

User Manual

ZkBio Time Cloud_1.0 Employee

Date: April 2026

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

Copyright © 2026 ZKTECO CO., LTD. All rights reserved.

Without the prior written consent of ZKTeco, no portion of this manual can be copied or forwarded in any way or form. All parts of this manual belong to ZKTeco and its subsidiaries (hereinafter the "Company" or "ZKTeco").

Trademark

ZKTeco is a registered trademark of ZKTeco. Other trademarks involved in this manual are owned by their respective owners.

Disclaimer

This manual contains information on the operation and maintenance of the ZKTeco equipment. The copyright in all the documents, drawings, etc. in relation to the ZKTeco supplied equipment vests in and is the property of ZKTeco. The contents hereof should not be used or shared by the receiver with any third party without express written permission of ZKTeco.

The contents of this manual must be read as a whole before starting the operation and maintenance of the equipment supplied. If any of the content(s) of the manual seems unclear or incomplete, please contact ZKTeco before starting the operation and maintenance of the said equipment.

It is an essential pre-requisite for satisfactory operation and maintenance that the operating and maintenance personnel are fully familiar with the design and that the said personnel have received thorough training in operating and maintaining the machine/unit/equipment. It is essential for the safe operation of the machine/unit/equipment that personnel have read, understood and followed the safety instructions contained in the manual.

In case of any conflict between terms and conditions of this manual and the contract specifications, drawings, instruction sheets or any other contract-related documents, the contract conditions/documents shall prevail. The contract specific conditions/documents shall apply as a priority.

ZKTeco offers no warranty, guarantee or representation regarding the completeness of any information contained in this manual or any of the amendments made thereto. ZKTeco does not extend the warranty of any kind, including, without limitation, any warranty for design, merchantability or fitness for a particular purpose.

ZKTeco does not assume responsibility for any errors or omissions in the information or documents which are referenced by or linked to this manual. The entire risk as to the results and performance obtained from using the information is assumed by the user.

ZKTeco in no event shall be liable to the user or any third party for any incidental, consequential, indirect, special, or exemplary damages, including, without limitation, loss of business, loss of profits, business interruption, loss of business information or any pecuniary loss, arising out of, in connection with, or relating to the use of the information contained in or referenced by this manual, even if ZKTeco has been advised of the possibility of such damages.

This manual and the information contained therein may include technical, other inaccuracies or typographical errors. ZKTeco periodically changes the information herein which will be incorporated into new additions/amendments to the manual. ZKTeco reserves the right to add, delete, amend or modify the information contained in the manual from time to time in the form of circulars, letters, notes, etc. for better operation and safety of the machine/unit/equipment. The said additions or amendments are meant for improvement /better operations of the machine/unit/equipment and such amendments shall not give any right to claim any

compensation or damages under any circumstances.

ZKTeco shall in no way be responsible (i) in case the machine/unit/equipment malfunctions due to any non-compliance of the instructions contained in this manual (ii) in case of operation of the machine/unit/equipment beyond the rate limits (iii) in case of operation of the machine and equipment in conditions different from the prescribed conditions of the manual.

The product will be updated from time to time without prior notice. The latest operation procedures and relevant documents are available on <http://www.zkteco.in>.

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

ZKTeco Biometrics India Pvt Ltd.

Address B-1, Khata no. 31, Devasandra Industrial Estate, BBMP K R Puram,
Whitefield Main Road, Mahadevapura, Bengaluru - 560048.

Phone 080 6828 1342

For business-related queries, please write to us at sales@zkteco.in.

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

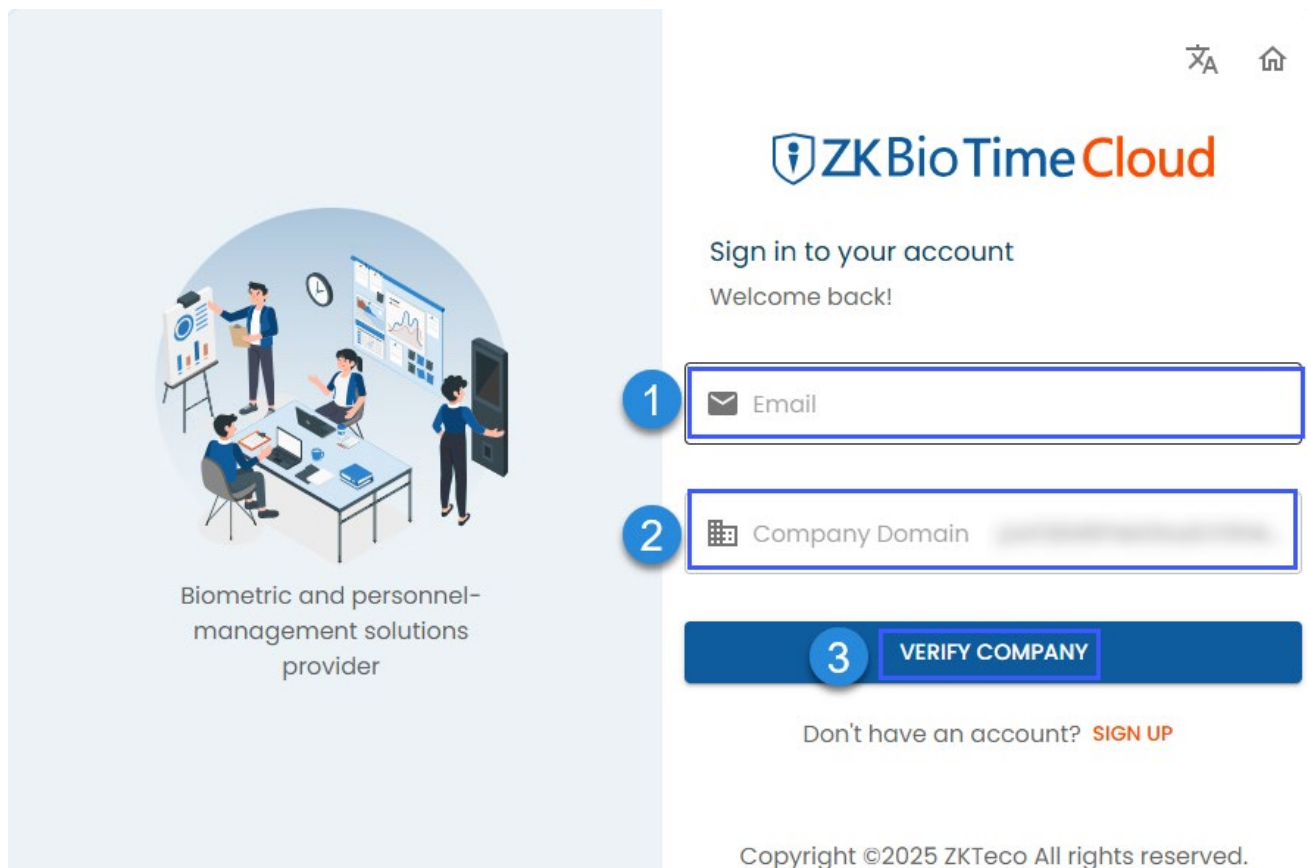
1.6.8	Timecard.....	49
-------	---------------	----

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**



The image shows the ZKBioTimeCloud login interface. On the left, there is a circular illustration of three people in an office setting, with the text "Biometric and personnel-management solutions provider" below it. On the right, the login form is displayed. At the top right of the form area are icons for language (A) and home. The ZKBioTimeCloud logo is centered at the top. Below the logo, the text "Sign in to your account" and "Welcome back!" are shown. The login form consists of three numbered steps: 1. A text input field for "Email" with an envelope icon. 2. A text input field for "Company Domain" with a building icon. 3. A blue button labeled "VERIFY COMPANY". Below the button, there is a link "Don't have an account? SIGN UP". At the bottom, the copyright notice "Copyright ©2025 ZKTeco All rights reserved." is displayed.

Biometric and personnel-management solutions provider

Sign in to your account
Welcome back!

1 Email

2 Company Domain

3 **VERIFY COMPANY**

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

Copyright ©2025 ZKTeco All rights reserved.



Biometric and personnel-management solutions provider





Sign in to your account
Welcome back!

 yuri.wu@zkteco.com

 demo .yuri.biotimecloud.mine...

 Password 

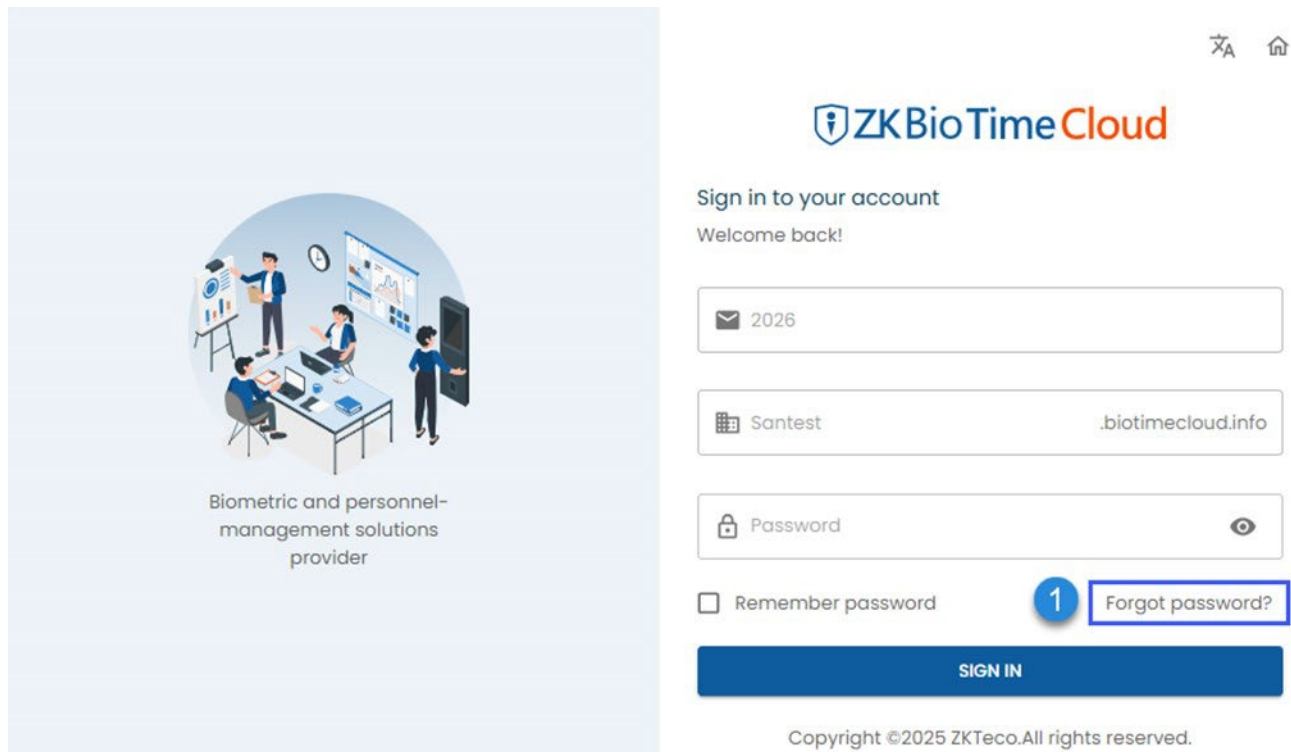
☐ Remember password [Forgot password?](#)

 **SIGN IN**

Copyright ©2025 ZKTeco All rights reserved.

