



*DataByte*  
DYNAMIC SOLUTIONS

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# TIMEKEEPER SYSTEM USER GUIDE

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## Welcome !

This user guide will get you started with **DataByte Timekeeper™**, our Time & Attendance module which lives within **DataByte Fusion™**.

More information about Fusion, can be found [here](#).

We hope you like Timekeeper and please feel free to contact us via email on [support@databyte.com.mt](mailto:support@databyte.com.mt).

Regards

The DataByte Team

## Configuration

After [setting up your Fusion account](#), select **'Maintain Product'** for Timekeeper on the Fusion Dashboard.



You can now provide yourself with **Administrator** access that will allow you full privileges within the system including remote clock-in, manual clock-in entries for any user, approval of any employee on the system and report generation.

Manage user roles for Timekeeper	
User	Administrator
Mark Borg (mark@acmeltd.com)	<input checked="" type="checkbox"/>

What levels of access do the other roles for Timekeeper have?

### User

A user role allows an employee to access the system to see their own clock-in entries and to clock-in remotely.

### HR

An HR role allows an employee to access the system to see all clock-in entries, clock-in remotely, generate reports, approve and manually add clock-ins for any user.

### Approver

An approver role allows an employee to access the system to see their clock-in entries as well as the ones the team that they supervise, clock-in remotely, approve and add manually add clock-ins for themselves and any user within the teams they supervise.

Start by ensuring that you have the correct amount of user and employee licenses needed in order to run Timekeeper as desired, this can be done by accessing the **'License Calendar'** in the **'Licences'** section of Fusion.

More information about Fusion licensing, can be found [here](#).

What is the difference between a user and an employee?

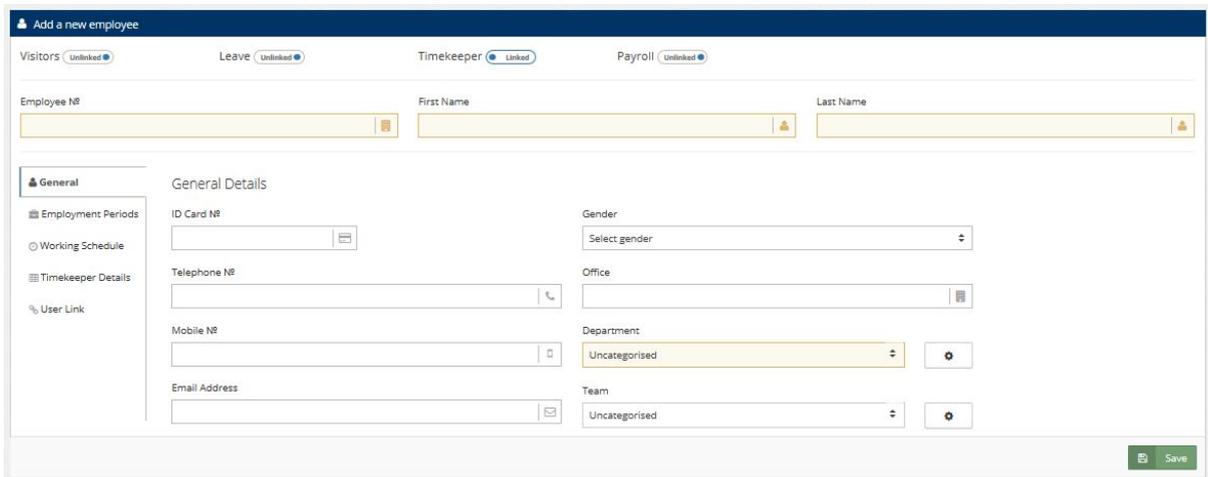
Please refer to the Fusion user guide available [here](#).

How do I create an employee?

Navigate to the main dashboard of Fusion via the **'Product Switcher'** from the main menu and select **'Manage Employees'** followed by **'Add Employee'**.



Insert employee details, whilst ensuring that the employee is linked to Timekeeper.



When populating the **'Working Schedule'** tab, *(based on your HR policies)* you can select **'Use organisation schedule'** which would report based on the Working Schedule set up in Fusion's settings. Alternatively, you may set specific working days, working hours and break times for this employee. The 'Working Schedule' tab also allows you to select whether the employee can clock-in on public holidays and have the option to be clocked with flexible hours. Flexible hours refers to people who work non-standard hours each day.

