TIMECUBE

User Manual

Timecube Web Server

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ZKTeco

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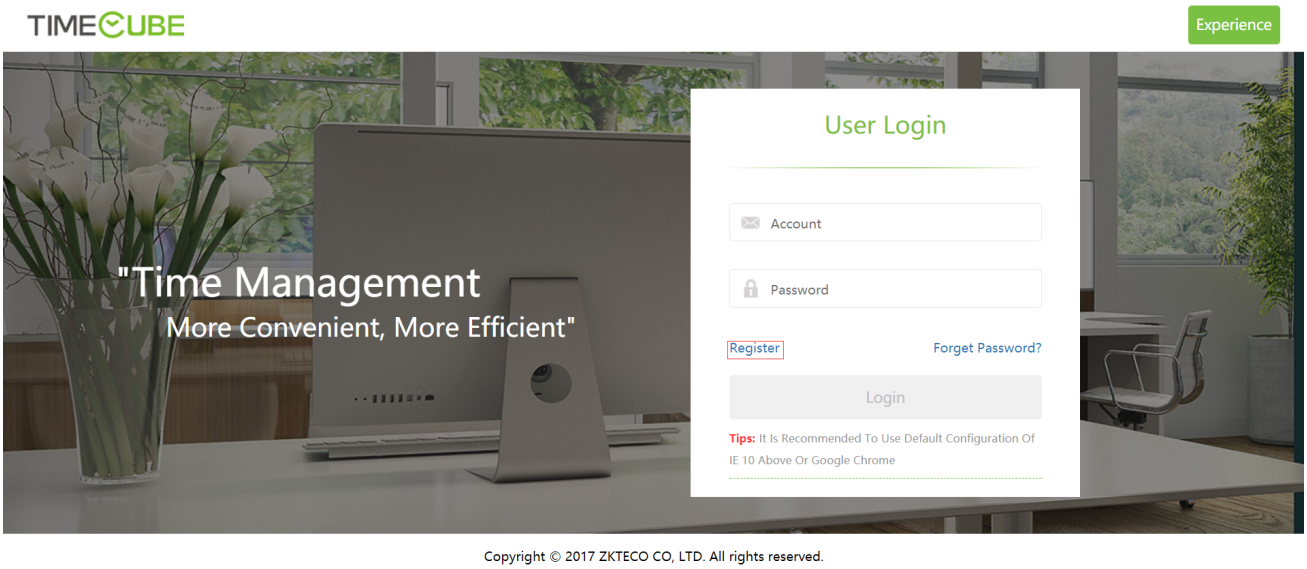
1. Registration and Sign-in

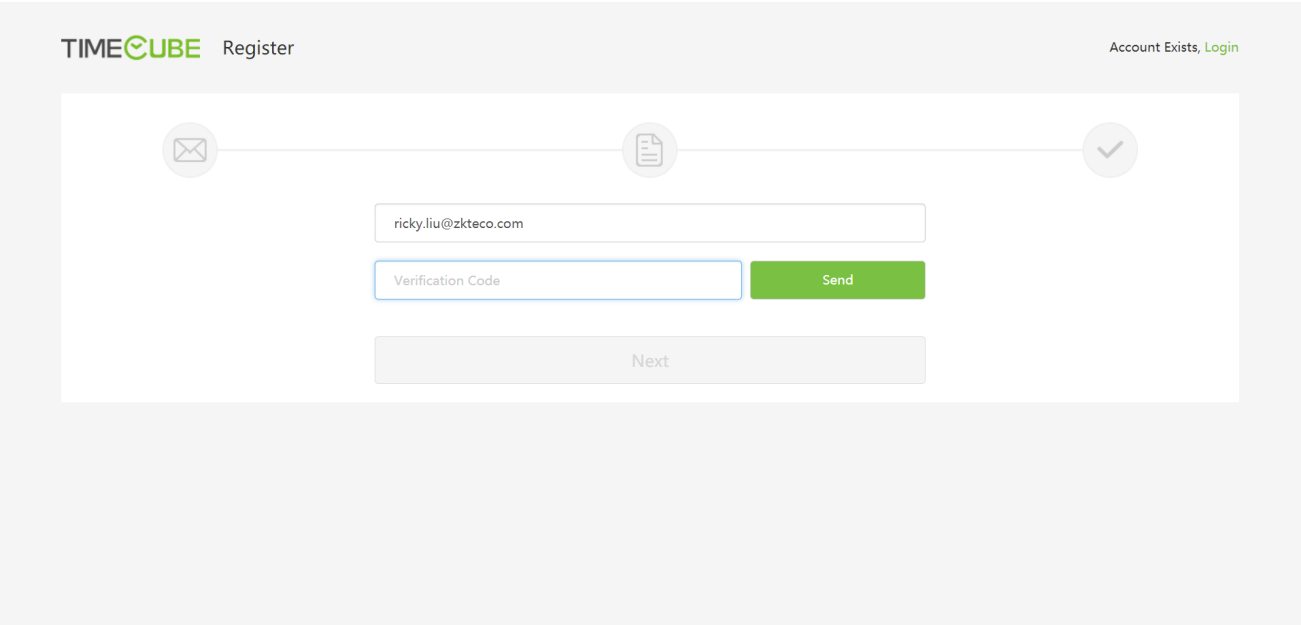
1.1 Registration

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.

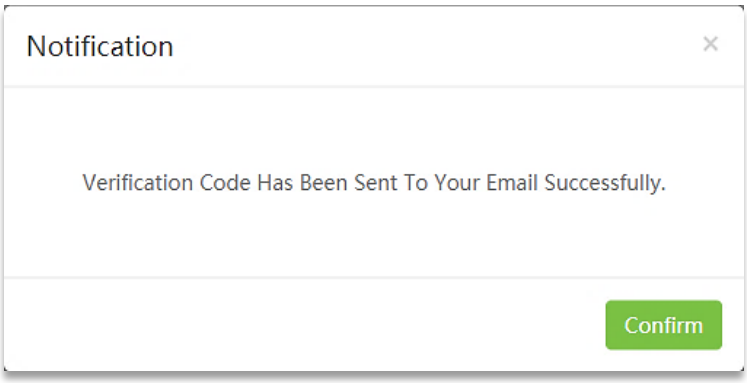


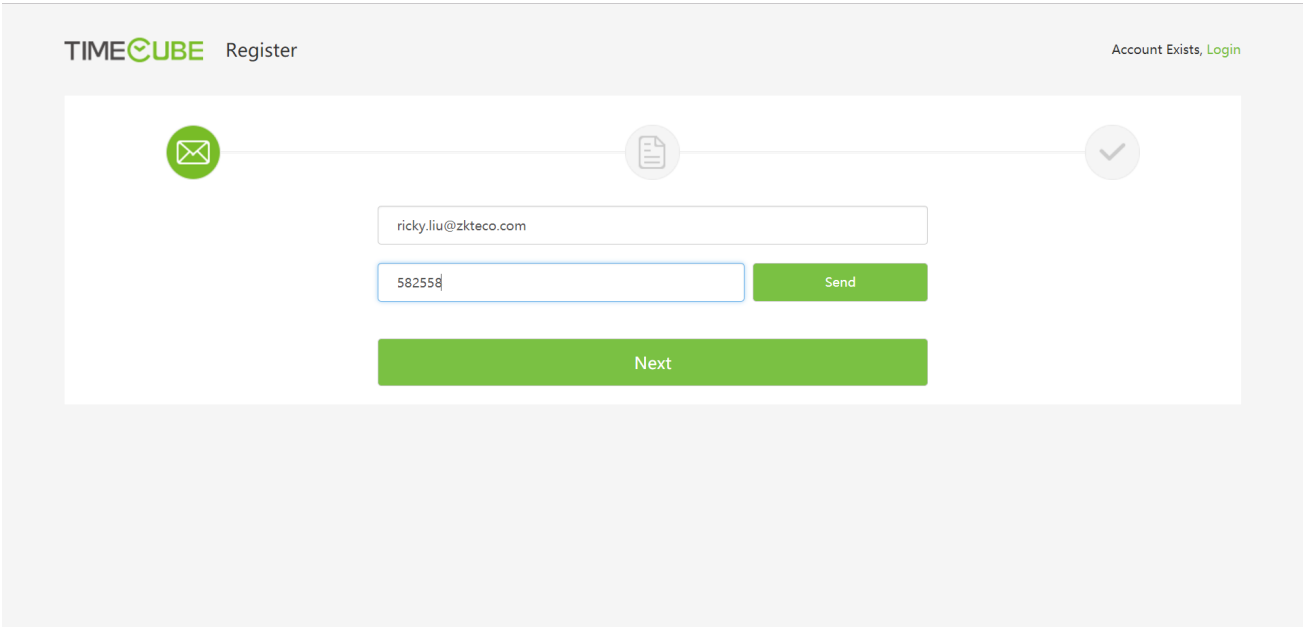
STEP 2. Click [**Register**] to enter the following interface.



STEP 3. Enter your Email ID.

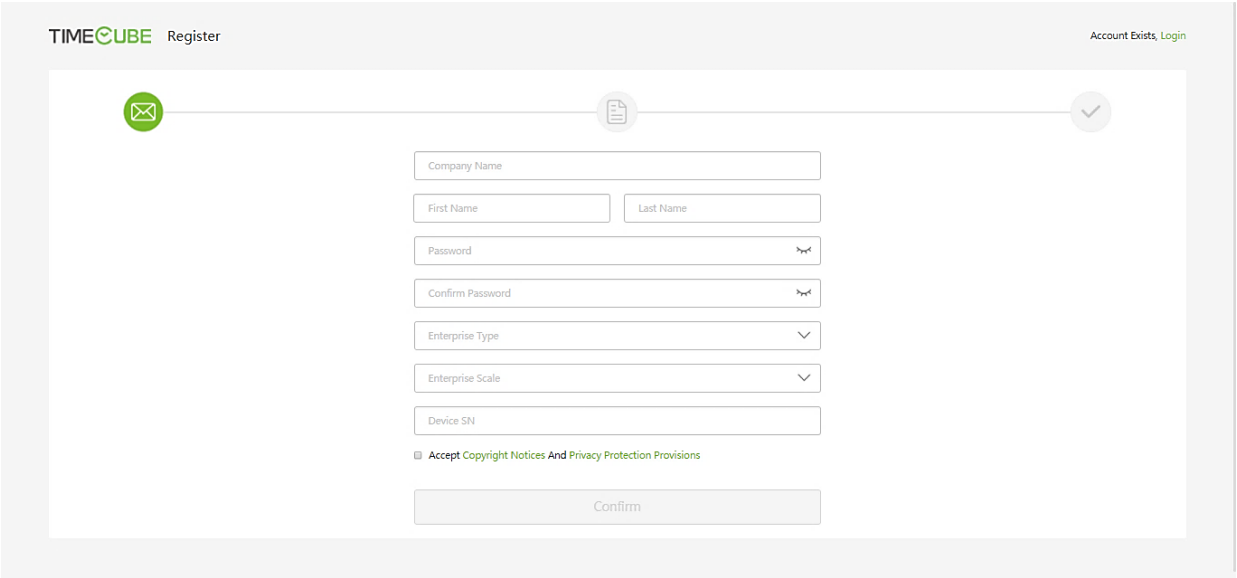
STEP 4. Click [**Send Verification Code**] to send a verification code to your email. After sending successfully, the below pop-up prompts, click [**Confirm**] to close the pop-up.





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

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

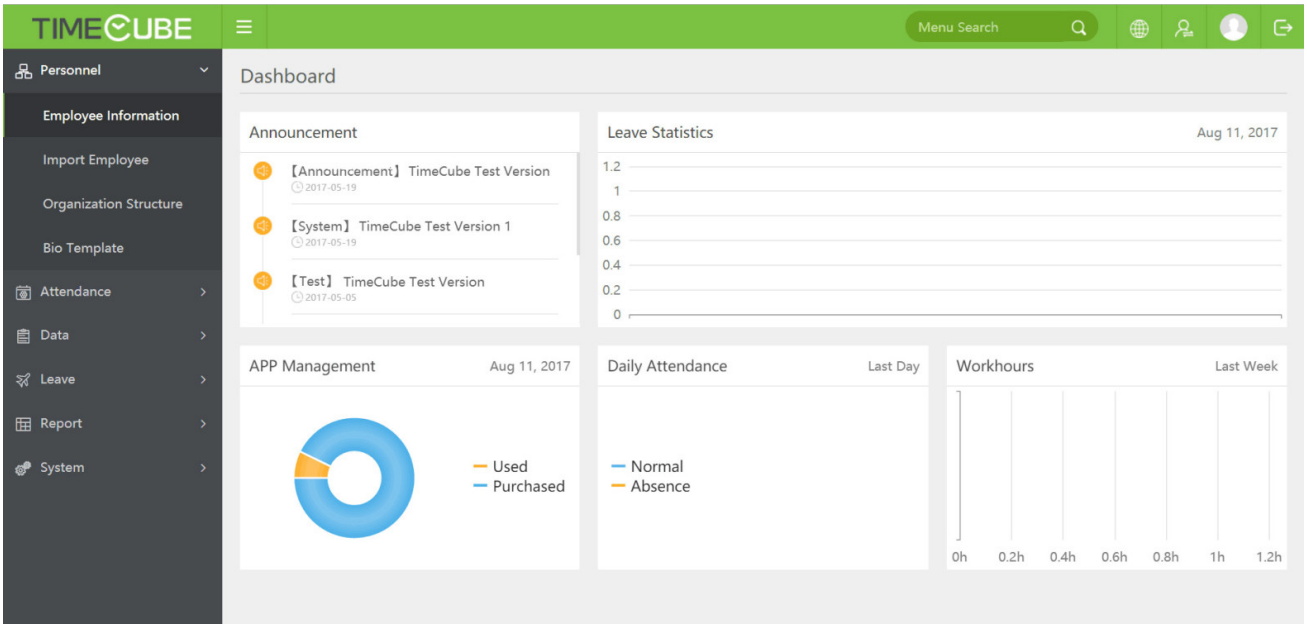


STEP 7. Fill in the registration information (Company name, First name, Last name, Login password, Enterprise category, Enterprise scale, Attendance machine serial number), and check" I have read and accept copyright notices and privacy protection provisions", then click [**Confirm**].

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

1.2 Sign-in

Input the IP address http://oversea.zktimecube.com in the address bar. Log in using registered account details. After logged in the following interface will appear.



1.3 Dash-board

Dashboard fields are as follows:

Announcement: News background staff released

Leave Statistic: Leave statistics column chart of all staffs

APP Management: Shows the number of APP purchased and the number of APP used

Daily Attendance: Yesterday's attendance record, punch card records less than twice as absence

Work Hours: Last week working time ranking

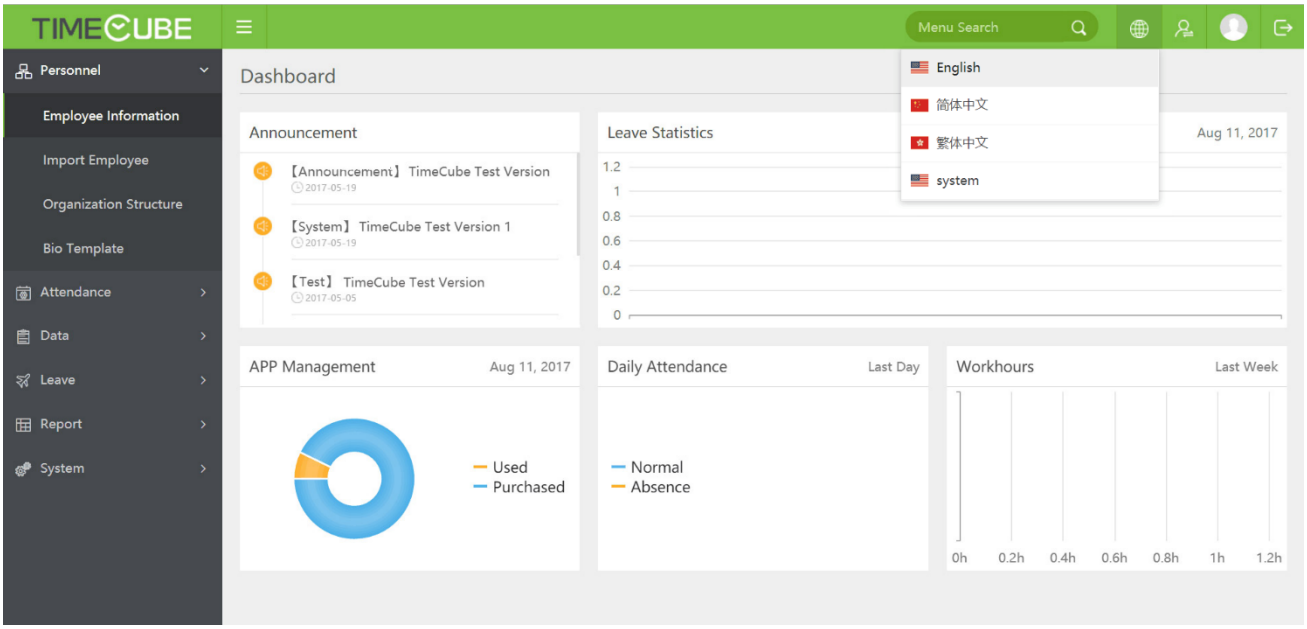
If you are on any other interface, you can click the icon TIMECUBE in the upper left corner of the main interface to jump to Dashboard. Click the icon ≡ to collapse and release the navigation bar.

Menu Search

Enter your query words here Menu Search to search. You will get search result at the left column.

