

User Manual

ZkBio Time Cloud_1.0 Employee

Date: April 2025

Doc Version: 1.0

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.



For further details, please visit our Company's website www.zkteco.in

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If there is any issue related to the product, please contact us.

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To know more about our global branches, visit www.zkteco.com

About the Company

ZKTeco is one of the world's largest manufacturers of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face-reader Door Locks. Our security solutions are multi-lingual and localized in over 18 different languages. At the ZKTeco state-of-the-art 700,000 square foot ISO9001-certified manufacturing facility, we control manufacturing, product design, component assembly, and logistics/shipping, all under one roof.

The founders of ZKTeco have been determined for independent research and development of biometric verification procedures and the productization of biometric verification SDK, which was initially widely applied in PC security and identity authentication fields. With continuous enhancement of the development and plenty of market applications, the team has gradually constructed an identity authentication ecosystem and smart security ecosystem, which are based on biometric verification techniques. With years of experience in the industrialization of biometric verifications, ZKTeco was officially established in 2007 and now has been one of the global leading enterprises in the biometric verification industry, owning various patents and being selected as the National High-tech Enterprise for 6 consecutive years. Its products are protected by intellectual property rights.

About the Manual

This manual introduces the operations of the **ZKBio Time Cloud**

All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products.

Features and parameters with ★ are not available in all devices.

Table of Contents

1.	Employee Account.....	7
1.1	Login as Employee	7
1.1.1	Common Feature	12
1.2	My Calendar	12
1.2.1	My Calendar	12
1.2.2	Holiday.....	13
1.3	My Request.....	13
1.3.1	Manual Log.....	13
1.3.2	Leave.....	18
1.3.3	Overtime	20
1.3.4	Training.....	24
1.4	MY Approval	27
1.4.1	Manual Log.....	27
1.4.2	Leave	29
1.4.3	Overtime	32
1.4.4	Training.....	34
1.4.5	Swap Schedule.....	36
1.5	Outdoor Management.....	38
1.5.1	My Schedule	38
1.5.2	Schedule Report	38
1.5.3	Unscheduled Report.....	40
1.6	Report.....	41
1.6.1	Leave Detail Report.....	41
1.6.2	Transaction Report	42
1.6.3	Scheduled Log	43
1.6.4	Total Timecard	44
1.6.5	Employee Summary.....	46
1.6.6	Multiple Transaction.....	47
1.6.7	Break Time	48

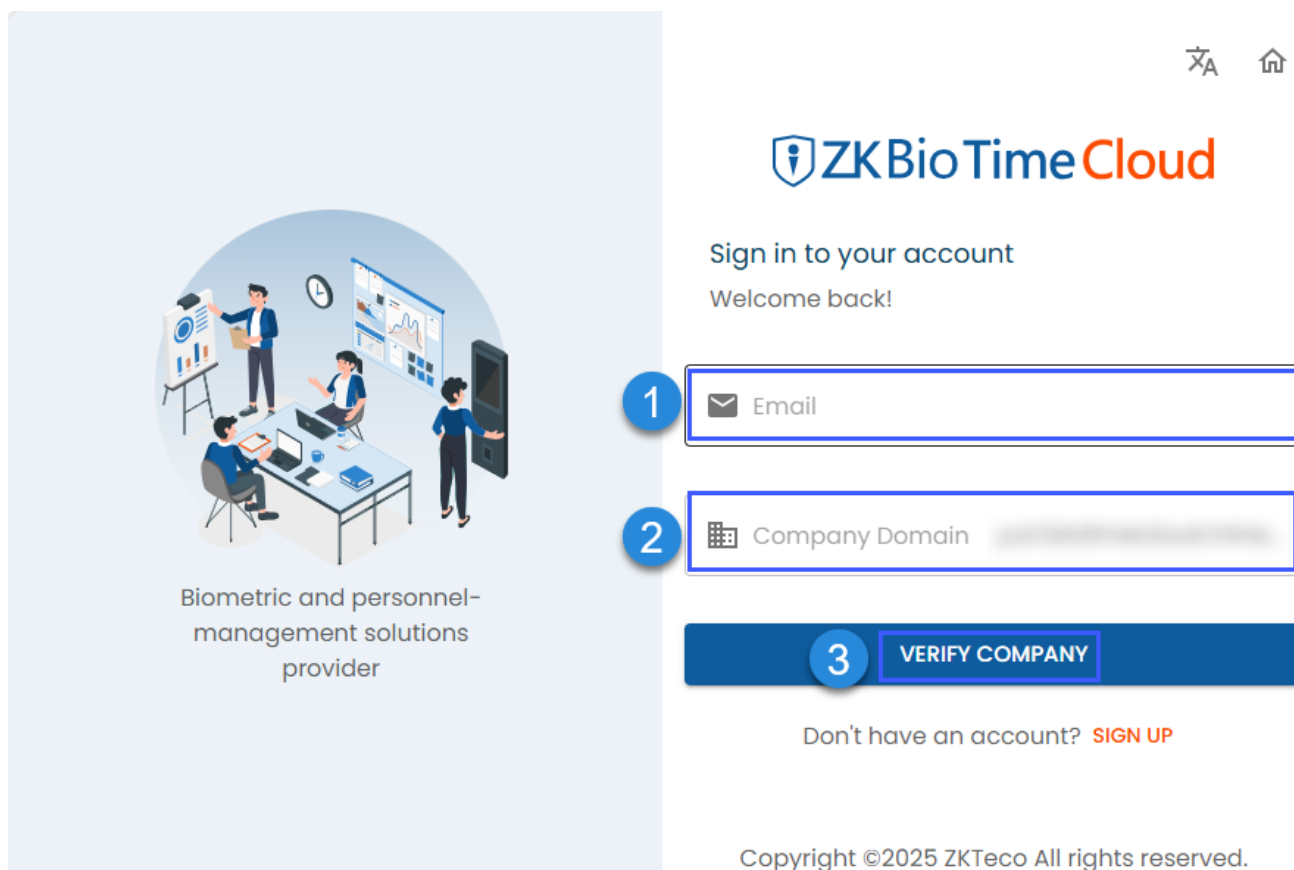
1.6.8 Timecard49

1. Employee Account

An employee account is a simple Employee management platform that facilitates the employee to view the assigned schedules, holidays, off-duties, and attendance reports. It also helps the employee to send the training, overtime, and time-off requests.

1.1 Login as Employee

- Enter the **Employee ID / Email** along with the **Company Domain**, then click **[Verify Company]**.
- Enter the Password register **Password** and then click **Sign In**



Sign in to your account
Welcome back!

1 Email

2 Company Domain

3 **VERIFY COMPANY**

Don't have an account? [SIGN UP](#)

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Sign in to your account
Welcome back!

yuri.wu@zkteco.com

demo .yuri.biotimecloud.mine...

4 Password

Remember password [Forgot password?](#)

5 SIGN IN

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Change Password

- Click on the **Forgot Password**, a password reset email will be sent to a registered mail id.

Sign in to your account
Welcome back!

2026

Santest .biotimecloud.info

Password

Remember password [1 Forgot password?](#)

SIGN IN

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The email has been sent successfully

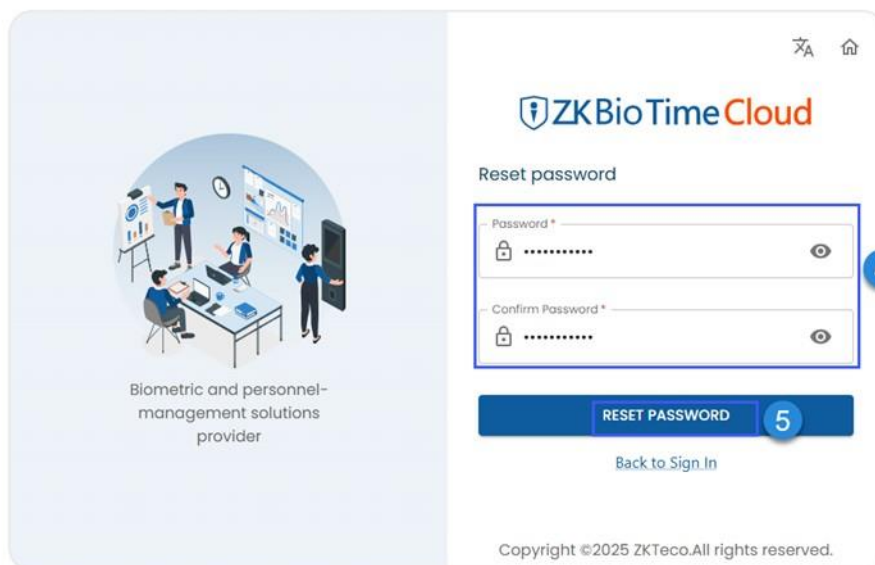
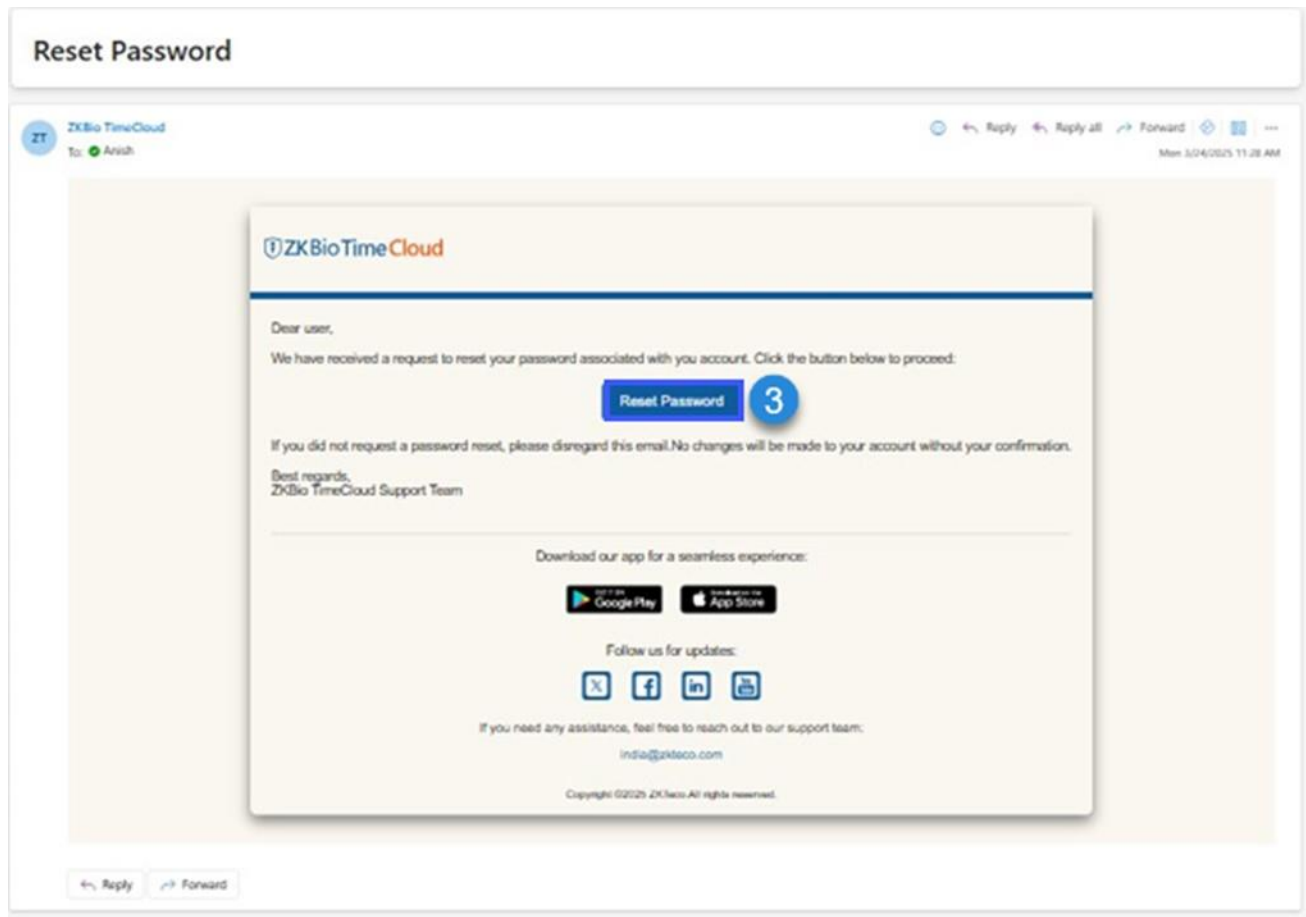
Reset password

SEND EMAIL AGAIN 25

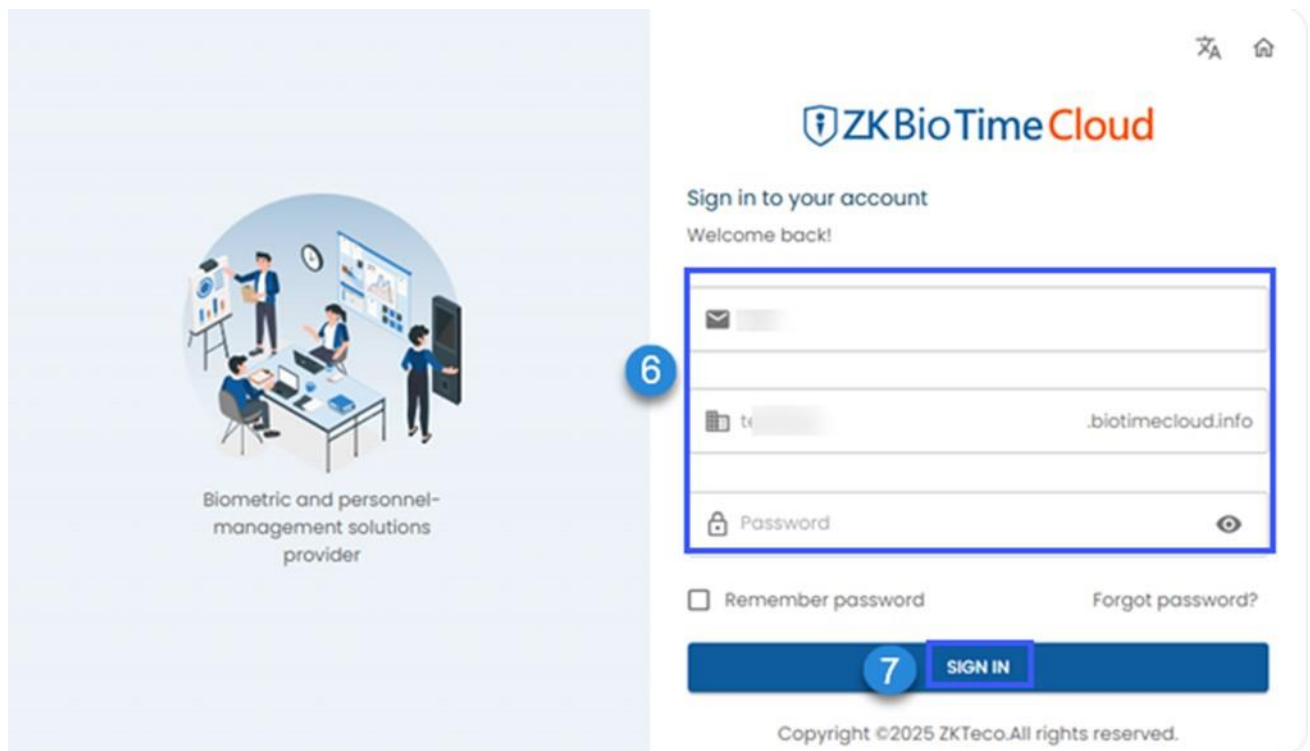
Please reset your password by click the reset password button in your email

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- After receiving the email, the employee should click on **Reset Password**, which will navigate them to the reset password page. They need to enter a new password, confirm the password, and then click on **Reset Password** to complete the process.

