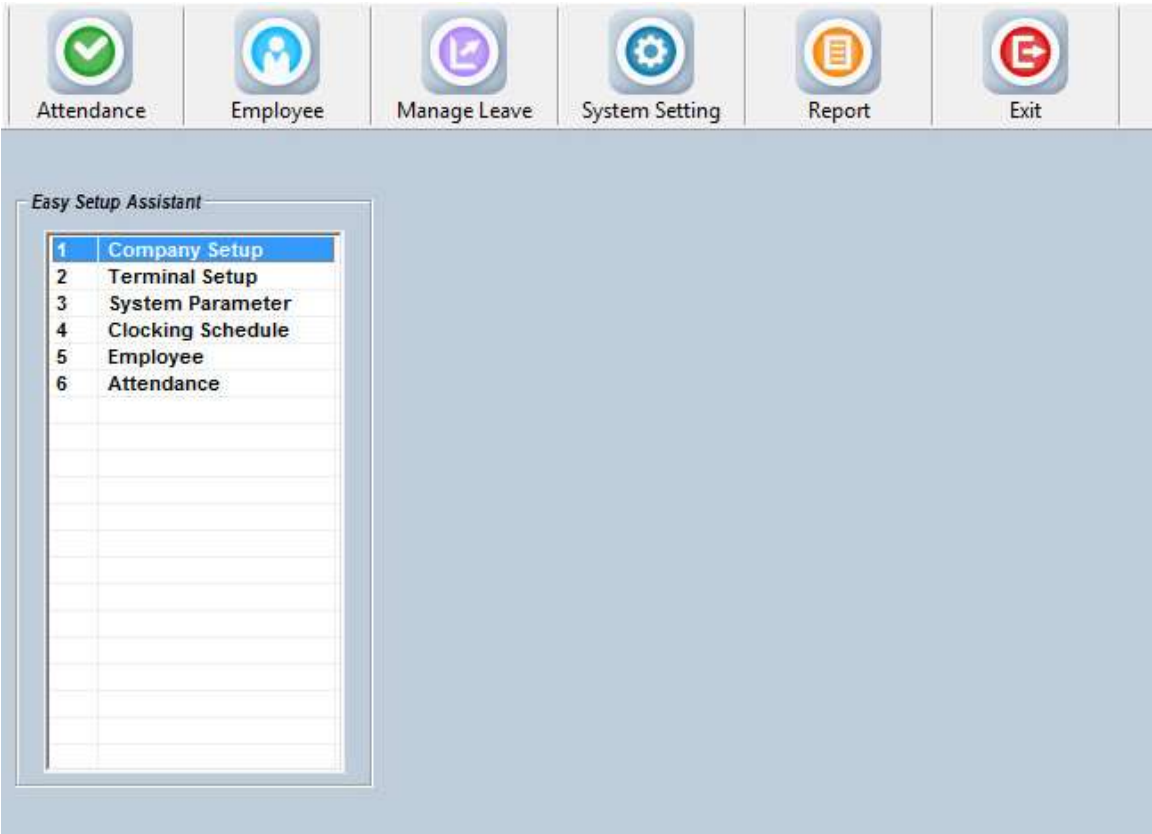


# BIOXCESS ATTENDANCE SOFTWARE

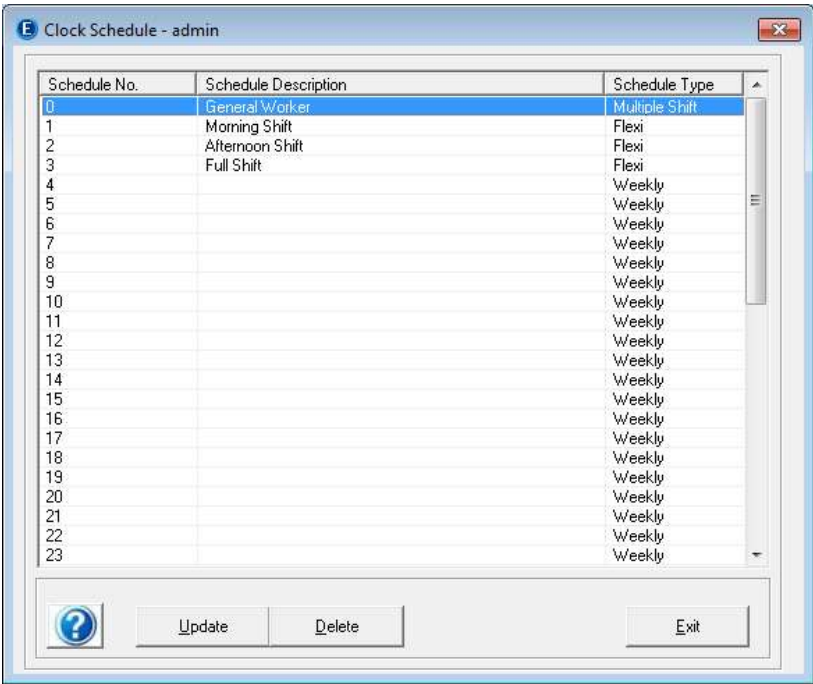
## FEATURES

1. There is up to 99 clocking schedules available for configuration
2. 10 columns clocking time per day
3. Flexible clocking schedule
  - Users are able to define own Work Time, Rest Time, Overtime in clocking schedule
4. Multi-shift function
  - By including different schedule into one combined schedule, system analyze and select the best shift for attendance according to clocking records
5. Able to handle unscheduled attendance.
  - Like salesmen, security, or operation worker may have unscheduled schedule
6. Rounding Table to handle workday, overtime and short
  - This function use to rounding up/down of workday, overtime and short for final output in attendance sheet
7. Holiday Setting
8. Rest day Setting
9. Quick Leave Entry simplifies leave entry
10. Leave Monitoring for company want that to calculate leave balance
11. Auto Generate Leave for standard leave entry
12. Attendance Sheet – Is a final result of attendance system
13. Attendance transactions tracking such as Late-In, Early-Out, Absent, Miss-Punch, On-Leave, Overtime, Exit Pass, Amended record, and No. of Clocking Time per Day
14. Able to view original employee's attendance log
15. Re-generate function of attendance record, therefore able to re-arrange record base on latest employee's schedule setting
16. Color indicator for late-In and Early-Out, Bold indicator for amended entry
17. System Users access right control
18. More than 20 reports available in the system
19. All screen come with "Help" file

- FRIENDLY MENU



- 99 CLOCKING SCHEDULE AVAILABLE FOR SETTING



## - 10 COLUMNS SCHEDULE SETTING

- Users are able to define own Work Time, Rest Time, Overtime in each schedule

**Clock Schedule - admin**

Schedule No.  Schedule Description  Schedule Type

**Schedule** Parameter

**Monday**  
 08:00 12:00 13:00 17:00  
 Overtime if hour exceeds: 08:00 Hour(s)

**Tuesday**  
 08:00 12:00 13:00 17:00  
 Overtime if hour exceeds: 08:00 Hour(s)

**Wednesday**  
 08:00 12:00 13:00 17:00  
 Overtime if hour exceeds: 08:00 Hour(s)

**Thursday**  
 08:00 12:00 13:00 17:00  
 Overtime if hour exceeds: 08:00 Hour(s)

**Friday**  
 08:00 12:00 13:00 17:00  
 Overtime if hour exceeds: 08:00 Hour(s)

**Saturday**  
 08:00 12:00  
 Overtime if hour exceeds: 04:00 Hour(s)

**Sunday**  
 08:00 12:00 13:00 17:00  
 Overtime if hour exceeds: 08:00 Hour(s)

Work Time ☐ Rest Time ☐  
 Overtime ☐ None ☐

## - ROUNDING (WORKDAY, OVERTIME, SHORT)

**Clock Schedule - admin**

Schedule No.  Schedule Description  Schedule Type

**Schedule** Parameter

Holiday Calendar  Overtime if work in Holiday ☒  
 Restday Calendar

Maximum no. of hours allowed to claim for overtime  Hour (s)  
 Consecutive clocking minutes consider as double punch  Minute (s)  
 Clocking time consider as same working day if within  Hour (s)  
 Late In and Early Out only for First and Last Clocking Time ☒  
 If present consider one day work ☐

