



eTimeclock

Superadmin / Admin





AGENDA

- 1. Administrator**
- 2. Guided Access**
- 3. Setting up Roster**
- 4. Timeclock Setup**
- 5. User Interface**
- 6. Reports**





Edit Clock Time





Edit Clocktime

My Timeclock Administration Reports Roster Timeclock Setup
Edit Clocktime Update Incomplete Clocking Import Timeclock Data Attendance Record Transfer To ePayroll

Edit Clocktime

Current Date : 22 Jul 2016
Staff Name :
Clock Date :

- Choose the clock date and the person you want to edit for.

Fetch : To fetch one person
Fetch All : To fetch all timeclock users.

Things can be done:
- Editing/deleting all/individual's clock data and project
- Checking the last modified date, time and person of the clock data. (Only when you fetch one for one person)

User Clock-In & Clock-Out History

Staff Name : Mary

Action	Clock Time	Comments	Actual Time	Modified Date Time	Modified By Who
<input type="checkbox"/> Clock - In	09:00		16:14	7/22/2016 4:15:18 PM	Mary
Clock - Out	00:00				

- Able to check the last modified person and date time as well as the actual clocked time made by employee.





Update Incomplete Clocking

My Timeclock Administration Reports Roster Timeclock Setup

Edit Clocktime Update Incomplete Clocking Import Timeclock Data Attendance Record Transfer To ePayroll

Update Incomplete Clocking

Edit users with missing or duplicate clock-in / clock-out Data

Query By : All Users From Date : 01 Jul 2016 To Date : 04 Jul 2016 Fetch

Only the dates with missing or duplicate clock-in/out data will be reflected.

- Things can be done:
- Editing/deleting all/individual's clock data and project
 - Able to see all the missing or incomplete clocking dates in one page.

Name	Date	Clock Time
Admin Admin	04/07/2016	<input checked="" type="checkbox"/> Project A In 09 00 <input type="checkbox"/> Project A Out 18 00
ahel	04/07/2016	No data available +
Casey Tan	04/07/2016	No data available +
John Goh	04/07/2016	No data available +
Mary 30 Dec	04/07/2016	No data available +
Mary 8 Dec	04/07/2016	No data available +

Save All Save Selected Delete Selected





Import Timeclock Data

here to view a sample import file."' A red oval labeled 'Step 1' is next to the 'here' link."/>

Step 3

Please select the data file that you would like to upload by clicking the button:

No file chosen

Note: "Only CSV file type is allowed. Please click [here](#) to view a sample import file."

Step 1

Step 2

	A	B	C	D	E	F
1	UserID	Date	ClockTime	UserOperation	Comments	ProjectCode
2	testuser1	5/6/2011	18:30 in		test	PC001
3	testuser1	5/6/2011	20:00 out			PC001
4						
5						
6						
7						

- Step 1: Click "here" to download the template file
- Step 2: Input the clock in data accordingly in the downloaded sample and save in your computer to upload.
- Step 3: Go back to website and Choose the edited File and submit.

Things can be done:

- Import for empty the clock data (For instance, you join justlogin in the middle of the month and you want to input the missing half month data to be able to calculate whole month OT at the end of the month)

NOTE: Do not use this feature to edit the existing clocking data.





Attendance Record

Welcome, Admin Admin. | My Role | Help | FAQ | Justlogin Express

eForm | eLeave | eResource | eSurvey | **eTimeclock** | eAdmin | eStaff | ePayroll | eBenefit

My Timeclock | Administration | Reports | Roster | Timeclock Setup

Edit Clocktime | Update Incomplete Clocking | Import Timeclock Data | **Attendance Record** | Transfer To ePayroll

Attendance Record

Query By : Single User | Month : Apr | Year : 2016 | User : Admin Admin | Fetch

	Date	Shift Name	Work Time	Clock-in	Clock-out	Break Time	Actual Hrs	Acc. Weekly Hrs	Standard Hrs	Acc. OT1 (Hrs.)	Acc. OT2 (Hrs.)	Acc. OT3 (Hrs.)	Remarks
<input type="checkbox"/>	28/03/2016		0830-1730			0.75	0.00	0.00	8.25	0.00	0.00	0.00	
<input type="checkbox"/>	29/03/2016		0830-1730			0.75	0.00	0.00	8.25	0.00	0.00	0.00	
<input type="checkbox"/>	30/03/2016		0830-1730			0.75	0.00	0.00	8.25	0.00	0.00	0.00	
<input type="checkbox"/>	31/03/2016		0830-1730			0.75	0.00	0.00	8.25	0.00	0.00	0.00	
<input type="checkbox"/>	01/04/2016		0830-1730			0.75	0.00	0.00	8.25	0.00	0.00	0.00	
<input type="checkbox"/>	02/04/2016		0830-1730			0.75	0.00	0.00	8.25	0.00	0.00	0.00	
<input type="checkbox"/>	03/04/2016		0000-0000			0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Weekly Total													
<input type="checkbox"/>	04/04/2016		0830-1730	<u>08:00</u>	<u>17:00</u>								
				<u>09:46</u>	<u>18:51</u>	0.75	8.33	16.58	8.25	0.00	16.58	0.00	
						0.75	0.00	8.25	8.25	0.00	8.33	0.00	

Underlined data represents that there are multiple pairs of clock data.. Click to edit.

