



## **WatchNET Access Integrated Security Management Software**

### **Simple Time & Attendance Report**



Revision	Date	Author	Description of Changes
1.0	04/11/2018	Peter Punzalan	Manual Created.

Simple Time & Attendance Report is available on the Watchnet Access software and can be use to determin the working hours for the employees using a Standalone Biometric or Single Door Keypad Reader.



To configure the schedule for each department click “Departments” icon, select the department and modify schedule on the right side.

Regular Work Time					
	Start Time	In	Out	Day Off	Lunch Break
Monday	00:00:00	09:00:00	18:00:00	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	00:00:00	09:00:00	18:00:00	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	00:00:00	09:00:00	18:00:00	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	00:00:00	09:00:00	18:00:00	<input type="checkbox"/>	<input type="checkbox"/>
Friday	00:00:00	09:00:00	18:00:00	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	00:00:00	09:00:00	18:00:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sunday	00:00:00	09:00:00	18:00:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Policies	
Late In Allowance	0 Minutes
Early Out Allowance	0 Minutes
<input type="checkbox"/> First In will be rounded	
<input type="checkbox"/> Last Out will be rounded	
Apply Overtime for Over	0 Minutes
Cut-off Point/Lunch Break	0 Minutes
Overtime ( In Workday )	
<input checked="" type="radio"/> Late Out	
<input type="radio"/> Late Out + Early In	
<input type="radio"/> Total WorkHours - Regular WorkHours	
Total Work Hours	
<input checked="" type="radio"/> Last Out - First In - Lunch Break	
<input type="radio"/> (Out1 - In1) + (Out2 - In2) + ... - Lunch Break	
Late Out = Last Out - Work Out Late In = First In - Work In Early Out = Work Out - Last Out Early In = Work In - Frist In Overtime (In Day Off) = Total WorkHours	

### Policies

- Late In Allowance - Setup allowance for late In time
- Early Out Allowance - Setup allowance for early Out time
- First In will be rounded - First In will be rounded to nearest time
- Last Out will be rounded- Last out will be rounded to nearest time

- Apply Overtime for Over-count as overtime      If the actual Out time is over the out time for this setting it will count as overtime
- Cut-off Point/Lunch Break-      Automatically deducts lunch break

