

AN1029 - Using Net2 Timesheet

Timesheet software

This program provides basic time and attendance reporting when used with the Net2 access control system.

A user must be defined as an operator to log in to Net2. The level of detail available is set by the operator privilege they are assigned.

For information on Operators please refer to: [AN1073 - Adding Net2 Operators < http://paxton.info/973 >](http://paxton.info/973)





Timesheet calculates 'Hours Worked' based on a users Clock In/Out times. This information can be displayed for a week, month, etc, and may be exported to a payroll package if required.

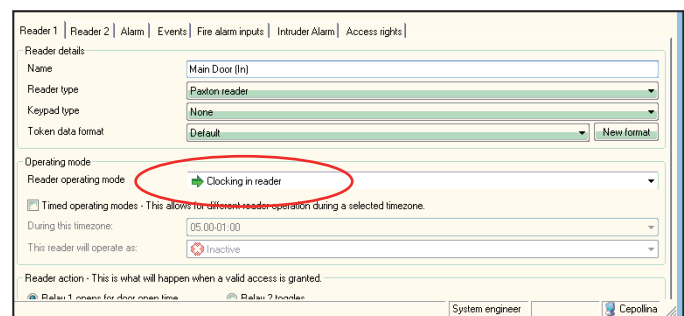
The Net2 server should be left running at all times or the clocking information may not be stored in the correct sequence.

Configuring Clocking In and Clocking Out readers

Before the Timesheet software can be used, at least one reader needs to be configured as a 'Clocking in reader' and another reader as a 'Clocking out reader'. This may be on the same ACU or a different one.




You can configure multiple Clocking In and Clocking Out readers if required.

-  Select the required door in the Doors screen
-  Select 'Clocking In reader' as the operating mode
-  Press 'Apply' to save the changes
-  Select another door reader and create a 'Clocking out reader'



Dedicated readers are required for Clocking In and Clocking Out and cannot be used to control access through a door. Separating these functions ensures accurate time and attendance information.

Reviewing staff working hours






-  Hours worked within the selected date range can be displayed for all users by selecting **Users** in the tree view
-  Hours worked for employees belonging to a particular department can be displayed by selecting the **Department** name in the tree view
-  To view details regarding a particular user select their **name** in the tree view

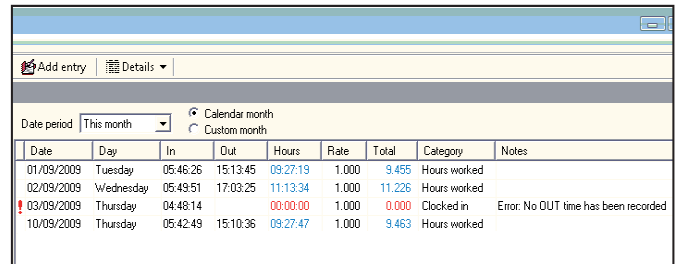
Date	Day	In	Out	Hours	Rate	Total	Category	Note
20/08/2009	Thursday	13:46:05	23:59:59	10:13:54	1.000	10.232	Hours worked	
21/08/2009	Friday	14:44:12	23:15:00	09:15:47	1.000	9.263	Hours worked	

Report from 01 August 2009 to 31 August 2009

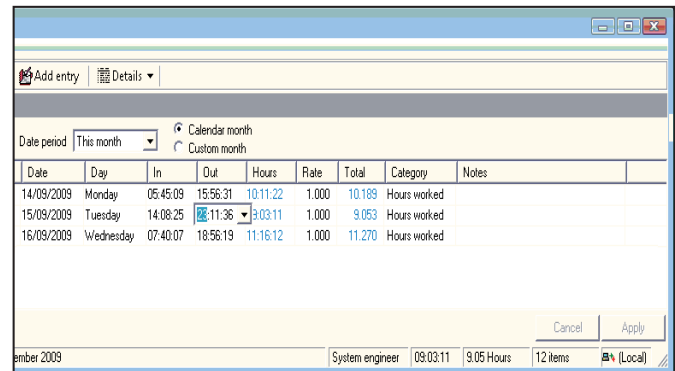
How to edit a record

If a user clocks in/out at the wrong time (or forgets altogether) then it may be necessary to edit their record.





