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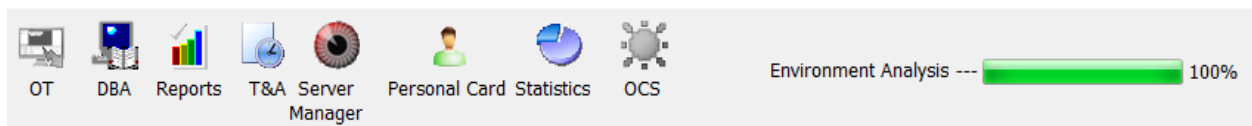
## 9. Time and Attendance

The **Time and Attendance** network client supports time and attendance records of staff at a protected site, as well as analysis and control of labor discipline compliance at this site.

### 9.1 Getting Started

As mentioned before, operations of the entire system is started by launching the Central Server (Chapter 3: Central Server), and the System Shell module is started first at each workstation (Chapter 5: System Shell).

The Time and Attendance client starts directly in System Shell (  **NWTimePro.exe** executive file can be found in the folder of installed Orion Pro). Please start System Shell and left click a relevant icon in the left part of the System Shell screen.



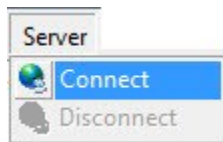
#### 9.1.1 Connecting to Server

Please do the following to set a connection with the Central Server:

- Set connection parameters (See Chapter 9.3.1).
- Connect to the server.

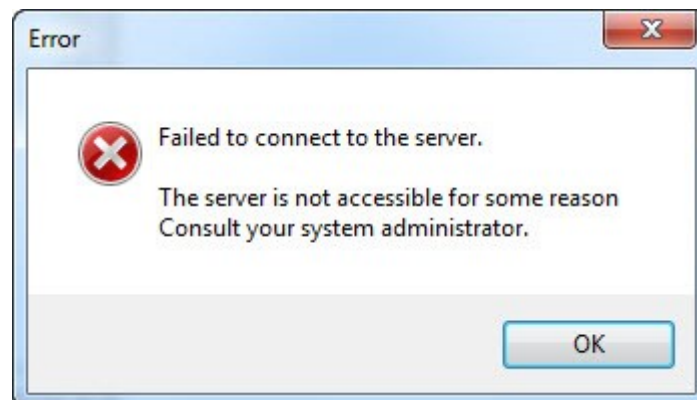
If the **Connect to Server when the Time and Attendance starts** option is checked, the program will connect with the server when started.

If **Connect to Server when the program starts** is unchecked, you should go to the **Server** menu to select **Connect**.

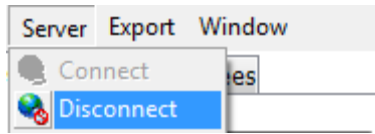


Once you have succeeded to connect to the Central Server, you will see the left pane to set report generation parameters.

If the connection to the Central Server is not established, the error screen will appear notifying about the connection failure.

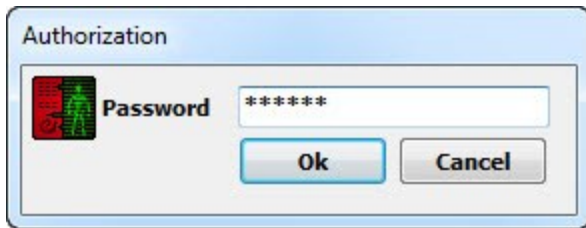


To disconnect from Central Server you should choose **Disconnect** in the **Server** menu.



### 9.1.2 User Authorization

Once T&A (Time and Attendance) has connected to Central Server, it will proceed with a user authorization. The Authorization window will appear where a user password needs to be entered:

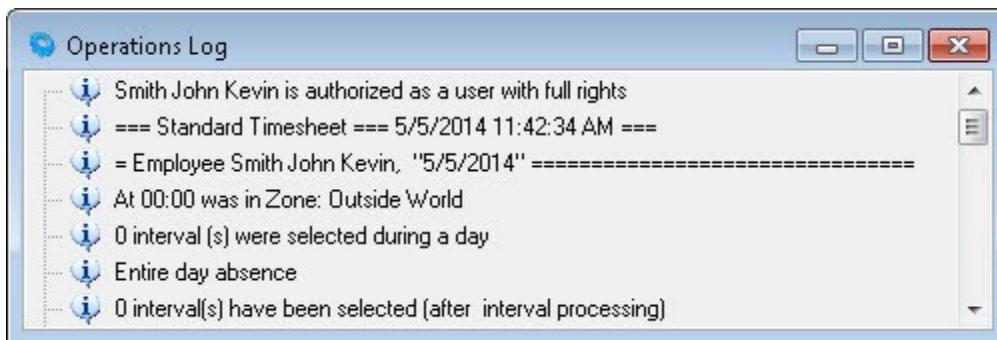


If an entered password is correct T&A will proceed further, otherwise the connection will be terminated. When a password is entered the T&A program identifies an employee's authorities:

- If the entered password provides privileges to administer time and attendance (If the **Time and Attendance** option is set as **On** in the employee's password properties), this employee will be able to generate reports on all employees of the company and fill in absence justification for them.
- If the software access password entered by an employee does not provide such privileges, the employee will be able to view a report on his/her details only, whereas other reports will be inaccessible. In such a case, an access to settings and report export capabilities will be limited too. Editing absence justification will not be allowed.

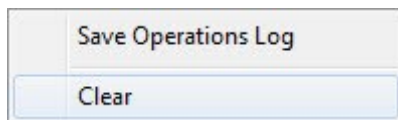
### 9.1.3 Operations Log

When the Time and Attendance network client is running, the **Operations Log** window is at the bottom of the program window.

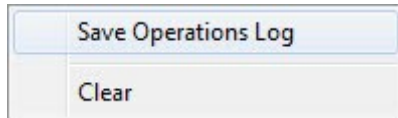


The **Operations Log** window displays messages describing the program operations. The number of messages to display can be adjusted at the Interface tab for parameter settings (see para 9.3.3 Interface Tab).

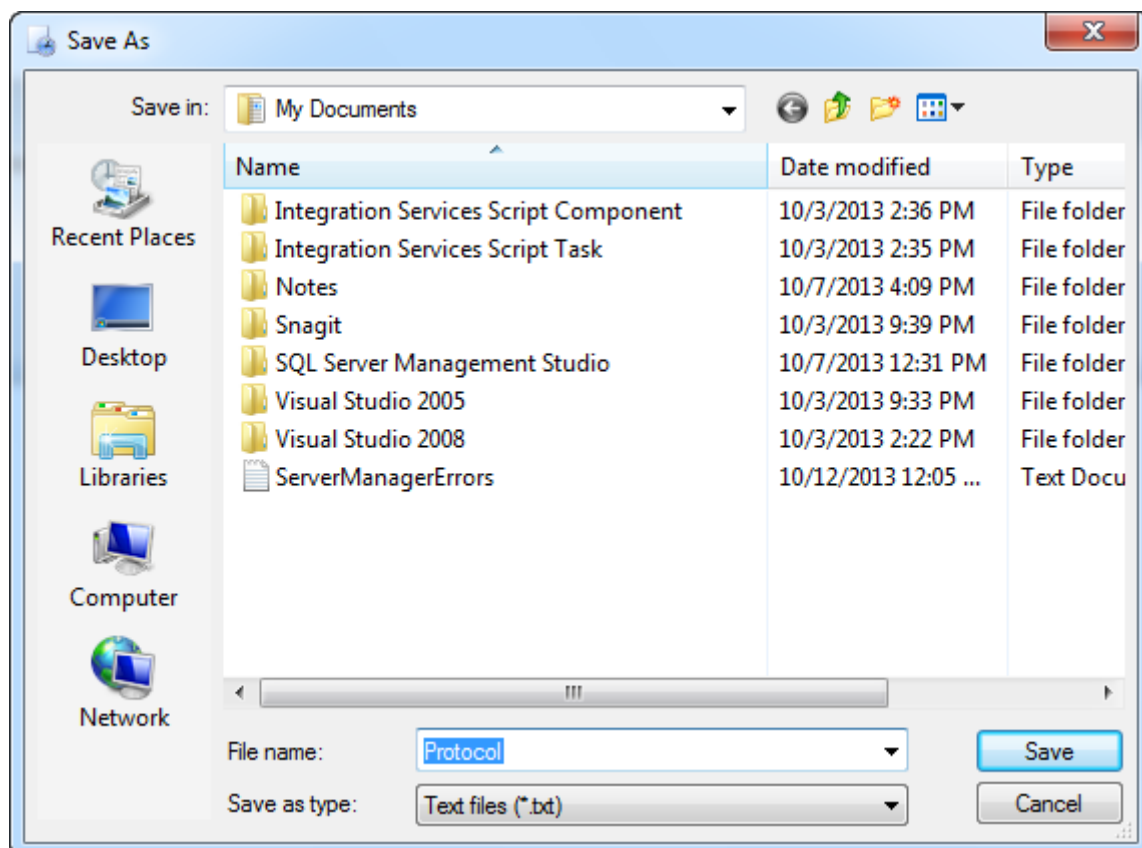
To clear operations log, right click the Operations Log window and choose **Clear** in the context menu:



To save Operations Log as a text file, right click the Operations Log screen and choose **Save Operations Log** in the context menu:



The **Save As** dialog box of Windows OS will appear. Enter a file name and click **Save**:



## 9.2 General Terms and Definitions

- **Scheduled Working Time** is the duration of a working day (the end time of a working day minus the start time of a working day and minus a lunch period). In other words, a scheduled working time is a block of time of a working day minus lunch and other breaks.

*Example:*

*There is a schedule from 9:00 to 18:00 with a lunch break from 12:00 to 13:00.*

	Start	End
	9:00	12:00
	13:00	18:00

*Scheduled Working Time* is the end time of a working day (18.00) minus the start time of a working day (9.00) and minus lunch period = 8:00.

- **Overtime** is extra working time at work beyond the Scheduled Working Time (morning overtime and evening overtime)

**Morning Overtime** is the time at work before the beginning of a working day based on an employee's schedule (an arrival time per schedule minus a punch-in time).

**Evening Overtime** is the time at work after the end of a working day based on an employee's schedule (Punch-out time minus a departure time per schedule).

*Example:*

*Let's assume, an employee punched in at 8:53 and punched out at 18:17*

*Morning Overtime is the arrival time at work as per schedule (9:00) minus an actual punch-in (8:53) = 0:07 min.*

*Evening Overtime is a punch-out time (18:17) minus departure from work as per schedule = 00:17*

*Overtime is the morning overtime (0:07) plus the evening overtime (0:17) = 0:24*

- **Hours Worked** are the hours spent by an employee at work during a day (punch-out time1 minus punch-in 1 plus punch-out 2 minus punch-in 2 plus ...)

In other words, Hours Worked is the grand total of time intervals as attended by an employee at work.

*Example:*

*Let's assume an employee came to work at 8:53, went for lunch at 12:02, returned after lunch at 12:49 and finished work at 18:17.*

*Hours Worked equal the 1<sup>st</sup> interval plus the 2<sup>nd</sup> interval = (punch-out 1(12:00) minus punch-in 1 (9:00)) plus punch-out 2 (18:00) minus punch-in 2 (13:00)) = (12:00 - 9:00) + (18:00 - 13:00) = 3 hours + 5 hours = 8 hours.*

*The parameters affecting accounting algorithm of reported Hours Worked are as follows:*

- **Include Overtime in Hours Worked**
- **Do Not Count Breaks as Working Time**
- **Method of Absence Processing**
- **Method of Absence Reasons Processing**

(Refer to Chapter 9.3.2.1 Parameters Affecting Report Generation, Chapter 9.3.2.2 Methods of Absence Processing, and Chapter 9.3.2.3 Methods of Absence Reasons Processing)

**Late punch-in** is an arrival at work later than the time set as the workday start (the time of actual arrival (punch-in) minus the arrival time per schedule).

*Example:*

*Let's assume an employee comes to work at 9:08.*

*Late punch-in is the time of actual arrival at work (9:08) minus the time per schedule (9:00) =00:08.*

- **Early punch-out** is the time of departure from work earlier than the time set per schedule (departure time per schedule minus punch-out time)

*Example:*

*If an employee leaves work at 17:37*

*Early punch-out is the departure time per schedule (18:00) minus the punch-out time (17:37) = 0:23*

- **Late punch-in during a day** is a return to work later than the time set as the end of lunch or any other break (the time of actual return to work during a day minus the time per schedule during a working day).

*Example:*

*If an employee returns to work after a break at 13:11.*

*Late punch-out during a day is the time of actual punch-in during a day minus the scheduled break-end (13:00) = 0:11.*

- **Early punch-out during a day** is a departure for a break earlier than the time set as the start of lunch or any other break (the time per schedule minus the actual departure for a break during a working day)

*Example:*

*Assuming that an employee leaves work before the official break time at 11:55*

*Early punch-in during a day is the time per schedule (12:00) minus the time of punch-out during a day (11:55) = 0:05.*

**Unjustified Absence** includes all disruptions of a working schedule (late punch-in plus early punch-out during a day plus late punch-out during a day plus early punch-in; or minus Scheduled working time in case of a full workday absence).

*Example 1:*

*If an employee arrived at work at 9:15, left for lunch at 11:47, returned to work at 13:11 and left work at 17:51.*

*Unjustified absence would be late punch-in (0:15) plus early punch-out during a day (0:13) plus late punch-in during a day (0:11) plus early punch-out (0:09) = 0:48*

*Example 2:*

*If an employee was absent from work for an entire workday:*

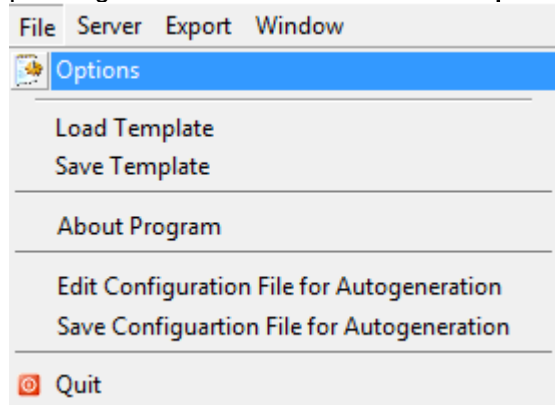
*Unjustified absence would be a scheduled working time (8:00) = 8 hours*

Since the parameters such as **Include overtime in hours worked**, **Do not include work breaks in a workday time**, **Absence Processing**, and **Absence Reasons Processing** affect late Punch-ins, Early Punch-outs during a Day, Late Punch-ins during a Day, and Early punch-outs, these parameters also affect the Unjustified Absence.

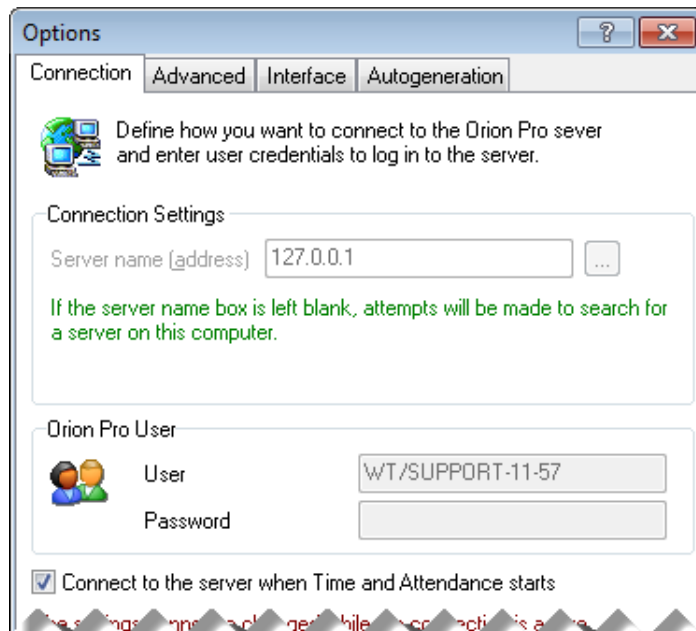
If an employee does not show up at work during the whole day, the Method of **Absence Reasons Processing** affects accounting for absence.

## 9.3 Options

The **Options** dialog box is used for various settings of the application operation. To open this dialog box, please go to the **File** menu and choose **Options**.



The Options dialog box will appear.



The upper part of the window contains graphics elements to toggle between the tabs of the **Options** dialog:



- The **Connection** tab is meant for setting connection to the Central Server
- The **Advanced** tab is used for setting parameters affecting the program operations
- The **Interface** tab contains interface settings
- The **Autogeneration** contains options of automatic report generation.

### 9.3.1 Connection

**Options**

Connection | Advanced | Interface | Autogeneration

Define how you want to connect to the Orion Pro sever and enter user credentials to log in to the server.

**Connection Settings**

Server name (address) 127.0.0.1 ...

If the server name box is left blank, attempts will be made to search for a server on this computer.

**Orion Pro User**

User WT/SUPPORT-11-57


Password

☒ Connect to the server when Time and Attendance starts

The settings cannot be changed while the connection is active.

Ok Cancel Help

Here, you can define the workstation of Central Server that will interact with Time and Attendance.

Please type a required server name in the **Server name (address)** box or click  to open a dialog box to select the server of the local area network. If you prefer typing, you can type the following in this box:

The normally readable network name of the computer (e.g. OrionServer) or the computer's IP address (e.g. 192.168.10.50), or

You can leave this field blank (if so, the T&A will start searching for the Central Server on the computer where it is running)

The User box is filled up automatically and not accessible for editing. The automatically generated name in this box is used by Central Server for the identification of the T&A.

The Password box is accessible.

To connect to the Central Server immediately after the startup of the application, select **Connect to the server when Time and Attendance starts** in the check box; this will slightly slow down the application loading.

