

USER MANUAL

ZKTime.Net 3.0-Android

Version: 1.0

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About This Manual

This document introduces the installation and uninstallation of the ZKTime.Net 3.0 - Android, and describes the user interface and menu operations of this software.

This version is especially designed for Android series devices, including XPad, ZPad, Epad, and US2000.

Important Claim

Firstly, thank you for purchasing this product, before use, please read this manual carefully to avoid the unnecessary damage! The company reminds you that the proper user will improve the use effect and authentication speed.

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Due to the constant renewal of products, the company cannot undertake the actual product in consistence with the information in the document. If there is any dispute caused by the difference between the actual technical parameters and the information in this document, please be aware of any change without notice.

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1 Overview

1.1 ZKTime.Net 3.0 - Android Function Guide

The system is a Windows-based PC application design, to offer simple yet effective employee time and attendance management.

ZKTime.Net 3.0 - Android System Features:

- Supports ZKProto middleware WAN device management and Data Sync
- The new UI and flatting style bring new operation experience to user
- The program will automatically send abnormal attendance report to the user-defined mail address for administrator to check
- Supports device zoning function; automatically sync the data among devices in the save zone; simplifies the device management operation
- Supports auto search and adds device from ZKProto middleware
- Supports more than 20 reports, meeting different needs
- Supports Employee Card, Terminal Card and Report Card overview
- Supports License Control and Networking Update
- Supports multi-languages and Local Development, meeting attendance requirement around the world

1.2 Procedure for Using of ZKTime.Net 3.0

The following procedure takes the super user as an example to introduce the use of the software. The operation procedure varies with users of different operation authorities.

Step 1: Register and Login. Add User and assign Role as required. (Such as Company Manger, Registrar and Attendance Manager, etc.)

Step 2: Set Company Structure. Set and assign Company and Department Info as the actual situation.

Step 3: Enter employees; enroll fingerprints, passwords or cards, and maintain daily personnel information.

Step 4: Set Pay Code, and define the type of salary payment.

Step 5: Set Zone, for device partition setting.

- Step 6:** Set the connection information of ZKProto. Search devices, and assign zone as required.
- Step 7:** Set Attendance Rule; use the default setting, or change it as required.
- Step 8:** Set Timetable which will be used during the attendance procedure. Configure each icon as required.
- Step 9:** Set common shifts for attendance system, which are cycling combinations of the timetables in the requested work time.
- Step 10:** Set the employee schedule, by specifying the shifts of each employee. In case of temporary shift change for scheduled employees, you can use Temporary Schedule to change the schedule.
- Step 11:** Calculate according to the employee attendance.
- Step 12:** Check and export human resource report and attendance calculation report.

2 Glossary

ZKProto: aims to provide a modern, fast and reliable server-centralized communication protocol for DB synchronization between android devices and ZKTime.net 3.0.

Sync server: controls and performs all DB synchronization.

Control server: provides information and allows configuring sync server.

Overtime: sets overtime levels 1, 2, and 3 to different lengths of work time.

Pay Code: is defined as the type of salary payment.

Role: In daily use, the administrator needs to assign different levels of privileges to some new users. To avoid setting up separately for each user, you can create roles with specific privilege on the Role Management interface and then assign the appropriate role directly to the user while adding a user.

Timetable: sets the timetables that might be used during the attendance procedure, it configures various parameters such as Check-In/Check-Out Time and (Allow) Late Arrival/Early Out, and sets the allowable time range for check-in/check-out and break time. Timetable is the minimum unit for the staff attendance time setting.

Modify Record: allows manual change in attendance records when employees leave for business or forget to punch in.

Work State: is defined as the type of punch-in/ punch-out in attendance records. Six work states are used in the system in default setting, including Check-In, Check-Out, Overtime In, Overtime, Out, and Out back.

Late Arrival: sets the late arrival timetable and the starting time for counting a punch-in as Late Arrival, and defines whether the actual check-in is later than the expected check-in. Here, the system conforms to the attendance rule "No check-in, counted as Late Arrival". The Late Arrival time will not affect the number of minutes worked in attendance records.

Early Out: sets the early out timetable and the starting time for counting a punch-in as Early Out, and defines whether the actual check-out is later than the expected check-out. Here, the system conforms to the attendance rule "No check-out, counted as Early Out". The Early Out time will not affect the number of minutes worked in attendance records.

Absent: According to attendance rules, all punches will count as Absent when there is no check-in or check-out record, or when the Late Arrival or Early Leave time exceeds N minutes specified in the attendance rules.

Exception: is defined as the time for leave in a timetable.

Shift: consists of one or more preset timetables according to a certain sequence and cycle, and is a preset work schedule. To monitor employee attendance, you must set shifts first.

Schedule: sets employee shifts in a certain time period to facilitate attendance monitor. This is a major reference for calculating attendance.

Temporary Schedule: an adjustment to the fixed shifts in work schedule on specific dates when the work hours of one or more employees change temporarily. This schedule is also applicable to irregular posts.

(Allow) Late Arrival/Early Out: is defined as the start time for counting a punch-in /punch-out as Late Arrival/ Early Out after it exceeds the allowable time limit in the specified work time.

Work Time: is defined as the work time (in the unit of Minute) of an employee from check-in to check-out. The value entered here might be unequal to the time interval between the employee's actual check-in and check-out time, which depends on the company regulations.

(Default) Timetable: defines a timetable that is set in default by the system.

(Default) Shift: is defined as a shift that is set in default by the system, which is a cycle of the default timetable in one week. You can use the default shift for the employees who have no fixed work schedules but are required to record their attendance. Default shift is applicable to bosses, sales staff, service staff, and made-to-order production personnel.

Check-In Start/End: is defined as a valid time range for check-in. Records out of this range are invalid.

Check-Out Start/End: is defined as a valid time range for check-out. Records out of this range are invalid. The check-out start time and the check-in end time must not overlap.

Break: is used to deduct the lunchtime and rest time which are inaccurately counted as work time because employees have their punch-in /punch-out only twice a day. For example, the period 08:00~17:30 contains the time for lunch and rest, which can be deducted. You need to set a break period from 12:00 to 13:30. This period is not used directly for calculating the time points but only for calculating the attendance time. For example, if an employee works only in the morning, his/her work hours are 4 hours. When the period 12:00~17:30 (5.5 hours) is considered as the employee's absence time, it is obviously greater than the actual absence time (13:30~17:30, 4 hours). Therefore, you need to set the break start and end time between punch-in and punch-out. This setting is not necessary in other cases.

Round Value Check-In/Check-Out: is defined as the smallest unit for rounding the time of check-in/ check-out. For example, if Round Value In/out is set to 10, the smallest unit of time that can be included in attendance records is 10 minutes.

Round Down Check-In/Check-Out: When values are greater than the set Round Down value, they will be rounded up; when values are smaller than or equal to the Round Down value, they will be rounded down.

Shift: sets the schedule properties, including the dates and shifts of the schedule, and whether there are cycling schedule dates, and then assigns the preset schedule to a department or individual employee.

Hire Date: is defined as the date when an employee is hired. When adding an employee, you can either use the default hiring date which is the current system date, or you can change the date. This information is very important. So, remember to enter the correct date.

Status: is defined as the status of the device. If you click Enable, the device functions and you can perform the following operations on the device: user uploading/downloading, work code uploading, and record downloading. If you click Disable, the device does not function.

3 Before Use

3.1 Installation and Registration

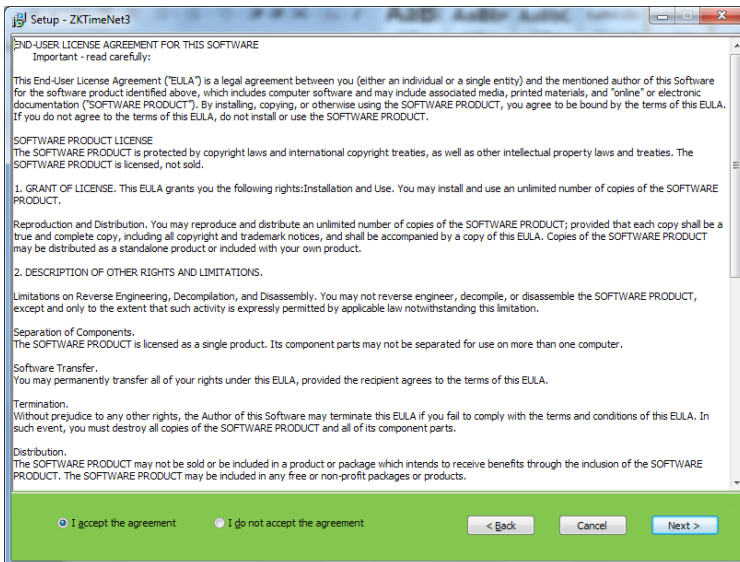
3.1.1 Installation

- **Note:**

- (1) The demonstration figure below may be different from your actual installation, the actual software installation shall prevail.
- (2) You must install .Net Framework 4.0 first. Otherwise, you cannot install this program. (**Tips:** The installation CD includes the .Net Framework 4.0 setup file. You can install it as required.)
- (3) You must install ZKProto Server first. Otherwise, you cannot connect ZKTime.net 3.0 to android devices. For more details, please refer to the ZKProto Server Installation Guide.
- (4) If you have installed this program before, please uninstall it first, and restart your computer.
- (5) It is better to turn off all other applications before installation, to avoid any conflict in installing procedure.
- (6) During the installation, the computer firewall software may prevent the service from this program. Please select "Allow all", or temporarily stop the firewall software before installation.

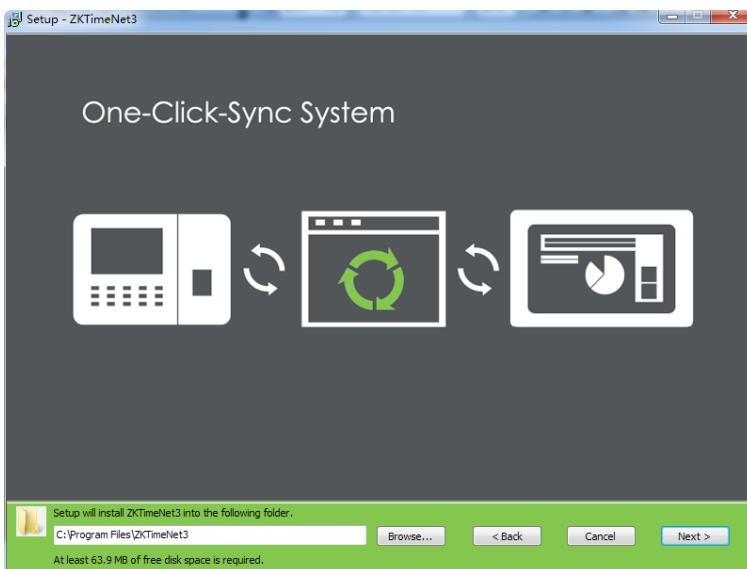


1. Put the installation CD into the CD driver, installation program will run automatically.
2. Click [**Next**] button on the Installation Guide window to enter the **END-USER LICENSE AGREEMENT FOR THIS SOFTWARE** window.

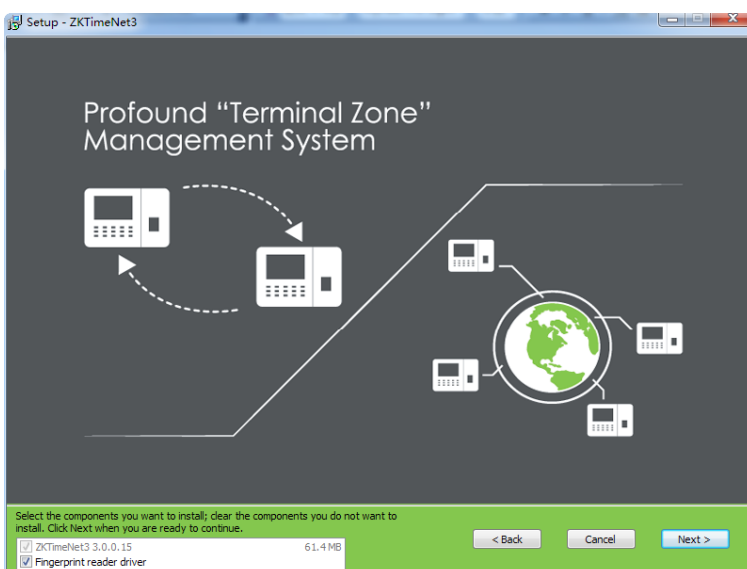


3. Read the agreement carefully; select *I accept the agreement*, and then click **[Next]** button to enter to the **Installation Path Setting** window.

- **Tips:** Click **[Cancel]** button to cancel the installation operation.

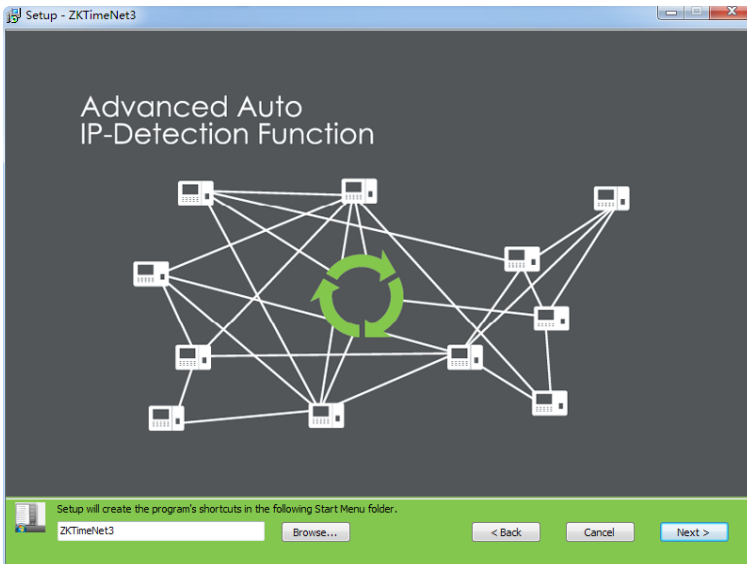


4. Click **Browse...** button, and select the installation path in the pop-up window. Click **[Next]** button to enter the **Select Components** window.



5. Choose the component as required, and then click **[Next]** button to continue.

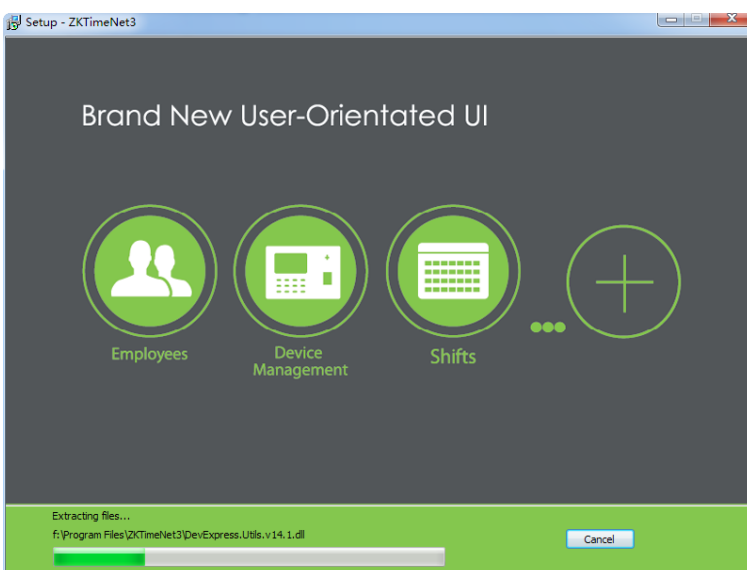
- **Tips:** means selected.



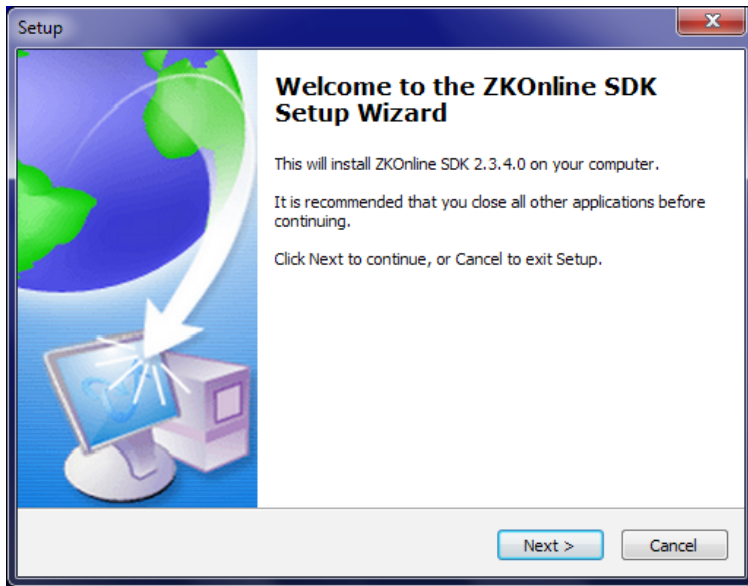
- Click **Browse...** button, and select the path for creating the program's shortcut. Click **[Next]** button to enter the **Installation Confirmation** window.



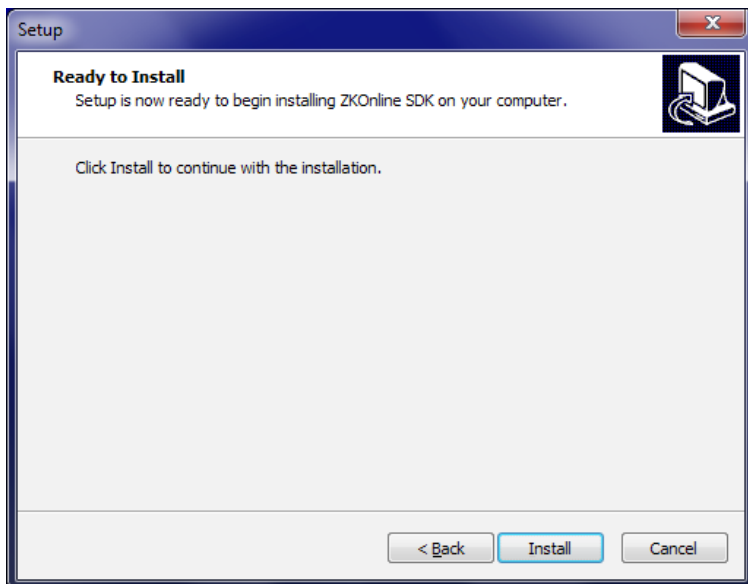
- Click **[Install]** button to continue with the installation; or click **[Back]** button, if you want to review the change of any setting.



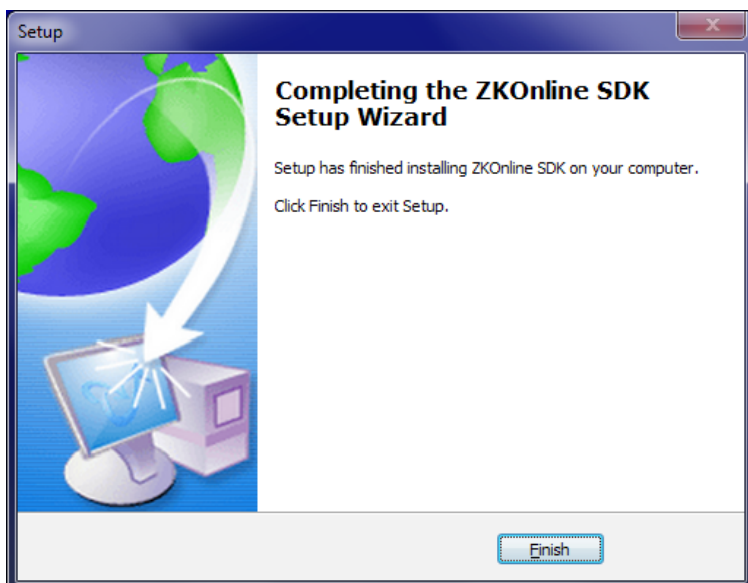
- Note:** If you have selected the *Fingerprint reader driver* at **step 5**, the following window will pop-up.



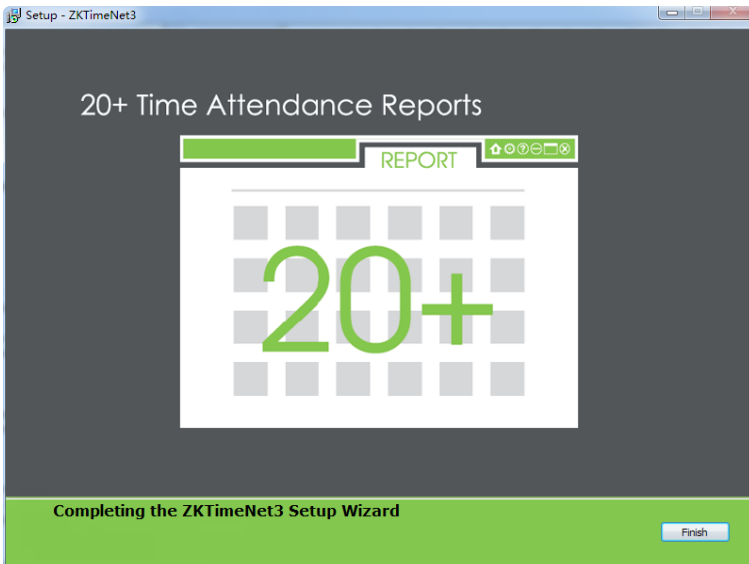
- (1) Click [Next] button to enter the Installation Confirm window.




- (2) Click [Install] button to continue with the installation of *Fingerprint reader driver*.

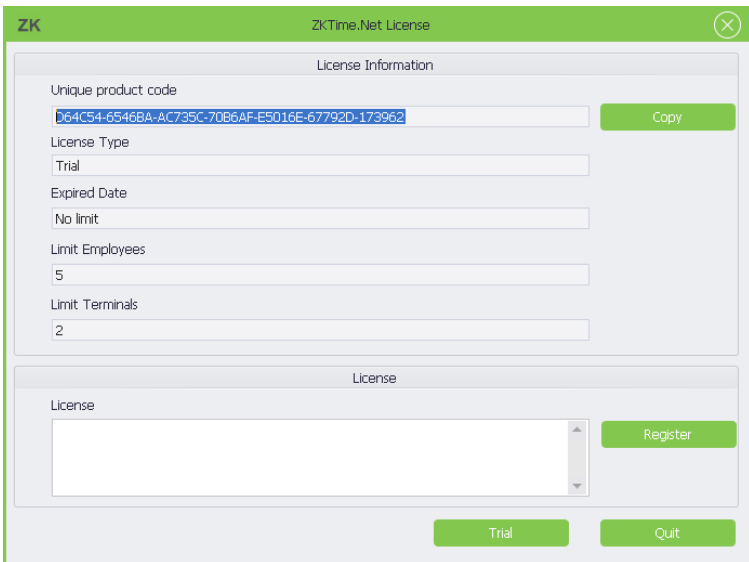


- (3) Click [Finish] button to close the setup window.



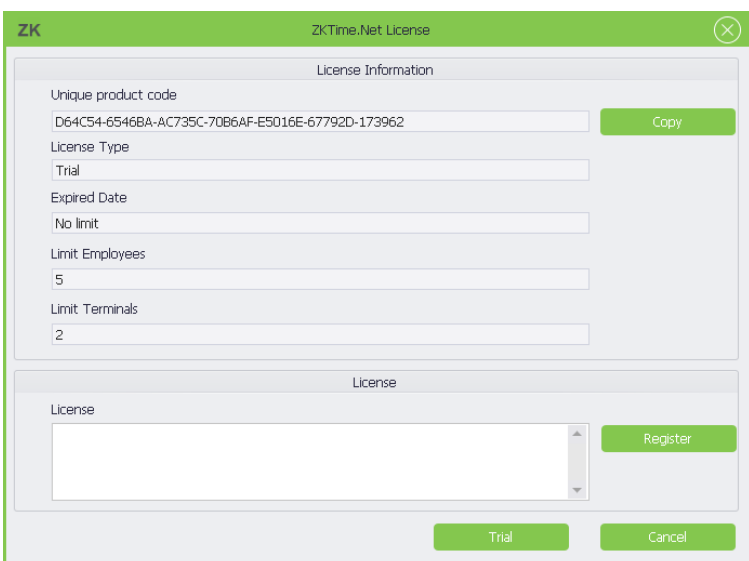
- After finishing the installation, the completing wizard window will pop-up.

Note: After successfully installing the program, this icon  will display. Double-click this icon to run ZKTime.Net 3.0 - Android program.



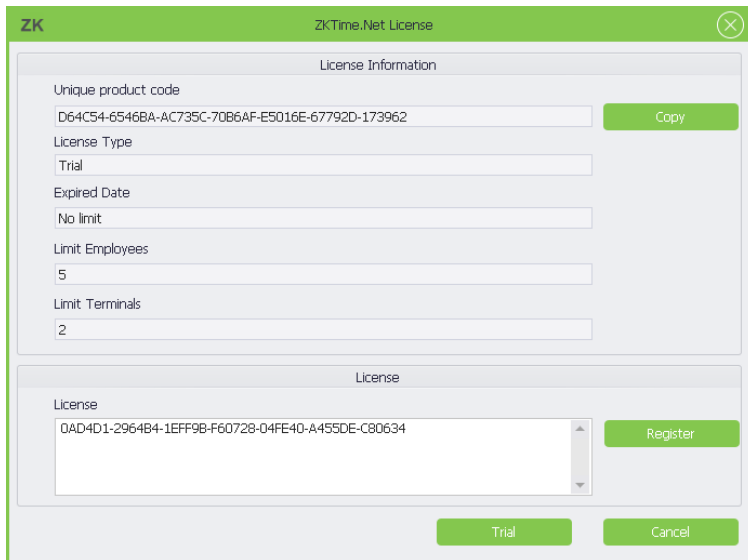
- Click **[Finish]** button, the **Software Register** window will pop up.

3.1.2 Registration

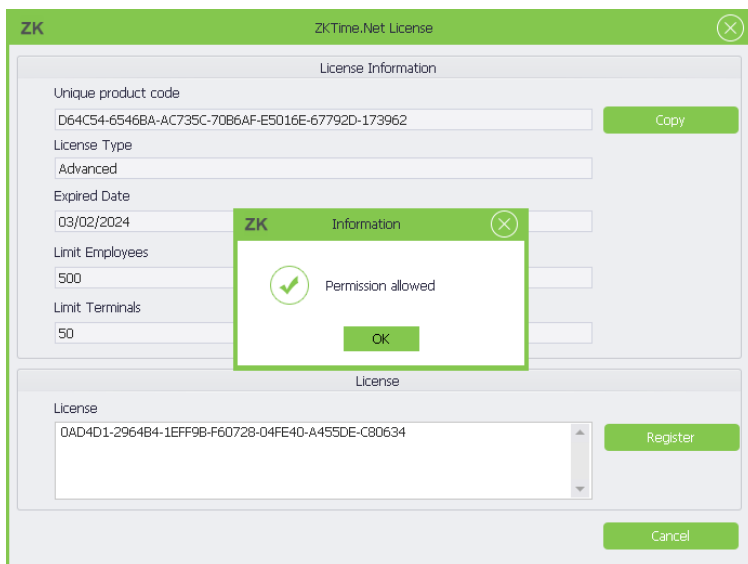


In order to use the system appropriately, please install the authorized software.

- Send the unique product code to the software provider to get the Registration Code.



2. Enter the *Registration Code* in the **License** box.



3. Click **[Register]** button to register.

4. Click **[OK]** button to close the Information prompt box.

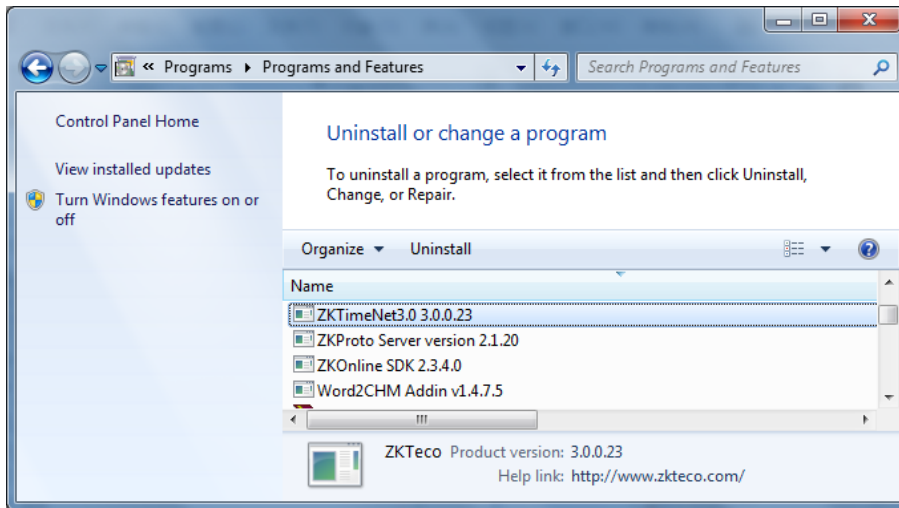
3.2 Uninstallation

- **Method 1**

If you no longer use this software and wish to delete it, remove it as follows: Click **[Start]** > **[All Programs]** > **[ZKTime.Net 3.0]** > **[Uninstall ZKTime.Net 3.0]**.

- **Method 2**

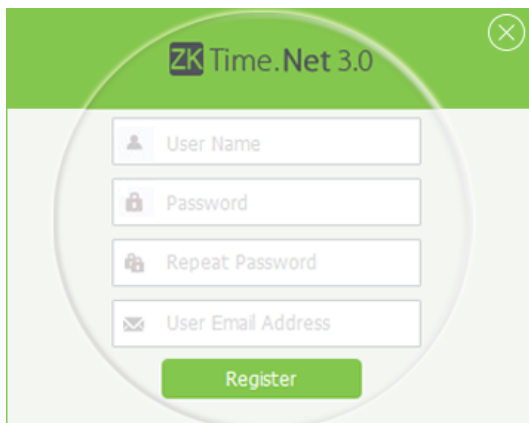
1. Exit the ZKTime.Net 3.0 - Android program.
2. Choose **[Start]** > **[Control Panel]** > **[Uninstall a Program]** > right-click **[ZKTime.Net 3.0]**, and click **[Uninstall]** button.



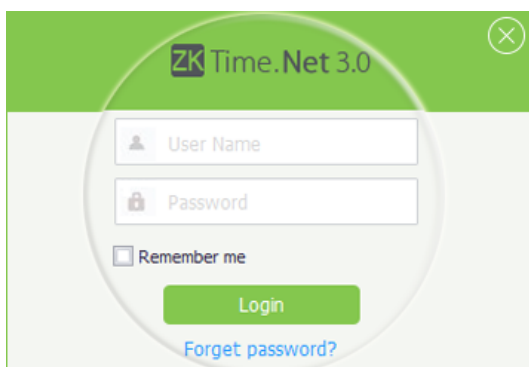
3. Click **[Yes]** to remove the ZKTime.Net 3.0 - Android program.

