FingerTec | ELECTRONIC TIME CARD

Administrator excuses the tardiness

Name of company
Name of report
Name of employee

Date and time the report was printed

TimeTec User ID

Page number of the report

Department the employee belongs to

Total work hours in a day/shift

Total OT work hours in a day/shift

Name of leave taken

Total short time in a day/shift

Summary of leave taken by employee

Employee's attendance summary

Time Business Incorporated 20/10/2011 14:00:17 1

FingerTec TimeTec

Electronic Time Card

3055 ✓ = Excused James Boyle Department: Research and Development (IT)

Date	Weekday	Day Type		In	Out	Out For	Work	Overtime	Diff.OT	Short	Leave Type	Remark
01/09/2011	Thu	Holiday	1									
02/09/2011	Fri	Workday	1	08:28	18:02	Out	9.00	0.02				
				12:30	13:27	Lunch						
03/09/2011	Sat	Restday	1									
04/09/2011	Sun	Restday	1									
05/09/2011	Mon	Workday	1	08:39	18:08	Out	9.00	0.08				
				12:30	13:22	Lunch						
06/09/2011	Tue	Workday	1	08:34	18:09	Out	9.00	0.09				
				12:31	13:27	Lunch						
15/09/2011	Thu	Workday	1	08:36		Out	3.33			5.27	Half Day (PM)	
				12:33		Lunch						
16/09/2011	Fri	Holiday	1									
17/09/2011	Sat	Workday	1									
18/09/2011	Sun	Restday	1									

Absent		Emergency Leave (PM)		Marriage		Sick	
Annual		Half Day (AM)		Maternity		Unpaid	
Emergency Leave		Half Day (PM)	0.61	Out Of Office	1.00		
Emergency Leave (AM)		Hospital		Paternity			

Day Type	Total Days	Present	Absent	Work	Overtime	Diff.OT	Short	1.61
Workday	21.00	19.00	2.00	165.33	3.49		6.17	
Holiday	2.00							
Restday	7.00							
Offday								
	30.00	19.00	2.00	165.33	3.49	0.00	6.17	

Supervisor/ Date: James Boyle /Date:

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

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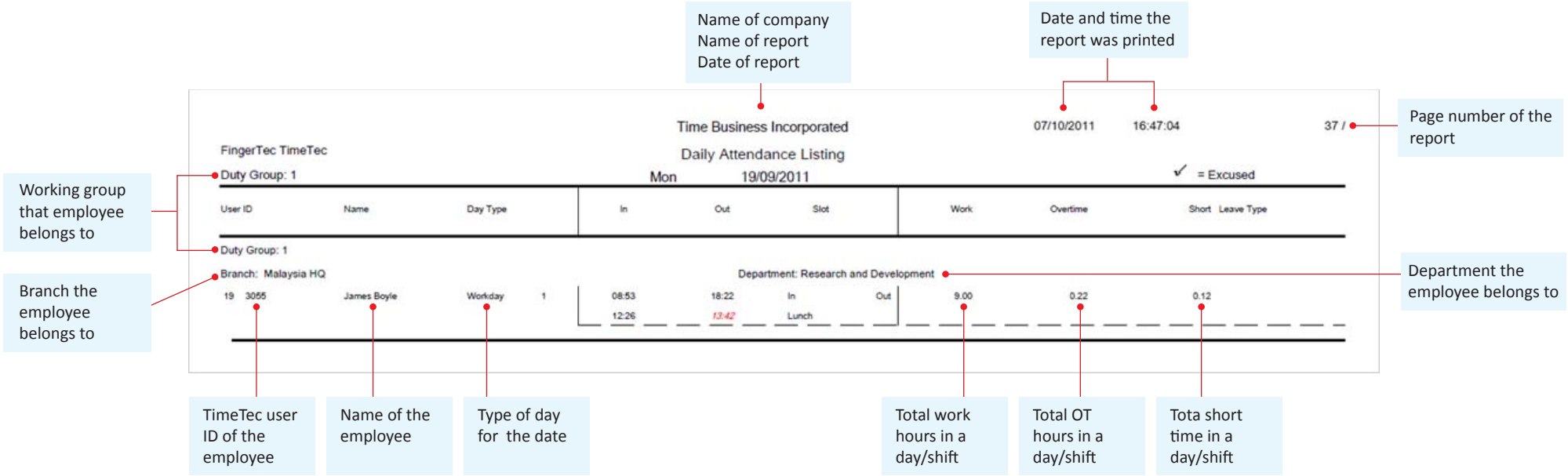
FingerTec | DAILY ATTENDANCE LISTING



