TIMECUBE

Quick Start Guide

Timecube

Version: 1.0
Date: August, 2017

ZKTeco

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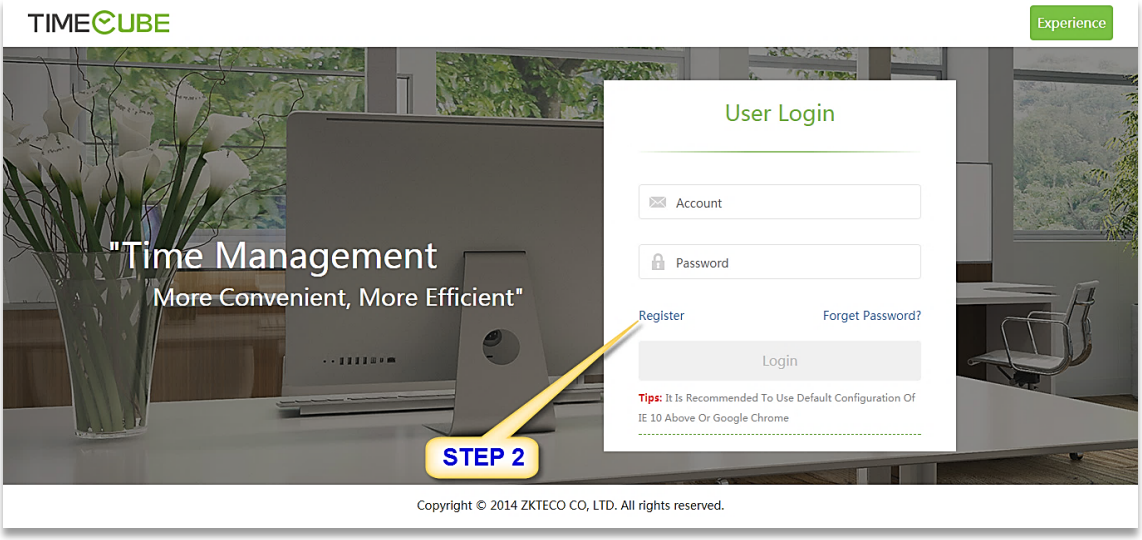
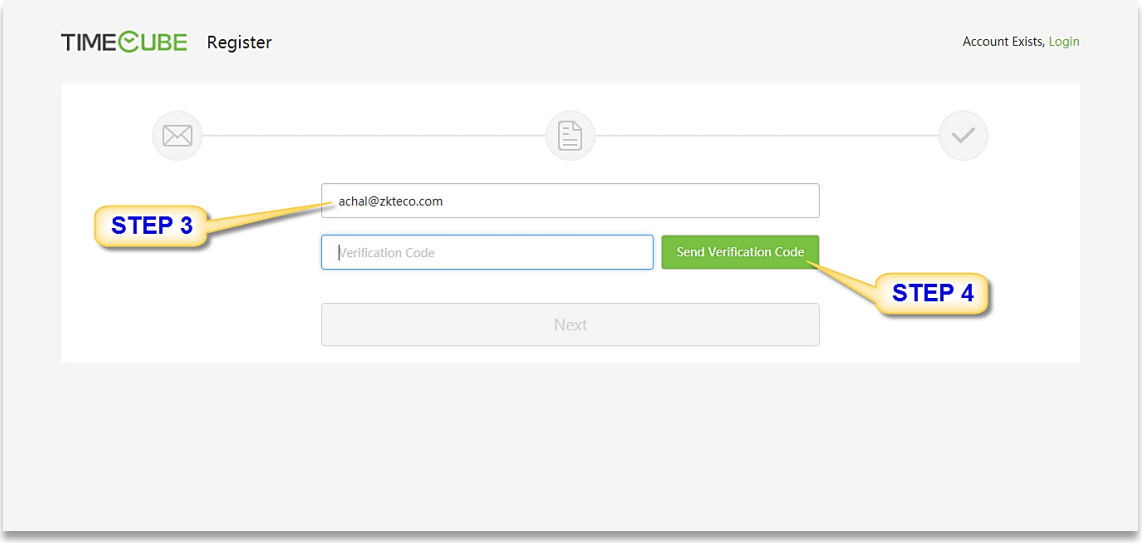
1 Create Enterprise Account

STEP 1. Open the recommended browser, and input the IP address http://oversea.zktimecube.com.

Note: It is recommended to use default configuration of IE 10 above or Goggle Chrome.

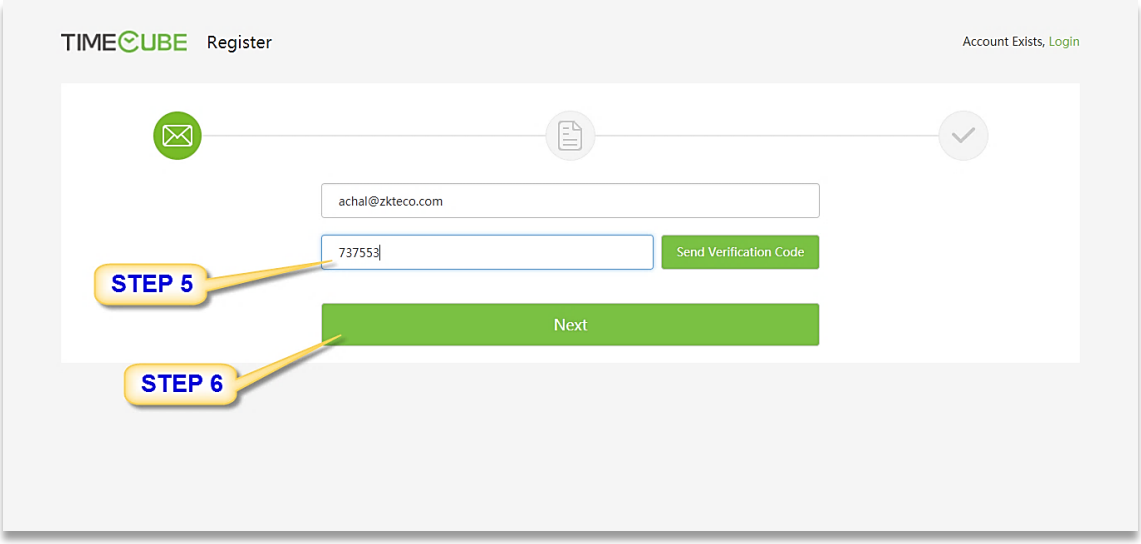


STEP 2. Click [**Register**] to enter the following interface.



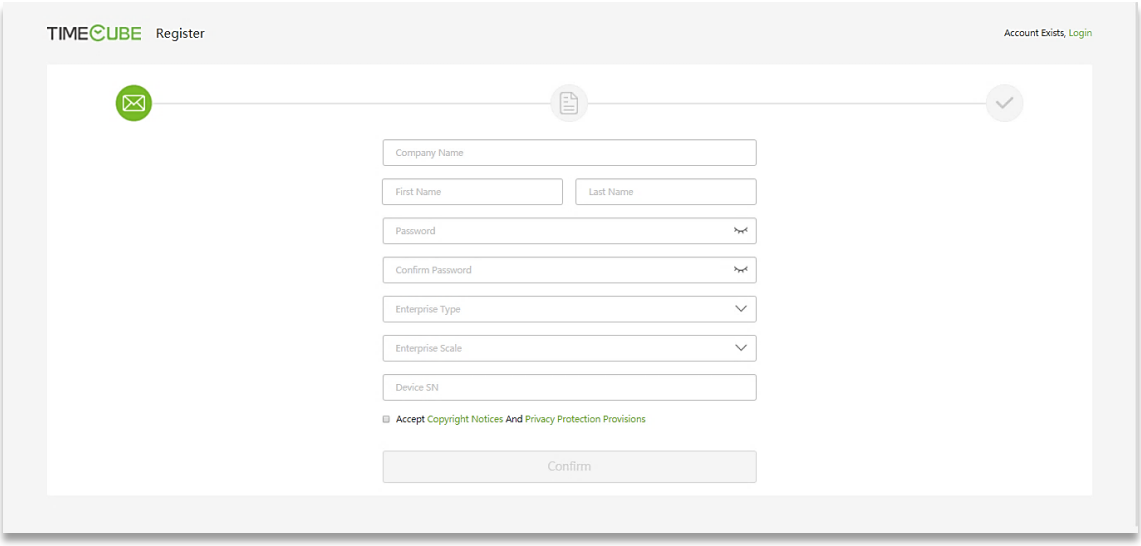
STEP 3. Enter your Email ID.

