

# FINGERTEC | ELECTRONIC TIME CARD

Administrator excuses the tardiness
Name of company  
Name of report  
Name of employee
Date and time the report was printed

User ID: 1

Total work hours in a day/shift

Total days from Workday

FingerTec TCMS v2.2 Page: 1

**Electronic Time Card**  
Elise Johnson

01/02/2009 11:43:31 Administration

Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/02/2009	Sunday	RESTDAY	1											
02/02/2009	Monday	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51			
03/02/2009	Tuesday	WORKDAY	1	09:02	12:15	13:40	19:04			7.33	1.04	0.27		
04/02/2009	Wednesday	WORKDAY	1	08:35	12:24	13:33	18:22			7.54	0.22	0.06		
05/02/2009	Thursday	WORKDAY	1	08:58	12:35	13:23	19:33			8.00	1.33			
06/02/2009	Friday	WORKDAY	1	08:54	12:33	13:30	17:54			7.54		0.06		
07/02/2009	Saturday	RESTDAY	1											
08/02/2009	Sunday	RESTDAY	1											
09/02/2009	Monday	WORKDAY	1	08:42	12:35	13:24	19:15			8.00	1.15			
10/02/2009	Tuesday	WORKDAY	1	08:55	12:36	13:45	18:29			7.45	0.29	0.15		
11/02/2009	Wednesday	WORKDAY	1	08:34	12:38	13:25	18:27			8.00	0.27			
12/02/2009	Thursday	WORKDAY	1	09:01	12:37	13:29	19:32			7.59	1.32	0.01		
13/02/2009	Friday	WORKDAY	1	08:41	12:36	13:30	17:59			7.59		0.01		
14/02/2009	Saturday	RESTDAY	1											
15/02/2009	Sunday	RESTDAY	1											
16/02/2009	Monday	WORKDAY	1	08:49	12:28	13:26	18:15			7.58	0.15	0.02		
17/02/2009	Tuesday	WORKDAY	1	08:59	12:32	13:24	20:11			8.00	2.11			
18/02/2009	Wednesday	WORKDAY	1	09:00	12:31	13:34	18:12			7.56	0.12	0.04		
19/02/2009	Thursday	WORKDAY	1	08:44	12:30	13:25	18:32			8.00	0.32			
20/02/2009	Friday	WORKDAY	1	08:39	12:22	13:26	18:02			7.57	0.02	0.08		
21/02/2009	Saturday	RESTDAY	1					09:30	15:22		5.52			
22/02/2009	Sunday	RESTDAY	1											
23/02/2009	Monday	WORKDAY	1	08:51	12:32	13:22	18:29			8.00	0.29			
24/02/2009	Tuesday	WORKDAY	1	08:54	12:16	13:31	18:19			7.45	0.19	0.15		
25/02/2009	Wednesday	WORKDAY	1	09:45	12:33	13:19	18:03			7.15	0.03	0.45		
26/02/2009	Thursday	WORKDAY	1	09:00	12:33	13:20	18:25			8.00	0.25			
27/02/2009	Friday	WORKDAY	1				16:30					1.30		
28/02/2009	Saturday	RESTDAY	1											

Day Type	Total Days	Present	Absent	Work	Overtime	Short	ABSENT
WORKDAY	20	20		149.50	13.01	3.40	ANNUAL
HOLIDAY							SICK
RESTDAY	8	1			5.52		HOSPITAL
OFFDAY							MATERNITY
	28	21	0	149.50	18.53	3.40	PATERNITY
							EMERGENCY

