How to Configure Time Attendance Rule (Single Period)

Operation Steps

Suitable version: iVMS-4200 V3.1.X.X or later

1. Access control module:
2. Attendance configuration
3. Shift schedule
4. Generate attendance report

How to Configure Time Attendance Rule (Single Period)

Configuration Steps:

1. Access control module:

> Add an access control device to the iVMS-4200 client, configure and issue permissions for the access control point, and confirm that the access control event upload is normal.

2. Attendance settings

1) General rule

Support to set basic attendance rules, including weekend, auto-calculate attendance time, authentication mode, and record attendance data information according to the rules. (No need to set by default)
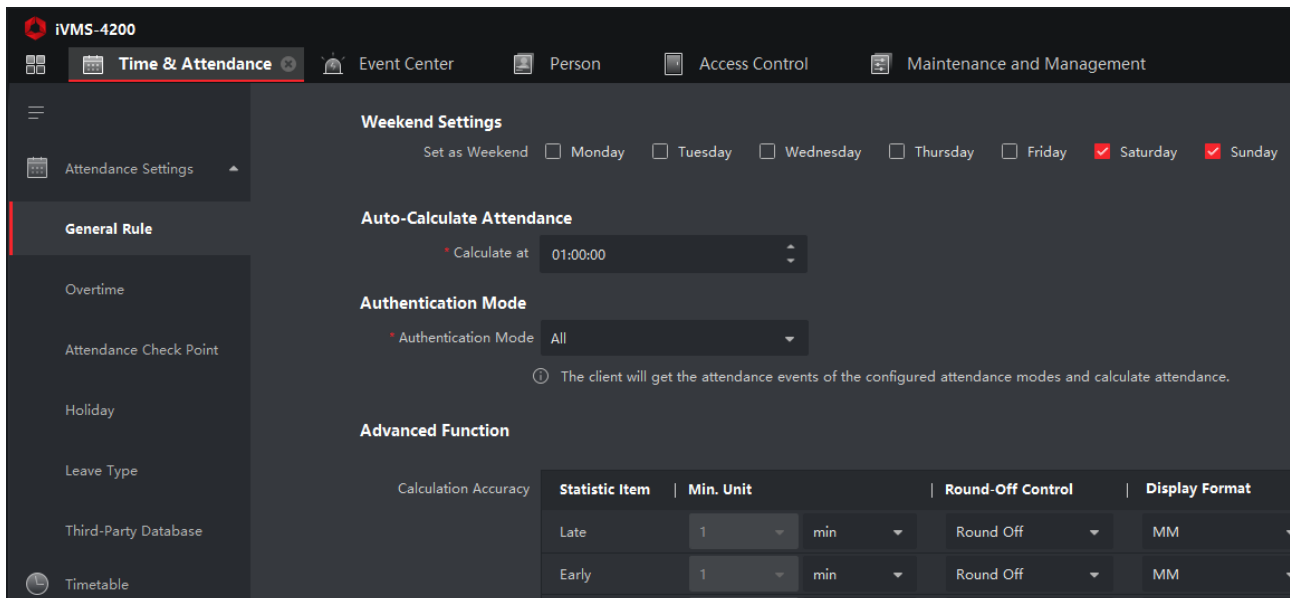

2) Attendance check point settings:

Set the card reader as the attendance check point and record the attendance check-in or check-out operation by swiping the card/password/finger/face on the device/reader.
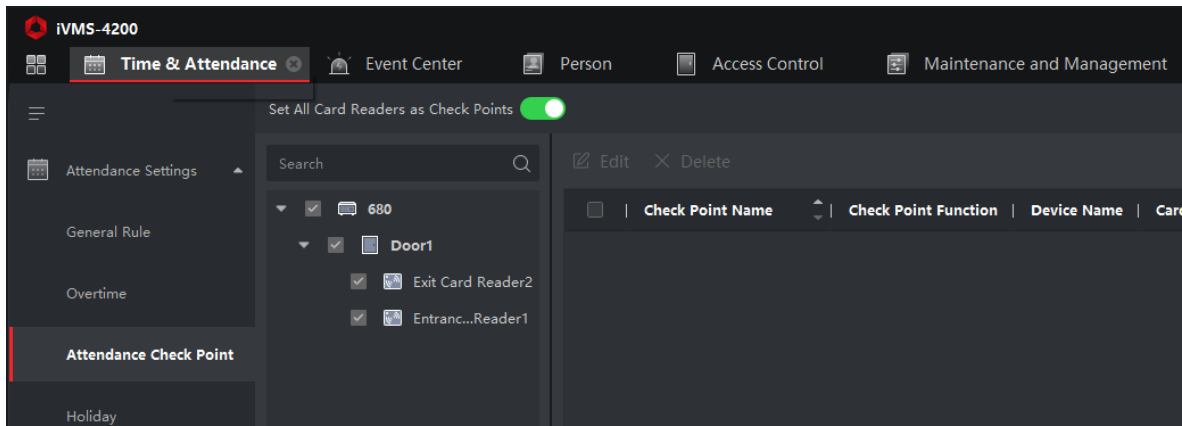
The default is that all access points are the attendance points for commuting, if you need to set the corresponding access points as attendance points, you can add them manually
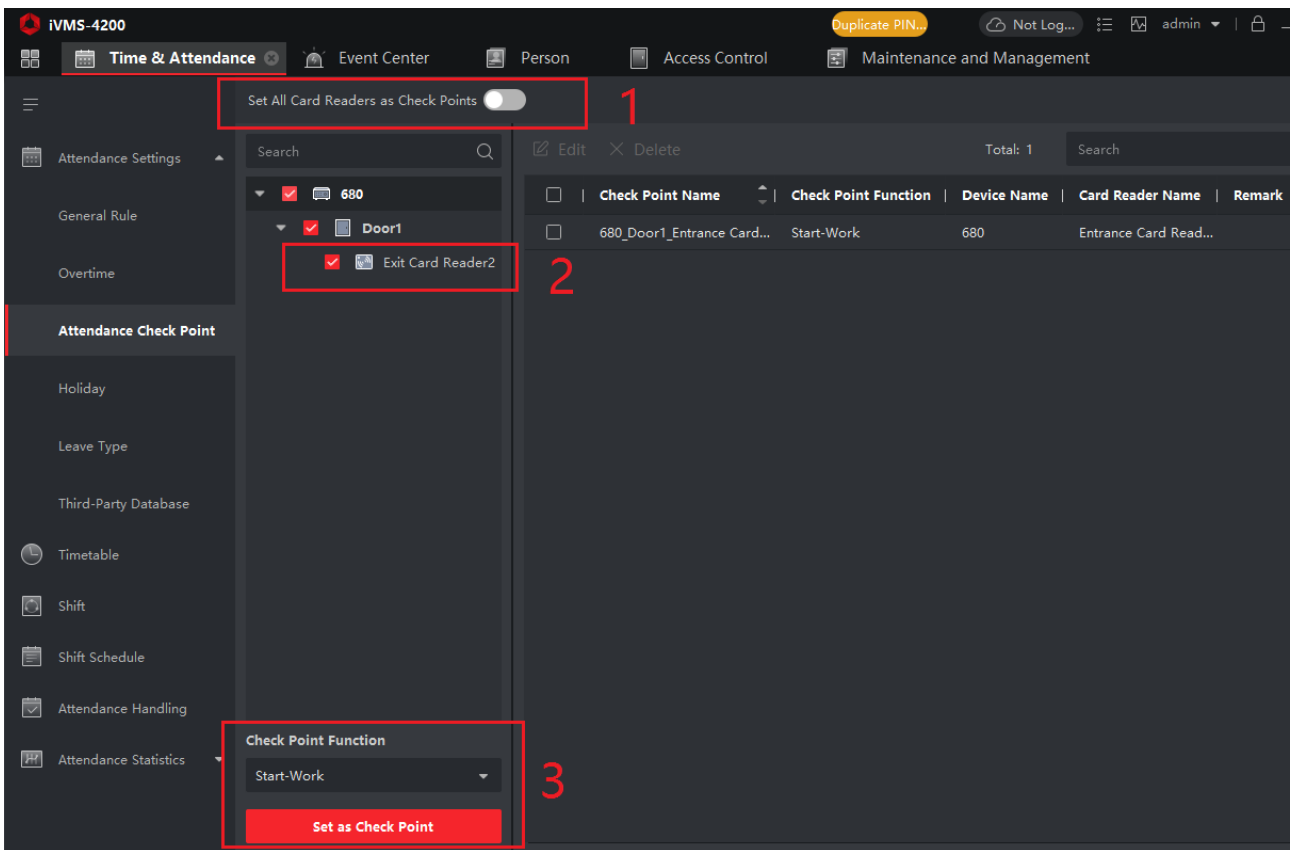
Note:

Other setting items in the attendance settings (overtime setting, holiday setting, etc.), the default setting is fine, no operation is required here.

