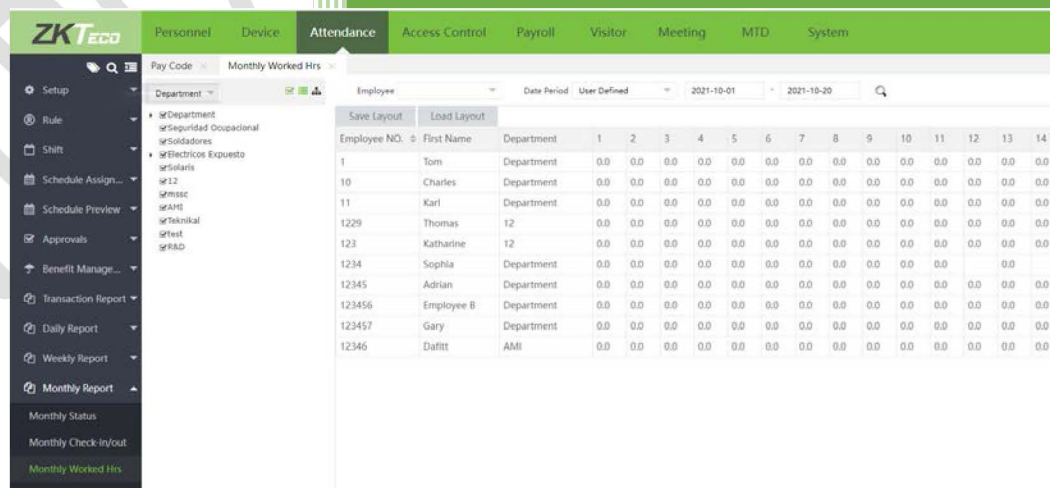


# 2021

## Rapoarte pontaj ZKBioTime



The screenshot displays the ZKTeco software interface with the 'Attendance' tab selected. The left sidebar shows a menu with options like Setup, Rule, Shift, Schedule Assign..., Schedule Preview, Approvals, Benefit Manage..., Transaction Report, Daily Report, Weekly Report, Monthly Report, Monthly Status, Monthly Check-in/out, and Monthly Worked Hrs. The main area shows a report for 'Monthly Worked Hrs' with filters for Department, Employee, Date Period (2021-10-01 to 2021-10-20), and User Defined. The report table has columns for Employee NO., First Name, Department, and 14 columns for hours (1-14).

Employee NO.	First Name	Department	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	Tom	Department	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10	Charles	Department	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
11	Karl	Department	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1229	Thomas	12	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
123	Katharine	12	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1234	Sophia	Department	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
12345	Adrian	Department	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
123456	Employee B	Department	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
123457	Gary	Department	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
12346	Dafitt	AMI	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Alin Tulbure

YLI Eternit Acces SRL

01.10.2021

## ZKBioTime 8.0.5

### Exemple rapoarte disponibile

ZKBioTime conține o serie de rapoarte predefinite potrivite pentru majoritatea situațiilor. Coloanele disponibile în fiecare raport pot fi afișate sau ascunse iar noua așezare a coloanelor poate fi salvată sub forma unui template pentru o accesare rapidă pe viitor a formatului dorit de utilizator.

Orice raport poate fi exportată manual sau automat (email, FTP) în format CVS, XLS, PDF, TXT.

### Rapoarte tranzacții

**Tranzacții** Conține datele neprelucrate a tuturor tranzacțiilor înregistrate pe dispozitive sau introduse manual  
Date importante: data, ora, status pontare, mod verificate, sursa date

Employee NO. ⇅	First Name	Last Name	Department	Position	Appointment	certificate	Date ⇅	Time	Punch State	Verification Type	Work Code	Data Sources
1	AARON		Department				18/10/2021	13:16 PM	Check In1	Fingerprint		Device
1	AARON		Department				18/10/2021	01:44 AM	Check In1	Fingerprint		Device
1	AARON		Department				14/10/2021	12:15 PM	Check In1	Fingerprint		Device

**Card timp** Conține datele prelucrate în mod grupat a tranzacțiilor pentru fiecare utilizator  
Date importante: data, număr pontări, orele de pontare

Employee NO. ⇅	First Name	Last Name	Nick Name	Gender	Department Code ⇅	Department	Position Code	Position	Appointm...	certificate	Date ⇅	Times	Time
1	AARON				1	Department					01/10/2021	2	10:25:42,17:10:13
1	AARON				1	Department					02/10/2021	1	17:07:53
1	AARON				1	Department					03/10/2021	5	18:37:40,18:38:02,18:39:03,18:39:03

**Primul si ultimul** Conține date prelucrate referitoare la prima și ultima tranzacție din zi pentru un utilizator  
Date importante: data, zi săptămână, prima pontare, ultima pontare, tipul total dintre cele două pontări.

