

ZKTime.Net

Change Log

Version Change Info: V1.0

Previous Version: 3.2

Current Version: 3.3

Date: May 2021

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.



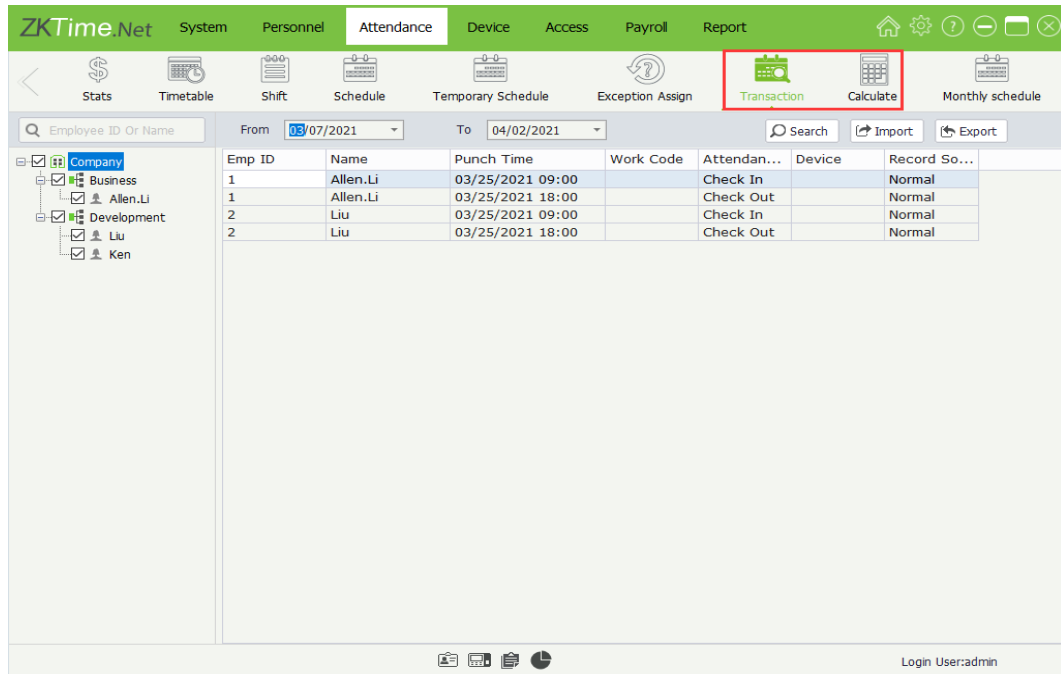
For further details, please visit our Company's website
www.zkteco.com.

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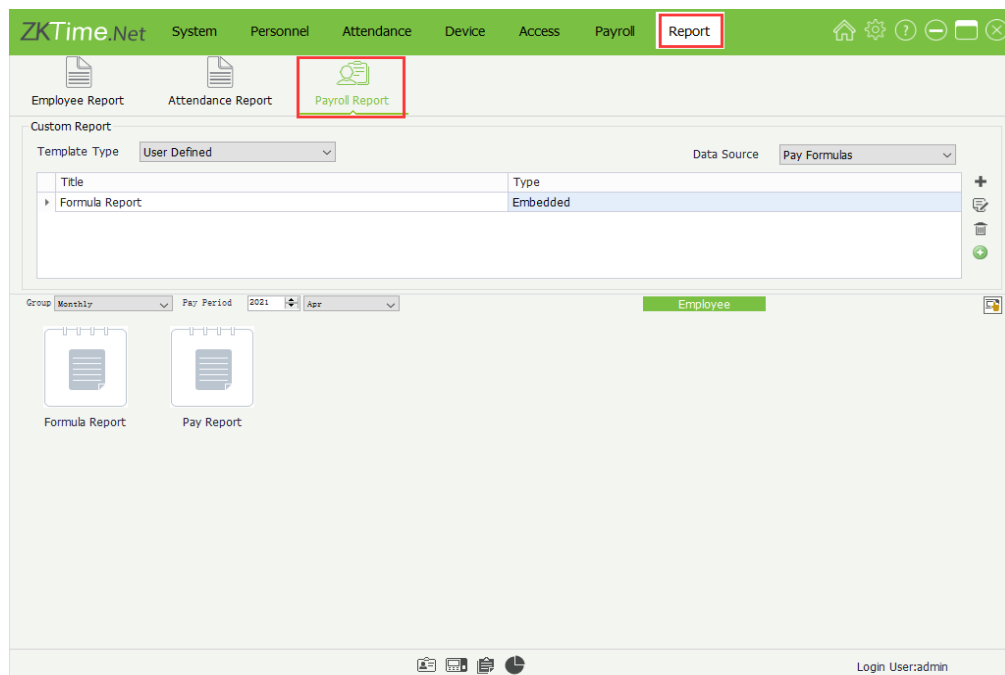
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1 Menu Adjustment

