FING@RTEC | ELECTRONIC TIME CARD

Name of report

Name of employee

Department the employee belongs to

Software name

Electronic Time Card

User ID : 3054   V = Excused   Name :   George Bunkelman   Department : R & D

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User ID

Administrator excuses the tardiness

Total work hours in a day/shift

Page number of report

Total OT hours in a day/shift

Total short hours in a day/shift

Date		Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
2012-10-01	Mon	WORKDAY	1										Annual	
	Tue	WORKDAY	1				18:15			9.00				
	Wed	WORKDAY	1				17:55			9.00				
2012-10-04	Thu	WORKDAY	1				18:00			9.00				
2012-10-05	Fri	WORKDAY	1	08:16	12:36	13:22	18:18			9.00	1.02			
2012-10-06	Sat	RESTDAY	1											
2012-10-07	Sun	RESTDAY	1											
2012-10-08	Mon	WORKDAY	1	08:28	11:48	13:03	16:23			6.41	0.32			Visit Customer
2012-10-09	Tue	WORKDAY	1	08:17	12:28	13:15	17:34	19:00 V	21:00 V	8.34	0.43			
2012-10-10	Wed	WORKDAY	1	08:26	12:35	13:33	18:13			9.00	0.47			
2012-10-11	Thu	WORKDAY	1	08:19	12:35	13:49	18:06			8.41	0.47	0.19		
2012-10-12	Fri	WORKDAY	1	08:14	12:08	13:34	16:39			7.17	0.46	1.43		Site Inspection
2012-10-13	Sat	RESTDAY	1											
2012-10-14	Sun	RESTDAY	1											
2012-10-15	Mon	WORKDAY	1	09:08	12:23	13:38	17:59			9.00				
2012-10-16	Tue	WORKDAY	1	08:23	12:33	13:09	17:02			8.02	0.37	0.58		
2012-10-17	Wed	WORKDAY	1	08:17	12:20	13:29	18:15			8.50	0.58			
2012-10-18	Thu	WORKDAY	1	08:17	12:25	13:34	18:17			9.00	1.00			
2012-10-19	Fri	WORKDAY	1	08:15	12:23	13:52	17:36			8.14	0.45	0.46		
2012-10-20	Sat	RESTDAY	1											
2012-10-21	Sun	RESTDAY	1											
2012-10-22	Mon	WORKDAY	1	08:27	12:21	13:41	18:10			8.49	0.43	0.11		
2012-10-23	Tue	WORKDAY	1	08:35	12:20	13:25	18:08			8.50	0.33			
2012-10-24	Wed	WORKDAY	1	08:22	12:29	13:23	17:59			9.00	0.38			
2012-10-25	Thu	WORKDAY	1	08:42	12:39	13:39	18:14			9.00	0.32			
2012-10-26	Fri	WORKDAY	1	08:56	12:31	13:32	18:13			9.00	0.17			
2012-10-27	Sat	RESTDAY	1											
2012-10-28	Sun	RESTDAY	1											
2012-10-29	Mon	WORKDAY	1		12:23	13:32						0.54		
2012-10-30	Tue	WORKDAY	1	08:17	12:22	13:46	16:19			7.03	0.43	1.57		
2012-10-31	Wed	WORKDAY	1	09:01	12:26	13:30	17:58			9.00				

Total Workday

Total work hour from Workday

Total short hour from Workday

Day Type	Total Days	Present	Absent	Work	Overtime	Short		
Workday	23	22	1	189.01	12.37	7.59	Annual	1
Holiday							Sick	
Restday	8						Emergency Leave	
Off							Unpaid Leave	
							Half day (AM)	
Tot							Half day (PM)	
							Out of office	1

Total present days from Workday

Total overtime hour from Workday

Supervisor / Date: ....

George Bunkelman ....

Printed   2012-12-20 09:44

FingerTec WorldWide Sdn. Bhd.

