

timeTec • Electronic Time Card

Company Logo

Name of Report and the Date

Name of company



Electronic Time Card (01/10/2020 - 27/10/2020)

TimeTec Computing Sdn. Bhd.

User ID and Name of Employee

Department the employee belongs to

Name of the leave taken

Date	Weekday	Day Type	Sche No.	In	Out	Out For	Work	Overtime	Diff OT Hour	Short Hour	Leave Type	Work Code
01/10/2020	Thu	Workday	1	09:31 AM 02:07 PM	12:29 PM 06:11 PM	Lunch Out	7.03			0.57		
02/10/2020	Fri	Workday	1	09:02 AM	12:28 PM	Lunch Out	7.52			0.00		
03/10/2020	Sat	Restday	1								Annual	
04/10/2020	Sun	Restday	1									
05/10/2020	Mon	Workday	1									
06/10/2020	Tue	Workday	1	09:13 AM 01:42 PM	12:28 PM 06:08 PM	Lunch Out	7.43			0.17		
07/10/2020	Wed	Workday	1	09:00 AM 12:31 PM	12:11 PM 06:06 PM	Lunch Out	7.47			0.13		
08/10/2020	Thu	Workday	1	08:58 AM 01:43 PM	01:43 PM 06:07 PM	Lunch Out	7.54			0.06		
09/10/2020	Fri	Workday	1	09:10 AM 01:46 PM	12:27 PM 06:23 PM	Lunch Out	8.00	0.07				
10/10/2020	Sat	Restday	1									
11/10/2020	Sun	Restday	1									
12/10/2020	Mon	Workday	1	09:01 AM 01:26 PM	01:21 PM 06:07 PM	Lunch Out	8.00	0.07				
13/10/2020	Tue	Workday	1	09:13 AM 12:31 PM	12:31 PM 06:12 PM	Lunch Out	8.00			0.01		
14/10/2020	Wed	Workday	1								Sick	
15/10/2020	Thu	Workday	1	09:10 AM 01:33 PM	12:36 PM 06:19 PM	Lunch Out	8.00	0.19				
16/10/2020	Fri	Workday	1	09:06 AM 12:28 PM	12:23 PM 06:06 PM	Lunch Out	8.00	0.06				
17/10/2020	Sat	Restday	1									
18/10/2020	Sun	Restday	1									
19/10/2020	Mon	Workday	1									
20/10/2020	Tue	Workday	1									
21/10/2020	Wed	Workday	1									
22/10/2020	Thu	Workday	1	09:06 AM 12:23 PM	12:19 PM 05:00 PM	Lunch Out	6.49			1.11		
23/10/2020	Fri	Workday	1	09:11 AM 12:32 PM	12:24 PM 06:11 PM	Lunch Out	8.00					
24/10/2020	Sat	Restday	1									
25/10/2020	Sun	Restday	1									
26/10/2020	Mon	Workday	1								Sick	
27/10/2020	Tue	Workday	1	09:12 AM		Lunch				0.12		

Leave: Annual
 ✓ = Excused

Administrator excuses the tardiness

Employee's attendance summary

Day Type	Present	Absent	On Leave	Work	Overtime	Diff OT Hour	Short Hour
Workday	19.00	16.00		3.00	116.53	1.04	3.19
Holiday							
Restday	8.00						
Offday							
	27.00	16.00		3.00	116.53	1.04	3.19

Supervisor
Date

Henry Pang
Date

Report generated by this account

Generated 27/10/2020 12:24:19 PM

1 of 1

Printed by grace@timecloud.com

Date and Time the report was generated

Page Number of Report

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

timeTec • Electronic Time Card (6-Columns)

Company Logo

Name of Report and the Date

Name of company

timeTec

3699 - Henry Pang

TimeTec Group > TimeTec Computing Sdn Bhd > Product Development

Electronic Time Card (6-columns) (01/10/2020 - 27/10/2020)

TimeTec Computing Sdn. Bhd.

Date	Weekday	Day Type	Sche No.	In	Break	Out	OT	Work	Actual Overtime	Approved Overtime	Diff OT Hour	Short Hour	Leave Type	Work Code
01/10/2020	Thu	Workday	1	09:31 AM	12:29 PM	02:07 PM	06:11 PM	7.03				0.57		
01/10/2020	Thu	Workday	1	09:02 AM	12:28 PM	01:52 PM	06:14 PM	7.52				0.08		
01/10/2020	Thu	Restday	1											
01/10/2020	Thu	Restday	1											
01/10/2020	Thu	Workday	1											
06/10/2020	Tue	Workday				06:08 PM						0.17		
07/10/2020	Wed	Workday	1	09:00 AM	12:11 PM	12:31 PM	06:06 PM					0.13		
08/10/2020	Thu	Workday	1	08:58 AM	01:43 PM	01:43 PM	06:07 PM	7.54				0.06		
09/10/2020	Fri	Workday	1	09:10 AM	12:27 PM	01:46 PM		8.00	0.07					
10/10/2020	Sat	Restday	1											
11/10/2020	Sun	Restday	1											
12/10/2020	Mon	Workday	1	09:01 AM	01:21 PM	01:26 PM		8.00	0.07					
13/10/2020	Tue	Workday	1	09:13 AM	12:31 PM	12:31 PM	06:12 PM	7.59				0.01		
14/10/2020	Wed	Workday	1										Sick	
15/10/2020	Thu	Workday	1	09:10 AM	12:36 PM	01:33 PM	06:19 PM	8.00	0.19					
16/10/2020	Fri	Workday					06:06 PM	8.00	0.06					
17/10/2020	Sat	Restday												
18/10/2020	Sun	Restday												
19/10/2020	Mon	Workday					06:09 PM	7.46				0.14		
20/10/2020	Tue	Workday	1	09:10 AM	12:27 PM	01:26 PM	06:22 PM	8.00	0.09					
21/10/2020	Wed	Workday	1	08:59 AM	12:28 PM	01:28 PM	06:16 PM	8.00	0.16					
22/10/2020	Thu	Workday	1	09:06 AM	12:19 PM	12:23 PM	05:00 PM	6.49				1.11		
23/10/2020	Fri	Workday	1	09:11 AM	12:24 PM	12:32 PM	06:11 PM	8.00						
24/10/2020	Sat	Restday	1											
25/10/2020	Sun	Restday	1											
26/10/2020	Mon	Workday	1											
27/10/2020	Tue	Workday	1	09:12 AM								0.12		

Leave: Annual

Excused Summary

Day Type	Day	Present	Absent	On Leave	Work	Actual Overtime	Approved Overtime	Diff OT Hour	Short Hour
Workday	19.00	16.00		3.00	116.53	1.04			3.19
Holiday									
Restday	8.00								
OTday									
	27.00	16.00		3.00	116.53	1.04			3.19

Supervisor _____ Date _____

Henry Pang _____ Date _____

Report generated by this account

Generated 27/10/2020 12:29:26 PM

1 of 1

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

timeTec • Daily Attendance Listing

The screenshot shows a 'Daily Attendance Listing' report for TimeTec Computing Sdn. Bhd. on 01/10/2020. The report is for user 3038, Henry Pang, who is a Workday employee. The report shows attendance details for the day, including in and out times, lunch, and overtime. Summary statistics at the bottom show 1.00 total users, 1.00 users present, 0.00 users absent, 7.03 work hours, 0.00 overtime, 0.00 diff OT hour, and 0.57 short hours.

Callout Boxes:

- User ID of the Employee:** 3038
- Name of Company, Name of Report, Date of Report:** TimeTec Computing Sdn. Bhd., Daily Attendance Listing, Thu 01/10/2020
- Date and time the report was printed:** 27/10/2020 01:39:52 PM
- Page Number of the report:** 1 / 27
- Working group the employee belongs to:** TimeTec Group > TimeTec Computing Sdn Bhd > Product Development
- Name of Employee:** Henry Pang
- Type of day for the date:** Workday
- Details of Last In and Last Out time of employee:** 09:31 AM (In), 06:11 PM (Out)
- Total work hours in a day/shift:** 7.03
- Total OT hours in a day/shift:** 0.00
- Total short time in a day/shift:** 0.57
- Department the employee belongs to:** Product Development
- Employee's Daily Attendance Listing summary:** Summary statistics at the bottom of the report.

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

timeTec • Weekly Attendance Listing

Company Logo



Name of Report and the Date

Weekly Attendance Listing (01/10/2020 - 07/10/2020)

Name of company

TimeTec Computing Sdn. Bhd.

User ID and Name of Employee: 3039 - Henry Pang

Group Duty Roster : 1

Working group the employee belongs to: TimeTec Group > TimeTec Computing Sdn Bhd > Product Development

Date	Weekday	Day Type	Sche No.	In	Out	Out For	Work	Overtime	Diff OT Hour	Short Hour	Leave Type	Remark
01/10/2020	Thu	Workday	1	09:31 AM 02:07 PM	12:29 PM 06:11 PM	Lunch Out	7.03			0.57		
	Fri	Workday	1	09:02 AM 01:52 PM	12:28 PM 06:14 PM	Lunch Out	7.52			0.08		
03/10/2020	Sat	Restday	1									
04/10/2020	Sun	Restday	1									
05/10/2020	Mon	Workday	1								Annual	
06/10/2020	Tue	Workday	1	09:13 AM 01:42 PM	12:28 PM 06:08 PM	Lunch Out	7.43			0.17		
07/10/2020	Wed	Workday	1	09:00 AM 12:31 PM	12:11 PM 06:06 PM	Lunch Out	7.47			0.13		
Total							30.25			1.35		

Supervisor _____

Date _____

Henry Pang _____

Date _____

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

timeTec • Attendance Sheet

Company Logo

Name of Report and the Date

Name of company



Department the employee belongs to

Attendance Sheet (01/10/2020 - 07/10/2020)
 Group Duty Roster : 1

TimeTec Computing Sdn. Bhd.

