

How to Use Attendance Service on HikCentral Connect

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Chapter 1 Add Access Control Device on HikCentral Connect

1.1 Check Compatibility List

Before adding the corresponding device, you need to check the compatibility list. You can get the device compatibility list from the Help Center of the HikCentral Connect Portal.

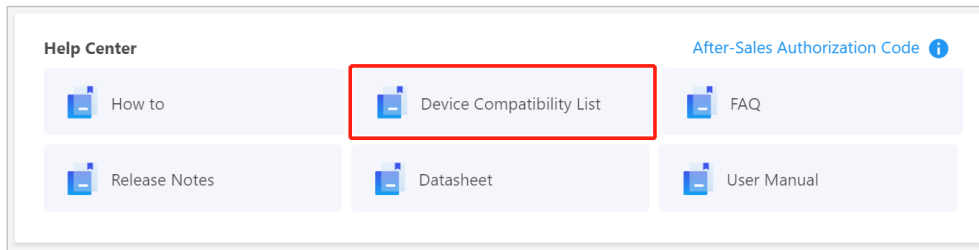


Figure 1-1 Check Compatibility List

1.2 Add Access Control Device

To use the attendance service, you need to first add access control devices to the System. For detailed steps, go to **Homepage** → **Help Center** and refer to the second paragraph of the '**How to Use Access Control Service**' document.

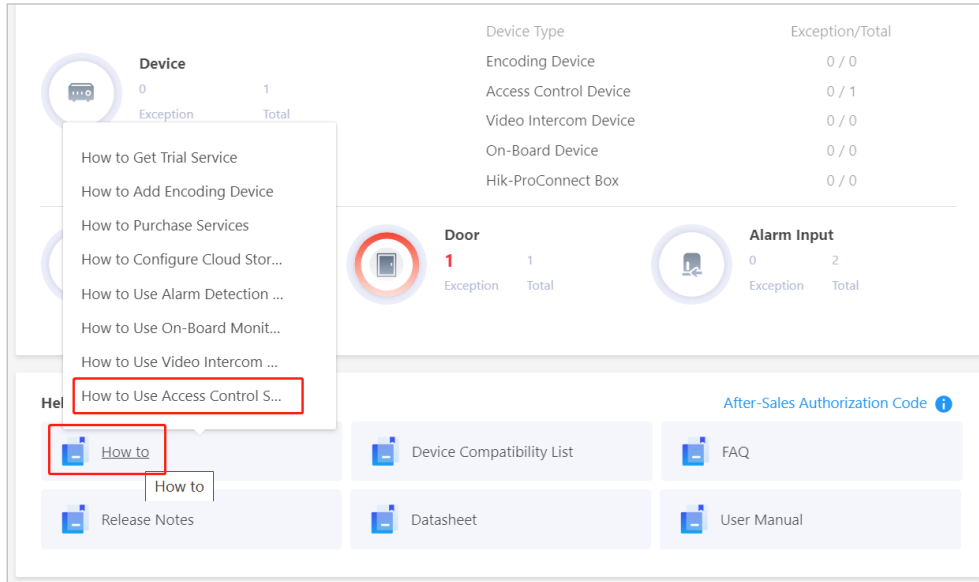


Figure 1-2 'How to Use Access Control Service' Document

Chapter 2 Basic Configuration

Service related configurations include adding persons and credentials, adding access levels, and assigning access levels.

2.1 Add Person and Credential

Before adding persons, you need to add departments. Click + on the left of the **Person** module to add and configure departments.

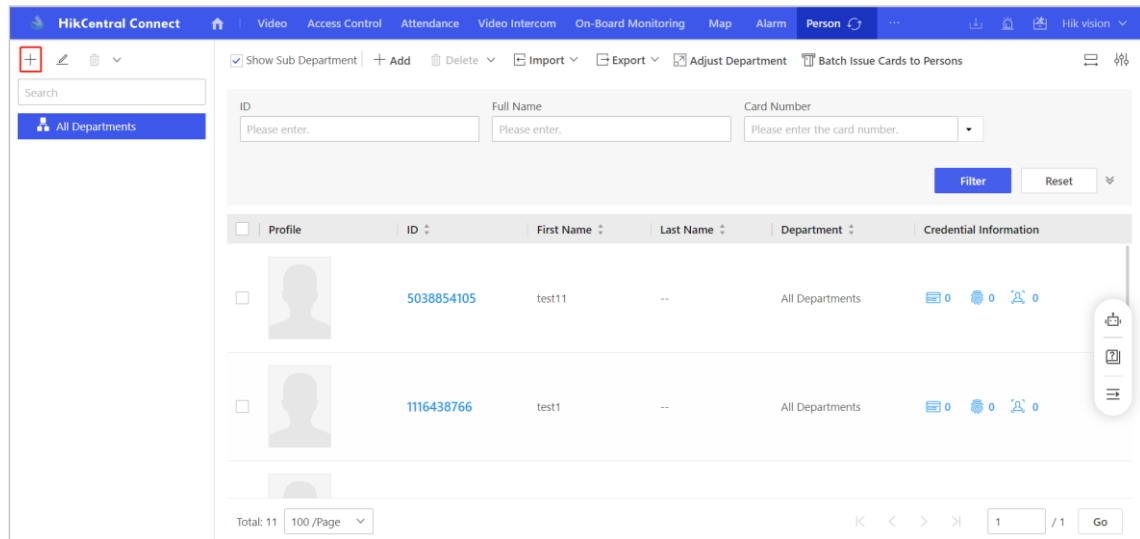


Figure 2-1 Add Department

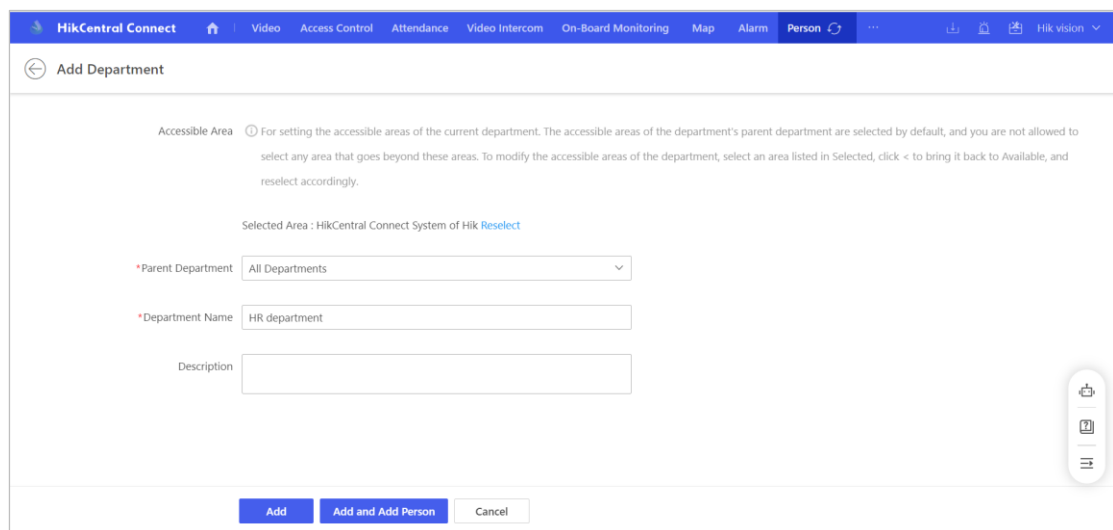


Figure 2-2 Configure Department

Then, you can add a person to a certain department.

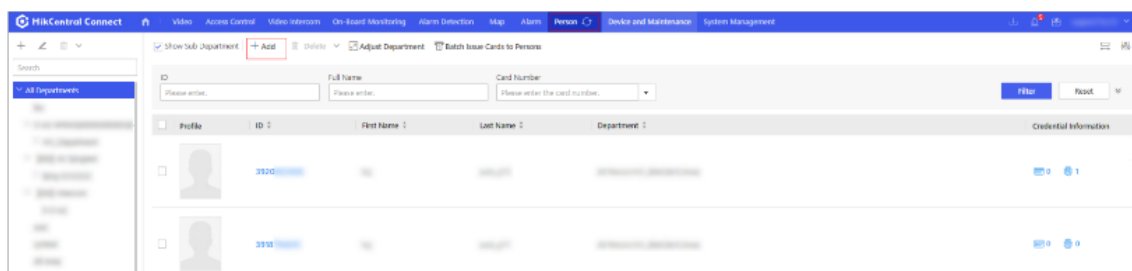


Figure 2-3 Add Person

When configuring a person's information, you can add card/fingerprint credentials and face picture for the person.

← Add Person

Basic Information Private Information Access Level Attendance Resident Information

*ID 5455761319
 ⓘ Once configured, the ID cannot be edited. Confirm the ID rule before setting an ID.

*Department All Departments
 ⓘ Changing the department may result in a change in the person's access level.

First Name

Last Name

*Effective Period 2023/08/10 13:44:55 - 2033/08/10 13:44:55 Extend Effect...

Allow Login to Self-Service
 ⓘ The self-service is for the person to use functions via Mobile Client, such as opening door via Bluetooth and video intercom.

*Email
 ⓘ A temporary password will be sent to this email. The person can then log in to the HikCentral Connect Mobile Client with this email and password.
 No email? Use [Account](#)

Credential Management

Add Add and Continue Cancel

Figure 2-4 Configure Person Information

You can go to **Attendance** and select the role of the person.

HikCentral Connect Video Access Control Attendance Video Intercom On-Board Monitoring Map Alarm Person Device and Maintenance System Management Hik vision

← Add Person

Basic Information Private Information Access Level Attendance Resident Information

Check In/Out via Mobile Client

Must Upload Picture

Role Employee Supervisor
 ⓘ A supervisor has the permission to approve applications of the department and its sub-departments, and can check the employees' attendance on the Mobile Client.

Schedule < 2023/08 > Today

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No schedules. Please add persons first and go to Attendance > Schedule to schedule shifts.						