Employee NO. ⇅	First Name	Department	Date ⇅	Weekday	First Pun...	Last Pun...	Total Time
3	Arbaca Angelica	Department	01/10/2021	Friday	14:52 PM	14:52 PM	00:00
3	Arbaca Angelica	Department	15/10/2021	Friday	14:45 PM	14:49 PM	00:03
12345	Adrian	Department	15/10/2021	Friday	15:55 PM	15:55 PM	00:00
1	AARON	Department	01/10/2021	Friday	10:25 AM	17:10 PM	06:44

### Prima Intrare Ultima Ieșire

Conține date prelucrare referitoare la primul eveniment de intrare și ultimul de ieșire dintr-o zi pentru fiecare angajat  
 Date importante: data, zi săptămână, prima pontare intrare, ultima pontare ieșire, tipul total dintre cele două pontări.

Employee NO. ⇅	First Name	Department	Date ⇅	Weekday	Check In	Check Out	Total Time
3	Arbaca Angelica	Department	01/10/2021	Friday	14:52 PM		
3	Arbaca Angelica	Department	15/10/2021	Friday	14:45 PM		
12345	Adrian	Department	15/10/2021	Friday	15:55 PM		
1	AARON	Department	01/10/2021	Friday	10:25 AM	17:10 PM	06:44

### Rapoarte zilnice

#### Card timp total

Conține date zilnice prelucrare conform regulilor de pontaj pentru fiecare angajat în fiecare zi din intervalul de raportare

Date importante: orar, intrare, ieșire, durata orar, durata pauza, intrare, pauza, revenire pauza, ieșire, ore totale, ore

lucrate, ore pauza total, ore pauza efectuate, timp suplimentar total, etc

Employee NO. ⇅	Department	First Name	Last Name	Department Code	Date ⇅	Weekday	Timetable	Check In	Check Out	Duty Duration	Break Duration	Work Day	Clock In	Break Out	Break In	Clock Out
1	Department	AARON		1	01/10/2021	Friday		00:00 AM	00:00 AM	08:00		1.0	10:25 AM			17:00
1	Department	AARON		1	02/10/2021	Saturday		00:00 AM	00:00 AM	08:00		1.0	17:07 PM			
1	Department	AARON		1	03/10/2021	Sunday		00:00 AM	00:00 AM	08:00		1.0	18:37 PM			

#### Ore lucrate

Raport cu orele lucrate normale, suplimentare, concedii, absente, etc

Employee NO. ▾	First Name	Department	Date ▾	Weekday	training	Regular	Late In	Early Out	Absence	Normal ...	Weeken...	Holiday ...	OT1	OT2	OT3
1	AARON	Department	01/10/2021	Friday	0.0	0.0	0.0	0.0	0.0	6.0	0.0	0.0	0.0	0.0	0.0
1	AARON	Department	02/10/2021	Saturday	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1	AARON	Department	03/10/2021	Sunday	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

### Raport timp suplimentar    Raport ore suplimentare normale, weekend, sărbători

Employee NO. ▾	First Name	Department	Date ▾	Weekday	Normal OT	Weekend OT	Holiday OT	OT1	OT2	OT3
1	AARON	Department	01/10/2021	Friday	6.0	0.0	0.0	0.0	0.0	0.0

### Raport concedii    Raport concedii odihna, boala, maternitate, fără plata, calatorii afaceri, etc.

Employee NO. ▾	First Name	Department	Date ▾	Weekday	Annual Leave	No Pay Leave	Sick Leave	Casual Leave	Maternity Leave	Compassionat...	Business Trip
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### Raport întârzieri    Raport ore intrare ce nu se încadrează in regulile de pontaj stabilite (întârzieri peste intervalul acceptat)

Employee NO. ▾	First Name	Department	Date ▾	Weekday	Timetable	Check In	Check Out	Clock In	Clock Out	Total Hrs	Late In
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### Raport plecări mai devreme    Raport ore ieșire ce nu se încadrează in regulile de pontaj stabilite (plecări înainte de ora finala de program)

Employee NO. ▾	First Name	Department	Date ▾	Weekday	Timetable	Check In	Check Out	Clock In	Clock Out	Total Hrs	Early Out
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### Raport absente    Raport absente angajați, calculate conform regulilor de pontaj