3. Shift schedule

Important parameters of attendance scheduling configuration include time period, shift and shift schedule

1) Time period

Basic settings: Custom modify the time period name, other defaults do not need to be changed

Attendance Time: You can set it according to the actual shift time, and you need to pay attention to the effective time setting. (Set the clock-in authentication within a certain period of time to be counted as valid check in/out period, only record verified during this time period will be used to count attendance.)

Absence settings: generally do not need to change

2) Shift

Enter the shift name (support custom)

Select the shift cycle (you can choose by day, week, month), general select week here

After clicking the "Default Timetable", click the time bar in the schedule, and save it when the corresponding color appears.
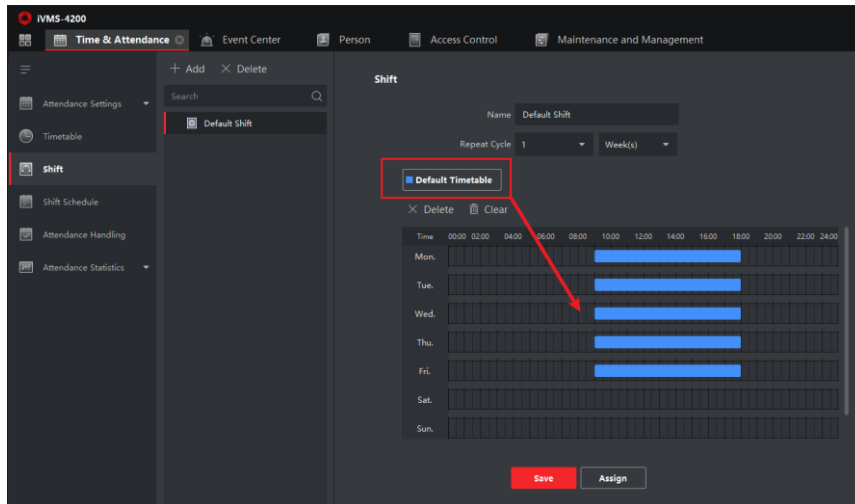
Note: *If you need to schedule shifts on weekends, uncheck the weekend settings in the basic attendance rules, and then perform weekend schedules.*
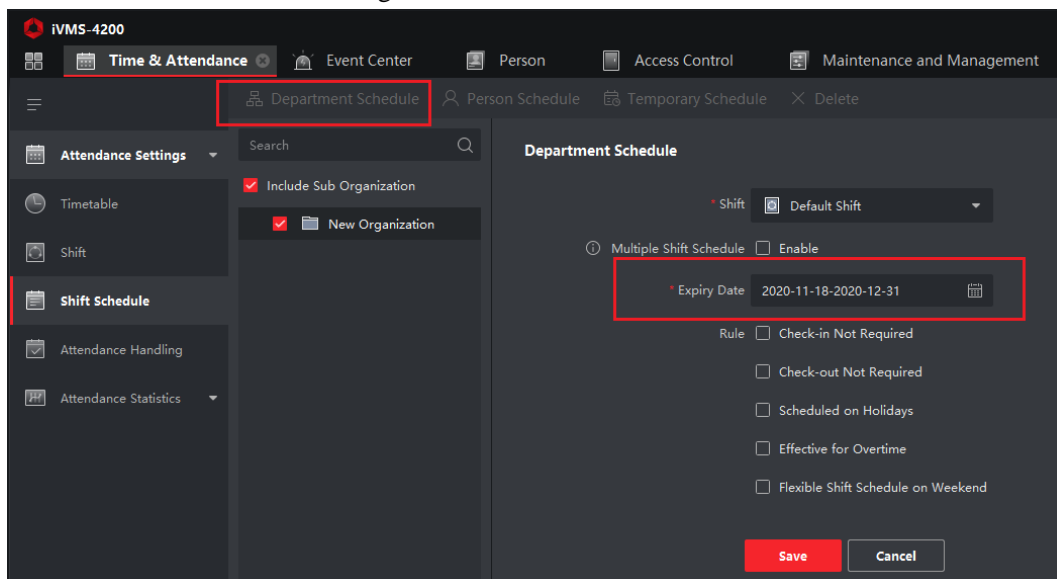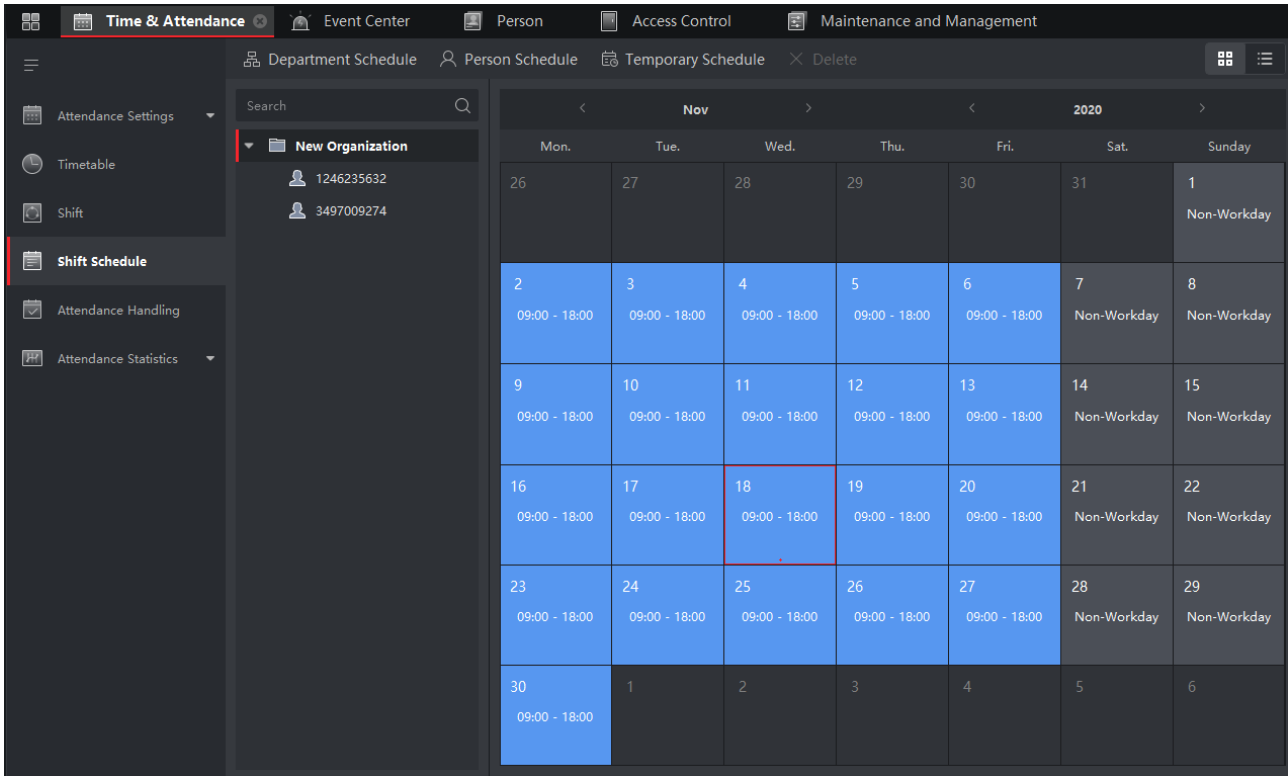
As shown below:
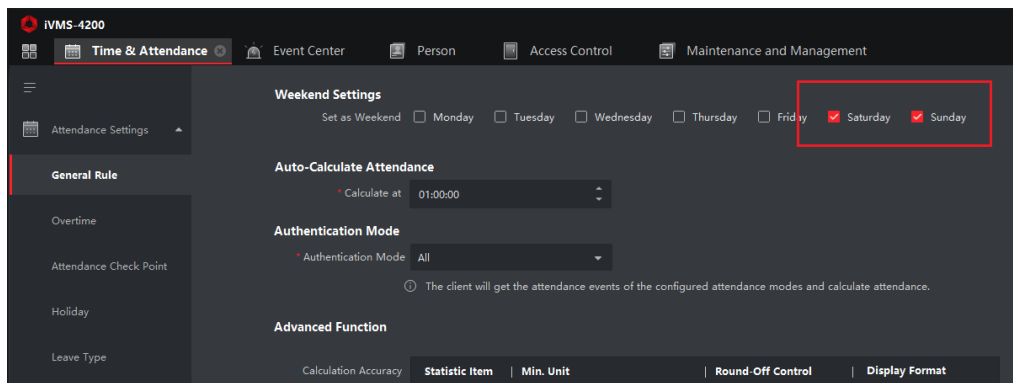
3)   Shift schedule

