

User Manual TimeWatch

Installation & User Manual TimeWatch Time Attendance System



Powered By:

TimeWatch
www.admantechologies.com

Adman Technologies Pvt. Ltd.

(An ISO 9001 - 2000 Certified Company)
A - 1 DDA Shed, Okhla, Phase - II, N. Delhi - 20.
Ph: 011 - 43119696-14 (Hunting lines)

WWW.TimeWatch.In

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Topics:

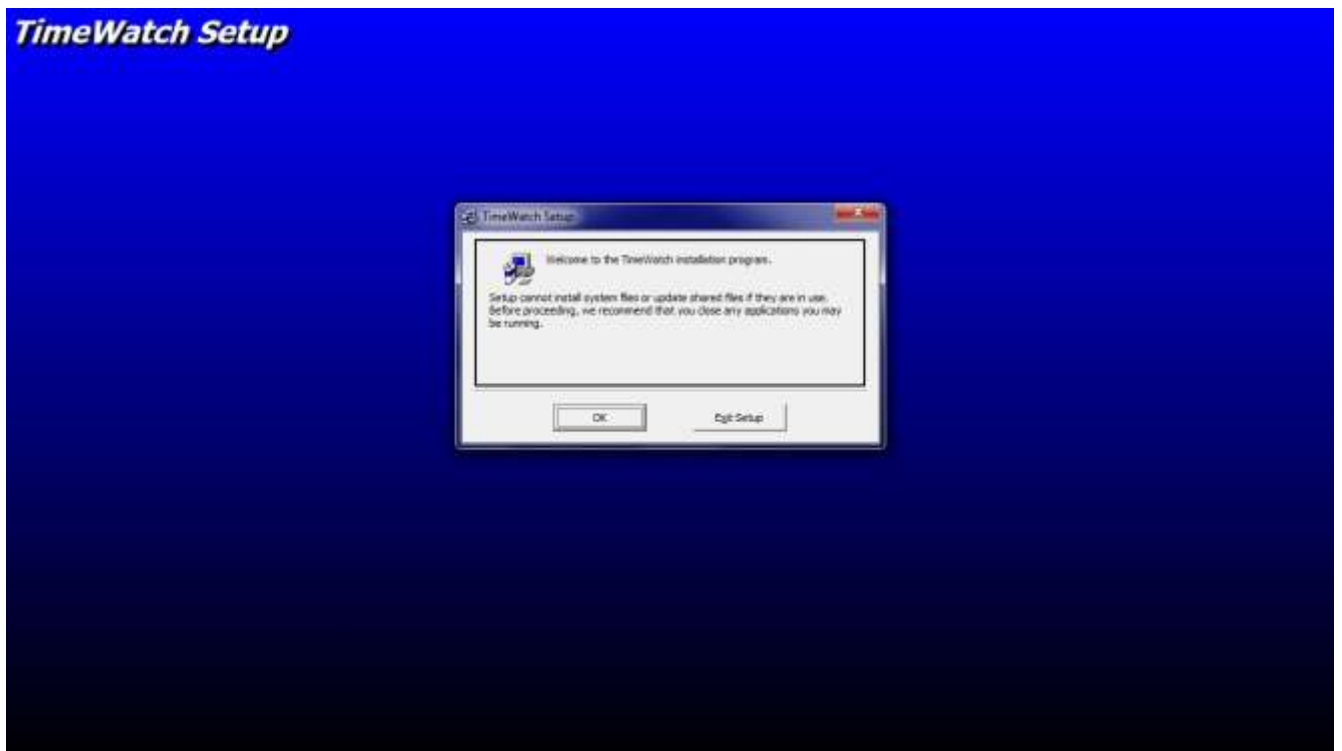
- Installation Process
- Operation User Manual

Installation Manual:

To install the TimeWatch application, insert the setup cd in cd drive. In setup cd you will find these file.

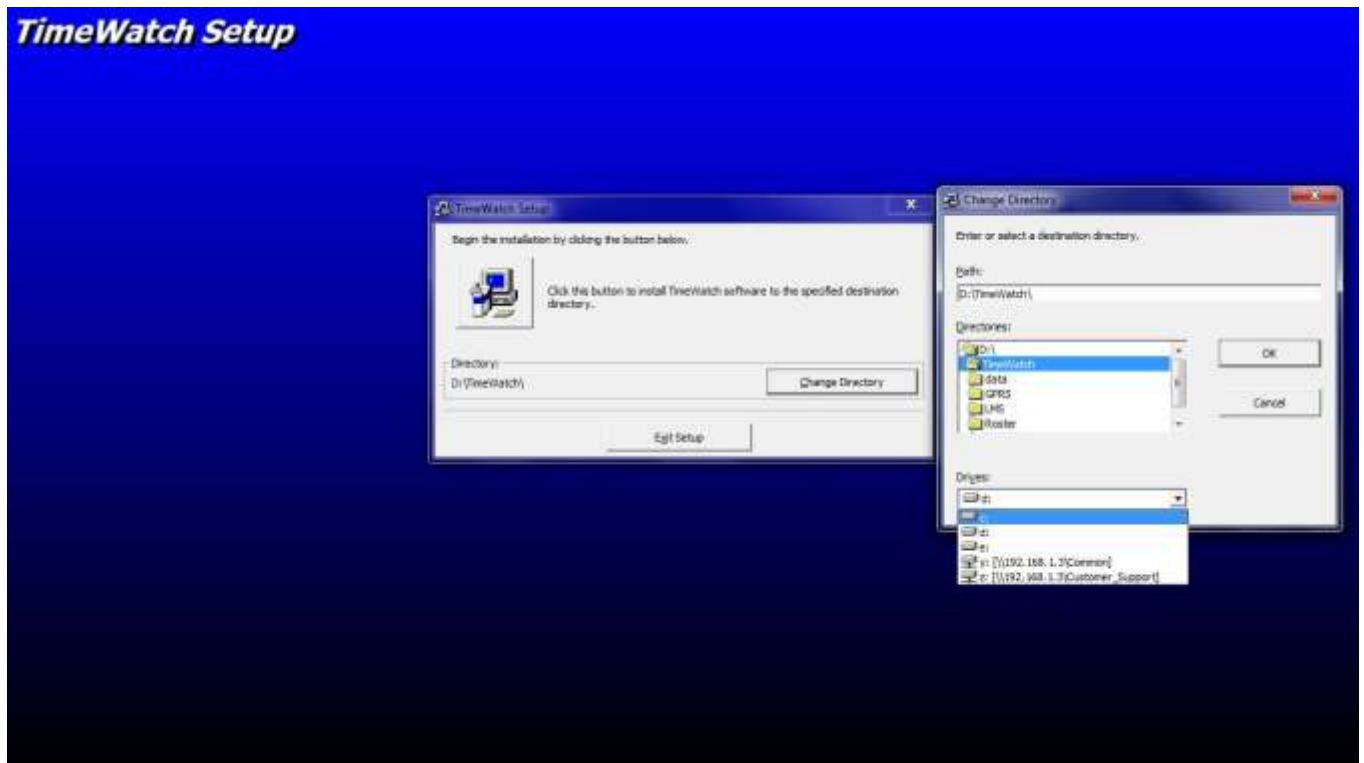
- Support
- Setup.Exe
- Setup.Lst
- TimeWatch.Cab

Click on Setup.Exe file. A TimeWatch setup screen will appear. (If you are using windows 7 or higher version please right click on Setup.Exe file and select Run as Administrator button).



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Click on OK button to continue setup. In next screen setup will ask to change the directory. If you want to change the directory click on change directory button and select the desired directory in which you want to install the setup. By default setup is installed in D drive.



After clicking on change drive it will ask for programs in which you want to install the application. If you want to change the program group you can change else it will be installed in Program File section. Click on Continue.

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TimeWatch Setup



During the installation setup will ask for some file version conflict. Click on yes button every time.

TimeWatch Setup



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After completion of installation a successful screen will appear.



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Software User Manual

To use the Time Watch application go to the directory in which you have installed the TimeWatch application (Default Location (D:/TimeWatch) and Run TimeWatch.Exe file. A reader and path selection box will be displayed. Select reader, database type and license type.

Reader and Path Selection

Reader:

Database: ☐ MSDE ☐ MSDE2005 ☒ SQL Server ☐ MS Access ☐ Client

License Type: ☒ Serial ☐ Dongle

OK Cancel

- | | |
|--------------------|---|
| MSDE: | Micro Soft SQL Server Desktop Engine (Preferred for Windows XP) |
| MSDE 2005: | Micro Soft SQL Server 2005 (Preferred for Windows 7, Vista and Above) |
| SQL Server: | If SQL server is already installed in system and SA password is not "sss" |
| MS Access: | MS Access Database |
| Client: | If you are using multi user software and want to make this system as client. |
| Serial: | Software License type (Default type) |
| Dongle: | If you are using Dongle key |

After selecting these information's software and a login screen will appear. It will ask for user name and password. Enter the user name and password and start using application.

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Introduction - Time Office Management System:

TimeWatch "Time Office" is a 'time & attendance' management software solution for all types of organization larger or smaller. It delivers the functionality and flexibility to support the demanding and complex time management requirements of your organization. Going far beyond traditional time and attendance systems, the TimeWatch Time Office software can significantly improve the efficiency of your business, eliminating unneeded effort and simplifying the daily time management activities for all of the members of your workforce. Our time and attendance solution is designed specifically to support the complex requirements of enterprise-class implementations.

The **TimeWatch "Time & Attendance"** software is designed for every need of any modern Time Office. With several reports beautifully designed and accurately generated it fulfils the needs of all the departments of any industry or business establishments. All the repetitive, manual, time consuming work is made simpler and the reports are generated in time. This includes even some of the statutory reports required by Government.

Huge Number of reports is generated through our System, which has been highly appreciated not only by the Time Office, but also by the Personnel Department, Accounts Department, EDP Department and the General Management of every organization.

TimeWatch "Time Office" software can work even in an environment where the employees can record the attendance (by dropping the card to register 'IN' and 'OUT' timings) from any of several systems that could be working at a location and the attendance recording will be done automatically in the correct way.

This software is designed not only to cater to the needs of all kind of possible users e.g., factories, offices etc. To cater to the needs of the factories where an employee needs to sit beyond the normal limits of 12 the software takes two days data together for proper computation of attendance. In the Offices the sales service, account, personnel, administration on personnel needs to go out for sales calls, service calls, bank work, Labor Courts etc. The software provides the facility of calculating the outwork of such employees and also calculate the outwork as the employee's working hours.