Created By   Henry

Date and time the report printed

Name of company

Name of user who generated the report

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

Date of report

Name of report

Software Name

Daily Attendance Sheet
2012-10-01

√ = Excused

Administrator excuses the tardiness

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Page number of report

User ID		Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken
R & D														
1	3054	George Bunkelman	WORKDAY	1							9.00	0.34		
2	3099	Anita Ryan	WORKDAY	1	08:45	12:54	13:33	18:19			9.00	0.34		
3	3101		WORKDAY	1	08				7 √		8.17	0.33	0.43	
Sales & Marketing														
4	3089	Bruce Cambell		1	08:35	12:30	13:34	18:30			9.00	0.55		
5	3103	Cindy Haneline		1	09:00	12:35	13:20	18:10			9.00	0.10		
Technical & Support														
6	3087	Tony Gee			09:05	12:31	13:23	18:03			9.00	0.03		
7	3088	Anthony			08:29	12:32	13:23	18:10			9.00	0.41		
8	3097	Abigail Bunch	WORKDAY	1	09:10	11:43	13:20	18:10			8.03	0.10	0.47	

Schedule Number

User ID

Type of day for the date

Employee Name

Department the employee belongs to

Day Type	Total Days	Present	Absent	Work	Overtime	Short	Annual		1	
Workday	8	7	1	61.20	3.06	1.30	Sick			
Holiday							Emergency Leave			
Restday							ave			
Offday							AM)			
							PM)			
	8		1		3.06	1	ce			1

Total Workday

Total present days from Workday

Total work hour from Workday

Total overtime hour from Workday

Total short hour from Workday

Total work hours from day/shift

Total OT hours from day/shift

Total short hours from day/shift

Printed	2012-12-20 09:54	FingerTec WorldWide Sdn. Bhd.	Created By	Henry

Date and time the report printed

Name of company

Name of user who generated the report

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

Name of report

Software Name

Name of employee

Department the employee belongs to

Weekly Attendance Sheet

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| User ID : | 3054 | | √ = Excused | | | Name : | George Bunkelman | | Department : | R & D | | |

User ID

Administrator excuses the tardiness

Page number of report

Date	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
2012-10-07		1											
2012-10-08		1				16:23			6.41	0.32	2.19		
2012-10-09 Tue	WORKDAY	1				17:34	19:00 √ 21:00 √		8.34	0.43	0.26		
2012-10-10 Wed	WORKDAY	1				18:13			9.00	0.47			
2012-10-11 Thu	WORKDAY	1	08:19	12:35	13:49	18:06			8.41	0.47	0.19		
2012-10-12 Fri	WORKDAY	1	08:14	12:08	13:34	16:19			7.17	0.46	1.43		Site Inspection
2012-10-13 Sat	RESTDAY	1											
								Total	40.13	3.35	4.47		

| User ID : | 3089 | | √ = Excused | | | Name : | Bruce Cambell | | Department : | Sales & Marketing | | |

Date	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
2012-10-07 Sun	RESTDAY	1											
2012-10-08 Mon	WORKDAY	1	08:30	12:38	13:30	18:23			9.00	0.53			
2012-10-09 Tue	WORKDAY	1	08:23	12:34	13:33	18:14			9.00	0.51			
2012-10-10 Wed	WORKDAY	1	08:55	12:25	13:25	18:15			9.00	0.20			
2012-10-11 Thu	WORKDAY	1	08:20	12:24	13:52	18:12			8.38	0.52	0.22		
2012-10-12 Fri	WORKDAY	1	08:23	12:33	13:50	18:09			8.40	0.46	0.20		
2012-10-13 Sat	RESTDAY	1											
								Total	44.18	3.02	0.42		

| User ID : | 3097 | | | | | Name : | Abigail Bunch | | Departme | | port | |

Working schedule of the employee

Total work hours from day/shift

Total short hours from day/shift

Date	Day Type			Resume	Out	OT		Overtime		e Taken	Remark
2012-10-07 Sun	RESTDAY	1									
2012-10-08 Mon	WORKDAY			13:21	16:58						
2012-10-09 Tue	WORKDAY	1	09:01	11:28	13:26	17:25			7.23	1.37	
2012-10-10 Wed	WORKDAY	1	09:12	12:27	13:26	15:49			6.37	2.23	
2012-10-11 Thu	WORKDAY	1	09:03	12:23	13:23	16:14			7.14	1.46	
2012-10-12 Fri	WORKDAY	1	09:00	11:43	13:36	16:43			6.56	2.04	
2012-10-13 Sat	RESTDAY	1									
								Total	35.1	9.06	

