

ZKBio Time

Work Code - Pay Code Calculation Guide

Version Change Info: V1.0

Current Version: 9.0.3

Date: August 2024

English

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



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

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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.

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🕲 Rule 🔺	Work Code Calculation Fradble		
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- 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.

ZKTeco	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeting	MTD				0	-
Image: Control of the control of t	Personnel Workberch Bookman Add Code CPL P4 P3 P2 P1	Peycode × Py Code × rks V Filter + below Name Compensatory L Psycode 4 Psy Code 2 Psycode 1	Attendance Add Code * Unit * Round Off * Display Color Settings	Access Control Work Code Regular Overtine Leave Exception Training Work Code	Payroll	Visitor Name * Symbol Minimum * Order *	Meeting 0.1 099	MTD	System Color Settings	Display 0 0 0	9		華
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2. Select the type as Work Code, and the interface will display a drop-down box for the associated Work

Code.

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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.

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_	Code	Name	Pay Code	Last Activity				
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4 Calculation

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🗘 Setup 🔫	Department	Employee ID	First Name	Last Name	Hired Date	Department	Position
🛞 Rule 🔫		001	Mike		2022-06-12	Department	
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Configuration							

Click **Configuration**->**Calculation**, select personnel and time, and click the icon^{IIII} 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.

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🖨 Setup 🔫	Save Layout	Load Lay	vout													1.	* 🗆	~	÷
🛞 Rule 🔫	Employee ID 💠	First Name	Department	Date 💠	Timetable	Check In	Check Out	Clock In	Clock Out	Total Hrs	Worked Hrs	Regular(H)	Late In(M)	Early Out(M)	Paycode 1(H)	Pay Co	ode 2(H)	Pay Code	3(H)
- 	001	Mike	Department	2024-06-10	001 Test	09:00	20:00	09:00	20:00	11:00	11:00	11.0			1.0	2.0		4.0	
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Total Time Card	Save Layout	Load La	yout										7	~	e =	
Worked Hrs	Employee ID 💠	First Name	Department	Date ≑	Weekday	Work Code	Clock In	Clock Out	Total H	s.						
Overtime Report	001	Mike	Department	2024-06-10	Monday	5	19:00	20:00	01:00							
1 0t	001	Mike	Department	2024-06-10	Monday	4	18:10	18:45	00:35							
Leave Neport	001	Mike	Department	2024-06-10	Monday	3	14:00	18:00	04:00							
Late In Report	001	Mike	Department	2024-06-10	Monday	1	09:00	10:00	02:00							
Early Out Report																
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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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