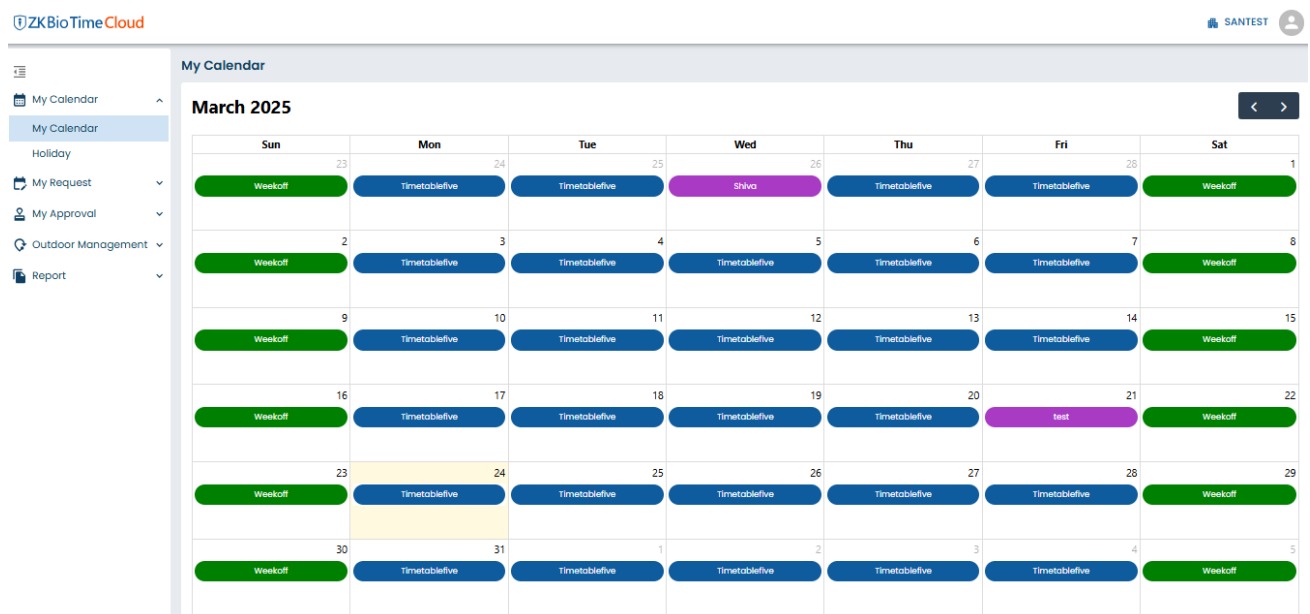


- After resetting the password, the employee can use it to sign in.



Homepage

The homepage of the Employee's login appears as shown in the image below:

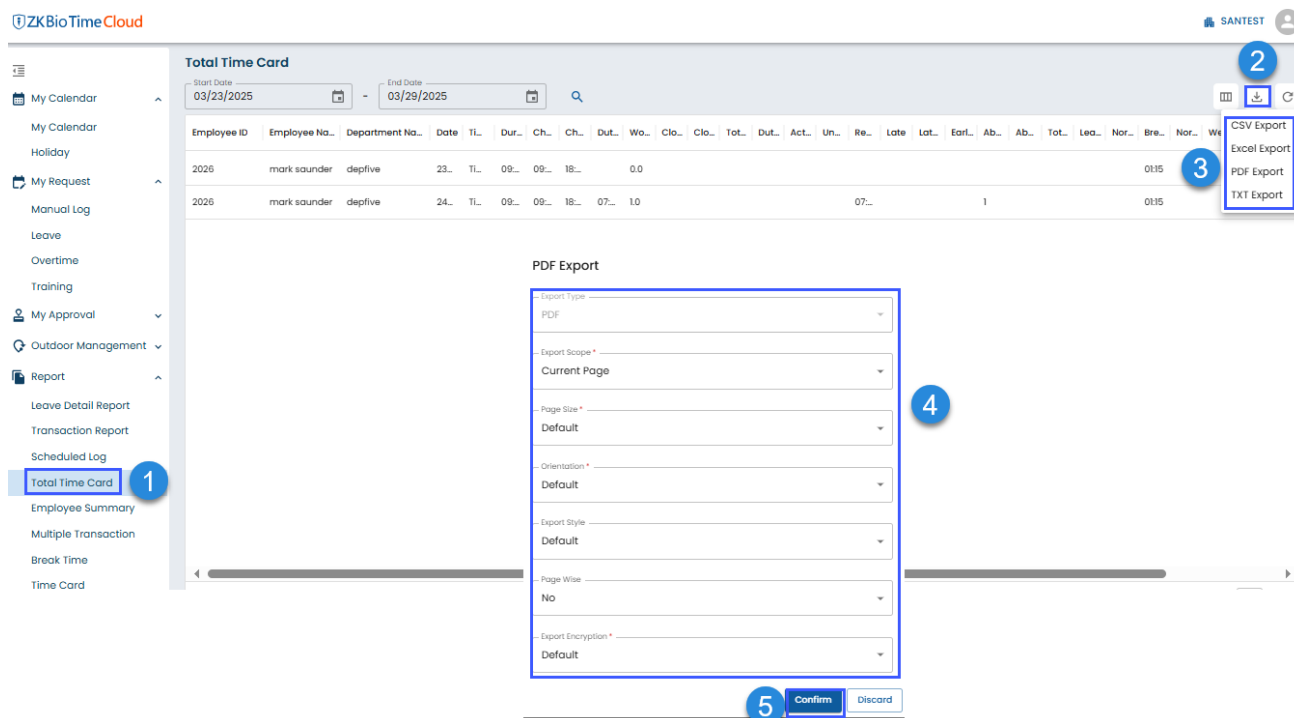


1.1.1 Common Feature

Export

You can export list as shown below.

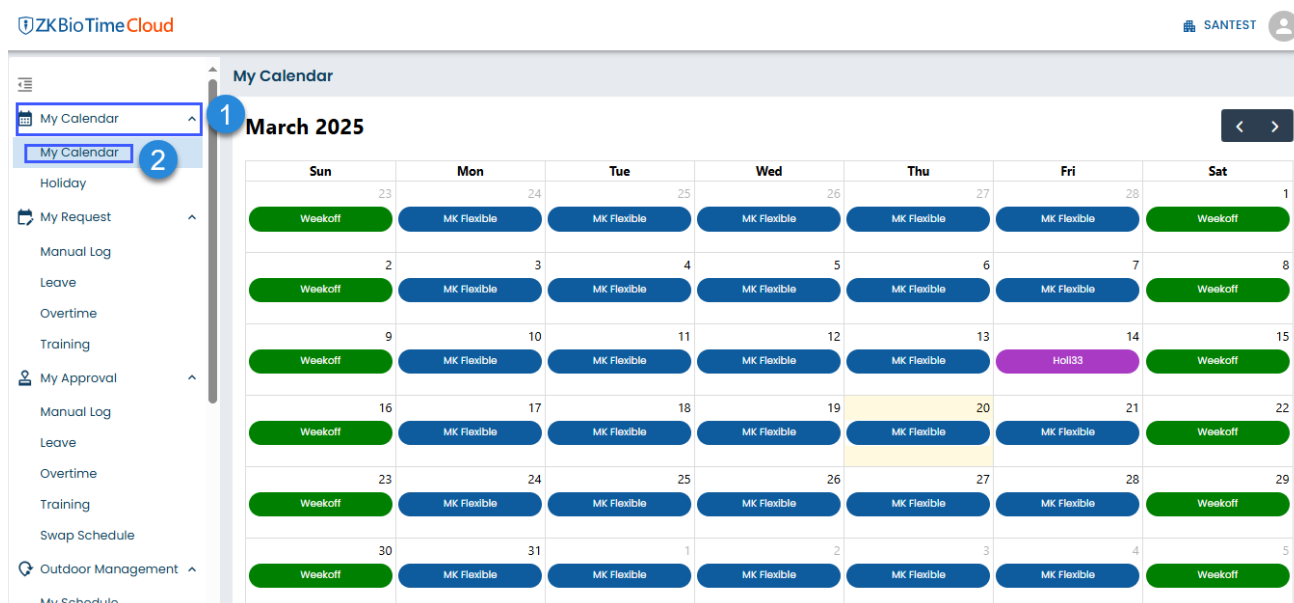
Click **Export** and select the file format PDF, Excel, CSV, TXT, enter the details then click **confirm**.



1.2 My Calendar

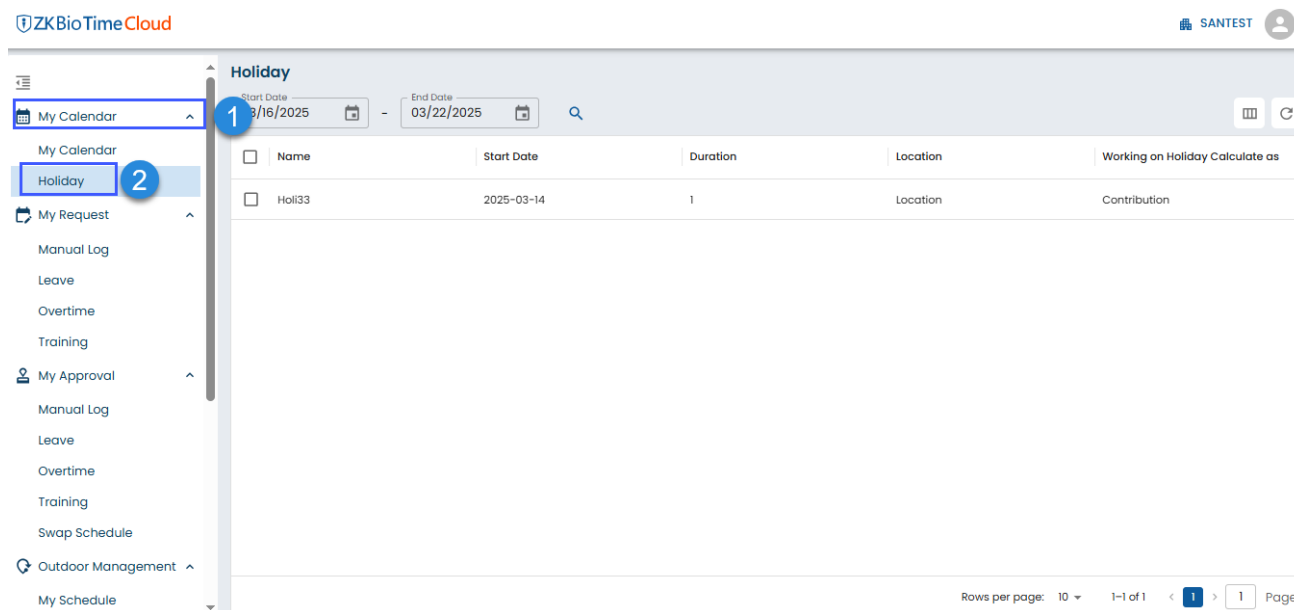
1.2.1 My Calendar

My calendar shows a week off, flexible working hours, and holidays on their respective dates.



1.2.2 Holiday

Holiday displays the list of holidays assigned to the employee. Enter the Start Date and End Date of the holiday and click the **search** button. The holiday list will be displayed as shown below:



The following field parameters are described below:

Name: Name of the employee.

Location: Location of the employee.

Start Date: Starting date of the Holiday.

Duration (Days): Number of days of leave for the holiday.

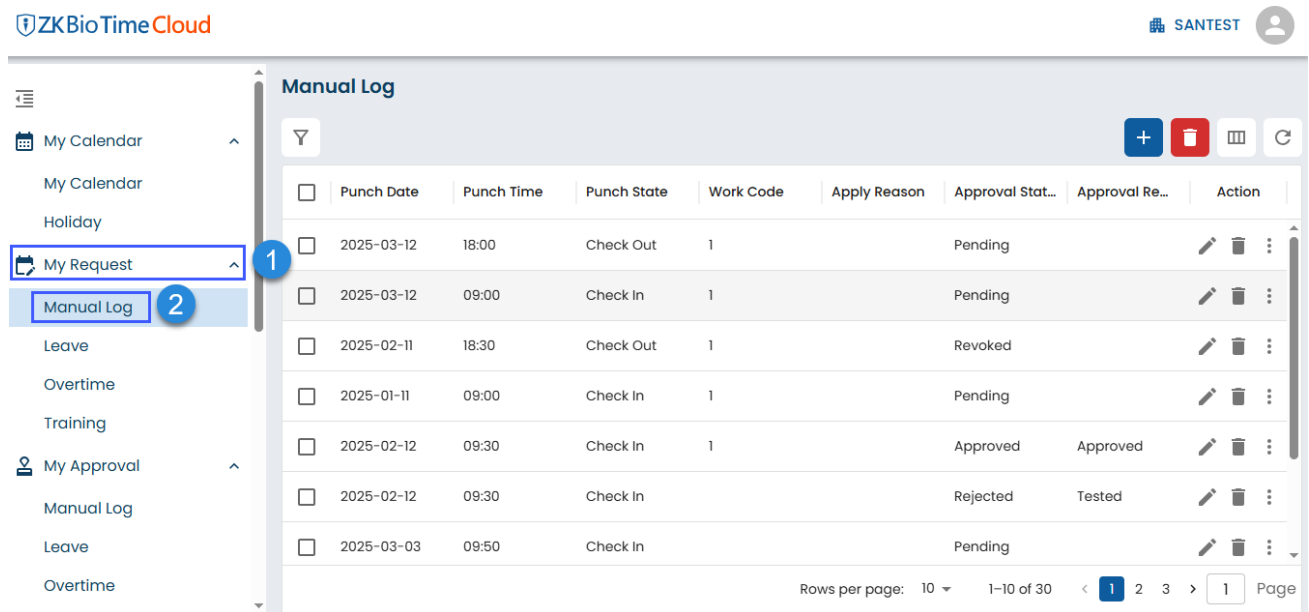
Working on Holiday: If an employee works on holiday, then it should be counted as a specific type of work (like Holiday OT or Normal work).

1.3 My Request

My request functionality includes Manual log request, Leave request, Overtime request, and Training request. The employee can raise these requests, and they will be approved by the corresponding approver.

1.3.1 Manual Log

If you have forgotten to do an attendance punch for check-in, check-out, break-in, break-out, you can request a manual log.



The following field parameters are described below:

Punch Date: Displays the date of the requested manual log.

Punch Time: Displays the date and time of the requested manual log.

Punch State: Displays the punch state of the requested manual log.

Work Code: Displays the Work Code of the employee if applicable.

Apply Reason: Displays the reason for applying the manual log.

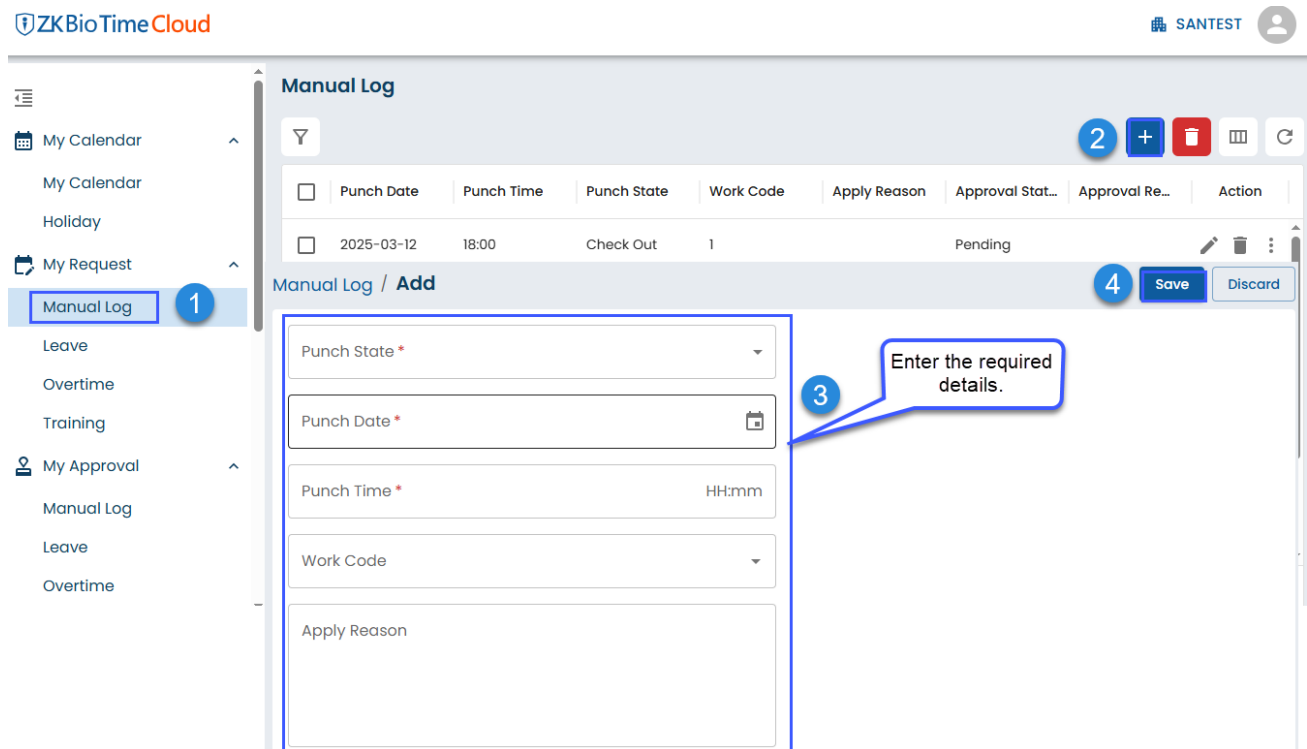
Approval State: Displays the approval state of the manual log as Approved/Rejected/Pending.

Approval Remark: Display the remark of the applied overtime.

Add Manual Log

Perform the following steps to add a manual log:

- Click **Add**. A pop-up appears as shown in the image below:
- Enter the manual log details and then click **Save** to set a manual request.



The following field parameters are described below:

Punch Time: Select the Date and Time for the manual log.

