## **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.

D	THE REAL PROPERTY IN CONTRACTOR INCOMENTS IN CONTRACTOR OF A DESCRIPTION OF A DESCRIPANTE A DESCRIPANTE A DE	tion of		
		alion	Function	_
0002		-		
AC5000		🔽 TNA	Meal Scho	ol
0002 : Busan	-	×1		
Fixed	•		Anti Pass Back	
	E	Enter Zone	0002 : District 2	•
	E	Exit Zone	0001 : District 1	•
2012/03/20 13:50:05	÷	Soft Passba	sk	
Allow all functions	•			
(UTC+09:00) Seoul				•
2012/11/22 10:17:50				
Jnassigned Admin	Ĩ		, adigrica , tanim	
Name		Admin ID	Name	
Naomi				
	>			
	<			
	>>			
	<			
	AC5000 0002 : Busan Fixed 2012/03/20 13:50:05 Allow all functions (UTC+09:00) Seoul 2012/11/22 10:17:50 Assign Unassigned Admin Name Naomi	AC5000 0002 : Busan  Fixed  Fixed  Uncentric to the second	AC5000 0002 : Busan Fixed Fixed Enter Zone Exit Zone 2012/03/20 13:50:05 Allow all functions (UTC+09:00) Secul 2012/11/22 10:17:50 Assign Teminal Administrator Unassigned Admin Name Name Nami Admin ID Admin ID	AC5000 0002 : Busan Fixed F

- 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



### **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]

Code	Name		E	nter Information -		_			
01	dovero	ment	1 Code 11	Name norm	nal				
11	normal				1.45.41.45				
12	mornin	ig	time sample : yesterday[-09:45], today[ 09:45], tomorrow[+0945]						
13	day		Basic Clocking Config —						
14	night								
33	multiA'	T	2 Clocking Mode Use all function keys						
44	allnight	t		ooc an lane	ion keyo		63		
99	holiday	/		3 Time Frame	06:00	~	+06:00		
			Ignore if Absent	☑ Late IN	I Time		09:00		
			Multiple Doilu Shifts	E Eader (	ULT Time		18:00		
			Multiple Daily Shifts	✓ Lany C	JUT TIME	8 11	10.00		
				Advanced S	ettings(Cl	ock	ing)		
			Cot Shift Timos			_			
		Pay Rate	Rate		Start		End		
4	Shift 1	Normal Time 🐱	Fixed Shift	~	09:00	~	18:00		
	Shie 2	Time Potero St	Eiuad Shie	(22)	00:30	~	00.00		
	Onine E	Time before St	Tixed Sillic		00.00		03.00		
	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		
				Advanced	Settings(	Shif	t)		

- 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



# Technical Support 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. Add : Click this button to register the input data. (TNA Settings] : Register the work type in accordance with the work schedule as follow in [Set Schedule]

Code	Name			Enter Inform	nation ———				
0001	A	1 Code 11	11	Name E					
1111	В			– Define Holidays –					
		Holiday	1	**** : Not As	signed	~			
		- I I I I I I I I I I I I I I I I I I I	1		orgined				
		Holiday Shift	1	** : Not Assi	gned	~			
			Set Schedule						
		Start Date	Start Date 2007-01-01 💌 (2) Repeat After 7						
		Date	Day	Set Shift		Ent			
		2007-01-01	mon	11 : normal					
		2007-01-02	tue	11 : normal					
		2007-01-03	wed	11 : normal					
F	Pay Rate Rules —	2007-01-04	thu	11 : normal					
N	ormal Time Detail	2007-01-05	fri	11 : normal					
Tim	a Patara Shift Datail	2007-01-08	sun	11 : normal					
	e beiore Siliit Detail								
Ove	ertime1 Hours Detail								
Ove	ertime2 Hours Detail								
01	f Day Hours Detail								
Öve	ertime3 Hours Detail								

- 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
  - Add
- : 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]

00000164 00000166 00000168 00000169 00000170 00000171 00000174 00000295 00000312	User164 User166 User168 User169 User170 User171 User174	0164 0166 0168 0169 0170 0171	1111 : B 1111 : B 1111 : B 1111 : B 1111 : B 1111 : B
00000166 00000168 00000169 00000170 00000171 00000174 00000174 00000295 00000312	User166 User168 User169 User170 User171 User174	0166 0168 0169 0170 0171	1111 : B 1111 : B 1111 : B 1111 : B
00000168 00000169 00000170 00000171 00000174 00000295 000002312	User168 User169 User170 User171 User174	0168 0169 0170 0171	1111 : B 1111 : B 1111 : B
00000169 00000170 00000171 00000174 00000295 00000312	User169 User170 User171 User174	0169 0170 0171	1111 : B 1111 : B
00000170 00000171 00000174 00000295 00000312	User170 User171 User174	0170	1111 : B
00000171 00000174 00000295 00000312	User171 User174	0171	
00000174 00000295 00000312	User174		1111 : B
00000295		0174	1111 : B
00000312	User295	0295	1111 : B
and the second second second	User312	0312	1111 : B
00000319	User319	0319	1111 : B
00000322	User322	0322	1111 : B
00000329	User329	0329	1111 : B
00000339	User339	0339	1111 : B
00000341	User341	0341	1111 : B
00000350	User350	0350	1111 : B
00000351	User351	0351	1111 : B
00000353	User353	0353	1111 : B
00000372	User372	0372	1111 : B
00000376	User376	0376	1111 : B
00000382	User382	0382	1111 : B
00000383	User383	0383	1111 : B
00000385	User385	0385	1111 : B
00000387	User387	0387	1111 : B
00000388	User388	0388	1111 : B
00000389	User389	0389	1111 : B
00000390	User390	0390	1111 : B
0000392	Hser392	0392	1111 : R
			>
	00000329 0000339 00000350 00000350 00000350 00000351 00000353 00000372 00000376 00000382 00000388 00000388 00000388 00000388 00000388	00000329         User329           00000329         User339           00000341         User331           00000350         User351           00000351         User351           00000352         User353           00000353         User372           00000352         User376           00000362         User382           00000383         User383           00000385         User383           00000385         User383           00000385         User387           00000389         User389           00000390         User389           00000390         User389           00000390         User389           00000390         User389	00000329         User329         0329           00000339         User339         0339           00000341         User330         0350           00000351         User350         0350           00000351         User351         0351           00000351         User353         0353           00000352         User372         0372           00000353         User376         0376           00000372         User376         0376           00000382         User382         0382           00000382         User383         0383           00000382         User385         0385           00000384         User385         0386           00000387         User386         0388           00000389         User380         0389           00000389         User380         0380           00000389         User390         0390           00000390         User392         0390           00000391         User392         0390

- 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.



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

_		- Set Period	-		3	
1	2010-05-01	2	010-05-31 💌		Process	Close
	🗌 Ignore M	odifications			_	
2)						
elec	t Employee			2		
С	ID	Name	Unique ID	Schedule	Resu	ılt 🛛
	00000164	User164	0164	1111 : B	Process	s OK
	00000166	User166	0166	1111 : B	Process	s OK
	00000168	User168	0168	11111 : B	Process	s OK
	00000169	User169	0169	1111 : B	Process	6 OK
	00000170	User170	0170	1111 : B	Process	6 OK
	00000171	User171	0171	1111 : B	Process	6 OK
	00000174	User174	0174	1111 : B	Process	OK I
	00000295	Use Rem	nte Manage	2	Process	OK I
	00000312	Use	and manage		Process	S OK
	00000319	Use 🔥	-		Process	6 OK
	00000322	Use 🚺	The proc	ess is comp	Process	OK I
	00000329	Use	·		Process	OK
	00000339	Use	확인		Process	OK
	00000341	Use			Process	OK .
	00000350	User350	0350	1111 : B	Process	OK
	00000351	User351	0351	1111 : B	Process	OK
	00000353	User353	0353	1111 : B	Process	OK
	00000372	User372	0372	1111 : B	Process	OK
	00000376	User376	0376	1111 : B	Process	OK
	00000382	User382	0382	11111 : B	Process	OK
	00000383	User383	0383	1111 : B	Process	OK
5	00000385	User385	0385	11111 : B	Process	OK
ī	00000387	User387	0387	1111 : B	Process	OK
ñ I	00000388	User388	0388	1111 : B	Process	OK
ī l	00000389	User389	0389	1111 : B	Process	OK
i l	00000390	User390	0390	1111 : B	Process	OK
H I	00000392	User392	0392	1111 : B	Process	OK
i l	00000393	Liser393	0393	1111 : B	Process	OK
=	100000304	Licor204	0304	1111 · B	Process	OK