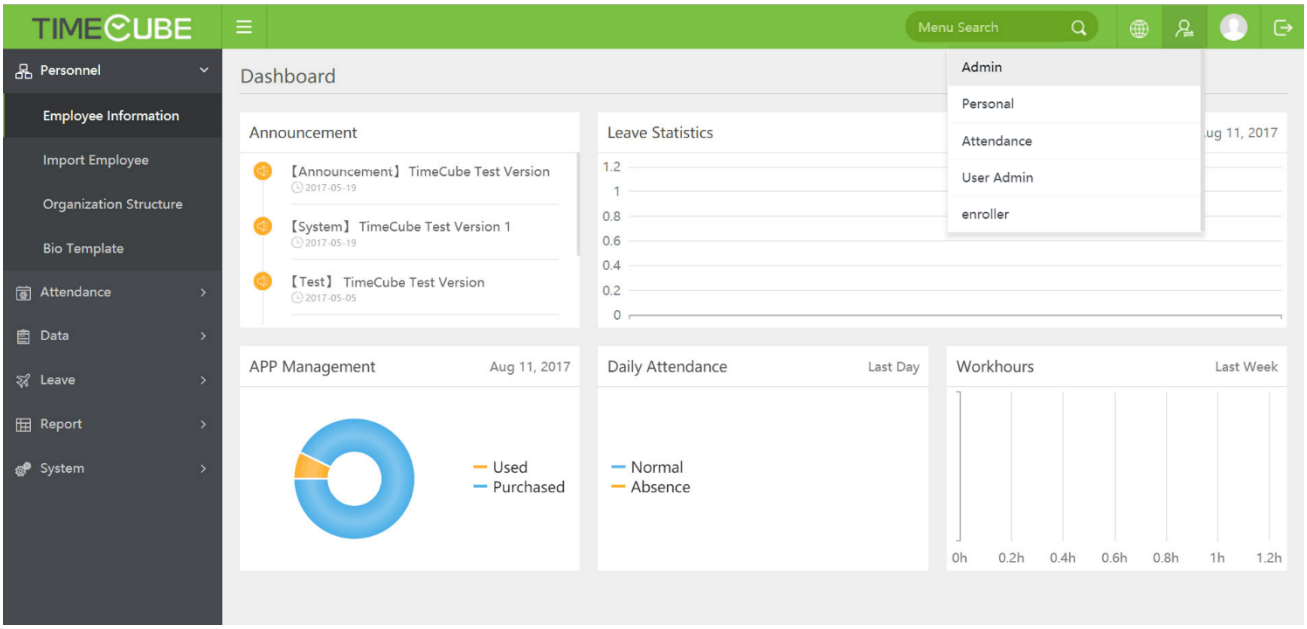
Switch Language

The system has three languages option: **English**, **Chinese** and **Traditional Chinese**. Single-click on Switch Language button at the right top, then select the language you want to use.



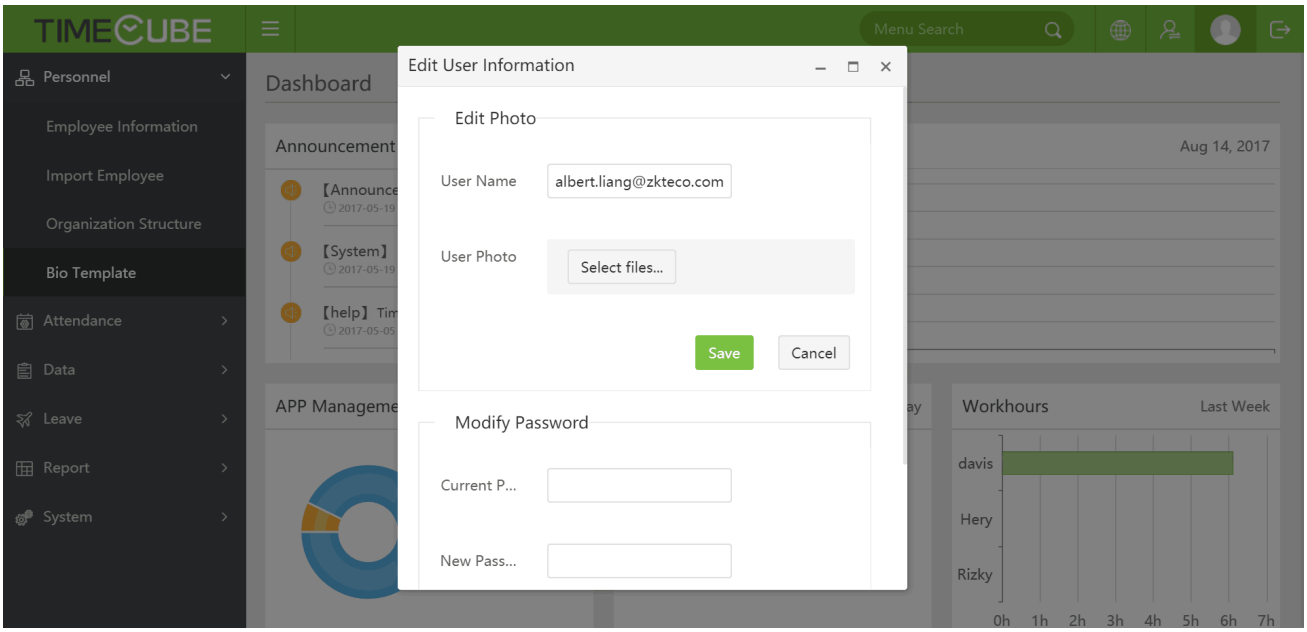
Switch Role

Single-click on Switch Role button at the right top, then select the role you want to use. User can allocate four permissions: **Supervisor**, **Personnel Admin**, **User Admin, Attendance Admin**.



Personal Information

Click Personal Information button to edit User information. Users can edit photo and modify password.



Logout

Click the Logout button on the upper right corner of the interface to exit the system.

2. Personnel Settings

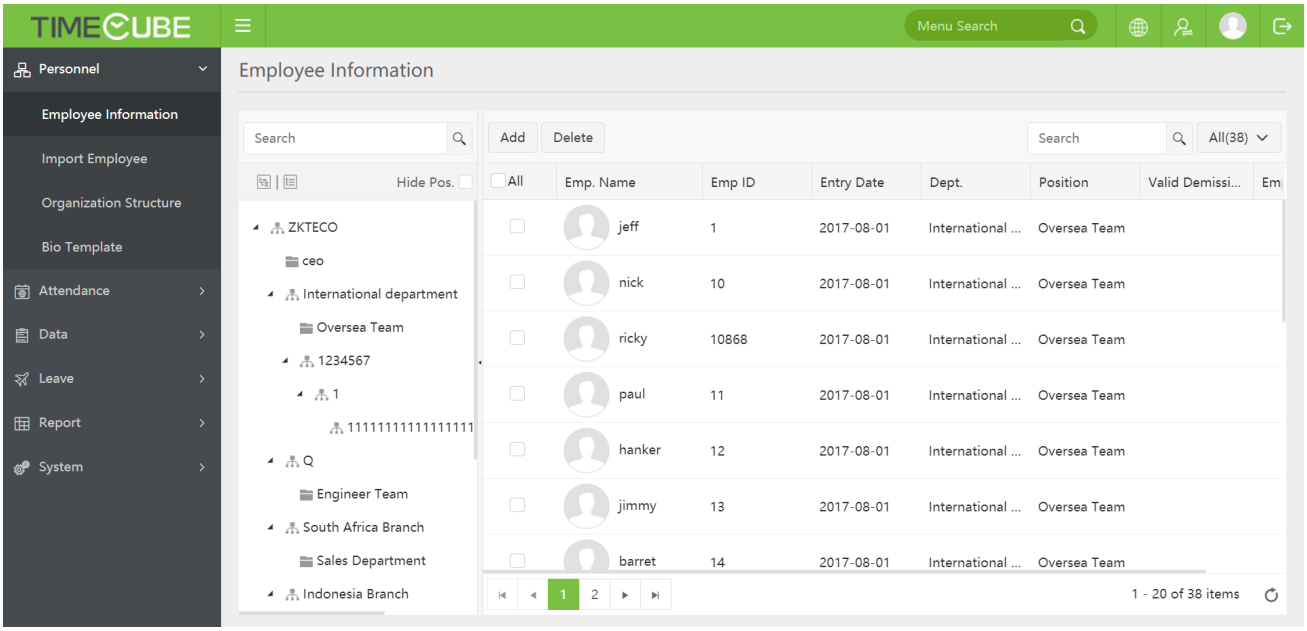
Personnel system includes these modules: **Employee Information**, **Import Employee**, **Organization Structure** and **Bio Template**.

2.1 Employee Information

2.1.1 Department Management

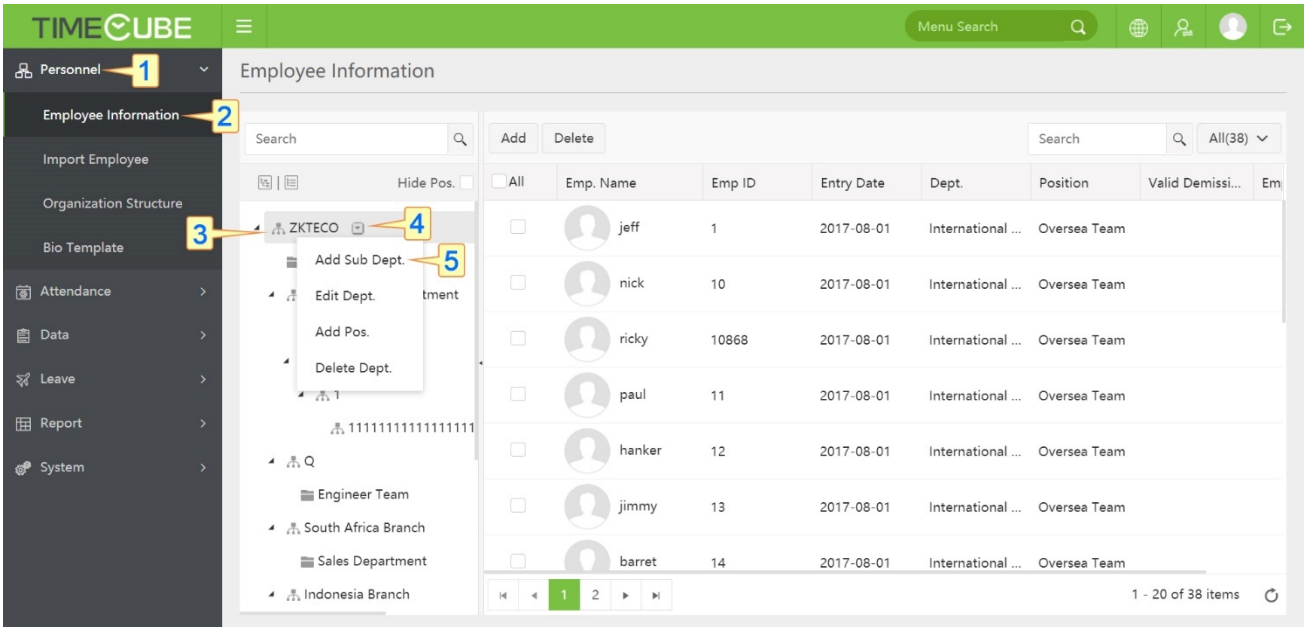
Before managing company personnel, it is required to set company departmental organization chart. Upon first use of the system, by default it has a primary department. This department can be modified but can't be deleted.

Main functions of Department Management include **Add**, **Edit**, **Delete Department** or **Position**.

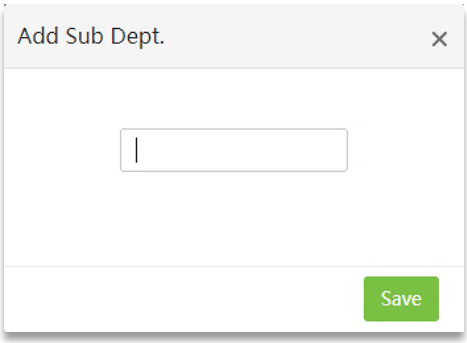


- **Adding a Department**

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



Enter the required name and click [**Save**].

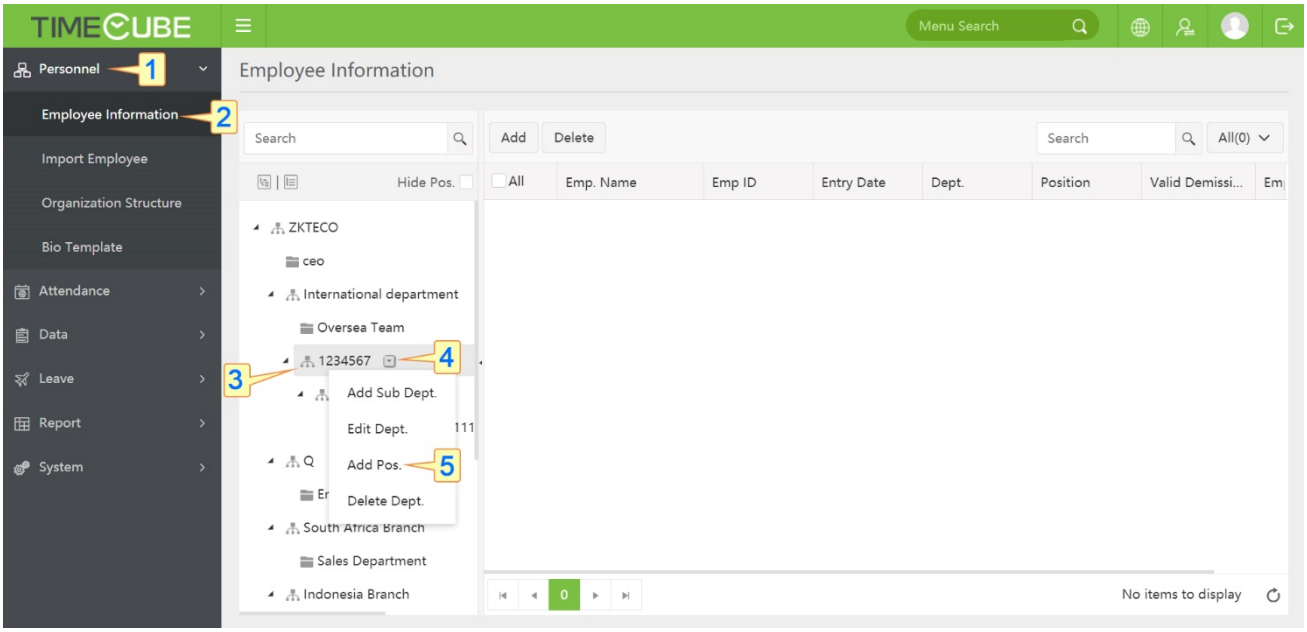


Editing a Department

Click [**Personnel**] > [**Employee Information**] > [**Company Name**] > [ ] > [**Edit Dept.**].

Add a position

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



Fields are as follows:

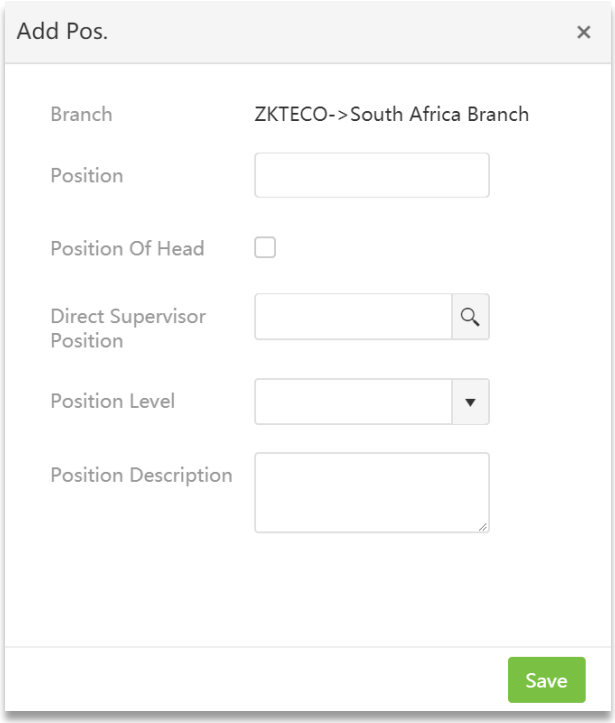
Position: The position name.

Position of Head: The supervisor of the current department.

Direct Supervisor Position: The direct Supervisor Position of the position. Select direct Supervisor Position from the pull-down list.

Position Level: The level of the position ranking is from P1 to P8, with P1 as the highest level.

After entering, click [**Save**] to complete adding, click [**X**] in the upper right corner to cancel it.



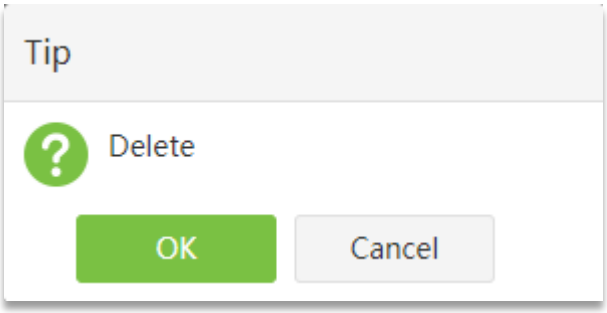
Editing a Position

Click [**Personnel**] > [**Employee Information**] > [**Position Name**] > [**Edit Pos.**] to edit a Position:

After editing, click [**Save**] to complete the action.

Deleting a Department/Position

Click [**Personnel**] > [**Employee Information**] > [**Department Name**]/ [**Position Name**] > [**Delete Position**]/ [**Delete Position**] to delete Department/Position. Click [**OK**] to delete.



Note: If the department/position has sub-departments or personnel, the department/position cannot be deleted.

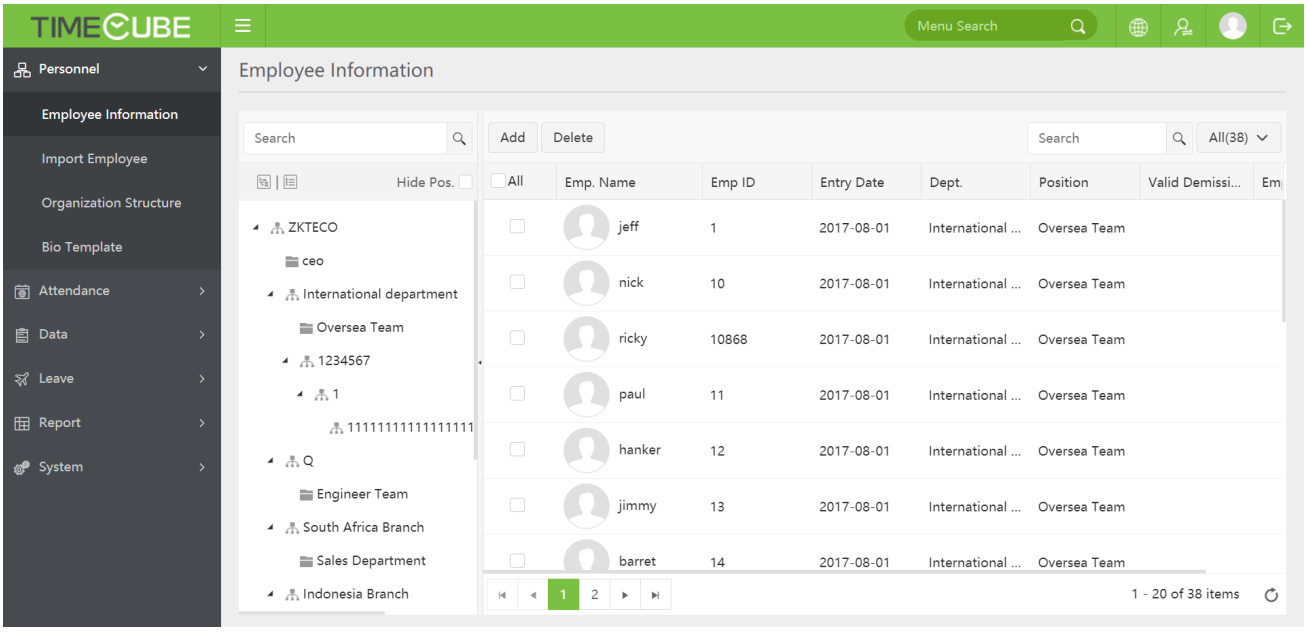
Searching a Department/Position

Enter the Department/Position name in the search box and click button.