Change Password

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



The login page features a light blue background on the left with an illustration of three people in a meeting. The text 'Biometric and personnel-management solutions provider' is centered below the illustration. On the right, the ZKBio Time Cloud logo is at the top, followed by the text 'Sign in to your account' and 'Welcome back!'. Below this are three input fields: an email field containing '2026', a company field containing 'Santest' and '.biotimecloud.info', and a password field. A 'Remember password' checkbox is present, and a 'Forgot password?' link is highlighted with a blue circle containing the number '1'. A blue 'SIGN IN' button is at the bottom of the form. A copyright notice 'Copyright ©2025 ZKTeco.All rights reserved.' is at the very bottom.

Biometric and personnel-management solutions provider

ZKBio Time Cloud

Sign in to your account
Welcome back!

2026

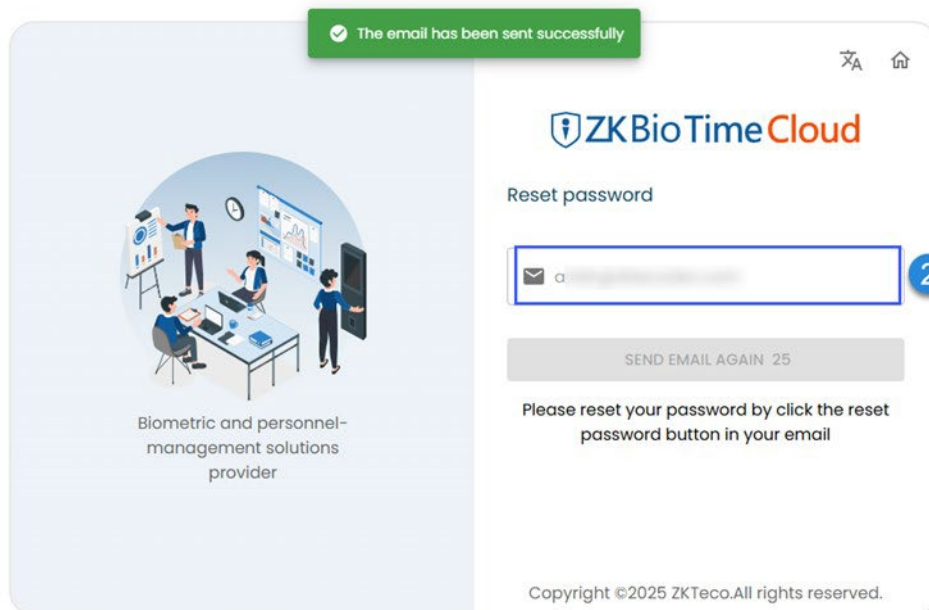
Santest .biotimecloud.info

Password

☐ Remember password **1** [Forgot password?](#)

SIGN IN

Copyright ©2025 ZKTeco.All rights reserved.



The reset password page has a green notification banner at the top stating 'The email has been sent successfully'. The left side is identical to the login page. The right side features the ZKBio Time Cloud logo, the text 'Reset password', and an email input field highlighted with a blue circle containing the number '2'. Below the input field is a grey button labeled 'SEND EMAIL AGAIN 25'. A message instructs the user to 'Please reset your password by click the reset password button in your email'. The copyright notice 'Copyright ©2025 ZKTeco.All rights reserved.' is at the bottom.

The email has been sent successfully

ZKBio Time Cloud

Reset password

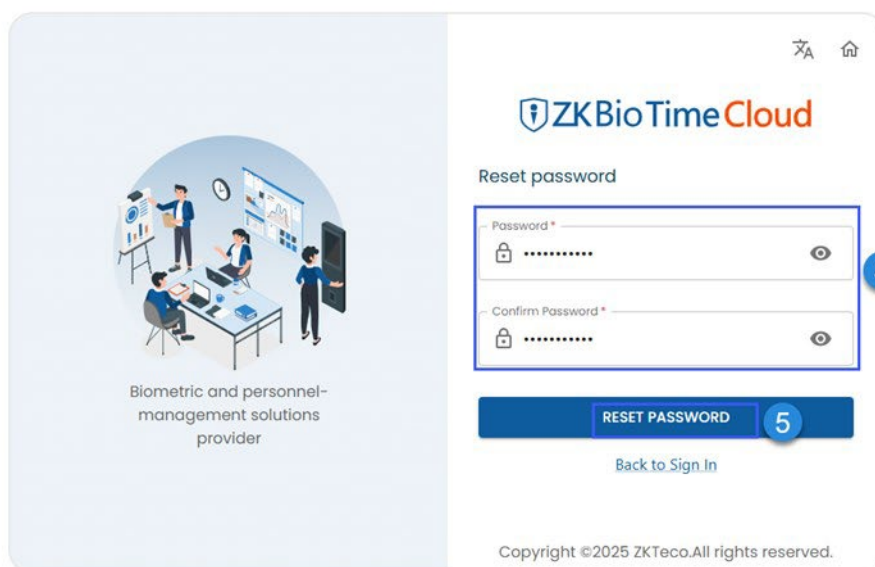
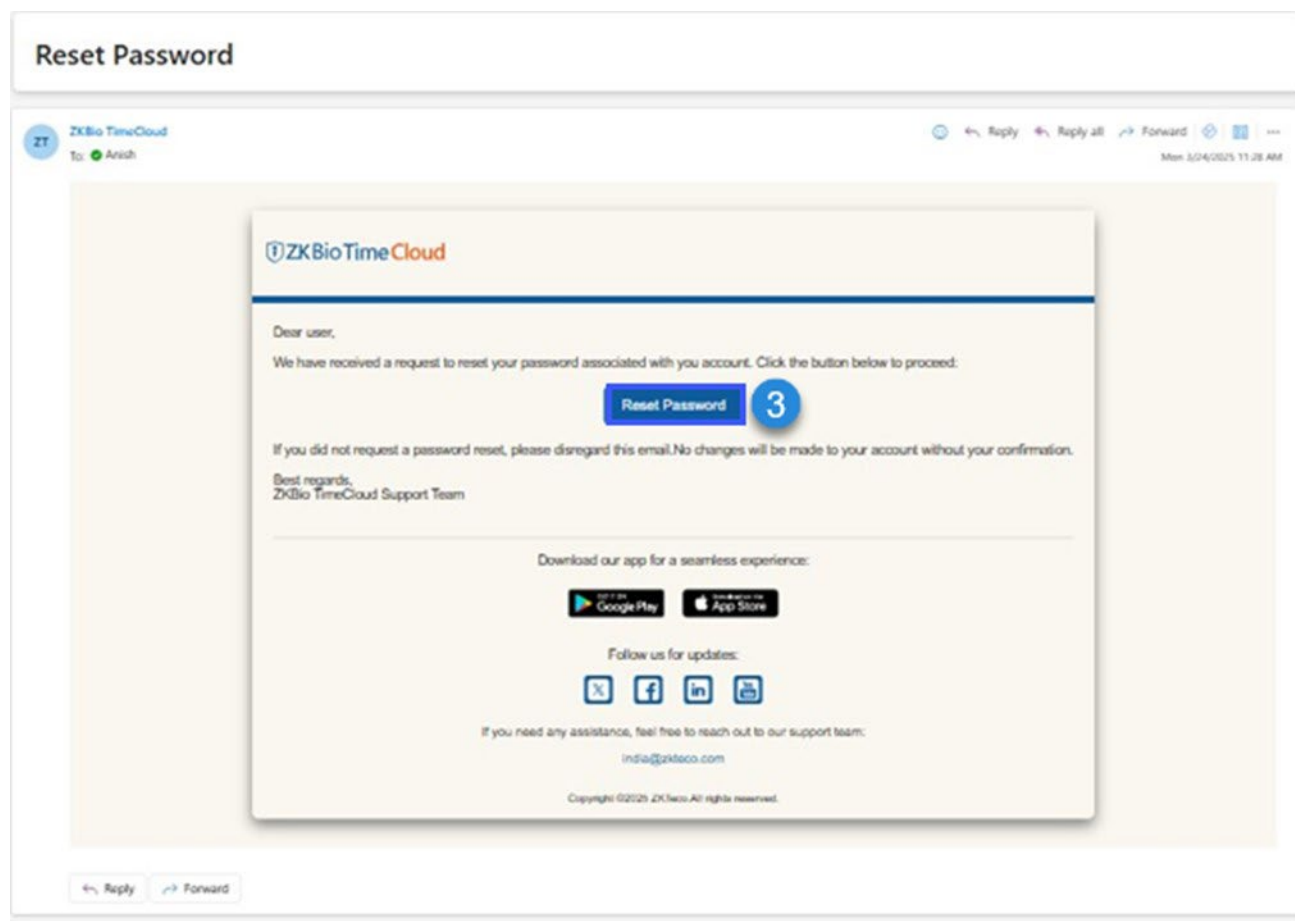
α

SEND EMAIL AGAIN 25

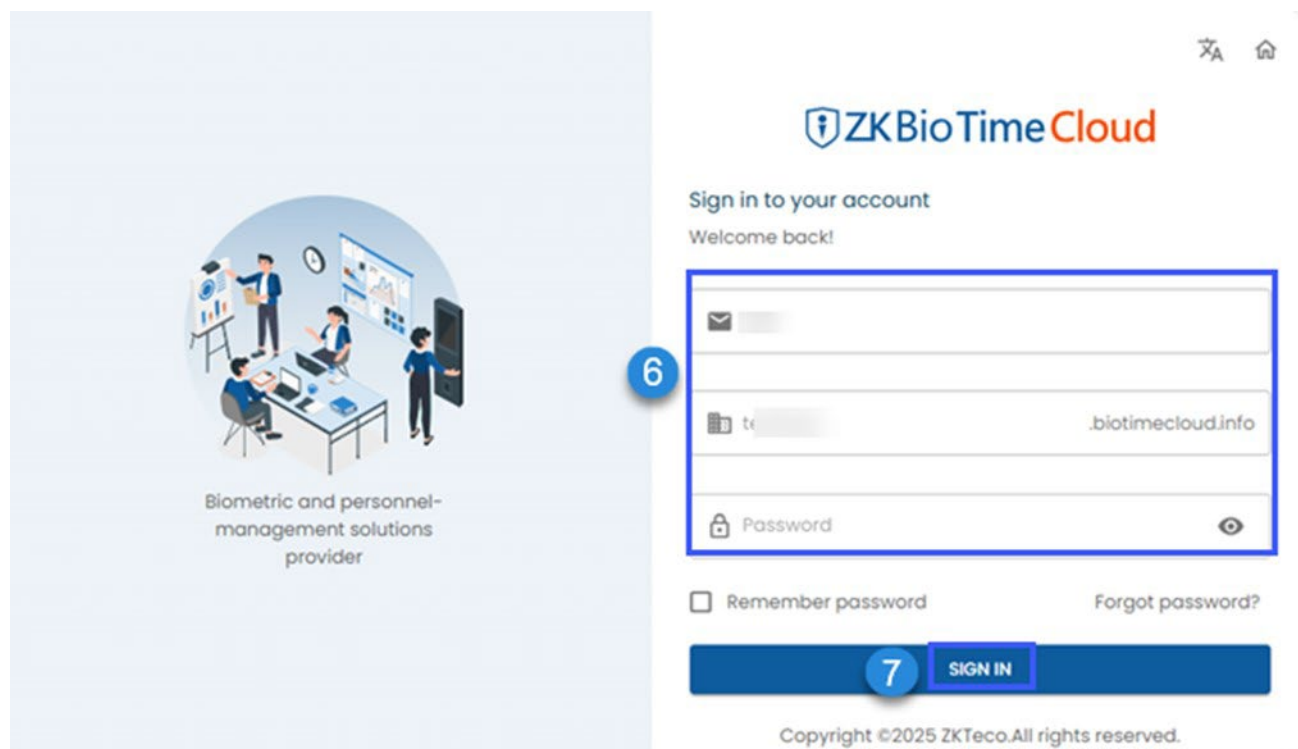
Please reset your password by click the reset password button in your email

Copyright ©2025 ZKTeco.All rights reserved.

