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BioStar 1, T&A

Time Attendance Setup with BioStar 1

Basic

Time Category

Time Category	Time Rate	Rounding Unit (Min)	Display Color
Hours of duty	1	30	Blue

Daily Schedule

Details

Day Start Time : ☒ First Check-In / Last Check-Out

Current day 

Next day 

TimeCategory	Start/End Time	Grace(Start)	Grace(End)	Rounding(In)	Rounding(...)
Hours of duty	09:00~18:00	10	Not Use	10	10

Time Slot

Start Time : ☐ Next End Time : ☐ Next

Time Category 

☒ Grace(Start) ☐ Grace(End)

☐ Auto Check IN ☒ Affect Result

☐ Auto Check OUT

Add Modify Delete Delete All

- Check in between 9:00 and 9:10 will not result in as “Late In” because of the Grace.
- Affect Result is checked.
- First Check-In / Last Check-Out option is used.
- Minimum Duration is set to 120 min in Morning and Afternoon Shift (Work hours ignored if less than 2 hours).

Shift

Schedule | **User**

Cycle Type ☒ Weekly ☐ Daily

Start Date 1970-01-01

End Date 2030-12-31

Monday ☒ Copy  ...

Tuesday ☒  ...

Wednesday ☒  ...

Thursday ☒  ...

Friday ☒  ...

Saturday ☐  ...

Sunday ☐  ...

Expected Report Results

Name	First Check	Last Check	Result	Regular Time	Work Time
Cindy Lee	8:53	18:02	Normal	9:00	9:00
David Kim	9:03	18:05	Normal	9:00	9:00
Kate Yu	9:07	18:06	Late In	8:40	8:40
Brad Choi	8:59	17:04	Early Out	7:30	7:30
Michael Lee	8:45	-	Missing Out	0:00	0:00
Tim Lee	-	-	Absence	0:00	0:00

Date	ID	User Name	Shift	Result	First-In Time	Last-Out Time	WorkTime	Morni...	hours of...	Overtime
Date: 2014-02-27										
2014-02-27	1	Cindy Lee	Case Study 1	Normal	08:53	18:02	09:00	00:00	00:00	00:00
2014-02-27	2	David Kim	Case Study 1	Normal	09:03	18:05	09:00	00:00	00:00	00:00
2014-02-27	3	Kate Yu	Case Study 1	Late In	09:12	18:06	08:40	00:00	00:00	00:00
2014-02-27	4	Brad Choi	Case Study 1	Early Out	08:59	17:04	08:00	00:00	00:00	00:00
2014-02-27	5	Marisa Kim	Case Study 1	Missing Out	08:45	00:00	00:00	00:00	00:00	00:00
2014-02-27	6	Tim Lee	Case Study 1	Absence	00:00	00:00	00:00	00:00	00:00	00:00

Over Time

Time Category

Time Category	Time Rate	Rounding Unit (Min)	Display Color
Morning Shift	1	10	Blue
Afternoon Shift	1	10	Orange
Overtime	2	30	Green

Daily Schedule

Details

Day Start Time : ☐ First Check-In / Last Check-Out

Current day

Next day

TimeCategory	Start/End Time	Grace(Start)	Grace(End)	Rounding(In)	Rounding(...)
Morning Shift	09:00~12:00	5	0	10	10
Afternoon Shift	13:00~18:00	0	5	10	10
Overtime	19:00~05:00(+1)	Not Use	Not Use	10	10

Time Slot

Start Time : ☐ Next End Time : ☐ Next

Time Category ☐

☒ Grace(Start) ☐ Grace(End)

☐ Auto Check IN ☒ Affect Result

☐ Auto Check OUT

Add
Modify
Delete
Delete All

Time Slot	Start	End	Grace (Start)	Grace (End)	Rounding (In) / (Out)	Minimum Duration
Morning Shift	9:00	12:00	5	0	10	120
Afternoon Shift	13:00	18:00	0	5	10	0
Overtime	19:00	05:00	-	-	10	60

- Check in between 9:00 and 9:10 will not result in as "Late In" because of the Grace.
- Check out between 12:00 will result in "Early Out" because of the Grace.
- Check in between 13:00 and 13:10 will not result in as "Late In" because of the Grace.
- Check out between 18:00 will result in "Early Out" because of the Grace.
- Affect Result is checked only in Morning Shift and Afternoon Shift.
- First Check-In / Last Check-Out option is not used.
- T&A key should be used (Not allowed when not used).
- Minimum Duration is set to 120min in Morning and Afternoon Shift (Work hours ignored if less than 2 hours).