STEP 4. Click [**Send Verification Code**] to send a verification code to your email. After sending successfully, the below pop-up prompts, click [**Confirm**] to close the pop-up.



STEP 5. You will get verification code in your mailbox, please enter here.

STEP 6. After entering the code, click [**Next**] to proceed.



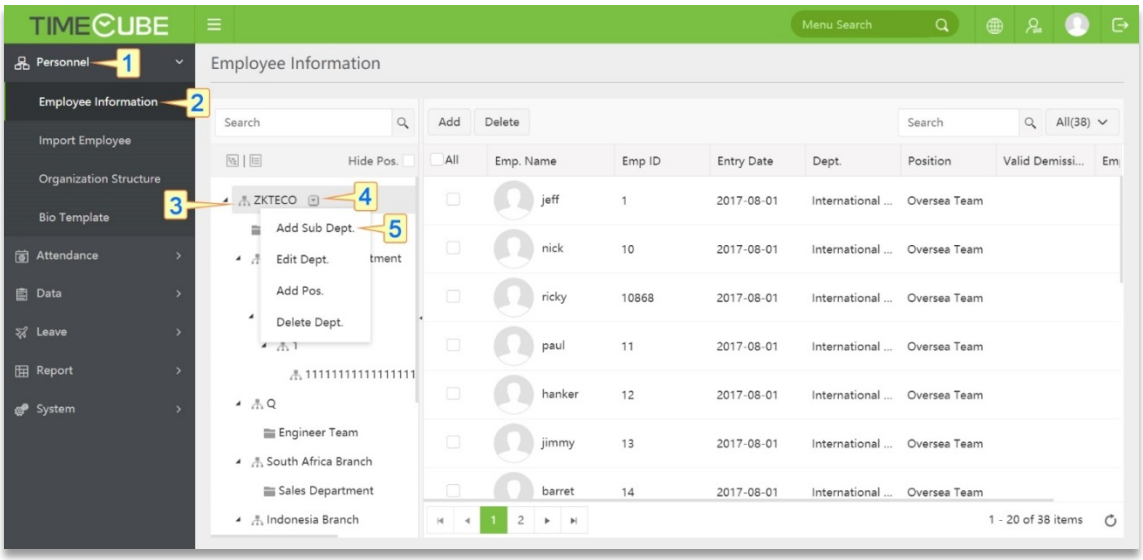
STEP 7. Fill in the registration information (Company name, First name, Last name, Login password, Enterprise category, Enterprise scale, Attendance machine serial number), and check" I have read and accept copyright notices and privacy protection provisions", then click [**Confirm**].

Note: Please contact suppliers to get the attendance device serial number (Device SN).

2 Add Department, Positon, Employee and Branch

Adding a Department

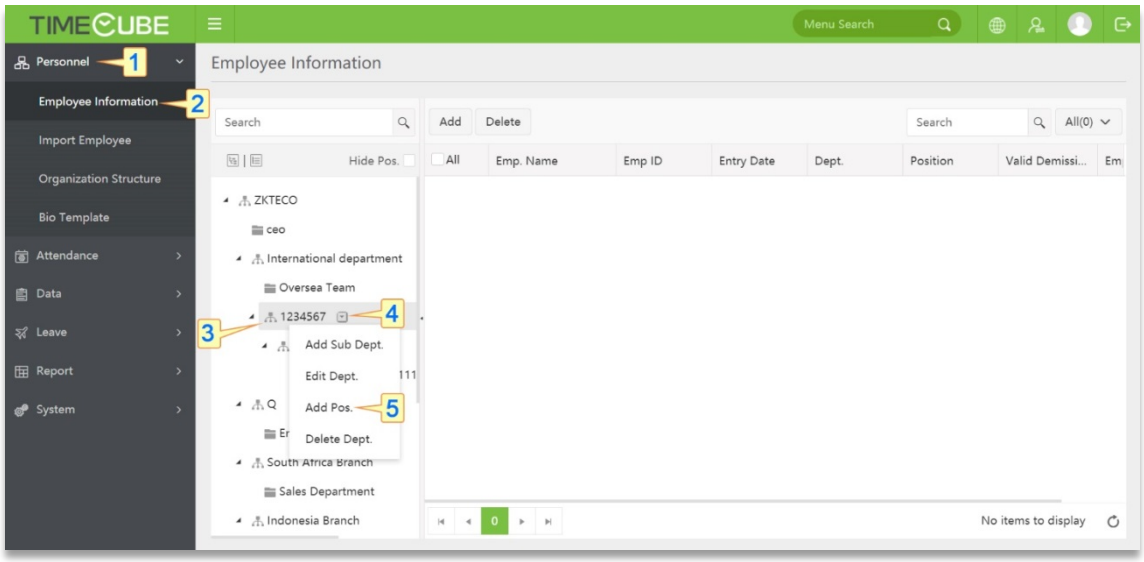
Click [Personnel] > [Employee Information] > [Company Name] > [ ] > [Add Sub Dept.].



Enter the required name and click [Save].

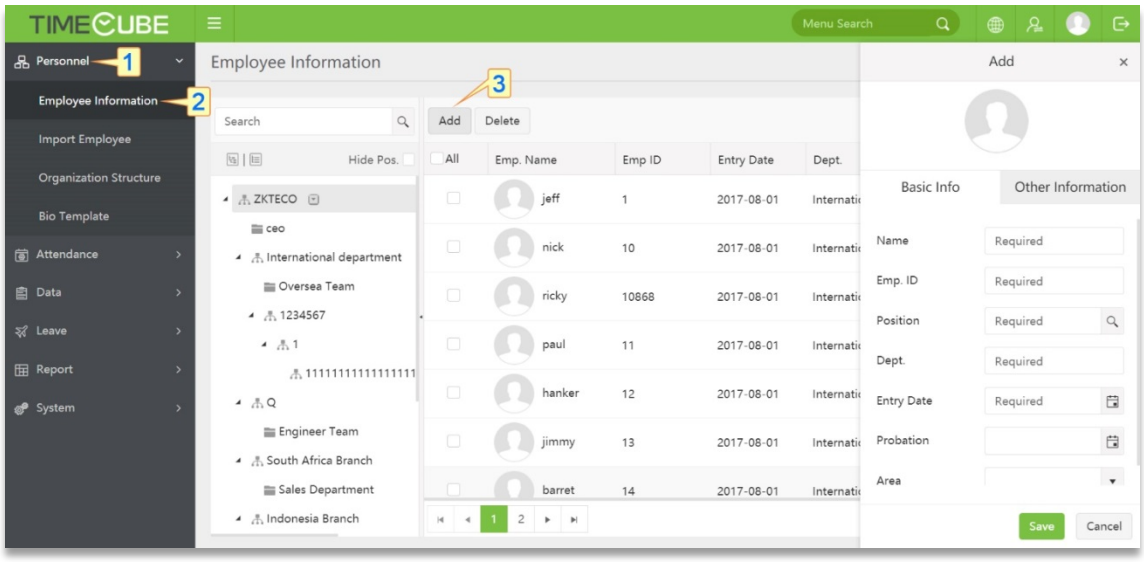
Add a position

Click [Personnel] > [Employee Information] > [Company Name]/ [Department Name] / [Position Name] > [Add Pos.] to add a Position:

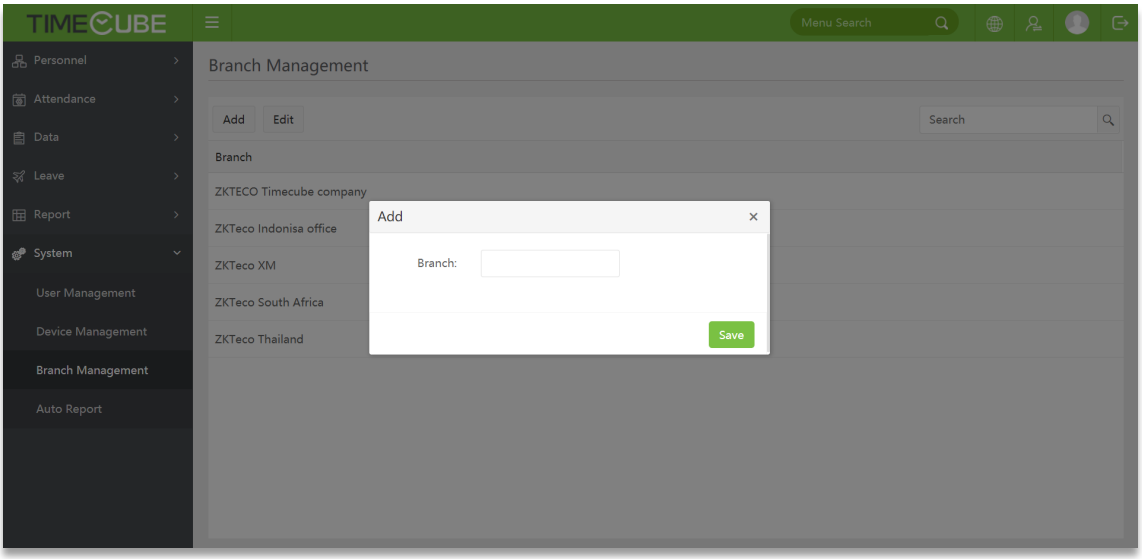


Adding Employee

Click [**Personnel**] > [**Employee Information**] > [**Add**]:



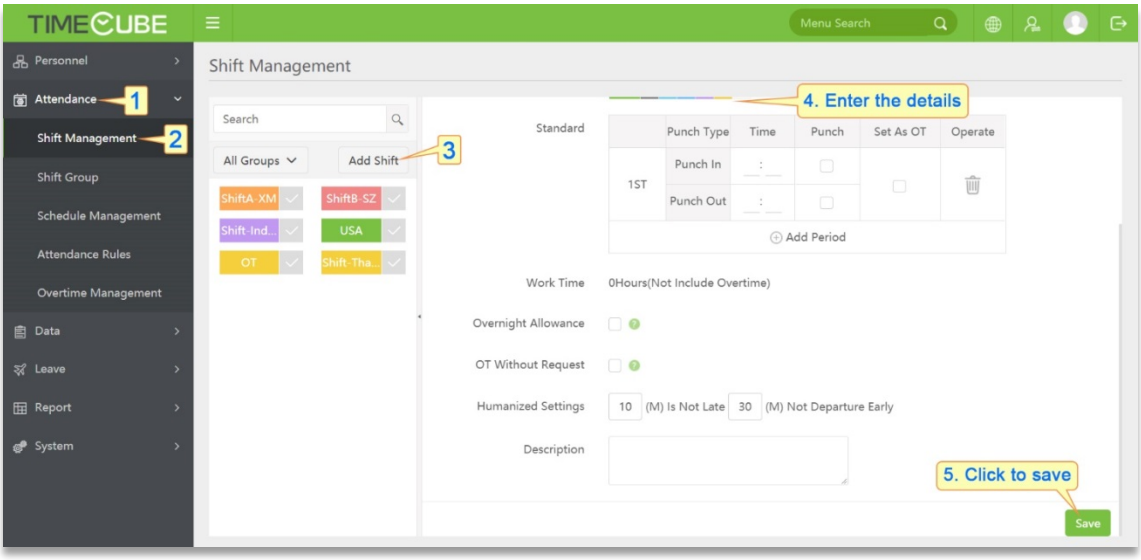
Adding a Branch



3 Add Shift

Adding a shift

Click [**Attendance**] > [**Shift Management**] > [**Add Shift**]:

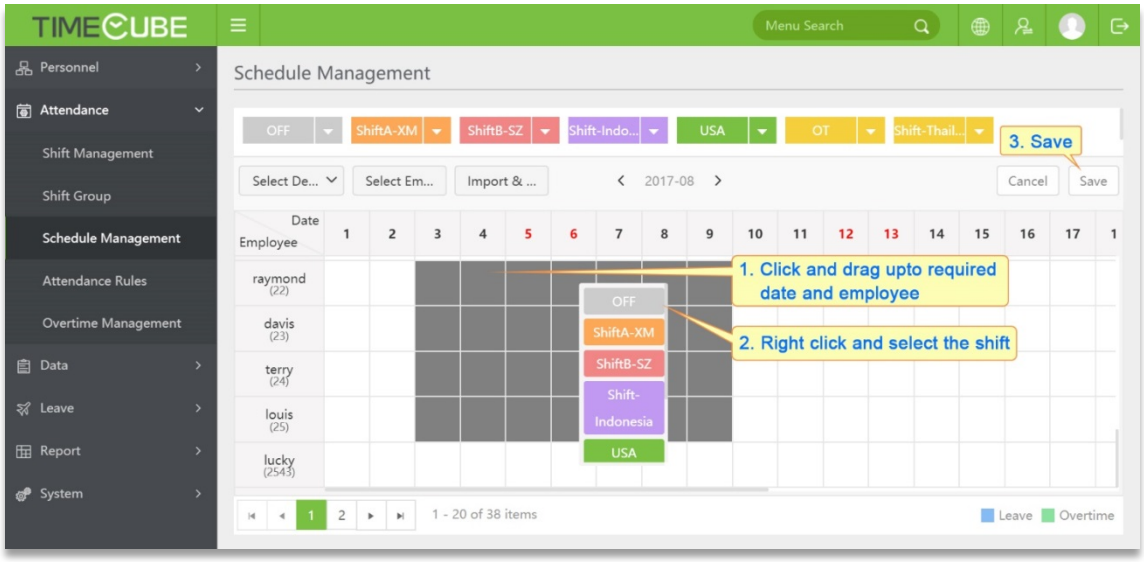


Enter Shift Name, Shift group, Branch, Shift Color, Punch period (at most five periods), select Overnight Allowance and OT Without Request and input Humanized Settings and description, click [**Save**].