-  Select the user's name in the tree view. Any errors will be highlighted in **red**.
-  To change a clock in/out time simply double click on the time you wish to change
-  Once you have made the change click anywhere else on the screen
-  The edited time is displayed as **blue** to indicate it has been changed
-  Click 'Apply' to commit the change(s)

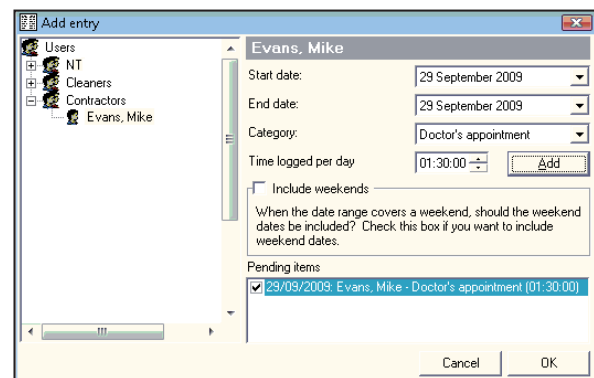


Date	Day	In	Out	Hours	Rate	Total	Category	Notes
01/09/2009	Tuesday	05:46:26	15:13:45	09:27:19	1,000	9,455	Hours worked	
02/09/2009	Wednesday	05:49:51	17:03:25	11:13:34	1,000	11,226	Hours worked	
03/09/2009	Thursday	04:48:14	00:00:00	00:00:00	1,000	0,000	Clocked in	Error: No OUT time has been recorded
10/09/2009	Thursday	05:42:49	15:10:36	09:27:47	1,000	9,463	Hours worked	



Date	Day	In	Out	Hours	Rate	Total	Category	Notes
14/09/2009	Monday	05:45:09	15:56:31	10:11:22	1,000	10,189	Hours worked	
15/09/2009	Tuesday	14:08:25	11:36:36	3:03:11	1,000	9,053	Hours worked	
16/09/2009	Wednesday	07:40:07	18:56:19	11:16:12	1,000	11,270	Hours worked	

-  To add a record that does not already exist select the 'Add entry' button from the toolbar
-  Select start and end dates, the category and the total time period
-  Select 'Add' to add the records
-  Click 'OK' to save the new record(s)



Users: Evans, Mike

Start date: 29 September 2009

End date: 29 September 2009

Category: Doctor's appointment

Time logged per day: 01:30:00

Include weekends:

When the date range covers a weekend, should the weekend dates be included? Check this box if you want to include weekend dates.






Pending items:

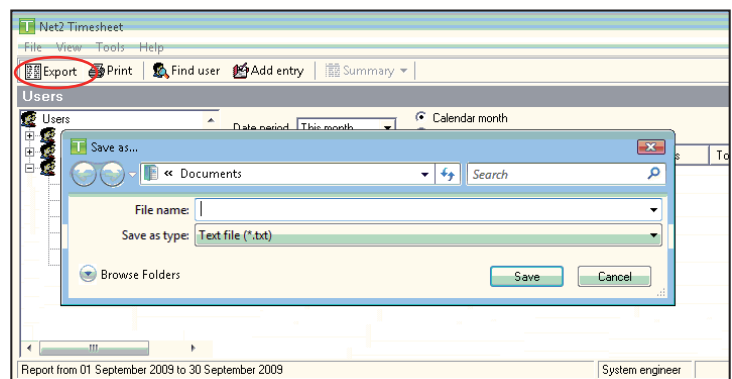
- 29/09/2009: Evans, Mike - Doctor's appointment (01:30:00)

Once a record has been added the Clock in/out times can be edited by double clicking.

