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 - Net2 operators - Adding / Assign privileges < 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.
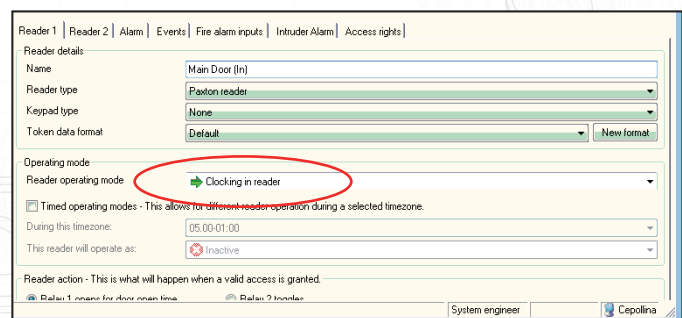
Configuring Clocking In and Clocking Out readers

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
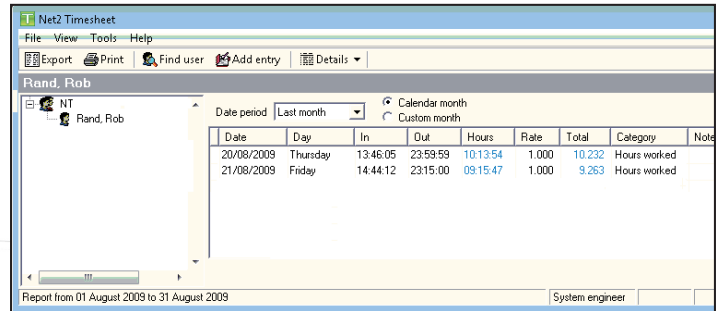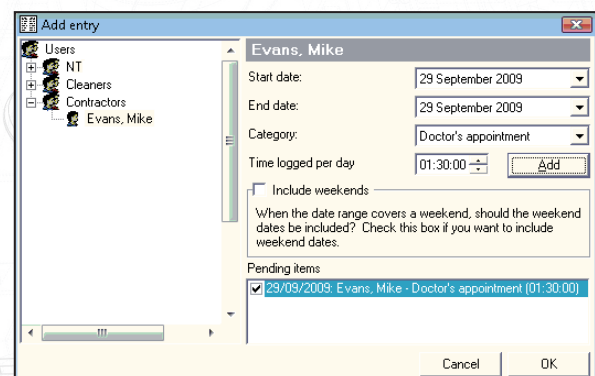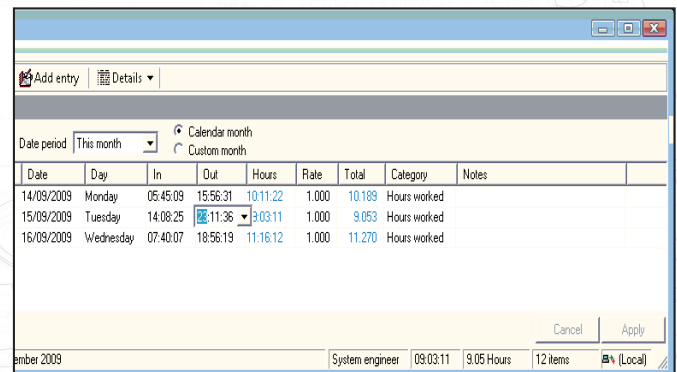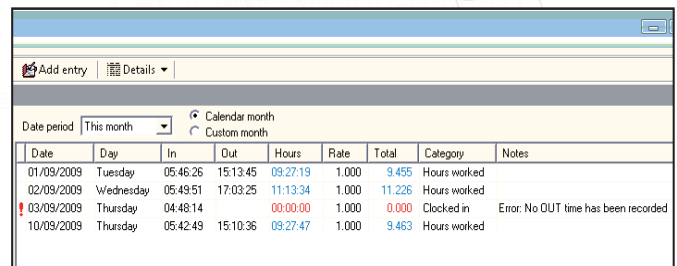
How to edit a record

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)

○ 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)