Shift

Schedule | **User**

Cycle Type ☒ Weekly ☐ Daily

Start Date: 1970-01-01

End Date: 2030-12-31

Monday ☒ Copy 

Tuesday ☒ 

Wednesday ☒ 

Thursday ☒ 

Friday ☒ 

Saturday ☐ 

Sunday ☐ 

T&A Event Key Setup

- Setup T&A Event Key in the T&A tab of the [Device] menu.
- Event Type should be set as T&A distinguishes events by Event type not caption.

Operation Mode | **Fingerprint** | **Network** | **Access Control** | **Input** | **Output** | **Black List** | **Display/Sound** | **T & A** | **Wiegand**

T & A Mode: **Manual**

TA Key	Caption	Schedule	Fixed or Not	Use Relay	Event Type
F1	In	No Time	Use	Use	In
F2	Out	No Time	Not Use	Not Use	Out
F3	Check-In	No Time	Not Use	Use	Check-In
F4	CheckOut	No Time	Not Use	Not Use	Check-Out

T & A Key

Function Key: **F4** ☐ Fixed Event

Event Caption: **CheckOut** ☐ Use Relay

Auto Mode Schedule:

Event Type: **Check-Out**

☒ Regard as normal check-in/check-out event ☐ Only Result

☐ Add work time after this event

Add **Modify** **Delete** **Delete All**

Expected Report Results

Name	Event	1	2	3	Result	Regular Time	Over Time	Work Time
Cindy Lee	Event Time	9:11	22:53		Late In	7:40	3:30	14:40
	Event	Check-In	Check-Out			Late In		
David Kim	Event Time	8:55	16:48		Early Out	6:40	0:00	6:40
	Event	Check-In	Check-Out			Early Out		
Kate Yu	Event Time	8:55	11:33	21:33	Absence	0:00	0:00	0:00
	Event					Event not used		
Brad Choi	Event Time	10:03	22:30		Absence	5:00	3:30	12:00
	Event	In	Check-Out			Lacking minimum duration for morning shift		
Michael Lee	Event Time	09:03	18:30		Normal	8:00	0:00	8:00
	Event	Check-In	Check-Out			Regular (Regular)		
Tim Lee	Event Time	18:50			Missing In	0:00	0:00	0:00
	Event	Check-Out				Missing "Check-In" event		
Randolph Um	Event Time	08:59	14:15		Missing In	4:10	0:00	4:10
	Event	In	Out			No "In" event after "Out"		
James Lee	Event Time	08:55	20:55		Missing Out	0:00	0:00	0:00
	Event	In				Missing "Check-Out" event		
Robbie Shine	Event Time	08:55	18:05	22:40	Normal	8:00	0:00	8:00
	Event	In	Out			Missing T&A event after "Out"		
Baud	Event Time	09:13	12:10		Absence	2:40	0:00	2:40
	Event	Check-In	Check-Out			"Late In" and "Absence" are present for this user. Only show "Absence" due to result priority.		

Date	ID	User Name	Shift	Result	First-In Time	Last-Out Time	WorkTime	Morni...	hours of...	Overtime
Date: 2014-02-27										
2014-02-27	1	Cindy Lee	Case Study 2	Late In	09:11	22:53	14:40	02:40	00:00	03:30
2014-02-27	2	David Kim	Case Study 2	Early Out	08:55	16:48	06:40	03:00	00:00	00:00
2014-02-27	3	Kate Yu	Case Study 2	Absence	00:00	00:00	00:00	00:00	00:00	00:00
2014-02-27	4	Brad Choi	Case Study 2	Absence	10:03	22:30	12:00	00:00	00:00	03:30
2014-02-27	5	Marisa Kim	Case Study 2	Missing In	00:00	18:30	00:00	00:00	00:00	00:00
2014-02-27	6	Tim Lee	Case Study 2	Missing In	00:00	18:50	00:00	00:00	00:00	00:00
2014-02-27	7	Randolph ...	Case Study 2	Missing In	08:59	14:15	04:10	03:00	00:00	00:00
2014-02-27	8	James Lee	Case Study 2	Missing Out	08:55	00:00	00:00	00:00	00:00	00:00
2014-02-27	9	Robbie Shin	Case Study 2	Normal	08:55	18:05	08:00	03:00	00:00	00:00
2014-02-27	10	Karl Jo	Case Study 2	Absence	09:13	12:10	02:40	02:40	00:00	00:00

