User Manual

easyTimePro

Employee Login

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Doc Version: 2.0

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The product will be updated from time to time without prior notice. The latest operation procedures and relevant documents are available on http://www.zkteco.com.

If there is any issue related to the product, please contact us.

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To know more about our global branches, visit www.zkteco.com.

About the Company

ZKTeco is one of the world's largest manufacturer of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face-reader Door Locks. Our security solutions are multi-lingual and localized in over 18 different languages. At the ZKTeco state-of-the-art 700,000 square foot ISO9001-certified manufacturing facility, we control manufacturing, product design, component assembly, and logistics/shipping, all under one roof.

The founders of ZKTeco have been determined for independent research and development of biometric verification procedures and the productization of biometric verification SDK, which was initially widely applied in PC security and identity authentication fields. With the continuous enhancement of the development and plenty of market applications, the team has gradually constructed an identity authentication ecosystem and smart security ecosystem, which are based on biometric verification techniques. With years of experience in the industrialization of biometric verifications, ZKTeco was officially established in 2007 and now has been one of the globally-leading enterprises in the biometric verification industry owning various patents and being selected as the National High-tech Enterprise for 6 consecutive years. Its products are protected by intellectual property rights.

About the manual

This manual introduces the operations of easyTime Pro mobile application.

All figures displayed are for illustration purposes only. Due to regular updates, figures in this manual may not be exactly consistent with the actual products.

Document conventions

Conventions used in this manual are listed below:

GUI Conventions:

For Software	
Convention	**Description**
Bold font	Used to identify software interface names e.g. **OK**, **Confirm**, **Cancel**
>	Multi-level menus are separated by these brackets. For example, File > Create > Folder.

Symbols

Convention	Description
	This implies about the notice or pays attention to, in the manual
	The general information which helps in performing the operations faster
	The information which is significant
	Care taken to avoid danger or mistakes
	The statement or event that warns of something or that serves as a cautionary example.

Table of Contents

1 Why easyTime Pro

Our ***easyTime Pro*** software is designed to measure, analyze and manage employees' working hours and deploy human resources more effectively. The software also aids in organizing and planning of each process in a classic way that assimilates specific activities and delivers the output in no time. Our software eases the tracking of employee productivity and regulates the ways to advance our managerial effectiveness and workforce management.

Our software is built on a powerful architecture that integrates several modules, which permits you to manage huge numbers of Personnel/Employees/Staff on a single platform. All you need is to set up your Organization, then add the Biometric Devices, and then add the Users/Employees with their shifts & payroll.

You can integrate the Device to our Software Application, which enables you to retrieve instantaneous Reports and also eases you in the importing and exporting of the data.

Our software gathers all the distinct information and gives you the best interactive view of the data and records on a single interface.

Here in our documentation, you will acquire more information on how to create an admin and how to set up the System and your Organization.

2 Visualizing all in one Place

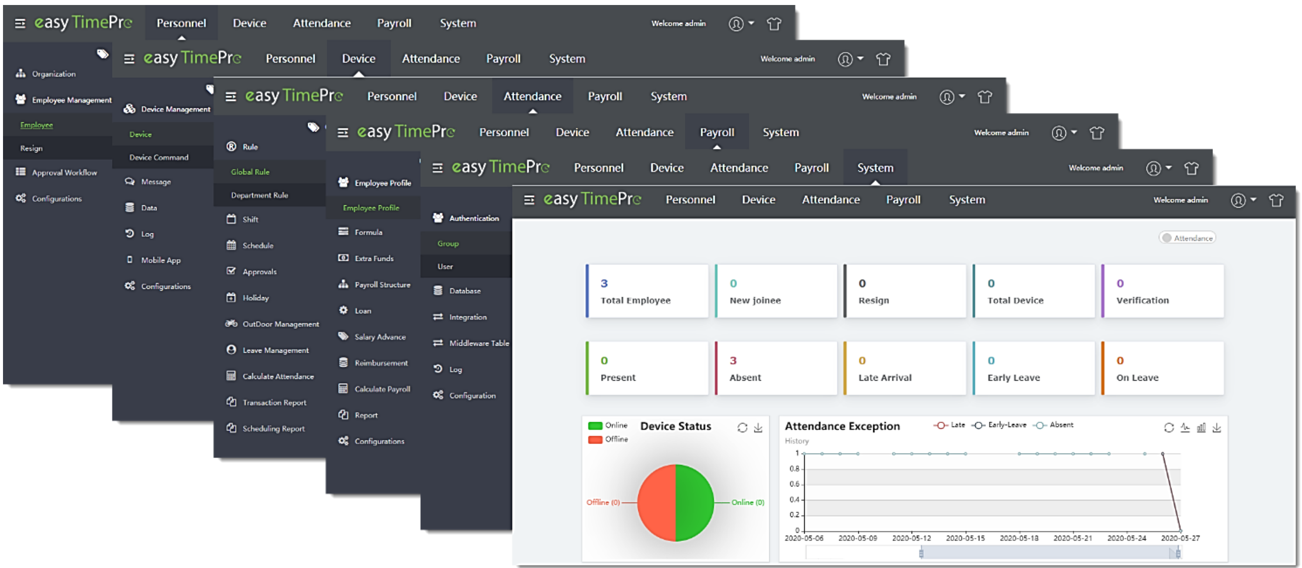
Our easyTime Pro integrates all the jobs in a single platform, which updates the data and delivers the output whenever required. It is a user-friendly software that helps you to maintain the records and also monitors the actions of the users.

It even aids in broadcasting to employees about any important Organizational notifications and even eases the employees to contact the Organization during an emergency situation. This benefits in taking preventative measures and rescues employees from troublesome issues. And also, by handling this kind of precautionary action makes employees feel secured which stabilizes the employees' performance and hastens your product deliverables.

Overall, this improves your Organization standard and facilitates in performance and growth of your Management.

Key Features of easyTime Pro software

- Systematization of the Organization
- Synchronization of Device records
- Centrally controlled Employee Network System
- Easy Access to Employee Information
- Quick and Detailed Information Extraction
- Extensive estimates of Attendance
- More efficient Payroll administration
- Enhanced Time and Performance



3 Application View via Distinct Positions

Viewing our ***easyTime Pro*** in distinct Positions eases to have a clear view of our different modules and interfaces, which makes it easy to understand the basic and in-depth settings of your Organization in our Software.

These Positions delimit Users' interface activity with login authentication that enables them to view from each Position.

Admin will hold all the Groups and Roles, whereas each user can hold any number of specified roles based on their designation which can be set only by the admin of the respective organization in ***easyTime Pro***.

3.1 Admin Account

An **Administrator** is an individual who plays a vital role in coordinating and controlling the working of an Organization or Enterprise. An Admin handles the operations of the Company and monitors all the Organizational activities. An administrator plans and organizes the system workflow and responsible for setting up the business goals.

The Administration department is liable in standardizing and making changes to the Company policies which is to be adhered to by all in the Organization.

Not just the HR department but sometimes the department of administration is too prominent in the process of hiring and screening.

Highlights of the Admin role

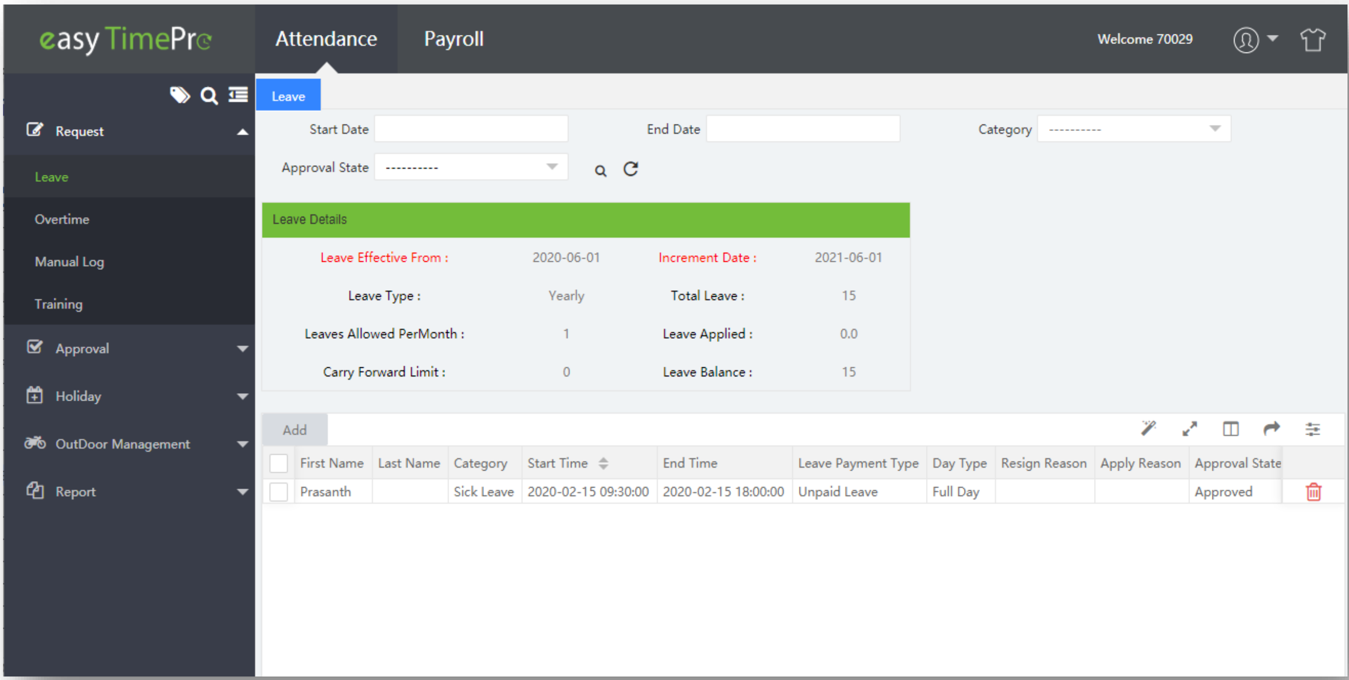
- Plans and sets up the Organization
- Setting up the Policies and Global Rules
- Maintaining Employee Records
- Managing Logs and Reports
- Grouping Employees and Roles
- Adding components in Payslip, and more

3.2 Employee Account

An Employee account is a simple Employee management platform facilitates the employee to view the assigned schedules, holidays, off-duties, and attendance reports. It also helps the employee to send the training, overtime, and time-off requests.

Homepage

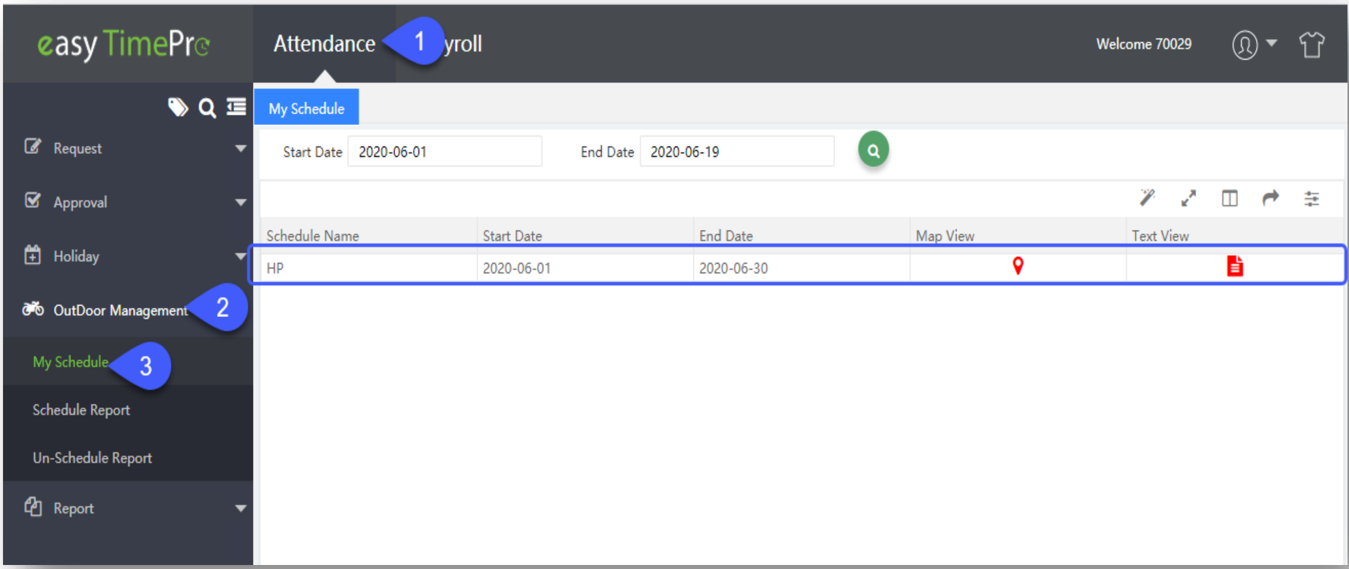
The homepage of the Employee's login appears as shown in the image below:



3.2.1 Where to view my schedule for On-Duty

You can view your schedule for visiting the client places by performing the following steps.