- 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

Process

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



5. ſ	TNA1	: Inau	uire th	e attendance	results	as follow	from	<b>Transaction</b>	Reports]
~				• • • • • • • • • • •					

Branch	++++ : Not A	ssigned	v (1)		Search Per	iod —	00	Search all	record	2 \$	earch	Print	Confi	9
Department	•••• : Not A	ssigned	¥ 2	010-05-0	01 💌 ~ 21	010-05-31	M 08	ncompleti	e record	Sav	e to File	Print Setup		(77)
ID	Name	Unique ID	Date	Day	Shift Name	Arriva	Depart	Late	Early	Norm	Time Bet.	Overti	Overti	0# E
00000372	User372	0372	2010-05-29	sat	normal	10:47	14:05	01:47	03:55	03:18	00:00	00:00	00:00	00:
00000372	User372	0372	2010-05-30	sun	normal	1	\$:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000372	User372	0372	2010-05-31	mon	normal	08:37	10:55	00:00	07:05	01:55	00:23	00:00	00:00	00:
00000376	User376	0376	2010-05-01	sat	normal	1	8:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-02	sun	normal	\$-+;++	1:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-03	mon	normal	09:01	17:48	10:00	00:12	08:47	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-04	tue	normal	08:51	20:41	00:00	00:00	09:00	00:09	00:14	00:00	00:
00000376	User376	0376	2010-05-05	wed	normal	1-0-	8	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-06	thu	normal	09:01	18:42	00:01	00:00	08:59	00:00	00:42	00:00	00:
00000376	User376	0376	2010-05-07	fri	normal	08:48	20:31	00:00	00:00	09:00	00:12	02:31	00:00	00:
00000376	User376	0376	2010-05-08	sat	normal	1:	8;	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-09	sun	normal	1	1:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-10	mon	normal	08:55	12:50	00:00	05:10	03:50	00:05	00:00	00:00	00:
00000376	User376	0376	2010-05-11	tue	normal	08:44	18:35	00:00	00:00	09:00	00:16	00:35	00:00	00:
00000376	User376	0376	2010-05-12	wed	normal	08:52	18:43	00:00	00:00	09:00	00:08	00:43	00:00	00:
00000376	User376	0376	2010-05-13	thu	normal	08:51	18:42	00:00	00:00	09:00	00:09	00:30	00:00	00:
00000376	User376	0376	2010-05-14	fri	normal	08:37	18:56	00:00	00:00	09:00	00:23	00:56	00:00	00:
00000376	User376	0376	2010-05-15	sat	normal	1	1:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-16	sun	normal	1	1;	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-17	mon	normal	08:51	15:21	00:00	02:39	06:21	00:09	00.00	00:00	00:
00000376	User376	0376	2010-05-18	tue	normal	08:52	18:54	00:00	00:00	09:00	80:00	00:54	00:00	00:
00000376	User376	0376	2010-05-19	wed	normal	08:50	18:32	00:00	00:00	09:00	00:10	00:32	00:00	00:
00000376	User376	0376	2010-05-20	thu	normal	4	4:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-21	fri	normal	4:	8:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-22	sat	normal	1	1:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-23	sun	normal	1	1:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-24	mon	normal	08:57	19:09	00:00	00:00	09:00	00:03	01:09	00:00	00:
00000376	User376	0376	2010-05-25	tue	normal	08:45	18:32	00:00	00:00	09:00	00:14	00:32	00:00	00:
00000376	User376	0376	2010-05-25	wed	normal	08:45	20:56	00:00	00:00	09:00	00:14	02:56	00:00	00:
25500000	Hearing	0376	2010-05-27	thus	normal	08-47	09-90	00-00	08-10	00-50	00-13	00:00	00-00	-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)
- \* Search

: 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



### 2. Public Office

Public Office Excessive Work: Example of Public Office Attendance Setting such as Excessive Work Hours.

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

Codo	Nomo		Enter I	nformation -				
	Tvarrie	mont	(1) Code 01	Name gove	rnment			
11	govern	ment						
12	mornin	0	time sample : yesterday[-09:45], today[ 09:45], tomorrow[+0945]					
13	dav	3						
14	night		Basic Cit	icking conn	9			
33	multiA7	Г	(2) Clocking Mode	Lise all func	ion keus			
44	allnight	L	Cidening mode	Use all func	ION KEYS			
39	holiday	·	(3)	Time Frame	04:00 ~	+04:00		
				I ata IN	I Time	09:00		
			E Ignore il Absent	Late In	i iiiie	10.00		
			Multiple Daily Shifts	Early (	OUT Time	18:00		
				Advanced S	ettings(Cloc	king)		
			Set Shift Times					
		Pay Rate	Rate		Start	End		
4	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 St 🐱	Fixed Shift	~	04:00 ~	09:00		
	Shift 5	Overtime1 Hour 🗸	Fixed Shift	~	18:00 ~	+04:00		
				Advanced	Settings(Sh	ift)		
			a	1.12	137			

 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)





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

Code	Nama			Enter Info	formation ————			
0001	Name	1 Code 11	11	Name B				
1111	B							
	0			Define He	olidays —			
		Holiday	**** : Not Assigned		Assigned	*		
		11-11-1 01-14						
		Holiday Shift	Holiday Shift ++ : Not Assigned					
			Set Schedule -					
		Start Date	Start Date 2007-01-01 💌 2 🖪			7 Days 🗸		
		Date	Day	Set Shift		Ent		
		2007-01-01	mon	01 : gover	nment			
		2007-01-02	tue	01 : govern	nment			
		2007-01-03	wed	01 : gover	nment			
	Pay Rate Rules ——	2007-01-04	thu	01 : gover	nment			
N	ormal Time Detail	2007-01-05	tri	01 : government				
		2007-01-08	sun	99 : holida	y u			
Tim	e Before Shift Detail	2001 01 01	Jan	00 . 1101104	y			
Ove	ertime1 Hours Detail							
Ove	ertime2 Hours Detail							
0	f Day Hours Detail							
Öve	ertime3 Hours Detail							
2								

- 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
- 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 ]
   Pouble-click to designate the registered code



Technical Support
Overtime3 Hours Detail : Set the public office overtime work standard     Overtime3 Hours Detail
Define Daily Hours Rules
Rounding No Rounding 💌
Add, Hours 00:00 Add, Hours After 00:00
1 Del, Hours 01:00 Del, Hours After 00:00
2 Min, Time 01:00 3 Max, Time 04:00 Rate 100 %
Define Pay Period Rules
Add, Hours 00:00 Add After (x) Days 0
Del, Hours 00:00 Del, After (x) Days 0
Min, Hours 00:00 Max, Hours 999:00
Transfer to Not Defined
Set Cancel
Del. Hours : One hour is deducted for the overtime work period
Image: Acknowledge as overtime work when the work time is at least one hour
③Max. Time : Acknowledges a maximum of four hours per day
* Set Set 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 4
	00000164	User164	0164	1111 : B
~	00000166	User166	0166	1111 : B
	00000168	User168	0168	1111 : B
	00000169	User169	0169	1111 : B
	00000170	User170	0170	1111 : B
	00000171	User171	0171	1111 : B
~	00000174	User174	0174	1111 : B
~	00000295	User295	0295	1111 : B
~	00000312	User312	0312	1111 : B
2	00000319	User319	0319	1111 : B
	00000322	User322	0322	1111 : B
~	00000329	User329	0329	1111 : B
~	00000339	User339	0339	1111 : B
~	00000341	User341	0341	1111 : B
~	00000350	User350	0350	1111 : B
~	00000351	User351	0351	1111 : B
	00000353	User353	0353	1111 : B
~	00000372	User372	0372	1111 : B
~	00000376	User376	0376	1111 : B
~	00000382	User382	0382	1111 : B
2	00000383	User383	0383	1111 : B
~	00000385	User385	0385	1111 : B
	00000387	User387	0387	1111 : B
	00000388	User388	0388	1111 : B
~	00000389	User389	0389	1111 : B
~	00000390	User390	0390	1111 : B
< <	00000392	Hser392	0392	1111 : B
App	bly Schedule	1111 : B		~

