FingerTec

TCMS V3

A Software by FingerTec

User Guide

Contents

Preface

Welcome to the TCMS V3

Welcome to the TCMS V3, where Attendance System just got better

In line with the fast-paced technology development nowadays, FingerTec introduces TCMS V3, the time and attendance management system that contains all the elements of the predecessor TCMS V2 but is programmed on MS Access and MySQL platforms.

IMPORTANT: ***Clients using the latest device models, including Face ID 5, Face ID 6, and Kadex+, MUST use the TCMSv3 MySQL version instead of MDB.***

The TCMS V3 is specifically designed to centralize, store and manage all data extracted from FingerTec terminals, creating an easily managed and networked attendance solution, simplifying human resources tasks, which ultimately functions to improve operation and reduce labour costs of an organization. With TCMS V3, download and process your company's attendance records retrieved from your FingerTec terminals easily.

In this manual, we will guide you on how to install your TCMS V3 software, activate each terminal, add/delete/manage users, download data, process reports, as well as interpret data from the software.

If you have never used TCMS V2 or Ingress software before, we advise you to closely follow all the instructions in this manual to quickly and effectively learn the ways to operate this software and avoid deleting crucial information from your terminals.

FingerTec support is available via email at *support@fingertec.com* to inform us of your inquiries, or problems related to TCMS V3. TCMS V3 is bundled with every purchase of FingerTec's time and attendance terminal.

Thank you for choosing FingerTec!

Chapter 1

Software Installation & System Settings

1.1 Installation of TCMS V3 software

For TCMS V3, we offer two database platforms: Microsoft Access (MDB) and MySQL. The TCMS V3 MySQL version now natively supports Face ID 5, Face ID 6, Kadex+ and other latest devices, eliminating the need for separate AWDMS software. This simplifies the setup process and reduces complexity for system administrators. Therefore, clients using the latest device models for attendance management need to opt for TCMS V3 MySQL.

Hardware Requirements for TCMS V3 MDB (MS Access)

Note: *The MDB version is no longer receiving software updates or enhancements.*

Operating System: Windows 8, Windows 10, Windows 11, Windows Server 2016 and equivalent

Processor: Intel® Core® 2 Duo 2.5 GHz or higher

Memory: 4 GB of RAM or higher *(RAM needs to be increased if heavy processing is expected)*

Hard Disk: 80 GB

TCMS V3 MDB Installation Guide (Microsoft Access):
https://support.timeteccloud.com/portal/en/kb/articles/fingertec-tcmsv3-installation-guide

HARDWARE REQUIREMENTS FOR TCMS V3 MYSQL ***(Compulsory for the latest device models: Face ID 5, Face ID 6, Kadex+, etc *ATT Mode only*)***

Operating System: Windows 10, Windows 11, Windows Server 2016 and equivalent

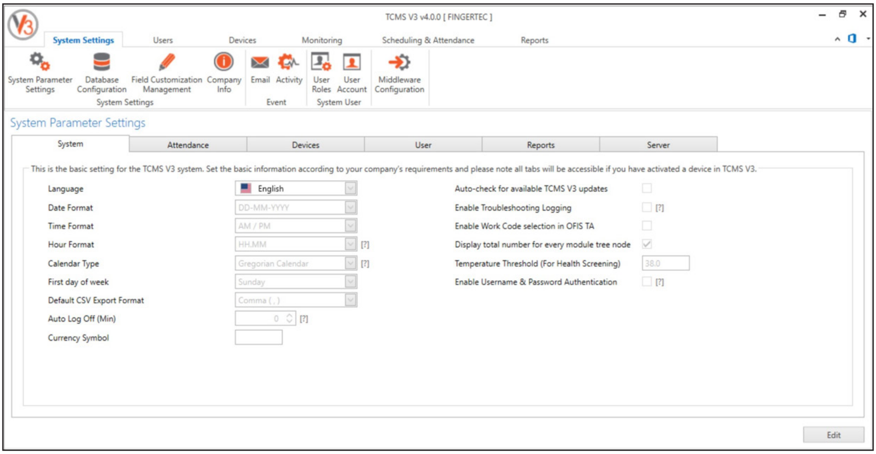
Processor: Intel i5, Intel i7 or Higher

Memory: Minimum 8GB of RAM or Higher when using the latest model that requires middleware *(RAM needs to be increased if heavy processing is expected especially with a higher number of devices and software running on the server).*

Recommended: 16GB RAM for optimal performance.

Hard Disk: 250GB - 500GB (Better opt for SSD)

TCMS V3 MYSQL INSTALLATION GUIDE
https://support.timeteccloud.com/portal/en/kb/articles/tcmsv3-with-mysql-and-middleware-installation-guide-supports-face-id5-face-id6-and-kadex

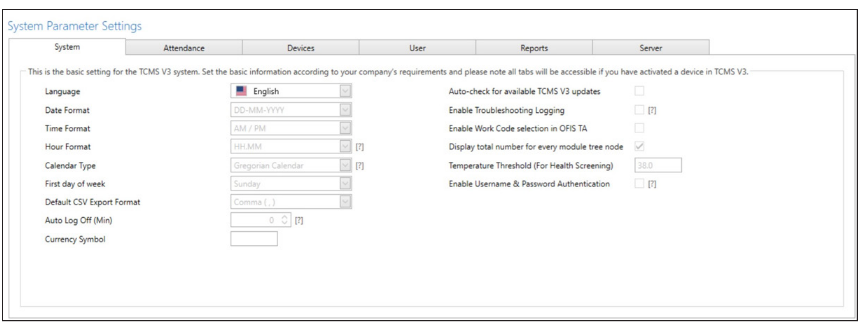


Configure the settings for 9 major parts in the System Settings as shown above:

1. System Parameter Settings
2. Database Configurations
3. Field Customization Management
4. Company Info
5. Email
6. Activity
7. User Roles
8. User Account
9. Middleware Configuration ***(Required only for the latest device models such as Face ID 5, Face ID 6, Kadex+, etc. *ATT Mode only*)***

1.2 System Parameter Settings

System



Language: TCMS V3 comes in many languages, and you can select the language of your preferences.

Date, Time and Hour Format: Choose how dates, times, and working hours are displayed in TCMS V3 and its reports. Options may include different formats such as YYYY-MM-DD, DD-MM-YYYY or MM-DD-YYYY, 12-hour or 24-hour time formats and HH.HH or HH.MM.

Calendar Type: TCMS V3 allows you to select from different calendar systems based on your regional or organizational needs:

- **Gregorian Calendar** *(Standard international calendar)*
- **Persian Calendar** *(Commonly used in Iran and Afghanistan)*
- **Hijri Calendar** *(Islamic calendar used in some Middle Eastern countries)*

First day of the week: Define the starting day of the week for scheduling and attendance tracking. Depending on the country or organization, the week may begin on Sunday, Monday, or Saturday.

Default CSV Export Format: Choose the preferred format for exporting reports in CSV (Comma-Separated Values) format. This ensures compatibility with external applications such as payroll software.

Auto Log Off: Set the maximum idle time before TCMS V3 automatically logs off. This enhances security by preventing unauthorized access when the system is left unattended.

Currency Symbol: Define the currency symbol used in reports and financial records related to payroll integration.

Auto check for available updates: Enable automatic software updates to gain access to the latest features, performance improvements, and security patches, ensuring TCMSv3 runs

Smoothly.

Enable Troubleshooting Logging: When enabled, the system generates logs for diagnostics and troubleshooting, which can help technical support teams analyze and resolve issues more efficiently.

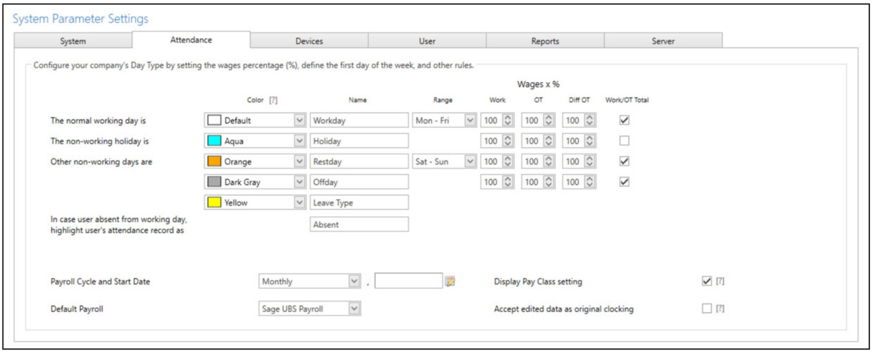
Enable Work Code selection in OFIS TA: Activates the Work Code selection feature in OFIS TA (Online Fingerprint Identification System for Time Attendance), allowing employees to specify different work activities during attendance registration.

Display the total number for every module tree node: This setting enables the display of total records or items in each module (e.g., users, devices, logs) within the TCMS V3 navigation tree for easier data management.

Temperature threshold (Health Screening): For systems integrated with health screening features (e.g., Face ID devices with temperature detection), this setting defines the acceptable temperature threshold for access verification

Enable Username and Password Authentication: Activates username and password authentication for system access, adding an extra layer of security to prevent unauthorized use of TCMS V3.

ATTENDANCE



You can determine the day types and other descriptions according to your working environment.

For the day type setting you can change them accordingly based on your preferences including the colour option for each day type

- **Normal Working Day** - Define normal working days for your company. Default: WORKDAY
- **Non-Working Holiday** - Define non-working holiday for your company. Default: HOLIDAY
- **Other Non-Working Days** - Define other non-working days which are not holidays for your company. Default: RESTDAY and OFFDAY

Note on wage calculation: Labour laws are distinctive between one country to another. Salary calculation also differs based on the labour law of a country. In each day type, you have the option to determine the value of the work wages. For example, the work wage is 100%, the overtime wage is 150% and the different overtime wages are 200%.

Payroll Cycle: The options available are weekly, bi-weekly, semi-monthly and monthly.

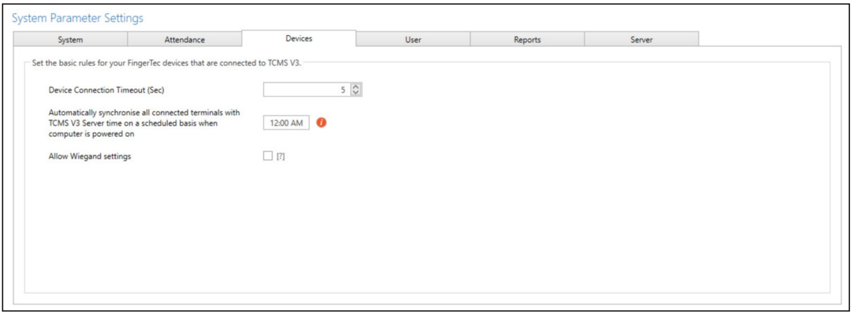
Payroll Cycle Start Date: You can choose the start date of your company's Payroll by clicking on the calendar.

Default Payroll: You can designate a default payroll system, which is only available for selected countries.

Display Pay Class Setting: Pay Class is the latest feature introduced by FingerTec to configure the payment system based on the employee's work time or overtime (OT) without having to configure any clocking setting. Please ignore this section if you want to configure the payment condition based on the employee clocking time.

Accept Edited Data as Original Clocking: By default, TCMS V3 will show the edited data in bold fonts. Tick this option, and all the edited data will be displayed in normal fonts.

DEVICES

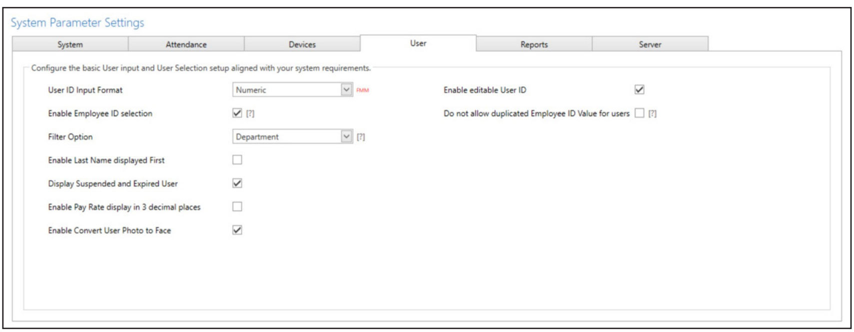


Device Connection Timeout: If the network is unstable, devices may frequently disconnect and reconnect to TCMS V3. This setting allows you to define the maximum waiting time before the system considers a device offline

Automatically synchronize all connected terminals with TCMS V3 Server time on a scheduled basis when the computer is powered on: Enable this option to automatically synchronize the time on all connected terminals with the TCMS V3 server time at a specific scheduled time whenever the computer is powered on.

Allow Wiegand settings: Tick this option to activate the Wiegand tab in the Devices module, allowing you to configure Wiegand settings based on your specific requirements.

USER



User ID Input Format: Select either Numeric or Alphanumeric User IDs (for devices that support Alphanumeric User IDs).

Enable Employee ID Selection: When enabled, the Attendance and Report modules will display data based on Employee ID instead of User ID

Filter Option: Filter records by Department, Group Duty Roster, or Designation (applies only to the Attendance and Report modules).

Enable Last Name displayed First: Enable this option to display the last name before the first name.

Display Suspended and Expired User: Users could be suspended for a certain time due to various reasons. Thus, the employer/company can control the access rights of the suspended user by including the suspended user during the attendance export process. It will show his/her old attendance record/empty records in the attendance sheet. Please uncheck the box if you want to exclude and hide the attendance of the suspended employees.

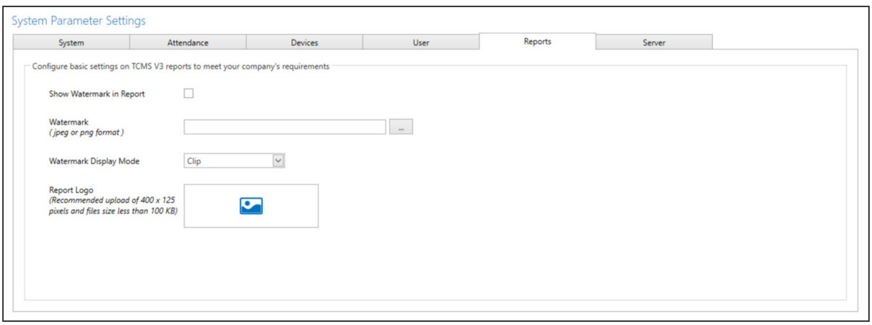
Enable Pay Rate display in 3 decimal places: Display pay rates with up to three decimal places.

Enable Convert User Photo to Face: Automatically convert user photos into facial templates.

Enable editable User ID: Enable this option to modify/change/edit User ID

Do not allow duplicated Employee ID values for users: Restrict duplicate Employee ID entries in the system

REPORT



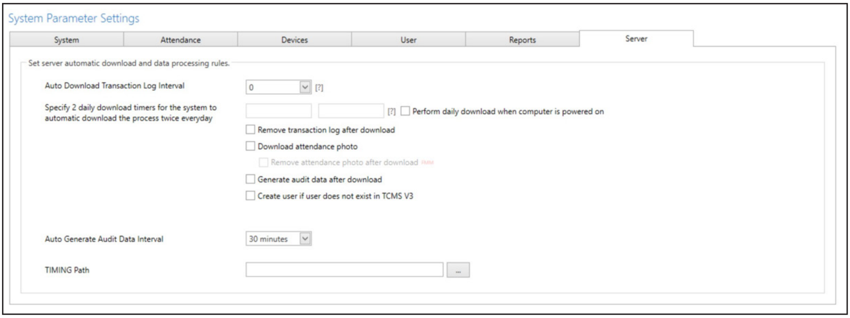
Show Watermark in Report: Enable this option to display a watermark in your reports

Watermark: Browse and select an image file (JPEG or PNG format) to use as the report watermark

Watermark Display Mode:
- **Clip –** Displays the watermark in the center of the page
- **Stretch –** Watermark stretch to cover the whole page
- **Zoom –** Enlarges the watermark while keeping it centered

Report Logo: Upload your preferred logo (recommended size: 400x125 pixels, file size under 100KB).

SERVER



Auto Download Transaction Log Interval: Set time interval to download transaction logs from devices automatically. Set 00:00 to disable this option if unnecessary.

Specify 2 daily download timers for the system to automatically download the process twice every day: Set up a maximum of 2 daily timers to run auto-download transaction logs from devices.

Perform daily download when the computer is powered on: Tick to ensure transaction logs are downloaded once the system is turned on.

Remove transaction log after download: Deletes transaction logs from the device after they are successfully downloaded.

Download attendance photo: Enables downloading of attendance photos captured by the device.

Remove attendance photos after download: Deletes attendance photos from the device after they are downloaded into the software.

Generate audit data after download: Automatically processes and updates audit data after transaction logs are downloaded.

Created user if a user does not exist in TCMS V3: Automatically creates a new user in TCMS V3 if their data is found in the transaction logs but not in the User tab

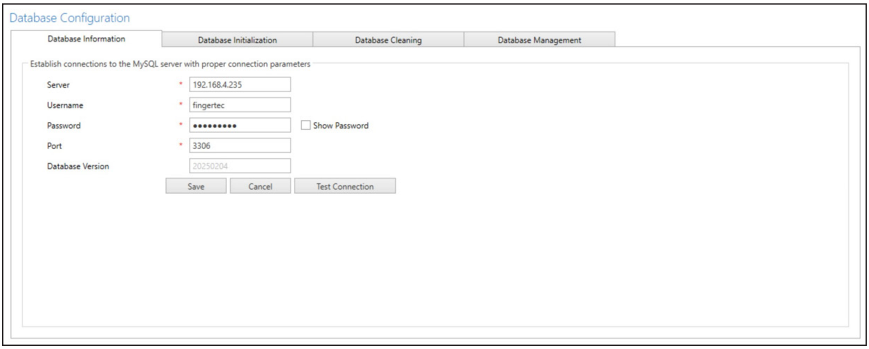
Auto Generate Audit Data Interval: Set time interval for TCMS V3 to generate raw data to be updated into Attendance Sheet accordingly.

TIMING path: The TIMING file is a backup file for each transaction that is removed from the device after downloading. This occurs when you tick/enable the Remove Transaction Log After Download option, whether through manual download or automatic download. You can specify the folder path for storing the TIMING file in the System Settings. By default, the TIMING file for FingerTec is stored in the following directory:

Default TIMING path location in TCMS V3 folder:
C:\Program Files (x86)\FingerTec\FingerTec TCMS V3\TCMS V3\TIMING

1.3 Database Configuration

DATABASE INFORMATION



To ensure TCMS V3 is properly connected to the MySQL, verify that the correct connection parameters are configured:

Server: Enter the PC's IP address where the MySQL server is hosted.

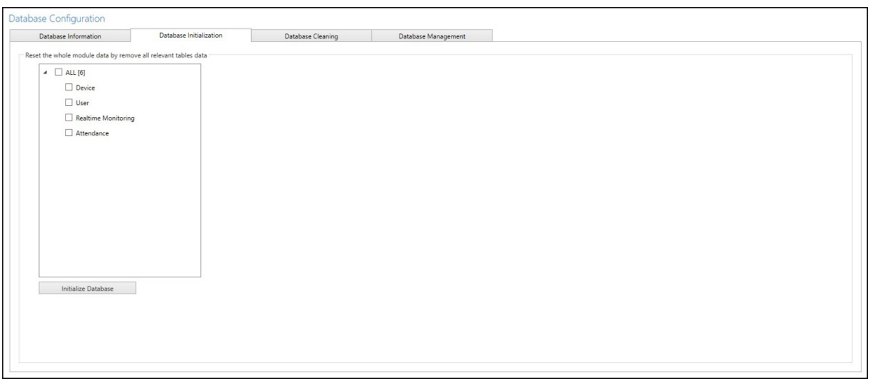
Username: fingertec

Password: fingertec

Port: 3306 (Default - based on MySQL installation)

Database version: Ensure that the database version matches the TCMS V3 DBInstaller date

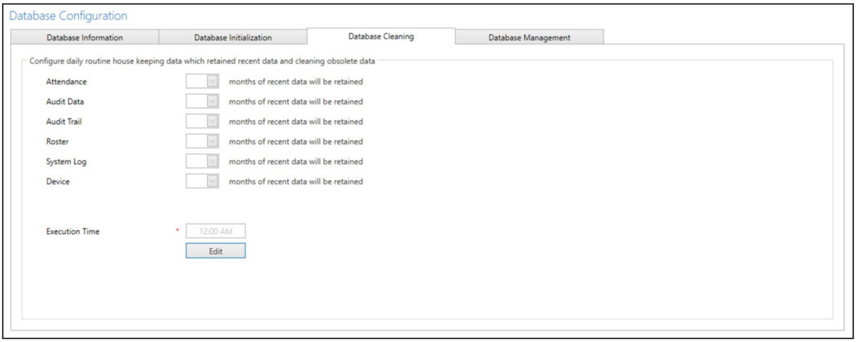
DATABASE INITIALIZATION



If you want to initialize the MySQL database (to clear all data stored in the specific table), follow the steps below.

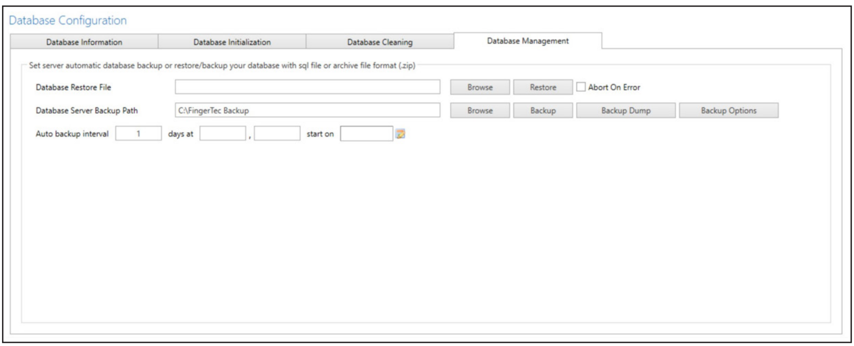
1. Select the data field from the column Database Initialization.
2. Click Initialize Database.

DATABASE CLEANING



You can define the number of months for which recent data will be retained in the database. Setting this duration helps manage database size efficiently and ensures optimal system performance.

DATABASE MANAGEMENT



Restoring the Database - To restore a previously saved database:

1. Click Browse to locate the backup file to be restored.
2. Click Restore to proceed with the restoration process.

Backing Up the Database - To create a backup of the current database:

1. Click Browse to specify the location where the backup file will be saved.
2. Click Backup to initiate the backup process.

Performing a Faster Database Backup (Backup Dump) - For a quicker backup method use the Backup Dump feature:

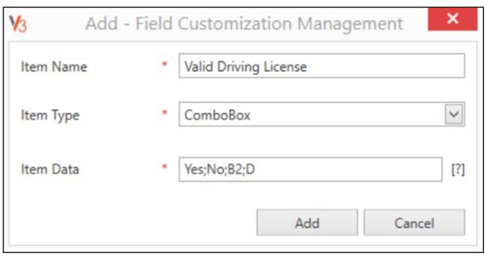
1. Click Browse to select the location for the backup file.
2. Click Backup Dump to start the process.

Backing Up Specific Database Tables - To back up specific tables such as devices, users, or attendance records:

1. Click Backup Options.
2. Select the specific table(s) you want to back up.
3. Click OK to confirm the selection.
4. Proceed with the Backup process.

This ensures efficient data management while keeping only the necessary records backed up as required.

1.4 Field Customization Management



You can add additional data fields to use in the User biodata (under the 'Other' tab)

Adding a New Data Field

1. Click Edit and Click Add to add a new field then insert the name of information, e.g.: Valid driving license.

2. Select type of data:
   Text box – column to fill in text freely.
   Combo box – drop-down to select description (require data from Item Data).
   Check box – box for check and uncheck.
   Date Combo box – column to display a calendar for date selection.

3. Insert description into Item Data for Combo box to select.

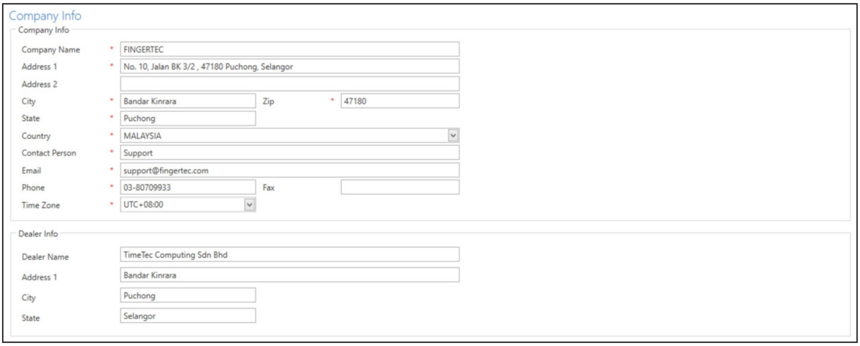
4. Click Add to save into the list then click Save to save settings.

Repeat the steps above to create new data fields. All newly created data fields will be displayed under the 'Other' tab in the User's Biodata.

Managing Data Fields

1. To edit a field, select it and click Update.
2. To delete a field, select it and click Remove.

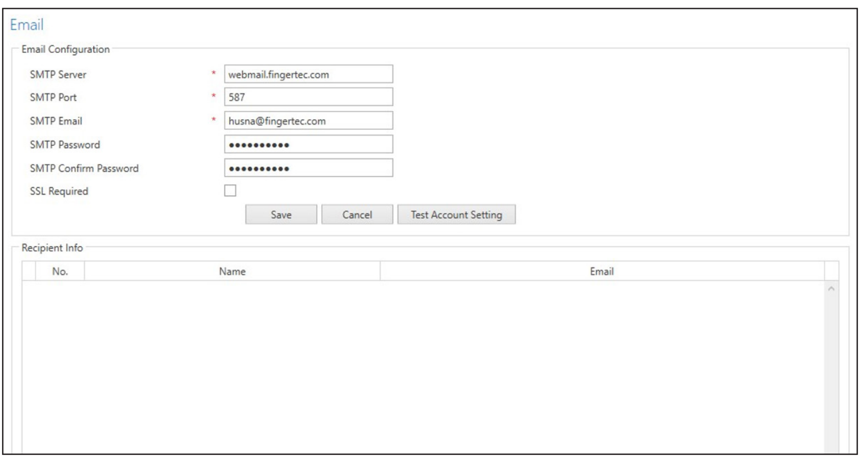
1.5 Company Info



Fill in the information about your company and local reseller on this page.

