GoTimeCloud

User Manual

v1.5 July 2021

About this manual

- This document provides the complete overview for GoTime Cloud software configuration.
- All design and specification declared are subject to change without notice in advance.
- This manual assumes the full compatibility of your device with software GoTime Cloud. This manual also assumes the user have enough user permissions to manage and configure devices and software.
- This manual is structured in chapters for the stablishment every necessary point to perform the startup of GoTime Cloud.

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As this product is regularly updated, we cannot guarantee exact consistency between the actual product and the written information in this manual. ZKTeco Europe claims no responsibility for any disputes that arise due to differences between the actual technical parameters and the descriptions in this document. The manual is subject to change without prior notice.

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0. Introduction

GoTime Cloud is a time and attendance control application. With this application the working times of the employees of a company can be tracked.

GoTime Cloud is an application designed to control working hours. With this solution it is possible to track every action carried out by the employees during the day, from breaks to effective work.

GoTime Cloud allow us to define accrual payrolls which gives us the possibility to quantify and compensate the hours excess for production reasons.

GotTime Cloud allows report exportation from any location at any moment, complying with work regulations regarding time and attendance control.

0.0 Glossary

Being GoTimeCloud a solution to track working hours, the reference to concepts related to time and attendance is needed. The explanation of this concepts are as follows.

- **Workday:** The different times in which an employee is expected to check in and check out from work.
- **Session:** The different time frames in which a workday can be divided to. Usually, a workday will have 1 or 2 sessions, depending on if the session includes a break.
- **Variant:** A variant is a workday that is applied to specific days. Each workday can include several variants which will be assigned to a workday that will be different to the usual workday of an employee. This variant needs to be assigned to the requested days in the employee calendar, for the application to know that for those days, a different workday needs to be applied to the employee.
- **Calendar:** It represents the full set of days in which a year is composed and will be assigned to the employees. Each employee can have a different calendar and for each day of this calendar all situation chances need to be defined (normal workday, variant, event…)
- **Total Attendance:** It represents the time total that is considered as effective work time.
- **Duty time:** The total of hours that according to the assigned workday need to be covered.
- **Break:** It represents an automatic stop (check out and check in) that is generated by the application at defined times. This implies that the employee does not need to punch in any way.
- **Event:** An event is defined as a reason for a check-in or a check-out different as work time start or work time end. For example: Breakfast, lunch, smoke, holidays, customer visit…There are two types of events: System events, which are not punched, except "Work". For example, delay, unjustified absence, lack of working hours… and user events, which are defined by the user and can be punched by the employees. For example, Doctor visit, personal matters, smoke…
- **Accrual:** Accruals are time and cases repetition containers of the events. Each employee has its own accruals and those are associated to the events, including "Work". These accruals are usually managed monthly and contain time balances or the number of punches of an event.
- **Accrual Balance:** It represents the value (measured in time or number of punches) of an accrual.
- **Payrolls:** The payroll concept in GoTimeCloud refers to the division and optional economic valuation of the worked time by the employees. It is highly recommended to configure payrolls even when they are not economically valuated, as it allows the separation between the different types of hours (normal hours, extra hours, night hours) in a flexible and clear way.
- **Payroll Items:** It refers to the title in which each of the hour's division can be configured (Normal hours, extra hours, night hours…)

- **Closure:** It is the principal process of the application. It generates the calculations according to registered punches, updating all accruals, payrolls, and reports. The closure process is done automatically at the time in which it is configured by the user. Also, manual closures can be performed at any time.
- **Day Types:** Represents day groups in which the same configuration related to calendars, workdays, and payrolls. It is a method to group different days of the week with the same configuration.

1. Startup

1.1 Previous Requirements

Before beginning the GoTime Cloud startup, we should consider several things.

Configuration and punches on device before GoTime Cloud configuration.

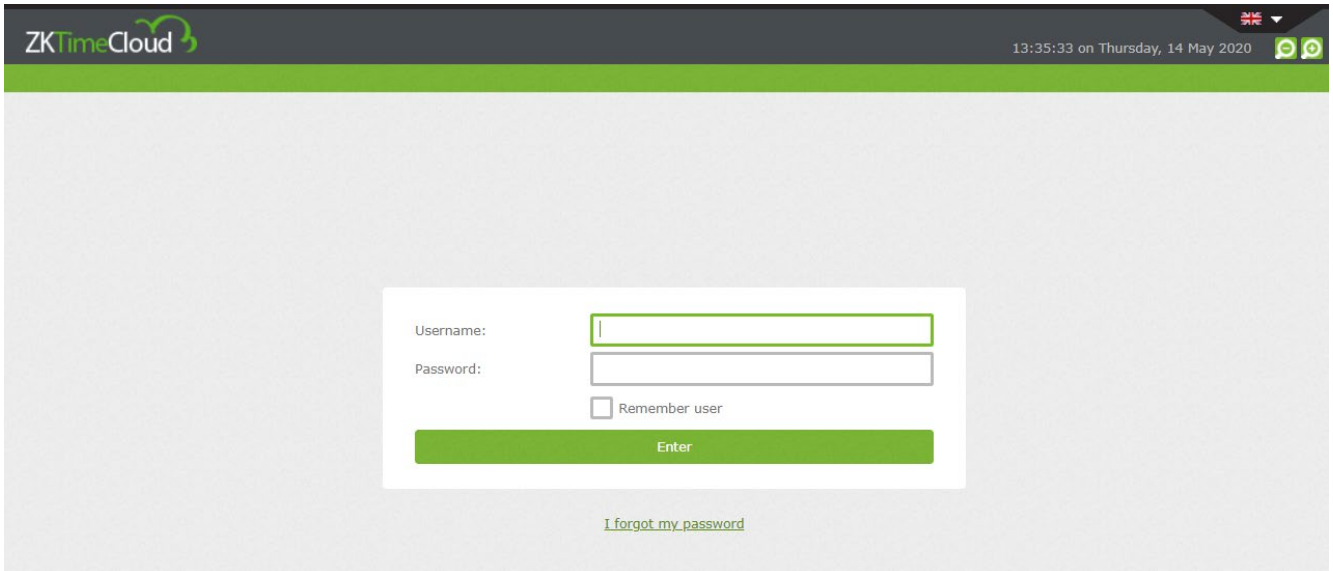
Any employee configuration made on the device before GoTimeCloud configuration will be replaced by the current one in GoTimeCloud once it is configured. Besides, all punches on the device will be deleted and will not be added to GoTimeCloud by any means.
This means we cannot make any user or punch configuration before the GoTime Cloud start up as it will be lost once the device registration is made.

Device disconnection

As in the previous case, regarding a device loss of connection situation, it is important not to delete the device registered on GoTime Cloud since registering it back will delete the configuration and punches existing in the device, including those that could not be registered in GoTimeCloud due the disconnection. This will result in a loss of punches that will not be able to be recovered.

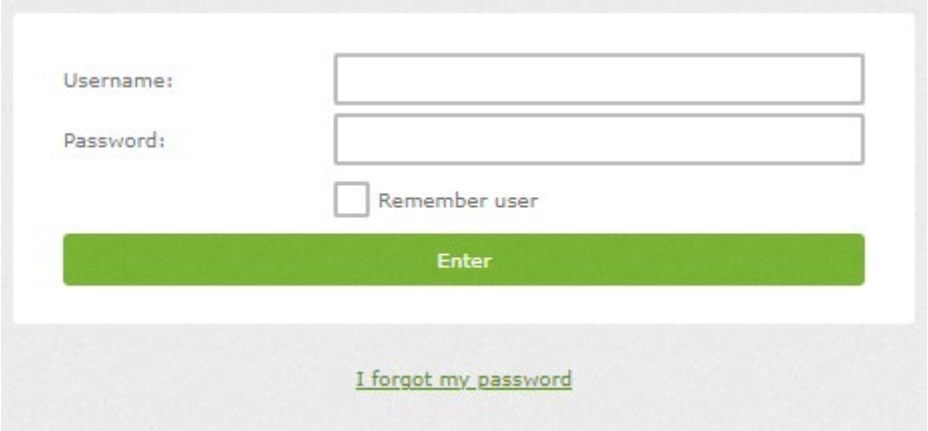
1.2 Installation

Being GoTimeCloud an online hosted application, no installation process is needed. We just need to know the URL (Web page address) of the service, user, and access password.

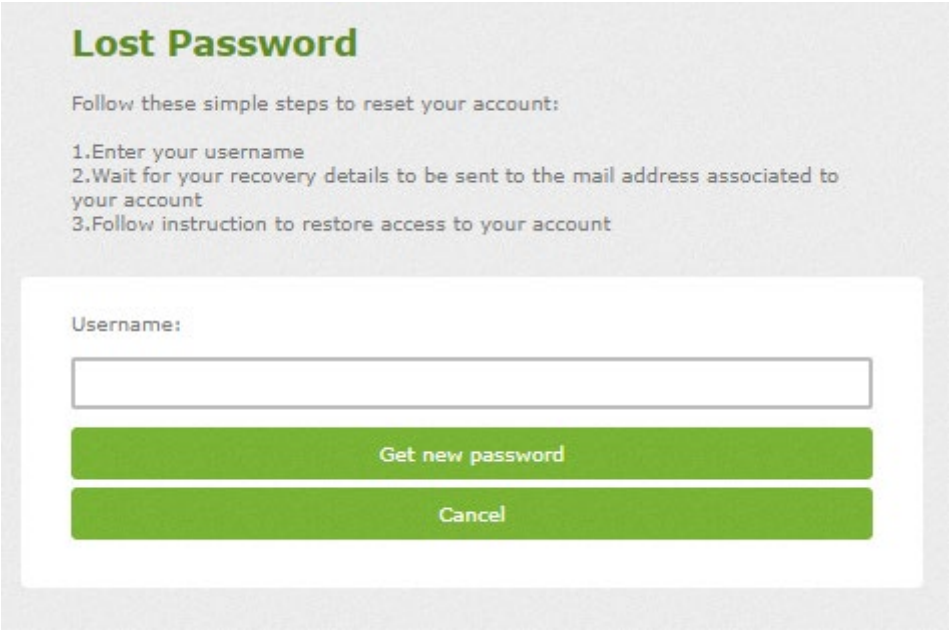


1.3 Password Recovery

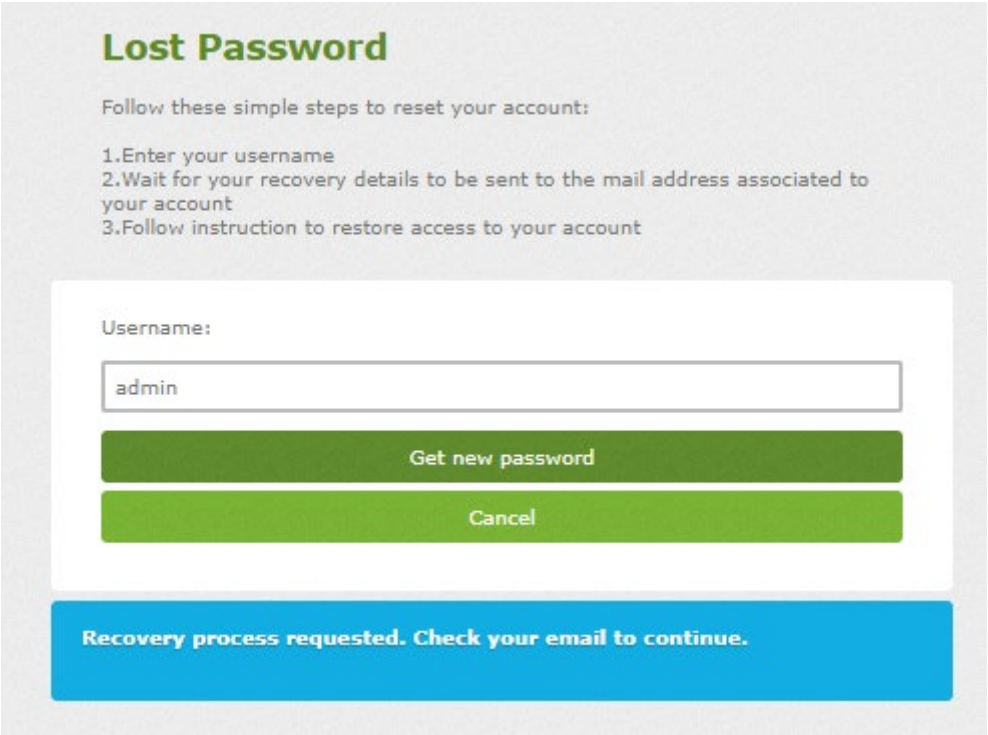
To recover a password we will click on "I forgot my password"



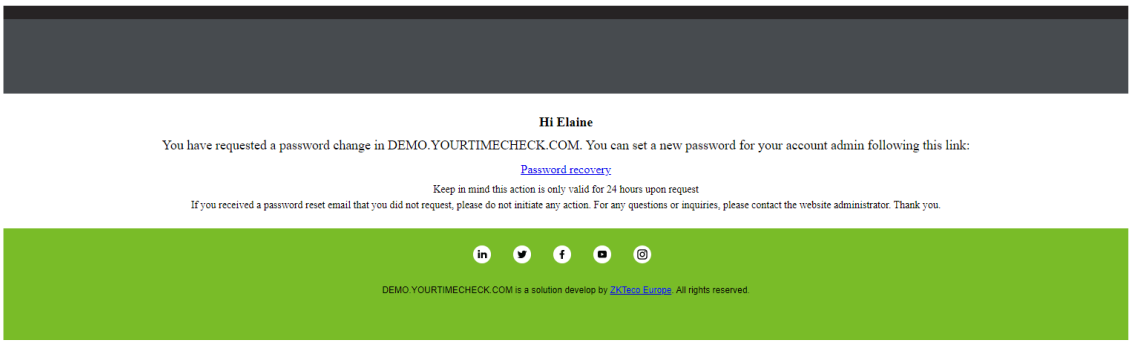
This will open the page where we will input the username which we want to recover the password for.



We are going to recover the password for the user "admin". We will input this username on the text box, and we will click on "Get new Password".



An email will be received in the account linked to the employee which will contain a link from where we can restore the password. We must access the inbox of this email address to check if the password recovery email has been received.



Hi Elaine

You have requested a password change in DEMO.YOURTIMECHECK.COM. You can set a new password for your account admin following this link:

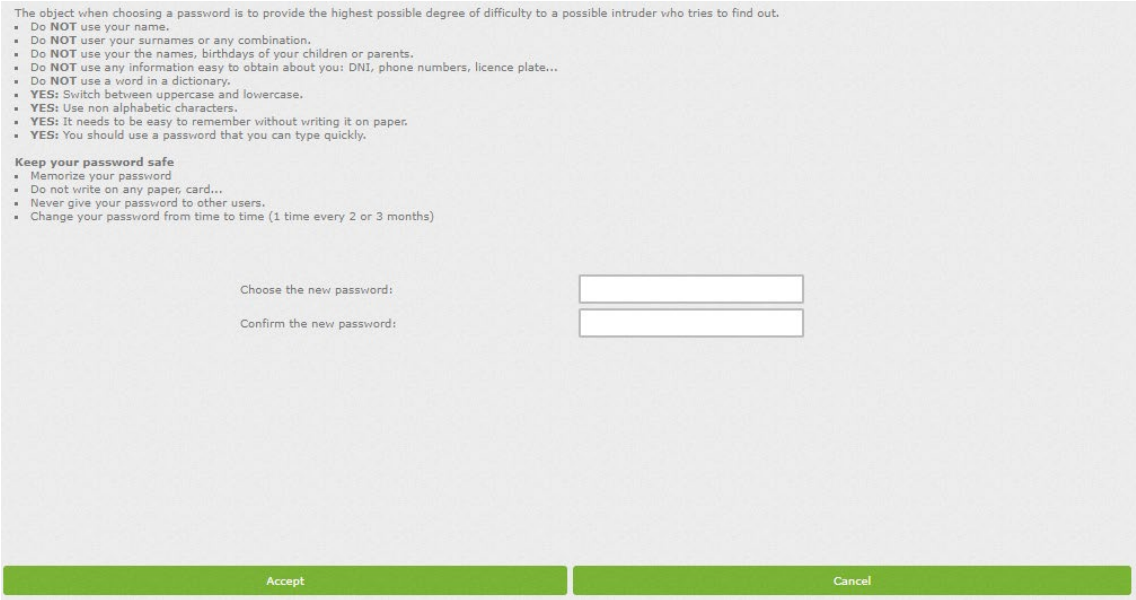
Password recovery

Keep in mind this action is only valid for 24 hours upon request

If you received a password reset email that you did not request, please do not initiate any action. For any questions or inquiries, please contact the website administrator. Thank you.

DEMO.YOURTIMECHECK.COM is a solution develop by ZKTeco Europe. All rights reserved.

The email has been received. We will click on “Password recovery” to set the new password.



The object when choosing a password is to provide the highest possible degree of difficulty to a possible intruder who tries to find out.

- Do **NOT** use your name.
- Do **NOT** user your surnames or any combination.
- Do **NOT** use your the names, birthdays of your children or parents.
- Do **NOT** use any information easy to obtain about you: DNI, phone numbers, licence plate...
- Do **NOT** use a word in a dictionary.
- **YES:** Switch between uppercase and lowercase.
- **YES:** Use non alphabetic characters.
- **YES:** It needs to be easy to remember without writing it on paper.
- **YES:** You should use a password that you can type quickly.

Keep your password safe

- Memorize your password
- Do not write on any paper, card...
- Never give your password to other users.
- Change your password from time to time (1 time every 2 or 3 months)

Choose the new password:

Confirm the new password:

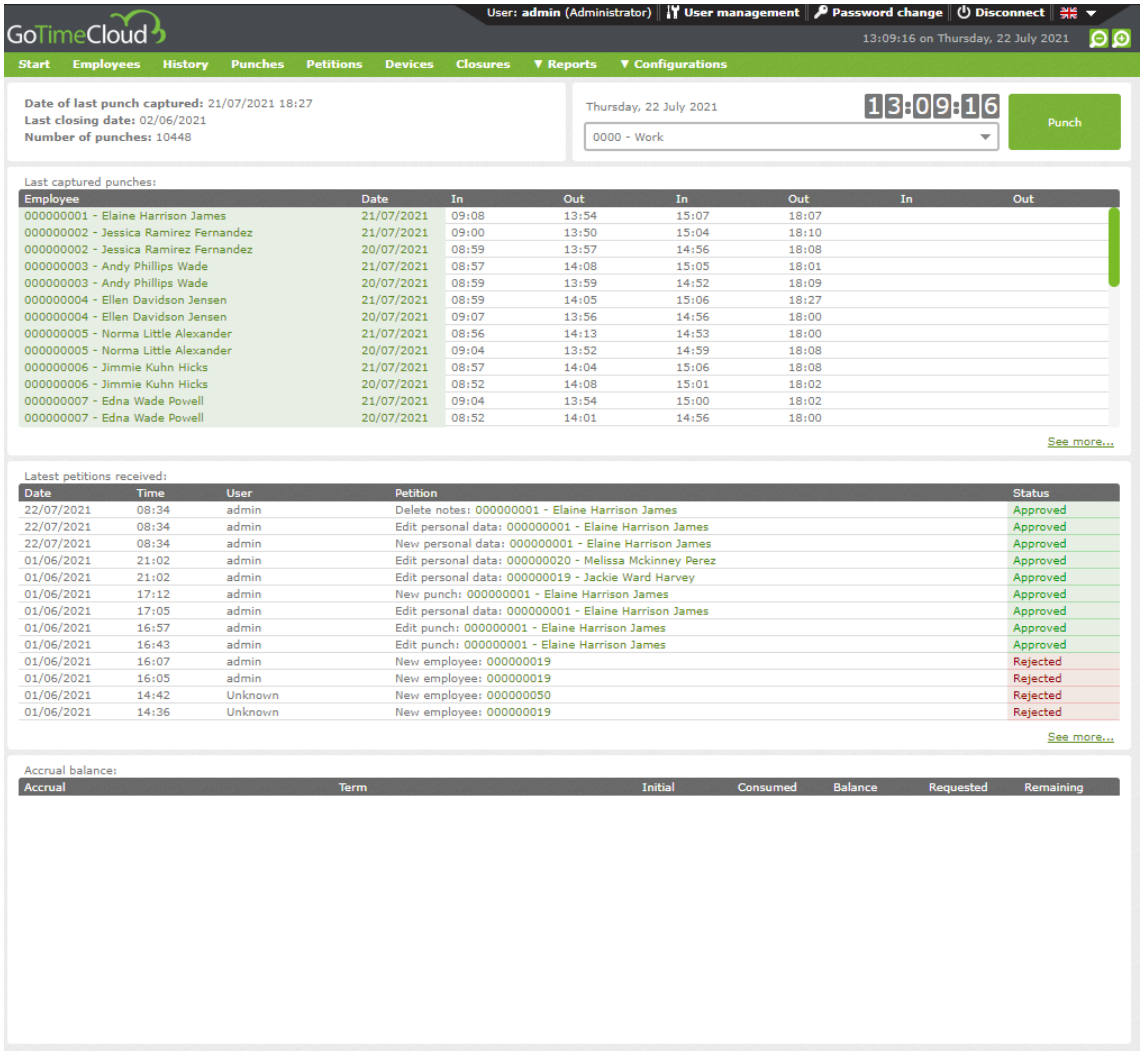
Accept | Cancel

When clicking in the link, we will be directed to the password recovery page. After setting the new password, we will click on Accept to perform the change. Make sure to follow the suggestions to set a secure password.

2 Summary and Dashboard

GoTime Cloud

Once inside the application, we will be in the summary page or in the dashboard, depending on the configuration. We will be able to move through the different pages of the application from here.

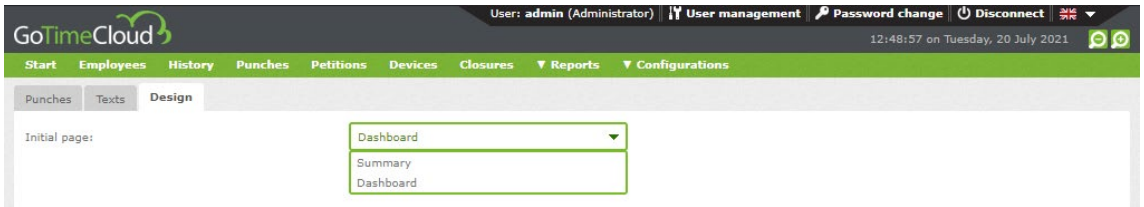


The top part of the screen is common between the dashboard and summary page, and the options are as follows.

- **Summary:** Interface where latest punches received by the platform can be found, as well as latest petitions.
- **Employees:** Here we can manage employee related information. Add, delete, or edit employees, assign work calendars and shifts as well as other functions.
- **History:** Interface where we could find punch related information, daily log, accruals, balances, and payrolls.
- **Punches:** Interface for employees' punches management.

- **Petitions:** All actions related to employees' information management on the platform are made through petitions. This petition scales according the configuration applied to be managed by its own or responsible assigned for that purpose
- **Devices:** Device management interface.
- **Closures:** This interface allows us to process de punches in relation to the attendance configuration previously applied.
- **Reports:** Access to the different reports that GoTime Cloud offers.
- **Configurations:** Menu to define and manage the necessary elements for attendance.
- **User management:** User administration interface.
- **Password change:** Enables an interface to change password.

We can change between the Dashboard and the summary page on Configurations -> Preferences -> Design, by changing the option "Initial page".

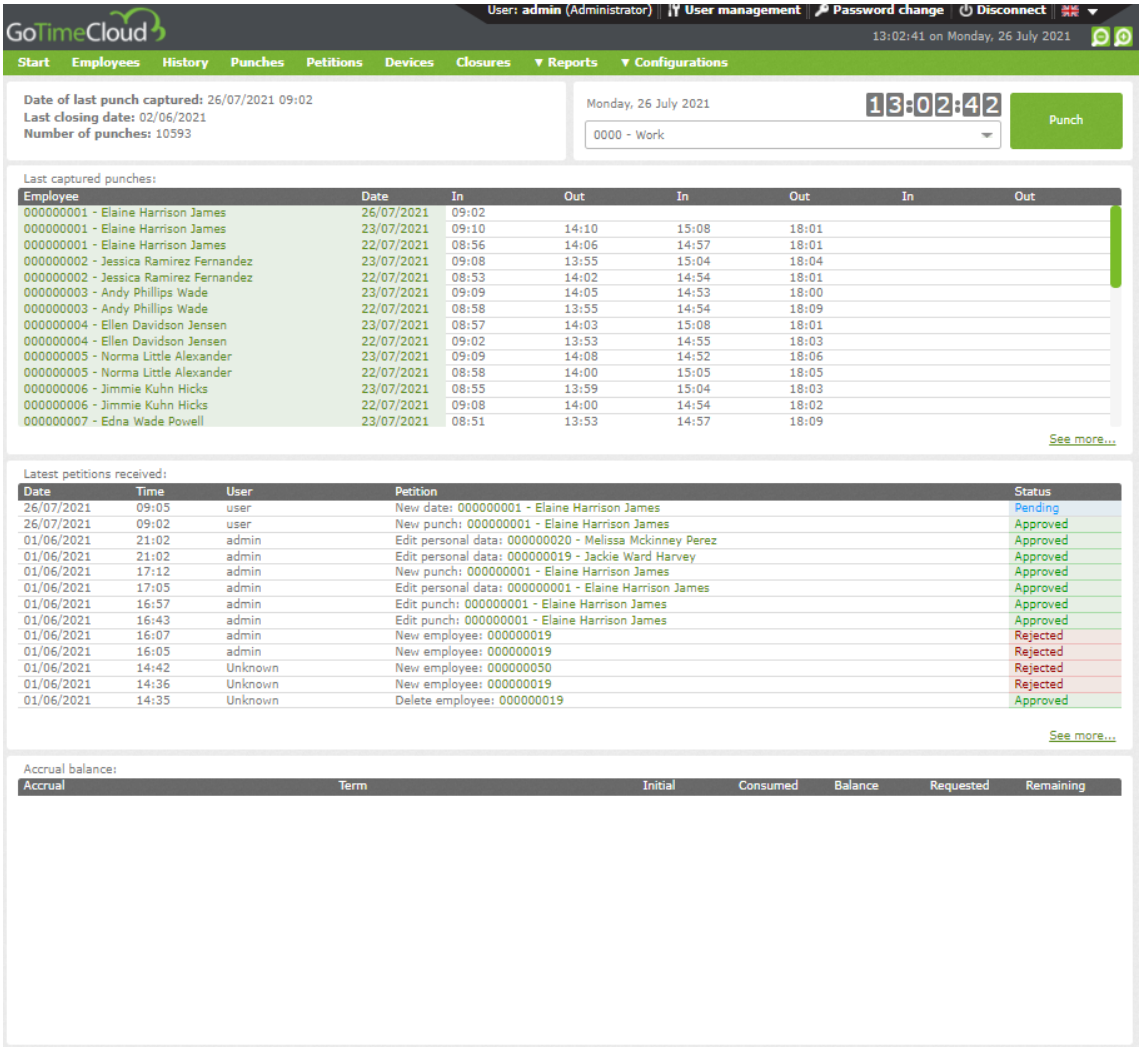


The change will be done after we click on Accept.

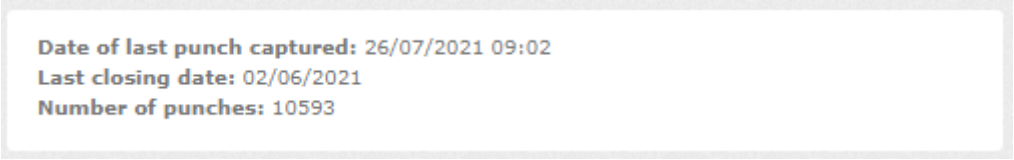
This change will affect all the users, not only the currently registered user. The initial page configuration setting is global.

All GoTimeClouds created before 15/05/2021 will show the summary screen as default, while the GoTimeCloud registered after that date will show the dashboard.

Firstly, we will explain the summary screen which as we are about to see now it is a simple way to check what is going in regarding time and attendance in our enterprise.



The last punch captured data, the last closure, and the number of punches of the company are displayed on the top left as shown.



On the top right, we can find the interface where we will be able to do virtual punches, and select the attendance event if needed. Only the events configured as “Allows punching” can be selected. It should be noted that these punches, unlike the punches registered on the “Punches” screen, are presupposed to be true and they do not require approvement by an administrator or a superior.

Next, the last punches done. The display of this screen depends on how we are accessing: as administrator user or regular user. In this case, as we are accessing as an administrator user, can see all employees' punches. In case of accessing as a regular user, we would be able to see the employees' punches we were allowed to; it could be either the registered employee, any employees under the user supervision, employees from the same department / centre or none of them. It would depend on the user's assigned permissions.

From "See more" option, we access directly to the punches screen to check more exhaustively any punch, select a specific employee, check punches on any different date and even, modify existing punches.

The contents on this area will change on real time, according to the punches that are being clocked in any device connected, on the app or any other computer / laptop that is accessing to the same GoTime Cloud license.

Last captured punches:

Employee	Date	In	Out	In	Out	In	Out
000000001 - Elaine Harrison James	26/07/2021	09:02					
000000001 - Elaine Harrison James	23/07/2021	09:10	14:10	15:08	18:01		
000000001 - Elaine Harrison James	22/07/2021	08:56	14:06	14:57	18:01		
000000002 - Jessica Ramirez Fernandez	23/07/2021	09:08	13:55	15:04	18:04		
000000002 - Jessica Ramirez Fernandez	22/07/2021	08:53	14:02	14:54	18:01		
000000003 - Andy Phillips Wade	23/07/2021	09:09	14:05	14:53	18:00		
000000003 - Andy Phillips Wade	22/07/2021	08:58	13:55	14:54	18:09		
000000004 - Ellen Davidson Jensen	23/07/2021	08:57	14:03	15:08	18:01		
000000004 - Ellen Davidson Jensen	22/07/2021	09:02	13:53	14:55	18:03		
000000005 - Norma Little Alexander	23/07/2021	09:09	14:08	14:52	18:06		
000000005 - Norma Little Alexander	22/07/2021	08:58	14:00	15:05	18:05		
000000006 - Jimmie Kuhn Hicks	23/07/2021	08:55	13:59	15:04	18:03		
000000006 - Jimmie Kuhn Hicks	22/07/2021	09:08	14:00	14:54	18:02		

See more...

On the following screen, we see the last petitions received.

As mentioned before, the petitions shown on this screen will depend on the user that has accessed GoTimeCloud and its permissions. We will see if the petitions haver been accepted, rejected or they are pending. We can click on "See more.." to access the petitions screen.

