How to Configure Time Attendance Rule
(with noon break 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 (with noon break 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.
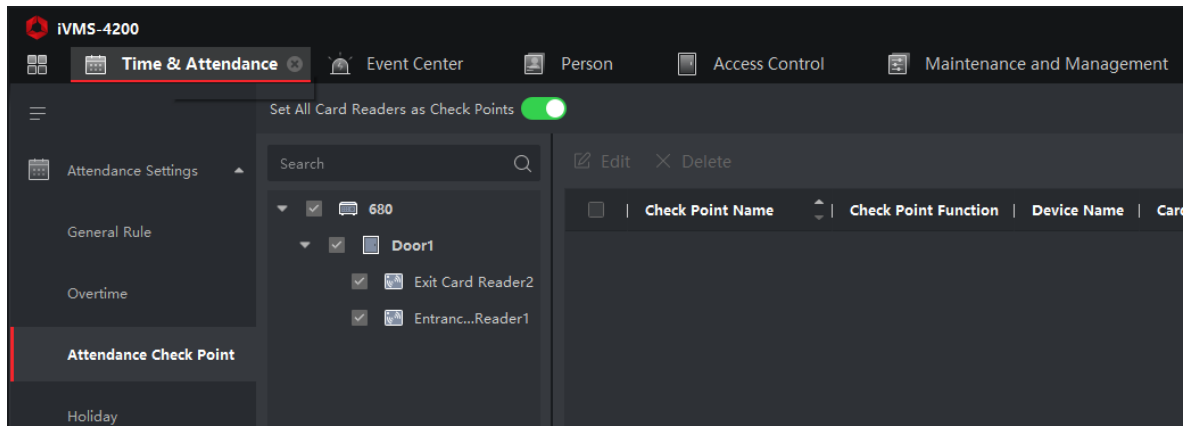
2. Attendance settings

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)
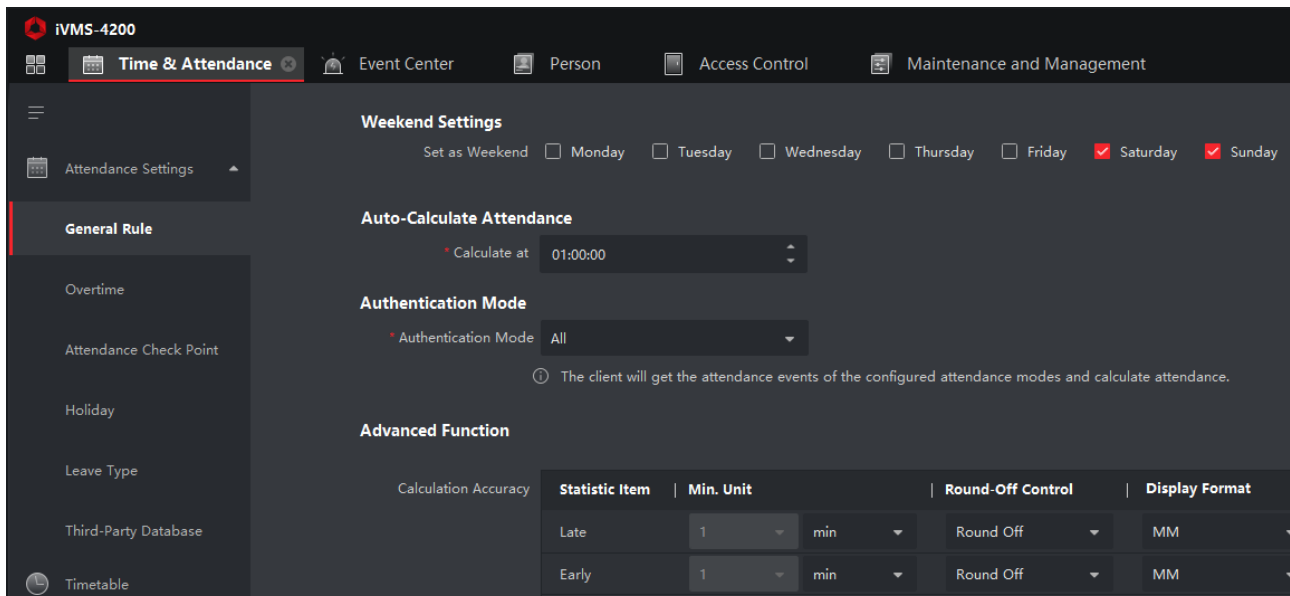

