

Web-Based Multi-Location Centralized Time Management Solution



Features

- Web-based Time Attendance Software
- Flexible and Smart Shift Scheduling
- Employee Self-Service
- E-mail Alert for Request Approval
- Simple Access Control
- Auto Export of Attendance Report
- Meeting Management
- Scheduling by Group
- Visitor Management (Optional)
- Weekly Overtime Calculation
- Auto-synchronization
- Security Settings
- Multiple Approval
- Real-time Monitoring
- Payroll Management
- Attendance Calculation and Reports
- Multiple Languages Available
- Easy Integration with API
- Mobile Application
- Database Backup and Restore



Web-Based Multi-Location Centralized Time Management Solution

Retail shop in France

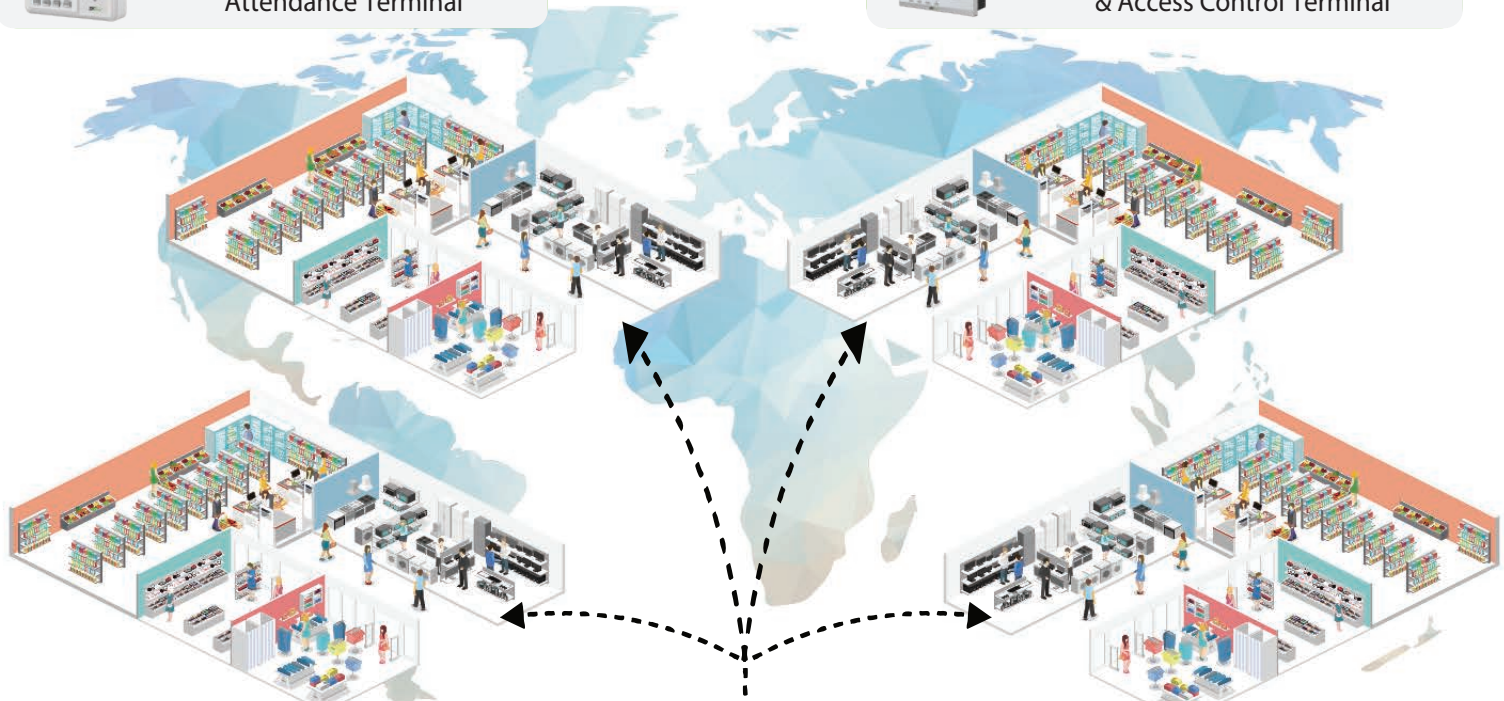


G1 Fingerprint Attendance Terminal

Retail shop in Indonesia



G2 Fingerprint Attendance & Access Control Terminal



Retail shop in USA



G3 Multi-Biometric Attendance & Access Control Terminal

Retail shop in Australia



G4 Multi-Biometric Attendance & Access Control Terminal with Visible Light Facial Recognition



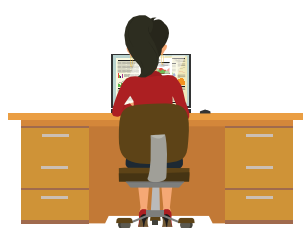
BioTime

BioTime



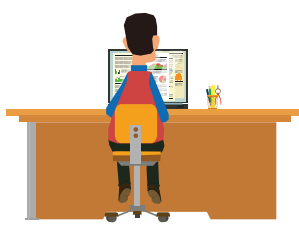
 **USA**
Office

BioTime



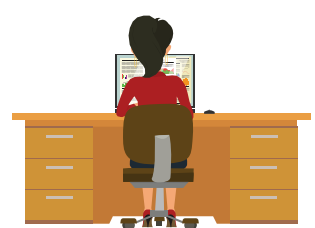
 **Australia**
Office

BioTime



 **France**
Office

BioTime



 **Indonesia**
Office

BioTime 8.0

Powerful Web-based Time and Attendance Management Software



BioTime 8.0 is a powerful web-based time and attendance management software that provides a stable connection to ZKTeco's standalone push communication devices by Ethernet/Wi-Fi/GPRS/3G and working as a private cloud to offer employee self-service by mobile application and web browser.

Multiple administrators can access BioTime 8.0 anywhere using a web browser. It can easily handle hundreds of devices and thousands of employees and their transactions. BioTime 8.0 comes with an intuitive user interface that is able to manage timetable, shift and schedule and can easily generate attendance report.

Features



Web-based
Time Attendance Software



Flexible and Smart
Shift Scheduling



Employee Self-Service



E-mail Alert for
Request Approval



Simple
Access Control



Auto Export of
Attendance Report



Meeting Management



Scheduling by Group



Visitor Management
(Optional)



Weekly Overtime
Calculation



Auto-synchronization of
Biometric Templates by Area



Security Settings



Multiple Approval



Real-time
Monitoring



Payroll Management



Attendance Calculation
and Reports



Multiple Languages
Available



Easy Integration
with API



Mobile
Application



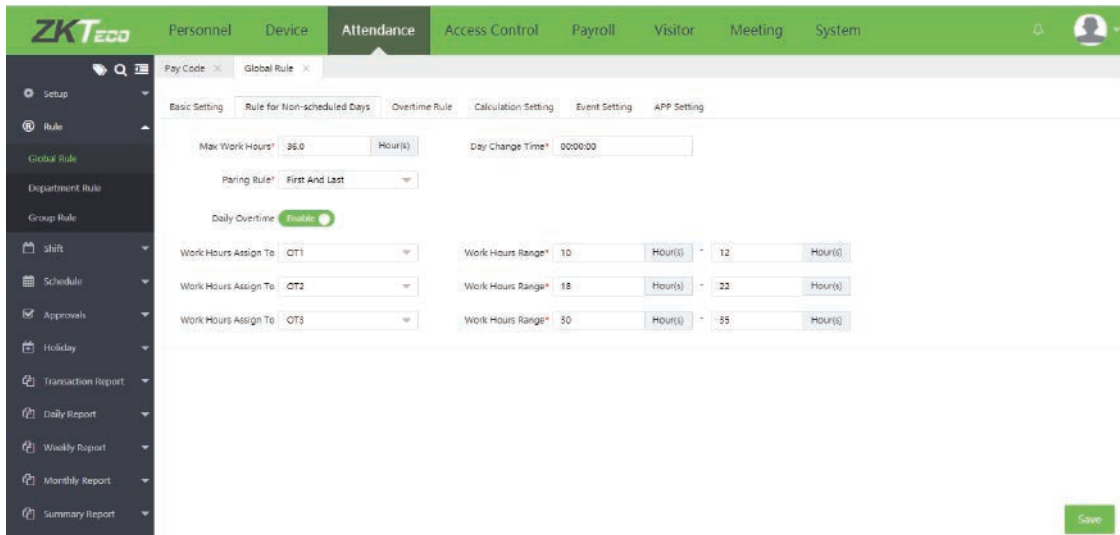
Database Backup
and Restore

BioTime 8.0 Online Demo, Please Click Here
(User Name : admin ; Password : admin)



