

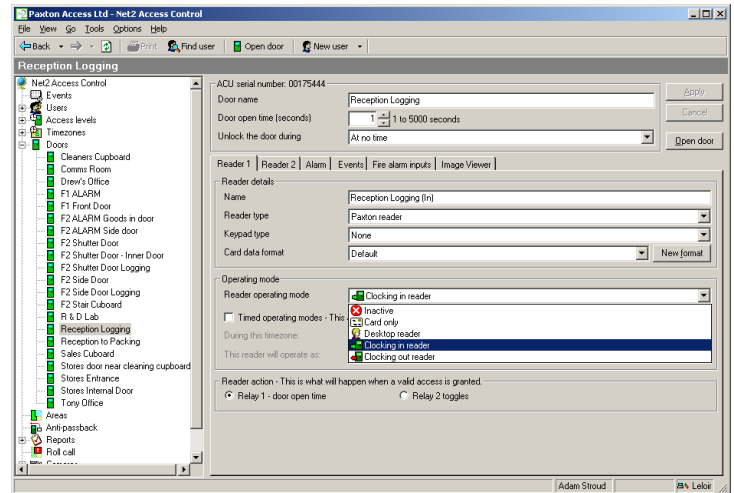
Description of Timesheet software

Net2 Timesheet is a simple time and attendance program designed to work in conjunction with the Net2 access control system. Users, Departments and Operators added to the Net2 system will automatically appear in the Timesheet program. Timesheet calculates hours worked for users based on their clock in/out times. This information can be displayed for a week, month etc and exported to a payroll package if required. Overtime rates and holidays can be accommodated.

How to configure readers as clocking in and clocking out

Before the Timesheet software can be used at least 1 reader needs to be configured as 'Clocking in reader' and 1 reader as 'Clocking out reader'. This is done using the Net2 access control software.

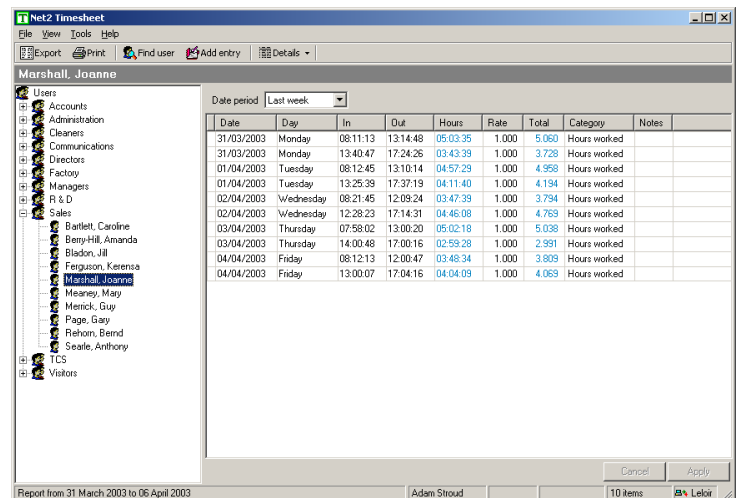
- Go to doors screen and select the appropriate one
- Select 'Clocking in reader' from the drop down list in the Reader operating mode section. The Timed operating modes checkbox should be un-checked
- Repeat this procedure for the out reader (if applicable)
- Press 'Apply' to save the changes



How to review staff working hours

This is done using the Net2 Timesheet software.

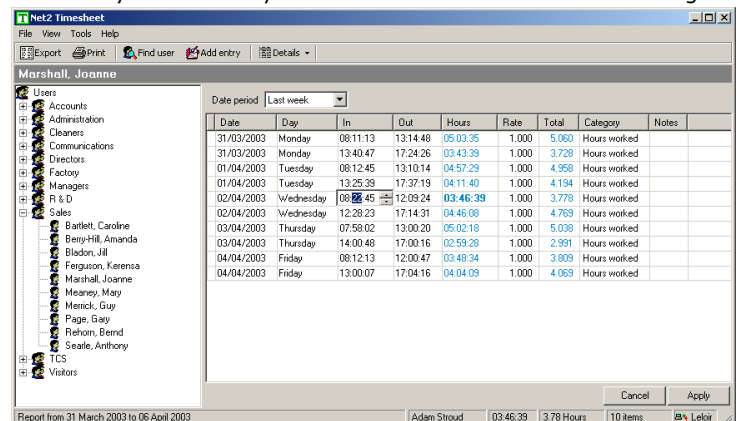
- Hours worked within the selected date range can be displayed for all users by selecting 'Users' in the tree view
- Hours worked for employees belonging to a particular department can be displayed by selecting the Department name in the tree view
- To view details regarding a particular user select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