Greyed out data represents that the data are approved / approved and transferred to ePayroll. NOTE: To edit the data, please undo Approval.

Weekly Total	4.50	0.00	49.50	-4
Monthly Total	19.50	91.50	214.50	-16
Adjustment		0.00		
Grand Total		91.50		-16

Step 1

Step1: Fetch the records by single user for entire month or all users for one day.

Step 2: Edit the data as per need.

Step 3: Click Save or Calculate to see the hours with the edited data

Step 2

Things can be done:

- Editing/deleting all/individual's clock data and project
- Approving the clock data to transfer to ePayroll.

Step 3

Only approved data are visible to "Transfer to ePayroll" page.

Calculate | Save | **Approve** | Undo Approval | Download Template

Approval Configuration

Enable approval by eTimeclock administrator

Enable workflow approval

NOTE: This page will appear only when this option is selected under Timeclock Setup > Configuration page

Enable approval by group administrator





Transfer to ePayroll (Integration with ePayroll)

Roster | Timedlock Setup

clock Data | Attendance Record | **Transfer To ePayroll**

From Date : 01 Jan 2016 | To Date : 31 Jan 2016

Department : All Departments | Employee Type : All

All Users | Project : All Projects | **Step 1** | Go

**Step 1: Fetch the data using the queries.
NOTE: Only approved clock data are reflected here.**

Step 2: Select and click transfer to ePayroll to transfer this 5 informations.

<input type="checkbox"/>	Name	Hrs Worked (Hrs.)	OT1 (Hrs.)	OT2 (Hrs.)	OT3 (Hrs.)	Incomplete Hr. (OT1)	Employee Type
<input type="checkbox"/>	Admin Admin	-0.73	0.00	0.00	0.00	0.00	Executive

Step 2 | Print Preview | Transfer to ePayroll | Download

Things can be done:

- Transferring the approved clock data to process OT for full-timers or Hours Worked for Part-Timers either for weekly or monthly or daily





Guided Access (for iPad)