- General
- Employment Periods
- Working Schedule
- Timekeeper Details
- User Link

### Schedule Settings

Use organisation schedule

*Please select scheduled working days and hours:*

<input checked="" type="checkbox"/> Monday	Working Hours <input type="text"/>	Break Hours <input type="text"/>
<input checked="" type="checkbox"/> Tuesday	Working Hours <input type="text"/>	Break Hours <input type="text"/>
<input checked="" type="checkbox"/> Wednesday	Working Hours <input type="text"/>	Break Hours <input type="text"/>
<input checked="" type="checkbox"/> Thursday	Working Hours <input type="text"/>	Break Hours <input type="text"/>
<input checked="" type="checkbox"/> Friday	Working Hours <input type="text"/>	Break Hours <input type="text"/>
<input type="checkbox"/> Saturday		
<input type="checkbox"/> Sunday		

Working On Public Holidays

Working Flexible Hours

When populating the **'Timekeeper Details'** tab, *(based on your HR policies)* you can select **'Use organisation schedule'** which would report based on the general Timekeeper setting set up in Fusion's settings. Alternatively, you may set the specific minimum punch-in time and maximum punch-out time per day for the employee with the option of automatic punch-out *(this is not recommended for employees who have the option to work overtime)*, as well as the option to work night shift which will automatically punch-out and punch-in the employee at midnight should they be working a Night Shift.

- General
- Employment Periods
- Working Schedule
- Timekeeper Details
- User Link

### Timekeeper Settings

Badge Id.

Punch Clock No...

Use organisation settings

*Please select scheduled working times:*

<input checked="" type="checkbox"/> Monday	Min Punch-In Time	Max Punch-Out Time	<input type="checkbox"/> Automatic Punchout	<input type="checkbox"/> Night Shift
	<input type="text"/>	<input type="text"/>		
<input checked="" type="checkbox"/> Tuesday	Min Punch-In Time	Max Punch-Out Time	<input type="checkbox"/> Automatic Punchout	<input type="checkbox"/> Night Shift
	<input type="text"/>	<input type="text"/>		
<input checked="" type="checkbox"/> Wednesday	Min Punch-In Time	Max Punch-Out Time	<input type="checkbox"/> Automatic Punchout	<input type="checkbox"/> Night Shift
	<input type="text"/>	<input type="text"/>		
<input checked="" type="checkbox"/> Thursday	Min Punch-In Time	Max Punch-Out Time	<input type="checkbox"/> Automatic Punchout	<input type="checkbox"/> Night Shift
	<input type="text"/>	<input type="text"/>		
<input checked="" type="checkbox"/> Friday	Min Punch-In Time	Max Punch-Out Time	<input type="checkbox"/> Automatic Punchout	<input type="checkbox"/> Night Shift
	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/> Saturday				
<input type="checkbox"/> Sunday				

## Employee number and Badge ID

Whilst the Employee number can contain alphanumeric characters, the Badge ID can only contain numeric characters. It is important to note that all employees need to have a unique Employee Number and Badge ID.

## How do I set my Timekeeper settings?

The Timekeeper settings can be accessed from the Settings option in Fusion. The items listed below need to be configured in order to start using Timekeeper.

- **Rounding Interval** refers to the number of minutes that clockings will be rounded off to.
- **Rounding Type** refers to how the clocking will be rounded off.

**'Closest'** denotes the that the clocking will be rounded off to the closest time interval set. For example: If the rounding interval is set for 5 minutes, the clocking will be rounded off to the closest 5 minutes. **'Floor'** denotes that clocking will be rounded off to the previous time interval set and **'Ceiling'** enotes that clocking will be rounded off to the next time interval set

- **Time Display** refers to how clockings will be shown or inputted within the system. Hours.Fraction would denote time in hours and fractions (*example: 0.75, being 45 minutes*), and Hours.Minutes would denote time in hours and minutes.
- **Push Update Time From** and **Push Update Time To** refer to the times of day where the system would request data from punch clock. It is best practise to set

this to be during times when the punch clock will not be used.

## How do I edit an employee?

After an employee has been set up, employee settings can be revised and tweaked by selecting **'Manage Employees'** from Fusion and followed by **'Edit'** for any employee.

