

# FINGERTEC | ELECTRONIC TIME CARD

This is the most general attendance record of employee comprises of detailed clocking activities of an employee in a month including calculated work time, overtime and work hour shortage. The summary of attendance, tardiness and leave taken are also available in this report.

Date and time the report was printed: 01/02/2009 11:43:31 Page: 1

Administrator excuses the tardiness: ✓ =Excused

Name of company, Name of report, Name of employee: Electronic Time Card Elise Johnson Administration

User ID: 1

Page number of the report: 1

Department the employee belongs to: Administration

Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/02/2009	Sunday	RESTDAY	1											
02/02/2009	Monday	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51			
03/02/2009	Tuesday	WORKDAY	1	09:02	12:15	13:40	19:04			7.33	1.04	0.27		
04/02/2009	Wednesday	WORKDAY	1	08:35	12:24	13:33	18:23			7.54	0.22	0.06		
05/02/2009	Thursday	WORKDAY	1	08:58	12:35	13:23	19:33			8.00	1.33			
06/02/2009	Friday	WORKDAY	1	08:54	12:33	13:30	17:54			7.54		0.06		
07/02/2009	Saturday	RESTDAY	1											
08/02/2009	Sunday	RESTDAY	1											
09/02/2009	Monday	WORKDAY	1	08:42	12:35	13:24	19:15			8.00	1.15			
10/02/2009	Tuesday	WORKDAY	1	08:55	12:36	13:45	18:29			7.45	0.29	0.15		
11/02/2009	Wednesday	WORKDAY	1	08:34	12:38	13:25	18:27			8.00	0.27			
12/02/2009	Thursday	WORKDAY	1	09:01	12:37	13:29	19:32			7.59	1.32	0.01		
13/02/2009	Friday	WORKDAY	1	08:41	12:36	13:30	17:59			7.59		0.01		
14/02/2009	Saturday	RESTDAY	1											
15/02/2009	Sunday	RESTDAY	1											
16/02/2009	Monday	WORKDAY	1	08:49	12:28	13:26	18:15			7.58	0.15	0.02		
17/02/2009	Tuesday	WORKDAY	1	08:59	12:32	13:24	20:11			8.00	2.11			
18/02/2009	Wednesday	WORKDAY	1	09:00	12:31	13:34	18:12			7.56	0.12	0.04		
19/02/2009	Thursday	WORKDAY	1	08:44	12:30	13:25	18:32			8.00	0.32			
20/02/2009	Friday	WORKDAY	1	08:39	12:22	13:26	18:02			7.57	0.02	0.08		
21/02/2009	Saturday	RESTDAY	1					09:30	15:22		5.52			
22/02/2009	Sunday	RESTDAY	1											
23/02/2009	Monday	WORKDAY	1	08:51	12:32	13:22	18:29			8.00	0.29			
24/02/2009	Tuesday	WORKDAY	1	08:54	12:16	13:31	18:19			7.45	0.19	0.15		
25/02/2009	Wednesday	WORKDAY	1	09:45	12:33	13:19	18:03			7.15	0.03	0.45		
26/02/2009	Thursday	WORKDAY	1	09:00	12:33	13:20	18:25			8.00	0.25			
27/02/2009	Friday	WORKDAY	1				16:30					1.30		
28/02/2009	Saturday	RESTDAY	1											

Day Type	Total Days	Present	Absent	Work	Overtime	Short	ABSENT
WORKDAY	20	20		149.50	13.01	3.40	ANNUAL
HOLIDAY							SICK
RESTDAY	8	1			5.52		HOSPITAL
OFFDAY							MATERNITY
	28	21	0	149.50	18.53	3.40	PATERNITY
							EMERGENCY

Total work hours in a day/shift: 149.50

Total OT hours in a day/shift: 18.53

Total short hours in a day/shift: 3.40

Total work hours in a day/shift: 149.50

Total short hour from Workday: 3.40

Total present days from Workday: 21

Total work hour from Workday: 149.50

Total overtime hour from Workday: 18.53

World Wide 0.000

# FINGERTEC | DAILY ATTENDANCE LISTING

Name of company  
Name of report  
Date of report

Date and time the report was printed

Page number of the report

FingerTec TCMS v2.2

**Daily Attendance Listing**  
02/02/2009  
Monday

01/02/2009 11:43:59 Page: 2

User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken
<b>Administration</b>													
1	Elise Johnson	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51		
<b>Engineering</b>													
2	Tony Stone	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51		
<b>Information Technology</b>													
3	Pelicia Dickson	WORKDAY	3	08:59	12:34	13:15	20:12			8.00	2.12		
<b>Production</b>													
4	Gilbert Kazt	WORKDAY	3	08:59	12:34	13:25	20:12			8.00	2.12		
<b>QA &amp; QC</b>													
5	Sheena Jazz	WORKDAY	3	08:59	12:34	13:25	20:13			8.00	2.13		
Day Type	Total Days	Present	Absent	Work	Overtime	Short							
WORKDAY	5	5		40.00	10.19								
HOLIDAY													
RESTDAY													
OFFDAY													
	5	5	0	40.00	10.19	0.00							
User w/o Attendance		0											

User ID

Department the employee belongs to

Employee Name

Type of day for the date

Schedule Number

Total days from Workday

Total present days from Workday

Total work hour from Workday

Total overtime hour from Workday

Total work hours in a day/shift

Total OT hours in a day/shift

# FINGERTEC | WEEKLY ATTENDANCE LISTING

This report generates the employee's weekly attendance into a page with its summary of attendance at the bottom of the report.