4 Schedule

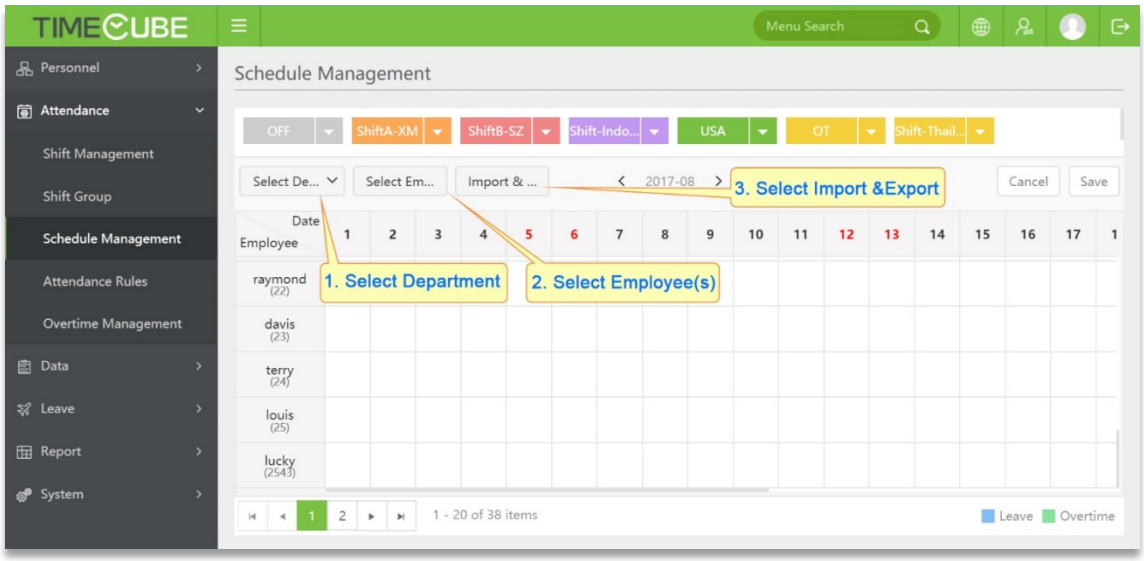
Method 1

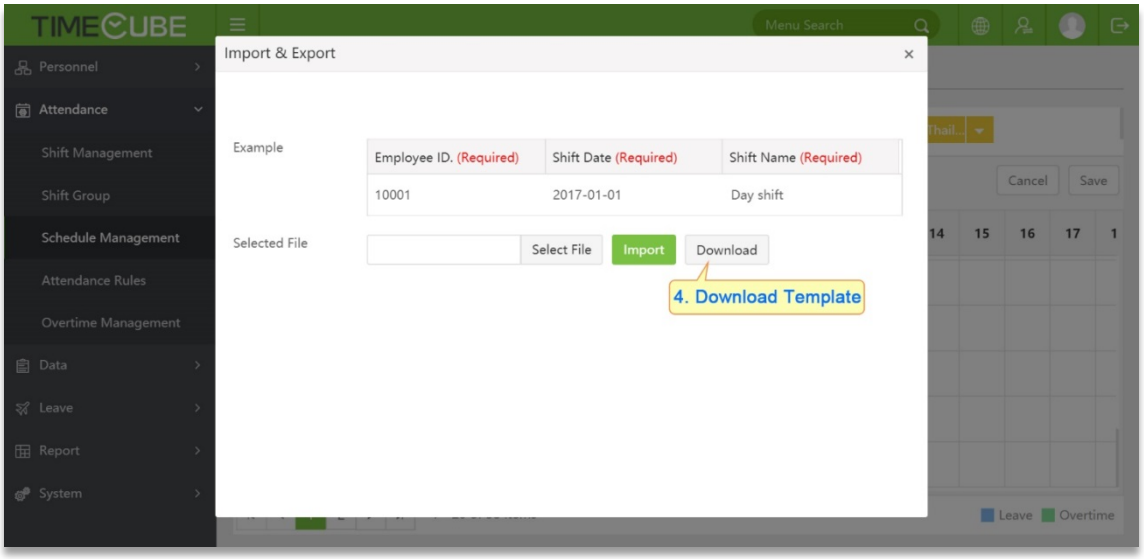
Left click or pull to select person and date, the selected area becomes gray. Right-click the gray area to select the shift, the selected area becomes the shift color, then click [**Save**] button in the upper right corner to save it.



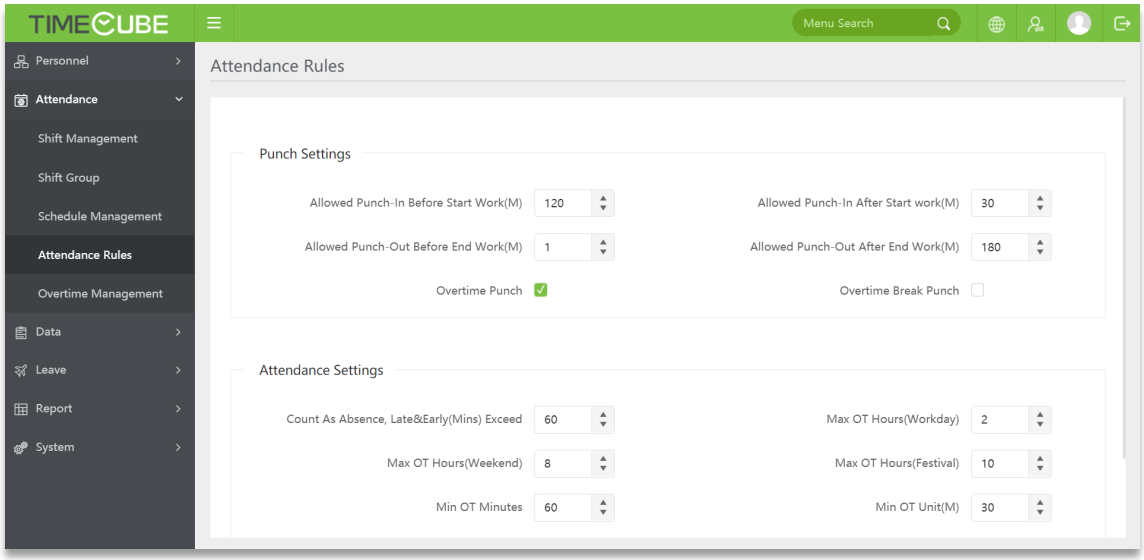
Method 2

Click [**Select Dept.**] to select the department, click [**Select Emp.**] to select the employee, and click [**Import** & **Export**] to download the template. Click [**Download**] to download atroster-template, fill in the shift scheduling information according to the template. Click [**Select file**], select atroster-template.xlsx, click [**Import**] to upload the shift.


TIMECUBE
Menu Search
Personnel
Attendance
Shift Management
Shift Group
Schedule Management
Attendance Rules
Overtime Management
Data
Leave
Report
System
Schedule Management
OFF
ShiftA-XM
ShiftB-SZ
Shift-Indo...
USA
OT
Shift-Thail...
Select De...
Select Em...
Import & ...
2017-08
3. Select Import &Export
Cancel
Save
Date
Employee
1. Select Department
2. Select Employee(s)
raymond (22)
davis (23)
terry (24)
louis (25)
lucky (2543)
1 - 20 of 38 items
Leave
Overtime


TIMECUBE
Menu Search
Personnel
Attendance
Shift Management
Shift Group
Schedule Management
Attendance Rules
Overtime Management
Data
Leave
Report
System
Import & Export
Example
Employee ID. (Required)
Shift Date (Required)
Shift Name (Required)
10001
2017-01-01
Day shift
Selected File
Select File
Import
Download
4. Download Template
Cancel
Save
Leave
Overtime

5 Attendance Rules



Fields are as below:

Allowed Punch-In Before Start Work(M): -The maximum allowed minutes before the actual work start time punch. For example, if this is set to 7:00 am, and the actual work start time is 8:00 am, then the user has to punch-in after 7:00 am, then only it will be calculated as valid punch-in.

Allowed Punch-Out After End Work(M): -The maximum allowed minutes after the work end time punch. Suppose if this is set to 6.30 pm and the actual work end time is 6.00 pm, then user has to punch-out before 6.30 pm, then only it will be calculated as valid punch.

Allowed Punch-Out Before End Work(M): -The maximum allowed minutes before the work end time punch.

Allowed Punch-In After Start work(M): - The maximum allowed minutes after the work start time punch.

Overtime Punch: -If this is selected, then the punch time after actual work end time punch-out will be calculated as Overtime.

Overtime Break Punch: -This option comes in effect only when, if in shift management, you have selected **OT Without Request** and had entered the Deduct Break Time. Now, if we have end work time at 6:00 and break till 7:00, then user should punch before 7:00 if overtime break punch is selected.

Count As Absence, Late & Early(Mins) Exceed: - This is the maximum allowed time after actual work start time and before actual work end time. After that user will be calculated as Absent. Suppose if the actual work time starts from 8:00, and **Count As Absence, Late &**

Early(Mins) Exceed is set to 30 m, then if user punch-in after 8:30 am, then the user will be calculated as Absent.

Max OT Hours(Workday): - This will be the maximum allowed hours after the actual work end time punch-out on normal workday.