Apply Schedule : Select the work type to be applied
 Select the attendance code

2 Check box : Check the applicable employeeCheck All Employees

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



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

		<ul> <li>Set Period</li> </ul>	1	_	3	
1	2010-05-01	✓ ~ 2	2010-05-31 💌		Process	Close
	🔲 Ignore M	lodifications		-	_	
2	Employee					G
C	ID	Nomo	Unique ID	Cabadula	Pag	
	00000164	Ivanie	Olique ID	Schedule	Dress	
	00000164	User164	0164	1111 . D	Proces	S OK
-	00000166	Userioo	0100	1111 . D	Proces	S UK
-	00000160	User160	0160	1111 · D	Proces	S OK
-	00000189	User109	0103	1111 · B	Proces	s OK
4	00000170	Ucor171	0171	1111 · B	Proces	OK
4	00000174	lleer174	0174	1111 · B	Proces	s OK
-	00000114	llee	0114		Proces	s OK
-	00000233	lice Hem	iote Manage	r:	Proces	
H	00000319	lise			Proces	s OK
5	00000322	Use /	The proce	ess is com	plete Proces	s OK
F	00000329	Use	-		Proces	s OK
ī l	00000339	Use	황인		Proces	s OK
5	00000341	Use			Proces	s OK
	00000350	User350	0350	1111 : B	Proces	s OK
	00000351	User351	0351	11111 : B	Proces	s OK
	00000353	User353	0353	1111 : B	Proces	s OK
	00000372	User372	0372	11111 : B	Proces	s OK
	00000376	User376	0376	1111 : B	Proces	s OK
	00000382	User382	0382	11111 : B	Proces	s OK
	00000383	User383	0383	1111 : B	Proces	s OK
	00000385	User385	0385	11111 : B	Proces	s OK
	00000387	User387	0387	11111 : B	Proces	s OK
	00000388	User388	0388	1111 : B	Proces	s OK
	00000389	User389	0389	1111 : B	Proces	s OK
	00000390	User390	0390	11111 : B	Proces	s OK
	00000392	User392	0392	1111 : B	Proces	s OK
	00000393	User393	0393	11111 : B	Proces	s OK
	00000394	User394	0394	1111 : B	Proces	s OK

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

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



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

Branch	: Not #	Assigned	¥		- Searc	h Period	Sector	⊙ Sea	rch all reco	and 2	Search		Print	Config	
Department	: Not /	Assigned	×	2010-05	i-01 💌	~ 2010-	05-15 💌	Oinco	implete rec	ord	Save to F	ile Prin	t Setup		
ID	Name	Date	Day	Arriv	Depar	Late	Early	Norm	Time	Overti,	Overti	Off Da	Overt	MONEY	N
00000388	User388	2010-05-14	fri	14:50	+00:45	05:50	00:00	03:10	00:00	06:45	00:00	00:00	04:00	49,95	-
00000350	User350	2010-05-06	thu	08:31	23:53	00:00	00:00	09:00	00:29	05:53	00:00	00:00	04:00	53,28	
00000166	User166	2010-05-03	mon	07:13	23:10	00:00	00:00	09:00	01:47	05:10	00:00	00:00	04:00	55,50	
00000168	User168	2010-05-10	mon	06:54	23:15	00:00	00:00	09:00	02:05	05:15	00:00	00:00	04:00	57,72	
00000319	User319	2010-05-10	mon	07:20	+01:25	00:00	00:00	09:00	01:40	07:25	00:00	00:00	04:00	62,16	
00000169	User169	2010-05-04	tue	08:44	23:03	00:00	00:00	09:00	00:16	05:03	00:00	00:00	04:00	53,28	
00000392	User392	2010-05-12	wed	08:40	+02:47	00:00	00:00	09:00	00:20	08:47	00:00	00:00	04:00	63.27	
00000169	User169	2010-05-14	fri	08:59	23:37	00:00	00:00	09:00	00:01	05:37	00:00	00:00	04:00	53,28	
00000295	User295	2010-05-04	tue	10:45	23:51	01:45	00:00	07:14	00:00	05:51	00:00	00:00	04:00	51.05	
00000169	User169	2010-05-10	mon	07:21	22:13	00:00	00:00	09:00	01:39	04:13	00:00	00:00	04:00	52.17	
00000174	User174	2010-05-14	fri	14:31	+01:26	05:31	00:00	03:29	00:00	07:26	00:00	00:00	04:00	53,28	
00000169	User169	2010-05-12	wed	09:37	23:17	00:37	00:00	08:23	00:00	05:17	00:00	00:00	04:00	52,17	
00000174	User174	2010-05-06	thu	08:59	+02:49	00:00	00:00	09:00	00:01	08:49	00:00	00:00	04:00	63,27	
00000174	User174	2010-05-04	tue	08:47	23:38	00:00	00:00	09:00	00:13	05:38	00:00	00:00	04:00	53,28	
00000171	User171	2010-05-14	fri	08:59	+00:44	00:00	00:00	09:00	00:01	05:44	00:00	00:00	04:00	56,61	
00000171	User171	2010-05-10	mon	07:13	21:36	00:00	00:00	09:00	01:47	03:36	00:00	00:00	04:00	48.84	
00000171	User171	2010-05-06	thu	09:25	+00:55	00:25	00:00	08:35	00:00	06:55	00:00	00:00	04:00	55,50	
00000388	User388	2010-05-04	tue	04:05	22:49	00:00	00:00	09:00	04:55	04:49	00:00	00:00	04:00	58,83	
00000170	User170	2010-05-04	tue	07:34	21:30	00:00	00:00	09:00	01:26	03:30	00:00	00:00	03:56	42,18	
00000168	User168	2010-05-04	hue	12:41	22:55	03:41	00:00	05:19	00:00	04:55	00:00	00:00	03:55	38.85	
00000383	User383	2010-05-04	tue	08:31	22:13	00:00	00:00	09:00	00:29	04:13	00:00	00:00	03:42	43,29	
00000168	User168	2010-05-07	fri	08:21	21:59	00:00	00:00	09:00	00:39	03:59	00:00	00:00	03:38	39,96	
00000169	User169	2010-05-11	tue	09:33	22:26	00:33	00:00	08:27	00:00	04:26	00:00	00:00	03:26	42.18	
00000170	User170	2010-05-13	thu	08:56	22:22	00:00	00:00	09:00	00:04	04:22	00:00	00:00	03:26	43.29	E
00000171	User171	2010-05-04	tue	12:58	22:24	03:58	00:00	05:02	00:00	04:24	00:00	00:00	03:24	38,85	Г
00000168	User168	2010-05-11	tue	08:02	21:20	00:00	00:00	09:00	00:58	03:20	00:00	00:00	03:18	39,96	
00000341	User341	2010-05-04	tue	09:05	22:13	00:05	00:00	08:55	00:00	04:13	00:00	00:00	03:13	42,18	
00000170	User170	2010-05-10	mon	07:22	20:32	00:00	00:00	09:00	01:38	02:32	00:00	00:00	03:10	38.85	F
00000174	User174	2010-05-11	tue	09:01	22:09	00:01	00:00	08:59	00:00	04:09	00:00	00:00	03:09	42,18	1
P310000	Hear169	2010-05-06	thes	19-15	22:08	00-15	00-00	08:45	00-00	04-09	00:00	00-00	02:00	A2 18	

 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)

Search (2): Output the results.

#### ③ Transaction Reports

**Constitution** Overtime 3 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 Beofre 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				
	07:20	+01:25	00:00	00:00	09:00	01:40	07:25	04:00				
CASE1	🖙 Over	time3 Hours =	1:40+7:25 = 9:	05 (Del. Hours 1	, Max. Tim	e 4) ▷ 4:00						
CASEI	11:02	+01:05	02:02	00:00	06:58	00:00	07:05	04:00				
	🖙 Over	☞ Overtime3 Hours = 07:05 (Del. Hours 1, Max. Time 4) ▷ 4:00										
CACE2	12:41	22:55	03:41	00:00	05:19	00:00	04:55	03:55				
CASEZ	☞ 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				
CACED	🖙 Over	time3 Hours =	00:10 + 01:33	= 01:43 (Del. Ho	urs 1, Min	. Time 1) Þ 00:0	0					
CASE3	08:41	19:27	00:00	00:00	09:00	00:19	01:27	00:00				
	🖙 Ove	rtime3 Hour	s = 00:19+ 01	:27 = 01:46 (De	el. Hours 1	., Min. Time 1)	▷ 00:00					



#### **Proventime 3** 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	Before18:0 0	9Hours	Before09:0 0	After18:00	Time Before Shift + Overtime1
	08:41	19:27	00:00	00:00	09:00	00:19	01:27	00:46
CASEA	🖙 Overtin	ne3 Hours = 0	00:19+ 01:27=	01:46 (Del. H	lours 1) $Dash$ 0(	D:46		
CASE4	07:15	15:13	00:00	02:47	06:13	01:45	00:00	00:45
	🖙 Overtin	ne3 Hours = 0	)1:45 (Del. Ho	urs 1) ▷ 00:4	45			