Actions	Employee No	Name	User Link	Visitors (5/10)	Leave (5/10)	Payroll (5/10)	Timekeeper (5/10)
Edit	123	Paul Smith	<input checked="" type="checkbox"/> <a href="#">Link</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	456	John Connell	<input checked="" type="checkbox"/> <a href="#">Link</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	789	Caroline Herrera	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	824	Karolina Obara	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	854	Mark Watson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Inputting

Employees will be able to input data into Timekeeper by punching-in and punching-out using a biometric device when entering and leaving the work premises. If you own a biometric device not using push, you can easily check if it is working correctly by launching the Timekeeper module and seeing the **Device Health** section on the dashboard.



## How does remote clocking work?

In the case that you may have employees who are not starting their working day at the company premises, Timekeeper allows for punching-in to take place remotely. Employees can do this by logging into Fusion, launching the Timekeeper module and clicking on **'Clockings'**, followed by **'Add Remote Clocking'** and finally **'Clock-in'**.

Last Clocking:

Normal

Insert Remark

Remark...

 **Clock In**

Location:  
26 Triq Il-Qatta, Is-Swieqi, Malta

Exact Coordinates:  
35.9225, 14.48

## How do I insert manual clockings?

Clockings may also be inserted manually by accessing the Timekeeper module in Fusion and clicking on **'Clockings'**, followed by **'Clockings List'**. After the details are inserted, click **'Save Transaction'** to complete the manual clocking. Manual clocking may also be inserted via the



approval screen by clicking on the date/badge Id cell and using the pop up.

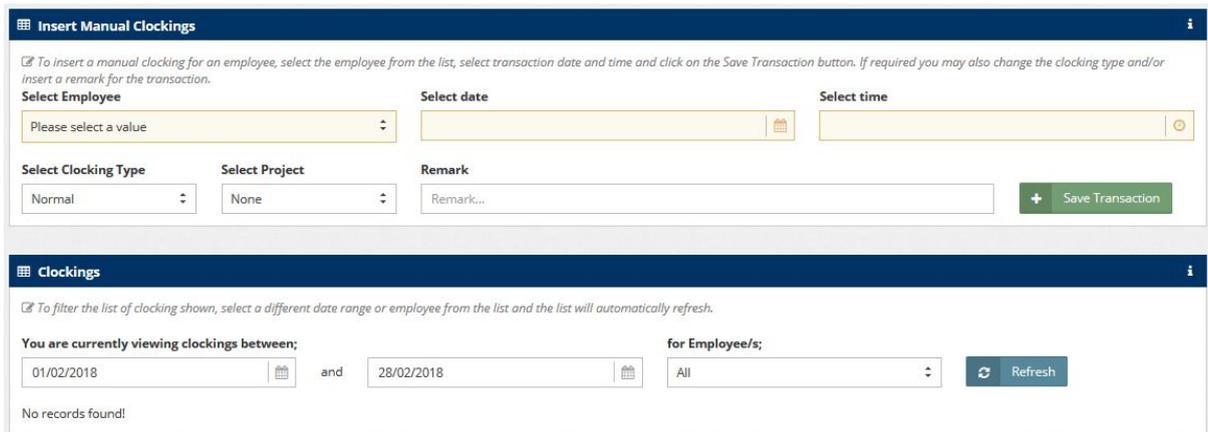
## How do I setup a device?

To setup a device in Timekeeper proceed to **'Setup'**, followed by **'Devices'** and click **'Add Device'**. Provide a Device Name, Device IP Address (which would be available from the device), Device Serial Number and select the Device Type. Set Project and Device Location if available, however filling in these fields is not mandatory.

Finally, in the case of devices using the push data mechanism you would need to click on the checkbox **'Is Master'** if it would be the main or only device used, alternatively you would need to click on the checkbox **'Syncs with Master'** if you have other devices already setup. Setting a device as a **'Is Master'**, would allow for the user data from the Master punch clock to be shared with the other punch clocks.

## What are clocking types and how can they be set?

Clocking types allow for different overtime rates to be set within Timekeeper. These can be set by accessing the **'Setup'** section in Timekeeper, followed by **'Clocking types'**. To add a new clocking type, you would need to provide a name for the clocking type and click **'Add'**. Once completed, a new entry will appear in the table and you would need to select an **'Overtime Type'**.