Single time attendance, default shift, no need to choose

Effective date: set according to the actual effective date of the on-site shift

After clicking Save, the schedule information will be displayed on the calendar interface, as shown below:
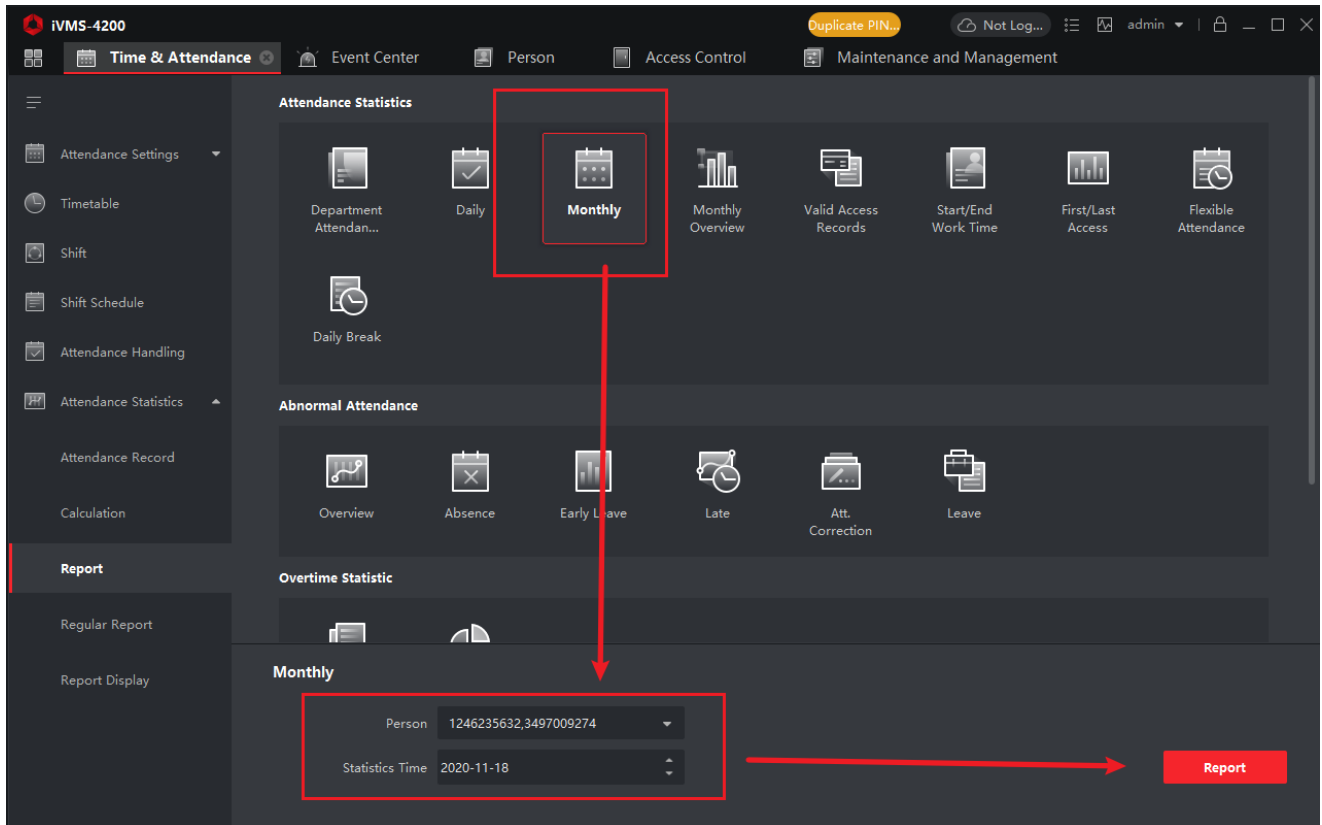

Note: In addition to department scheduling, personnel scheduling and temporary scheduling can also be set. For single time attendance settings, the default department scheduling can be selected

