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How to calculate exact worktime/breaktime for devices without T&A key?

For devices with function keys, it is required to configure T&A key from T&A setting page. By doing this, employees will make punch in/out using T&A keys and administrator will be able to calculate exact worktime / breaktime.

But how about devices without T&A key?

Following guideline is to support check in and check out functions to calculate the worktime / breaktime for devices without T&A key.

1. Prepare two devices. One device for IN and another device for OUT.
2. Go to **Time Attendance** → **Setting** and register two devices as T&A device.
3. Choose **IN** device and set it mode to **Fixed** option with **Break End**.

Setting

• T&A Mode: Fixed

• Fixed T&A key: Code 1

• T&A Event

T&A Event Key	Label	T&A type
Code 1	IN	Break End
Code 2		None
Code 3		None
Code 4		None

Apply Cancel

4. Choose **OUT** device and set it mode to **Fixed** option with **Break Start**.

Setting

• T&A Mode: Fixed


• Fixed T&A key: Code 1

• T&A Event

T&A Event Key	Label	T&A type
Code 1	OUT	Break Start
Code 2		None
Code 3		None
Code 4		None

Apply Cancel

BioStar will calculate worktime and breaktime based on the punch without pressing any T&A key. However, the result is always “Missing Break Start, Missing Break End” in BioStar versions before 2.4.

Date	Shift	Pay Code	In	Out	Exception	Regular	Overtime	
2016/10/18(Tue)	test	test	2016-10-18 07:...	2016-10-18 18:...	Missing Break Start, Missing Break End	8:00:00	0:00:00	

Summary	Regular Hours	Overtime Hours	Break Time By...	Over Break TL...	Meal Time	Exception	Leave	Total Work Ho...	Actual Workin...
Daily	8:00:00	0:00:00	1:00:00	0:00:00	1:00:00	2	0	9:10:00	0:00:00

Overtime Rule	Regular By Time Rate	Overtime By Time Rate	Work Time In Leave	Non-Work Time In Leave	Leave Work Time By TL...	Leave Non-Work Time ...
-	8:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00

Starting version 2.4, if you are using **First check-in & Last check-out** with **Break by Punch**, check **Handle Exception of Fixed Break/M meal T&A Key**. This should make your report result to be normal.

• First check-in & Last check-out: ☒ Yes

• Time segment

Current day: 09:00 - 18:00

Next day: 00:00 - 24:00

Time code	Start time	End time	Min. Duration	Meal deduction	Action
Normal Pay	09:00	18:00	00:00	--	

• Rounding: ☐ Punch in, ☐ Punch out

• Break by Punch: ☒ Max. allowed break time(min.): 0

☒ Handle Exception of Fixed Break/M meal T&A Key

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