The [Transaction] and [Calculate] menus have been transferred from Report Module to Attendance Module.



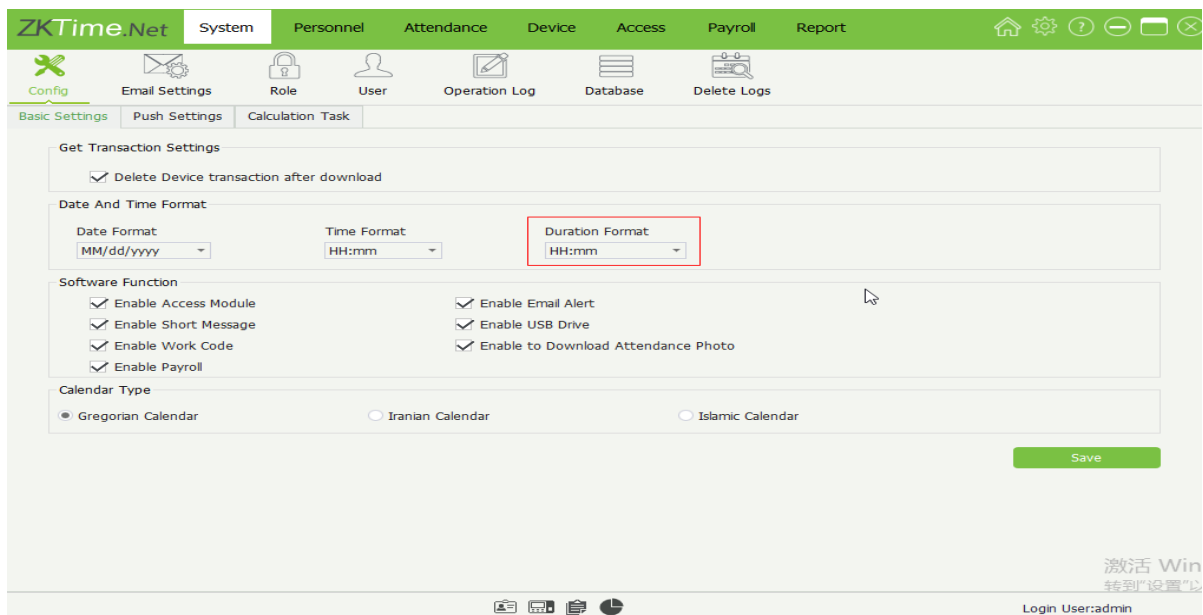
From the Payroll Module to the Report Module, the [Payroll Report] menu was moved.



