

ZKTime.Net

Change Log

Version Change Info: V1.0

Previous Version: 3.2

Current Version: 3.3

Date: May 2021

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.



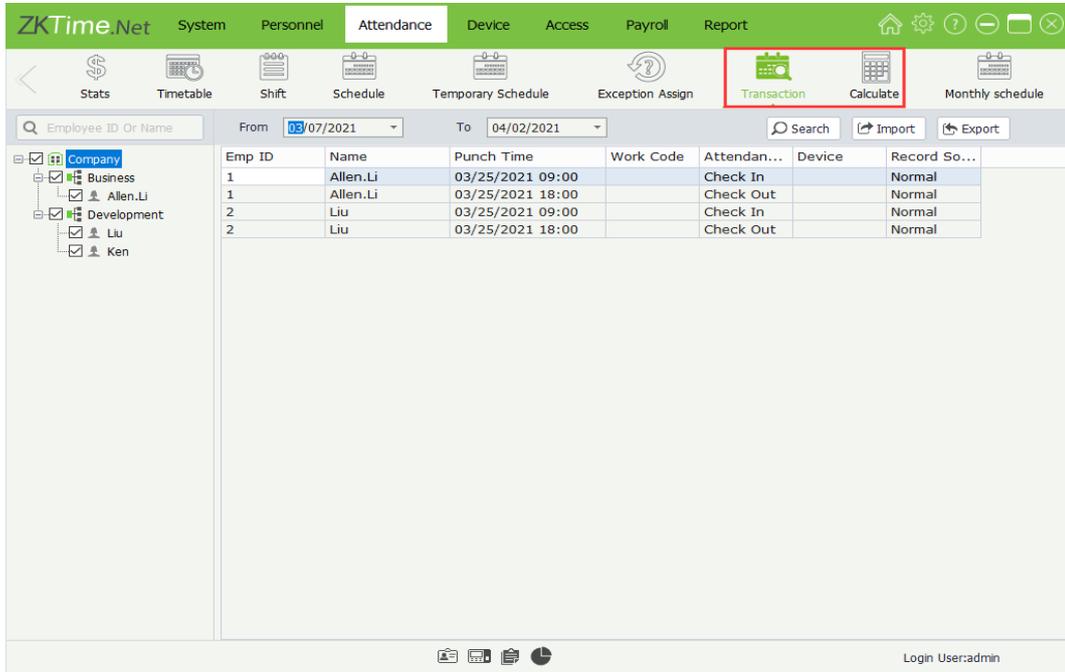
For further details, please visit our Company's website
www.zkteco.com.

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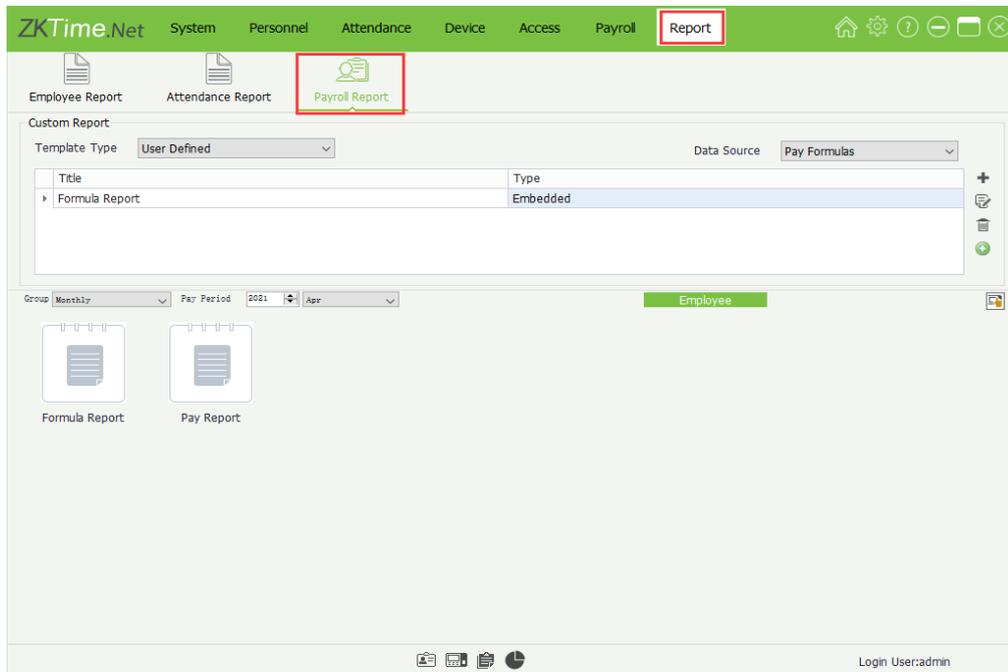
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1 Menu Adjustment

The [Transaction] and [Calculate] menus have been transferred from Report Module to Attendance Module.



