

timeTec

www.timeteccloud.com

Software Guide

TIMETEC ATTENDANCE

Version 1

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TIMETEC CLOUD SDN BHD

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PREFACE

Experience Smart Cloud Attendance Management

Welcome to TimeTec Attendance

TimeTec Attendance is a comprehensive cloud-based attendance management solution developed to streamline workforce monitoring and automate time tracking for organizations of all sizes. With TimeTec Attendance, administrators can centralize, configure, and monitor employee attendance data seamlessly, ensuring accuracy, compliance, and efficiency in managing workforce schedules.

Designed with flexibility in mind, TimeTec Attendance supports various clocking methods such as biometric devices, GPS, and web check-ins, with all records consolidated in real time into a single system. Administrators can define company-wide policies, schedules, and rosters, while maintaining transparency and accessibility across departments.

Whether your organization operates on fixed, flexible, or rotational schedules, TimeTec Attendance provides the tools to configure rules, manage exceptions, and generate accurate reports for analysis or payroll processing. With its robust features and integration capability, TimeTec Attendance helps organizations move beyond traditional attendance tracking, reducing administrative burden while improving workforce productivity.

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Key Features of TimeTec Attendance

Effortless Clocking Options

Track employee attendance using multiple secure methods:

- Mobile App (GPS, Wi-Fi, Beacon, NFC, Supervisor-assisted)
- Biometric Terminals (web-enabled FingerTec devices)
- Web Clocking via browser login

Real-Time, Multi-Location Management

Access real-time attendance data from anywhere — perfect for field teams, multi-branch offices, or remote staff. Monitoring and notifications like late-ins and early-outs are maintained centrally.

Flexible Scheduling & Roster Setup

Easily configure daily, weekly, overnight, or rotational schedules. Build rosters using a calendar view, define shift rules, and assign staff with flexibility.

Intelligent Approval Workflow

Manage attendance exceptions with precision — set up approval paths for overtime, edit attendance, and out-of-area clock-ins. Customize flow based on your organization's needs.

Robust Reporting & Payroll Integration

Generate over 30 built-in report types — e.g., electronic time cards, attendance summaries — and export in Excel, PDF, CSV, or integrate seamlessly with payroll systems

Secure, Scalable Cloud Infrastructure

Built on Amazon EC2 with encrypted EBS storage, TimeTec Attendance ensures data protection and reliability. The platform is compliant with ISO 27001, PDPA, and GDPR.

Access on the Go

Clock in, check attendance, view rosters, or approve OT — anywhere, anytime via mobile app. Authentication via GPS and mobile ID keeps the data accurate and secure.

Effortless Deployment

Enjoy automatic backups, maintenance, and system upgrades — all managed in the cloud, ensuring a smooth setup while saving your team time and resources.

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CHAPTER 1

Getting Started

This chapter outlines the initial steps for accessing TimeTec Attendance and presents an overview of the Dashboard interface.

Login to TimeTec Attendance

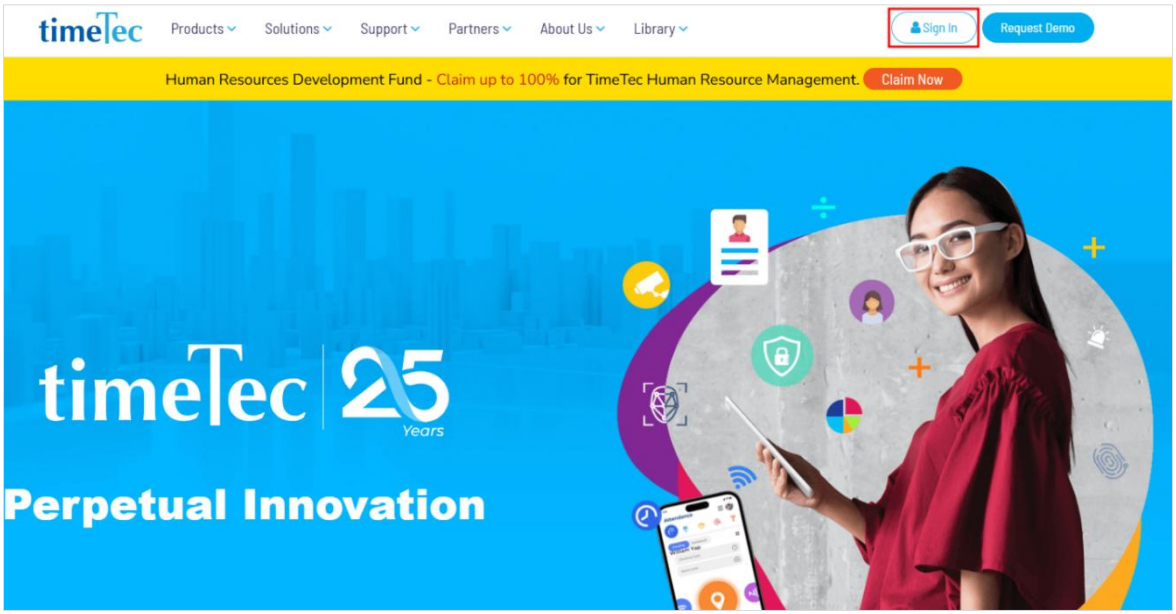
As a **cloud-based platform**, TimeTec Attendance requires no installation and is accessible via all major web browsers such **as Google Chrome, Mozilla Firefox, and Microsoft Edge**.

Steps to log in:

1. Open your preferred browser and go to www.timeteccloud.com.

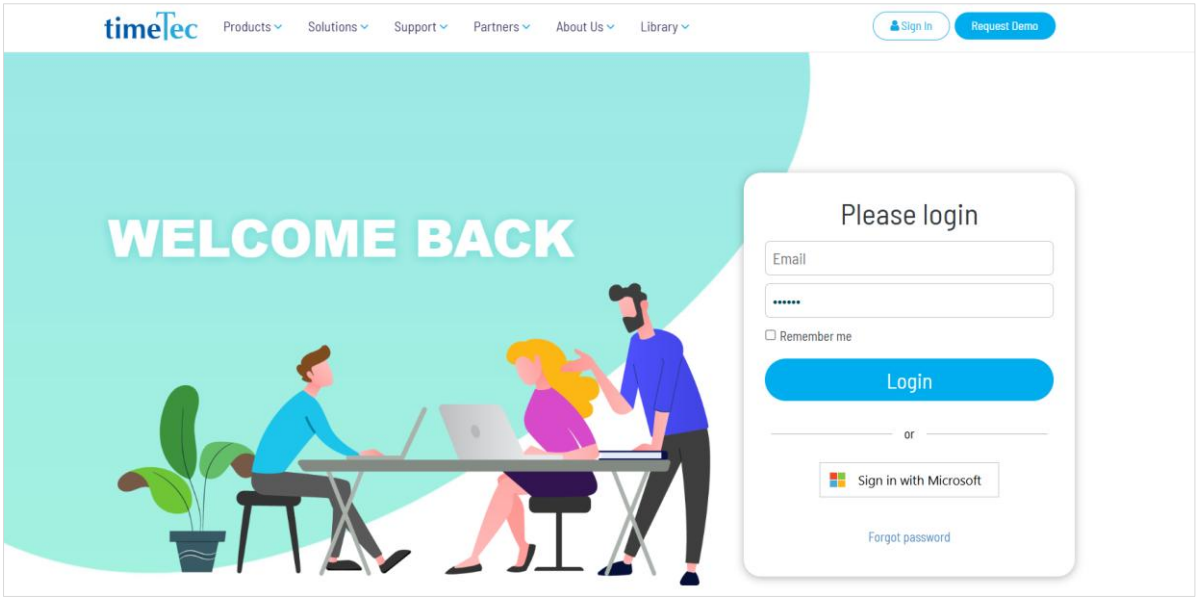


2. Click on the **Sign In** button at the top right corner.

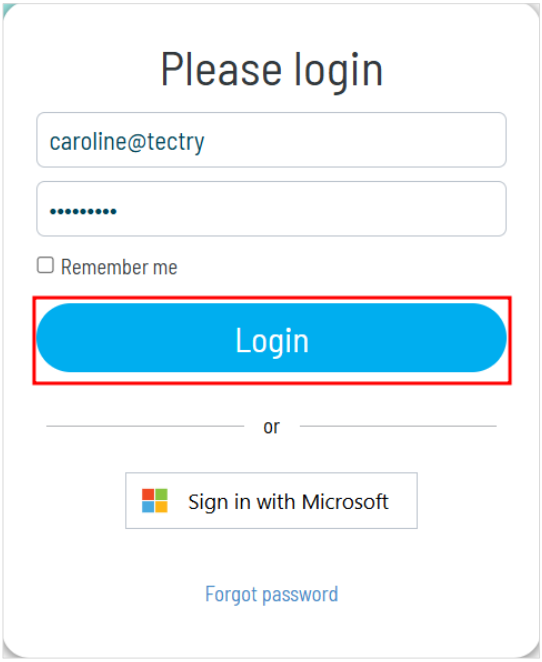


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3. Enter your registered **email address** and **password**.



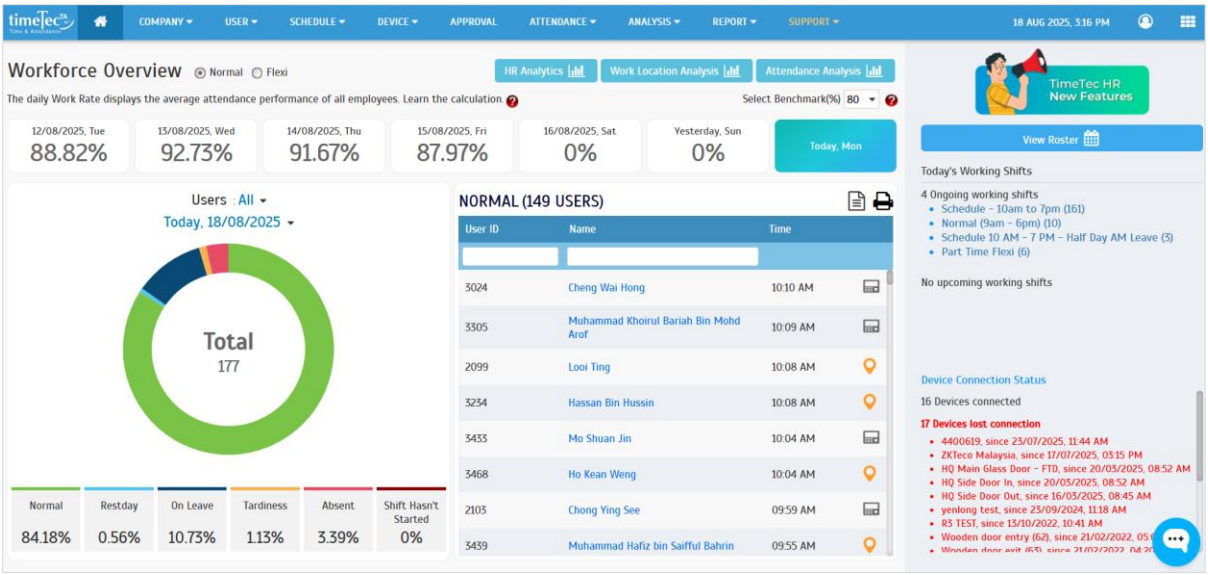
4. Click **Login** to access your TimeTec Attendance account.



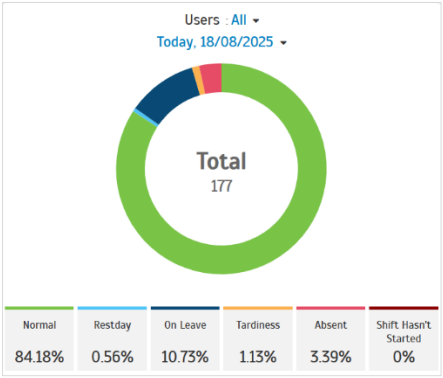
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Dashboard

Once logged in, you will be directed to the **Dashboard**, which serves as the homepage. The Dashboard provides a quick overview of your workforce's attendance status through an interactive pie chart.



The pie chart categorizes employees into several key attendance statuses, including:

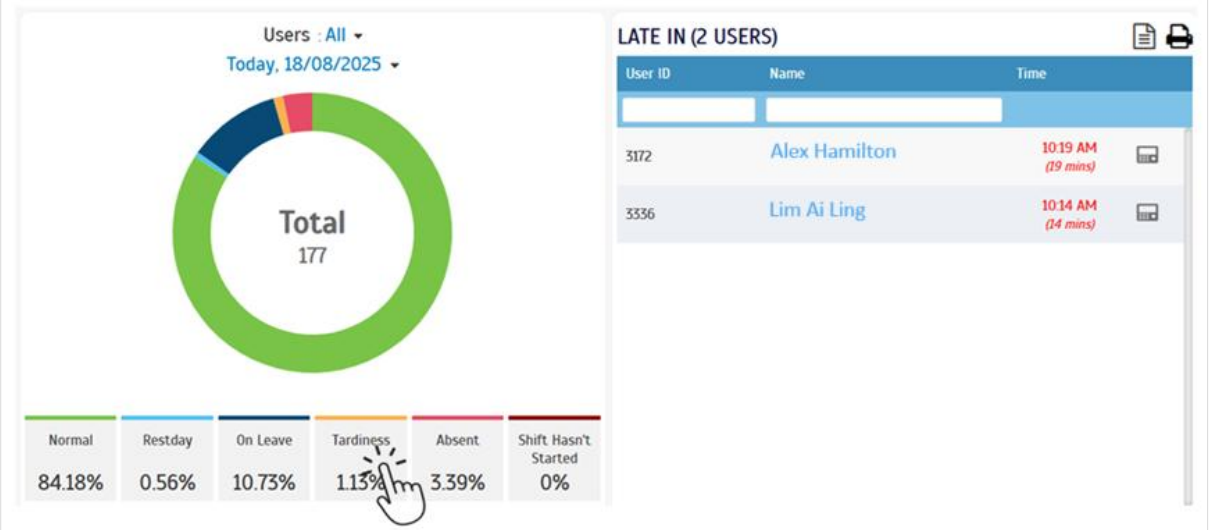


Categories	Description
Normal	Employees with regular attendance records.
Restday	Employees scheduled for a day off.
On Leave	Employees who have applied and been approved for leave.
Tardiness	Employees who arrived late, extended break or early out.
Absent	Employees who did not record attendance for the day.
Shift Hasn't Started	Employees whose work shift has not yet begun at the time of viewing; their status will update once their scheduled start time arrives.

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This immediate snapshot allows supervisors and administrators to quickly monitor workforce presence and take necessary actions when required.

The pie chart is **interactive**. You can click on any chart segment to view the list of employees in that category, displayed on the right-hand side of the Dashboard. Additionally, the **indicator boxes below the chart** are also clickable. This feature is helpful when a chart segment is too small to select directly. For example, if you click on **Tardiness**, either on the pie chart or the indicator box, the employee list on the right will update to display all latecomers.



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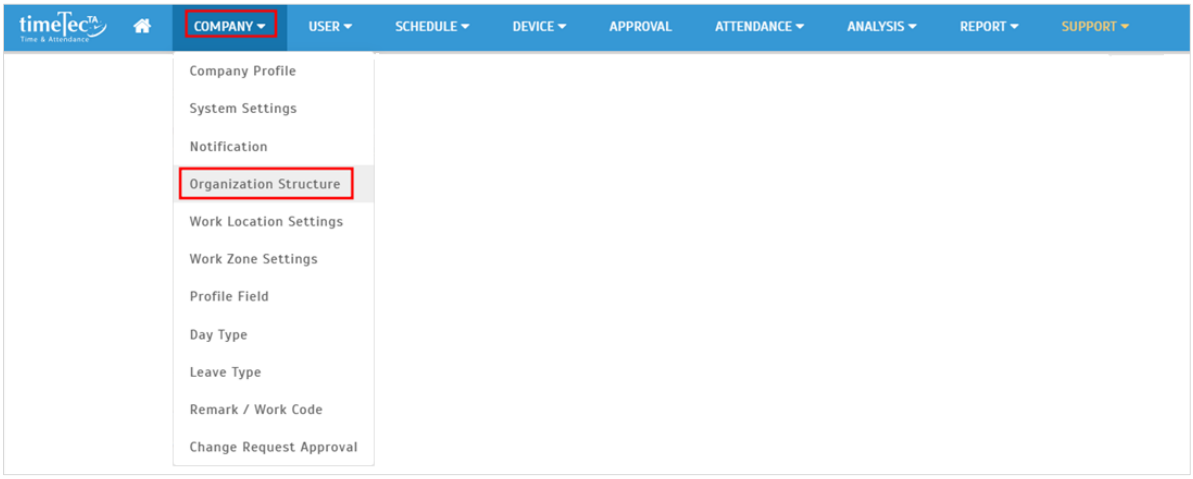
CHAPTER 2

Organization Structure

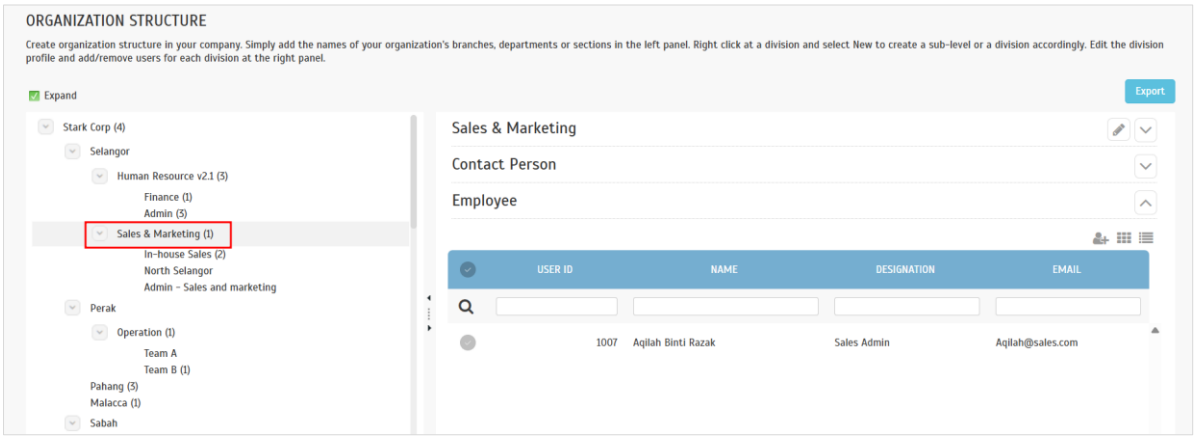
This chapter guides you on creating and managing your company's organization structure in TimeTec Attendance, which is essential for filtering purposes across various modules such as Manage User, Roster, Attendance, and Reports, allowing you to filter data based on assigned divisions.

Add Division

1. Go to **Company > Organization Structure**

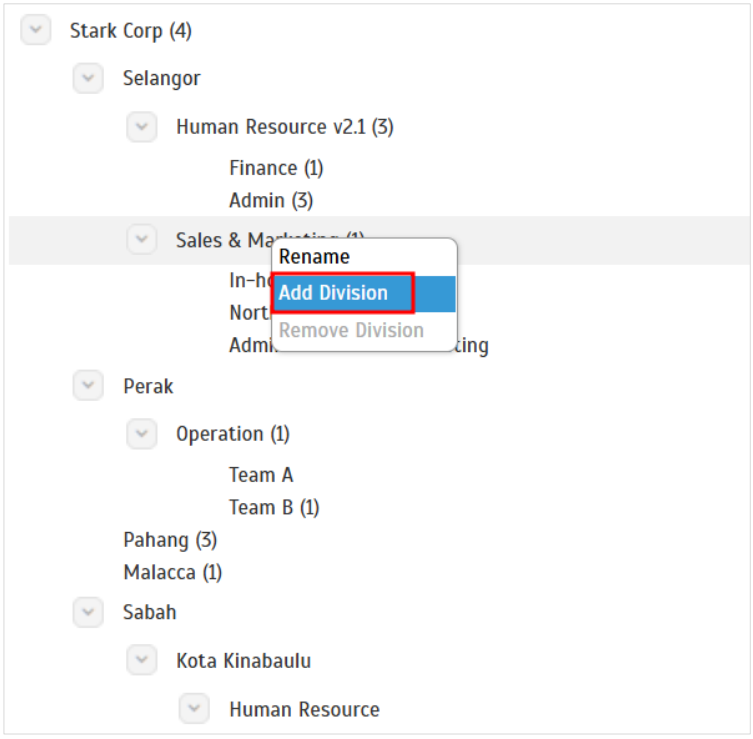


2. In the left panel, select the division where you want to add a new sub-division.

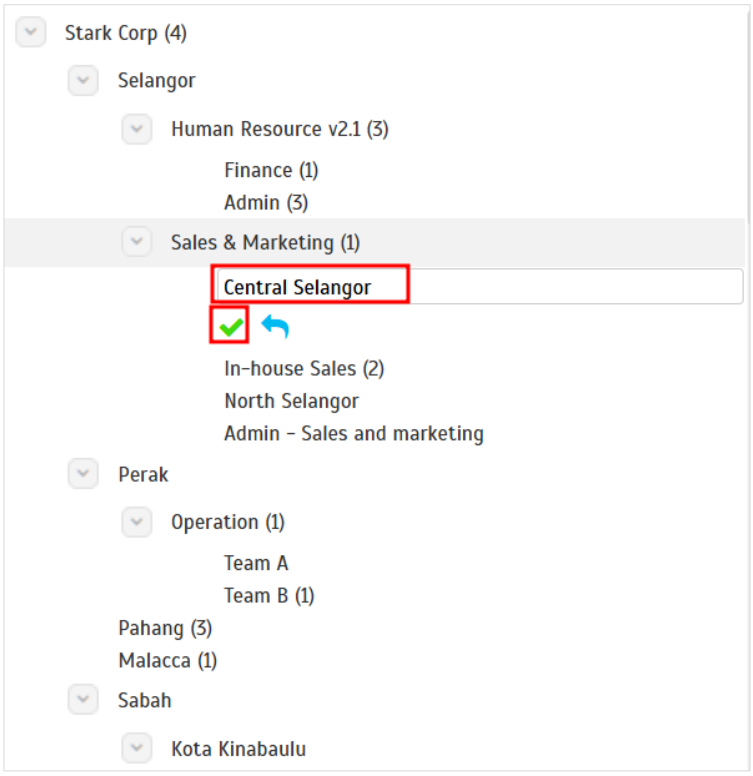


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3. Right-click and select **Add Division**.

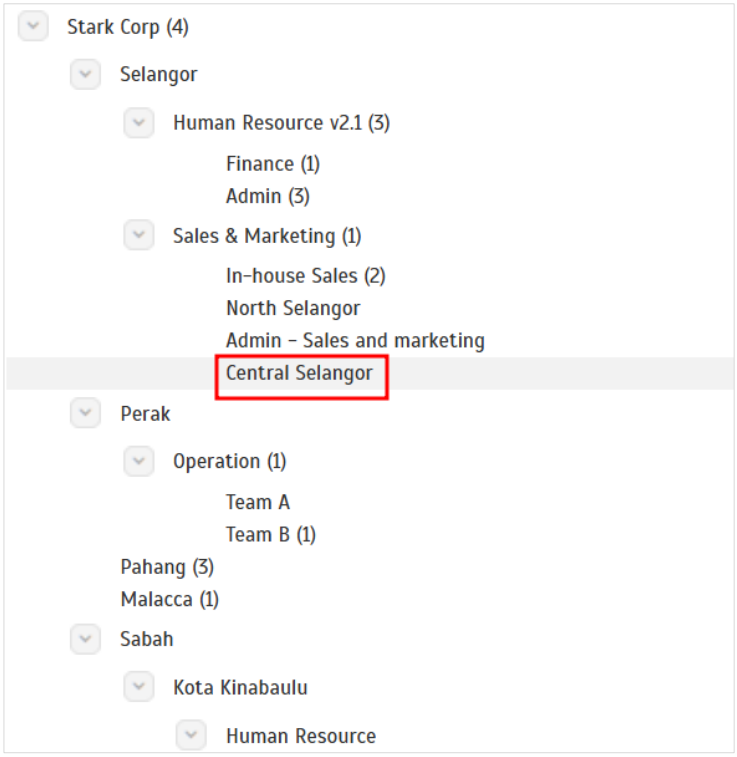


4. Enter the division name and click **Save**.



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5. The new sub-division will appear under the selected division.

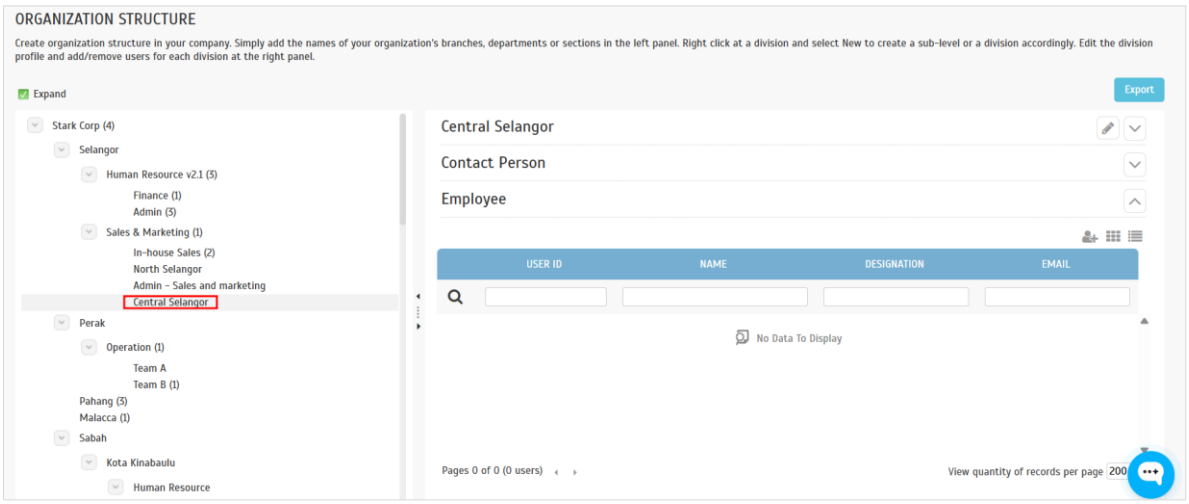


6. There is no limit to the number of sub-levels you can create.
7. When filtering data by Organization Structure, selecting a top-level division will automatically include all of its sub-divisions.

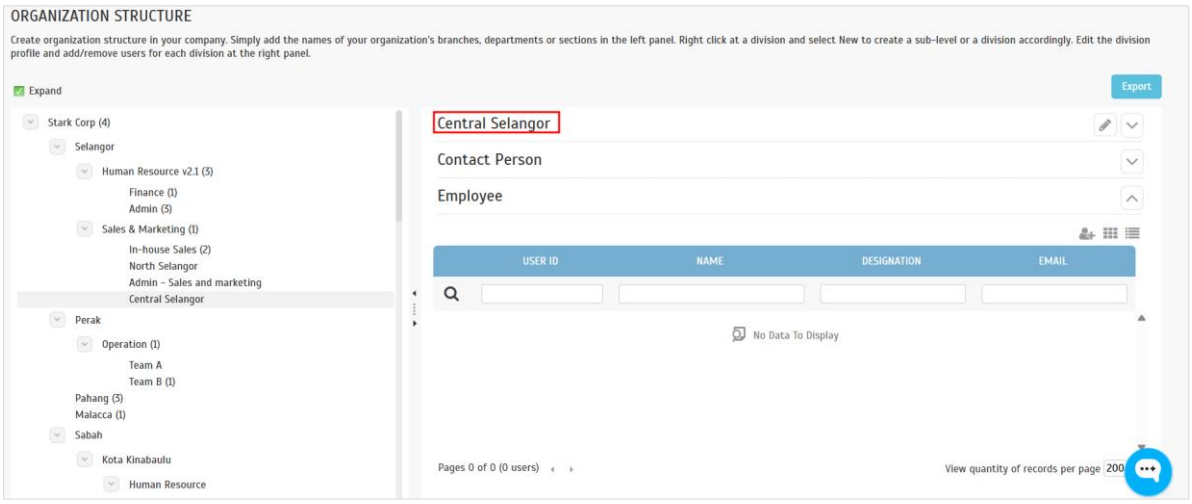
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Assign Users into Division

1. In the left panel, select the division where you want to assign users.

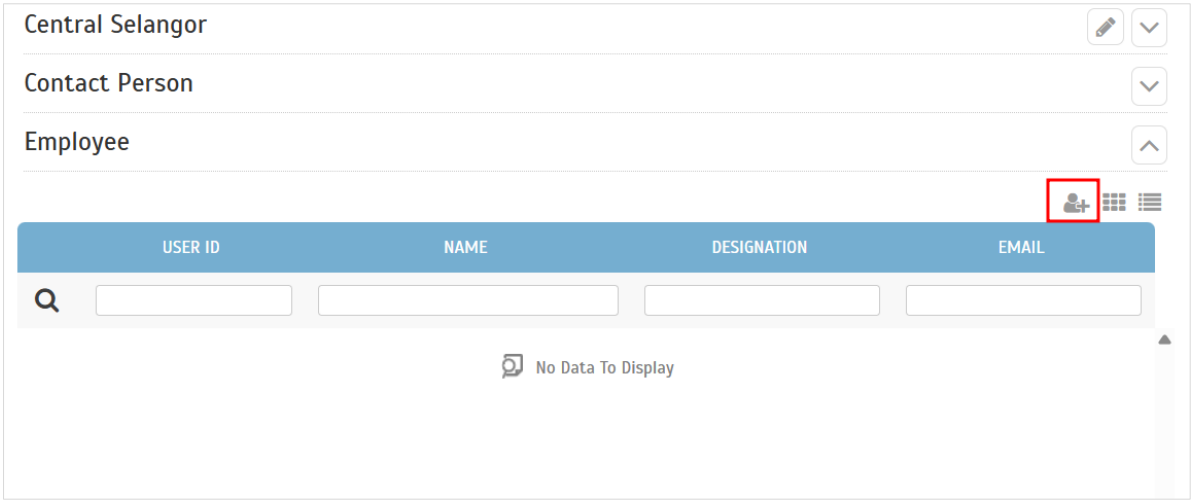


2. Confirm that the correct division name appears in the right panel.

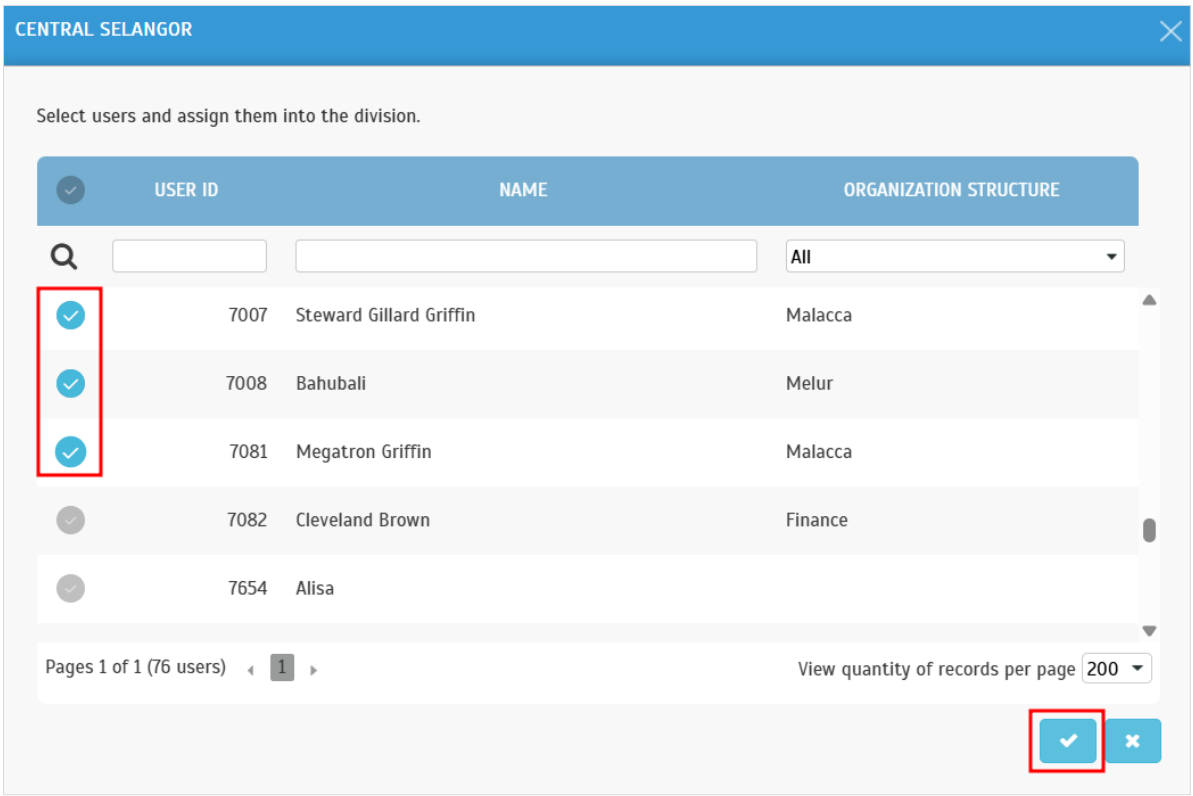


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3. Click the **Assign Users into Division** button.