- **Department scheduling**: the department is used for scheduling. The personnel of this department will check attendance according to the department's scheduling rules, and the department can be set up at one time.
  Prerequisite: In the personnel management module, organizations and personnel have been added.
- **Person scheduling**: Support scheduling for one or more personnel, and the configured personnel will calculate attendance according to the scheduling plan.
  Prerequisite: In the personnel management module, organizations and personnel have been added.
  Person scheduling priority is higher than department scheduling
- **Temporary scheduling**: When encountering special circumstances, such as temporary overtime work on holidays or temporary shifts, the scheduling plan can be modified temporarily, and the priority of temporary scheduling is higher than person scheduling and department scheduling.
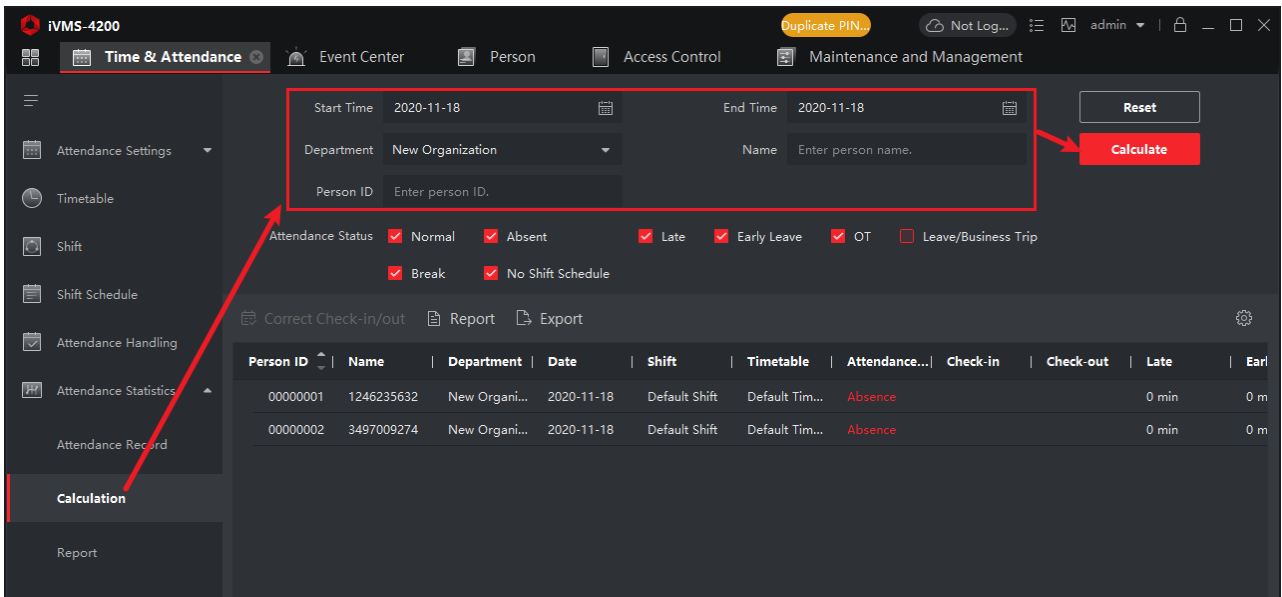
4. Generate attendance report

1) Generate report:
   select monthly report and person, then click Report

iVMS-4200

Time & Attendance   Event Center   Person   Access Control   Maintenance and Management

Attendance Statistics

Department Attendan...   Daily   **Monthly**   Monthly Overview   Valid Access Records   Start/End Work Time   First/Last Access   Flexible Attendance

Daily Break

Abnormal Attendance

Overview   Absence   Early Leave   Late   Att. Correction   Leave

Overtime Statistic

- Attendance Settings
- Timetable
- Shift
- Shift Schedule
- Attendance Handling
- Attendance Statistics
  - Attendance Record
  - Calculation
  - **Report**
  - Regular Report
  - Report Display

Monthly

Person 1246235632,3497009274

Statistics Time 2020-11-18

Report

Attendance Monthly Report

From: 2020-11-16 00:00:00 To: 2020-12-16 00:00:00

Person ID	00000001				Employee Name		1246235632				Department			New Organization			Joining Date				Job Title					
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	-
Check-in at	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Check-out at	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Late	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Early Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Attended	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Break	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Status	A	A	A	-	-	#	#	-	-	-	-	-	-	#	#	-	-	-	-	#	#	-	-	-	-	-	#	#	-	-	-

