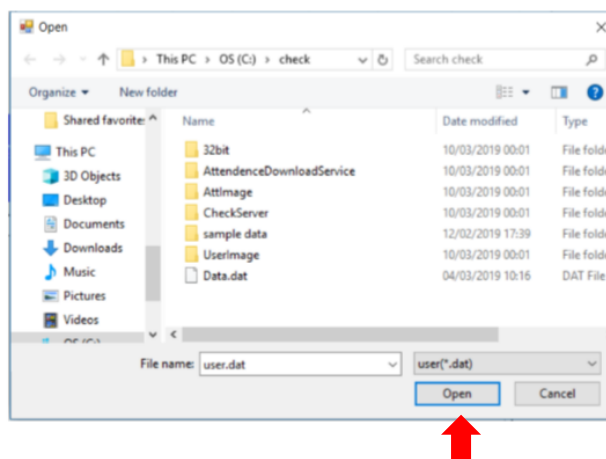


Then,

Click the “USB Disk Manage” following windows will open...



For Import user data select **"Import Employee" Tab** and click **"Import User Data"**
 Select User file that
 Downloaded from
 Fingerprint Device under
 name **"User.dat"**.



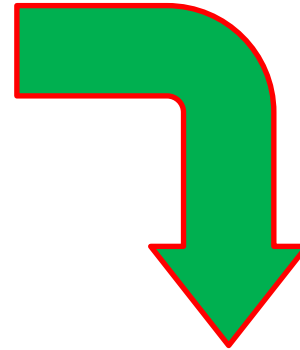
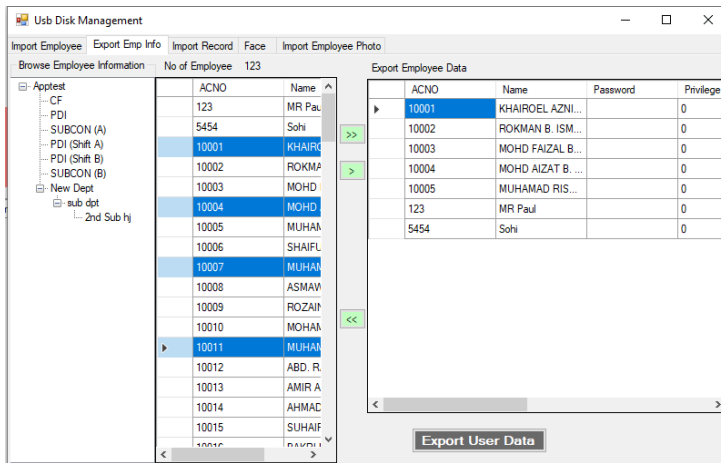
Click **"Open"**

Wait for a while until process Complete press **"Ok"**.

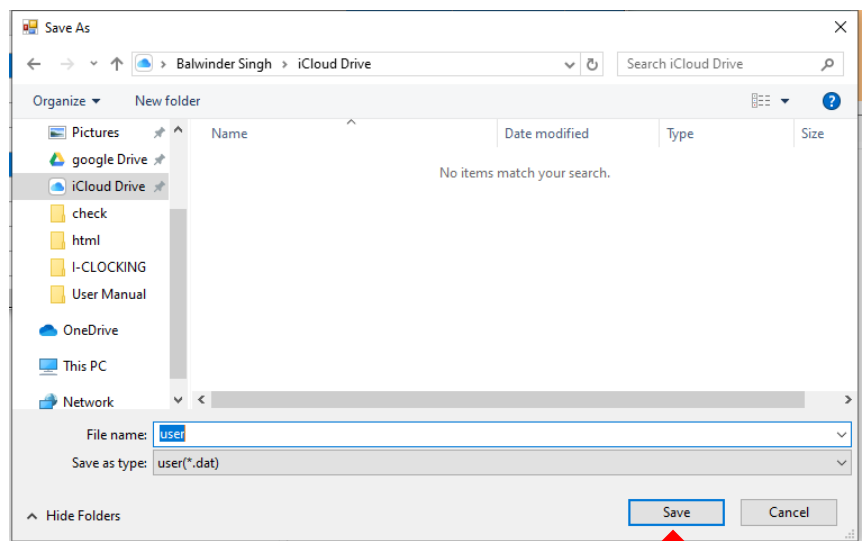
Export Emp info

for Export User for fingerprint Device select tab **"Export Emp Info"** ... save You can view all employee information in the left employee brown column;
 click the button for moving data in the middle area to import data Export User data area.

and Select department from Side Bar then Select Employee that you want Export
 and Click button in Center **">>"** and Click **"Export User Data"** window will open
 select your file location your Pen Drive Click **"Save"**.

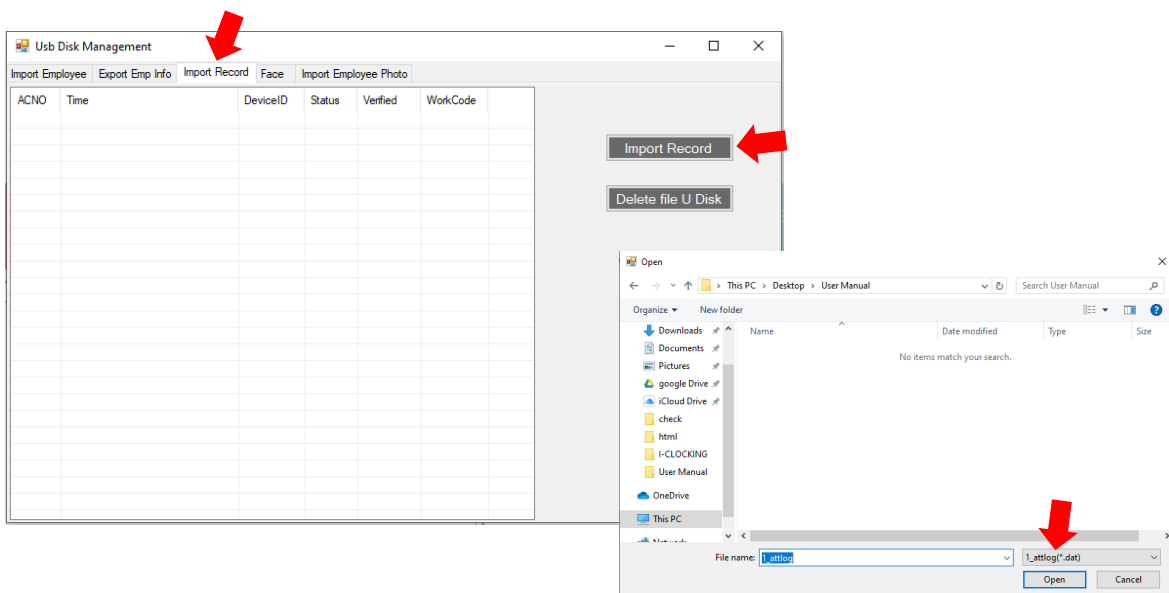


Take pen drive to FP Device and upload user data to Fingerprint Device..



Import Record

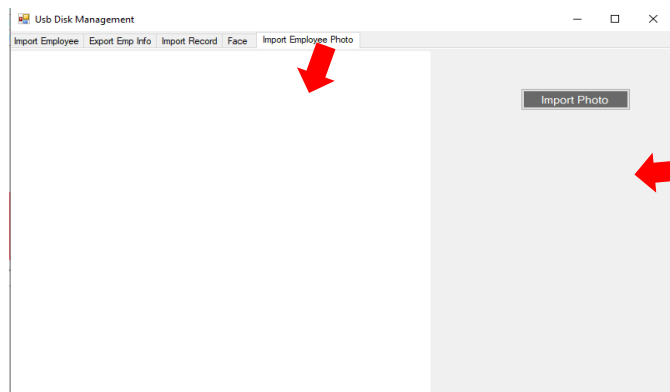
Plug USB flash disk into Device, select Menu-> USB Mng->Download Attendance record data, Press "OK", and the window will inform that download data successfully Take out USB flash disk from Device, then plug it into USB slot of PC, click Data-> USB Disk Manage and select Import Record, shown as following interface.



Click **“Import Record”** button, Select file from USB Disk, ending name with **attlog.dat** and Click Open system will import data, these data will display in the middle list to inform that download data successfully.

Import Employee Photo

Click the **“USB Disk Manage”** following windows will open...

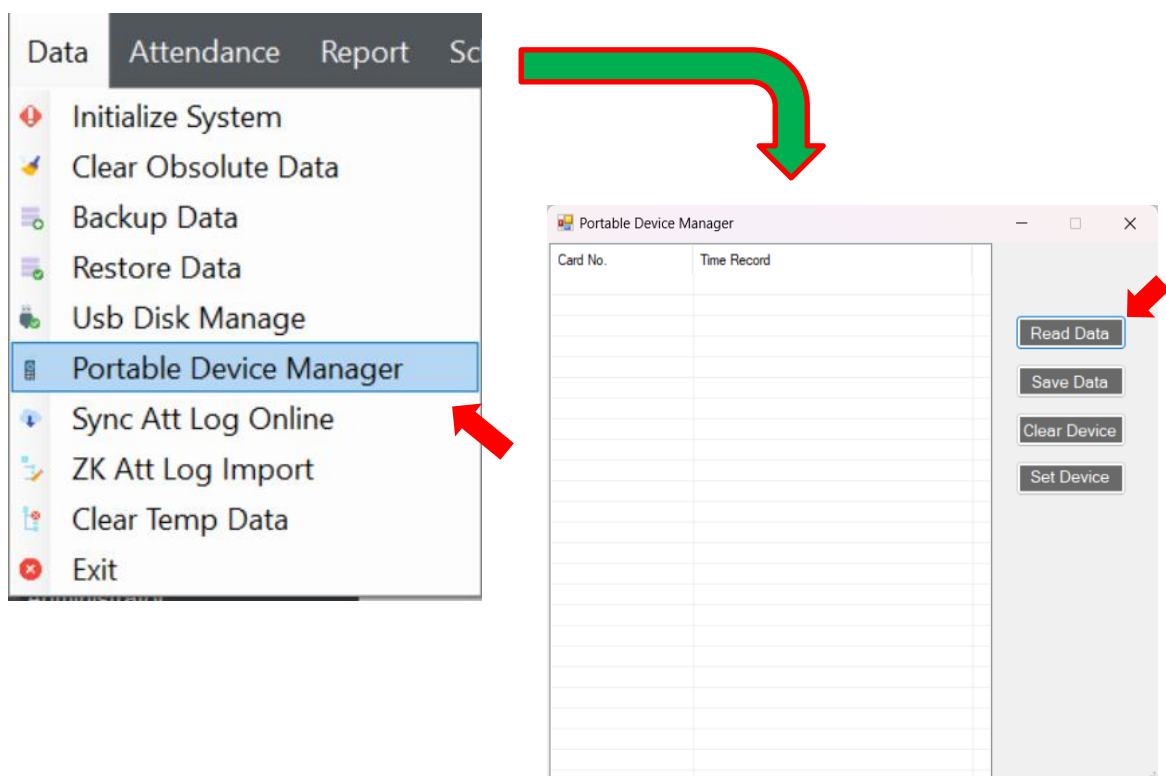


Click **“Import Photo”** Button and select folder from USB Drive Click Open wait for a while it will Import the user's photo stored in the USB disk to the software.

e) Portable Device Manager

With the Portable Device Manager in Data menu , administrator have the tool for configuring cordless device, administering personal settings – including employees data and backing up all Portable devices in the system.

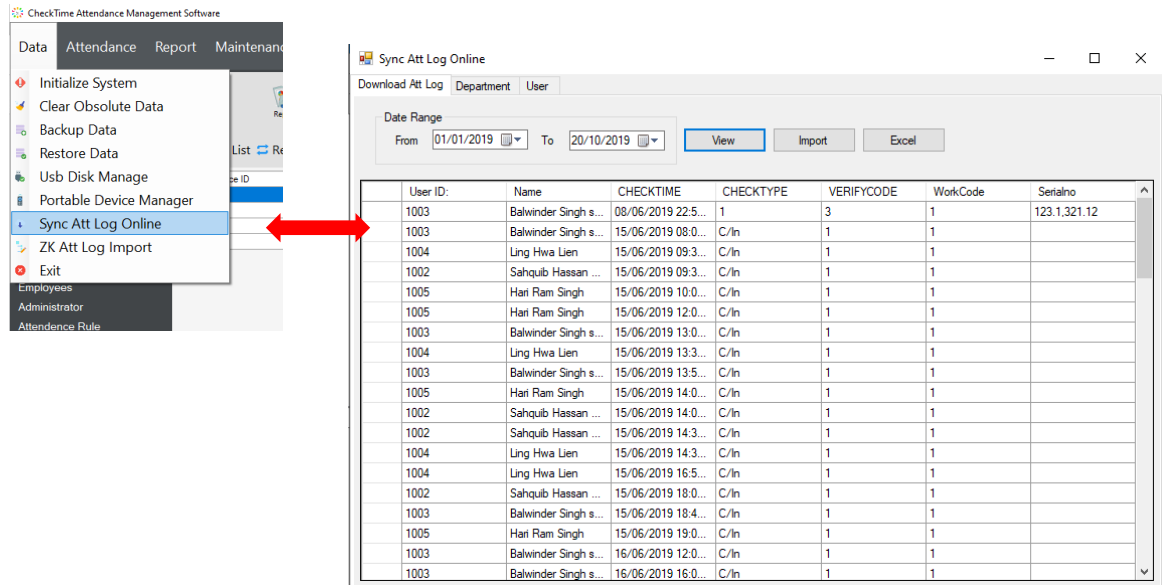
Management of portable devices can be conducted one- by-one or in group.



you can **“Read Data”** , **“Save Data”** , **“Clear Data”** and also you can **“Set Device”**.

f) Sync Att Log Online

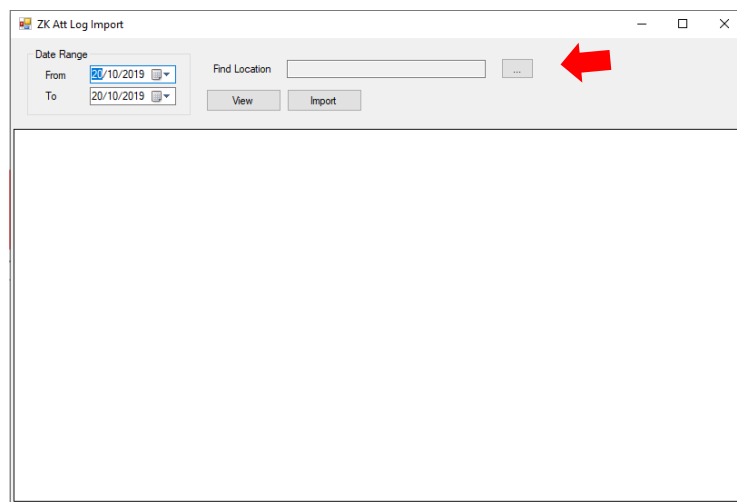
Downloading Data From Remote Site click “**Data > Sync Att log Online**” following window will Appear:



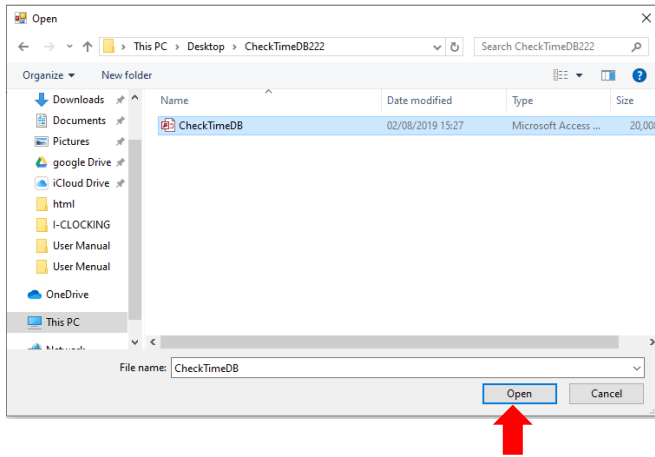
Select “**Date Range**” and Click “**View**” data will show in Middle window after data appear you can select by Location or All Data then Click “**Import**” data will save in your local PC Software.

g) ZK Att Log Import

For import Attendance Log Import from ZkTime Software Click “**Data > Zk Att Log Import**” following window will Appear



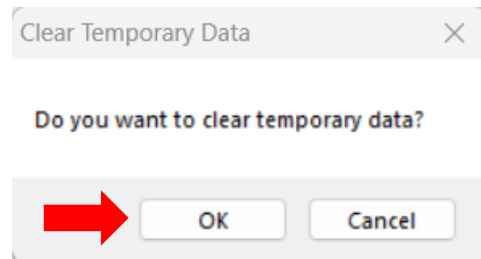
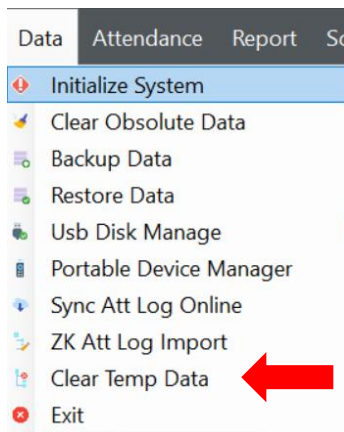
select Date range which you want import and Click “...” button following window open...



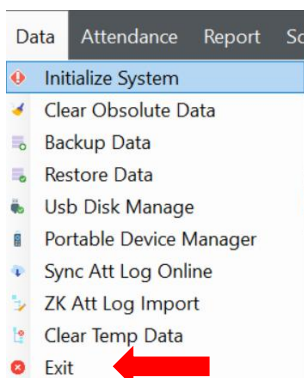
Select " **ZK Time Software DataBase**" and Click "**Open**" all data will appear in middle Window click "**Import**" Data will save in your check time Software.

h) Clear Temp. Data

if you want delete temporary data then just you click on this toggle .



i) Exit

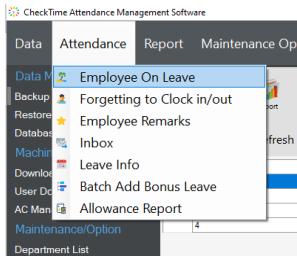


For Close the Check time Software Click in menu "**Data > Exit**" software will closed log-out...

2.ATTENDANCE

a) Employee On Leave

When an employee on leave are unable to attend Normal attendance, in order to check statistic result, it is required that utilize the function to set. Click “Employee on leave” command on menu, the window is following..



ACNO	Name	Start Time	Reason	Leave Name	Leave Type	Leave Code	Leave Unit
5454	Sohi	19/10/2019	adad	Personal Leave	Paid	PL	1

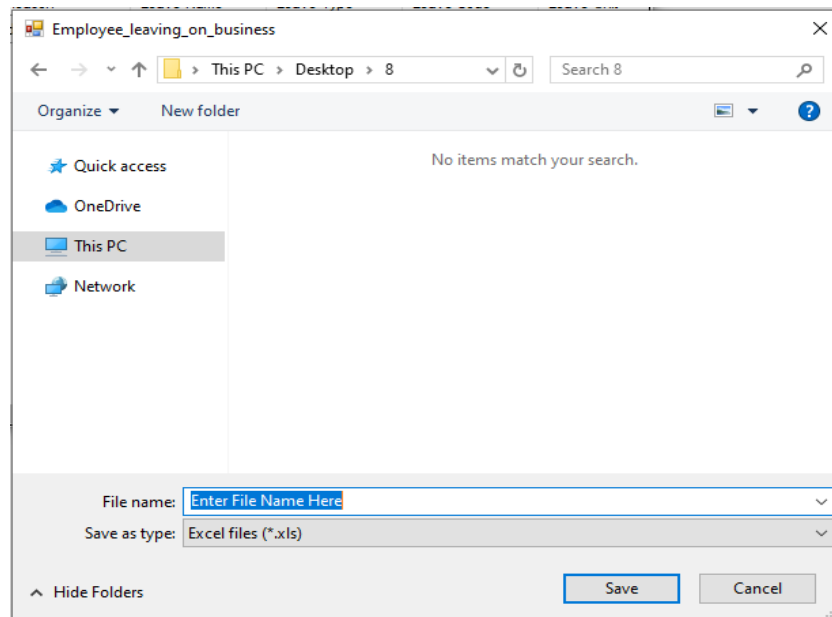
Select date Range and click “**Query**” Button result will show you in middle of windows,

Edit Leave info from result you can select “**Row**” and for Edit data Click “**Edit**” and Change any Data, and Click “**OK**” data will update..

Delete Leave select that date leave “Date Row” and Click Delete Leave Data Will Deleted..

Multi Leave Delete Select multi Row Same Time and Click “Batch Delete” selected Data will Deleted

Export to Excel for export data in excel file Click “**Export**” and following window open then select path where you want save file and Click “**Save**” file will created at selected Path..

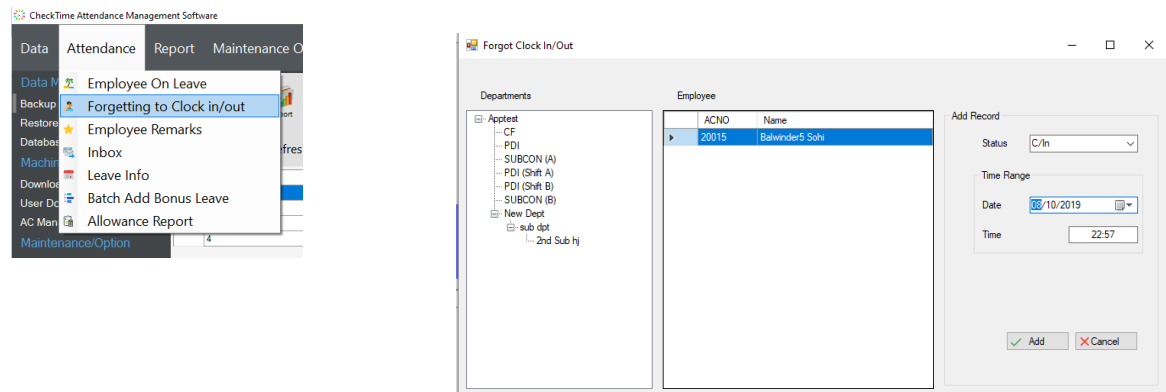


then select path where you want save file and Click “**Save**” file will created at selected Path..

b) **Forgetting to Clock In/Out**

Handle Employee's Forgetting to Clock In/Out

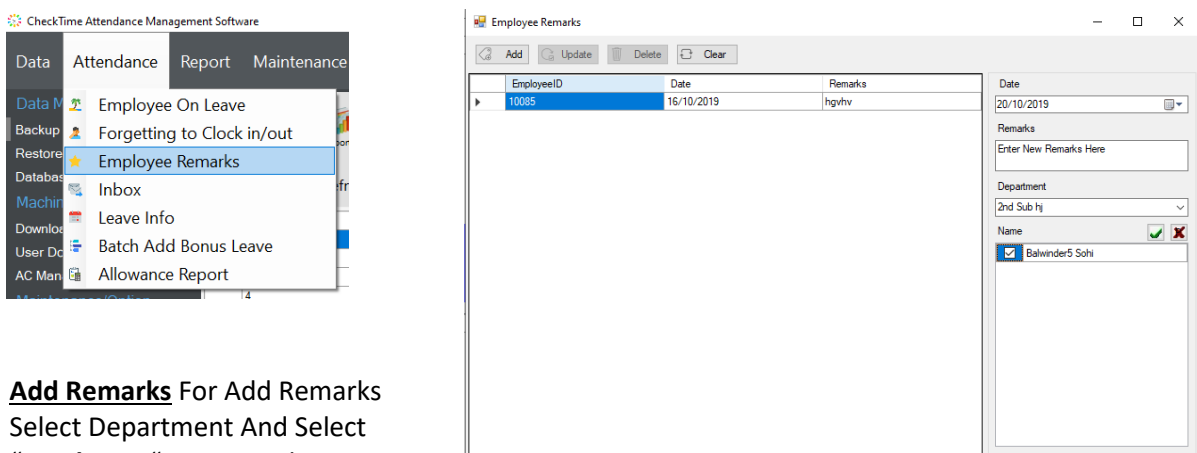
If Employee forget to check in/out due for some cause, this function of Forgetting to Clock In/Out can be used to add a Check-in/out record. Click "Forgetting to Clock In/Out" under the menu of Attendance, and the following window will pop-up



You first select department and employee and choose the record Status **"In/Out"** Set record the date and time, click **"Add"** button to add a new check-in/out record. Click the close button **"Cancel"** to close this dialog box and return to the main menu.

c) **Employee Remarks**

If Employee Late/Early out or go business Work due for some cause, this function of Employee Remarks can be used to add a Remarks record click **"Employee Remarks"** following window will open...



