

DiGiTIME⁺

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WinCom

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Welcome



Welcome to *DiGiTIME+*. With *DiGiTIME+*, all the things you do now will be easier and faster, and what you have always wanted to do is now possible.

This book introduces you to *DiGiTIME+* and gets you up and running quickly. It shows you how to do the most common tasks and points you to some of the fun and exciting features that come with this software.

Introduction

Welcome to *DiGiTIME+* – a computerized Windows based time and attendance that offers you a simple and better alternative to your manual punch card. You should be able to set it up with minimum supervision - Do-It-Yourself.

The objective is to mimic the simplicity of a manual punch card system and in addition, gives you the esthetic to match your office design and place all attendance information right on your desktop PC. It is easy to use and provides attendance (normal and overtime hours) and tardiness (lateness, absenteeism, etc) reports instantly as the system is on-line and no processing is required.

DiGiTIME+ is designed for companies which requires a simplified and down-to-earth time and attendance application, and yet, expandable for future needs. It allows you to connect up to a maximum of 16 clock terminals into one standalone software. By offering the optional DiGiAccess module, you may also utilize the same piece of software for security door access control.

SPWaktu+ module is designed to cater to the monthly punctuality system used by Government Malaysia. The monthly punctuality system will adjust the badge color base on the analysis result of the punctuality pattern of a particular employee. By activating SPWaktu+ in *DiGiTIME+*, this software will change its name to SPWaktu+.

CHAPTER 1

The Basics

Contents

- Minimum System Requirements
- Installation
- Getting Started – *DiGiTIME+*
- Setup Wizard
- Main Menu
- Update Service



DiGiTIME+

THE BASICS

This chapter gives you quick and simple instructions to get you up and running.

MINIMUM SYSTEMS REQUIREMENTS

- ◆ Pentium
- ◆ 32 MB of memory
- ◆ Windows 95 or higher
- ◆ At least 8 MB free disk space for *DiGiTIME+* (recommended allocation of 30MB or higher for company database)
- ◆ VGA monitor or higher
- ◆ Hard Disk Drive , CD ROM Drive
- ◆ Dot Matrix printer
- ◆ Laser Printer (optional)

2 The Basics

INSTALLATION

DiGiTIME+ files are shipped in a compressed format and automatically decompressed during the installation process. Therefore, to install and run *DiGiTIME+* on your computer, you must first run the setup program. Do not just copy *DiGiTIME+* files into a directory on your hard disk.

There are 2 ways to run the setup program:

i) *Autorun*

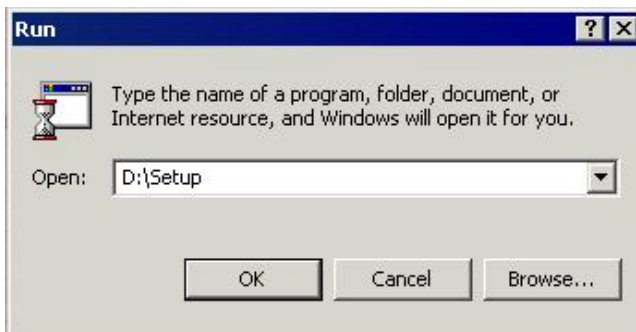
1. Insert the *DiGiTIME+* CD into your computer's CD-ROM drive, the system will automatically run the Setup program.

ii) *Manually (In case your CD drive doesn't support AutoRun feature)*

1. Insert the *DiGiTIME+* CD into your computer's CD-ROM drive.
2. Make sure the Windows 95 or higher program is running on your computer.
3. Choose RUN from the Windows 95 or higher program - Start Menu and type D:\Setup in the Open text box, click "OK".

For example :

D:\Setup



For AutoRun and manually run setup program, please follow the on screen instruction. We recommend you accept all the preset options for the most complete installation.

Questions When Installing

What the choices are?	What you should do?
Select Directory for <i>DiGiTIME+</i>	Accept the preset choice: C:\DiGiPLUS

At the end of the installation, a shortcut will be created on the desktop. If it is not created, below are the steps to do so.

To create a shortcut on the desktop

- ◆ Move the mouse or pointing device to the Start Menu at the bottom left of the screen.
- ◆ Click on the right mouse button, and a menu will appear.
- ◆ Click Explore, and a Windows Explorer will appear with contents of Start Menu folder shown. Note: Do not maximize the Windows Explorer.
- ◆ Double click the Programs folder.
- ◆ Look for WinCom *DiGiPLUS*.
- ◆ Use the right mouse button to click on the WinCom *DiGiPLUS* and drag it to the desktop. Release the mouse button, and a menu will appear.
- ◆ Click Create Shortcut(s) Here.
- ◆ The Shortcut will be created on your desktop.

4 The Basics

GETTING STARTED – *DIGITIME+*

Once installation completed, you may start to run *DiGiTIME+* as shown in the following steps:

- ◆ Click on the Start Menu bar and choose PROGRAMS. Point to WinCom *DiGiTIME+* and click on it as shown in Figure 1.1

Or

- ◆ From the Windows desktop, double click the WinCom *DiGiTIME+* icon as shown in Figure 1.2

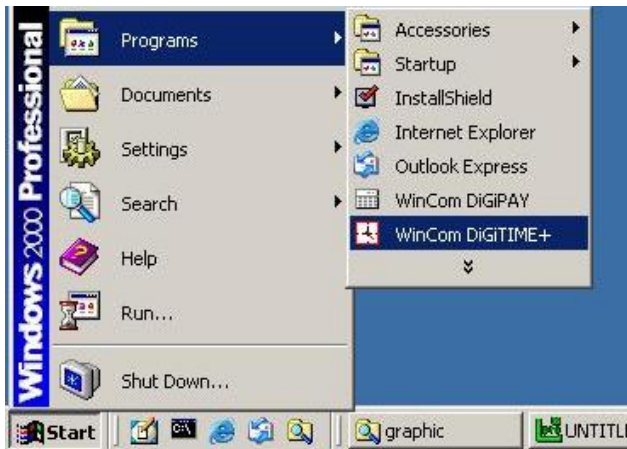


Figure 1.1 - Getting Started from Start Menu → Programs



Figure 1.2 - Getting Started from Desktop → Shortcut Icon

If you are running the program for the first time, Setup Wizard will be launched.

SETUP WIZARD

This Setup Wizard will guide you for the initial setup of *DiGiTIME+*. The following sections describe the wizard screens and the information required. Once successfully performed, the system will be ready.

1. Language Select (as shown in Figure 1.3)
This allows you to select the language to be use.

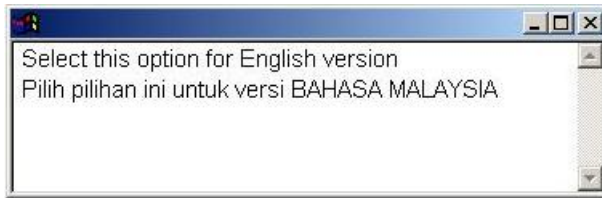


Figure 1.3 - Language selection

2. Welcome message for the Setup Wizard. Key in the CD key and click Next button to proceed. You may fine your CD key on the genuine hologram security sticker on your software setup CD.



Figure 1.4 - Language selection

3. Date / Hour Format (as shown in Figure 1.5)
This allows you to select the required date format based on your country of origin.
 - Click to select the required date format.
 - Click "Next" button to continue.

6 The Basics

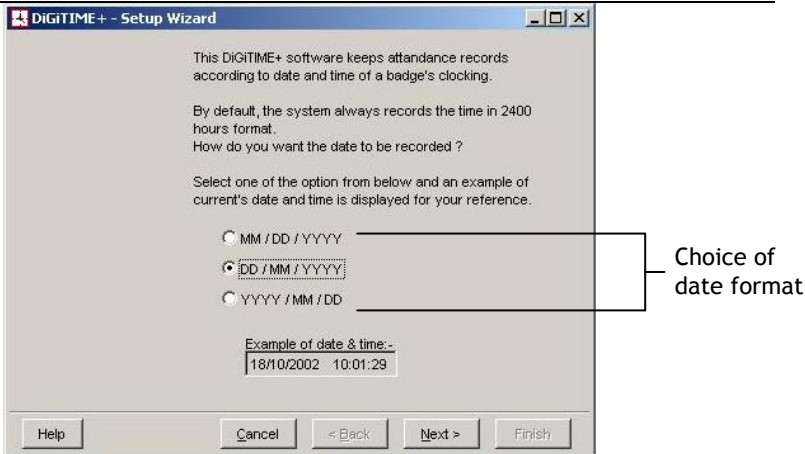


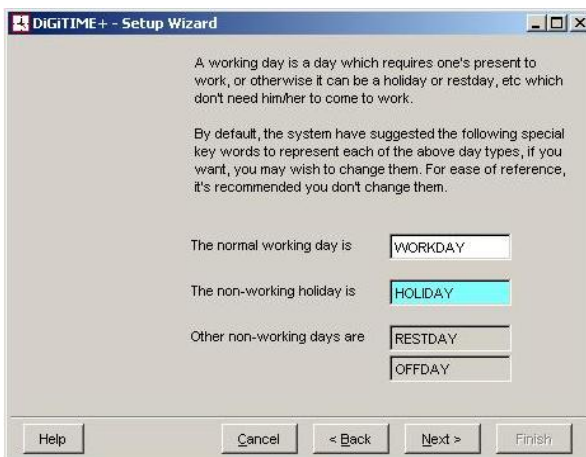
Figure 1.4 - Date / Time Format

Note: Where MM is month, DD is day and YYYY is the year.

4. Day Type (as shown in Figure 1.5)

This function is to specify the keywords that represent the day type for each day of the week. We recommend you accept the preset choice (default setting by the system) and there are:

- Normal working day default is 'WORKDAY'
- Non-working holiday default is 'HOLIDAY'
- Other non-working days default are 'RESTDAY' or 'OFFDAY'
- Click "Next" button to continue.



5. Daily Work Schedule (as shown in Figure 1.6)

In order for the system to automatically determine the best appropriate clocking time slot, the wizard need you to tell the official work time for all days in a week (MONDAY right up to SUNDAY).

- Click on the drop list from day type column to indicate the day type for each weekday.
- Fill in the official work time on the appropriate time slot.
 - In - The first in time (must)
 - Break - Out for lunch (optional)
 - Resume - Back from lunch (optional)
 - Out - Going Home (must)
 - OT - Coming back for overtime (optional)
 - Done - Going home after overtime (optional)
- Click 'Next' button to continue

The screenshot shows the 'DiGITIME+ - Setup Wizard' window. It contains instructions for setting the clocking schedule. Below the text is a table with columns: Weekday, Day Type, In, Break, Resume, Out, OT, and Done. The table is populated with data for Sunday through Saturday. Sunday is set to 'RESTDAY'. Monday through Saturday are set to 'WORKDAY'. The 'In' column shows 09:00 for all weekdays. The 'Out' column shows 17:00 for Monday through Friday and 13:00 for Saturday. The 'Break', 'Resume', 'OT', and 'Done' columns are empty. At the bottom of the window are buttons for 'Help', 'Cancel', '< Back', 'Next >', and 'Finish'.

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY						
Monday	WORKDAY	09:00			17:00		
Tuesday	WORKDAY	09:00			17:00		
Wednesday	WORKDAY	09:00			17:00		
Thursday	WORKDAY	09:00			17:00		
Friday	WORKDAY	09:00			17:00		
Saturday	WORKDAY	09:00			13:00		

Figure 1.6 - Daily Work Schedule

Note: Column 'In' and column 'Out' is a must. The rest is not compulsory but if you have column 'Break', you must have column 'Resume'. If you have column 'OT', you must have column 'Done'. They go in pair.

Overtime is classified into two types:

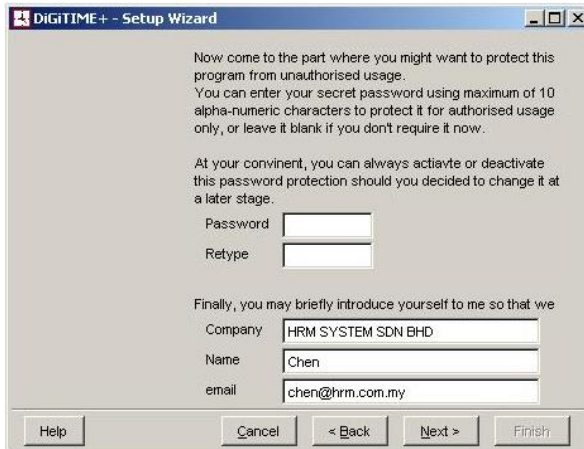
- continuous (extended time after 'Out')
- with special clocking (column 'OT' and column 'Done')

6. Password and Contact (as shown in Figure 1.7)

8 The Basics

This function allows you to protect the system from unauthorized entry. Once this is defined, a **Enter Access Password** dialog box will appear the next time you log on.

- Enter your secret password using a maximum of 10 alphanumeric characters and retype to confirm your password. Leaves it blank if you do not wish to implement the security measure.
- Enter company name, user name and email for further contact.
- Click 'Next' button to continue.



The screenshot shows a Windows-style dialog box titled "DIGITIME+ - Setup Wizard". The text inside reads: "Now come to the part where you might want to protect this program from unauthorised usage. You can enter your secret password using maximum of 10 alpha-numeric characters to protect it for authorised usage only, or leave it blank if you don't require it now." Below this, it says: "At your convinent, you can always actiavte or deactivate this password protection should you decided to change it at a later stage." There are two input fields labeled "Password" and "Retype". Below these, it says: "Finally, you may briefly introduce yourself to me so that we". There are three input fields labeled "Company", "Name", and "email". The "Company" field contains "HRM SYSTEM SDN BHD", the "Name" field contains "Chen", and the "email" field contains "chen@hrm.com.my". At the bottom, there are five buttons: "Help", "Cancel", "< Back", "Next >", and "Finish".

Figure 1.7 - Password and Contact

7. Finish (as shown in Figure 1.8)

If you have answer all the questions successfully, clicking “Finish” button will bring you to a Welcome to *DiGiTIME+* dialog box as shown in Figure 1.8. If not, back track to answer the questions.



Figure 1.8 - Finish

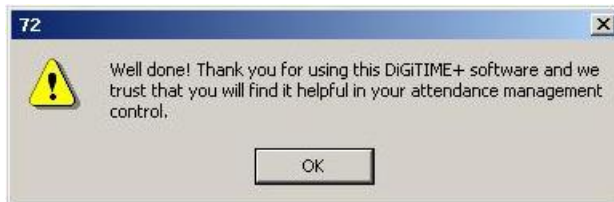


Figure 1.9 - Welcome to *DiGiTIME+* Dialog Box

- ◆ Click **OK**, system will prompt to enter password if password is set, otherwise the *DiGiTIME+* main menu will appears as shown in Figure 1.10.