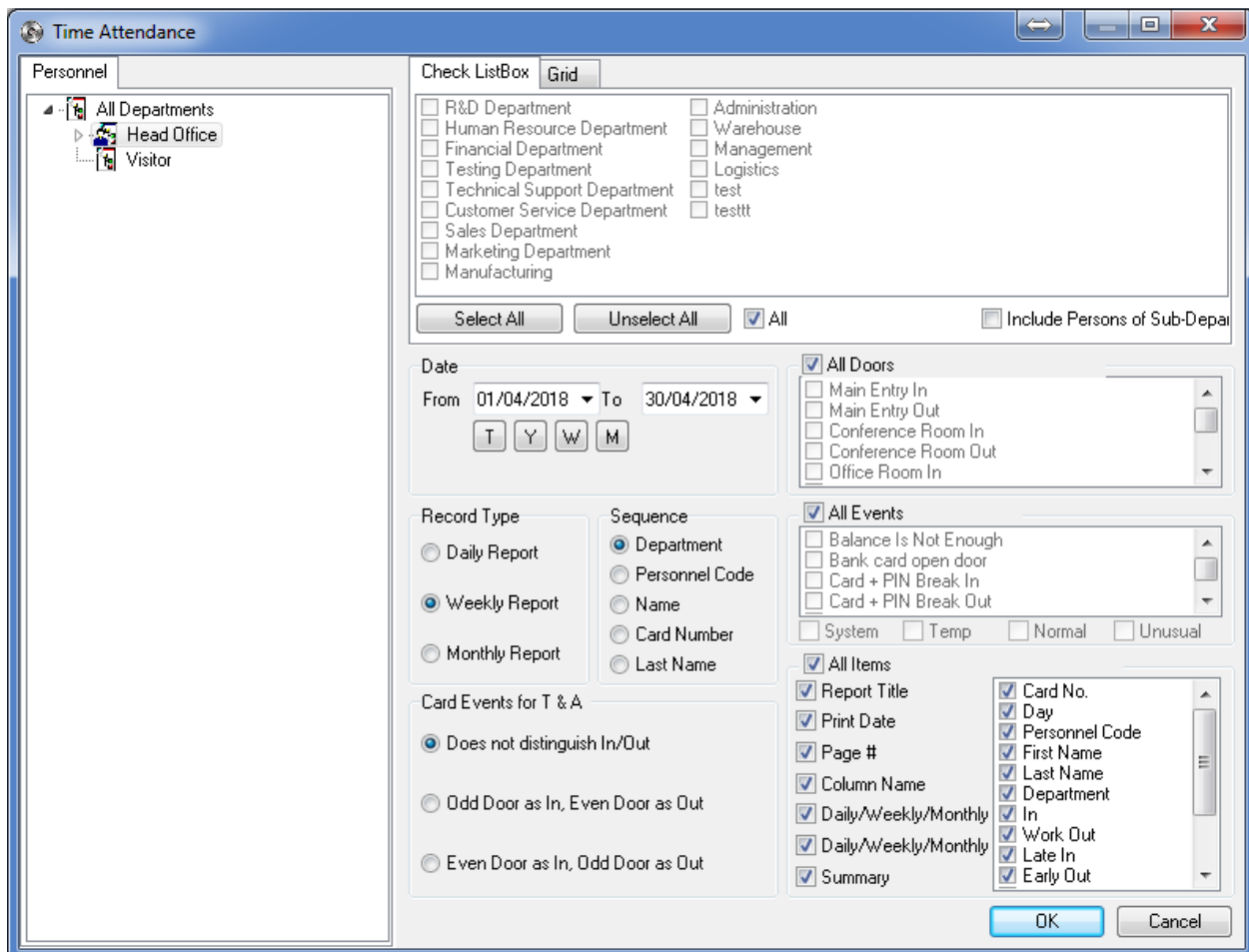
**Overtime (In Workday)**

- Late Out      -      Automatically counts the overtime hour base on late out
- Late Out + Early In      -      Late out will plus the early In time will calculate the overtime hours
- Total Work Hours – Regular Work Hours      -      Calculate the total hour minus the regular work hours