Punch Date: Set the date of the requested manual log.

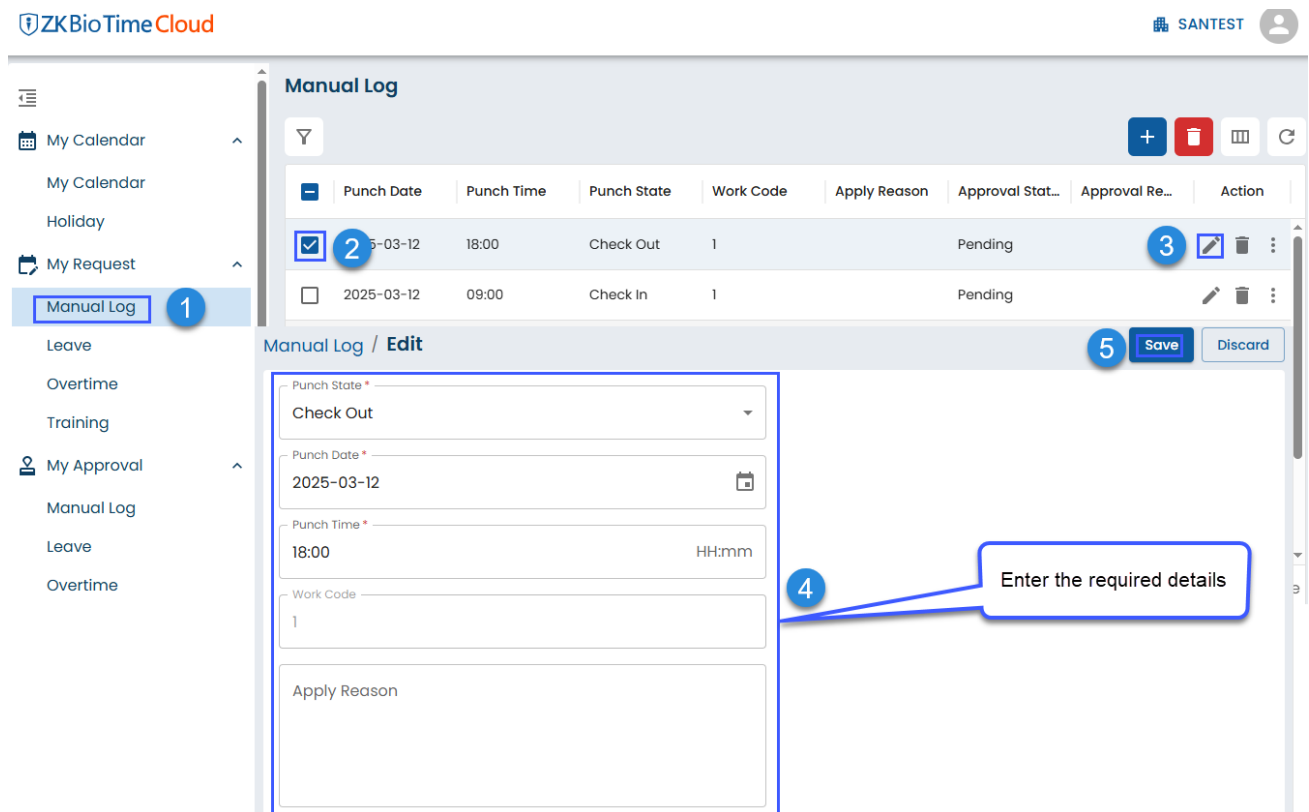
Punch State: Select the attendance punch state.

Work Code: Enter the work code if applicable.

Apply Reason: Enter the reason for applying the manual log.


Edit Manual Log

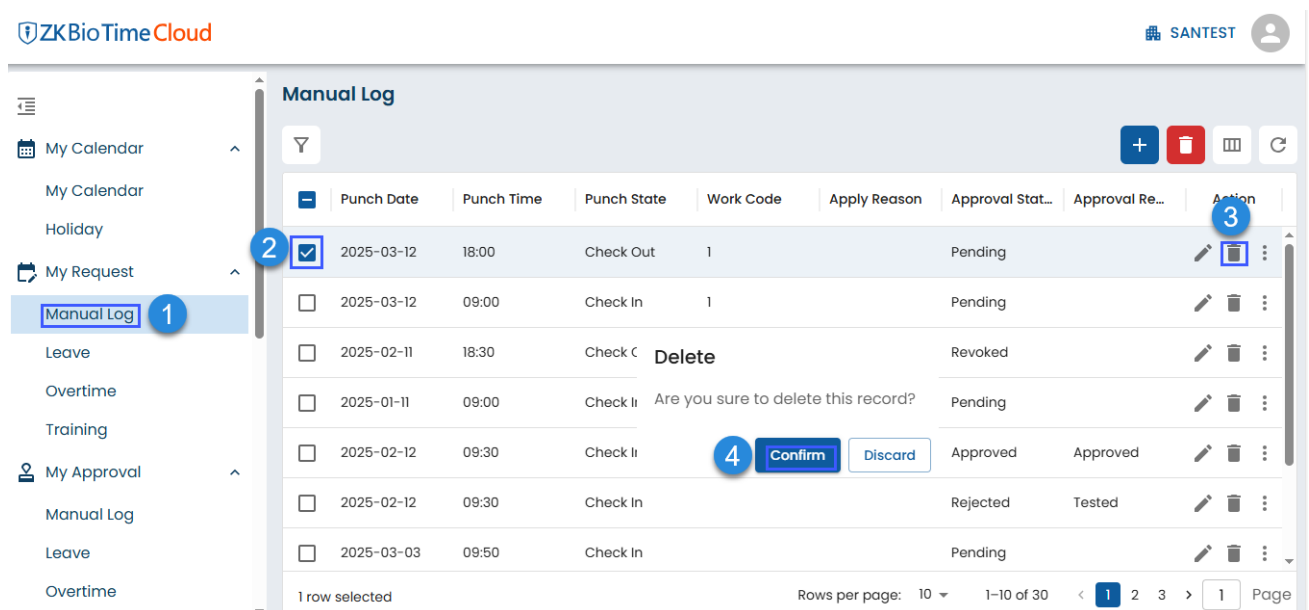
Click on the Edit  icon and edit the required details. Click **Save** to save the manual log details.



Note: Only Pending manual logs can be edited.

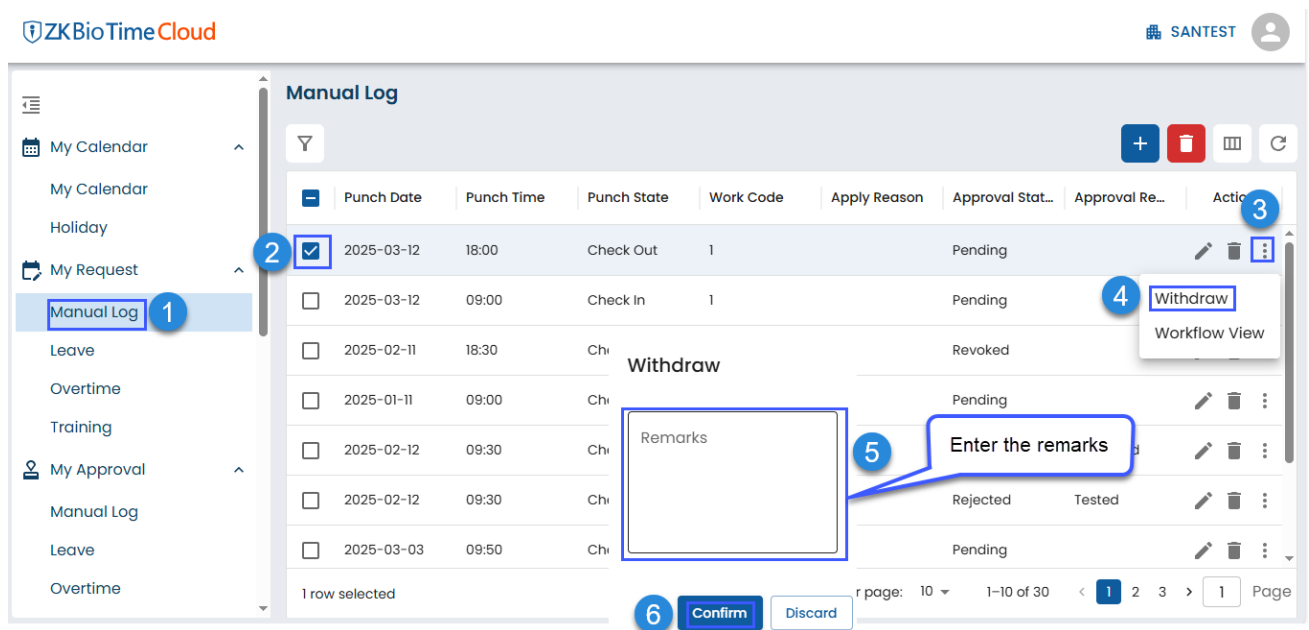
Delete Manual Log

Click on the delete  icon to select the manual logs you want to remove, then click **Confirm** to delete it.



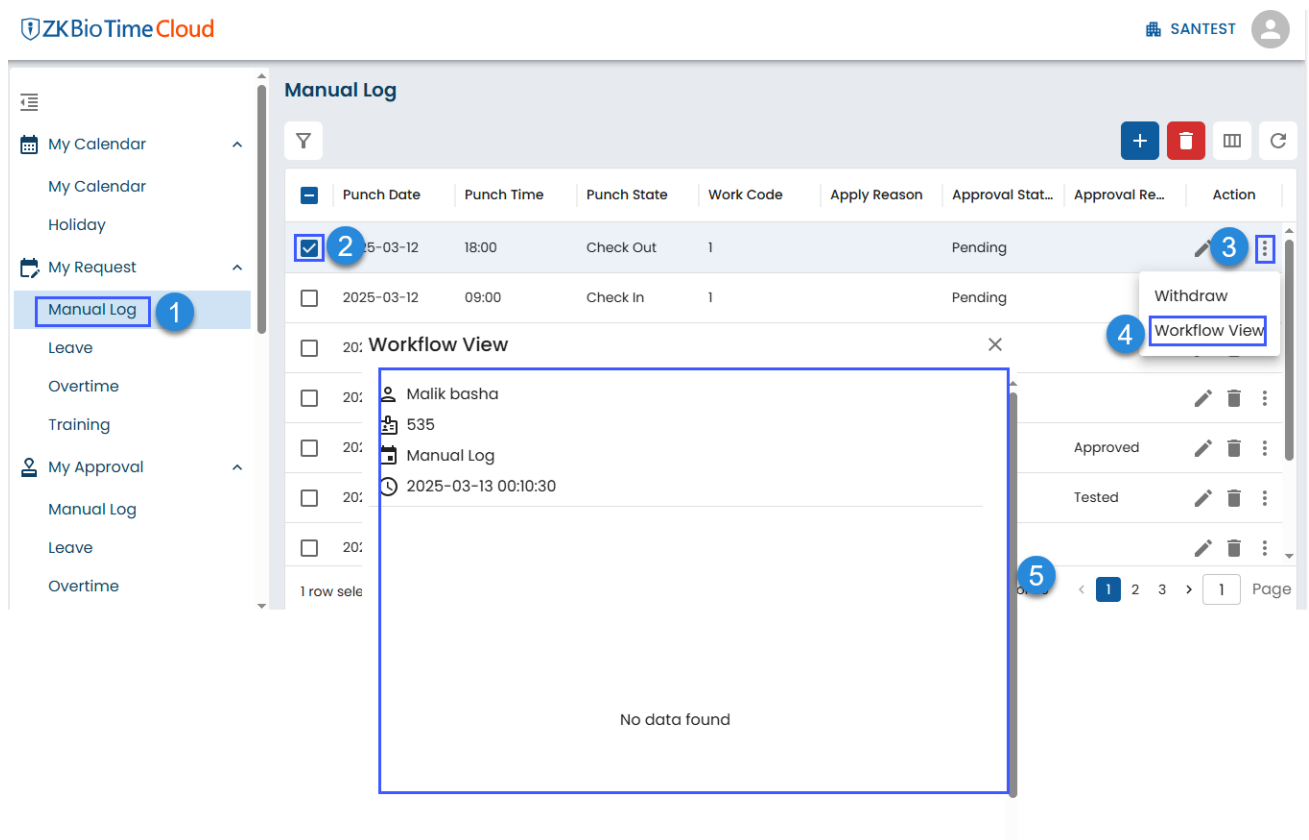
Withdraw

Click on **Withdraw** to withdrawal of the manual log. Then, enter the remarks and click **Confirm** to complete the process.



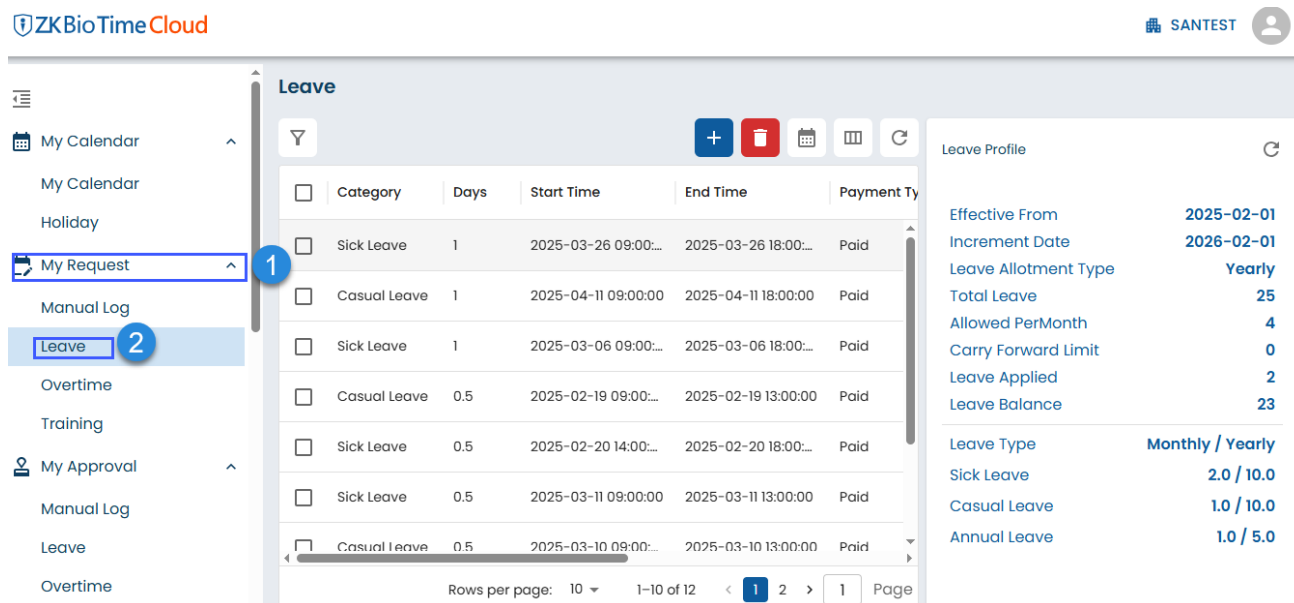
Workflow View

Click on the **Workflow View** to view the manual log of employee information. The manager will then either approve or reject the request. Click **Confirm** to complete the workflow.



1.3.2 Leave

The leave request page appears as shown below:



The following field parameters are described below:

Category: Select the leave category.

Start Time: It displays the starting time of leave calculation.

End Time: It displays the ending time of the leave calculation.

Leave Payment Type: It displays the type of leave allocation to the employee. It can be Yearly/Monthly.

Leaves allowed per month: It displays the allowed number of leaves that the employee can take in a month.

Days: Displays the total number of leave applied.

Approval Remark: Display the remark of the applied leave.

Apply Reason: Enter the reason for applying leave.