How to export hours worked information

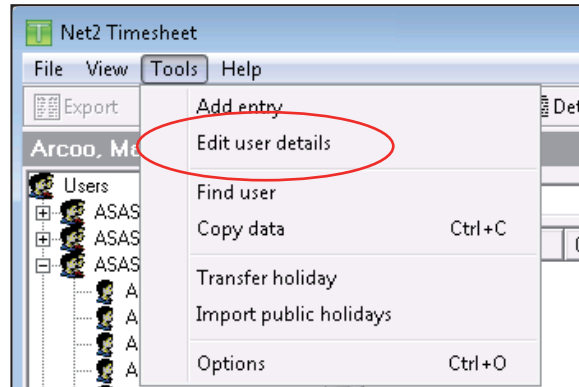
User data can be exported to a payroll package if required. The information is exported in standard text or CSV (Comma Separated Variable) format.

-  Select the user or department
-  Select the 'Date period' from the drop down list
-  Select the 'Export' button from the toolbar
-  Select the destination, file name and format required.
-  The file may be edited in Excel to render it into a suitable format for the payroll package

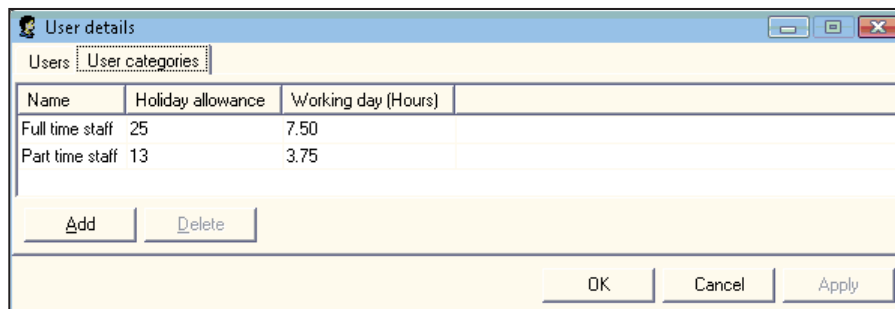


How to configure holidays

- Select 'Tools' / 'Edit user details'
- Select the 'User categories' tab
- Enter a value for each of the user categories



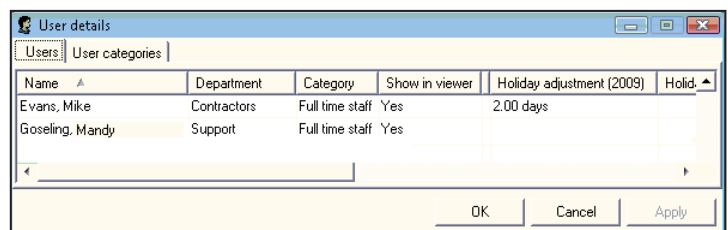
Select a category (Full time, Part time, etc.) and then define their Holiday and Working day hours.



If an employee's holiday allowance needs to be adjusted outside of the normal entitlement; for example Mike Evans has been given an additional 2 days as a bonus, his record can be updated as follows.

An employee starting mid-year can have a minus (-) adjustment to reduce the entitlement from the full year.

- Select 'Tools' / 'Edit user details'
- Select the 'Users' tab
- A value for Holiday adjustment can be entered



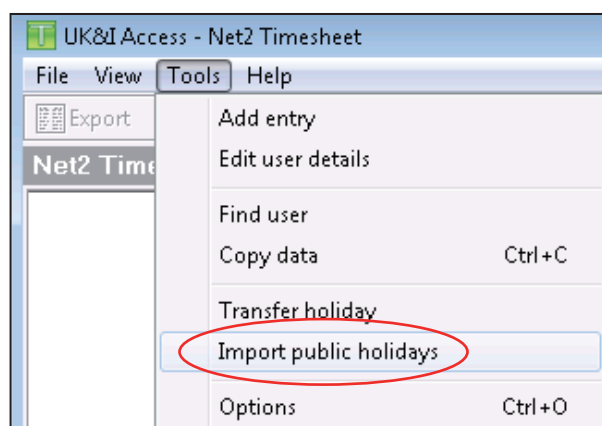
See also the 'Transfer holiday' section to add unused holiday from a previous year.