4. Select one or multiple users to assign, then Submit (☑) to finalize.



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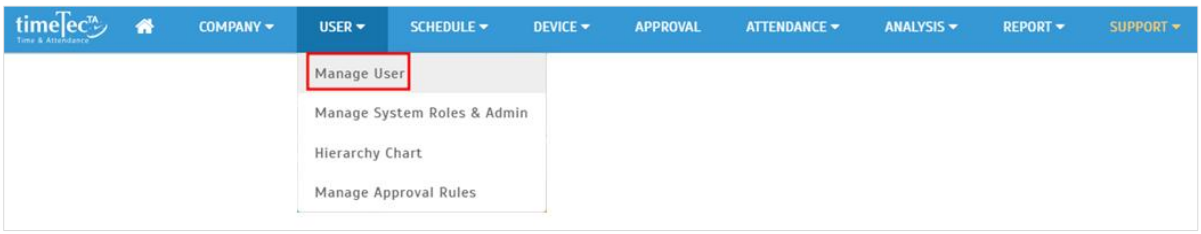
CHAPTER 3

Manage Users

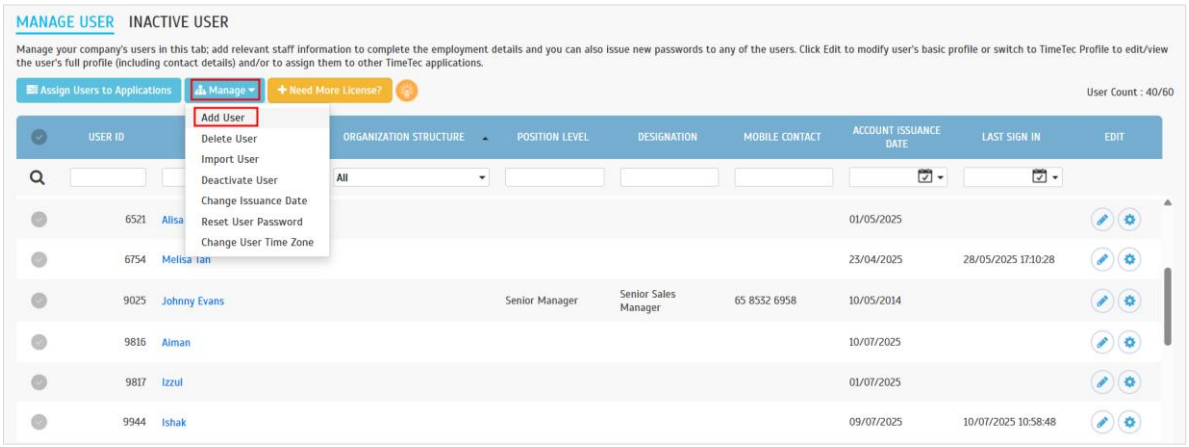
The Manage Users feature allows you to handle employee records in the system. From this section, you can add or import users, deactivate or reactivate users when necessary, and reset mobile IDs for mobile access.

Add User

1. You may use this option if you only need to register a small number of users manually. Go to **User > Manage User**.

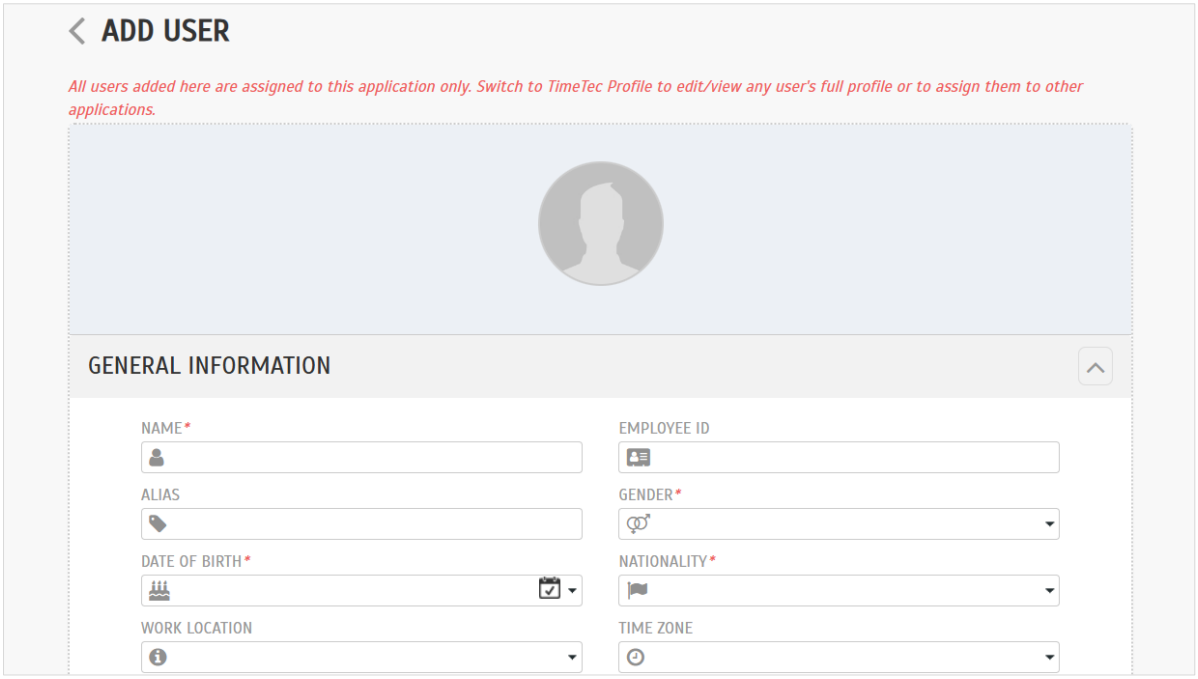


2. Locate the **Manage** button **> Add User**.

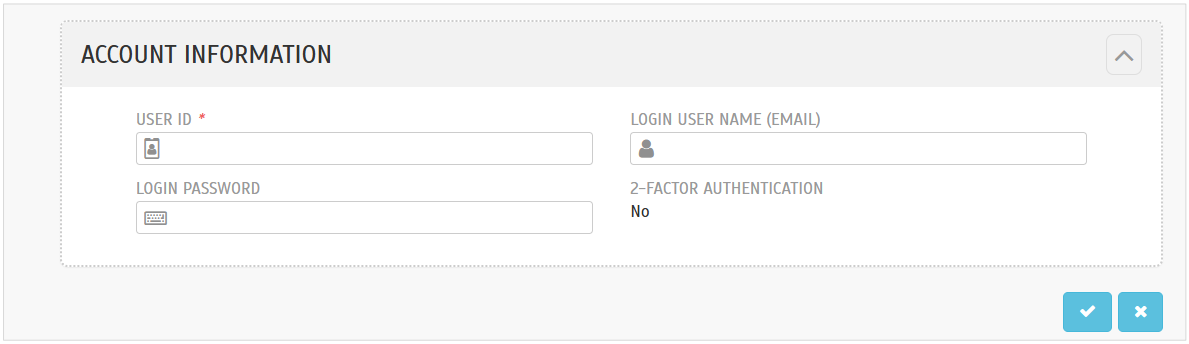


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3. Fill in the respective information. Mandatory fields are marked with red asterisk (*).

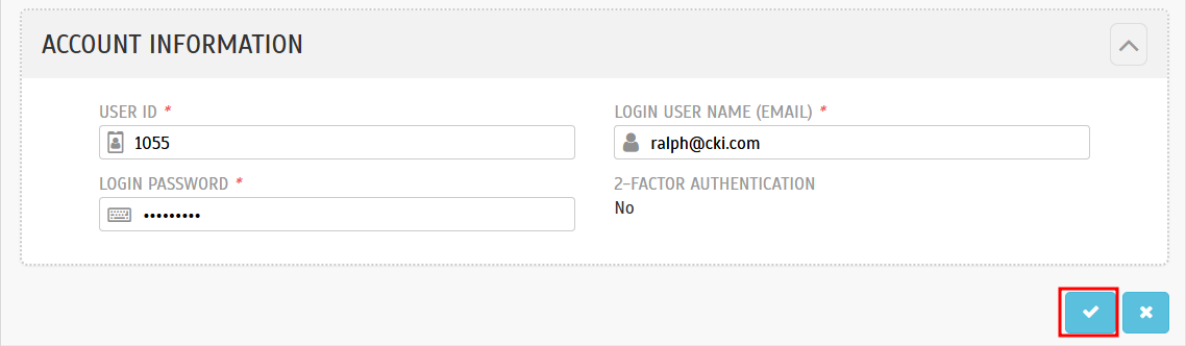


4. Under Account Information section,
   - **User ID** is mandatory, must be numeric only and maximum is 9 digits.
   - **Login email** is optional, but required for mobile clocking or to be assigned as system administrator.



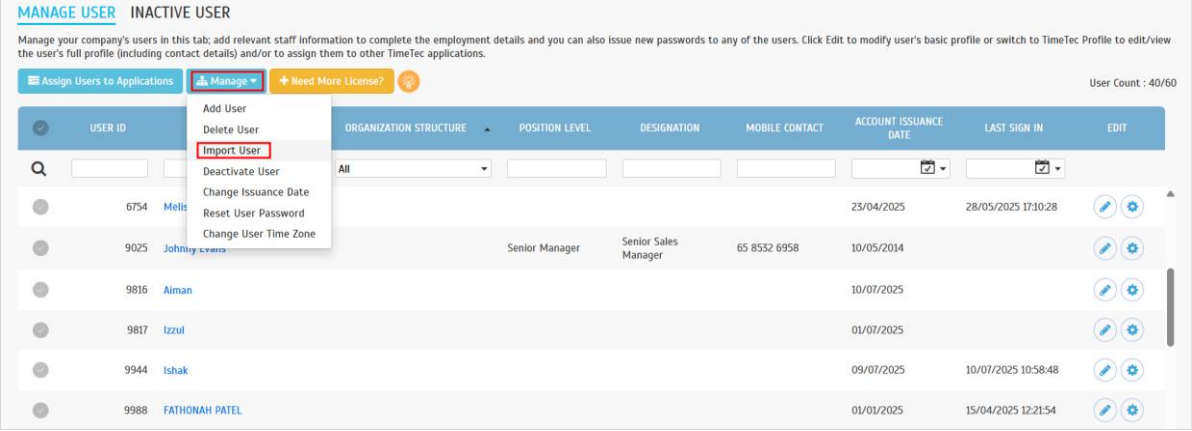
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5. Once all required information is filled, click the **Save** button to create the user.

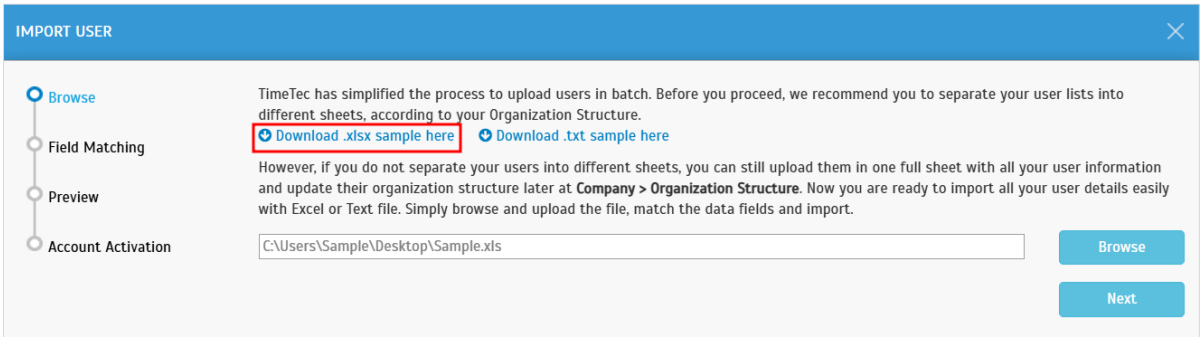


Import User

1. If you need to register many users at once, it is recommended to use the **Import User** function. Locate the **Manage** button **> Import User**.

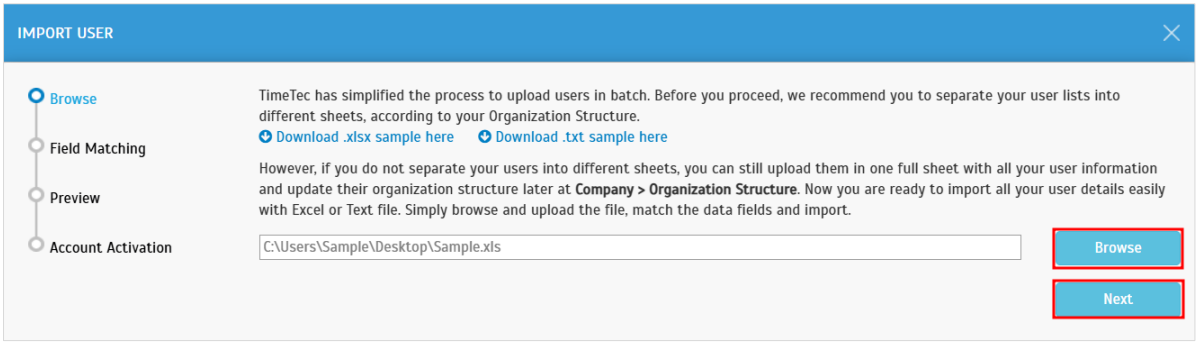


2. Download the **Excel template sample file** (recommended), or proceed to use your own file. Refer to the Import User Guide for detailed instructions on filling in the import file.

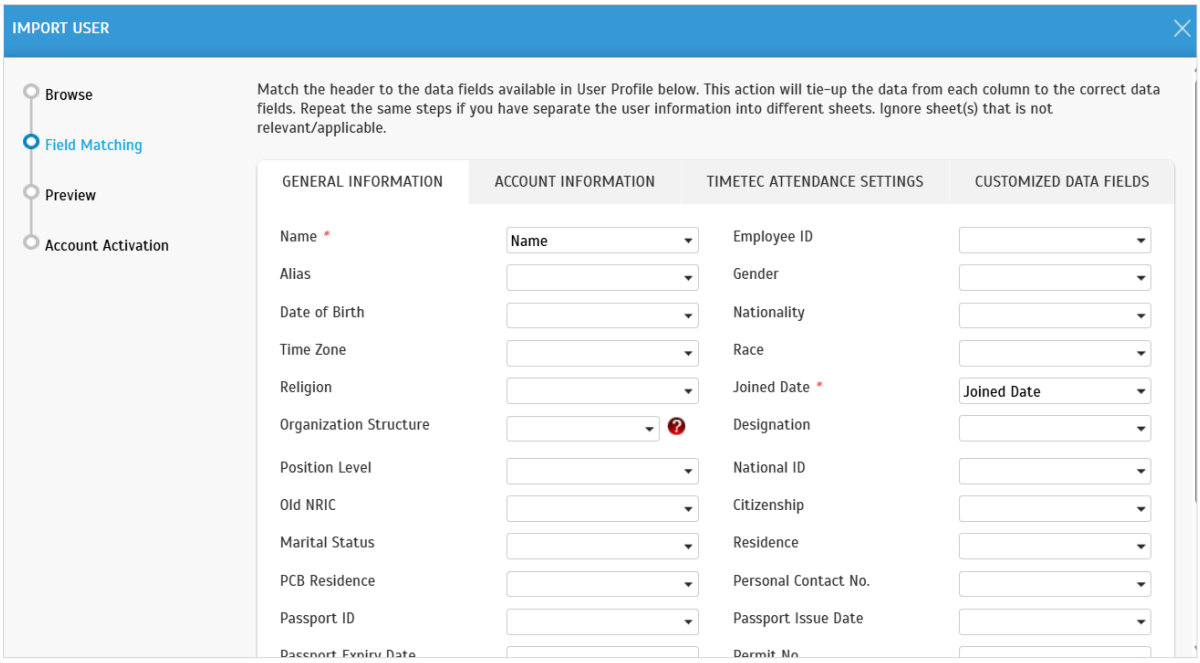


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3. Once the file is ready, **browse and upload** the file, then click **Next**.

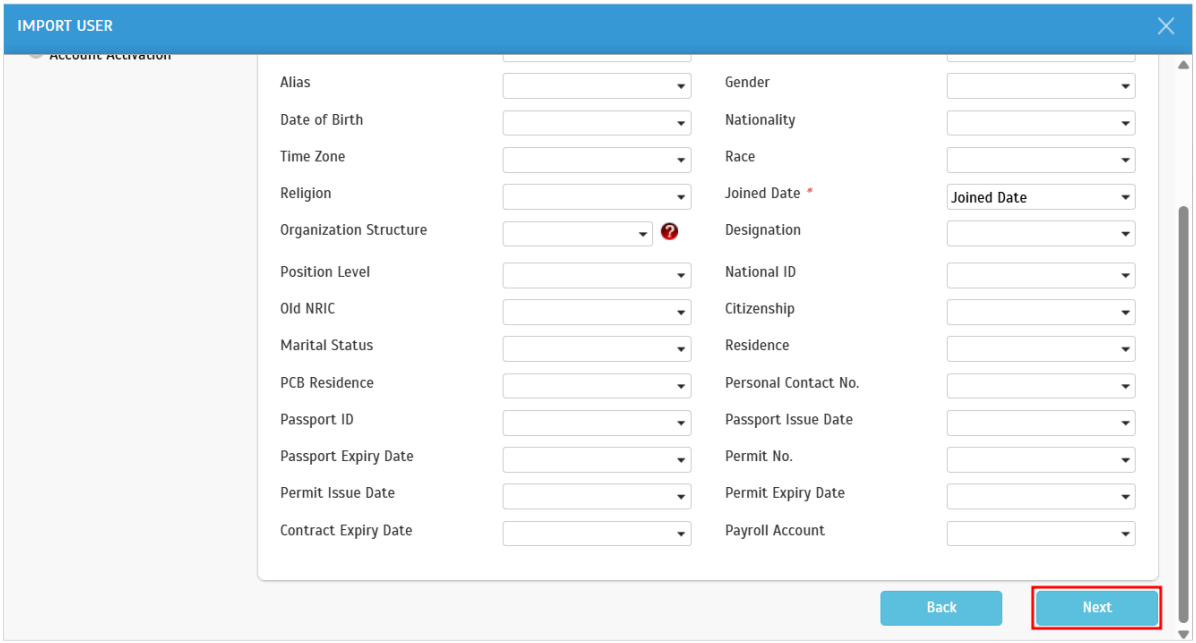


4. The system will bring you to the **Field Matching** page:
   - If you use the template, fields will be **auto-matched**.
   - If you use your own file and the column names differ, you must **manually match** each field by selecting the correct column name from the dropdown list.

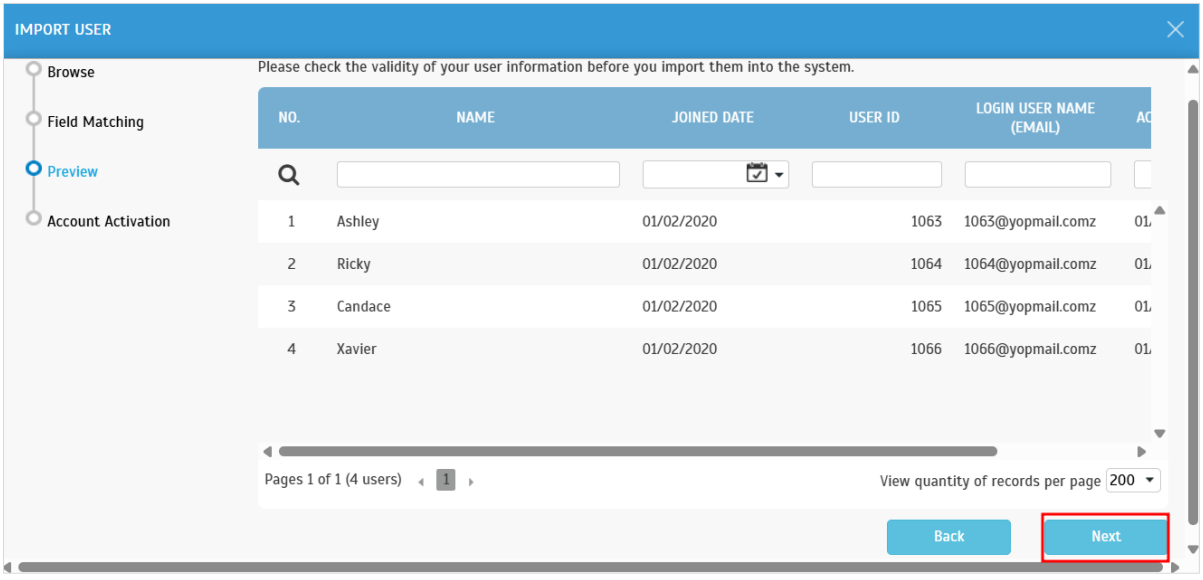


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5. Ensure all **mandatory fields** are correctly matched before proceeding, then click **Next**.

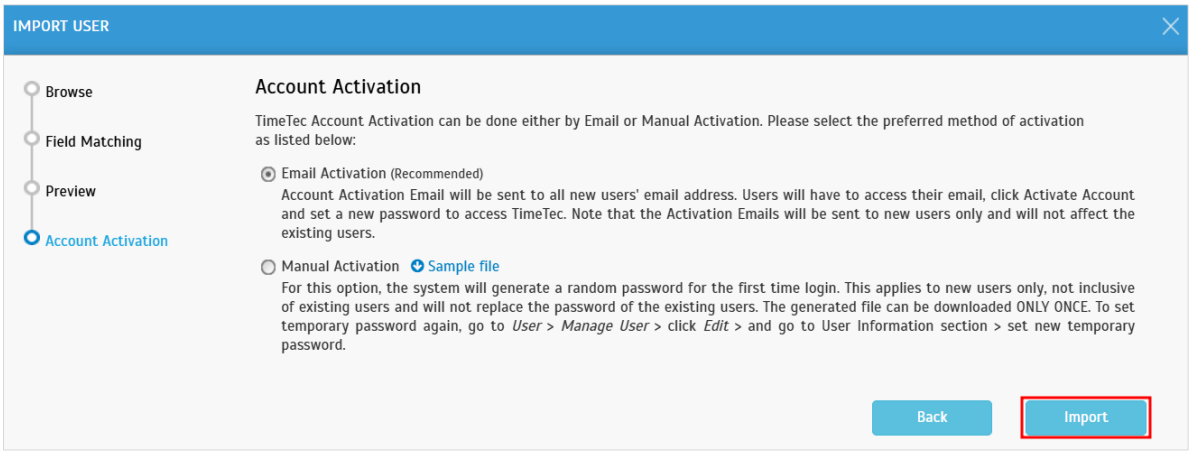


6. On the **Preview** page, if there are errors, the system will highlight them. If no errors are detected, click **Next**.

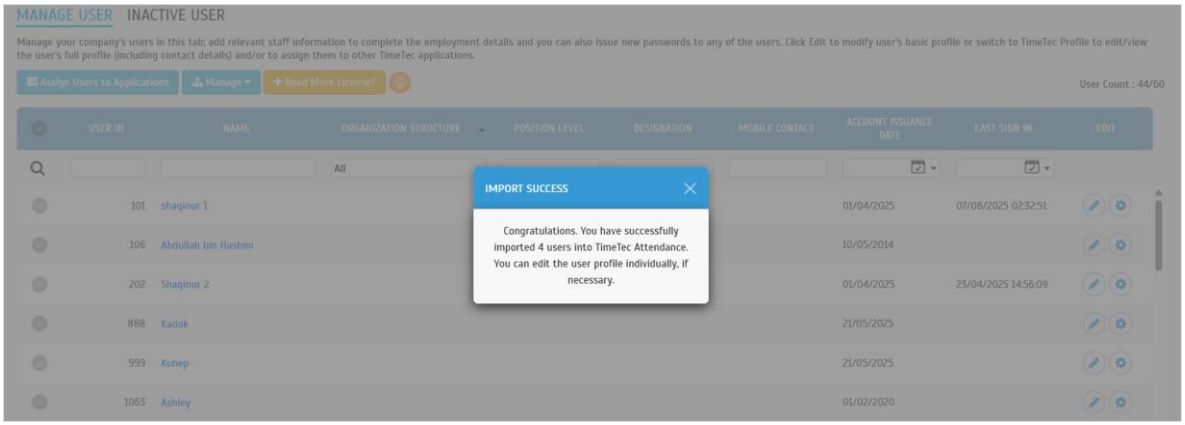


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7. On the **Activation** page, choose how to activate the users then click **Import**.
   - **Email Activation** → The system will send an activation link to each user via email.
   - **Manual Activation** → No email will be sent. The system will generate a random temporary password. Make sure to download this file so you can provide it to users manually for their first login**.**



8. An **import success message** will appear once the users are successfully imported.

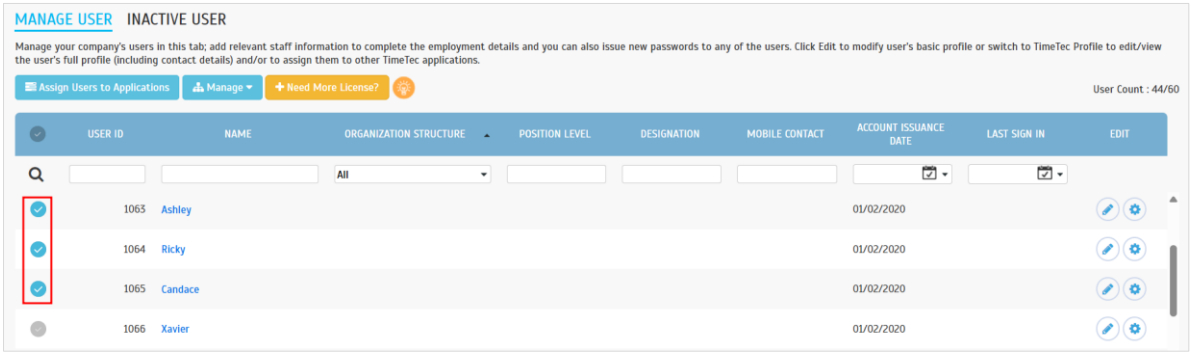


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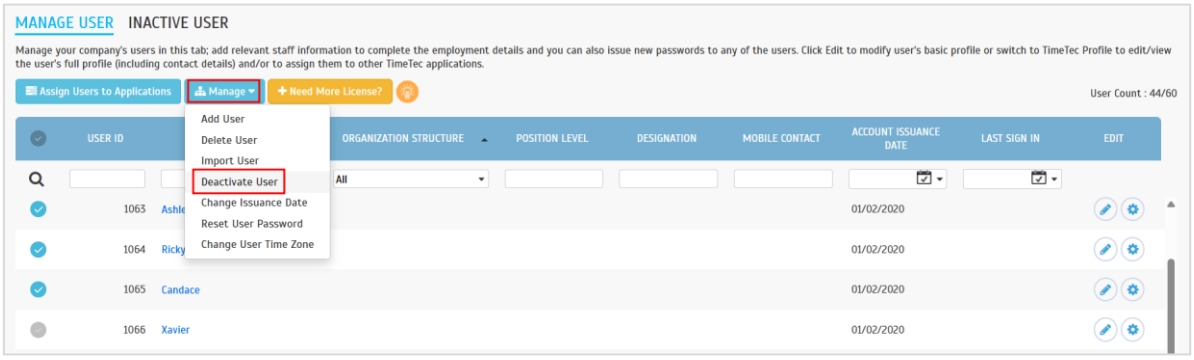
Deactivate User

For resigned staff, please **deactivate** the profile instead of deleting. Deactivated users will be moved under the *Inactive User* tab, keeping their historical data intact for reporting and attendance, and allowing easy reactivation if they rejoin. Deleted users, on the other hand, are permanently removed along with all their data.

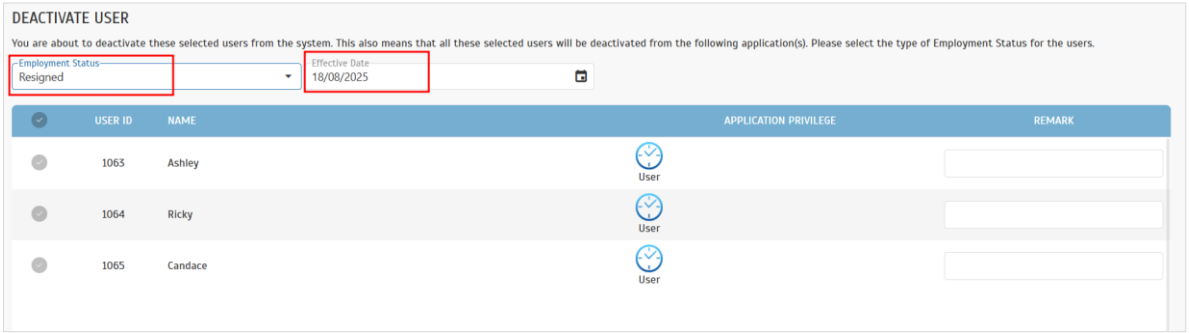
1. Select the user(s) to deactivate.



2. Click **Manage > Deactivate User**

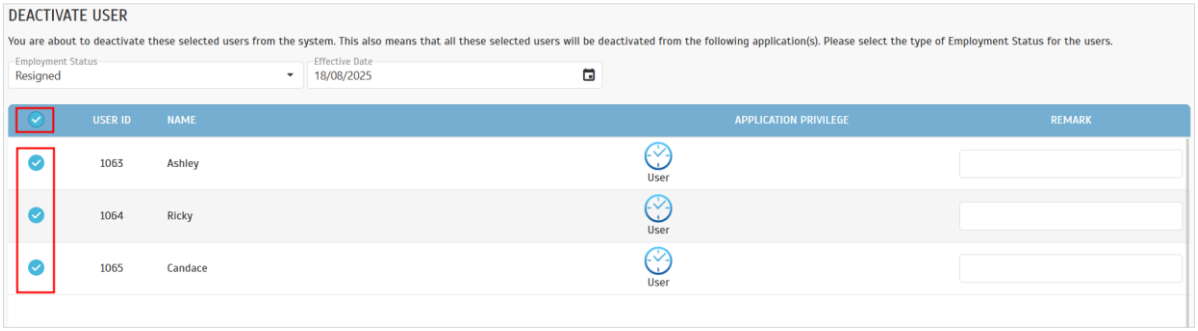


3. Choose the **Employment Status** (e.g., Resigned) and set the **Effective Date**.

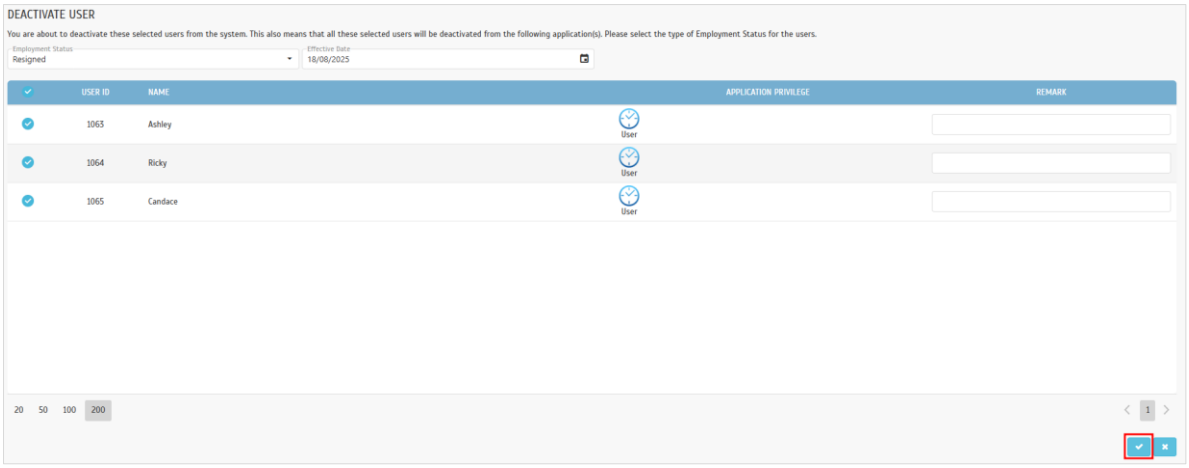


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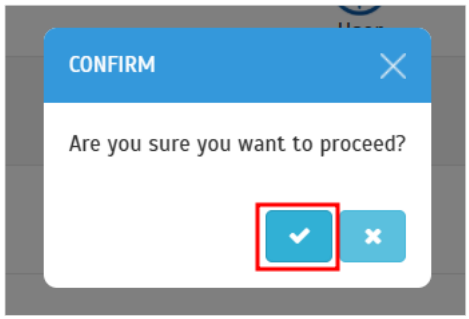
4. Select the users from the list (recommended: select all).