Add Add and Continue Cancel

Figure 2-5 Configure Role

2.2 Add Access Level

1. Go to the **Access Control** module.

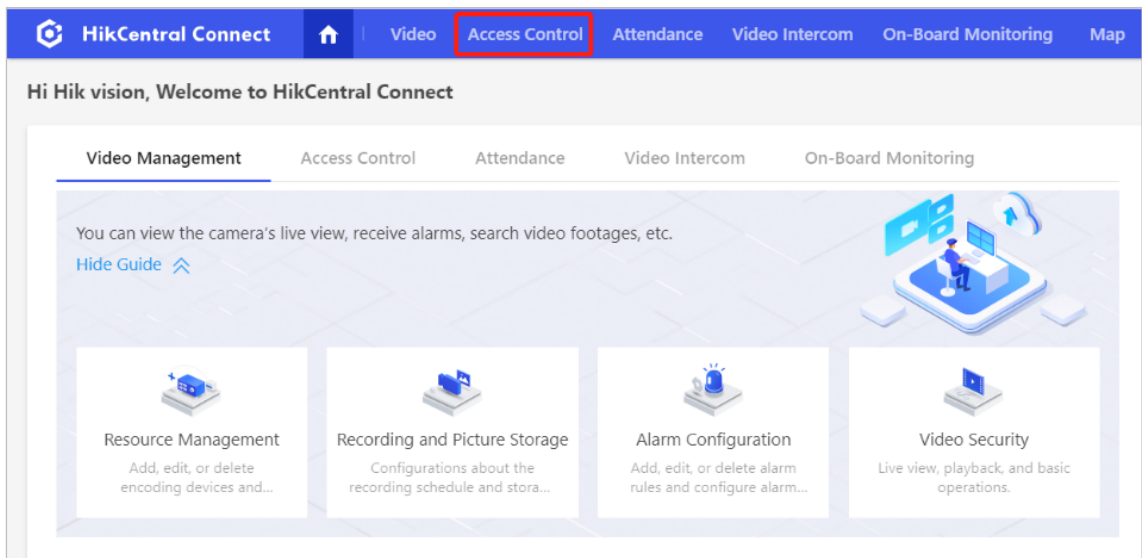


Figure 2-6 Enter Access Control Module

2. On the left, enter **Access Level** → **Manage Access Level**, and click **Add**.

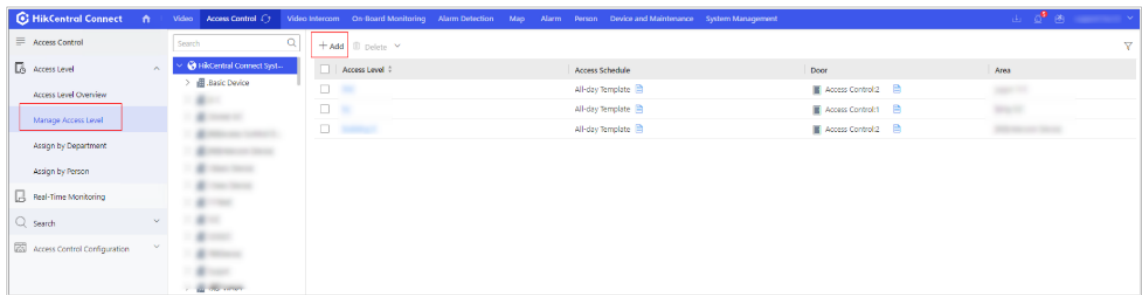


Figure 2-7 Add Access Level

3. Enter the access level information, and select the door(s) you want to link to the access level.

4. Select an access schedule.

5. Click **Add** to finish adding the access level.

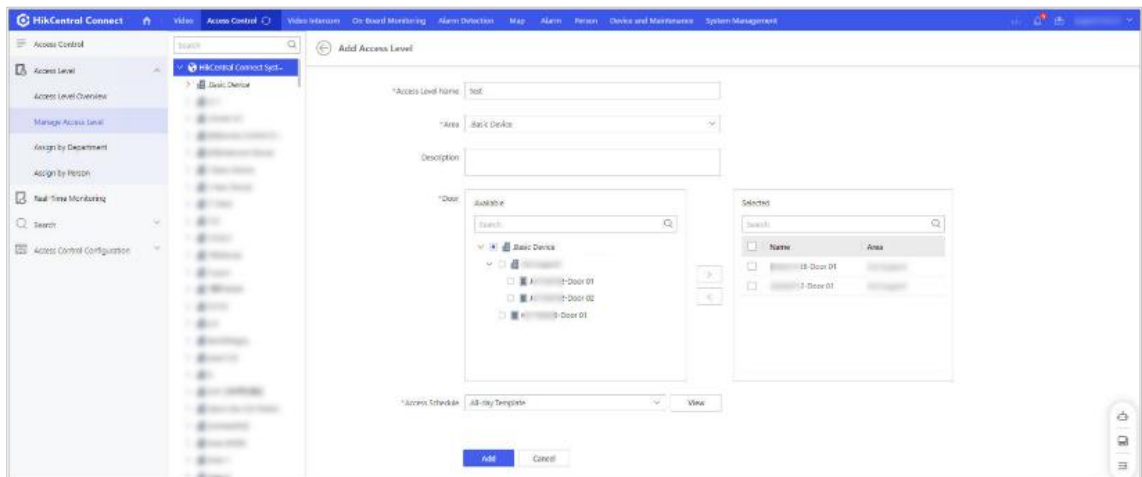


Figure 2-8 Configure Access Level

2.3 Assign Access Level

After adding access levels, you can assign access levels to persons or to the entire department.

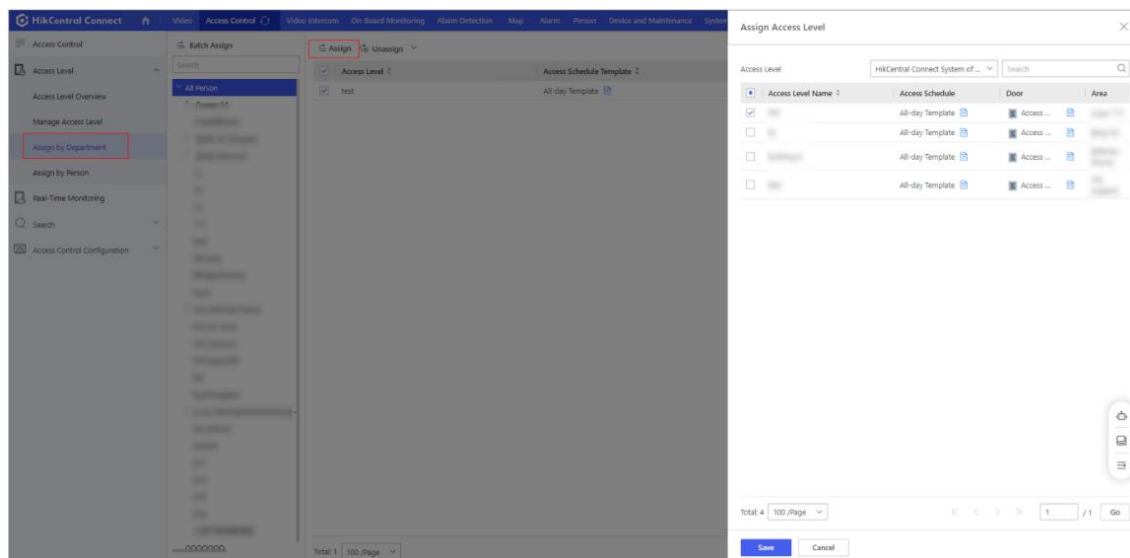


Figure 2-9 Assign Access Level by Department

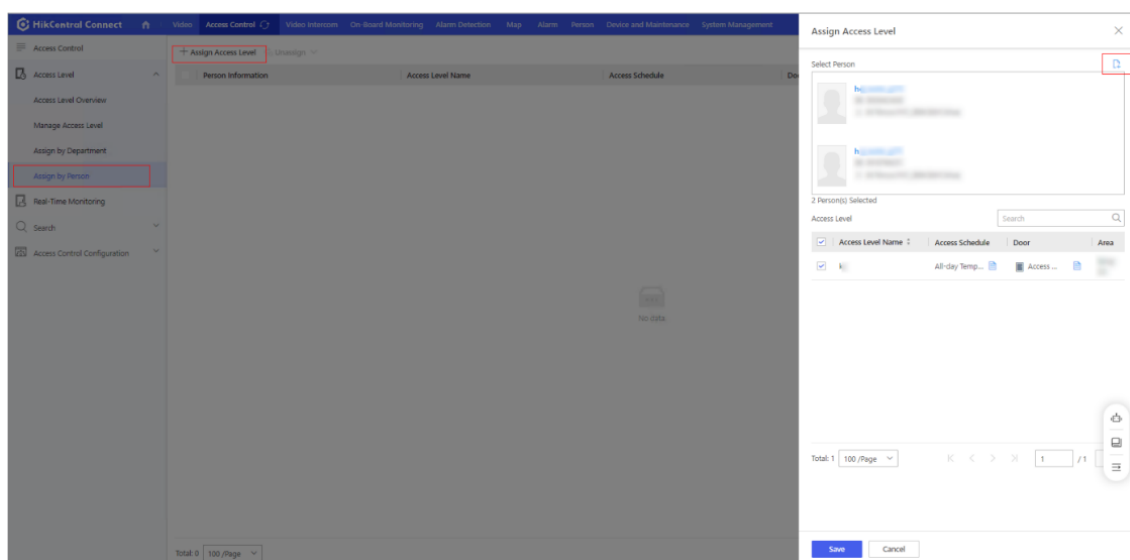


Figure 2-10 Assign Access Level by Person

Note

- If you don't have the **Attendance** module, you need to click **Use Now** to activate the **Attendance** module.

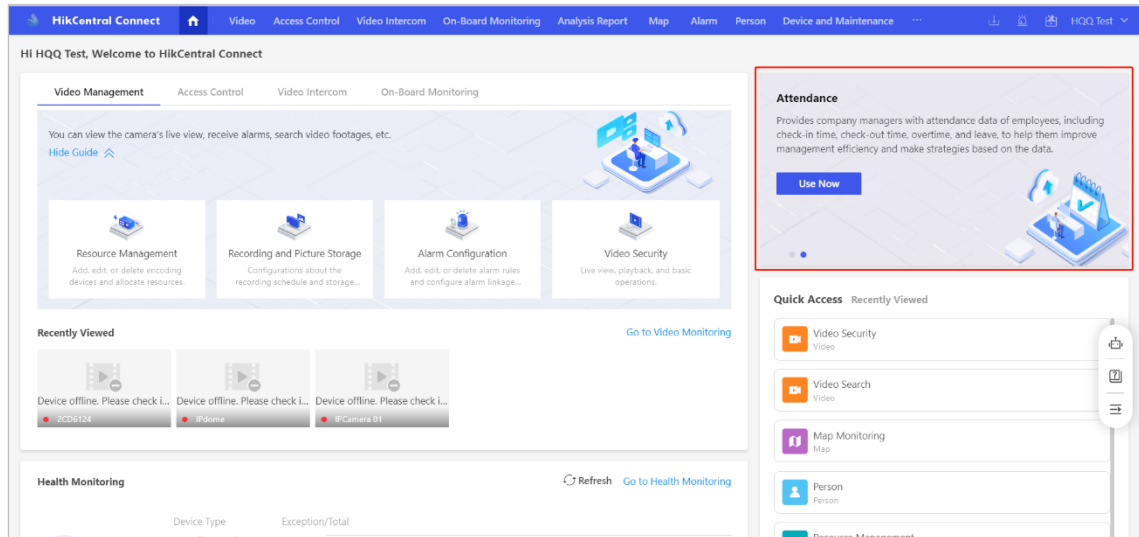


Figure 2-11 Activate the Attendance Module

Chapter 3 Schedule Shifts for Employees

You can schedule two types of shifts (i.e., normal shift and flexible shift) for employees in the Attendance module. You can go to **Basic Configuration** → **General** → **Edit** to select the type you want.

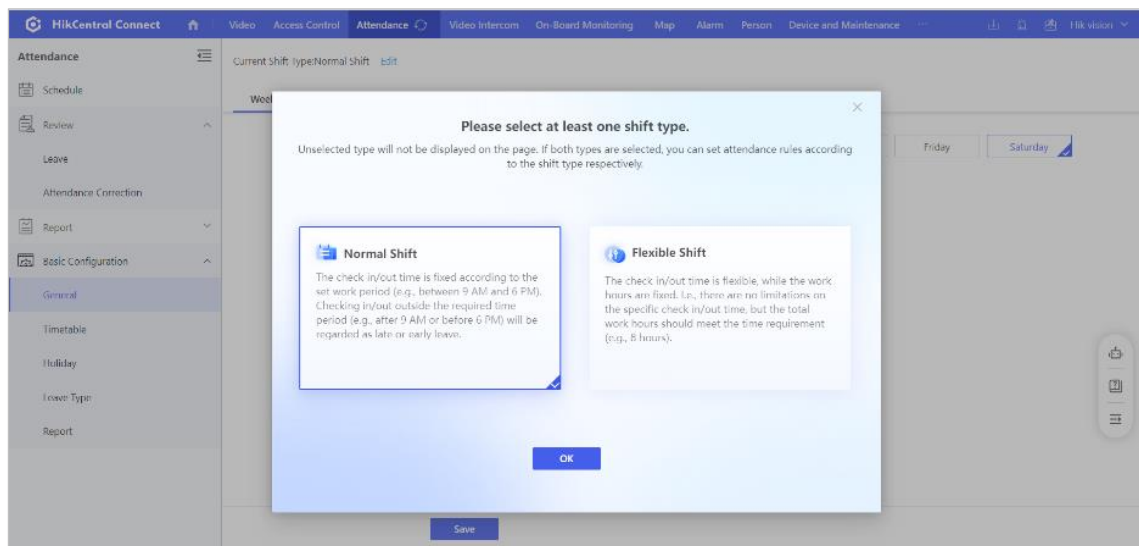


Figure 3-1 Shift Type

3.1 Normal Shift

Normal shift means the check-in/out time is fixed according to the set work period (e.g., between 9 AM and 6 PM). Checking-in/out outside the required time period (e.g., after 9 AM or before 6 PM) will be regarded as late or early leave.

You can set the weekend according to your needs and the remaining days are workdays.

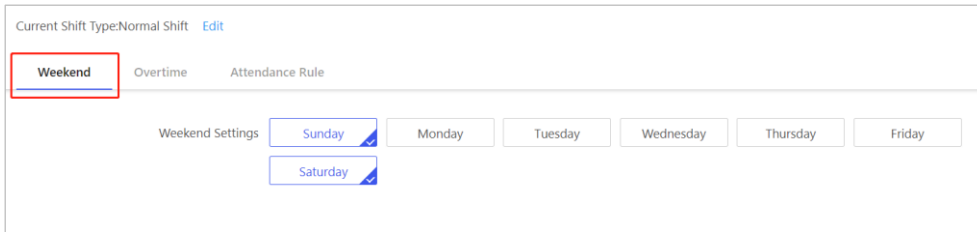


Figure 3-2 Set Weekend

You can specify how early or how late are considered as working overtime, and how many minutes working at weekends are considered as overtime.

