

Paxton

Using Net2 Timesheet

Timesheet software

Paxton

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

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	Reader 1 Reader 2 Alarm E	vents Fire alarm inputs Intruder Alarm Access rig	ahts	
	Name	Main Door (In)		
	Reader type	Paxton reader		-
Select 'Clocking In reader' as the operating mode	Keypad type	None		•
Select Clocking in leader as the operating mode	Token data format	Default		 New format
	Operating mode			
	Reader operating mode	Clocking in reader		•
	Timed operating modes · This	allows for different reader operation during a selected	limezone.	
Press 'Apply' to save the changes	During this timezone:	05.00-01:00		v
	This reader will operate as:	🔇 Inactive		*
	Reader action - This is what will h	appen when a valid access is granted.		
Select another door reader and create a 'Clock-	Relay 1 onene for door onen I	ima 🔗 Balau 2 Ionnlan		
Select another door reader and create a 'Clock- ing out reader'			System engineer	🧕 Cepolina

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.

Net2 AN1029

Reviewing staff working hours



0 0

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

🕼 Export 🚑 Print 🛛 🕵	Find user	📫 Add entry	間 Detail	< -						_
Rand, Rob	•			-						
🖻 🕵 NT 👷 Rand, Rob	^	Date period	ast month		alendar mor Sustom month					
-		Date	Day	In	Out	Hours	Rate	Total	Category	Not
		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	
		,								

Category

11.226 Hours worked 0.000 Clocked in

9.463 Hours worked

9.455 Hours worked

1.000

1.000 1.000

1.000

Note

Error: No OUT time has

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.

🖄 Add entry 🛛 🏗 Details 🔻

Day

Tuesday

Date period This month

02/09/2009 Wednesday 03/09/2009 Thursday

10/09/2009 Thursday

Date

01/09/2009

Calendar month

Out Hours Rate Total

05:49:51 17:03:25 11:13:34 04:48:14 00:00:00

05:42:49 15:10:36 09:27:47

•

In

05:46:26 15:13:45



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



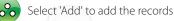
Click 'Apply' to commit the change(s)



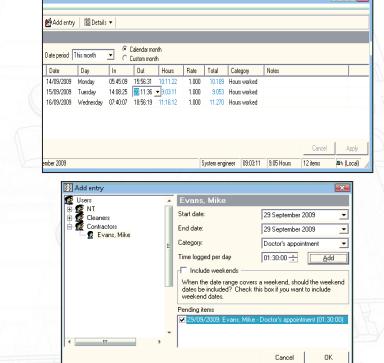
To add a record that does not already exist select the 'Add entry' button from the toolbar



Select start and end dates, the category and the total time period



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.

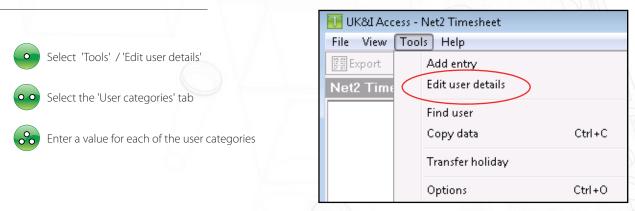


How to export hours worked information

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	File View Tools Help	
•••	Select the 'Date period' from the drop down list	Users Users Date raciod This month Date racio	To
•••	Select the 'Export' button from the toolbar	Image: Second Action of the second	
88	Select the destination, file name and format required.	Browse Folders	
88	The file may be edited in Excel to render it into a suitable format for the payroll package	Report from 01 September 2009 to 30 September 2009 System engineer	

How to configure holidays



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

Name	Holiday allowance	Working day (Hours)			
Full time staff	25	7.50			
Part time staff	13	3.75			
<u>A</u> dd	Delete				

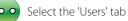
If an employee's holiday allowance needs to be adjusted outside of the normal entitlement; for example Mike Evans has been given an additional 2 days as a bonus, his record can be updated as follows.

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.



Select 'Tools' / 'Edit user details'



A value for Holiday adjustment can be entered

Users User categories		1-				
Name 🔺	Department	Category	Show in viewer	Holiday adjustme	nt (2009)	Holid
Evans, Mike	Contractors	Full time staff	Yes	2.00 days		
Goseling, <mark>Mandy</mark>	Support	Full time staff	Yes			
٠						•

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.

🕕 UK&I Access -	Net2 Timesheet	
File View Too	ls Help	
Export Export	Add entry	
Net2 Time	Edit user details	
	Find user	
	Copy data	Ctrl+C
	Transfer holiday	
	Options	Ctrl+O

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.