TimeTec Group > TimeTec Computing Sdn Bhd > Product Development

User ID	Name	Work	Overtime	Diff.OT	Leave	1	2	3	4	
3039	Henry Pang	30.25	0.00	0.00	1.00	4	4	R	R	

User ID and Name of Employee

Working group the employee belongs to

√ = Present AB = Absent R = Reslday O = Offday H = Holiday

Leave Code	Leave Type	Leave Code	Leave Type	Leave Code	Leave Type	Leave Code	Leave Type	Leave Code	Leave Type	Leave Code	Leave Type
AN	Annual	CH	Child care	CO	Compassionate Leave	EA	Early Out	EM	Emergency Leave	EM	Emergency Leave (AM)
EM	Emergency Leave (PM)	EX	Examination Leave	HA	Half Day (AM)	HA	Half Day (PM)	HO	Hospitalization	MA	Maternity (optional)
MA	Maternity	MA	Marriage	MC	MCO Work From Home	ME	Menses Leave	OU	Out of Office	OU	Out Of Office (AM)
OU	Out Of Office (PM)	PA	Paternity	R&	R&D Work From Home	RE	Replacement Leave	SI	Sick	ST	Study Leave
UN	Unpaid	UN	Unpaid (AM)	UN	Unpaid (PM)	WO	Work From Home				

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

timeTec • Job Cost Analysis

Company Logo

Name of Report and the Date

Name of company

TimeTec Computing Sdn. Bhd.

Job Cost Analysis (11/06/2015 - 11/06/2015)

TimeTec Group > TimeTec Computing Sdn Bhd > Product Development
3039 - Henry Pang

Total work hour, overtime and different OT

Date	Weekday	Day Type	Schedule	Work Code	In	Out	Work	Overtime	Diff.OT	Rate/Hour (RM)	Amount (RM)
11/06/2015	Thursday			0	09:14 AM	09:58 AM	0.44	0.00	0.00		
				Job/ Work code	10:02 AM	11:55 AM	1.53	0.00	0.00		
					12:06 PM	12:35 PM	0.29	0.00	0.00		
					01:34 PM	02:48 PM	1.14	0.00	0.00		
					02:57 PM	05:23 PM	2.26	0.00	0.00		
					05:29 PM	06:27 PM	0.58	0.00	0.00		
						7.44	0.00	0.00		0.00	
			0				7.44	0.00	0.00	0.00	0.00
							7.44	0.00	0.00		0.00

Working schedule that the employee belongs to

Last In and Last Out time of employee

Summary								
	0			7.44	0.00	0.00	0.00	0.00
	Total			7.44	0.00	0.00	0.00	0.00

This report is exclusively for the Job Cost option at the flexi schedule. It displays the users' multiple break time and also the job's work code for the break time.

timeTec • Detailed Electronic Time Card

Name of company,
Name of report

Date and time the
report was printed

Page no. of
report

Name of employee

User ID

FingerTec TimeTec
Name: Henry Pang
User ID: 3039
Emp No.: 3039

TimeTec Computing Sdn. Bhd.
Date: 01/10/2020 - 09/10/2020
Division: Product Development

13/11/2020 03:47:41 PM
1 / 1

#	Date	Workday	Day Type	In	Out	Work	Overtime	Diff OT Hour	Job	Remark	Work	Overtime	Diff OT Hour
1	01/10/2020	Thu	Workday	1		RM0.00	RM0.00	RM0.00	Rate/Hour	RM	7.03		
2	02/10/2020	Fri	Workday	1		RM0.00	RM0.00	RM0.00	Rate/Hour	RM	7.52		
3	03/10/2020	Sat	Resday	1		RM0.00	RM0.00	RM0.00	Rate/Hour	RM			
4	04/10/2020	Sun	Resday	1		RM0.00	RM0.00	RM0.00	Rate/Hour	RM			
5	05/10/2020	Mon	Workday	1		RM0.00	RM0.00	RM0.00	Rate/Hour	RM			
6	06/10/2020	Tue	Workday	1		RM0.00	RM0.00	RM0.00	Rate/Hour	RM	7.43		
7	07/10/2020	Wed	Workday	1		RM0.00	RM0.00	RM0.00	Rate/Hour	RM	7.47		
8	08/10/2020	Thu	Workday	1		RM0.00	RM0.00	RM0.00	Rate/Hour	RM	7.54		
9	09/10/2020	Fri	Workday	1		RM0.00	RM0.00	RM0.00	Rate/Hour	RM	8.00	0.07	
Total						RM	0.00	0.00	0.00		46.19	0.07	0.00

Absent	Early Out	Examination Leave	Marriage	Menses Leave
Annual	Emergency Leave	Half Day (AM)	Maternity	Out of Office
Child care	Emergency Leave (AM)	Half Day (PM)	Maternity (optional)	Out Of Office (AM)
Compassionate Leave	Emergency Leave (PM)	Hospitalization	MCO Work From Home	Out Of Office (PM)
				Paternity

Day Type	Total Days	Present	Absent	Work	Overtime	Diff OT Hour	Short Hour
Workday	7.00	6.00		46.19	0.07		1.41
Holiday							
Resday	2.00						
Offday							
	9.00	6.00		46.19	0.07	0.00	1.41

Supervisor/ Date: _____ Henry Pang /Date: _____

Displays summary of the attendance details of the job cost option at the flexi schedule with unlimited time pairing. It displays the users' multiple break times and the job's work code for the particular break time.

timeTec • Correction Report

The screenshot displays a 'Correction Report' for 'TimeTec Computing Sdn. Bhd.' covering the period from 01/10/2020 to 27/10/2020. The report is for employee Henry Pang (User ID: 3039). The table below shows his clocking activities, including dates, in/out times, and leave types. Callouts identify key fields: 'Name of Company, Name of Report, Date of Report' (top header), 'Date and time the report was printed' (top right), 'User ID and full name of the employee' (left side), 'Working schedule that employee belongs to' (bottom left), 'Total work hour, overtime, total short hour and different OT' (sum row), and 'Name of the leave taken' (leave type column).

User ID	Name	In	Out	Out For	Work	Overtime	Diff OT Hour	Short Hour	Leave Type	Remark
1	3039 Henry Pang									
		05/10/2020								
		14/10/2020								Sick
		26/10/2020								Sick
		27/10/2020	08:12 AM	12:27 PM						
			01:31 PM	Lunch						
				Out						
					3.15			4.45		

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

timeTec • Tardiness Report by User

The screenshot displays a Tardiness Report for user 3039 - Henry Pang from 01/10/2020 to 10/10/2020. The report includes a header with the TimeTec logo, user information, and department (TimeTec Group > TimeTec Computing Sdn Bhd > Product Development). The main table lists daily attendance records with columns for Date, Weekday, Day Type, In/Out times, and various metrics like Work, Overtime, and Short Hour. Tardiness events are highlighted in red, such as late-in on 06/10/2020 and early-out on 07/10/2020. A summary table at the bottom provides totals for Late-In, Early Out, Missed-Punched (MP), and Extended Break.

Date	Weekday	Day Type	Sche No.	In	Out	Out For	MP	Work	Overtime	Diff OT Hour	Short Hour	Leave Type	Remark
01/10/2020	Thu	Workday	1	08:31 AM (0.31) 02:07 PM (0.37)	12:29 PM	Lunch		7.03			0.57		
02/10/2020	Fri	Workday	1	09:02 AM (0.22) 01:52 PM (0.22)	12:28 PM	Lunch		7.52					
05/10/2020	Mon		1				*					Annual	
06/10/2020	Tue			09:13 AM (0.13) 01:42 PM (0.12)	12:28 PM	Lunch		7.43			0.17		
07/10/2020	Wed	Workday	1	09:00 AM 12:31 PM	06:08 PM 12:11 PM (0.19)	Out Lunch		.47			0.13		
08/10/2020	Thu	Workday	1	08:58 AM (0.13) 01:43 PM (0.13)	01:43 PM	Lunch		7.54			0.06		
09/10/2020	Fri	Workday	1	09:10 AM (0.16) 01:46 PM (0.16)	12:27 PM	Lunch		8.00	0.07				
				2/0.44	0/0.00	In/Out	Total	46.19	0.07		1.41		
				5/1.40	1/0.19	Lunch							

Late-In	Early Out	Missed-Punched (MP)	Extended Break
2	0.44	0	0
		1	6
			1.59

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

timeTec • Tardiness Report by Date

Company Logo

Name of report and the date

Name of company

Tardiness Report by Date (01/10/2020 - 10/10/2020)