Global Rule & Local Rule Integration

BioTime is a powerful time & attendance software which can set up various attendance rules that are applicable for the whole company, individual departments, individual attendance group. Users can set the attendance parameters like check-in, check out, overtime rules, rule for non-scheduled days



Rule for Non-scheduled Days

Rule for Non-scheduled Days is for personnel who are not specially assigned a schedule but have attendance punch records; then, the software will calculate the personnel's attendance according to the rules set.

Overtime Rule

Overtime can be set to "Disable Overtime", "Calculation OT", "Approval OT" and "Approval OT Priority"

- Disable Overtime: Disable the overtime function
- Calculation OT: Calculate the overtime based on the punch time
- Approval OT: Calculate the overtime based on the overtime application
- Approval OT Priority: Preferentially calculate the overtime on the overtime application

Missing Check-In and Check-Out Time

When there is no Check-In record, the result can be set as "Late" or "Absent"

When there is no Check-Out record, the result can be counted as "Early Leave" or "Absent"

Australia Office Rules Office Hour: 9:00am - 5:00pm

Check In: 11:00am Check Out: 5:30pm	Check In: 9:30am Check Out: 5:10pm	Check In: 10:00am Check Out: 5:10pm	Check In: N/A Check Out: 5:10pm	Check In: 9:00am Check Out: 5:10pm	Check In: 9:00am Check Out: 5:10pm
LATE	EARLY LEAVE	LATE	ABSENT	On-Time	On-Time



Web-Based Time & Attendance Software



Users can access the centralized system anywhere by their web browser to remotely manage thousands of T&A terminals under the complex network (WLAN).



Auto-Synchronization of Palm, Face, Fingerprint, and Card Templates



Automatically synchronizing the data between devices and the server within the same "Area" to ensure the information is updated.



Embedded HR Integration



BioTime is a platform which can be integrated with ERP and HR software to do synchronization using API or database middle table.

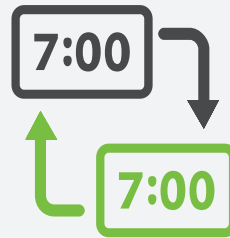
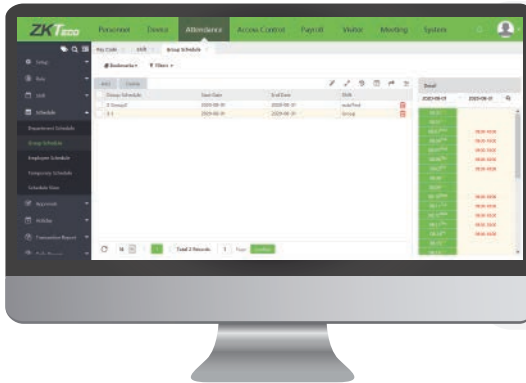


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Multiple Scheduling



Software administrator can assign flexible scheduling, auto shift scheduling, department scheduling, group scheduling, temporary scheduling which support cross -day timing to the employees.

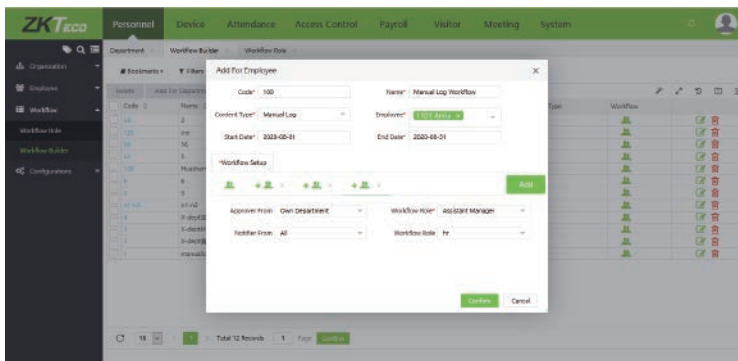


- Multiple Timetables
- Overtime Level
- Cross Day Shift
- Flexible Shift
- Auto-Shift
- Shift Cycle

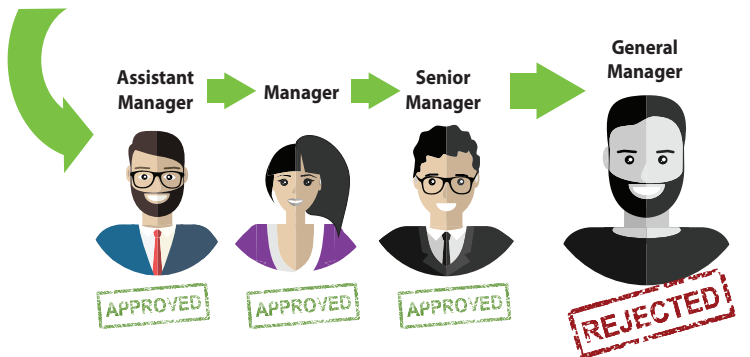


Multi-Level Approvals and Automatic E-mail Alerts

Leave, manual punches, overtime, schedule adjustment, meeting and other events can be applied through BioTime, which will then be approved by multi-level approvers who are set by hierarchal level.



E-mail notifications about the application are sent to the authority with power to approve.

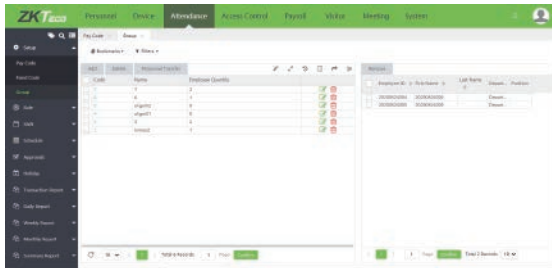


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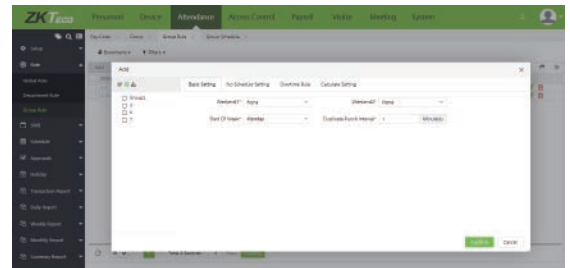


Attendance Group

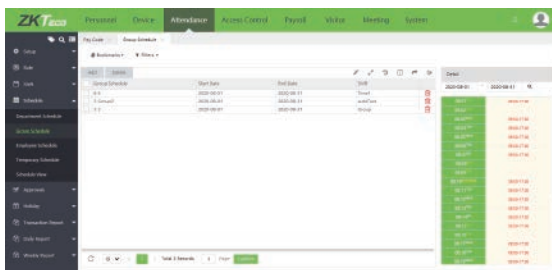
Users can assign personnel who have same time schedule and from different departments to the same attendance group, set group rule and assign schedule for the group.