MAIN MENU

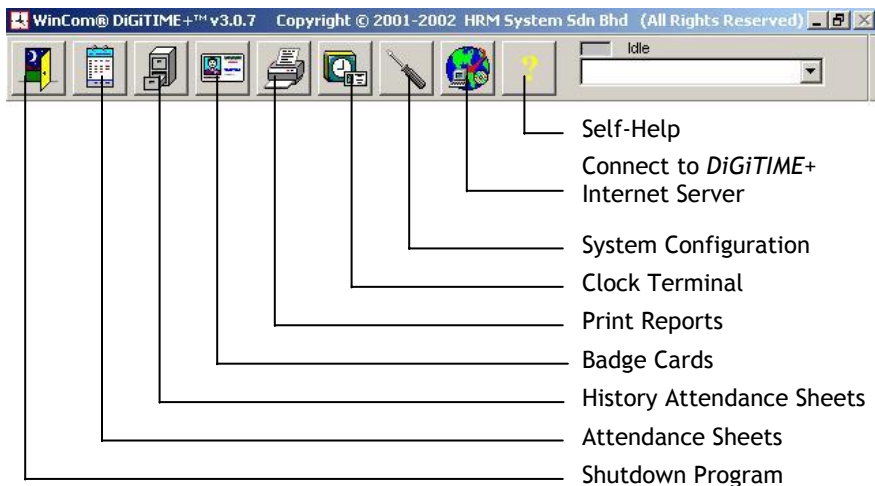


Figure 1.10 - *DiGiTIME+* Main Menu



Self-Help provides you with links to the online help and the troubleshooting.



Connect to *DiGiTIME+* Internet Server allows you to register online and to download latest update. CD-ROM update is also accessible here.



System configuration tells the whole company's requirement before actual usage of the *DiGiTIME+*.



Clock Terminal allows you to configure your clock setting.



Print reports - A list of reports provided in the system.



Badge Cards is to keep track of your badge records.



History Attendance Sheets provides you with archived attendance records.



Attendance Sheets provides you with instant attendance result.



Shutdown program allows you to quit from the *DiGiTIME+*.

UPDATE SERVICE

As and when an update is available, it will be uploaded into the DiGiTIME+ Internet Server. If you do not have internet access for the DiGiTIME+ computer, you may request your vendor to send you the latest update CD.

To retrieve the latest update from internet, make sure the computer is connected with a modem and it is switched on, then just click on the Connect to DiGiTIME+ Internet Server icon and click Connect button to start the process.

To retrieve the latest update from the update CD, just click on the Connect to DiGiTIME+ Internet Server icon and click CD-ROM button. You will be presented with a select directory dialog. Point the directory to your CD-ROM drive and click Select button to start the process.

As a new user to DiGiTIME+, you are entitled to a free 12 months update service. Upon expiry of the 12 months period, you are advised to extend the update service for another 12 months with a minimal update fee. Just print out the update service license from Company & Contact Person within System Configuration, fill it up and send it together with your payment to us.



Figure 1.14 - Connect to DiGiTIME+ Internet Server

CHAPTER 2

System Configuration And Clock Terminal

Contents

To Configure Time Policy

- Date / Hour Format
- Day Type
- Leave Type
- Clocking Schedule
- Group Duty Roster
- Company & Contact Person
- Change Password
- Preferred Language
- Re-build Database Index
- Backup/Restore Database Files
- Department Definition
- Section Definition
- Remark Definition


To Set Clock Terminal

- Setup Clock Terminals
- Set Repeat Clocking Interval
- Set Clock Date and Time
- Set Automatic Download Interval
- Download Data From Clock
- Clear All In Clock
- Clocking Data In Clock
- Monitor Clock Activities

SYSTEM CONFIGURATION AND CLOCK TERMINAL

TO CONFIGURE TIME POLICY

This chapter will guide you to set up the system configuration and clock terminal based on your company's time policy.

This function is activated by clicking on the  screwdriver icon. It tells the whole company time policy before actual usage of the *DiGiTIME+*. It consists of the following topics as shown in Figure 2.1.

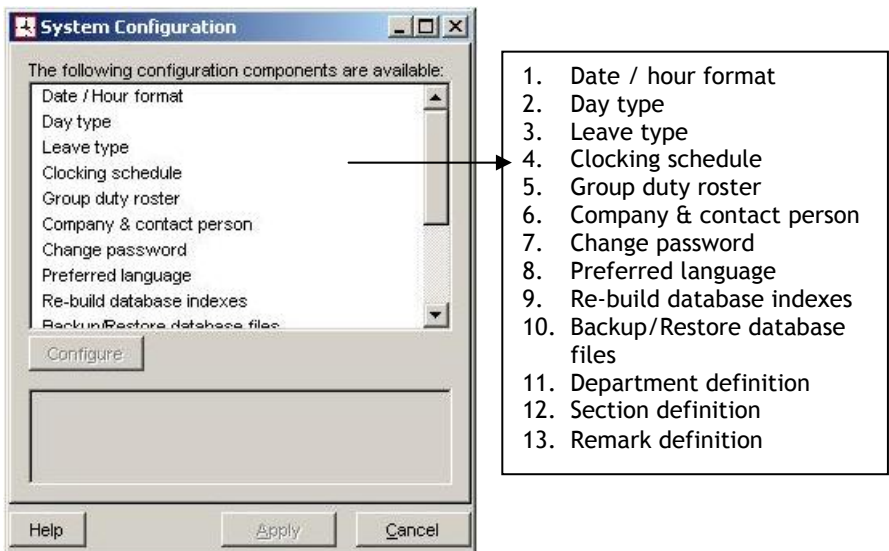


Figure 2.1 - System Configuration

Note: You may ignore whichever is completed during setup wizard.

Please refer to individual topic for elaboration.

Date / Hour Format (as shown in Figure 2.2)

14 System Configuration

This function is to set the display format of date and time throughout the system. You may choose from one of the three formats and the sample of the date will be displayed. You may also choose the choice of hour presentation format you like.

1. Double click “Date format” and select the required date format that you implement.
2. There are three types of date format are available :-
 - ♦ MM / DD / YYYY – denotes month, day & year
 - ♦ DD / MM / YYYY – denotes day, month & year
 - ♦ YYYY / MM / DD – denotes year, month & day
3. Two types of hour format are available :-
 - ♦ hh.hh – denotes time in hour. For example, 08:30am will be presented as 09.50
 - ♦ hh.mm – denotes time in hour & minute. For example, 08:30am will be presented as 08.30
4. Upon selection, click “Close” to confirm date format.

Note: Where MM is month, DD is day and YYYY is the year.

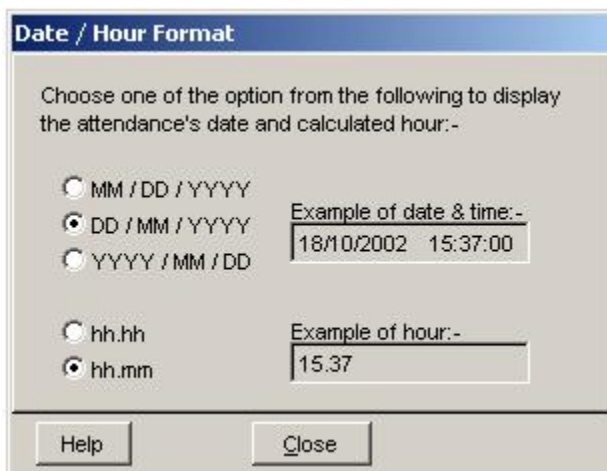
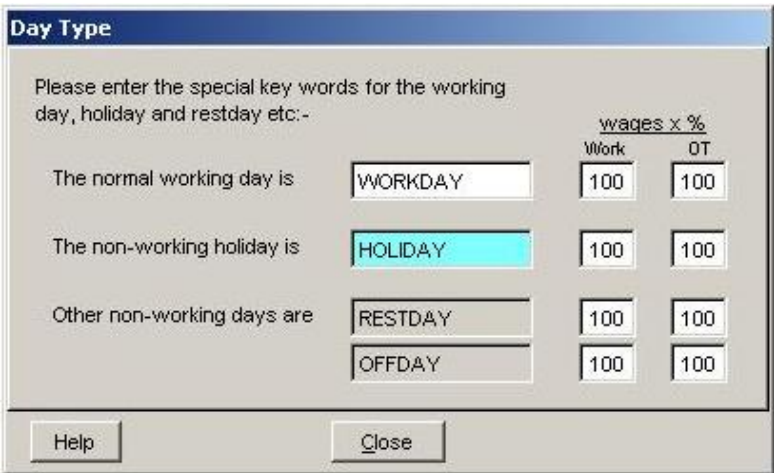


Figure 2.2 – Date/Time Format

Day Type (as shown in Figure 2.3)

This function is to specify the keywords that represent the day type for each day of the week. We recommend you leave the default system setting.

1. Double click "Day type"
2. Specify the keyword that represent the day type for :-
 - ◆ Normal Working Day (system default setting - WORKDAY)
 - ◆ Non-working Holiday (system default setting - HOLIDAY)
 - ◆ Other non-working Days (system default setting - RESTDAY or OFFDAY)
3. The column Wages x % is available to calculate the payable amount for overtime done. By defining the Rate/Hour in Badge and overtime percentages, Gross Wages Report will be able to present the payable overtime amount.
4. Click "Close" to confirm day type keyword.



The image shows a software window titled "Day Type". Inside, there is a text prompt: "Please enter the special key words for the working day, holiday and restday etc: -". Below this, there are three rows of input fields. The first row is for "The normal working day is" with the text "WORKDAY" entered. The second row is for "The non-working holiday is" with the text "HOLIDAY" entered and highlighted in blue. The third row is for "Other non-working days are" with two sub-rows: "RESTDAY" and "OFFDAY". To the right of these input fields is a table with two columns: "Work" and "OT", under the heading "wages x %". Each of the three rows has input boxes for "100" in both the "Work" and "OT" columns. At the bottom of the window are two buttons: "Help" and "Close".

		wages x %	
		Work	OT
The normal working day is	WORKDAY	100	100
The non-working holiday is	HOLIDAY	100	100
Other non-working days are	RESTDAY	100	100
	OFFDAY	100	100

Figure 2.3 - Day Type

Leave Type (as shown in Figure 2.4)

16 System Configuration

This function specifies the type of leave allowed in the system. Absent on a working day is a special type of leave. This ABSENT leave means there is no prior approval given. An additional 9 different types of leaves are made available for your convenience. Feel free to change the default description.

1. Double click "Leave type" and specify the leave type that implement by the company.
2. Click "Close" to confirm leave type keyword.

Leave Type

Please enter the special key words for absent leave, and any other leaves:-

Absent on working day is

Other type of leaves are

ANNUAL
SICK
HOSPITAL
MATERNITY
PATERNITY
EMERGENCY

Figure 2.4 - Leave Type

Clocking Schedule (as shown in Figure 2.5)

In order for the system to automatically determine the best appropriate clocking time slot, here you need to assign the official work time. To begin, double click "Clocking schedule".

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule

Clocking Range Settings Description

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY						
Monday	WORKDAY	09:00			17:00		
Tuesday	WORKDAY	09:00			17:00		
Wednesday	WORKDAY	09:00			17:00		
Thursday	WORKDAY	09:00			17:00		
Friday	WORKDAY	09:00			17:00		
Saturday	WORKDAY	09:00			13:00		

Help Close

Figure 2.5 - Clocking Schedule

There are 2 ways of defining clocking schedules, namely weekly schedule and daily schedule. Weekly schedule is utilized when working time is repeated in weekly basis throughout the entire year. Daily schedule is make available to define others working time such as morning shift, afternoon shift and night shift for those working under rotational work pattern such as production workers.

18 System Configuration

Defining Weekly Schedule

Weekly Schedule is reserved to schedule code 0 to 9.

For example,

SCHEDULE	WORKDAY	REST DAY	CLOCKING RANGE
0	Monday to Saturday	Sunday	9:00am to 5:00pm
1	Tuesday to Sunday	Monday	9:00am to 5:00pm
2	Thursday to Tuesday	Wednesday	9:00am to 5:00pm
3	Saturday to Thursday	Friday	9:00am to 5:00pm

Each weekly clocking schedule consists of 3 pages, they are:

1. Clocking
2. Range
3. Settings

Clocking

- ◆ At "Clocking", move pointer to day type column; indicate the day type for each weekday.

For example, if Sunday is "Restday", move pointer to daytype - Sunday and choose "Restday" from pull down menu. Once activated, it will change to Grey in colour as shown as below screen:

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule:

Clocking | Range | Settings | Description:

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY						
Monday	WORKDAY	09:00			17:00		
Tuesday	RESTDAY	09:00			17:00		
Wednesday	OFFDAY	09:00			17:00		
Thursday	WORKDAY	09:00			17:00		
Friday	WORKDAY	09:00			17:00		
Saturday	WORKDAY	09:00			13:00		

Help Close

- ◆ Fill in the official work time on the appropriate time slot.
 - ◆ In - The first in time (must)
 - ◆ Break - Out for lunch (optional)
 - ◆ Resume - Back from lunch (optional)
 - ◆ Out - Going home (must)
 - ◆ OT - Coming back for overtime (optional)
 - ◆ Done - Going home after overtime (optional)

Note: Column "In" and column "Out" is a must, The rest is not compulsory but if you have column "Break", you must have column "Resume". If you have column "OT", then you must have column "Done". They must go in pair.

Overtime is classified into two types: -

- ☐ continuous (extended time after "Out")
- ☐ with special clocking (column "OT" and column "Done")

Range

- ◆ At "Range", specify the clocking range accordingly. (Optional)
For example, if the clocking range for workday "In" time is from 7:00am to 9:00am and "Out" time is from 6:00pm to 7:00pm, move pointer to "In" time column, enter "7:00" and "Out" time column as "19:00" for Monday to Friday.
- ◆ If "Replace with the latest clocking" is tick (✓), means the clocking time will always replace with the latest clocking time. For example, if "Out" is tick (✓) and an employee has few clocking time for "Out", e.g. 18:05pm, 18:10pm, 18:15pm - system will take 18:15pm as "Out" time.

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule 0

Clocking Range Settings Description OFFICE WORKER

Optional: You may specify a maximum time that a particular clocking falls in that time slot

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY						
Monday	WORKDAY						
Tuesday	WORKDAY						
Wednesday	WORKDAY						
Thursday	WORKDAY						
Friday	WORKDAY						
Saturday	WORKDAY						
Replace with the latest clocking:-		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Help Close

Note: It's recommend that you should leave this option blank as default setting.

Settings

- ◆ At “Settings”, specify the necessary settings when conducting attendance calculation.
- ◆ Grace period in minutes for late in and early out is the tolerance time in minutes when dealing with late in and early out. For example, if an employee is late for 15 minutes, by setting a grace period of 5 minutes, the employee will be reported as having 10 minutes late in.

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule

0

Clocking

Range

Settings

Description

OFFICE WORKER

Allow a grace period in minutes for late-in

Allow a grace period in minutes for early-out

Minimum minutes must worked to qualify for overtime

Maximum no. of hours allowed to claim for overtime

Work hours is either round-up or round-down (-ve) in minutes of

Overtime hours is either round-up or round-down (-ve) in minutes of

Lunch time duration for flexi-lunch range in minutes

Do you want to exclude the lunch hour from working hour ?