Click the button to expand the organizational structure, click the button to close the organizational structure. Check **Hide Pos**. to hide the job position. It supports drag and drop departments and job positions.

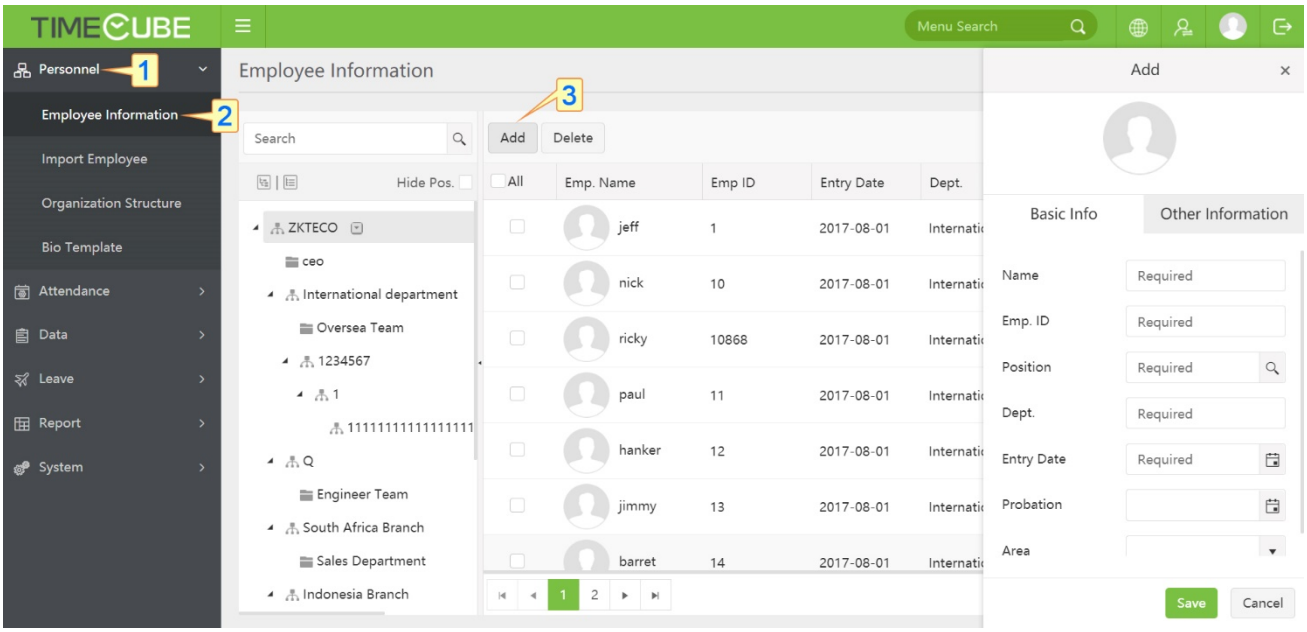
2.1.2 Personnel

Main functions of Personnel Management include **Add**, **Edit** and **Delete** personnel.



Adding Employee

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



Fields are as follows:

❖ Basic Info:

Name: Name of the employee. It is mandatory to enter the name.

Emp. ID: It must be unique. It can be configured based on actual conditions. The Emp. ID. contains only numbers by default, but letters can also be included.

Note: When configuring an Emp. ID, check whether the current device supports the maximum length and letter inclusion in the personnel number.

Position: Post of the employee. It is mandatory to select the position from the defined list of positions.

Dept.: Department of the employee. Once you select the position, the department will be automatically selected as per the position set.

Entry Date: Input the actual date of employee's joining the company.

Probation: Input the actual date of employee's end date of probation.

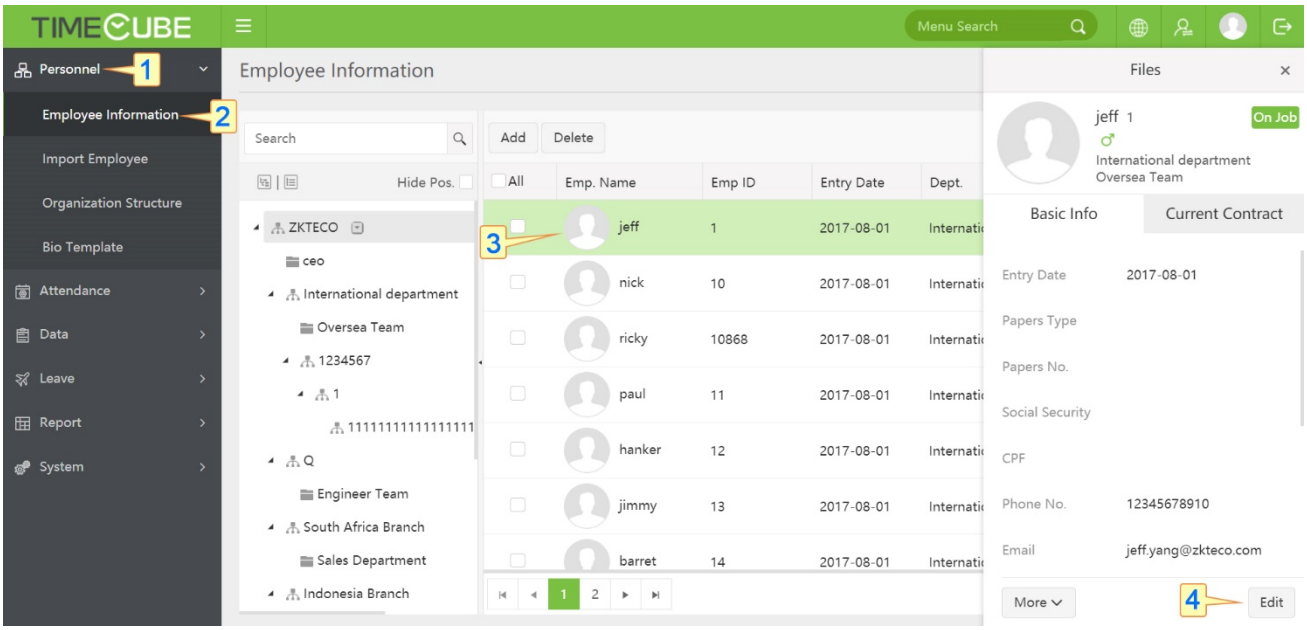
Area: Select attendance area of employee.

❖ Other Information:

Note: For adding, you can click on the position name and add employee. After adding, by default staff will belong to the selected position and to the department the position belongs to.

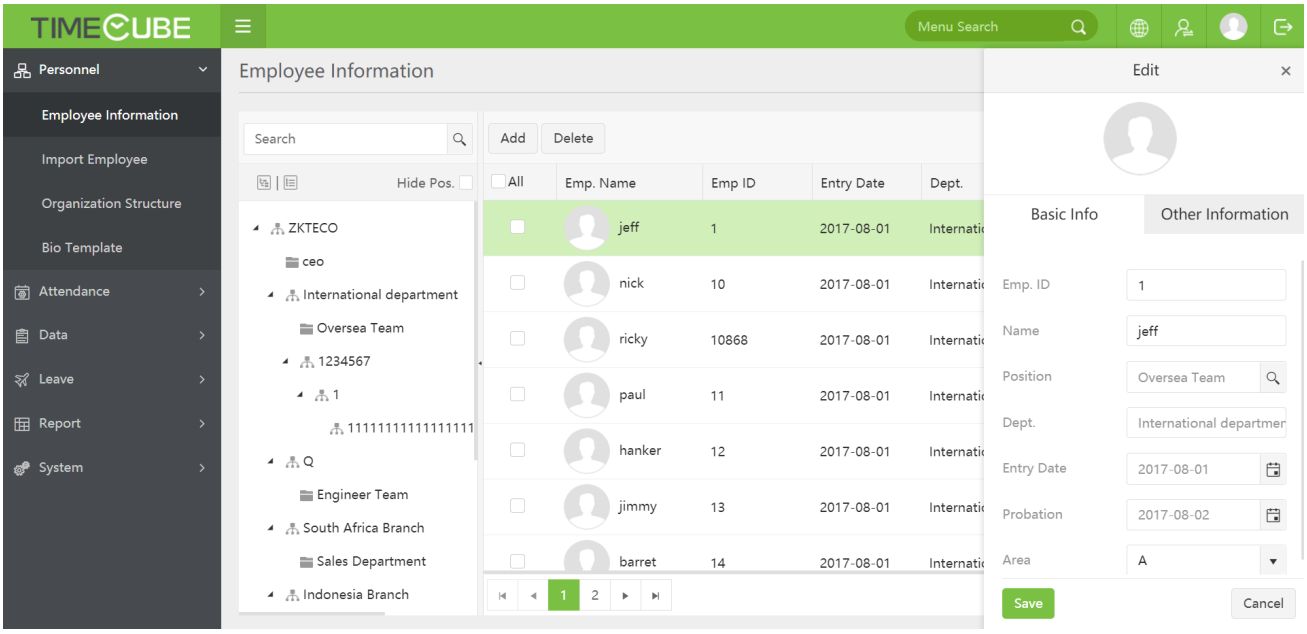
● Editing Employee

Click [**Personnel**] > [**Employee Information**] > [**Select an employee**] > [Click on **Edit**]:

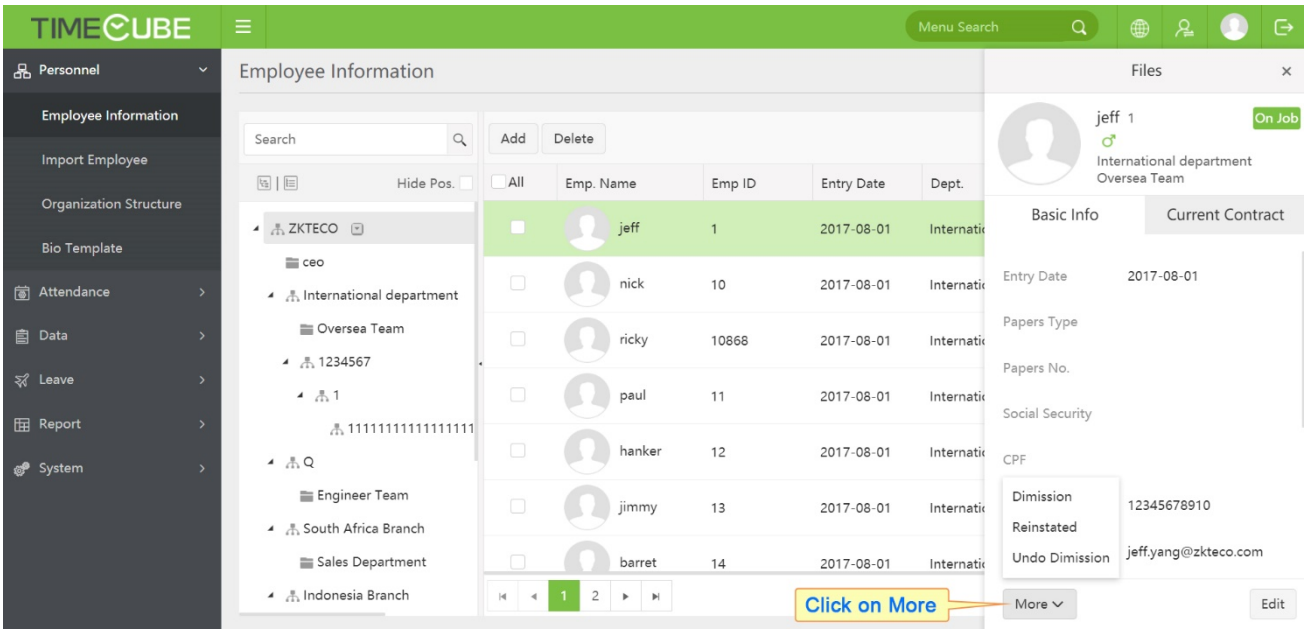


A. Basic Information

After clicking on **Edit**, editing interface of the Basic Info bar will appear as shown below. Modify as required and then click [**Save**].

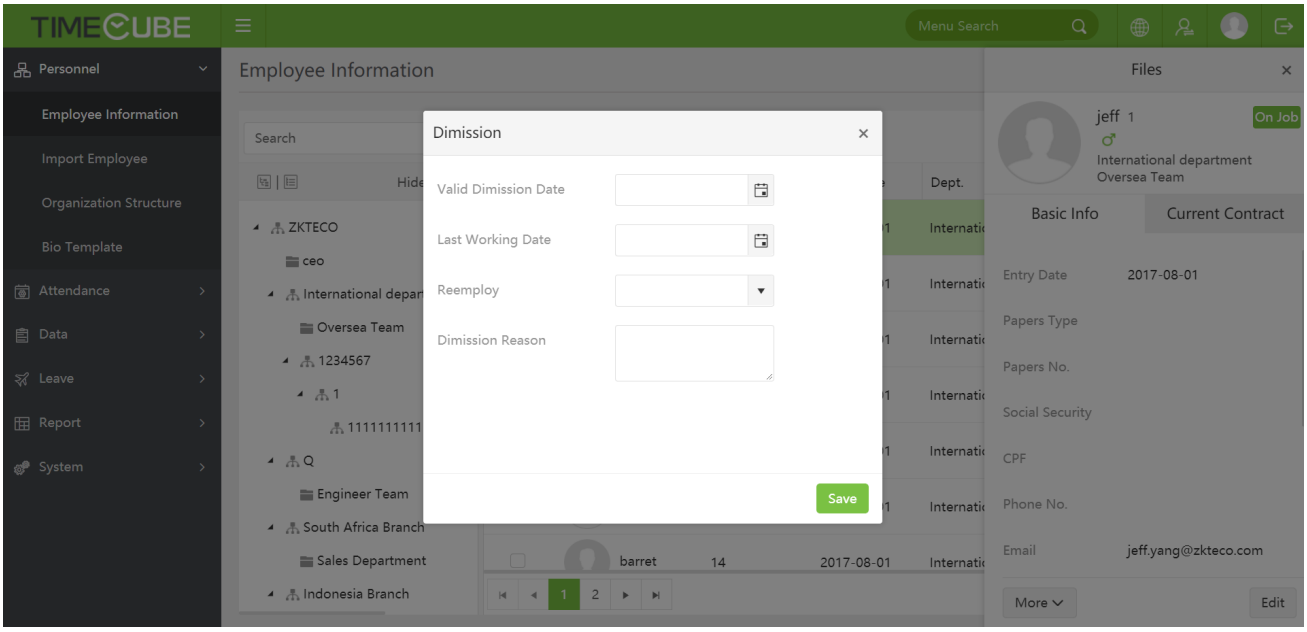


On the main interface of Basic Info, click [**More**] at the bottom right corner to do the Dimission, Reinstated and Undo Dimission operations.



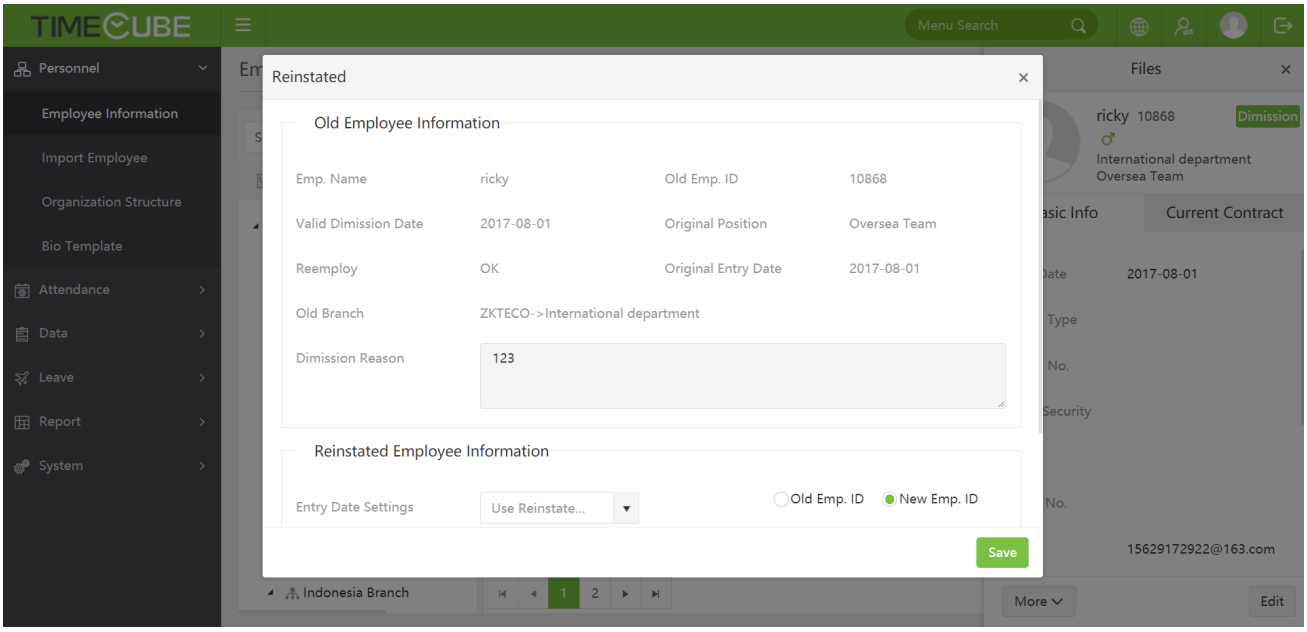
❖ Dimission

Click [**More**] > [**Dimission**], enter Valid Dimission Date, Last Working Date, Reemploy and Dimission Reason, then click [**Save**].