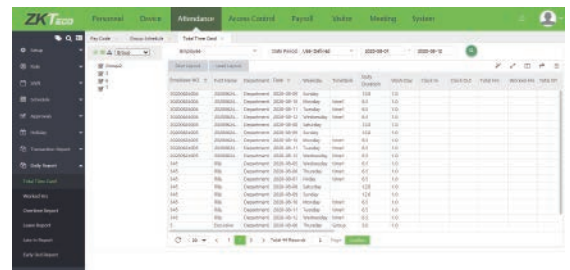
Define Attendance Group



Set Group Rules



Group Schedule



Group Attendance Calculation

Rule Priority : Group Rule > Department Rule > Global Rule

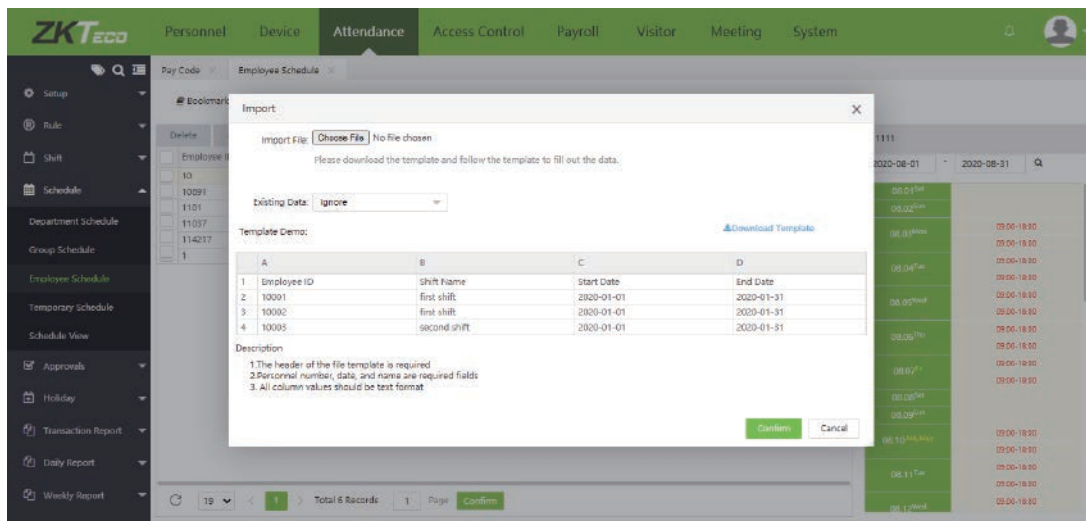
Schedule Priority: Temporary Schedule > Employee Schedule > Group Schedule > Department Schedule

new



Batch Import Function

Users can refer to the import template, input the data and import employee schedule, temporary schedule, application of manual log, leave, overtime by batch.

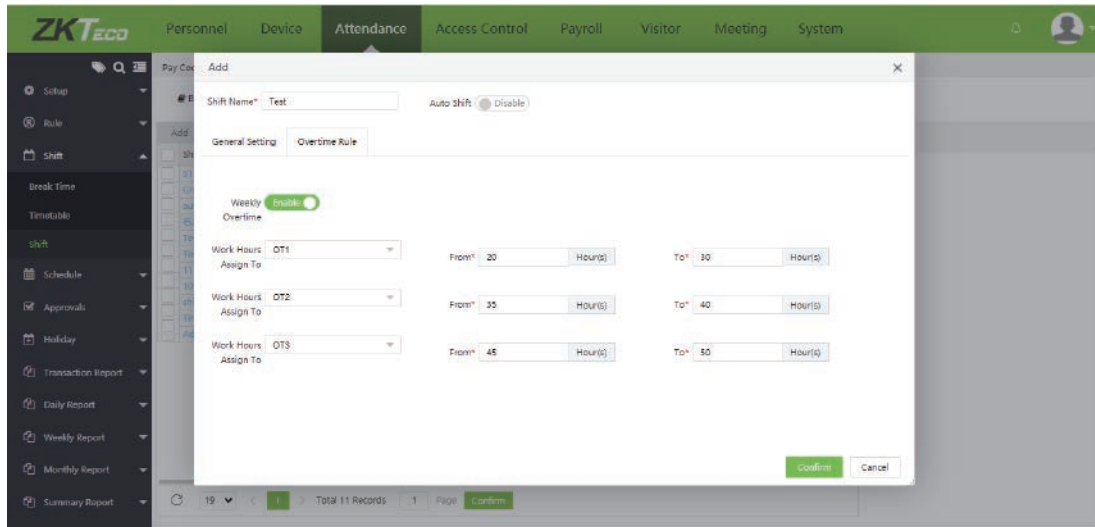


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Weekly Overtime Calculation

Only when the weekly accumulated work hour exceeds the minimum hour of the set work hour range, the software will start to calculate the overtime of the personnel.



Attendance Reports and Calculation

new

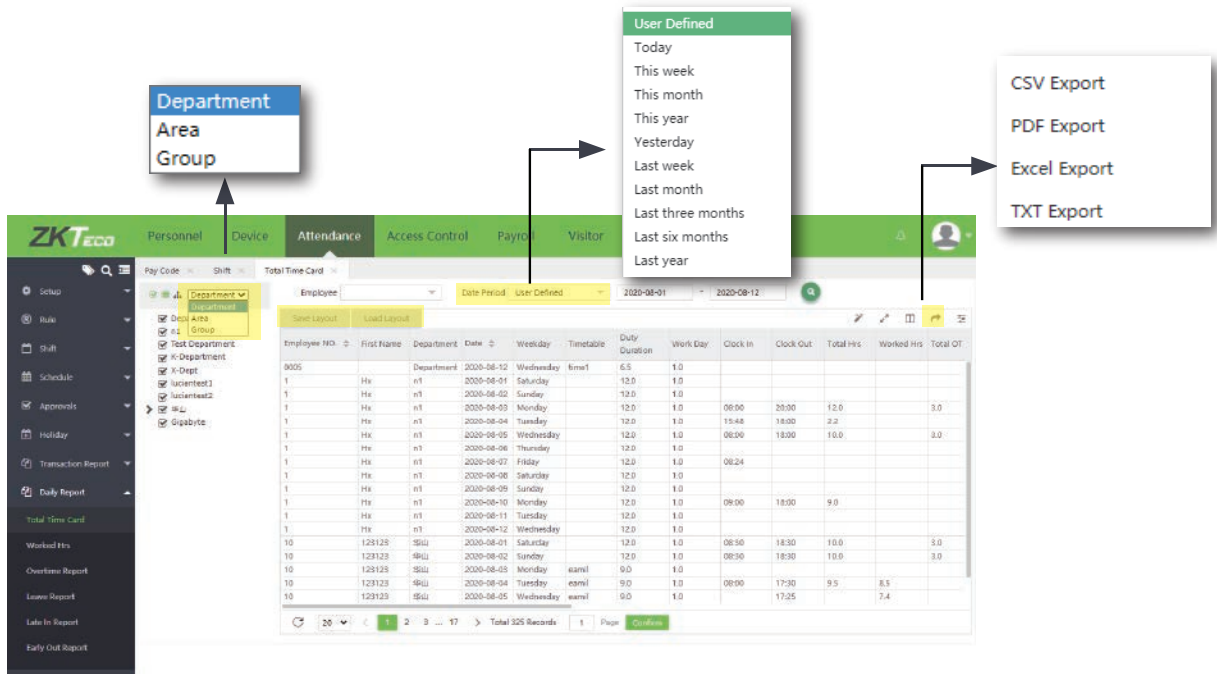


Filtering attendance records by department, area and group.

Users can save filters (excluding the Period) and report fields as a template; next time, users just need to load the template to check the data of related attendance report.

The attendance reports can be exported in CSV, PDF, TXT, and XLS format.