3.3 Login

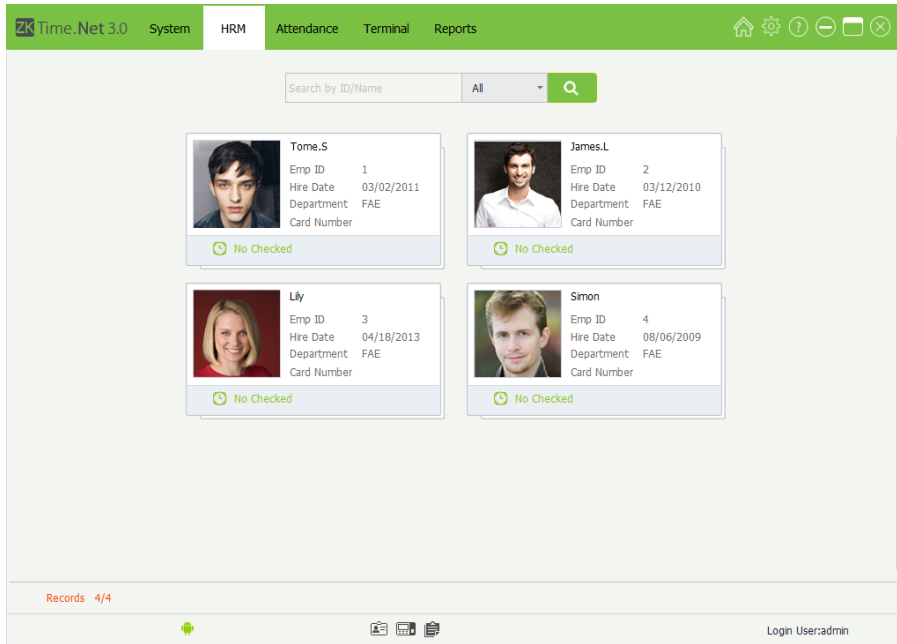
Double-click the desktop shortcut, or choose **[Start] > [Programs] > [ZKTime.Net 3.0]** to access the Login window.



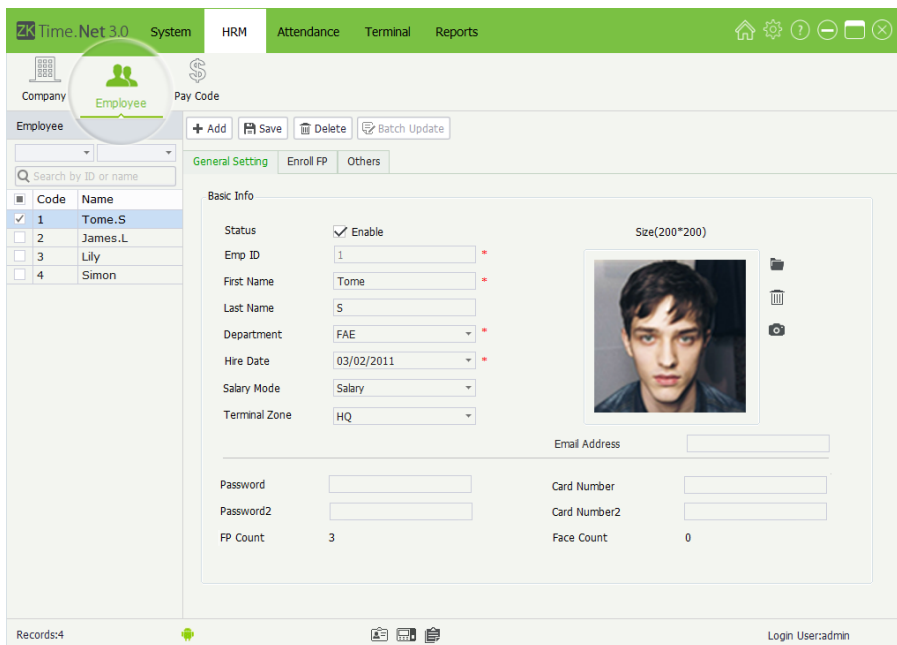
1. If you log in the system for the first time (this means the system has no users), the system displays the administrator registration interface. Enter the User Name, Password, Repeat Password and User Email Address as required, and then click **[Register]** button to register user.



2. If you have previously logged in the system, enter the correct registered User Name and Password. For more information about setting the User Name, Password, and user privilege (Role), please refer to ["4.4 User Management"](#). Click **[Login]** button to log in the system, or click **[Quit]** button to exit.

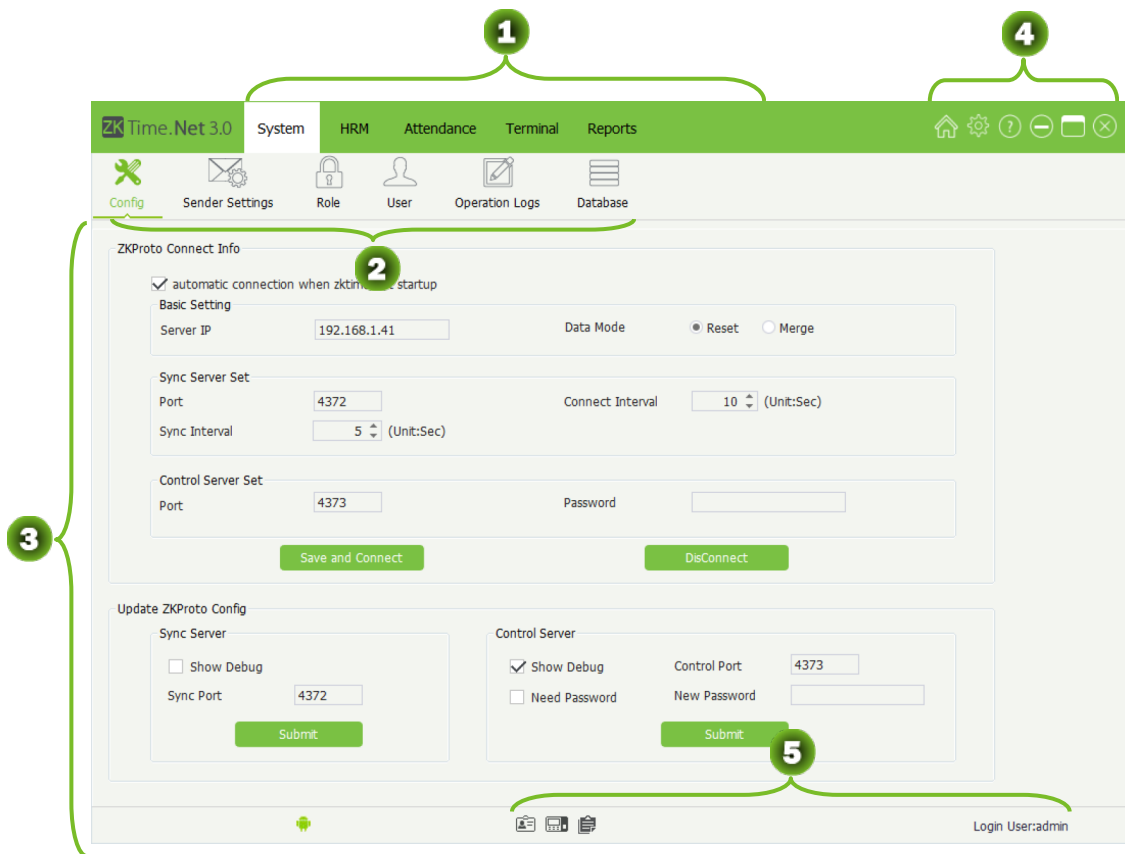


3. You can log in different system interfaces based on different user privileges (Role). The administrator will enter the **Employee Card** interface in default setting.



• **Note:** Click [grid icon] icon to view in Grid, and display the Employee Management interface.

3.4 User Interface and Main Menu



1	<p>Main Menu Bar:</p> <p>Provides six main functional menus of the system. The clear classification management and powerful functional structures help you to manage the staff attendance of your company smoothly.</p>
2	<p>The Secondary Menu Bar:</p> <p>Simplifies functions and helps you to perform operations more effectively.</p>
3	<p>Operation Area: Allows you to view and use various functions.</p>
4	<p>Shortcut Icons:</p> <p>Allows you to perform operations conveniently, including quick access to navigation, system registration and checking of the system's version.</p>
5	<p>Information Bar:</p> <p>Displays the Employee Card, Device Card, Report Card and current Login User.</p>

- **Main Menu and Function Instruction**

The system menu bar lists all the operation options. User can click different menus to select different

operations on the bar. If user clicks one menu, the sub-menu will display.

System Management: allows you to manage the system’s configuration, including *Configuration, Sender Settings, Role and User Management, Database Management,* and check the *Operation Logs.*

HRM (Human Resource Management): for setting *Company Structure,* inputting *Employees,* and setting *Pay Code* for salary payment.

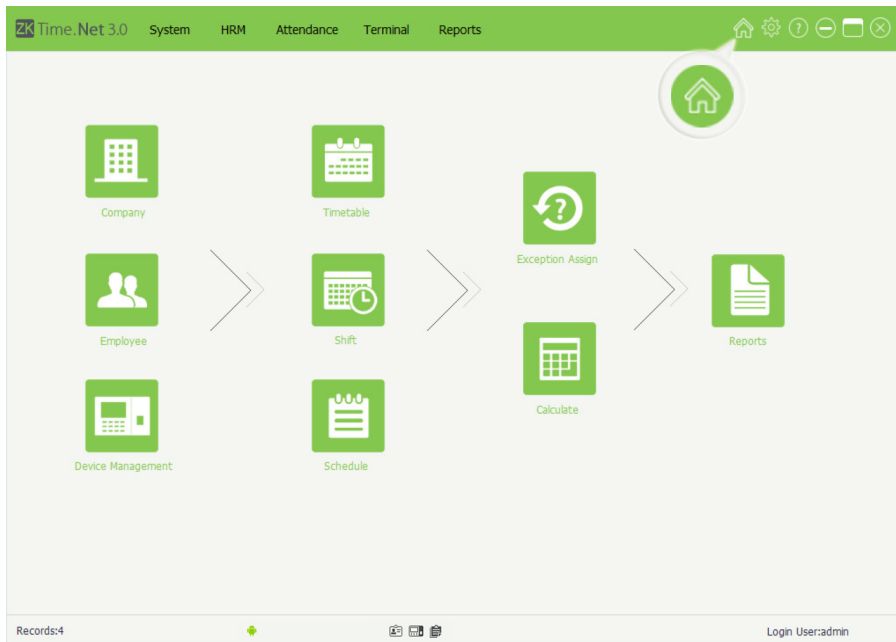
Attendance Setting: sets attendance *Rule, Timetable* and *Shift,* as well as *Schedule* (contains Temporary Schedule) and *Exception* (namely Vacation and Sick Leave setting).


Device Maintenance: manage the attendance checking device, and the employee information and attendance records on the device. It includes *Area setting, Data Sync,* and *management of Device, SMS, Work Code* and *U Disk.*

Reports Management: allows you to process and manage reports by two categories: employee info and attendance record. You can calculate the attendance records by specifying the scope of employees and time, and output reports. You can import or export the attendance data as required by using a U Disk.

- **Instruction of Shortcut Icons**

1. Home



If you encounter any problem when performing operations in the system, you can click  icon to return to the system navigation, which will help you to complete attendance management quickly.

2. License

For the specific operation method, please refer to ["3.1.2 Registration"](#).

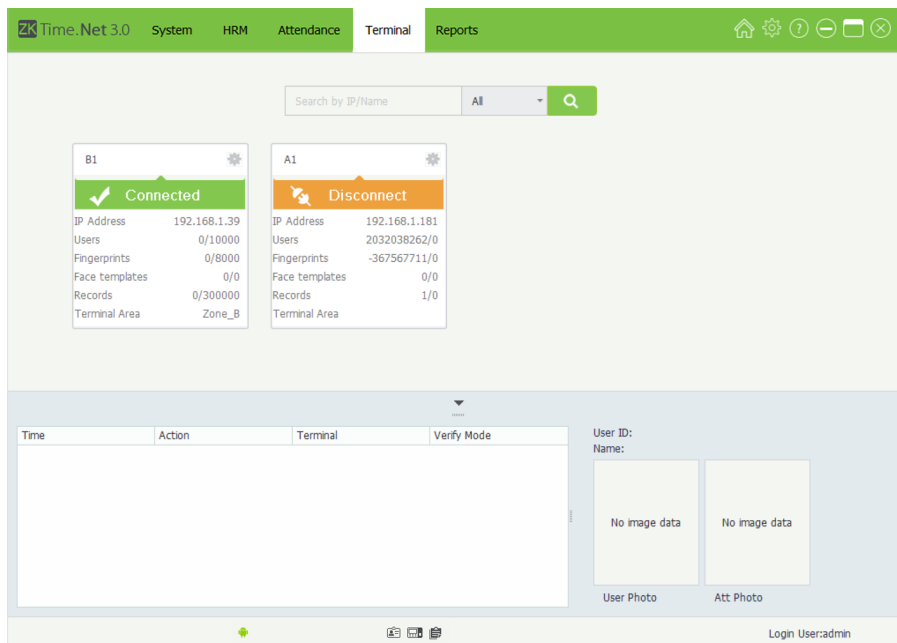
3. About




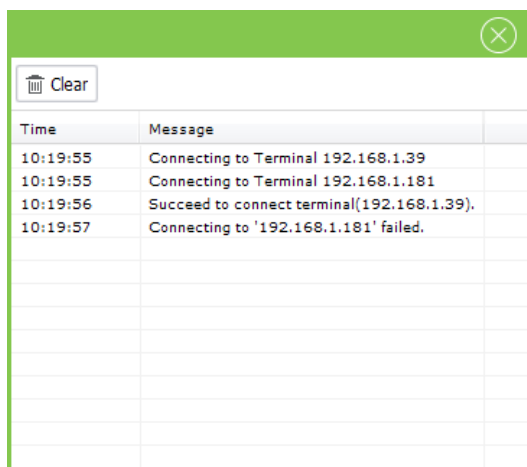
You can click [**About**] to check the system's version.

• Instruction of Information Bar

1. Device Card

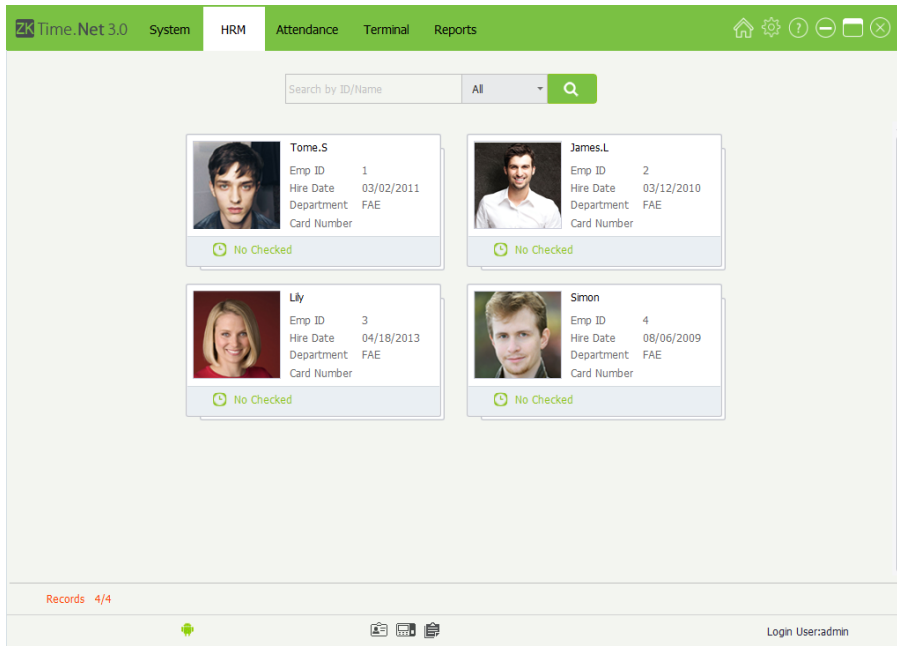



Click  icon, the system will enter the **Device Card** interface automatically. An overview of added devices' information and current connection status will be shown.



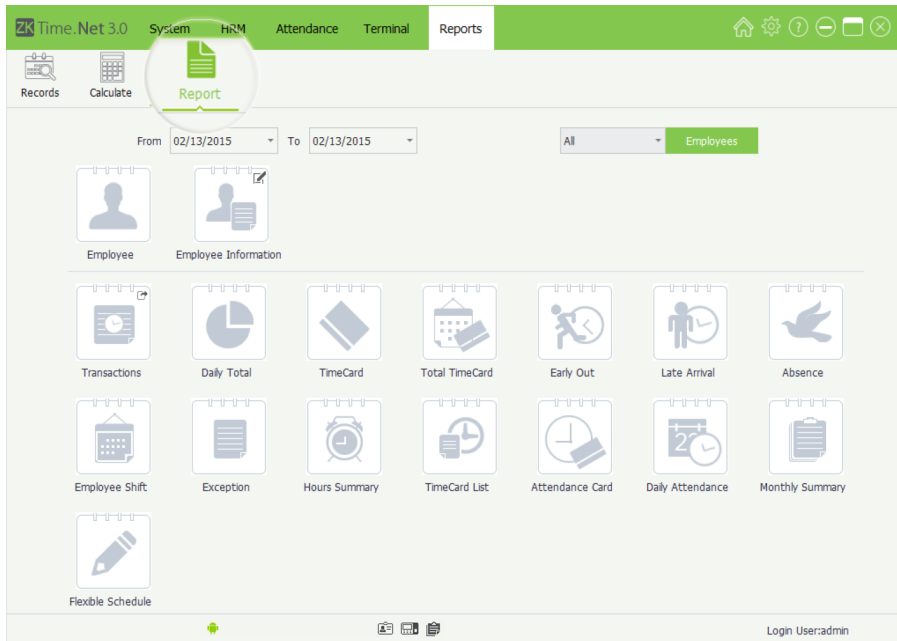
A prompt box will pop up at the bottom right corner of the screen, displaying the connecting procedure and status for all devices.


2. Employee Card



Click  icon, the system will enter the **Employee Card** interface automatically.

3. Reports Card



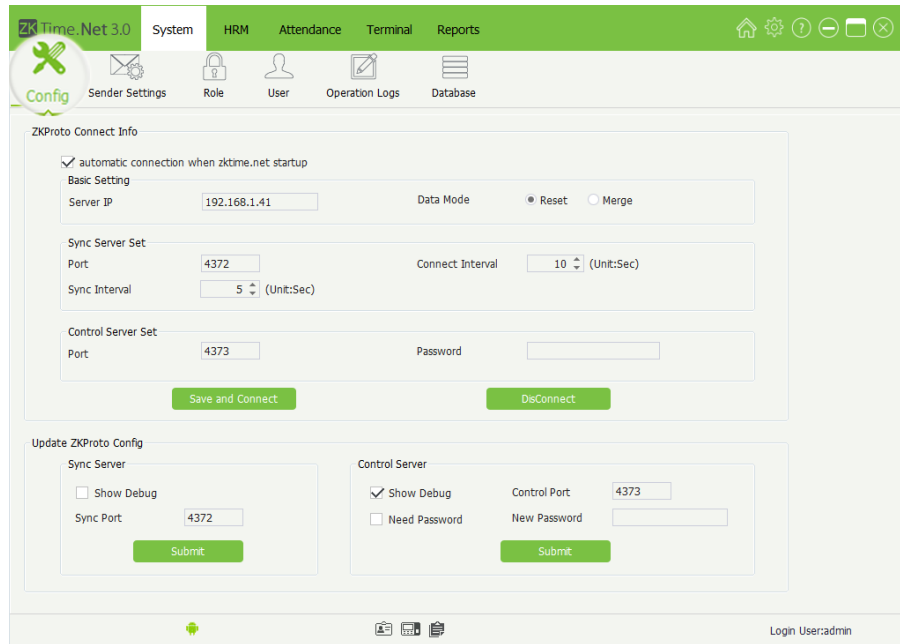
Click  icon, the system will enter the **Report Card** interface automatically.

- **Tips:** For the method of checking report, please refer to ["8.3 View Reports"](#).

4 System Management

The System Management function includes configuring ZKProto information, system and Sender Settings, adding system User (such as Company Manager, Registrant, Attendance Statisticians, etc.), assigning role as required, checking Operation Logs and managing database.

4.1 Configuration



Click [System] > [Config] to enter the (System) Configuration interface.

- **Note:** Please be cautious to set the Data Policy when the system is connected with the middleware for the first time, or it will lead to data loss.

1. ZKProto Connection Information

Automatic Connection when ZKTime.net Starts up: The system would be connected automatically with middleware if you select this option.

- **Basic Setting**

Server IP: The IP address of middleware server.

Data Policy: Includes “Reset” and “Merge”. It will be activated as long as the system is connected with the middleware for the first time and it will not be able to work unless manually activated.

- » **Reset:** Means the data including Employee, Message, Terminal, Zone and other information in middleware will replace those in the software.
- » **Merge:** Means the data in the software and middleware are merged complementarily in transmission. The employees’ information will not be merged.

- **Sync Server Setting**

Port: the port of middleware Sync Server, it has a default value of 4372.



Sync Interval: the interval of data synchronizing the software and middleware. It is suggested to be 5.

Connect Interval: the system will try to be reconnected with the middleware after this interval.

- **Control Server Setting**

Port: the port of middleware Control Server, it has a default value of 4373.

Password: the password for connecting with middleware. There is no password in default setting.

Click [**Save and Connect**] when finished setting. The status will be displayed at the lower left corner.  indicates successful connection, and  indicates failed connection.

2. Update ZKProto Configuration

- **Sync Server**

Set whether to show the debug of middleware or not. You can also change the sync port.

- **Control Server**

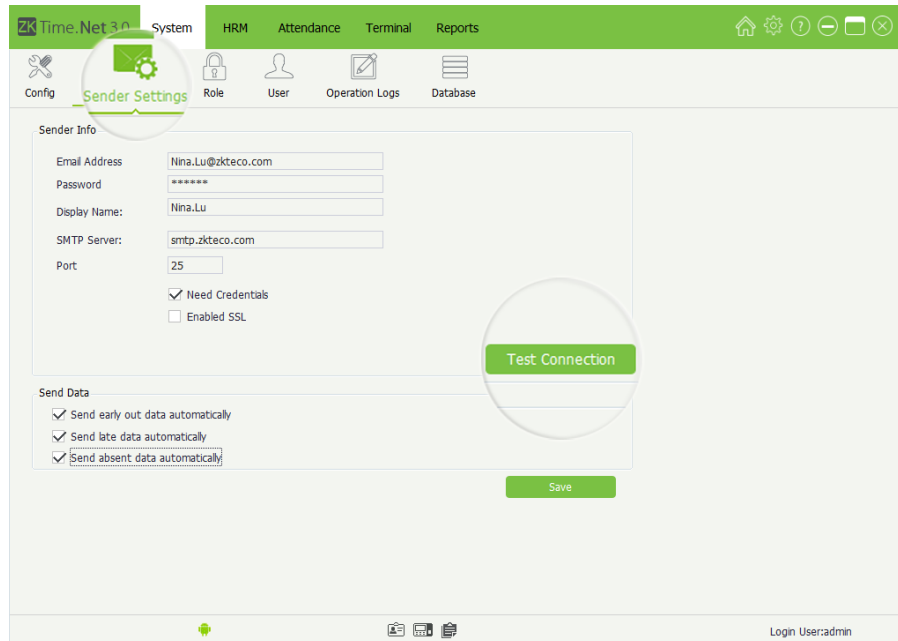
Set whether to show the debug of middleware or not. You can also change the control port and set the password for connecting to the server.

3. After setting, click [**Save**] button to save.

4.2 Sender Settings

After setting the sender, the system will automatically send data to the user-defined email address, according to the selected data type.

1. Click [System] > [Sender Settings] to enter the **Sender Settings** interface.



• Sender Info

Email Address: Enter the email address for receiving data.

Password: Enter the correct password of this email address, and click [Test Connection] button to check whether it is connected to the email server successfully.

Display Name, SMTP Server: Generated automatically by entering email address.

Port: The default value is 25. Modify it as required.

• **Need Credentials, Enable SSL:** Enable them as required; tick (☑) means to enable the function.

• Send Data

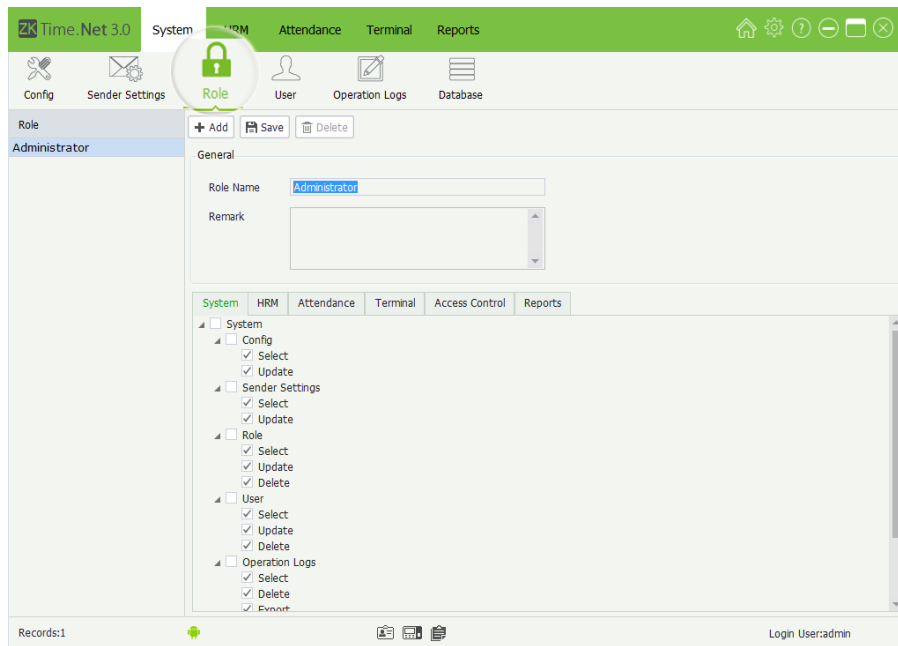
Send early out data automatically, Send late data automatically, Send absent data automatically: Tick (☑) and select the option as required, multiple selection is enabled.

2. After setting, click [Save] button to save.

4.3 Role Management

During the daily use procedure, the administrator needs to assign different kinds of privilege users. To avoid the set-up repetition for each user, you can assign different kinds of roles. After that, assign the decent role directly to the user while adding user. There are six privilege modules, which are System, HRM, Attendance, Terminal, Access Control, and Reports.

Click [System] > [Role] to enter the **Role management** interface. You can add, delete, edit and query roles as required.



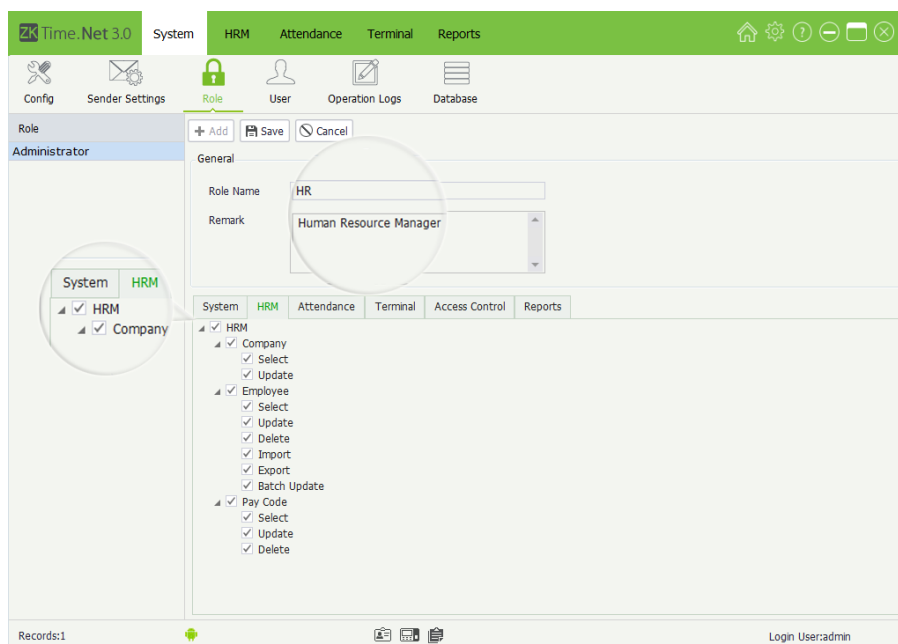
- **Note:** The system has one role (Administrator) in default setting. This role has all privileges.

1. Click [Add] button to enter the **Add Role** interface.
2. Set the general information and assign the privilege for role as required.

- **General**

Role Name, Remark: Enter the role name and remark information.

- **Add Role**



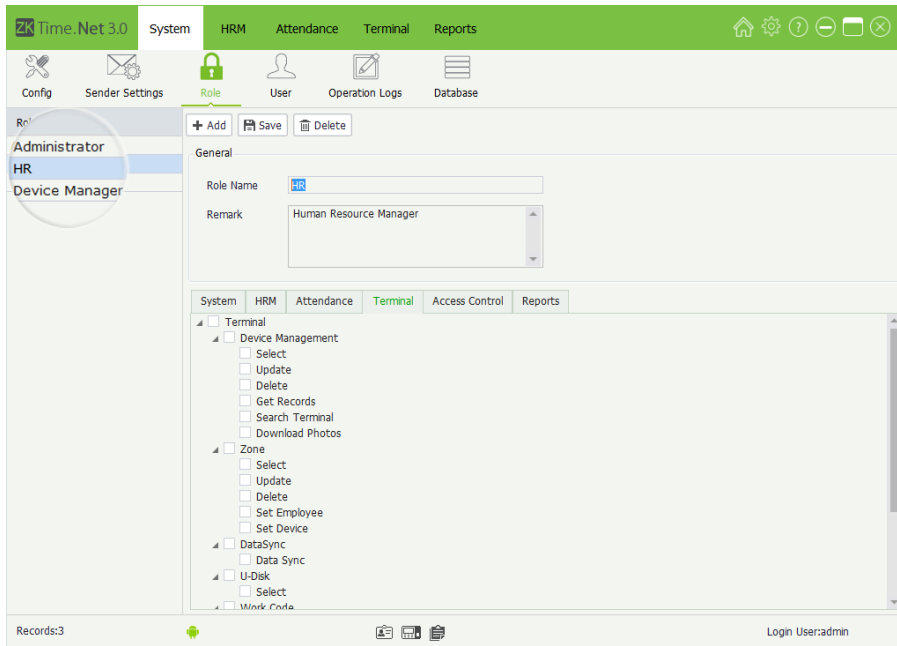
- **Assigning Privilege**

Tick () and select privileges in the Privilege Type Tab; or directly tick () and select the highest privilege to select all sub-privileges.

