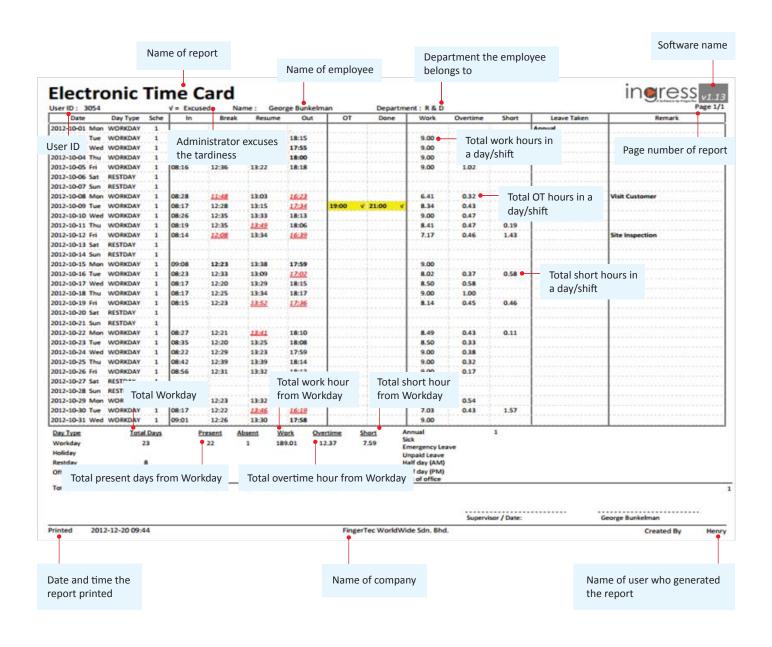
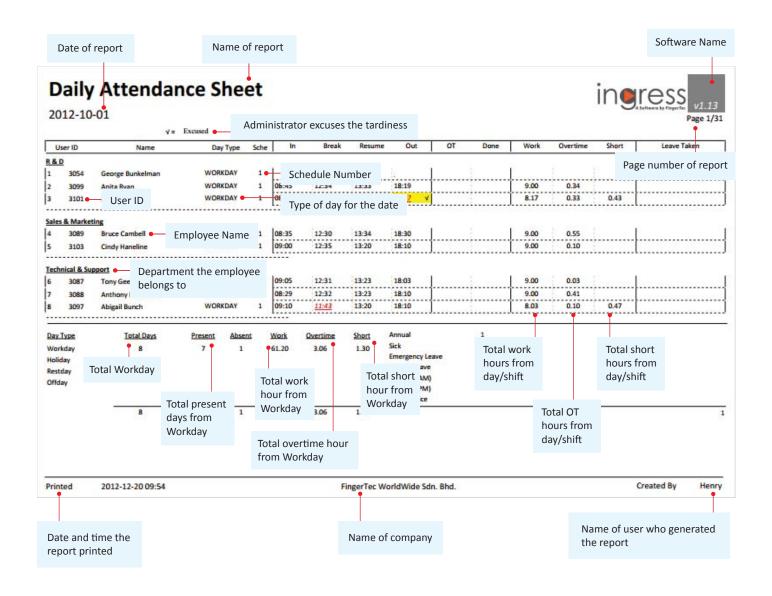
FING@RTEC | ELECTRONIC TIME CARD



