

Technical Support

TNA Settings

※ Check Points before Attendance Setting

1. Check **TNA** on [Add Terminal] for the attendance management terminal as below.
2. The record authenticated at the terminal appointed the attendance record on attendance management terminal.

The screenshot shows a 'Modify terminal's information' window. The 'Basic Information' section includes fields for ID (0002), Name (AC5000), Branch (0002 : Busan), Install Type (Fixed), Location, Other, Reg. Date (2012/03/20 13:50:05), Door Override (Allow all functions), and Time Zone ((UTC+09:00) Seoul). The 'Function' section has 'TNA' checked, with 'Meal' and 'School' unchecked. The 'Anti Pass Back' section includes 'Enter Zone' (0002 : District 2), 'Exit Zone' (0001 : District 1), and 'Soft Passback' (unchecked). The 'Assign Terminal Administrator' section shows an 'Unassigned Admin' table with one entry: Admin ID 00000006, Name Naomi. The 'Assigned Admin' table is empty. There are navigation buttons (>, <, >>, <<) between the tables and 'Modify' and 'Close' buttons at the bottom.

- Examples by Workplaces and Attendances

1. **General Workplace**: Example of Attendance Basic Setting.
2. **Public Office**: Example of Attendance Setting at Public Office such as Overtime Work.
3. **Night Shift**: Example of the case where the range of attendance per day is 24 hours like frequent night shifts.
4. **Shift Work**: Example of the case where the range of Going to and Leaving from Work is complicated like three-shift work, etc.
5. **Multiple Going to and Leaving from Work**: Applicable when the frequency of Going to and Leaving from Work is one or more times per work day. For example, it is the case where the work is divided into Morning work - Break - Afternoon work and the Times when going to and leaving from work is added to the range of Morning/Afternoon Work Range respectively

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1. General Workplace

General Workplace: Example of Attendance Basic Setting

☞ Please set up following the mark

1. [TNA Settings] : Set/add time as below from [\[Shift Config\]](#)

The screenshot shows the 'Shift Config' window with the following settings:

- Enter Information:** Code: 11, Name: normal. Time sample: yesterday[-09:45], today[09:45], tomorrow[+0945].
- Basic Clocking Config:** Clocking Mode: Use all function keys. Time Frame: 06:00 ~ +06:00. Checked options: Late IN Time (09:00), Early OUT Time (18:00).
- Set Shift Times:** Shift 1: Normal Time, Fixed Shift, 09:00 ~ 18:00. Shift 2: Time Before St, Fixed Shift, 06:00 ~ 09:00. Shift 3: Overtime1 Hour, Fixed Shift, 18:00 ~ 22:00. Shift 4: Overtime2 Hour, Fixed Shift, 22:00 ~ +06:00. Shift 5: Not Defined, No Shift, 00:00 ~ 00:00.

① Code : Enter a two-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name : Code Name

☞ Code : 11 / Name: Enter the ordinary days (ex. Working day, normal day, etc.)

② Clocking Mode

- Use all function keys : Acknowledge all the records inquired in [Log Management]-[Access Log] as the attendance record
- Use attend and leave keys : Acknowledge the first and last among the records, [Mode] of which inquired in [Log Management]-[Access Log] are Going to and Leaving from Work data

※ Authentication record used for attendance is applied when such authentication was successful(The record of failure in authentication is disregarded from the attendance)

☞ Set to [Use all function keys]

③ Time Frame : Process the record of Going to and Leaving from Work within the applicable zone as the attendance

☞ Normally set to 06:00~+06:00 (In the event of going to work at 05:59 and going from work at 06:01 on the following day, it is not recorded as attendance)

④ Set Shift Times : Split into a maximum of five types depending on options

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☞ Normal Time : 09:00~18:00

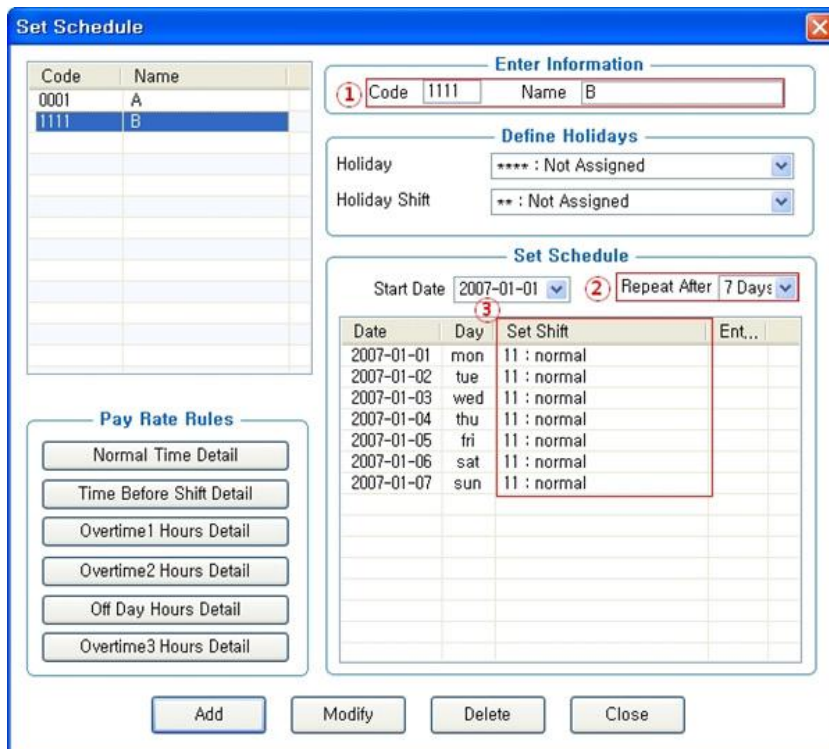
(Times of going to work and leaving from work to be entered accurately)

☞ etc, In the event of counting Time Before Shift, Overtime1 Hours, Overtime2 Hours enter the applicable time

※ Note: The range of time zones of [Start] and [End] must be within the time range input in No.

*  : Click this button to register the input data.

2. [TNA Settings] : Register the work type in accordance with the work schedule as follow in [\[Set Schedule\]](#)



| Code | Name |
|------|------|
| 0001 | A |
| 1111 | B |

Enter Information

1 Code 1111 Name B

Define Holidays

Holiday **** : Not Assigned

Holiday Shift ** : Not Assigned

Set Schedule

Start Date 2007-01-01 Repeat After 7 Days

| Date | Day | Set Shift | Ent.. |
|------------|-----|-------------|-------|
| 2007-01-01 | mon | 11 : normal | |
| 2007-01-02 | tue | 11 : normal | |
| 2007-01-03 | wed | 11 : normal | |
| 2007-01-04 | thu | 11 : normal | |
| 2007-01-05 | fri | 11 : normal | |
| 2007-01-06 | sat | 11 : normal | |
| 2007-01-07 | sun | 11 : normal | |

Pay Rate Rules

Normal Time Detail

Time Before Shift Detail

Overtime1 Hours Detail

Overtime2 Hours Detail

Off Day Hours Detail

Overtime3 Hours Detail

Add Modify Delete Close

① Code : Enter a four-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

☞ Code : 1111 / Name: Enter Code Name

② Repeat After : Select the number of days revolving repeatedly (Normally in the unit of 7 days)

☞ Select 7 days (Normally repeated in the unit of 7 days)

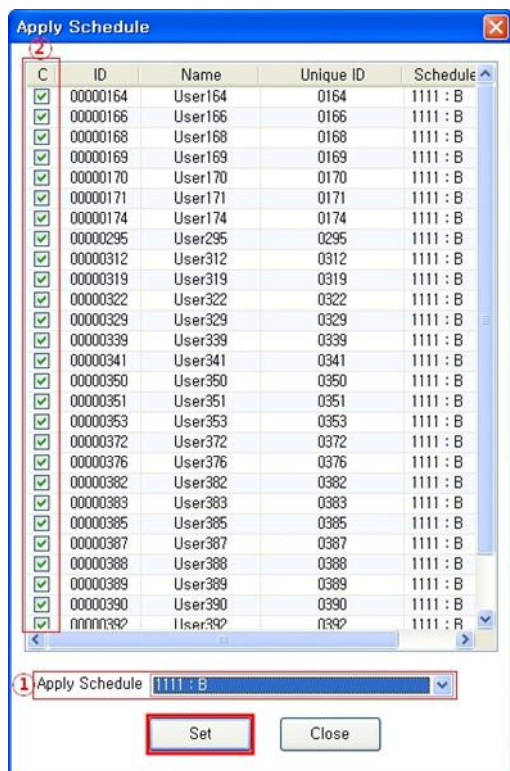
③ Set Shift : Double-click to inquire the work code registered in [Shift Config]

☞ Double-click to designate the registered code

*  : Click this button to register the input data.

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3. [TNA Settings] : Designate the attendance codes registered as follow on a lump sum basis in [\[Apply Schedule\]](#)



① Apply Schedule : Select the work type to be applied

[Select the attendance code](#)

② Check box : Check the applicable employee

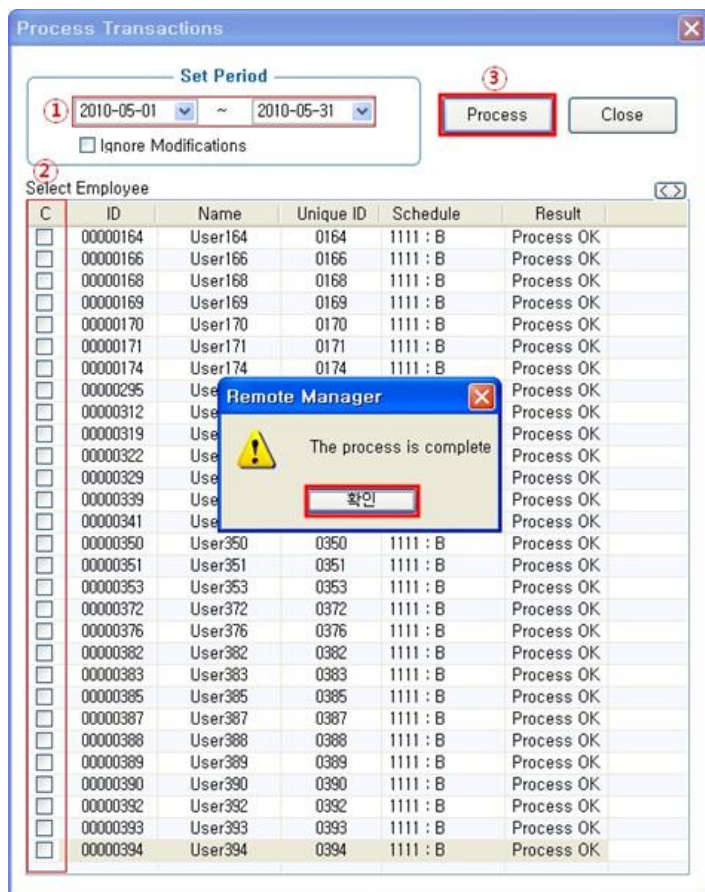
[Check All Employees](#)

* Set

: Click this button to have the applicable contents to be applied to the employee checked as above.