**Workday Rounding Table**

| No. | Minutes --> | <-- Minutes | Day  |
|-----|-------------|-------------|------|
|     | 0           | 0           | 0.00 |

Copy workday rounding table from Schedule

**Overtime Rounding Table**

| No. | Minutes --> | <-- Minutes | Minutes |
|-----|-------------|-------------|---------|
|     | 0           | 0           | 0       |

Copy overtime rounding table from Schedule

**Short Rounding Table**

| No. | Minutes --> | <-- Minutes | Minutes |
|-----|-------------|-------------|---------|
|     | 0           | 0           | 0       |

Copy short rounding table from Schedule

- HOLIDAY SETTING

**Holiday - admin**

Holiday Calendar: 1 | All

| No. | Date | Description |
|-----|------|-------------|
|-----|------|-------------|

Date:  \*

Holiday Description:  \*

? Add Delete Clear Exit

- REST DAY SETTING

**Restday - admin**

Restday Calendar: 1 | Sunday | Auto Generate Restday

| No. | Date | Description |
|-----|------|-------------|
|-----|------|-------------|

Date:  \*

Restday Description:  \*

? Add Delete Clear Exit

- QUICK LEAVE ENTRY

- Leave entry without monitoring leave balance,

[illegible]

- LEAVE MONITORING

- For company who want to monitor Leave Balance

[illegible]

## - AUTO LEAVE ENTRY

**Generate Leave**

Search By:  Department:  Then By:  Employee Name:  Search

Select All ☒ Clear All ☐

| Employee ID                             | Employee Name            | Schedule |
|-----------------------------------------|--------------------------|----------|
| <input checked="" type="checkbox"/> 1   | -                        | 0        |
| <input checked="" type="checkbox"/> 101 | MOHD ALI                 | 0        |
| <input checked="" type="checkbox"/> 102 | LAU TING LING            | 0        |
| <input checked="" type="checkbox"/> 103 | CATHERINE                | 0        |
| <input checked="" type="checkbox"/> 104 | SUZANA                   | 0        |
| <input checked="" type="checkbox"/> 105 | WILLIAM                  | 0        |
| <input checked="" type="checkbox"/> 106 | NURUL AMANI BINTI YUSSRY | 0        |
| <input checked="" type="checkbox"/> 107 | NURSYUHADA BT AKBARA     | 0        |
| <input checked="" type="checkbox"/> 108 | STEPHANIE CLEMENT        | 0        |
| <input checked="" type="checkbox"/> 109 | CHRISTINA PAYA MICHEAL   | 0        |
| <input checked="" type="checkbox"/> 110 | ALBEE LU YIK CHOO        | 0        |

Leave Type:  OFFDAY

From:  01-08-2015 To:  31-08-2015

☒ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

☐ Delete previous generated leave records.

Generate Cancel

## - ATTENDANCE SHEET

- Color indicator for late-In and Early-Out, Bold indicator for amended entry
- Re-generate function to re-arrange record base on latest employee's schedule setting
- View Logs to view original employee's attendance log
- Download function to download attendance logs from terminal device

**Attendance Sheet - admin**

Date: From:  01-10-2015 To:  31-10-2015

Pay Mode:  Department:  Position:  Nationality:  Schedule:

No. Payroll Station: ☒ 1

Employee ID: ☒ 1 ☒ 101 ☒ 102 ☒ 103 ☒ 104 ☒ 105

Employee Name:  MOHD ALI  LAU TING LING  CATHERINE  SUZANA  WILLIAM

Schedule:  0

Show

Date:  Day Type:  Hol.:  Schedule:  In:  Out:  In:  Out:  In:  Out:  In:  Out:  In:  Out:  Exit Pass:  Work:  Overtime:  Short:

Employee Name:  Leave Type:  Remark:  No. Of Workday:  OT Hrs. Approved:  Update

| Empl... | Name      | Date *    | Day ... | Wee...   | Hol... | S... | In    | Out   | In    | Out   | In    | Out   | In | Out | In | Out | W... | Exit... | Ov... | Short | No. Of... | OT Hr... |
|---------|-----------|-----------|---------|----------|--------|------|-------|-------|-------|-------|-------|-------|----|-----|----|-----|------|---------|-------|-------|-----------|----------|
| 103     | CATHERINE | 01-10-... | WOR...  | Thur...  |        | 3    | 09:41 | 13:06 | 13:51 | 18:07 | 18:51 | 22:04 |    |     |    |     | 8.00 | 0.00    | 2.04  | 0.00  | 1.00      | 2.07     |
| 103     | CATHERINE | 02-10-... | WOR...  | Friday   |        | 3    | 09:36 | 13:05 | 13:54 | 18:51 | 22:00 |       |    |     |    |     | 8.00 | 0.00    | 2.00  | 0.00  | 1.00      | 2.00     |
| 103     | CATHERINE | 03-10-... | WOR...  | Satur... |        | 3    | 09:45 | 13:04 | 13:50 | 18:01 | 18:55 | 22:02 |    |     |    |     | 8.00 | 0.00    | 2.02  | 0.00  | 1.00      | 2.03     |
| 103     | CATHERINE | 04-10-... | WOR...  | Sund...  |        | 2    | 12:39 | 17:02 | 17:50 | 22:00 |       |       |    |     |    |     | 8.00 | 0.00    | 0.00  | 0.00  | 1.00      | 0.00     |
| 103     | CATHERINE | 05-10-... | WOR...  | Mond...  |        | 0    |       |       |       |       |       |       |    |     |    |     | 0.00 | 0.00    | 0.00  | 0.00  | 0.00      | 0.00     |
| 103     | CATHERINE | 06-10-... | WOR...  | Tues...  |        | 2    | 12:37 | 18:06 | 19:00 | 22:00 |       |       |    |     |    |     | 8.00 | 0.00    | 0.00  | 0.00  | 1.00      | 0.00     |
| 103     | CATHERINE | 07-10-... | WOR...  | Wed...   |        | 3    | 09:39 | 13:02 | 13:51 | 18:01 | 18:50 | 22:00 |    |     |    |     | 8.00 | 0.00    | 2.00  | 0.00  | 1.00      | 2.00     |
| 103     | CATHERINE | 08-10-... | WOR...  | Thur...  |        | 2    | 12:37 | 17:01 | 17:51 | 22:00 |       |       |    |     |    |     | 8.00 | 0.00    | 0.00  | 0.00  | 1.00      | 0.00     |
| 103     | CATHERINE | 09-10-... | WOR...  | Friday   |        | 3    | 09:47 | 13:00 | 13:51 | 18:02 | 18:57 | 22:06 |    |     |    |     | 8.00 | 0.00    | 2.04  | 0.02  | 1.00      | 2.07     |
| 103     | CATHERINE | 10-10-... | WOR...  | Satur... |        | 3    | 09:39 | 12:01 | 12:55 | 17:03 | 17:55 | 22:01 |    |     |    |     | 8.00 | 0.00    | 2.01  | 0.00  | 1.00      | 2.02     |
| 103     | CATHERINE | 11-10-... | WOR...  | Sund...  |        | 1    | 09:59 | 13:05 | 13:52 | 19:01 |       |       |    |     |    |     | 7.47 | 0.00    | 0.00  | 0.14  | 0.97      | 0.00     |
| 103     | CATHERINE | 12-10-... | WOR...  | Mond...  |        | 0    |       |       |       |       |       |       |    |     |    |     | 0.00 | 0.00    | 0.00  | 0.00  | 0.00      | 0.00     |
| 103     | CATHERINE | 13-10-... | WOR...  | Tues...  |        | 2    | 12:55 | 17:01 | 17:55 | 22:00 |       |       |    |     |    |     | 7.50 | 0.00    | 0.00  | 0.10  | 0.98      | 0.00     |