☐

Yes

Do you want to provide overtime for work before in time (earlytime) ?

☐

Yes

Help

Close

- ◆ Click “Close” to save record.

Defining Daily Schedule

Daily Schedule is defined when schedule code a to z is selected.

For example,

SCHEDULE	DESCRIPTION	CLOCKING RANGE
a	Morning Shift	7:00am to 15:00pm
b	Afternoon Shift	15:00pm to 23:00pm
c	Night Shift	23:00pm to 7:00am

Each daily clocking schedule consists of 2 pages, they are:

1. Clocking
2. Settings

Clocking

- ◆ At “Clocking”, 3 sections are available.
- ◆ At Clocking Time section, fills in the official work time on the appropriate time slot.
 - ◆ In - The first in time (must)
 - ◆ Break - Out for lunch (optional)
 - ◆ Resume - Back from lunch (optional)
 - ◆ Out - Going home (must)
 - ◆ OT - Coming back for overtime (optional)
 - ◆ Done - Going home after overtime (optional)

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of Schedule 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule a

Clocking | Settings | Description: PRODUCTION MORNING SHIFT

	In	Break	Resume	Out	OT	Done
Clocking Time:- Actual clocking time Leave it blank if not used	07:00	:	:	15:00	:	:
Clocking Range:- Clocking before this time Leave it blank for default range	:	:	:	:	:	:
Latest Clocking:- Replace with most recent clocking within the clocking range	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If this is a rotational shift, specify the qualify minutes before the shift starts.. 60

Help Close

Note: Column “In” and column “Out” is a must, The rest is not compulsory but if you have column “Break”, you must have column “Resume”.

22 System Configuration

If you have column "OT", then you must have column "Done". They must go in pair.

Overtime is classified into two types: -

- ☐ continuous (extended time after "Out")
- ☐ with special clocking (column "OT" and column "Done")

- ◆ At Clocking Range section, specify the clocking range accordingly. (Optional)
For example, if the clocking range for workday "In" time is from 7:00am to 9:00am and "Out" time is from 6:00pm to 7:00pm, move pointer to "In" time column, enter "7:00" and "Out" time column as "19:00" for Monday to Friday.
- ◆ At Latest Clocking section, by placing a tick (√) at a particular column, means that clocking time will always replace with the latest clocking time. For example, if "Out" is tick (√) and an employee has few clocking time for "Out", e.g. 18:05pm, 18:10pm, 18:15pm - system will take 18:15pm as "Out" time.

Note: *It's recommend that you should leave this option blank as default setting.*

- ◆ "If this is a rotational shift, specify the qualify minutes before the shift starts". This option will only be utilized when multiple shifts setting are activated. Refer to Chapter 5 for more information.

Settings

- ◆ At "Settings", specify the necessary settings when conducting attendance calculation. The screen shot is the same as weekly clocking schedule.
- ◆ Grace period in minutes for late in and early out is the tolerance time in minutes when dealing with late in and early out. For example, if an employee is late for 15 minutes, by setting a grace period of 5 minutes, the employee will be reported as having 10 minutes late in.
- ◆ Click "Close" to save record.

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Group Duty Roster (as shown in Figure 2.6)

This function allows you to define the duty rosters used by each employee in the company. As Clocking Schedule has reserved 0 to 9 for weekly clocking schedule, group code 0 to 9 has also been reserved to reflect each of the 10 weekly clocking schedules through out the years.

As you may see in the screen shot below, boxes highlighted in white are represented as "Workday", grey are represented as "Restday" or "Offday" and blue are represented as "Holiday".

Group Duty Roster

Select the desired duty roster code from group code 0-9 or A-Z, and the year of the duty planner. Drag day type and drop it on to the grid cell to define the day type as indicated by its color, and key in the schedule code 0-9 or a-z.

200201/01/2002

DescriptionProduction

Multi-Shifts

	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	31
1	a	a	a	a	a	b	b	b	b	b	a	a	a	a	a	b	b	b	b	b	a	a	a	a	b	a	a	a	a	b	
2	b	b	b	b	b	a	a	a	a	a	b	b	b	b	b	a	a	a	a	a	b	b	b	b	b	b	b	b	b	b	
3	a	a	a	a	a	b	b	b	b	b	a	a	a	a	a	b	b	b	b	b	a	a	a	a	a	a	a	a	a	a	
4	b	b	b	b	b	a	a	a	a	a	b	b	b	b	b	a	a	a	a	a	b	b	b	b	b	b	b	b	b	b	
5	a	a	a	a	a	b	b	b	b	b	a	a	a	a	a	b	b	b	b	b	a	a	a	a	a	a	a	a	a	b	
6	b	b	b	b	b	a	a	a	a	a	b	b	b	b	b	a	a	a	a	a	b	b	b	b	b	b	b	b	a	b	
7	a	a	a	a	a	b	b	b	b	b	a	a	a	a	a	b	b	b	b	b	a	a	a	a	a	a	a	a	b	b	
8	b	b	b	a	a	a	a	a	a	b	b	b	b	b	b	a	a	a	a	a	b	b	b	b	b	b	a	a	a	a	
9	a	a	b	b	b	b	b	b	a	a	a	a	a	a	b	b	b	b	b	a	a	a	a	a	a	b	b	b	b	b	
10	b	b	a	a	a	a	a	a	b	b	b	b	b	b	a	a	a	a	a	b	b	b	b	b	b	a	a	a	a	a	
11	a	b	b	b	b	b	b	a	a	a	a	a	a	b	b	b	b	b	a	a	a	a	a	a	b	b	b	b	b	b	
12	b	a	a	a	a	a	b	b	b	b	b	a	a	a	a	a	b	b	b	b	b	b	b	b	a	a	a	a	a	a	

GroupA

Day Type

WORKDAY

HOLIDAY

RESTDAY

OFFDAY

Auto Schedule

Erase Roster

Help

Close

Figure 2.6 – Group Duty Roster

If weekly clocking schedule cannot justify your company's time policy, you may define additional duty roster by using group code A to Z.

Change the group code to the desire group code (those between A to Z), and click on "Auto Schedule" button to automate the generation of duty roster by defining the pattern of daily clocking schedule rotation.

For example,

Effective from 1st January 2002, work 5 days of daily schedule "a", 1 rest day, follow by another 5 days of daily schedule "b" and rest 1 day. Then repeat with the entire rotation again until end of the year.

Thus, in the Auto Schedule Assistant, you will need to define day 1 to day 5 as daily clocking schedule "a", day 6 as Rest day, day 7 to day 11 as daily clocking schedule "b" and day 12 as Rest day.

When "Okay" button is pressed, the roster will be created as per Figure 2.6.

Auto Schedule Assistant

Use this function to facilitate the assignment of recurring weekday's working schedule by a day type and a clocking schedule number.

Multi-Shifts

Sequence	Day Type	1	2	3
1	WORKDAY	a		
2	WORKDAY	a		
3	WORKDAY	a		
4	WORKDAY	a		
5	WORKDAY	a		
6	RESTDAY			
7	WORKDAY	b		

Effective date range -

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code:-

- ◆ Click "Close" to save record.

26 System Configuration

Company & Contact Person (as shown in Figure 2.7)

This allows you to specify company name, person of contact and e-mail for future correspondence.

- ◆ Double click “Company & contact person” and enter your name and email.
- ◆ To print Update License Request Form by clicking on the “License” button.
- ◆ Click “Close” to save record.

Company & Contact Person

Serial No. Dongle ID

License No. Valid Thru

Company

ROC No.

Address

Phone No. Fax No.

email

Name

Figure 2.7 - Contact Person

Change Password (as shown in Figure 2.8)

This allows you to protect the system from unauthorized entry.

- ◆ Double click “Change password” and enter your secret password using maximum of 10 alphanumeric characters and retype to confirm your password.
- ◆ Click “Close” to save record.

Change Password

Please type in your new password using maximum of 10 alpha-numeric characters:-

	Password	Retype
Login	<input type="password" value="*****"/>	<input type="password" value="*****"/>
Administrator	<input type="password" value="*****"/>	<input type="password" value="*****"/>

Figure 2.8 - Change Password

Preferred Language (as shown in Figure 2.9)

This system is capable of displaying multiple languages. Two languages are provided as default and these are English and Bahasa Malaysia. For other languages please check with your nearest distributor or vendor.

Once activated, you will be presented with the various language options.

- ◆ Double click “Preferred language” and click on your preferred language.
- ◆ Click “Apply” on System Configuration to confirm.

Note : *This new language selected will be used the next time you login.*

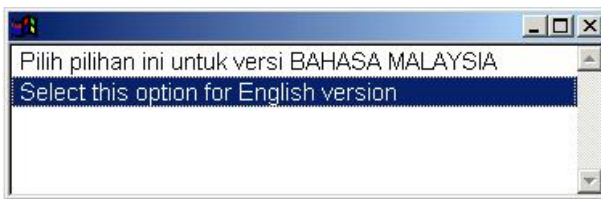


Figure 2.9 - Preferred Language

Re-build Database Indexes

This function is used to rebuild all the database indexes. Normally, this is not required unless your indexes are not up-to-date or corrupted.

- ◆ Double click “Re-build database indexes”, all the indexes will be re-built in a matter of seconds.

Backup/Restore Database Files (as shown in Figure 2.10)

This function is to backup existing database to another storage media , or restore database from previous backedup database into system.

- ◆ Select Backup Command radio button
If you are using ARJ command, enter the command as follow:-

```
arj a -va -i2 -y a:\DiGiPLUS *.dbf
```

- ◆ Select Restore Command radio button
If you are using ARJ command, enter the command as follow:-

```
arj x -va -y a:\DiGiPLUS *.dbf
```

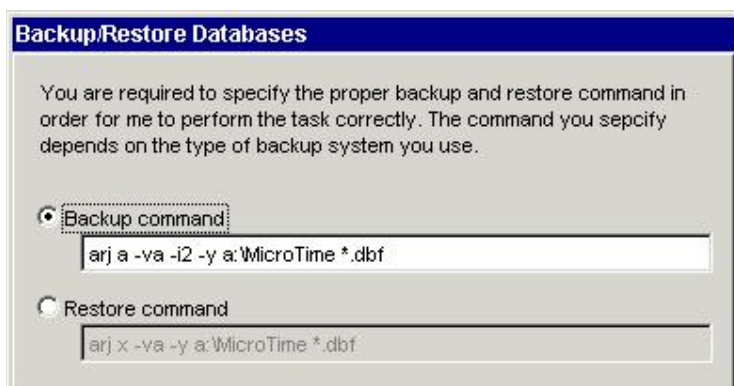


Figure 2.10 - Backup/Restore database files

Department Definition (as shown in Figure 2.11)

You can use this function to define your department by name. There are three things you can do here. They are: -

1. Add a new department name.
2. Edit department name.
3. Remove a department name.

To **add a new department**, use down-arrow key to move the pointer point to the bottom of the list then enter the new department name.

To **edit a department name**, point to the selected department name then change the description

To **remove a department**, points to the selected department then erase the description.

Department name Definition

Below is a table consists of user-definable department names.

Department
Admin
Sales
IT
Account

To add a new record, press the down-arrow key when it is at the bottom of the list.
To remove a record, just erase the description.

Figure 2.11 - Department Definition

Section Definition (as shown in Figure 2.12)

You can use this function to define your section by name. There are three things you can do here. They are: -

1. Add a new section name.
2. Edit section name.
3. Remove a section name.

To **add a new section**, use down-arrow key to move the pointer point to the bottom of the list then enter the new section name.

To **edit a section name**, point to the selected section name then change the description

To **remove a section**, points to the selected section then erase the description.

Section Name Definition

Below is a table consists of user-definable section names.

Section
Operation
Personnel
Domestic
International
Account Payable
Account Receivable
Credit Control

To add a new record, press the down-arrow key when it is at the bottom of the list.
To remove a record, just erase the description.

Help Close

Figure 2.12 – Section Definition

Remark Definition (as shown in Figure 2.13)

You can use this function to define your remark by name. There are three things you can do here. They are: -

1. Add a new remark.
2. Edit remark.
3. Remove a remark.

To **add a new remark**, use down-arrow key to move the pointer point to the bottom of the list then enter the new remark.

To **edit a remark**, point to the selected remark then change the description

To **remove a remark**, points to the selected remark then erase the description.

Attendance Remark Definition

Below is a table consists of user-definable remark for attendance.

Remark	Code
Meeting	01
Okay	00
Over Slept	02
Traffic Jam	03

To add a new record, press the down-arrow key when it is at the bottom of the list.
To remove a record, just erase the description.

Help Close


Figure 2.13 - Remark Definition

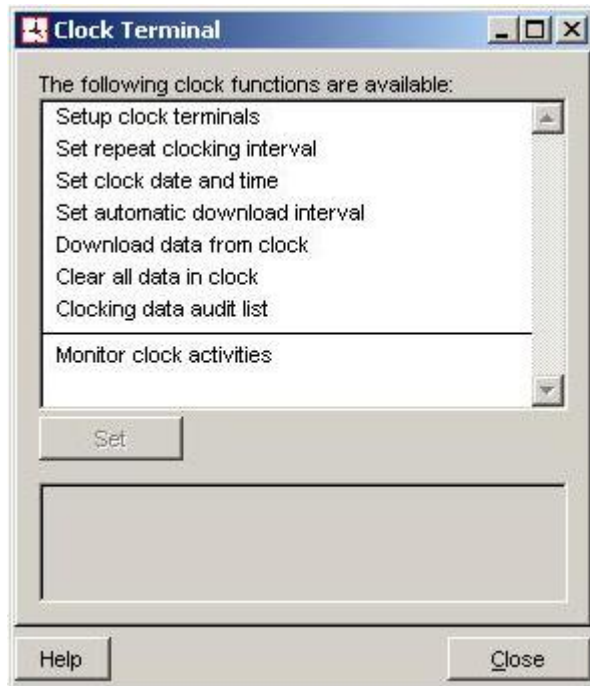
IMPORTANT!

Before exist from the System Configuration, click “Apply” button after each of the above setting is done.