Public holidays - import

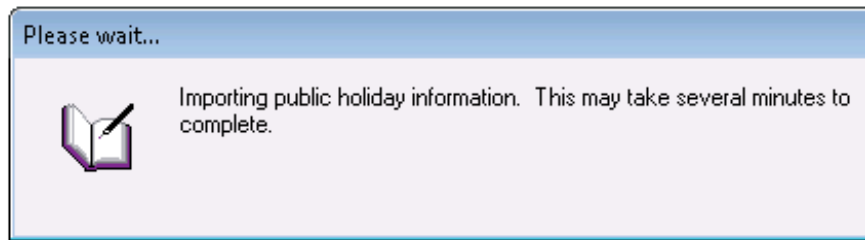
Public holidays already set up in Net2 can be copied across to Timesheet.

In Net2, they are used to modify a users access rights during these holiday periods.

These are of use to Timesheet to record public holiday periods and removes the need to manually enter this data.

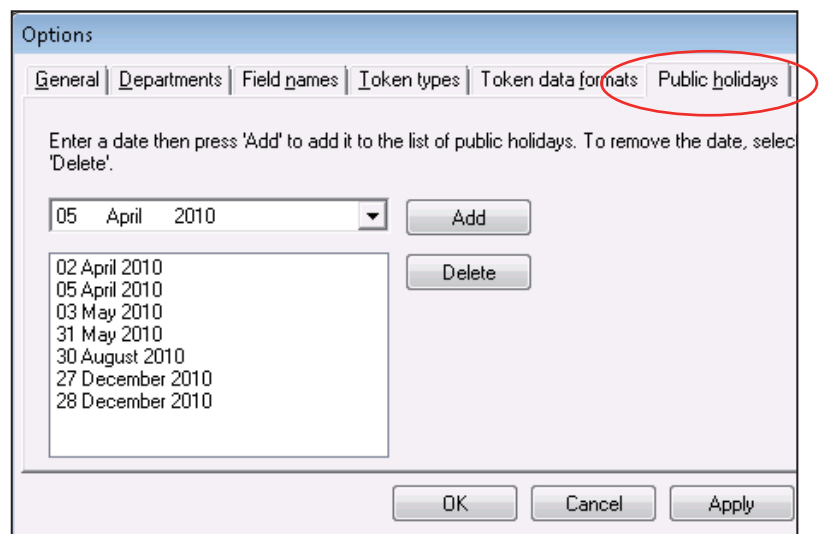
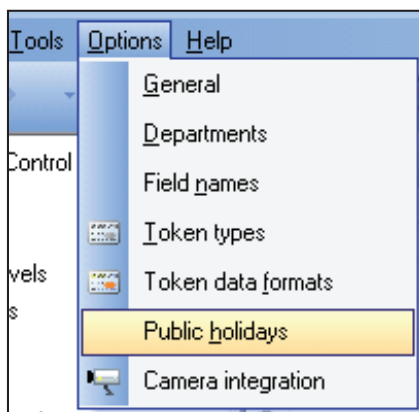


Select the option and then click 'Yes'. The Public holiday dates will then be imported.



If Public holidays have not been set up in Net2 or you wish to check on the dates, log in to Net2 and select Options / Public holiday.

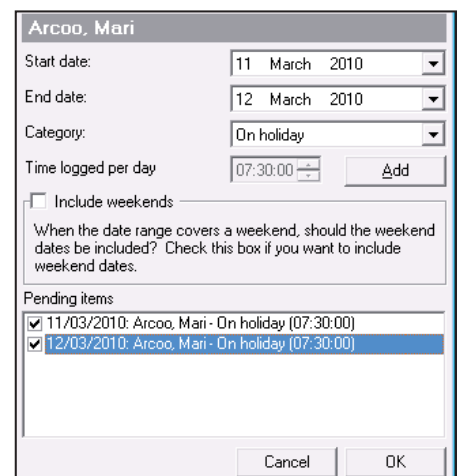
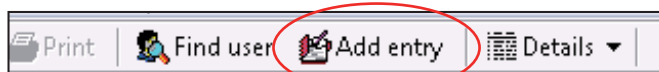
The list will display and can be edited as required.