❖ Reinstated

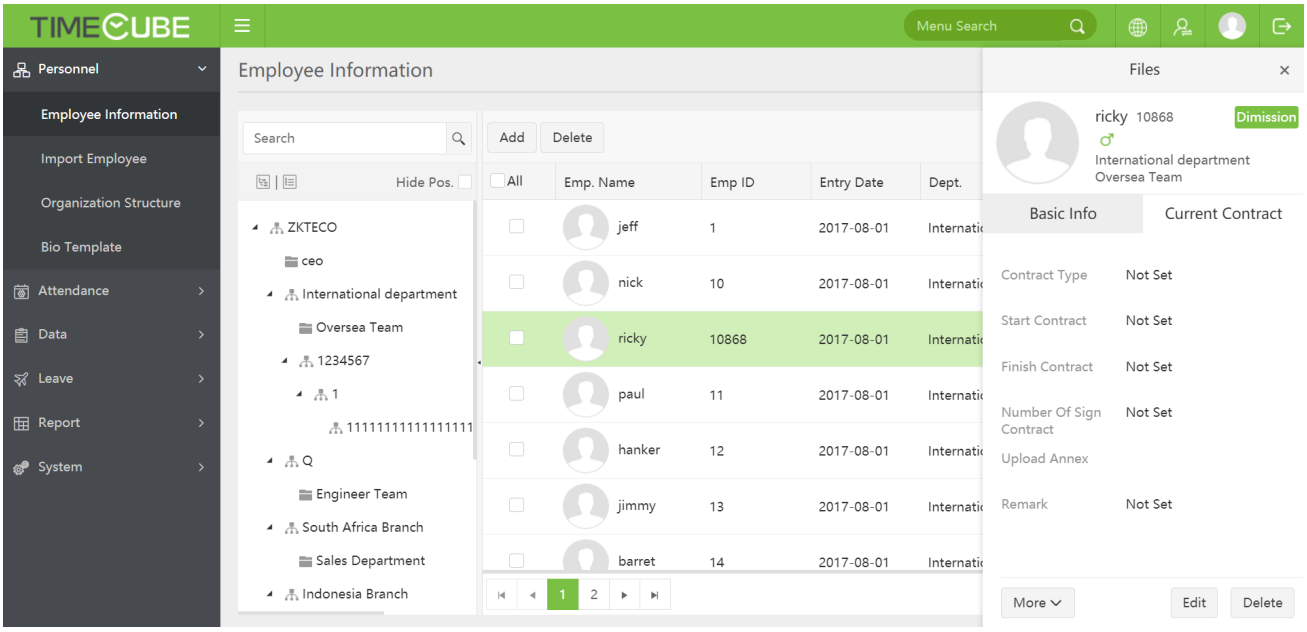
Select a dimission employee, click [**More**] > [**Reinstated**] to view Old Employee Information; input Reinstated Employee Information and click [**Save**].



❖ Undo Dimission

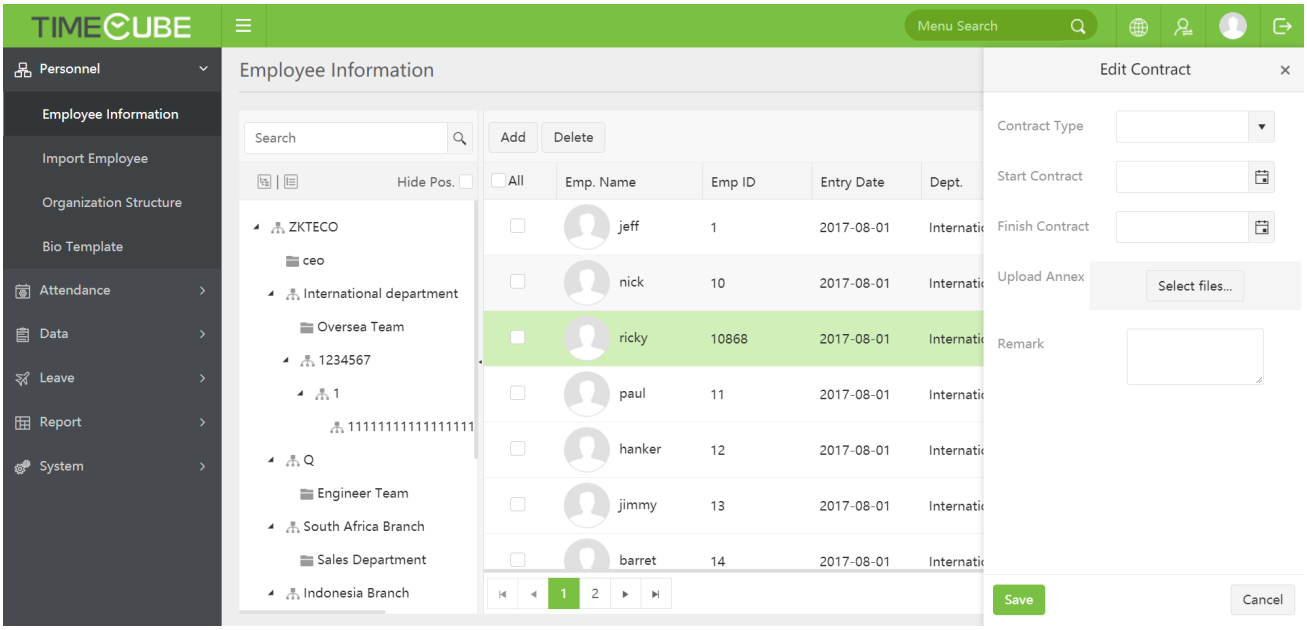
Select a dimission employee, click [**More**] > [Undo **Dimission**], then click [**OK**] to undo demission.

B. Current Contract

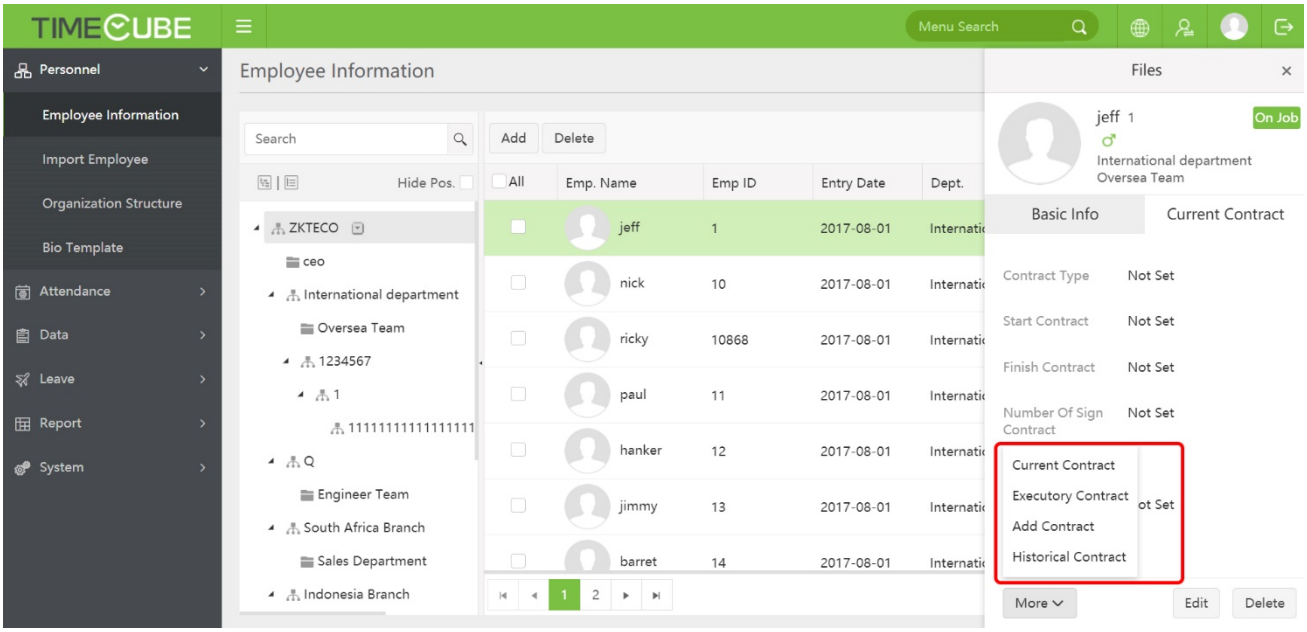


Click [**Edit**] in the bottom right corner to modify current contract information and click [**Save**].

Click [**Delete**] in the bottom right corner to delete the current contract.



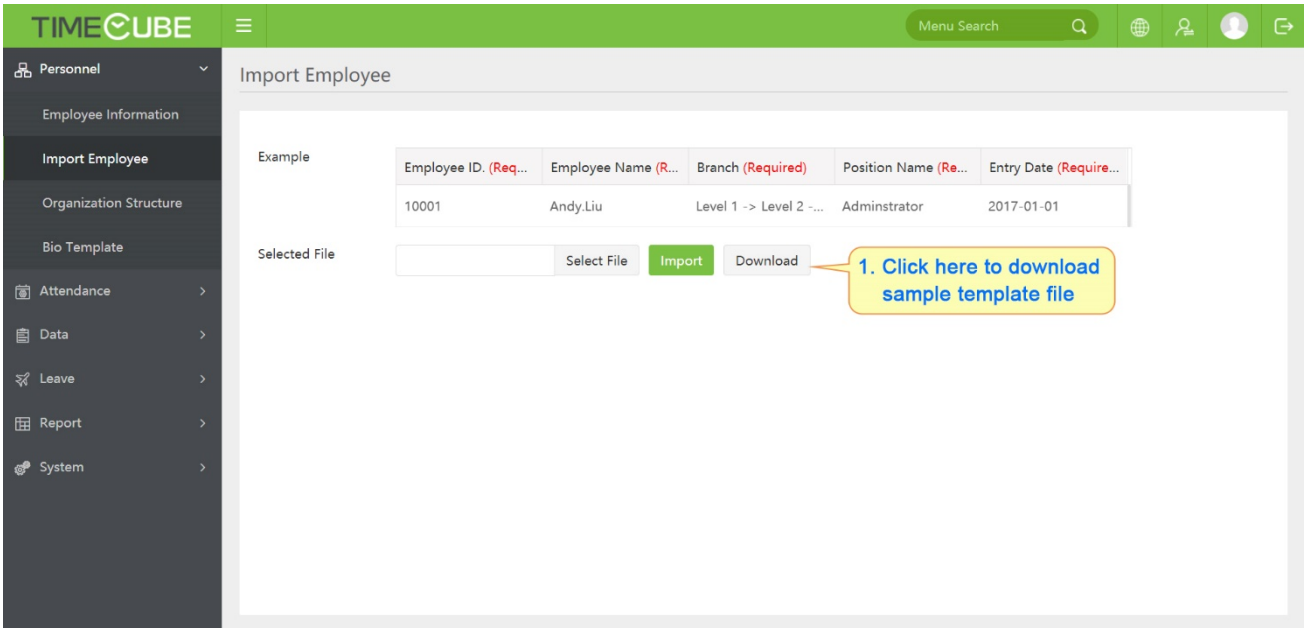
Click [**More**] in the bottom left corner to view current contract, executory contract and historical contract, and add contract.



2.2 Import Employee

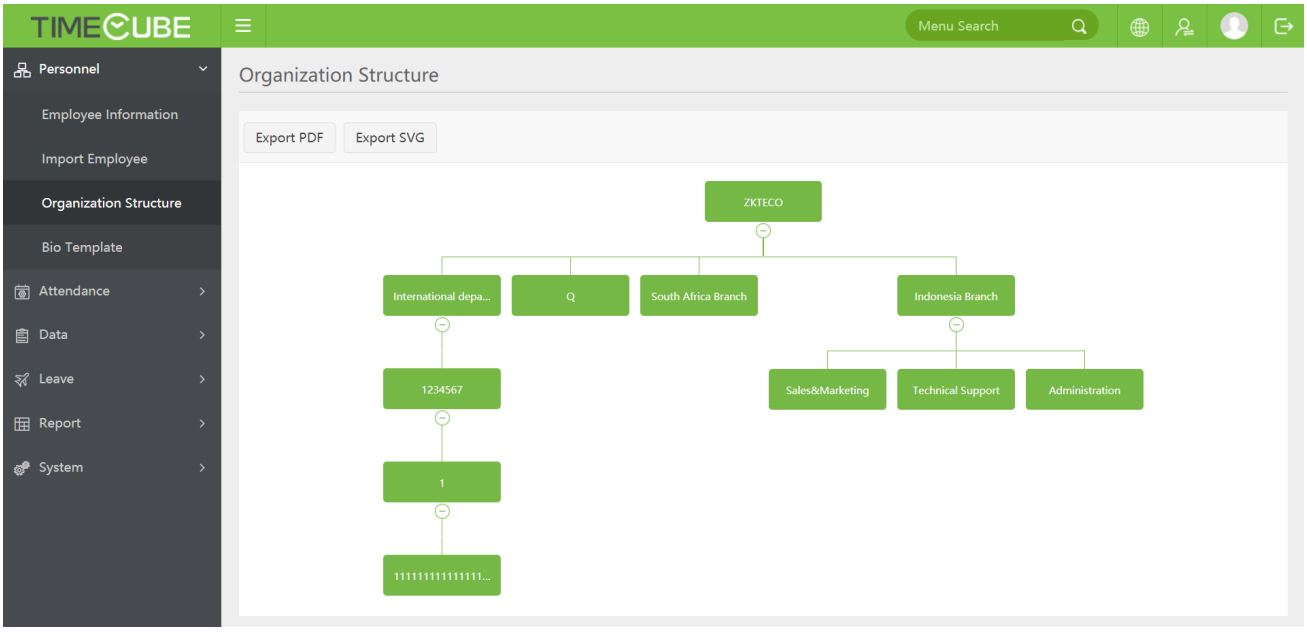
Click [**Download**] to download the employee template file. An excel file with name "employee-template" will be saved. Open the file and fill the information of new employee that need to be imported. Save the file.

Click [**Select file**] to select the employee template file saved earlier, and click [**Import**] to upload the form.



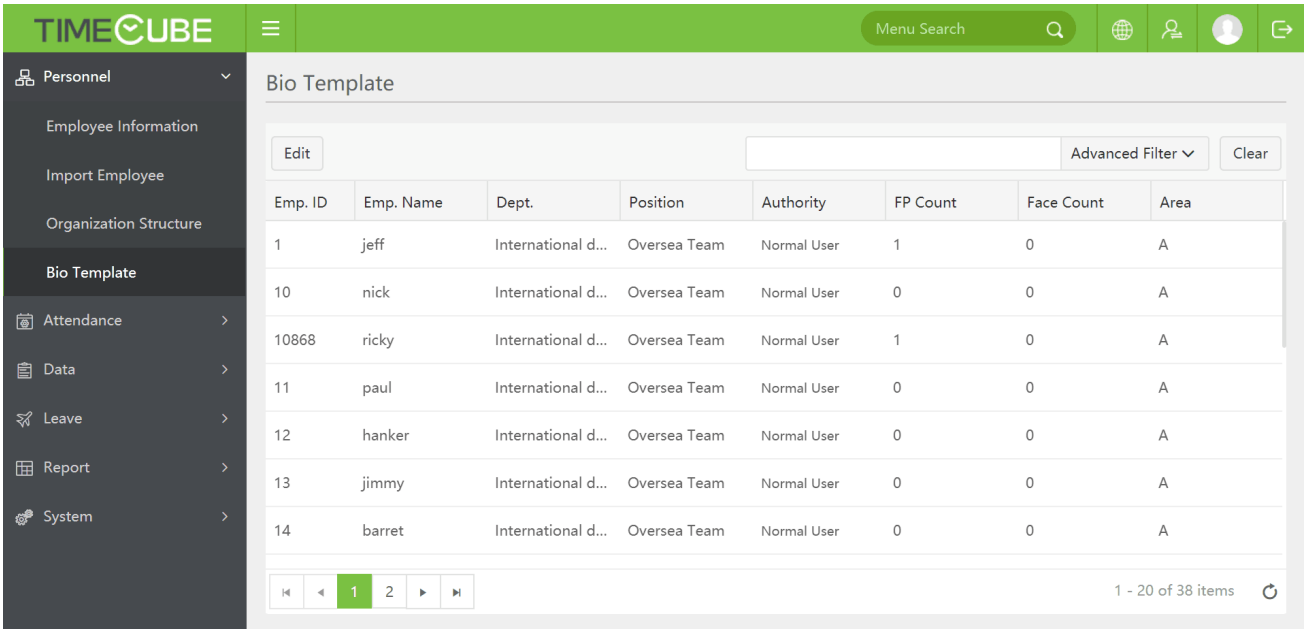
2.3 Organization Structure

View the organization structure, click [**Export PDF**] to export pdf form organization structure, click [**Export SVG**] to export SVG form organization structure.



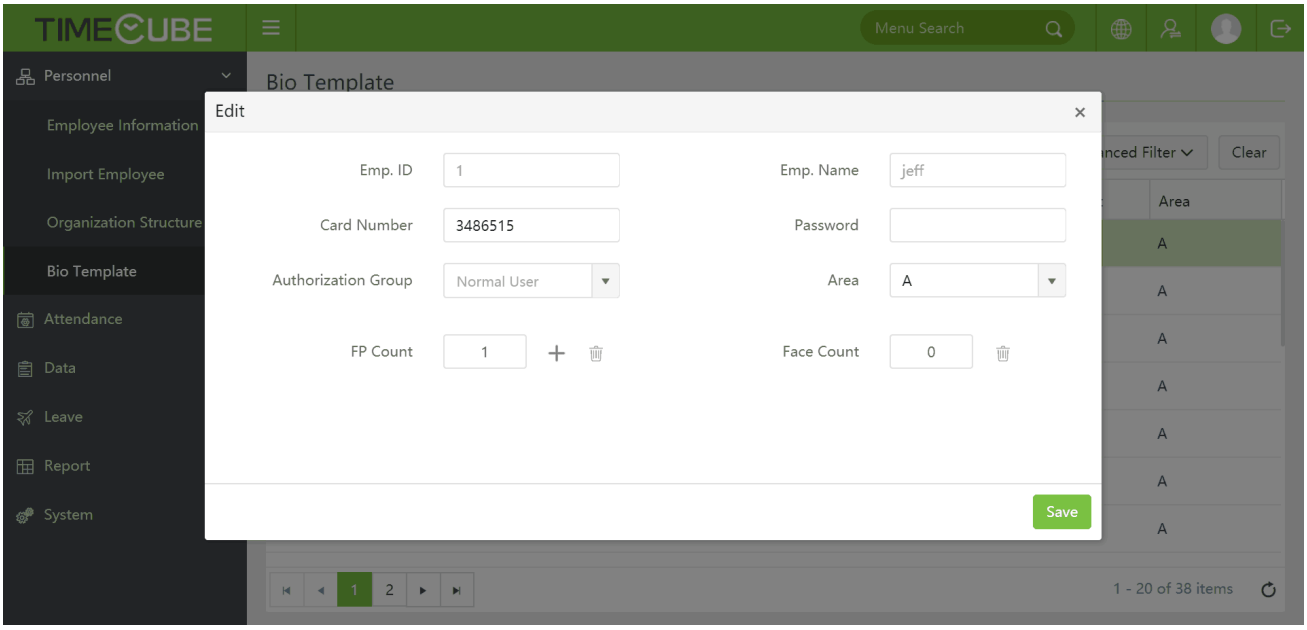
2.4 Bio Template

This interface displays the Fingerprint and Face count of the employee.