2) Attendance check point settings:

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
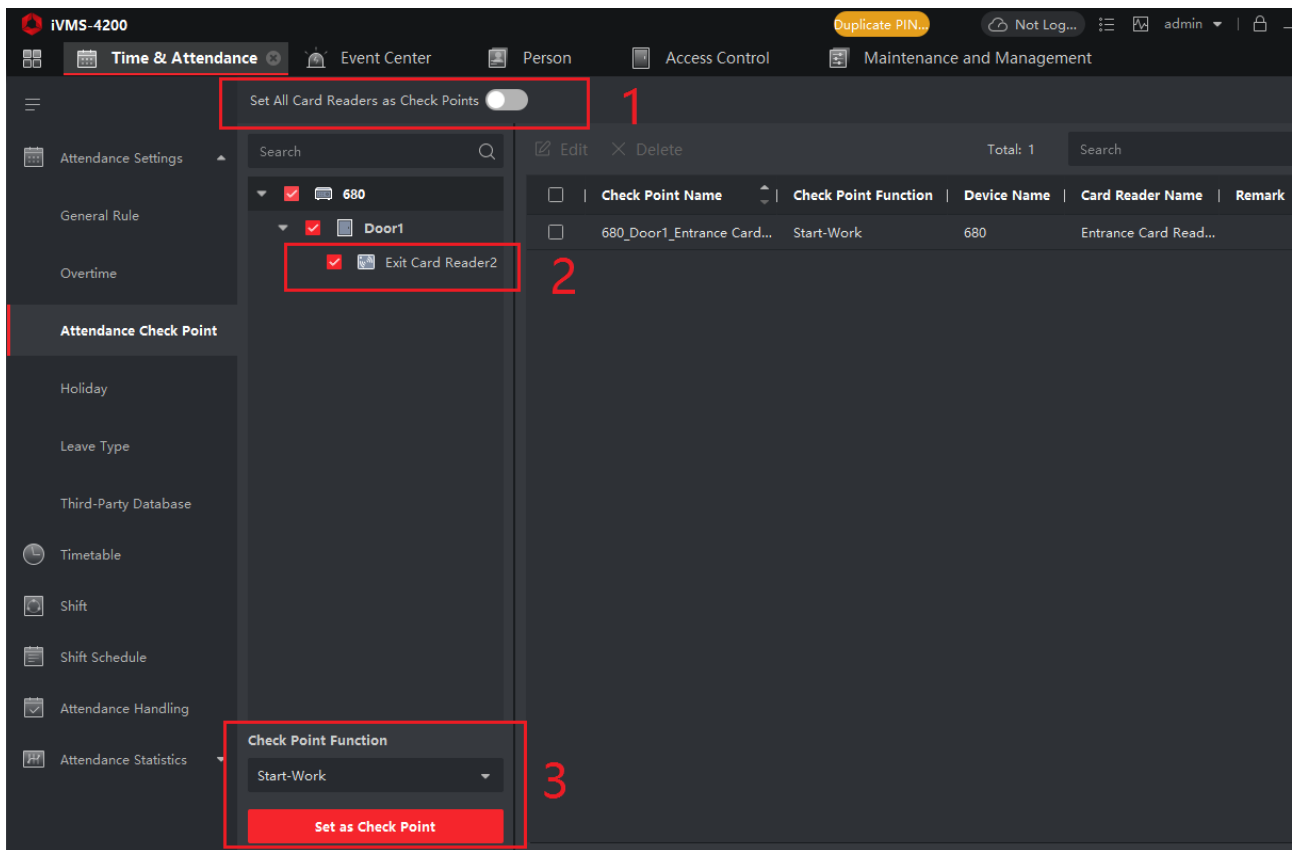
Note:

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-Work Time

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) Time period-Break Time
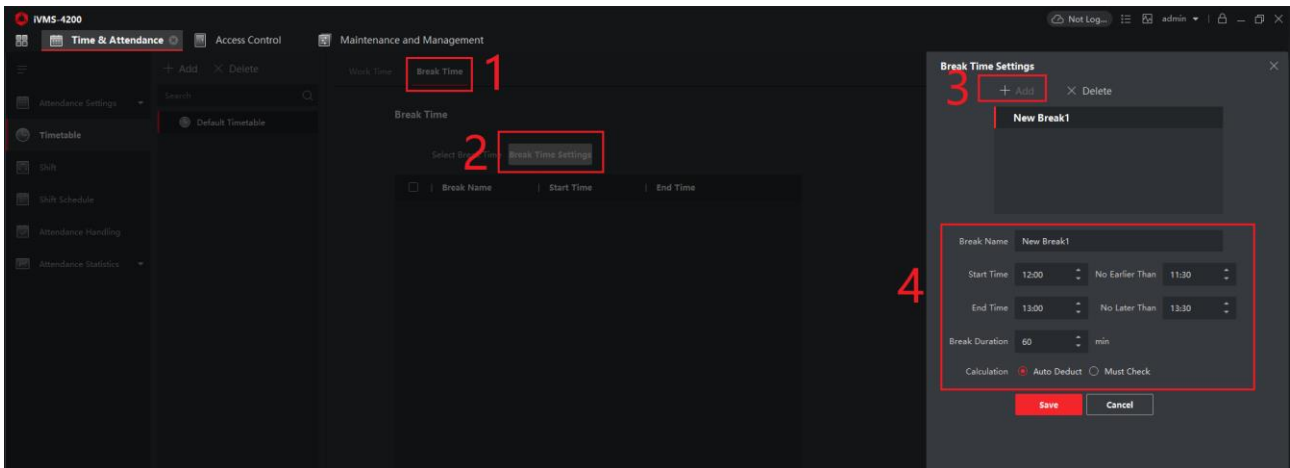
Start Time / End Time

Set the time when the break starts and ends.

No Earlier Than / No Later Than

Set the earliest swiping time for starting break and the latest swiping time for ending break.

Break Duration

The duration from start time to end time of the break.

Calculation

Auto Deduct

The break duration will be automatically calculated as 60 minutes.

Must Check

The break duration will be calculated and excluded from work hours according to actual check-in and check-out time.

Return from Break Early for

The actual check-in and check-out time does not exceed the break time, and can be marked as normal work or work overtime.

Return from Break Late for

The actual check-in and check-out time exceeds the break time, and can be marked as late, absent or early leave.

Calculated by

Each Check in/out: Each check-in time and check-out time is valid and the sum of all periods between adjacent check-in and check-out time will be recorded as the break time duration.

First In & Last Out: The first check-in time is recorded as start break time and the last check-out time is recorded as the end break time.

Enable T&A Status

Set **Enable T&A Status** switch to on to calculate the actual break time according to attendance status on the device.

3) Shift

Enter the shift name (support custom)

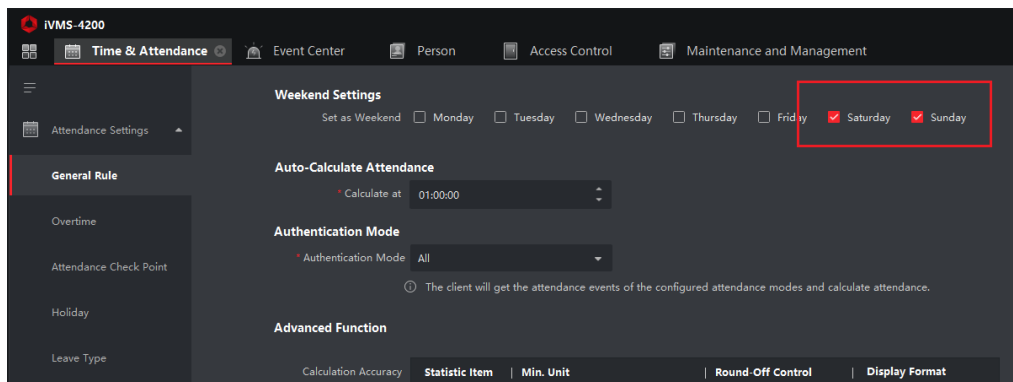Select the shift cycle (you can choose by day, week, month), general select week here