5. Click Submit.



6. Click Yes (✓) to confirm.

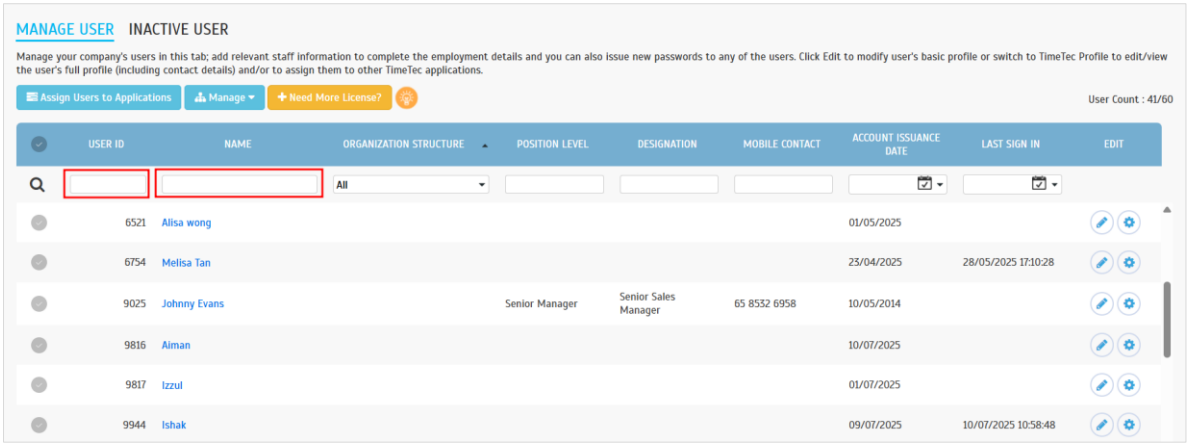


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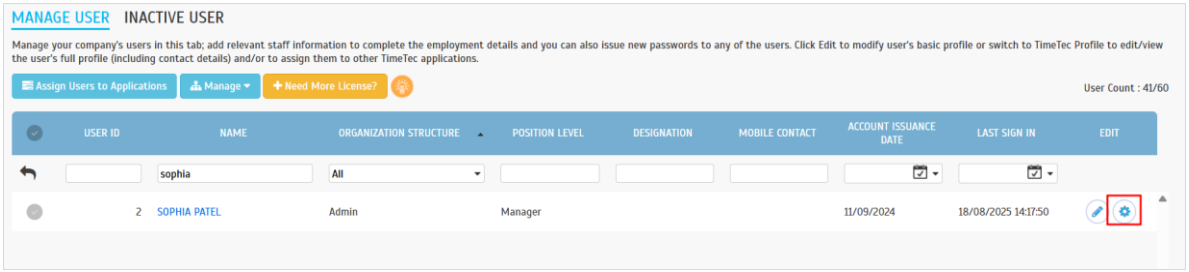
Reset Mobile ID

Mobile ID helps prevent **buddy punching**, as each phone is tied to a unique device ID. If a user changes or resets their phone, the **Mobile ID must be reset so they can continue using the app** on the new phone.

1. Find the user (search by **User ID** or **Name**).

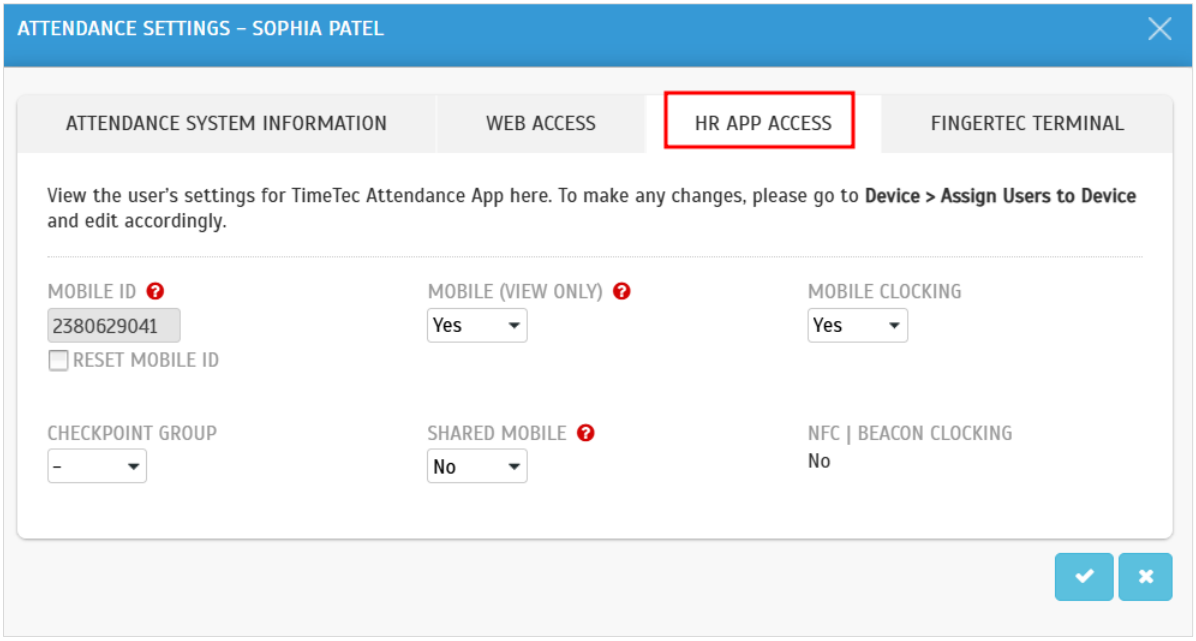


2. Click the **User Setting (gear icon)** on the right, in the same line as the user's name.

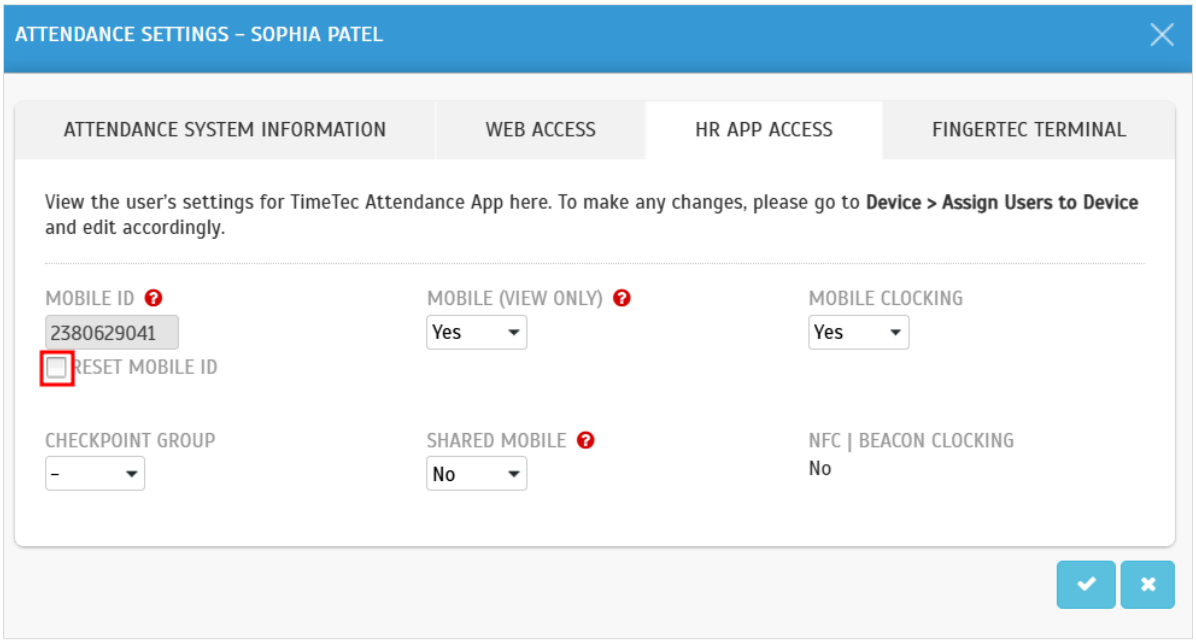


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3. Go to the **HR App Access** tab.

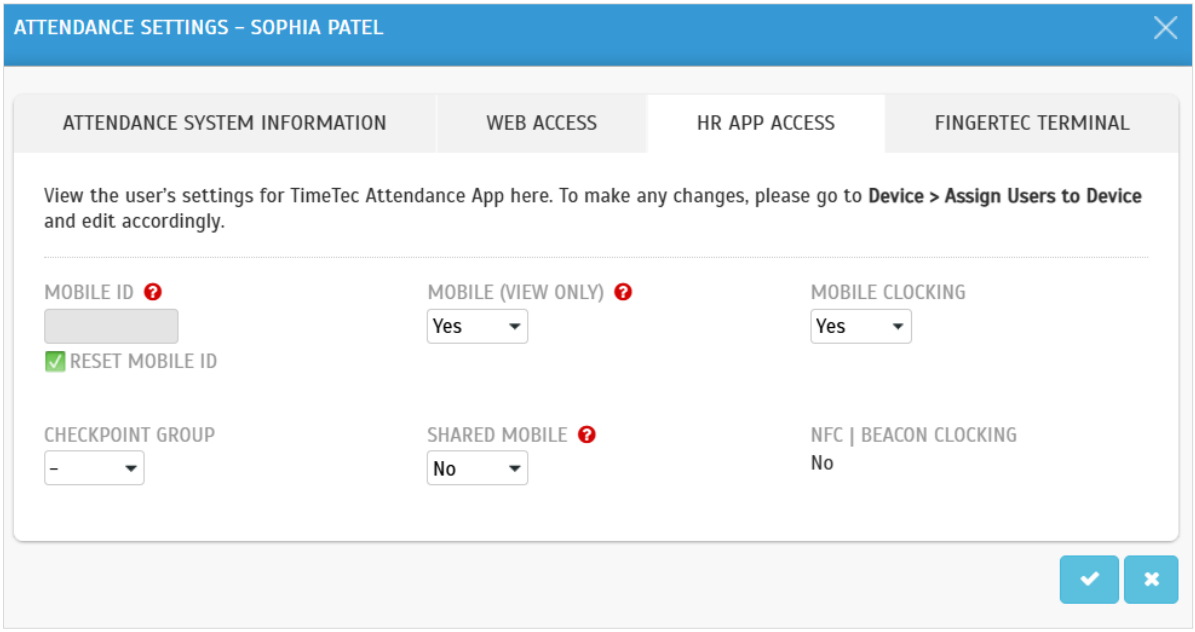


4. Locate the **Mobile ID** field and tick the checkbox **Reset Mobile ID.**

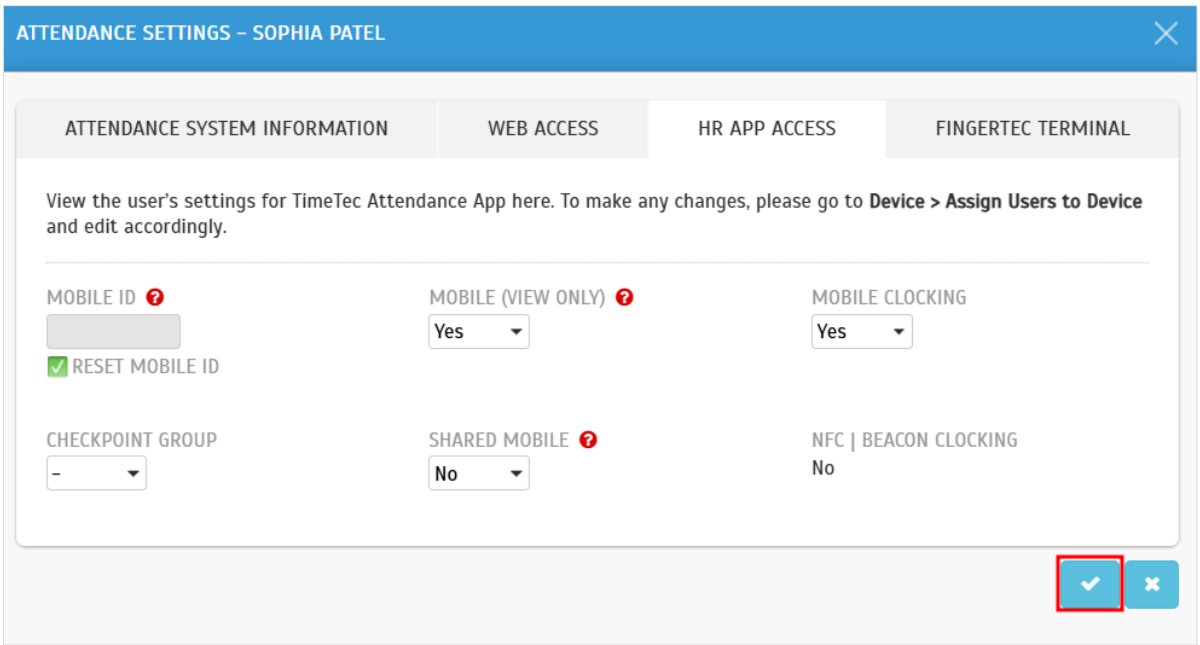


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5. The existing Mobile ID will be erased, and the field will be cleared.



6. Click **Submit**.



7. Inform the user to **relogin** — the system will auto-capture the new Mobile ID.

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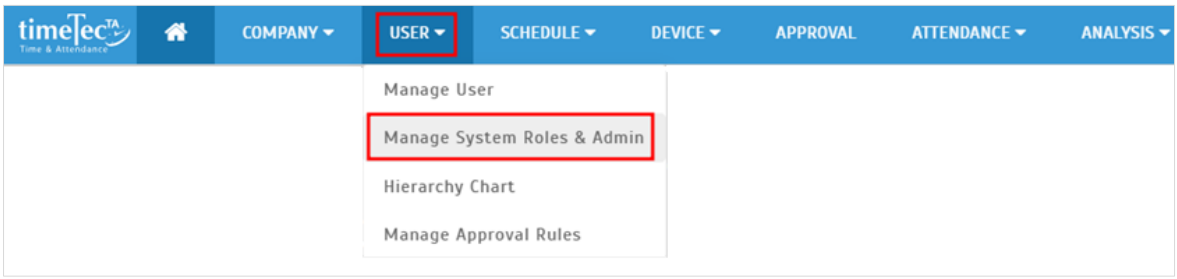
CHAPTER 4

Manage System Roles & Admin

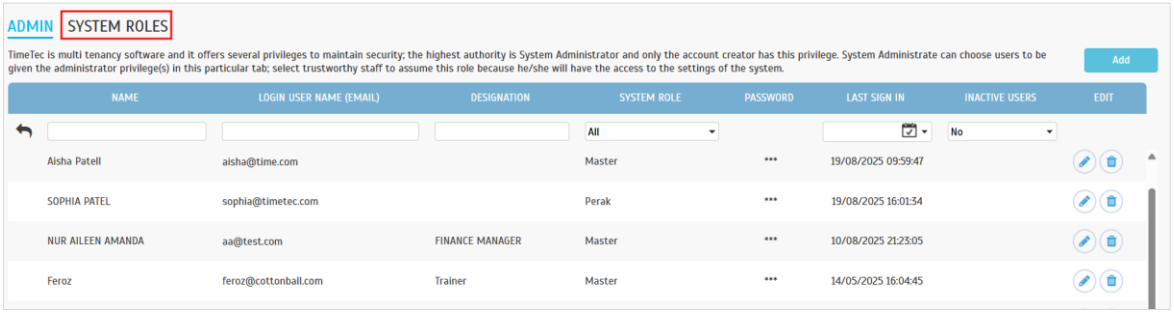
This chapter guides you on creating system roles and defining access rights and privileges for system administrators.

Add System Roles

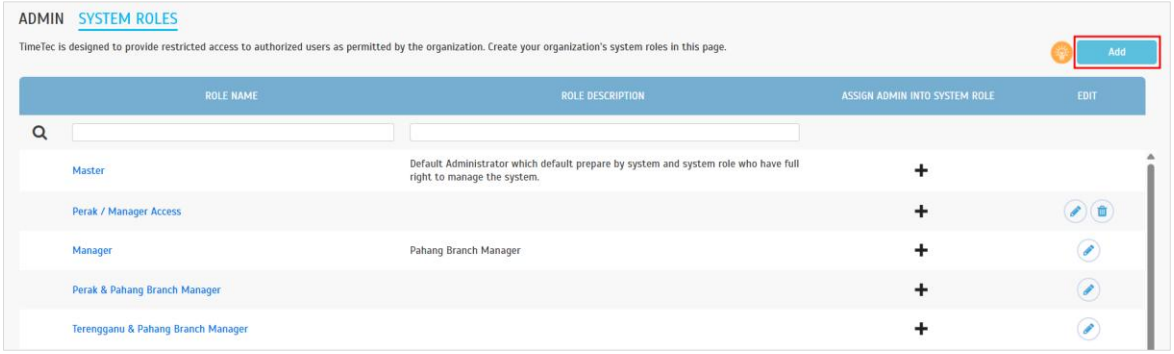
1. Go to **User > Manage System Roles & Admin**.



2. In this page, switch to the **System Roles** tab.

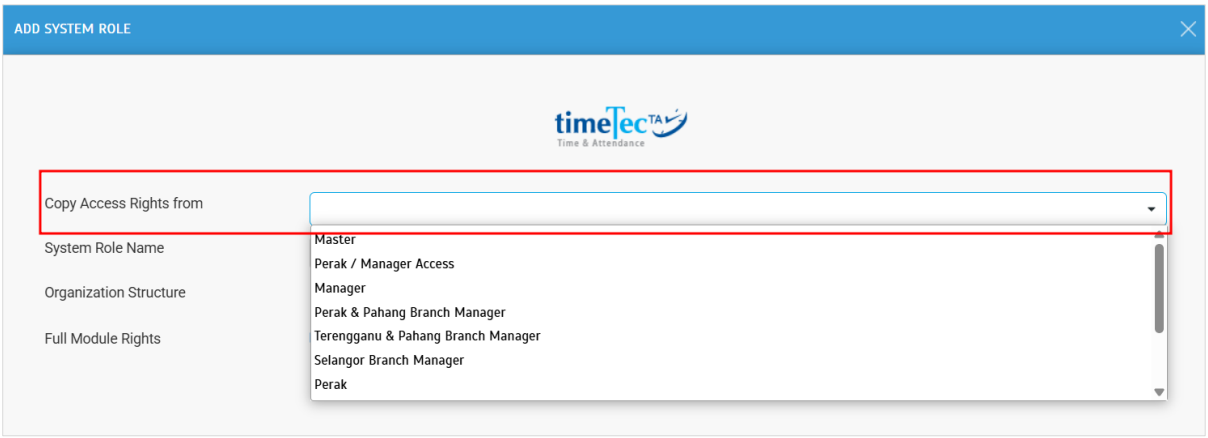


3. Click the **Add** button.

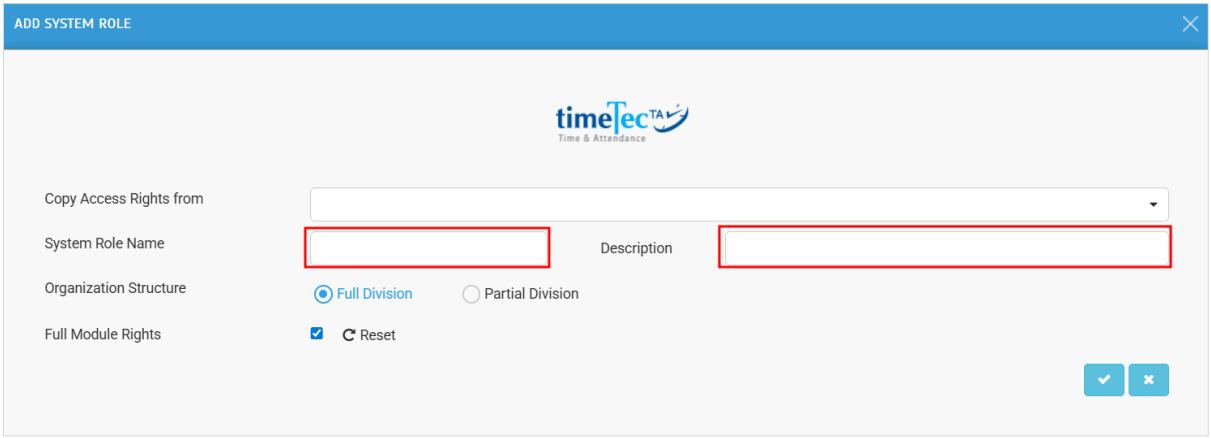


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4. In the pop-up window:
   - You may copy access rights from an existing System Role (and edit them if needed) to speed up the process.
   - Otherwise, leave it blank and proceed without copying.

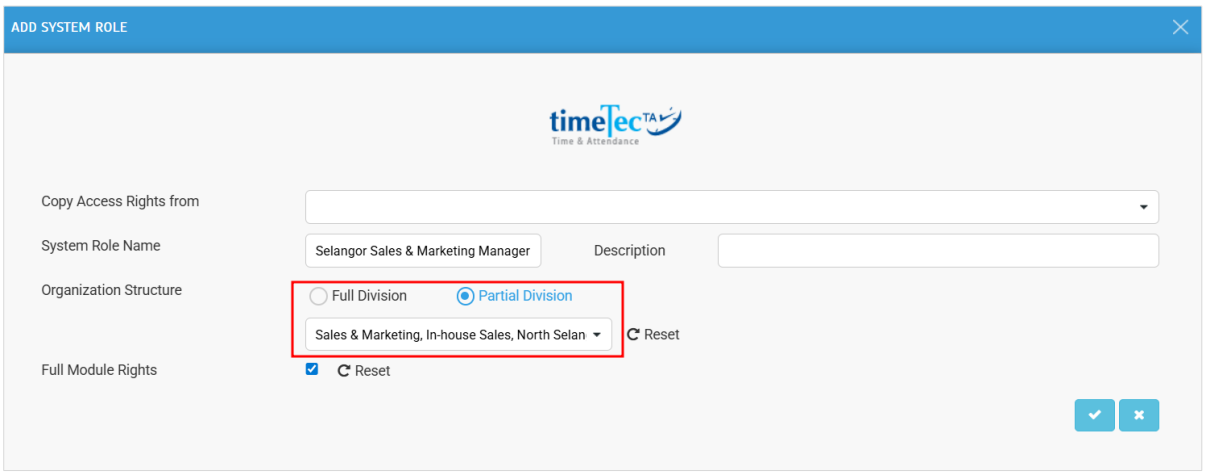


5. Insert the System Role Name, which is required, and provide a Description if needed.

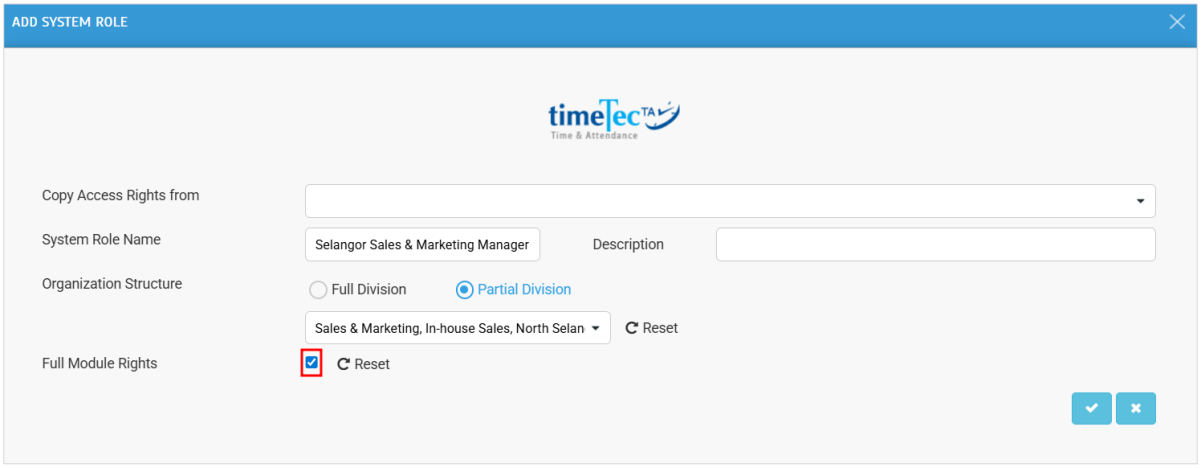


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6. For **Organization Structure**:
   - Select **Full Division** → Admin assigned to this role can view all users.
   - Select **Partial Division** → Tick one or multiple divisions that this role should have access to.

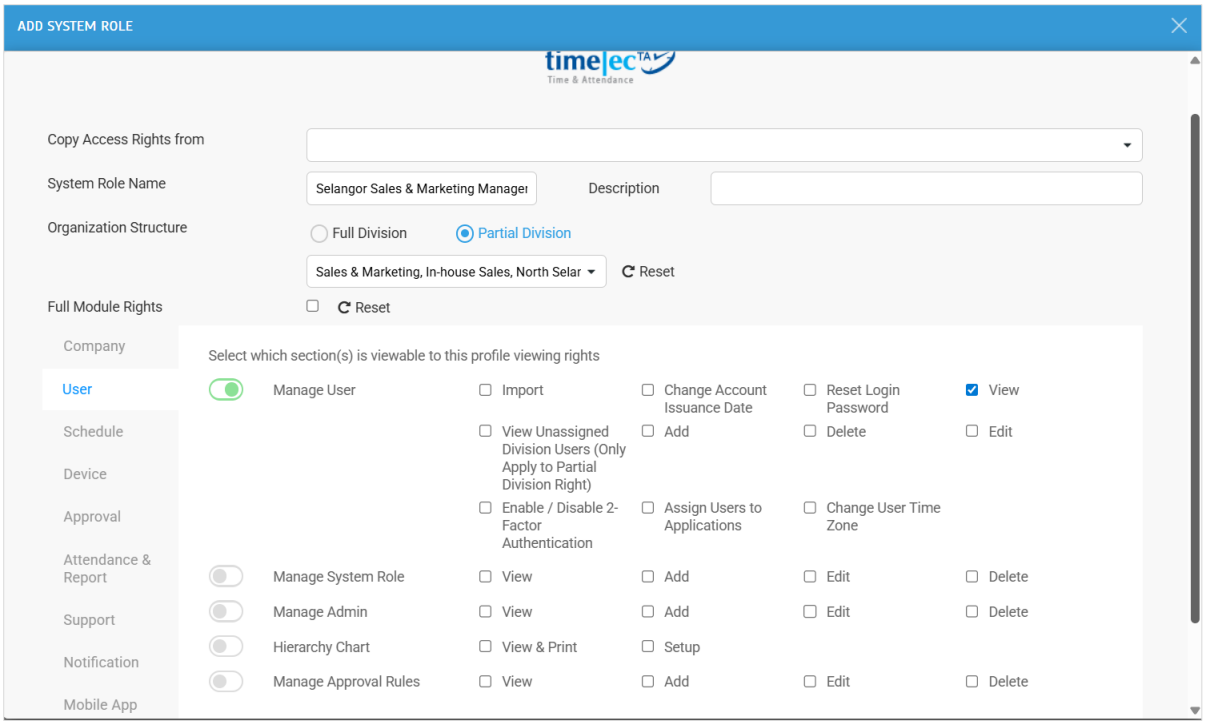


7. For **Full Module Rights**:
   - If ticked → Admins under this role will have full access to all system features, with user visibility based on the division selection above.
   - If unticked → You can configure module access manually.

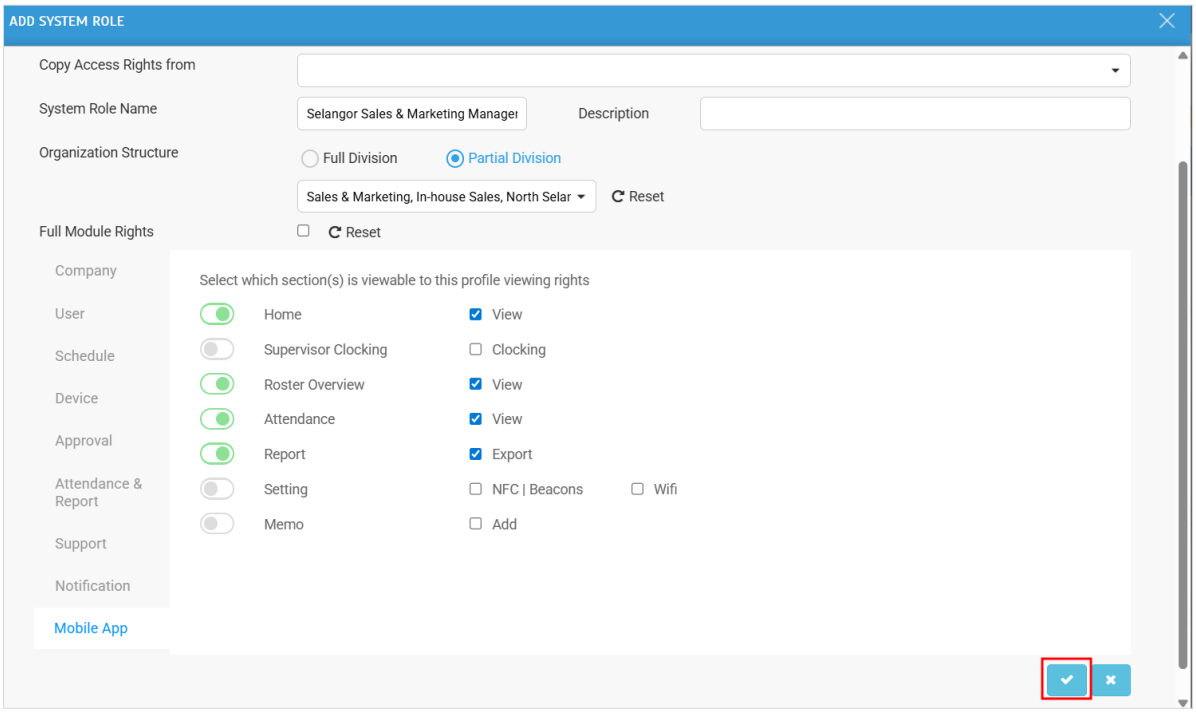


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8. If **Full Module Rights** is unticked:
   - Go through each module (e.g., User, Schedule, Attendance, etc.).
   - Tick the access rights for each module (e.g., view only, or view + edit)



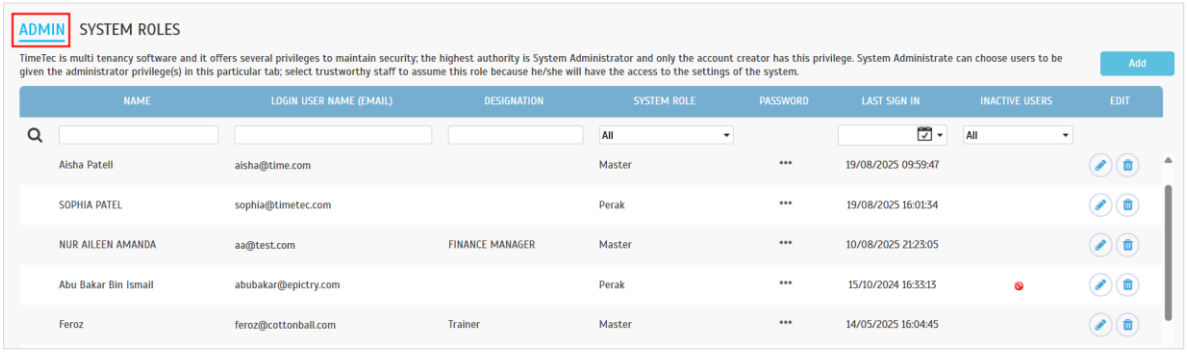
9. Once done, click Save (✓) to submit. You may then assign admin to this newly created system role.



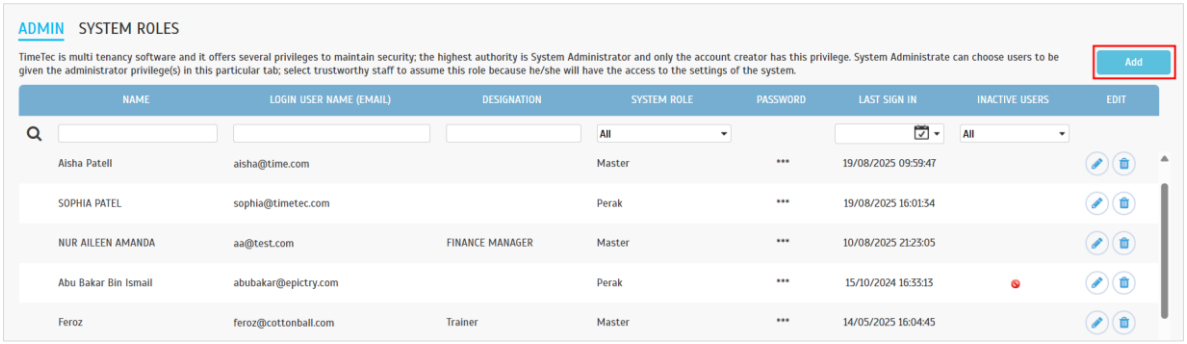
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Assign Admin

1. After a system role has been created, you may assign an admin to the role. Go back to the **Admin** tab.



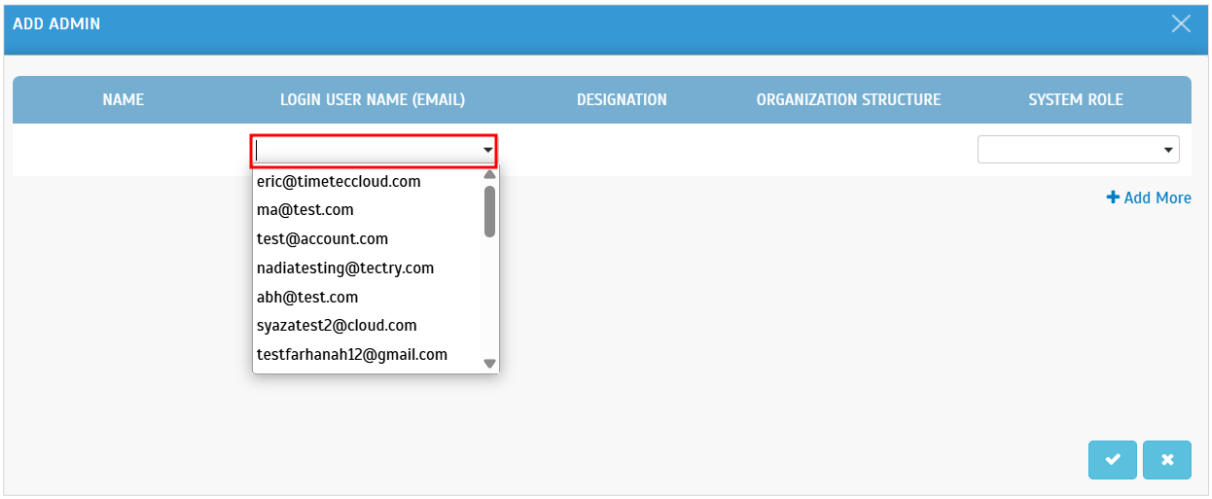
2. Click the **Add** button.



