

E-Focus Industrial Co.,Ltd

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Basic Parameter-Attendance Setting instructions in details: Under Shift setting

Basic Parameter										
Attendance setting										
WorkStart	8	:	0	Punch Start	7	:	0	☐ Overstep Day	☒ AtFormer	☒ Record
WorkEnd	18	:	0	Punch End	19	:	0	☐ Overstep Day	☒ AtFormer	☒ Record
Work Time Setting										
Work Time	600	Min	=	10	Hours	☐ Belong to Overtime Work**				
Overstep Day Setting										
☐ Overstep Day Former ☒ No Overstep Day ☐ Overstep Day Later										
Late/EarlyOut										
Record	0	Min Later than WorkStart As Late	60	Min Later than WorkStart As Absent						
Record	0	Min ealier than WorkEnd As EarlyOut	60	Min Earlier than WorkEnd As Absent						
Later/EarlyOut Calculate ☒ Dividually ☐ SUMM as Late										
Overtime Setting										
Record	0	Min Earlier than WorkStart as Overtime					☒ No ☐ Yes			
Record	0	Min later than WorkEnd as Overtime					☒ No ☐ Yes			

Above shift : working time from 8:00-18:00; Total work hours: 10 hours(600 minutes)

Clock in time from 7:00-8:00 AtFormer means: if you swipe twice during this time, your first early clock in time will be considered as **IN** time ;

Clock out time from: 18:00-19:00 AtFormer means: if you swipe twice during this time,

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your first early clock in time will be considered as **Out** time ;

Staff Clock in after 8:00am as Late ; when off duty clock out: before 18:00 as

Earlyout/leave early; so it means: **No Coming late and leave early!**

WorkStart :

WorkEnd :

here is start work time and finish work time ; you can set based on your own shift(your own company rules)

Punch Start :

Punch End :

this is start to punch time and finish punch time ; we set as 7:00, means staff can press fingerprint from 7:00 when they come to work in the morning ; and after work, after 18:00, you can press fingerprint before 19:00; it means company rules staff press fingerprint from 7:00-8:00 in the morning ; after work, staff can press fingerprint on attendance machine from 18:00-19:00

WorkStart	8	:	0	Punch Start	7	:	0	☐ Overstep Day	☒ AtFormer	☒ Record
WorkEnd	18	:	0	Punch End	19	:	0	☐ Overstep Day	☒ AtFormer	☒ Record

Here in red : you can select both !

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At former: means the software will record staff A the earliest press fingerprint time as IN; (for example , Lucy press fingerprint at 7:10 and also 7:11 , she pressed fingerprint twice, but inside software it will select :7:10 data as her IN time;)

Record: means the software will record all attendance data inside , so you can select both !

Attendance Setting

WorkStart	8	:	0	Punch Start	7	:	0	☐ Overstep Day	☒ AtFormer	☒ Record
WorkEnd	18	:	0	Punch End	19	:	0	☐ Overstep Day	☒ AtFormer	☒ Record

Work Time Setting

Work Time	600	Min	=	10	Hours	☐ Belong to Overtime Work**
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Work time : here is based on your shift , because we set shift : 8:00 to 18:00 , so it is total 10 hours (600 minutes)

☐ Belong to Overtime Work**

if you click here means this shift will be considered as overtime shift (some company overtime salary high , you know .)

Overstep Day Setting

☐ Overstep Day Former

☒ No Overstep Day

☐ Overstep Day Later

Late/EarlyOut

Here usually we set as : No Overstep Day , because most customers working time is normal , very less shift crossed different days (such as work time from today 11:00pm to tomorrow 3:00am) !

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Late/EarlyOut

Record	15	Min Later than WorkStart As Late	60	Min Later than WorkStart As Absent
Record	15	Min ealier than WorkEnd As EarlyOut	60	Min Earlier than WorkEnd As Absent
Later/EarlyOut Calculate		☒ Dividually	☐ SUMM as Late	

Here means : you set as 15Min; means: although your work start time is 8:00, but before 8:15 if u clock in/ press fingerprint and come to work before 8:15 , the system will confirm you are not late ; after 8:15 you clock in/press fingerprint, you will be considered As Late !

So usually most companies will set 0 here

Record	0	Min Later than WorkStart As Late
Record	0	Min ealier than WorkEnd As EarlyOut

As long as you come to work after 8:00, you will be considered as late !

60	Min Later than WorkStart As Absent
60	Min Earlier than WorkEnd As Absent

here we set 60 minutes means: if u are late for 1 hour then normal start time, you will be considered as Absent ! and if you off-duty/leave/clock out one hour early then normal off duty time, you will also be considered as Absent

Overtime Setting

Record	0	Min Earlier than WorkStart as Overtime	☒ No	☐ Yes
Record	0	Min later than WorkEnd as Overtime	☒ No	☐ Yes

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Here for normal shift , no need set , just select as NO;

Overtime Setting

Record	60	Min Earlier than WorkStart as Overtime	☒ No	☐ Yes
Record	0	Min later than WorkEnd as Overtime	☒ No	☐ Yes

If here you set 60; and also set as NO, means although normal work time is 8:00 but you come to work 1 hour early(you come to work at 7:00; also will not consider as over time; but if you set as Yes , then this one hour is your overtime)

Normally no need set here !

Hope you have a good understanding now for basic setting !

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