Once there is a new punch record or approved leave, overtime application etc., the software will start attendance calculation automatically.

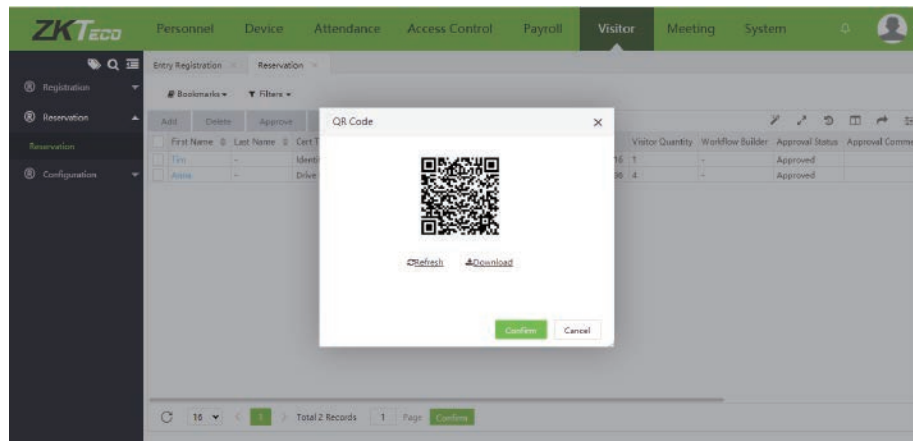


new



Meeting Module

Simple meeting management helps users to manage meeting devices, meeting rooms, meeting applications, meeting attendees and attendance of the attendee.

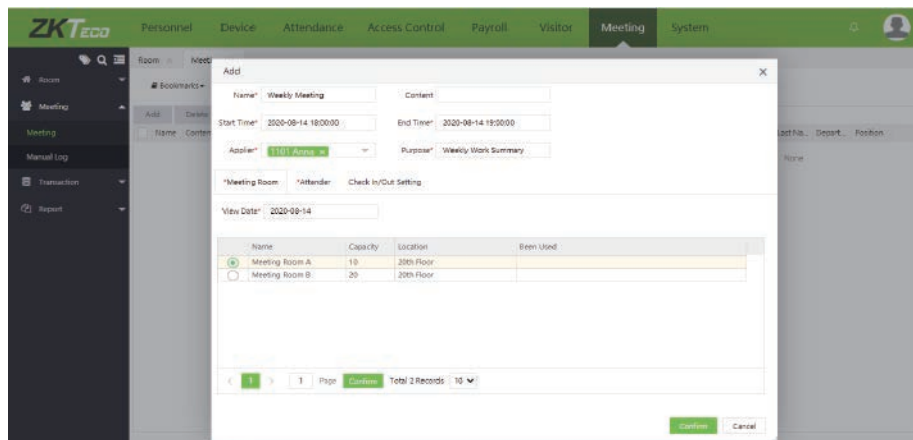


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Visitor Module (Optional)

Visitor Module is integrated with Access Control Module to provide a way to easily control, record and track visitors. It implements entry registration, exit registration, visitor reservation and so on.

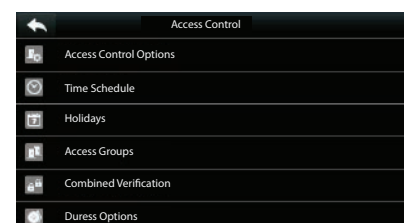


Simple Access Control Module

A simple access control module that can set up the access control settings on the time & attendance devices.



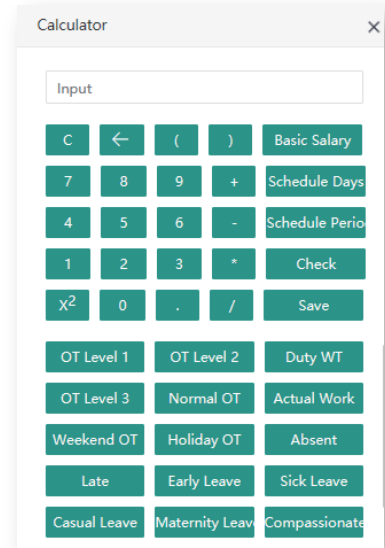
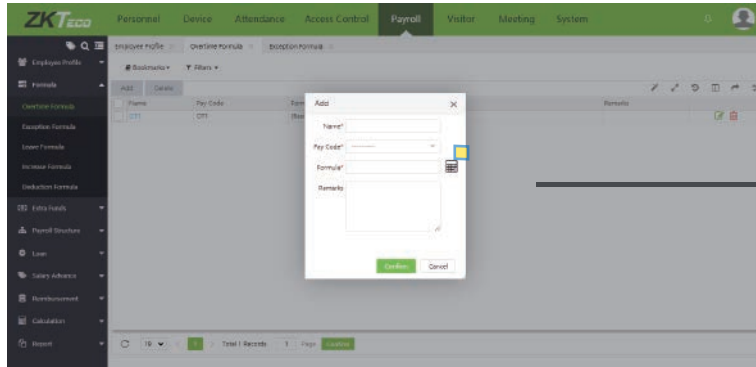
Access Control Menu



Payroll Management



BioTime is a platform designed to organize all the tasks regarding employee payment and generate salary reports. These tasks may include keeping track of hours, calculating salary, and overtime allowance.



Payroll Structure

- Salary Structure
- Salary Increment
- Allowance
- Expense
- Cash Advance
- Payroll Report



Payroll Formula

Users can use either defined or fixed formulas for the payroll calculation.

Payroll Report Export

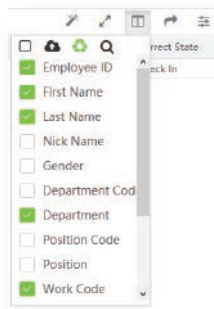
The payroll and salary reports are calculated easily and can be exported in CSV, PDF, TXT and XLS format. The payment period and wages can be calculated by day, week or month.



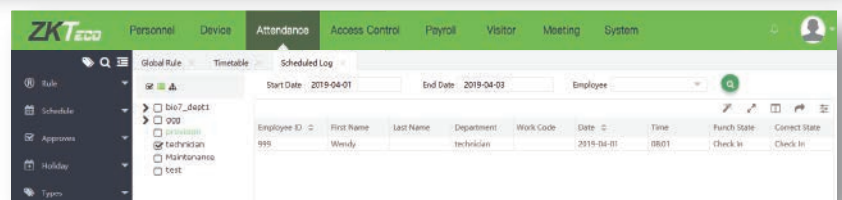
Employee ID	First Name	Last Name	Department	Calc Date	Payment Period	Basic Salary	Total Salary	Total Increase	Total Deduction	Increase
1	Hu&		n1	2020-08-01	Monthly	1000	573.81	50	476.19	0
1304	Luke		n11	2020-08-01	Monthly	1000	1000	0	0	0
1101	Anna		Department	2020-08-01	Monthly	1000	1000	0	0	0
10	123123		山	2020-08-01	Monthly	1000	1145.98	145.98	0	0
1303	jayden		n111	2020-08-01	Monthly	1000	824.56	0	175.44	0

Report Format Customization

BioTime provides some great instance to customize and build your own report format with the selected fields which allow user to gain valuable insights from the tools.