For example, if you tick () and select the highest privilege HRM, then the sub-privileges of HRM, such as Company, Employee, Pay Code, etc. will be selected automatically as shown in the figure.

3. After setting, click [Save] button to save changes.

• Editing Role



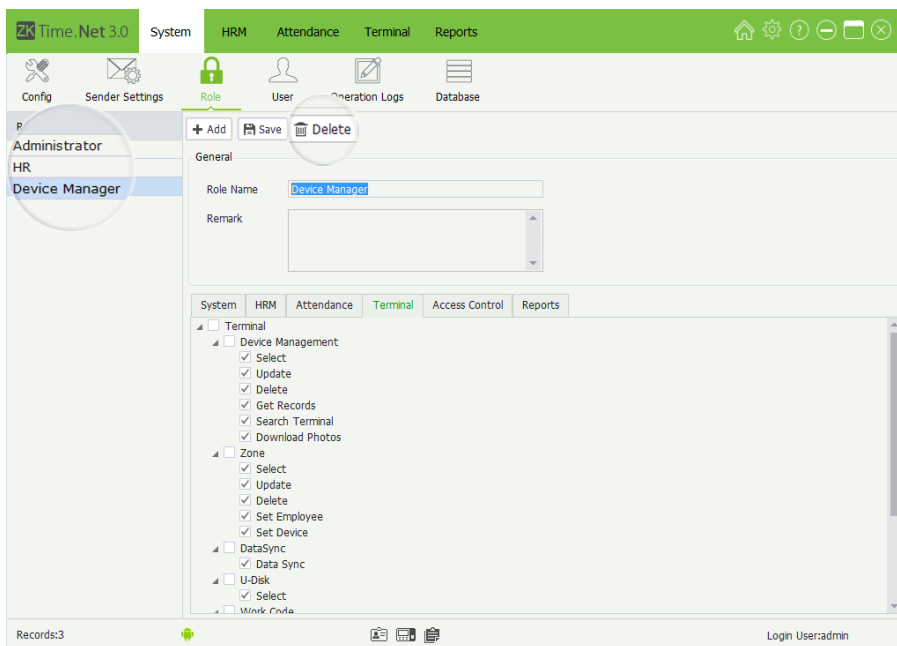
1. Click and select the role which you want to edit on the **Role** list on the **Role Management** interface.

2. Modify the role information as required.

• **Tips:** The specific operation method is the same as Adding Role.

3. After setting, click [**Save**] button to save the role information.

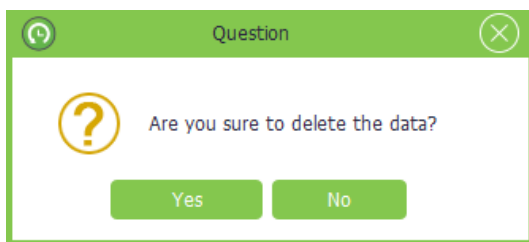
• Delete Role



1. Click and select the role which you want to delete on the **Role** list.

2. Click [**Delete**] button, and a question box will pop up.

3. Click [**Yes**] button to delete the selected role.



• **Note:** The default role (Administrator) of the system cannot be deleted.

4.4 User Management

Add user and assign role (privilege) for system. Click [System] > [User] to enter to the **User Management** interface. You can add, delete, edit and query users as required.

• Add User

The screenshot shows the 'Add User' form in the ZKTime.Net 3.0 application. The form includes the following fields and options:

- User Name:** A text input field.
- Password:** A text input field.
- Email Address:** A text input field.
- Role:** A dropdown menu with the following options:
 - Administrator
 - HR
 - Device Manager
- Remark:** A text area for additional information.

Buttons for '+ Add', 'Save', and 'Cancel' are visible at the top of the form. The 'Add' button is circled in red in the image.

1. Click [Add] button to enter to the **Add User** interface.

User Name, Password, Email Address: Enter the user name, (login) password and email address for new user.

Role: By ticking () role on the *Role* list to assign privilege for user; single selection only.

Remark: Enter the remarking information as required.

2. After setting, click [Save] button to save user info.

4.5 Operation Logs

The program will record all users' operations logs automatically.

Then you can check as required.

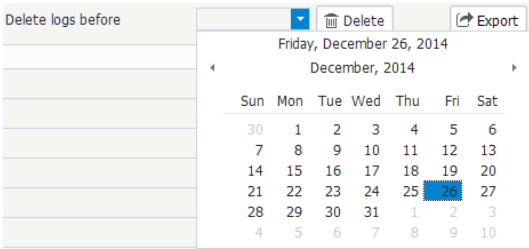
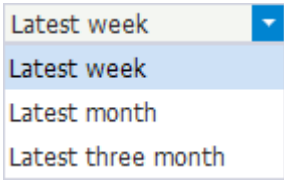
The screenshot shows the 'Operation Logs' interface. It features a table with the following data:

User Name	Date	Message
admin	12/31/2014 17:28	Add a Terminal(1)
admin	12/31/2014 17:28	Add AC TimeZone(2)
admin	12/31/2014 17:28	Add AC TimeZone(1)
admin	12/31/2014 17:27	Login System
admin	01/04/2015 19:02	Login System
admin	01/04/2015 18:56	Add Role(Device Manager)
admin	01/04/2015 18:56	Update Role(HR)
admin	01/04/2015 18:56	Add Role(HR)
admin	01/04/2015 18:48	Update Sender Settings
admin	01/04/2015 17:16	Export: employee
admin	01/04/2015 15:44	Import 9 employee
admin	01/04/2015 14:13	Update Rules information
admin	01/04/2015 14:13	Update Rules information
admin	01/04/2015 13:43	Update company information
admin	01/04/2015 11:02	Search employee's records
admin	01/04/2015 10:30	Update employee(Liy)
admin	01/04/2015 10:30	Update employee(James.L)
admin	01/04/2015 10:30	Update employee(James.L)
admin	01/04/2015 10:29	Assign employee to Zone_B
admin	01/04/2015 10:29	Assign employee to Zone_A

• Editing/Deleting User

- **Tips:** The operation methods of editing/ deleting user are the same as that in editing/ deleting role. For the specific operation method, please refer to ["4.3 Role Management"](#).

Click [System] > [Operation Logs] to enter the **Operation Logs** management interface.

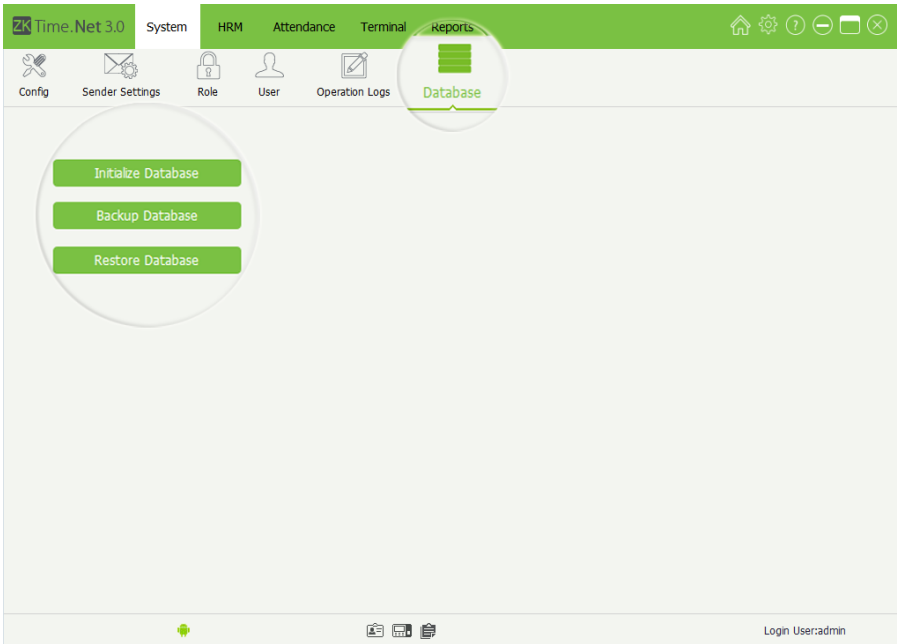


• Export Operation Logs

Click **[Export]** button to export operation logs.

4.6 Database Management

Click **[System]** > **[Database]** to enter the **Database Management** interface:



You can operation Initialize Database, Backup Database and Restore Database in Database Management interface.

• Filtering and Checking Operation Logs

Select query option to filter and display the operation logs as required.

• Deleting Operation Logs

1. Click the ▼ icon beside **[Delete]** button, the date selecting box will pop up.

2. Select date.

• (Tips: For the method of selecting date, please refer to "[1. Selecting Date](#)" in *Appendix 1 Common Operations* chapter.)

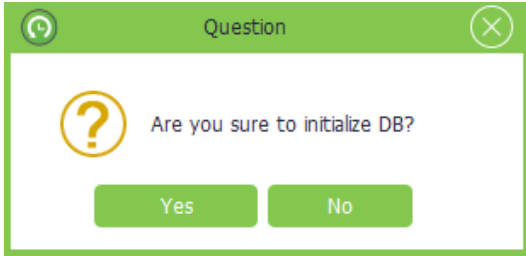
3. Click **[Delete]** button to delete all operation logs before the selected date.

• **Note:** It is irreversible once you have removed the Operation Logs, please operate it carefully.

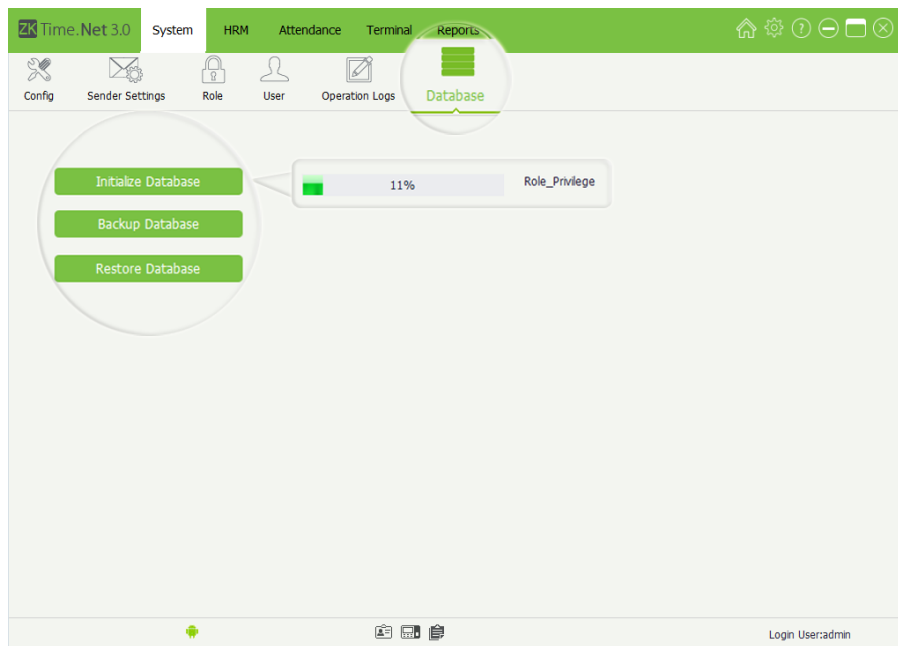
4.6.1 Database Initialization

This function can restore system to the original installment status, please operate it carefully.

The specific operation is shown as below:



1. Click [**Initialize Database**] button, the **Question** prompt box will pop up.



2. Click [**Yes**] button to start initializing database operation.

- **Note:** Click [**No**] button to cancel operation.

4.6.2 Database Backup

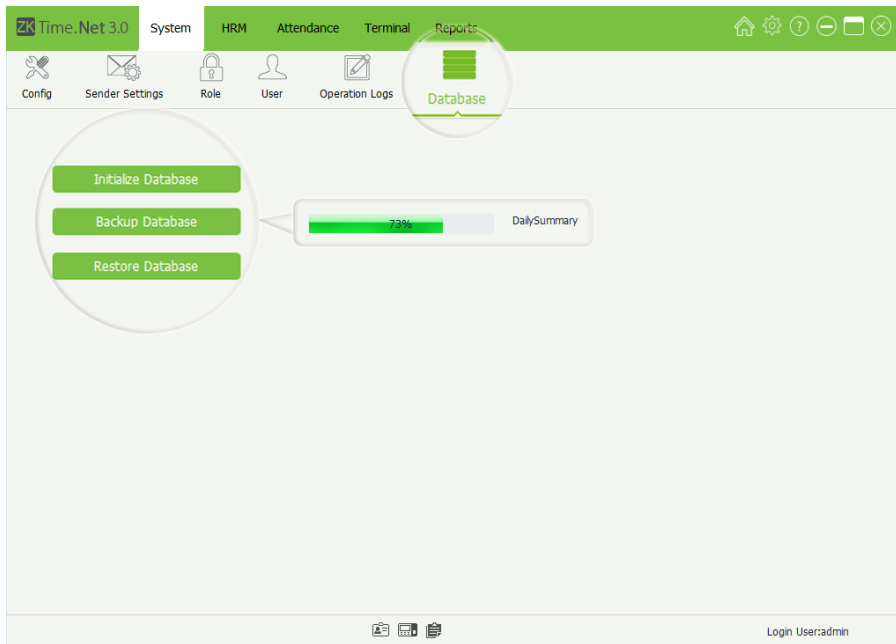
In order to ensure the data security and to restore database, we suggest you to back up the database in a regularly

The specific operation is showed as below:

1. Click [**Backup Database**] button, the **Save As** window will pop up. Choose backup path and enter the backup file name in the File name bar.
2. Click [**Save**] button to start backing up database; the operation is shown as below:

- **Notes:**

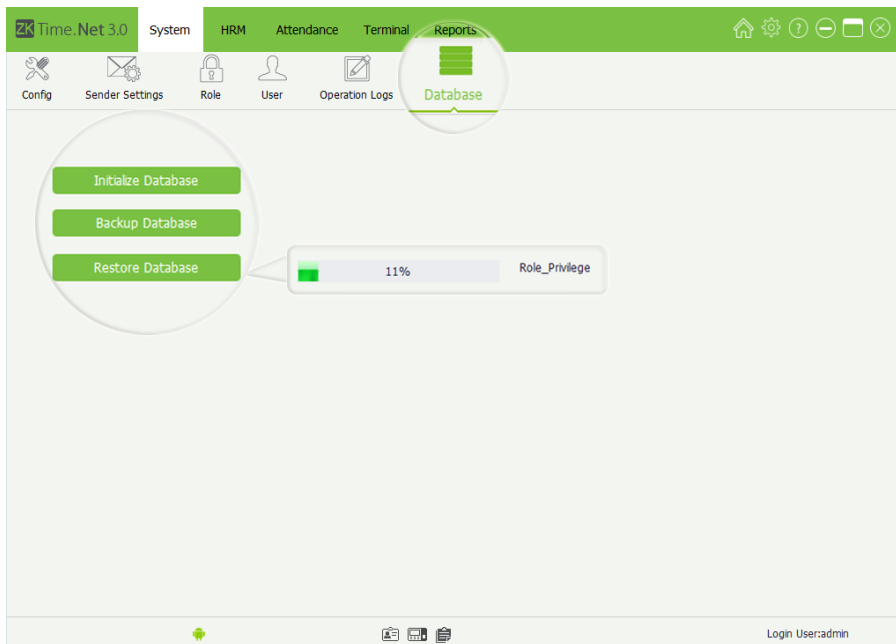
- (1) Do not set the database backup path and the system installation path on the same drive.
- (2) Do not set the backup path under the root directory of a drive.



• **Note:** We suggest you to back up the database after building human resource record, adding terminal information and accessing control setting.

4.6.3 Database Restoration

The specific operation is shown as below:



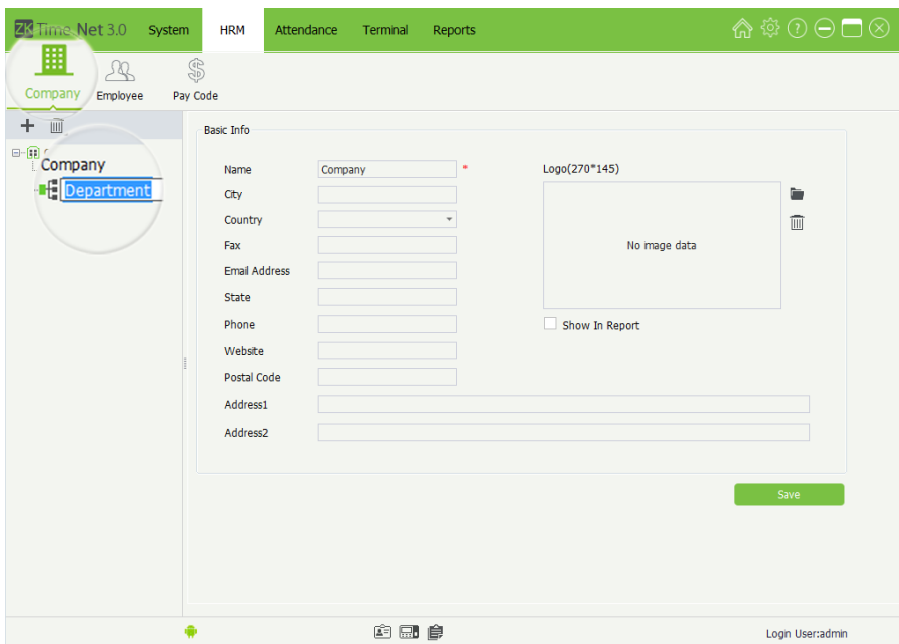
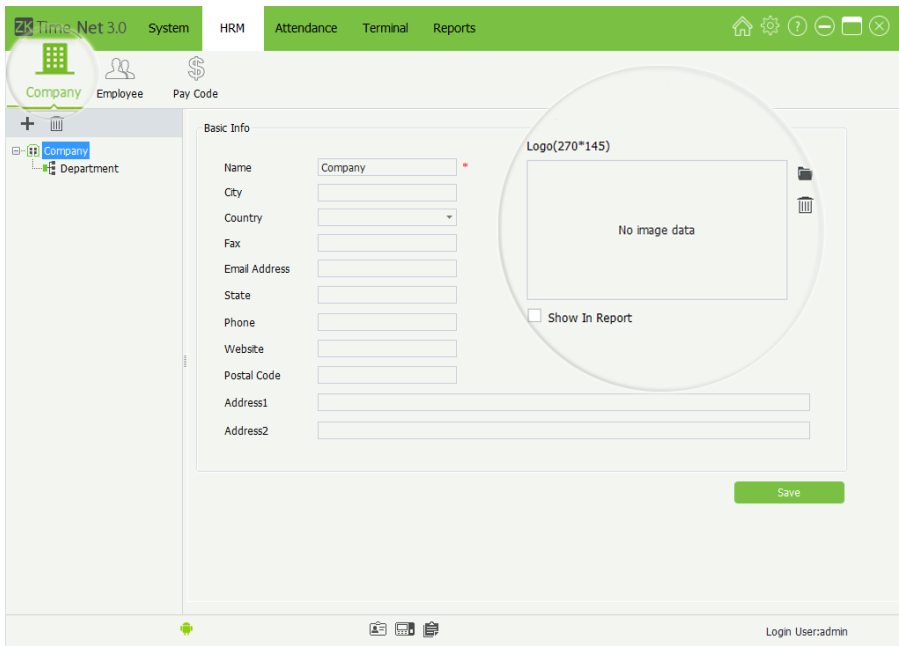
Click [**Restore Database**] button on the **Database Management** interface, the **Open** window will pop up. Choose the backup file which you want to restore, and click [**Open**] button to start restoring database.

5. Human Resource Management

Before using the attendance function, you should do the human resource management. The first part is Company Setting, namely, setting the company structure. The second part is employee management, namely, entering employee and assigning department for the system and managing employee as required. The third party is Pay Code setting.

5.1 Company Setting

Click [HRM] > [Company] to enter to the **Company Setting** interface.



- **Setting Company Information**

The system supports you to modify the company's basic info and the name for the default department. Click [Save] button to save settings.

- **Tips:** Double-click the department name to enter the modify interface, and then modify the name as required.
- **Note:** The parameter with * means that it cannot be empty.


Country: Click ▼ button, and then select country on the drop-down list.

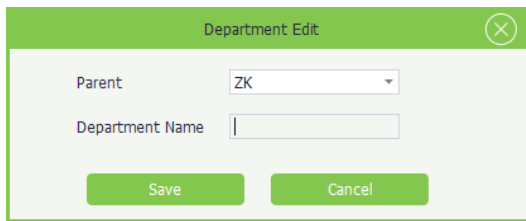
Logo: Click 🖼️ icon, double-click the LOGO file in the pop-up window, and then add LOGO for company.

- **Note:** The size of the LOGO file must be in the scope of 270*145. Moreover, you can click 🗑️ icon to delete the added LOGO.

Show In Report: Tick (☑️) and select this option, and then the company's LOGO will be displayed in the reports. Otherwise, it will be hidden.

- **Adding Department**

1. Click  icon, the Department Edit window will pop up as shown as below.



Parent: Click  button in *Parent* parameter, and then select parent department for the new department.

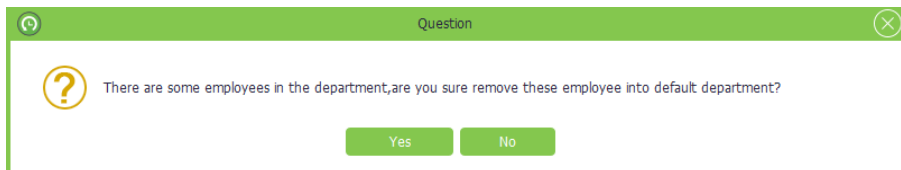
Department Name: Enter the department name.


2. After setting, click **[Save]** button to save the department information.

- **Editing Department**

The operation method of editing department is the same as that in editing role. For the specific operation method, please refer to ["4.3 Role Management"](#).

- **Deleting Department**

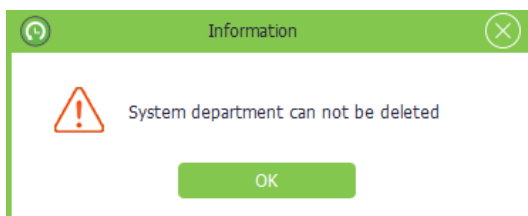


Click the department which you want to delete on the **Company Structure** list, and then click  icon:

- If there are no employees in this department, directly delete this department.
- If there are employees in this department, the **Question** prompt box will pop up.

Click **[Yes]** button to remove these employees from the default department.

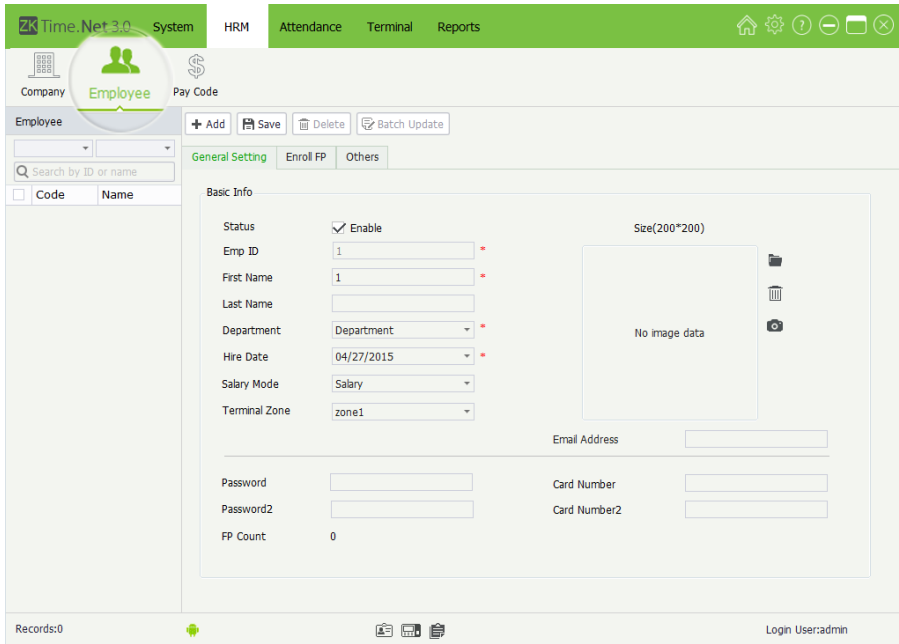
Click **[No]** button to cancel the deleting operation.



• **Note:** The default company and department are undeletable, but you can modify them as required.

5.2 Employee Management

Before use, you should add employee into the system, or import employee information from other programs.



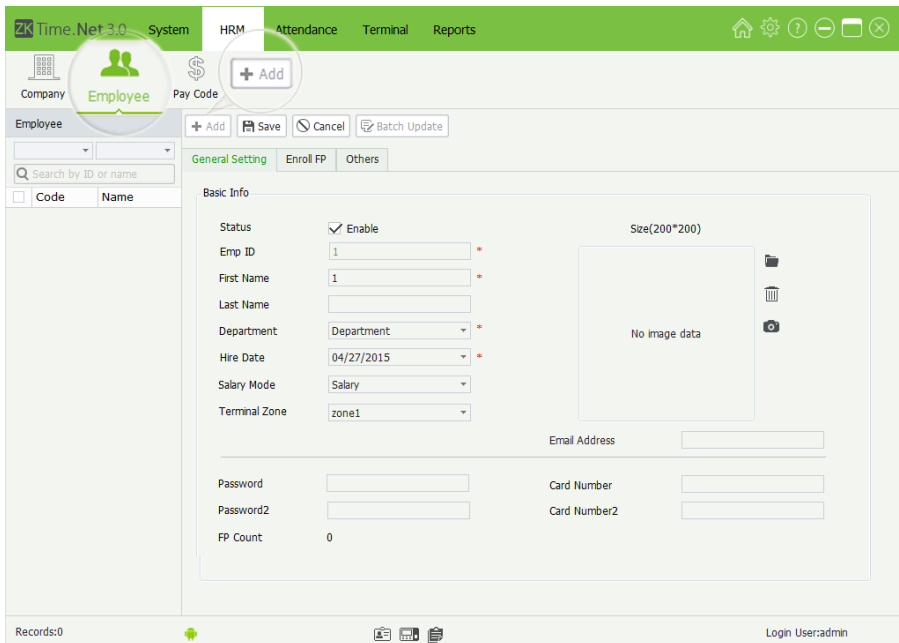
Click [HRM] > [Employee] to enter the **Employee Management** interface.

You can add, delete, edit and query employees as required on this interface.

5.2.1 Employee Adding

Add employee info, and enroll fingerprint and issue card as required.

The specific operation is shown as below:



1. Click [Add] button to enter the **Add Employee** interface.

• **Note:** The parameter with * means that it cannot be empty.

• Basic Information

Status: Tick (✓) and select *Enable*, meaning that this employee is in-service, otherwise, meaning that the employee has resigned.

Emp ID: Enter employee ID. The setting range is 1~999999999 and unrepeatable.



Department: Click ▼ button, and select the subordinate department on the drop-down department list.

Hire Date: Display the current date in default setting. Click ▼ button, and select hire date in the drop-down date box as required.

Salary Mode: Click ▼ button, and select the salary mode on the drop-down list; you can select **Hours** or **Salary** as required.

Terminal Zone: Click ▼ button, and select the (attendance) zone on the drop-down area list. For the Terminal Zone setting, please refer to ["7.2 Zone Setting"](#).

Photo: Supports two kinds of method to add photo information of employee:

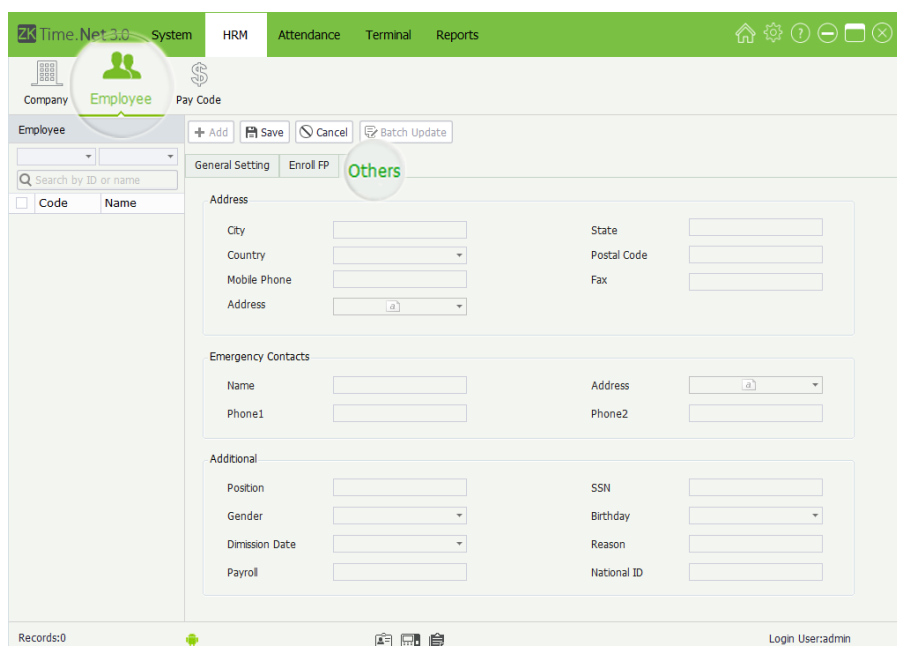
- **Method 1:** Click  icon, double-click and select file in the pop-up window, and then add photo of employee.
- **Method 2:** If the computer is connected with video camera, you can click  icon, and add photo of employee by using camera photograph.

Password/Password 2: Enter password as required. When the employee has password verification privilege, then he/ she can punch-in / punch-out via password on the device.

Card/Card 2: Enter the card No. to issue card for employee.

FP Count, Face Count: Display the count of enrolled fingerprints and faces.

• Others Setting



The screenshot shows the 'ZKTime.Net 3.0 System' interface. The top navigation bar includes 'System', 'HRM', 'Attendance', 'Terminal', and 'Reports'. The 'Employee' section is active, showing a search bar and a list of employees. The 'Others' tab is selected, displaying fields for Address, Emergency Contacts, and Additional information.