1. Insert your company information
2. Fill in the contact information of your local reseller in the Dealer Info tab

1.6 Email

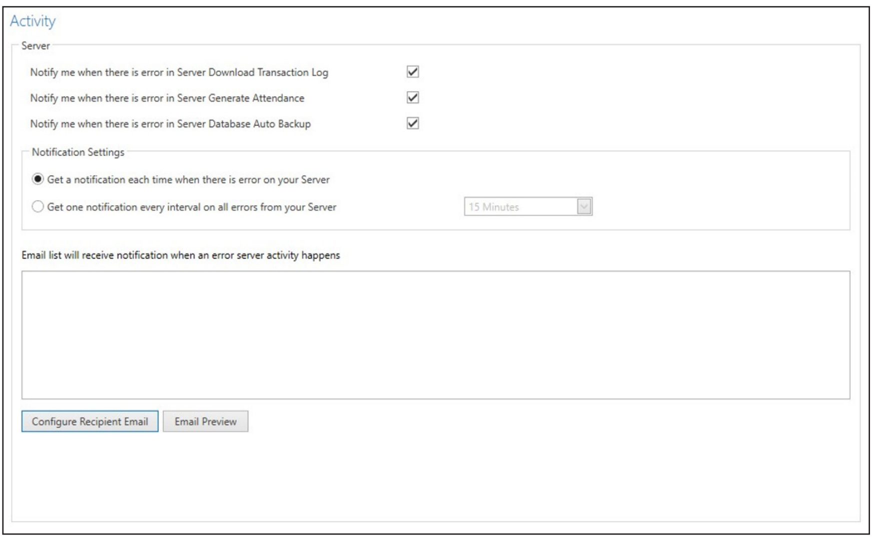


You can fill in the setting of your email here to send reports via Export and Report Scheduler.

1. Click Edit under Email.
2. Insert the information to connect to your SMTP email server.
3. Click Test Account Settings
4. Click Save to save the setting
5. Click Edit under Recipients Info.
6. Click Add.
7. Insert the user's email address and name.
8. Click OK to save settings.

Note: *If your company does not have an SMTP server email, you can use Gmail as your SMTP server. Please follow the steps outlined in the link below:*
https://support.timeteccloud.com/portal/en/kb/articles/ingress-tcmsv3-how-to-allow-gmail-to-send-emails-for-the-report-scheduler-even-though-th-less-secure-apps-feature-has-been-disabled-by-google

1.7 Activity



By following these steps, you can effectively monitor and receive notifications for errors related to server download transaction logs, attendance generation, and database auto-backup in TCMS V3

Configure Email Notifications

Ensure that your software is set up to send email notifications.

Note: *If your company does not have an SMTP server, you can use Gmail as your SMTP server (refer to Chapter 1.6 Email on how to set email SMTP)*

Set Up Activity Monitoring

Configure the system to monitor the following activities:

Notify me when there is an error in the Server Download Transaction Log - Ensure that the system is set to download transaction logs from devices automatically.

Notify me when there is an error in Server Generate Attendance - Verify that the attendance generation process is scheduled and functioning correctly.

Notify me when there is an error in Server Database Auto Backup - Ensure database backup is scheduled and executed automatically.

SELECT NOTIFICATION SETTINGS

Choose one of the following options:

1. Get a notification each time there is an error on your server.
2. Get one notification every interval on all errors from your server.

CONFIGURE RECIPIENT EMAIL

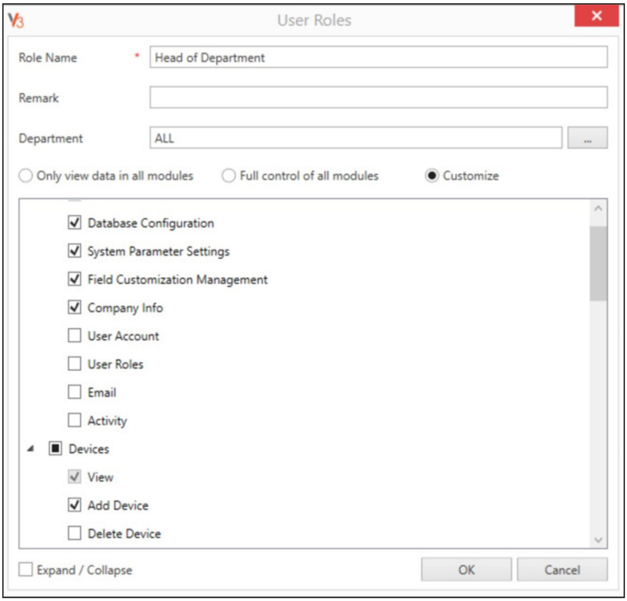
Enter the email addresses of the recipients who should receive the notifications. Kindly make sure that the email addresses are correct and active to receive timely alerts.

1.8 User Roles

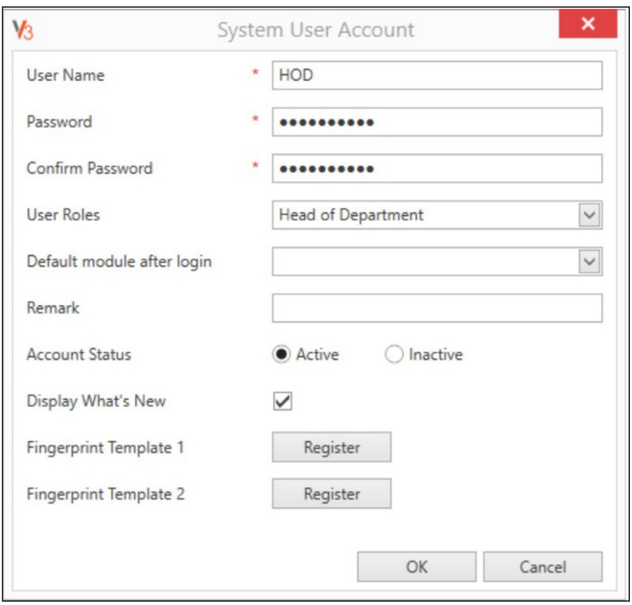
You must create roles to edit or view data in TCMS V3. This is a security step for your software to refrain unauthorized individuals from accessing TCMS V3. To do this, follow the steps below:

1. Click User Roles under System Settings
2. Click Add Role.
3. Name the role, e.g.: System Operator.
4. Select modules to allow viewing under the View column
5. Select modules to allow for editing under the Edit column.
6. Click OK to save settings.

Note: *Repeat the steps above to create a new user role. You can select to update existing roles by selecting them from the list, followed by Edit Role. Select the existing role and click Remove Role to remove it if it is no longer in use.*



1.9 User Account



Now, you can create a new login username and password for new users to operate TCMS V3.

1. Click User Account under System Settings

2. Click Add Account.

3. Insert username and login password.

4. Assign role (as preset under User Role) to this account, e.g.: System Operator.

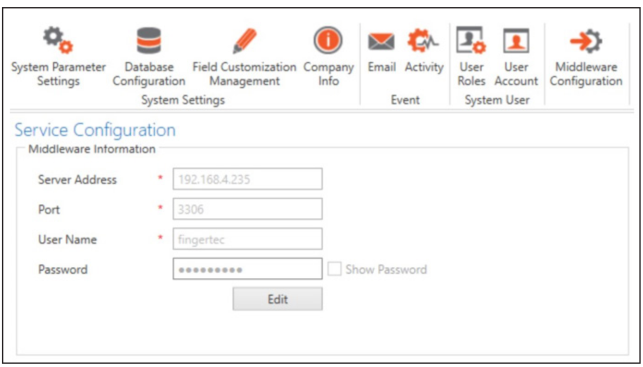
5. Check Activate to grant access to this account user.

6. It is optional to enroll fingerprints for this user. He/she can verify fingerprints to access TCMS V3 instead of using a password. You must plug the OFIS-Y scanner into the PC before clicking the Register button. Follow the onscreen instructions to enroll fingerprints from the user.

7. Click OK to save settings.

Note: *Repeat the steps above to create a new user login account. Select the user account and press Edit Account to start editing, or press Remove Account to delete the account permanently.*

1.10 Middleware Configuration



To integrate the latest device models, such as Face ID 5, Face ID 6, and Kadex+, with the FingerTec Ingress system, you need to install and manage two separate software components within the same environment:

• Auto Web-Based Database Management System (AWDMS)
• Ingress software.

The Auto Web-Based Database Management System (AWDMS) serves as a centralized middleware platform that manages and synchronizes data between the devices and the Ingress software, ensuring efficient data flow and seamless system integration. By installing both

AWDMS and Ingress, you can establish a reliable connection between the Ingress system and the devices, facilitating smooth data management and access control operations.

With the latest updates, TCMS V3 MySQL now directly supports devices such as Face ID 5, Face ID 6, and Kadex+, eliminating the need for a separate AWDMS middleware installation. This integration simplifies the setup process, reducing complexity for system administrators.

Server Address: PC's IP address where the middleware database is hosted.

Port: 3306 (Default - based on MySQL installation)

Username: fingertec

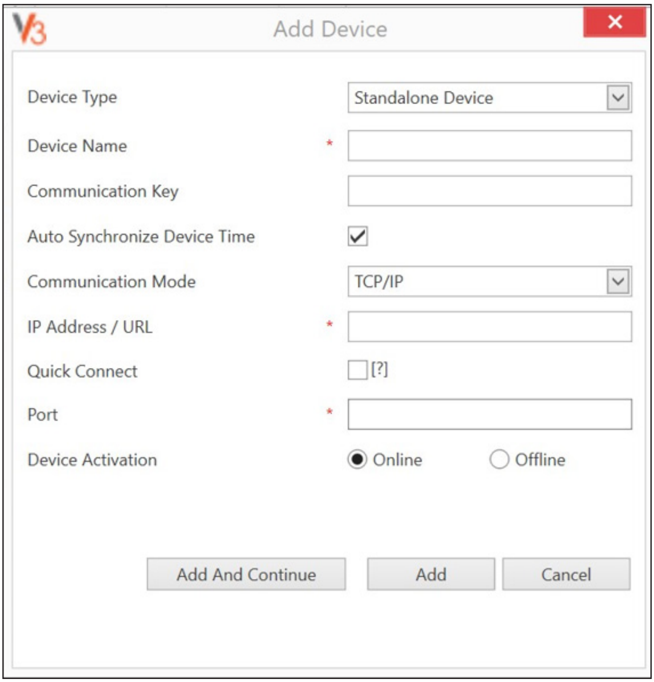
Password: fingertec

Chapter 2

Management of Device.

This chapter guides you on how to install and manage FingerTec devices into TCMS V3. Devices refer to the FingerTec physical terminals installed at your premises to record employee attendance.

2.1 Add Device Manually



To manage your devices using TCMS V3, it's essential to add them to the software. This process requires connecting each device to TCMS V3 via one of the following methods:

- Network TCP/IP
- USB File
- USB (TA300)
- Middleware connection *(applicable to the latest device models, including Face ID 5, Face ID 6, Kadex+, etc *ATT Mode only*)*

If your devices are not connected to the network, you can use the USB File connection method. This involves plugging a USB flash drive into the device to retrieve user data and attendance logs. You can then import this data into TCMS V3 for attendance management.

Every device has a unique serial number, which is important for the activation in TCMS V3. Contact your local resellers or email us at *support@fingertec.com* by providing the serial number of the device in case you fail to activate TCMS V3 online.

1. Go to the Device tab to select Add Device

2. Device Type: Select the device type accordingly

   Standalone Device: Select this option for standard FingerTec device models.

   Keylock: Choose this option if you're using a Keylock device.

   OFIS TA: Select this option to add an OFIS TA device.

   Other: Use this option to add a third-party device. Supported brands and models can be found here: *https://support.timeteccloud.com/portal/en/kb/articles/integrate-zkteco-hardware-to-fingertec-software-tcms-v3-or-ingress*

3. Device Name: Name the device for easy future reference

4. Communication Key: 5-digit numeric secret password to secure the connection between the device and TCMS V3. TCMS V3 must pair this key with the device (under Dev ID) before the connection is established.

5. Auto Synchronize Device Time: Activate this to allow TCMS V3 to always synchronize the device with the server date and time.

6. Communication Mode:

   Settings for TCP/IP mode: Insert the IP address of the device so TCMS V3 can find it on the network to establish a connection. For devices installed at remote sites, you can insert the URL of the remote server into this column. TCMS V3 can link up with the device via the Internet.

   Port: Default TCP port (4370) of TCMS V3 server to link up with device via network.

   Settings for USB flash disk: Serial number of devices: Define the serial number of the device ID: Make sure you insert the same ID as the one set in the device. Ranges from 1 to 999.

   USB File: A USB File is the standard USB option to replace the need for a TCP/IP or RS232/485 connection

   USB TA300: For TA300, uploading and downloading data uses a USB cable instead of TCP/IP or RS232/485. The type of USB cable used for communication is called Standard-B Plug.

   Settings for Keylock UDisk Path: Define the USB flash disk drive to read the basic info of Keylock

   Middleware: Select this option as the communication mode for the latest FingerTec device models, such as Face ID 5, Face ID 6, Kadex+, and others. This is mandatory for these models ***ATT Mode only***.

   Establishing Connection for the Latest Device Models with TCMS V3 Middleware (*ATT Mode only*)

To connect the latest device models (such as Face ID 5, Face ID 6, Kadex+, etc) with TCMS V3 middleware, follow these steps to configure the Cloud Server Connection:

A. Configure Device Type Settings- Make sure to select the appropriate Device Type Setting. Configuring it with ATT mode is mandatory. Path: Menu > System > Device Type Settings

- **Communication Protocol:** PUSH Protocol
- **Device Type:** T&A PUSH

B. Configure Network Settings - Set up the network IP using either LAN or Wi-Fi, depending on your connection preference.

C. Configure Cloud Server Settings - Access the cloud server settings in the device: Path: Menu > COMM. > Cloud Server Settings

- **Server Mode:** ADMS
- **Enable Domain Name:** Disable (The domain name mode will use http://..., e.g., http://www.XXX.com)
- **Server Address:** Enter the Server PC IP Address where TCMS V3 with Middleware is installed.
- **Server Port:** 8080 (Default Port for TCMS V3 Middleware)
- **Enable Proxy:** If required, set the IP address and port number of the proxy server.
- **HTTPS:** OFF

7. Check the box Online next to Device Activation to add the device to TCMS V3. If an Internet connection is unavailable, you can activate the device by selecting Offline. TCMS V3 accepts a 12-digit alphanumeric code for offline activation, but this code may only be retrieved from your local resellers or support@fingertec.com.

8. Click Add Device to establish a connection to the device.

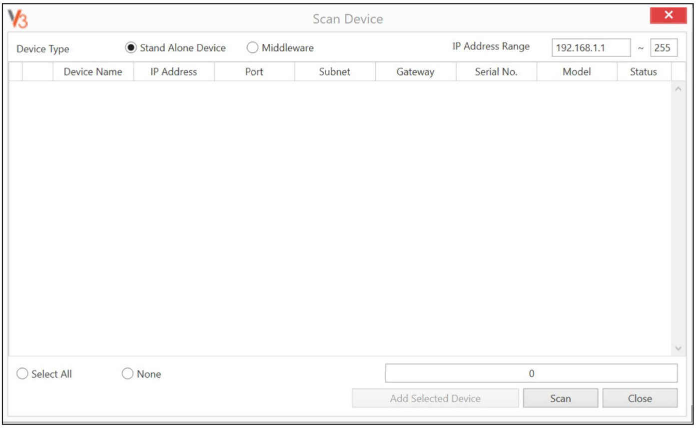
   Note: *You must plug in a USB flash disk to Keylock 7700/8800 to download a file name "X udata", where X is the Device ID of the device used (e.g.: 1_udata). The file contains the serial number of the device and other important information. TCMS V3 can only add the Keylock 7700/8800 device to the list after it captures this file from the USB flash disk*.

2.2 Add Device by Auto Scan

In case you do not know the specific IP address of the standalone device TCMS V3, you can use the Auto Scan Stand Alone Device function to look for them on the network. For the latest models, such as Face ID 5, Face ID 6, Kadex+, etc., you must use the Middleware option for scanning.

1. Select either Stand Alone Device or Middleware (applicable to the latest device models, including Face ID 5, Face ID 6, Kadex+, etc.) then click Scan Device (*ATT Mode only*)

2. Select the device, then add it from the displayed list.



2.3 Configuring Device

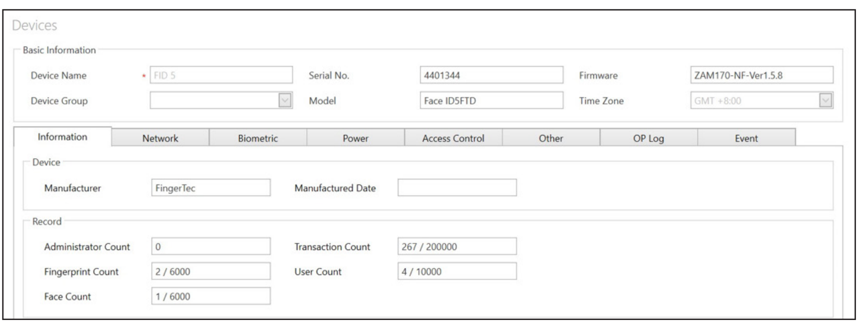
Download all settings and info from devices when a connection is established. You can start to personalize the settings of each device and synchronize new settings and info to devices by uploading them. Due to the different nature of all 3 types of devices, TCMS V3 will hide some pages/options when they do not apply to a device.

1. Select device.
2. Click Download Device Settings.
3. Wait for the download process to be finished.
4. Start to configure:

Note: *For the latest models connected to the middleware, you can configure the GMT time zone by clicking Edit > selecting your preferred time zone > Save > Restart the device.*

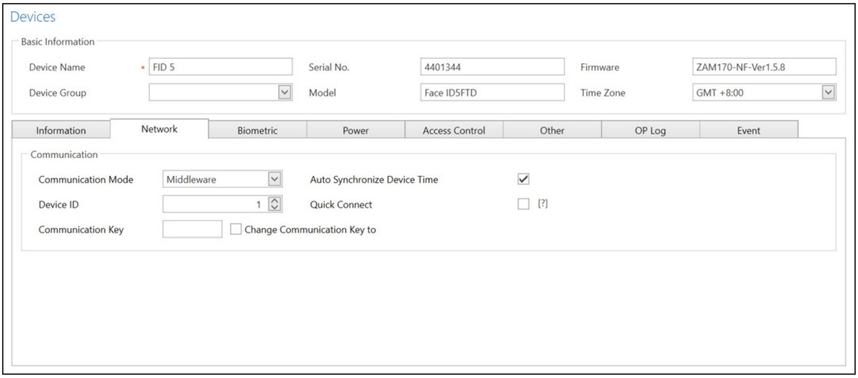
Information

This is the page to display all information about the device. No amendments are allowed. You can know the storage status of the device in the Record section.



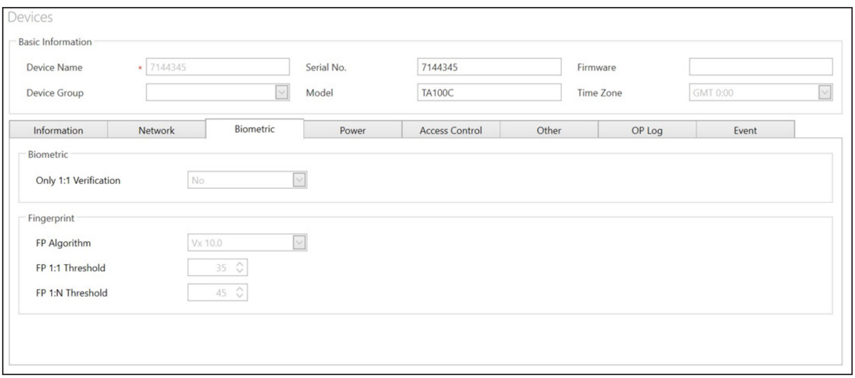
Network

You can also update the TCP/IP settings (e.g.: change to a new IP address). All new settings will take effect after you upload the new settings to the device. To ensure the device follows the TCMSv3 server PC time, tick the Auto Synchronize Time option. It is recommended to enable Quick Connect if the device is configured with Port Forwarding.



Biometric

This page is only effective when connecting to devices that support fingerprint or face recognition. Amend these settings accordingly after you click the Edit button:



Only 1:1 verification: Set to No by default so users can gain access immediately after verifying their finger or face. Change this to Yes if you want users to insert their ID before fingerprint/ face verification.

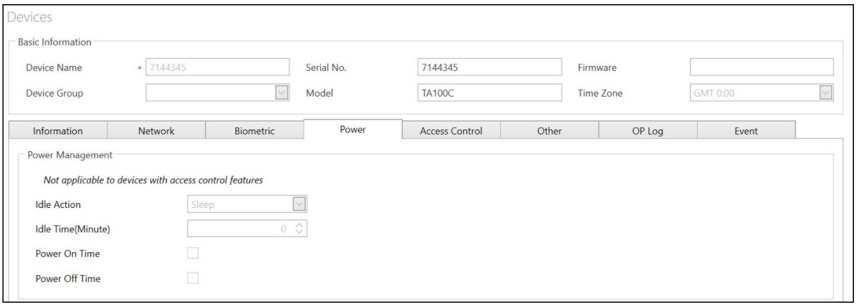
Fingerprint algorithm: VX 10.0 is the latest fingerprint-matching algorithm supported by the device. Only change to VX 9.0 if your environment is using the older algorithm.

Face/Fingerprint 1:1 Threshold: The level of matching security if you want users to insert user ID before fingerprint/face verification. For fingerprints, the range is from 0 to 50, where 50 is the highest. For face verification, it ranges from 0 to 99 where 99 is the highest. The default values are 15 for fingerprints and 70 for face.

Face/Fingerprint 1: N Threshold: The level of matching security if you allow users to verify by fingerprint/face without inserting a user ID. The default values are 45 for fingerprints and 75 for face.

Power

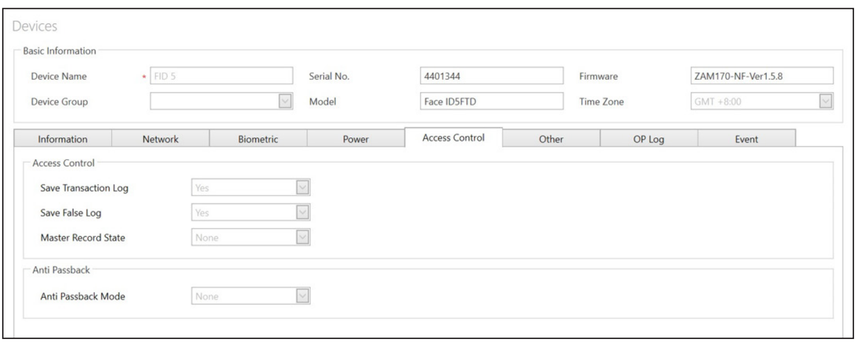
You can configure the duration (in minutes) for the device to wait before going into idle mode.



Idle time (in minutes): Time duration to wait before going into idle mode.
Idle action: Select either Sleep or Power Off.
Power on time: Check the box and insert the time to turn on the device.
Power off time: Check the box and insert the time to shut down the device.

Access control

You can configure the device for basic access control settings.



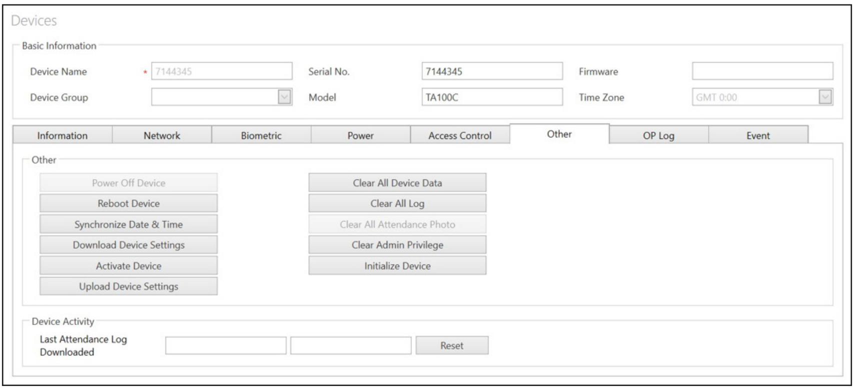
Save Transaction log: Set to Yes by default. The device saves IN-OUT records of users. In case you only want the device to control access without referring to its records, select No. The device will not keep any IN-OUT records.

Save False Log: Set to Yes by default. The device saves records even though users fail to verify. You can assess the level of failed verifications happening on this device and adjust the biometric settings to improve the verification process. Select No and the device will not store this record.

Master Record State: You must define the device as Master or Slave If two standalone devices are installed to control one door. Normally the standalone device controlling entry is set as Master, and at the exit is the Slave. Ignore if you are installing a slave device with a standalone device. This is important if you are using an anti-passback function. The Master device stores all entry-exit records to justify the anti-passback status.

Others

You can configure other settings related to the device



Power Off Device: To shut down the device remotely. All devices do not have a physical power-off button to avoid unauthorized shutdown. You can only shut down the device by clicking this button.

Reboot Device: To restart the device remotely. If the device is working abnormally, try to restart it.

Synchronize Date and Time: Synchronize the date and time of the device immediately. It is recommended to do this during the first installation.