Booking users holiday

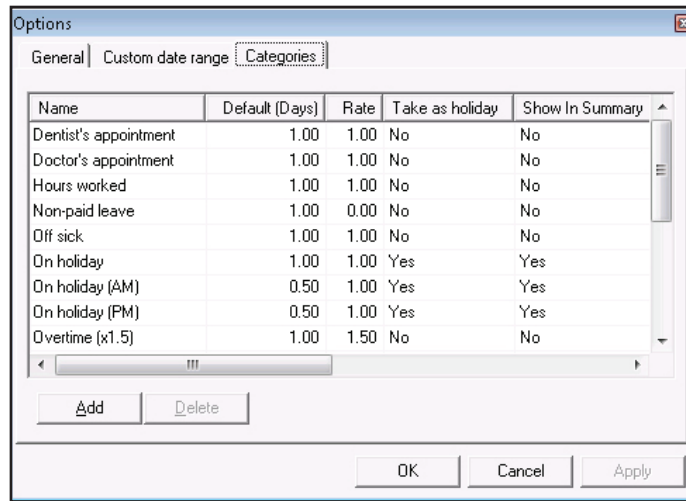
Holiday is booked by selecting the 'Add entry' button from the toolbar and then select the user.

Select a holiday category and enter the start and end dates.





If a new holiday category needs to be created, select Options from the Tools menu.

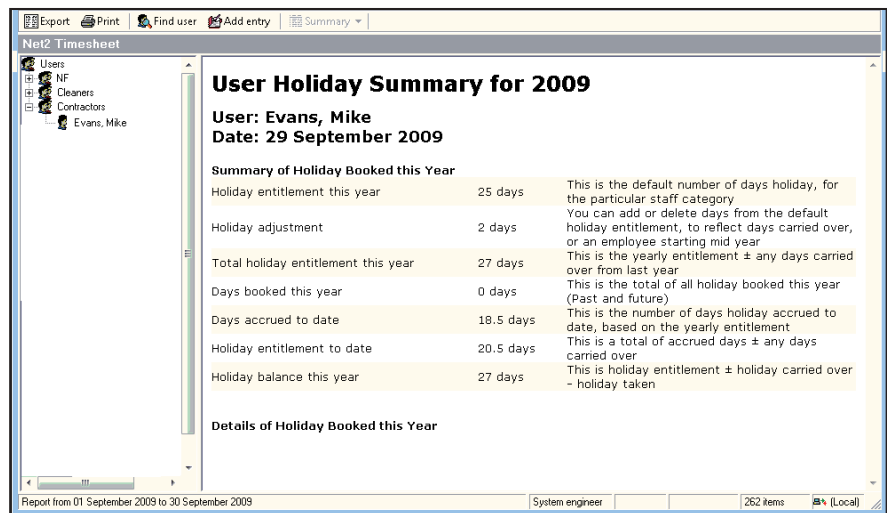
Click on 'Add' and define a name. Once created you can set 'Yes' on 'Take as holiday'



How to generate a holiday report

A holiday report shows holidays booked, any adjustments and holiday allowance left.

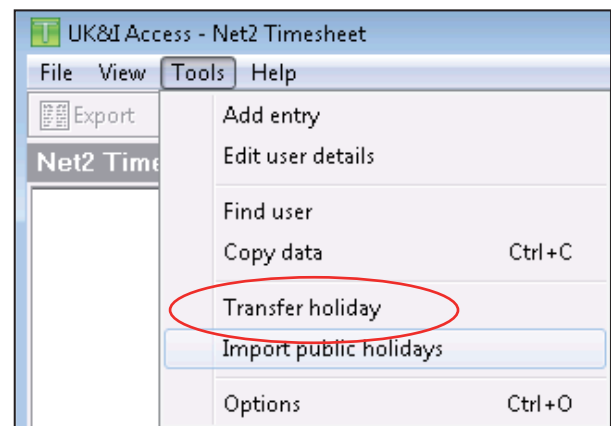
-  Right click on the user's name in the tree view
-  Select 'Generate holiday report'



Transferring unused holiday from a previous year

If there is holiday entitlement remaining from a previous year, it can be transferred across to the current year by selecting this option.