Max OT Hours(Weekend): - This will be the maximum allowed hours after the actual work end time punch-out on normal weekend.

Max OT Hours(Festival): - This will be the maximum allowed hours after the actual work end time punch-out on normal holidays.

Min OT Minutes: - It refers to the minimum OT time for the calculation. Suppose if Min OT is set to 60 min, then while attendance calculation, the system will consider the extra time after actual punch-out time as OT, only when if it is more than 60 min.

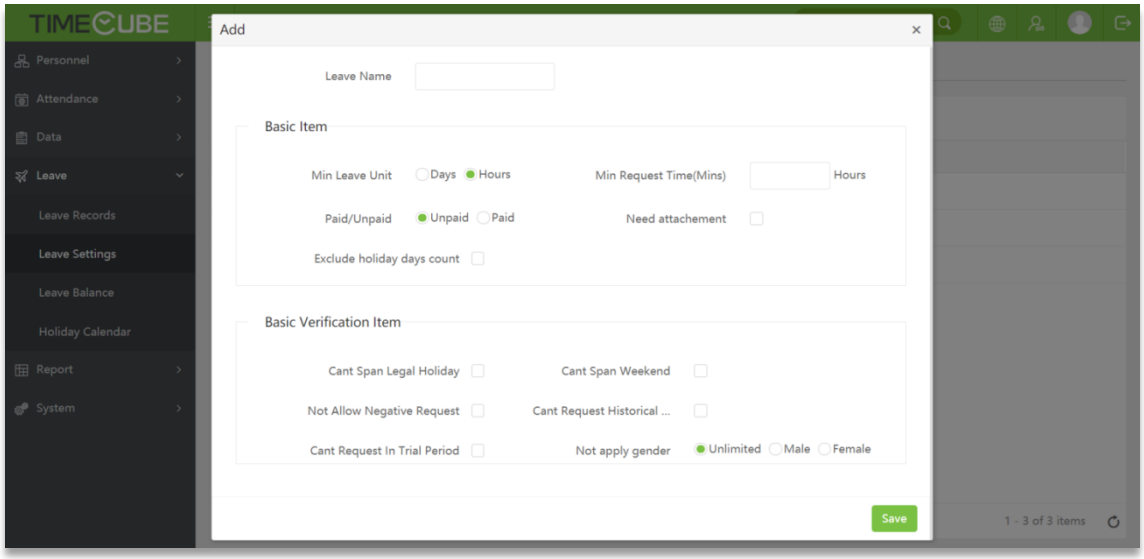
Min OT Unit(M):- It refers two the second unit for Min OT. Suppose if Min OT is set to 60, and Min OT Unit is set to 30, then the total OT will be considered as 1.5 hours. Suppose if Min OT is set to 60, and Min OT Unit is set to 15, then the total OT will be considered as 1.25 hours.

Take Smaller OT (Standard Or Actual): - When the actual OT time is longer than the request OT time, the system will choose the short one automatically if selected.

6 Leave Type and Leave Balance

Add Leave Request

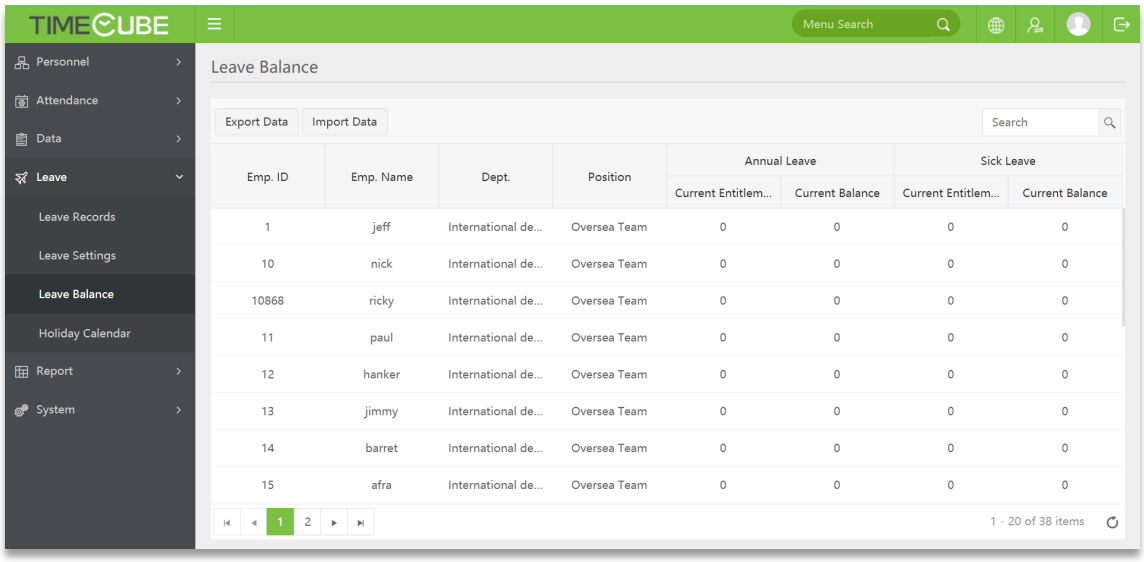
Click [**Leave**] > [**Leave Settings**] > [**Add**]:



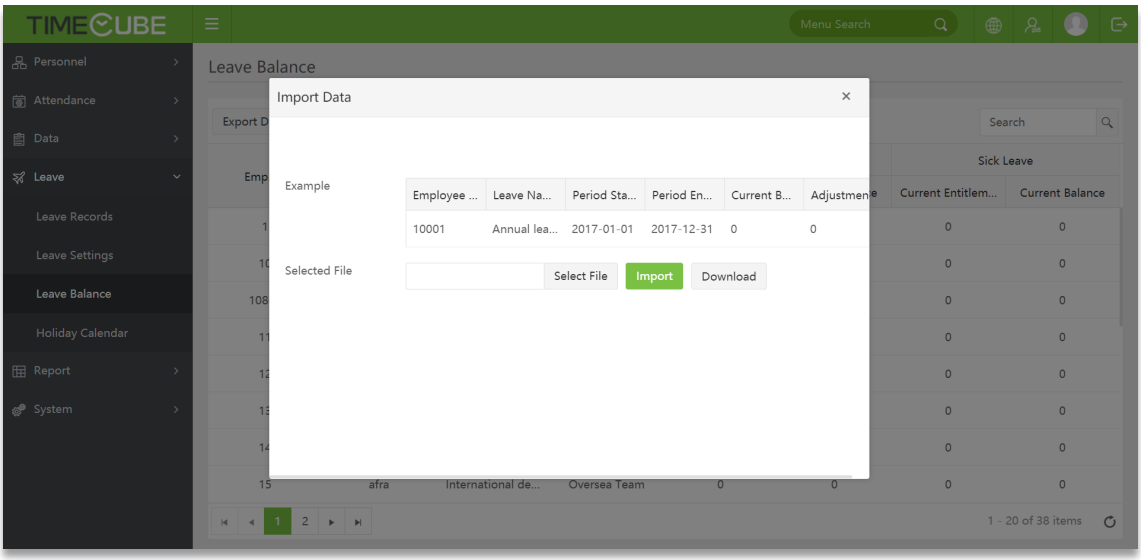
Enter **Leave Name**, **Min Leave Unit**, **Min Request Time**, **Paid/Unpaid**, **Need attachment**, **Exclude holiday days count** and **Basic Verification Item**, then click [**Save**].

Leave Balance

Click [**Leave**] > [**Leave Balance**] to view the staff leave balance.