*Note: If you open the program when the connection to the Central Server is active, you will not be able to change the connection settings and the following notification will appear at the bottom of the tab.*

**The settings cannot be changed while the connection is active.**

### 9.3.2 The Advanced Tab



**Options**

Connection | **Advanced** | Interface | Autogeneration

- ☒ Allow generation of reports for future periods
- ☒ Full detailed report on employee
- ☒ Allow flexible work schedule
- ☒ Account for overtime
- ☒ Include overtime in hours worked
- ☒ Account for late punch-ins and early punch-outs
- ☐ Do not count breaks as working time
- ☐ Deduct days off and holidays from reports
- ☐ Auto save of operations log

Process soft absences:  
 (Ignore soft absences)

When a reason for a full day of absence and work records are present:  
 Account only for actual hours worked

Process a day carryover ban:  
 Ignore day carryover ban

Per zone location search back to: 1 day(s)

Maximum time inside the perimeter not to exceed: 24 hour(s)

Starting time for the Absentees report:  
☒ Current time  
☐ Default time 0:00

Ok Cancel Help

The report generation parameters are set in this tab.

### 9.3.2.1 Report Generation Parameters

- ☐ Allow generation of reports for future periods
- ☐ Full detailed report on employee
- ☒ Allow flexible work schedule
- ☒ Account for overtime
- ☒ Include overtime in hours worked
- ☒ Account for late punch-ins and early punch-outs
- ☐ Do not count breaks as working time
- ☐ Deduct days off and holidays from reports
- ☐ Auto save of operations log

If you need to allow generation of reports for future periods, check **Allow generation of reports for future periods**. If checked, this option may affect the estimate of Hours Worked by employees. If the report is generated for the date by which no event takes place, all the employees will get an (unjustified) absence from work in their timesheets if their work schedule includes that date.

The **Full detailed report on employee** option regulates generation of the **Employee Detailed Report**. With this parameter enabled, the report will include all employee-related events recorded by the system. If it is disabled, the report will include only the first punch-in and the last punch-out during a day. (It is highly recommended to have this option always selected.)

The **Allow flexible work schedule** parameter controls accounting for the working time of flexible-schedule employees. With this option enabled, all, if any, disruptions of labor discipline by an employee will be ignored, and only his/her hours worked will be included in his/her working time. If it is disabled, the working time will be calculated on the regular basis.

*(Now the parameter is always enabled. The flexible work schedule can be allowed and disallowed individually for each employee using the **Flexible Schedule** option.)*

The **Account for overtime** parameter allows T&A to account for overtime and include it in a report.

The **Include overtime in hours worked** parameter instructs T&A that the overtime should be accounted for an employee's hours worked. If the parameter is unchecked, overtime will not be accounted for an employee's hours worked.

*(If **Account for overtime** is unchecked, the **Include overtime in hours worked** parameter will be ignored.)*

The **Account for late punch-in and early punch-out** instructs T&A to calculate and report employees' late punch-ins and early punch-outs. Some reports always incorporate calculation of late punch-ins or early punch-outs.

The **Do not count breaks as working time** parameter tells the application to deduct breaks from working hours. E.g., if there is a work schedule with a lunch break from 12:00 to 13:00 and an employee stays inside the perimeter area during this period, this time is not treated as working time. If this parameter is disabled, lunch breaks will be included into working hours and the software will add one hour more to the employee's hours worked.

The **Deduct days off and holidays** parameter excludes days-off and holidays to facilitate report assessment.

The **Auto save of operations log** parameter instructs the software to save operations log automatically. When saved automatically, the operations log is saved as the protocol.txt file in the Orion Pro directory.

### 9.3.2.2 Unjustified Absence Processing

(Ignore soft absences)
Apply From Beginning to End method (not recommended)
Apply Short Breaks method
Apply Overlaps method

The **Process soft absences** method allows the software to disregard absence within a workday as an unjustified absence

Please choose one of the following methods to support the accurate accounting processes:

<i>Method</i>	<i>The T&amp;A actions while generating reports</i>
<b>(Ignore soft absences)</b>	The T&A client calculates working time as the aggregate of periods worked during a day. The intervals between periods add up in the Absence column in a generated report.
Apply the <b>From Beginning to End method</b> (not recommended)	The software samples data about periods worked over a day and consolidates them into a single period (including a lunch break). This period lasts from the moment of the first punch-in and ends with the last punch-out. The intervals between periods worked add up to be subsequently reported in the Soft Absences column in a generated report.
Apply the <b>Short Breaks</b> method	While processing the periods worked over a day, the software will apply the Short Break time concept. If an interval between periods worked does not exceed an assigned time of the Short Break (see para 9.4.1 Report), the software will not count it as absence and consolidate two periods in one. The interval between periods will be added to the Soft Absences column of a generated report.

	If the interval between working periods exceeds the assigned time of Short Break the interval between the working periods will add up to the Unjustified Absence column of a generated report.
Apply the <b>Overlaps</b> method	<p>If the Overlaps method is used for processing periods worked during a day, the software checks whether the interval between working periods stays within the scheduled working hours.</p> <ul style="list-style-type: none"> <li>• If <b>Yes</b>, the periods will be consolidated into one period and the total interval will show up in the Soft Absence column of a generated report.</li> <li>• If <b>No</b>, the periods will not add up in one report and the total interval will not show up in the Unjustified Absence column of a generated report.</li> </ul>

If the **Process soft absences** method is active, the additional Soft Absence will be added to the **Hours Worked** and the **Employee Report**.

*Example:*

*Supposing that an employee has a work schedule set from 9:00 to 18:00 with lunch from 13:00 to 14:00. Let's discuss Ins and Outs of the employee during a workday:*

Employee ▲	Date and Time	Direction	Access Point	Accounting	Access Zone
Peterson Peter	04.06.2014 8:50:40	Entry	Entry turnstile	Yes	1
Peterson Peter	04.06.2014 12:06:18	Entry	Canteen/Smoking Room Door	No	2
Peterson Peter	04.06.2014 12:10:51	Exit	Canteen/Smoking Room Door	Yes	1
Peterson Peter	04.06.2014 13:15:34	Entry	Canteen/Smoking Room Door	No	2
Peterson Peter	04.06.2014 13:41:06	Exit	Canteen/Smoking Room Door	Yes	1
Peterson Peter	04.06.2014 18:05:38	Exit	Exit turnstile	No	0

*As shown in the report, the employee left the working area for a period between 12:06 till 12:10 (4 minutes) during a working time.*

*Let us discuss the employee's working time when different absence processing methods are applied:*

- *(Ignore Soft Absences):*

Employee ▲	Date	Hours Worked	Unjustified Absences
Peterson Peter	04.06.2014	7:56	0:04

- *From Beginning to End (not recommended):*

Employee ▲	Date	Hours Worked	Unjustified Absences	Soft Absences
Peterson Peter	04.06.2014	9:00	0:00	0:04

- *Apply Short Breaks:*

○ Short Break  minutes

Employee ▲	Date	Hours Worked	Unjustified Absences	Soft Absences
Peterson Peter	04.06.2014	8:00	0:00	0:04

○ Short Break  minutes

Employee	Date	Hours Worked	Unjustified Absences	Soft Absences
Peterson Peter	04.06.2014	7:56	0:04	0:00

- *Overlaps method to use:*

Employee ▲	Date	Hours Worked	Unjustified Absences	Soft Absences
Peterson Peter	04.06.2014	8:00	0:00	0:04

### 9.3.2.3 Absence Reason Processing

The program can process a situation where an employee has a **legitimate reason** of his/her absence for the entire day but the operations log includes the employee's punches with the following two options applied:

Count as a full working day
Account only for actual hours worked

Count as a full working day. In this case, the T&A client calculates and reports the time an employee must work during this day.

**Account only for actual hours worked.** The T&A client calculates and reports hours actually worked by an employee.

*(See Chapter 9.5 Advanced Accounting of Absence Reasons for details of absence justification)*

### 9.3.2.4 The Day Carryover Ban Processing Methods

The **Day Carryover Ban** processing method tells the software how to maintain the records on employees who may not work 24 hour shifts but such records still exist. One of the following methods can be selected to deal with this issue:

Ignore day carryover ban
Limit day to period between start and end of scheduled working day
Limit to period between first entry and last exit
Limit to period between first entry and last exit during scheduled time

Below we will consider the practical aspects of the Day Carryover Ban method. If an employee has a fixed working schedule from 9:00 to 18:00 (lunch from 13:00 to 14:00), the Day Carryover Ban option **MUST** be applied to such an employee. If there are no EXIT (PUNCH-OUT) events, the following four methods can be used to calculate how many hours were worked.

Supposing that an employee has the following events recorded for one working day:

Employee ▲	Date and Time	Direction	Access Point	Accounting	Access Zone
Peterson Peter	24.07.2014 8:37:34	Entry	Entry turnstile	Yes	1

1. **Ignore day carryover ban:** the day carryover ban will be ignored

Employee ▲	Date	Hours Worked	Unjustified Absences	Evening Overtime	Morning Overtime
Peterson Peter	24.07.2014	8:00	0:00	5:59	0:23

2. **Limit to a period between start and end of a scheduled working day** (the limitation affects only the end of a normal working period) - this way all hours worked as per work schedule including a morning overtime will be added up (evening overtime will not be counted as a working day is limited by the end of a normal work schedule).

Employee	Date	Hours Worked	Unjustified Absences	Evening Overtime	Morning Overtime
Peterson Peter	24.07.2014	8:00	0:00	5:59	0:00

3. **Limit to a period between the first entry and last exit-** the operations log has an employee's first entry and last exit time. Thus, if an employee punches-in (enters) at 8.55 and NO punch-out (exit) event is recorded, the hours worked will be 0 (zero) and absence will be counted as 8 hours. Therefore, circumventing turnstiles delivers no benefits for an employee.

Employee ▲	Date	Hours Worked	Unjustified Absences	Evening Overtime	Morning Overtime
Peterson Peter	24.07.2014	0:00	8:00	0:00	0:00

4.

5. **Limit to a period between the first entry and last exit during the scheduled time** - similar to option 3 above but punching events are searched for within scheduled time

Employee ▲	Date	Hours Worked	Unjustified Absences	Evening Overtime	Morning Overtime
Peterson Peter	24.07.2014	0:00	8:00	0:00	0:00

6.

### 9.3.2.5 Additional Parameters Affecting Report Generation

Per zone location search back to: 1 day(s)

Maximum time inside the perimeter not to exceed: 24 hour(s)

Starting time for the Absentees report:

☒ Current time

☐ Default time 12:00

**Per zone location search back to: ... days** defines how many days back before the starting day of a report one should go to find the zone of a processed employee location.

The available search range is from 1 to 5 days. If calculation reveals that an employee's attendance at work lasted longer than one day, the **Operations Log** window displays an alert.

**Maximum time inside the perimeter not to exceed:... hours:** defines maximum allowable hours for an employee to stay within the perimeter (that is, at work). The available range is from 1 to 72 hours.

This parameter should discourage employees from jumping over turnstiles and climbing out of windows, etc. to simulate their attendance at work while being actually absent. In this case, they would not have EXIT recorded in the operations log. If the time inside the perimeter exceeds the allowable limit, and an employee is not in the Outside World zone, the operations log will have a record of this, and reassign (eject) the employee to the Outside World zone. Please note that this parameter is required when an employee has permission for DAY CARRYOVER, which is often the case for people working on a rotating shift basis.

We will consider the following two cases:

1. An employee works on a rotating shift basis, has permission for a *day carryover* and 72 hour's *maximum time inside perimeter*.

The employee has a punch-in recorded at 8:0 and does not have any recorded punch-out on either this or the next day. However, he has a punch-in at 12:00 in a day. Maximum time inside the perimeter was not exceeded yet and will NOT be cleared to 0 (zero).

The employee is still inside the perimeter. When maximum time inside the perimeter expires:

- The employee will be transferred to the Outside World
- The T&A client will count 72 hours as hours worked beginning from the first punch-in (that is, the employee is deemed to punch in at 8:00 one day and punch out at 8:00 three days later.

When there is no Exit event (Punch-out) for an employee before *maximum time inside the perimeter* expires, all events within that period will be disregarded. The employee's next attendance will be counted from the first Entry (Punch-in) event after expiration of *maximum time inside the perimeter*.

2. An employee has a fixed work schedule from 9:00 to 18:00 (lunch from 13:00 to 14:00), *day carryover* is not allowed.

The reader failed, and an employee entered and exited through a turnstile multiple times during a day. He had multiple Entry events (punch-ins) but no Exit event (punch-out).

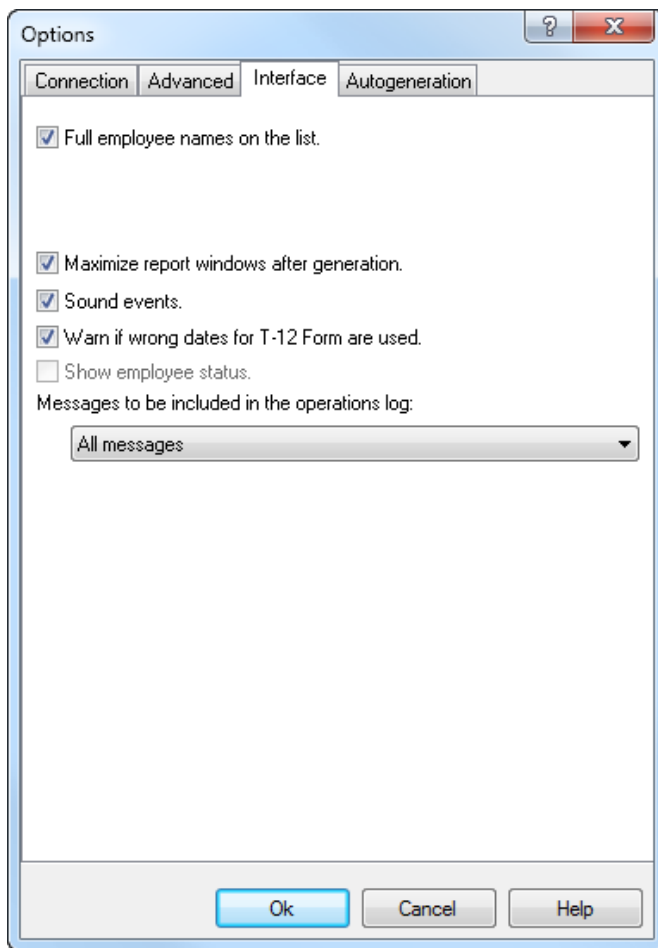
First entry was recorded at 8:50.

- time limit inside the perimeter is 24 hours.  
Hours worked are calculated as functions of a selected treatment of the **Day carryover ban**.  
Maximal time inside the perimeter will not be exceeded because of the Day Carryover Ban method
- time limit inside the perimeter is 10 hours.  
The software will count an employee's attendance at work since 8:50 till 18:50 as the maximum time inside the perimeter has been exceeded. The employee will be moved to the Outside World zone at 18:50.

#### Starting Time for the Absentees Report

The **Starting Time for the Absentees report** parameter affects only the **Absentees** report which uses either fixed time (specified in the parameter) or current time (time when report is generated).

### 9.3.3 The Interface Tab



This tab is used for settings affecting the graphic user interface.

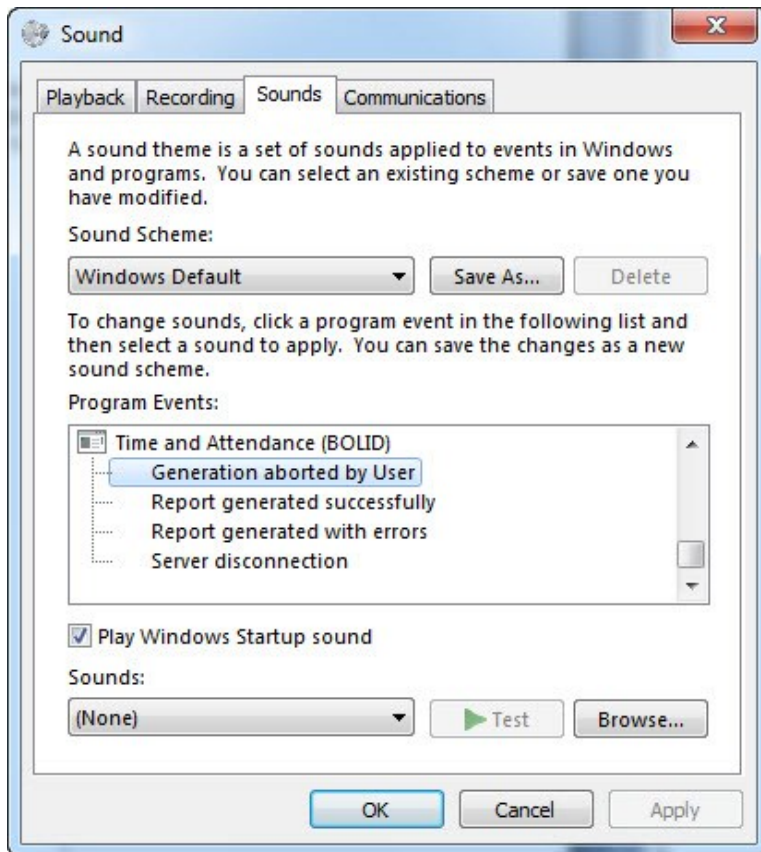
If the **Full employee names on the list** option is checked, the full name of an employee will be displayed.