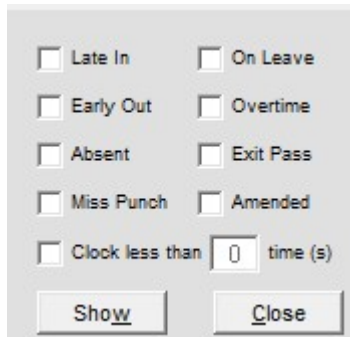
View Logs [F1]

Total Workday: 27.71 Total OT Approved: 33.24

Download Generate Print Exit

## - ATTENDANCE STATUS TRACKING

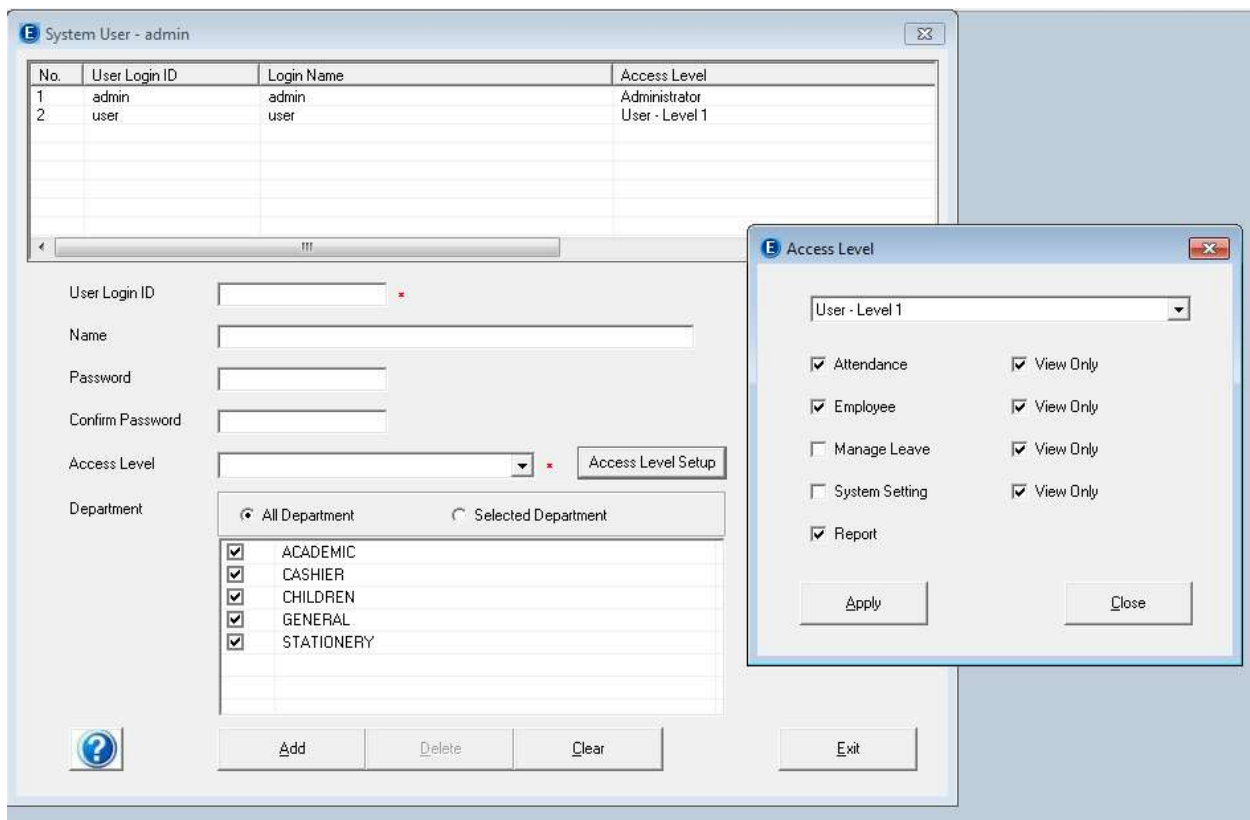
- Use for attendance record tracking such as Late-In, Early-Out, Absent, Miss-Punch, On-Leave, Overtime, Exit Pass, Amended record, and No. of Clocking Time per Day



A dialog box for attendance status tracking. It contains several checkboxes for different attendance statuses: Late In, On Leave, Early Out, Overtime, Absent, Exit Pass, Miss Punch, and Amended. There is also a checkbox for 'Clock less than' followed by a text input field for time in seconds. At the bottom, there are 'Show' and 'Close' buttons.

## - SYSTEM USERS

- To manage user access right
- Department level control to assign selected department record to view by the user
- View Only



The main window is titled 'System User - admin'. It contains a table with the following data:

| No. | User Login ID | Login Name | Access Level   |
|-----|---------------|------------|----------------|
| 1   | admin         | admin      | Administrator  |
| 2   | user          | user       | User - Level 1 |

Below the table, there are input fields for 'User Login ID', 'Name', 'Password', and 'Confirm Password'. There is also a dropdown for 'Access Level' and a button labeled 'Access Level Setup'. Under the 'Department' section, there are radio buttons for 'All Department' and 'Selected Department'. A list of departments is shown with checkboxes: ACADEMIC, CASHIER, CHILDREN, GENERAL, and STATIONERY. At the bottom, there are 'Add', 'Delete', 'Clear', and 'Exit' buttons.

An 'Access Level' dialog box is open, showing the 'User - Level 1' dropdown. It contains checkboxes for 'Attendance', 'Employee', 'Manage Leave', 'System Setting', and 'Report'. To the right of these are checkboxes for 'View Only'. At the bottom of the dialog are 'Apply' and 'Close' buttons.





# SAMPLE REPORTS

Electronic Time Card

(01-10-2015 To 31-10-2015)

Name : LAU TING LING (102)