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
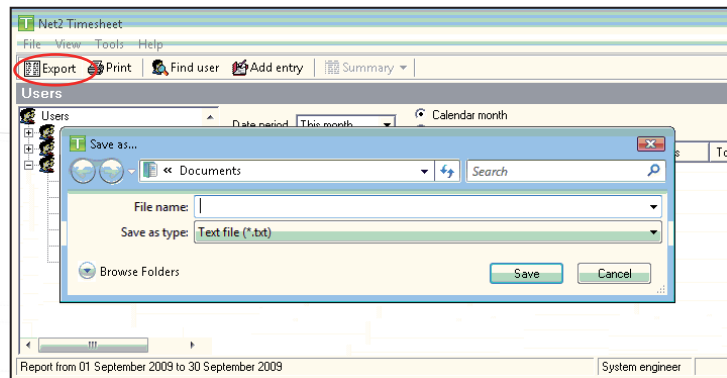
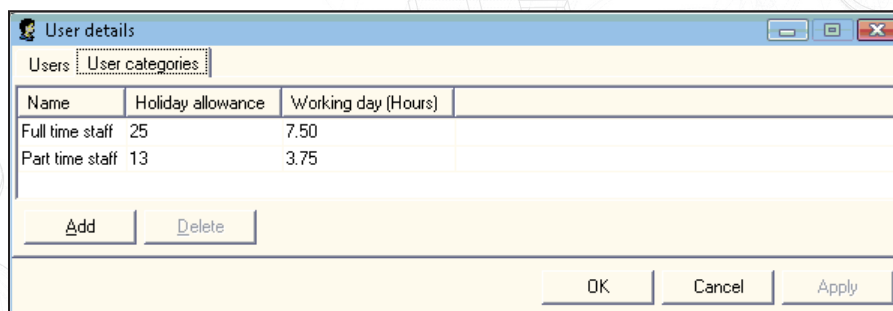## How to configure holidays

Select 'Tools' / 'Edit user details'

Select the 'User categories' tab

Enter a value for each of the user categories
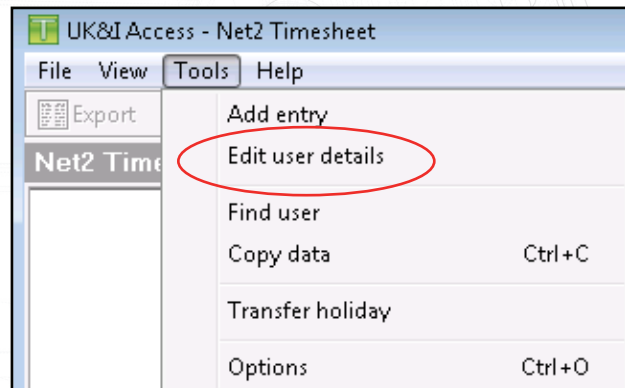
Select a category (Full time, Part time, etc.) and then define their Holiday and Working day hours.

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.

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

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Select 'Tools' / 'Edit user details'

Select the 'Users' tab
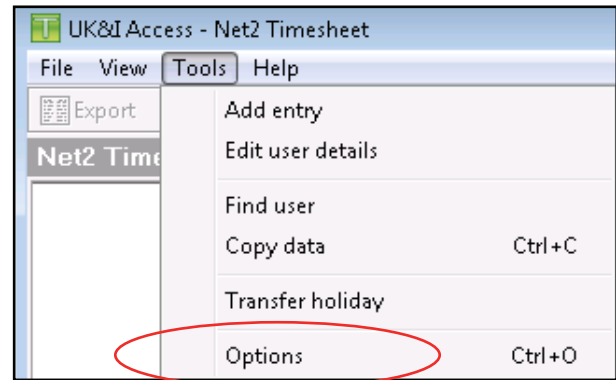
A value for Holiday adjustment can be entered

