# How to Use Attendance Service on HikCentral Connect

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# Chapter 1 Add Access Control Device on HikCentral Connect

# 1.1 Check Compatibility List

Before adding the corresponding device, you need to check the compatibility list. You can get the device compatibility list from the Help Center of the HikCentral Connect Portal.

Help Center		After-Sales Authorization Code 🔒
How to	Device Compatibility List	FAQ
Release Notes	Datasheet	User Manual

Figure 1-1 Check Compatibility List

# **1.2 Add Access Control Device**

To use the attendance service, you need to first add access control devices to the System. For detailed steps, go to **Homepage**  $\rightarrow$  **Help Center** and refer to the second paragraph of the 'How to Use Access Control Service' document.



Figure 1-2 'How to Use Access Control Service' Document

# **Chapter 2 Basic Configuration**

Service related configurations include adding persons and credentials, adding access levels, and assigning access levels.

# 2.1 Add Person and Credential

Before adding persons, you need to add departments. Click + on the left of the **Person** module to add and configure departments.

HikCentral Connect	n Video Access Co	ontrol Attendance Vide	o Intercom On-Board	Monitoring Map	Alarm Person 🗘	📩 🖄 Hik	vision 🗸
+ 2 • ~	Show Sub Departmen	t + Add $\square$ Delete $\vee$	E Import ∨ ⊟ Exp	oort \vee 🔄 Adjust Dep	oartment 🛛 🗍 Batch Issue Car	ds to Persons	다 해
Search	ID	F	III Name		Card Number		
All Departments	Please enter.		Please enter.		Please enter the card number	•	
						Filter Reset	*
	Profile	ID ‡	First Name 🍦	Last Name 🖕	Department ‡	Credential Information	
		5038854105	test11		All Departments	■0 <b>●</b> 0 没 0	÷
		1116438766	test1		All Departments	🖃 0 🛛 👼 0 🛣 0	? ⇒
	Total: 11 100 /Page	~				· > > 1 /1	Go

### Figure 2-1 Add Department

🕚 HikCentral Connect 🛛 🏠 🗌	Video Access Control	Attendance Video Intercom	On-Board Monitoring	Map Alarm	Person 🥑	··· 4	<u>ă</u> 😕	Hik vision \vee
Add Department								
Accessible Area	select any area that goes reselect accordingly.	e areas of the current department. beyond these areas. To modify th ponnect System of Hik Reselect						
*Parent Department	All Departments		$\sim$					
*Department Name	HR department							
Description								÷. 2
	Add Add and	Add Person Cancel						

Figure 2-2 Configure Department

Then, you can add a person to a certain department.

C HikControl Connect	n Video Access	Control Video Intercom	On-Ecord Monitoring Alarm	Detection Map Alarm	Nerson () Device and Maintenance System Management	• ه الله ال
+ ∠ © ∨ Search	Show Sub Departm	ent + Add II Delen	V 🔄 Adjust Department 🕤	Batch Issue Cards to Persons		= +
<ul> <li>All Departments</li> </ul>	D Pieces entire.		Full Name Faces actor.	Card Number Please order the	ord number.	Filter Roset V
	Profile	ID 0	First Name 🕴	Last Name 🗄	Department :	Credential Information
	- 9	3420		100.01		<b>2</b> 0 <b>8</b> 1
- 201	- 2	3318		$(1,1,1)^{(1)}$		100 👼 a

### Figure 2-3 Add Person

When configuring a person's information, you can add card/fingerprint credentials and face picture for the person.

🔶 Add Person		
Basic Information Private Information	n Access Level Attendance Resident Information	
*ID	5455761319  ① Once configured, the ID cannot be edited. Confirm the ID rule before setting an ID.	
*Department	All Departments	
First Name		
Last Name		(၃) 0 Credential Management
*Effective Period	2023/08/10 13:44:55 - 2033/08/10 13:44:55 📋 Extend Effect 🗸	
Allow Login to Self-Service	The self-service is for the person to use functions via Mobile Client, such as opening door via Bluetooth and video intercom.	
	① A temporary password will be sent to this email. The person can then log in to the HikCentral Connect Mobile Client with this email and password. No email? Use Account	
	Add Add and Continue Cancel	

Figure 2-4 Configure Person Information

You can go to **Attendance** and select the role of the person.

👌 HikCentral Connect 🛛 🏠 🗄	Video Access Control	Attendance Video Interco	m On-Board Monitoring	Map Alarm	Person 🥎 Dev	vice and Maintenance	System Management	<u>م</u> ك	🖄 Hik vision \vee
🔶 Add Person									
Basic Information Private Information	on Access Level	Attendance Resident In	formation						
Check In/Out via Mobile Client									
Must Upload Picture									
Rote	<ul> <li>Employee • Supervisa</li> <li>A supervisor has the perm on the Mobile Client.</li> <li>2023/08 &gt;</li> </ul>	or nission to approve applications o <b>Today</b>	of the department and its sub	b-departments, and o	an check the employee	es' attendance			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
		No sched	iules. Please add persons first	t and go to Attendan	ce > Schedule to sched	lule shifts.			2 ⇒
	Add Add and G	Continue Cancel							

Figure 2-5 Configure Role

# 2.2 Add Access Level

1. Go to the Access Control module.



### Figure 2-6 Enter Access Control Module

### 2. On the left, enter Access Level $\rightarrow$ Manage Access Level, and click Add.

HikCentral Connect	n i	Video Access Control () Vide	deo Intercom On-Board Monitoring Alarm Detection	Map Alarm	Person Device and Maintenance System Managemen	4	ی <mark>0</mark> 9 ک
Access Control		Search Q	+ Add Delete ~				
Access Level	^	V GHIRCentral Connect Syst	Access Level \$		Access Schedule	Door	Area
Access Level Overview		> 📲 .Basic Device			All-day Template 🗎	Access Control:2	
					All-day Template 🗎	🔳 Access Control:1 📄	1000
Manage Access Level					All-day Template 🗎	Access Control:2	And the second second
Assign by Department							
Assign by Person		· · · · · · · · · · · · · · · · · · ·					
Real-Time Monitoring							
Q. Search	¥	- #					
Access Control Configuration	×						
		·					

### Figure 2-7 Add Access Level

3. Enter the access level information, and select the door(s) you want to link to the access level.

- 4. Select an access schedule.
- 5. Click **Add** to finish adding the access level.

HikCentral Connect	•	Video Access Control 🔾 Vide	s Warton Os Doard Merstering Alarm De	section Map Alarm Person Device and Maintene	irka System	Masagement	н 🖉 🖶 — 🔹
🗐 Access Control		teath Q	Add Access Level				
Access Lovel Oversites     Access Lovel Oversites     Manage Access Lovel     Access Lovel Oversites     Access Control Configuration     Access Control Configuration     Access Control Configuration		<ul> <li></li></ul>	Description	hof Saik Doka Kotshe Sainh Sai	×	Selection Second Q Namer Avea H Down DH H Down DH I d Down DH	
			*Access Scheckale 🛛	All-tay Template v	Xina		0 0

**Figure 2-8 Configure Access Level** 

### 2.3 Assign Access Level

After adding access levels, you can assign access levels to persons or to the entire department.

Access Control	🖆 Batch Assign	C Assign Sis Unassign Y						
Access Level		Access Level 2	Access Scheckle Template	Access Level	HikCentral Connect System of	♥ Sealch		(
Access Level Overview	~ All Person	🧭 test	All-day Template 🗎	Access Level Name	Access Schedule	Door		Area
Manage Access Level	5 (free 1)				All-day Template 🔯	Access	B	
					All-day Template 📋	Access	B	-
Assign by Department				C. Second	All-day Template 🗎	Access		
Assign by Person								
Real-Time Monitoring					All-day Template	Access	8	
Search								
Access Control Configuration								
				Val 4 100 Page V		2. 2. 1		
				test 4 100/hgr V		2 × 1	1	

Figure 2-9 Assign Access Level by Department

٢	HikCentral Connect	n - I	Video Access Control Cy Video Intercom	On-Board Monitoring Alarm Detection Map Ala	arm Person Device and Maintenance System Manageme	nt	Assign Access Level			×	
	Access Control		+ Assign Access Level 🗠 🖓 Onassign 😒								7
ß	Access Level		Person Information	Access Level Name	Access Schedule	De	Select Person			Ω	_
	Access Level Overview						<b>H</b>				
	Manage Access Level										
	Assign by Department						h				
	Assign by Person						A strength of				
Ø	Real-Time Monitoring						2 Person(s) Selected				
	Search						Access Level	Search		Q	
8	Access Control Configuration						Access Level Name	Access Schedule Door		Area	
							V k	All-day Temp 📄 🔳 Acc	:ess 📄		
										¢	
										0	
							Total: 1 100 /Page 🗸		1 /1		
							Save Cancel				
			Total: 0 100 /Page 💙				Cancel				_

Figure 2-10 Assign Access Level by Person

# **i**Note

• If you don't have the **Attendance** module, you need to click **Use Now** to activate the **Attendance** module.