Address	
City	<input type="text"/>
Country	<input type="text"/>
Mobile Phone	<input type="text"/>
Address	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>
Fax	<input type="text"/>

Emergency Contacts	
Name	<input type="text"/>
Phone1	<input type="text"/>
Address	<input type="text"/>
Phone2	<input type="text"/>

Additional	
Position	<input type="text"/>
Gender	<input type="text"/>
Dismissal Date	<input type="text"/>
Payroll	<input type="text"/>
SSN	<input type="text"/>
Birthdate	<input type="text"/>
Reason	<input type="text"/>
National ID	<input type="text"/>

Click **Others** to enter the others setting interface.

Set employee information as required.

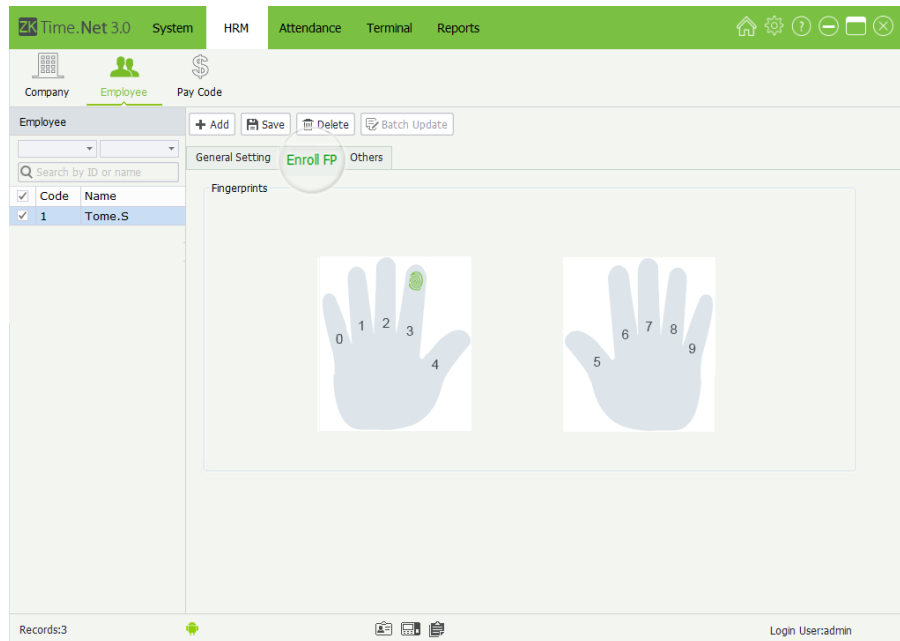
2. After setting, click **[Save]** button to save employee information.

- **Tips:** The size of the employee photo must be in the scope of 200*200. You can click  icon to delete the added employee photo.

5.2.2 Fingerprint Management

The program supports Terminal or FP Sensor to enroll fingerprint for employee.

- Viewing FP



1. Click and select employee on the *Employee* list, and click **Enroll FP** to enter the **Enroll Fingerprint** interface.

2. You can view the enrolled fingerprint of this employee on this page.

- **Note:** The fingerprint can not be edited or deleted in ZKTime.Net 3.0.

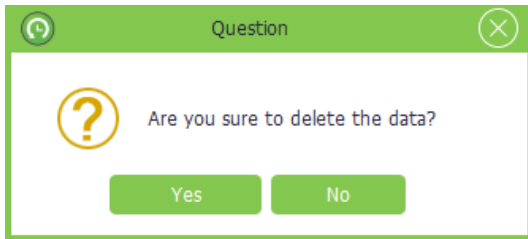
5.2.3 Employee Maintenance

• Editing Employee

1. Click and select employee on the Employee list.
2. Modify the employee information as required, and click **[Save]** button to save settings.

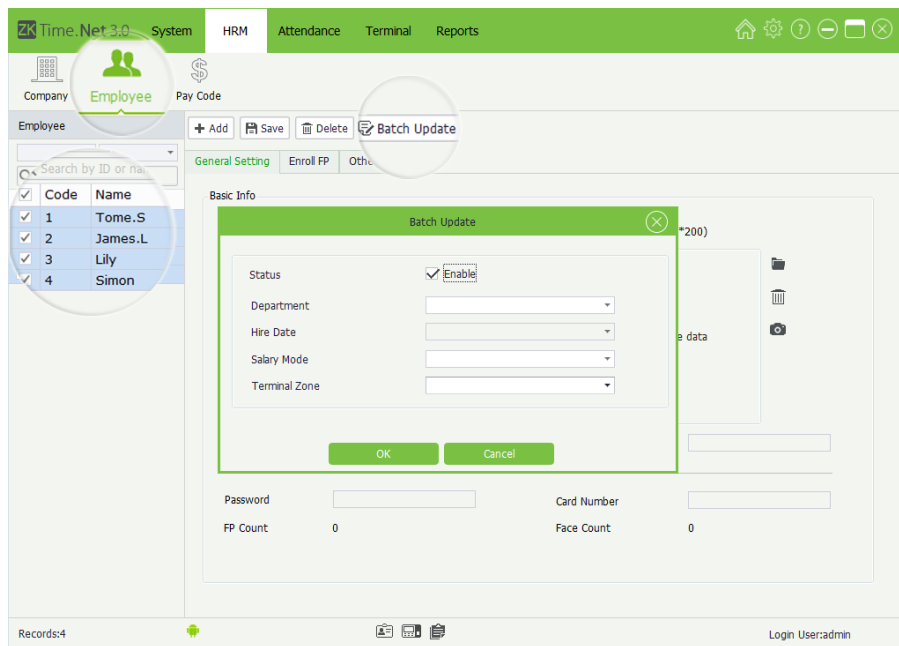
• Deleting Employee

1. Click and select employee on the Employee list.
2. Click **[Delete]** button, the **Question** prompt box will pop up.



3. Click **[Yes]** button to delete the selected employee, or click **[No]** button to cancel operation.

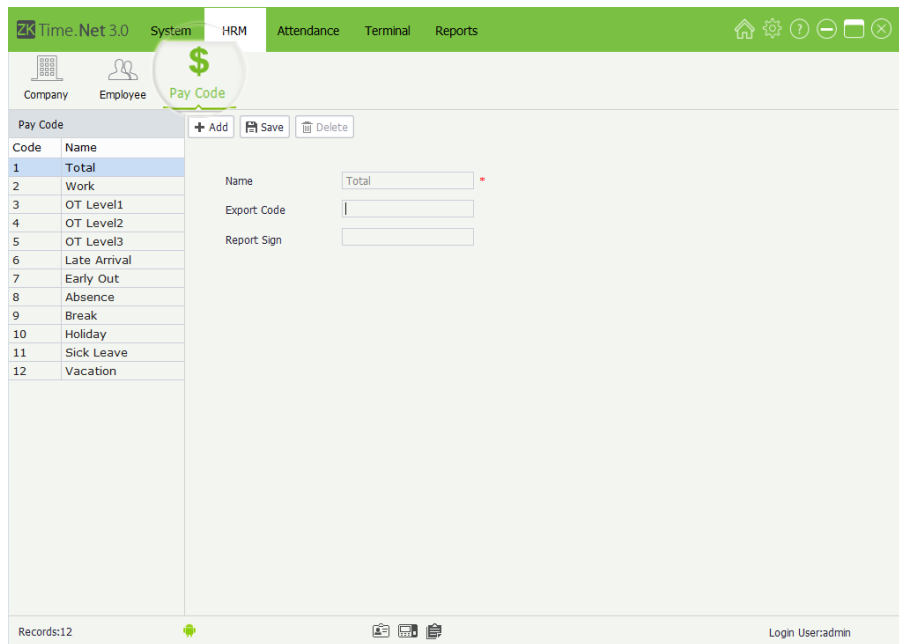
• Batch Update



1. Tick and select multi employee on the *Employee* list. Click **[Batch Update]** button, the Batch Update window will then pop up.
2. Batch update the employees' *Department, Hire Date, Salary Mode, and Terminal Zone* as required, and click **[Save]** button to save settings.

5.3 Pay Code

It is defined as the type of salary payment which is used for payroll calculation.

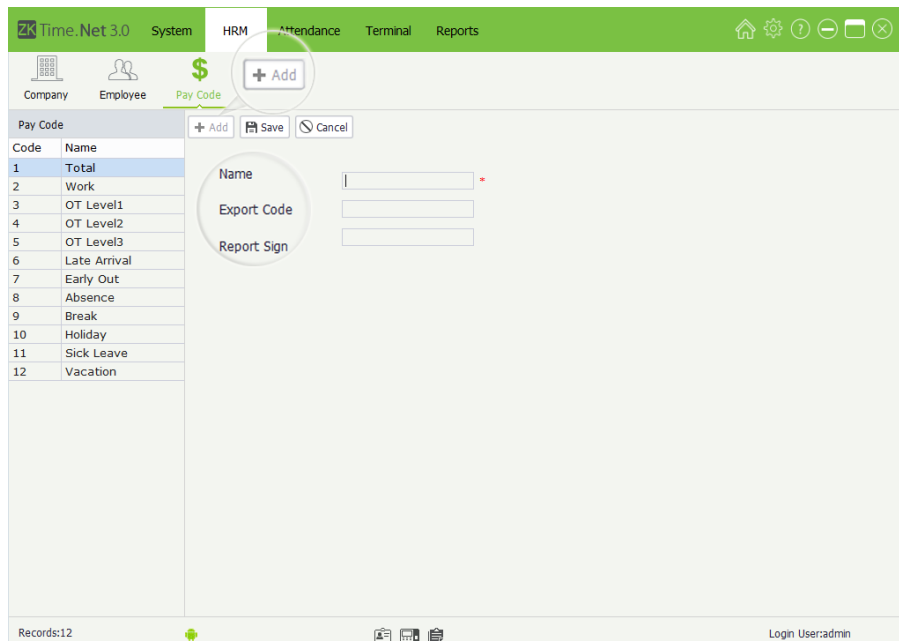


Click [HRM] > [Pay Code] to enter the Pay Code setting interface.

1. Click [Add] button to enter the Add Pay Code interface.

- **Note:** The parameter with * means that it cannot be empty.

• Add Pay Code



Name: Enter the pay code name.

Export Code, Report Sign: Enter the export code and the report sign for this pay code.

2. After setting, click [Save] button to save information.

• Edit/Delete Pay Code

The operation method of editing/deleting pay code is the same as that in editing/deleting role. For the specific operation method, please refer to [“4.3 Role Management”](#).

- **Note:** The Pay Code whose Export Code is greater than or equal to 11 will be used for Pay Code setting on the Assigning Exception menu interface. For details, please refer to [“6.5 Assigning Exception”](#).

6. Attendance Management

To help enterprises perform an information-based attendance management, this software offers effective functions in automatically collecting, calculating and querying employee attendance data. This improves the management of human resources and facilitates the check-in of employees. This software enables managing department to collect statistics and check employee attendance, as well as to query and appraise the attendance of all departments, thus allowing enterprises to acquire accurate employee attendance data.

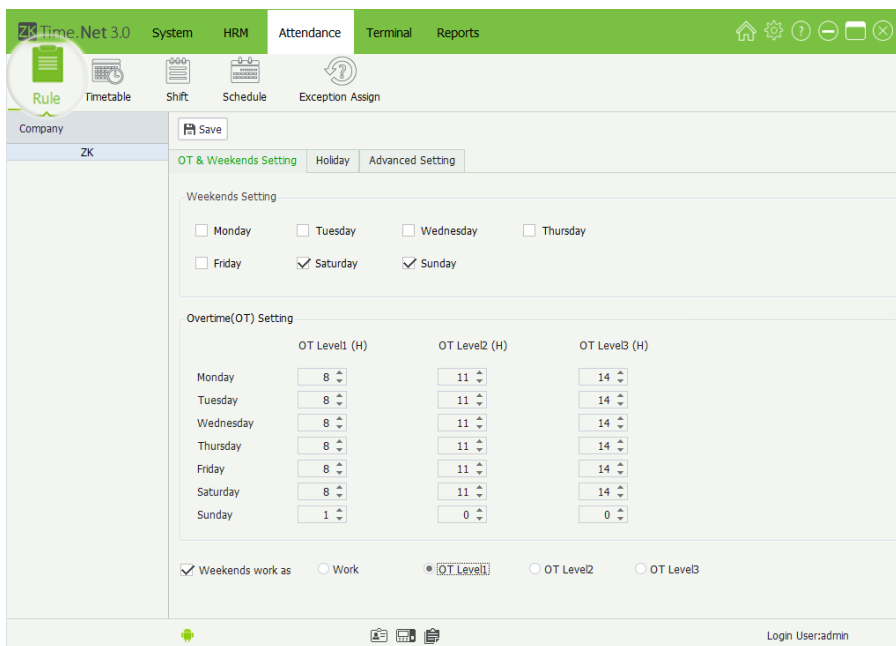
The data exchange between the attendance device and the program has to be performed in advance to execute synchronous management of the attendance device, and collect the employee attendance records saved in the attendance device. For the attendance device setting, please refer to [“7.1 Device Management”](#).

The **Attendance** menu mainly possesses the following functions: Attendance Rule setting, Timetable and Shift which are used for common attendance, Schedule (includes Temporary Schedule) and Assigning Exception etc.

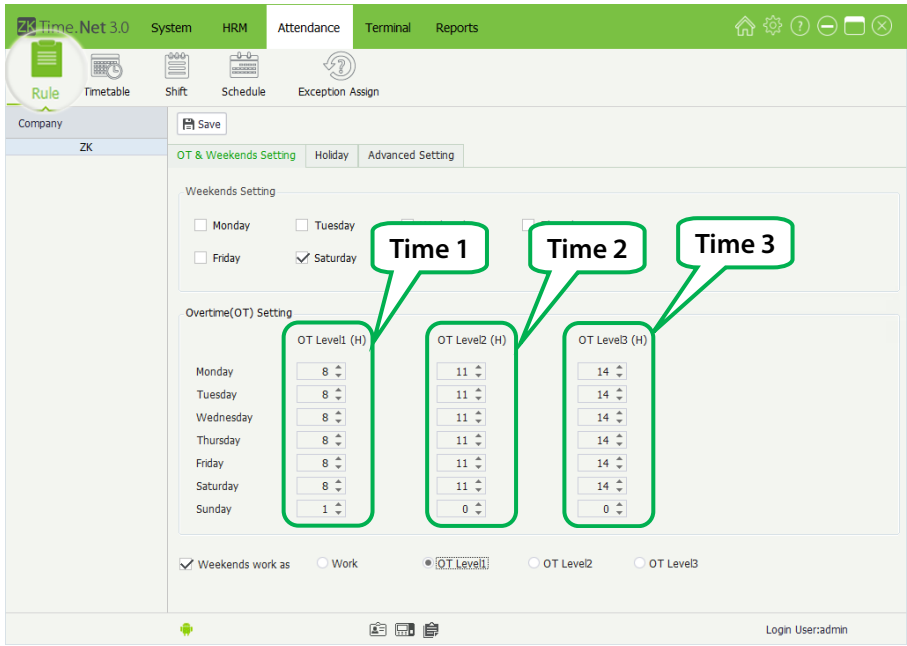
6.1 Attendance Rule

The attendance system varies across companies, so you need to manually set attendance rules to ensure the accuracy of the final attendance calculation. The attendance rule setting is a major way to demonstrate a company's attendance system.

Click **[Attendance]** > **[Rule]** to enter the **Attendance Rule** setting interface. Set it as required, and click **[Save]** button to save settings.



6.1.1 OT & Weekend Setting



Click **OT & Weekend Setting** on the **Attendance Rule** setting interface, to enter the **OT & Weekend Setting** interface.

- **Weekend Setting**

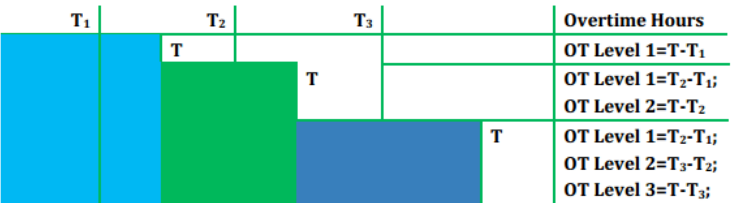
Select weekends based on the company's actual situation. (Multiple selection is enabled)

- **Overtime (OT) Setting**

Set OT Levels 1, 2, and 3 to different lengths of work time.

Method of Overtime Level Calculation: (Calculated in subparagraph)

Assume that the values of T1 to T3 are specified as below. T represents the end point of work time.



- If an employee's **actual daily working hours** are greater than **Time 1** but less than **Time 2**, then the overtime at **OT Level 1** is the **Actual daily working hours** minus **Time 1**.
- If an employee's **actual daily working hours** are greater than **Time 2** but less than **Time 3**, then the overtime at **OT Level 1** is the **Time 2** minus **Time 1**; the overtime at **OT Level 2** is the **actual daily working hours** minus **Time 2**.
- If an employee's **actual daily working hours** are greater than **Time 3**, then the overtime at **OT Level 1** is the **Time 2** minus **Time 1**; the overtime at **OT Level 2** is **Time 3** minus **Time 2**; the overtime of **OT Level 3** is the **actual daily working hours** minus **Time 3**.

The following example is used to explain how overtime is calculated by using the values specified in the preceding figure.

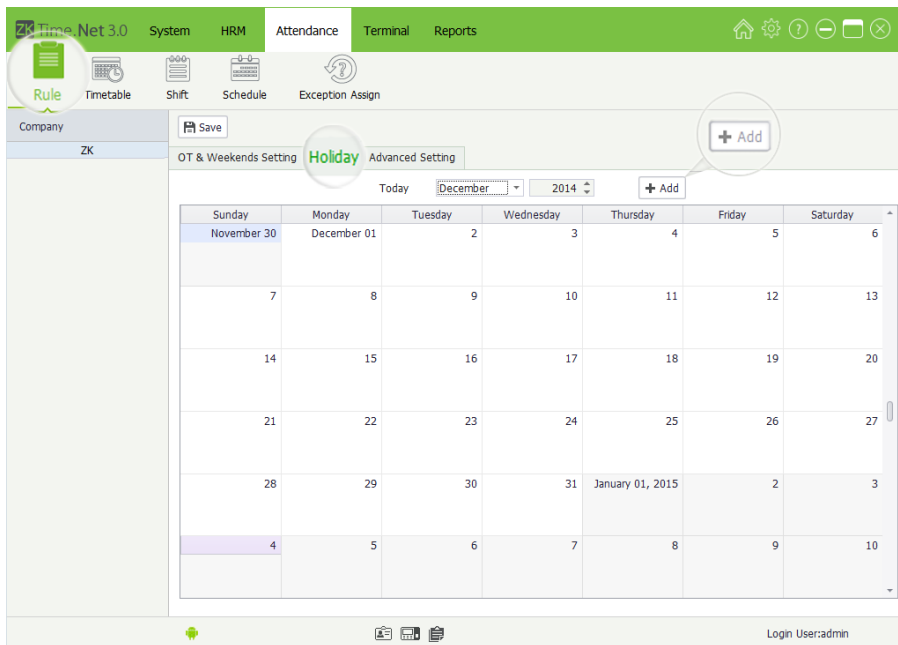
- If an employee works 9 hours a day, he/she has 1-hour overtime (9 minus 8) at OT Level 1.

- If the employee works 12 hours a day, he/she has a total of 4-hour overtime, 3-hour overtime (11 minus 8) at OT Level 1 and 1-hour overtime (12-11) at OT Level 2.
- If the employee works 15 hours a day, he/she has a total of 7-hour overtime, 3-hour overtime (11 minus 8) at OT Level 1, 3-hour overtime (14-11) at OT Level 2, and 1-hour overtime (15-14) at OT Level 3.

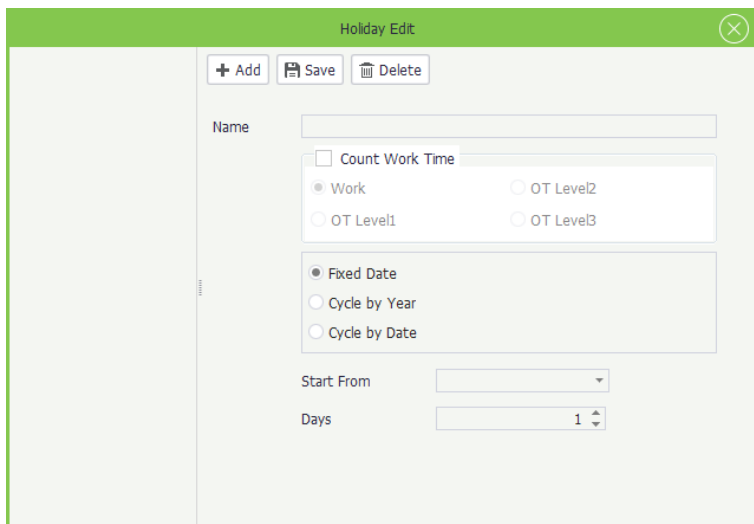
Weekends work as: Specifies how the work time on weekends is calculated. The work time on weekends can be included into the normal work time or one of the three types of overtime.

6.1.2 Holiday Setting

The required attendance time on holidays might differ from that on usual days. For ease of operation, the system provides Holiday setting which allows you to set the attendance time and rules for holidays. After a holiday is specified, the system will set attendance rules for the holiday, and collect statistics and display the attendance records on the holiday.



Click **Holiday** on the **Attendance Rule** setting interface to enter the **Holiday** setting interface.



Click **[Add]** button, and the Holiday Edit interface will pop up.

- Adding Holiday

1. Click [Add] button to enter the Add Holiday interface.

Name: Enter the holiday name.

Count Work Time: You can select *Work*, *OT Level 1*, *OT Level 2* or *OT Level 3* based on actual situation.

Circulation Rules Setting: You can select *Fixed Date*, *Cycle by Year* or *Cycle by Date* as required.

--->When select *Fixed Date* or *Cycle by Year*

Fixed Date: When select *Fixed Date*, then this holiday will only be applied to the selected date.

Cycle by Year: When the holiday has a fixed date, such as the New Year's Day on January 1th, you can set the holiday as *Cycle by Year*. After setting, the system will set this date as holiday automatically.

Start From: Click ▼ button, and then select the holiday starting date in the drop-down date box.

Days: Supports manual input or clicking ▲/▼ to increase or decrease to set continuous days for holiday.

--->When select ad *Cycle by Date*

Cycle by Date: The holiday has no fixed date, such as the Thanksgiving Day on every 4th Thursday of November, you can set the holiday as *Cycle by Date*.

Start From: Click ▼ button of the Month, Week and Day one by one, and then select the specific month, week and day on the drop-down list.

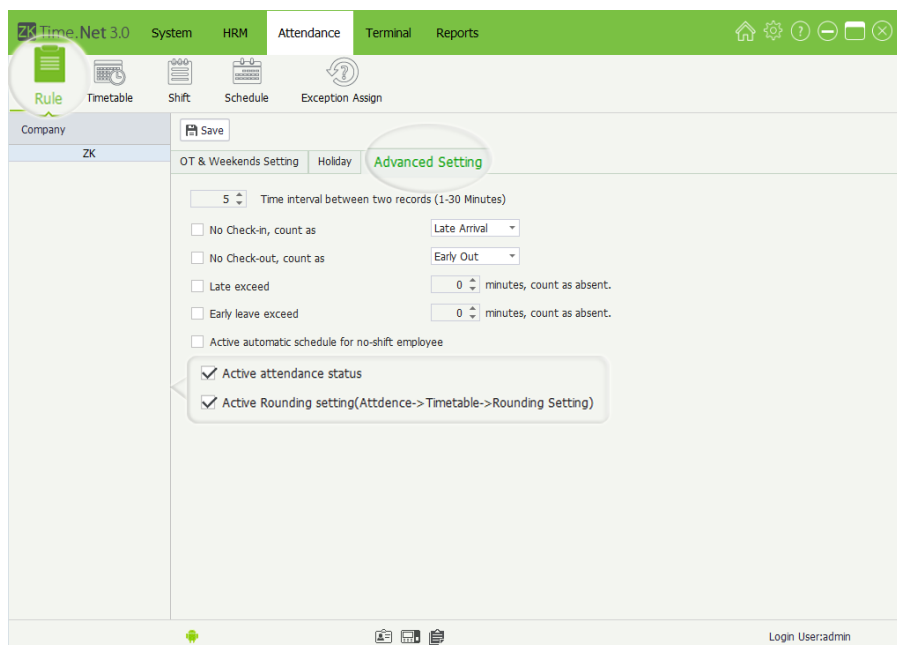
Days: Supports manual input or clicking ▲/▼ to increase or decrease values to set continuous days for holiday.

2. After setting, click [Save] button to save settings.

- **Editing/Deleting Holiday**

The operation methods of editing/deleting holidays are the same as editing/deleting the role. For the specific operation method, please refer to [“4.3 Role Management”](#).

6.1.3 Advanced Setting



Click **Advanced Setting** on the **Attendance Rule** setting interface to enter the **Advanced Setting** interface.

Time interval between two records: Sets the interval length for saving effective attendance record. The default length is 5 minutes. You can set this parameter as required. For example, if an employee punches in at 08:30 a.m, his/her another punch-out record in the following 5 minutes (08:30~08:35) will be invalid and will not be stored in the attendance device. Similarly, the attendance device will save only the valid punch=in / punch-out records according to this rule.

If no check-in, counted as Late Arrival / Absent: Tick (☑) and select this option, click ▼ button and select *Late Arrival* or *Absent* on the drop-down list as required. Then employee with no check-in will be counted as *Late Arrival* or *Absent*.

If no check-out, count as Early Out / Absent: Tick (☑) and select this option, click ▼ button and select *Early Out* or *Absent* on the drop-down list as required. Then employee with no check-in will be counted as *Early Out* or *Absent*.

If Late exceeds _ minutes, counted as absent: The default value is 0 minute, you can modify it as required. After ticking (☑) and selecting this option, if the **Check-In Time** is 9 a.m, all punch-in after 9 a.m, will be counted as absent.

If Early leave exceeds _ minutes, counted as absent: The default value is 0 minute, you can modify it as required. After ticking (☑) and selecting this option, if the **Check-Out Time** is 18 p.m, all punch-out before 18 p.m, will be counted as absent.

Active automatic schedule for no-shift employee: After ticking (☑) and selecting this option, the system will schedule employees with no shifts for the default shift automatically.

Active attendance status: If tick (☑) and select this option, the system will identify the attendance status of the attendance records downloaded from the device according to the preset attendance status in the device. If you do not select this option, the system will identify the attendance status according to the odd and even numbers of the attendance records, where an odd number represents “check-in” and an even number represents “check-out”. Specifically, the first attendance record is “check-in”, the second is “check-out”, the third is “check-in”, the fourth is “Check-out”, and the like etc.

Active Round Setting (Attendance > Timetable > Round Setting): By ticking (☑) and selecting this option, to activate the Round Setting function, otherwise, it is disabled.

6.2 Timetable Setting

You can set all timetables that may be used during the attendance procedure, and then set each option as required. Such as Check-In /Out Time, Late Arrival/Early Out time, Break and Rounding setting, etc.

Before shift setting, you must set all the timetables that might be used. Only if employees are assigned to shifts, can you collect and calculate employee attendance time based on the attendance parameters.

Click **[Attendance]** > **[Timetable]** to enter the **Timetable** setting interface.

The system has a default timetable named. It can be modified as required but undeletable.

6.2.1 Timetable Adding

1. Click [Add] button to enter the **Adding Timetable** interface.

- **General Setting**

Timetable Name: Enter the timetable name.

Timetable Type: Click ▼ button and select timetable type (Regular or Flexible) on the drop-down list

-->When the Timetable Type is selected as Regular

The **General Setting** interface is shown as below:

- **Regular Type**

Check-In/Out Time: Set the Check-In and Check-Out Time.

Color: Click icon, and select the display color for this timetable in the pop-up color box.

Active additional setting: If you want to manually modify the following parameters, tick and select this option, and modify them as required. Otherwise, use the default setting by unselecting this option.

Check-In Start at: The default Check-In Start time is two hours before *Check-In* Time. For example, if the Check-In time is 08:00, the system will set 06:00 as the Check-In Start Time automatically. The *Check-In Start* Time must be earlier than or equal to *Check-In* Time. All punches before *Check-In Start* Time will be counted as invalid records.

Check-In End at: The default *Check-In End* Time is two hours after *Check-In* time. For example, when the Check-In Time is 08:00, the system will set 10:00 as the Check-In End Time automatically.

- **Note:** The *Check-In End* time must be later or equal to the *Check-In* time plus allowable *Later Arrival* time. For example, the *Check-In* time is 09:00 and the allowable *Later Arrival* time is 5 minutes, then the *Check-In End* time must be later or equal to 09:05. All punches after the *Check-In End* time will be counted as invalid records.

Check-Out Start at: The default *Check-Out Start* time is two hours before *Check-Out* time. For example, the *Check-Out* time is 18:00, then the *Check-Out Start* time is 16:00. All punches before the *Check-Out Start* time will be counted as invalid records.

- **Note:** If allowable *Early Out* time is greater than 0 minute, then the *Check-Out Start* time must be earlier or equal to the *Check-Out* time minus the allowable *Early Out* time. For example, the *Check-Out* time is 18:00 and the allowable *Early Out* time is 5 minutes, then the *Check-Out Start* time must be earlier or equal to 17:55.

Check-Out End at: The default *Check-Out End* time is two hours after *Check-Out* time. For example, the *Check-Out* time is 18:00, and the system will set the *Check-Out End* time as 20:00 automatically.

- **Note:** The *Check-Out End* time must be later or equal to the *Check-Out* time. For example, the *Check-Out* time is 18:00, then the *Check-Out End* time must be later or equal to 18:00. All punches after the *Check-Out End* time will be counted as invalid records.

Calculate As: Generated automatically after setting *Check-In* and *Check-Out* time.

Late Arrival, Early Out: Set the allowable *Late Arrival/Early Out* Time. The unit is *Minute*.

First Punch IN / Last Punch OUT function: After ticking (✓) and selecting this option, the system will only record the first and last effective punch in /punch-out records; other records will be considered as invalid records. The terminal will only store the effective records.

Break: Tick (✓) and select break on the *Break* list.

» Adding Break

(1) Click [Management] > [Add] to enter the **Add Break** window.

(2) After setting, click [Save] button to save information.

Break Name, Start Time, Ahead to: Enter the name of break, and set this break's start time and when the break can be advanced to.

End Time, Delay to: Set this break's end time and when the break can delay to.

Break (Mins): Generate automatically after setting Start Time and End Time.

Auto Deduct: If tick () and select this option, without punching, the system will deduct the break time from the work time automatically.

Must Check: If tick () and select this option, you must check before and end break.