Total present days from Workday

Total work hour from Workday

Total overtime hour from Workday

Page number of the report

Department the employee belongs to

Total OT hours in a day/shift

Total short hours in a day/shift

Total work hours in a day/shift

Total short hour from Workday

# FINGERTEC | DAILY ATTENDANCE LISTING

Name of company  
Name of report  
Date of report

Date and time the report was printed

Page number of the report

FingerTec TCMS v2.2

**Daily Attendance Listing**  
02/02/2009  
Monday

01/02/2009 11:43:59 Page: 2

User ID	Name	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken
<b>Administration</b>													
1	1	Elise Johnson	WORKDAY	1	08:59	12:34	13:15	19:51		8.00	1.51		
<b>Engineering</b>													
2	2	Tony Stone	WORKDAY	1	08:59	12:34	13:15	19:51		8.00	1.51		
<b>Information Technology</b>													
3	3	Pelicia Dickson	WORKDAY	3	08:59	12:34	13:15	20:12		8.00	2.12		
<b>Production</b>													
4	4	Gilbert Kazt	WORKDAY	3	08:59	12:34	13:25	20:12		8.00	2.12		
<b>QA &amp; QC</b>													
5	5	Sheena Jazz	WORKDAY	3	08:59	12:34	13:25	20:13		8.00	2.13		
Day Type	Total Days	Present	Absent	Work	Overtime	Short	ABSENT						
WORKDAY	5	5		40.00	10.19		ANNUAL						
HOLIDAY							SICK						
RESTDAY							HOSPITAL						
OFFDAY							MATERNITY						
	5	5	0	40.00	10.19	0.00	PATERNITY						
							EMERGENCY						
User w/o Attendance		0					0.000						

User ID

Department the employee belongs to

Employee Name

Type of day for the date

Schedule Number

Total days from Workday

Total present days from Workday

Total work hour from Workday

Total overtime hour from Workday

Total work hours in a day/shift

Total OT hours in a day/shift

# FINGERTEC | WEEKLY ATTENDANCE LISTING

Date and time the report was printed: 01/02/2009 11:44:13

Page: 1

Name of report: Weekly Attendance Listing  
Name of employee: Elise Johnson

Page number of the report: 1

Department the employee belongs to: Administration

1 ✓ =Excused Elise Johnson Administration														
Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/02/2009	Sunday	RESTDAY	1											
02/02/2009	Monday	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51			
03/02/2009	Tuesday	WORKDAY	1	09:02	12:15	13:40	19:04			7.33	1.04	0.27		
04/02/2009	Wednesday	WORKDAY	1	08:35	12:24	13:23	18:22			7.54	0.22	0.06		
05/02/2009	Thursday	WORKDAY	1	08:58	12:35	13:23	19:33			8.00	1.33			
06/02/2009	Friday	WORKDAY	1	08:54	12:33	13:30	17:54			7.54		0.06		
07/02/2009	Saturday	RESTDAY	1											

2 ✓ =Excused Tony Stone Engineering														
Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/02/2009	Sunday	RESTDAY	1											
02/02/2009	Monday	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51			
03/02/2009	Tuesday	WORKDAY	1	09:05	12:27	13:28	18:40			7.52	0.40	0.08		
04/02/2009	Wednesday	WORKDAY	1	08:47	12:31	13:24	18:25			8.00	0.25			
05/02/2009	Thursday	WORKDAY	1	09:01	12:39	13:24	19:13			7.59	1.13	0.01		
06/02/2009	Friday	WORKDAY	1	08:58	12:33	13:30	18:16			8.00	0.16			
07/02/2009	Saturday	RESTDAY	1											

3 ✓ =Excused Felicia Dickson Information Technology														
Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/02/2009	Sunday	RESTDAY	-											
02/02/2009	Monday	WORKDAY	3	08:59	12:34	13:15	20:12			8.00	2.12			
03/02/2009	Tuesday	WORKDAY	3	09:05	12:33	13:15	21:07			7.55	3.07	0.05		
04/02/2009	Wednesday	WORKDAY	3	09:02	12:35	13:17	18:25			7.58	0.25	0.02		
05/02/2009	Thursday	WORKDAY	3	08:47	12:33	13:26	18:46			8.00	0.46			
06/02/2009	Friday	WORKDAY	3	08:32	12:19	13:30	18:16			7.49	0.16	0.11		
07/02/2009	Saturday	RESTDAY	-											