Download Device Settings: Download all settings/parameters from the device.

Activate Device: Activate device to be added into TCMS V3.

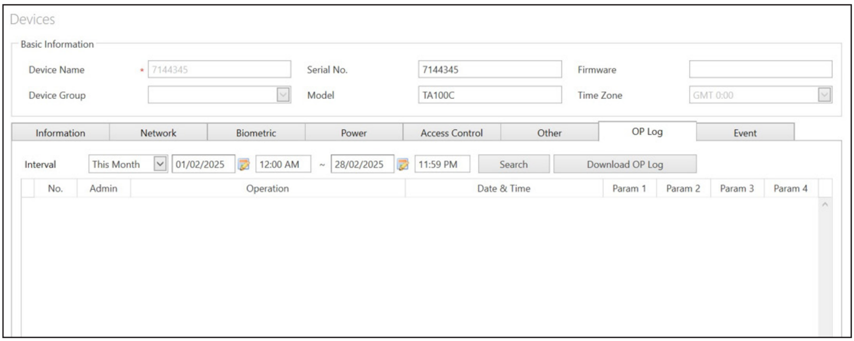
Upload Device Settings: To upload all new settings/parameters device to start to take effect.

Clear All Device Data: To clear the storage of devices back to the initial stage. You cannot retrieve any data after this.

Clear All Log: To delete the transaction logs stored in the device. Recommended to do this after you finish downloading logs from the device.
Clear Admin Privilege: To clear the admin lock-in device. Any users can access the Main Menu by pressing the Menu button. Only do this before you want to assign a new administrator to the device.

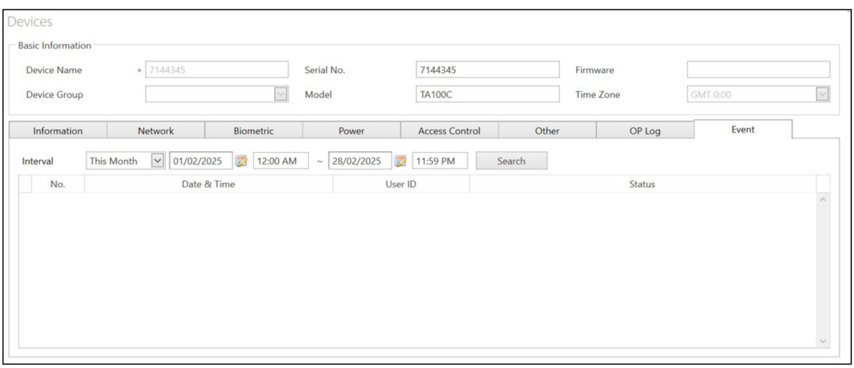
Operation logs

The device records every operation done by administrators into a log file. This is a hidden file that you cannot view on the device. You must download the operation logs into TCMS V3 to view them. Press the Download OP Log to download from the device. Insert the date range to narrow down your search.



Event

The device records abnormal activities (e.g.: door forced open, alarm trigger, fail verification, etc.) as events. These records are automatically downloaded into TCMS V3. You can narrow your search to view by date and time.



2.4 Disable and Delete Device

Disable and Delete the Device or remove the device from the list if it is no longer in use or wrongly added to TCMS V3. In case you want to suspend a device from TCMS V3 (to stop data transfer with the device), disable it from the list.

To delete a device

1. Click to select the device from the list.
2. Click Delete Device.
3. Click Yes to confirm deleting the device.

2.5 Batch Device Operation

The batch device Operation tab in TCMS V3 software allows you to perform actions on multiple devices simultaneously, rather than configuring or managing them one by one. This feature helps save time and streamline the management of devices by enabling bulk operations. Essentially, it allows administrators to carry out mass configurations or updates across several devices at once, improving efficiency when handling a large number of devices.

2.6 Search Device

Using the search function, administrators can efficiently locate and manage devices. It enables you to search for devices based on criteria such as Device ID, Device Name, Serial Number or Model.

Chapter 3

Management of Users

This chapter provides instructions on managing users by synchronizing them from devices into TCMS V3 and entering detailed user information for reporting purposes.

Synchronize all users from devices into TCMS V3 for streamlined management. You can input important user details as a reference and transfer user information across all devices to grant access accordingly. The transfer process requires either a TCP/IP or Middleware connection to each device. If these communication methods are unavailable, you can use a USB flash drive to transfer user data between TCMS V3 and the device. Additionally, you can import user information from your current system and transfer it into TCMS V3, eliminating the need to re-enter the information.

3.1 Add and Remove Department

Before synchronizing or creating users in TCMS V3, it is recommended to create a list of departments to help organize and streamline user data. Follow these steps to create and manage departments:

1. Click User on the left panel.
2. Click Add Department.
3. Name the department.
4. To remove a department, select the department and click Remove Department.

This structure will help keep user data organized by departments for easier management.

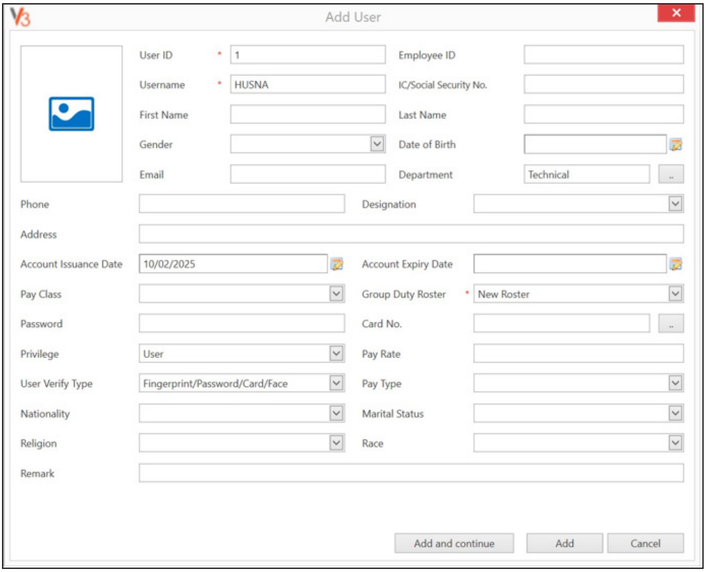
3.2 Add User

To Create Users Manually

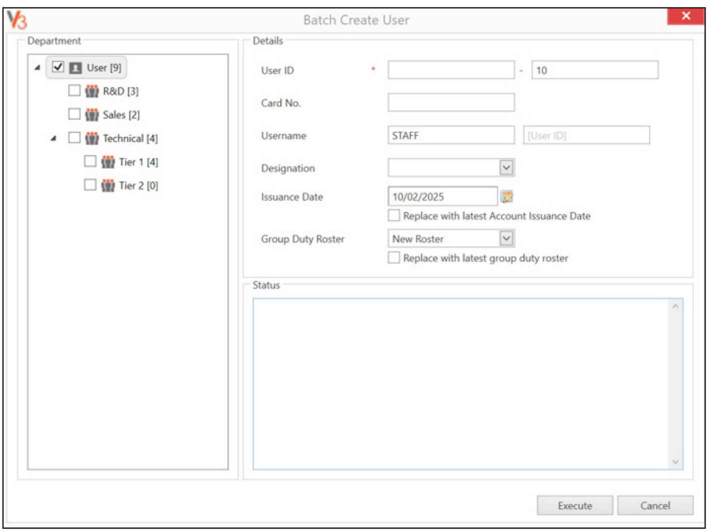
You can create users in batches by assigning a running user ID to each user. If you're assigning RFID cards to users with sequential card numbers, you can also create users in batches.

To Add Users Individually

1. Click New User.
2. Fill in the user's biodata.
3. Click Add to save the user and continue adding the next user.



To Add Users by Batch



1. Go to Batch Create User and define the start and end User ID range.

2. Provide the starting Card Number if users are using cards with sequential numbers.
3. Define a general Username to attach with the User ID, for example, Staff1234. You can modify the username later if needed.
4. Provide the Access Group if all users share the same role. Skip this step if users have different access groups.
5. Press Execute to begin generating the users.

Edit User Biodata

Assign users to the department via drag-and-drop. Fill in the biodata of each user to ease searching in future. You can also edit individual users manually or import the relevant information from your previous system into TCMS V3.

To edit users' information manually, you can see all users displayed in the right panel. Double-click the user ID to start editing his/her biodata accordingly.

1. Press Edit.
2. Double-click on the Photo column to insert his/her photo.
3. Fill in the details under the Basic Information to describe the user.
4. Click each tab to view or configure under the Basic Information section.

DETAILS

You can configure and manage user-specific information.

Username: Short name to be displayed to the user during verification. Maximum 9 characters.

Password: Assign password for users' verification at devices. Maximum 8-digits.

Privilege: To change the user's privilege on the devices.

Issuance date: To show the date the user is created in TCMS V3.

Suspended: Block users to gain access to the device.

Expiry date: Date to suspend users to display on the Attendance Sheet.

User Verify Type: Authentication method used to verify a user's identity when accessing the device.

Card: To display the card number assigned to the users.

Total FP VX 9: To display the total number of VX 9.0 fingerprint templates enrolled for the users.

Total FP VX 10: To display the total number of VX 10.0 fingerprint templates enrolled for the users.

Face Template: To indicate if a user is enrolled with a face template.

PERSONAL

These fields are used for reference and emergency purposes, helping administrators maintain accurate and up-to-date information for each user.

Nationality: The user's country of citizenship or nationality.

Religion: The user's religious affiliation.

Emergency Name: The name of the individual to contact in case of an emergency.

Emergency Relation: The relationship of the emergency contact to the user (e.g., spouse, parent, friend).

Marital Status: The user's marital status (e.g., single, married, divorced).

Race: The user's racial background or ethnicity.

Emergency Contact No: The phone number of the user's emergency contact for urgent situations.

FINGERPRINT

You can enroll new fingerprints for users by using the OFIS-Y / OFIS-Z scanner under FP VX 9.0/VX 10.0. Follow the steps below:

1. Install the OFIS Scanner driver accordingly and Plug the OFIS-Y/OFIS-Z scanner to the PC installed with TCMS V3
2. Click the User ID to enroll your fingerprint.
3. Open page FP VX 10 (if you are using an older device supporting VX 9.0 fingerprint, please open FP VX 9 before proceeding to the next step)
4. Press Edit.
5. Press Registration.

Follow the onscreen instructions to enroll fingerprint.

CARD

You can assign/update a new card number to the users as well as remove a card number from the user.

1. Click Edit.
2. Click Add/Update/Delete.
3. Sync settings to the terminal.

TIME ATTENDANCE

This tab displays the working calendar that this user is assigned to.

EVENT

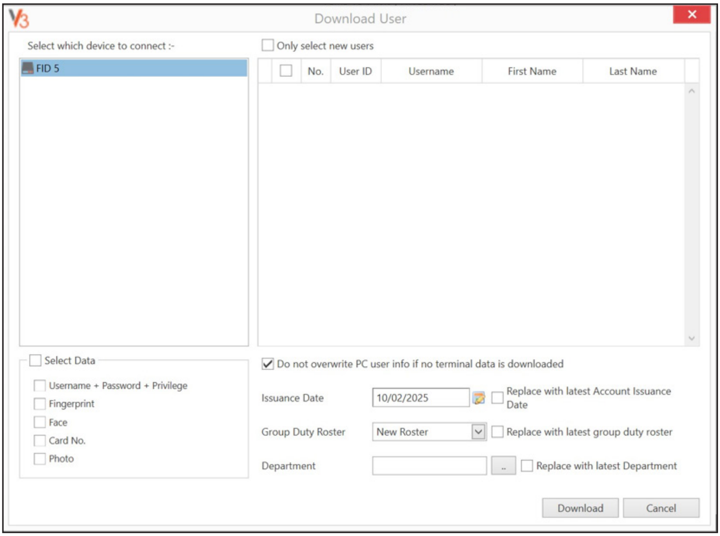
You can view his/her access records at this tab. Define the start and end date range to view the records.

OTHER

Allows you to view additional user-related details that may be required for reporting and record-keeping purposes. These fields are created under the Field Customization Management tab in System Settings.

To download users from devices

The easiest way to add users is to synchronize/download users from the devices. To do so, enrollment of users with face, fingerprint, card and password must first be done on the device. Then, run TCMS V3 to download the users and assign the user under the department accordingly.



1. Click Download Users at the Menu bar.

2. Double-click to select the device from the left panel.

3. Check the checkbox to select users' data to download.
    - Username+ Password+ Privilege (compulsory item. TCMS V3 ignores username and password if the user does not enroll any of them)
    - Fingerprint (only select if you want to download users' fingerprint templates)
    - Face (only select if you want to download users' face templates)
    - Card (only select if you want to download users' card ID)
    - Photo (only select if you want to download users' photos)

4. Check "Do not overwrite PC user info if no terminal data is downloaded" to avoid accidentally downloading data from a device without any data. TCMS V3 will delete all users' data in its list if the connected terminal is empty. Ignore this if you do not have any data stored in TCMS V3.

5. Select the users to download from the right panel then click Download to proceed

To import users' biodata from File *(Import from File)*

The import file can be in XLS, XLSX, TXT, or CSV format and should include the following data:

- User ID
- Username
- First Name
- Last Name
- Card Number
- Department
- Employee ID

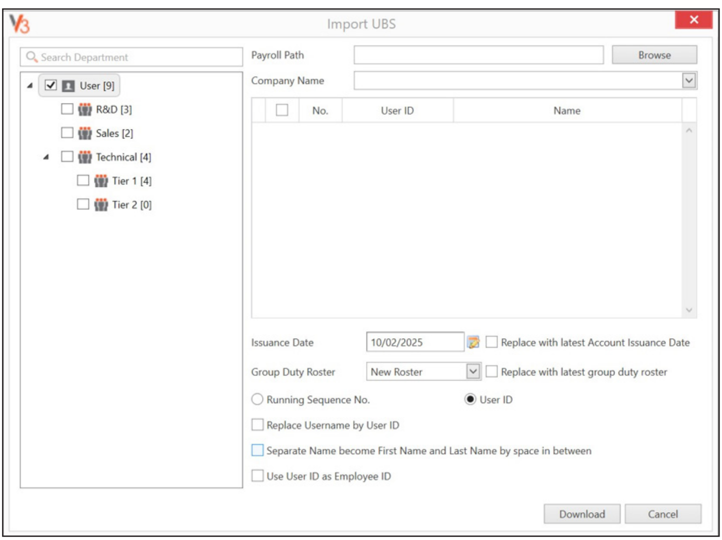
It is recommended to structure the data in the order listed above. However, TCMS V3 allows you to configure and match data from specific columns by following these steps:

1. Click Browse to locate and open the file.
2. Match the column data with the corresponding fields in TCMS V3.
3. Click Populate User to preview the data.
4. Click Read to start importing the users.

For a sample import file and detailed instructions, you can refer to this article:
https://support.timeteccloud.com/portal/en/kb/articles/export-and-import-user-to-excel-text-csv-file-for-tcmsv3-ingress-3-11-2022-3

To import users' biodata from Sage UBS Payroll *(for Malaysian market only)*

You can import users' biodata from Sage UBS Payroll.



To import users from Sage UBS Payroll into TCMS V3, follow these steps:

1. Click Import UBS.

2. Click Browse to locate the Sage UBS Payroll path.

3. Insert the company name.

4. Select the users to import.

5. Choose the User ID format:

   Running Sequence Number – select this if you want TCMS V3 to create a new user ID by running the number

   Numeric User ID – select this and the system only accepts numbers as user ID. In case the user is using alphanumeric for example AD3039 as user ID, enable this option and the system only captures 3039 as ID during the import process.

6. Check "Replace username by user ID" – select this and the system treats the user ID as a username during the export process.

7. Check "Separate Name become First Name and Last Name by space in between" – select this and the system justifies the employee's first name and last name by space in between employees' names.

8. Click Download to proceed with the import.

To import users' biodata from the Active directory

1. Click Import from AD.

2. This feature allows you to import user biodata from another system, eliminating the need to re-enter details manually. The imported data includes:
   - User ID
   - Username
   - First Name
   - Last Name
   - Card Number
   - Department
   - Employee ID

It is recommended to prepare the data according to the arrangement mentioned above. However, you can configure TCMS V3 to read the data from specific columns to match the data via the following steps:

1. Fill in the domain name or domain address. You need to hire an IT Expert or MIS to configure the AD to avoid complications.
2. Click Connect to find the file and wait for the connection status.
3. If connected, proceed to check the Active Directory user list.
4. Click Populate User to see the data.
5. Click Download to start to import.

NOTE: *You need to install the TCMS V3 Server on the same PC as the Active Directory Server for TCMS V3 to be able to fetch the user data from the Active Directory.*

3.3 Remove User

When users no longer work in the environment or transfer to another department/section, you must delete his/her information from TCMS V3 and devices. This is to ensure the user no longer has access to selected doors.

Remove Current User

This is to remove users when the users no longer work with the company. This process can remove the users' information from TCMS V3 and all devices

1. Click Remove Current Users.
2. Select the devices from the left panel to remove the users (recommended to select all).
3. Select all data to delete (fingerprint, face, card, user verify type, all user info).
4. Select the user ID(s) to delete.
5. Click Remove to proceed.

NOTE: *Please tick "Remove both local and device user data" if you want to delete the users' data from both TCMS V3 software and the device.*

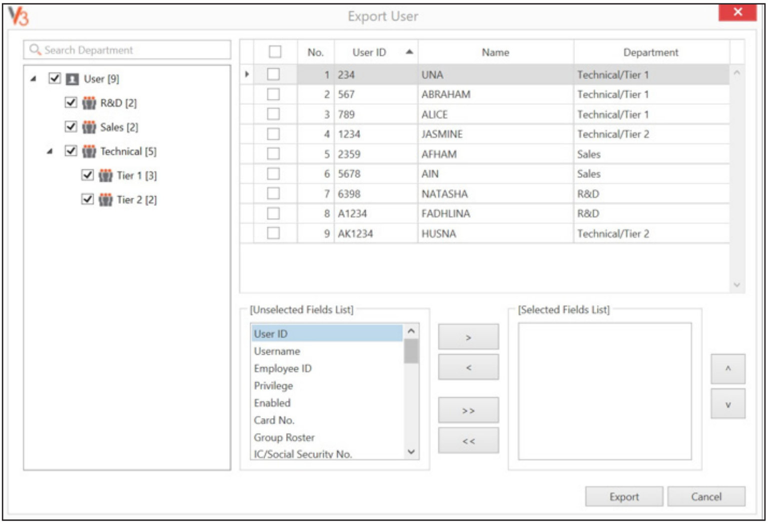
Remove User from Device

This is to remove the users from selected devices. The users' information will still be kept in TCMS V3 and can be uploaded to devices again in the future.

1. Click Remove Device Users.
2. Select/Double click the device (from the left panel) to connect so you can seek the user's ID to delete.
3. Select the user ID to delete.
4. Select the device (from the right panel) to connect so you can delete the users from these devices.
5. Click Remove to proceed.

3.4 Export User

Export current users from TCMS V3 into XLS, TXT and CSV file format. You can export the users' biodata into another digital format (TXT, XLS, XLSX or CSV) for 3rd party systems usage.



1. Click Export User.

2. Select users by department or individual users.

3. Select the type of biodata to export.

4. Double-click the field data or press the right arrow to include it in the export process.

5. Click Export to proceed.

6. Name the output file.

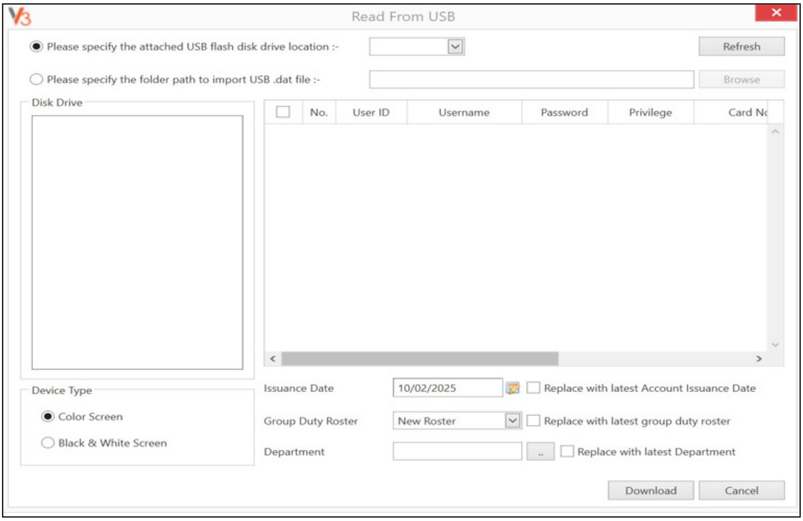
7. Select the types of output.

For detailed instructions to export the user, you can refer to this article:
https://support.timeteccloud.com/portal/en/kb/articles/export-and-import-user-to-excel-text-csv-file-for-tcmsv3-ingress-3-11-2022-3

3.5 USB Management

To download users via USB flash disk

You can use a USB flash disk to download users from all terminals. You can refer to your device's user manual for guidance to upload/download data using USB.



1. Click Read User From USB.

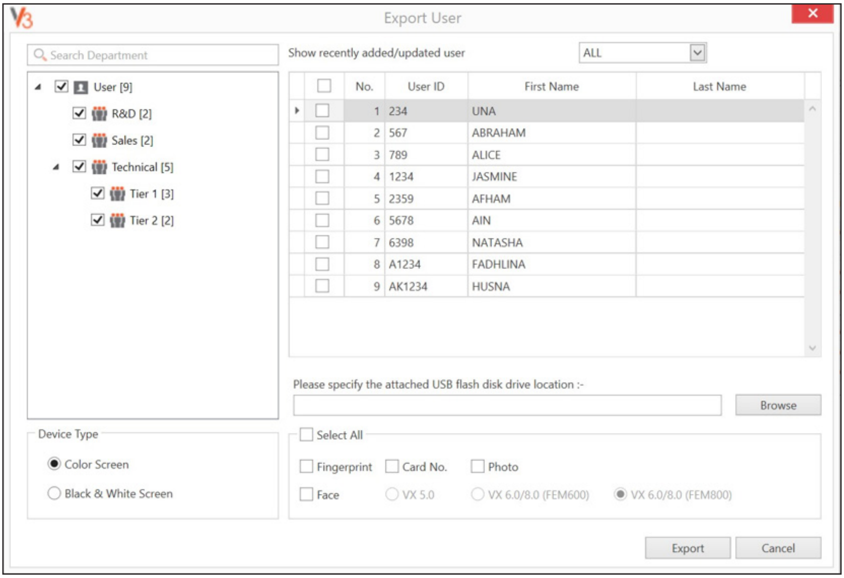
2. Click to select the USB drive containing the USB flash disk and choose the Device Type

3. Double-click on the USB File on the left panel.

4. Select users by checking the user ID.

5. Click Download to copy users' data into TCMS V3.

To Upload users via USB flash disk



1. Click Export User to USB.

2. Select users by department or individual users.

3. Click to select the USB drive containing the USB flash disk and choose the Device Type too

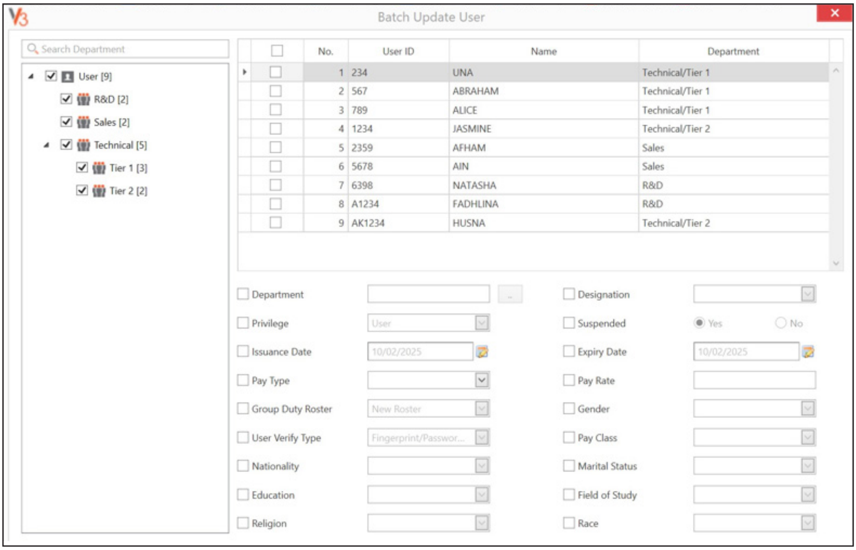
4. Select types of user information to upload. Fingerprint- users' fingerprint Face – users' face templates VX 5.0 - users' face template enrolled by algorithm Vx5.0 (old face templates) VX 6.0/8.0 (FEM600) - users' face template enrolled by algorithm Vx6.0/8.0 (face template for FEM 600) VX 6.0/8.0 (FEM 800) - users' face template enrolled by algorithm Vx6.0/8.0 (face template for FEM 800) Card – users' card number

5. Select the types of devices to upload the data to.

6. Click Export.

To download or upload users via a USB flash disk, you can also refer to this link for further explanation:
https://support.timeteccloud.com/portal/en/kb/articles/tcms-v3-using-usb-flash-disk-for-data-transfer

3.6 Batch Update User



1. Click Batch User Update.
2. Select users by department or individual users.
3. Define the department for the batch update.
4. Set the Issue date and Expiry date for the users. The issue date will be reflected on the attendance sheet, and transactions for the user will not appear after the expiry date. Be extra careful when setting the issue and expiry dates.
5. Tick Suspended if you want to block the user's access to the device.
6. Provide the User Verify Tupe and Duty Roster if all users share the same post. Leave this blank if they have different access groups or duty rosters.
7. You can configure other available fields shown in the Batch Update User section too.
8. Click Save to proceed.