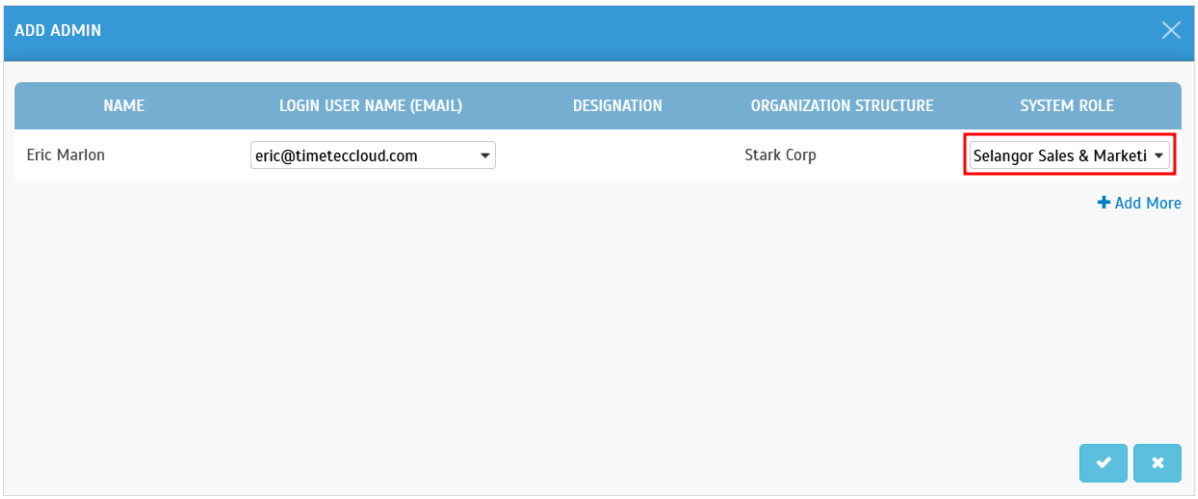
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3. To be eligible as an admin, the person must:
   - Be an active user from Manage User list, and
   - Be registered with an email address.

   Find the user by searching with their email address.

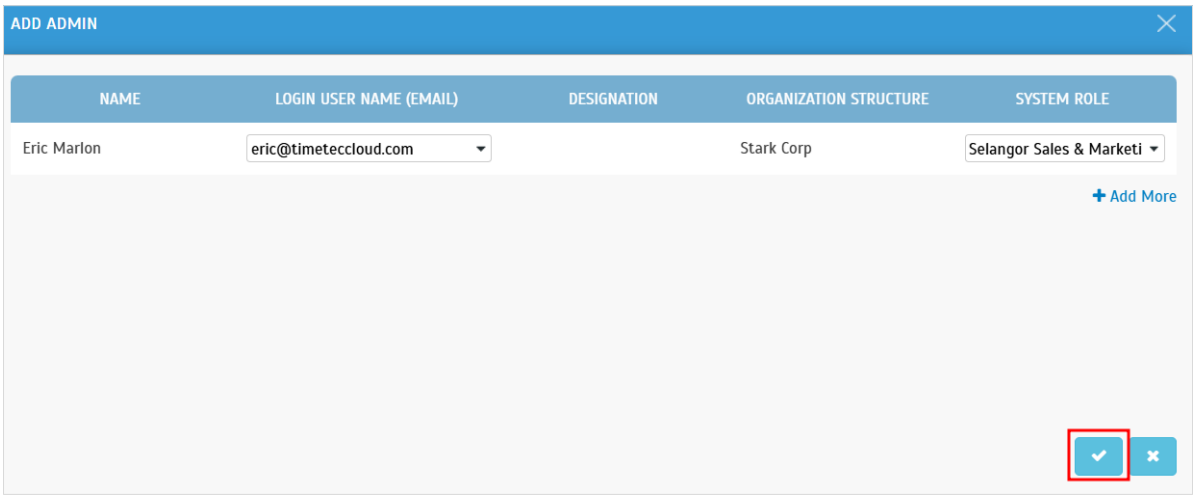


4. After selecting the email, the Name and other details will appear. Then, select the appropriate system role from the list.



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5. Once done, click **Save (✓)** to submit.



💡 **Important Note**

If you want to allow supervisors, managers, or Heads of Department (HOD) to view their subordinates' attendance data, you will need to configure this through **System Roles** and **Assign Admin**:

1. Make sure your **Organization Structure** is arranged properly, with users assigned to the correct divisions.
2. Create a **System Role** for the division, granting the necessary access rights to view attendance data.
3. Assign the supervisor, manager, or HOD as an **Admin** under that System Role.

By structuring users properly within the Organization Structure, you can ensure that the System Role setup allows each person to view only the relevant division's data.

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CHAPTER 5

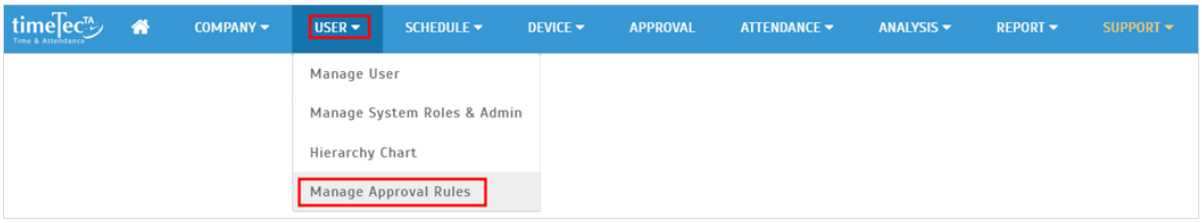
Manage Approval Rules

This chapter guides you through setting up approval rules in the Attendance module, including Overtime, Edit Attendance, and Out of Area requests.

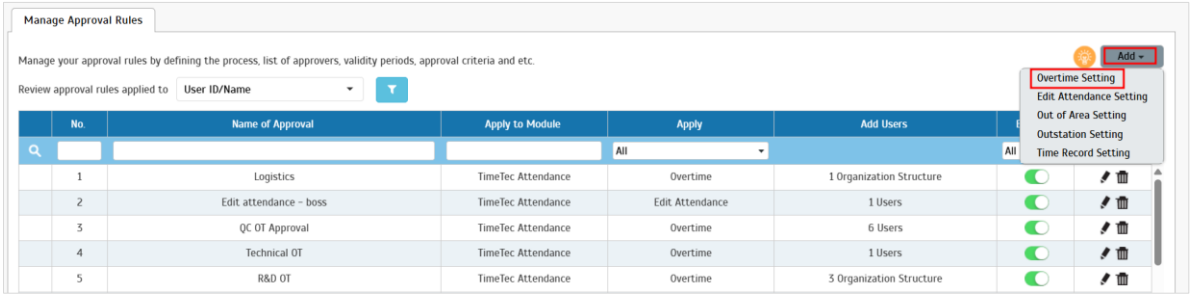
Overtime Setting

From the **Clocking Schedule** settings, you can enable the system to auto-calculate OT based on the user's actual clock-in and clock-out times. This is referred to as **Actual Overtime**.
Alternatively, users may submit OT applications for approval, which will then be recognized as **Approved Overtime**.
If your organization requires staff to submit OT requests, follow the steps below to configure the approval rule:

1. Go to: **User > Manage Approval Rule**

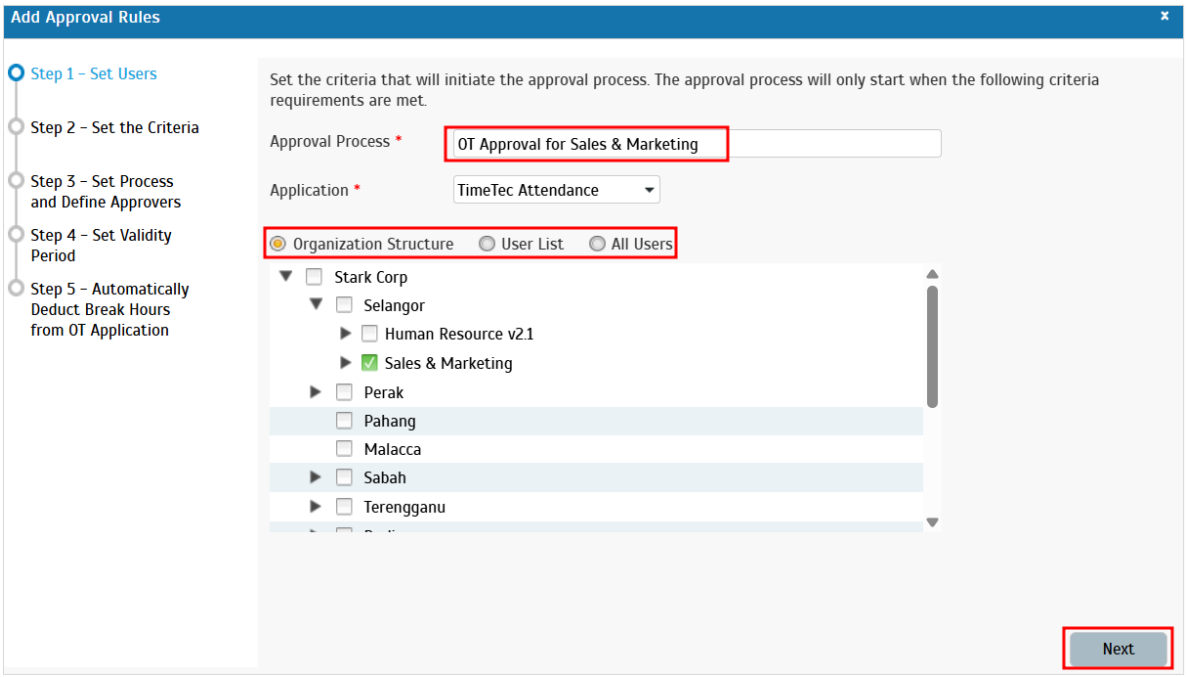


2. Click **Add > Overtime Setting**



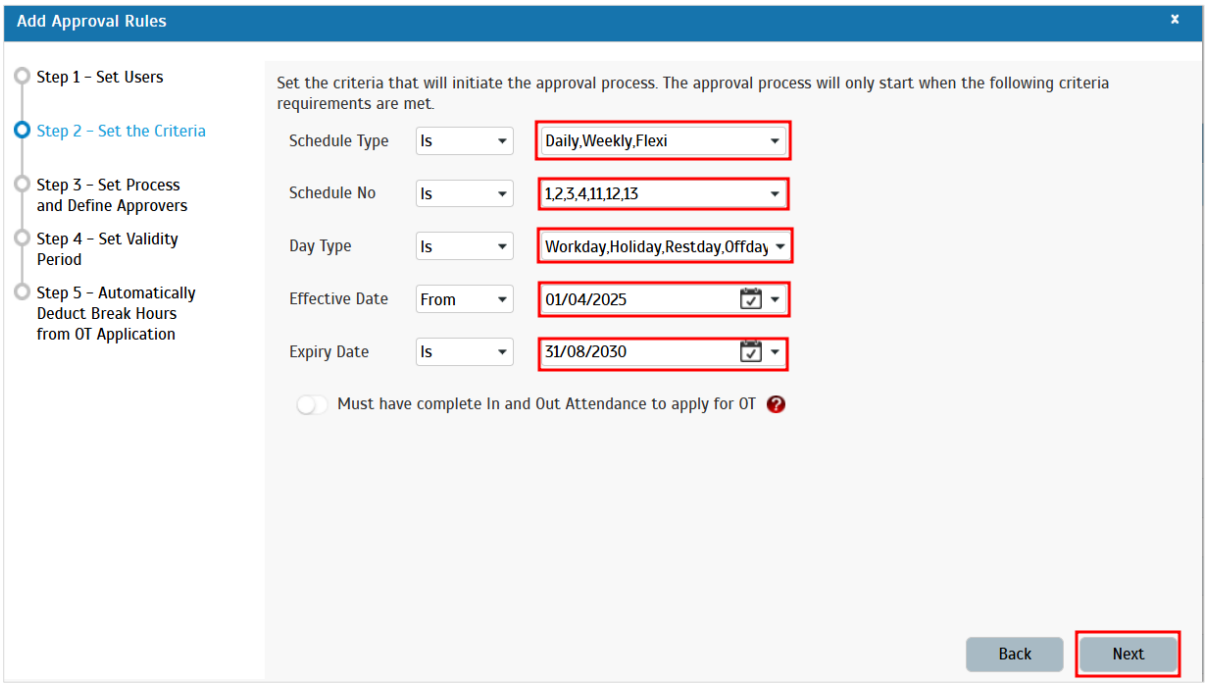
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3. Step 1 – Set Users:
   - Enter an **Approval Process Name** (e.g., *OT Approval for Sales & Marketing*).
   - Choose who this rule applies to by using one of the following options:
     - Organization Structure – Select the specific division(s).
     - User List – Select individual users.
     - All Users – Apply rule to everyone.
   - Click **Next**.



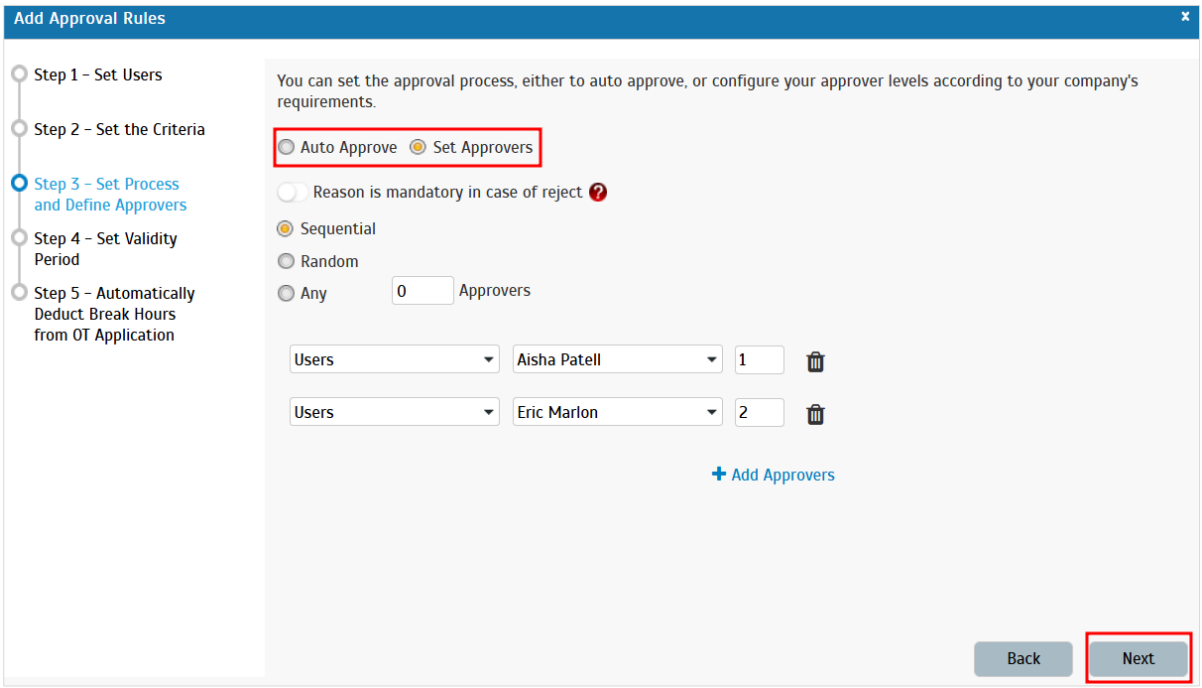
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4. Step 2 – Set Criteria:
   - Define conditions using **Is / Is Not** for:
     - Schedule Type
     - Schedule No.
     - Day Type
     - Set Effective Date (start date)
     - Set Expiry Date (insert a far future date if no expiry is planned)
   - Optional: Tick **Must have complete In and Out Attendance to apply for OT** if you want users to only request OT when they have a valid **clock in and out** record. If incomplete, the request cannot be submitted.
   - Click **Next**.



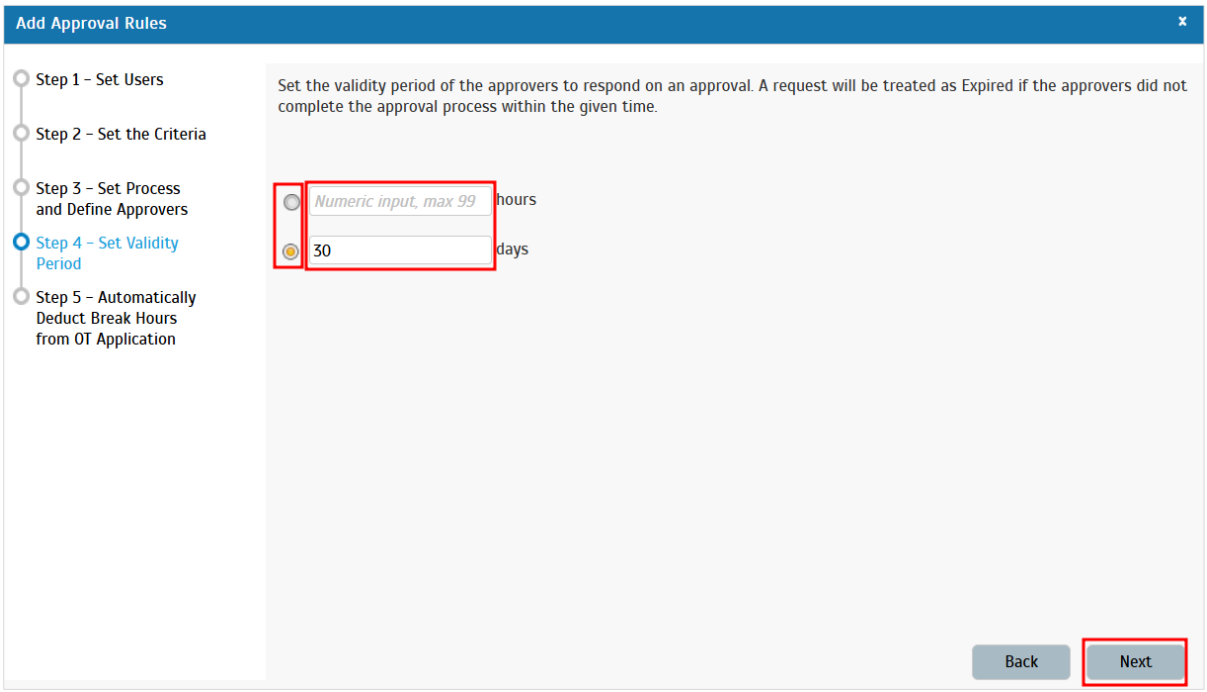
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5. Step 3 – Set Process & Define Approvers:
   - Choose one option:
     - **Auto Approve** – All requests are approved instantly without approvers.
     - **Set Approvers** – Define approval method:
       - **Sequential** – Approvers must approve in order.
       - **Random** – All approvers must approve, sequence doesn't matter.
       - **Any (X)** – Set required number of approvers. Example: *Any 1* out of 3 approvers → all receive request, but only 1 needs to approve.
   - Click **Next**.



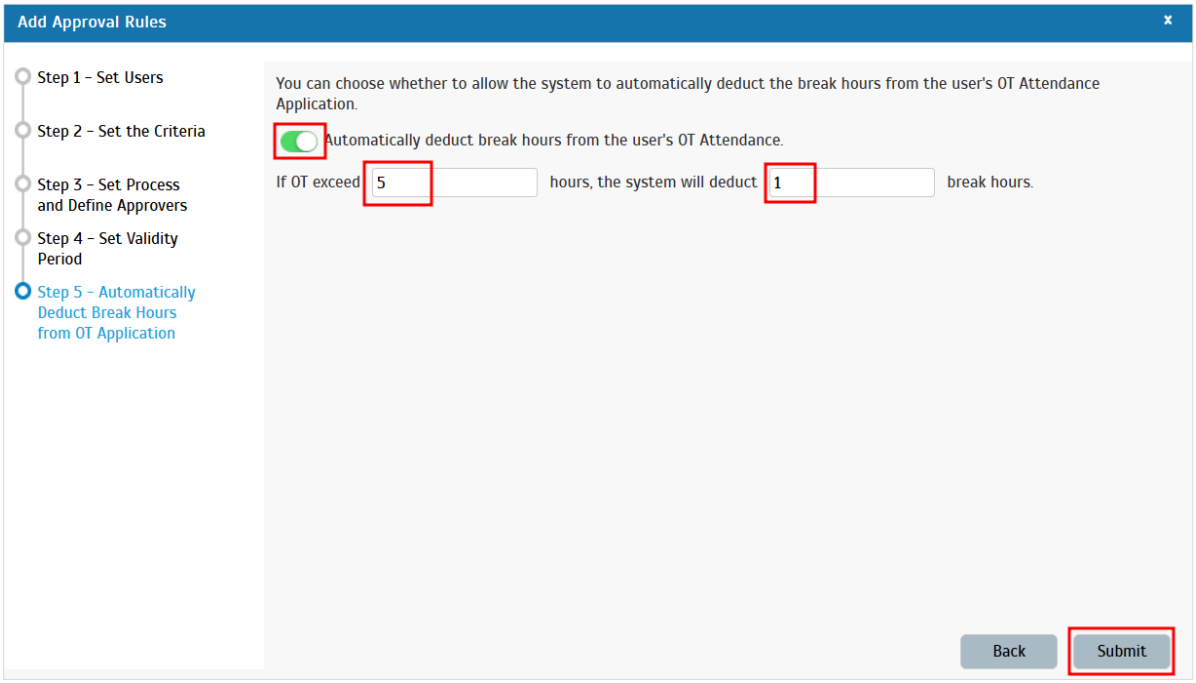
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6. Step 4 – Set Validity Period:
   - Define the time limit (**hours/days**) for pending requests.
   - If approver does not take action within the validity period, the request will **expire**.
   - Expired requests can be **resubmitted** by the user.
   - Click **Next**.



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7. Step 5 – Automatically Deduct Break Hours:
   - Toggle ON if you want the system to **deduct break hours** from OT applications.
   - Example: If OT exceeds **5 hours**, system will deduct **1 hour** for break.
   - Click **Submit**.

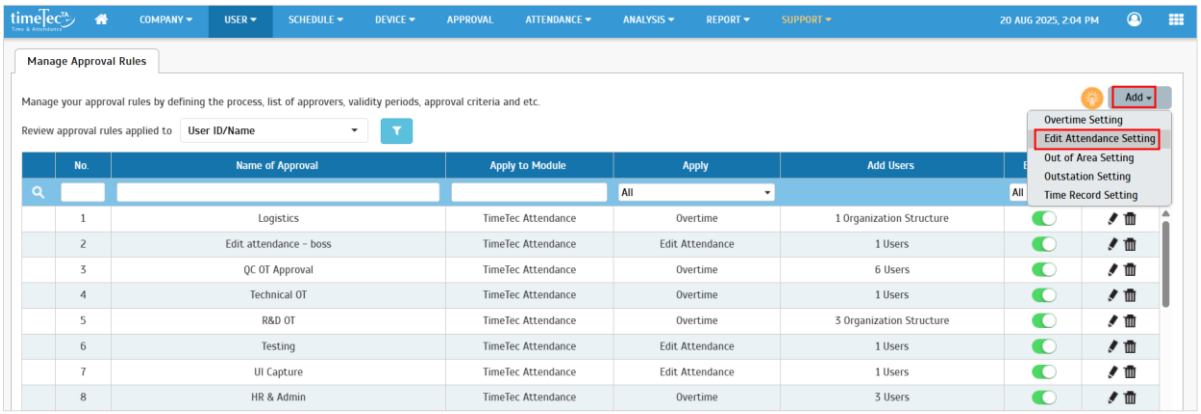


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Edit Attendance Setting

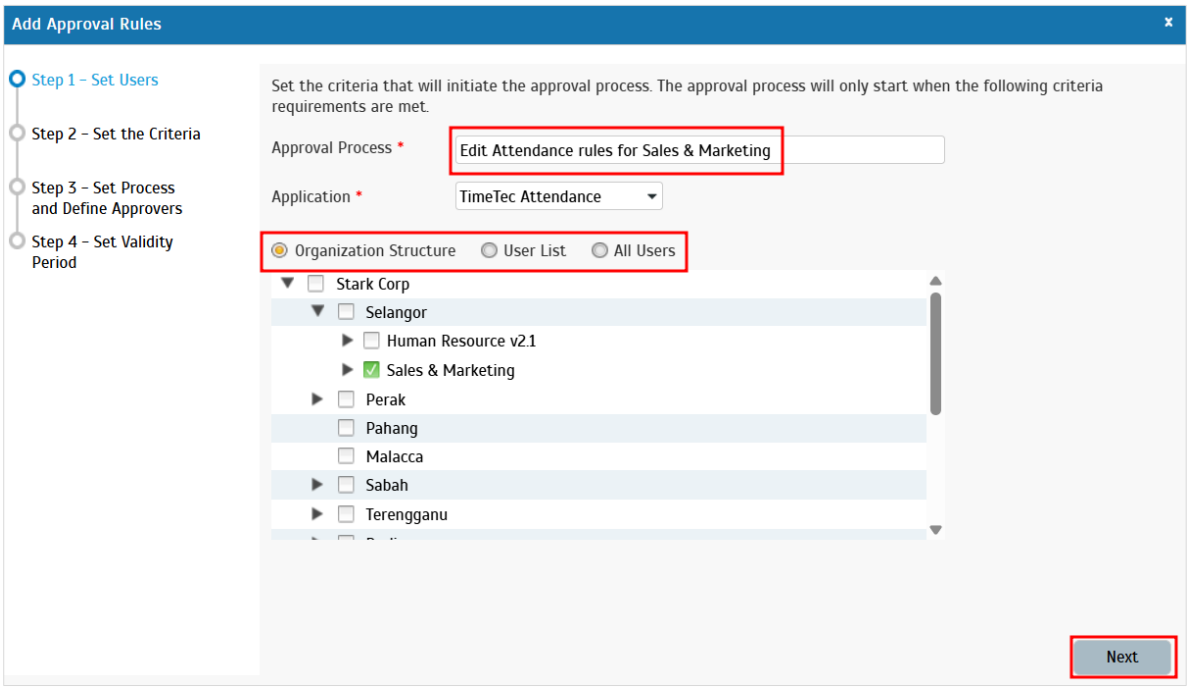
Sometimes employees may miss clocking in or face technical issues (e.g., no Internet connection). To handle this, **TimeTec TA provides an Edit Attendance option**, available on both Web and Mobile. This feature lets users request changes to their attendance data, subject to superior approval. To enable it, the **System Administrator must first configure the approval rules**.

1. Go to **User > Manage User Approval Rules > Add > Edit Attendance Setting.**



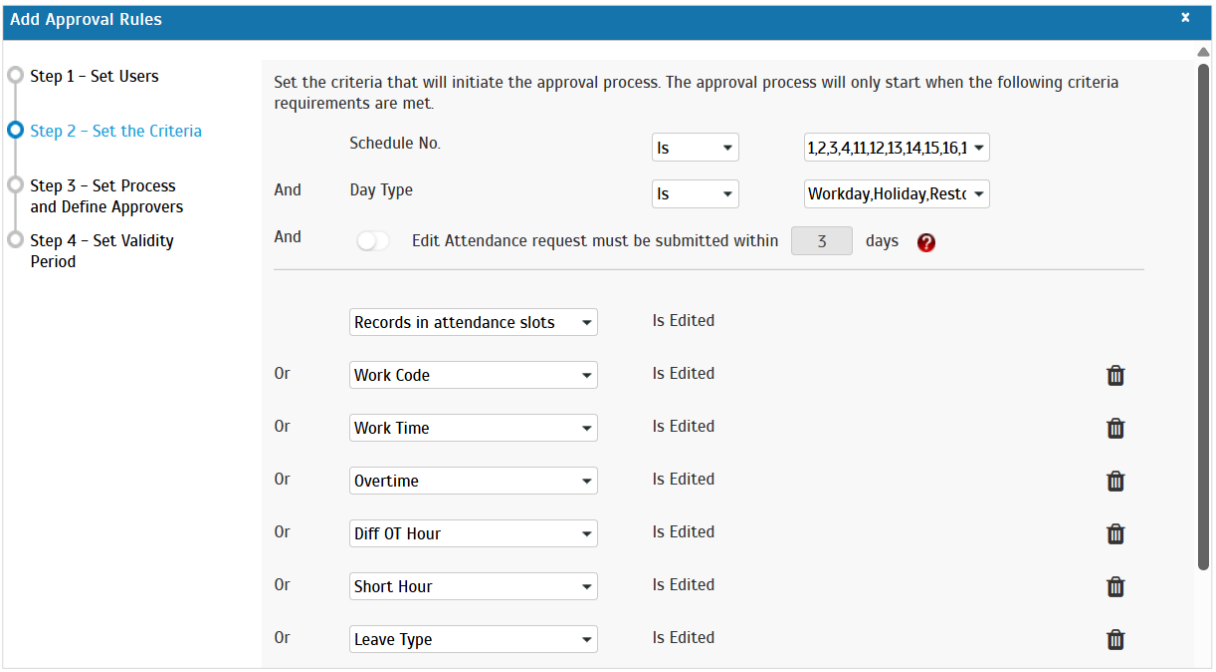
TimeTec © 2025, All Rights Reserved.

2. Step 1 – Set Users:
   - Enter an **Approval Process Name** (e.g., *Edit Attendance rules for Sales & Marketing*).
   - Choose who this rule applies to by using one of the following options:
     - Organization Structure – Select the specific division(s).
     - User List – Select individual users.
     - All Users – Apply rule to everyone.
   - Click **Next**.



