

# How to Configure Time Attendance Rule (cross day shift)

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# **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 (cross day shift)

## **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)

( <b>)</b> i	VMS-4200		
	🧮 Time & Attendance 🤅	📺 Event Center 🔄 Person 🔲 Access Control 🔄 Maintenance and Management	
=		Weekend Settings	
	Attendance Settings 🔺	Set as Weekend 🗌 Monday 📄 Tuesday 📄 Wednesday 📄 Thursday 📄 Friday 🔽 Saturday 🖡	🗹 Sunday
	General Rule	Auto-Calculate Attendance	
		* Calculate at 01:00:00	
	Overtime	Authentication Mode	
	Attendance Check Point	* Authentication Mode All	
		0 The client will get the attendance events of the configured attendance modes and calculate attendan	
	Holiday	Advanced Function	
	Leave Туре	Calculation Accuracy Statistic Item   Min. Unit   Round-Off Control   Display F	ormat
	Third-Party Database	Late 1 - min - Round Off - MM	
	Timetable	Early 1 - min - Round Off - MM	

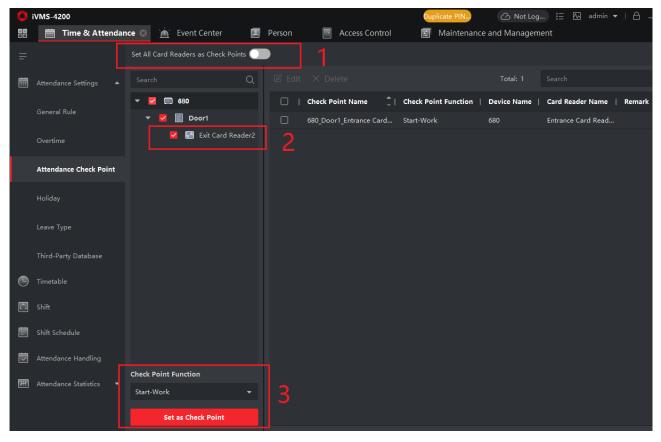
2) Attendance check point settings:

Set the card reader as the attendance check point and record the attendance check-in or checkout operation by swiping the card/password/finger/face on the device/reader.

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🗘 i	VMS-4200						
	💼 Time & Attendan	ce 🐵 📺 Event Center	📃 Person	Access Cor	ntrol 📰	Maintenance and	Management
=		Set All Card Readers as Check Poi	ints 💽				
Ē	Attendance Settings 🔺		Q 🛛 Edit				
		🔻 🗹 🥅 680		Check Point Name	📮   Check Po	int Function   Devi	ce Name   Caro
	General Rule	🔻 🗹 📑 Door1					
	Overtime	🗹 🔛 Exit Card Re	ader2				
		🗹 🔛 EntrancRea	ader1				
	Attendance Check Point						
	Holiday						

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

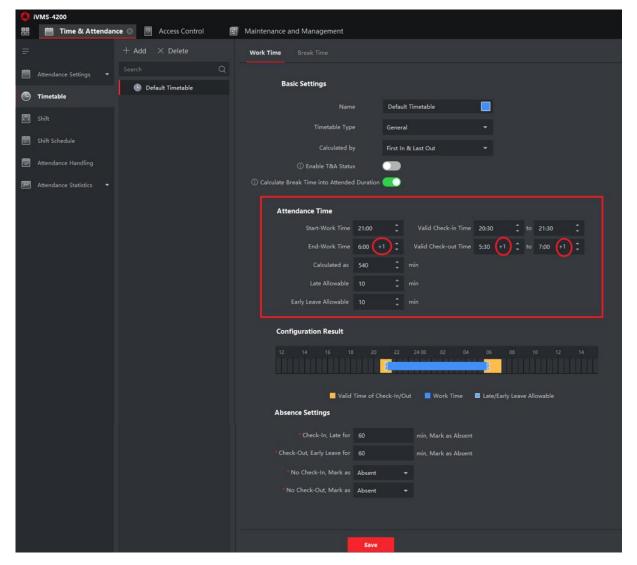
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#### 1) Time period-Work Time

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. In the picture shows start work at 21:00 and end work at 6:00, when end work time is earlier than start work time, it will +1 day automatically.

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.