TO SET CLOCK TERMINAL

Clock terminal is the electronic hardware device your employees clock in for the day instead of the manual punch card. You may configure the below

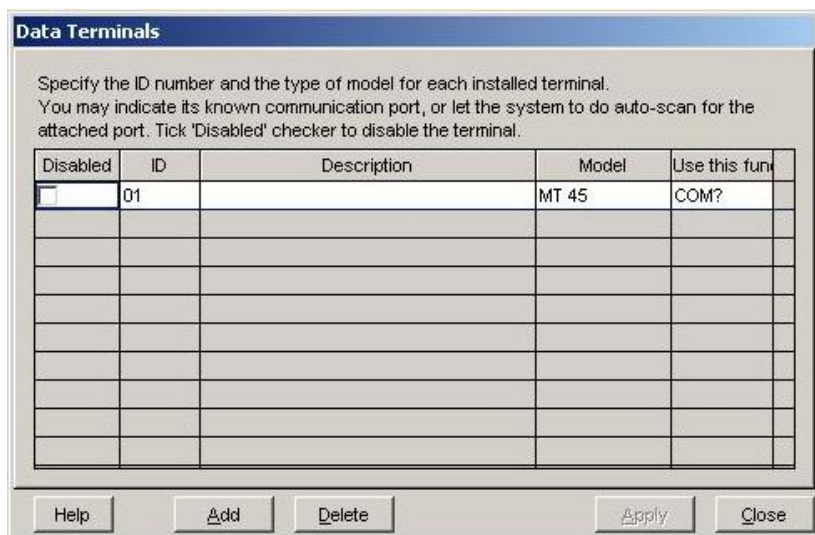
clock setting from the system by clicking the  Clock Terminal icon. A clock terminal pop up screen will be displayed: -



Please refer to individual topic for elaboration.

Setup Clock Terminals (as shown in Figure 2.14)

This function specifies the communication parameters for each installed clock terminals. The system will automatically determine the communication port by default to “COM?”. It is recommended that you use this automatic setting.



Data Terminals

Specify the ID number and the type of model for each installed terminal.
You may indicate its known communication port, or let the system to do auto-scan for the attached port. Tick 'Disabled' checker to disable the terminal.

Disabled	ID	Description	Model	Use this fun
<input type="checkbox"/>	01		MT 45	COM?
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Help Add Delete Apply Close

Figure 2.14 - Setup Clock Terminals

Set Repeat Clocking Interval (as shown in Figure 2.15)

This function set the double clocking time frame. This means the same badge cannot swipe more than one time in a given time (normally within a minute). This is to prevent multiple clockings in a short span of time.



Set No Repeat Clocking Time

Please specify the time that clock terminal will reject any repeat clocking done by same badge card within the time specified:-

Second(s)

Help Apply Close

Figure 2.15 - Set Repeat Clocking Interval

Set Clock Date and Time (as shown in Figure 2.16)

This function is used to send your date and time to the terminal. This is used in the event that the terminal date or time is inaccurate.

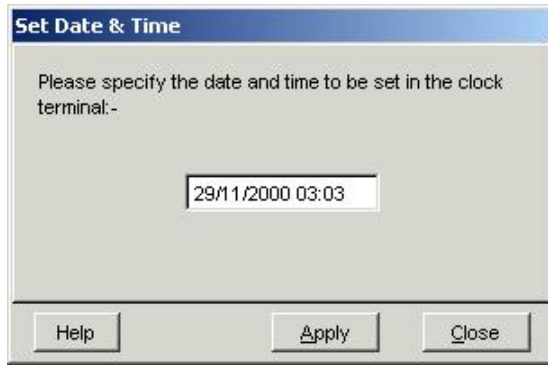


Figure 2.16 - Set Clock Date and Time

Set Automatic Download Interval (as shown in Figure 2.17)

This function specifies the interval time in which the system will automatically download data from terminal and drop into the attendance sheet.

- ◆ Specify the time interval in seconds. Default setting is 0 second.

For example, If it is set as "60" seconds - means data will be automatically downloaded in every 60 seconds, you will notice the green light on the right of the help icon indication system is pulling information from terminal. Amber color means it is updating and red color means no download is being performed.

- ◆ Specify the time interval in minute. Default setting is 0 minute.

For example, if it is as 30 minutes and your "In" time is 9:00am, "Out" time is 18:00pm - system will activate the automatic data download from the clock, 30 minutes before "In" time (between 8:30am to 9:30am) and 30 minutes after "Out" time (i.e. between 17:30pm to 18:30pm).

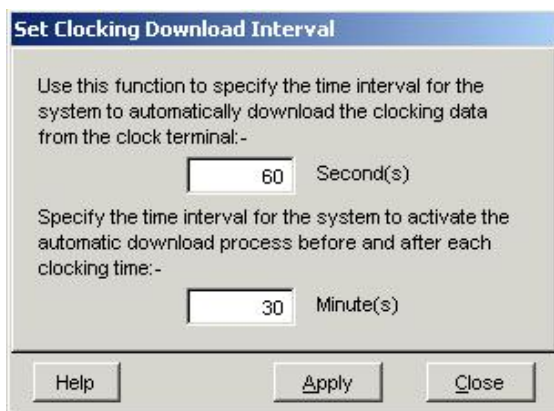


Figure 2.17 - Set Clocking Auto Download Interval

Download Data From Clock

This function allows you to download data on request. It will download data residing in the terminal. This is not normally use. Use it only if you want to reprocess lost information in the attendance sheet. If not, do not use this option.

Two ways to download data :-

- Download latest - Download the latest data consists of all new badge clocking data.
 - Download all - Download all the data stored in the clock
-
- ◆ Double click “Download Clocking Data”, screen as shown in Figure 2.17 will prompt out.
 - ◆ Select the way for downloads data.
 - ◆ Click “Apply” to start download data.



Figure 2.18 - Download Clocking Data

Clear All Data In Clock

This function allows you to clear all the clocking data in terminal.

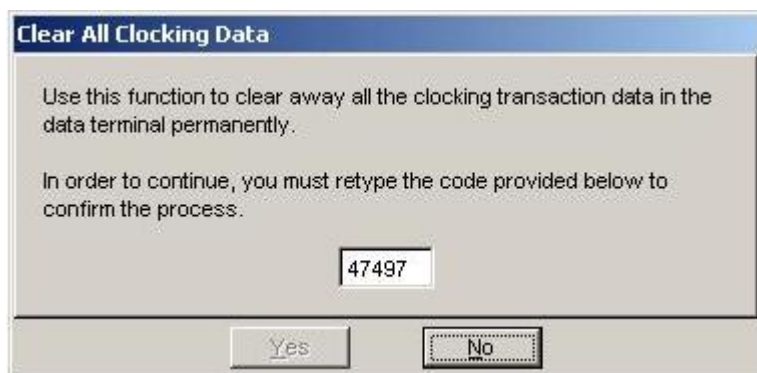


Figure 2.19 – Clear All Data In Clock

Clocking Data Audit List

This function allows you to view all downloaded data from the clock terminals. By clicking the “Pause” button, you are allowed to run convert for attendance or to delete existing records.

Clocking data audit list

Below is the list of clocking data downloaded from clock terminal. Clocking record without 'I/O Slot' indicates current clocking fails to register clocking slot in the attendance sheet due to improper schedule.

ID	Badge	Name	Clocking	Transaction	Date	I/O Slot
01	038036	EUGENE PRESLEY	05/10/2002 15:57	00:Okay	05/10/2002	4
02	021935	MOHAMMAD ZUHIR	05/10/2002 15:57	00:Okay	05/10/2002	4
02	017531	MAHENDRAN A.L MUTHU	05/10/2002 15:57	00:Okay	/ /	
01	038036	EUGENE PRESLEY	05/10/2002 15:57	00:Okay	/ /	
01	021935	MOHAMMAD ZUHIR	09/10/2002 10:21	01:Meeting	09/10/2002	1
01	021935	MOHAMMAD ZUHIR	12/10/2002 13:27	01:Meeting	12/10/2002	4

Enter your selection criteria for selective transaction viewing:-

ID: Badge: From: To: Transaction: Total: 452

Figure 2.20 – Clocking Data Audit List

Monitor Clock Activities

This function allows you monitor the status of the clock terminals.

Monitor Terminal Activities

This screen allows you to monitor and display the status of the installed clock terminals on screen.
Click the 'Sync' button to synchronise time.
You may tick the 'Skip' checker to bypass that terminal monitoring.

Local Time
21/10/2002 10:15:05

Skip	ID	Description	Sync	Time	Badge	Name	Time	Transaction
<input type="checkbox"/>	01		<input type="checkbox"/>	21/10/2002 10:15:03	017531	ELIZABETH MARY ANNE	10:14	01
<input type="checkbox"/>			<input type="checkbox"/>					
<input type="checkbox"/>			<input type="checkbox"/>					
<input type="checkbox"/>			<input type="checkbox"/>					
<input type="checkbox"/>			<input type="checkbox"/>					
<input type="checkbox"/>			<input type="checkbox"/>					
<input type="checkbox"/>			<input type="checkbox"/>					
<input type="checkbox"/>			<input type="checkbox"/>					
<input type="checkbox"/>			<input type="checkbox"/>					
<input type="checkbox"/>			<input type="checkbox"/>					

Figure 2.21 – Monitor Clock Activities

CHAPTER 3

Badge Cards

Contents

Badge Cards

- To Add a New Card
- To Attach/Remove Photograph
- To Change Staff Information
- To Remove a Card
- Staff Attendance Setting

BADGE CARDS

To utilize *DiGiTIME+*, each employee is given a badge card. The badge card as shown in Figure 3.1 is the equivalent of the punch card. The difference is that employees do not need to have a new card issued for every new month. This card is also known as proximity card. As the name suggest, user merely need to place the card near the *DiGiTIME+* terminal (approx. 10mm) and a beep sound will indicate that the date, time and badge number have been recorded in the terminal. All the cards come with a six-digit number printed on it. This same six-digit number is the badge number.

In addition, you have the option to use this card as a company identity card by printing of name, photo, Company name and logo on top of it.

This function of the Badge Card is used to store the Name, Department and Group Duty Roster information of all your employees. It also displays the photograph of your staff.

No.	Badge	Name	Emp No.	Department	Section	Group	Rate/Hr	Suspend
1	001234	ELIZABETH MARY ANNE	N01	INFORMATION SY		0		<input type="checkbox"/>
2	017531	MAHENDRAN A/L MUTHU	L01	SALES	Domestic	B		<input type="checkbox"/>
3	021228	JENNY HEE	A01	ADMINISTRATION	Personnel	0		<input type="checkbox"/>
4	021935	MOHAMMAD ZUHIR	A02	ADMINISTRATION	Operation	0		<input type="checkbox"/>
5	030381	DOLLY LIM LAI YEE	F01	FINANCE	Audit	0		<input type="checkbox"/>

WinCom

JENNY HEE

Name

ADMINISTRATION

Department

Personnel

Section

29/09/2002

Issued

021228

Issued

??

Expired

Help
Add Badge
Download Badge
Apply
Cancel

Figure 3.1 - Badge Cards

38 Badge Cards


There are five things you can do here. They are:

1. Add a new card
2. Attach or remove a photograph
3. Change staff information
4. Remove a card
5. Assignment of staff attendance setting

To add a new card

- ◆ There are four ways to add new card,
 1. Click "Add Badge" and key in the badge number, employee name, department and others information.
 2. Click "Download Badge" and simply touch the new badge on the clock terminal. Repeat the step for all the new badge cards that you want to add. When you have completed, click "Finish" and all the new badges will be registered.
 3. Click "Import Badge" to import from an external document. The supported file type must be either Microsoft Excel or a comma-delimited text file. If you had stored the badge information in a Microsoft Excel file, click on "EXCEL", select the file and click OK to import it. Review the imported content and click "Apply" to register the imported badges.
 4. Automatic update by the system. The first time when he/she touches the *DiGiTIME+* terminal, the six-digit number associated with the proximity card will automatically be transferred to this screen during data download from clock terminal.

To attach or remove a photograph

- ◆ To attach a photograph, simply click on the Badge number to select the staff record. Then, click on the box with label "Click for photo" and assign the scanned photo (JPEG only). The photograph will be displayed immediately.
- ◆ To remove a photograph, drag the photograph into the  dustbin icon


To change staff information

- ◆ Simply click on the Badge number to select the staff record.
- ◆ Move the cursor to the information you need to make changes.

Column	Description
Badge	Badge number
Name	Employee name
Emp. No.	Employee number
Department	Department description
Section	Section description
Group	Group duty roster, refer Chapter 2. Defaulted to 0.
Rate/Hr	Rate per hour, reporting purpose

Column	Description
Suspend	Stop monitoring for the selected card
Issued	Issued date, 1 st day of card utilization
Expired	Expiry date, last day of card utilization

To remove a card

- Simply drag the required Badge number to the  dustbin icon and click on Apply to confirm your deletion.

Assignment of staff attendance setting

- ◆ To ensure the accuracy of the staff attendance, you need to assign each employee with his/her respective group duty roster code. As each employee attend to work base on a scheduled duty roster, all the employees which had been assigned to the same duty roster will be assigned with the same group duty roster code. Refer to Chapter 2 for setting up of group duty roster.
- ◆ To activate the monitoring of staff attendance, update the issued date for each badge card. For lost card or temporary card, update the expired date when the employee is instructed to stop using the card to avoid discrimination.

IMPORTANT!

Before exiting from the Badge Card screen, you must click "Apply" button to save records added or edited.

CHAPTER 4

Operations

Contents

Activate *DiGiTIME+* Program
Retrieve Clock Data
Attendance Sheets
Report Printing
To Shutdown from *DiGiTIME+*



DiGiTIME+

OPERATIONS

This chapter covers the simple procedures to run the *DiGiTIME+*. Follow the steps below for the most efficient operations.

Assumption: System configuration and clock terminal have been setup.

Step 1 Activate *DiGiTIME+* Program

- Click on the Start Menu bar and choose PROGRAMS.
- Double click on WinCom *DiGiTIME+*.

OR


- Double click the WinCom *DiGiTIME+* icon on the desktop.

Step 2 Retrieve Clock Data From Clock Terminal

There are two choices to download clock terminal data: -


1. Auto Download
2. Manual Download

If **Auto Download**, clock terminal data will be automatically downloaded based on the preset time as explained in Chapter 1 – Set automatic download interval.

If **Manual download**, at *DiGiTIME+* main menu - click  Clock Terminal icon and choose “Download Data From Clock”. Select Download Latest and click on “Apply” to begin download.

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Step 3 Attendance Sheets

Click  Attendance Sheets icon to get into the instant attendance result. This attendance sheet represents the core of the entire system. It is equivalent to the time card in the manual environment. But this electronic attendance sheet gives user much more information relating to an attendance. (as shown in Figure 4.1)

This attendance sheet is a pretty neat section. It allows you to query the attendance records based on a specific DATE or individual employee BADGE number.

This attendance sheet allows you to do amendments or adjustment. Just click “Edit” button to proceed and click “Apply” button to save the record changed.



The screenshot shows the 'Attendance Sheets' application window for employee 021228. It includes filters for 'Order by' (Date/Badge), 'Select Schedule', and 'Select Department'. A list of employees is shown, with Jenny Hee (021228) selected. To the right, there are checkboxes for attendance types like Late-In, Early-Out, etc. Below this is a table of attendance records for the week of 01/10/2002 to 07/10/2002. The table columns include Date, Weekday, Day Type, Schedule, In, Out, Work, Overtime, Short, Leave Taken, and Remark. At the bottom, there are summary statistics and a row of action buttons.