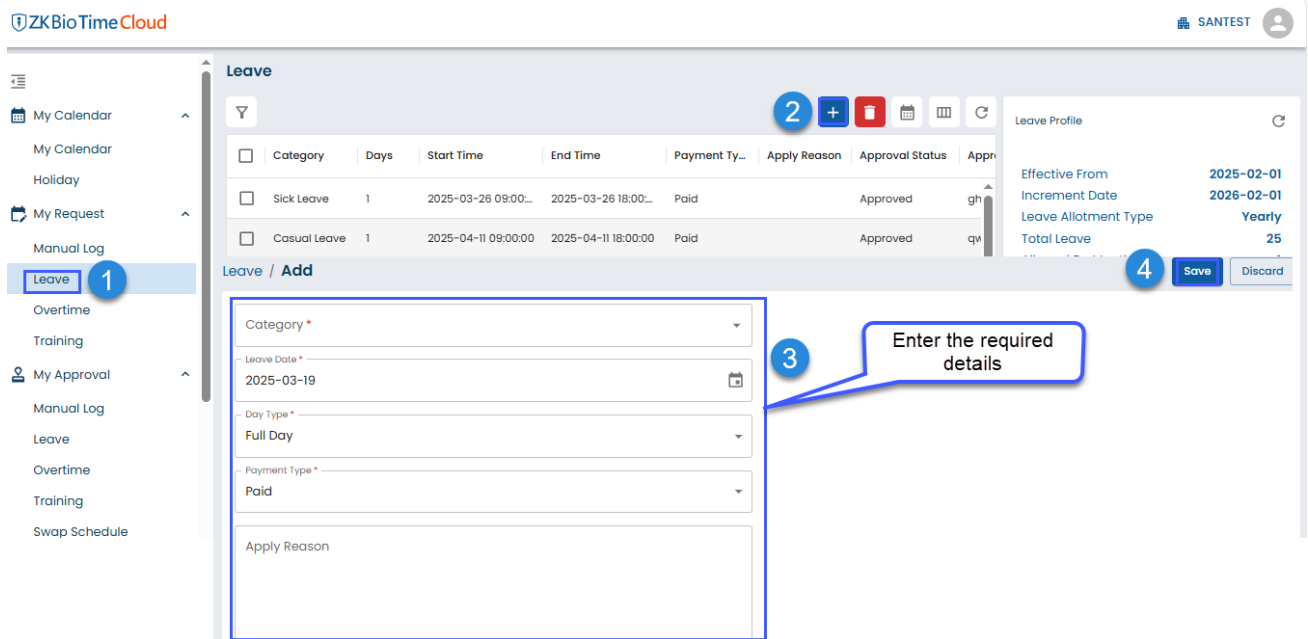
Approval Status: Display the approval status of the leave.

Add (Request a leave)

An employee can request leave through the employee portal.

Perform the following steps to request a leave:

- Click **Add**. A pop-up appears as shown in the image below.
- Select the required data and click **Save** to save the data.



The following field parameters are described below:

Leave Date: Select the date(s) of the leave.


Day Type: Select the day type for the leave. It can be Half-a-day or Full-day or Second half.

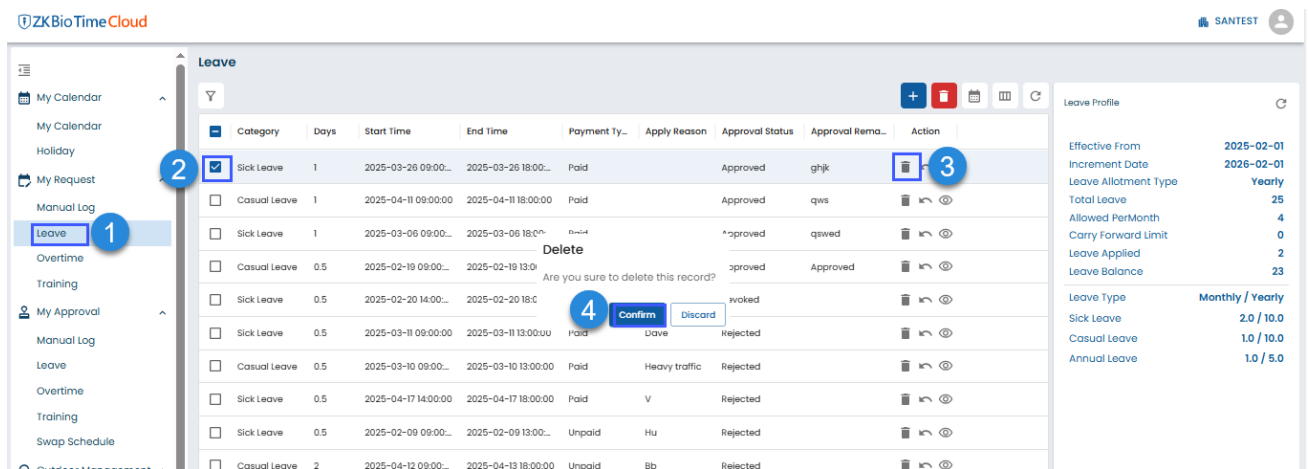
Category: Select the leave category. The leaves are predefined by Admin in Leave Management.

Payment Type: Select the payment type for the leave. It can be paid leave or unpaid leave.

Apply Reason: Enter the reason for applying leave.

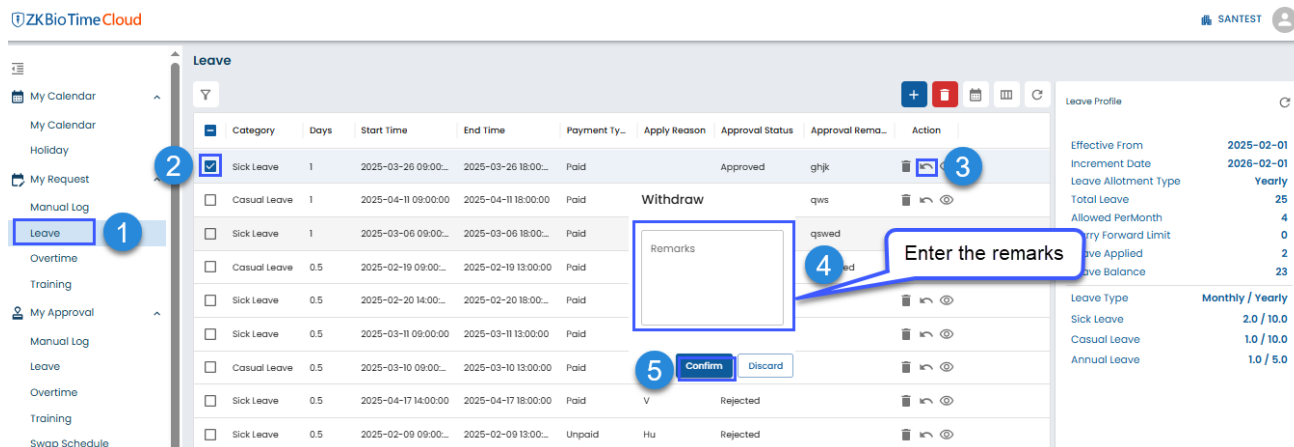
Delete

Click on the delete  icon to select the leave type you want to remove, then click **Confirm** to delete it.



Withdraw the Records

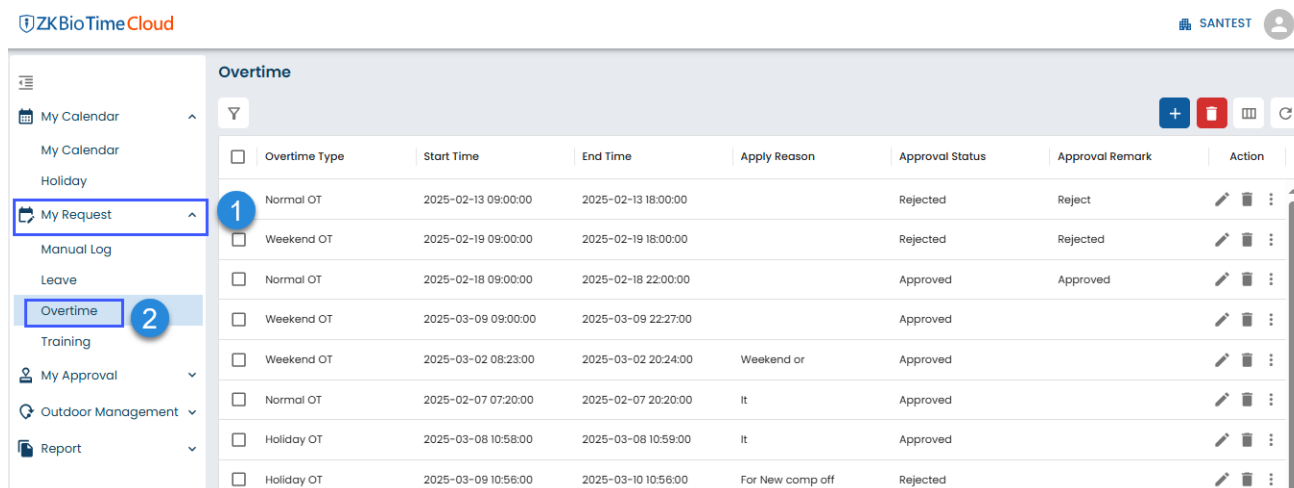
Click on the icon  to withdraw to withdraw the request.



Note: The user can withdraw the leave request once it has been approved.

1.3.3 Overtime

You can request overtime through Employee login if you have worked additional hours apart from predefined hours.



The following field parameters are described below:

Overtime Type: Displays the type of applied overtime.

Start Time: Displays the start date and time of the overtime.

End Time: Displays the end date and time of the overtime.

Approval State: Displays the status of approval of the applied overtime. It can be approved /rejected /pending.

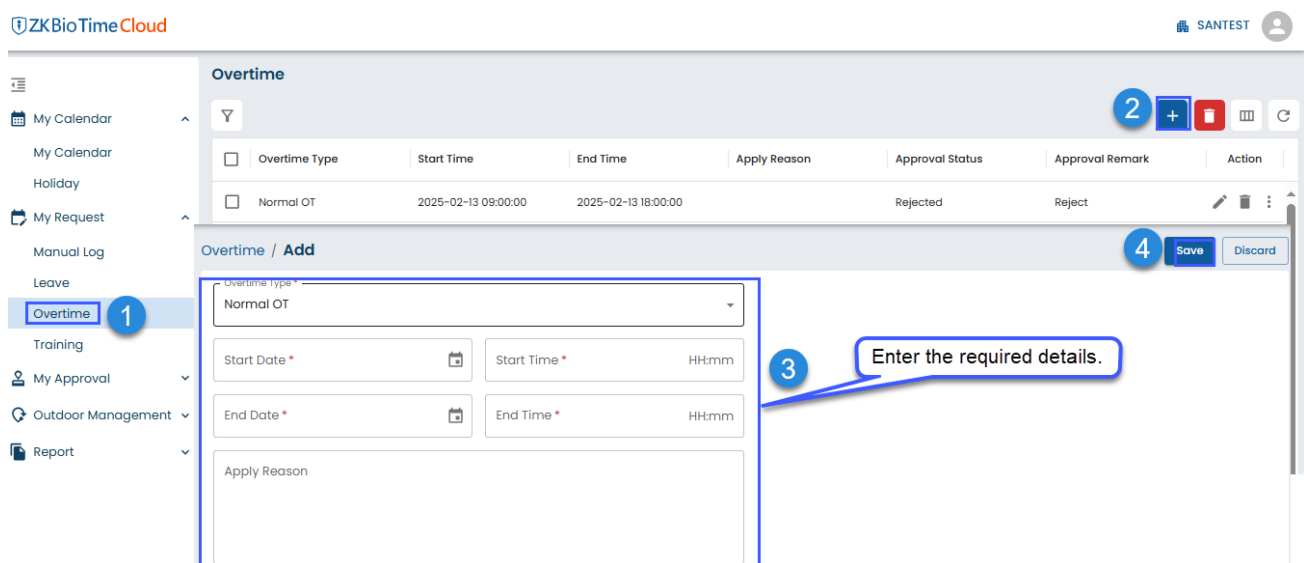
Approval Remark: Display the remark of the applied overtime.

Apply Reason: Display the reason for applying overtime.

Add Overtime

Perform the following steps to add an overtime request:

- Click **Add**. A pop-up appears as shown in the image below.
- Enter the overtime details and click **Save** to request overtime.




Start Time: Select the start date and time for overtime.

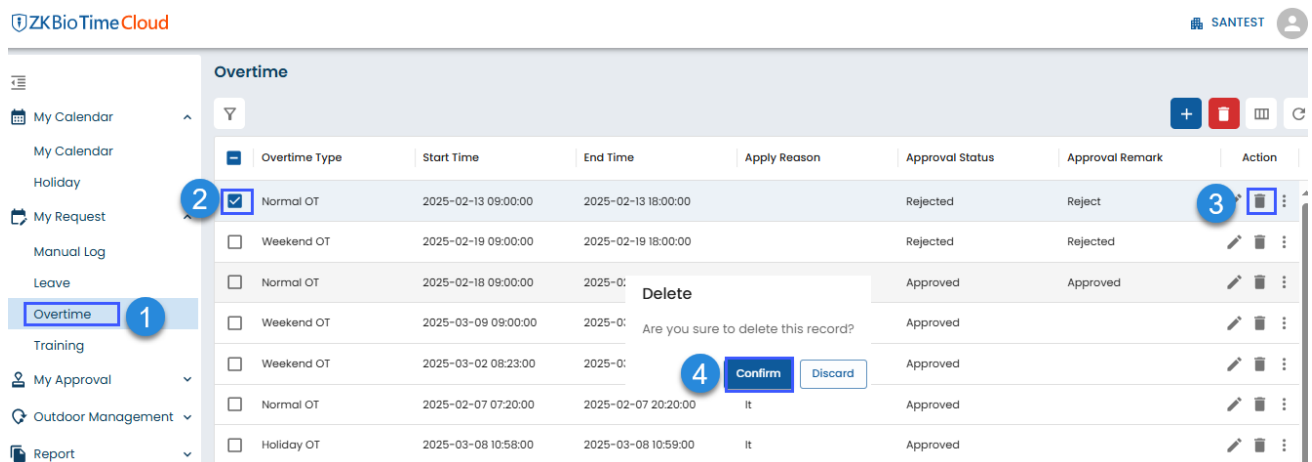
End Time: Select the end date and time for overtime.

Overtime Type: Select the overtime type.


Apply Reason: Enter the reason for applying.

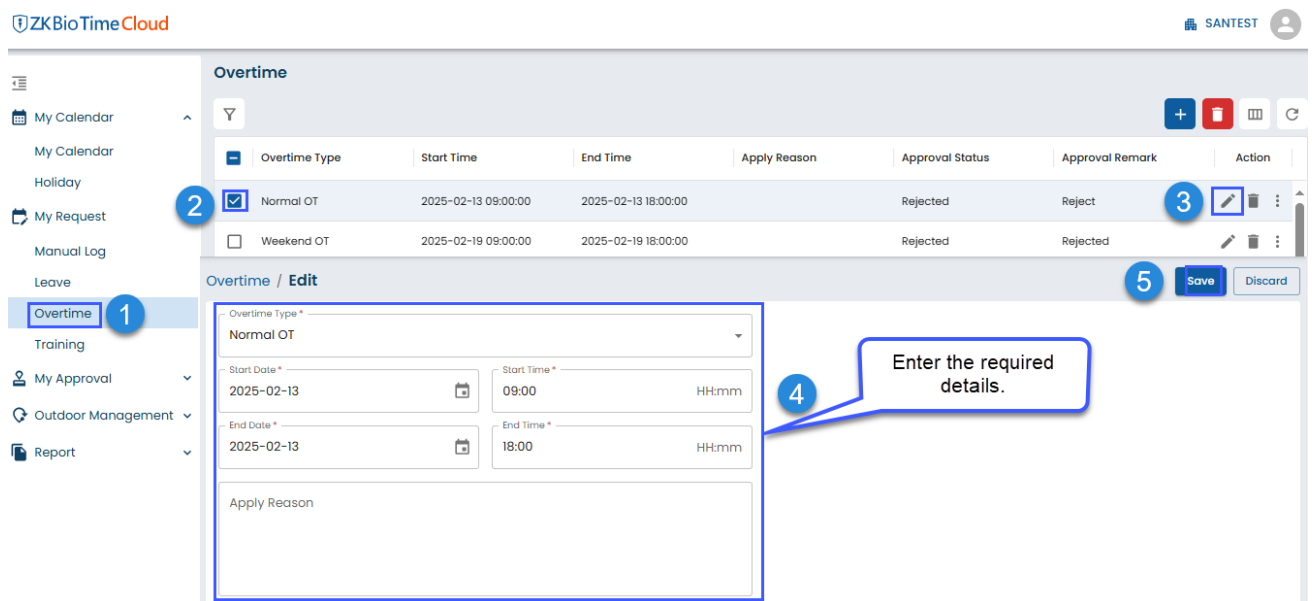
Delete Overtime

Click on the delete  icon to select the overtime type you want to remove, then click **Confirm** to delete it.