- Select **Outdoor Management** under Attendance module.
- Click **My Schedule**.
- The Schedule will be displayed as shown below:



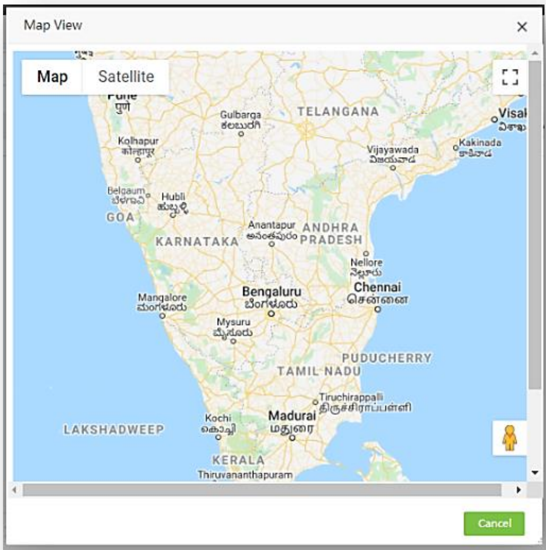
The columns are described as follows:

Schedule Name: Displays the name of the schedule which is assigned to the employee.

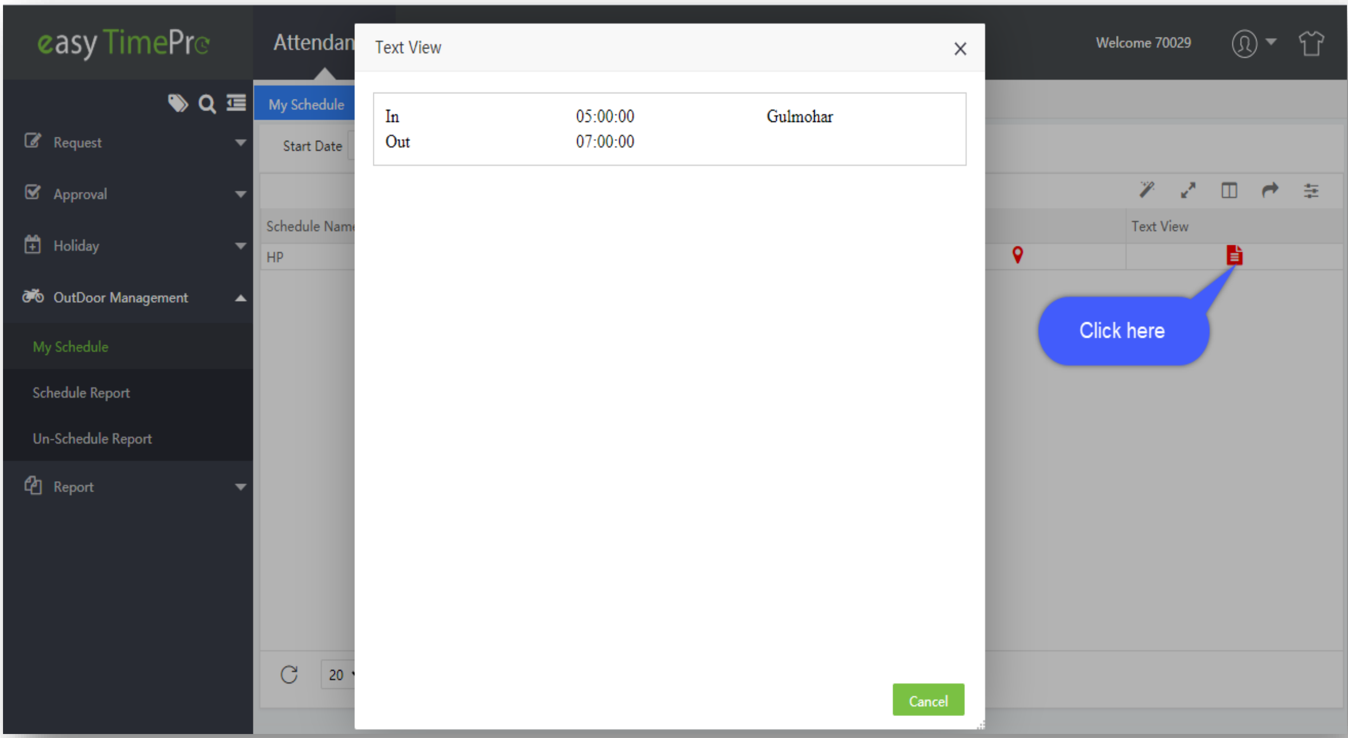
Start Date: Displays the starting date of the assigned schedule.

End Date: Displays the ending date of the assigned schedule.

Map View: Displays the geographical location of the client place.



Text View: Displays the details of schedule in text format.


easy TimePro
Attendan
Text View
In 05:00:00 Gulmohar
Out 07:00:00
Cancel
Welcome 70029
My Schedule
Start Date
Schedule Name
HP
Text View
Click here
Request
Approval
Holiday
OutDoor Management
My Schedule
Schedule Report
Un-Schedule Report
Report
20

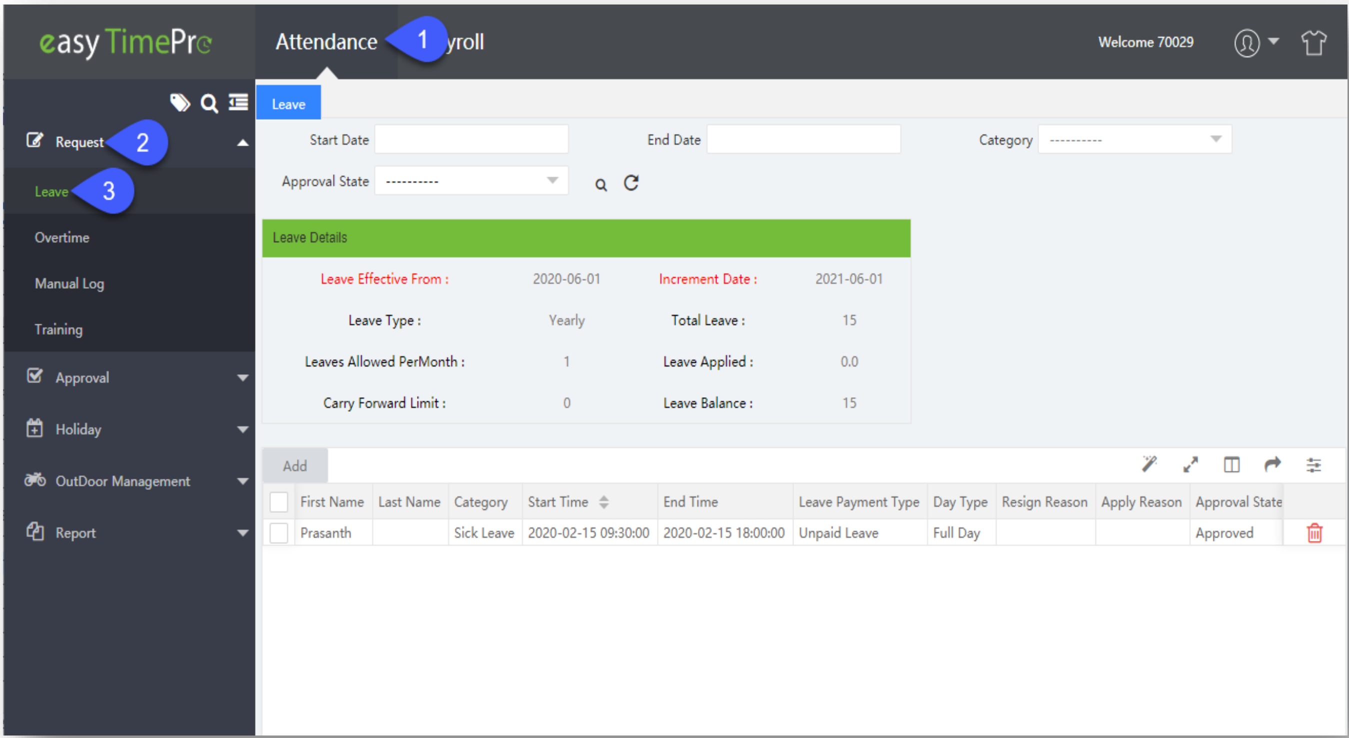
3.2.2 How to send my time-off requests

Requests

The request functionality includes Leave request, Overtime request, Manual log request, and Training request. The employee can raise these requests and they will be approved by the corresponding approver.

Leave Request

The leave request page appears as shown below:



Leave Details

The Leave details display the following details:

Start Date: It displays the starting date of leave calculation

End Date: It displays the ending date of the leave calculation

Leave Type: It displays the type of leave allocation to the employee. It can be Yearly/Monthly

Leaves allowed per month: It displays the allowed number of leaves that the employee can take in a month.

Carry Forward Limit: It displays the number of leaves that an employee can carry-forward to next month/year.

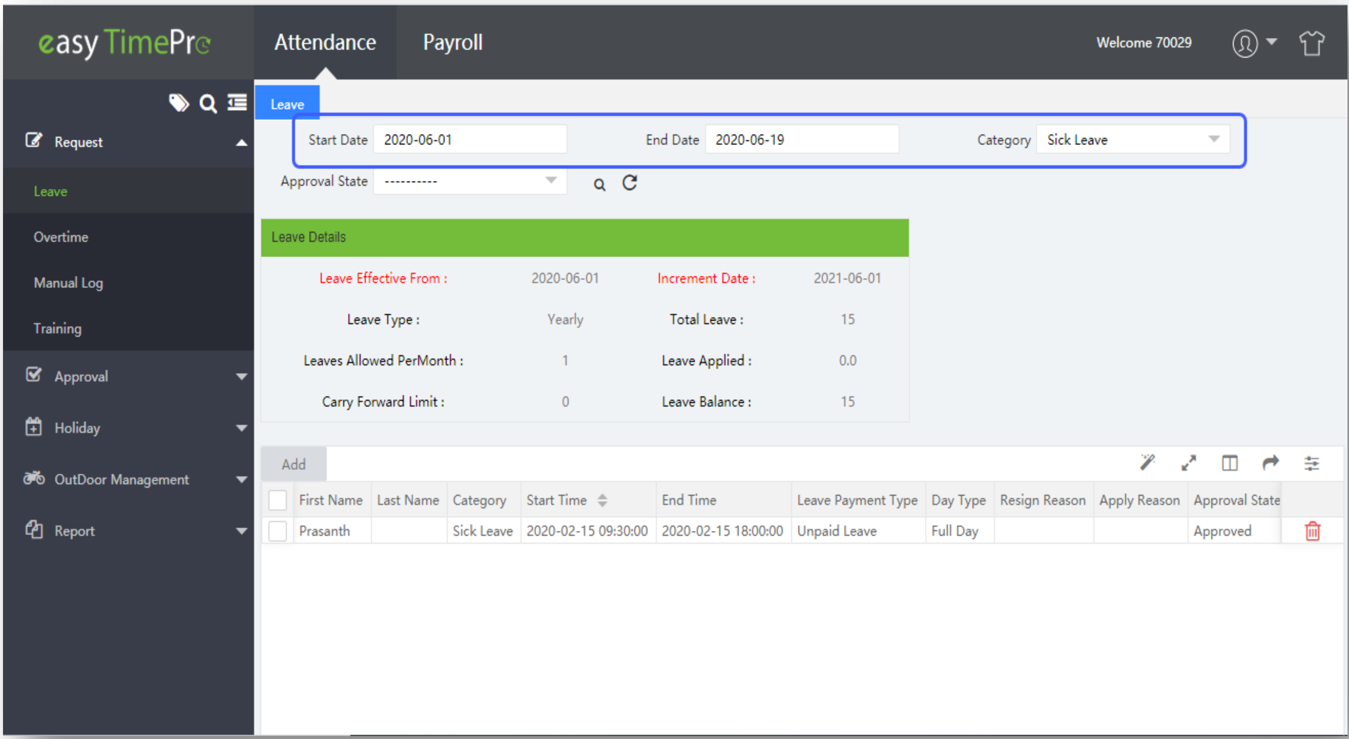
Total Leave: It displays the total number of leaves allotted to the employee.