Name of report  
Name of employee

Date and time the  
report was printed

Page number of the  
report

Department the  
employee belongs to

FingerTec TCMS v2.2														
<b>Weekly Attendance Listing</b>														
01/02/2009 11:44:13 Page: 1														
1 ✓ =Excused Elise Johnson Administration														
Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/02/2009	Sunday	RESTDAY	1											
02/02/2009	Monday	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51			
03/02/2009	Tuesday	WORKDAY	1	09:02	12:15	13:40	19:04			7.33	1.04	0.27		
04/02/2009	Wednesday	WORKDAY	1	08:35	12:24	13:23	18:22			7.54	0.22	0.06		
05/02/2009	Thursday	WORKDAY	1	08:58	12:35	13:23	19:33			8.00	1.33			
06/02/2009	Friday	WORKDAY	1	08:54	12:33	13:30	17:54			7.54		0.06		
07/02/2009	Saturday	RESTDAY	1											
2 ✓ =Excused Tony Stone Engineering														
Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/02/2009	Sunday	RESTDAY	1											
02/02/2009	Monday	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51			
03/02/2009	Tuesday	WORKDAY	1	09:05	12:27	13:28	18:40			7.52	0.40	0.08		
04/02/2009	Wednesday	WORKDAY	1	08:47	12:31	13:24	18:25			8.00	0.25			
05/02/2009	Thursday	WORKDAY	1	09:01	12:39	13:24	19:13			7.59	1.13	0.01		
06/02/2009	Friday	WORKDAY	1	08:58	12:33	13:30	18:16			8.00	0.16			
07/02/2009	Saturday	RESTDAY	1											
3 ✓ =Excused Felicia Dickson Information Technology														
Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/02/2009	Sunday	RESTDAY	-											
02/02/2009	Monday	WORKDAY	3	08:59	12:34	13:15	20:12			8.00	2.12			
03/02/2009	Tuesday	WORKDAY	3	09:05	12:33	13:15	21:07			7.55	3.07	0.05		
04/02/2009	Wednesday	WORKDAY	3	09:02	12:35	13:17	18:25			7.58	0.25	0.02		
05/02/2009	Thursday	WORKDAY	3	08:47	12:33	13:26	18:46			8.00	0.46			
06/02/2009	Friday	WORKDAY	3	08:32	12:19	13:30	18:16			7.49	0.16	0.11		
07/02/2009	Saturday	RESTDAY	-											

Working schedule of  
the employee

Total work hours in  
a day/shift

Total OT hours in  
a day/shift

Total short hours  
in a day/shift



# FINGERTEC | CORRECTION REPORT

This report shows employees that have irregular clocking activities for example extended break time, early out, clocks in late, etc. The Administrator can choose to amend these irregular clocking activities to match the activities of the affected employees if necessary.

The screenshot shows a 'Correction Report' for the period 01/02/2009 - 28/02/2009. The report is titled 'Correction Report' and includes the date and time it was printed: 01/02/2009 11:41:10. The page number is 1. The report lists two employees: Elise Johnson (User ID 1, Department: Administration) and Felicia Dickson (User ID 3, Department: Information Technology). Elise Johnson's record for 27/02/2009 shows a working schedule of 1, with a total short hour of 1.30. Felicia Dickson's record for 26/02/2009 shows a working schedule of - and is marked as ABSENT.

User ID	Name	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
1	1 Elise Johnson Department: Administration				16:30					1.30		
2	3 Felicia Dickson Department: Information Technology										ABSENT	

Callouts in the image identify the following elements:

- Name of report / Data range of report:** Correction Report 01/02/2009 - 28/02/2009
- Date and time the report was printed:** 01/02/2009 11:41:10
- Page number of the report:** Page: 1
- User ID:** 1 (for Elise Johnson)
- Employee name:** Elise Johnson
- Department the employee belongs to:** Department: Administration
- Date:** 27/02/2009
- Working Schedule that the employee belongs to:** 1
- Total short hour:** 1.30
- Leave taken:** ABSENT

# FINGERTEC | TARDINESS REPORT

This report shows employees with tardiness for example, clocks in late, clocks out early, takes longer breaks and etc. The tardiness is displayed in red along with the total work shortage in minutes.

Name of report  
Data range of report

Date and time the report was printed

Page number of the report

FingerTec TCMS v2.2 Tardiness Report 01/02/2009 11:41:38 Page: 1

01/02/2009 - 28/02/2009

Late-In    Early-Out    Extended Break    On Leave

User ID	Name	In	Break	Resume	Out	OT	Done	Short Overtime	Leave	Remark
1	Elise Johnson	Department: Administration								
03/02/2009	1	09:02	0.02	12:15	0.15	13:40	0.10	19:04		
04/02/2009	1	08:35		12:24	0.06	13:23		18:22		
06/02/2009	1	08:54		12:33		13:30		17:54	0.06	
10/02/2009	1	08:55		12:36		13:45	0.15	18:29		
12/02/2009	1	09:01	0.01	12:37		13:29		19:32		
13/02/2009	1	08:41		12:36		13:30		17:59	0.01	
16/02/2009	1	08:49		12:28	0.02	13:26		18:15		
18/02/2009	1	09:00		12:31		13:34	0.04	18:12		
20/02/2009	1	08:39		12:22	0.08	13:26		18:02		
24/02/2009	1	08:54		12:16	0.14	13:31	0.01	18:19		
25/02/2009	1	09:45	0.45	12:33		13:19		18:03		
27/02/2009	1							16:30	1.30	
		3	0.48	5	0.45	4	0.30	3	1.37	
								3.40	4.18	

Employee User ID and name

Employee came late from working hours

Date

Department the employee belongs to

Employee went out early for lunch

Employee came back late from lunch

Employee went out early from working hours

Total Short hour

Total OT hour

# FINGERTEC | ON LEAVE REPORT

This report shows the list of employees who have taken leave and the particulars of their leaves for references.