Otherwise, employees' last names and initials only will be displayed:

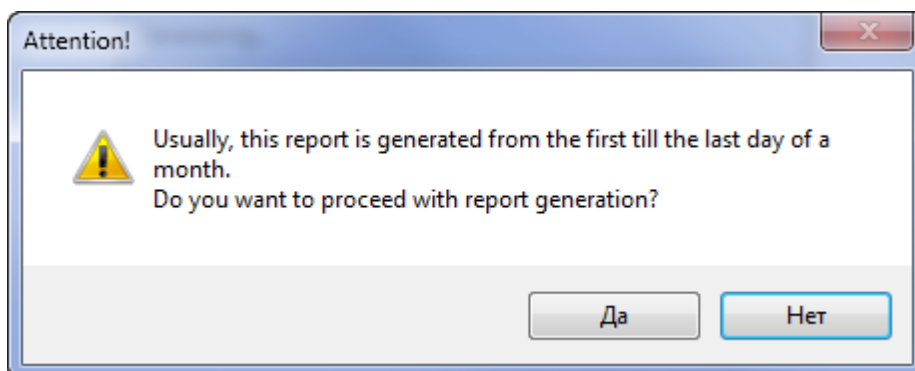
If the **Maximize report windows after generation** check box is selected, the program will maximize a report after its generation.



The **Sound events** option provides sound notification of some events. With the box checked, the selected sound will be played if a certain event occurs. To enable the sound feature, sound settings should be selected in the Windows Control Panel.

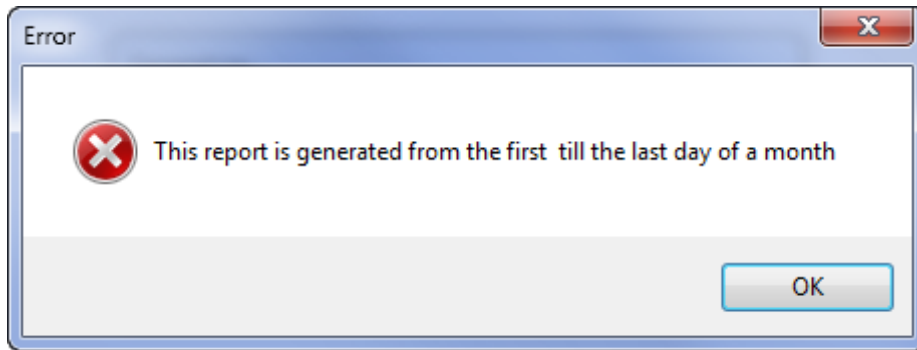


The **Warn if wrong dates for T-12 Form...** parameter controls the Standard Timesheet report. Usually, this report shows employees' time worked over a month and covers the period from the first through the last day of a month. With this box unchecked, the T&A client will generate report with any first and last dates. If this box is checked and the beginning and end dates of a report differ from the beginning and end of the month, the following warning notification will appear:





**Attention.** This option does not affect T-12 Unified Form and T-13 Unified Form. These reports cover one-month period only. If dates of the beginning and end of these reports differ from the days of the beginning and end of a month, the following message will appear:



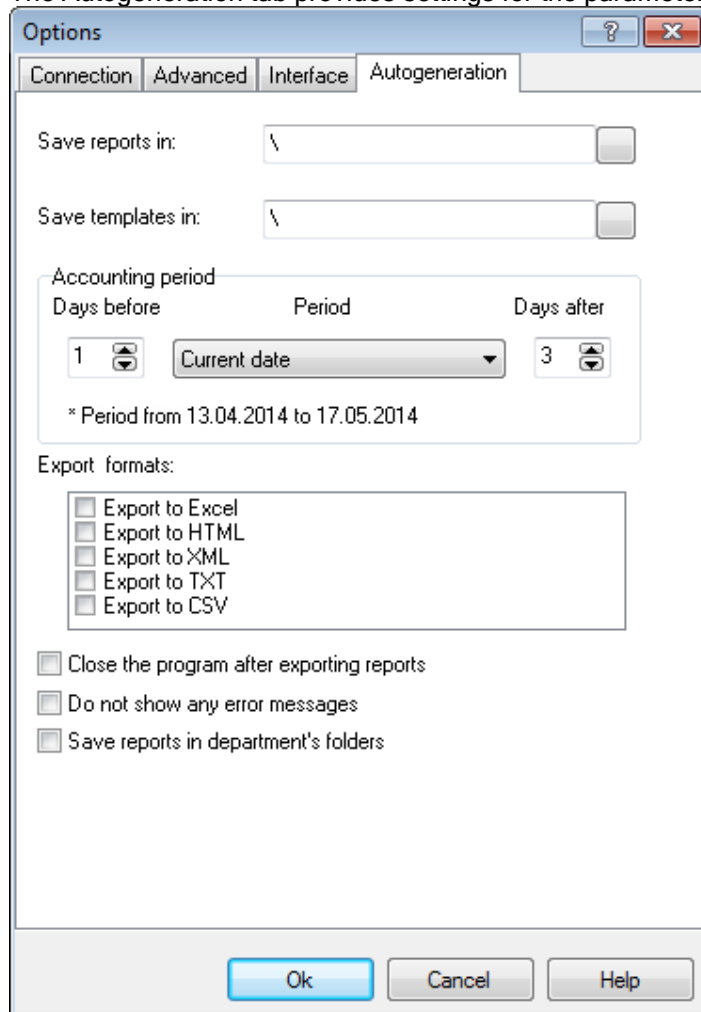
The **Show Employee Status** parameter allows displaying employee's status in a company on the list of employees (This option is not available in this version of Orion Pro).

The **Messages included in the Operations Log** parameter controls what messages go to the operations log:

- The **Only errors option** allows operations errors to be incorporated in the log
- The **Errors and alerts** option adds alerting messages in the log.
- The **All messages** option incorporates all operation messages in the log. If selected, it may slow down the performance due to the large number of messages sent to operations log.

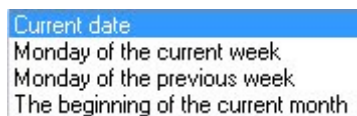
### 9.3.4 The Autogeneration Tab

The Autogeneration tab provides settings for the parameters affecting automated report generation.



This tab is used to define the following:

- Folder where accounting results (reports) are to be saved
- Folder where report templates are to be saved (\*.ini files with auto generation settings)
- Period between dates to be accounted for.



The figure shows that there are several options to define an accounting period:

The current date and number of days before and after it

Monday of the current week and number of days before and after it

Monday of the previous week and number of days before and after it

The beginning of the current month and number of days before and after it

- The footnote shows a period as defined by the User

\* Period from 13.04.2014 to 17.05.2014

- Document formats that are supported for report exports.

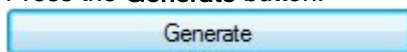
*Attention!*

- The program memorizes the path of a selected template folder.
- All other settings are used to save templates (see Chapter 9.8 Autogeneration of Reports) and are not saved when the program is closed.

## 9.4 Report Generation

Please, do the following to generate a report:

- Go to the Employee tab:
  - Select employees for the report:
- Go the Report tab:
  - Set a reporting period
  - Select a type of report
    - If necessary, define additional parameters ( **Overtime, Late Punch-In, Short Break, Punch-In Tolerance**
- Press the **Generate** button.



*At the beginning of software usage (in order to be acquainted with the Time and Attendance client), or if reported figures seem wrong, it is required (for the assessment of a report generated) to use two reports each time: a required report and the Employee Detailed Report. The Employee Detailed Report shows all punching events of employees for a set period, which can be used to assess the entire logic of the other reports (e.g. if the employee has no punches during a certain day, or he has a recorded punch-in and no punch-out, etc.) and also shows what access zone area was accessed (if a working area or not). All such things become visible when the Employee Detailed Report is generated.*

*In addition, the Employee Report is used to show all information about the employee's working time for each day for a selected period.*

It should be kept in mind, that the following reports: Standard Timesheet, Standard Timesheet ( with absence reasons), Problem Employees, Late Punch-Ins, Early Punch-Outs, Employee Report, Employee Final Report, Simple Report, Report on Schedule Disruption, Hours Worked, Absentees, T-12 Unified Form, T-13 Unified Form are generated following the same algorithm and differ only by fields displayed in a report.

Therefore, the following parameters and methods affect the above reports:

- Include overtime in hours worked (if the *Account for overtime* is enabled)
- Do not count breaks as working time
- Soft absences processing
- Absence reasons processing
- Day carryover ban processing
- Per zone location search back to ..
- Maximum time inside the perimeter not to exceed...
- Overtime ( with enabled *Account for overtime* and *Include overtime in hours worked* )
- Late punch-in
- Short Break parameter (if the *Apply Shot Break* method is selected for processing *soft absences*)

The Employee Detailed report shows all punching events of the employee for a set period. The following parameter affects the report:

- Full detailed report on employee

The Absence Reasons report shows all legitimate reasons of employee absences for a set period. Parameters do not affect this report.

### 9.4.1 The Report Tab

This tab allows selection of the following:

- The first and last days of a reporting period
- Type of report
- Additional reporting parameters

The Report tab looks as follows:

Report Employees

Type: Standard Timesheet

From: Monday, April 14

To: Monday, April 14

Overtime: 0 minutes


Late Punch-In: 0 minutes

Early Punch-Out: 0 minutes

Generate

The starting date of the report is set in the **From** field.

The end of the report is set in the **Till** field.

Pressing  will bring out a dialog box to select days for these fields:

Monday, April 14

April, 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today: 4/14/2014

The arrow buttons ◀ and ▶ can be used to navigate.

A month is selected by clicking a month field:

Monday, April 14

2014

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

Today: 4/14/2014

A year is selected by pressing a year field:

Monday , April 14, ▼

◀ 2010-2019 ▶

2009	2010	2011	2012
2013	2014	2015	2016
2017	2018	2019	2020

Today: 4/14/2014

The **Overtime** field is used to set minutes for which attendance at work is not regarded as overtime (It is applied for **Evening Overtime** only).

*Supposing that an employee works till 18:00. One day, the employee punched out at 18:09:*

1. Overtime 8 minutes
2. (or less)

Employee ▲	Date	Evening overtime
Smith John Kevin	23.07.2014	0:09

3. Overtime 9 minutes
4. (or more)

Employee ▲	Date	Evening overtime
Smith John Kevin	23.07.2014	0:00

The **Late Punch-In** field is used to set minutes allowable for the employee to be late for work and not yet regarded as a late punch-in (this is applicable only for accounting of Late Punch-Ins and it does not affect Late Punch-Ins During a Day)

*Our example assumes that an employee's scheduled working time starts at 9:00. One day, the employee punched in at 09:07:*

1. Late Punch-In 6 minutes
2. (or less)

Employee ▲	Date	Hours Worked	Late punch-in
Tuma Bonnie	23.07.2014	7:53	0:07

3. Late Punch-In 7 minutes
4. (or more)

Employee ▲	Date	Hours Worked	Late punch-in
Tuma Bonnie	23.07.2014	8:00	0:00

The **Short Break** field is used to set minutes for which an employee is allowed to leave work without regarding it as absence (it applies for the **Short Breaks** processing method; if this method is not selected, the Short Break parameter is not accessible on the Report tab)

*Supposing that an employee left the working area for 4 minutes:*

1. Short Break  minutes

2. (or more)

Employee	Date	Hours Worked	Late punch-in	Soft absences
Peterson Peter	04.06.2014	8:00	0:00	0:04

3. Short Break  minutes

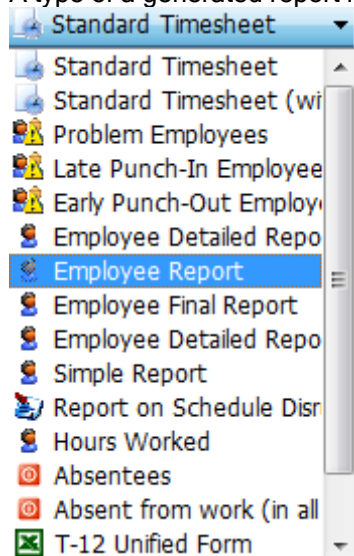
4. (or less)

Employee	Date	Hours Worked	Unjustified Absence	Soft absences
Peterson Peter	04.06.2014	7:56	0:04	0:00

*The employee may leave his working area multiple times. The duration of each break compares individually against the duration set for a Short Break.*

The **Early Punch-Out** field is used to set time (in minutes) till the end of a working day when an employee may leave a working area without regarding it as an early punch-out.

A type of a generated report is defined in the **Type** field:

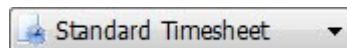


The above screenshot shows types of reports that the system can generate:

- ✓ Standard Timesheet
- ✓ Standard Timesheet (with absence reasons)
- ✓ Problem Employees
- ✓ Late Punch-In Employees
- ✓ Early Punch-Out Employees
- ✓ Employee Detailed Report
- ✓ Employee Report
- ✓ Employee Final Report
- ✓ Simple Report
- ✓ Report on Schedule Disruptions

- ✓ Hours Worked
- ✓ Absentees
- ✓ T-12 Unified Form
- ✓ T-13 Unified Form
- ✓ Absence Reasons

#### 9.4.1.1 Standard Timesheet



Standard Timesheet: from 16.07.2014 to 23.07.2014

Employee: (--All Employees--)

Employee	Job Titles	Empl ID	Department ▲	Company	16	17	18	19
Ivanov Peter	Manager	5	Executive Management	BOLID Company	8:00	8:00	8:00	7:5
Smith John Kevin	Manager	1	Executive Management	BOLID Company	8:00	8:00	7:50	8:0
Smith Kevin	Sale Clerk	6	Sales Department	BOLID Company	0:15	0:00	0:00	0:0
McKeon Diana	Programmer	3	Software Developments	BOLID Company	8:00	8:00	7:56	7:4
Peterson Peter	Programmer	4	Software Developments	BOLID Company	0:45	0:42	0:41	0:4
Jakson Jack	Softwater Tester	2	Software Testing	BOLID Company	6:50	8:34	5:00	0:0
Tuma Bonnie	Softwater Tester	7	Software Testing	BOLID Company	3:33	0:24	7:46	0:0

This report shows the time worked by employees in a regular format. Each employee's working time is displayed for the specified day of a selected period.

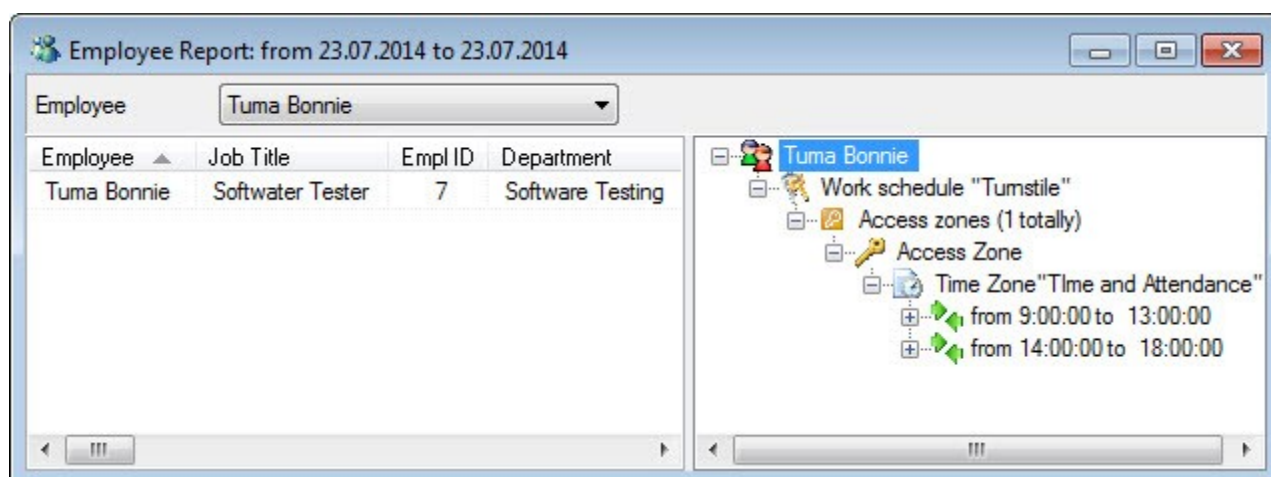
*Attention! We recommend generating this report for the entire month.*

Fields displayed in this report are as follows:

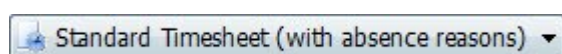
Field	When displayed:
Employee	Always
Job Title	Always
Employee ID	Always
Department	Always
Company	Always
First day of time period	Always
...	...
Last day of time period	Always
Total	Always

When generated, the report presents all employees' details in block. The reports can be filtered by a selected employee to facilitate review. To do that, please select the name of a required employee in the Employee list at the top of the Report screen. When done, you will see the tree of access zones associated with this employee.





#### 9.4.1.2 Standard Timesheet (with absence reasons)



Employee	Job Titles	Empl ID	Department	Company	08	09	10	11
Ivanov Peter	Manager	5	Executive Management	BOLID Company	8:00	8:00	8:00	7:5
Jakson Jack	Software Tester	2	Software Testing	BOLID Company	8:00	8:00	7:50	8:0
McKeon Diana	Programmer	3	Software Developments	BOLID Company	0:15	0:00	0:00	0:0
Peterson Peter	Programmer	4	Software Developments	BOLID Company	8:00	8:00	7:56	7:4
Smith John Kevin	Manager	1	Executive Management	BOLID Company	0:45	0:42	0:41	0:4
Smith Kevin	Sale Clerk	6	Sales Department	BOLID Company	6:50	8:34	5:00	0:0
Tuma Bonnie	Software Tester	7	Software Testing	BOLID Company	3:33	0:24	7:46	0:0

This report shows the time worked by employees in a standard format. It shows hours worked by each employee during a day for the selected period.

Attention! We recommend generating this report for the entire month.