Editing

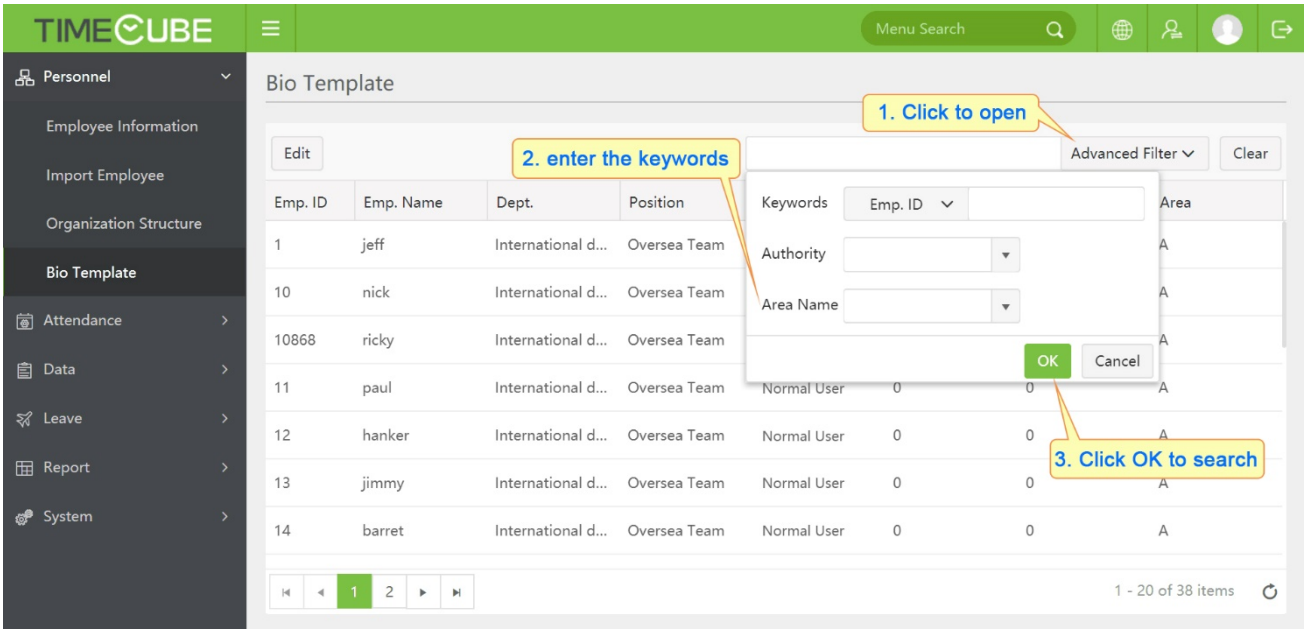
Select an employee, click [**Edit**] to modify card number, password, Authorization, area. Users can download the driver, connect the ZK4000 fingerprint reader, register the fingerprint, and can view the number of faces registered.



Advanced Filter

You can search the template by entering keywords, Authority or Area Name.

Click [**Clear**] to clear the search criteria and return to the previous page.



3. Attendance Settings

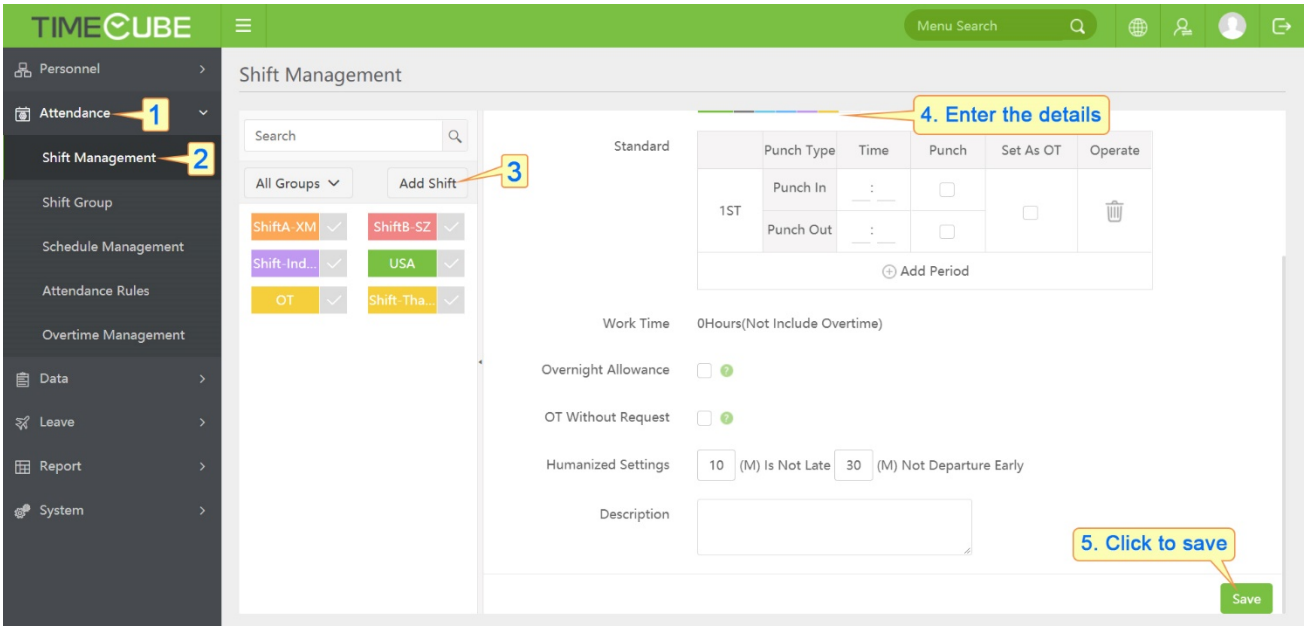
Attendance system includes these modules: **Shift Management**, **Shift group**, **Schedule Management**, **Attendance Rules** and **Overtime Management**.

3.1 Shift Management

The shift is made up of a number of pre-set one or more attendance periods in a certain order and cycle period, which is the employee's default get off work schedule. To get staff attendance, you must first set the 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**].

Note:

- **Overnight Allowance**: If this option is selected, it combines with the attendance parameter "Effective Min Hours Of Night Shift Allowance.
- **OT Without Request**: If this option is selected, work time that are after actual work time are counted as overtime automatically. It does not need separate OT request.

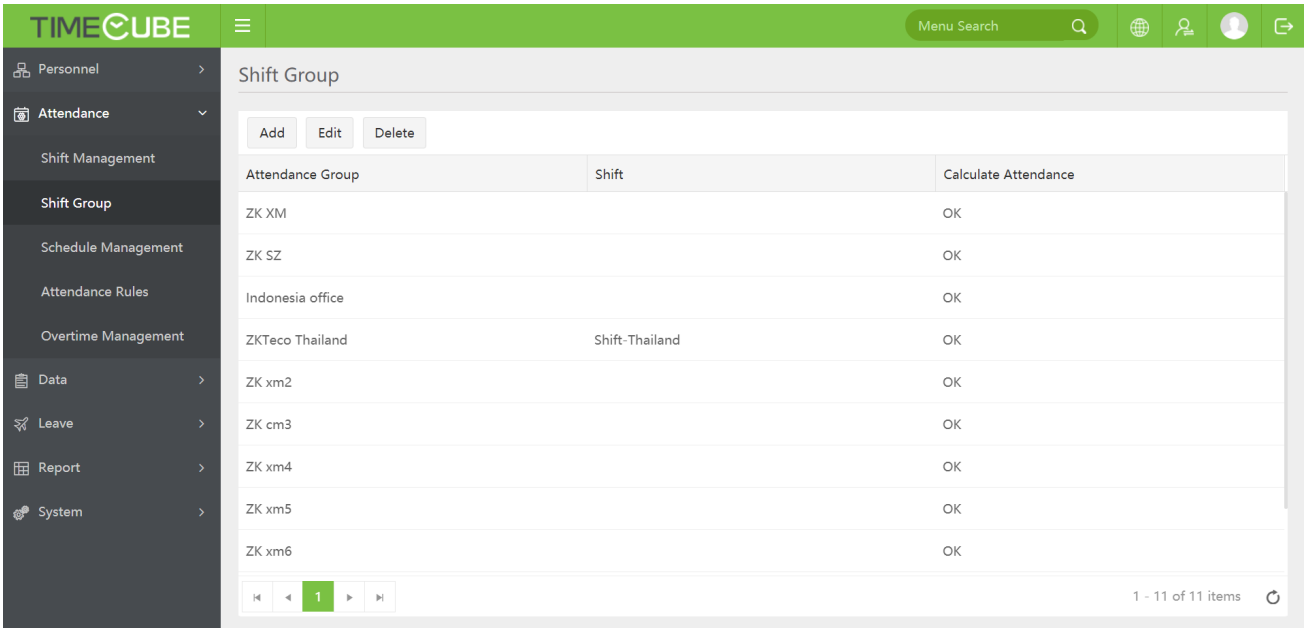
● Edit a Shift

Click [**Attendance**] > [**Shift Management**], select a shift, modify it and click [**Save**].

● Search a Shift

Click [**Attendance**] > [**Shift Management**], enter the shift name in the search box and click button. And you can view the shift by shift group.

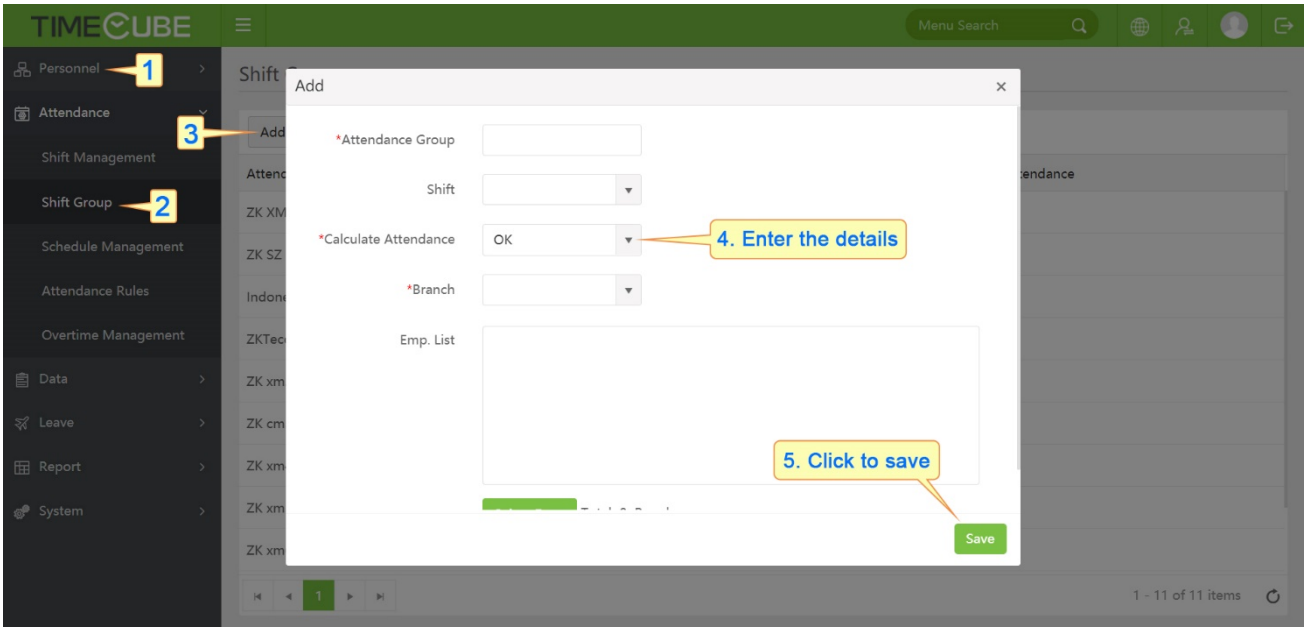
3.2 Shift Group



Adding a Shift Group

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

Enter Attendance Group, select Shift, Calculate Attendance, Branch and Employee, and click [**Save**].



Editing a Shift Group

Click [**Attendance**] > [**Shift Group**] > [**Edit**] to modify shift group, and click [**Save**].

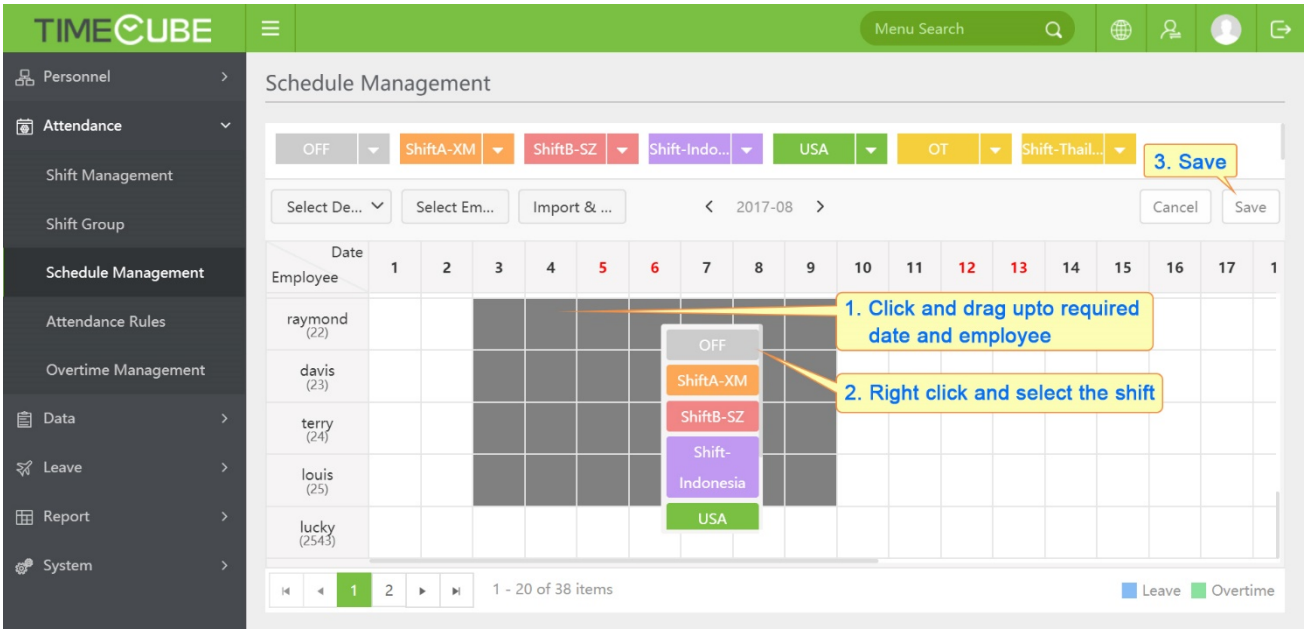
Deleting a Shift Group

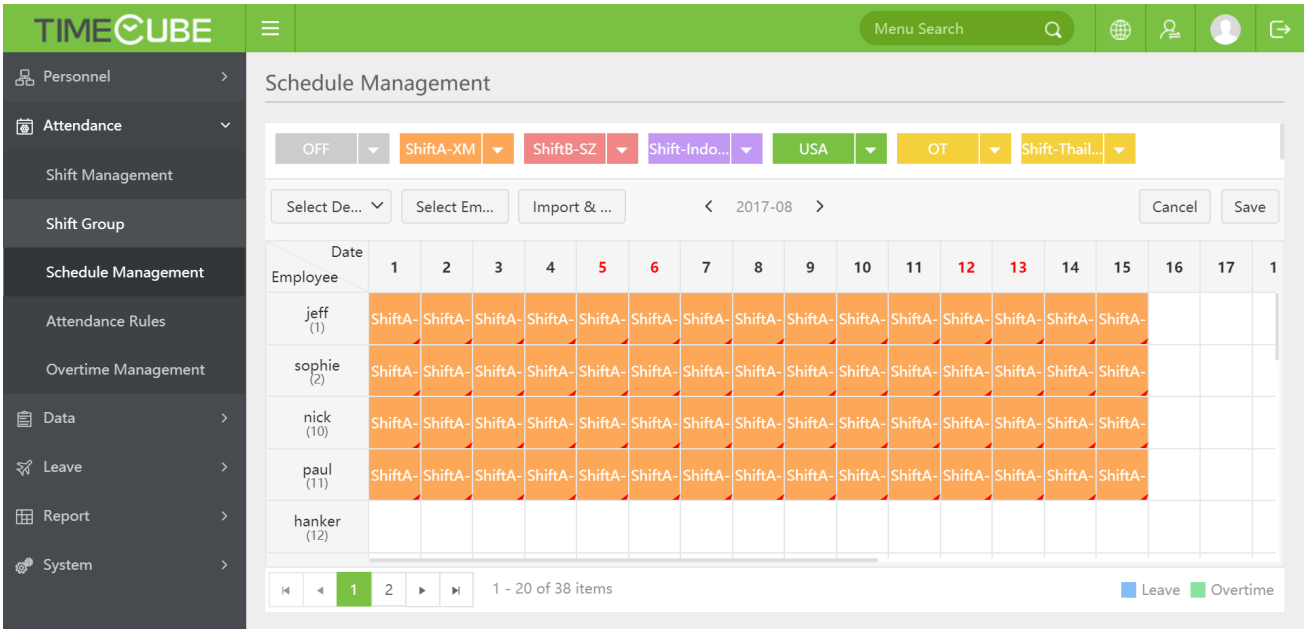
Click [**Attendance**] > [**Shift Group**] > [**Delete**], and click [**OK**] to delete.