This report lists employees' daily attendance into one page, where an administrator is able to check daily attendance on all or selected employees along with its summary of attendance at the bottom of the report.

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FingerTec | WEEKLY ATTENDANCE LISTING

Name of company
Name of report
Date range of report
Name of employee

Date and time the report was printed

Page number of the report

TimeTec User ID

Department the employee belongs to

The dates in a week

FingerTec TimeTec

✓ = Excused

Time Business Incorporated

Weekly Attendance Listing

04/09/2011 - 10/09/2011

07/10/2011 17:11:25 1

3055 James Boyle Department: Research and Development

Date	Weekday	Day Type	In	Out	Slot		Work	Overtime	Short	Leave Type	Remark
04/09/2011	Sun	Restday									
05/09/2011	Mon	Workday	08:39	18:08	In	Out	9.00	0.08			
			12:30	13:22	Lunch						
06/09/2011	Tue	Workday	08:34	18:09	In	Out	9.00	0.09			
			12:31	13:27	Lunch						
07/09/2011	Wed	Workday	08:29	18:13	In	Out	9.00	0.13			
			12:31	13:26	Lunch						
08/09/2011	Thu	Workday	08:30	18:12	In	Out	9.00	0.12			
			12:30	13:27	Lunch						
09/09/2011	Fri	Workday	08:31	18:11	In	Out	9.00	0.11			
			12:30	13:24	Lunch						
10/09/2011	Sat	Restday									
					Total		45.00	0.53	0.00		

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

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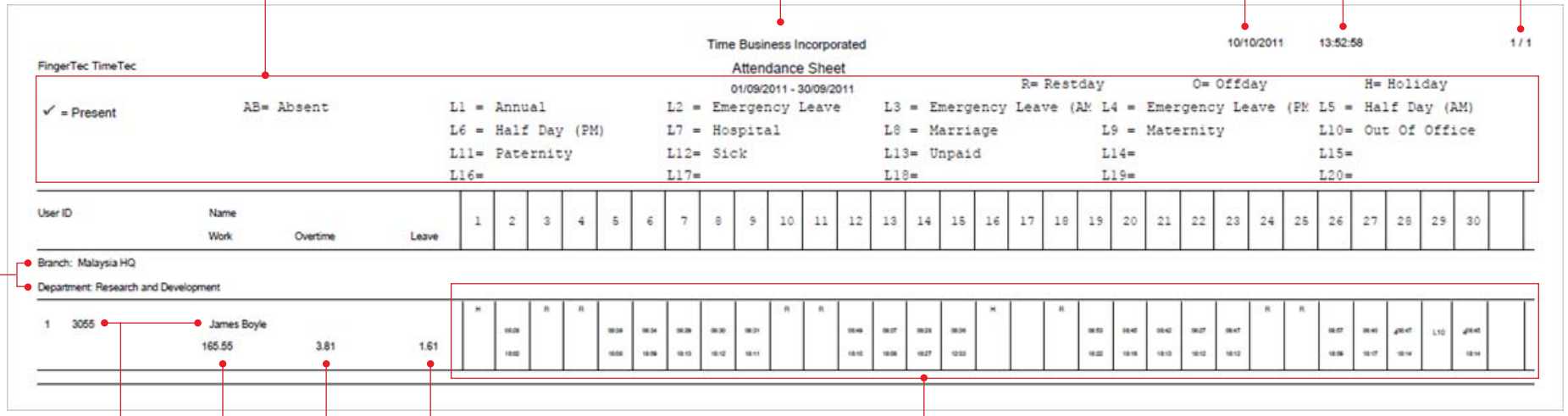
FingerTec | ATTENDANCE SHEET



This report is a comprehensive report detailing activities of all employees in a month including their leave taken, absence, tardiness and it also provides first IN and last OUT time of every employee.