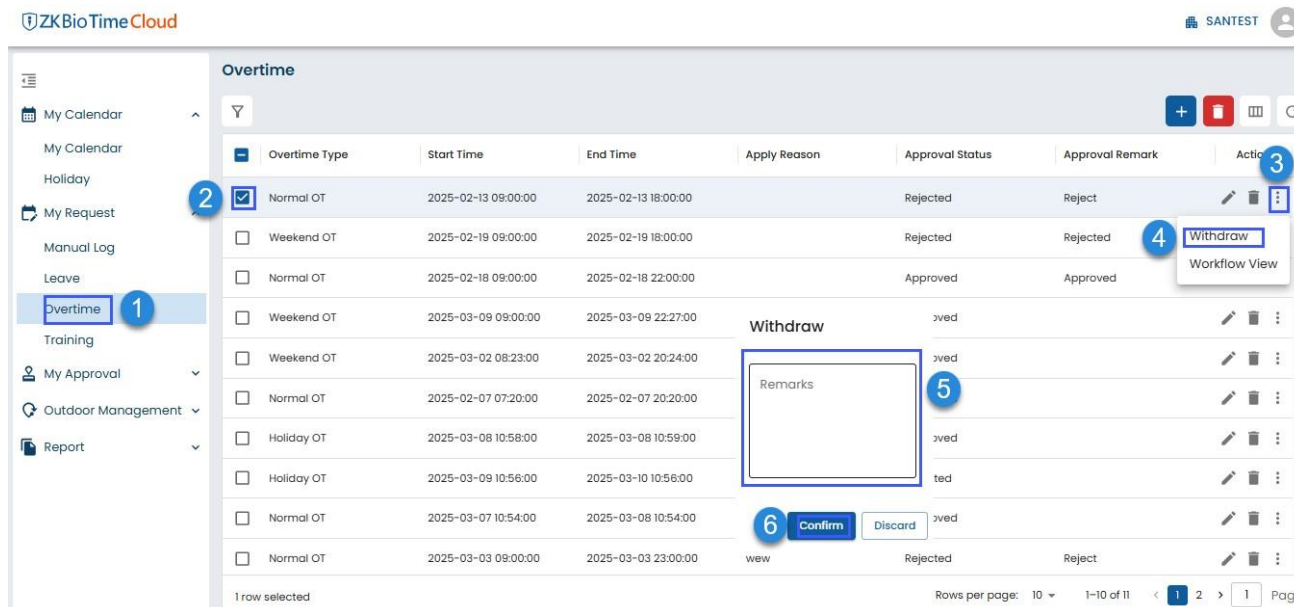
Edit Overtime

Click on the Edit  icon and edit the required details click **Save** to save the overtime details.



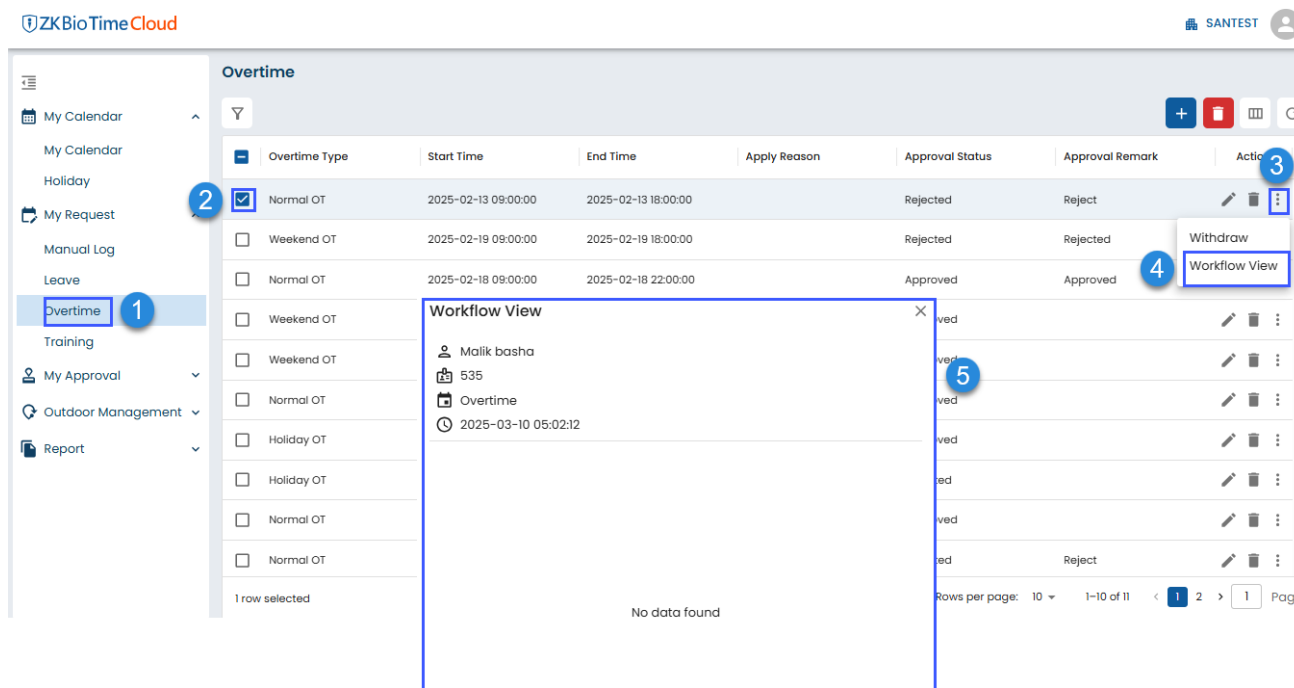
Withdraw

Click on Withdraw to withdrawal overtime. Then, enter the remarks and click **Confirm** to complete the process.



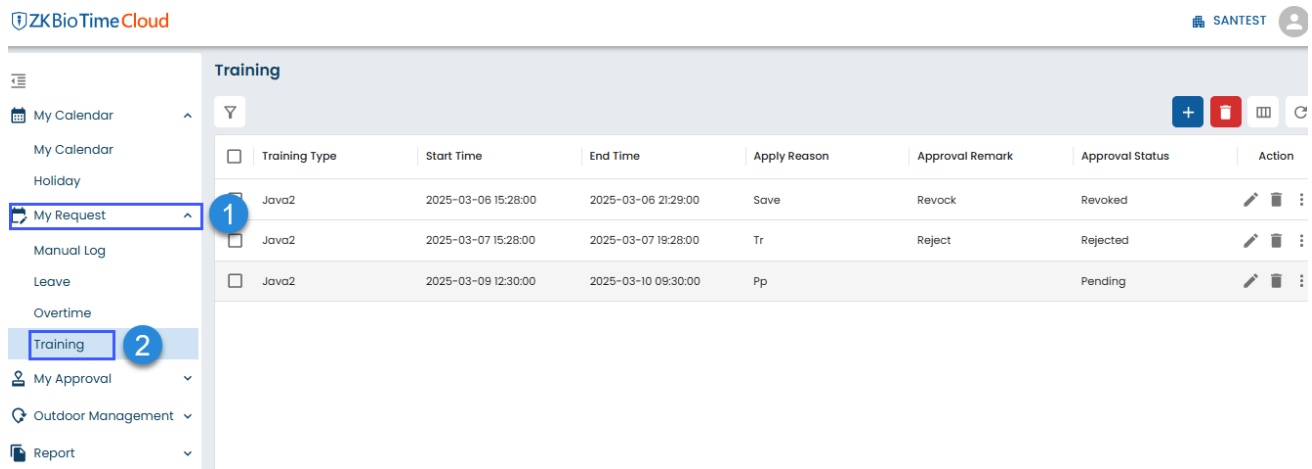
Workflow View

Click on the **Workflow View** to view the overtime of employee information. The manager will then either approve or reject the overtime request. Click **Confirm** to complete the workflow.



1.3.4 Training

If you need training in any prescribed specialization within your company, you can request it through the Employee Login.



The following field parameters are described below:

Training Type: Displays the requested training type by the employee.

Start Time: Displays the starting time of the training.

End Time: Displays the ending time of the training.

Approval State: Displays the approval status of the requested training as Approved/Rejected/Pending.

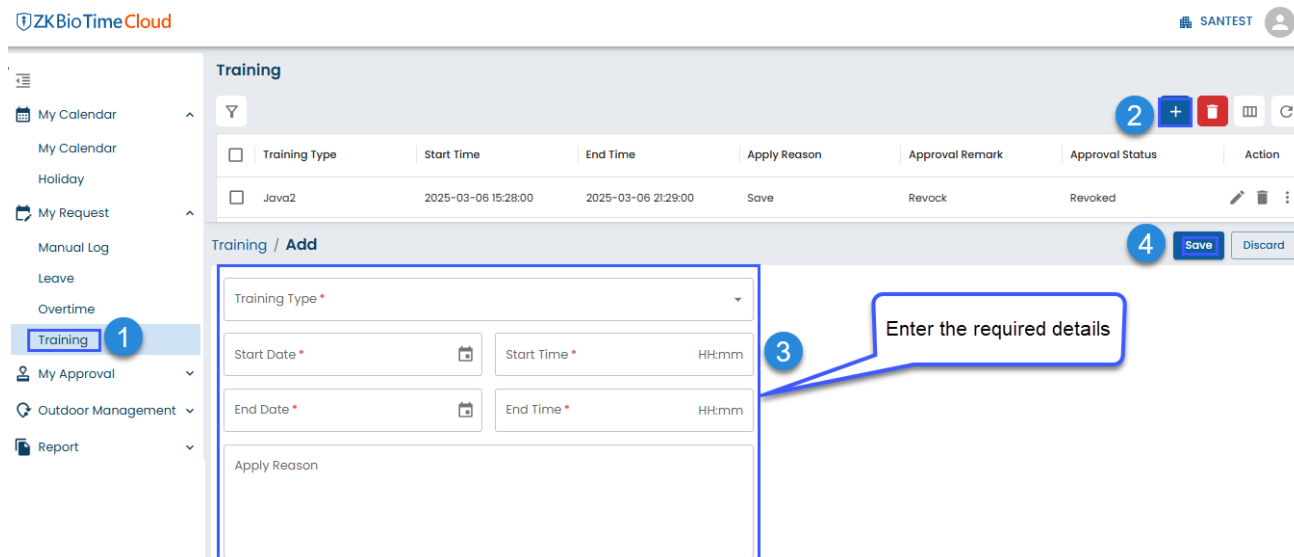
Approval Remark: Display the remark of the applied overtime.

Apply Reason: Display the reason for applying overtime.

Add Training

Perform the following steps to add a training request:

- Click **Add**. A pop-up appears as shown in the image below.
- Set the training details and click **Save** to request training.



The following field parameters are described below:

Start Time: Select the starting time of training.

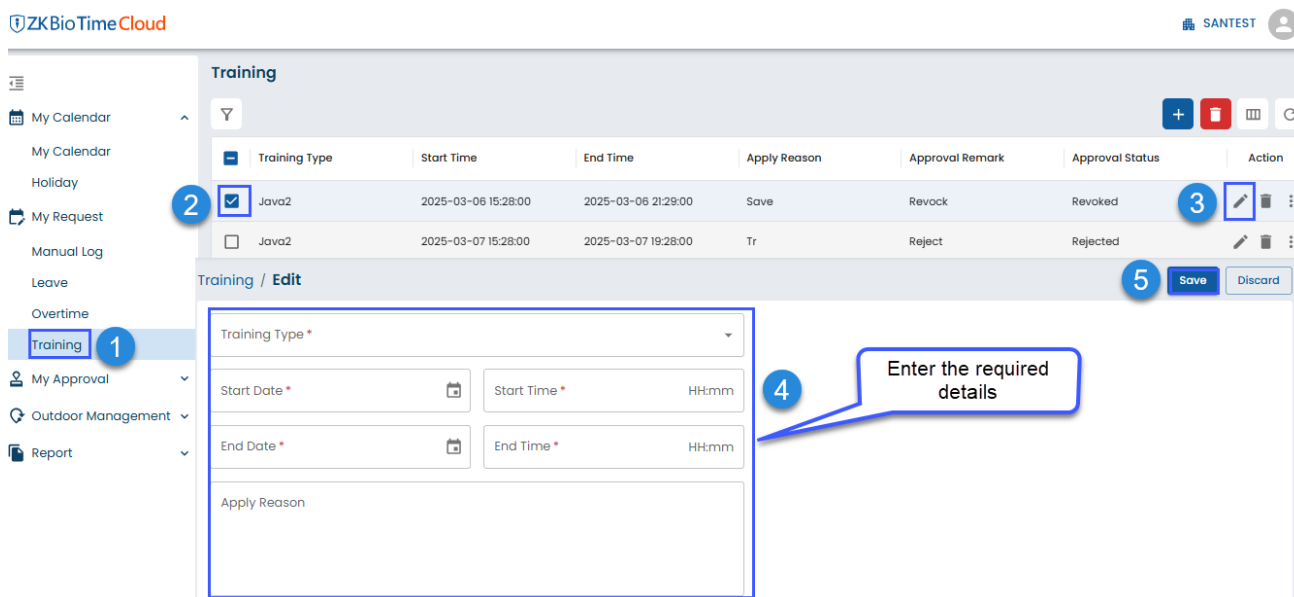
End Time: Select the ending time of training.

Training Type: Select the training type from the drop-down list.


Apply Reason: Enter the reason for the training request.

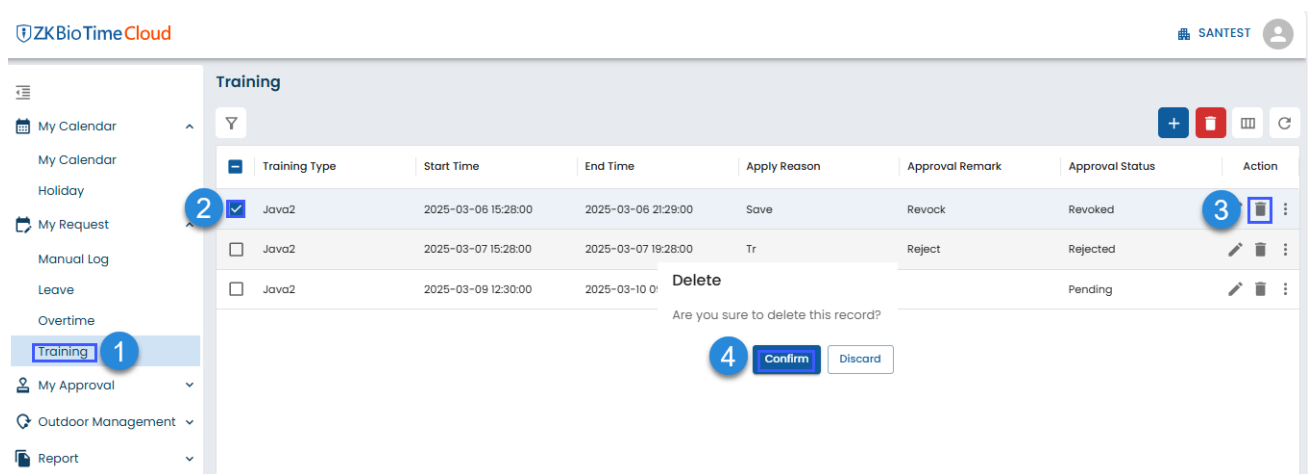
Edit Training

Click on the Edit  icon and edit the required details click **Save** to save the training details.




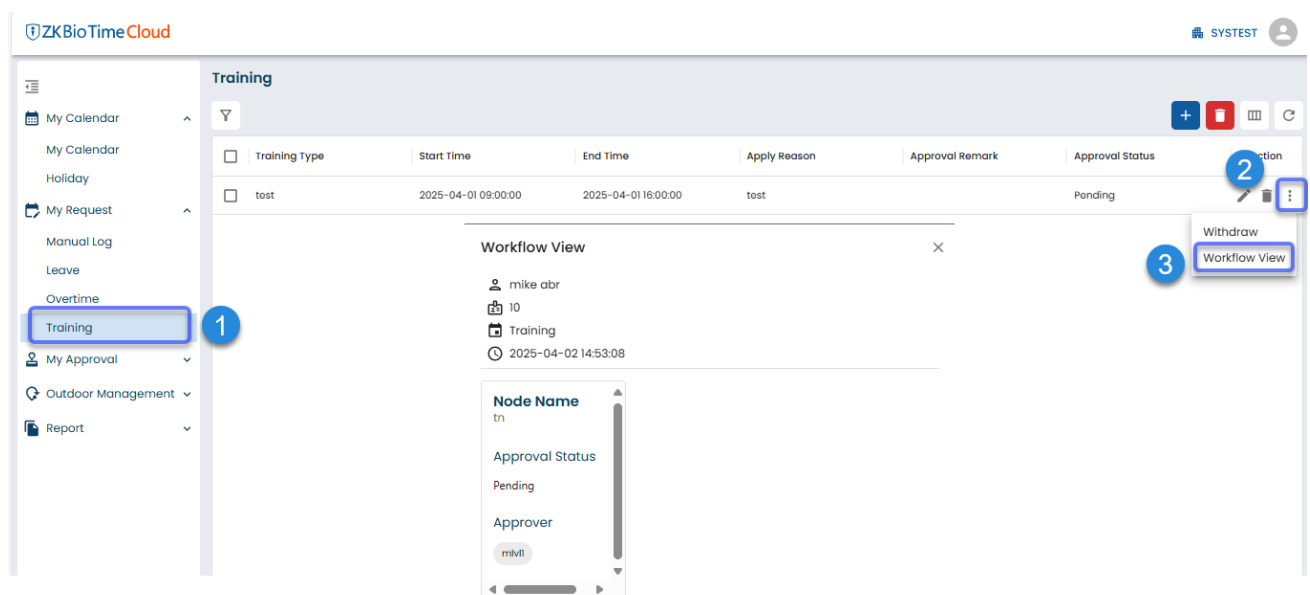
Delete Training

Click on the delete  icon to select the training type you want to remove, then click **Confirm** to delete it.