### 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	Marna		-	Enter	Information -			
01	Touoro	mont	-	(1) Code 44	Name allnig	ght		
11	normal	ment	-			-	_	
12	mornin	g		time sample : yesterday[-09	:45], today[ 09:	45], tomo	rrow	(+0945]
13	day		-	Basic C	locking Confi			
14	night			Dasie C	locking com	9		
33	multiA	[	_	(2) Clocking Mod	le Use all func	ion keys		Y
99 99	holiday	,		(3	) Time Frame	06:00	~	+12:00
				Ignore if Absent	Late IN	I Time	1	00:00
				Multiple Daily Shifts	E Farly (	UT Time	. 1	00:00
						201 11.1.5		
					Advanced S	ettings(Cl	ocki	ing)
				Set Shift Times				
		Pay Rate		Rate		Start		End
4	Shift 1	Pay Rate Normal Time	~	Rate Actual Time	~	Start 00:00	~	End 00:00
4	Shift 1 Shift 2	Pay Rate Normal Time Not Defined	> >	Rate Actual Time No Shift	<b>&gt;</b>	Start 00:00 00:00	۶ ۲	End 00:00 00:00
4	Shift 1 Shift 2 Shift 3	Pay Rate Normal Time Not Defined Not Defined	> > >	Rate Actual Time No Shitt No Shitt	2	Start 00:00 00:00 00:00	2 2 2	End 00:00 00:00 00:00
4	Shift 1 Shift 2 Shift 3 Shift 4	Pay Rate Normal Time Not Defined Not Defined Not Defined	> > >	Rate Actual Time No Shift No Shift No Shift No Shift	> > >	Start 00:00 00:00 00:00 00:00	1 1 1	End 00:00 00:00 00:00 00:00
4	Shift 1 Shift 2 Shift 3 Shift 4 Shift 5	Pay Rate Normal Time Not Defined Not Defined Not Defined	> > > > >	Rate Actual Time No Shitt No Shitt No Shitt No Shitt No Shitt	<b>X</b> <b>X</b> <b>X</b> <b>X</b>	Start 00:00 00:00 00:00 00:00 00:00	1 1 1 1 1	End 00:00 00:00 00:00 00:00

 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]



(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

- \* Add :: 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			- 1	Enter Info	rmat	tion —		-	
0001	A	Code	1111		Name	BĮ				
1111	В	Holiday	Holiday			Define Holidays				
		Holiday Sh	Holiday Shift ++ : Not Assigne				ed		~	
		Set Schedule								
		Start	Date 20	07-	01-01 💌	2	Repeat After	7 Day	e 🗸	
		Date	Da	J.	Set Shift			Ent		
F	Pay Rate Rules ———	2007-01- 2007-01- 2007-01- 2007-01- 2007-01-	01 mo 02 tue 03 we 04 thu	n e d	44 : allnigh 44 : allnigh 44 : allnigh 44 : allnigh	nt nt nt				
N	ormal Time Detail	2007-01-2007-01-	05 fri 06 sa	t	44 : allnigh 99 : holida	nt V				
Tim	e Before Shift Detail	2007-01-	07 su	n	99 : holida	y				
Ove	ertime1 Hours Detail									
Ove	ertime2 Hours Detail									
Of	f Day Hours Detail									
Ove	ertime3 Hours Detail									
				-					-	

(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

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

\* Add

: 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]

2				
С	ID	Name	Unique ID	Schedule
~	00000164	User164	0164	1111 : B
~	00000166	User166	0166	1111 : B
~	00000168	User168	0168	1111 : B
~	00000169	User169	0169	1111 : B
~	00000170	User170	0170	1111 : B
~	00000171	User171	0171	1111 : B
~	00000174	User174	0174	1111 : B
~	00000295	User295	0295	1111 : B
~	00000312	User312	0312	1111 : B
	00000319	User319	0319	1111 : B
	00000322	User322	0322	1111 : B
~	00000329	User329	0329	1111 : B
~	00000339	User339	0339	1111 : B
~	00000341	User341	0341	1111 : B
~	00000350	User350	0350	1111 : B
~	00000351	User351	0351	1111 : B
~	00000353	User353	0353	1111 : B
~	00000372	User372	0372	1111 : B
2	00000376	User376	0376	1111 : B
~	00000382	User382	0382	1111 : B
	00000383	User383	0383	1111 : B
~	00000385	User385	0385	1111 : B
	00000387	User387	0387	1111 : B
	00000388	User388	0388	1111 : B
	00000389	User389	0389	1111 : B
	00000390	User390	0390	1111 : B
	0000392	User392	0392	1111 : B
<		20		<u>&gt;</u>
Ann	u Schedule	11111 · P		
CONF	ny scheddle	1111.0		
		Set	Class	

Apply Schedule : Select the work type to be applied
 Select the attendance code

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.



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

_		- Set Period			3	
1	2010-05-01	✓ ~ 20	10-05-31 💌	Pr	ocess	Close
	Ignore M	odifications				
2)	Employee					
C	ID	Name	Unique ID	Schedule	Result	1
	00000164	Liser164	0164	1111 : B	Process OK	
i l	00000166	User166	0166	1111 : B	Process OK	
i l	00000168	User168	0168	1111 : B	Process OK	
ī l	00000169	User169	0169	1111 : B	Process OK	
٦ I	00000170	User170	0170	1111 : B	Process OK	
ī l	00000171	User171	0171	1111 : B	Process OK	
ī l	00000174	User174	0174	1111 : B	Process OK	
ī l	00000295	Use Domo	to Monago	-	Process OK	
1	00000312	Use	ne manage	/ L	Process OK	
	00000319	Use 🔥			Process OK	
ī l	00000322	Use 🚺	The proc	ess is complet	Process OK	
	00000329	Use	6		Process OK	
	00000339	Use	확인		Process OK	
	00000341	Use			Process OK	
	00000350	User350	0350	1111 : B	Process OK	
	00000351	User351	0351	1111 : B	Process OK	
	00000353	User353	0353	1111 : B	Process OK	
	00000372	User372	0372	1111 : B	Process OK	
	00000376	User376	0376	1111 : B	Process OK	
	00000382	User382	0382	1111 : B	Process OK	
	00000383	User383	0383	1111 : B	Process OK	
	00000385	User385	0385	1111 : B	Process OK	
	00000387	User387	0387	1111 : B	Process OK	
	00000388	User388	0388	1111 : B	Process OK	
	00000389	User389	0389	1111 : B	Process OK	
	00000390	User390	0390	1111 : B	Process OK	
	00000392	User392	0392	1111 : B	Process OK	
	00000393	User393	0393	1111 : B	Process OK	
	00000394	User394	0394	11111 : B	Process OK	