No.	Badge	Name
1	001234	ELIZABETH MARY ANNE
2	017531	MAHENDRAN A/L MUTHU
3	021228	JENNY HEE
4	021935	MOHAMMAD ZUHIR


Date	Weekday	Day Type	Sche	In	Out	Work	Overtime	Short	Leave Taken	Remark
01/10/2002	Tuesday	Workday	0							
02/10/2002	Wednesday	Workday	0	08:48	19:49	8.00	2.82			Traffic Jam
03/10/2002	Thursday	Workday	0	09:15	17:32	7.75	0.53	0.25		Traffic Jam
04/10/2002	Friday	Workday	0							
05/10/2002	Saturday	Workday	0		15:56		2.93			
06/10/2002	Sunday	Restday	0	08:50	19:08	8.00	2.13			Traffic Jam
07/10/2002	Monday	Workday	0	05:19						

Summary: Total // // vWork: 24.15 Overtime: 10.01 Short: 0.25

Buttons: Help Download To History Edit Multi-Shifts Leave Taken Import Leave Apply Cancel

Figure 4.1 - Attendance Sheet

Step 4 Report Printing

Click  Print Reports icon, a Report Generation pop up screen will be displayed as shown in Figure 4.2.

All the reports available will be listed and simply click on the report you want. You may shortlist your report with badge range and date range selection. By default all of the badges and a month date range will be used if you do not specify any range. All reports have departmental subtotal as default.

To print on hard copy

- Click “Print” button to have a hardcopy printed.

To view on screen

- Click “Preview” button for a on-screen view only

To export file

- Click “File” button for download of attendance data to Microsoft Excel spreadsheet. Only available for Badge Attendance in Microsoft Excel spreadsheet option.

To quit from report

- Click “Cancel” button to quit from report.

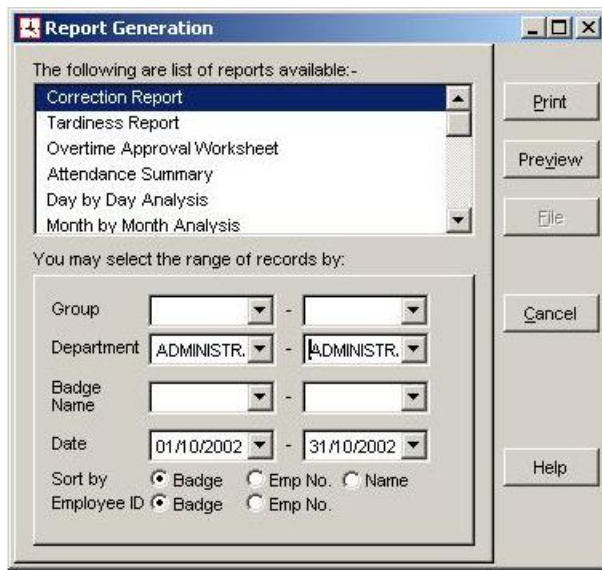



Figure 4.2 - Report Generation

Step 5 To Shutdown From *DiGiTIME+*

Click  Shutdown Program icon to exit from *DiGiTIME+*.

Congratulation !!! You have successfully completed the process of *DiGiTIME+*.

CHAPTER 5

Others

Contents

More About Attendance Sheet
Post Attendance to Payroll
Export and Import Attendance Records
Multiple Shift Configuration
Siren Timer Schedule
Running *DiGiTIME+* In A Network

DiGiTIME+

OTHERS

This chapter covers the more advanced features in the *DiGiTIME+*.

As the DiGiTIME+ is accompanied with a configuration file, DiGiTIME.INI, a number of advance settings are stored here. Three sections out of the six in this Chapter, Appendix A and B will guide you in understanding these advanced settings.

More About Attendance Sheet

This section is supplement to what had been covered in Chapter 4.

Attendance Sheets [021228]

Order by: **Date** | **Badge** | Select Schedule: **[Yellow]** | Select Department: **[Yellow]**

☐ Late-In
☐ Early-Out
☐ Extended Break
☐ Miss-Punch
☐ Overtime
☐ On Leave
☐ Absent

Drag & drop clocking

No.	Badge	Name
1	001234	ELIZABETH MARY ANNE
2	017531	MAHENDRAN A/L MUTHU
3	021228	JENNY HEE
4	021935	MOHAMMAD ZUHIR

Date	Weekday	Day Type	Sche	In	Out	Work	Overtime	Short	Leave Taken	Remark
01/10/2002	Tuesday	Workday	0							
02/10/2002	Wednesday	Workday	0	08:48	19:49	8.00	2.82			Traffic Jam
03/10/2002	Thursday	Workday	0	09:15	17:32	7.75	0.53	0.25		Traffic Jam
04/10/2002	Friday	Workday	0							
05/10/2002	Saturday	Workday	0		15:56		2.93			
06/10/2002	Sunday	Restday	0	08:50	19:08	8.00	2.13			Traffic Jam
07/10/2002	Monday	Workday	0	05:19						

☒ Total | **Work 24.15** | **Overtime 10.01** | **Short 0.25**

Buttons: Help | Download | To History | Edit | Multi-Shifts | Leave Taken | Import Leave | Apply | Cancel

Figure 5.1 – Attendance Sheet

You may choose to show the list by dates or by badge number. Click on the “Date” or “Badge” button to trigger the changes.

You may also select a daily clocking schedule from the “Select Schedule” list, to show only those who are scheduled for a particular daily clocking schedule. Or you can select to show just a particular department.

To view those who are with tardiness (lateness, absenteeism and etc) or attendance (overtime or on leave), click on the tardiness or attendance checking you need and the data will refresh automatically.

At the bottom of the screen, there are a few buttons.

Clicking on “Download” will automatically download latest data from all the terminals installed and the data will be display immediately on the attendance sheet. Clicking on “To History “ will transfer attendance records into History Attendance base on a selected date range.

By clicking on “Edit” button, a few more buttons will be activated.

For “Multiple Shift”, refer to the 4th section of this Chapter. “Leave Taken” presents you a quick entry screen for leave taken. Update it and click Apply to register in Attendance Sheet. “Import Leave” allows you to import leave

records from external document, either in Microsoft Excel format or comma-delimited text file.

In the center of the screen, you will notice the attendance sheet.

The 1st part comprises of four columns. This section will presents the day type and clocking schedule for the day. The 2nd part, which may comprises of a minimum of 2 columns and a maximum of 6 columns, is the attendance time slots. By clicking into this section, downloaded clock data will appear in the top right box, presenting possible data to be update into the selected time slot.

The 3rd part will present the worked hours, overtime hours and tardiness total. All calculation will be presented in the form of hours. The 4th part is the leave taken and finally the 5th part, is the remark column.

Post Attendance to Payroll

Only a number of selected payroll software solution is available, contact your vendor to see whether your payroll software solution is included.

To activate this feature, you must amend the *DiGiTIME+* configuration file, DIGITIME.INI.

Firstly, shutdown all active *DiGiTIME+* application. Then from My Computer, look for DiGiPLUS directory and double click on it. From DiGiPLUS directory, look for DIGITIME.INI and double click on it. When DIGITIME.INI is opened, you may see something similar to picture below.




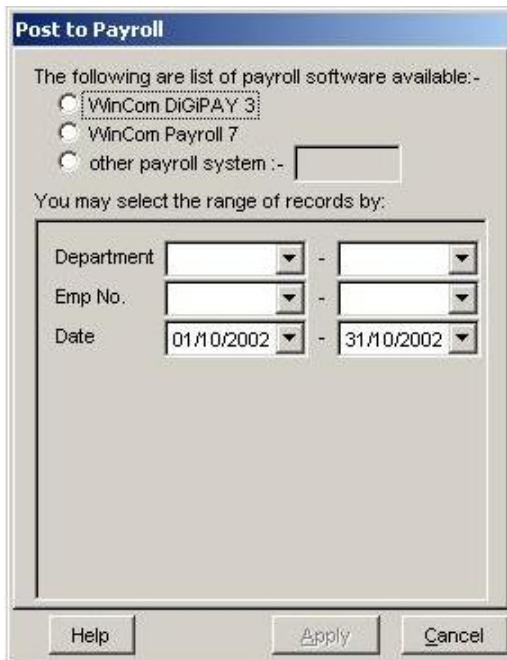
Figure 5.2 – DIGITIME.INI

To activate, change the setting for PostPayroll from

PostPayroll=0 into PostPayroll=1

Save the new setting and exit from the file.

Launch the *DiGiTIME+* again. Click on the  screwdriver icon and System Configuration screen will appear. Scroll to the bottom, and you will find a new option “Post attendance to payroll”. To utilize, double click on it.



Post to Payroll

The following are list of payroll software available:-

☒ WinCom DiGiPAY 3

☐ WinCom Payroll 7

☐ other payroll system :-

You may select the range of records by:

Department -

Emp No. -

Date 01/10/2002 - 31/10/2002

Figure 5.3 – Post attendance to Payroll

As you may observe in the screen shot above, we at HRM System Sdn Bhd, do provides payroll software solutions. Namely: WinCom DiGiPAY and WinCom Payroll. WinCom DiGiPAY is designed to cater to the D-I-Y environment where functionality is keep to a minimal. While WinCom Payroll is designed as a complete payroll software solution, it allows user define formulae and also caters for retire benefit, gratuity and service point. Contact your vendor for more details.

Define the payroll software solution you are using and define the dates of attendance records needed. Depending on the payroll software solution chosen, types of information transferred would be varies. However, working days and overtime hours worked are compulsory contents.

Export and Import Attendance Records

By activating this feature, you are allowed to transfer the attendance records to or from other *DiGiTIME+* installations.

Export attendance records will save the chosen records into an external attendance file. In the mean time, import attendance records allows you to replace the existing data with contents from a saved external attendance file.

To activate this feature, you must amend the *DiGiTIME+* configuration file, DIGITIME.INI.

Firstly, shutdown all active *DiGiTIME+* application. Then from My Computer, look for DiGiPLUS directory and double click on it. From DiGiPLUS directory, look for DIGITIME.INI and double click on it. Refer to Figure 5.2 for a screen shot of DIGITIME.INI.


To activate export, change the setting for ExportAttendance from

ExportAttendance=0 into ExportAttendance=1

To activate import, change the setting for ImportAttendance from

ImportAttendance=0 into ImportAttendance=1

Save the new setting and exit from the file.

Launch the *DiGiTIME+* again. Click on the  screwdriver icon and System Configuration screen will appear. Scroll to the bottom, and you will find two new options "Export attendance records" and "Import attendance records". To utilize, double click on the needed function and follow the instructions on the screen to complete the task.

Multiple Shift Configuration

By activating this feature, you are allowed to trigger the detection of employees working on multiple shifts in a day. However, the maximum working hours for a working day should not exceed 24 hours.

To activate this feature, you must amend the *DiGiTIME+* configuration file, DIGITIME.INI.


Firstly, shutdown all active *DiGiTIME+* application. Then from My Computer, look for DiGiPLUS directory and double click on it. From DiGiPLUS directory, look for DIGITIME.INI and double click on it. Refer to Figure 5.2 for a screen shot of DIGITIME.INI.

To activate multiple shifts, change the setting for MultipleShift from

MultipleShift=0 into MultipleShift=1

Save the new setting and exit from the file.

Now, you need to amend the system configuration to tolerate for multiple shift checking.

Launch the *DiGiTIME+* again. Click on the  screwdriver icon and System Configuration screen will appear.

Select Clocking Schedule and double click to open. For each clocking schedule involved in multiple shift duty roster, assign a valid qualify minutes for “If this is a rotational shift, specify the qualify minutes before shift starts”. After the amendments are done for all possible clocking schedules, close the screen.

Note: *Only clocking schedule a to z will contains the above setting.*

Select Group Duty Roster and double click to open. For each group duty roster, which requires multiple shifts, click on the Multi-Shift list to switch to roster 2 or roster 3 and assign the clocking schedule in the calendar accordingly. You may also utilize the “Auto Schedule” for this purpose. After the amendments are done for all possible group duty rosters, close the screen.

Click Apply on the System Configuration to save the amended settings. Now, the system is able to detect multiple shifts.

In the Attendance Sheet, multiple shifts will be presented with 2 or 3 same date attendance for the same person with different daily clocking schedule. You may also create multiple shifts by assigning clocking schedule in the

Multi-Shift entry screen by clicking on the “Edit” button and “Multi-Shift” button.

Siren Timer Schedule

By activating this feature, you can set the siren to sound base on the timer defined for each day of the week.

To activate this feature, you must amend the *DiGiTIME+* configuration file, DIGITIME.INI.


Firstly, shutdown all active *DiGiTIME+* application. Then from My Computer, look for DiGiPLUS directory and double click on it. From DiGiPLUS directory, look for DIGITIME.INI and double click on it. Refer to Figure 5.2 for a screen shot of DIGITIME.INI.

To activate siren scheduling, change the setting for ActivateSiren from

ActivateSiren=0 into ActivateSiren=1

Save the new setting and exit from the file.

Now, you need to amend the system configuration to tolerate for multiple shift checking.

Launch the *DiGiTIME+* again. Click on the  Clock Terminal icon and Clock Terminal screen will appear.

You will now notice that a new option “Set siren timer schedule” is added as the 2nd option. Double click to launch this feature.

Siren Timer Schedule (Optional)

Please specify the time that the siren will be activated for the timer (#1 - #4), and the timer set for each day of the week to use:-

List of timer for siren activation time zone:-

Timer	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
01	08:00	10:00	10:15	12:00	13:00	15:00	15:15	17:00	17:30	19:00	20:00	23:00						
02																		
03																		
04																		

The siren timer # for each day of a week: Sunday 0 Monday 1 Tuesday 1 Wednesday 1 Thursday 1 Friday 1 Saturday 0

The duration of siren activation time: 10 Second(s)

HelpApplyClose

Figure 5.4 – Set Siren Timer Schedule

You may setup a total of 4 sets of timers, each with 18 time zones. On each day only 1 set of timer can be used.

After the setting up is completed, click Apply and it will be send the settings to all active clock terminals. However, only the clock terminal with the siren installed with it will be able to trigger the siren when the terminal time has reaches activation time zone.

Running DiGiTIME+ In A Network

This part is provided as a guideline for those who are planning to use a single copy of installed *DiGiTIME+* from a few workstations within the same network. You must assign a particular computer as Server.

Server setting up:

1. Install the *DiGiTIME+* software in the Server as usual.
2. Plug in the WinCom Network Control Device at the Printer Port.
3. At Desktop, double click My Computer. Look for DiGiPLUS directory and double click on it.
4. In DiGiPLUS directory, you will find a file called NETCFG.EXE.



Figure 5.5 - My Computer's View of DiGiPLUS Directory

5. Double click the NETCFG.EXE and the program will execute.
6. Click on Yes button to enable the network detection.
7. You will hear a beep sound and a new icon will be created at the taskbar.
8. Go back to My Computer. Right click on the DiGiPLUS directory. Select Sharing and share the directory as DiGiPLUS.