Different Rounding and Grace Case 1

Time Category

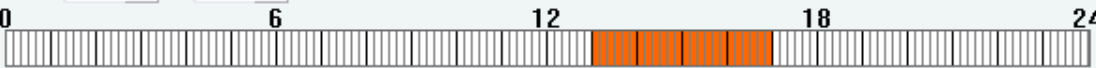
Time Category	Time Rate	Rounding Unit (Min)	Display Color
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Time Category	Time Rate	Rounding Unit (Min)	Display Color
Afternoon Shift	1	20	Orange

Daily Schedule

Details

Day Start Time : ☒ First Check-In / Last Check-Out

Current day 

Next day 

TimeCategory	Start/End Time	Grace(Start)	Grace(End)	Rounding(In)	Rounding(...)
Afternoon Shift	13:00~17:00	10	0	10	30

Time Slot

Start Time : ☐ Next End Time : ☐ Next

Time Category 

☒ Grace(Start) ☐ Auto Check IN

☒ Grace(End) ☐ Auto Check OUT

Minimum Duration(Min) ☒ Affect Result

Rounding(In)

Rounding(Out)

Time Slot	Start	End	Grace (Start)	Grace (End)	Rounding (In)	Rounding (Out)
Afternoon Shift	13:00	18:00	10	0	10	30

- Check in between 13:00 and 13:10 will not result in as "Late In" because of the Grace.
- Check out before 17:00 will result in "Early Out" because of the Grace.
- Rounding (In) is set to 10 minutes. Check in at 13:13 will record as 13:20.
- Rounding (Out) is set to 30 minutes. Check out at 18:28 will record as 18:00.

Expected Report Results

Name	Event	1	2	Result	Work Time
Cindy Lee	Event Time	13:02	16:54	Early Out	3:20
	Event	Check-In	Check-Out		1st rounding: 13:00 to 16:30 = 3:30 2nd rounding: 3:30 → 3:20

Different Rounding and Grace Case 2

Time Category

Time Category	Time Rate	Rounding Unit (Min)	Display Color
Afternoon Shift	1	20	Orange

Daily Schedule

Details

Day Start Time : ☒ First Check-In / Last Check-Out

Current day

Next day

TimeCategory	Start/End Time	Grace(Start)	Grace(End)	Rounding(In)	Rounding(...)
Afternoon Shift	13:00~17:00	10	Not Use	10	30

Time Slot

Start Time : ☐ Next

End Time : ☐ Next

Time Category

☒ Grace(Start)

☐ Grace(End)

☐ Auto Check IN

☐ Auto Check OUT

Minimum Duration(Min)

Rounding(In)

Rounding(Out)

☒ Affect Result

Add
Modify
Delete
Delete All

Time Slot	Start	End	Grace (Start)	Grace (End)	Rounding (In)	Rounding (Out)
Afternoon Shift	13:00	18:00	10	-	10	30

- Check in between 13:00 and 13:10 will not result in as "Late In" because of the Grace.
- Check out before 17:00 will result in "Normal" because of the Grace.
- Rounding (In) is set to 10 minutes. Check in at 13:13 will record as 13:20.
- Rounding (Out) is set to 30 minutes. Check out at 18:28 will record as 18:00.

Expected Report Results

Name	Event	1	2	Result	Work Time
Cindy Lee	Event Time	13:02	16:54	Normal	3:20
	Event	Check-In	Check-Out		1st rounding: 13:00 to 16:30 = 3:30 2nd rounding: 3:30 → 3:20

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