TimeTec Group > TimeTec Computing Sdn Bhd > Product Development (1/4)

Date	User ID	Name	Sche No.	In	Out	Out For	MP	Work	Overtime	Diff OT Hour	Short Hour	Leave Type	Remark
01/10/2020	3039	Henry Pang	1	09:31 AM (0.31) 02:07 PM (0.37)	12:29 PM	Lunch		7.03			0.57		
02/10/2020	3039	Henry Pang	1	09:02 AM 01:52 PM (0.22)	06:11 PM 12:28 PM	Out Lunch							
05/10/2020	3039	Henry Pang	1									Annual	
06/10/2020	3039	Henry Pang	1	09:13 AM (0.13) 01:42 PM (0.12)	06:08 PM 12:28 PM	Out Lunch		7.43			0.17		
07/10/2020	3039	Henry Pang	1	09:00 AM 12:31 PM	12:11 PM (0.19) 06:06 PM	Lunch Out		7.47			0.13		
08/10/2020	3039	Henry Pang	1	08:58 AM 01:43 PM (0.13)	01:43 PM 06:07 PM	Lunch Out		7.54			0.06		
09/10/2020	3039	Henry Pang	1	09:10 AM 01:46 PM (0.16)	06:23 PM 12:27 PM	Out Lunch		8.00	0.07				
				2/0.44	0/0.00	In/Out		Total 46.19	0.07		1.41		

	Late-In	Early Out	Missed-Punched (MP)	Extended Break
Tardiness report summary	2	0	1	6
	0.44	0	1.59	

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

timeTec • On Leave Report

The screenshot shows an 'On Leave Report' for the period 01/10/2020 to 27/10/2020. The report is for employee Evelyn Martin (User ID 1104) from Revolutionary Cloud Inc. The report details 14 days of absence, all categorized as 'Absent' (Leave Code AB), with a total of 14.00 days taken. The employee's working schedule is '1'.

Callout Boxes:

- Name of report and the date:** On Leave Report (01/10/2020 - 27/10/2020)
- Name of company:** Revolutionary Cloud Inc.
- Branch and department that employee belongs to, User ID and name of employee:** 1104 - Evelyn Martin, Group Duty Roster : 1, Management
- Working group that employee belongs to:** Working group that employee belongs to
- Date and Day Leave taken:** 13/10/2020 - Tue
- Working Schedule that employee belongs to:** Working Schedule that employee belongs to
- Type of leave taken:** Type of leave taken
- Total leave taken:** 14.00

Date	Weekday	Day Type	Sche No.	Leave Code	Leave Type	Leave Taken
01/10/2020	Thu	Workday	1	AB	Absent	1.00
02/10/2020	Fri	Workday	1	AB	Absent	1.00
03/10/2020	Mon	Workday	1	AB	Absent	1.00
04/10/2020	Tue	Workday	1	AB	Absent	1.00
05/10/2020	Wed	Workday	1	AB	Absent	1.00
06/10/2020	Thu	Workday	1	AB	Absent	1.00
09/10/2020	Fri	Workday	1	AB	Absent	1.00
12/10/2020	Mon	Workday	1	AB	Absent	1.00
13/10/2020	Tue	Workday	1	AB	Absent	1.00
14/10/2020	Wed	Workday	1	AB	Absent	1.00
15/10/2020	Thu	Workday	1	AB	Absent	1.00
16/10/2020	Fri	Workday	1	AB	Absent	1.00
19/10/2020	Mon	Workday	1	AB	Absent	1.00
20/10/2020	Tue	Workday	1	AB	Absent	1.00
						14.00

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

timeTec • Overtime Approval Worksheet

Name of report and the date

Name of company

Overtime Approval Worksheet (01/05/2018 - 31/05/2019)

TimeTec Computing Sdn. Bhd.

3113 - Mazlan Bin Zulkifli

Group Duty Roster : 1

TimeTec Group > TimeTec Computing Sdn Bhd > Logistics

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

Date	Schedule No.	Workday		Holiday			Restday			Offday			Overtime Type	Reason	Last Approver	
		OT	Appr.	Work	OT	Appr.	Work	OT	Appr.	Work	OT	Appr.				
18/08/2018	1		21.00										Normal	update reader face id 2 for ain al zulal 100 unit	Wong Kam Yin	
20/08/2018	1							2.00					Normal	qc reader Face ID2 20unit for IPTEC	Wong Kam Yin	
01/12/2018	6							21.00					Normal	qc ta700w 39 unit,ta500 21 unit, r2 unit,face id2 5 unit =71unit	Wong Kam Yin	
20/12/2018	1		3.00										Normal	update reader Face ID2X for compax..target 30 unit Qc done	Norana Binti Johar	
10/01/2019	1		2.00										Normal	Qc reader Ta100c 30 unit for Fingertec USA	Wong Kam Yin	
30/03/2019	1							21.00					Normal	Qc I kadex & clear stock	Wong Kam Yin	
20/04/2019	1							9.00					Normal	qc reader i kadex and k kadex	Wong Kam Yin	
15/05/2019	2		3.00										Normal	qc reader FACE IDX	Wong Kam Yin	
22/05/2019	2							8.00					Normal	QC Face ID2	Wong Kam Yin	
Total			29.00					8.00								53.00

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

timeTec • Total OT Hours Report

The screenshot shows the 'Total OT Hours Report' interface. At the top left is the timeTec logo with the tagline 'Time & Attendance'. The main title is 'Total OT Hours Report (01/10/2020 - 27/10/2020)'. To the right, the company name 'TimeTec Computing Sdn. Bhd.' is displayed. Below the title, the breadcrumb navigation path is 'TimeTec Group > TimeTec Computing Sdn Bhd > Product Development (1)'. A table below the breadcrumb shows the report details for a selected user. The table has columns for User ID, Name, Schedule No, Work, Overtime, Diff OT Hour, and Total OT. The data row shows User ID 3039, Name Henry Pang, Schedule No 1, Work 120.08, Overtime 1.04, Diff OT Hour 0.00, and Total OT 1.04. A 'Total' row is also present. Callout boxes with red lines point to various elements: 'Name of report and the date' points to the main title; 'Name of company' points to 'TimeTec Computing Sdn. Bhd.'; 'Department the employee belongs to' points to 'Product Development (1)'; and 'User ID and name of employee' points to the first two columns of the data row.

timeTec
Time & Attendance

Name of report and the date
Total OT Hours Report (01/10/2020 - 27/10/2020)

Name of company
TimeTec Computing Sdn. Bhd.

TimeTec Group > TimeTec Computing Sdn Bhd > Product Development (1)
Department the employee belongs to

User ID	Name	Schedule No	Work	Overtime	Diff OT Hour	Total OT
3039	Henry Pang	1	120.08	1.04	0.00	1.04
Total			120.08	1.04	0.00	1.04

User ID and name of employee

Details the work hour and overtime (OT) information for selected users, within the selected date range.

timeTec • Attendance Summary

Name of report and the date: Attendance Summary (01/10/2020 - 27/10/2020)

Name of company: TimeTec Computing Sdn. Bhd.

Legend: ✓ = Perfect, AB = Absent, LV = Leave Taken, LI = Late-In, EO = Early-Out, EB = Extended Break, MP = Missed Punch, OT = Overtime

Group Duty Roster : 1
TimeTec Group > TimeTec Computing Sdn Bhd > Product Development

User ID	Name	Work rate %	✓	AB	LV	LI	EO	EB	MP	Short Hour	Workday	OT	Holiday	OT	Restday	OT	Offday	OT
3039	Henry Pang	79.03	10		3	6	1	9	1	7.52	120.08	1.04						
Subtotal		79.03	10	0	3	6	1	9	1	7.52	120.08	1.04	0.00	0.00	0.00	0.00	0.00	0.00
Total		79.03	10	0	3	6	1	9	1	7.52	120.08	1.04	0.00	0.00	0.00	0.00	0.00	0.00

Branch and department that employee belongs to, working group that employee belongs to: TimeTec Group > TimeTec Computing Sdn Bhd > Product Development