3.7 OFIS TA

Installation of OFIS Scanner Driver

1. Download and Install Drivers - The driver you install depends on whether you are using OFIS-Y or OFIS-Z.

   Note: *Please right-click the installer and select Run as Administrator. Ensure that you do not plug in the OFIS scanner during the driver installation process.*

2. Restart the PC after successfully installing the driver
3. Plug in the OFIS Scanner

Fingerprint Template Registration in TCMS V3

After the OFIS scanner is successfully activated, you can register a user's fingerprint template in TCMS V3. To register fingerprint:

1. Go to the Users Module and OFIS TA then select Registration.
2. Select the User ID for which you want to register the fingerprint.
3. Choose the Fingerprint Algorithm (VX9 or VX10) and the finger to be registered.
4. Click Ok to Save to store the fingerprint template.

Using the OFIS Scanner as a Time Attendance Device (OFIS TA) for Clocking Verification

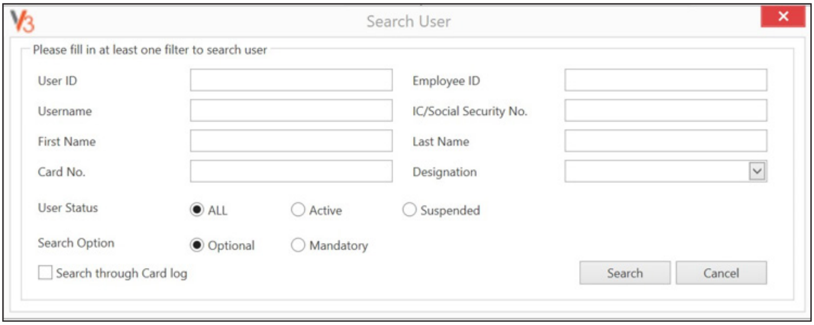
If you wish to use the OFIS scanner as a Time Attendance Device (OFIS TA) for user clocking verification, you must first add and activate the scanner as a device in the Device Module. Once the OFIS scanner is added and activated as OFIS TA, it will function for user verification. The verification process will record the user's clocking data.

1. Go to the Monitoring Module.
2. Click on OFIS TA.
3. Upon successful fingerprint verification, a single "Beep" sound will be heard.
4. If the verification fails, you will hear a double "Beep" sound, indicating failure.

The clocking data for the user will then be recorded and saved in the data audit list as user clocking data.

To learn more about activating the OFIS TA scanner for fingerprint registration and verification via PC in TCMS V3, you can refer to this link:
https://support.timeteccloud.com/portal/en/kb/articles/learn-to-activate-ofis-ta-scanner-in-ingress-and-tcms-v3-for-fingerprint-registration-via-pc

3.8 Search User



You can search TCMS V3's database to look for a user by keywords via the following steps:

1. Click Search User.
2. Insert keywords into the relevant column.
3. Click Search to proceed.

3.9 User Scheduler

In TCMS V3, the User Scheduler is a feature used to schedule tasks for user management, such as removing or uploading users to the device at specified times.

1. Go to the User Scheduler module in TCMS V3.
2. Select the Add Schedule option.
3. Define the schedule settings whether to remove / upload user. Then, please set the date and time for when the action should occur.
4. Configure the details
5. Save the schedule, and the system will perform the task automatically at the specified time.

3.10 User Information

The User Information Tab provides an overview of user-related data and displays various metrics in chart form.

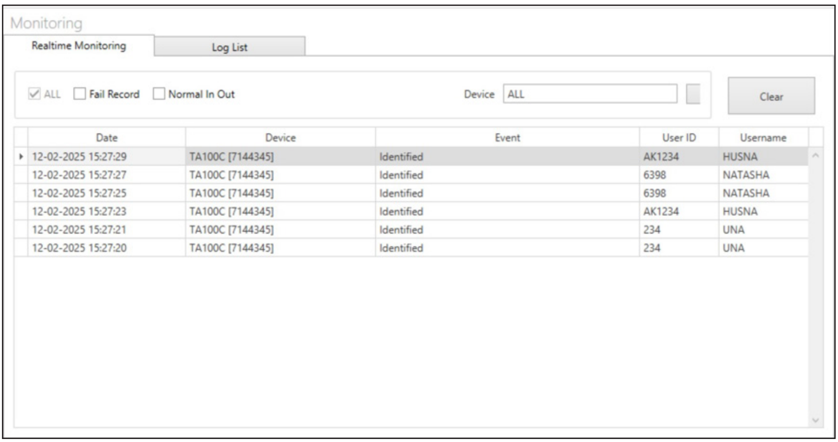
Chapter 4

Monitoring

This chapter guides you to monitor attendance events using TCMS V3 using two methods:

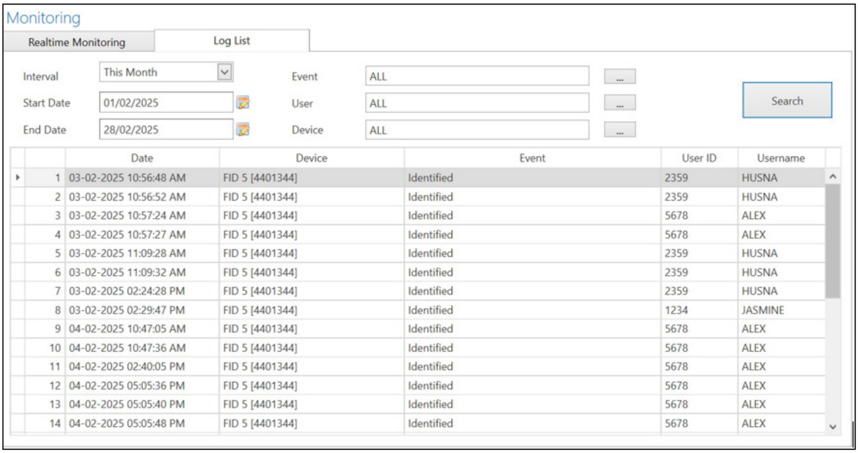
4.1 Real-time monitoring

The Real-time Monitoring page displays all records from all devices. You can see every record line-by-line.



4.2 Log List

To search for previous IN-OUT records or alarm records in TCMS V3, you can check under the Log List tab.



	Date	Device	Event	User ID	Username
1	03-02-2025 10:56:48 AM	FID 5 [4401344]	Identified	2359	HUSNA
2	03-02-2025 10:56:52 AM	FID 5 [4401344]	Identified	2359	HUSNA
3	03-02-2025 10:57:24 AM	FID 5 [4401344]	Identified	5678	ALEX
4	03-02-2025 10:57:27 AM	FID 5 [4401344]	Identified	5678	ALEX
5	03-02-2025 11:09:28 AM	FID 5 [4401344]	Identified	2359	HUSNA
6	03-02-2025 11:09:32 AM	FID 5 [4401344]	Identified	2359	HUSNA
7	03-02-2025 02:24:28 PM	FID 5 [4401344]	Identified	2359	HUSNA
8	03-02-2025 02:29:47 PM	FID 5 [4401344]	Identified	1234	JASMINE
9	04-02-2025 10:47:05 AM	FID 5 [4401344]	Identified	5678	ALEX
10	04-02-2025 10:47:36 AM	FID 5 [4401344]	Identified	5678	ALEX
11	04-02-2025 02:40:05 PM	FID 5 [4401344]	Identified	5678	ALEX
12	04-02-2025 05:05:36 PM	FID 5 [4401344]	Identified	5678	ALEX
13	04-02-2025 05:05:40 PM	FID 5 [4401344]	Identified	5678	ALEX
14	04-02-2025 05:05:48 PM	FID 5 [4401344]	Identified	5678	ALEX

Chapter 5

Scheduling & Attendance

This chapter guides you on setting up clocking schedules for recording and monitoring attendance and generating an attendance sheet.

TCMS V3 is loaded with comprehensive time and attendance features applicable to different industries. To utilize TCMS V3's time attendance features efficiently, you need to set up the clocking schedules, which consist of the weekly working timetables, calculation rules for work time and OT. The process is simple, users report attendance at any device, TCMS V3 downloads records from devices and it processes attendance according to the clocking schedules being set. The maximum number of clocking schedules allowed in TCMS V3 is 999.

3 IMPORTANT SCHEDULE TYPES READILY AVAILABLE TO BE USED IN TCMS V3

WEEKLY - A working schedule that rotates weekly. This schedule is the most used working schedule worldwide where working days fall on weekdays and off days fall on weekends.

DAILY - A working schedule that rotates daily. This schedule is suitable for multiple shifts, overnight shifts, open shifts and rotational shifts, where the work schedules change daily.

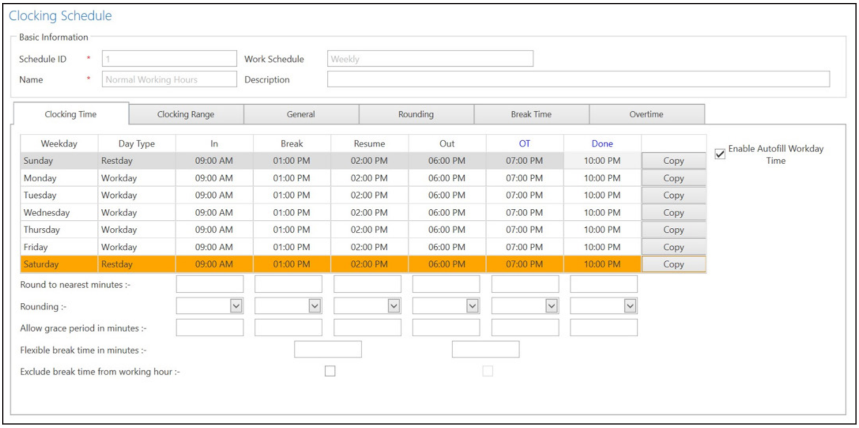
FLEXI - Working schedule that does not include any late-ins, early-outs or overtime.

This schedule is suitable for groups of workers having flexible working hours. The next important configuration is the group duty roster, also known as the annual working calendar. For a group of users that follow the same working rules, they can be grouped into one single group. Alternatively, you can customize independent calendars to match specific users under User Duty Planner. Each group of duty roster follows one clocking schedule only and TCMS V3 offers a total of 999 group duty rosters to configure.

Configure various types of leave in TCMS V3. The leaves will be recorded on the Attendance Sheet and a remark column is available for administrators to flag irregular records. A user can also notify the management of any irregularity in attendance using work codes. During verification of attendance at any device, users can insert work codes as an explanation for his/her irregular attendance records.

5.1 Configuring Weekly Schedule

Clocking Time Rules



Clocking refers to an activity of someone clocking in or clocking out from a time clock terminal. TCMS V3 offers 6 attendance clocking columns in 3 pairs.

1. Click the Clocking Schedule under the left panel.
2. Click Add Clocking Schedule.
3. Insert ID to represent the schedule (range from 1 to 999).
4. Name the schedule, e.g.: Normal hours from 9 am to 6 pm.
5. Select Weekly under Work Schedule.
6. Fill in the description to remark on the schedule, e.g.: Applicable to all executive levels.
7. Click OK.
8. Define the clocking time and other related settings in this tab

In-Out	*This pair is very important as it displays the first record of a user in the IN column and the last record in the Out column.*
Break-Resume	*This column records the start of the first break time in the Break column and the end time of the first break in the Resume column. This column is not compulsory; leave it if you don't wish to view the break-resume records.*
OT-Done	*This column records the start time for overtime in the OT column and the end time of overtime in the Done column. This column is also not compulsory. Leave these columns if your company does not require users to start and end OT at specific times. Leave these column blanks and TCMS V3 will automatically calculate overtime if an employee logged out after the standard Out time. In case your company takes 2 breaks a day, you can treat Out time as the start of the second break and OT time as the end time of the second break. This way, overtime will only be calculated if an employee logs out after the standard Done time.*

The clocking pairs in TCMS V3 offer flexibility for companies to customize their attendance and break policies. Here's a breakdown of the features available:

ROUNDING & ROUND TO THE NEAREST MINUTES

You can set the "Round to the Nearest Minutes" according to your company's policy. The rounding method can be adjusted to match the company's policies for attendance precision.

Round up: If you choose to round up 15 minutes, when an employee clocks in at 9:06 am, his IN time will be recorded as 9:15 am

Round down: If you choose to round down 15 minutes, when an employee clocks in at 9:06 am, his IN time will be recorded as 9:00 am.

Round midpoint: If you choose to take a midpoint of 15 minutes, when an employee clocks in at 9:06 am, his IN time will be recorded as 9:07 am

ALLOW GRACE PERIOD IN MINUTES

This also depends on your company's policy, whether it allows attendance late in or early out. You can set the duration of the grace period in minutes in the given columns under each slot if you want to define the grace period or you can leave them blank if the company does not allow any grace period.

FLEXIBLE BREAK TIME (FLEXIBLE BREAK)

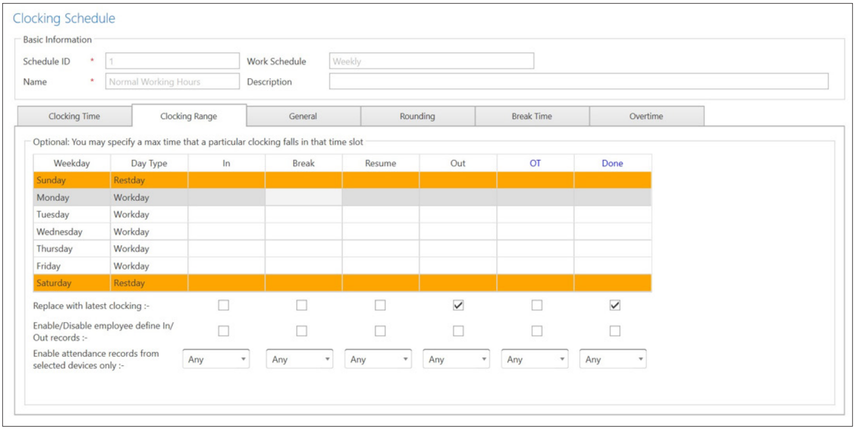
This feature allows a company to set a certain duration for breaks, for example from 12:30 pm to 2:30 pm. During this break time, employees are free to take their break hours, but they must be mindful of the preset limit. If the company sets the break duration to 1 hour only, an employee who takes a break at 1:00 pm must be back at the office by 2:00 pm and those who take a break at 12:45 pm, their break ends at 1:45 pm. If an employee exceeds the given time, TCMS V3 will leave a remark on the attendance data. Disregard this feature if it does not apply to your company.

EXCLUDE BREAK TIME FROM WORKING HOUR

You can check this box to see if your company deducts break time from the total work time. This ensures that the break time is not counted as part of the employees' working hours. If it's not applicable, you can leave it unchecked.

Clocking Range Rules

The range is to determine the maximum time that one slot could record before it is considered as the time for the corresponding slot. For example, if a value for IN is 12:00 and when a staff clocks in at 12:01, the time will be recorded in the Break column instead of in the IN column. When you set the range for OUT at 6:00, any time that falls after 6:00 will be recorded on the next column which is the OT column. You need to set the time for the clocking range of the clocking columns.



REPLACE WITH THE LATEST CLOCKING

When you click this checker, TCMS V3 will replace the current clocking data with the latest clocking data after the download process is done.

__ RECOMMENDATION:__ Select this checker for OUT and DONE columns only as the software will always check the latest OUT time of users and publish it on the Attendance Sheet. If you tick Replace with the latest clocking checkbox in the IN column, the Attendance Sheet will display the latest transaction data every time the employee comes in and out of the door.*

ENABLE / DISABLE EMPLOYEE DEFINE IN/OUT RECORDS

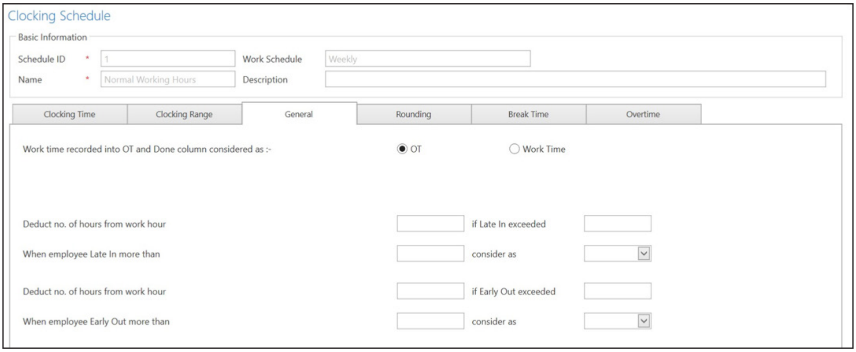
Click Yes if you want the user to press the relevant key button to define status during attendance reporting at the FingerTec devices/terminals. Leaving this checker unchecked will prompt the system to accept the clocking times of the user and slot them into the appropriate clocking slots accordingly.

ENABLE ATTENDANCE RECORDS FROM SELECTED DEVICE ONLY

You can retrieve the specific attendance record from a specific device. Please select the preferred terminal that you want to record the attendance in the system.

1. Click Clocking Range.
2. Click Edit.
3. Configure time into the Range columns.
4. Check the box Replace with the latest clocking for Out and Done columns.
5. Select the specific terminal that you want to capture the attendance record.

General Rules



WORK TIME RECORDED INTO OT AND DONE COLUMN CONSIDERED AS
This option is to determine whether you want to consider the times that are recorded in the OT and DONE column to be considered as overtime or as normal working time. Click the appropriate button. If you click as OT, the time will be calculated in the overall time of the staff that is using this clocking schedule. If you click Normal work time, the OT will not be calculated even though the staff works passed that time.

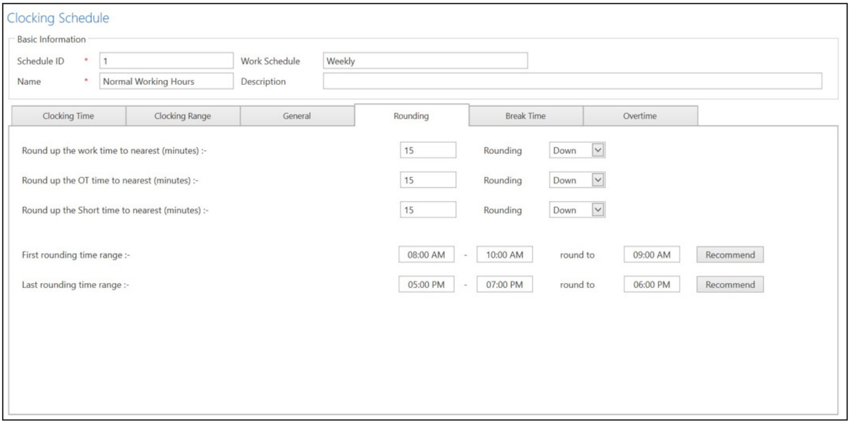
DEDUCT NUMBER OF HOURS FROM WORK HOUR IF LATE IN EXCEEDED
This feature allows the company to automatically deduct the number of hours an employee is late if their clock-in time exceeds a predefined grace period or threshold. This ensures that employees who do not arrive on time are penalized according to the company's attendance policy.

WHEN EMPLOYEE LATE IN MORE THAN SPECIFIC HOUR CONSIDERED AS LEAVE
In TCMS V3, you can configure the system to automatically consider an employee as being on leave or absent if they are late beyond a specified duration. This is particularly useful for companies with strict attendance policies where excessive lateness is treated similarly to an absence.

DEDUCT NUMBER OF HOURS FROM WORK HOUR IF EARLY OUT EXCEEDED
This feature enables the company to automatically deduct the number of hours if an employee leaves earlier than their scheduled clock-out time, beyond a predefined grace period or threshold. It ensures that employees who depart early are penalized following the company's attendance policy.

WHEN EMPLOYEE EARLY OUT MORE THAN SPECIFIC HOUR CONSIDERED AS LEAVE
In TCMS V3, you can configure the system to automatically mark an employee as on leave or absent if they leave earlier than the scheduled clock-out time by a specified duration. This feature is especially useful for companies with strict attendance policies, where leaving early beyond the allowed time is treated the same as being absent.

Rounding Rules



Rounding is to determine the “rounding of minutes” rules allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet. Learn about it in the table below:

ROUND UP WORK TIME TO THE NEAREST (MINUTES)

Round Up	*Work hours are rounded up to the nearest minute and are set to 15, hence all minutes will be rounded up as per below:* *1-15 minutes = 15* *16-30 minutes = 30* *31-45 minutes = 45* *46-59 minutes = 1 hour*
Round Down	*Work hours are rounded down to the nearest minute and are set to 15, all minutes will be rounded down as per below:* *1-15 minutes = 0* *16-30 minutes = 15* *31-45 minutes = 30* *46-59 minutes = 45*
Round Midpoint	*Once you insert a value here, the software will calculate the value’s midpoint. For example, if you set the value at 15 min, the midpoint would be at 7 min. The clocking schedule IN time is 9.00 am and the midpoint is 7 min. If the user verifies in less than 7 minutes after the IN time, for example, 9.07 am, the software will round down the transaction data to be displayed as 9.00 am. If the user verifies more than 7 minutes after the IN time, the software will round up the transaction data to be displayed as 9.15 am.*

ROUND UP THE OT TIME TO THE NEAREST (MINUTES)

Round Up	*OT is rounded up to the nearest minute and is set to 15, all minutes will be rounded up as per below:* *1-15 minutes = 15* *16-30 minutes = 30* *31-45 minutes = 45* *46-59 minutes = 1 hour*
Round Down	*OT is rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below:* *1-15 minutes = 0* *16-30 minutes = 15* *31-45 minutes = 30* *46-59 minutes = 45*
Round Midpoint	*Once you insert a value here, the software will calculate the value's midpoint. For example, if you set the value at 30 min, the midpoint would be 15 min. The clocking schedule's OT time is 6.00 pm and the midpoint is 15 min. If the user verifies in less than 15 minutes after the OT time, for example, 6.15 pm, the software will round down the transaction data to be displayed as 6.00 pm. If the user verifies more than 15 minutes after the IN time, the software will round up the transaction data to be displayed at 6.30 pm.*

ROUND UP THE SHORT TIME TO THE NEAREST (MINUTES)

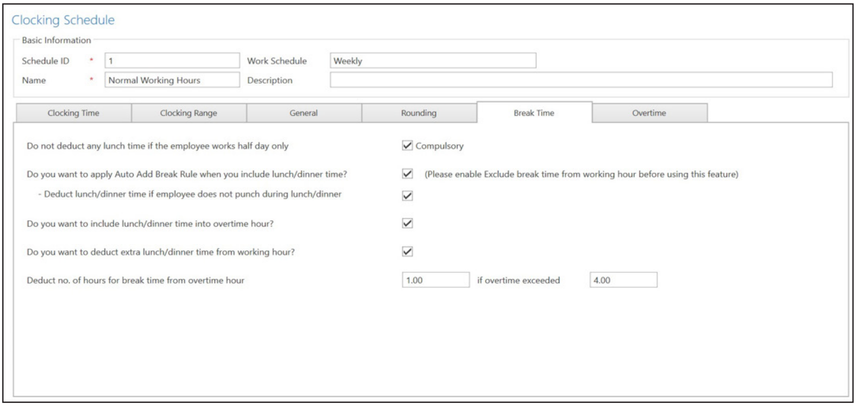
Round Up	*Short is rounded up to the nearest minute and is set to 15, all minutes will be rounded up as per below:* *1-15 minutes = 15* *16-30 minutes = 30* *31-45 minutes = 45* *46-59 minutes = 1 hour*
Round Down	*Short is rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below:* *1-15 minutes = 0* *16-30 minutes = 15* *31-45 minutes = 30* *46-59 minutes = 45*
Round Midpoint	*Once you insert a value here, the software will calculate the value's midpoint. For example, if you set the value at 30 min, the midpoint would be 15 min.*

FIRST ROUNDING TIME RANGE

This function is entitled to the In time only. You can round the In time into your preferred time. For example: any transaction between 9:01 am to 9:15 am will be rounded as 9:00 am.

LAST ROUNDING TIME RANGE
This function is entitled to the Out time only. You can round the Out time into your preferred time. For example: any transaction between 5:01 pm to 5:15 pm will be rounded to 5:00 pm.

Break Time Rules

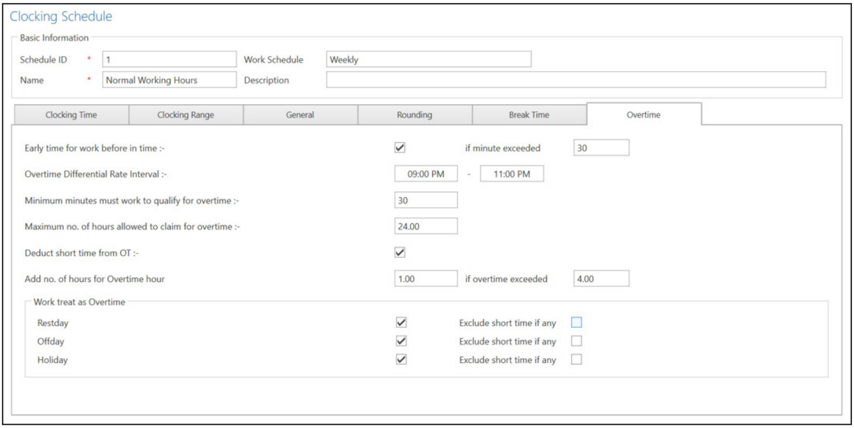


The break is to determine the rules for break time allowed in the clocking schedule and the rules determine the presentation of time in the attendance sheet. Learn the break rules from the table below:

Do not deduct any lunchtime if an employee works half day only	*If this is the rule of your company, please click on the checker. Leave it if it does not apply to your company*
Do you want to Apply the Auto Add Break Rule when you include lunch/dinner break?	*Tick the checker if you want to apply the rule. It means that the remaining lunch/dinner time will be added to the work time. This is to add the work time for the users who work during their lunch/dinner break*
Do you want to include lunch/dinner time in overtime hours?	*Tick the checker if you want to include the unfinished break time into overtime hours. This is to add overtime for the employee who works during their lunch/dinner break*
Do you want to deduct extra lunch/dinner time from working hours?	*Tick the checker if you want to limit the break time to only the time permitted by the company; any extra minutes taken will be deducted from the total working hours.*
Deduct no. of hours for break time from overtime hour	*If you want to deduct the break time from overtime, define the number of hours that should be deducted if the overtime hour taken exceeds a certain value.*

Note: *Specify the rules based on your company's policy. Leave them blank if it does not apply to your environment.*

Overtime Rules



Overtime is to determine the rules for overtime in the weekly clocking schedule.