Advantages of having this type of system are:

- It is convenient for the employees, to utilize any of the machines installed in the premises, which is freer. As they can record 'IN' and 'OUT' from any of the **TimeWatch** systems which are there, it has an automatic reducing effect on the length of the queue.
- However because of any reason if dedicated machines are required for 'IN' and 'OUT', the same can also be done without any problem. **TimeWatch** has this provision.

Duplicate checking of entries

Many times an employee (mainly workers) drop/punch his card more than once in quick succession just to ensure and reassure himself that his attendance is marked. However, second punch is normally treated as 'OUT' punch. To circumvent such situation and ignore all the repeated punches received within a specified time. Say, 5 minutes or 10 minutes etc., a provision exists so that the repeat punches of the same employee received within this period will not be treated as 'OUT' punch.

Night Shift Operation

TimeWatch software works even for night shift operation i.e., person entering during night hours of one day can leave the next day morning or afternoon.

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How to get started:

Double click on TimeWatch shortcut it will show you License window and then ask for the valid user name and password that is shown below.

The image shows a login window for TimeWatch. At the top left, the logo "TimeWatch®" is displayed in red, with the tagline "Presence Perfect" in a smaller font below it. The window has a dark blue header bar with the word "Login" in white. Below this, there are two input fields: "User Name" and "Password", each followed by a white rectangular text box. A blue button with the word "LOGIN" in white is positioned below the password field. At the bottom of the window, the following text is displayed: "TimeWatch", "Suppoer@AdmanTechnologies.Com", and "43119696,1234567890". In the top right corner of the window, there is a circular icon with a red power symbol.

Enter a user name and password that is valid for Time Office then click ok button when this is valid then main screen display which is shown below.

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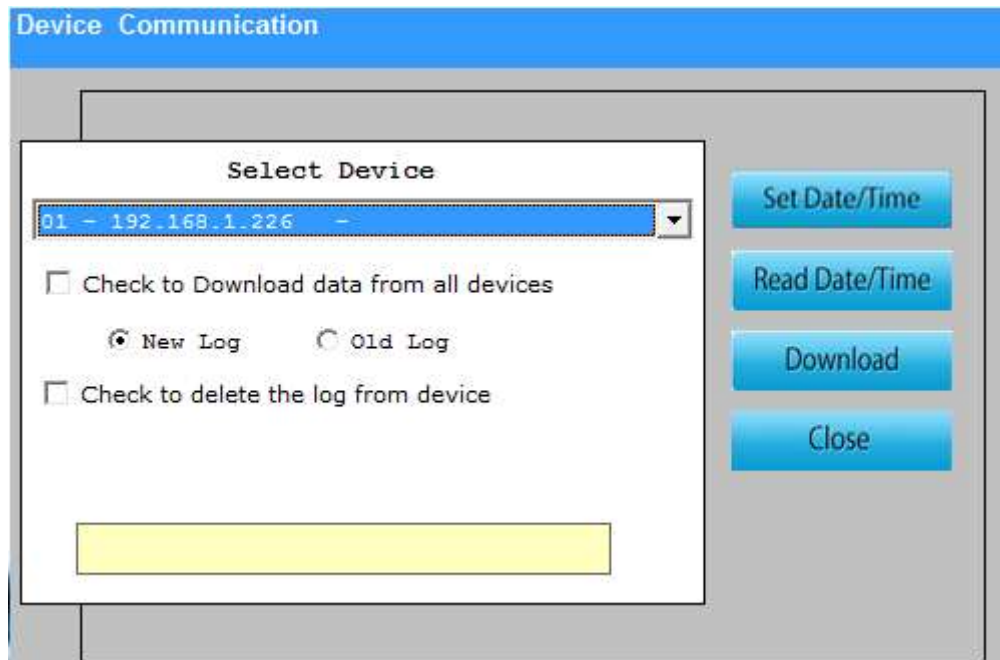


On home screen a dashboard will be appear. Following buttons will be displayed on dashboard

- Download Logs
- Data Maintenance
- Employee Details
- Daily Report
- Monthly Report
- Exit Application.

Download Logs: To download the punch data from device you have to select this button. By clicking on this button a data download window will appear like this

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In device communication window you will see 4 buttons.

- Set Date/ Time
- Read Date/Time
- Download
- Close

Before downloading the punches data from device please insure that device should be connected with TimeWatch application. To check the connectivity click on Read Date/Time button. If the device is connected Date and Time of device will be displayed. If date and time is correct you may download the data from device by clicking on Download button. If you want to set date and time of device, click on Set Date/Time button.

If you have multiple device and you want to download the punch data from all device click **on Check to Download Data From all device** and download the data.

New Log: TimeWatch software will download only new logs (From last download) from device.

Old Logs: TimeWatch software will download all logs (from starting) from device.

If you want to delete logs from device click on **Check to delete logs from device** and download the data. TimeWatch software will delete the punch data from device.

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Data Maintenance: From data maintenance window user can view monthly attendance record of an employee as well as maintain the attendance record of any employee. Data maintenance window will be look like this.

Data Maintenance Window

Paycode * Year * Month to Change the Shift *

Employee Details

Name Department Catagory Designation

Section Grade ☐ IsRoundTheClock Work Card No.

Attendance Record						Attendance Detail				
Date	Shift	Status	Late Arr.	Early Dep.	In Time	Lunch Out	Lunch In	Out Time	Work Hrs	Over Tim ^
01/01/2015	001	P	00:30		09:30			18:30	09:00	
02/01/2015	001	P	00:15		09:15			18:22	09:07	
03/01/2015	001	P	00:11		09:11			19:11	10:00	
04/01/2015	OFF	WO								
05/01/2015	001	P	00:52		09:52			18:35	08:43	
06/01/2015	001	P	00:22		09:22			18:42	09:20	
07/01/2015	001	P	00:14		09:14			19:52	10:38	
08/01/2015	001	A								
09/01/2015	001	A								
10/01/2015	001	A								
11/01/2015	OFF	WO								
12/01/2015	001	A								
13/01/2015	001	A								
14/01/2015	001	A								
15/01/2015	001	A								
16/01/2015	001	A								
17/01/2015	001	A								

Close

Enter the paycode of the employee for which you want to update the attendance details or view the attendance. After entering the paycode select the month and press tab button. A attendance record window will be appear. Double click on date for which you want to update the attendance record. An Attendance details window will appear. From attendance details window user may update attendance like shift change, manual punch and leave application.

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Data Maintenance Window

Paycode * Year * Month to Change the Shift *

Employee Details

Name Department Category Designation

Section Grade ☐ IsRoundTheClock Work Card No.

Attendance Record

Shift

Shift

Time

Shift In Shift Out

Date

Time

Lunch Out Lunch In

Date

Time

OverTime

Status

Punch Date

Punch Time

PunchDate	Punch Time
07/01/2015	09:14
07/01/2015	19:52

Attendance Detail

Date: 07/01/2015

Leave

☒ Full Day
☐ Half Day
☐ Three Fourth
☐ Quarter

Leave Code

Reason

Employee Details: From Employee Details window user may add, edit and delete employee record. On clicking on employee details button an Employee Details screen will appear.

Employee Details

	ACTIVE	PAYCODE	PRESENTCARDNO	EMPNAME	GUARDIANNAME
▶	Y	0001	00000001	MUDIT	
	Y	9004	00009004	AJITESH SRIVASTAVA	

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Above screen show the Employee master form has 5 buttons

1. **Append** To add new record
2. **Modify** To modify existing record
3. **Delete** To delete existing record
4. **Find** To locate any employee detail through Name
5. **Close** To close the current window

The entire employee personal details like name, address, shift details like weekly off day, shift pattern etc. is entered through this option.

Because of data intensity this form is arranged into four racks. By selecting the tabs you can shift from rack to rack. The first and second screens contain the personnel details of an employee. The third contains the time office policies applicable for that employee and the fourth contains the shift information relating to that employee.

Official Detail:

The first field **Active** decides whether the employee is on roll or not. System will not do processing or run duty roster for the non-active employees. The Paycode and card no should be unique. You can assign the respective company, department and category to each employee, which he/she belongs to.

The screenshot displays the 'Employee Master' application window. At the top, there is a blue header bar with the title 'Employee Master'. Below this, a tabbed interface is visible with four tabs: 'Office Detail' (selected), 'Personal Detail', 'TimeOfficePolicy', and 'Shift/WO Policy'. The 'Office Detail' tab is active, showing a form titled 'Office Details'. The form contains the following fields:

- Active:** A dropdown menu currently set to 'True'.
- User No.:** A text box containing '00009004' with a red asterisk indicating a required field.
- Emp Code.:** A text box containing '9004' with a red asterisk.
- Name:** A text box containing 'AJITESH SRIVASTAVA' with a red asterisk.
- Gurdian Name:** An empty text box.
- Company:** A dropdown menu showing '001 ADMAN TECHNOLOGIES'.
- Department:** A dropdown menu showing '001 SUPPORT'.
- Catagory:** A dropdown menu showing '002 MANAGER'.
- Section:** A dropdown menu showing '001 SOFTWARE'.
- Grade:** A dropdown menu showing '01 GENERAL'.
- Designation:** An empty text box.
- PF No.:** A two-part text box, both parts empty.
- ESI No.:** A text box, empty.
- Branch:** A dropdown menu showing 'Non-None-None'.
- Dispensary:** A dropdown menu showing 'Non-None-None'.

At the bottom right of the form, there are two buttons: 'OK' and 'Cancel'.

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Personal Details:

Employee Master

Office Detail **Personal Detail** TimeOfficePolicy Shift/WO Policy

Personal Details

Date of Join	<input type="text" value="01/01/2015"/> *	<u>Permanent</u> Address <input type="text" value="5,Civil Lines, Jaipur, Rajasthan"/> PinCode <input type="text" value="123456"/> Telephone <input type="text" value="9256218541"/> <u>Temporary</u> Address <input type="text" value="13B, Kalkaji, New Delhi"/> PinCode <input type="text" value="110019"/> Telephone <input type="text" value="9971214585"/>
Date of Birth	<input type="text" value="01/01/1987"/>	
Married	<input type="text" value="No"/>	
Blood Group	<input type="text" value="B+"/>	
Qualification	<input type="text" value="MCA"/>	
Experience	<input type="text" value="6 Years"/>	
Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female	
Bank Name	<input type="text" value="Non-None-None"/>	
A/c No	<input type="text"/>	
E-Mail	<input type="text" value="@AdmanTechnologies.Com"/>	
Bus Route	<input type="text"/>	
Vehicle No.	<input type="text"/>	

OK Cancel

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Time Office Policy:

Employee Master

Office Detail Personal Detail **TimeOfficePolicy** Shift/WO Policy

Time Office Policy

Permissible Late Arrival: 00:10

Permissible Early Departure: 00:10

Maximum Working Hours in a Day: 24:00

Round The Clock Working: ☒

Consider Time Loss: ☒

Half Day marking: ☒

Short leave marking: ☒

Present Marking Duration: 04:00

Maximum Working Hours for half day: 05:00

Maximum Working Hours for Short day: 07:00

Punctures Required in a Day

☐ No Punch

☐ Single Punch Only

☒ Two Punches

☐ Four Punches

☐ Multiple Punch

Single Punch Only

☐ Fixed Out Time

☒ Overwrite

☒ Overtime Applicable

Overtime Rate Per Hour: 0.00

☒ Overstay Applicable

OK Cancel

Permissible late arrival decides the duration an employee can come late without marking as *late*. Same way permissible early departure is the allowed early departure duration.