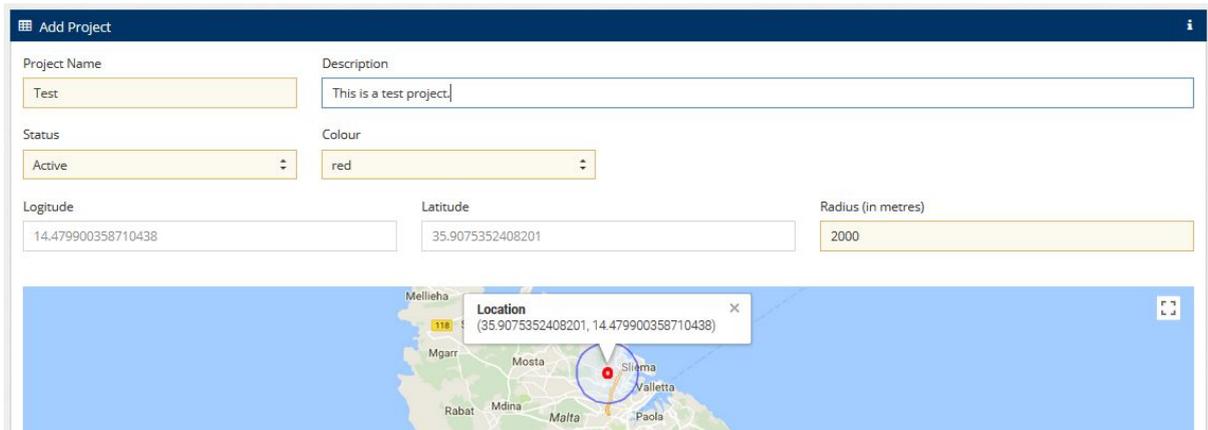


The screenshot displays two sections of the Timekeeper application interface. The top section, titled "Insert Manual Clockings", contains a form for adding a manual clocking entry. It includes fields for "Select Employee" (a dropdown menu), "Select date" (a date picker), and "Select time" (a time picker). Below these are "Select Clocking Type" (dropdown), "Select Project" (dropdown), and a "Remark" text input field. A green "Save Transaction" button is located to the right of the remark field. The bottom section, titled "Clockings", shows a filter interface. It includes a date range selector ("You are currently viewing clockings between; 01/02/2018 and 28/02/2018") and an employee selector ("for Employee/s; All"). A "Refresh" button is present to the right of the employee selector. Below the filters, it states "No records found!".

## What are projects and how do I set them up?

Projects can be setup to allow for remote clocking within a set radius of a location to be grouped for a report.

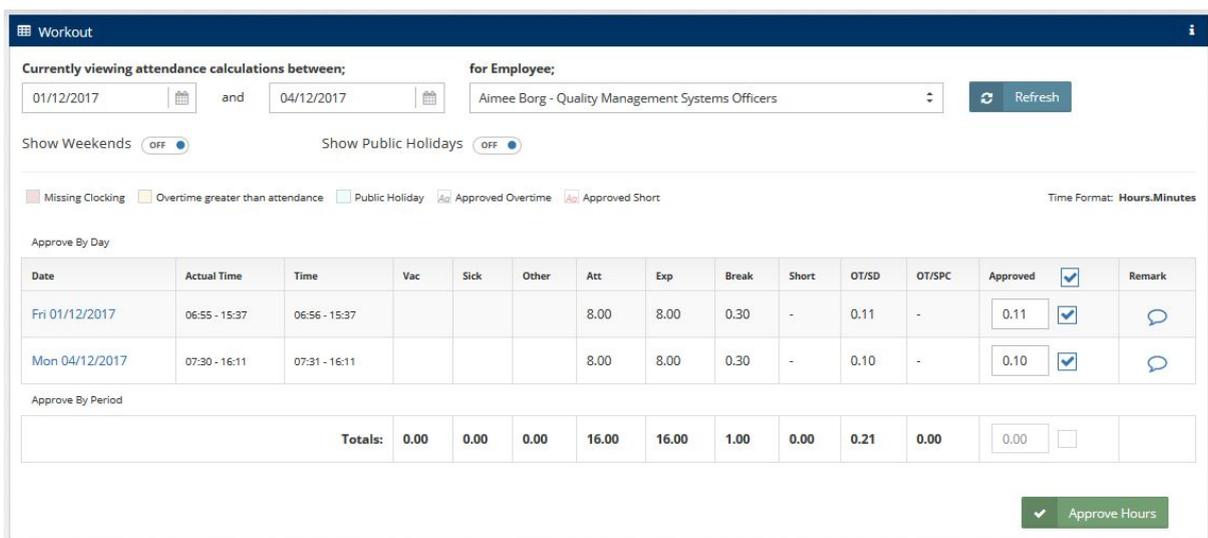
A project can be setup by accessing the Timekeeper application, followed by **'Setup'**, **'Projects'** and finally **'New Project'**. Depending on your browser settings, you would need to **allow location** access to your web browser. The fields to fill in for a project are: Project Name, Description, Status, Colour, Radius (in metres), and finally you would need to select the location where the work will be taking place on a map. Clicking **'Save'** will store the project in Timekeeper.