Fields displayed in this report are as follows:

<i>Field</i>	<i>When displayed:</i>
Employee	Always
Job Title	Always
Employee ID	Always
Department	Always
Company	Always
<i>1<sup>st</sup> day of time period</i>	Always
...	...
<i>Last day of time period</i>	Always
Total	Always

*Attention! Unlike the Standard Timesheet, this Standard Timesheet (with absence reasons) will show an absence reason in a relevant cell rather than "00:00", if an employee is absent from work for the entire day and does not have a legitimate absence reason.*

We will consider three types of absence reasons:



- If an absence reason is recorded for an employee but it is not regarded as a legitimate reason:

☐ Regard as a legitimate reason  
☐ But do not consider for accounting

An absence reason will show in red color in a relevant day cell in the report related to this employee:

8:00	0:00	8:04
8:00	business trip	8:00
7:49	8:00	16:19

- If an absence reason is recorded for an employee and is regarded as a legitimate reason,

☒ Regard as a legitimate reason  
☐ But do not consider for accounting

a relevant day cell of a report will show hours worked as per schedule related to such an employee:

7:53	8:00	0:00
8:00	8:00	0:00
0:00	0:00	0:00

- If an absence reason is recorded for an employee and it is regarded as a legitimate reason but is not considered for accounting,

☒ Regard as a legitimate reason  
☒ But do not consider for accounting

the absence reason will be shown in blue color in a relevant day cell in the report on this employee:

8:00	0:00	8:04
8:00	business trip	8:00
7:49	8:00	16:19

When generated, the report presents all employees' details in block. The reports can be filtered by a selected employee to facilitate review. To do that, please select the name of a required employee in the Employee list at the top of the Report screen. When done, you will see the tree of access zones associated with this employee.

#### 9.4.1.3 Problem Employees

 Problem Employees ▾

Problem Employees: from 23.07.2014 to 23.07.2014							
Employee		(--All Employees--)					
Employee	Job Title	Empl ID	Department	Company	Date	Late punc...	Early punct
Ivanov Peter	Manager	5	Executive Management	BOLID Company	23.07.2014	0:01	0:00
Jakson Jack	Softwater Tester	2	Software Testing	BOLID Company	23.07.2014	0:00	0:01
Peterson Peter	Programmer	4	Software Developments	BOLID Company	23.07.2014	0:00	0:01
Smith Kevin	Sale Clerk	6	Sales Department	BOLID Company	23.07.2014	0:00	0:00

This report generates a list of employees with disrupted schedules: late punch-ins, early punch-outs and work absences.

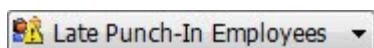
All such schedule disruptions are displayed individually for each day.

The fields displayed in this report are as follows:

<i>Field</i>	<i>When displayed:</i>
Employee	Always
Job Tittle	Always
Empl ID	Always
Department	Always
Company	Always
Date	Always
Late In	Always
Early Out	Always
Absence	Always

When generated, the report presents all employees' details in block. The reports can be filtered by a selected employee to facilitate review. To do that, please select the employee's from Employee List at the top of the Report screen. When done, you will see the tree of access zones associated with this employee.

#### 9.4.1.4 Late Punch-In Employees



Employee	Job Title	Empl ID	Department	Company	Date	Late punch-in
Ivanov Peter	Manager	5	Executive Management	BOLID Company	01.07.2014	1:29
Peterson Peter	Programmer	4	Software Developments	BOLID Company	08.07.2014	2:23
Peterson Peter	Programmer	4	Software Developments	BOLID Company	15.07.2014	0:17
Tuma Bonnie	Softwater Tester	7	Software Testing	BOLID Company	14.07.2014	2:37

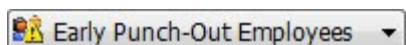
This report generates the list of latecomers. It shows the latecomers' punch-ins individually for each day.

The fields displayed in the report are as follows:

<i>Field</i>	<i>When displayed</i>
Employee	Always
Job Tittle	Always
Emp ID	Always
Department	Always
Company	Always
Data	Always
Late Punch-In	Always

When generated, the report presents all employees' details in block. The reports can be filtered by a selected employee to facilitate review. To do that, please select the employee's name from the Employee List at the top of the Report screen. When done, you will see the tree of access zones associated with this employee.

#### 9.4.1.5 Early Punch-Out Employees



Early Punch-Out Employees: from 17.06.2014 to 27.07.2014

Employee (---All Employees---)

Employee	Job Title	Empl ID	Department	Company	Date	Early punch-out
Ivanov Peter	Manager	5	Executive Management	BOLID Company	30.06.2014	1:30
Ivanov Peter	Manager	5	Executive Management	BOLID Company	08.07.2014	2:48
Smith John Kevin	Manager	1	Executive Management	BOLID Company	30.06.2014	5:00
Peterson Peter	Programmer	4	Software Developments	BOLID Company	01.07.2014	0:32
Peterson Peter	Programmer	4	Software Developments	BOLID Company	07.07.2014	3:26
Peterson Peter	Programmer	4	Software Developments	BOLID Company	08.07.2014	6:37
Peterson Peter	Programmer	4	Software Developments	BOLID Company	23.07.2014	0:01
Jakson Jack	Software Tester	2	Software Testing	BOLID Company	22.07.2014	0:14
Jakson Jack	Software Tester	2	Software Testing	BOLID Company	23.07.2014	0:01
Tuma Bonnie	Software Tester	7	Software Testing	BOLID Company	18.07.2014	0:14

This report generates a list of employees who left work earlier than due time. Early punch-outs are shown individually for each day.

The fields displayed in the report are as follows:

Field	When displayed:
Employee	Always
Job Title	Always
Emp ID	Always
Department	Always
Company	Always
Data	Always
Early Punch-Outs	Always

When generated, the report presents all employees' details in block. The reports can be filtered by a selected employee to facilitate review. To do that, please select the employee's name from the Employee List at the top of the Report screen. When done, you will see the tree of access zones associated with this employee.

#### 9.4.1.6 Employee Detailed Report

Employee Detailed Report

Detailed Report: from 30.06.2014 to 23.07.2014

Employee (---All Employees---)

Employee	Job Title	Empl ID	Department	Company	Date and Time	Direction	Ac
McKeon Diana	Programmer	3	Software Developments	BOLID Company	21.07.2014 17:56:02	Exit	
McKeon Diana	Programmer	3	Software Developments	BOLID Company	22.07.2014 8:55:59	Exit	
McKeon Diana	Programmer	3	Software Developments	BOLID Company	22.07.2014 18:11:05	Entry	
McKeon Diana	Programmer	3	Software Developments	BOLID Company	22.07.2014 18:40:09	Entry	
McKeon Diana	Programmer	3	Software Developments	BOLID Company	22.07.2014 18:40:50	Exit	
McKeon Diana	Programmer	3	Software Developments	BOLID Company	22.07.2014 18:41:21	Entry	
McKeon Diana	Programmer	3	Software Developments	BOLID Company	23.07.2014 9:02:47	Entry	
Peterson Peter	Programmer	4	Software Developments	BOLID Company	01.07.2014 17:28:25	Exit	
Peterson Peter	Programmer	4	Software Developments	BOLID Company	01.07.2014 17:28:30	Entry	
Peterson Peter	Programmer	4	Software Developments	BOLID Company	07.07.2014 14:34:38	Exit	
Peterson Peter	Programmer	4	Software Developments	BOLID Company	07.07.2014 14:34:44	Entry	

The Employee Detailed Report displays all an employee's punches for the defined period at the level of events recorded in the Orion Pro system.

The fields displayed in the report are as follows:

<i>Field</i>	<i>When displayed:</i>
Employee	Always
Job Title	Always
Emp. ID	Always
Department	Always
Company	Always
Date and Time	Always
Direction	Always
Access Point	Always
Comments	Always
Accounting	Always
Access Zone	Always

When generated, the report presents all employees' details in block. The reports can be filtered by a selected employee to facilitate review. To do that, please select the employee's name from the Employee List at the top of the Report screen. When done, you will see the tree of access zones associated with this employee.

*Attention! This report is very important for the assessment of all other reports.*

*The following fields deserve special attention:*

- *Access Zone: The ID of a zone accessed by employee*
- *Accounted: Whether this zone is a working area (whether the attendance in this area is regarded as attendance at work)*

*Below we review an example, where the employee's time and attendance are accounted in Access Zone 1 only.*

*Supposing that the employee has the following record for one working day:*

Employee ▲	Date and Time	Direction	Access Point	Accounting	Access Zone
Peterson Peter	04.06.2014 8:50:40	Entry	Entry turnstile	Yes	1
Peterson Peter	04.06.2014 18:05:38	Exit	Exit turnstile	No	0

*Therefore, when generating reports of other types, the program will show an employee attending work from 8:45 to 18:14.*

*Supposing that the employee has the following records for another workday:*

Employee ▲	Date and Time	Direction	Access Point	Accounting	Access Zone
Peterson Peter	04.06.2014 8:50:40	Entry	Entry turnstile	Yes	1
Peterson Peter	04.06.2014 13:15:34	Entry	Canteen/Smoking Room Door	No	2
Peterson Peter	04.06.2014 13:41:06	Exit	Canteen/Smoking Room Door	Yes	1
Peterson Peter	04.06.2014 18:05:38	Exit	Exit turnstile	No	0

*Notice that the employee accessed non-working area at 13:10 and returned to a working area at 13:33.*

*Therefore, when generating other reports, the program will regard the employee attending work from 08:45 to 13:10 and from 13:33 to 18:14.*

#### 9.4.1.7 Employee Report



Employee Report ▼

Employee Report: from 30.06.2014 to 23.07.2014

Employee: (---All Employees---) ▼

Employee ▲	Job Title	Empl ID	Department	Company	Date	Hours Worked	Late punch-in
Tuma Bonnie	Softwater Tester	7	Software Testing	BOLID Company	15.07.2014	8:00	0:00
Tuma Bonnie	Softwater Tester	7	Software Testing	BOLID Company	16.07.2014	3:33	0:00
Tuma Bonnie	Softwater Tester	7	Software Testing	BOLID Company	17.07.2014	0:00	0:00
Tuma Bonnie	Softwater Tester	7	Software Testing	BOLID Company	18.07.2014	7:46	0:00
Tuma Bonnie	Softwater Tester	7	Software Testing	BOLID Company	22.07.2014	8:00	0:00
Tuma Bonnie	Softwater Tester	7	Software Testing	BOLID Company	23.07.2014	8:00	0:00

This report presents a selected employee's hours worked, late punch-ins, overtime, absences, and early punch-outs calculated for each day of a set period.

The fields displayed in the report are as follows:

Field	When displayed:
Employee	Always
Job Title	Always
Emp ID	Always
Department	Always
Company	Always
Date	Always
Hours Worked	Always
Absence	Always
Soft Absence	If one of the soft absence processing methods is selected
Morning Overtime	If the <b>Account for overtime</b> parameter is enabled <input checked="" type="checkbox"/> Account for overtime
Late Punch-In	If the <b>Account for late punch-ins and early punch-outs</b> parameter is enabled <input checked="" type="checkbox"/> Account for late punch-ins and early punch-outs
Early punch-out during a day	If the <b>Account for late punch-ins and early punch-outs</b> parameter is enabled <input checked="" type="checkbox"/> Account for late punch-ins and early punch-outs
Late punch-in during a day	If the <b>Account for late punch-ins and early punch-outs</b> parameter is enabled <input checked="" type="checkbox"/> Account for late punch-ins and early punch-outs
Early punch-out	If the <b>Account for late punch-ins and early punch-outs</b> parameter is enabled <input checked="" type="checkbox"/> Account for late punch-ins and early punch-outs
Evening Overtime	If the <b>Account for overtime</b> parameter is enabled <input checked="" type="checkbox"/> Account for overtime
Work on Holidays	If the <b>Account for overtime</b> parameter is enabled <input checked="" type="checkbox"/> Account for overtime
Total Overtime	If the <b>Account for overtime</b> parameter is enabled <input checked="" type="checkbox"/> Account for overtime
Absence Reason	Always
Absence Reason Comments	Always
Start of Day	Always
End of Day	Always

When generated, the report presents all employees' details in block. The reports can be filtered by a selected employee to facilitate review. To do that, please select the employee's name from the Employee List at the top of the Report screen. When done, you will see the tree of access zones associated with this employee.

#### 9.4.1.8 Employee Final Report

Employee Final Report: from 30.06.2014 to 23.07.2014

Employee: (--All Employees--)

Employee	Job Title	Empl ID	Department	Company	Date	Hours Worked	Late punch-in
Jackson Jack	Software Tester	2	Software Testing	BOLID Company	19.07.2014	0:00	0:00
Jackson Jack	Software Tester	2	Software Testing	BOLID Company	20.07.2014	0:00	0:00
Jackson Jack	Software Tester	2	Software Testing	BOLID Company	21.07.2014	0:30	8:30
Jackson Jack	Software Tester	2	Software Testing	BOLID Company	22.07.2014	7:46	0:00
Jackson Jack	Software Tester	2	Software Testing	BOLID Company	23.07.2014	7:59	0:00
TOTAL						16:15	8:30

This report displays hours worked, late punch-ins, overtime, absences, and early punch-outs calculated for selected employees for each day of a defined period. In addition, total calculations are displayed for all days.


*Attention: Unlike the Employee Report, this Employee Final Report includes the total calculation generated for each employee for all days of a defined period*

The fields displayed in the report are as follows:

Field	When displayed:
Employee	Always
Job Title	Always
Emp ID	Always
Department	Always
Company	Always
Date	Always
Hours Worked	Always
Absence	Always
Soft Absence	If one of the soft absence processing methods is selected
Morning Overtime	If the <b>Account for overtime</b> parameter is enabled <input checked="" type="checkbox"/> Account for overtime
Late Punch-In	If the <b>Account for late punch-ins and early punch-outs</b> parameter is enabled <input checked="" type="checkbox"/> Account for late punch-ins and early punch-outs
Early punch-out during a day	If the <b>Account for late punch-ins and early punch-outs</b> parameter is enabled <input checked="" type="checkbox"/> Account for late punch-ins and early punch-outs
Late punch-in during a day	If the <b>Account for late punch-ins and early punch-outs</b> parameter is enabled <input checked="" type="checkbox"/> Account for late punch-ins and early punch-outs
Early punch-out	If the <b>Account for late punch-ins and early punch-outs</b> parameter is enabled <input checked="" type="checkbox"/> Account for late punch-ins and early punch-outs
Evening Overtime	If the <b>Account for overtime</b> parameter is enabled <input checked="" type="checkbox"/> Account for overtime
Work on Holidays	If the <b>Account for overtime</b> parameter is enabled <input checked="" type="checkbox"/> Account for overtime
Total Overtime	If the <b>Account for overtime</b> parameter is enabled <input checked="" type="checkbox"/> Account for overtime
Absence Reason	Always
Absence Reason Comments	Always
Start of Day	Always
End of Day	Always

When generated, the report presents all employees' details in block. The reports can be filtered by a selected employee to facilitate review. To do that, please select the employee's name from the Employee List at the top of the Report screen. When done, you will see the tree of access zones associated with this employee.

#### 9.4.1.9 Employee Detailed Report (Simple)

 Employee Detailed Report (simple) ▾

Employee Detailed Report (simple): from 22.07.2014 to 23.07.2014

Employee: (---All Employees---) ▾

Employee ▲	Job Title	Empl ID	Department	Company	Date and Time 1	Direction 1
Jakson Jack	Softwater Tester	2	Software Testing	BOLID Company	22.07.2014 8:22:14	Exit
Jakson Jack	Softwater Tester	2	Software Testing	BOLID Company	23.07.2014 9:03:06	Entry
McKeon Diana	Programmer	3	Software Developments	BOLID Company	22.07.2014 8:55:59	Exit
McKeon Diana	Programmer	3	Software Developments	BOLID Company	23.07.2014 9:02:47	Entry
Peterson Peter	Programmer	4	Software Developments	BOLID Company	22.07.2014 8:55:54	Exit
Peterson Peter	Programmer	4	Software Developments	BOLID Company	23.07.2014 9:07:43	Entry
Smith John Kevin	Manager	1	Executive Management	BOLID Company	22.07.2014 8:22:12	Exit
Smith John Kevin	Manager	1	Executive Management	BOLID Company	23.07.2014 9:00:24	Entry
Tuma Bonnie	Softwater Tester	7	Software Testing	BOLID Company	22.07.2014 9:10:37	Exit
Tuma Bonnie	Softwater Tester	7	Software Testing	BOLID Company	23.07.2014 9:07:18	Entry

The **Employee Detailed Report (Simple)** displays the first and last punches of employees for each day of the defined period at level of events recorded in the Orion Pro system.

The fields displayed in the report are as follows:

<i>Field</i>	<i>When displayed:</i>
Сотрудник	Always
Job Tittle	Always
Emp ID	Always
Department	Always
Company	Always
Date and Time 1	Always
Direction 1	Always
Access Point 1	Always
Calculated 1	Always
Access Zone 1	Always
Date and Time 2	Always
Direction2	Always
Access Point 2	Always
Calculated 2	Always
Access Zone 2	Always

When generated, the report presents all employees' details in block. The reports can be filtered by a selected employee to facilitate review. To do that, please select the employee's name from the Employee List at the top of the Report screen. When done, you will see the tree of access zones associated with this employee.

