



**PERCo-Web ACS Software**

**PERCo-WM01**

**«Time & Attendance module»**

USER MANUAL

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# 1 Introduction

***Important:***

Service documentation for the equipment and software of **PERCo-Web** system is available in electronic format on **PERCo** website, at the following URL: [www.perco.com](http://www.perco.com), in **Support> Downloads** section.

Used abbreviations:

WKS – workstation;  
DB – data base;  
OD – operating device;  
ACP – access control point;  
RC – remote control;  
PC – personal computer, notebook;  
SW – software;  
ACM – access control mode;  
ACS – access control system;  
DBMS – data base management system;  
T&A – time and attendance.

## 2 «Time & Attendance» section

The section is used for organizing WKS for employees who are responsible for working time logging table maintenance and control of labor discipline. Usage of this section helps to automate reports generation processes on worked hours, labor discipline and generating work time logging reports in № T-12 and № T-13 formats. It is possible to add new types of supporting documents and overtime documents.

For proper operation it is necessary to set a working schedule for each employee in «**Staff**» section. The schedule defines a working schedule, standard labor hours, labor discipline control parameters and logging premises.

An employee presents ID Card while entering or exiting from the logging premise. Calculation of working hours is based on the passage events during the working schedule. Inappropriate presentation of ID Card can cause incorrect calculation of working time. Control and correcting procedures of such cases can be done in the «**Worked time log**» subsection.

The «**Discipline report**» subsection is used for labor discipline control. The following events are considered as violations of labour discipline: non-attendance, late attendance, leaving during the working day, early leaving.

Supporting documents have to be issued for employee in case of labor discipline violations. Documents must contain: date, duration of violation. Overtime documents are issued for overtime work. Documents can be issued in «**Worked time log**» subsection or «**Employees**» of the «**Staff**» section. New types of documents can be created in the «**Supporting documents**» subsection.

### 2.1 «Worked time log» subsection

This subsection is used for creating records of worked hours according to employees working shifts. The report is based on the ACP passages data. The record of hours worked is also based on employee presence periods at work which are defined by the pair of events "enter" - "exit". In case of violation of this sequence (for example, two sequential enters or exits to the premise, only one enter or exit), this day will have **Passage adjustment is needed** mark in the record.

Subsection page overview:

Employees	Department	Presence	Working hours	Absence	Overtime	Balance of worked time	Supporting documents with the addition of working time	Documents without adding time / Paid overtime	Work schedule
0 asd 00 asd 0 a	Разработка								12/00-0/0
Акромов Акрам	Разработка			04:00		-04:00			000_не уз
Алексеев Никит	Разработка			08:00		-08:00			5-ти днєв

#### 1. Page toolbar:








**Re calculate** – click to recalculate worked hours.



**Advanced Search** – click to apply filters to elements that are displayed on the page working area.



**More – click to open command menu:**

-  **Table print** – allows you to print data from the page working area.
-  **Export into XLS** – allows you to save data from the working area to MS Office Excel file with .xls extension.
-  **Export into CSV** – allows you to save data from the working area to OpenOffice Calc file with .csv extension.
-  **Reset filters** – Click to reset all filters.
-  **Table display parameters**– click to select the columns that will be displayed on the page working area.




– click to open calendar panel to [entry date and time](#) of the period that will be displayed on the page working area. The set up date and time are displayed on the left side of the correspondent button.



**Apply** – click to create a list of events for the specified period.



**Select from list** – a button on the right side of the **Departments** field that allows you to select a Department and its employees that will be displayed on the page working area. Click **Reset**  to display all employees from all Departments.

**Search** – search input field. Click **Reset**  to clear the field.

2. The page working area contains the list of employees from the Departments which are selected on the page toolbar. Every employee has information of recorded working time for the specified period. Employee information for one day or the whole period is displayed on the page. Detailed information about working time for every day is available in the drop down list.

**Important:**


- Click on the day information line to call [Passages location](#) window. This window contains the information about employee passages throughout the day which can also be excluded from the calculation of working time. This window also contains: brief information about employee, his supporting documents for the specified day, option of adding new supporting documents and deleting of the previously created.
- Click on the day information line to call **Work schedules** window. This window contains employee information and applied parameters.