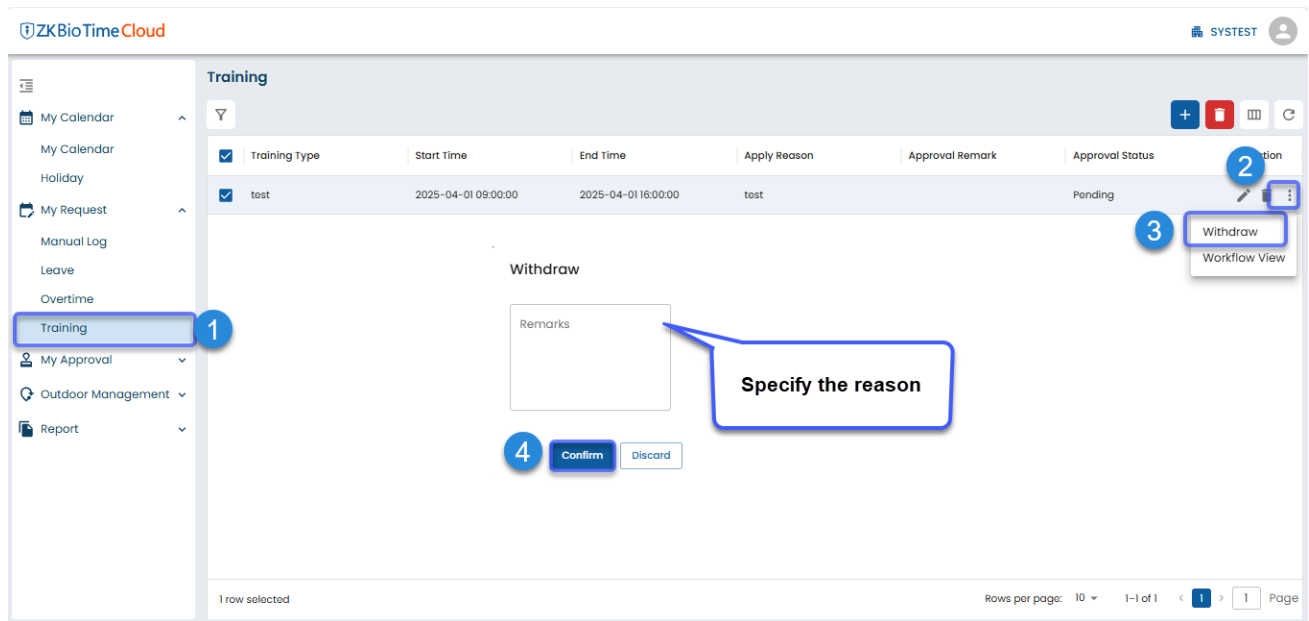
Workflow View

Click on the Workflow  icon to view the training employee information.



Withdraw

Click on the Withdraw  icon to withdraw the training request.

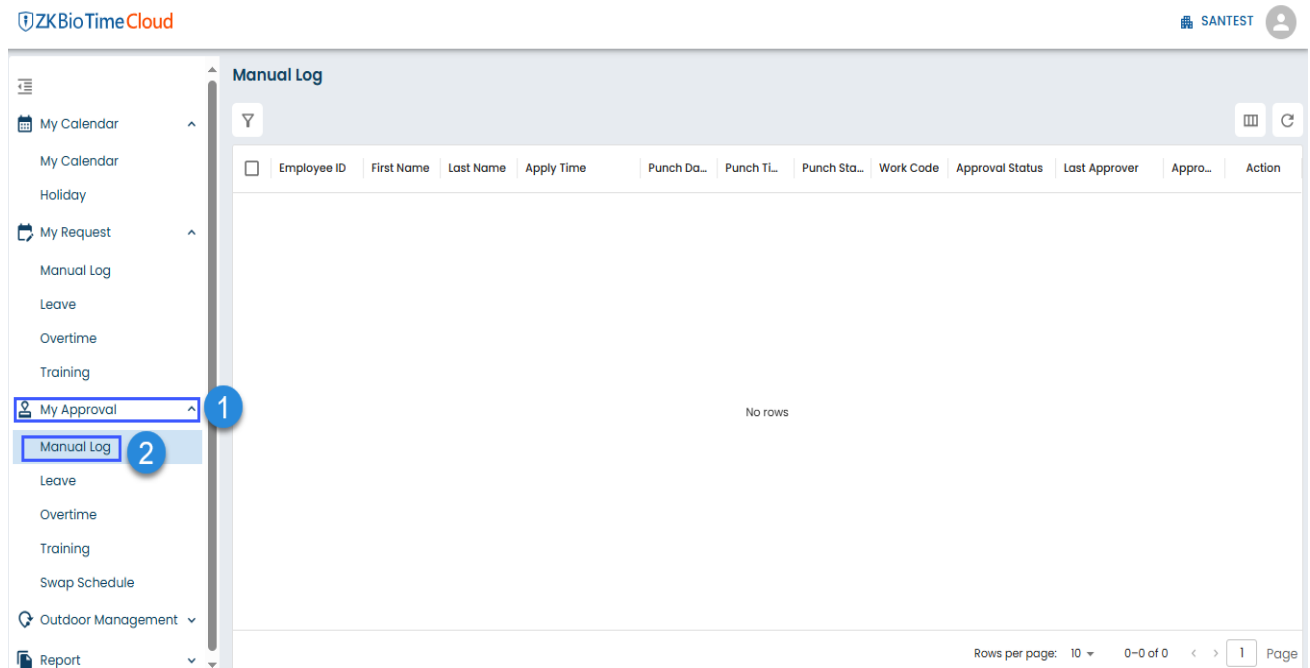


1.4 MY Approval

My Approval functionality includes Manual log approval, Leave approval, Overtime approval, Training approval, and Swap schedule. The employee can check the status of the approval by the corresponding approver.

1.4.1 Manual Log

You can check the approval status for a manual log if you have already applied or forgot to punch attendance for check-in, check-out, break-in, and break-out.



The following field parameters are described below:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the employee.

Punch Time: Displays the date and time of the requested manual log.

Punch State: Displays the punch state of the requested manual log.

Apply Time: It displays the applied time of the forget to punch attendance for check-in, check-out, break-in, and break-out.


Work Code: Displays the Work Code of the employee if applicable.

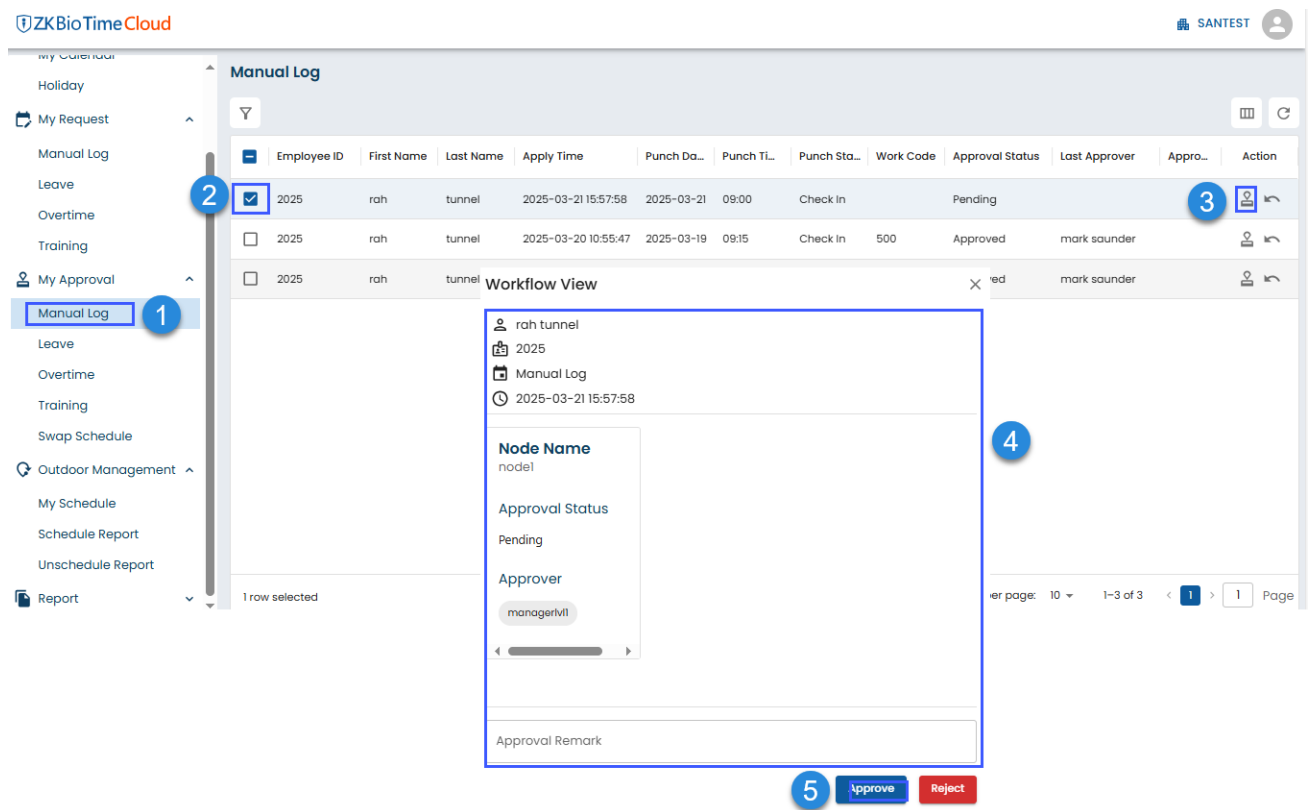
Last Approver: Displays the last approver name in manual log.

Approval Remark: Display the remark of the manual log.

Approval Status: Display the approval status of the manual log.

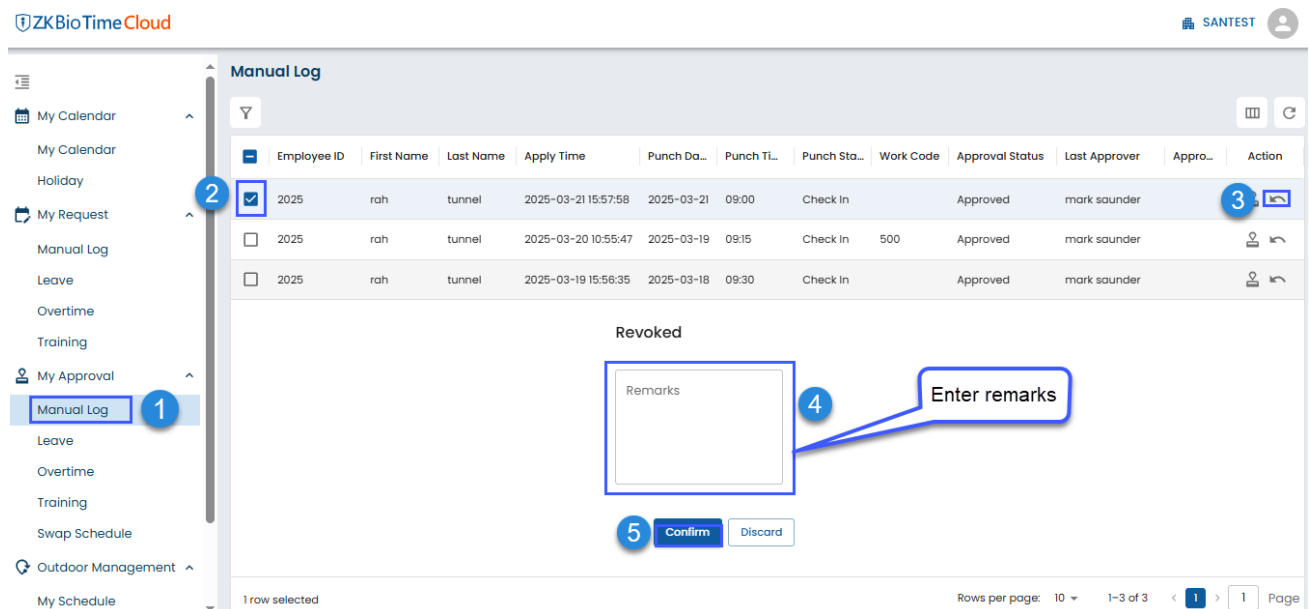
Workflow View

Click on the workflow  icon to view the manual log of employee information. The manager will then either approve or reject it.



Revoked

Click on the icon to revoke, then enter the remarks and click **Confirm**.



1.4.2 Leave

The leave approval page appears as shown below:

The following field parameters are described below:

Employee ID, First Name, Last Name: Displays the Employee ID, First Name and Last Name of the employee who applied for leave.

Category: Select the leave category.

Start Time: Displays the start time of the leave.

End Time: Displays the end time of the leave.

Apply Time: It displays the applied time of the leaves already taken by the employee.


Apply Reason: Displays the reason for applying for the leave.

Last Approver: Displays the last name of the approver.

Approval Status: Displays the approval status of the requested leave as Approved/Rejected/Pending.

Approval Remark: Display the remark of the applied leave.

Workflow View

Click on the workflow  icon to view the applied leave of employee information. The manager will then either approve or reject it.

Leave

Employee ID	First Name	Last Name	Apply Time	Apply Reason	Category	Start Time	End Time	Approval Status	Last Approver	Approval Remark	Action
2025	rah	tunnel	2025-03-21 16:25:05		Sick Leave	2025-03-27 09:30:00	2025-03-27 18:30:00	Pending			

Workflow View

rah tunnel
2025
Leave
2025-03-21 16:25:05

Node Name
Inode1

Approval Status
Pending

Approver
managervit

1 row selected

Rows per page: 10 1-1 of 1 < 1 1 Page

5 Approve Reject

Revoked

Click on the icon to revoke, then enter remarks and click confirm.

Leave

Employee ID	First Name	Last Name	Apply Time	Apply Reason	Category	Start Time	End Time	Approval Status	Last Approver	Approval Remark	Action
2025	rah	tunnel	2025-03-21 16:25:05		Sick Leave	2025-03-27 09:30:00	2025-03-27 18:30:00	Pending			

Revoked

Remarks

Enter remarks

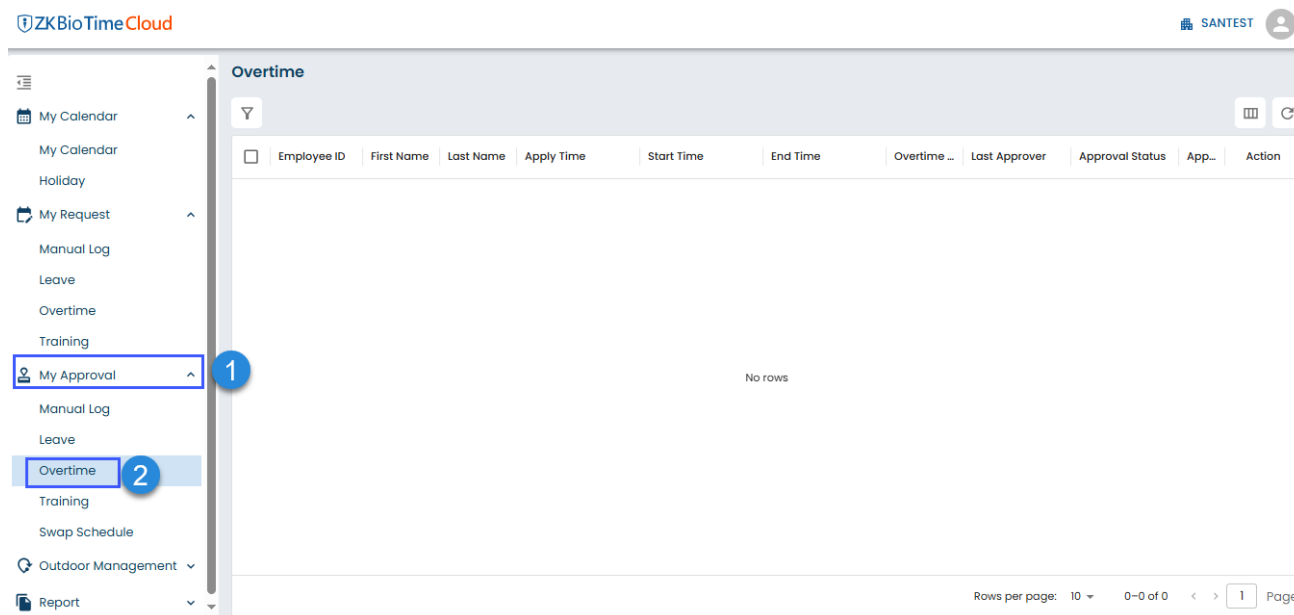
5 Confirm Discard

1 row selected

Rows per page: 10 1-1 of 1 < 1 1 Page

1.4.3 Overtime

You can check the approval for overtime through Employee login if you have worked additional hours apart from predefined hours.



The following field parameters are described below:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the applied Employee.