#### 9.4.1.10 Simple Report

 Simple Report ▾

Simple Report: from 22.07.2014 to 23.07.2014

Employee: (---All Employees---)

Employee	Job Title	Empl ID	Department	Company	Date	Hours Worked	Absence
Ivanov Peter	Manager	5	Executive Management	BOLID Company	22.07.2014	0:00	
Ivanov Peter	Manager	5	Executive Management	BOLID Company	23.07.2014	0:00	
Jakson Jack	Softwater Tester	2	Software Testing	BOLID Company	22.07.2014	7:46	
Jakson Jack	Softwater Tester	2	Software Testing	BOLID Company	23.07.2014	7:59	
McKeon Diana	Programmer	3	Software Developments	BOLID Company	22.07.2014	8:00	
McKeon Diana	Programmer	3	Software Developments	BOLID Company	23.07.2014	8:00	
Peterson Peter	Programmer	4	Software Developments	BOLID Company	22.07.2014	8:00	
Peterson Peter	Programmer	4	Software Developments	BOLID Company	23.07.2014	7:59	
Smith John Kevin	Manager	1	Executive Management	BOLID Company	22.07.2014	7:49	
Smith John Kevin	Manager	1	Executive Management	BOLID Company	23.07.2014	8:00	
Smith Kevin	Sale Clerk	6	Sales Department	BOLID Company	22.07.2014	0:00	
Smith Kevin	Sale Clerk	6	Sales Department	BOLID Company	23.07.2014	0:00	
Tuma Bonnie	Softwater Tester	7	Software Testing	BOLID Company	22.07.2014	8:00	
Tuma Bonnie	Softwater Tester	7	Software Testing	BOLID Company	23.07.2014	8:00	

This report shows selected employees' hours worked calculated for each day of the defined period.

The fields displayed in the report are as follows:

Field	When displayed:
Employee	Always
Job Tittle	Always
Emp ID	Always
Department	Always
Company	Always
Date	Always
Hours Worked	Always
Absence Reason	Always
Start of Day	Always
End of Day	Always

When generated, the report presents all employees' details in block. The reports can be filtered by a selected employee to facilitate review. To do that, please select the employee's name from the Employee List at the top of the Report screen. When done, you will see the tree of access zones associated with this employee.

#### 9.4.1.11 Report on Schedule Disruptions

Report on Schedule Disruptions

Report on Schedule Disruptions: from 01.07.2014 to 23.07.2014

Employee: (---All Employees---)

Employee	Job Title	Empl ID	Department	Company	Date	Late punch-in	Punc
Ivanov Peter	Manager	5	Executive Management	BOLID Company	01.07.2014	1:29	
Tuma Bonnie	Softwater Tester	7	Software Testing	BOLID Company	14.07.2014	2:37	
Tuma Bonnie	Softwater Tester	7	Software Testing	BOLID Company	16.07.2014	5:27	
Tuma Bonnie	Softwater Tester	7	Software Testing	BOLID Company	17.07.2014	8:05	
Ivanov Peter	Manager	5	Executive Management	BOLID Company	09.07.2014	0:00	



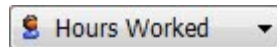
This report displays disruptions such as late punch-ins, absences, and early punch-outs calculated for selected employees for each day of the defined period

The fields displayed in the report are as follows:

<i>Field</i>	<i>When Displayed:</i>
Employee	Always
Job Title	Always
Emp ID	Always
Department	Always
Company	Always
Date	Always
Late punch-in	Always
Lunch punch-out (punch-out for lunch)	Always
Early punch-out during a day	Always
Lunch punch-in (Punch-in after lunch)	Always
Late punch-in during a day	Always
Early punch-out	Always
Absence	Always
Absence reason	Always
Start of Day	Always
End of Day	Always

When generated, the report presents all employees' details in block. The reports can be filtered by a selected employee to facilitate review. To do that, please select the employee's name from the Employee List at the top of the Report screen. When done, you will see the tree of access zones associated with this employee.

#### 9.4.1.12 Hours Worked Report



Employee	Job Title	Empl ID	Department	Company	Hours Worked	Late punch-in
Ivanov Peter	Manager	5	Executive Management	BOLID Company	33:06	7:06
Smith John Kevin	Manager	1	Executive Management	BOLID Company	16:19	8:30
McKeon Diana	Programmer	3	Software Developments	BOLID Company	17:00	17:00
Peterson Peter	Programmer	4	Software Developments	BOLID Company	19:42	16:42
Smith Kevin	Sale Clerk	6	Sales Department	BOLID Company	0:00	0:00
Jakson Jack	Softwater Tester	2	Software Testing	BOLID Company	16:15	8:30
Tuma Bonnie	Softwater Tester	7	Software Testing	BOLID Company	43:01	24:14

This report displays calculated hours worked, late punch-ins, overtime, absences and early punch-outs.

*This report differs from the Employee report by presenting all data as totals for the entire period whereas data in the Employee Report are generated individually for each day.*

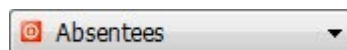
The fields displayed in the report are as follows:

<i>Field</i>	<i>When displayed:</i>
Employee	Always
Job Title	Always
Emp ID	Always

Department	Always
Company	Always
Hours Worked	Always
Absence	Always
Soft Absence	If one of the soft absence processing methods is selected
Morning Overtime	If the <b>Account for overtime</b> parameter is enabled <input checked="" type="checkbox"/> Account for overtime
Late Punch-In	If the <b>Account for late punch-ins and early punch-outs</b> parameter is enabled <input checked="" type="checkbox"/> Account for late punch-ins and early punch-outs
Early Punch-Out During Day	If the <b>Account for late punch-ins and early punch-outs</b> parameter is enabled <input checked="" type="checkbox"/> Account for late punch-ins and early punch-outs
Late Punch-In During Day	If the <b>Account for late punch-ins and early punch-outs</b> parameter is enabled <input checked="" type="checkbox"/> Account for late punch-ins and early punch-outs
Early Punch-Out	If the <b>Account for late punch-ins and early punch-outs</b> parameter is enabled <input checked="" type="checkbox"/> Account for late punch-ins and early punch-outs
Evening Overtime	If the <b>Account for overtime</b> parameter is enabled <input checked="" type="checkbox"/> Account for overtime
Start of Day	Always
End of Day	Always

When generated, the report presents all employees' details in block. The reports can be filtered by a selected employee to facilitate review. To do that, please select the employee's name from the Employee List at the top of the Report screen. When done, you will see the tree of access zones associated with this employee.

#### 9.4.1.13 Absentees



Employee	Job Title	Empl ID	Department	Company	Date	Absence Reasons
Ivanov Peter	Manager	5	Executive Management	BOLID Company	21.07.2014	Day Off
Ivanov Peter	Manager	5	Executive Management	BOLID Company	22.07.2014	Day Off
Ivanov Peter	Manager	5	Executive Management	BOLID Company	23.07.2014	Business trip
Smith Kevin	Sale Clerk	6	Sales Department	BOLID Company	21.07.2014	Business trip
Smith Kevin	Sale Clerk	6	Sales Department	BOLID Company	22.07.2014	Day Off
Smith Kevin	Sale Clerk	6	Sales Department	BOLID Company	23.07.2014	Day Off

The Absentees report generates list of employees **absent from work during a given time within a specified period.**

The fields in this report are as follows:

Field	When displayed:
Employee	Always
Emp ID	Always
Department	Always
Company	Always
Date	Always
Absence Reasons	Always
Start of Day	Always

End of Day	Always
------------	--------

The **Absence reason** field can contain the following reasons:

- **Arrived at...** is when an employee was absent at the time set for the report but arrived at work later at the time specified in this field (this is also the case when the employee had been at work but left it without returning back further: this may be tracked in the Start of Day field )
- **Left at...** is when an employee had been at work but left it (without returning back)
- **Unjustified Absence...** is when an employee was absent from work during the entire day without a legitimate reason.  
*Attention!* The unjustified absence can be recorded in this report even when an absence reason is specified but it is not regarded as a legitimate one.  
*Attention! In this case, Start of Day and End of Day fields will be filled in with the employee's working time per schedule rather than actual information.*
- **Absence reason...** is when employee was absent from work during the entire day and has a legitimate reason shown in the field.  
*Attention!* In this case, Start of Day and End of Day fields will contain the employee's working time per schedule rather than the relevant information.
- **Day Off...** is when employee should not attend work because it is a day off.  
*Attention!: If an employee attends work on a day off, the employee will not get the Day Off reason but Arrived at or Left at depending on the employee's punching events, or nothing would be shown if the employee attended work at required time.*

When generated, the report presents all employees' details in block. The reports can be filtered by a selected employee to facilitate review. To do that, please select the employee's name from the Employee List at the top of the Report screen. When done, you will see the tree of access zones associated with this employee.

#### 9.4.1.14 T-12 Unified Form

T-12 Unified Form

59	1. Time and Attendance																				
61	Item Line No	Name, Initials, Job Title (profession, category)	Employee ID	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total time worked in 1st half of the month	16	
62																					
63																					
64																					
65	1	2	3	4															5		
66	1	Ivanov Peter , Manager	5																		
67				2.33	5.53	5.50	0	0	0	9.22	4.11	0	0	0	0	0	0	0	84.2	0	
68	2	Jakson Jack , Softwater Tester	2																		
69				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

This report generates a standard T-12 Form.

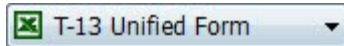
**Attention!** This report is not displayed in the Time and Attendance program but it is opened directly in the Excel format. Therefore, MS Excel needs to be installed to generate this report.

You can see the structure of a T-12 Form if you open the *forma\_t12\_names.xls* file located in the folder where Orion Pro is installed.

**Attention!** The Time and Attendance records only on p.2 of T-12 Form.

*Attention! Now the Time and Attendance supports exporting to Microsoft Excel 2003 or earlier Excel versions*

#### 9.4.1.15 T-13 Unified Form



16	Item Line No	Name, Initials, Job Title (profession, category)	Employee ID	Attendance records by month days																
17				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	X	
18																				
19																				
20																				
21				16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
22																				
23	1	2	3	4																
24		Smithh	1																X	
25				0	0	0	0	0	0	0		8	8	8	8				X	
26																				
27																				
28		Jack	2									8	8	8			8		X	
29																			X	

This report generates standards T-13 Form.

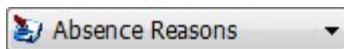
*Attention!* This report is not displayed in the Time and Attendance program but it is opened directly in the Excel format. Therefore, MS Excel must be installed for this report to be generated.

You can see the structure of T-13 Form if you open the *forma\_t12\_names.xls* file located in the folder where Orion Pro is installed.

Attention! The Time and Attendance program records only on p. 1 of T-13 Form.

*Attention! Now, the Time and Attendance supports report exports to Microsoft Excel 2003 or earlier Excel versions*

#### 9.4.1.16 Absence Reasons



Absence reasons: from 01.07.2014 to 31.07.2014						
Employee		(--All Employees--)				
Employee	Job Title	Empl ID	Department	Company	Absence Reasons	Legitimate Reason
Ivanov Peter	Manager	5	Executive Management	BOLID Company	PC failure	Yes
Ivanov Peter	Manager	5	Executive Management	BOLID Company	Business trip	Yes
Smith Kevin	Sale Clerk	6	Sales Department	BOLID Company	Business trip	Yes
Smith Kevin	Sale Clerk	6	Sales Department	BOLID Company	Day Off	Yes

This report shows legitimate reasons of absence of selected employees for a set period.

The fields displayed in this reports are as follows:


<i>Field</i>	<i>When displayed:</i>
Employees	Always
Emp ID	Always
Department	Always
Company	Always
Absence Reasons	Always
Legitimate Reasons	Always
Do not consider for accounting	Always
Operator	Always
Reason Dates	Always
Number of Days	Always
Time of Reasons	Always
Hours	Always

When generated, the report presents all employees' details in block. The reports can be filtered by a selected employee to facilitate review. To do that, please select the employee's name from the Employee List at the top of the Report screen. When done, you will see the tree of access zones associated with this employee.

#### **9.4.2 The Employees Tab**

This tab is used to select employees for the report.

The figure below shows the Employees tab:

 Employees

Firms (---All Companies---

Department (---All Departments---

Employees (6)

Empl ID	Name
<input type="checkbox"/> 2	Ivanov P..
<input type="checkbox"/> 4	Jakson J..
<input type="checkbox"/> 5	McKeon D..
<input type="checkbox"/> 3	Peterson P..
<input type="checkbox"/> 1	Smith J.K.
<input type="checkbox"/> 6	Tuma B..

☐ ☐ ☐

Search by

The **Department** dropdown list allows you to select a department for the report. You can select any specific department or prefer to choose all employees by selecting **---All Departments---** at the top of the list.

(---All Departments---

Executive Management

Sales Department

Software Developments

Software Testing

Once you have selected a required department, the employees of the selected department will show underneath, in the **Employees** list. Please check boxes next to employees' names to include them in the report.

Department Executive Manager

Employees (2)

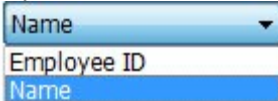
Empl ID	Name
<input checked="" type="checkbox"/> 3	Peterson P..
<input type="checkbox"/> 1	Smith J.K.

The following three buttons will help a user to work with the list:

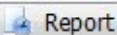

	Select All Employees
	Clear All Employees
	Invert Selection

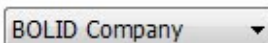
#### 9.4.2.1 Employee Quick Search

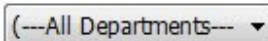
The Employee list has **Quick Search** by employee names or IDs. To do so, select a type of search in the **Search by** dropdown box:

Search by 

Then, please type the first letters of an employee's name or ID's first digits (depending on a desired type of search). While an employee name or ID is entered, a cursor moves to the nearest employee's name or ID with identical first letters or digits. If you type wrong characters, you can delete them by pressing **<BackSpace>**.

 Report  Employees

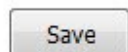
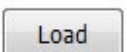
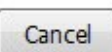
Firms 


Department 

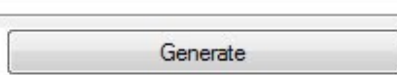
Employees (6)

Empl ID	Name
<input type="checkbox"/> 2	Ivanov P..
<input type="checkbox"/> 4	Jakson J..
<input type="checkbox"/> 5	McKeon D..
<input type="checkbox"/> 3	Peterson P..
<input type="checkbox"/> 1	Smith J.K.
<input type="checkbox"/> 6	Tuma B..

Search by 



#### 9.4.2.2 Templates

The Time and Attendance software module has templates incorporated to make work with the employee list easier.

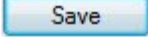
The template is the selection of employee names stored in the memory of the Time and Attendance program.

For example, you can select some employees from the list:

Department (---All Departments--- ▾)

Employees (6)

Empl ID	Name
<input type="checkbox"/> 2	Ivanov P..
<input checked="" type="checkbox"/> 4	Jakson J..
<input type="checkbox"/> 5	McKeon D..
<input checked="" type="checkbox"/> 3	Peterson P..
<input type="checkbox"/> 1	Smith J.K.
<input type="checkbox"/> 6	Tuma B..

You may save your choice as a template by pressing  or selecting Save Template in the **File** menu:

File Server Export Window

Options

Load Template

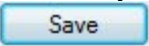
**Save Template**

About Program


Edit Configuration File for Autogeneration

Save Configuration File for Autogeneration

Quit

The Windows dialog box will appear where you should specify the path and name of a file of the desired template to be saved, and then click .

Subsequently, you can load the template of employee selection by clicking

 or selecting File/Load Template:

File Server Export Window

Options

**Load Template**

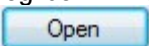
Save Template

About Program

Edit Configuration File for Autogeneration

Save Configuration File for Autogeneration

Quit

The Windows dialog box will appear where you should define the path and the name of the template to be loaded, and click .



The employees highlighted in loaded templates will be selected in the employee list.

Attention! A loaded template is stored in the T&A's memory so if you change the selection of department for the employees list, the employee selected in the template will be selected in the employee list.

Department Executive Manager ▼

Employees (2)

Empl ID	Name
<input checked="" type="checkbox"/> 3	Peterson P..
<input type="checkbox"/> 1	Smith J.K.

To override a template (when changing the selection of department for employee list), press **Cancel**. The template will be unloaded from memory, however it can be loaded in it again, if needed.

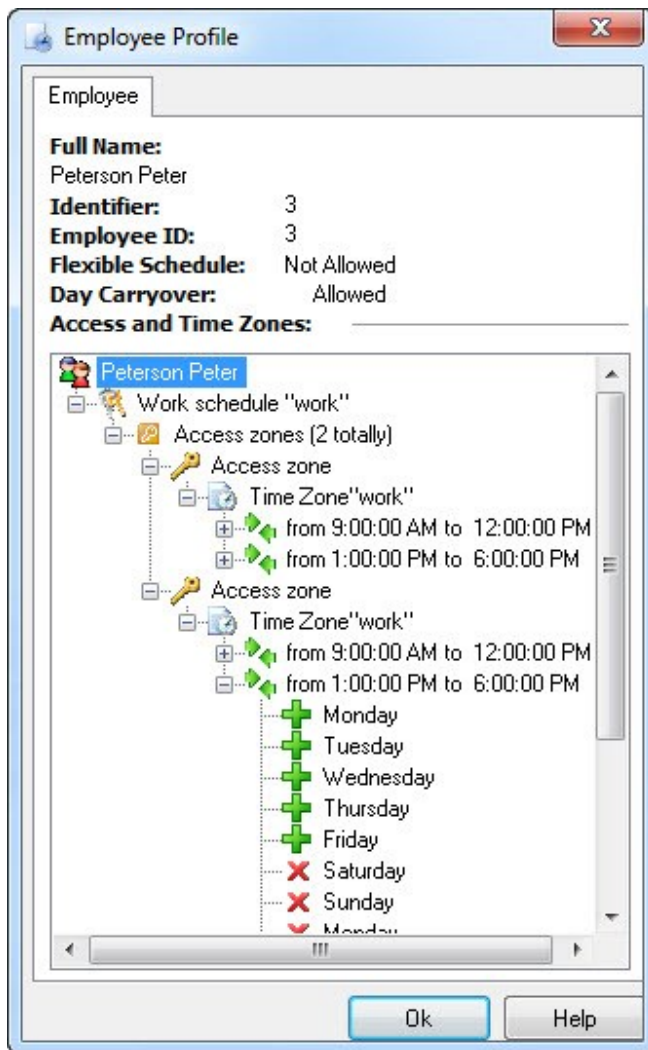
#### 9.4.2.3 Employee Profile

The Employee Profile dialog box displays an access zone where an employee's presence is regarded as attendance at work and other information as well.