Early return_ Mins forward to: means to active this function. Set the time as required. When comes back early before this time, then forward to *Work, OT Level 1, OT Level 2, or OT Level 3*.

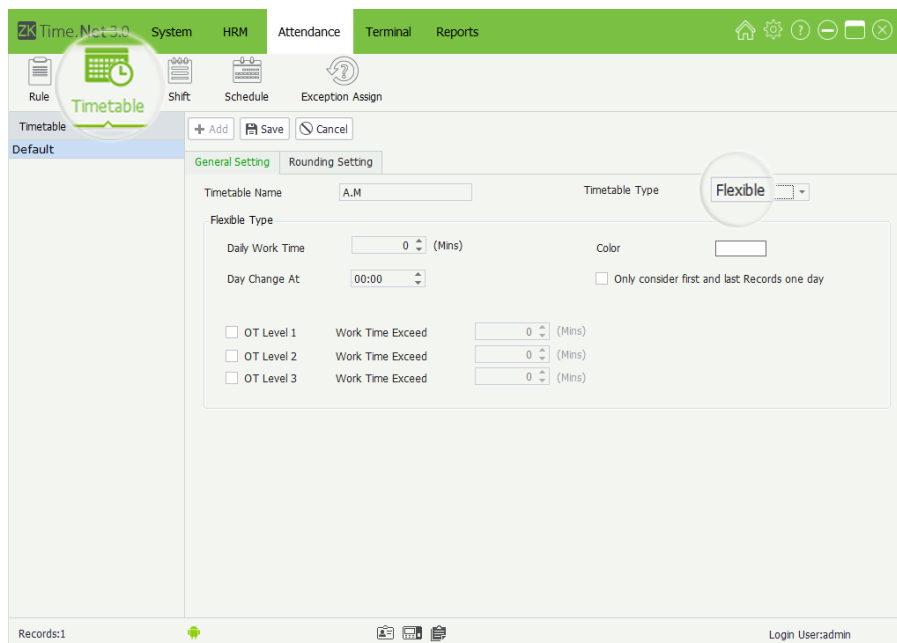
Break Exceed _ Mins forward to: means to active this function. Set the time as required. When comes back exceeding this time, then forward to *Late Arrival, Early Out, or Absence*.

» Editing / Deleting Break

The operation methods of editing/deleting break are the same as editing/deleting role. For the specific operation method, please refer to ["4.3 Role Management"](#).

-->When the Timetable Type is selected as Flexible

The **Flexible Setting** interface is shown as below:



• Flexible Type

(Not to limit the Check-In and Check-Out Time, but the time between Check-In and Check-Out needs to be greater than or equal to the *Daily Work Time*.)

Daily Work Time: Enter the daily work time, namely, the minimum time that employees have to work every day.

Color: Click icon, and select the display color for this timetable in the pop-up color box.

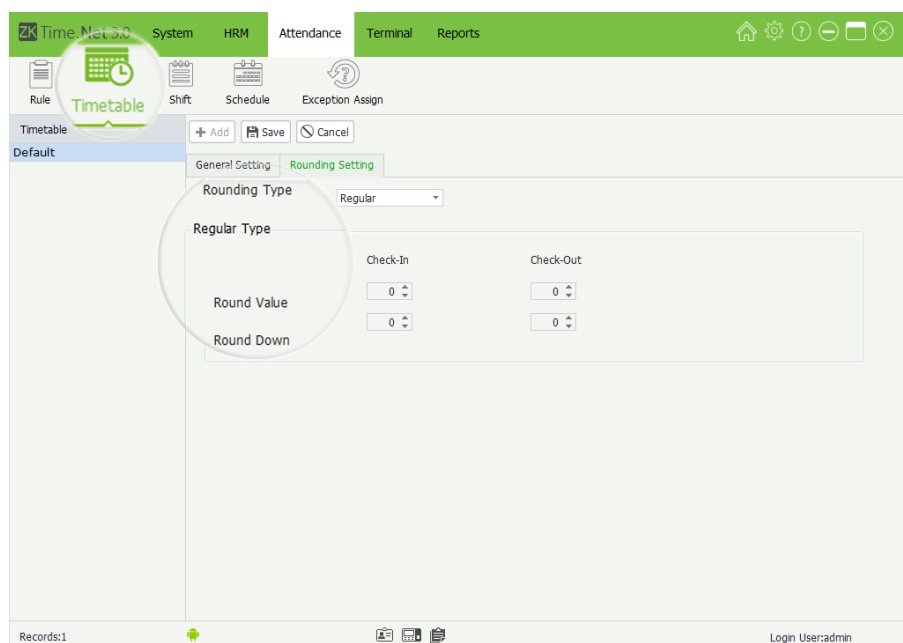
Day Change at: Set the day change time, namely, the end time of counting work time within a day. For example, when the Day Change Time is 23 o'clock, the work time after 23 o'clock will be counted into the work time of the next day.

Only consider first and last Records one day: After ticking and selecting this option, the system will only record the first and last effective punch records; other records will be considered invalid. The terminal will only store the effective records.

OT Level 1/2/3 Work Time Exceed: Set and select as required. The specific operation is the same as ["6.1.1 OT & Weekend Setting"](#).

- **Rounding Setting**

Click **Rounding Setting** to enter the **Rounding Setting** interface:



Rounding Type: There are two types of rounding, namely, Regular and Custom.

-->When the Rounding Type is selected as Regular

» **Regular**

Check-In/Check-Out Round Value: The minimum round-off unit of punch-in/ punch-out time. If the Round Value = 10, then takes 10 minutes as the minimum unit when counting the punch-in/ punch-out time.

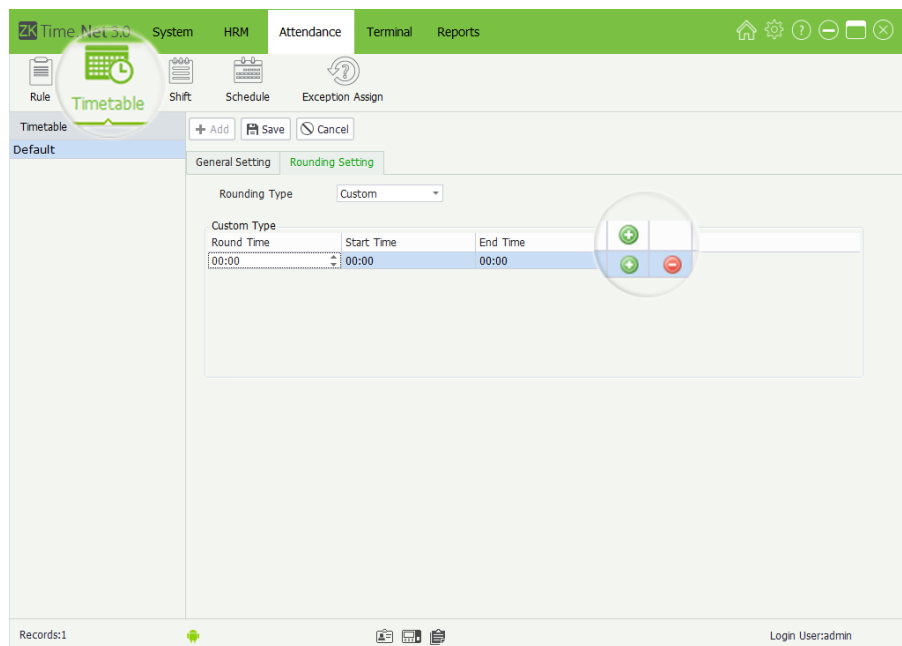
Check-In/Check-Out Round Down: The rules of rounding down. When punch-in/ punch-out time is greater than or equal to the cutoff value, it gets rounded up; otherwise, it gets rounded down and not counted on the attendance time.

Assume that Check-In/Check-Out Round Value = 10 minutes; Check-In/Check-Out Cutoff Value = 5 minutes.

For example, if an employee checks in at 08:02 and checks out at 17:55, his/her check-in time will be counted as 08:00 and check-out time as 18:00 after rounding off. In other words, the period of 2 minutes after the requested check-in time will not be recorded as Late Arrival, and the period of 5 minutes before the requested check-out time will not be recorded as Early Out.

-->When the Rounding Type is selected as Custom

The user can manually add rounding type as required.



Click button to add rounding type, and then set the Round Time, Start Time and End Time as required.

The user-defined round rule must meet the following condition: **Start Time ≤ Round Time ≤ End Time**. Any attendance time in the range of Start Time to End Time will be recorded as the Round Time.

For example: when the Round Time is set to 07:05, the Start Time is set to 07:00, and the End Time is set to 07:10, then the punch-in/ punch-out between 07:00 and 07:10 will be recorded as 07:05.

6.2.2 Timetable Edition/Deletion

The operation methods of editing/deleting timetable are the same as that in editing/ deleting role. For the specific operation method, please refer to [“4.3 Role Management”](#).

• **Tips:** Click icon to delete the rounding type.

• **Note:** The Round Time cannot be set as Check-In or Check-Out Time. The round rule's Start and End Time must meet one of the following conditions

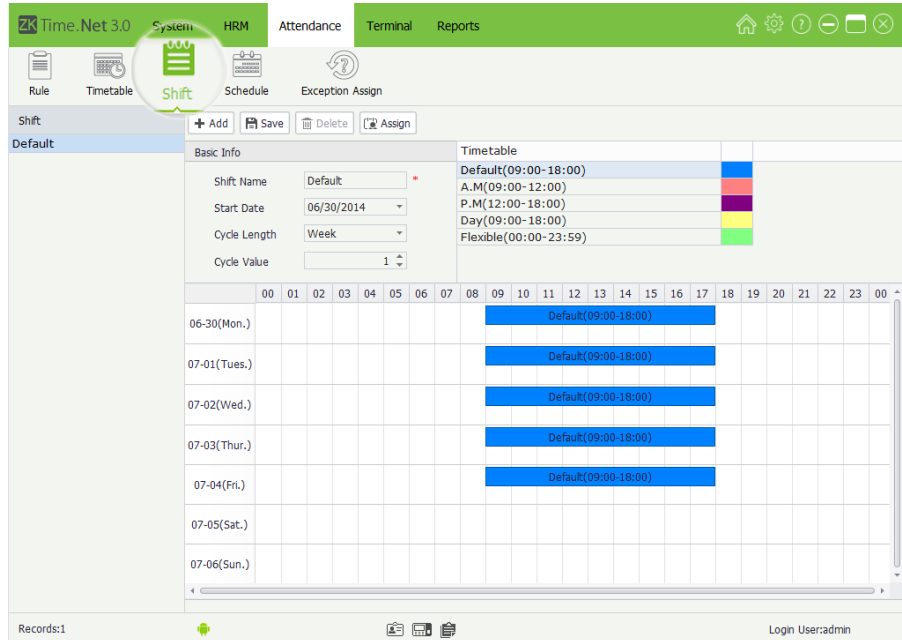
- (1) The rounding type's Start and End time are earlier than the Check-In Time.
- (2) The rounding type's Start and End time are later than the Check-In Time and earlier than the Check-Out Time.
- (3) The rounding type's Start and End time are later than the Check-Out Time.

2. After setting, click [Save] button to save information.

• **Tips:** The default timetable cannot be deleted.

6.3 Shift Management

The Shift is a preset work schedule consisting of one or more preset timetables according to certain sequence and cycle. To monitor employee's time and attendance, you must set shifts first.

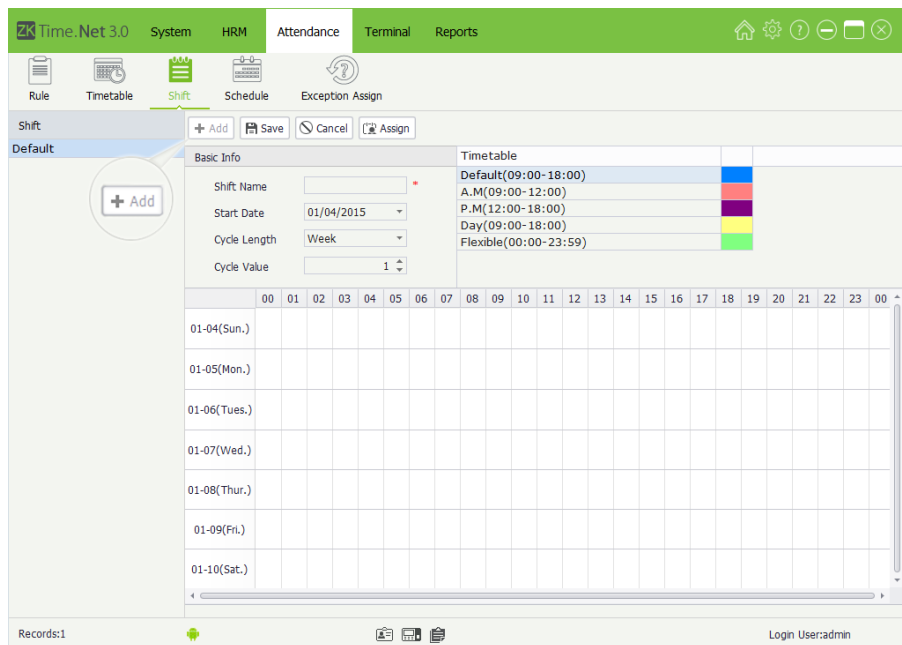


Click **[Attendance]** > **[Shift]** to enter the **Shift Management** interface. All shifts will be displayed on the Shift list.

- Click and select shift on the Shift list, the detailed timetable of the shift will be shown as the chart on the right.

The system has a shift named **Default** in default setting. It can be modified as required but not deleted.

6.3.1 Shift Adding



1. Click **[Add]** button to enter the **Add Shift** interface.

- **Note:** The parameter with *, means that it cannot be empty.

Set the parameters as required, the specific operation is shown as below:

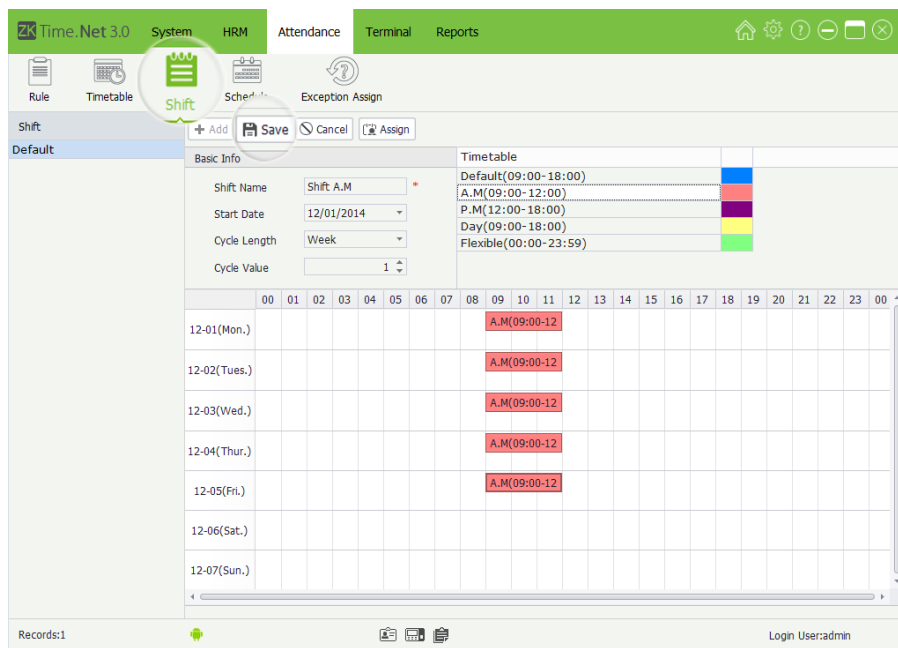
Shift Name: can be any characters; cannot be identical to any existing shift name.

Start Date: Click ▼ button and select start date on the drop-down list.

Cycle Length: Click ▼ button and select cycle length on the drop-down list. There are two options, Day and Week.

Cycle Value: Manually input the value or click ▲/▼ button to increase or decrease the cycle value.

Timetable: Select timetable for this shift. Click and select timetable on the Timetable list, and drag it onto the corresponding date (as shown as the figure below). For the timetable setting, please refer to [“6.2 Timetable Setting”](#).



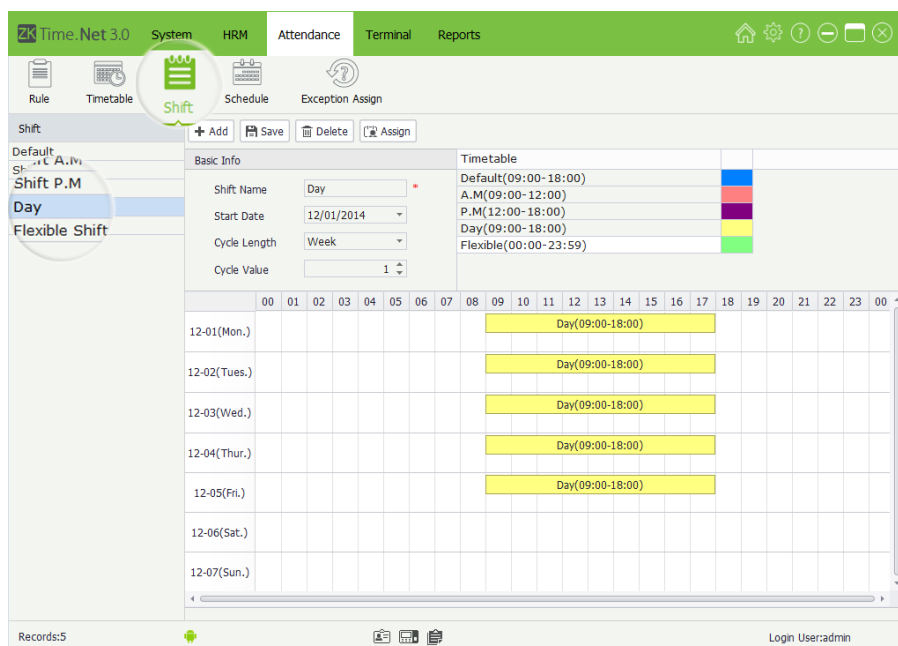
- **Tips:** The Shift Cycle Period = Cycle Length * Cycle Value.

2. After setting, click [Save] button to save. The added shift info will be displayed in the Shift list.

- **Note:** A shift is a cycling of a user-selected timetable in the user-defined cycle. The dates that are without any specified timetable are deemed as holidays. When arranging a schedule for employees, the user only needs to select the start and end time of the shift without specifying the working days or vacations. After selecting a shift, the system will determine on which day the employees need to work or taking time off according to the predefined cycle of the shift.

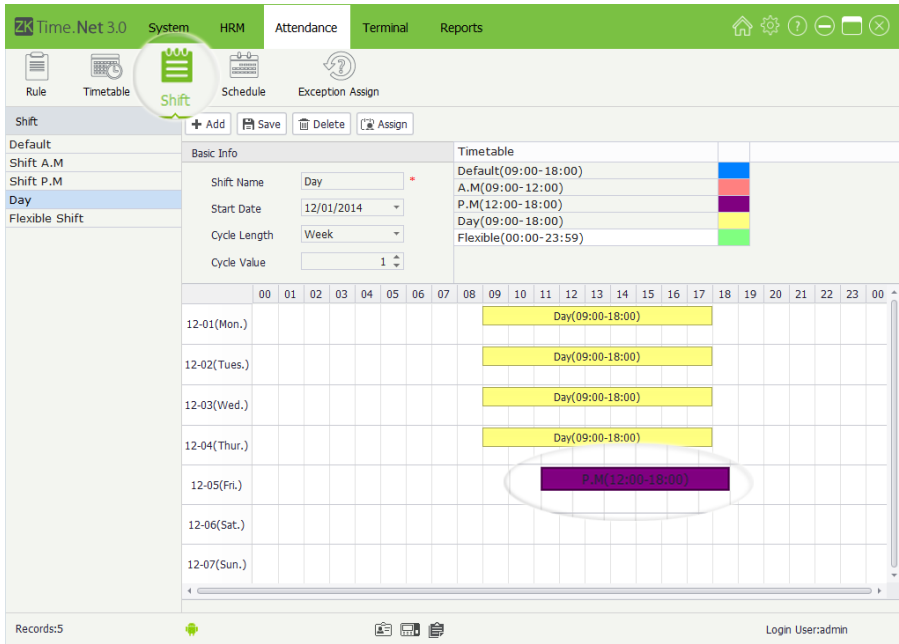
6.3.2 Shift Maintenance

- **Editing Shift**

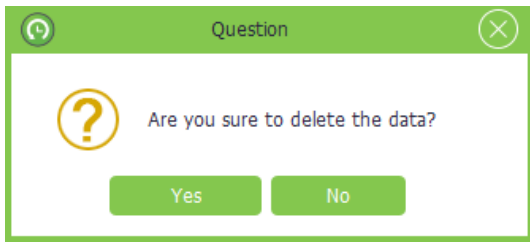


1. Click and select shift in the Shift list to enter to the **Edit Shift** interface.

2. Modify the parameters as required, and click [Save] button to save the shift info.

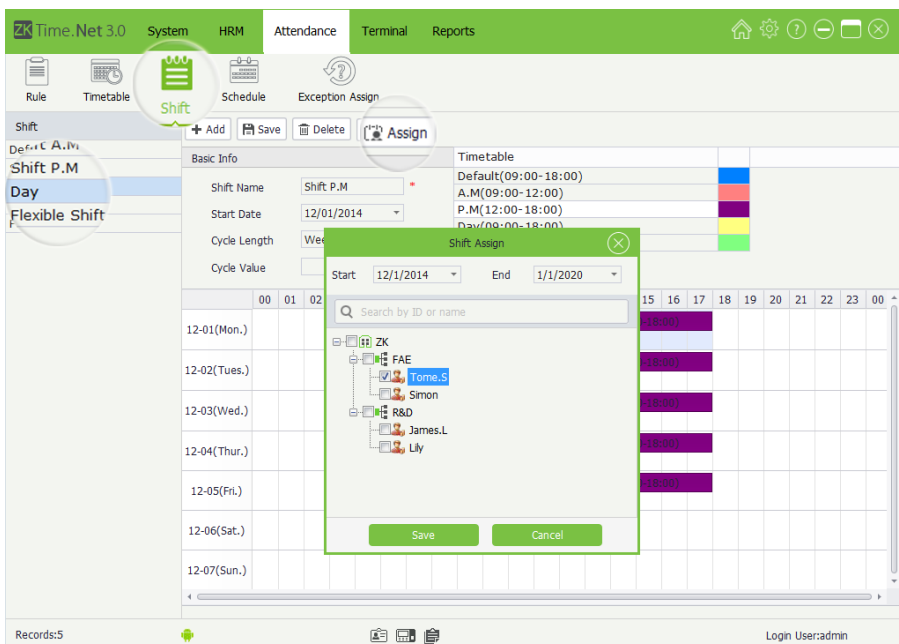


Deleting Shift



6.3.3 Shifts Assigning Management

Assigning shift for employee, namely, employee scheduling.



• **Note:** If you want to change the timetable used by date, you should click the select the timetable on the date, and then click [Delete] key (on the keyboard) to delete the old timetable. Finally click and select timetable in the Timetable list, and drag it onto the corresponding date.

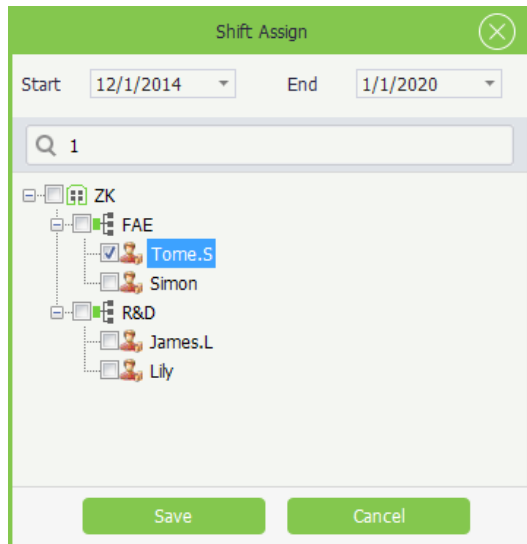
1. Click and select shift in the Shift list, and then click [Delete] button, the Question box will pop up.
2. Click [Yes] button to delete the selected shift, or click [No] button to cancel operation.

• **Note:** After deleting the shift info, the system will clear the schedules that are being used in this shift automatically.

1. Click and select shift on the Shift list.
2. Click [Assign] button, the Assigning Shift window will pop up.

Start/End Date: Select the start and end date for assigning shifts.

Employee: Tick (☑) and select employee. (Multiple choice)



Tips: For the method of selecting date, please refer to [“1. Select Date”](#) in *Appendix 1 Common Operations* chapter.

Note:

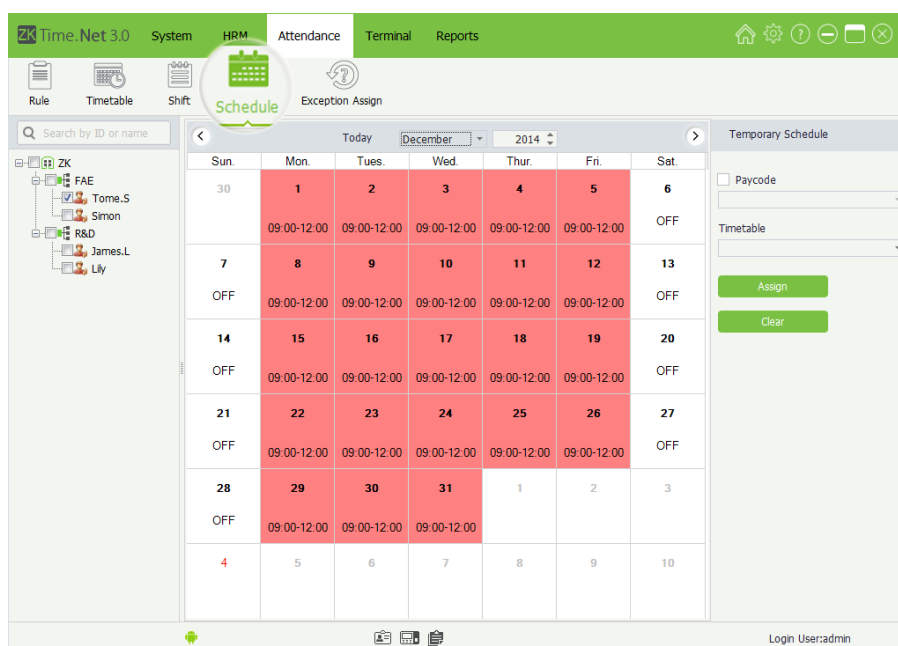
- (1) If tick (☑) and select department, directly select all employees in this department.
- (2) The system supports search employee vby *Emp ID* or *Name*. Type in your query, and click **Q** button to search and select the corresponding employee info.

3. After setting, click **[Save]** button to save. Right now, the system will schedule for the selected employee.

6.4 Employee Schedule

After ticking (☑) and selecting Active automatic schedule for no-shift employee option in the Attendance Rule setting interface, the system will use the default shift to schedule for no-shift employee automatically.

If an employee is not assigned with any work schedule, the system cannot collect statistics on the employee's attendance. If an employee is not assigned with any shift, the system cannot determine whether the employee's attendance record is Check-In or Check-Out and also cannot collect the employee attendance data.



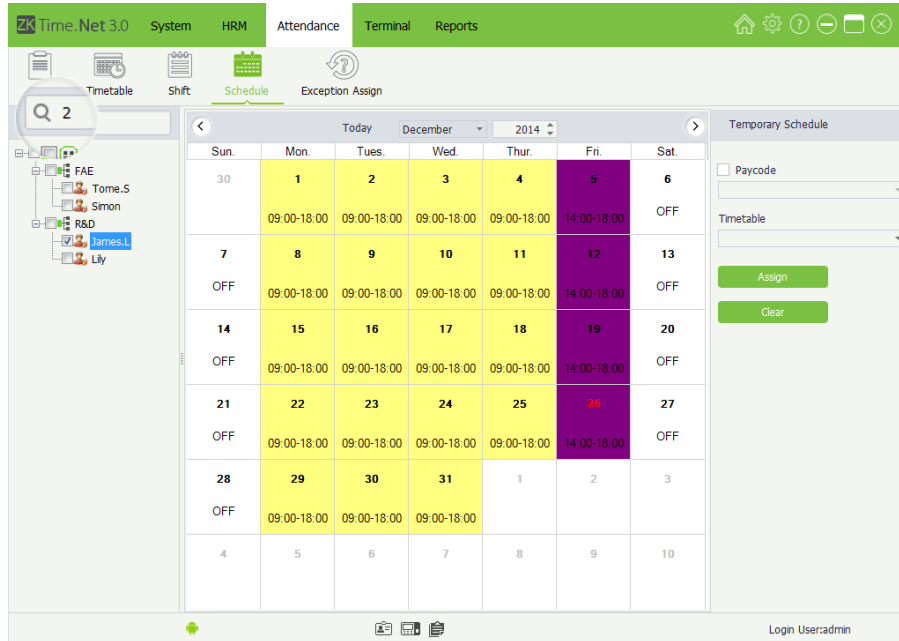
Click **[Attendance]** > **[Schedule]** to enter to the **Employee Schedule** interface.

You can query and check employee schedule records, and assign temporary schedule of employee as required.

6.4.1 Query and Check Employee Schedule

Tick (☑) and select employee in the Company Structure list to check the employee's schedule.

To facilitate administrators to locate a employee quickly from a large number of employees, the system supports querying via *Emp ID* or *Name* to search and check employee's schedule records.



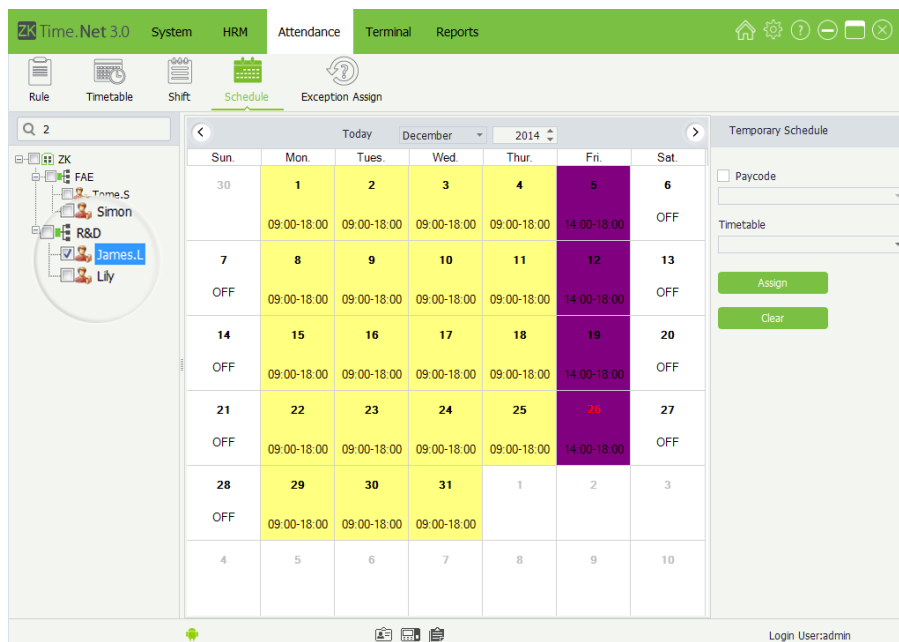
The specific operation method is shown as below:

1. Enter *Emp ID* or *Name* in the search bar.
2. Click 🔍 button to search and display the corresponding employee's schedule record.