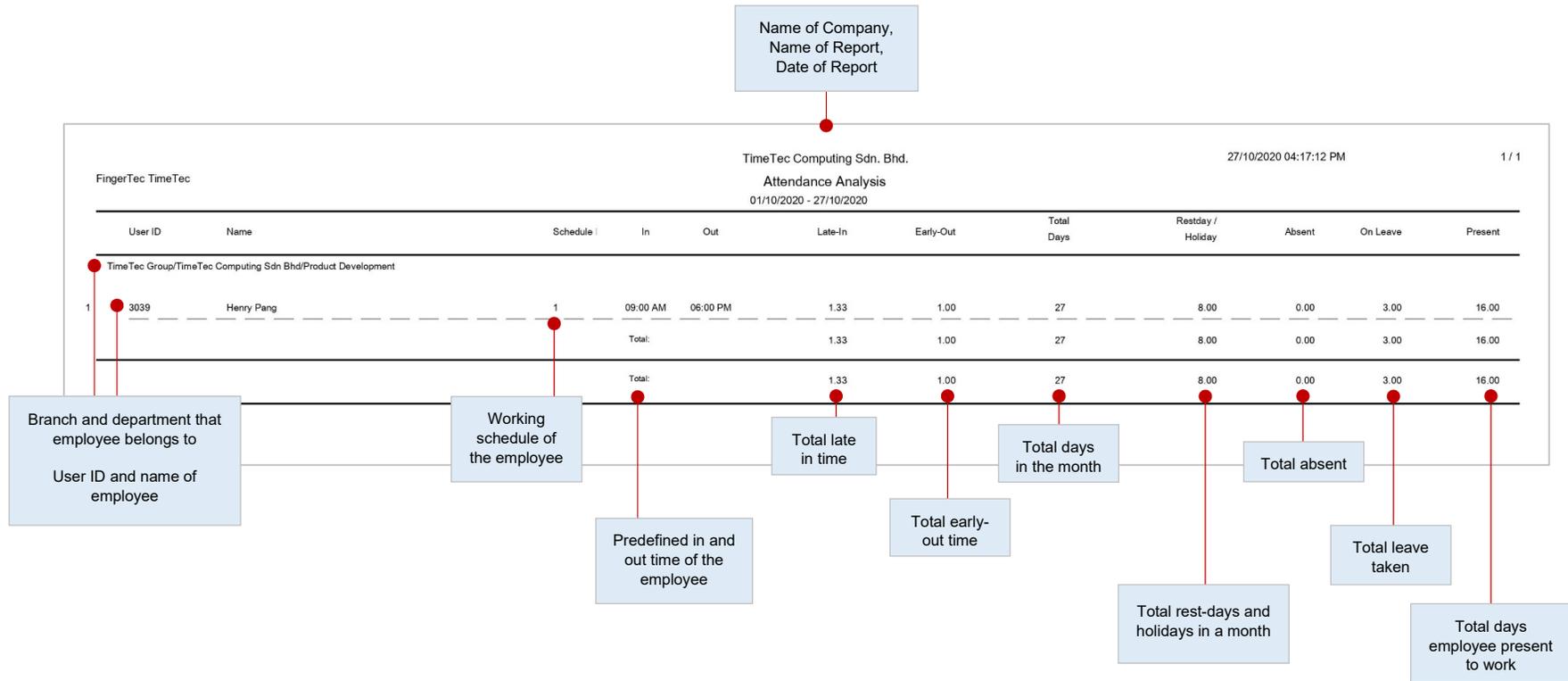
The working efficiency of the employee: 79.03

Details of Tardiness: LV=3, LI=6, EO=1, EB=9, MP=1

Total Short hours, Work hours and OT hours: Short Hour: 7.52, Workday: 120.08, OT: 1.04

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

timeTec • Attendance Analysis



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

timeTec • Day by Day Analysis

TimeTec Computing Sdn. Bhd.

27/10/2020 04:19:22 PM 1 / 1
01/10/2020 - 27/10/2020

Day by Day Analysis

Legend: = Perfect AB=Absent LV=Leave Taken LI=Late-In EO=Early-Out MP=Missed Punch OT=Overtime

Date	Weekday	Work rate %	AB	LV	LI	EO	MP	Short	Workday	OT	Holiday	OT	Restday	OT	Offday	OT
01/10/2020	Thursday	88.13			2			0.57	7.03							
02/10/2020	Friday	98.38			1			0.08	7.52							
03/10/2020	Saturday	0.00														
04/10/2020	Sunday	0.00														
05/10/2020	Monday	0.00														
06/10/2020	Tuesday	96.50		1		2		0.17	7.43							
07/10/2020	Wednesday	97.25				1		0.13	7.47							
08/10/2020	Thursday	98.75			1			0.08	7.54							
09/10/2020	Friday	100.00			1				8.00	0.07						
10/10/2020	Saturday	0.00														
11/10/2020	Sunday	0.00														
12/10/2020	Monday	100.00														
13/10/2020	Tuesday	99.75			1			0.01	7.59							
14/10/2020	Wednesday	0.00														
15/10/2020	Thursday	100.00							8.00	0.19						
16/10/2020	Friday	100.00							8.00	0.06						
17/10/2020	Saturday	0.00														
18/10/2020	Sunday	0.00														
19/10/2020	Monday	97.13				1		0.14	7.46							
20/10/2020	Tuesday	100.00			1				8.00	0.09						
21/10/2020	Wednesday	100.00							8.00	0.16						
22/10/2020	Thursday	85.25				2		1.11	6.49							
23/10/2020	Friday	100.00			1				8.00							
24/10/2020	Saturday	0.00														
25/10/2020	Sunday	0.00														
26/10/2020	Monday	0.00														
27/10/2020	Tuesday	40.63				1	1	4.45	3.15							
Total		55.62	10		1	11	5	1	7.52	120.08	1.04	0.00	0.00	0.00	0.00	0.00

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

timeTec • Month by Month Analysis

27/10/2020 04:28:31 PM 1 / 1

TimeTec Computing Sdn. Bhd.
Month by Month Analysis
01/10/2020 - 27/10/2020

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

Month	Head Count	Work rate %	✓	AB	LV	LI	EO	MP	Short	Workday	OT	Holiday	OT	Restday	OT	Offday	OT
10/2020	1	79.03	10		1	11	5	1	7.52	120.08	1.04						
Total		79.03	10		1	11	5	1	7.52	120.08	1.04	0.00	0.00	0.00	0.00	0.00	0.00

The number of people (points to Head Count)
 The working efficiency of the employee (points to Work rate %)
 Tardiness details of the employee (points to AB, LV, LI, EO, MP)
 Short time of employee (points to Short)
 Working time of employee (points to Workday)
 OT of employee (points to OT)

Date and time the report was printed

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

Name of company
 TimeTec Computing Sdn. Bhd.

Name of report
Shift Report

TimeTec Group > TimeTec Computing Sdn Bhd > Product Development

Employee No.	Start Date	Attendance Type	In	Out	Site ID
3039	01/10/2020	WORK	09:31 AM	06:11 PM	HQ 5
3039	02/10/2020	WORK	09:02 AM	06:14 PM	HQ 5
3039	03/10/2020				
3039	04/10/2020				
3039	05/10/2020				
3039	06/10/2020	WORK	09:13 AM	06:08 PM	HQ 5
3039	07/10/2020	WORK	09:00 AM	06:06 PM	HQ 5
3039	08/10/2020	WORK	08:58 AM	06:07 PM	HQ 5
3039	09/10/2020	WORK	09:10 AM	06:23 PM	HQ 5
3039	10/10/2020				
3039	11/10/2020				
3039	12/10/2020	WORK	09:01 AM	06:07 PM	HQ 5
3039	13/10/2020	WORK	09:13 AM	06:12 PM	HQ 5
3039	14/10/2020				
3039	15/10/2020	WORK	09:10 AM	06:19 PM	HQ 5
3039	16/10/2020	WORK	09:06 AM	06:06 PM	HQ 5
3039	17/10/2020				
3039	18/10/2020				
3039	19/10/2020	WORK	09:03 AM	06:09 PM	HQ 5
3039	20/10/2020	WORK	09:13 AM	06:22 PM	HQ 5
3039	21/10/2020	WORK	08:59 AM	06:16 PM	HQ 5
3039	22/10/2020	WORK	09:06 AM	05:00 PM	Wooden door entry (62)
3039	23/10/2020	WORK	09:11 AM	06:11 PM	HQ 5
3039	24/10/2020				
3039	25/10/2020				
3039	26/10/2020				
3039	27/10/2020	WORK	09:12 AM	04:25 PM	HQ 5

User ID

Clock in and out time of the employee

Display user's shift detail in a list which includes their IN, OUT time as well as the corresponding date alongside with the view for overnight shifts.

timeTec • Gross Wages Report

Name of Company,
Name of Report,
Date of Report

Date and time the
report was printed

FingerTec TimeTec		TimeTec Computing Sdn. Bhd.										27/10/2020 04:39:21 PM		1 / 1	
		Gross Wages Report 01/10/2020 - 27/10/2020													
User ID	Name	Rate/Hour	Workday x 100%	Overtime x 150%	Diff OT Hour x 100%	Holiday x 200%	Overtime x 300%	Diff OT Hour x 100%	Restday x 150%	Overtime x 200%	Diff OT Hour x 100%	Offday x 150%	Overtime x 200%	Diff OT Hour x 100%	
TimeTec Group/TimeTec Computing Sdn Bhd/Product Development															
1	3039 Henry Pang	RM	123.10	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		RM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		RM	123.10	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		RM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Total	RM	123.10	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Department the
employee belongs to

User ID Name of
Employee

Pay per
hour

Total pay for
OT hours

Total pay for
normal working
hours

This report is useful for companies that pay their employees by hour. The report shows total work time and OT for different day types with different pay rates for calculation. To predetermine the rate/hour > user profile > select user > edit > rate/hour > insert value > submit to save settings.

timeTec • Gross Wages Report

Name of company
 TimeTec Computing Sdn. Bhd.