- 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.

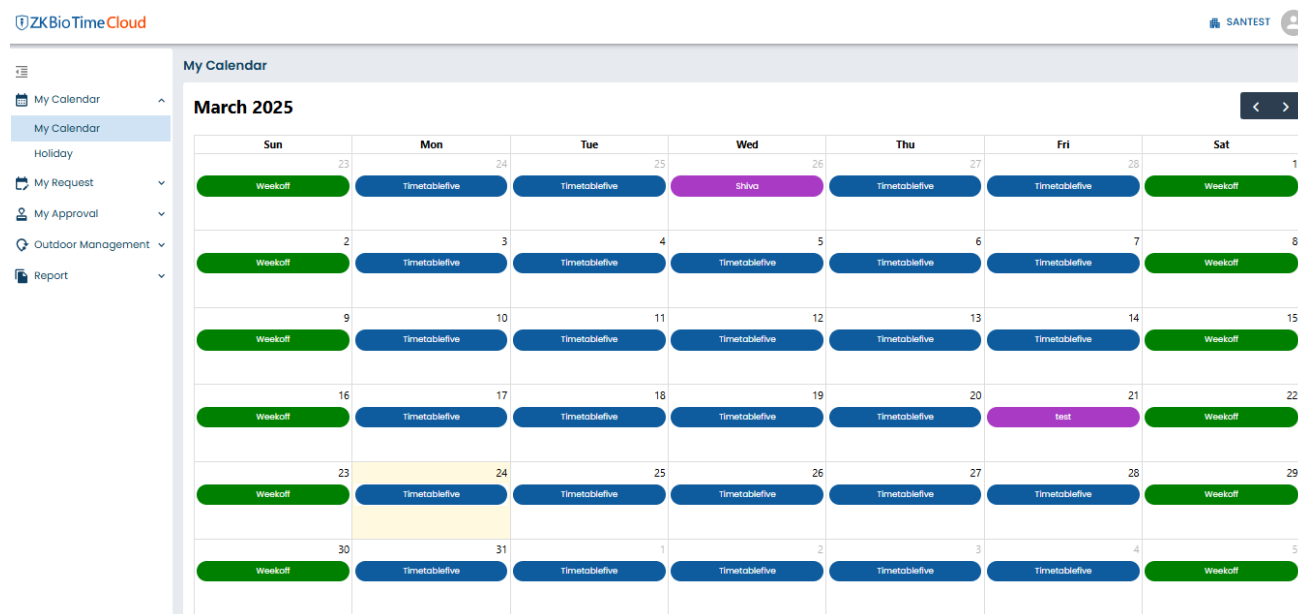


- After resetting the password, the employee can use it to sign in.



Homepage

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



1.1.1.1 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**.

The screenshot displays the 'Total Time Card' interface. The sidebar on the left contains a menu with 'Total Time Card' highlighted (1). The main area shows a table of employee time cards. In the top right corner, an 'Export' icon is circled (2). A dropdown menu for export formats is shown (3), with options: CSV Export, Excel Export, PDF Export, and TXT Export. A 'PDF Export' modal window is open (4), showing configuration options for Export Type (PDF), Export Scope (Current Page), Page Size (Default), Orientation (Default), Export Style (Default), Page Wise (No), and Export Encryption (Default). The 'Confirm' button is circled (5).

1.2 My Calendar

1.2.1 My Calendar

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

The screenshot displays the 'My Calendar' interface for March 2025. The sidebar on the left contains a menu with 'My Calendar' highlighted (1). The main area shows a calendar grid with days of the week and dates. The calendar shows 'Weekoff' days (Sun, Tue, Thu, Sat) and 'MK Flexible' days (Mon, Wed, Fri). A holiday is marked on Friday, March 13th (Holi33). The 'My Calendar' link is also highlighted in the top left of the calendar view (2).

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 screenshot displays the ZKBioTimeCloud interface for managing holidays. On the left, a sidebar lists navigation options: My Calendar, My Request, Manual Log, Leave, Overtime, Training, My Approval, Manual Log, Leave, Overtime, Training, Swap Schedule, Outdoor Management, and My Schedule. The 'Holiday' option is selected. The main content area is titled 'Holiday' and features a search bar with 'Start Date' (03/16/2025) and 'End Date' (03/22/2025) fields, a search icon, and a table of holiday entries. The table has columns for Name, Start Date, Duration, Location, and Working on Holiday Calculate as. A single entry 'Holi33' is shown with a start date of '2025-03-14' and a duration of '1'. The bottom of the interface shows pagination controls: 'Rows per page: 10', '1-1 of 1', and 'Page 1'.

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.

ZKBio Time Cloud SANTEST

- My Calendar
- My Calendar
- Holiday
- My Request**
- Manual Log**
- Leave
- Overtime
- Training
- My Approval
- Manual Log
- Leave
- Overtime

Manual Log

☐	Punch Date	Punch Time	Punch State	Work Code	Apply Reason	Approval Stat...	Approval Re...	Action
☐	2025-03-12	18:00	Check Out	1		Pending		
☐	2025-03-12	09:00	Check In	1		Pending		
☐	2025-02-11	18:30	Check Out	1		Revoked		
☐	2025-01-11	09:00	Check In	1		Pending		
☐	2025-02-12	09:30	Check In	1		Approved	Approved	
☐	2025-02-12	09:30	Check In			Rejected	Tested	
☐	2025-03-03	09:50	Check In			Pending		

Rows per page: 10 1-10 of 30 < 1 2 3 > 1 Page

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.

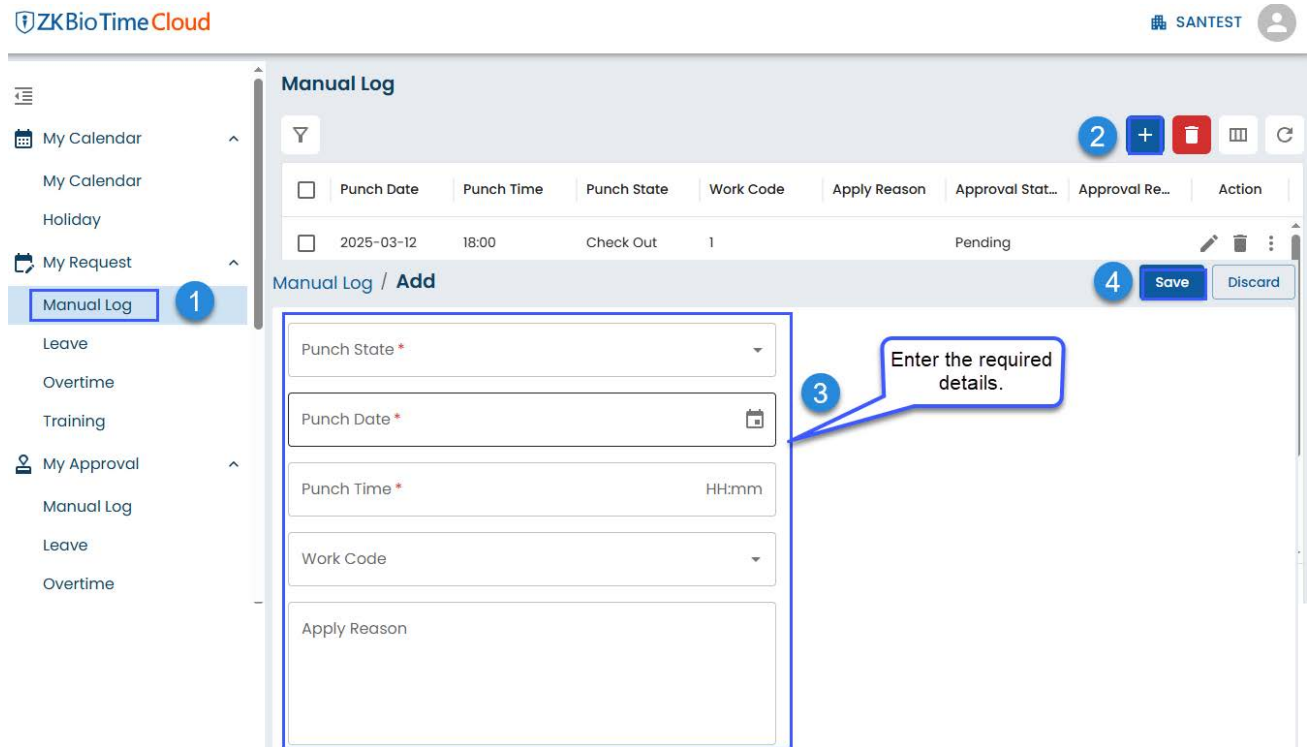
Approval State: Displays the approval state of the manual log as Approved/Rejected/Pending.

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.

The screenshot displays the 'Manual Log' interface. On the left, a sidebar contains navigation links: 'My Calendar', 'My Request', 'Manual Log' (highlighted with a blue box and a circled '1'), 'Leave', 'Overtime', 'Training', 'My Approval', and 'Manual Log', 'Leave', 'Overtime'. The main area shows a table of manual logs. The first row is selected with a checkbox (circled '2'). The table columns are: 'Punch Date', 'Punch Time', 'Punch State', 'Work Code', 'Apply Reason', 'Approval Stat...', 'Approval Re...', and 'Action'. The first row has values: '25-03-12', '18:00', 'Check Out', '1', 'Pending', and icons for edit (pencil), delete (trash), and details (three dots). A circled '3' is next to the edit icon. Below the table, an 'Edit' form is shown with fields for 'Punch State' (set to 'Check Out'), 'Punch Date' (set to '2025-03-12'), 'Punch Time' (set to '18:00'), 'Work Code' (set to '1'), and 'Apply Reason'. A circled '4' is next to the 'Punch State' field. A callout box points to the form with the text 'Enter the required details'. At the bottom right of the form, there are 'Save' and 'Discard' buttons, with a circled '5' next to the 'Save' button.

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.

The screenshot displays the 'Manual Log' interface. On the left, a sidebar contains navigation links: 'My Calendar', 'My Request', 'Manual Log' (highlighted with a blue box and a circled '1'), 'Leave', 'Overtime', 'Training', 'My Approval', and 'Manual Log', 'Leave', 'Overtime'. The main area shows a table of manual logs. The first row is selected with a checkbox (circled '2'). The table columns are: 'Punch Date', 'Punch Time', 'Punch State', 'Work Code', 'Apply Reason', 'Approval Stat...', 'Approval Re...', and 'Action'. The first row has values: '2025-03-12', '18:00', 'Check Out', '1', 'Pending', and icons for edit (pencil), delete (trash), and details (three dots). A circled '3' is next to the delete icon. Below the table, a 'Delete' dialog is shown with the text 'Are you sure to delete this record?'. A circled '4' is next to the 'Confirm' button. At the bottom right of the dialog, there are 'Confirm' and 'Discard' buttons. The bottom of the page shows '1 row selected' and 'Rows per page: 10'.

Withdraw

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

The screenshot shows the ZKBio Time Cloud interface. On the left, a sidebar menu has 'Manual Log' highlighted with a blue box and a circled '1'. The main area displays a 'Manual Log' table with columns: Punch Date, Punch Time, Punch State, Work Code, Apply Reason, Approval Stat..., Approval Re..., and Action. The first row is selected with a checkbox and a circled '2'. The 'Action' column for this row has a dropdown menu with 'Withdraw' and 'Workflow View' options, with 'Withdraw' highlighted by a circled '4'. A modal titled 'Withdraw' is open, showing a 'Remarks' text area with a circled '5' and a callout bubble saying 'Enter the remarks'. At the bottom of the modal are 'Confirm' and 'Discard' buttons, with 'Confirm' highlighted by a circled '6'. The table also shows other rows with various punch states and approval statuses.