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<b>(</b> ) i	VMS-4200										
88	💼 Time & Attendan	Access Control	Maintenance and	Management							
=		+ Add $~ imes$ Delete	Shift								
					Default Sł	:0					
•	Timetable	Default Shift									
_				Repeat Cycle		- V	Veek(s)				
	Shift		Defa	ult Timetable							
Ē			× De	elete 🛅 Clear							
Ū				00:00 02:00 04:0	00 06:00	08:00 10		14:00	16.00	18:00 20:	00 22:00 24:00
Ħ			Mon								
			Wed								
			Thu.								
			Sat.								
			Sun.								
					Save	As	sign				

*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:

	VM5-4200								
	💼 Time & Attendan	nce 🛛 🖄	Event Center	Person	Access Cont	rol 📰	Maintenance and Mana	igement	
=			Weekend Settings Set as Weekend	🗌 Monday	🗌 Tuesday 🛄 N	Wednesday 🗌	] Thursday 🔲 Frid Iy	🗹 Saturday 🔽 Sunday	
	General Rule		Auto-Calculate Attend	lance					
				01:00:00		÷			
			Authentication Mode						
	Attendance Check Point		* Authentication Mode						
						vents of the config	gured attendance modes and	d calculate attendance.	
			Advanced Function						
			Calculation Accuracy	Statistic Iter	n   Min. Unit		Round-Off Control	Display Format	

## 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

88	Person	Time & Attendance 💿 📄 Access Contro	rol 🔄 Mainte	enance a	nd Management	
		Search Q Dep	partment Schedule			
	Timetable	Include Sub Organization			Default Shift	
		🗹 🗎 New Organization			_	
			<ol> <li>Multiple Shift</li> </ol>	Schedule	L Enable	
Ē	Shift Schedule			piry Date	2020-11-01-2021-12-31	
				Rule	Check-in Not Required	
	Attendance Handling				Check-out Not Required	
H	Attendance Statistics				Scheduled on Holidays	
					Effective for Overtime	
					Flexible Shift Schedule on Week	kend
					Save Cancel	

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Person	Time & Attendance 💿	Acces	s Control	📰 Maintenan	ce and Manager	ment			
=	品 Department Schedule	오 Perso	on Schedule  🗄	👌 Temporary Sch	edule $ imes$ De				# ≔
💼 Attendance Settings		Q		Nov				2020	>
Timetable	🔻 🛅 New Organization				Wed.				Sunday
Shift	Lest								1 Non-Workday
🗐 Shift Schedule			2	3	4	5	6	7	8
Attendance Handling			21:00 - 06:00					Non-Workday	- Non-Workday
<section-header> Attendance Statistics</section-header>			9 21:00 - 06:00	10 21:00 - 06:00	11 21:00 - 06:00	12 21:00 - 06:00	13 21:00 - 06:00	14 Non-Workday	15 Non-Workday
			16 21:00 - 06:00	17 21:00 - 06:00	18 21:00 - 06:00	19 21:00 - 06:00	20 21:00 - 06:00	21 Non-Workday	22 Non-Workday
			23 21:00 - 06:00	24 21:00 - 06:00	25 21:00 - 06:00	26 21:00 - 06:00	27 21:00 - 06:00	28 Non-Workday	29 Non-Workday
			30 21:00 - 06:00						6

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

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	🔳 Person	🛗 Ti	me & Attendance 💿	Access C	ontrol 📰	Maintenance an	d Management			
=			Attendance Statistics							
Ē	Attendance Settings					<b>inth</b>	7		ılılı	
۲	Timetable		Department Attendan	Daily	Monthly	Monthly Overview	Valid Access Records	Start/End Work Time	First/Last Access	Flexible Attendance
۵	Shift		_							
Ē	Shift Schedule		Q							
	Attendance Handling		Daily Break							
Ħ	Attendance Statistics		Abnormal Attendance							
	Attendance Record		<b>م</b>	×		Ţ.				
	Calculation		Overview	Absence	Early Leave	Late	Att. Correction	Leave		
	Report		Overtime Statistic							
	Regular Report		Monthly							
	Report Display		Persor	test						
			Statistics Time	2020-11-01		\$				Report