QQ Test, Welcome to HikCentra	l Connect						
Video Management Access	Control Video Inter	rcom On-Board	Monitoring			Attendance	
You can view the camera's live view, r Hide Guide Research and the second secon	ecceive alarms, search video Recording and Picture Configuration about	Storage A	larm Configuration redt. or delete alarm rules	Video Secur Dre view, Dirback		Provides company managers with attendance data check-in time, check-out time, overtime, and leave management efficiency and make strategies based Use Now	e, to help them improve
devices and allocate resources.	recording schedule and		configure alarm linkage	operations.		Quick Access Recently Viewed	
ecently Viewed				Go to V	ideo Monitoring	Video Security	
evice offline. Please check i Device of			ck i			Video Search Video	
2CD6124     IPde	ome	IPCamera 01	_			Map Monitoring	
ealth Monitoring				€ Refresh Go to H	ealth Monitoring	Person Person	
Device T	ype Exception,						

Figure 2-11 Activate the Attendance Module

# **Chapter 3 Schedule Shifts for Employees**

You can schedule two types of shifts (i.e., normal shift and flexible shift) for employees in the Attendance module. You can go to **Basic Configuration**  $\rightarrow$  **General**  $\rightarrow$  **Edit** to select the type you want.

HikCentral Connect	ñ	Video Access Control	Attendance 💬 Video Intercom (	In-Board Monitoring Map	Alarm Person	Device and Maintenan	ee	山道遊	Hik vision 👻
Attendance	≡	Current Shift Type:Norma	il shift edit						
Schedule		Weel				×			
Review	~	-	Please selec	t at least one shift type.		~			
Leave		Unselecte	d type will not be displayed on the page. to the	If both types are selected, you on shift type respectively.	can set attendance i	rules according	Friday	Saturday	
Attendance Correction									
Report	8			_					
Basic Configuration	~		Normal Shift	()) Flexible SI	hift				
Gerunal		set w	heck in/out time is fixed according to the ork period (e.g., between 9 AM and 6 PM) king in/out outside the required time	hours are fixed. L	time is flexible, whil e., there are no limit in/out time, but the	ations on			
Timetable			d (e.g., after 9 AM or before 6 PM) will be ded as late or early leave.		d meet the time req				
Holiday									ġ
Гемин Тури				A		_			1
Report									
				ОК					
			Save						

Figure 3-1 Shift Type

### 3.1 Normal Shift

Normal shift means the check-in/out time is fixed according to the set work period (e.g., between 9 AM and 6 PM). Checking-in/out outside the required time period (e.g., after 9 AM or before 6 PM) will be regarded as late or early leave.

You can set the weekend according to your needs and the remaining days are workdays.

Current Shift Type:	:Normal Shift Edit
Weekend	Overtime Attendance Rule
	Weekend Settings     Sunday     Monday     Tuesday     Wednesday     Thursday     Friday       Saturday     Saturday     Saturday     Saturday     Saturday     Saturday
	Saturday A

#### Figure 3-2 Set Weekend

You can specify how early or how late are considered as working overtime, and how many minutes working at weekends are considered as overtime.

Current Shift Type:Normal Shift Edit
Weekend Overtime Attendance Rule
Normal Shift
Count Early Check-In as Overtime
Count Late Check-Out as Overtime
"If Later than Latest Check-Out Time 60 Minutes (Work hours not meeting the set time requirements will not be counted as overtime.)     For:
Weekend
Calculate Overtime

#### Figure 3-3 Set Overtime

You can set whether an employee is required to check-in/out. If disabled, check-in/out will not be required, and the check-in/out result will be automatically marked as normal by the system.

You can also set the late / early leave / absent rules for employees according to the company regulations.

Current Shift Type:Normal Shift Edit			
Weekend Overtime Attendance Rule			
Check-In Required	<ul> <li>If disabled, check-in will not be required, and</li> </ul>	the check-in result will be regarded	d as normal automatically by the system.
Check-Out Required	<ul> <li>If disabled, check-out will not be required, and</li> </ul>		
Normal Shift		~	
Late / Early Leave / Absent Rules	Rule	Content	Enable/Disable
	Mark as Late if Checks In Late For:	15 Minutes	
	Mark as Absent if Checks In Late For:	60 Minutes	
	Mark as Early Leave if Checks Out Early For:	0 Minutes	
	Mark as Absent if Checks Out Early For:	60 Minutes	
	Mark Attendance Without Check-In As:	Absent $\checkmark$	
	Mark Attendance Without Check-Out As:	Absent ~	
*Default Effective Check-In/Out Time	Before/After Duty: 10	Minutes	
	① For example, if the set value is 60 minutes and and 10:00, and the valid check-out time is bet		and 18:00, then the valid check-in time is between 8:00

Figure 3-4 Set Attendance Rule

# **i**Note

 If you allow employees to work overtime during certain periods, remember to extend the effective check-in/out time until overtime is completed, so that the check-in/out time is valid.

# **3.2 Flexible Shift**

For flexible shifts, the check-in/out time is flexible, while the work hours are fixed. That is, there are no limitations on the specific check-in/out time, but the total work hours should meet the time requirement (e.g., 8 hours).

You can set the weekend according to your needs and the remaining days are workdays.

Current Shift Type:Flexible Shift Edit						
Weekend Overtime Attend	ance Rule					
Weekend Settings	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	Saturday 🟑					

#### Figure 3-5 Set Weekend

You can specify how many extra minutes working on weekdays or how many minutes working at weekends are considered as overtime.

Current Shift Type:Flexible Shift Edit		
Weekend Overtime Attendance Rule		
Flexible Shift		
Count Extra Work Hours as Overtime	D	
() * If Work Additionally For:	60 Minutes	(Work hours not meeting the set time requirements will not be counted as overtime.)
Weekend		
Calculate Overtime		
*If Daily Work Hours Exceed:	60 Minutes	(Work hours not meeting the set time requirements will not be counted as overtime.)

#### Figure 3-6 Set Overtime

You can set whether an employee is required to check-in/out. If disabled, check-in/out will not be required, and the check-in/out result will be automatically marked as normal by the system.

You can also set the late / early leave / absent rules for employees according to the company regulations.

Current Shift Typ	e:Flexible Shift	Edit	
Weekend	Overtime	Attendance Rule	
		Check-In Required	
			① If disabled, check-in will not be required, and the check-in result will be regarded as normal automatically by the system.
		Check-Out Required	
			() If disabled, check-out will not be required, and the check-out result will be regarded as normal automatically by the system.
Flexib	le Shift		
	Default	Effective Check-In/Out Time	09:00:00 O = 18:00:00 O

Figure 3-7 Set Attendance Rule

# 3.3 Schedule

Hover the cursor over a box of a person and click + to open the Schedule pane. Then, you can select a shift type, select the predefined work periods or add periods to define a schedule, and select a time period during which the schedule works. If you select Normal Shift, you can set the check-in/out time.