Total OT hours from day/shift

| Printed | 2012-12-20 10:00 | | FingerTec WorldWide Sdn. Bhd. | | Created By | Henry |

Date and time the report printed

Name of company

Name of user who generated the report

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

FINGERTEC | ATTENDANCE SHEET

Department the employee belongs to

Software Name

Name of report

Attendance Sheet

Date of report

2012-10-01 ~ 2012-10-31

Group ID   1

Legend

ingress

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R = Restday   O = Offday   H = Holiday

v = Present   AB = Absent   L1 = Annual   L2 = Sick   L3= Emergency Leave   L4 = Unpaid Leave   L5 = Half day (AM)   L6 = Half day (PM)

Page number of report

Name of employee

User ID	Name		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Work Overtime	Leave																															
R & D																																	
3054	George Bunkelman	L1	v	v	v	v	R	R	v	v	v	v	v	R	R	v	v	v	v	v	v	R	R	v	v	v	v	v	R	R	v	v	v
	189.01 12.37	31.000																															

User ID

Total work hours from day/shift

Total short hours from day/shift

Total OT hours from day/shift

Printed   2012-12-20 10:15   FingerTec WorldWide Sdn. Bhd.   Created By   Henry

Date and time the report printed

Name of company

Name of user who generated the report

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

FINGERTEC | CORRECTION REPORT

Name of report

Software Name

Department the employee belongs to

Name of employee

Correction Report

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Date of report

2012-10-01 ~ 2012-10-31

Group ID: 1 √ = Excused

User ID	Name	In	Break	Resume	Out	OT		Work		Short	Leave Taken	
3054	George Bunkelman				R & D							
	2012-10-01	1									Annual	
	12-10-03	1	09:05	12:30	13:33	17:55			9.00			
	12-10-04	1		13:24	18:00				9.00			
	2012-10-08			13:03	16:23				6.41	0.32	2.19	Visit Customer
	2012-10-09	1	08:17	12:28	13:15	17:34	19:00 √	21:00 √	8.34	0.43	0.26	
	2012-10-12	1	08:14	12:08	13:34	16:39			7.17	0.46	1.43	Site Inspection
	2012-10-15	1	09:08	12:23	13:38	17:59			9.00			
	2012-10-31	1	09:01	12:26	13:30	17:58			9.00			

Administrator excuses the tardiness

Department the employee belongs to

Page number of report

User ID

Name of employee

Leave taken

Date

Working Schedule

Total short hour

Printed   2012-12-20 10:19   FingerTec WorldWide Sdn. Bhd.   Created By   Henry

Date and time the report printed

Name of company

Name of user who generated the 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 suggested by the software to match the activities of the affected employees if necessary.

FINGERTEC | TARDINESS REPORT

Software Name

Tardiness Report

Name of report

2012-10-01 ~ 2012-10-31

Date of report

Name of employee   √ = Excused

User ID	Name		In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	
3054	George Bunkelman			Department: R & D									
	2012-10-01 Mon	1										Annual	
	2012-10-08 Mon	1	08:28	11:48	13:03	16:23			6.41	0.32	2.19		Visit Customer
	2-10-09 Tue	1	08:17	12:28	13:15	17:34	19:00 √ 21:00 √		8.34	0.43	0.26		
	2-10-11 Thu	1	08:19	12:35	13:49	18:06			8.41	0.47	0.19		
	2012-10-12 Fri	1	08:14	12:08	13:34	16:39			7.17	0.46	1.43		Site Inspection
	2012-10-16 Tue	1	08:23	12:33	13:09	17:02			8.02	0.37	0.58		
	2012-10-19 Fri	1	08:15	12:23	13:52	17:36			8.14	0.45	0.46		
	2012-10-22 Mon	1	08:27	12:21	13:41	18:10			8.49	0.43	0.11		
	2012-10-30 Tue	1	08:17	12:22	13:46	16:19			7.03	0.43	1.57		

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Page number of report

Department the employee belongs to

User ID

Date

Total OT hour   Total short hour

Printed   2012-12-20 10:23   FingerTec WorldWide Sdn. Bhd.   Created By   Henry

Date and time the report printed

Name of company

Name of user who generated the report

This report is showing employees with tardiness for example: late in, early out, and etc. This report will show the time of tardiness in red and the total short minutes.