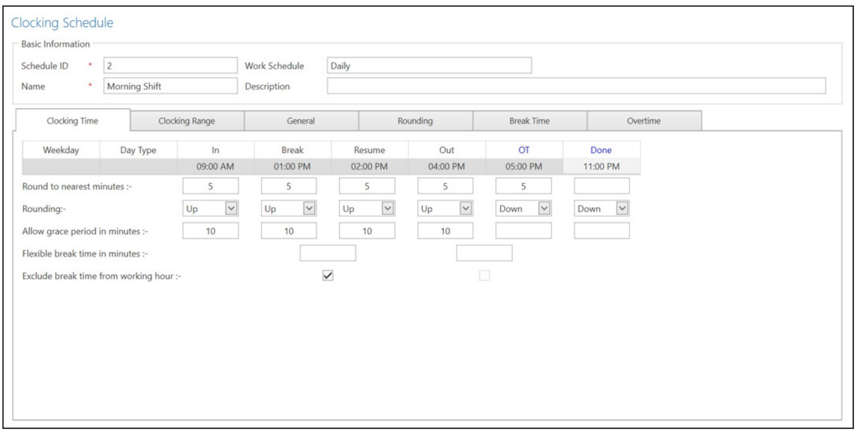
Count early clock-ins as overtime if they exceed a specified time	*Sometimes employees come early for overtime, for example, work starts at 8 am and they arrive at 7 am. If they logged in at 7 am, would you like to count the extra one hour as overtime? Tick on this if it is relevant to your company.*
Overtime Differential Rate Interval	*There are some overtime sessions required by a company on an as-and-when basis. Define the IN and OUT time for these specific overtime sessions. Sometimes a staff would work only for a few minutes and consider it as an OT; define the minimum minutes required by the company for a staff to work for him/her to qualify for an OT claim.*
Minimum minutes must be worked to qualify for overtime	*Put a limit on the hours a staff could claim for overtime and the default maximum is 24 hours.*
Maximum number of hours allowed to claim for overtime	*There are cases where an employee has a short time in his/her total work hours, and he/she is taking overtime. If the company wants to replace the short time on his/her total work hour from the OT taken, tick the checker. The overtime rules set in the schedule will be applied to any group that is under this schedule. All rules and calculations will be reflected in the attendance sheet of the staff involved in this clocking schedule.*
Deduct short hours from OT	*In certain cases, companies may reward employees for their extra work hours if their overtime exceeds a specified duration.*
Add a number of hours for Overtime hours if overtime exceeded	*The rewarded hours will be added to the total overtime calculation, reflecting the additional compensation in payroll processing.*
Work Treat as Overtime	*To allow working on Rest Day/Off day/Holidays to be captured as Overtime hours from clock-in until clock-out. You can tick exclude short time if any option as well too to remove short hour if user clock-out earlier than the scheduled time.*

5.2 Configuring Daily Schedule

The Daily Clocking Schedule is only available when you add a new schedule and select “Daily” from the Work Schedule type. A daily clocking schedule is applicable on a daily basis schedule. This is suitable for multiple shifts, overnight shifts, open shifts, rotational shifts, etc., where the work schedule changes every day.

1. Click the Clocking Schedule under the left panel.
2. Click Add Clocking Schedule.
3. Insert ID to represent the schedule (range from 1 to 999)
4. Name the schedule, e.g.: Normal hours 9 am to 6 pm.
5. Select Daily under Work Schedule.
6. Fill in the description to remark on the schedule, e.g.: apply to all factory workers.
7. Click OK.

Clocking Time Rules



Clocking refers to the time someone clocks in and clocks out from time clock terminals. TCMS V3 offers 6 attendance columns in 3 pairs. There are 6 clocking columns to be defined in the Daily Clocking Schedule. When you define the clocking time(s) in the clocking slots, TCMS V3 will accept the time and place it into the appropriate clocking columns. For example, if you put 9:00 am as the IN time, whoever clocks in at 9:00 am, the clocking time will be in the IN column.

Define standard time for reporting:

In-Out	*This pair is very important as it displays the first record of a user in the IN column and the last record in the Out column.*
Break-Resume	*This column records the start of the first break time in the Break column and the end time of the first break in the Resume column. This column is not compulsory; leave it if you don't wish to view the break-resume records.*
OT-Done	*This column records the start time for overtime in the OT column and the end time of overtime in the Done column. This column is also not compulsory. Leave these columns if your company does not require users to start and end OT at specific times. Leave these column blanks and TCMS V3 will automatically calculate overtime if an employee logged out after the standard Out time. In case your company takes 2 breaks a day, you can treat Out time as the start of the second break and OT time as the end time of the second break. This way, overtime will only be calculated if an employee logs out after the standard Done time.*

ROUNDING & ROUND TO THE NEAREST MINUTES

You can set the "Round to the Nearest Minutes" according to your company's policy. The rounding method can be adjusted to match the company's policies for attendance precision.

Round up: If you choose to round up 15 minutes, when an employee clocks in at 9:06 am, his IN time will be recorded as 9:15 am

Round down: If you choose to round down 15 minutes, when an employee clocks in at 9:06 am, his IN time will be recorded as 9:00 am.

Round mid-point: If you choose to take a midpoint of 15 minutes, when an employee clocks in at 9:06 am, his IN time will be recorded as 9:07 am

ALLOW GRACE PERIOD IN MINUTES

This also depends on your company's policy, whether it allows attendance late in or early out. You can set the duration of the grace period in minutes in the given columns under each slot if you want to define the grace period or you can leave them blank if the company does not allow any grace period.

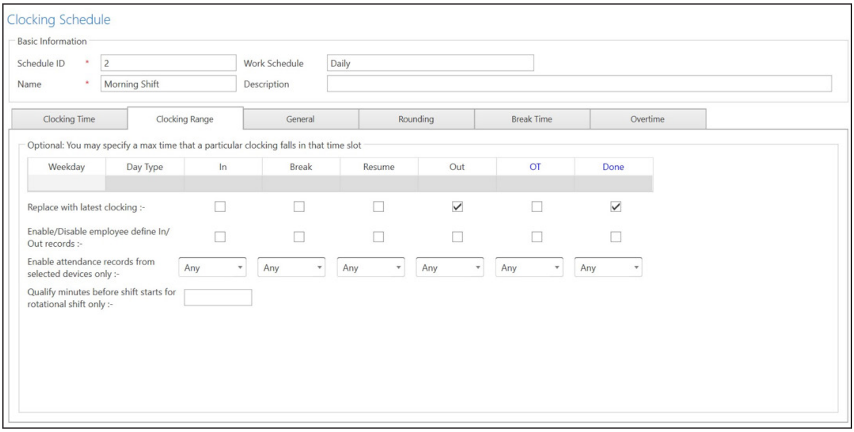
FLEXIBLE BREAK TIME (FLEXIBLE BREAK)

This feature allows a company to set a certain duration for breaks, for example from 12:30 pm to 2:30 pm. During this break time, employees are free to take their break hours, but they must be mindful of the preset limit. If the company sets the break duration to 1 hour only, an employee who takes a break at 1:00 pm must be back at the office by 2:00 pm and those who take a break at 12:45 pm, their break ends at 1:45 pm. If an employee exceeds the given time, TCMS V3 will leave a remark on the attendance data. Disregard this feature if it does not apply to your company.

EXCLUDE BREAK TIME FROM WORKING HOUR

You can check this box if your company deducts break time from the total work time. This ensures that the break time is not counted as part of the employees' working hours. If it's not applicable, you can leave it unchecked.

Clocking Range Rules



Specify the time to be considered as a certain clocking time before it is recorded as the corresponding clocking time. For example, if you specify the clocking range for IN as 12:00 pm, any clocking activities that fall before 12:00 pm will be recorded as IN and the clocking after 12:00 pm will be recorded as Break.

REPLACE WITH THE LATEST CLOCKING

Clicking on this checker will configure the system to record only the most recent clocking transaction within a clocking range. For example, if your official OUT time is at 6:00 p.m. and you leave at 6:05 p.m., come in again at 6:10 p.m. and check out again at 6:15 p.m., as long as the time falls under the clocking range of that time slot, the software will take the most recent clocking time recorded in your attendance record which is 6:15 p.m. However, it is NOT recommended to click on the checker on the first four columns of IN, BREAK, RESUME, and OT.

NOTE: *It is recommended that you apply this rule for OUT and DONE only because these two clocking columns should be recording your latest time for the clocking activities.*

ENABLE / DISABLE EMPLOYEE DEFINE IN/OUT RECORDS

Click Yes if you want the user to press the relevant key button to define status during attendance reporting at the device/ FingerTec terminals. Leaving this checker unchecked will prompt the system to accept the clocking times of the user and slot them into the appropriate clocking slots accordingly.

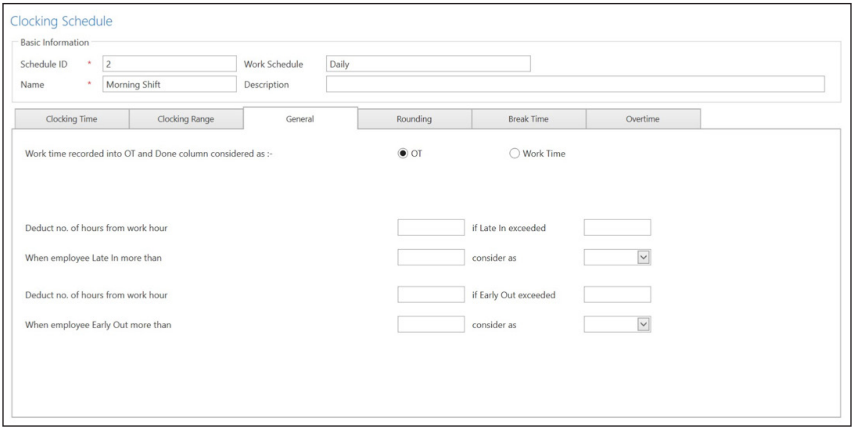
ENABLE ATTENDANCE RECORDS FROM SELECTED DEVICE ONLY

You can retrieve the specific attendance record from a specific device. Please select the preferred terminal that you want to record the attendance in the system.

QUALIFY MINUTES BEFORE SHIFT STARTS FOR ROTATIONAL SHIFT ONLY

Daily clocking schedule could be used as schedules for rotational shifts. You can specify the qualified minutes before the shift starts. The rotational shift means a work schedule with hours that change at prescribed intervals. For example, a person may work for four days from 8:00 am to 4:00 p.m., continued with four days from 4:00 pm to midnight, and followed by four days from midnight to 8:00 am. The cycle is then repeated.

General Rules



WORK TIME RECORDED INTO OT AND DONE COLUMN CONSIDERED AS

This option is to determine whether you want to consider the times that are recorded in the OT and DONE column to be considered as overtime or as normal working time. Click the appropriate button. If you click as OT, the time will be calculated in the overall time of the staff that is using this clocking schedule. If you click Normal work time, the OT will not be calculated even though the staff works passed that time.

DEDUCT NUMBER OF HOURS FROM WORK HOUR IF LATE IN EXCEEDED

This feature allows the company to automatically deduct the number of hours an employee is late if their clock-in time exceeds a predefined grace period or threshold. This ensures that employees who do not arrive on time are penalized according to the company’s attendance policy.

WHEN EMPLOYEE LATE IN MORE THAN SPECIFIC HOUR CONSIDERED AS LEAVE

In TCMS V3, you can configure the system to automatically consider an employee as being on leave or absent if they are late beyond a specified duration. This is particularly useful for companies with strict attendance policies where excessive lateness is treated similarly to an absence.

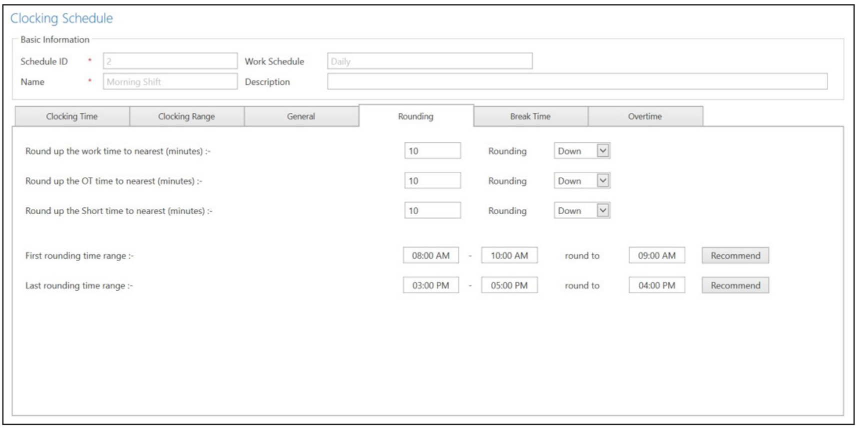
DEDUCT NUMBER OF HOURS FROM WORK HOUR IF EARLY OUT EXCEEDED

This feature enables the company to automatically deduct the number of hours if an employee leaves earlier than their scheduled clock-out time, beyond a predefined grace period or threshold. It ensures that employees who depart early are penalized following the company's attendance policy.

WHEN EMPLOYEE EARLY OUT MORE THAN SPECIFIC HOUR CONSIDERED AS LEAVE

In TCMS V3, you can configure the system to automatically mark an employee as on leave or absent if they leave earlier than the scheduled clock-out time by a specified duration. This feature is especially useful for companies with strict attendance policies, where leaving early beyond the allowed time is treated the same as being absent.

Rounding Rules



Rounding is to determine the "rounding of minutes" rules allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet. Learn about it in the table below:

ROUND UP WORK TIME TO THE NEAREST (MINUTES)

Round Up	*Work hours are rounded up to the nearest minute and are set to 15, hence all minutes will be rounded up as per below:* *1-15 minutes = 15* *16-30 minutes = 30* *31-45 minutes = 45* *46-59 minutes = 1 hour*

Round Down	*Work hours are rounded down to the nearest minute and are set to 15, all minutes will be rounded down as per below:* *1-15 minutes = 0* *16-30 minutes = 15* *31-45 minutes = 30* *46-59 minutes = 45*
Round Midpoint	*Once you insert a value here, the software will calculate the value's midpoint. For example, if you set the value at 15 min, the midpoint would be at 7 min. The clocking schedule IN time is 9.00 am and the midpoint is 7 min. If the user verifies in less than 7 minutes after the IN time, for example, 9.07 am, the software will round down the transaction data to be displayed as 9.00 am. If the user verifies more than 7 minutes after the IN time, the software will round up the transaction data to be displayed as 9.15 am*

ROUND UP THE OT TIME TO THE NEAREST (MINUTES)

Round Up	*OT is rounded up to the nearest minute and is set to 15, all minutes will be rounded up as per below:* *1-15 minutes = 15* *16-30 minutes = 30* *31-45 minutes = 45* *46-59 minutes = 1 hour*
Round Down	*OT is rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below:* *1-15 minutes = 0* *16-30 minutes = 15* *31-45 minutes = 30* *46-59 minutes = 45*
Round Midpoint	*Once you insert a value here, the software will calculate the value's midpoint. For example, if you set the value at 30 min, the midpoint would be 15 min. The clocking schedule's OT time is 6.00 pm and the midpoint is 15 min. If the user verifies in less than 15 minutes after the OT time, for example, 6.15 pm, the software will round down the transaction data to be displayed as 6.00 pm. If the user verifies more than 15 minutes after the IN time, the software will round up the transaction data to be displayed at 6.30 pm.*

ROUND UP THE OT TIME TO THE NEAREST (MINUTES)

Round Up	*Short is rounded up to the nearest minute and is set to 15, all minutes will be rounded up as per below:* *1-15 minutes = 15* *16-30 minutes = 30* *31-45 minutes = 45* *46-59 minutes = 1 hour*
Round Down	*Short is rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below:* *1-15 minutes = 0* *16-30 minutes = 15* *31-45 minutes = 30* *46-59 minutes = 45*

Round Midpoint	*Once you insert a value here, the software will calculate the value's midpoint. For example, if you set the value at 30 min, the midpoint would be 15 min.*

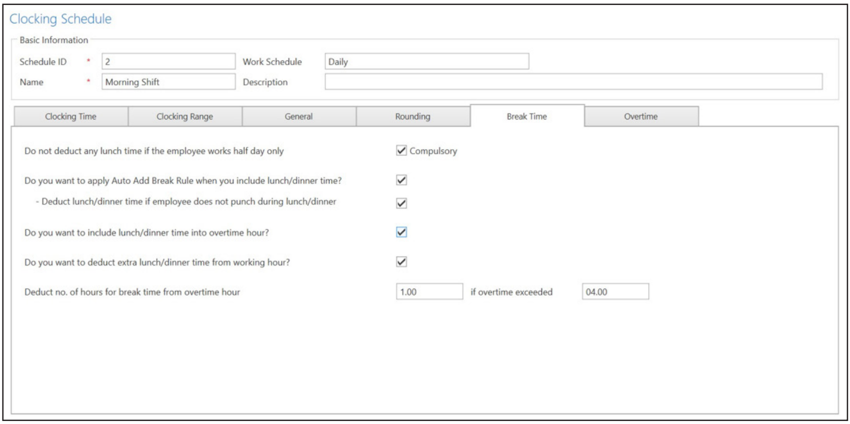
FIRST ROUNDING TIME RANGE

This function is entitled to the IN time only. You can round the IN time into your preferred time. For example: any transaction between 9:01 am to 9:15 am will be rounded as 9:00 am.

LAST ROUNDING TIME RANGE

This function is entitled to the Out time only. You can round the Out time into your preferred time. For example: any transaction between 5:01 pm to 5:15 pm will be rounded to 5:00 pm.

Break Time Rules



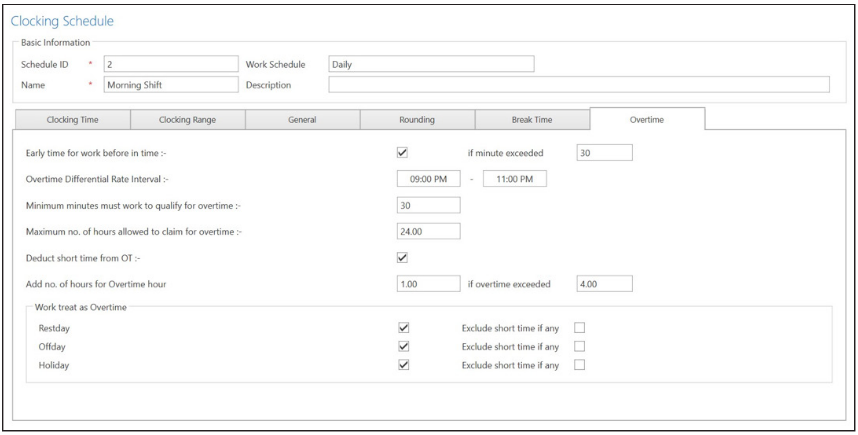
A break is to determine the rules for break time allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet. Learn the break rules from the table below:

Do not deduct any lunchtime if an employee works half day only	*If this is the rule of your company, please click on the checker. Leave it if it's not applicable to your company*
Do you want to Apply the Auto Add Break Rule when you include lunch/ dinner break?	*Tick the checker if you want to apply the rule. It means that the remaining lunch/dinner time will be added to the work time. This is to add the work time for the users who work during their lunch/dinner break*
Do you want to include lunch/dinner time in overtime hours?	*Tick the checker if you want to include the unfinished break time into overtime hours. This is to add overtime for the employee who works during their lunch/dinner break*

Do you want to deduct extra lunch/ dinner time from working hours?	*Tick the checker if you want to limit the break time to only the time permitted by the company; any extra minutes taken will be deducted from the total working hours.*
Deduct no. of hours for break time from overtime hour	*If you want to deduct the break time from overtime, define the number of hours that should be deducted if the overtime hour taken exceeds a certain value.*

Note: *Specify the rules based on your company's policy. Leave them blank if it's not applicable to your environment.*

Overtime Rules



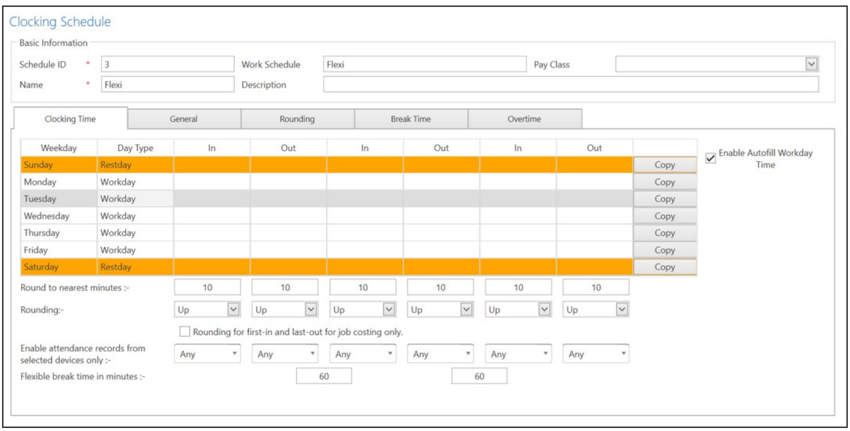
Overtime is to determine the rules for overtime in the daily clocking schedule you define here.

Count early clock-ins as overtime if they exceed a specified time	*Sometimes employees come early for overtime, for example, work starts at 8 am and they arrive at 7 am. If they logged in at 7 am, would you like to count the extra one hour as overtime? Tick on this option if your company allows this rule.*
Overtime Differential Rate Interval	*There are some overtime sessions required by a company on an as-and-when basis. Define the IN and OUT time for these specific overtime sessions.*
Minimum minutes must be worked to qualify for overtime	*Sometimes a staff would work only for a few minutes and consider it as an OT; define the minimum minutes required by the company for a staff to work in order for him/her to qualify for an OT claim.*
Maximum number of hours allowed to claim for overtime	*Put a limit to a number of hours a staff could claim for overtime and the default maximum is 24 hours.*

Deduct short hours from OT	*There are cases where an employee has short hours in his/her total work hours, and he/she is taking overtime. If the company wants to replace the short time on his/her total work hour from the OT taken, tick the checker. The overtime rules set in the schedule will be applied to any group that is under this schedule. All rules and calculations will be reflected in the attendance sheet of the staff involved in this clocking schedule.*
Add a number of hours for Overtime hour if overtime exceeded	*In certain cases, companies may reward employees for their extra work hours if their overtime exceeds a specified duration.* *The rewarded hours will be added to the total overtime calculation, reflecting the additional compensation in payroll processing.*
Work Treat as Overtime	*To allow working on Rest Day/Off day/Holidays to be captured as Overtime hours from clock-in until clock-out. You can tick excluding short time if any option as well too in order to remove short hours if user clock-out earlier than the scheduled time.*

5.3 Configuring Flexi Schedule

Clocking Time Rules



The Flexi Clocking Schedule is a working schedule that does not include any late-ins, early outs or overtime. This is suitable for groups of workers where their working time is not fixed.
1. Click the Clocking Schedule under the left panel.

2. Click Add Clocking Schedule.

3. Insert ID to represent the schedule (range from 1 to 999)

4. Name the schedule, e.g.: Normal hours 9 am to 6 pm. Early time for work before IN time

5. Select Flexi under Work Schedule

6. Fill in the description to remark the schedule, e.g.: apply to all executive levels.

7. Click OK.

Clocking Rules Clocking refers to the time someone clocks in and clocks out from a terminal. However, flexi schedule does not apply any fixed time to report attendance. You can ignore the 6 clocking slots.

ROUNDING & ROUND TO THE NEAREST MINUTES

You can determine the Round to nearest minutes which means that the attendance recorded will be rounded to the nearest minutes as specified in the field. The rounding method can be adjusted to match the company's policies for attendance precision.

Round up: If you choose to round up 15 minutes, when an employee clocks in at 9:06 am, his IN time will be recorded as 9:15 am

Round down: If you choose to round down 15 minutes, when an employee clocks in at 9:06 am, his IN time will be recorded as 9:00 am.

Round mid-point: If you choose to take a midpoint of 15 minutes, when an employee clocks in at 9:06 am, his IN time will be recorded as 9:07 am

ROUNDING FOR FIRST-IN AND LAST-OUT FOR JOB COSTING RECORDS ONLY

There is a button where you can choose to apply Rounding for first-in and last-out for job costing. Leave it blank if you do not wish to use this rule in your attendance data.

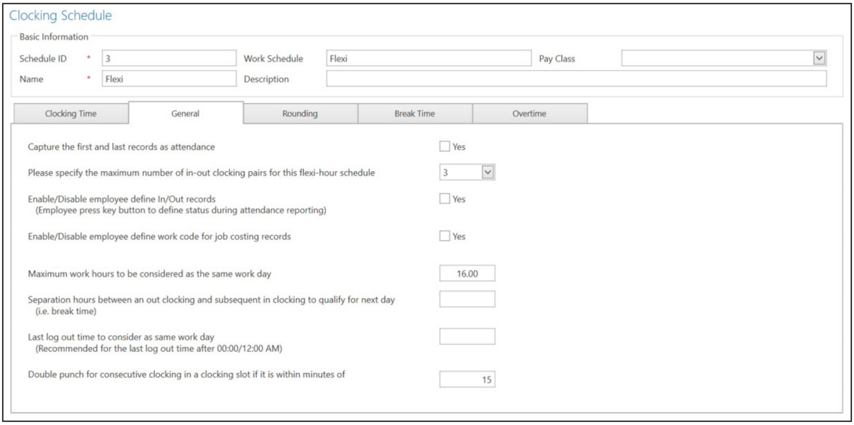
FLEXIBLE BREAK TIME (FLEXIBLE BREAK)

This feature allows a company to set a certain duration for breaks, for example from 12:30 pm to 2:30 pm. During this break time, employees are free to take their break hours, but they must be mindful of the preset limit. If the company sets the break duration to 1 hour only, an employee who takes a break at 1:00 pm must be back at the office by 2:00 pm and those who take a break at 12:45 pm, their break ends at 1:45 pm. If an employee exceeds the given time, TCMS V3 will leave a remark on the attendance data. Disregard this feature if it does not apply to your company.