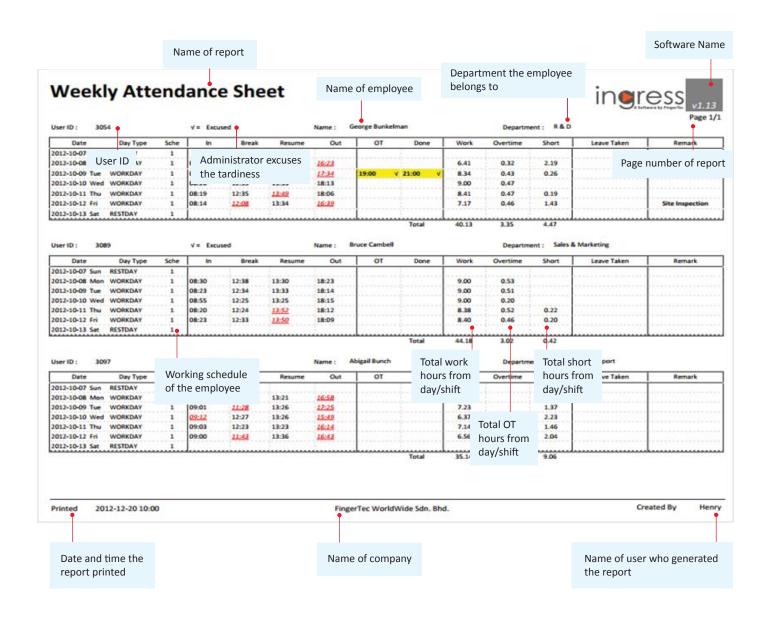
The most general attendance record of employee comprises of detailed clocking activities of an employee in a month including calculated work time, overtime and short time. The summary of attendance, tardiness and leave taken are also available in this report.

FING@RTEC | DAILY ATTENDANCE SHEET



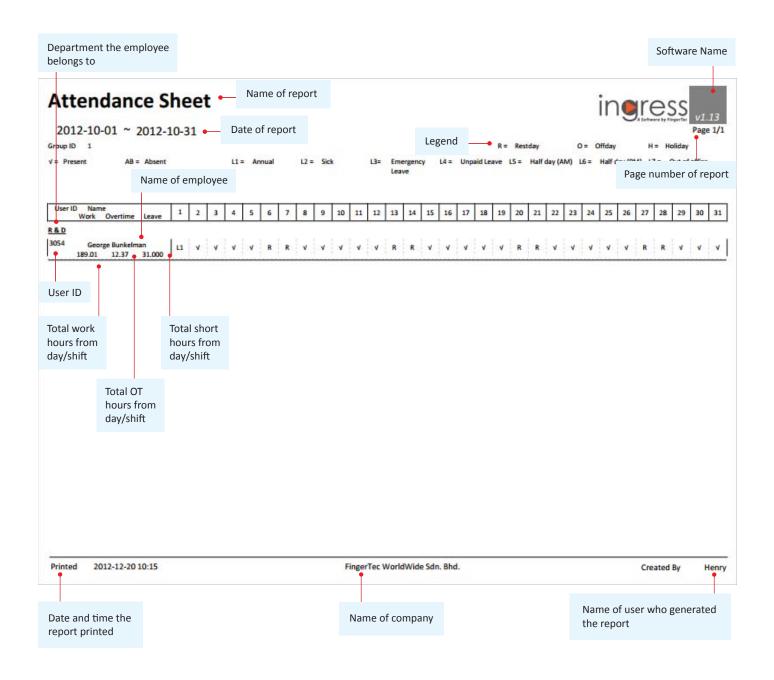
This report details the daily work rate, tardiness, total work time, OT and short for workdays/rest day and off day for each employee.

FING@RTEC | WEEKLY ATTENDANCE SHEET



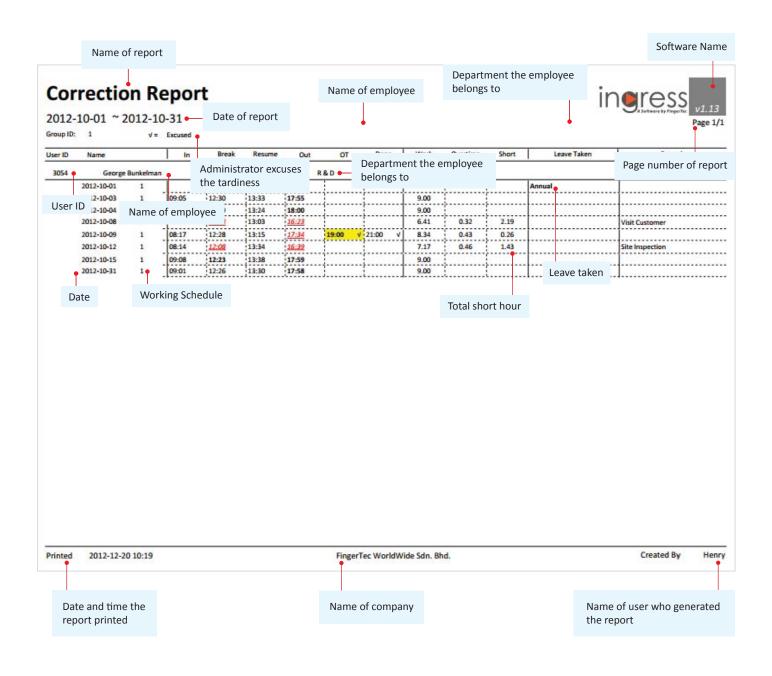
This report will generate the employee's weekly attendance into a page with its summary of attendance at the bottom of the report.