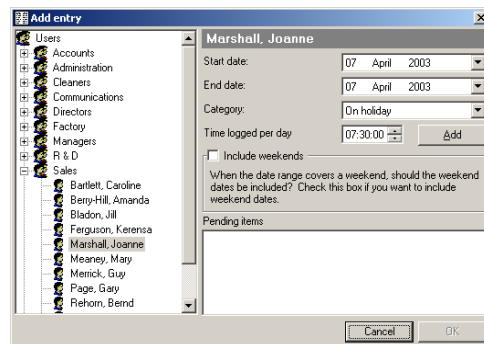
How to edit a record

If a user clocks in/out at the wrong time (or forgets altogether) then it may be necessary to edit their record. This is done using the Net2 Timesheet software.

- Select the appropriate user's name in the tree view
- 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
- To commit the change(s) to the record select 'Apply'



- To add a record that does not already exist select the 'Add entry' button from the toolbar
- Select start and end dates, category and time logged per day
- Select 'Add' to add the records
- To commit the new record(s) to the database select 'OK'

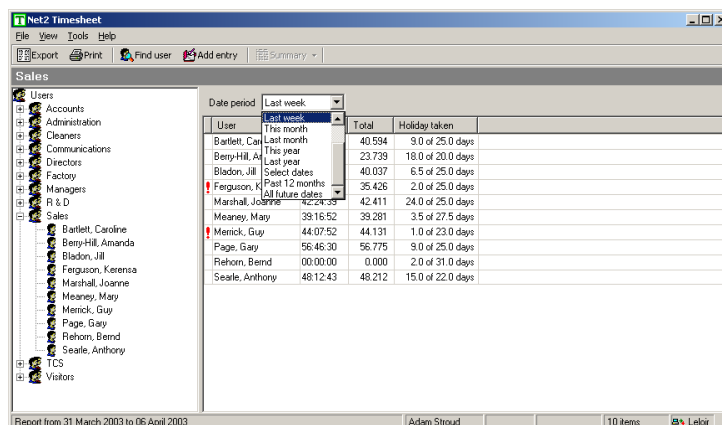


NOTE: Once a record has been added the Clock in/out times can be edited by double clicking.

How to export hours worked information

Hours worked and user information can be exported from the Timesheet program to a payroll package if required. The information is exported in standard text or CSV (Comma Separated Variable) format. This is done using the Net2 Timesheet software.

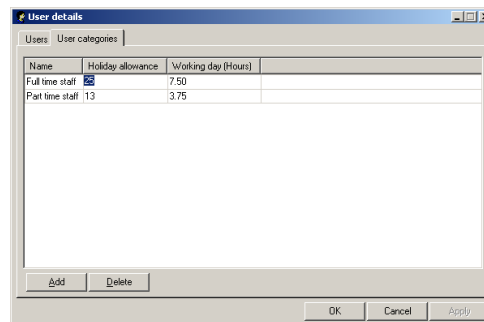
- Select the appropriate user or department
- Select the required date period from the drop down list
- Select the 'Export' button from the toolbar
- Select the location you wish to save to, the file name and the file type
- The file may be edited using Excel to render it into a suitable format for import into a payroll package



How to configure holidays

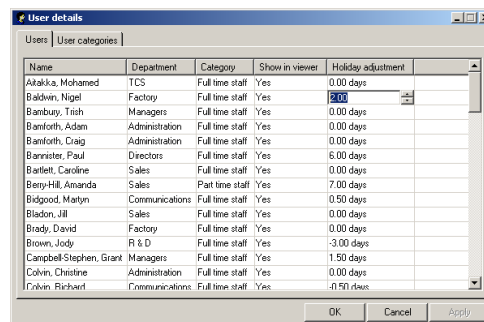
The Timesheet software can be used to keep track of employee's holiday allowance. To use this feature the yearly holiday allowance must first be entered.

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



It may be an employee's holiday allowance needs to be adjusted.