The following data columns are available on the working area:

- **Presence** – employee presence time at working station regardless applied working schedule. A period between first enter and last exit will be indicated in the column if [Consider only first enter and last exit](#) option is ticked for the current working schedule.
- **Work schedules** – a period of time while employee was at his place of work according to applied schedule.

**Important:**

A *Shift schedule* can overlap a *weekly schedule* or *by presence schedule* (when there is a change from one time schedule to another). Calculation of hours worked will be incorrect if there is an overlap between *shift schedule* that has not finished yet and *weekly schedule* or *by presence schedule* which starts on the same day. To avoid this: it is necessary to set new schedule beginning date on the next day after the end of the previous working schedule.

- **Absence** – a period of time while employee was absent at his place of work. That is considered as a violation of the schedule.
- **Night work** – a period of time during the night while employee is present at his place of work. A *Night work* period is indicated in the [Work schedules](#) subsection of the «**Work schedules**» section «**Staff**».
- **Paid overtime** – extra time that exceeds standard working time period. In other words it's a period of time while employee is present at his place of work in excess of the standard working time.
- **Balance of worked time** – difference between the presence time and sum of the obligatory working time and brake periods according to the schedule (i.e period of time from the start of the first working interval to the end of the last interval or the solid time interval). Zero or positive balance means that employee has worked off the standard time. Negative balance means that employee has violations (late attendances or early leavings).
- **Supporting documents with the addition of working time** – a total time, that is indicated in the supporting documents.
- **Documents without the addition of time / Paid overtime**
- **Work schedule** – name of the schedule.
- **Passage adjustment is needed** – days that are marked with sign  require a correction of passage data. It occurs when employee didn't present ID Card while entering or exiting from the logging.

## 2.1.1 «Passages location» window

**Passages location** window will pop up after clicking the day data line and will be as follows:

Passages location 02-04-2018

Passages  Registered  All

Passage time	Exit from	Entry to	Considered for calculations
02-04-2018 09:10:32	Mifare&Suprema	Suprema	✓
02-04-2018 09:14:13	Mifare&Suprema	Perco	✓
02-04-2018 09:14:13	Mifare&Suprema	Perco	✓
02-04-2018 17:10:32	Suprema	Mifare&Suprema	✓
02-04-2018 17:14:13	Perco	Mifare&Suprema	⊘
02-04-2018 17:14:13	Perco	Mifare&Suprema	⊘

Supporting documents

+ edit -

Close Close and re-count

1. A panel with brief information about employee. It contains: Full name, Photo, Department and Position.
2. **Registered/All** – type of premises selector. Passage through selected type will be displayed in the day passage list.
3. The list of passages during the selected day. **Considered for calculations** sign ✓ indicates that the passage is included in the working time calculation day report. Click to exclude it from the report calculation. The passage will be marked with ⊘ sign.
4. Toolbar panel:
  - + **Add** – click to issue a new supporting or overtime document for employee.
  - edit **Edit** – click to edit the selected document.
  - **Delete** – click to delete the selected document.
5. The list of issued supporting documents for the specified day.

## 2.2 «Supporting documents» subsection

This subsection is used for:

- [Adding new types of supporting documents](#) and overtime documents.
- Editing parameters and deleting the previously added types of documents.

**Important:**

It is possible to add supporting documents in «**Employees**» subsection of the «**Employees**» section that can be found on the **Documents** tab of the Employee's registration card. All supporting documents that have been issued for employee are displayed on the tab.

The subsection contains two tabs: **Supporting** and **Paid overtime**, which are meant for work with the correspondent types of documents. Tabs have a similar look and operational interface:

The screenshot shows the 'Supporting' tab selected. The toolbar includes a plus sign (Add), a pencil (Edit), and a minus sign (Delete). The table below lists document types with their sorting order, whether they are added to working time, and their calculation method.

Name of the document type ↑	Sorting order	Added to working time	Calculation method
Day off	2	Add	In working days
Holiday	1	Add	In working days
Sickness absence	3	No	In working days

## 1. Tab selector:

- **Supporting** – contains the list of used types of supporting documents
- **Paid overtime** – contains the list used types of overtime documents.