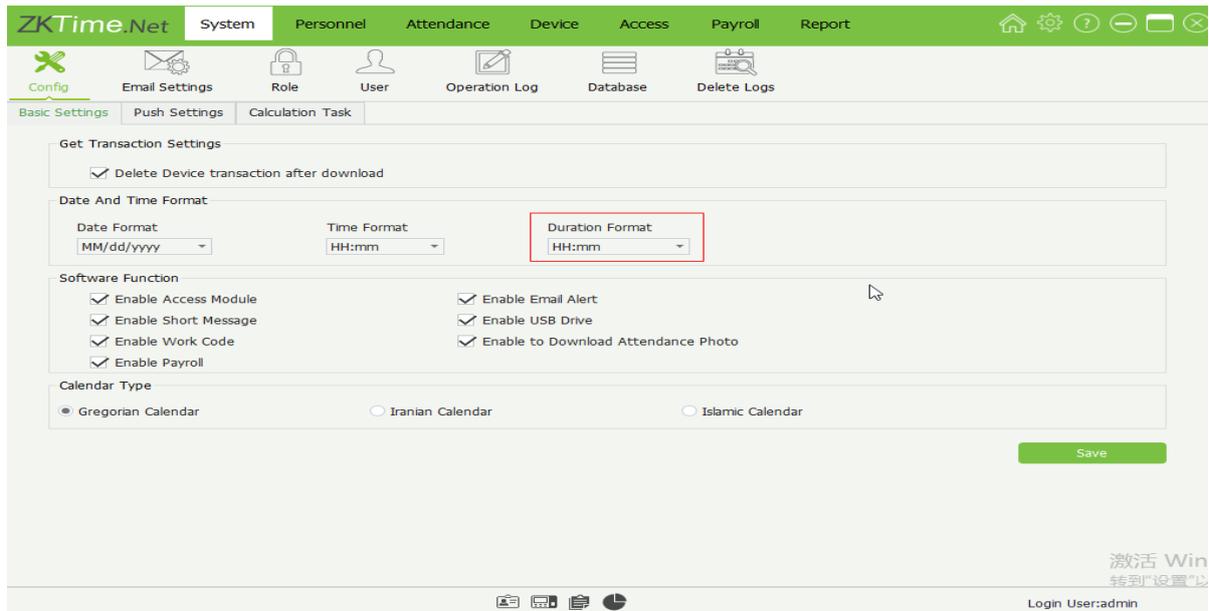
From the Payroll Module to the Report Module, the [Payroll Report] menu was moved.