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

\* Process

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



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

Branch	++++ : Not A	Assigned	×	0	- Searc	h Period	-	⊙ Sea	rch all reco	ord 2	Search	P	vint	Config	
Department	•••• : Not A	Assigned	~	2010-04	1-01 💌	~ 2010-	04-20 💌	Oinco	implete rec	broc	Save to File	e Prin	t Setup		17
ID	Name	Date	Day	Arriv	Depar	Late	Early	Norm	Time	Overti	Overti	Off Da	Overti	MONEY	M
00000372	User372	2010-04-18	sun	4:	4:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0.00	
00000372	User372	2010-04-19	mon	08:16	+08:49	00:00	00:00	24:33	00:00	00:00	00:00	00:00	00:00	26.64	
00000372	User372	2010-04-20	tue	21:48	+08:48	00:00	00:00	11:00	00:00	00:00	00:00	00:00	00:00	12,21	
00000376	User376	2010-04-01	thu	08:37	+08:53	00:00	00:00	24:15	00:00	00:00	00:00	00:00	00:00	26,64	
00000376	User376	2010-04-02	fri	16:27	16:27	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	
00000376	User376	2010-04-03	sat	#:	f	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	
00000376	User376	2010-04-04	sun	\$;	4;	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00-00	0,00	
00000376	User376	2010-04-05	mon	08:53	+11:12	00:00	00:00	25:19	00:00	00:00	00:00	00:00	00:00	28,85	
00000376	User376	2010-04-06	tue	+ 18:43	+11:37	00:00	00:00	16:54	00:00	00:00	00:00	00:00	00:00	17,76	
00000376	User376	2010-04-07	wed	4:	4:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	
00000376	User376	2010-04-08	thu	08:41	+11:33	00:00	00:00	26:52	00:00	00:00	00:00	00:00	00:00	28,86	
00000376	User376	2010-04-09	fri	18:35	+11:55	00:00	00:00	17:21	00:00	00:00	00:00	00:00	00:00	18,87	
00000376	User376	2010-04-10	sat	# +++ (+++	<b>#</b> ;	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	
00000376	User376	2010-04-11	sun	4:	4	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	
00000376	User376	2010-04-12	mon	+09:05	+09:37	00:00	00:00	00:32	00:00	00:00	00:00	00:00	00:00	0,00	
00000376	User376	2010-04-13	tue	14:31	+11:33	00:00	00:00	21:02	00:00	00:00	00:00	00:00	00:00	23.31	
00000376	User376	2010-04-14	wed	12:35	+08:52	00:00	00:00	20:17	00:00	00:00	00:00	00:00	00:00	22.20	
00000376	User376	2010-04-15	thu	14:38	+08:47	00:00	00:00	18:09	00:00	00:00	00:00	00:00	00:00	19,98	
00000376	User376	2010-04-16	fri	22:00	22:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	
00000376	User376	2010-04-17	sat	f;	8;	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	
00000376	User376	2010-04-18	sun	4:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	
00000376	User376	2010-04-19	mon	08:50	+08:47	00:00	00:00	23:57	00:00	00:00	00:00	00:00	00:00	25,53	
00000376	User376	2010-04-20	tue	14:01	+08:54	00:00	00:00	18:53	00:00	00:00	00:00	00:00	00:00	19,98	
00000382	User382	2010-04-01	thu	08:59	+08:52	00:00	00:00	23:53	00:00	00:00	00:00	00:00	00:00	25,53	
00000382	User382	2010-04-02	fri	13:05	18:44	00:00	00:00	05:39	00:00	00:00	00:00	00:00	00:00	5,55	Г
00000382	User382	2010-04-03	sat	1:	1	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	
00000382	User382	2010-04-04	sun	f;	f ;	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	
00000382	User382	2010-04-05	mon	07:14	+11:41	00:00	00:00	28-27	00:00	00:00	00:00	00:00	00:00	31,08	
00000382	User382	2010-04-06	tue	15:27	+08:53	00:00	00:00	17:26	00:00	00:00	00:00	00:00	00:00	18,87	1
0000382	Hear 999	2010-04-07	haw	12-22	+09-02	00-00	00-00	20-20	00-00	00:00	00:00	00-00	00:00	22.20	

 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)

Search : Output the results.
 Identify Access Log

Period	2010-	04-05 00:00 😂	~ 🗷 2010-0	14-10 23	:59 💠			
Condition	User	*	Detail Co	ndition	00000376:	User376	*	
Result	Succes	s 🗸	Mode		Search All	~		
Time		Terminal ID	User ID	Nam	e	Unique ID	Class	Mode
2010-04-05 C	18:53:47	0100	00000376	User	376	0376	User	Attend
2010-04-05 1	0:18:23	0100	00000376	User	376	0376	User	Access
2010-04-05 1	1:36:23	0100	00000376	User	376	0376	User	Attend
2010-04-05 1	4:52:01	0100	00000376	User	376	0376	User	Access
2010-04-05 1	5:20:20	0100	00000376	User	376	0376	User	Access
2010-04-05 1	5:47:06	0100	00000376	User	376	0376	User	Access
2010-04-05 1	8:22:06	0100	00000376	User	376	0376	User	Attend
2010-04-05 1	8:33:18	0100	00000376	User	376	0376	User	Leave
2010-04-05 2	21:09:49	0100	00000376	User	376	0376	User	Attend
2010-04-05 2	21:16:20	0100	00000376	User	376	0376	User	Attend
2010-04-05 2	23:01:19	0100	00000376	User	376	0376	User	Attend
2010-04-06 0	)8:53:02	0100	00000376	User	376	0376	User	Attend
2010-04-06 1	1:12:44	0100	00000376	User	376	0376	User	Attend
2010-04-06 1	8:43:37	0100	00000376	User	376	0376	User	Access
2010-04-07 0	12:55:29	0100	00000376	User	376	0376	User	Attend
2010-04-07 0	)8:51:39	0100	00000376	User	376	0376	User	Attend
2010-04-07 1	1:37:57	0100	00000376	User	376	0376	User	Attend
2010-04-08 0	)8:41:26	0100	00000376	User	376	0376	User	Attend
2010-04-08 1	0:26:01	0100	00000376	User	376	0376	User	Access
2010-04-08 1	3:28:53	0100	00000376	User	376	0376	User	Attend
2010-04-09 1	1:33:14	0100	00000376	User	376	0376	User	Attend
2010-04-09 1	8:35:37	0100	00000376	User	376	0376	User	Leave
2010-04-10 1	1:56:09	0100	00000376	User	376	0376	User	Attend



#### 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



### 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		Enter In	formation -			
01	govern	ment	1 Code 12	Name morr	ning		
11	normal				orderstades		102-31/10
12	mornin	g	time sample : yesterday[-09:45	], today[ 09:4	45], toma	orrov	v[+0945]
13	day		Basic Clo	cking Confi	g		
14	night	T					
44	allnight	t	(2) Clocking Mode	Use all func	ion keys		~
99	holiday	)	3	Time Frame	06:00	~	18:00
			Ignore if Absent	Late IN	Time		00:00
			Multiple Doily Shifts	Endu			00:00
			I Multiple Daily Stills	E Lany C	01 100	e	
				Advanced Se	ettings(C	lock	ing)
			Set Shift Times				
	4	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	Y	00:00	]~	00:00
	Shift 5	Not Defined 🛛 👻	No Shift	*	00:00	]~	00:00
				Advanced	Settings	(Shif	t)



Cada	Manag	Enter	r Information -			
Code	rvame	(1) Code 13	Name day			
11	pormal					
12	morning	time sample : yesterday[-09	:45], today[ 09:	45], tomo	rrov	v[+0945]
13	day	Basis	Jocking Confi			
14	night	Dasic C	TOCKING COM	9		
33	multiAT	(2) Clocking Mo	de Use all func	ion keys		~
44	allnight				_	
39	nonday		Time Frame	14:00	~	+02:00
		Ignore if Absent	Late IN	Time		00:00
				NUT TI	6	00.00
		Multiple Daily Shifts	Early	JUT TIME	3	00,00
			Advanced S	ettings(Cl	lock	ing)
		Set Shift Times				
	4 Pay Rate	Rate		Start		End
	Shift 1 Normal Time	Fixed Shift	~	16:00	~	+00:00
	Shift 2 Time Before S	Sh 😪 Fixed Shift	~	14:00	~	16:00
	Shift 3 Overtime2 Ho	ur 💌 Fixed Shift	*	+00:00	~	+02:00
	Shift 4 Not Defined	No Shift	Y	00:00	~	00:00
		No Shift	~	00:00	~	00:00
	Shift 5 Not Defined				_	170
	Shift 5 Not Defined	ſ	heonevhá	Settinge(	Shift	t)

Codo	Nama	1 C C C C C C C C C C C C C C C C C C C	E	nter Information -					
t	Telloro	mont	(1) Code 14	Name nigh	t				
1	normal	ment					00		
2	mornin	q	time sample : yesterday[-09:45], today[ 09:45], tomorrow[+0945]						
3	day		Basic Clocking Config						
4	night		Das	ic clocking com	9				
13	multiA	Г	(2) Clocking	Mode Use all fund	ion kevs		~		
14 10	allnight					_			
59	nonuay			3 Time Frame	22:00	~	+10:00		
			Ignore if Absent	Late II	V Time		00:00		
							00.00		
			Multiple Daily Shifts	Early	UUT Time	9	00100		
				Advanced S	ettings(C	lock	ing)		
			Set Shift Times -						
	<b>(4)</b>	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	Y	00:00	~	00:00		
	Shift 5	Not Defined 🛛 💌	No Shift	>	00:00	~	00:00		
				Advanced	Settings(	Shif	t)		
			94 - 12 - 94	32.032	101				