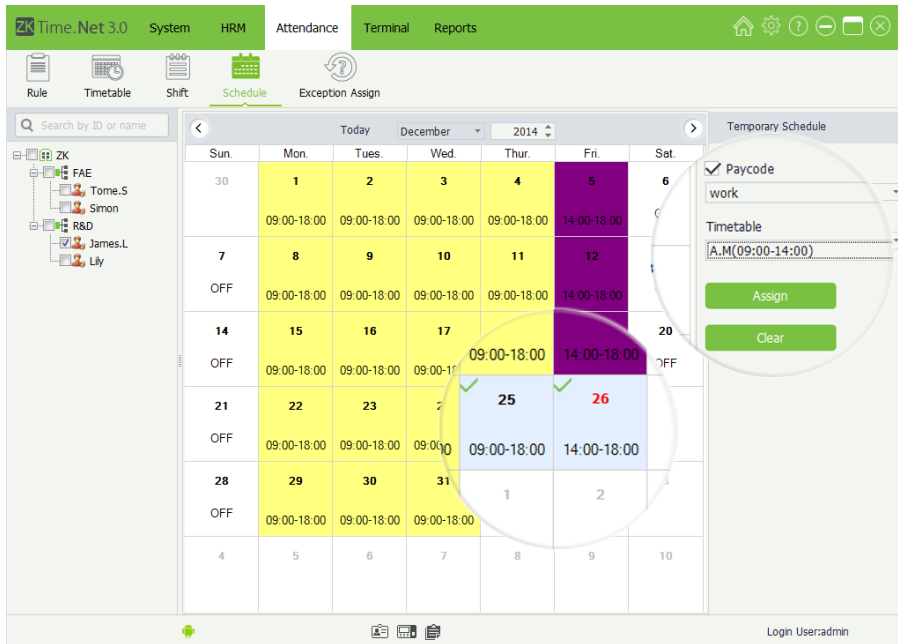
6.4.2 Temporary Schedule

- Adding Temporary Schedule

(If one (or several) employee needs to change his/her work hours temporarily, his/her shift can be arranged temporarily.)



1. Tick (☑) and select employee on the *Company Structure* list.



2. Select the year and month of the date when the employee needs a temporary schedule and then click and select date. (Click and hold the **Ctrl** key to select more.)

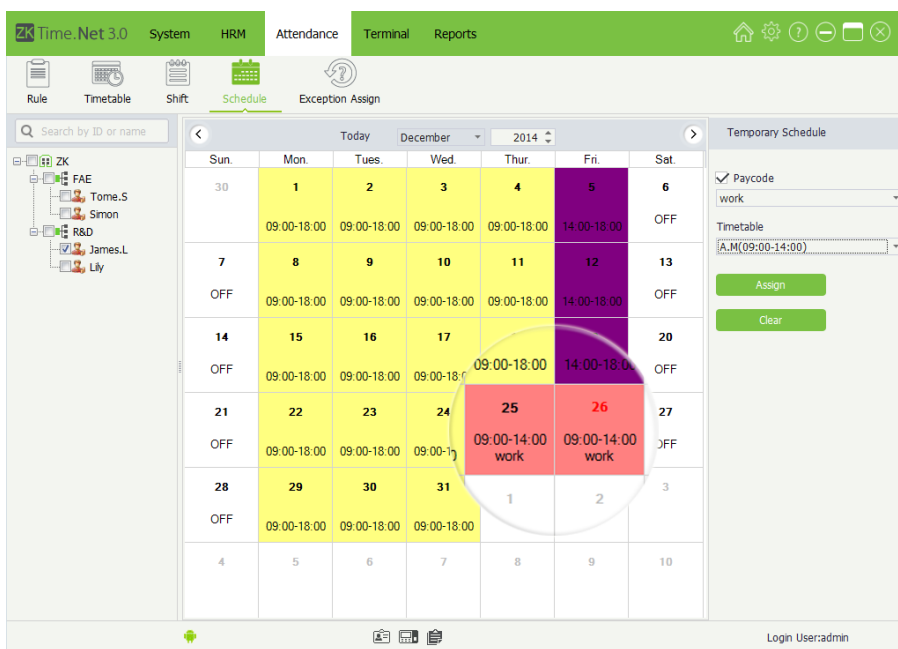
- **Note:** Click [**Today**] button, it will turn to the current month, the red one is the current date.

3. Tick and select **Pay Code** option, click ▼ button, and select the pay code for the temporary schedule in the drop-down list.

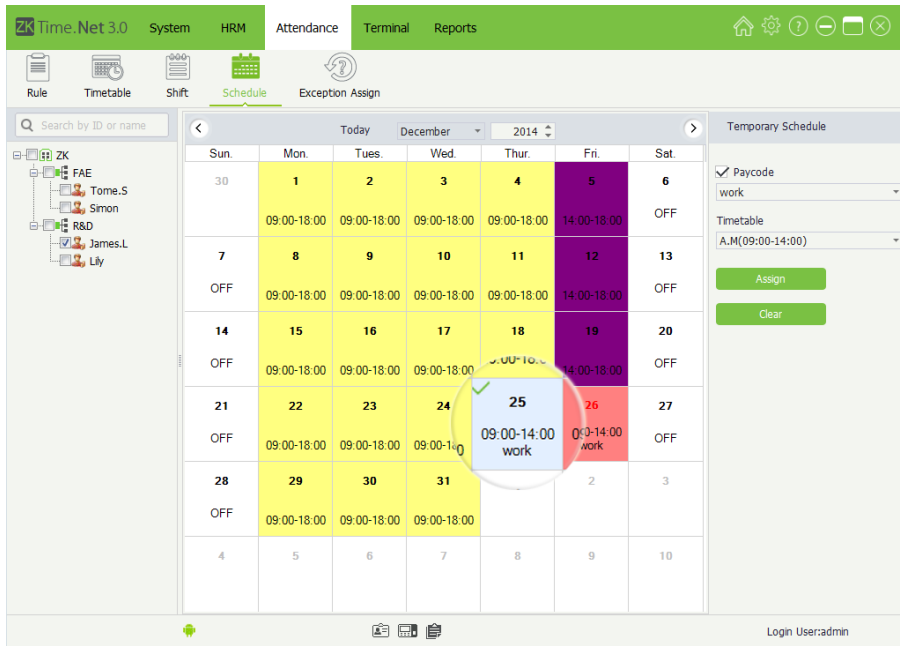
4. Click ▼ button under the **Timetable** option, and select the timetable for the temporary schedule in the drop-down list.

5. After setting, click [**Assign**] button to add temporary schedule for the selected employee.

- **Note:** After a temporary schedule is added on the day with a fixed schedule, the system will be subject to the temporary schedule for collecting employee attendance data.



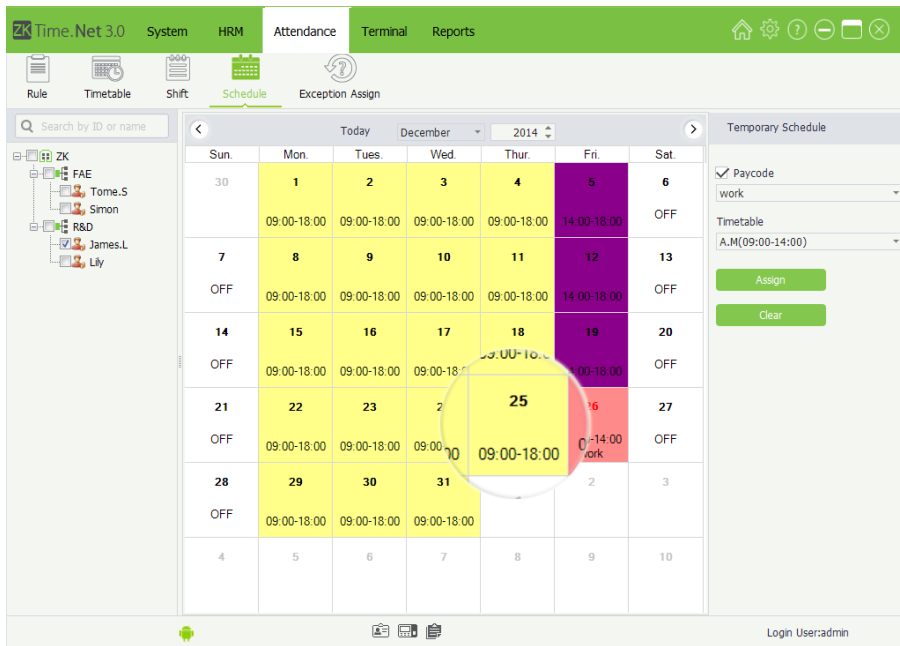
- Clearing Temporary Schedule



1. Click and select employee in the *Company Structure* list.

2. Select the year and month of the date when the employee needs to delete temporary schedule; and then click and select date. Click and hold the **Ctrl** key to select more.

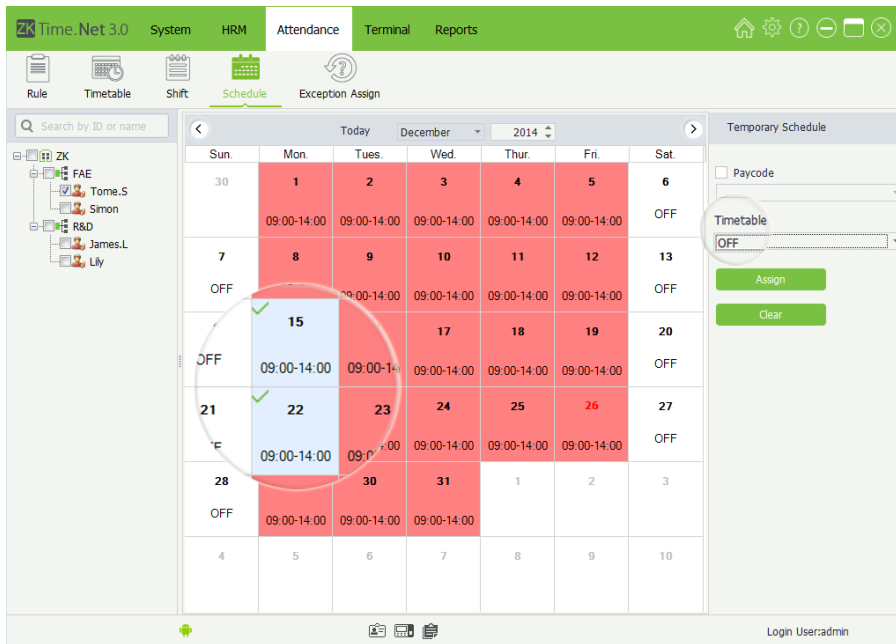
• **Note:** Click [Today] button, it will turn to the current month, the red one is the current date.



3. Click [Clear] button to delete the employee's all temporary schedules within the selected date.

6.4.3 OFF Setting

You can clear the schedule info and add OFF settings by adding temporary schedule. The specific operation method is shown as below:

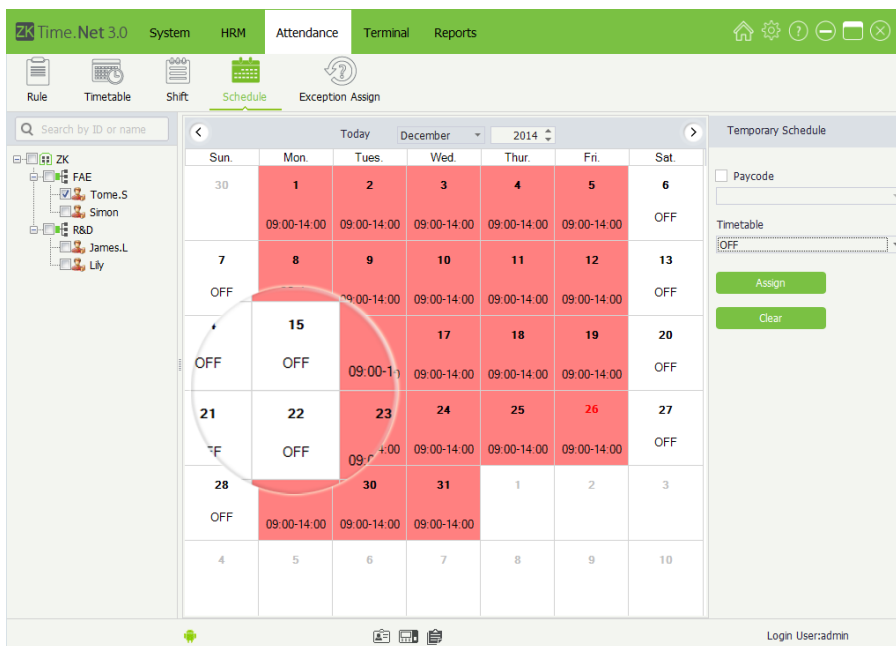


1. Tick and select employee in the *Company Structure* list.

• **Tips:** If tick and select department, directly select all employees in this department.

2. Select the year and month of the date when the employee needs to clear schedule, and click and select date. Press **Ctrl** key to select more.

• **Note:** Click **[Today]** button, it will turn to the current month, the red one is the current date.



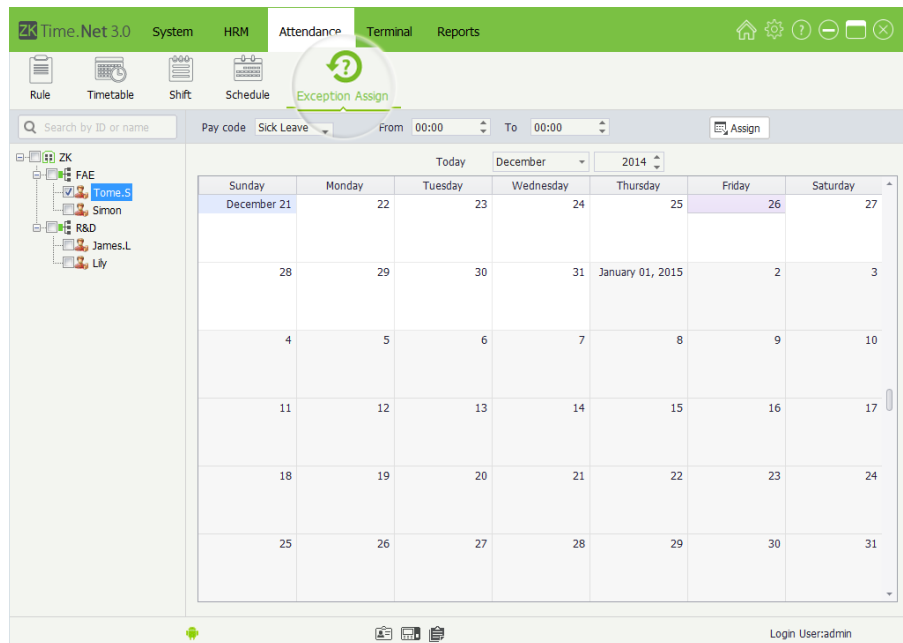
3. Click ▼ button under the **Timetable** option, and select **OFF** in the drop-down list.

4. Click **[Assign]** button to clear employee schedule for the selected date, and set the date as **OFF**.

6.5 Assigning Exception

It is possible for the employee to apply for leave when he/she encounters serious problems. Due to different reason, applying for leave can be an automatic statistic in the system.

Click [Attendance] > [Exception Assign] to enter to the **Exception Assign** interface.



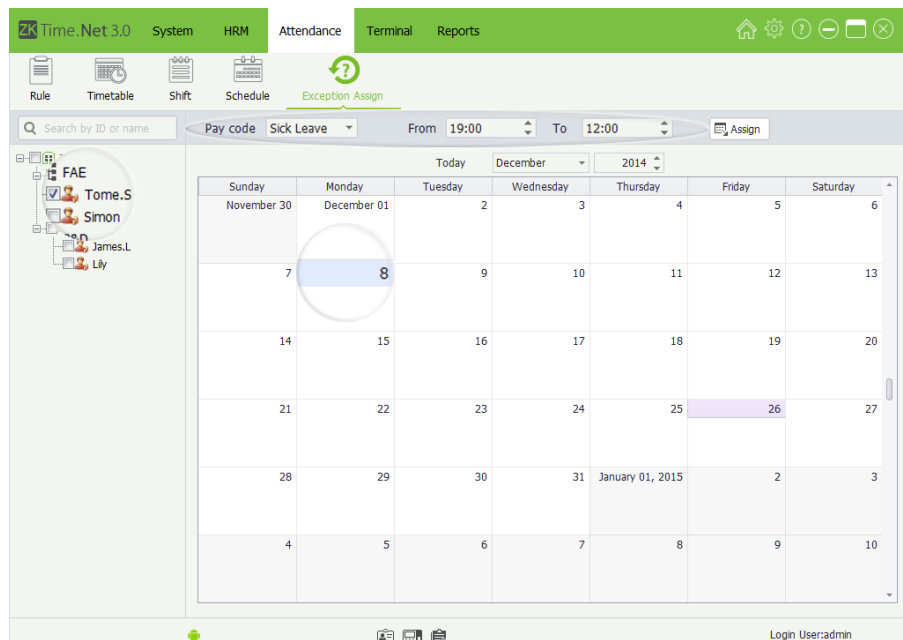
1. Tick and select employee in the Company Structure list.

2. Click ▼ button behind **Pay code** option, and select pay code in the drop-down list.

• **Note:** For the Pay Code's setting, please refer to ["5.3 Pay Code"](#).

3. Select the year and month of the date when the employee needs to assign exception, and click and select date.

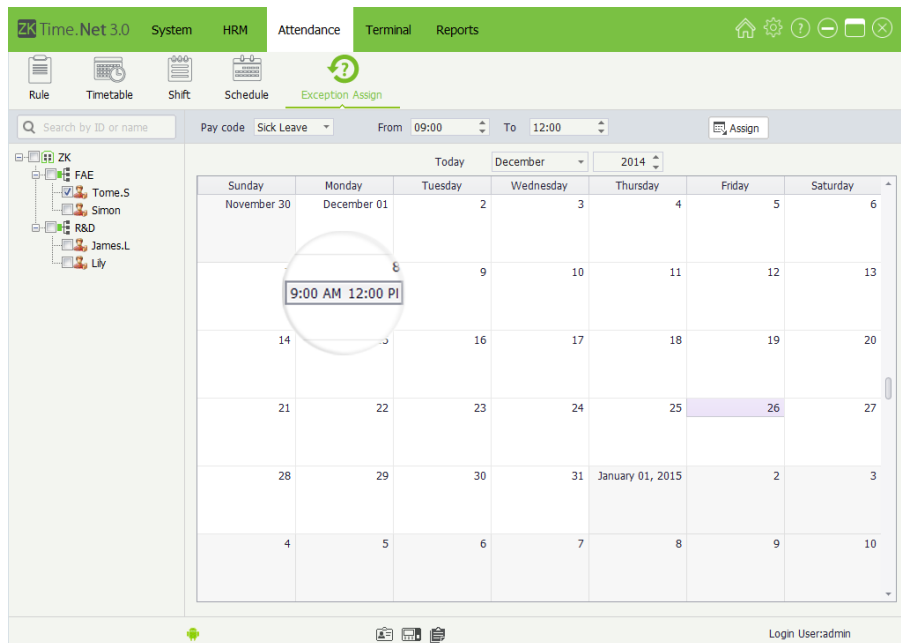
• Add Exception



• **Note:** Click [Today] button, it will turn to the current month, the red one is the current date.

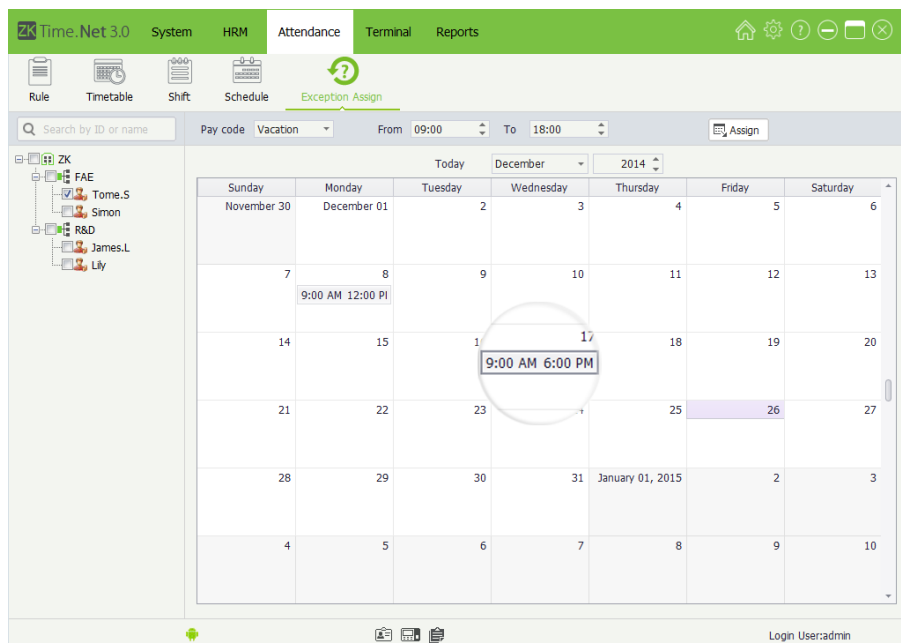
4. Set the exception's start and end time.

• **Tips:** From indicates start, while To indicates end.



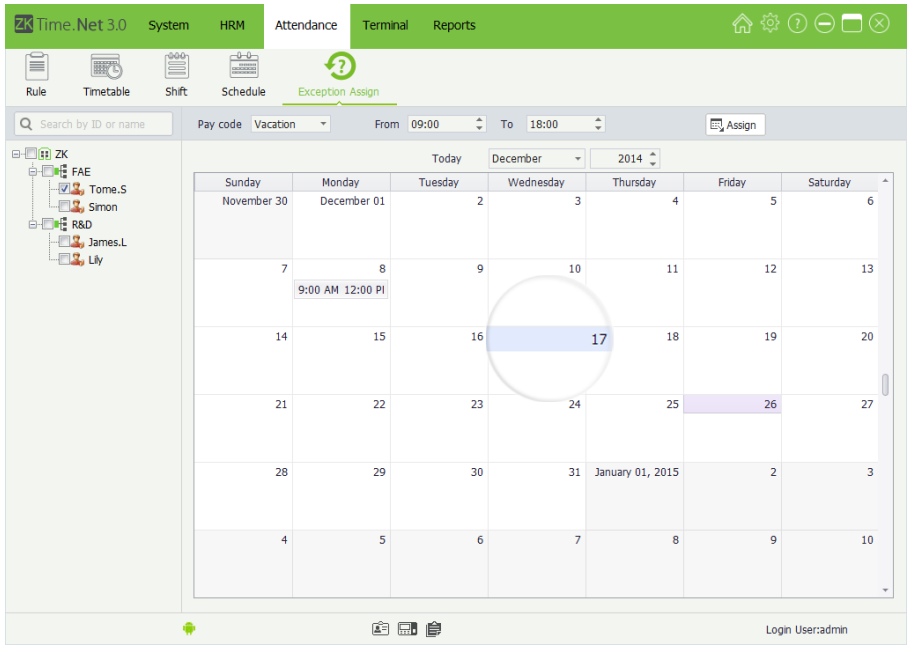
5. Click **[Assign]** button to add exception for the selected employee. After assigning the exception successfully, the interface is shown as left figure.

- **Delete Exception**



1. Tick and select employee in the *Company Structure* list.
2. Select the year and month of the date when the employee needs to delete exception, and click and select date.

- **Note:** Click **[Today]** button, it will turn to the current month, the red one is the current date.



3. Click the [Delete] (on the keyboard) to delete the selected exception.

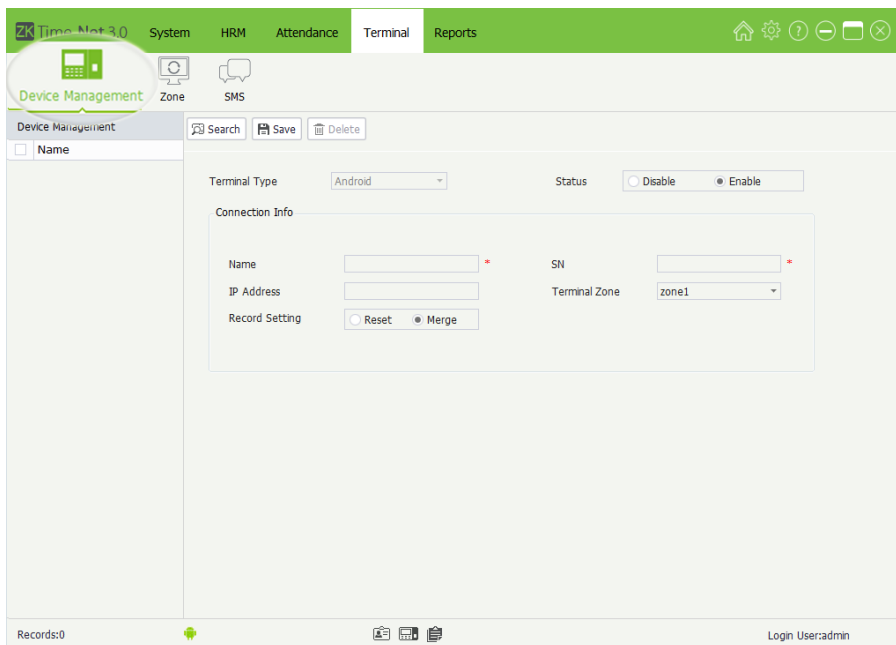
7. Terminal Maintenance

The system needs to add device to achieve attendance function. First, you should configure parameters in the device for connecting with the ZKProto middleware (for the methods of configuring parameters, please refer to the corresponding android device user manual). Second, you should configure the ZKProto connection information in ZKTime.net 3.0. Finally, ZKProto and ZKTime.Net 3.0 can communicate with each other. You can click [search] to sync the android device from the ZKProto server with ZKTime.Net 3.0.

The **Terminal Maintenance** mainly includes *Device Management*, *Zone Setting*, and *SMS Management*, etc.

7.1 Device Management

To set the communication parameters of the device.



Click [Terminal] > [Device Management] to enter the Device Management interface.

- **Note:** One device can only be set in one zone.

7.1.1 Device Adding

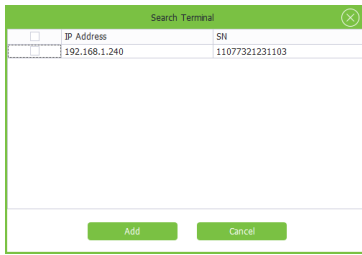
You can only add devices by clicking [Search].

Set the parameters as required. The parameter with *, means cannot be empty.

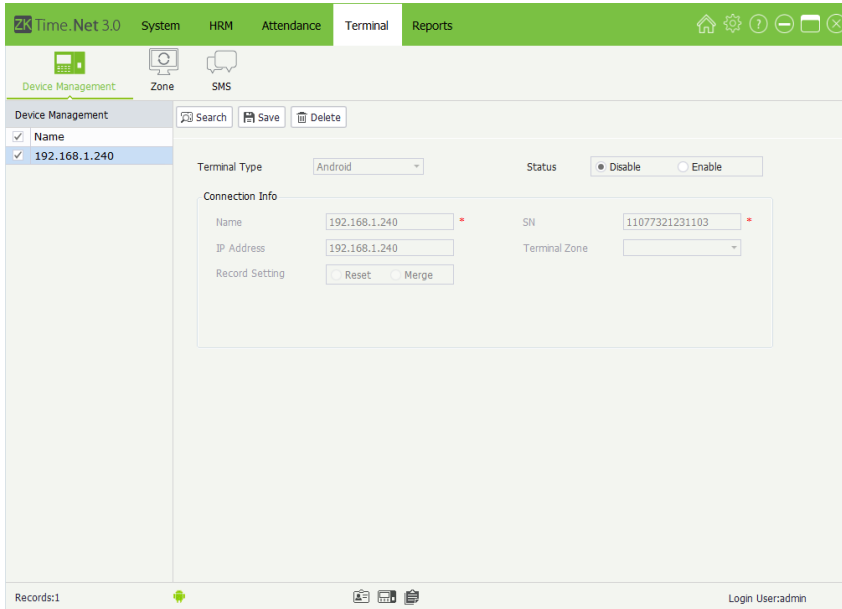
Terminal Type: Only Android device is available.

Status: Selected as **Disable** or **Enable** as required.

When Status is selected as Enable, enable this device, you can upload employee and work code to the device, or download employee and attendance records from the device as required, etc.



1. Click **[Search]** , the device will be displayed on the pop-up page.



2. Tick () and select the searched device/device, click **[Add]**.

3. The information of the added device will be filled in automatically.

» Connection Information

Name: Enter the name for identifying device.

SN: Generated automatically after connecting to the device successfully.

IP Address: Enter it according to the actual condition.

Terminal Zone: Click ▼ button, and select the terminal zone to which the device belongs.

Record Setting: Select as required.

- **Reset:** After selecting this option (indicates selected), the data in the device shall prevail and overwrite the data in the software when the device synchronizes data with the middleware after their first connection.
- **Merge:** After selecting this option (indicates selected), the data will be merged when the device synchronizes data with the middleware after their first connection.