2 System Module

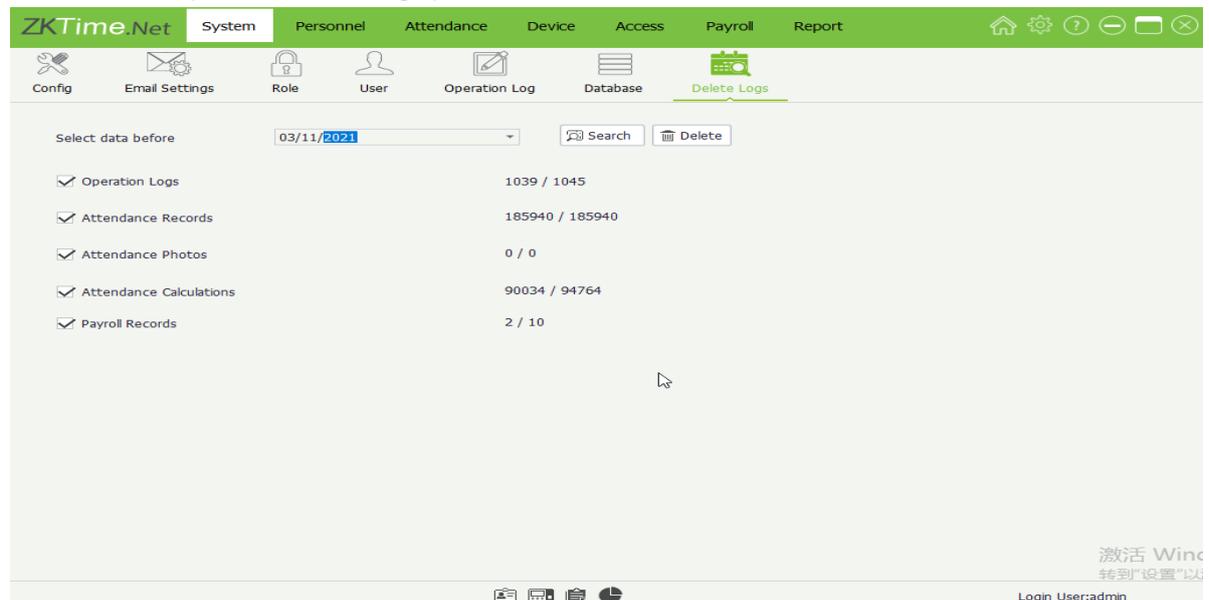
2.1 Duration Format

Users can set the Duration Format as required in [System] > [Config] > [Basic Setting] by following the steps. The Report Module is formatted in this way.



2.2 Delete Logs

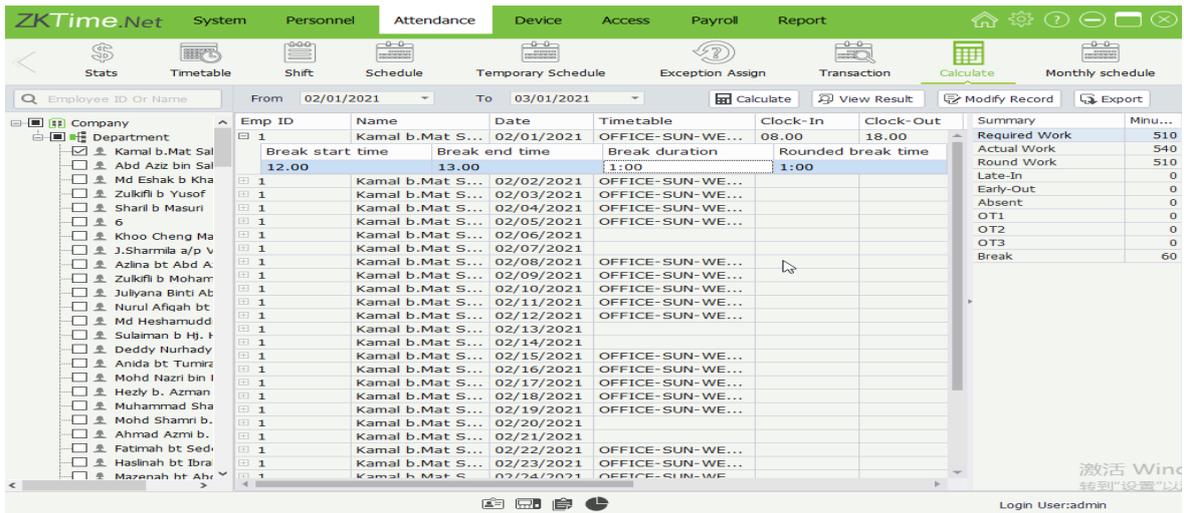
Users can clean up historical old data of specified date, such as operation log, attendance records, attendance photos, attendance calculation result and payroll records that will reduce the size of the database to improve the running speed.