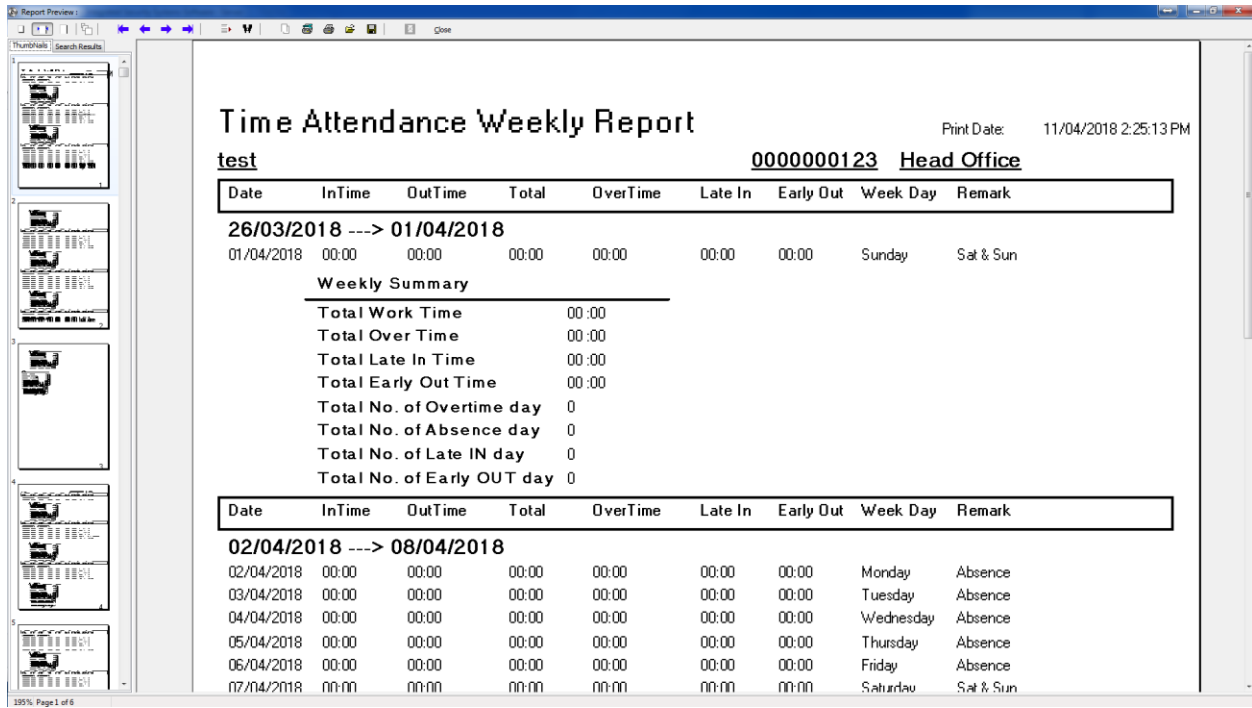
**Total Work Hours**

- Last Out – First In – Lunch Break      -      Calculates total work hours with minus lunch break
- (Out 1 in In1) + (Out2 – In2) +... - Lunch break      -      Calculates all In and Out time with minues lunch break

To get the report go to Report – Time Attendance and select all the credential for needed report



Click OK and Report Preview will show up, this report can be save as the following extensions listed below.

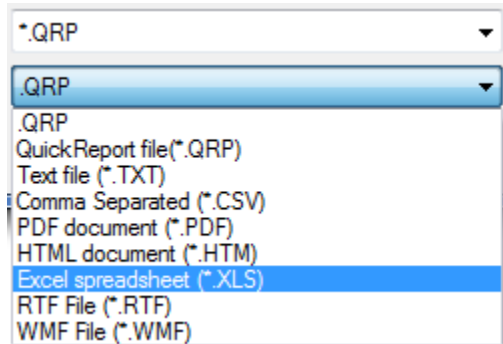


**Time Attendance Weekly Report** Print Date: 11/04/2018 2:25:13 PM

**test** **0000000123** **Head Office**

Date	InTime	OutTime	Total	OverTime	Late In	Early Out	Week Day	Remark
<b>26/03/2018 ---&gt; 01/04/2018</b>								
01/04/2018	00:00	00:00	00:00	00:00	00:00	00:00	Sunday	Sat & Sun
<b>Weekly Summary</b>								
<b>Total Work Time</b>			00:00					
<b>Total Over Time</b>			00:00					
<b>Total Late In Time</b>			00:00					
<b>Total Early Out Time</b>			00:00					
<b>Total No. of Overtime day</b>			0					
<b>Total No. of Absence day</b>			0					
<b>Total No. of Late IN day</b>			0					
<b>Total No. of Early OUT day</b>			0					
Date	InTime	OutTime	Total	OverTime	Late In	Early Out	Week Day	Remark
<b>02/04/2018 ---&gt; 08/04/2018</b>								
02/04/2018	00:00	00:00	00:00	00:00	00:00	00:00	Monday	Absence
03/04/2018	00:00	00:00	00:00	00:00	00:00	00:00	Tuesday	Absence
04/04/2018	00:00	00:00	00:00	00:00	00:00	00:00	Wednesday	Absence
05/04/2018	00:00	00:00	00:00	00:00	00:00	00:00	Thursday	Absence
06/04/2018	00:00	00:00	00:00	00:00	00:00	00:00	Friday	Absence
07/04/2018	00:00	00:00	00:00	00:00	00:00	00:00	Saturday	Sat & Sun

Extensions available



- \*.QRP
- .QRP
- QuickReport file (\*.QRP)
- Text file (\*.TXT)
- Comma Separated (\*.CSV)
- PDF document (\*.PDF)
- HTML document (\*.HTM)
- Excel spreadsheet (\*.XLS)
- RTF File (\*.RTF)
- WMF File (\*.WMF)