Leave Applied: It displays the number of leaves already taken by the employee.

Leave Balance: It displays the remaining number of leaves of the employee.

Search Options

You can search the leaves as shown in the image below:



Start Date: Select the start date of applied leave.

End Date: Select the end date of applied leave.

Category: Select the leave category.

Approval State: Select the approval status of the leave.

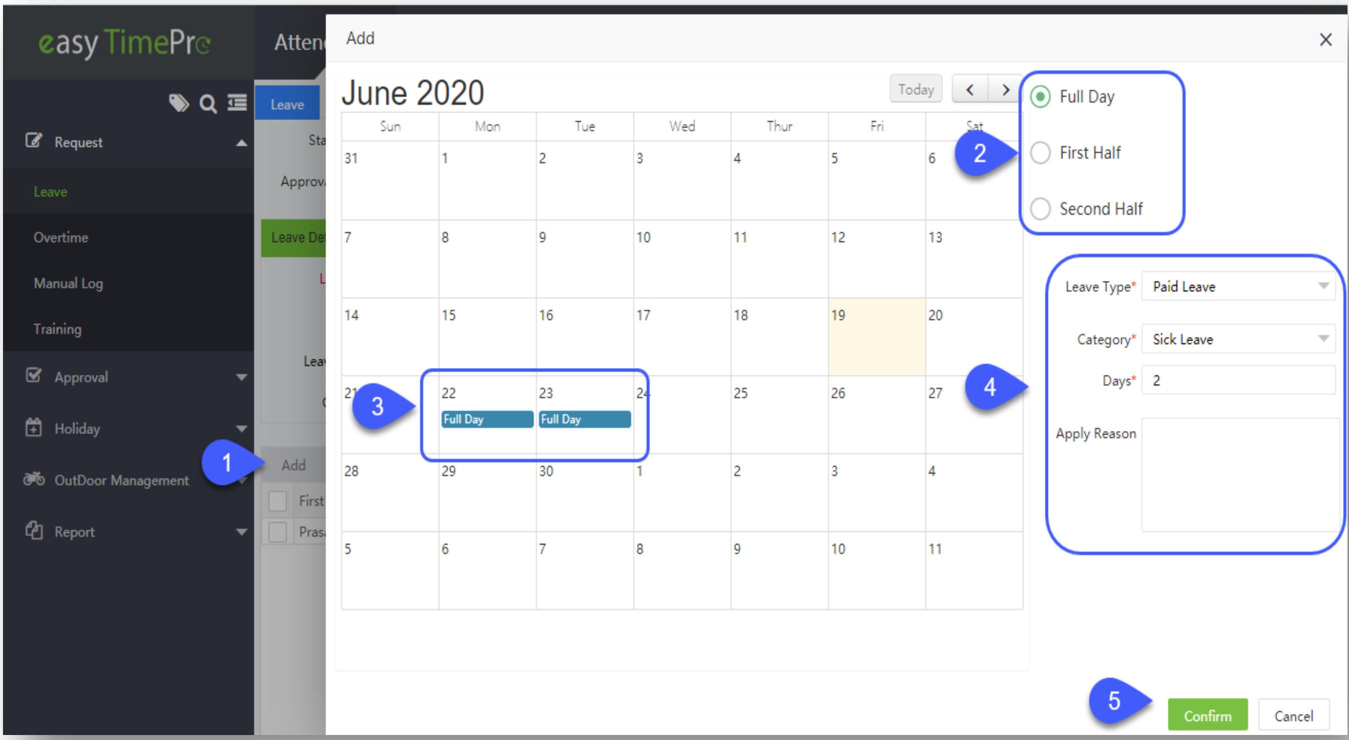
Click **Search** to view the filtered leaves.

Request a leave

An employee can request leave through the employee portal.

Perform the following steps to request a leave:

Click **Add**. A pop-up appears as shown in the image below:



Date: Select the date(s) of the leave.

Day Type: Select the day type for the leave. It can be Half-a-day or Full-day or Second half.

Category: Select the leave category. The leaves are predefined by the Admin in Leave Management.

Payment Type: Select the payment type for the leave. It can be paid leave or unpaid leave.

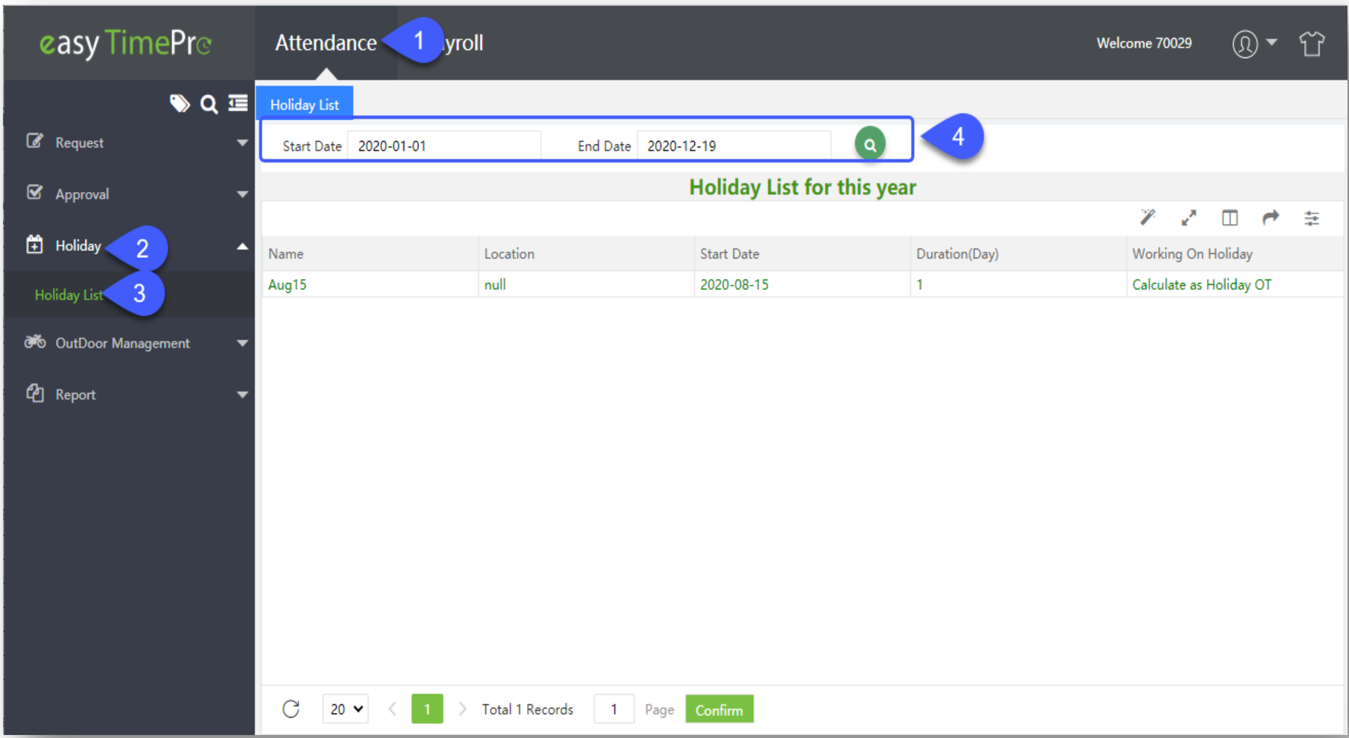
Reason: Enter the reason for applying leave.

Click **Confirm** after entering the details.

3.2.3 Where to view my assigned holidays

Holiday List

Holiday list displays the list of holidays assigned to the employee. Enter the Start Date and End Date of the holiday and click button. The holiday list will be displayed as shown below:



The columns are described as follows:

Name: Name of the employee.

Location: Location of the employee.

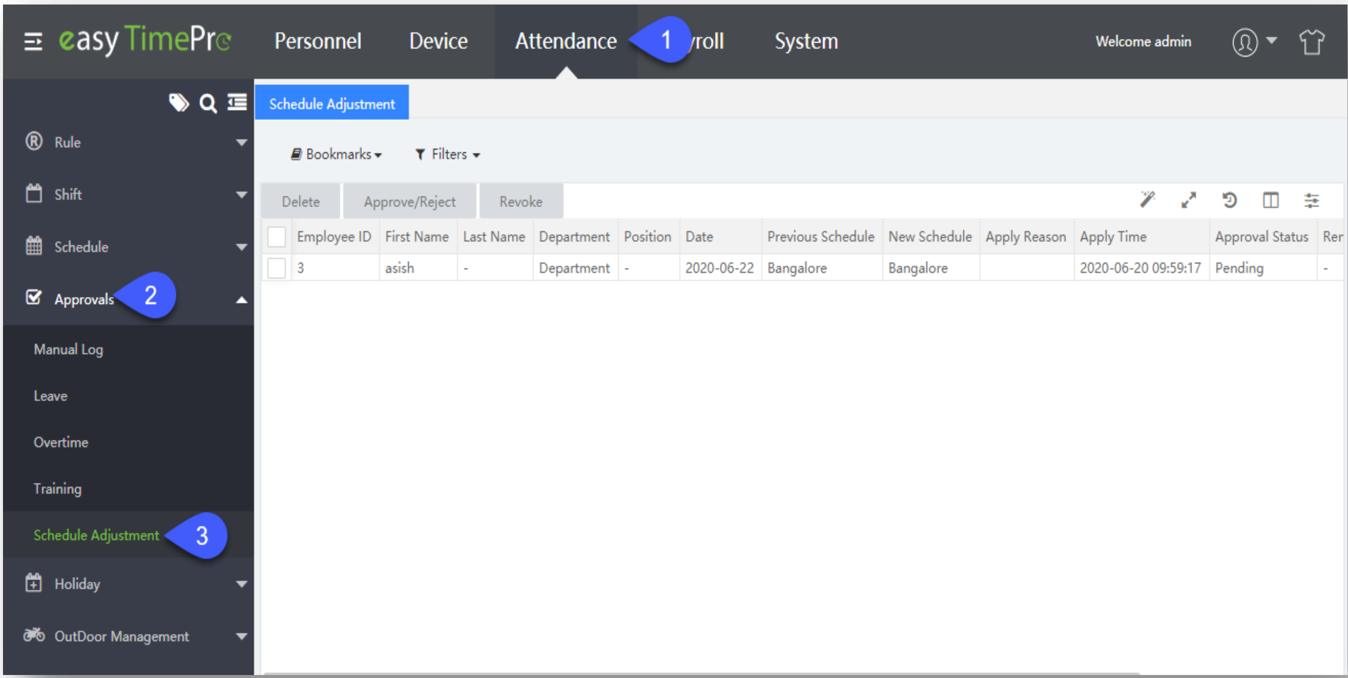
Start Date: Starting date of the Holiday.

Duration (Day): Number of days of leave for the holiday.

Working on Holiday: If an employee works on holiday then it should be counted as a specific type of work (like Holiday OT or Normal work).