3 Attendance Module

3.1 Break Time Detail

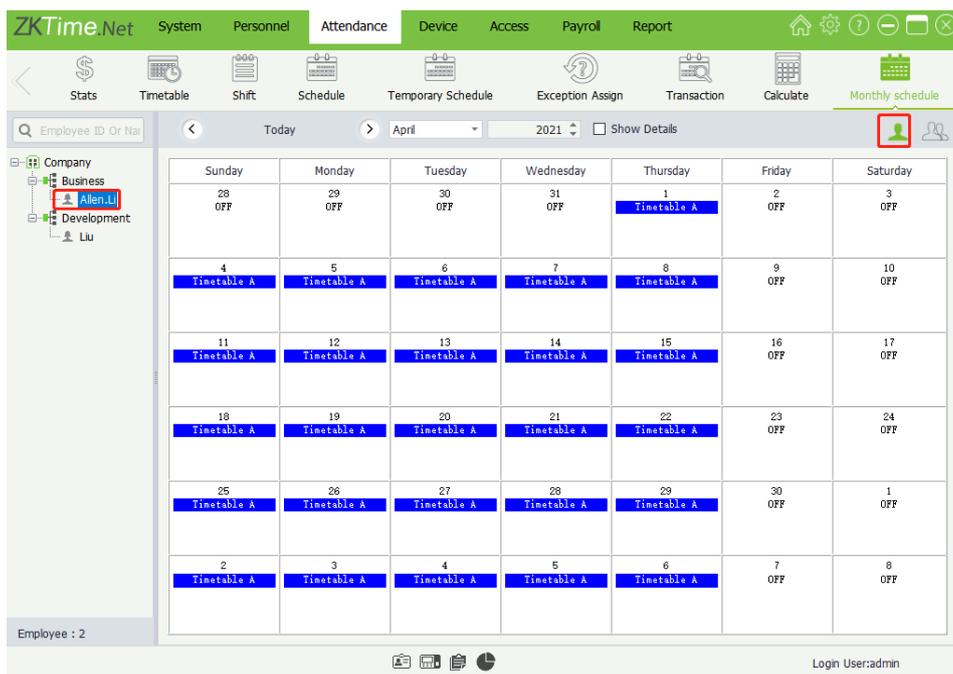
Users can view the detail information of break time after making calculation, shown in the following figure.



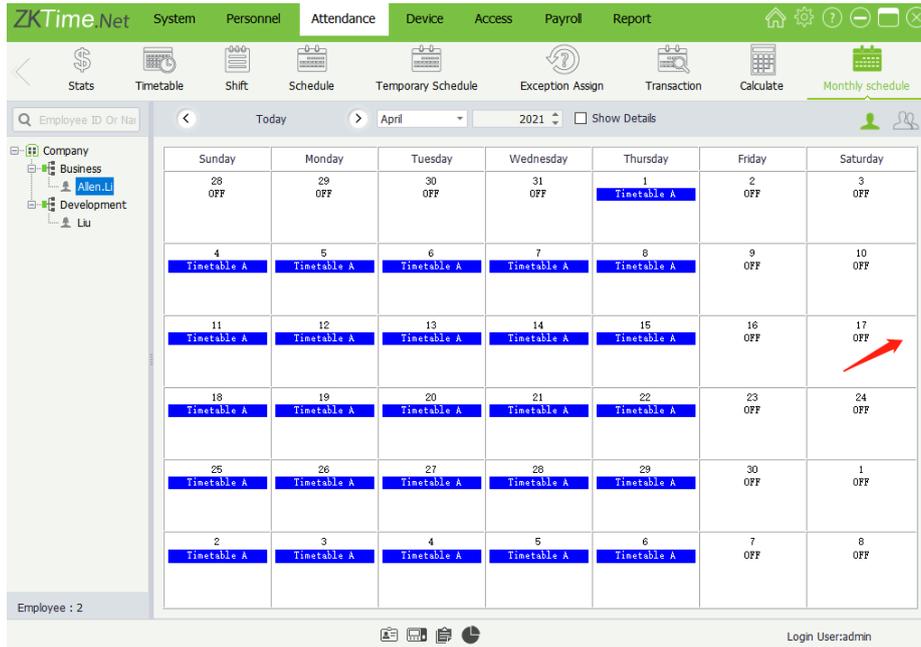
3.2 Monthly Schedule

The users can view the employee’s monthly schedule, leave, holiday details and many more in the calendar.

