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[System Configuration](#), [BioStar 2](#), [Time and Attendance](#), [Fixed Shift](#)

How to create T&A settings for organizations with fixed shift

A fixed shift is a shift when the employee works a defined number of hours for a particular time schedule.

Employee Scheduling Example: Company A

- Day Start time: 05:00
- Worktime: Monday to Friday 08:00 to 17:00
- Overtime: 17:00 to 23:59 (worktime will be normal worktime multiply by 2)
- Lunchtime: 12:00 to 13:00 (Automatically deducts one (1) hour from worktime)
- Breaktime: Employees are to punch IN/OUT to record their breaktime
- Grace: Employees have 15 minutes grace when checking IN and checking OUT
- Rounding: All worktimes are rounded to 1 min
- Punch Type: Worktime will be calculated based on the first and last punch

Employee Scheduling Example: Company A

1. Go to **Time Attendance** → **Shift** → **Pay code** and create pay code.

The term **Pay Code** has been changed to **Time Code** in recent versions of BioStar 2.

Before we start designing a schedule plan for this work schedule, we need to check what types of pay code we need to create. Pay codes are used in attendance management and overtime management to specify at what rate employees' worktime should be calculated for different categories of time worked. If you set time rate as 2, BioStar will double the worktime, if you set time rate as 3, the worktime will be normal worktime multiply by 3.

For company A, administrator need to create and assign the following pay codes;

Pay Code Name	Pay Code Type	Time Rate	Color	Option
Regular	Attendance Management	1	Red	-
Overtime Double	Overtime Management	2	Yellow	-
Sick Leave	Leave Management	1	-	Worked

	Time Code	Attendance	Overtime	Leave	Time Rate	Color
<input type="checkbox"/>	Overtime Double	No	Yes	No	2	
<input type="checkbox"/>	Regular	Yes	No	No	1	
<input type="checkbox"/>	Sick Leave	No	No	Yes (Worked)	1	

There are two options for Leave Management; Worked and Not Worked

- Worked Leave is time off from work that employees can use without losing worktime.
- Not Worked is time off from work that employees can use while losing worktime.

2. Go to **Time Attendance** → **Shift** → **Shift** and create shift.

- Shift types are used to distinguish whether the worktime is fixed or allow employees to alter workday start and finish times.

3. Set Type as **Fixed**, Day start time as **05:00** and allow **First check-in & Last check-out** option.

• **Name**

• **Description**

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

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

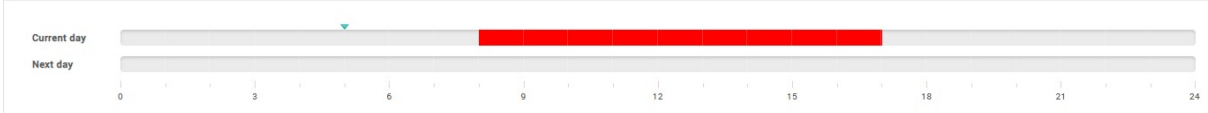
• **First check-in & Last check-out** ☒ Yes

- Company A have traditional work arrangements which is fixed from 8am to 5pm.
- The daily 24 hour schedules cycles from this day start time
- The first and last event of the day will be considered as “Check-In” and “Check-Out”. This option is beneficial for devices without T&A keys.

4. Go to **Time Segment** and click **Add** to add work schedule.

5. Select a **Regular** pay code from a drop down list and set **Start time** to 08:00 and **End time** to 17:00. Set **Min Duration** to 04:00 and **Meal Deduction** to 01:00.