7.1.2 Device Edition/Deleteion

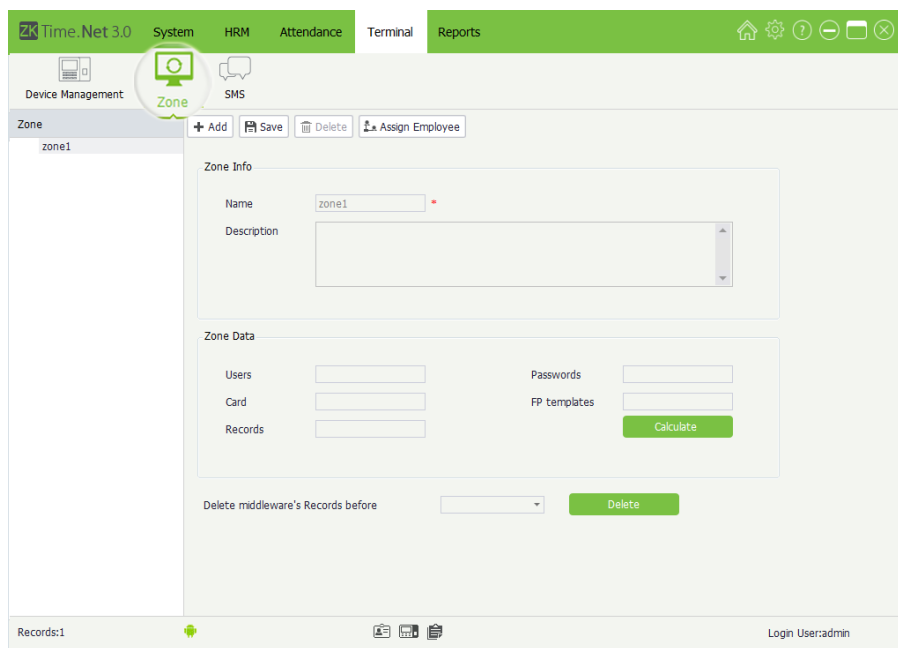
You can also select a device on the device list, and modify the parameters on the right page.

You can also select a device on the device list, and click **[Delete]** to delete it.

7.2 Zone Setting

Zone is a concept of space which facilitates management of devices in a specific zone.

In this system, zone setting is a process of dividing devices by zone. A prominent feature of “zone” is to allow the system to automatically manage the employee information in devices. According to requirements, zones can be allocated to devices (one device can belong to one zone only), and employees can be allocated to one or more zones.



Click [Terminal] > [Zone] to enter the **Zone** Setting interface.

For the first use, the system has a zone named **zone1** in default setting. This default zone can be modified as required, but cannot be deleted.

» Zone Information

Name: Enter the zone name. It cannot be empty.

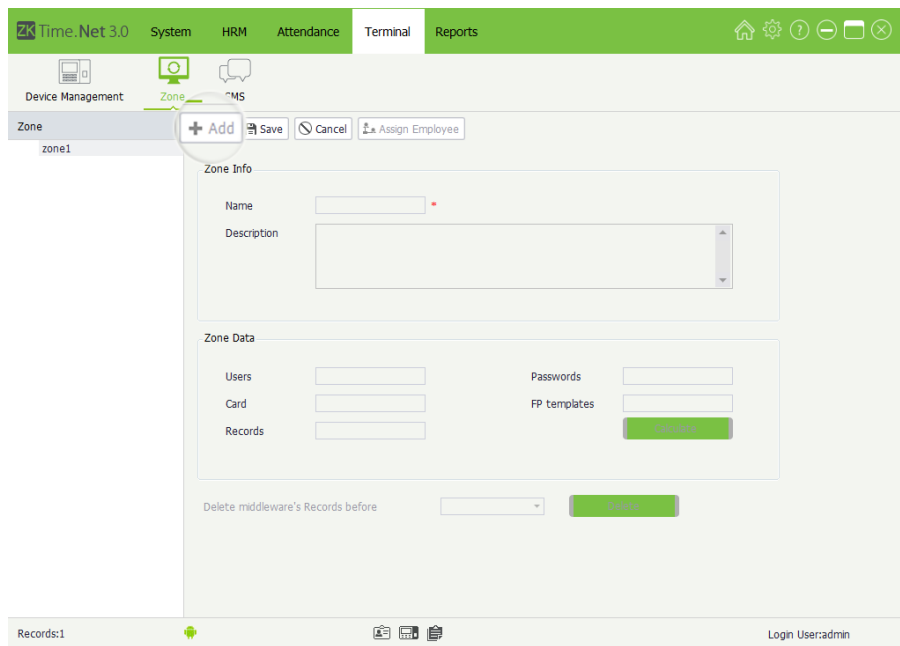
Description: Enter the description of this zone as required.

» Zone Data

Click [Calculate] button. The system will calculate and take statistics on the total number of users, passwords, cards, fingerprints, and attendance records of all the devices connected to the system in the current zone.

Delete middleware's records before: Set the end time of punche-out records which will be deleted. Click [Delete] to delete them.

7.2.1 Adding Zone



1. Click **[Add]** button to enter to the **Add Zone** interface.
2. Enter the zone name and description as required, and click **[Save]** button to save the zone information.

- **Note:** The zone name cannot be identical to any existing zone name.

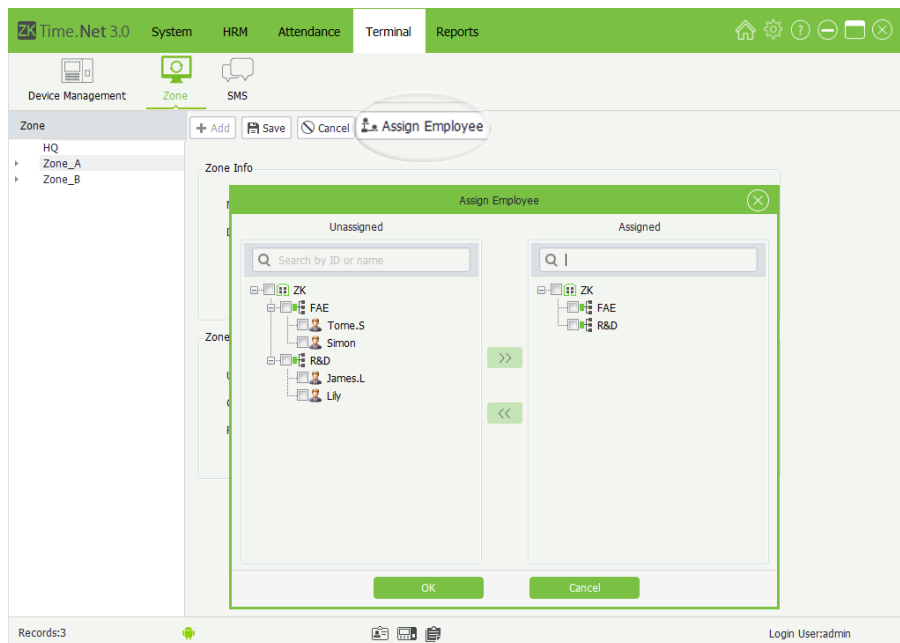
7.2.2 Zone Maintenance

- **Editing/Deleting Zone**

The operation methods of editing/deleting zone are the same as editing/deleting role. For the specific operation method, please refer to ["4.3 Role Management"](#). Not repeating the description here.

- **Assigning Employee**

Assign Zone for the added employees.



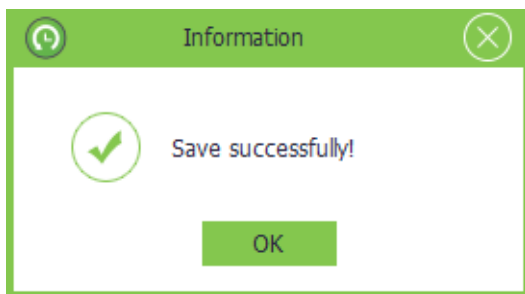
1. Click and select zone on the **Zone** list, and click **[Assign Employee]** button, the **Assign Employee** window will then pop up.



2. Tick and select employee on the *Unassigned Employee* list.

3. Click to move the selected employee to the *Assigned Employee* list.

4. Click [OK] button to assign the selected employees into the zone (which has been selected in *step 1*).



- **Tips:** Tick and select employee on the *Assigned Employee* list, and click to move the selected employees to the *Unassigned Employee* list, and then click [OK] button to move the selected employees away from the zone (which has been selected in *step 1*).

- **Note:** One device can only be set in one zone.

7.3 SMS Management

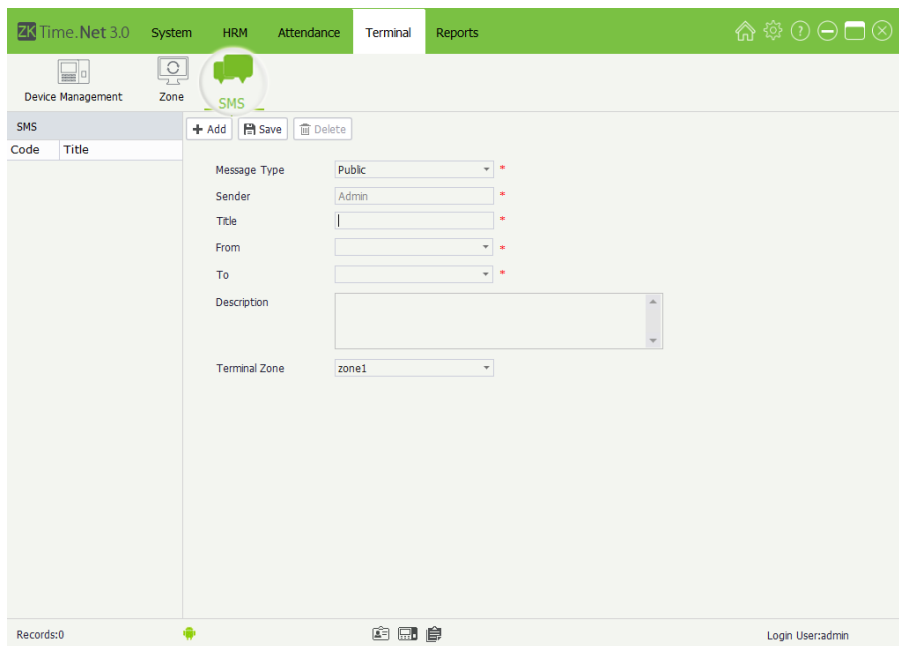
SMS is similar to notice. The SMS includes Public SMS and Personal SMS.

The operator can edit the notice content in advance and make it into SMS displayed on the screen. Specific the time range of SMS display, and select terminal zone and employee as required. (**Tips:** Only if the *Message Type* is *Personal*, should you select employee.)

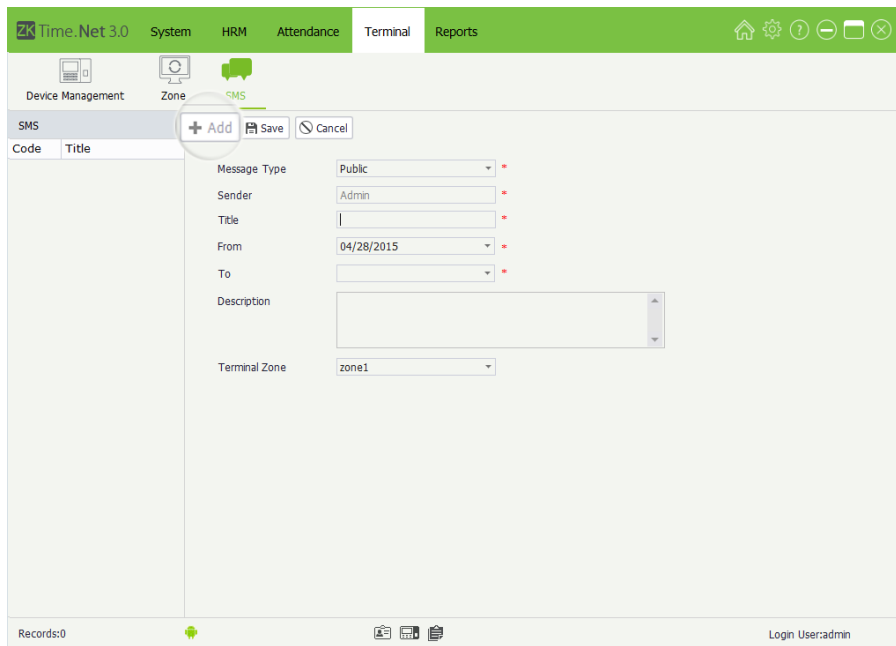
- **Note:**

- (1) To ensure that employees can check the SMS, you should consider employees' possible attendance time range before setting the SMS start and end time.
- (2) The SMS will be sent out to all terminals in the selected zone automatically. If *Public* SMS is set, then in the effective time, all employees registered in the device can check the SMS before/after punch-in/punch-out. If the *Personal* SMS is set, then in the effective time, the selected employee can check the SMS after successful attendance.

Click [Terminal] > [SMS] to enter the SMS Management interface.



- Adding SMS



1. Click **[Add]** button to enter to the **Add SMS** interface.

- The parameter with *, means that it cannot be empty.
- **Note:** The start time must be earlier than the end time.
- **Note:** The program will send out the SMS to all terminals in the selected zone.

Message Type: Click ▼ button and select message type (**Public** or **Personal**) on the drop-down list.

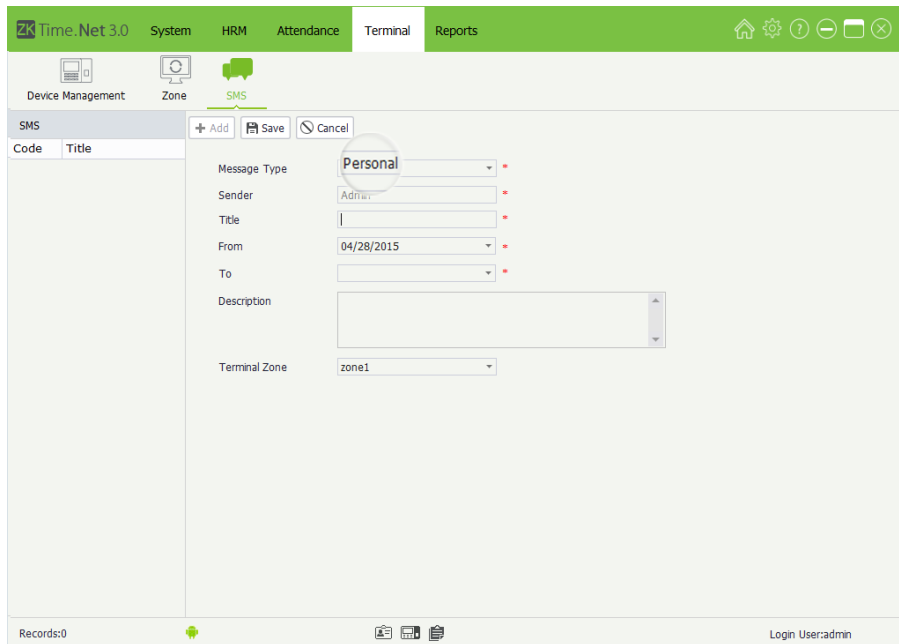
Title: Enter the message title.

From, To: Set the start/end date and time of the message.

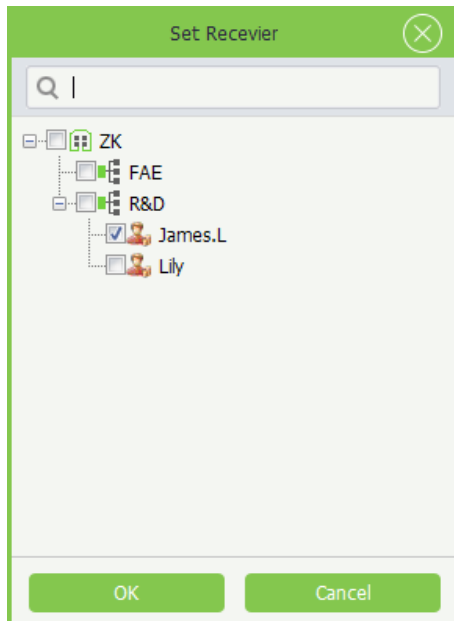
Description: Enter the description for the message.

Terminal Zone: Click ▼ button, and then select zone on the drop-down list.

-->When the Message Type is selected as Personal

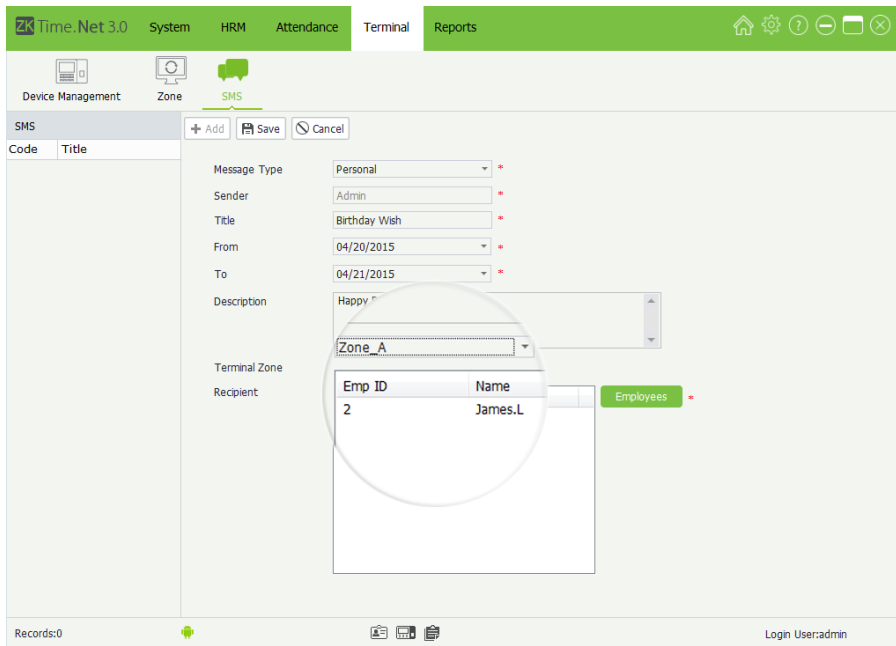


Recipient: Set the recipient for the message.



(1) Click [Employee], the Set Receiver window will then pop up.

(2) Tick (☑) and select employee, multiple selection is enabled.



(3) Click [OK] button to save the receiver settings.

2. After setting, click [Save] button to save the message.

- **Edit/Delete**

The operation methods of editing/deleting SMS are the same as that in editing/deleting role. For the specific operation, please refer to [“4.3 Role Management”](#).

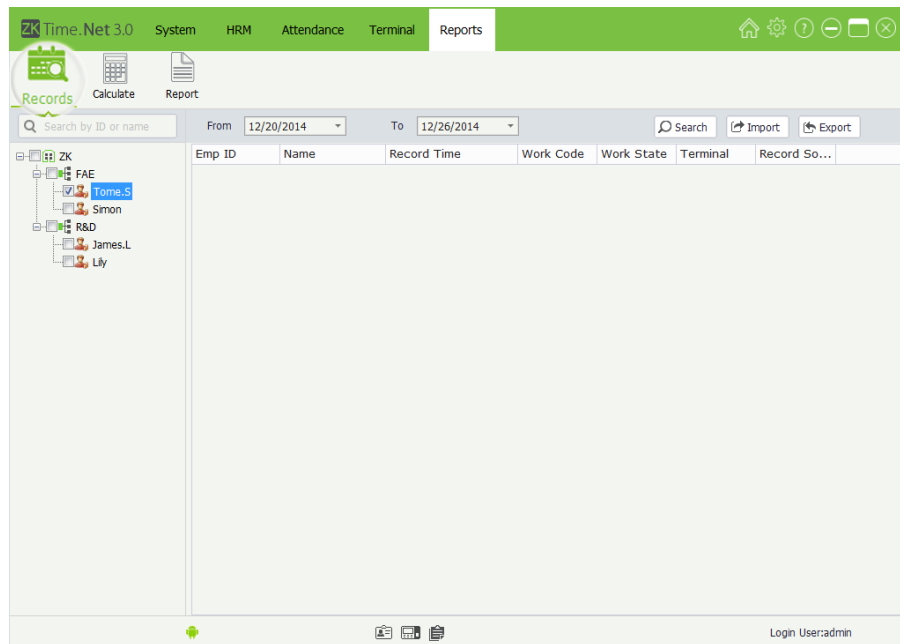
8. Report Management

An attendance record lists the daily attendance data of a queried employee in a specified period, and collects statistics of the Absent, Late Arrival/Early Out, Overtime, and Leave time, which helps to check the actual attendance against the record. If a record is inconsistent with the actual attendance, you can adjust the shift, modify the record (record the attendance of missed punch), set exception assignment, and directly modify the daily report data.

8.1 Attendance Records

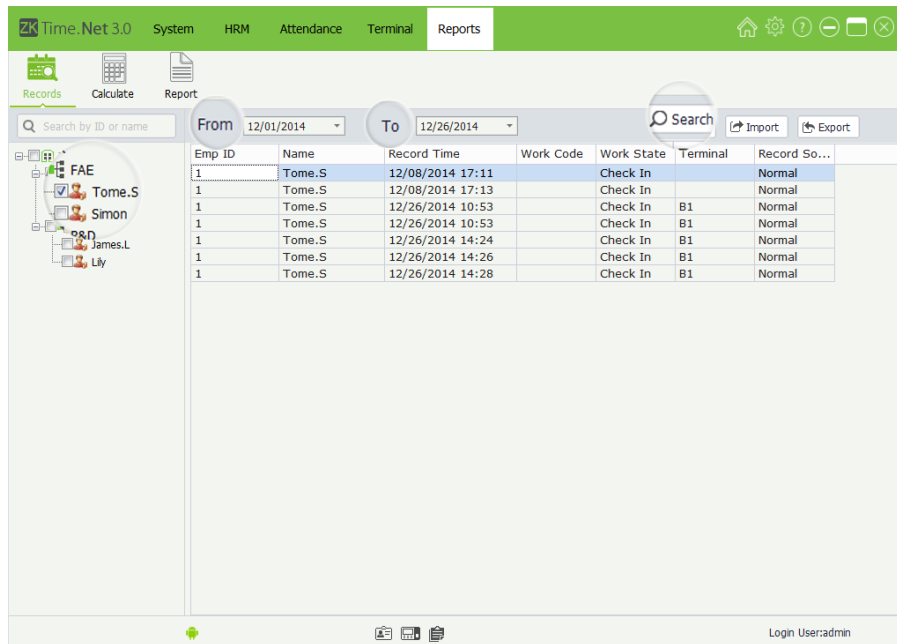
Attendance Records display all employees' attendance records, including the records downloaded from device and added by administrator.

Click **[Reports]** > **[Records]** to enter the **Records** interface:



You can search, import and export attendance record on the menu interface.

- Querying and Checking Attendance Record



1. Tick and select employee in the *Company Structure* list, multiple choices.

• **Tips:** If tick and select department, directly select all employees in this department.

2. Set the start and time behind *From* and *To* option.
3. Click [**Search**] button, the program will search and display the attendance records corresponding to the query.

- Importing Attendance Record

The program supports to import attendance records from file.

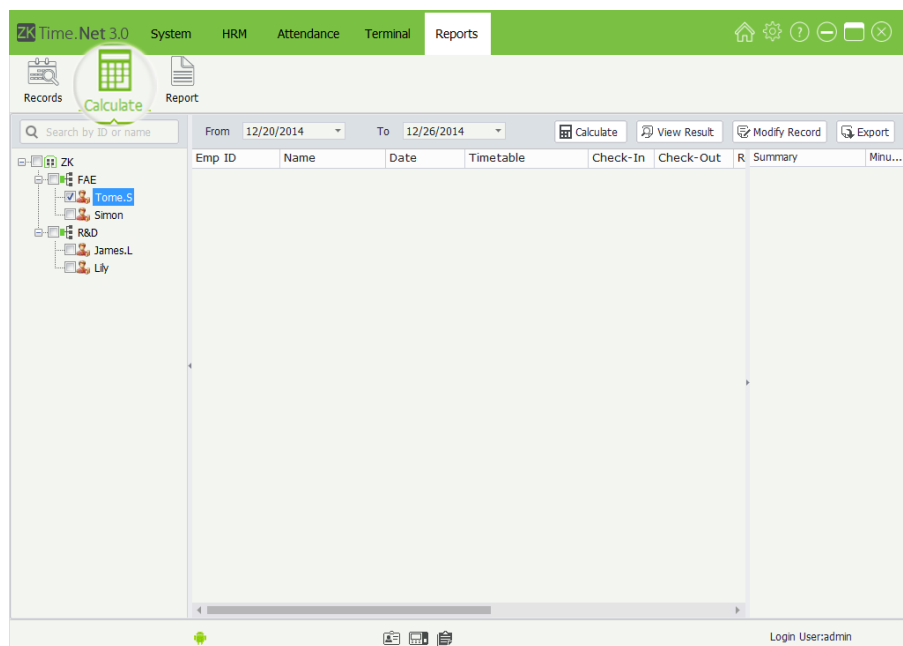
- Exporting Attendance Record

The program supports to export attendance records to files that are used for other applications.

8.2 Attendance Calculation

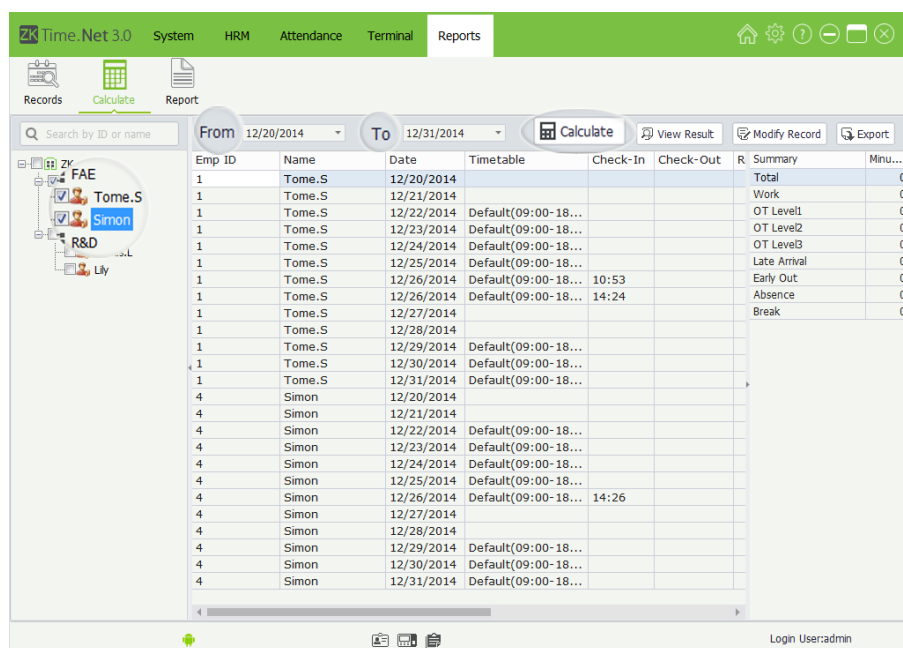
The system will calculate the attendance records according to the Attendance Rule. For the specific operation of *Attendance Rule* setting, please refer to ["6.1 Attendance Rule"](#).

Click [Reports] > [Calculate] to enter the **Attendance Calculate** interface:



You can calculate and view results, Modify Record, and export data on this menu interface.

- **Calculate and View Results**



1. Tick and select employee in the *Company* Structure list, multiple choices.

- **Tips:** If tick and select department, directly select all employees in this department.)

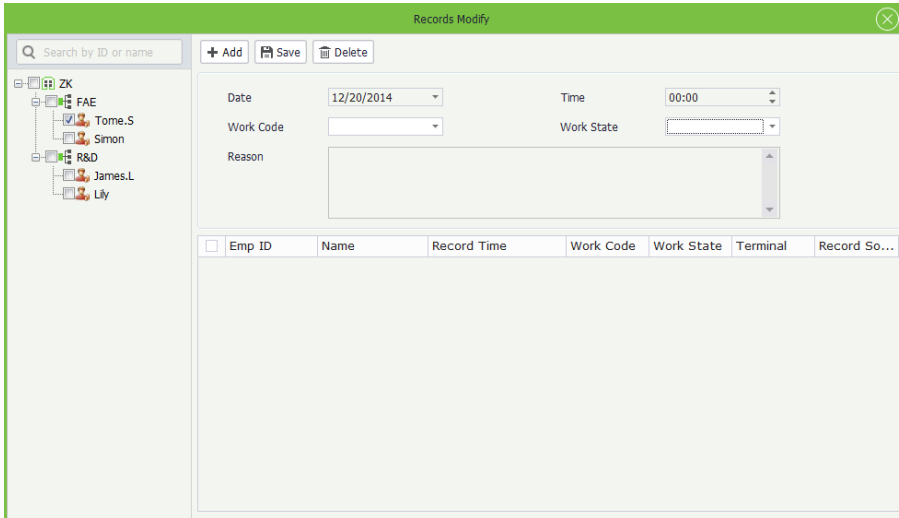
2. Set the start and time behind *From* and *To* option.

3. Click [Calculate] button to calculate attendance records. After calculating, the system will display the calculate result based on the query condition.

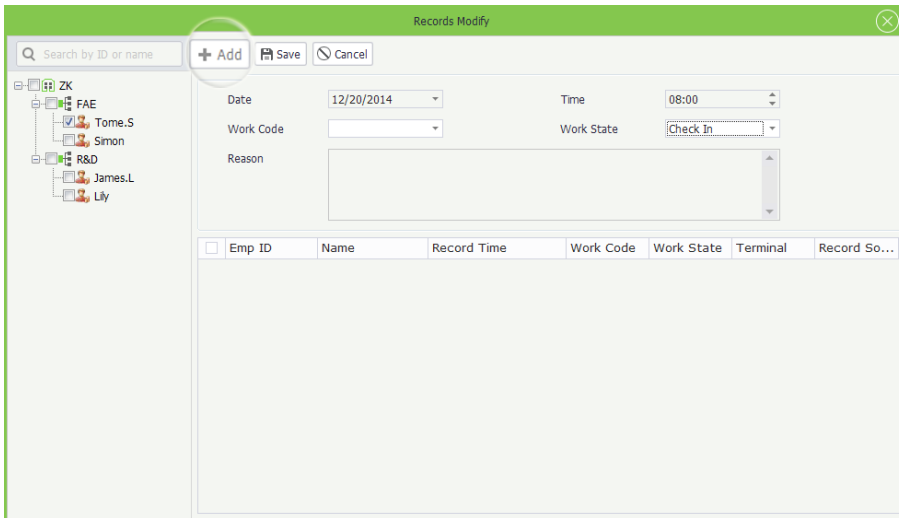
- **Modify Record**

The attendance can be modified manually when employees leave on business or forget to punch cards. Usually, the management personnel shall input the attendance record for missed punches at the end of the attendance cycle according to the attendance records and the company's attendance system.

Click [**Modify Record**] button, the following **Record Modify** interface will pop-up:



- **Add Punch Record**



1. Click [**Add**] button to enter to the **Add Punch Record** interface.

2. Tick (☑) and select employee in the *Company* Structure list, multiple choices.

- **Tips:** Tick (☑) and select department to directly select all employees in this department.)