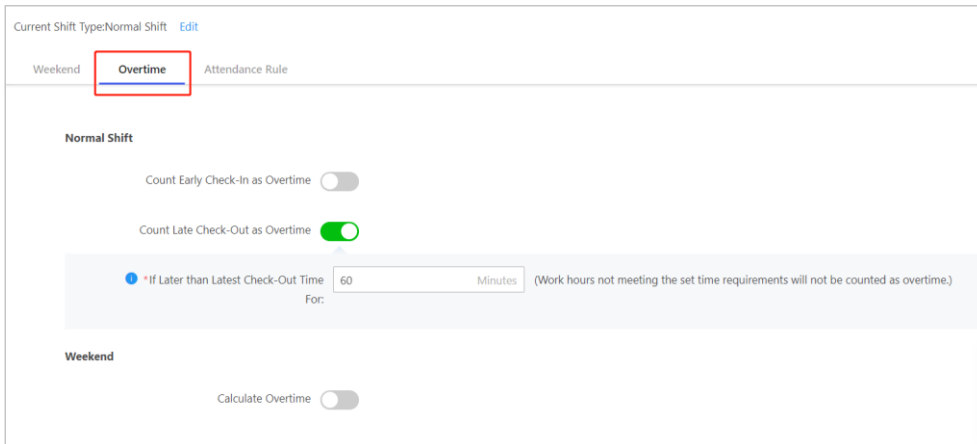


Figure 3-3 Set Overtime

You can set whether an employee is required to check-in/out. If disabled, check-in/out will not be required, and the check-in/out result will be automatically marked as normal by the system.

You can also set the late / early leave / absent rules for employees according to the company regulations.

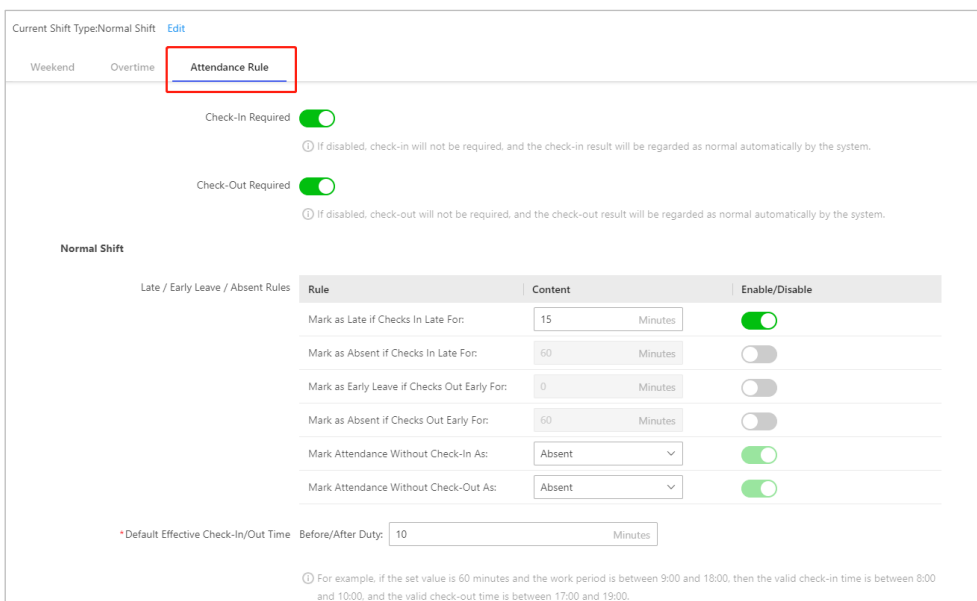


Figure 3-4 Set Attendance Rule

Note

- If you allow employees to work overtime during certain periods, remember to extend the effective check-in/out time until overtime is completed, so that the check-in/out time is valid.
-

3.2 Flexible Shift

For flexible shifts, the check-in/out time is flexible, while the work hours are fixed. That is, there are no limitations on the specific check-in/out time, but the total work hours should meet the time requirement (e.g., 8 hours).

You can set the weekend according to your needs and the remaining days are workdays.

The screenshot shows the 'Weekend' tab selected in a configuration interface. The interface has three tabs: 'Weekend', 'Overtime', and 'Attendance Rule'. Below the tabs, there is a 'Weekend Settings' section with a 'Sunday' dropdown menu and a 'Saturday' dropdown menu. The days of the week (Monday through Friday) are listed as buttons to the right of the dropdowns.

Figure 3-5 Set Weekend

You can specify how many extra minutes working on weekdays or how many minutes working at weekends are considered as overtime.

The screenshot shows the 'Overtime' tab selected in a configuration interface. The interface has three tabs: 'Weekend', 'Overtime', and 'Attendance Rule'. Below the tabs, there is a 'Flexible Shift' section with a 'Count Extra Work Hours as Overtime' toggle switch turned on. Below this, there is a field for '*If Work Additionally For:' with a value of 60 and the unit 'Minutes'. Below that, there is a 'Weekend' section with a 'Calculate Overtime' toggle switch turned on. Below this, there is a field for '*If Daily Work Hours Exceed:' with a value of 60 and the unit 'Minutes'. A note at the bottom of each field states '(Work hours not meeting the set time requirements will not be counted as overtime.)'

Figure 3-6 Set Overtime

You can set whether an employee is required to check-in/out. If disabled, check-in/out will not be required, and the check-in/out result will be automatically marked as normal by the system.

You can also set the late / early leave / absent rules for employees according to the company regulations.

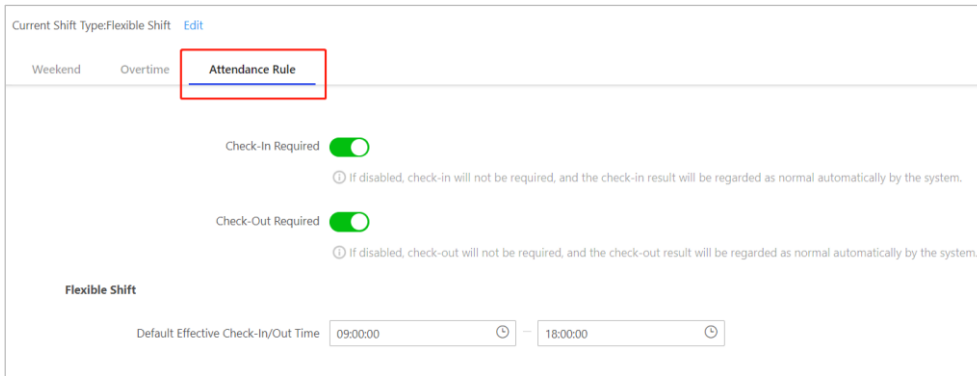


Figure 3-7 Set Attendance Rule

3.3 Schedule

Hover the cursor over a box of a person and click + to open the Schedule pane. Then, you can select a shift type, select the predefined work periods or add periods to define a schedule, and select a time period during which the schedule works.

If you select Normal Shift, you can set the check-in/out time.

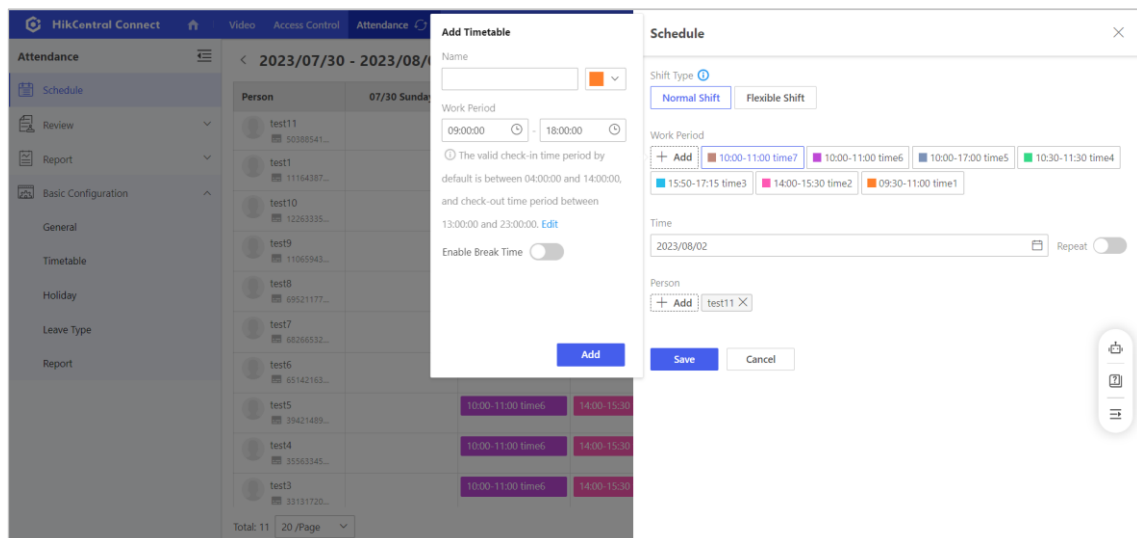


Figure 3-8 Add Timetable

If you select flexible shift, you can set the work hours and the effective check-in/out time period.

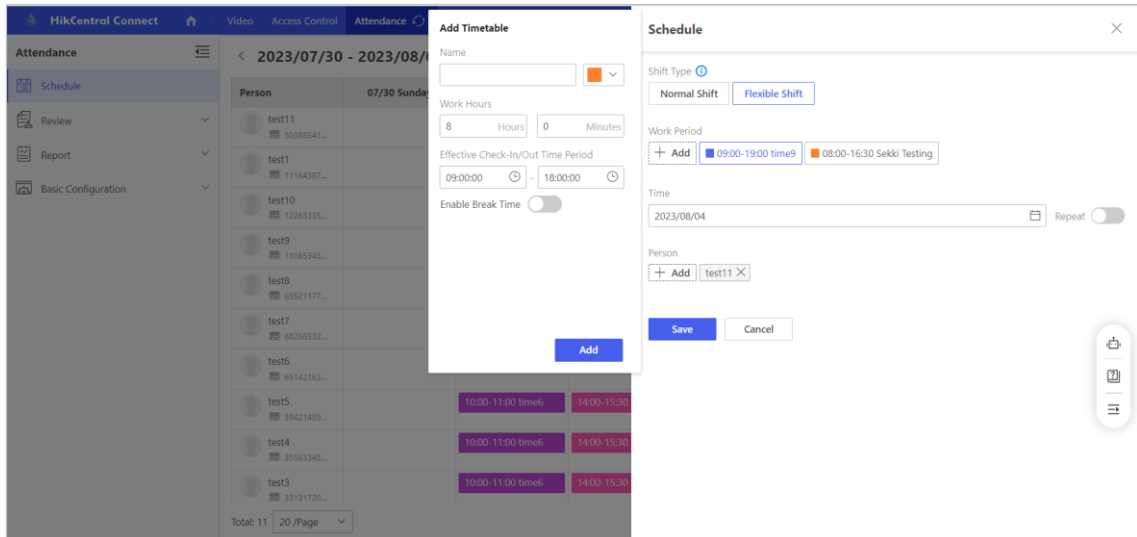


Figure 3-9 Set Timetable

You can set whether to enable the break time. If you enable the break time, select a break type (i.e., Fixed Duration and Actual Duration), set the break duration, and determine whether to include the break time into work hours.

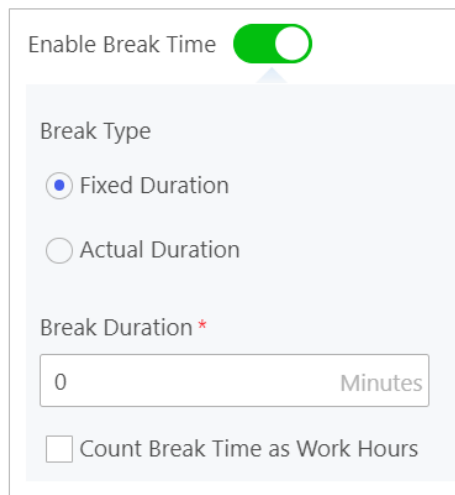


Figure 3-10 Set Break Time

If you want to repeat shifts for person, you can click **Repeat** when you schedule shifts.

