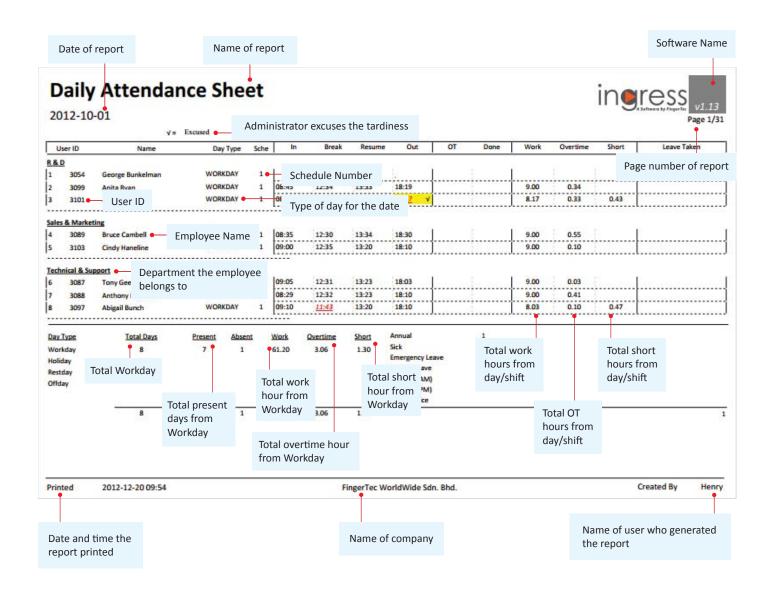
FING@RTEC | ELECTRONIC TIME CARD

	Nan	ne of rep	ort		Name o	ofemplo	руее	Depar belon	rtment th gs to	ie emplo	yee	:	Software name
Electronic	Tir	ne C		me: Ge	eorge Bunkelr	man	Depar	rtment : R & D				ing	
Date Day Type	Sche	In	Break	Resum	e Out	OT	Done	Work	Overtime	Short	Leave Tak	en R	emark
2012-10-01 Mon WORKDAY Tue WORKDAY USER ID Wed WORKDAY [2012-10-04 Thu WORKDAY	1		nistrator rdiness	excuses	18:15 17:55 18:00			9.00 • 9.00 9.00	Total a day	work ho /shift	urs in	Page nu	mber of report
2012-10-05 Fri WORKDAY 2012-10-06 Sat RESTDAY		08:16	12:36	13:22	18:18			9.00	1.02				
2012-10-07 Sun RESTDAY 2012-10-08 Mon WORKDAY		08:28	11.48	13:03	16:22			6.41	0.32	- Total	OT hours in	n a Visit Customer	
2012-10-09 Tue WORKDAY 2012-10-10 Wed WORKDAY	1	08:17 08:26	12:28 12:35	13:15 13:33	17:34 18:13	19:00	¥ 21:00	v 8.34 9.00	0.43	day/s	shift		
2012-10-11 Thu WORKDAY 2012-10-12 Fri WORKDAY 2012-10-13 Sat RESTDAY		08:19 08:14	12:35 12:08	13:49 13:34	18:06 16:29			8.41 7.17	0.47	0.19 1.43		Site Inspection	
2012-10-14 Sun RESTDAY 2012-10-15 Mon WORKDAY	1	09:08	12:23	13:38	17:59			9.00					
2012-10-16 Tue WORKDAY 2012-10-17 Wed WORKDAY	1	08:23 08:17	12:33 12:20	13:09 13:29	17:02 18:15			8.02	0.37	0.58	Total sł a day/s	nort hours in shift	
2012-10-18 Thu WORKDAY 2012-10-19 Fri WORKDAY 2012-10-20 Sat RESTDAY		08:17 08:15	12:25 12:23	13:34 <u>13:52</u>	18:17 <u>17:36</u>			9.00 8.14	0.45	0.46			
2012-10-21 Sun RESTDAY 2012-10-22 Mon WORKDAY	1	08:27	12:21	12:41	18:10			8.49	0.43	0.11			
2012-10-23 Tue WORKDAY 2012-10-24 Wed WORKDAY 2012-10-25 Thu WORKDAY	1	08:35 08:22 08:42	12:20 12:29 12:39	13:25 13:23 13:39	18:08 17:59 18:14			8.50 9.00 9.00	0.33 0.38 0.32				
2012-10-25 Fri WORKDAY 2012-10-26 Fri WORKDAY 2012-10-27 Sat REST		08:56	12:31	13:32	Total wor	k hour	Tota	l short hour	0.17				
2012-10-29 Mon WOR		'orkday	12:23	13:34	from Wor			n Workday	0.54				
2012-10-30 Tue WORKDAY 2012-10-31 Wed WORKDAY		08:17	12:22 12:26	13:46 13:30	16:19 17:58			7.03 9.00	0.43	1.57			
Workday Holiday Restday	al Dava 23 8		22	1 Tatal	189.01	ertime 12.37	Short 7.59	Annual Sick Emergency Lear Unpaid Leave Half day (AM) I day (PM)	ve	1			
Total present d	ays tr	om wori	kday	lotal c	overtime r	iour fro	m worka	ay of office					3
									Supervis	sor / Date:		George Bunkelman	
Printed 2012-12-20 09	:44					Fin	gerTec Work	dWide Sdn. Bhd.				Crea	ted By Henry
Date and time the report printed						Nam	e of com	pany				Name of user w the report	ho generated