Working schedule of the employee: Sche

Total work hours in a day/shift: Work

Total OT hours in a day/shift: Overtime

Total short hours in a day/shift: Short



# FINGERTEC | CORRECTION REPORT

Name of report  
Data range of report

Date and time the  
report was printed

Page number of the  
report

FingerTec TCMS v2.2

**Correction Report**  
01/02/2009 - 28/02/2009

01/02/2009 11:41:10 Page: 1

User ID	Name	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
1	1 Elise Johnson Department: Administration	27/02/2009	1		16:30					1.30		
2	3 Felicia Dickson Department: Information Technology	26/02/2009	-								ABSENT	

User ID

Employee name

Department the  
employee belongs to

Date

Working  
Schedule that  
the employee  
belongs to

Total short hour

Leave taken

# FINGERTEC | TARDINESS REPORT

Name of report  
Data range of report

Date and time the report was printed

Page number of the report

FingerTec TCMS v2.2 Tardiness Report 01/02/2009 11:41:38 Page: 1

01/02/2009 - 28/02/2009

Late-In    Early-Out    Extended Break    On Leave

User ID	Name	In	Break	Resume	Out	OT	Done	Short Overtime	Leave	Remark	
1	Elise Johnson	Department: Administration									
03/02/2009	1	09:02	0.02	12:15	0.15	13:40	0.10	19:04			
04/02/2009	1	08:35		12:24	0.06	13:23		18:22			
06/02/2009	1	08:54		12:33		13:30		17:54	0.06		
10/02/2009	1	08:55		12:36		13:45	0.15	18:29			
12/02/2009	1	09:01	0.01	12:37		13:29		19:32			
13/02/2009	1	08:41		12:36		13:30		17:59	0.01		
16/02/2009	1	08:49		12:28	0.02	13:26		18:15			
18/02/2009	1	09:00		12:31		13:34	0.04	18:12			
20/02/2009	1	08:39		12:22	0.08	13:26		18:02			
24/02/2009	1	08:54		12:16	0.14	13:31	0.01	18:19			
25/02/2009	1	09:45	0.45	12:33		13:19		18:03			
27/02/2009	1							16:30	1.30		
		3	0.48	5	0.45	4	0.30	3	1.37		
									3.40	4.18	

Employee went out early for lunch    Employee came back late from lunch    Employee went out early from working hours

Total Short hour    Total OT hour

Department the employee belongs to

# FINGERTEC | ON LEAVE REPORT

The screenshot shows an 'On Leave Report' for the period 01/02/2009 to 28/02/2009. The report is titled 'On Leave Report' and is page 1 of 1. It was printed on 01/02/2009 at 11:43:16. The report lists one employee, Felicia Dickson, who is in the Information Technology department. She took 1.000 days of leave on Thursday, 26/02/2009, which was categorized as 'ABSENT' leave. The total leave taken is 1.000 days.

Callout boxes provide the following information:

- Name of report: On Leave Report
- Data range of report: 01/02/2009 - 28/02/2009
- Date and time the report was printed: 01/02/2009 11:43:16
- Page number of the report: 1
- Department the employee belongs to: Information Technology
- Employee User ID and name: 3 Felicia Dickson
- Date and day of leave taken: 26/02/2009 Thursday
- Day type of leave taken: WORKDAY
- Type of leave taken: ABSENT
- Total leave taken: 1.000

User ID	Name	Date	Weekday	Day Type	Sche	Leave Taken
1	3 Felicia Dickson	26/02/2009	Thursday	WORKDAY	-	1.000
						<hr/> 1.000