The screenshot shows a report titled "On Leave Report" for the period "01/02/2009 - 28/02/2009". The report is generated by "FingerTec TCMS v2.2" on "01/02/2009 11:43:16" and is page "1" of "1". The report contains a table with the following columns: User ID, Name, Date, Weekday, Day Type, Sche, and Leave Taken. A callout box labeled "Department the employee belongs to" points to the "Information Technology" header. Another callout box labeled "Employee User ID and name" points to the first row's "3 Felicia Dickson". A callout box labeled "Date and day of leave taken" points to the "26/02/2009 Thursday" entry. A callout box labeled "Day type of leave taken" points to the "WORKDAY" entry. A callout box labeled "Type of leave taken" points to the "ABSENT" entry. A callout box labeled "Total leave taken" points to the "1.000" value in the "Leave Taken" column.

User ID	Name	Date	Weekday	Day Type	Sche	Leave Taken
<b>Information Technology</b>						
1	3 Felicia Dickson	26/02/2009	Thursday	WORKDAY	-	1.000
						<u>1.000</u>

# FINGERTEC | OVERTIME APPROVAL WORKSHEET

This is an overtime worksheet report showing the list of employees who are taking overtime and the amount of hours that he/she is entitled for. This report is important for the management to check the details of the overtime taken before approving the claims.

Name of report,  
data range of report

Date and time the  
report was printed

Page number of the  
report

FingerTec TCMS v2.2

**Overtime Approval Worksheet**  
01/02/2009 - 28/02/2009

01/02/2009 11:41:51 Page: 1

User ID	Name	Date	Sche	WORKDAY Overtime	Appr.	HOLIDAY Overtime	Appr.	RESTDAY Overtime	Appr.	OFFDAY Overtime	Appr.
<b>Administration</b>											
1	Elise Johnson	02/02/2009	1	1.51							
		03/02/2009	1	1.04							
		04/02/2009	1	0.22							
		05/02/2009	1	1.33							
		09/02/2009	1	1.15							
		10/02/2009	1	0.29							
		11/02/2009	1	0.27							
		12/02/2009	1	1.32							
		16/02/2009	1	0.15							
		17/02/2009	1	2.11							
		18/02/2009	1	0.12							
		19/02/2009	1	0.32							
		20/02/2009	1	0.02							
		21/02/2009	1					0.00	5.52		
		23/02/2009	1	0.29							
		24/02/2009	1	0.19							
		25/02/2009	1	0.03							
		26/02/2009	1	0.25							

Department  
the employee  
belongs to

Employee User  
ID and name

Total OT  
hours

Date

Working schedule  
of the employee



# FINGERTEC | ATTENDANCE SUMMARY

This report details out the work rate, tardiness, total work time, OT and work hour shortage time for workdays/rest day and off day for each employee. Analysis of each employee's working performance could be viewed using this report.

The screenshot shows an 'Attendance Summary' report for the period 01/02/2009 to 28/02/2009. The report is titled 'FingerTec TCMS v2.2' and 'Page: 1'. It lists four employees from different departments: Administration, Engineering, Information Technology, and Production. Each employee's record includes their User ID, Name, Workrate %, and various attendance metrics such as Absent (AB), Late-In (LI), Early-Out (EO), Miss Punch (MP), Short, Workday, Overtime (OT), Holiday, Restday, and Offday.

Callout boxes provide the following explanations:

- Employee User ID and name:** Points to the 'User ID' and 'Name' columns.
- Name of report, data range of report:** Points to the title 'Attendance Summary' and the date range '01/02/2009 - 28/02/2009'.
- Date and time the report was printed:** Points to '01/02/2009 11:42:29'.
- Page number of the report:** Points to 'Page: 1'.
- Department the employee belongs to:** Points to the department names (Administration, Engineering, Information Technology, Production) listed on the left.
- The working efficiency of the employee:** Points to the 'Workrate %' column.
- Total OT hours in offday:** Points to the 'OT' column under the 'OFFDAY' group.
- Total work hours in offday:** Points to the 'Short' column under the 'OFFDAY' group.
- Total OT hours in restday:** Points to the 'OT' column under the 'RESTDAY' group.
- Total work hours in restday:** Points to the 'Short' column under the 'RESTDAY' group.
- Total short hour:** Points to the 'Short' column under the 'WORKDAY' group.
- Total work hours in workday:** Points to the 'WORKDAY' column.
- Total work hours in holiday:** Points to the 'HOLIDAY' column.
- Total OT hours in holiday:** Points to the 'OT' column under the 'HOLIDAY' group.

# FINGERTEC | DAY BY DAY ANALYSIS

This report details the daily work rate, tardiness, total work time, OT and work hour shortage for workdays/rest day and off day for each employee.