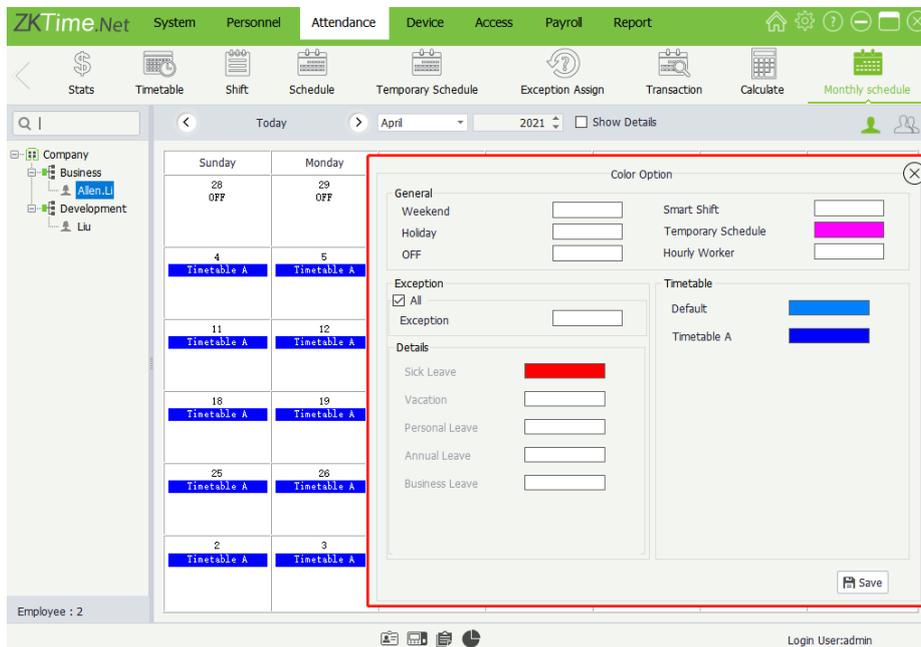
- Click the **Single Employee** icon.



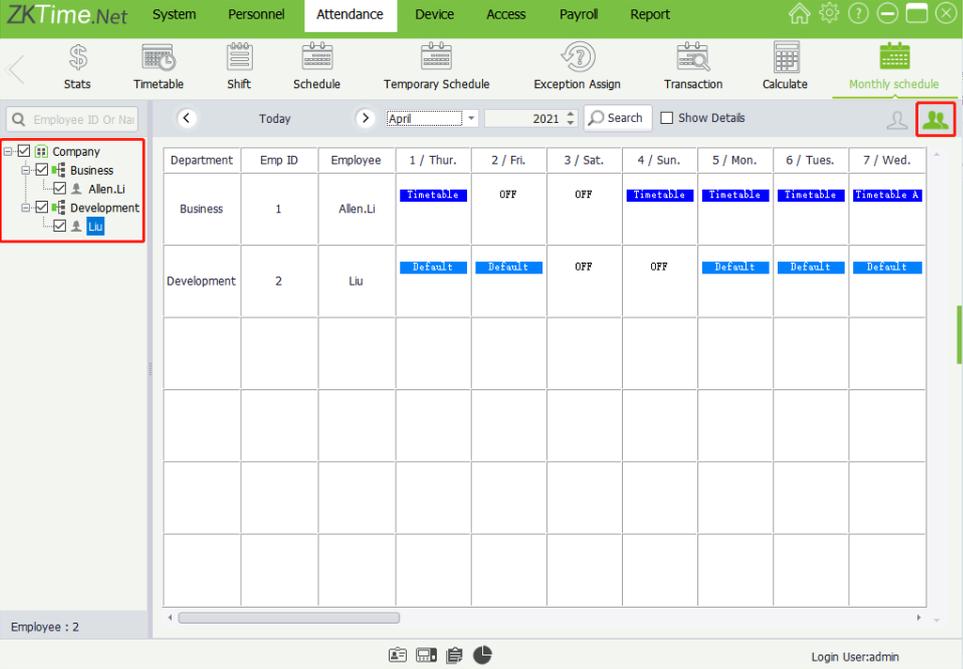
- Place the mouse pointer on the green area as the following figure:



A menu will pop-up. Here, the users can set different colors for timetable, exception, weekend, temporary schedule and so on. So that users can view the schedule details with more clarity.