(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. Add

: 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			Enter Info	rmation —		
0001	A	1) Code 0	001	Name	A		
1111	B				and a second sec		-
	0			- Define H	olidays ——		
		Holiday		**** : Not	Assigned		v
		Holiday Shift		** : Not As	signed		*
				- Set Scl	nedule ———		
		0	0010	01.01	D Report A	Hor IE Day	110
		Start Dat	e 2010	-01-01	2 nepeat A	ater 15 Day	y 🗙
		Date	Day	Set Shift		Ent	^
		2010-01-01	fri	12 : morni	ng		
		2010-01-02	sat	12 : morni	ng		
		2010-01-03	sun	12 : morni	ng		
F	Pay Rate Rules ——	2010-01-04	mon	14 : night			
		2010-01-05	tue	14 : night			
N	ormal Time Detail	2010-01-06	wed	99 : holida	iy		
Tim	- Defens Chift Detail	2010-01-07	thu	13 : day		-	
Lim	le Betore Shift Detail	2010-01-08	fri	13 : day			
Ove	ertime 1 Hours Detail	2010-01-09	sat	13 : day			
	Statio Potan	2010-01-10	sun	14 : night			
Ove	ertime2 Hours Detail	2010-01-11	mon	99 : holida	iy		
_		2010-01-12	tue	12 : morni	ng		
01	f Day Hours Detail	2010-01-13	wed	12 : morni	ng		-
_		2010-01-14	thu	12 : morni	ng		
ÚV6	ertime3 Hours Detail	2010-01-15	fri	14 : night	134		Y
		100					

- 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)
- 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 ]
   Couble-click to designate the registered code
  - \* Add :: 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]

C	ID	Name	Unique ID	Schedule 4
	00000164	User164	0164	0001 : A
	00000166	User166	0166	0001 : A
	00000168	User168	0168	0001 : A
	00000169	User169	0169	0001 : A
	00000170	User170	0170	0001 : A
	00000171	User171	0171	0001 : A
	00000174	User174	0174	0001 : A
	00000295	User295	0295	0001 : A
	00000312	User312	0312	0001 : A
	00000319	User319	0319	0001 : A
	00000322	User322	0322	0001 : A
	00000329	User329	0329	0001 : A
	00000339	User339	0339	0001 : A
	00000341	User341	0341	0001 : A
	00000350	User350	0350	0001 : A
	00000351	User351	0351	0001 : A
	00000353	User353	0353	0001 : A
	00000372	User372	0372	0001 : A
	00000376	User376	0376	0001 : A
	00000382	User382	0382	0001 : A
	00000383	User383	0383	0001 : A
	00000385	User385	0385	0001 : A
	00000387	User387	0387	0001 : A
	00000388	User388	0388	0001 : A
	00000389	User389	0389	0001 : A
	00000390	User390	0390	0001 : A
	0000392	Hser392	0392	0001 : A
<		111		>
Ann	lu Schedule	0001 : A		
Uht	ny ochedule	0001 - A		

- Apply Schedule : Select the work type to be applied
   Select the attendance code
- 2 Check box : Check the applicable employeeCheck All Employees

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



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

_		- Set Period			(3)	
1	2010-05-01	✓ ~ 20	10-05-31 💌		Process	Close
	Ignore M	odifications		-	_	
2)						
lec	Employee		11.1	0.1.11		1
-	IU	Name	Unique ID	Schedule	Hesi	JIL JIL
	00000164	User164	0164	1111:8	Process	S UK
4	00000166	User166	0166	1111:8	Process	S OK
4	00000168	User168	0168	1111:8	Process	s OK
	00000169	User169	0169	1111:8	Process	S UK
	00000170	User1/U	0170	1111:8	Process	s OK
	00000171	User171	0171	1111:8	Process	s OK
-	00000174	User1 /4	0174	1111:8	Process	s UK
	00000295	Use Remo	ote Manage	F.	Process	S UK
	00000312	Use			Process	s OK
	00000319	Use	The proce	ess is com	Process	s UK
	00000322	Use 🦲	5 p		Process	s OK
	00000329	Use		_	Process	SUK
	00000339	Use	목인		Process	SUK
	00000341	Use	0250	1111 - D	Process	SUK
4	00000350	User350	0350	1111 : B	Process	S UK
41	00000351	User351	0351	1111 - D	Process	SUK
	00000355	User355	0353	1111 . D	Process	OK
41	00000372	User372	0372	1111 - D	Process	SUK
	00000376	User370	0376	1111 · D	Process	
4	00000302	User302	0302	1111 · D	Process	
-	00000385	User305	0305	1111 . 0	Process	
-	00000303	User387	0305	1111 · B	Process	OK
	00000307	Licer389	0388	1111 · P	Process	
-	00000300	Licer389	0389	1111 · P	Process	OK
	00000303	User300	0305	1111 · B	Process	OK
41	00000330	Licer392	0392	1111 · P	Process	OK
-	00000332	Licer393	0392	1111 · B	Process	OK
-	000000000	0001000	0000	1111.0	Process	OK

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

\* Process

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



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

Branch	**** : Not A	ssigned	¥	-	Search	Period -	Har I		Search all	record	Se	arch	Print	Cont	lg
Department	: Not A	ssigned	~	2010-01-	01 💌	~ 2010-01	-15 💌	0	incomplete	record	Save	to File	Print Setup		
10	Name	Date	Day	Shift Name	Arriv	Depart	Lat.	Ea	Norm	Time	Overti	Overti	Off Da	Overti	MONE
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	8.85
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	13.3
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	15.5
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	8,85
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	13.3
00000376	User376	2010-01-06	wed	holiday	4:	1	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	13.3
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	13.3
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	15.5
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	1:	1	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	8,85
0000376	User3/b	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	12,2
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	\$;	1	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	4;	1	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	22,2
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	\$:	1	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	33,3
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	6,68
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	12.2
10000382	1100+382	2010-01-15	64	ninht	fers'an	Antes	00:00	00-00	00:00	00:00	00:00	00-00	00-00	00:00	n or

 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)

Search : Output the results.

(2)

Identify Access Log



Techni	cal \$	Suppo	rt					
Period	2010-1	D1-O1 OO:OO 📚	~ 🗹 2010-0	1-13 23	:59 🛟			
Condition	User	*	Detail Co	ndition	00000376 :	User376	*	
Result	Succes	s 🖌	Mode		Search All	*		
Time		Terminal ID	User ID	Nam	е	Unique ID	Class	Mode
2010-01-01	07:31:24	0100	00000376	User:	376	0376	User	Attend
2010-01-01	16:59:47	0100	00000376	User3	376	0376	User	Attend
2010-01-02	07:19:14	0100	00000376	User	376	0376	User	Access
2010-01-02	17:39:22	0100	00000376	User:	376	0376	User	Attend
2010-01-03	06:22:24	0100	00000376	User:	376	0376	User	Attend
2010-01-03	17:22:54	0100	00000376	User	376	0376	User	Access
<b>111 101 101 101 101 101 101 101 101 101</b>	23:49:39	0100	00000376	User:	376	0376	User	Attend
2010-01-05	08:49:59	0100	00000376	User	376	0376	User	Attend
2010-01-05	23:19:26	0100	00000376	User	376	0376	User	Attend
<b>2010-01-06</b>	09:34:14	0100	00000376	User	376	0376	User	Attend
2010-01-07	15:37:39	0100	00000376	User	376	0376	User	Attend
2010-01-08	01:47:02	0100	00000376	User3	376	0376	User	Attend
2010-01-08	15:09:03	0100	00000376	User	376	0376	User	Access
2010-01-09	01:53:59	0100	00000376	User	376	0376	User	Attend
2010-01-09	14:58:59	0100	00000376	User	376	0376	User	Attend
2010-01-10	01:49:07	0100	00000376	User	376	0376	User	Access
2010-01-10	22:55:13	0100	00000376	User	376	0376	User	Attend
2010-01-11	08:40:14	0100	00000376	User	376	0376	User	Attend
2010-01-12	07:40:09	0100	00000376	User	576	0376	User	Attend
2010-01-12	16:15:37	0100	00000376	User	3/6	0376	User	Attend
2010-01-13	08:54:41	0100	00000376	Usera	5/b	0376	User	Attend
2010-01-13	09:13:49	0100	00000376	Usera	576	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	-	-	-	-	-



### 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

Code	Name	12	Ente	r Information -		
01	doveron	nent	1 Code 33	Name mult	IAT	
11	normal	icin				
12	morning		time sample : yesterday[-0	9:45], today[ 09:	45], tomorn	ow[+0945]
13	day		Pasia (	Clashing Confi		
14	night		Basic (	clocking coni	9	
33	multiAT		Clocking Mo	de llee all fund	ion koue	
44	allnight		Clocking inc	de lose all lone	юп кеуз	10
99	holiday		(3	Time Frame	06:00 ~	+06:00
			Ignore if Absent	Late IN	Time	00:00
				Devis		00.00
			Multiple Daily Shifts	Eany	JUT Time	00100
				5 Advanced S	ettings(Clo	cking)
			Set Shift Times			
	4	Pay Rate	Rate		Start	End
	Shift 1	Time Before St 💌	Fixed Shift	~	08:00 ~	~ 12:00
	Shift 2	Overtime1 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
	1000000000000	Not Defined	No Shift		00:00 -	· [ 00:00
	Shift 5		L'ux willi	101	[ station ]	1.00.00
	Shift 5 [			F# 3 1 1	C-Hin/CI	L:#\
	Shift 5 [		[	6 Advanced	Settings(Si	niių
	Shift 5 [		]	6 Advanced	Settings(S	niitų

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

 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]



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)	X
Ti	ime Frame 06:00 ~ +06	:00
A	Auto Clock ———	_
Auto Clock IN	1 00:00	
Auto Clock O	UT 00:00	
Out of	Office Settings	5
🗖 Break by OU	T record	
Clocking Mode	se all funcion keys 🛛 😒	
🗌 Break by LEA	AVE record	
Clocking Mode	se all funcion keys 🛛 😒	
Br	reak Times —	Ξ
🔲 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	J
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	

Ist 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

Set : Click this button to register the input data.