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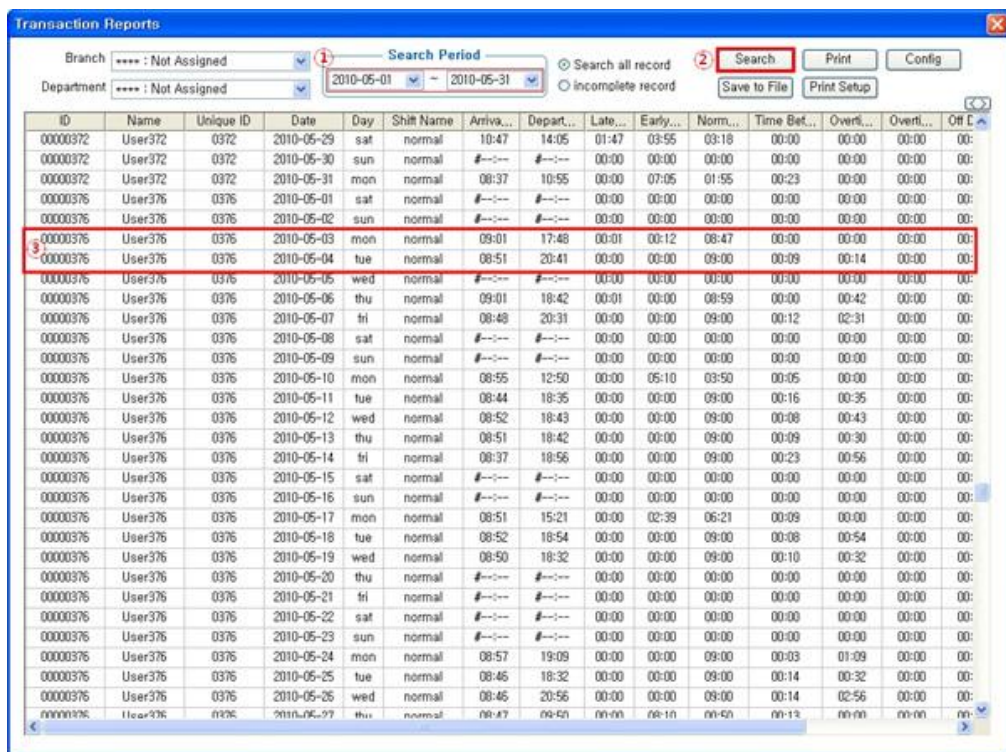
4. [TNA] : Attendance is counted and applied based on the set value registered as follow in [\[Process Transactions\]](#)



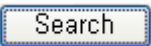
- ① Set Period : Designate the subject period of attendance processing.
(Maximum Period: 31 days)
☞ Normally in the unit of a day or seven days
(The data of attendance processed must exist during the applicable period)
- ② Check box : Check the applicable employee
☞ Check All Employees
- * : button to display 'complete' message
on the processing result after processing

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5. [TNA] : Inquire the attendance results as follow from [\[Transaction Reports\]](#)



- ① Search Period : Designate the subject period of attendance processing.
(Maximum Period: 31 days)
☞ Normally in the unit of a day or seven days
(The data of attendance processed must exist during the applicable period)

*  : Output the results.

③ Transaction Reports

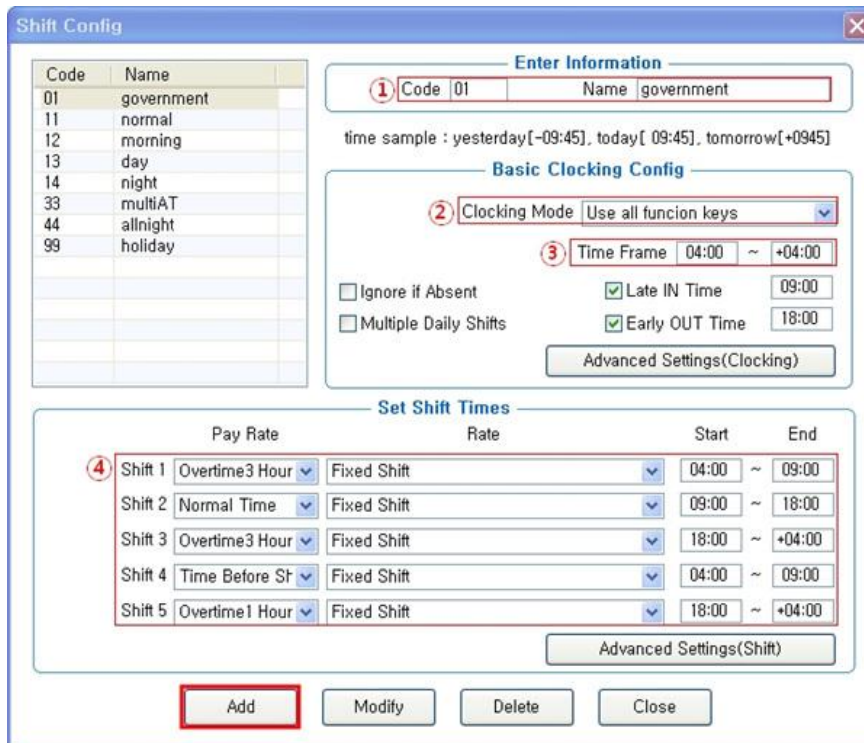
| Date | Arrival Time | Departure Time | Late After Time | Early Departure Time | Normal Time | Time Before Shift | Overtime1 Hours |
|--------------------------|--------------|----------------|-----------------|----------------------|-------------|-------------------|-----------------|
| Attendance Setting Value | 09:00 | 18:00 | After 09:00 | Before 18:00 | 9Hours | Before 09:00 | After 18:00 |
| 2010-05-06 | 09:01 | 18:42 | 00:01 | 00:00 | 08:59 | 00:00 | 00:42 |
| 2010-05-07 | 08:48 | 20:31 | 00:00 | 00:00 | 09:00 | 00:12 | 02:31 |

Technical Support

2. Public Office

Public Office Excessive Work: Example of Public Office Attendance Setting such as Excessive Work Hours.  **Please set up following the mark**

1. [TNA Settings] : Set/add time as below from [\[Shift Config\]](#)



The screenshot shows the 'Shift Config' window with the following details:

- Code:** 01, **Name:** government
- Basic Clocking Config:**
 - Clocking Mode:** Use all function keys
 - Time Frame:** 04:00 ~ +04:00
 - Ignore if Absent
 - Late IN Time: 09:00
 - Early OUT Time: 18:00
- Set Shift Times:**

| Shift | Pay Rate | Rate | Start | End |
|---------|----------------|-------------|-------|--------|
| Shift 1 | Overtime3 Hour | Fixed Shift | 04:00 | 09:00 |
| Shift 2 | Normal Time | Fixed Shift | 09:00 | 18:00 |
| Shift 3 | Overtime3 Hour | Fixed Shift | 18:00 | +04:00 |
| Shift 4 | Time Before Sh | Fixed Shift | 04:00 | 09:00 |
| Shift 5 | Overtime1 Hour | Fixed Shift | 18:00 | +04:00 |

① Code : Enter a two-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name : Code Name

 **Code : 01 / Name: Enter the ordinary days (ex. Date of Work, Weekday, etc.)**

② Clocking Mode

- Use all function keys : Acknowledge all the records inquired in [Log Management]-[Access Log] as the attendance record
- Use attend and leave keys : Acknowledge the first and last among the records, [Mode] of which inquired in [Log Management]-[Access Log] are Going to and Leaving from Work data

※ Authentication record used for attendance is applied when such authentication was successful(The record of failure in authentication is disregarded from the attendance)

 **Set to [Use all function keys]**

③ Time Frame : Process the record of Going to and Leaving from Work within the applicable zone as the attendance

 **Normally set to 04:00~+04:00 (In the event of going to work at 03:59 and leaving from work at 05:01 on the following day, it is not recorded as attendance)**

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④ Set Shift Times : Split into a maximum of five types depending on option

☞ **Normal Time : 09:00~18:00**

(Times of going to work and leaving from work to be entered accurately)

☞ **Time Before Shift : 04:00~09:00**

☞ **Overtime1 Hours : 18:00~+04:00 (Omit entry if counting is not necessary)**

☞ **Overtime3 Hours : 04:00~09:00**

☞ **Overtime3 Hours : 18:00~+04:00**

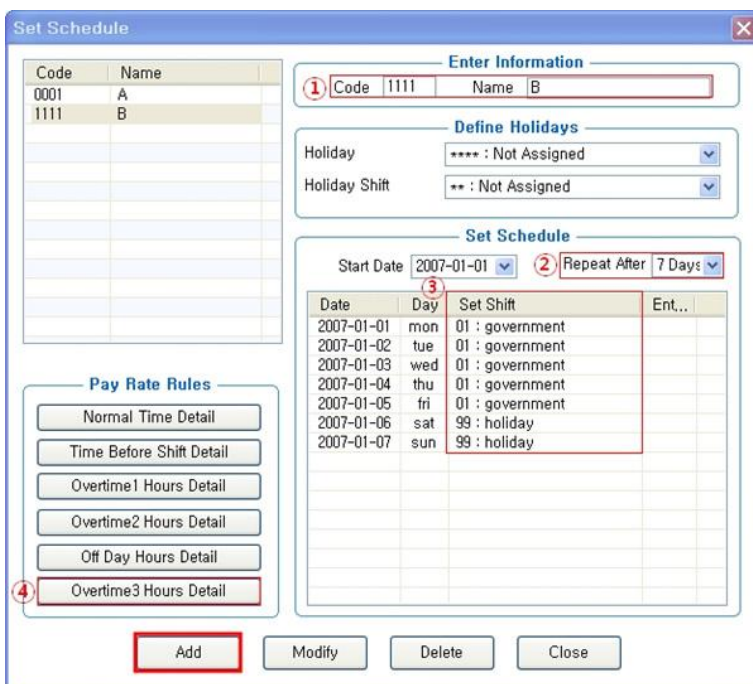
(All the hours other than basic work are summed up as excessive hours)

※**Note: The range of time zones of [Start] and [End] must be within the time range input in No.**

*  : Click this button to register the input data.