Add Remarks

For Add Remarks Select Department And Select

"Employee" you can Select One

employee or Multi Employee Same time, then Select date and Type Remarks in Text Area click **"Add"** remarks will added to Those Selected Employee for Selected Date.. this Remarks will appear in Report when you print calculate report.

Update Existing Remarks

Select Old remarks from showing Remarks and Retype Remarks and change data from and Click **"Update"** remarks will update to new data

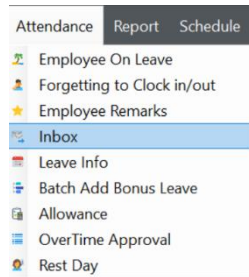
Delete Remarks

for delete Remarks select the remarks and click **"Delete"** selected sub remarks data will Deleted.

d) **Inbox**

If the Employee take Leave in particular reason then all leaves are shows on Inbox pop-up box .

Open **"Attendance"** menu then click on **"Inbox"** toggle:



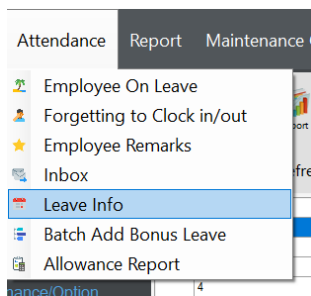
may select the date range then Click on “search” button.

As you can see, all result of employee’s requesting for leave are show in pending list.

Employee	From Date	To Date	Leave Name	Leave Type	Type	Reason	Employee	Department
Mr. Rajender Singh	01-09-2022	02-09-2022	PERIODICAL LSA	Annual Leave	Paid	New	Pending	Pending
Mr. Rajender Singh	01-09-2022	02-09-2022	PERIODICAL LSA	Annual Leave	Paid	New value	Pending	Pending
Mr. Rajender Singh	04-09-2022	10-09-2022	PERIODICAL LSA	Annual Leave	Paid	New value	Pending	Pending
Mr. Rajender Singh	04-09-2022	08-09-2022	PERIODICAL LSA	Annual Leave	Paid	New	Pending	Pending
Mr. Rajender Singh	14-09-2022	22-09-2022	PERIODICAL LSA	Annual Leave	Paid		Pending	Pending
Mr. Rajender Singh	14-09-2022	22-09-2022	PERIODICAL LSA	Annual Leave	Paid		Pending	Pending
Mr. Rajender Singh	23-09-2022	23-09-2022	PERIODICAL LSA	Annual Leave	Paid	New	Pending	Pending
Mr. Rajender Singh	23-09-2022	23-09-2022	PERIODICAL LSA	Annual Leave	Paid	New	Pending	Pending
2022-Rajender Singh	14-10-2022	19-10-2022	PERIODICAL LSA	Annual Leave	Paid	New value	Pending	Pending
Mr. Rajender Singh	01-11-2022	01-11-2022	PERIODICAL LSA	Annual Leave	Paid	New	Pending	Pending
Mr. Rajender Singh	08-11-2022	08-11-2022	PERIODICAL LSA	Annual Leave	Paid	New	Pending	Pending

e) Leave Info

Leaves view: Through the view all leaves which exist this system will be shown. Attendance > Leave info, following window will open..



Year	Medical Leave	Maternity Leave	Annual Leave	Balance Leave	Bonus Leave
2019	10	0	10	0	0

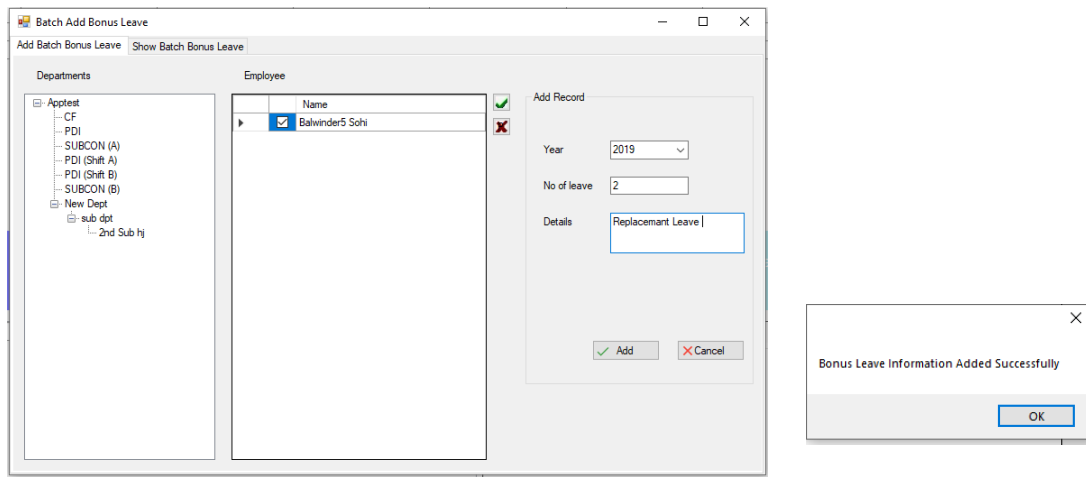
Balance Leave: 0 ☐ Carry Forward

View Leave info Select Department and select employee name and Click “Query” system will show you that employee leave info in middle of form ..

Edit Leave Info: Click on year which you want to update info and Click “Edit” window pop up will open change the info and press “Update” button. Data will be updated in your System.

f) Batch Add Bonus Leave

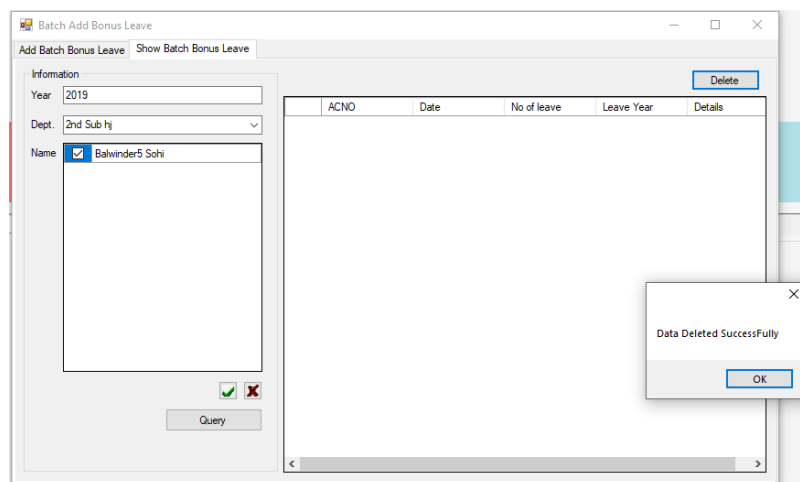
For add bulk bonus leave in employee profile click “Attendance > and Batch Add Bonus Leave” following window will open..



Add Bulk bonus leave :Select Department and select employee that you want add leave And select Year which you want add leave and fill no of Leave and enter detail why the leaves given and Click “Add” information Added Successfully Msg will pop up Press “Ok” .. Data Saved in your system.

View batch Bonus Leave: select tab “Show batch bonus Leave” Type year in “Year” text box and Select Department click Query data will show you in middle of the form..

Delete Bonus Leave : select the employee No/Name form showing Data click “Delete” Button selected employee bonus leave data will be deleted.

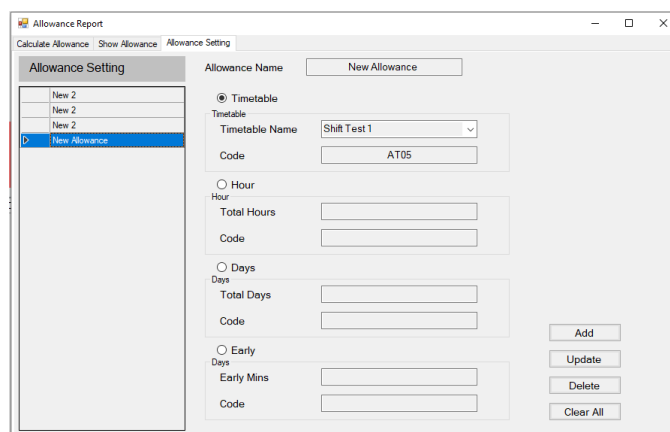


g) **Allowance**

This module is used to Add Allowance Setting for all employee, Shift Allowance, Hourly Allowance, Day Allowance and Early Coming Allowance. For setting up Allowance Click “Attendance > Allowance Report” following window will open..

For Setting up Shift Allowance Click “Allowance Setting” and select “Time Table” Enter Allowance Code and Click “Add” Button.

For Add Hourly Allowance click “Allowance Setting” and select “Hour” and enter decided hour and Enter Allowance Code Click “Add” Button. Following as below Image >



☒ Hour

Hour

Total Hours

Code

For Add Days Allowance click “Allowance Setting” and select “**Days**” and enter decided Day and Enter Allowance Code Click “**Add**” Button. Following as below Image >

☒ Days

Days

Total Days

Code

For Add Early Coming Allowance click “Allowance Setting” and select “Early” and enter minimum min Enter Allowance Code Click “Add” Button. Following as below Image >

☒ Early

Days

Early Mins

Code

For Printing Allowance Report Click “Attendance > Allowance Report” and Select Calculate Allowance Select Allowance and Department > Check (Select) Employee and Enter Date from to Press Calculate system will calculate allowance and show you report

Allowance Report

Calculate Allowance | Show Allowance | Allowance Setting

Allowance

Department: PDR (SAR AL)

From: 21-09-2018 To: 30-09-2018

Calculate

Employee and Enter Date from to Press Calculate system will calculate allowance and show you report as following Windows .. for Export this Report To Excel click Export Button. report will be exported to Excel

Allowance Report

Calculate Allowance | Show Allowance | Allowance Setting

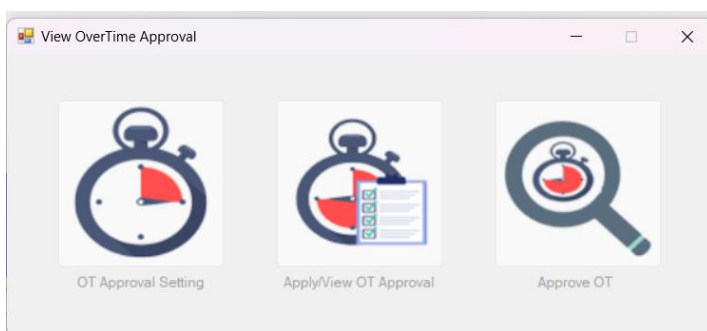
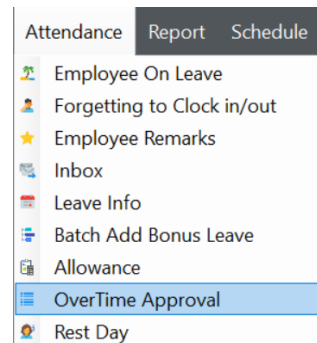
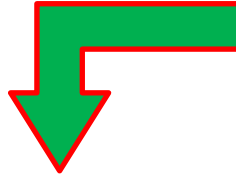
Export

Date	ACNO	Name	Schedule Name	Check In	Check Out	Total Hour	Allowance Name	Allowance
2018-09-10	TS-003	ABDUL KADIR	Night Shift PDR	20:38	07:56	11:11	New Allowance	AT06
2018-09-10	TS-003	ABDUL KADIR	Night Shift PDR	20:32	07:45	11:03	New Allowance	AT06
2018-09-17	TS-003	ABDUL KADIR	Night Shift PDR	20:43	08:30	09:45	New Allowance	AT06
2018-09-18	TS-003	ABDUL KADIR	Night Shift PDR	20:50	08:31	09:40	New Allowance	AT06
2018-09-18	TS-180	ABDUL KADIR	Night Shift PDR	20:44	07:28	10:44	New Allowance	AT06
2018-09-17	TS-180	ABDUL KADIR	Night Shift PDR	20:32	08:28	09:44	New Allowance	AT06
2018-09-18	TS-180	ABDUL KADIR	Night Shift PDR	21:40	08:58	09:18	New Allowance	AT06
2018-09-18	TS-180	ABDUL KADIR	Night Shift PDR	20:11	08:32	09:47	New Allowance	AT06
2018-09-10	TS-231	ABDUL KADIR	Night Shift PDR	20:32	07:56	11:11	New Allowance	AT06
2018-09-10	TS-231	ABDUL KADIR	Night Shift PDR	20:40	07:45	11:05	New Allowance	AT06
2018-09-14	TS-231	ABDUL KADIR	Night Shift PDR	20:27	07:45	11:03	New Allowance	AT06
2018-09-18	TS-231	ABDUL KADIR	Night Shift PDR	20:34	07:52	11:07	New Allowance	AT06
2018-09-18	TS-231	ABDUL KADIR	Night Shift PDR	20:28	07:44	10:56	New Allowance	AT06
2018-09-17	TS-231	ABDUL KADIR	Night Shift PDR	20:40	07:57	11:12	New Allowance	AT06
2018-09-18	TS-231	ABDUL KADIR	Night Shift PDR	20:41	08:32	09:47	New Allowance	AT06
2018-09-18	TS-231	ABDUL KADIR	Night Shift PDR	21:52	08:14	09:22	New Allowance	AT06
2018-09-18	TS-231	ABDUL KADIR	Night Shift PDR	20:37	07:54	11:09	New Allowance	AT06
2018-09-10	TS-019	ABDUL KADIR	Night Shift PDR	19:27	07:25	10:40	New Allowance	AT06
2018-09-10	TS-019	ABDUL KADIR	Night Shift PDR	19:30	07:15	10:30	New Allowance	AT06
2018-09-14	TS-019	ABDUL KADIR	Night Shift PDR	19:10	07:15	10:30	New Allowance	AT06
2018-09-18	TS-019	ABDUL KADIR	Night Shift PDR	19:24	07:17	10:32	New Allowance	AT06

h) OverTime Approval

If Employees who anticipate the need for overtime to complete the weeks work must Notify the supervisor or admin in advance and obtain approval prior to working hours That extend beyond their normal schedule.

You just open the “**Attendance**” menu then click on “**OverTime Approval**” Toogle:



Then you select three any button of them:

(i)OT Approval Setting:

you can adjust all OT Approval Setting in this Button.

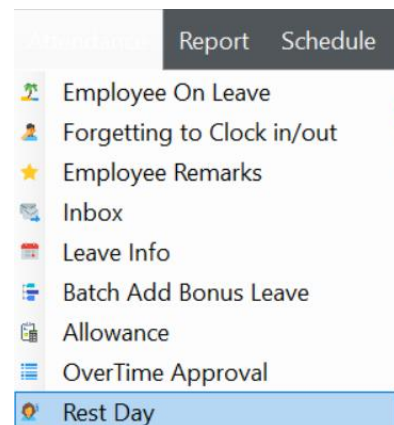
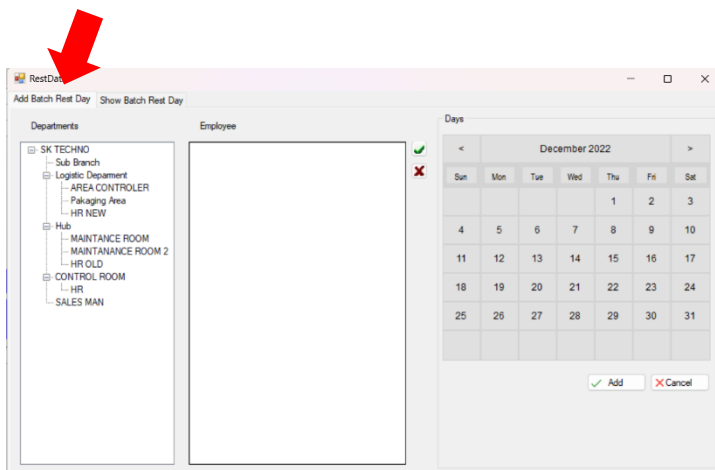
(ii)Apply/View OT Approval : You can see and apply all OT Approval in this Button.

(iii) Approve OT : You can approve all OT Approval in this button by Supervisor or Admin.

i) Rest Day

If any employee take rest for someday .

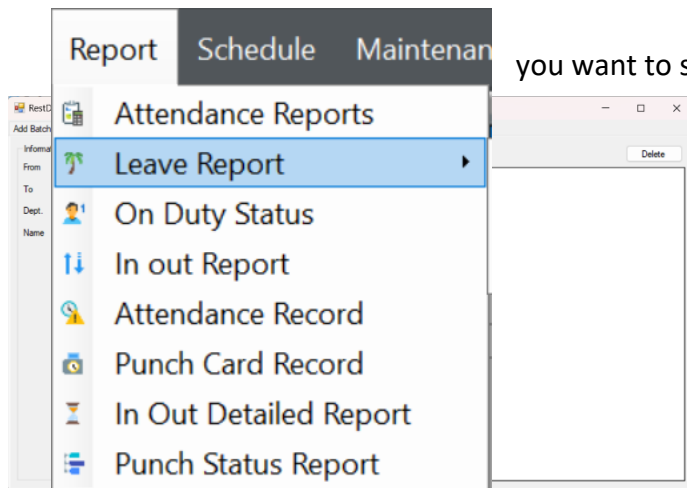
You can open “**Attendance**” then click on “**Rest Day**”.



pen and select “**Department**” in “**Add Batch Rest Day**” and select date then click on “**Add**” button.



If



you want to show batch rest day then click on

Click on **"Attendance"** menu then tap on **"Rest Day"**

You see a box which have two menu bar=>

You just select **"Show Batch Rest Day"** menu then Select Date Range and Department, Then click on **"Query"** button.

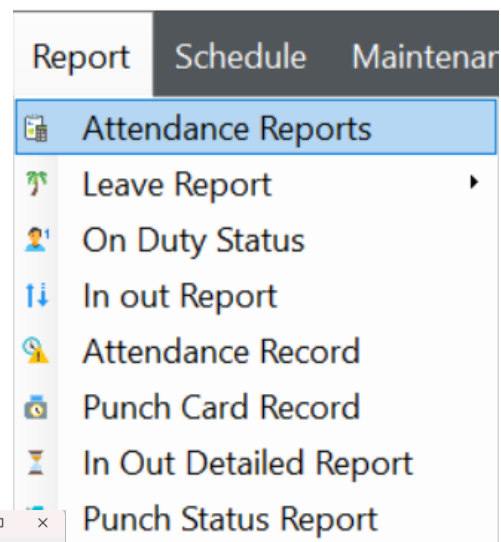
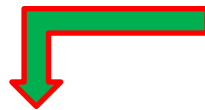
3.REPORT

If you want any report of employees then select **Report** menu , you see all type of report you can generate.

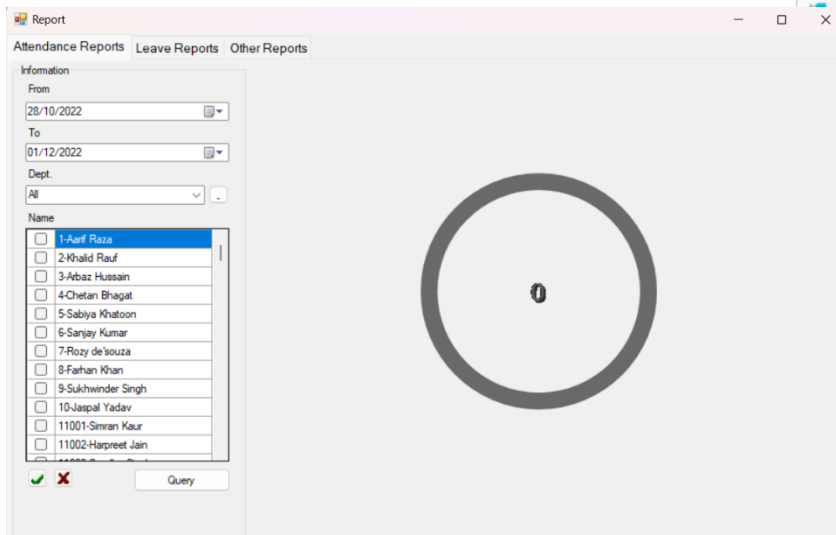
a. Attendance Reports

It provides an attendance history for selected Employee(s), including the name of the employee, date of attendance, timeslot and department name and attendance status.

You just click on **"Report"** menu then select **"Attendance Reports"**:



You see a new dialogue box , you just select the **date range** and



select **Department**.

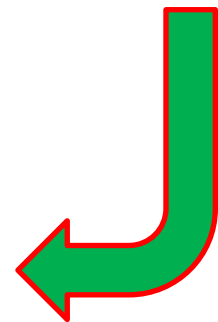
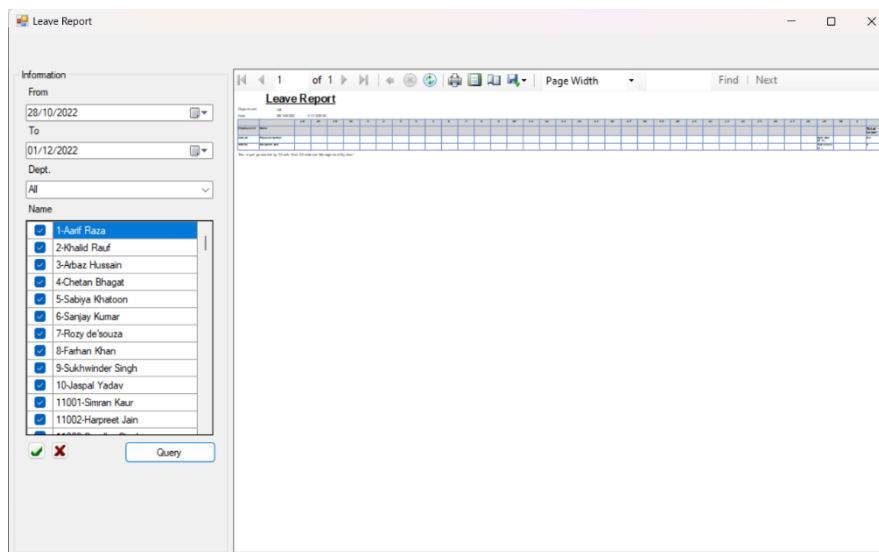
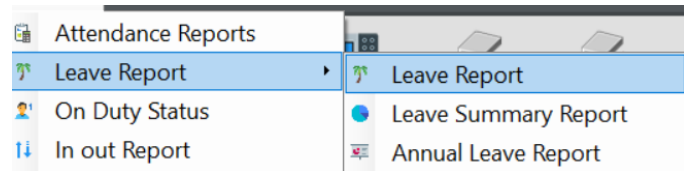
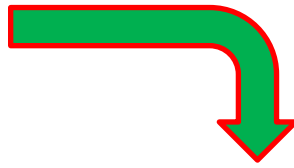
You want one **employee attendance report** then select particular employee as you want. If you want to select all employee report then click on Button then, You just click on **"Query"** button.

b. Leave Report

i)Leave Report

It is the process for regular, full-time classified employee(s) to enter and submit your Absences.

You just click on **"Report"** menu then select **"Leave report"** toggle.



You see a new dialogue box , you just select the

date range and select **Department**.

You want one **employee leave report** then select particular employee as you want.

If you want to select all employee report then click on

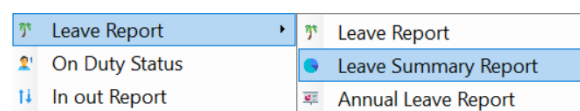
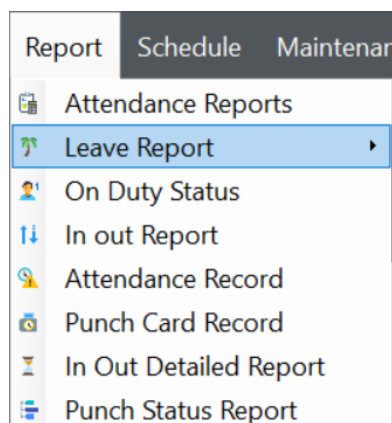
Button then,



You just click on **"Query"** button.

