

FINGERTEC | 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

ingress v1.13

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Date	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
2012-10-01	Mon	WORKDAY				18:15			9.00				
	Tue	WORKDAY				17:55			9.00				
	Wed	WORKDAY				18:00			9.00				
2012-10-04	Thu	WORKDAY				18:00			9.00	1.02			
2012-10-05	Fri	WORKDAY	08:16	12:36	13:22	18:18			9.00				
2012-10-06	Sat	RESTDAY											
2012-10-07	Sun	RESTDAY											
2012-10-08	Mon	WORKDAY	08:28	11:58	13:03	16:22			6.41	0.32			Visit Customer
2012-10-09	Tue	WORKDAY	08:17	12:28	13:15	17:34	19:00	21.00	8.34	0.43			
2012-10-10	Wed	WORKDAY	08:26	12:35	13:33	18:13			9.00	0.47			
2012-10-11	Thu	WORKDAY	08:19	12:35	13:49	18:06			8.41	0.47			
2012-10-12	Fri	WORKDAY	08:14	12:08	13:34	16:32			7.17	0.46	1.43		Site Inspection
2012-10-13	Sat	RESTDAY											
2012-10-14	Sun	RESTDAY											
2012-10-15	Mon	WORKDAY	09:08	12:23	13:38	17:59			9.00				
2012-10-16	Tue	WORKDAY	08:23	12:33	13:09	17:02			8.02	0.37	0.58		
2012-10-17	Wed	WORKDAY	08:17	12:20	13:29	18:15			8.50	0.58			
2012-10-18	Thu	WORKDAY	08:17	12:25	13:34	18:17			9.00	1.00			
2012-10-19	Fri	WORKDAY	08:15	12:23	13:52	17:36			8.14	0.45	0.46		
2012-10-20	Sat	RESTDAY											
2012-10-21	Sun	RESTDAY											
2012-10-22	Mon	WORKDAY	08:27	12:21	13:41	18:10			8.49	0.43	0.11		
2012-10-23	Tue	WORKDAY	08:35	12:20	13:25	18:08			8.50	0.33			
2012-10-24	Wed	WORKDAY	08:22	12:29	13:23	17:59			9.00	0.38			
2012-10-25	Thu	WORKDAY	08:42	12:39	13:39	18:14			9.00	0.32			
2012-10-26	Fri	WORKDAY	08:56	12:31	13:32	18:13			9.00	0.17			
2012-10-27	Sat	RESTDAY											
2012-10-28	Sun	RESTDAY											
2012-10-29	Mon	WORKDAY	08:17	12:22	13:46	16:19			7.03	0.43	1.57		
2012-10-30	Tue	WORKDAY	09:01	12:26	13:30	17:58			9.00				
2012-10-31	Wed	WORKDAY											

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

Printed 2012-12-20 09:44

FingerTec WorldWide Sdn. Bhd.

Supervisor / Date: George Bunkelman

Created By: Henry

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.

FINGERTEC | DAILY ATTENDANCE SHEET

Date of report

Name of report

Software Name

Daily Attendance Sheet

2012-10-01

√ = Excused

A Software by FingerTec

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Administrator excuses the tardiness

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									
2	3099	Anita Rvan	WORKDAY	1	08:42	12:54	13:33	18:19		9.00	0.34		
3	3101		WORKDAY	1						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	

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

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

FINGERTEC | WEEKLY ATTENDANCE SHEET

Weekly Attendance Sheet ingress v1.13
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Page 1/1

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

Date	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
2012-10-07	Rest Day	1											
2012-10-08	Work Day	1				16:22			6.41	0.32	2.19		
2012-10-09	Work Day	1				17:34	19:00 v 21:00 v		8.34	0.43	0.26		
2012-10-10	Work Day	1							9.00	0.47			
2012-10-11	Work Day	1	08:19	12:35	13:02	18:06			8.41	0.47	0.19		
2012-10-12	Work Day	1	08:14	12:08	13:34	16:19			7.17	0.46	1.43		Site Inspection
2012-10-13	Rest Day	1											
Total									40.13	3.35	4.47		

User ID: 3089 v = 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	Rest Day	1											
2012-10-08	Work Day	1	08:30	12:38	13:30	18:23			9.00	0.53			
2012-10-09	Work Day	1	08:23	12:34	13:33	18:14			9.00	0.51			
2012-10-10	Work Day	1	08:55	12:25	13:25	18:15			9.00	0.20			
2012-10-11	Work Day	1	08:20	12:24	13:52	18:12			8.38	0.52	0.22		
2012-10-12	Work Day	1	08:23	12:33	13:50	18:09			8.40	0.46	0.20		
2012-10-13	Rest Day	1											
Total									44.18	3.02	0.42		

User ID: 3097 Name: Abigail Bunch Department: Sales & Marketing

Date	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
2012-10-07	Rest Day	1											
2012-10-08	Work Day	1				13:21							
2012-10-09	Work Day	1	09:01	11:28	13:26	17:25			7.23		1.37		
2012-10-10	Work Day	1	09:12	12:27	13:26	15:49			6.37		2.23		
2012-10-11	Work Day	1	09:03	12:23	13:23	16:14			7.14		1.46		
2012-10-12	Work Day	1	09:00	11:43	13:36	16:43			6.56		2.04		
2012-10-13	Rest Day	1											
Total									35.1		9.06		

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

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

Attendance Sheet Name of report

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

Group ID 1

Legend 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)

Name of employee

Page number of report

User ID	Name	Work	Overtime	Leave	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
3054	George Bunkelman	189.01	12.37	31.000	L1	v	v	v	v	R	R	v	v	v	v	v	R	R	v	v	v	v	v	R	R	v	v	v	v	R	R	v	v	v	

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

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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

Correction Report
 2012-10-01 ~ 2012-10-31
 Group ID: 1 v = Excused

ingress v1.13
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User ID	Name	In	Break	Resume	Out	OT	Short	Leave Taken	
3054	George Bunkelman					R & D			Annual
2012-10-01	1						9.00		
2012-10-03	1	09:05	12:30	13:33	17:55		9.00		
2012-10-04	1			13:24	18:00		9.00		
2012-10-08	1			13:03	16:23		6.41	0.32	2.19
2012-10-09	1	08:17	12:28	13:15	17:34	19:00 v	8.34	0.43	0.26
2012-10-12	1	08:14	12:08	13:34	16:39		7.17	0.46	1.43
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		

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

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

2012-10-01 ~ 2012-10-31

Name of employee: v = Excused

Page 1/1

User ID	Name	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken		
3054	George Bunkelman	Department: R & D		Department the employee belongs to									Page number of report
											Annual		
												Visit Customer	
												Site Inspection	

Date

Total OT hour

Total short hour

Printed 2012-12-20 10:23

Date and time the report printed

FingerTec WorldWide Sdn. Bhd.

Name of company

Created By Henry

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

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Group ID 1

User ID Name Date Sche Workday Appr. Holiday Appr. Restday Appr. Offday Appr.

R & D

3054 George Bunkelman

User ID Name of employee

Page number of report

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

User ID	Name	Date	Sche	Workday	Appr.	Holiday	Appr.	Restday	Appr.	Offday	Appr.
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	0.47							
		2012-10-22	1	0.47							
		2012-10-23	1	0.38							
		2012-10-24	1	0.32							
		2012-10-25	1	0.17							
		2012-10-26	1	0.17							
		2012-10-29	1	0.54							
		2012-10-30	1	0.43							
		Total		12.37							

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.