

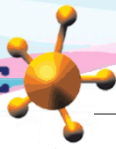
Staff Attendance Report

Staff can use system to record the time of on duty, off duty, lunch time in and out.

At system log in page, Press <Sign in> to record time



- 📖 In: Staff on duty, lunch time clock in can select “In” method to record the time.
- 📖 Out: Staff off duty, lunch time clock out can select “Out” method to record the time.
- 📖 Short In/Compensate In: Staff on duty earlier and require to record the compensate hour, or staff on duty late and require to record the short hour, select “Short In/Compensate In” method to record the time of on duty.
- 📖 Short Out/Compensate Out: Staff off duty late and require record the compensate hour, or staff off duty earlier and require to record short hour, select “Short Out/Compensate Out” method to record the time of off duty.
- 📖 Middle Short In: Staff leave shop for a short period due to personal reason, and require to record the leave period as short hour to compensate later, select “Middle Short In” method to record the time of back to the shop.
- 📖 Middle Short Out: Staff leave shop for a short period due to personal reason, and require to record the leave period as short hour to compensate later, select “Middle Short out” method to record the time of leave the shop.



View report at Staff > Report > Staff attendance report

Example 1: On duty and Off duty according to the shift assigned to calculate early in, late, early leave and overtime

Late minute of on duty Late minute of lunch

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 Hide Short compensate balance

Shop / Staff : All / ST01 Period : 1-Sep-2021 to 4-Sep-2021
 [Hide] Intra day short in / Intra day short out, [Press here to display](#)

Date	Staff code	Staff name	Shop	Shift code	Shift	Compensate start	Compensate out	Change log	Sign In	Sign out	Sign In	Sign out	Early in	Late1	Late2	Short in	Compensate in	Early leave	Overtime	Short out	Compensate out	Intra day short out	Working hours	Remark
1-Sep-2021 (Wed)	ST01	Amy Wong	HKB2B	A	10:00 am - 09:00 pm				10:00 am	01:00 pm	02:00 pm	09:00 pm	0 Min	0 Min	0 Min								11 Hrs	---
2-Sep-2021 (Thu)	ST01	Amy Wong	HKB2B	A	10:00 am - 09:00 pm			Log 10:08 am*	10:00 am	01:00 pm	02:03 pm	09:00 pm	0 Min	0 Min	3 Min								10.82 Hrs	Company will not calculate late1 -- Approved by Manager
3-Sep-2021 (Fri)	ST01	Amy Wong	HKB2B	A	10:00 am - 09:00 pm				09:00 am	01:00 pm	02:00 pm	08:00 pm	60 Min	0 Min	0 Min			60 Min					11 Hrs	Company agree early in --
4-Sep-2021 (Sat)	ST01	Amy Wong	HKB2B	A	10:00 am - 09:00 pm				10:00 am	01:00 pm	02:00 pm	10:00 pm	0 Min	0 Min	0 Min					60 Min			12 Hrs	Company agree late off --

Staff with access right allow fill in or edit the attendance time and sign in method, the edited time will show * for identification. Press <Log> to check the change log.

Staff sign in earlier, "Early in" column show the early minutes after Company agree early in.

Staff work overtime, "Overtime" column show the overtime minutes after Company agree late off.

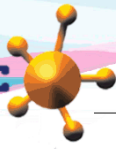
Each record allows add 3 different types of remark

Staff attendance calculation setup	All staff (Not calculate late1 staff exclude)	Edit remark
Staff: ST01	Date: 2-Sep-2021	Staff: ST01
Date: 2-Sep-2021	Setup calculate late1 start time: <input checked="" type="checkbox"/> Yes	Date: 2-Sep-2021
Type: Company agree early in Company agree late off Company agree early in and late off Company will not calculate late1 Company will not calculate late2 Company will not calculate early leave	Start time: [] : [] am	Remark: Approved by Manager
Submit Reset Cancel	Submit Reset Cancel	Submit Reset Cancel

Press the first "--", setup staff attendance calculation setup: For example, staff late due to special reason and allow except from late calculation. Select "Company will not calculate late 1", "Late 1" column will not show late minutes.

Press the second "--", setup calculate late 1 start time for all staff. Tick "Yes", and then setup the calculation start time.

Press the third "--", input remark and display on report.



Example 2:

Staff on duty late or off duty earlier, record as short hour

Staff on duty earlier or off duty late, record as compensate hour

Staff on duty 60 mins late, sign in by using "Short In/Compensate In" method, system calculated staff has 60 mins Short In.