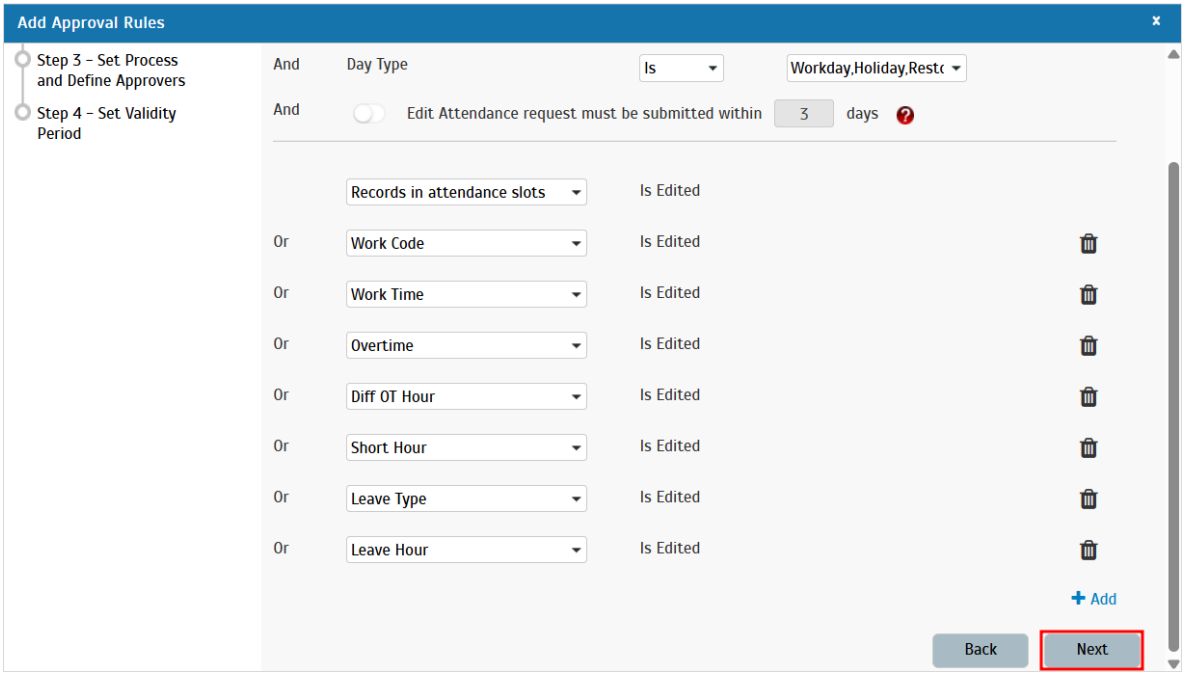
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3. Step 2 – Set Criteria:
   - Select the relevant criteria that will trigger the Edit Attendance function.
   - From the default list, remove any criteria that are unnecessary.
   - The criteria included will determine which fields users are allowed to edit, for example:
     - Records in attendance slot
     - Work code
     - Work time
     - Overtime
     - Short hour
     - Leave type
     - Leave hour

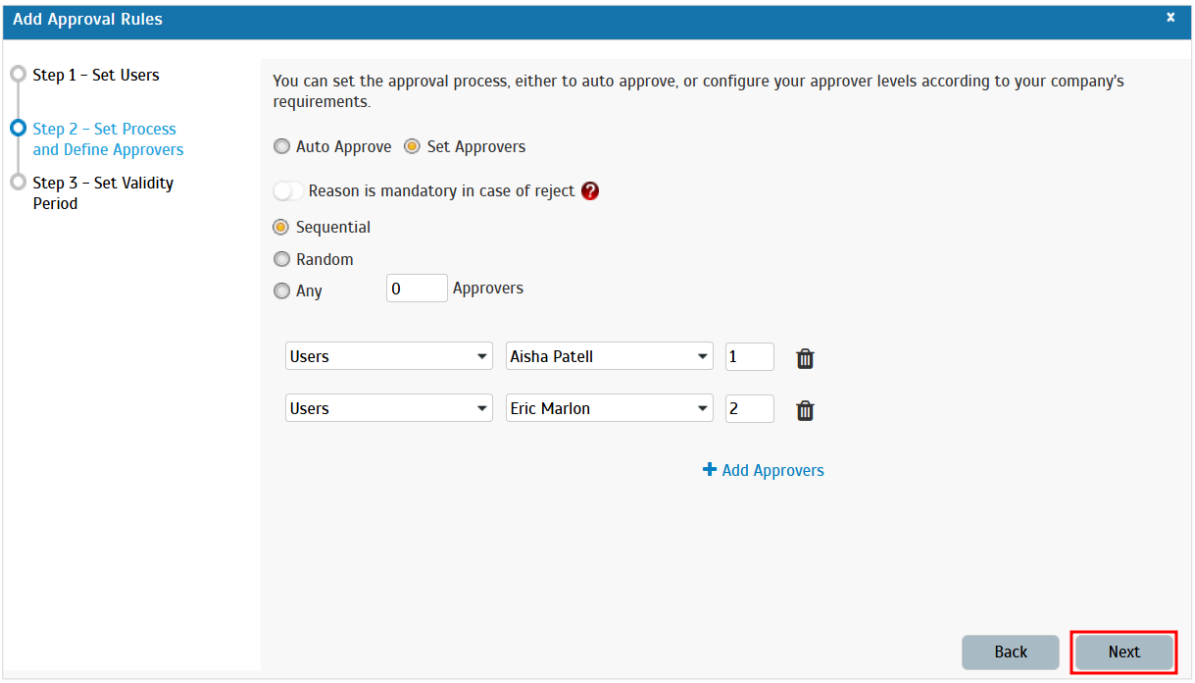


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4. Click **Next.**

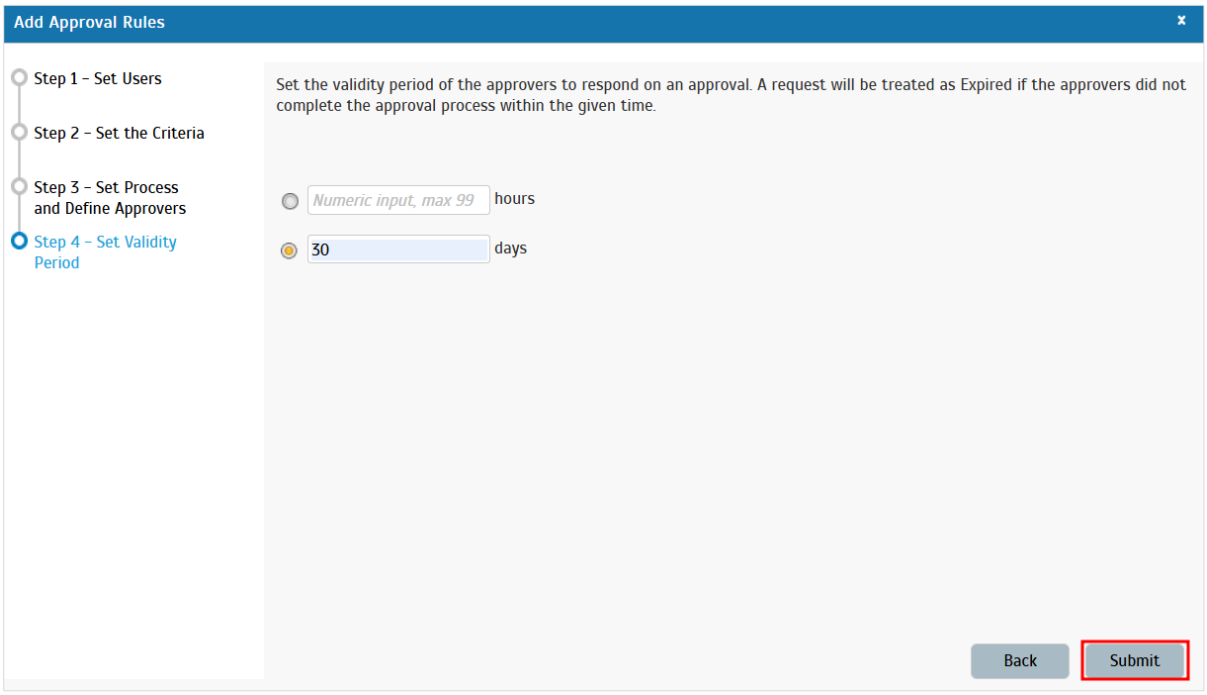


5. Step 2 – Set Process & Define Approvers:
   - Choose one option:
     - **Auto Approve** – All requests are approved instantly without approvers.
     - **Set Approvers** – Define approval method:
       - **Sequential** – Approvers must approve in order.
       - **Random** – All approvers must approve, sequence doesn't matter.
       - **Any (X)** – Set required number of approvers. Example: *Any 1* out of 3 approvers → all receive request, but only 1 needs to approve.
   - Click **Next**.



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6. Step 4 – Set Validity Period:
   - Define the time limit (**hours/days**) for pending requests.
   - If approver does not take action within the validity period, the request will **expire**.
   - Expired requests can be **resubmitted** by the user.
   - Click **Submit**.



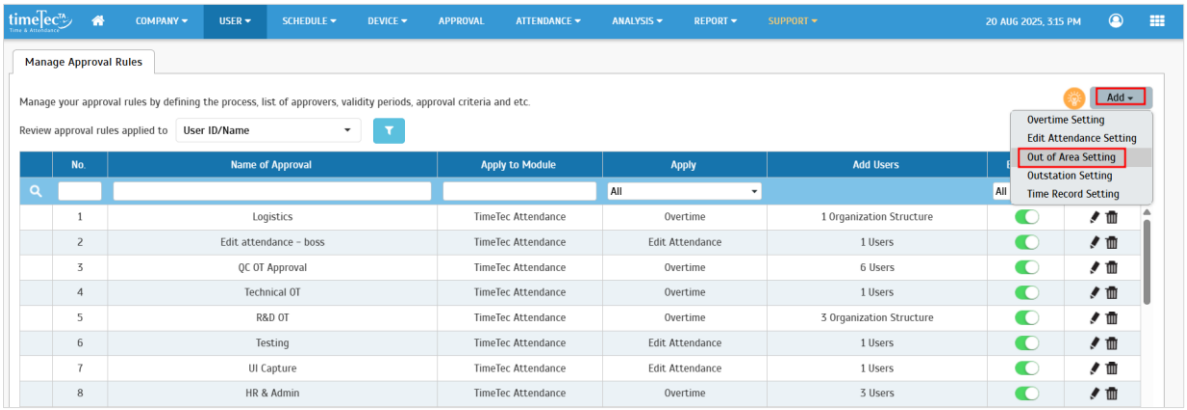
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Out of Area Setting

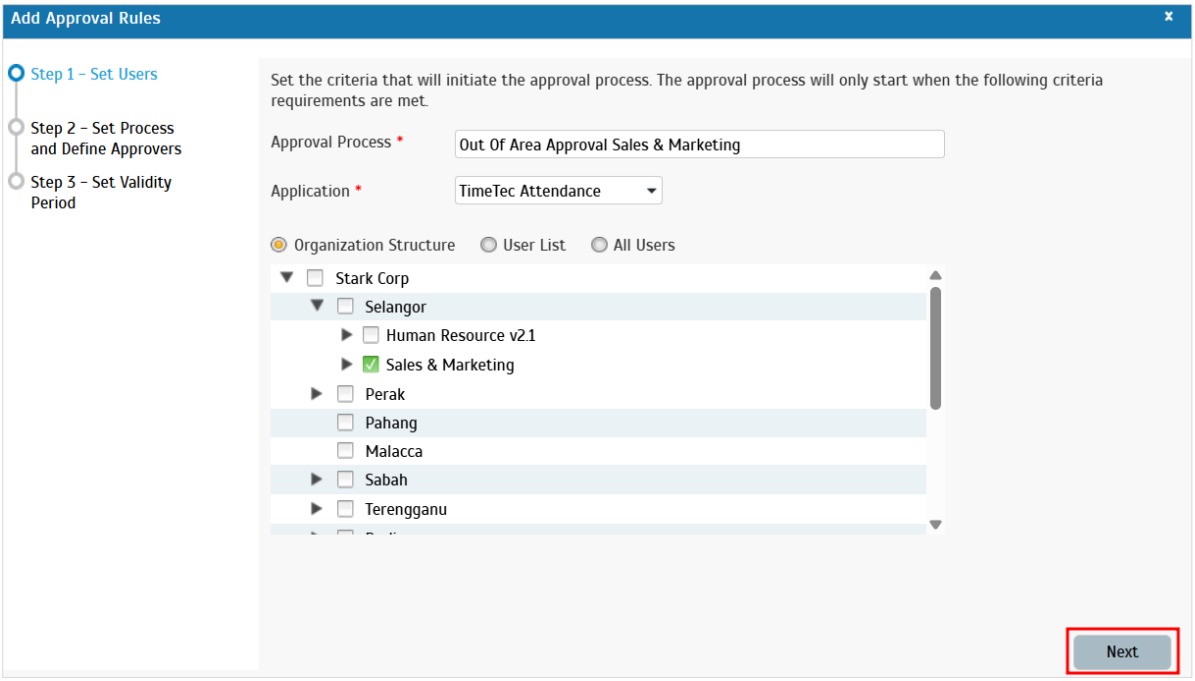
The **Out of Area** approval rule works together with the **Geofence Setting**. Normally, if a user attempts to clock in outside of the preset geofence location, the system will display an *"Out of Area"* error message and prevent the clocking.

However, with the **Out of Area approval rules**, users can instead submit an *Out of Area Clocking Request* for their superior's approval whenever they encounter this restriction.

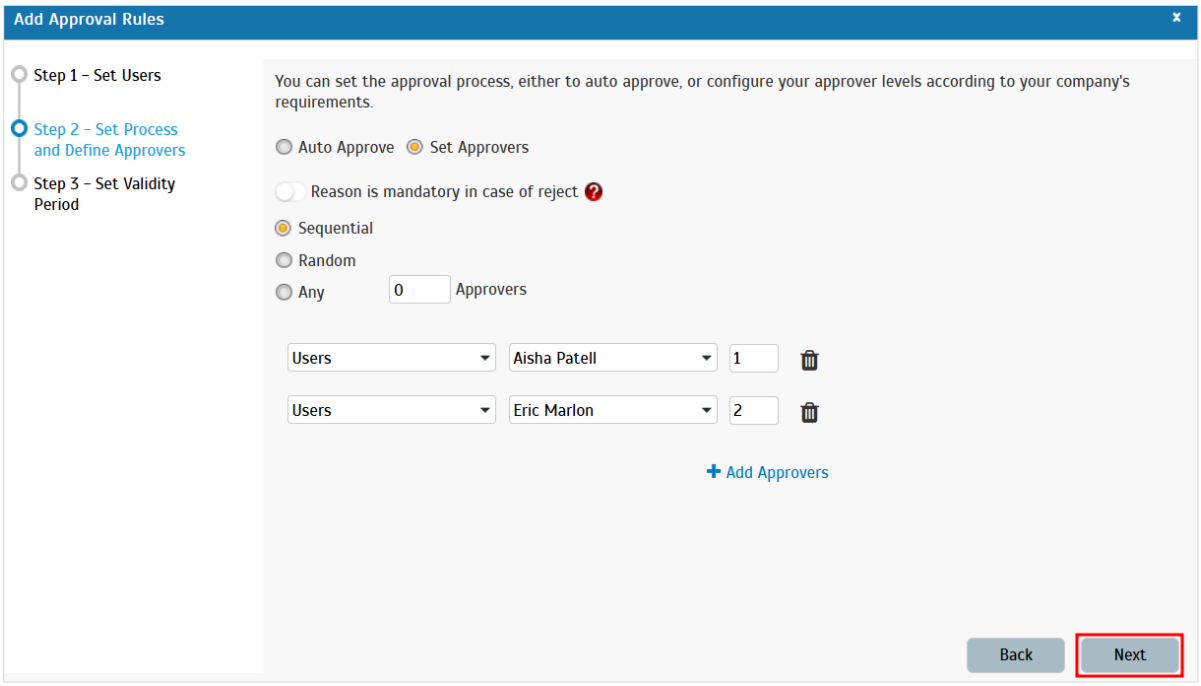
1. Go to **User > Manage Approval Rules > Add > Out of Area Setting**



2. Step 1 – Set Users:
   - Enter an **Approval Process Name** (e.g., *Edit Attendance rules for Sales & Marketing*).
   - Choose who this rule applies to by using one of the following options:
     - Organization Structure – Select the specific division(s).
     - User List – Select individual users.
     - All Users – Apply rule to everyone.
   - Click **Next**.

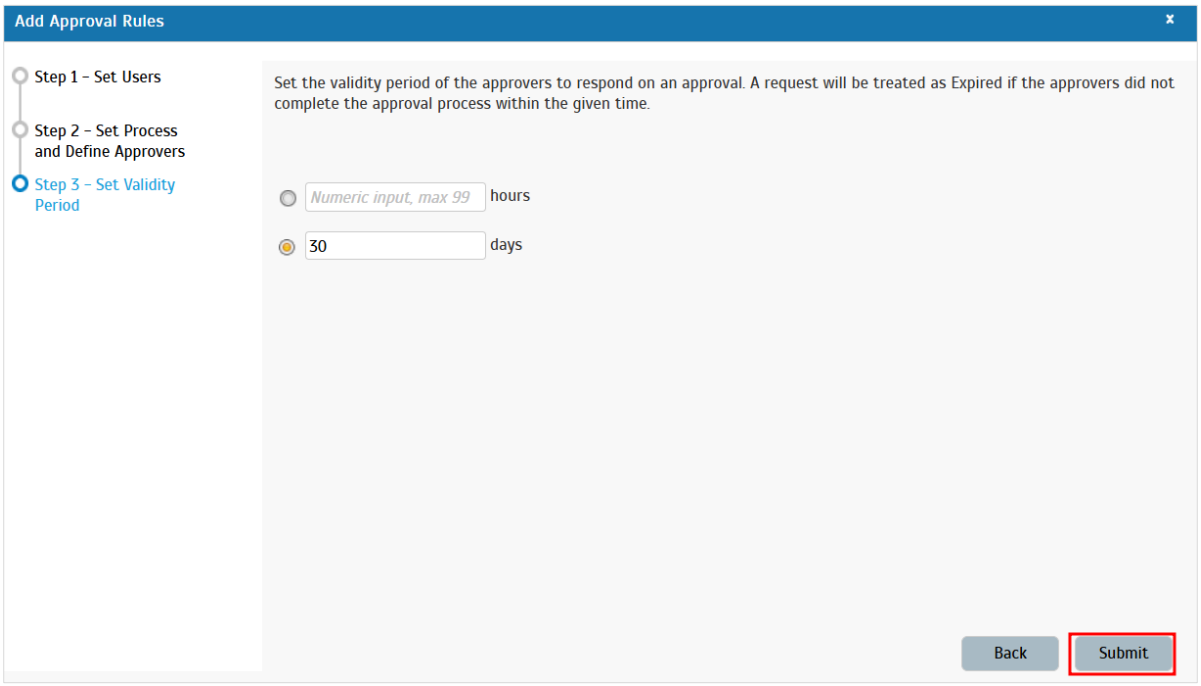


3. Step 2 – Set Process & Define Approvers:
   - Choose one option:
     - **Auto Approve** – All requests are approved instantly without approvers.
     - **Set Approvers** – Define approval method:
       - **Sequential** – Approvers must approve in order.
       - **Random** – All approvers must approve, sequence doesn't matter.
       - **Any (X)** – Set required number of approvers. Example: *Any 1* out of 3 approvers → all receive request, but only 1 needs to approve.
   - Click **Next**.



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4. Step 4 – Set Validity Period:
   - Define the time limit (**hours/days**) for pending requests.
   - If approver does not take action within the validity period, the request will **expire**.
   - Expired requests can be **resubmitted** by the user.
   - Click **Submit**.



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CHAPTER 6

Holiday

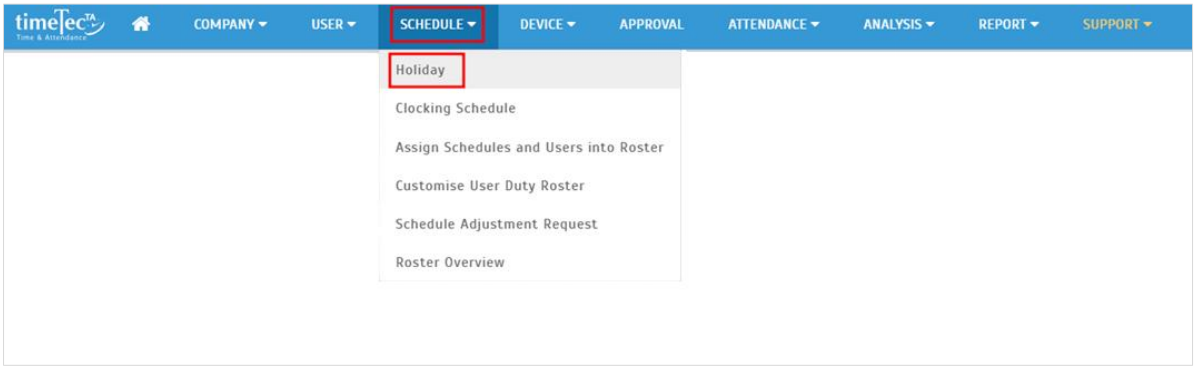
This chapter guides you on how to create holidays, where the Holiday setting allows companies to define and assign public or company-declared holidays to specific user groups, ensuring they are automatically reflected in attendance records.

Import Holiday

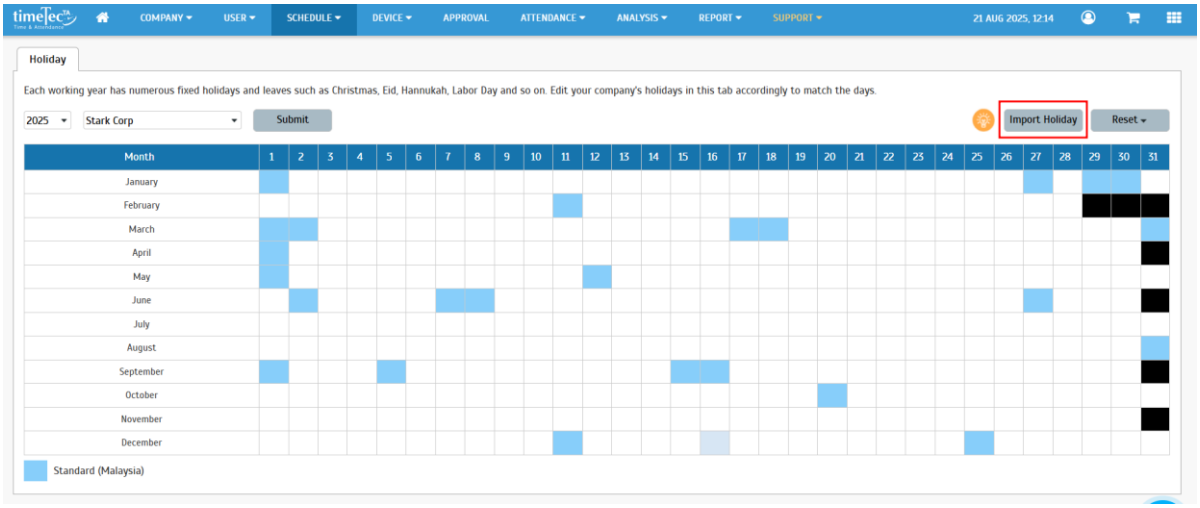
The **Import Holiday** function allows you to quickly bring in a predefined list of public holidays for a selected country and year. Holidays are applied to divisions within the organization structure, so it is important to ensure that users are correctly assigned to their respective divisions.

For organizations with multiple branches across different states (each observing different sets of holidays), start by importing holidays into the **main/top division** first. In this round, select only the common holidays observed by all branches (e.g., nationwide holidays).

1. Go to **Schedule > Holiday**.

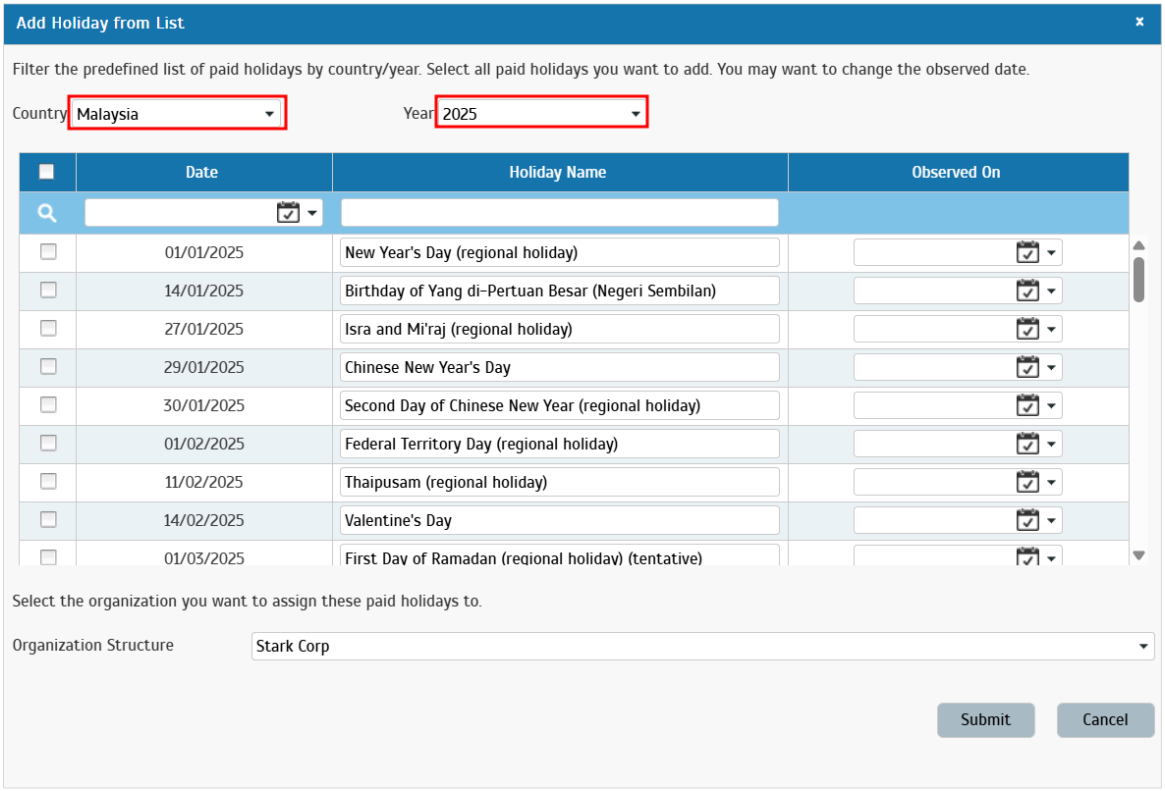


2. To import holiday, click the **Import Holiday** button.

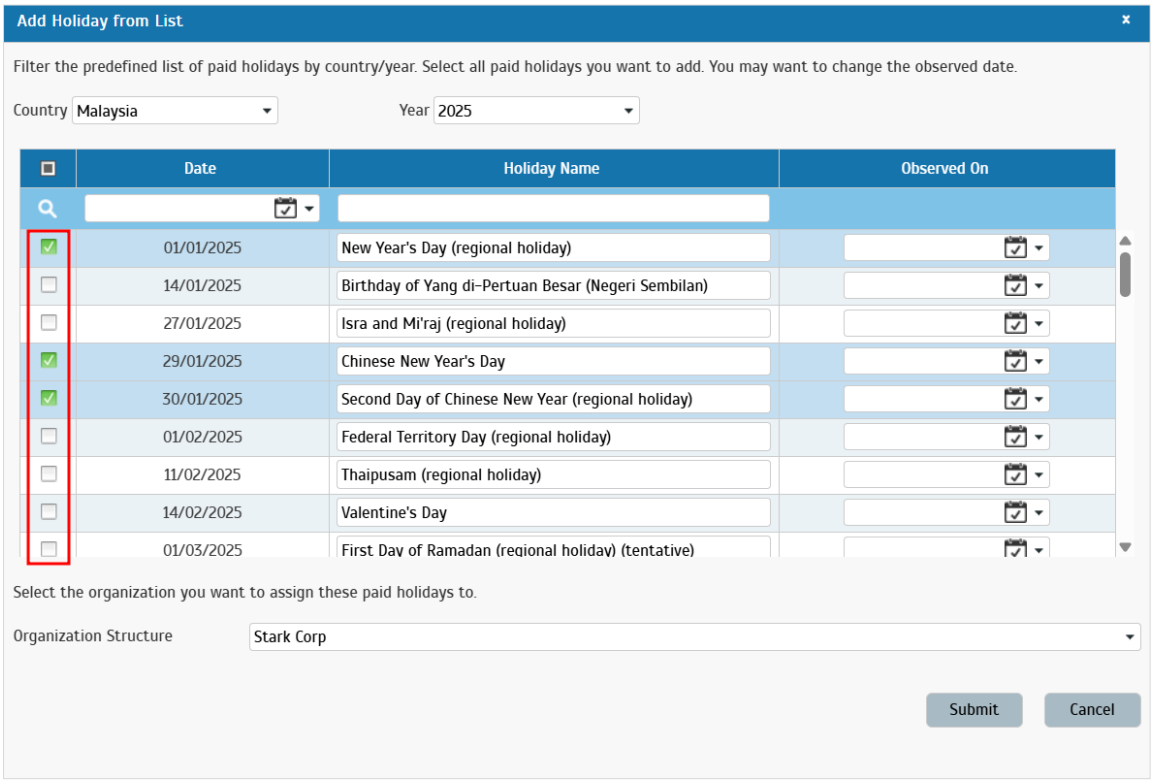


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3. Select the **Country** and **Year**.

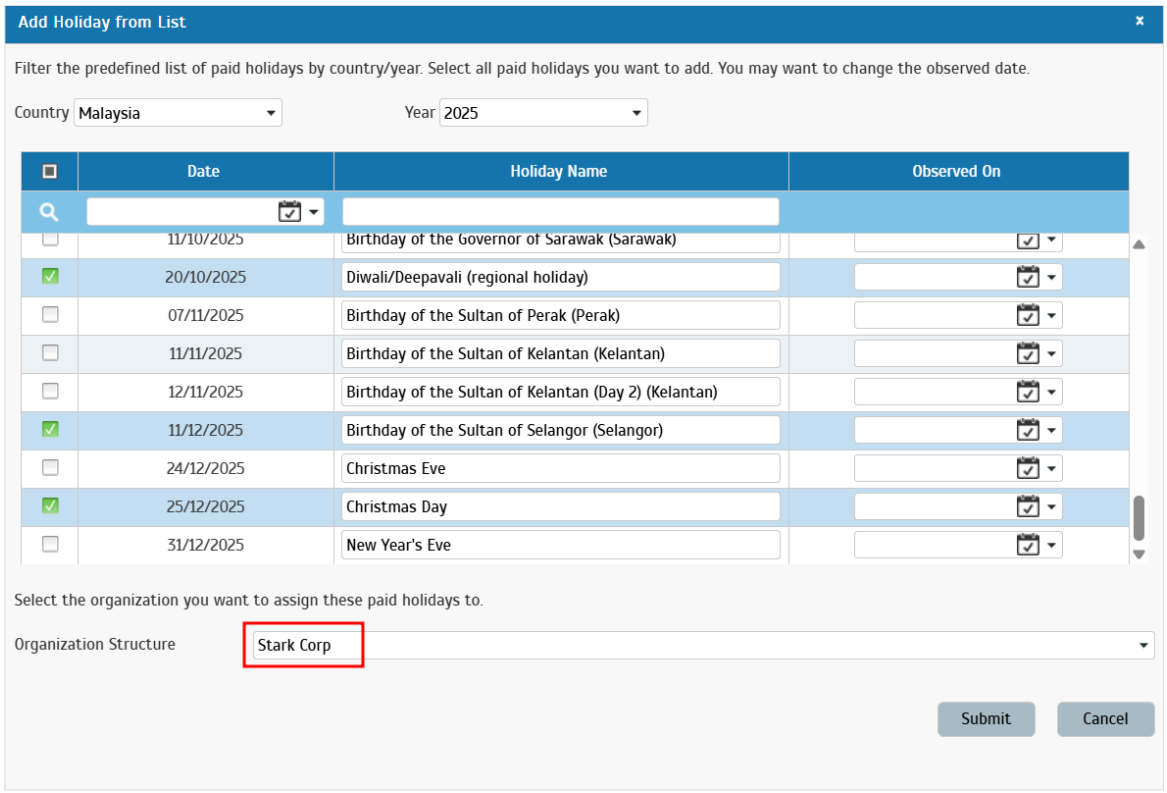


4. From the holiday list, tick the holidays applicable to your organization. For organizations with multiple branches across different states, start by importing holidays that are common to all divisions (e.g., national public holidays).

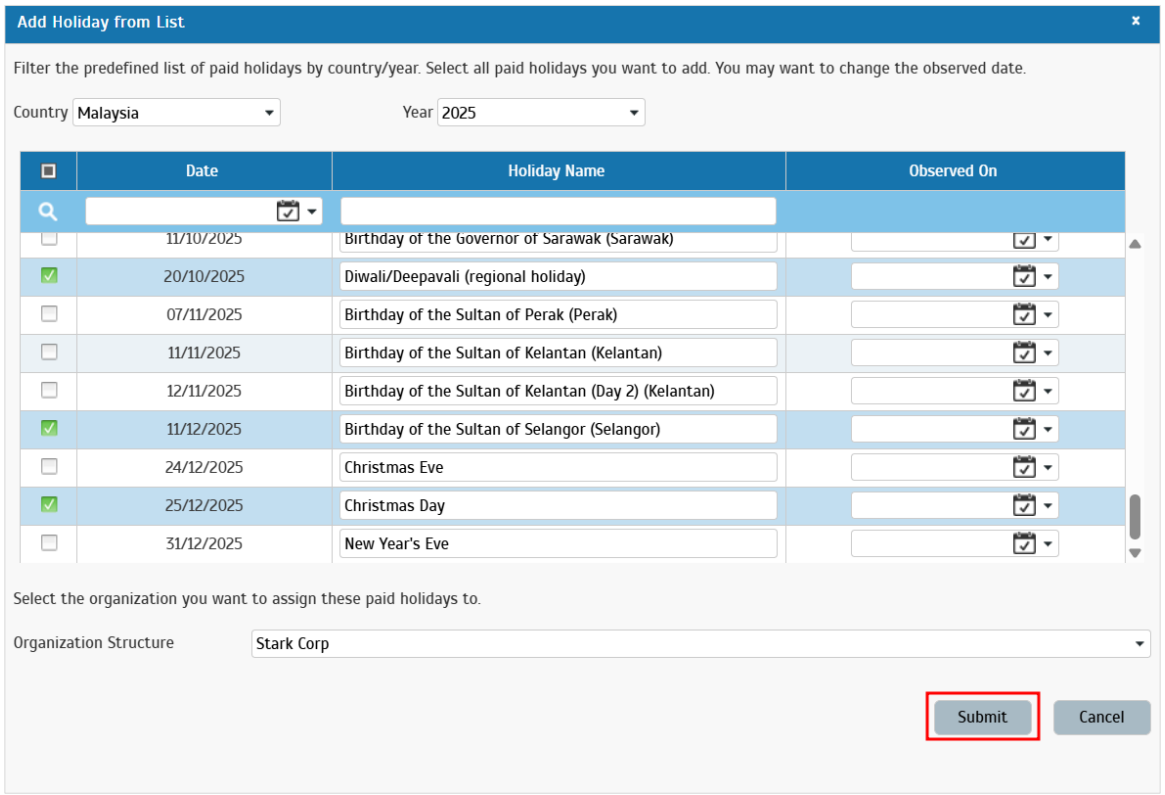


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5. Set the **Organization Structure**. If the holidays apply to everyone, select the **top-level division** so all sub-divisions automatically inherit them. Otherwise, select accordingly.