G HikContral Connect	<b>n</b> 1	Video Access Control Attendance 🥥	Add Timetable	Schedule ×
Attendance	≣	< 2023/07/30 - 2023/08/	Name	
Schedule		Person 07/30 Sunda	Work Period	Shift Type ① Normal Shift Flexible Shift
Review		test11	09:00:00 C - 18:00:00 C	Work Period
Report		test1	① The valid check-in time period by	+ Add 10:00-11:00 time7 10:00-11:00 time6 10:00-17:00 time5 10:30-11:30 time4
Basic Configuration		11164387	default is between 04:00:00 and 14:00:00, and check-out time period between	15:50-17:15 time3         14:00-15:30 time2         09:30-11:00 time1
General		test10	13:00:00 and 23:00:00. Edit	Time
Timetable		test9	Enable Break Time	2023/08/02
Holiday		est8		Person test11 X
Leave Type		test7		<b>.</b>
Report		test6	Add	Save Cancel
		test5	10:00-11:00 time6 14:00-15:30	= =
		test4	10:00-11:00 time6 14:00-15:30	
		test3	10:00-11:00 time6 14:00-15:30	
		Total: 11 20 /Page 🗠		

### Figure 3-8 Add Timetable

If you select flexible shift, you can set the work hours and the effective check-in/out time period.

👌 HikCentral Connect	<b>n</b> 1	Video Access Control Attendance 🗇	Add Timetable	Schedule ×
Attendance	Ē	< 2023/07/30 - 2023/08/		
Schedule		Person 07/30 Sunda	Work Hours	Shift Type ① Normal Shift Flexible Shift
Review		test11	8 Hours 0 Minutes	Work Period
Report		test1	Effective Check-In/Out Time Period 09:00:00 ③ - 18:00:00 ③	+ Add 09:00-19:00 time9 08:00-16:30 Sekki Testing
Basic Configuration		test10	Enable Break Time	Time 2023/08/04
		test9		Person
		() test8		+ Add test11 ×
		€8266532	Add	Save Cancel
		test6		2
		test5	10:00-11:00 time6 14:00-15:30	Ξ
		test4	10:00-11:00 time6 14:00-15:30	
		test3	10:00-11:00 time6 14:00-15:30	
		Total: 11 20 /Page 🗸		

#### Figure 3-9 Set Timetable

You can set whether to enable the break time. If you enable the break time, select a break type (i.e., Fixed Duration and Actual Duration), set the break duration, and determine whether to include the break time into work hours.

Enable Break Time
Break Type
• Fixed Duration
O Actual Duration
Break Duration *
0 Minutes
Count Break Time as Work Hours

### Figure 3-10 Set Break Time

If you want to repeat shifts for person, you can click **Repeat** when you schedule shifts.

Attendance	≣	< 2023/07/30	2023/08/05	> Today	Name /											
Schedule		Person	07/30 Sunday	07/31 Monday	08/01 Tu	Shift Type ① Normal Shift Flexible Shift										
Review		test11		09:00-17:00 time8	09:00-19:00	Work Period										
Report		test1		10:00-17:00 time5	10:00-17:00	+ Add ■ 09:00-18:00 time10 ■ 09:00-17:00 time8 ■ 10:00-11:00 time7 ■ 10:00-11:00 time6 ■ 10:00-11:00 time6 ■ 10:00-17:00 time5 ■ 10:30-11:30 time4 ■ 15:50-17:15 time3										
Basic Configuration Y		test10		14:00-15:30 time2	10:00-11:00	■ 14:00-15:30 time2 ■ 09:30-11:00 time1										
											test9		14:00-15:30 time2	10:00-11:00	Time 2023/08/04 - 2023/09/04 Fit Repeat	
											test8		14:00-15:30 time2	10:00-11:00	During the above time period, the shift is scheduled on Monday, Tuesday, Wednesday, Thursday,	E
										test7		Friday every 1 week(s). Person	ė			
		test6		14:00-15:30 time2	14:00-15:30	+ Add test11 X	2									
		test5		10:00-11:00 time6	14:00-15:30	Save Cancel	=									
		test4		10:00-11:00 time6	14:00-15:30											
		test3		10:00-11:00 time6	14:00-15:30											

### Figure 3-11 Repeat Shift

Select the repetition mode and period you want to repeat, click **Save**.

Set Repetition Paran	neters			X
Repetition Mode	Repetition Interv	al(Week)		
Week	<ul><li>✓</li><li>1</li></ul>	✓ View Example		
Repeat On				
Sunday	Monday	Tuesday 🗸	Wednesday 🗸	Thursday 📿
Friday	Saturday			
Date				
2023/08/07	- 2023/09/07			
<ul> <li>During the above every 1 week(s).</li> </ul>	e time period, the shi	ft is scheduled on Mor	nday, Tuesday, Wedneso	day, Thursday, Friday
			Save	Cancel

### Figure 3-12 Set Repetition Parameters

You can schedule shifts for multiple persons or departments at the same time

👌 HikCentral Connect	<u> </u>	Video Access Control Attenc		On-Board Monitoring	Schedule	×
Attendance	Ē	< 2023/07/30 - 202	3/08/05 > Today	Name ,	Shift Type 🛈	
Schedule		Person 07/	30 Sunday 07/31 Mor	iday 08/01 Tu	Normal Shift Flexible Shift	
Review		test11	09:00-17:00 tir	ne8 09:00-19:00	Work Period	
Report		test1	10:00-17:00 tir	ne5 10:00-17:00	+ Add ■ 09:00-18:00 time10 ■ 09:00-17:00 time8 ■ 10:00-11:00 time7 ■ 10:00-11:00 time6 ■ 10:00-17:00 time5 ■ 10:30-11:30 time4 ■ 15:50-17:15 time3	
Basic Configuration		test10	14:00-15:30 tir	ne2 10:00-11:00	■ 14:00-15:30 time2 ■ 09:30-11:00 time1	
		test9	14:00-15:30 tir	ne2 10:00-11:00	Time 2023/08/04 - 2023/09/04 🗂 Repeat	_
		test8	14:00-15:30 tir	ne2 10:00-11:00	2023/08/04 - 2023/09/04  During the above time period, the shift is scheduled on Monday, Tuesday, Wednesday, Thursday, Fridar every tweekis).	E
		test7	14:00-15:30 tir	ne2 10:00-11:00	Person	ē
		test6	14:00-15:30 tir	ne2 14:00-15:30	+ Add test11 X	?
		test5	10:00-11:00 tir	ne6 14:00-15:30	Save Cancel	Ξ
		test4	10:00-11:00 tir	ne6 14:00-15:30		
		test3	10:00-11:00 tir	ne6 14:00-15:30		
		Total: 11 20 /Page 🗸				

### Figure 3-13 Multi-person Scheduling

If you don't want a shift anymore, you can click this shift and select **Delete** on the right.

👌 HikCentral Connect	n I	Video Access Control	Attendance 🖓	Video Intercom On-Bo	ard Monitoring Map	Alarm Person De	Schedule >
Attendance	≣	< 2023/07/30	- 2023/08/05	> Today		Q All Departme ×	Work Period
Schedule		Person	07/30 Sunday	07/31 Monday	08/01 Tuesday	08/02 Wednesday	10:00-17:00 time5
Review		test11		09:00-17:00 time8	09:00-19:00 time9		Work Period: 10:00:00-17:00:00 Check-In/Out Time Period: Valid check-in time period: 09:50:00-10:1
Report		test1		10:00-17:00 time5	10:00-17:00 time5	10:00-17:00 time5	0:00; valid check-out time period: 16:50:00-17:10:00.
Basic Configuration		test10		14:00-15:30 time2	10:00-11:00 time6	10:00-11:00 time6	Scheduled For 2023-08-04
General Timetable		test9		14:00-15:30 time2	10:00-11:00 time6	10:00-11:00 time6	Person test1
Holiday		test8		14:00-15:30 time2	10:00-11:00 time6	10:00-11:00 time6	Delete
Leave Type		test7		14:00-15:30 time2	10:00-11:00 time6	10:00-11:00 time6	
Report		test6		14:00-15:30 time2	14:00-15:30 time2	10:00-11:00 time6	2
		test5		10:00-11:00 time6	14:00-15:30 time2	10:00-11:00 time7	Ξ
		test4		10:00-11:00 time6	14:00-15:30 time2	10:00-11:00 time7	
		test3		10:00-11:00 time6	14:00-15:30 time2	10:00-11:00 time7	
		Total: 11 20 /Page ~					

Figure 3-14 Delete Shift

# 3.4 Holiday

You can add holiday and the added holidays are not allowed to overlap with each other. Set the holiday name, type, date, and time, and then click **Add**.