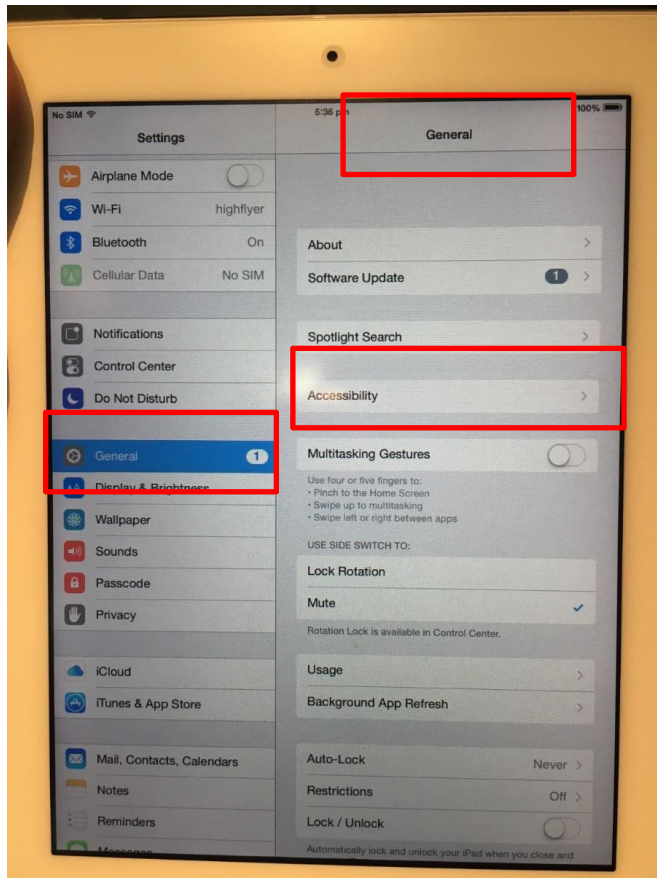


Guided Access

How to use Guided Access to lock the eTimeclock page for Employees' login

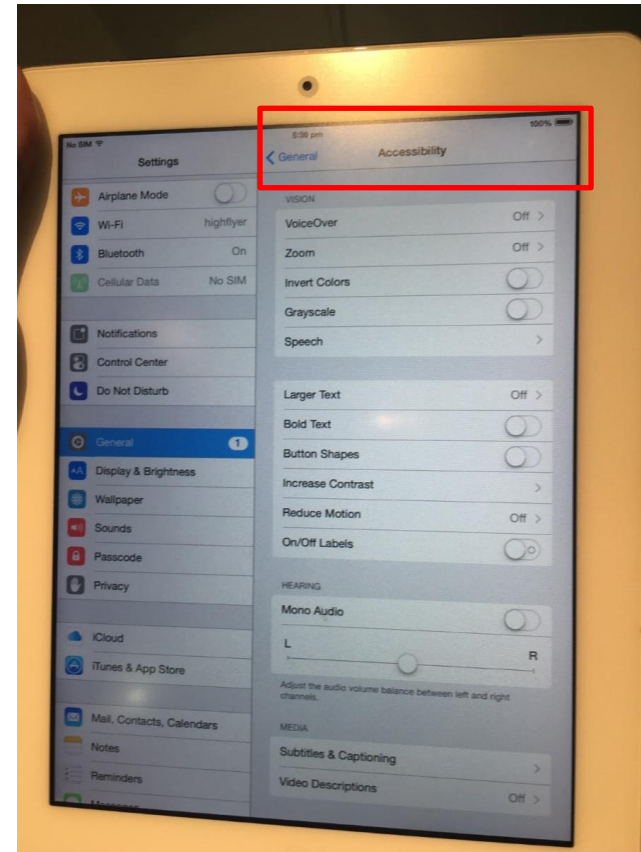
Step 1

Go to Settings > General



Step 2

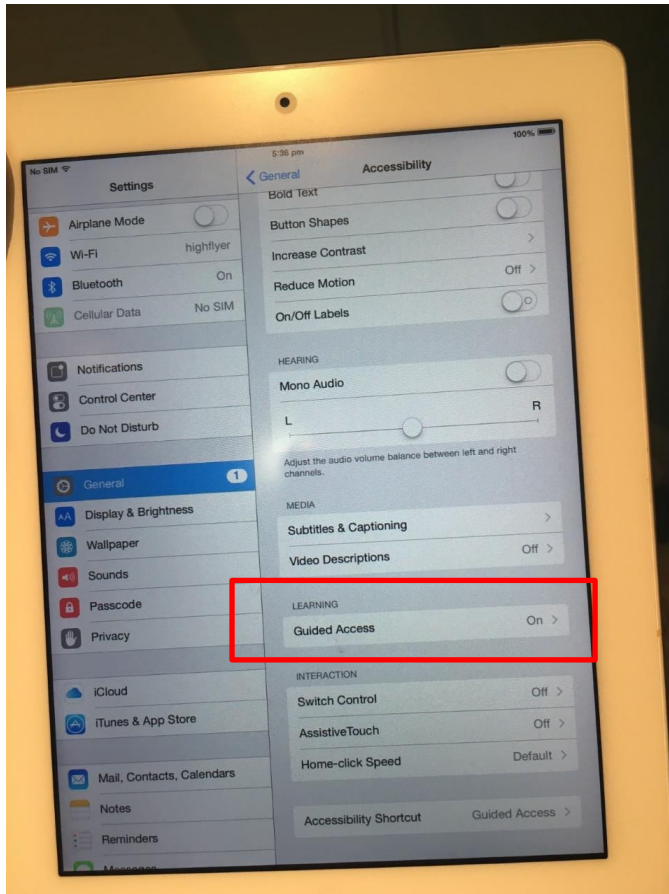
Select Accessibility



Guided Access

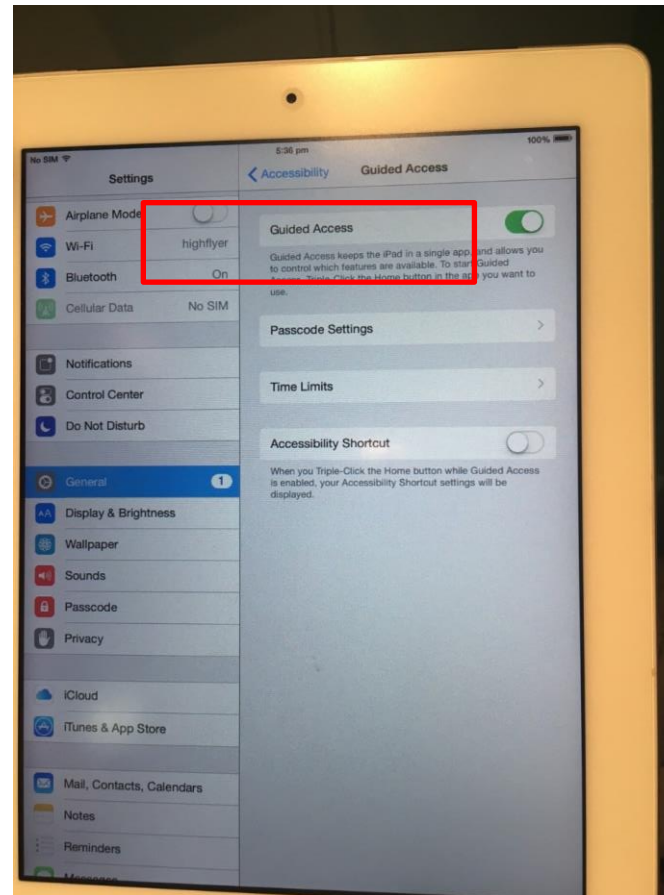
Step 3

Select Guided Access



Step 4

Turn on Guided Access



Now that you have turned on Guided Access, the eTimeclock homepage will be “locked” and employees will not be able to close the app after they clocked in. This will ensure that even under “Offline” situation, all employees’ clock in/out will still be effectively captured as per their actual clocked time.

