![ZKTeco logo]

ZKBio Time

Work Code - Pay Code Calculation Guide

Version Change Info: V1.0

Current Version: 9.0.3

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English

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1 Enable Work Code Calculation

1. Click on the Attendance module, then go to **Rule->Global Rule/Department Rule/Group Rule->Work Code Setting.**

2. Enable the Work Code Calculation function and select Punch State Based as **Yes** or **No**.
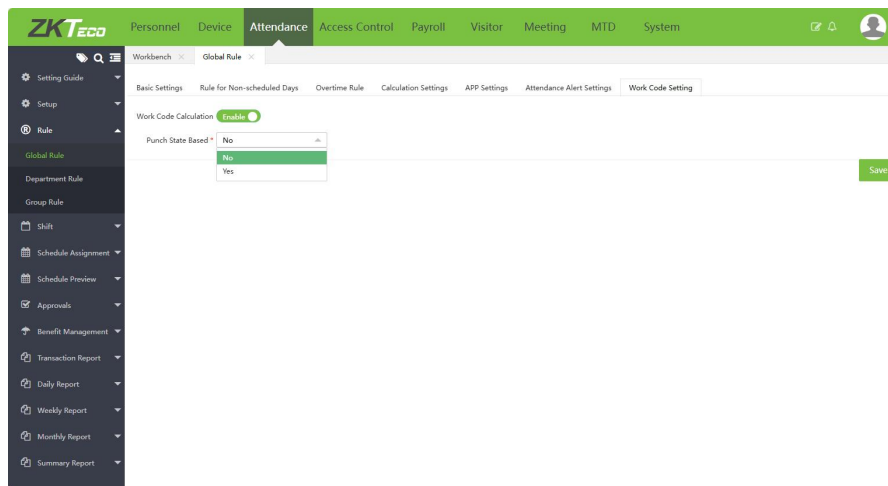
3. If you select Punch State based as **Yes**:

   - The system calculates the duration based on the Work Code and Check In/Out status.

   - Employees select a Work Code on the attendance device/app, select check in to clock in, and select the same Work Code then check out to end the calculation.

For example: Mike selects Work Code-1 at 9:00 and then selects Check In to clock in and selects Work Code-1 at 12:00 and then selects Check Out to clock in, then the duration of Work Code-1 is 3 hours.

4. If you select Punch State Based as **No**:

   - The system only calculates the duration based on the Work Code.

   - Employees select Work Code on the attendance device/App, and select any Check In/Check Out status to clock in. At the end, select the same Work Code and any Check In/Check Out status to clock in, and the calculation ends.

For example: Mike selects Work Code-1 at 9:00 and then selects Check In status to clock in. At 12:00, the user selects Work Code-1 and then selects Check In status to clock in. The duration of Work Code-1 is 3 hours.
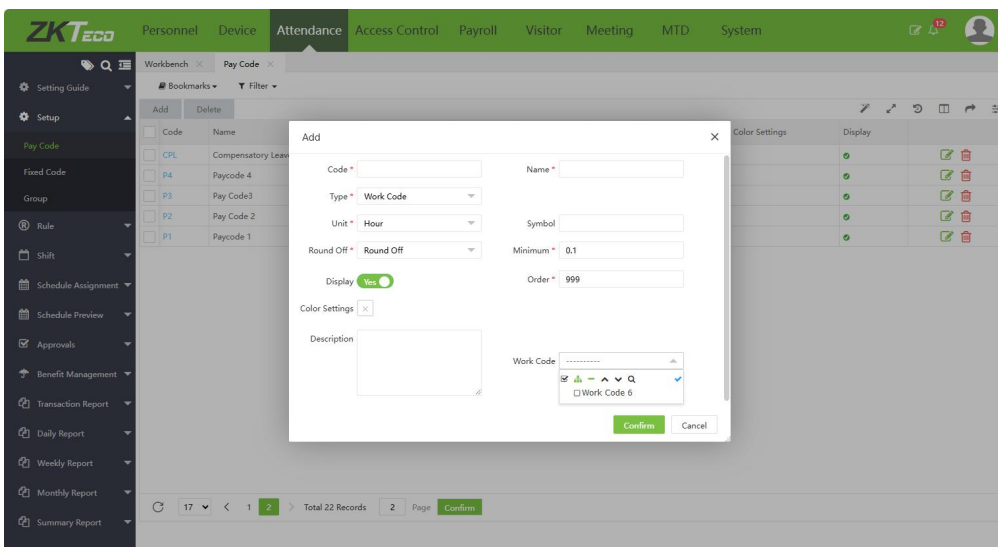
5. Work Code Setting can be set in **Global Rule/Department Rule/Group Rule**. The priority is from high to low: **Group Rule > Department Rule > Global Rule**.

