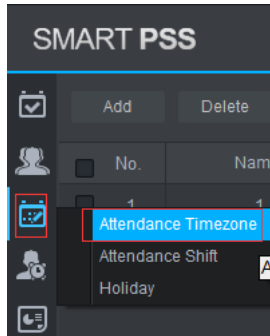


Time zone, Shift and Schedule Setting

1. Setting timetable for attendance.



a. Attendance Time zone—Fixed Attendance

Timezone Name: Dahua-Oversea

Type: FixAtten FreeAtten

Work Time: 09:00 - 17:30 Record as: 1 Workday

Start Sign In Time: 07:00 End Sign In Time: 11:00 Must Sign In +

Start Sign Out Time: 15:30 End Sign Out Time: 23:30 Must Sign Out

Late sign in with... 5 minutes is permitted. Late sign in over 180 minutes is recorded as absence.

Early leave within 5 minutes is permitted. Early sign out ov... 180 minutes is recorded as absence.

The sign out time that is 60 minutes later than off duty time is recorded as overtime.

Save Cancel

- FixAtten means Fixed Attendance. It includes fixed time zone and time rules.
- FreeAtten means Flexible time zone
- Supports to setting Grace Time, Later sign in allowed and early leave allowed.
- Two period attendance times: There is plus button to add the other period for attendance.

Notice:

Normally, when there are two periods, one period need change to 0.5 workdays.

And in fact, the first period sign out and second period sign in are not necessary. And the gap between two periods could be setting for meal time.

Work Time: 09:00 - 17:30 Record as 1 Workday

Start Sign In Time: 07:00 End Sign In Time: 11:00 Must Sign In Must Sign Out

Start Sign Out Time: 15:30 End Sign Out Time: 23:30

Work Time: 08:30 - 12:00 Record as 0.5 Workday

Start Sign In Time: 06:00 End Sign In Time: 10:00 Must Sign In Must Sign Out

Start Sign Out Time: 10:00 End Sign Out Time: 13:00

Work Time: 13:30 - 18:00 Record as 0.5 Workday

Start Sign In Time: 13:00 End Sign In Time: 14:30 Must Sign In Must Sign Out

Start Sign Out Time: 16:00 End Sign Out Time: 23:00

b. Attendance Time zone –Flexible attendance

Timezone Name Flexible Att.

Type: FixAtten FreeAtten

For 08:00 hours work system

limit 10:00 before

- FreeAtten is Flexible attendance, no fixed starting work time or ending work time. It focuses on how many hours working for one day, and option for limit or not the start work time.
- For 8:00 hours work system, means for one day (0-23:59), 8 hours working day. Ignore the over time or break.
- Limit 10:00 before , means , should be sign in before 10 o'clock , there is option , in default unlimited

2. Shift Setting

Attendance Timezone

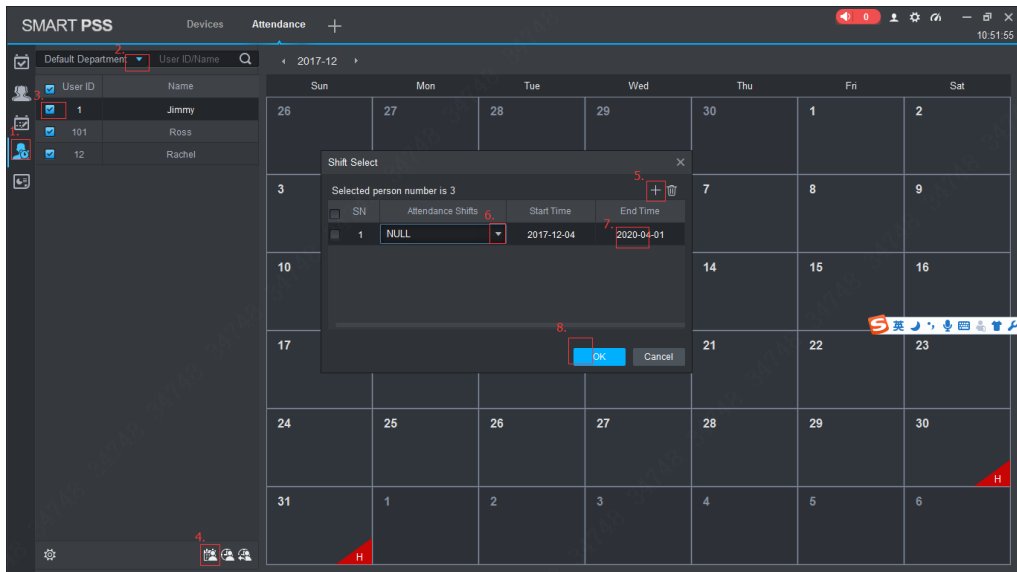
Attendance Shift

Holiday

- Select cycle by week (1week) or month (1month) or day (31days)
- Switch time zone setting before, one day only one shift.

No.	Date	Timezone	Operation
1	Sun	Rest	Enable all
2	Mon	4 times punch	Enable all
3	Tue	Dahua-Oversea	Enable all
4	Wed	Flexible Att.	Enable all
5	Thu	4 times punch	Enable all
6	Fri	Dahua-Oversea	Enable all
7	Sat	Rest	Enable all

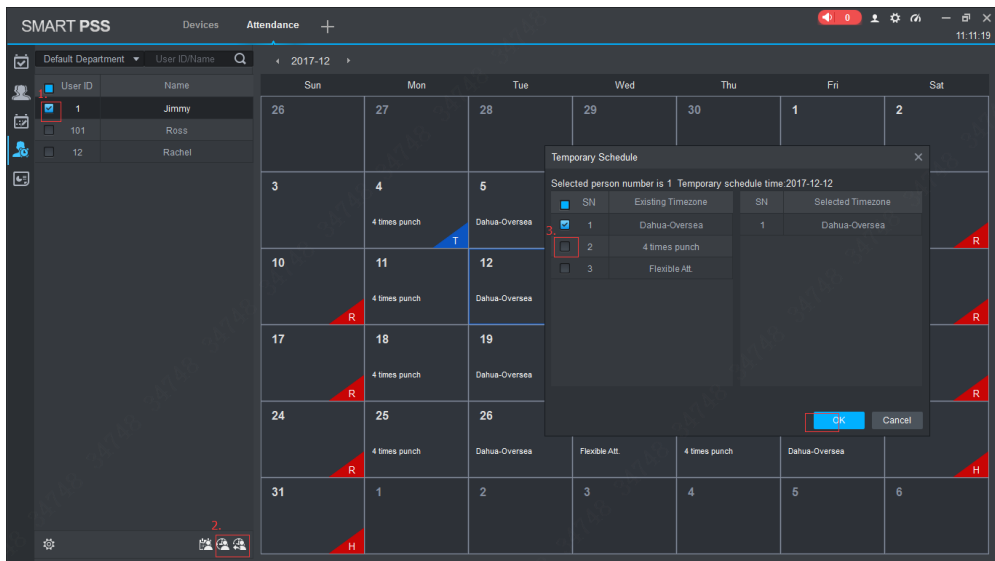
3. Schedule Setting



- Select Department or user ,
- Shift Select, Select Shift and start date, end date.

Notice: Shift Select, as above picture, No 4.

- Temporary Schedule also supports.



- Below picture shows how to **link the department schedule**. The new user schedule will be the same to his department schedule.