Legend

Name of report

Date and time the report was printed

Page number of the report

FingerTec TCMS v2.2		Day by Day Analysis										01/02/2009 11:42:48		Page: 1		
✓-Perfect		AB-Absent	LV-Leave Taken	LI-Late-In	EO-Early-Out	MP-Miss Punch	OT-Overtime									
Date	Weekday	Workrate %	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
01/02/2009	Sunday															
02/02/2009	Monday	100.00	5		5	2		0.42	39.18	5.35						
03/02/2009	Tuesday	97.94	1													
04/02/2009	Wednesday	99.43	2		1	2		0.14	39.46	15.15						
05/02/2009	Thursday	99.45	2		5			0.13	39.47	5.31						
06/02/2009	Friday	98.80	2		1	2		0.29	39.31	2.28						
07/02/2009	Saturday															
08/02/2009	Sunday															
09/02/2009	Monday	99.93	4			1		0.02	39.58	11.28						
10/02/2009	Tuesday	98.63	1		4			0.33	39.27	3.03						
11/02/2009	Wednesday	99.79	4		1			0.04	33.56	3.09						
12/02/2009	Thursday	99.13	2		3	1		0.21	39.39	11.28						
13/02/2009	Friday	99.13	2		2	1		0.21	39.39	3.28						
14/02/2009	Saturday															
15/02/2009	Sunday															
16/02/2009	Monday	99.06	2		2	1		0.19	33.41	4.17						
17/02/2009	Tuesday	99.00	3		2	1		0.22	36.38	14.18						
18/02/2009	Wednesday	99.50	1		3	1		0.12	39.48	2.15						
19/02/2009	Thursday	99.45	2		2	2		0.13	39.47	20.51						
20/02/2009	Friday	99.42	2		1	2		0.11	39.49	3.26						
21/02/2009	Saturday												11.41			
22/02/2009	Sunday															
23/02/2009	Monday	98.08	3			2		0.46	39.14	3.44						
24/02/2009	Tuesday	98.93	2		2			0.26	39.34	1.05						
25/02/2009	Wednesday	96.38	1		4	2		1.27	38.33	3.33						
26/02/2009	Thursday	100.00	4	1					32.00	1.57						
27/02/2009	Friday	73.81	2		1	2	3	1.37	22.53	11.55						
28/02/2009	Saturday															
Total		97.79	47	1	39	24	3	8.32	737.58	38.45	0.00	0.00	0.00	11.41	0.00	0.00

OT time in restday

OT time for all employees in a day

Details of tardiness

Short time for all employees in a day

Working time for all employees in a day

# FINGERTEC | MONTH BY MONTH ANALYSIS

This report details the monthly work rate, tardiness, total work time, OT and work hour shortage for workdays/rest day and off day for each employee.

Legend

Name of report  
Data range of report

Total working time  
for all employees  
in a month

Date and time the  
report was printed

Page number of the  
report

FingerTec TCMS v2.2

**Month by Month Analysis**  
01/02/2009 - 28/02/2009

01/02/2009 11:42:57 Page: 1

✓=Perfect AB=Absent LV=Leave Taken LI=Late-In EO=Early-Out MP=Miss Punch OT=Overtime

Month	Head Count	Workrate %	✓	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
02/2009	5	98.00	47	1		39	24	3	8.32	737.58	138.45						11.41
<b>Total</b>		98.00	47	1		39	24	3	8.32	737.58	138.45	0.00	0.00	0.00	11.41	0.00	0.00

The working efficiency of the employee

Tardiness details of the employee

Total short time for all employees in a month

Total OT time for all employees in a month

# FINGERTEC | GROSS WAGES REPORT

This report is useful for companies that pay their employees by hour. The report shows total work time and OT for different day types with different pay rates for wage calculation.

The diagram illustrates the components of the Gross Wages Report. Callouts point to the following elements:

- Pay per hour:** Points to the 'Rate/Hr' column in the table.
- Name of report Data range of report:** Points to the title 'Gross Wages Report 01/02/2012 - 29/02/2012'.
- Date and time the report was printed:** Points to '20/03/2012 11:51:10'.
- Page number of the report:** Points to 'Page: 1'.
- User ID:** Points to the 'User ID Name' column header.
- Employee name:** Points to the employee names 'David' and 'Nicole' in the table rows.
- Total pay for all employees in a month:** Points to the '3028.80' value in the 'Total' row.
- Total pay for all employees in normal working hours in a month:** Points to the '2615.60' value in the 'Total' row.
- Total pay for all employees in OT hours in a month:** Points to the '102.72' value in the 'Total' row.
- Total pay for all employees in OT hours on offday in a month:** Points to the '38.81' value in the 'Total' row.

FingerTec TCMS v2.2		Gross Wages Report				20/03/2012 11:51:10		Page: 1	
		01/02/2012 - 29/02/2012							
User ID Name	Rate/Hr	WORKDAY x 100%	OT x 100%	HOLIDAY x 150%	OT x 100%	RESTDAY x 150%	OT x 100%	OFFDAY x 150%	OT x 100%
1 333	8	165.13	7.57						18.53
David	\$ 1529.84	1321.04	60.56	0.00	0.00	0.00	0.00	0.00	148.24
2 666	8	161.82	5.27						20.28
Nicole	\$ 1498.96	1294.56	42.16	0.00	0.00	0.00	0.00	0.00	162.24
<b>Total</b>	<b>3028.80</b>	<b>2615.60</b>	<b>102.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38.81</b>

# FINGERTEC | STAFF MOVEMENT ANALYSIS

This report lists the details of attendance by User ID.