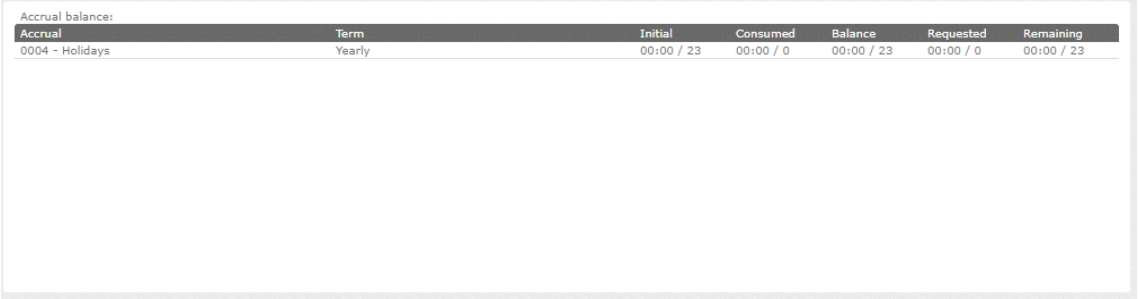
Latest petitions received:

Date	Time	User	Petition	Status
26/07/2021	09:05	user	New date: 000000001 - Elaine Harrison James	Pending
26/07/2021	09:02	user	New punch: 000000001 - Elaine Harrison James	Approved
01/06/2021	21:02	admin	Edit personal data: 000000020 - Melissa Mckinney Perez	Approved
01/06/2021	21:02	admin	Edit personal data: 000000019 - Jackie Ward Harvey	Approved
01/06/2021	17:12	admin	New punch: 000000001 - Elaine Harrison James	Approved
01/06/2021	17:05	admin	Edit personal data: 000000001 - Elaine Harrison James	Approved
01/06/2021	16:57	admin	Edit punch: 000000001 - Elaine Harrison James	Approved
01/06/2021	16:43	admin	Edit punch: 000000001 - Elaine Harrison James	Approved
01/06/2021	16:07	admin	New employee: 000000019	Rejected
01/06/2021	16:05	admin	New employee: 000000019	Rejected
01/06/2021	14:42	Unknown	New employee: 000000050	Rejected
01/06/2021	14:36	Unknown	New employee: 000000019	Rejected
01/06/2021	14:35	Unknown	Delete employee: 000000019	Approved

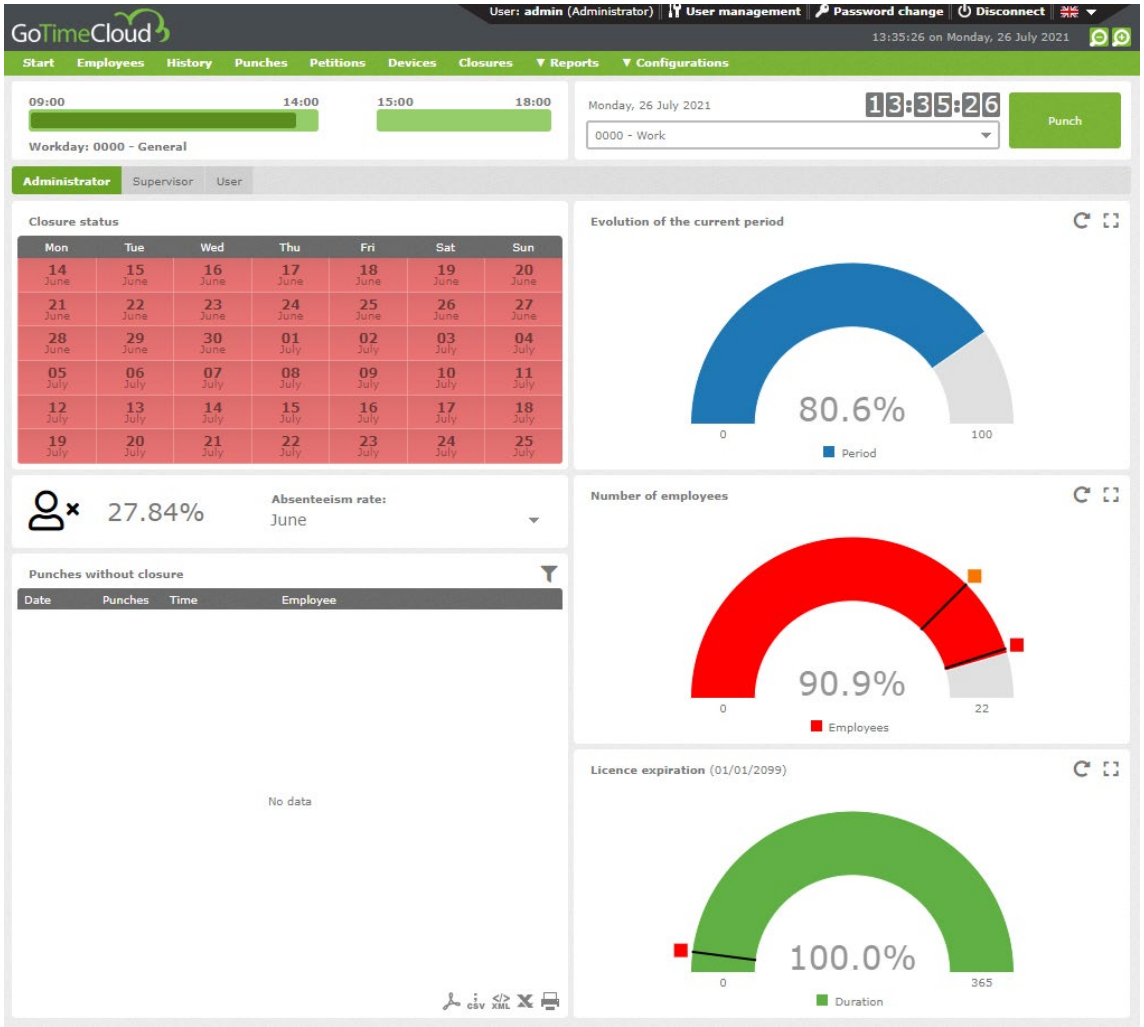
See more...

On the last section, we see the value of the accrual balance regarding the current period.

The accrual balances shown are the assigned ones to the logged in user. We can check the initial value of every definite accrual (initial); the consumed value of the mentioned accrual (Consumed); the remaining (Balance); the value / quantity requested but consumed (Requested) and the remainder / difference between the balance and the value requested (Remaining).



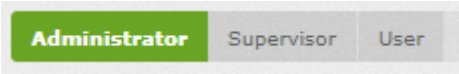
These are all the parameters displayed on the summary screen. Afterwards, we will check the dashboard in order to describe the information shown on this screen view.



On this screen, we are logged in as administrator user. As mentioned previously, the displayed elements depend on the user's permissions. On the current case, as administrator

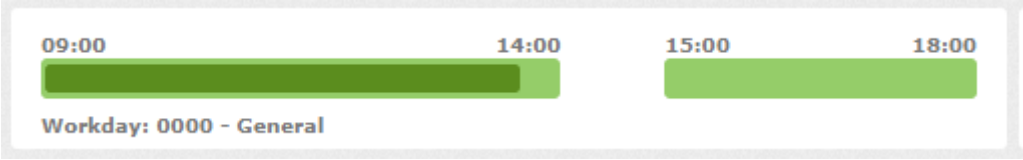
user, we have total visibility of all the company's employees. In case of logging in as a regular user, the sections available will depend on either the permissions assigned, the user role position or the visibility over the rest of centres and departments.

From the tabs, we can change the visibility to check all the sections concerning administrator, supervisor and user.

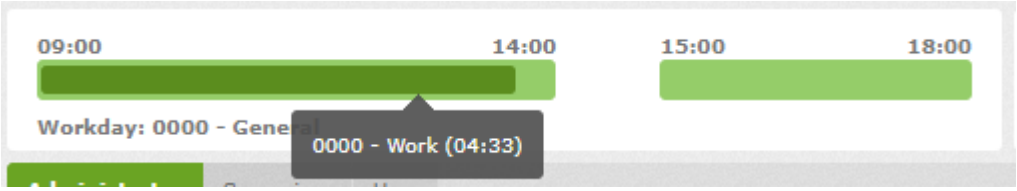


The top part is common on the three tabs and it refers to the logged in user.

Firstly, a summary of the day punches is shown, always according to the logged in user assigned workday.



On this example, the employee has assigned on the current day the workday 0000- General including two sessions: one from 09 am until 14 pm and the other from 15pm until 18 pm. However, the punches only contain a part of the first session. If we pass over the cursor, we can see the time of all the punches done.

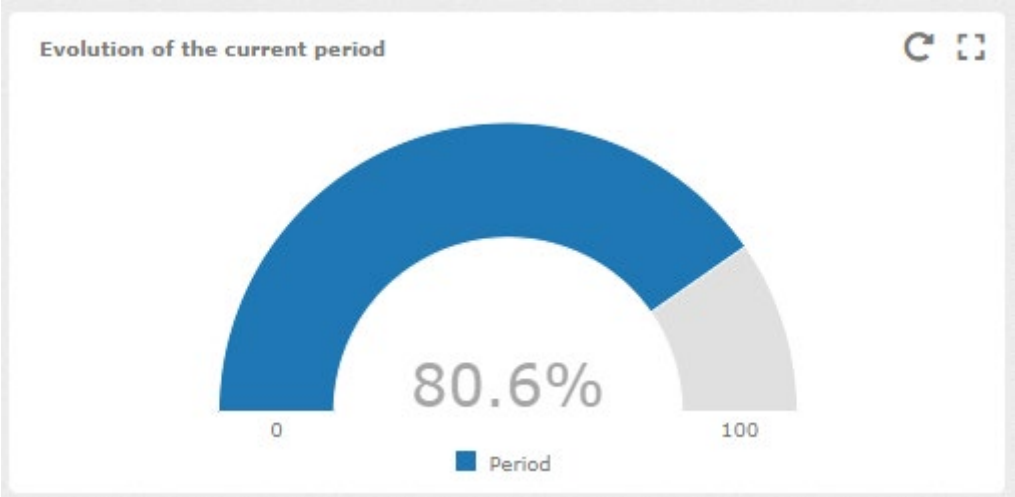


On the right, we see the section destined to clock in virtual punches which is the same on the summary screen.

Following, we see the sections corresponding to the Administrator tab.

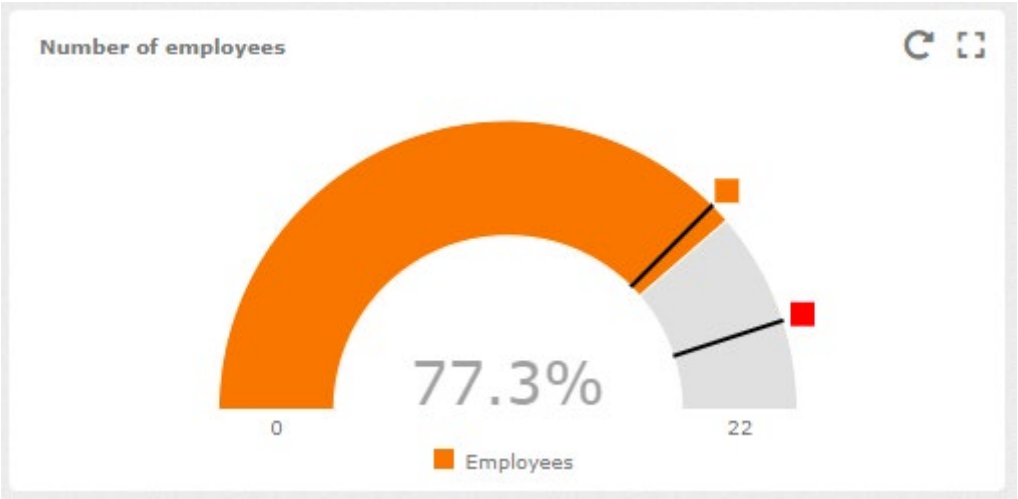
First of all, we see the state of the last six weeks closures. As we see on the example, the closures corresponding are correctly done. In case of one day wrong closing, the issue will show up on red colour.

On the right side of this section, we see the percentage of the completed current presence period. This value is a rounded off percentage which means after concluding completely 25 days during a 31-days month, the percentage is 80,6 %.

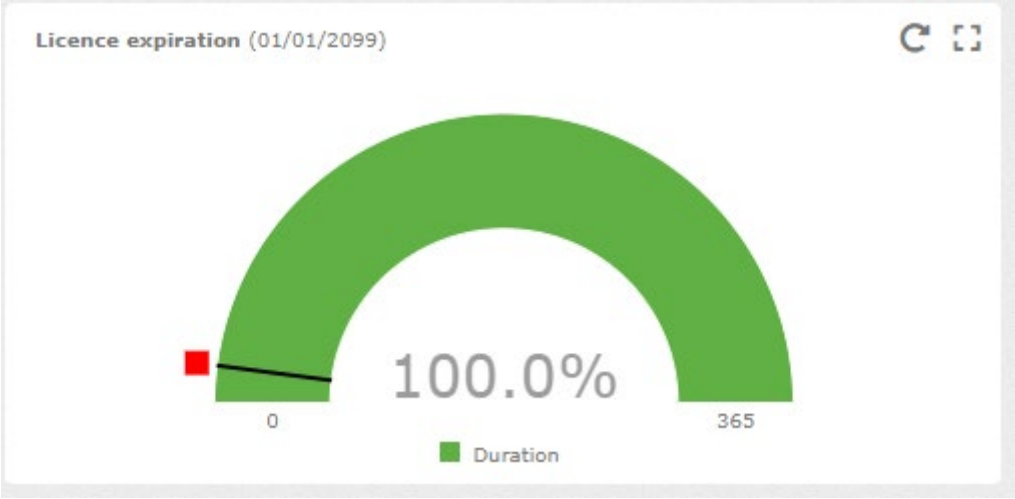


Afterwards, we see the absenteeism rate. We can filter to see the absenteeism rate every month of the year and the cumulative yearly. The absenteeism rate is the percentage of hours that should be reached on the selected period but, they have not.

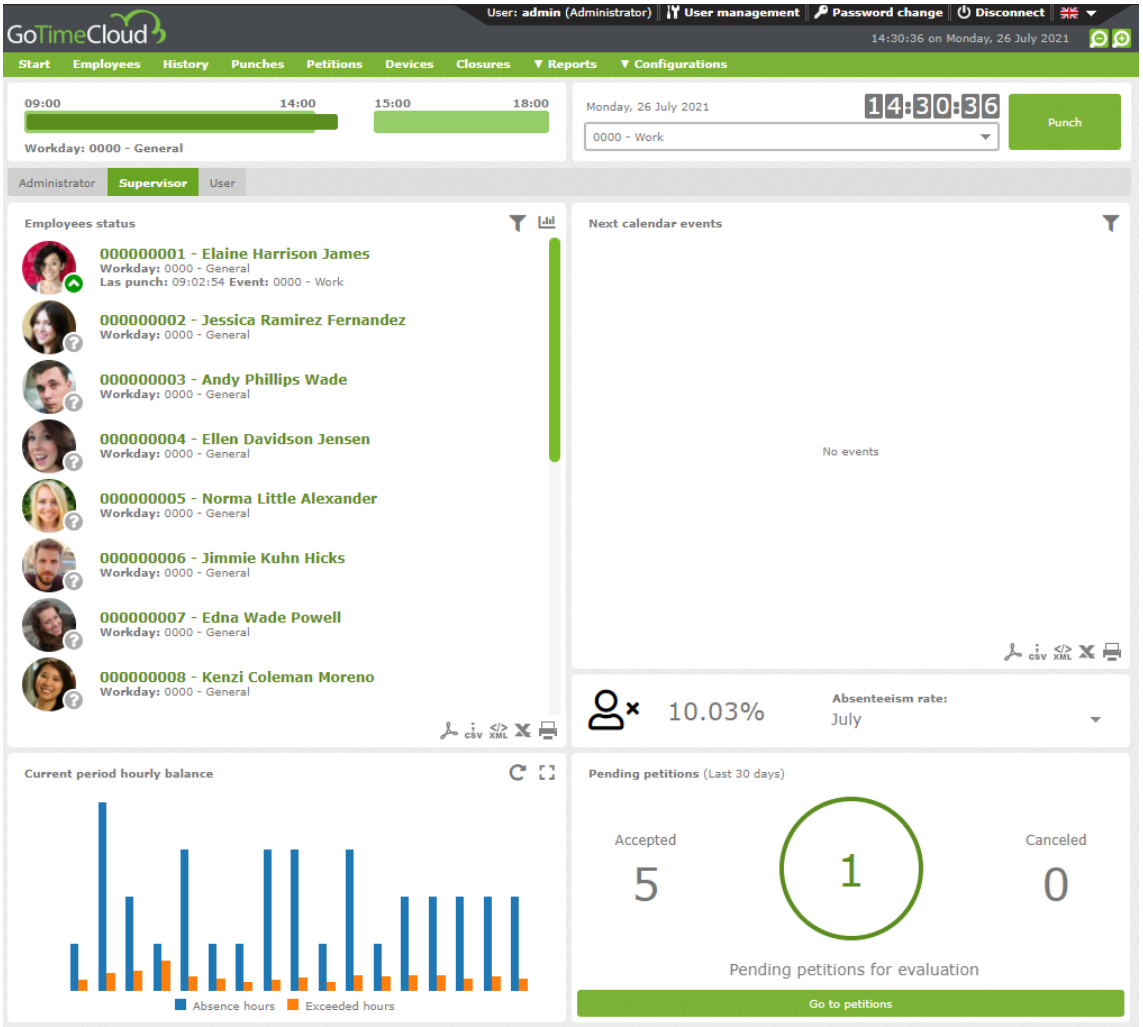
On the right, appears the limit of employees. In this case, we have a limit of 22 employees which means that we can registered only 22 employees at the same time in the system. As we have registered 17 employees, we are using the 77,3 % of the available employees. The orange and red points correspond to the 75% and 90 % of the available employees.



Finally, on this screen we have the license expiration information, meaning the available license days percentage. Usually, the GoTimeCloud licenses are yearly licenses, therefore the 100% means that the 100% is available. In this case as a demo license, the expiration date is set on 01/01/2099. The red point notifies less than 15 days license available.



Following, we change the tab to check the available sections on “Supervisor”. As we mentioned before, being logged as Administrator permits us to visualise all the employee’s information but the permissions being logged as regular user, depends on their configuration.



The screen top area shows the same information than the previous tab. Below, we see five area with relevant information.

Firstly, we see the employees' state. These employees are supervised by the logged in user. On the bottom right corner, we see a question mark icon. Depending on the employee's punches, the icon will change.

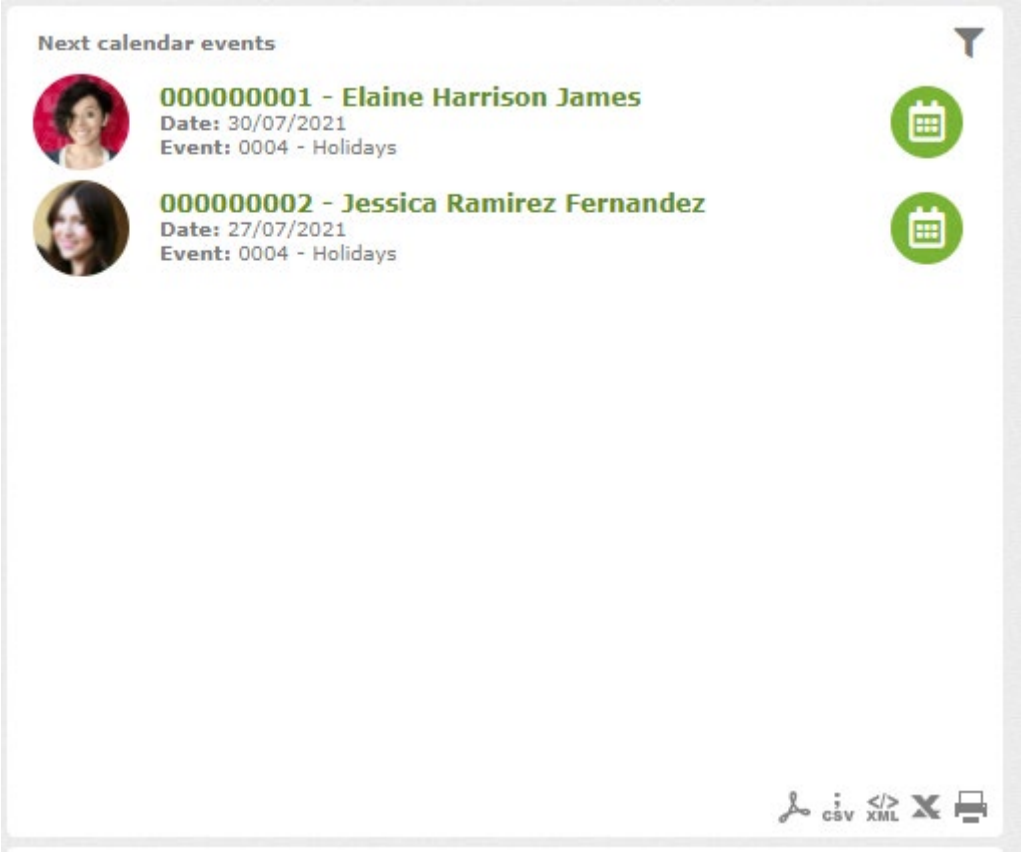
The question mark appears when the employee has not clocked in during the day.

If the employee has clocked in on the day, it is considered as being working or has been working. A green point-up arrow is shown.

If the employee is not working anymore, meaning we are set on date after the leave, a prohibition sign appears on the employees' state.

If the employee does not work anymore as on the previous point but he has clocked in, an exclamation mark comes up.

On the right, we see the calendar issues coming on date. A calendar issue can be any issue marked on any employee's personal calendar as holidays, time off…

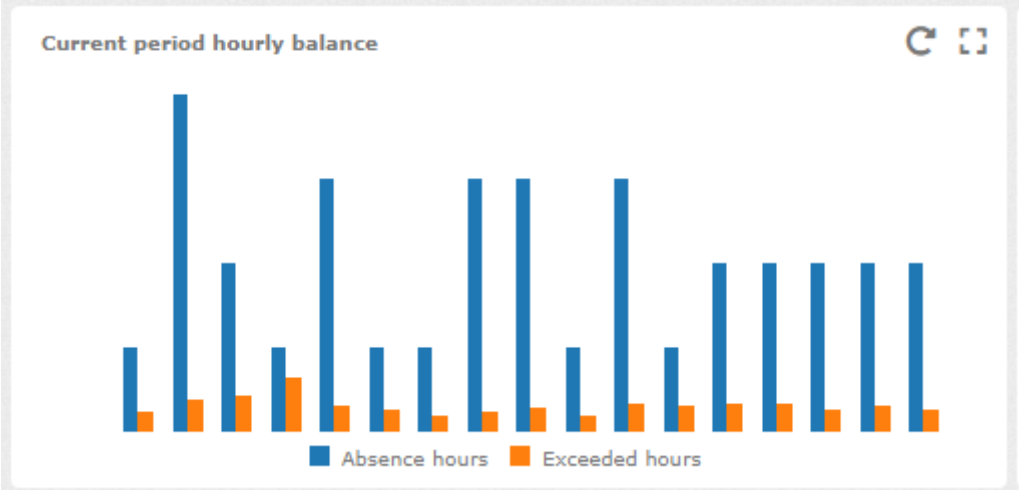


Clicking on the shown icon, we can access directly to the employee's calendar to check the calendar issue.

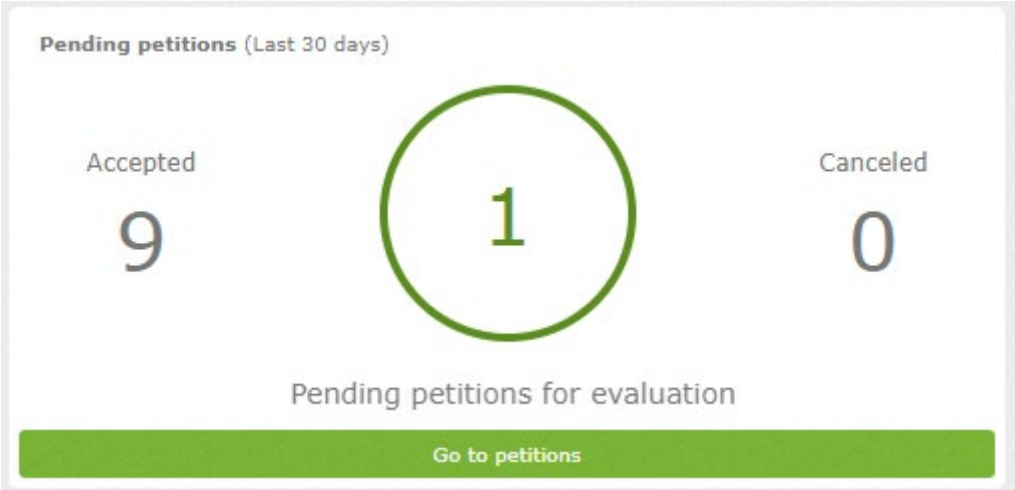
Afterwards, we can see the absenteeism rate of any employee supervised by the logged in user.

Down below, we can see the employees' hours accruals supervised by the current user.

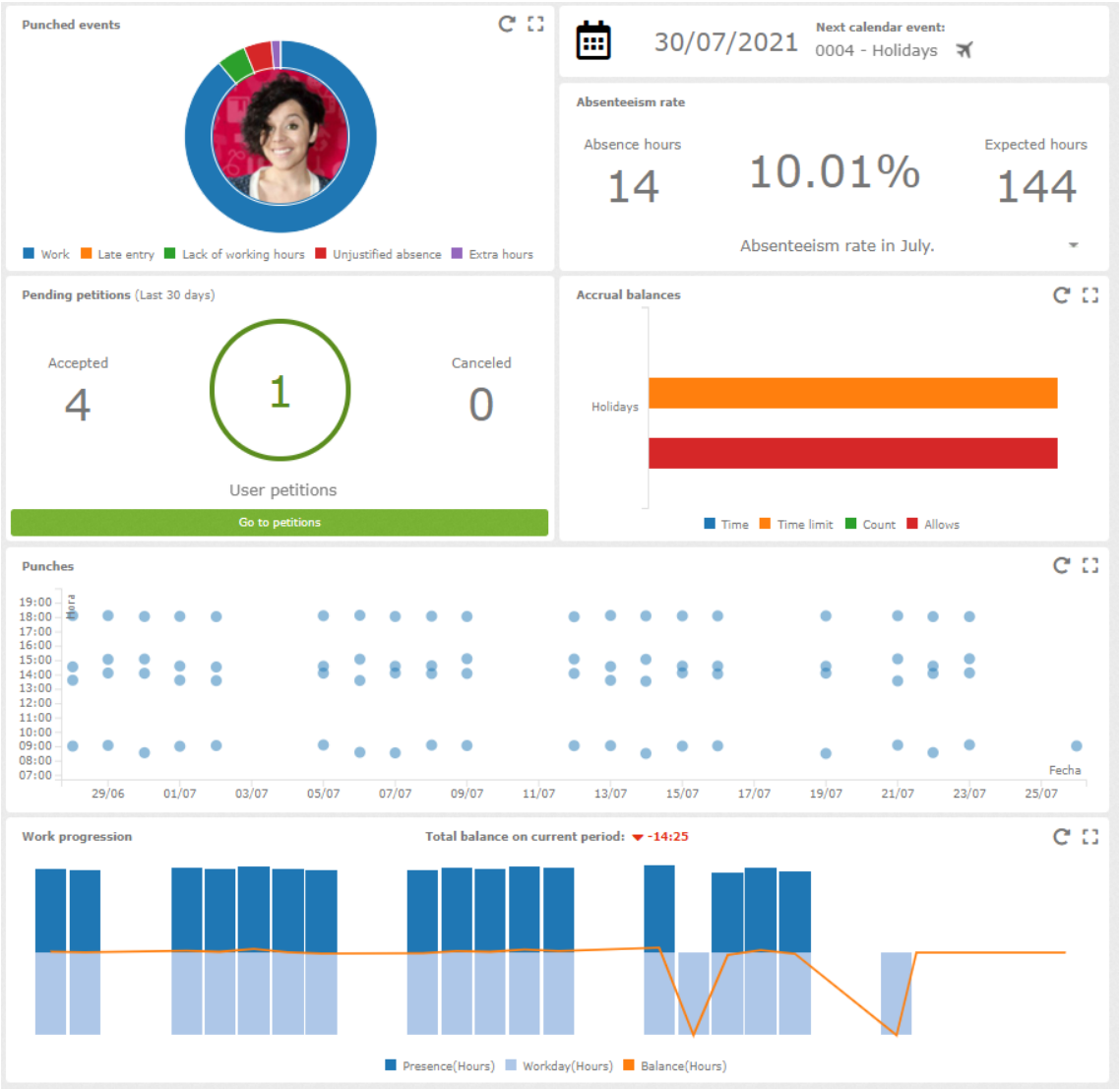
As we see on the example, only the accrual hours corresponding to the system events are configured, whereby the excess journey hours and the pending hours are shown. The employee's information changes when we pass the cursor over it.



On this screen, we see the number of petitions done by our supervised employees during the last 30 days, divide by accepted ones, cancelled ones and pending of revision. From there, we can access to the petitions tab to check them in detail.

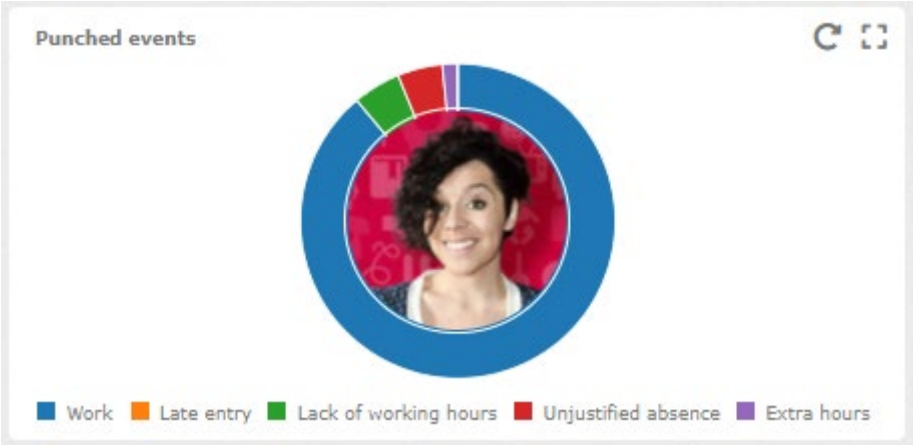


Finally, we change to "user" tab. There we can see employee's relevant information assigned to the logged in user. In many cases, if the user is not either Administrator or anyone's or anywhere supervisor, this will be GoTimeCloud access dashboard.