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

FING@RTEC | DAILY ATTENDANCE SHEET



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

FING@RTEC | WEEKLY ATTENDANCE SHEET

	Na	ame of re	eport					Depa	rtment the er	mplovee		Software Na
Veekly Att	end	ance	e She	et	Nam	e of emplo	yee	belor		p.oyee	ingr	ess
ser ID : 3054 o		V = Excus	sed 🖷		Name :	George Bunkeln	man		Departmen	nt: R&D		Page 1
Date Day Type	Sche	In	Break	Resume	Out	TO	Done	Work	Overtime	Short	Leave Taken	Remark
12-10-07	1	Adm	inistrator	ovencos	hereiter		L.					
12-10-08 User ID w	1	r		excuses	16:23	-		6.41	0.32	2.19	Page	number of rep
12-10-09 Tue WORKDAY	1	the t	ardiness		17:34	19:00 v	21:00	8.34	0.43	0.26		
12-10-10 Wed WORKDAY	1	6			18:13			9.00	0.47			
12-10-11 Thu WORKDAY	1	08:19	12:35	13:49	18:06			8.41	0.47	0.19		
12-10-12 Fri WORKDAY 12-10-13 Sat RESTDAY	1	08:14	12:08	13:34	16:39			7.17	0.46	1.43		Site Inspection
12-10-13 SE RESIDAT		Junior					Total	40.13	3.35	4,47		
er ID : 3089		V= Excut	sed		Name :	Bruce Cambell			Departmen	nt : Sales & Ma	rketing	
Date Day Type	Sche	In	Break	Resume	Out	от	Done	Work	Overtime	Short	Leave Taken	Remark
12-10-07 Sun RESTDAY	1	i		-		1	-	i				
12-10-08 Mon WORKDAY	1	08:30	12:38	13:30	18:23			9.00	0.53			
2-10-09 Tue WORKDAY	1	08-23	12:34	13:33	18:14			9.00	0.51			
12-10-10 Wed WORKDAY	1	08:55	12:25	13:25	18:15			9.00	0.20			
12-10-11 Thu WORKDAY	1	08:20	12:24	13:52	18:12			8.38	0.52	0.22		
12-10-12 Fri WORKDAY	1	08:23	12:33	13:50	18:09			8.40	0.46	0.20		
12-10-13 Sat RESTDAY	1.											
							Total	44,18	3.02	0.42		
er ID : 3097					Name :	Abigail Bunch	Tota	l work	Departme	Total shor	t port	
Date Day Type	Wor	rking sch	edule -	Resume	Out	TO	hou	rs from	Overtime	hours from	n ve Taken	Remark
12-10-07 Sun RESTDAY		he emplo	_	1	-							
12-10-08 Mon WORKDAY	orti	le empic	Jyee	13:21	16:58		day,	/shift	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	day/shift		
12-10-09 Tue WORKDAY	1	09:01	21.28	13:26	17:25	**********		7.23		1.37		
12-10-10 Wed WORKDAY	1	09:12	12:27	13:26	15.49			6.37	and the second se	2.23		
12-10-11 Thu WORKDAY	1	09:03	12:23	13:23	16:14			7.14	Total OT	1.46		
12-10-12 Fri WORKDAY	1	09:00	11:43	13:36	16:43			6.56	hours from	2.04		
12-10-13 Sat RESTDAY	1											
							Total	35.14	day/shift	9.06		
inted 2012-12-20 10:0	0				Fing	gerTec World	Wide Sdn. Bl	hd.			c	reated By He
Date and time the					Nam	e of compa	anv			ſ	Jame of use	r who generate