2. [TNA Settings] : Register the work type in accordance with the work schedule as follow in

[\[Set Schedule\]](#)



| Date | Day | Set Shift | Ent.. |
|------------|-----|-----------------|-------|
| 2007-01-01 | mon | 01 : government | |
| 2007-01-02 | tue | 01 : government | |
| 2007-01-03 | wed | 01 : government | |
| 2007-01-04 | thu | 01 : government | |
| 2007-01-05 | fri | 01 : government | |
| 2007-01-06 | sat | 99 : holiday | |
| 2007-01-07 | sun | 99 : holiday | |

① Code : Enter a four-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

☞ **Code : 1111 / Name: Enter Code Name**

② Repeat After : Select the number of days revolving repeatedly (Normally in the unit of 7 days)

☞ **Select 7 days (Normally repeated in the unit of 7 days)**

③ Set Shift : Double-click to inquire the work code registered in [Shift Config]

☞ **Double-click to designate the registered code**

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④ Overtime3 Hours Detail : Set the public office overtime work standard

- ☞ ① Del. Hours : One hour is deducted for the overtime work period
- ☞ ② Min. Time : Acknowledge as overtime work when the work time is at least one hour
- ☞ ③ Max. Time : Acknowledges a maximum of four hours per day

* : Save the set value.

3. [TNA Settings] : Designate the attendance codes registered as follow on a lump sum basis in [\[Apply Schedule\]](#)

| C | ID | Name | Unique ID | Schedule |
|-------------------------------------|----------|---------|-----------|----------|
| <input checked="" type="checkbox"/> | 00000164 | User164 | 0164 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000166 | User166 | 0166 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000168 | User168 | 0168 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000169 | User169 | 0169 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000170 | User170 | 0170 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000171 | User171 | 0171 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000174 | User174 | 0174 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000295 | User295 | 0295 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000312 | User312 | 0312 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000319 | User319 | 0319 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000322 | User322 | 0322 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000329 | User329 | 0329 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000339 | User339 | 0339 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000341 | User341 | 0341 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000350 | User350 | 0350 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000351 | User351 | 0351 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000353 | User353 | 0353 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000372 | User372 | 0372 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000376 | User376 | 0376 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000382 | User382 | 0382 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000383 | User383 | 0383 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000385 | User385 | 0385 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000387 | User387 | 0387 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000388 | User388 | 0388 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000389 | User389 | 0389 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000390 | User390 | 0390 | 1111 : B |
| <input checked="" type="checkbox"/> | 00000392 | User392 | 0392 | 1111 : R |

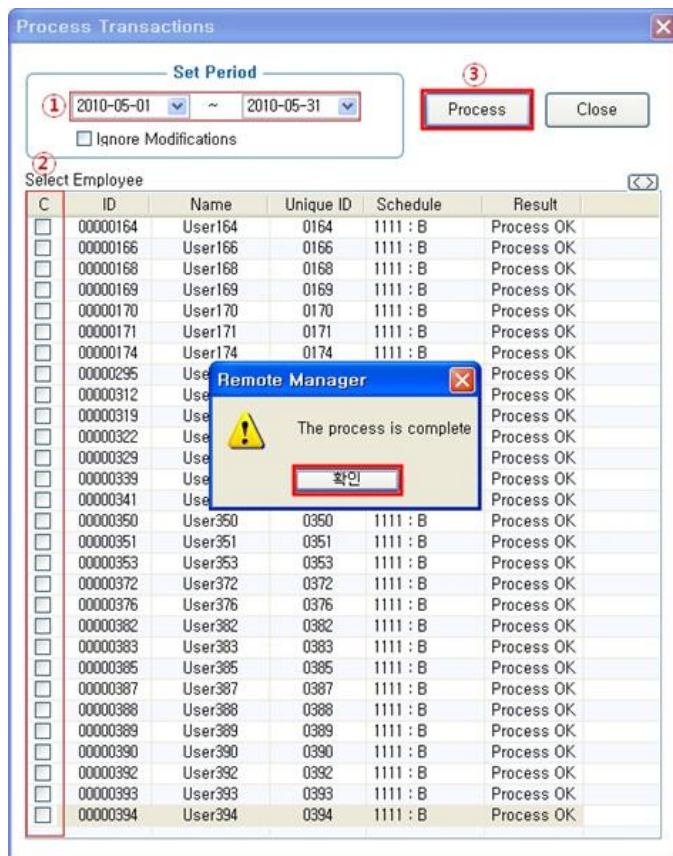
- ① Apply Schedule : Select the work type to be applied
☞ **Select the attendance code**

- ② Check box : Check the applicable employee
☞ **Check All Employees**

* : Click this button to have the applicable contents to be applied to the employee checked as above.

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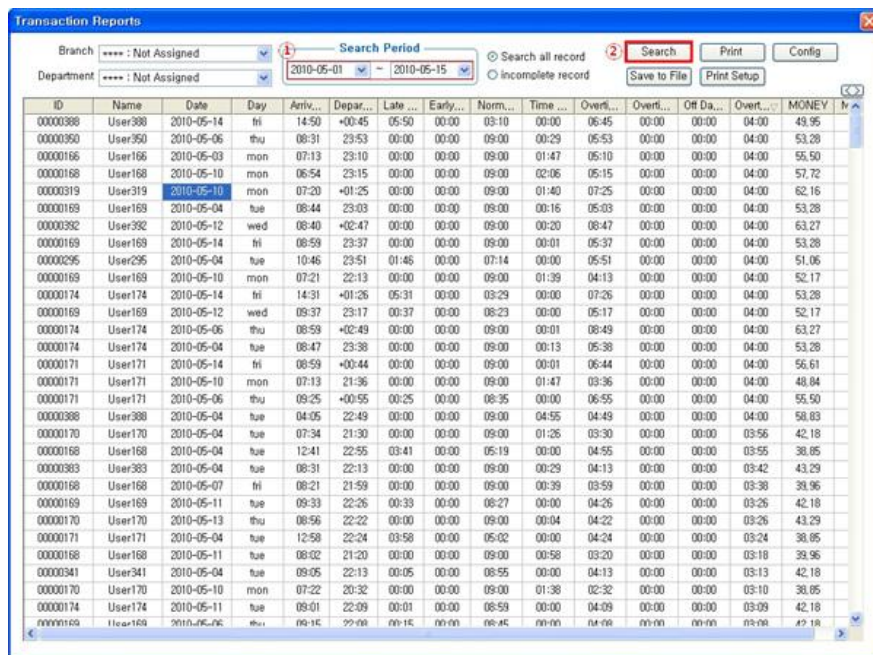
4. [TNA] : Attendance is counted and applied based on the set value registered as follow in [\[Process Transactions\]](#)



- ① Set Period : Designate the subject period of attendance processing. (Maximum Period: 31 days)
☞ Normally in the unit of a day or seven days
(The data of attendance processed must exist during the applicable period)
- ② Check box : Check the applicable employee
☞ Check All Employees
- * : button to display 'complete' message on the processing result after processing

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5. [TNA] : Inquire the attendance results as follow from [Transaction Reports]



① Search Period : Designate the subject period of attendance processing.
(Maximum Period: 31 days)

☞ Normally in the unit of a day or seven days

(The data of attendance processed must exist during the applicable period)

② Search : Output the results.

③ Transaction Reports

☞ Overtime3 Hours : Hours other than the basic work, acknowledges a maximum of four hours per day (For a minimum of at least one hour, basically one hour is deductible)

| Time | Arrival Time | Departure Time | Late After Time | Early Departure Time | Normal Time | Time Before Shift | Overtime1 Hours | Overtime3 Hours |
|--------------------------|---|----------------|-----------------|----------------------|-------------|-------------------|-----------------|-----------------------------|
| Attendance Setting Value | 09:00 | 18:00 | After09:00 | Before18:00 | 9Hours | Before09:00 | After18:00 | Time Before Shift+Overtime1 |
| CASE1 | 07:20 | +01:25 | 00:00 | 00:00 | 09:00 | 01:40 | 07:25 | 04:00 |
| | ☞ Overtime3 Hours = 1:40+7:25 = 9:05 (Del. Hours 1, Max. Time 4) ▷ 4:00 | | | | | | | |
| | 11:02 | +01:05 | 02:02 | 00:00 | 06:58 | 00:00 | 07:05 | 04:00 |
| CASE2 | ☞ Overtime3 Hours = 07:05 (Del. Hours 1, Max. Time 4) ▷ 4:00 | | | | | | | |
| | 12:41 | 22:55 | 03:41 | 00:00 | 05:19 | 00:00 | 04:55 | 03:55 |
| CASE3 | ☞ Overtime3 Hours = 04:55 (Del. Hours 1) ▷ 3:55 | | | | | | | |
| | 08:50 | 19:33 | 00:00 | 00:00 | 09:00 | 00:10 | 01:33 | 00:00 |
| | ☞ Overtime3 Hours = 00:10 + 01:33 = 01:43 (Del. Hours 1, Min. Time 1) ▷ 00:00 | | | | | | | |
| | 08:41 | 19:27 | 00:00 | 00:00 | 09:00 | 00:19 | 01:27 | 00:00 |
| | ☞ Overtime3 Hours = 00:19+ 01:27 = 01:46 (Del. Hours 1, Min. Time 1) ▷ 00:00 | | | | | | | |

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Overtime3 Hours : Time other than Basic Work Time, Acknowledge a maximum of four hours per day (Del. Hours 1)

| Time | Arrival Time | Departure Time | Late After Time | Early Departure Time | Normal Time | Time Before Shift | Overtime1 Hours | Overtime3 Hours |
|--|--|----------------|-----------------|----------------------|-------------|-------------------|-----------------|-------------------------------|
| Attendance Setting Value | 09:00 | 18:00 | After09:00 | Before18:00 | 9Hours | Before09:00 | After18:00 | Time Before Shift + Overtime1 |
| CASE4 | 08:41 | 19:27 | 00:00 | 00:00 | 09:00 | 00:19 | 01:27 | 00:46 |
| | Overtime3 Hours = 00:19+ 01:27= 01:46 (Del. Hours 1) ▷ 00:46 | | | | | | | |
| | 07:15 | 15:13 | 00:00 | 02:47 | 06:13 | 01:45 | 00:00 | 00:45 |
| Overtime3 Hours = 01:45 (Del. Hours 1) ▷ 00:45 | | | | | | | | |

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3. Night Shift

Night Shift : Example of the case where the range of attendance per day is 24 hours like frequent night shifts.