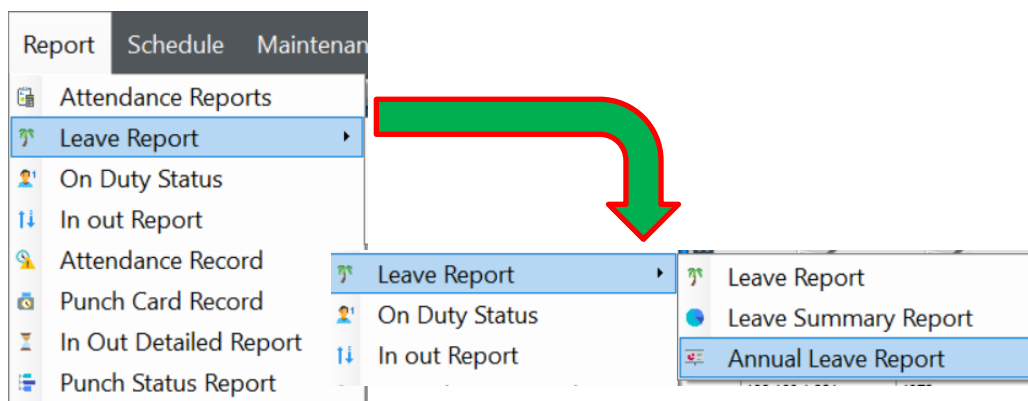
ii)Leave Summary Report

You just click on "Report" menu then select **"Leave Summary report"** toggle.



iii) Annual Leave Report

You just click on "Report" menu then select "Report Leave report" toggle.



c. On

Duty Status

On duty status includes all time you are **working , not working or are required to be ready to work** for any employee whether paid or unpaid.

You can open just click on "Report" menu then click on "On Duty Status":

Report Schedule Maintenance

Attendance Reports
Leave Report
On Duty Status
In out Report
Attendance Record
Punch Card Record
In Out Detailed Report
Punch Status Report

You can export all report in **excel** format.

01/12/2022

Query
Export
Close

On Duty 208
Not on duty 161

EmpID	EmpName	Schedule	Checkin	Check
22	1	Aarif Raza	moming_sat	09:09
22	2	Khalid Rauf	moming_shift	09:10
22	3	Arbaz Hussain	moming_shift	09:10
22	4	Chetan Bhagat	moming_shift	09:10
22	5	Sabiya Khatoon	moming_shift	09:10
01/12/2022	6	Sanjay Kumar	moming_shift	09:10
01/12/2022	7	Rozzy de'souza	moming_shift	09:10
01/12/2022	8	Fahsan Khan	moming_shift	09:10
01/12/2022	9	Sukhwinder Singh	moming_shift	09:10
01/12/2022	10	Jaspal Yadav	moming_shift	09:10
01/12/2022	11001	Simran Kaur	moming_shift	09:10
01/12/2022	11002	Hapreet Jain	moming_shift	09:10
01/12/2022	11003	Sandhu Singh	moming_shift	09:10
01/12/2022	11004	Arya Kumar	moming_shift	09:10
01/12/2022	11005	Imanual Haque	moming_shift	09:10
01/12/2022	11006	Sanaya Siddique	moming_shift	09:10
01/12/2022	11007	Sanjana Sharma	moming_shift	09:10
01/12/2022	11008	Katrina Kaif	moming_shift	09:10
01/12/2022	11009	Salman Khan	moming_shift	09:00
01/12/2022	11010	Randeep Hodia	moming_shift	09:00

Current Employee Status

On Duty 208
Not On Duty 161
Late 18
Early 1

Current Employee Status

On Duty 208
Not On Duty 161
Late 18
Early 1

d. In Out Report

This report shows the **check in/out summary** (the first check in and last check out Of the work day) of all the employee(s) and useful in tracking the in/out summary Including the break duration and the late by check time.

You can just click on **"Report"** then click on **"In/Out Report"**:

Report Schedule Maintenance

Attendance Reports
Leave Report
On Duty Status
In out Report
Attendance Record
Punch Card Record
In Out Detailed Report
Punch Status Report

Information

From 28/10/2022
To 01/12/2022
Dept. All
Name

1-Aarif Raza
2-Khalid Rauf
3-Arbaz Hussain
4-Chetan Bhagat
5-Sabiya Khatoon
6-Sanjay Kumar
7-Rozzy de'souza
8-Fahsan Khan
9-Sukhwinder Singh
10-Jaspal Yadav
11001-Simran Kaur
11002-Hapreet Jain

Export Query

EmpDate	Account_No	Name	EMP_No	Department	CheckIn1	CheckOut1
2022/11/29	1	Aarif Raza	123	SK TECHNO	09:00	
2022/11/30	1	Aarif Raza	123	SK TECHNO	09:00	10:11
2022/12/01	1	Aarif Raza	123	SK TECHNO	09:09	
2022/11/29	2	Khalid Rauf	786	Sub Branch	09:01	16:27
2022/11/30	2	Khalid Rauf	786	Sub Branch	09:00	
2022/12/01	2	Khalid Rauf	786	Sub Branch	09:10	
2022/11/29	3	Arbaz Hussain	786788	Sub Branch	16:24	16:25
2022/11/30	3	Arbaz Hussain	786788	Sub Branch	09:00	12:30
2022/12/01	3	Arbaz Hussain	786788	Sub Branch	09:10	
2022/11/30	4	Chetan Bhagat	786789	Sub Branch	09:00	
2022/12/01	4	Chetan Bhagat	786789	Sub Branch	09:10	
2022/11/30	5	Sabiya Khatoon	786790	Sub Branch	09:00	11:00
2022/12/01	5	Sabiya Khatoon	786790	Sub Branch	09:10	
2022/11/30	6	Sanjay Kumar	786791	Sub Branch	09:00	11:00
2022/12/01	6	Sanjay Kumar	786791	Sub Branch	09:10	
2022/11/30	7	Rozzy de'souza	786792	Sub Branch	09:00	11:00
2022/12/01	7	Rozzy de'souza	786792	Sub Branch	09:10	
2022/11/30	8	Fahsan Khan	786793	Sub Branch	09:00	11:00
2022/12/01	8	Fahsan Khan	786793	Sub Branch	09:10	
2022/11/30	9	Sukhwinder Singh	786794	Sub Branch	09:00	11:00
2022/12/01	9	Sukhwinder Singh	786794	Sub Branch	09:10	
2022/11/29	10	Jaspal Yadav	786795	Sub Branch	09:00	
2022/11/30	10	Jaspal Yadav	786795	Sub Branch	09:00	11:00

Export Query

You may select **date range** and also select **department** then click on **"Query"**.
You can also **export** all in/Out report in your

desktop.

e. Attendance Record

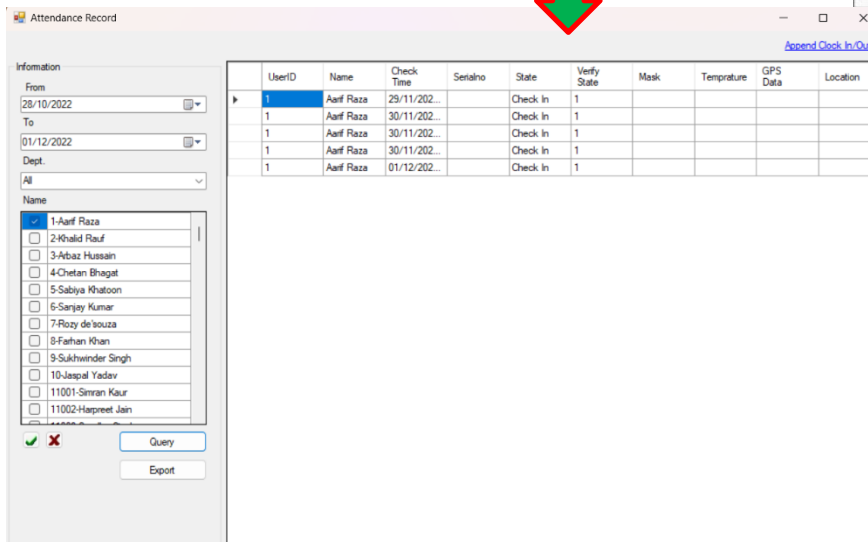
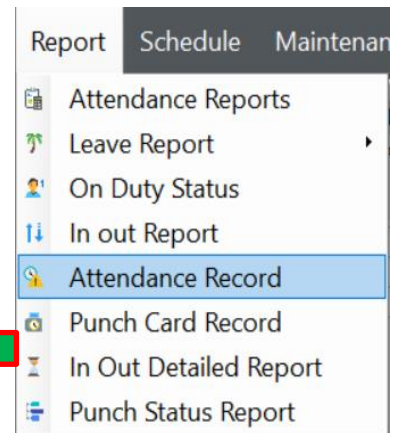
It provides an attendance history for selected Employee(s), including the name of the employee, date of attendance, timeslot and department name and attendance status.

You can select **date range** And select **department**

Then you select particular employees or all employees

You just click on “**Query**”

Button.



You also “**Export**”  all attendance record in your PC.

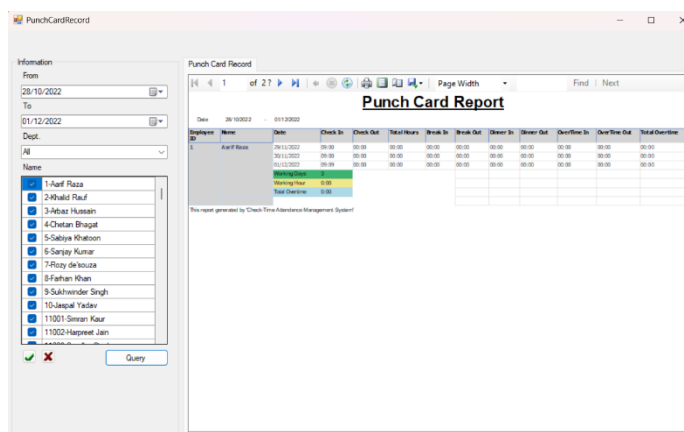
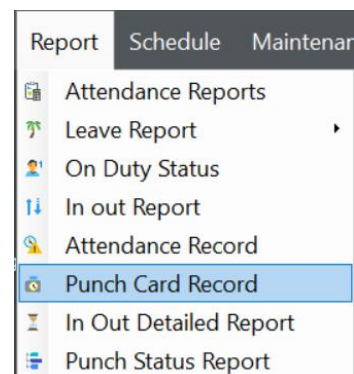
f. Punch Card Record

Punch Card attendance System functions on the technology scanning fingerprints, face, or retina to record the attendance of the employees. As soon as an employee enters the office and punches in or out in the machine, the data goes to the database and matches it with the existing employee information.

You just click on “**Record**” then select “**Punch Card Record**”.

You can select **date range** And select **department**

Then you select particular employees or  all employees .



You just click on “**Query**” Button.

g. In Out Detailed Report

This report shows the **check in/out summary** (the first check in and last check out of the work day) of all the employee(s) and useful in tracking the in/out summary Including the break duration and the late by check time.

You just click on **“Report”** then select **“In Out Detailed Report”**.

You will see a new pop-up box , you select **date range** then select **Department** .

Information

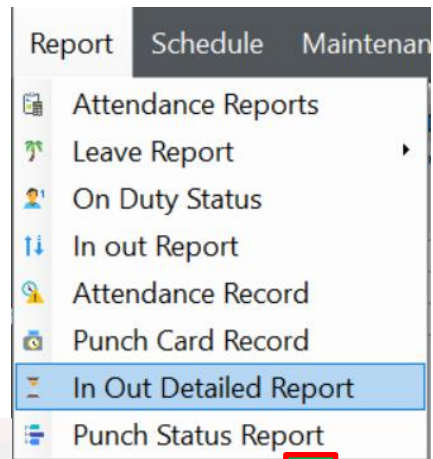
From: 28/10/2022

To: 01/12/2022

Dept: All

Name: 1-Aarif Raza, 2-Khalid Rauf, 3-Abaz Hussain, 4-Chetan Bhagat, 5-Sabiyah Khatoon, 6-Sanjay Kumar, 7-Rozy de'souza, 8-Faham Khan, 9-Sukhwinder Singh, 10-Jaspal Yadav, 11001-Simran Kaur, 11002-Harpreet Jain

Query



Then you select particular employees or  all employees .

You just click on **“Query”** Button.

h. Punch Status Report

Punch Card attendance System functions on the technology scanning fingerprints, face, or retina to record the attendance of the employees. As soon as an employee enters the office and punches in or out in the machine, the data goes to the database and matches it with the existing employee information.

You just click on **“Report”** then select **“Punch Status Report”**.

You will see a new pop-up box , you select **date range** then select **Department** .

Then you select particular employees or  all employees.

Information

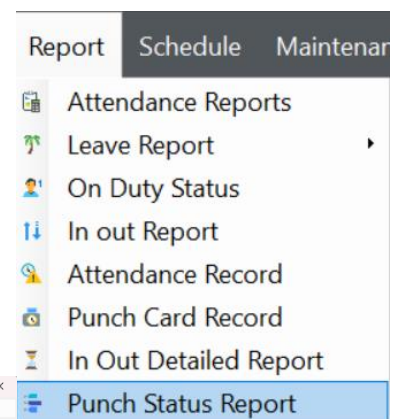
From: 28/10/2022

To: 01/12/2022

Dept: All

Name: 1-Aarif Raza, 2-Khalid Rauf, 3-Abaz Hussain, 4-Chetan Bhagat, 5-Sabiyah Khatoon, 6-Sanjay Kumar, 7-Rozy de'souza, 8-Faham Khan, 9-Sukhwinder Singh, 10-Jaspal Yadav, 11001-Simran Kaur, 11002-Harpreet Jain

Export Query



You just click on **“Query”** Button.

4.SCHEDULE

a. Maintanance Timetables

It is the process of making sure planned work is carried out. It involves bringing you create all shift that you want like **morning shift, Evening shift , Night shift , HalfDay shift, etc.**

1 2 3

Schedule Maintenance Option

Maintenance Timetables

Timetable

Normal Time Table

Regular Type

Timetable Name

On Duty Time

Late Time Allowance Mins

Beginning In

Beginning Out

Rest Time Start

Rest Time End

Set Color Choose

Off Duty Time

Leave Early Allowance Mins

Ending In

Ending Out

Max Overtime 0 Mins

Max Rest Time 0 Mins

Advance Setting

☐ Over Time Before Work Hour 0 Min 0 Max Mins

☐ Break Before OverTime 0 Mins

☐ OT Level 1 Normal OT 1

☐ OT Level 2 Rest Day OT 1

☐ OT Level 3 Public Holiday OT 1

☐ Rest 2

Break Time Start 00:00

Break Time End 00:00

Max Break Time 0 Mins

Advance Rule

Late Deduction

☐ None ☒ Work Time

Early Deduction

☐ None ☐ Work Time

☐ OverTime Then WorkTime

Break Deduction

☒ None ☐ Work Time

☐ Extra Time ☐ Auto

OT Round Options

Round By 0 Mins

☐ Round Up ☒ Round Value ☐ Round Down

Rest 2 Deduction

☒ None ☐ Work Time ☐ OverTime

☐ Extra Time ☐ Auto

You just click on "Schedule" then select "Maintanance Timetables"

1. **Add** : you can add new maintainance table .
2. **Update** : you can update existing timechart
3. **Delete** : you can delete old maintainance timetable.
4. **Fixed shedule** : you can fixed any employee with any shift like morning , evening or night shift.
5. **Flexible schedule** : this schedule gives employees a level of autonomy to create Their own schedules and find a work-life balance that works for them.

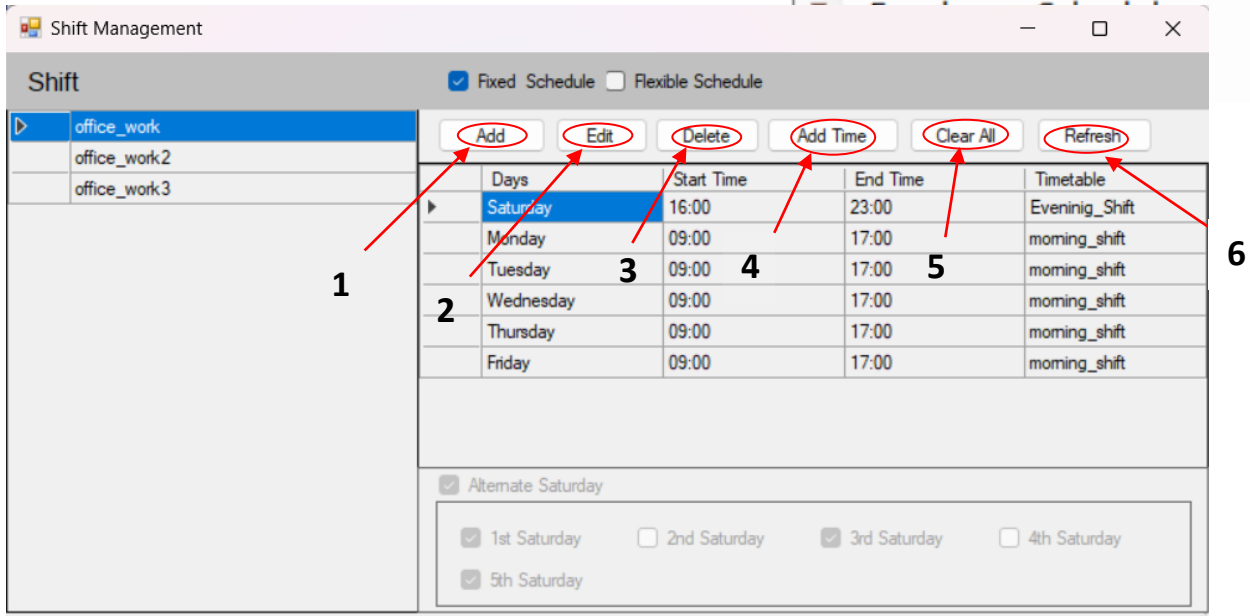
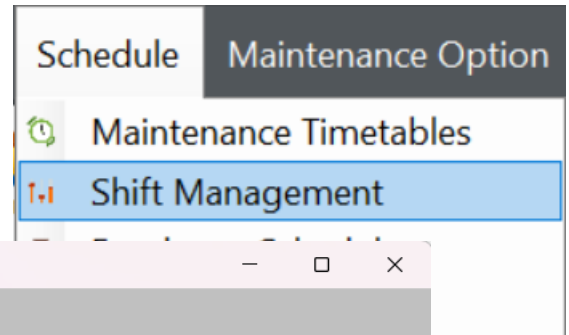
b. Shift Management

Shift Mangement is used to manage the various types of shifts and assist the association with arranging and schedule employee shifts with compexity. Shift management tool is useful for the association where various shifts are being Used particularly for night shift and twofold obligation which proceed to following day.

You just click on "Schedule" then select "Maintanance Timetables".

Fixed shedule : you can fixed any employee with any shift like morning , evening or night shift.

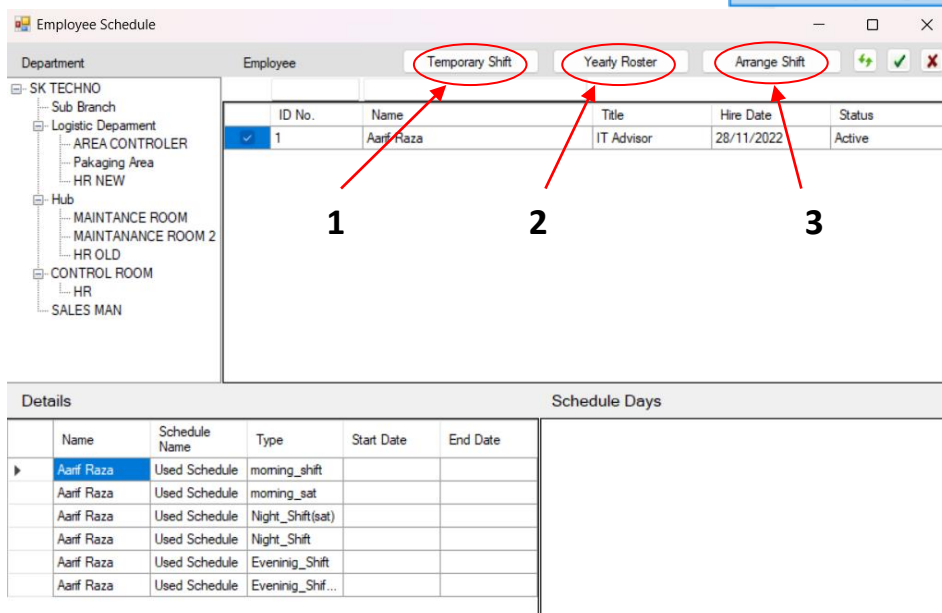
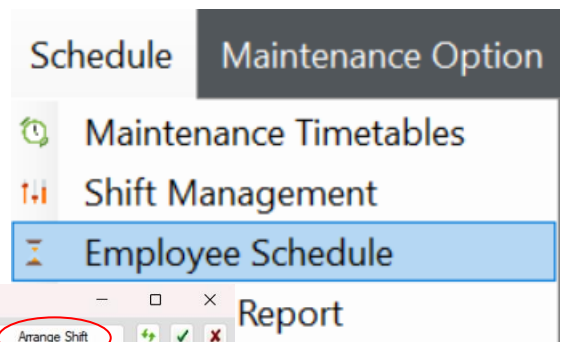
Flexible schedule : this schedule gives employees a level of autonomy to create Their own schedules and find a work-life balance that works for them.



c. Employee Schedule

An employee scheduling is the process of predicting labor needs , assigning employees to fill those needs, and adjusting in real-time.

You just click on “**Schedule**” then select “**Employee Schedule**”.



1. Temporary Shift : You can put any employee for temporary shift and update
Add , delete or clear all entries

The screenshot shows a software window titled "TemporaryShift". At the top, there are four buttons: "Add", "Update", "Delete", and "Clear All". Below these is a search bar with the text "Search By Employee Name" and a "Search" button. The main area is a table with columns: "ID No.", "Name", "Date", and "Shift". The table is currently empty. To the right of the table is an "Information" panel with a "Date" dropdown menu set to "08/12/2022" and a "Shift" dropdown menu set to "Select".

You select **"Date"** Then Select **"Shift"** then **"Search"**.

2. Yearly Roster : It is a period specified in a written roster , which contains the
Expected attendance pattern of employees in the rostered
operation Working pattern.

The screenshot shows a software window titled "YearlyRoster". It has two tabs: "Insert Yearly Roster" and "Save And View Yearly Roster". Below the tabs is a "Year" dropdown menu set to "Year-2022" and a "Save" button. The main area is a calendar grid for the year 2022. The grid has columns for each month (JANUARY to DECEMBER) and rows for each day of the week (D... to Sun). The grid contains numbers 1 through 31, representing the days of the month. The grid is currently empty, showing only the numbers and day labels.

You can insert yearly roster and save.

You can also save and view yearly roster

You set your date range and select employee which you want to view

You set your date range and select employee which you want to... then **“Search”**
 You also delete roster you want..

3. Arrange Shift : Shift work can include **evening , night , and early morning shift as well as fixed or rotating schedules**. Any work schedule that falls outside the hours.

You can **Add , Refresh and Cancel** shift whenever you want...

- d. **Schedule report** : Scheduled reports start automatically at a defined point in time. They run in the background and you can view the results later.

The screenshot shows a window titled "Schedule Report". On the left, there is an "Information" panel with the following fields:

- From:** 28/10/2022
- To:** 01/12/2022
- Dept.:** All
- Name:** A list of employees with checkboxes next to their names. The first few are checked: 1-Aarif Raza, 2-Khalid Rauf, 3-Arbaz Hussain, 4-Chetan Bhagat, 5-Sabiya Khatoun, 6-Sanjay Kumar, 7-Rozy de'souza, 8-Farhan Khan, 9-Sukhwinder Singh, 10-Jaspal Yadav, 11001-Simran Kaur, 11002-Harpreet Jain.

At the bottom of the "Information" panel are a green checkmark icon, a red X icon, and a "Query" button.