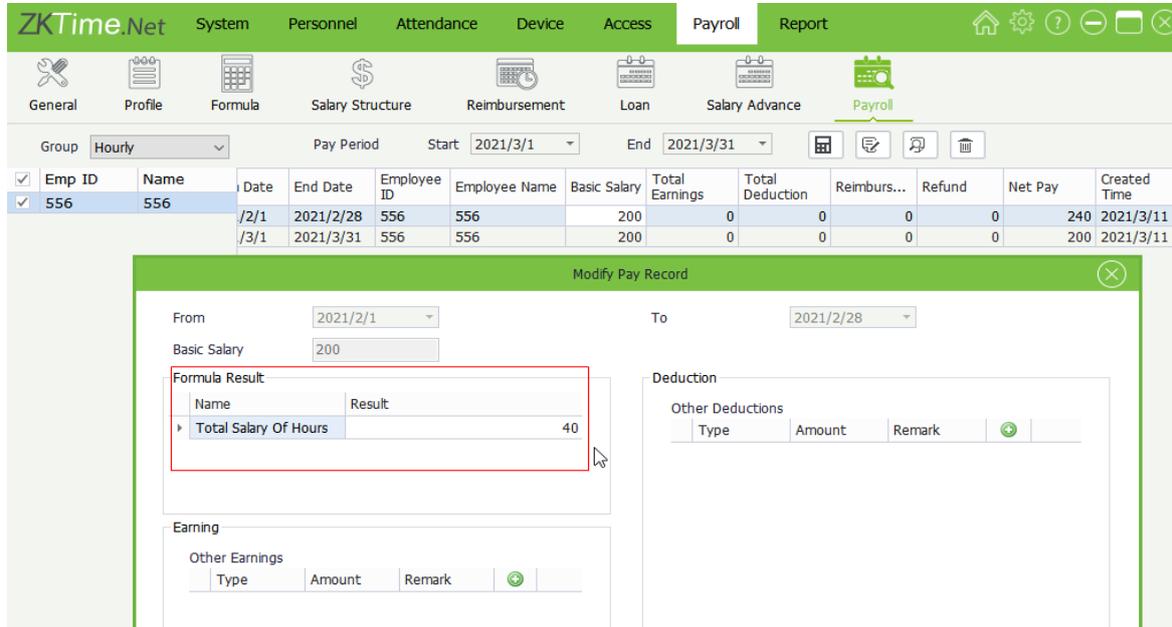


- Click the **Multiple Employee** icon.



4 Payroll Report

For Hourly Works, the payroll report will show the total salary.