👉 Please set up following the mark

1. [TNA Settings] : Set/add time as below from [\[Shift Config\]](#)

| Code | Name |
|------|------------|
| 01 | government |
| 11 | normal |
| 12 | morning |
| 13 | day |
| 14 | night |
| 33 | multiAT |
| 44 | allnight |
| 99 | holiday |

Enter Information

① Code 44 Name allnight

time sample : yesterday[-09:45], today[09:45], tomorrow[+0945]

Basic Clocking Config

② Clocking Mode Use all function keys

③ Time Frame 06:00 ~ +12:00

Ignore if Absent Late IN Time 00:00

Multiple Daily Shifts Early OUT Time 00:00

Advanced Settings(Clocking)

Set Shift Times

| | Pay Rate | Rate | Start | End |
|-----------|-------------|-------------|-------|-------|
| ④ Shift 1 | Normal Time | Actual Time | 00:00 | 00:00 |
| Shift 2 | Not Defined | No Shift | 00:00 | 00:00 |
| Shift 3 | Not Defined | No Shift | 00:00 | 00:00 |
| Shift 4 | Not Defined | No Shift | 00:00 | 00:00 |
| Shift 5 | Not Defined | No Shift | 00:00 | 00:00 |

Advanced Settings(Shift)

Add Modify Delete Close

① Code : Enter a two-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name : Code Name

👉 Code : 44 / Name: Enter the ordinary days (ex. Working day, normal day, etc.)

② Clocking Mode

- Use all function keys : Acknowledge all the records inquired in [Log Management]-[Access Log] as the attendance record
- Use attend and leave keys : Acknowledge the first and last among the records, [Mode] of which inquired in [Log Management]-[Access Log] are Going to and Leaving from Work data

※ Authentication record used for attendance is applied when such authentication was successful (The record of failure in authentication is disregarded from the attendance)

👉 Set to [Use all function keys]

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- ③ Time Frame : Process the record of Going to and Leaving from Work within the applicable zone as the attendance

☞ Normally set to 06:00~+12:00 that is night shift time zone

(In the event of going to work at 05:59 and going from work at 13:01 on the following day, it is not recorded as attendance)

- ④ Set Shift Times : Split into a maximum of five types depending on options

☞ Normal Time : All hours from the time when going to work until the time when leaving from work (Count it as the record of Going to and Leaving from Work within the applicable zone)

※ If there is Basic Work Time Standard, you can set in the same way as general workplace

* : Click this button to register the input data.

2. [TNA Settings] : Register the work type in accordance with the work schedule as follow in [\[Set Schedule\]](#)

| Code | Name |
|------|------|
| 0001 | A |
| 1111 | B |

Enter Information

① Code 1111 Name B

Define Holidays

Holiday **** : Not Assigned

Holiday Shift ** : Not Assigned

Set Schedule

Start Date 2007-01-01 Repeat After 7 Days

| Date | Day | Set Shift | Ent.. |
|------------|-----|---------------|-------|
| 2007-01-01 | mon | 44 : allnight | |
| 2007-01-02 | tue | 44 : allnight | |
| 2007-01-03 | wed | 44 : allnight | |
| 2007-01-04 | thu | 44 : allnight | |
| 2007-01-05 | fri | 44 : allnight | |
| 2007-01-06 | sat | 99 : holiday | |
| 2007-01-07 | sun | 99 : holiday | |

Pay Rate Rules

Normal Time Detail

Time Before Shift Detail

Overtime1 Hours Detail

Overtime2 Hours Detail

Off Day Hours Detail

Overtime3 Hours Detail

Add Modify Delete Close

- ① Code : Enter a four-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

☞ Code : 1111 / Name: Enter Code Name

- ② Repeat After : Select the number of days revolving repeatedly (Normally in the unit of 7 days)

☞ Select 7 days (Normally repeated in the unit of 7 days)

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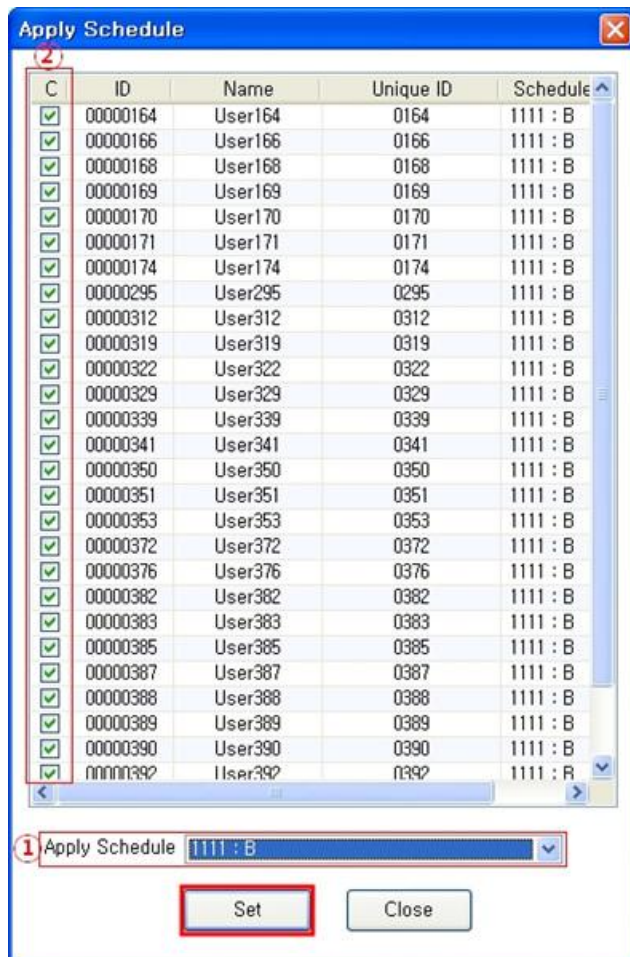
③ Set Shift : Double-click to inquire the work code registered in [Shift Config]

👉 [Double-click to designate the registered code](#)

*  : Click this button to register the input data.

3. [TNA Settings] : Designate the attendance codes registered as follow on a lump sum basis in

[\[Apply Schedule\]](#)

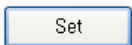


① Apply Schedule : Select the work type to be applied

👉 [Select the attendance code](#)

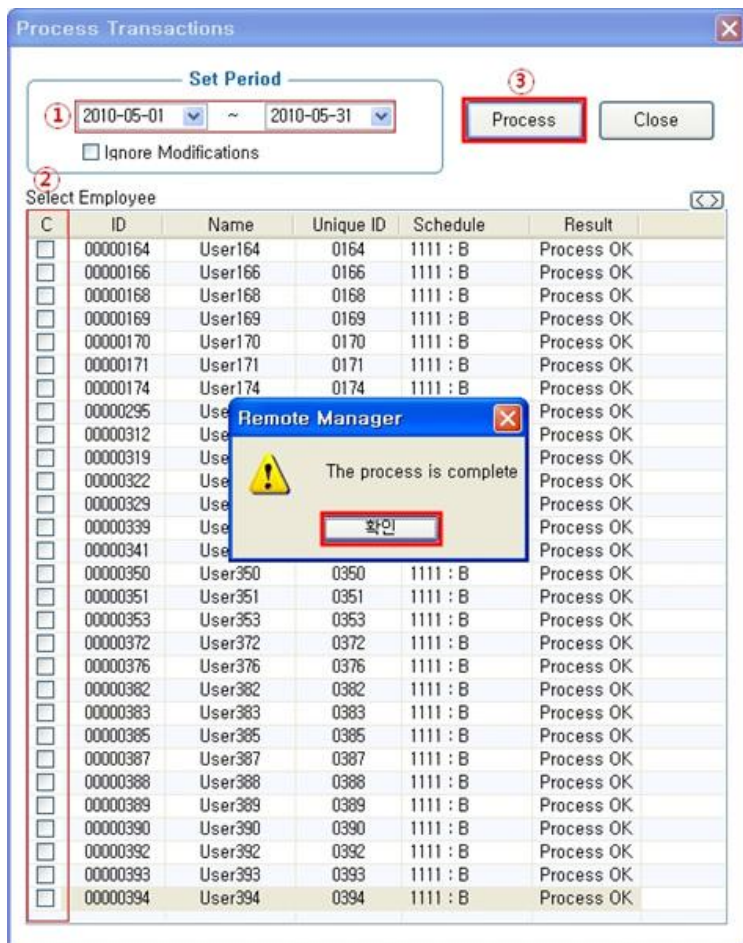
② Check box : Check the applicable employee

👉 [Check All Employees](#)

*  : Click this button to have the applicable contents to be applied to the employee checked as above.

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4. [TNA] : Attendance is counted and applied based on the set value registered as follow in [\[Process Transactions\]](#)



① Set Period : Designate the subject period of attendance processing. (Maximum Period: 31 days)

☞ Normally in the unit of a day or seven days

(The data of attendance processed must exist during the applicable period)

② Check box : Check the applicable employee

☞ Check All Employees

* : button to display 'complete' message on the processing result after processing

Technical Support

5. [TNA] : Inquire the attendance results as follow from [\[Transaction Reports\]](#)

① Search Period : Designate the subject period of attendance processing.
(Maximum Period: 31 days)

Normally in the unit of a day or seven days
(The data of attendance processed must exist during the applicable period)

② : Output the results.