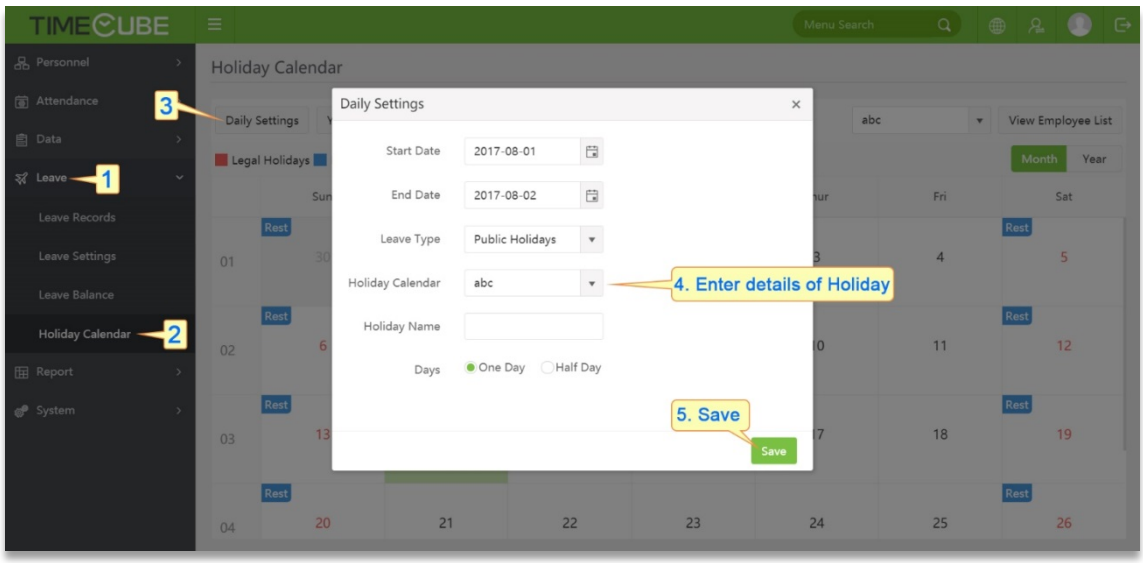
Click [**Import Data**] to import leave balance data according to the template format and click [**Export Data**] to export leave balance data.



7 Holiday Calendar

Daily Settings

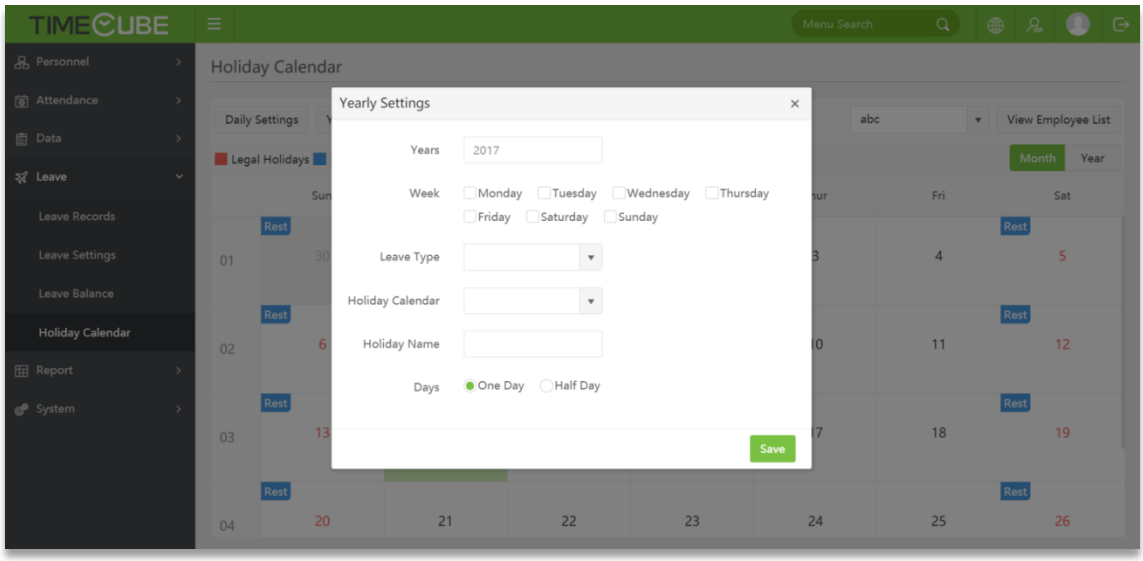
Click [**Leave**] > [**Holiday Calendar**] > [**Daily Settings**]:



Enter start date, end date, leave type, holiday calendar, holiday name

Yearly Settings

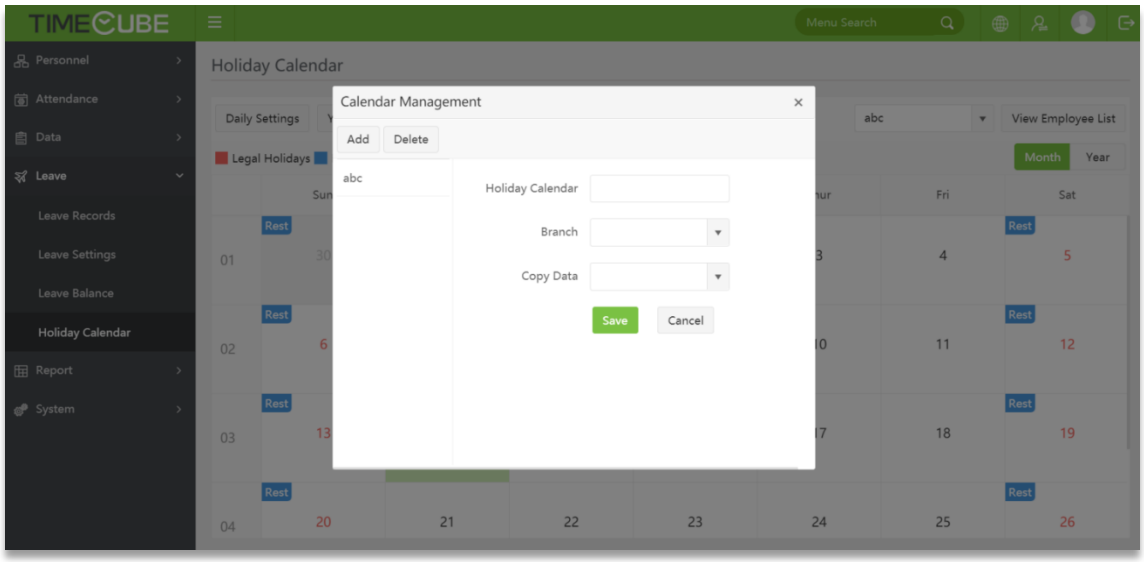
Click [**Leave**] > [**Holiday Calendar**] > [**Yearly Settings**]:



Enter Week, Leave type, Holiday Calendar, Holiday Name and Days and click [**Save**]

Calendar Management

Click [**Leave**] > [**Holiday Calendar**] > [**Calendar Management**]:

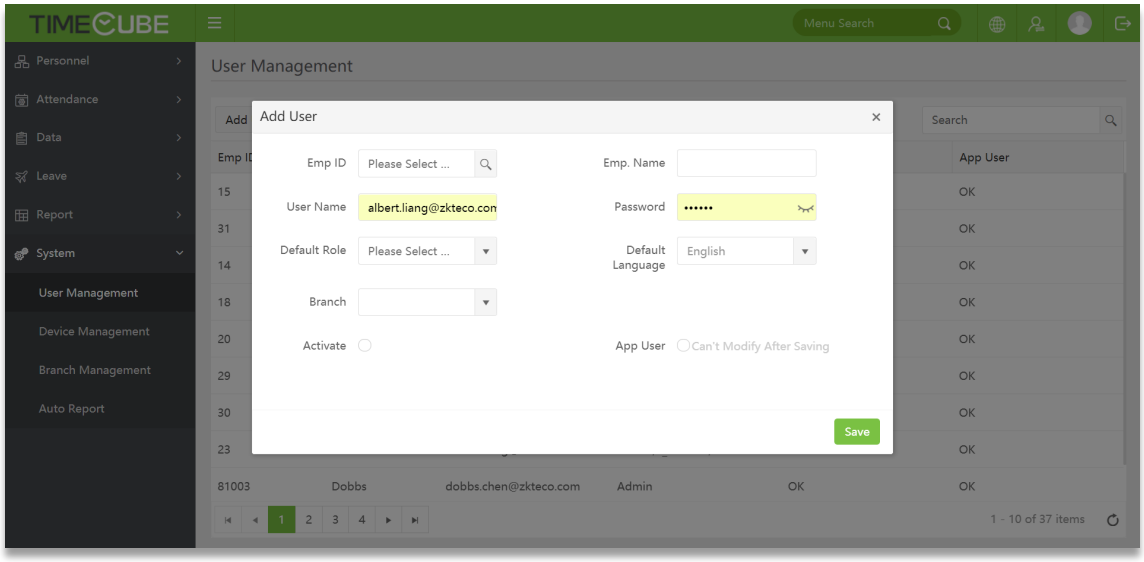


Click [**Add**] to add a new holiday calendar, and click [**Delete**] to delete an existed holiday calendar

