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System Configuration, BioStar 2, Time and Attendance

How BioStar 2 T&A works

BioStar 2 T&A helps you manage employee working hours more efficiently using its easy-to-configure and intuitive time-card features. BioStar 2 Overtime Rules feature makes it easier for administrators to calculate and configure overtime as well as other time rules.

> The term **Pay Code** has been changed to **Time Code**.

How BioStar 2 T&A works

SET UP PAY CODES AND ASSIGN TIME RATE

Different types of pay code available; Attendance management/Leave management/ Overtime management. Pay codes are labels used to identify pay rate multipliers.

1

Pay Code	Attendance	Overtime	Leave	Time Rate	Color
Overtime Double	No	Yes	No	2	
Pay Code	Yes	No	No	1	
Regular	Yes	No	No	1	
Sick Leave	No	No	Yes (Worked)	1	

2 ## CONFIGURE SHIFT SETTINGS

Set rules for time attendance, including work shift, early and late/leave, overtime and etc.

Shift is the configuration of one day's (24 hours) work rules. You can configure the rules' specific details such as work type (Fixed / Flexible), work start time, Pay Code's time segment, Rounding (Shift, Punch in, Punch out), Grace, and Meal Deduction. The Pay Code has to be configured prior to configure the Shift.

CONFIGURE SCHEDULE TEMPLATES

Set rules to match organization's work cycle, so work hours will be generated.

3

4 ## CONFIGURE OVERTIME RULE

Set daily, weekely, monthly overtime rule and even weekend, holiday rule.

Rules can configure overtime with contextual visibility by configuring time rules and allows easy implementation of complicated Shifts.

CONFIGURE SCHEDULE

Assign employees to schedule so work hours can be calculated.

To configure a Schedule, the Pay Code, Shift, and Schedule Template has to be configured beforehand and user and holiday information configured in the BioStar 2 AC module are required as well.

5

6 ## CONFIGURE T&A DEVICES

Create reports using event logs of selected devices as T&A devices.

EMPLOYEES RECORD TIME THEY WORKED

Confirm that time are recorded accurately. If wrong, administrators can correct the time.

7

8 ## VIEW EMPLOYEES' ATTENDANCE RESULT FROM VARIOUS REPORTS

View reports in various format and data can be exported as CSV format.

See Also

- Introducing BioStar 2's Time and Attendance System

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Last update: **2022/04/19 12:46**