3.3 Schedule Management

Method 1

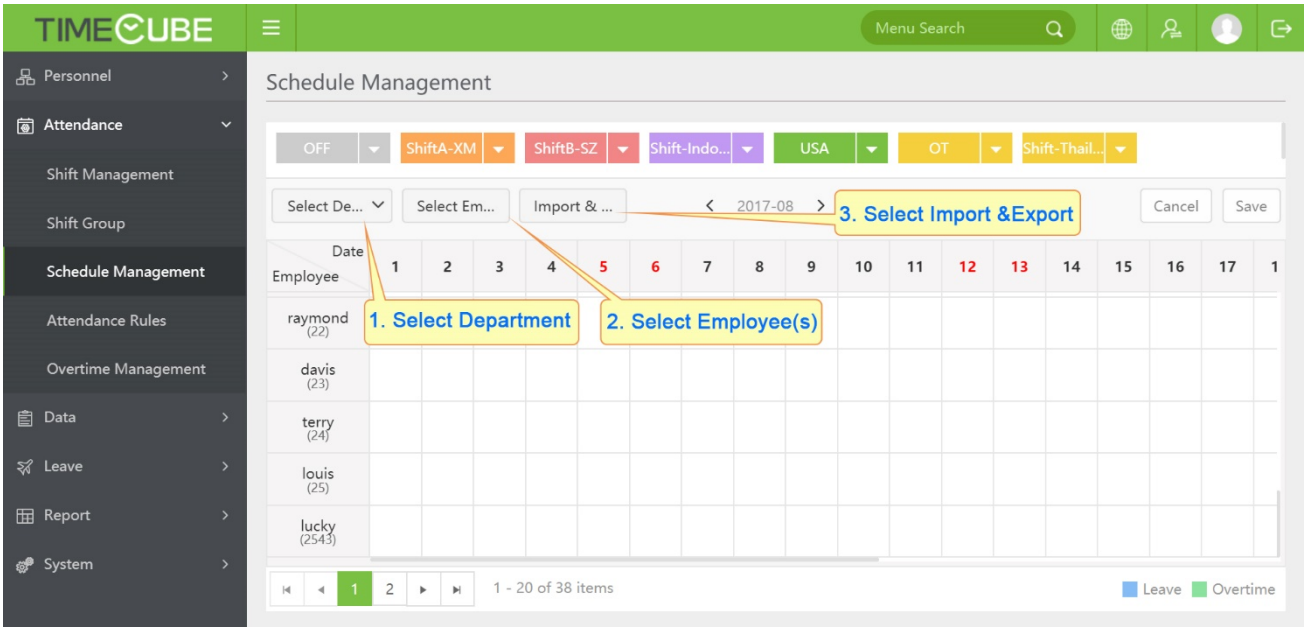
Left click or pull to select person and date, the selected area becomes gray. Right-click the gray area to select the shift, the selected area becomes the shift color, then click [**Save**] button in the upper right corner to save it.

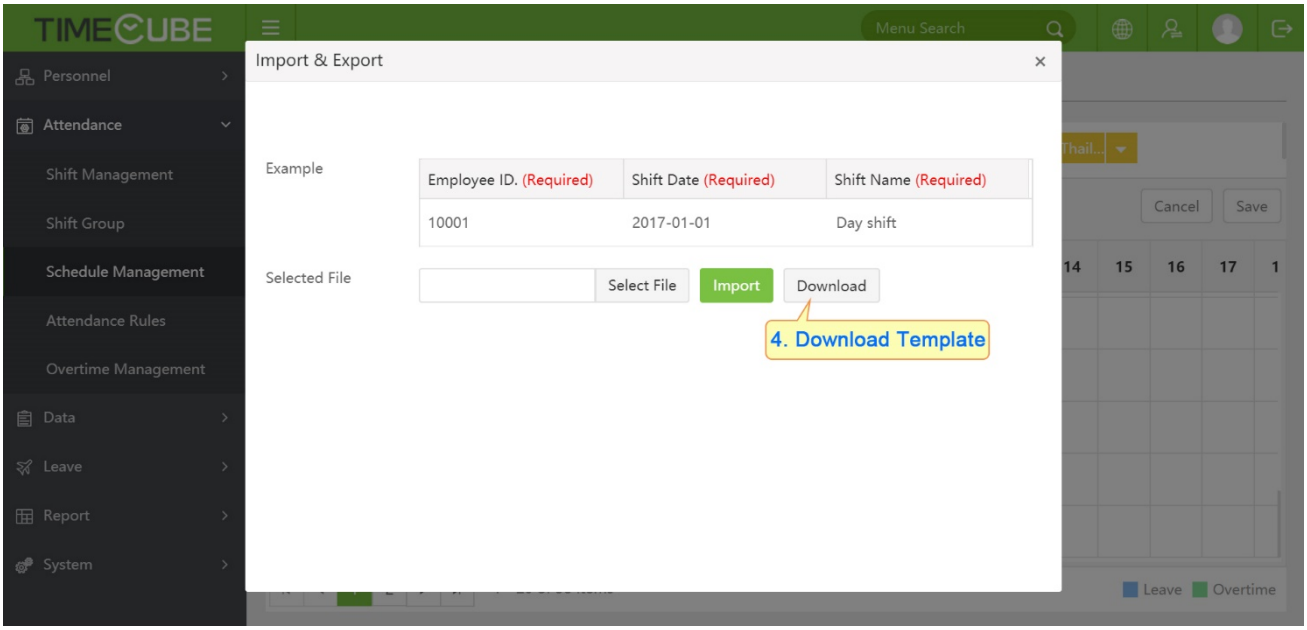




Method 2

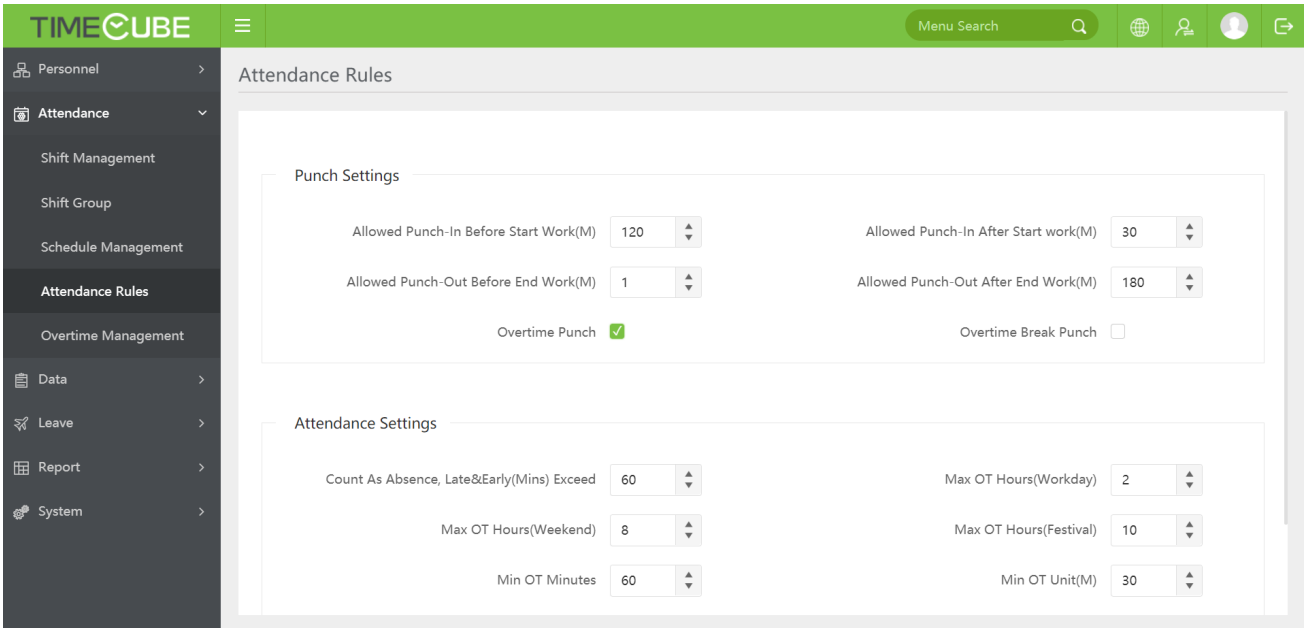
Click [**Select Dept.**] to select the department, click [**Select Emp.**] to select the employee, and click [**Import** & **Export**] to download the template. Click [**Download**] to download atroster-template, fill in the shift scheduling information according to the template. Click [**Select file**],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





3.4 Attendance Rule

Click [**Attendance**] > [**Attendance Rule**]:



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.

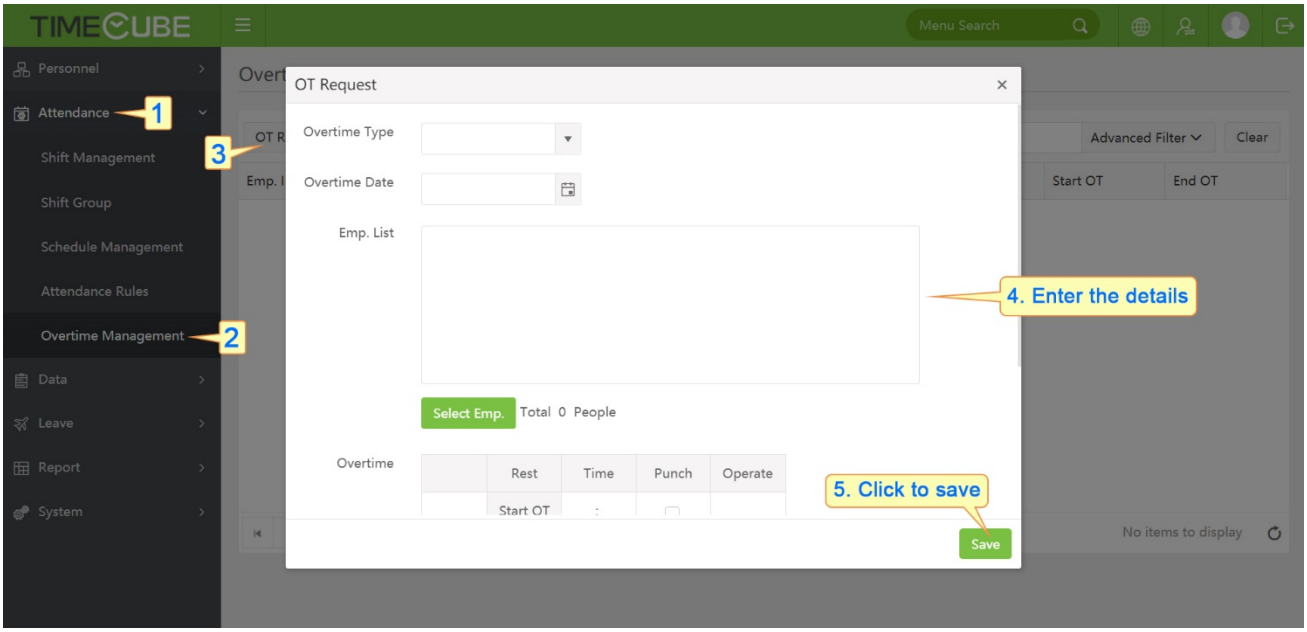
Min OT Unit(M):- It refers two the second unit for Min OT. Suppose if Min OT is set to 60, and Min OT Unit is set to 30, then the total OT will be considered as 1.5 hours. Suppose if Min OT is set to 60, and Min OT Unit is set to 15, then the total OT will be considered as 1.25 hours.

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.

3.5 Overtime Management

● OT Request

Click [**Attendance**] > [**Overtime**] > [OT **Request**]:



Enter Overtime Type, Overtime Date, select Emp. List, enter overtime and OT reason and click [**Save**].

● Editing

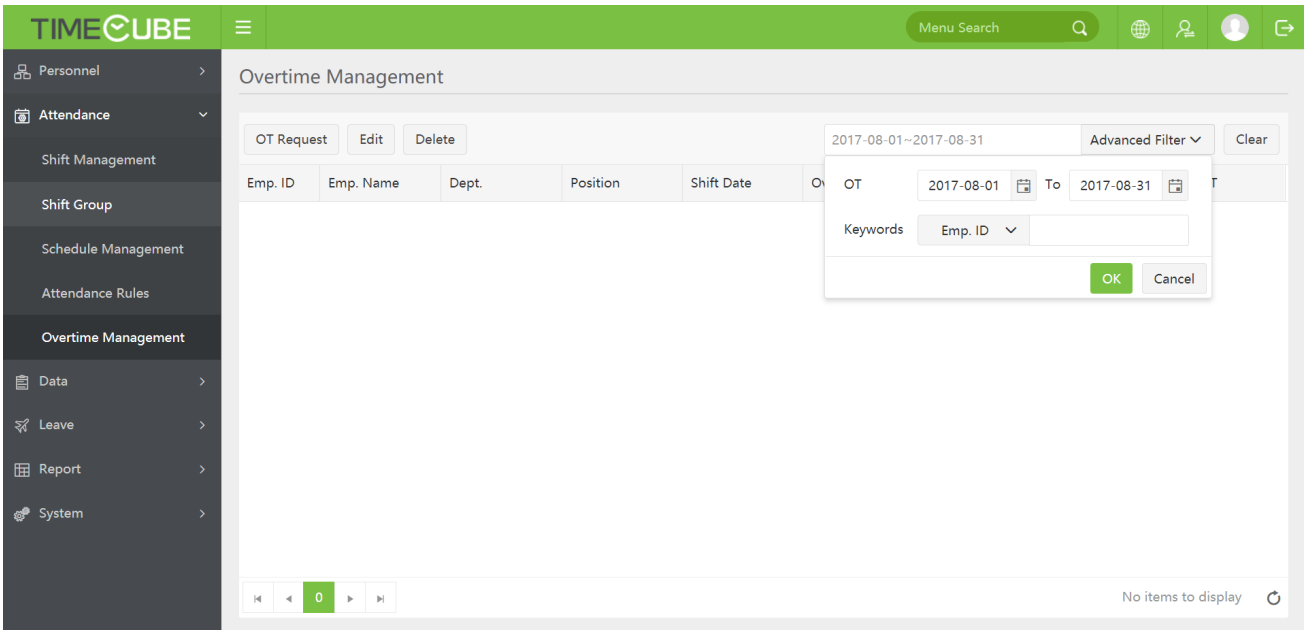
Click [**Attendance**] > [**Overtime**], select an OT request and click [**Edit**]. Modify it and click [**Save**].

● Delete

Click [**Attendance**] > [**Overtime**], select an OT request and click [**Delete**].

● Attendance Filter

You can search the OT request by entering keywords or query time period. Click [**Clear**] to clear the search criteria and return to the previous page.