The screenshot shows a report titled "Staff Movement Analysis" from FingerTec TCMS v2.2. The report header includes the date and time "01/02/2009 11:47:17" and the page number "Page: 2". The main data is presented in a table with columns for User ID, Date, and Transaction. The transaction column is divided into four segments representing different times of the day. Callout boxes identify the following fields:

- Employee User ID and name:** Points to the "User ID" column, showing "1" and "Elise Johnson".
- Date:** Points to the "Date" column, showing dates from 02/02/2009 to 11/02/2009.
- Time that employee report attendance at the terminal:** Points to the first time segment in the Transaction column.
- Terminal that employee reported attendance to:** Points to the second time segment in the Transaction column.
- Type of transaction of employee reported attendance at the terminal:** Points to the "2 00" values in the Transaction segments.
- Pay per hour:** Points to the "2 00" values in the Transaction segments.
- Name of report Data range of report:** Points to the report title "Staff Movement Analysis".
- Date and time the report was printed:** Points to "01/02/2009 11:47:17".
- Page number of the report:** Points to "Page: 2".

User ID	Date	Transaction
1 Elise Johnson	02/02/2009	08:59 12:34 13:15 19:51 2 00 2 00 2 00 2 00
	03/02/2009	09:02 12:15 13:40 19:04 2 00 2 00 2 00 2 00
	04/02/2009	08:35 12:24 13:23 18:22 2 00 2 00 2 00 2 00
	05/02/2009	08:58 12:35 13:23 19:33 2 00 2 00 2 00 2 00
	06/02/2009	08:54 12:33 13:30 17:54 2 00 2 00 2 00 2 00
	09/02/2009	08:42 12:35 13:24 19:15 2 00 2 00 2 00 2 00
	10/02/2009	08:55 12:36 13:45 18:29 2 00 2 00 2 00 2 00
	11/02/2009	08:34 08:40 12:38 13:25 18:27 2 00 2 00 2 00 2 00

# FINGERTEC | TERMINAL ACTIVITY REPORT

This report details the transaction record of the users by terminal ID.

ID of terminal which employee reported attendance to

Name of report  
Data range of report

Date and time the report was printed

Page number of the report

FingerTec TCMS v2.2 Terminal Activity Report 20/03/2012 11:32:04 Page: 1

01/02/2012 00:00 - 29/02/2012 00:00

Fingertec

ID	Description	Date	Transaction														
1	1	01/02/2012	08:50 00	09:10 00	12:55 00	13:16 00	13:16 00	13:55 00	14:25 00	17:40 00	18:26 00						
			666	333	666	333	333	666	333	666	333						
		02/02/2012	08:55 00	08:55 00	13:10 00	13:10 00	13:10 00	13:50 00	13:50 00	18:15 00	18:15 00	20:00 00					
			333	666	666	333	333	333	666	666	333	666					
			21:25 00														
			333														
		03/02/2012	08:28 00	10:36 00	12:36 00	13:15 00	13:29 00	14:03 00	18:06 00	18:06 00							
			333	666	666	333	666	333	333	666							
		04/02/2012	09:28 00	09:28 00	15:30 00	15:30 00											
			666	333	333	666											
		06/02/2012	09:05 00	09:05 00	13:06 00	13:06 00	14:09 04	14:09 04	17:54 00	18:09 00							
			666	333	333	666	666	333	666	333							
		07/02/2012	08:57 00	08:57 04	12:58 00	13:08 00	14:01 00	14:01 00	17:58 00	18:58 00							
			333	666	666	333	666	333	666	333							
		08/02/2012	08:59 00	08:59 00	13:10 00	13:10 00	13:58 00	13:58 00	18:34 00	18:34 00							
			333	666	666	333	333	666	333	666							
		09/02/2012	09:00 00	09:35 00	09:35 00	12:35 00	12:35 00	13:04 00	13:04 00	17:56 00	17:56 00						
			333	333	666	666	333	333	666	666	333						

Date

Time that employee reported attendance at the terminal

ID of employee reported attendance at the terminal

Type of transaction of employee reported attendance at the terminal

# TERMINAL TRANSACTION LISTING

This report records all transaction data downloaded from every terminal.

Name of report

Date and time the report was printed

Page number of the report

FingerTec TCMS v2.2		Terminal Transaction Listing		01/02/2009 11:48:03		Page: 7	
Date	ID	Description	User ID	Name	Transaction		
18/02/2009 17:58	301	2 Q2i			00		
19/02/2009 08:53	302	2 Q2i			00		
19/02/2009 12:22	303	2 Q2i			00		
19/02/2009 13:27	304	2 Q2i			00		
19/02/2009 18:04	305	2 Q2i			00		
20/02/2009 00:30	306	2 Q2i			00		
20/02/2009 18:01	307	2 Q2i			00		
20/02/2009 20:37	308	2 Q2i			00		
20/02/2009 21:24	309	2 Q2i			00		
21/02/2009 00:45	310	2 Q2i			00		
23/02/2009 08:59	311	2 Q2i			00		
23/02/2009 12:41	312	2 Q2i			00		
23/02/2009 13:22	313	2 Q2i			00		
23/02/2009 18:23	314	2 Q2i			00		
24/02/2009 08:55	315	2 Q2i			00		
24/02/2009 12:31	316	2 Q2i			00		
24/02/2009 13:22	317	2 Q2i			00		
24/02/2009 18:19	318	2 Q2i			00		
25/02/2009 08:49	319	2 Q2i			00		
25/02/2009 12:45	320	2 Q2i			00		
25/02/2009 13:36	321	2 Q2i			00		
25/02/2009 18:45	322	2 Q2i			00		
27/02/2009 18:01	323	2 Q2i			00		
27/02/2009 20:44	324	2 Q2i			00		
27/02/2009 21:29	325	2 Q2i			00		
28/02/2009 02:46	326	2 Q2i			00		
12/03/2009 15:07	327	2 Q2i			07		
23/03/2009 16:24	328	2 Q2i			-1		