• Time segment



Time code	Start time	End time	Min. Duration	Action
Regular	08:00	17:00	04:00	

• Grace ☒ Use In(min.) 15 Out(min.) 15

• Rounding ☐ Punch in ☐ Punch out

• Meal deduction 1 Deduction time 01:00 Minimal hours before deduction 04:00

• Meal deduction 2 ☐ Use

• Break Time

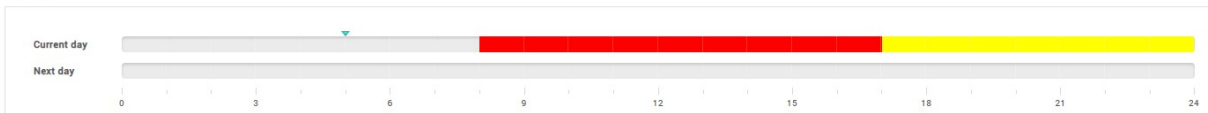
- Click [Select] button to display list of pay code that is assignable to work schedule. BioStar 2 only allows you to select one "Attendance Management" type of pay code per shift.
- Grace allows employee can be late for 15 minutes while still getting credit from working the full shift.
- When employees do not meet minimum duration, their attendance result will be "Absence".
- The minimum period for meal will be 1 hour (60 minutes) which will be automatically deducted from total worktime, regardless of whether the full 1 hour (60 minutes) is taken or not.

6. Go to **Time Segment** and click **Add** to add work schedule.

7. Select a **Overtime double** pay code from a drop down list and set **Start time** to 17:00 and **End time** to 23:59.

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

• Time segment



Time code	Start time	End time	Min. Duration	Action
Regular	08:00	17:00	04:00	
Overtime Double	17:00	23:59	00:00	

• Rounding ☐ Punch in ☐ Punch out

8. Go to **Rounding** and set shift unit (min) as **1**.

- Rounding means that worktime are rounded to a specific minutes intervals. We highly recommend using a unit that is even fraction of an hour such as $\frac{1}{2}$ hour (30 minutes) or $\frac{1}{4}$ hour (15 minutes).
- The point specifies the threshold for rounding up versus rounding down.

9. Go to **Time Attendance** → **Shift** → **Schedule Template** and set type as **Weekly**

- Schedule template allows you to assign a permanent schedule cycle.
- Daily: Use to assign a schedule for specific number of days (Maximum 31 days).

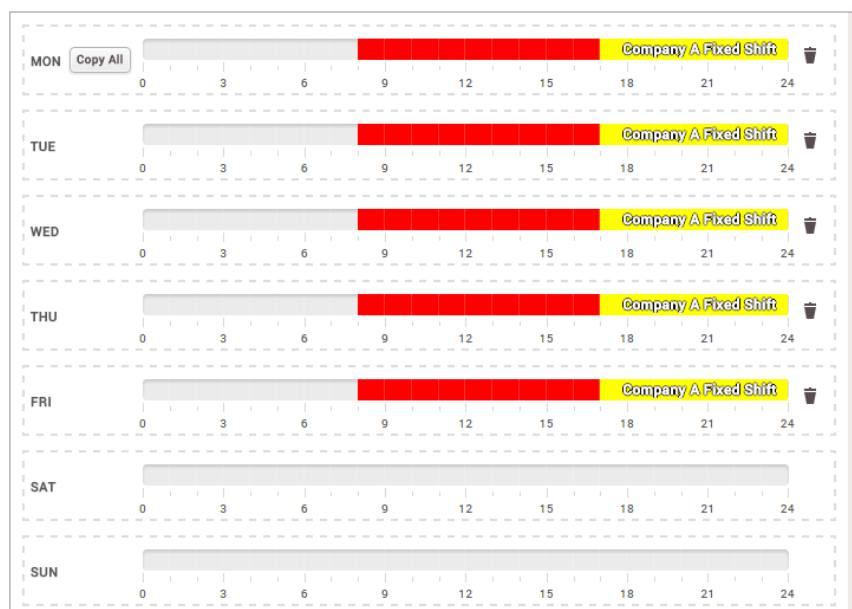
10. Drag down the schedule into Monday and click **Copy All** button to copy the schedules. Delete schedule from Saturday and Sunday.