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FingerTec | CORRECTION REPORT

Name of company
Name of report
Date range of report

Date and time the report was printed

Page number of the report

FingerTec TimeTec

Time Business Incorporated

Correction Report

01/09/2011 - 30/09/2011

10/10/2011 15:01:28 1

User ID	Name		In	Out	Slot		Work	Overtime	Short	Leave Type	Remark
Branch: Malaysia HQ											
1 3055	James Boyle				Department: Research and Development						
	02/09/2011	1	08:28	18:02	In	Out	9.00	0.02			
			12:30	13:27	Lunch						
	05/09/2011	1	08:39	18:08	In	Out	9.00	0.08			
			12:30	13:22	Lunch						
	15/09/2011	1	08:36		In	Out	3.33		5.27	Half Day (PM)	
			12:33		Lunch						
	17/09/2011	1									
	19/09/2011	1	08:53	18:22	In	Out	9.00	0.22	0.12		
			12:26	*13:42*	Lunch						
	20/09/2011	1	08:45	18:16	In	Out	9.00	0.16			
			12:28		Lunch						

Branch the employee belongs to

Department the employee belongs to

User ID and full name of the employee

Working schedule that employee belongs to

Total work hour

Total OT hour

Total Short hour

Leave taken

This report shows employees that have irregular clocking activities, for example extended break time, early out, come in late, and etc. Administrator can correct these irregular clocking activities to match the activities of the affected staff, if necessary.

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FingerTec | TARDINESS REPORT

Name of company
Name of report
Date range of report

Date and time the report was printed

Page number of the report

Working group that employee belongs to

Branch that employee belongs to User ID and name of employee

Department the employee belongs to

Time Business Incorporated 11/10/2011 10:17:36 1

FingerTec TimeTec

Tardiness Report

Duty Group: 1

01/09/2011 - 30/09/2011

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

User ID		In	Out	Slot	Short	Overtime	Leave Type	Remark
Branch: Malaysia HQ								
1 3055 James Boyle				Department: Research and Development				
14/09/2011	1	08:28	18:27	In Out		0.27		
		12:25	13:17	Lunch				
15/09/2011	1	08:36		In Out	5.27		Half Day (PM)	
		12:33		Lunch				
		5.27						
17/09/2011	1							
19/09/2011	1	08:53	18:22	In Out	0.12	0.22		
		12:26	13:42	Lunch				
			0.12					
20/09/2011	1	08:45	18:16	In Out		0.16		
		12:28		Lunch				

Employee went out early for lunch

Employee came back late from lunch

Total Short hour

Total OT hour

Leave taken

This report shows employees with tardiness e.g. late in, early out and etc. This report shows the time of tardiness in red and the total short minutes as a result of the tardiness.

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FingerTec | ON LEAVE REPORT

Working group that employee belongs to

Name of company
Name of report
Date range of report

Date and time the report was printed

FingerTec TimeTec
Duty Group: 1

Time Business Incorporated
On Leave Report
01/09/2011 - 30/09/2011

11/10/2011 10:48:56

User ID		Name	Date	Weekday	Day Type	Sche N	Leave Type	
Branch: Malaysia HQ								
Department: Art & Design								
1	3062	Queenie	02/09/2011	Fri	Workday	1	Annual	1.00
								1.00
2	3072	May	19/09/2011	Mon	Workday	1	Annual	1.00
								2.00
Department: Finance								
3	3058	Natasha	30/09/2011	Fri	Workday	1	Annual	1.00
								1.00
Department: Inventory & Logistic								
4	3059	Bob Fisher	12/09/2011	Mon	Workday	1	Annual	1.00
			13/09/2011	Tue	Workday	1	Annual	1.00
			19/09/2011	Mon	Workday	1	Annual	1.00
			20/09/2011	Tue	Workday	1	Annual	1.00
			21/09/2011	Wed	Workday	1	Annual	1.00
			22/09/2011	Thu	Workday	1	Annual	1.00
			23/09/2011	Fri	Workday	1	Annual	1.00
								7.00