# FINGERTEC | OVERTIME APPROVAL WORKSHEET

Name of report,  
data range of report

Date and time the  
report was printed

Page number of the  
report

FingerTec TCMS v2.2

**Overtime Approval Worksheet**  
01/02/2009 - 28/02/2009

01/02/2009 11:41:51 Page: 1

User ID	Name	Date	Sche	WORKDAY Overtime	Appr.	HOLIDAY Overtime	Appr.	RESTDAY Overtime	Appr.	OFFDAY Overtime	Appr.
<b>Administration</b>											
1	Elise Johnson	02/02/2009	1	1.51							
		03/02/2009	1	1.04							
		04/02/2009	1	0.22							
		05/02/2009	1	1.33							
		09/02/2009	1	1.15							
		10/02/2009	1	0.29							
		11/02/2009	1	0.27							
		12/02/2009	1	1.32							
		16/02/2009	1	0.15							
		17/02/2009	1	2.11							
		18/02/2009	1	0.12							
		19/02/2009	1	0.32							
		20/02/2009	1	0.02							
		21/02/2009	1					0.00	5.52		
		23/02/2009	1	0.29							
		24/02/2009	1	0.19							
		25/02/2009	1	0.03							
		26/02/2009	1	0.25							

Department  
the employee  
belongs to

Employee User  
ID and name

Total OT  
hours

Date

Working schedule  
of the employee



# FINGERTEC | ATTENDANCE SUMMARY

FingerTec TCMS v2.2

**Attendance Summary**  
01/02/2009 - 28/02/2009

01/02/2009 11:42:29 Page: 1

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

User ID	Name	Workrate %	✓	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OFFDAY	OT
<b>Administration</b>																	
1	1 Elise Johnson	93.64	8			7	8	3	3.40	149.50	13.01				5.52		
		93.64	8			7	8	3	3.40	149.50	13.01	0.00	0.00	0.00	5.52	0.00	0.00
<b>Engineering</b>																	
2	2 Tony Stone	99.47	13			5	3		0.51	159.09	15.24				5.49		
		99.47	13			5	3		0.51	159.09	15.24	0.00	0.00	0.00	5.49	0.00	0.00
<b>Information Technology</b>																	
3	3 Felicia Dickson	99.16	7	1		8	4		1.12	141.48	28.25						
		99.16	7	1		8	4		1.12	141.48	28.25	0.00	0.00	0.00	0.00	0.00	0.00
<b>Production</b>																	
4	4 Gilbert Kast	99.07	10			9	5		1.21	143.39	39.51						
		99.07	10			9	5		1.21	143.39	39.51	0.00	0.00	0.00	0.00	0.00	0.00

Employee User ID and name

Name of report, data range of report

Date and time the report was printed

Page number of the report

Department the employee belongs to

The working efficiency of the employee

Total OT hours in offday

Total work hours in offday

Total OT hours in restday

Total work hours in restday

Total short hour

Total work hours in workday

Total work hours in holiday

Total OT hours in holiday

# FINGERTEC | DAY BY DAY ANALYSIS

Date and time the report was printed: 01/02/2009 11:42:48  
Page number of the report: 1

Name of report: Day by Day Analysis

Legend: ✓=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
01/02/2009	Sunday															
02/02/2009	Monday	100.00	5						40.00	10.19						
03/02/2009	Tuesday	97.94	1		5	2		0.42	33.18	5.35						
04/02/2009	Wednesday	99.43	2		1	2		0.14	39.46	15.15						
05/02/2009	Thursday	99.45	2		5			0.13	39.47	5.31						
06/02/2009	Friday	98.80	2		1	2		0.29	39.31	2.28						
07/02/2009	Saturday															
08/02/2009	Sunday															
09/02/2009	Monday	99.93	4			1		0.02	39.58	11.28						
10/02/2009	Tuesday	98.63	1		4			0.33	39.27	3.03						
11/02/2009	Wednesday	99.79	4		1			0.04	33.56	3.09						
12/02/2009	Thursday	99.13	2		3	1		0.21	39.39	11.28						
13/02/2009	Friday	99.13	2		2	1		0.21	39.39	3.28						
14/02/2009	Saturday															
15/02/2009	Sunday															
16/02/2009	Monday	99.06	2		2	1		0.19	33.41	4.17						
17/02/2009	Tuesday	99.00	3		2	1		0.22	36.38	14.18						
18/02/2009	Wednesday	99.50	1		3	1		0.12	39.48	2.15						
19/02/2009	Thursday	99.45	2		2	2		0.13	39.47	20.51						
20/02/2009	Friday	99.42	2		1	2		0.11	30.49	3.26						
21/02/2009	Saturday												11.41			
22/02/2009	Sunday															
23/02/2009	Monday	98.08	3			2		0.46	39.14	3.44						
24/02/2009	Tuesday	98.93	2		2	2		0.26	39.34	1.05						
25/02/2009	Wednesday	96.38	1		4	2		1.27	38.33	3.33						
26/02/2009	Thursday	100.00	4	1					32.00	1.57						
27/02/2009	Friday	73.81	2		1	2	3	1.37	22.53	11.30						
28/02/2009	Saturday															
<b>Total</b>		97.79	47	1	39	24	3	8.32	737.58	138.45	0.00	0.00	0.00	11.41	0.00	0.00