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 'OK'. The Public holiday dates from the Net2 Access system will then be imported into Timesheet.
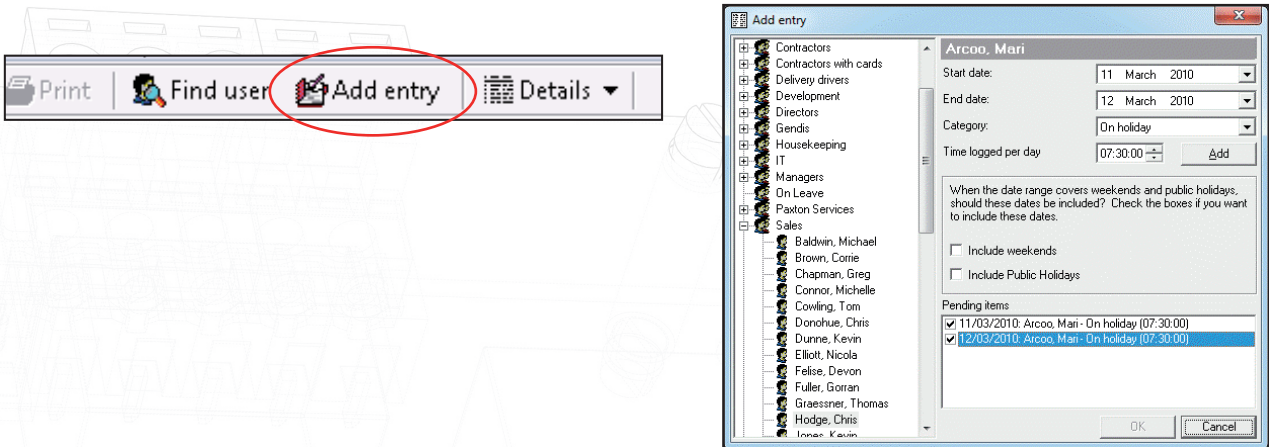
Public Holidays can be viewed and edited in the Net2 Options menu.
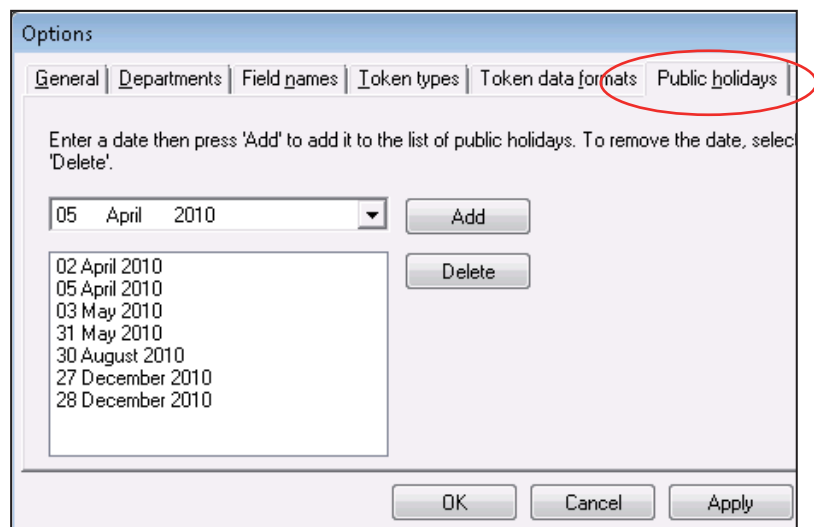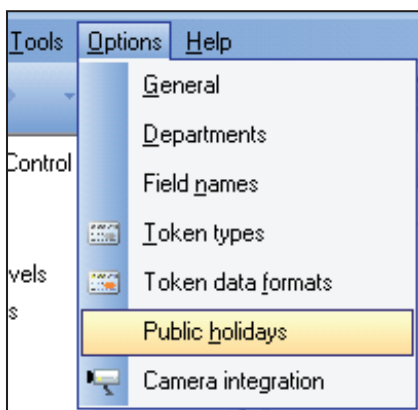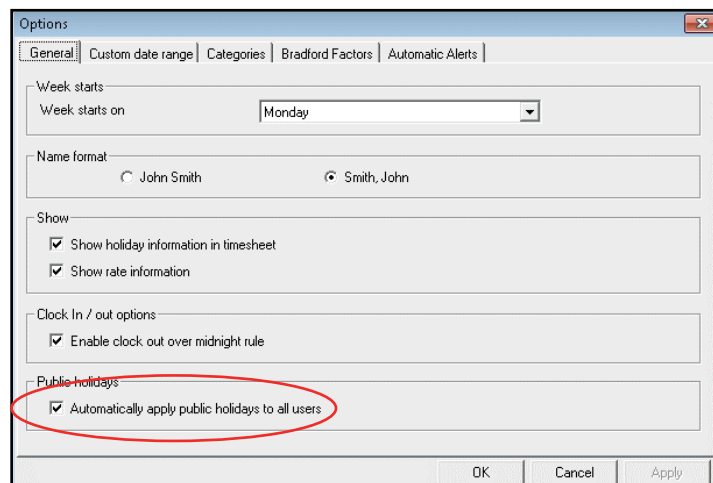
Booking users holiday