Daily Gross Wages Report (01/10/2020 - 05/10/2020)

	Workday	Holiday	Restday	Offday
WORKTIME	x 100 %	x 200 %	x 150 %	x 150 %
OVERTIME	x 150 %	x 300 %	x 200 %	x 200 %
DIFF OT HOUR	x 100 %	x 100 %	x 100 %	x 100 %

Wages Percentage by Day Type

Pay rates for each day type, this can be set in Company > Day type

TimeTec Group > TimeTec Computing Sdn Bhd > Product Development
 3039 - Henry Pang

Rate per hour for this user, required to be set in User Profile

User ID & User Name	Workday	Day Type	In	Out	Rate per Hour (RM 0)						Total Wages
					Work Hour	Work Hour x Rate (RM)	Overtime	Overtime x Rate (RM)	Diff.OT	Diff.OT x Rate (RM)	
01/10/2020	Thursday	Workday	09:31 AM	06:11 PM	7.03	-	-	-	-	-	RM -
02/10/2020	Friday	Workday	09:02 AM	06:14 PM	7.52	-	-	-	-	-	RM -
03/10/2020	Saturday	Restday									RM -
04/10/2020	Sunday	Restday									RM -
05/10/2020	Monday	Workday									RM -
Grand Total											

This report shows the daily Work time and Overtime (OT) for different day types with different pay rates for salary calculation, which will be useful for companies that pay their employees by hour.

timeTec • Staff Movement Analysis

Name of Company, Name of Report, Date of Report

TimeTec Computing Sdn. Bhd. Staff Movement Analysis

Date and time the report was printed

27/10/2020 05:11:53 PM

FingerTec TimeTec		TimeTec Computing Sdn. Bhd. Staff Movement Analysis																		
Group Duty Roster: 1		01/10/2020 12:00:00 AM - 07/10/2020 11:59:59 PM																		
User ID	Date	Transaction																		
TimeTec Group/TimeTec Computing Sdn Bhd/Product Development																				
1 3039	01/10/2020	09:31 AM	09:31 AM	12:29 PM	02:07 PM	02:11 PM	05:04 PM	05:11 PM	06:11 PM											
Henry Pang		97	0	97	0	0	0	97	0	97	0	0	0	97	0	0	0	0	0	0
	02/10/2020	09:02 AM	10:16 AM	10:22 AM	11:42 AM	12:28 PM	01:52 PM	01:58 PM	02:10 PM	02:11 PM	05:15 PM	05:15 PM	05:25 PM	05:30 PM	06:14 PM					
	06/10/2020	09:13 AM	10:23 AM	10:30 AM	10:30 AM	11:24 AM	11:29 AM	12:28 PM	01:42 PM	01:42 PM	01:46 PM	02:55 PM	03:00 PM	04:06 PM	04:11 PM	05:23 PM				
	06/10/2020	05:29 PM	05:29 PM	06:08 PM																
	07/10/2020	09:00 AM	09:00 AM	09:28 AM	09:30 AM	10:32 AM	10:32 AM	10:33 AM	10:33 AM	10:37 AM	10:41 AM	12:11 PM	12:31 PM	02:00 PM	03:05 PM	05:07 PM				
	07/10/2020	06:06 PM	97	0	0	0	97	0	0	0	0	0	0	0	0	0	0	0	97	0
		97	0																	

Department that employee belongs to

Working group that employee belongs to

User ID and name of employee

Time that employee report attendance at the terminal

Work code inserted by employee

Terminal that employee reported attendance to

This report lists the details of attendance by user ID.

timeTec • Paired Staff Movement Analysis

TimeTec Computing Sdn. Bhd.

TimeTec TA
Time & Attendance

Paired Staff Movement Analysis (01/10/2020 - 05/10/2020)

TimeTec Group > TimeTec Computing Sdn Bhd > Product Development

3039 Henry Pang

Terminal device ID

Date	Day	Day Type	Time	Terminal	Date	Time	Terminal	Work
01/10/2020	Thu	Workday	09:31 AM	97	01/10/2020	09:31 AM	97	0.00
01/10/2020	Thu	Workday	12:29 PM	-	01/10/2020	02:07 PM	97	1.38
01/10/2020	Thu	Workday	02:11 PM	97	01/10/2020	05:04 PM	-	2.53
01/10/2020	Thu	Workday	05:11 PM	97	01/10/2020	06:11 PM	-	1.00
								5.31
02/10/2020	Fri	Workday	09:02 AM	97	02/10/2020	10:16 AM	-	1.14
02/10/2020	Fri	Workday	10:22 AM	97	02/10/2020	11:42 AM	97	1.20
02/10/2020	Fri	Workday	12:28 PM	-	02/10/2020	01:52 PM	97	
02/10/2020	Fri	Workday	01:58 PM	97	02/10/2020	02:10 PM	-	
02/10/2020	Fri	Workday	02:11 PM	-	02/10/2020	05:15 PM	97	
02/10/2020	Fri	Workday	05:15 PM	97	02/10/2020	05:25 PM	-	0.10
02/10/2020	Fri	Workday	05:30 PM	97	02/10/2020	06:14 PM	-	0.44
								8.08
03/10/2020	Sat	Restday		-			-	
04/10/2020	Sun	Restday		-			-	
05/10/2020	Mon	Workday		-			-	
								13.39
Terminal								
97 - HQ 5								

Records of multiple Punch-in time in a day

Records of multiple Punch-out time in a day

Total work hours on that day

Overall Total work hours

Lists every attendance transaction in pairs based on the date & time selected and users chosen. Useful to determine the movements of users during work hours.

timeTec • Terminal Activity Report

Name of Company, Name of Report, Date of Report

TimeTec Computing Sdn. Bhd.
Terminal Activity Report
01/10/2020 12:00:00 AM - 07/10/2020 11:59:59 PM

Date and time the report was printed

27/10/2020 05:32:35 PM

FingerTec TimeTec

1 / 1

Terminal ID	Terminal	Date	Department the employee belongs to												Transaction												
1	17 Wooden door entry (62)	06/10/2020	3039												0												
2	97 HQ 5	01/10/2020	09:31 AM	0	09:31 AM	0	02:07 PM	0	02:11 PM	0	05:11 PM	0															
		02/10/2020	09:02 AM	0	10:22 AM	0	11:42 AM	0	01:52 PM	0	01:58 PM	0	05:15 PM	0	05:15 PM	0	05:30 PM	0									
		06/10/2020	09:13 AM	0	10:30 AM	0	10:30 AM	0	11:29 AM	0	01:42 PM	0	01:42 PM	0	01:46 PM	0	03:00 PM	0	04:11 PM	0	05:29 PM	0					
		06/10/2020	05:29 PM	0																							
		07/10/2020	09:00 AM	0	09:00 AM	0	09:30 AM	0	10:41 AM	0	02:00 PM	0	06:06 PM	0													

Time that employee reported attendance at the terminal

ID of employee reported attendance at the terminal

Work code inserted by employee

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

timeTec • Terminal Transaction Listing

Name of Company,
Name of Report,
Date of Report

Date and time the
report was printed

Date & Time	Terminal ID	Terminal	User ID	Name	Transaction
TimeTec Computing Sdn. Bhd. 2/11/2020 04:27:42 PM 1 / 1 Terminal Transaction Listing 01/10/2020 12:00:00 AM - 02/10/2020 11:59:59 PM					
TimeTec Group/TimeTec Computing Sdn Bhd/Product Development					
1	01/10/2020	09:31:46 AM	97	HQ 5	3039 Henry Pang 0
2	01/10/2020	09:31:50 AM	97	HQ 5	3039 Henry Pang 0
3	01/10/2020	02:07:07 PM	97	HQ 5	3039 Henry Pang 0
4	01/10/2020	02:11:43 PM	97	HQ 5	3039 Henry Pang 0
5	01/10/2020	05:11:00 PM	97	HQ 5	3039 Henry Pang 0
6	02/10/2020	09:02:37 AM	97	HQ 5	3039 Henry Pang 0
7	02/10/2020	10:22:50 AM	97	HQ 5	3039 Henry Pang 0
8	02/10/2020	11:42:54 AM	97	HQ 5	3039 Henry Pang 0
9	02/10/2020	01:52:08 PM	97	HQ 5	3039 Henry Pang 0
10	02/10/2020	01:58:26 PM	97	HQ 5	3039 Henry Pang 0
11	02/10/2020	05:15:27 PM	97	HQ 5	3039 Henry Pang 0
12	02/10/2020	05:15:30 PM	97	HQ 5	3039 Henry Pang 0
13	02/10/2020	05:30:02 PM	97	HQ 5	3039 Henry Pang 0

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

timeTec • Terminal Disconnection Report

Name of Company
TimeTec Computing Sdn Bhd



Terminal Disconnection Report (01/11/2016 - 01/01/2017)