Maximum working hours in a day decides, up to what time system should look for out punch, after the In punch.

If the employee can work round the clock, the **Round The Clock Work** field should be selected. If you are deselecting the **Consider Time Loss** field, system will not calculate time loss (including late arrival and early departure).

If hours worked duration is lesser than the **Present Marking Duration** system will mark that employee as absent.

If you want to enable automatic half day assignment, you can select the **Half Day Marking** field. If you are selecting it you are required to give two more information to complete the calculations i.e. **maximum absent** hours for half day and **Minimum absent** hours for half day. Here you are giving the limits for half-day assignment.

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Overtime and Overstay will be calculated only if the respective fields are selected. Punching Patterns:

Following are the different types of punching patterns that can be assigned to any employee in the Company:

- **Single Punch:** If desired, It is possible to do away with the 'OUT' punching for employees leaving at the shift end time only. In this case employees will have to record 'IN' time only. 'OUT' will be automatically assumed to be the shift end time. However, persons leaving early or staying overtime are expected to punch 'OUT' time also and such recordings will be accounted.
- **Double Punch:** Both 'IN' and 'OUT' timing are recorded.
- **Four Punch:** In addition to the two punches recorded while coming 'IN' and going 'OUT' you can also record 'LUNCH IN' and 'LUNCH OUT' timings.
- **Multiple Punch:** Maximum 20 punches are allowed.

For Directors, Senior Executives it may not be mandatory to record attendance daily. However, for the sake of proper records, and at the same time keeping in view their busy schedules, a feature has been provided by which it automatically posts 'IN/OUT' timings, without actually punching. If they do punch, the same will be recorded or otherwise it will be inserted automatically as per their shift timings.

For specific employees who are often doing outside work like Peons, Purchase Personnel, Account Personnel requiring to go to Bank etc., the punching can be multiple i.e. the personnel are required to punch the card when going out and when coming in. The time the person spends inside the office and outside for official purposes can be monitored. Owing to various practical reasons this facility is only for the day shift operations and is meant only for the white-collar employees who come in the general shift of the offices / factories. This facility will not be extended at present to night shift operation or for workers. More over in night shifts, such requirement hardly exists.

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The screenshot shows the 'Employee Master' window with the 'Shift/WO Policy' tab selected. The form is divided into two main sections: 'Shift/WO Policy' and 'Weekly Off Details'.

Shift/WO Policy Section:

- Shift Type:** Fixed (dropdown)
- Shift:** 001 - 09:00 - 18:00 (dropdown)
- Shift Pattern:** (empty dropdown with a right arrow icon)
- Remove Pattern:** (empty dropdown with a right arrow icon)
- ☐ Run Auto Shift
- Add Shift:** (empty dropdown with a right arrow icon)
- Authorised Shifts:** (empty text area)
- Remove Shift:** (empty dropdown with a right arrow icon)

Weekly Off Details Section:

- First Weekly Off:** SUNDAY (dropdown)
- Second Weekly Off:** SATURDAY (dropdown)
- Second Wo Type:** Full (dropdown)
- Half Day Shift:** (empty dropdown)
- Second Weekly Off Days:**
 - ☒ I - SATURDAY
 - ☒ II - SATURDAY
 - ☒ III - SATURDAY
 - ☒ IV - SATURDAY
 - ☒ V - SATURDAY
- Shift Remaining Days:** (empty text box)
- Shift Change After How Many Days:** (empty text box)

At the bottom right, there are 'OK' and 'Cancel' buttons.

The forth and the last screen contains the auto-shift and duty roster related information. The first field asks for the shift type. Possible shift types are **Fixed, Rotational & Ignore**. In case of fixed shift the employee's shift will be fixed for all the time. E.g. General shift will be there for Officers. In case of rotational shift type, you can specify the pattern of the shift in which the shifts for that employee rotates. Here you are required to enter two more fields to complete the shift pattern i.e. **Shift change after how many days** and **Shift remaining days**. The former field is clear, i.e. it will be 7 if weekly shift change is there. Duty roster is created from the 1st day of year or from the date of joining whichever is earlier. Shift remaining days specifies the number of days that are remaining in the first allocated shift i.e. the first shift in the duty roster.

In addition to the shift details you are also required to give weekly off information to complete the duty roster information.

If you are not interested in entering each employee's shift details, the system can be used for automatically changing the shifts. For this purpose all the possible shifts in which an employee can come should be entered in the **Authorized Shifts** field.

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Daily Report: This report can be generated after transferring the data from the TimeWatch machine into your computer. Management for making quick decisions may require these reports. All the following reports can be taken just after the shift start time. Please ensure that you transfer data of previous days before generating reports like Daily Performance, Over Time etc.

Daily Attendance Reports

Date: 31/01/2015 ☒ Text ☐ Excel ☐ Word

☒ Late Arrival ☐ Daily Performance ☐ Continuous LateArrival
☐ Absenteeism ☐ Early Departure ☐ Continuous Early Departure
☐ Attendance ☐ Time Loss ☐ Continuous Absenteeism
☐ Department Summary ☐ Over Time ☐ Access Control Report
☐ Early Arrival ☐ Over Time Summary
☐ Shift Wise Presence ☐ Shift Change Statement
☐ Machine Raw Punch ☐ Out Work
☐ Manual Punch Audit ☐ Missing And Reverificaton
☐ Present Report

Lines Per Page: 58 Department Wise Skip: ☒

Late Arrival: This report provides the information of all the employees who have come late on the date specified.

Absenteeism: It provides the information of the employees who are absent on the date specified.

Attendance: This report shows the attendance of all the employees on the date specified. This report shows department wise analysis: showing number of employees present, absent, on leave and having weekly off on the date specified.

Department Summary: This report shows the department wise attendance details of employees like total employees in the department, number of presents, absent, on leave and on weekly off.

Early Arrival: This report shows the information of employees who have come earlier than the shift in time on the date specified.

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- Shift Wise Presence:** This report shows the attendance details of employee's shift wise. It shows the number of days present, absent, weekly off, leave, OT and OT amount.
- Machine Raw Punch:** This report shows all the punches of that day including the manual punches (suffixed by the character "M" which distinguishes it from the machine punch).
- Manual Punch Audit:** This report can only be generated if authorized personnel do any manual punch on that day.
- Daily Performance:** This report shows the performance of all the employees on the selected date. The information's includes Employees name, shift of the employee, shift start time, details of all the punches, total hours worked, OT, OT amount etc.
- Early Departure:** This report shows total loss hours for the company, employee wise, on account of their early departure. It also shows the no of days the employee has left early.
- Time Loss:** If an employee comes after the permissible late arrival time or takes excess time for lunch than the allowed lunch duration time or goes before the permissible early departure time then the case is considered as a time loss. Details of such employees are obtained through this kind of report.
- Over Time Register:** Generated for Employees who work more than the working hours; the excess working hours is considered as over time (if allowed in Employee Master) and reflected in this report.
- Over Time Summary:** This report shows the department wise over time status of employees on that day.
- Shift Change Statement:** In case an employee is allowed to work in a shift other than his/her usual shift (through the authorized shift assignment of the Employee Master) the automatic shift change checks the arrival time of the employee and allocates the shift nearest to it. This change is notified through the shift change statement as it indicates the actual shift and changed shift of that employee.
- Out Work:** In case the software is set to calculate two punches, this report shows the punches in between the in punch and out punch, as out work of the employees on that day.
- Missing and Re-verification:** This report shows the details of employees who's in or out punch is missing and of the employees who have worked more than the permissible maximum working hours etc. Our Software brings to your notice the abnormalities for correction.
- Continuous Late Arrival:** This report shows the name of the employee who is coming continuous late (after permissible late arrival time) by more than the specified days.

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Continuous Early Departure: This report shows the information of employees who are leaving before the permissible early departure time continuously.

Continuous Absenteeism: This report shows the information of employees who have been absent continuously for specified number of day(s) till the current date.

Monthly Report: In TimeWatch application user can generate report monthly.

The screenshot shows a web application interface for generating monthly attendance reports. At the top, there is a blue header bar with the text "Monthly Attendance Reports". Below this, the form is divided into several sections. On the left, there are two date pickers labeled "From Date" and "To", both set to "01/01/2015". To the right of these are two radio buttons labeled "Text" and "Excel". Below the date pickers, there are two columns of radio buttons for selecting the report type. The first column includes: "Performance Register" (selected), "Late Arrival Register", "Early Departure Register", "Absenteeism Register", "Over Time Register", "Over Stay Register", and "Shift Schedule". The second column includes: "Employee wise Performance", "Employee 'Wise Attendance", "Department 'Wise Attendance", "Shift 'Wise Attendance", and "Over Time Summary". To the right of these columns, there are two rounded rectangular boxes. The top box contains radio buttons for "Muster Roll", "Form No - 12", "Form No - 25", "Employee 'Wise", and "Department 'Wise". The bottom box contains radio buttons for "Early Departure", "Total Loss and OverStay", "Late and Over Stay", and "Late Arrival Summery". At the bottom left, there is a "Lines Per Page" label with a text box containing the number "58". At the bottom right, there is a "Department 'Wise Skip" label with a checked checkbox. At the very bottom, there is a blue bar with three buttons: "Close", "Generate", and "Selection".

Performance: This report shows the Monthly performance of an employee.

Employee Wise Attendance: This report shows the attendance details of employees like total present, absent, leave, weekly off, OT and OT amount for a month.

Department Wise Attendance: This report shows the department wise attendance details of employees like total employees in the department, number of presents, absents, leaves and weekly off.

Shift Wise Attendance: This report shows the attendance details of employee's shift wise. It shows the number of days present, absent, weekly off, leave, OT and OT amount.

User Manual TimeWatch

Muster Roll: This report shows the entire month's attendance details of all the employees in a single chart. This report can be generated on 80 columns or 132-column stationery. This specimen is for 80 column. The same report in a better manner can be generated in 132 column.

Form No-12: This report provides information of attendance of each and every employee date wise divided into two parts. This report also shows the total working hours, over time hours and details of all deductions.