To open this dialog box, right click on the employee's name in the employee list and select **Employee Profile** in the context menu.

<span>Employee Profile</span>
<span>Absence Reasons</span>
<span>I-12 and T-13 Alphabetic Codes</span>

The **Employee Profile** window will appear:

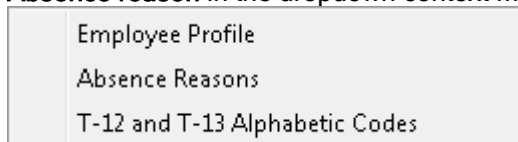


The window contains the following:

- The full name of an employee
- Employee Identifier (Employee ID in the database)
- Employee ID (in Timesheets)
- Whether a flexible schedule is allowed for an employee
- Whether a day carryover is allowed for an employee
- Working schedule in the form of hierarchical tree of access zones with time zones.

## 9.5 Advanced Accounting for Absence Reasons

To access an employee's absence reason, right click a required employee in the employee list and select **Absence reason** in the dropdown context menu:



Then a window will appear displaying the list of absence reasons of a selected employee:

[Smith Kevin] - Absence Reasons							
Start Date	End Date	Start Time	End Time	Reason	Legitimate	Do Not Consider	Operator
21.07.2014	21.07.2014	09:00	12:00	Business trip	Yes	Yes	Smith John Kevin
22.07.2014	23.07.2014	00:00	23:59	Day Off	Yes	No	Smith John Kevin
24.07.2014	24.07.2014	00:00	23:59	Unwellness	No	No	Smith John Kevin

One can work with the list using three buttons in the tools bar at the top of the window:

Button	Actions
	Opens the Absence Reason dialog
	Opens the Absence Reason dialog for editing a selected absence reason
	Deletes a selected absence reason

A user's access to fields on absence reasons varies depending on user's privileges:

- If a user does not have privileges for Time and Attendance, the user may only add and edit his/her own absence reasons but cannot label them as justified reasons. This user may not delete absence reasons. The user will enter her/his name and initials in the Operator field. .
- If a user has privileges for Time and Attendance, the user has full rights to edit absence reasons for all employees of the company. The Operator field will contain the name and initials of the user accessing these features.

Pressing or opens the Absence Reason dialog:

Absence Reason

Provide comments on the absence reason and specify if it is legitimate.

From 21.07.2014 To 21.07.2014  
From 00:00 To 10:59

Absence reason (50 characters)  
Business trip

Comments (255 characters)

☒ Regard as a legitimate reason  
☐ But do not consider for accounting

Ok Cancel Help

You can add a new absence reason or change the old one in this window.

Please, specify the range of date and time where this reason is effective. The program allows you to add absence reasons for several days or one day only. If a reason for several days is used, entering time is not

supported. Thus, in the process of calculation of an employee's hours worked, if an employee has a day absence with a **legitimate reason**, the program will account for the working time of that day in the report.

If a one-day absence is entered, you can specify a precise period to be regarded as justified for the absence from work. When calculating, the software will add this period to working time scheduled for that day.

Enter a brief description of an absence reason in the **Absence Reason** field. The entry in this field cannot exceed 50 characters. The text entered in this field will be displayed in the **Employee Report** in the **Reason** field. The text entered in the **Comments** field (up to 255 characters) will not be displayed anywhere and serves as reference information for supervising staff.

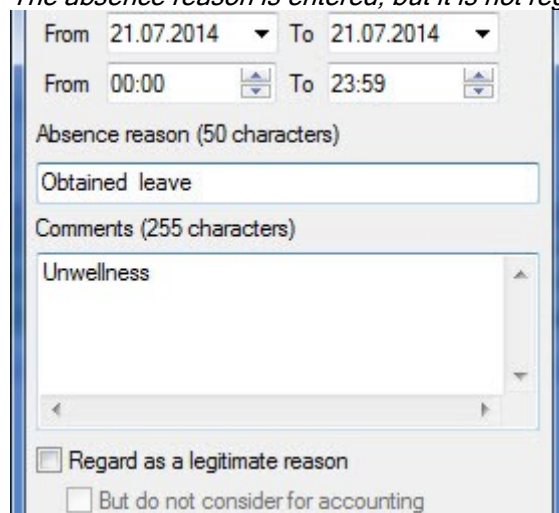
The **Regard as a legitimate reason** parameter allows you to instruct the program that absence duration set for an employee is deemed legitimate and must be accounted for in the report generation.

The **But do not consider for accounting** parameter allows you to enter such reasons when an employee is absent from work but this is not regarded as an illegitimate absence (e.g. in case of employee's leave).

To save the absence reasons press the **OK** button. If you have changed your mind about entering (or adjusting) the absence reason, press the **Cancel** button.

Let's consider an example of accounting for employee's time and attendance (who has an 8-hour standard working schedule but was absent from work for one day) depending on an absence reason.

1. *The absence reason is entered, but it is not regarded as a legitimate one:*



*I would suggest using **feeling not well** instead of unwellness*

Employee ▲	Date	Hours Worked	Unjustified Absence	Absence Reasons
Smith Kevin	24.07.2014	0:00	8:00	Obtained leave

*In this situation, the working time of the employee will be calculated in the same manner as if there were no absence reasons and the entry will be an unjustified absence for 8 hours*

*A red color font is used to display such a reason in a report.*

2. *The absence reason is entered and marked as a legitimate one:*

From 24.07.2014 To 24.07.2014

From 00:00 To 23:59

Absence reason (50 characters)

Business trip

Comments (255 characters)

Trip to company's branch

☒ Regard as a legitimate reason

☐ But do not consider for accounting

Employee	Date	Hours Worked	Unjustified Absence	Absence Reasons
Smith Kevin	24.07.2014	8:00	0:00	Business trip

*That is, the employee's working time will be eight hours in this case.*

*A green font is used to highlight such a reason in reports.*

3. *The absence reason is entered and marked as a legitimate one but with a notice not to consider it for accounting:*

From 24.07.2014 To 24.07.2014

From 00:00 To 23:59

Absence reason (50 characters)

Vacation

Comments (255 characters)

☒ Regard as a legitimate reason

☒ But do not consider for accounting

Employee	Date	Hours Worked	Unjustified Absence	Absence Reasons
Smith Kevin	24.07.2014	0:00	0:00	Vacation

*In this case, the employee will not be assigned hours worked as well as unjustified absence.*

*Such a reason will be displayed in blue in the reports.*

*Note: The Absentees report does not follow the logic above. In this report, if an absence reason is specified but it is not a justified one, the relevant field is filled up with (Unjustified) Absence, the same applies when an employee is absent from work with no absence justification.*

## 9.6 Report Exporting

A generated report is exportable to the following formats:

- Microsoft Excel
- Text file
- Character separated file
- XML
- HTML

*Attention! T-12 and T-13 Unified Forms cannot be exported because they are not displayed in the Time and Attendance software but opened directly in the MS Excel format.*

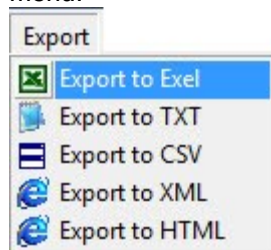
*Important: To export reports and database data to 1C 8.x software, a specific **optional** utility shall be used rather than the Time and Attendance software module.*

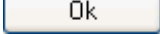
### 9.6.1 Export to Microsoft Excel

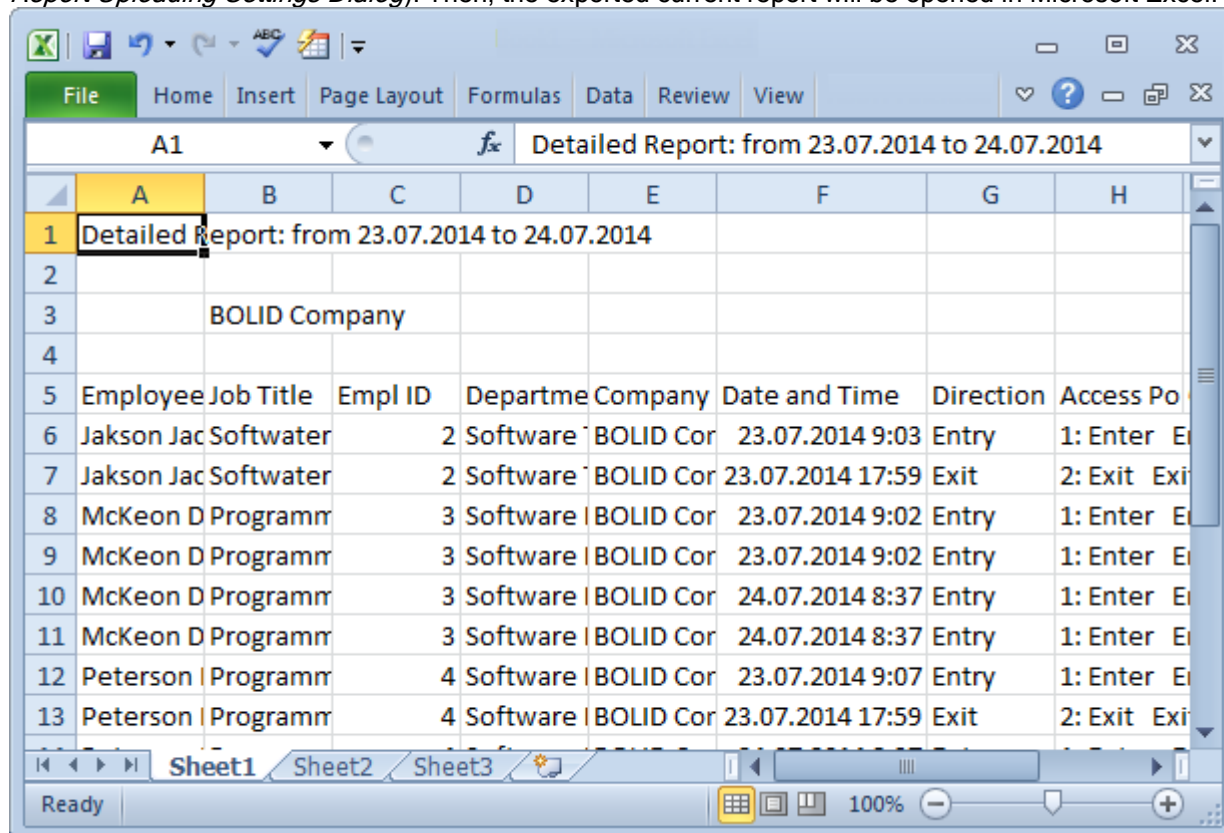
Ability to export to Microsoft Excel format requires this software to be installed on your computer.

*Attention! Currently the Time and Attendance supports exporting to Microsoft 2003 or its earlier versions.*

To export a report to the Excel format, generate a report and select **Export to Microsoft Excel** in the **Export** menu:



Export settings window will appear. Select required columns and click  (See Chapter 9.6.6 Report Uploading Settings Dialog). Then, the exported current report will be opened in Microsoft Excel:



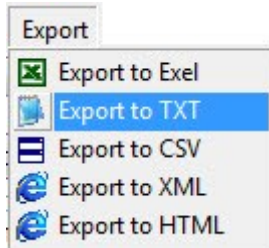
*Attention: If the report uses by-employee filtering, it will export only the data related to a specific employee. To export data covering all employees, select the All Employee option in the Employee dropdown list at the top of the report.*

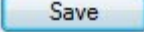
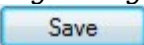


Attention: Unlike other export types, Export to Microsoft Excel format does not save a file automatically

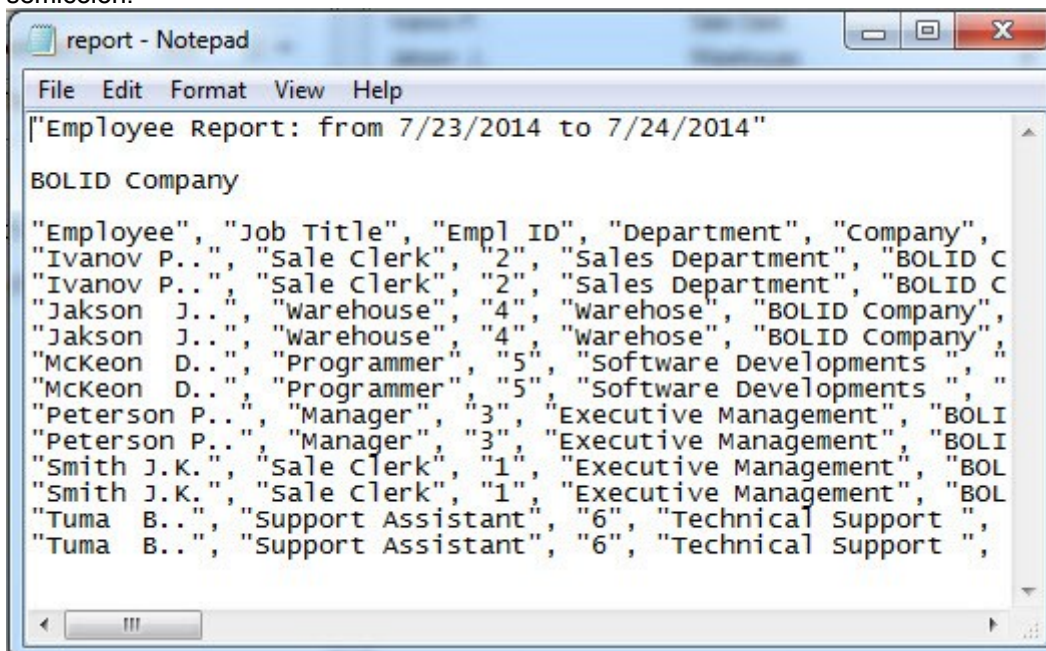
### 9.6.2 Export to Text File

To export a report to a text file (\*.txt), generate a report and select the **Export to text file** command in the **Export** menu.



The export settings window will appear. You should select required columns and click  (See Chapter 9.6.6 *Report Uploading Settings Dialog*), then specify the name and path of the report file in the standard dialog box and click .

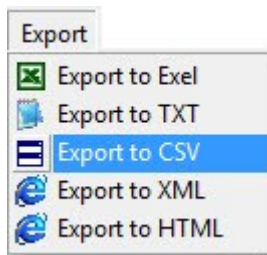
The related file will contain the column headings of the exported report in the fifth line. The lines of the exported report will occupy six and more lines downwards. Each data value will be quoted and separated by a semicolon:



Attention: with by-employee filtering applied in the report, only this employee related data will be exported. To export data covering all employees, select the All Employees option in the Employee dropdown list at the top of the report.

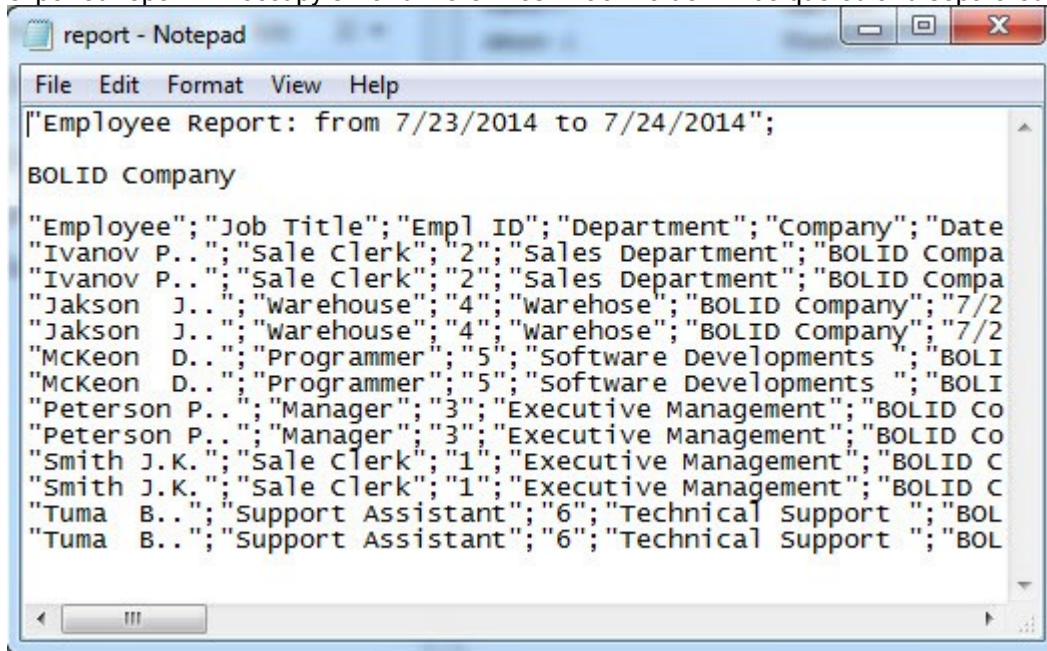
### 9.6.3 Export to CSV File

To export to CSV file (\*.csv), generate a report and select the **Export to CSV file** command in the **Export** menu:



The export settings window will appear. You should select required columns and click  (See Chapter 9.6.6 *Report Uploading Settings Dialog*), then specify the name and path of the report file and click .