| Date       | Day Type | Hol. | Weekday   | In    | Out   | In    | Out                                     | In    | Out   | In    | Out   | In    | Out   | Exit Pass | Work | Overtime | Short | No. Of Workday | OT Hrs. Approve | Leave |
|------------|----------|------|-----------|-------|-------|-------|-----------------------------------------|-------|-------|-------|-------|-------|-------|-----------|------|----------|-------|----------------|-----------------|-------|
| 01-10-2015 | WORKDAY  |      | Thursday  | 09:56 | 13:04 | 13:51 | 18:09                                   | 18:47 | 22:00 |       |       |       |       | 0.00      | 8:00 | 1:49     | 0:11  | 1.00           | 1.82            |       |
| 02-10-2015 | WORKDAY  |      | Friday    | 09:37 | 13:05 | 13:50 | 18:03                                   | 18:50 | 22:00 |       |       |       |       | 0.00      | 8:00 | 2:00     | 0:00  | 1.00           | 2.00            |       |
| 03-10-2015 | WORKDAY  |      | Saturday  | 09:37 | 12:01 | 12:57 | 17:05                                   | 17:49 | 22:00 |       |       |       |       | 0.00      | 8:00 | 2:00     | 0:00  | 1.00           | 2.00            |       |
| 04-10-2015 | WORKDAY  |      | Sunday    | 12:20 | 17:00 | 17:54 | 22:00                                   |       |       |       |       |       |       | 0.00      | 8:00 | 0:00     | 0:00  | 1.00           | 0.00            |       |
| 05-10-2015 | WORKDAY  |      | Monday    | 09:41 | 13:00 | 13:50 | 18:01                                   | 18:52 | 22:00 |       |       |       |       | 0.00      | 8:00 | 2:00     | 0:00  | 1.00           | 2.00            |       |
| 06-10-2015 | WORKDAY  |      | Tuesday   | 09:38 | 13:00 | 13:49 | 19:01                                   |       |       |       |       |       |       | 0.00      | 7:01 | 0:00     | 0:59  | 0.88           | 0.00            |       |
| 07-10-2015 | WORKDAY  |      | Wednesday |       |       |       |                                         |       |       |       |       |       |       | 0.00      | 0:00 | 0:00     | 0:00  | 0.00           | 0.00            |       |
| 08-10-2015 | WORKDAY  |      | Thursday  | 12:23 | 17:01 | 17:51 | 22:00                                   |       |       |       |       |       |       | 0.00      | 8:00 | 0:00     | 0:00  | 1.00           | 0.00            |       |
| 09-10-2015 | WORKDAY  |      | Friday    | 09:47 | 13:00 | 13:51 | 18:04                                   | 22:05 |       |       |       |       |       | 0.00      | 8:00 | 2:03     | 0:02  | 1.00           | 2.05            |       |
| 10-10-2015 | WORKDAY  |      | Saturday  | 09:41 | 13:02 | 13:54 | 18:01                                   | 18:55 | 22:00 |       |       |       |       | 0.00      | 8:00 | 2:00     | 0:00  | 1.00           | 2.00            |       |
| 11-10-2015 | WORKDAY  |      | Sunday    | 12:53 | 17:00 | 17:55 | 22:00                                   |       |       |       |       |       |       | 0.00      | 7:52 | 0:00     | 0:08  | 0.98           | 0.00            |       |
| 12-10-2015 | WORKDAY  |      | Monday    | 09:45 | 13:01 | 13:54 | 18:02                                   | 18:51 | 22:00 | 22:31 |       |       |       | 0.00      | 8:00 | 2:31     | 0:00  | 1.00           | 2.52            |       |
| 13-10-2015 | WORKDAY  |      | Tuesday   | 09:48 | 12:00 | 12:51 | 13:05                                   | 14:03 | 18:02 | 18:58 | 22:13 |       |       | 0.00      | 8:00 | 2:10     | 0:03  | 1.00           | 2.17            |       |
| 14-10-2015 | WORKDAY  |      | Wednesday | 09:49 | 12:49 | 15:14 | [View Attendance Details In 2 (String)] |       |       |       |       |       |       | 0.00      | 8:00 | 0:03     | 0:04  | 1.00           | 0.05            |       |
| 15-10-2015 | WORKDAY  |      | Thursday  | 09:45 | 10:00 | 12:06 | 12:30                                   | 13:35 | 14:30 | 17:02 | 17:30 | 18:55 | 19:53 | 0.00      | 7:55 | 0:00     | 0:05  | 0.99           | 0.00            |       |
| 16-10-2015 | WORKDAY  |      | Friday    | 09:51 | 12:41 | 13:01 | 13:59                                   | 17:00 | 17:32 | 18:10 | 18:54 | 22:00 | 22:25 | 0.00      | 8:00 | 2:19     | 0:05  | 1.00           | 2.32            |       |
| 17-10-2015 | WORKDAY  |      | Saturday  | 09:49 | 09:59 | 12:06 | 12:54                                   | 13:10 | 14:07 | 17:02 | 17:53 | 18:09 | 18:53 | 0.00      | 7:49 | 0:00     | 0:11  | 0.98           | 0.00            |       |
| 18-10-2015 | WORKDAY  |      | Sunday    | 09:59 | 12:42 | 13:01 | 13:55                                   | 17:00 | 17:51 | 18:05 | 18:54 | 22:00 | 22:01 | 0.00      | 8:00 | 2:47     | 0:11  | 1.00           | 2.75            |       |
| 19-10-2015 | WORKDAY  |      | Monday    | 09:42 | 12:00 | 12:50 | 17:00                                   | 17:50 | 22:00 |       |       |       |       | 0.00      | 8:00 | 2:00     | 0:00  | 1.00           | 2.00            |       |
| 20-10-2015 | WORKDAY  |      | Tuesday   | 09:41 | 12:54 | 13:51 | 18:00                                   | 19:04 | 22:10 |       |       |       |       | 0.00      | 8:00 | 2:10     | 0:00  | 1.00           | 2.17            |       |
| 21-10-2015 | WORKDAY  |      | Wednesday | 09:42 | 14:05 | 16:05 | 18:57                                   | 22:15 |       |       |       |       |       | 0.00      | 8:00 | 2:13     | 0:00  | 1.00           | 2.22            |       |
| 22-10-2015 | WORKDAY  |      | Thursday  | 09:54 | 12:30 | 17:00 | 17:50                                   | 22:00 |       |       |       |       |       | 0.00      | 8:00 | 1:51     | 0:09  | 1.00           | 1.85            |       |
| 23-10-2015 | WORKDAY  |      | Friday    | 09:33 | 13:00 | 13:52 | 18:02                                   | 18:55 | 22:00 |       |       |       |       | 0.00      | 8:00 | 2:00     | 0:00  | 1.00           | 2.00            |       |
| 24-10-2015 | WORKDAY  |      | Saturday  | 09:50 | 12:04 | 12:50 | 17:01                                   | 17:56 | 22:00 |       |       |       |       | 0.00      | 8:00 | 1:55     | 0:05  | 1.00           | 1.92            |       |
| 25-10-2015 | WORKDAY  |      | Sunday    | 12:35 | 17:00 | 17:51 | 22:00                                   |       |       |       |       |       |       | 0.00      | 8:00 | 0:00     | 0:00  | 1.00           | 0.00            |       |
| 26-10-2015 | WORKDAY  |      | Monday    | 09:48 | 12:04 | 12:52 | 17:03                                   | 17:53 | 22:00 |       |       |       |       | 0.00      | 8:00 | 1:57     | 0:03  | 1.00           | 1.95            |       |
| 27-10-2015 | WORKDAY  |      | Tuesday   | 09:38 | 13:00 | 13:50 | 19:05                                   |       |       |       |       |       |       | 0.00      | 7:05 | 0:00     | 0:55  | 0.89           | 0.00            |       |
| 28-10-2015 | WORKDAY  |      | Wednesday |       |       |       |                                         |       |       |       |       |       |       | 0.00      | 0:00 | 0:00     | 0:00  | 0.00           | 0.00            |       |
| 29-10-2015 | WORKDAY  |      | Thursday  | 12:32 | 17:00 | 17:53 | 22:05                                   |       |       |       |       |       |       | 0.00      | 8:00 | 0:05     | 0:00  | 1.00           | 0.08            |       |
| 30-10-2015 | WORKDAY  |      | Friday    | 09:40 | 13:00 | 13:52 | 18:02                                   | 18:50 | 22:00 |       |       |       |       | 0.00      | 8:00 | 2:00     | 0:00  | 1.00           | 2.00            |       |
| 31-10-2015 | WORKDAY  |      | Saturday  | 09:55 | 12:00 | 12:51 | 17:04                                   | 17:52 | 22:03 |       |       |       |       | 0.00      | 8:00 | 1:53     | 0:10  | 1.00           | 1.88            |       |

| Day Type | Days | Present | Absent | Exit Pass | Work   | Overtime | Short | No. Of Workday | OT Hrs. Approved | Leave | No. Of Days |
|----------|------|---------|--------|-----------|--------|----------|-------|----------------|------------------|-------|-------------|
| Workday  | 31   | 29      | 2      |           | 229:42 | 39:46    | 3:25  | 28.72          | 39.78            |       |             |
| Holiday  |      |         |        |           |        |          |       |                |                  |       |             |
| Restday  |      |         |        |           |        |          |       |                |                  |       |             |
| Total    | 31   | 29      | 2      |           | 229:42 | 39:46    | 3:25  | 28.72          | 39.78            |       |             |

| SUMMARY OF ATTENDANCE      |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |           |        |       |      |      |     |     |
|----------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----------|--------|-------|------|------|-----|-----|
| (01-10-2015 To 31-10-2015) |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |           |        |       |      |      |     |     |
| Employee Name              | 01      | 02      | 03      | 04      | 05      | 06      | 07      | 08      | 09      | 10      | 11      | 12      | 13      | 14      | 15      | 16      | 17      | 18      | 19      | 20      | 21      | 22      | 23      | 24      | 25      | 26      | 27      | 28      | 29      | 30      | 31      | Work Days | Absent | Leave | WD   | RD   | HD  |     |
| 102 LAU TING LING          | WD      | WD      | WD      | WD      | WD      | WD      | AB      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD        | 29     | 2     | 0    | 39.8 | 0.0 | 0.0 |
|                            | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 |         | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00   |        |       |      |      |     |     |
| 103 CATHERINE              | WD      | WD      | WD      | WD      | WD      | WD      | AB      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD        | 3      | 0     | 33.2 | 0.0  | 0.0 |     |
|                            | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 |         | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00   |        |       |      |      |     |     |
| 104 SUZANA                 | WD      | AB      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD      | WD        | 20     | 11    | 0    | 27.0 | 0.0 | 0.0 |
|                            | PT 2.00 |         | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00 | PT 2.00   |        |       |      |      |     |     |
| #30 (String)               |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |           |        |       |      |      |     |     |
|                            |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |           |        |       |      |      |     |     |

\*\*Note : WD - Workday, RD - Restday, HD - Holiday, AB - Absent

**Daily Electronic Time Card**  
(01-10-2015 To 31-10-2015)

\*\* Underline indicates Amendment. \*\* Bold indicates Late In or Early Out.