Over Time Register: Employees who work more than the working hours; the excess working hours is considered as over time (if allowed in Employee Master) and reflected in this report.

Over Time Summary: This report shows the department wise over time status of employees on that day.

Shift schedule: This report shows the shift chart of the employees of a month. This report can be generated for all shifts (fixed, rotational, ignorable) / rotational shifts only / fixed shifts only. This chart shows shift pattern, weekly off (First and second) and the shift of each day employee wise.

Analysis

Employee Wise: This report shows the attendance details of employees like total present, absent, leave, weekly off, OT and OT amount for a month.

Department Wise: This report shows the department wise attendance details of employees like total employees in the department, number of presents, absents, leaves and weekly off.

Regularity Chart: This report shows the regularity chart of the employee.

Loss Reports

Early Departure: This report shows total loss hours for the company, employee wise, on account of their early departure before permissible time limit. It also shows the no of days the employee has left early.

Time Loss and Over Stay: Only those employees name will be shown in this report who have come after the permissible late arrival time and worked more than the working hours. This report consists of the total late hours, number of days late and total over stay employee wise.

User Manual TimeWatch

Late and Over Stay: This report shows the information of all the employees who have come late on the date specified. You can take this report any time after the shift start time.

Menu Details

The **TimeWatch** Time Office s/w has a number of menus and sub-menus that contains various modules and functions or tasks that can be performed as a part of Time & Attendance system.

Following is the list of menus and the sub-menus available in the **TimeWatch** Time Office application:

System
Exit
Password
Communication
Monitor User Log

Main
Controller
Company
Department
Section
Grade
Category
Shift
Employee

Transaction
Punch Entry For Attendance
Over Stay To Over Time
Data Maintenance Window
Holiday Entry

Data Process
Attendance Register Creation
Attendance Register Updation
Back Date Processing

Leave Management
Leave Master
Leave Application
Leave Accrual
Auto Leave Accrual
Monthly Leave Increment

User Manual TimeWatch

Admin
Time Office Setup
User Privilege
Verification
Finger Setup
New Employee Upload

Reports
Daily
Monthly
Yearly
Leave
Master

1). System

Password: To Change password this option can used. User have to enter existing password and new password and new password confirmation to set new password.

Change Password

Old Password

New Password

Confirm New Password

OK

Cancel

Communication:

To download the data from device this option is used. Please refer to page no 13.

User Manual TimeWatch

2). Main

Controller: In controller section you can enter all the device related information like ID, IP Address, Communication type etc. Machine master screen will be like this. Click on Append button to add any new device

Machine Master

	Reader_Id	Ip_Port	Protocol	Type
▶	01	192.168.1.226	T	I
	02	192.168.1.227	T	I

Enter all the details like ID, IP address communication type and click on save button.

Reader Settings

Controller ID: **Location:**

Tcp/Ip Address

Protocol ☒ TCP/IP ☐ USB ☐ GPRS ☐ WIFI

Type ☒ IN ☐ OUT

User Manual TimeWatch

TCP/IP: To connect the device over LAN.

USB: To connect the device with USB cable.

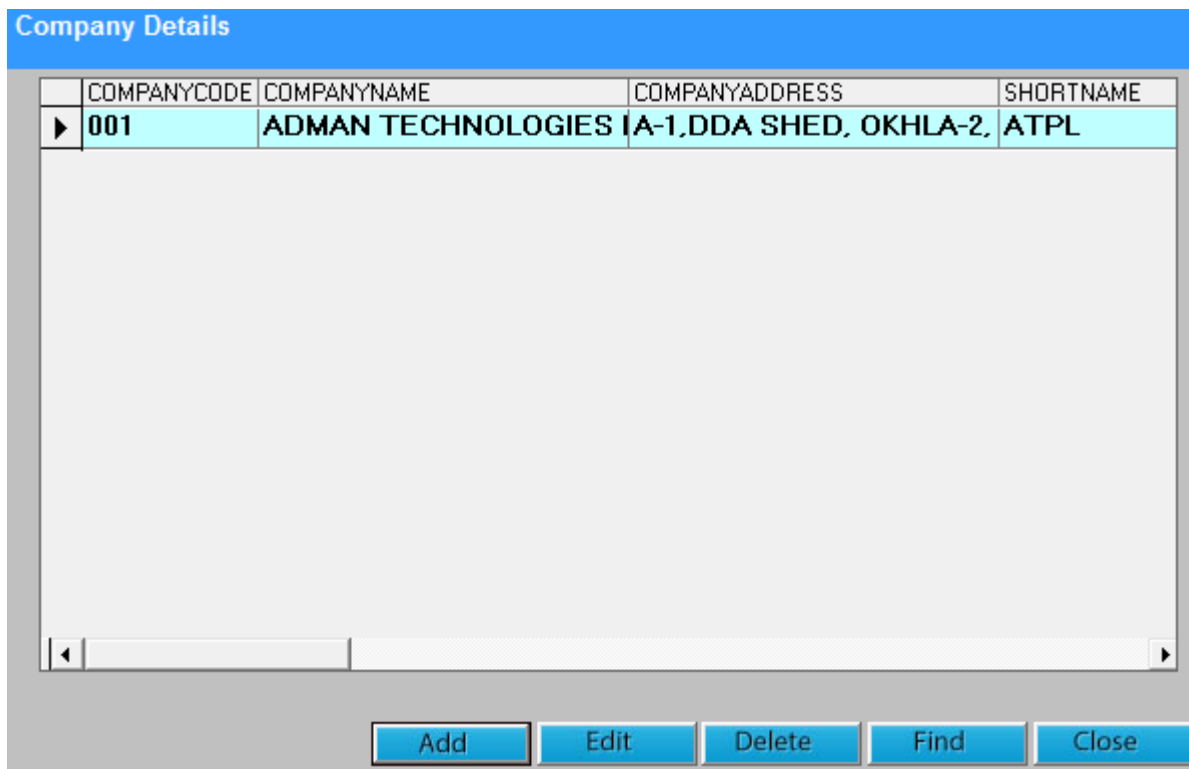
GPRS: To connect the device the data from GPRS (SIM Card)

Wi-Fi: To connect the device with Wi-Fi network.

Company Master:

It is possible to have different companies in the same premises for the sakes of administration or any other reasons. In this case you can use a single computer to do all the time office jobs, and you can differentiate the employees by declaring a company and adding company code to each employee.

When you are opening the company master you will get a browse window contain all the details of available companies.



The screenshot shows a window titled "Company Details" with a table containing one row of company information. Below the table is a large empty rectangular area. At the bottom of the window are five buttons: "Add", "Edit", "Delete", "Find", and "Close".

	COMPANYCODE	COMPANYNAME	COMPANYADDRESS	SHORTNAME
▶	001	ADMAN TECHNOLOGIES	IA-1,DDA SHED, OKHLA-2,	ATPL

Each company has unique company code. This code is required to enter against each employee in the Master (Employee) and in various reports to assign the employee for specific company. However it is not required to remember all the company codes. The Time Office software facilitates company code. This code is required to enter against each employee in the Master (Employee) and in various reports to assign the employee for specific company. However it is not required to remember all the company codes.

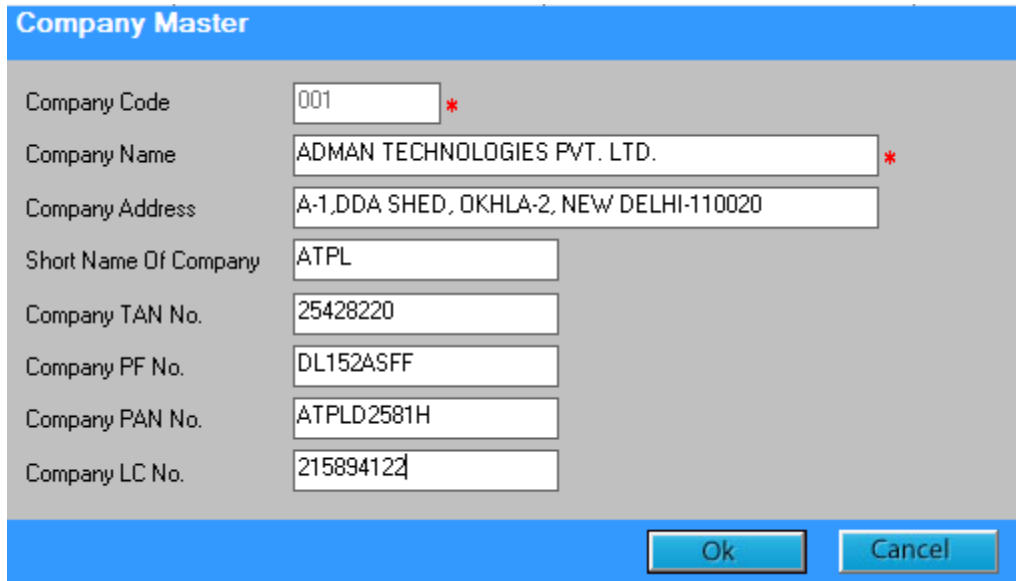
This screen shows four-command button.

1. **Append**
2. **Modify**
3. **Delete**
4. **Close**

User Manual TimeWatch

Now you can click on Append button to add new company. If you want to modify or delete an existing company you are required to select it first and click on the appropriate button.

The Append/Modify form will look like this.

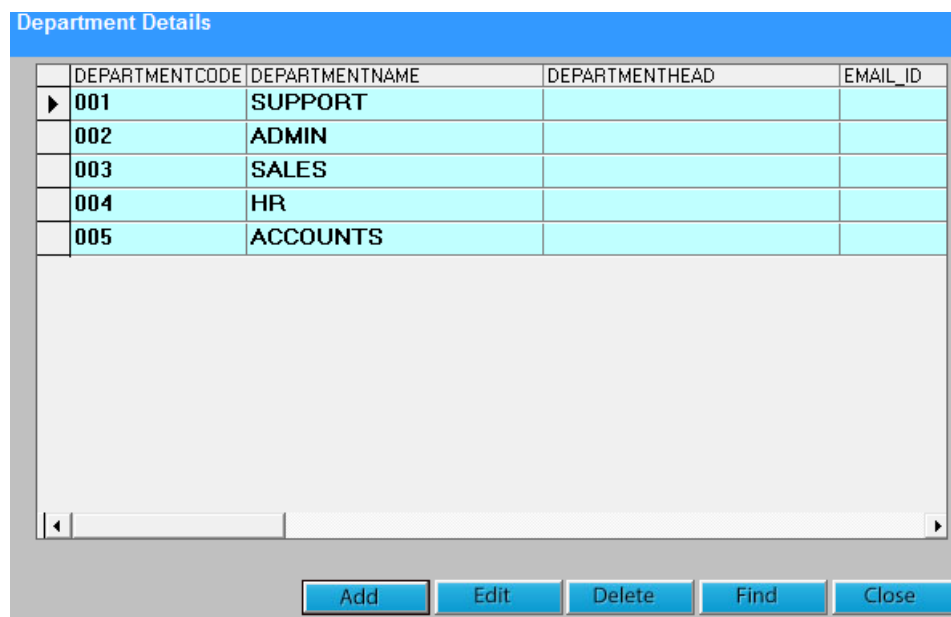


The 'Company Master' form is a window with a blue title bar. It contains several text input fields for company details. The 'Company Code' field has the value '001' and a red asterisk. The 'Company Name' field has the value 'ADMAN TECHNOLOGIES PVT. LTD.' and a red asterisk. The 'Company Address' field has the value 'A-1,DDA SHED, OKHLA-2, NEW DELHI-110020'. The 'Short Name Of Company' field has the value 'ATPL'. The 'Company TAN No.' field has the value '25428220'. The 'Company PF No.' field has the value 'DL152ASFF'. The 'Company PAN No.' field has the value 'ATPLD2581H'. The 'Company LC No.' field has the value '215894122'. At the bottom right, there are 'Ok' and 'Cancel' buttons.