On the right, there is a table with the following columns: EmpID, Name, Department, Date, Schedule, In, and Out. The table contains 16 rows of data, all for employee 1 (Aarif Raza) in the SK TECHNO department, showing a schedule from 28/10/2022 to 16/11/2022. The schedule alternates between "Auto Shift" and "RestDay".

EmpID	Name	Department	Date	Schedule	In	Out
1	Aarif Raza	SK TECHNO	28/10/2022	Auto Shift		
1	Aarif Raza	SK TECHNO	29/10/2022	Auto Shift		
1	Aarif Raza	SK TECHNO	30/10/2022	RestDay		
1	Aarif Raza	SK TECHNO	31/10/2022	Auto Shift		
1	Aarif Raza	SK TECHNO	01/11/2022	Auto Shift		
1	Aarif Raza	SK TECHNO	02/11/2022	Auto Shift		
1	Aarif Raza	SK TECHNO	03/11/2022	Auto Shift		
1	Aarif Raza	SK TECHNO	04/11/2022	Auto Shift		
1	Aarif Raza	SK TECHNO	05/11/2022	Auto Shift		
1	Aarif Raza	SK TECHNO	06/11/2022	RestDay		
1	Aarif Raza	SK TECHNO	07/11/2022	Auto Shift		
1	Aarif Raza	SK TECHNO	08/11/2022	Auto Shift		
1	Aarif Raza	SK TECHNO	09/11/2022	Auto Shift		
1	Aarif Raza	SK TECHNO	10/11/2022	Auto Shift		
1	Aarif Raza	SK TECHNO	11/11/2022	Auto Shift		
1	Aarif Raza	SK TECHNO	12/11/2022	Auto Shift		
1	Aarif Raza	SK TECHNO	13/11/2022	RestDay		
1	Aarif Raza	SK TECHNO	14/11/2022	Auto Shift		
1	Aarif Raza	SK TECHNO	15/11/2022	Auto Shift		
1	Aarif Raza	SK TECHNO	16/11/2022	Auto Shift		

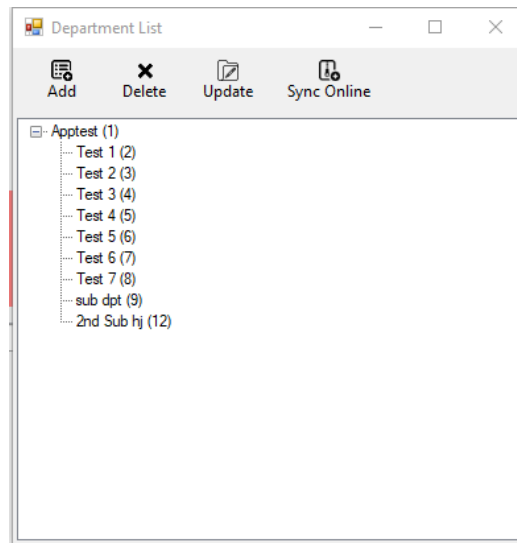
You set **date range** and select **department** then select **employee** whichever you want then click on **“Query”** button.

You can also **Print** all data in your desktop.

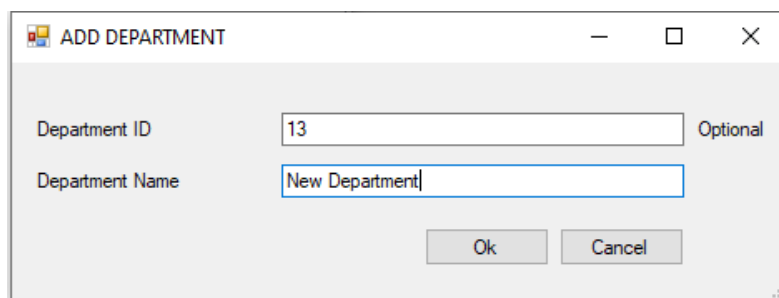
4. MAINTANANCE OPTION

a. Department List

This module provides with convenient to manage each department, mainly add/Edit & Delete department, for more detail as following: Click on the " Maintenance Option > Department list" on the menu windows appear:

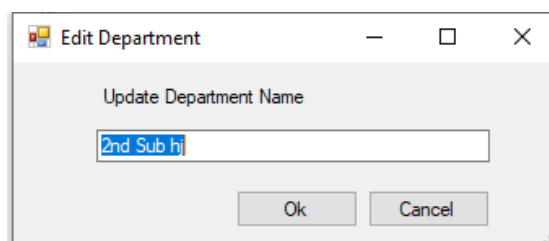


In adding department, you first **Select** the superior department of the new department, click on the "**Add**" button, input Department ID and name of new department in the dialog box, click "OK" to save.



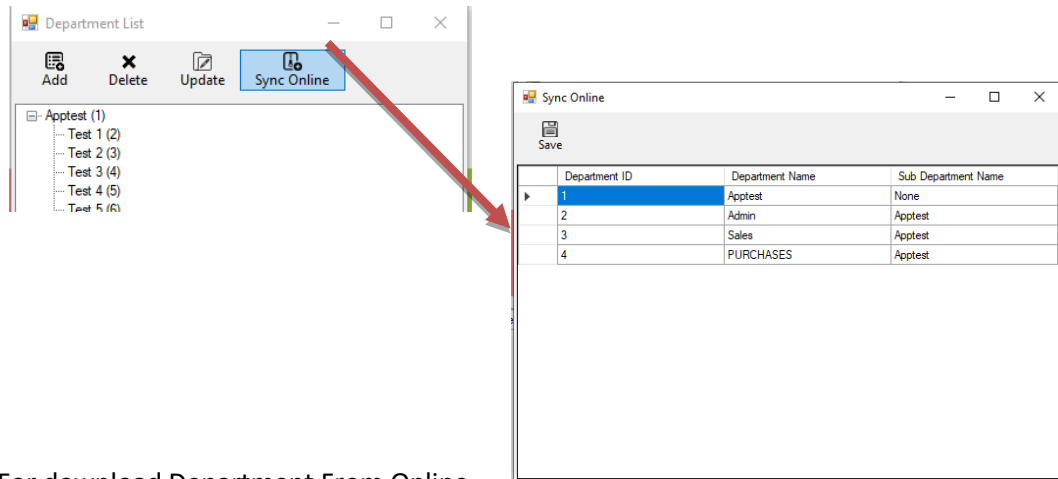
and deleting department, you only firstly **Select** the department selected, click the "**Delete**" button, Department will be deleted if department is Empty (No Employee Inside Department).

If you want to modify a department's first select the department to modify by click **Update** Button and enter New Details in Dialog Box Press Ok Button.



IF your Using Online Data Sync With check Time Server. For Checking Department at Online Server Click .

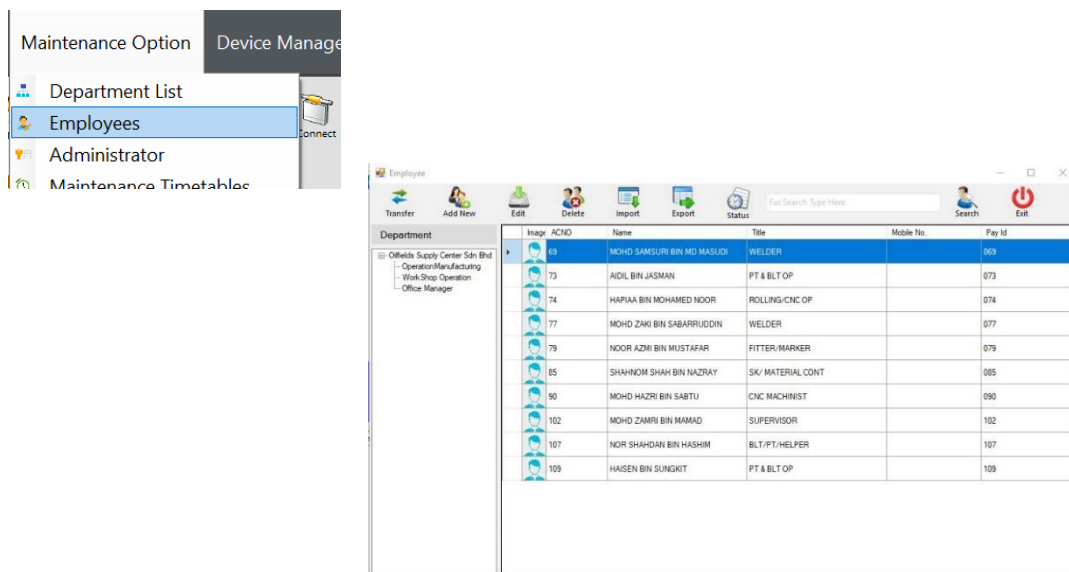
Sync Online following window will open:



For download Department From Online Server Click SAVE Button all department will save on your Local Pc Database.

b. Employees

Select the "Maintenance/option", click **Employee** item, and open "Employee list", within this window, Through the employee list you can view the Employee info like Ac No, name, title and Pay ID. For modify employee's information Select The Employee Click Edit or Double Click On employee info.



Add New Employee Click Add New and Following Form will Open.

EditEmployee

Basic Information

A/c No: 1

Name: Balwinder Singh

Pay ID: 001

Email ID: checktime.com@gmail.com

Privilege: Super Admin

Password: 123456

Card No: 001231234543

Gender: Male

Nationality: Indian

Mobile No.: 0146606059

Date of Birth: 26/12/2019

Home Add: Shsh Alam Malaysia

Title: IT

Hire Date: 01/01/2019

D Card: D5424154

Status: Active

Photo: [Image of a woman]

Enroll User: [Enroll Button]

Close: [Close Button] Save: [Save Button]

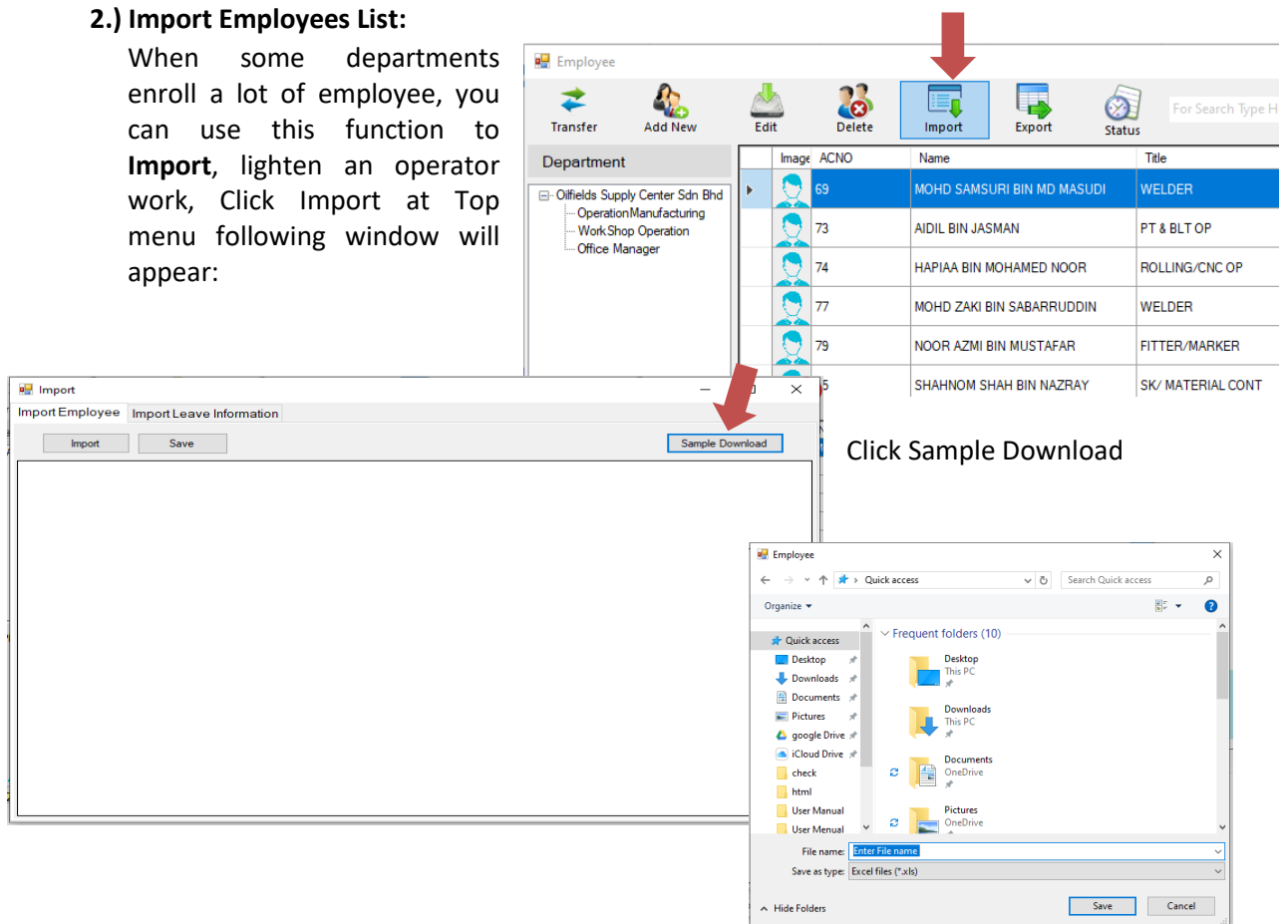
1) Addition New Employee (A) Basic Information

For Add new employee Click “Add New” in form Top Menu, in order to Add the Employee information, Fill All Details Ac No, Name, Pay Id as your Payroll Software Employee ID, and other all Details. Then Click **SAVE** button at Top Menu. Data will be saved.

1. AC/ No = Employee ID
2. Name = Employee Name
3. Title = Job Title
4. Gender = Employee Gender
5. Pay ID = Employee Payroll ID as your Payroll Software
6. Email = Employee Email ID
7. Mobile No = Employee Mobile No
8. Hire Date = Joining Date of Employee
9. Card No = Employee Access Card No. RFID Card No
10. Password = Employee Password that use in Device for Attendance
11. Status = Employee Status . Active , Region or Deactivate
12. Etc..

2.) Import Employees List:

When some departments enroll a lot of employee, you can use this function to **Import**, lighten an operator work, Click Import at Top menu following window will appear:

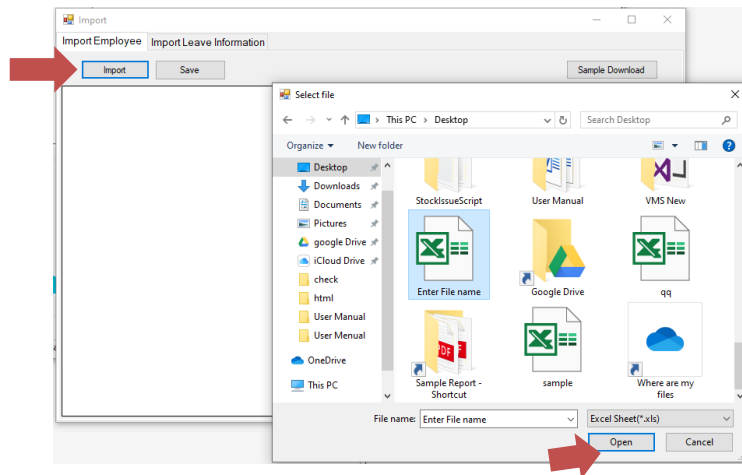


Select location where you want save file and enter file name click SAVE file name and Click Save.

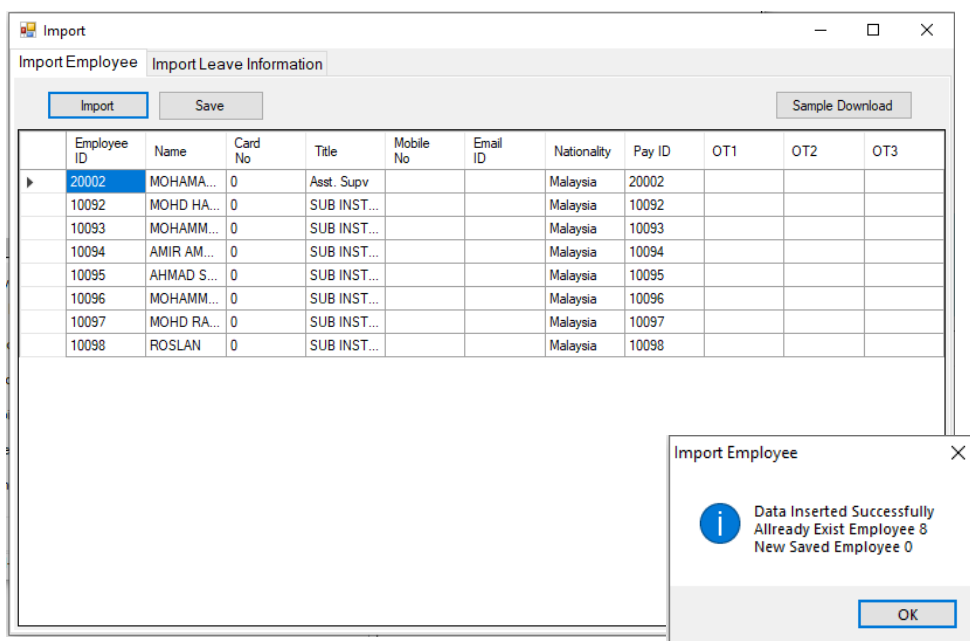
Open Saved File and Fill Employee details, Employee ID, Name, Pay Id as you Payroll Software That Employee Id, after filling all details Save info.

[illegible]

After Save file close Excel and open Employee and click **Import and Import**



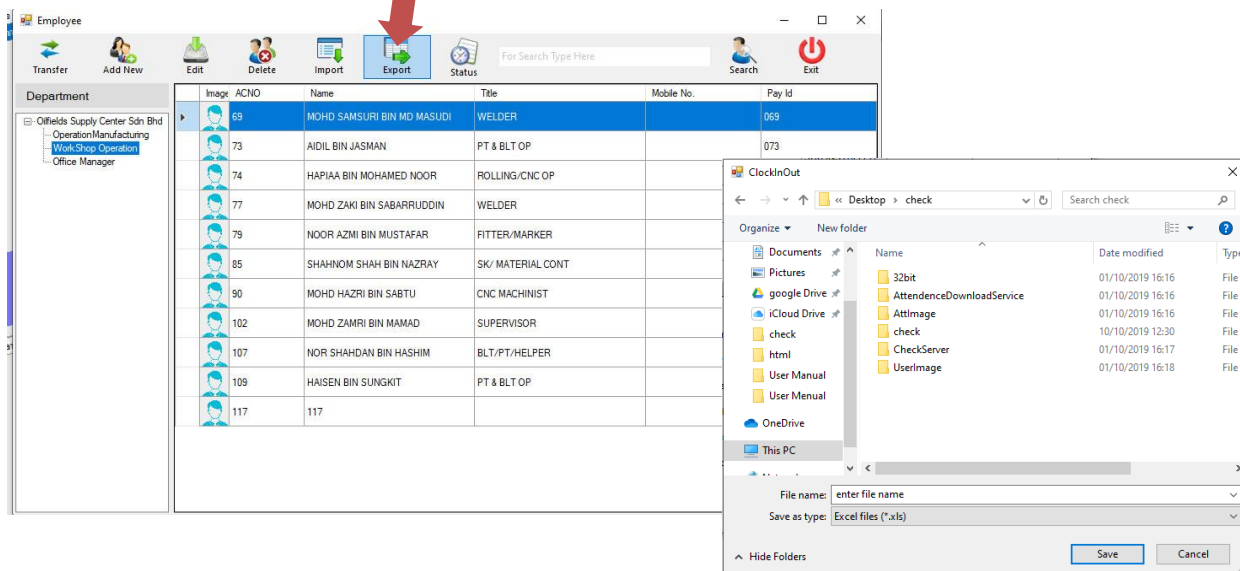
select file that you saved and Click Open



Data Will Appear in Middle of Window, Click **Save** Confirmation info dialog box will open with new saved employee and already existed no of employee's Press **"OK"** data will saved in database.

3.) Export Employees List:

For export employee list click **Export** button at top menu of form



A File Save Dialog box will open Select file location where you want save and enter **file name** .

Click **Save** Button a Excel file will saved in your selected destination with selected department employee data.

4.) Transfer Employee Between Department

Image	ACNO	Name	Title	Mobile No.	Pay Id
	69	MOHD SAMSURI BIN MD MASUDI	WELDER		069
	73	AIDIL BIN JASMAN	PT & BLT OP		073
	74	HAPIAA BIN MOHAMED NOOR	ROLLING/CNC OP		074
	77	MOHD ZAKI BIN SABARRUDDIN	WELDER		077
	79	NOOR AZMI BIN MUSTAFAR	FITTER/MARKER		079
	85	SHAHNOM SHAH BIN NAZRAY	SK/ MATERIAL CONT		085
	90	MOHD HAZRI BIN SBTU	CNC MACHINIST		090
	102	MOHD ZAMRI BIN MAMAD	SUPERVISOR		102
	107	NOR SHAHDAN BIN HASHIM	BLT/PT/HELPER		107
	109	HAISEN BIN SUNGKIT	PT & BLT OP		109
	117	117			

Select Employee and Click the **"Transfer"** button to transfer employees from one department to another department and this dialog box will pop-up

Transfer

- Apptest
 - Admin 1
 - Sales
 - PURCHASES
 - Test 4
 - Test 5
 - Test 6
 - Test 7
 - sub dpt
 - 2nd Sub h

Add Cancel

Select Destination department where transfer selected employee and Press **ADD** Button selected employee will transfer to selected department. Multiple employee transfer to department Hold Ctrl or Shift select multiple employee and click transfer and select destination department Press **ADD**.

5.) Employee Leave Management

(i) Leave Management

EditEmployee

Leave Mng

Basic Information

Leave Mng

Add-On Leave

Advance Option

Previous Leave Information

Year	2019	Total	Remaining
Medical Leave	0	0	
Maternity Leave	0	0	
Annual Leave	0		
Bonus Leave	0		
Total Annual Leave	0	0	
Total	0	0	

Create Leave Information

Year: Year

Medical Leave: 0

Maternity Leave: 0

Annual Leave: 0

Balance Leave: 0

Carry Forward

Calculate

Apply

Monthly Leave

Medical Leave: 1 Per/Month

Annual Leave: 1 Per/Month

Update Leave Info

Total Monthly Leave Available

Medical Leave: 0

Annual Leave: 0

Close Save

Select Leave Management Tab

Select year and fill Leave info, press **Apply** confirmation dialog box will open Press **OK** leave info saved in employee account for selected year..

Enter Monthly Enter the No of leave can take Max in One Month **Medial Leave** and **Annual Leave**

(ii) Add-On Leave (Bonus Leave)

Select Add-On Leave Tab.

Year: 2019

No of leave: 1

Details: Replacement Leave

Total Bonus Leave: 1

Show Add-On Leave Year Wise

Year	Date	No of leave	Details
2019	26/12/2019	1	Replacement Leave for...

Select year and fill No Of Leave and Details this Leave for What Purpose. Press **ADD** leave will added in employee account for selected year.

(iii) Advance Option

Normal OverTime Code: OT1

Weekend OverTime Code: OT2

Public Holiday OverTime Code: OT3

Update

Total Max OverTime (Monthly)

OverTime: 1 Hour

Update

Rest Day / Public Holiday

☒ Enable

Min Work Hour: 08:00

On Duty: 06:00

Update

* This Rule Apply Only On Rest Day And Public Holiday WorkTime

Late Penalty

☒ Enable ☒ WorkTime ☐ OverTime

Late In: 1 Mins To: 1 Mins

Deduct: 0 Mins

Max Deduct: 0 Mins

Update

A) Set Over Time set employee personal Overtime Code as per your payroll software.