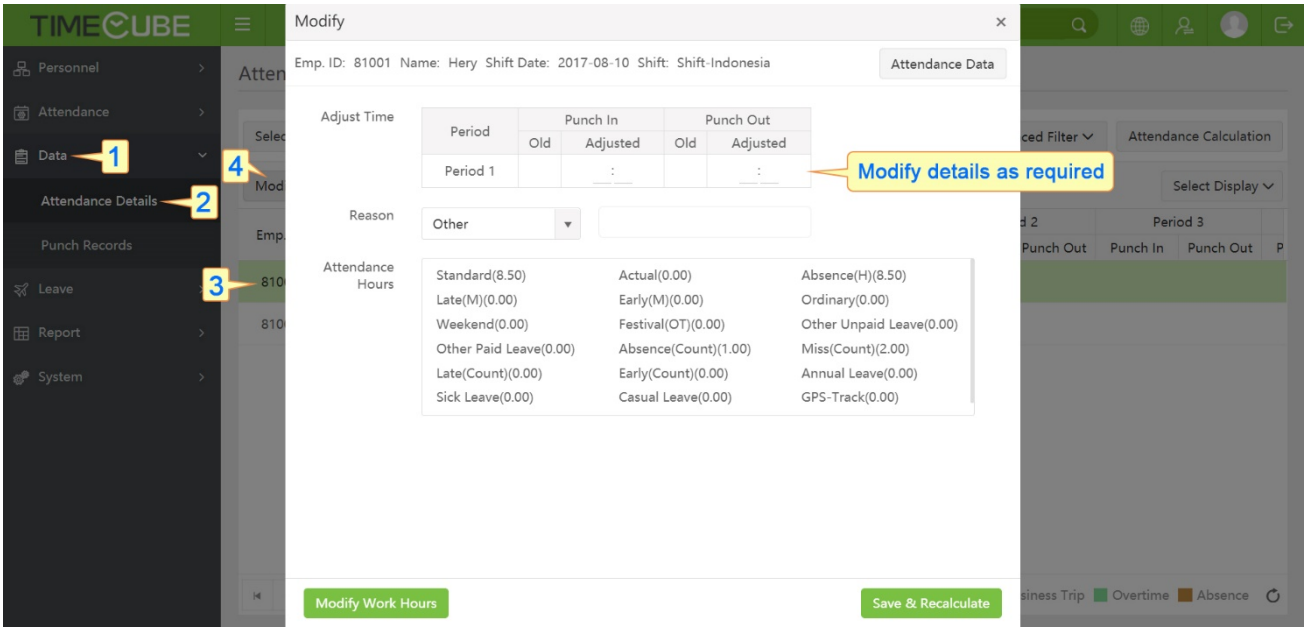
4. Data

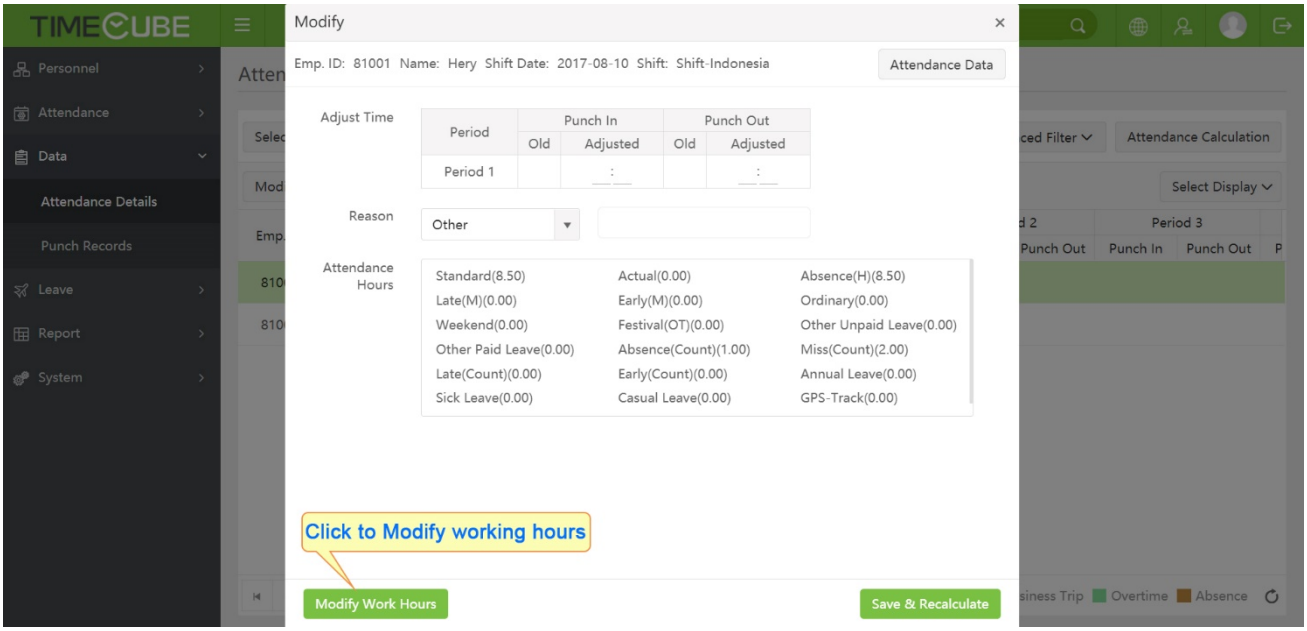
4.1 Attendance details

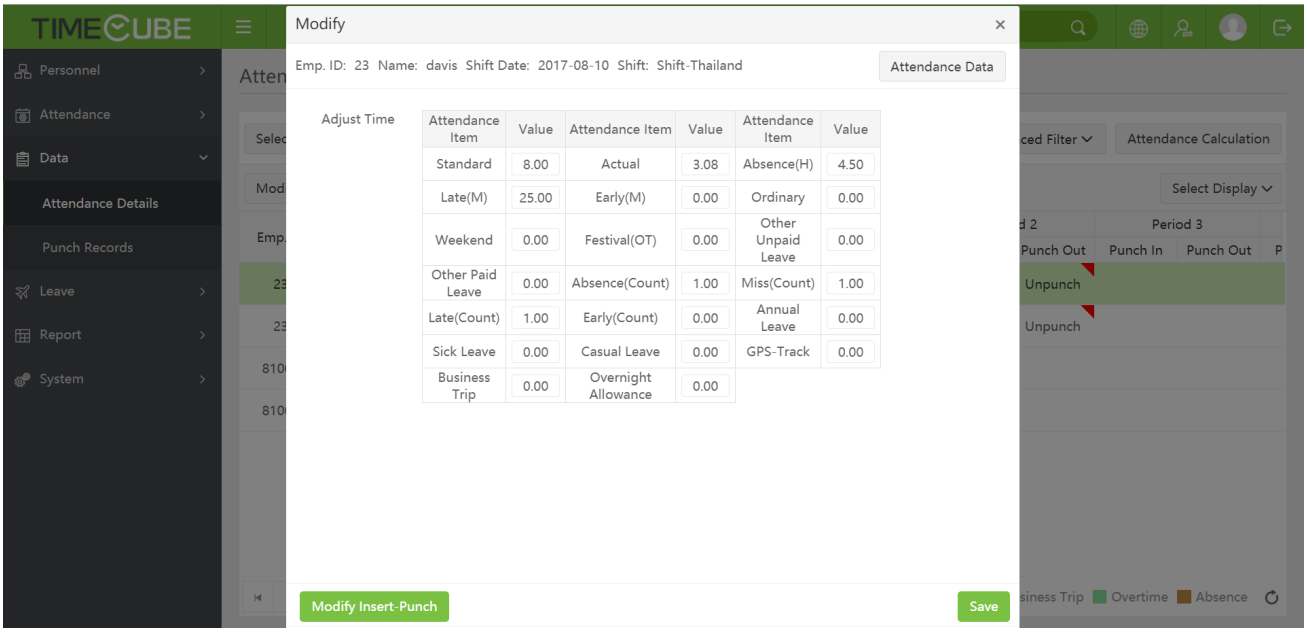
● Modify

It can be used to modify the attendance data of the employee.

Click [**Data**] > [**Attendance Details**] > [**Select the employee**] > [**Modify**]:



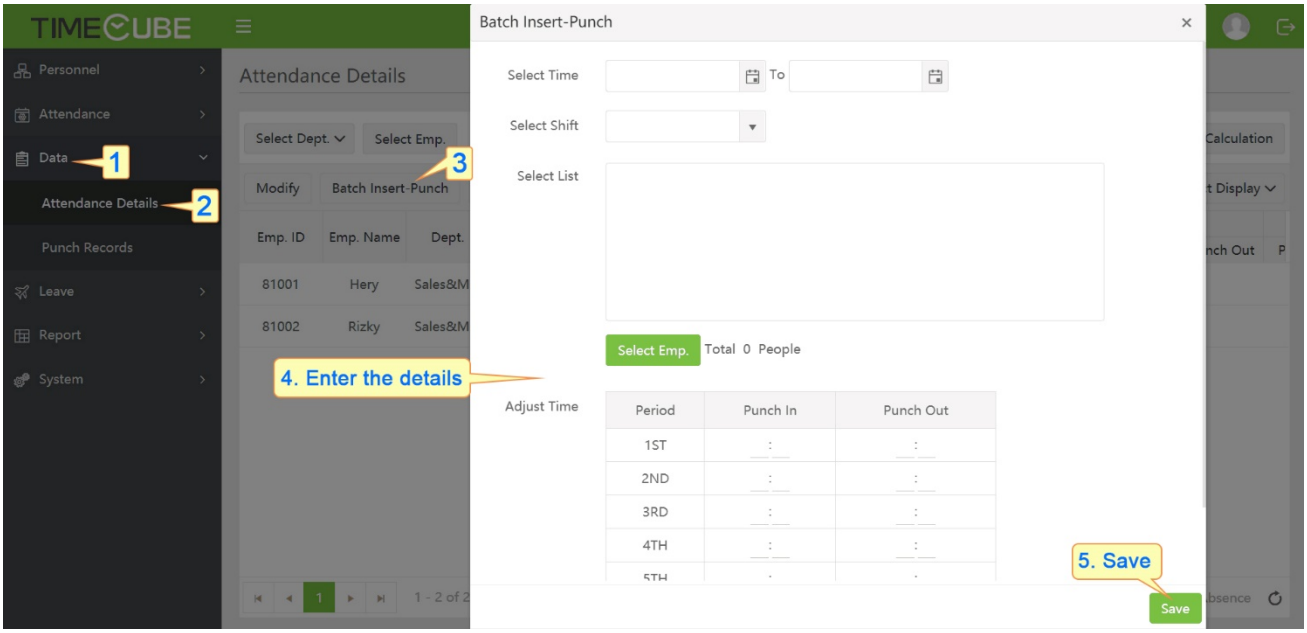




Batch Insert-Punch

It can be used to add the attendance data of the employees in a batch.

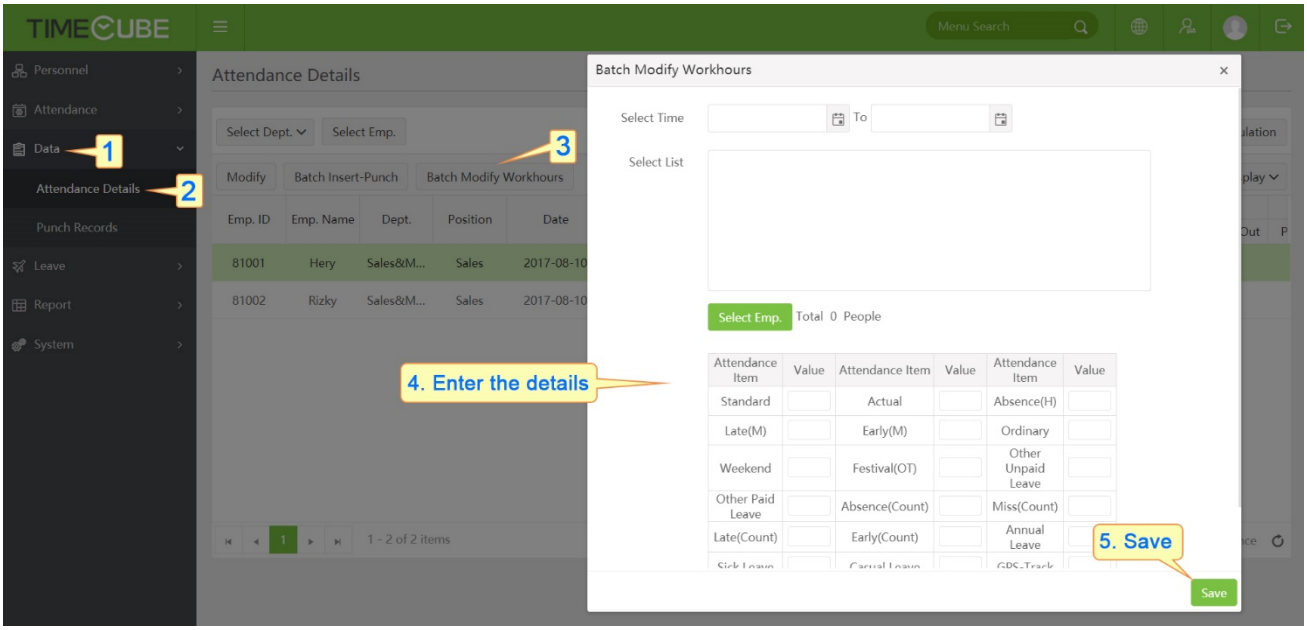
Click [**Data**] > [**Attendance Details**] > [**Batch Insert-Punch**]:



Batch Modify Workhours

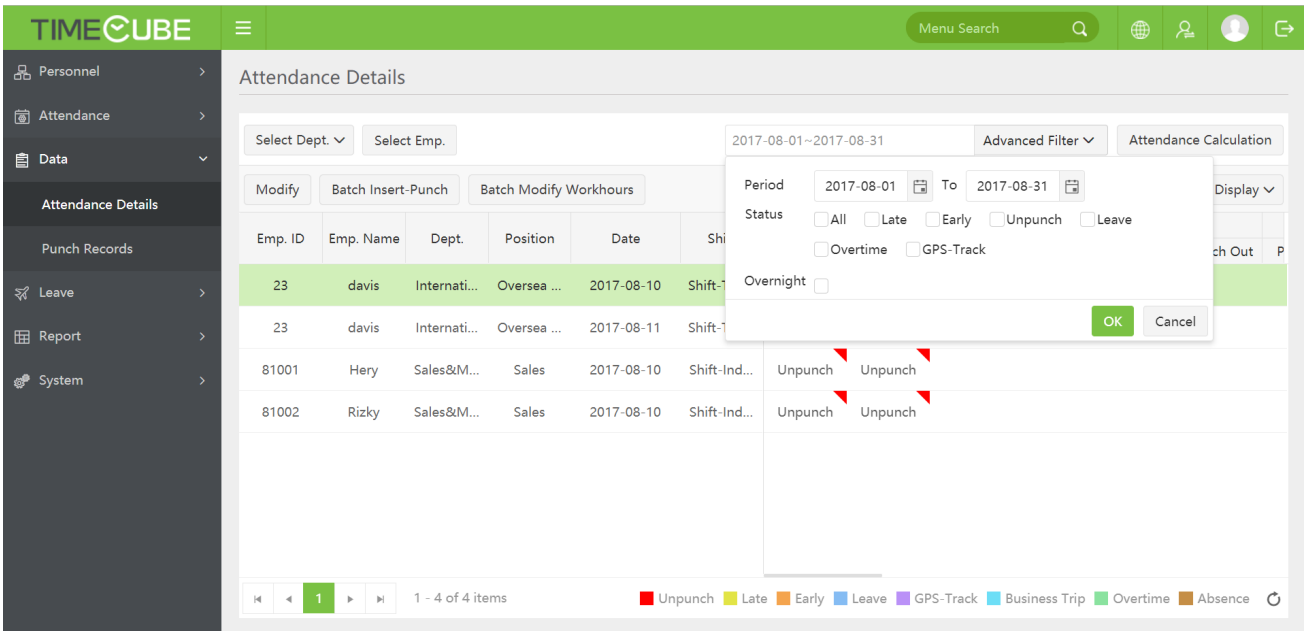
It can be used to modify the attendance data of the employees in a batch.

Click [**Data**] > [**Attendance Details**] > [**Batch Modify-Workhours**]:



Advanced Filter

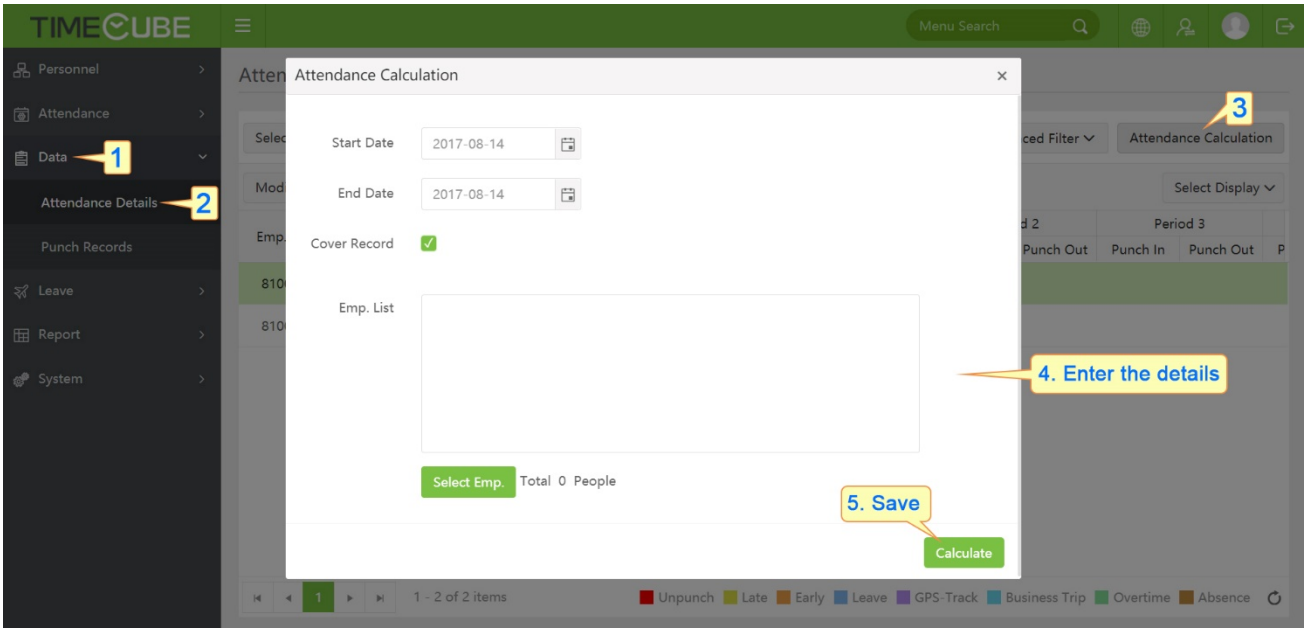
If you want to search/modify a particular record, then use Advanced Filter.



Attendance Calculation

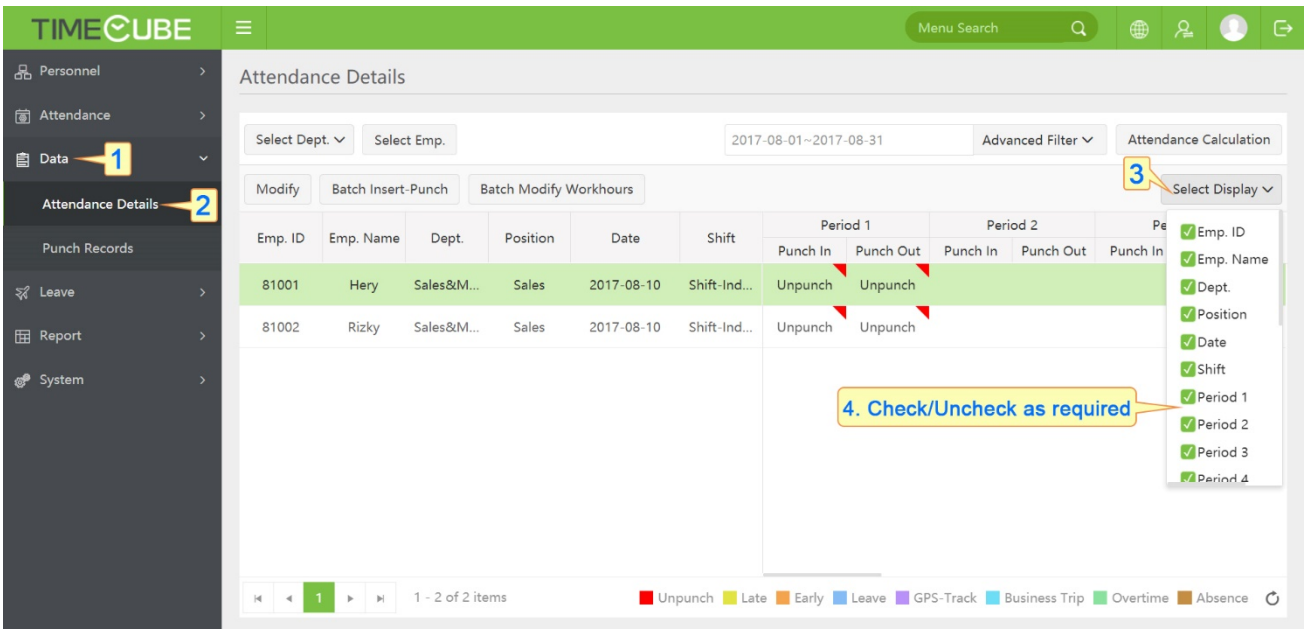
It is used to combine the records of Device(s) or App.