👌 HikCentral Connect	A I	Video Ac	Holiday Name *	rcom On-Board Monitorii	ng Map A	larm Person	Device and Maintenance	 ц.	ă 🖄	Hik vision $$
Attendance	≣	(i) No mor		the dates of each holiday can	not overlap.					
Schedule		+ Add <	Holiday Type							
Review	~	Holiday N	Regular Holiday	me 🕆	Repeat Annually	y or Not 🕴		Operati		
Report	~	National (	O Irregular Holiday	)23-10-01-2023-10-07	Yes			∠ ī		
			Start Date *							
Basic Configuration	^		2023/08/03							
General			Number of Days*							
Timetable			1							
Holiday			Repeat Annually							
Leave Type			Add							ė.
Report										
										2
										∋

Figure 3-15 Add Holiday

# 3.5 Check-in/out

The employees/supervisors can check in/out via card, fingerprint, face on the device and check in/out on the HikCentral Connect Mobile Client.

test2 &
Apply Check In/Out
Latest Check-In/Out Record
✓ 08/03 13:55:45 (My Schedule)
Daily Record < 2023/08 >
SUN MON TUE WED THU FRI SAT
30 31 1 2 3 4 5
• <b>time2</b> 14:00:00 - 15:30:00
~
Monthly Overview < 2023/8 >
1 1 0 Normal Abnormal Leave

Figure 3-16 Check-in/out on Mobile Client

Check In/Out	
-	Adjust
0	
	$\odot$
Remarks	
Please enter attendance notes.	
Upload Picture (0M/40M)	0/128
٥	
Check In/Out	

Figure 3-17 Check-in/out

# **Chapter 4 Leave and Attendance Correction**

Accounts on HikCentral Connect can be classified as the administrator account, supervisor accounts, and employee accounts. Employees and supervisors can log in to the Mobile Client via their accounts, and the supported functions and pages on the Mobile Client vary with account types.

### 4.1 Leave Type

The administrator can go to **Basic Configuration**  $\rightarrow$  **Leave Type** to set the leave type.

G HikCentral Connect	<b>†</b> 1	Video Access Control	Attendance 🥑	Video Intercom	On-Board Monitoring	Мар	Alarm	Person	
Attendance	€	+ Add 🔟 Delete							
Schedule		Type ÷			Oper	ation			
Review	~	business trip			_				
	~	sick leave			_				
	Ť	personal leave			<u>/</u>				
Basic Configuration	^								
General									
Timetable									
Holiday									
Leave Type									
Report									

#### Figure 4-1 Leave Type

### **4.2 Leave Application**

If employees or supervisors want to take time off, there are two ways.

- Employees or supervisors can apply for leave on the Mobile Client by themselves.
- The administrator can help employees or supervisors apply for leave.
- 1. Employee/supervisor applies for leave on the Mobile Client
- 1) After logging in to the Mobile Client, go to **Apply**  $\rightarrow$  **Add** and click **Leave**.



Figure 4-2 Find Leave Application

2) Complete the leave application and submit.

< Le	eave
* Leave Type	personal leave $>$
* Start Time	2023-08-02 13:58 >
* End Time	2023-08-02 19:58 >
Application Reason	on reason. 0/128
Attachment (0M/200	9M)
Su	ıbmit

**Figure 4-3 Leave Application** 

# **i**Note

• The supervisor applies for leave for himself/herself not for employees.

2. The administrator help employees apply for leave

The administrator can go to **Review**  $\rightarrow$  **Leave**  $\rightarrow$  **Add** on the Portal to select person, leave type, and leave period.

👌 HikContral Connect	<b>^</b>		Attendance 🥥 Video Inte	rcom On-Board	Monitoring Map	Alarm Persor	Add Leave	×
Attendance	≣	<ol> <li>Supports global sorting</li> </ol>	for the list data.					
Schedule		+ Add & Approve	heject 🗢 Withdraw				Select Persons *	12
Review	~	Application No.	Person ‡	Leave Type	Start Time 🕴	End Time 🕴		
Leave Attendance Correction			test10 ■ 1226333540 ▲ All Departments	sick leave		2023/08/10 23:59		
Report Basic Configuration		202308087	test1 ■ 1116438766 ▲ All Departments	sick leave	2023/08/09 09:28	2023/08/09 15:28	No resource selected.	
			test6 ■ 6514216333 ▲ All Departments	sick leave		2023/08/10 17:00		÷
		202308083	test6	personal leave	2023/08/09 09:00	2023/08/09 17:00	Leave Type * sick leave	? ⇒
		202308081	test8 iiii 6952117722 ▲ All Departments	sick leave	2023/08/08 00:00	2023/08/08 23:59	Leave Period * 2023-08-10 00:00 - 2023-08-10 23:59	Ē
		Total: 9 100 /Page 🗸				< 1 >	Add Cancel	

Figure 4-4 Leave Application on the Portal

# 4.3 Leave Review

After an employee submits a leave application, the supervisor or administrator can review it.

1. Supervisor review

The supervisor can process leave applications from employees in his/her own department on the Mobile Client.

1) After logging in to the Mobile Client by using the supervisor account, the supervisor can go to **Review**  $\rightarrow$  **Pending** to process leave applications from employees.

K Review	,
Pending	Handled
Q Search by name or appli	ication No.
Application for Leave	Under Review
202308012   2023/08/01 10:17	
Applicant: test5	
Leave Type: sick leave	
Start Time: 2023/08/01 13:30	
End Time: 2023/08/01 16:00	
Application for Leave	Under Review
202308011   2023/08/01 10:15	
Applicant: test6	
Leave Type: personal leave	
Start Time: 2023/08/01 13:30	
End Time: 2023/08/01 16:00	
No more da	ata.

Figure 4-5 Leave Application Review

2) After dealing with the leave application, the supervisor can see the processing results on the Handled page.

Review	I
Pending	Handled
Q Search by name or appl	ication No.
Application for Leave	Rejected
202308012   2023/08/01 10:17	
Applicant: test5	
Leave Type: sick leave	
Start Time: 2023/08/01 13:30	
End Time: 2023/08/01 16:00	
🛧 Application for Leave	Approved
202308011   2023/08/01 10:15	
Applicant: test6	
Leave Type: personal leave	
Start Time: 2023/08/01 13:30	
End Time: 2023/08/01 16:00	
No more d	ata.

Figure 4-6 Processing Result of Leave Application

2. Administrator review

The administrator can process leave applications from all employees and supervisors on the portal.

1) The administrator can go to **Review**  $\rightarrow$  **Leave** and select the leave application he/she want to process.

G HikCentral Connect	<b>•</b>	Video	Access Control	Attendan	ce 🥑 Vi	ideo Intercom	On-Board	Monitoring I	Мар	Alarm	Person	Device and Maint	enance	System	n Manag
Attendance	€	🚯 Sup	ports global sorting	for the list o	data.										
Schedule		+ A	dd 🛛 🏖 Approve	🔓 Reject	⇔ Withd	raw							$\nabla$	₽	ት ት
Review	^		Application No.	Person 🗍		Le	eave Type	Start Time 🗍	En	d Time 🕴		Application Reason	Operati	on	
Leave			202308013		test4 3556334	SIG	ck leave	2023/08/01 00	:00 20	23/08/01	23:59		€		
Attendance Correction					aa Air Dopai	ranenta									
Report	~ ~		202308012		test5 📑 3942148 👗 All Depar	SIG	ck leave	2023/08/01 13	:30 20	23/08/01	16:00		¢		
			202308011		test6 6514216 All Depar	pe	ersonal leave	2023/08/01 13	:30 20	23/08/01	16:00		÷		
			202307261		test5 📾 3942148 👗 All Depar	pe	ersonal leave	2023/07/26 15	i:45 20	23/07/26	17:20	personal leave	¢		

### Figure 4-7 Leave Application Review on the Portal

2) After processing the leave application, the administrator can see the processing

results and details on the right.



Figure 4-8 Processing Result of Leave Application on the Portal

# **4.4 Attendance Correction Application**

If employees or supervisors want to apply for attendance correction, there are two ways.