**To close the app, you have to triple press on iPad home button





Setting up Roster

(*Only if required)





Roster > Shift Setup

My Timeclock Administration Reports Roster

Shift Setup Shift Assignment Roster Import

Shift ID: DayShift
Shift Name: Day Shift
Start Date: 01/07/2016
Shift Total Hour: 40

No of days: 7
Hour per Day (?): 8.00
Hour per Half Day (?): 4.00
Work on public holiday (?): No Yes

Day	Shift Day	Start Time	End Time	Break Time	Total Hour	Rest Day	Off Day
1	Friday	8	17	60	8	<input type="checkbox"/>	<input type="checkbox"/>
2	Saturday	0	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Sunday	0	0	0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Monday	8	17	60	8	<input type="checkbox"/>	<input type="checkbox"/>
5	Tuesday	8	17	60	8	<input type="checkbox"/>	<input type="checkbox"/>
6	Wednesday	8	17	60	8	<input type="checkbox"/>	<input type="checkbox"/>
7	Thursday	8	17	60	8	<input type="checkbox"/>	<input type="checkbox"/>

Save Calculate Working Hour Cancel

NOTE:

- It is advised to put all shifts as 7 days to cover whole week
- If the **Off** days are not fixed, please setup everyday as working day, then assign "Off" day under Roster > Roster
- Please assign the created shifts to individual to overwrite the generic settings under Configuration page.
- Assigned shifts are unable to edit;

Things can be done:
- Setting up multiple shifts

Active Draft

Shift Name
test shift

If you edit the existing shift, it will be listed under "Draft". Click "Tick" icon to make it active.





Roster > Shift Assignment















My Timeclock Administration Reports Roster Timeclock Setup
Shift Setup Shift Assignment Roster Import

Shift Assignment

All * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search For in User Name sort by User Name

One shift can only be assigned maximum 2 years.

User Name	Group	Shift Name	Start Date	End Date	
Admin Admin	Project A	-Please Select-	01/01/2016	01/01/2018	 
Casey Tan	Management	-Please Select-			 
John Goh		8 Days Shift			 
		Alternate Sat			 
		PH Shift			 
		shift 2			 
Mary 30 Dec					 

List of shifts that you have created under shift setup.

This is to view the history of past shifts or future shifts that has already been assigned to the employee. You can delete the assigned shift as well.

Things can be done:
- Assigning shifts or renewing the shifts to individuals
- Deleting assigned shifts

User : Casey Tan

Shift Name	Start Date	End Date	
PH Shift	25/07/2016	31/12/2017	
Alternate Sat	01/01/2018	01/01/2020	

Back





Roster > Roster

My Timeclock Administration Reports **Roster** Timeclock Setup

Shift Setup Shift Assignment **Roster** Import

You can download the current roster either in Time or Shift and can be used back for next roster import. NOTE: To DELETE the first column called "Employee" before uploading.

Roster

Department All Departments Year 2016 Month July Date Range Group Show all Display Time [Download current roster selected](#)

Select to display Shifts/Time in the roster. (custom) represents that there is no shift assigned and thus follows from generic setting under configuration page.

Staff Name	1 Fri	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	9 Sat	10 Sun	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	24 Sun
Admin Admin	leave (PM)	Off	Off	07:30 17:30	08:30 17:30	08:30 17:30	08:30 17:30	08:30 17:30	Off	Off	07:30 17:30	08:30 17:30	08:30 17:30	08:30 17:30	08:30 17:30	Off	Off	07:30 17:30	08:30 17:30	08:30 17:30	08:30 17:30	08:30 17:30	Off	Off
Casey Tan	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00	08:00 17:00

Year 2016 Month July Date Range Group Show all Display Shift [Download current roster selected](#)

Staff Name	1 Fri	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	9 Sat	10 Sun	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	24 Sun
Admin Admin	leave (PM)	Off	Off	(custom)	(custom)	(custom)	(custom)	(custom)	Off	Off	(custom)	(custom)	(custom)	(custom)	(custom)	Off	Off	(custom)	(custom)	(custom)	(custom)	(custom)	Off	Off
Casey Tan	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift	PH Shift
John Goh	Off	Off	Off	(custom)	(custom)	(custom)	(custom)	(custom)	Off	Off	(custom)	(custom)	(custom)	(custom)	(custom)	Off	Off	(custom)	(custom)	(custom)	(custom)	(custom)	Off	Off

- Things can be done:
- Checking Roster of all employees
 - Assigning Off/Rest/Leave day and assigning different shifts for only selected days.
 - Download the current roster for next time import or for further record.