Summary: Normal Attendance:0; Weekend:8; Leave:0; Overtime Duration:0; Overtime:0; Attended Duration:0; Absence:3; Late:0; Early- Leave:0; Break Duration:0;

Person ID	00000002				Employee Name		3497009274				Department			New Organization			Joining Date			2020-11-17		Job Title					
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	-
Check-in at	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Check-out at	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Late	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Early Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Attended	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Break	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Status	A	A	A	-	-	#	#	-	-	-	-	-	-	#	#	-	-	-	-	#	#	-	-	-	-	-	#	#	-	-	-

Summary: Normal Attendance:0; Weekend:8; Leave:0; Overtime Duration:0; Overtime:0; Attended Duration:0; Absence:3; Late:0; Early- Leave:0; Break Duration:0;

Note: LV = Leave; L = Late; E = Early Leave for; W = Attended; OT1 = OT1; OT2 = OT2; OT3 = OT3; A = Absent; # = Weekend;
Min. Unit: OT - min; Late Come - min; Early Leave - min; Attended - min; Break - min;
Time Format: OT-MM; Late Come-MM; Early Leave-MM; Attended-MM; Break - MM;

Date/Time: 2020-11-18 15:06:53

***Note**: If you need to view the attendance report of today, you need to manually calculate the attendance information of today in the attendance calculation, and then you can generate the attendance detail report, as shown below*
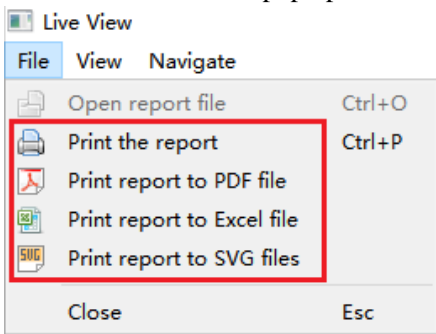
2) Export report:

After the 4200 generates the report, click File in the upper left corner, and a drop-down menu will pop up. You can choose to export to files in multiple formats.
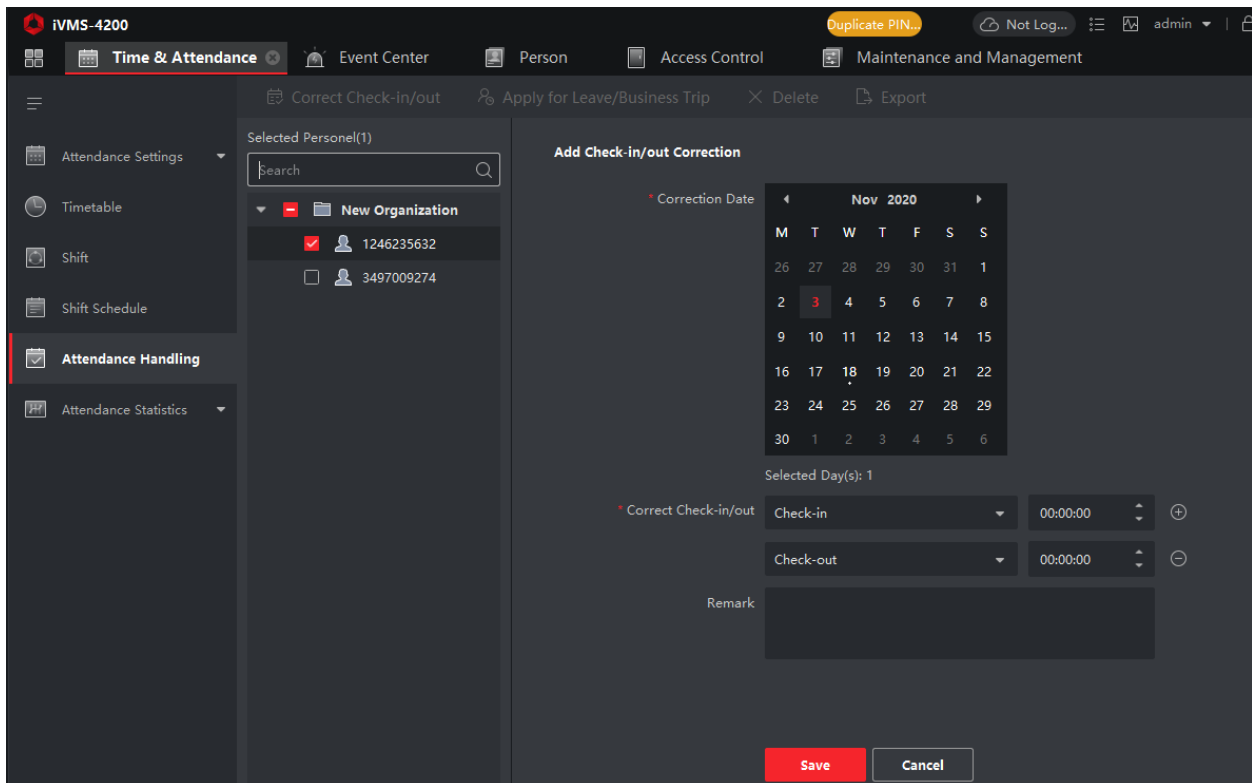