Employee NO. ▾	First Name	Department	Date ▾	Weekday	Timetable	Check In	Check Out	Clock In	Clock Out	Total Hrs	Absence
1	AARON	Department	20/10/2021	Wednes...	office-Anyti...	00:00 AM	23:59 PM				1.0
10	Crish Valerio	Department	16/10/2021	Saturday	office-Anyti...	00:00 AM	23:59 PM				1.0
10	Crish Valerio	Department	18/10/2021	Monday	office-Anyti...	00:00 AM	23:59 PM				1.0

### Raport excepții    Raport cu persoanele care nu au întâri / ieșiri in zile in care erau programați ca fiind la munca



Employee NO. ▾	First Name	Department ▾	Date ▾	Weekday	Timetable	Clock In	Clock Out	Description
1	AARON	Department	07/10/2021	Thursday		04:30 AM		Missed Clock Out
1	AARON	Department	07/10/2021	Thursday		04:30 AM		Missed Clock Out
1	AARON	Department	09/10/2021	Saturday				Missed Clock In, Missed Clock Out

**Raport programări orare** Raport cu starea pontării efective și starea pontării necesare

Employee NO. ▾	First Name	Department	Date ▾	Weekda... ▾	Work Co...	Time	Punch State	Correct State
1	AARON	Department	01/10/2021	Friday		10:25 AM	Check In1	Check In1
1	AARON	Department	01/10/2021	Friday		17:10 PM	Check Out2	Check Out2
1	AARON	Department	02/10/2021	Saturday		17:07 PM	Check Out2	Check In1

**Pontări împachetate** Raport cu pontările ce pot fi împerecheate (intrare/ieșire)

Employee NO. ▾	First Name	Department	Type ▾	Date ▾	Weekday	In	Out	Total Hrs
1	AARON	Department	Regular	01/10/2021	Friday	10:25 AM	17:10 PM	06:44
1	AARON	Department	Regular	02/10/2021	Saturday	17:07 PM		
1	AARON	Department	Regular	03/10/2021	Sunday	18:37 PM		

**Rapoarte săptămânale**

**Total ore lucrate** Raport consolidat cu ore lucrate, suplimentare, concedii în ultima săptămână

Week St...	Week En...	training	Regular	Late In	Early Out	Absence	Normal ...	Weeken...	Holiday ...	OT1	OT2	OT3	Annual L...	No Pay ...	Sick Leave	Casual L...	Mater
25/09/2...	01/10/2...	0.0	0.0	0.0	0.0	0.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
02/10/2...	08/10/2...	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
09/10/2...	15/10/2...	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

**Ore suplimentare** Raport consolidat cu orele suplimentare din ultima săptămână

Employee NO. ⚙	First Name	Department	Week St...	Week En...	Normal OT	Weekend OT	Holiday OT	OT1	OT2	OT3
1	AARON	Department	25/09/2...	01/10/2...	6.0	0.0	0.0	0.0	0.0	0.0

## Rapoarte lunare

**Raport lunar stare** Raport consolidat ce indica starea pontărilor zilnice din ultima luna

Employee NO. ⇅	First Name	Department	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	AARON	Department																		h		A
10	Crish Valerio	Department																A		A	A	A
11	Mylin Josol	Department																A		A		A

E:Early Out, None: Annual Leave, L:Late In, None: Normal OT, None: Weekend OT, A:Absence, h:Regular, None:Casual Leave, None:111, None:No Pay Leave, None:training (simbolurile se pot edita pentru fiecare stare)

**Raport lunar in/out** Raport consolidat ce conține intrare-ieșire in fiecare zi din luna si datele de pontaj calculate

Employee NO. ⇅	First Name	Department	1	2	3	4	5	training	Regular	Late In	Early Out	Absence	Normal ...	Weeken...	Holiday ...	OT1	OT2
1	AARON	Department	10:2...	17:0...	18:3...	08:5...	08:5...	0.0	0.0	0.0	0.0	0.0	6.0	0.0	0.0	0.0	0.0
10	Crish Valerio	Department						0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
11	Mylin Josol	Department	14:5...					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

**Raport lunar cu orele lucrate** Raport consolidat ce conține orele lucrate conform regulilor de pontă in ultima luna pe zi si total

Employee NO. ⚙	First Name	Last Name	Department	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	training	Regular	Late In	Early Out	Abse
1	AARON		Department	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0	8.0		0.0	0.0	8.0	0.0	0.0	1.0
10	Crish Valerio		Department	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.0	
11	Mylin Josol		Department	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	3.0	