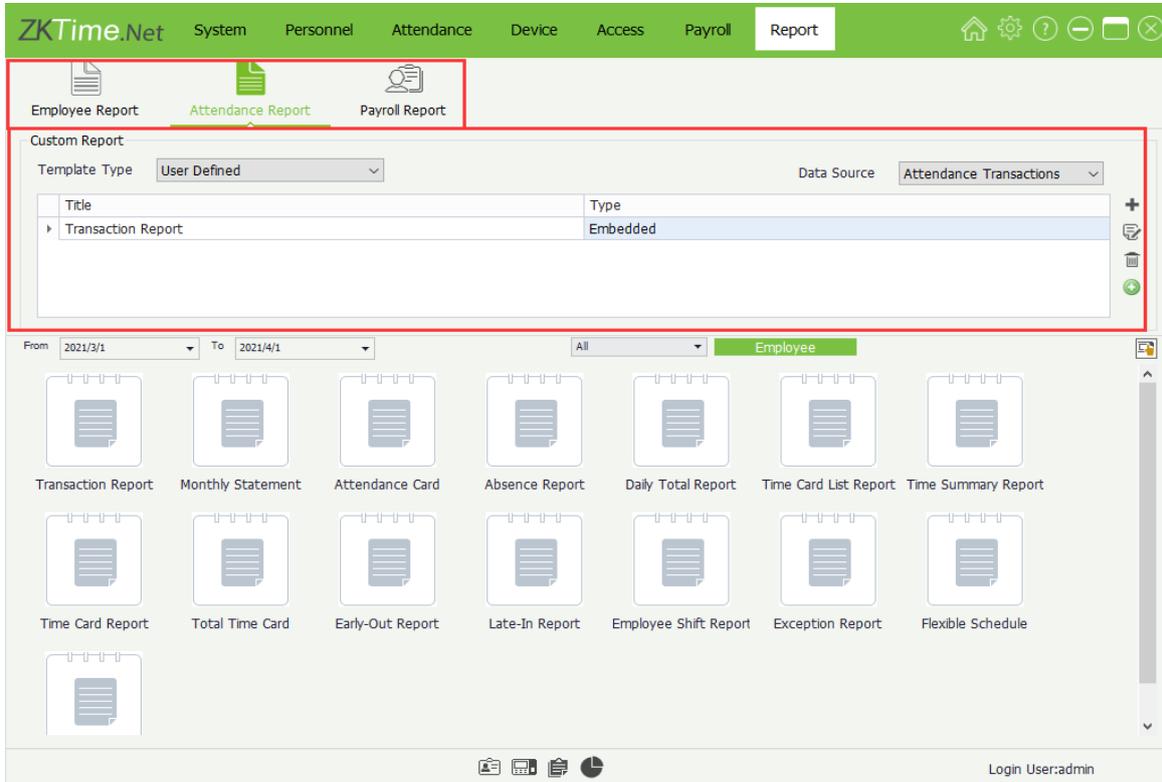


Total salary is shown in the following figure:

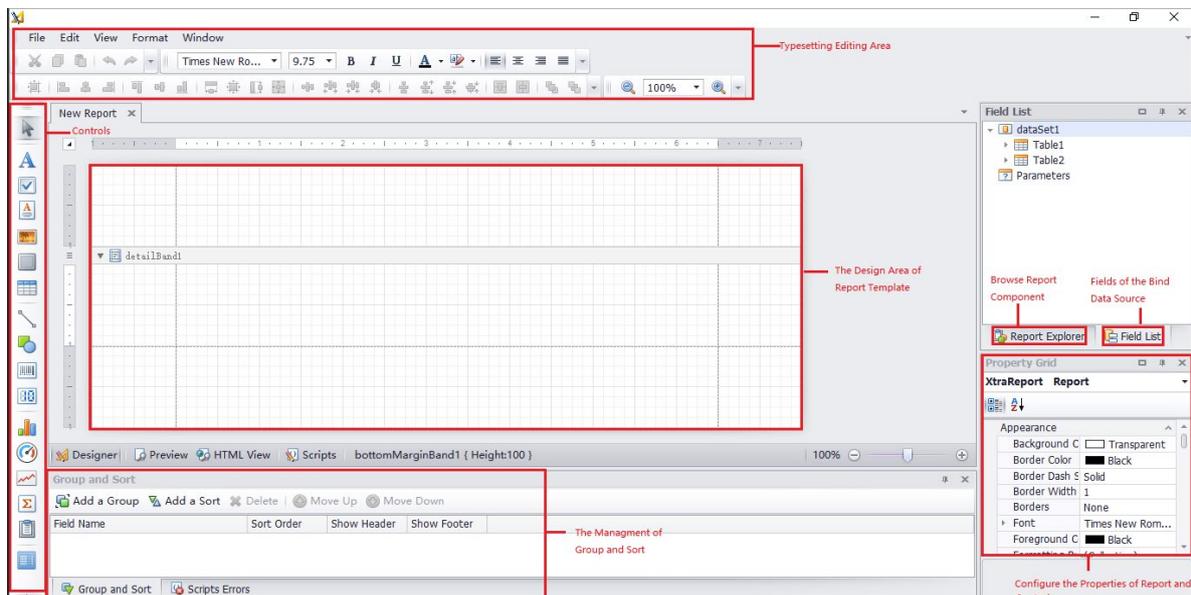
Pay Report						
Employee ID	Full Name			Department		
556	556					
Pay Period	From	End	Basic Salary	Other Earnings	Other Deductions	Actual Pay
2021-02-28	02/01/2021	02/28/2021	200.00	0.00	0.00	240.00
Total Salary Of Hours		40.00				
Pay Period	From	End	Basic Salary	Other Earnings	Other Deductions	Actual Pay
2021-03-31	03/01/2021	03/31/2021	200.00	0.00	0.00	200.00
Total Salary Of Hours		0.00				
Total Pay Period			400.00	0.00	0.00	440.00
Total Salary Of Hours		40.00				

5 Report Module

The report is divided into three types: Employee Report, Attendance Report and Payroll Report, Users can custom report template with third party tool or with the software default method.



When users set [Template Type] as [User Defined], and then click  to add a template, a third-party tool will appear as seen in the following figure for users to define the template. For more information on how to use the tool, please see the software user manual.



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