Click on the date to customize their standard setting For e.g. set as Leave day/ Off day/Rest day/ Standard clock time.

NOTE: Advisable to use if the particular staff does not have fixed off day or last minute changes for rostering.

Employee Date Admin Admin 11/07/2016

Working Day Working Day

Shift ID -Select New Shift- Custom

In 07:30 9hrs 12hrs other 1

Out 17:30

Break 60





Roster > Import

My Timeclock Administration Reports Roster Timeclock

Shift Setup Shift Assignment Roster **Import**

Roster Import

1. Import only accepts CSV (Comma-separated values) file format(.csv).
2. User ID must already exist in the system and registered as timeclock user.
3. Time format must be HHMM-HHMM(BreakTime). example: 0800-1700(45).
4. If you want to set break time as selected default, just put HHMM-HHMM. example: 0800-1700.
5. You can also put a **valid shift name**. example: shift0815
6. Put 'rest' for rest day.
7. Put 'off' for off day
8. Put 'leave' or 'leave(AM)' or 'leave(PM)' if staff on leave.

Click [here](#) to download the template

Step 1

Year: 2016
 Month: April
 Default break time: 60
 File to upload: Choose File No file chosen Submit

Step 3

Thing can be done:

- Mass setup the roster for all users instead of editing individually at Roster > Roster Page.

Step1: Download the template from "here" or from the Roster > Roster
Step 2: Put shift name or time format in the template downloaded (Follow the instruction)
Step 3: Choose the file edited and upload.

Step 2 First row is the dates of the month For e.g 5 = 5th of April

userid	1	2	3	4	5	6	7	8	9
leghton									
mary	off	rest	Day Shift	Day Shift	Day Shift	Day Shift	leave	off	rest

Staff Name	1 Fri	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri
Leighton Testing	(custom)	(custom)	Off	(custom)	(custom)	(custom)	(custom)	(custom)
Mary	Off	Rest	Day Shift	Day Shift	Day Shift	Day Shift	leave	Off



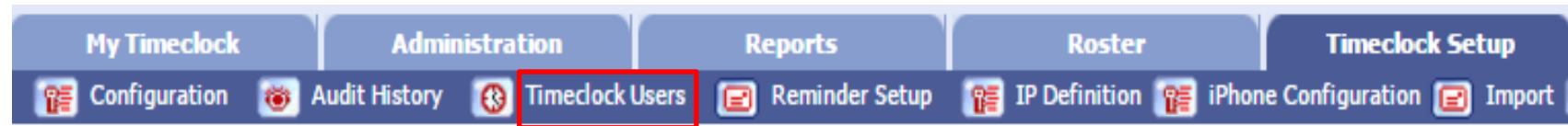


Timeclock Setup





Timeclock Setup > Timeclock Users



Timeclock Users

Step 1		Step 2						
Users	Full Name	Time Zone	Allow Edit	OT Formula	Weekly Hours	Public Holiday Policy	Employee Type	Pin
<input type="checkbox"/>	Haiwen Luo	(GMT+08:00) Kuala Lumpur, Singapore	<input type="checkbox"/>	None		Given Off-In-Lieu	Non-Executive	
<input type="checkbox"/>	Yvonne Wong	(GMT+08:00) Kuala Lumpur, Singapore	<input type="checkbox"/>	Std Time		Paid one day	Executive	
<input checked="" type="checkbox"/>	Leighton Testing	(GMT+08:00) Kuala Lumpur, Singapore	<input type="checkbox"/>	Weekly	44	Paid one day	Executive	0001
<input checked="" type="checkbox"/>	Mary	(GMT+08:00) Kuala Lumpur, Singapore	<input type="checkbox"/>	Std Time		Given Off-In-Lieu	Executive	0002

Thing can be done:

- Setting up for individual timeclock users
- Setting up for all new joined staffs before rolling out to them.

- NOTES:**
- 1) "Users" checkbox must always be ticked for timeclock users. If not, they are unable to clock in/out.
 - 2) Put OT Formula to "None" if the user is not applicable of any OT.
 - 3) PIN is mandatory only for the employees who need to access one tablet or ipad to clock-in/out without entering their login data. If they use personal device, no PIN is required.
 - 4) Individual setup will overwrite the generic setting under Timeclock Setup > Configuration.





Project/Client/Location Setup

Step 1

- Enable Project clocking
- Display Code
- Display Description

Step 2

Active ▾

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	H01	Humanity
<input type="checkbox"/>	N01	Nigeria
<input type="checkbox"/>		

Add

Archive

Archive to put the projects inactive in order to avoid seeing them from reports and in the app while doing clock-in/out.