Company Code	001 *
Company Name	ADMAN TECHNOLOGIES PVT. LTD. *
Company Address	A-1,DDA SHED, OKHLA-2, NEW DELHI-110020
Short Name Of Company	ATPL
Company TAN No.	25428220
Company PF No.	DL152ASFF
Company PAN No.	ATPLD2581H
Company LC No.	215894122

Department Master:

Here we are entering the details of each department. When you are selecting the department master you will get a browse window with the details of the existing departments. Like in the case of Company Master you can add, modify or delete the department entries.



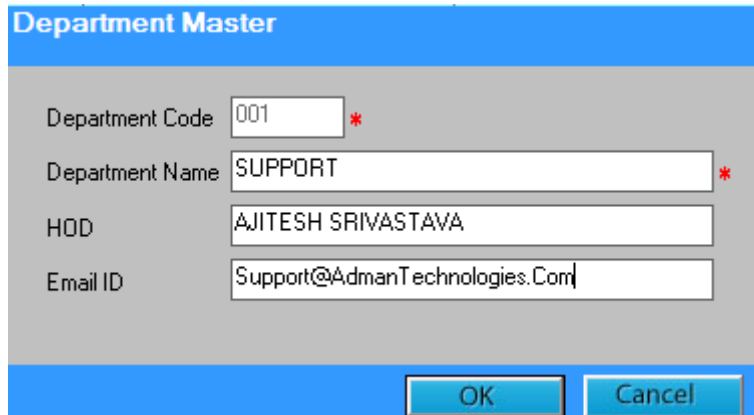
The 'Department Details' form is a window with a blue title bar. It contains a table with the following data:

	DEPARTMENTCODE	DEPARTMENTNAME	DEPARTMENTHEAD	EMAIL_ID
▶	001	SUPPORT		
	002	ADMIN		
	003	SALES		
	004	HR		
	005	ACCOUNTS		

Below the table is a large empty text area. At the bottom, there are 'Add', 'Edit', 'Delete', 'Find', and 'Close' buttons.

User Manual TimeWatch

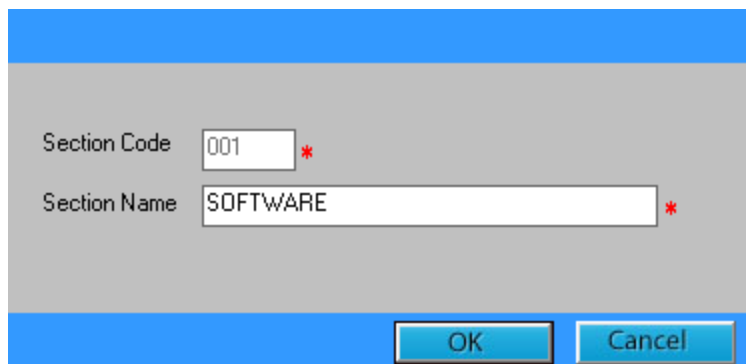
When you are selecting Append or modify option, it will give you a Department Master Entry form like,



The screenshot shows a form titled "Department Master" with a blue header bar. The form has a grey background and contains four input fields: "Department Code" with the value "001", "Department Name" with the value "SUPPORT", "HOD" with the value "AJITESH SRIVASTAVA", and "Email ID" with the value "Support@AdmanTechnologies.Com". Each field has a red asterisk to its right. At the bottom right, there are two buttons: "OK" and "Cancel".

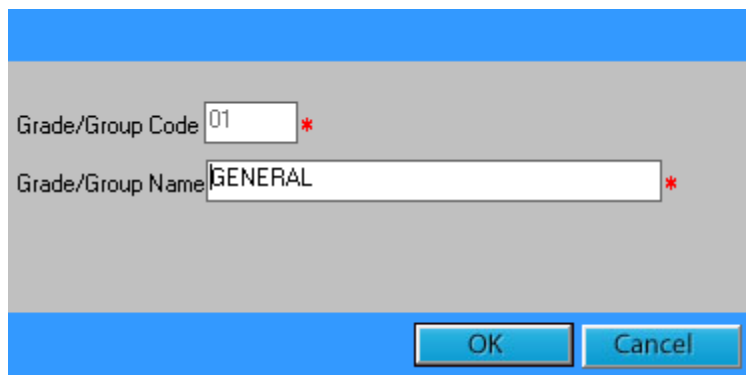
Section:

This is utilized for defining the record of employees. This should be created before starting the transaction. Modification can be done at any time and the effect will start from that date.



The screenshot shows a form titled "Section" with a blue header bar. The form has a grey background and contains two input fields: "Section Code" with the value "001" and "Section Name" with the value "SOFTWARE". Each field has a red asterisk to its right. At the bottom right, there are two buttons: "OK" and "Cancel".

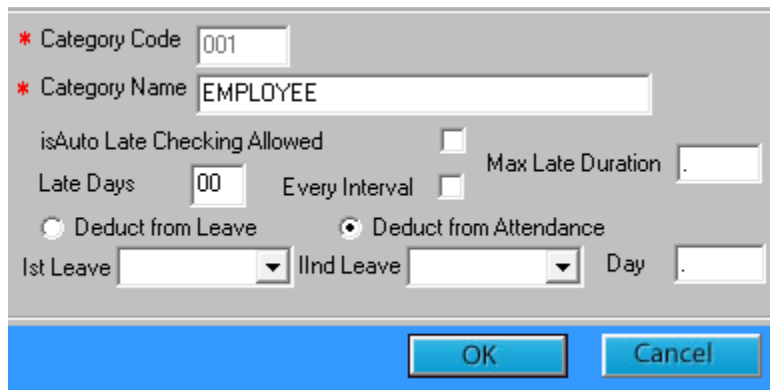
Grade:



The screenshot shows a form titled "Grade" with a blue header bar. The form has a grey background and contains two input fields: "Grade/Group Code" with the value "01" and "Grade/Group Name" with the value "GENERAL". Each field has a red asterisk to its right. At the bottom right, there are two buttons: "OK" and "Cancel".

User Manual TimeWatch

Category: Here we are entering all the category details. You can categories the employees in different ways. Designation wise, Grade wise is examples. When you are selecting the category master the following form will open with the heads to be entered.

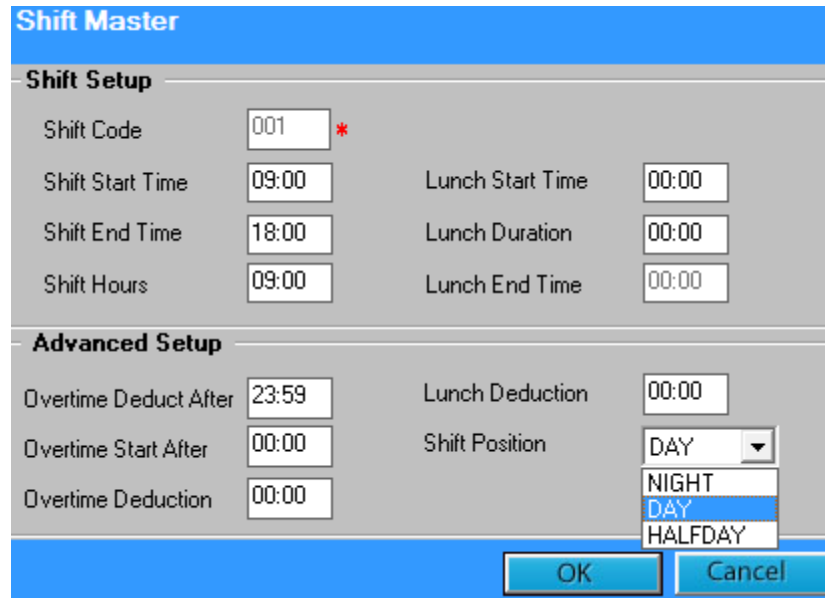


* Category Code 001
* Category Name EMPLOYEE
isAuto Late Checking Allowed ☐
Late Days 00 Every Interval ☐ Max Late Duration .
☐ Deduct from Leave ☒ Deduct from Attendance
Ist Leave IInd Leave Day .
OK Cancel

It is not possible to edit the category code while you are modifying. If you really want to change the category code you can delete that entry and recreate it by adding a new category.

Shift Master:

Through this option we declare all the possible shifts in the company along with the details.



Shift Master

Shift Setup

Shift Code 001 *
Shift Start Time 09:00 Lunch Start Time 00:00
Shift End Time 18:00 Lunch Duration 00:00
Shift Hours 09:00 Lunch End Time 00:00

Advanced Setup

Overtime Deduct After 23:59 Lunch Deduction 00:00
Overtime Start After 00:00 Shift Position DAY
Overtime Deduction 00:00
NIGHT
DAY
HALFDAY
OK Cancel

Shift code: Insert the new shift code.

Shift Start Time: This is the shift starting time.

Shift End Time: This is the shift end time.

User Manual TimeWatch

Shift Hours: This is the time period that the shift contains, if this is wrong, it is sure that yours overtime and overstay will be wrong.

Lunch Start Time: This is the starting time of lunch.

Lunch Duration: This is the duration of lunch.

Lunch End Time: This is the end time of lunch.

Lunch deduction: This is the time period that will be deducted from the working hours.

Overtime deduct after: This is the limit period after which the OT won't be considered e.g. If OT deduct after is initialized as 3.00 hrs and employee having OT 5.00 hrs. Then it would consider 3.00 hrs. Only.