- In the User details screen select the 'Users' tab
- A value for Holiday adjustment can be entered where required

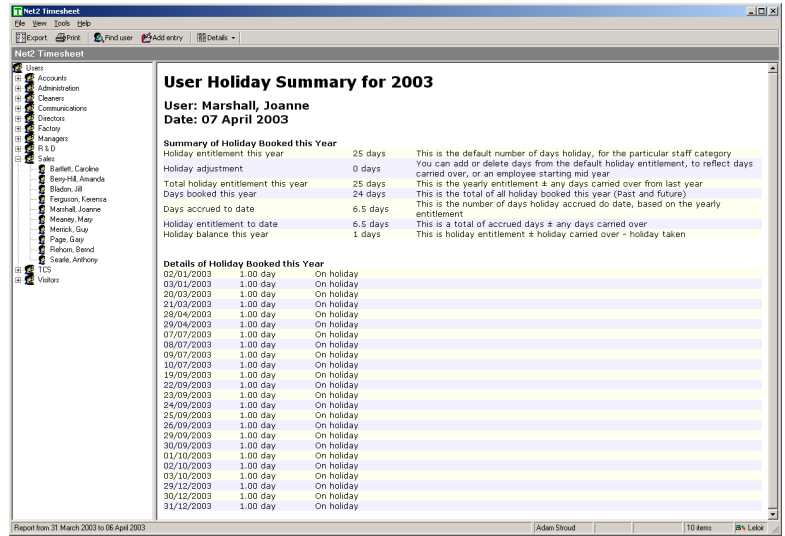


NOTE: Holiday is booked by selecting the 'Add entry' button from the toolbar whilst in a user record. Select category 'Holiday' and the start and end dates.

How to generate a holiday report

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

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



User Holiday Summary for 2003
User: Marshall, Joanne
Date: 07 April 2003

Summary of Holiday Booked this Year

Holiday entitlement this year	25 days	This is the default number of days holiday, for the particular staff category
Holiday adjustment	0 days	You can add or delete days from the default holiday entitlement, to reflect days carried over, or an employee starting mid year
Total holiday entitlement this year	25 days	This is the yearly entitlement ± any days carried over from last year
Days booked this year	24 days	This is the total of all holiday booked this year (past and future)
Days accrued to date	6.5 days	This is the number of days holiday accrued to date, based on the yearly entitlement
Holiday entitlement to date	6.5 days	This is a total of accrued days ± any days carried over
Holiday balance this year	1 days	This is holiday entitlement ± holiday carried over - holiday taken

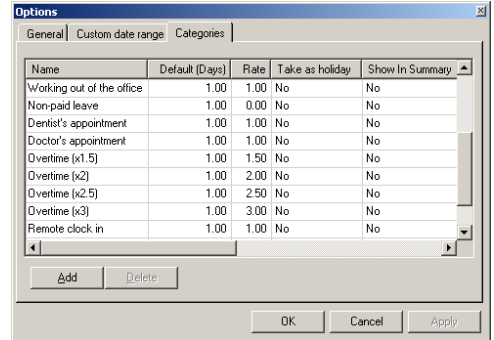
Details of Holiday Booked this Year

Date	Days	Type
02/01/2003	1.00 day	On holiday
03/01/2003	1.00 day	On holiday
20/03/2003	1.00 day	On holiday
21/03/2003	1.00 day	On holiday
28/04/2003	1.00 day	On holiday
29/04/2003	1.00 day	On holiday
07/07/2003	1.00 day	On holiday
08/07/2003	1.00 day	On holiday
09/07/2003	1.00 day	On holiday
10/07/2003	1.00 day	On holiday
19/09/2003	1.00 day	On holiday
22/09/2003	1.00 day	On holiday
23/09/2003	1.00 day	On holiday
24/09/2003	1.00 day	On holiday
25/09/2003	1.00 day	On holiday
26/09/2003	1.00 day	On holiday
29/09/2003	1.00 day	On holiday
30/09/2003	1.00 day	On holiday
01/10/2003	1.00 day	On holiday
02/10/2003	1.00 day	On holiday
03/10/2003	1.00 day	On holiday
29/12/2003	1.00 day	On holiday
30/12/2003	1.00 day	On holiday
31/12/2003	1.00 day	On holiday

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 appropriate category does not already exist then a new one can be created by selecting 'Add'
- The rate can be changed as appropriate



Name	Default (Days)	Rate	Take as holiday	Show In Summary
Working out of the office	1.00	1.00	No	No
Non-paid leave	1.00	0.00	No	No
Dentist's appointment	1.00	1.00	No	No
Doctor's appointment	1.00	1.00	No	No
Overtime (x1.5)	1.00	1.50	No	No
Overtime (x2)	1.00	2.00	No	No
Overtime (x2.5)	1.00	2.50	No	No
Overtime (x3)	1.00	3.00	No	No
Remote clock in	1.00	1.00	No	No

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

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

A LED or buzzer can be used to confirm that a user's token has been read correctly. When a token is presented to a Clock in/out reader relay 2 on that control unit switches momentarily. This output can be used to connect to the LED or buzzer.