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System Configuration, BioStar 2, T&A, punch log, leave, "temporary, schedule"

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How to edit the report

From BioStar 2.4.1, you can edit the temporary schedule, punch log, and leave.

Editing the Temporary Schedule

- 1. Click on the Schedule tab in the Time Attendance menu.
- 2. Click on the + sign left of the Schedule.
- 3. Select a user.
- 4. Left click on a day of the calendar.
- 5. Click Add Temporary Schedule.

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- 6. Enter a desired Name for this temporary schedule.
- 7. Select a preconfigured Shift.
- 8. Select the Period of time range to apply.
- 9. Use Apply to Other Users option to apply to multiple users.

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A flexible day for Ethan			
Flex shift 👻			
2017-04-01	~	2017-04-01	
Q			
Apply	Cancel		
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Editing Punch Log

Option 1

1. Click on the **Report** column in the **Time Attendance menu**.

2. Generate a report by selecting **Period**, **Report Type**, **User Group/Use** and clicking **Update Report**.

3. Click on a row of the report.

Daily Report											
Date	Herre	Mater 10	Departme	states	1.000		- Del	Reception	Regular h	Overlane	Tutal Wor
2017/04/25	Ethan	100	ADmitt	First CHORN	23	2017/04/26-08	2017/04/26 22	2	8.02.00	1.00.00	13.00.06
2017/04/27	Ethan	1111	ADmin	First Stikle.	22	125	19	Absence	0.00.00	0.00.00	0.00.00
2017/54/28	Ethan	\$355	Abrein	First CHHim	- 55		15	Absence	00.08.0	≘:00:00	0.90.00
2017/04/29	Ethan	1111	ADmin	First CHHim	82	1.0	10. E	Absence	0.02-00	0.00.00	0.02.00
2017/04/30	Ethan		A0min	First Cititin	÷.	10	10. C	Absence	0.00-00	0.00.00	0.00.00

4. Click on the item below the In / Out column.

✓ Etha	in - 1111							
Date Range	< Daily (2017-	04-26 ~ 2017-04-26						0
Date	shin	Time code	In .		Ексер	tion Regs	ilar Over	
2017/04/26(W	., First CHKin La	is Normal Pay	2017/04/26	08 2017/04/26	22 ·	8.00.00	1:00:00	/
Summary	Regular hours	Overtime ho	Broak Time	Over Break T	Meal Time	Exception	Leave	Total Work
Daily	8:00:00	1:00:00	0.00.00	0.00.00	1:00:00	0	0	13.00:06
Overtime I	Nule P	legular By Time Rate	Ove	rtime By Time Rate	Wo	rk time in Leave	Non-wor	k time in Leave
24	8:00:0	D	2:00:00		0:00:00		0.00.00	

5. Edit the punch log by clicking on the pencil.

(red solution)				6
Punch Time	Punch Type	Device	Device ID	
2017/04/26-08-16-50- 2017/04/26-08:16:50	Check In	BioStation A2 93925439	939254397	18
2017/04/26-08:16:63- 2017/04/26-08:16:53	Check Out	BioStation A2 93926439	039254397	14
2017/04/26-22-16:49 2017/04/26 22:16:49	Check Out	BioStation A2 93925439	939254397	14
2017/04/26 22:16:52		BioStation A2 93925439	939254397	1
2017/04/26 22:16:56	54 C	BioStation A2 93925439	939254397	1

Try checking **Rebuild Time Card** and then click **Update Report** if your report seems out of date

Editing Leave

Option 1

1. Click on the **Report** column in the **Time Attendance menu**.

2. Generate a report by selecting **Period**, **Report Type**, **User Group/Use** and clicking **Update Report**.

3. Click on the pencil icon.



4. Select a Leave Time Code.

5. Check **Use Time** only if there is a desired number of hours that should be applied as leave.

- For instance, a half day leave would be 4 hours.
- 6. Set **Start Date** and **End Date** if the leave spans over a few days.
- 7. Use **Apply to Other User** to apply the same setting to multiple users.
- 8. Leave comments on Approver Comments if necessary.

Date	2017-05-02(Tue)			
Leave	leave	*		
Use Time				
Start Date	2017-05-02	End Date	2017-05-02	
Leave Hours	08 00			
Apply to Other User(s)	٩			
Approver Comments				

The feature to select leave hours (**Use Time**) was introduced in BioStar 2.4.1.

Option 2

1. Click on the **Report** tab in the **Time Attendance menu**.

2. Generate a report by selecting **Period**, **Report Type**, **User Group/Use** and clicking **Update Report**.

- 3. Click on a row of the report.
- 4. Click on the calendar icon on the right top corner.



5. Click on the Shift (grey) item of the day.

Work Tim	e v Shift v Regular v	Overtime Coception Coove	- Holiday
			May 2017
Sun	Mon	Tue	Wed
	30 17:00:00 (05:30:00 ~ 22:30:0	1 13:00:00 (05:30:00 ~ 18:30:00)	2 11:00:00 (07:30:00 ~ 18:30:00
	8.00:00 (starts 5:30 flexible)) 8:00:00 (starts 5:30 flexible)	6.00.00 (starts 5:30 flexible)
	8:00:00	8:00:00	8:00:00
	9:00:00	\$:00.00	12:00:00

6. Select a Leave Time Code.

⁻ http://kb.supremainc.com/knowledge/

- 7. Check **Use Time** only if there is a desired number of hours that should be applied as leave.
- For instance, a half day leave would be 4 hours.
- 8. Set **Start Date** and **End Date** if the leave spans over a few days.
- 9. Use **Apply to Other User** to apply the same setting to multiple users.

10. Leave comments on **Approver Comments** if necessary.

Date	2017-05-02(Tue)	
Leave	leave *	
Use Time		
Start Date	2017-05-02 End Date 2017-05-02	
Leave Hours		
Apply to Other User(s)	Q	
Approver Comments		

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