Duration terminal was disconnected before reconnection to TimeTec

Bandar Kinrara (HQ)
Terminal Group selected for the report

No	Serial No.	Model	Location	Disconnect	Reconnect	Duration (mins)
1	3101409		Staircase entrance (64)	18/11/2016 06:01 PM	-	-
2	3101409		Staircase entrance (64)	10/11/2016 08:06 PM	10/11/2016 08:13 PM	7
3	3101409		Staircase entrance (64)	06/11/2016 08:05 PM	06/11/2016 08:12 PM	7
4	3101409		Staircase entrance (64)	02/11/2016 04:25 PM	02/11/2016 04:31 PM	6
5	3101409		Staircase entrance (64)	02/11/2016 03:58 PM	02/11/2016 04:05 PM	7
6	3101409		Staircase entrance (64)	02/11/2016 03:12 PM	02/11/2016 03:22 PM	10
7	3101409		Staircase entrance (64)	02/11/2016 03:03 PM	02/11/2016 03:10 PM	7
8	3101300		Wooden door exit (63)	15/12/2016 10:30 AM	15/12/2016 10:36 AM	6
9	3101300		Wooden door exit (63)	08/12/2016 06:03 PM	08/12/2016 06:36 PM	33
10	3101300		Wooden door exit (63)	08/12/2016 03:17 PM	08/12/2016 03:27 PM	10
11	3101300		Wooden door exit (63)	08/12/2016 12:40 PM	08/12/2016 01:57 PM	77
12	3101300		Wooden door exit (63)	07/12/2016 08:07 PM	07/12/2016 08:12 PM	5
13	3101300		Wooden door exit (63)	25/11/2016 08:08 PM	25/11/2016 08:13 PM	5
14	3101300		Wooden door exit (63)	18/11/2016 08:06 PM	18/11/2016 08:13 PM	7
15	3101300		Wooden door exit (63)	14/11/2016 08:11 AM	14/11/2016 08:17 AM	6
16	3101300		Wooden door exit (63)	10/11/2016 08:06 PM	10/11/2016 08:13 PM	7
17	3101300		Wooden door exit (63)	02/11/2016 03:12 PM	02/11/2016 03:21 PM	9
18	3101300		Wooden door exit (63)	02/11/2016 03:02 PM	02/11/2016 03:11 PM	9
19	3101300		Wooden door exit (63)	02/11/2016 09:00 AM	02/11/2016 09:07 AM	7
20	3101237	TA100TC	Wooden door entry (62)	15/12/2016 12:09 PM	15/12/2016 12:15 PM	6
21	3101237	TA100TC	Wooden door entry (62)	15/12/2016 10:30 AM	15/12/2016 10:35 AM	5
22	3101237	TA100TC	Wooden door entry (62)	10/12/2016 08:07 PM	10/12/2016 08:13 PM	6
23	3101237	TA100TC	Wooden door entry (62)	08/12/2016 12:40 PM	08/12/2016 01:56 PM	76
24	3101237	TA100TC	Wooden door entry (62)	25/11/2016 08:06 PM	25/11/2016 08:13 PM	7
25	3101237	TA100TC	Wooden door entry (62)	20/11/2016 08:08 PM	20/11/2016 08:13 PM	5
26	3101237	TA100TC	Wooden door entry (62)	15/11/2016 08:08 AM	15/11/2016 08:13 AM	5
27	3101237	TA100TC	Wooden door entry (62)	14/11/2016 08:10 AM	14/11/2016 08:16 AM	6
28	3101237	TA100TC	Wooden door entry (62)	09/11/2016 08:07 PM	09/11/2016 08:13 PM	6
29	3101237	TA100TC	Wooden door entry (62)	02/11/2016 03:12 PM	02/11/2016 03:22 PM	10
30	3101237	TA100TC	Wooden door entry (62)	02/11/2016 03:02 PM	02/11/2016 03:09 PM	7
31	3101237	TA100TC	Wooden door entry (62)	02/11/2016 09:01 AM	02/11/2016 09:06 AM	5
32	3101217	Q2i	Glass exit (61)	15/12/2016 12:10 PM	15/12/2016 12:15 PM	5
33	3101217	Q2i	Glass exit (61)	15/12/2016 10:29 AM	15/12/2016 10:35 AM	6
34	3101217	Q2i	Glass exit (61)	15/12/2016 08:08 AM	15/12/2016 08:14 AM	6
35	3101217	Q2i	Glass exit (61)	12/12/2016 08:13 AM	12/12/2016 08:18 AM	5
36	3101217	Q2i	Glass exit (61)	08/12/2016 12:39 PM	08/12/2016 01:57 PM	78

This report displays records of any disconnection from TimeTec within a period of time for the selected terminals. It includes the disconnected and reconnection time of the terminal as well as the duration in between those two times.

timeTec • Mobile Location Tracking Report

The screenshot shows a report titled "Mobile Location Tracking Report (01/11/2020 - 03/11/2020)" for the company "Revolutionary Cloud Inc.". The report contains a table with the following data:

Date	Time	User ID	Name	Location	Coordinates	Clocking Type	Reporting Channel	Clocking photo	Work Code	Clocking Remark	Company Name	Customer Name	Out of Area Reason
Management													
03/11/2020	09:04:47	1101	Rose Bryant	5, Jalan Tanjung Api, 25050 Kuantan, Pahang, Malaysia	3.8105486, 103.3422325	Clock In	GPS	[Image]					
03/11/2020	11:26:02	1101	Rose Bryant	Opposite Kolej Mara Indera Mahkota, Jalan Sultan Abu Bakar, 25200 Kuantan, Pahang, Malaysia	3.8385653, 103.2646484	Clock Out	GPS						

Callouts in the image identify the following fields:

- Name of Report, Date of Report
- Name of Company
- Revolutionary Cloud Inc.
- Clocking photo
- Work code used for clocking
- Description of company and customer visitor
- Location of Clocking
- Coordinates of clocking location
- Clocking type selected while clocking
- Reporting channel used for clocking
- Description of Job
- Reasons for out of area application

This report enables Administrators to monitor the location that a mobile clocking is made. There are details of the date, time, location, coordinates and reporting channel options (GPS/NFC/Beacon/Supervisor Clock-in) for mobile punches made by the user. This report is also available in a User View, where users are able to view their own mobile clocking records.

Name of Company

Name of Report,
Date of Report

TimeTec Computing Sdn. Bhd.

Data Audit List (01/10/2020 - 05/10/2020)

3350 - Grace Mah Jen User ID and Name of employee

Group Duty Roster : 1 Department the employee belongs to

TimeTec Group > TimeTec Computing Sdn Bhd > Product Development

Clocking Date-Time	Clocking Type	Activity	Attendance Records	Attendance Slot	Reporting Channel	Device ID	FingerTec Device Serial No. / Mobile ID	Location	Clocking Remark	Company Name	Customer Name	Body Temperature (°C)	Mask	Out of Area Reason
01/10/2020 09:07:34 AM			01/10/2020	1	Device	97	CL63202860107	HQ 5				36.5	No	
01/10/2020 12:36:34 PM	0 Clock In		01/10/2020	2		-	220000018	HQ BLE3 (220000018)				0.0	-	
01/10/2020 01:47:38 PM			01/10/2020	3	Device	97	CL63202860107	HQ 5				36.6	Yes	
01/10/2020 06:01:39 PM	0 Clock In		01/10/2020	12		-	220000018	HQ BLE3 (220000018)				0.0	-	
01/10/2020 06:01:43 PM	0 Clock In		01/10/2020	12		-	220000018	HQ BLE3 (220000018)				0.0	-	
02/10/2020 08:58:16 AM			02/10/2020	1	Device	97	CL63202860107	HQ 5				36.5	Yes	
02/10/2020 01:27:06 PM			02/10/2020	2	Device	97	CL63202860107	HQ 5				36.5	No	
02/10/2020 06:28:42 PM	0 Clock In		02/10/2020	12		-	220000018	HQ BLE3 (220000018)				0.0	-	
05/10/2020 09:11:44 AM			05/10/2020	1	Device	97	CL63202860107	HQ 5				36.3	Yes	
05/10/2020 02:45:59 PM	0 Clock In		05/10/2020	2		-	220000018	HQ BLE3 (220000018)				0.0	-	
05/10/2020 06:07:05 PM	0 Clock In		05/10/2020	12		-	220000018	HQ BLE3 (220000018)				0.0	-	

Working group that the employee belongs to

Indicates whether the employee is wearing a mask

This report displays the monitoring activities in each terminal. The information that will be displayed in this report includes terminal ID, user ID, terminal serial no., work codes, date/time during verification and etc.

timeTec • FingerTec Terminal User List

Name of Company

TimeTec Computing Sdn. Bhd.



Fingertec Terminal User List

Terminal ID : 33

Model : F19

Serial No. : 8600970

Total User(s) : 128

No.	User ID	Terminal Model	Privilege	Terminal Serial Number	Total users in the terminal	Fingerprint
1	3274		User	0000		
2	3005		User	0000000000		
3	1	1	User	No	0000000000	2
4	1001	1001	Supervisor	No	0000000000	2
5	1002	1002	Supervisor	No	0000000000	2
6	1003	1003	Supervisor	No	0000000000	2
7	1005	1005	User	No	0000000000	2
8	1006	1006	User	No	0000000000	2
9	1008	1008	User	No	0000000000	2
10	1009	1009	User	No	0000000000	2
11	1010	1010	Supervisor	No	0000000000	1
12	1011	1011	User	No	0000000000	2
13	10605	10605	User	No	0000000000	1
14	3	3	User	No	0000000000	0
15	3004	3004	Supervisor	No	0000000000	3
16	312	312	User	No	0000000000	0
17	384	384	User	No	0000000000	0
18	5040	5040	User	No	0000000000	0
19	5236	5236	User	No	0000000000	0
20	8010	8010	User	No	0000000000	0
21	8134	8134	User	No	0000000000	0
22	8380	8380	User	No	0000000000	0
23	8471	8471	User	No	0000000000	0
24	8719	8719	User	No	0000000000	0
25	8720	8720	User	No	0000000000	0
26	8643	AGNES LIM	User	No	0000000000	0
27	8636	AHMAD ZABIDI	User	No	0000000000	0
28	8623	AIDA BT ARIFIN	User	Yes	0000000000	0
29	8642	AMIN	User	No	0000000000	0
30	8641	AMIRUL	User	No	0000000000	0

Generated 13/11/2020 04:11:56 PM

1 of 5

Printed by grace@timeteccloud.com

This report displays the monitoring activities in each terminal. The information that will be displayed in this report includes terminal ID, user ID, terminal serial no., work codes, date/time during verification and etc.

timeTec • Clocking Data Terminal

Name of Company
 TimeTec Computing Sdn. Bhd.