Identify Access Log

Period ~

Condition Detail Condition

Result Mode

| Time | Terminal ID | User ID | Name | Unique ID | Class | Mode |
|---------------------|-------------|---------|---------|-----------|-------|--------|
| 2010-04-05 08:53:47 | 0100 | 0000376 | User376 | 0376 | User | Attend |
| 2010-04-05 10:18:23 | 0100 | 0000376 | User376 | 0376 | User | Access |
| 2010-04-05 11:36:23 | 0100 | 0000376 | User376 | 0376 | User | Attend |
| 2010-04-05 14:52:01 | 0100 | 0000376 | User376 | 0376 | User | Access |
| 2010-04-05 15:20:20 | 0100 | 0000376 | User376 | 0376 | User | Access |
| 2010-04-05 15:47:06 | 0100 | 0000376 | User376 | 0376 | User | Access |
| 2010-04-05 18:22:06 | 0100 | 0000376 | User376 | 0376 | User | Attend |
| 2010-04-05 18:33:18 | 0100 | 0000376 | User376 | 0376 | User | Leave |
| 2010-04-05 21:09:49 | 0100 | 0000376 | User376 | 0376 | User | Attend |
| 2010-04-05 21:16:20 | 0100 | 0000376 | User376 | 0376 | User | Attend |
| 2010-04-05 23:01:19 | 0100 | 0000376 | User376 | 0376 | User | Attend |
| 2010-04-06 08:53:02 | 0100 | 0000376 | User376 | 0376 | User | Attend |
| 2010-04-06 11:12:44 | 0100 | 0000376 | User376 | 0376 | User | Attend |
| 2010-04-06 18:43:37 | 0100 | 0000376 | User376 | 0376 | User | Access |
| 2010-04-07 02:55:23 | 0100 | 0000376 | User376 | 0376 | User | Attend |
| 2010-04-07 08:51:39 | 0100 | 0000376 | User376 | 0376 | User | Attend |
| 2010-04-07 11:37:57 | 0100 | 0000376 | User376 | 0376 | User | Attend |
| 2010-04-08 08:41:26 | 0100 | 0000376 | User376 | 0376 | User | Attend |
| 2010-04-08 10:26:01 | 0100 | 0000376 | User376 | 0376 | User | Access |
| 2010-04-08 13:28:53 | 0100 | 0000376 | User376 | 0376 | User | Attend |
| 2010-04-09 11:33:14 | 0100 | 0000376 | User376 | 0376 | User | Attend |
| 2010-04-09 18:35:37 | 0100 | 0000376 | User376 | 0376 | User | Leave |
| 2010-04-10 11:56:09 | 0100 | 0000376 | User376 | 0376 | User | Attend |

Technical Support

③ Transaction Reports

☞ **Calculation Standard : Record of going to work and leaving from work
between 06:00 and +12:00**

| NO | Date of Work | Arrival Time | Departure Time | Normal Time |
|----|--------------|--------------|----------------|-------------|
| 1 | 2010-04-05 | 08:53 | +11:12 | 26:19 |
| 2 | 2010-04-06 | 18:43 | +11:37 | 16:54 |
| 3 | 2010-04-07 | - | - | 00:00 |
| 4 | 2010-04-08 | 08:41 | +11:33 | 26:52 |
| 5 | 2010-04-09 | 18:35 | +11:56 | 17:21 |

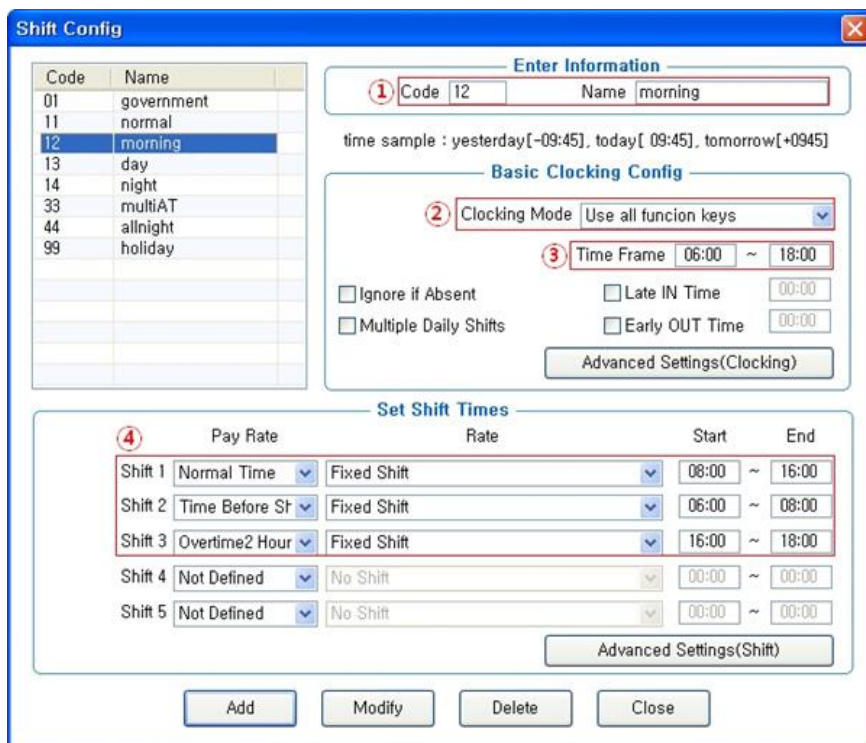
Technical Support

4. Shift Work

Shift Work: Example of the case where the range of Going to and Leaving from Work is complicated like three-shift work, etc

 Please set up following the mark

1. [TNA Settings] : Set/add time as below from [\[Shift Config\]](#)



| Code | Name |
|------|------------|
| 01 | government |
| 11 | normal |
| 12 | morning |
| 13 | day |
| 14 | night |
| 33 | multiAT |
| 44 | allnight |
| 99 | holiday |

Enter Information

1 Code 12 Name morning

time sample : yesterday[-09:45], today[09:45], tomorrow[+0945]

Basic Clocking Config

2 Clocking Mode Use all function keys

3 Time Frame 06:00 ~ 18:00

Ignore if Absent Late IN Time 00:00

Multiple Daily Shifts Early OUT Time 00:00

Advanced Settings(Clocking)

Set Shift Times

| Shift | Pay Rate | Rate | Start | End |
|---------|----------------|-------------|-------|-------|
| Shift 1 | Normal Time | Fixed Shift | 08:00 | 16:00 |
| Shift 2 | Time Before ST | Fixed Shift | 06:00 | 08:00 |
| Shift 3 | Overtime2 Hour | Fixed Shift | 16:00 | 18:00 |
| Shift 4 | Not Defined | No Shift | 00:00 | 00:00 |
| Shift 5 | Not Defined | No Shift | 00:00 | 00:00 |

Advanced Settings(Shift)

Add Modify Delete Close

Technical Support

Shift Config

| Code | Name |
|------|------------|
| 01 | government |
| 11 | normal |
| 12 | morning |
| 13 | day |
| 14 | night |
| 33 | multiAT |
| 44 | allnight |
| 99 | holiday |

Enter Information

① Code 13 Name day

time sample : yesterday[-09:45], today[09:45], tomorrow[+0945]

Basic Clocking Config

② Clocking Mode Use all funcion keys

③ Time Frame 14:00 ~ +02:00

Ignore if Absent Late IN Time 00:00

Multiple Daily Shifts Early OUT Time 00:00

Advanced Settings(Clocking)

Set Shift Times

| Shift | Pay Rate | Rate | Start | End |
|---------|----------------|-------------|--------|----------|
| Shift 1 | Normal Time | Fixed Shift | 16:00 | ~ +00:00 |
| Shift 2 | Time Before St | Fixed Shift | 14:00 | ~ 16:00 |
| Shift 3 | Overtime2 Hour | Fixed Shift | +00:00 | ~ +02:00 |
| Shift 4 | Not Defined | No Shift | 00:00 | ~ 00:00 |
| Shift 5 | Not Defined | No Shift | 00:00 | ~ 00:00 |

Advanced Settings(Shift)

Add Modify Delete Close

Shift Config

| Code | Name |
|------|------------|
| 01 | government |
| 11 | normal |
| 12 | morning |
| 13 | day |
| 14 | night |
| 33 | multiAT |
| 44 | allnight |
| 99 | holiday |

Enter Information

① Code 14 Name night

time sample : yesterday[-09:45], today[09:45], tomorrow[+0945]

Basic Clocking Config

② Clocking Mode Use all funcion keys

③ Time Frame 22:00 ~ +10:00

Ignore if Absent Late IN Time 00:00

Multiple Daily Shifts Early OUT Time 00:00

Advanced Settings(Clocking)

Set Shift Times

| Shift | Pay Rate | Rate | Start | End |
|---------|----------------|-------------|--------|----------|
| Shift 1 | Normal Time | Fixed Shift | +00:00 | ~ +08:00 |
| Shift 2 | Time Before St | Fixed Shift | 22:00 | ~ +00:00 |
| Shift 3 | Overtime2 Hour | Fixed Shift | +08:00 | ~ +10:00 |
| Shift 4 | Not Defined | No Shift | 00:00 | ~ 00:00 |
| Shift 5 | Not Defined | No Shift | 00:00 | ~ 00:00 |

Advanced Settings(Shift)

Add Modify Delete Close

Technical Support

① Code : Enter a two-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name : Code Name

☞ **Code : 11 / Name: Enter the ordinary days (ex. Working day, normal day, etc.)**

② Clocking Mode

- Use all function keys : Acknowledge all the records inquired in [Log Management]-[Access Log] as the attendance record
- Use attend and leave keys : Acknowledge the first and last among the records, [Mode] of which inquired in [Log Management]-[Access Log] are Going to and Leaving from Work data

※ Authentication record used for attendance is applied when such authentication was successful (The record of failure in authentication is disregarded from the attendance)

☞ **Set to [Use all function keys]**

③ Time Frame : Process the record of Going to and Leaving from Work within the applicable zone as the attendance

☞ **Normally set in broad range to 06:00~18:00 so as to include basic work range (In the event of going to work at 05:59 and going from work at 18:01, it is not recorded as attendance)**

④ Set Shift Times

☞ **Normal Time : 08:00~16:00**

(Times of going to work and leaving from work to be entered accurately)

Enter the time in accordance with each shift work time

☞ ☞ **etc, In the event of counting Time Before Shift, Overtime1 Hours, Overtime2 Hours enter the applicable time**

※ **Note: The range of time zones of [Start] and [End] must be within the time range input in No.**

*  : Click this button to register the input data.