3) Attendance handling

Due to some reasons, such as forgetting to check in/check out, going on business, asking for leave, etc., when the attendance status is abnormal, you can correct the attendance record by submitting a supplementary sign or a leave application.
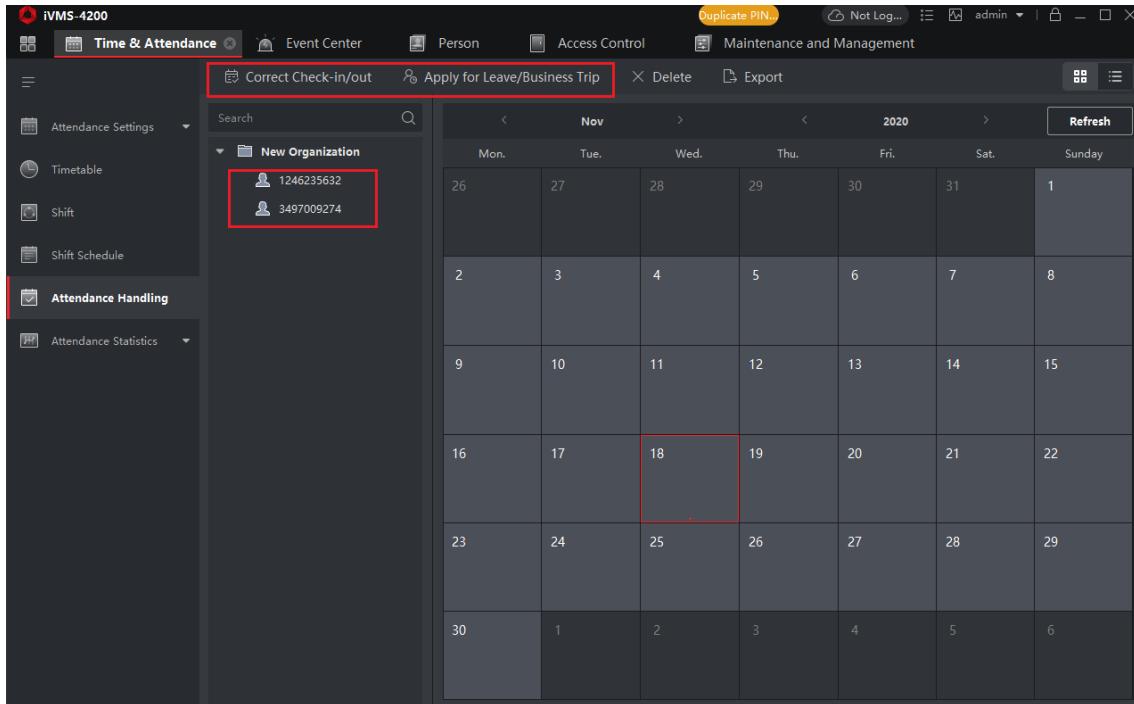
Correct check in/out:

After selecting a person, detailed attendance information will appear, click on the **correct check in/out**, pop up the **correct check in/out** setting box, fill in and save according to the actual situation, you can click the **correct check in/out** icon on the interface to view the **correct check in/out** information, and you need to manually calculate the attendance , then attendance information in the report will be corrected.

Apply for leave/business trip

After selecting a person, detailed attendance information will appear, click on the **Apply for leave/business trip**, pop up the **Apply for leave/business trip** setting box, fill in and save according to the actual situation, you can click the **Apply for leave/business trip** icon on the interface to view the **Apply for leave/business trip** information, and you need to manually calculate the attendance , then attendance information in the report will be corrected.

See Far, Go Further