

Table of Contents

How to Configure a T&A Schedule to Calculate or Ignore Break Time 1

Configuring Break Time 1

Configuring to Ignore Break Time 4

[System Configuration](#), [BioStar 2](#), [T&A](#), [Break](#)

How to Configure a T&A Schedule to Calculate or Ignore Break Time

If you would like to keep track or ignore the break time of users during the day, refer to the configuration below.

For a basic step by step guide on fixed and flexible shift configuration, refer to the fixed and flexible shift articles:

[How to create T&A settings for organizations with fixed shift](#)

[How to create T&A settings for organizations with flexible shift](#)

Configuring Break Time

1. On your **Shift** page turn off First check-in & Last check-out.

• **Name**

• **Description**

• **Type** ☒ Fixed ☐ Flexible ☐ Floating

• **Day start time** : ☐ Allowed a day before/after ti

• **First check-in & Last check-out** ☒ No

• **Time segment**

Current day

Next day

0 3 6

Time code
Regular

• **Rounding** ☐ Punch in ☐ Punch out

• **Meal deduction 1**

• **Meal deduction 2** ☐ Use

• **Break Time** Max. allowed break time(min.)

2. Turn on **Break by Punch**.

3. Configure **Max. allowed break time** as required.

If the user exceeds the max allowed break time, it will appear in the report as **Over Break Time**.

Date Range ◀ Daily (2018-04-22 ~ 2018-04-22) ▶				
Date	Shift	Time code	In	
2018/04/22(Sun)	my fixed schedule	normal time	2018/04/22 10:00:00	2018/04/22
Summary	Regular hours	Overtime hours	Break Time by Punch	Over Break Time
Daily	7:55:00	0:00:00	1:00:00	0:05:00

4. Proceed with **add schedule template, add schedule** as required.

5. Go to the device setting menu by pressing the gear icon.



6. Select your registered device and click **Setting**.

Registered Devices		Unregister	Setting
<input type="checkbox"/>	Device Name		
<input checked="" type="checkbox"/>	BioStation 2 546832513		
<input type="checkbox"/>	BioStation 2 546832593 (192.168.14.203)		
<input type="checkbox"/>	Xpass 545259557 (192.168.14.151)		

7. Select your **T&A mode** as desired.

Refer to [How to Configure a T&A Device](#) for T&A modes.

8. Configure T&A types of **Check In, Check Out, Break Start, Break End, Meal Time Start, Meal Time End**

Setting

T&A Mode

By User

T&A Required

No

T&A Event

T&A Event Key	Label	T&A type
Code 1	Check IN	Check In
Code 2	Check OUT	Check Out
Code 3	Break START	Break Start
Code 4	Break END	Break End

Apply

Cancel

The user should enter the T&A key in following procedure during the day

Check In > Break Start > Break End > Break Start > Break End > Check out

9. Click **Apply**.

For devices without T&A keys, refer to [How to calculate exact worktime/breaktime for devices without T&A key?](#)

Configuring to Ignore Break Time

This configuration will calculate the work time based on the first and last punch of the day.

1. On your **Shift** page, turn on First check-in & Last check-out.

• **Name**


• **Description**

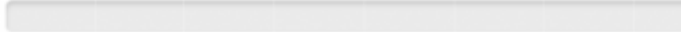
• **Type** ☒ Fixed ☐ Flexible ☐ Floating

• **Day start time** : ☐ Allowed a day before/after time

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

• **Time segment**

Current day 

Next day 

0 3 6

Time code	Start time
Regular	08:00

• **Rounding** ☐ Punch in ☐ Punch out

• **Meal deduction 1**

• **Meal deduction 2** ☐ Use

• **Break Time**

2. Turn off **Break by Punch**.


3. Proceed with **add schedule template**, **add schedule** as required.


4. Go to the device setting menu by pressing the gear icon.



5. Select your registered device and click **Setting**.

Registered Devices

 Unregister

 Setting

<input type="checkbox"/>	Device Name
<input checked="" type="checkbox"/>	BioStation 2 546832513
<input type="checkbox"/>	BioStation 2 546832593 (192.168.14.203)
<input type="checkbox"/>	Xpass 545259557 (192.168.14.151)

6. On T&A Mode select **Not Use** and click **Apply**.

• T&A Mode

Not Use ▼

Users will not have to press a T&A button on authentication because the work time is calculated based on the first and last punch of the configured work day.

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