B) Rest Day and Public Holiday

b. 1 In Fixed Shift and Flexible Shift "Public Holiday" Calculation calculated with Timetable.

b.2 In Automatic scheduled "Rest Day" and "Public Holiday" Calculation calculated with Timetable.

c. Administrator

Click the **Administrator** sub-item on the menu of "Maintenance Options", this window will pop up, show as following:

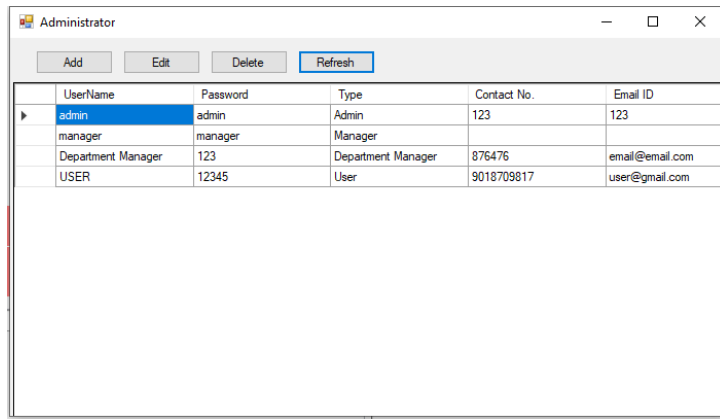
Maintenance Option

Department List

Employees

Administrator

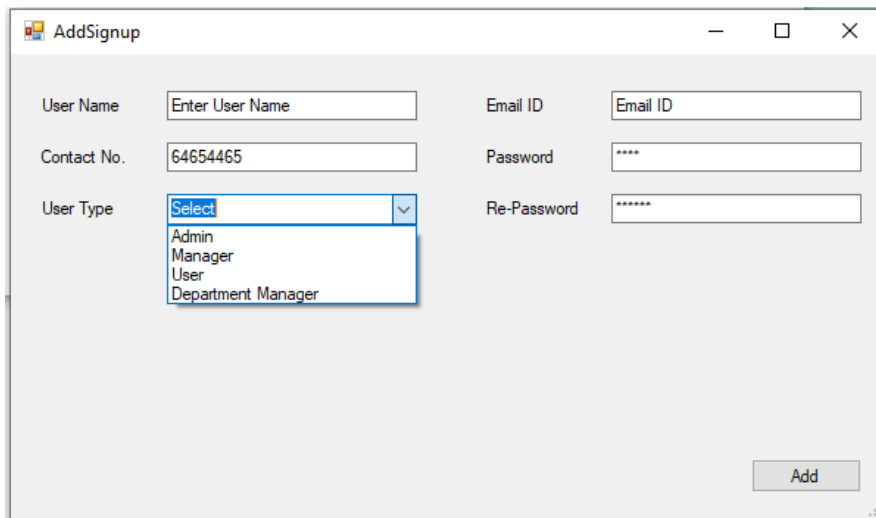
Maintenance Timetables



Administrator window showing a table of users. The table has columns: UserName, Password, Type, Contact No., and Email ID. The 'admin' user is selected.

UserName	Password	Type	Contact No.	Email ID
admin	admin	Admin	123	123
manager	manager	Manager		
Department Manager	123	Department Manager	876476	email@email.com
USER	12345	User	9018709817	user@gmail.com

Click **ADD** button and following pop up window appear: fill details as you require and select User Type



AddSignup window with input fields for User Name, Contact No., User Type, Email ID, Password, and Re-Password. The User Type dropdown is open, showing options: Admin, Manager, User, and Department Manager.

1. Admin
2. Manager
3. User
4. Department Manager

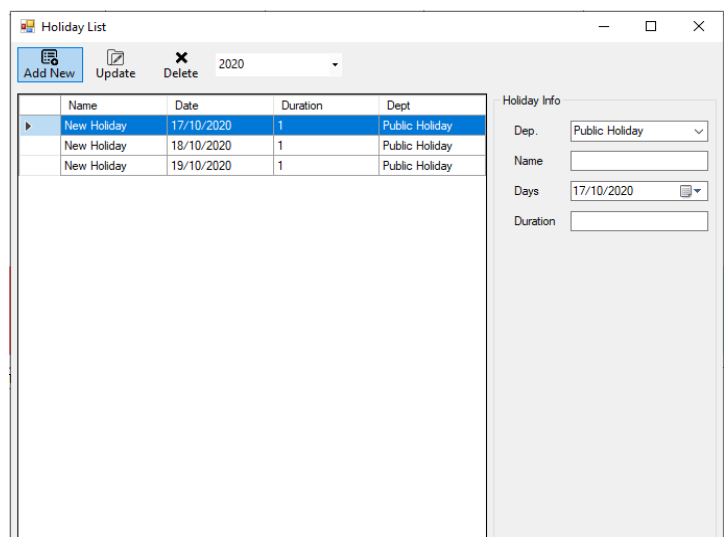
After fill all details Click Add button and Exit the Software and login with your User Name and password

1. Admin Account Have Full Access can Delete ant data also can add forgot punch Data
2. Manager Account can do all Setting expect Adding Manual Punch Time Record
3. User Account only can Connect the Device and Download Data Print Report cant Edit any Data
4. Department Manager account can manager assigned department to this account.

d. Holiday List

Click the Add Holiday Following Window Will Appear

1. Click "Add New"
2. Select Department or Public Holiday
3. Fill The holiday Name.
4. Select Date
5. Enter Duration etc. " 1 " in number Only .



Holiday List window showing a table of holidays and a form for adding new holidays. The table has columns: Name, Date, Duration, and Dept. The 'Add New' button is highlighted.

Name	Date	Duration	Dept
New Holiday	17/10/2020	1	Public Holiday
New Holiday	18/10/2020	1	Public Holiday
New Holiday	19/10/2020	1	Public Holiday

Holiday Info form fields: Dep. (Public Holiday), Name, Days (17/10/2020), Duration.

Dept: By Selecting “Pubic Holiday” this will apply on all employee’s

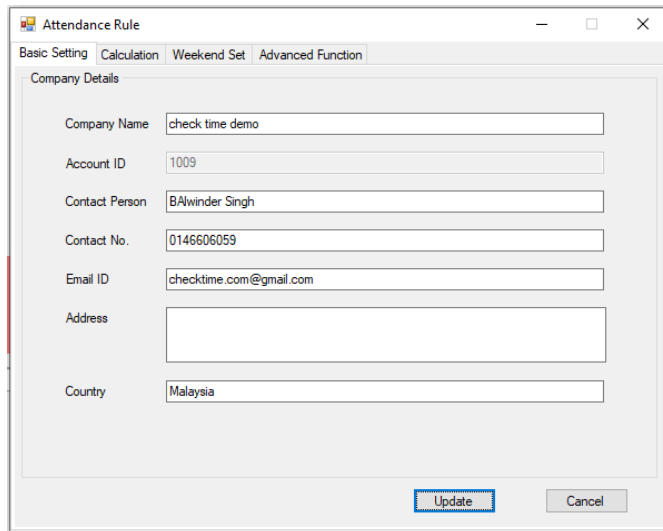
Dept: By Selecting a Department the holiday applies on that department only.

Update Existing Holiday : Select The Holiday and Change The Details Then Click  “Update”.

Delete Holiday : Select the Holiday and click  “Delete” Button. Selected Holiday will be deleted.

e. Attendance Rule

Select Maintenance/Options menu, click "Attendance Rules", and this window will popup:.

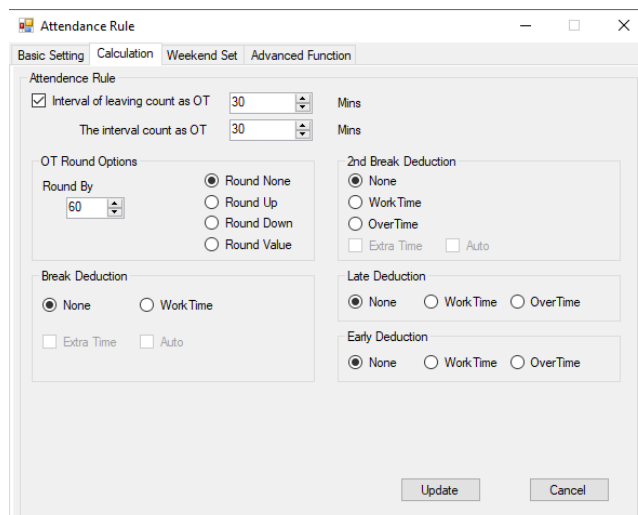


The screenshot shows the 'Attendance Rule' window with the 'Basic Setting' tab selected. It contains a 'Company Details' section with the following fields: Company Name (check time demo), Account ID (1009), Contact Person (BAWinder Singh), Contact No. (0146606059), Email ID (checktime.com@gmail.com), Address (empty), and Country (Malaysia). At the bottom right are 'Update' and 'Cancel' buttons.

Following Option Are Available in Attendance Rule:

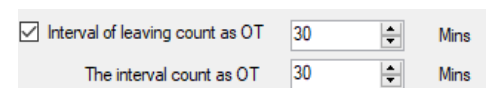
1. Basic Setting
2. Calculation
3. Weekend Set
4. Advanced Function

1. **Basic Setting**: Here User can Update the Company information Like: **Company Name, Contact Person Name, Contact no, Email, Address and Country.**
2. **Calculation**: User can set some Global Rule for company attendance calculation like minimum time spend after working hour then only Extra time Calculate as OT or Rounding Option break deduction option and late- Early Out Deduction Rule etc.



The screenshot shows the 'Attendance Rule' window with the 'Calculation' tab selected. It contains several sections: 'Attendance Rule' with checkboxes for 'Interval of leaving count as OT' and 'The interval count as OT' (both set to 30 Mins); 'OT Round Options' with radio buttons for 'Round None' (selected), 'Round Up', 'Round Down', and 'Round Value', and a 'Round By' field set to 60; 'Break Deduction' with radio buttons for 'None' (selected) and 'WorkTime', and checkboxes for 'Extra Time' and 'Auto'; '2nd Break Deduction' with radio buttons for 'None' (selected), 'WorkTime', and 'OverTime', and checkboxes for 'Extra Time' and 'Auto'; 'Late Deduction' with radio buttons for 'None' (selected), 'WorkTime', and 'OverTime'; and 'Early Deduction' with radio buttons for 'None' (selected), 'WorkTime', and 'OverTime'. At the bottom are 'Update' and 'Cancel' buttons.

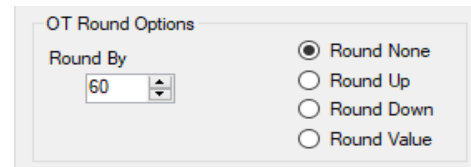
Can set overtime which are how many minutes it exceeds clock-off time, so this will be record overtime.



This block shows a detailed view of the 'Calculation' tab settings. It includes the 'Interval of leaving count as OT' checkbox (checked) with a value of 30 Mins, and 'The interval count as OT' checkbox (checked) with a value of 30 Mins.

OT Rounding option

Round None: as per Showing name as None this will nothing effect on OT time worker do OT it shows as same time worked as OT.



OT Round Options

Round By: 60

☒ Round None
☐ Round Up
☐ Round Down
☐ Round Value

Round Down: The rules of rounding down. When Over-Time Equal or Greater then Round Down Value it gets rounded; for Example, if Round Value 30 mins, Employee Do Min 30 min or more Time to before next 30 + min it gets rounded down to Value 30 mins.

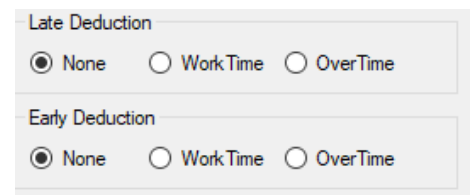
Round UP: The rules of rounding up. When Over-Time greater Than > 0 in enter in Round Up Value, it gets rounded; for Example, if Round UP Value 30 mins, Employee Do Min 1 mins or more min it gets rounded UP Value 30 mins.

Round Value: The rules of Round Value. When Time greater Then >50% it Round Up Value, if Time Less Than <50% it Round Down Value; for Example if Rounding 30 mins, Employee Do Min 15min 1sec or more min it gets rounded UP Value 30 mins. If Employee Do Min 14min 59sec or less min it gets rounded Down Value 0 mins.

Late Arrival, Early Out: Deduction time Setting

Late Coming In: It allow user to set Late coming Time Deduct or not Deduct, if Selected “NONE” setting will not deduct any time from working hour or overtime,

If it Set as Work Time, then Late min (Time) will be Deducted from Working Hour.



Late Deduction

☒ None ☐ WorkTime ☐ OverTime

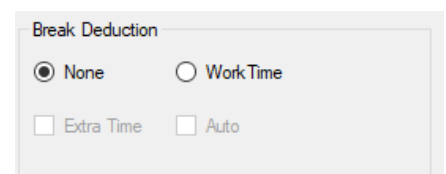
Early Deduction

☒ None ☐ WorkTime ☐ OverTime

If set as Overtime, then Late min (Time) will be Deducted from OT and Working hour become Full. If late min exceeds from OT in This case OT become “0” and remaining Late Time will not be deducted from working Hour.

Lunch Break Deduction: if check None this option will not be deduct any break time from Working hour.

If checked Work Time setting will Deducted based On User Punch OUT and IN for Break time. How long user Go for Break it will be deducted from Working Hour.



Break Deduction

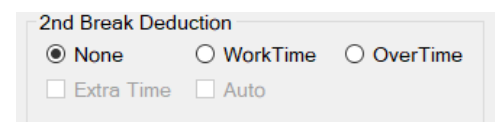
☒ None ☐ WorkTime

☐ Extra Time ☐ Auto

If checked **Working Time** and **Extra Time**: time will be deducted only extra time spend on break Like if Break 60 min User Go out for break 70 min extra 10min will deducted from working time
If checked **Working Time** and **Auto** : this will deducted Full break time that decided for break user take break or not it not matter but if user spend extra time on break like break 60 min user spend 70 min this setting will deduct 70 min from working Hour.

2nd Break Deduction: if check None this option will not be deduct any break time from Working Time or Overtime.

If checked Work Time setting will Deducted based On User Punch OUT and IN for Break time. How long user Go for Break it will be deducted from Working Hour.



2nd Break Deduction

☒ None ☐ WorkTime ☐ OverTime

☐ Extra Time ☐ Auto

If checked **Working Time** and **Extra Time**: time will be deducted only extra time spend on break
Like if Break 60 min User Go out for break 70 min extra 10min will deducted from working time
If checked **Working Time** and **Auto** : this will deducted Full break time that decided for break
user take break or not it not matter but if user spend extra time on break like break 60 min user
spend 70 min this setting will deduct 70 min from working Hour.

If checked Overtime: Time setting will Deducted based On User Punch OUT and IN for Break
time. How long user Go for Break it will be deducted from OT time.

If checked **Overtime Time** and **Extra Time**: time will be deducted only extra time spend on break
Like if Break 60 min User Go out for break 70 min extra 10min will deducted from OT time.

If checked **Overtime Time** and **Auto** : this will deducted Full break time that decided for break
user take break or not it not matter but if user spend extra time on break like break 60 min user
spend 70 min this setting will deduct 70 min from OT time.

3. **Advance Function** : For Setting Overtime Code Gloable in system enter the OT Code.

Leave Rule: select the leave Rule as follow your Company.

No Rule > by selecting no rule not require set any leave info in employee profile. Just
ke in leave application in employee account and all that can show you in attendace
Report.

Basic Leave: by Selecting Basic Leave every employee profile need to set annual leave
and medical leave info. But not controlling leave taking monthly by employee.

Earn Leave: by Selecting Earn Leave every employee profile need to set annual leave
and medical leave info. Also can control by monthly how many leave employee can
take.

The Payroll Which your Company using Click the “Attendance Rule” followng popup
will open:

The screenshot shows a window titled "Attendance Rule" with four tabs: "Basic Setting", "Calculation", "Weekend Set", and "Advanced Function". The "Advanced Function" tab is active. It contains three input fields for "OT Code": "Normal Over Time" (OT1), "Weekend Over Time" (OT2), and "Public Holiday Over Time" (OT3). Below these is the "Leave Rules" section with three radio buttons: "No Rules" (selected), "Basic Leave", and "Earned Leave". At the bottom is the "Payroll Setting" section, which is highlighted with a red box and an orange arrow. It contains a grid of checkboxes for various payroll systems: "Std Payroll" (checked), "Millon Payroll", "Panda Payroll", "Rymnet Payroll", "HR 2000 Payroll", "Auto Count Payroll", "FTP Export", "Boss Net", "HRMS Payroll", and "AsdPay Payroll". At the bottom right of the "Payroll Setting" section are "Update" and "Cancel" buttons.

Select the payroll which your company using and click Update. You can select more
then one payroll.

f. Leave Class:

This system provides with the leave kind of maintenance function, click "Leaving Class" menu, following window pop up.

Add: add the new Leave class. Enter the Leave Name and Leave Code and Leave Unit as 1.0 or 0.5 Like 1.0 for Full Day Leave and 0.5 for Half Day Leave

Update: Select the leave name which needs to edit, and change Leave details inside Form then Click Update.

Leave Name	Leave Code	Leave Unit	Leave Type
Annual Leave	AL	1.0	Annual Leave
Business Trip	BT	1	Annual Leave
Coming Late	CL	1	Annual Leave
Emergency Leave	EL	1	Annual Leave
Family Leave	FL	1	Annual Leave
Half Day	HDL	1	Annual Leave
Leaves	LL	1	Annual Leave
Leaving Early	LEL	1	Annual Leave
Marriage Leave	ALL	1	Annual Leave
Maternity Leave	ML	1	Maternity Leave
Medical Leave	MC	1	Medical Leave
Paid Leave	PLL	1	Annual Leave
Personal Leave	PL	1	Annual Leave
Sick Leave	SL	0.5	Annual Leave
Training	TL	1	Annual Leave
Unpaid Leave	UPL	1	Annual Leave
Vacation Leave	VL	1	Annual Leave

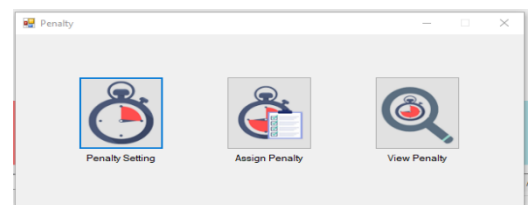
Leave Info
Name:
Leave Code:
Leave Unit: 1.0
Leave Type: Select Type

Delete: Selects a leave name which needs to be deleted, click Delete Button to Delete it.

g. Penalty :

For penalty setting under Maintenance/option click "Penalty" following popup will open:

- Penalty Setting** for setup or add penalty
- Assign Penalty** for Add Penalty to user
- View Penalty** for view the list which user already under penalty setting.



i. Penalty Setting:

Click the **Penalty Setting** Following popup Will Open

Penalty Setting

Add Update Delete Clear All

Penalty Name:

Late And Early Penalty

☒ Enable

Late

Code:

Deduct From: ☐ None ☒ WorkTime ☐ OverTime

Late 1 In: Mins To: Mins Deduct: Mins

Late 2 In: Mins To: Mins Deduct: Mins

Max Deduct: Mins

☒ Enable

Early

Code:

Deduct From: ☐ None ☒ WorkTime ☐ OverTime

Early 1 In: Mins To: Mins Deduct: Mins

Early 2 In: Mins To: Mins Deduct: Mins

Max Deduct: Mins

Penalty Name: <Enter the Name>

Late: check the Enable box if creating for late coming

Early: check the Enable box for Early Out

Code: <Give A Code as you Want>

Deduction From: Select a option

Where you want to deduct penalty

Like **None** not deducting. **Worktime** deducting from working Time. **Overtime** Deducting from OT

Late 1 in <Starting min> (01) - <To Min> (30) = Deduction Time (120)

In above Setting if late more than 1 min and less then 30 min system will deduct 120 min of user

Late 2 in <Starting min> (31) - <To Min> (60) = Deduction Time (240)

If late more than 31 min or less, then 60 min system will deduct 240 min of user

Max deduct if user late more the 2nd late ending time (60) then system will deduct max given Time of user (300).

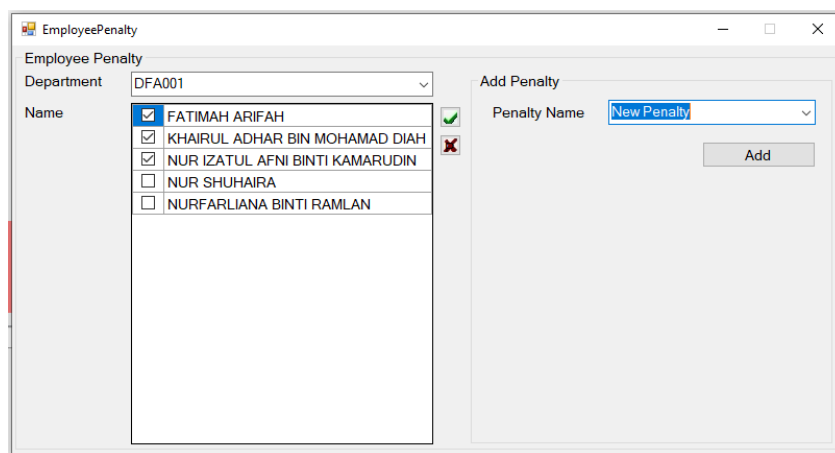
After fill, All Details Click Add Button Penalty Will Added

Edit/Update: Select the penalty from side bar and change any Data then Click Update data will updated in existing penalty.

Delete: select the penalty from side bar and click delete Button selected penalty will deleted

ii. Assign Penalty:

Click the **Assign Penalty** following popup will open



The 'Employee Penalty' window contains a 'Department' dropdown set to 'DFA001' and a 'Name' list with five employees. The first three are checked. To the right, the 'Add Penalty' section has a 'Penalty Name' dropdown set to 'New Penalty' and an 'Add' button.

Employee Name	Selected
FATIMAH ARIFAH	☒
KHAIRUL ADHAR BIN MOHAMAD DIAH	☒
NUR IZATUL AFNI BINTI KAMARUDIN	☒
NUR SHUHAIRA	☐
NURFARLIANA BINTI RAMLAN	☐

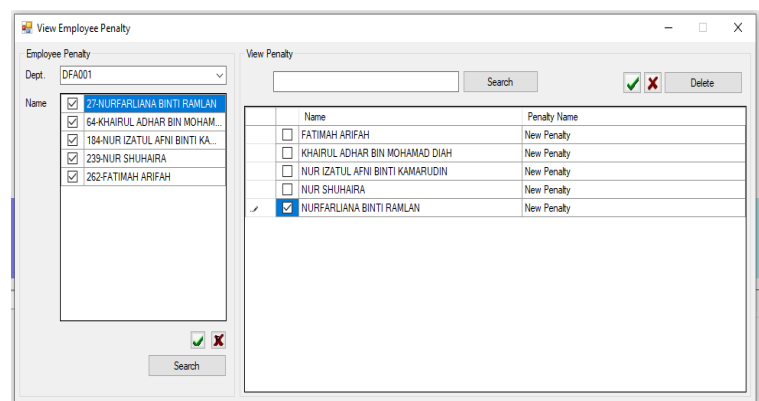
Select the **Department** and **Check** the employee name from **List** and select the Penalty from dropdown **Penalty name** that you created then click **Add** Button Penalty will added to selected user profile.

iii. View Penalty:

Click the **View Penalty** following popup will open

For view the penalty which user have which penalty
First Select the **Dept:** then select the employee and Click **Search** button below the employee List.

It will show you all user list who have penalty .

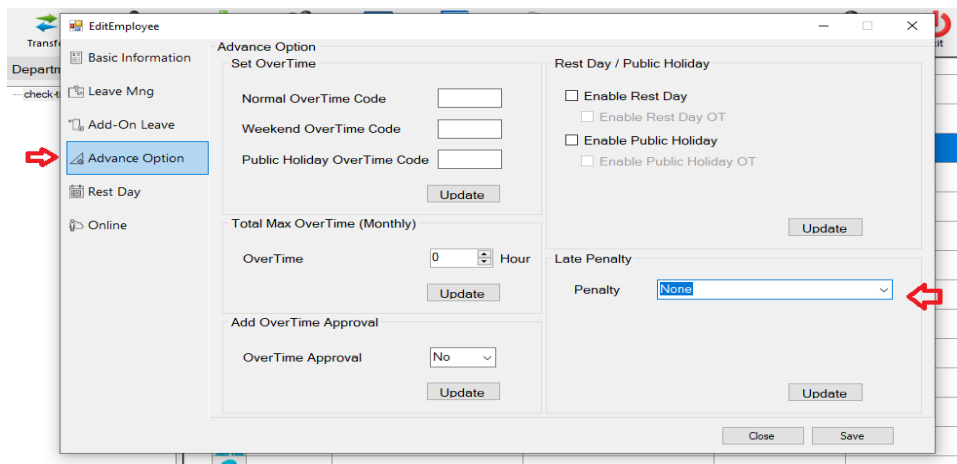


The 'View Employee Penalty' window shows a list of employees on the left and a table of penalties on the right. The employee 'NURFARLIANA BINTI RAMLAN' is selected in the list. The table shows penalties assigned to various employees, all named 'New Penalty'.