-1: 1 00: 77 07: 1

# FINGERTEC | CLOCKING SCHEDULE

This is a checklist showing detailed settings of the clocking schedule.

Name of report  
Schedule Number  
Name of schedule

Date and time the  
report was printed

Page number of the  
report

FingerTec TCMS v2.2 01/02/2009 11:46:02 Page: 2

**Clocking Schedule**  
Schedule : 1  
Office

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY					09:00	18:00
Monday	WORKDAY	09:00	12:30	13:30	18:00		
Tuesday	WORKDAY	09:00	12:30	13:30	18:00		
Wednesday	WORKDAY	09:00	12:30	13:30	18:00		
Thursday	WORKDAY	09:00	12:30	13:30	18:00		
Friday	WORKDAY	09:00	12:30	13:30	18:00		
Saturday	RESTDAY					09:00	18:00

-----  
Latest clocking:- ✓ ✓

Do you want to use OT/Done as scheduled work instead of overtime ?

Please specify the time interval if you want to have rates differential for overtime \_\_\_\_\_

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 24.00

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/Dinner time duration for flexi-lunch/flexi-dinner range in minutes \_\_\_\_\_

Do you want to exclude the lunch/dinner hour from working hour ? ✓

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

First-time in overtime

First-break time

First-resume time

Last-OUT time

Summary of clocking settings apply to this schedule

First-time in overtime

Last-time out overtime



# FINGERTEC | DUTY CALENDAR

This is an annual working calendar checklist of a particular work group.

FingerTec TCMS v2.2 Duty Calendar 01/02/2009 11:45:40 Page: 2  
Group : 1

W=WORKDAY H=HOLIDAY R=RESTDAY O=OFFDAY 0-999:Schedule

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
2009	2	R	W	W	W	W	W	R	R	W	W	W	W	W	R	R	W	W	W	W	W	R	R	W	W	W	W	W	W	R		
		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		

The year of the calendar

The month of the calendar

Work day

Rest day

Name of report  
Duty group number

Date and time the report was printed

Page number of the report

# FINGERTEC | NAME LIST

A list of all or selected employees' names.

The screenshot shows a report titled "Name List" from FingerTec TCMS v2.2. The report is dated 01/02/2009 11:44:20 and is page 1 of 1. The data is organized into sections: Administration, Engineering, Information Technology, Production, and QA & QC. Each section contains a table of employee records with columns for User ID, Name, Emp No., Department, Section, Group, Issued, and Expired. Callouts point to specific fields: "Employee User ID and name" points to the first two columns of the first row; "Name of report" points to the title; "Date and time the report was printed" points to the date and time; "Page number of the report" points to the page number; "Employees Number" points to the Emp No. column; "Name of department" points to the Department column; "Name of section" points to the Section column; and "Working group that employees belongs to" points to the Group column.

User ID	Name	Emp No.	Department	Section	Group	Issued	Expired
<b>Administration</b>							
1 1	Elise Johnson	AD1582	Administration	Local	1	01/02/2009	
<b>Engineering</b>							
2 2	Tony Stone	ENG5584	Engineering	Oversea	1	01/02/2009	
<b>Information Technology</b>							
3 3	Felicia Dickson	IT7568	Information Technology	Oversea	8	01/02/2009	
<b>Production</b>							
4 4	Gilbert Kast	PD5933	Production	Team A	8	01/02/2009	
<b>QA &amp; QC</b>							
5 5	Sheena Jazz	Q1895	QA & QC	Team B	8	01/02/2009	

# FINGERTEC | DEPARTMENT LIST

A list of all department names.

The screenshot shows a report header with the following text: "FingerTec TCMS v2.2", "Department List", "01/02/2009 11:44:31", and "Page: 1". Below the header is a table with a red border containing the following data:

	Department
1	Administration
2	Engineering
3	Information Technology
4	Production
5	QA & QC

Callouts in the image point to the following elements:

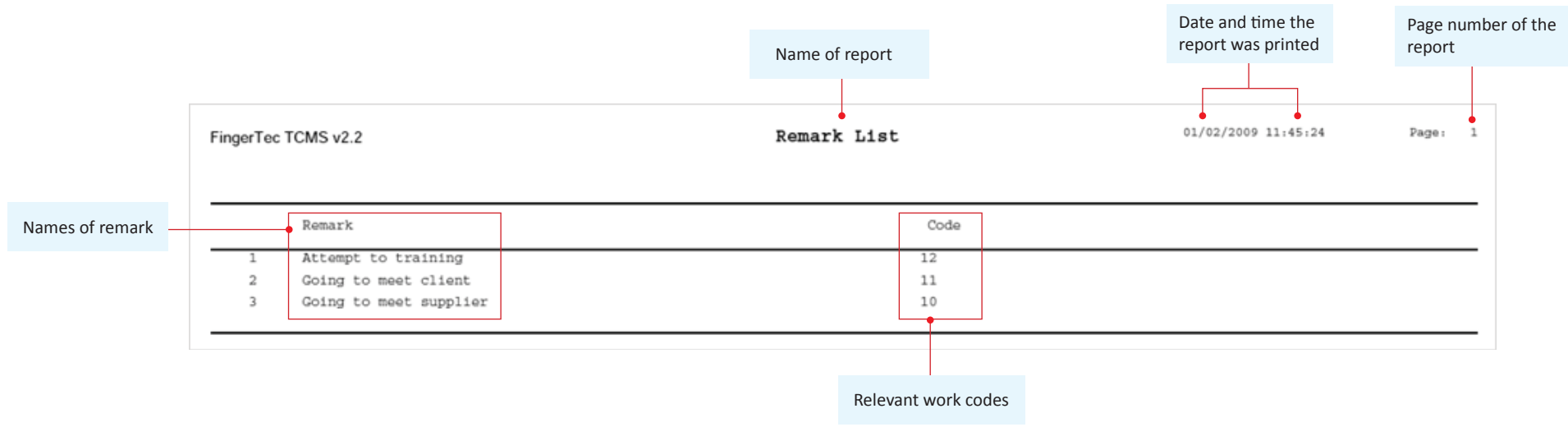
- "Name of report" points to "Department List".
- "Date and time the report was printed" points to "01/02/2009 11:44:31".
- "Page number of the report" points to "Page: 1".
- "Name of department" points to the "Department" column header in the table.

The image shows a screenshot of a report header and a table. The header contains the text 'FingerTec TCMS v2.2', 'Section List', '01/02/2009 11:45:16', and 'Page: 1'. The table has a single column titled 'Section' with four rows: '1 Local', '2 Oversea', '3 Team A', and '4 Team B'. Callouts with red lines point to these elements: 'Name of report' points to 'Section List'; 'Date and time the report was printed' points to '01/02/2009 11:45:16'; 'Page number of the report' points to 'Page: 1'; and 'Name of section' points to the 'Section' header of the table.

	Section
1	Local
2	Oversea
3	Team A
4	Team B

# FINGERTEC | REMARK LIST

A list of all remark names.



# FINGERTEC | ENTRY-EXIT TRANSACTION LISTING

This report works with the In-Out terminal system and the anti-passback system. The report shows the transaction data of users in pairs and it also serves as the fire roll report.

The screenshot shows a report titled "Entry-Exit Transaction Listing" for the period 01/03/2009 00:00 - 02/03/2009 00:00. The report is for Group 1 and was printed on 31/03/2009 at 14:50:44. The data is presented in a table with columns for User ID, Name, Zone, Description, Enter ID, and Exit ID. The user Tony Stone is shown with multiple transactions in the R&D department, Overseas section, on 01/03/2009.

User ID	Name	Zone	Description	Enter ID	Exit ID
1	Tony Stone	01	R&D	09:42:19	11:05:38
1	Tony Stone	01	R&D	11:30:59	12:35:29
1	Tony Stone	01	R&D	14:02:49	14:44:11
1	Tony Stone	01	R&D	15:28:31	16:19:48
1	Tony Stone	01	R&D	16:20:14	17:01:35
1	Tony Stone	01	R&D	17:45:59	17:55:25
1	Tony Stone	01	R&D	18:15:48	

Callout boxes identify the following fields:

- Group duty roster number: Group : 1
- User ID: 1
- Name of employee: Tony Stone
- Date: 01/03/2009
- Terminal's description: R&D
- Name of department: Engineering
- Name of section: Overseas
- Name of report: Entry-Exit Transaction Listing
- Data range of report: 01/03/2009 00:00 - 02/03/2009 00:00
- Date and time the report was printed: 31/03/2009 14:50:44
- Page number of the report: Page: 1

# FINGERTEC | ATTENDANCE ANALYSIS

This report is almost the same as the attendance summary but it is without the work rate, work time, OT and work shortage time. The employer can have an overview of how many times the staff is late to work or taking early out, with this report.

Name of report  
Data range of report

Date and time the report was printed

Page number of the report

Employee		Name	Schedul	In	Out	Late-In	Early-Ou	Total Days	RESTDAY / Holiday	Absent	On Leave	Present
1	3094	David	0	09:00	18:00			31	10	19	1	1
2	4094	Nicole	0	09:00	18:00	0.10		31	10	20		1
3	5094	John	0	09:00	18:00		0.10	31	10	20		1
						0.10	0.10	93	30	59	1	3
<b>Total</b>						0.10	0.10	93	30	59	1	3

User ID

Name of employee

FingerTec TCMS v2.2  
Group : 0

**Attendance Analysis**  
01/12/2012 - 31/12/2012

27/12/2012 17:45:25 Page: 1

# FINGERTEC | JOB COST ANALYSIS

This report is exclusively for the Job Cost Option at the flexi schedule. It displays the users' multiple break times and also the job's work code for the particular break time.