Overtime start after: This is the minimum time period for OT consideration e.g. If OT start after is initialized as 15 minutes the OT will be calculated for only those employees, the time for which is more than 15 minutes.

Overtime deduction: This is the time period that will deduct from the overtime hours.

Shift Position: Three types of shift

Night: That means last three punches of the next date only.

Day: That means first three punches of the same date only.

Half: This is the half-day shift for half day weekly off.

Transaction:

Transactions are used to make modifications in the table data. It can be a Punch Entry for Attendance to manually do the punching, or it can be a Leave Application to post the leaves etc.

Punch Entry For Attendance:

This option is used to add or delete the punches. When you are selecting this from the main menu, you will get an entry form like,

User Manual TimeWatch

ManualPunch Entry

Paycode * Process From * **AJITESH SRIVASTAVA**

Card No. Punch Date * Punch Time *

Processed Data							Un processed punches	
Date_	Status_	Shift_Attend	Late_Arrival	Early_Depar	Hours_Work	In_Date	PunchDate	Punch Time
01/01/2015	P	001	00.30		09.00	01/01/2015	01/01/2015	09:30
							01/01/2015	18:30

☐ Round The Clock Work

Punch PostingClose

Now you can give the Paycode in the first text box. If that employee is a non-RTC employee, you can do manual punch day by only. But if it is a RTC case, you can do manual punch from the date you are giving in the *Process from* column up to the date in which the End of Day Clearance is done. In that case system will rearrange the whole punches also.

If you want to delete one punch, you first select that punch by clicking on the second grid and press *Delete* key.

Over Stay To Over Time:

OS-OT Voucher is using to enter the value of overtime manually. Once you give the Paycode and Date, you will get a screen like

User Manual TimeWatch

OS to OT Conversion Voucher

Paycode	9004 *	Date	01/01/2015 *
Name	AJITESH SRIVASTAVA		
Card No.	00009004	Shift Code	001 *
Designation		From	09:00
Company	ADMAN TECHNOLOGIES PVT. LTD.	To	18:00
Department	SUPPORT	Hours	09:00
Category	MANAGER	Lunch Form	00:00
Section	SOFTWARE	To	00:00
Grade	GENERAL	Hours	00:00
		Deduction	00:00
Shift In	Shift Out	Lunch Out	Lunch In
Date	01/01/2015	01/01/2015	/ /
Time	09:30	18:30	:
Actual Overstay	00:00		
OverTime Granted	00:00		
Overtime Amount	0.00		
<div>OK Cancel</div>			

Here you can simply enter the value of OT.

Data Maintenance Window: Refer to page no 14.

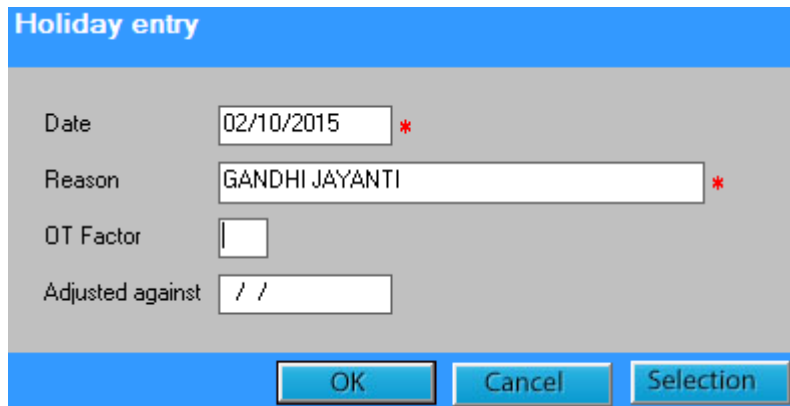
Holiday Entry:

Here you are declaring all the holidays applicable for whole employees. When you are selecting the *Holiday* from the Transaction menu you will get a browse window with the details of the entered holidays.

Holiday Details			
	DATE	HOLIDAY	companycode
▶	26/01/2015	REPUBLIC DAY	001
	06/03/2015	HOLI	001
	15/08/2015	INDEPENDANCE DAY	001
<div>Add Edit Delete Find Close</div>			

User Manual TimeWatch

When you are declaring a new holiday, an add holiday form will come up like,



Holiday entry

Date: 02/10/2015 *

Reason: GANDHI JAYANTI *

OT Factor:

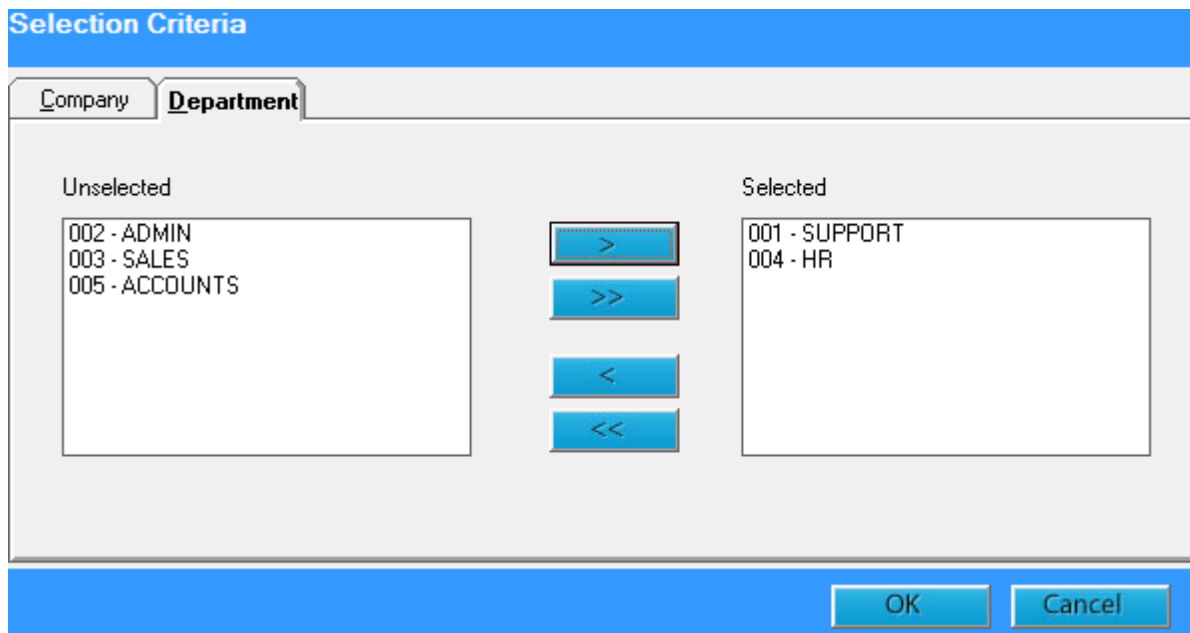
Adjusted against: / /

OK Cancel Selection

On holidays OT Amount will be OT * overtime Rate * OT Factor.

If you are declaring holiday against some weekly off (normally against Sunday) you can specify that date in the adjusted against field, so that the system will transfer the entire shift assigned for the holiday to the week off i.e. the adjusted against day.

Do not forget to select Company and Department selection to declare Holiday.



Selection Criteria

Company Department

Unselected

002 - ADMIN
003 - SALES
005 - ACCOUNTS

> >> < <<

Selected

001 - SUPPORT
004 - HR

OK Cancel

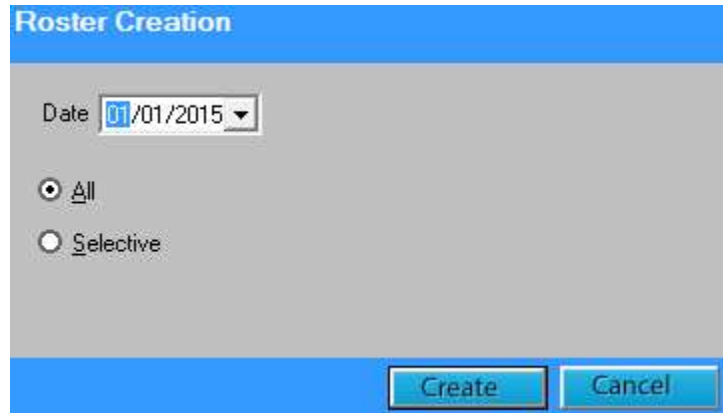
When you are adding or deleting any holiday system will perform an automatic processing to make effect of holiday declaration, so there is no need for any sort of explicit processing.

User Manual TimeWatch

Data Process

Attendance Register Creation:

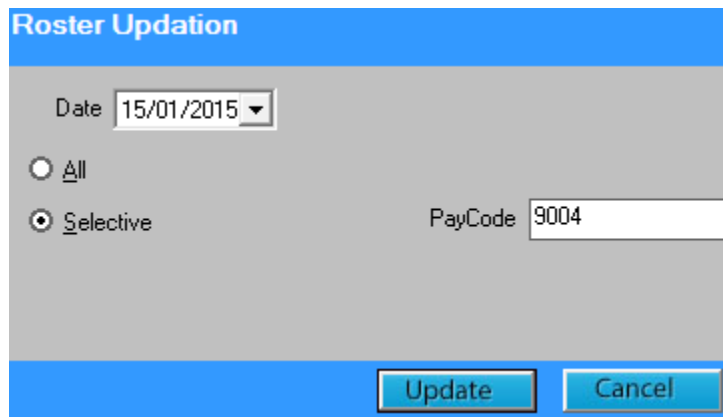
The Attendance Register is to be prepared for each year. It creates a yearly record. Selecting option **All** will create Attendance Register for each & every employee of the organization. For creating Attendance Register of a particular employee or for creating Attendance Register of selected date of a particular month to the last day of the same month of that year.



The 'Roster Creation' dialog box features a blue header bar with the title 'Roster Creation'. Below the header, there is a 'Date' field with a dropdown menu showing '01/01/2015'. Underneath the date field, there are two radio button options: 'All' (which is selected) and 'Selective'. At the bottom of the dialog, there are two buttons: 'Create' and 'Cancel'.

Attendance Register Update:

If the shift policies of a particular employee changes which will be effective for the remaining year this option is used. First of all make the changes in the employee master followed by selecting the date, month and the year from which this change is to be made effective; through the Attendance Register Update option.



The 'Roster Update' dialog box has a blue header bar with the title 'Roster Update'. It contains a 'Date' field with a dropdown menu showing '15/01/2015'. Below the date field, there are two radio button options: 'All' and 'Selective' (which is selected). To the right of these options is a 'PayCode' field with the value '9004'. At the bottom, there are 'Update' and 'Cancel' buttons.

Back Date Processing:

For processing an already processed date this option is used or process the punches taken in USB drive. To process the USB data, brows the log file, click on capture data button and select the date from which you want to process the data and click on OK button.