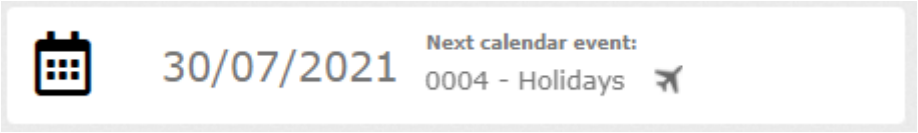


The top area is the same as on the previous tabs.

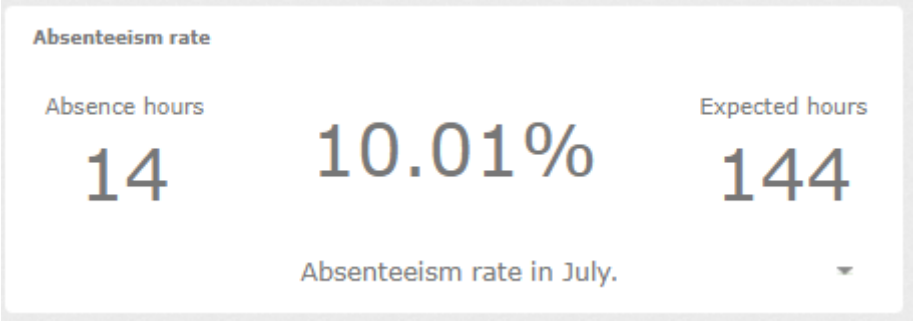
Firstly, regarding the current presence period, passing the cursor over the graphic we see how the clocked in hours are divided and their related percentage.



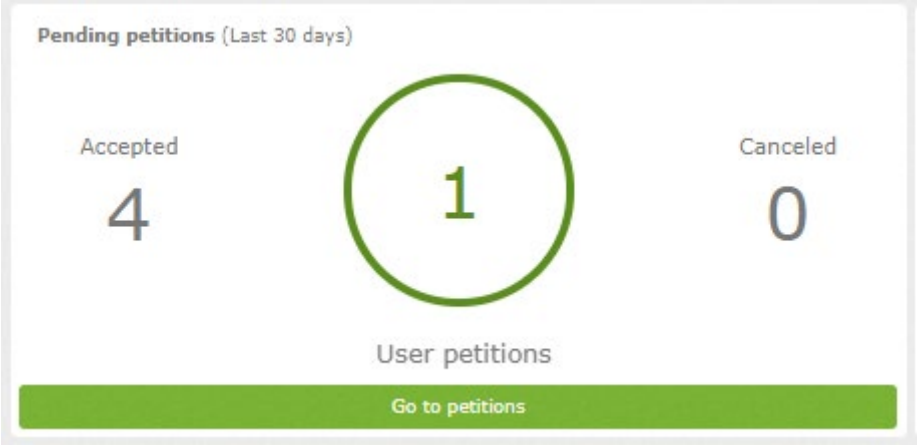
On the right, we can see the information related to the next calendar issue expected.



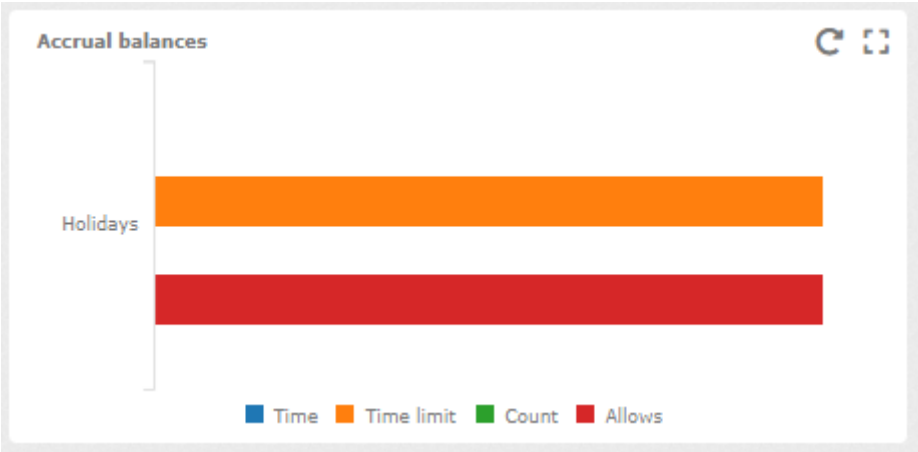
Down below, we see the information related to our employee's absenteeism



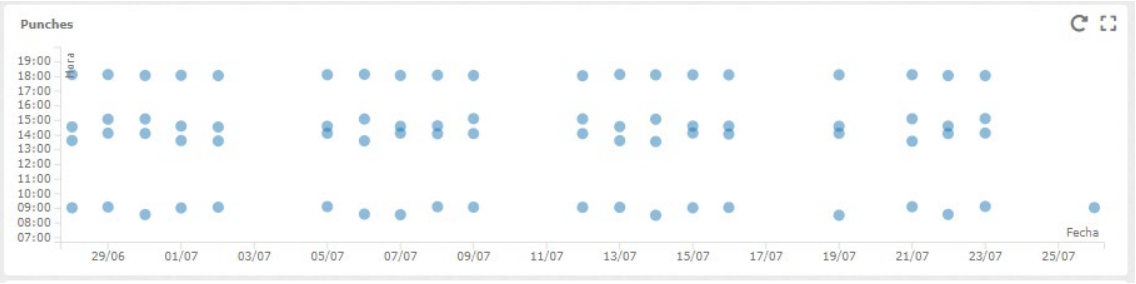
On the next line, all the petitions information. Is the same information seen on the previous tab but only related to our employee.



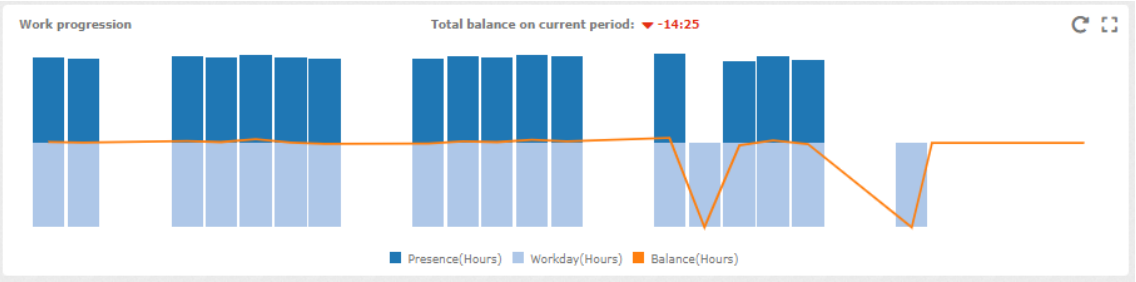
On the right, we see the available accrual on the different balances defined in the employee.



On the following line, we can see any day punches included on the current date and on every date before. Passing the cursor over it, we are able to see every clock in hour.



Lastly, we can see a line and bar chart with a comparison of the registered presence hours and the standard hours registered everyday comparison. The line shows the different between them.

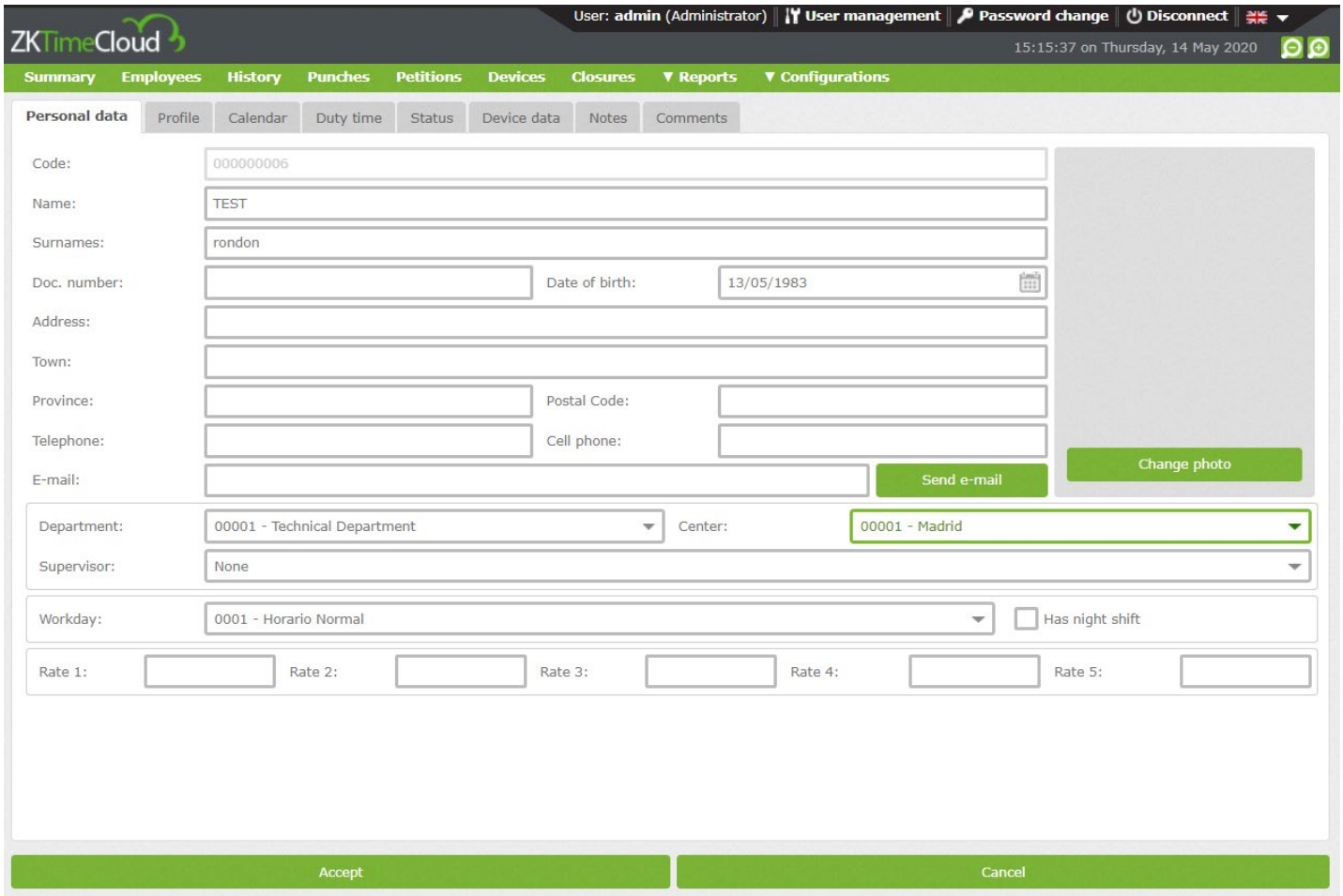


3 Employees

3.1 Personal data

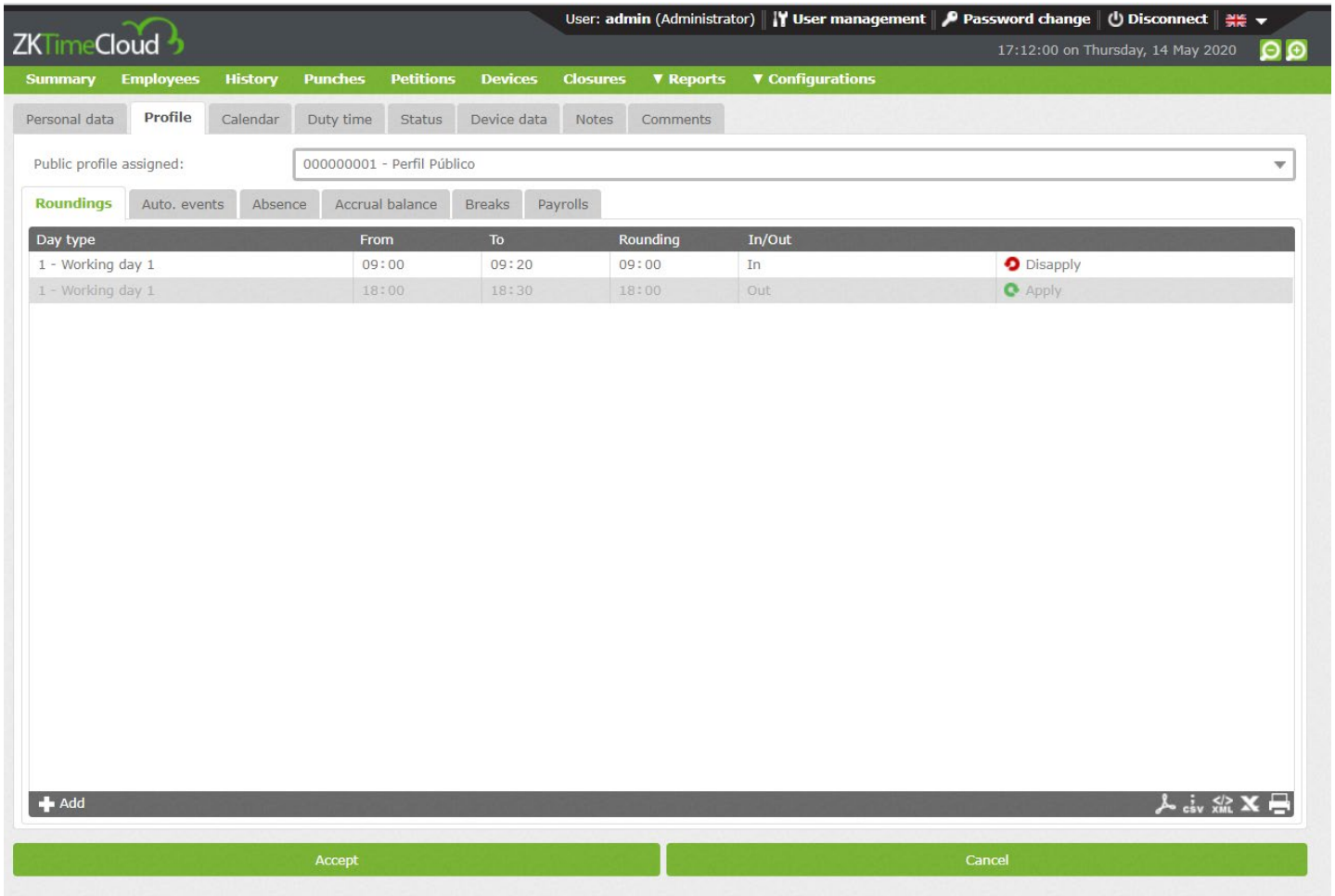
Every employee has personal data which we will not enumerate completely, we will only detail the personal configuration that affects functionality.

- **Calendar:** Represents the public calendar. Base for the personal employee calendar.
- **Workday:** Represents the employees selected workday. Notice that the shift can have up to 9 different variants also corresponding the employee.
- **Profile:** Public profile which holds the personal configuration.
- **Department/Center:** Department and center are fields meant to group employees based on their position in company.
- **Supervisor:** An employee can be established as direct supervisor from this employee.



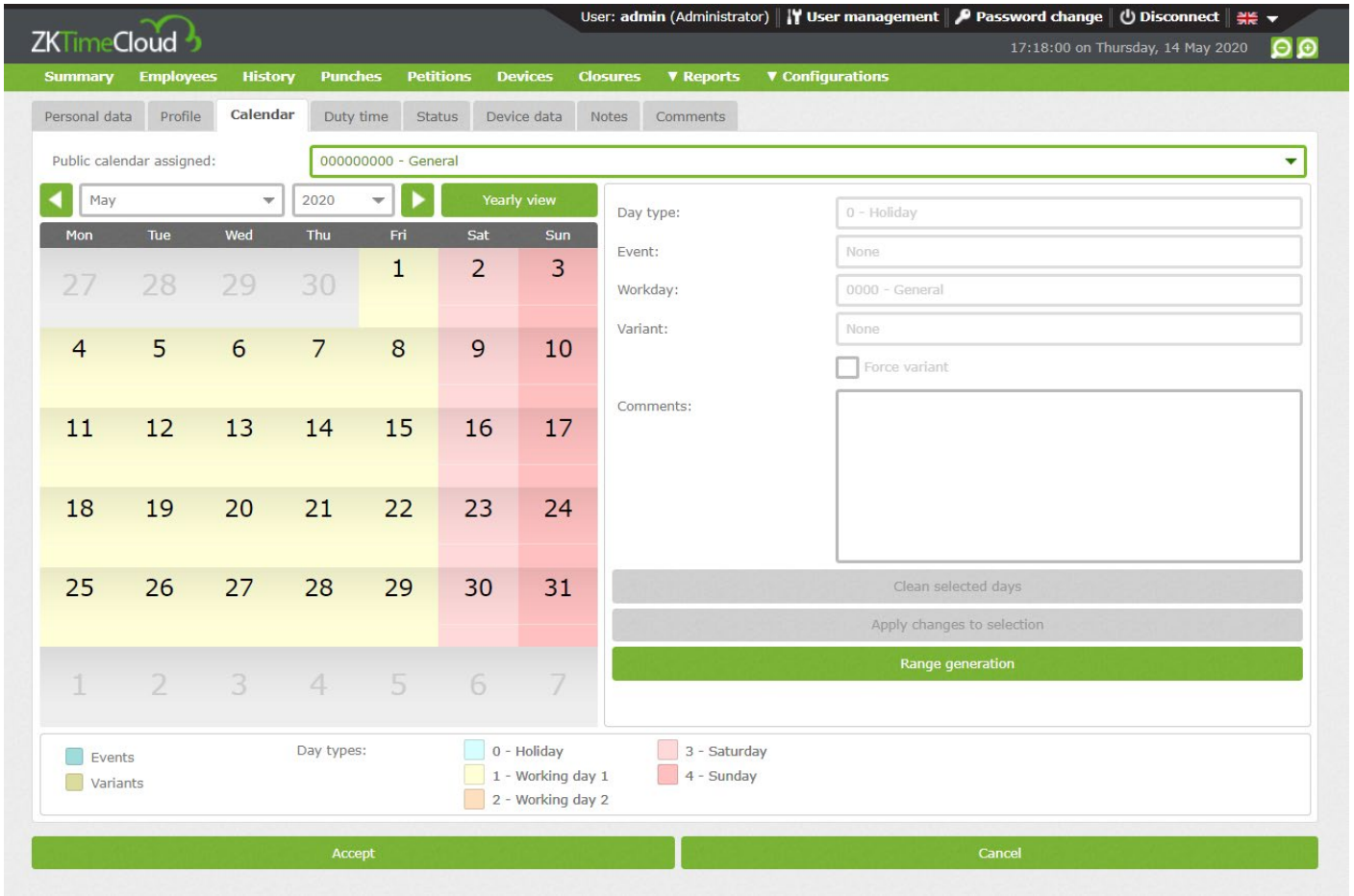
3.2 Profile

The employee's profile configuration applies by default, but here w will be able to edit it, by adding new configuration, deleting, or editing the existing ones. All profiles configurations not in use will be shown on grey, while the ones applied will be shown on black.



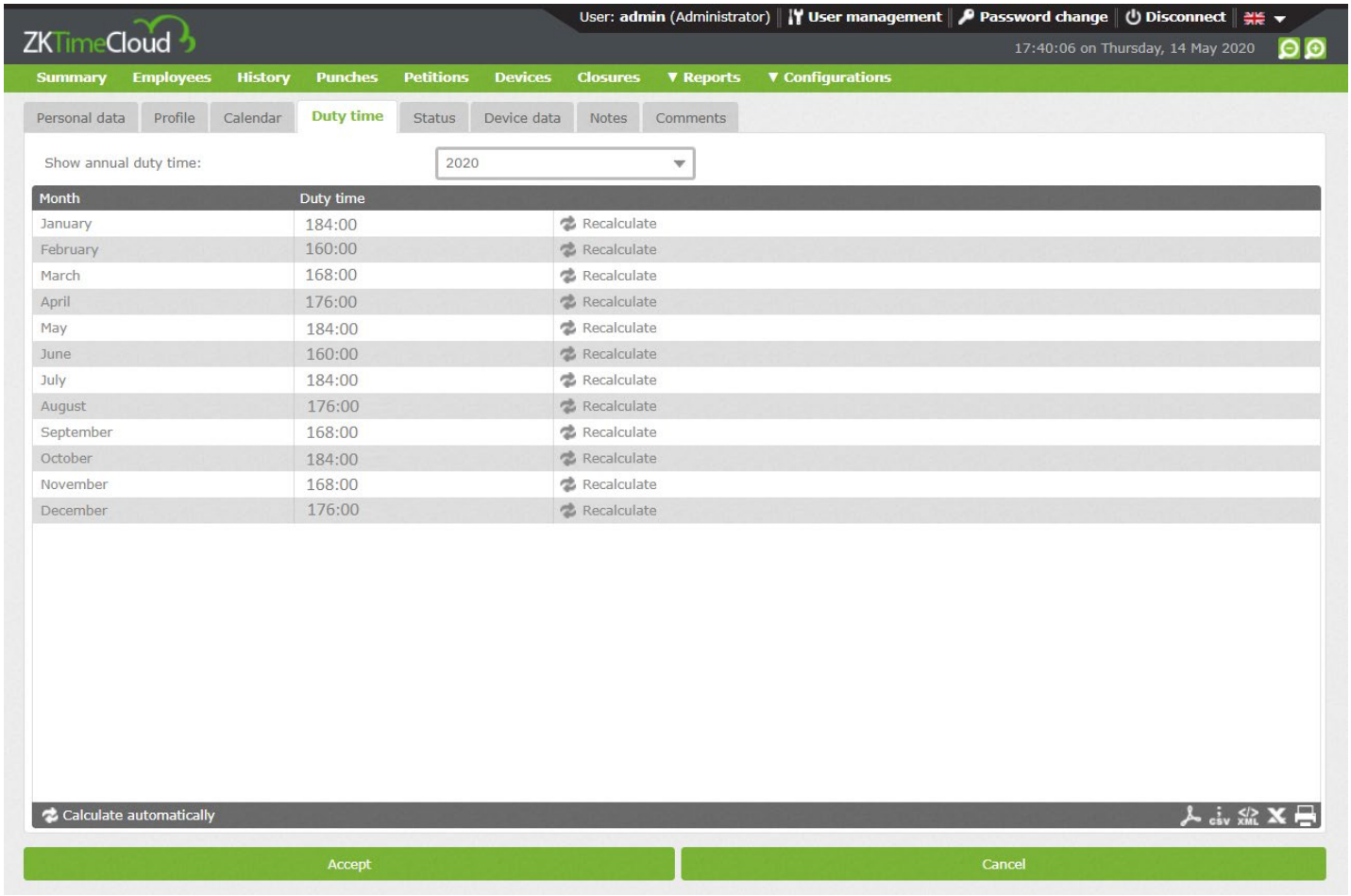
3.3 Calendar

By default, it will be a copy of the public calendar the employee has assigned, and it will store the changes that we make on it. All options presented in this window are the same as the ones on calendar management.



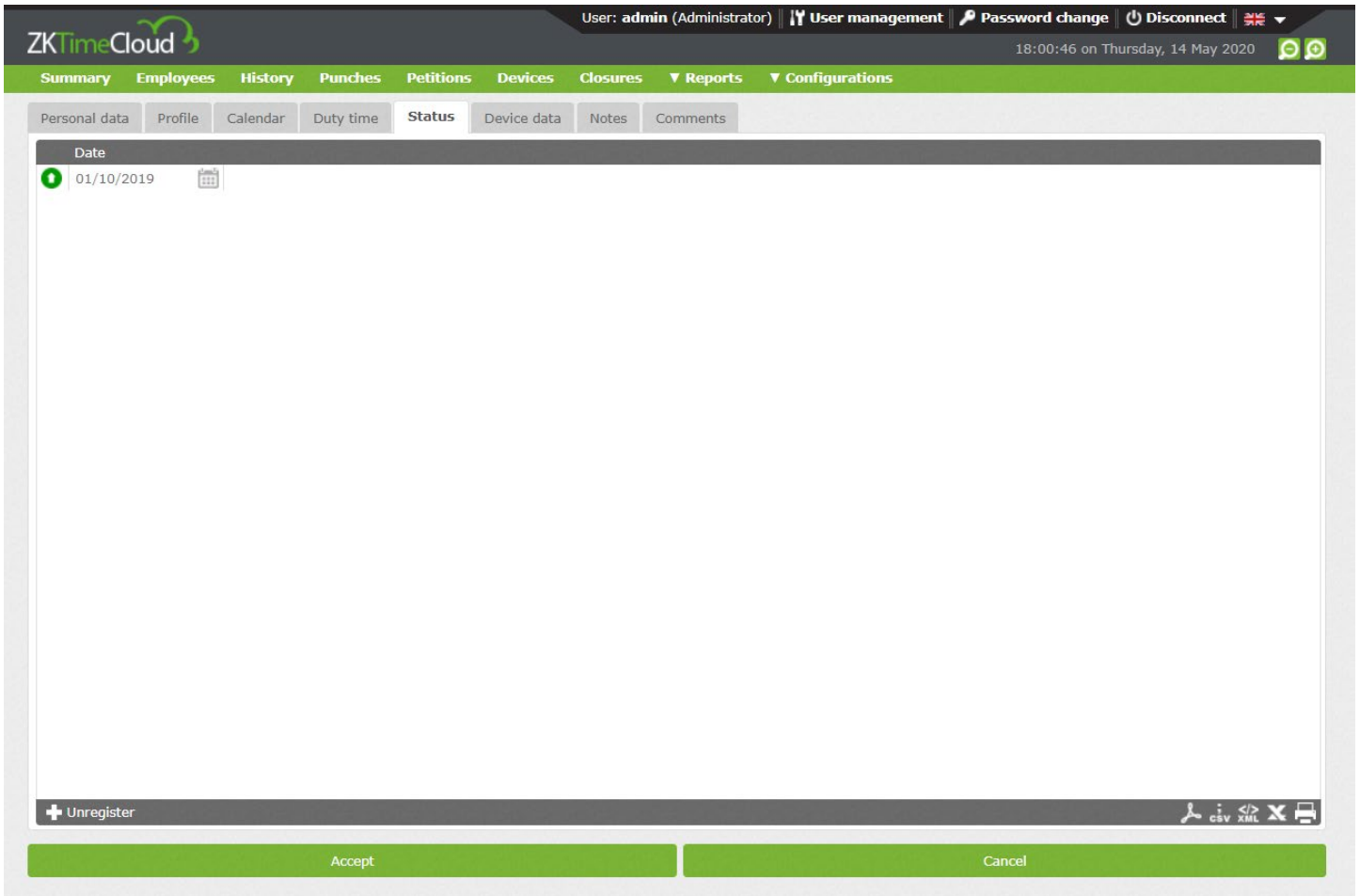
3.4 Duty Time

Duty time is an estimation of the hours an employee should work based on the calendar. It is important to notice this is merely informative it doesn't have to be reliable, because with days set as "*Optional*" on the calendar or employees with rotating shifts or variants, makes impossible to calculate data precisely until all the punches are collected and the closure has been made.



3.5 Status

Here we can define when the employee is going to be registered and when unregistered. By default the creating date will be assigned as the registered date, although we can edit it and even an employee can be unregistered and registered several times.



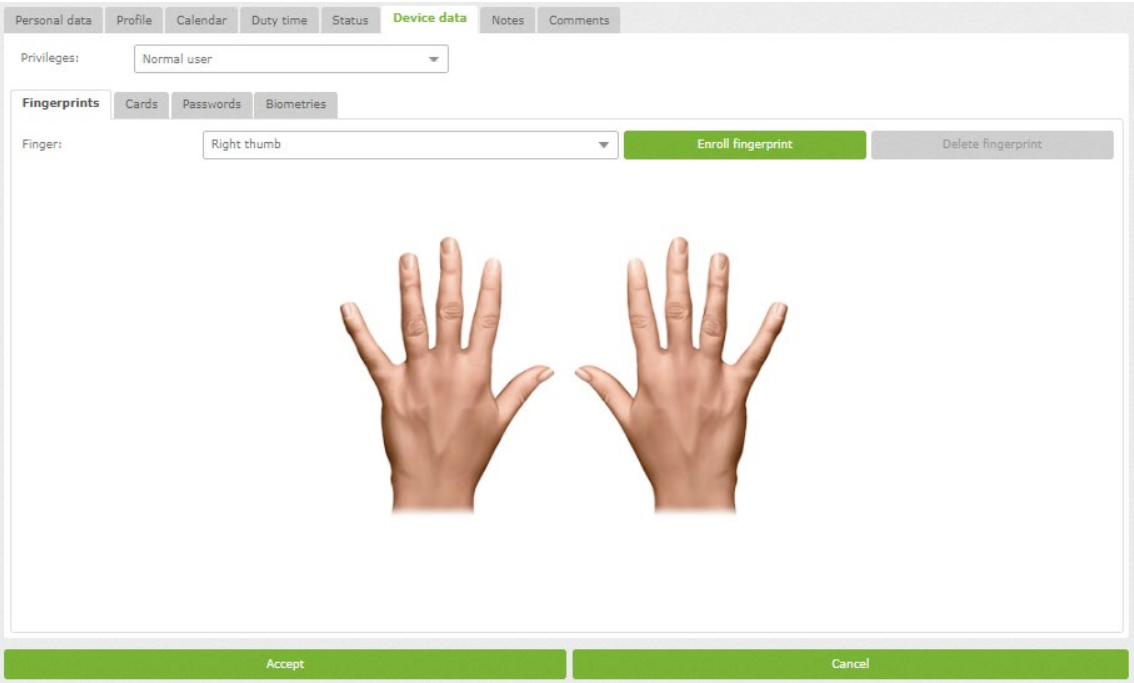
3.6 Device data

On the following screen some data can be edited and upload to the device later.

- **Privileges:** Here the user privileges level on the device is define.
- **Password:** The password the users use to identify themselves on device.
- **Cards:** Card number that the employee can use to identify on the device
- **Biometrics:** Information regarding other biometrics registered on the device (Palms or face)
- **Fingerprint management:** We can register and delete the employees fingerprint templates.