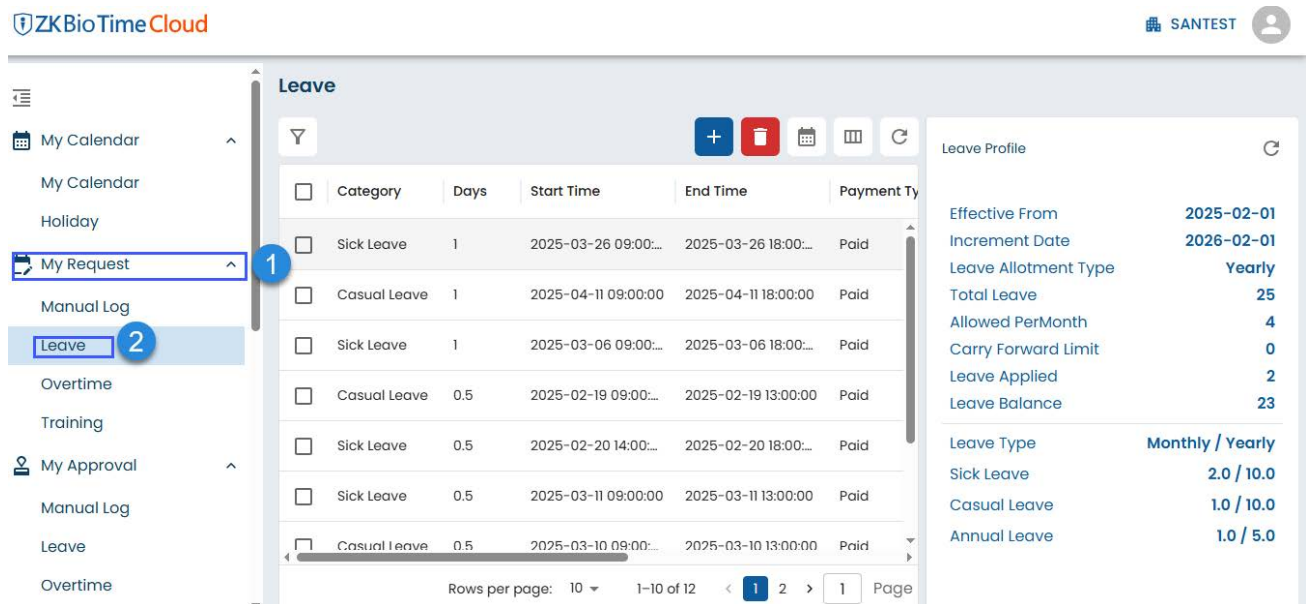
Workflow View

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.

The screenshot shows the ZKBio Time Cloud interface. On the left, a sidebar menu has 'Manual Log' highlighted with a blue box and a circled '1'. The main area displays a 'Manual Log' table with columns: Punch Date, Punch Time, Punch State, Work Code, Apply Reason, Approval Stat..., Approval Re..., and Action. The first row is selected with a checkbox and a circled '2'. The 'Action' column for this row has a dropdown menu with 'Withdraw' and 'Workflow View' options, with 'Workflow View' highlighted by a circled '4'. A modal titled 'Workflow View' is open, showing employee information: Malik basha, ID 535, Manual Log, and a timestamp 2025-03-13 00:10:30. Below this information is a large empty box with the text 'No data found'. At the bottom of the modal are 'Confirm' and 'Discard' buttons, with 'Confirm' highlighted by a circled '5'. The table also shows other rows with various punch states and approval statuses.

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.

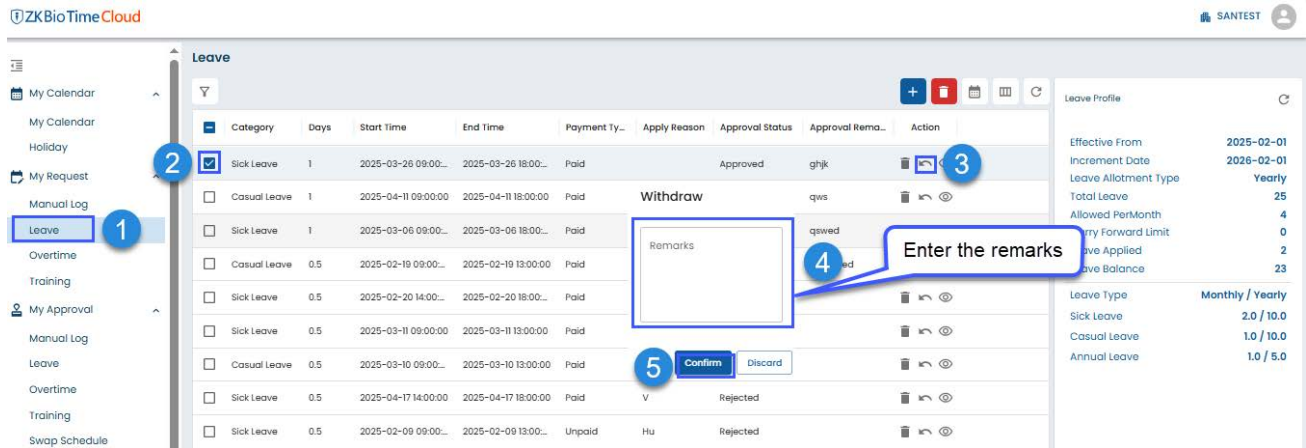
Apply Reason: Enter the reason for applying leave.

Delete

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

Withdraw the Records

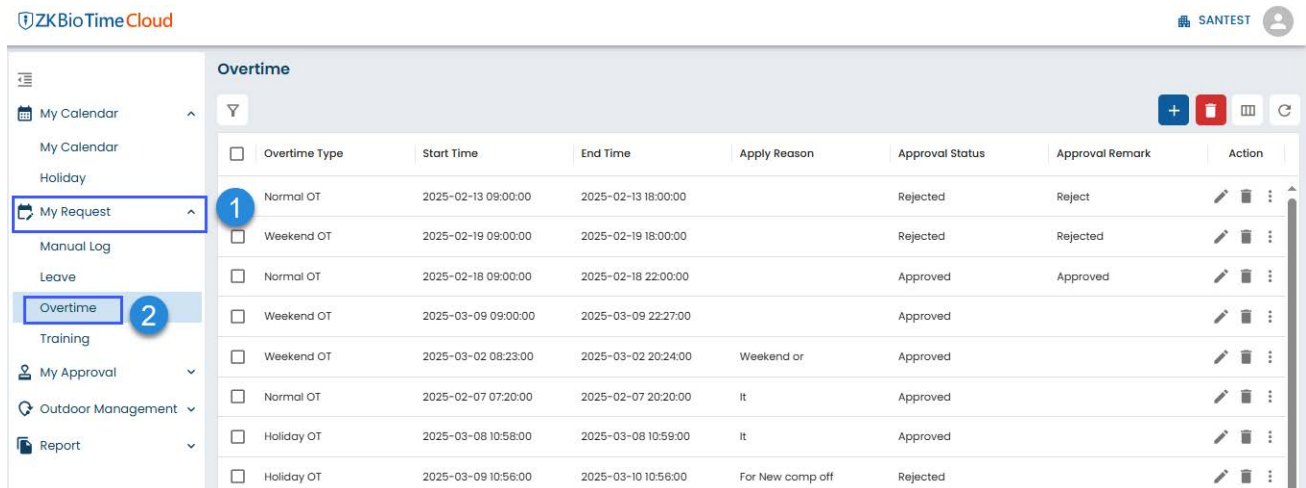
Click on the icon  to withdraw to withdraw the request.



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.

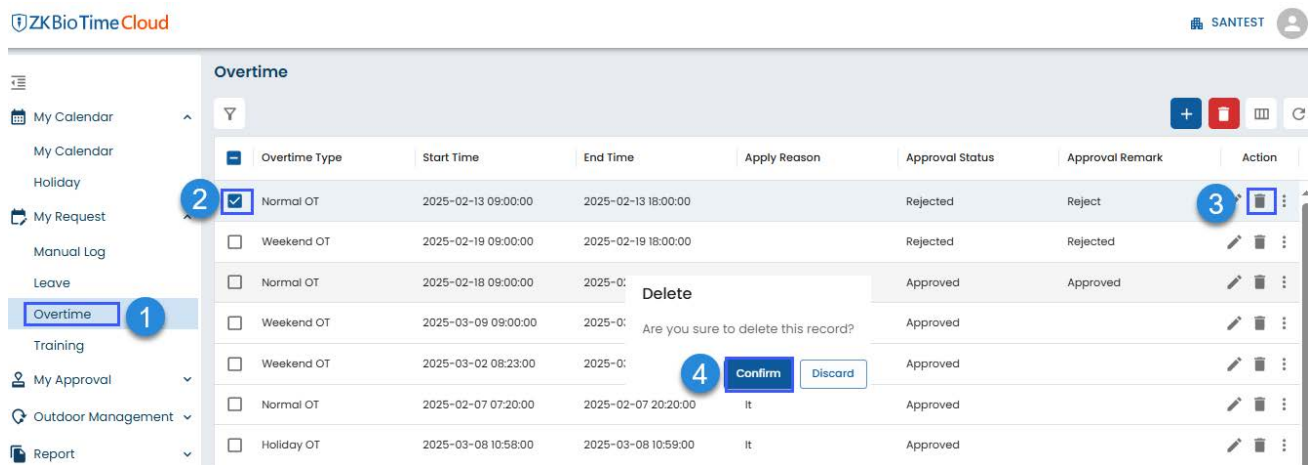
End Time: Select the end date and time for overtime.

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.

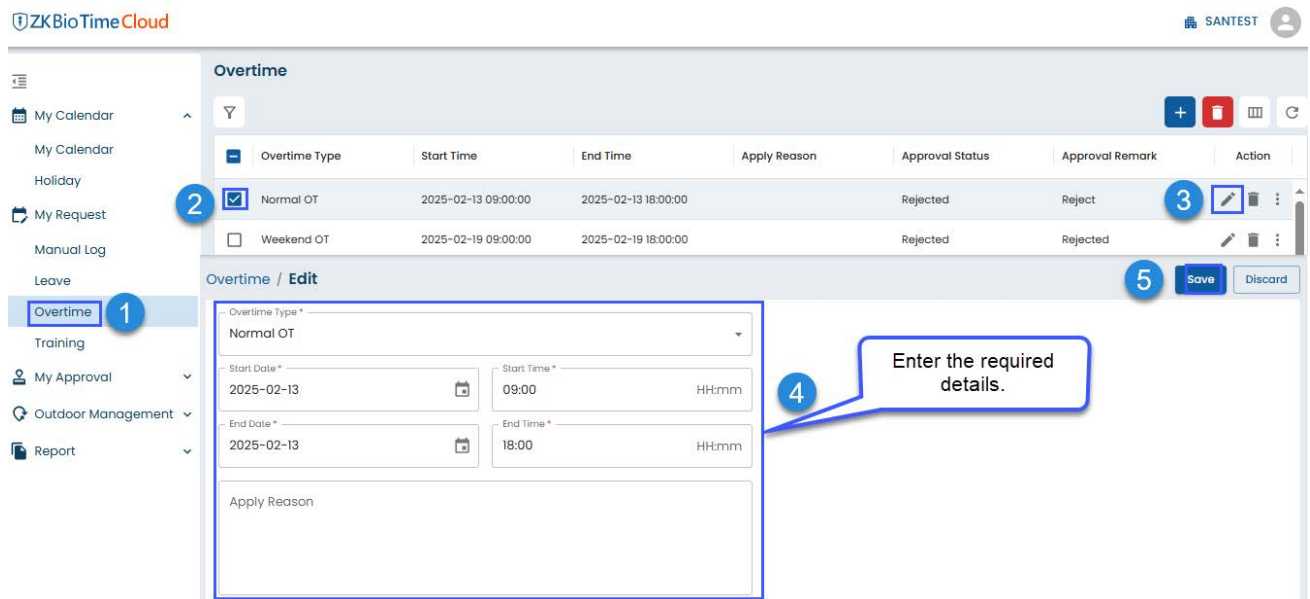


The screenshot shows the ZKBioTimeCloud interface. On the left sidebar, the 'Overtime' option is highlighted with a blue box and a circled '1'. The main area displays a table of overtime records. The first row is selected with a checkbox and a circled '2'. The 'Action' column for this row has a trash icon circled with a '3'. A 'Delete' dialog box is open, asking 'Are you sure to delete this record?', with 'Confirm' and 'Discard' buttons. The 'Confirm' button is circled with a '4'.