Details of tardiness: LI, EO, MP columns  
Short time for all employees in a day: Short column  
Working time for all employees in a day: WORKDAY, OT columns  
OT time in restday: OT column under RESTDAY  
OT time for all employees in a day: OT column under OFFDAY

# FINGERTEC | MONTH BY MONTH ANALYSIS

FingerTec TCMS v2.2

**Month by Month Analysis**  
01/02/2009 - 28/02/2009

01/02/2009 11:42:57 Page: 1

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

Month	Head Count	Workrate %	AB	LV	LI	EO	MP	Short	WORKDAY	OT	HOLIDAY	OT	RESTDAY	OT	OPFDAY	OT
02/2009	5	98.00 47	1		39	24	3	8.32	737.58	138.45				11.41		
<b>Total</b>		98.00 47	1		39	24	3	8.32	737.58	138.45	0.00	0.00	0.00	11.41	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 short time for all employees in a month (points to Short)

Total OT time for all employees in a month (points to OT)

Name of report Data range of report (points to Month by Month Analysis 01/02/2009 - 28/02/2009)

Total working time for all employees in a month (points to WORKDAY, OT)

Date and time the report was printed (points to 01/02/2009 11:42:57)

Page number of the report (points to Page: 1)

# FINGERTEC | GROSS WAGES REPORT

FingerTec TCMS v2.2

**Gross Wages Report**  
01/02/2012 - 29/02/2012

20/03/2012 11:51:10 Page: 1

User ID Name	Rate/Hr	WORKDAY x 100%	OT x 100%	HOLIDAY x 150%	OT x 100%	RESTDAY x 150%	OT x 100%	OFFDAY x 150%	OT x 100%
1 333 David	\$ 1529.84	165.13 1321.04	7.57 60.56	0.00	0.00	0.00	0.00	0.00	18.53 148.24
2 666 Nicole	\$ 1498.96	161.82 1294.56	5.27 42.16	0.00	0.00	0.00	0.00	0.00	20.28 162.24
<b>Total</b>	<b>3028.80</b>	<b>326.95 2615.60</b>	<b>12.84 102.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38.81 310.48</b>

Annotations:

- Pay per hour: Rate/Hr
- Name of report: Gross Wages Report
- Data range of report: 01/02/2012 - 29/02/2012
- Date and time the report was printed: 20/03/2012 11:51:10
- Page number of the report: Page: 1
- User ID: User ID Name
- Employee name: Name in the table
- Total pay for all employees in a month: 3028.80
- Total pay for all employees in normal working hours in a month: 2615.60
- Total pay for all employees in OT hours in a month: 102.72
- Total pay for all employees in OT hours on offday in a month: 310.48

# FINGERTEC | STAFF MOVEMENT ANALYSIS

The screenshot shows a report titled "Staff Movement Analysis" from FingerTec TCMS v2.2. The report header includes the system name, report title, date and time (01/02/2009 11:47:17), and page number (2). The main data is presented in a table with columns for User ID, Date, and Transaction. The transaction column is divided into four segments representing different times of the day. Callout boxes identify specific fields: "Employee User ID and name" points to the first two columns; "Date" points to the Date column; "Time that employee report attendance at the terminal" points to the first segment of the Transaction column; "Terminal that employee reported attendance to" points to the second segment; "Pay per hour" points to the third segment; "Name of report Data range of report" points to the report title; "Date and time the report was printed" points to the header date and time; and "Page number of the report" points to the page number.