01-10-2015

| Employee ID | Name          | Day Type | Hol. | Weekday  | In           | Out   | In    | Out   | In    | Out   | In | Out | In | Out | Exit Pass | Work | Overtime | Short | No. Of Workday | OT Hrs. Approve | Leave |
|-------------|---------------|----------|------|----------|--------------|-------|-------|-------|-------|-------|----|-----|----|-----|-----------|------|----------|-------|----------------|-----------------|-------|
| 102         | LAU TING LING | WORKDAY  |      | Thursday | <u>09:56</u> | 13:04 | 13:51 | 18:09 | 18:47 | 22:00 |    |     |    |     | 0.00      | 8.00 | 1.49     | 0.11  | 1.00           | 1.82            |       |
| 103         | CATHERINE     | WORKDAY  |      | Thursday | 09:41        | 13:06 | 13:51 | 18:07 | 18:51 | 22:04 |    |     |    |     | 0.00      | 8.00 | 2.04     | 0.00  | 1.00           | 2.07            |       |
| 104         | SUZANA        | WORKDAY  |      | Thursday | 09:37        | 12:00 | 12:50 | 19:00 |       |       |    |     |    |     | 0.00      | 8.00 | 0.00     | 0.00  | 1.00           | 0.00            |       |

| Day Type | Days | Present | Absent | Exit Pass | Work  | Overtime | Short | No. Of Workday | OT Hrs. Approved | Leave | No. Of Days |
|----------|------|---------|--------|-----------|-------|----------|-------|----------------|------------------|-------|-------------|
| Workday  | 3    | 3       |        |           | 24:00 | 3:53     |       | 3.00           | 3.89             |       |             |
| Holiday  |      |         |        |           |       |          |       |                |                  |       |             |
| Resday   |      |         |        |           |       |          |       |                |                  |       |             |
| Total    | 3    | 3       |        |           | 24:00 | 3:53     |       | 3.00           | 3.89             |       |             |

02-10-2015

| Employee ID | Name          | Day Type | Hol. | Weekday | In    | Out   | In    | Out   | In    | Out   | In | Out | In | Out | Exit Pass | Work | Overtime | Short | No. Of Workday | OT Hrs. Approve | Leave |
|-------------|---------------|----------|------|---------|-------|-------|-------|-------|-------|-------|----|-----|----|-----|-----------|------|----------|-------|----------------|-----------------|-------|
| 102         | LAU TING LING | WORKDAY  |      | Friday  | 09:37 | 13:05 | 13:50 | 18:03 | 18:50 | 22:00 |    |     |    |     | 0.00      | 8.00 | 2.00     | 0.00  | 1.00           | 2.00            |       |
| 103         | CATHERINE     | WORKDAY  |      | Friday  | 09:36 | 13:05 | 13:54 | 18:51 | 22:00 |       |    |     |    |     | 0.00      | 8.00 | 2.00     | 0.00  | 1.00           | 2.00            |       |
| 104         | SUZANA        | WORKDAY  |      | Friday  |       |       |       |       |       |       |    |     |    |     | 0.00      | 0.00 | 0.00     | 0.00  | 0.00           | 0.00            |       |

| Day Type | Days | Present | Absent | Exit Pass | Work  | Overtime | Short | No. Of Workday | OT Hrs. Approved | Leave | No. Of Days |
|----------|------|---------|--------|-----------|-------|----------|-------|----------------|------------------|-------|-------------|
| Workday  | 3    | 2       | 1      |           | 16:00 | 4:00     |       | 2.00           | 4.00             |       |             |
| Holiday  |      |         |        |           |       |          |       |                |                  |       |             |
| Resday   |      |         |        |           |       |          |       |                |                  |       |             |
| Total    | 3    | 2       | 1      |           | 16:00 | 4:00     |       | 2.00           | 4.00             |       |             |

**Overtime Approval Report**  
(01-10-2015 To 31-10-2015)

| Employee ID | Name          | Date       | Schedule | Workday | Absent | Leave | Workday Overtime | Resday Overtime | Holiday Overtime |
|-------------|---------------|------------|----------|---------|--------|-------|------------------|-----------------|------------------|
|             |               |            |          | Days    | Days   | Days  |                  |                 |                  |
| 102         | LAU TING LING | 01-10-2015 | 3        | 1.00    |        |       | 1.82             |                 |                  |
| 102         | LAU TING LING | 02-10-2015 | 3        | 1.00    |        |       | 2.00             |                 |                  |
| 102         | LAU TING LING | 03-10-2015 | 3        | 1.00    |        |       | 2.00             |                 |                  |
| 102         | LAU TING LING | 04-10-2015 | 2        | 1.00    |        |       |                  |                 |                  |
| 102         | LAU TING LING | 05-10-2015 | 3        | 1.00    |        |       | 2.00             |                 |                  |
| 102         | LAU TING LING | 06-10-2015 | 3        | 0.88    |        |       |                  |                 |                  |
| 102         | LAU TING LING | 07-10-2015 | 0        |         | 1.00   |       |                  |                 |                  |
| 102         | LAU TING LING | 08-10-2015 | 2        | 1.00    |        |       |                  |                 |                  |
| 102         | LAU TING LING | 09-10-2015 | 3        | 1.00    |        |       | 2.05             |                 |                  |
| 102         | LAU TING LING | 10-10-2015 | 3        | 1.00    |        |       | 2.00             |                 |                  |
| 102         | LAU TING LING | 11-10-2015 | 2        | 0.98    |        |       |                  |                 |                  |
| 102         | LAU TING LING | 12-10-2015 | 3        | 1.00    |        |       | 2.52             |                 |                  |
| 102         | LAU TING LING | 13-10-2015 | 3        | 1.00    |        |       | 2.17             |                 |                  |
| 102         | LAU TING LING | 14-10-2015 | 1        | 1.00    |        |       | 0.05             |                 |                  |
| 102         | LAU TING LING | 15-10-2015 | 1        | 0.99    |        |       |                  |                 |                  |
| 102         | LAU TING LING | 16-10-2015 | 3        | 1.00    |        |       | 2.32             |                 |                  |
| 102         | LAU TING LING | 17-10-2015 | 1        | 0.98    |        |       |                  |                 |                  |
| 102         | LAU TING LING | 18-10-2015 | 3        | 1.00    |        |       | 2.78             |                 |                  |
| 102         | LAU TING LING | 19-10-2015 | 3        | 1.00    |        |       | 2.00             |                 |                  |
| 102         | LAU TING LING | 20-10-2015 | 3        | 1.00    |        |       | 2.17             |                 |                  |
| 102         | LAU TING LING | 21-10-2015 | 3        | 1.00    |        |       | 2.22             |                 |                  |
| 102         | LAU TING LING | 22-10-2015 | 3        | 1.00    |        |       | 1.85             |                 |                  |
| 102         | LAU TING LING | 23-10-2015 | 3        | 1.00    |        |       | 2.00             |                 |                  |
| 102         | LAU TING LING | 24-10-2015 | 3        | 1.00    |        |       | 1.92             |                 |                  |
| 102         | LAU TING LING | 25-10-2015 | 2        | 1.00    |        |       |                  |                 |                  |
| 102         | LAU TING LING | 26-10-2015 | 3        | 1.00    |        |       | 1.95             |                 |                  |
| 102         | LAU TING LING | 27-10-2015 | 3        | 0.89    |        |       |                  |                 |                  |
| 102         | LAU TING LING | 28-10-2015 | 0        |         | 1.00   |       |                  |                 |                  |
| 102         | LAU TING LING | 29-10-2015 | 2        | 1.00    |        |       | 0.08             |                 |                  |
| 102         | LAU TING LING | 30-10-2015 | 3        | 1.00    |        |       | 2.00             |                 |                  |
| 102         | LAU TING LING | 31-10-2015 | 3        | 1.00    |        |       | 1.88             |                 |                  |
|             |               |            | Total    | 28.72   | 2.00   |       | 39.78            |                 |                  |

