

FINGERTEC | ATTENDANCE SUMMARY

Attendance Summary
 2012-10-01 ~ 2012-10-31
 Group ID 1

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Legend

AB = Absent, LV = Leave Taken, LI = Late In, EO = Early Out, MP = Miss Punch, OT = Overtime

User ID	Name	Workrate %	LV	AB	LI	EO	MP	Short	Workday	OT	Holiday	OT	Restday
R & D													
1	3054	67.75	22		1	4	10		8.39	189.01	13.17		
2	3099	73.77	23			4			1.11	205.49	10.32		
3	3101	71.01	23						8.43	198.07	12.09		
Sales & Marketing													
1	3055	70.84	68	0	1	8	18	0	18.33	592.57	35.58	0.00	0.00
2	3089	73.40	23			3	4		9.38	197.02	10.35		
3	3103	73.55	23			4	2		1.47	205.13	7.12		
Technical & Support													
1	3087	71.86	23			2	7		6.31	200.29	7.55		
2	3097	64.33	23			4	27		27.01	179.29	3.46		
		68.10	46	0	0	6	34	0	65.33	1579.17	80.02	0.00	0.00

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 FingerTec WorldWide Sdn. Bhd.
 Created By Henry

This report details out the work rate, tardiness, total work time, OT and work hour shortage time for workdays/rest day and off day for each employee. Analysis of each employee's working performance could be viewed using this report.

FINGERTEC | DAY BY DAY ANALYSIS

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Day by Day Analysis

2012-10-01 ~ 2012-10-31

✓ = Perfect AB = Absent LV = Leave Taken LI = Late In EO = Early Out MP = Miss Punch OT = Overtime

Date	Weekday	Workrate %	✓	AB	LV	LI	EO	MP	Short	Workday	OT	Holiday	OT	Restday	OT	Offday	OT
2012-10-01	Monday	80.04	7		2		5		7.00	64.50	3.06						
2012-10-02	Tuesday	98.33	9			2	1		1.11	79.39	4.42						
2012-10-03	Wednesday	97.55	9			3	1		1.59	79.01	2.49						
2012-10-04	Thursday	94.67	9				4		4.09	76.41	3.14						
2012-10-05	Friday	96.30	9				3		3.00	78.00	3.26						
2012-10-06	Saturday	0.00	0	1													
2012-10-07	Sunday	0.00	0														
2012-10-08	Monday	94.75	9				4		4.15	76.45	4.18						
2012-10-09	Tuesday	96.94	9				4		2.29	78.31	3.55						
2012-10-10	Wednesday	96.17	9			2	2		3.06	76.54	2.45						
2012-10-11	Thursday	95.82	9			4	2		3.23	77.37	4.56						
2012-10-12	Friday	94.61	9			1	5		4.22	76.38	4.29						
2012-10-13	Saturday	0.00	0	1													
2012-10-14	Sunday	0.00	0														
2012-10-15	Monday	97.49	9			1	2		2.02	78.58	3.18						
2012-10-16	Tuesday	97.30	9			1	2		2.01								
2012-10-17	Wednesday	96.26	9			1	2		2.52								
2012-10-18	Thursday	98.58	9				1		1.09	79.51	5.52						
2012-10-19	Friday	92.43	9			4	8		6.08	74.52							
2012-10-20	Saturday	0.00	0	1													
2012-10-21	Sunday	0.00	0														
2012-10-22	Monday	95.21	9			1	3		3.53	77.07	5.48						
2012-10-23	Tuesday	98.99	9			2			0.29	80.11	5.06						
2012-10-24	Wednesday	97.53	9			1	4		2.00	79.00	4.43						
2012-10-25	Thursday	98.64	9			1	1										
2012-10-26	Friday	99.26	9			1											
2012-10-27	Saturday	0.00	0	1													
2012-10-28	Sunday	0.00	0														
2012-10-29	Monday	96.21	9			1	2		3.04	76.56	5.04						
2012-10-30	Tuesday	94.61	9			3	3		4.22	76.38	4.02						
2012-10-31	Wednesday	94.20	9				4		4.32	76.18	3.13						
Total		71.03	205		4	2	29	63	0	68.18	1780.32	93.35	0.00	0.00	0.00	0.00	0.00

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This report details the daily work rate, tardiness, total work time, OT and work hour shortage for workdays/rest day and off day for each employee.