User ID	Date	Transaction	Transaction	Transaction	Transaction
1	02/02/2009	08:59	12:34	13:15	19:51
Elise Johnson		2 00	2 00	2 00	2 00
	03/02/2009	09:02	12:15	13:40	19:04
		2 00	2 00	2 00	2 00
	04/02/2009	08:35	12:24	13:23	18:22
		2 00	2 00	2 00	2 00
	05/02/2009	08:58	12:35	13:23	19:33
		2 00	2 00	2 00	2 00
	06/02/2009	08:54	12:33	13:30	17:54
		2 00	2 00	2 00	2 00
	09/02/2009	08:42	12:35	13:24	19:15
		2 00	2 00	2 00	2 00
	10/02/2009	08:55	12:36	13:45	18:29
		2 00	2 00	2 00	2 00
	11/02/2009	08:34	08:40	12:38	13:25 18:27
		2 00	2 00	2 00	2 00

# FINGERTEC | TERMINAL ACTIVITY REPORT

ID of terminal which employee reported attendance to

Name of report  
Data range of report

Date and time the report was printed

Page number of the report

FingerTec TCMS v2.2

**Terminal Activity Report**  
01/02/2012 00:00 - 29/02/2012 00:00

20/03/2012 11:32:04      Page: 1

Fingertec

ID	Description	Date	Transaction									
1	1	01/02/2012	08:50 00	09:10 00	12:55 00	13:16 00	13:16 00	13:55 00	14:25 00	17:40 00	18:26 00	
			666	333	666	333	333	666	333	666	333	
		02/02/2012	08:55 00	08:55 00	13:10 00	13:10 00	13:10 00	13:50 00	13:50 00	18:15 00	18:15 00	20:00 00
			333	666	666	333	333	333	666	666	333	666
			21:25 00									
			333									
		03/02/2012	08:28 00	10:36 00	12:36 00	13:15 00	13:29 00	14:03 00	18:06 00	18:06 00		
			333	666	666	333	666	333	333	666		
		04/02/2012	09:28 00	09:28 00	15:30 00	15:30 00						
			666	333	333	666						
		06/02/2012	09:05 00	09:05 00	13:06 00	13:06 00	14:09 04	14:09 04	17:54 00	18:09 00		
			666	333	333	666	666	333	666	333		
		07/02/2012	08:57 00	08:57 04	12:58 00	13:08 00	14:01 00	14:01 00	17:58 00	18:58 00		
			333	666	666	333	666	333	666	333		
		08/02/2012	08:59 00	08:59 00	13:10 00	13:10 00	13:58 00	13:58 00	18:34 00	18:34 00		
			333	666	666	333	333	666	333	666		
		09/02/2012	09:00 00	09:35 00	09:35 00	12:35 00	12:35 00	13:04 00	13:04 00	17:56 00	17:56 00	
			333	333	666	666	333	333	666	666	333	

