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[System Configuration](#), [BioStar 2](#), [T&A](#), [punch log](#), [leave](#), “[temporary](#), [schedule](#)”

How to edit the report

Starting BioStar 2.4.1, you can edit the temporary schedule, punch log, and leave all in one page.

Edit Temporary Schedule

Edit Punch Log

Edit Leave

Date	Shift	Time code	In	Out	Exception	Regular	Overtime
2017/04/07(Fri)	Normal Fix...	Normal Pay	+		Absence	0:00:00	0:00:00

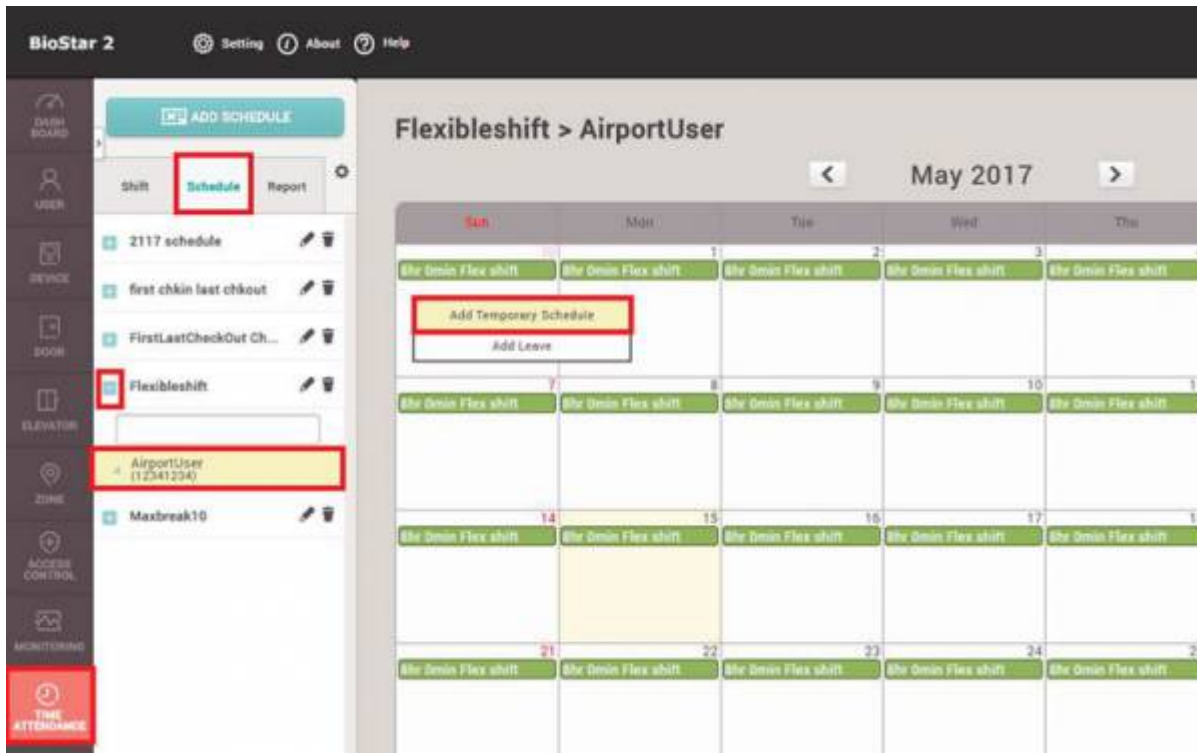
Summary	Regular ...	Overtime...	Break Ti...	Over Bre...	Meal Tim...	Exception	Leave	Total Wor...
Daily	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	1	0	0:00:00

Overtime Rule	Regular By Time Rate	Overtime By Time Rate	Work time in Leave	Non-work time in Lea...
-	0:00:00	0:00:00	0:00:00	0:00:00

Editing the Temporary Schedule

Option 1

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.



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.

[Ethan] Temporary Schedule ✕

- Name
- Shift Flex shift ▼
- Period ~
- Apply to Other User(s)

Apply
Cancel

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 a row of the **Shift** column.

Ethan - 1111

Date Range: Daily (2017-04-01 ~ 2017-04-01)

Date	Shift	Time code	In	Out	Exception	Regular	Overtime
2017/04/0...	06:45 fixd	Normal Pay	-	-	Absence	0:00:00	0:00:00

Summary	Regular ...	Overtim...	Break Ti...	Over Bre...	Meal Time	Exception	Leave	Total Wor...
Daily	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	1	0	0:00:00

Overtime Rule	Regular By Time Rate	Overtime By Time Rate	Work time in Leave	Non-work time in Leave
-	0:00:00	0:00:00	0:00:00	0:00:00

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

[Ethan] Temporary Schedule

• Name: A flexible day for Ethan

• Shift: Flex shift ▼

• Period: 2017-04-01 ~ 2017-04-01

• Apply to Other User(s): 🔍

Apply Cancel

The option to apply the temporary schedule to multiple users was introduced in BioStar 2.4.