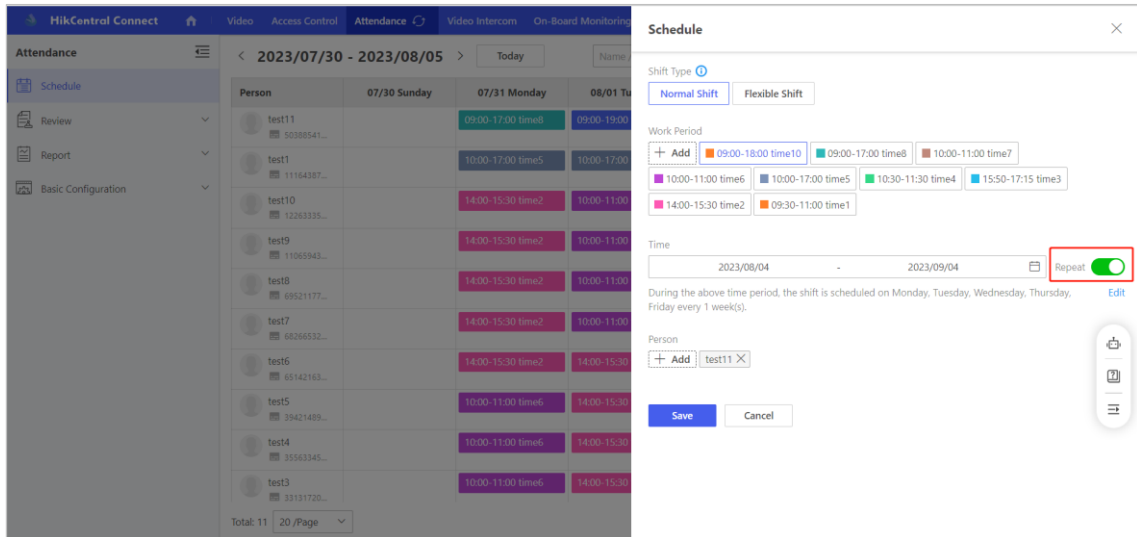


Figure 3-11 Repeat Shift

Select the repetition mode and period you want to repeat, click **Save**.

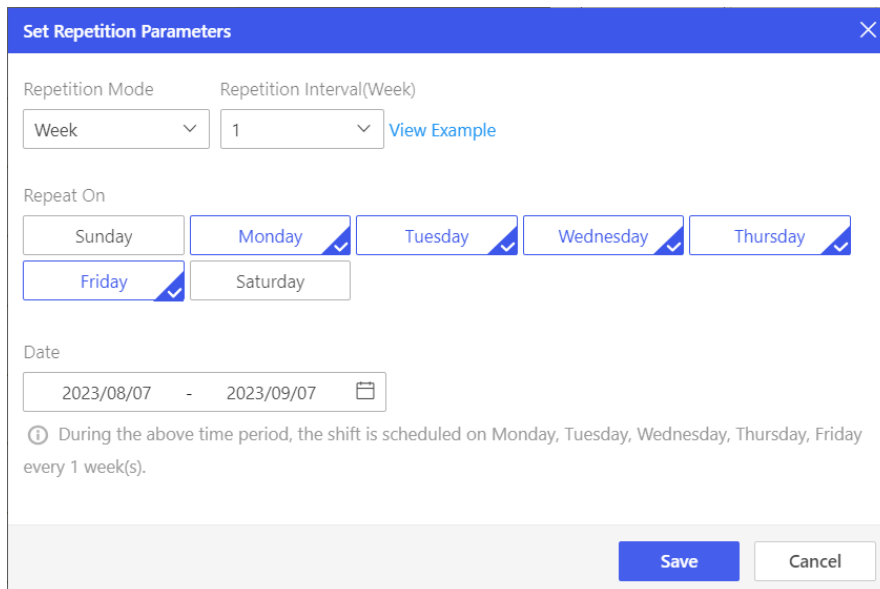


Figure 3-12 Set Repetition Parameters

You can schedule shifts for multiple persons or departments at the same time

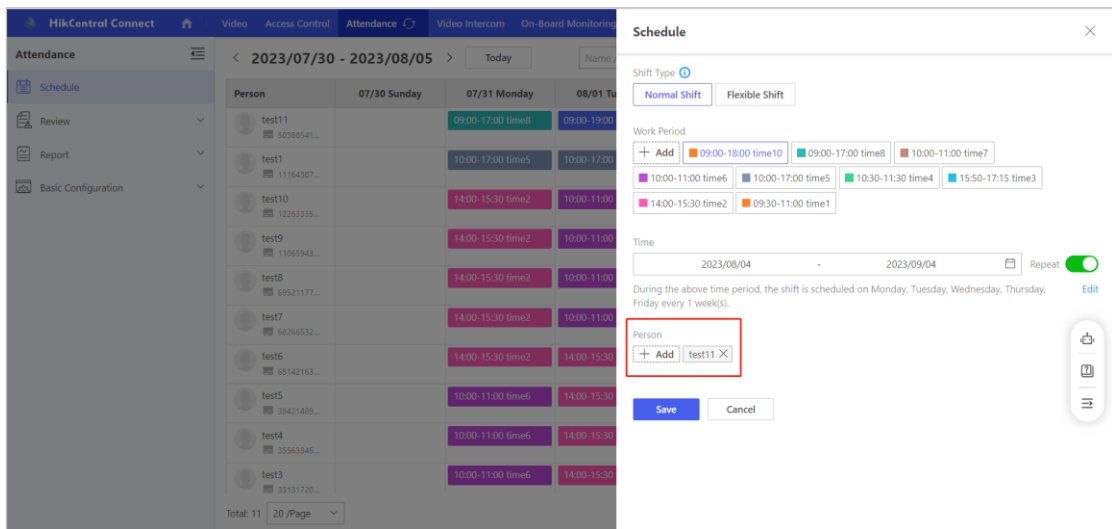


Figure 3-13 Multi-person Scheduling

If you don't want a shift anymore, you can click this shift and select **Delete** on the right.

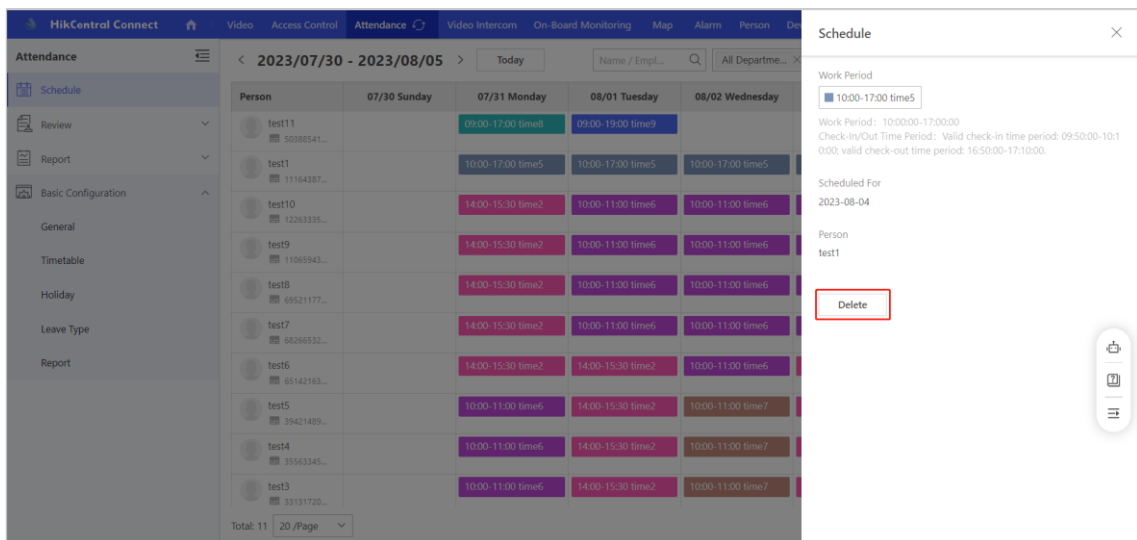


Figure 3-14 Delete Shift

3.4 Holiday

You can add holiday and the added holidays are not allowed to overlap with each other. Set the holiday name, type, date, and time, and then click **Add**.

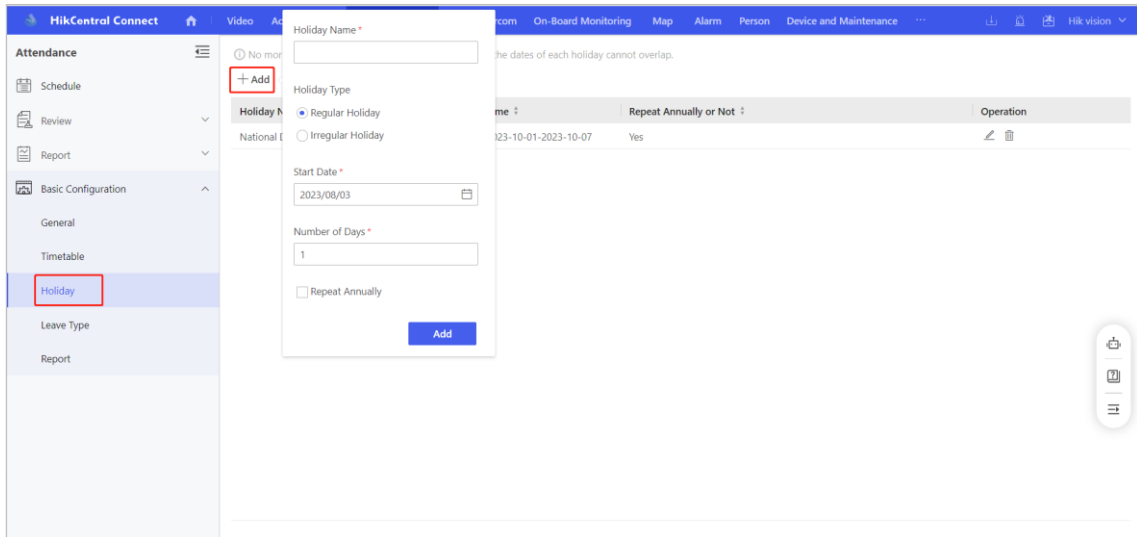


Figure 3-15 Add Holiday

3.5 Check-in/out

The employees/supervisors can check in/out via card, fingerprint, face on the device and check in/out on the HikCentral Connect Mobile Client.

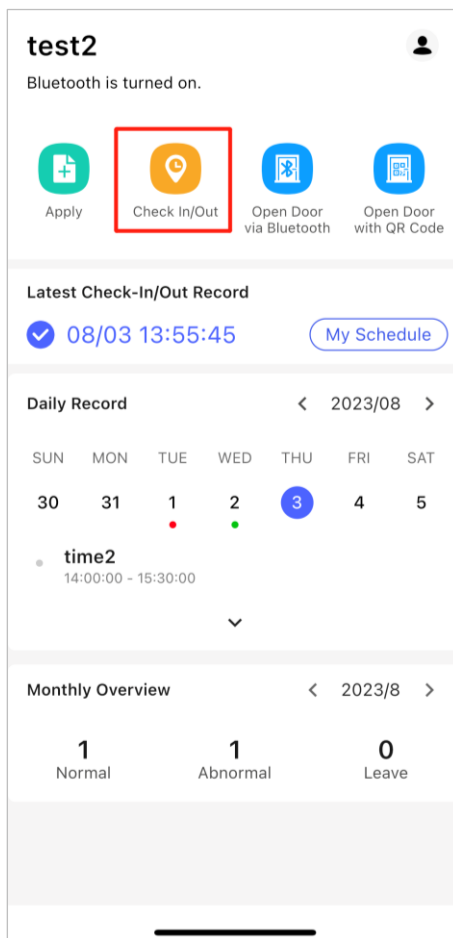


Figure 3-16 Check-in/out on Mobile Client

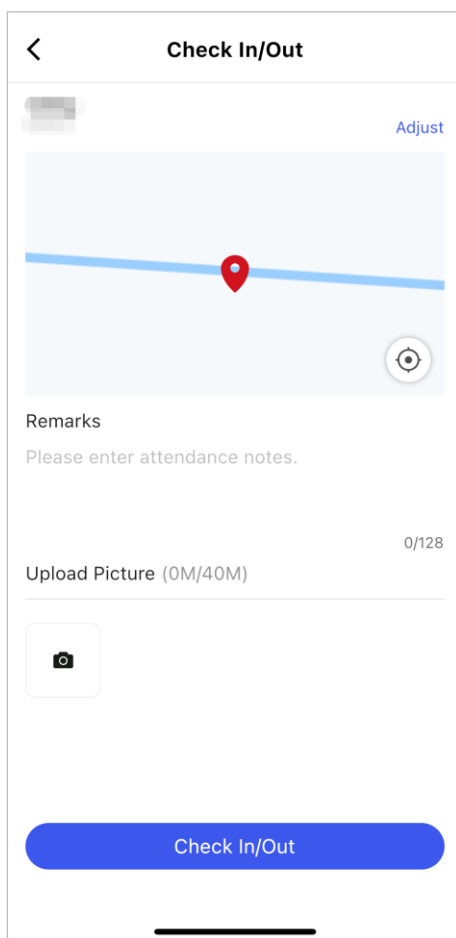


Figure 3-17 Check-in/out

Chapter 4 Leave and Attendance Correction

Accounts on HikCentral Connect can be classified as the administrator account, supervisor accounts, and employee accounts. Employees and supervisors can log in to the Mobile Client via their accounts, and the supported functions and pages on the Mobile Client vary with account types.