Workstation setting up:

1. At Desktop, double click My Network or Network Neighborhood.
2. Look for the Server's computer name and double click on it.
3. You will find DiGiPLUS directory in it. Right click on it. Select Map Network Drive and set it to Drive F (You may change it to others).
4. At Desktop, double click My Computer and look for Drive F and double click it.
5. In Drive F, you will discover DiGiTIME+ programs.
6. Use the right mouse button to click on the DiGiTIME.EXE and drag it to the Desktop. Release the mouse button, and a menu will appear.
7. Click Create Shortcut(s) Here.
8. The Shortcut is now created on your desktop.
9. From the Desktop, you may now utilize the shortcut to access the *DiGiTIME+* software through your network.

APPENDIX A

DiGiAccess

Contents

What does DiGiAccess has to offer

Activating DiGiAccess

To Set Access Terminal

Setup Access Terminals

Set Terminal Access Settings

Set Terminal Date and Time

Set Automatic Download Interval

Download Data From Terminal

Clear All Data From Terminal

Terminal Data Audit List

Monitor Terminal Activities

DiGiTIME+

WHAT DOES DIGIACCESS HAS TO OFFER

DiGiAccess is designed to help in the implementation of door access. With a terminal that is capable to communicate with a computer, DiGiAccess can transfer information to the terminal and vice versa. By installing a proper model, you can even identify the accessible time zone for each access card.

In short, DiGiAccess provides you with the following:

- easy maintenance of the active access cards list in the terminals
- assignment of time zone to limit access to selected time range
- monitoring of door status
- capable of using door access records to generate attendance records

Activating DiGiAccess

To activate this feature, you must amend the *DiGiTIME+* configuration file, DIGITIME.INI.

Firstly, shutdown all active *DiGiTIME+* application. Then from My Computer, look for DiGiPLUS directory and double click on it. From DiGiPLUS directory, look for DIGITIME.INI and double click on it. Refer to Figure 5.2 for a screen shot of DIGITIME.INI.

To activate DiGiAccess, change the setting for AccessControl from


AccessControl=0 into AccessControl=1

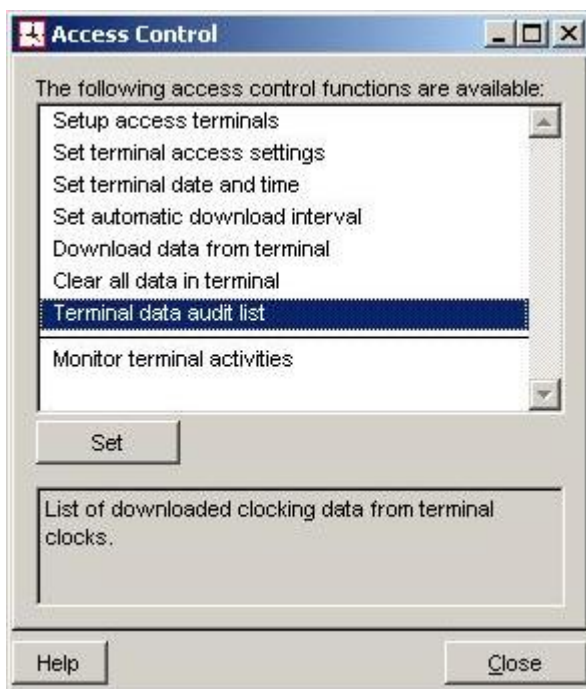
Save the new setting and exit from the file.

Now, you can start utilizing the access control feature.

TO SET ACCESS TERMINAL

Access terminal is the electronic hardware device your employees swipe his/her card to access a particular door. You may configure the below

terminal setting from the system by clicking the  Access Terminal icon. An Access Control pop up screen will be displayed: -



Please refer to individual topic for elaboration.

Setup Access Terminals (as shown in Figure A.1)

This function specifies the communication parameters for each installed access terminals. The system will automatically determine the communication port by default to “COM?”. It is recommended that you use this automatic setting.

Data Terminals

Specify the ID number and the type of model for each installed terminal.
You may indicate its known communication port, or let the system to do auto-scan for the attached port. Tick 'Disabled' checker to disable the terminal.

Disabled	ID	Description	Model	Use this func	
<input type="checkbox"/>	01		MT 45	COM?	
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Help Add Delete Apply Close

Figure A.1 - Setup Access Terminals

Set Terminal Access Settings (as shown in Figure A.2)

This function helps you to install access card into the access terminals. It also allows you to control the access time of each access card by setting up of timer range for each weekday. It will also allow you to define the duration of lock release.

Terminal Access Settings

Terminal ID: 01 Retrieve settings from PC of terminal ID: 01

Access Card

Use this setting to install a set of badge cards that are able to access this particular terminal.
By default, each card has no access time control as indicated by its time zone '09'

List of access cards to be installed :-

No.	Card	Name	Time Zone
1	001234	ELIZABETH MA	09
2	017531	MAHENDRAN A/	09
3	021228	JENNY HEE	09
4	021935	MOHAMMAD ZUH	09
5	030381	DOLLY LIM LA	09

List of badge cards available :-

No.	Badge	Name
1	001234	ELIZABETH MARY A
2	017531	MAHENDRAN A/L M
3	021228	JENNY HEE
4	021935	MOHAMMAD ZUHIR
5	030381	DOLLY LIM LAI YEE
6	038036	EUGENE PRESLEY

☐ Access card requires PIN

Help Read from Terminal Update Card Changes Save All to Terminal Close

Figure A.2 – Set Terminal Access Settings, page Access Card

Terminal Access Settings

Terminal ID: 01 Retrieve settings from PC of terminal ID: 01

Access Card

Use this setting to define a timer with the accessible time ranges, to be used by each weekday of a time zone.
You can then assign this time zone to an installed card that can access within these time range.

List of timer for time zone :-

Timer	From	To	From	To
01	06:00	19:00		
02				
03				
04				
05				
06				
07				
08				
09				
10				

List of time zone for access card :-

Time Zone	Sun	Mon	Tue	Wed	Thu	Fri	Sat
01		01	01	01	01	01	01
02							
03							
04							

List of PIN codes :-

No.	PIN	Time Zone
1		
2		
3		

Release lock duration: 0

Release lock permanently ☐

Help Read from Terminal Update Timer Changes Save All to Terminal Close

Figure A.3 – Set Terminal Access Settings, page Access Time

Set Terminal Date and Time (as shown in Figure A.4)

This function is used to send your date and time to the terminal. This is used in the event that the terminal date or time is inaccurate.

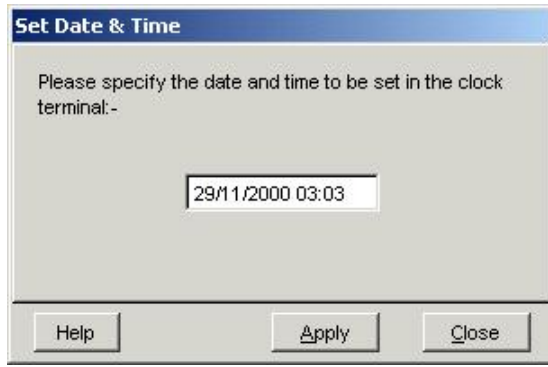


Figure A.4 - Set Terminal Date and Time

Set Automatic Download Interval (as shown in Figure A.5)

This function specifies the interval time in which the system will automatically download data from terminal and drop into the Terminal Data Audit List.

- ◆ Specify the time interval in seconds. Default setting is 0 second.

For example, If it is set as "60" seconds - means data will be automatically downloaded in every 60 seconds, you will notice the green light on the right of the help icon indication system is pulling information from terminal. Amber color means it is updating and red color means no download is being performed.

- ◆ Specify the time interval in minute. Default setting is 0 minute.

For example, if it is as 30 minutes and your "In" time is 9:00am, "Out" time is 18:00pm - system will activate the automatic data download from the clock 30 minutes before "In" time (between 8:30am to 9:30am) and 30 minutes after "Out" time (between 17:30pm to 18:30pm).

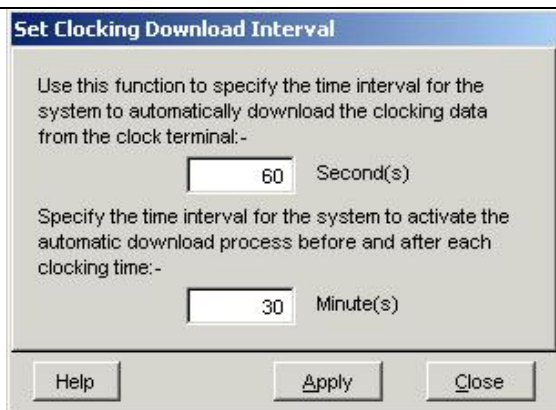


Figure A.5 - Set Clocking Auto Download Interval

Download Data From Terminal

This function allows you to download data on request. It will download data residing in the terminal. The data downloaded will be stored in Terminal Data Audit List.

Two ways to download data :-

- Download latest - Download the latest data from the terminals
 - Download all - Download all the data stored in the terminals
-
- ◆ Double click "Download data from terminal", screen as shown in Figure A.6 will prompt out.
 - ◆ Select the way for downloads data.
 - ◆ Click "Apply" to start download data.

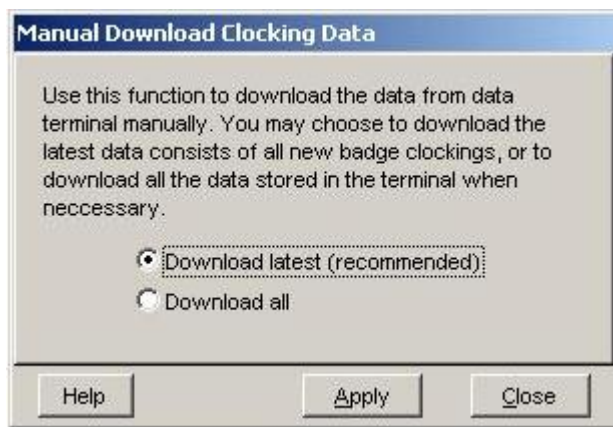


Figure A.6 - Download Clocking Data

Clear All Data In Terminal

This function allows you to clear all the clocking data in terminal.

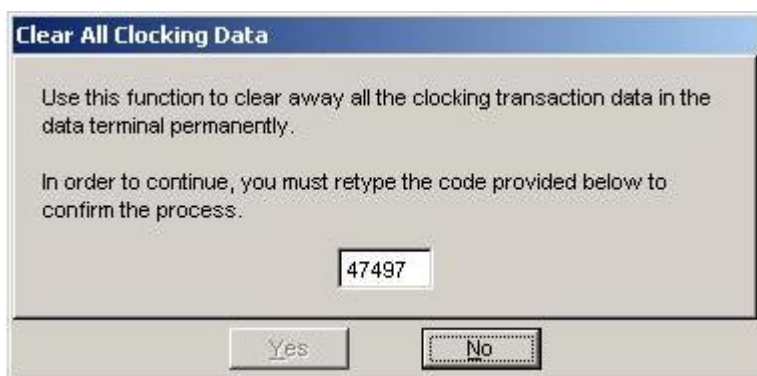


Figure A.7 – Clear All Data In Clock

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Terminal Data Audit List

This function allows you to view all downloaded data from the access terminals. By clicking “Pause” button, you are allowed to run convert for attendance or to delete existing records.

Clocking data audit list

Below is the list of clocking data downloaded from clock terminal. Clocking record without 'I/O Slot' indicates current clocking fails to register clocking slot in the attendance sheet due to improper schedule.

ID	Badge	Name	Clocking	Transaction	Date	I/O Slot
01	021228	JENNY HEE	06/10/2002 06:35	1:Invalid Entry	//	
01	038036	EUGENE PRESLEY	06/10/2002 06:35	1:Invalid Entry	//	
01	017531	MAHENDRAN A/L MUTHU	06/10/2002 06:35	1:Invalid Entry	//	
01	021935	MOHAMMAD ZUHIR	06/10/2002 06:35	1:Invalid Entry	//	
01			07/10/2002 06:23	4:Force Open Alarm	//	
01	017531	MAHENDRAN A/L MUTHU	12/10/2002 13:27	0:Valid Entry	11/10/2002	4

Enter your selection criteria for selective transaction viewing:-

ID: Badge: From: To: Transaction: Total: 303

Figure A.8 – Terminal Data Audit List

Monitor Terminal Activities

This function allows you monitor the status of the access terminals.

Monitor Terminal Activities

This screen allows you to monitor and display the status of the installed access terminals on screen.
Click the 'Open' button to pulse open the door. Click the 'Sync' button to synchronise time.
In order to release lock permanently, tick the 'Release' checker of that terminal.
You may tick the 'Skip' checker to bypass that terminal monitoring.

Local Time: 21/10/2002 10:08:03

Skip	ID	Description	Release	Open	Sync	Time	Lock	Door	Card	Time	Transaction
<input type="checkbox"/>	01		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21/10/2002 10:08:01	Locked	Opened	017531	10:06	0:Valid Entry
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Figure A.9 – Monitor Terminal Activities

APPENDIX B

Capture Station

Contents

What is Capture Station

Activating Capture Station

How Does Capture Station Function

DiGiTIME+

WHAT IS CAPTURE STATION

Capture Station is designed to remove attendance sheet generation feature in *DiGiTIME+*. By activating it, *DiGiTIME+* will still be able to communicate with the clock terminals and even access terminals. But, no attendance records will be created.

In short, Capture Station provides you with the following:

- maintenance of installed clock terminals
- monitoring of clock status
- easy maintenance of the active access cards list in the access terminals
- assignment of time zone to limit access to selected time range
- monitoring of door status
- storage of downloaded data

Activating Capture Station

To activate this feature, you must amend the *DiGiTIME+* configuration file, DIGITIME.INI.

Firstly, shutdown all active *DiGiTIME+* application. Then from My Computer, look for DiGiPLUS directory and double click on it. From DiGiPLUS directory, look for DIGITIME.INI and double click on it. Refer to Figure 5.2 for a screen shot of DIGITIME.INI.

To activate DiGiAccess, change the setting for CaptureStation from

CaptureStation=0 into CaptureStation=1

Save the new setting and exit from the file.

Now, you can start utilizing the capture station feature.

How Does Capture Station Function

When Capture Station is activated, the main menu will change to as per below.



Figure B.1 – Capture Station Main Menu

The attendance, history attendance and report icons are removed and replaced with 2 new icons. Namely: View Clocking and Upload Clocking.

View Clocking allows you to view the downloaded data from the clock terminals or access terminals.

Upload Clocking allows you to save the downloaded data into a selected directory base on the selected date range.

APPENDIX C

SPWaktu+

Contents

What does SPWaktu+ has to offer

Activating SPWaktu+

Flow chart of badge card color changes

Explanation of badge card color change

Example of badge card color change

DiGiTIME+

WHAT DOES SPWAKTU+ HAS TO OFFER

SPWaktu+ is designed to cater to the monthly punctuality system used by Government Malaysia. The monthly punctuality system is presented by the color of badge cards. This system will adjust the badge color base on the analysis result of the punctuality pattern of a particular employee.