3.6.1 Fingerprint management

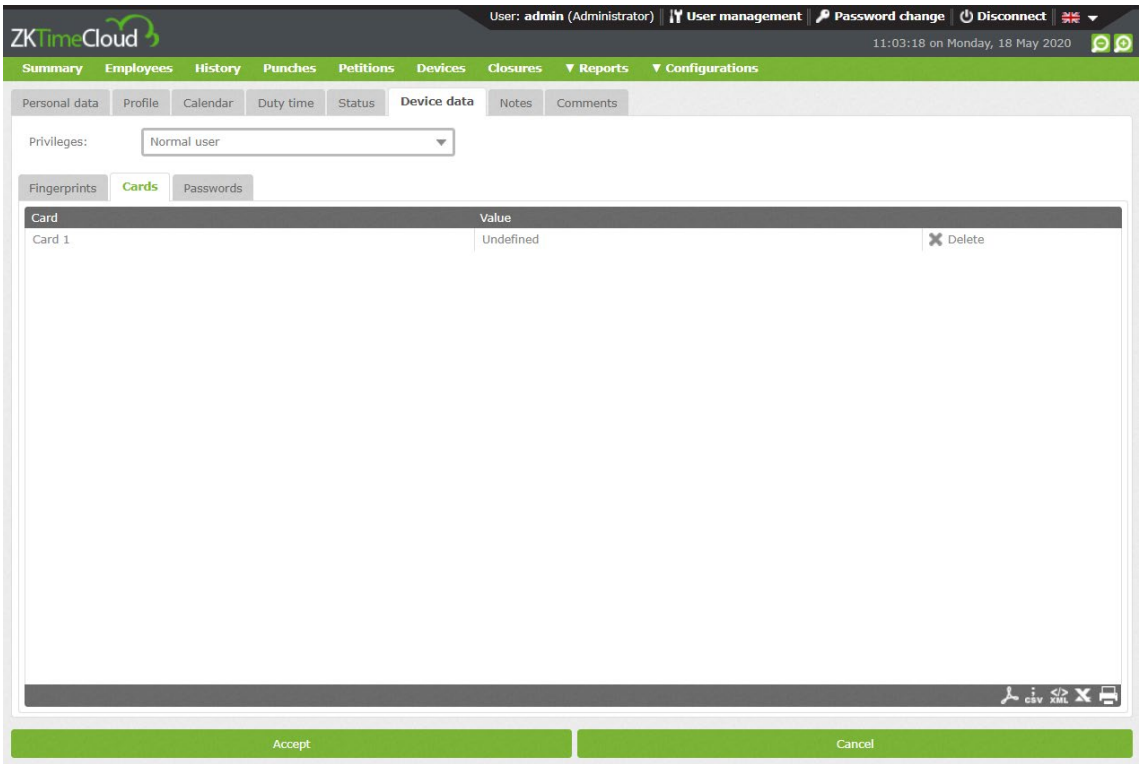
This option allows us to get the user fingerprints through an USB reader. GoTime Cloud supports up to 10 fingerprints for each user that can be uploaded to device afterwards.



In this option the registered fingerprint on the database will be marked in red.

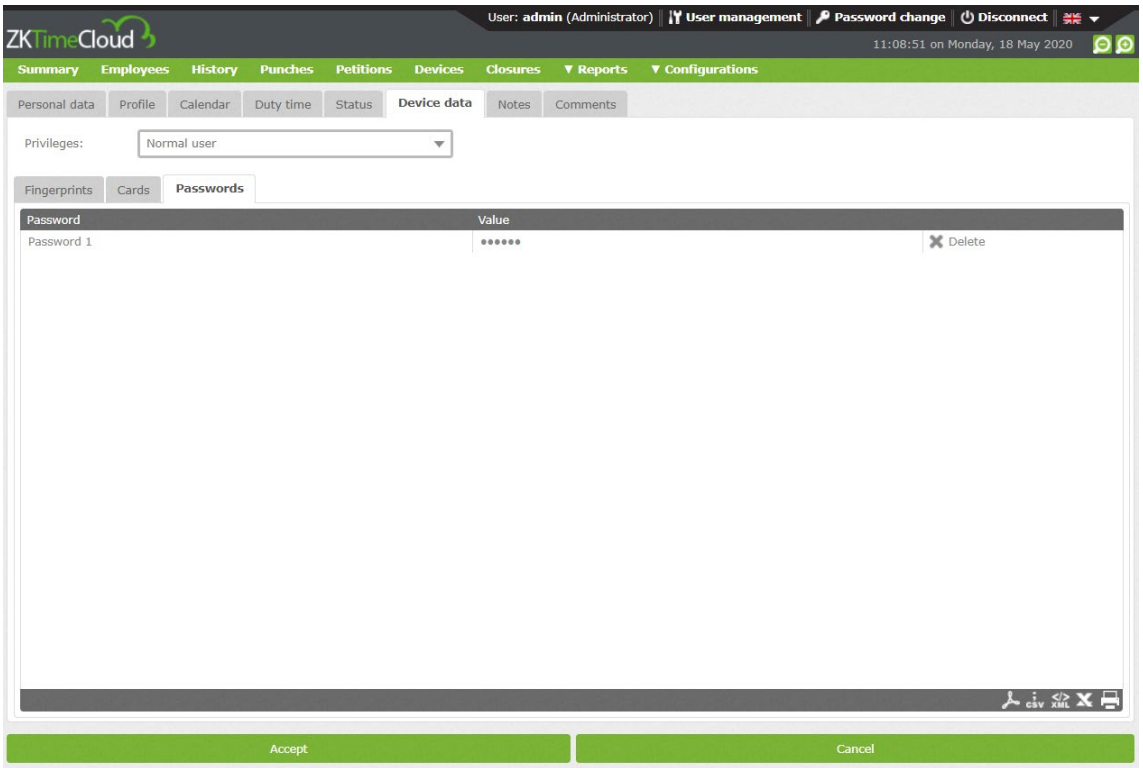
3.6.2. Card management

This interface allows us to register, modify or delete a card associated to an employee.



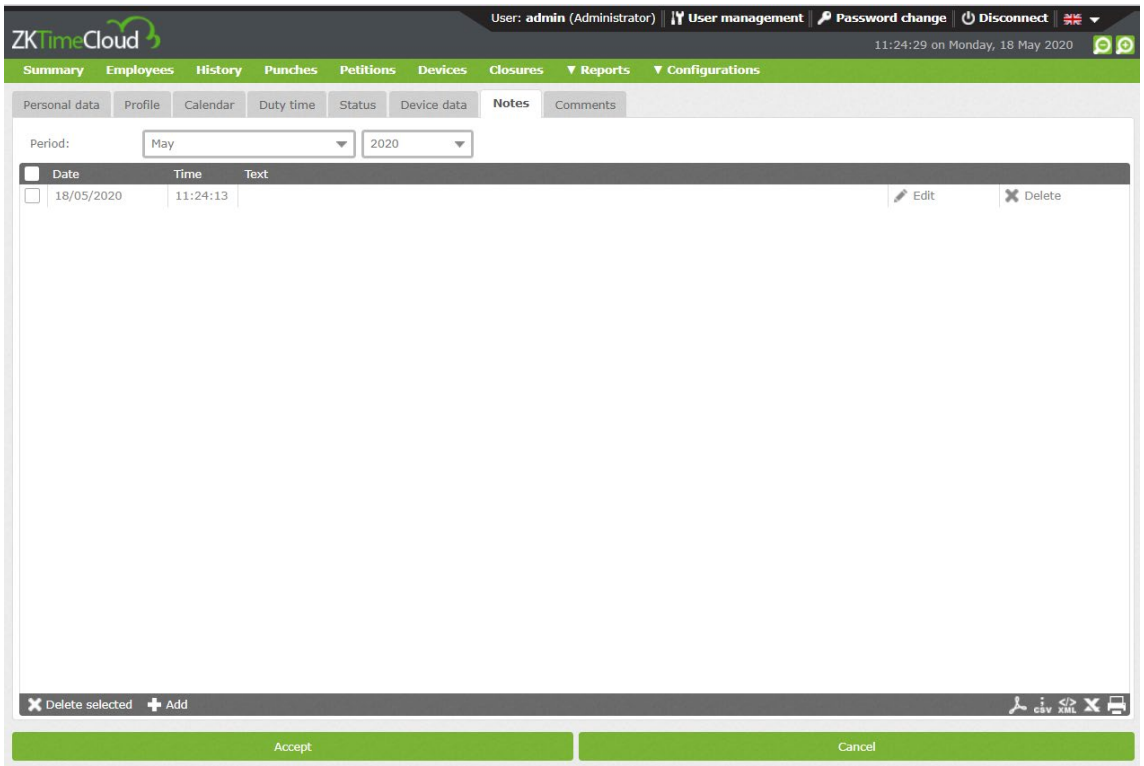
3.6.3 Password management

This interface allows us to register, modify or delete a user password.



3.7 Notes

Informative interface that allows us to see, by months, all notes related to employee duty time control management. These notes help the platform administrator(s) and the user in case we grant them access.



3.8 Comments

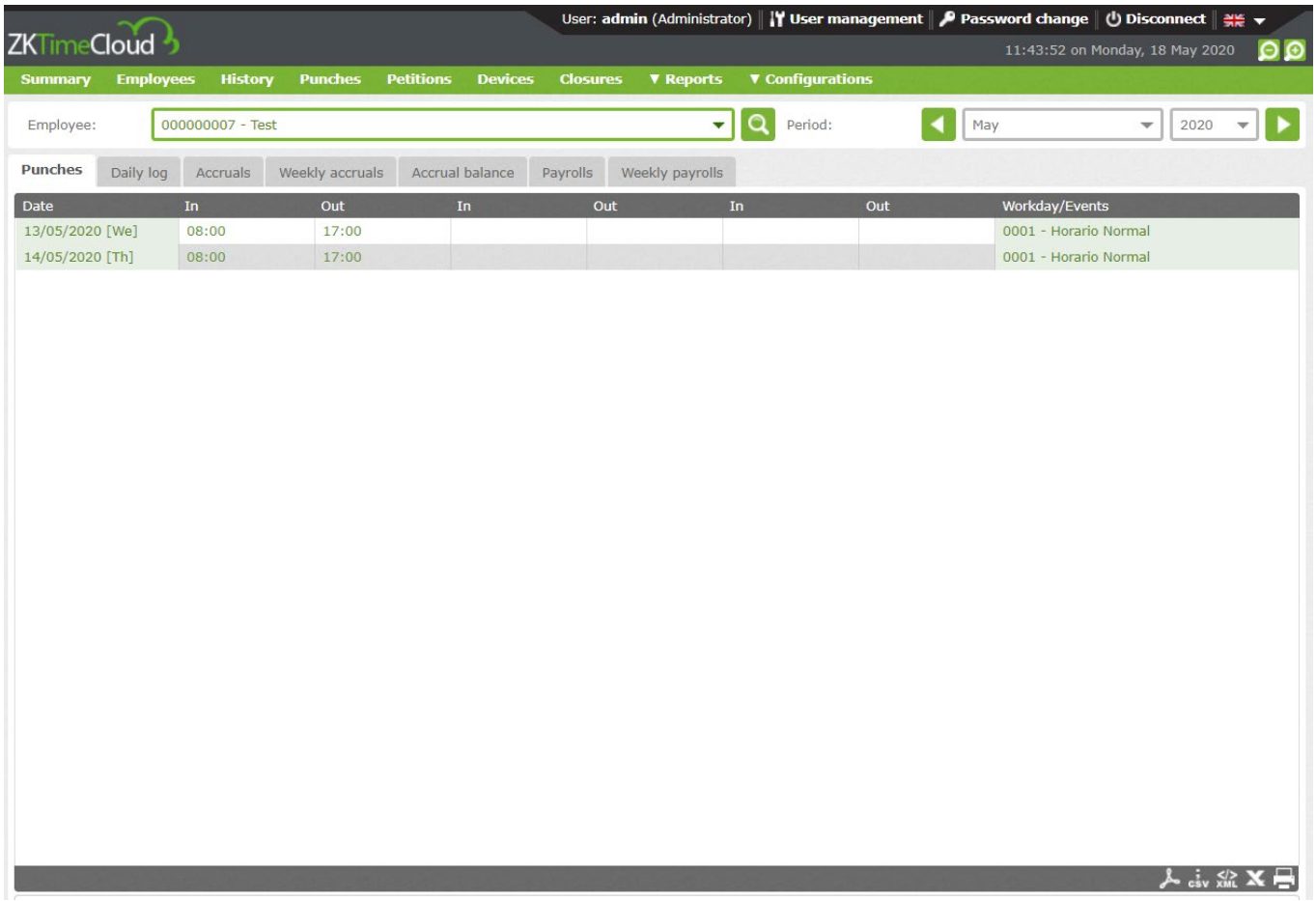
Administrator-exclusive field. No other user can access this interface, used for HHRR observations.

4 History

Informative and consultative interface where we will find the following options.

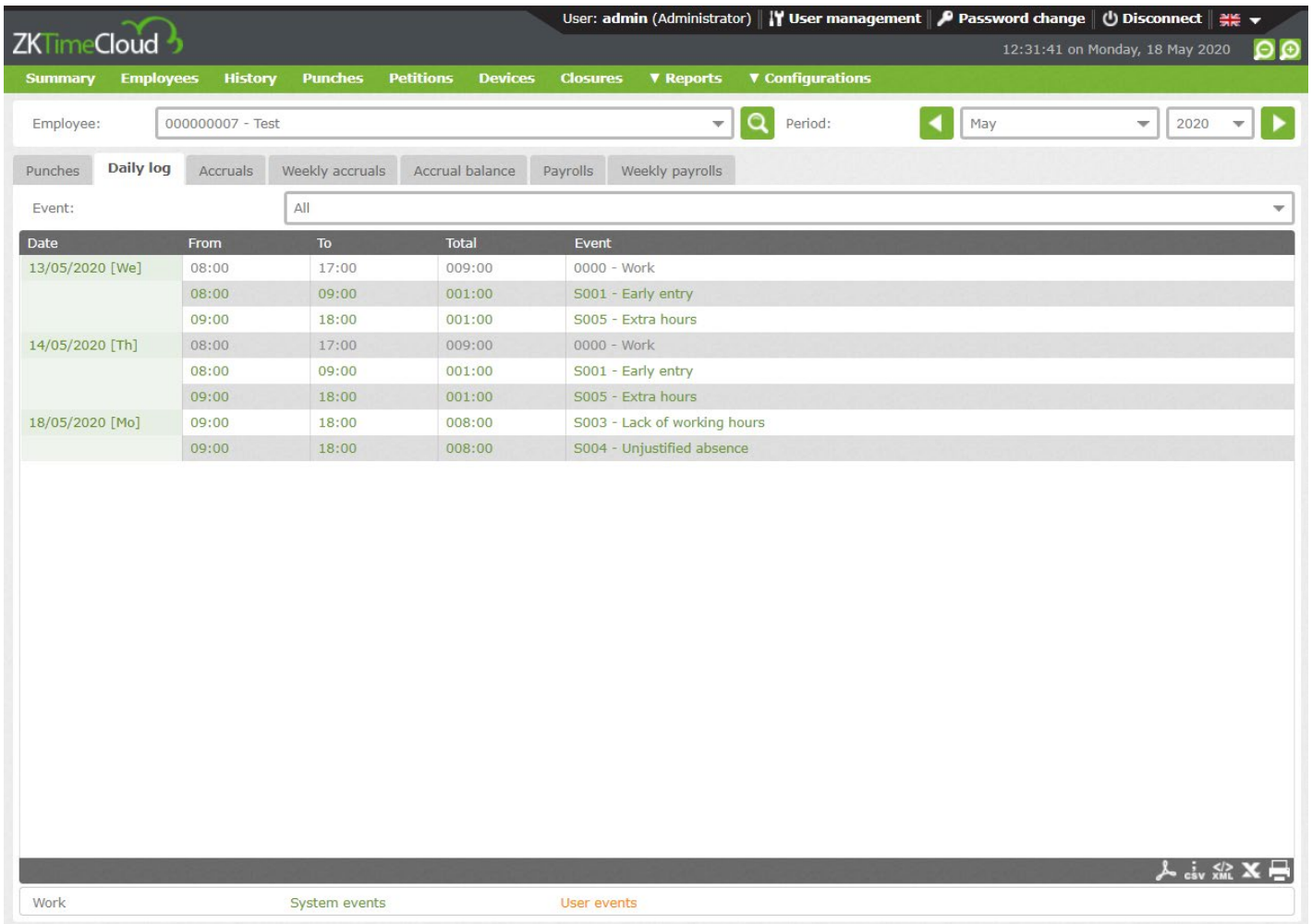
4.1 Punches

Employee punches on a specific month and year. By default, it shows current month and year data.



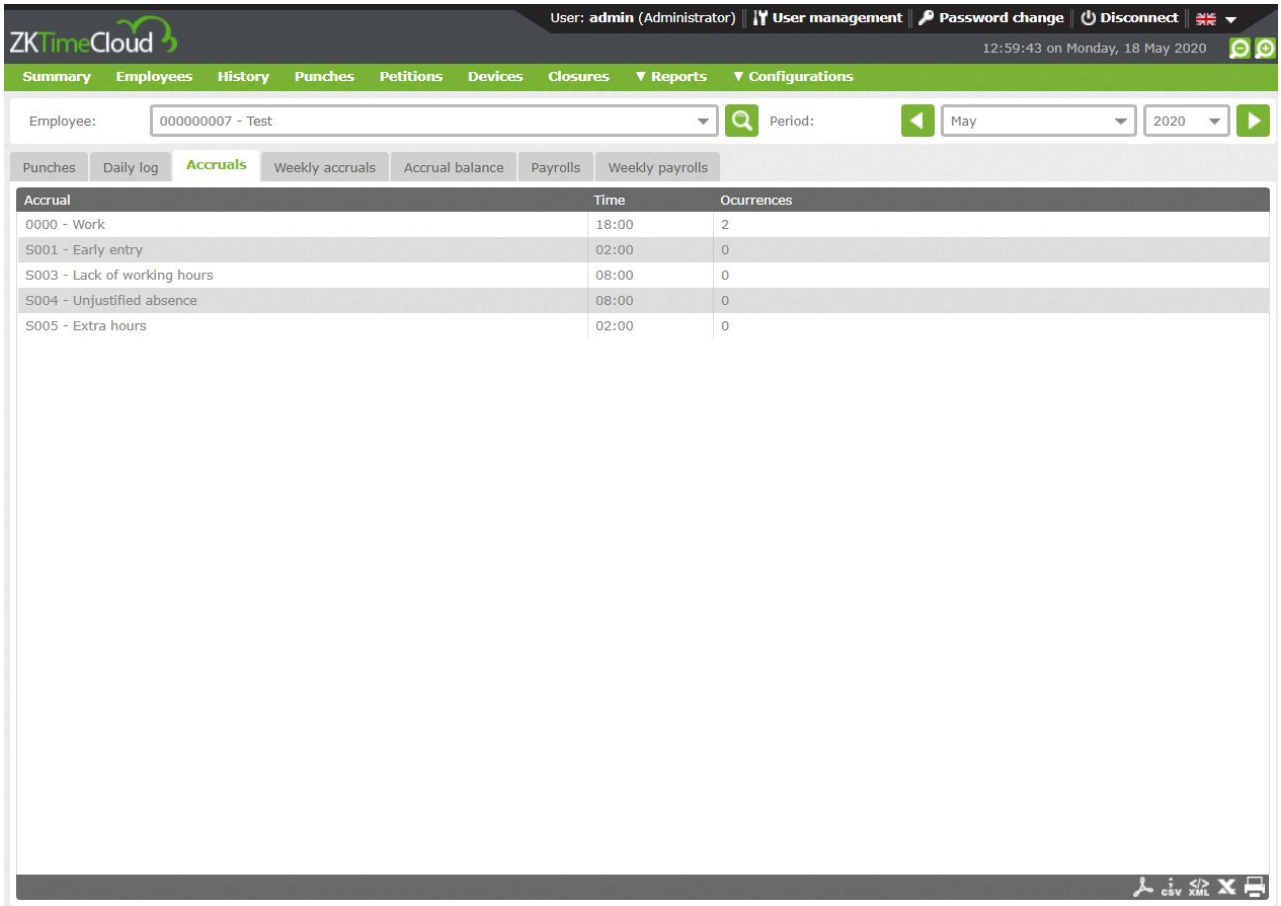
4.2 Daily Log

Employee log, day and events.



4.3 Accruals

Informative interface where we can find the total amount of time spent on different events and the number of times they have been selected in a particular month and year.



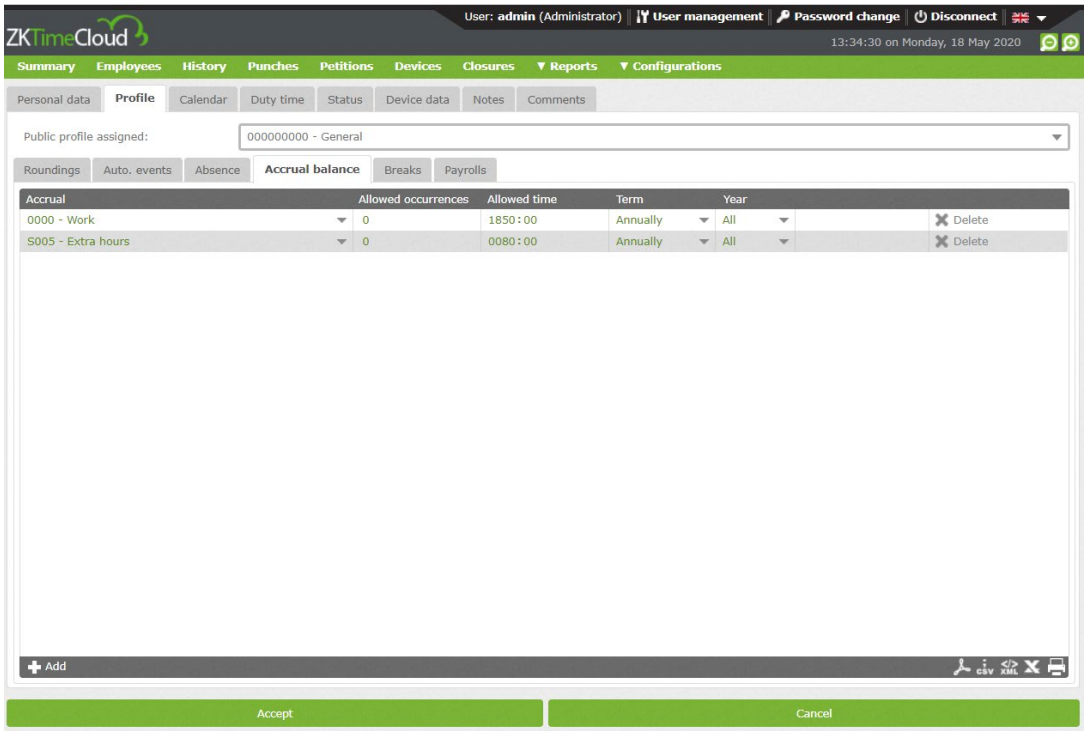
4.4 Weekly accruals

Informative interface where the employee total time can be found, separated by events and time and repetitions in a particular month and year, weekly listed.

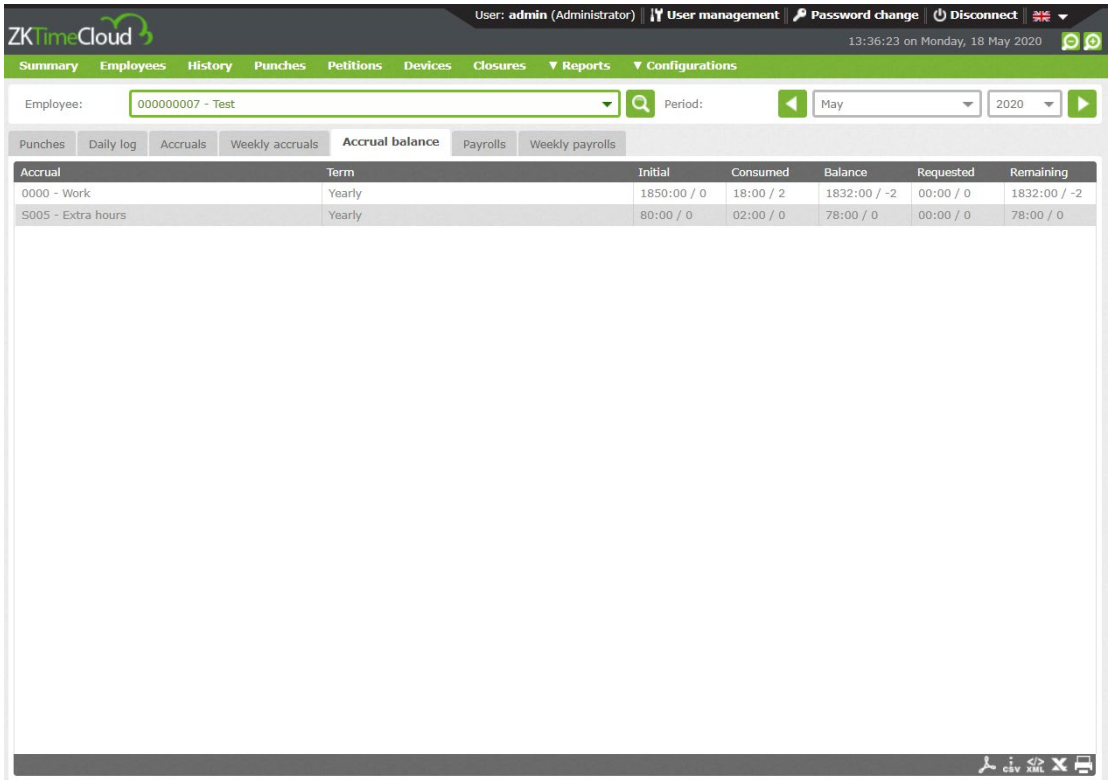
4.5 Accrual balance

In case we have associated a balance to an accrual, this interface will show us the accrual associated to the balance, in which period it has been configured (weekly, monthly, yearly), the initial balance, what has been consumed and its difference.

1. We associated the balance.

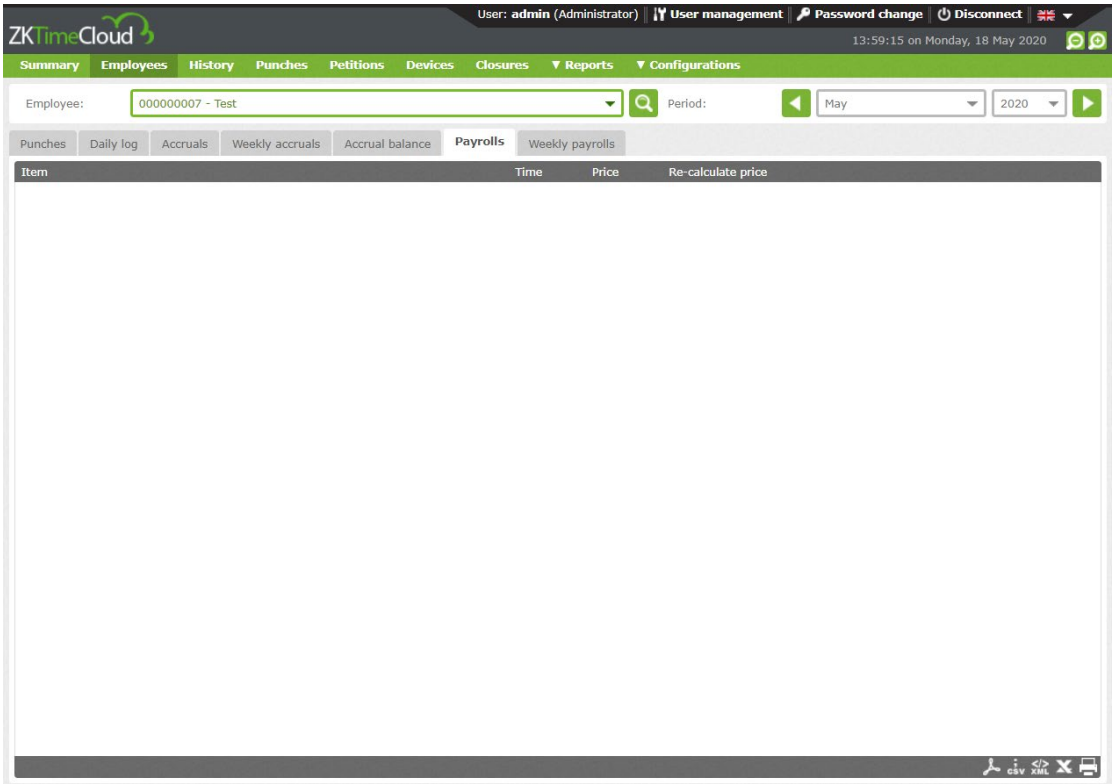


2. Visualize information.

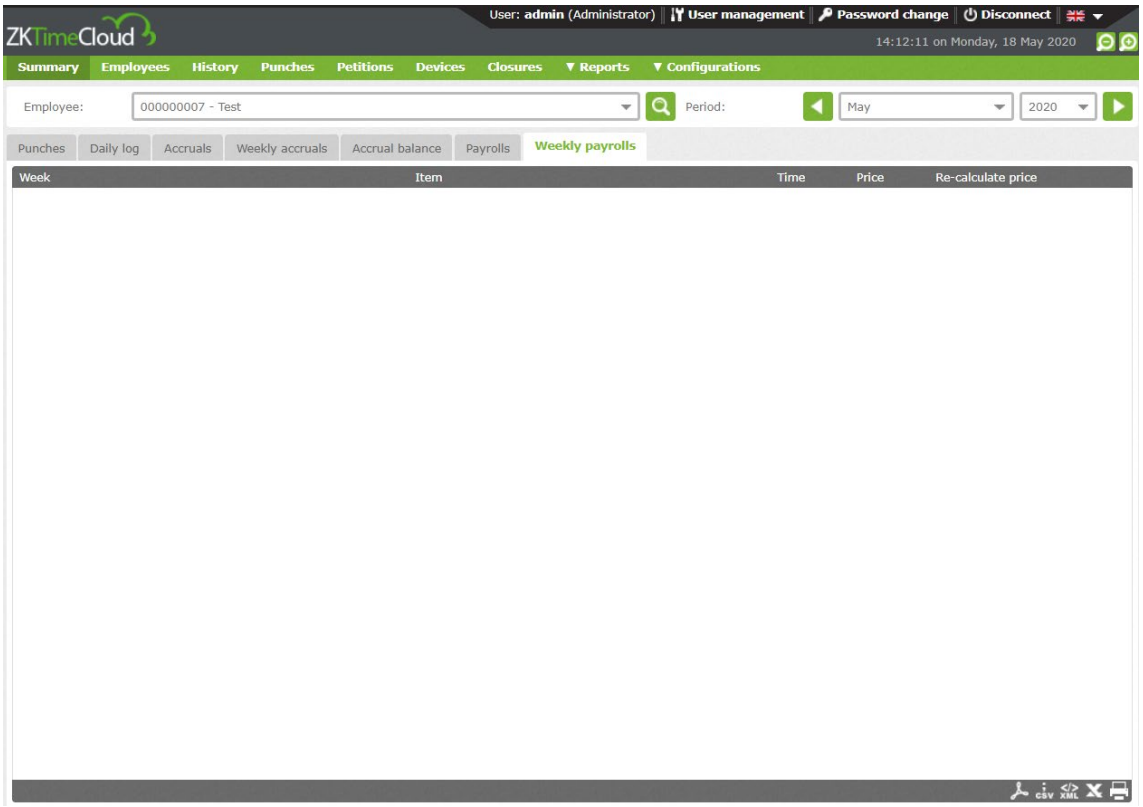


4.6 Payrolls

GoTime Cloud allows to assign the payrolls for economic assessment. Once applied, the information related can be obtained from this interface.