Technical Support

2. [TNA Settings] : Register the work type in accordance with the work schedule as follow in [\[Set Schedule\]](#)

| Code | Name |
|------|------|
| 0001 | A |
| 1111 | B |

Enter Information

Code: 0001 Name: A

Define Holidays

Holiday: **** : Not Assigned

Holiday Shift: ** : Not Assigned

Set Schedule

Start Date: 2010-01-01 Repeat After: 15 Day

| Date | Day | Set Shift | Ent... |
|------------|-----|--------------|--------|
| 2010-01-01 | fri | 12 : morning | |
| 2010-01-02 | sat | 12 : morning | |
| 2010-01-03 | sun | 12 : morning | |
| 2010-01-04 | mon | 14 : night | |
| 2010-01-05 | tue | 14 : night | |
| 2010-01-06 | wed | 99 : holiday | |
| 2010-01-07 | thu | 13 : day | |
| 2010-01-08 | fri | 13 : day | |
| 2010-01-09 | sat | 13 : day | |
| 2010-01-10 | sun | 14 : night | |
| 2010-01-11 | mon | 99 : holiday | |
| 2010-01-12 | tue | 12 : morning | |
| 2010-01-13 | wed | 12 : morning | |
| 2010-01-14 | thu | 12 : morning | |
| 2010-01-15 | fri | 14 : night | |

Pay Rate Rules

Normal Time Detail

Time Before Shift Detail

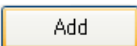
Overtime1 Hours Detail

Overtime2 Hours Detail

Off Day Hours Detail

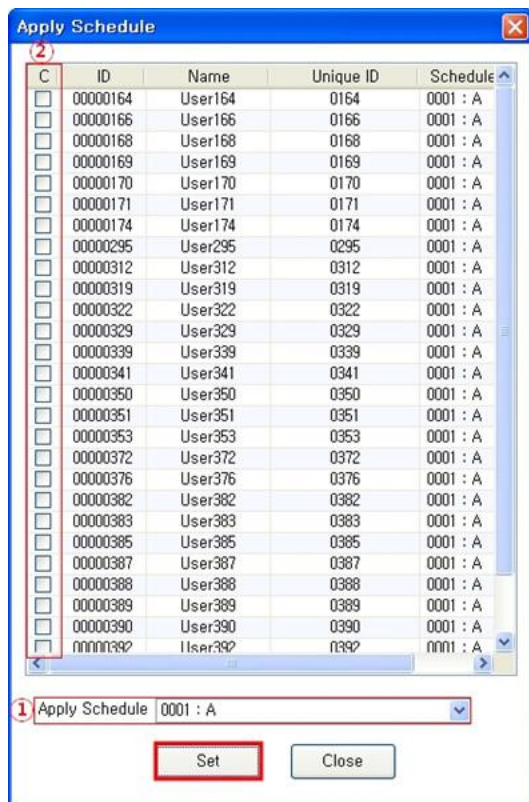
Overtime3 Hours Detail

Add Modify Delete Close

- ① Code : Enter a four-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name
☞ Code : 0001 / Name: A Team (Name of the subject group replaced)
- ② Repeat After : Select the number of days revolving repeatedly (Normally in the unit of 7 days)
☞ Select 7 days (Normally repeated in the unit of 7 days)
- ③ Set Shift : Double-click to inquire the work code registered in [Shift Config]
☞ Double-click to designate the registered code
- *  : Click this button to register the input data.

Technical Support

3. [TNA Settings] : Designate the attendance codes registered as follow on a lump sum basis in [\[Apply Schedule\]](#)



① Apply Schedule : Select the work type to be applied

☞ [Select the attendance code](#)

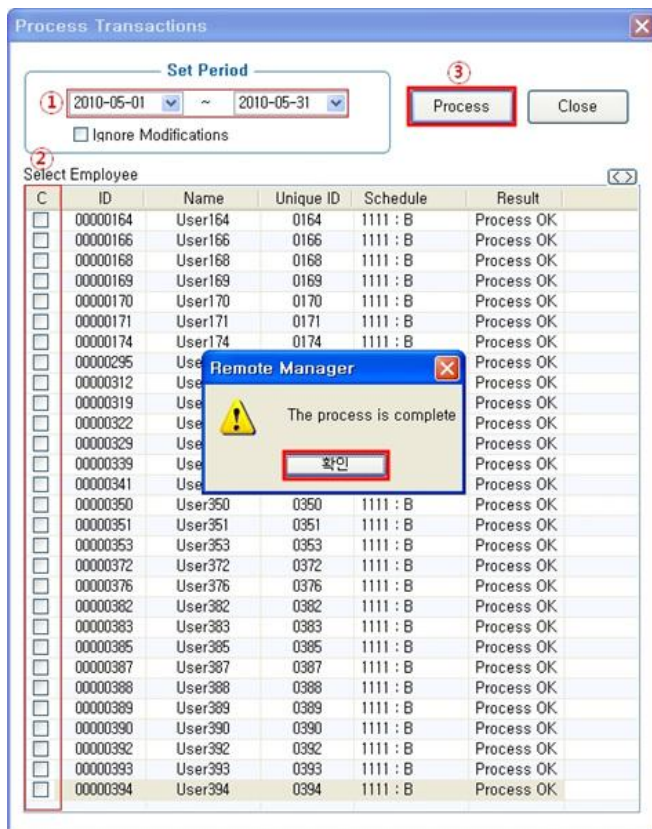
② Check box : Check the applicable employee

☞ [Check All Employees](#)

③ : Click this button to have the applicable contents to be applied to the employee checked as above.

Technical Support

4. [TNA] : Attendance is counted and applied based on the set value registered as follow in [\[Process Transactions\]](#)



- ① Set Period : Designate the subject period of attendance processing. (Maximum Period: 31 days)
☞ Normally in the unit of a day or seven days
(The data of attendance processed must exist during the applicable period)
- ② Check box : Check the applicable employee
☞ Check the group to be processed for attendance
- * : button to display 'complete' message on the processing result after processing

Technical Support

5. [TNA] : Inquire the attendance results as follow from [\[Transaction Reports\]](#)

| ID | Name | Date | Day | Shift Name | Ariv... | Depart... | Lat... | Es... | Norm... | Time ... | Overt... | Overt... | Off Da... | Overt... | MONI |
|----------|---------|------------|-----|------------|---------|-----------|--------|-------|---------|----------|----------|----------|-----------|----------|-------|
| 00000376 | User376 | 2010-01-01 | fri | morning | 07:31 | 16:59 | 00:00 | 00:00 | 08:00 | 00:29 | 00:00 | 00:59 | 00:00 | 00:00 | 8.88 |
| 00000376 | User376 | 2010-01-02 | sat | morning | 07:19 | 17:39 | 00:00 | 00:00 | 08:00 | 00:41 | 00:00 | 01:39 | 00:00 | 00:00 | 13.33 |
| 00000376 | User376 | 2010-01-03 | sun | morning | 06:22 | 17:22 | 00:00 | 00:00 | 08:00 | 01:38 | 00:00 | 01:22 | 00:00 | 00:00 | 15.55 |
| 00000376 | User376 | 2010-01-04 | mon | night | 23:49 | +08:49 | 00:00 | 00:00 | 08:00 | 00:11 | 00:00 | 00:49 | 00:00 | 00:00 | 8.88 |
| 00000376 | User376 | 2010-01-05 | tue | night | 23:19 | +09:34 | 00:00 | 00:00 | 08:00 | 00:41 | 00:00 | 01:34 | 00:00 | 00:00 | 13.33 |
| 00000376 | User376 | 2010-01-06 | wed | holiday | #--:-- | #--:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0.00 |
| 00000376 | User376 | 2010-01-07 | thu | day | 15:37 | +01:47 | 00:00 | 00:00 | 08:00 | 00:23 | 00:00 | 01:47 | 00:00 | 00:00 | 13.33 |
| 00000376 | User376 | 2010-01-08 | fri | day | 15:09 | +01:53 | 00:00 | 00:00 | 08:00 | 00:51 | 00:00 | 01:53 | 00:00 | 00:00 | 13.33 |
| 00000376 | User376 | 2010-01-09 | sat | day | 14:58 | +01:49 | 00:00 | 00:00 | 08:00 | 01:02 | 00:00 | 01:49 | 00:00 | 00:00 | 15.55 |
| 00000376 | User376 | 2010-01-10 | sun | night | 22:55 | +08:40 | 00:00 | 00:00 | 08:00 | 01:05 | 00:00 | 00:40 | 00:00 | 00:00 | 11.11 |
| 00000376 | User376 | 2010-01-11 | mon | holiday | #--:-- | #--:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0.00 |
| 00000376 | User376 | 2010-01-12 | tue | morning | 07:40 | 16:15 | 00:00 | 00:00 | 08:00 | 00:20 | 00:00 | 00:15 | 00:00 | 00:00 | 8.88 |
| 00000376 | User376 | 2010-01-13 | wed | morning | 08:54 | 09:13 | 00:00 | 00:00 | 00:19 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0.00 |
| 00000376 | User376 | 2010-01-14 | thu | morning | 08:59 | 17:48 | 00:00 | 00:00 | 07:01 | 00:00 | 00:00 | 01:48 | 00:00 | 00:00 | 12.22 |
| 00000376 | User376 | 2010-01-15 | fri | night | 22:07 | 22:07 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0.00 |
| 00000382 | User382 | 2010-01-01 | fri | morning | #--:-- | #--:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0.00 |
| 00000382 | User382 | 2010-01-02 | sat | morning | #--:-- | #--:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0.00 |
| 00000382 | User382 | 2010-01-03 | sun | morning | #--:-- | #--:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0.00 |
| 00000382 | User382 | 2010-01-04 | mon | night | +09:31 | +09:31 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0.00 |
| 00000382 | User382 | 2010-01-05 | tue | night | +09:05 | +09:05 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0.00 |
| 00000382 | User382 | 2010-01-06 | wed | holiday | 16:35 | 21:07 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 04:30 | 00:00 | 22.22 |
| 00000382 | User382 | 2010-01-07 | thu | day | 17:37 | 17:37 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0.00 |
| 00000382 | User382 | 2010-01-08 | fri | day | 17:51 | 18:28 | 00:00 | 00:00 | 00:37 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0.00 |
| 00000382 | User382 | 2010-01-09 | sat | day | #--:-- | #--:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0.00 |
| 00000382 | User382 | 2010-01-10 | sun | night | +08:59 | +09:38 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:39 | 00:00 | 00:00 | 0.00 |
| 00000382 | User382 | 2010-01-11 | mon | holiday | 13:40 | 20:04 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 06:30 | 00:00 | 33.33 |
| 00000382 | User382 | 2010-01-12 | tue | morning | 09:04 | 11:43 | 00:00 | 00:00 | 02:39 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 2.22 |
| 00000382 | User382 | 2010-01-13 | wed | morning | 09:12 | 15:47 | 00:00 | 00:00 | 06:35 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 6.66 |
| 00000382 | User382 | 2010-01-14 | thu | morning | 08:57 | 17:48 | 00:00 | 00:00 | 07:03 | 00:00 | 00:00 | 01:48 | 00:00 | 00:00 | 12.22 |
| 00000382 | User382 | 2010-01-15 | fri | night | #--:-- | #--:-- | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 0.00 |