3.2.4 How to change my assigned schedule

An employee can request to change the schedule assigned to him through our Mobile App. When an employee submits a request to change the shift through Mobile App, the Administrator can approve the request through the Web application or Mobile App. The columns are described as shown below:



Employee ID, First Name, Last Name, Department, Position: Displays the Employee ID, Name, Department, and Position of the employee who applied for schedule adjustment.

Date: Displays the date for which the employee requests for schedule adjustment.

Previous Schedule: Displays the previous schedule assigned to the employee.

New Schedule: Displays the schedule which the employee has requested to assign.

Apply Reason: Displays the reason for the schedule adjustment.

Apply Time: Displays the time at which the training is requested.

Approval Status: Displays the status of approval of the training.

Approval Remarks: Displays the remarks for the processed training request.

Approval Time: Displays the time of approval.

Approver: Displays the name of the approver.

Approve/Reject a Schedule Adjustment

To Approve/Reject a schedule adjustment, perform the following steps:

- Select the Schedule Adjustment request and click **Approve/Reject.**
- On the appearing pop-up, select the state as Approved/Rejected.
- Enter the remarks of approval. Click **Confirm.**

Delete a Schedule Adjustment

Perform the following steps to delete a schedule adjustment:

- Select the Schedule Adjustment request and click **Delete** or click **edit** icon of the corresponding schedule adjustment.
- Click **Delete** if you are sure to delete the schedule adjustment.

Revoke a Schedule Adjustment

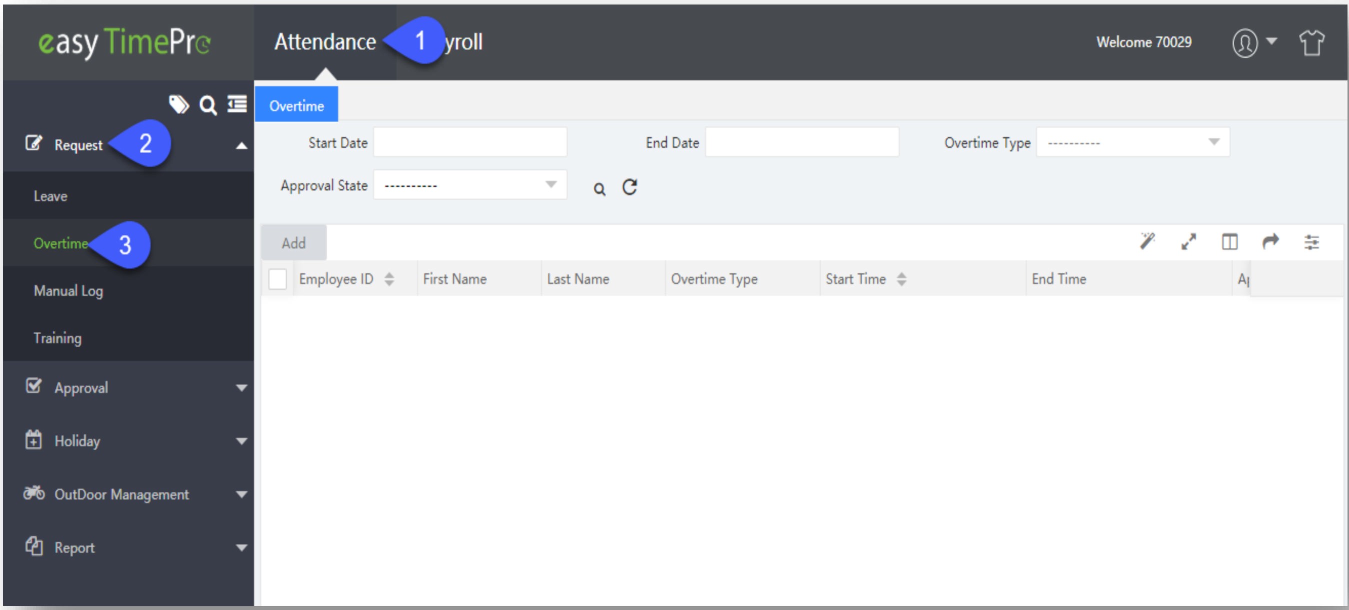
To revoke a schedule adjustment, perform the following steps:

- Select the schedule adjustment request to be revoked and click **Revoke**.
- Enter the revoke reason and click **Confirm.**

3.2.5 How to send overtime and training requests

Overtime Request

You can request for overtime through Employee login if you have worked additional hours apart from predefined hours.



The columns are described as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the applied Employee.

Overtime Type: Displays the type of applied overtime.

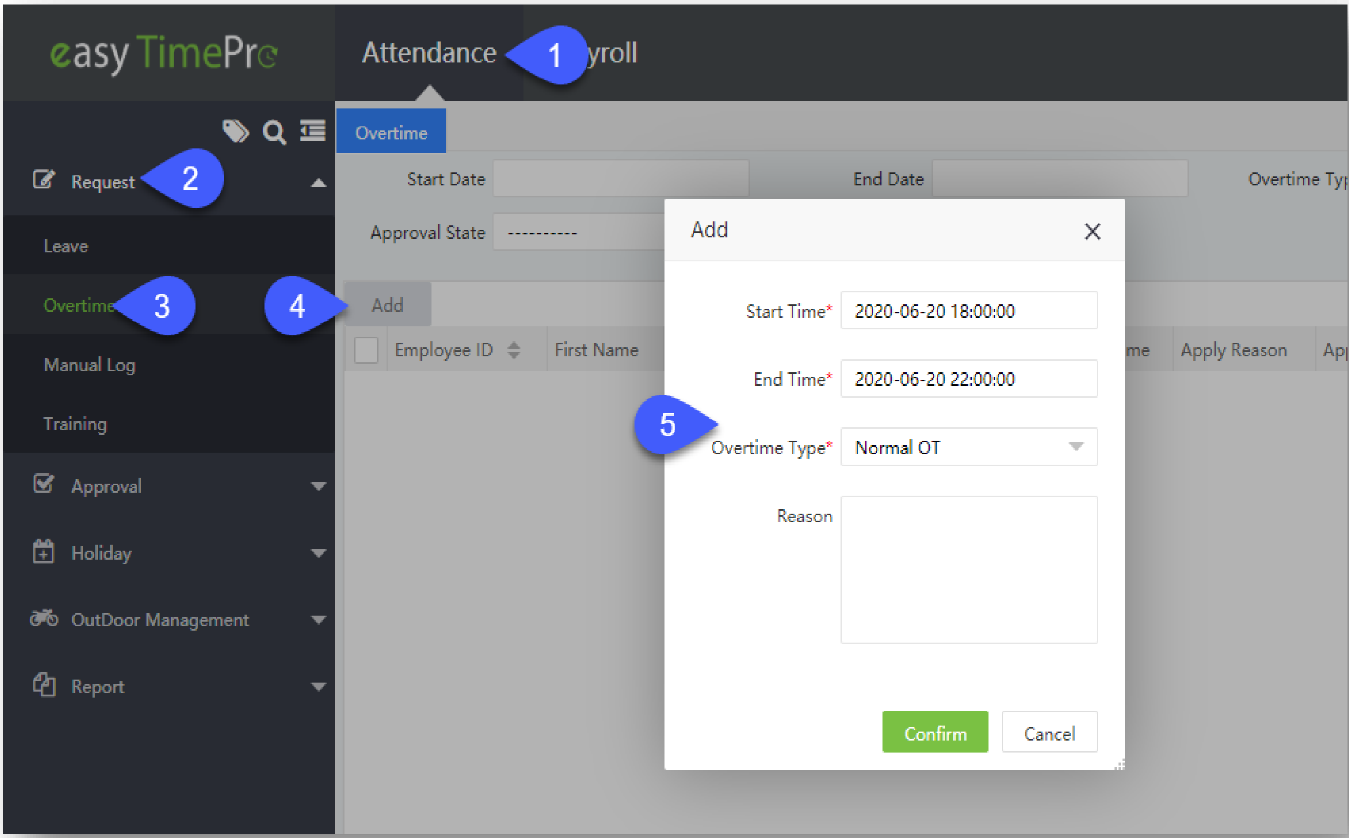
Start Time: Displays the start date and time of the overtime.

End Time: Displays the end date and time of the overtime.

Approval Status: Displays the status of approval of the applied overtime. It can be approved /rejected /pending.

Perform the following steps to add an overtime request:

Click **Add**. A pop-up appears as shown in the image below:



Start Time: Select the start date and time for overtime.

End Time: Select the end date and time for overtime.

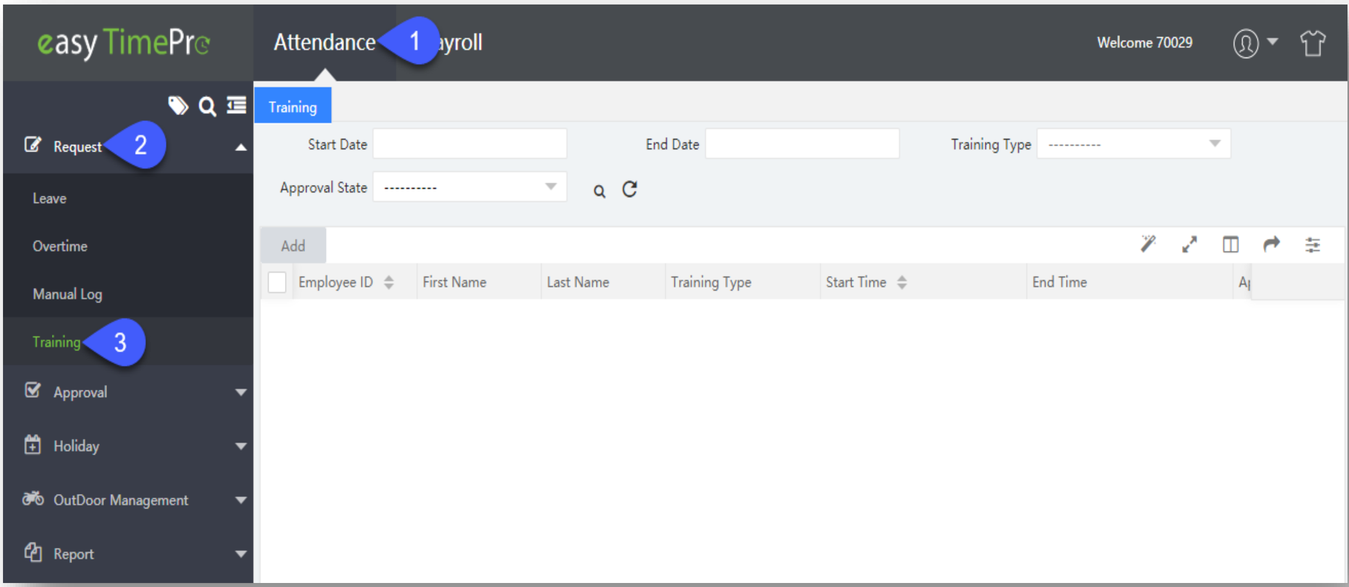
Overtime Type: Select the overtime type.

Reason: Enter the reason for applying.

Click **Confirm** after entering the details.

Training Request

If you need training in any prescribed specialization within your company, you can request through the Employee Login.



The columns are described as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the employee.

Training Type: Displays the requested training type by the employee.