4.1 Leave Type

The administrator can go to **Basic Configuration** → **Leave Type** to set the leave type.

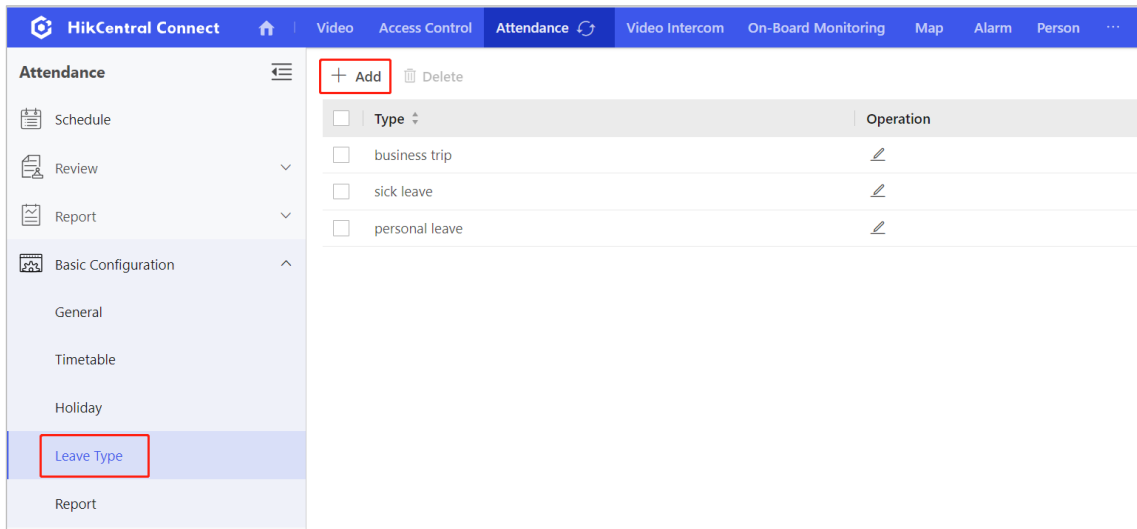


Figure 4-1 Leave Type

4.2 Leave Application

If employees or supervisors want to take time off, there are two ways.

- Employees or supervisors can apply for leave on the Mobile Client by themselves.
- The administrator can help employees or supervisors apply for leave.

1. Employee/supervisor applies for leave on the Mobile Client

1) After logging in to the Mobile Client, go to **Apply** → **Add** and click **Leave**.

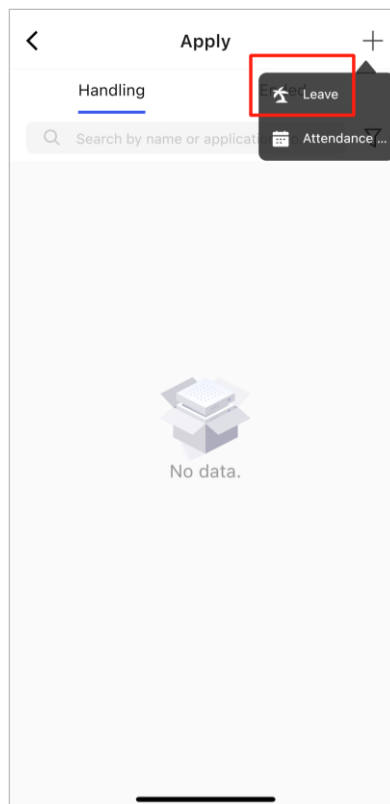


Figure 4-2 Find Leave Application

2) Complete the leave application and submit.

< Leave

* Leave Type personal leave >

* Start Time 2023-08-02 13:58 >

* End Time 2023-08-02 19:58 >

Application Reason
Please enter application reason.

0/128

Attachment (0M/200M)

+

Submit

Figure 4-3 Leave Application

 **Note**

- The supervisor applies for leave for himself/herself not for employees.
-

2. The administrator help employees apply for leave

The administrator can go to **Review** → **Leave** → **Add** on the Portal to select person, leave type, and leave period.

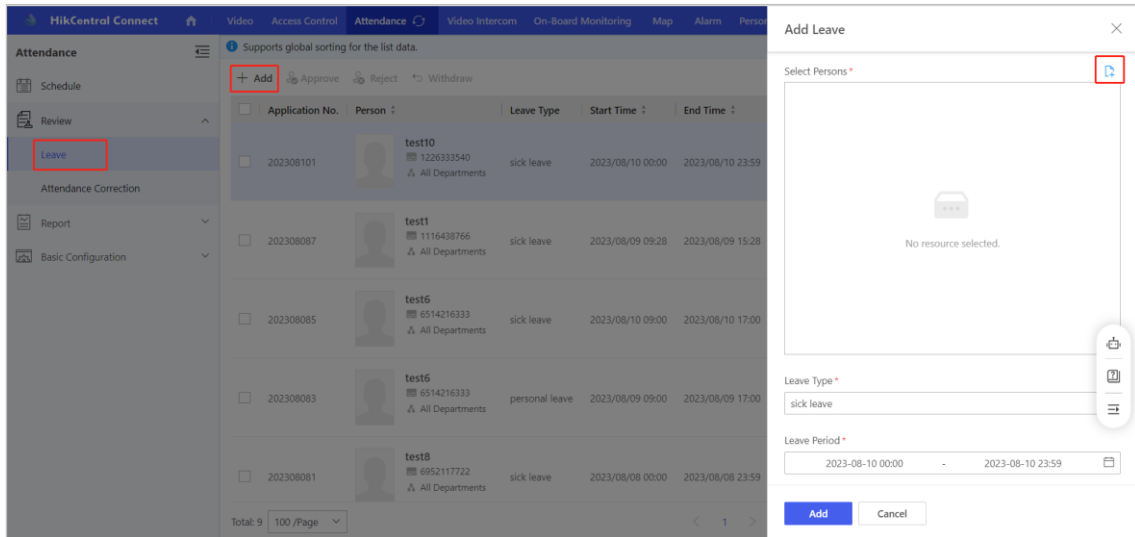


Figure 4-4 Leave Application on the Portal

4.3 Leave Review

After an employee submits a leave application, the supervisor or administrator can review it.

1. Supervisor review

The supervisor can process leave applications from employees in his/her own department on the Mobile Client.

1) After logging in to the Mobile Client by using the supervisor account, the supervisor can go to **Review** → **Pending** to process leave applications from employees.

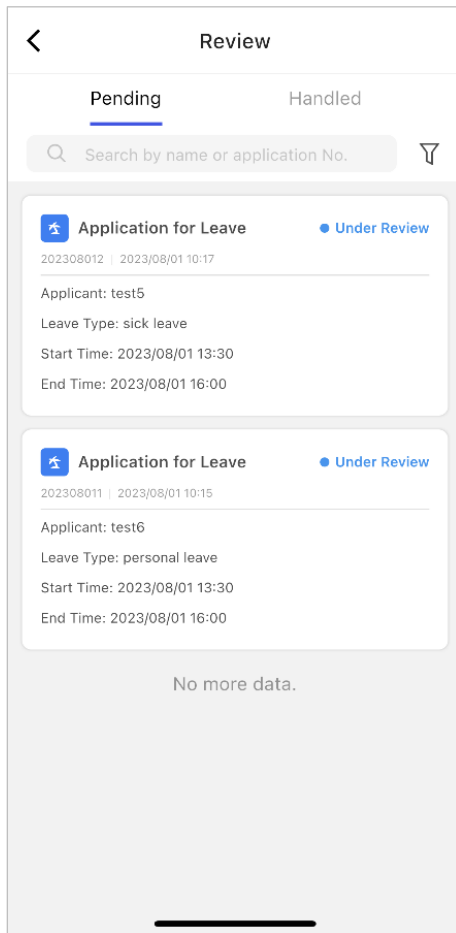


Figure 4-5 Leave Application Review

2) After dealing with the leave application, the supervisor can see the processing results on the Handled page.

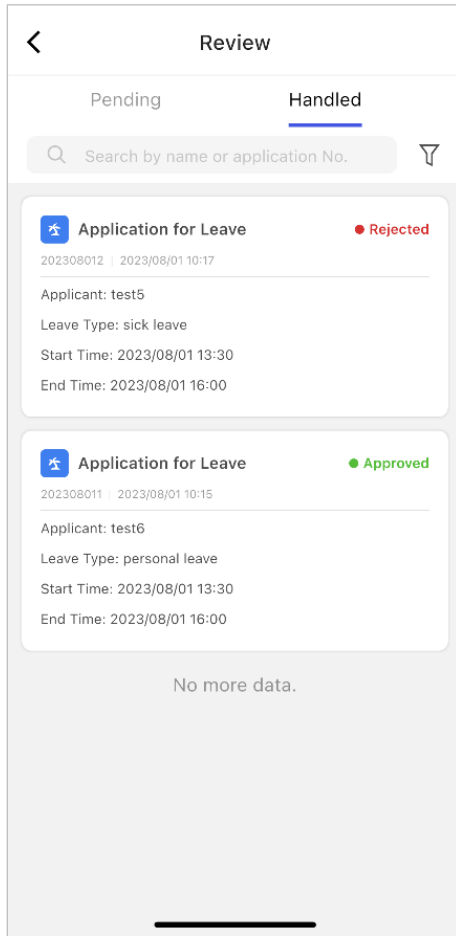


Figure 4-6 Processing Result of Leave Application

2. Administrator review

The administrator can process leave applications from all employees and supervisors on the portal.

1) The administrator can go to **Review** → **Leave** and select the leave application he/she want to process.

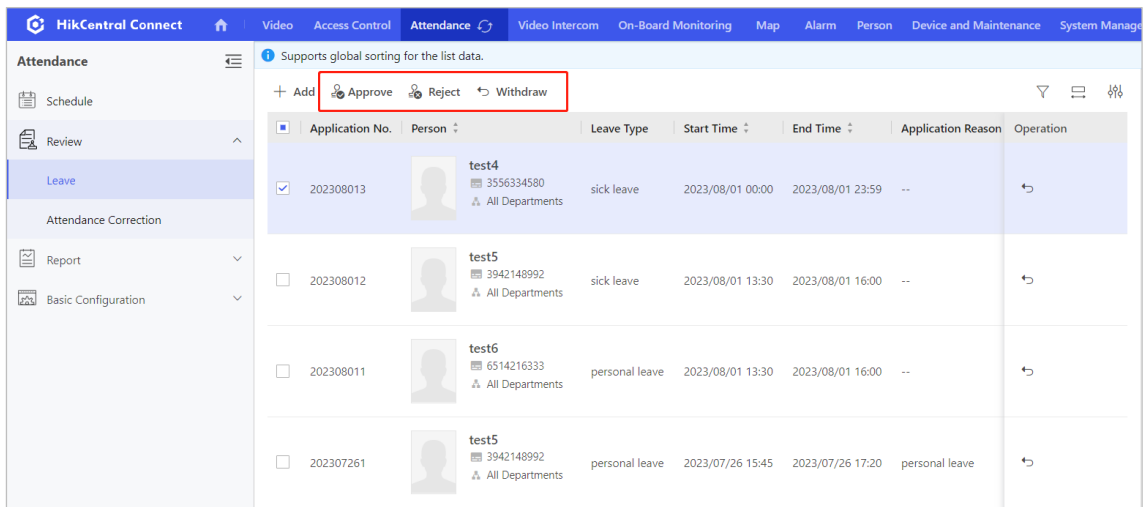


Figure 4-7 Leave Application Review on the Portal

2) After processing the leave application, the administrator can see the processing

results and details on the right.

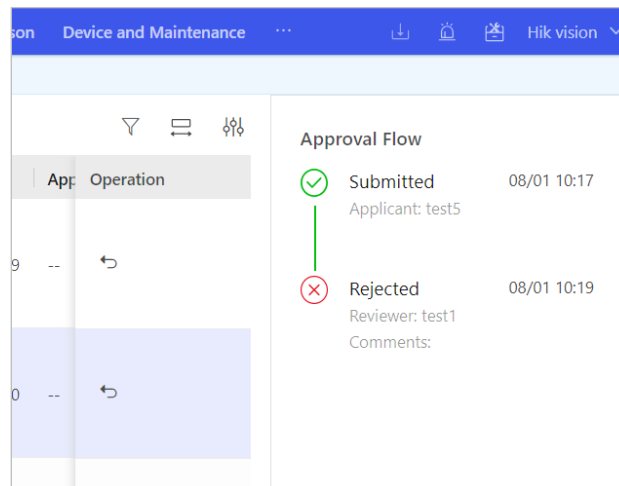


Figure 4-8 Processing Result of Leave Application on the Portal

4.4 Attendance Correction Application

If employees or supervisors want to apply for attendance correction, there are two ways.