## 2. Page toolbar:



**Add document** – click to a new Document type.



**Edit document** – click to configure parameters of documents that are selected on the page working area.



**Delete document** – click to delete the documents type that is selected on the page working area.


3. The page working area contains the list of document types. The working area contains the list of documents which are used by default during the generation of «*Timesheet and labor compensation*» calculation, form № T-12, in accordance with the decision of Federal State Statistics Service of Russian Federation of 05.01.2004 № 1.

**Important:**

[Sort](#) the column elements, [change width](#) in the working area.

**2.2.1 Adding new document type**

To add new document type:

1. Select the category of the new document type by using subsection the tab selector. Select **Supporting** or **Paid Overtime** type.
2. Click **Add document**  on the page toolbar. **Add Document type** window will appear:



The image shows two side-by-side screenshots of a web form titled 'Add'. Each form has a close button (X) in the top right corner.

**Left Screenshot:**

- Document name: Sickness absence
- Sorting: 4
- Add to working time: No
- Calculation method: In working days
- Save button

**Right Screenshot:**

- Document name: Work for holidays
- Sorting: 1
- Overtime on holidays and at the weekends: Overtime
- Save button

**Sorting** – a field allows you to set the priority of document types in the list. Minor numbers will be displayed at the top of the list.

**Add to working time** – a drop down list allows you to select from one of the following options:

- **No** – time that is indicated in the list will **not be added** to the working time, but the name of employee will not be included in «*Violators*» report from the [«Discipline report»](#) subsection.
- **Add** – time that is indicated in the list will **be added** to employee working time. In this case, only working days will be taken into account, i.e. only one option of **In working days** will be available for the **Calculation method** parameter.

**Calculation method:**

- **Working days** – only working days will be included in the time sheet;
- **In calendar days including holidays** – all days of the specified period will be included in the timesheet;
- **In calendar days excluding holidays** – all days will be included in the timesheet except those that are set as [Holidays](#) in the «*Work schedules*» subsection.

**Overtime on holidays and at the weekends** – the drop down list allows you to select from one of the following variants:

- **No.**
  - **Paid Overtime** – time that is indicated in the document will be included, if this day is considered as a holiday or a weekend.
3. Specify the name of a new type of document, its numeric and literal year by using the correspondent field.
  4. Configure the working time logging parameters.
  5. Click **Save**. New document type will be added to the page working area.

## 2.3 «Discipline report» subsection

Subsection is used for [generating labor discipline reports](#), i.e. period of worked time according to applied working schedules.

## Subsection page overview:

## 1. Report type selector:

- **Violators** – the list of employees who have violated labor discipline in accordance with their working schedules within the period that is specified on the page toolbar.
- **Currently present** – the list of employees who are currently present at the working place.
- **Absent today** – the list of employees who didn't come to work at the current day and was absent at the moment of report generation.
- **Late today** – the list of employees who were late at the current working day.
- **Left early today** – the list of employees, who left before the end of the working day.
- **Overtime** – the list of employees who did an overtime work for the specified period. The overtime value is displayed on the page.

**Important:**

Parameters of violations control are set independently for every working schedule in the «**Working schedules**» subsection of «**Employees**» section.

## 2. Page toolbar:

**More – click to open command menu:**

- **Table print** – allows you to print data from the page working area.
- **Export into XLS** – allows you to save data from the working area to MS Office Excel file with .xls extension.
- **Export into CSV** – allows you to save data from the working area to OpenOffice Calc file with .csv extension.
- **Reset filters** – click to reset all filters.
- **Table display parameters** – click to select the columns that will be displayed on the page working area.



**Search** – click to apply filters to elements which are displayed on the page working area.

A drop down list is available for reports on **Violators**, **Overtime** and allows you to specify a period of the report:

- **Previous day**
- **Current week**
- **Current month**
- **Specified period**




– click to open calendar panel to specify the [date of entry and period](#) of events that will be displayed on the page working area.

Specified date and time are displayed on the left side of the correspondent button.



**Apply** – click to generate a report for the specified period.



**Select from list** – select a department by clicking this button on the right side of the **Department** field. Employees of the selected department will be displayed on the page working area. Click **Reset**  to clear the field.

**Search** – search input field. Click **Reset**  to clear the field.

3. This subsection contains the list of employees that have violations that correspond to the selected report type. Full violation report is available as a drop down list. It contains violations information for the set period.