2 System Module

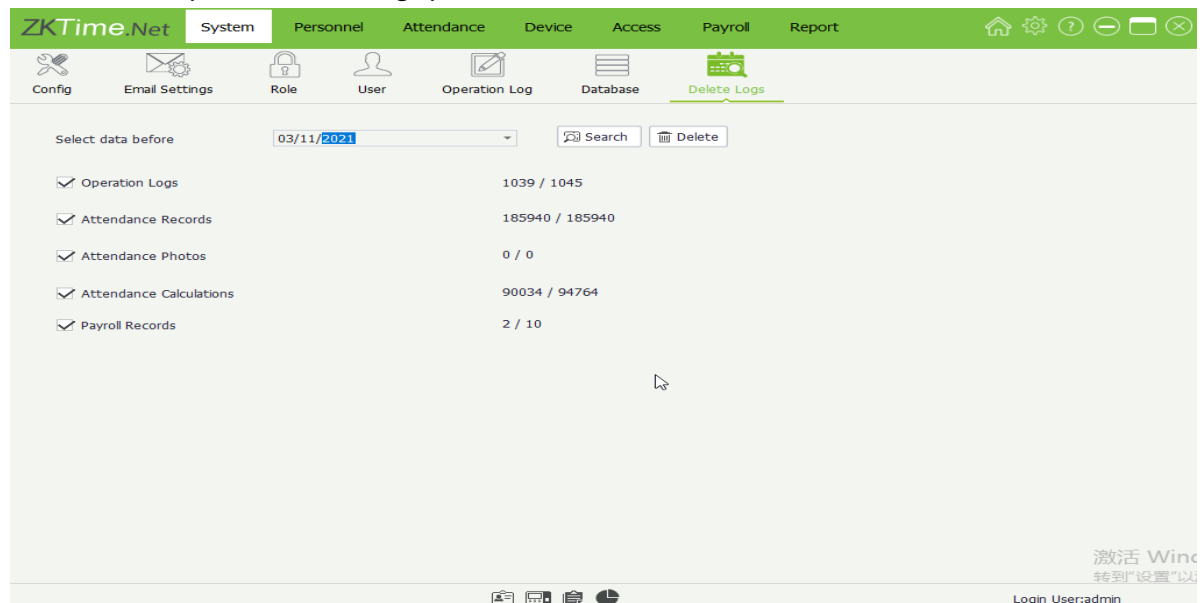
2.1 Duration Format

Users can set the Duration Format as required in [System] > [Config] > [Basic Setting] by following the steps. The Report Module is formatted in this way.



2.2 Delete Logs

Users can clean up historical old data of specified date, such as operation log, attendance records, attendance photos, attendance calculation result and payroll records that will reduce the size of the database to improve the running speed.



3 Attendance Module

3.1 Break Time Detail

Users can view the detail information of break time after making calculation, shown in the following figure.

Emp ID	Name	Date	Timetable	Clock-In	Clock-Out
1	Kamal b. Mat S...	02/01/2021	OFFICE-SUN-WE...	08.00	18.00
		Break start time	Break end time	Break duration	Rounded break time
		12.00	13.00	1:00	1:00
1	Kamal b. Mat S...	02/02/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/03/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/04/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/05/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/06/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/07/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/08/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/09/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/10/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/11/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/12/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/13/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/14/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/15/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/16/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/17/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/18/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/19/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/20/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/21/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/22/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/23/2021	OFFICE-SUN-WE...		
1	Kamal b. Mat S...	02/24/2021	OFFICE-SUN-WE...		

Summary	Minu...
Required Work	510
Actual Work	540
Round Work	510
Late-In	0
Early-Out	0
Absent	0
OT1	0
OT2	0
OT3	0
Break	60