Step 3

Employee

Project

Leighton Testing	<input type="text" value="x Humanity"/>
Mary	<input type="text" value="x Nigeria"/>

- Step 1:** Turn on the feature from Timeclock Setup > Configuration > Check on Enable Project/Client/Location Clocking.
- Step 2:** Create the project code and description.
- Step 3:** Assign individual to particular projects (If necessary)

NOTE: You can check project in the reports for the costing purpose.





Group Setup

Step 1

Active ▾

<input type="checkbox"/>	Group Code	Description	Group Admin
<input type="checkbox"/>	MGMT	Management	<input type="text" value="x Mary "/>

Add

Archive

Step 2

Employee	Group
Leighton Testing	<input type="text" value="x Management "/>
Mary	Select Group

Under Timeclock Setup > Group Setup

Step 1: Create Group Code + Description then allocate the Admin for the Group.

Step 2: Allocate employees to the relevant group.

NOTE: The group admin will be able to edit the clock in/out time, run the reports, planning for roster as well as submitting the timesheet to approving officers (Depends on the Configuration) for that group.





User Interface





My Timeclock

Navigation tabs: My Timeclock, Administration, Reports, Roster, Timeclock Setup

Secondary navigation: My Timeclock, My Roster, Daily Report, Monthly Detailed Report, Monthly Summary Report

Wednesday
13

10:21

Select Project:

April, 2016

Comments:

Do you want to Edit Clock-In/Out? [Click Here](#)

User Clock-In & Clock-Out History

Date	First Clock-in	Last Clock-out	Total Hours Worked	Standard Hours	Overtime Hours
13/04/2016	10:19	-	N/A	08:00	N/A
12/04/2016	08:29	18:31	09:02	08:00	00:00

Footer: My Timeclock, My Roster, Daily Report, Monthly Detailed Report, Monthly Summary Report

Help | FAQ | Contact Us | Logout

***We can also disable user's ability to make changes to the clock in and out time. If company do not allow user to view their colleagues' timeclock details, we can disable the Reports.**





My Roster

Navigation tabs: My Timeclock, Administration, Reports, Roster, Timeclock Setup

Sub-navigation: My Timeclock, My Roster, Daily Report, Monthly Detailed Report, Monthly Summary Report

My Roster

Apr 2016 GO << Previous | Next >>

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28 0900-1800 (60m)	29 0900-1800 (60m)	30 0900-1800 (60m)	31 0900-1800 (60m)	1 0900-1800 (60m)	2 0900-1300 (0m)	3 Rest Day
4 0900-1800 (60m)	5 0900-1800 (60m)	6 0900-1800 (60m)	7 0900-1800 (60m)	8 0900-1800 (60m)	9 0900-1300 (0m)	10 Rest Day
11 0900-1800 (60m)	12 0829-1831	13 1019-	14 0900-1800 (60m)	15 0900-1800 (60m)	16 0900-1300 (0m)	17 Rest Day

Employees will be able to view their own roster / scheduled working hours on "My Roster".





Daily Report

My Timeclock Administration Reports Roster Timeclock Setup

My Timeclock My Roster **Daily Report** Monthly Detailed Report Monthly Summary Report

Daily Report

Current Date : 13 Apr 2016

Employee Name : Sort By : Clock Time Show Address [Go](#)

Employee Name	Action	IP Address	Clock Time	Actual Time	Project	Comments
Cecilia Training	Clock-In	203.118.42.24	10:19	10:19		

[Print Preview](#)

My Timeclock My Roster **Daily Report** Monthly Detailed Report Monthly Summary Report

[Help](#) | [FAQ](#) | [Contact Us](#) | [Logout](#)

This tab will only be available if employer had setup this this configuration. Users will then be able to view the clock in / out daily report of everybody.





Monthly Daily Report

My Timedock Administration Reports Roster Timedock Setup

My Timedock My Roster Daily Report **Monthly Detailed Report** Monthly Summary Report

Monthly Detailed Report

From Date : 01 Apr 2016 To Date : 12 Apr 2016 [Go](#)

Display all days including non-working days

From	To	Report
01/04/2016	12/04/2016	Emp

My Timedock My Roster Daily Report **Monthly Detailed Report**

My Timedock Administration Reports Roster Timedock Setup

[Back](#)

Monthly Detailed Report

Run Date: 13/04/2016 Period: 01/04/2016 to 12/04/2016
Employee: Cecilia Training Department: Human Res

Date	Day	1st in	Last Out	Shift	Standard Working Hours	Break Time	Hours Worked	Late	Under	Acc. OT1 (Hrs.)	Acc. OT2 (Hrs.)	Acc. OT3 (Hrs.)	Remarks
12-04-2016	Tue	08:29	18:31		8.00	1.00	9.03	0.00	0.00	0.00	0.00	0.00	

[Print Preview](#) [Download](#)

[Back](#)

Monthly detailed report is more accurate. (Will only be available if employer has allowed the configuration).