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	Name	User ID	Departme...	Shift	Leave	In	Out	Exception	Regular h...	Overtime ...	Total Wor ...
2017/04/26	Ethan	1111	Admin	First CHKin...	-	2017/04/26 08...	2017/04/26 22...	-	8:00:00	1:00:00	13:00:06
2017/04/27	Ethan	1111	Admin	First CHKin...	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2017/04/28	Ethan	1111	Admin	First CHKin...	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2017/04/29	Ethan	1111	Admin	First CHKin...	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2017/04/30	Ethan	1111	Admin	First CHKin...	-	-	-	Absence	0:00:00	0:00:00	0:00:00

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

Ethan - 1111

Date Range: Daily (2017-04-26 ~ 2017-04-26)

Date	Shift	Time code	In	Out	Exception	Regular	Overtime
2017/04/26(W...	First CHKin Las...	Normal Pay	2017/04/26 08...	2017/04/26 22...	-	8:00:00	1:00:00

Summary	Regular hours	Overtime ho...	Break 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 Rule	Regular By Time Rate	Overtime By Time Rate	Work time in Leave	Non-work time in Leave
-	8:00:00	2:00:00	0:00:00	0:00:00

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

Edit Punch Logs

2017/04/26(Wed)

Add

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	 
2017/04/26 08:16:53 2017/04/26 08:16:53	Check Out	BioStation A2 93925439...	939254397	 
2017/04/26 22:16:49 2017/04/26 22:16:49	Check Out	BioStation A2 93925439...	939254397	 
2017/04/26 22:16:52	-	BioStation A2 93925439...	939254397	
2017/04/26 22:16:56	-	BioStation A2 93925439...	939254397	

Ok Cancel

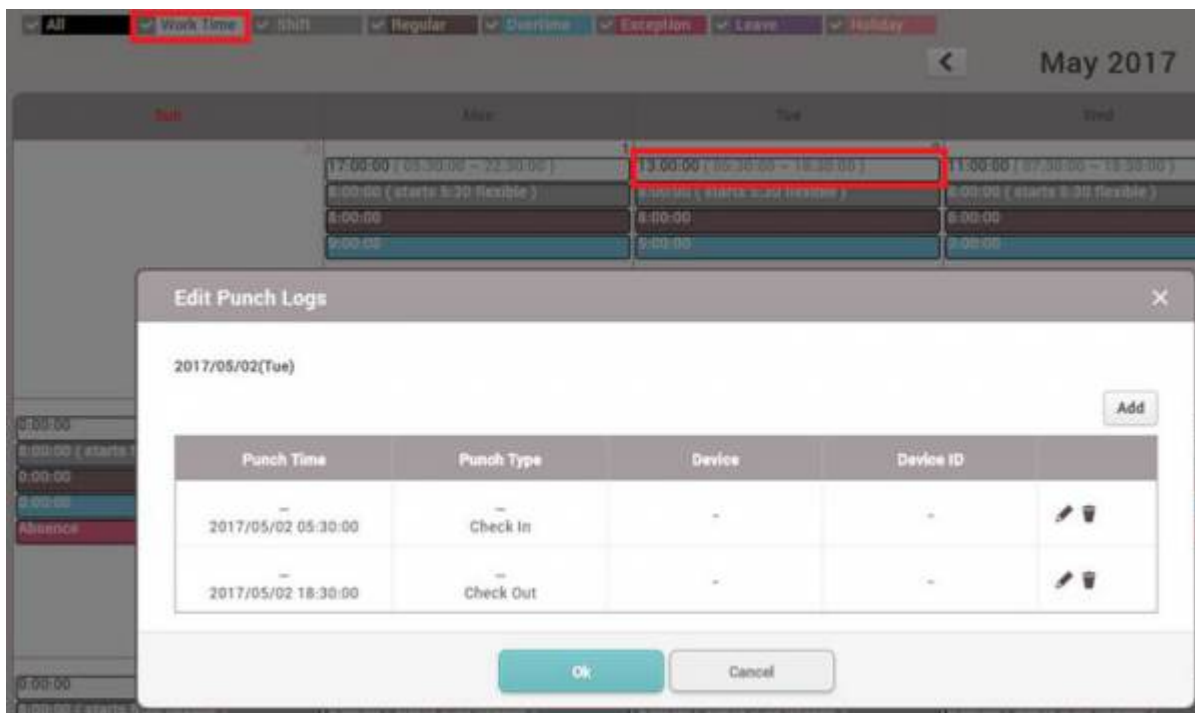
Try checking **Rebuild Time Card** and then click **Update Report** if your report seems out of date

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 **Work Time** (white) item of the day.
6. Edit the punch logs.