6. Click **Submit** to complete the import.



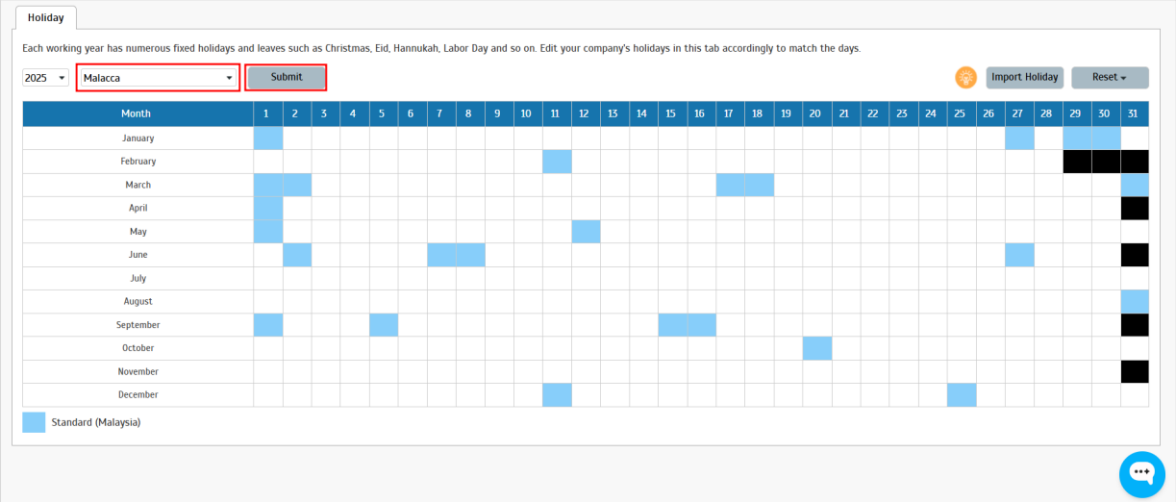
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Add Holiday

After you have imported the common holidays (national or regional), you may still need to add additional holidays. Use this add holiday option in the following cases:

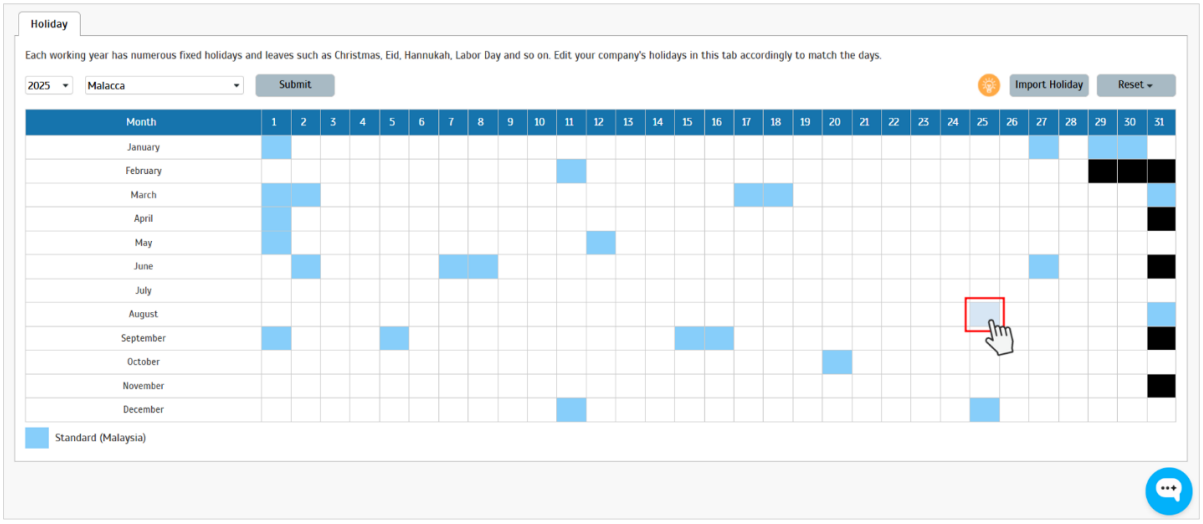
- When only a few holidays are missing (instead of importing again, which would overwrite previously imported holidays).
- When you need to assign holidays specific to certain states, branches, or divisions after importing the ones that apply to all.

1. Select the **Organization Structure** where the holiday should apply (e.g., branch, state, or top division), then click **Submit**.

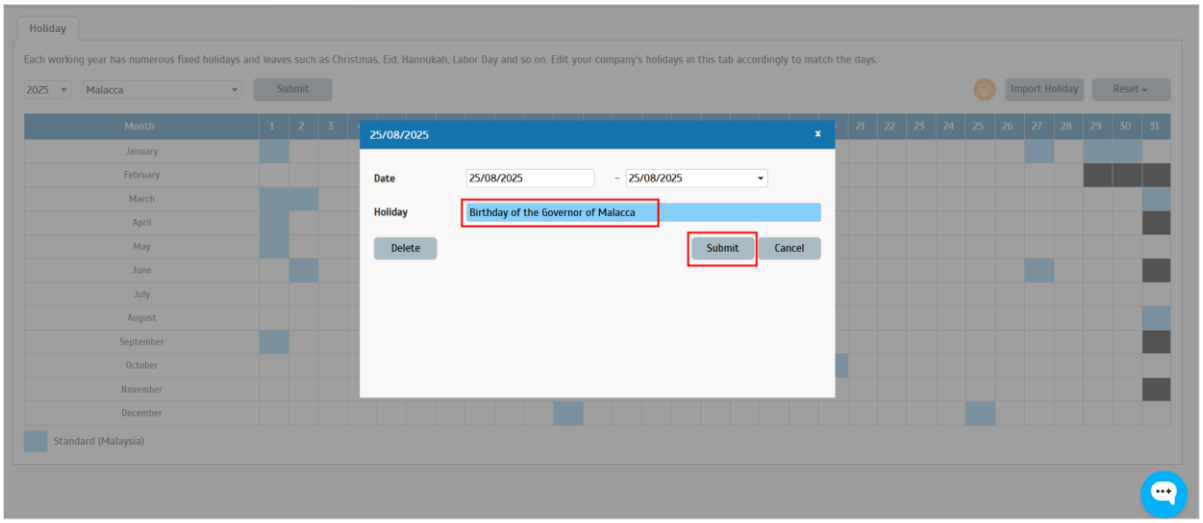


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2. In the calendar view for the selected division, locate the date of the holiday and click the date box.



3. Enter the Holiday Name and then click **Submit** to save.



4. Repeat the process for other divisions that require different holidays (e.g., branches located in different states).

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CHAPTER 10

Mobile Clocking

This chapter explains how to configure **Mobile Clocking** methods in TimeTec Attendance. Mobile Clocking allows employees to record attendance using their smartphones, supported by GPS Geofence, NFC tags, or Beacons for location-based verification.

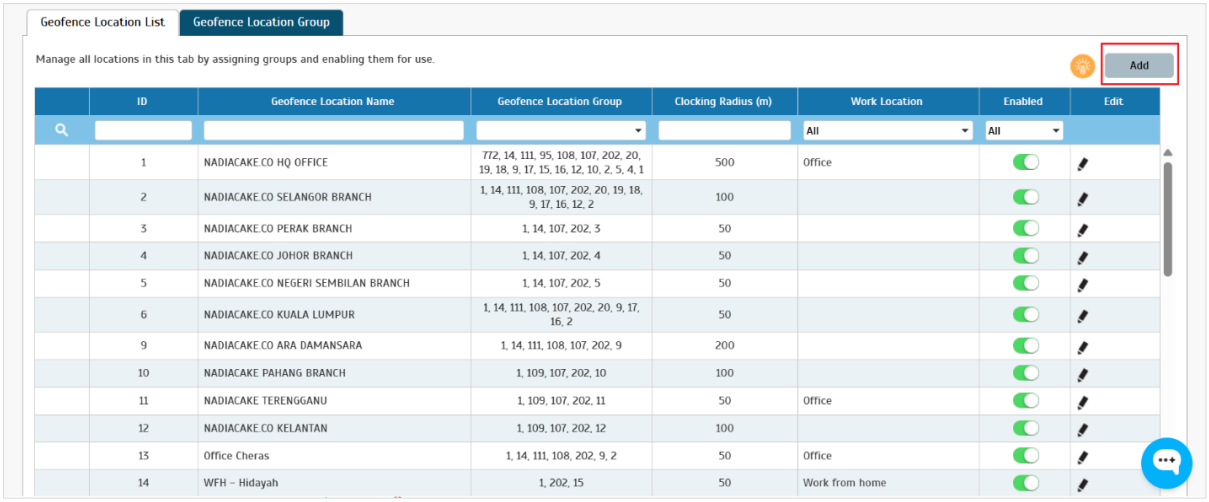
GPS Geofence

Use this option to restrict mobile clocking to a specific location by setting a virtual boundary (geofence). Firstly, create geofence location list.

1. Go to **Device > Mobile Clocking > GPS Geofence**.

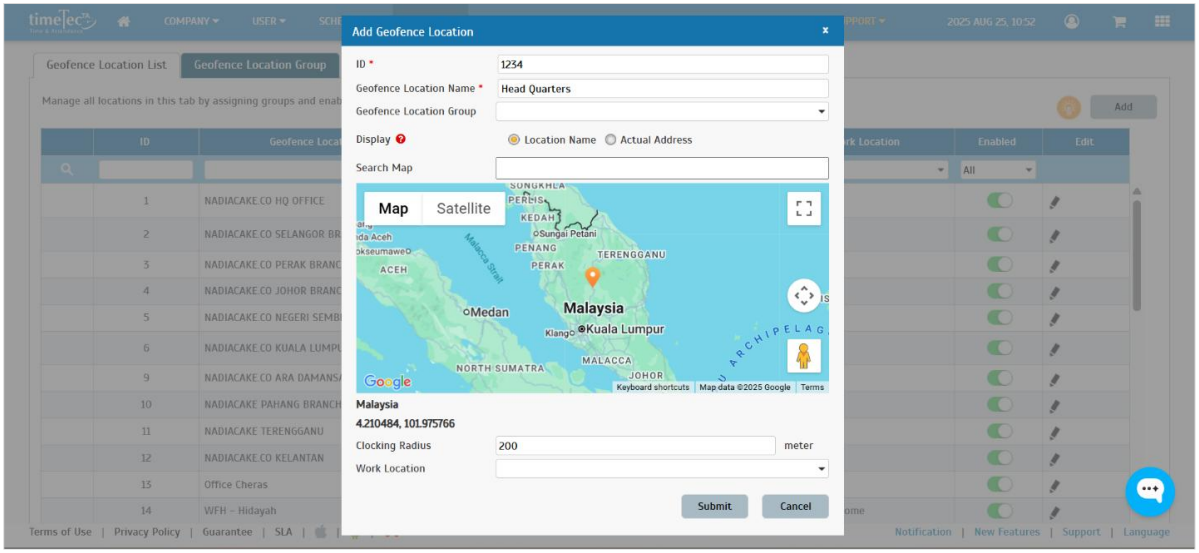


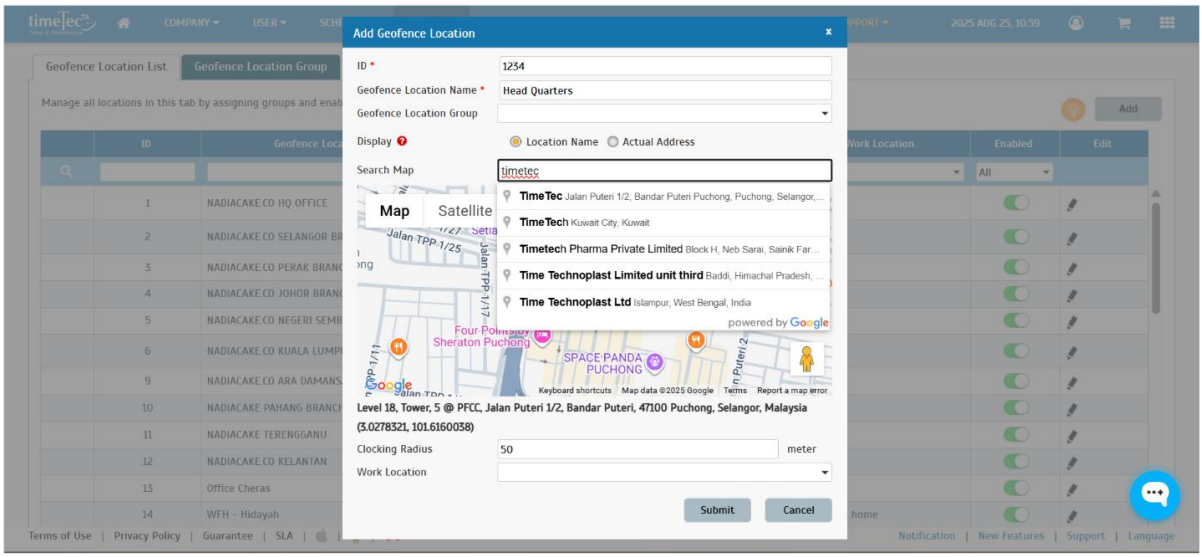
2. Click the **Add** button.



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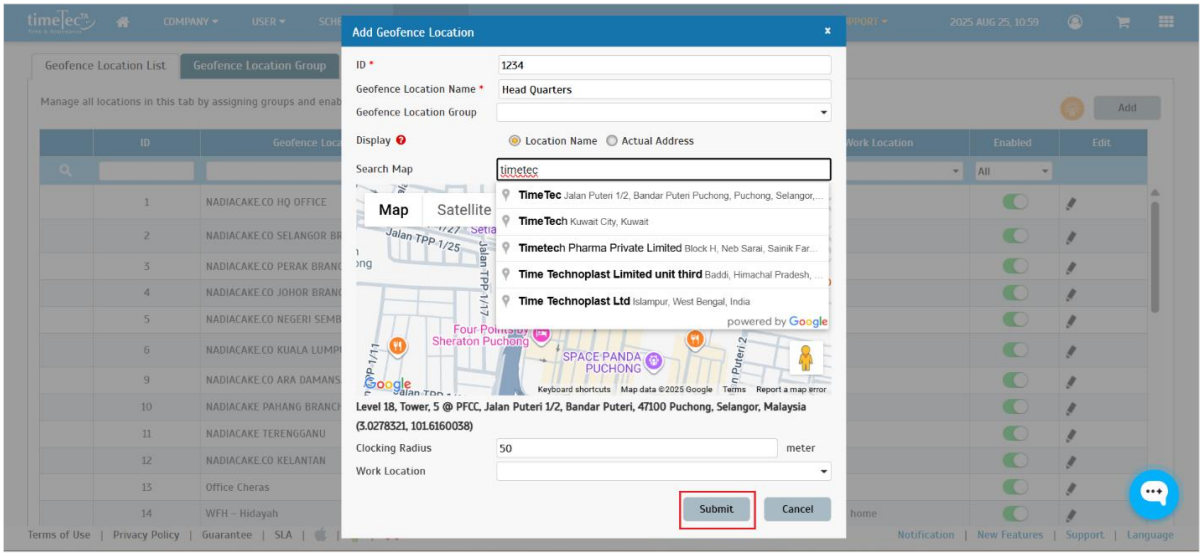
3. Enter the following details:
    - **ID** – Numeric, maximum 4 digits (e.g., 1234).
    - **Geofence Location Name** – Enter the location name (e.g., *Headquarters*).
    - **Display Option** – Choose *Location Name* or *Actual Address*.
    - **Search Map** – Search the company/building name or address and select from the list.
    - **Verify Location** – Confirm via Google Maps. Adjust zoom, pan, and switch between *Map* or *Satellite* view.
    - **Clocking Radius** – Set the allowed radius (recommended: 50 meters or above).
    - **Work Location** – Select from predefined work locations (optional).





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4. Click **Submit** to save.



⚠️ If you only add **Geofence Locations**, they act as **reference points only**:

- Users can still clock in from **anywhere**.
- If clocking **within a geofence**, the system will display the **Geofence Location Name**.
- If clocking **outside a geofence**, the system will display the **full address** of the clocking point.

👉 To actually **restrict clocking** so that users can only clock in at designated areas, you must:

1. Add the Geofence Locations into a **Geofence Location Group**, and
2. Assign users to that group.

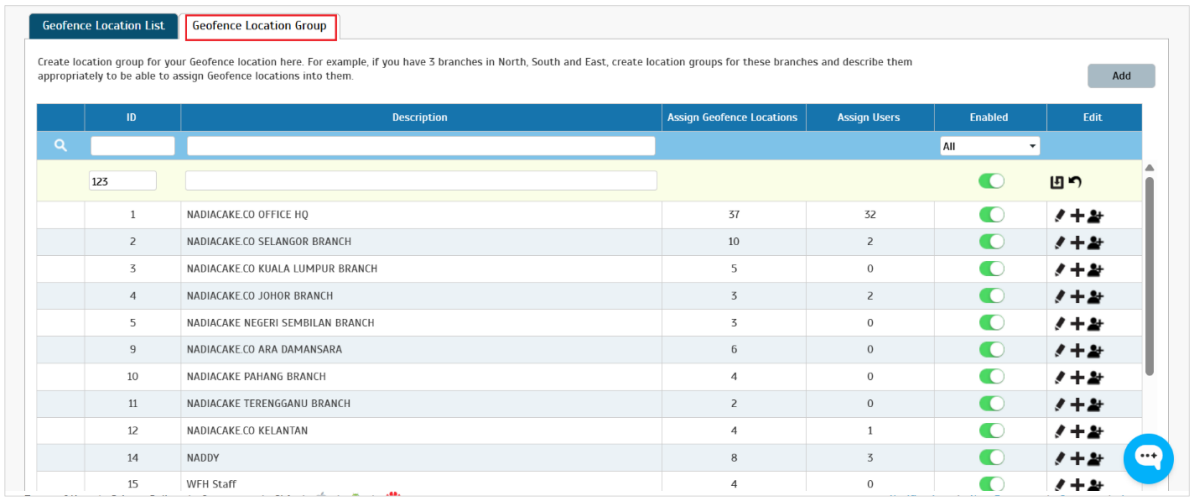
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Steps to create geofence location group and assign users into geofence group:

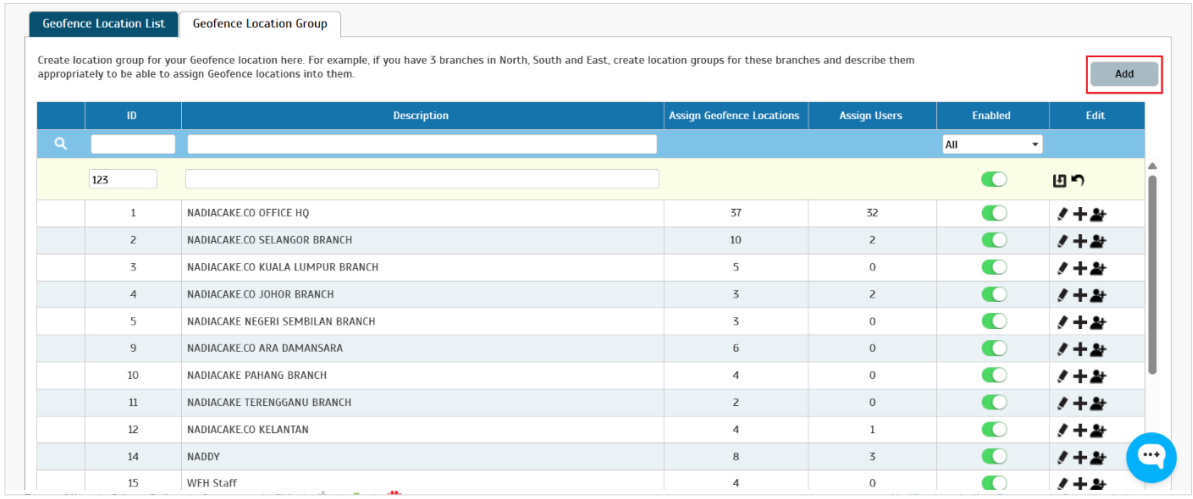
1. Go to **Device > Mobile Clocking > Geofence Location Group**.



2. Switch to **Geofence Location Group** tab.

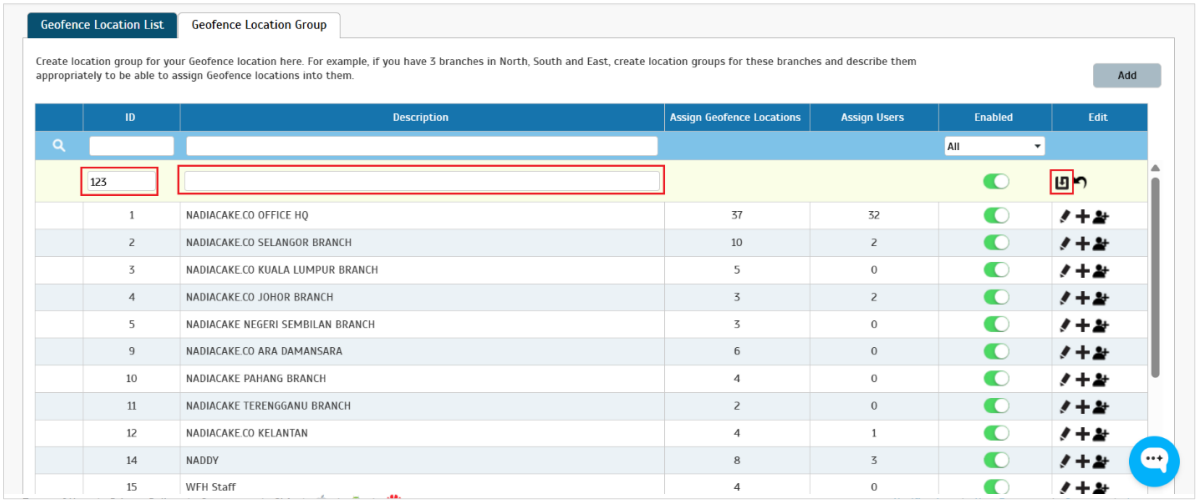


3. Click the Add button to create the group.

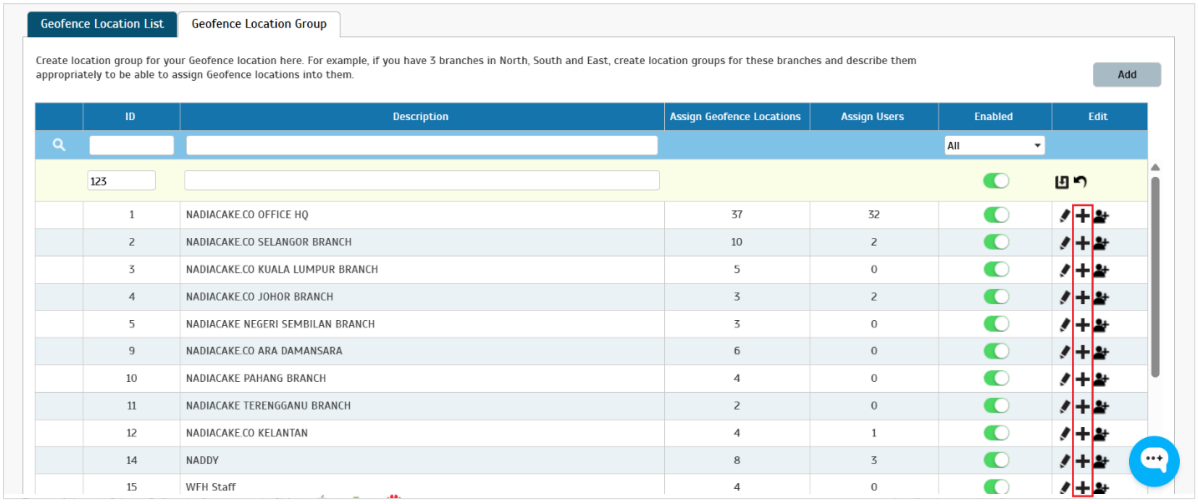


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4. Insert ID (Numeric, maximum 3 digits), Description and then click **Update.**

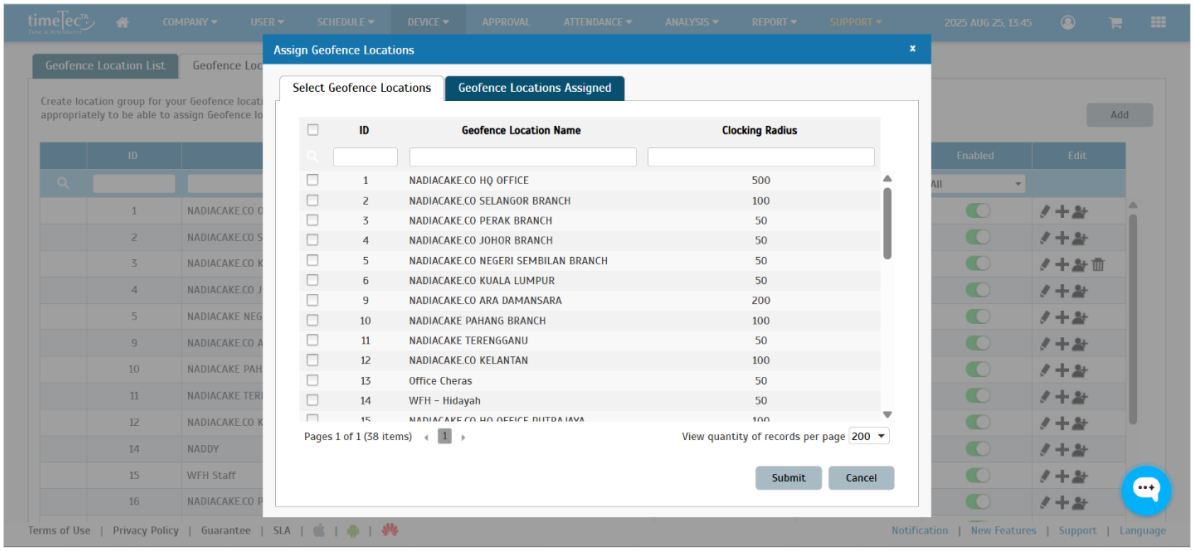


5. Once the geofence location group has been added, click the + button to assign locations.

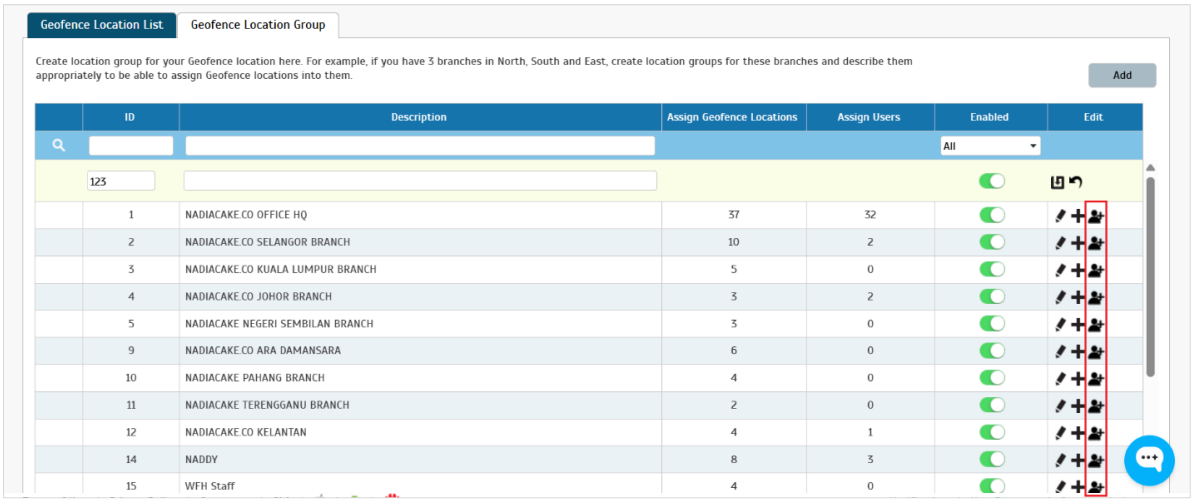


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6. Select the locations from the list to assign into the group, then **Submit**.

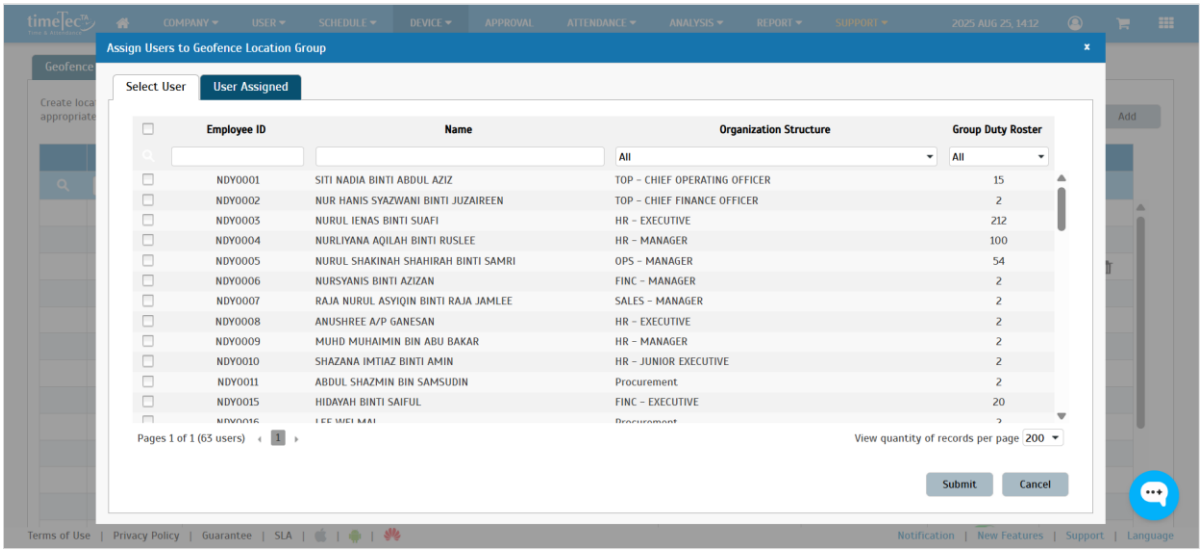


7. Once the locations have been set, click the assign users into group button.



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8. Select user(s) to assign into the group and then **Submit**.



9. Only after this setup will employees be restricted to clock in **within the assigned geofence locations**.

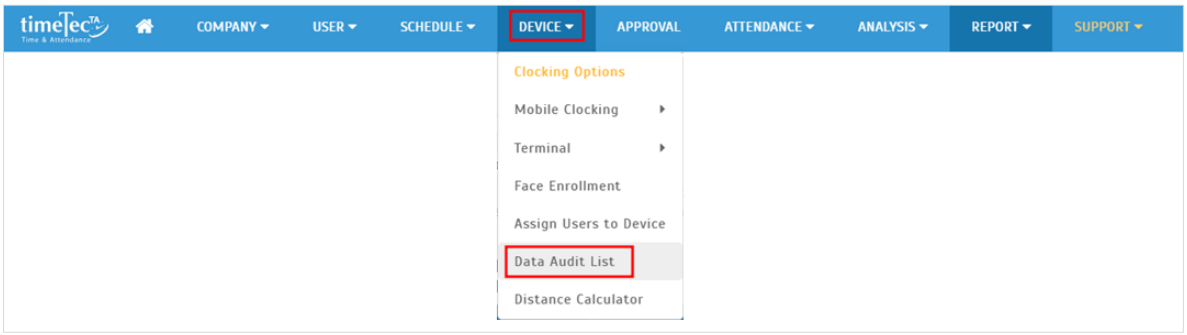
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CHAPTER 11

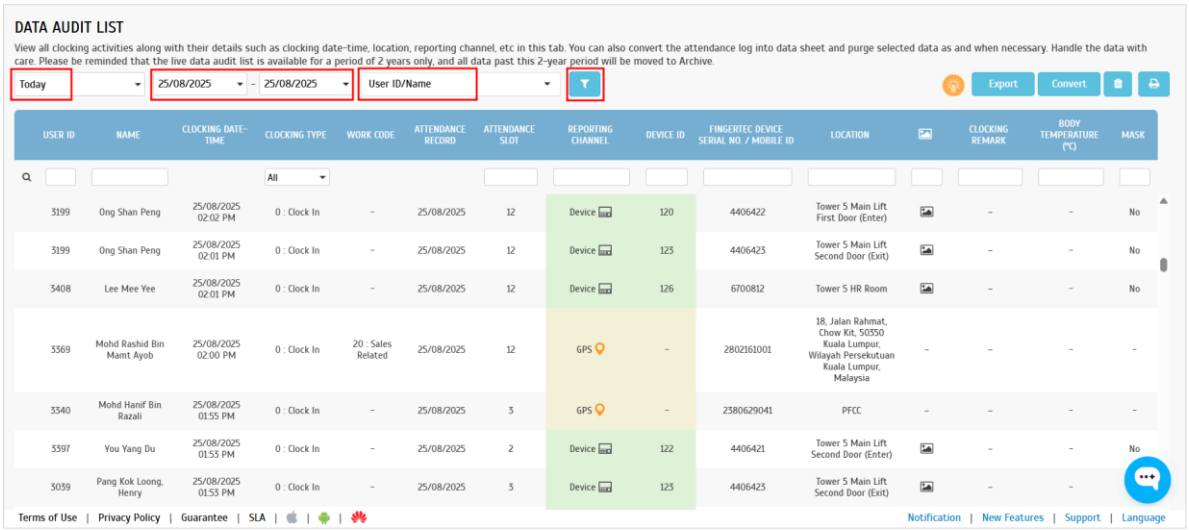
Data Audit List

This chapter introduces the Data Audit List, a centralized record of all clocking data collected from devices, web, and mobile clocking for easy monitoring and verification, and it is commonly used to check for missing logs or irregularities.

1. Navigate to **Device > Data Audit List**.



2. By default, will show for today's attendance data of all users. You may use filters for **date range** and **user**, then click the **Filter button**.



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3. When reviewing the records,
    - If clocking data appears, it means the clocking was successfully received.
    - If a staff claims a missing clocking, this is the first place to verify.
    - If data does not appear, check first if the device is **online**.
    - If offline, troubleshoot until the device is back online — once online, logs will start coming in.
    - If the device is online but still no data:
        - Verify directly on the device (**Attendance Search**) to confirm if the log exists.
        - If the log exists on the device but not in TimeTec, use **Download Terminal Data** to retrieve it.
    - If data appear in Data Audit List but not in Attendance sheet, you may try to **generate the attendance** or recheck the **Clocking Schedule setting** and ensure the clocking is within the valid range of the assigned slot.