												1	\ttend	lance	Mont	hly Re	eport														
											F	rom: 20	20-11-0	01 00:0	0:00 To	: 2020-	12-01 0	0:00:00													
Person ID	000000	01			Employ	ee Nam	e	test				Departn	nent		New Or	ganizati	on		Joining	Date		2021-01	-04			Job Titl	e		-		
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	-
Check-in at	-	20:53: 00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Check-out at	-	06:12: 00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
от	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	559	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	#	W	Α	Α	A	Α	#	#	Α	A	Α	A	Α	#	#	Α	Α	Α	Α	Α	#	#	Α	Α	Α	Α	Α	#	#	Α	-
Summary	Norma	I Attenda	ance:1	Week	end:9; I	eave:0	Overti	me Dura	ation:0;	Overtin	ne:0; At	tended	Duratio	n:559;	Absenc	e:20; L	ate:0; E	arly- Le	eave:0;	Break D	ouration	:0;									
Note: LV = App Min. Unit: OT - Time Format: C	min; La	ate Come	e - min	Early	Leave -	min; At	tended	- min; I	Break -	min;	OT1 = (	OT1; OT	2 = OT	2; OT3	= OT3;	A = Al	osent; #	= Wee	ekend;												

**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

88	📃 Person	🛗 Time & Attendance	🛛 📄 Access (	Control 🔝 🕴	Vaintenance and Management					
=			2020-11-02		End Time 2020-11-02					Reset
<b></b>			New Organization							Calculate
۲										
Ø			🗹 Normal 🛛 💆	Absent	🖌 Late 🛛 Early Leave 🔽 OT 💆	Leave/Business Trip				
-			🗹 Break 🛛 💆	No Shift Schedule						
										¢
		Person ID		Name	Department	Date   Shift	Timetable	Attendance	Check-in   Check-out	Late   Early Leave
H							Default Timetable(21:00:00-06:00:00)			0 min 0 min
					-11-03 06:12:00 Attended Duration:559 min					
	Calculation									
	Report Display									

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<u> </u>								Attendance	Daily Report	t									
	2020.11.02.00.00:00 - 2020.11.03.23:59:59																		
SNO	Person I D	Name	Org	Job Title	Sex	Date	Week	Cycle	Check-in at	Check-out a t	Work	от	Attend ed	Late	Early	Absen t	Leave	Status	Records
1	0000000	test	New Organization	-	Male	2020-11-02	Mon.	Default Timetable(21: 00:00-06:00:00)	20:53:00	06:12:00	540	0	559	0	0	0	0	w	-
2	0000000	test	New Organization	-	Male	2020-11-03	Tue.	Default Timetable(21: 00:00-06:00:00)		-	0	0	0	0	0	540	0	A	-
Min. Unit:	Work-min	n; OT-mir	Business Trip; L = Late ; Attended-min; Late-i -MM; Attended-MM; L	min; Early-min;	Absent-m	iin; Leave-min;		T2; OT3 = OT3; A = AI	osent; # = Wee	ekend;									

Date/Time: 2021-01-04 20:49:27

#### 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.

Live View

File	View Navigate	
	Open report file	Ctrl+O
٢	Print the report	Ctrl+P
入	Print report to PDF file	
8	Print report to Excel file	
506	Print report to SVG files	
	Close	Esc

#### 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.

	VMS-4200					Duplica	te PIN	⊘ Not Log 🗄	🕢 admin 👻	
88	🛗 Time & Attendan	ce 🐵 📺 Event Center	2	Person	Access Contro	ol 📰 M	aintenance and I	Management		
=		🛱 Correct Check-in/out	℅ Ap	oply for Leave/Bus	siness Trip >	🤇 Delete 🗋	Export			88 ≔
			Q		Nov			2020		Refresh
•	Timetable	<ul> <li>New Organization</li> </ul>		Mon.		Wed.				Sunday
		<ul> <li>1246235632</li> <li>3497009274</li> </ul>								
Ē	Shift Schedule									8
	Attendance Handling									
Ŧ	Attendance Statistics 🝷								14	15
					24					
				30	1	2	3	4	5	6

#### Correct check in/out:

After selecting a person, detailed attendance information will appear, click on the correct check in/out,

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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.