**Day by Day Analysis**  
(01-10-2015 To 31-10-2015)

| Date       | Weekday % | Workrate | AB | LV | LI | EO | MP | Short | Workday Hrs | Workday Days | Workday OT | Restday OT | Holiday OT |
|------------|-----------|----------|----|----|----|----|----|-------|-------------|--------------|------------|------------|------------|
| 01-10-2015 | Thursday  | 100.00   |    |    | 1  |    |    | 0.11  | 24.00       | 3.00         | 3.89       |            |            |
| 02-10-2015 | Friday    | 99.67    | 1  |    |    |    | 1  |       | 16.00       | 2.00         | 4.00       |            |            |
| 03-10-2015 | Saturday  | 100.00   |    |    | 1  |    |    | 0.02  | 23.58       | 3.00         | 4.03       |            |            |
| 04-10-2015 | Sunday    | 100.00   |    |    |    |    |    |       | 24.00       | 3.00         |            |            |            |
| 05-10-2015 | Monday    | 99.67    | 1  |    |    |    |    |       | 16.00       | 2.00         | 4.00       |            |            |
| 06-10-2015 | Tuesday   | 99.00    |    |    |    | 1  |    | 0.59  | 23.01       | 2.98         | 2.00       |            |            |
| 07-10-2015 | Wednesday | 99.67    | 1  |    |    |    |    |       | 16.00       | 2.00         | 4.00       |            |            |
| 08-10-2015 | Thursday  | 99.00    |    |    |    | 1  |    | 0.59  | 23.01       | 2.98         |            |            |            |
| 09-10-2015 | Friday    | 99.67    | 1  |    | 2  |    | 1  | 0.04  | 16.00       | 2.00         | 4.12       |            |            |
| 10-10-2015 | Saturday  | 99.67    | 1  |    |    |    |    |       | 16.00       | 2.00         | 4.02       |            |            |
| 11-10-2015 | Sunday    | 99.00    | 1  |    | 2  |    |    | 0.22  | 15.39       | 1.95         |            |            |            |
| 12-10-2015 | Monday    | 99.33    | 2  |    |    |    | 1  |       | 8.00        | 1.00         | 2.52       |            |            |
| 13-10-2015 | Tuesday   | 99.33    |    |    | 2  |    | 1  | 0.13  | 23.50       | 2.96         | 4.17       |            |            |
| 14-10-2015 | Wednesday | 100.00   |    |    | 1  |    | 3  | 0.04  | 24.00       | 3.00         | 4.51       |            |            |
| 15-10-2015 | Thursday  | 99.67    |    |    |    | 1  | 1  | 0.05  | 23.55       | 2.95         | 2.00       |            |            |
| 16-10-2015 | Friday    | 99.67    | 1  |    | 1  |    |    | 0.06  | 16.00       | 2.00         | 4.32       |            |            |
| 17-10-2015 | Saturday  | 99.33    |    |    | 1  | 1  | 1  | 0.11  | 23.49       | 2.98         | 4.47       |            |            |
| 18-10-2015 | Sunday    | 100.00   |    |    | 2  |    | 1  | 0.16  | 24.00       | 3.00         | 7.68       |            |            |
| 19-10-2015 | Monday    | 99.33    |    |    |    | 1  |    | 0.54  | 23.06       | 2.99         | 4.00       |            |            |
| 20-10-2015 | Tuesday   | 100.00   |    |    |    |    | 2  |       | 24.00       | 3.00         | 4.17       |            |            |
| 21-10-2015 | Wednesday | 100.00   |    |    |    |    | 1  |       | 24.00       | 3.00         | 6.22       |            |            |
| 22-10-2015 | Thursday  | 100.00   |    |    | 1  |    | 1  | 0.09  | 24.00       | 3.00         | 1.85       |            |            |
| 23-10-2015 | Friday    | 99.67    | 1  |    |    |    |    |       | 16.00       | 2.00         | 4.03       |            |            |
| 24-10-2015 | Saturday  | 99.67    | 1  |    | 1  |    |    | 0.05  | 16.00       | 2.00         | 3.97       |            |            |
| 25-10-2015 | Sunday    | 99.67    | 1  |    |    | 1  |    | 0.59  | 15.01       | 1.88         |            |            |            |
| 26-10-2015 | Monday    | 99.33    | 2  |    | 1  |    |    | 0.03  | 8.00        | 1.00         | 1.95       |            |            |
| 27-10-2015 | Tuesday   | 99.33    |    |    |    | 1  |    | 0.55  | 23.05       | 2.99         | 2.00       |            |            |
| 28-10-2015 | Wednesday | 99.67    | 1  |    |    |    |    |       | 16.00       | 2.00         | 4.02       |            |            |
| 29-10-2015 | Thursday  | 99.67    |    |    | 1  | 1  |    | 1.09  | 22.56       | 2.97         | 0.08       |            |            |
| 30-10-2015 | Friday    | 99.67    | 1  |    |    |    |    |       | 16.00       | 2.00         | 4.00       |            |            |
| 31-10-2015 | Saturday  | 100.00   |    |    | 1  |    |    | 0.10  | 24.00       | 3.00         | 3.95       |            |            |
| Total      |           |          | 16 |    | 18 | 8  | 14 | 7.56  | 609.21      | 76.19        | 99.97      |            |            |

**Month by Month Analysis**  
(01-10-2015 To 31-10-2015)

| Month   | Weekday  | Workrate % | AB | LV | LI | EO | MP | Short | Workday Hrs | Workday Days | Workday OT | Restday OT | Holiday OT |
|---------|----------|------------|----|----|----|----|----|-------|-------------|--------------|------------|------------|------------|
| 10-2015 | Saturday | 81.92      | 16 |    | 18 | 8  | 14 | 7.56  | 609.21      | 76.19        | 99.97      |            |            |
| Total   |          |            | 16 |    | 18 | 8  | 14 | 7.56  | 609.21      | 76.19        | 99.97      |            |            |

**MAN HOURS REPORT**  
(01-10-2015 To 31-10-2015)

| Employee ID    | Head Count | Work Day     | Work Hour     | Overtime      | Total Hours   |
|----------------|------------|--------------|---------------|---------------|---------------|
| 102            | 1          | 28.72        | 229:42        | 39:48         | 269:28        |
| 103            | 1          | 27.71        | 221:38        | 33:14         | 254:52        |
| 104            | 1          | 19.78        | 158:01        | 28:57         | 184:58        |
| <b>Total :</b> | <b>3</b>   | <b>76.19</b> | <b>609:21</b> | <b>609:21</b> | <b>709:18</b> |