Name of Report, Date of Report

Clocking Data from Terminal (01/10/2020 - 07/10/2020)

Terminal ID: 97(HQ 5), 17(Wooden door entry (62)) Details of terminal(s) where this user performed clocking

3039 - Henry Pang
 TimeTec Group > TimeTec Computing Sdn Bhd > Product Development Department or division for partner

Date	Workday	Day Type	In	Out	Work	Overtime	Diff OT Hour	Short Hour	Leave Type	Work Code
01/10/2020	Thursday	Workday	09:31 AM (ID: 97)		7.03			0.57		
02/10/2020	Friday	Workday	09:02 AM (ID: 97)		7.52			0.08		
05/10/2020	Monday	Workday							Annual	
06/10/2020	Tuesday	Workday	09:13 AM (ID: 97)	06:08 PM (ID: 17)	7.43			0.17		
07/10/2020	Wednesday	Workday	09:00 AM (ID: 97)	06:06 PM (ID: 97)	7.47			0.13		

Leave: Annual 1.00 Summary of leave taken by the employee

Summary								
Day Type	Days	Present	Absent	On Leave	Work	Overtime	Diff OT Hour	Short Hour
Workday	5.00	4.00		1.00	30.25			1.35
Holiday								
Restday	2.00							
Offday								
	7.00	4.00		1.00	30.25			1.35

Supervisor _____
 Date _____

Henry Pang _____
 Date _____

Employee attendance summary

This report is catered to track users clocking on FingerTec terminals. Each clocking data will display the ID of FingerTec device for monitoring purpose. The report displays general user attendance records, comprising of user Clock In, Out, Work time, Overtime, Short Hour and Leave taken within the chosen date range.

timeTec • Clocking Schedules

Name of Company, Name of Report, Schedule number, Name of schedule

Date and time the report was printed

FingerTec TimeTec		TimeTec Computing Sdn. Bhd.										27/10/2020 05:54:47 PM		1 / 1			
		Clocking Schedule															
		Schedule : 1															
		Normal (9am - 6pm)															
Schedule Type: Weekly																	
Weekday	Day Type		In		Lunch									Out	OT		
Sunday	Restday	Clocking Time:-													09:00 AM	06:00 PM	
		Clocking Range:-													12:00		
Monday	Workday	Clocking Time:-	09:00 AM	12:30 PM	01:30 PM									06:00 PM			
		Clocking Range:-	12:00														
Tuesday	Workday	Clocking Time:-	09:00 AM	12:30 PM	01:30 PM									06:00 PM			
		Clocking Range:-	12:00														
Wednesday	Workday	Clocking Time:-	09:00 AM	12:30 PM	01:30 PM									06:00 PM			
		Clocking Range:-	12:00														
Thursday	Workday	Clocking Time:-	09:00 AM	12:30 PM	01:30 PM									06:00 PM			
		Clocking Range:-	12:00														
Friday	Workday	Clocking Time:-	09:00 AM	12:30 PM	01:30 PM									06:00 PM			
		Clocking Range:-	12:00														
Saturday	Restday	Clocking Time:-													09:00 AM	06:00 PM	
		Clocking Range:-													12:00		
Deduct late-in time or early-out time from work time if more than (minutes):-			10	10	10	0	0	0	0	0	0	0	0	10	0	0	
Break time duration for flexi-break range in minutes:-				60		0	0	0	0	0	0	0					
Deduct schedule break time from work time:-				<input checked="" type="checkbox"/>													
Replace with latest clocking:-													<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Record early login as OT:-																	
			Define time IN and OUT to treat as special OT:-														
Minimum minutes to work to claim OT					:	0											
Maximum hours to allow to claim OT					:	24.00		Overtime if total flexi-work hours exceed workhour of:-								: 0.00	
Round up the work time to nearest (minutes)					:	0											
Round up the OT time to nearest (minutes)					:	0											

This is a checklist showing detailed settings of clocking schedules.

timeTec • Duty Calendar

Name of company, Name of report, Duty Group number

Date and time the report was printed

TimeTec Computing Sdn. Bhd.
Duty Calendar
Group Duty Roster: 1

FingerTec TimeTec 1 / 1

W=Workday H=Holiday R=Restday O=Offday 0-999:Schedule

Year	Month	User ID	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2017	10		R	W	W	W	W	W	W	R	R	W	W	W	W	W	R	R	W	W	W	W	W	R	R	W	W	W	W	R	R	W	W
			6	1	1	1	1	1	6	6	1	1	1	1	1	6	6	1	1	1	1	1	6	6	1	1	1	1	1	6	6	1	1
2017	10	3039 Henry Pang	R	W	W	W	W	W	R	R	W	W	W	W	W	R	R	W	W	W	W	W	R	R	W	W	W	W	W	R	R	W	W
			6	1	1	1	1	1	6	6	1	1	1	1	1	6	6	1	1	1	1	1	6	6	1	1	1	1	1	6	6	1	1

6= ,1=(-06:00PM)

The month of calendar

The working schedule

Work day

Rest day

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

timeTec • Weekly Staff Duty Roster

Name of company, Name of report, Date range of the week

Date and time the report was printed

TimeTec Computing Sdn. Bhd.
Weekly Staff Duty Roster
27/09/2020 - 03/10/2020

13/11/2020 04:34:06 PM 1 / 31

Name	Weekday	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Date	27/09/2020	28/09/2020	29/09/2020	30/09/2020	01/10/2020	02/10/2020	03/10/2020	
1103 Wong Kam Yin	Restday	Workday	Workday	Workday	Workday	Workday	Annual	Restday
3039 Henry Pang	Restday	Annual	Workday	Workday	Workday	Workday	Workday	Restday
3116 Mohamad Yuari Bin Saberi	Restday	Workday	Workday	Workday	Workday	Workday	Workday	Restday
3143 Leow Khar Keong	Restday	Workday	Workday	Sick	Workday	Workday	Workday	Restday

Employee ID and name

Detailing the duty roster of each staff

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

timeTec • Monthly Staff Duty Roster

v

Name of Report, Date of Report

Monthly Staff Duty Roster
October 2020

Name of Company

TimeTec Computing Sdn. Bhd.

'R' indicates Rest day

Number indicates which working group the employee belongs to

User ID	Name	1 Thu	2 Fri	3 Sat	4 Sun	5 Mon	6 Tue	7 Wed	8 Thu	9 Fri	10 Sat	11 Sun	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat	18 Sun	19 Mon	20 Tue	21 Wed	22 Thu	23 Fri	24 Sat	25 Sun	26 Mon	27 Tue	28 Wed	29 Thu	30 Fri	31 Sat
3039	Henry Pang	1	1	R	R	AN	1	1	1	1	R	R	1	1	SI	1	1	R	R	1	1	1	1	1	R	R	SI	1	1	H	1	R

* Leave Code in **Bold** : Pending Leave Application

Leave Code	Leave Type	Leave Code	Leave Type	Leave Code	Leave Type	Leave Code	Leave Type	Leave Code	Leave Type	Leave Code	Leave Type
AB	Absent	AN	Annual	CH	Child care	CO	Compassionate Leave	EA	Early Out	EM	Emergency Leave
EM	Emergency Leave (AM)	EM	Emergency Leave (PM)	EX	Examination Leave	HA	Half Day (AM)	HA	Half Day (PM)	HO	Hospitalization
MA	Maternity (optional)	MA	Maternity	MA	Marriage	MC	MCO Work From Home	ME	Menses Leave	OU	Out of Office
OU	Out Of Office (AM)	OU	Out Of Office (PM)	PA	Paternity	R&	R&D Work From Home	RE	Replacement Leave	SI	Sick
ST	Study Leave	UN	Unpaid	UN	Unpaid (AM)	UN	Unpaid (PM)	WO	Work From Home		

Legend

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

timeTec • Name List

Name of Report: Name List

Name of Company: TimeTec Computing Sdn. Bhd.

Group Duty Roster : 1
TimeTec Group > TimeTec Computing Sdn Bhd > Product Development

No.	User ID	Name	Nationality	Joined Date	Employee ID	Designation	Position Level	Organization Structure	Immediate Superior	Group Duty Roster	Account Issuance Date	Employment Status	Account Expiry Date	Suspended
1	3039	Henry Pang	Malaysia	10-07-2006	3039	Associate Vice President		Product Development	Teh Hon Seng	1	18-04-2005	Active		

Group Duty Roster : 110
TimeTec Group > TimeTec Computing Sdn Bhd > Sales & Marketing

No.	User ID	Name	Nationality	Joined Date	Employee ID	Designation	Position Level	Organization Structure	Immediate Superior	Group Duty Roster	Account Issuance Date	Employment Status	Account Expiry Date	Suspended
2	3037	Phoon Mee Ling	Malaysia	07-01-2000	3037	Senior Sales Manager		Sales & Marketing	Norana Binti Johar	110	25-07-2003	Active		

Working group that the employee belongs to: Group Duty Roster

Department the employee belongs to: Organization Structure

A list of all or selected employees' names.