After clicking the "Default Timetable", click the time bar in the schedule, and save it when

the corresponding color appears.
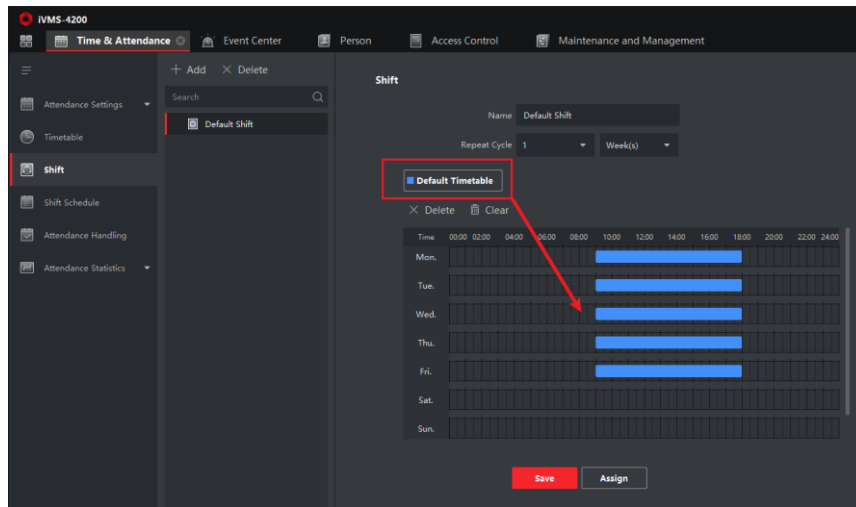
Note*: If you need to schedule shifts