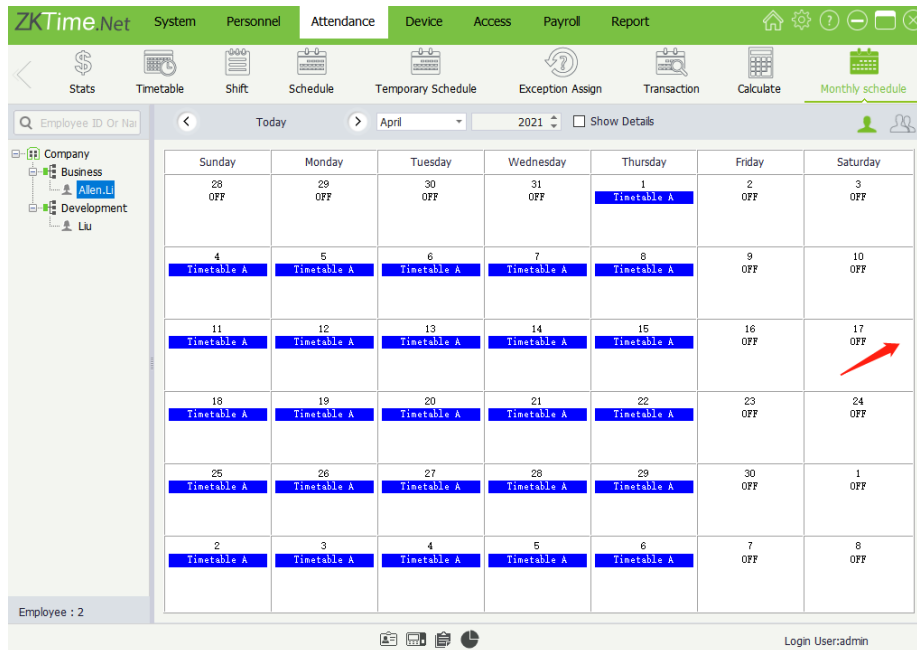
3.2 Monthly Schedule

The users can view the employee's monthly schedule, leave, holiday details and many more in the calendar.

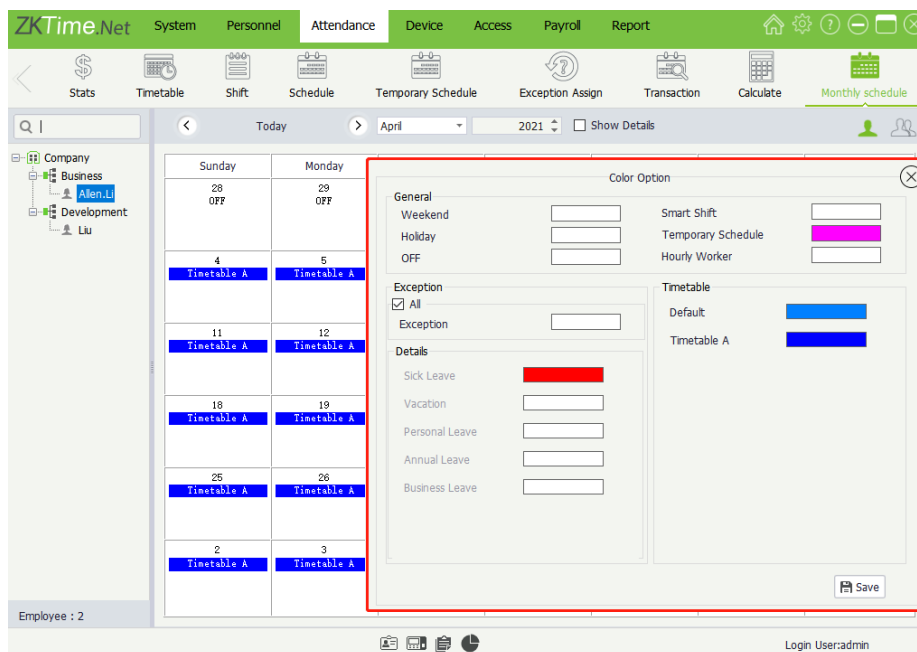
- Click the **Single Employee** icon.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 OFF	29 OFF	30 OFF	31 OFF	1 Timetable A	2 OFF	3 OFF
4 Timetable A	5 Timetable A	6 Timetable A	7 Timetable A	8 Timetable A	9 OFF	10 OFF
11 Timetable A	12 Timetable A	13 Timetable A	14 Timetable A	15 Timetable A	16 OFF	17 OFF
18 Timetable A	19 Timetable A	20 Timetable A	21 Timetable A	22 Timetable A	23 OFF	24 OFF
25 Timetable A	26 Timetable A	27 Timetable A	28 Timetable A	29 Timetable A	30 OFF	1 OFF
2 Timetable A	3 Timetable A	4 Timetable A	5 Timetable A	6 Timetable A	7 OFF	8 OFF

- Place the mouse pointer on the green area as the following figure:



A menu will pop-up. Here, the users can set different colors for timetable, exception, weekend, temporary schedule and so on. So that users can view the schedule details with more clarity.



- Click the **Multiple Employee** icon.