FINGERTEC | OVERTIME APPROVAL WORKSHEET

Department the employee belongs to

Name of report

Software Name

Overtime Approval Worksheet

2012-10-01 ~ 2012-10-31 — Date of report

Group ID 1

ingress v1.13
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Page number of report

User ID	Name	Date	Sche	Workday	Appr.	Holiday	Appr.	Restday	Appr.	Offday	Appr.
R & D											
3054	George Bunkelman										
		2012-10-02	1	1.00							
		2012-10-05	1	1.02							
		2012-10-08	1	0.32							
		2012-10-09	1	0.43							
		2012-10-10	1	0.47							
		2012-10-11	1	0.47							
		2012-10-12	1	0.46							
		2012-10-16	1	0.37							
		2012-10-17	1	0.58							
		2012-10-18	1	1.00							
		2012-10-19	1								
		2012-10-22	1								
		2012-10-23	1								
		2012-10-24	1	0.38							
		2012-10-25	1	0.32							
		2012-10-26	1	0.17							
		2012-10-29	1	0.54							
		2012-10-30	1	0.43							
		Total		12.37							

User ID

Name of employee

Working schedule of the employee

Date

Total OT hours

Printed	2012-12-20 10:26	FingerTec WorldWide Sdn. Bhd.	Created By	Henry

Date and time the report printed

Name of company

Name of user who generated the report

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.

FINGERTEC | ATTENDANCE SUMMARY

Name of report

Version of Ingress

Attendance Summary

Date of report

Legend

2012-10-01 ~ 2012-10-31

Group ID   1

Page 1/2

Page number of report

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

User ID	Name	Workrate %	√	AB	LV	LI	EO	MP	Short	Workday	OT	Holiday	OT	Restday			
R & D																	
1	3054	...man	67.75	22			1	4	10	8.39	189.01	13.17					
2	3099	Anita Ryan	73.77	23				4		1.11	205.49	10.32					
3	3101	Andrew Carter	71.01	23				8		8.43	198.07	12.09					
			70.84	68	0	1	8	18	0	18.33	592.57	35.58	0.00	0.00	0.00	0.00	0.00	0.00
Sales & Marketing																	
1	3055	Andrea D...				3	4			9.38	197.02	10.35					
2	3089	Bruce Cambell	73.40	23			6			2.03	204.47	15.16					
3	3103	Cindy Haneline	73.55	23			4	2		1.47	205.13	7.12					
			72.52	68	0	1	13	6	0	32.01	1199.19	69.01	0.00	0.00	0.00	0.00	0.00	0.00
Technical & Support																	
1	3087	Tony Geeter	71.86	23			2	7		6.31	200.29	7.55					
2	3097	Abigail Bunch	64.33	23			4	27		27.01	179.29	3.46					
			68.10	46	0	0	6	34	0	65.33	1579.17	80.02	0.00	0.00	0.00	0.00	0.00	0.00

User ID

Department the employee belongs to

Total work hours in Restday

Total OT hours in Restday

Name of employee

Name of employee

Total short hours

Total OT hours in Workday

Total OT hours in Holiday

Total work hours in Workday

Total work hours in Offday

Total work hours in Holiday

Total OT hours in Offday

| Printed | 2012-12-20 10:49 | FingerTec WorldWide Sdn. Bhd. | Created By | Henry |

Date and time the report printed

Name of company

Name of user who generated the report

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.