## Data Processing

Depending on the size of your organisation, it is best practise for small organisations to process overtime clockings on a weekly basis, and for larger organisations to process data on a daily basis to avoid heavy processing work at the end of each week or month.

Data can be processed by date or by employee, and may be accessed by going to the Timekeeper module, expanding the **'Approve'** section and selecting **'By Date'** or **'By Employee'**.



Currently viewing attendance calculations between; 01/12/2017 and 04/12/2017 for Employee; Aimee Borg - Quality Management Systems Officers

Show Weekends  off Show Public Holidays  off

Missing Clocking 
  Overtime greater than attendance 
  Public Holiday 
  Approved Overtime 
  Approved Short 
 Time Format: Hours.Minutes

Date	Actual Time	Time	Vac	Sick	Other	Att	Exp	Break	Short	OT/SD	OT/SPC	Approved	Remark
Fri 01/12/2017	06:55 - 15:37	06:56 - 15:37				8.00	8.00	0.30	-	0.11	-	<input checked="" type="checkbox"/> 0.11	
Mon 04/12/2017	07:30 - 16:11	07:31 - 16:11				8.00	8.00	0.30	-	0.10	-	<input checked="" type="checkbox"/> 0.10	
<b>Totals:</b>			0.00	0.00	0.00	16.00	16.00	1.00	0.00	0.21	0.00	<input type="checkbox"/> 0.00	

Approve Hours

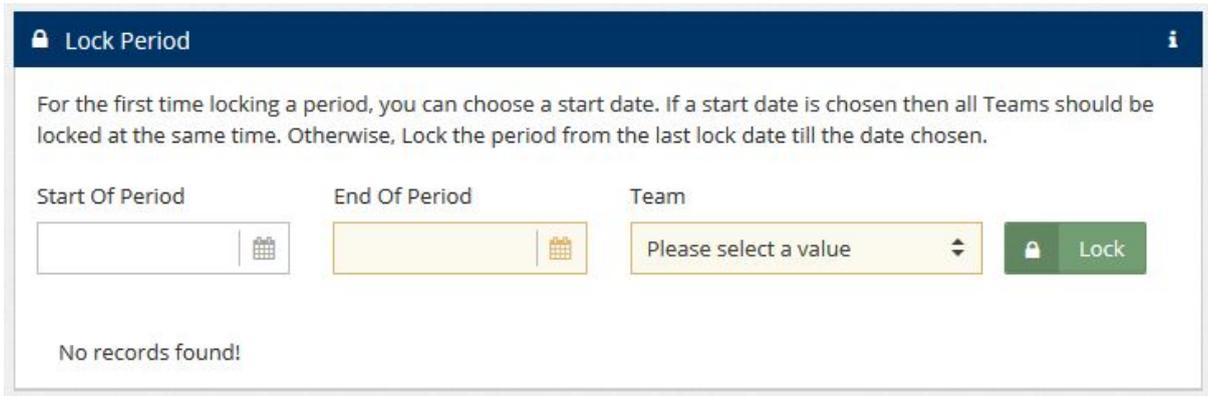
If attendance is being approved by employee, you need to select a date range as well as an employee, and click **'Refresh'** to view their hours. You may then check the data and make adjustments to any of the overtime entries where necessary.

If you wish to approve all entries on the page, you may click the checkbox next to the top of the **'Approved'** column, followed by the **'Approve hours'** button at the bottom of the page. Single days may also be approved by clicking the checkboxes in the **'Approve'** column for each day, followed by the **'Approve hours'** button at the bottom of the page.