Overtime Type	Start Time	End Time	Apply Reason	Approval Status	Approval Remark	Action
☒ Normal OT	2025-02-13 09:00:00	2025-02-13 18:00:00		Rejected	Reject	  
☐ Weekend OT	2025-02-19 09:00:00	2025-02-19 18:00:00		Rejected	Rejected	  
☐ Normal OT	2025-02-18 09:00:00	2025-02-18 18:00:00		Approved	Approved	  
☐ Weekend OT	2025-03-09 09:00:00	2025-03-09 18:00:00		Approved		  
☐ Weekend OT	2025-03-02 08:23:00	2025-03-02 18:00:00		Approved		  
☐ Normal OT	2025-02-07 07:20:00	2025-02-07 20:20:00	It	Approved		  
☐ Holiday OT	2025-03-08 10:58:00	2025-03-08 10:59:00	It	Approved		  

Edit Overtime

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



The screenshot shows the ZKBioTimeCloud interface. On the left sidebar, the 'Overtime' option is highlighted with a blue box and a circled '1'. The main area displays a table of overtime records. The first row is selected with a checkbox and a circled '2'. The 'Action' column for this row has an edit icon circled with a '3'. An 'Overtime / Edit' dialog box is open, showing fields for Overtime Type, Start Date, Start Time, End Date, End Time, and Apply Reason. The 'Save' button is circled with a '5'. A callout bubble points to the input fields with the text 'Enter the required details.' and a circled '4'.

Overtime Type	Start Time	End Time	Apply Reason	Approval Status	Approval Remark	Action
☒ Normal OT	2025-02-13 09:00:00	2025-02-13 18:00:00		Rejected	Reject	  
☐ Weekend OT	2025-02-19 09:00:00	2025-02-19 18:00:00		Rejected	Rejected	  

Overtime / Edit

Overtime Type *
Normal OT

Start Date *
2025-02-13

Start Time *
09:00 HH:mm

End Date *
2025-02-13

End Time *
18:00 HH:mm

Apply Reason

Save Discard

Withdraw

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

Overtime Type	Start Time	End Time	Apply Reason	Approval Status	Approval Remark	Action
☒ Normal OT	2025-02-13 09:00:00	2025-02-13 18:00:00		Rejected	Reject	Withdraw
☐ Weekend OT	2025-02-19 09:00:00	2025-02-19 18:00:00		Rejected	Rejected	
☐ Normal OT	2025-02-18 09:00:00	2025-02-18 22:00:00		Approved	Approved	
☐ Weekend OT	2025-03-09 09:00:00	2025-03-09 22:27:00		ved		
☐ Weekend OT	2025-03-02 08:23:00	2025-03-02 20:24:00		ved		
☐ Normal OT	2025-02-07 07:20:00	2025-02-07 20:20:00		ved		
☐ Holiday OT	2025-03-08 10:58:00	2025-03-08 10:59:00		ved		
☐ Holiday OT	2025-03-09 10:56:00	2025-03-10 10:56:00		ted		
☐ Normal OT	2025-03-07 10:54:00	2025-03-08 10:54:00		ved		
☐ Normal OT	2025-03-03 09:00:00	2025-03-03 23:00:00	wew	Rejected	Reject	

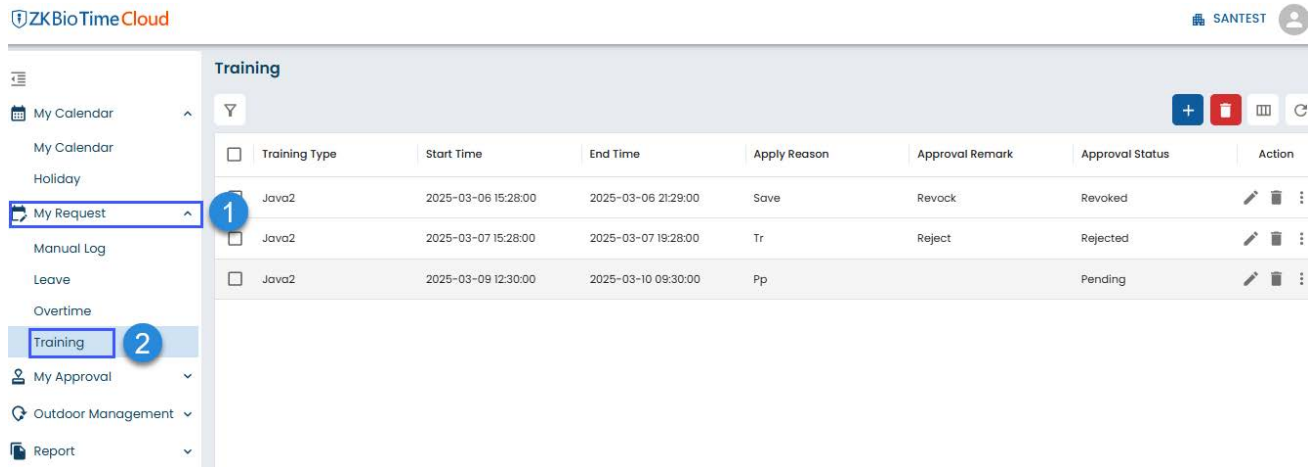
Workflow View

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.

Overtime Type	Start Time	End Time	Apply Reason	Approval Status	Approval Remark	Action
☒ Normal OT	2025-02-13 09:00:00	2025-02-13 18:00:00		Rejected	Reject	Withdraw
☐ Weekend OT	2025-02-19 09:00:00	2025-02-19 18:00:00		Rejected	Rejected	
☐ Normal OT	2025-02-18 09:00:00	2025-02-18 22:00:00		Approved	Approved	
☐ Weekend OT				ved		
☐ Weekend OT				ved		
☐ Normal OT				ved		
☐ Holiday OT				ved		
☐ Holiday OT				ved		
☐ Normal OT				ved		
☐ Normal OT				ved		

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.

Training

Training Type	Start Time	End Time	Apply Reason	Approval Remark	Approval Status	Action
☐ Java2	2025-03-06 15:28:00	2025-03-06 21:29:00	Save	Revock	Revoked	

Training / Add

Training Type *

Start Date * Start Time * HH:mm

End Date * End Time * HH:mm

Apply Reason

Save **Discard**

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.

Training

Training Type	Start Time	End Time	Apply Reason	Approval Remark	Approval Status	Action
☒ Java2	2025-03-06 15:28:00	2025-03-06 21:29:00	Save	Revock	Revoked	
☐ Java2	2025-03-07 15:28:00	2025-03-07 19:28:00	Tr	Reject	Rejected	

Training / Edit

Training Type *

Start Date * Start Time * HH:mm

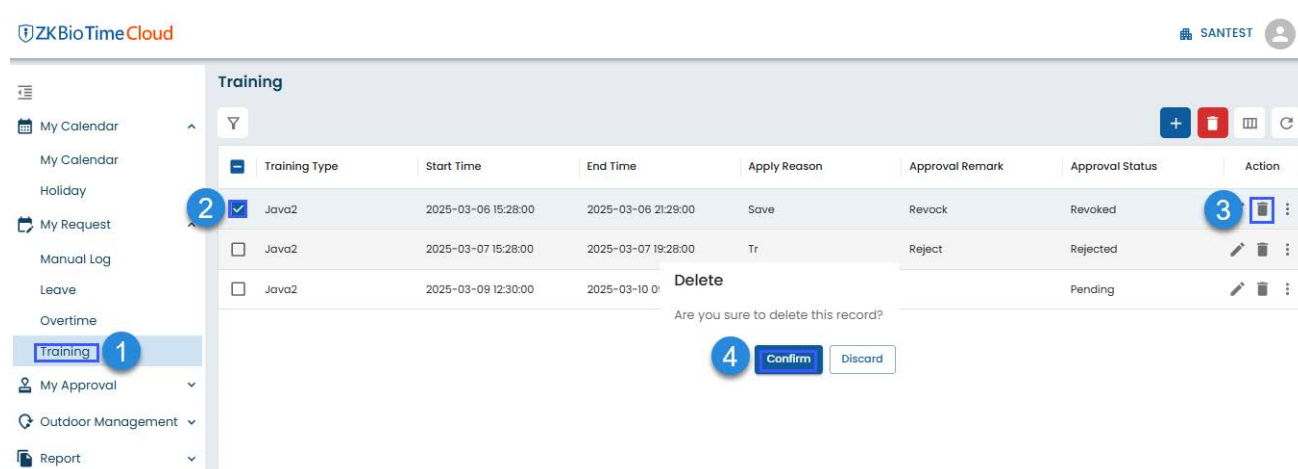
End Date * End Time * HH:mm

Apply Reason

Save **Discard**

Delete Training

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



Training

Training Type	Start Time	End Time	Apply Reason	Approval Remark	Approval Status	Action
☒ Java2	2025-03-06 15:28:00	2025-03-06 21:29:00	Save	Revoke	Revoked	
☐ Java2	2025-03-07 15:28:00	2025-03-07 19:28:00	Tr	Reject	Rejected	
☐ Java2	2025-03-09 12:30:00	2025-03-10 00:00:00			Pending	

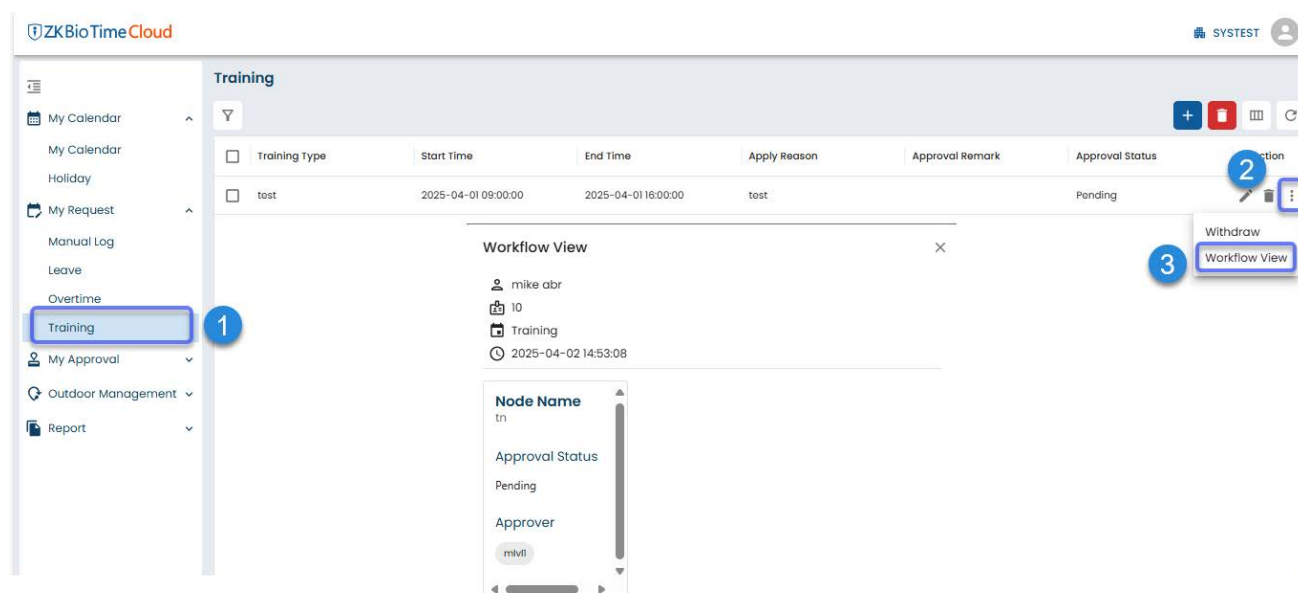
Delete

Are you sure to delete this record?