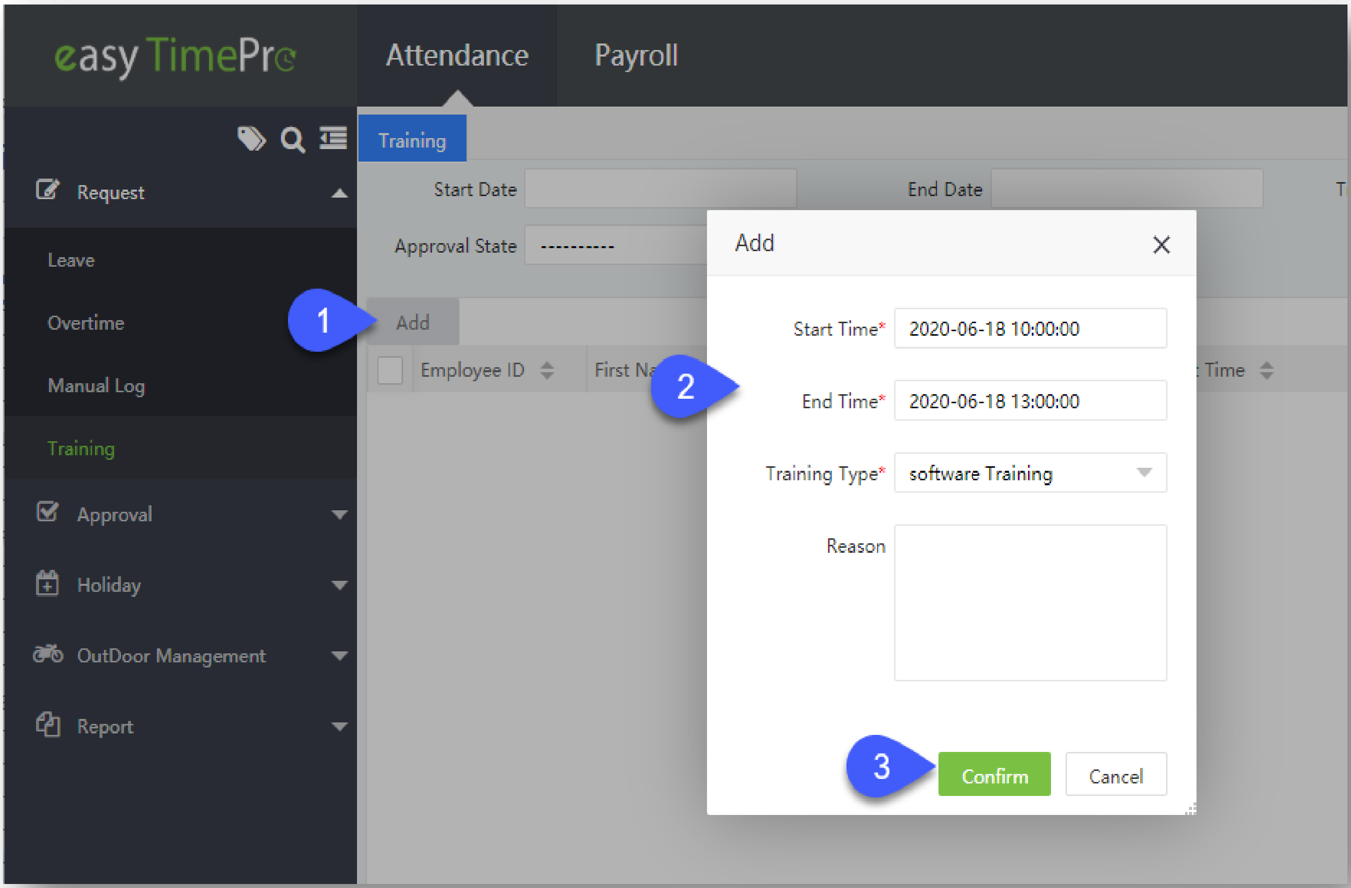
Start Time: Displays the starting time of the training.

End Time: Displays the ending time of the training.

Approval State: Displays the approval status of the requested training as Approved/Rejected/Pending.

Perform the following steps to add a training request:

Click **Add.** A pop-up appears as shown in the image below:



Start Time: Select the starting time of training.

End Time: Select the ending time of training.

Training Type: Select the training type from the drop-down list.

Reason: Enter the reason for training request.

Click **Confirm** after entering the details.

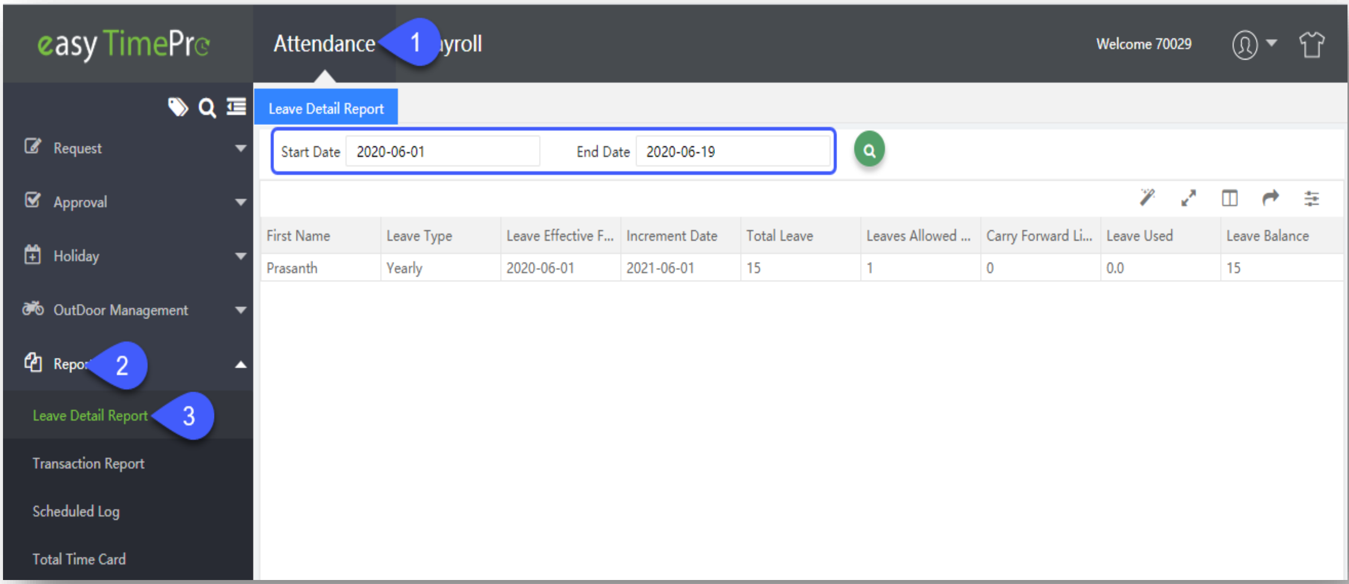
3.2.6 Where does my attendance report appear

Report

The following reports can be generated through Employee login.

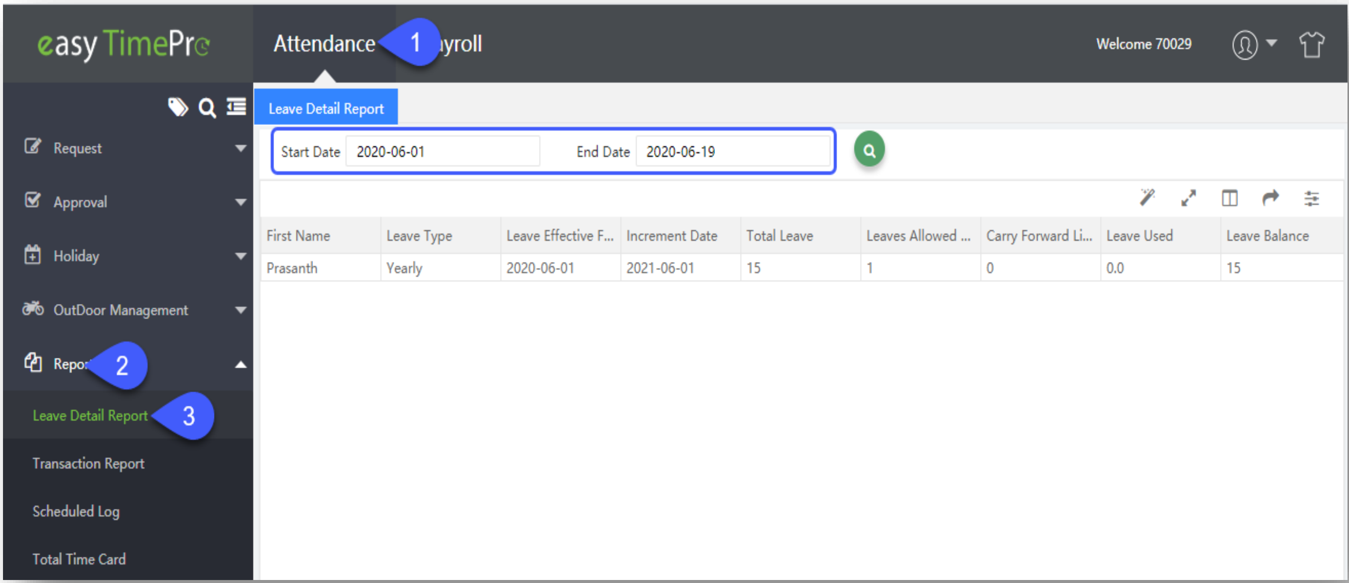
Search Options

For all the reports, you can enter the start date and end date to view the reports in that particular date range.



Leave Detail Report

The Leave Detail Report displays the leave schedule assigned to the employee.



The columns are described as follows:

First Name: Name of the employee.

Leave Type: Assigned type of leave to the employee.

Start Date: Starting date of the leave schedule from where the report is to be generated.

End Date: Ending date of the leave schedule from where the report is to be generated.

Total Leave: Total leave allotted to the employee.

Leaves allowed per month: Displays the total number of leaves that an employee can take in a month.

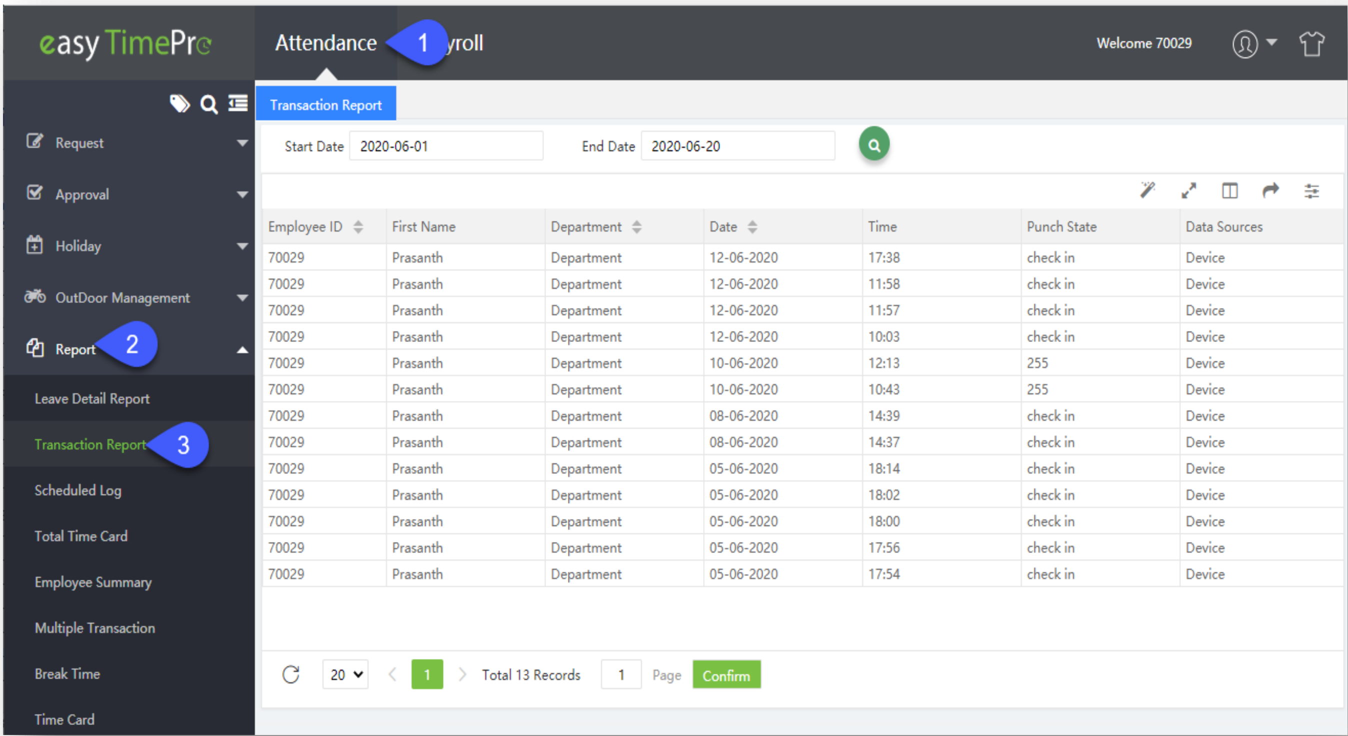
Carry-Forward Limit: Displays the total number of leaves an employee can carry-forward to next month or year.