Monthly Summary Report

My Timeclock Administration Reports **Roster** Timeclock Setup

My Timeclock My Roster Daily Report Monthly Detailed Report **Monthly Summary Report**

Monthly Summary Report

From Date : 01 Apr 2016 To Date : 12 Apr 2016 [Go](#)

From: 01/04/2016

My Timeclock My Roster Daily Report

My Timeclock Administration Reports Roster Timeclock Setup

[Back](#)

Monthly Summary Report

Run Date: 13/04/2016
Employee: Cecilia Training

Period: 01/04/2016 to 12/04/2016
Department: Human Resource

Standard Working Hours	Hours Worked	OT1 (Hrs.)	OT2 (Hrs.)	OT3 (Hrs.)	Late	Under	No of days worked
72.00	9.03	0.00	0.00	0.00	0.00	0.00	1.0

[Print Preview](#) [Download](#)

[Back](#)

Summary Report only shows the overall worked hours clocked for Standard Working Hours, Hours Worked (Actual), OT Hours, Late, Hours Underworked, and Number of days worked within the month. (Will only be available if employer has allowed the configuration).





Admin Reports





Reports > Daily Reports

My Timeclock Administration Reports Roster Timeclock Setup

Daily Report Monthly Detailed Report Monthly Summary Report Individual Attendance Report Photo Report Map Report

Daily Report

Select Date : 05 Jan 2016 Sort By : Clock Time [Go](#) Search options

Employee Name	Action	IP Address	Clock Time	Actual Time	Client
Admin Admin	Clock-Out	Office 2	17:30	1/20/2016 10:07:51 AM	
Admin Admin	Clock-In	Office 2	08:30	1/6/2016 2:23:16 PM	

[Print Preview](#)

Generate daily report by date and export out for records if required.





Reports > Monthly Detailed Report

My Timeclock Administration Reports Roster Timeclock Setup

Daily Report Monthly Detailed Report Monthly Summary Report Individual Attendance Report Photo Report Map Report

Step 1 Monthly Detailed Report

From Date : 01 Jan 2016 To Date : 31 Jan 2016 Search options

Display clock in/out columns : 2 Display all days including non-working days

Generate selected period report and export out for records if required.

From	To	Report Type	Report For	Employee Type	Grouped By	Display clock in/out cols	Display all days	Status	Run By	Run Time	Step 2
01/01/2016	31/01/2016	Company	All Employees	All	Employee	2	No	Complete	Admin Admin	4/18/2016 5:25:24 PM	View Delete
01/01/2016	17/04/2016	Company	All Employees	All	Employee	2	No	Complete	Admin Admin	4/17/2016 12:49:25 PM	View Delete

Monthly Detailed Report

Run Date: 18/04/2016
Group By: Employee

Employee	Date	Day	1st in	1st Out	Shift	Standard Working Hours	Break Time	Hours Worked	Late	Under	Acc. OT1 (Hrs.)	Acc. OT2 (Hrs.)	Acc. OT3 (Hrs.)	Remarks
Admin Admin	01-01-2016	Fri	08:00	20:00		8.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	Public Holiday
Admin Admin	02-01-2016	Sat	08:00	20:00		8.25	0.75	11.25	0.00	0.00	0.00	31.33	0.00	
Admin Admin	03-01-2016	Sun	08:00	20:00		0.00	0.00	12.00	8.00	0.00	0.00	43.33	0.00	
Admin Admin	05-01-2016	Tue	08:30	17:30		8.25	0.75	8.25	0.00	0.00	0.00	8.33	0.00	
Admin Admin	06-01-2016	Wed	-	08:57		8.25	0.75	0.00	0.00	0.00	0.00	8.33	0.00	
Admin Admin	20-01-2016	Wed	08:30	17:30		8.25	0.75	8.25	0.00	0.00	0.00	8.33	0.00	
Admin Admin	21-01-2016	Thu	12:55	17:00		8.25	0.75	3.33	4.42	0.50	0.00	11.58	0.00	
Mary 22 Dec	06-01-2016	Wed	09:03	09:04	test shift	8.00	1.00	-0.98	1.05	7.93	0.00	0.00	0.00	
Mary 22 Dec	06-01-2016	Wed	08:56	08:57		8.25	0.75	-0.73	0.00	8.43	0.00	0.00	0.00	
Mary 22 Dec	20-01-2016	Wed	10:20	18:00		8.25	0.75	6.92	1.83	0.00	0.00	0.00	0.00	

Step 3 Able to download the report for record





Reports > Monthly Summary Report

My Timeclock Administration Reports Roster Timeclock Setup

Daily Report Monthly Detailed Report Monthly Summary Report Individual Attendance Report Photo Report Map Report

Step 1 Monthly Summary Report

From Date : 01 Jan 2016 To Date : 31 Jan 2016 Go Search options

Display clock in/out columns : 2 Display all days including non-working days

Similar to Monthly Detailed Report, only this is summarized.