• Name

• Description

• Type ☒ Weekly ☐ Daily

Shift	Type	Time	Day start time
Company A Fixed Shift	Fixed	08:00~23:59	05:00
Temporary Shift	Fixed	09:00~12:00	05:00



11. Select a **Schedule Template** and create new schedule.

12. Select a **Schedule Template** from a drop down list and click the date on the calendar on which you want the schedule change to start and end.

- The schedule will take effect from the selected date forward.

13. Assign employees into the schedule.

- Assign users individually or by user group.

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• **Name**

• **Description**

• **Rule**

• **Schedule template** [Company A]

• **Period** [2016-01-01] ~

• **Holiday**





• **User**








User group	User in group(9)	Added users(3)
<div> <div>👤</div> <div>All Users</div> <div>9</div> </div>	<div> <input checked="" type="checkbox"/> <div>(112233)</div> </div>	<div> <div>🗑️</div> <div>Administrator</div> <div>(1)</div> </div>
<div> <div>👤</div> <div>Company A</div> <div>3</div> </div>	<div> <input checked="" type="checkbox"/> <div>Administrator</div> <div>(1)</div> </div>	<div> <div>🗑️</div> <div>Cindy Lee</div> <div>(2)</div> </div>
<div> <div>👤</div> <div>Compnay B</div> <div>4</div> </div>	<div> <input checked="" type="checkbox"/> <div>Cindy</div> <div>(1122334455)</div> </div>	<div> <div>🗑️</div> <div>David Kim</div> <div>(3)</div> </div>
	<div> <input checked="" type="checkbox"/> <div>Cindy Lee</div> <div>(2)</div> </div>	
	<div> <input checked="" type="checkbox"/> <div>David Kim</div> <div>(3)</div> </div>	
	<div> <input checked="" type="checkbox"/> <div>Ethan Kim</div> <div>(6)</div> </div>	
	<div> <input checked="" type="checkbox"/> <div>Kate Yu</div> <div>(4)</div> </div>	
	<div> <input checked="" type="checkbox"/> <div>Michael Lee</div> <div>(5)</div> </div>	
	<div> <input checked="" type="checkbox"/> <div>Tim Lee</div> <div>(7)</div> </div>	
	<div>Add selected user</div>	<div>Delete all users</div>


- Holiday should be created from **Setting** → **Schedule** → **Holiday**. All holiday created from here will be automatically synchronized to Time Attendance.
- The employee will remain on the schedule cycle until you change or remove the schedule.

14. Go to **Time Attendance setting** and configure T&A devices.

- BioStar 2 will sync events logs of selected devices only
- Refer to [How to Configure a T&A Device](#) to configure T&A keys for the device.

BioStar 2  Setting  About  Help Administrator  Logout

 DASH BOARD
 USER
 DEVICE
 DOOR
 ACCESS CONTROL
 MONITORING
 TIME ATTENDANCE

 **Setting**

Unregistered Devices

<input type="checkbox"/>	Device Name
<input type="checkbox"/>	BioEntryPlus 539308121 (192.168.16.239)
<input type="checkbox"/>	BioStation 2 546832586 (192.168.16.233)
<input type="checkbox"/>	BioStation 2 546832593 (192.168.16.152)
<input type="checkbox"/>	BioStation 2 546834329 (192.168.16.191)

Registered Devices

<input type="checkbox"/>	Device Name
<input type="checkbox"/>	BioEntryW 543908143 (192.168.16.114)
<input type="checkbox"/>	BioStation A2 541530988 (192.168.16.149)
<input type="checkbox"/>	BioStation A2 541531041 (192.168.16.179)
<input type="checkbox"/>	BioStation A2 541531061 (192.168.16.206)
<input type="checkbox"/>	BioStation L2 542501008 (192.168.16.231)

Advanced

• User synchronization version

• Event synchronization period

• Limit for user synchronization

Apply

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