칮 iVMS-4200				(	Puplicate PIN	C Not L	og 🗄 🗛 ad	dmin 🔻   💾
🔡 🛗 Time & Atter	idance 🛞 📺 Event Center 📲	Person	Access Con	ntrol 📃	Maintenanc	e and Manage	ement	
Attendance Settings	<ul> <li>Selected Personel(1)</li> <li>↓ bearch</li> </ul>		eck-in/out Correction	n				
🕒 Timetable	🔻 🧧 🛅 New Organization		* Correction Da	ate 🖣	Nov 2020			
Shift	<b>Z</b> 1246235632			мт				
	3497009274			26 27 2 3	28 29 30 4 5 6	31 1 7 8		
Shift Schedule					11 12 13			
👿 Attendance Handling				16 17	<b>18</b> 19 20	21 22		
🕅 Attendance Statistics				23 24	25 26 27	28 29		
				30 1				
			* Correct Check-in/o	Selected Da	ay(s): 1			
			Correct Check-in/o					<b>(</b>
				Check-ou			00:00:00	Θ
			Rema	ark				
				Save	Cancel			
=	意 Correct Check-in/out の名 Ap	ply for Leave/Bu	ısiness Trip $ imes$		Export			88 ≔
₩ # Attendance Settings	ë Correct Check-in/out	pply for Leave/Bu	ısiness Trip 🛛 🗙			2020	>	BB := Refresh
	Search Q The Mew Organization	pply for Leave/Bu < Mon.					> Sat.	
Attendance Settings     Timetable	Search Q		Nov Tue.	Delete 🗅	Export K	2020	> <b>Sat</b> 31	Refresh Sunday 1
<ul> <li>Attendance Settings</li> <li>Timetable</li> <li>Shift</li> </ul>	Search Q The Mew Organization	< Mon.	Nov Tue.	Delete 🕒 > Wed.	Export < Thu.	2020 Fri.		<b>Refresh</b> Sunday
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<ul> <li>Attendance Settings</li> <li>Timetable</li> <li>Shift</li> <li>Shift Schedule</li> <li>Attendance Handling</li> </ul>	Search Q	< Mon. 26	Nov Tue. 27 2	Delete 🕞 > Wed. 28	Export < Thu. 29	<b>2020</b> Fri. 30	31	Refresh Sunday 1 Non-Workday
<ul> <li>Attendance Settings</li> <li>Timetable</li> <li>Shift</li> <li>Shift Schedule</li> </ul>	Search Q	< Mon. 26 2	Nov Tue. 27 2 3 Absent 2	Delete > Wed. 28 4	Export Thu. 29 5	<b>2020</b> Fri. 30 6 Absent	31 7 Non-Workday	Refresh Sunday 1 Non-Workday 8
<ul> <li>Attendance Settings</li> <li>Timetable</li> <li>Shift</li> <li>Shift Schedule</li> <li>Attendance Handling</li> </ul>	Search Q	< Mon. 26 2 Absent	Nov Tue. 27 2 3 Absent 2	Delete Wed. 28 4 Absent	Export C Thu. 29 5 Absent	<b>2020</b> Fri. 30 6 Absent	31 7 Non-Workday	Refresh Sunday 1 Non-Workday 8 Non-Workday
<ul> <li>Attendance Settings</li> <li>Timetable</li> <li>Shift</li> <li>Shift Schedule</li> <li>Attendance Handling</li> </ul>	Search Q	< Mon. 26 2 Absent 9 Absent	Nov Tue. 27 2 2 3 Absent 10 Absent 1	Delete Wed. 28 4 Absent 11 Absent	Export C Thu. 29 5 Absent 12	2020 Fri. 30 6 Absent 13 & €	31 7 Non-Workday 5 14	Refresh Sunday 1 Non-Workday 8 Non-Workday 15 Non-Workday
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<ul> <li>Attendance Settings</li> <li>Timetable</li> <li>Shift</li> <li>Shift Schedule</li> <li>Attendance Handling</li> </ul>	Search Q	< Mon. 26 2 Absent 16 Absent 23	Nov Tue. 27 2 2 3 Absent 2 10 Absent 1 17 Absent 2 24 Absent 2	Delete > Wed. 28 4 Absent 11 Absent 18 Absent . 25	Export	2020 Fri. 30 6 Absent 13 Normal ent Check-in/c k-in 2020-11-1 k-out 2020-11-1	31 7 Non-Workday 14 Non-Workday 0043:00 3 18:09:00 idit Delete	Refresh Sunday 1 Non-Workday 8 Non-Workday 15 Non-Workday 22 Non-Workday
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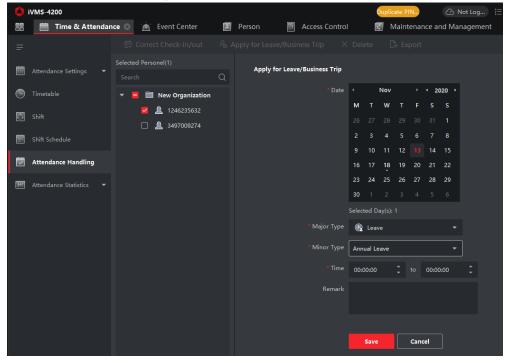
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													Attend	ance	Mont	hly R	eport														
											Fr	om: 2	020-11-01	1 00:0	D:00 To	: 2020-	12-01 0	0:00:00													
Person ID	000000	1			Employ	ee Nam	е	1246235	632			Depart	meni		New Or	ganizati	on		Joining	Date		-				Job Titl	е		-		
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	4	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	-
Check-in at	-	-	-	-	-	-	-	-		-		ŀ	08:43: 00		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Check-out at	-	-	-	-	-	-	-	-	-	-	-	÷	18:09: 00		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
от	0	0	0	0	0	0	0	0	0	0	0	D	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	566	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	A	A	#	#	Α	A	Α	Α	W	#	#	A	Α	A	A	A	#	#	A	Α	A	A	Α	#	#	Α	-
Summary	Normal	Attend	ance:1;	Week	end:9; L	eave:0	Overti	ne Dura	tion:0;	Overtim	ne:0; At	tended	Duration	:566;	Absenc	e:20; L	ate:0; E	arly- Le	ave:0;	Break [	Duration	n:0;									
Note: LV = Lea Min. Unit: OT - Time Format: C	min; La	te Com	e - min;	Early	Leave -	min; At	tended	- min; E	Break -	min;	OT3 =	OT3; /	A = Abse	nt; # =	Week	end;															