**Movement Activities Report**  
(01-10-2015 To 31-10-2015)

| Employee ID | Name          | Date       | Weekday   | Time 1<br>Time 11 | Time 2<br>Time 12 | Time 3<br>Time 13 | Time 4<br>Time 14 | Time 5<br>Time 15 | Time 6<br>Time 16 | Time 7<br>Time 17 | Time 8<br>Time 18 | Time 9<br>Time 19 | Time 10<br>Time 20 |
|-------------|---------------|------------|-----------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| 102         | LAU TING LING | 2015-10-01 | Thursday  | 09:58             | 13:04             | 13:51             | 18:09             | 18:47             | 22:00             |                   |                   |                   |                    |
|             |               | 2015-10-02 | Friday    | 09:37             | 13:05             | 13:50             | 18:03             | 18:50             | 22:00             |                   |                   |                   |                    |
|             |               | 2015-10-03 | Saturday  | 09:37             | 12:01             | 12:57             | 17:05             | 17:49             | 22:00             |                   |                   |                   |                    |
|             |               | 2015-10-04 | Sunday    | 12:20             | 17:00             | 17:54             | 22:00             |                   |                   |                   |                   |                   |                    |
|             |               | 2015-10-05 | Monday    | 09:41             | 13:00             | 13:50             | 18:01             | 18:52             | 22:00             |                   |                   |                   |                    |
|             |               | 2015-10-06 | Tuesday   | 09:38             | 13:00             | 13:49             | 19:01             |                   |                   |                   |                   |                   |                    |
|             |               | 2015-10-08 | Thursday  | 12:23             | 17:01             | 17:51             | 22:00             |                   |                   |                   |                   |                   |                    |
|             |               | 2015-10-09 | Friday    | 09:47             | 13:00             | 13:51             | 18:09             | 18:47             | 22:00             |                   |                   |                   |                    |
|             |               | 2015-10-10 | Saturday  | 09:41             | 13:02             | 13:54             | 18:01             | 18:55             | 22:00             |                   |                   |                   |                    |
|             |               | 2015-10-11 | Sunday    | 12:53             | 17:00             | 17:55             | 22:00             |                   |                   |                   |                   |                   |                    |
|             |               | 2015-10-12 | Monday    | 09:45             | 13:01             | 13:54             | 18:02             | 18:51             | 22:00             | 22:31             |                   |                   |                    |
|             |               | 2015-10-13 | Tuesday   | 09:48             | 09:53             | 12:00             | 12:51             | 13:05             | 14:03             | 18:02             | 18:58             | 19:01             | 22:13              |
|             |               | 2015-10-14 | Wednesday | 09:49             | 12:49             | 15:14             | 18:09             | 19:07             |                   |                   |                   |                   |                    |
|             |               | 2015-10-15 | Thursday  | 09:45<br>22:00    | 10:00<br>22:28    | 12:08             | 12:50             | 13:05             | 14:00             | 17:02             | 17:50             | 18:09             | 18:55              |
|             |               | 2015-10-16 | Friday    | 09:51             | 12:41             | 13:04             | 13:59             | 17:00             | 17:52             | 18:10             | 18:54             | 22:00             | 22:25              |
|             |               | 2015-10-17 | Saturday  | 09:49<br>22:00    | 09:59<br>22:29    | 12:08             | 12:54             | 13:10             | 14:07             | 17:02             | 17:53             | 18:08             | 18:53              |
|             |               | 2015-10-18 | Sunday    | 09:59             | 12:42             | 13:01             | 13:55             | 17:00             | 17:51             | 18:05             | 18:54             | 22:00             | 23:01              |

### Employee Listing

| Employee ID | Payroll ID | Name          | IC No          | Passport No | DOB        | Gender | Date Join  | Resigned Date | Schedule | Card Number |
|-------------|------------|---------------|----------------|-------------|------------|--------|------------|---------------|----------|-------------|
| 102         |            | LAU TING LING | 940617-13-6224 |             | 17-06-1994 | Female | 01-09-2015 |               | 0        |             |
| 103         |            | CATHERINE     | 900214-13-6928 |             | 14-02-1990 | Female | 02-05-2015 |               | 0        |             |
| 104         |            | SUZANA        | 940307-13-6472 |             | 07-03-1994 | Female | 19-05-2015 |               | 0        |             |

Total Employee : 3

### LEAVE DETAILS REPORT

NAME: LAU TING LING (102)

01-01-2015 -->31-12-2015, LEAVE TYPE: ANNUAL LEAVE

| Trans Type  | Start Date             | End Date               | No. Of Days   | Reason                 |                |         |         |
|-------------|------------------------|------------------------|---------------|------------------------|----------------|---------|---------|
| Leave Taken | 05-08-2015             | 05-08-2015             | 1.00          |                        |                |         |         |
| Leave Taken | 10-07-2015             | 10-07-2015             | 1.00          |                        |                |         |         |
| Summary     |                        |                        |               |                        |                |         |         |
| B/F         | Leave Earn<br>(System) | Leave Earn<br>(Manual) | Leave<br>Adj. | Total Leave<br>Entitle | Leave<br>Taken | Balance | Remarks |
| 0.00        | 10.00                  | 0.00                   | 0.00          | 10.00                  | 2.00           | 8.00    |         |



**LEAVE APPLICATION TRANSACTION**

(01-01-2015 To 31-12-2015)

NAME: MOHD ALI (101)

**ANNUAL LEAVE**

| Trans Type  | Start Date             | End Date               | No. Of Days   | Reason                 |                |         |         |
|-------------|------------------------|------------------------|---------------|------------------------|----------------|---------|---------|
| Leave Taken | 01-07-2015             | 01-07-2015             | 1.00          |                        |                |         |         |
| Leave Taken | 06-08-2015             | 06-08-2015             | 1.00          |                        |                |         |         |
| Summary     |                        |                        |               |                        |                |         |         |
| B/F         | Leave Earn<br>(System) | Leave Earn<br>(Manual) | Leave<br>Adj. | Total Leave<br>Entitle | Leave<br>Taken | Balance | Remarks |
| 0.00        | 0.00                   | 0.00                   | 0.00          | 0.00                   | 2.00           | (2.00)  |         |

NAME: LAU TING LING (102)

**ANNUAL LEAVE**

| Trans Type  | Start Date             | End Date               | No. Of Days   | Reason                 |                |         |         |
|-------------|------------------------|------------------------|---------------|------------------------|----------------|---------|---------|
| Leave Taken | 05-08-2015             | 05-08-2015             | 1.00          |                        |                |         |         |
| Leave Taken | 10-07-2015             | 10-07-2015             | 1.00          |                        |                |         |         |
| Summary     |                        |                        |               |                        |                |         |         |
| B/F         | Leave Earn<br>(System) | Leave Earn<br>(Manual) | Leave<br>Adj. | Total Leave<br>Entitle | Leave<br>Taken | Balance | Remarks |
| 0.00        | 10.00                  | 0.00                   | 0.00          | 10.00                  | 2.00           | 8.00    |         |

**LEAVE SUMMARY REPORT**

(01-01-2015 To 31-12-2015)

| Employee ID | Name          | Payroll ID | Period                  | Leave Type   | B/F  | Leave Earn (System) | Leave Earn (Manual) | Leave Adj. | Tot. Leave Entitle | Leave Taken | Balance | Remarks |
|-------------|---------------|------------|-------------------------|--------------|------|---------------------|---------------------|------------|--------------------|-------------|---------|---------|
| 101         | MOHD ALI      |            | 01-01-2015-->31-12-2015 | ANNUAL LEAVE | 0.00 | 0.00                | 0.00                | 0.00       | 0.00               | 2.00        | -2.00   |         |
| 102         | LAU TING LING |            | 01-01-2015-->31-12-2015 | ANNUAL LEAVE | 0.00 | 10.00               | 0.00                | 0.00       | 10.00              | 2.00        | 8.00    |         |

No. Of Employee: 2

**DAILY LEAVE TRACKING**  
(01-01-2015 To 31-12-2015)

| Leave Date                 | Department | Employee ID   Payroll ID | Name          | Leave Type   | No. Of Day |
|----------------------------|------------|--------------------------|---------------|--------------|------------|
| 01-07-2015                 |            | 101                      | MOHD ALI      | ANNUAL LEAVE | 1.00       |
| <i>No. Of Employee : 1</i> |            |                          |               |              |            |
| 10-07-2015                 | GENERAL    | 102                      | LAU TING LING | ANNUAL LEAVE | 1.00       |
| <i>No. Of Employee : 1</i> |            |                          |               |              |            |
| 05-08-2015                 | GENERAL    | 102                      | LAU TING LING | ANNUAL LEAVE | 1.00       |
| <i>No. Of Employee : 1</i> |            |                          |               |              |            |
| 08-08-2015                 |            | 101                      | MOHD ALI      | ANNUAL LEAVE | 1.00       |
| <i>No. Of Employee : 1</i> |            |                          |               |              |            |