The related file will contain the column headings of the exported report in the fifth line. The lines of the exported report will occupy six and more lines. Each value will be quoted and separated by semicolons:



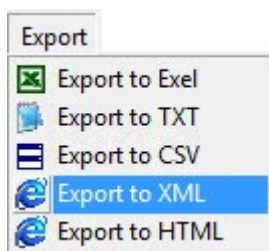


Employee	Job Title	Empl ID	Department	Company	Date and Time	Direction	Access Point	Corridor
JAKSON JAC	Software Engineer	2	Software	BOLID Corporation	23.07.2014 9:03	Entry	1: Enter	Entry
JAKSON JAC	Software Engineer	2	Software	BOLID Corporation	23.07.2014 17:59	Exit	2: Exit	Exit tunnel
McKeon D	Programmer	3	Software	BOLID Corporation	23.07.2014 9:02	Entry	1: Enter	Entry
McKeon D	Programmer	3	Software	BOLID Corporation	23.07.2014 9:02	Entry	1: Enter	Entry
McKeon D	Programmer	3	Software	BOLID Corporation	24.07.2014 8:37	Entry	1: Enter	Entry
McKeon D	Programmer	3	Software	BOLID Corporation	24.07.2014 8:37	Entry	1: Enter	Entry
Peterson	Programmer	4	Software	BOLID Corporation	23.07.2014 9:07	Entry	1: Enter	Entry
Peterson	Programmer	4	Software	BOLID Corporation	23.07.2014 17:59	Exit	2: Exit	Exit tunnel

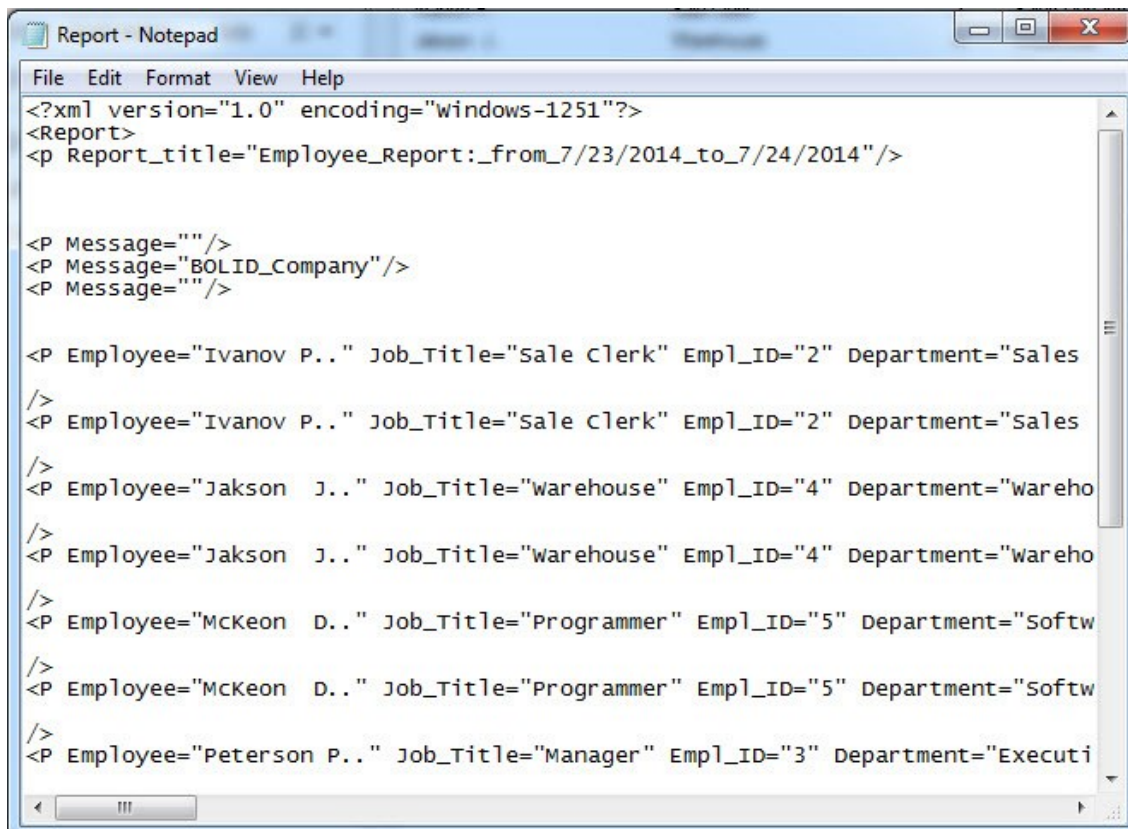
Attention: with by-employee filtering applied in the report, only this employee related data will be exported. To export data covering all employees, select the **All Employees** option in the **Employee** dropdown list at the top of the report.

#### 9.6.4 Export to XML

To export a report to XML (\*.xml), generate the report and select **Export to XML** in the **Export** menu:



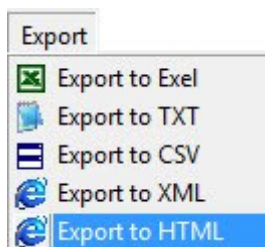
The Report export-settings window will appear. Select required columns and click  (See Chapter 9.6.6 *Upload Report Settings Dialog*), then specify the name and path of the report file and click .



Attention: If by-employee filtering is applied in the report, only this employee related data will be exported. To export data covering all employees, select the **All Employees** option in the **Employee** dropdown list at the top of the report.

### 9.6.5 Export to HTML

To export a report to HTML (\*.htm), generate a report and select **Export to HTML** in the **Export** menu:




The report Export Settings window will appear. Select required columns and click  (See Chapter 9.6.6 Upload Report Settings Dialog), then specify the name and path of the report file and click .

strReport								
Employee Report: from 6/30/2014 to 7/24/2014								
BOLID Company								
Employee	Job Title	Empl ID	Department	Company	Date	Hours Worked	Late punch-in	Evening overtime
Ivanov P..	Sale Clerk	2	Sales Department	BOLID Company	6/30/2014	0:00	0:00	0:00
Ivanov P..	Sale Clerk	2	Sales Department	BOLID Company	7/1/2014	0:00	0:00	0:00
Ivanov P..	Sale Clerk	2	Sales Department	BOLID Company	7/2/2014	0:00	0:00	0:00

Attention: If by-employee filtering is applied in the report, only this employee related data will be exported. To export data covering all employees, select the **All Employees** option in the **Employee** dropdown list at the top of the report.

#### 9.6.6 Upload Report Settings Dialog

Export Settings

 Specify columns and their headers for the report export

Select columns:

Header in Report	Field in Table
<input checked="" type="checkbox"/> Employee	Employee
<input checked="" type="checkbox"/> Job Title	Job Title
<input checked="" type="checkbox"/> Empl ID	Empl ID
<input checked="" type="checkbox"/> Department	Department
<input checked="" type="checkbox"/> Company	Company
<input checked="" type="checkbox"/> Date and Time	Date and Time
<input checked="" type="checkbox"/> Direction	Direction
<input checked="" type="checkbox"/> Access Point	Access Point

Save

☒

Load




☒

Cancel

Ok

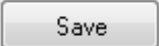
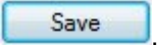
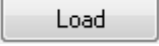
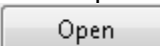

Discard

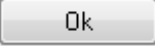
**Upload Report Settings Dialog** provides options to select report columns to be exported in a report. In addition, you can rename exported column headers. To incorporate a column in the report, check the box next to the column name to be exported. You can use the buttons as well.

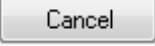
	Select all columns.
	Unselect all columns
	Invert selection

To rename a column header, select it from the list and press <F2> on the keyboard. To confirm changes, press <Enter> on the keyboard. To cancel changes, press<Esc>.

In the future, to avoid selecting and renaming the required columns again for the exported report, you can save the list of columns with changes to a file to be loaded when needed. Use the buttons as described below:

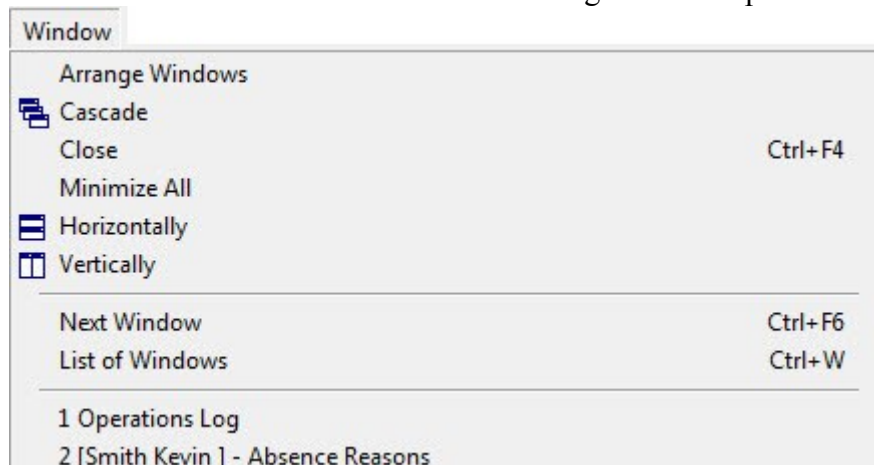
	<p>Save the list of columns to a file.</p> <p>Click this button to open the Windows standard dialog box where you should specify the name and the path of the file with the list of columns and then press .</p>
	<p>Load the list of columns from a file</p> <p>Click this button to open the Windows standard dialog where you should specify the name and the path of the file with the list of columns and then press .</p> <p><i>Attention! If you attempt to select a file for your report with the list of columns meant for another type of a report, the selected file will fail to load.</i></p>
	Unselect all columns and recover their default names.

To start export, press .

To override export, press .

## 9.7 Working with Software Windows

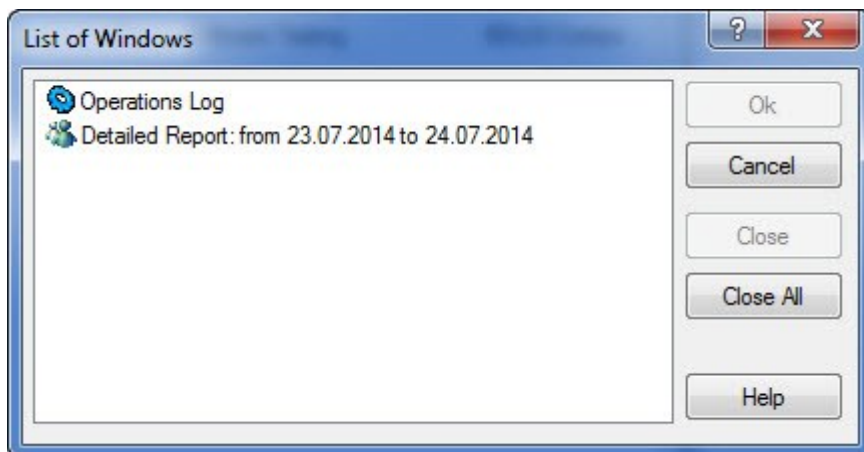
There is a Window menu to facilitate working with the report windows:



- The **Arrange** command arranges all minimized report windows

- The **Cascade** command arranges all windows in a cascade manner
- The **Close** command closes a current report window
- The **Minimize All** command minimizes all report windows
- The **Horizontally** command arranges windows horizontally
- The **Vertically** command arranges windows vertically
- The **Next Window** command navigates to the next window
- The **List of Windows** command displays the List of Windows screen to work with report windows
- .

**List of Windows** is used to work with the list of report windows:



- **Close** closes the windows of a selected report
- **Close All** closes all windows
- **Ok** activates the window of a selected report

## 9.8 Automatic Generation of Reports

Report generation can be configured for automatic generation per schedule using Scheduler of MS Windows OS.

Please do the following to use this feature:

1. In the Time and Attendance module:
  - a. Select a report type for the **Type** list:

Type: Employee Report ▼

- b. Select the employees for the report in the dropdown list:

Company: (---All Companies---) ▼

Employees (7)

Empl ID	Name
<input checked="" type="checkbox"/> 5	Ivanov Peter
<input type="checkbox"/> 2	Jakson Jack
<input checked="" type="checkbox"/> 3	McKeon Diana
<input type="checkbox"/> 4	Peterson Peter
<input checked="" type="checkbox"/> 1	Smith John Kevin
<input type="checkbox"/> 6	Smith Kevin
<input checked="" type="checkbox"/> 7	Tuma Bonnie

- c. Set generation parameters in the **Advance** tab of the **Options** window:

**Options**

Connection Advanced Interface **Autogeneration**

- ☐ Allow generation of reports for future periods
- ☒ Full detailed report on employee
- ☒ Allow flexible work schedule
- ☒ Account for overtime
- ☐ Include overtime in hours worked
- ☒ Account for late punch-ins and early punch-outs
- ☒ Do not count breaks as working time
- ☐ Deduct days off and holidays from reports
- ☐ Auto save of operations log

Process soft absences:  
 (Ignore soft absences)

When a reason for a full day of absence and work records are present:  
 Account only for actual hours worked

Process a day carryover ban:  
 Ignore day carryover ban

Per zone location search back to: 1 day(s)

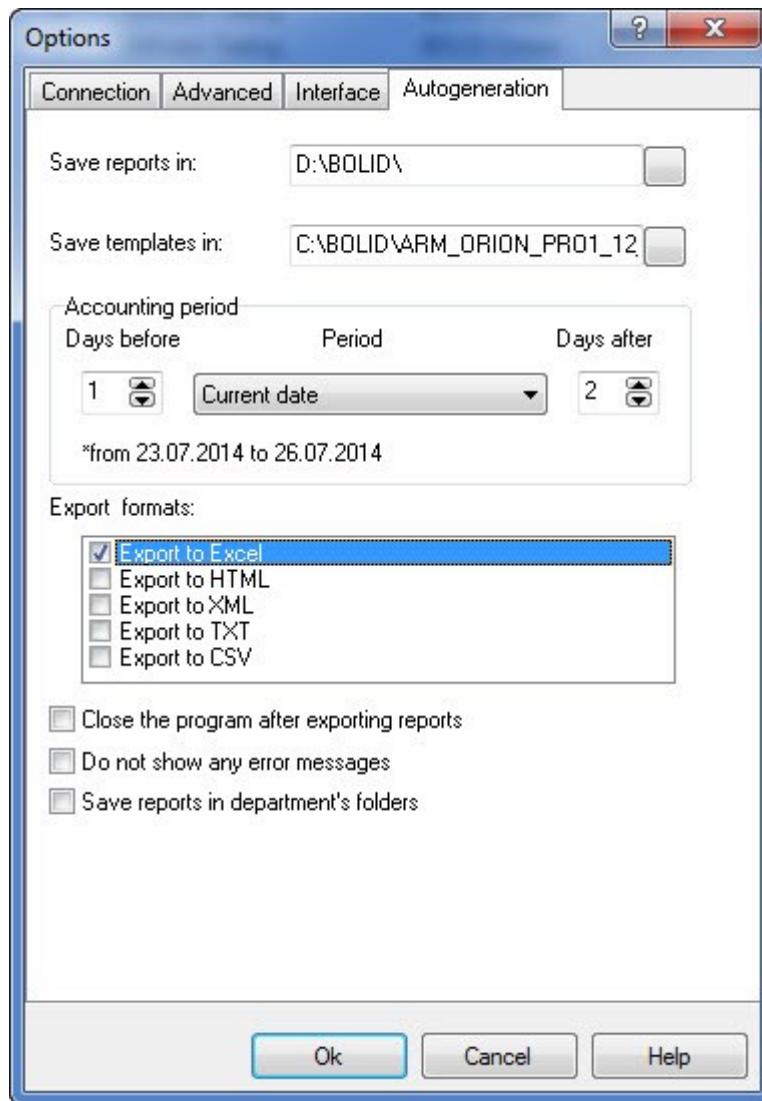
Maximum time inside the perimeter not to exceed: 24 hour(s)

Starting time for the Absentees report:  
☒ Current time  
☐ Default time 0:00

Ok Cancel Help

- d. Set automatic generation parameters in the **Autogeneration** tab of the Parameters window:

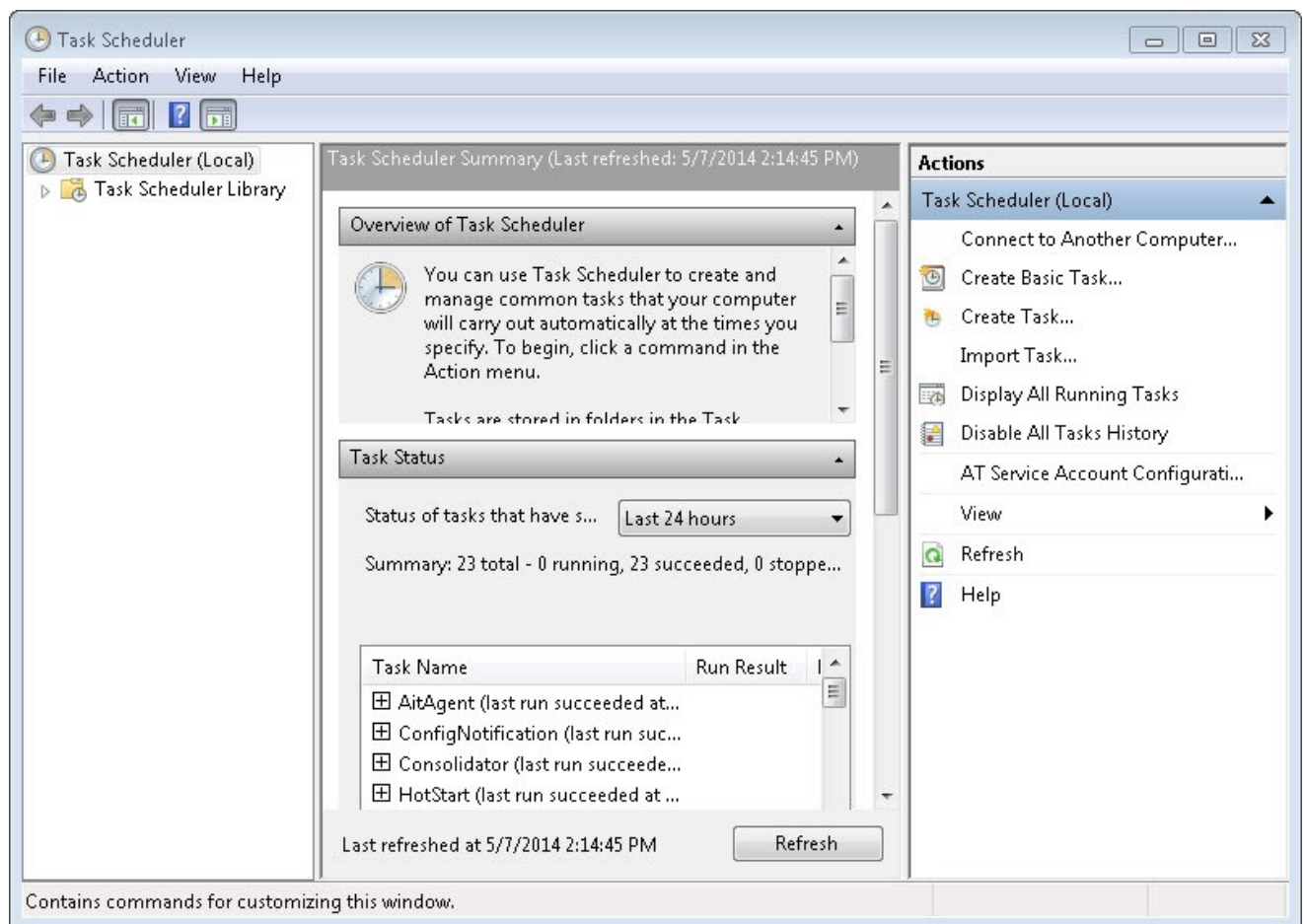




- e. Make sure that you check the box next to **Connect to the server when Time and Attendance starts** in the **Connection** tab
- f. Select **Save Template for Auto Generation**. All parameters described above will be saved to a file.