In short, SPWaktu+ provides you with the following:

- complete attendance related information
- status of monthly punctuality

Activating SPWaktu+

To activate this feature, you must amend the *DiGiTIME+* configuration file, DIGITIME.INI.

Firstly, shutdown all active *DiGiTIME+* application. Then from My Computer, look for DiGiPLUS directory and double click on it. From DiGiPLUS directory, look for DIGITIME.INI and double click on it. Refer to Figure 5.2 for a screen shot of DIGITIME.INI.

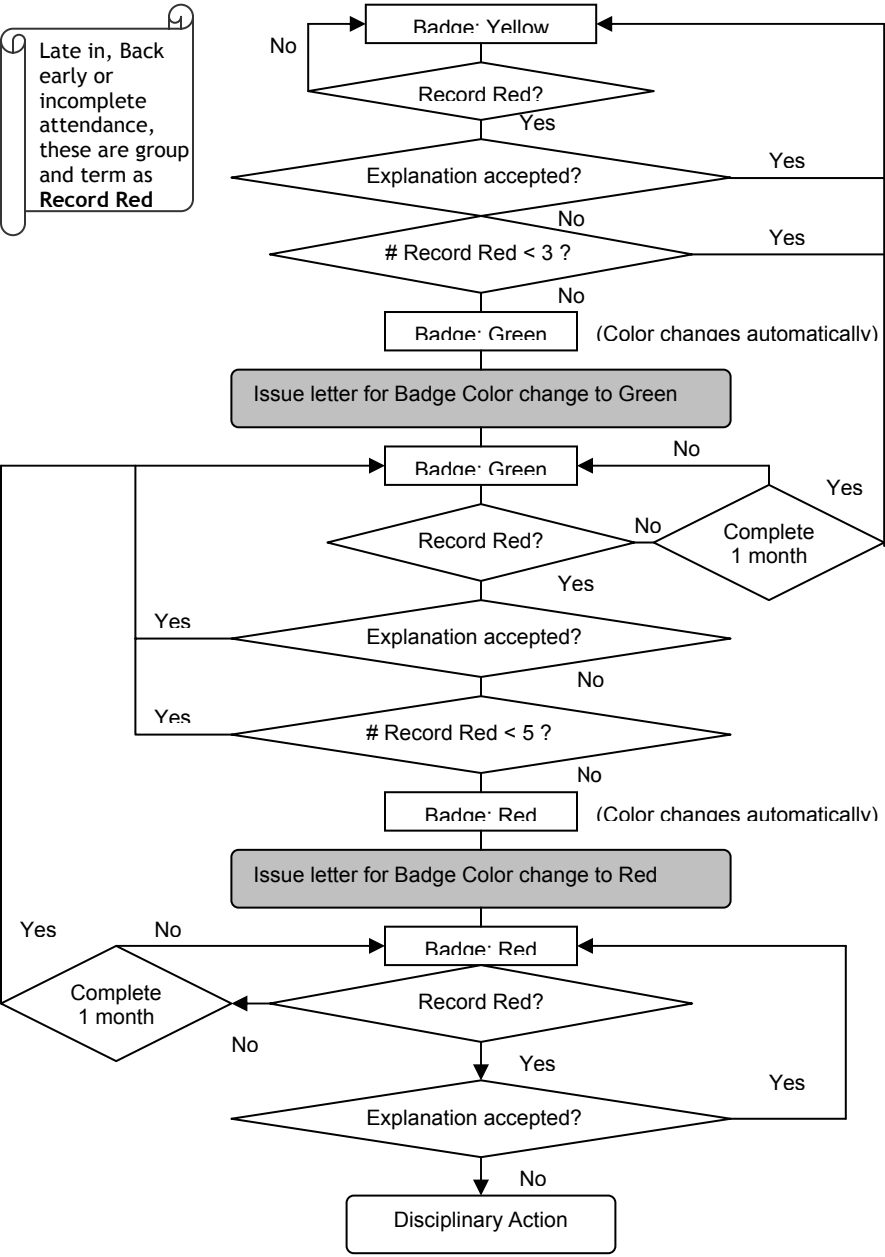
To activate SPWaktu+, change the setting for PerakamWaktu from

PerakamWaktu=0 into PerakamWaktu=1

Save the new setting and exit from the file.

Now, you can start utilizing the punctuality analysis feature.

Flow Chart of Badge Card Color Changes



Explanation of Badge Card Color Changes

At the beginning, all employees will be issued with Yellow card.

The following is the explanation of color change:-

Yellow – Green

- **Record Red < 3**
 - For each Record Red recorded, its date will be used as the starting date for analysis. This analysis runs for 1 month (observation period).
 - During observation period, if the employee receives more Record Red, the quantity will be increased. Whereas the observation period will reset to start from the new date.
 - If the employee does not receive any Record Red within the observation period, Record Red recorded will be ignored.
- **Record Red > 3**
 - Badge card for the employee will be changed to Green color.

Green – Red

- For any employee who holds a green badge card, when he/she receives 2 more Record Red with no acceptable explanation, he/she will receive final warning and badge card will be changed to Red color.

Red - Green

- While holding a red badge card, if the employee does not receive any Record Red in 1 month, his/her badge card will be changed back to Green color.

Green - Yellow

- While holding a green badge card, if the employee does not receive more than 2 Record Red in 1 month, his/her badge card will be changed back to Yellow color.

Example of Badge Card Color Changes

Badge Card Number : 139175

Name : Padilah Bt Juda

Tardiness Date	Record Red	Explanation Accepted		Badge Card Color
		Yes	No	
19/06/2000	2	√	√	Yellow
26/06/2000	1		√	Yellow
28/06/2000	1		√	Green
04/07/2000	1		√	Green
05/07/2000	1	√		Green
08/07/2000	1		√	Red
10/07/2000	1		√	Red
12/07/2000	1	√		Red
19/07/2000	1		√	Red
21/07/2000	1		√	Red
26/07/2000	1	√		Red
29/07/2000	1	√		Red
02/08/2000	1	√		Red
07/08/2000	1	√		Red
15/08/2000	1	√		Red
17/08/2000	1		√	Red
18/08/2000	1	√		Red
23/08/2000	2	√	√	Red
26/08/2000	1	√		Red
29/08/2000	1	√		Red
06/09/2000	1	√		Red
09/09/2000	1	√		Red
13/09/2000	1	√		Red
20/09/2000	1		√	Green
03/10/2000	1	√		Green
05/10/2000	1	√		Green
06/10/2000	1	√		Green
12/10/2000	1	√		Green
16/10/2000	1	√		Green
23/10/2000	1		√	Yellow
25/10/2000	1		√	Yellow
28/10/2000	1	√		Yellow
30/10/2000	1	√		Yellow

APPENDIX A

Sample Reports

Contents

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DiGiAccess

Staff Movement Analysis
Terminal Activity Report
Terminal Transaction Listing

SPWaktu+

Badge Color Status
Laporan Mingguan – Lampiran 8.2
Laporan Bulanan – Lampiran 8.3

All sample reports are for reference only. The fonts and layout may defer slightly from the original printouts.

Correction Report
01/06/2000 – 30/06/2000

22/10/2002 17:22:47

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Badge	Name	Date	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Remark
<u>ADMINISTRATION</u>													
1. 190685	ROSLAWATI BT SHARIFF	01/06/2000	0	08:51									
		06/06/2000	0				17:03				0.05		
		12/06/2000	0				17:36				0.60		
		16/06/2000	0				18:29				1.48		
		22/06/2000	0	08:59									
		27/06/2000	0				15:22					1.13	

Tardiness Report
01/06/2000 – 30/06/2000

22/10/2002 17:21:47

Page: 1

Badge	Name	Date	Sche	In	Break	Resume	Out	Short	Leave Taken
-------	------	------	------	----	------------------	-------------------	-----	-------	-------------

ADMINISTRATION

190685 ROSLAWATI BT SHARIFF	01/06/2000	0	08:51							
	06/06/2000	0				17:03				
	12/06/2000	0				17:36				
	14/06/2000	0	09:02	0.03		17:32	0.03			
	16/06/2000	0				18:29				
	22/06/2000	0	08:59							
	27/06/2000	0				15:22	1.13	1.13		
	28/06/2000	0	08:50			16:40	0.33	0.33		
				1	0.03				2	1.46

Overtime Approval Worksheet
01/06/2000 – 30/06/2000

22/10/2002 17:21:47

Page: 1

Badge	Name	Date	Sche	WORKDAY Appr.	HOLIDAY Appr.	RESTDAY Appr.	OFFDAY Appr.	
<u>ADMINISTRATION</u>								
190685	ROSLAWATI BT SHARIFF	02/06/2000	0	0.18
		05/06/2000	0	0.02
		06/06/2000	0	0.05
		07/06/2000	0	0.93
		08/06/2000	0	0.10
		09/06/2000	0	0.47
		10/06/2000	0	0.17
		12/06/2000	0	0.60
		13/06/2000	0	0.98
		14/06/2000	0	0.53
		15/06/2000	0	1.15
		16/06/2000	0	1.48
		19/06/2000	0	0.37
		20/06/2000	0	0.48
		21/06/2000	0	0.87
		23/06/2000	0	0.58
		26/06/2000	0	0.80
		29/06/2000	0	0.30
		30/06/2000	0	0.37

Attendance Summary

01/06/2000 - 30/06/2000

✓=Perfect

AB=Absent

LV=Leave Taken

LI=Late-In

EO=Early-Out

MP=Miss-Punch

OT=Overtime

Badge OT	Name	Workrate % ✓		AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY		
ADMINISTRATION																		
1	190685	ROSLAWATI BT SHARIFF	73.57	16			1	2	6	1.49	134.64	10.43						
2	206432	LEE YOK LIN	81.65	16	4		1	3		1.58	149.42	6.72						
3	910373	SHUHIMI MD TALIB	88.95	16			4	1	3	0.73	162.77	13.64						
4	910375	AMRAN BIN JALIL	99.69	21			1	2		0.57	182.43	10.45						
5	910376	ISMAIL BIN SUBOH	10.66	3	16		1	2	5	1.19	19.50	7.65				3.23		
6	910868	DORAISINGAM A/L SUPPIAH	78.42	19	3				2		143.50	4.53						
7	910870	CLARENCE DERAMAN	76.52	14	4		2	3	1	3.47	140.03	7.53						
8	910872	AMIR AWANG BIN SHAHABIDIN	57.90	12	9		1	1	1	2.05	105.95	4.70						
9	910884	ROPITAH BT MOHD. NOOR	85.96	16	2		1	4	1	2.20	157.30	5.59						
			72.59	133	38		12	18	19	13.28	1195.54	71.24	0.00	0.00	0.00	0.00	0.00	3.23
Total			72.59	133	38		12	18	19	13.28	1195.54	71.24	0.00	0.00	0.00	0.00	0.00	
3.23																		

Day by Day Analysis

29/10/2002 17:27:44

Page: 1

✓=Perfect

AB=Absent

LV=Leave Taken

LI=Late-In

EO=Early-Out

MP=Miss-Punch

OT=Overtime

Date OT	Weekday	Workrate %	✓	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY
01/06/2000	Thursday	59.74	12			7	2	2	3	0.55	119.47	5.06				
02/06/2000	Friday	82.07	14	3			4	4	1	4.97	164.13	6.13				
03/06/2000	Saturday															3.23
04/06/2000	Sunday															
05/06/2000	Monday	71.76	16	4				3	3	0.71	143.51	5.13				
06/06/2000	Tuesday	87.84	19	1			2	1	2	0.33	175.67	17.79				
07/06/2000	Wednesday	89.49	16	1			4	3	1	6.02	178.98	6.39				
08/06/2000	Thursday	91.57	19	1			3	2	1	0.94	183.13	13.15				
09/06/2000	Friday	87.03	20	1			2		2	1.95	174.05	14.57				
10/06/2000	Saturday	100.00	25								87.50	13.51				
11/06/2000	Sunday															
12/06/2000	Monday	58.83	12	7			1	1	4	0.34	111.66	9.46				
13/06/2000	Tuesday	78.89	16	3			3	1	2	2.22	157.78	20.84				
14/06/2000	Wednesday	83.55	16	3			3	2	1	0.90	167.10	13.38				
15/06/2000	Thursday	97.21	22				2	1		5.58	194.42	18.07				
16/06/2000	Friday	83.32	17	3				4	1	1.37	166.63	6.31				
17/06/2000	Saturday															
18/06/2000	Sunday															
19/06/2000	Monday	83.35	16	4			1	5		1.79	166.70	2.34				
20/06/2000	Tuesday	79.03	15	3				5	2	1.94	158.06	4.23				
21/06/2000	Wednesday	80.34	17	2			2	3	3	2.27	160.67	5.32				
22/06/2000	Thursday	75.25	15	2				4	4	1.51	150.49	3.51				
23/06/2000	Friday	78.02	15	4			2	3	1	4.47	156.03	2.82				
24/06/2000	Saturday	82.40	18	3			1	3	1	1.73	72.10	5.52				
25/06/2000	Sunday															
26/06/2000	Monday	63.32	12	6			2	3	3	1.85	126.63	5.07				
27/06/2000	Tuesday	71.20	14	5				5	2	2.73	142.40	3.69				
28/06/2000	Wednesday	67.42	15	6				2	2	0.68	134.84	4.41				
29/06/2000	Thursday	70.99	14	6			1	3	1	2.03	141.97	4.17				
30/06/2000	Friday	77.80	17	4			1	2	1	4.40	155.60	5.77				
Total		79.05	392	79			36	62	41	51.28	3589.52	196.64	0.00	0.00	0.00	0.00

Month by Month Analysis
01/04/2000 - 31/07/2000

3=Perfect

AB=Absent

LV=Leave Taken

LI=Late-In

EO=Early-Out

MP=Miss-Punch

OT=Overtime

Month	Head Count	Workrate % 3	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
04/2000	26	84.38 436	85		31	16	46	124.70	3740.73	232.94					4.83	5.94
05/2000	25	72.41 395	98		27	17	102	120.99	3457.65	201.82					4.72	2.67
06/2000		78.46 392	79		36	62	41	51.28	3589.15	196.64						3.23
07/2000	24	34.66 167	380		17		13	9.98	1484.78	59.37						
Total		67.54 1390	642		111	95	202	306.95	12272.7	690.77	0.00	0.00	0.00	0.00	9.55	11.84

On Leave Report
01/06/2000 – 30/06/2000

Badge	Name	Date	Weekday	Day Type	Sche	Leave Taken	
ADMINISTRATION							
1	190685	ROSLAWATI BT SHARIFF	10/06/2000	Saturday	WORKDAY	0	ABSENT
			15/06/2000	Thursday	WORKDAY	0	ABSENT
2	206432	LEE YOK LING	10/06/2000	Saturday	WORKDAY	0	ABSENT
			12/06/2000	Monday	WORKDAY	0	ABSENT
			13/06/2000	Tuesday	WORKDAY	0	ABSENT
			14/06/2000	Wednesday	WORKDAY	0	ABSENT
			15/06/2000	Thursday	WORKDAY	0	ABSENT
			16/06/2000	Friday	WORKDAY	0	ABSENT
3	910373	SHUHIMI MD TALIB	10/06/2000	Saturday	WORKDAY	0	ABSENT
			15/06/2000	Thursday	WORKDAY	0	ABSENT