2 Create Pay Code

1. Click on the Attendance module, then go to **Setup->Pay Code->Add**, to access the following interface.
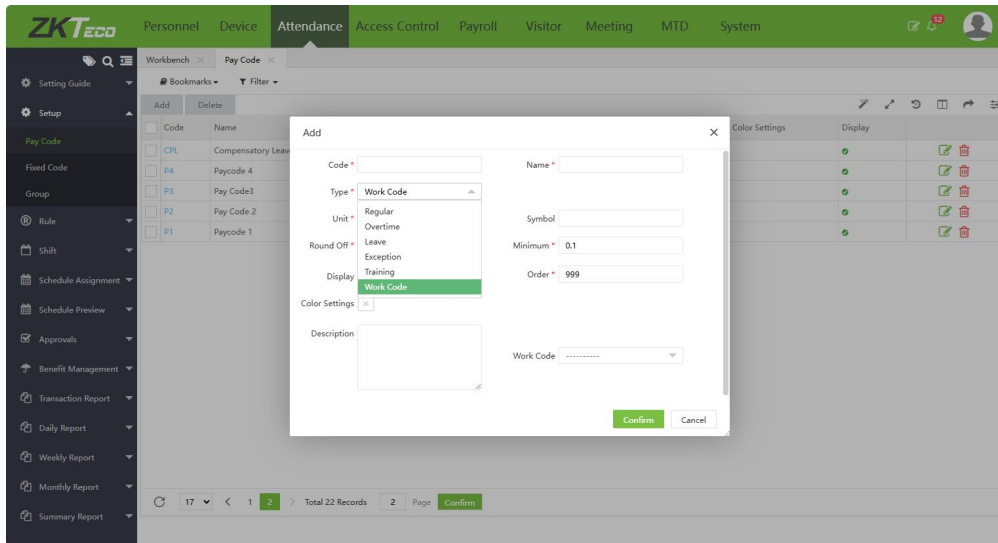
2. Select the type as Work Code, and the interface will display a drop-down box for the associated Work Code.

Note:

1) Only Work Codes that are not associated with any Pay Code will be displayed here.

2) One Pay Code can be associated with multiple Work Codes, but one Work Code can only be associated with one Pay Code.
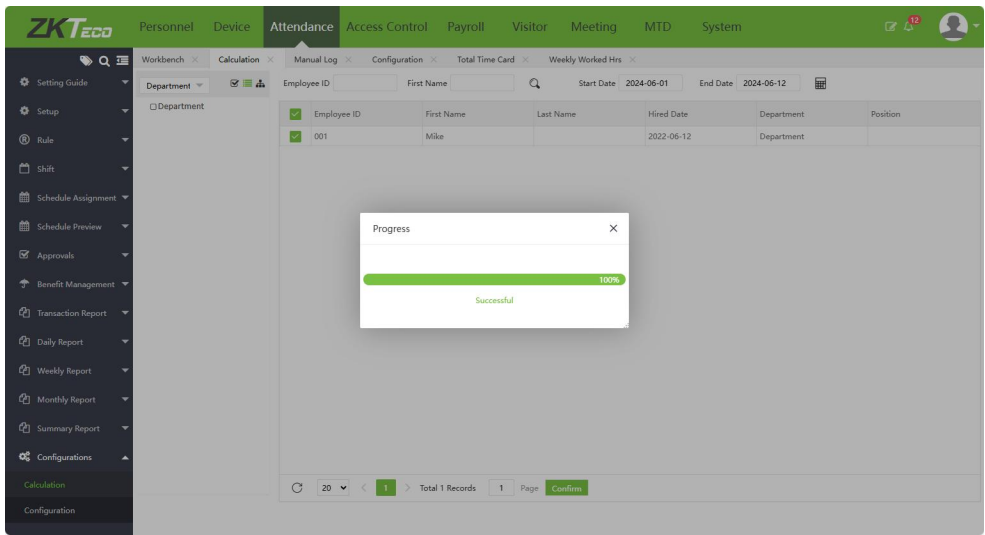
3 Create Work Code