From	To	Report Type	Report For	Employee Type	Grouped By	Display clock in/out cols	Display all days	Status	Run By	Run Time	Step 2
01/01/2016	31/01/2016	Company	All Employees	All	Employee	2	No	Complete	Admin Admin	4/18/2016 5:25:24 PM	View Delete
01/04/2016	12/04/2016	Company	All Employees	All	Employee	2	No	Complete	Admin Admin	4/13/2016 12:48:35 PM	View Delete

Monthly Summary Report

Run Date: 18/04/2016 Period: 01/01/2016

Employee	Standard Working Hours	Hours Worked	OT1 (Hrs.)	OT2 (Hrs.)	OT3 (Hrs.)	Late	Under	No of days w
Admin Admin	214.25	95.08	0.00	95.24	0.00	12.42	0.50	9.5
Casey Tan	214.25	36.00	0.00	36.00	0.00	0.00	0.00	4.5
Cecilia 24 March	214.25	8.00	0.00	0.00	0.00	0.00	0.00	1.0
Cecilia 4 Feb	214.25	8.00	0.00	0.00	0.00	0.00	0.00	1.0
John Goh	214.25	8.00	0.00	8.00	0.00	0.00	0.00	1.0
Mary 22 Dec	176.25	7.02	0.00	0.00	0.00	1.05	7.93	1.0
Mary 30 Dec	214.25	7.27	0.00	0.00	0.00	0.00	8.43	1.0
Mary 8 Dec	214.25	14.92	0.00	0.00	0.00	1.83	0.00	1.5
Rama	214.25	8.00	0.00	8.00	0.00	0.00	0.00	1.0
		8.00	-206.25	0.00	0.00	0.00	0.00	1.0

Step 3 Able to download the report for record

[Print Preview](#) [Download](#)



Reports > Individual Attendance Report

Step 1

My Timeclock Administration Reports **Attendance Report** Roster Timeclock Setup

Daily Report Monthly Detailed Report Monthly Summary Report Individual Attendance Report Photo Report Map Report

From Date: 01 Jan 2016 To Date: 31 Jan 2016 **Go** Search options

Display clock in/out columns: 2

Company Employee Type: Executive Group By: Employee
 Department
 Employee
 Project
 Group

Step 2

From	To	Report Type	Report For	Grouped By	Display clock in/out cols	Status	Run By	Run Time	
01/03/2016	22/03/2016	Employee	Admin Admin	N/A	2	Complete	Admin Admin	3/23/2016 11:15:04 AM	View Delete
01/03/2016	15/03/2016	Employee	Admin Admin	N/A	2	Complete	Admin Admin	3/16/2016 6:33:43 PM	View Delete

Date	Day	1st in	Out	Shift	Standard Working Hours	Break Time	Hours Worked	Late	Under	OT1 (Hrs.)	OT2 (Hrs.)	OT3 (Hrs.)	Remarks
21-07-2016	Thu	-	-	0830-1730	8.25	0.75	0.00	0.00	0.00	-8.25	0.00	0.00	
22-07-2016	Fri	09:00	18:00	0830-1730	8.25	0.75	8.25	0.50	0.00	0.00	0.00	0.00	
23-07-2016	Sat	-	-	0830-1730	8.25	0.75	0.00	0.00	0.00	-8.25	0.00	0.00	
24-07-2016	Sun	-	-	0000-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Off Day
25-07-2016	Mon	-	-	0830-1730	8.25	0.75	0.00	0.00	0.00	-8.25	0.00	0.00	
26-07-2016	Tue	-	-	0830-1730	8.25	0.75	0.00	0.00	0.00	-8.25	0.00	0.00	
27-07-2016	Wed	-	-	0830-1730	8.25	0.75	0.00	0.00	0.00	-8.25	0.00	0.00	
Total:					131.75	11.25	95.25	27.50	0.00	-115.50	71.00	8.00	

1 2

Generate Report based on projects, departments or Group by the selected period.

If you select single user, the report can display both monthly detailed and summary data of that user.





Reports > Photo Report







Step 1

Current Date : 28 Jul 2016

Employee Name :

From Date :

To Date :

In	Out	In	Out
 10/07/2016 09:00	 10/07/2016 22:00	 20/07/2016 17:28	 20/07/2016 -
 22/07/2016 09:00	 22/07/2016 18:00		

This represents clocking was done via web

Clocking via apps will detect the face

Photo Report based on projects, departments or Group by the selected period.





Reports > Map Report



Step 1

Current Date : 28 Jul 2016 Employee Name : Mary
From Date : 01 Jul 2016 To Date : 28 Jul 2016

Date	Operation	Clock Time
20/07/2016	Clock-In	17:28
22/07/2016	Clock-In	09:00

Map Report based on projects, departments or Group by the selected period. (Only valid for clock in with GPS)





Please contact support@justlogin.com if you require any clarifications. You may also click onto Justlogin logo on the bottom right of the systems to reach the Support Team.

Thank You