Editing Leave

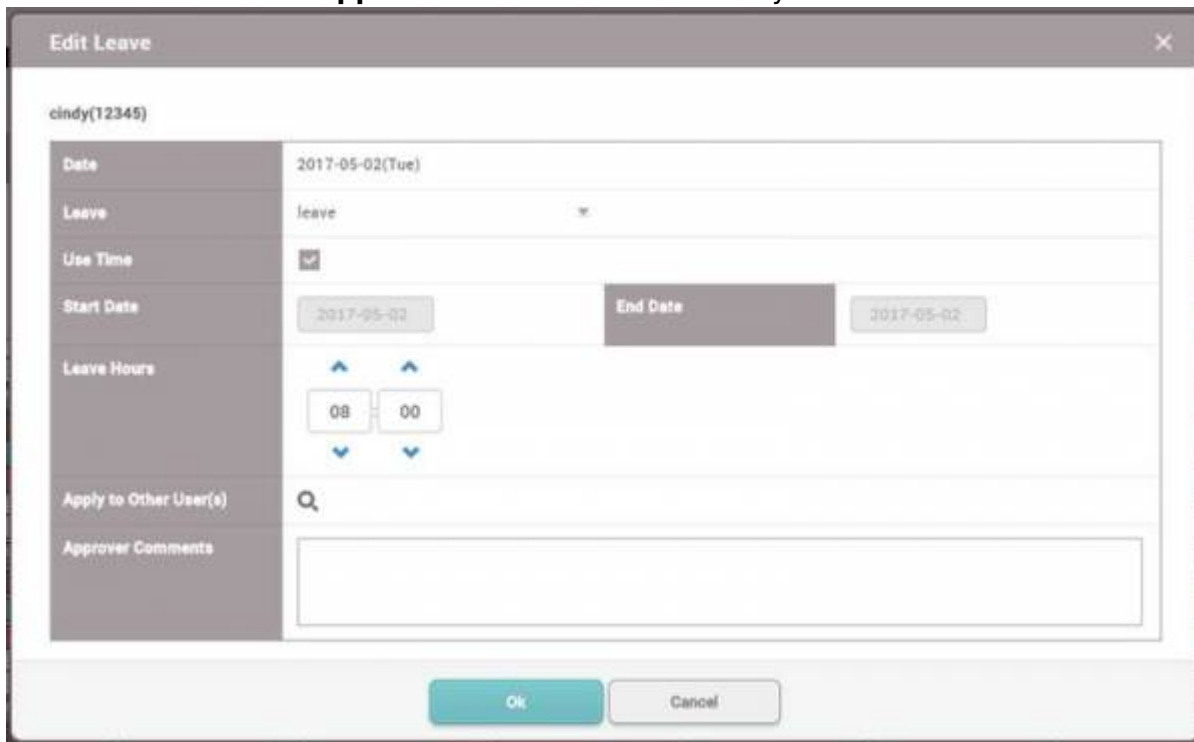
Option 1

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.



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.

← cindy - 12345

All Work Time Shift Regular Overtime Exception Leave Holiday

May 2017

Sun	Mon	Tue	Wed
17:00:00 (05:30:00 ~ 22:30:00)	15:00:00 (05:30:00 ~ 18:30:00)	11:00:00 (07:30:00 ~ 18:30:00)	
8:00:00 (starts 5:30 flexible)	8:00:00 (starts 5:30 flexible)	8:00:00 (starts 5:30 flexible)	
8:00:00	8:00:00	8:00:00	
9:00:00	9:00:00	9:00:00	

6. Select a **Leave Time Code**.

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.

Edit Leave

cindy(12345)

Date	2017-05-02(Tue)	
Leave	leave	
Use Time	<input checked="" type="checkbox"/>	
Start Date	2017-05-02	End Date 2017-05-02
Leave Hours	08 00	
Apply to Other User(s)	<input type="text"/>	
Approver Comments	<input type="text"/>	

Ok Cancel

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