Employee ID	First Name	Last Name	Department	Work Code	Date	Time	Punch State	Correct State
999	Wendy		technician		2019-04-01	08:01	Check In	Check In



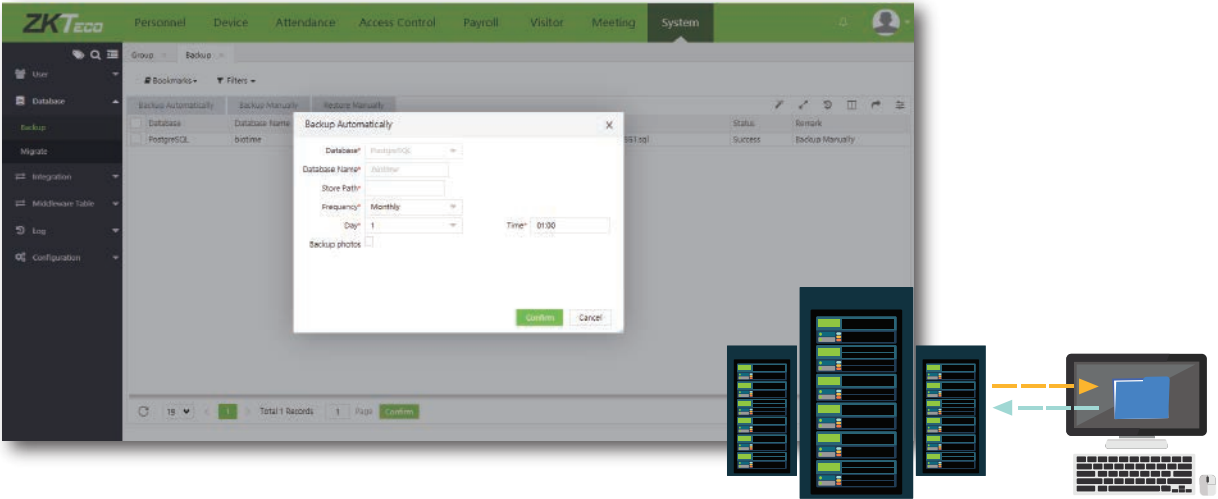
Select the fields for the report layout

The selected items in the filed will be displayed in the report's column



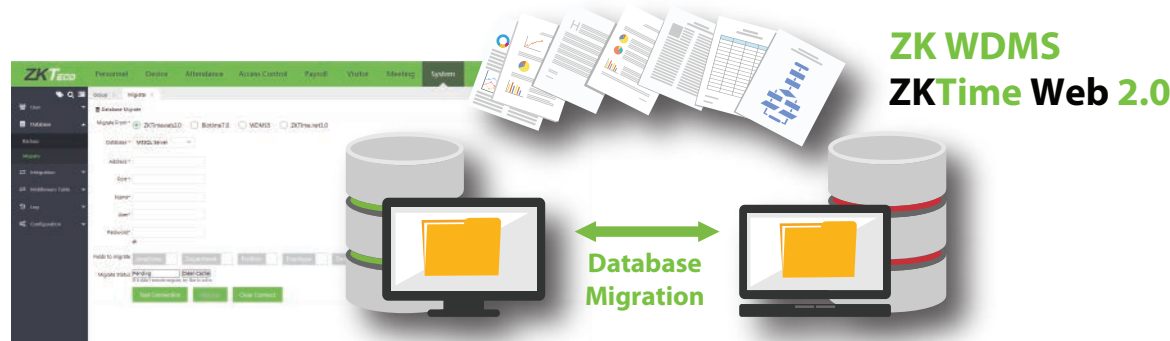
Database Backup and Restore

BioTime now supports database backup function. The user can arrange a backup schedule from the shortest backup per second to the longest per month. It also supports PostgreSQL database restoring.



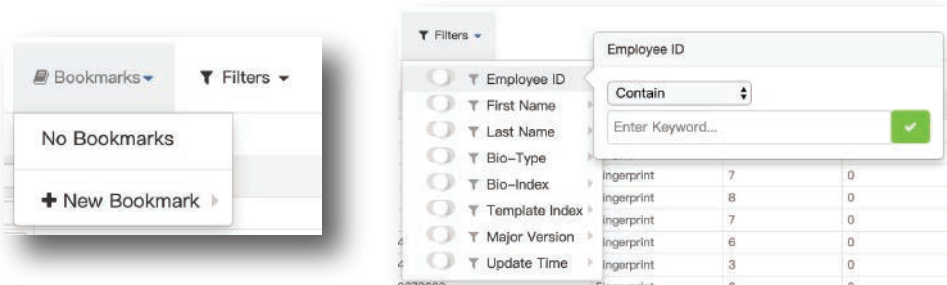
Database Migration

BioTime can support database migration from different ZKTeco previous software such as WDMS5, BioTime and ZKTime.web. Once the setting has completed, the database can be migrated automatically.



New Searching tools

In this version, every single page of the BioTime now has a newly added Bookmarks & Filter function. Administration staff can bookmark relevant pages and use the filter function to obtain necessary information according to their needs.



new

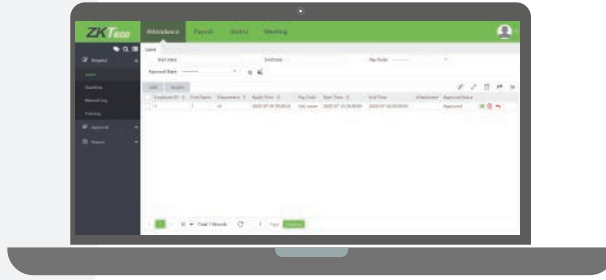


Employee Self-Service

Employees can log in to the platform, check their attendance and payroll records, and make visitor reservations. Employees can apply for leave, logs check, work overtime, and holding meetings, which are to be approved by the manager or admin.

Employees can:

- Apply for leave
- Apply manual punch
- Apply for overtime
- Apply for meeting
- Visitor Reservation
- Self Report Enquiry

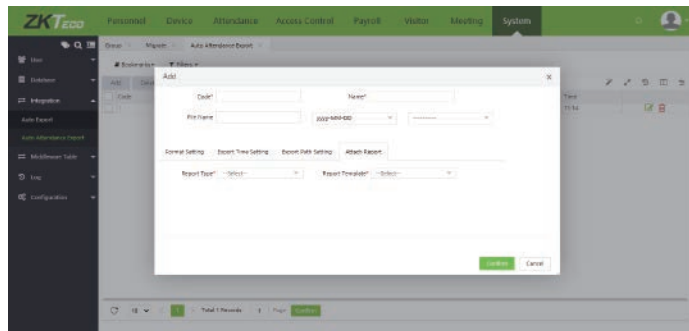


new



Auto Export of Attendance Transactions and Reports

The attendance transactions and reports can be exported to the specific server path, email account, FTP and SFTP servers automatically according to the frequency set.

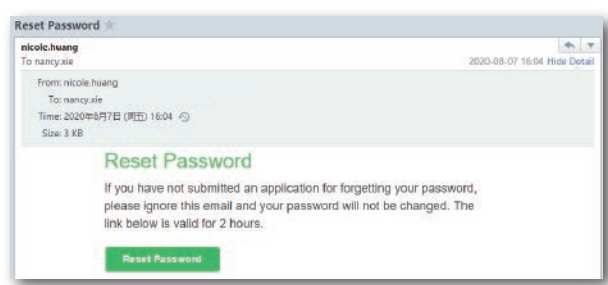


new



Forget Password

When a user has set his/her email address on the platform, and forgets the password, he/she can ask for password reset via the Forgot Password function.



Enter the username and email address

Click [Reset Password] to get a new password

new



Flexible Meeting Room Booking

In order to solve scheduling conflicts caused by the ineffective allocation of limited meeting room, BioTime offers a new module – “Meeting” for meeting room booking and reservation. It provides standardized meeting management process and formulation of audit mechanism, which increase meeting room's utilization rate. It also enables digital management of the meeting room.