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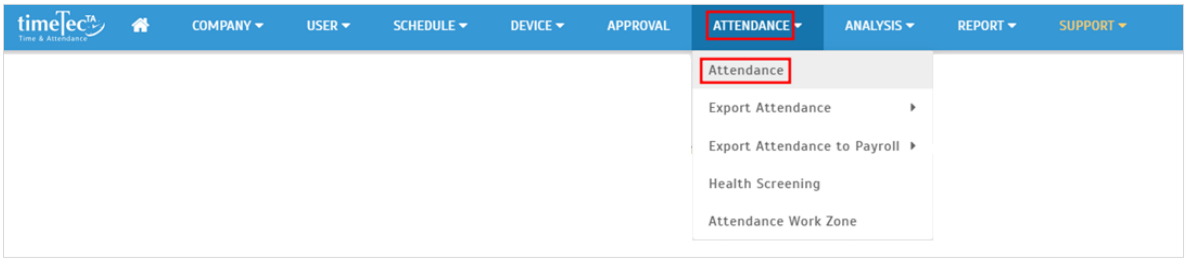
CHAPTER 12

Attendance

The Attendance module lets you view, edit, and manage employee time records, as well as generate attendance based on clocking data and schedules.

View Attendance

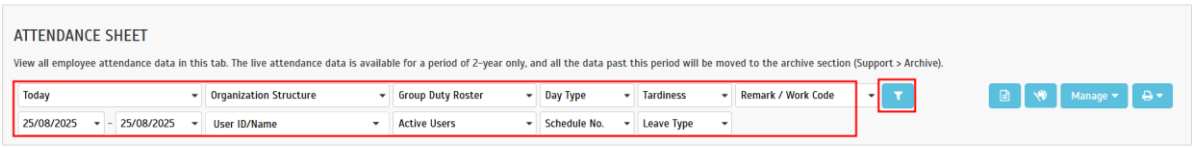
1. To view attendance sheet, navigate to **Attendance > Attendance**.



2. By default, the system displays attendance for **today's date** and **all users**.

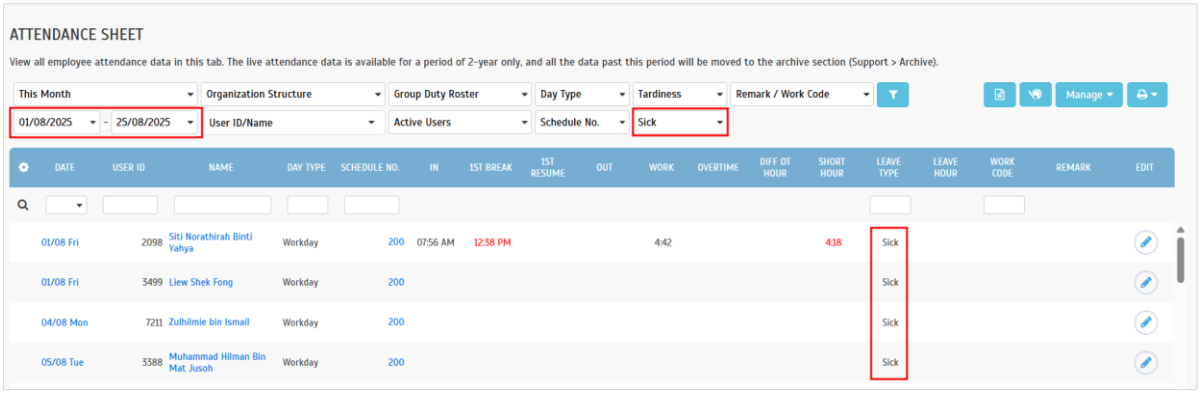
3. To narrow down the results, you may apply filters such as:
   - Date range
   - Organization structure
   - Specific user name or user ID
   - Active or inactive users
   - Day type
   - Schedule no.
   - Tardiness
   - Leave type
   - Remark / Work code

   Click the **Filter** button to apply the selected criteria.



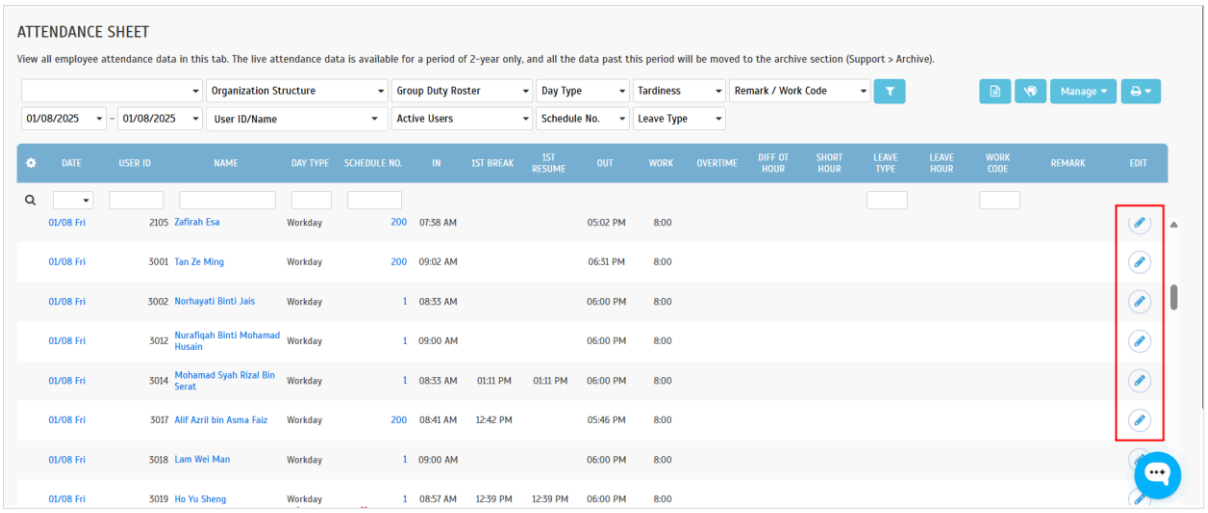
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4. The **Attendance Sheet** will update based on the applied filters.

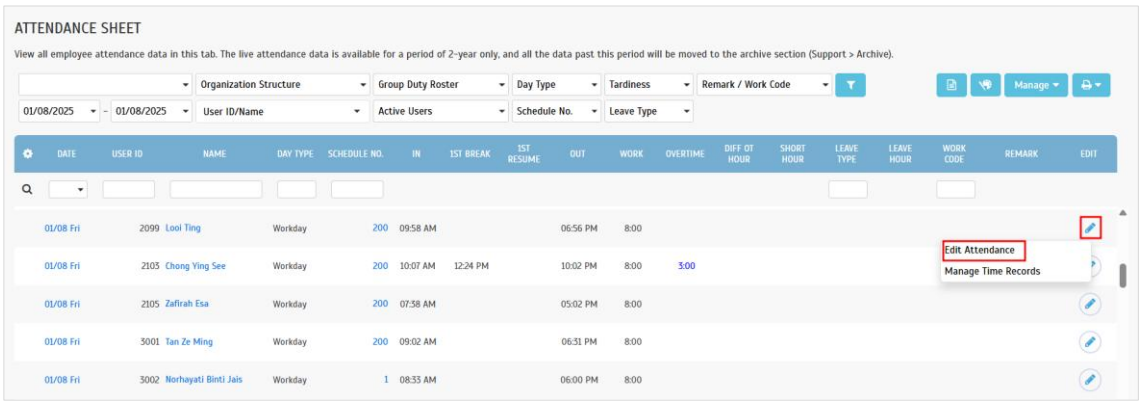


Edit Attendance

1. Depending on your assigned system role and access rights, if attendance editing is allowed for your role, you will see the **Edit** button (pencil icon).

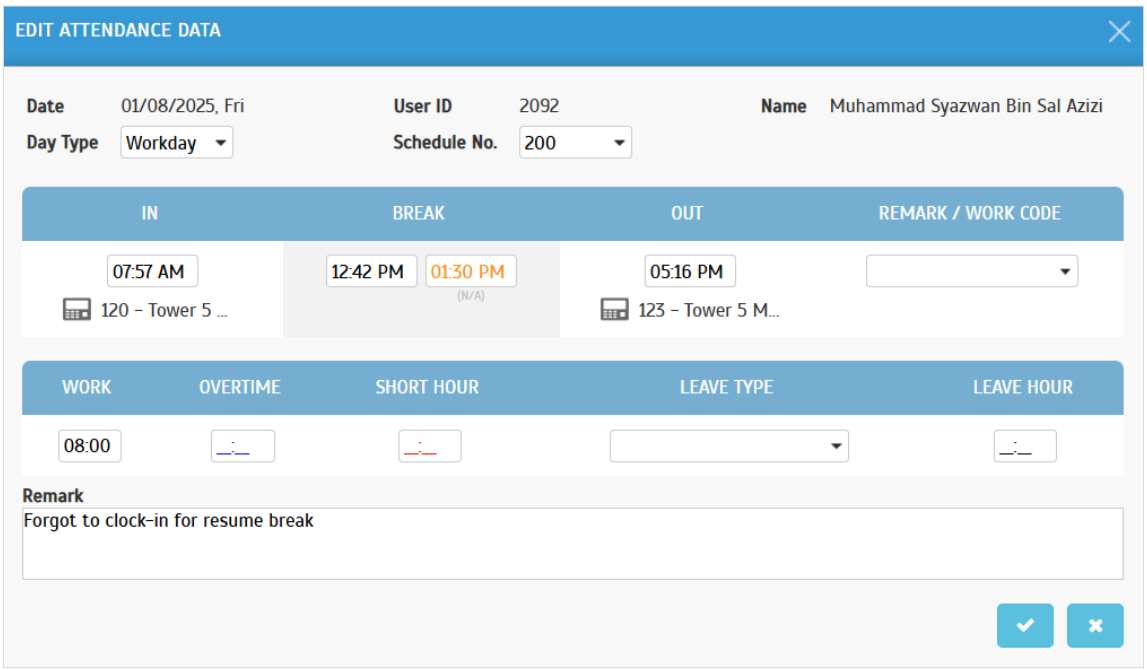


2. Search for the attendance data first, then click the **Edit** button on the right of the record you want to edit > **Edit Attendance**.



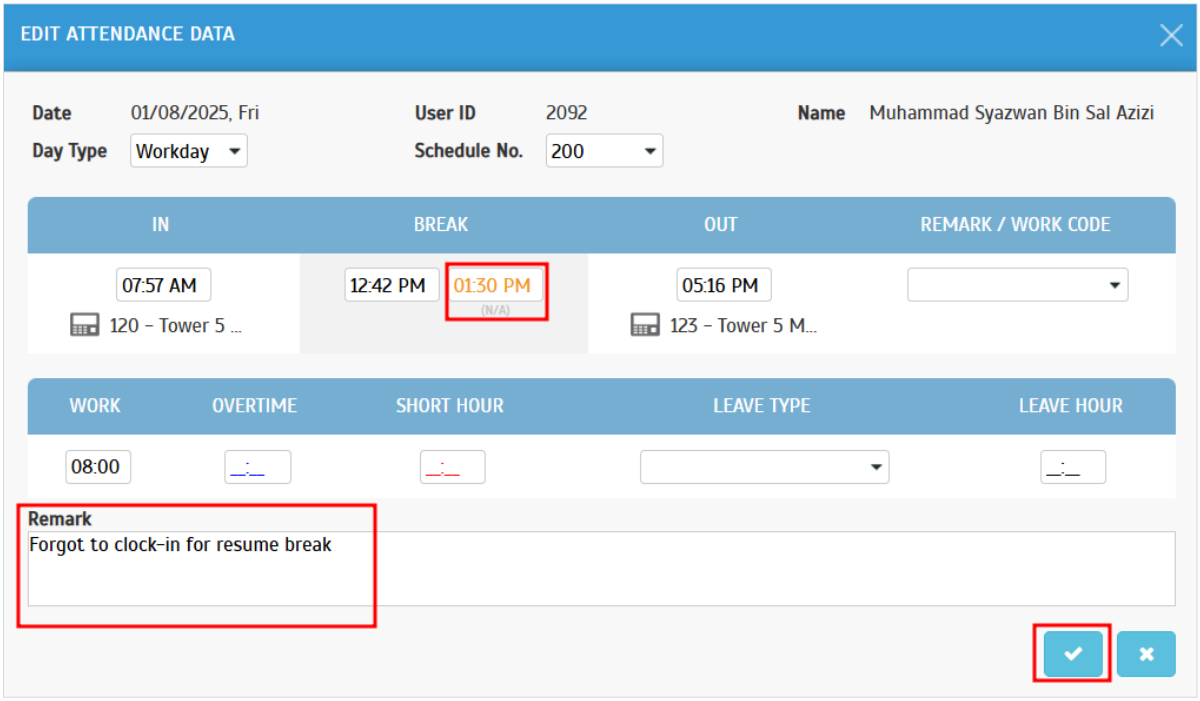
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3. In the edit popup window, you may edit the following:
   - Day type
   - Schedule no.
   - Records in attendance slot (e.g., In time, Breaks time, Out time)
   - Remark / Work code
   - Work hours
   - Overtime hours
   - Short hour
   - Leave type
   - Leave hour

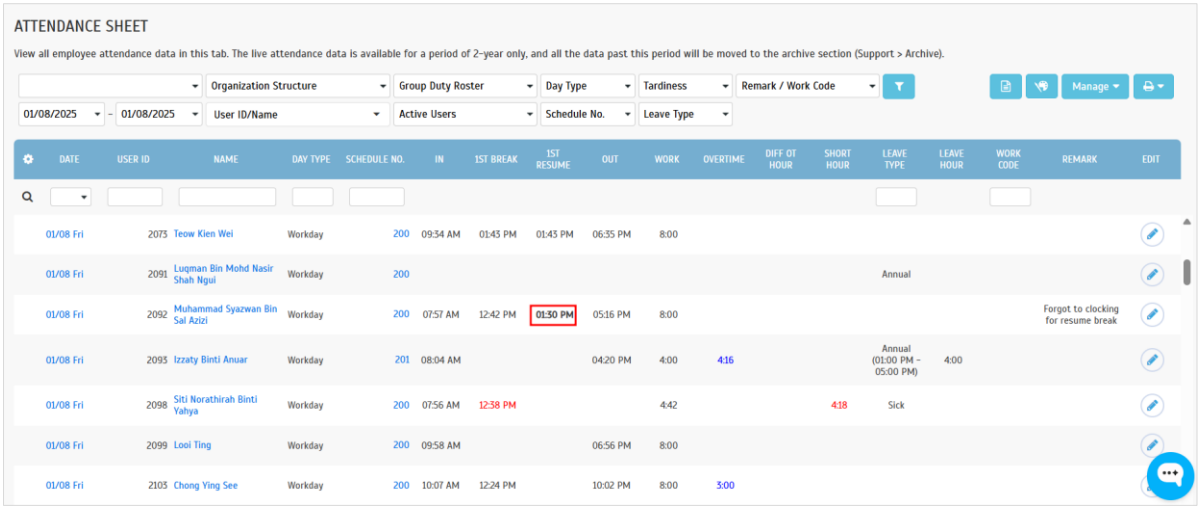


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4. Insert the changes and remark accordingly, then click the **Submit** (tick button).



5. The modified record will be displayed in **bold text** to indicate it has been edited.

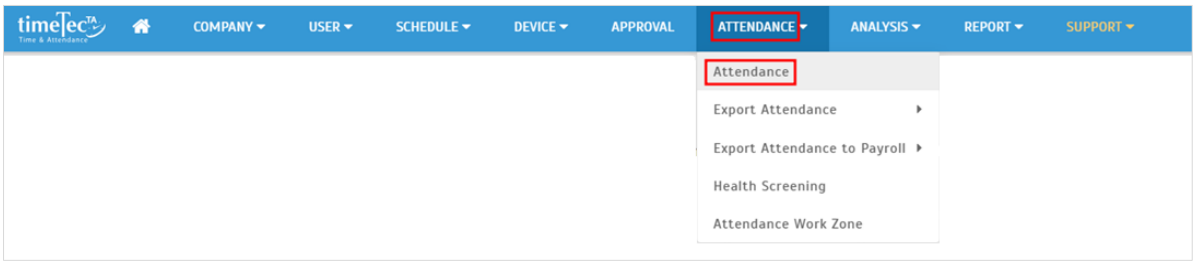


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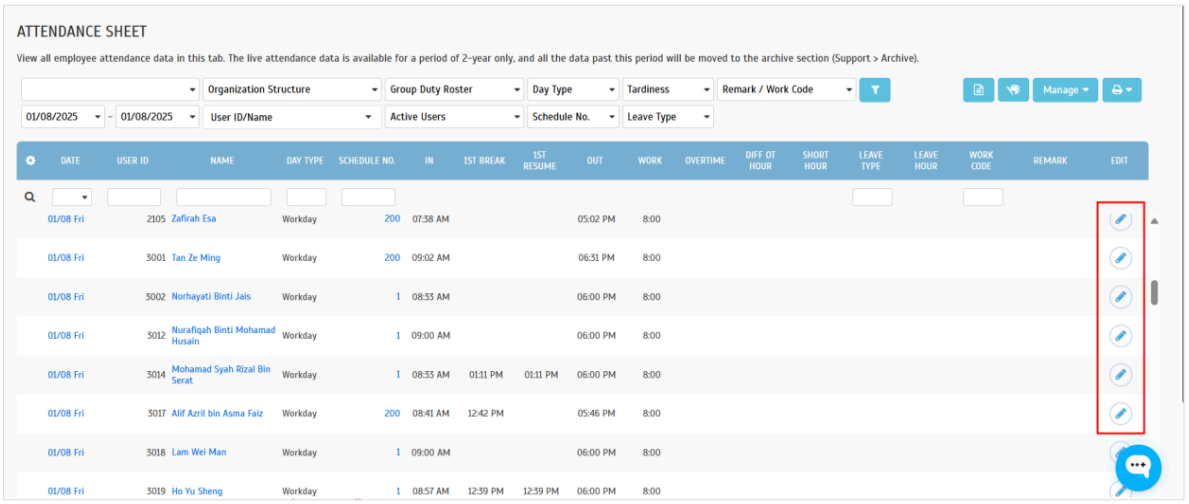
Manage Time Records

This feature is useful when you prefer to insert clocking data (time records) instead of directly editing attendance. Attendance data updated through **Manage Time Records** will not be displayed in **bold**, since it is not considered as *edited attendance*.

1. Go to **Attendance > Attendance**.

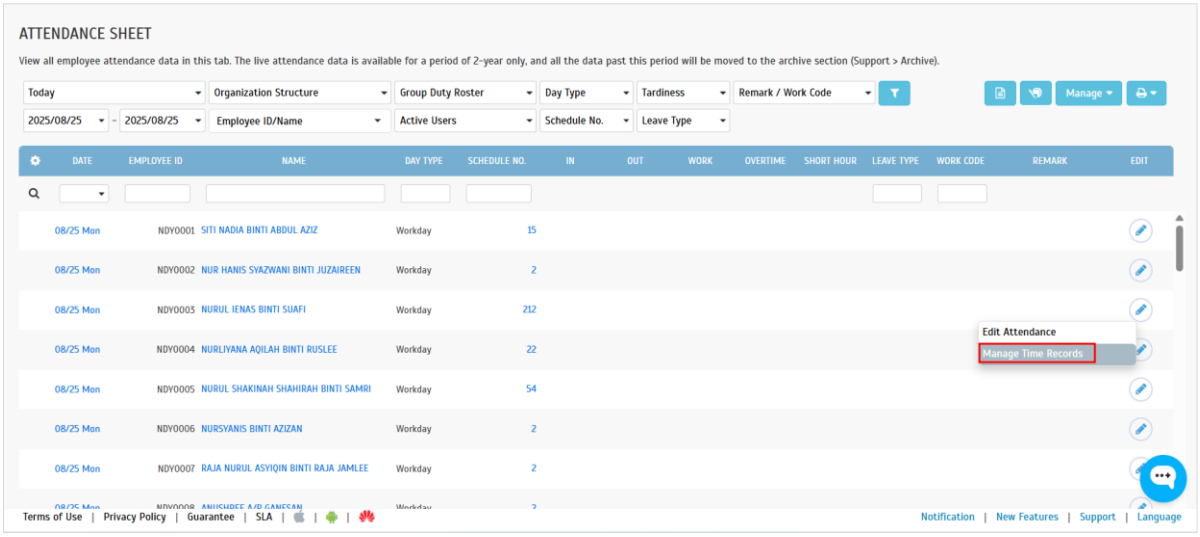


2. Locate the affected attendance record and then click the Edit button.

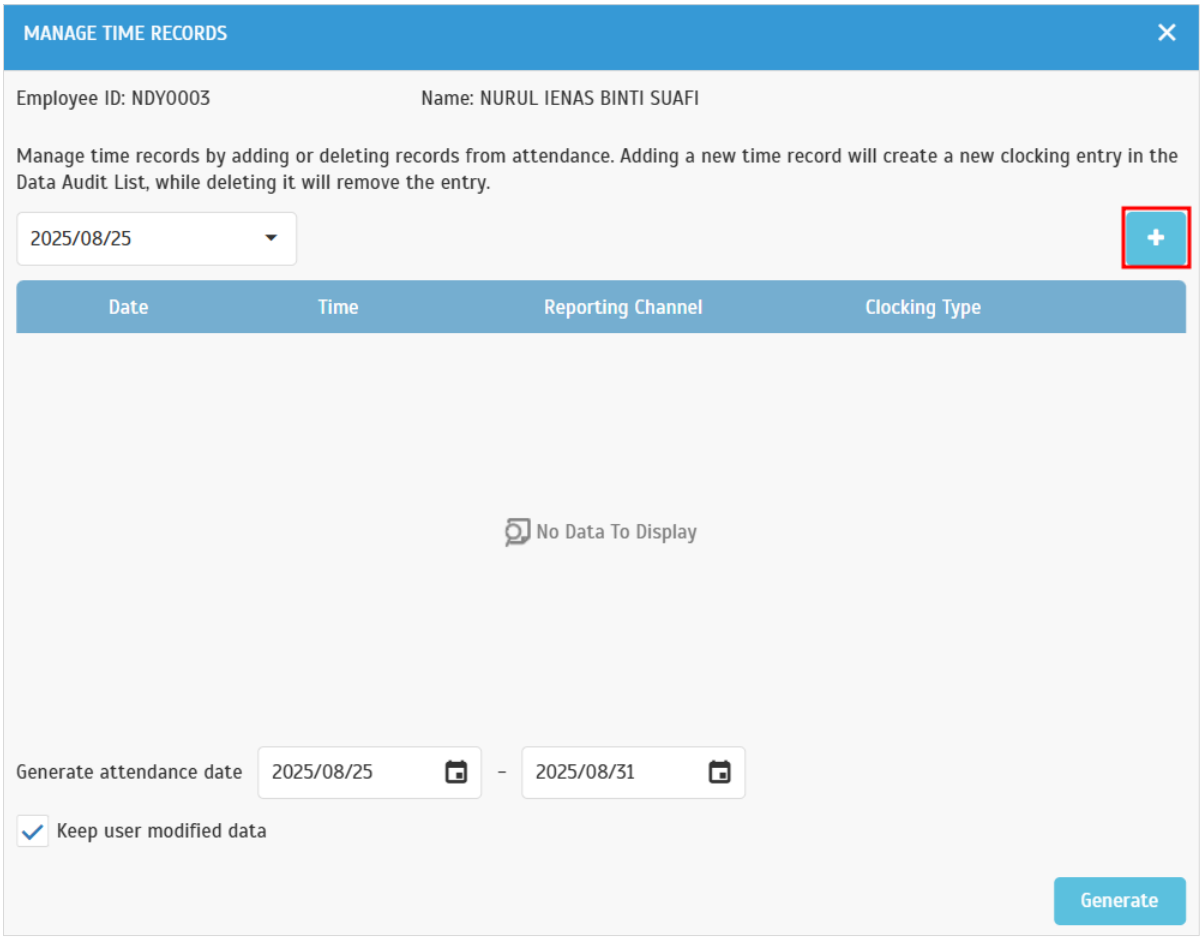


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3. Click the **Edit** button on the right side > **Manage Time Records**.

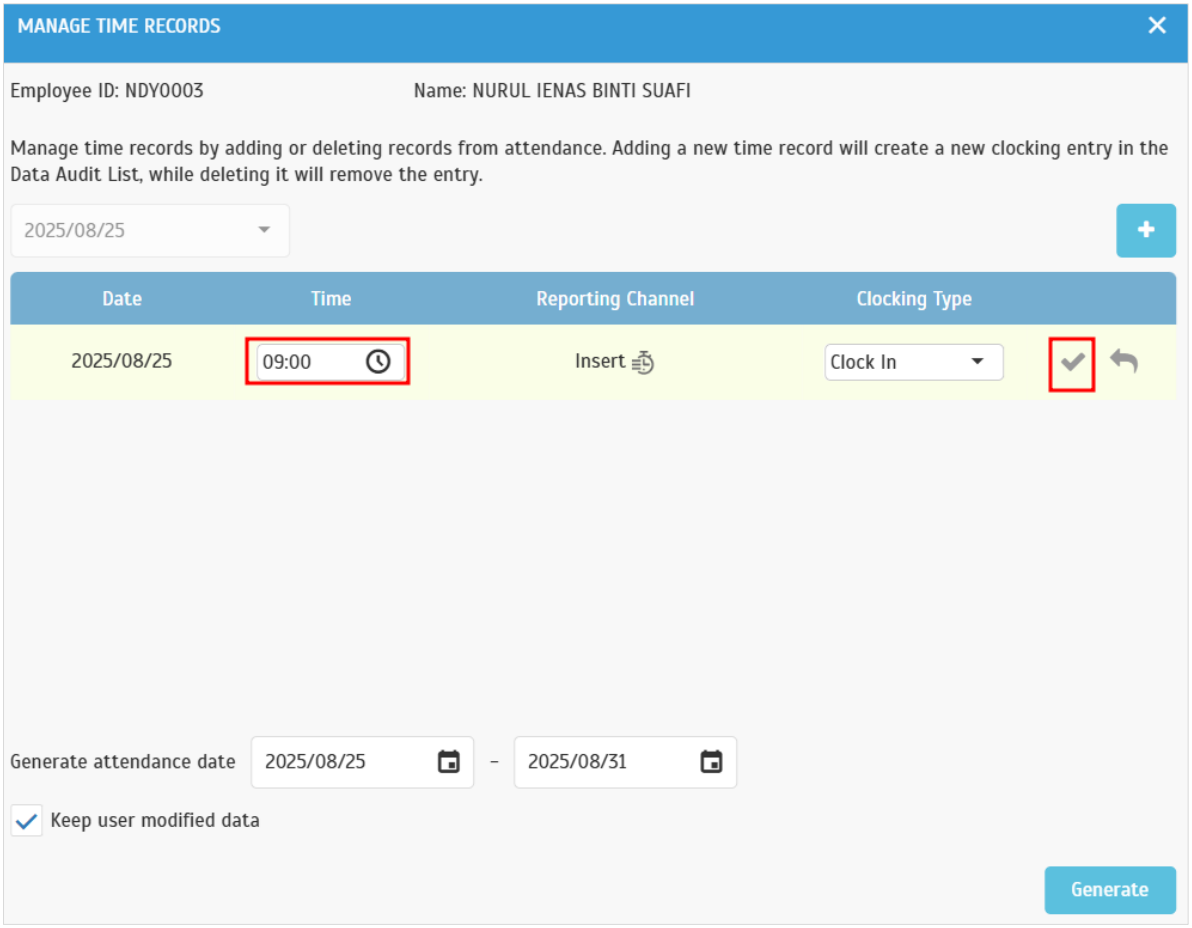


4. Click the **"+"** button.

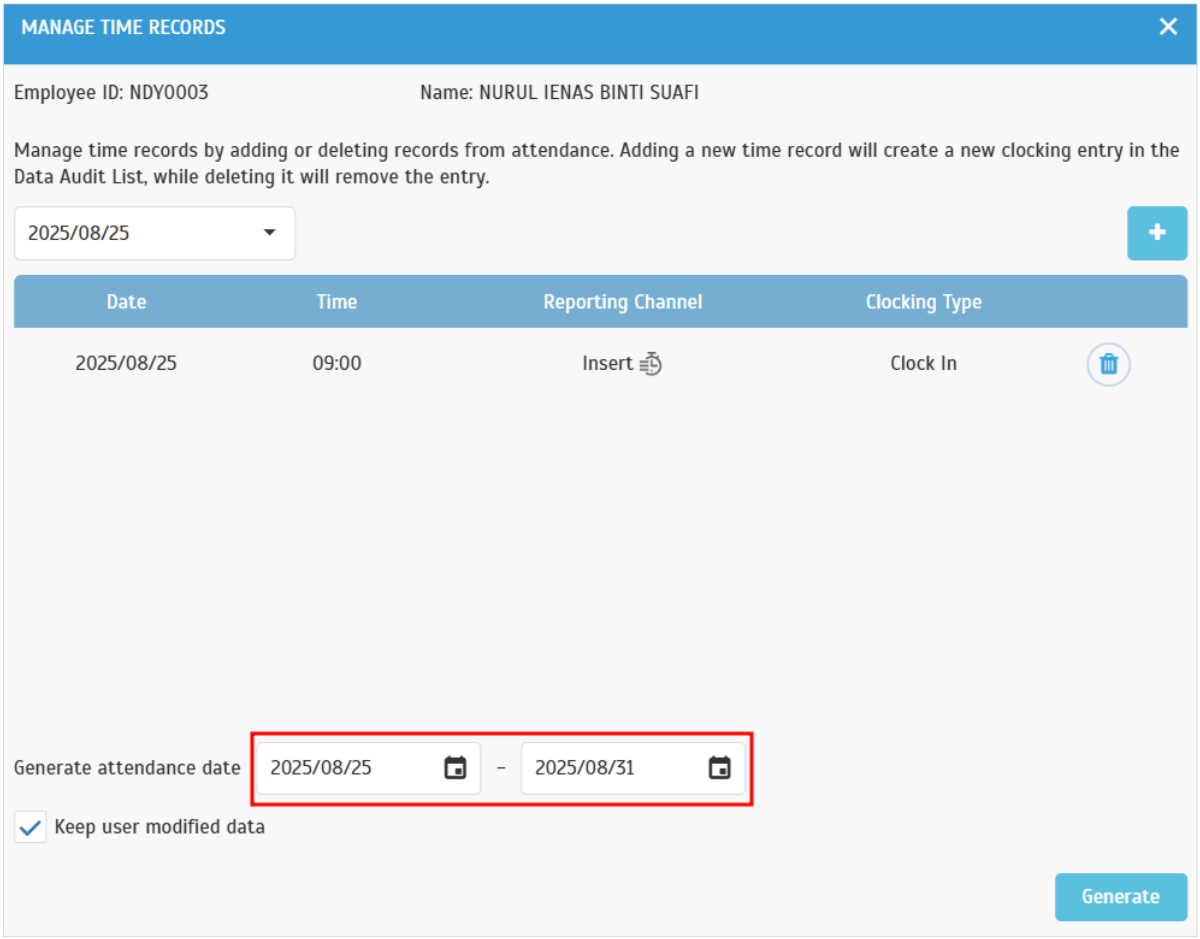


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5. Insert the **time** you want to add.

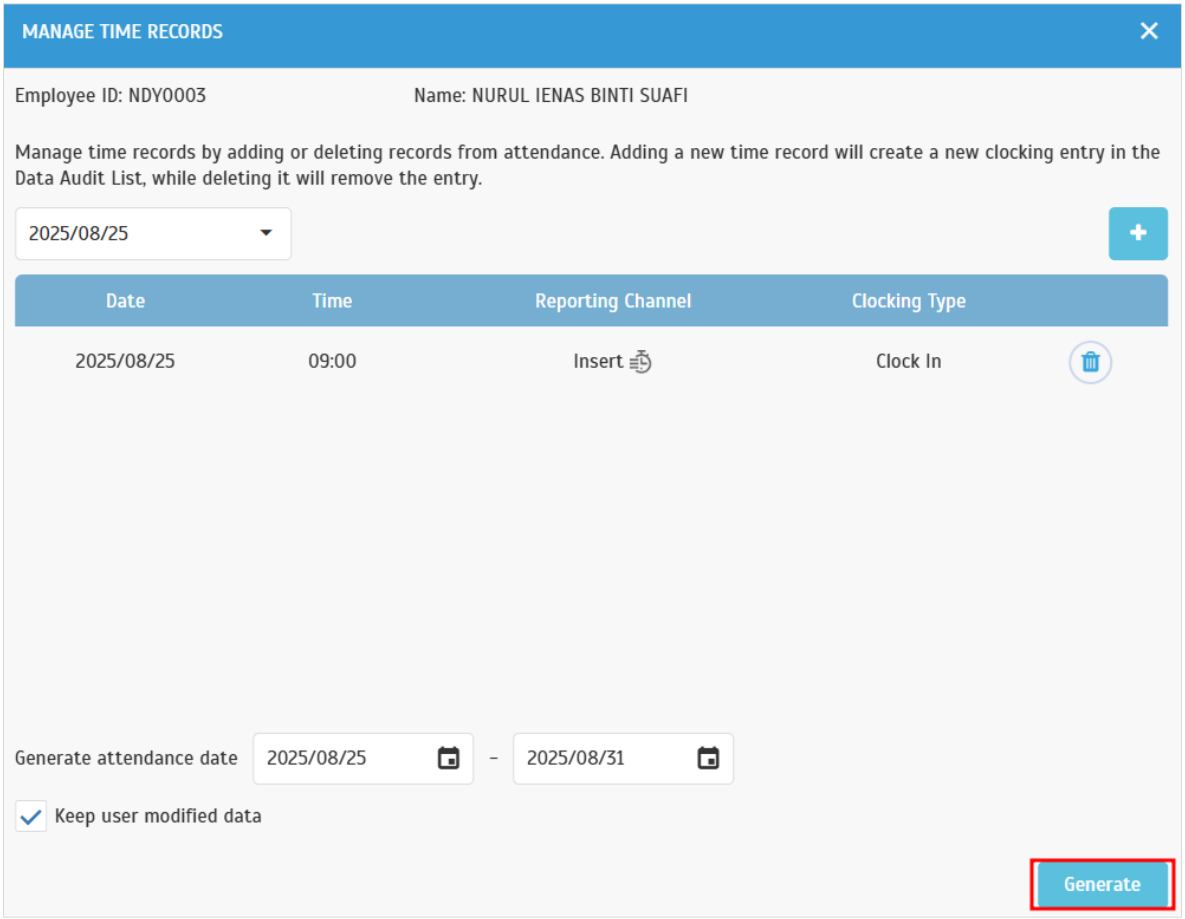


6. Select the **date range** to regenerate attendance.



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7. Click **Generate** to update the record.