FINGERTEC | MONTH BY MONTH ANALYSIS

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Month by Month Analysis Page 1/1

2012-10-01 ~ 2012-12-31 Date of report

v = Perfect AB = Absent LV = Leave Taken LI = Late In EO = Early Out MP = Miss Punch OT = Overtime

Month	Head Count	Workrate %	v	AB	LV	LI	EO	MP	Short	Workday	OT	Holiday	OT	Restday		
2012-10	9	71.03	205	4	2	29	63		68.58	1780.32	94.15					
2012-11	9	2.01	0	161		6	19	108	56.42	48.53	2.46					
2012-12	9	0.32	1	181		2	11	34	11.51	8.00						
Total		24.45	206	346	2	37	93	142	136.51	1837.25	97.01	0.00	0.00	0.00	0.00	0.00

The working efficiency of the employee (points to Workrate %)
 Tardiness details of the employee (points to AB, LV, LI, EO, MP)
 Total OT time for all employees in a month (points to OT column)
 Total short time for all employees in a month (points to Short column)
 Total working time for all employees in a month (points to Workday column)

Printed: 2012-12-20 15:06 FingerTec WorldWide Sdn. Bhd. Created By: Henry

Date and time the report printed Name of company Name of user who generated the report

This report details the monthly work rate, tardiness, total work time, OT and work hour shortage for workdays/rest day and off day for each employee.

FINGERTEC | ATTENDANCE ANALYSIS

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Attendance Analysis

2012-10-01 ~ 2012-10-31 Date of report

Group ID 1

Page number of report

User ID	Name	Sche	In	Out	Late In	Early Out	Total Days	Holiday/Restday/ Offday	Absent	Or	
R & D											
3054	Iman	1	09:00	18:00	0.28	8.11	31	8		1	22
3099	Anita Ryan	1	09:00	18:00	3.12		31	8			23
3101	Andrew Carter	1	09:00	18:00		8.18	31	8			23
					3.40	16.29			0	1	
Sales & Marketing											
3055	Andrea C			18:00	1.17	3.46	31	8		1	23
3089	Bruce Cambell	1	09:00	18:00	3.30		31	8			23
3103	Cindy Haneline	1	09:00	18:00	2.05	1.16	31	8			23
					10.32	21.31			0	1	
Technical & Support											
3087	Tony Geeter	1	09:00	18:00	2.00	6.47	31	8			23
3097	Abigail Bunch	1	09:00	18:00	4.00	21.31	31	8			23
					16.32	49.49			0	0	

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This report is almost the same as the attendance summary but it is without the work rate, work time, OT and work shortage time. The employer can have an overview of how many times the staff is late to work or taking early out, with this report.

FINGERTEC | CLOCKING SCHEDULE

Name of report

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Clocking Schedule



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Schedule ID: 1 Name: Normal Schedule

Weekday	Day Type	First-In Time	Break	First-Resume Time	Out	OT	
Sunday	Restday	Clocking Time:- Clocking Range:-					
Monday	Workday	09:00	12:30	13:30	18:00		
Tuesday	Workday	09:00	12:30	13:30	18:00		
Wednesday	Workday	09:00	12:30	13:30	18:00		
Thursday	Workday	09:00	12:30	13:30	18:00		
Friday	Workday	09:00	12:30	13:30	18:00		
Saturday	Restday	Clocking Time:- Clocking Range:-					
Grace period in minutes		10	10	10	10	10	
Latest Clocking:-					v	v	

Minimum minutes must work to qualify for overtime.
 Maximum num. of hours allowed to claim for overtime
 Lunch/Dinner time duration for flexi-lunch/flexi-dinner range in minutes
 Do you want to exclude the lunch/dinner hour from working hour?
 Do you want to provide overtime for work before in time (earlytime) ?

Use latest clocking time Use latest clocking time

Yes

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Name of company

Name of user who generated the report

This is a checklist showing detailed configurations and settings of the clocking schedule.

FINGERTEC | DUTY CALENDAR

Name of report

Version of Ingress

Duty Calendar

Group ID: 1 Name: Daytime Roster Date of report

W = Workday H = Holiday R = Restday O = Offday L = On Leave 0-999: Schedule ID

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Year	Month	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
2012	10	W	W	W	W	W	R	R	W	W	W	W	W	R	R	W	W	W	W	W	R	R	W	W	W	W
		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

The month of calendar

The year of calendar

Type of day for the date

Working Schedule

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Name of company

Name of user who generated the report

This is a working calendar checklist of all or a particular work group.

FINGERTEC | REMARK LISTING

The screenshot shows a report titled 'Remark Listing' with the following content:

Name of report: Remark Listing

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Total Remark: 6

	Work Code	Remark
1	11	Attend Exhibition
2	12	Attend Training
3	14	Car Break Down
4	15	Visit Customer
5	21	BOO Matters
6	22	Site Inspection

Relevant work codes: 11, 12, 14, 15, 21, 22

Name of remarks: Attend Exhibition, Attend Training, Car Break Down, Visit Customer, BOO Matters, Site Inspection

Date and time the report printed: 2012-12-20 12:06

Name of company: FingerTec WorldWide Sdn. Bhd.

Name of user who generated the report: Henry

A list of all work code and its remark names.