FINGERTEC

We Make Things Easy

Attendance Sheet

User Management Screen

Clocking Schedule

Clocking Schedule

Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.

| Clocking | Range | Settings | | Schedule | 1 | Description | Office |

Allow a grace period in minutes for late-in .. .. ☐

Allow a grace period in minutes for early-out .. .. ☐

Minimum minutes must worked to qualify for overtime 30

Maximum no. of hours allowed to claim for overtime 24.00

Work hours is either round-up or round-down (-ve) in minutes of .. .. ☐

Overtime hours is either round-up or round-down (-ve) in minutes of .. .. ☐

Lunch/Dinner time duration for flexi-lunch/flexi-dinner range in minutes . .. . ☐ / ☐

Do you want to exclude the lunch/dinner hour from working hour ? .. .. ☑ Yes / ☐ Yes

Do you want to provide overtime for work before in time (earlytime) ? .. .. ☐ Yes

[Save]

Staff Extended Leave

Staff Extended Leave

Use the table below to enter the extended leave taken by an individual staff during certain period.
These leave records will be automatically be included in the current attendance sheet to reflect the leave taken.
And it will be excluded from the attendance sheet if you remove the leave record from the table.

User ID	Name	Leave Taken	From	To
1	Elise Johnson	SICK	27/02/2009	27/02/2009

To add a new record, press the down-arrow key when it is at the bottom of the list.
To remove a record, just erase the user id.

[Purge]   [Close]

Enroll User Screen

Print Reports Screen