ENABLE ATTENDANCE RECORDS FROM SELECTED DEVICE ONLY

You can retrieve the specific attendance record from a specific device. Please select the preferred terminal that you want to record the attendance in the system.

General Rules

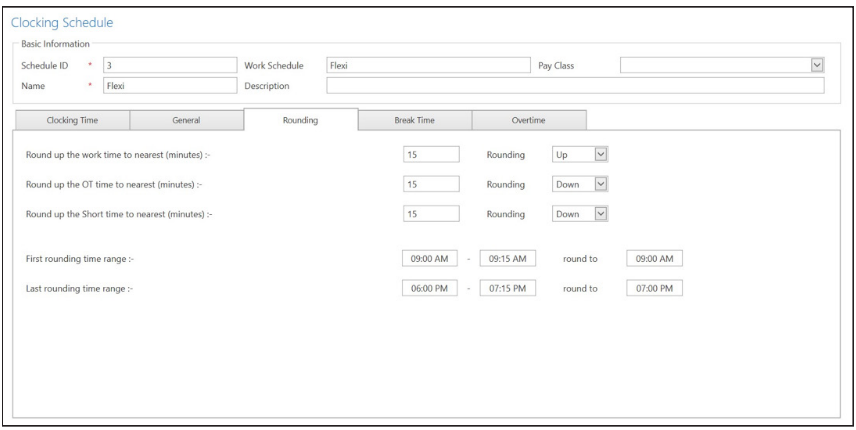


There are general rules that you need to set flexi clocking schedules because employees who are going to use this schedule will not adhere to the normal working schedules like weekly and daily schedules. Learn about the rules of flexi schedule in the table below:

Capture the first and last record as attendance	*Click Yes if you want to capture the first clocking record of the day as the IN time and the last clocking record as the OUT time to determine total working hours.*
Please specify the maximum number of in-out clocking pairs for this flexi-hour schedule	*The maximum pairing of clocking time in TCMS V3 is 3 (IN-OUT, BreakResume, OT-DONE). Since flexi clocking is flexible as the name suggests, you can choose to use only one pair or a few. Select your preference accordingly.*
Enable/Disable User Define In/Out records	*Click Yes if you want the user to press the relevant key button to define status during attendance reporting. Leaving this checker unchecked will prompt the system to accept the clocking times of the user and slot them into the appropriate clocking slots. Click Yes if you want the user to enter his/her work code to specify his/her tasks in the attendance report.*
Enable/Disable User Define work code for job costing records.	*Click Yes if you want the user to enter his/her work code to specify his/her tasks in the attendance report*
Maximum work hours to consider as the same workday	*There are cases where an employee reports to work late at night and the working hours are extended until the next day. To avoid this confusion, you need to specify the maximum work hours of an employee for his/her work time to be considered as the same workday. For example, if you start work at 10:00 p.m., you can work only 8 hours for the work time to be considered on the same day. Hence, you'll have to clock out at 6 am.*

Separation hours between an out-clocking and subsequent in-clocking to qualify for the next day	*Following the rule above, you need to specify the duration between a clock-out and a clock-in to qualify an employee for the next day's pay. For example, the employee who checks out at 6 am just now must not check in again immediately and consider it the next day's work time. The time specified here will determine the duration of 'rest' required before the same employee can clock in to work and qualify for the next day's work time.*
Last log-out time to consider as the same workday	*As mentioned in the column above, if an employee checks in late at night and the work hour extends to the next day but still is considered the same workday, you need to specify the last log-out time that the company allows to consider as the same workday. For example, if you put 9 am as the last log-out time, the clock-in after 9:00 will not be considered as the same-day clocking.*
Double punch for consecutive clocking in a clocking slot if it is within minutes of	*There are cases where the employee accidentally clocks in twice at the terminal. You can configure a predefined interval where all clocking activities within the time range will be displayed as one transaction only. Only the first transaction among all the transactions within this time interval will be displayed on the attendance sheet*

Rounding Rules



Rounding is to determine the "rounding of minutes" rules allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet. Learn about it in the table below: Round the work time to the nearest (minutes)

ROUND UP WORK TIME TO THE NEAREST (MINUTES)

Round Up	*Work hours are rounded up to the nearest minute and are set to 15, hence all minutes will be rounded up as per below:* *1-15 minutes = 15* *16-30 minutes = 30* *31-45 minutes = 45* *46-59 minutes = 1 hour*
Round Down	*Work hours are rounded down to the nearest minute and are set to 15, all minutes will be rounded down as per below:* *1-15 minutes = 0* *16-30 minutes = 15* *31-45 minutes = 30* *46-59 minutes = 45*
Round Midpoint	*Once you insert a value here, the software will calculate the value's midpoint. For example, if you set the value at 15 min, the midpoint would be at 7 min. The clocking schedule IN time is 9.00 am and the midpoint is 7 min. If the user verifies in less than 7 minutes after the IN time, for example, 9.07 am, the software will round down the transaction data to be displayed as 9.00 am. If the user verifies more than 7 minutes after the IN time, the software will round up the transaction data to be displayed as 9.15 am.*

ROUND UP THE OT TIME TO THE NEAREST (MINUTES)

Round Up	*OT is rounded up to the nearest minute and is set to 15, all minutes will be rounded up as per below:* *1-15 minutes = 15* *16-30 minutes = 30* *31-45 minutes = 45* *46-59 minutes = 1 hour*
Round Down	*OT is rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below:* *1-15 minutes = 0* *16-30 minutes = 15* *31-45 minutes = 30* *46-59 minutes = 45*
Round Midpoint	*Once you insert a value here, the software will calculate the value's midpoint. For example, if you set the value at 30 min, the midpoint would be 15 min. The clocking schedule's OT time is 6.00 pm and the midpoint is 15 min. If the user verifies in less than 15 minutes after the OT time, for example, 6.15 pm, the software will round down the transaction data to be displayed as 6.00 pm. If the user verifies more than 15 minutes after the IN time, the software will round up the transaction data to be displayed at 6.30 pm.*

ROUND UP THE SHORT TIME TO THE NEAREST (MINUTES)

Round Up	*Short is rounded up to the nearest minute and is set to 15, all minutes will be rounded up as per below:* *1-15 minutes = 15* *16-30 minutes = 30* *31-45 minutes = 45* *46-59 minutes = 1 hour*
Round Down	*Short is rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below:* *1-15 minutes = 0* *16-30 minutes = 15* *31-45 minutes = 30* *46-59 minutes = 45*
Round Midpoint	*Once you insert a value here, the software will calculate the value's midpoint. For example, if you set the value at 30 min, the midpoint would be 15 min.*

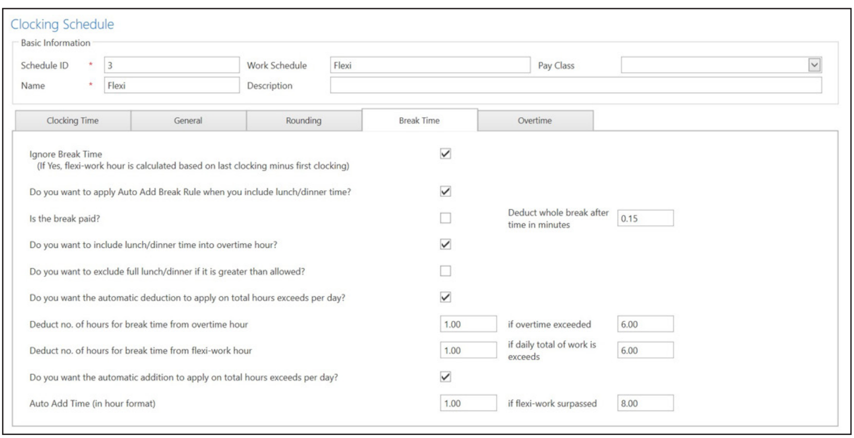
FIRST ROUNDING TIME RANGE

This function is entitled to the IN time only. You can round the IN time into your preferred time. For example: any transaction between 9:01 am to 9:15 am will be rounded as 9:00 am.

LAST ROUNDING TIME RANGE

This function is entitled to the OUT time only. You can round the Out time into your preferred time. For example: any transaction between 5:01 pm to 5:15 pm will be rounded to 5:00 pm.

Break Time Rules

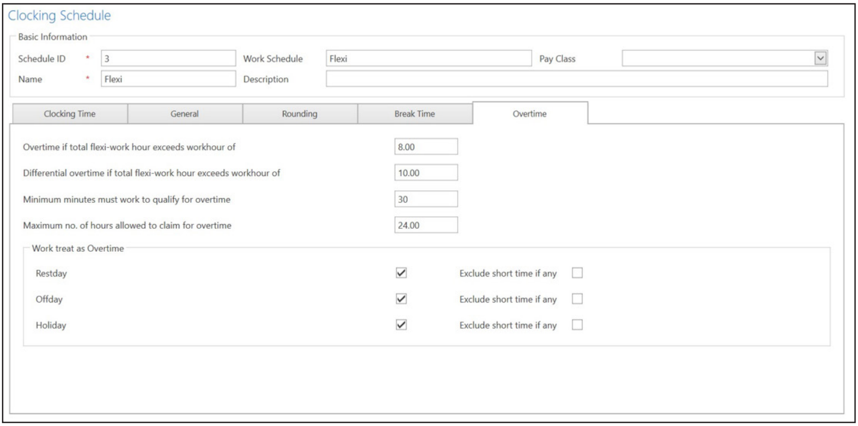


A break is to determine the rules for break time allowed in the clocking schedule and the rules determine the presentation of time in the attendance sheet. Learn about it in the table below:

Ignore break time	*Click Yes if you want to deduct break time from the total work time. If you don't click on the checker, the time will be calculated in this formula, the last clocking - the first clocking = work time.*
Do you want to Apply Auto Add Break Time when including lunch/dinner break?	*Click Yes if you want to apply the rule it means that the remaining lunch/dinner time will be added to work time. This is to add to the work time for the users who work during their lunch/dinner break.*
Is the break paid? Deduct the whole break after time in minutes	*Click Yes to include the time taken for lunch/dinner in the total working hours. Leaving it unchecked will deduct the break time from the total working hours. However, you need to specify the maximum break time that an employee can take for his/her break. If it exceeds the break time duration, the additional minutes will be deducted from the total work hours.*
Do you want to include lunch/ dinner time in overtime?	*Click Yes to include break time into overtime*
Do you want to exclude a full lunch/dinner if it's greater than allowed?	*If you click Yes for this function, when an employee takes a break i.e. lunch or dinner more than the allowed minutes, the whole break minutes will be deducted from the total work time. For example, if the total work time is 8 hours and an employee has lunch for 1 hour 30 minutes, exceeding 30 minutes from the allowed 1-hour break time. By doing this, the software will deduct 1 hour from the total work hours of the staff.*
Deduct no. of hours for break time from overtime hour … if overtime exceeded …	*Specify the hour of break time from overtime hour if the overtime hour exceeds the value specified in this column. If you put 1 hour and 8 hours, it means that if an employee takes overtime of 9 hours, the overtime will be deducted by 1 hour of break time. Therefore, the total overtime is 8 hours.*
Deduct no. of hours for break time from flexi hour… if flexi hour exceeded…	*Specify the hour of break time from flexi hour if the flexi hour exceeds the value specified in this column. If you put 1 hour and 8 hours, it means that if an employee takes flexi hour of 9 hours, the total time will be deducted by 1 hour of break time. Therefore, the total flexi hour is 8 hours.*
Auto-add time (in hour format) if flexi work surpasses …	*Specify the hour of break time from flexi hour if the flexi hour exceeds the value specified in this column. If you put 1 hour and 8 hours, it means that if an employee takes flexi hour of 9 hours, the total time will be added by 1 hour of break time. Therefore, the total flexi hour is 10 hours*

Note: *Specify the rules based on your company's policy. Leave them blank if it's not applicable to your environment.*

Overtime Rules

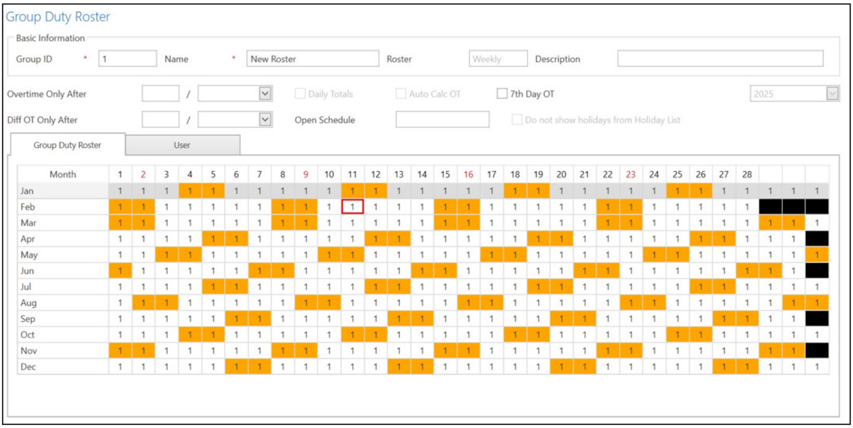


Overtime is to determine the rules for overtime in the flexi clocking schedule you define here

Overtime if total flexi work hour exceeds work hour of	*Define the number of hours considered as 'normal' working hours for flexi-work, for example, 8 hours. If an employee exceeds those 8 hours, the next hour and after are considered as overtime.*
Differential overtime if total flexi-work hour exceeds work hour of	*In some companies, their employees are given a different overtime rate after a certain work period. Define how many hours the employee is required to work before he/she is entitled to different overtime.*
Minimum minutes to work to claim OT	*Sometimes a staff would work only for a few minutes and considered it as OT; define the minimum minutes required by the company for a staff to work in order to qualify for an OT claim.*
Maximum hours to allow to claim OT	*Put a limit on the number of hours a staff could claim for overtime and the default maximum is 24 hours.*
Work Treat as Overtime	*To allow working on Rest Day/Off day/Holidays to be captured as Overtime hours from clock-in until clock-out. You can tick excluding short time if any option as well to remove short hours if the user clocks out earlier than the scheduled time.*

Note: *The overtime rules set in the schedule will be applied to any group that is under this schedule. All rules and calculations will be reflected in the attendance sheet of the staff involved in this clocking schedule*

5.4 Setup of Group Duty Roster

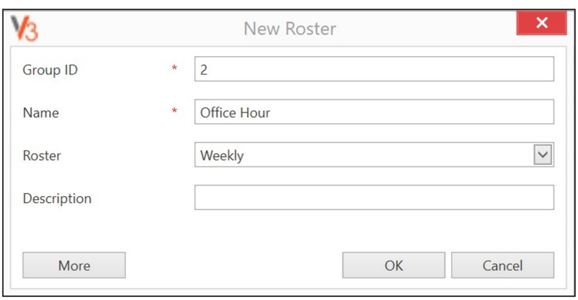


Assign clocking schedules to the group duty roster to generate a complete working calendar. Users are assigned to the same group duty roster if they are following the same clocking schedules. There are 2 types of group duty rosters:

WEEKLY - Group duty roster on a weekly basis. This is the most commonly used working roster worldwide where working days fall on weekdays and off days fall on weekends.

SHIFT - Working schedule on a daily basis. This is suitable for multiple shifts, overnight shifts, open shifts, rotational shifts, etc. where the work schedules change every day.

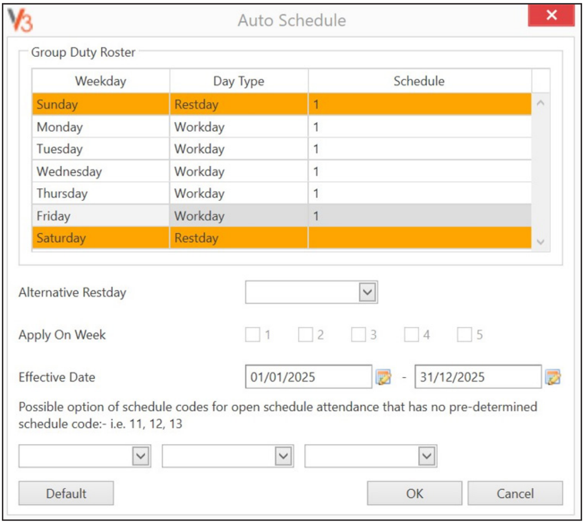
Creating Weekly Group Duty Roster



1. Click Group Duty Roster from the left panel.
2. Click Add Duty Roster.
3. Select a number to represent the group duty roster

4. Name the group duty roster, e.g.: 9:00 am to 6:00 pm.
5. Click Edit under the Group Duty Roster tab.
6. Select Weekly under Roster
7. Click OK to proceed
8. Click Edit.
9. Click Add Schedule.

Now you can start to select the clocking schedule to use this roster

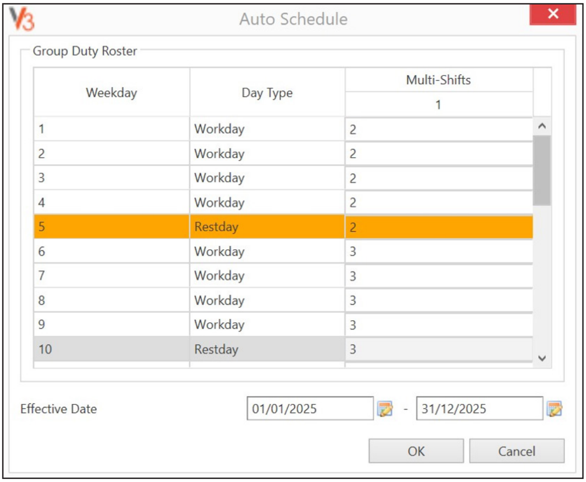


1. Define Day Type.
2. Select the clocking schedule to follow.
3. Define the effective date range to apply the calendar.
4. Click OK to save settings Now you have the group duty roster ready to use.

The next step is to assign users who follow the same working rules into the same group.

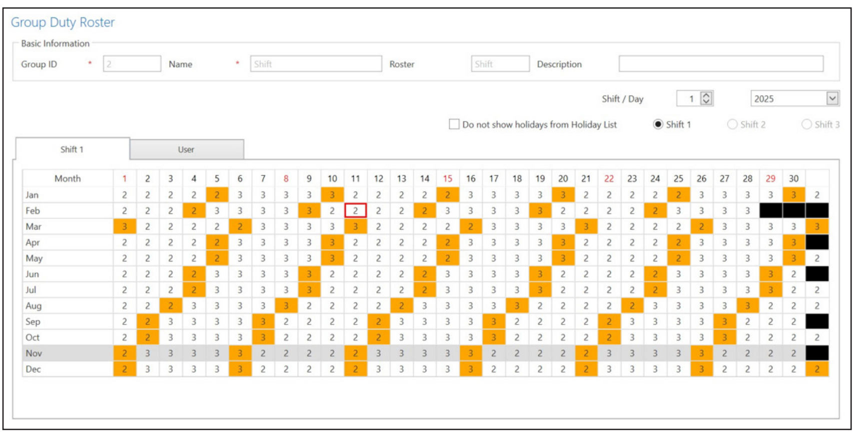
Creating Shift Group Duty Roster

1. Click Group Duty Roster from the left panel.
2. Click Add Duty Roster.
3. Select a number to represent the group duty roster
4. Name the group duty roster, e.g.: 9:00 am to 6:00 pm.
5. Click Edit under the Group Duty Roster tab.
6. Select Shift under Roster
7. Click OK to proceed.
8. Click Edit.
9. Click Add Schedule.



Now you can start to select the clocking schedule to use this roster.

1. Define Day Type according to the shift sequences, for example, 3 workdays followed by 1 rest day.
2. Select the clocking schedule to follow (must use Daily Schedule)
3. Define the effective date range to apply the calendar.
4. Click OK to save settings Software can support multiple shifts per day, maximum 3 shifts per day. To increase shifts per day:



1. Click Edit.

2. Change the value from 1 to 2 or under the Shift/Day section.

3. Click Auto Schedule and you will see additional columns to assign schedule codes for every workday. Now you have the group duty roster ready to use.

The next step is to assign users who follow the same working rules to the same group.

Assign Users to Group Duty Roster

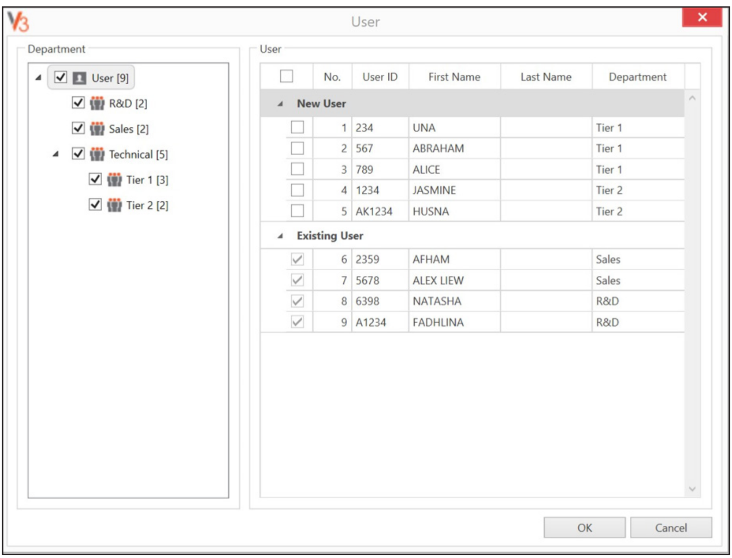
You can now assign users to a group duty roster. You can select individual users or all users under a department.

1. Click Edit under the Users tab.

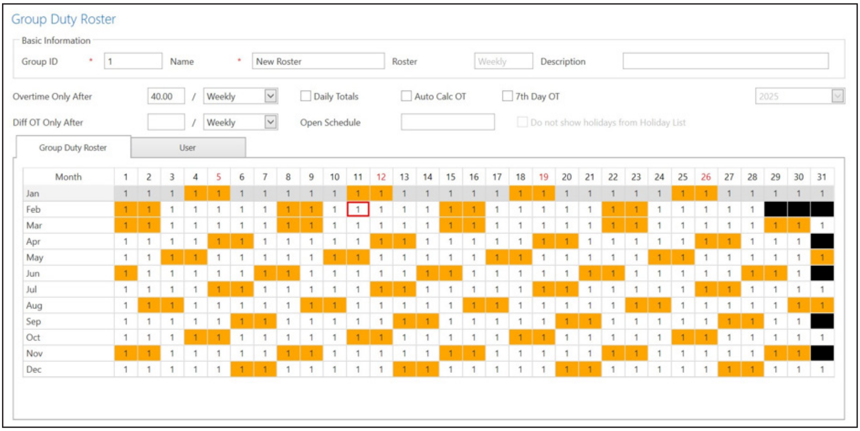
2. Click Add to start to add users to the group duty roster.

3. Select users to add to this group duty roster. You can select users individually or by department.

4. Click OK to save settings.



Special Working Rules



You can configure 5 special working rules under the group duty roster to fit into your working environment.

OVERTIME ONLY AFTER

Software accumulates the work time of employees every day before employees can claim overtime during a predefined time period (weekly, bi-weekly, semi-monthly or monthly).

For example: *If a predefined working hours a week are 40 hours per week and an employee works a total of 45 hours for that particular week, she would get 40 hours of work and 5 hours to be considered as OT. You can apply additional options to view the work time and overtime accordingly.*

DAILY TOTALS

Software displays additional columns under the Attendance Sheet when this option is enabled. The columns display individual work time and overtime done by the employees every day. However, the actual work time and overtime calculation still follow Overtime only after.

AUTO CALC OT

This option is similar to Daily Totals however the software will sum up daily work time and overtime as Total Work Time and Total OT. This is only for display and the actual work time and overtime will still follow the Overtime only after

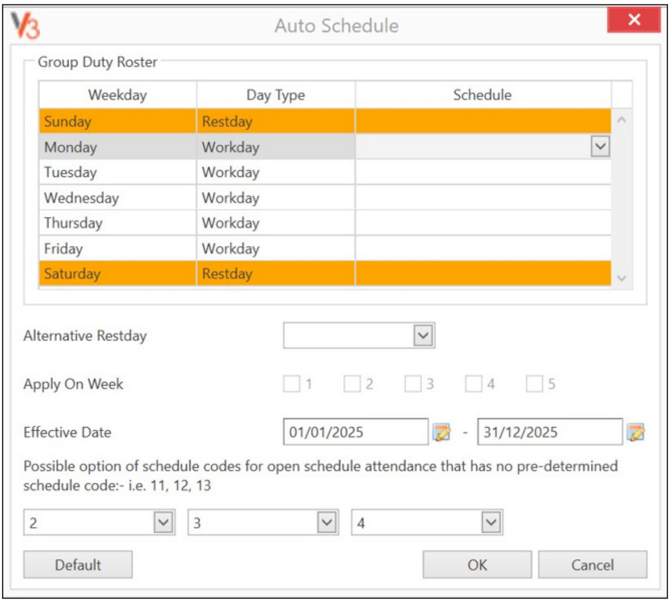
7TH DAY OT

This option only works if you select Overtime only after Weekly. The software only calculates overtime if employees work 7 days continuously. In case the employee takes a rest day in that 7-day working schedule, the software will not calculate any overtime even though the total work time exceeds the predefined value.