Name	Penalty Name
☐ FATIMAH ARIFAH	New Penalty
☐ KHAIRUL ADHAR BIN MOHAMAD DIAH	New Penalty
☐ NUR IZATUL AFNI BINTI KAMARUDIN	New Penalty
☐ NUR SHUHAIRA	New Penalty
☒ NURFARLIANA BINTI RAMLAN	New Penalty

Delete Penalty from user: select the user from result list and click Delete Button penalty will deleted from that user profile.

2nd option To Add and Delete Penalty from User Profile. Click **Maintenance Option/ Employee** And select employee and click **Edit** then click **Advance Option** select penalty from Dropdown and click update.



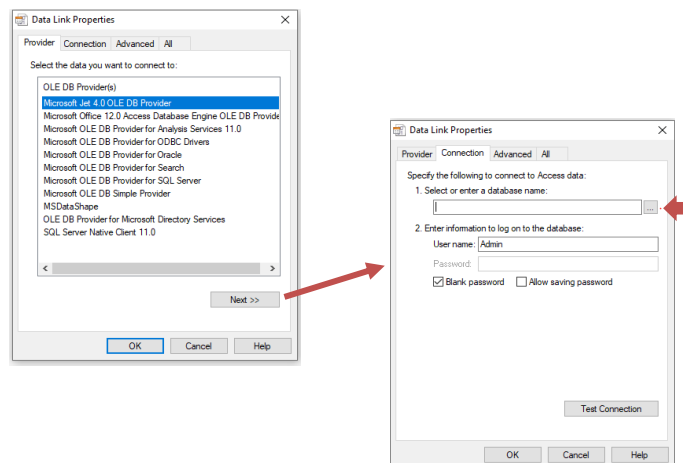
h. Database Option

click the Maintenance Option select Database option following window will open:

The system adopts Microsoft ADO database interface, default single Access2000 database, filename is **"CheckTimeDB.mdb"** and you can set up database link according with real situation.

Select Provider pagination, then select Microsoft Jet 4.0 OLE dB Provider; And Click next button. You will enter to next step **Connection** Tab and click the ... button and Select The database Through the pop-up menu of File Manager file **"CheckTimeDB.mdb"** located. Then press Open Button.

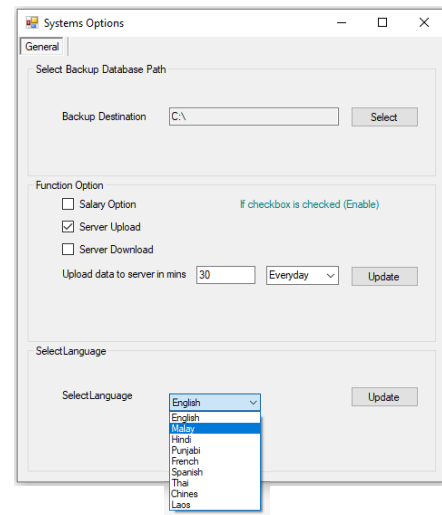
Click "Test Connection" button, if the prompt inform you the connection is successful, that means that the software have been create link between databasespres, then press ok button software will close and you will redirect to Login Window.



i. System Option:

click the Maintenance Option select System Option following window will open:

1. **Backup Destination:** In order to make sure data security and to restore, we suggest you select a backup Path for Database software automatic backup database in regular time every week once,
2. **Function Option:**
 - a) salary Option will enable additional function in Employee Profile where you Can set employee basic and monthly salary details,
 - b) **Server Upload:** if your using multibranch or online web-admin to manage data or transfer data between multibranch check the function Server Upload and Set Time in **Min:**



c) **Server Download:**

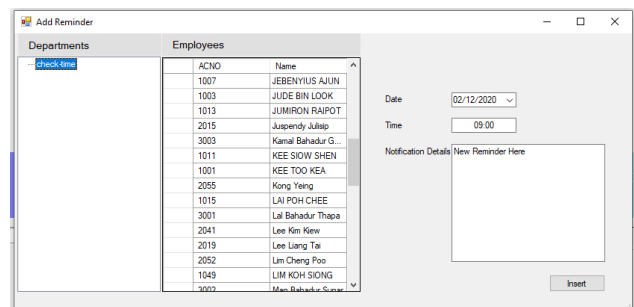
if you want to set automatic download data from server to local computer check the server Download function it will automatically download data from server.

3. **Select Language:** you can change Software Language from Dropdown and Press Update to apply the Action.

j. **Add Reminder:**

click the Maintenance Option select Add Reminder following window will open:

For Add Reminder Select Department And Select Employee “you can Select One employee or Multi Employee Same time, then Select date and Time then type Reminder in Text Area click “Insert” Reminder will added to Those Selected Employee for Selected Date.. this Reminder will appear On Dashboard when you open Check Time Software. calculate report.

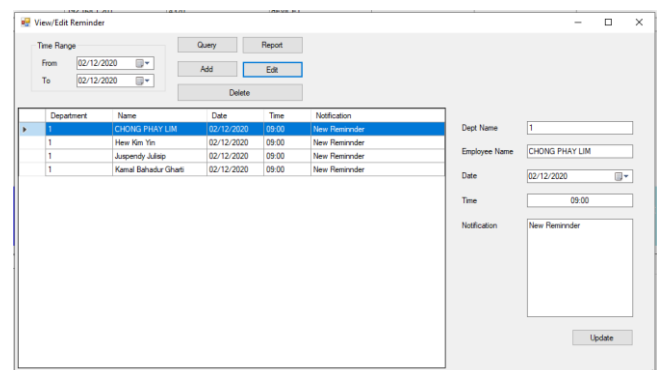


k. **View/Edit Reminder:**

click the Maintenance Option select “**View/Edit Reminder**” following window will open:

Update Existing Reminder Select Date Range and click query system will show reminder in windows list area. Then select the reminder and click Edit after change reminder details click update. Selected reminder update.

Delete Select reminder by click on reminder and click Delete Button. Selected reminder will delete from List.



l. **Change Password:**

click the Maintenance Option select Change Password following window will open:

For Changing Old Password:

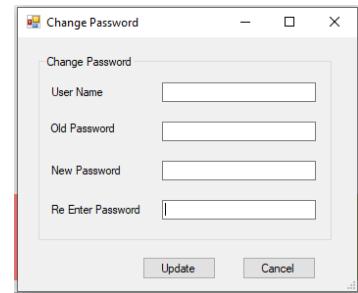
Input Username

Input old password.

New Password: Input new password.

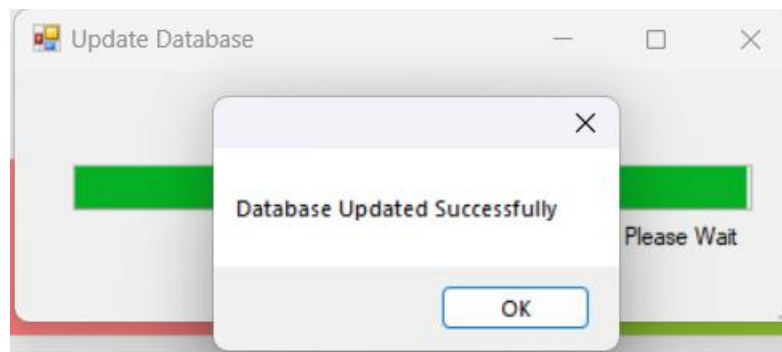
Verify New Password: The input must be consistent with the new password.

After Click Update software will Close and Back to Login Window unable to enter the system until input the right Username and Password.

A dialog box titled "Change Password" with a close button (X) in the top right corner. It contains four input fields: "User Name", "Old Password", "New Password", and "Re Enter Password". At the bottom, there are two buttons: "Update" and "Cancel".

m. Update Database:

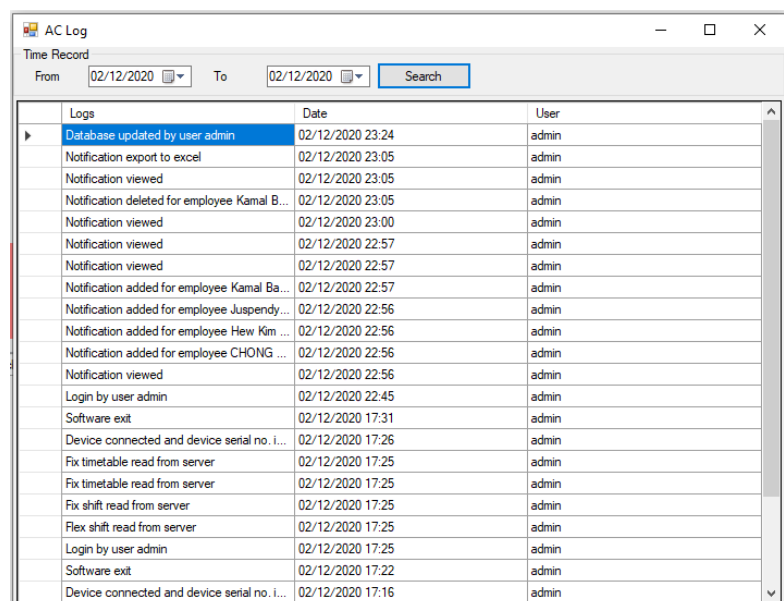
click the Maintenance Option select Database Update this function update software data base from old version to new version database if you update new software in existing system.



n. Audit Log:

click the Maintenance Option select Change Password following window will open:

In this window system show you all Log about the software usage. Which function use by User and When. Log can Search by Date.

A window titled "AC Log" with a "Time Record" section. It includes a "From" date field (02/12/2020), a "To" date field (02/12/2020), and a "Search" button. Below is a table with columns "Logs", "Date", and "User".

Logs	Date	User
Database updated by user admin	02/12/2020 23:24	admin
Notification export to excel	02/12/2020 23:05	admin
Notification viewed	02/12/2020 23:05	admin
Notification deleted for employee Kamal B...	02/12/2020 23:05	admin
Notification viewed	02/12/2020 23:00	admin
Notification viewed	02/12/2020 22:57	admin
Notification viewed	02/12/2020 22:57	admin
Notification added for employee Kamal Ba...	02/12/2020 22:57	admin
Notification added for employee Juspendy...	02/12/2020 22:56	admin
Notification added for employee Hew Kim ...	02/12/2020 22:56	admin
Notification added for employee CHONG ...	02/12/2020 22:56	admin
Notification viewed	02/12/2020 22:56	admin
Login by user admin	02/12/2020 22:45	admin
Software exit	02/12/2020 17:31	admin
Device connected and device serial no. i...	02/12/2020 17:26	admin
Fix timetable read from server	02/12/2020 17:25	admin
Fix timetable read from server	02/12/2020 17:25	admin
Fix shift read from server	02/12/2020 17:25	admin
Flex shift read from server	02/12/2020 17:25	admin
Login by user admin	02/12/2020 17:25	admin
Software exit	02/12/2020 17:22	admin
Device connected and device serial no. i...	02/12/2020 17:16	admin

6. DEVICE MANAGEMENT

a. Connect Device

Before downloading or uploading data from the Device with software, ensure that the communication between Device and PC has established. So connect the device to the system firstly, input the related parameter, after create connection successful, uploading or downloading data is available.

Connect

The Device which reside in the system will display in the " Machine list", single-click the Device to choose it, then click "Connect" button wait for while device will connect to System.

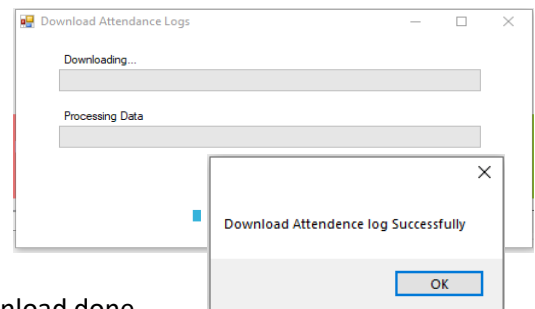
If fail to connect, please check: 1) Whether the Device connecting parameters equipped with communication parameters of the menu option. 2) Whether the communication line linking well.

b. Disconnect

After Done Operation with Device for Disconnect device click "Disconnect" to disconnect the Device communication.

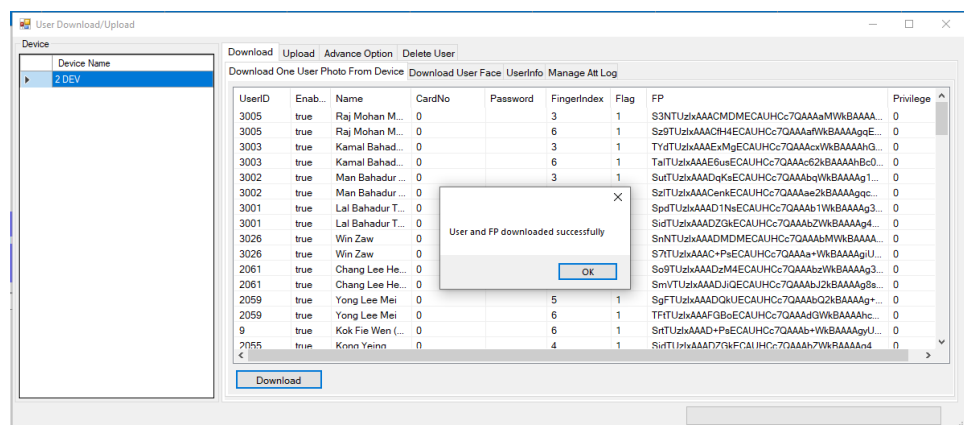
c. Download attendance log from Device

It is unable to download data from the Device unless the system and the Device are at the connection condition. Directly click on "Machine" in the main interface right side to download attendance Logs Or enter Device Management menu, chooses download attendance Logs. A popup will open, and system start downloading Log from Device. After download done. Press Ok .



d. User Download/Upload

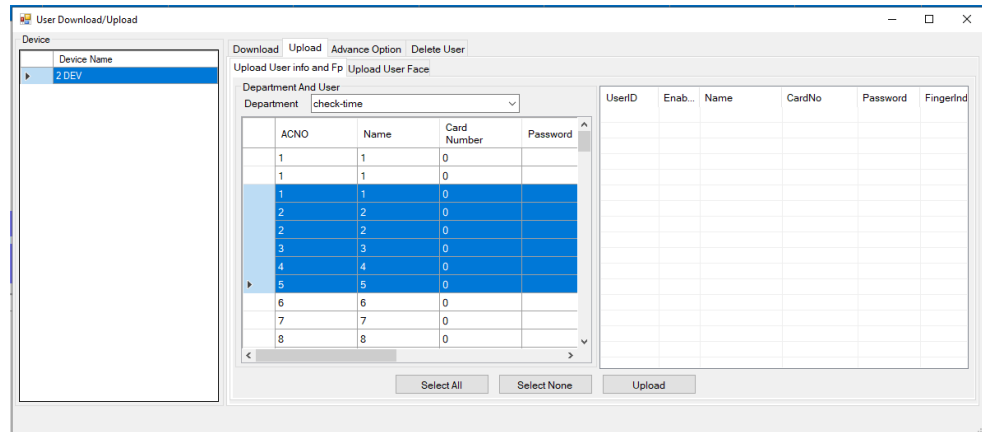
you can Upload and download user information Only when the system and the Device are at the connection condition, the downloading data is available, click on "Machine" the main interface left side, the column User Download Upload. Or Device Management menu, choose User Download Upload. Following window will open.



Download: for download user info select the device form right sidebar and click Download Button.

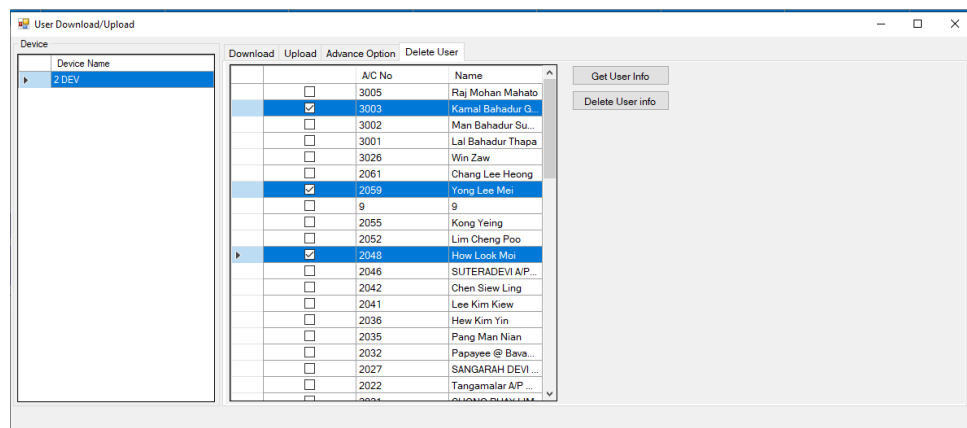
After download done. A popup will open “user and Fp download successfully” Press Ok.
All downloaded user info saves in database Employee.

Upload: for Upload User Info to Device select 2nd tab Upload When it was careless of user to cancel personnel information or many Device are in use together at same time, for convenient use, reduce the enrolling work, the software provide to upload personnel information from the database to machine. The upload data operation is unable to execute till system and Device is in connection status.



1st Select device and Select employee by department: E.g. there are more many departments in a company, if some employees of the department need to be uploaded, you can Select the department with mouse click, the all employee in this department will display in the list. Shown as following figure above. Select the employees which need to upload on the employee on list. Click "Select all" button, select all employees; select "Select None" button unselect all employees. click "Upload" button to start. Upload Process. After uploading complete system will open a popup click ok.

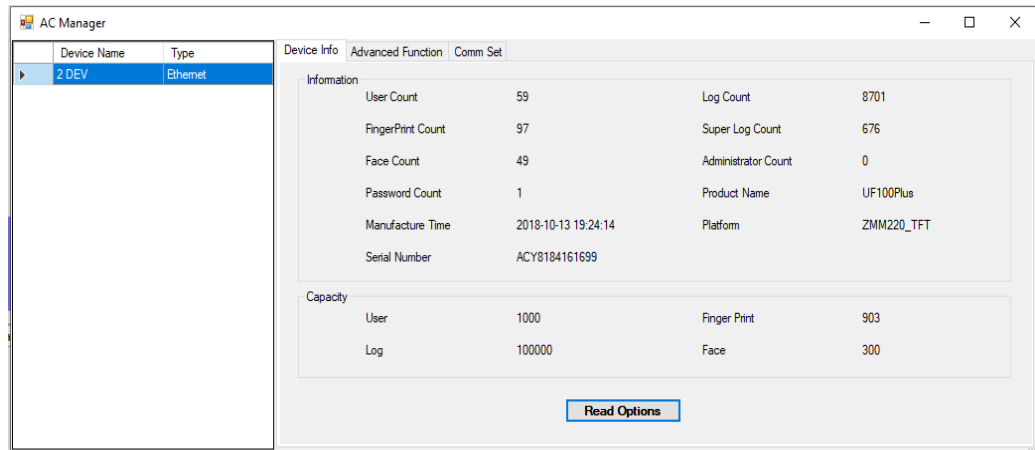
Delete User: for delete user from device select 3rd tab delete user.



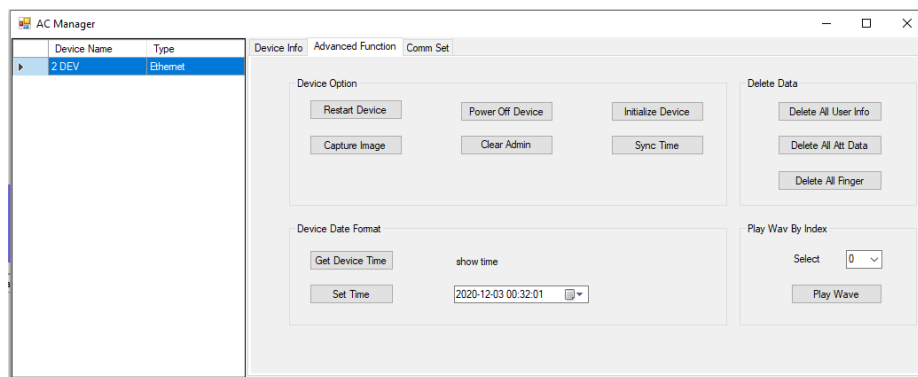
Select the device from side bar and click “**Get User info**” system will show you employee list from selected device. Selecting user - just need to put the tick in front of the user name list, then click “**Delete**” button, selected user will delete from selected device.

e. Device Manager

Be able to examine the Device information and carries on some operations to the Device through this menu.



- i. **Device Info:** select the device from right and click **Read Option** system will read device info as show in above window.
- ii. **Advance Function:** select 2nd tab “Advanced Function” following windows appear



Restart: Device can be restarted remotely thru software by select device from side and click “**Restart Device**” device will reboot.

Power off Device: Device can be shutdown remotely thru software by select device from side and click “**Power off Device**” device will shut down/power off.

Initial Device: for clear all data in the device, include fingerprint and record select device from side and click “**Initial Device**” all data will clear from device.

Note Notice: if you clear up all data, the data will be damage and unable to be restored. To help avoid possible lost, download all data and keep in system before performance this operation. : if you clear up all data, the data will be damage and unable to be restored. To help avoid possible lost, download all data and keep in system before performance this operation.

Capture Image: Capture the fingerprint image which present by you currently press finger on the machine sensor face. **Note:** Some machine doesn't support this function.

Clear admin: if the operator forgets or admin left the co. and fail to enter the option menu, admin privilege can be clear from software. you can click “**Clear Admin**” order to eliminate old administrator, then re-register the administrator.

Sync time: Synchronize Device time to PC; keep that the Device represent time is same as PC.

Get Device Time: You can check the device time by clicking “**get device time**” button system show you device current time on device.

Set Time: You can manually set Time and date On device. Select the date and time and click “Set Time”

Delete All User Info: for Clear all user info from device click “**Delete All User Info**” after clicking the button a popup will appear read the message on popup and choose operation what you want to do delete all data or cancel.

Delete All Att Data: for clear all attendance log from device click “**Delete All Att Data**”

Delete All finger: for clear all fingerprint from device click “**Delete All finger**”

- iii. **Com Set:** view the device communication setting, click "Read Options" to lookup all communication setting

System show you IP, Subnet Mask, Gateway Address and Net Speed info as on above window.

Device Name	Type
2 DEV	Ethernet

Communication Option
IP Address: 192.168.1.201 Subnet Mask: 255.255.255.0
Gateway Address: 0.0.0.0 Net Speed:
Connect Setup
Communication Key: Device Number: 0

Read Options

f. Access Control

I. **Bell Schedule:**

Using the Bell Tab to configure devices that are equipped with a bell and power source. These devices ring a bell at specific times to mark events, such as shift or break start and end. You can also configure the bell to ring as a warning before the scheduled times. The bell schedule consists of the settings, including the optional warning bell settings, to ring one bell. You can create an unlimited number of bell schedules, but you can assign no More than 48 schedules to a single device.