FINGERTEC | DAY BY DAY ANALYSIS

Name of report

Version of Ingress

Legend

Day by Day Analysis

2012-10-01 ~ 2012-10-31 — Date of report

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A Software by FingerTec

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Page number of report

√ = 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
2012-10-01	Monday	80.04	7			2		5	7.00	64.50	3.06						
2012-10-02	Tuesday	98.33	9				2	1	1.11	79.39	4.42						
2012-10-03	Wednesday	97.55	9				3	1	1.59	79.01	2.49						
2012-10-04	Thursday	94.67	9					4	4.09	76.41	3.14						
2012-10-05	Friday	96.30	9					3	3.00	78.00	3.26						
2012-10-06	Saturday	0.00	0	1													
2012-10-07	Sunday	0.00	0														
2012-10-08	Monday	94.75	9					4	4.15	76.45	4.18						
2012-10-09	Tuesday	96.94	9					4	2.29	78.31	3.55						
2012-10-10	Wednesday	96.17	9				2	2	3.06	76.54	2.45						
2012-10-11	Thursday	95.82	9				4	2	3.23	77.37	4.56						
2012-10-12	Friday	94.61	9				1	5	4.22	76.38	4.29						
2012-10-13	Saturday	0.00	0	1													
2012-10-14	Sunday	0.00	0														
2012-10-15	Monday	97.49	9				1	2	2.02	78.58	3.18						
2012-10-16	Tuesday	97.30	9				1	2	2.01								
2012-10-17	Wednesday	96.26	9				1	2	2.52								
2012-10-18	Thursday	98.58	9					1	1.09	79.51	5.52						
2012-10-19	Friday	92.43	9				4	8	6.08	74.52							
2012-10-20	Saturday	0.00	0	1													
2012-10-21	Sunday	0.00	0														
2012-10-22	Monday	95.21	9				1	3	3.53	77.07	5.48						
2012-10-23	Tuesday	98.99	9				2		0.29	80.11	5.06						
2012-10-24	Wednesday	97.53	9				1	4	2.00	79.00	4.43						
2012-10-25	Thursday	98.64	9				1	1			6						
2012-10-26	Friday	99.26	9				1				6						
2012-10-27	Saturday	0.00	0	1													
2012-10-28	Sunday	0.00	0														
2012-10-29	Monday	96.21	9				1	2	3.04	76.56	5.04						
2012-10-30	Tuesday	94.61	9				3	3	4.22	76.38	4.02						
2012-10-31	Wednesday	94.20	9					4	4.32	76.18	3.13						
Total		71.03	205	4	2	29	63	0	68.18	1780.32	93.35	0.00	0.00	0.00	0.00	0.00	0.00

Details of tardiness

Working time for all employees in a day

OT time for all employees in a day

Short time for all employees in a day

Printed   2012-12-20 15:06   FingerTec WorldWide Sdn. Bhd.   Created By   Henry

Date and time the report printed

Name of company

Name of user who generated the report

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.

FINGERTEC | MONTH BY MONTH ANALYSIS

Name of report

Version of Ingress

Legend

Month by Month Analysis

2012-10-01 ~ 2012-12-31

Date of report

ingress
A Software by FingerTec
v1.13

Page 1/1

Page number of report

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

Month	Head Count	Workrate %	V	AB	LV	LI	EO	MP	Short	Workday	OT	Holiday	OT	Restday	OT	Off	OT
2012-10	9	71.03	205	4	2	29	63		68.58	1780.32	94.15						
2012-11	9	2.01	0	161		6	19	108	56.42	48.53	2.46						
2012-12	9	0.32	1	181		2	11	34	11.51	8.00							
Total		24.45	206	346	2	37	93	142	136.51	1837.25	97.01	0.00	0.00	0.00	0.00	0.00	0.00

The working efficiency of the employee

Tardiness details of the employee

Total OT time for all employees in a month

Total short time for all employees in a month

Total working time for all employees in a month

Printed	2012-12-20 15:06	FingerTec WorldWide Sdn. Bhd.	Created By	Henry

Date and time the report printed

Name of company

Name of user who generated the report

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.