Leave Consumed: Displays the total number of leaves taken by the employee.

Leave Balance: Displays the remaining leaves of the employee.

Transaction Report

The Transaction Report displays all the transactions of the employee with a given time period.



The columns are described as follows:

Employee ID: Displays the ID of the employee.

First Name: Name of the employee.

Department: Displays the department of the employee.

Date: Displays the date to the corresponding transaction.

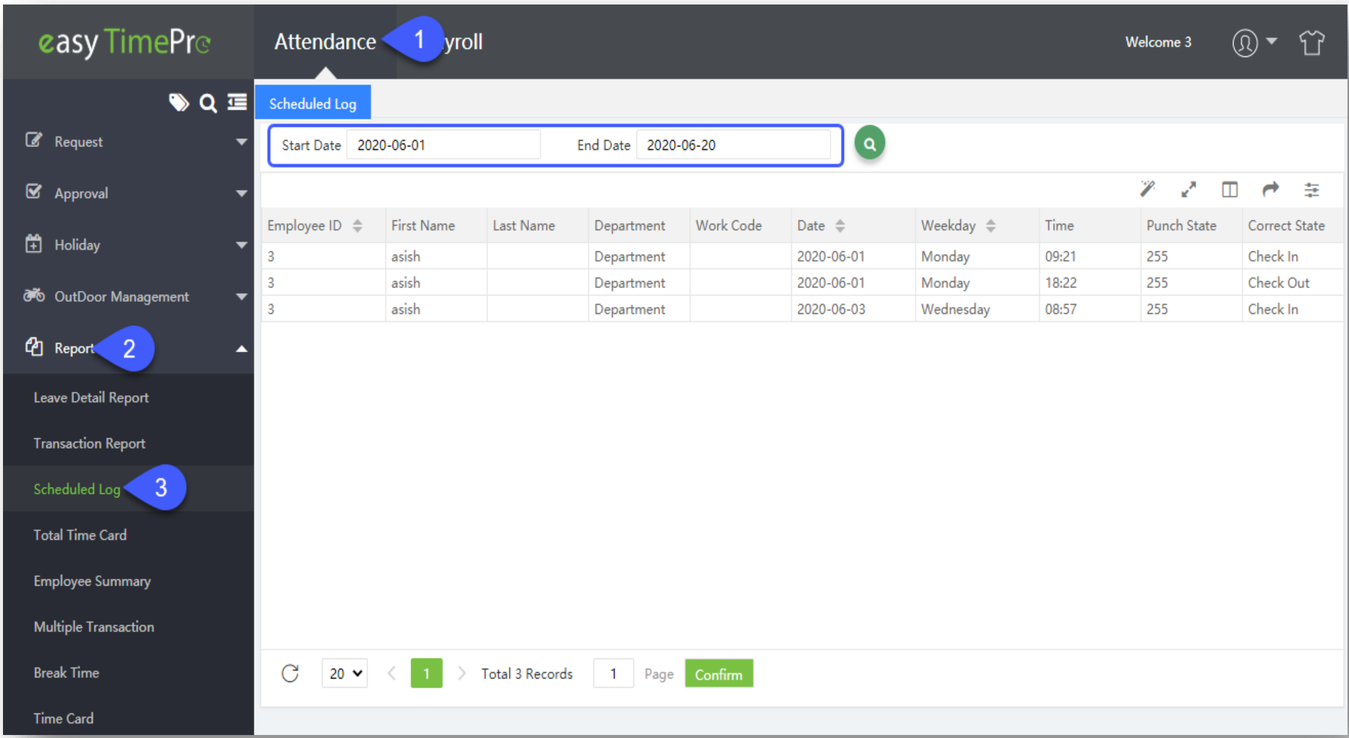
Time: Displays the time to the corresponding transaction.

Punch State: Displays the punch state of the transaction.

Data Sources: Displays the name of the device from which the data is obtained.

Scheduled Log

The Scheduled Log Report displays the report of actual punch state made by the employee and the correct punch state.



The columns are described as follows:

Employee ID: Displays the ID of the employee.

First Name, Last Name: Displays the name of the employee.

Department: Displays the department of the employee.

Work Code: Displays the work code for the employee for different roles, he/she performs in the company.

Date: Displays the date to the corresponding log.

Weekday: Displays the corresponding day.

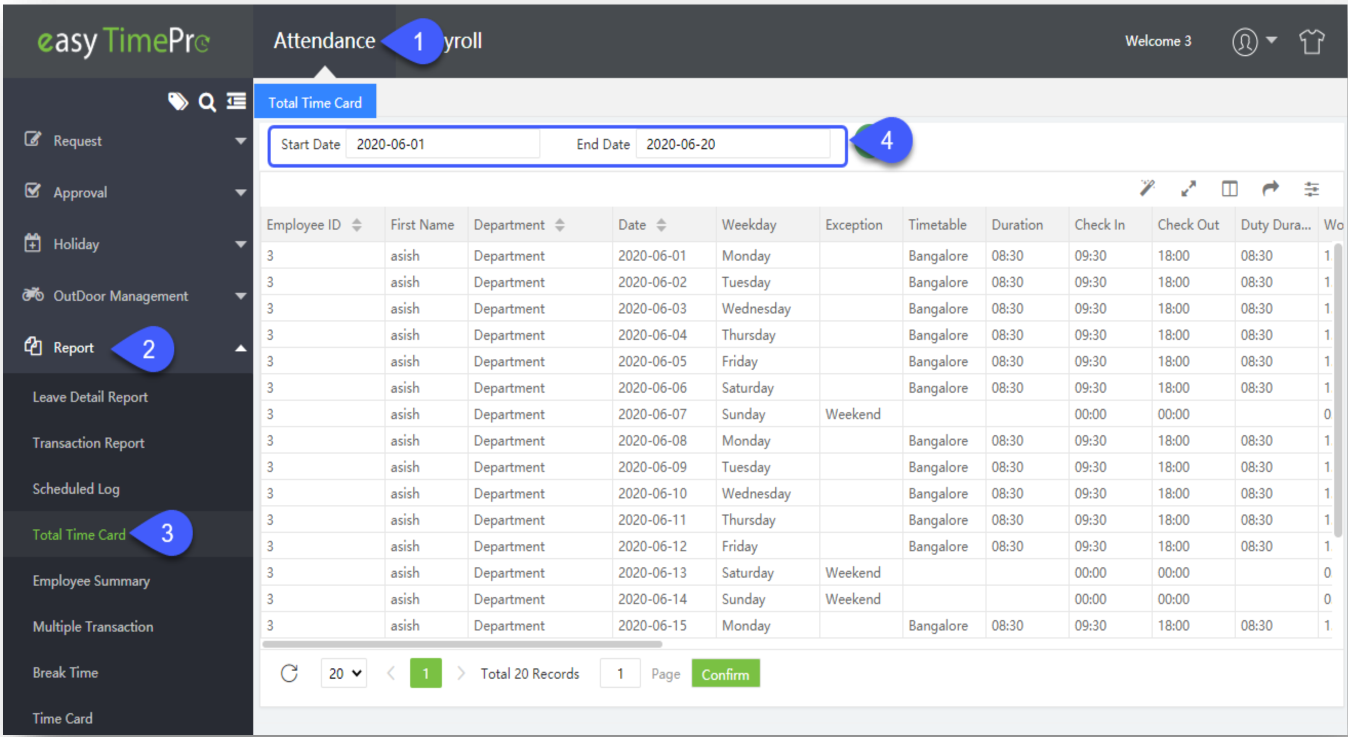
Time: Displays the Time and Date of the schedule.

Punch State: Displays the actual punch state of the employee.

Correct State: Displays the correct punch state.

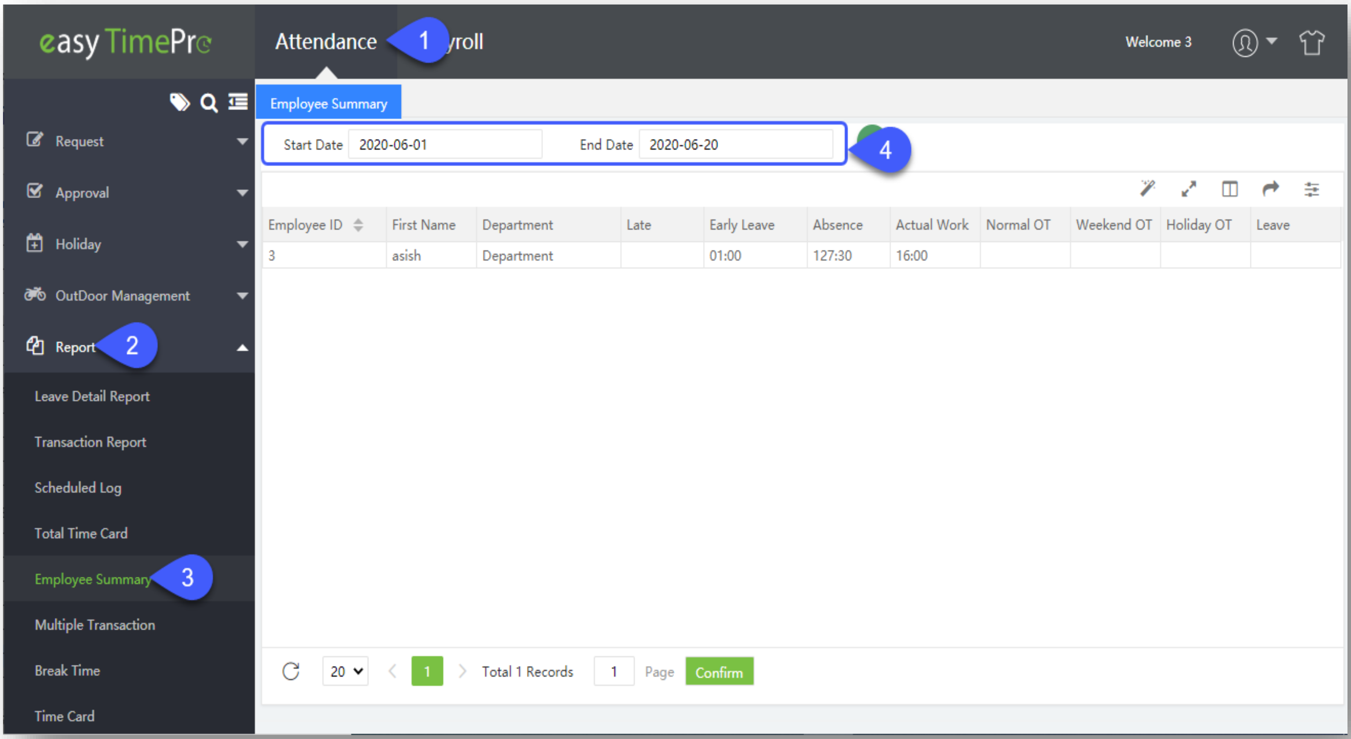
Total Time Card

The Total Time Card displays the entire attendance and time details of the employee.



Employee Summary

The Employee Summary displays exceptions, leaves, worked hours and OT hours worked by the employee.



Employee ID, First Name: Displays the Name of the employee.

Department: Displays the Department of the employee.

Late: Displays the late minutes.

Early Leave: Displays the early leave minutes.

Absence: Displays the absence minutes.

Actual Work: Displays the actual worked minutes.

Normal OT: Displays the Normal OT hours worked by the employee.