Date

Time that employee reported attendance at the terminal

ID of employee reported attendance at the terminal

Type of transaction of employee reported attendance at the terminal

# FINGERTEC | TERMINAL TRANSACTION LISTING

Name of report

Date and time the report was printed

Page number of the report

FingerTec TCMS v2.2		Terminal Transaction Listing		01/02/2009 11:48:03		Page: 7	
Date	ID	Description	User ID	Name	Transaction		
301	18/02/2009 17:58	2 Q2i			00		
302	19/02/2009 08:53	2 Q2i			00		
303	19/02/2009 12:22	2 Q2i			00		
304	19/02/2009 13:27	2 Q2i			00		
305	19/02/2009 18:04	2 Q2i			00		
306	20/02/2009 00:30	2 Q2i			00		
307	20/02/2009 18:01	2 Q2i			00		
308	20/02/2009 20:37	2 Q2i			00		
309	20/02/2009 21:24	2 Q2i			00		
310	21/02/2009 00:45	2 Q2i			00		
311	23/02/2009 08:59	2 Q2i			00		
312	23/02/2009 12:41	2 Q2i			00		
313	23/02/2009 13:22	2 Q2i			00		
314	23/02/2009 18:23	2 Q2i			00		
315	24/02/2009 08:55	2 Q2i			00		
316	24/02/2009 12:31	2 Q2i			00		
317	24/02/2009 13:22	2 Q2i			00		
318	24/02/2009 18:19	2 Q2i			00		
319	25/02/2009 08:49	2 Q2i			00		
320	25/02/2009 12:45	2 Q2i			00		
321	25/02/2009 13:36	2 Q2i			00		
322	25/02/2009 18:45	2 Q2i			00		
323	27/02/2009 18:01	2 Q2i			00		
324	27/02/2009 20:44	2 Q2i			00		
325	27/02/2009 21:29	2 Q2i			00		
326	28/02/2009 02:46	2 Q2i			00		
327	12/03/2009 15:07	2 Q2i			07		
328	23/03/2009 16:24	2 Q2i			-1		

-1: 1 00: 77 07: 1

# FINGERTEC | CLOCKING SCHEDULES

Name of report  
Schedule Number  
Name of schedule

Date and time the  
report was printed

Page number of the  
report

FingerTec TCMS v2.2 Clocking Schedule 01/02/2009 11:46:02 Page: 2

**Schedule : 1**  
**Office**

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY					09:00	18:00
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					09:00	18:00

-----

Latest Clocking:- ✓ ✓

Do you want to use OT/Done as scheduled work instead of overtime ?

Please specify the time interval if you want to have rates differential for overtime \_\_\_\_\_

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 \_\_\_\_\_

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 ?

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

First-time in overtime

First-time in overtime

First-break time

Last-time out overtime

First-resume time

Last-OUT time

Summary of clocking  
settings apply to this  
schedule



# FINGERTEC | DUTY CALENDAR

Name of report  
Duty group number

Date and time the report was printed

Page number of the report

---

FingerTec TCMS v2.2 Duty Calendar 01/02/2009 11:45:40 Page: 2  
Group : 1

W=WORKDAY    H=HOLIDAY    R=RESTDAY    O=OFFDAY    0-999:Schedule

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	26	27	28	29	30	31
2009	2	R	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	W	W	R		
		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	1	1	1	1		

The year of the calendar      The month of the calendar      Work day      Rest day

Date and time the report was printed: 01/02/2009 11:44:20

Page number of the report: Page: 1

Name of report: **Name List**

FingerTec TCMS v2.2

User ID	Name	Emp No.	Department	Section	Group	Issued	Expired
<b>Administration</b>							
1 1	Elise Johnson	AD1582	Administration	Local	1	01/02/2009	
<b>Engineering</b>							
2 2	Tony Stone	ENG5584	Engineering	Oversea	1	01/02/2009	
<b>Information Technology</b>							
3 3	Felicia Dickson	IT7568	Information Technology	Oversea	8	01/02/2009	
<b>Production</b>							
4 4	Gilbert Kast	PD5933	Production	Team A	8	01/02/2009	
<b>QA &amp; QC</b>							
5 5	Sheena Jazz	Q1895	QA & QC	Team B	8	01/02/2009	