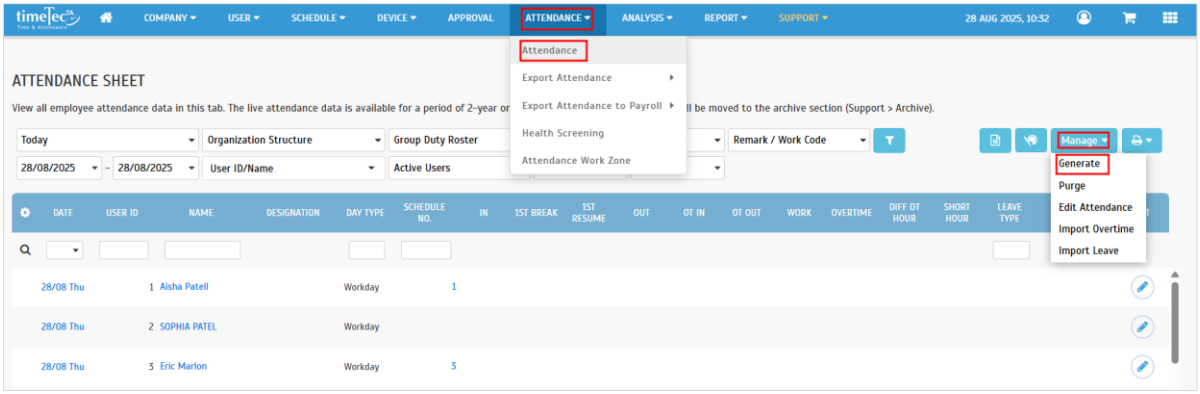


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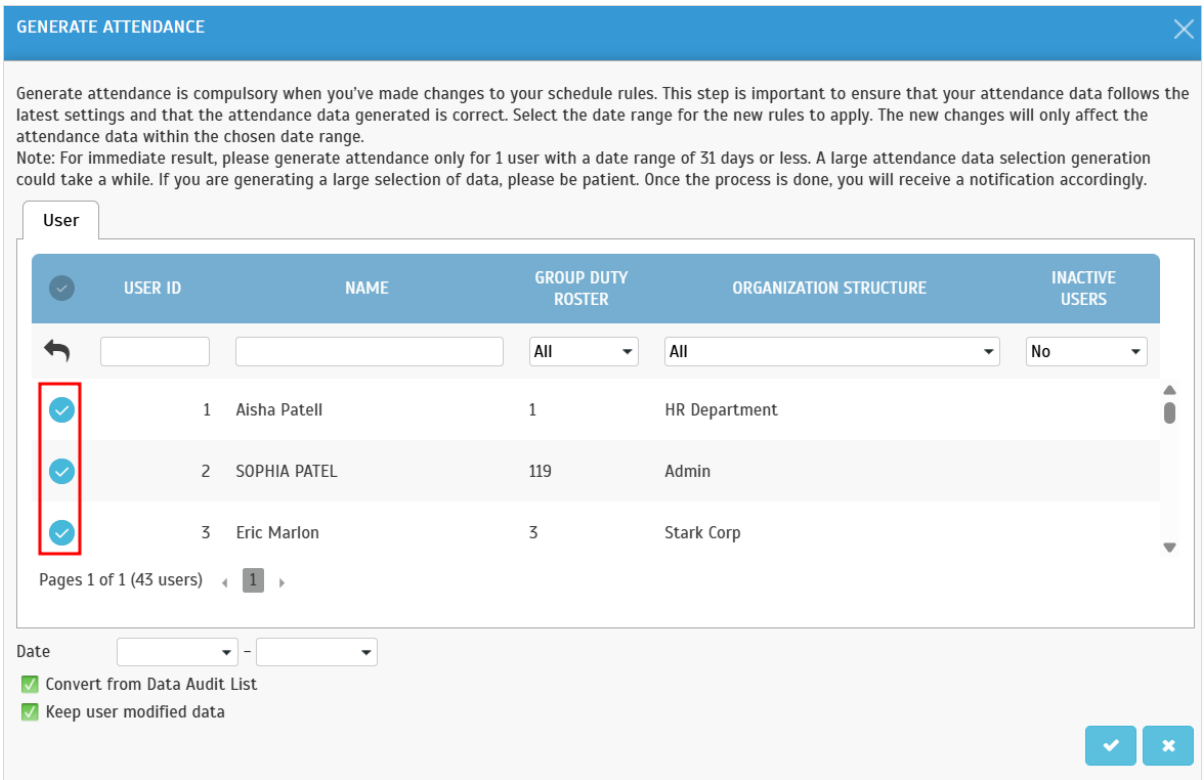
Generate Attendance

Any changes made to **schedule settings, roster settings, or holidays** will not be reflected immediately in the Attendance sheet. To apply these updates, you need to generate attendance.

1. Go to **Attendance > Attendance**, click **Manage > Generate**.

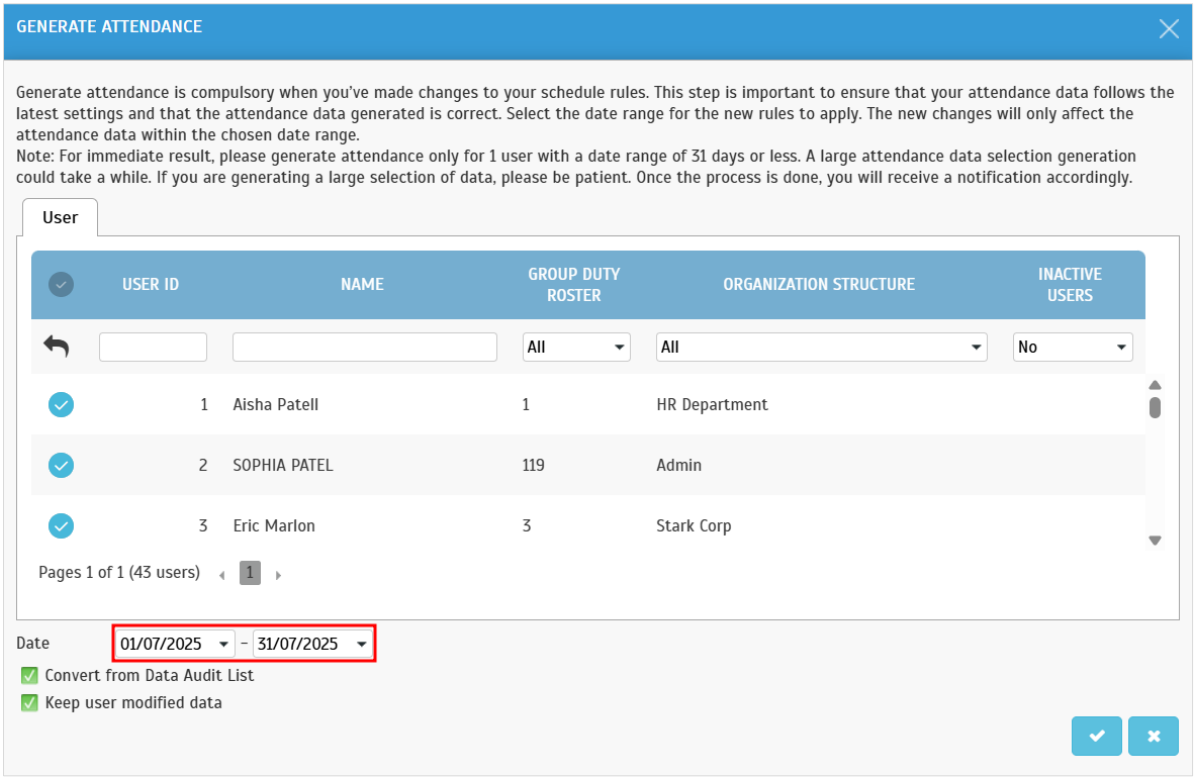


2. Find and **select the users**.



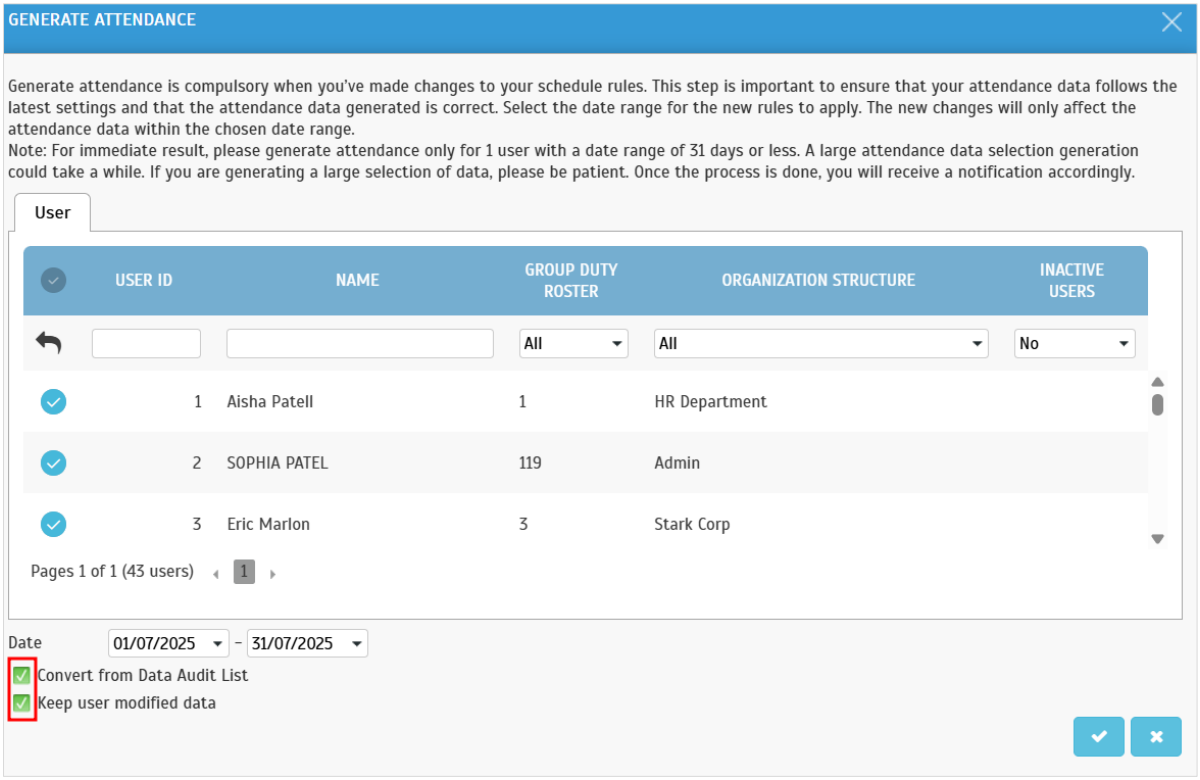
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3. Set the **date range** to update.



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4. Recommended to keep all default options ticked.

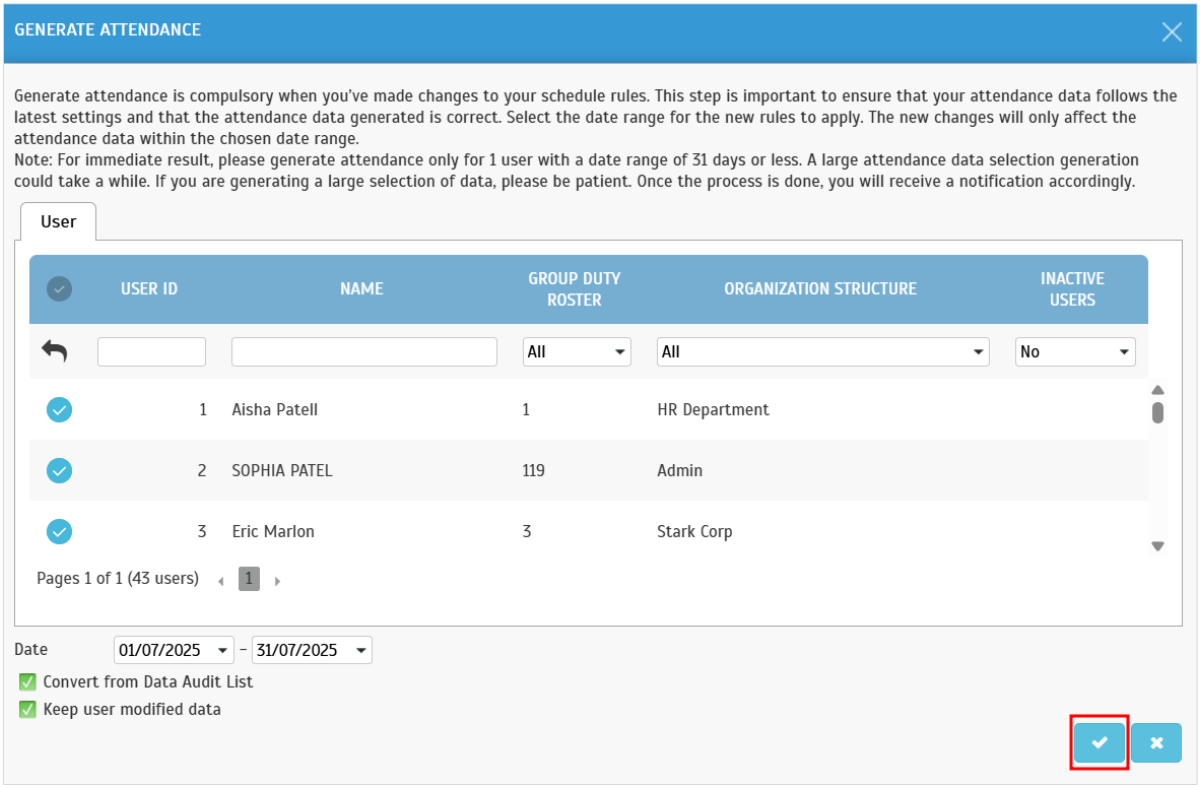


Note on Options:

- **Convert from Data Audit List** – Recommended to keep ticked. Ensures the system re-checks raw clocking data from the Data Audit List.
- **Keep User Modified Data** – Recommended to keep ticked. Preserves any manually edited attendance data. Unticking will wipe user edits for the selected range, so only untick if you intend to reset edited data.

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5. Click **Submit (tick button)**.



- If generating for a **single user**, the Attendance sheet will update immediately.
- If generating for **multiple users**, the process will enter a queue. You will see the status *"Generating Attendance (1)"* at the bottom of the screen. The process will run in the background, and you may continue with other tasks.

Troubleshooting Tip:
If you notice missing data in the Attendance sheet:

1. First, check whether the clocking data exists in the **Data Audit List**.
2. Then, confirm the user has been assigned the correct **Schedule and Roster**.
3. If both are correct but the data is still missing, use **Generate Attendance** to refresh and update the records.

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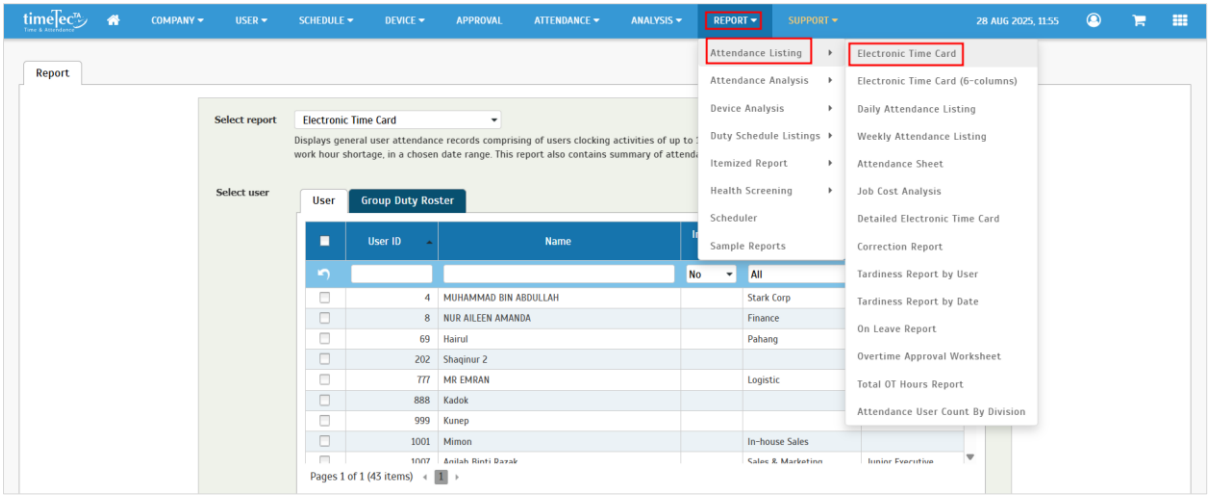
CHAPTER 13

Reports

This chapter guides you on how to generate reports in TimeTec Attendance, focusing on the Electronic Time Card report, which provides detailed and summarized attendance records for each employee.

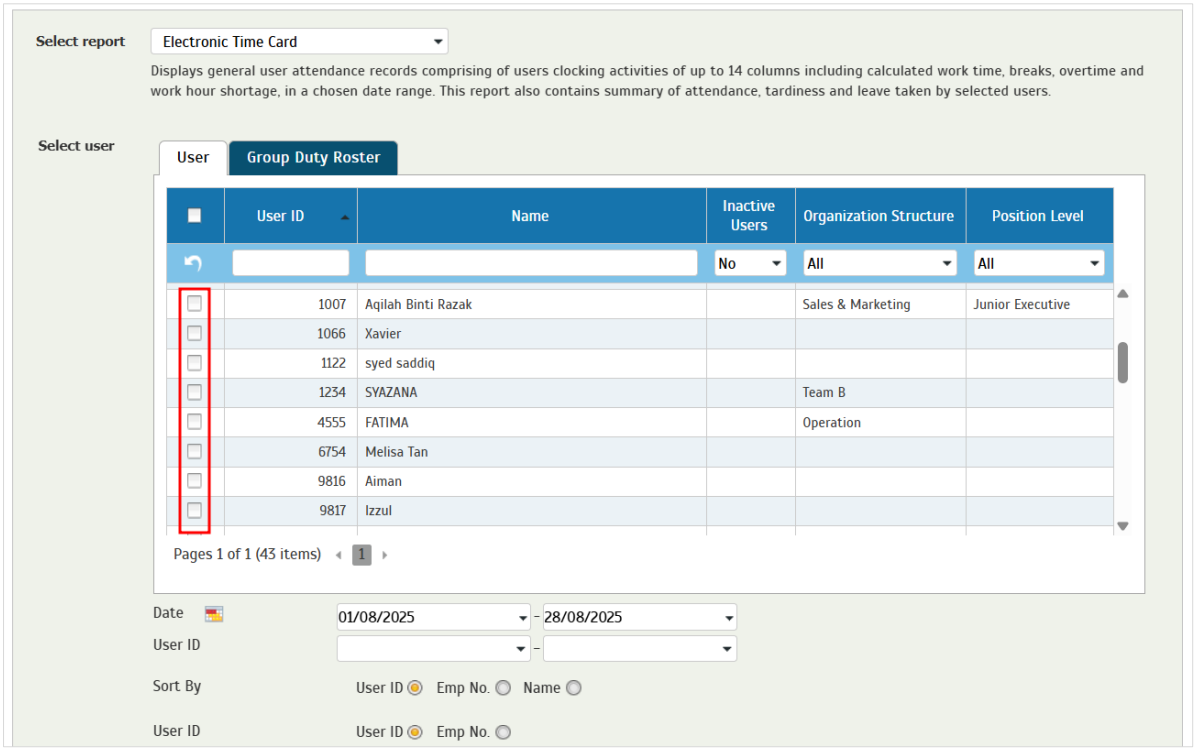
Electronic Time Card

1. Go to **Report > Attendance Listing > Electronic Time Card**.

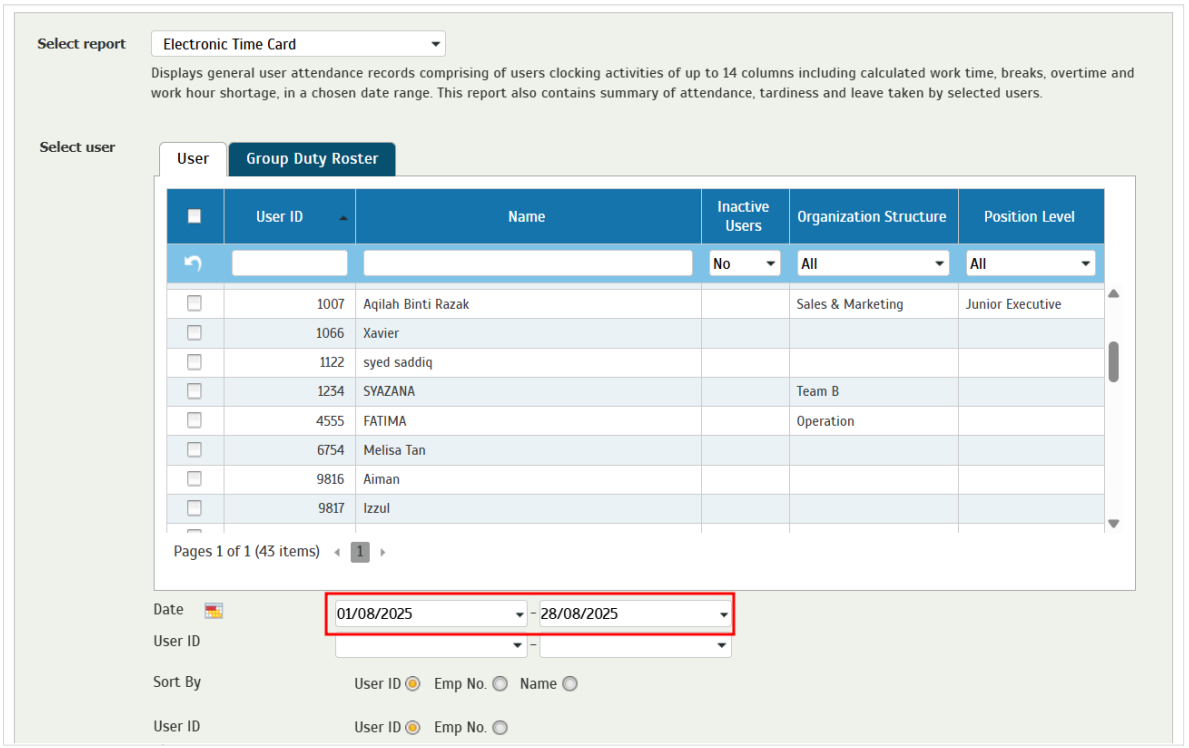


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2. Select the user(s).

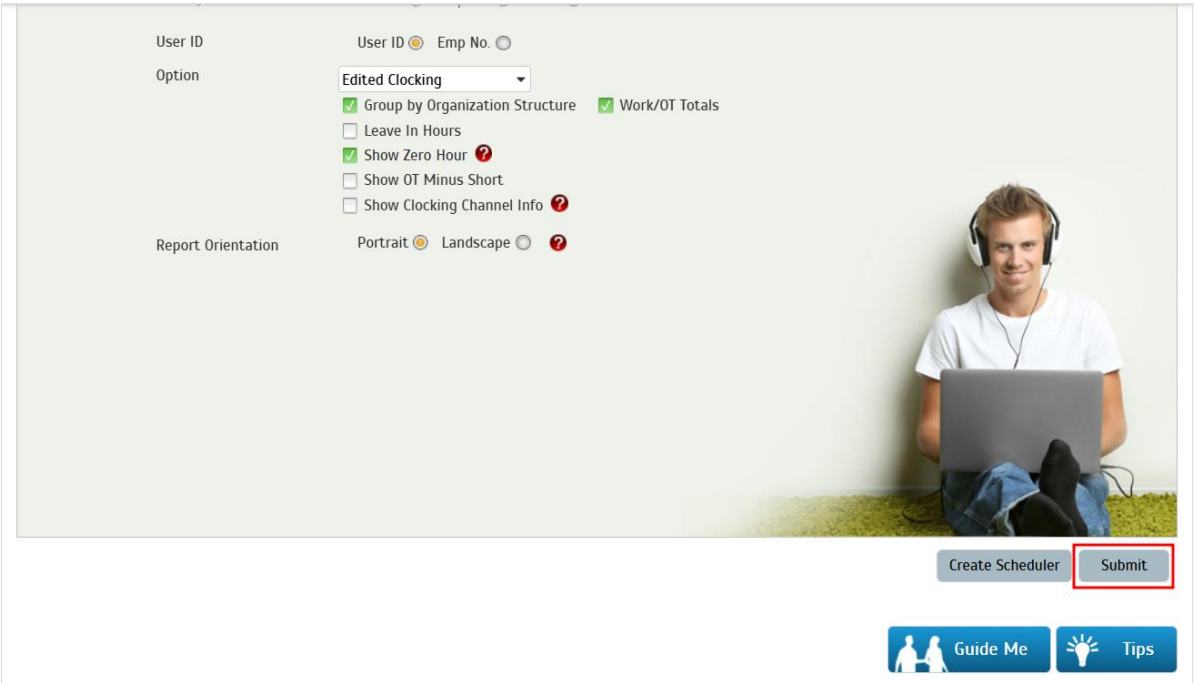


3. Set the date range.

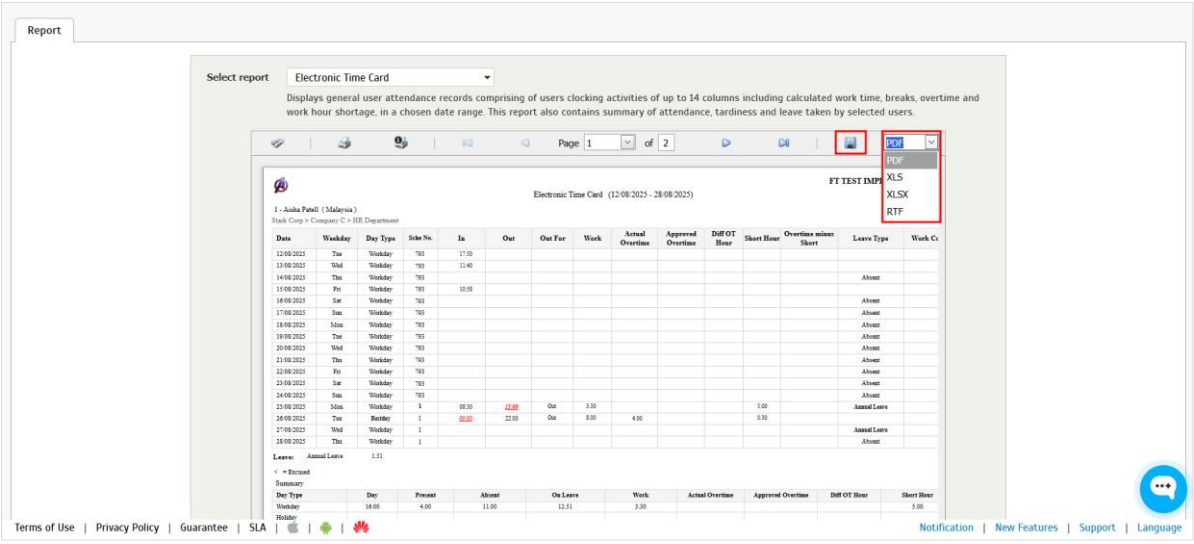


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4. Scroll down and click **Submit**.



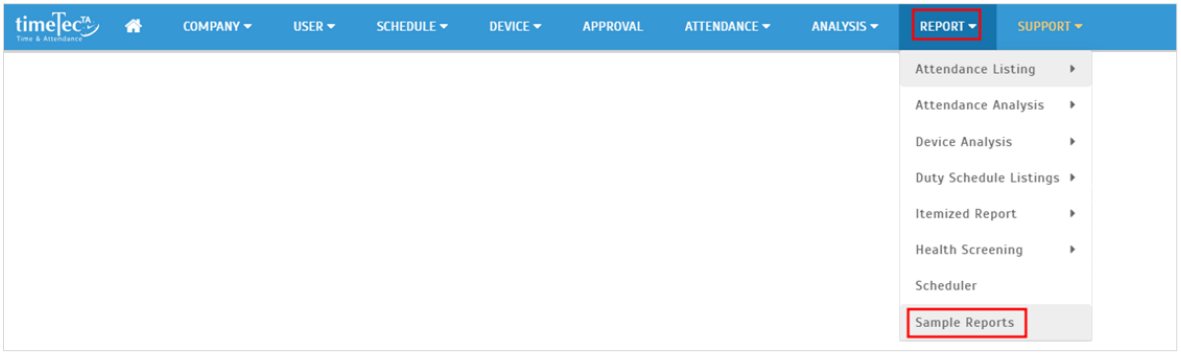
5. Once submitted, the report preview will appear. Click the **Save** button to download the report based on the format you have selected.



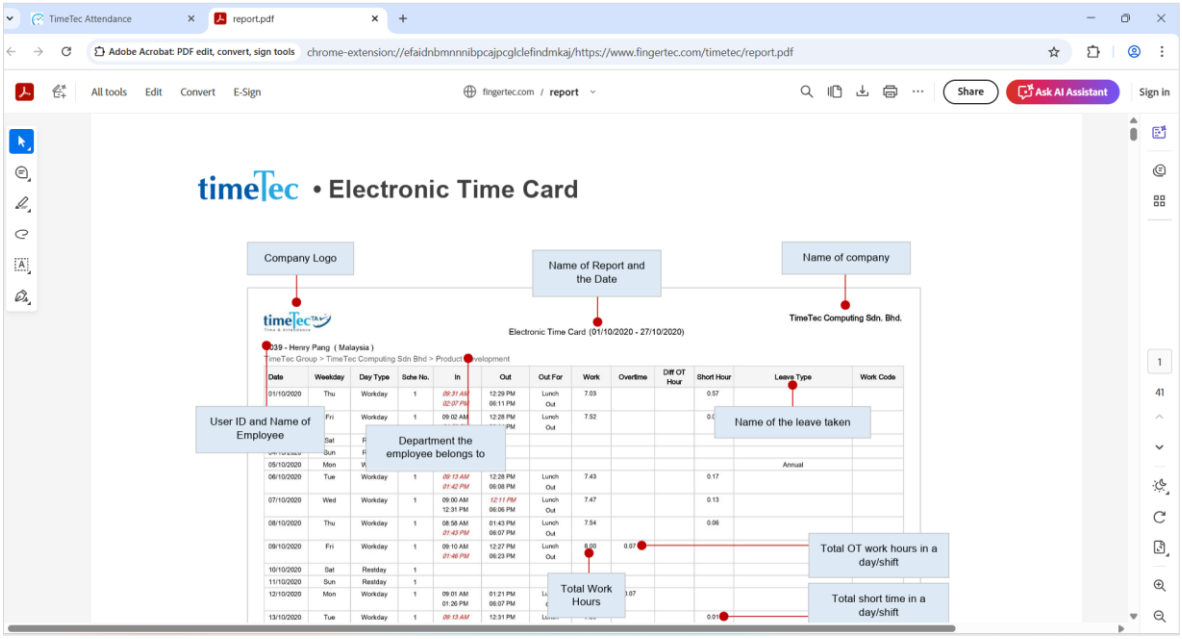
View Sample Reports

For other report formats, you may explore the **Sample Report** files provided in the system. Review the available samples to identify which report layout best suits your organization's requirements.

1. Go to **Report > Sample Reports**.



2. A PDF file containing sample reports will open in a new tab. Browse through the file to find the report format that best suits your needs.



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CHAPTER 14

User Acceptance Test

This chapter provides a checklist to verify system setup and data accuracy after implementation. Completing these tests ensures the system is functioning as required and ready to go live.

UAT Checklist

No.	Item	Test Steps	Expected Result / Remarks
1	Verify clocking data	1. Go to **Device > Data Audit List**. 2. Verify that all employee clocking data is successfully captured.	All clocking records appear correctly in the Data Audit List.
2	Verify attendance sheet	1. Go to **Attendance > Attendance**. 2. Check that attendance reflects clocking data and matches assigned schedule settings.	Attendance data matches actual clocking records and configured schedules.
3	Verify ETC report	1. Go to **Report > Attendance Listing > Electronic Time Card**. 2. Select user(s) and date range. 3. Verify report accuracy.	Attendance is correctly summarized and detailed in the Electronic Time Card report.

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