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

FING@RTEC | ATTENDANCE SHEET

Department the employee belongs to		Software Name
Attendance Sheet	L1 = Annual L2 = Sick L3 = Emergency L4 = Unpaid Leave L5 = Half day (AM) L6 = Leave	Page number of report
User ID Total work hours from day/shift Total OT hours from day/shift		
Printed 2012-12-20 10:15 Date and time the report printed		Created By Henry ame of user who generated e report

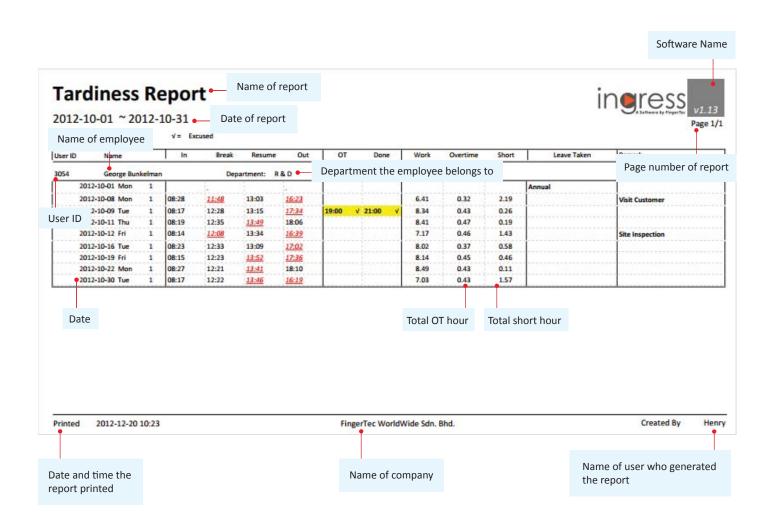
This report is almost the same as the attendance summary but it is without the work rate, work time, OT and short hours. With this report, the employer can have an overview of how many times the staff is late to work or early out.

FING@RTEC | CORRECTION REPORT

orrectio	n Rer	ort				Name	e of employe	e	Departi belongs		he en	nploye	e	neross	
12-10-01 ~:		1-	Date of	report			Ļ							a solution of might in	1.1 ge 1
r ID Name		In	Break	Resume	Out	ОТ	a 1	544E	A	Shor	1	Leav	e Taken		
054 e George	e Bunkelman 🍙		lministra		uses	R&D 🗕	Departme belongs to		employee					Page number of r	ер
2012-10-01	1	0.00	e tardine				Delongs to	, 			An	nual			
ser ID	-			13:33	17:55			9.00		ļ					
2012-10-08	Name of e	mploye	e	13:24 13:03	18:00 16:23	·		9.00	0.32	2.19				Visit Customer	
2012-10-09	1 00	117 1		13:15	17:34	19:00	√ 21:00 V	8.34	0.43	0.26					
2012-10-12				13:34	16:39	1		7.17	0.46	1.43				Site Inspection	
2012-10-15				13:38	17:59			9.00	Į						
2012-10-31	1 09	1:01	12:26	13:30	17:58	.ii.		9.00		i	l	Leav	/e taken		
nted 2012-12-2	20 10:19					Finge	erTec WorldWie	de Sdn. B	hd.					Created By	He