Employee User ID and name

Employees Number

Name of department

Name of section

Working group that employees belongs to

# FINGERTEC | DEPARTMENT LIST

Name of report

Date and time the report was printed

Page number of the report

FingerTec TCMS v2.2

Department List

01/02/2009 11:44:31

Page: 1

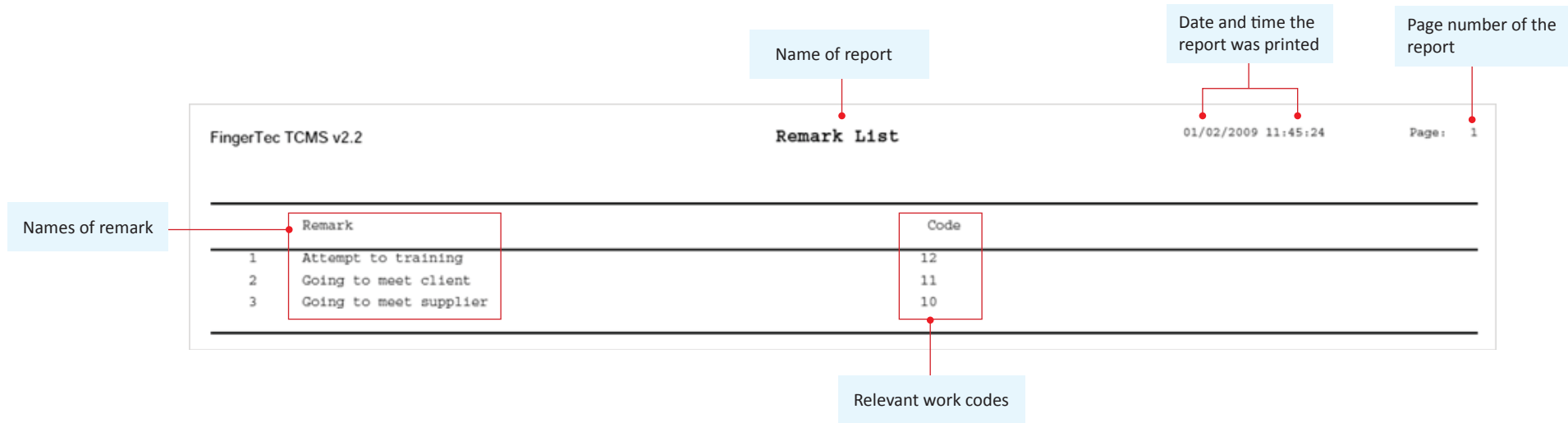
Name of department

	Department
1	Administration
2	Engineering
3	Information Technology
4	Production
5	QA & QC

The diagram shows a report header and a table. The header contains the text 'FingerTec TCMS v2.2', 'Section List', '01/02/2009 11:45:16', and 'Page: 1'. The table has a header row with 'Section' and four data rows with numbers 1-4 and labels 'Local', 'Oversea', 'Team A', and 'Team B'. Callouts point to various elements: 'Name of report' points to 'Section List'; 'Date and time the report was printed' points to '01/02/2009 11:45:16'; 'Page number of the report' points to 'Page: 1'; and 'Name of section' points to the 'Section' header of the table.

FingerTec TCMS v2.2		Section List		01/02/2009 11:45:16		Page: 1	
	Section						
1	Local						
2	Oversea						
3	Team A						
4	Team B						

# FINGERTEC | REMARK LIST



# FINGERTEC | ENTRY-EXIT TRANSACTION LISTING

**FingerTec TCMS v2.2** **Entry-Exit Transaction Listing** 31/03/2009 14:50:44 Page: 1

Group : 1 Data range of report: 01/03/2009 00:00 - 02/03/2009 00:00

User ID	Name	Zone	Description	Enter	ID	Exit	ID
1	Tony Stone	Department: Engineering Section: Oversea					
		01	R&D	09:42:19	1	11:05:38	2
		01	R&D	11:30:59	1		
		01	R&D			12:35:29	2
		01	R&D	14:02:49	1		
		01	R&D			14:44:11	2
		01	R&D	15:28:31	1		
		01	R&D			16:19:48	2
		01	R&D			16:20:14	2
		01	R&D	17:01:35	1		
		01	R&D			17:45:59	2
		01	R&D	17:55:25	1		
		01	R&D			18:15:48	2