**Attendance Sheet**

Date : 01-10-2015 --> 31-10-2015  
 Pay Mode :  
 Department :  
 Position :

Nationality :  
 Schedule :

Late In ☐ On Leave ☐ Clock less than  time (s)  
 Early Out ☐ Overtime ☐  
 Absent ☐ Exit Pass ☐ \* Underline indicates Amendment.  
 Miss Punch ☐ Amended ☐ \* Red Bold indicates Late In or Early

| Employee ID | Name          | Date       | Day Type | Hol. | Weekday   | In           | Out   | In    | Out          | In    | Out   | In    | Out   | In    | Out          | Exit Pass | Work   | Overtime | Short | No. Of Workday | OT Hrs. Approved | Leave |
|-------------|---------------|------------|----------|------|-----------|--------------|-------|-------|--------------|-------|-------|-------|-------|-------|--------------|-----------|--------|----------|-------|----------------|------------------|-------|
| 101         | MOHD ALI      | 2015-10-18 | WORKDAY  |      | Sunday    | 09:18        | 09:37 | 12:05 | 12:50        | 13:05 | 13:52 | 17:02 | 17:55 | 18:05 | <b>18:48</b> |           | 468.00 |          | 12.00 | 0.98           | 0.00             |       |
| 101         | MOHD ALI      | 2015-10-20 | WORKDAY  |      | Wednesday | <b>12:48</b> | 17:01 | 17:49 | 22:02        |       |       |       |       |       |              |           | 479.00 |          | 3.00  | 1.00           | 0.00             |       |
| 101         | MOHD ALI      | 2015-10-29 | WORKDAY  |      | Thursday  | 09:31        | 13:03 | 13:52 | <b>19:01</b> |       |       |       |       |       |              |           | 421.00 |          | 59.00 | 0.88           | 0.00             |       |
| 102         | LAU TING LING | 2015-10-01 | WORKDAY  |      | Thursday  | <b>09:56</b> | 13:04 | 13:51 | 18:09        | 18:47 | 22:00 |       |       |       |              |           | 480.00 | 109.00   | 11.00 | 1.00           | 1.82             |       |
| 102         | LAU TING LING | 2015-10-06 | WORKDAY  |      | Tuesday   | 09:38        | 13:00 | 13:49 | <b>19:01</b> |       |       |       |       |       |              |           | 421.00 |          | 59.00 | 0.88           | 0.00             |       |
| 102         | LAU TING LING | 2015-10-09 | WORKDAY  |      | Friday    | <b>09:47</b> | 13:00 | 13:51 | 18:04        | 22:05 |       |       |       |       |              |           | 480.00 | 123.00   | 2.00  | 1.00           | 2.05             |       |
| 102         | LAU TING LING | 2015-10-11 | WORKDAY  |      | Sunday    | <b>12:53</b> | 17:00 | 17:55 | 22:00        |       |       |       |       |       |              |           | 472.00 |          | 8.00  | 0.98           | 0.00             |       |
| 102         | LAU TING LING | 2015-10-13 | WORKDAY  |      | Tuesday   | <b>09:48</b> | 12:00 | 12:51 | 13:05        | 14:03 | 18:02 | 18:58 | 22:13 |       |              |           | 480.00 | 130.00   | 3.00  | 1.00           | 2.17             |       |
| 102         | LAU TING LING | 2015-10-14 | WORKDAY  |      | Wednesday | <b>09:49</b> | 12:49 | 15:14 | 18:09        | 19:07 |       |       |       |       |              |           | 480.00 | 3.00     | 4.00  | 1.00           | 0.05             |       |
| 102         | LAU TING LING | 2015-10-15 | WORKDAY  |      | Thursday  | 09:45        | 10:00 | 12:06 | 12:50        | 13:05 | 14:00 | 17:02 | 17:50 | 18:09 | <b>18:55</b> |           | 475.00 |          | 5.00  | 0.99           | 0.00             |       |
| 102         | LAU TING LING | 2015-10-16 | WORKDAY  |      | Friday    | <b>09:51</b> | 12:41 | 13:04 | 13:59        | 17:00 | 17:52 | 18:10 | 18:54 | 22:00 | 22:25        |           | 480.00 | 139.00   | 6.00  | 1.00           | 2.32             |       |
| 102         | LAU TING LING | 2015-10-17 | WORKDAY  |      | Saturday  | <b>09:49</b> | 09:59 | 12:06 | 12:54        | 13:10 | 14:07 | 17:02 | 17:53 | 18:08 | <b>18:53</b> |           | 469.00 |          | 11.00 | 0.98           | 0.00             |       |
| 102         | LAU TING LING | 2015-10-18 | WORKDAY  |      | Sunday    | <b>09:59</b> | 12:42 | 13:01 | 13:55        | 17:00 | 17:51 | 18:05 | 18:54 | 22:00 | 23:01        |           | 480.00 | 167.00   | 14.00 | 1.00           | 2.78             |       |
| 102         | LAU TING LING | 2015-10-22 | WORKDAY  |      | Thursday  | <b>09:54</b> | 12:30 | 17:00 | 17:50        | 22:00 |       |       |       |       |              |           | 480.00 | 111.00   | 9.00  | 1.00           | 1.85             |       |
| 102         | LAU TING LING | 2015-10-24 | WORKDAY  |      | Saturday  | <b>09:50</b> | 12:04 | 12:50 | 17:01        | 17:56 | 22:00 |       |       |       |              |           | 480.00 | 115.00   | 5.00  | 1.00           | 1.92             |       |
| 102         | LAU TING LING | 2015-10-26 | WORKDAY  |      | Monday    | <b>09:48</b> | 12:04 | 12:52 | 17:03        | 17:53 | 22:00 |       |       |       |              |           | 480.00 | 117.00   | 3.00  | 1.00           | 1.95             |       |
| 102         | LAU TING LING | 2015-10-27 | WORKDAY  |      | Tuesday   | 09:38        | 13:00 | 13:50 | <b>19:05</b> |       |       |       |       |       |              |           | 425.00 |          | 55.00 | 0.89           | 0.00             |       |
| 102         | LAU TING LING | 2015-10-31 | WORKDAY  |      | Saturday  | <b>09:55</b> | 12:00 | 12:51 | 17:04        | 17:52 | 22:03 |       |       |       |              |           | 480.00 | 113.00   | 10.00 | 1.00           | 1.88             |       |
| 103         | CATHERINE     | 2015-10-09 | WORKDAY  |      | Friday    | <b>09:47</b> | 13:00 | 13:51 | 18:02        | 18:57 | 22:06 |       |       |       |              |           | 480.00 | 124.00   | 2.00  | 1.00           | 2.07             |       |
| 103         | CATHERINE     | 2015-10-11 | WORKDAY  |      | Sunday    | <b>09:59</b> | 13:05 | 13:52 | 19:01        |       |       |       |       |       |              |           | 467.00 |          | 14.00 | 0.97           | 0.00             |       |
| 103         | CATHERINE     | 2015-10-13 | WORKDAY  |      | Tuesday   | <b>12:55</b> | 17:01 | 17:55 | 22:00        |       |       |       |       |       |              |           | 470.00 |          | 10.00 | 0.98           | 0.00             |       |
| 103         | CATHERINE     | 2015-10-19 | WORKDAY  |      | Monday    | 09:34        | 13:02 | 13:56 | <b>19:06</b> |       |       |       |       |       |              |           | 426.00 |          | 54.00 | 0.89           | 0.00             |       |
| 103         | CATHERINE     | 2015-10-28 | WORKDAY  |      | Sunday    | 09:42        | 12:00 | 12:55 | <b>19:01</b> |       |       |       |       |       |              |           | 421.00 |          | 59.00 | 0.88           | 0.00             |       |
| 103         | CATHERINE     | 2015-10-29 | WORKDAY  |      | Thursday  | <b>12:56</b> | 17:00 | 17:53 | 22:05        |       |       |       |       |       |              |           | 474.00 |          | 11.00 | 0.99           | 0.00             |       |