Date	Weekday	Day Type	Sche	In	Break	Resttime	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/06/2000	Thursday	WORKDAY	0										ABSENT	
02/06/2000	Friday	WORKDAY	0	08:52			17:33			8.00	0.55			
03/06/2000	Saturday	OFFDAY	0											
04/06/2000	Sunday	RESTDAY	0											
05/06/2000	Monday	WORKDAY	0	08:50			17:32			8.00	0.53			
06/06/2000	Tuesday	WORKDAY	0	08:58			17:00			8.00				
07/06/2000	Wednesday	WORKDAY	0	11:11			17:00			5.82		3.18		
08/06/2000	Thursday	WORKDAY	0	09:00			17:00			8.00				
09/06/2000	Friday	WORKDAY	0	08:59										
10/06/2000	Saturday	WORKDAY	0	09:00			12:33			3.50	0.05			
11/06/2000	Sunday	RESTDAY	0											
12/06/2000	Monday	WORKDAY	0	08:51										
13/06/2000	Tuesday	WORKDAY	0	10:40			17:37			6.33	0.62	1.67		
14/06/2000	Wednesday	WORKDAY	0	08:41			17:32			8.00	0.53			
15/06/2000	Thursday	WORKDAY	0	08:56			17:00			8.00				
16/06/2000	Friday	WORKDAY	0	08:39			17:00			8.00				
17/06/2000	Saturday	OFFDAY	0											
18/06/2000	Sunday	RESTDAY	0											
19/06/2000	Monday	WORKDAY	0	09:11			16:43			7.53		0.46		
20/06/2000	Tuesday	WORKDAY	0	08:08			17:00			8.00				
21/06/2000	Wednesday	WORKDAY	0	08:29										
22/06/2000	Thursday	WORKDAY	0	08:46			17:35			8.00	0.58			
23/06/2000	Friday	WORKDAY	0	09:18			17:31			7.70	0.52	0.30		
24/06/2000	Saturday	WORKDAY	0	08:42			12:58			3.50	0.47			
25/06/2000	Sunday	RESTDAY	0											
26/06/2000	Monday	WORKDAY	0	08:29								0.48		
27/06/2000	Tuesday	WORKDAY	0	08:16			17:32			8.00	0.53			
28/06/2000	Wednesday	WORKDAY	0	08:44			17:00			8.00				
29/06/2000	Thursday	WORKDAY	0	09:00			19:00			8.00	2.00			
30/06/2000	Friday	WORKDAY	0	08:46			17:00			8.00				
Day Type Total Days				Present	Absent	Work	Overtime	Short	ABSENT	1				
WORKDAY				24	23	138.38	6.38	6.09	ANNUAL					
HOLIDAY									SICK					
RESTDAY				4					NO PAY LEAVE					
OFFDAY				2										
				30	23	138.38	6.38	6.09		1				

01/06/2000

Thursday

[illegible]

Duty Calendar
Group : A

W=WORKDAY H=HOLIDAY R=RESTDAY O=OFFDAY *: Overwritten Clocking

Year Month 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 31

2000	1	H	R	W	W	W	W	W	O	R	W	W	W	W	W	O	R	W	W	W	W	W	R	W	W	W	W	W	R	W
	2	W	W	W	W	O	R	W	W	W	W	W	R	W	W	W	W	W	O	R	W	W	W	W	W	W	R	W	W	
	3	W	W	W	O	R	W	W	W	W	W	R	W	W	W	W	O	R	W	W	W	W	W	R	W	W	W	W	W	
	4	O	R	W	W	W	W	W	R	W	W	W	W	W	O	R	W	W	W	W	W	R	W	W	W	W	W	W	R	
	5	W	W	W	W	O	R	W	W	W	W	W	R	W	W	W	W	W	O	R	W	W	W	W	W	W	R	W	W	
	6	W	W	O	R	W	W	W	W	W	R	W	W	W	W	O	R	W	W	W	W	W	R	W	W	W	W	W		
	7	O	R	W	W	W	W	W	R	W	W	W	W	W	O	R	W	W	W	W	W	R	W	W	W	W	W	R	W	
	8	W	W	W	W	O	R	W	W	W	W	W	R	W	W	W	W	O	R	W	W	W	W	W	R	W	W	W	H	
	9	W	O	R	W	W	W	W	W	R	W	W	W	W	O	R	W	W	W	W	W	R	W	W	W	W	W	W		
	10	R	W	W	W	W	O	R	W	W	W	W	W	R	W	W	W	W	W	O	R	W	W	W	W	W	R	W	W	
	11	W	W	W	O	R	W	W	W	W	W	R	W	W	W	W	O	R	W	W	W	W	W	R	W	W	W	W		
	12	W	O	R	W	W	W	W	W	R	W	W	W	W	O	R	W	W	W	W	W	R	H	W	W	W	W	R		

Attendance Sheet
01/10/2002 - 31/10/2002

		✓=Perfect					AB=Absent		L1=ANNUAL L7=			L2=SICK L8=			L3=HOSPITAL L9=			L4=MATERNITY			L5=PATERNITY			L6=EMERGENCY								
Badge	Name	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	31

ADMINISTRATION

1	021228	JENNY HEE	✓	✓	✓	AB	✓	R	✓	✓	✓	✓	✓	R	✓	✓	✓	✓	✓	R	✓	✓	✓	✓	✓	✓	R	L2	L2	L2	L2	
2	021935	MOHAMMAD ZUHIR	✓	✓	✓	✓	✓	R	✓	✓	✓	✓	✓	R	✓	✓	✓	✓	✓	R	✓	✓	✓	✓	✓	✓	R	✓	✓	✓	✓	
3	300001	ALI AHMAD	✓	✓	✓	✓	✓	R	✓	✓	✓	✓	✓	R	✓	✓	✓	✓	✓	L1	R	✓	✓	✓	✓	✓	✓	R	✓	✓	✓	✓

FINANCE

4 030381	DOLLY LIM LAI YEE	✓	✓	✓	L1	L1	R	✓	✓	✓	✓	✓	✓	R	✓	✓	✓	✓	✓	✓	AB	✓	✓	✓	✓	✓	✓	R	✓	✓	✓	✓
5 042947	GEORGE CHEE MUN KIT	✓	✓	✓	✓	✓	R	✓	✓	✓	✓	✓	✓	R	✓	✓	✓	✓	✓	✓	R	✓	✓	✓	✓	✓	✓	R	✓	✓	✓	✓

Gross Wages Report
01/10/2002 – 30/10/2002

Badge	Name	Rate/Hr	WORKDAY x100%	OT x100%	HOLIDAY x100%	OT x100%	RESTDAY x100%	OT x100%	OFFDAY x100%	OT x100%
<u>ADMINISTRATION</u>										
1 021228	JENNY HEE		16.25	7.80						
		\$ 10.00	160.25	78.00	0.00	0.00	0.00	0.00	0.00	0.00
2 021935	MOHAMMAD ZUHIR									
		\$ 15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 300001	ALI AHMAD									
		\$ 6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>FINANCE</u>										
4 030381	DOLLY LIM LAI YEE		6.25	2.00						
		\$ 10.00	60.25	20.00	0.00	0.00	0.00	0.00	0.00	0.00
5 042947	GEORGE CHEE MUN KIT									
		\$ 15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL										
		\$	220.50	98.00	0.00	0.00	0.00	0.00	0.00	0.00

Staff Movement Analysis
01/10/2002 00:00 - 31/10/2002 00:00

Card	Name	Date	Transaction
1	021228 JENNY HEE	02/10/2002 08:48 19:49 02 00 02 00	
		03/10/2002 09:15 17:32 02 02 02 00	
		05/10/2002 15:27 15:31 15:40 15:56 02 00 02 00 02 00 02 02	
		06/10/2002 08:50 08:58 19:01 19:08 02 00 02 00 02 00 02 00	
		07/10/2002 05:19 05:41 02 00 02 00	
		00: 12 02: 2	

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ID		Description	Date	Transaction							
1	01	Guard House	02/10/2002	06:29 00 038036	08:48 00 021228	15:30 00 038036	19:49 00 021228	23:30 00 038036			
			03/10/2002	09:15 02 021228	10:31 00 038036	17:32 00 021228					
			05/10/2002	06:54 00 017531	06:54 00 038036	07:03 00 038036	07:09 00 038036	15:27 00 021228	15:28 03 017531	15:31 00 021935	15:31 00 038036
				15:39 00 021935	15:39 00 038036	15:39 00 017531	15:40 00 021228	15:44 00 017531	15:50 01 021935	15:51 01 021935	15:51 00 021935
				15:56 02 021228	15:56 00 038036	15:57 00 021935	15:57 00 017531	15:58 00 038036	15:59 00 038036	16:00 03 017531	16:03 02 038036
				22:50 00 038036	22:50 01 017531						
				00: 26	01: 3	02: 3	03: 2				

Terminal Transaction Listing
01/10/20002 00:00 – 31/10/2002 00:00

Date	ID	Description	Card	Name	Transaction
1 02/10/2002 06:29	01	Guard House	038036	EUGENE PRESLEY	00: Okay
2 02/10/2002 08:48	01	Guard House	021228	JENNY HEE	00: Okay
3 02/10/2002 15:30	01	Guard House	038036	EUGENE PRESLEY	00: Okay
4 02/10/2002 19:49	01	Guard House	021228	JENNY HEE	00: Okay
5 02/10/2002 23:30	01	Guard House	038036	EUGENE PRESLEY	00: Okay
6 03/10/2002 09:15	01	Guard House	021228	JENNY HEE	02: Over Slept
7 03/10/2002 10:31	01	Guard House	038036	EUGENE PRESLEY	00: Okay
8 03/10/2002 17:32	01	Guard House	021228	JENNY HEE	00: Okay
9 05/10/2002 06:54	01	Guard House	017531	MAHENDRAN A/L MUTHU	00: Okay
10 05/10/2002 06:54	01	Guard House	038036	EUGENE PRESLEY	00: Okay
11 05/10/2002 07:03	01	Guard House	038036	EUGENE PRESLEY	00: Okay
12 05/10/2002 07:09	01	Guard House	038036	EUGENE PRESLEY	00: Okay
13 05/10/2002 15:27	01	Guard House	021228	JENNY HEE	00: Okay
14 05/10/2002 15:28	01	Guard House	017531	MAHENDRAN A/L MUTHU	00: Okay
15 05/10/2002 15:28	01	Guard House	017531	MAHENDRAN A/L MUTHU	03: Traffic Jam
16 05/10/2002 15:31	01	Guard House	021935	MOHAMMAD ZUHIR	00: Okay
17 05/10/2002 15:31	01	Guard House	038036	EUGENE PRESLEY	00: Okay
18 05/10/2002 15:31	01	Guard House	017531	MAHENDRAN A/L MUTHU	02: Over Slept
19 05/10/2002 15:31	01	Guard House	021228	JENNY HEE	00: Okay
20 05/10/2002 15:39	01	Guard House	021935	MOHAMMAD ZUHIR	00: Okay

Staff Movement Analysis
01/10/2002 00:00 - 31/10/2002 00:00

Card	Name	Date	Transaction
1	017531 MAHENDRAN A/L MUTHU	07/10/2002	06:35 01 1
		12/10/2002	13:27 01 0
			0= 1 1= 1
2	021228 JENNY HEE	06/10/2002	06:34 06:34 06:35 01 1 01 1 01 1
			1= 3

0: Valid Entry	1: Invalid Entry	2:	3: Invalid PIN	4: Force Open Alarm
5: Pulse Door Open	6:	7: Invalid Time Zone	8:	9: Valid Exit

Terminal Transaction Listing
01/10/20002 00:00 – 31/10/2002 00:00

Date	ID	Description	Card	Name	Transaction
1 06/10/2002 06:15	01	Administration	021935	MOHAMMAD ZUHIR	1: Invalid Entry
2 06/10/2008 06:34	01	Administration	038036	EUGENE PRESLEY	1: Invalid Entry
3 06/10/2002 06:34	01	Administration	021228	JENNY HEE	1: Invalid Entry
4 06/10/2002 06:34	01	Administration	021228	JENNY HEE	1: Invalid Entry
5 06/10/2002 06:34	01	Administration	038036	EUGENE PRESLEY	0: Valid Entry
6 06/10/2002 06:35	01	Administration	021228	JENNY HEE	1: Invalid Entry
7 06/10/2002 06:35	01	Administration	038036	EUGENE PRESLEY	1: Invalid Entry
8 06/10/2002 06:35	01	Administration	017531	MAHENDRAN A/L MUTHU	1: Invalid Entry
9 06/10/2002 06:35	01	Administration	021935	MOHAMMAD ZUHIR	1: Invalid Entry
10 07/10/2002 06:23	01	Administration	038036	EUGENE PRESLEY	4: Force Open Alarm
0= 1 1= 8		4= 1			

Status Warna Kad Lencana
01/07/2000 - 31/07/2000

Narna	No. Pekerja	Tidak hadir	Tidak Mengetik	Datang Lewat	Balik Awal	Jumlah Tardy	Warna Kad
<u>Industri</u>							
1	SUBRMANIAM A/L MUNIANDY				0		Kuning
<u>Kesihatan Alam</u>							
2	ALISON LIM MEI HONG				0		Kuning
<u>Pentadbiran</u>							
3	PADILLAH BT JUDA	2	4	1		5	Merah

Ringkasan Warna Kad:-

Kuning	2
Hijau	0
Merah	1

LAPORAN MINGGUAN - LAMPIRAN 8.2

Nama Pegawai Bertugas : _____

Tarikh: 01/07/2000 Hingga 31/07/2000

Bil	Nama Pegawai/kakitangan yang datang lambat/pulang awal	Jumlah Catitan merah dalam tempoh seminggu	Warna kad pegawai/kakitangan pada akhir minggu
Pentadbiran			
1	PADILLAH BT JUDA	5	Merah

Jumlah Pegawai/Kakitangan : 10
Jumlah Pegawai/Kakitangan
yang memegang kad yang
berwarna hijau : 0

Jumlah Pegawai/Kakitangan
yang memegang kad yang
berwarna merah : 1

LAPORAN BULANAN - LAMPIRAN 8.3

Nama Pegawai Bertugas : _____

Tarikh: 01/07/2000 Hingga 31/07/2000

Bil	Nama Pegawai/kakitangan yang datang lambat/pulang awal	Jumlah Catitan merah dalam tempoh seminggu	Warna kad pegawai/kakitangan pada akhir minggu
Pentadbiran			
1	PADILLAH BT JUDA	5	Merah

Jumlah Pegawai/Kakitangan : 10

Jumlah Pegawai/Kakitangan : 0
yang memegang kad yang
berwarna hijau

Jumlah Pegawai/Kakitangan
yang memegang kad yang
berwarna merah : 1