Branch and department that employee belongs to User ID and name of employee

Date of leave taken

Day of leave taken

Working schedule that employee belongs to

Type of leave taken

Total leave taken

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

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FingerTec | OVERTIME APPROVAL WORKSHEET

Working group that employee belongs to

Name of company
Name of report
Date range of report

Date and time the report was printed

Time Business Incorporated

11/10/2011 11:50:20

FingerTec TimeTec

Overtime Approval Worksheet

Duty Group: 1

01/09/2011 - 30/09/2011

User ID	Name	Date	Sche №	Workday	Appr. Overtime	Holiday	Appr. Overtime	Restday	Appr. Overtime	Offday	Appr. Overtime
Branch: Malaysia HQ											
Department: Art & Design											
1 3062	Queenie	06/09/2011	1	9.00	1.00						
		07/09/2011	1	9.00	0.52						
		08/09/2011	1	8.51	0.36						
		09/09/2011	1	9.00	1.01						

Branch and department that employee belongs to
User ID and name of employee

Total work hours

Total OT hours

This is an overtime approval worksheet report shows the list of employees that worked overtime and the quantity of hours that he/she is entitled to. This report is important for a superior to check the details of overtime actually taken before approving the claims.

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FingerTec | ATTENDANCE SUMMARY

Legend

Name of company
Name of report
Date range of report

Date and time the report was printed

FingerTec TimeTec

Time Business Incorporated

Attendance Summary

01/09/2011 - 30/09/2011

11/10/2011 12:17:32

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

User ID	Name	Work rate %	✓	AB	LV	LI	EO	MP	Short	Workday	OT	Holiday	OT	Restday	OT
Branch: Malaysia HQ															
Department: Research and Development															
3055	James Boyle	91.85		0.00	1.00	4.00	1.00	0.00	6.17	165.33	3.49				
	Total	91.85	0.00	0.00	1.00	4.00	1.00	0.00	6.17	165.33	3.49	0.00	0.00	0.00	0.00
											0.00		0.00		0.00
	Total	91.85	0.00	0.00	1.00	4.00	1.00	0.00	6.17	165.33	3.49	0.00	0.00	0.00	0.00
											0.00		0.00		0.00

Branch and department that employee belongs to
User ID and name of employee

The working efficiency of the employee

Details of tardiness

Total Short hour

Total work hours

Total OT hours

This report details out the work rate, tardiness, total work time, OT and short for workdays/restdays and offdays for each employee. Analysis of each employee's working performance could be viewed using this report.

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FingerTec | ATTENDANCE ANALYSIS

Name of company
Name of report
Date range of report

Date and time the report was printed

Page number of the report

Time Business Incorporated
Attendance Analysis
01/09/2011 - 30/09/2011

11/10/2011 14:24:46 1 / 3

FingerTec TimeTec
Duty Group: 1

User ID	Name	Sche No.	In	Out	Late-In	Early-Out	Total Days	Restday / Holiday	Absent	On Leave	Present
Branch: Malaysia HQ											
Department: Art & Design											
1 3062	Queenie	1	09:00	18:00	2.47	0.00	30	8.00	0.00	1.00	20.00
2 3072	May	1	09:00	18:00	0.00	0.00	30	8.00	0.00	1.00	19.00
Department: Finance											
3 3046	Doris	1	09:00	18:00	0.00	0.00	30	8.00	0.00	0.00	19.00
4 3068	Natasha	1	09:00	18:00	0.18	0.00	30	8.00	0.00	1.00	19.00
Department: Inventory & Logistic											
5 3069	Bob Fisher	1	09:00	18:00	0.00	0.00	30	8.00	0.00	7.00	13.00

Branch and department that employee belongs to
User ID and name of employee

Working schedule of the employee

Predefined in and out time of the employee

Total late in time

Total late in time

Total days in the month

Total rest-days and holidays in a month

Total absent

Total leave take

Total days employee present to work

The report looks similar to the attendance summary except it is missing work rate, work time, OT and short hours. With this report, employers can have an overview of how many staff is late to work or have taken early out.