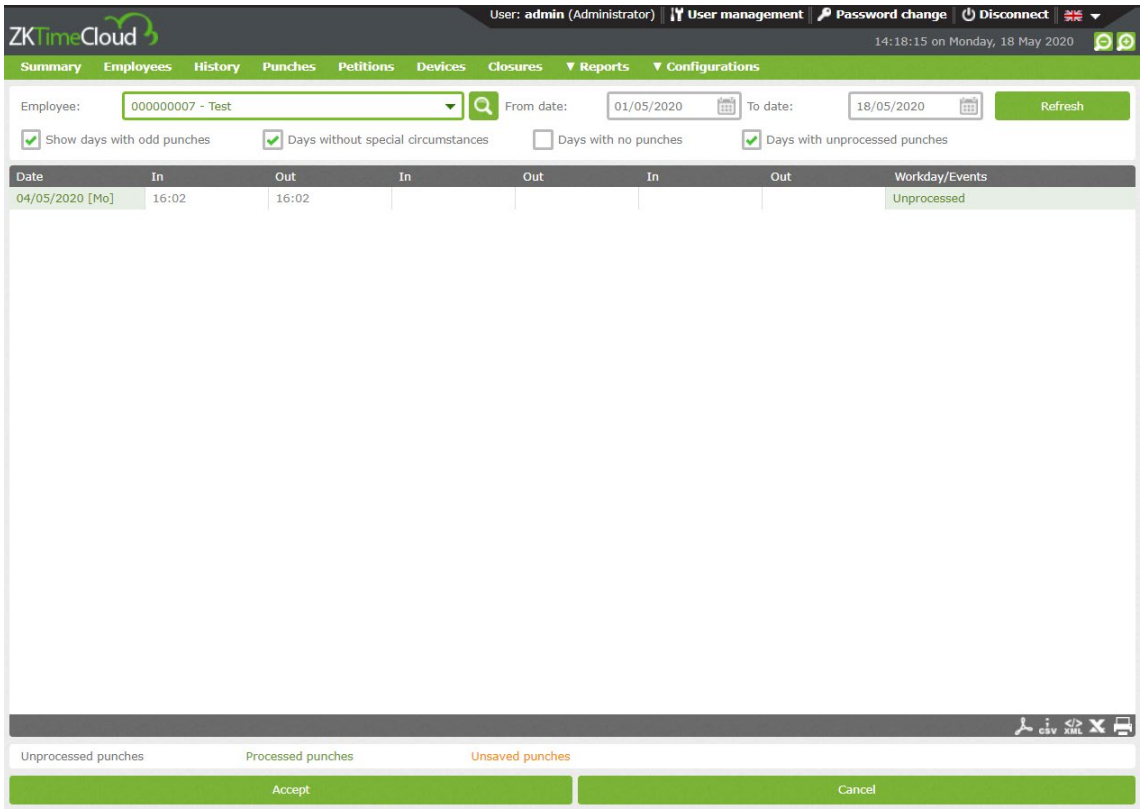


4.7 Weekly Payrolls



5 Punches

On this interface we can manage the employee attendance data. This interface includes different filters: date range, odd punches, special circumstances, unprocessed punches.



At the bottom we can see the legend which indicates the punches state corresponding the executed query.

5.3 Unprocessed punches

Those punches received on the system pending he closure to be processed.

5.2. Processed punches

Those punches the application have processed and hence are available to exploit the data from the platform. These punches are the ones will be counted on for the different lists.

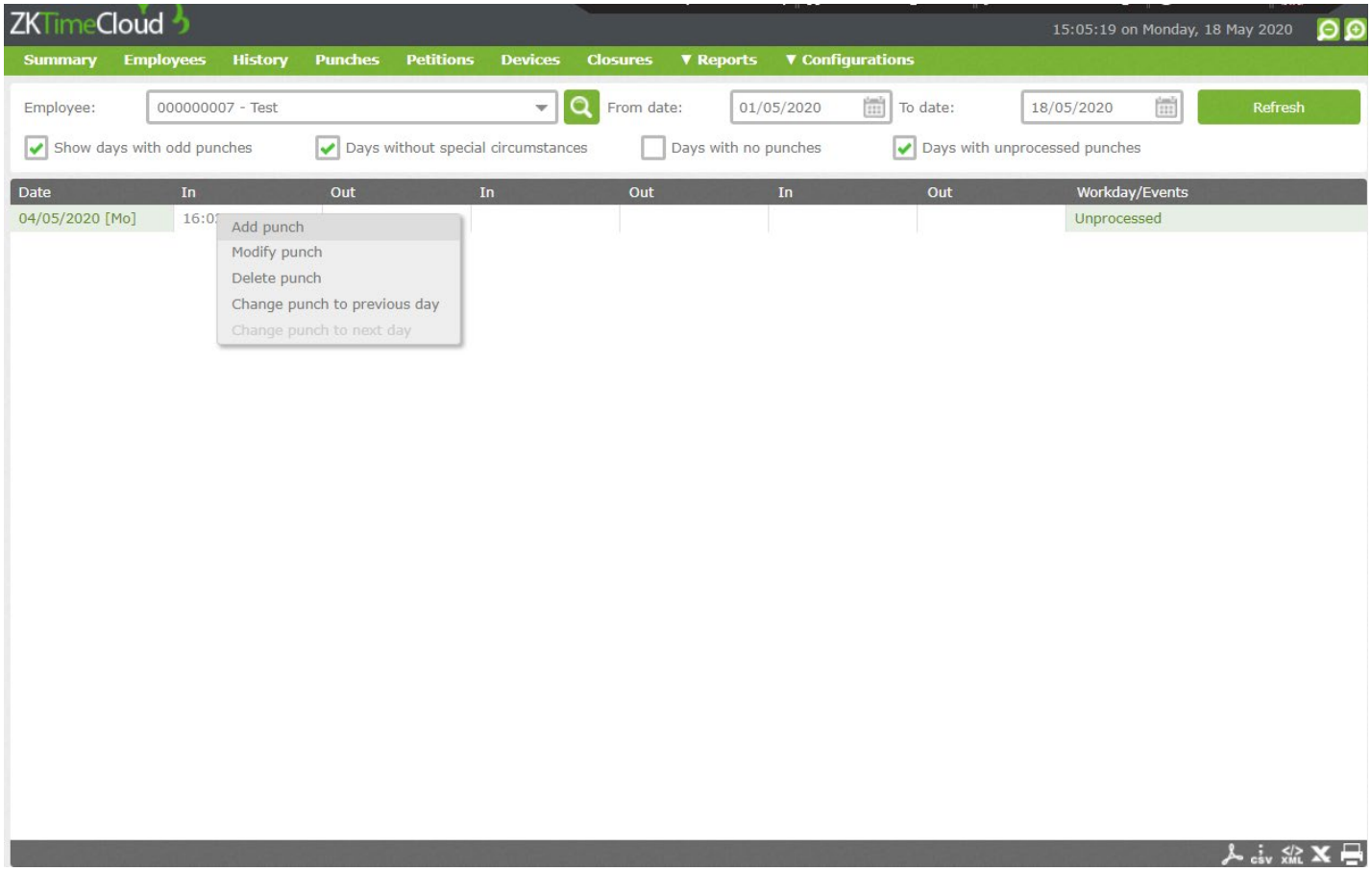
5.3 Save-pending punches

As we have presented at this section, we can administrate the employee attendance data, during the administration, the interface will show on orange the modifications about the original punch not yet saved.

5.4 Punches administration options.

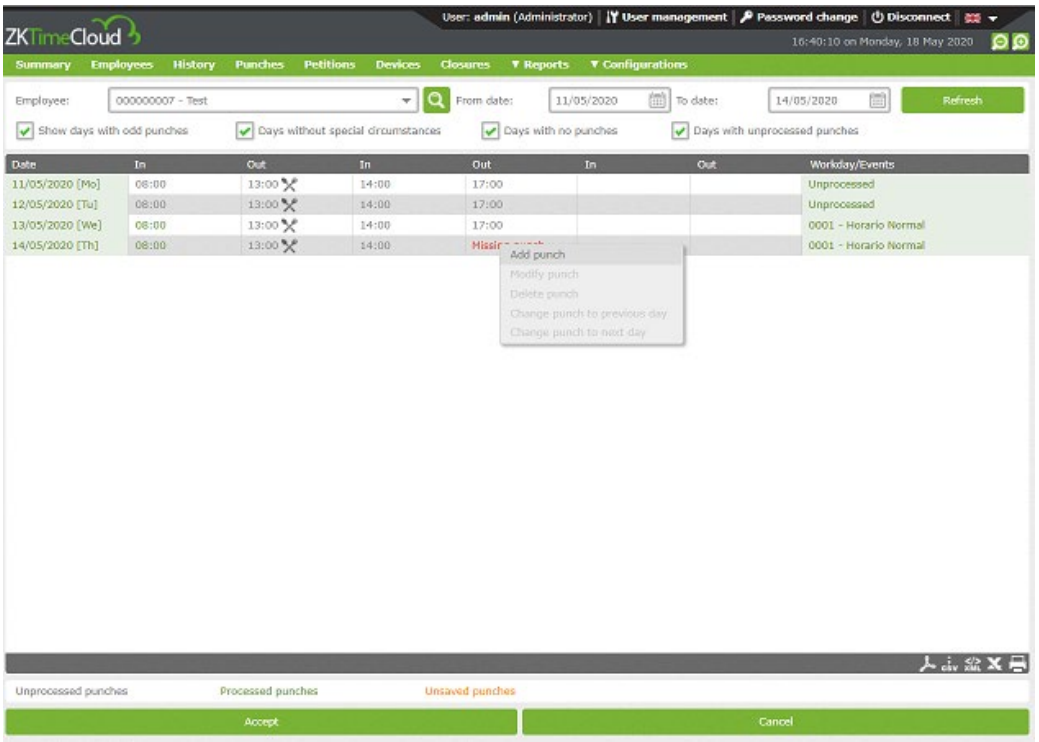
On the working registry control of the employee, different options can appear in which will be necessary the employee registry administration, for example, an incorrect event selected by the employee, one missed punch, a system event causing an incorrect time registry, etc.

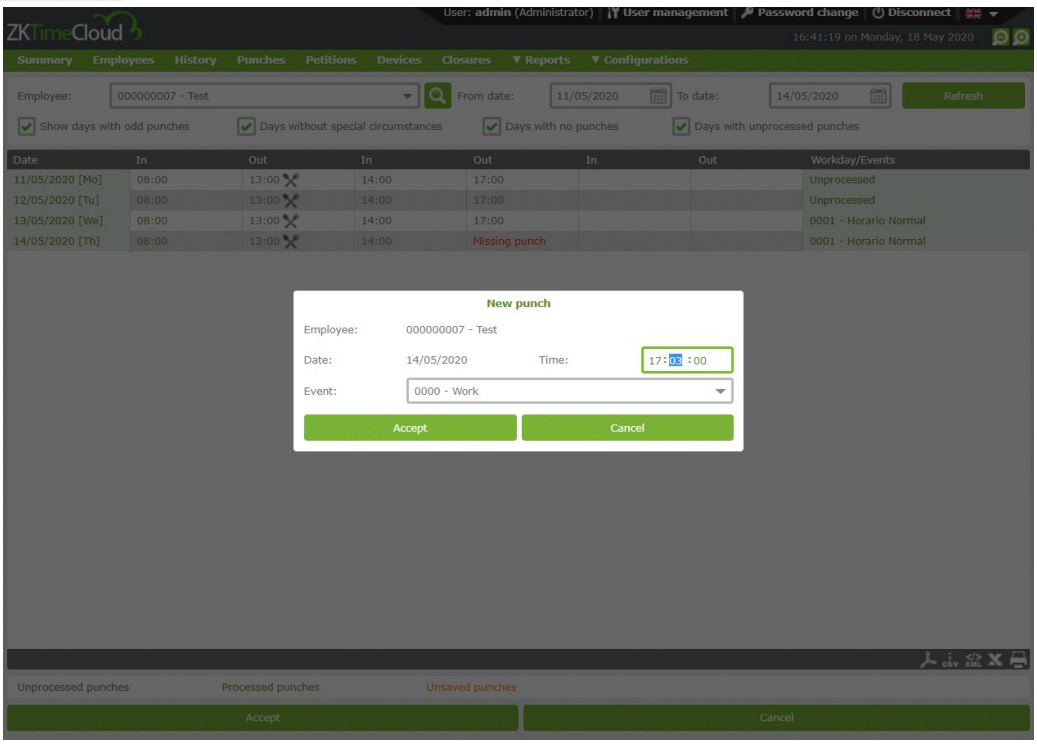
To cover all this "issues", most part linked to the employee, GoTime Cloud includes the following options available from the menu enabled at the according section as show on the next screenshot.



5.4.1 Add punch

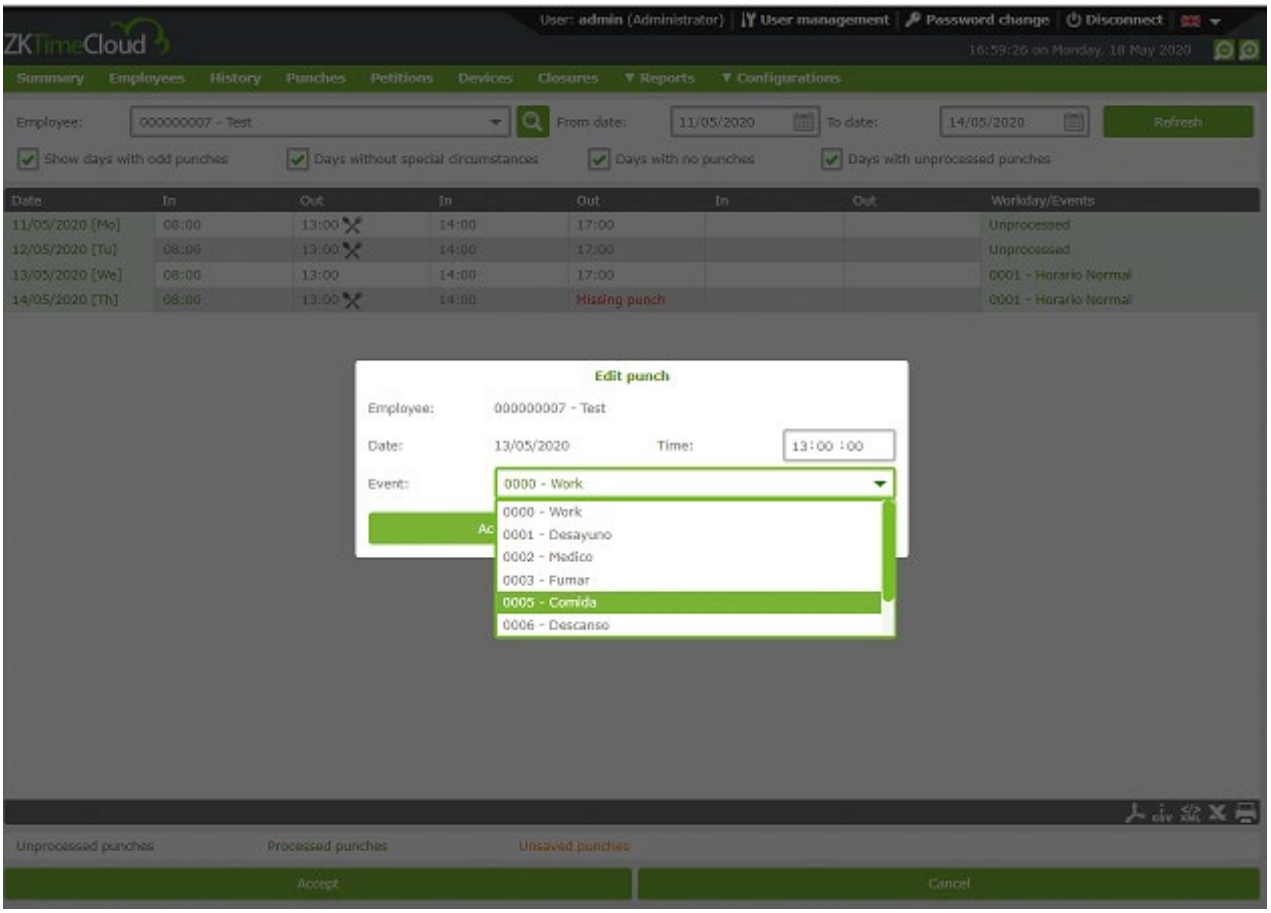
It allows us to registry a punch for an employee at a specific date and time and associate it to the defined events on the application, making possible the working tracking.





5.4.2. Modify punch

It allows us to modify a punch to correct an error in the section by the employee.



5.4.3. Delete punch

It allows us to delete those punches produced on a short time period, usually produced by the employees forgetting they have punch already.

5.4.4. Change punch to previous day

Option available to solve specific issues of the automatic calculation usually associated to things not established on the system, like punches out of employee shift limits, punches associated to non-declared shifts, etc.

5.4.5. Change punch to next day.

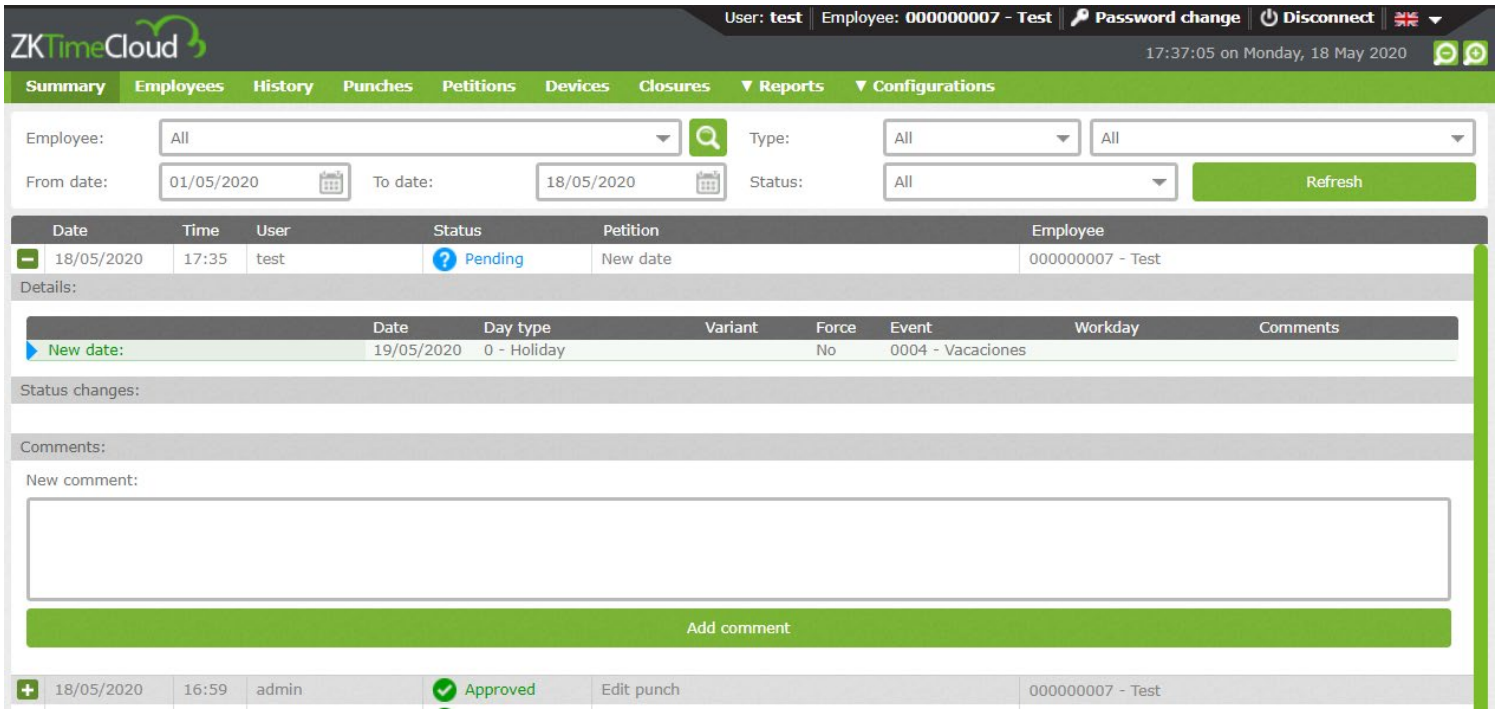
Option available to solve specific issues of the automatic calculation usually associated to things not established on the system, like punches out of employee shift limits, punches associated to non-declared shifts, etc.

6 Petitions

The concept of petition is inherent to the attendance management and the HHRR department management. The employees are related about the attendance control and other aspects with their responsible through the petitions.

A petition could be a vacation request by the employee, a change on a mistaken punch, etc.

On the following screenshot you can see a vacation petition request.

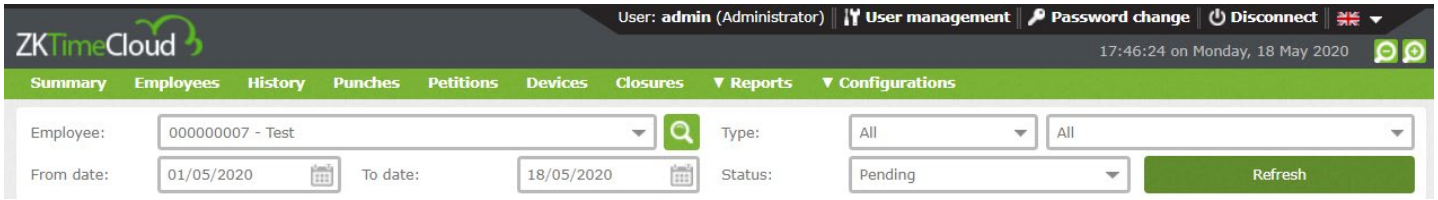


Therefore, any change made on the application at a user level it's reflected as a petition in the system, this way we can know when the changes were made related with the employee, add or delete, in "petition" interface

Let's explain with detail each part of the interface.

1. Information filter.

   It allows us to make a filter by employee, date and petition status.

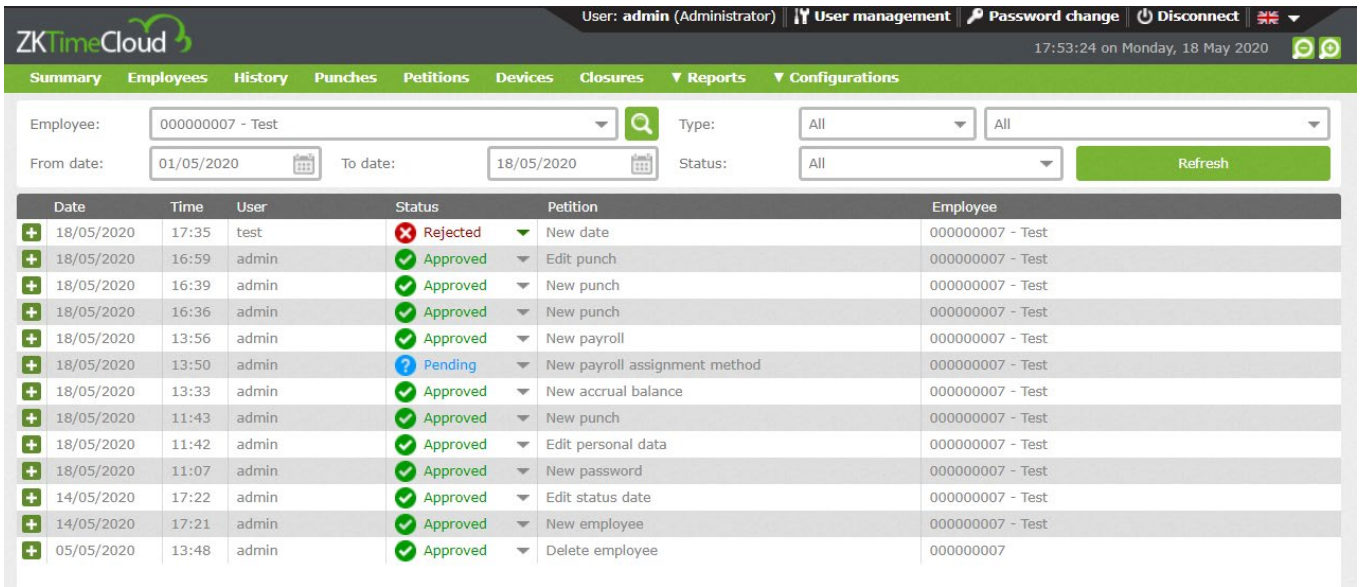


2. Petition information section.

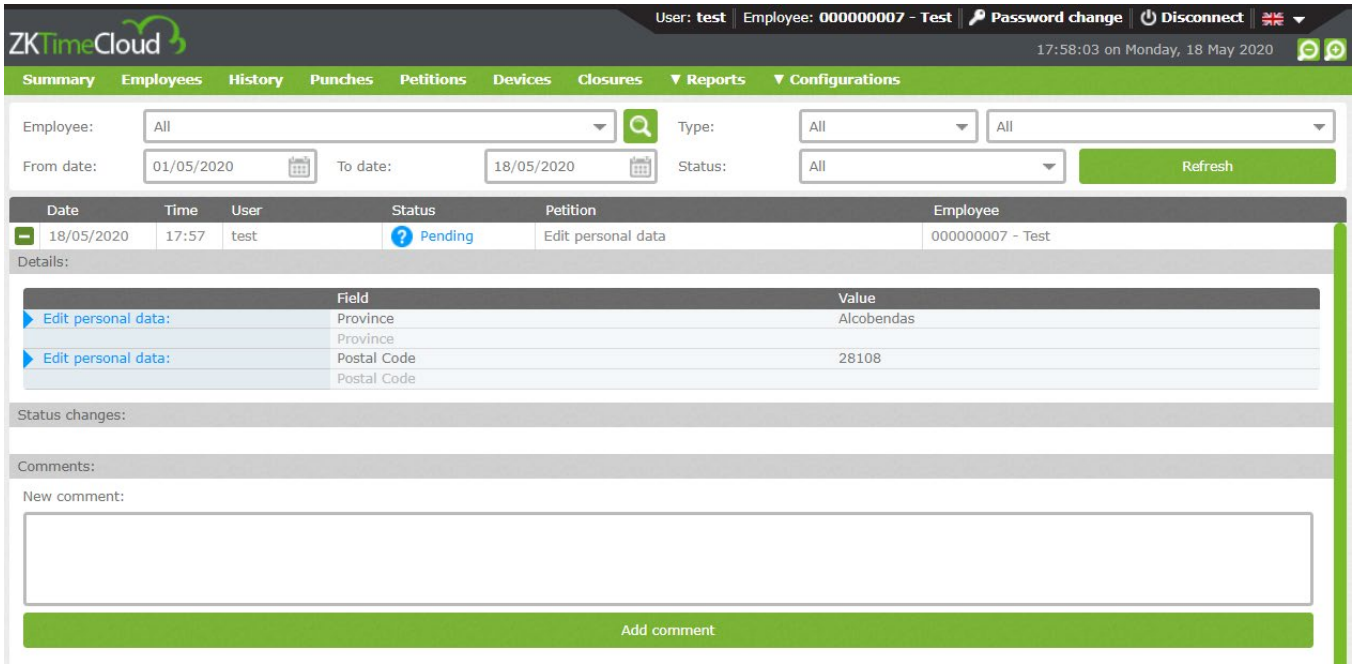
In this section we'll show a petition on each line and we'll find the following information.

Date: Date in which the petition was made.

Time: Time in which the petition was made
User: Application user that made the petition.
Status: GoTime Cloud supports two possible status: Approved or rejected.
Petition: Summary of the action we are going to process.

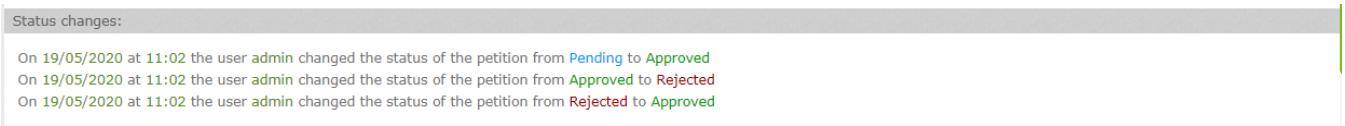


Petition details: To see the petition details we'll click on the icon that we'll find at the beginning of each line of the stored petitions.
To explain the petition details, we'll take a petition as example in which an employee ask for a change on the personal data.

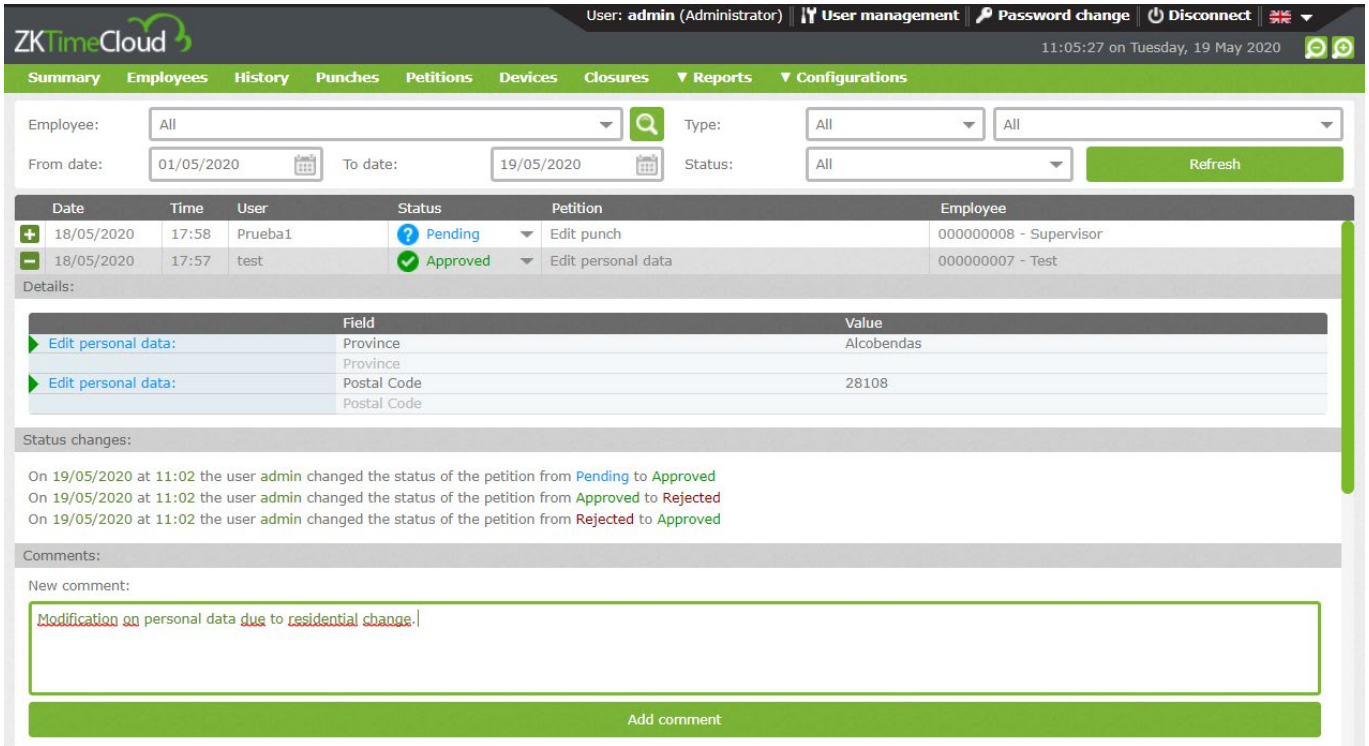


The previous capture represents, not only petition but the access of the user "test" with the credentials, as we can see on the top. This user doesn't have permission to modify the petition state.