- Employees or supervisors can apply for attendance correction on the Mobile Client by themselves.
- The administrator can help employees or supervisors apply for attendance correction.

1. Employees or supervisors apply for attendance correction on the Mobile Client

1) After logging in to the Mobile Client, go to **Apply** → **Add** and click **Attendance Correction**.

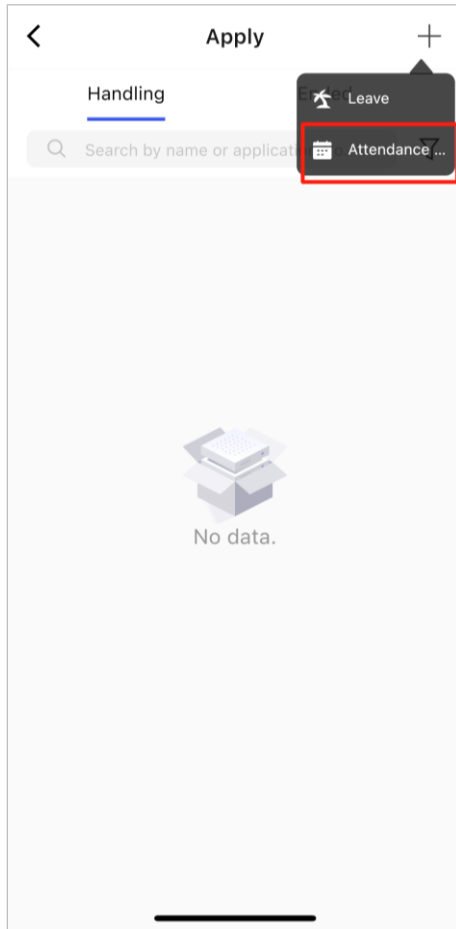


Figure 4-9 Find Attendance Correction Application

2) Complete the attendance correction application and submit.

< Attendance Correction

* Correction Type Check In >

* Check-In/Out Time 2023-08-02 13:58 >

Application Reason
Please enter application reason.

0/128

Attachment (0M/200M)

+

Submit

Figure 4-10 Attendance Correction Application

Note

- The supervisor applies for attendance correction for himself/herself not for employees.

2. The administrator help employees apply for attendance correction
The administrator can go to **Review** → **Attendance Correction** → **Add** on the Portal and select person, correction type, and check-in/out time as needed.

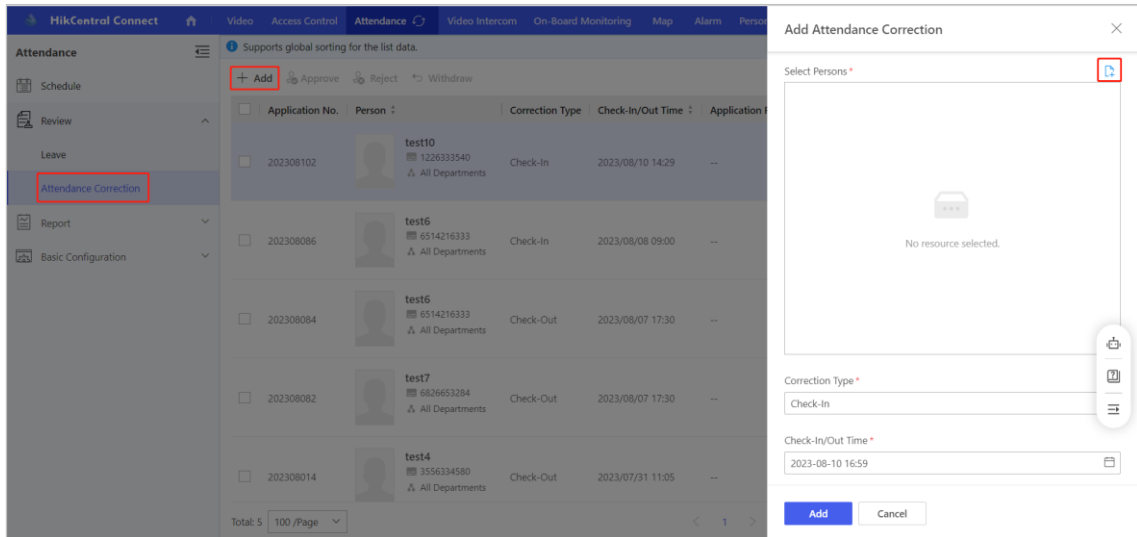


Figure 4-11 Attendance Correction Application on the Portal

4.5 Attendance Correction Review

After the employee submits a attendance correction application, the supervisor or administrator can review it.

1. Supervisor review

The supervisor can process attendance correction applications from employees in his/her own department on the HikCentral Connect App.

1) The supervisor can log in to his/her account on the HikCentral Connect App, go to **Review** → **Handling** to process attendance correction applications from his/her employees.

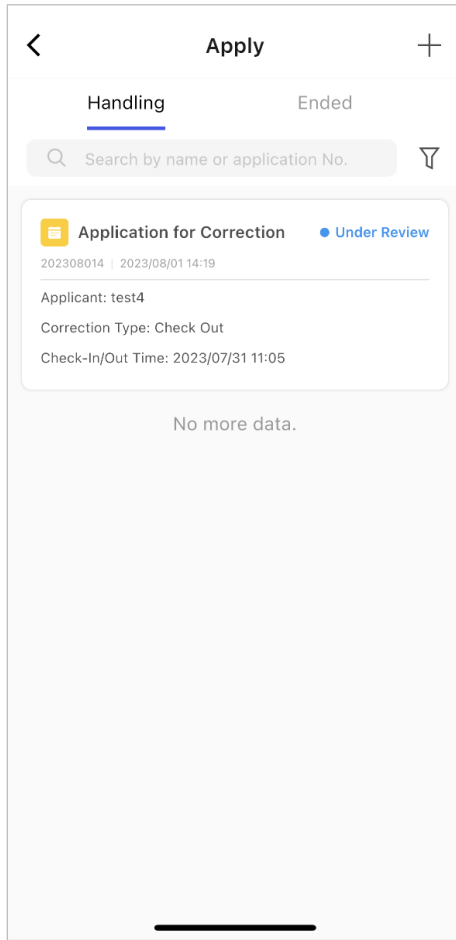


Figure 4-12 Attendance Correction Review

2) After selecting approve or reject the attendance correction application, the supervisor can see the processing results on the Ended interface.

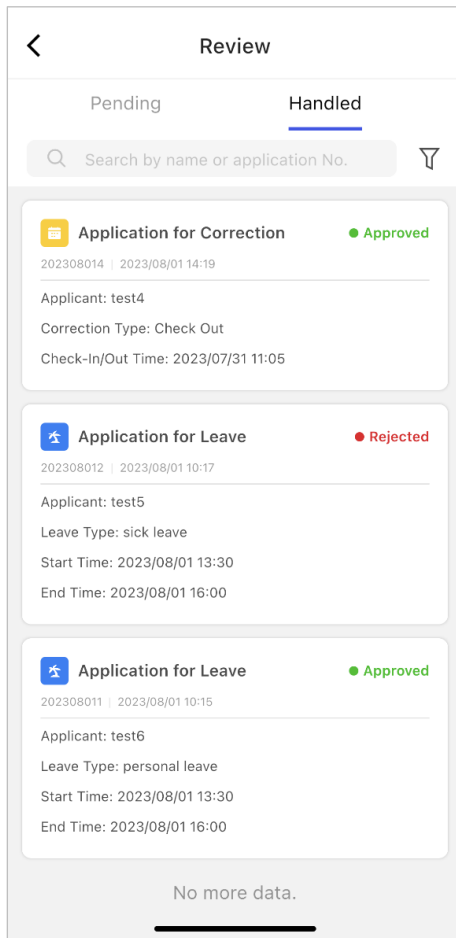


Figure 4-13 Attendance Correction Processing Result

2. Administrator review

The administrator can process attendance correction applications from all employees and supervisors on the web side.

1) The administrator can go to **Review** → **Attendance Correction** and select the attendance correction application he/she want to process.

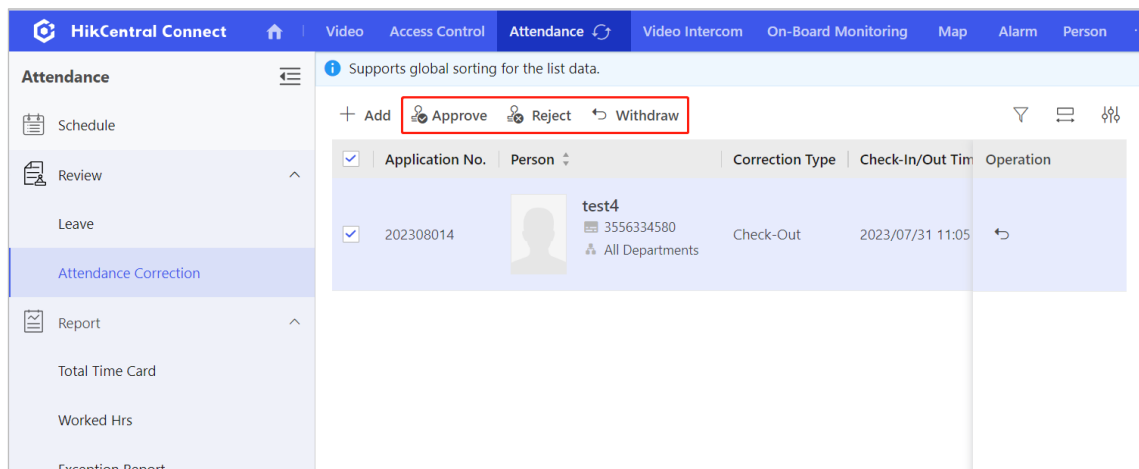


Figure 4-14 Attendance Correction Review on the Web

2) After processing the attendance correction application, the supervisor can see the processing results and details in the column on the right.

Out Time	Operation
11:05	↶

Approval Flow		
✓	Submitted	08/01 14:19
	Applicant: test4	
✓	Approved	08/01 14:20
	Reviewer: test1	
	Comments:	

Figure 4-15 Attendance Correction Processing Result on the Web

Chapter 5 Attendance Report

You can view various types of attendance reports and export them. Before viewing reports, you can set the company name and the date/time format of reports.

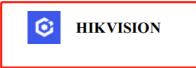
The screenshot shows the HikCentral Connect web interface. The top navigation bar includes 'Video', 'Access Control', 'Attendance', 'Video Intercom', 'On-Board Monitoring', 'Map', 'Alarm', 'Person', and 'Device and Maintenance'. The left sidebar has 'Attendance' selected, with sub-items: 'Schedule', 'Review', 'Report', 'Basic Configuration', 'General', 'Timetable', 'Holiday', 'Leave Type', and 'Report' (highlighted with a red box). The main content area is titled 'Report Configuration' and contains the following fields:

- Company Information:**
 - *Enterprise Name: HIKVISION
 - Logo: Supports pictures in JPG, JPEG, and PNG format. The size of each picture should be less than 10 MB. (Image placeholder)
- Date/Time Format of Report:**
 - *Date: yyyy-MM-dd
 - *Time: HH:mm
 - *Duration: HH:MM

A 'Save' button is located at the bottom of the configuration area.