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FingerTec | DAY BY DAY ANALYSIS

Legend

Name of company
Name of report
Date range of report
Name of employee

Date and time the report was printed

Page number of the report

FingerTec TimeTec

Time Business Incorporated
Day by Day Analysis
01/09/2011 - 30/09/2011 James Boyle

14/10/2011 11:48:34 1 / 2

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

Date	Weekday	Work rate % ✓	AB	LV	LI	EO	MP	Short	Workday	OT	Holiday	OT	Restday	OT	Offday	OT
01/09/2011	Thursday		0.00	0.00	0.00	0.00	0.00									
02/09/2011	Friday	100.00	0.00	0.00	0.00	0.00	0.00		9.00	0.02						
03/09/2011	Saturday		0.00	0.00	0.00	0.00	0.00									
04/09/2011	Sunday		0.00	0.00	0.00	0.00	0.00									
05/09/2011	Monday	100.00	0.00	0.00	0.00	0.00	0.00		9.00	0.08						
06/09/2011	Tuesday	100.00	0.00	0.00	0.00	0.00	0.00		9.00	0.09						
07/09/2011	Wednesday	100.00	0.00	0.00	0.00	0.00	0.00		9.00	0.13						
08/09/2011	Thursday	100.00	0.00	0.00	0.00	0.00	0.00		9.00	0.12						
09/09/2011	Friday	100.00	0.00	0.00	0.00	0.00	0.00		9.00	0.11						
10/09/2011	Saturday		0.00	0.00	0.00	0.00	0.00									
11/09/2011	Sunday		0.00	0.00	0.00	0.00	0.00									
12/09/2011	Monday	100.00	0.00	0.00	0.00	0.00	0.00		9.00	0.10						
13/09/2011	Tuesday	100.00	0.00	0.00	0.00	0.00	0.00		9.00	0.08						
14/09/2011	Wednesday	100.00	0.00	0.00	0.00	0.00	0.00		9.00	0.27						
15/09/2011	Thursday	37.00	0.00	0.00	0.00	0.00	0.00	6.27	3.00							
16/09/2011	Friday		0.00	0.00	0.00	0.00	0.00									
17/09/2011	Saturday		0.00	0.00	0.00	0.00	0.00									
18/09/2011	Sunday		0.00	0.00	0.00	0.00	0.00									

Details of tardiness

Short time of employee in a day

Working time of employee in a day

OT of employee in a day

This report details out the work rate, tardiness, total work time, OT and short for workdays/rest days and off days for the employees.

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FingerTec | MONTH BY MONTH ANALYSIS

Legend

Name of company
Name of report
Date range of report
Name of employee

Date and time the report was printed

Page number of the report

FingerTec TimeTec

Time Business Incorporated

Month by Month Analysis

01/08/2011 - 31/10/2011 James Boyle

14/10/2011 16:06:39 1 / 1

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

Month	Day Count	Work rate %		AB	LV	LI	EO	MP	Short	Workday	OT	Holiday	OT	Restday	OT	Offday	OT
08/2011	31	89.72		0.00	2.00	4.00	9.00	0.00	1.03	161.49	4.27						
09/2011	30	91.86		0.00	1.00	4.00	1.00	0.00	6.17	166.33	3.49						
10/2011	31	38.66		0.00	1.00	2.00	2.00	0.00	11.21	69.69	1.29						
Total		73.41	0.00	0.00	4.00	10.00	12.00	0.00	18.41	397.21	9.45	0.00	0.00	0.00	0.00	0.00	0.00
											0.00		0.00		0.00		0.00

Total days in the month

The working efficiency of the employee

Tardiness details of the employee

Short time of employee

Working time of employee

OT of employee

This report details out the work rate, tardiness, total work time, OT and short for workdays/rest days and off days for employees.