FING𝑒RTEC | ATTENDANCE ANALYSIS

Name of report

Version of Ingress

Attendance Analysis

Date of report

2012-10-01 ~ 2012-10-31

ingress *Ingress v1.13*

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Group ID   1

Page number of report

User ID	Name	Sche	In	Out	Late In	Early Out	Total Days	Holiday/Restday/Offday	Absent	O...
R & D										
3054	Iman	1	09:00	18:00	0.28	8.11	31	8		1	22
3099	Anita Ryan	1	09:00	18:00	3.12		31	8			23
3101	Andrew Carter	1	09:00	18:00		8.18	31	8			23
					3.40	16.29			0	1	
Sales & Marketing										
3055	Andrea D			18:00	1.17	3.46	31	8		1	23
3089	Bruce Cambell	1	09:00	18:00	3.30		31	8			23
3103	Cindy Haneline	1	09:00	18:00	2.05	1.16	31	8			23
					10.32	21.31			0	1	
Technical & Support										
3087	Tony Geeter	1	09:00	18:00	2.00	6.47	31	8			23
3097	Abigail Bunch	1	09:00	18:00	4.00	21.31	31	8			23
					16.32	49.49			0	0	

User ID

Department the employee belongs to

Name of employee

Working schedule of the employee

Total employee came back late

Total employee went out early

Printed   2012-12-20 10:50   FingerTec WorldWide Sdn. Bhd.   Created By   Henry

Date and time the report printed

Name of company

Name of user who generated the report

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.

FING@RTEC | CLOCKING SCHEDULE

Name of report

Version of Ingress

Clocking Schedule

ingress
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Page number of report

Schedule ID:	1	Name:	Normal Schedule

First-In Time

First-Resume Time

First-Break Time

First-Out Time

Weekday	Day Type		First-In Time	Break	First-Resume Time	ut	OT	
Sunday	Restday	Clocking Time:-						
		Clocking Range:-						
Monday	Workday	Clocking Time:-	09:00		13:30	18:00		
		Clocking Range:-						
Tuesday	Workday	Clocking Time:-	09:00	12:30	13:30	18:00		
		Clocking Range:-						
Wednesday	Workday	Clocking Time:-	09:00	12:30	13:30			
		Clocking Range:-						
Thursday	Workday	Clocking Time:-	09:00	12:30	13:30	18:00		
		Clocking Range:-						
Friday	Workday	Clocking Time:-	09:00	12:30	13:30	18:00		
		Clocking Range:-						
Saturday	Restday	Clocking Time:-						
		Clocking Range:-						
		Grace:-	10	10	10	10	10	10
		Latest Clocking:-				√		√

Grace period in minutes

Use latest clocking time Use latest clocking time

Minimum minutes must work to qualify for overtime.
Maximum num. of hours allowed to claim for overtime
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) ?

Yes

Summary of clocking settings apply to this schedule

Printed	2012-12-20 10:54		FingerTec WorldWide Sdn. Bhd.		Created By	Henry

Date and time the report printed

Name of company

Name of user who generated the report

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

Version of Ingress

Name of report

Date of report

Page number of report

Duty Calendar

ingress
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Group ID:	1					Name:			Daytime Roster																						

W = Workday   H = Holiday   R = Restday   O = Offday   L = On Leave   0-999: Schedule ID

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	
2012	10	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	R	R	W	W	W
		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

The month of calendar

Type of day for the date

Working Schedule

The year of calendar

Printed	2012-12-20 10:58	FingerTec WorldWide Sdn. Bhd.	Created By	Henry

Date and time the report printed

Name of company

Name of user who generated the report

This is a working calendar checklist of all or a particular work group.

FINGERTEC | REMARK LISTING

Name of report

Version of Ingress

Remark Listing

ingress

Total Remark   6

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Page number of report

	Work Code	Remark
1	11	Attend Exhibition
2	12	Attend Training
3	14	Car Break Down
4	15	Visit Customer
5	21	BOD Matters
6	22	Site Inspection

Relevant work codes

Name of remarks

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Date and time the
report printed

Name of company

Name of user who generated
the report

A list of all work code and its remark names.