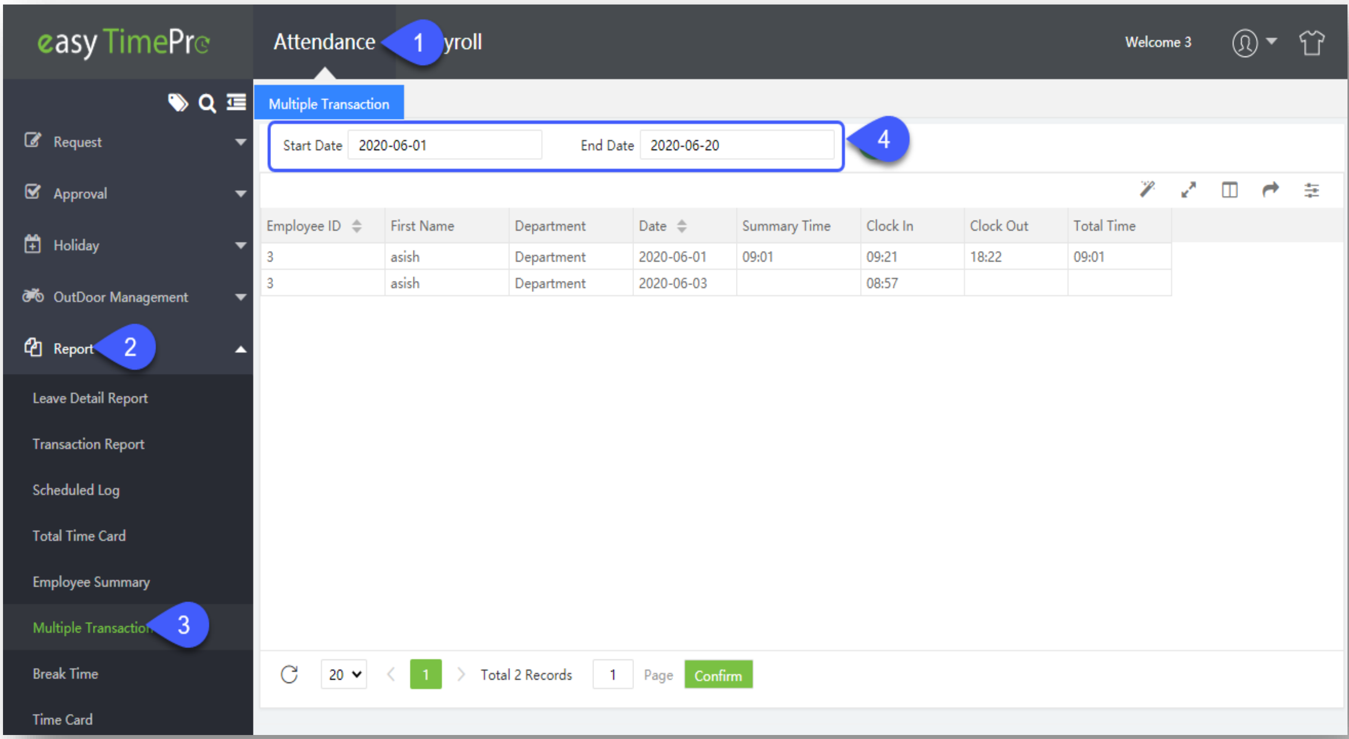
Weekend OT: Displays the Weekend OT hours worked by the employee.

Holiday OT: Displays the Holiday OT hours worked by the employee.

Leave: Displays the total Leave hours of the employee.

Multiple Transaction

The Multiple Transaction report displays the details of various transactions made by the employee.



Employee ID, First Name: Displays the Employee ID and First Name of the employee.

Department: Displays the Department of the employee.

Date: Displays the date in which the transaction is made.

Summary Time: Total leave allotted to the employee.

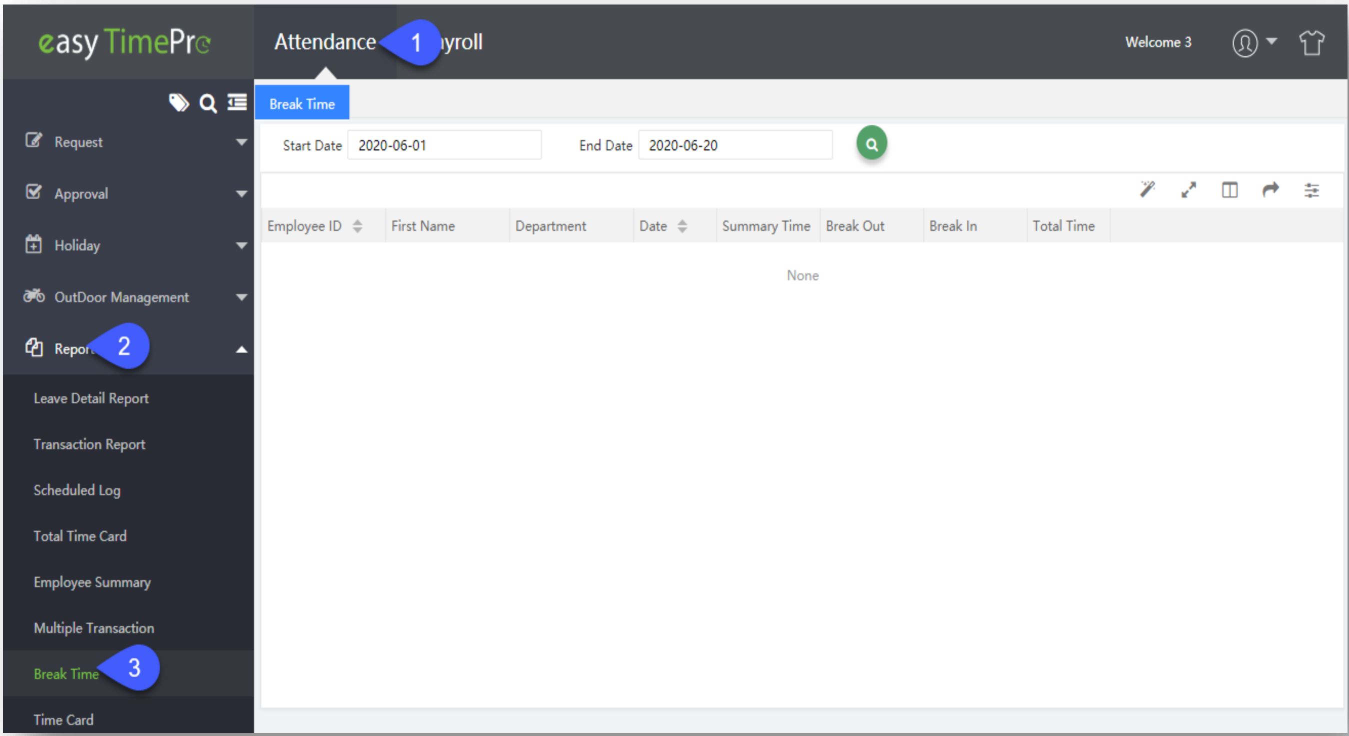
Clock In: Displays the actual clock-in time of the employee.

Clock Out: Displays the actual clock-out time of the employee.

Total Time: Displays the total worked time.

Break Time

The Break Time displays the outline of break time, break in-time, break out-time and the total break time utilized by the employee.



Employee ID, First Name: Displays the Employee ID and First Name of the employee.

Department: Displays the Department of the employee.

Date: Displays the Date of break-time report.

Summary Time: Displays the summary time of the allotted break.

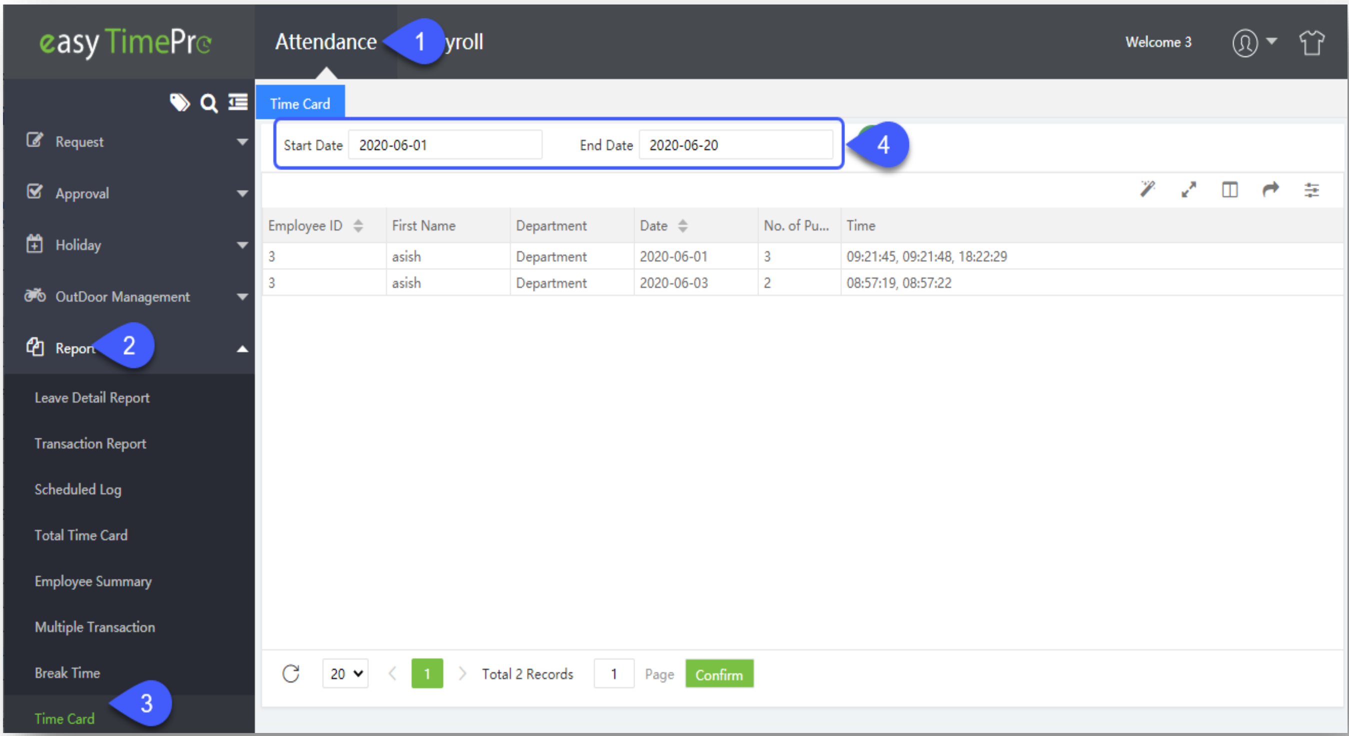
Break Out: Displays the time at which the employee went out for break.

Break In: Displays the time at which the employee returns after break.

Total Time: Displays the total break time.

Time Card

The Time Card displays the report for number of attendance punch made by the employee



Employee ID, First Name: Displays the Employee ID and First Name.

Department: Displays the Department of the employee.

Date: Displays the date of report generation.