FING@RTEC | ATTENDANCE SHEET



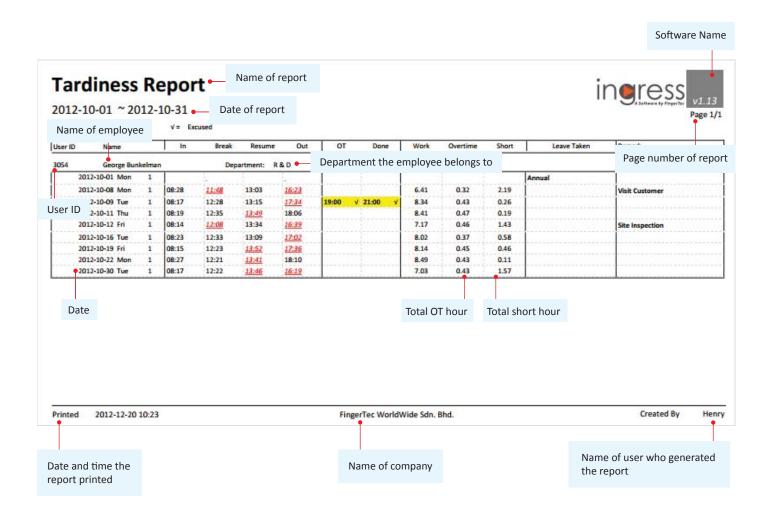
This report is almost the same as the attendance summary but it is without the work rate, work time, OT and short hours. With this report, the employer can have an overview of how many times the staff is late to work or early out.

FING@RTEC | CORRECTION REPORT



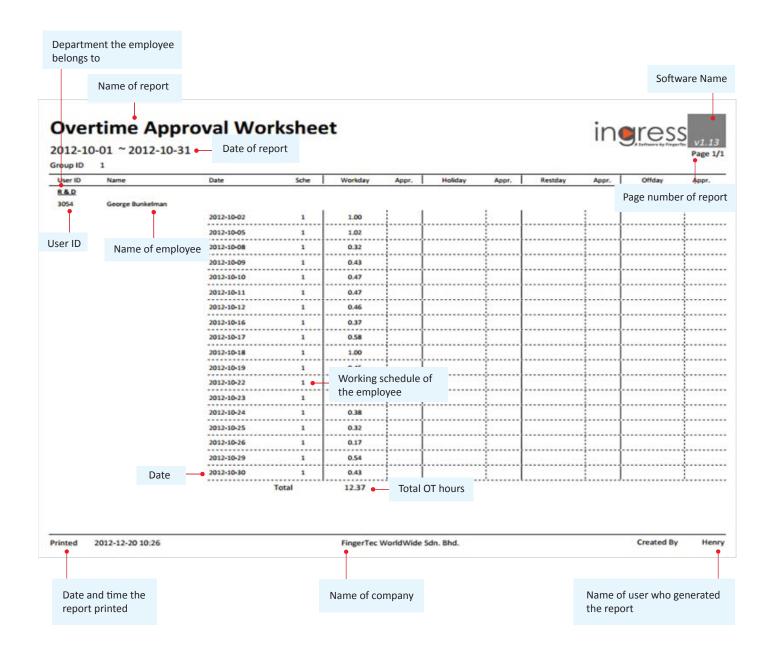
This report shows employees that have irregular clocking activities, for example extended break time, early out, clocks in late, etc. The Administrator can choose to amend these irregular clocking activities suggested by the software to match the activities of the affected employees if necessary.

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.