Week starts Week starts on	Monday	
Name format	 Smith, John 	
Show		
 Show holiday information in ti Show rate information 	resheet	
Show rate information		
Clock In / out options		
Enable clock out over midnig	t rule	
Public holidays		
 Automatically apply public ho 	taus to all users	

<u>T</u> ools	<u>O</u> pti	ons <u>H</u> elp	Options
		<u>G</u> eneral	<u>G</u> eneral <u>D</u> epartments Field <u>n</u> ames <u>I</u> oken types Token data <u>formats</u> Public <u>h</u> olidays
Control		<u>D</u> epartments	Enter a date then press 'Add' to add it to the list of public holidays. To remove the date, select 'Delete'.
Control		Field <u>n</u> ames	
	1000 C	<u>T</u> oken types	05 April 2010 Add
vels		Token data <u>f</u> ormats	02 April 2010 05 April 2010 03 May 2010
s		Public <u>h</u> olidays	31 May 2010 30 August 2010
	5	Camera integration	27 December 2010 28 December 2010
			OK Cancel Apply



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.

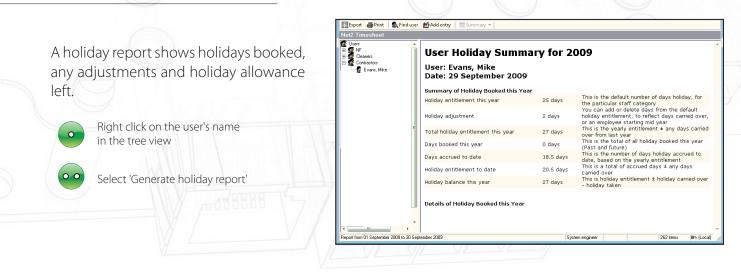
Ad E	dd entry		X
Print Sind user Add entry	dd entry Contractors Contractors with cards Delivery drivers Development Directors Gendis Housekeeping IT Managers On Leave Paxton Services Sales Baldwin, Michael B Baldwin, Michael B Baldwin, Michael Connor, Michelle Coowling, Tom O Donne, Chris Dunne, Kevin Fielse, Devon Fieller, Goran G Fielse, Devon Fieller, Goran G Graesmer, Thomas Hodge, Chris Dons Kevin	Start date: End date: Category: Time logged per day When the date range covers	11 March 2010 12 March 2010 0n holiday ▼ 07:30:00 ▲dd weekends and public holidays, ed? Check the boxes if you want

If a new holiday catagory 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'

entist's appointment	1.00				
		1.00		No	
octor's appointment	1.00	1.00		No	Ξ
ours worked	1.00	1.00	No	No	
on-paid leave	1.00	0.00	No	No	
ff sick	1.00	1.00	No	No	
n holiday	1.00	1.00	Yes	Yes	
n holiday (AM)	0.50	1.00	Yes	Yes	
n holiday (PM)	0.50	1.00	Yes	Yes	
vertime (x1.5)	1.00	1.50	No	No	-

How to generate a holiday report





Transferring unused holiday from a previous yea

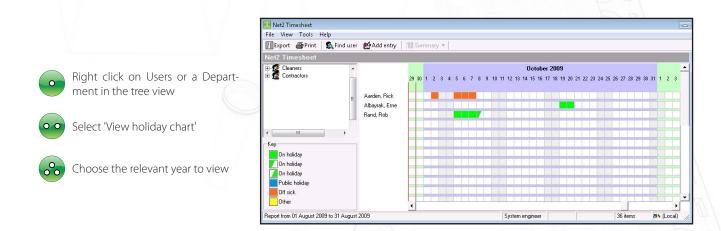
If there is holiday entitlement remaining from a previous year, it can be transferred across to the current year by selecting this option.

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.

🕕 UK&I Acc	ess - Net2 Timesheet	
File View	Tools Help	
Export	Add entry	
Net2 Time	Edit user details	
	Find user	
	Copy data	Ctrl+C
	Transfer holiday	
	Options	Ctrl+O

How to view a holiday chart

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



How to configure overtime rates

It is possible to configure special overtime rates.

	Options New category	/		×	
Select 'Options' from the 'Tools' menu	General Please enter o	category name		OK	
	Name Dentist's a			Cancel	mary 🔺
• • Select the Categories tab	Doctor's a Hours wor				
	Non-paid leave	1.00	0.00 No	No	
If the category does not already exist then a new	Off sick	1.00	1.00 No	No	
If the category does not already exist then a new one can be created by selecting 'Add'	On holiday	1.00	1.00 Yes	Yes	
	On holiday (AM)	0.50	1.00 Yes	Yes	
	On holiday (PM)	0.50	1.00 Yes	Yes	
	Overtime (x1.5)	1.00	1.50 No	No	-
The rate can be changed as appropriate					•
	<u>A</u> dd <u>D</u> ele	te			
			OK	Cancel	Apply
			4		

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



🕼 Event log									
Date	Time	Event type	Operator	User					
11/03/2010	15:33:30	Operator logged on	System engineer						
(11/03/2010)	15:24:14	Operator logged on	System engineer						
(11/03/2010)	14:52:53	Operator logged on	System engineer						
(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 >