- Employees or supervisors can apply for attendance correction on the Mobile Client by themselves.
- The administrator can help employees or supervisors apply for attendance correction.

1. Employees or supervisors apply for attendance correction on the Mobile Client

1) After logging in to the Mobile Client, go to Apply  $\rightarrow$  Add and click Attendance Correction.



**Figure 4-9 Find Attendance Correction Application** 2) Complete the attendance correction application and submit.

e Correction
Check In >
2023-08-02 13:58 >
on reason.
0/128
OM)
ubmit

Figure 4-10 Attendance Correction Application

# **i**Note

• The supervisor applies for attendance correction for himself/herself not for employees.

2. The administrator help employees apply for attendance correction The administrator can go to **Review**  $\rightarrow$  **Attendance Correction**  $\rightarrow$  **Add** on the Portal and select person, correction type, and check-in/out time as needed.

🕚 HikCentral Connect	<b>n</b> 1	Video Access	Control	Attendance C	Video Interc	om On-Board M	onitoring Map	Alarm Persor	Add Attendance Correction	×
Attendance	≣	Supports glob	bal sorting f	for the list data.						
E Schedule		+ Add 🕹		a Reject					Select Persons *	D.
Review	~	Applica	tion No.	Person ‡		Correction Type	Check-In/Out Time	Application F		
Leave Attendance Correction					t <b>10</b> 1226333540 All Departments	Check-In	2023/08/10 14:29			
Report Basic Configuration			086		s <b>t6</b> 6514216333 All Departments	Check-In	2023/08/06 09:00		No resource selected.	
			084		s <b>t6</b> 6514216333 All Departments	Check-Out				ė
			082		t <b>7</b> 6826653284 All Departments	Check-Out			Correction Type * Check-In	1 ⇒
			014		t <b>4</b> 3556334580 All Departments	Check-Out			Check-In/Out Time * 2023-08-10 16:59	8
		Total: 5 100 /P	Page 🗸					< 1 >	Add Cancel	

Figure 4-11 Attendance Correction Application on the Portal

### **4.5 Attendance Correction Review**

After the employee submits a attendance correction application, the supervisor or administrator can review it.

1. Supervisor review

The supervisor can process attendance correction applications from employees in his/her own department on the HikCentral Connect App.

1) The supervisor can log in to his/her account on the HikCentral Connect App, go to **Review**  $\rightarrow$  **Handling** to process attendance correction applications from his/her employees.



Figure 4-12 Attendance Correction Review

2) After selecting approve or reject the attendance correction application, the supervisor can see the processing results on the Ended interface.

Rev	iew
Pending	Handled
Q Search by name or a	application No.
Application for Correl	ection • Approved
202308014   2023/08/01 14:19	
Applicant: test4	
Correction Type: Check Out	
Check-In/Out Time: 2023/07/3	1 11:05
Application for Leav	e Rejected
202308012   2023/08/01 10:17	
Applicant: test5	
Leave Type: sick leave	
Start Time: 2023/08/01 13:30	
End Time: 2023/08/01 16:00	
Application for Leav	e Approved
202308011   2023/08/01 10:15	
Applicant: test6	
Leave Type: personal leave	
Start Time: 2023/08/01 13:30	
End Time: 2023/08/01 16:00	
No mor	o data

Figure 4-13 Attendance Correction Processing Result

2. Administrator review

The administrator can process attendance correction applications from all employees and supervisors on the web side.

1) The administrator can go to **Review**  $\rightarrow$  **Attendance Correction** and select the attendance correction application he/she want to process.

😧 Hik	Central Connect	<b>n</b> 1	Video	Access Control	Attendand	ce 🥑 Vi	deo Intercom	On-Board M	onitoring	Map	Alarm	Pers	on
Attendance	e	€	i Suppo	rts global sorting	for the list o	data.							
Schedu	le		+ Add	Approve	🔓 Reject	🕁 🗘 Withd	raw				$\bigtriangledown$	⇔	ŶŶ
Review		^	I = 1	Application No.	Person 💂		Col	rrection Type	Check-In/0	Out Tim	Operation	n	
Leave			✓ 2	202308014		test4 3556334	Che	eck-Out	2023/07/3	1 11:05	€		
Attenda	ance Correction					••• All Depai	thents						
Report		^											
Total Ti	me Card												
Worked	l Hrs												
Excepti	on Report												

#### Figure 4-14 Attendance Correction Review on the Web

2) After processing the attendance correction application, the supervisor can see the processing results and details in the column on the right.



Figure 4-15 Attendance Correction Processing Result on the Web

# **Chapter 5 Attendance Report**

You can view various types of attendance reports and export them. Before viewing reports, you can set the company name and the date/time format of reports.

- 3	HikCentral Connect	<b>n</b> 1	Video	Access Control	Attendance	0	Video Intercom	On-Board Monitoring	Мар	Alarm	Person	Device and Maintenance	ц,	ö	<u>i</u>	Hik vision $~$
Att	endance	≣		Company Informa	ation											
Ē	Schedule			*Ente	rprise Name	HIKVI	ISION									
Ð	Review	~		Citto												
Ĩ	Report	~					pports pictures in JP be less than 10 MB.	G, JPEG, and PNG format.	The size o	f each pict.	ire					
23	Basic Configuration	^				mound	De less than to me									
	General						<b>Ø</b>									
	Timetable															
	Holiday			Date/Time Forma	t of Report											
	Leave Type				*Date	уууу-	MM-dd				~					
	Report				*Time	HH:m	ım				~					.ن.
					*Duration	HH:M	IM				~					Ξ
						Si	ave									

Figure 5-1 Report Configuration

The exported reports are shown in the figure below.

			C HIKVISION	N		
Clock-In Date	Clock-In Time	Clock-Out Date	Clock-Out Time	Attendance Status	Worked Hours	Absent Duration
				Absent	00:00	01:00
				Absent	00:00	01:00
2023-08-01	13:57			Absent	00:00	01:30
2023-08-01	13:57	2023-08-01	15:31	Normal	01:34	00:00
				Leave	00:00	01:30
				Absent	00:00	01:30
				Leave	00:00	01:30
2023-08-01	09:58			Absent	00:00	07:00
2023-08-01	09:59			Absent	00:00	01:00
2023-08-01	09:59			Absent	00:00	01:00
2023-08-02	10:08	2023-08-02	11:02	Late	00:54	00:00
2023-08-02	09:17	2023-08-02	13:34	Normal	04:16	00:00
2023-08-02	09:37	2023-08-02	13:34	Normal	03:57	00:00
2023-08-02	09:42	2023-08-02	13:34	Normal	03:52	00:00
2023-08-02	09:43	2023-08-02	13:35	Normal	03:52	00:00

### Figure 5-2 Report Display

The attendance data in the report is automatically updated at one hour after checkin/out. If you want to update real-time data in the report, you can click **Recalculate**.

_	s Control A	ttendance 🥑	Video Intercom	On-Board N	lonitoring	Map Al	arm Person De	Recalculate	$\times$
Full Name Please enter			ID Please ente				partment ease select.	Attendance results can be recalculated according to the latest schedules and configurations of the current system, and the recalculation applies to all reports. This function is usually used to the data recorded by the device to correct the current attendance results after the device was offline, or to correct the historical data with newly modified attendance rules.	
First Name	Last Name	ID ‡	Department ‡	Date 🗄	Weekday	Timetable	Work Start Date	Time Period	
test1		1116438766	All Departments	2023-07-31	Monday	time5	2023-07-31	2023/07/31 - 2023/07/31	Ħ
test5		3942148992	All Departments	2023-07-31	Monday	time6	2023-07-31	Target Person	
test4		3556334580	All Departments	2023-07-31	Monday	time6	2023-07-31	All      Specified Person(s)	
test3		3313172022	All Departments	2023-07-31	Monday	time6	2023-07-31		
test2		6901764404	All Departments	2023-07-31	Monday	time6	2023-07-31	The attendance recalculation applies to all reports.	
test10		1226333540	All Departments	2023-07-31	Monday	time2	2023-07-31	Recalculate	÷
test9		1106594395	All Departments	2023-07-31	Monday	time2	2023-07-31		_
test8		6952117722	All Departments	2023-07-31	Monday	time2	2023-07-31		?
test7		6826653284	All Departments	2023-07-31	Monday	time2	2023-07-31		⇒
test6		6514216333	All Departments	2023-07-31	Monday	time2	2023-07-31		