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FingerTec | GROSS WAGES REPORT

Name of company
Name of report
Date range of report

Date and time the report was printed

Page number of the report

Pay per hour

FingerTec TimeTec

Time Business Incorporated

Gross Wages Report

01/09/2011 - 30/09/2011

11/10/2011 15:58:52 1 / 1

User ID	Name		Rate / Hr	Workday x 100%	Overtime x 150%	Diff.OT x 100%	Holiday x 200%	Overtime x 300%	Diff.OT x 100%	Restday x 150%	Overtime x 200%	Diff.OT x 100%	Offday x 150%	Overtime x 200%	Diff.OT x 100%
Branch: Malaysia HQ															
Department: Research and Development															
1 3055			2	165.33	3.49		0.00	0.00		0.00	0.00		0.00	0.00	
	James Bofle	USD	341.13	330.66	10.47		0.00	0.00		0.00	0.00		0.00	0.00	
				165.33	3.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		USD	341.13	330.66	10.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total			165.33	3.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		USD	341.13	330.66	10.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Branch employee belongs to User ID and name of employee

Pay per hour

Total pay for normal working hours

Total pay for OT hours

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 calculation. To predetermine the rate/hour > user profile > select user > edit > rate/hour > insert value > submit to save settings.

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FingerTec | STAFF MOVEMENT ANALYSIS

Working group that employee belongs to

Name of company
Name of report
Date range of report

Date and time the report was printed

FingerTec TimeTec
Duty Group: 1

Time Business Incorporated
Staff Movement Analysis
01/09/2011 00:00:00 - 30/09/2011 23:59:59

14/10/2011 11:58:54

User ID	Date	Transaction							
Branch: Indonesia									
Department: Public Relation									
1 2030	29/09/2011	14:44		14:44		14:44		14:44	
Jenny		10	22	10	22	10	22	10	22
	30/09/2011	08:51		13:21					
		10	22	10	22				

Branch and department that employee belongs to
User ID and name of employee

Time that employee report attendance at the terminal

Terminal that employee reported attendance to

Work code inserted by employee

This report lists the details of attendance by user ID.

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FingerTec | TERMINAL ACTIVITY REPORT

Working group that employee belongs to

Name of company
Name of report
Date range of report

Date and time the report was printed

FingerTec TimeTec

Duty Group: 1

Time Business Incorporated

Terminal Activity Report

01/09/2011 00:00:00 - 30/09/2011 23:59:59

14/10/2011 12:06:32

Terminal ID	Terminal	Date	Transaction																					
Branch: Indonesia																								
Department: Public Relation																								
1	10	Glass Entrance	29/09/2011	14:42	22	14:42	22	14:42	22	14:42	22	14:44	22	14:44	22	14:44	22	14:44	22	14:45				
		(60)		2033		2033		2033		2033		2030		2030		2030		2030		2035				
			29/09/2011	14:45	22	14:46	22	15:26	22	15:26	22													
				2035		2035		2034		2034														
			30/09/2011	08:51	22	08:55	22	13:21	22	13:31	22	13:31	22	17:58	22									
				2030		2033		2030		2035		2035		2033										

Branch and department that employee belongs to
User ID and name of employee

ID and name of Terminal which employee reported attendance to

Time that employee reported attendance at the terminal

ID of employee reported attendance at the terminal

Work code inserted by employee

This report lists the transaction record of staff by terminal ID.