Add

Name* Raymond So

Content

Start Time* 2020-09-22 18:07:55

End Time* 2020-09-23 00:00:00

Applier* 3003 Lai Kwok Fai

Purpose* Marketing Meeting

*Meeting Room

*Attender

Check In/Out Setting

View Date* 2020-09-22

	Name	Capacity	Location	Been Used
<input checked="" type="radio"/>	Room D	20	21/F	
<input type="radio"/>	Room C	25	21/F	
<input type="radio"/>	Room B	12	20/F	
<input type="radio"/>	Room A2	3	20/F	
<input type="radio"/>	Room A1	6	20/F	

< 1 >

1 Page

Confirm

Total 5 Records

10

Add

Room Code* Conference01

Room Name* Conference Room

Capacity* 4

Person(s)

Device AEVL91760104

Remark

Confirm

Cancel

Find and Book a Meeting Room

Users may use search filter to find a meeting room that meets your requirements of specific time, capacity and location.

new

Check meeting room list to see which rooms are available at the moment and book now or make reservation. With simply a few clicks you get an available meeting room and reserve it.

	Name	Capacity	Location	Been Used
<input type="radio"/>	Room D	20	21/F	00:00:00-00:00:00
<input type="radio"/>	Room C	25	21/F	
<input type="radio"/>	Room B	12	20/F	
<input type="radio"/>	Room A2	3	20/F	
<input type="radio"/>	Room A1	6	20/F	

< 1 >

1 Page

Confirm

Total 5 Records

10

new



Find an Key Attendants

Applicants are able to set search criteria to find and invite key attendants to join meeting by name.

Departmer	Department	Employee	
<input type="checkbox"/>	Employee ID	First Name	Last Name
<input checked="" type="checkbox"/>	1		
<input type="checkbox"/>	1515		
<input checked="" type="checkbox"/>	3003	Lai Kwok Fei	CPH_TEST
<input type="checkbox"/>	495495	Angus	Gu
PeruTest			
20	Total 4 Records	<	>
1	Page	Confirm	



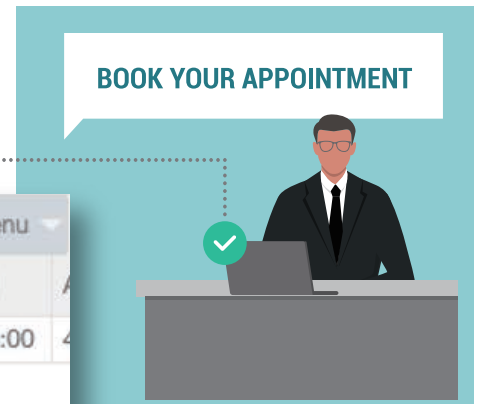
new



Instant Booking or Approval from the Management

Simple and easy to find and manage all bookings on the platform, and easy to manage approvals of applications of reservation to use meeting room with specific date and time.

Add	Delete	Calculation	Approval	Menu
<input type="checkbox"/>	Name	Content	Meeting	Period
<input type="checkbox"/>	Raymond So	-	2020-09	~00:00:00
<div> Approve Revoke Reject </div>				



new



Clear Availability and Export data

The software of BioTime shows clearly that meeting rooms are available at specific time.

All room booking data can be exported in files to keep your administration details up to date or to use it to invoice your members



new



Visitor Registration

BioTime has a user-friendly and all-in-one personnel registration interface, which can enable administrators to put visitor's information and user's photo on a single page. Once a visitor is registered by the reception, he will be authorized to access to the designated secured area within a range of time.


new



Pre-arrival Registration for Visitor

Visitors can be able to be registered before the meeting date, he will therefore be allowed to go directly to the meeting room without any permission at the period of time.



Visitor Information			
First Name	Wilkinson	Last Name	Wilkinson
Cert Type*	身份证	Cert No.*	D00721
Gender	Male	Company	Abby Co. Ltd
Card Number	02453352	Password	*****
FP Qty.	v10 0	Enroll	
			
Entry Information			
Start Time*	2020-09-22 14:01:55	End Time*	2020-09-22 00:18:00
Visitor Quantity*	3	Host/Visited*	495495 Angus x
Visit Department	Marketing	Access Group*	
Visit Reason		Carrying Goods	N/A
		Remark	N/A

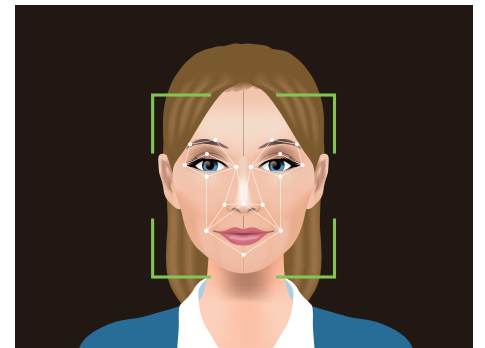
Visitor Module Supports Visible Light Facial Recognition

Coming Soon



Administrator can use the photo upload function in the visitor registration page to register visible light facial templates and share with all Visible Light Facial Recognition Terminals.

After successful registration, visitors may automatically have access rights to designated areas or meeting room by facial recognition to save manual workload.





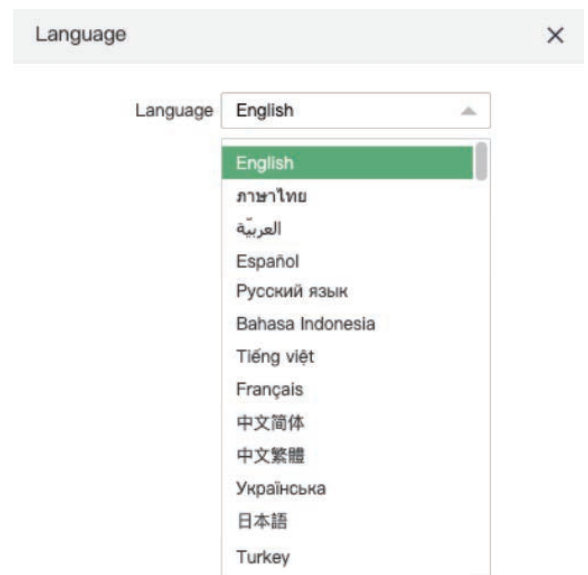
Real-time Data Transmission

The data from the inter-regional terminals can be monitored in real-time, and you can manage attendance, personnel, device, and payroll in one system.



Multiple Languages

BioTime supports multiple languages, including English, Arabic, Spanish, Thai, Russian, Bahasa Indonesia, Vietnamese, Ukrainian, Simplified Chinese, Traditional Chinese, French, Turkish and Japanese.



Integration with Line Application (Selected Location)

BioTime 8.0 is integrated in LINE mobile application to send attendance logs and attendance photos from the software to LINE in real-time. It can also send daily attendance reports to the Team Leader through LINE.

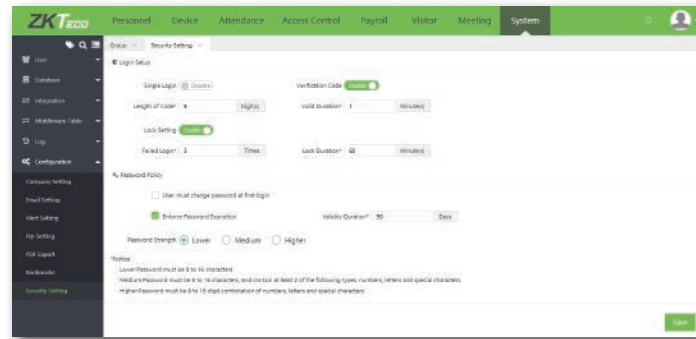


new



Security Settings

Users can set the login verification code, password validity, password strength and such on the platform to enhance the data security of the software.



new



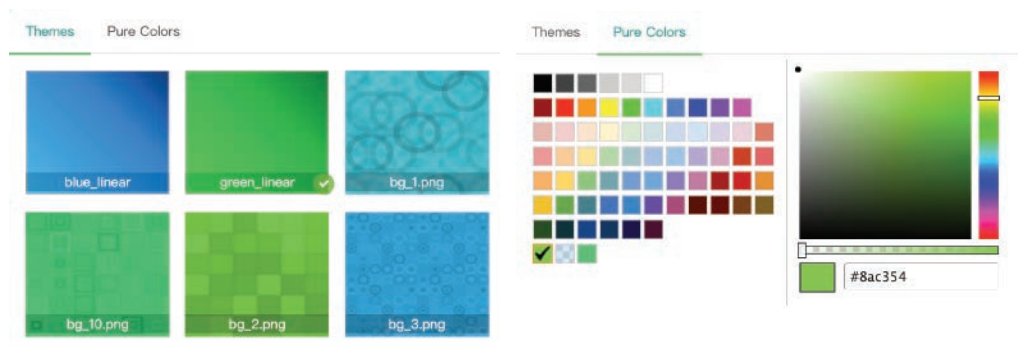
Super User Creation

After installation, the user needs to create a super user first. And then log in to the software as the created super user.