Figure 5-1 Report Configuration

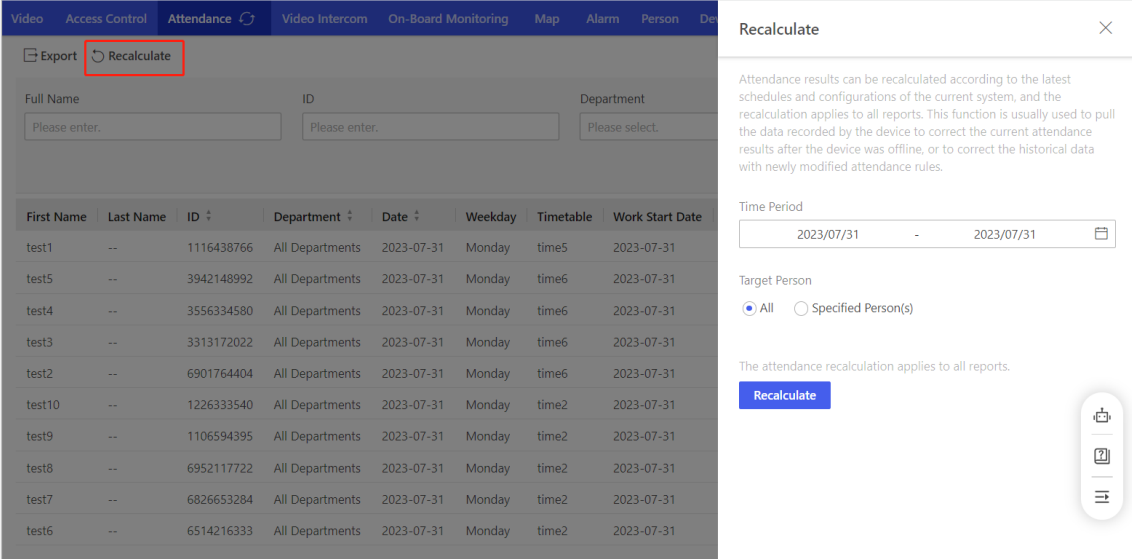
The exported reports are shown in the figure below.



Clock-In Date	Clock-In Time	Clock-Out Date	Clock-Out Time	Attendance Status	Worked Hours	Absent Duration
--	--	--	--	Absent	0000	01:00
--	--	--	--	Absent	0000	01:00
2023-08-01	13:57	--	--	Absent	0000	01:30
2023-08-01	13:57	2023-08-01	15:31	Normal	01:34	00:00
--	--	--	--	Leave	0000	01:30
--	--	--	--	Absent	0000	01:30
--	--	--	--	Leave	0000	01:30
2023-08-01	09:58	--	--	Absent	0000	07:00
2023-08-01	09:59	--	--	Absent	0000	01:00
2023-08-01	09:59	--	--	Absent	0000	01:00
2023-08-02	10:08	2023-08-02	11:02	Late	00:54	00:00
2023-08-02	09:17	2023-08-02	13:34	Normal	04:16	00:00
2023-08-02	09:37	2023-08-02	13:34	Normal	03:57	00:00
2023-08-02	09:42	2023-08-02	13:34	Normal	03:52	00:00
2023-08-02	09:43	2023-08-02	13:35	Normal	03:52	00:00

Figure 5-2 Report Display

The attendance data in the report is automatically updated at one hour after check-in/out. If you want to update real-time data in the report, you can click **Recalculate**.



The screenshot shows the 'Attendance' tab in the HIKVISION software. The 'Recalculate' button is highlighted with a red box. A dialog box titled 'Recalculate' is open, providing instructions: 'Attendance results can be recalculated according to the latest schedules and configurations of the current system, and the recalculation applies to all reports. This function is usually used to pull the data recorded by the device to correct the current attendance results after the device was offline, or to correct the historical data with newly modified attendance rules.' The dialog includes a 'Time Period' field set to '2023/07/31 - 2023/07/31' and a 'Target Person' section with radio buttons for 'All' (selected) and 'Specified Person(s)'. A blue 'Recalculate' button is at the bottom of the dialog. In the background, a table lists test users with columns for First Name, Last Name, ID, Department, Date, Weekday, Timetable, and Work Start Date.

Figure 5-3 Recalculate Function

The report content can be adjusted according to your needs and export the report in Excel/PDF/CSV/TXT format.

Video Access Control Attendance Video Intercom On-Board Monitoring Map Alarm Person Device and Maintenance

Export Recalculate

Full Name: [Please enter.] ID: [Please enter.] Department: [Please select.] Time Period: Yesterday

First Name	Last Name	ID	Department	Date	Weekday	Timetable	Work Start Date	Work Start Time	Work End Date
test1	--	1116438766	All Departments	2023-07-31	Monday	time5	2023-07-31	10:00	2023-07-31
test5	--	3942148992	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31
test4	--	3556334580	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31
test3	--	3313172022	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31
test2	--	6901764404	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31
test10	--	1226333540	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31
test9	--	1106594395	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31
test8	--	6952117722	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31
test7	--	6826653284	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31
test6	--	6514216333	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31

100

Custom Column

- All
- First Name
- Last Name
- Full Name
- ID
- Department
- Date
- Weekday
- Timetable
- Work Start Date
- Work Start Time
- Work End Date
- Work End Time
- Clock-In Date
- Clock-In Time
- Clock-Out Date
- Clock-Out Time
- Attendance Status
- Worked Hours
- Absent Duration
- Late Duration

Reset

Figure 5-4 Adjust Report

	A	B	C	D	E	F	G	H	I	J	K
1	HIKVISION										
2	Transaction										
3	Export Time: 2023-08-08 14:49										
4	First Name	Last Name	ID	Department	Date	Time	Weekday	Data Source	Device Name	Punch Stat	Remarks
5	test1	--	1.12E+09	All Departments	2023/8/1	9:58	Tuesday	Mobile Client	--	--	--
6	test2	--	6.9E+09	All Departments	2023/8/1	9:58	Tuesday	Mobile Client	--	--	--
7	test7	--	6.83E+09	All Departments	2023/8/1	9:59	Tuesday	Mobile Client	--	--	--
8	test8	--	6.95E+09	All Departments	2023/8/1	9:59	Tuesday	Mobile Client	--	--	--
9	test9	--	1.11E+09	All Departments	2023/8/1	10:20	Tuesday	Mobile Client	--	--	--
10	test10	--	1.23E+09	All Departments	2023/8/1	10:21	Tuesday	Mobile Client	--	--	--
11	test7	--	6.83E+09	All Departments	2023/8/1	10:22	Tuesday	Mobile Client	--	--	--
12	test3	--	3.31E+09	All Departments	2023/8/1	13:57	Tuesday	Mobile Client	--	--	--
13	test2	--	6.9E+09	All Departments	2023/8/1	13:57	Tuesday	Mobile Client	--	--	--
14	test8	--	6.95E+09	All Departments	2023/8/1	13:58	Tuesday	Mobile Client	--	--	--
15	test3	--	3.31E+09	All Departments	2023/8/1	15:31	Tuesday	Mobile Client	--	--	--
16	test2	--	6.9E+09	All Departments	2023/8/1	16:14	Tuesday	Mobile Client	--	--	--
17	test2	--	6.9E+09	All Departments	2023/8/2	9:17	Wednesda	Device	hik test	--	--
18	test2	--	6.9E+09	All Departments	2023/8/2	9:36	Wednesda	Mobile Client	--	--	--
19	test3	--	3.31E+09	All Departments	2023/8/2	9:37	Wednesda	Mobile Client	--	--	--
20	test4	--	3.56E+09	All Departments	2023/8/2	9:42	Wednesda	Mobile Client	--	--	--
21	test5	--	3.94E+09	All Departments	2023/8/2	9:43	Wednesda	Mobile Client	--	--	--
22	test9	--	1.11E+09	All Departments	2023/8/2	9:52	Wednesda	Mobile Client	--	--	--
23	test10	--	1.23E+09	All Departments	2023/8/2	9:52	Wednesda	Mobile Client	--	--	--

Figure 5-5 CSV Report

```

test1 -- 1116438766 All Departments 2023-08-01 09:58 Tuesday Mobile Client -- -- -- 01
test2 -- 6901764404 All Departments 2023-08-01 09:58 Tuesday Mobile Client -- -- -- 01
test7 -- 6826653284 All Departments 2023-08-01 09:59 Tuesday Mobile Client -- -- -- 01
test8 -- 6952117722 All Departments 2023-08-01 09:59 Tuesday Mobile Client -- -- -- 01
test9 -- 1106594395 All Departments 2023-08-01 10:20 Tuesday Mobile Client -- -- -- 01
test10 -- 1226333540 All Departments 2023-08-01 10:21 Tuesday Mobile Client -- -- -- 01
test7 -- 6826653284 All Departments 2023-08-01 10:22 Tuesday Mobile Client -- -- -- 01
test3 -- 3313172022 All Departments 2023-08-01 13:57 Tuesday Mobile Client -- -- -- 01
test2 -- 6901764404 All Departments 2023-08-01 13:57 Tuesday Mobile Client -- -- -- 01
test8 -- 6952117722 All Departments 2023-08-01 13:58 Tuesday Mobile Client -- -- -- 01
test3 -- 3313172022 All Departments 2023-08-01 15:31 Tuesday Mobile Client -- -- -- 01
test2 -- 6901764404 All Departments 2023-08-01 16:14 Tuesday Mobile Client -- -- -- 01
test2 -- 6901764404 All Departments 2023-08-02 09:17 Wednesday Device hik test -- -- -- 01
test2 -- 6901764404 All Departments 2023-08-02 09:36 Wednesday Mobile Client -- -- -- 01
test3 -- 3313172022 All Departments 2023-08-02 09:37 Wednesday Mobile Client -- -- -- 01
test4 -- 3556334580 All Departments 2023-08-02 09:42 Wednesday Mobile Client -- -- -- 01
test5 -- 3942148992 All Departments 2023-08-02 09:43 Wednesday Mobile Client -- -- -- 01
test9 -- 1106594395 All Departments 2023-08-02 09:52 Wednesday Mobile Client -- -- -- 01
test10 -- 1226333540 All Departments 2023-08-02 09:52 Wednesday Mobile Client -- -- -- 01
test6 -- 6514216333 All Departments 2023-08-02 10:07 Wednesday Mobile Client -- -- -- 01
test7 -- 6826653284 All Departments 2023-08-02 10:08 Wednesday Mobile Client -- -- -- 01
test8 -- 6952117722 All Departments 2023-08-02 10:08 Wednesday Mobile Client -- -- -- 01
test9 -- 1106594395 All Departments 2023-08-02 10:53 Wednesday Mobile Client -- -- -- 01
test10 -- 1226333540 All Departments 2023-08-02 10:54 Wednesday Mobile Client -- -- -- 01
test6 -- 6514216333 All Departments 2023-08-02 11:02 Wednesday Mobile Client -- -- -- 01
test7 -- 6826653284 All Departments 2023-08-02 11:02 Wednesday Mobile Client -- -- -- 01
test8 -- 6952117722 All Departments 2023-08-02 11:03 Wednesday Mobile Client -- -- -- 01
test2 -- 6901764404 All Departments 2023-08-02 13:34 Wednesday Mobile Client -- -- -- 01
test3 -- 3313172022 All Departments 2023-08-02 13:34 Wednesday Mobile Client -- -- -- 01

```

Figure 5-6 TXT Report

5.1 Total Time Card

The Total Time Card report is used to centrally display all kinds of daily attendance data of employees.

First Name	Last Name	ID	Department	Date	Weekday	Timetable	Work Start Date	Work Start Time	Work End Date	Work End Time	Clock-In Date
test1	--	1116438766	All Departments	2023-07-31	Monday	time5	2023-07-31	10:00	2023-07-31	17:00	--
test5	--	3942148992	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31
test4	--	3556334580	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31
test3	--	3313172022	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31
test2	--	6901764404	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31
test10	--	1226333540	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31	15:30	2023-07-31
test9	--	1106594395	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31	15:30	2023-07-31
test8	--	6952117722	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31	15:30	2023-07-31
test7	--	6826653284	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31	15:30	2023-07-31
test6	--	6514216333	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31	15:30	2023-07-31

Figure 5-7 Total Time Card

5.2 Transaction

The Transaction report is used to centrally display the original check-in/out records for

attendance calculation.

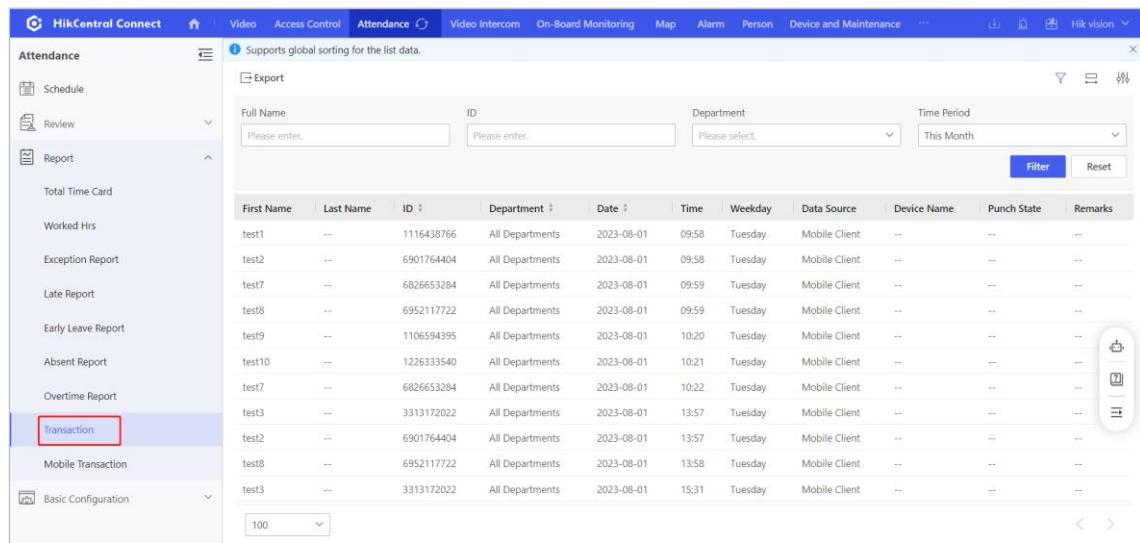


Figure 5-8 Transaction

5.3 Mobile Transaction

The Mobile Transaction report is used to display records of employees checking in/out via the Mobile Client.