Name of report  
Data range of report

Date and time the report was printed

Page number of the report

FingerTec TCMS v2.2		<b>Job Cost Analysis</b>				29/12/2012 15:21:22			Page: 1	
Group : 3		01/12/2012 - 31/12/2012								
Date	Weekday	Day Type	Schedule	In	Out	Work	Overtime	Diff.OT	Job Cost	Remark
29/12/2012	Saturday	WORKDAY	3	09:00	10:00	1.00	0.00	0.00	15	Minor Service
		WORKDAY		10:30	11:00	0.30	0.00	0.00	77	Air Cond Service
		WORKDAY		11:30	13:00	1.30	0.00	0.00	44	Tyre Alignment
		WORKDAY		14:30	17:30	3.00	0.00	0.00	36	Major Service
						6.00	0.00	0.00		
						15	Minor Service	1.00	0.00	0.00
						36	Major Service	3.00	0.00	0.00
						44	Tyre Alignment	1.30	0.00	0.00
						77	Air Cond Service	0.30	0.00	0.00
						6.00	0.00	0.00		
						15	Minor Service	1.00	0.00	0.00
						36	Major Service	3.00	0.00	0.00
						44	Tyre Alignment	1.30	0.00	0.00
						77	Air Cond Service	0.30	0.00	0.00
						6.00	0.00	0.00		

User ID: 3094  
Name of employee: David



# FINGERTEC | DETAILED EMPLOYEE TIME CARD

This report is exclusively for the Job Cost Option at the flexi schedule. It displays the users' multiple break times and also the job's work code for the particular break time. Unlike the Job Cost Analysis, this report will summarize the attendance details.

Name of employee

User ID

Name of report  
Data range of report

Date and time the  
report was printed

Page number of the  
report

FingerTec TCMS v2.2		<b>Detailed Employee Time Card</b>					29/12/2012 15:23:13			Page: 1	
Name : David		Date : 01/12/2012 - 31/12/2012									
Employee : 3094		Department :									
Emp No. :		Section :									

#	Date	Weekday	Day Type	Schedule	In	Out	Work	Overtime	Diff.OT	Job	Remark	Work	Overtime	Diff.OT
1	29/12/2012	Saturday	WORKDAY	3	09:00	10:00	1.00	0.00	0.00	15	Minor Service	6.00	0.00	0.00
					10:30	11:00	0.30	0.00	0.00	77	Air Cond Service			
					11:30	13:00	1.30	0.00	0.00	44	Tyre Alignment			
					14:30	17:30	3.00	0.00	0.00	36	Major Service			
<b>Total</b>							6.00	0.00	0.00			6.00	0.00	0.00

Day Type	Total Days	Present	Absent	Work	Overtime	Diff.OT	ABSENT
WORKDAY	1	1		6.00			ANNUAL
HOLIDAY							SICK
RESTDAY							HOLIDAY
OFFDAY							VACATION
	1	1	0	6.00			UNPAID LEAVE
							PTO (PAID)
						1	
							0.000

Supervisor /Date: ..... David /Date: .....

# FINGERTEC | WEEKLY STAFF DUTY ROSTER

This is a weekly working calendar checklist of a particular work group.

Name of report  
Data range of report
Date and time the  
report was printed
Page number of the  
report

FingerTec TCMS v2.2 Group : 0		<b>Weekly Staff Duty Roster</b> <b>01/12/2012 - 07/12/2012</b>					29/12/2012 14:51:58	Page: 1
Name	Weekday Date	Sat 01/12/2012	Sun 02/12/2012	Mon 03/12/2012	Tue 04/12/2012	Wed 05/12/2012	Thu 06/12/2012	Fri 07/12/2012
3094 David		0	0	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00

-----

User ID
Name of employee

# FINGERTEC | MONTHLY STAFF DUTY ROSTER

This is a monthly working calendar checklist of a particular work group.

Name of report  
Data range of report

Date and time the report was printed

Page number of the report

---

FingerTec TCMS v2.2  
Group : 1

**Monthly Staff Duty Roster**  
**2012 December**

29/12/2012 14:52:18

Page: 2

Name	Weekday Date	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
4094 Nicole		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

-----

User ID

Name of employee

# FINGERTEC | TERMINAL USER LIST

This report displays all users that are enrolled into each terminal, so that you are able to check and audit them from time to time.

Name of report  
Data range of report

Date and time the report was printed

Page number of the report

**Terminal Employee List** 27/12/2012 17:52:34 Page: 1

Terminal ID : 1

Employee	Employee Name	Name	Privilege	Card	Fingerprint	Online
1	David	David	User	4416150	1	
2 3094.00	Nicole	Nicole	User	6678437	1	
3 4094.00 5094.00	John	John	User	9586806	1	

Name of employee

# FINGERTEC | TERMINAL EVENT TRIGGERED REPORT

This report is applicable to all FingerTec door access terminals that are connected to door sensors. The report displays detailed information of the following description: Open Suddenly, Door Opened, Go Off Button, Door Closed and False Log.

Name of report  
Data range of report

Date and time the  
report was printed

Page number of the  
report

## Terminal Event Triggered Report

27/12/2012 18:03:10

Page : 1

-

Terminal Group : 0

No.	ID	Description	Date	Event
1	1		27/12/2012 17:58:58	5: False Log
2	1		27/12/2012 17:58:59	5: False Log
3	1		27/12/2012 17:59:00	5: False Log
4	1		27/12/2012 18:01:59	6: AntiPassback
5	1		27/12/2012 18:02:21	6: AntiPassback
6	1		27/12/2012 18:02:27	6: AntiPassback