**Ore suplimentare** Raport consolidat ce conține orele (minute) suplimentare calculate in fiecare zi din luna si totalul acestora pe tipuri

Employee NO. ⇅	First Name	Department	1	2	3	4	5	Normal OT	Weekend OT	Holiday OT	OT1	OT2	OT3
1	AARON	Department	344:...					6.0	0.0	0.0	0.0	0.0	0.0
10	Crish Valerio	Department						0.0	0.0	0.0	0.0	0.0	0.0
11	Mylin Josol	Department						0.0	0.0	0.0	0.0	0.0	0.0



YLI CONTROL ACCES

## Raport absente      Raport consolidat cu zilele de prezenta/absenta din intervalul raportat

Employee NO. ▾	First Name	Department	Need Present ...	Present D...	Absence ...	Holiday Days	Present Percent...	Absence Percen...
1	AARON	Department	3	2	1		66.67%	33.33%
10	Crish Valerio	Department	4		4		0.0%	100.0%
11	Mylin Josol	Department	3		3		0.0%	100.0%

## Rapoarte sumarizate

### Pontaj angajați      Raport consolidat ce conține toate datele de pontaj si concedii sumarizate pentru perioada raportata

Employee NO. ▾	First Name	Department	training	Regular	Late In	Early Out	Absence	Normal ...	Weeken...	Holiday ...	OT1	OT2	OT3	Annual L...	No Pay .
1	AARON	Department	0.0	8.0	0.0	0.0	1.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10	Crish Valerio	Department	0.0	0.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
11	Mylin Josol	Department	0.0	0.0	0.0	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

### Ore suplimentare      Raport consolidat ce conține toate datele referitoare la timpul de munca suplimentar pe perioada raportata

Employee NO. ▾	First Name	Department	Normal OT	Weekend OT	Holiday OT	OT1	OT2	OT3
1	AARON	Department	6.0	0.0	0.0	0.0	0.0	0.0

### Concedii angajați      Raport consolidat ce conține o sumarizate a zilelor de concediu pe tipul lor pe perioada raportata

Employee NO. ▾	First Name	Department	Annual Leave	No Pay Leave	Sick Leave	Casual Leave	Maternity Leave	Compassionate Le...	Business Trip
None									

### Pontaj pe departament      Raport consolidat ce conține o sumarizare a orelor lucrate per departament

Depart...	Department ▾	Employee ...	Late(Times)	Early Leave(Times)	Absent(Times)	training	Regular	Late In	Early Out	Absence	Normal ...	Weeken...	Holiday ...	OT1
1	Department	13			35	0.0	16.0			35.0	7.0	0.0	0.0	0.0
7	Seguridad Ocupa...	2				0.0	0.0			0.0	0.0	0.0	0.0	0.0

YLI CONTROL ACCES

### Ore suplimentare per departament

Raport consolidat ce conține o sumarizare a orelor suplimentare efectuate pe fiecare departament

Depart...	Department	Employee ...	Normal OT	Weekend OT	Holiday OT	OT1	OT2	OT3
1	Department	2	7.0	0.0	0.0	0.0	0.0	0.0

### Pontaj pe grup

Raport consolidat ce conține o sumarizare a datelor de pontaj pentru un grup de angajați

Group Code	Group Name	Employee ...	Late(Times)	Early Leave(Times)	Absent(Times)	training	Regular	Late In	Early Out	Absence	Normal ...	Weeken...	Holiday ...	OT1
1	group1	1				0.0	0.0			0.0	0.0	0.0	0.0	0.0

### Ore suplimentare grup

Raport consolidat ce conține o sumarizare a orelor suplimentare efectuate de un grup de angajați

Group Code	Group Name	Employee ...	Normal OT	Weekend OT	Holiday OT	OT1	OT2	OT3
1	group1	1	0.0	0.0	0.0	0.0	0.0	0.0

### Balanța concedii

Raport concedii per angajat cu zilele de concediu efectuate si ramase.

Employee NO.	First Name	Department	Leave Gr...	Annual Leave				No Pay Leave				Sick Leave			
				Total	Used	Remaini...	Advance	Total	Used	Remaini...	Advance	Total	Used	Remaini...	Advar
021392	Queen	Department	SM_OF	-	-	-	-	-	-	-	-	-	0	-	-
2	hyp2	Seguridad Ocupa...	SM_OF	-	-	-	-	-	-	-	-	-	0	-	-