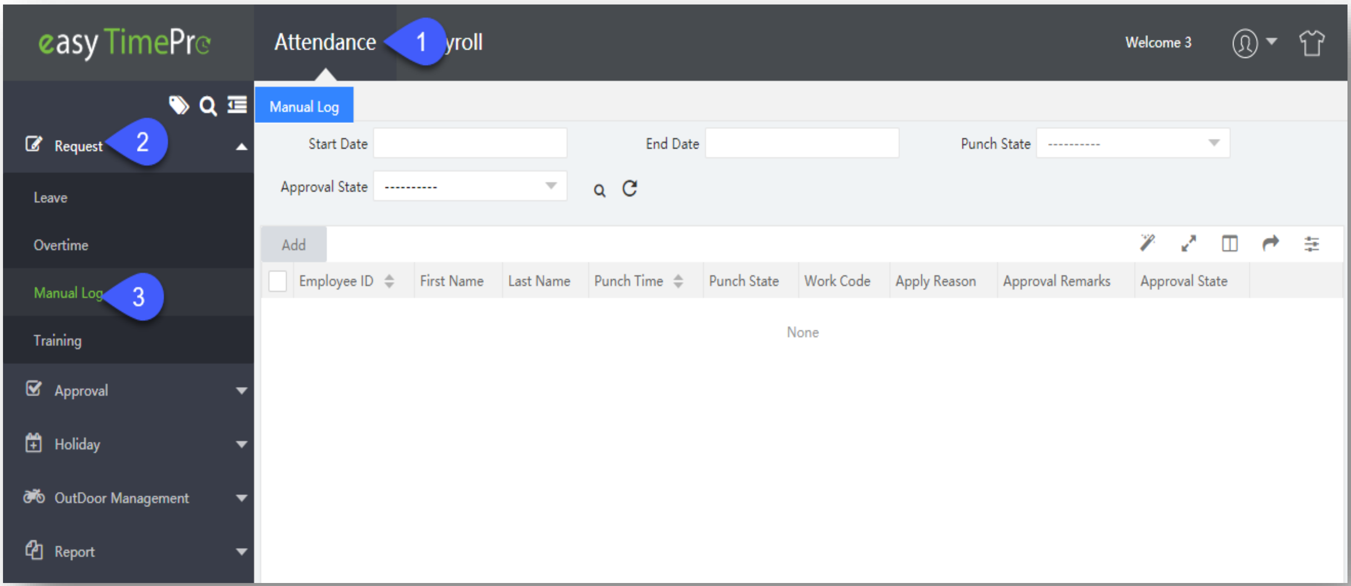
No. of Punch(s): Displays the number of attendance punches made by the employee on the particular day.

Time: Displays the time of attendance punch.

3.2.7 What to do if I have forgotten to do attendance punch

Manual Log Request

If you have forgotten to do attendance punch for check-in, check-out, break-in, break-out, you can request for a manual log.



The columns are described as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the employee.

Punch Time: Displays the date and time of the requested manual log.

Punch State: Displays the punch state of the requested manual log.

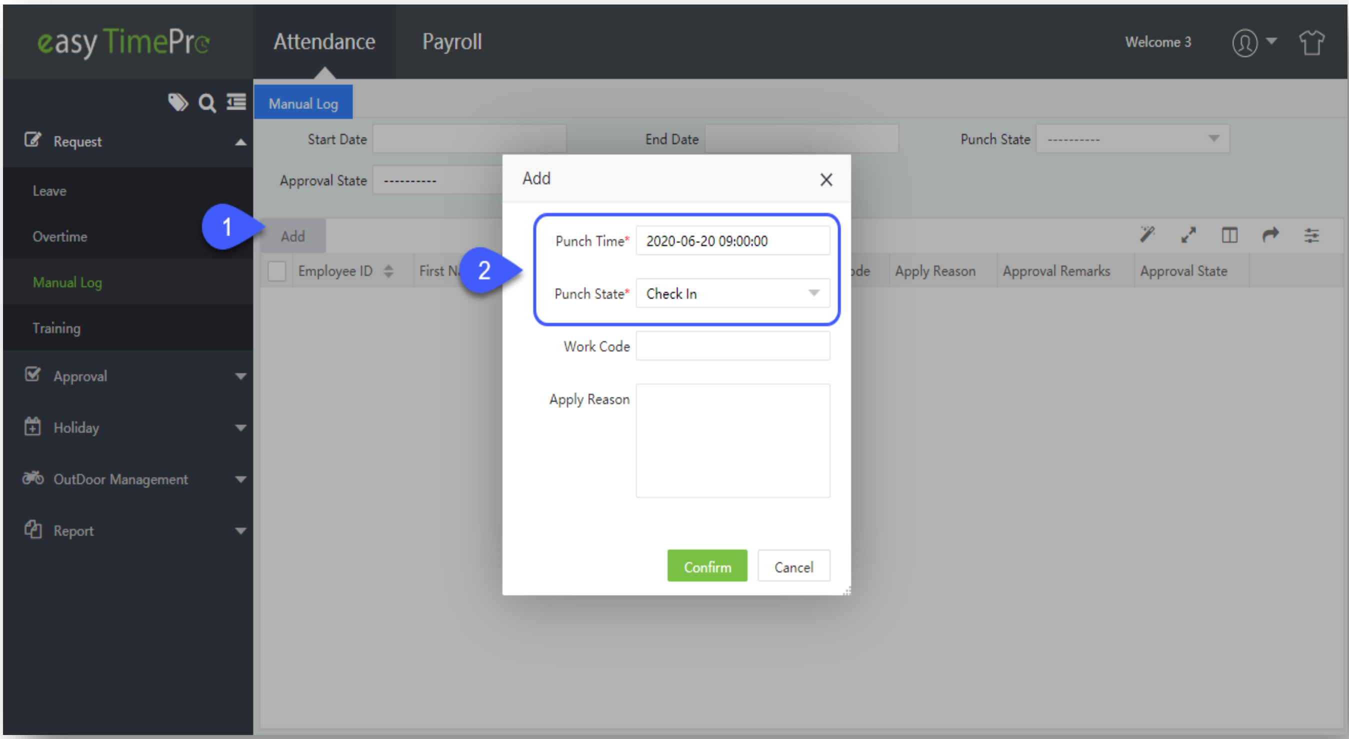
Work Code: Displays the Work Code of the employee if applicable.

Reason: Displays the reason for applying the manual log.

Approval State: Displays the approval state of the manual log as Approved/Rejected/Pending.

Perform the following steps to add a manual log:

Click **Add**. A pop-up appears as shown in the image below:



Punch Time: Select the Date and Time for the manual log.

Punch State: Select the attendance punch state.

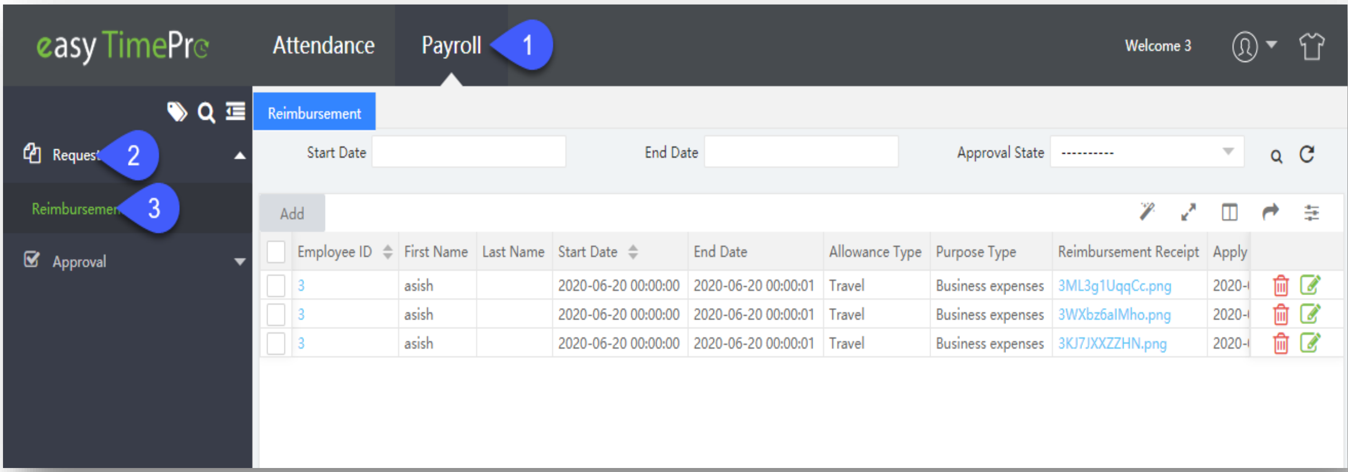
Work Code: Enter the work code if applicable.

Reason: Enter the reason for applying the manual log.

Click **Confirm** after entering the details.

3.2.8 Where to apply for Reimbursement

The Reimbursement option in Employee login initiates the reimbursement request to the concerned approver.



The columns are explained as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the applied Employee.

Start Date: Displays the Start Date and Time of reimbursement.

End Date: Displays the End Date and Time of reimbursement.

Allowance Type: Displays the applicable Allowance category.

Purpose Type: Displays the allowance purpose.

Reimbursement Receipt: Displays the attached reimbursement receipt.

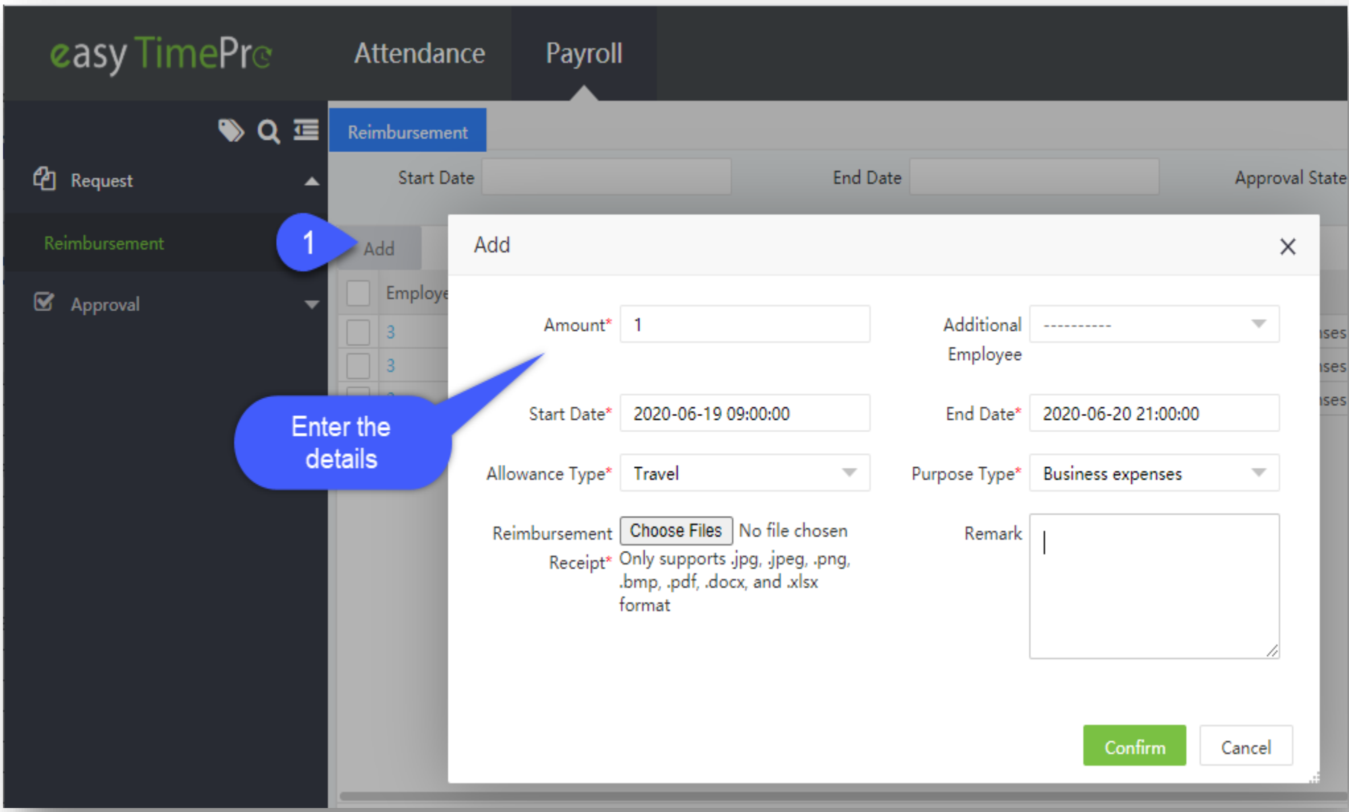
Apply Time: Displays the request applied time

Apply Reason: Displays the applied reason.

Approval Remarks: Displays the remarks for reimbursement.

Approval State: Displays whether the request is approved or not.

Add Reimbursement Request



On the Reimbursement interface, click Add to raise a reimbursement request.

- Enter the reimbursement amount.
- Enter the Start Date and End date of reimbursement.
- Select the Allowance Type and Purpose Type.
- Then, attach the related receipt.

Click **Confirm** after entering the corresponding details.