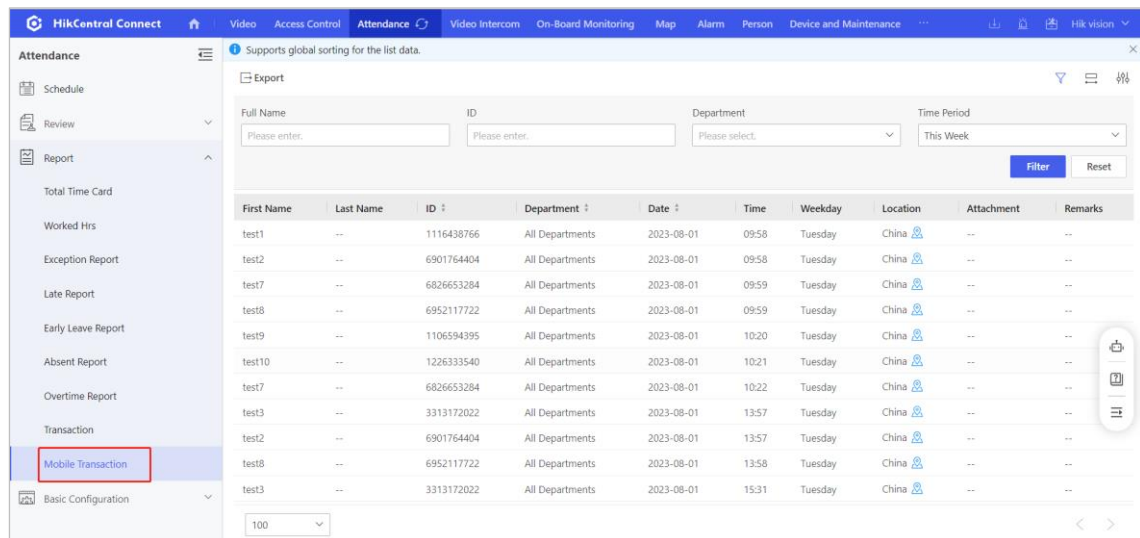


Figure 5-9 Mobile Transaction

5.4 Worked Hrs

The Worked Hours report is used to display the details of daily worked hours of employees.

Supports global sorting for the list data.

Export Recalculate

Full Name: ID: Department: Time Period:

Filter Reset

First Name	Last Name	ID	Department	Date	Weekday	Worked Hours	Absent Duration	Late Duration	Early Leave Duration	Break Duration	Leave
test9	--	1106594395	All Departments	2023-07-31	Monday	01:29	00:00	00:00	00:00	00:00	00:00
test1	--	1116430766	All Departments	2023-07-31	Monday	00:00	07:00	00:00	00:00	00:00	00:00
test10	--	1226333540	All Departments	2023-07-31	Monday	01:28	00:00	00:00	00:00	00:00	00:00
test3	--	3313172022	All Departments	2023-07-31	Monday	00:00	01:00	00:00	00:00	00:00	00:00
test4	--	3556334580	All Departments	2023-07-31	Monday	01:08	00:00	00:00	00:00	00:00	00:00
test5	--	3942148992	All Departments	2023-07-31	Monday	00:00	01:00	00:00	00:00	00:00	00:00
test6	--	6514216333	All Departments	2023-07-31	Monday	01:33	00:00	00:00	00:00	00:00	00:00
test7	--	6826653284	All Departments	2023-07-31	Monday	01:32	00:00	00:00	00:00	00:00	00:00
test2	--	6901764404	All Departments	2023-07-31	Monday	00:00	01:00	00:00	00:00	00:00	00:00
test8	--	6952117722	All Departments	2023-07-31	Monday	01:31	00:00	00:00	00:00	00:00	00:00
test9	--	1106594395	All Departments	2023-08-01	Tuesday	00:00	01:00	00:00	00:00	00:00	00:00

100

Figure 5-10 Worked Hrs

5.5 Exception Report

The Exception Report is used to display records of exception attendance status of employees.

Supports global sorting for the list data.

Export Recalculate

Full Name: ID: Department: Time Period:

Filter Reset

First Name	Last Name	ID	Department	Date	Weekday	Timetable	Work Start Date	Work Start Time	Work End Date	Work End Time	Clock-In Date
test1	--	1116430766	All Departments	2023-07-31	Monday	time5	2023-07-31	10:00	2023-07-31	17:00	--
test5	--	3942148992	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31
test3	--	3313172022	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31
test2	--	6901764404	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31
test1	--	1116430766	All Departments	2023-08-01	Tuesday	time5	2023-08-01	10:00	2023-08-01	17:00	2023-08-01
test5	--	3942148992	All Departments	2023-08-01	Tuesday	time2	2023-08-01	14:00	2023-08-01	15:30	--
test2	--	6901764404	All Departments	2023-08-01	Tuesday	time2	2023-08-01	14:00	2023-08-01	15:30	2023-08-01
test10	--	1226333540	All Departments	2023-08-01	Tuesday	time6	2023-08-01	10:00	2023-08-01	11:00	--
test9	--	1106594395	All Departments	2023-08-01	Tuesday	time6	2023-08-01	10:00	2023-08-01	11:00	--
test8	--	6952117722	All Departments	2023-08-01	Tuesday	time6	2023-08-01	10:00	2023-08-01	11:00	2023-08-01
test7	--	6826653284	All Departments	2023-08-01	Tuesday	time6	2023-08-01	10:00	2023-08-01	11:00	2023-08-01

100

Figure 5-11 Exception Report

5.6 Late Report

The Late Report is used to display the employees' records of being late.

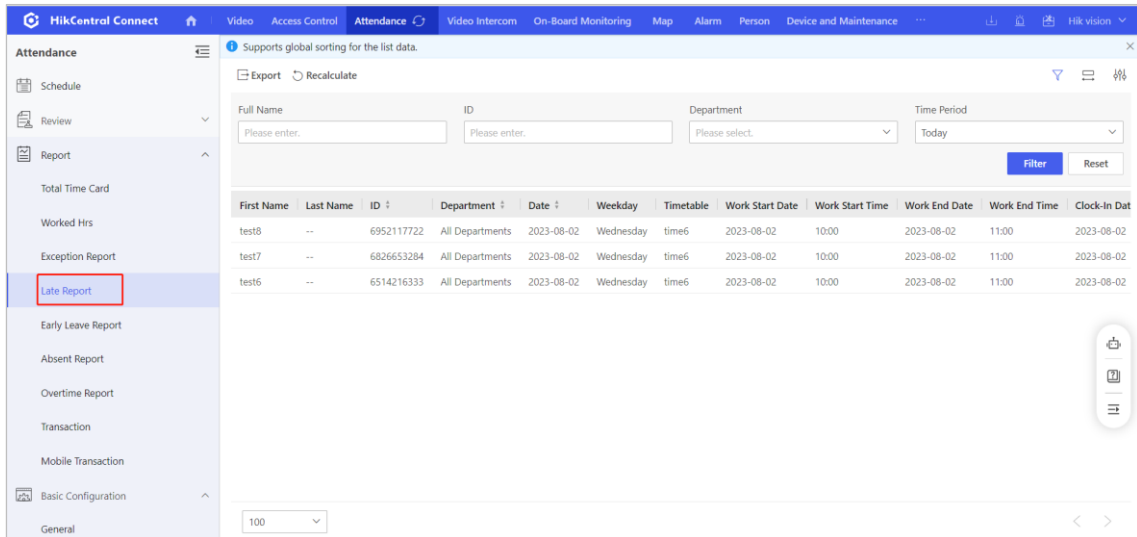


Figure 5-12 Late Report

5.7 Early Leave Report

The Early Leave Report is used to display employees' records of early leave.

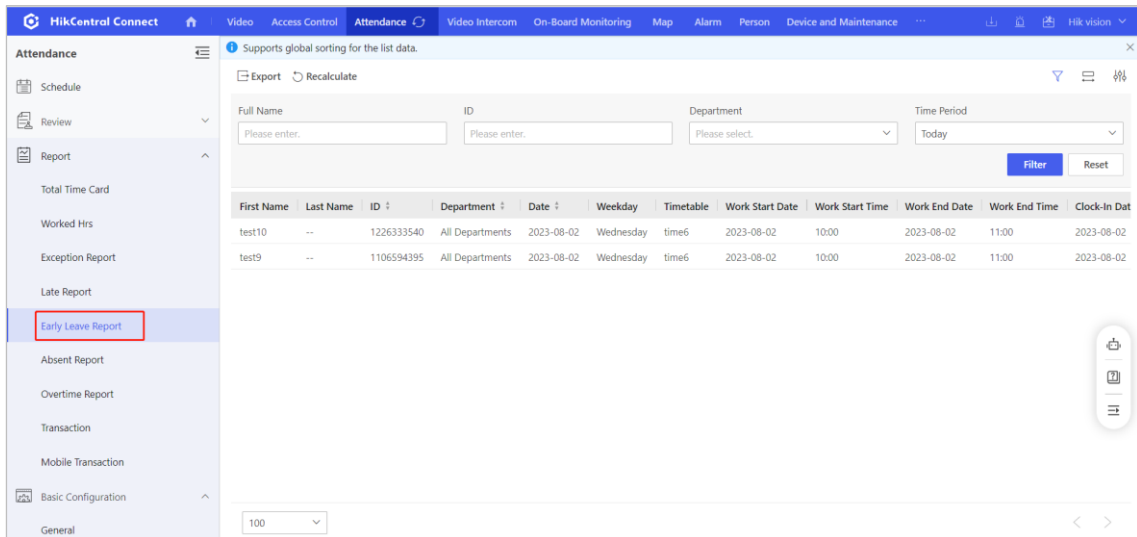


Figure 5-13 Early Leave Report

5.8 Absent Report

The Absent Report is used to display employees' records of being absent.

First Name	Last Name	ID	Department	Date	Weekday	Timetable	Work Start Date	Work Start Time	Work End Date	Work End Time	Clock-In Date
test1	--	1116438766	All Departments	2023-07-31	Monday	time5	2023-07-31	10:00	2023-07-31	17:00	--
test5	--	3942148992	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31
test3	--	3313172022	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31
test2	--	6901764404	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31
test1	--	1116438766	All Departments	2023-08-01	Tuesday	time5	2023-08-01	10:00	2023-08-01	17:00	2023-08-01
test5	--	3942148992	All Departments	2023-08-01	Tuesday	time2	2023-08-01	14:00	2023-08-01	15:30	--
test2	--	6901764404	All Departments	2023-08-01	Tuesday	time2	2023-08-01	14:00	2023-08-01	15:30	2023-08-01
test10	--	1226333540	All Departments	2023-08-01	Tuesday	time6	2023-08-01	10:00	2023-08-01	11:00	--
test9	--	1106594395	All Departments	2023-08-01	Tuesday	time6	2023-08-01	10:00	2023-08-01	11:00	--
test8	--	6952117722	All Departments	2023-08-01	Tuesday	time6	2023-08-01	10:00	2023-08-01	11:00	2023-08-01
test7	--	6826653284	All Departments	2023-08-01	Tuesday	time6	2023-08-01	10:00	2023-08-01	11:00	2023-08-01

Figure 5-14 Absent Report

5.9 Overtime Report

The Overtime Report is used to display employees' attendance records of overtime.

First Name	Last Name	ID	Department	Date	Weekday	Workday Overtime Duration	Weekend Overtime Duration
test5	--	3942148992	All Departments	2023-08-02	Wednesday	02:52	00:00
test4	--	3556334580	All Departments	2023-08-02	Wednesday	02:52	00:00
test3	--	3313172022	All Departments	2023-08-02	Wednesday	02:57	00:00
test2	--	6901764404	All Departments	2023-08-02	Wednesday	03:16	00:00

Figure 5-15 Overtime Report