### Figure 5-3 Recalculate Function

The report content can be adjusted according to your needs and export the report in Excel/PDF/CSV/TXT format.

leo Acces	ss Control	Attendance 🔿	Video Intercom	On-Board M	lonitoring	Map Al	arm Person I	Device and Maintenan	ce	Custom Column
∃Export 、	🖯 Recalculate									All
										✓ First Name
ull Name			ID				partment		Time Perio	🗹 Last Name
Please ente	r.		Please ente	r.		PI	ease select.	~	Yesterday	Full Name
										V ID
										<ul> <li>Department</li> </ul>
First Name	Last Name	ID ÷	Department 🕴	Date 🕴	Weekday	Timetable	Work Start Date	Work Start Time	Work End Date	🗹 Date
test1		1116438766	All Departments	2023-07-31	Monday	time5	2023-07-31	10:00	2023-07-31	✓ Weekday
test5		3942148992	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	✓ Timetable
test4		3556334580	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	✓ Work Start Date
test3		3313172022	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	✓ Work Start Time
test2		6901764404	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	Work End Date
test10		1226333540	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31	✓ Work End Time ✓ Clock-In Date
test9		1106594395	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31	Clock-In Time
est8		6952117722	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31	Clock-Out Date
est7		6826653284	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31	✓ Clock-Out Time
est6		6514216333	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31	✓ Attendance Status
					,					✓ Worked Hours
										<ul> <li>Absent Duration</li> </ul>
										I ato Duration
100	$\sim$									Re

### Figure 5-4 Adjust Report

	А	В	С	D	E	F	G	Н	I	J	К
1	HIIKVISIOI	N									
2	Transactic	on									
3	Export Tin	ne: 2023-0	8-08 14:49								
4	First Nam	e Last Name	e ID	Department	Date	Time	Weekday	Data Source	Device Nar	Punch Stat	Remarks
5	test1		1.12E+09	All Departments	2023/8/1	9:58	Tuesday	Mobile Client			
6	test2		6.9E+09	All Departments	2023/8/1	9:58	Tuesday	Mobile Client			
7	test7		6.83E+09	All Departments	2023/8/1	9:59	Tuesday	Mobile Client			
8	test8		6.95E+09	All Departments	2023/8/1	9:59	Tuesday	Mobile Client			
9	test9		1.11E+09	All Departments	2023/8/1	10:20	Tuesday	Mobile Client			
10	test10		1.23E+09	All Departments	2023/8/1	10:21	Tuesday	Mobile Client			
11	test7		6.83E+09	All Departments	2023/8/1	10:22	Tuesday	Mobile Client			
12	test3		3.31E+09	All Departments	2023/8/1	13:57	Tuesday	Mobile Client			
13	test2		6.9E+09	All Departments	2023/8/1	13:57	Tuesday	Mobile Client			
14	test8		6.95E+09	All Departments	2023/8/1	13:58	Tuesday	Mobile Client			
15	test3		3.31E+09	All Departments	2023/8/1	15:31	Tuesday	Mobile Client			
16	test2		6.9E+09	All Departments	2023/8/1	16:14	Tuesday	Mobile Client			
17	test2		6.9E+09	All Departments	2023/8/2	9:17	Wednesda	Device	hik test		
18	test2		6.9E+09	All Departments	2023/8/2	9:36	Wednesda	Mobile Client			
19	test3		3.31E+09	All Departments	2023/8/2	9:37	Wednesda	Mobile Client			
20	test4		3.56E+09	All Departments	2023/8/2	9:42	Wednesda	Mobile Client			
21	test5		3.94E+09	All Departments	2023/8/2	9:43	Wednesda	Mobile Client			
22	test9		1.11E+09	All Departments	2023/8/2	9:52	Wednesda	Mobile Client			
23	test10		1.23E+09	All Departments	2023/8/2	9:52	Wednesda	Mobile Client			

Figure 5-5 CSV Report

test1 1116438766 All Departments 2023-08-01 09:58 Tuesday Mobile Client 01
test2 6901764404 All Departments 2023-08-01 09:58 Tuesday Mobile Client 01
test7 6826653284 All Departments 2023-08-01 09:59 Tuesday Mobile Client 01
test8 6952117722 All Departments 2023-08-01 09:59 Tuesday Mobile Client 01
test9 1106594395 All Departments 2023-08-01 10:20 Tuesday Mobile Client 01
test10 1226333540 All Departments 2023-08-01 10:21 Tuesday Mobile Client 01
test7 6826653284 All Departments 2023-08-01 10:22 Tuesday Mobile Client 01
test3 3313172022 All Departments 2023-08-01 13:57 Tuesday Mobile Client 01
test2 6901764404 All Departments 2023-08-01 13:57 Tuesday Mobile Client 01
test8 6952117722 All Departments 2023-08-01 13:58 Tuesday Mobile Client 01
test3 3313172022 All Departments 2023-08-01 15:31 Tuesday Mobile Client 01
test2 6901764404 All Departments 2023-08-01 16:14 Tuesday Mobile Client 01
test2 6901764404 All Departments 2023-08-02 09:17 Wednesday Device hik test 01
test2 6901764404 All Departments 2023-08-02 09:36 Wednesday Mobile Client 01
test3 3313172022 All Departments 2023-08-02 09:37 Wednesday Mobile Client 01
test4 3556334580 All Departments 2023-08-02 09:42 Wednesday Mobile Client 01
test5 3942148992 All Departments 2023-08-02 09:43 Wednesday Mobile Client 01
test9 1106594395 All Departments 2023-08-02 09:52 Wednesday Mobile Client 01
test10 1226333540 All Departments 2023-08-02 09:52 Wednesday Mobile Client 01
test6 6514216333 All Departments 2023-08-02 10:07 Wednesday Mobile Client 01
test7 6826653284 All Departments 2023-08-02 10:08 Wednesday Mobile Client 01
test8 6952117722 All Departments 2023-08-02 10:08 Wednesday Mobile Client 01
test9 1106594395 All Departments 2023-08-02 10:53 Wednesday Mobile Client 01
test10 1226333540 All Departments 2023-08-02 10:54 Wednesday Mobile Client 01
test6 6514216333 All Departments 2023-08-02 11:02 Wednesday Mobile Client 01
test7 6826653284 All Departments 2023-08-02 11:02 Wednesday Mobile Client 01
test8 6952117722 All Departments 2023-08-02 11:03 Wednesday Mobile Client 01
test2 6901764404 All Departments 2023-08-02 13:34 Wednesday Mobile Client 01
test3 3313172022 All Departments 2023-08-02 13:34 Wednesday Mobile Client 01

Figure 5-6 TXT Report

### 5.1 Total Time Card

The Total Time Card report is used to centrally display all kinds of daily attendance data of employees.