1. Edit Personal data: Type of data associated to petition.
2. Field: Fields affected by the changes.
3. Value: New value requested by the employee.
4. Employee: Employee connected to the platform.
5. Status changes: Petition status trackability. When and who modify the status.



6. Observations: It's possible to add a comment to justify the petition modification or to add more information to it.

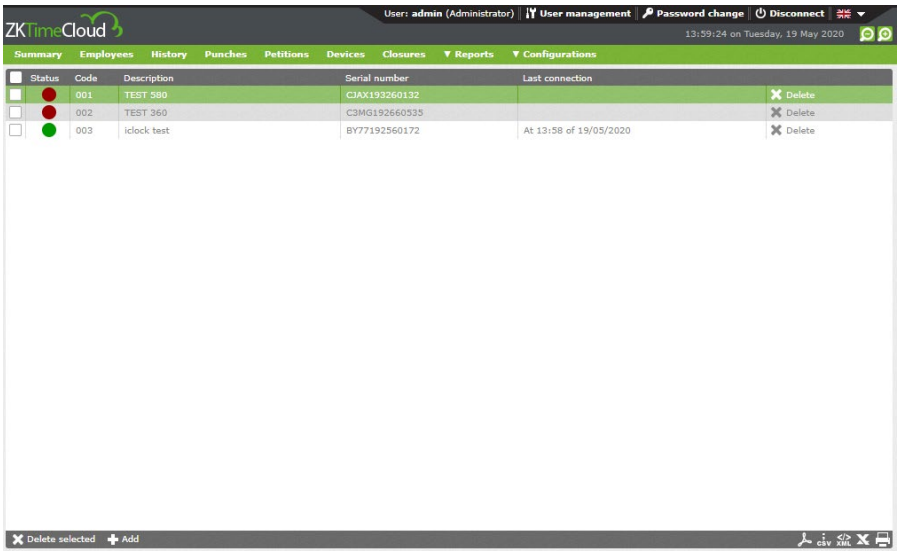


Note: It's usual the existence of more than one verification level in the petition process. GoTime Cloud includes the functionality to define different levels.
We'll talk about privileges on chapter 16.

Therefore, the petition interface serves as registry where we can follow every change on the application related to employee data. This can also be exported to csv, pdf and be printed being able to prove every petition, modification, deletion or personal data exportation.

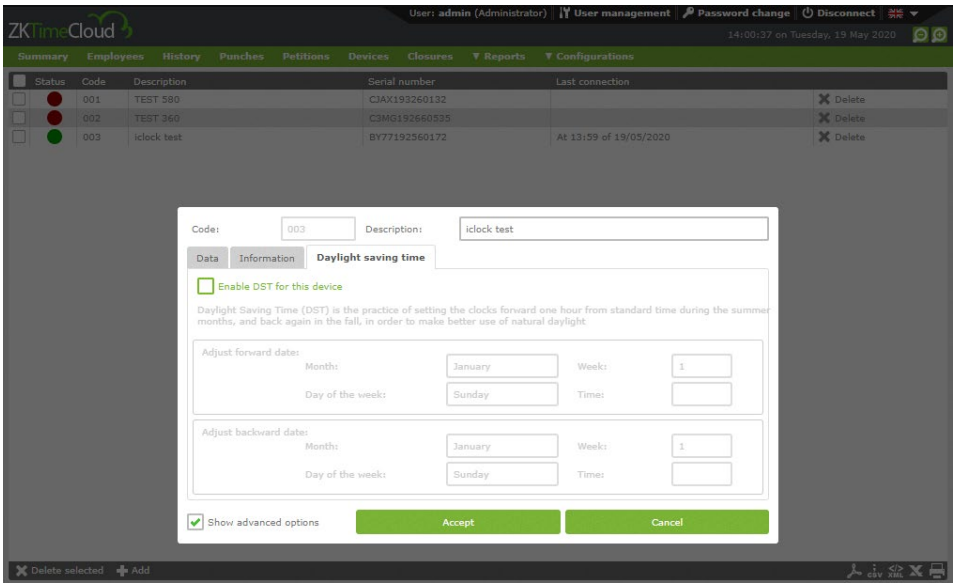
7. Devices

Devices are a start point on Access and attendance control. They identify the employee, whether with fingerprint or card. Thanks to that the employee can punch in and out. The interface as we can see in the following screenshot inform us about the last device connection registered:



When adding a new device, we have the following options.

- **Code:** Numeric value that identifies the device. Exclusive for each device.
- **Description:** Short text with the name or small device description.
- **Serial number:** The serial number is a code located in the device information menu or the stickers on the device casing.
- **UTC:** We need to declare the UTC where the device will be working on.
- **Advanced options:** Daylight saving time configuration and information related with device data and firmware version.



8. Closures

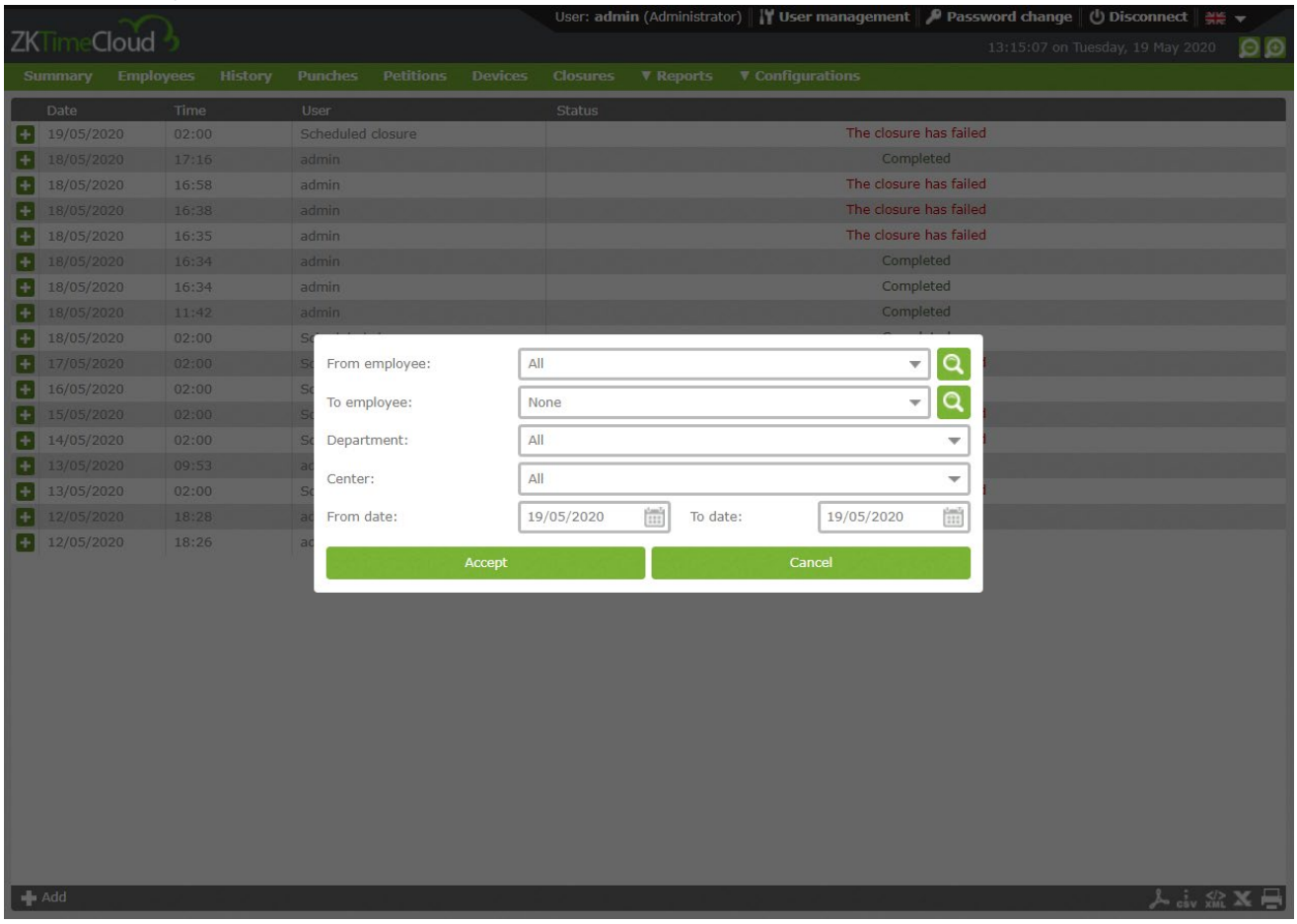
This interface allows us to process the punches with relation to the attendance configuration that we've applied to our solution.

After that, the closure process applies the configurations on the system in relation to the punches to obtain the employees attendance data and therefore, the effective work.

This process enables a possibility to change the configuration as the client wants and punches operation related to new applied configuration.

The calculation process or closure it's automatic in the platform, although it can be done manually by pressing the "add" button.

(Change screenshot)



Once it finished, the punches on 19/05/2020 will be processed.

9. Reports

The information list stored on GoTime Cloud, it's done through the menu "Reports". This can also be exported thanks to the following buttons.

In this module we will find two sections.

- Punches reports.
- Payrolls and time reports

- Formula management.
- Change report visibility.

9.1 Punches report

This report category shows us different punch data. On it we can find from general accrual reports to absenteeism. There are two sub-categories.

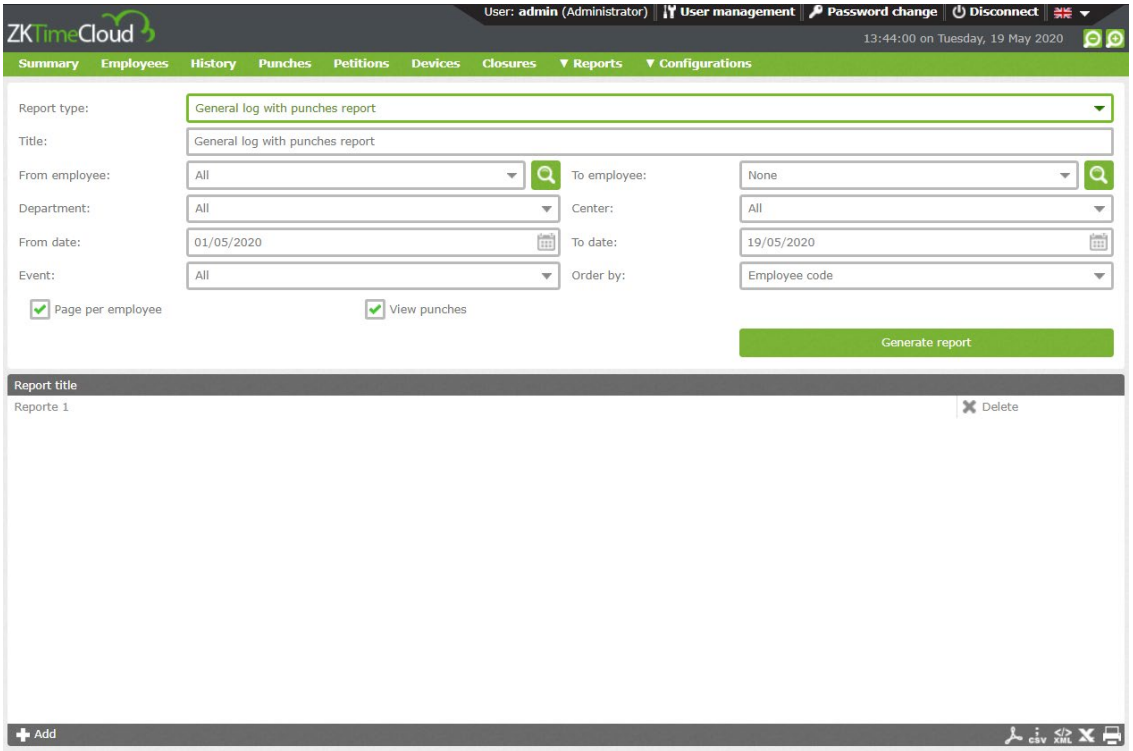
9.1.1 General log with punches report.

9.1.2 absenteeism report.

9.1.1 General log with punches report

This report shows an historical in the time and employees defined from all accruals that have had punches on those days.

The following screen shows a few options that allow us to filter and sort the data to visualize it clearer.



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General log with punches report

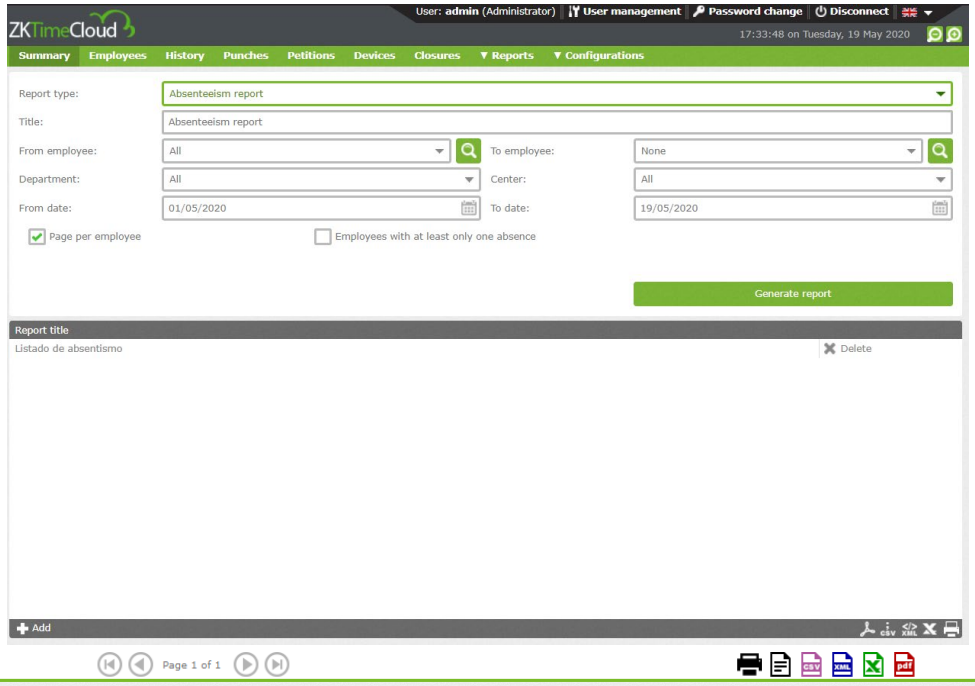
From:	*000000011 - David*	**To:**	*None*
Department:	*All*	**Center:**	*All*
From date:	*01/05/2020*	**To date:**	*19/05/2020*
Event:	*All*	**Order by:**	*Employee code*

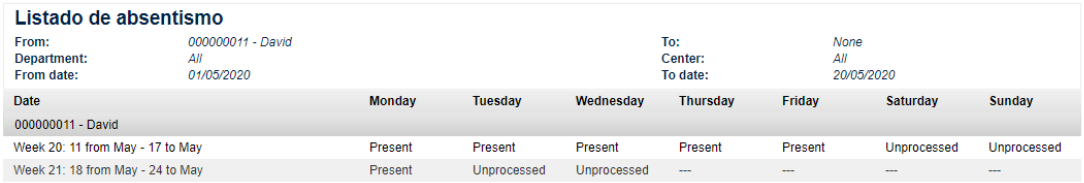
Date	From	To	Duration	Event	Workday
▶ 000000011 - David					
11/05/2020 [Mo]	08:00	09:00	01:00	S001 - Early entry	0001 - Horario Normal
	08:00	13:00	05:00	0000 - Work	0001 - Horario Normal
	13:00	14:00	01:00	0005 - Comida	0001 - Horario Normal
	14:00	17:00	03:00	0000 - Work	0001 - Horario Normal
Punches:	08:00 - 13:00	14:00 - 17:00			
12/05/2020 [Tu]	08:00	09:00	01:00	S001 - Early entry	0001 - Horario Normal
	08:00	13:00	05:00	0000 - Work	0001 - Horario Normal
	14:00	17:00	03:00	0000 - Work	0001 - Horario Normal
Punches:	08:00 - 13:00	14:00 - 17:00			
13/05/2020 [We]	08:00	09:00	01:00	S001 - Early entry	0001 - Horario Normal
	08:00	13:00	05:00	0000 - Work	0001 - Horario Normal
	14:00	17:00	03:00	0000 - Work	0001 - Horario Normal
Punches:	08:00 - 13:00	14:00 - 17:00			
14/05/2020 [Th]	08:00	13:00	05:00	0000 - Work	0001 - Horario Normal
	08:00	09:00	01:00	S001 - Early entry	0001 - Horario Normal
	13:00	14:00	01:00	0005 - Comida	0001 - Horario Normal
	14:00	17:00	03:00	0000 - Work	0001 - Horario Normal
Punches:	08:00 - 13:00	14:00 - 17:00			

At the top of the report we can find different options to export as well as different buttons to move through the different report pages.

9.1.2 Absenteeism report.

This report shows us a day list indicating the employee situation for each day. On the following example we have used a standard configuration (default one).





Listado de absentismo

From:	*000000011 - David*	**To:**	*None*
Department:	*All*	**Center:**	*All*
From date:	*01/05/2020*	**To date:**	*20/05/2020*

Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
000000011 - David							
Week 20: 11 from May - 17 to May	Present	Present	Present	Present	Present	Unprocessed	Unprocessed
Week 21: 18 from May - 24 to May	Present	Unprocessed	Unprocessed	---	---	---	---

9.2. Payrolls and time reports

This report will process and show data related to time and payrolls. In this category we will find 2 different reports.

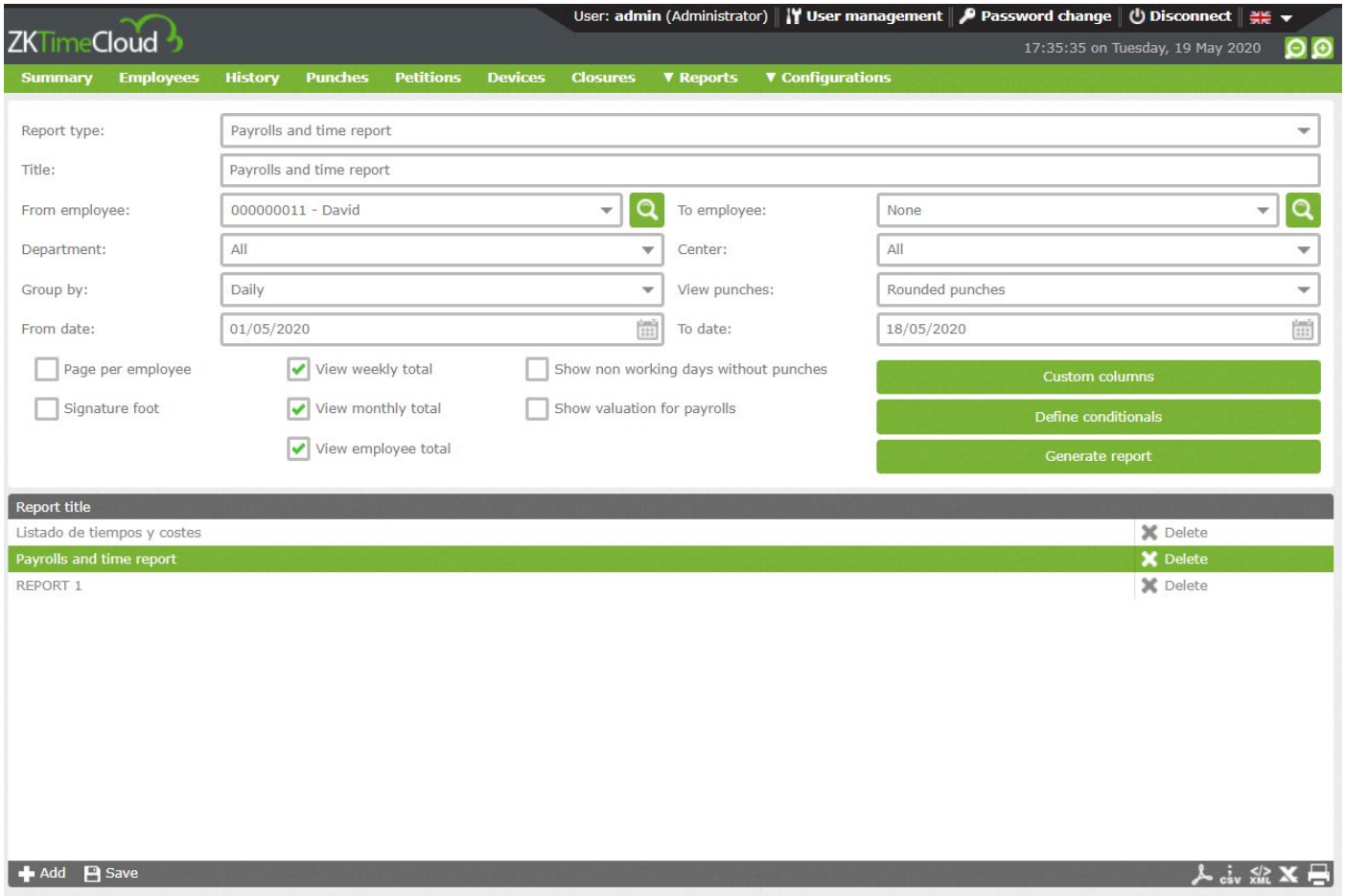
9.2.1 Payrolls and time report

9.2.2. Accruals report

9.2.1 Payrolls and time report

The main utility of this report is to show us the relation between time and payrolls presented as understandable data for the user. Although the name indicates this report is for both time and payroll it is not necessary to be like it. We can configure a time report on one side and a payroll report on the other.

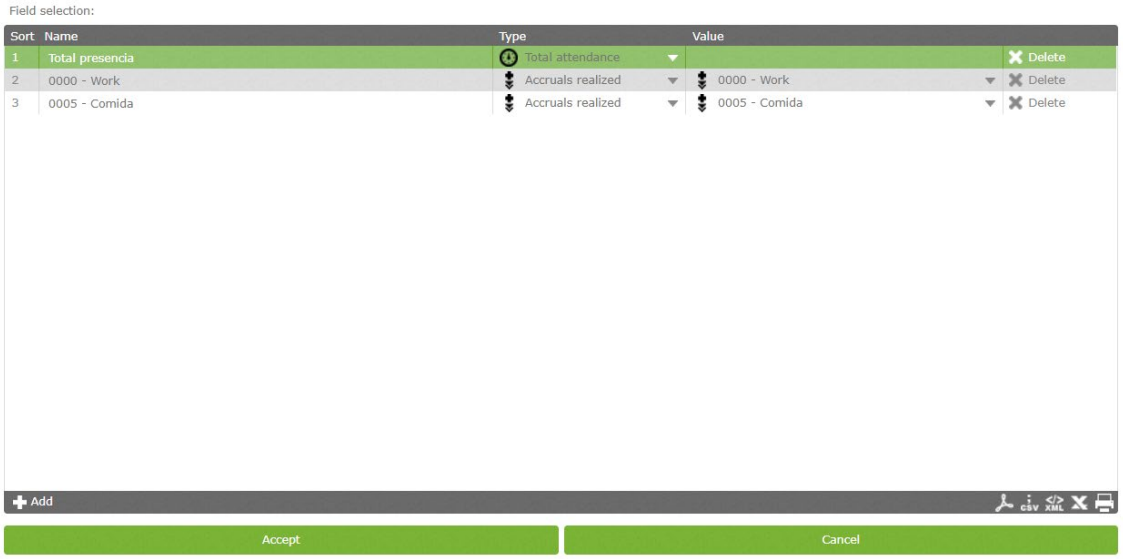
It is the most configurable reports, on it we can select the columns to be shown and define our own formulas. Also, we can define conditions for data not to be shown (for example if we have configured to show data from employee 4 to 16 but we just need to know those who have overpass the lunch time)



To perform a basic employee filter, we can select an employee range to be shown. This is done by selecting the drop-down menu “From employee” and “To employee”. Also, we can filter by Department and Center. To continue with the configuration, we must select the date period that we want to see on the report. From the drop-down menu “From date” and “To date”.
In the Payrolls and time reports we can select the view. We have few options, Daily, weekly, monthly. Depending the kind of view selected, we will have the option to calculate the total amount of time and payroll, weekly and monthly. Also, we will have the option to show the total amount for each column and employee for the selected time.

9.2.1.1. Custom Columns

The Payrolls and time reports give us the option to select which data we want to see on each column. If we click on “Custom columns”, a window will open like the following one.



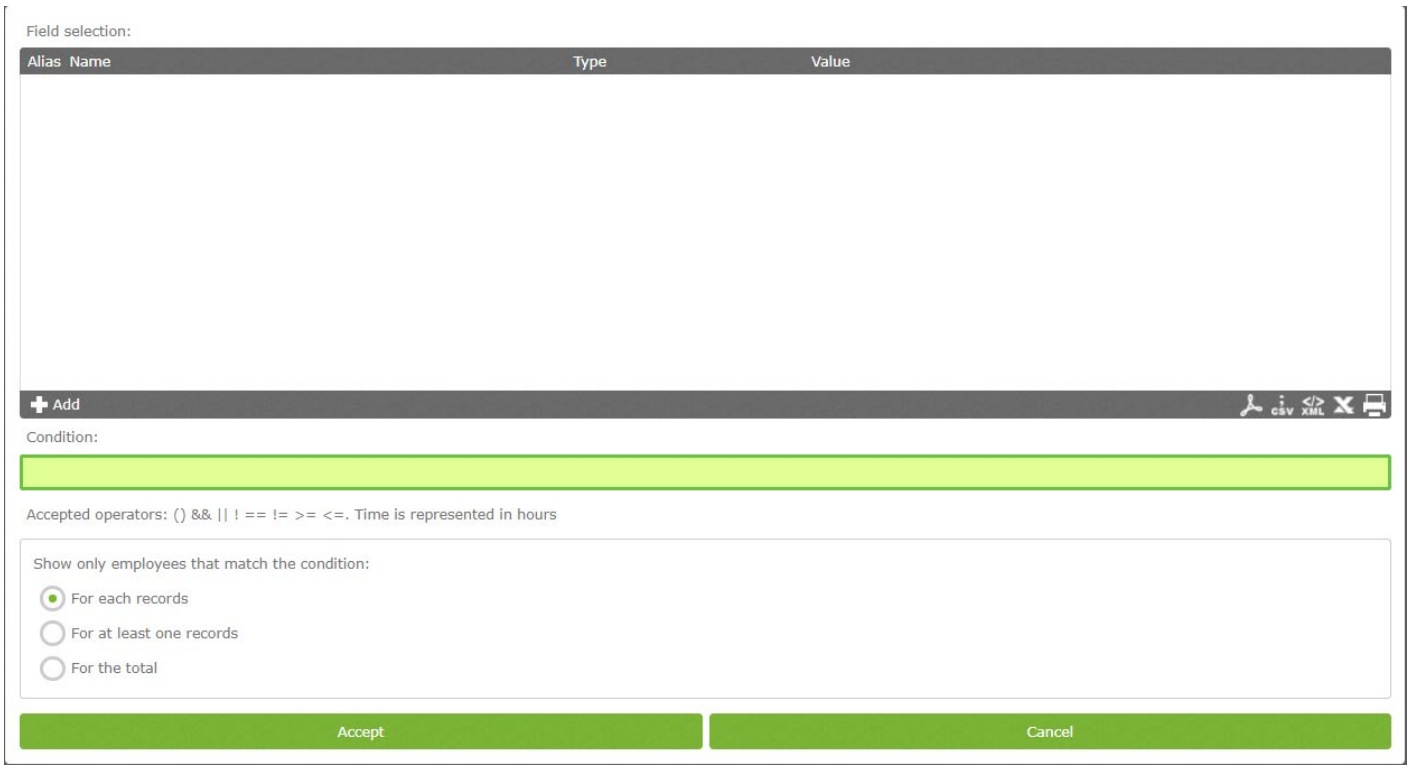
To add a new column, just click on "add" at the bottom left. From there we can just change each value.

To add a new formula, we must select type "formula" previously created on "formula management".

9.2.1.2. Define conditionals

Besides the basic data filter, the payroll and time report give us the option to filter the data with a rule condition definition.

To add the condition, we must click on "Define conditionals" and follow it as in previous case, defining name, type and value.