Confirm **Discard**

Workflow View

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



Training

Training Type	Start Time	End Time	Apply Reason	Approval Remark	Approval Status	Action
☐ test	2025-04-01 09:00:00	2025-04-01 16:00:00	test		Pending	

Workflow View

mike abr
10
Training
2025-04-02 14:53:08

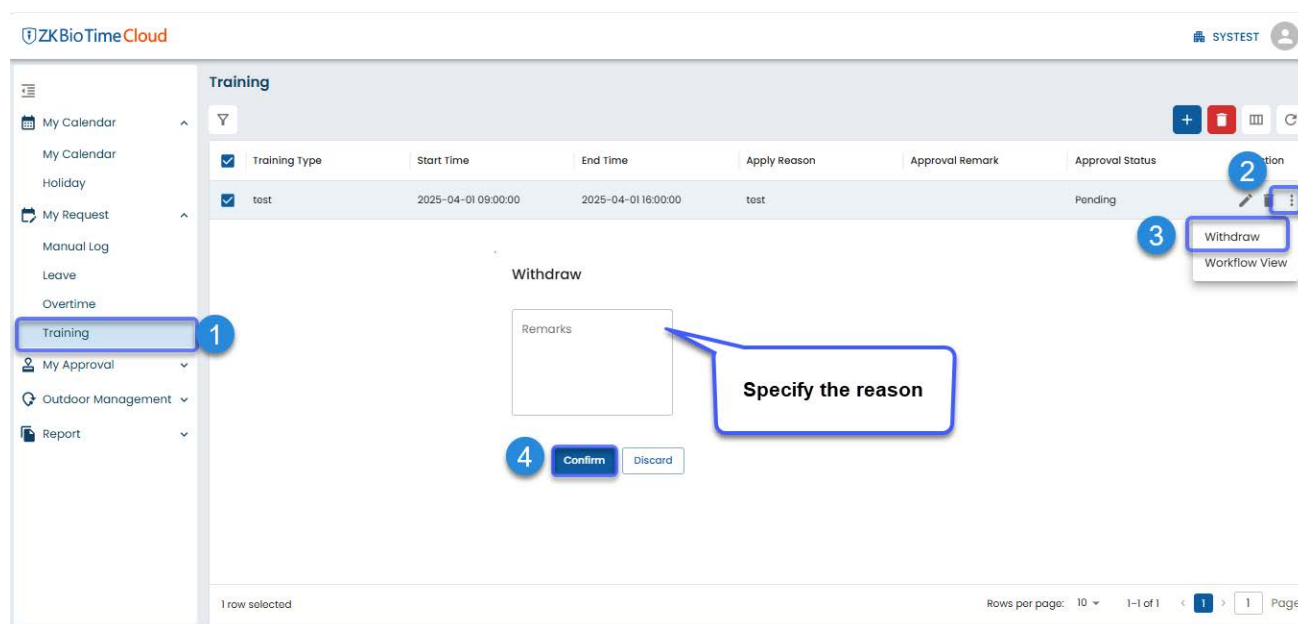
Node Name
th

Approval Status
Pending

Approver
mivf

Withdraw

Click on the Withdraw  icon to withdraw the training request.

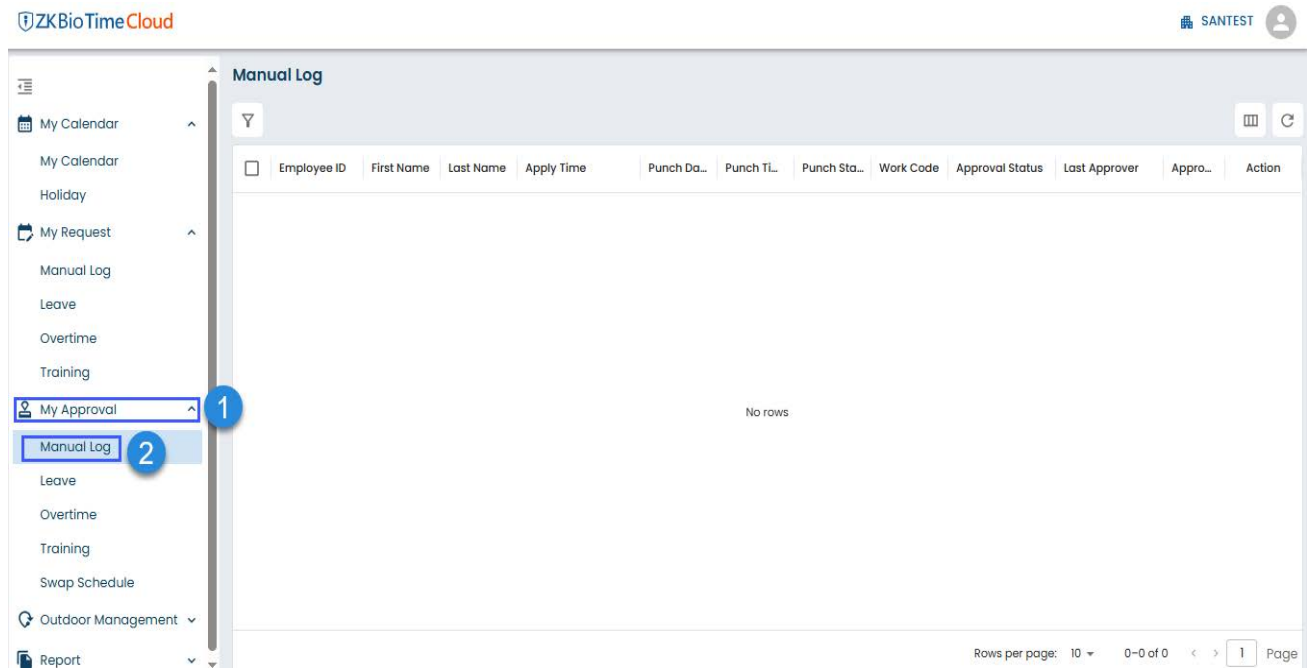


1.4 MY Approval

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.

The screenshot displays the 'Manual Log' section of the ZKBio Time Cloud application. The left sidebar contains navigation options: My Calendar, My Request, My Approval, and Report. The 'Manual Log' option is selected and highlighted with a blue box and a circled '1'. The main area shows a table of log entries with columns: Employee ID, First Name, Last Name, Apply Time, Punch Da..., Punch TL..., Punch Sta..., Work Code, Approval Status, Last Approver, and Action. The first row is selected, indicated by a blue box and a circled '2'. The 'Approval Status' for this row is 'Pending'. A 'Workflow View' modal is open, showing details for the selected entry: Employee ID (2025), First Name (rah), Last Name (tunnel), Apply Time (2025-03-21 15:57:58), and Approval Status (Pending). The modal also shows the 'Approver' as 'manager111' and an 'Approval Remark' field. A circled '3' points to the 'Action' column of the first row, which contains a 'Revoke' icon. A circled '4' points to the 'Workflow View' modal. At the bottom of the modal, there are 'Approve' and 'Reject' buttons, with a circled '5' pointing to the 'Approve' button.

Employee ID	First Name	Last Name	Apply Time	Punch Da...	Punch TL...	Punch Sta...	Work Code	Approval Status	Last Approver	Appro...	Action
2025	rah	tunnel	2025-03-21 15:57:58	2025-03-21	09:00	Check In		Pending			3
2025	rah	tunnel	2025-03-20 10:55:47	2025-03-19	09:15	Check In	500	Approved	mark saunder		
2025	rah	tunnel									

Revoked

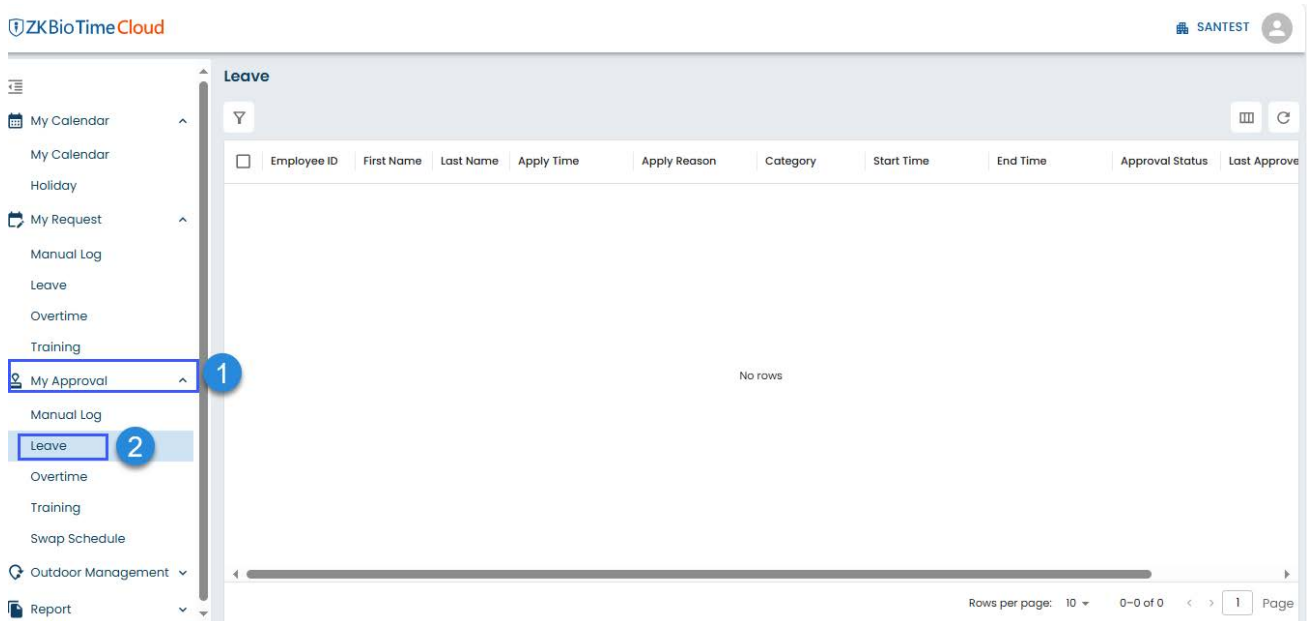
Click on the  icon to revoke, then enter the remarks and click **Confirm**.

The screenshot shows the 'Manual Log' section with the 'Manual Log' option selected in the sidebar (circled '1'). The table shows three entries, all with 'Approved' status. The first entry is selected (circled '2'). The 'Action' column of the first row contains a 'Revoke' icon (circled '3'). A 'Revoked' dialog is open, showing a 'Remarks' text area (circled '4') and a 'Confirm' button (circled '5'). A callout bubble points to the 'Remarks' text area with the text 'Enter remarks'. The 'Discard' button is also visible.