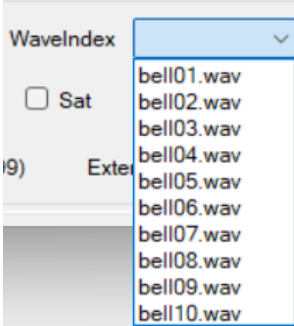
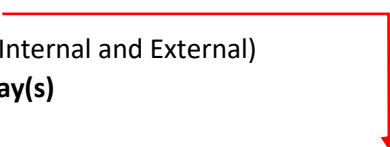
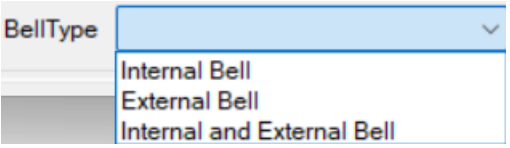
Device
Device Name:

Bell Schedule

ID	Enable	Time	WaveIndex	BellType	InerDelay	ExtDelay	Mon	Tue	Wed	Thu	Fri	Sat	Sun
----	--------	------	-----------	----------	-----------	----------	-----	-----	-----	-----	-----	-----	-----

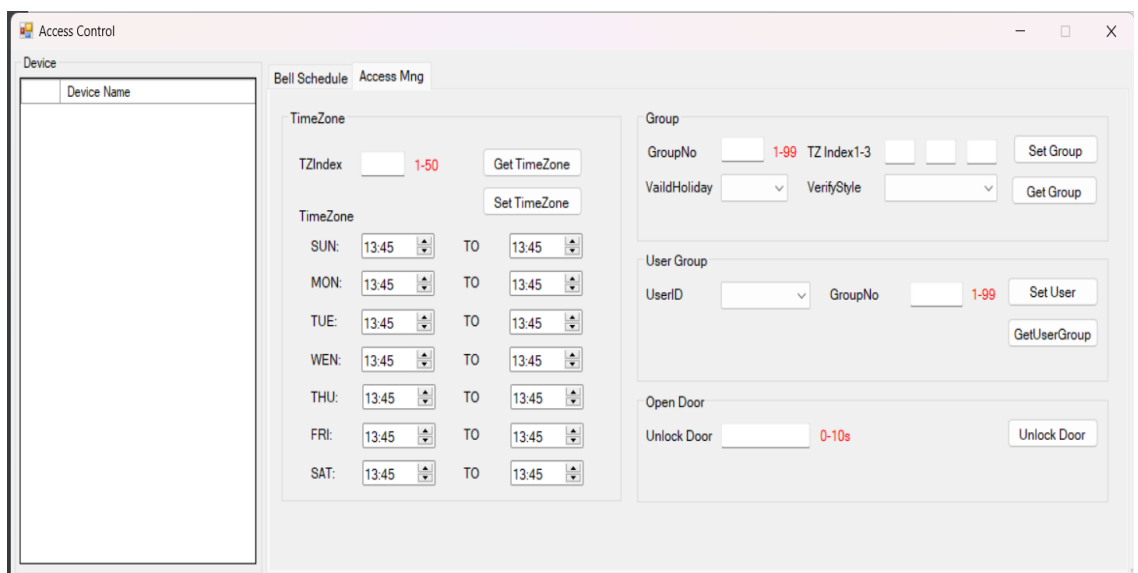
GetAllBell
Bell ID: Status ☐ Enable Time: 13:45 WaveIndex:
Repeat: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun
BellType: Internal Delay(s): (1~999) External Delay(s): (1~999) **Add/Edit**

To define a bell schedule :

- i. Enter the **Bell ID**
- ii. Select **status**
- iii. Enter the Bell **Ring Time** in hours and minutes (**hh:mm**). Midnight is 00:00. The format of this setting depends on the display setting in the timekeeping application.
- iv. Select **Wave Index** 

- v. You may select days (**mon,tue,wed,thu,fri and sat**) in repeating term. Select the days if week to which the schedule applies.
- vi. You select **Bell Type** 

- vii. Enter the **Interval delay(s)**
From 1~999.
- viii. Enter the **External Delay(s)**
From 1~999
- ix. Enter the **Duration** of the warning bell in seconds.
- x. To add additional rows, tap Add/Edi  and repeat all steps for each bell schedule that you want to add.
- xi. Select one bell schedule as the **Default** Schedule.

II. Access Mng:

A access mng can be a door , turnstile , or other device that is controlled by an electronic lock. You can configure a schedule for devices to control **Access Mng** entry based on time-enforcement. You can create an unlimited number of gate schedules. However, you can assign no more than seven Gate Open or Gate Off schedules to a single device.



The screenshot shows the 'Access Control' application window with the 'Access Mng' tab selected. On the left is a 'Device' list with a 'Device Name' field. The main area is divided into 'Bell Schedule' and 'Access Mng' sections. The 'Access Mng' section includes:

- TimeZone**: TZIndex (1-50), Get TimeZone, Set TimeZone buttons.
- Time Zone**: SUN, MON, TUE, WEN, THU, FRI, SAT. Each day has a 'TO' field and a time range (13:45 to 13:45).
- Group**: GroupNo (1-99), TZ Index 1-3, Set Group, ValidHoliday, VerifyStyle, Get Group buttons.
- User Group**: UserID, GroupNo (1-99), Set User, GetUserGroup buttons.
- Open Door**: Unlock Door (0-10s), Unlock Door button.

i. Time Zone

You just select **TZ-Index** range from 1- 50
You also get TimeZone and set TimeZone.

You may select time range (09:00 to 15:00) day by day.

ii. Group:

- Group No. : select range “1~99”
- TZ Index : select range “1-3”.
- Valid Holiday: select and click on “0 or 1”.
- VarifyStyle:
- Set Group
- Get Group

iii. User Group:

- User ID
- Group No.
- Set User
- Get User Group

iv. Open Door:

- Unlock Door-
You may select range from 0~10s.
And click on “**Unlock Door**”.

7. PAYROLL

Payroll Software is an **On-premises or cloud-based solution that managers, maintains and automates payments to employees.**

Million , Auto-Count , Rymnet , HR 2000 , SQL , Panda , Boss Net , HRMS , ActPay , Sage and Masteritic Payroll software can help organizations of all sizes maintain compliance with tax laws and other financial regulations and reduce costs.

[illegible]

i. Attendance Allowance Approval: This tab shows payment respect of any loss of earnings necessarily suffered or any additional expenses (other than expenses on account of travelling or subsistence) necessarily suffered or incurred by a member for the purpose of enabling him to perform any approved duty.

You may also export all data in your PC.

You select **“Date Range”** and select **“Department”** than select employee whichever you want , or you select all employee by clicking on then you click on **“Query”** Button.

[illegible]

HR 2000 payroll is a fully integrated system of Payroll, Human Resource, Time Attendance , e-Leave , e- Claim and appraisal modules to simplify your daily HR tasks while still allowing system administrator to control and monitor each individual module easily.

HR 2000 Payroll

Information

From

25/10/2022

To

01/12/2022

Dept.

Sub Branch

Name

2 Jyoti Paul

3 Akash Kumar

4 Chetan Bhargat

5 Sakshi Khosla

6 Sangya Kumar

7 Anup Mishra

8 Farhan Khan

9 Sukhender Singh

10 Jyoti Yadav

1007710071

✓

✗

Check In Symbol

-

Check Out Symbol

-

Separate Symbol

☐

View

Export

HR 2000 Payroll

Employee ID

Check

1

25/11/2022 09:01:00

2

25/11/2022 10:27:00

2

30/11/2022 09:00:00

2

01/12/2022 09:10:00

3

25/11/2022 16:24:00

3

25/11/2022 16:27:00

3

30/11/2022 09:00:00

3

30/11/2022 12:30:00

3

01/12/2022 09:10:00

4

30/11/2022 09:00:00

4

01/12/2022 09:10:00

5

30/11/2022 09:00:00

5

30/11/2022 11:00:00

5

01/12/2022 09:10:00

6

30/11/2022 09:00:00

6

20/11/2022 11:00:00

6

01/12/2022 09:10:00

7

30/11/2022 09:00:00

7

30/11/2022 11:00:00

7

01/12/2022 09:10:00

8

30/11/2022 09:00:00

8

30/11/2022 11:00:00

8

01/12/2022 09:10:00

9

30/11/2022 09:00:00

9

30/11/2022 11:00:00

9

01/12/2022 09:10:00

10

25/11/2022 09:00:00

SQL Payroll Software is built from ground up around payroll process. You can easily process and print from one to hundreds of employee's pay slip with just a few mouse click. What's more is that you can virtually keep unlimited payroll history and have your

[illegible]

data safe and sound with strong security and data protection

You just select “**Department**” then select employee(s) just clicking on  then you may select “**Work Unit As Time / Work Unit**” then click on “**Calculate**” button.

Here you have to select according to your Payroll Software Setting and Click the Calculate Button.

After Calculation Finish a Export Button Will Appear Then Click the Export software will export a file that you can import in your payroll software as per your payroll guide.

You can export all reports separately like **work time , paid leave, overtime, unpaid leave, late/early, penalty**. You may also export normally or summary wise.

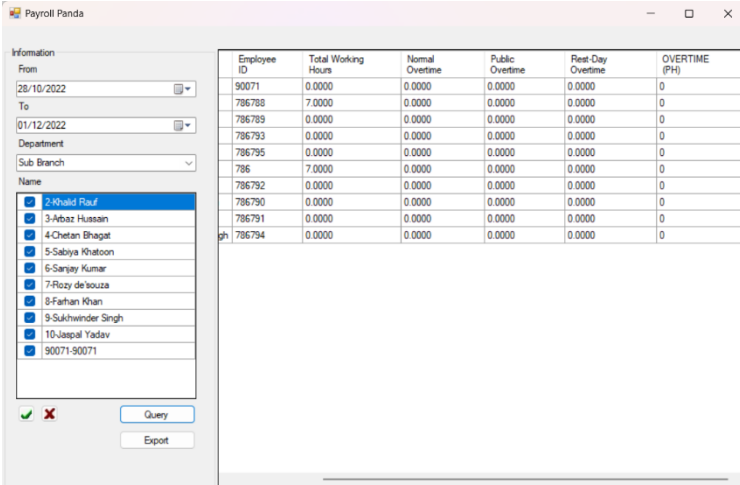
f. Panda Payroll

Payroll Panda is an extensive payroll software product that streamlines employee compensation.

It comes equipped with an employee self-service (ESS) portal that frees your HR department from commonly requested tasks, such as leave management.

You select “**Date Range**” and select “**Department**” than select employee whichever you want , or you select all employee by clicking on  then you click on “**Query**” Button.

You may also export all data in your PC.



The screenshot shows the Payroll Panda software interface. On the left, there is an 'Information' panel with fields for 'From' (28/10/2022), 'To' (01/12/2022), 'Department' (Sub Branch), and 'Name' (a list of employees with checkboxes). Below these fields are 'Query' and 'Export' buttons. On the right, there is a table with columns: Employee ID, Total Working Hours, Normal Overtime, Public Overtime, Rest-Day Overtime, and OVERTIME (FH). The table contains data for several employees, including 90071, 786788, 786789, 786793, 786795, 786, 786792, 786790, 786791, and 786794.

Employee ID	Total Working Hours	Normal Overtime	Public Overtime	Rest-Day Overtime	OVERTIME (FH)
90071	0.0000	0.0000	0.0000	0.0000	0
786788	7.0000	0.0000	0.0000	0.0000	0
786789	0.0000	0.0000	0.0000	0.0000	0
786793	0.0000	0.0000	0.0000	0.0000	0
786795	0.0000	0.0000	0.0000	0.0000	0
786	7.0000	0.0000	0.0000	0.0000	0
786792	0.0000	0.0000	0.0000	0.0000	0
786790	0.0000	0.0000	0.0000	0.0000	0
786791	0.0000	0.0000	0.0000	0.0000	0
786794	0.0000	0.0000	0.0000	0.0000	0

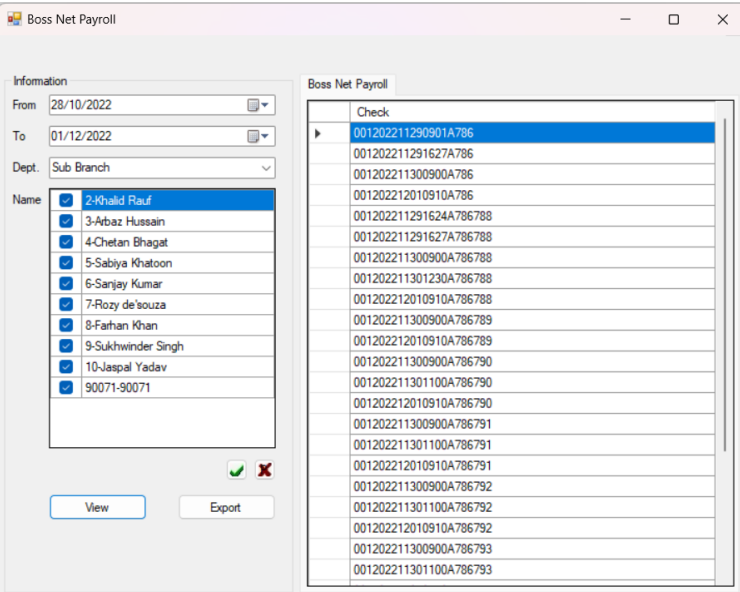
g. Boss Net Payroll

Boss Net Payroll software designed to cater your daily Payroll related task. It eliminates manual calculations .

Built-in formula builder to compute allowance/OT/Shift calculation.

You select “**Date Range**” and select “**Department**” than select employee whichever you want , or you select all employee by clicking on  then you click on “**View**” Button.

You may also export all data in your PC.



The screenshot shows the Boss Net Payroll software interface. On the left, there is an 'Information' panel with fields for 'From' (28/10/2022), 'To' (01/12/2022), 'Dept.' (Sub Branch), and 'Name' (a list of employees with checkboxes). Below these fields are 'View' and 'Export' buttons. On the right, there is a table with columns: Check, and a list of employee IDs. The table contains data for several employees, including 001202211290901A786, 001202211291627A786, 001202211300900A786, 001202212010910A786, 001202211291624A786788, 001202211291627A786788, 001202211300900A786788, 001202211301230A786788, 001202212010910A786788, 001202211300900A786789, 001202212010910A786789, 001202211300900A786790, 001202211301100A786790, 001202212010910A786790, 001202211300900A786791, 001202211301100A786791, 001202212010910A786791, 001202211300900A786792, 001202211301100A786792, 001202212010910A786792, 001202211300900A786793, and 001202211301100A786793.

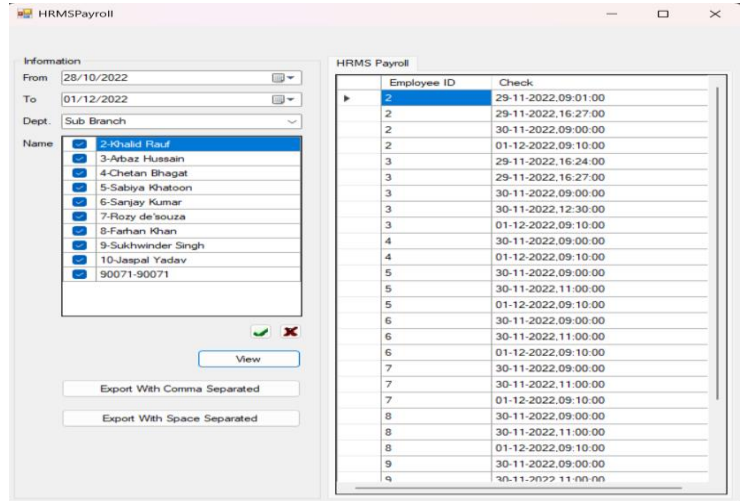
Check
001202211290901A786
001202211291627A786
001202211300900A786
001202212010910A786
001202211291624A786788
001202211291627A786788
001202211300900A786788
001202211301230A786788
001202212010910A786788
001202211300900A786789
001202212010910A786789
001202211300900A786790
001202211301100A786790
001202212010910A786790
001202211300900A786791
001202211301100A786791
001202212010910A786791
001202211300900A786792
001202211301100A786792
001202212010910A786792
001202211300900A786793
001202211301100A786793

h. HRMS Payroll

HRMS can help with critical tasks efficiently such as salary payouts, tax deductions, and leave encashment.

You select “**Date Range**” and select “**Department**” then select employee whichever you want , or you select all employee by clicking on  then you click on “**View**” Button.

You may also export all data as in “**Comma / Space separation**” your PC.

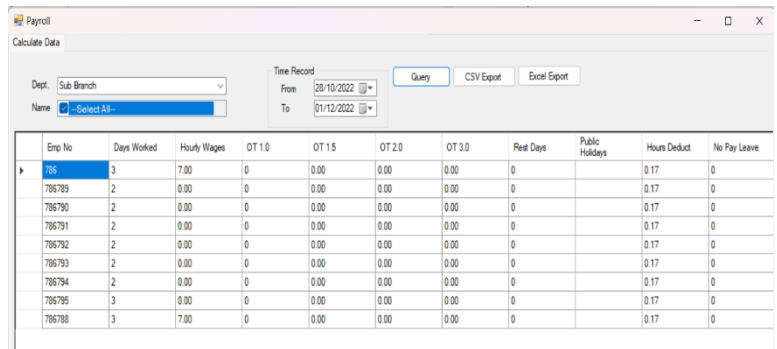


Employee ID	Check
2	29-11-2022:09:01:00
2	29-11-2022:16:27:00
2	30-11-2022:09:00:00
2	01-12-2022:09:10:00
3	29-11-2022:16:24:00
3	29-11-2022:16:27:00
3	30-11-2022:09:00:00
3	30-11-2022:12:30:00
3	01-12-2022:09:10:00
4	30-11-2022:09:00:00
4	01-12-2022:09:10:00
5	30-11-2022:09:00:00
5	30-11-2022:11:00:00
5	01-12-2022:09:10:00
6	30-11-2022:09:00:00
6	30-11-2022:11:00:00
6	01-12-2022:09:10:00
7	30-11-2022:09:00:00
7	30-11-2022:11:00:00
7	01-12-2022:09:10:00
8	30-11-2022:09:00:00
8	30-11-2022:11:00:00
8	01-12-2022:09:10:00
9	30-11-2022:09:00:00
9	30-11-2022:11:00:00

i. ActPay Payroll

You select “**Date Range**” and select “**Department**” then select employee whichever you want , or you select all employee by clicking on then you click on “**Query**” Button.

You may also export all data as in “**CSV / Excel**” your PC.

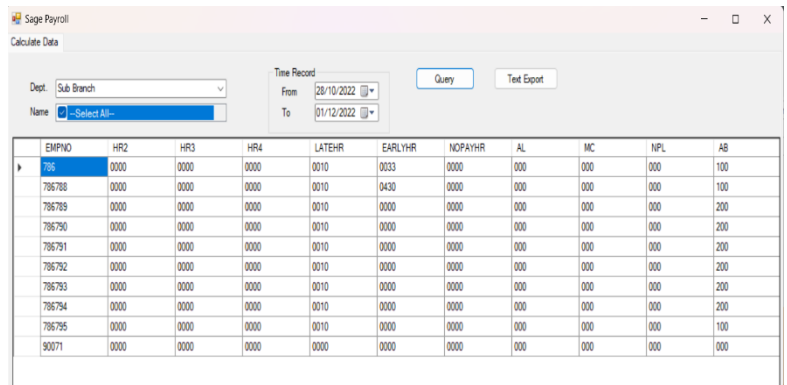


Emp No	Days Worked	Hourly Wages	OT 1.0	OT 1.5	OT 2.0	OT 3.0	Rest Days	Public Holidays	Hour Deduct	No Pay Leave
786788	3	7.00	0	0.00	0.00	0.00	0		0.17	0
786789	2	0.00	0	0.00	0.00	0.00	0		0.17	0
786790	2	0.00	0	0.00	0.00	0.00	0		0.17	0
786791	2	0.00	0	0.00	0.00	0.00	0		0.17	0
786792	2	0.00	0	0.00	0.00	0.00	0		0.17	0
786793	2	0.00	0	0.00	0.00	0.00	0		0.17	0
786794	2	0.00	0	0.00	0.00	0.00	0		0.17	0
786795	3	0.00	0	0.00	0.00	0.00	0		0.17	0
786788	3	7.00	0	0.00	0.00	0.00	0		0.17	0

j. Sage Payroll

Sage payroll is an easy to use , scalable payroll software that can fit almost any business payroll requirement.

You select “**Date Range**” and select “**Department**” then select employee whichever you want , or you select all employee by clicking on then you click on “**Query**” Button.



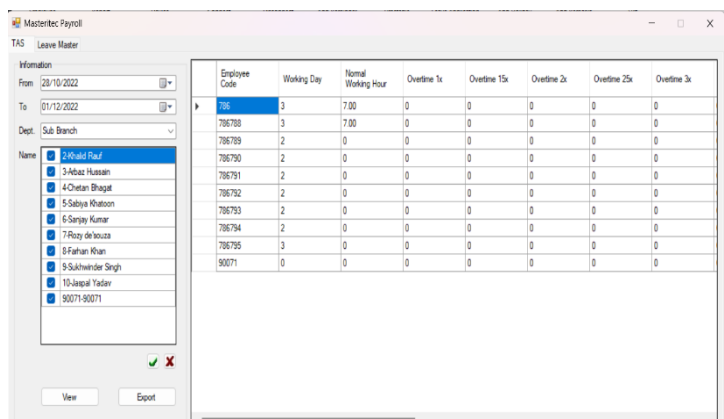
EMPNO	HR2	HR3	HR4	LATEHR	EARLYHR	NOPAYHR	AL	MC	NPL	AB
786788	0000	0000	0000	0010	0033	0000	000	000	000	100
786789	0000	0000	0000	0010	0430	0000	000	000	000	100
786790	0000	0000	0000	0010	0000	0000	000	000	000	200
786791	0000	0000	0000	0010	0000	0000	000	000	000	200
786792	0000	0000	0000	0010	0000	0000	000	000	000	200
786793	0000	0000	0000	0010	0000	0000	000	000	000	200
786794	0000	0000	0000	0010	0000	0000	000	000	000	200
786795	0000	0000	0000	0010	0000	0000	000	000	000	100
90071	0000	0000	0000	0000	0000	0000	000	000	000	000

You may also export all data as in “**Text**” your PC.

k. Masteritec Payroll

TAS: You select “**Date Range**” and select “**Department**” then select employee whichever you want , or you select all employee by clicking on then you click on “**View**” Button.

You may also export all data in your PC.



Employee Code	Working Day	Normal Working Hour	Overtime 1x	Overtime 1.5x	Overtime 2x	Overtime 2.5x	Overtime 3x
786788	3	7.00	0	0	0	0	0
786789	3	7.00	0	0	0	0	0
786790	2	0	0	0	0	0	0
786791	2	0	0	0	0	0	0
786792	2	0	0	0	0	0	0
786793	2	0	0	0	0	0	0
786794	2	0	0	0	0	0	0
786795	3	0	0	0	0	0	0
90071	0	0	0	0	0	0	0

Leave Master: You select “Date Range” and select “Department” than select employee whichever you want , or you select all employee by clicking on then you click on “View” Button. You may also export all data in your PC.

Employee Code	Leave Date	Leave Type	Leave (Days)	Leave (Hours)	Leave (Minutes)
11000	29/11/2022	HDL	0.5		
40002	29/11/2022	SL	1		

8. WAGES

a. Get Attendance

This is a attendance calculator payroll .

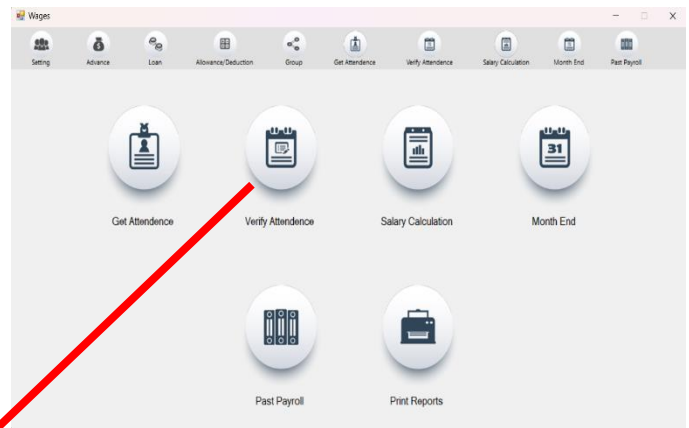
i.e. If the monthly salary of an employee is 30,000 then salary per day is $30000/30 = 1000$.

If the employee has worked only for 27 days(based on his attendance), then the salary for that month will 27,000 (if the leaves taken were of type “**Leave without pay**”).

ID	FromDate	ToDate	Name	Days	Total Hour	Normal O
1	01/11/2021	14/12/2022	Aarif Raza	10	6.00	3.30
50003	01/11/2021	14/12/2022	Arbaz Hussain	2	0.00	0.00

b. Verify Attendance

A pay adjustment is a change in an employee's pay rate. You can change an employee's hourly wage or salary. Typically, compensation adjustment is an increase in the pay rate, such as when an employee earns a raise. A wage adjustment can also be a decrease in pay, such as a wage decrease when demoting an employee or changing their duties.