The screenshot shows the ZKTime.Net software interface. The top menu bar includes 'System', 'Personnel', 'Attendance', 'Device', 'Access', 'Payroll', and 'Report'. The 'Attendance' tab is active. Below the menu bar, there are icons for 'Stats', 'Timetable', 'Shift', 'Schedule', 'Temporary Schedule', 'Exception Assign', 'Transaction', 'Calculate', and 'Monthly schedule'. The 'Monthly schedule' icon is highlighted with a red box. The main area displays a calendar view for April 2021. The left sidebar shows a tree view with 'Company', 'Business', 'Development', 'Allen.Li', and 'Liu' selected. The main area displays a calendar grid with employee schedules.

Department	Emp ID	Employee	1 / Thur.	2 / Fri.	3 / Sat.	4 / Sun.	5 / Mon.	6 / Tues.	7 / Wed.
Business	1	Allen.Li	Timetable	OFF	OFF	Timetable	Timetable	Timetable	Timetable A
Development	2	Liu	Default	Default	OFF	OFF	Default	Default	Default

Employee : 2

Login User:admin

4 Payroll Report

For Hourly Works, the payroll report will show the total salary.

The screenshot shows the ZKTime.Net Payroll Report interface. The main table displays payroll data for employee 556. A 'Modify Pay Record' dialog box is open, showing the 'Formula Result' for 'Total Salary Of Hours' as 40. The dialog also includes fields for 'From' and 'To' dates, 'Basic Salary', and sections for 'Deduction' and 'Earning'.

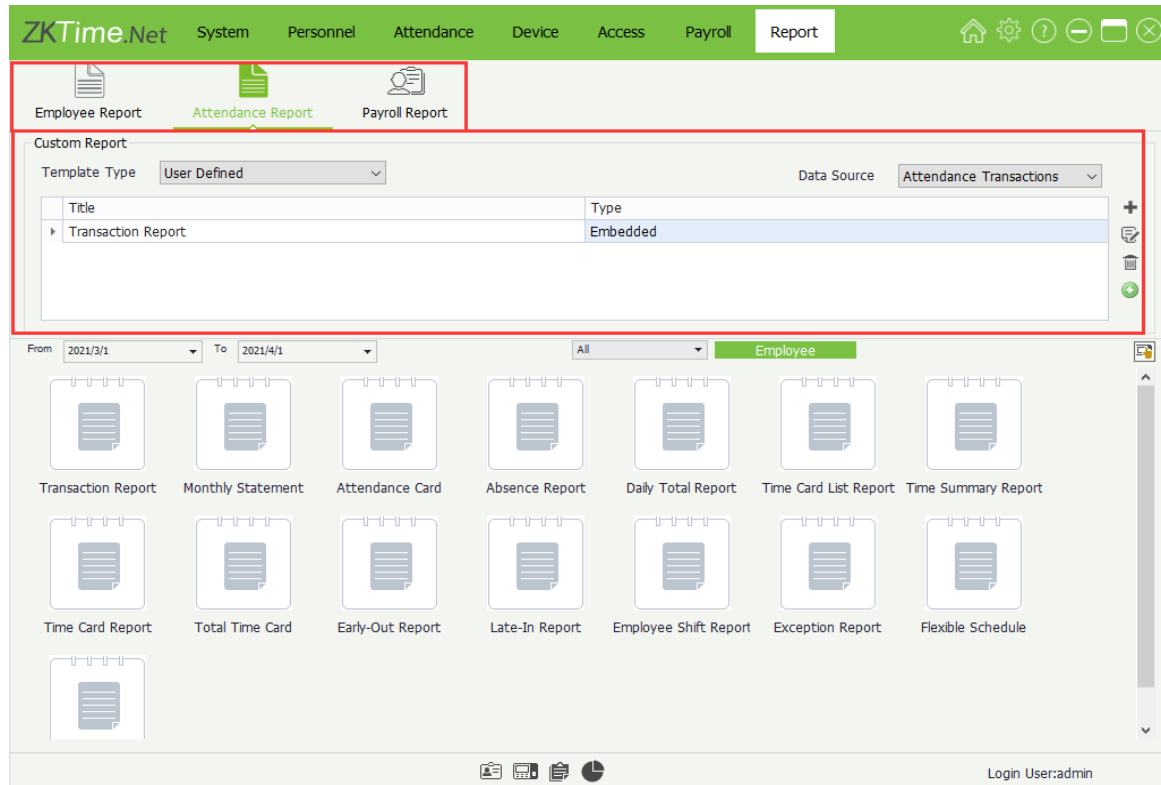
Group	Hourly	Pay Period	Start	End	2021/3/1	2021/3/31
Emp ID	Name	Date	End Date	Employee ID	Employee Name	Basic Salary
556	556	2/2/1	2021/2/28	556	556	200
		3/1	2021/3/31	556	556	200