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FingerTec | TERMINAL TRANSACTION LISTING

Name of company
Name of report
Date range of report

Date and time the report was printed

Working group that employee belongs to

Time Business Incorporated

14/10/2011 12:11:38

FingerTec TimeTec

Duty Group: 1

Terminal Transaction Listing

01/09/2011 00:00:00 - 30/09/2011 23:59:59

	Date & Time	Terminal ID	Terminal	User ID	Name	Transaction
Branch: Indonesia						
Department: Public Relation						
1	29/09/2011 02:44:30	10	Glass Entrance (60)	2030	Jenny	0
2	29/09/2011 02:44:33	10	Glass Entrance (60)	2030	Jenny	0
3	29/09/2011 02:44:37	10	Glass Entrance (60)	2030	Jenny	0

This report records all the transaction data downloaded from every terminal.

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FingerTec | CLOCKING SCHEDULES

Name of company
Name of report
Schedule number
Name of schedule

Date and time the report was printed

Page number of the report

FingerTec TimeTec

Time Business Incorporated

Clocking Schedule

Schedule : 1

Normal 9am to 6pm

11/10/2011 16:14:45 1 / 1

Schedule Type: Weekly

Weekday	Day Type		In			Lunch								Out		
Sunday	Restday	Clocking Time:-														
		Clocking Range:-														
Monday	Workday	Clocking Time:-	09:00			12:30	13:30							18:00		
		Clocking Range:-	12:00													
Tuesday	Workday	Clocking Time:-	09:00			12:30	13:30							18:00		
		Clocking Range:-	12:00													
Wednesday	Workday	Clocking Time:-	09:00			12:30	13:30							18:00		
		Clocking Range:-	12:00													
Thursday	Workday	Clocking Time:-	09:00			12:30	13:30							18:00		
		Clocking Range:-	12:00													
Friday	Workday	Clocking Time:-	09:00			12:30	13:30							18:00		
		Clocking Range:-	12:00													
Saturday	Restday	Clocking Time:-														
		Clocking Range:-														
		Allow Grace Period (min):-	5	0	0	5	5	0	0	0	0	0	0	5	0	0
		Flexible Break Time (min):-			0		0		0		0		0			
		Exclude Break Time from work hour:-			✓		✓		✓		✓		✓			
		Replace with Latest Clocking:-	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Earlytime for work before in time:-														

Overtime Differensal Rate Interval:-

Minimum minutes must worked to qualify for overtime	:	0
Maximum no. of hours allowed to claim for overtime	:	24.00
Work hours is either round-up or round-down (-ve) in minutes of	:	0
Overtime hours is either round-up or round-down (-ve) in minutes of	:	0

Rotational shift:-	:	0
Flexi-work overtime:-	:	0.00

This is a checklist showing detailed settings of clocking schedules.

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FingerTec | DUTY CALENDAR

Name of company
Name of report
Duty Group number

Date and time the report was printed

FingerTec TimeTec

Time Business Incorporated

Duty Calendar

Duty Group: 1

11/10/2011 16:35:55

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
2011	9	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	
		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	
2011	10	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	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

The working schedule

Work day

Rest day

This is a checklist showing the annual working calendar of a particular working group.

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FingerTec | WEEKLY STAFF DUTY ROSTER

Name of company
Name of report
Date range of the week

Date and time the report was printed

FingerTec TimeTec

Duty Group: 1

Time Business Incorporated

Weekly Staff Duty Roster

09/10/2011 - 15/10/2011

11/10/2011 16:41:07

Name	Weekday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Date	09/10/2011	10/10/2011	11/10/2011	12/10/2011	13/10/2011	14/10/2011	15/10/2011
		Workday	Workday	Restday	Restday	Workday	Workday	Workday
1003 Kingley Fox		Workday	Workday	Restday	Restday	Workday	Workday	Workday
1084 Ricky		Workday	Workday	Restday	Restday	Workday	Workday	Workday
1102 Evelyn Norman		Workday	Workday	Restday	Restday	Workday	Workday	Workday
1103 Jenny Clarkson		Workday	Workday	Restday	Restday	Workday	Workday	Workday
1116 Olive John		Workday	Workday	Restday	Restday	Workday	Workday	Workday