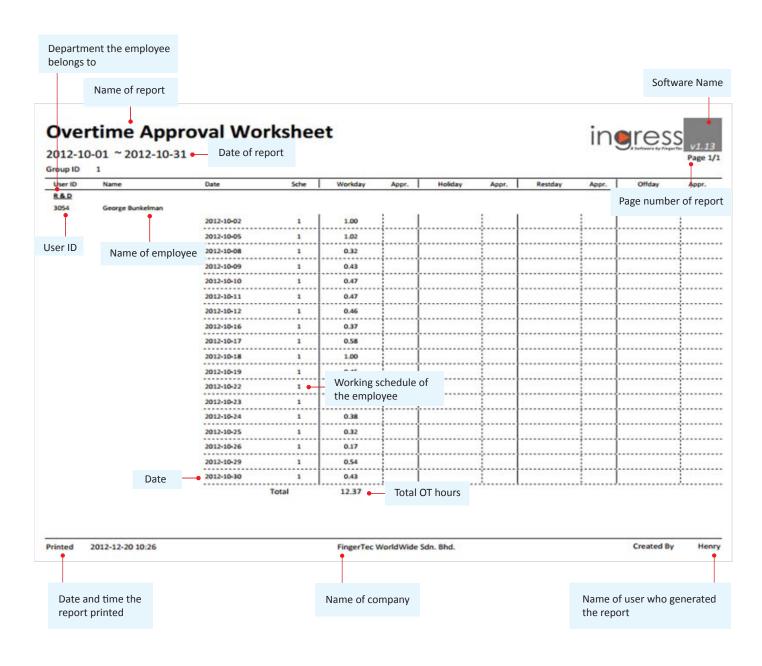
This report shows employees that have irregular clocking activities, for example extended break time, early out, clocks in late, etc. The Administrator can choose to amend these irregular clocking activities suggested by the software to match the activities of the affected employees if necessary.

FING@RTEC | TARDINESS REPORT



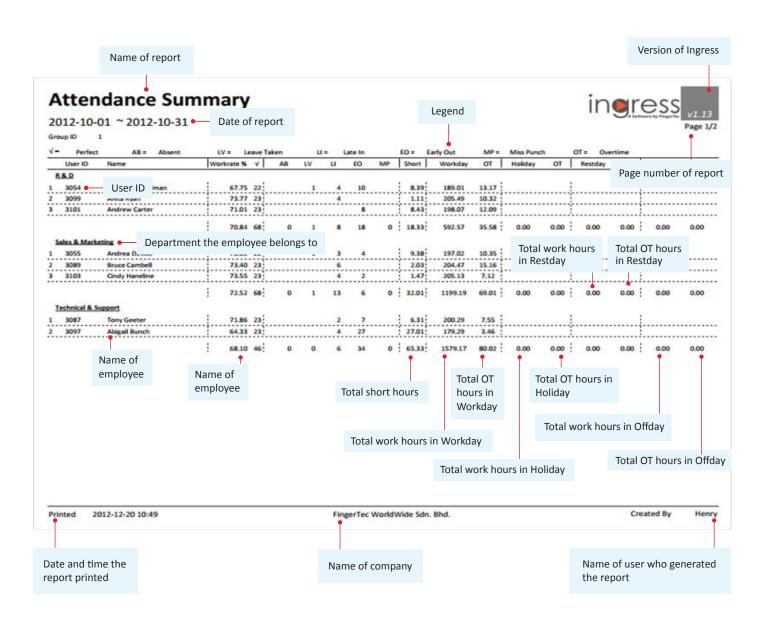
This report is showing employees with tardiness for example: late in, early out, and etc. This report will show the time of tardiness in red and the total short minutes.