Staff off duty 60 mins earlier, sign out by using "Short In/Compensate In" method, system calculated staff has 60 mins Short Out.

HKB2B limited Staff attendance report

Shop / Staff : All / ST01

[Hide] Intra day short in / Intra day short out, [Press here to display](#)

Period : 1-Sep-2021 to 19-Sep-2021

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Hide Short compensate balance

Shift	Compensate start	Compensate out	Change log	Sign In	Sign out	Sign In	Sign out	Early in	Late1	Late2	Short in	Compensate in	Early leave	Overtime	Short out	Compensate out	Intra day short out	Working hours	Remark
10:00 am - 09:00 pm				11:00 am	01:00 pm	02:00 pm	08:00 pm	0 Min	0 Min	0 Min	60 Min				60 Min			9 Hrs	---
10:00 am - 09:00 pm				09:00 am	01:00 pm	01:30 pm	10:00 pm	0 Min	0 Min	0 Min		60 Min				60 Min		13 Hrs	---

Staff on duty 60 mins earlier, sign in by using "Short In/Compensate In" method, system calculated staff has 60 mins Compensate In.

Staff off duty 60 mins late, sign out by using "Short In/Compensate In" method, system calculated staff has 60 mins Compensate Out.

Example 3: Staff leave shop in between, record as Intra day short out hour

Press <Press to display>, display Intra day short out and Intra day short in column.

HKB2B limited Staff attendance report

Shop / Staff : All / ST01

[Display] Intra day short in / Intra day short out, [Press here to hide](#)

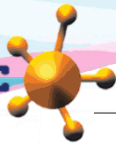
Period : 7-Sep-2021 to 7-Sep-2021

Print On : 29-Sep-2021
Prepared by : HKB2B Support (beauty)
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Hide Short compensate balance

Shift	Compensate start	Compensate out	Change log	Sign In	Intra day short out	Intra day short in	Sign out	Sign In	Intra day short out	Intra day short in	Sign out	Early in	Late1	Late2	Short in	Compensate in	Early leave	Overtime	Short out	Compensate out	Intra day short out	Working hours	Remark
10:00 am - 09:00 pm				10:00 am	11:00 am	12:00 pm	01:00 pm	02:00 pm	--	--	09:00 pm	0 Min	0 Min	0 Min							60 Min	10 Hrs	---

Staff leave shop during working hours, record the time of leave shop by using "Middle Short Out" method, when staff come back record the time by using "Middle Short In" method, The period of leave shop (11:00-12:00) calculated as Intra day short out.



Example 4: Staff compensate after short hour

HKB2B limited Staff attendance report

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Shop / Staff : All / ST01

Period : 22-Sep-2021 to 23-Sep-2021

Hide Short compensate balance

[Hide] Intra day short in / Intra day short out, [Press here to display](#)

Shift	Compensate start	Compensate out	Change log	Sign In	Sign out	Sign In	Sign out	Early in	Late1	Late2	Short in	Compensate in	Early leave	Overtime	Short out	Compensate out	Intra day short out	Working hours	Remark
10:00 am - 09:00 pm				11:30 am	01:30 pm	02:30 pm	09:10 pm	0 Min	0 Min	0 Min	90 Min							9.5 Hrs	---
10:00 am - 09:00 pm				09:30 am	01:15 pm	02:15 pm	09:30 pm	0 Min	0 Min	0 Min		30 Min				30 Min		12 Hrs	---

- Staff on duty 30 mins earlier
- Sign in by using "Short In/Compensate In" method
- System calculated staff has 30 mins Compensate In, which compensate previous 30 mins short hour.

- On the same day, staff off duty 30 mins late
- Sign out by using "Short Out/Compensate Out" method
- System calculated staff has 30 mins Compensate Out, which compensate previous 30 mins short hour.

Example 5: Setup Compensate Start, compensate previous compensate hour (on duty late)

- Setup Compensate Start or Compensate Out time at Staff > Compensate start time > New.

- Calculate compensate hour according to Compensate Start time
- Staff compensate previous 60 mins compensate hour, so staff can extend on duty time from 10:00 to 11:00.
- Staff can select "Sign in" method to record on duty time and system will not count as early in due to the setup of compensate start.