6 Advanced Settings (Shift)

Pay Rate       Time Before Shif       Rounding       No Rounding         Min, Time       00:00       Max,       Time       99:00       Rate       100       9         Select Range       1st Band       Image       Shift Auto OUT       Shift 2       Shift 2       Shift 2       Shift 2       Shift 2       Shift 3       Select Range       Rounding       No Rounding       9         Select Range       2nd Band       Shift 3       Shift 3       Shift 3       Select Range       Shift 4       Shift			- Shift 1	
Min, Time 00:00 Max, Select Range 1st Band Shift Auto OUT Shift 2 Pay Rate Overtime 1 Hours Rounding No Rounding Min, Time 00:00 Max Select Range 2nd Band Shift 3 Pay Rate Normal Time Rounding No Rounding Min, Time 00:00 Max, Select Range Not Defined Shift 4 Pay Rate Normal Time Rounding No Rounding Min, Time 00:00 Max, Select Range Not Defined Shift 4 Pay Rate Normal Time Rounding No Rounding Min, Time 00:00 Max, Select Range Not Defined Shift 4 Pay Rate Normal Time Rounding No Rounding Min, Time 00:00 Max, Select Range Not Defined Shift Auto OUT	Pay Rate	Time Before Shif 🗠	Rounding	No Rounding 🛛 👻
Select Range 1st Band Shift Auto OUT  Pay Rate Overtime I Hours Rounding No Rounding  Min, Time 00:00 Max Select Range 2nd Band Shift Auto OUT  Shift 3  Pay Rate Normal Time Min, Time 00:00 Max, Select Range Not Defined Rounding No Rounding  Time 99:00 Rate 100 9 Shift 4  Pay Rate Normal Time Knormal Time Shift 4  Pay Rate Normal Time Select Range Not Defined Shift Auto OUT  Shift Auto OUT  Shift 4  Pay Rate Normal Time Select Range Not Defined Shift Auto OUT  Shift Auto OUT  Shift Auto OUT  Shift 4  Pay Rate Normal Time Select Range Not Defined Shift Auto OUT  Shift	Min, Time	00:00 Max.	Time 99:00	Rate 100 %
Pay Rate       Overtime 1 Hours       Rounding       No Rounding         Min, Time       00:00       Max       Time       99:00       Rate       100       9         Select Range       2nd Band       Shift Auto OUT       Shift 3       Shift 3       Shift 3       Select Range       No Rounding       Time       99:00       Rate       100       9         Min, Time       00:00       Max       Max       Shift 4       Select Range       Not Defined       Shift 4       Shift	Select Range	1st Band 🛛 🖌	Shift Auto OUT	
Pay Rate       Overtime 1 Hours       Rounding       No Rounding         Min, Time       00:00       Max       Time       99:00       Rate       100       9         Select Range       2nd Band       Image       Shift Auto OUT       Shift 3       Shift 3       Shift 3       Select Range       No Rounding       No Rounding       No Rounding       Shift 3       Select Range       Shift 0       99:00       Rate       100       9       Shift 4       Shift 4       Shift 4       Shift 4       Shift 4       Select Range       No Rounding       No Rounding       Time       99:00       Rate       100       9       Shift 4       Select Range       Not Defined       Max       Shift Auto OUT			- Shift 2	
Min, Time 00:00 Max Select Range 2nd Band Pay Rate Normal Time Min, Time 00:00 Max. Select Range Not Defined Min, Time 00:00 Max. Select Range Not Defined Min, Time 00:00 Max. Select Range Not Defined Min, Time 00:00 Max. Select Range Not Defined Select Range Not Defined Shift 4	Pay Rate	Overtime1 Hours 👻	Rounding	No Rounding 🛛 💌
Select Range 2nd Band  Shift Auto OUT  Shift 3  Pay Rate Normal Time Min. Time 00:00 Max. Select Range Not Defined Min. Time 00:00 Max. Select Range Not Defined Min. Time 00:00 Max. Select Range Not Defined Select Range N	Min, Time	00:00 Max	Time 99:00	Rate 100 %
Pay Rate Normal Time       Shift 3         Min, Time 00:00       Max.         Select Range Not Defined       Shift Auto OUT         Pay Rate Normal Time       Shift 4         Pay Rate Normal Time       Rounding No Rounding         Min, Time 00:00       Max.         Shift 4       Rounding No Rounding         Min, Time 00:00       Max.         Select Range Not Defined ♥       Shift Auto OUT	Select Range	2nd Band 🛛 💌	Shift Auto OUT	
Pay Rate       Normal Time       Rounding       No Rounding         Min. Time       00:00       Max.       Time       99:00       Rate       100       9         Select Range       Not Defined       Image       Shift Auto OUT       Shift 4       Shift 4         Pay Rate       Normal Time       Rounding       No Rounding       No Rounding         Min, Time       00:00       Max.       Time       99:00       Rate       100       9         Select Range       Not Defined       Shift Auto OUT       Shift Auto OUT       Shift Auto OUT       Shift Auto OUT			— Shift 3 ———	
Min, Time 00:00 Max. Select Range Not Defined Min, Time 00:00 Max. Min, Time 00:00 Max. Select Range Not Defined Select Range Not Defined Shift Auto OUT Rate 100 9 Shift Auto OUT Rate 100 9 Shift Auto OUT	Pay Rate	Normal Time 🛛 😒	Rounding	No Rounding 🛛 😪
Select Range Not Defined  Pay Rate Normal Time  Min, Time 00:00 Max, Select Range Not Defined  S	Min, Time	00:00 Max.	Time 99:00	Rate 100 %
Shift 4         Pay Rate Normal Time       Rounding No Rounding         Min. Time 00:00       Max.         Select Range Not Defined       Shift Auto OUT	Select Range	Not Defined 💌	Shift Auto OUT	
Pay Rate     Normal Time     Rounding       Min. Time     00:00     Max.       Time     99:00     Rate       Select Range     Not Defined			- Shift 4	
Min. Time     00:00     Max.     Time     99:00     Rate     100     9       Select Range     Not Defined     Image: Shift Auto OUT     Image: Shift Auto OUT     Image: Shift Auto OUT     Image: Shift Auto OUT	Pay Rate	Normal Time 🛛 👻	Rounding	No Rounding 🛛 💌
Select Range Not Defined 🗹 🗌 Shift Auto OUT	Min, Time	00:00 Max.	Time 99:00	Rate 100 %
	Select Range	Not Defined 💌	Shift Auto OUT	
Shift 5			— Shift 5 ———	
Pay Rate Not Defined Sounding No Rounding	Pay Rate	Not Defined 🔛	Rounding	No Rounding
Min, Time 00:00 Max, Time 99:00 Rate 100 9	Min, Time	00:00 Max.	Time [99:00	Rate 100 %
Celect Range Not Defined 🕑 🗌 Shift Auto OUT	Select Range	Not Defined 🖂	Shift Auto OUT	