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#### 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.



Γ	Title:	How to Configure Time Attendance Rule (cross day shift)	Version:	v1.0	Date:	15/12/2020
	Product:	Attendance, iVMS-4200			Page:	10 of 10

() i	VMS-4200					Duplica	ate PIN	🕜 Not Log	admin 👻	
	💼 Time & Attendan	ce 🐵 🔺 Event Center		Person	Access Contr	ol 📰 M	laintenance and	Management		
		l Correct Check-in/out	∕∂ Ap	oply for Leave/Bu	siness Trip	X Delete 🛛 🗋				
					Nov			2020		Refresh
		🔻 🛅 New Organization				Wed.				
٩		<b>2</b> 1246235632								
		<u>2</u> 3497009274								Non-Workday
Ē				2	3	4	5	6	7	8
Ø	Attendance Handling			Absent	Absent	Absent	Absent	Absent	Non-Workday	Non-Workday
H										
				9	10	11	12	13 🗞	14	
				Absent	Absent	Absent	Absent Annual Leave	Annual Leave	Non-Workday	Non-Workday
				16	17	1			21	
				Absent	Absent		itent Annual Lea ve Time 08:00:00-1	7:30:00	Non-Workday	Non-Workday
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				Absent	Absent	Absent	Adsent	Absent	Non-Workday	Non-Workday
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				Absent						

	Attendance Monthly Report From: 2020-11-01 00:00:00 To: 2020-12-01 00:00:00																														
					_			_			F	rom: 2	020-11-0	1 00:0	):00 To	: 2020-	12-01 0	0:00:00	)												
Person ID	000000	1	_		Employee Name			1246235632				Departi	nent		New Or	ganizati	on		Joining Date			Job Title						ŀ			
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	-
Check-in at	-	-	-	-	-	-	-	-	-	-	-	-	08:43: 00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Check-out at	-	-	-	-	-	-	-	-	-	-	-	-	18:09: 00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
от	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	566	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	#	Α	A	Α	A	Α	#	#	A	A	A		W-LV	#	#	A	A	Α	Α	Α	#	#	A	A	A	Α	Α	#	#	A	-
Summarv	Normal	Attend	ance:1;	Week	end:9; L	eave:2	; Overti	me Dura	ation:0;	Overtin	ne:0; At	tended	Duratio	n:566; .	Absenc	e:20; L	ate:0; E	arly- L	eave:0;	Break [	Duration	:0;									-
Note: LV = Lea	ive: L = I	ate: E	= Early	Leave	for: W	= Atten	ded: O	T1 = OT	1: OT2	= OT2:	OT3 =	OT3: A	A = Abse	ent: # =	Week	end:			-												

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