HKB2B limited Staff attendance report

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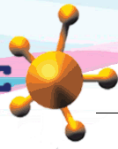
Shop / Staff : All / ST01

Period : 18-Sep-2021 to 18-Sep-2021

Hide Short compensate balance

[Hide] Intra day short in / Intra day short out, [Press here to display](#)

Shift	Compensate start	Compensate out	Change log	Sign In	Sign out	Sign In	Sign out	Early in	Late1	Late2	Short in	Compensate in	Early leave	Overtime	Short out	Compensate out	Intra day short out	Working hours	Remark
10:00 am - 09:00 pm	11:00 am			10:45 am	01:00 pm	02:00 pm	09:00 pm	0 Min	0 Min	0 Min	60 Min							10 Hrs	---



Example 6: Setup Compensate Out, compensate previous short hour (off duty late)

Setup staff Compensate out at 10:00

- Calculate compensate hour according to Compensate out time.
- Staff compensate 60 mins short hour, so staff off duty time extend from 9:00 to 10:00.
- Staff can select "Sign out" method to record off duty time due to the setup of compensate out.

HKB2B limited Staff attendance report

Shop / Staff : All / ST01
 [Hide] Intra day short in / Intra day short out, [Press here to display](#)

Period : 19-Sep-2021 to 19-Sep-2021

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Hide Short compensate balance

Shift	Compensate start	Compensate out	Change log	Sign In	Sign out	Sign In	Sign out	Early in	Late1	Late2	Short in	Compensate in	Early leave	Overtime	Short out	Compensate out	Intra day short out	Working hours	Remark
10:00 am - 09:00 pm		10:00 pm		10:00 am	01:00 pm	02:00 pm	10:15 pm	0 Min	0 Min	0 Min						60 Min		12 Hrs	---

Check staff short compensate balance

Click show short compensate balance at select report criteria page

HKB2B limited Staff attendance report

Shop / Staff : All / ST01
 [Hide] Intra day short in / Intra day short out, [Press here to display](#)

Period : 1-Sep-2021 to 23-Sep-2021

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Show Short compensate balance

Shift	Compensate start	Compensate out	Change log	Sign In	Sign out	Sign In	Sign out	Early in	Late1	Late2	Short in	Compensate in	Early leave	Overtime	Short out	Compensate out	Intra day short out	Working hours	Remark
10:00 am - 09:00 pm				09:00 am	01:00 pm	01:30 pm	10:00 pm	0 Min	0 Min	0 Min		60 Min				60 Min		13 Hrs	---
10:00 am - 09:00 pm					02:00 pm	02:00 pm	09:00 pm	0 Min	0 Min	0 Min	60 Min							10 Hrs	---
10:00 am - 09:00 pm					02:00 pm	02:00 pm	10:15 pm	0 Min	0 Min	0 Min						60 Min		12 Hrs	---
10:00 am - 09:00 pm					02:00 pm	02:00 pm	09:00 pm	0 Min	0 Min	0 Min								11 Hrs	---
10:00 am - 09:00 pm					02:00 pm	02:00 pm	09:00 pm	0 Min	45 Min	0 Min								10.25 Hrs	---
10:00 am - 09:00 pm				11:30 am	01:30 pm	02:30 pm	09:10 pm	0 Min	0 Min	0 Min	90 Min							9.5 Hrs	---
10:00 am - 09:00 pm				09:30 am	01:15 pm	02:15 pm	09:30 pm	0 Min	0 Min	0 Min		30 Min				30 Min		12 Hrs	---
<p>Short compensate balance b/f: 0 Min</p> <p>Short compensate: 90 Min</p> <p>Short compensate balance c/f: 90 Min</p>												<p>Any Wong total count (Meal breaks with pay, Meal breaks 60Min): 60 Min 45 Min 3 Min 210 Min 90 Min 60 Min 60 Min 150 Min 60 Min 152.57 Hrs</p> <p>Grand Total: 60 Min 45 Min 3 Min 210 Min 90 Min 60 Min 60 Min 150 Min 60 Min</p>							

Short compensate balance before the report search date, which is 31/8.

Short compensate balance carry forward to next period, which is carry forward the balance as at 23/9

- The selected period (1/9-23/9) short compensate hour.
- The amount of short compensate is calculated from Short in (+), Compensate in (-), Short out (+), Compensate out (+) and Intra day short out (+).
 (210-90+60-150+600=90 short compensate)
- "Positive figure" of short compensate means staff has to compensate the short hour, while "Negative figure" means shop has to compensate hour to the staff.