Employee ID	First Name	Last Name	Apply Time	Punch Da...	Punch TL...	Punch Sta...	Work Code	Approval Status	Last Approver	Appro...	Action
2025	rah	tunnel	2025-03-21 15:57:58	2025-03-21	09:00	Check In		Approved	mark saunder		3
2025	rah	tunnel	2025-03-20 10:55:47	2025-03-19	09:15	Check In	500	Approved	mark saunder		
2025	rah	tunnel	2025-03-19 15:56:35	2025-03-18	09:30	Check In		Approved	mark saunder		

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
manageritv

Approval Remark:

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

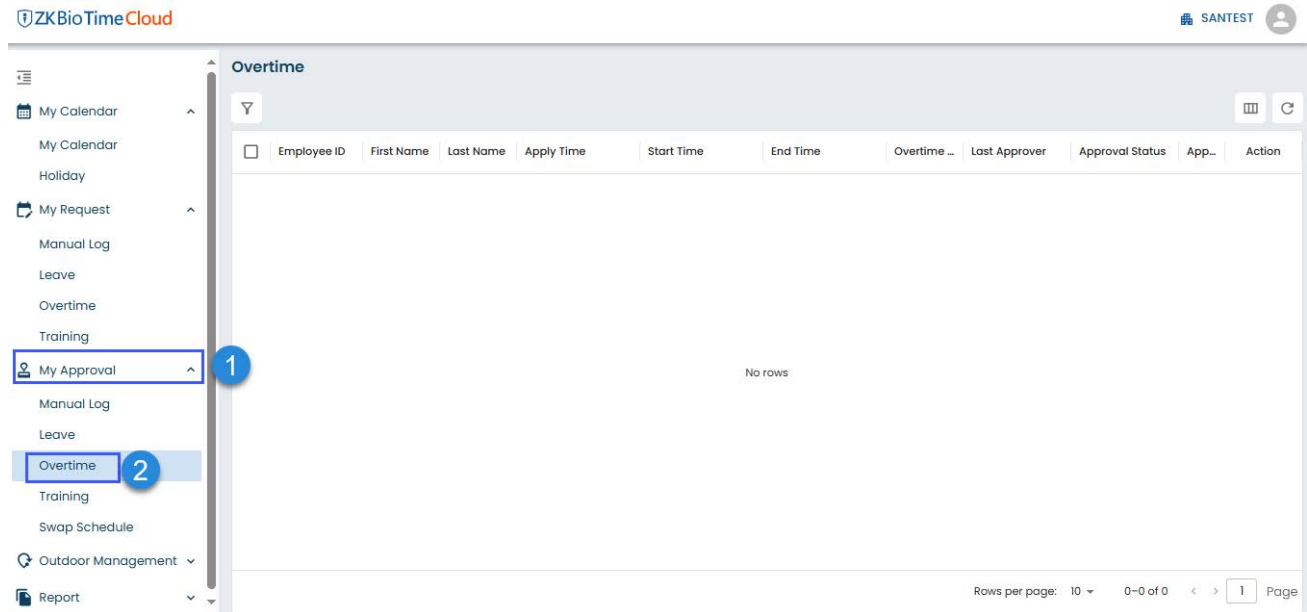
5 Confirm Discard

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 ZKBioTimeCloud interface with the 'Overtime' section selected in the left sidebar. A table lists overtime requests. The first row is selected, and a 'Workflow View' modal is open, showing details for employee 'rah tunnel' on '2025-03-21' for 'Normal OT'. The modal includes fields for 'Node Name', 'Approval Status' (Pending), 'Approver' (manager), and 'Approval Remark'. At the bottom of the modal are 'Approve' and 'Reject' buttons. Numbered callouts indicate: 1. Overtime menu item, 2. Select row checkbox, 3. Action icon, 4. Workflow View modal, 5. Approve button.

Employee ID	First Name	Last Name	Apply Time	Start Time	End Time	Overtime ...	Last Approver	Approval Status	Approval Remark	Action
2025	rah	tunnel	2025-03-21 15:59:10	2025-03-21 09:00:00	2025-03-21 18:00:00	Normal OT		Pending		[Action Icon]
2025	rah	tunnel	2025-03-19 17:17:18	2025-03-18 09:00:00	2025-03-18 13:00:00	Normal OT		Pending		[Action Icon]

Revoked

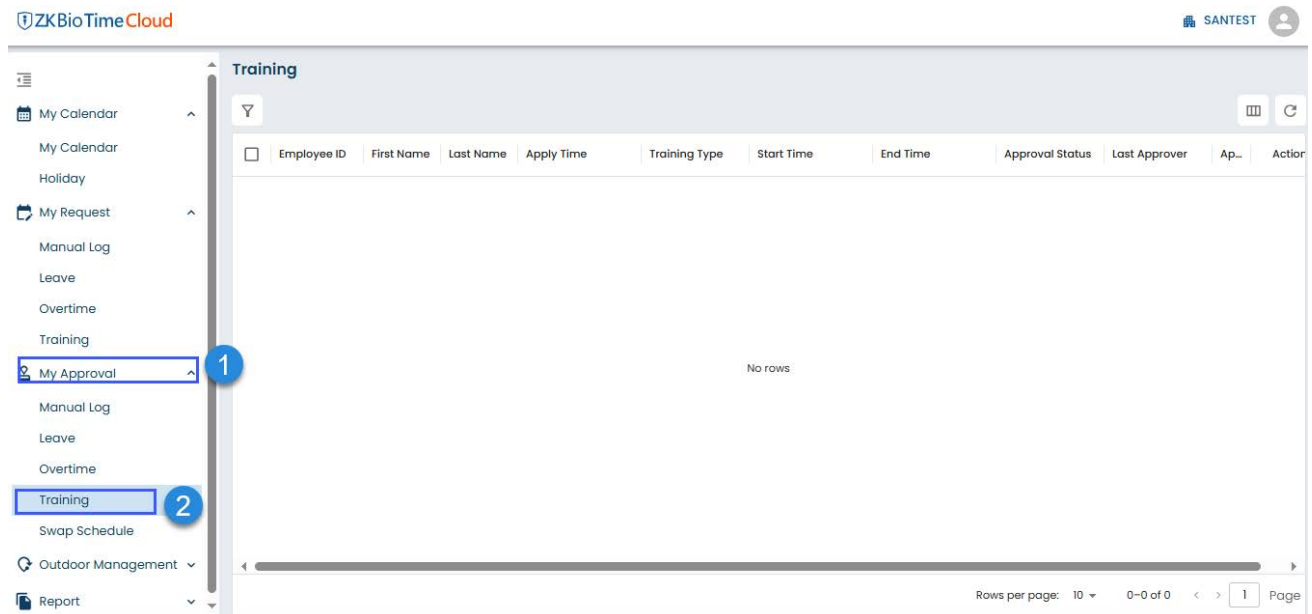
Click on the  icon to revoke, then enter the remarks and click **Confirm**.

The screenshot shows the ZKBioTimeCloud interface with the 'Overtime' section selected. The same table of overtime requests is visible. The first row is selected, and a 'Revoked' modal is open. The modal contains a 'Remarks' text area and 'Confirm' and 'Discard' buttons. A callout bubble points to the 'Remarks' field with the text 'Enter remarks'. Numbered callouts indicate: 1. Overtime menu item, 2. Select row checkbox, 3. Revoked icon, 4. Remarks text area, 5. Confirm button.

Employee ID	First Name	Last Name	Apply Time	Start Time	End Time	Overtime ...	Last Approver	Approval Status	Approval Remark	Action
2025	rah	tunnel	2025-03-21 15:59:10	2025-03-21 09:00:00	2025-03-21 18:00:00	Normal OT		Pending		[Revoked Icon]
2025	rah	tunnel	2025-03-19 17:17:18	2025-03-18 09:00:00	2025-03-18 13:00:00	Normal OT		Pending		[Action Icon]

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 displays the ZKBio Time Cloud interface. On the left, a sidebar menu includes options like 'My Calendar', 'My Request', 'My Approval', and 'Training' (highlighted with a blue box and a circled '1'). The main area shows a 'Training' table with columns: Employee ID, First Name, Last Name, Apply Time, Training Type, Start Time, End Time, Approval Status, Last Approver, Approval Remark, and Action. A row is selected, showing details for employee 'rah tunnel' with a 'Pending' status. A 'Workflow View' modal is open, showing the training details and a 'Node Name' dropdown. At the bottom of the modal, there are 'Approve' and 'Reject' buttons, with a circled '5' next to the 'Approve' button. A circled '3' is next to the 'Action' icon in the table header.

Employee ID	First Name	Last Name	Apply Time	Training Type	Start Time	End Time	Approval Status	Last Approver	Approval Remark	Action
2025	rah	tunnel	2025-03-21 16:24:28	trainfive	2025-03-21 08:00:...	2025-03-21 09:00:...	Pending			

Revoked

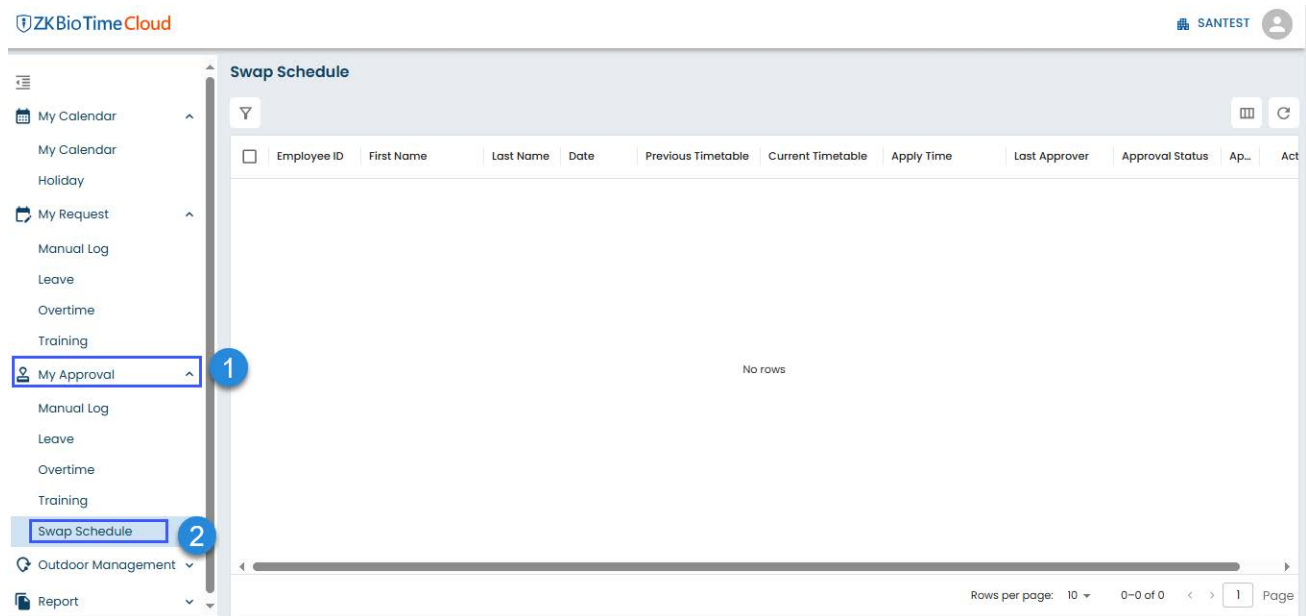
Click on the  icon to revoke, then enter remarks and click confirm.

The screenshot shows the ZKBio Time Cloud interface with the 'Training' module. The table now shows a 'Rejected' status for the same employee. A 'Revoked' modal is open, showing a 'Remarks' input field. A speech bubble points to the input field with the text 'Enter remarks'. At the bottom of the modal, there are 'Confirm' and 'Discard' buttons, with a circled '5' next to the 'Confirm' button. A circled '3' is next to the 'Action' icon in the table header.