G HikContral Connect	<b>n</b>	Video Acces	s Control 🖌	Attendance 🥑	Video Intercom	On-Board M	Aonitoring	Мар	Alarm Person	Device and Maintenan			
Attendance	≣	Export	) Recalculate										♥ ☴ ᢤ
Schedule		Full Name			ID			D	lepartment		Time Period		
Review	~	Please enter			Please ente	6			Please select.		Yesterday		×
Report	^											Filter	Reset
Total Time Card		First Name	Last Name	ID :	Department :	Date ‡	Weekday	Timetabl	e Work Start Dat	e Work Start Time	Work End Date	Work End Time	Clock-In Da
		test1		1116438766	All Departments	2023-07-31	Monday	time5	2023-07-31	10:00	2023-07-31	17:00	
Worked Hrs		test5	1.044	3942148992	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31
Exception Report		test4	-	3556334580	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31
Late Report		test3		3313172022	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31
		test2		6901764404	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31
Early Leave Report		test10	122	1226333540	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31	15:30	2023-0
Absent Report		test9		1106594395	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31	15:30	2023-0
Overtime Report		test8		6952117722	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31	15:30	2023-0
		test7	1.1	6826653284	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31	15:30	2023-0 🗐
Transaction		test6		6514216333	All Departments	2023-07-31	Monday	time2	2023-07-31	14:00	2023-07-31	15:30	2023-07-31
Mobile Transaction													
Basic Configuration	^						_						
General		100	~										

### Figure 5-7 Total Time Card

### 5.2 Transaction

The Transaction report is used to centrally display the original check-in/out records for

### attendance calculation.

HikCentral Connect	<b>n</b>	Video Access	Control Atten	dance 🧭 Vid	eo Intercom On-Be	pard Monitoring	Map Alai	rm Person	Device and Mainte	nance ···	山道燈	Hik vision	~
Attendance	₫	<ol> <li>Supports glob</li> </ol>	bal sorting for the	list data.									
Schedule		Export										7 = {	494
Review	~	Full Name			ID			artment		Time Period			
		Please enter.			Please enter.		Plea	ase select.		Y This Mont	h	~	5
Report	^										Filter	Reset	
Total Time Card		First Name	Last Name	ID ‡	Department ‡	Date 1	Time	Weekday	Data Source	Device Name	Punch State	Remarks	
Worked Hrs		test1		1116438766	All Departments	2023-08-01	09:58	Tuesday	Mobile Client	-		(111)	
Exception Report		test2	100	6901764404	All Departments	2023-08-01	09:58	Tuesday	Mobile Client	12	12.1	522	
Late Report		test7	100	6826653284	All Departments	2023-08-01	09:59	Tuesday	Mobile Client		50-)		
		test8	**	6952117722	All Departments	2023-08-01	09:59	Tuesday	Mobile Client		44 L		
Early Leave Report		test9		1106594395	All Departments	2023-08-01	10:20	Tuesday	Mobile Client	-		- 6	4
Absent Report		test10		1226333540	All Departments	2023-08-01	10:21	Tuesday	Mobile Client		55.)		
Overtime Report		test7		6826653284	All Departments	2023-08-01	10:22	Tuesday	Mobile Client			2	
		test3		3313172022	All Departments	2023-08-01	13:57	Tuesday	Mobile Client	-		E	÷
Transaction		test2		6901764404	All Departments	2023-08-01	13:57	Tuesday	Mobile Client		8		
Mobile Transaction		test8		6952117722	All Departments	2023-08-01	13:58	Tuesday	Mobile Client	2.55	1911 -	1000	
Basic Configuration	~	test3	-	3313172022	All Departments	2023-08-01	15:31	Tuesday	Mobile Client	1	14 ( ) ( )	(444)	
an an an an an an 1970		100	~										

Figure 5-8 Transaction

# **5.3 Mobile Transaction**

The Mobile Transaction report is used to display records of employees checking in/out via the Mobile Client.

G HikContral C	onnect 🏫			Attendance 🔿		On-Board Monitoring	Мар	Alarm								
ttendance	₫	Supp	orts global sorting	for the list data.												à
Schedule		⊡ Exp	ort											Υ.	□	<u> </u>
Review	~	Full Na	ame		ID			Departm	ent			Time Perio	d			
		Pleas	e enter.		Please ente	r,		Please	select		~	This Wee	k			$\sim$
Report	^												Fi	iter	Rese	et
Total Time Card		First N	lame La	st Name ID	:	Department ‡	Date ‡		Time	Weekday	Locati	on	Attachment	Re	emarks	
Worked Hrs		test1		11	16438766	All Departments	2023-08	-01	09:58	Tuesday	China	<u>@</u>				
Exception Report		test2	22	69	01764404	All Departments	2023-08	-01	09:58	Tuesday	China	<u>®</u>				
Late Report		test7	77.)	68	26653284	All Departments	2023-08	-01	09:59	Tuesday	China	<u>®</u>		65		
		test8		69	52117722	All Departments	2023-08	-01	09:59	Tuesday	China	2				
Early Leave Report		test9	(11)	11	06594395	All Departments	2023-08	-01	10:20	Tuesday	China	<u>®</u>				-
Absent Report		test10		12	26333540	All Departments	2023-08	-01	10:21	Tuesday	China	<u>®</u>				
Overtime Report		test7		68	26653284	All Departments	2023-08	-01	10:22	Tuesday	China	2				2
		test3	(22)	33	13172022	All Departments	2023-08	-01	13:57	Tuesday	China	<u>®</u>				∋
Transaction	_	test2	**	69	01764404	All Departments	2023-08	-01	13:57	Tuesday	China	2				
Mobile Transactio	n	test8		69	52117722	All Departments	2023-08	-01	13:58	Tuesday	China	2		~		
Basic Configuratio	in ~	test3	(22)	33	13172022	All Departments	2023-08	-01	15:31	Tuesday	China	2				
		100	~													

Figure 5-9 Mobile Transaction

# 5.4 Worked Hrs

The Worked Hours report is used to display the details of daily worked hours of employees.

G HikContr	al Connect	<b>n</b> 1	Video Acces		Attendance 🥑	Video Intercom	On-Board N	Ionitoring	Мар 🧳	Alarm		e and Maintenance				
Attendance		≣	<ol> <li>Supports global</li> </ol>	obal sorting f	or the list data.										2	
Review		^	Export	Recalculat	e									Υ :	다. 해	
Leave			Full Name			ID Please enter,				Department Please select.			Time Period			
Attendance C	Attendance Correction														Reset	
		^	First Name	Last Name	ID \$	Department ‡	Date ‡	Weekday	Worked H	lours	Absent Duration	Late Duration	Early Leave Duration	Break Duration	Leave	
Total Time Ca	rd		test9		1106594395	All Departments	2023-07-31	Monday	01:29		00:00	00:00	00:00	00:00	00:00	
Worked Hrs			test1		1116438766	All Departments	2023-07-31	Monday	00:00		07:00	00:00	00:00	00:00	00:00	
Exception Rep	port		test10		1226333540	All Departments	2023-07-31	Monday	01:28		00:00	00:00	00:00	00:00	00:00	
Late Report			test3		3313172022	All Departments	2023-07-31	Monday	00:00		01:00	00:00	00:00	00:00	00:00	
Late Report			test4		3556334580	All Departments	2023-07-31	Monday	01:08		00:00	00:00	00:00	00:00	-	
Early Leave Re	eport		test5		3942148992	All Departments	2023-07-31	Monday	00:00		01:00	00:00	00:00	00:00		
Absent Repor	t		test6		6514216333	All Departments	2023-07-31	Monday	01:33		00:00	00:00	00:00	00:00	2	
Overtime Rep	- and		test7		6826653284	All Departments	2023-07-31	Monday	01:32		00:00	00:00	00:00	00:00	⇒	
Overtime kep	ion		test2		6901764404	All Departments	2023-07-31	Monday	00:00		01:00	00:00	00:00	00:00	00:00	
Transaction			test8		6952117722	All Departments	2023-07-31	Monday	01:31		00:00	00:00	00:00	00:00	00:00	
Mobile Transa	action		test9		1106594395	All Departments	2023-08-01	Tuesday	00:00		01:00	00:00	00:00	00:00	00:00	
Basic Configu	ration	~	100	~												

Figure 5-10 Worked Hrs

# **5.5 Exception Report**

The Exception Report is used to display records of exception attendance status of employees.

