

iVMS-4200 Attendance

Normal check-in/out but absence displayed

Issue description:

Add access control device to iVMS-4200, and use iVMS-4200 to calculate attendance, the employee normal check-in/out, but the attendance report shows absence duration is too long.

Attendance Daily Report															
2023-11-01 00:00:00 - 2023-11-10 23:59:59															
No.		Date	Week	Timetable	Check-in	Check-out	Work	OT	Attend ed	Late	Early	Absent t	Leave	Status	
1		2023-11-01	Wed.	Default Timetable(09:00:00-18:00:00)	-	18:09:04	2:00	0:00	2:00	7:00	0:00	7:00	0:00	H	
2		2023-11-02	Thu.	Default Timetable(09:00:00-18:00:00)	09:00:00	18:00:00	6:00	0:00	6:00	0:00	0:00	3:00	0:00	P	
3		2023-11-03	Fri.	Default Timetable(09:00:00-18:00:00)	08:59:15	17:48:10	5:00	0:00	5:00	0:00	1:00	4:00	0:00	P-DB	
4		2023-11-06	Mon.	Default Timetable(09:00:00-18:00:00)	08:47:35	17:24:09	1:00	0:00	1:00	0:00	1:00	8:00	0:00	P-DB	
5		2023-11-07	Tue.	Default Timetable(09:00:00-18:00:00)	08:46:54	13:18:32	3:30	0:00	3:30	0:00	1:00	5:00	0:00	P-DB	
6		2023-11-08	Wed.	Default Timetable(09:00:00-18:00:00)	-	-	0:00	0:00	0:00	0:00	1:00	9:00	0:00	H-DB	
7		2023-11-09	Thu.	Default Timetable(09:00:00-18:00:00)	-	-	0:00	0:00	0:00	0:00	1:00	9:00	0:00	H-DB	

Solution:

1. Search and check attendance detail.

Please turn to **Time & Attendance > Attendance Statistics > Calculation** to check the attendance detail.

In this case, view attendance calculation records, with multiple sets of Check In and Check Out.

Attendance Statistics											
Correct Check-in/Out Report Export											
	Person ID	Name	Department	Date	Shift	Timetable	Attendance Sta...	Check in	Check-out	Late	
Calculation	▶	Щелкунова Елена	DecorPlus	2023-11-01	Default Shift	Default Timetabl...	Absence		18:09:04	7 Hour(x)00	
	▶	Щелкунова Елена	DecorPlus	2023-11-02	Default Shift	Default Timetabl...	Normal	09:00:00	18:00:00	9 Hour(x)00	
	▶	Щелкунова Елена	DecorPlus	2023-11-03	Default Shift	Default Timetabl...	Early	08:59:15	17:48:10	9 Hour(x)00	
Report											
Regular Report	Check-In Time: 2023-11-03 08:59:15		Check-Out Time: 2023-11-03 11:15:03		Attended Duration:2 Hour(x)30 min						
	Check-In Time: 2023-11-03 11:16:25		Check-Out Time: 2023-11-03 12:04:16		Attended Duration:1 Hour(x)00 min						
	Check-In Time: 2023-11-03 12:12:39		Check-Out Time: 2023-11-03 13:59:04		Attended Duration:2 Hour(x)00 min						
	Check-In Time: 2023-11-03 14:06:05		Check-Out Time: 2023-11-03 14:06:03		Attended Duration:0 Hour(x)00 min						
	Check-In Time: 2023-11-03 17:36:36		Check-Out Time: 2023-11-03 17:48:10		Attended Duration:0 Hour(x)00 min						
	Check-In Time: 2023-11-03 18:00:30		Check-Out Time:		Attended Duration:0 Hour(x)00 min						
Report Display	▶	Щелкунова Елена	DecorPlus	2023-11-06	Default Shift	Default Timetabl...	Early	08:47:35	17:24:09	9 Hour(x)00	
	▶	Щелкунова Елена	DecorPlus	2023-11-07	Default Shift	Default Timetabl...	Early	08:46:54	13:18:32	9 Hour(x)00	
	▶	Щелкунова Елена	DecorPlus	2023-11-08	Default Shift	Default Timetabl...	Absence			9 Hour(x)00	
	▶	Щелкунова Елена	DecorPlus	2023-11-09	Default Shift	Default Timetabl...	Absence			9 Hour(x)00	
	▶	Щелкунова Елена	DecorPlus	2023-11-10	Default Shift	Default Timetabl...	Absence			9 Hour(x)00	

2. Check and adjust the calculate method.

Please turn to **Time & Attendance > Attendance Strategy > Timetable > Work Time** to check the calculate method. Calculation method for attendance duration:

First In& Last out: Only calculate the earliest and latest times, and calculate attendance.

Each In& Each out: Calculate each pair of in and out, accumulate and calculate attendance.

When the calculation method is Each Check In/Out, it will be used for multiple sets of records. First In& Last Out calculation method, with only one set of records.

iVMS-4200											
Monitoring Maintenance and Management Access Control Time & Attendance Person											
Add Delete											
Search											
Default Timetable											
Timetable											
Shift											
Shift Schedule											
Attendance Handling											
Work Time Break Time											
Basic Settings											
				Name	Default Timetable						
				Timetable Type	General						
				Calculated by	First In & Last Out						
				Enable T&A Status							
				Calculate Break Time into Atte...							
				Count Early Check-In as Overt...							

In this case, we recommend changing the calculation method to First In&Last Out and recalculate.

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2		2023-11-02	Thu.	Default Timetable(09:00:00-18:00:00)	09:00:00	18:00:39	9:00	0:00	9:00	0:00	0:00	0:00	0:00	P	
3		2023-11-03	Fri.	Default Timetable(09:00:00-18:00:00)	08:59:15	18:00:30	9:00	0:00	9:00	0:00	0:00	0:00	0:00	P	
4		2023-11-06	Mon.	Default Timetable(09:00:00-18:00:00)	08:47:35	18:01:06	9:00	0:00	9:00	0:00	0:00	0:00	0:00	P	
5		2023-11-07	Tue.	Default Timetable(09:00:00-18:00:00)	08:46:54	13:22:12	4:30	0:00	4:30	0:00	1:00	4:00	0:00	P-DB	