1. Select the Device module, click **Data->Work Code->Add**, to access the following interface.

2. Fill in the Code and Name and select the associated Pay Code.

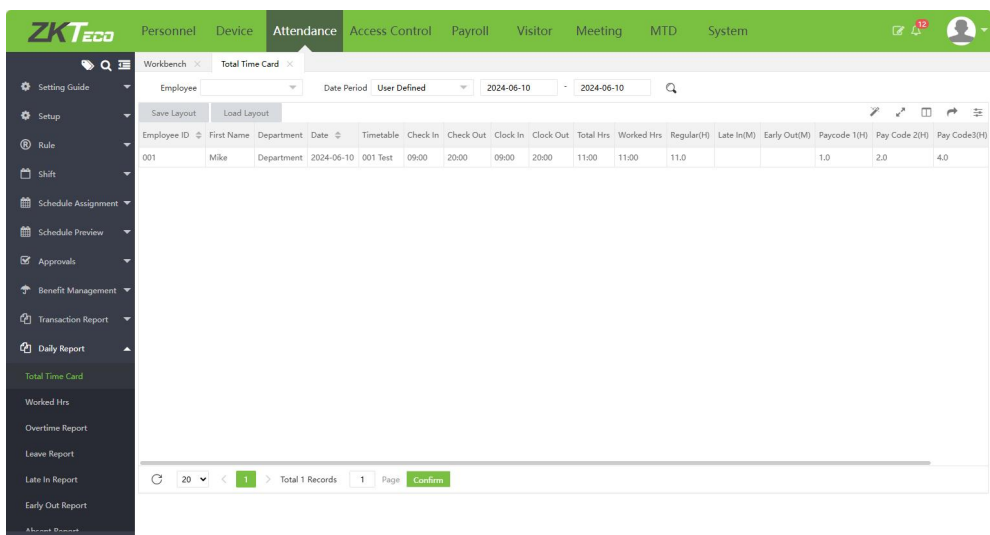3. If there is no selectable Pay Code, please create a Pay Code first.
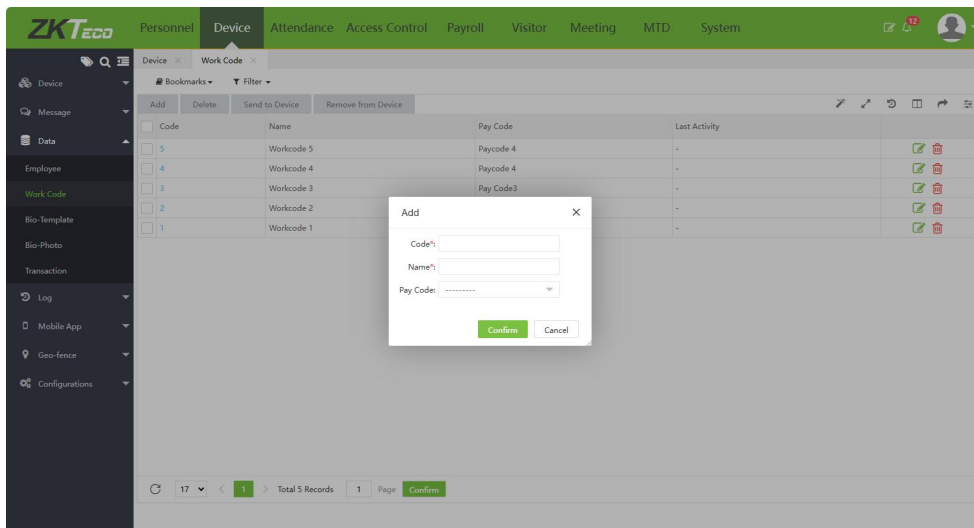
4 <u>Calculation</u>

Click **Configuration->Calculation**, select personnel and time, and click the icon 🖩 to calculate.

5 <u>Report</u>

There are two reports in the system that support displaying Pay Code related calculation data: **Total Time Card** and **Work Code Paired**.

Note:

The Pay Code calculation rules and data in the Total Time Card are not related to the original attendance rules and data. The calculation logic of attendance data such as overtime, lateness, early departure, and absence is the same as the original calculation logic.

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