Theme Color Setting

We make it easy to coordinate colors and themes across your BioTime, and users can change the theme or customize colors via the setting of BioTime.



Custom Themes

Custom Color

new



Personnel Validity Periods

While the employment type is set as Temporary or Probation, users can set the validity period of the personnel account. Starting from the expiry date, the personnel account will be deleted from the related device automatically.

new



Daylight Saving Time

Users can set daylight saving time by date/time or by week/day for related devices.

new



Personnel Photo Capture

When HTTPS has been enabled, users can access the software through the HTTPS address, and they can take photos of passers-by using a USB camera or the computer's built-in camera.

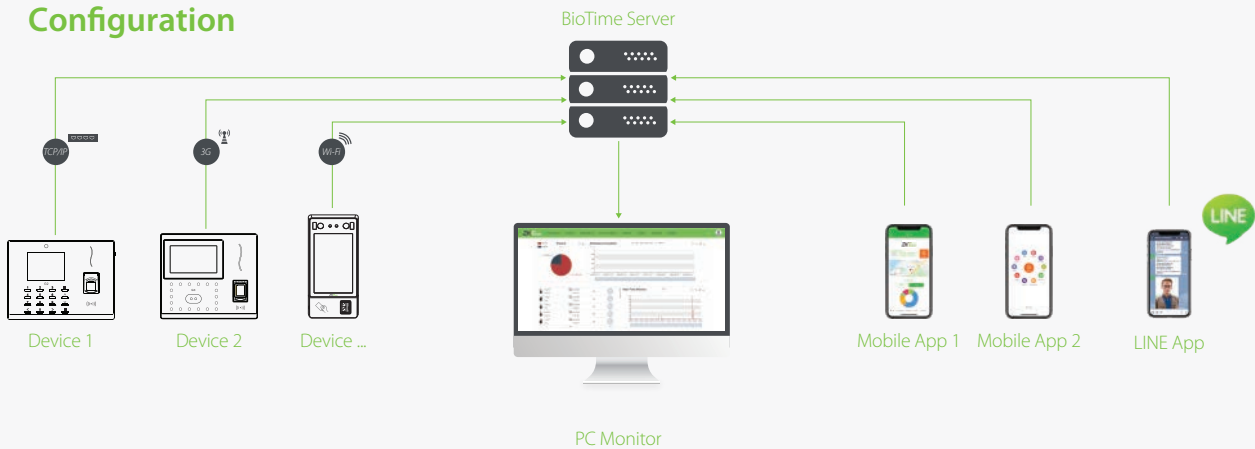


BioTime

Web-Based Multi-Location Centralized Time Management System

- Web-Based Time Attendance Software
- Simple Access Control Module
- Payroll Management System
- Attendance Reports and Calculation

Configuration



Software

System Architecture	Server / Browser
Supported Devices	Standalone Device with Attendance PUSH Protocol: Green Label Series/ A Series/ B Series/ FaceKiosk Series/ iClock Series/ IN Series/ KF Series/ MB Series/ P Series/ S Series/ Silk Series/LP Series/ U Series/ UA Series/ Face Series/ VF Series/ X Series
Device Capacity	500 devices in a single server
Database	PostgreSQL (Default), MSSQL Server 2005/2008/2012/2014/2016/2017, MySQL5.0/5.6/5.7 Oracle 10g/11g/12c/19c
Supported OS	(64-bit only) Windows 7/8/8.1/10, Windows Server /2008/2008 R2/2012/2012 R2/2016/2019
Suggested Browsers	Chrome 33+ / IE 11+ / Firefox 27+
Monitor Resolution	1024 * 768 or above

Hardware

CPU	Dual Core Processor with speeds of 2.4 GHz or faster
RAM	4GB RAM available or above
Storage	Available space of 100GB or above (We recommend using NTFS hard disk partition as the software installation directory)



Products

G2

Fingerprint Attendance & Access Control Terminal

- Modern Design & Interactive UI
- Revolutionary SilkID Fingerprint Sensor
- Simple Management & Scalability
- Multiple Verification Modes:
- Fingerprint / Card / Password
- Outstanding Performance With Dry, Wet and Rough Fingers



Green
Label

G3

Multi-Biometric Attendance & Access Control Terminal

- Modern Design & Interactive UI
- Revolutionary SilkID Fingerprint Sensor
- Simple Management & Scalability
- Multiple Verification Modes: Face / Fingerprint / Card / Password
- Outstanding Performance With Dry, Wet and Rough Fingers



Green
Label

G4

Multi-Biometric Attendance & Access Control Terminal with Enhanced Visible Light Facial Recognition

- Revolutionary SilkID Fingerprint Sensor
- Proactive Facial Recognition
- Wide Pose Angle Acceptance
- Enhanced Visible Light Facial Recognition
- New Height of Anti-Spoofing
- Touchless for Better Hygiene
- Multiple Verifications: Face/ Fingerprint/ Card/ Password
- Speedy Recognition



Green
Label

FaceDepot-7B

Outdoor Multi-Biometric Attendance & Access Control Terminal with Enhanced Visible Light Facial Recognition

- Enhanced Visible Light Facial Recognition with Deep Learning built-in
- Maximum 10,000 face templates capacity
- 7-inch touch LCD
- Fingerprint and ID / MF module optional
- Dual-camera for real-time face detection
- Recognition distance: 0.3 – 3 m
- High performance processor boosted by ZKTeco
- IP65 ingress protection rating



FaceDepot-H13A

Android Multipurpose Facial Recognition Kiosk

- Support MF Module & Fingerprint
- Support TCP/IP, USB Host, Wi-Fi
- IP65 (waterproof and dustproof)
- Interactive operation experiences
- Integrated binocular camera with anti-spoofing function
- Interactive operation experiences
- Integrated binocular camera with anti-spoofing function
- Unique registration, one facial template per user



SpeedFace-H5

3-in-1 Starter Facial Recognition Terminal with 5-inch Touch Display with Enhanced Visible Light Facial Recognition

- Enhanced Visible Light Facial Recognition with Deep Learning built-in
- 3-in-1 verification with Fingerprint, RFID and Facial Recognition
- 5-inch touch LCD
- Dual-camera for real-time face detection
- 6,000 face template capacity
- Recognition distance: 0.3 – 3 m
- Compatible with external RS232, RS485 and Wiegand reader
- TCP / IP, Wi-Fi communication



SpeedFace-V5

Starter Facial Recognition Terminal with 5-inch Touch Display with Enhanced Visible Light Facial Recognition


- Enhanced Visible Light Facial Recognition with Deep Learning built-in
- Multiple verification with Fingerprint, RFID and Facial Recognition
- 5-inch touch LCD
- Dual-camera for real-time face detection
- 6,000 face templates capacity
- Recognition distance: 0.3 – 3 m
- Compatible with external RS232, RS485 and Wiegand reader
- TCP / IP, Wi-Fi communication