**Important:**

You can open **Passages location** window by clicking the day data line. It contains information about all passage events of employee and it's possible to exclude every passage from the working time calculation result. Brief information about employee and issued supporting documents for the selected day can be found in the same window. It is also possible to add new types of documents from the catalogue and to delete the previously created types.

Depending on the selected report type, the following data columns are available on the working area:

**Violators** report:

- **Overtime on holidays and at the weekends** – contains the total time of late attendances.
- **Early leaving** – contains the total time of early leavings before the end of the working day.
- **Absences** – contains the amount of absence days when employee didn't attend for the whole working day.
- **Discipline violations during the working day** – a total time of early leavings to lunch and delays in return from break-time during the working day.
- **Total discipline violations** – a total time of late attendances, early leavings, early lunch-time leavings, late returns from lunch, but without including non-attendances.
- **Supporting documents** – a total time that is indicated in supporting documents.

For **Overtime** report:




- **Presence prior to the start of the working day**
- **Presence after the end of the working day**
- **Overtime**

**Important:**

It is possible to change the width of columns on the page working area.

### 2.3.1 Labor discipline report generation

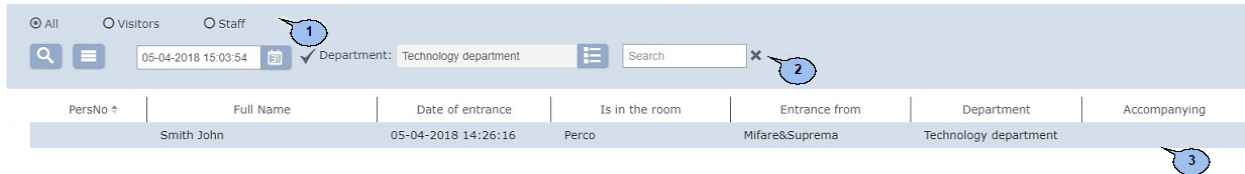
To generate a report:

1. Go to  «**Time & Attendance**» section.
2. Open «**Discipline report**» subsection.
3. Select the report type by using selector on the page toolbar.
4. Specify the period for the report by using the drop down list on the page toolbar.
5. Specify the desirable start and finish dates of the report period.
6. Specify the department. Employees of this department will be included in the report. To do this, click [Select from list](#)  button on the right side of the **Departments** field.
7. Click **Apply**  button on the page toolbar. The list of employees and their violations will appear on the page working area.

### 3 «Access control» section

#### 3.1 «Location» subsection

Subsection is used for report generation on employees/visitors location on specified date and time. Subsection page overview:



1. ID Card owner selector:

- **All**
- **Visitors**
- **Staff**

2. Page toolbar contains:



**More – click to open command menu:**

- **Table print** – allows to print data from the page working area.
- **Export into XLS** – allows to save the data list as *MS Office Excel* spreadsheet file with *.xls* extension.
- **Export into CSV** – allows to save data list as *OpenOffice Calc* spreadsheet file with *.csv* extension.
- **Reset filters** – Click reset to clear all filters.
- **Table display parameters** – allows to open additional window where you can select the columns that will be displayed on the page working area.



**Advanced search** – click to configure filters for data that is displayed on the page working area.



– click this button to open calendar panel where you can set the [date and time](#) of location of employees/visitors. Specified date and time are displayed in the field on the left side of the button.



**Apply** – click to update data.



**Select from list** – a button on the left side of the [Department](#) field allows you to select a department. Employees of the selected department will be displayed on the page working area.





[Search](#) – search input field. Click **Reset** to clear the field.

3. Subsection working area contains the list of employees/visitors of the selected department and indication of their location within specified date and time. Employees/visitors who entered the premise more than 48 hours ago (and didn't exit) are not listed.

**Important:**

- [Sorting](#), [changing width](#) functions are available on the page working area.
- [Page navigation tools](#) can be found at the bottom of the page.

### 3.1.1 Generation of location report

1. Go to  «**Access control**».
2. Open «**Location**» subsection.
3. Select a category of ID Card owners by using the selector that is located on the page toolbar.
4. Select a Department. Employees/Visitors of the selected department will be included in the report. To create a report: click **Select from list**  button on the right side of the [Departments](#) field.
5. Set [date and time of the report period](#) by clicking  button on the page toolbar. Specified date and time will appear in the correspondent field.
6. Click **Apply**  button to create a report.

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