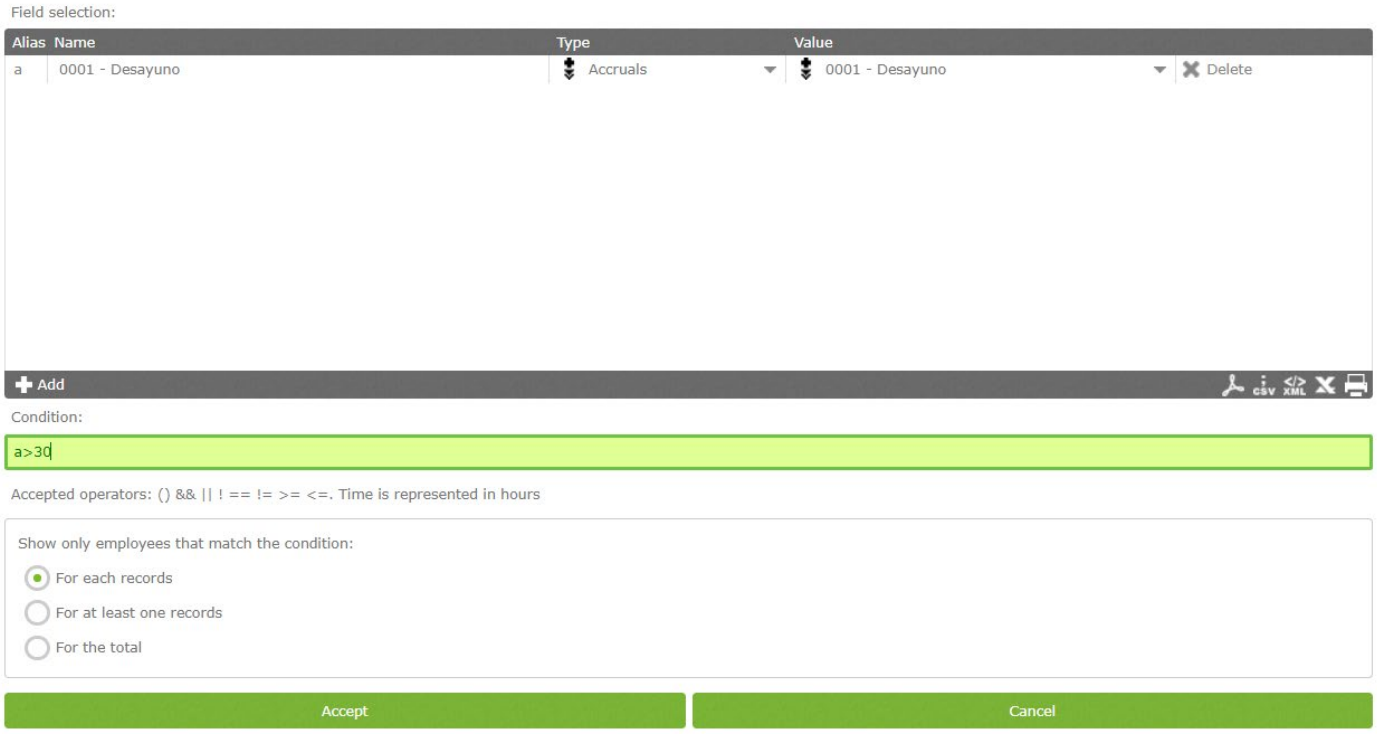


Then we must define the condition. This are the operators:

- Logic AND: &
- Logic OR: |
- Logic NOT: ¡
- Different: ¡=
- Equal: ==
- Greater than: >
- Smaller than: <
- Greater or equal than >=
- Smaller or equal than: <=

Time must be defined in minutes and prices in euros. Once written, we must choose which employees do we want to be shown, the ones that fulfill the condition for each registry, the ones that fulfill it for at least one registry, or the ones that fulfill the total.

The next screenshot will show us a condition example defined to show just the employees who have surpassed the 30 minutes breakfast.



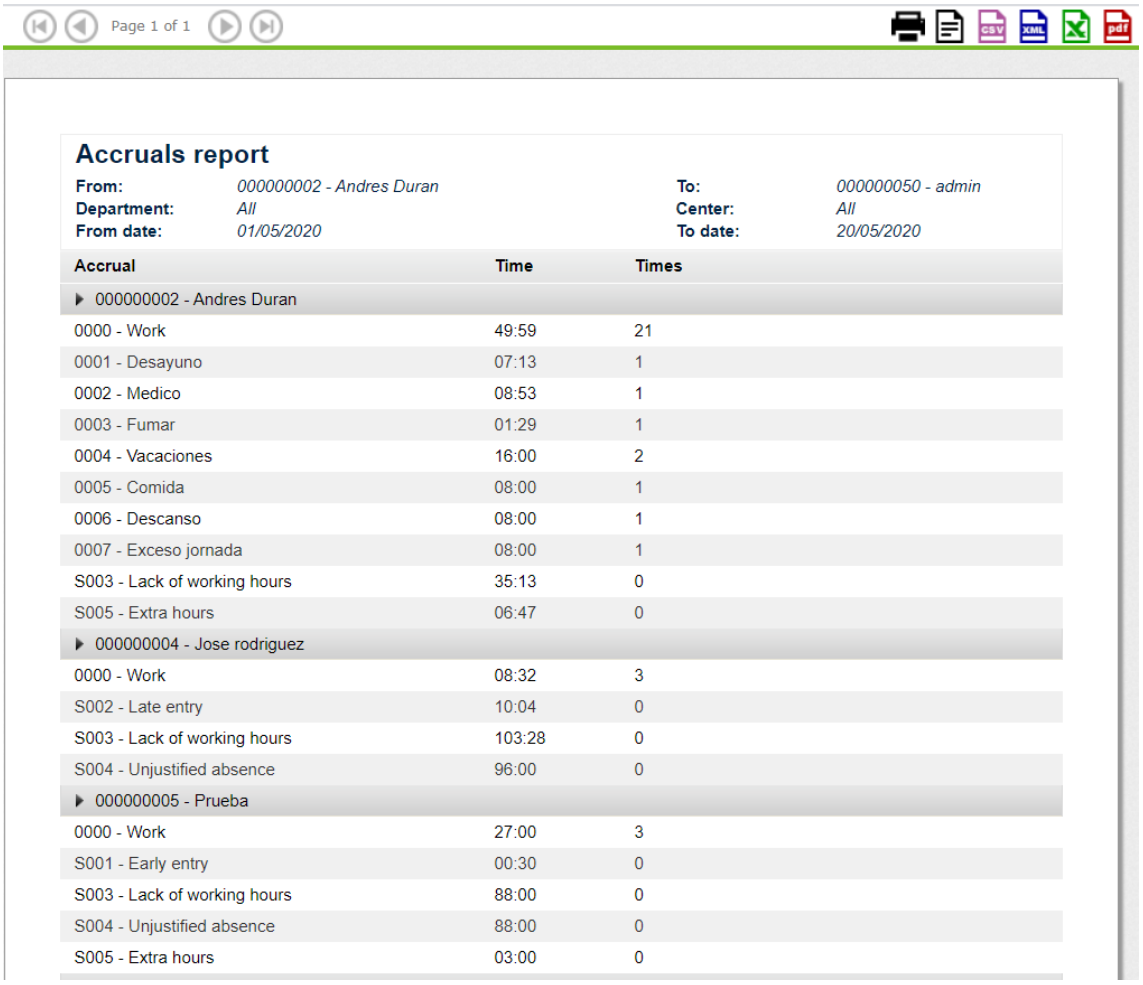
9.2.1.3 Generate report

Once we have all the parameter pressing “Generate report”, will show the report.

We can save the report by clicking on add on the bottom left.

9.2.2. Accruals report

This report format contains the chosen accruals for each employee and shows the time and repetitions (Times).



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Accruals report

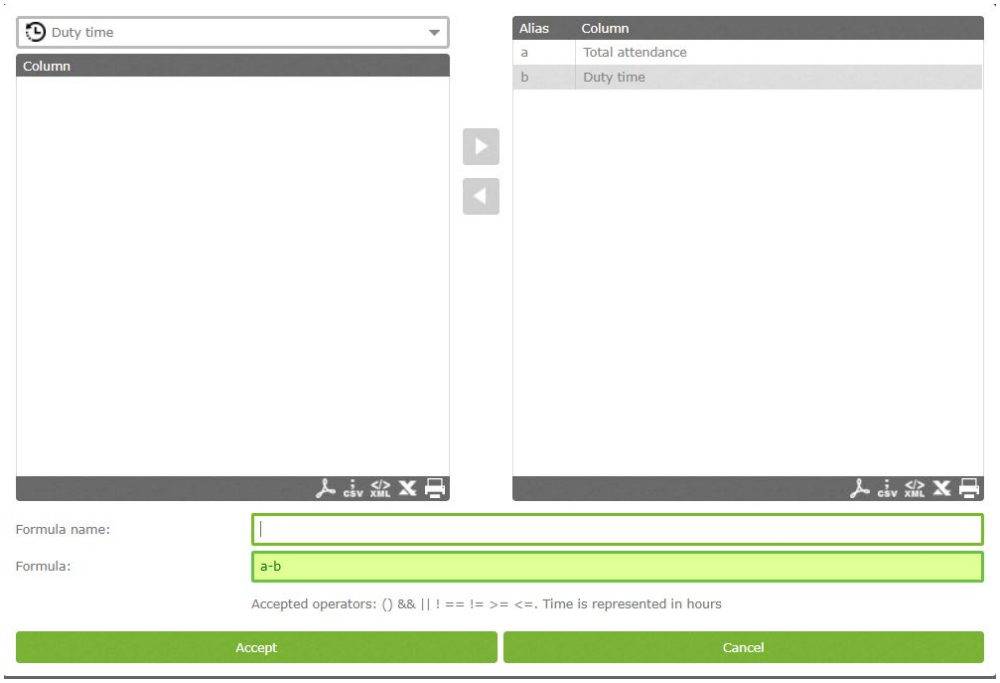
From:	*000000002 - Andres Duran*	**To:**	*000000050 - admin*
Department:	*All*	**Center:**	*All*
From date:	*01/05/2020*	**To date:**	*20/05/2020*

Accrual	Time	Times
000000002 - Andres Duran		
0000 - Work	49:59	21
0001 - Desayuno	07:13	1
0002 - Medico	08:53	1
0003 - Fumar	01:29	1
0004 - Vacaciones	16:00	2
0005 - Comida	08:00	1
0006 - Descanso	08:00	1
0007 - Exceso jornada	08:00	1
S003 - Lack of working hours	35:13	0
S005 - Extra hours	06:47	0
000000004 - Jose rodriguez		
0000 - Work	08:32	3
S002 - Late entry	10:04	0
S003 - Lack of working hours	103:28	0
S004 - Unjustified absence	96:00	0
000000005 - Prueba		
0000 - Work	27:00	3
S001 - Early entry	00:30	0
S003 - Lack of working hours	88:00	0
S004 - Unjustified absence	88:00	0
S005 - Extra hours	03:00	0

We have the option to select which accruals we want to see, as well as the basic options that the other reports have.

9.3. Formula management.

To add a formula, we just need to click on “add” on the formula management bottom left interface. Once open the formula administration interface, select the columns that we require in the formula on the left menu and add them to the right menu. As we can see an “Alias” shows up, this will be the column distinctive in the formula. The box where the formula is, it’s colored green, that means the formula is correctly written. If it appeared in red, will mean the formula is incorrect and should be corrected. Formulas can be added within formulas, improving the system possibilities.

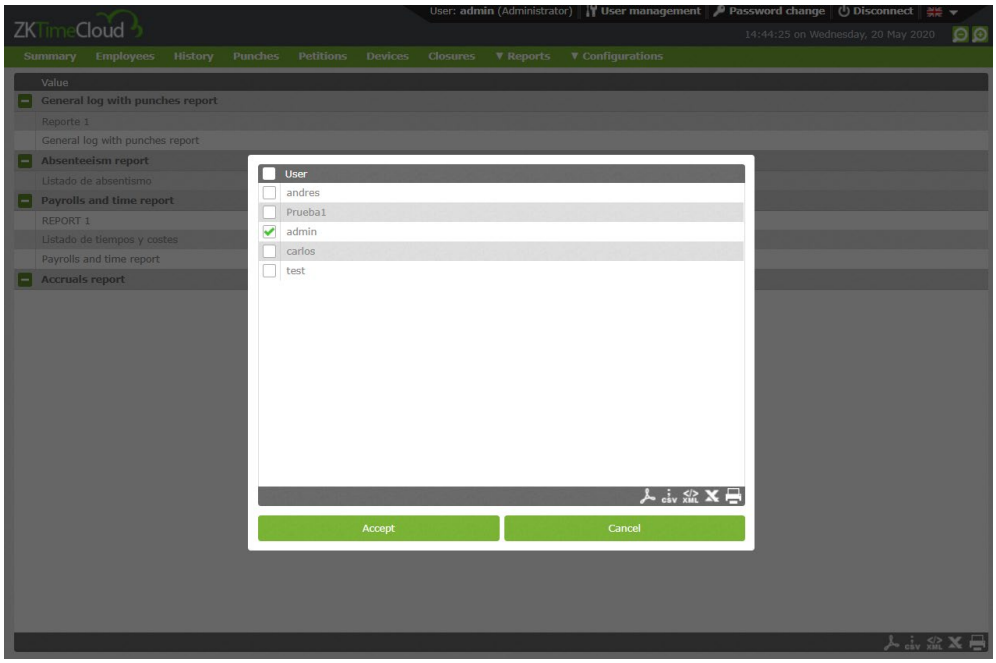


Edit columns: To edit the columns already added, we just need to click on the column and click on the arrows to delete or modify the selected column.

9.4. Change report visibility.

The administrator or the application user with creation privileges can define the report templates and publish for the other application users who will not be able to modify the templates, just adapt them to the period in which they want to obtain the information.

It has a simple use, click on the report and once it shows the user selection interface, assign the users that will be able to access the report.



Press accept to save the selection.

10. Configuration

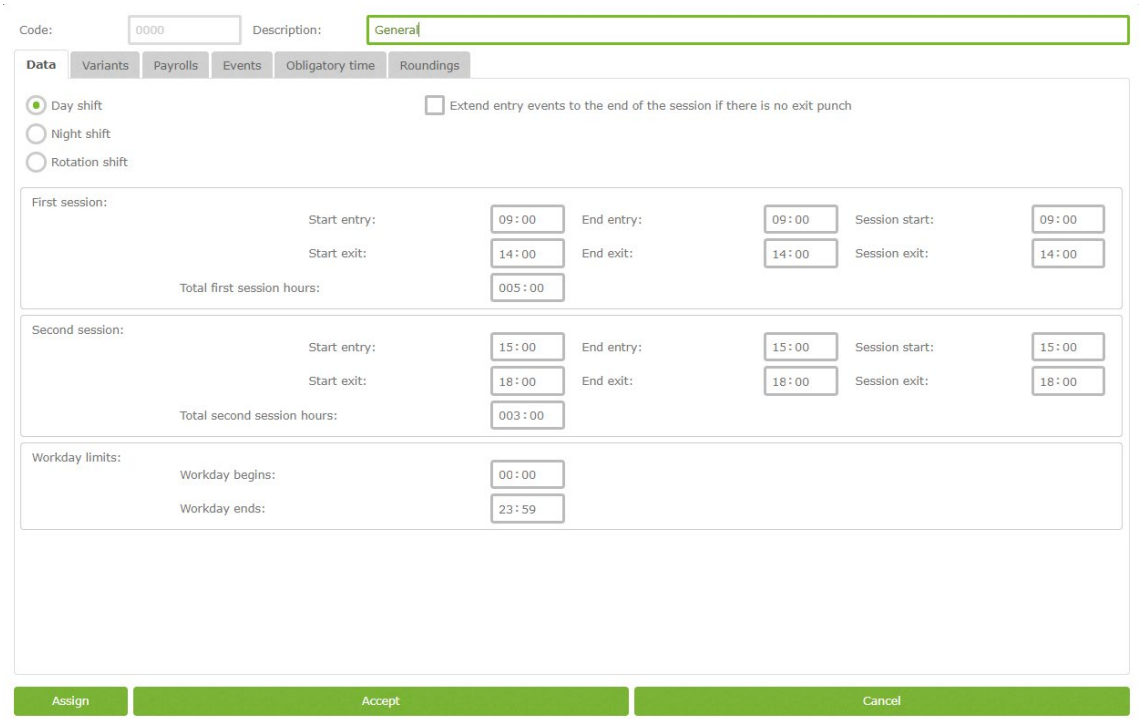
At this section we will find the main sections to configure attendance control system.

10.1. Workday management

Workday defines employees working time, when does the shift begins and when does it ends, manage the delays or the different employees shifts.

GoTime Cloud allows us to define several kinds of shifts: if an employee does one shift only or several shifts. If the shifts are fixed by calendar or variable, or night shifts.

From this window we can configure the shifts.



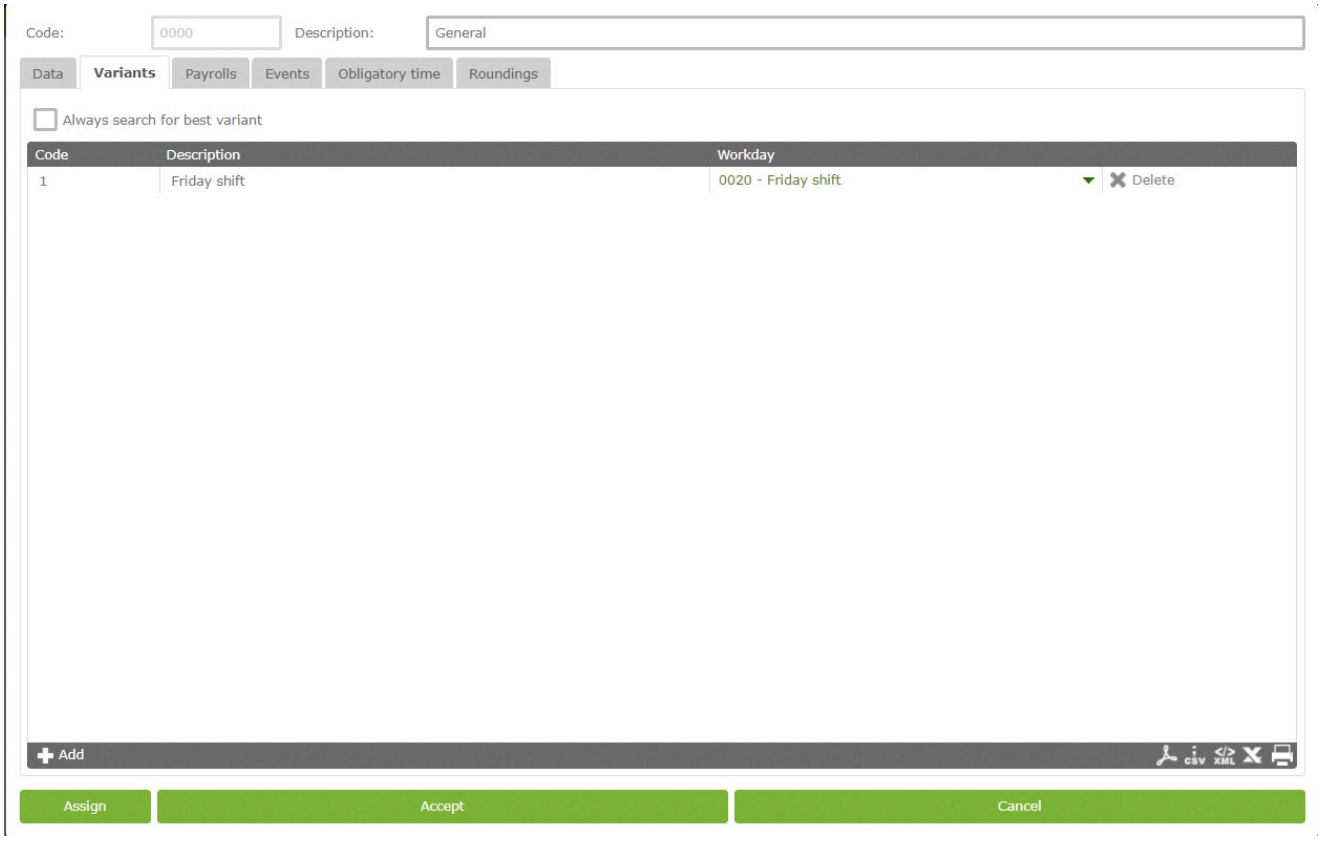
- **Type of shift:** There are three types of shift.
  - Day Shift: This applies when the employee punches are produced at same date. Is the most common.
  - Night Shift: Applies to shifts where the "Out" punch has a date corresponding with the next day the "In" punch was produced.
  - Rotation Shift: Especial case. This shift does not accept any configuration. It simply has up to three shifts (day or night), which rotate according the employee punches.
- **Session:** A session is an uninterrupted period of time between the hours that define the workday. GoTime Cloud allows every workday to have one or two sessions. Every session has:
  - Start Entry: Time where it is considered the employee has not came early.
  - End Entry: Time where it is considered the employee came late.
  - Session start: Time where the session starts. All periods are justified with this time, either delay or an early entrance. If the "Session start" it's at 09:00 and

the "End Entry" at 09:10, if the employee comes at 09:30 the program will calculate 30 minutes delay.
    - Start exit: Time from where it is considered the "out" punch ends the session.
    - End exit: Time from where it is not considered the punch belong to the session. If it is produced at the first session end and a second session exist, the employee will be considered on the second session. On contrary will be out of shift.
    - Session exit: End of session. When an employee is absent with an event, it will count as work up to here.
- **Total session hours:** Defines the total time an employee must work through the session. The adding of the two sessions defines the Total session. This total does not have to be equal to the difference between first session start and second session.
    - Workday limits: These limits establish the period in which the punches belong to the workday, counting double shifts and exceptional cases. These limits cannot overlap with sessions and cannot be greater than 24 hours. In usual cases it can be left 00:00 as "workday begins" and 23:59 for "workday ends". In cases with rotation shifts it is convenient to adjust the limits at the "start entry" on the first session and adjust the "workday begins" to the "session exit"
    - Extend entry events to the end of the session if there is no exit punch: this option allows us to have shifts larger than 24 hours, when we have and odd number of punches, if this option is selected the program will search the missing punch beyond the shift limits until all entries and exits are completed.

10.1.1. Variants

It is usual for an employee to have different shifts. For these cases we use the concept of variant. This menu contains:

- **Code:** The variant ID for the shift we are editing.
- **Description:** Short and explanatory text.
- **Workday:** Here we specify the alternate workday the variant references to.



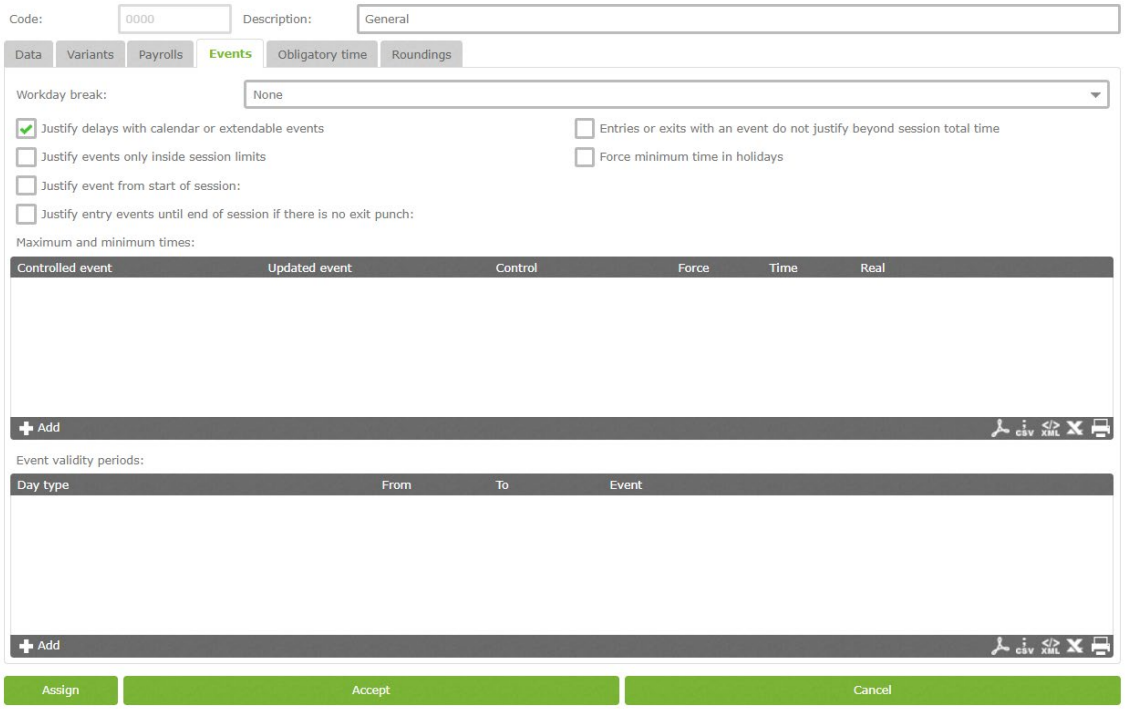
GoTime Cloud allows us to define up to 9 variants for a workday with code from 1 to 9. These variants can be selected on the calendar, forcing one of the workdays for a specific day or selecting the option "always search for the best variant". When this option is selected the program will calculate the workday that adjust the best, based on employee's punches. Criteria used by GoTime Cloud to calculate the best adjustment are, priority order, proximity to "session start" of each punch session, total hours percentage for each completed session between the "session start" and "session exit", and total hours completed between "session start" and "session exit" from each session.

10.1.2. Payrolls

This is related with the profiles and will be explained on the correspondent section (Section **11**)

10.1.3. Events

Each workday has several ways to process the events.



- **Breaks:** See Section **¡Error! No se encuentra el origen de la referencia.** of this manual.
- **Justify delays with calendar or extendable events:** At section 13.3 extendable events will be explained and how to justify an employee absent, calendar events (that will be explained at section 12.3), has the same function. When this option is selected, these events will not only justify the employee absent but also the delays.
  For example if an employee goes out the day after with an extendable event as "Visit client" and comes the next day with 3 hour delay, the program will justify the time from the beginning of the session until its arrival as "client visit".
- **Justify entry events until end of session if there is no exit punch:** This option will be used for specific cases in which the employee punch "Check In" one day and does not punch "Check Out". For example, if and employee punch on Monday but stays at the same location during the week without punching the "Check Out" until Friday. If this option is selected and the employee select an event listed as "In" and extendable, the program will justify the time from the first punch until the end of the first session, from there will justify the successive absences following the extendable event rules (to be explained at section 13.3).
- **Justify events only inside session limits:** When this option is selected, the program does not count any time further than the workday hours. This way no event will start counting before the start entry nor after the end of session.
- **Entries or exits with an event do not justify beyond session total time:** This option controls events that count as work not to add more time than expected for the session they are produced in. For example, for an employee with a flexible workday (30 minutes flexibility) being able to check in from 8:30 to 9:00, with a 5 hours total work time. If the "session exit" were at 14:00, the employee will start working at 8:45 and

checks out with an event that counts as work, the program will count 5 hours and 15 minutes. If this option were active it will justify the check out event until the 5 hours are completed, closing the event at 13:45.

- **Justify event from start of session:** This option must be selected in case we wanted the time that justifies the events is Start Entry instead of session start. It is useful when there is flexibility on the entrance, but the event must be justified from the beginning of the employee's session.
    - Maximum and minimum times: Establish time limits for those events selected. This is useful to control if an employee has exceeded the allowed time for an event, only the maximum time will be applied, ignoring the time exceeded. Same way will apply to the minimum.

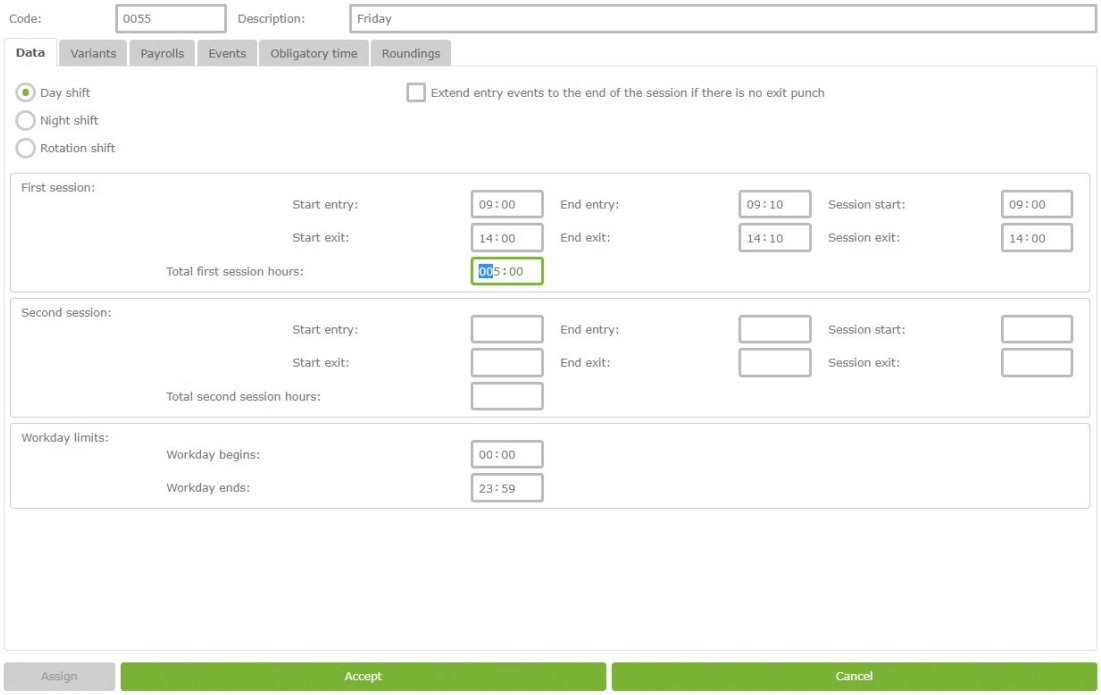
To help this control, we have up to four system events that will be able to be modified. These events are used as support for the main ones, to carry out the excesses or minimum control, only to be upgraded in case of a minimum not being completed or a exceeded maximum, storing the time difference between original event and established limit.

Once the system event is configured, assigned to the event to be upgraded and a maximum and minimum defined, we will have two possible options to modify the behavior.

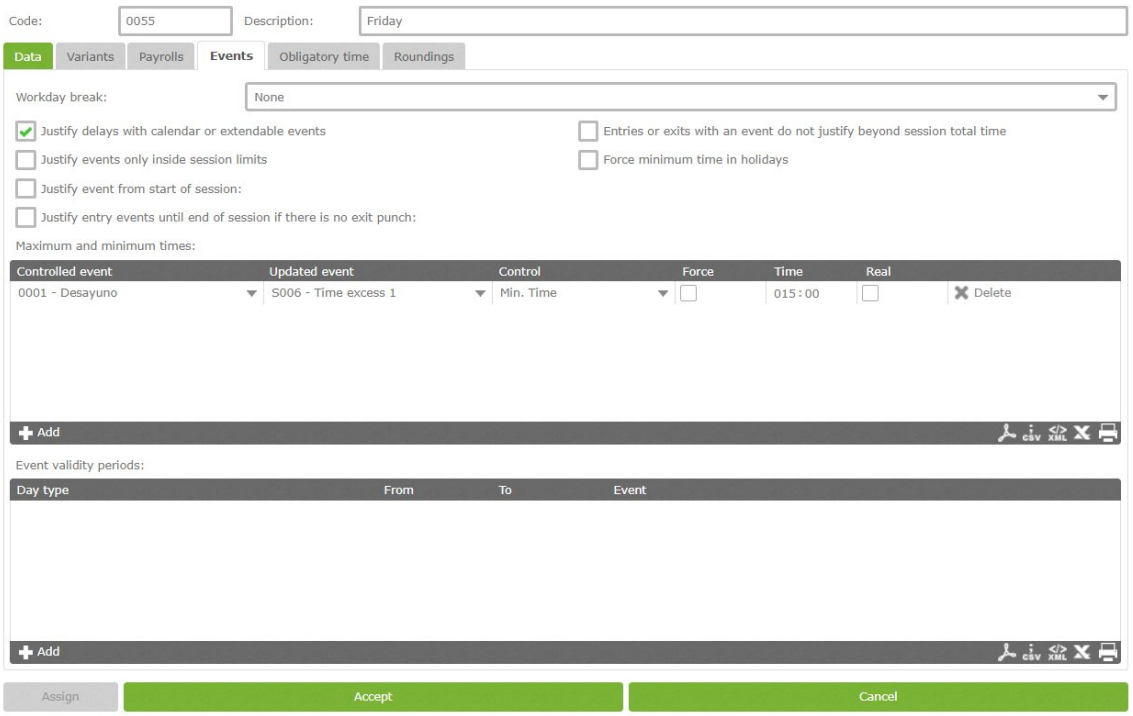
- **Assign real time:** Affect the main event. In case we select this, the system will assign the real time on the main event. If it is not marked, the minimum and maximum will be applied in case those are necessary.
  The event will be upgraded with the time differences between the main event and the established limit.
- **Force minimum:** This option will only be available in case we have selected to control a minimum time. This will force the generation of this minimum in case there are no punches with main event for that day.