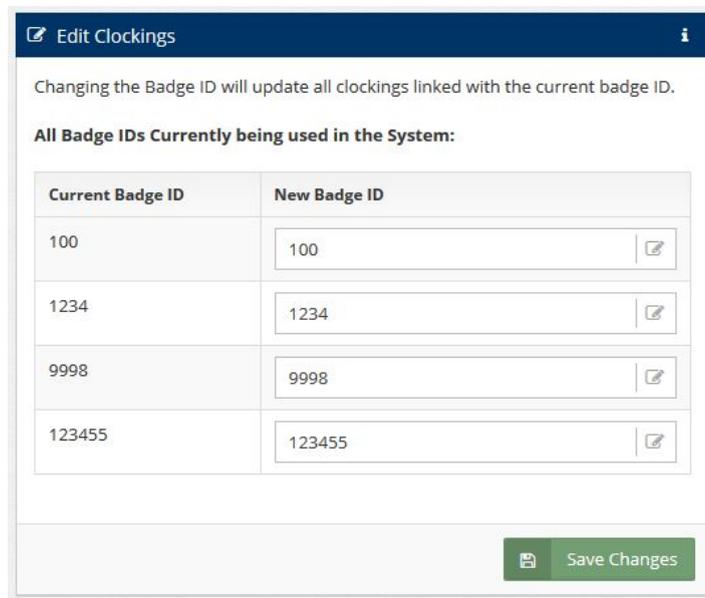
Once entries for a time frame have been approved, you may proceed to the **'Lock Period'** page within the **'Approvals'** menu on Timekeeper and:

- Select a **'Date Range'** and **'Team'** (in the event of all employees being approved, set the **'Team'** value to all)
- Click **'Lock'** and all time entries will be locked for the benefit of the Payroll module.

**N.B.** Please note that once a date range is locked, it cannot be reversed for more than one period. Example: If you lock January and then lock February and then March. The system will allow you to unlock March but you can't unlock February.



The **'Edit Clocking'** section allows you to change a Badge ID that will update all clockings linked with the current Badge ID. This option needs to be used with caution as any changes made cannot be reversed.



Current Badge ID	New Badge ID
100	100 
1234	1234 
9998	9998 
123455	123455 

## Reporting

To access the reporting feature of Timekeeper, expand the **'Reports'** section from the Timekeeper module and select a report you would like to view. You will need to select a team, date range, and employee depending on the report you would like to view, followed by the **'Generate Report'** button.

The reports available within Timekeeper are:

- Punch Card (reports can be generated by team or by employee)
- Punch Card Summary (reports can be generated by team)
- Short Hours (reports can be generated by team or by employee)
- Short Hours Summary (reports can be generated by team)
- Timings (reports can be generated by team or by employee)
- Exception (reports can be generated by team or by employee)
- Approved Overtime (reports can be generated by team or by employee)
- Projects (reports can be generated by team or by employee)

**Punch Card Report** i

Choose Team:

Choose Employee:

Date From:

Date To:

To export the report, click the  button followed by the format of the report you would like to export. Reports may be generated in PDF, MS Excel or MS Word format.

1 of 5
Find | Next

**Timekeeper - Punch Card Report**  
 01/02/2018 to 28/02/2018  
 Rounding to the closest 15 minutes

  
 Hours Value in Hours.Fractions

test		Employee: 100 Paul Smith							Category: Administration					
Day	Date	Actual		Rounded		Vacation	Sick	Half Sick	Other	Total	Hours Analysis			
		Time In	Time Out	Time In	Time Out	Hours	Hours	Hours	Leave	Hours	Expected	Break	Short	OT/SD
Thu	01/02/2018	---	---	---	---					8.00	8.00	-	-	-
Fri	02/02/2018	---	---	---	---					8.00	8.00	-	-	-
Sat	03/02/2018	---	---	---	---							-	-	-
Sun	04/02/2018	---	---	---	---							-	-	-
Mon	05/02/2018	---	---	---	---					8.00	8.00	-	-	-
Tue	06/02/2018	---	---	---	---					8.00	8.00	-	-	-
Wed	07/02/2018	---	---	---	---					8.00	8.00	-	-	-
Thu	08/02/2018	---	---	---	---					8.00	8.00	-	-	-
Fri	09/02/2018	---	---	---	---					8.00	8.00	-	-	-
Sat	10/02/2018	---	---	---	---							-	-	-