FING@RTEC | OVERTIME APPROVAL WORKSHEET



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

FING@RTEC | ATTENDANCE SUMMARY



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

FING @RTEC | DAY BY DAY ANALYSIS

Name of report

Day by Day			e of report									9	ess	V1.1
	Absent		Leave Taken	U	= Late In	EO =	Early Out	MP	Miss Pund	h	OT= Ov	ortime		Page :
ate Weekday	Workrate % V	AB	LV L		O MP	Short	Workday	OT	Holiday	OT	Restday	OT	Offday	OT
012-10-01 Monday	80.04 7		2		5	7.00	64.50	3.06				Daga		ofron
012-10-02 Tuesday	98.33 9			2	1	1.11	79.39	4.42		*****		Page	number	orrep
012-10-03 Wednesday	97.55 9		***********	3	1	1.59	79.01	2.49		*****	(100353
012-10-04 Thursday	94.67 9				4	4.09	76.41	3.14			·····			
012-10-05 Friday	96.30 9				3	3.00	78.00	3.26			İ		i	
012-10-06 Saturday	0.00 0								·		·		·····	
012-10-07 Sunday	0.00 0					Deta	ils of tardin	ess -			·		·····	
	94.75 9				4	4.15	76.45	4.18			·····			
	96.94 9				4	2.29	78.31	3.55						
	96.94 9			2	2	3.06	76.54	2.45						
012-10-10 Wednesday					2						}			
012-10-11 Thursday				4		3.23	77_37	4.56			ļ			
012-10-12 Friday	94.61 9			1	5	4.22	76.38	4.29			ļ			
012-10-13 Saturday	0.00 0		.				¦				ļ			
012-10-14 Sunday	0.00 0					2					Ļ			
012-10-15 Monday	97,49 9			1	2	2.02	78.58	3.18					i	
012-10-16 Tuesday	97_30 9			1	2	2.01	Wor	king ti	me for all	empl	ovees in a	a day		
012-10-17 Wednesday	96.26 9			1	2	2.52								
012-10-18 Thursday	98.58 9				1	1.09	79.51	5.52			1			
012-10-19 Friday	92.43 9			4	8	6.08	74.52	ОТ	time for a	ll omr	novees in	veh e r		
012-10-20 Saturday	0.00 0	1	L .					. 01		ii einik	JUYEES II	i a uay		
012-10-21 Sunday	0.00 0					1								
012-10-22 Monday	95.21 9			1	3	3.53	77.07	5.48						
012-10-23 Tuesday	98.99 9			2		0.29	80.11	5.06			1			
012-10-24 Wednesday	97.53 9			1	4	2.00	79.00	4.43			·····			
012-10-25 Thursday	98.64 9			1	1			5			********		*******	
012-10-26 Friday	99.26 9			1		Short	time for all	-					*******	
012-10-27 Saturday	0.00 0					emplo	yees in a d	ay 🎫	·				·····	
012-10-28 Sunday											·			
012-10-29 Monday	96.21 9			1	2	3.04	76.56	5.04						
012-10-30 Tuesday	94.61 9			3	3	4.22	76.38	4.02						
012-10-31 Wednesday	94.20 9				4	4.32	76.18	3.13						
Total	71.03 205	4	2	29	63 0	68.18	1780.32	93.35	0.00	0.00	0.00	0.00	0.00	0.00
rinted 2012-12-20 15	:06				FingerTec V	VorldWide Sd	n. Bhd.					Cr	eated By	H
•														

Version of Ingress

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

FING@RTEC | MONTH BY MONTH ANALYSIS

Version of Ingress Name of report Month by Month Analysis Legend in res 2012-10-01 ~ 2012-12-31 -Date of report Page 1/1 V= Perfect AB = Absent LV = Leave Taken LI = Late In EO = Early Out MP = Miss Punch OT = Overtime EO Month Head Count Workrate % v AB LV ш MP Short Workday OT Holiday OT Restday Page number of report 2012-10 9 71.03 205 4 2 29 63 68.58 1780.32 94.15 2012-11 2.01 6 19 48.53 2.46 9 C 161 10 56.42 11.51 2012-12 0.32 181 2 11 8.00 9 ---.... ... Total 24.45 206 346 2 37 93 142 136.51 1837.25 97.01 0.00 0.00 0.00 0.00 0.00 0.00 The working Tardiness details efficiency of the of the employee Total OT time for all employee employees in a month Total short time for all employees in a month Total working time for all employees in a month Printed 2012-12-20 15:06 FingerTec WorldWide Sdn. Bhd. Created By Henry Date and time the Name of company Name of user who generated report printed the report