G HikContral Connect	<b>n</b>	Video Acces	ss Control A	Attendance 🥑	Video Intercom	On-Board N	ionitoring	Map A	larm Person D	evice and Maintenan	ce	山道陸	] Hik vision			
Attendance	₫	Supports global	obal sorting for	r the list data.												
Review	^	Export	🖰 Recalculate									20	<b>▼</b> : •			
Leave		Full Name		ID				De	partment		Time Period	Time Period				
		Please ente			Please enter.			P	Please select.		This Week	~				
Attendance Correction		Filter														
Report	^											-				
Total Time Card		First Name	Last Name	ID ‡	Department ‡	Date ‡	Weekday	Timetable	Work Start Date	Work Start Time	Work End Date	Work End Time	Clock-In Da			
fotor finite card		test1		1116438766	All Departments	2023-07-31	Monday	time5	2023-07-31	10:00	2023-07-31	17:00				
Worked Hrs		test5	24	3942148992	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31			
Exception Report		test3	9.55	3313172022	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31			
		test2		6901764404	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-31			
Late Report		test1		1116438766	All Departments	2023-08-01	Tuesday	time5	2023-08-01	10:00	2023-08-01	17:00	2023-0			
Early Leave Report		test5	0.75	3942148992	All Departments	2023-08-01	Tuesday	time2	2023-08-01	14:00	2023-08-01	15:30	-			
Absent Report		test2		6901764404	All Departments	2023-08-01	Tuesday	time2	2023-08-01	14:00	2023-08-01	15:30	2023-0			
		test10	1.44	1226333540	All Departments	2023-08-01	Tuesday	time6	2023-08-01	10:00	2023-08-01	11:00	- =			
Overtime Report		test9	-	1106594395	All Departments	2023-08-01	Tuesday	time6	2023-08-01	10:00	2023-08-01	11:00				
Transaction		test8	385	6952117722	All Departments	2023-08-01	Tuesday	time6	2023-08-01	10:00	2023-08-01	11:00	2023-08-01			
Mobile Transaction		test7	1.22	6826653284	All Departments	2023-08-01	Tuesday	time6	2023-08-01	10:00	2023-08-01	11:00	2023-08-01			
8 Basic Configuration	~	100	~													

Figure 5-11 Exception Report

# 5.6 Late Report

The Late Report is used to display the employees' records of being late.

G HikCentral Connect	<b>n</b> I	Video Acces	s Control	Attendance 🗘	Video Intercom	On-Board M	Ionitoring	Map A	larm Person De	vice and Maintenance		4 ŭ 😤	Hik vision $~\sim~$
Attendance	≣	<ol> <li>Supports glo</li> </ol>	obal sorting fo	or the list data.									×
Schedule		Export	Recalculate									Ŷ	다. 해
Review	~	Full Name			ID Please ente				partment lease select.	~	Time Period		~
Report	^									*	loudy	Filter	Reset
Total Time Card		First Name	Last Name	ID ‡	Department ‡	Date ‡	Weekday	Timetab	e Work Start Date	Work Start Time	Work End Date	Work End Time	Clock-In Dat
Worked Hrs		test8		6952117722	All Departments	2023-08-02	Wednesday	time6	2023-08-02	10:00	2023-08-02	11:00	2023-08-02
Exception Report		test7		6826653284	All Departments	2023-08-02	Wednesday	time6	2023-08-02	10:00	2023-08-02	11:00	2023-08-02
Late Report		test6		6514216333	All Departments	2023-08-02	Wednesday	time6	2023-08-02	10:00	2023-08-02	11:00	2023-08-02
Early Leave Report													
Absent Report													ė
Overtime Report													2
Transaction													Ξ
Mobile Transaction													
Basic Configuration	^												
General		100	$\sim$										

Figure 5-12 Late Report

# 5.7 Early Leave Report

The Early Leave Report is used to display employees' records of early leave.

G HikCentral Connect	<b>↑</b>	Video Acces	is Control	Attendance 🔿	Video Intercom	On-Board M	Ionitoring	Мар	Alarm	Person D	evice and Maintenance		1 🖞 🖄	Hik vision $~{}^{\sim}$
Attendance	≣	<ol> <li>Supports glo</li> </ol>	obal sorting fo	or the list data.										×
🛗 Schedule		Export	Recalculate										Ŷ	₩
Review	~	Full Name			ID Please ente	г.			Departme Please se		~	Time Period		~
Report	^												Filter	Reset
Total Time Card		First Name	Last Name	ID ‡	Department ‡	Date ‡	Weekday	Timet	able   W	/ork Start Date	e Work Start Time	Work End Date	Work End Time	Clock-In Dat
Worked Hrs		test10		1226333540	All Departments	2023-08-02	Wednesday	time6	20	023-08-02	10:00	2023-08-02	11:00	2023-08-02
Exception Report		test9		1106594395	All Departments	2023-08-02	Wednesday	time6	20	023-08-02	10:00	2023-08-02	11:00	2023-08-02
Late Report														
Early Leave Report														
Absent Report														2
Overtime Report														
Transaction														-
Mobile Transaction														
Basic Configuration	^													
General		100	$\sim$											

Figure 5-13 Early Leave Report

# **5.8 Absent Report**

The Absent Report is used to display employees' records of being absent.

٢	HikContral Connect	<b>n</b>	Video Acces	ss Control 🛛 🗚	Attendance 🕤	Video Intercom	On-Board N	Ionitoring	Map A	larm Person D	levice and Maintenan						
Atte	ndance	≣	Supports global	obal sorting fo	r the list data.										2		
	Review	~	⊟ Export	) Recalculate										7 🗄	ψŶ		
	Leave		Full Name			ID				epartment		Time Period	Time Period				
Attendance Correction			Please ente	r.		Please ente	¢,		P	lease select.	.~	This Week	Reset				
	Report	^	ar 1.11	P									Filter				
	Total Time Card		First Name	Last Name	ID : 1116438766	Department *	Date \$	Weekday Monday	Timetable	Work Start Date	Work Start Time	Work End Date 2023-07-31	Work End Time	Clock-In	Dat		
	Worked Hrs		test5	122	3942148992	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-	-31		
	Exception Report		test3		3313172022	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-	-31		
	Late Report		test2	1.000	6901764404	All Departments	2023-07-31	Monday	time6	2023-07-31	10:00	2023-07-31	11:00	2023-07-	-31		
			test1	-	1116438766	All Departments	2023-08-01	Tuesday	time5	2023-08-01	10:00	2023-08-01	17:00	2023-07	ė		
	Early Leave Report		test5	- 77	3942148992	All Departments	2023-08-01	Tuesday	time2	2023-08-01	14:00	2023-08-01	15:30		60		
	Absent Report		test2		6901764404	All Departments	2023-08-01	Tuesday	time2	2023-08-01	14:00	2023-08-01	15:30	2023-0	2		
1	Overtime Report		test10		1226333540	All Departments	2023-08-01	Tuesday	time6	2023-08-01	10:00	2023-08-01	11:00		=		
	Overtime Report		test9		1106594395	All Departments	2023-08-01	Tuesday	time6	2023-08-01	10:00	2023-08-01	11:00				
	Transaction		test8		6952117722	All Departments	2023-08-01	Tuesday	time6	2023-08-01	10:00	2023-08-01	11:00	2023-08-	-01		
	Mobile Transaction		test7		6826653284	All Departments	2023-08-01	Tuesday	time6	2023-08-01	10:00	2023-08-01	11:00	2023-08-	-01		
3	Basic Configuration	~	100	~													

Figure 5-14 Absent Report

# **5.9 Overtime Report**

The Overtime Report is used to display employees' attendance records of overtime.

G HikContral Connect	ń	Video Access	Control Att	tendance 🤿	Video Intercom	On-Board Mo	onitoring Ma	ip Alan	n Person	Device and Maintenance	222	L D	儘	Hik vision	*
Attendance	≣	<ol> <li>Supports glob</li> </ol>	bal sorting for t	he list data.											×
Schedule		🕀 Export 💍	Recalculate										Y	=	999
Review	~	Full Name			ID				tment		Time Period				
Report	^	Please enter.			Please entr				se select.	~	Today		Filter	Reset	
Total Time Card		First Name	Last Name	e ID ‡	Depa	rtment ‡	Date ‡	Week	lay	Workday Overtime Duration	We	ekend Overt	ime Dura	ition	
Worked Hrs		test5	-	394214	8992 All De	partments	2023-08-02	Wedn	esday	02:52	.00;	00			
Exception Report		test4	22	355633	4580 All De	partments	2023-08-02	Wedn	esday	02:52	00:	00			
Late Report		test3	55	331317	2022 All De	partments	2023-08-02	Wedn	esday	02:57	00:	00			
Early Leave Report		test2	-	690176	4404 All De	partments	2023-08-02	Wedn	esday	03:16	00:	00		1	
Absent Report														e	
Overtime Report															ײ ⊒
Transaction															-
Mobile Transaction															
Basic Configuration	^														
General		100	~												

Figure 5-15 Overtime Report