OPEN SCHEDULE

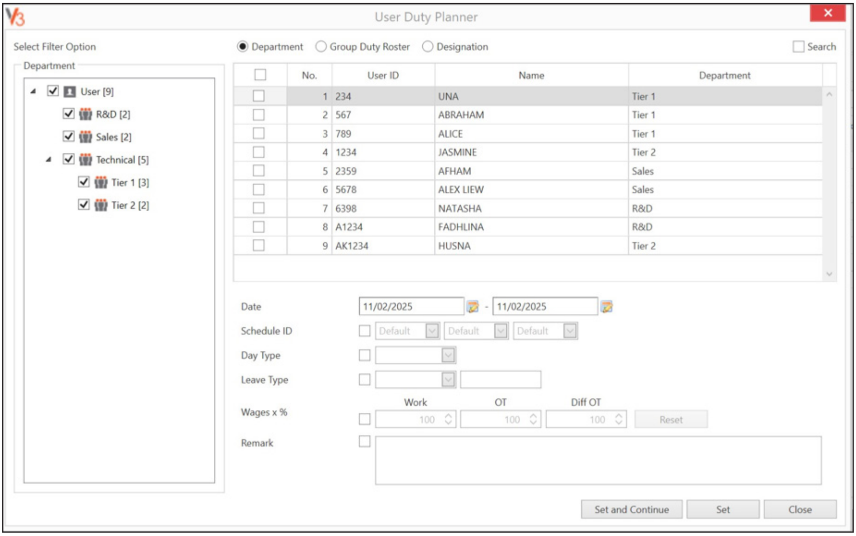
Open schedule is when a factory or a company does not determine a specific type of roster for the employee, and they can attend any shifts as they please. With the open schedule, the software will allocate the user's clocking time into corresponding working shifts by referring to the clocking time. The working shift in an open schedule cannot be overlapped and must be clearly defined. The software will not be able to allocate users to their correct shift if the IN time and OUT time of the shift overlap.

Set the schedule code under Auto Schedule when you are configuring the group duty roster.



1. Click Auto Schedule
2. Define Day Type
3. Leave the Schedule code columns blank
4. Define the date range for the roster to take effect
5. Select the schedule codes (maximum 3) under option Possible option of schedule code for open schedule attendance that has no pre-determined schedule code
6. Click OK to save settings

5.5 User Duty Planner



Batch Update Planner

The Batch Update Planner in TCMS V3 allows administrators to efficiently update multiple attendance records at once, making it easier to apply changes without editing individual records manually. The following fields can be updated:

Date – Select the date(s) for which the update should be applied.

Schedule ID – Assign or change the work schedule for selected employees.

Day Type – Define whether the day is a Workday, Rest day, Off day or Holiday.

Leave Type – Assign leave status such as Annual Leave, Medical Leave, or Unpaid Leave.

Wages – Adjust wage settings if required.

Remark – Add any necessary comments or notes related to the update for future reference.

This feature simplifies attendance management by allowing bulk modifications in a single step, ensuring accuracy and efficiency in record-keeping.

Import Roster File in User Duty Planner

In TCMS V3, the Batch Update feature allows administrators to quickly import and assign work schedules (rosters) for multiple employees at once. This helps streamline workforce management without manually editing each record. Steps to Import Roster in Batch Update:

1. Prepare the Roster File.
   - Ensure the file format follows the required structure (CSV, Excel, or TXT).
   - Include essential details such as User ID, Date, Schedule ID, Day Type, Leave Type, Leave Hour (if applicable), etc.

2. Go to Batch Update Planner in TCMS V3 then click Import Roster to upload the prepared file.

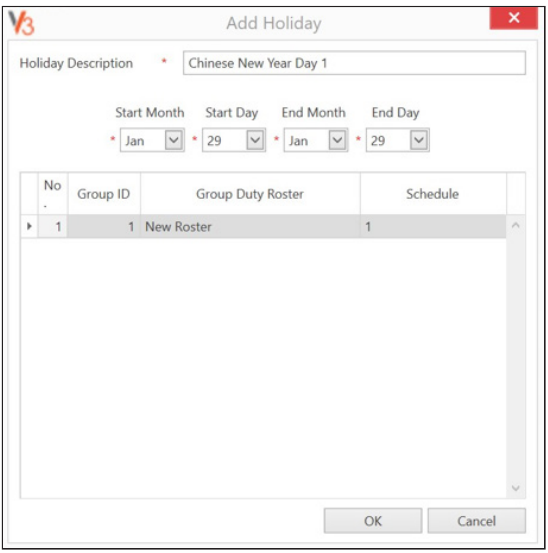
3. Ensure the columns in your file align with the required fields in TCMS V3.

4. Review & confirm to import the data.

For further guidance on how to import roster files in User Duty Planner, please refer link below
https://support.timeteccloud.com/portal/en/kb/articles/import-roster-function-from-user-duty-planner-to-assign-leave-and-change-schedule-number-for-specific-user-via-ingress-tcms-v3-12-12-2022

5.6 Holiday List, Leave Type and Work Code

To add a Holiday List

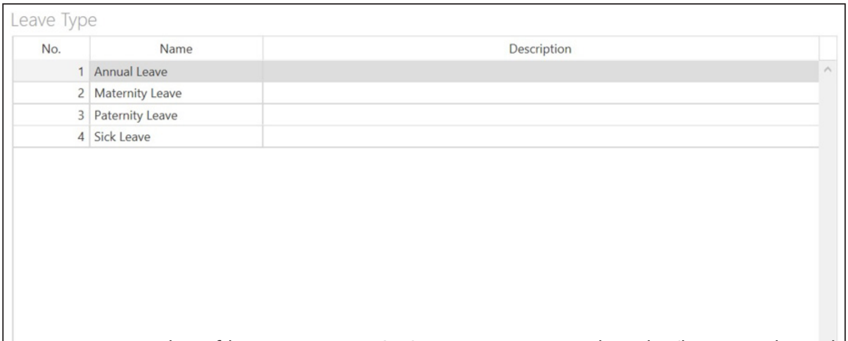


You can configure the Holiday List into TCMS V3.

1. Select Holiday List from the left panel and choose List View
2. Click Edit.
3. Click Add.

4. Add a description for this Holiday List.
5. Click OK to insert the new leave type into the list.
6. Click Save to save settings.

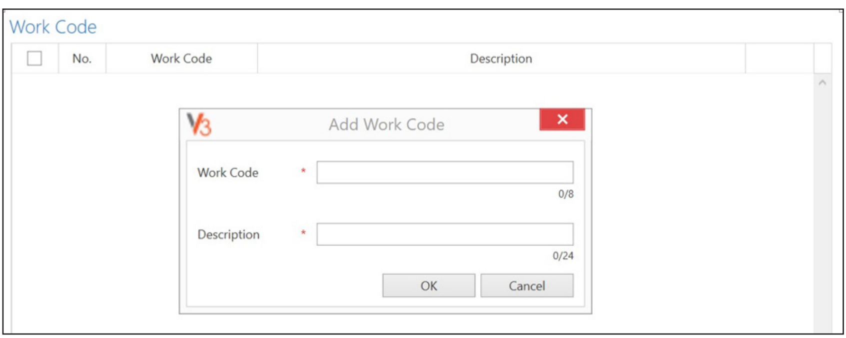
To Add Types of Leave



You can create a list of leave types in TCMS V3. You can remark on his/her attendance by displaying leave on the Attendance Sheet.

1. Select Leave Type from the left panel.
2. Click Edit.
3. Click Add.
4. Name the Leave Type.
5. Add a description for this leave type.
6. Click OK to insert the new leave type into the list.
7. Click Save to save settings.

To Add Work Code



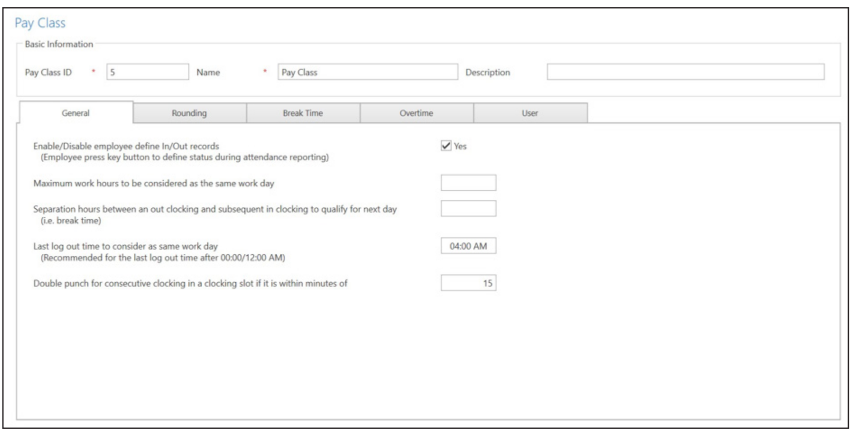
During verification, employees can input a specific number on a device to represent a reason for abnormal attendance records. For example, a user inputs a 10 when he reports to work to indicate that he was late to work because he attended a sales meeting away from the office. You can create a list of work codes under the Work Code column and also put a remark about users' attendance in the Attendance Sheet to describe his/her attendance records.

1. Click the Work Code from the left panel.
2. Click Edit.
3. Click Add
4. Insert the number under the Work Code (to be used at the device during verification), e.g.: 15.
5. Give the work code a short description under Work Code, e.g.: Outstation.
6. Click OK to save the new work code into a list.
7. Click Save to save settings.

5.7 Pay Class

Pay Class is the latest feature of scheduling tools to determine the rules and calculations for the part-time workforce. It is suitable for a work environment that employs part-time workers such as construction workers, retail trade, restaurant chains, etc. Usually, part-time workers are not eligible for the company's benefits, but they can earn through overtime and incentives. Besides, part-time workers are not bound by the minimum work hours to be fulfilled. Thus, pay class is the best scheduling tool to configure their payment based on their work hour and OT. It is like setting up a rotational shift.

General Rules

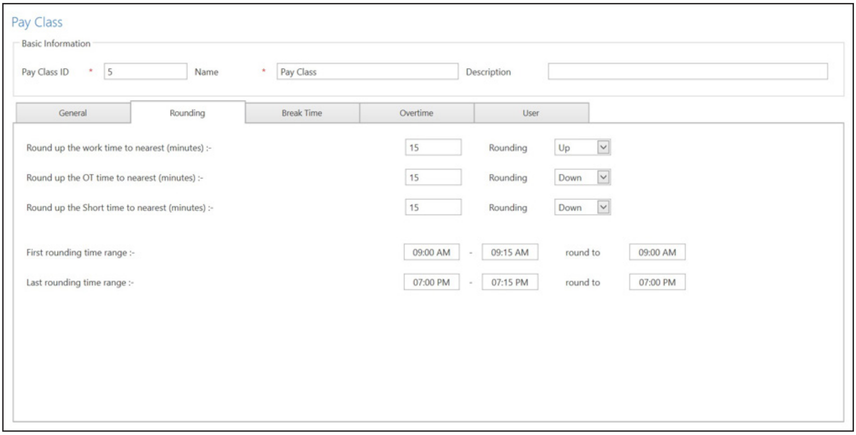


There are general rules that you need to set to pay class because the employees who are going to use this schedule will not adhere to the normal clocking schedule. Using pay class gives flexibility to the company to configure the payment conditions based on staff's work time or OT without having to configure any time setting. Learn about the rules of flexi schedule in the table below:

Enable/Disable employee define In/Out records	*Click Yes if you want the user to press the relevant key button to define status during attendance reporting. Leaving this checker unchecked will prompt the system to accept the clocking times of the user and slot them into the appropriate clocking slots. Click Yes if you want the user to enter his/her work code to specify his/her tasks in the attendance report.*
Maximum work hours to consider as the same workday	*There are cases where an employee reports to work late at night and the working hours are extended until the next day. To avoid this confusion, you need to specify the maximum work hours of an employee for his/her work time to be considered as the same workday. For example, if you start work at 10:00 p.m., you can work only 8 hours for the work time to be considered on the same day. Hence, you'll have to clock out at 6 am.*
Separation hours between an out-clocking and subsequent in-clocking to qualify for the next day (i.e., break time)	*Following the rule above, you need to specify the duration between a clock-out and a clock-in to qualify an employee for the next day's pay. For example, the employee who checks out at 6 am just now must not check in again immediately and consider it the next day's work time. The time specified here will determine the duration of 'rest' required before the same employee can clock in to work and qualify for the next day's work time.*
Last log out to be considered as the same workday	*As mentioned in the column above, if an employee checks in late at night and the work hour extends to the next day but still is considered the same workday, you need to specify the last log-out time that the company allows to consider as the same workday. For example, if you put 9 am as the last log-out time, the clock-in after 9:00 will not be considered as the same-day clocking*
Double punch for consecutive clocking in a clocking slot if it is within minutes of	*There are cases where the employee accidentally clocks in twice on the terminal. You can configure a predefined interval where all clocking activities within the time range will be displayed as one transaction only. Only the first transaction among all the transactions within this time interval will be displayed on the attendance sheet*

Rounding Rules

Rounding is to determine the "rounding of minutes" rules allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet. Learn about it in the table below: Round the work time to the nearest (minutes)



ROUND UP WORK TIME TO THE NEAREST (MINUTES)

Round Up	*Work hours are rounded up to the nearest minute and is set to 15, hence all minutes will be rounded up as per below:* *1-15 minutes = 15* *16-30 minutes = 30* *31-45 minutes = 45* *46-59 minutes = 1 hour*
Round Down	*Work hours are rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below:* *1-15 minutes = 0* *16-30 minutes = 15* *31-45 minutes = 30* *46-59 minutes = 45*
Round Midpoint	*Once you insert a value here, the software will calculate the value's midpoint. For example, if you set the value at 15 min, the midpoint would be at 7 min. The clocking schedule's IN time is 9.00 am and the midpoint is 7 min. If the user verifies in less than 7 minutes after the IN time, for example, 9.07 am, the software will round down the transaction data to be displayed as 9.00 am. If the user verifies more than 7 minutes after the IN time, the software will round up the transaction data to be displayed as 9.15 am*

ROUND UP THE OT TIME TO THE NEAREST (MINUTES)

Round Up	*OT is rounded up to the nearest minute and is set to 15, all minutes will be rounded up as per below:* *1-15 minutes = 15* *16-30 minutes = 30* *31-45 minutes = 45* *46-59 minutes = 1 hour*

Round Down	*OT is rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below:* *1-15 minutes = 0* *16-30 minutes = 15* *31-45 minutes = 30* *46-59 minutes = 45*
Round Midpoint	*Once you insert a value here, the software will calculate the value's midpoint. For example, if you set the value at 30 min, the midpoint would be 15 min. The clocking schedule's OT time is 6.00 pm and the midpoint is 15 min. If the user verifies in less than 15 minutes after the OT time, for example, 6.15 pm, the software will round down the transaction data to be displayed as 6.00 pm. If the user verifies more than 15 minutes after the IN time, the software will round up the transaction data to be displayed at 6.30 pm.*

ROUND UP THE SHORT TIME TO THE NEAREST (MINUTES)

Round Up	*Short is rounded up to the nearest minute and is set to 15, all minutes will be rounded up as per below:* *1-15 minutes = 15* *16-30 minutes = 30* *31-45 minutes = 45* *46-59 minutes = 1 hour*
Round Down	*Short is rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below:* *1-15 minutes = 0* *16-30 minutes = 15* *31-45 minutes = 30* *46-59 minutes = 45*
Round Midpoint	*Once you insert a value here, the software will calculate the value's midpoint. For example, if you set the value at 30 min, the midpoint would be 15 min.*

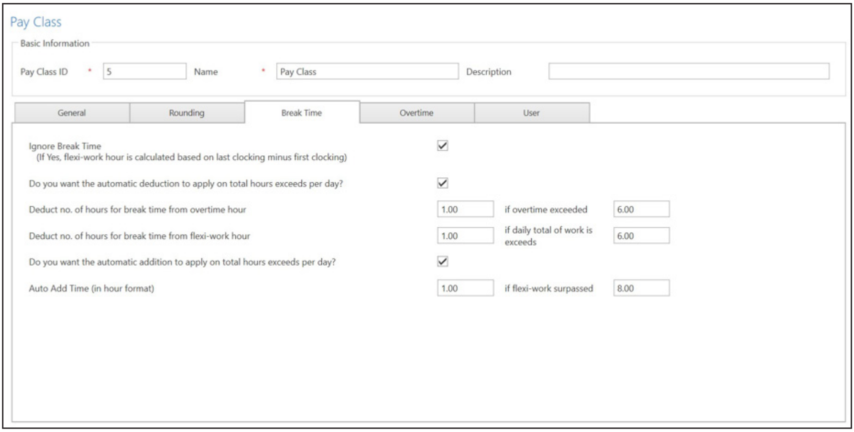
FIRST ROUNDING TIME RANGE

This function is entitled to the In time only. You can round the In time into your preferred time. For example: any transaction between 9:01 am to 9:15 am will be rounded as 9:00 am.

LAST ROUNDING TIME RANGE

This function is entitled to the Out time only. You can round the Out time into your preferred time. For example: any transaction between 5:01 pm to 5:15 pm will be rounded to 5:00 pm.

Break Time Rules

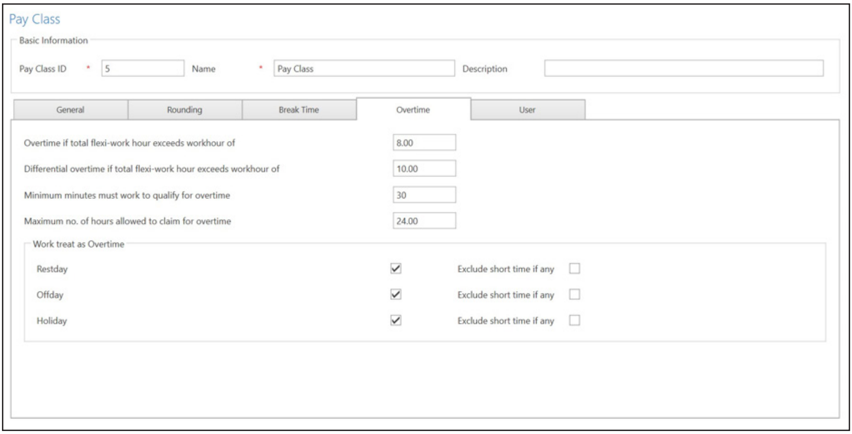


A break is to determine the rules for break time allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet. Learn about it in the table below:

Ignore break time	*Click Yes if you want to deduct break time from the total work time. If you don't click on the checker, the time will be calculated in this formula, the last clocking - the first clocking = work time.*
Deduct no. of hours for break time from overtime hour … if overtime exceeded …	*Specify the hour of break time from overtime hour if the overtime hour exceeds the value specified in this column. If you put 1 hour and 8 hours, it means that if an employee takes overtime of 9 hours, the overtime will be deducted by 1 hour of break time. Therefore, the total overtime is 8 hours.*
Deduct no. of hours for break time from flexi hour… if flexi hour exceeded…	*Specify the hour of break time from flexi hour if the flexi hour exceeds the value specified in this column. If you put 1 hour and 8 hours, it means that if an employee takes a flexi hour of 9 hours, the total time will be deducted by 1 hour of break time. Therefore, the total flexi hour is 8 hours.*
Auto-add time (in hour format) if flexi work surpasses …	*Specify the hour of break time from flexi hour if the flexi hour exceeds the value specified in this column. If you put 1 hour and 8 hours, it means that if an employee takes a flexi hour of 9 hours, the total time will be added by 1 hour of break time. Therefore, the total flexi hour is 10 hours*

Note: *Specify the rules based on your company's policy. Leave them blank if it's not applicable to your environment.*

Overtime Rules



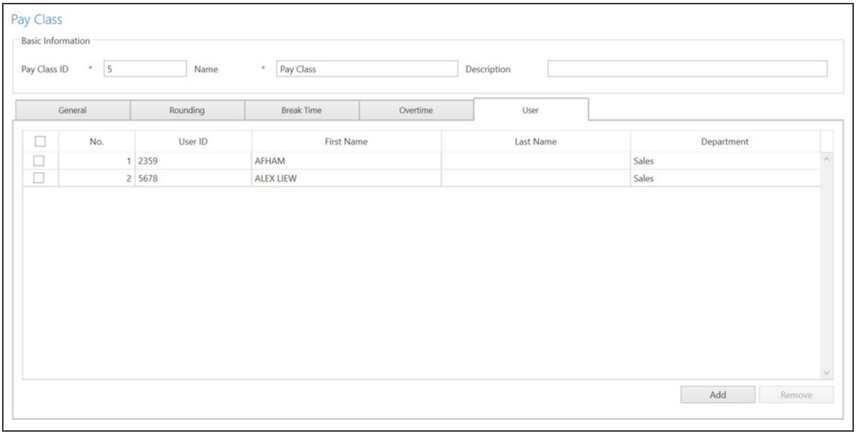
Overtime is to determine the rules for overtime in the flexi clocking schedule you define here

Overtime if total flexi work hour exceeds work hour of	*Define the number of hours considered 'normal' working hours for flexi- work, for example, 8 hours. If an employee exceeds that 8 hours, the next hour and after are considered as overtime.*
Differential overtime if total flexi-work hour exceeds work hour of	*In some companies, their employees are given a different overtime rate after a certain work period. Define how many hours the employee is required to work before he/she is entitled to work different overtime.*
Minimum minutes to work to claim OT	*Sometimes a staff would work only for a few minutes and considered it as OT; define the minimum minutes required by the company for a staff to work in order to qualify for an OT claim.*
Maximum hours to allow to claim OT	*Put a limit to the number of hours a staff could claim for overtime and the default maximum is 24 hours.*
Work Treat as Overtime	*To allow working on Rest Day/Off day/Holidays to be captured as Overtime hours from clock-in until clock-out. You can tick excluding short time if any option as well too in order to remove short hours if user clock-out earlier than the scheduled time.*

NOTE: *The overtime rules set in the schedule will be applied to the user assigned under this schedule. All rules and calculations will be reflected in the attendance sheet of the staff involved in this clocking schedule*

User Rules

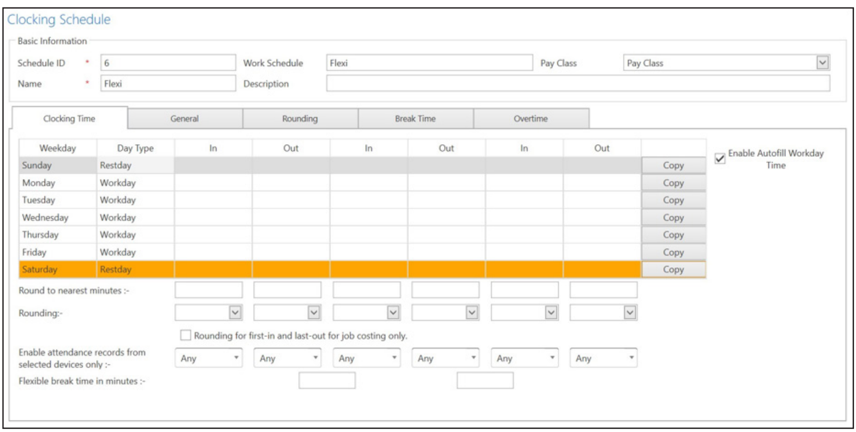
TO ADD A USER TO PAY CLASS



The major difference in Pay Class compared to other clocking schedules is that you can directly assign users to integrate with this feature.

1. Click User Pay Class from the right panel.
2. Click Add.
3. Select the relevant user
4. Click Ok and Save the changes

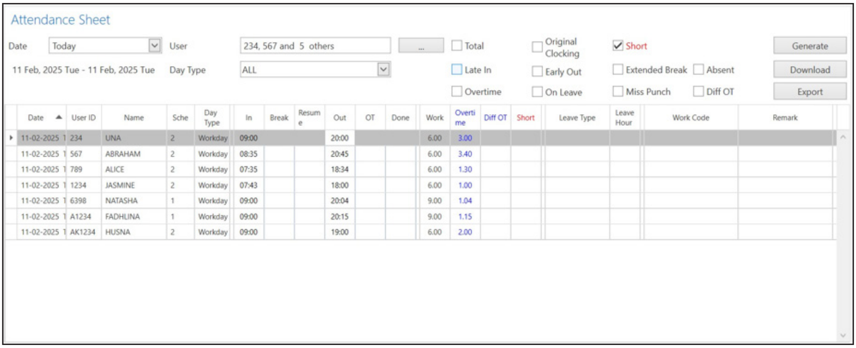
TO CONFIGURE PAY CLASS IN FLEXI SCHEDULE



For the part-time workers, you can apply for a pay class setting in the Flexible Working Hour schedule. You can set up the workday sequence to suit the schedule of the part-time workers.

5.8 Attendance Sheet

View and Edit



Date	User ID	Name	Sche	Day Type	In	Break	Resume	Out	OT	Done	Work	Overtime	Diff OT	Short	Leave Type	Leave Hour	Work Code	Remark
11-02-2025 1	234	UNA	2	Workday	09:00			20:00			6.00	3.00						
11-02-2025 1	567	ABRAHAM	2	Workday	08:35			20:45			6.00	3.40						
11-02-2025 1	789	ALICE	2	Workday	07:35			18:34			6.00	1.30						
11-02-2025 1	1234	JASMINE	2	Workday	07:43			18:00			6.00	1.00						
11-02-2025 1	6398	NATASHA	1	Workday	09:00			20:04			9.00	1.04						
11-02-2025 1	A1234	FADHLINA	1	Workday	09:00			20:15			9.00	1.15						
11-02-2025 1	AK1234	HUSNA	2	Workday	09:00			19:00			6.00	2.00						

The Attendance Sheet displays the attendance records of all users. View IN-OUT records, work times, short hours, overtime and leaves taken. You can also select from the respective checkboxes to view:

Total – Displays total hours for Work, Overtime, Diff. OT and Short Hours at the bottom of the screen.

