

3.4 SETUP - GROUP DEFINITION

Group is used to classify the members. So define the groups before entering the information for Card Information. Each group may have different working hours for report generation.

Net Attendance

- Actions Database Setup Card Manager Rep
- Email
- Group Definition** - Define different groups for different departments of the company with different working hours
- Setup Readers
- Access Manager
- System PINs
- Web Reporter
- Hide On Startup

Group List

Workgroup	From	To	From	To	Sat1	From	To	Sat2	From	To	OT Min.	OT Multi.
DEFAULT	AM09:00	PM01:00	PM02:00	PM05:00	<input checked="" type="checkbox"/>	AM09:00	PM01:00	<input checked="" type="checkbox"/>	PM01:00	PM05:00	30	15
FACTORY	AM09:00	PM01:00	PM02:00	PM05:00	<input checked="" type="checkbox"/>	AM09:00	PM01:00	<input type="checkbox"/>	PM01:00	PM05:00	60	15
OFFICE	AM08:00	PM12:30	PM01:30	PM04:00	<input type="checkbox"/>	AM09:00	PM01:00	<input type="checkbox"/>	PM01:00	PM05:00	15	15

Buttons: New, Edit, Delete, Close

Work Group Information

Group name: []

Working Hours:

- Standard Time: 09:00 to 13:00, 14:00 to 17:00
- Saturday: 09:00 to 13:00, 14:00 to 17:00

Overtime Options:

- Min. O.T.: 15 Minutes
- O.T. Multiple: 15 Minutes

Buttons: Confirm, Cancel

Annotations:

- DEFAULT Workgroup - cannot be deleted
- Add NEW Workgroup
- Different working hours for Saturdays
- Double click the Workgroup or select EDIT to go to the Work Group Information window for editing
- Enter Office Hour for Saturdays if it is not the same as the Standard Time
- Set up the overtime policy
- OT will be calculated if the preset minimum OT reached
- OT will be calculated in the Multiple of the preset minutes (set to zero if you want to include every second)
- For example, under this set up, OT will only be calculated if the employee clock out after 17:15pm on Monday. And the reported OT will be in the multiple of 15 minutes.
 - e.g. Clock out at 17:14:59, OT = 0 minutes
 - e.g. Clock out at 17:29:59, OT = 15 minutes
 - e.g. Clock out at 17:30:00, OT = 30 minutes
- The second session's standard time interval must later than the first session