Applied Time: It displays the applied time of the leaves already taken by the employee.

Overtime Type: Displays the type of applied overtime.

Start Time: Displays the start date and time of the overtime.


End Time: Displays the end date and time of the overtime.

Last Approver: Displays the last name of the approver.

Approval Status: Displays the approval status of the requested overtime as Approved/Rejected/Pending.


Approval Remark: Display the remark of the applied overtime.

Workflow view

Click on the workflow  icon to view the overtime of employee’s information. The manager will then either approve or reject it.

The screenshot displays the 'Overtime' management interface. On the left, a navigation menu includes 'My Calendar', 'My Request', 'My Approval', and 'Report'. The 'Overtime' option is highlighted with a blue box and a circled '1'. The main area shows a table of overtime requests with columns for Employee ID, First Name, Last Name, Apply Time, Start Time, End Time, Overtime type, Last Approver, Approval Status, and Approval Remark. The first row is selected with a blue box and a circled '2'. An 'Action' column on the right contains a 'Revoke' icon, which is also highlighted with a blue box and a circled '3'. A 'Workflow View' modal is open, showing details for the selected request: Employee 'rah tunnel', Year '2025', Overtime type 'Normal OT', and Apply Time '2025-03-21 15:59:10'. The modal includes fields for 'Node Name' (onode1), 'Approval Status' (Pending), and 'Approver' (managervil). At the bottom of the modal, there are 'Approve' and 'Reject' buttons, with the 'Approve' button highlighted by a blue box and a circled '5'. A circled '4' is placed near the modal's close button.

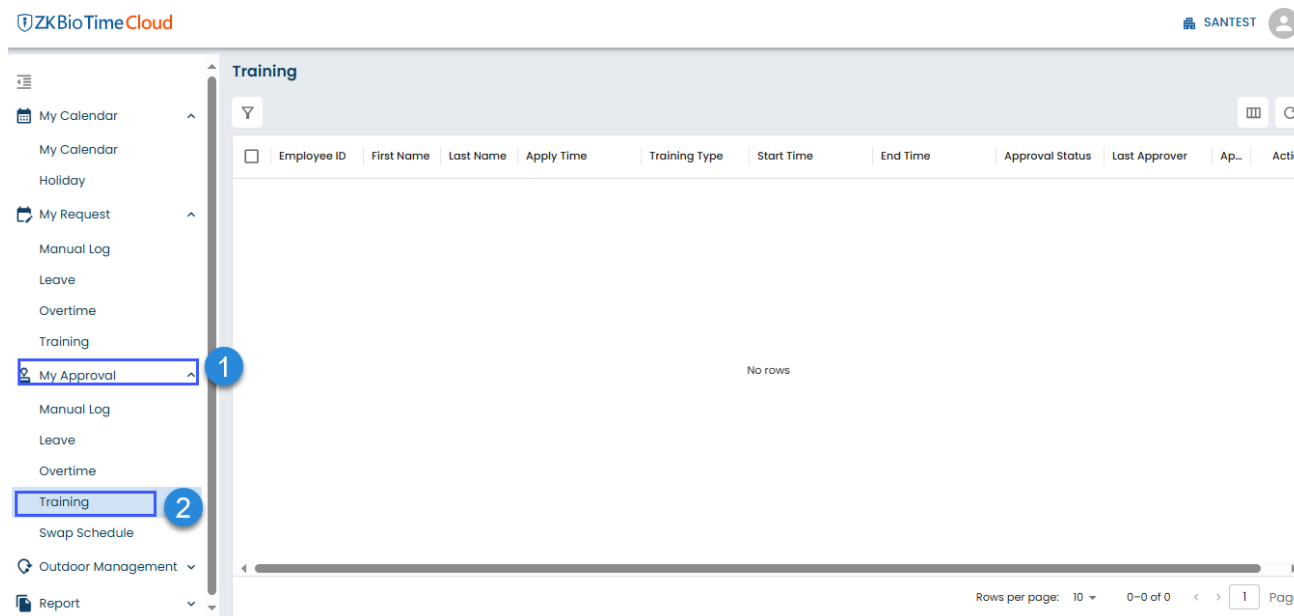
Revoked

Click on the  icon to revoke, then enter the remarks and click **Confirm**.

This screenshot shows the 'Revoked' dialog box. The background interface is the same as the previous screenshot, with the 'Overtime' option highlighted (1) and the 'Revoke' icon highlighted (3). The 'Revoked' dialog has a 'Remarks' text input field, which is highlighted with a blue box and a circled '4'. A callout bubble with the text 'Enter remarks' points to this field. At the bottom of the dialog, there are 'Confirm' and 'Discard' buttons, with the 'Confirm' button highlighted by a blue box and a circled '5'.

1.4.4 Training

You check the training information in any prescribed specialization within your company if you have already applied through the Employee Login.



The following field parameters are described below:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the employee.

Training Type: Displays the requested training type by the employee.

Apply Time: It displays the applied time of the training.

Start Time: Displays the starting time of the training.


End Time: Displays the ending time of the training.

Approval Status: Displays the approval status of the requested training as Approved/Rejected/Pending.

Last Approver: Displays the last name of the approver.

Approval Remark: Display the remark of the applied training.

Workflow View

Click on the Workflow  icon to view the training employee information and the manager will then either approve or reject it.

The screenshot shows the ZKBioTimeCloud interface. On the left is a navigation menu with 'Training' highlighted. The main area displays a table of training requests. A 'Workflow View' modal is open for a pending request. The modal contains the following information:

- Employee: rah tunnel
- Year: 2025
- Activity: Training
- Time: 2025-03-21 16:24:28
- Node Name: tnode1
- Approval Status: Pending
- Approver: managerwil

At the bottom of the modal are 'Approve' and 'Reject' buttons. A 'Revoke' icon is visible in the top right of the table row.

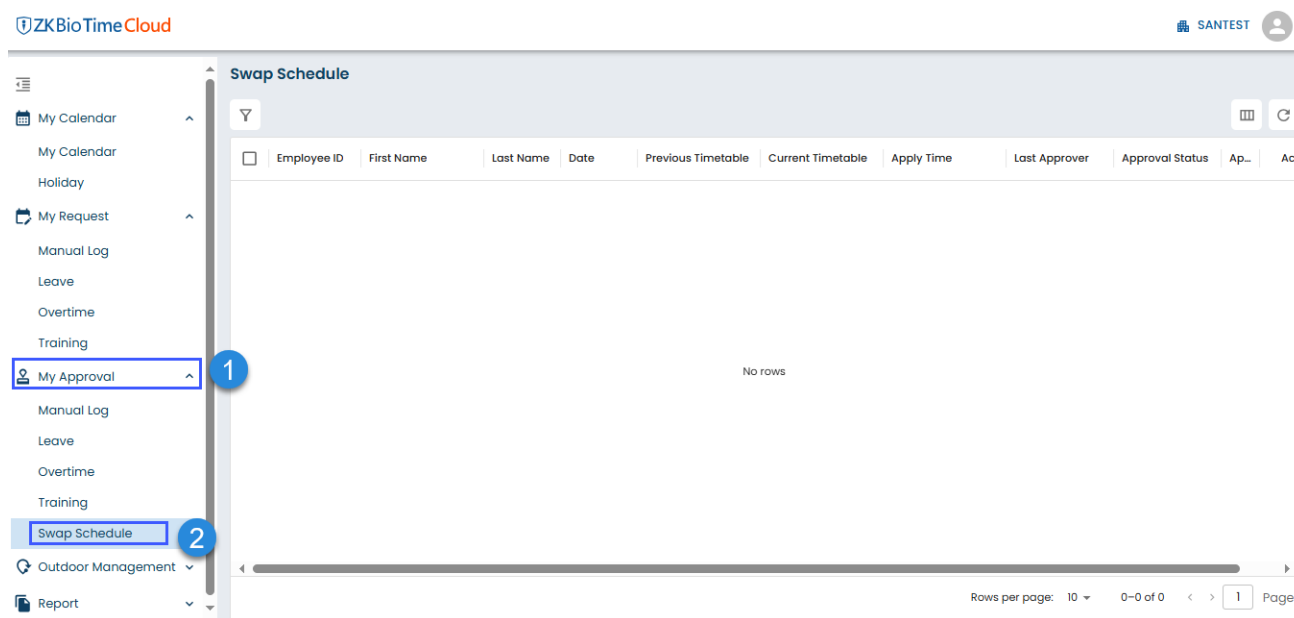
Revoked

Click on the icon to revoke, then enter remarks and click confirm.

The screenshot shows the ZKBioTimeCloud interface with the 'Training' menu item selected. The table now shows the training request as 'Rejected'. A 'Revoked' modal is open, featuring a text input field for 'Remarks' and 'Confirm' and 'Discard' buttons. A callout bubble points to the 'Remarks' field with the text 'Enter remarks'.

1.4.5 Swap Schedule

An employee can request a change in the schedule assigned to him through our Mobile App. When an employee submits a request to change the shift through Mobile App, the Administrator can approve the request through the Web application or Mobile App. The columns are described as shown below:



The following field parameters are described below:

Employee ID, First Name, Last Name: Displays the Employee ID, and Name of the employee who applied for schedule adjustment.

Date: Displays the date for which the employee requests for schedule adjustment.

Previous Timetable: Displays the previously scheduled timetable assigned to the employee.

Current Timetable: Displays the current timetables which the employee has requested to assign.


Apply Time: Displays the time at which the change schedule is requested.

Approval Status: Displays the approval state of the schedule.

Last Approver: Displays the last name of the approver.


Approval Remark: Display the remark of the swap schedule.

Workflow view

Click on the Workflow  icon to view the workflow of swap schedule information.

The screenshot shows the 'Swap Schedule' interface. On the left, a sidebar menu has 'Swap Schedule' highlighted with a blue box and a circled '1'. The main table lists two swap schedule entries. The first entry is selected with a blue box and a circled '2'. To its right, a circled '3' highlights the 'Action' column icon. A 'Workflow View' modal is open, showing details for the selected entry: 'rah tunnel', '2025', 'Swap Schedule', and '2025-03-21 15:44:46'. The 'Node Name' is 'snodel', 'Approval Status' is 'Approved', and the 'Approver' is '2025 mark'. A circled '4' is placed on the right side of the modal. At the bottom right of the table, there is a pagination control with a circled '1'.

Revoked

Click on the  icon to revoke, then enter remarks and click confirm.

The screenshot shows the 'Swap Schedule' interface with the 'Revoked' dialog box open. The dialog has a 'Remarks' text area with a circled '4' and a callout bubble that says 'Enter remarks'. Below the text area are 'Confirm' and 'Discard' buttons, with a circled '5' next to the 'Confirm' button. In the background, the table and sidebar are visible, with 'Swap Schedule' highlighted in the sidebar (circled '1') and the 'Action' icon in the table highlighted (circled '3').

The following field parameters are described below:

Name: Name of the employee.

Employee ID, First Name Last Name: Displays the Employee Id, and Name of the employee who applied for schedule adjustment.

Department Code: Displays the department code.

Department Name: Displays the name of the department.

Position Code: Displays the position code.

Position Name: Displays the position name.

Gender: Displays the gender of the individual.

Date: Displays the scheduled date.

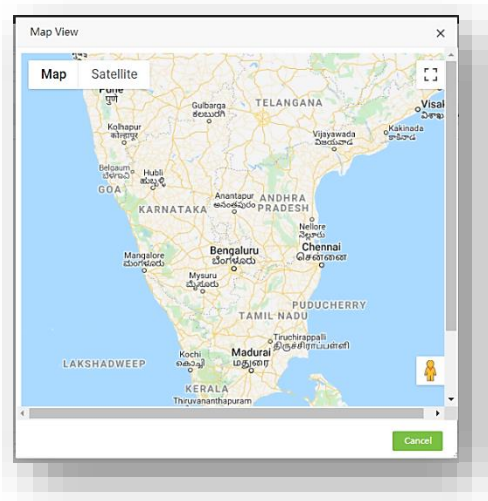
Schedule Name: Displays the name of the schedule which is assigned to the employee.

Company Name: Displays the company name of the schedule which is assigned to the employee.

Check in: Displays the starting date of the assigned schedule.

Check Out: Displays the ending date of the assigned schedule.

Map View: Displays the geographical location of the client place.



Check Out Latitude, Check In Latitude, Check In Longitude, Check Out Longitude: Displays the check-in and check-out latitude and longitude details.

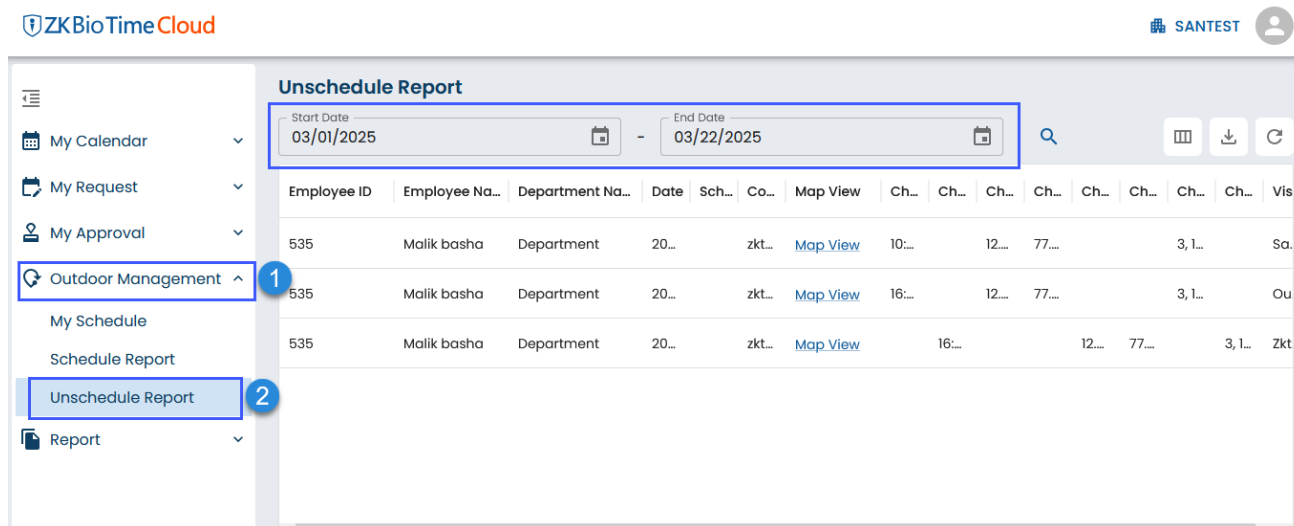
Visit Summary: Displays the visit summary.

Check In Address, Check Out address: Displays the check-in and check-out address.

1.5.3 Unscheduled Report

You can view your unscheduled report for visiting the client places by performing the following steps.

- Select **Outdoor Management** and click **Unscheduled Report**.
- The Unscheduled report will be displayed as shown below:



The following field parameters are described below:

Name: Name of the employee.

Employee ID, First Name, Last Name: Displays the Employee Id, and Name of the employee who applied for unscheduled adjustment.

Department Code: Displays the department code.

Department Name: Displays the name of the department.

Position Code: Displays the position code.

Position Name: Displays the position name.

Gender: Displays the gender of the individual.

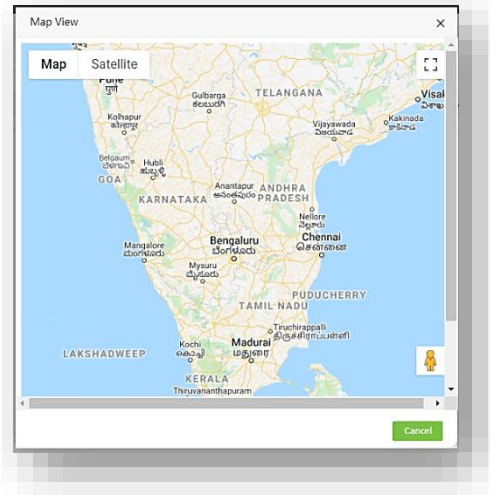
Date: Displays the date of the client visit of the employee scheduled.

Schedule Name: Displays the name of the created schedule.

Check In, Check Out: Displays the check in/out of scheduled employee to the company.

Company Name: Displays the company name of the schedule which is assigned to the employee.

Map View: Displays the geographical location of the client place.



Check Out Latitude, Check In Latitude, Check In Longitude, Check Out Longitude, Displays the check-in and check-out latitude and longitude details.

Visit Summary: Displays the visit summary.

Check In Address, Check Out address: Displays the check-in and check-out address.

1.6 Report

The following reports can be generated through Manager login.

Search Options

For all the reports, you can enter the start date and end date to view the reports in that particular date range.