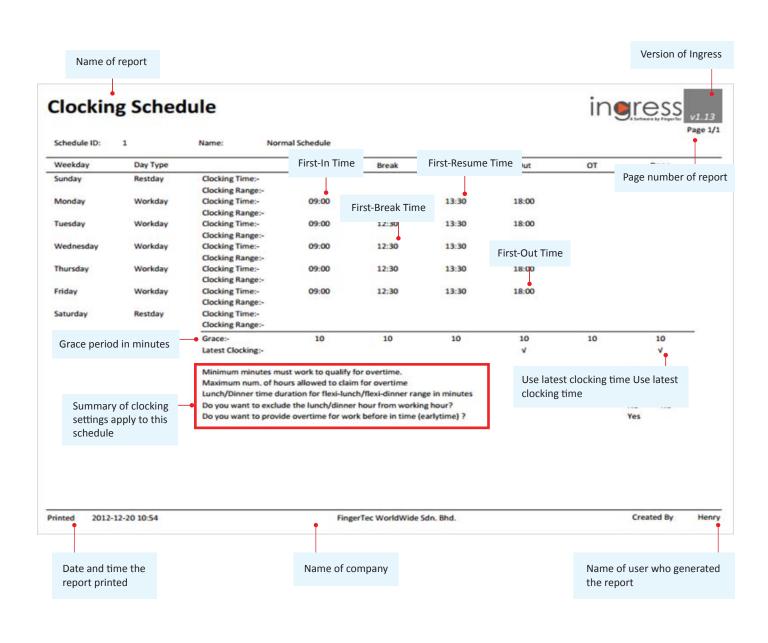
This report details the monthly work rate, tardiness, total work time, OT and work hour shortage for workdays/rest day and off day for each employee.

FING@RTEC | ATTENDANCE ANALYSIS

ttendance A		rt						
up ID 1								Pa
User ID Name	Sche In	Out	Late In	Early Out	Total Days	Holiday/Restday/ Offday	Absent	Page number of r
<u>& D</u>				0.0				
3054 User ID Iman 3099 Anita Ryan	1 09:00 1 09:00	18:00	0.28	8.11	31	8		1 22 23
3101 Andrew Carter	1 09:00 1 09:00	18:00	3.12	8.18	31 31	8		23
3101 Andrew Carter		18.00	3.40	16.29		·······	0	1
	ment the employee		1			6 I		
3055 Andrea C belongs 3089 Bruce Cambell	to	18:00 18:00	1.17	3.46	31 31	8		1 23
3103 Cindy Haneline	1 09:00	18:00	2.05	1.16	31	8		23
S105 Cindy Hanesine	1 05.00	10.00	10.32	21.31	31		0	1 1
			10.21				1	•
chnical & Support	A 10 10 1000	1000		220.0		R 2 3		6 K 132
3087 Tony Geeter	1 09:00	18:00	2.00	6.47	31	8		23
3097 Abigail Bunch	1 09:00	18:00	4.00	21.31	31			23
			16.32	49.49			0	0
Name of employee	Working schedule		otal emplo					
	of the employee	Ci	ame back	late				
				Total en	ployee			
				went ou				
ted 2012-12-20 10:50			Finge	rTec WorldW	ide Sdn. Bhd.			Created By
2012-12-20 10:50			•					
2012-12-20 10:50								
2012-12-20 10:50								
e and time the				ne of com			Na	ame of user who generat

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

FING@RTEC | CLOCKING SCHEDULE



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

FING @RTEC | DUTY CALENDAR

	Name of report																												Vers	ion	of I	ngress
Group ID:	Calenda	r			Nam	ne:				ytime	Rost							of r								ir	ŋ		e	S	S	v1.13 age 1/1
W = Workday Year	Month	1		Rest 3	tday 4	5	6	7	Offda 8		10	_	On Le		14	_		Sche 17		1D	20	21	22	22	24	25		Page	e nu	mbe	er o	f repo
2012	10	1 W 1	w 1	W 1	w 1	W 1	R 1	R 1	W	w	W 1	W 1	W 1	R 1	R 1	W 1	W 1	W 1	W 1	W 1	R 1	R 1	W 1	W 1	W 1	W 1	W 1	R 1	R 1	W 1	w 1	W 1
	The month of calendar				f r the	2				Wo	rkin	g Sc	hed	ule																		
The year o	of calendar																															
Printed	2012-12-20 10:58										Fin	gerT	ec W	orld	Wide	Sdn.	Bhd	•										С	reate	d By		Henry

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



Total	mark Listing		
Q	Work Code	Remark	f
1	11	Attend Exhibition	
2	12	Attend Training	Page number of
3	14	Car Break Down	
4	15	Visit Customer	
5	21	800 Matters	
•	22	Site Inspection	
	Relevant work codes	Name of remarks	

A list of all work code and its remark names.