- ① Search Period : Designate the subject period of attendance processing.
(Maximum Period: 31 days)
 - ☞ Normally in the unit of a day or seven days
(The data of attendance processed must exist during the applicable period)
- ② : Output the results.
 - ☞ Identify Access Log

Technical Support

Period 2010-01-01 00:00 ~ 2010-01-13 23:59
 Condition Detail Condition
 Result Mode

| Time | Terminal ID | User ID | Name | Unique ID | Class | Mode |
|---------------------|-------------|----------|---------|-----------|-------|--------|
| 2010-01-01 07:31:24 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-01 16:59:47 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-02 07:19:14 | 0100 | 00000376 | User376 | 0376 | User | Access |
| 2010-01-02 17:39:22 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-03 06:22:24 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-03 17:22:54 | 0100 | 00000376 | User376 | 0376 | User | Access |
| 2010-01-04 23:49:39 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-05 08:49:59 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-05 23:19:26 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-06 09:34:14 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-07 15:37:39 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-08 01:47:02 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-08 15:09:03 | 0100 | 00000376 | User376 | 0376 | User | Access |
| 2010-01-09 01:53:59 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-09 14:58:59 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-10 01:49:07 | 0100 | 00000376 | User376 | 0376 | User | Access |
| 2010-01-10 22:55:13 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-11 08:40:14 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-12 07:40:09 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-12 16:15:37 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-13 08:54:41 | 0100 | 00000376 | User376 | 0376 | User | Attend |
| 2010-01-13 09:13:49 | 0100 | 00000376 | User376 | 0376 | User | Attend |

③ Transaction Reports

Calculation Standard: Processing the attendance by shift work time zones

| Work Type | Time Before Shift | Normal Time | Overtime1 Hours |
|-----------|-------------------|---------------|-----------------|
| Morning | 06:00~08:00 | 08:00~16:00 | 16:00~18:00 |
| Day | 14:00~16:00 | 16:00~+00:00 | +00:00~+02:00 |
| Night | 22:00~+00:00 | +00:00~+08:00 | +08:00~+10:00 |

| Date | Work Type | Arrival Time | Departure Time | Normal Time | Time Before Shift | Overtime1 Hours |
|------------|-----------|--------------|----------------|-------------|-------------------|-----------------|
| 2010-01-01 | Morning | 7:31 | 16:59 | 8:00 | 0:29 | 0:59 |
| 2010-01-02 | Morning | 7:19 | 17:39 | 8:00 | 0:41 | 1:39 |
| 2010-01-03 | Morning | 6:22 | 17:22 | 8:00 | 1:38 | 1:22 |
| 2010-01-04 | Night | 23:49 | +8:49 | 8:00 | 0:11 | 0:49 |
| 2010-01-05 | Night | 23:19 | +9:34 | 8:00 | 0:41 | 1:34 |
| 2010-01-06 | Holiday | - | - | - | - | - |
| 2010-01-07 | Day | 15:37 | +1:47 | 8:00 | 0:23 | 1:47 |
| 2010-01-08 | Day | 15:09 | +1:53 | 8:00 | 0:51 | 1:53 |
| 2010-01-09 | Day | 14:58 | +1:49 | 8:00 | 1:02 | 1:49 |
| 2010-01-10 | Night | 22:55 | +8:40 | 8:00 | 1:05 | 0:40 |
| 2010-01-11 | Holiday | - | - | - | - | - |

Technical Support

5. Multiple Going to and Leaving from Work

Multiple Going to and Leaving from Work: Applicable when the frequency of Going to and Leaving from Work is one or more times per workday. For example, it is the case where the work is divided into Morning work - Break - Afternoon work and the Times when going to and leaving from work is added to the range of Morning/Afternoon Work Range respectively.

☞ Please set up following the mark

1. [TNA Settings] : Set/add time as below from [\[Shift Config\]](#)

| Code | Name |
|------|------------|
| 01 | government |
| 11 | normal |
| 12 | morning |
| 13 | day |
| 14 | night |
| 33 | multiAT |
| 44 | allnight |
| 99 | holiday |

Enter Information

1 Code 33 Name multiAT

time sample : yesterday[-09:45], today[09:45], tomorrow[+0945]

Basic Clocking Config

2 Clocking Mode Use all function keys

3 Time Frame 06:00 ~ +06:00

Ignore if Absent Late IN Time 00:00

Multiple Daily Shifts Early OUT Time 00:00

5 Advanced Settings(Clocking)

Set Shift Times

| Shift | Pay Rate | Rate | Start | End |
|---------|-----------------|-------------|-------|---------|
| Shift 1 | Time Before St | Fixed Shift | 08:00 | ~ 12:00 |
| Shift 2 | Overtime 1 Hour | Fixed Shift | 14:00 | ~ 18:00 |
| Shift 3 | Normal Time | Fixed Shift | 08:00 | ~ 12:00 |
| Shift 4 | Normal Time | Fixed Shift | 14:00 | ~ 18:00 |
| Shift 5 | Not Defined | No Shift | 00:00 | ~ 00:00 |

4

6 Advanced Settings(Shift)

Add Modify Delete Close

① Code : Enter a two-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name : Code Name

☞ Code: Individual Entry / Name: Multiple going to and leaving from work

② Clocking Mode

- Use all function keys : Acknowledge all the records inquired in [Log Management]-[Access Log] as the attendance record
- Use attend and leave keys : Acknowledge the first and last among the records, [Mode] of which inquired in [Log Management]-[Access Log] are Going to and Leaving from Work data

※ Authentication record used for attendance is applied when such authentication was successful(The record of failure in authentication is disregarded from the attendance)

☞ Set to [Use all function keys]

Technical Support

- ③ Time Frame : Process the record of Going to and Leaving from Work within the applicable zone as the attendance

☞ Normally set in broad range to 06:00~18:00 so as to include basic work range
(In the event of going to work at 05:59 and going from work at 06:01 on the following day, it is not recorded as attendance)

- ④ Set Shift Times

☞ Shift1 : Early Departure Time 08:00~12:00

☞ Shift2 : Overtime1 Hours 14:00~18:00

※ Recognize the times when going to and leaving from work for early leave work as Morning Work, and those for overtime work as Afternoon Work

☞ Shift3 : Normal Time 08:00~12:00

☞ Shift4 : Normal Time 14:00~18:00

※ These are the settings to seek the basic work time by summing up the early leave work and overtime work hours as set above

- ⑤ Advanced Settings(Clocking)

Advanced Settings(Clocking)

Time Frame 06:00 ~ +06:00

Auto Clock

Auto Clock IN 00:00

Auto Clock OUT 00:00

Out of Office Settings

Break by OUT record

Clocking Mode Use all function keys

Break by LEAVE record

Clocking Mode Use all function keys

Break Times

1st Break 00:00 ~ 00:00

2nd Break 00:00 ~ 00:00

3rd Break 00:00 ~ 00:00

4th Break 00:00 ~ 00:00

5th Break 00:00 ~ 00:00

Set Multi Daily Shift Times

① 1st Band 06:00 ~ 13:00

2nd Band 13:00 ~ 22:00

3rd Band 00:00 ~ 00:00

4th Band 00:00 ~ 00:00

Set Cancel

☞ ① 1st Band : 06:00~13:00 / 2nd Band : 13:00~22:00

☞ Broadly set Normal Time so as to include the time zones 08:00~12:00 and 14:00~18:00

☞ The hours of 1st Band and 2nd Band may not be overlapped

* : Click this button to register the input data.

Technical Support

⑥ Advanced Settings (Shift)

Advanced Settings(Shift)

Shift 1

Pay Rate: Time Before Shift | Rounding: No Rounding

Min. Time: 00:00 | Max. Time: 99:00 | Time: 99:00 | Rate: 100 %

Select Range: 1st Band | Shift Auto OUT

Shift 2

Pay Rate: Overtime 1 Hours | Rounding: No Rounding

Min. Time: 00:00 | Max. Time: 99:00 | Time: 99:00 | Rate: 100 %

Select Range: 2nd Band | Shift Auto OUT

Shift 3

Pay Rate: Normal Time | Rounding: No Rounding

Min. Time: 00:00 | Max. Time: 99:00 | Time: 99:00 | Rate: 100 %

Select Range: Not Defined | Shift Auto OUT

Shift 4

Pay Rate: Normal Time | Rounding: No Rounding

Min. Time: 00:00 | Max. Time: 99:00 | Time: 99:00 | Rate: 100 %

Select Range: Not Defined | Shift Auto OUT

Shift 5

Pay Rate: Not Defined | Rounding: No Rounding

Min. Time: 00:00 | Max. Time: 99:00 | Time: 99:00 | Rate: 100 %

Select Range: Not Defined | Shift Auto OUT

Set **Cancel**

☞ **Set the applicable zones to 1st Band, 2nd Band, Not Defined, Not Defined for the Shift1 through Shift4 settings as above**

* : Click this button to register the input data.

* : Click this button to register the input data.