Employee ID and name

Detailing the duty roster of each staff

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

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FingerTec | MONTHLY STAFF DUTY ROSTER

Name of company
Name of report
Month of the roster

Date and time the report was printed

FingerTec TimeTec

Duty Group: 1

Time Business Incorporated

Monthly Staff Duty Roster

September 2011

11/10/2011 16:45:50

Name		Weekday	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	Tue	Wed	Thu	Fri
		Date	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
			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
1003	Kingley Fox		L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
1084	Ricky		L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
1102	Evelyn Norman		L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
1103	Jenny Clarkson		L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
1116	Olive John		L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
2030	Felicia Wilson		L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
2033	Tracy		L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
2034	Grace Gibson		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

Number indicates which working group the employee belongs to

"L" indicates employee is on leave for the particular day

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

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FingerTec | NAME LIST

Name of company
Name of report

Date and time the report was printed

Time Business Incorporated

11/10/2011 16:47:28

FingerTec TimeTec

Name List

Duty Group: 1

No.	User ID	Name	Employee No.	Branch	Department	Section	Duty Group.	Issued	Expired
Branch: Malaysia HQ									
Department: Art & Design									
1	3062	Queenie		Malaysia HQ	Art & Design		1	01/01/2011	
2	3072	May		Malaysia HQ	Art & Design		1	01/01/2011	
Department: Finance									
3	3046	Doris		Malaysia HQ	Finance		1	01/01/2011	
4	3058	Natasha		Malaysia HQ	Finance		1	01/01/2011	
Department: Inventory & Logistic									
5	3059	Bob Fisher		Malaysia HQ	Inventory & Logistic		1	01/01/2011	
Department: Research and Development									
6	3054	Daryl		Malaysia HQ	Research and Development		1	01/01/2011	
7	3055	James Boyle		Malaysia HQ	Research and Development		1	01/01/2011	
8	3087	Norman		Malaysia HQ	Research and Development		1	01/01/2011	
9	3088	Chris		Malaysia HQ	Research and Development		1	01/01/2011	
10	3089	Yani		Malaysia HQ	Research and Development		1	01/07/2011	

Employees' user ID and name

Branch and department employees belong to

Working group employees belong to

Working group employees belong to

A list of all or selected employees' names.

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FingerTec | BRANCH LIST

Name of company
Name of report
Date range of the week

Date and time the report was printed

FingerTec TimeTec

Time Business Incorporated

Branch List

11/10/2011

No.	Branch
1	Malaysia HQ
2	Dubai
3	Indonesia
4	Portugal
5	Singapore
6	United States of America

Names of branches

A list of all branch names.

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FingerTec | DEPARTMENT LIST

Name of company
Name of report

Date and time the report was printed

FingerTec TimeTec

Time Business Incorporated

Department List

11/10/2011 16:48:47

No.	Department
1	Administration
2	Art & Design
3	BOM
4	Finance
5	Inventory & Logistic
6	Research and Development
7	Sales & Marketing
8	Technical Support

Names of department

A list of all department names.

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FingerTec | SECTION LIST

Name of company
Name of report

Date and time the report was printed

FingerTec TimeTec

Time Business Incorporated

Section List

11/10/2011 16:51:43

No.	Section
1	Evening shift
2	Local
3	Morning shift
4	Night shift
5	Oversea
6	Team A
7	Team B

Names of Section

A list of all section names.

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FingerTec | REMARK LIST

Name of company
Name of report

Time Business Incorporated

FingerTec TimeTec

Remark List

No.	Remark	Work Code
1	Attend Exhibition	12
2	Attend Training	11
3	Banking Matters	16
4	BOD Matters	21
5	Car Break Down	14
6	Half Day Leave	15
7	HR & Admin	19
8	Medical Checkup	22
9	Meeting	10
10	Purchasing Matters	17
11	Sales Related	20
12	Traffic Jam	13
13	Video Shooting	18

Names of remark

Relevant work codes

A list of all remark names.

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