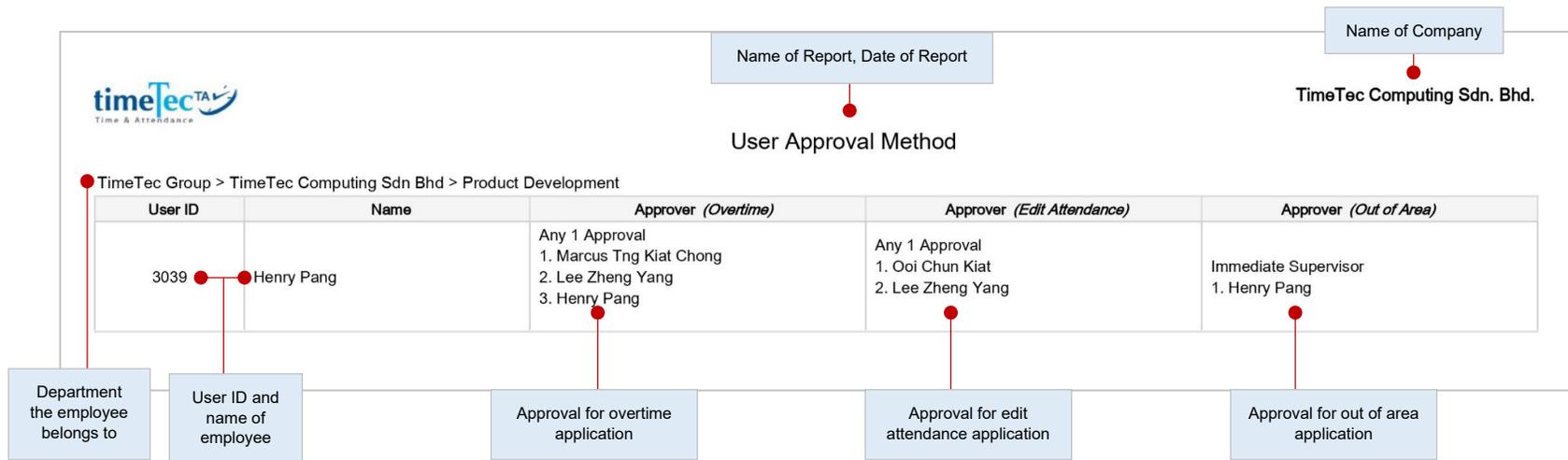
timeTec • Remark List

The screenshot shows a report titled "Remark List" from "TimeTec Computing Sdn. Bhd.". The report contains a table with three columns: Remark, Work Code, and In Use. Red boxes highlight the Remark and Work Code columns, with callouts pointing to labels "Name of Remark" and "Relevant work code".

Remark	Work Code	In Use
Attend Exhibition	12	Yes
Attend Training	11	Yes
Banking Matters	16	Yes
•BOD Matters	21	Yes
Car Break Down	14	Yes
Data Entry	200	Yes
Half Day Leave	15	Yes
HR & Admin	19	Yes
Medical Checkup	22	Yes
Meeting	10	Yes
Out of Office	28	Yes
•Out of Office (AM)	29	Yes
•Out of Office (PM)	30	Yes
Purchasing Matters	17	Yes
•Pray	27	No
Reply Email	25	Yes
Sales Related	20	Yes
School matter & will replace working hours	23	Yes
Smoking	24	Yes
Stock counting	40	Yes
Support Sunway Construction	100	Yes
This is a testing work code for the mobile version	188	Yes
This is testing work code for web clocking	186	Yes
To Cyberjaya/HQ	26	Yes
Traffic Jam	13	Yes
Video Shooting	18	Yes

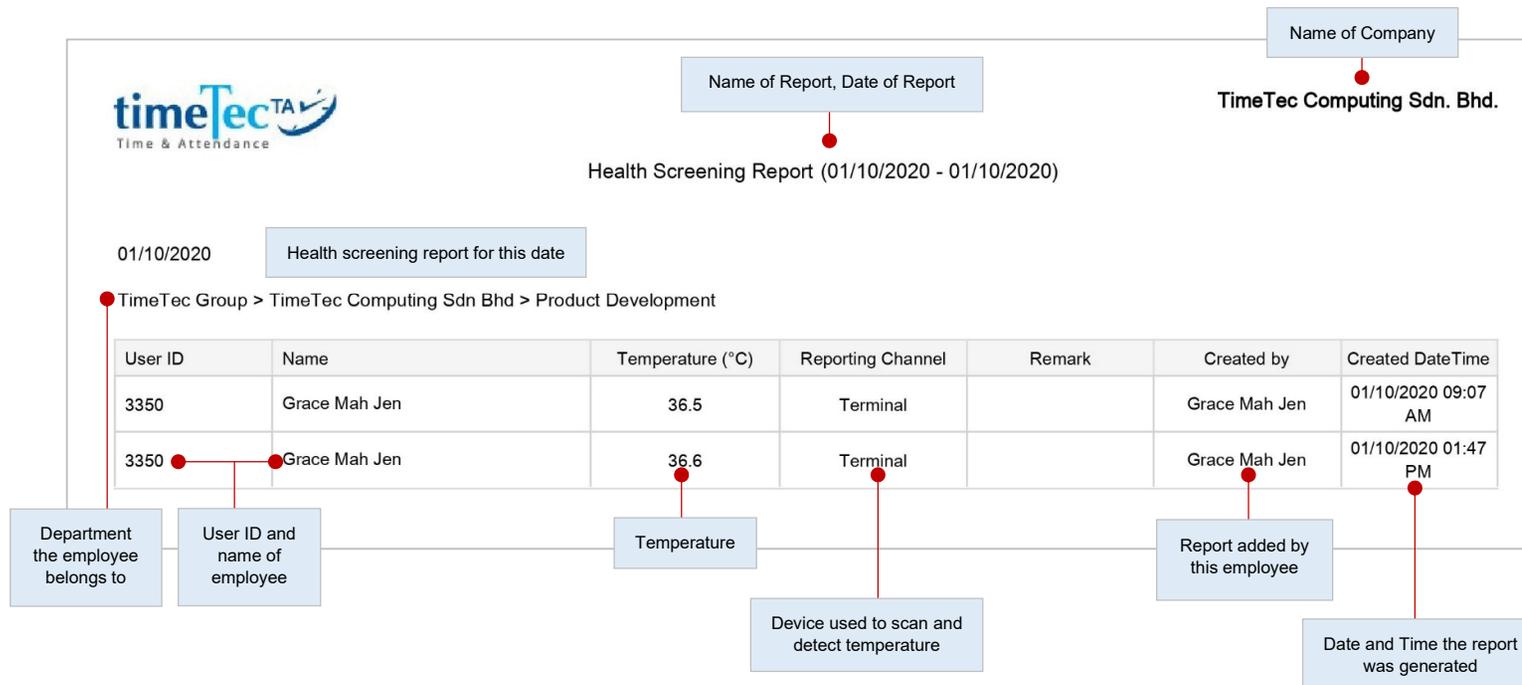
A list of all remark names.

timeTec • User Approval Method



The User Approval Method report provides records of Approval Method as well as the Approver(s) for each user.

timeTec • Health Screening Report



Display the list of users' health screening information for a specific date range, including their body temperatures and health remarks.

timeTec • Monthly Health Screening Summary

timeTec TA
Time & Attendance

Name of Company
TimeTec Computing Sdn. Bhd.

Name of Report
Monthly Health Screening Summary

October 2020

TimeTec Group > TimeTec Computing Sdn Bhd > Product Development

User ID	Name	1 Thu	2 Fri	3 Sat	4 Sun	5 Mon	6 Tue	7 Wed	8 Thu	9 Fri	10 Sat	11 Sun	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat	18 Sun	19 Mon	20 Tue	21 Wed	22 Thu	23 Fri	24 Sat	25 Sun	26 Mon	27 Tue	28 Wed	29 Thu	30 Fri	31 Sat
3350	Grace Mah Jen	36.6	36.5			36.3	36.5	36.5	36.6	36.4			36.8	36.5	36.4	36.5	36.4			36.6	36.8	36.6	36.6	36.3			36.8	36.8	36.4		36.7	

User ID and name of employee
3350, Grace Mah Jen

Highest temperature of that particular day

Department the employee belongs to
Product Development

Details the health screening summary report for the user within the selected month. If a user has multiple records in a day, the report will only display the highest temperature recorded for that particular day.

timeTec • Branch List

Time Business Incorporated
Branch List

11/10/2011

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

A list of all branch names.

FingerTec TimeTec

Time Business Incorporated
Department List

11/10/2011 16:48:47

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

Names of departments

A list of all department names.

timeTec • Section List

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

A list of all section names.