1.6.1 Leave Detail Report

ZKBioTimeCloud SANTEST

- My Calendar
- My Request
- My Approval
- Outdoor Management
- Report**
- Leave Detail Report
- Transaction Report
- Scheduled Log
- Total Time Card

Leave Detail Report

Start Date 02/01/2025 - End Date 03/22/2025

Employee ID	Employee Na...	Department Na...	Leave AL...	Leave Ef...	Increme...	Total Le...	Leave AL...	Carry Fo...	Leave U...	Leave B...
535	Malik basha	Department	Yearly	2025-0...	2026-0...	25	4	0	3.0	22

The following field parameters are described below:

Employee Name: Name of the employee.

Employee ID, First Name, Last Name: Displays the Employee Id, and Name of the employee who applied for unscheduled adjustment.

Department Code: Displays the department code.

Department Name: Displays the name of the department.

Position Code: Displays the position code.

Position Name: Displays the position name.

Gender: Displays the gender of the individual.

Leave Allotment Type: Displays the leave allotment type (yearly/monthly).

Leave Effective From: Displays the date from which the leave is effective.

Increment Date: Displays the increment date.

Total Leave: Displays the total number of leaves.

Leave Allowed Per Month: It displays the allowed number of leaves that the employee can take in a month.

Carry Forward Limit: Displays the number of leaves that can be carried forward.

Leave Used: Displays the number of leaves used.

Leave Balance: Displays the remaining leave balance.

1.6.2 Transaction Report

The Transaction Report displays all the transactions of the employee within a given time period.

The screenshot shows the ZKBioTimeCloud interface. In the top left, there is a logo and the text 'ZKBioTimeCloud'. In the top right, there is a user profile icon labeled 'SANTEST'. On the left side, there is a navigation menu with several items: 'My Calendar', 'My Request', 'My Approval', 'Outdoor Management', 'Report', 'Leave Detail Report', 'Transaction Report', 'Scheduled Log', 'Total Time Card', 'Employee Summary', and 'Multiple'. The 'Report' item is highlighted with a blue box and a circled '1'. Below it, 'Transaction Report' is also highlighted with a blue box and a circled '2'. The main area of the interface is titled 'Transaction Reports' and contains a search bar with 'Start Date' (02/01/2025) and 'End Date' (03/22/2025). Below the search bar is a table with the following columns: Employee ID, Employee Name, Department Name, Punch Date, Punch Time, Punch State, and Data Source. The table contains several rows of data for employee Malik basha, with punch dates ranging from 02/01/2025 to 03/22/2025.

Employee ID	Employee Name	Department Name	Punch Date	Punch Time	Punch State	Data Source
535	Malik basha	Department	25.02.04	07:30:00	Check In	Manual Log
535	Malik basha	Department	25.02.04	22:00:00	Check Out	Manual Log
535	Malik basha	Department	25.02.10	09:00:00	Check In	Manual Log
535	Malik basha	Department	25.02.11	18:30:00	Check Out	Manual Log
535	Malik basha	Department	25.02.12	09:30:00	Check In	Manual Log
535	Malik basha	Department	25.02.20	13:00:00	Check Out	Manual Log
535	Malik basha	Department	25.03.01	09:00:00	Check In	Manual Log

The following field parameters are described below:

Employee ID: Displays the ID of the employee.

First Name and Last Name: Name of the employee.

Gender: Displays the gender of the individual.

Department Code: Displays the department code.

Department Name: Displays the name of the department.

Position Code: Displays the position code of the employee.

Position Name: Displays the position name.

Punch Date: Displays the punch date of the employee.

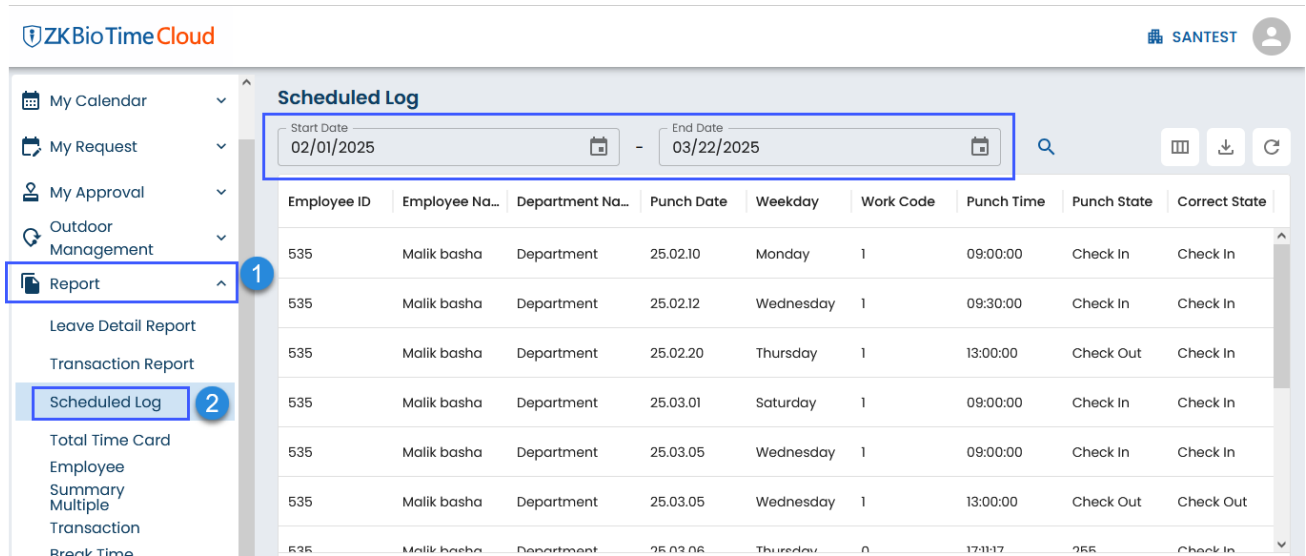
Punch Time: Displays the punch time of the employee.

Punch State: Displays the punch state of the transaction.

Data Sources: Displays the name of the device from which the data is obtained.

1.6.3 Scheduled Log

The Scheduled Log Report displays the report of the actual punch state made by the employee and the correct punch state.



The following field parameters are described below:

Employee ID: Displays the ID of the employee.

First Name, Last Name: Displays the name of the employee.

Department Code: Displays the code of the department.

Department Name: Displays the name of the department.

Work Code: Displays the employee work code.

Gender: Displays the gender of the individual.

Position Code: Displays the position code of the employee.

Position Name: Displays the name of the employee. Position.

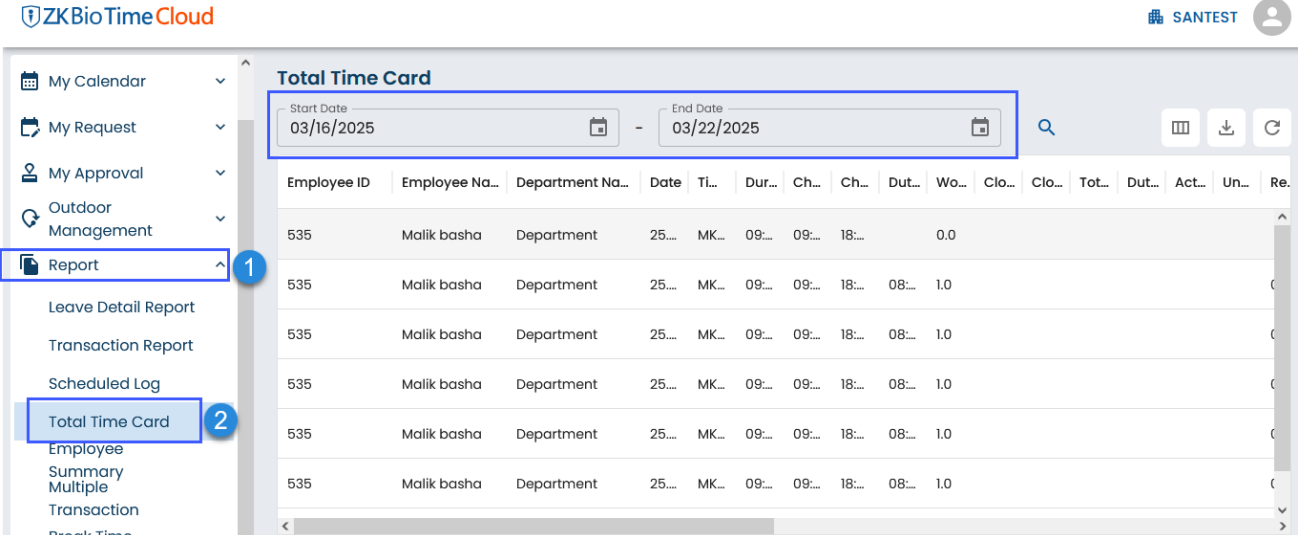
Punch Time: Displays the punch time of the employee.

Punch State: Displays the actual punch state of the employee.

Correct State: Displays the correct punch state.

1.6.4 Total Timecard

The Total Timecard displays the entire attendance and time details of the employee.



The screenshot shows the ZKBio Time Cloud interface. On the left is a sidebar menu with options: My Calendar, My Request, My Approval, Outdoor Management, Report (highlighted with a blue box and a '1' in a circle), Leave Detail Report, Transaction Report, Scheduled Log, Total Time Card (highlighted with a blue box and a '2' in a circle), Employee Summary Multiple, Transaction, and Break Time. The main content area is titled 'Total Time Card' and features a search bar with 'Start Date' (03/16/2025) and 'End Date' (03/22/2025). Below the search bar is a table with the following columns: Employee ID, Employee Name, Department Name, Date, Time, Duration, Check In, Check Out, and Total. The table contains six rows of data for Employee ID 535, all with the name 'Malik basha' and Department 'Department'. The dates are all 03/16/2025. The times and durations are consistent across all entries.

Employee ID	Employee Name	Department Name	Date	Time	Duration	Check In	Check Out	Total
535	Malik basha	Department	25...	MK...	09:...	09:...	18:...	0.0
535	Malik basha	Department	25...	MK...	09:...	09:...	18: 08:...	1.0
535	Malik basha	Department	25...	MK...	09:...	09:...	18: 08:...	1.0
535	Malik basha	Department	25...	MK...	09:...	09:...	18: 08:...	1.0
535	Malik basha	Department	25...	MK...	09:...	09:...	18: 08:...	1.0
535	Malik basha	Department	25...	MK...	09:...	09:...	18: 08:...	1.0

The following field parameters are described below:

Employee ID, First Name, Last Name: Displays the Employee ID and First Name and last name of the employee.

Department Name: Displays the Department name of the employee.

Gender: Displays the gender of the individual.

Department Code: Displays the code of the department.

Position Code/Position: Displays the position code and the position of the employee.

Date: Displays the date on which the total timecard is made.

Timetable: Displays the timetable of the employee.

Duration: Number of days of leave for the holiday

Check In, Check Out: Displays the check in/out of scheduled employee to the company.

Duty Duration: Displays the duty time of duration.

Workday: Displays the unit of working hours.

Clock In, Clock Out: Displays the actual clock-in/out time of the employee.

Total Time: Displays the total time worked.

Actual WT: Displays the Actual work time of the Employee.

Unschedule: Displays the Unschedule work time of the employee.

Remaining: Displays the remaining work time of the employee.

Actual Break Time: Displays the actual break time.

Late: Displays the late minutes.

Late / Break Time: Displays the late break time minutes.

Early Leave: Displays the early leave minutes.

Absent: Displays the absence of employees.

Absent / Break Time: Displays the breaktime absence of employees.

Total WT: Displays the total work time of the employee.

Leave: Displays the number of leaves of the employee.

Normal WT: Displays the Normal work time of the employee.

Break Time Duration: Displays the breaktime duration of the employee.

Normal OT: Displays the Normal OT hours worked by the employee.

Week off OT: Displays the Weekend OT hours worked by the employee.

Holiday OT: Displays the Holiday OT hours worked by the employee.

Attendance Status: Displays the attendance status of the employee.

1.6.5 Employee Summary

The Employee Summary displays exceptions, leaves, worked hours and OT hours worked by the employee.

The screenshot shows the ZKBioTimeCloud interface. On the left is a navigation sidebar with 'Report' selected, and a sub-menu where 'Employee Summary Multiple' is highlighted. The main content area is titled 'Employee Summary' and features a date range filter set to '03/16/2025' to '03/22/2025'. Below the filter is a table with the following data:

Employee ID	Employee Na...	Department Na...	Late	Earl...	Ab...	Act...	Nor...	We...	Hol...	Sick Leave	Casual Le...	Maternity ...	Co
535	Malik basha	Department				5							

At the bottom right of the table area, there are pagination controls: 'Rows per page: 20', '1-1 of 1', and 'Page 1'.

The following field parameters are described below:

Employee ID, First Name, Last Name: Displays the Employee ID and First Name and last name of the employee.

Department Name: Displays the Department Name of the employee.

Gender: Displays the gender of the individual.

Department Code: Displays the code of the department.

Position Code/Position Name: Displays the position code and the position name of the employee.

Late: Displays the late minutes.

Early Leave: Displays the early leave minutes.

Absent: Displays the absent minutes.

Actual Work: Displays the actual working minutes.

Normal OT: Displays the Normal OT hours worked by the employee.

Week off OT: Displays the Weekend OT hours worked by the employee.

Holiday OT: Displays the Holiday OT hours worked by the employee.

1.6.6 Multiple Transaction

The Multiple Transaction report displays the details of various transactions made by the employee.

The screenshot shows the ZKBioTimeCloud interface for the Multiple Transaction report. The sidebar menu on the left has 'Report' selected, with a sub-menu showing 'Multiple Transaction' highlighted. The main content area displays a table with the following data:

Employee ID	Employee Na...	Department Na...	Punch Da...	Timetable	Summary...	Clock In	Clock Out	Summary...	Total WT
535	Malik basha	Department	25.02.10	MK Flexibl...	08:00	09:00:00			
535	Malik basha	Department	25.02.12	MK Flexibl...	08:00	09:30:00			
535	Malik basha	Department	25.02.20	MK Flexibl...	08:00	13:00:00			
535	Malik basha	Department	25.03.01	MK Flexibl...	08:00	09:00:00			
535	Malik basha	Department	25.03.05	MK Flexibl...	08:00	09:00:00	13:00:00	04:00	04:00
535	Malik basha	Department	25.03.06	MK Flexibl...	08:00	17:11:17			
535	Malik basha	Department	25.03.07	MK Flexibl...	08:00	09:37:30	14:27:16	04:50	04:50

The interface also includes a date range filter (Start Date: 02/01/2025, End Date: 03/22/2025) and a pagination control at the bottom right showing 'Rows per page: 20' and '1-10 of 10'.

The following field parameters are described below:

Employee ID, First Name, Last Name: Displays the Employee ID and First Name and last name of the employee.

Gender: Displays the gender of the individual.

Punch Date: Displays the punch date of the employee.

Department Name: Displays the Department name of the employee.

Department Code: Displays the code of the department.

Position Code/Position: Displays the position code and the position of the employee.

Summary Time: Total leave allotted to the employee.

Clock In: Displays the actual clock-in time of the employee.

Clock Out: Displays the actual clock-out time of the employee.

Timetable: Displays the timetable of the employee.

Total WT: Displays the total work time of the employee.

1.6.7 Break Time

The Break Time displays the outline of break time, break In time, break Out-time and the total break time utilized by the employee.

The following field parameters are described below:

Employee ID, First Name: Displays the Employee ID and First Name of the employee.

Last Name: Displays the last Name.

Department Name: Displays the Department name of the employee.

Department Code: Displays the code of the department.

Gender: Displays the gender of the individual

Position Code/Position: Displays the position code and the position of the employee.

Summary Time: Displays the summary time of the allotted break.

Schedule Date: Displays the work schedule date of the employee.

Break Out: Displays the time at which the employee went out for break.

Break In: Displays the time at which the employee returns after break.

Total Time: Displays the total break time.

Timetable: Displays the timetable of the employee.

1.6.8 Timecard

The Timecard displays the report for number of attendance punch made by the employee.

Time Card

Start Date: 02/01/2025 - End Date: 03/22/2025

Employee ID	Employee Name	Department Name	Punch Date	No. of Punch(s)	Punch Time
535	Malik basha	Department	25.02.04	2	07:30:00,22:00:00
535	Malik basha	Department	25.02.10	1	09:00:00
535	Malik basha	Department	25.02.11	1	18:30:00
535	Malik basha	Department	25.02.12	1	09:30:00
535	Malik basha	Department	25.02.20	1	13:00:00
535	Malik basha	Department	25.03.01	2	09:00:00,22:00:00
535	Malik basha	Department	25.03.05	2	09:00:00,13:00:00

Rows per page: 20 | 1-12 of 12 | Page 1

The following field parameters are described below:

Employee ID, First Name: Displays the Employee ID and First Name.

Last Name: Displays the last Name.

Department Code: Displays the department code.

Department Name: Displays the name of the department.

Gender: Displays the gender of the individual

Position Code/Position: Displays the position code and the position of the employee.

No. of Punch(s): Displays the number of attendance punches made by the employee on the particular day.

Punch Date: Displays the punch date of the employee.

Punch Time: Displays the punch time of the employee.

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