***Note:** Each type of report requires a separate file to be generated.*

2. In Scheduler of Windows OS:
  - a. Select **Create Task**:



- b. Type the program name in the General tab of a resulting window, e.g Time and Attendance.

The screenshot shows the 'Create Task' dialog box in Windows Task Scheduler. The 'General' tab is selected. The 'Name' field contains 'Time and attendance'. The 'Location' field is empty. The 'Author' field contains 'testpc\user'. The 'Description' field is empty. Under 'Security options', the text 'When running the task, use the following user account:' is followed by 'testpc\user' and a 'Change User or Group...' button. There are three radio buttons: 'Run only when user is logged on' (selected), 'Run whether user is logged on or not', and 'Do not store password. The task will only have access to local computer resources.' (unchecked). There is also a checkbox for 'Run with highest privileges' which is unchecked. At the bottom, there is a checkbox for 'Hidden' which is unchecked, and a 'Configure for:' dropdown menu showing 'Windows Vista™, Windows Server™ 2008'. The 'OK' and 'Cancel' buttons are at the bottom right.

Create Task

General Triggers Actions Conditions Settings

Name: Time and attendance

Location: \

Author: testpc\user

Description:

Security options

When running the task, use the following user account:

testpc\user Change User or Group...

☒ Run only when user is logged on

☐ Run whether user is logged on or not

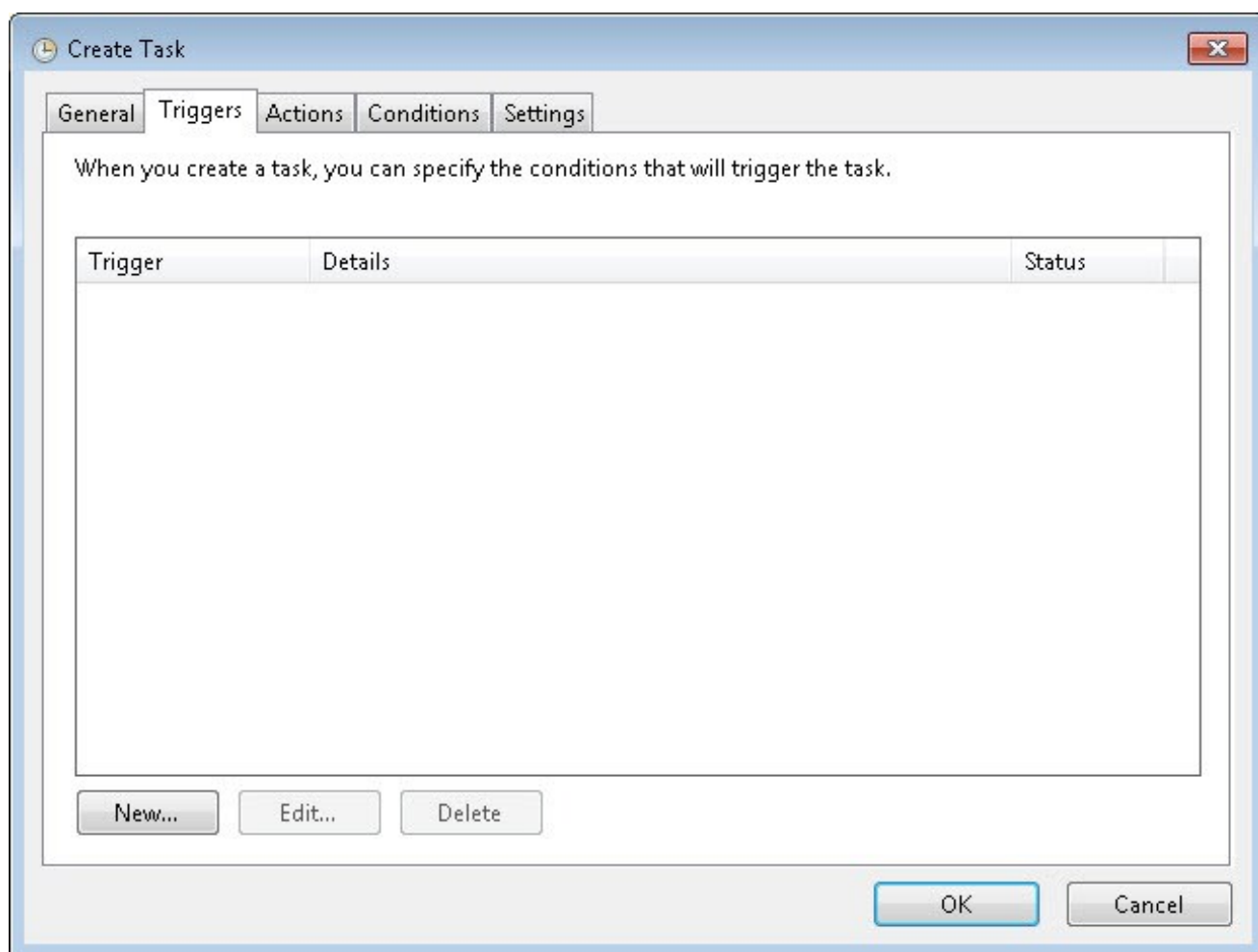
☐ Do not store password. The task will only have access to local computer resources.

☐ Run with highest privileges

☐ Hidden Configure for: Windows Vista™, Windows Server™ 2008

OK Cancel

- c. Click **New** in the Trigger tab:



Provided settings for scheduled report generation: recurrence, date and time of generation. For example, daily at 14:44;52 commencing from 02.05.2014. Click OK to save settings

New Trigger

Begin the task: On a schedule

Settings

☐ One time

☒ Daily

☐ Weekly

☐ Monthly

Start: 07/05/2014 14:44:52 ☐ Synchronize across time zones

Recur every: 1 days

Advanced settings

☐ Delay task for up to (random delay): 1 hour

☐ Repeat task every: 1 hour for a duration of: 1 day

☐ Stop all running tasks at end of repetition duration

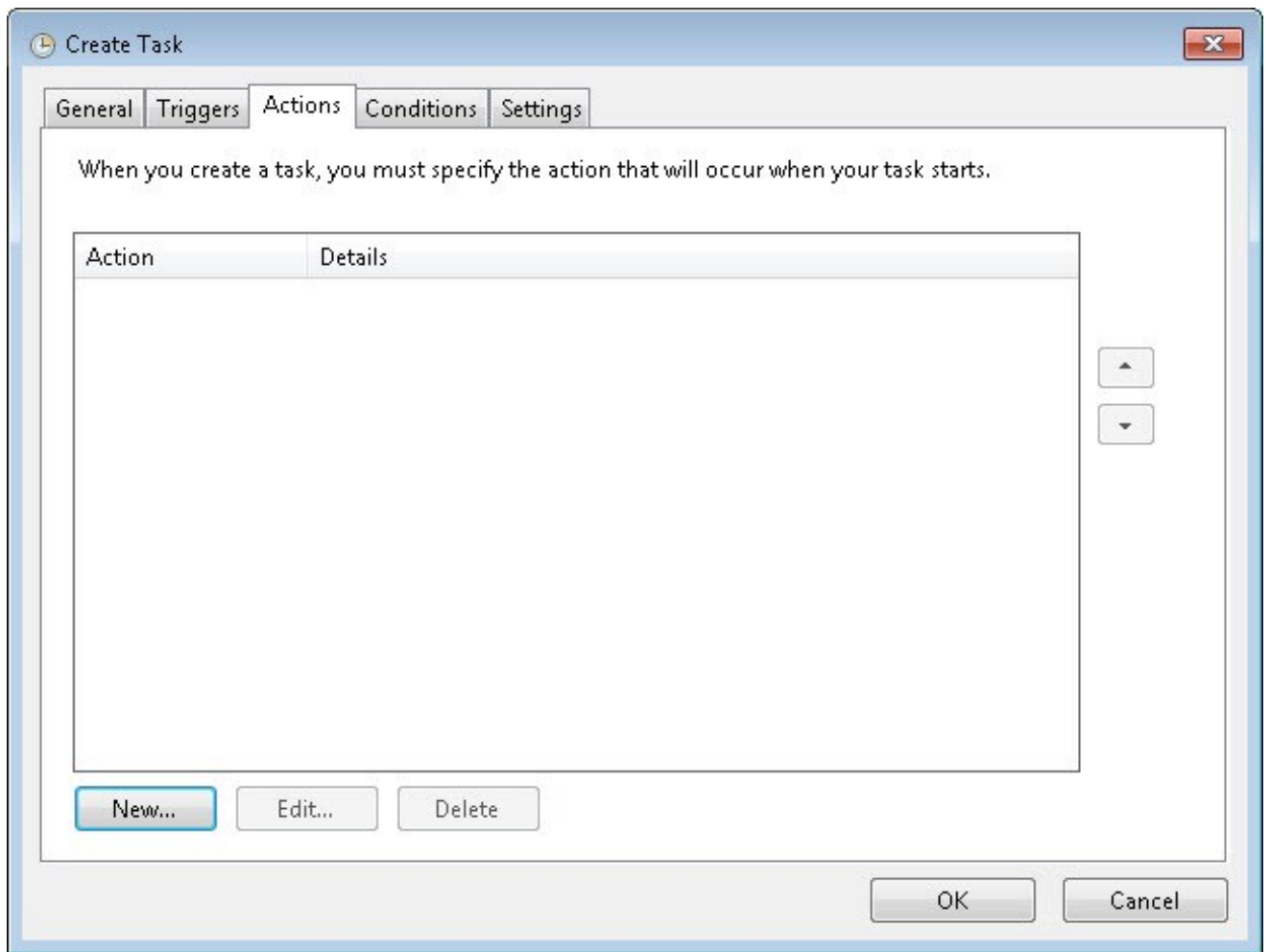
☐ Stop task if it runs longer than: 3 days

☐ Expire: 07/05/2015 14:44:52 ☐ Synchronize across time zones

☒ Enabled

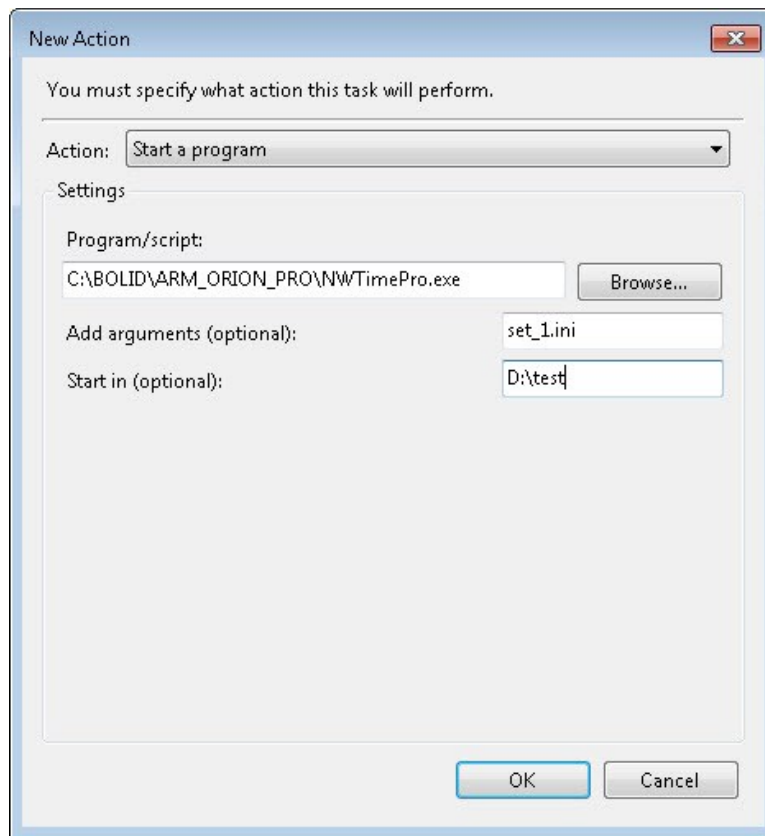
OK Cancel

d. Click **New...** in the Actions tab:

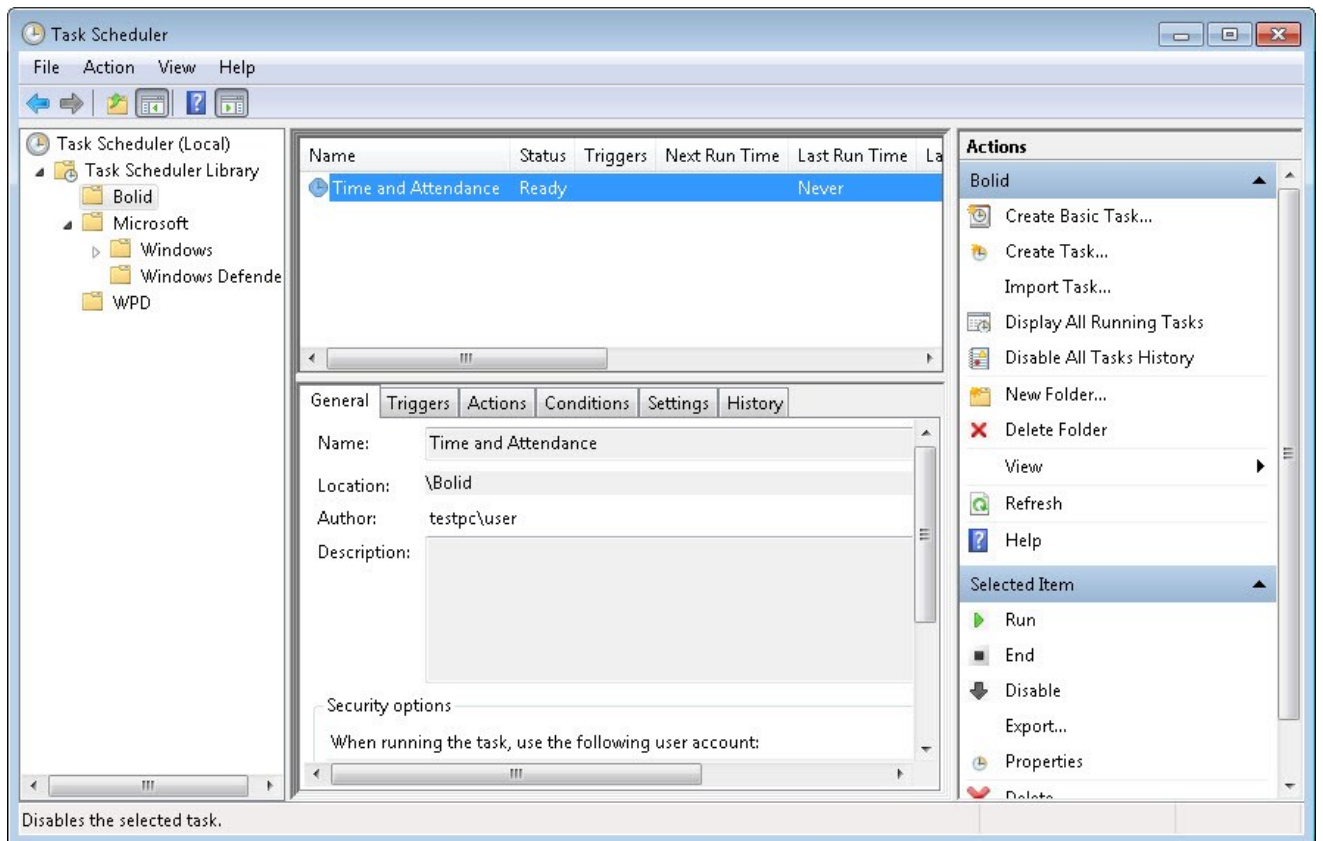


The window will appear where you should specify the path to the **Time and Attendance** program (in the **Program/Script** line) and a file with report settings (in the Add Arguments field). Click OK to save settings:





- e. Click **OK** to save parameters.
- f. Make sure that the above actions resulted in the Time and Attendance task in **Task Scheduler Library**



*Attention! An individual task must be formed for each type of report.*