8 Add User Account

Adding User

Click [**System**] > [**User Management**] > [**Add User**]



Enter Emp. ID, Emp. Name, User Name, Password, Default Role, Default Language, Email, Phone and Branch.

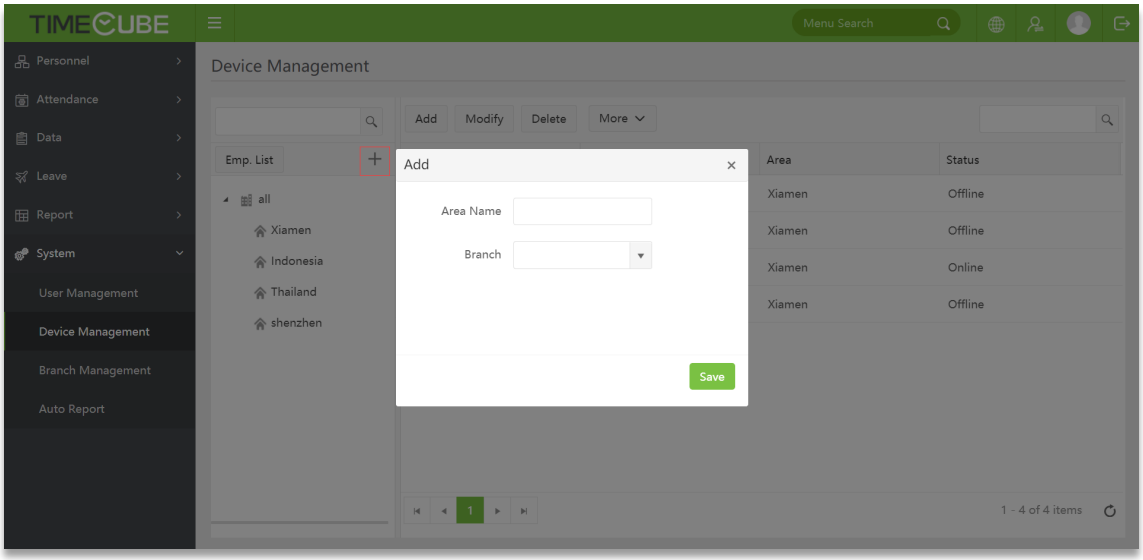
Tick [**App User**], if you want the added user can't modify any setting.

To activate the added User, tick [**Activate**] and click [**Save**] to finish.

9 Add Area and Device

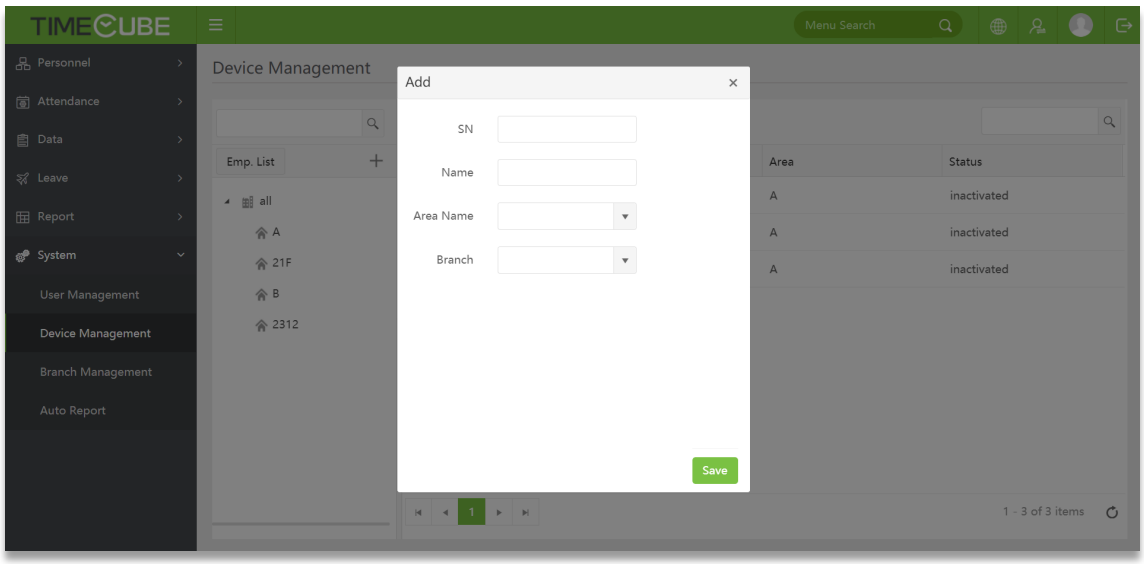
Adding Area

Click [**System**] > [**Device Management**] > [**all**] > [+] to add Area:



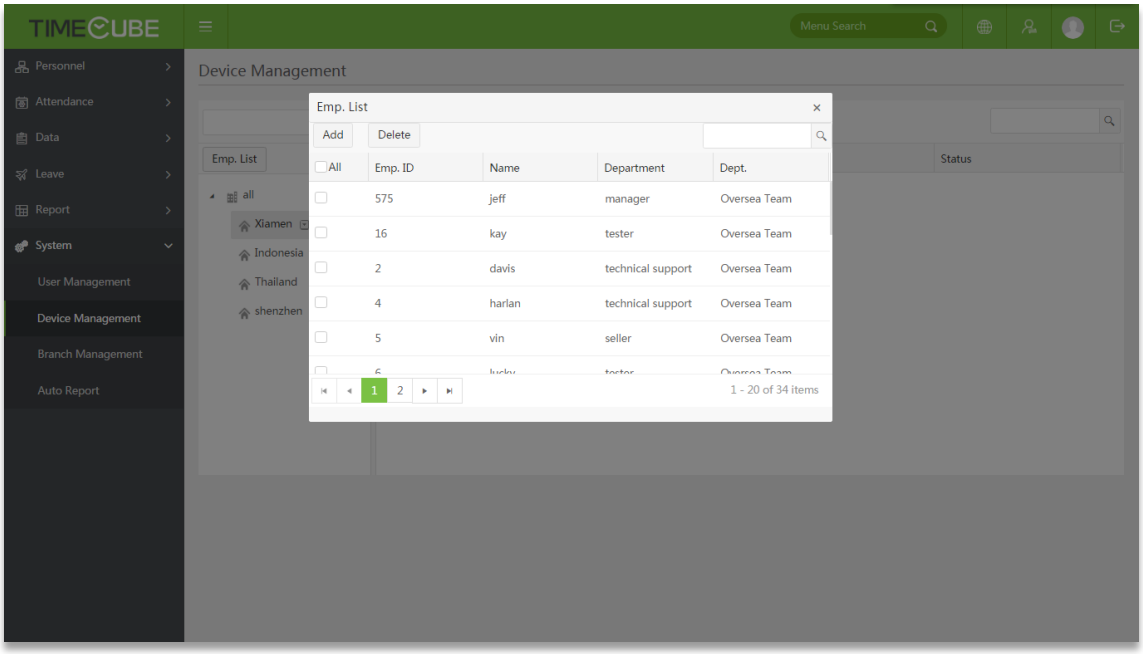
Adding Device

Click [**System**] > [**Device Management**] > [**Add**]. Enter the SN, Name, select Area name and Branch, then click [**Save**] to finish adding device.