Holiday is booked by selecting the 'Add entry' button from the toolbar and then select the user.
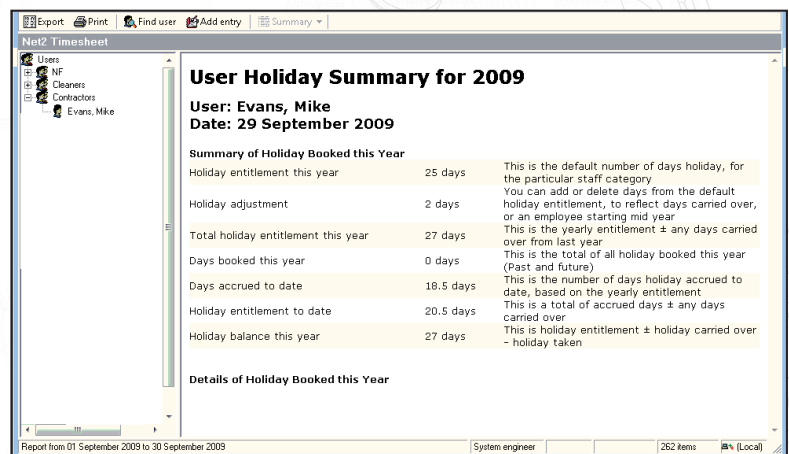
Select a holiday category and enter the start and end dates.

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.

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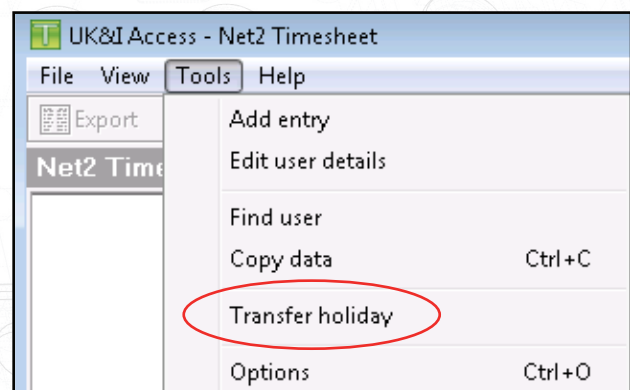
How to view a holiday chart

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
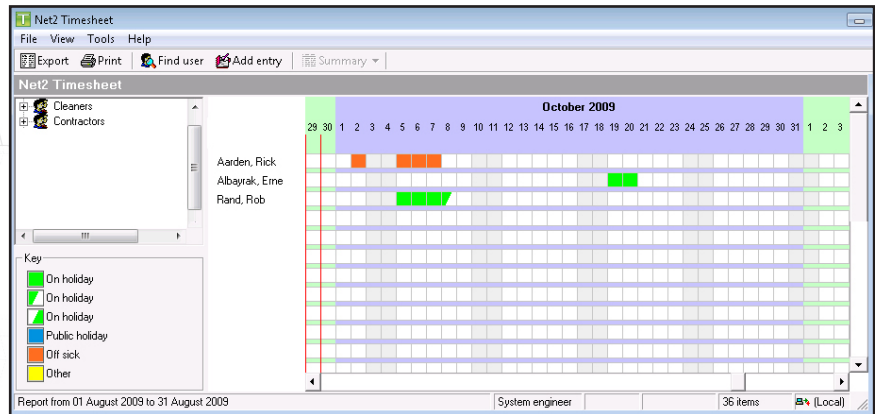
How to configure overtime rates

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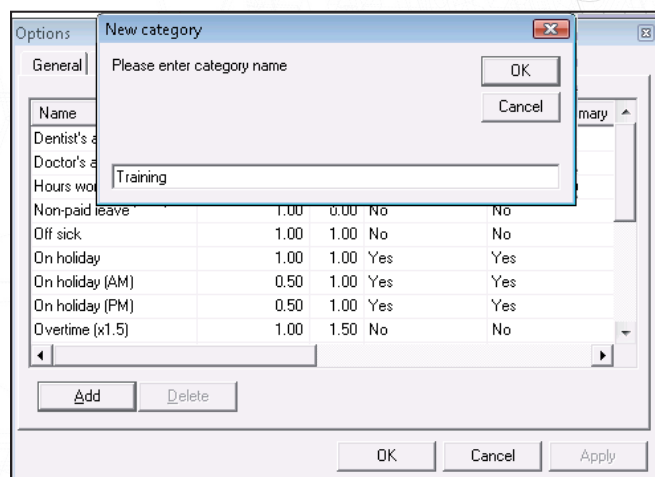
The rate applies to time and NOT to money. For example 6 hours at Overtime(x1.5) becomes 9 hours.

Creating Automatic Alerts

Get an email alert when a staff member has a new timesheet category applied to their timesheet log. Useful examples would be altering when people are off sick, or have holiday applied.

Tools/Options – Automatic Alerts.

Create alert type

Select the categories you are interested in

Choose which users groups the alert applies to

Select email recipients and enter content of message required

Note: This requires the email server to be configured. Please see AN1067 Using Triggers and Actions

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

○ 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 >