on weekends, uncheck the weekend settings in the basic attendance rules, and then perform weekend schedules.*
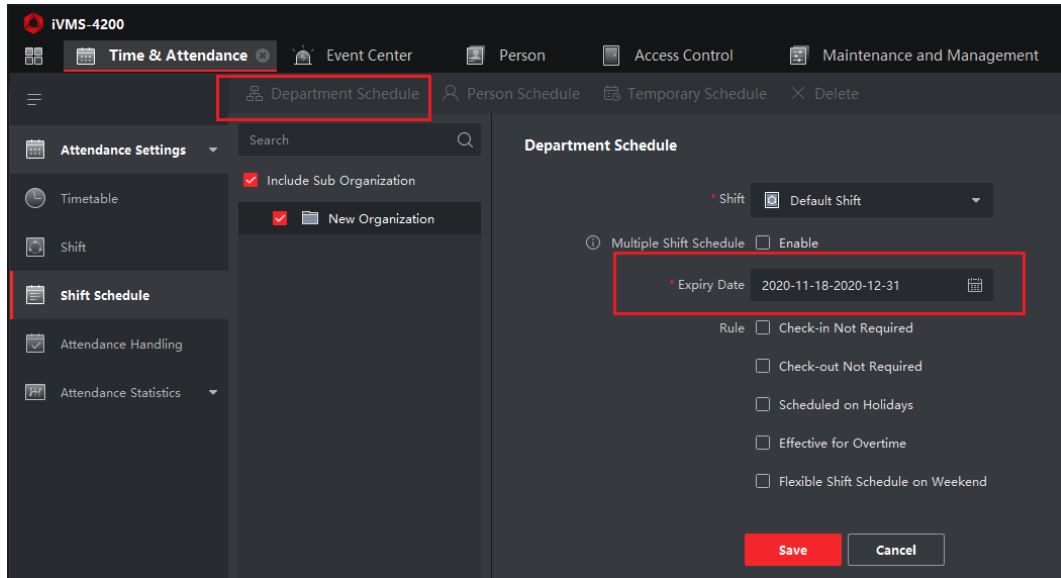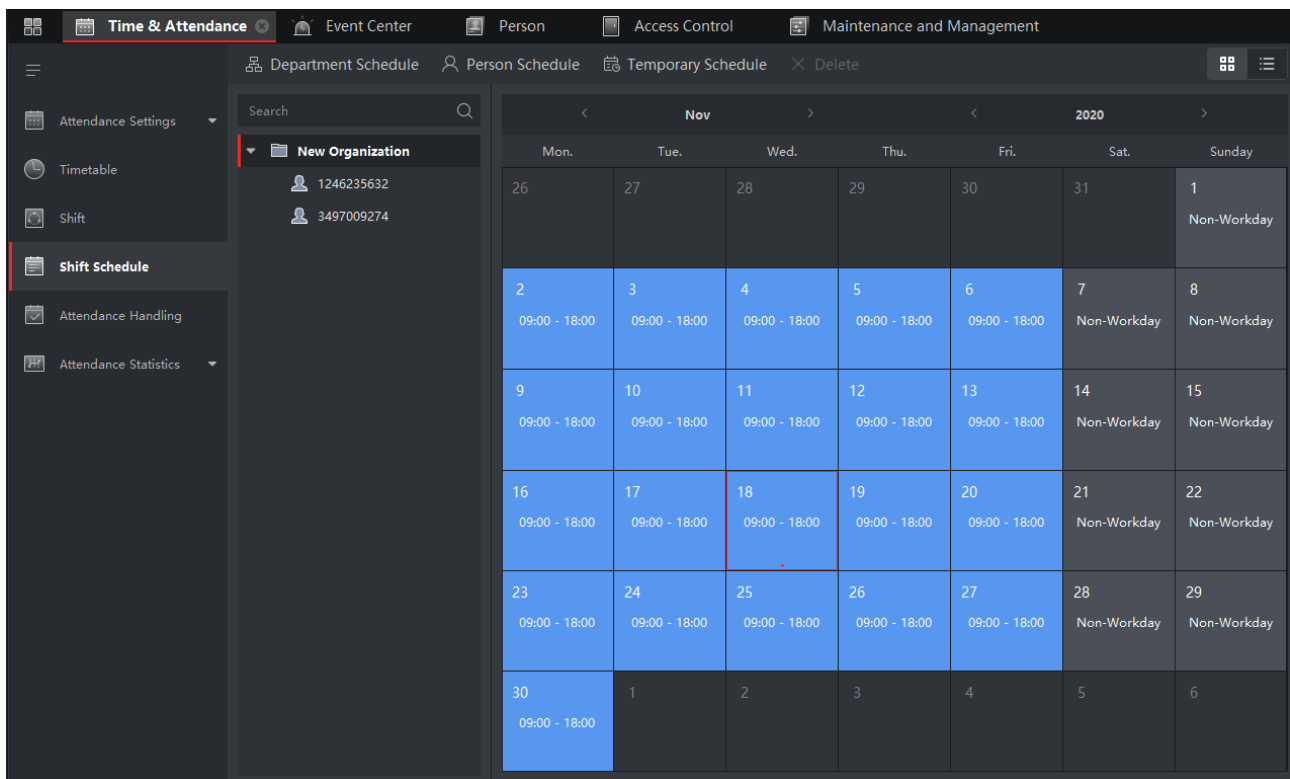
As shown below:

4)   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

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.
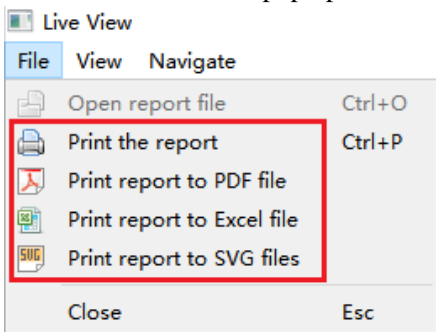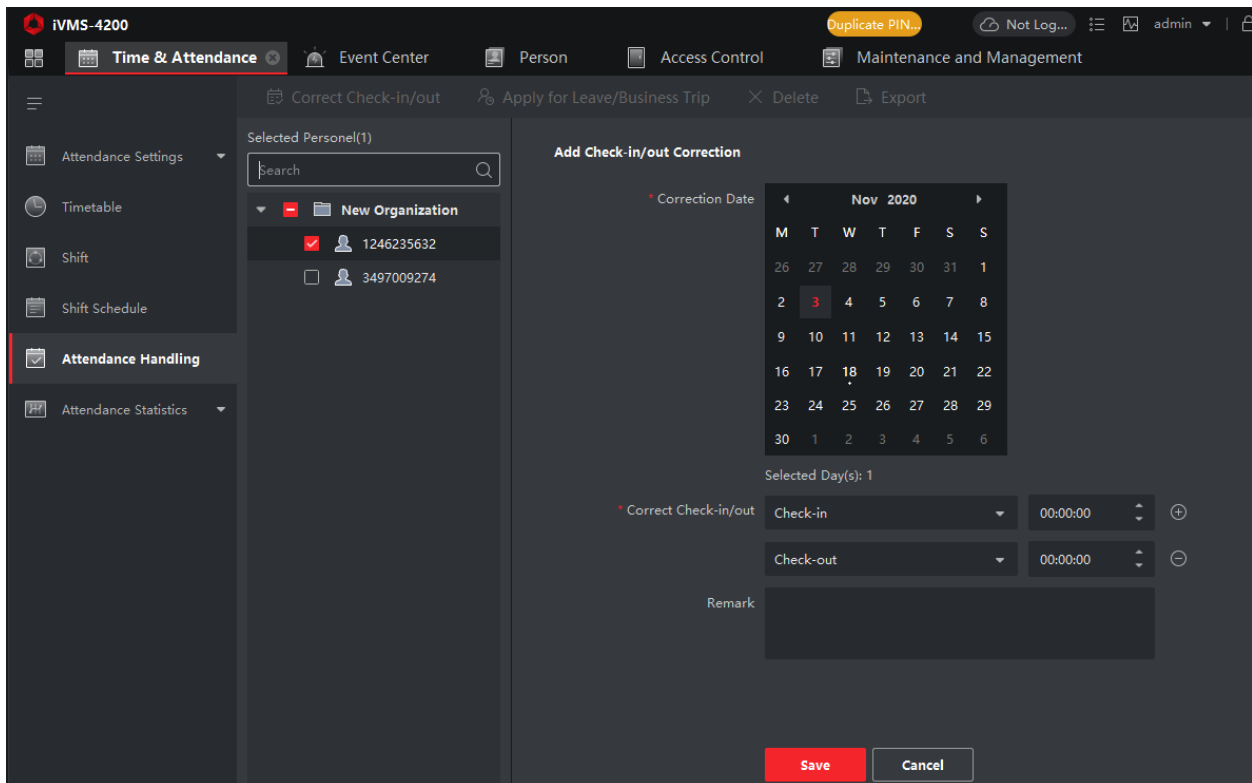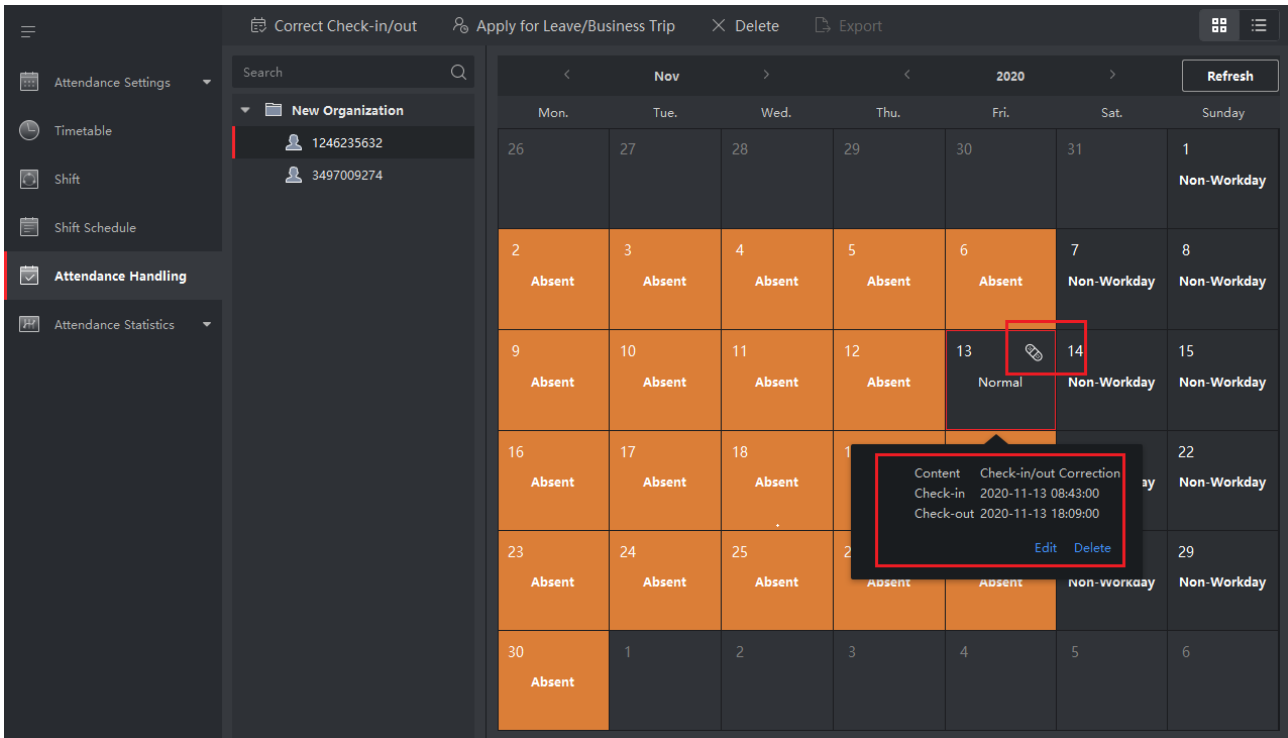