Configuration examples and expected results.

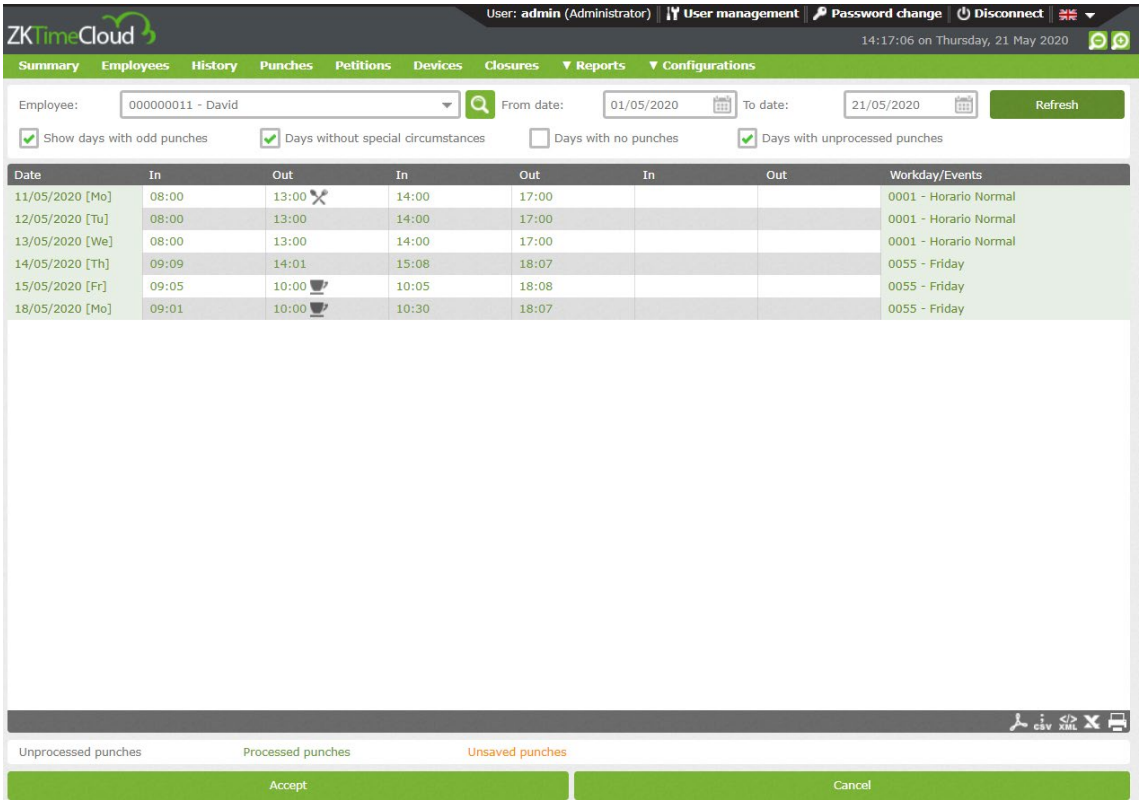
Here you can find the configuration and response values based on the given example to help the section comprehension. We have considered a workday from 9:00 to 14:00, with no interruptions.



We will add a 15 minutes minimum time to the event “001 - Breakfast”, that will upgrade the event “S006 - Time exceed 1” as shown on image.



We have created punches for a few days in order to show the possible situation for this example. One day in which the employee did not breakfast, other with 5-minute breakfast and last one with 30-minutes.



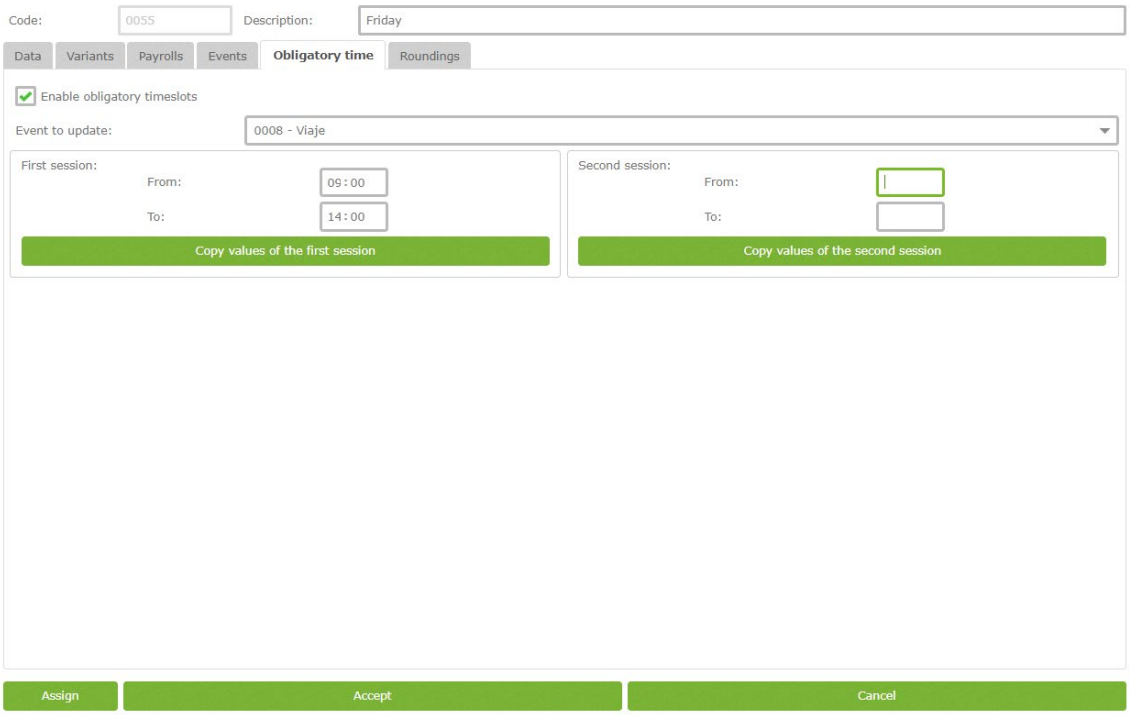
In the following table we can see the time results for each possible combination between "Force minimum" and "Assign real time", for the three cases.

		14/05/2020 0' Breakfast			15/05/2020 5' Breakfast			16/05/2020 30' Breakfast		
Force	Real Time	'006	S006	Attendance	'006	S006	Attendance	'006	S006	Attendance
NO	NO	0:00	0:00	3:00	0:15	0:10	2:45	0:30	0:00	2:30
NO	SI	0:00	0:00	3:00	0:05	0:10	2:45	0:30	0:00	2:30
SI	NO	0:15	0:15	2:45	0:15	0:10	2:45	0:30	0:00	2:30
SI	SI	0:00	0:15	2:45	0:05	0:10	2:45	0:30	0:00	2:30

Notice, once we have defined the minimum time, this will be always subtracted from the total attendance, as long as the event value to control is not greater. In case the event to control is greater than minimum, the value associated to the event will be subtracted.

10.1.4. Obligatory time

In some cases, we will want to control when an employee absences at particular times, even if they don't match with the session limit. GoTime Cloud allows us to define two obligatory attendance sessions in this menu, within the employee will have to stay presence or out with a selected event that counts as work.



To configure the obligatory time, we have the following fields.

- **Event to update:** Here we define the event that it's generated when an employee absents during the obligatory time sessions.
- **First session limits / second session limits:**
  - From: The beginning of the obligatory attendance session, any absence from that time will be considered as an obligatory time breach.
  - To: The end of the obligatory attendance session. Any absence up to this time will be considered as an obligatory time breach.
  - Copy values of the session: Clicking this button will establish the session Entry and session exit from first and second session as obligatory time.

The established values on the first or second session limit must be inside their respective sessions.

10.1.5. Roundings

In some cases it is possible not to be interested on the exact event hour. We want all the punches between 8:50 and 9:05 to be rounding to 9:00 which is the normal entrance. This way, all the punches between 8:50 and 9:05 will be calculated as if it had been punched at 9:00. Same logic to be applied for a check out.

The porpoise of the rounding is to give a solution to the courtesy time offer by the employer to their employees, not other porpoises are intended.

Each rounding has one of the following options:

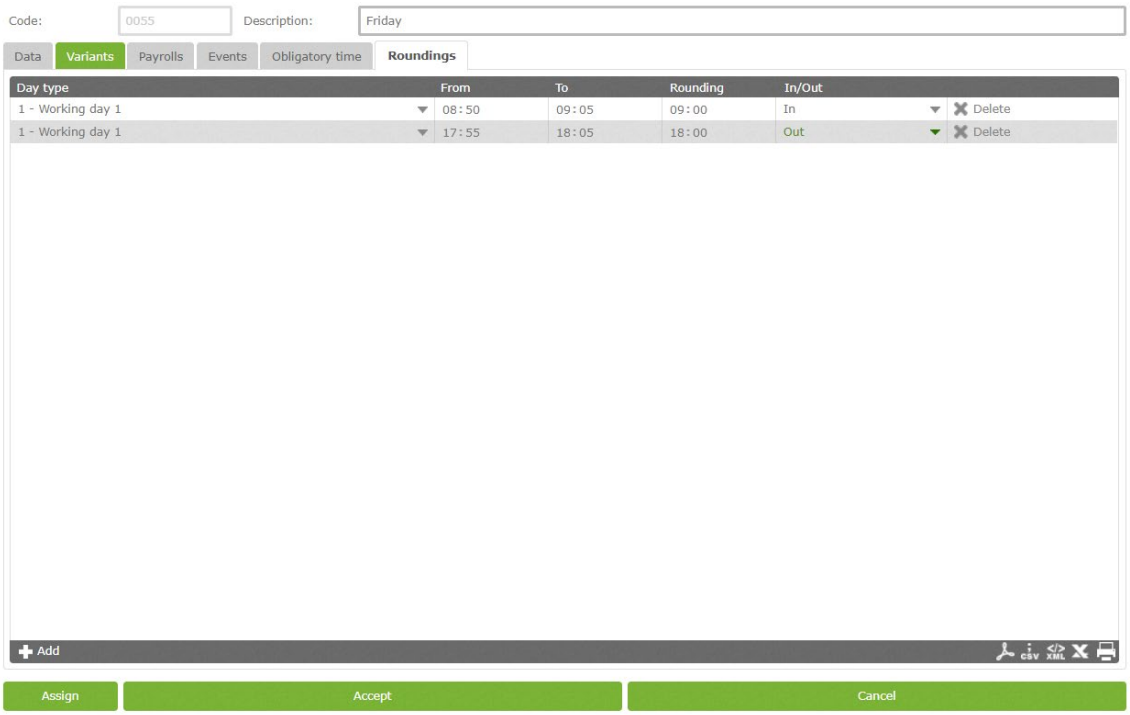
Day type: Here we define the day that the rounding applies to.

From: Inferior limit time to be rounded.

To: Superior limit time to be rounded.

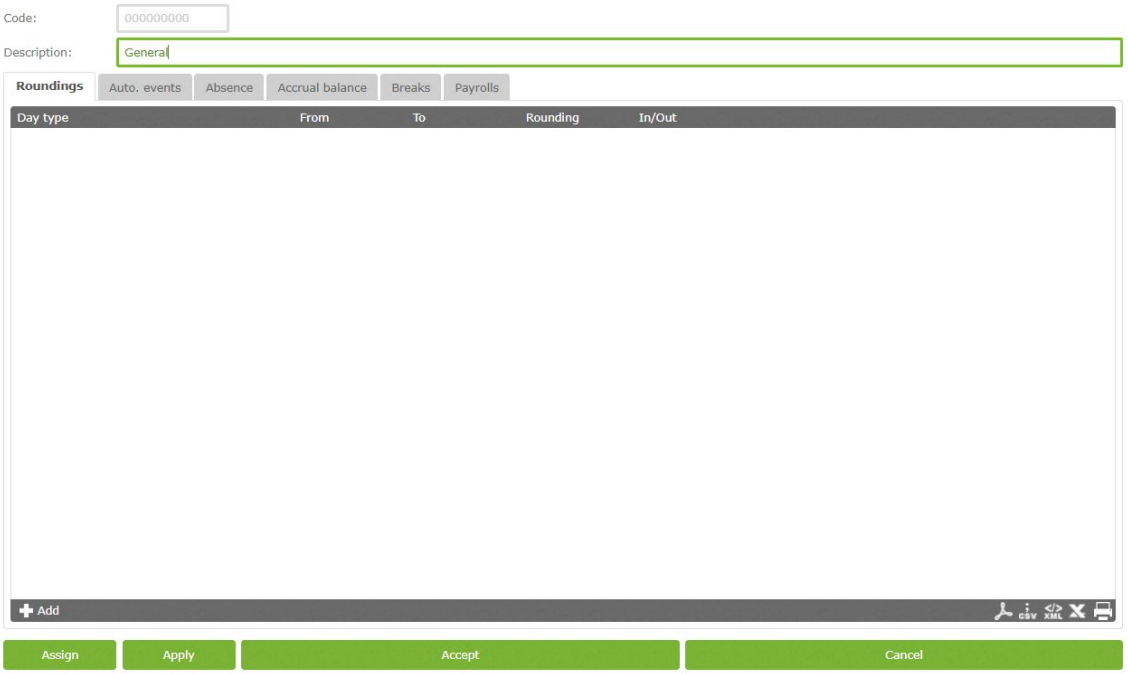
Rounding: Time rounded.

In/Out: Defines if the rounding will be Ins or Outs.


Code:
0055
Description:
Friday
Data
Variants
Payrolls
Events
Obligatory time
Roundings
Day type
From
To
Rounding
In/Out
1 - Working day 1
08:50
09:05
09:00
In
Delete
1 - Working day 1
17:55
18:05
18:00
Out
Delete
Add
Assign
Accept
Cancel

11. Profiles

The employee profiles have some configuration that can be applied to the employee. We can define as many profiles as we want and assign them to the different employees.



11.1. Roundings

In some cases it is possible not to be interested on the exact event hour. We want all the punches between 8:50 and 9:05 to be rounding to 9:00 which is the normal entrance. This way, all the punches between 8:50 and 9:05 will be calculated as if it had been punched at 9:00. Same logic to be applied for a check out.

The porpoise of the rounding is to give a solution to the courtesy time offer by the employer to their employees, not other porpoises are intended.

Each rounding has one of the following options:

Day type: Here we define the day that the rounding applies to.

From: Inferior limit time to be rounded.

To: Superior limit time to be rounded.

Rounding: Time rounded.

In/Out: Defines if the rounding will be In or Out.

11.2. Auto. Events:

In some cases we may want to create an event for a specific time, whether the devices hasn't got any keyboard and does not allow to punch or we want to have a event by default at a particular time. For example, we can make the punched events between 14:00 and 15:00 to be considered as lunch. Although if an employee punches an event on a automatic period event, it will have preference on the automatic event.

The options are:

Day type: Here we define the day type the Auto. Event applies to.
From: Inferior limit time to apply the Auto. Event.
To: Superior limit time to apply the Auto. Event.
Event: Event to be assigned.
In/Out: Defines if the Auto. Event will be In or Out.

11.3. Absence:

GoTime Cloud associates by default the event S004 - Unjustified absence for each day in which an employee has no punches or Extendable Events or calendar. In some cases we may don't want this, for example, we may want to associate an event to compensate the extra hours with resting days. To control this, we can establish an event to be assign when there is an absence.

11.4. Accrual Balance

This option allows us to establish the limit for each accrual, either total time limit, number of repetition o both. We can define the following options.

- **Accrual:** Accrual to control.
- **Allowed occurrences:** Number of repetitions allowed for an accrual in a specific time. If we don't want to control the number of repetitions can be left blank.
- **Allowed time:** Time allowed for an accrual in a specific time. If we don't want to control the number of repetitions can be left blank
- **Term:** Period in which we want to control the accrual (weekly, monthly, yearly). Once the time ends, the accrual goes back to zero.

12. Events

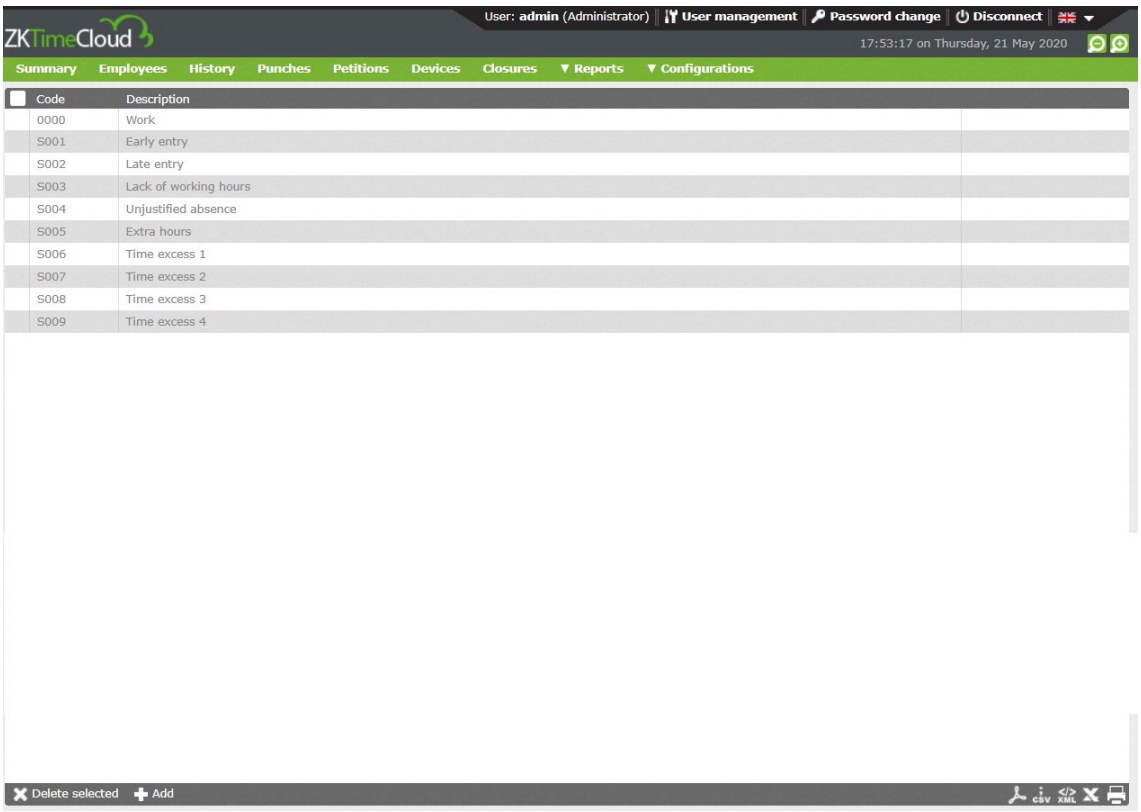
The events are the essential parts of GoTime Cloud.
They are identifiers that we use to accomplished employee action traceability. When on vacation, the daily work time, delays or works out the office. Can be introduced through a punch or associated to a day or a calendar, it is even possible to let the application to introduce it.
We can group the events as following:

- **System event:** These events are created with each company and the user cannot delete them nor create them. The program assigns automatically when certain conditions are accomplished.
- **User events:** These events are created by the user according their necessities and must be assign manually.
- **Event "0000":** This event is the main one. All punches without event will be set as 0000 (work).

13. Accruals

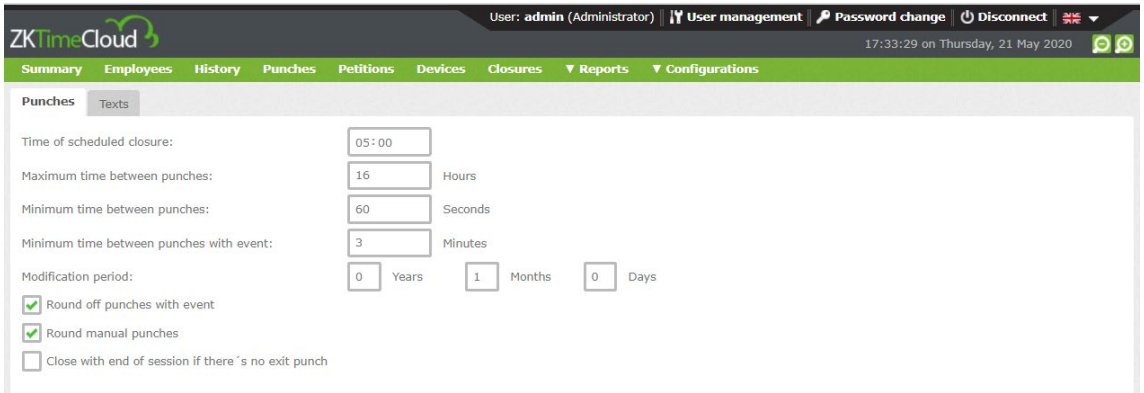
As we have explained earlier, the accruals are just data collectors, either time or number of repetitions of an event. Each event can update one or more accruals. When an event is generated, either manually or by punching it, the accrual will be upgraded with the event information.

This are the default accruals.



14. Preferences

GoTime Cloud includes a preferences section to manage some parameters. This menu is under "Configuration" → Parameters.



Time of scheduled closure: Schedules time in which the application will perform the automatic closure and calculate the punches data.

Maximum time between punches: Time above which it is not possible to have pairs of punches on the same day

Minimum time between punches: Time below which it is not possible to have pairs of punches on the same day.

Minimum time between punches with event: Time below which it is not possible to have pairs of punches on the same day associated with any event not counting work (0000)

Round off punches with event: Applies rounding configuration to the punches.

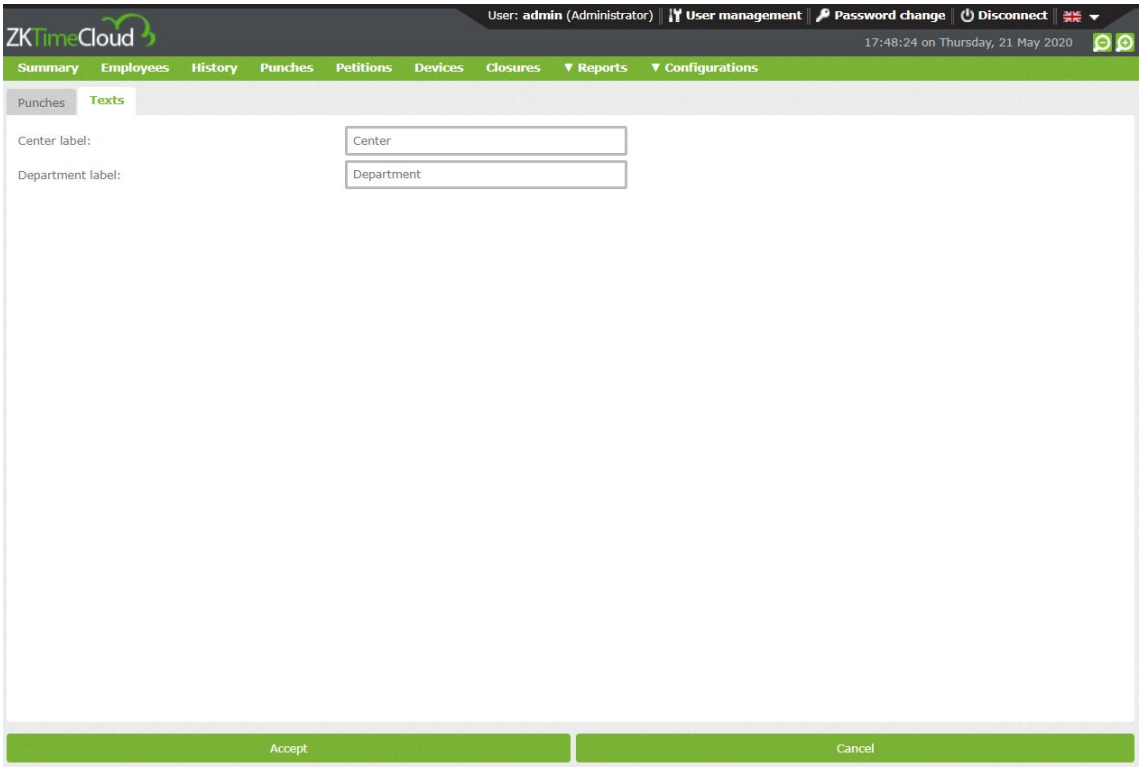
Round manual punches: Applies rounding configuration to the punches introduced manually.

Close with end of session if there's no exit punch: Includes a punch with the Session end in case the employee forgets to punch the Exit.

14.1. Texts

With the purpose of giving our clients a tool to export the company organizational structure to the application GoTime Cloud to be able to export the information from the solution in a friendly way.

- **Center label:** We can define the label to be assigned to the field "Center".
- **Department label:** We can define the label to be assigned to the field "Department".

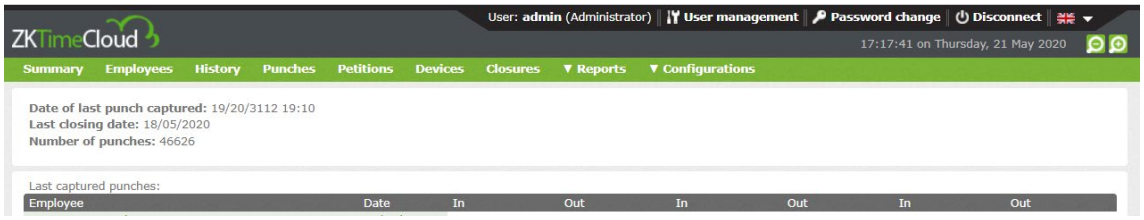

ZKTimeCloud
User: admin (Administrator)
User management
Password change
Disconnect
17:48:24 on Thursday, 21 May 2020
Summary
Employees
History
Punches
Petitions
Devices
Closures
Reports
Configurations
Punches
Texts
Center label:
Center
Department label:
Department
Accept
Cancel

15. User management

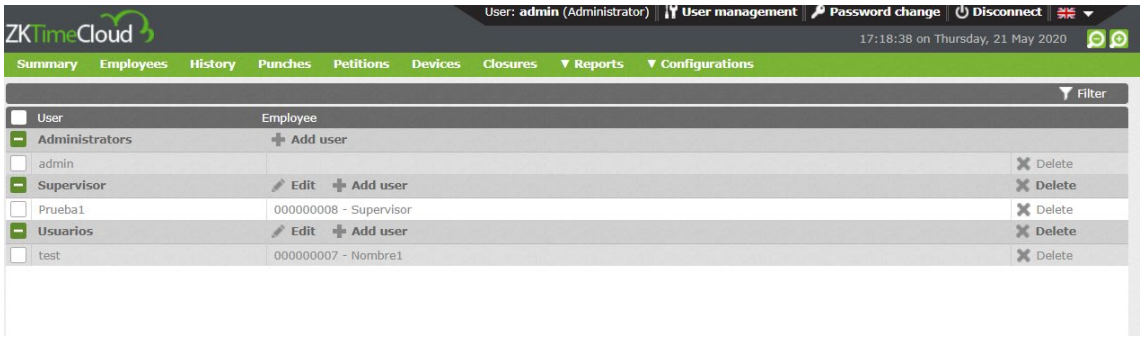
GoTime Cloud incudes an application user management.

The porpoise of this module is to assign the access privileges to data and application configuration.

We will find the access to this interface at the top.

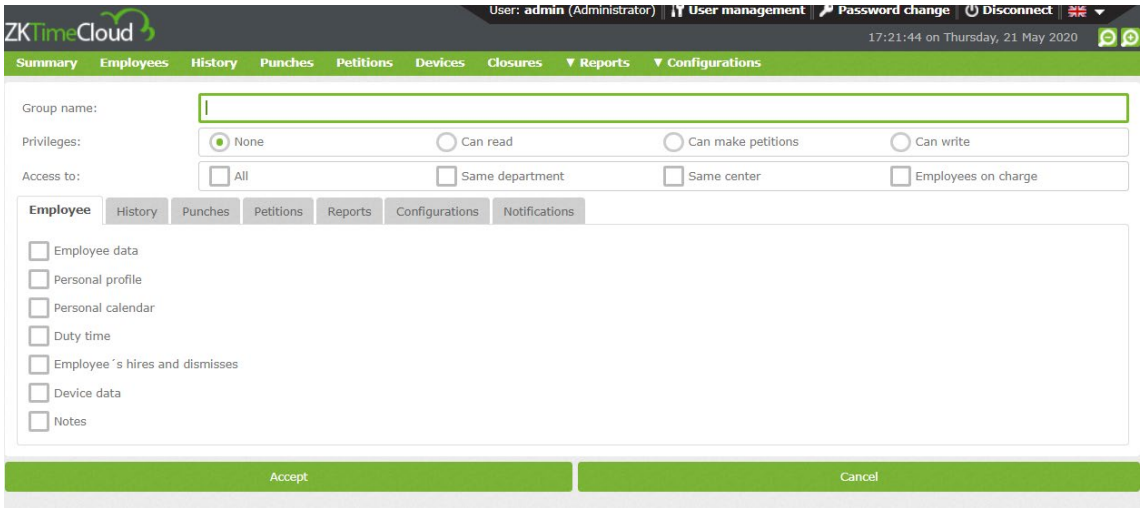


Once we click on "User management", we will have access to the user management interface.



We can edit the user privileges at any time, delete users and add new ones.

To create a new group, we must click on add group, on the bottom left.



This interface has two sections.

First one to create the group name.

Second one to define the application user privileges. All users on this group will be affected by the privileges here established.

15.1. Privileges

- **None:** Cannot access the application.
- **Can read:** Read access.

- **Can make petitions:** Enable the user to make petitions.
- **Can write:** Permissions to modify (necessary for administrator)

15.2. Access filters

Once the access privileges are established, we can make filters with the different menus (Employee, History, Punches, Petitions, Reports, Configurations, Notifications).