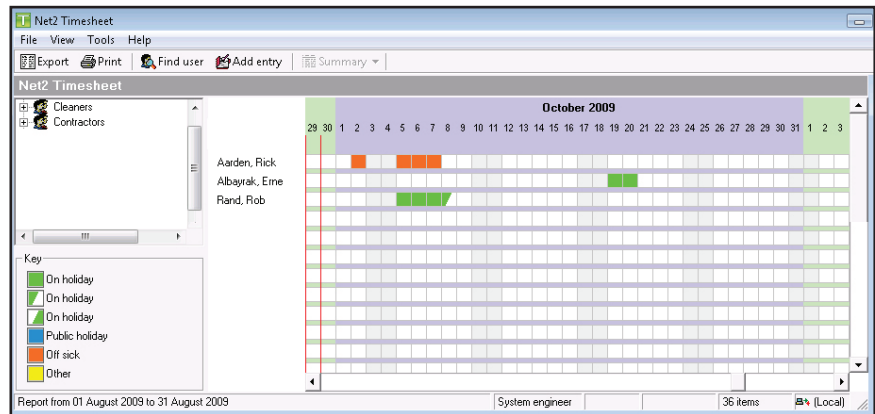
This will overwrite any existing entries in each users 'Holiday adjustment' column and should be run before any further changes to this value are made.



How to view a holiday chart

This chart displays all users or a department showing when users are absent through illness or holiday.

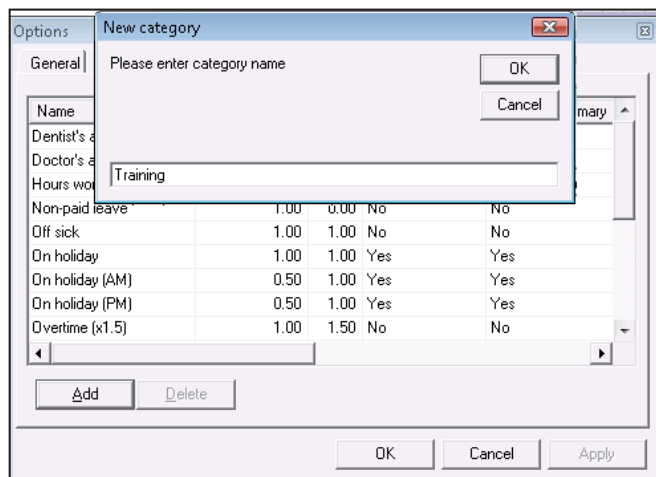
- Right click on Users or a Department in the tree view
- Select 'View holiday chart'
- Choose the relevant year to view



How to configure overtime rates

It is possible to configure special overtime rates.

- Select 'Options' from the 'Tools' menu
- Select the Categories tab
- If the category does not already exist then a new one can be created by selecting 'Add'
- The rate can be changed as appropriate



The rate applies to time and NOT to money. For example 6 hours at Overtime(x1.5) becomes 9 hours.

How to get LED or buzzer confirmation of clocking in/out

An LED or buzzer can be used to confirm that a user's token has been read correctly. When a token is presented to a Clocking in or out reader, relay 2 on that control unit switches momentarily. This output can be used to switch power to an LED or buzzer.

Who is In the building?

Date period	Today				
User	Hours	Total	In/Out	Holiday taken	
Allen, G	15:24:14	5.000	In		
Allen, H	00:00:00	0.000	Out		



Select 'Users' or a department from the tree view



Select the 'Date period' from the drop down list

Operator / Event Log

Event log					
	Date	Time	Event type	Operator	User
i	11/03/2010	15:33:30	Operator logged on	System engineer	
i	11/03/2010	15:24:14	Operator logged on	System engineer	
i	11/03/2010	14:52:53	Operator logged on	System engineer	
i	11/03/2010	13:23:02	Operator logged on	System engineer	



Select 'Event Log' in the 'View' menu

Using Net2 Timeline

Net2 Timeline is a graphical representation of the data stored in the Net2 Timesheet. It allows you to further examine the data that created that record but cannot directly edit the information. It has additional features, like the event viewer, making it an ideal tool for HR departments.

See also:- [AN1098 - Using Net2 Timeline < http://paxton.info/983 >](http://paxton.info/983)