10 Distribute Employees in Different Areas

Click [**System**] > [**Device Management**] > [**Area Name**] > [**Emp. List**] to distribute employees in different areas:

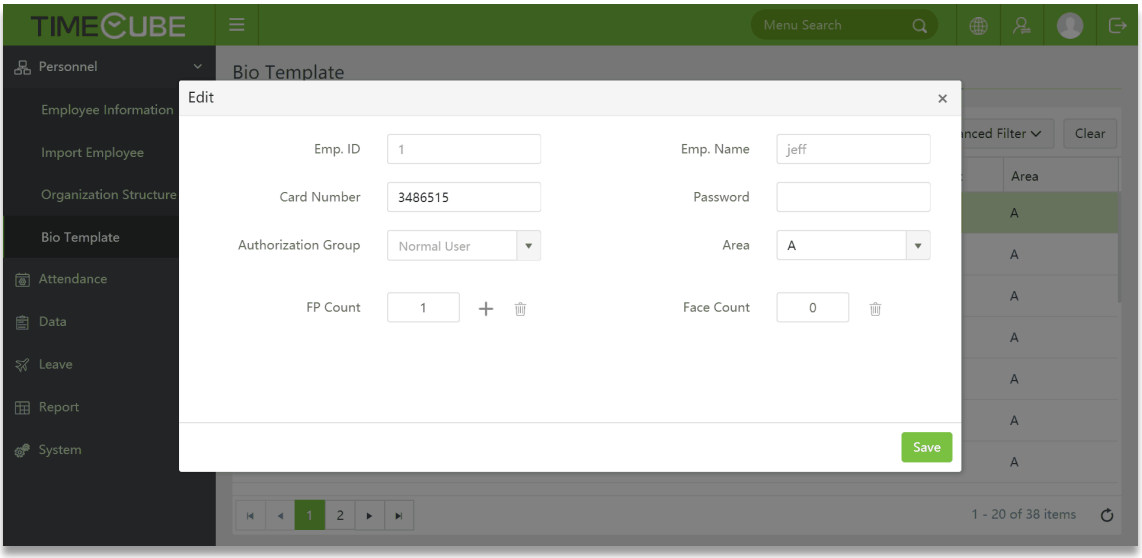


11 Register fingerprint and face in device

User register fingerprint and face in attendance terminal.

12 Set Employees' Authorization Group

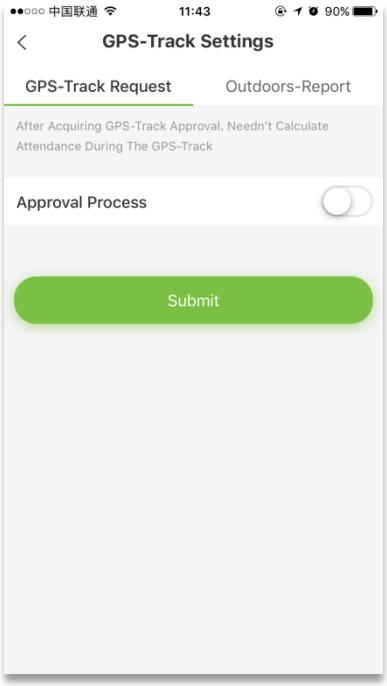
Click [**Personnel**] > [**Bio Template**], select an employee; click [**Edit**] to modify Authorization group (Normal User/Super Admin).

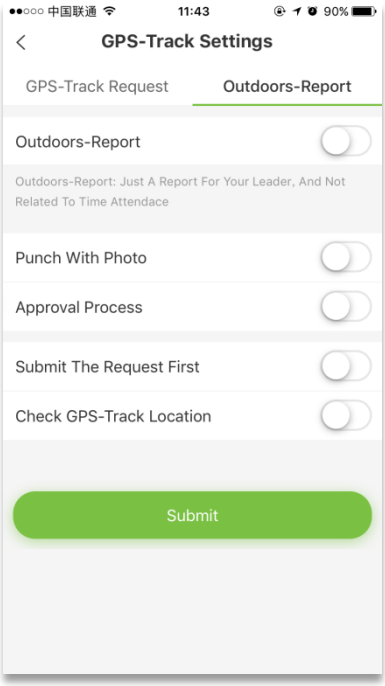


13 GPS Track and Regular Punch Settings

Set the GPS-Track rule

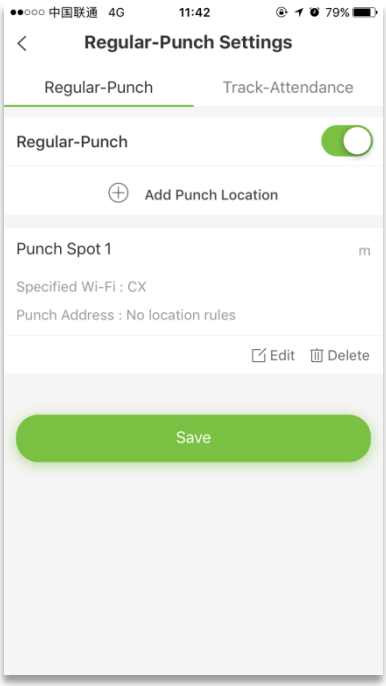
Click button in the upper right corner of Punch page in APP and set the GPS-Track rules.

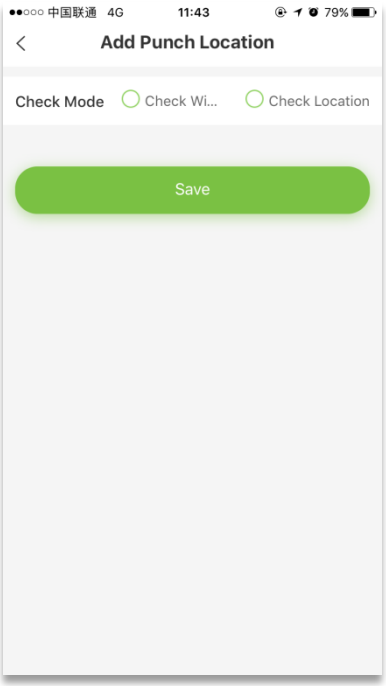




Set the Regular-Punch rule

Click button in the upper right corner of Punch page in APP. Select a shift group; click [Regular-Punch Rules] in the Modify Shift Group page. Tick Check Mode in Add Punch Location page and click [Save].



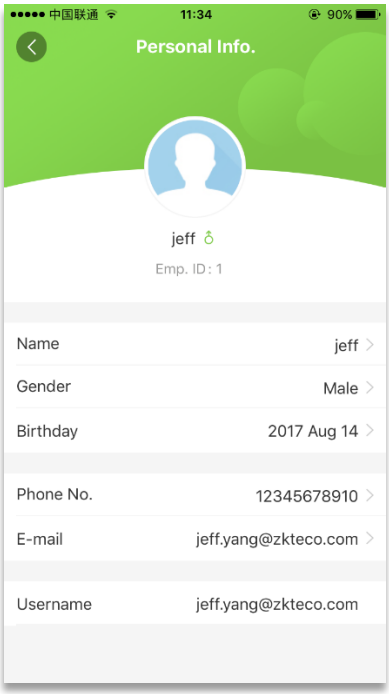


Regular Punch: User can punch anytime and anywhere.

Wi-Fi Punch: User can only punch within the range of connectable Wi-Fi.

Location Punch: User can only punch within the range of punch address.

Wi-Fi + Location Punch: User can only punch within the range of connectable Wi-Fi and punch address.

14 Modify Personal Information

Set Picture, Employee Name, Gender, Birthday, Phone Number and E-Mail in APP.