User Manual TimeWatch

Back Day Processing

☒ All ☐ Selective ☐ Capture data [Select Log File](#)

From Date 31/01/2015

OK Cancel

Leave Management

Leave Master:

All the possible leaves an employee can take are entered through this option.

Maximum of twenty types of leave can be entered to the system. For adding or modifying a record the following form occurs.

Here **Leave field** and **Leave Code** are unique names. Possible value range of *Leave field* is L01 to L20.

Weekly Off include (Yes/No) If yes then the weekly off coming between the leaves will be considered as leave else it will be considered as weekly off.

Holiday Include (Yes/No) the calculation of the leave is done in the same fashion as in the case of Weekly Off include.

If you want to specify the opening balance of the leave i.e. *accrued leave* you are required to select the *Leave Accruable (Yes/No)*. Leaves like **On Duty** or **Leave without Pay**, should not be entered here.

In the leave type you can specify either *Leave* or *Present* or *absent*. E.g. It will be *Leave* in case of CL or SL or EL and it will be *Present* in case of On duty and it will be *Absent* in case of Leave without pay.

Sanction limit (Min & Max)- here one can set the sanction limit for a particular leave for example if Min value is 2 in that case you can't apply less than 2 leave ,if Max value is 20 you can't apply more than 20 leave in a single stretch.

Carried and Fixed- This option can be used for carry forward leave in next year. This will calculate the leave based on formula you have set.

User Manual TimeWatch

Leave Master

Leave Field	<input type="text" value="L01"/>	*
Leave Code	<input type="text" value="CL"/>	*
Leave Description	<input type="text" value="CASUAL LEAV"/>	*
Leave Type	<input type="text" value="Leave"/>	
Sanction Limit		
	<input checked="" type="radio"/> Carried	<input type="radio"/> Fixed
Weekly Off Include (Yes/No)	<input checked="" type="checkbox"/>	Min <input type="text" value="00.00"/> Max <input type="text" value="00.00"/>
Holiday Include (Yes/No)	<input checked="" type="checkbox"/>	Present <input type="text" value="00.00"/> Leave <input type="text" value="00.00"/>
Is Accrual (Yes/No)	<input checked="" type="checkbox"/> <input type="checkbox"/> Monthly Leave Accrual	Max Accrual Limit <input type="text" value="000.00"/>
Is CompOff Type (Yes/No)	<input type="checkbox"/>	

Leave Application:

You can use this to enter any type leaves or tours for single or group of employees for a single or multiple days. Before using this Transaction, you should make sure that, all possible leave types are defined in the leave master.

Leave & Tour Voucher

Paycode	<input type="text" value="9004"/>	*	Date from	<input type="text" value="31/01/2015"/>	*	Date To	<input type="text" value="31/01/2015"/>	*
---------	-----------------------------------	---	-----------	---	---	---------	---	---

Voucher No. 0000000013

Name AJITESH SRIVASTAVA

Card No. 00009004

Designation

Company ADMAN TECHNOLOGIES PVT. LTD.

Department SUPPORT

Catagory MANAGER

Section SOFTWARE

Grade GENERAL

Leave Duration
☐ Quarter
☐ Half Day
☐ Three Fourth
☒ Full Day

Leave Code

Reason

Approved Date

User Manual TimeWatch

Once you give the paycode (single or range) and date you can select the leave, you want to enter. For the ease of work, system will select the first leave in the leave master as the default leave. If you want change the leave type, simply click on it. And you will get a list, which will show even the balance also.

Accrual Leave: As we specified in the Leave Master here we are specifying how much leave an employee can avail in the current year. When you are selecting the *Accrued leave master* from the main menu.

Leave credited to each employee's account will be entered through this option. You will be asked to enter employee's code range (Paycode **from** and Paycode **to**) according to your requirement you have to enter.

The screen will be seen as follows:

Leave Accrual	
Paycode From	9004 *
Paycode To	9004 *
Year	2015 *
Name	AJITESH SRIVASTAVA
Card No.	00009004
Designation	
Company	ADMAN TECHNOLOGIES PVT. LTD.
Department	SUPPORT
Category	MANAGER

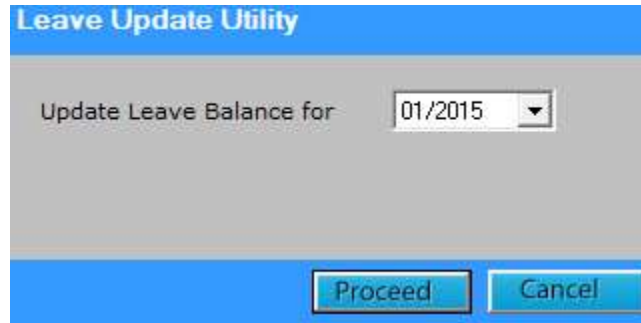
Opening Balance	
CASUAL LEAV	000.00
EL	000.00
ABSENT	000.00

Auto Leave Accrual: This Option is used to automatic calculation of Leave of previous year and set as opening balance for current year.

Auto Leave Opening Calculation	
Year	2015

User Manual TimeWatch

Monthly Leave Increment: TimeWatch application allow user to credit leave balance in employee's leave account on monthly basis. To do this select Monthly Leave Increment from leave master. Select the month for which you want to credit leave and click on proceed button.

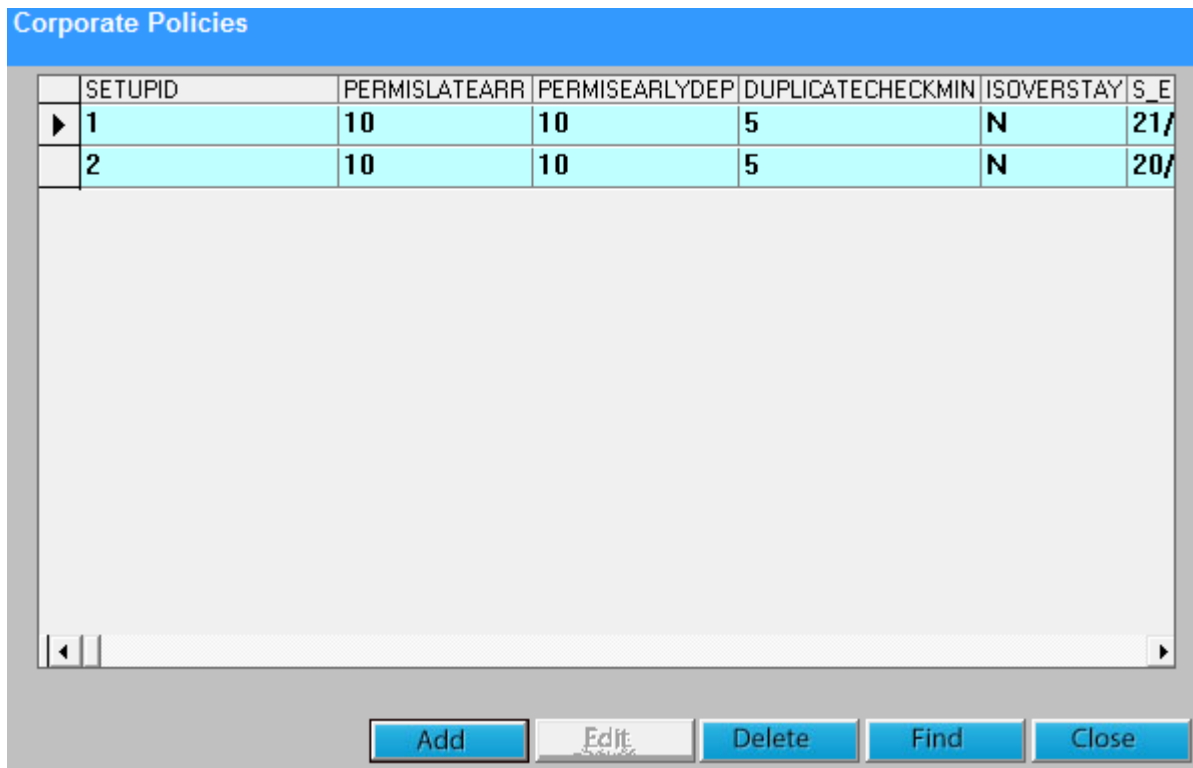


The dialog box is titled "Leave Update Utility". It contains a label "Update Leave Balance for" followed by a dropdown menu showing "01/2015". At the bottom, there are two buttons: "Proceed" and "Cancel".

Admin

Time Office Setup:

It includes the general details / rules / policies which are followed by the company.



The "Corporate Policies" window displays a table with the following data:

	SETUPID	PERMISLATEARR	PERMISEARLYDEP	DUPLICATECHECKMIN	ISOVERSTAY	S_E
▶	1	10	10	5	N	21/
	2	10	10	5	N	20/

At the bottom of the window, there are five buttons: "Add", "Edit", "Delete", "Find", and "Close".

There is no provision for modifying or deleting the existing setup master information. This is intended to prevent the possible mistakes.

User Manual TimeWatch

TimeOffice Policy			
SetUp Register No	<input type="text" value="3"/>	MaxWrkDuration	<input type="text" value="1440"/>
Duplicate Check Min	<input type="text" value="5"/>	Permissible Late Arrival	<input type="text" value="10"/>
Four Punch in Night Shift	<input type="checkbox"/>	Permissible Early Dep	<input type="text" value="10"/>
End Time for IN punch	<input type="text" value="05:00"/>	Over Time allowed	<input type="checkbox"/>
End Time for Out punch(Next Date) for RTC Employee with Multiple Punch	<input type="text" value="05:00"/>	Out Work Allowed	<input type="checkbox"/>
Maximum Working Min to Verify	<input type="text" value="0"/>	OverStay Allowed	<input type="checkbox"/>
Max Late Arrival Duration	<input type="text" value="240"/>	Skip Page on Department	<input checked="" type="checkbox"/>
Max Early Departure Duration	<input type="text" value="240"/>	Lines Per Page	<input type="text" value="58"/>
Half Day marking	<input type="checkbox"/>	No of Present for W/O	<input type="text" value="3"/>
Short leave marking	<input type="checkbox"/>	isAuto Absent Allowed	<input type="checkbox"/>
Present Marking Dur	<input type="text" value="0"/>	Mark AWA as AAA	<input type="checkbox"/>
Maximum Working Hours for half day	<input type="text" value="300"/>	Mark W/O as Absent when No of Present<No of Present for W/O	<input type="checkbox"/>
Maximum Working Hours for Short day	<input type="text" value="120"/>	Mark MIS as Absent	<input type="checkbox"/>
Auto Shift Allowed	<input type="checkbox"/>	OutWork Minus From Working Hours	<input type="checkbox"/>
PermisEarlyMinAutoShift	<input type="text" value="240"/>	Online Events	<input type="checkbox"/>
PermisLateMinAutoShift	<input type="text" value="240"/>	Download at Startup	<input type="checkbox"/>
Week Off include or not in Duty Roster	<input type="checkbox"/>	Leave as per Financial Year	<input type="checkbox"/>
isPresentOnWOPresent	<input type="checkbox"/>		
isPresentOnHLDPresent	<input type="checkbox"/>		
		OT Options <input type="radio"/> OT = OutTime - ShiftEndTime <input checked="" type="radio"/> OT = Working Hrs - ShiftHrs <input type="radio"/> OT = Early Coming + Late Dep	
		OT Parameter Options <input type="checkbox"/> OT is allowed incase of early coming <input type="checkbox"/> Whether OT in Minus (-) Figures <input type="checkbox"/> Round Over Time	
		OT Deductions Deduct OT in HLD <input type="text" value="0"/> Deduct OT on W/O <input type="text" value="0"/>	
		OT Durations OT Early Coming Dur <input type="text" value="0"/> OT Late Coming Dur <input type="text" value="0"/> OT Restrict End Dur <input type="text" value="0"/>	
		SMS Settings User ID <input type="text"/> Password <input type="text"/> Message <input type="text"/>	
<input type="button" value="Cancel"/> <input type="button" value="OK"/>			