Original Clocking – Displays original clocking data as downloaded from the device if the employee's attendance records have previously been edited. This is also a good filter to use if you have rounding rules set on your clocking schedule. If you have rounding rules set, you can use "Original Clocking" to see the actual time the employee punched in.

Short – Displays Short Hours column

Filters

Select the following options to filter from all the employees and focus on the specific data you want to view:

Late-In - Displays late clock-in data of all employees.

Early-Out - Displays data records of all employees who left earlier than the predefined Out time.

Extended Break - Displays data records of all employees who exceeded his/her predefined Break-Resume time.

Absent - Displays data records of employees who have not clocked in for the day.

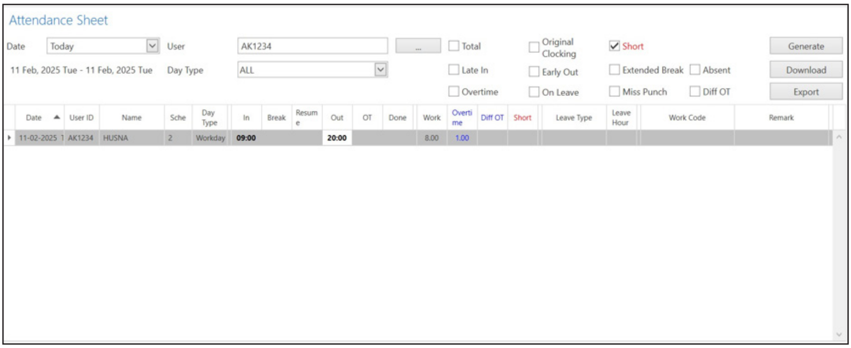
Overtime - Displays overtime data records of employees. If an employee has not worked overtime, they will not show in the Attendance Sheet.

On Leave - Displays only the attendance data of employees who are on leave.

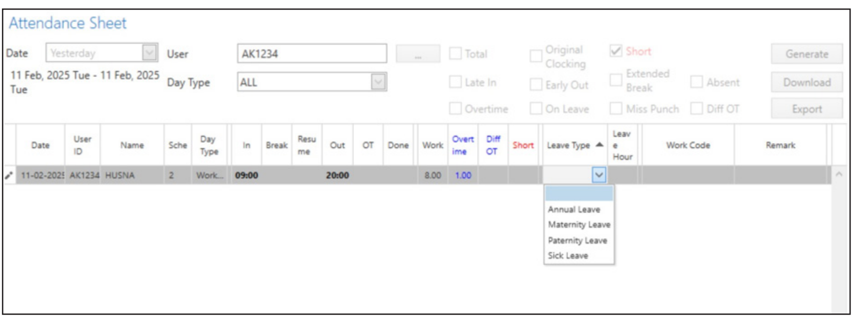
Miss Punch - Displays attendance data of employees who have missed a punch for the date that you are viewing. If an employee misses a punch, it will only show you the punch the employee has made so far. If there are no employees who missed a punch, you will not see any data on the Attendance Sheet.

Diff. OT – Displays attendance data of employees who have Diff. OT (Differential Over Time) in the attendance sheet. The Diff. OT column is only displayed if you have enabled Diff. OT setting in your Clocking Schedule. Diff. OT is a secondary overtime that is defined by the company for different pay rate purposes.

TCMS V3 provides flexibility for administrators to amend the attendance records. Records displayed in bold indicate that amendments were made. You can insert the leave taken by the users (under the Leave Type column) or put a remark to his/her records (under the Remark column).



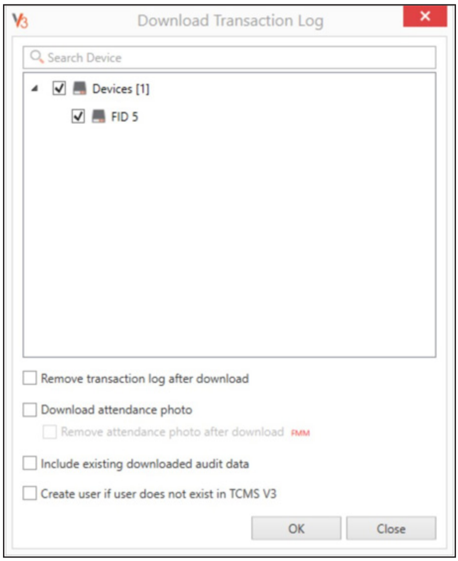
1. Click Edit.
2. Insert time into relevant columns.
3. Work time, Short time and Overtime are calculated automatically based on clocking schedule settings.
4. Click Save to save settings.



1. Click Edit.
2. Move to the Leave Type or Remark column.
3. Select the leave type or fill in the remark.
4. Click Save to save settings.

Download Data from Devices

Before you can view attendance data, it is advisable to download data from all devices. Attendance Sheet updates the records when there is any new data downloaded into the database.



1. Click Download in the Attendance Sheet.
2. Select Terminal and tick your preferred options

   Remove Transaction Log After Download - This option deletes the transaction logs from the device after they have been successfully downloaded to TCMSv3.

   Note: *If enabled, logs will no longer be available in the device after downloading, meaning they cannot be redownloaded from the device. However, the downloaded logs will be available in the TIMING file created in the TCMS V3 folder*

   Download Attendance Photo - This function retrieves attendance photos captured by devices when users verify their attendance.

   Remove Attendance Photo After Download (FMM) - When enabled, attendance photos are deleted from the device after they have been successfully downloaded to TCMSv3 to prevent the device's storage from becoming full, which could cause issues with capturing new attendance photos.

Note: Once removed, the photos will only be available in TCMSv3 and cannot be retrieved from the device.

Include Existing Downloaded Audit Data - If enabled, previously downloaded audit data (transaction logs) will be included in the download cycle. If unticked, only new logs will be retrieved during the download process

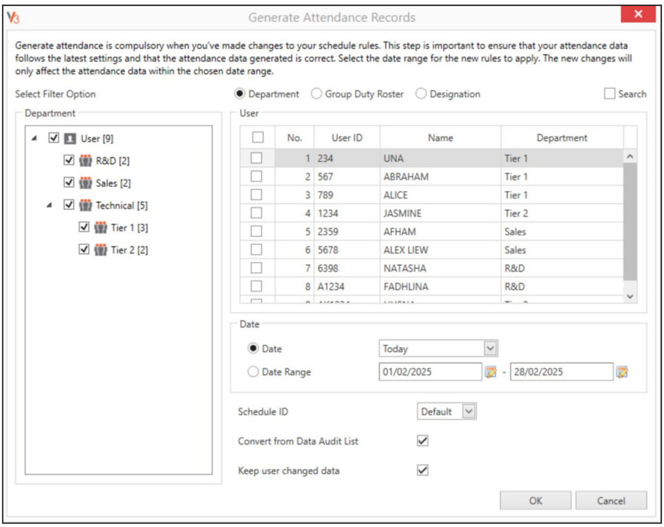
Create User If User Does Not Exist in TCMSv3 - When this setting is enabled, if a new user ID is found in the device but does not exist in TCMSv3, the software will automatically create the user profile in the database.

3. Click OK

Generate Attendance Data

Run Generate Attendance Data to force TCMS V3 to repopulate and recalculate attendance records.

***NOTE:** You must generate attendance data after making changes to the clocking schedule or group duty roster. Changes will only take effect after this process.*



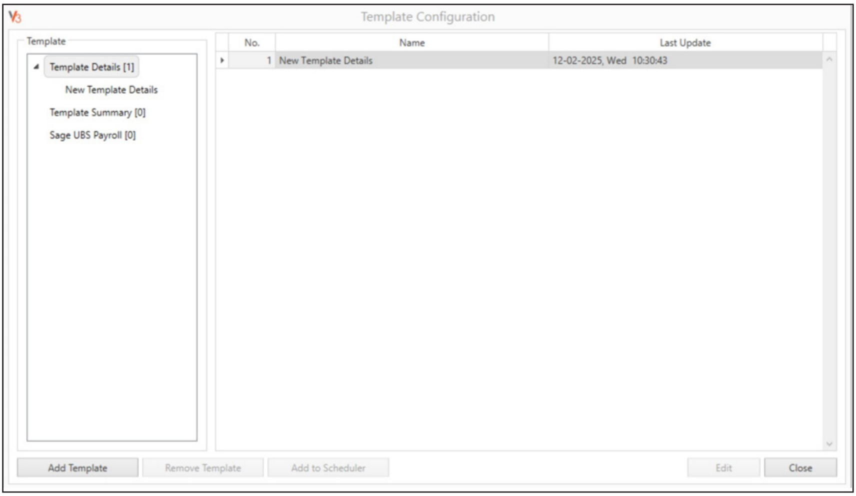
1. Click Generate in the Attendance Sheet.
2. Select user ID.
3. Select Date Range.
4. Only select schedule ID if you want TCMS V3 to generate attendance records according to a new clocking schedule setup.
5. Check Convert from Data Audit List so TCMS V3 checks into the database for any new records.
6. Check Keep User Changed Data so TCMS V3 will not erase any edit records done before this.
7. Click OK to proceed.

Export Attendance Records

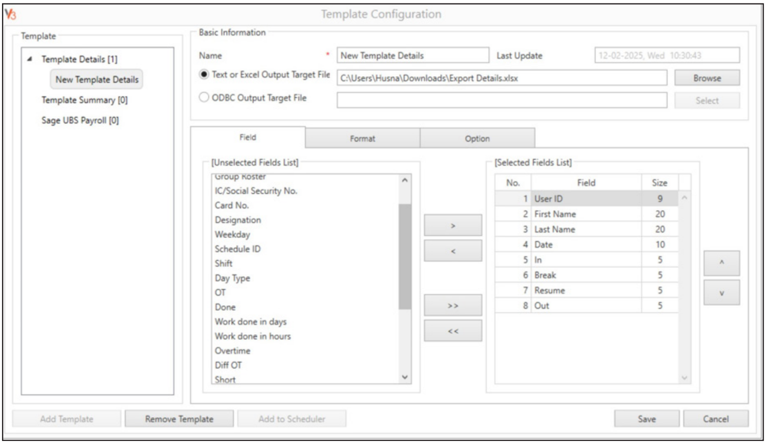
You can export attendance records for use with payroll software. The exported records can be detailed (day-by-day) or summarized records. You can choose to save the output file in XLS or TXT format to be used by the payroll software.

Before you can export attendance records, you must configure a template for the export format by determining the exported data fields and adjusting their length. You can configure multiple templates if you are exporting attendance records to be used in more than one software. Make sure you select the correct template during the export process.

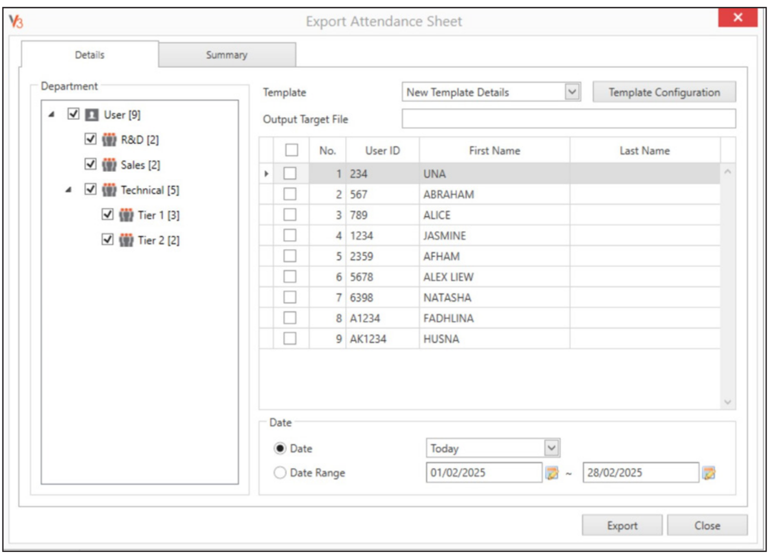
1. Click Templates Configuration



2. Select Templates details (to export day-by-day attendance records) or Templates Summary (to export a summary of attendance records for a specific time period) > right-click Add Template
3. Name the template, e.g.: Payroll use – Details.
4. Click Edit.
5. Click Browse to determine the path location to save the output file. You can select to save in XLSX, XLS, CSV or TXT.



6. In the Format tab, select the separators to use when exporting to a TXT file. If exporting to XLS/XLSX, this step is not required. To display a header in XLS/XLSX exports, enable “Display Header Row” in the Options tab. You can also configure your export settings by enabling your preferred options in the Format and Option tabs.
7. Select data fields from the left panel. Double-click the data field to include it in the right panel.
8. Arrange data fields in the right panel to export.
9. Adjust the length of the data field by changing the value under the Size column.
10. Click Save to save settings.

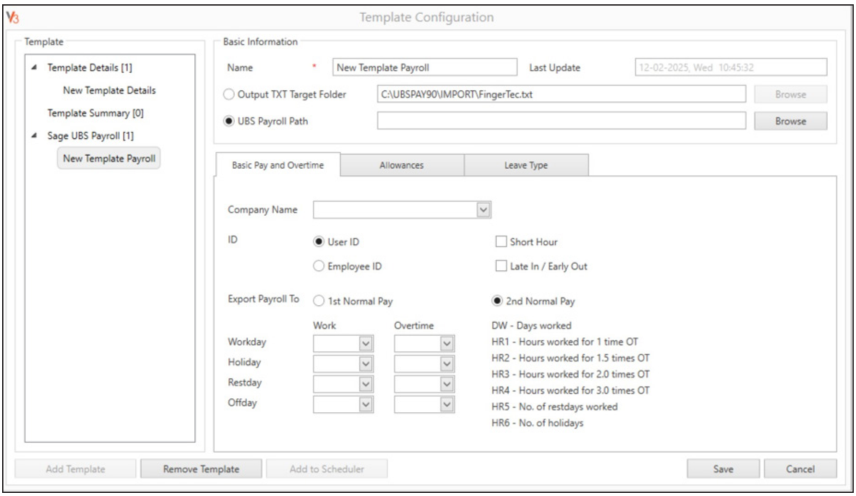


During the export process:

1. Click Export Attendance Sheet.
2. Select users individually or by department.
3. Select the template either Details or Summary.
4. Determine the path/location to save the output file.
5. Define an effective date range of records to export.
6. Click Export.

Export to Sage UBS Payroll *(Malaysia market only)*

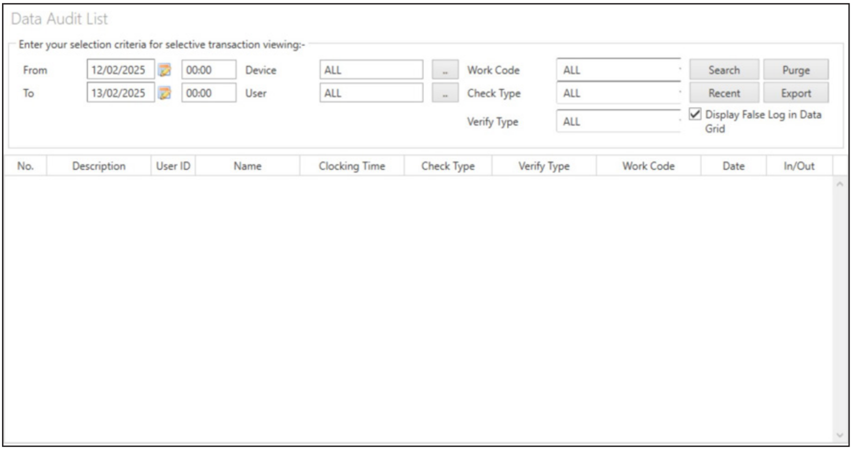
TCMS V3 is customized to export attendance records into Sage UBS Payroll, whereby the arrangement of attendance records is fixed to fit the software. You must know the basic usage of Sage UBS Payroll before proceeding with the steps below.



To configure and export to Sage UBS Payroll:

1. Click Export Payroll.
2. Select Sage UBS Template Configuration.
3. Browse the UBS Payroll Path to save the output file.
4. Select company name.
5. Configuration of data field.
6. Click Save.
7. Choose the template and select users individually or by department.
8. Define the effective date range and click Export to post data into Sage UBS Payroll

Data Audit List



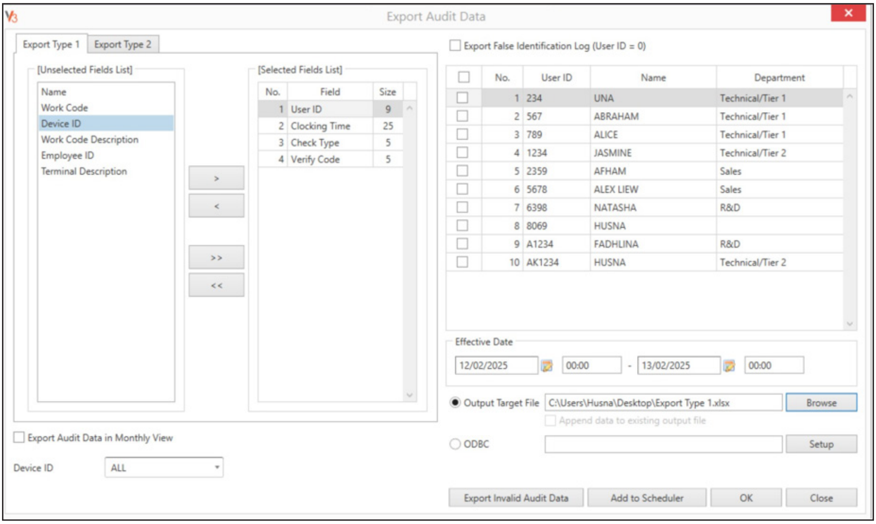
The data audit list is the database that stores all transaction logs downloaded from devices. TCMS V3 provides an easy interface to check transaction logs. All IN-OUT records are published on this page. You can choose to view transaction logs by:

- Date range
- Doors
- Users
- Work Code
- Check Type
- Verify Type

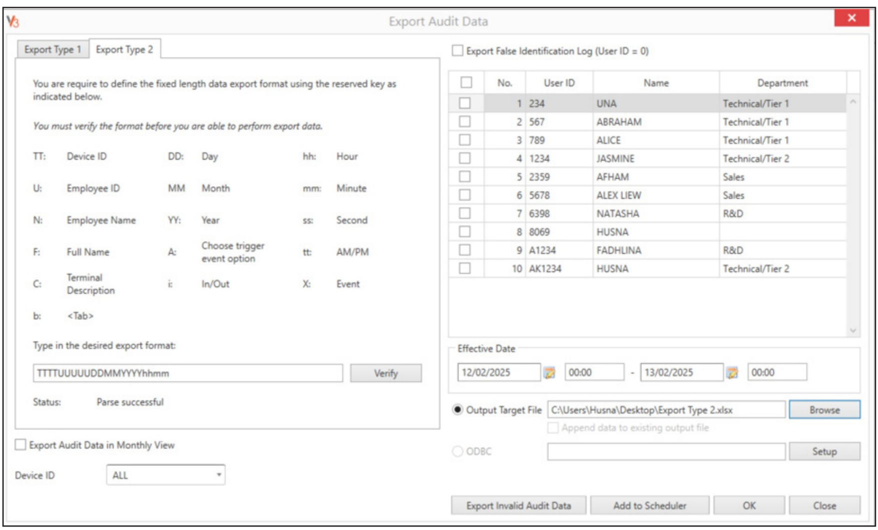
These are raw data that can be exported in XLS, XLSX, TXT or CSV format. The output file can be imported into 3rd party software for further processing or evaluation.

TO EXPORT RAW DATA AUDIT LIST:

1. Click the Data Audit List from the left panel.
2. Click Export Data Audit. Configure either to use Export Type 1 or Export Type 2



EXPORT TYPE 1



EXPORT TYPE 2

3. For Export Type 1, double-click to select the data fields to be exported and arrange the data fields to be exported. You can also adjust the length of the data fields by changing their value under the Size column.
4. For Export Type 2, configure your desired export format then click Verify
5. Click Browse to define the Output Target File path location to save the file.
6. Select the user to export and define the effective date range to export raw data.
7. Click OK to export.

5.9 Export Scheduler

You can automatically export Attendance and Transaction data based on a specified date or time to a dedicated folder within the Scheduling & Attendance module. With this feature, you can automate transaction log exports for payroll calculations. Then, you can Improve work efficiency by combining this feature with Auto Download Transaction and Auto Generate Attendance Record options.

1. Go to Scheduling & Attendance in TCMS V3.
2. Select Export Scheduler > Add Scheduler.
3. Configure the settings as needed.

You can export the following types of reports:

1. Data Audit List
2. Summary Attendance Sheet
3. Details Attendance Sheet

This feature ensures seamless data management, reducing manual effort and improving accuracy in attendance tracking.

Chapter 6

Reports

This chapter guides you on the types of reports and listings provided by TCMS V3 for housekeeping purposes and how to generate them.

TCMS V3 provides you with 8 types of commonly used reports to understand all IN-OUT and attendance records. You can have reports to display lists of users, devices and doors that are useful for housekeeping in the future. You can print the reports to keep as records or save them in a digital format (PDF, HTML, MHT, RTF, XLS, XLSX, CSV, TXT, XPS and JPEG). You can send emails together with the digital reports to others for viewing and analysis.

6.1 Type of Reports and Usage

MONITORING ANALYSIS

Device Activity: This report details the transaction record of the users by device ID. User

Movement Analysis: This report lists the details of the users' movement from all devices.

Transaction Listing: This report records all transaction data downloaded from every device.

TABLE LISTING

Device Listing: This report records all data downloaded from every device.

Device User Listing Report: This report provides a list of all users enrolled in a specific device, including their details.

Department Listing: A list of all department names and their corresponding number of users.

User Listing: This report shows the users' information in detail.

Holiday Listing: This is a list of holidays created at the Holiday Settings

Work Code Listing: A list of all work codes

ATTENDANCE LISTING

Electronic Timecard: The most general employee attendance record comprises 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 is also available in this report.

Daily Attendance Listing: This report details the daily work rate, tardiness, total work time, OT and shortages for workdays/rest days and off days for each employee.

Weekly Attendance Listing: This report will generate the employees' weekly attendance on a page with its summary of attendance at the bottom of the report.

Attendance Sheet: 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 are late for work or clock out early.

Job Cost Analysis: This report shows the users' multiple break times and the job work code for that particular break. It is exclusively for Job Cost Options at the flexi schedule.

Detailed Employee Timecard: This report is quite different compared to Job Cost Analysis; it will summarize all the attendance details. This report is exclusively for the Job Cost Option at the flexi schedule. It displays the users' multiple break times, and the job work code for the particular break time.

Correction Report: This report shows employees that have irregular clocking activities, e.g.: extended break times, early clock-outs, late clock-ins, 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.

Tardiness Report: This report shows employees with tardiness e.g.: late in, early out, etc. The time of tardiness and the total short minutes will be shown in red.

On Leave Listing: This report shows the list of employees who have taken leave and the particulars of their leaves for reference.

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

ATTENDANCE ANALYSIS

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

Attendance Analysis: This report is similar to the attendance summary, but it does not include 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 clocks out early with this report.

Day-by-Day Analysis: This report details the daily work rate, tardiness, total work time, OT and work hour shortages for workdays/rest days and off days for each employee.

Month-by-Month Analysis: This report details the monthly work rate, tardiness, total work time, OT and work hour shortages for work days/rest days and off days for each employee.

Gross Wages Report: This report will show the details of the employee's regular remuneration based on the hourly rate. It shows total work time and OT for different day types with different pay rates for wage calculation.

Weekly Wages Report: This report will calculate employees' wages based on their attendance records for a specific week. It helps employers track work hours and generate payroll efficiently.

DUTY SCHEDULE LISTING

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

Duty Calendar: This is a working calendar checklist for all or a particular work group.

Weekly Staff Duty Roster: This is a weekly working calendar checklist of a particular work group.

Month Staff Duty Roster: This is a monthly working calendar checklist of a particular work group.

Monthly Staff Pay Class: This is a monthly working calendar checklist of a particular user under the Pay Class group.

AUDIT TRAIL

Audit Trail: Comprehensive chronological record that logs all changes, activities, and transactions within a system. It provides a detailed overview of who made changes, when they were made, and what the original data was, serving as a history book to track user actions and ensure data accuracy within an organization or software application.

Error Log: This report will display a list of records of system errors and issues that occur within a software application. It captures detailed information about any errors, malfunctions, failures, or unexpected behaviour in the system, providing insights into the nature and cause of errors.

REPORT OPTION

In some of the Attendance Listings and Reports, there are several options you can select to change what is viewed in the report:

Show zero hour - Tick to display all rest/off days, holidays, absences or leaves in the report.

Work/OT Total - Tick to hide work, overtime, Diff. OT and Short hours

Original Clocking - Tick to display original clocking data as downloaded from device if the employee's attendance records have previously been edited or you have configured rounding rules.

Leave in hours - Tick to display leave in Hours instead of Days.

Remark - Tick to display remarks added to explain employee's clocking activities.

Clocking Count - Tick to display the number of times clocking was performed by an employee. If unticked, only a checkmark is displayed to indicate an employee has performed at least one clocking and was therefore present.

In/Out Clocking - Tick to display the Clock In and Out records.

Rate/Hr - Tick to display pay rates (per hour) as configured for employee wages and/ or job costing purposes.

Job Cost - Tick to display wages computed based on pay rates configured for the different jobs using the Job costing feature.

Work done in days - Tick to display work done in Days instead of Hours.

6.2 Preview, Print or Save Report

1. Select the report to preview or print.
2. Select the filter options from the left panel.
3. Click Generate.
4. Report previews on the right panel.

6.3 Report Scheduler

1. Select the Report Scheduler
2. Click Add and select your preferred Report
3. You can define the respective details regarding the report scheduler including the report scheduler run time, recipient email address, subject of email and message.
4. Select Run to test the Report Scheduler