Employee ID	First Name	Last Name	Apply Time	Training Type	Start Time	End Time	Approval Status	Last Approver	Approval Remark	Action
2025	rah	tunnel	2025-03-21 16:24:28	trainfive	2025-03-21 08:00:...	2025-03-21 09:00:...	Rejected	mark saunder		

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.

Swap Schedule

Employee ID	First Name	Last Name	Date	Previous Timetable	Current Timetable	Apply Time	Last Approver	Approval Status	Approval Remark	Action
2025	rah	tunnel	2025-03-21	Timetablefive	Syed Time table	2025-03-21 15:44:46	mark saunder	Revoked		[Icon]
2025	rah	tunnel	2025-03-20	Timetablefive	General Time Table	2025-03-20 10:22:20	mark saunder	Revoked		[Icon]

Workflow View

rah tunnel
2025
Swap Schedule
2025-03-21 15:44:46

Node Name
snode

Approval Status
Approved

Approver
2025 mark

1 row selected

Rows per page: 10 1-2 of 2 1 1 Page

Revoked

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

Swap Schedule

Employee ID	First Name	Last Name	Date	Previous Timetable	Current Timetable	Apply Time	Last Approver	Approval Status	Approval Remark	Action
2025	rah	tunnel	2025-03-21	Timetablefive	Syed Time table	2025-03-21 15:44:46	mark saunder	Revoked		[Icon]
2025	rah	tunnel	2025-03-20	Timetablefive	General Time Table	2025-03-20 10:22:20	mark saunder	Revoked		[Icon]

Revoked

Remarks

Enter remarks

Confirm Discard

1 row selected

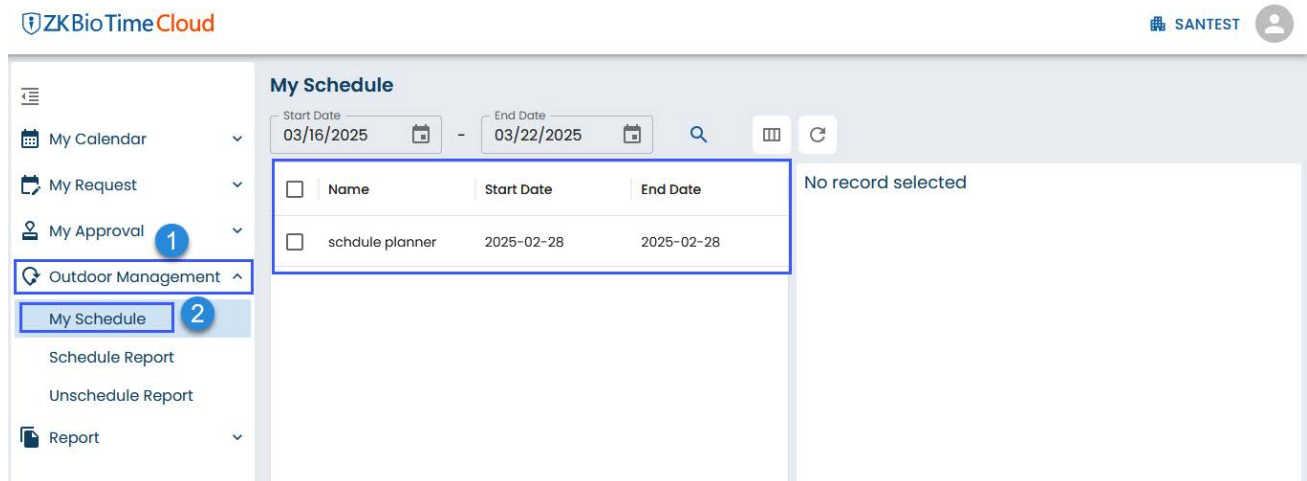
Rows per page: 10 1-2 of 2 1 1 Page

1.5 Outdoor Management

1.5.1 My Schedule

You can view your schedule for visiting the client places by taking the following steps.

- Select **Outdoor Management** and click **My Schedule**.
- The Schedule will be displayed as shown below.



The following field parameters are described below:

Name: Name of the employee.

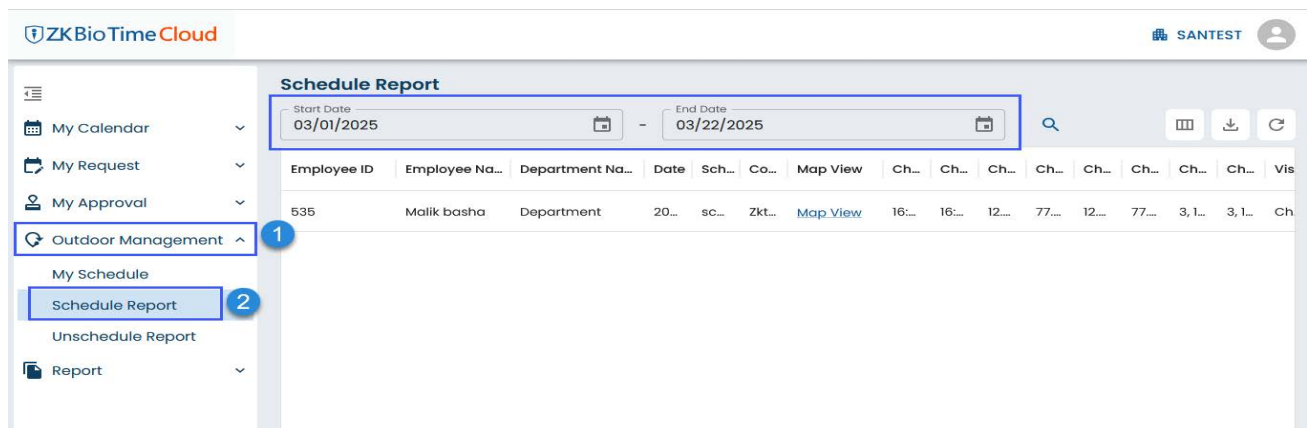
Start Date: Displays the starting date of the assigned schedule.

End Date: Displays the ending date of the assigned schedule.

1.5.2 Schedule Report

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

- Select **Outdoor Management** and click **Schedule Report**.
- The Schedule 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 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.

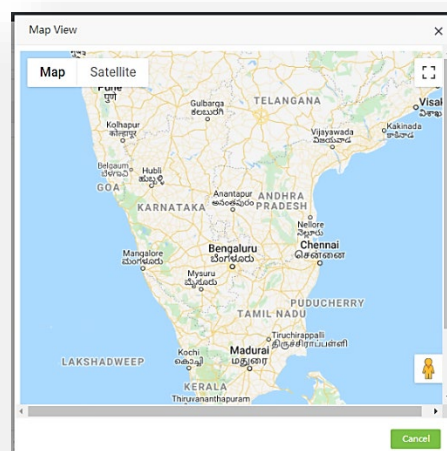
Schedule Name: Displays the name of the schedule which is assigned to the employee.

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.

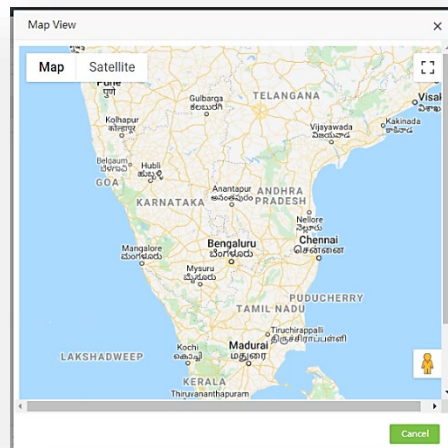
Date: Displays the date of the client visit of the employee scheduled.

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.

Transaction Reports

Start Date: 02/01/2025 - End Date: 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.

Scheduled Log

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

Employee ID	Employee Na...	Department Na...	Punch Date	Weekday	Work Code	Punch Time	Punch State	Correct State
535	Malik basha	Department	25.02.10	Monday	1	09:00:00	Check In	Check In
535	Malik basha	Department	25.02.12	Wednesday	1	09:30:00	Check In	Check In
535	Malik basha	Department	25.02.20	Thursday	1	13:00:00	Check Out	Check In
535	Malik basha	Department	25.03.01	Saturday	1	09:00:00	Check In	Check In
535	Malik basha	Department	25.03.05	Wednesday	1	09:00:00	Check In	Check In
535	Malik basha	Department	25.03.05	Wednesday	1	13:00:00	Check Out	Check Out
535	Malik basha	Department	25.03.06	Thursday	0	17:11:17	255	Check In

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.

Total Time Card

Start Date: 03/16/2025 - End Date: 03/22/2025

Employee ID	Employee Na...	Department Na...	Date	Ti...	Dur...	Ch...	Ch...	Dut...	Wo...	Clo...	Clo...	Tot...	Dut...	Act...	Un...	Re...
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 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.

Multiple Transaction

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

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

Rows per page: 20 1-10 of 10 1 Page

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.

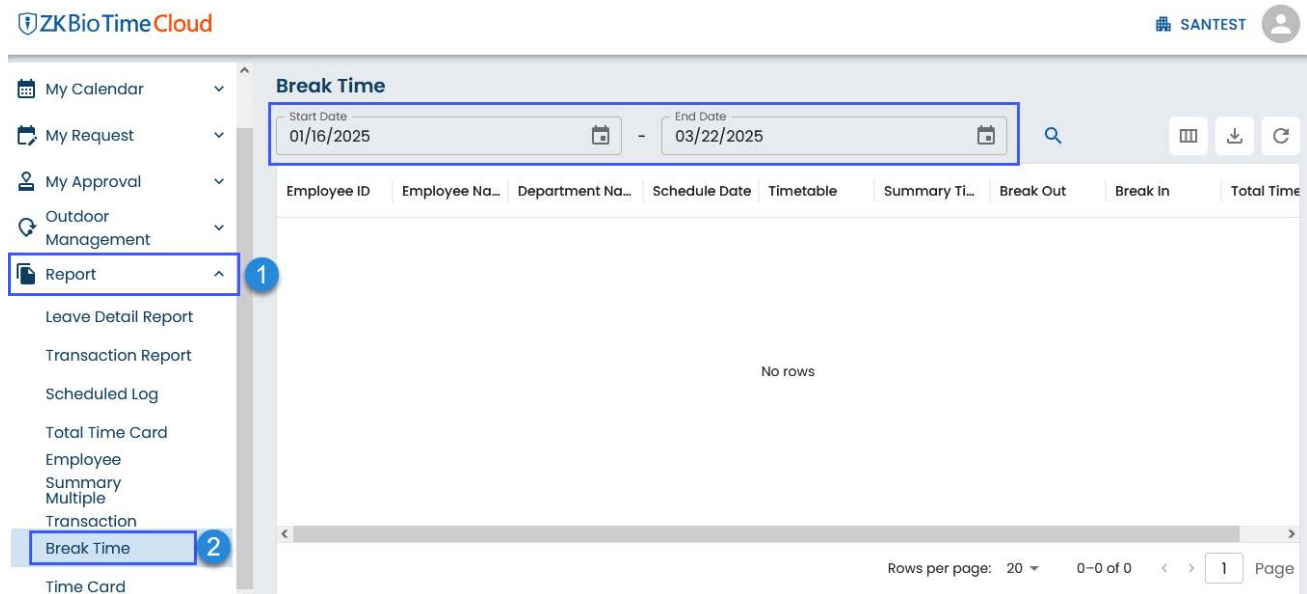
Clock Out: Displays the actual clock-out time of the employee.

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 < 1 > 1 Page

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.

ZKTeco Biometrics India Pvt Ltd

B-1, Khata no. 31, Devasandra Industrial Estate, BBMP K R Puram,
Whitefield Main Road, Mahadevapura, Bengaluru - 560048.

Phone : 080 6828 1342

www.zkteco.in