Reports

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SAMPLE REPORTS

Attendance Summary Report



Attendance Summary												
Date: From 01/05/2017 to 04/10/2017												
Personnel No.	First Name	Last Name	Department	Late	Early Leave	Absent	Late Times	Leave Early Times	Absence Times	Normal OT	Weekend OT	Holiday OT
1	Constance	Gridley	Executive Director	0	00:15			1		00:00	00:00	00:00
2	Nelle	Mcdermott	Executive Director	0	00:00	3			3	04:07	00:00	00:00
3	Lucy	Land	Account	0	00:00	12			12	00:00	00:00	00:00
4	Karl	Pillai	Admin	0.5	00:00		1			00:00	00:00	00:00
5	Dahlia	Hole	Admin	0	00:00	4			4	00:00	00:00	00:00
6	Gay	Dragon	Admin	0	00:00	1			1	00:00	00:00	00:00
7	Jenifer	Ocasio	Executive Director	0	00:00	0			0	00:00	00:00	00:00
8	Marjorie	Hoxie	Account	0	00:00	0			0	00:00	00:00	00:00
9	Machelle	Stickle	Account	0	00:00	0			0	00:00	00:00	00:00
10	Sammie	Rodriques	Finance	0	00:00	0			0	00:00	00:00	00:00
11	Woodrow	Montana	Finance	0	00:00	0			0	00:00	00:00	00:00
12	Clarice	Seppala	Human Resources	0	00:00	0			0	00:00	00:00	00:00
13	Elane	Asbell	Human Resources	0	00:00	1			1	00:00	00:00	00:00
14	Leonor	Flickinger	Executive Director	0	00:00	3			3	00:00	00:00	00:00
15	Sherley	Purinton	Executive Director	0	00:00	3			3	00:00	00:00	00:00

Monthly Status Report																		
Daily Attendance																		
Date: From 01/05/2017 to 07/05/2017																		
Personnel No.	First Name	Last Name	Department	1	2	3	4	5	6	7	8	Late	Early Leave	Absent	Normal OT	Weekend OT	Holiday OT	
1	Constance	Gridley	Executive Director	A	A	A	A	A	A	8P	8P	0.0	00:00	6.0	00:00	00:00	00:00	
2	Nelle	Mcdermott	Executive Director	A	A	8P	8P	8P	8P	8P	8P	0.0	00:00	0.0	00:00	00:00	00:00	
3	Lucy	Land	Account	A	A	3H	8P	8P	8P	8P	8P	0.0	00:00	0.0	00:00	00:00	00:00	
4	Karl	Pillai	Admin	A	A	8P	8P	8P	8P	8P	8P	0.0	00:00	0.0	00:00	00:00	00:00	
5	Dahlia	Hole	Admin	A	A	3J	A	<	3H	3H	3H	0.0	00:00	0.0	00:00	00:00	00:00	
6	Gay	Dragon	Admin	A	A	A	A	>	8P	8P	8P	0.0	00:00	0.0	00:00	00:00	00:00	
7	Jenifer	Ocasio	Executive Director	A	A	A	A	A	A	A	A	0.0	00:00	8.0	00:00	00:00	00:00	
8	Marjorie	Hoxie	Account	<	8P	8P	<	8P	8P	8P	8P	1.0	01:20	0.0	00:00	00:00	00:00	
9	Machelle	Stickle	Account	A	A	A	A	A	A	A	A	0.0	00:00	0.0	00:00	00:00	00:00	
10	Sammie	Rodriques	Finance	10P	10P	10P	480V	10P	10P	10P	10P	0.0	00:00	0.0	00:00	00:00	00:00	
11	Woodrow	Montana	Finance	10P	10P	10P	10P	10P	10P	10P	10P	0.0	00:00	0.0	00:00	00:00	00:00	
12	Clarice	Seppala	Human Resources	10P	10P	10P	10P	10P	10P	10P	10P	0.0	00:00	0.0	00:00	00:00	00:00	
13	Elane	Asbell	Human Resources	10P	10P	10P	10P	10P	10P	10P	10P	0.0	00:00	0.0	00:00	00:00	00:00	
14	Leonor	Flickinger	Executive Director	10P	10P	10P	10P	10P	10P	10P	10P	0.0	00:00	0.0	00:00	00:00	00:00	
15	Sherley	Purinton	Executive Director	10P	10P	10P	10P	10P	10P	10P	10P	0	00:00	0.0	00:00	00:00	00:00	

Time Card

Timecard											
Date: From 01/09/2017 to 01/10/2017											
Personnel No.	First Name	Last Name	Department	1	2	3	4	5	Sub Department	Date	Punch Times
1	Constance	Gridley	Executive Director	Executive Director						2017-10-03	1
1	Constance	Gridley	Executive Director	Executive Director						2017-09-06	2
1	Constance	Gridley	Executive Director	Executive Director						2017-09-07	2
2	Nelle	Mcdermott	Executive Director	Executive Director						2017-09-10	2
2	Nelle	Mcdermott	Executive Director	Executive Director						2017-09-11	2
3	Lucy	Land	Account	Account						2017-09-14	2
3	Lucy	Land	Account	Account						2017-09-28	2
3	Lucy	Land	Account	Account						2017-10-01	3
										06:00(2), 14:52(1)	

First In Last Out Report

First In Last Out							
Date: From 24/08/2017 to 28/09/2017							
Personnel No.	First Name	Last Name	Department	Date	First Check In	Last Check Out	Total Time
1	Constance	Gridley	Executive Director	2017-08-24	09:06	10:06	01:01
2	Nelle	Mcdermott	Executive Director	2017-08-28	14:30	15:30	01:01
3	Lucy	Land	Account	2017-08-29	14:32	15:32	01:01
4	Karl	Pillai	Admin	2017-09-06	14:44	15:44	01:01
5	Dahlia	Hole	Admin	2017-09-07	14:46	15:46	01:01
6	Gay	Dragon	Admin	2017-09-10	14:45	15:45	01:01
7	Jenifer	Ocasio	Executive Director	2017-09-11	14:48	15:48	01:01
8	Marjorie	Hoxie	Account	2017-09-14	14:39	15:39	01:01
9	Machelle	Stickle	Account	2017-09-28	14:49	16:49	02:01

Total Timecard Report

Total Timecard													
Date: From 01/09/2017 to 01/10/2017													
Personnel No.	First Name	Last Name	Date	Weekday	Timetable Name	Check-In Time	Check-Out Time	Total Time	Late	Early Leave	Absent	Total Time Worked	Normal OT
1	Constance	Gridley	01/10/2017	Sunday	Normal	08:51	18:05	09:05			1	09:00	00:00
1	Constance	Gridley	03/09/2017	Sunday	0900-1800	08:51	18:05	09:05			1	09:00	00:00
1	Constance	Gridley	04/09/2017	Monday	General	08:51	18:05	09:05			1	09:00	00:00
4	Karl	Pillai	05/09/2017	Tuesday	1800-0100	18:05	00:55	09:05	00:05	00:05	1	06:50	00:00
4	Karl	Pillai	10/09/2017	Sunday	0900-1800	08:55	18:05	09:05			1	09:00	00:00
4	Karl	Pillai	11/09/2017	Monday	0900-1800	08:52	18:05	09:05			1	09:00	00:00
4	Karl	Pillai	12/09/2017	Tuesday	0900-1800	08:51	18:05	09:05			1	09:00	00:00
8	Marjorie	Hoxie	17/09/2017	Sunday	0900-1800	08:55	18:05	09:05			1	09:00	00:00
8	Marjorie	Hoxie	18/09/2017	Monday	0900-1800	08:52	18:05	09:05			1	09:00	00:00



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