- **Tips:** For the *Work Code* setting, please refer to "[7.5 Work Code Setting](#)★".

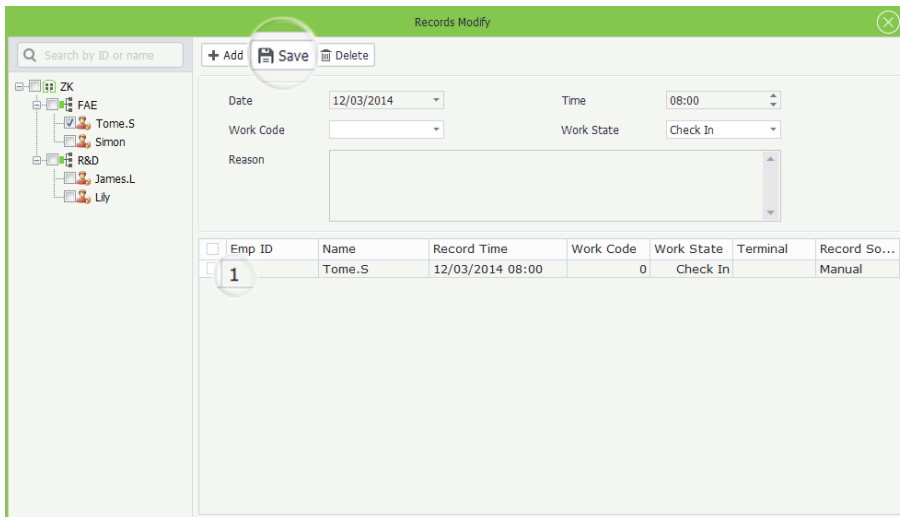
Date, Time: Set the date and time as required.

Work Code: Click ▼ button and select work code in the drop-down list.

Work State: Click ▼ button and selected work state in the drop-down list.

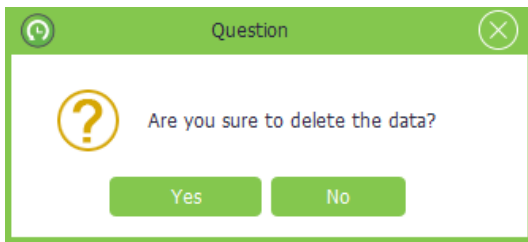
Reason: Enter the reason as required.

3. Set parameters according to the actual condition.



4. After setting, click **[Save]** button to save the punch record.

Delete Punch Record (Manually add)



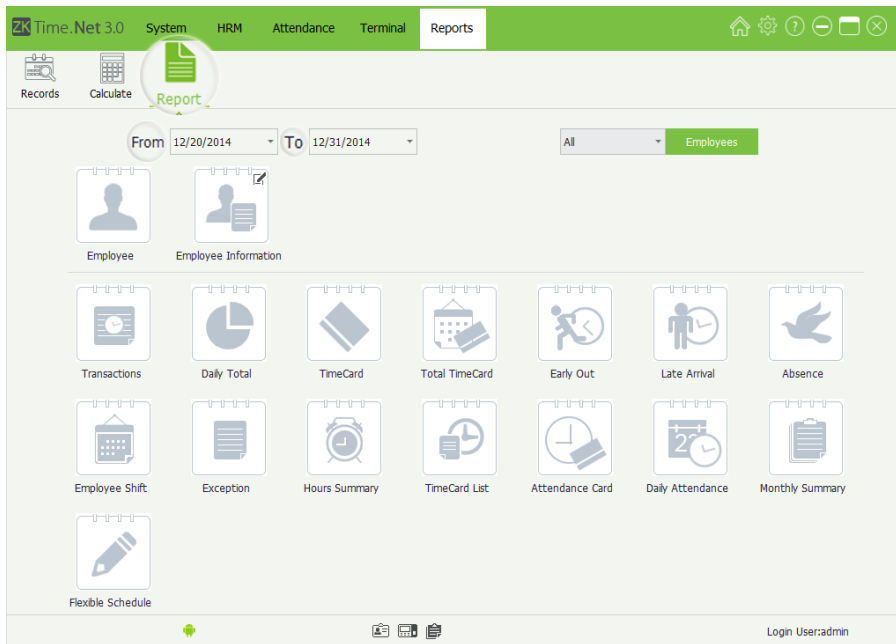
1. Tick and select record in the *Record* list, multiple choices.
2. Click **[Delete]** button, the **Question** box will pop-up.
3. Click **[Yes]** button to delete the selected record; or click **[No]** button to cancel operation.

- **Export Attendance Record**

The program supports to export attendance records to file that are used for other application.

8.3 Viewing Reports

Click **[Reports]** > **[Report]** to enter to the **Report** interface:

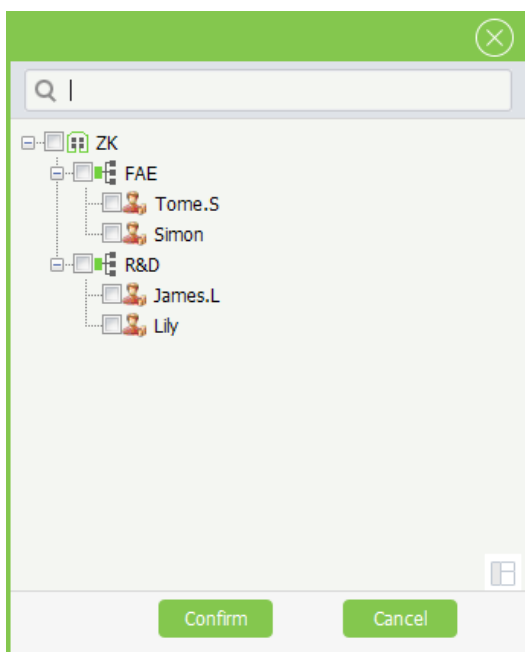


The specific operation of viewing report is shown as below:

1. Set the start and end time behind *From* and *To* option.
2. Select employee. Click ▼ button and select employee group in the drop-down list; or select **Custom** and click **[Employee]** button, and then tick and select employee in the pop-up window.

All: If select as All, then select all employees in the system.

Custom: To enable *Custom*, click **[Employee]** button, and tick and select employee in the pop-up window, multiple choices, is shown as the following figure:

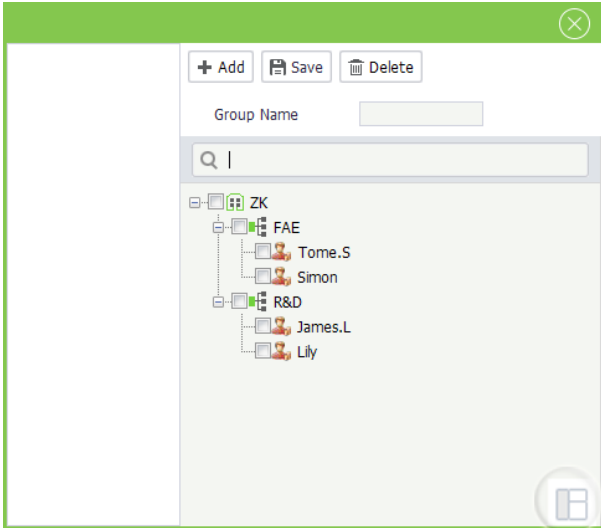



- **Tips:** After selecting, click **[Confirm]** button to save settings.

- **Employee Group Setting**

In order to simplify the employee selection, the system supports grouping for employees as required. The user can directly select the employee group to select all employees within the selected group.

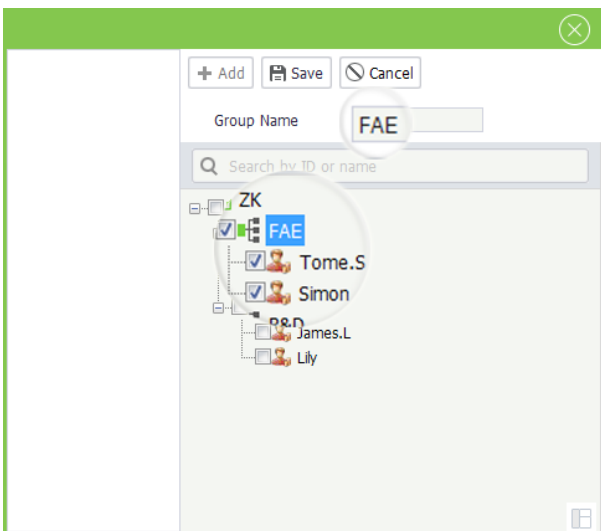
The specific operation is shown as below:



- (1) Click  icon, the **Employee Group Setting** window will pop-up.

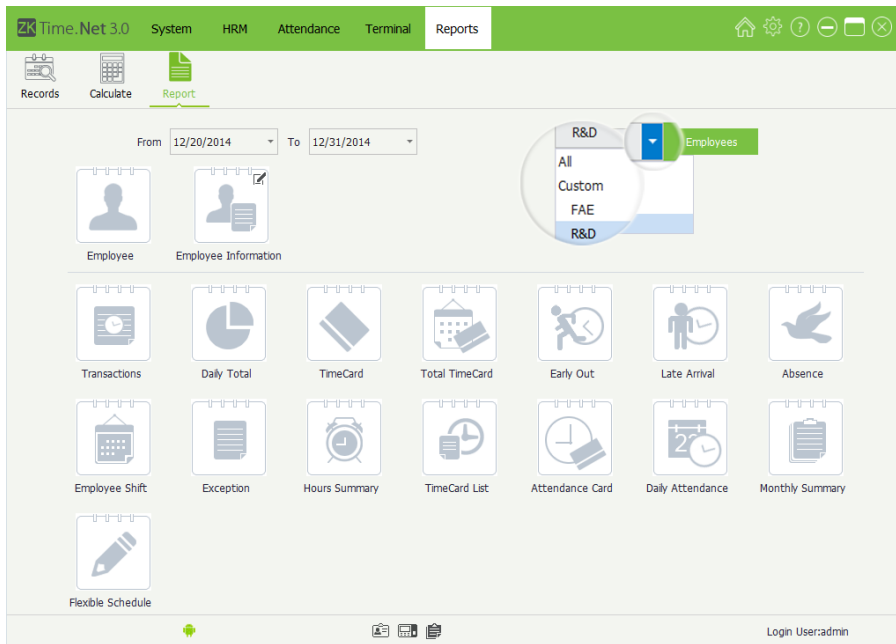
Group Name: Enter the group name.

Employee: Tick and select employee in the *Company Structure* list, multiple choices.



- **Tips:** If tick and select department, directly select all employees in this department.

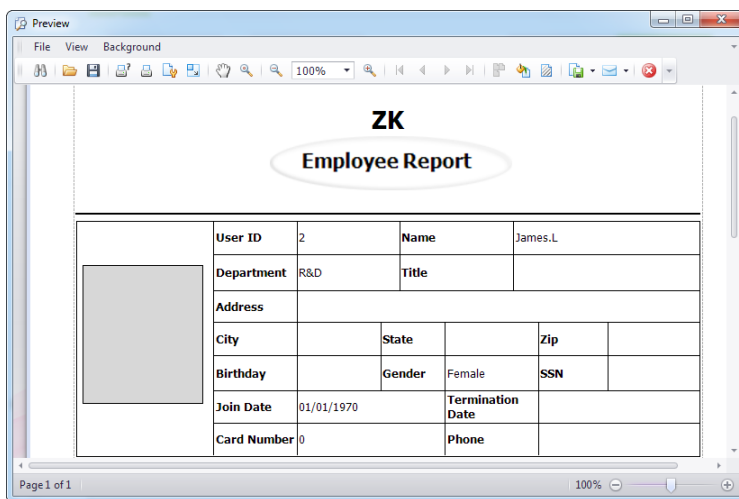
- (2) Enter the **Group Name** and select **employee** as required, and click **[Save]** button to save settings.



(3) Click the ▼ before [Employee] button to view all employee groups in the drop-down list.

3. After setting, click the report icon to view the corresponding report info.

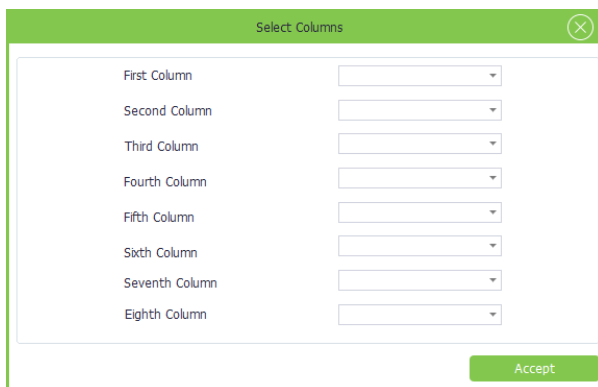
• Employee Report




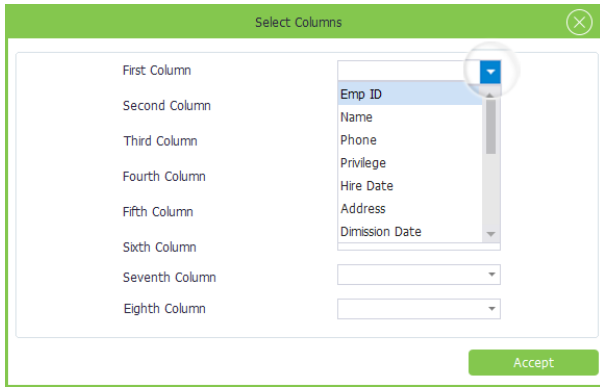
Click **Employee** icon, the system will pop-up the **Employee Report**.

• Employee Information Report

The system supports to select columns for the Employee Information Report as required. The specific operation showed as below:

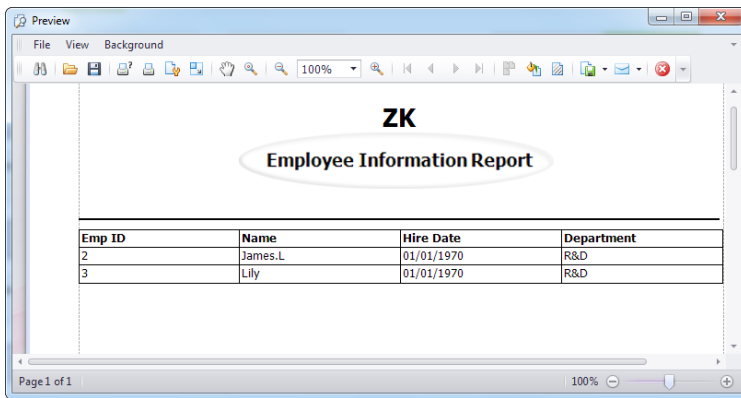


(1) Click  button on the **Employee Information** icon, the **Select Columns** window will pop-up.



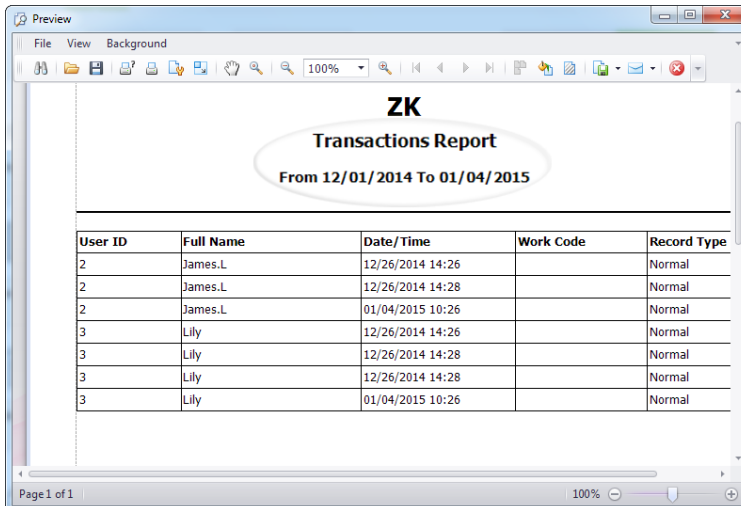
(2) Click ▼ button and then select the employee's basic info item for the *First to Eighth Column* in the drop-down list.

(3) After setting, click **[Accept]** button to confirm and save settings.



(4) Click **Employee Information** icon to view the **Employee Information Report**.

• Transactions Report



Click **Transactions Report** icon to check the **Transactions Report** for the employee selected in *Step 2*.

- Daily Total Report

ZK
Daily Total Report
From 12/01/2014 To 01/04/2015

User ID	Full Name	Regular Hours	OT Level1 Hours	OT Level2 Hours	Break Hours	Absent Hours	Total	Late	Early
01/01/2015									
2	James.L	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00
3	Lily	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00
		0:00	0:00	0:00	0:00	18:00	0:00	0:00	0:00
01/02/2015									
2	James.L	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00
3	Lily	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00

Click **Daily Total** icon to check the **Daily Total Report** for the employee selected in *Step 2*.

- Time Card Report

ZK
TimeCard Report
From 12/01/2014 To 01/04/2015

Department		R&D					
Full Name		James.L		Card Number		0	
User ID	Date	Timetable	Check In	Check-Out	Round In	Round Out	Working time
2	12/01/2014	Default(09:00-18:00)					
2	12/02/2014	Default(09:00-18:00)					
2	12/03/2014	Default(09:00-18:00)					
2	12/04/2014	Default(09:00-18:00)					
2	12/05/2014	Default(09:00-18:00)					
2	12/06/2014	Default(09:00-18:00)					

Click **Time Card** icon to check the **Time Car Report** for the employee selected in *Step 2*.

- Total Time Card Report

ZK
Total TimeCard Report
From 12/01/2014 To 01/04/2015

User ID	2	Full Name	James.L
Code	Description	Total	
1	total	0:00	
2	work	0:00	
3	overtime1	0:00	
4	overtime2	0:00	
5	overtime3	0:00	
6	lateCome	0:00	
7	earlyOut	0:00	
8	absence	225:00	
9	break	0:00	

Click **Total Time Card** icon to check the **Total Time Card Report** for the employee selected in *Step 2*.

- **Early Out / Late Arrival Report**

Click **Early Out/ Late Arrival** icon to check the **Early Out/ Late Arrival Report** of the employee selected in *Step 2*.

- **Note:** The system will calculate the attendance records according to the *Attendance Rule*. For the specific operation of *Attendance Rule setting*, please refer to [“6.1 Attendance Rule”](#).

- **Absence Report**

Department		R&D	
Full Name		James.L.	Card Number 0
User ID	Date	Week	Timetable
2	12/01/2014	Monday	Default(09:00-18:00)
2	12/02/2014	Tuesday	Default(09:00-18:00)
2	12/03/2014	Wednesday	Default(09:00-18:00)
2	12/04/2014	Thursday	Default(09:00-18:00)
2	12/05/2014	Friday	Default(09:00-18:00)
2	12/08/2014	Monday	Default(09:00-18:00)
2	12/09/2014	Tuesday	Default(09:00-18:00)
2	12/10/2014	Wednesday	Default(09:00-18:00)

Click **Absence** icon to check the **Absence Report** for the employee selected in *Step 2*.

- **Employee Shift Report**

Department		R&D				
Full Name		James.L.	Card Number 0			
User ID	Date	Time Period/Exception	Start	End	Break Start	Break End
2	12/01/2014	Default	09:00	18:00		
2	12/02/2014	Default	09:00	18:00		
2	12/03/2014	Default	09:00	18:00		
2	12/04/2014	Default	09:00	18:00		
2	12/05/2014	Default	09:00	18:00		
2	12/06/2014					
2	12/07/2014					
2	12/08/2014	Default	09:00	18:00		

Click **Employee Shift** icon to check the **Employee Shift Report** for the employee selected in *Step 2*.

- Exception Report

ZK Exception Report From 12/01/2014 To 01/04/2015						
Department R&D						
User ID	Full Name	Date/Time	From	To	Exception	Exception Hours
2	James.L	12/11/2014	08:00	18:00	sick	10:00
3	Lily	12/22/2014	08:00	18:00	vacation	10:00
3	Lily	12/23/2014	08:00	18:00	vacation	10:00

Click **Exception** icon to check the **Exception Report** for the employee selected in *Step 2*.

• **Tips:** For the *Exception setting*, please refer to ["6.5 Exception Assign"](#).

- Hours Summary Report

ZK Hours Summary Report From 12/01/2014 To 01/04/2015									
Department R&D									
User ID	Full Name	Regular Hours	OT Level1 Hours	OT Level2 Hours	Break Hours	Absent Hours	Total	Late	Early
2	James.L	0:00	0:00	0:00	0:00	207:00	0:00	0:00	9:00
3	Lily	0:00	0:00	0:00	0:00	198:00	0:00	0:00	9:00
Pay Period Totals		0:00	0:00	0:00	0:00	405:00	0:00	0:00	18:00

Click **Hours Summary** icon to check the **Hours Summary Report** for the employee selected in *Step 2*.

Calculate the sum of the Work, Absent, and Late Arrival/Early Out time in the time range preset in *Step 1*.

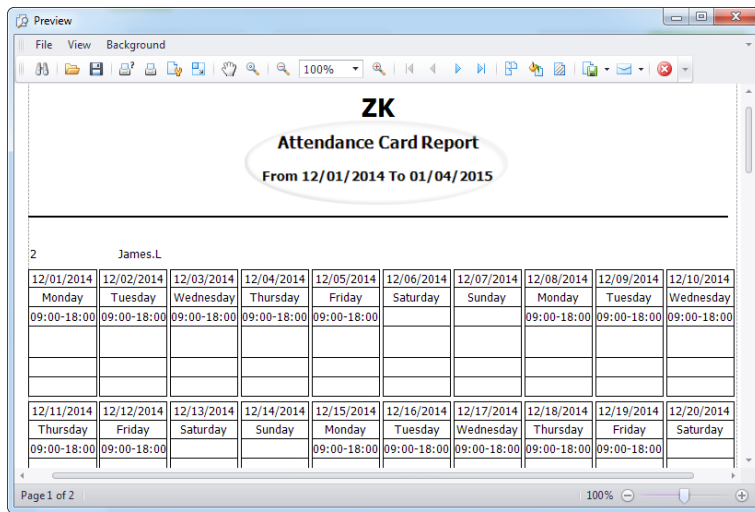
- Time Card List Report

ZK TimeCard List Report From 12/01/2014 To 01/04/2015											
Department R&D											
Full Name		James.L									
Card Number		0									
User ID	Date	Timetable	Regular Hours	OT Level1 Hours	OT Level2 Hours	Break Hours	Absent Hours	Total	Late	Early	Total Exception Hours
2	12/01/2014	Default (09:00-18:00)	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00
2	12/02/2014	Default (09:00-18:00)	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00
2	12/03/2014	Default (09:00-18:00)	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00

Click **Time Card List** icon to check the **Time Card List Report** for the employee selected in *Step 2*.

Count and show the Regular Hours, OT Level 1, 2, 3 Hours, Early and Absent Hours, etc.

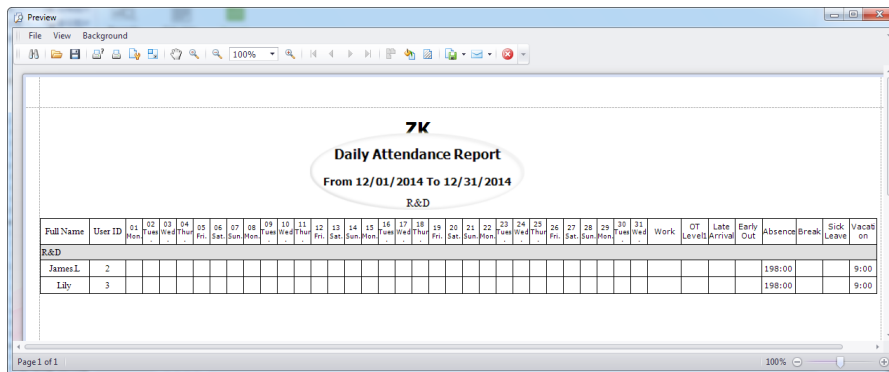
- Attendance Card Report



Click **Attendance Card** icon to check the **Attendance Card Report** for the employee selected in *Step 2*.

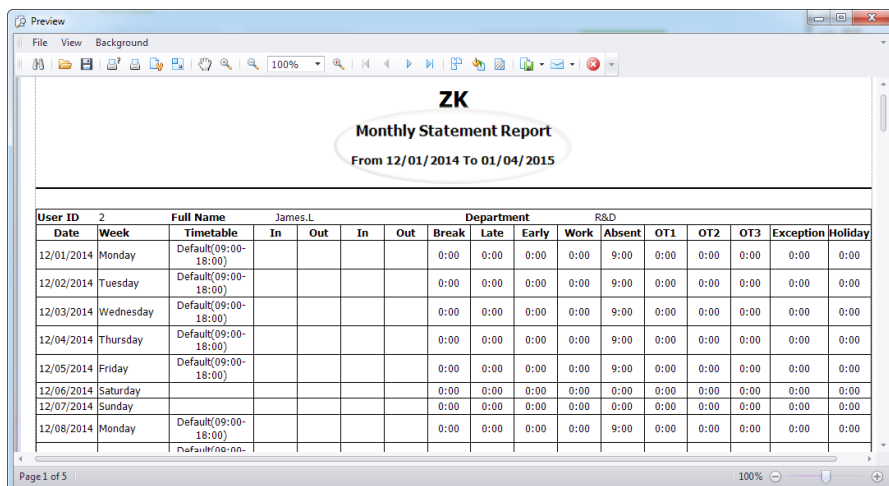
Show all attendance cards in the time range set in *Step 1*.

- Daily Attendance Report



Click **Daily Attendance** icon to check the **Daily Attendance Report**.

- Monthly Summary



Click **Monthly Summary** icon to check the **Monthly Summary Report** for the employee selected in *Step 2*.

- Flexible Schedule Report

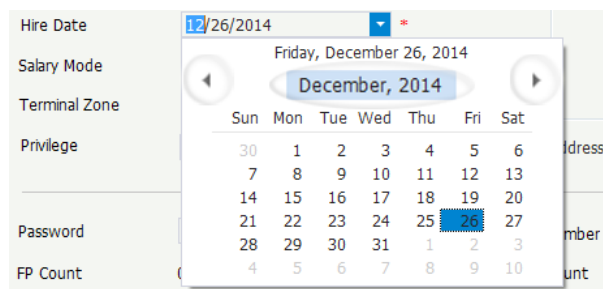
Click **Flexible Schedule** icon to check the **Flexible Schedule Report** for the employee selected in *Step 2*.

Appendices

Appendix 1 Common Operations

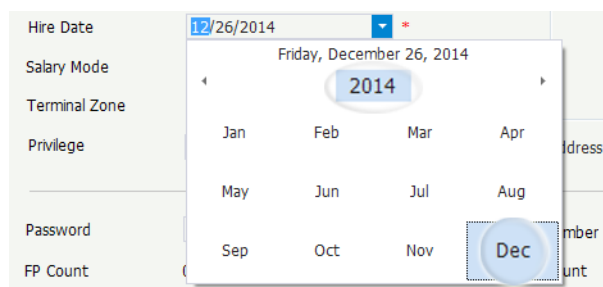
1. Selecting Date

Take setting **Hire Date** in the **Add Employ** interface as example.



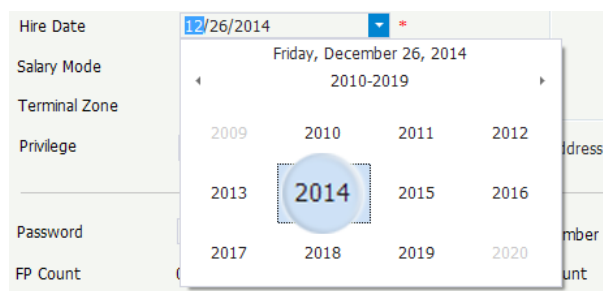
Click ▼ button behind **Hire Date** item, the *Date Selection* box will pop-up.

- **Tips:** The system displays the current month by default.



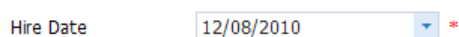
Click the ◀▶ button to forward or backward to select month; or double-click the **Month Bar** to view the *Month Selection* box, and click and select month as required.

When double-click the **Year Bar**, the *Year Selection* box will pop-up.



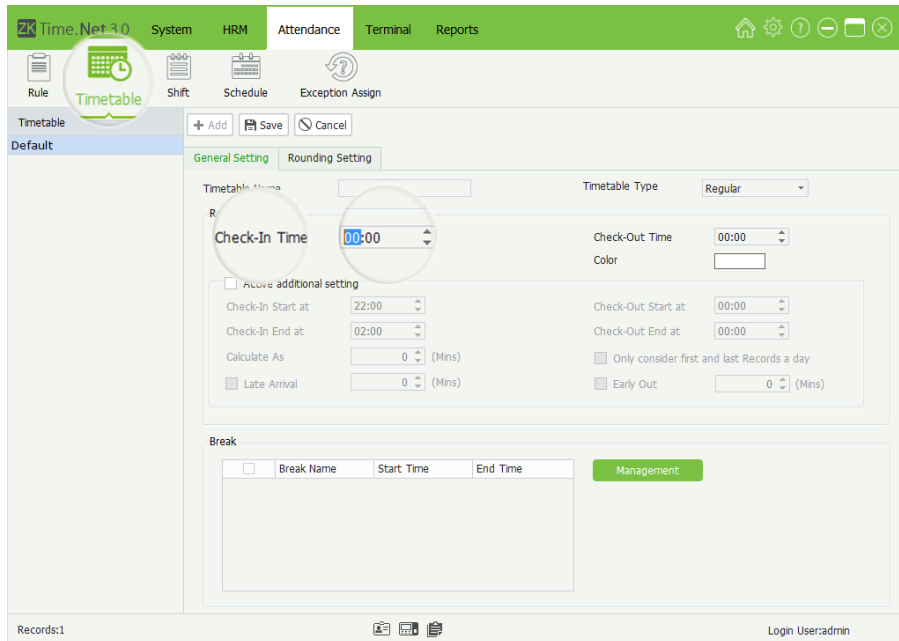
Click and select year as required.

After selecting, the date will be displayed in the **Hire Date** box.



2. Setting Time

Take the *Check-In Time* setting in the **Add Timetable** interface as example.



The program supports two kinds of method to set time:

- **Method 1**

Manually input from the keyboard.

- **Method 2**

Hour setting

Check-In Time

Minute setting

Check-In Time

- (1) Click and select *Hour* (The blue highlighting indicates selected.)
- (2) Select *Hour* via click ◀▶ button to increase or decrease.
- (3) Click and select *Minute* (The blue highlighting indicates selected.)
- (4) Select *Minute* via click ◀▶ button to increase or decrease.

Appendix 2 End User License Agreement

<END-USER LICENSE AGREEMENT>

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