Total salary is shown in the following figure:

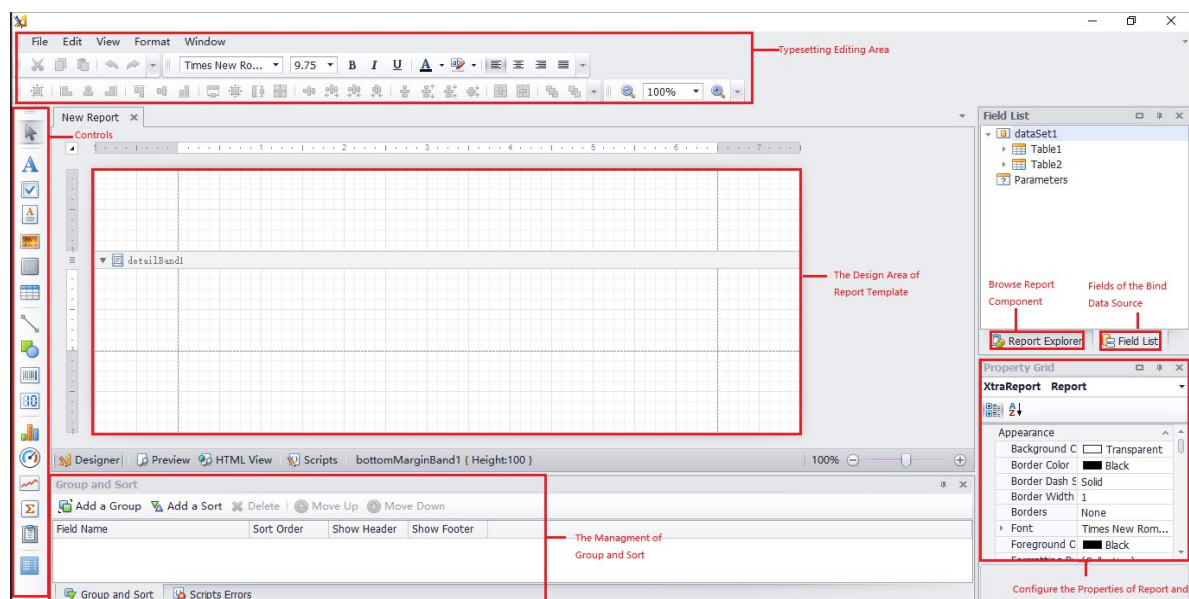
Pay Report						
Employee ID	Full Name			Department		
556	556					
Pay Period	From	End	Basic Salary	Other Earnings	Other Deductions	Actual Pay
2021-02-28	02/01/2021	02/28/2021	200.00	0.00	0.00	240.00
Total Salary Of Hours		40.00				
Pay Period	From	End	Basic Salary	Other Earnings	Other Deductions	Actual Pay
2021-03-31	03/01/2021	03/31/2021	200.00	0.00	0.00	200.00
Total Salary Of Hours		0.00				
Total Pay Period			400.00	0.00	0.00	440.00
Total Salary Of Hours		40.00				

5 Report Module

The report is divided into three types: Employee Report, Attendance Report and Payroll Report, Users can custom report template with third party tool or with the software default method.



When users set [Template Type] as [User Defined], and then click  to add a template, a third-party tool will appear as seen in the following figure for users to define the template. For more information on how to use the tool, please see the software user manual.



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