Technical Support

2. [TNA Settings] : Register the work type in accordance with the work schedule as follow in [\[Set Schedule\]](#)

| Code | Name |
|------|------|
| 0001 | A |
| 1111 | B |

Enter Information

1 Code 1111 Name B

Define Holidays

Holiday **** : Not Assigned

Holiday Shift ** : Not Assigned

Set Schedule

Start Date 2007-01-01 2 Repeat After 7 Days

| Date | Day | Set Shift | Ent.. |
|------------|-----|--------------|-------|
| 2007-01-01 | mon | 33 : multiAT | |
| 2007-01-02 | tue | 33 : multiAT | |
| 2007-01-03 | wed | 33 : multiAT | |
| 2007-01-04 | thu | 33 : multiAT | |
| 2007-01-05 | fri | 33 : multiAT | |
| 2007-01-06 | sat | 33 : multiAT | |
| 2007-01-07 | sun | 99 : holiday | |

Pay Rate Rules

Normal Time Detail

Time Before Shift Detail


Overtime1 Hours Detail

Overtime2 Hours Detail

Off Day Hours Detail

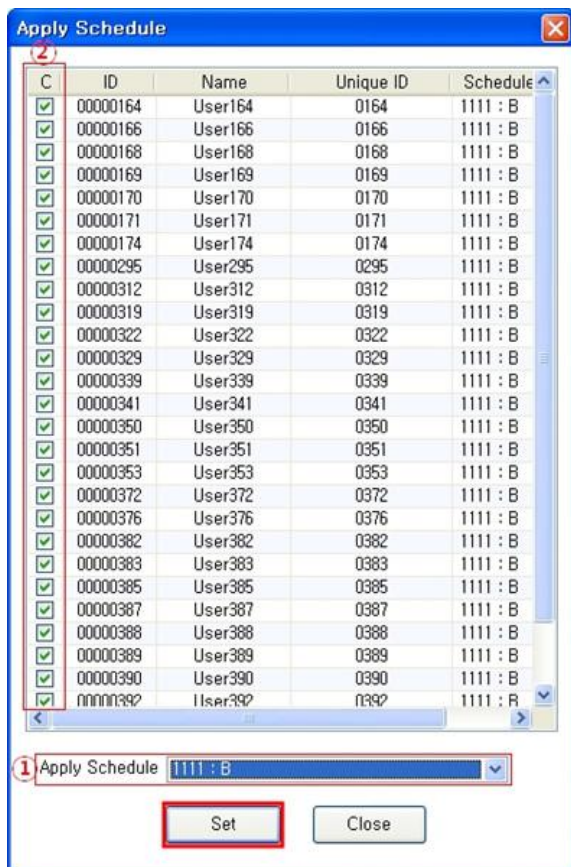
Overtime3 Hours Detail

Add Modify Delete Close

- ① Code : Enter a four-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name
☞ **Code: 1111 / Name: Enter Code Name**
 - ② Repeat After : Select the number of days revolving repeatedly (Normally in the unit of 7 days)
☞ **Select 7 days (Normally repeated in the unit of 7 days)**
 - ③ Set Shift : Double-click to inquire the work code registered in [Shift Config]
☞ **Double-click to designate the registered code**
- *  : Click this button to register the input data.

Technical Support

3. [TNA Settings] : Designate the attendance codes registered as follow on a lump sum basis in [\[Apply Schedule\]](#)



- ① Apply Schedule : Select the work type to be applied

[Select the attendance code](#)

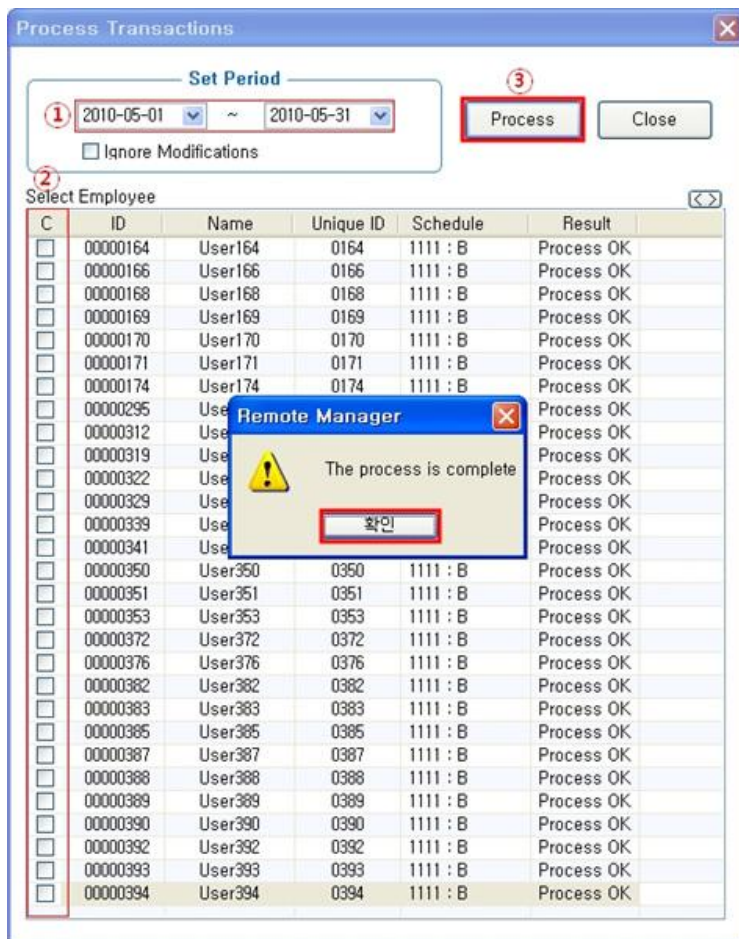
- ② Check box : Check the applicable employee

[Check All Employees](#)

- * : Click this button to have the applicable contents to be applied to the employee checked as above.

Technical Support

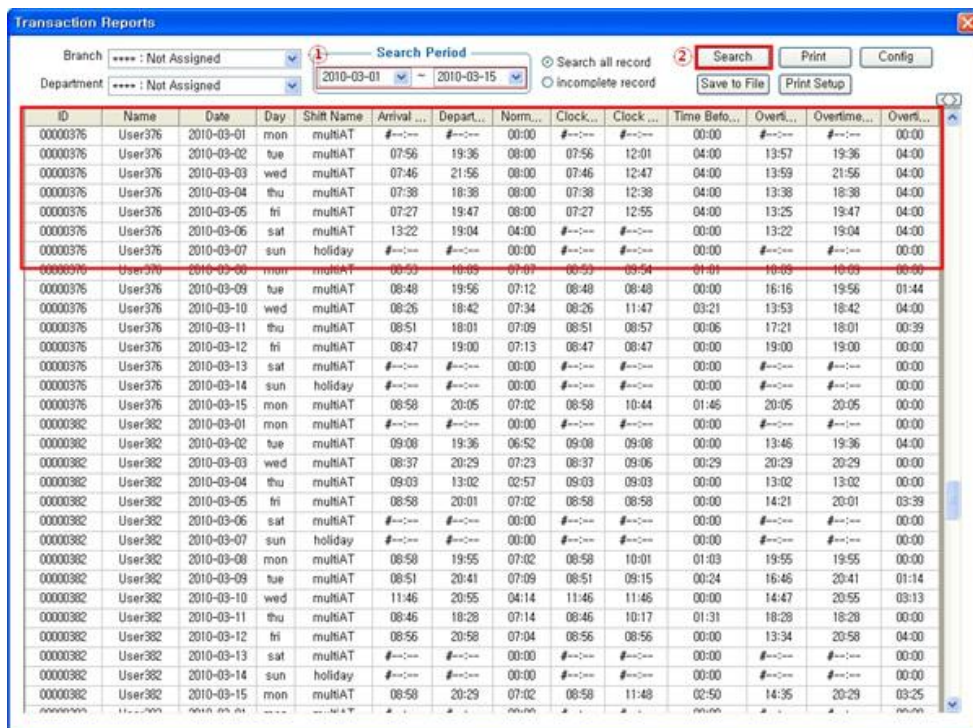
4. [TNA] : Attendance is counted and applied based on the set value registered as follow in [\[Process Transactions\]](#)



- ① Set Period : Designate the subject period of attendance processing. (Maximum Period: 31 days)
☞ Normally in the unit of a day or seven days
(The data of attendance processed must exist during the applicable period)
- ② Check box : Check the applicable employee
☞ Check All Employees
- * : If pressing this button, "The process is completed" is displayed.

Technical Support

5. [TNA] : Inquire the attendance results as follow from [\[Transaction Reports\]](#)



① Search Period : Designate the subject period of attendance processing.
(Maximum Period: 31 days)

☞ Normally in the unit of a day or seven days
(The data of attendance processed must exist during the applicable period)

② Search : Output the results.

③ Transaction Reports

☞ Calculation Standard :
Normal Time = Time Before Shift in the morning + Overtime1 Hours Work in the afternoon

| Time Before Shift(morning) | Overtime1 Hours Work(afternoon) |
|----------------------------|---------------------------------|
| 08:00~12:00 | 14:00~18:00 |

| Date | Arrival Time | Departure Time | Normal Time | Clock IN from | Clock Out from | Time Before Shift | Overtime1 starts | Overtime1 ends | Overtime1 Hours |
|------------|--------------|----------------|-------------|---------------|----------------|-------------------|------------------|----------------|-----------------|
| 2010-03-02 | 07:56 | 19:36 | 8:00 | 07:56 | 12:01 | 4:00 | 13:57 | 19:36 | 4:00 |
| 2010-03-03 | 07:46 | 21:56 | 8:00 | 07:46 | 12:47 | 4:00 | 13:59 | 21:56 | 4:00 |
| 2010-03-04 | 07:38 | 18:38 | 8:00 | 07:38 | 12:38 | 4:00 | 13:38 | 18:38 | 4:00 |
| 2010-03-05 | 07:27 | 19:47 | 8:00 | 07:27 | 12:55 | 4:00 | 13:25 | 19:47 | 4:00 |

Technical Support

- ※ When the number of multiple zones is at least three, it is impossible to inquire the record of going to and leaving from work in the morning and afternoon as above respectively
- ☞ Final time when going to work and leaving from work and total basic work hours can be checked by designating the basic work time setting only