



TimeSphere is a fully web-based time and attendance application developed by IDLink Systems to complement our full range of biometric time clock devices. It can work with any of IDLink's Biometric Devices such as our Fingkey fingerprint device, our Palmvein recognition device etc. As it is web-based, you can check the attendance of your employees from the comfort of your home or even overseas on the move. The product is easy to use and customizable based on user requirements.

#### **Time and Attendance Reports:**

- ❖ Daily Attendance Report by employee, department and company.
- ❖ Individual Attendance Report by periodic and month-end selection.
- ❖ Summary hours for normal rate, OT1.0, OT1.5, OT2.0, OT3.0, lateness and under.
- ❖ Filter reports by day, specific period or month.
- ❖ Filter reports by individual, department, section and designation.
- ❖ Movement Report up to 16 clocking data daily.
- ❖ All reports can be exported to excel, PDF, HTML format.

## **THE TIMESPHERE TIME & ATTENDANCE**

- **Reliable and Flexible**
- **Web-Based Application**
- **Easy to Use**
- **Customizable**

# THE **TIMESPHERE** TIME & ATTENDANCE

## Features

- ▶ Automatic calculation of normal and overtime hours with different overtime rates
- ▶ Record absences, lateness, overtime and etc
- ▶ Support weekly, bi-weekly, semi-monthly and monthly pay period
- ▶ Unlimited shift and work schedule creation
- ▶ Overtime setting for round up / down

Home Setup Employee Management Shift Management Transaction Report Utility About

**Edit Employee (\* Mandatory Fields)**

Employee Code:  Employee Name\*:

Department:  Biometric ID\*:

Section:  NRIC:

Designation:  Join Date\*:

Category:  Resignation Date:

**Type of Over Time**

Normal Rate  VIP

**Shift Details**

Working Hours:

Home Setup Employee Management Shift Management Transaction Report Utility About

**Update By Individual**

Employee Name: Han Hoon Aung Employee Code: 0023 Biometric ID: 0023 Record Found: 31

DEPT	DATE	DAY NAME	TIME IN	TIME OUT	SHIFT	REASON	ACTION	NRM	ACTUAL	UNDER	LATE
Software	01/08/2011	MON	08:33	18:10	OFFICE	None	Update	8.45	8.45	0.0	0.05
Software	02/08/2011	TUE	08:32	18:45	OFFICE	None	Update	8.47	9.22	0.0	0.03
Software	03/08/2011	WED	08:33	18:04	OFFICE	None	Update	8.45	8.45	0.0	0.05
Software	04/08/2011	THU	08:40	10:28	OFFICE	None	Update	1.8	1.8	6.53	0.17
Software	05/08/2011	FRI	08:32	09:39	OFFICE	None	Update	1.12	1.12	7.35	0.03
Software	06/08/2011	SAT	00:00	00:00	OFFICE	Rest Day	Update	0.0	0.0	0.0	0.0
Software	07/08/2011	SUN	00:00	00:00	OFFICE	Rest Day	Update	0.0	0.0	0.0	0.0

Date: 09-Sep-2011 Period From: 01-08-2011 To: 31-08-2011

DATE	DAY	TIME		SHIFT	NRM	WORK DONE	LATE	UNDER	OT1.0	OT1
		IN	OUT							
Emp Name: Saladi Emp Code: Design: None										
01-Aug-2011	MON	08:21	18:25	OFFICE	08:50	08:50	00:00	00:00	00:00	00:0
02-Aug-2011	TUE	08:21	18:47	OFFICE	08:50	09:25	00:00	00:00	00:00	00:7
03-Aug-2011	WED	08:27	18:50	OFFICE	08:50	09:25	00:00	00:00	00:00	00:7
04-Aug-2011	THU	08:30	18:45	OFFICE	08:50	09:25	00:00	00:00	00:00	00:7
05-Aug-2011	FRI	08:22	18:31	OFFICE	08:50	09:00	00:00	00:00	00:00	00:5
06-Aug-2011	SAT	00:00	00:00	OFFICE	00:00	00:00	00:00	00:00	00:00	00:0
07-Aug-2011	SUN	00:00	00:00	OFFICE	00:00	00:00	00:00	00:00	00:00	00:0
08-Aug-2011	MON	08:23	20:09	OFFICE	08:50	10:50	00:00	00:00	00:00	02:0
09-Aug-2011	TUE	00:00	00:00	OFFICE	00:00	00:00	00:00	00:00	00:00	00:0
10-Aug-2011	WED	08:25	19:32	OFFICE	08:50	10:00	00:00	00:00	00:00	01:5
11-Aug-2011	THU	08:25	20:02	OFFICE	08:50	10:50	00:00	00:00	00:00	02:0
12-Aug-2011	FRI	08:23	19:21	OFFICE	08:50	09:75	00:00	00:00	00:00	01:2
13-Aug-2011	SAT	00:00	00:00	OFFICE	00:00	00:00	00:00	00:00	00:00	00:0
14-Aug-2011	SUN	00:00	00:00	OFFICE	00:00	00:00	00:00	00:00	00:00	00:0
15-Aug-2011	MON	08:20	19:15	OFFICE	08:50	09:75	00:00	00:00	00:00	01:2
16-Aug-2011	TUE	08:23	19:37	OFFICE	08:50	10:00	00:00	00:00	00:00	01:5
17-Aug-2011	WED	08:20	19:15	OFFICE	08:50	09:75	00:00	00:00	00:00	01:2
18-Aug-2011	THU	08:21	19:50	OFFICE	08:50	10:25	00:00	00:00	00:00	01:7

**Late Settings**

Grace Duration:  Min

Late Every:  Min

Deduct:  Min

Exclude Grace Duration  Offset OT

**Out (Early) Settings**

Grace Duration:  Min

OUT Every:  Min

Deduct:  Min

**Over Time Settings**

Round:  Min

Round:  Min

Min. OT:  Min

DAY	TIME IN	TIME OUT	DAY CHANGE	LUN. OUT	LUN. IN	NRM	RES	OT RATE	EXTRA	E. RATE
Sunday	08:30	18:00	04:00	12:00	13:00	08:50	<input checked="" type="checkbox"/>	2.00	<input checked="" type="checkbox"/>	2.00
Monday	08:30	18:00	04:00	12:00	13:00	08:50	<input type="checkbox"/>	1.50	<input checked="" type="checkbox"/>	2.00
Tuesday	08:30	18:00	04:00	12:00	13:00	08:50	<input type="checkbox"/>	1.50	<input checked="" type="checkbox"/>	2.00
Wednesday	08:30	18:00	04:00	12:00	13:00	08:50	<input type="checkbox"/>	1.50	<input checked="" type="checkbox"/>	2.00
Thursday	08:30	18:00	04:00	12:00	13:00	08:50	<input type="checkbox"/>	1.50	<input checked="" type="checkbox"/>	2.00

## TimeSphere

## Specification

### System Requirements

- Windows Intel PC
- Windows XP Operating System and above
- 20GB Harddisk
- 512M RAM



**DISTRIBUTOR / RESELLER**