EmpID	Name	Department	From_Date	To_Date	Days	Sched
1	Aarif Raza	SK TECHNO	14/12/2022	14/12/2022	0	1

You just click on **“Wages”** then select **“Verify Attendance”**.

You will see a new page, you just select **“Month”** and **“Department”**. Now choose an employee or employees and click on **“Query”**.

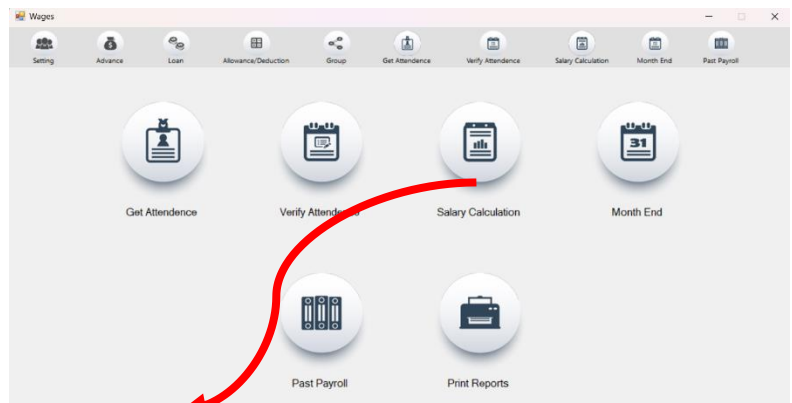
You will see all salary adjustment of chosen employee.

Then **“Print”** all data in your PC.

c. Salary Calculation

You just click on **“Wages”** then click on **“Salary calculation”**.

You will see a new page of salary payroll calculation.

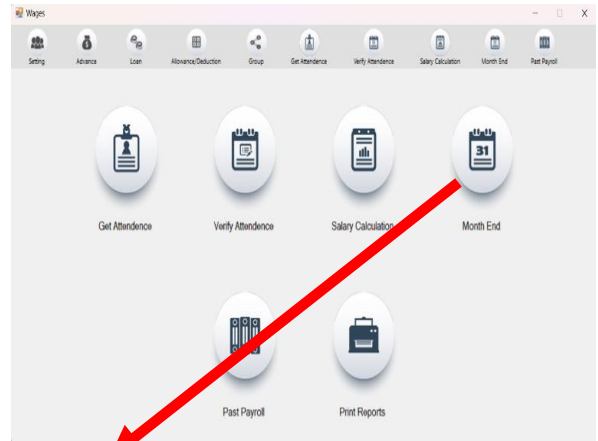


Advance	Deduction	Deduct_Advance	Deduct_Loan	TotalSalary	Wages_Rate	Wages_Unit
000	0.0000	0.0000	0.0000	0.0000		

You will see a new page, you just select **“Date”** and **“Department”**. Now choose an employee or employees and click on **“Query”**. You will see all salary adjustment of chosen employee. Then **“Verify”** all data in your PC.

d. Month End

Month-end payroll accounting can include accrued weekly or biweekly payroll processed throughout the month, bonus or commission payments and employer taxes due. It can also include a current payroll if employees are paid monthly. Once payroll costs are calculated and accounting is complete, monthly payroll expenses are transferred to a balance sheet and income statement.

The 'Salary_MonthlyClosing' window has a title bar with 'Date' set to 'November-2022' and buttons for 'View', 'Print', and 'Month End'. Below the title bar is a table with the following data:

EmpID	Name	Department	Basic	OT1	OT2	OT3	Report_Allowance	Allowance	Deduct
1	Aarif Raza	SK TECHNO	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

You just click on “**Wages**” then click on “**Month End**”.

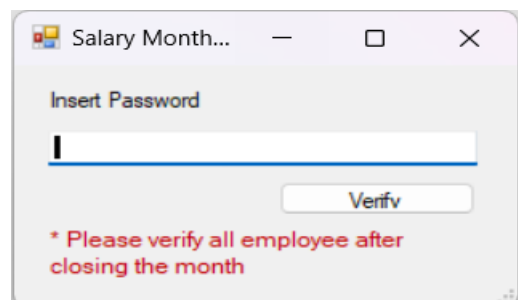
You will see a new page of Salary_Monthly closing.

You just select “**Month-Year**” and select month which you are generate month-end. Then click on “**View**”.

You will see all employees in tab .

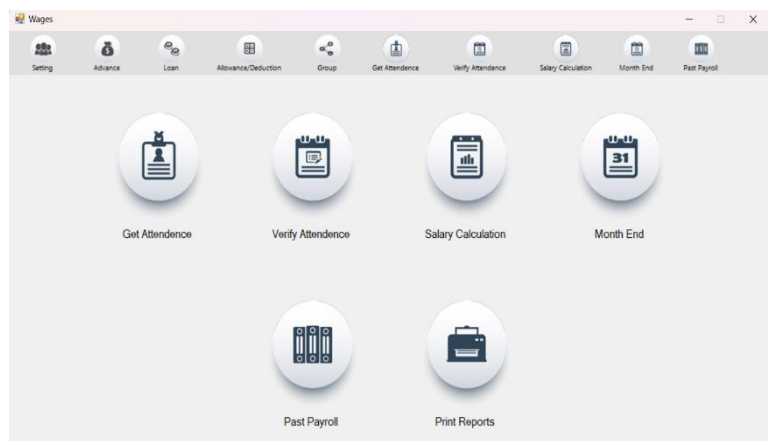
Then click on “**Month End**”. all data in your PC.

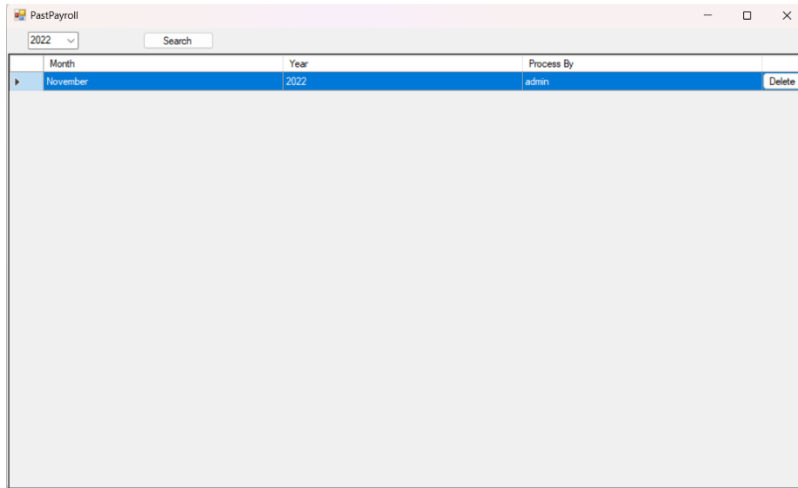
You will see a new dialogue box for **verify all employees after closing the month**. By confirmation of admin’s password .



e. Past Payroll

There may be times when you need to run a payroll with a check date in the past to appropriately report wages. If you’ve forgotten to report wages for an employee that was already paid.





You just click on “**Wages**” then click on “**Past Payroll**”.

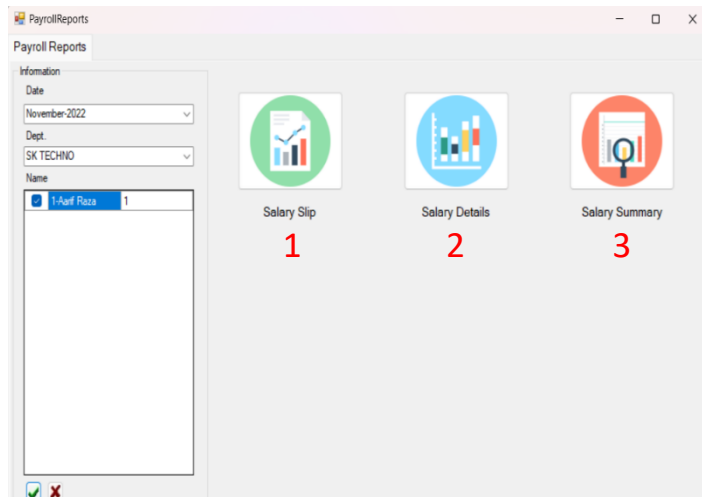
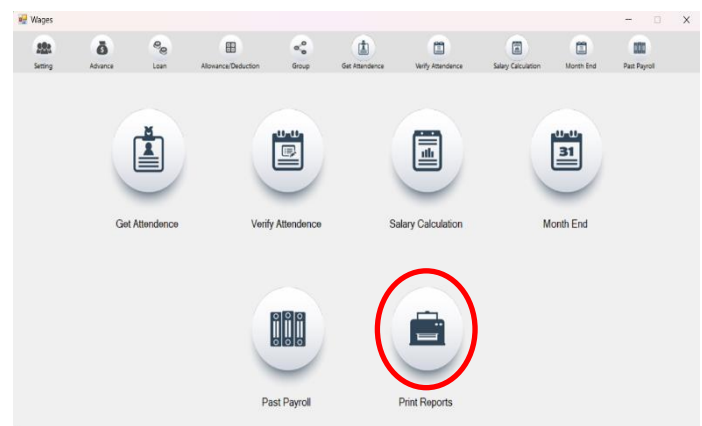
You will see a new page of Past Payroll. You just select “**Year**” Then click on “**Search**”.

You will see all Past Payroll processed by admin in tab .

You can also “Delete”  payroll generated by admin.

f. Print Reports

A payroll report is a document that employers use to verify their tax liabilities or cross-check financial data. It may include such information as pay rates, hours worked, overtime accrued, taxes withheld from wages, employer tax contributions, vacation balance and more.

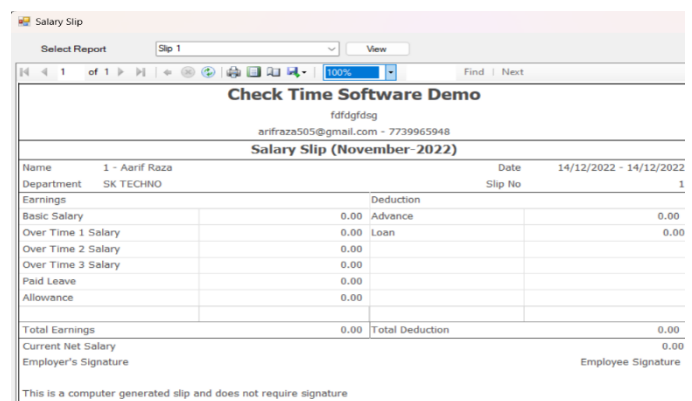


You will see a new page , you just select “**Date**” and “**Department**”. Now choose an employee or employees and click on “**Salary Slip, Salary Details and Salary Summary**”.

You will see all salary adjustment of chosen employee.

1. Salary Slip:

A salary slip/pay slip is a document issued by an employer to an employee.



Salary Details Report

Check Time Software Demo

Month: November-2022
Date: 14/12/2022 - 14/12/2022

Employee ID	Name	Department	Basic	Normal OT	Rest Day	Public Holiday	Shift Allowance	Paid Leave	Allowance	Deduction	Advance	Loan	Gross Total	Net Total
1	Aarif Raza	SA-TECHNO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

This report generated by 'Check-Time Attendance Management System'

2. Salary Details:

You might see all wages and leaves in salary slip and you can adjust employees salary as you want by the days.

3. Salary Summary:

You may check all work and leave like **Basic, Normal OT, Rest Day, Public Holiday, Shift Allowance, Paid Leave, Allowance, Deduction, Advance, Loan, Gross Total, Net Total.**

SalarySummaryDepartment

Check Time Software Demo

Department: SA-TECHNO
Date: 14/12/2022 - 14/12/2022

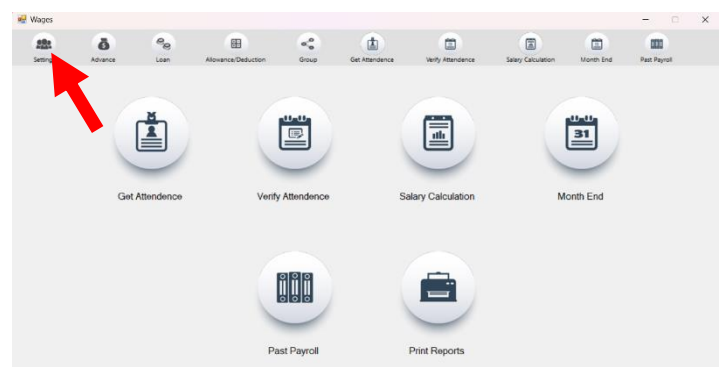
Employee ID	Name	Basic	Normal OT	Rest Day	Public Holiday	Shift Allowance	Paid Leave	Allowance	Deduction	Advance	Loan	Gross Total	Net Total
1	Aarif Raza	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sum :		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

This Report Generated by 'Check-Time Attendance Management Software'

g. Setting

you just click on "**Wages**" menu then Click on "**Settings**" icon.

You will see a new page of Employee salary settings.



Salary Employee Setting

Information: Dept. All, Name: Aarif Raza

Salary Type: ☒ Monthly (50000.0000), ☐ Daily (0.0000), ☐ Hourly (0.0000), ☒ Schedule, ☐ Actual

OverTime Setting: ☒ OverTime Amount (Normal OT: 500.0000, Rest Day OT: 1000.0000, Public Holiday OT: 1500.0000), ☐ Public Holiday UnPaid

Bank Details: ☒ Cash, ☐ Cheque, ☐ Transfer; Bank Name: BANK OF INDIA, Account ID: 5064594634966, IFSC: BKID0005793

Loan: EMI 20000, Amount 10000, Due (View)

Advance: Amount 105000, Due (View)

Employee List: 1-Aarif Raza, 2-Mahid Rauf, 3-Ahbaz Hussain, 4-Chetan Bhagat, 5-Sabiyah Khatoon, 6-Sanjay Kumar, 7-Rozay dehouza, 8-Fahim Khan, 9-Sukhwinder Singh, 10-Jaspal Yadav, 11001-Somen Kaur, 11002-Harpreet Jain, 11003-Sandhu Singh, 11004-Anya Kumar, 11005-Inamul Haque, 11006-Sanjaya Siddique, 11007-Sanjana Shama, 11008-Katrina Kaif

Wages and salaries in cash consist of such amounts payable at regular intervals, such as weekly, monthly or other intervals, including payments by results and piecework payments; plus allowance, such as those for working overtime; plus amounts paid to employees away from work for short periods (e.g., on holiday, sick leave, etc.); plus ad hoc bonuses and similar payments; plus commissions, gratuities and tips received by employees.

h. Advance

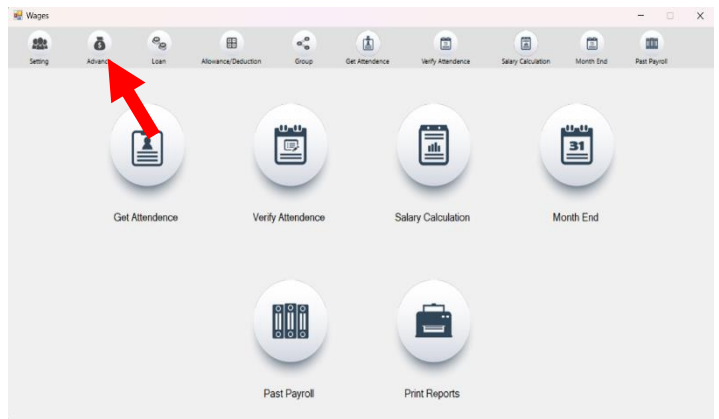
You just click on "**Wages**" menu then Click on "**Advance**" icon.

You will see a new page of Advance salary.

There are two tabs

a) Advance

ii. Advance Statement



AdvanceSalary
Advance Advance Statement

Information
Amount: 5000
Date: 16/12/2022
Dept.: SK TECHNO
Name: 1-Aarif Raza

ACNO	Name	Amount	Date	Flag
1	Aarif Raza	5000	01/12/2022	Processed
1	Aarif Raza	50000	01/12/2022	Processed
1	Aarif Raza	50000	01/12/2022	Processed

Search Add

i. Advance:

Offering employees a payroll advance means **giving them a short-term loan to cover the period until their next official payday.**

ii. Advance Statement:

It is recorded as a current asset in the company's balance sheet. There may not be a separate account in which to store advances.

AdvanceSalary
Advance Advance Statement

Information
Dept.: SK TECHNO
Name: 1-Aarif Raza

EmployeeID	Name	Date	Credit	Debit	Balance
1	Aarif Raza	01/12/2022	5000	0	5000
1	Aarif Raza	01/12/2022	50000	0	55000
1	Aarif Raza	01/11/2022	0	0.0000	55000
1	Aarif Raza	01/11/2022	50000	0	105000

Search

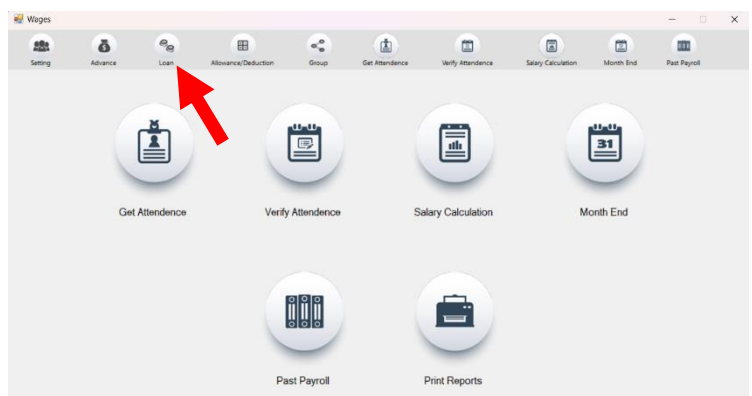
i. Loan

You just click on "**Wages**" menu then Click on "**Loan**" icon.

You will see a new page of Advance salary.

There are two tabs

- Loan
- Loan Statement



- **Loan:**

A Payroll loan is a **short-term financing option business owners can use to pay their employees.**

You just select “**Department**” Then “**Name**”, “**Amount**”, select “**Start Date**” and “**EMI**”.

You can “**Add**” or “**Delete**” any loan in payroll.

ACNO	Name	Amount	Date	EMI	Flag
1	Aarif Raza	10000	01/12/2022	1000	Processed

EmployeeID	Name	Date	EMI	PreBal	Credit	Debit	Balance
1	Aarif Raza	01/12/2022	0	0	10000	0	10000
1	Aarif Raza	01/12/2022	0	0	10000	0	20000
1	Aarif Raza	01/12/2022	0	0	0	10000	10000

- **Loan Statement:**

You just select “**Department**” Then “**Name**” then click on “**Search**” button . choose the employee who taking loans and you will see all loans whoever borrowed .

j. **Allowance/Deduction**

- **Allowance:**

Any monetary benefit offered by the employer to its employees for meeting expenditures, over and above the basic salary.

Name	Code	Amount	Amount_Type	Type
aarif raza	123	10000.0000	Amount	Recuring

You just select “**Name**”, “**Code**”, “**Type**”, “**Amount**” and “**Amount Type**” of the employee. Then click on “**Save**” button. You may also clear all allowance by clicking on “**Clear All**” button. And edit any employee’s allowance by clicking on “**Edit**”.

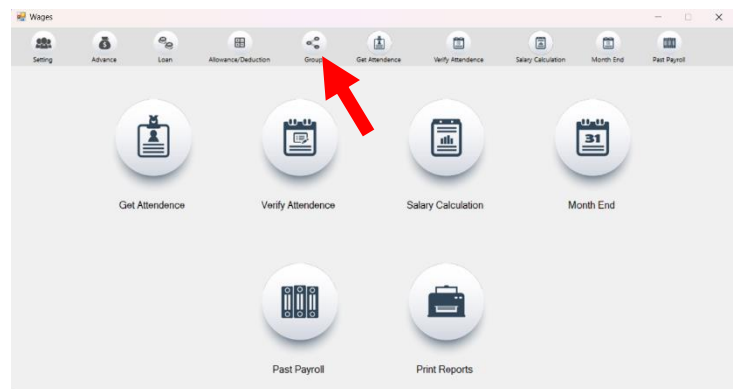
- **Deduction:**

The Amounts that are deducted or withheld from the paycheck of the employees in the form of taxes or voluntary deductions.

You just select “**Name**”, “**Code**”, “**Type**”, “**Amount**” and “**Amount Type**” of the employee. Then click on “**Save**” button. You may also clear all allowance by clicking on “**Clear All**” button. And edit any employee’s allowance by clicking on “**Edit**”.

k. **Group**

A payroll group organizes employees who work the same number of days per year, who work same number of hours per day, who are paid the same number of times and at the same time every month together. This ensures that it is less likely that an employee will not be paid during pay day.



Add Group:

First you create a group by filling “**Name**”, and “**Code**”. Then click on “**Save**”.

Then you **add allowance** in those group as well as you **add deduction** in those group which you are created.

View Group:

First you select a group by filling “**Name**”, and “**Code**”. Then click on “**Update**” and “**Delete**”.

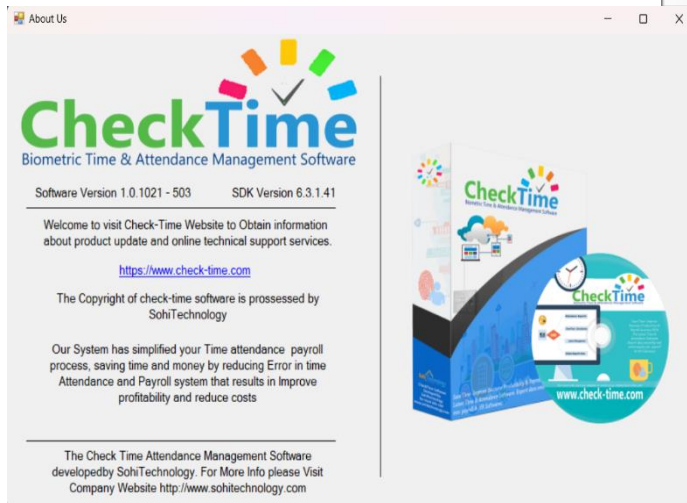
Then you **add allowance** in those group as well as you **add deduction** in those group which you are created.

9. HELP

a) About Us

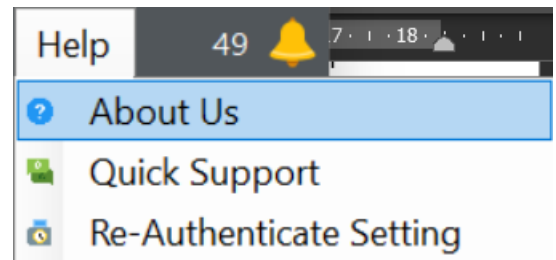
Welcome to check Check-Time Website to Obtain information about product update and online technical support services.

<https://www.check-time.com>



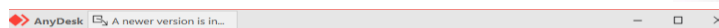
The Copyright of check-time software is possessed by Sohi Technology.

Our System has simplified your Time attendance payroll process, saving time and money by reducing Error in time Attendance and Payroll system that results in Improve profitability and reduce costs.



b) Quick Support

If you have any error shows in application then go “**Help**” menu then select “**Quick Support**”.



A newer version is installed

Installation path: C:\Program Files (x86)\AnyDesk

A newer version of AnyDesk is currently installed on this computer. You can either install to the old version of AnyDesk or start the currently installed version.

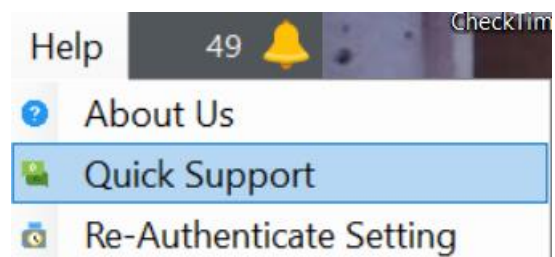
End-user license agreement

By starting the installation, you accept the license agreement.

Start installed version

Accept & Install

Cancel



And enables a support technician to remotely access, remotely control, and remotely view your computer or mobile device for fast troubleshooting.

c) Re-Authenticate Setting

You can Re-Authenticate your application by clicking on “**Help**” menu then select “**Re-Authenticate Setting**”.

Your device will be Re-Authenticated by company’s Employee.