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

- Set : Click this button to register the input data.
- Add : 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	Nama	Enter Information —							
0001	A	1 Code 1111	Name	В					
1111	B	Holiday Holiday Shift	Define Holidays         **** : Not Assigned         ** : Not Assigned						
			— Set Sch	edule					
		Start Date 20	Start Date 2007-91-01 💌 (2) Repe						
		Date Da	y Set Shift		Ent				
Pau Rate Rules		2007-01-01 mo 2007-01-02 tu 2007-01-03 we 2007-01-04 th	n 33 : multiA e 33 : multiA d 33 : multiA u 33 : multiA	T T T T					
N	ormal Time Detail	2007-01-05 fri 2007-01-06 sa	i 33 : multiA t 33 : multiA	T					
Tim	e Before Shift Detail	2007-01-07 su	n 99 : holida	y					
Ove	ertime1 Hours Detail								
Ove	ertime2 Hours Detail								
01	f Day Hours Detail								
Ove	ertime3 Hours Detail								
Ove Ot Ove	rtime2 Hours Detail f Day Hours Detail rtime3 Hours Detail								

- 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
- 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**
  - \* Add : 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]

С	ID	Name	Unique ID	Schedule A
	00000164	User164	0164	1111 : B
~	00000166	User166	0166	1111 : B
	00000168	User168	0168	1111 : B
	00000169	User169	0169	1111 : B
~	00000170	User170	0170	1111 : B
~	00000171	User171	0171	1111 : B
~	00000174	User174	0174	1111 : B
~	00000295	User295	0295	1111 : B
~	00000312	User312	0312	1111 : B
4	00000319	User319	0319	1111 : B
	00000322	User322	0322	1111 : B
~	00000329	User329	0329	1111 : B
~	00000339	User339	0339	1111 : B
~	00000341	User341	0341	1111 : B
~	00000350	User350	0350	1111 : B
~	00000351	User351	0351	1111 : B
~	00000353	User353	0353	1111 : B
~	00000372	User372	0372	1111 : B
~	00000376	User376	0376	1111 : B
~	00000382	User382	0382	1111 : B
	00000383	User383	0383	1111 : B
~	00000385	User385	0385	1111 : B
~	00000387	User387	0387	1111 : B
	00000388	User388	0388	1111 : B
~	00000389	User389	0389	1111 : B
~	00000390	User390	0390	1111 : B
2	0000392	Hser392	0392	1111 : B
<				<u>&gt;</u>
App	bly Schedule	1111 : B		~

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.



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

		- Set Period			3	
1	2010-05-01	20	10-05-31 💌	Pr	ocess	Close
	🔲 Ignore M	lodifications				
Dect	Employee			_		17
	ID	Name	Unique ID	Schedule	Result	
	00000164	User164	0164	1111 : B	Process	OK
i l	00000166	User166	0166	1111 : B	Process	OK
i l	00000168	User168	0168	1111 : B	Process	OK
i l	00000169	User169	0169	1111 : B	Process	ок
i l	00000170	User170	0170	1111 : B	Process	ок
i l	00000171	User171	0171	1111 : B	Process	ок
i	00000174	User174	0174	1111 : B	Process	ок
	00000295	Use Dom	te Manage		Process	ок
1	00000312	Use	ne manage	l 🖉	Process I	ок
	00000319	Use 🔥	-		Process	OK
	00000322	Use 🚺	The proc	ess is complet	Process	OK
	00000329	Use	·		Process	OK
	00000339	Use	확인		Process	OK
	00000341	Use			Process	OK
	00000350	User350	0350	1111 : B	Process	OK
	00000351	User351	0351	1111 : B	Process	OK
	00000353	User353	0353	1111 : B	Process	OK
	00000372	User372	0372	1111 : B	Process	OK
	00000376	User376	0376	1111 : B	Process	OK
	00000382	User382	0382	1111 : B	Process	OK
	00000383	User383	0383	1111 : B	Process	OK
	00000385	User385	0385	1111 : B	Process	OK
	00000387	User387	0387	1111 : B	Process	OK
	00000388	User388	0388	1111 : B	Process	OK
	00000389	User389	0389	1111 : B	Process	0K
	00000390	User390	0390	1111 : B	Process	OK
	00000392	User392	0392	1111 : B	Process	OK
	00000393	User393	0393	1111 : B	Process	OK

 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

Process: If pressing this button, "The process is completed" is displayed.



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

Branch Department	++++ : Not Assigned 🛩		1	Search Period			⊙ Search all record		2 Search Print Config				
			2010-03-01 💌 ~ 2010-03-15 💌				O incomplete record		Save to File Print Setup			6	
ID	Name	Date	Day	Shift Name	Arrival	Depart	Norm.	Clock	Clock	Time Befo	Overti	Overtime	Overti
00000376	User376	2010-03-01	mon	multiAT	4:	1	00:00	4:	1	00:00	4	4:	00:00
00000376	User376	2010-03-02	tue	multiAT	07:56	19:36	08:00	07:56	12:01	04:00	13:57	19:36	04:00
00000376	User376	2010-03-03	wed	multiAT	07:46	21:56	08:00	07:46	12:47	04:00	13:59	21:56	04:00
00000376	User376	2010-03-04	thu.	multiAT	07:38	18:38	08:00	07:38	12:38	04:00	13:38	18:38	04:00
00000376	User376	2010-03-05	fri	multiAT	07:27	19:47	08:00	07:27	12:55	04:00	13:25	19:47	04:00
00000376	User376	2010-03-06	sat	multiAT	13:22	19:04	04:00	#;	1	00:00	13:22	19:04	04:00
00000376	User376	2010-03-07	sun	holiday	4;	1	00:00	4	1	00:00	4	\$;	00:00
00000070	UserDito	2010-03-00	mon	multiAT	00.50	10:09	07.07	00.53	09.54	01:01	10-09	10.09	00.00
00000376	User376	2010-03-09	tue	multiAT	08:48	19:56	07:12	08:48	08:48	00:00	16:16	19:56	01:44
00000376	User376	2010-03-10	wed	multiAT	08:25	18:42	07:34	08:26	11:47	03:21	13:53	18:42	04:00
00000376	User376	2010-03-11	thu	multiAT	08:51	18:01	07:09	08:51	08:57	00:06	17:21	18:01	00:39
00000376	User376	2010-03-12	fri	multiAT	08:47	19:00	07:13	08:47	08:47	00:00	19:00	19:00	00:00
00000376	User376	2010-03-13	sat	multiAT	4:	\$;	00:00	· #;	<b>1</b> ;	00:00	1	#;	00:00
00000376	User376	2010-03-14	sun	holiday	4	\$:	00:00	\$;	for the	00:00	4	#:	00:00
00000376	User376	2010-03-15	mon	multiAT	08:58	20:05	07:02	08:58	10:44	01:45	20:05	20:05	00:00
00000382	User382	2010-03-01	mon	multiAT	4;	1	00:00	4;	4;	00:00	1	\$;	00:00
00000382	User382	2010-03-02	tue	multiAT	09:08	19:36	06:52	80:60	09:08	00:00	13:46	19:36	04:00
00000382	User382	2010-03-03	wed	multiAT	08:37	20:29	07:23	08:37	09:05	00:29	20:29	20:29	00:00
00000382	User382	2010-03-04	thu	multiAT	09:03	13:02	02:57	09:03	09:03	60:00	13:02	13:02	00:00
00000382	User382	2010-03-05	fri	multiAT	08:58	20:01	07:02	08:58	08:58	00:00	14:21	20:01	03:39
00000382	User382	2010-03-06	sat	multiAT	4:	1	00:00	\$;	4:	00:00	1	\$ ;	00:00
00000382	User382	2010-03-07	sun	holiday	4:	\$	00:00	\$;	4:	00:00	4	\$;	00:00
00000382	User382	2010-03-08	mon	multiAT	08:58	19:55	07:02	08:58	10:01	01:03	19:55	19:55	00:00
00000382	User382	2010-03-09	tue	multiAT	08:51	20:41	07:09	08:51	09:15	00:24	16:46	20:41	01:14
00000382	User382	2010-03-10	wed	multiAT	11:46	20:55	04:14	11:46	11:46	00:00	14:47	20.55	03:13
00000382	User382	2010-03-11	thu	multiAT	08:46	18:28	07:14	08:46	10:17	01:31	18:28	18:28	00:00
00000382	User382	2010-03-12	fri	multiAT	08:56	20:58	07:04	08:56	08:56	00:00	13:34	20:58	04:00
00000382	User382	2010-03-13	sat	multiAT	1:	1	00:00	4;	1	00:00	1	\$;	00:00
00000382	User382	2010-03-14	sun	holiday	4	1	00:00	4;	1	00:00	1	\$;	00:00
00000382	User382	2010-03-15	mon	multiAT	08:58	20:29	07:02	08:58	11:48	02:50	14:35	20:29	03:25

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.

③ Transaction Reports

Search

Calculation Standard :

Normal Time = Time Beofre Shift in the morning + Overtime1 Hours Work in the afternoon

Time Beofre 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



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