Three columns are there in this form. We can give any value to the *Setup Register No.* Field. But the entries with the highest Setup ID value will be taken as the default system parameters. Late arrival upto *Permissible Late Arrival* duration (in minutes) will not be considered as late arrival. If the duration between two punches is less than the *Duplicate check minutes* system will ignore the second punch. The next three parameters define the equation for the *Missing and re-verification report*, i.e. If the hours worked is greater than *Maximum working minutes to verify* or late arrival is greater than *Max. Late arrival duration* or early departure is greater than *Max. Early departure duration* or status is *MIS* then that record will come in the *Missing and re-verification report*.

The next five parameters define the automatic half-day assignment rules. If *Half-day marking* option is selected then the system will check the following conditions to assign half day and short leave.

If Absenteeism hours between *Minimum Absent hours for half day* and *Maximum absent hours for half day* and *Half day marking* is selected, then status will be **HLF** i.e. Half Day.

If Absenteeism hours less than *Minimum Absent hours for half day* And > 0 And *Half day marking & Short leave marking* both checked, then the status will be **SRT** i.e. Short Leave.

If Hours worked < *Present Marking Duration* then the status will be **A** i.e. Absent.

Over time will be calculated only if *over time allowed* is selected. Same way over stay will be calculated only if *over stay allowed* is selected. If *Over stay allowed* is selected then we can select or deselect the *Over stay minus* option also. Normally the Overstay is calculated using the following formulae.

$$\text{Overstay} = \text{Hours Worked} - \text{Shift Hours}$$

It can be a minus figure also; say when the employee works less than the shift hours. In this case if *Over stay minus* is deselected system will convert the overstay to zero.

MaxWrkDuration defines the duration after which the system can accept the following punches after the first punch. In punch will be accepted upto the value of *End time for In punch* of next day. If the employee is a non-RTC case system will ignore these two parameters. If the **Auto shift allowed** is selected then we can set the boundaries for automatic shift

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assignment. I.e. if the in punch is between (Shift Start Time – *PermisEarlyMinAutoShift*) and (Shift Start Time + *PermisLateMinAutoShift*) then system will assign that shift.

Cut off start time and Cut off end time defines the time width in which the system can search for In punch while taking spot report for RTC employees. **Out pass hours** and **out pass frequency** are the duration and frequency for permissible out going. If **is Present on week off present** is selected, then the system will count **Present Value** as 1 and **Wo_Value** as 0; if an employee punches on a week off. It applies to *be Present on Holiday present* also.

In the Overtime policies, we can select one formulae to calculate the over time.

User Privileges:

Through this option new users can be created or the existing users and their rights can be modified. While selecting the user privileges from the main menu you will get a browse window with the details of the existing users.

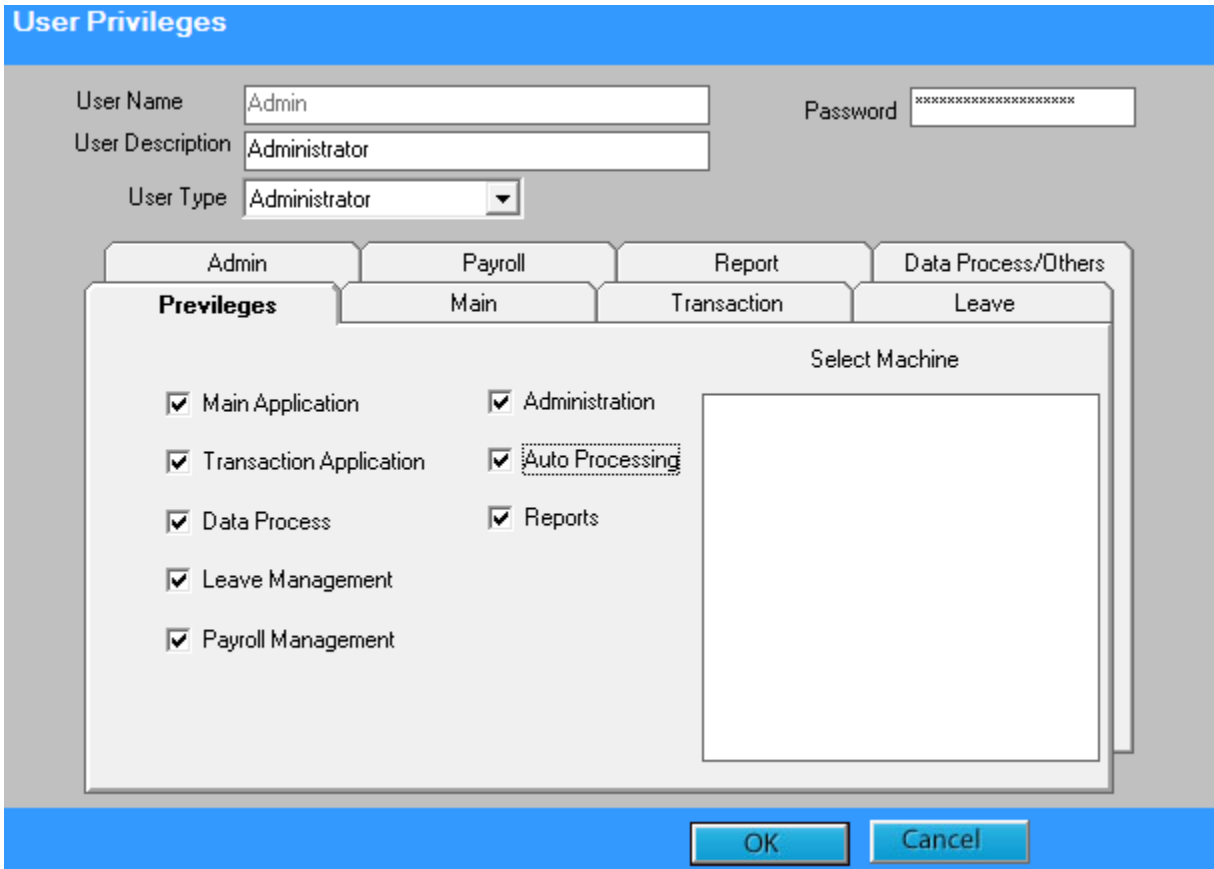
USER_R	USERDESCRIPTION	AutoProcess	DataProcess	Main
▶ Admin	Administrator	N	Y	Y

◀ [] ▶

Add Edit Delete Find Close

When you are running the setup program system will add a default user i.e. the Administrator with the default password. When you add or modify one user you will get an entry form like,

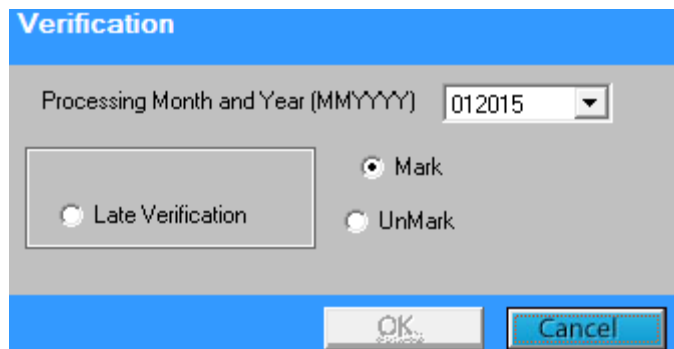
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The 'User Privileges' dialog box is used to configure user access. It features a blue header bar with the title 'User Privileges'. Below the header, there are input fields for 'User Name' (containing 'Admin'), 'User Description' (containing 'Administrator'), and a 'User Type' dropdown menu (set to 'Administrator'). A 'Password' field is also present, filled with asterisks. Below these fields is a tabbed interface with four main tabs: 'Admin', 'Payroll', 'Report', and 'Data Process/Others'. The 'Admin' tab is currently selected, showing a sub-tabbed interface with 'Privileges' and 'Main' sub-tabs. The 'Privileges' sub-tab is active, displaying a list of permissions with checkboxes: 'Main Application', 'Transaction Application', 'Data Process', 'Leave Management', 'Payroll Management', 'Administration', 'Auto Processing', and 'Reports'. All these checkboxes are checked. To the right of the permissions list is a 'Select Machine' section with an empty list box. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Here you change the password, you can alter the rights i.e. what all options a user can access.

Verification: Before taking any general report you have to run this option. It will mark absent on weekly off / Holiday if the employee is absent before and after the weekly off / Holiday.



The 'Verification' dialog box has a blue header bar with the title 'Verification'. It contains a 'Processing Month and Year (MMYYYY)' dropdown menu set to '012015'. Below this are two radio button options: 'Late Verification' and 'Mark'. The 'Mark' option is selected. There is also an 'UnMark' radio button option. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Finger Setup: TimeWatch software allow you to transfer finger data from once device to another device. If user has enrolled finger data on one device he can transfer the data from software. A Finger Management Data form will look like this.

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Select the device in which user are enrolled. Click on Check the Download all user Template and click on Download FP button. All finger data will be saved in database. Select another device in which you want to upload the data, select the user and click on upload FP button. From delete user button user can delete the finger data from device.

If user has enrolled any admin in device and he forgot the password, by clicking on Clear Admin button he can reset the admin.

New Employee Upload: From new employee option user can upload master data for newly joined employee in one go. To do this fill the employee details in a pre-defined format. Select the excel file and click on Ok button.