3) Attendance handling

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.
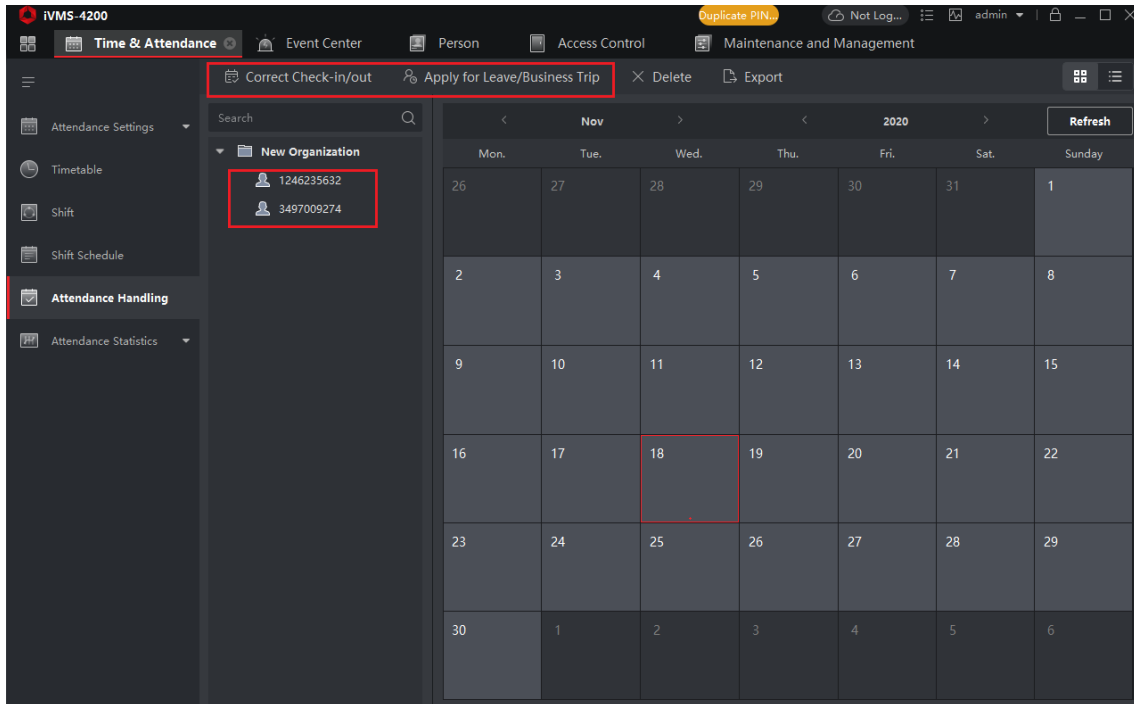
Correct check in/out:

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.

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