Click [**Data**] > [**Attendance Details**] > [**Attendance Calculation**]:



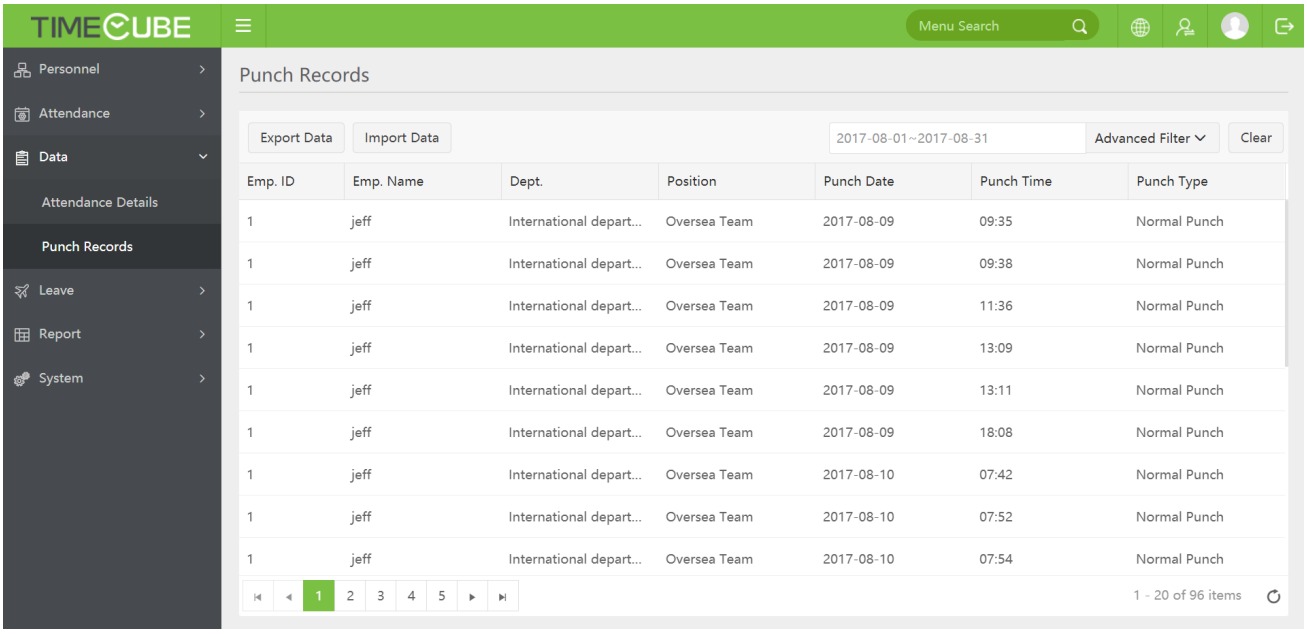
If you have selected [**Cover Record**] in the above interface, then it will overwrite the present record while calculating attendance from device.

- ## Select Display



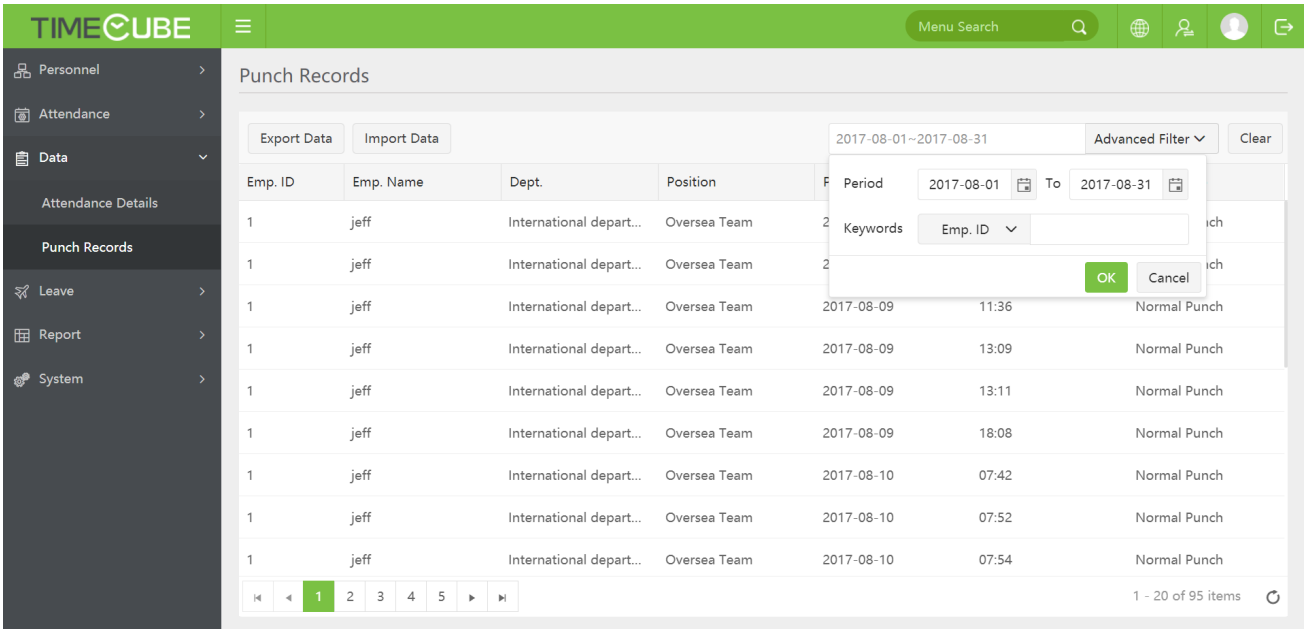
4.2 Punch Records

Click [**Data**] > [**Punch Records**] to view the staff punch records. Click [**Export Data**] to export punch records data and click [**Import Data**] to import punch records data according to the template format.



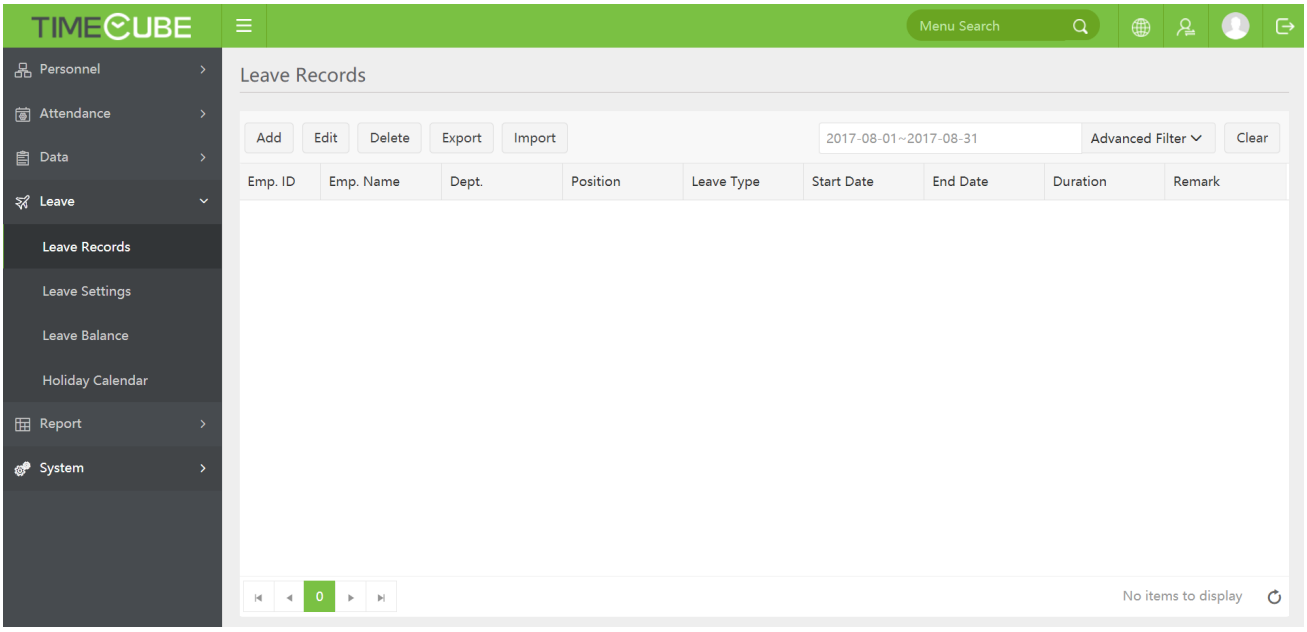
Advanced Filter

If you want to search/modify a particular record, then use Advanced Filter. Click [**Clear**] to clear the search criteria and return to the previous page.



5. Leave

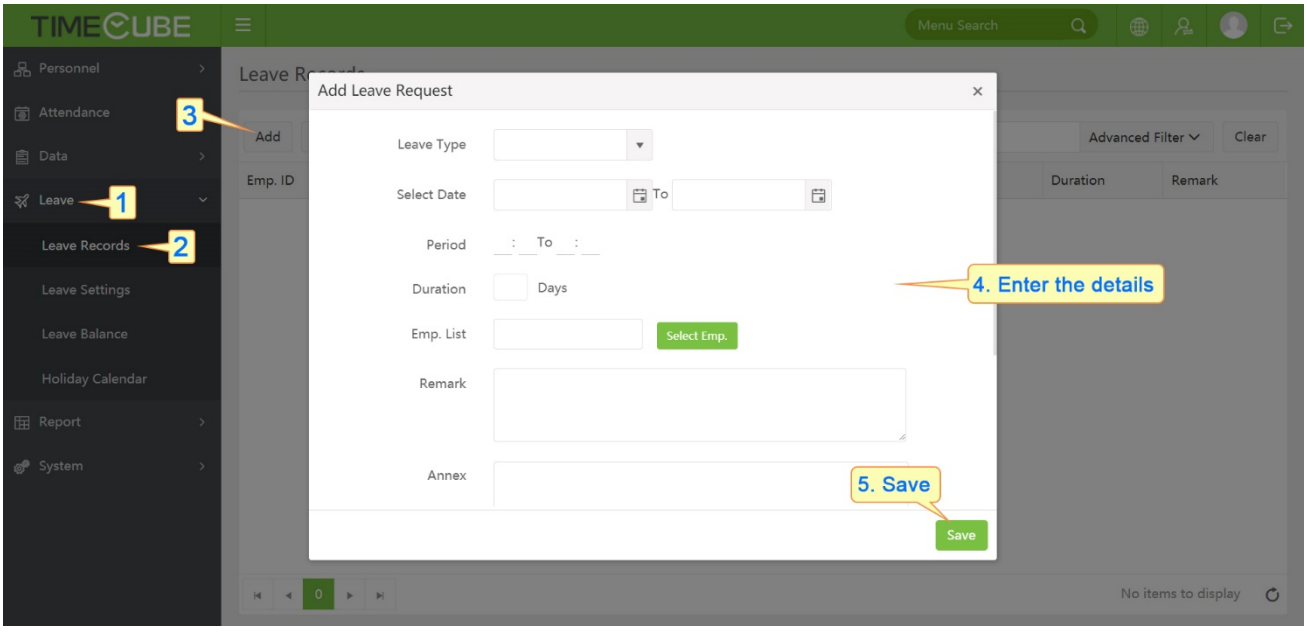
5.1 Leave Records



● Add Leave Request

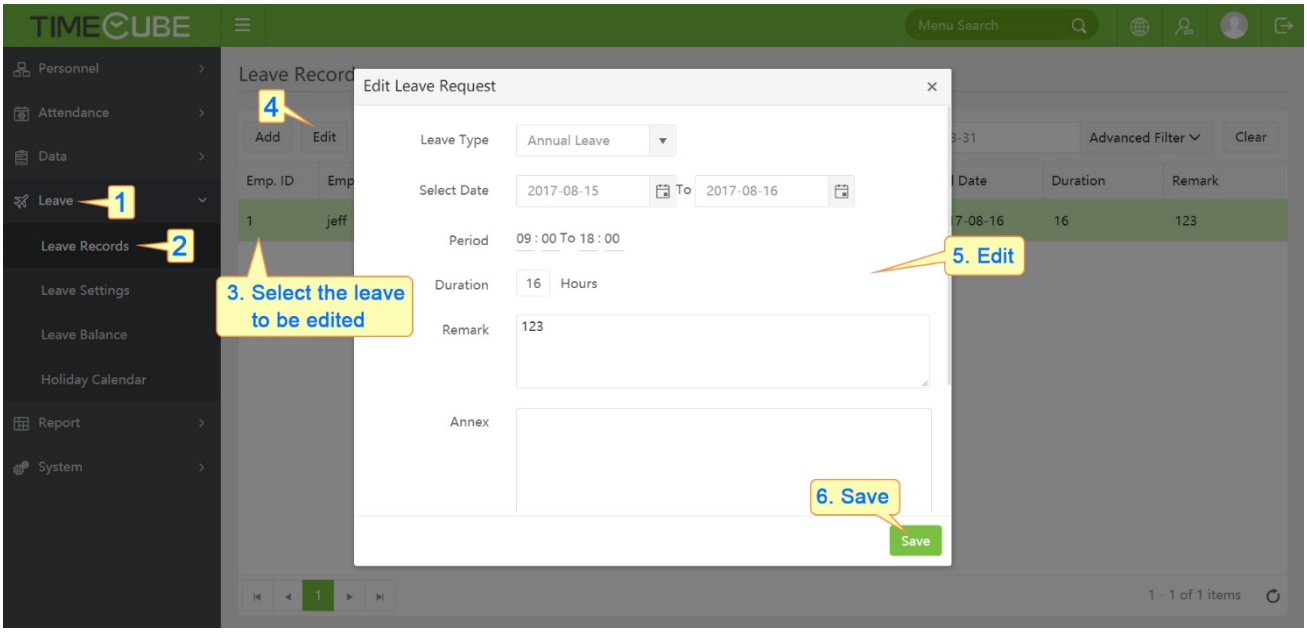
Click [**Leave**] > [**Leave Records**] > [**Add**]:

Enter Leave type, select date, period, Employee and input remark and click [**Save**].



● Edit leave type

Click [**Leave**] > [**Leave Records**], select a leave request and click [**Edit**]. Modify it and click [**Save**].

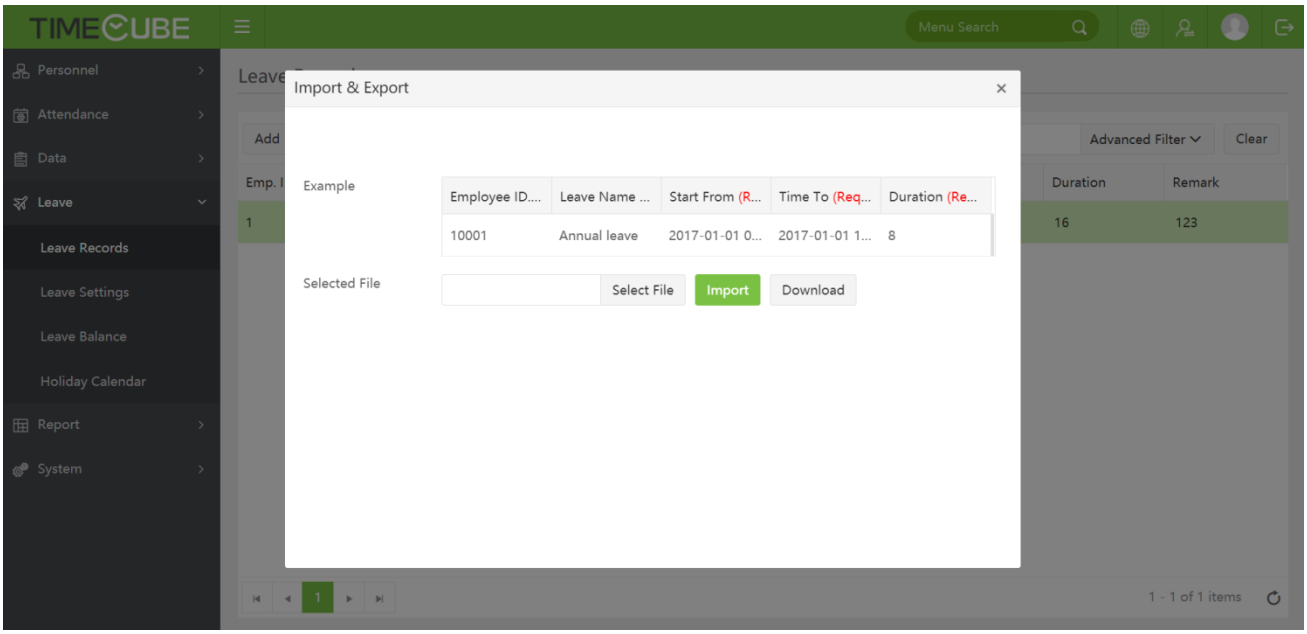


Delete Leave Request

Click [**Leave**] > [**Leave Records**], select a leave request and click [**Delete**].

Import Leave Request

Click [**Leave**] > [**Leave Records**] > [**Import**] to import leave request according to the template format.

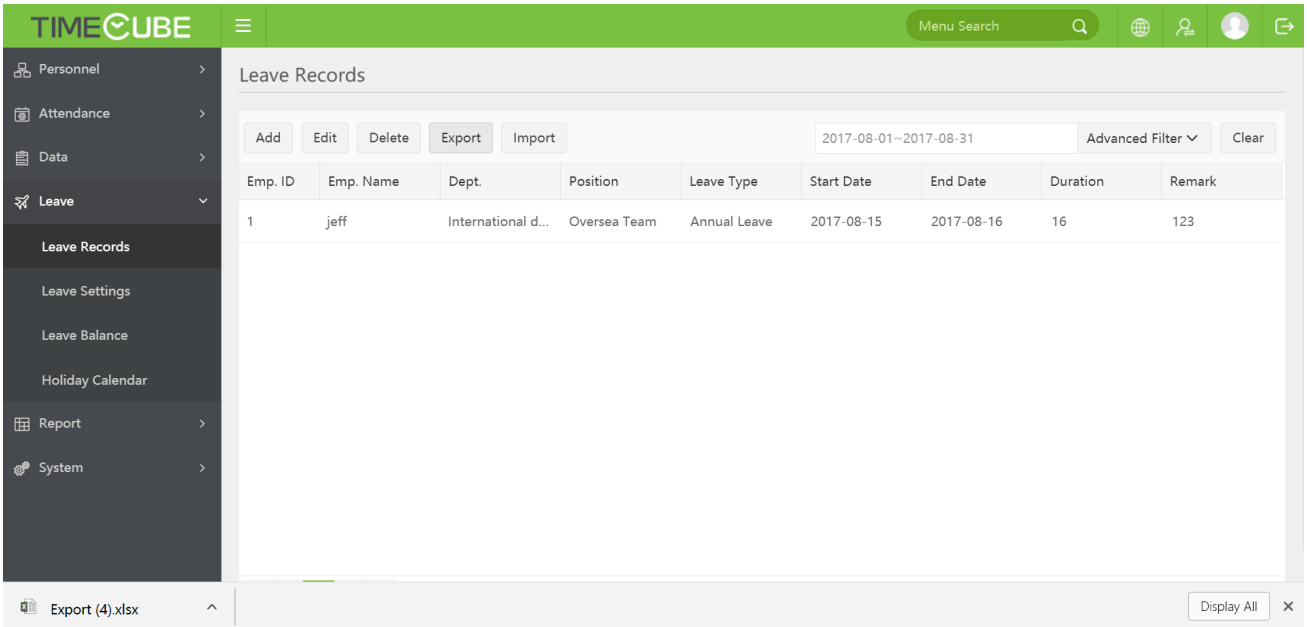


Click [**Download**] to download the employee template file. An excel file with name "lvtran-template" will be saved. Open the file and fill the information of leave that need to be imported. Save the file.

Click [**Select file**] to select the template file saved earlier, and click [**Import**] to upload the form.

Export Leave Request

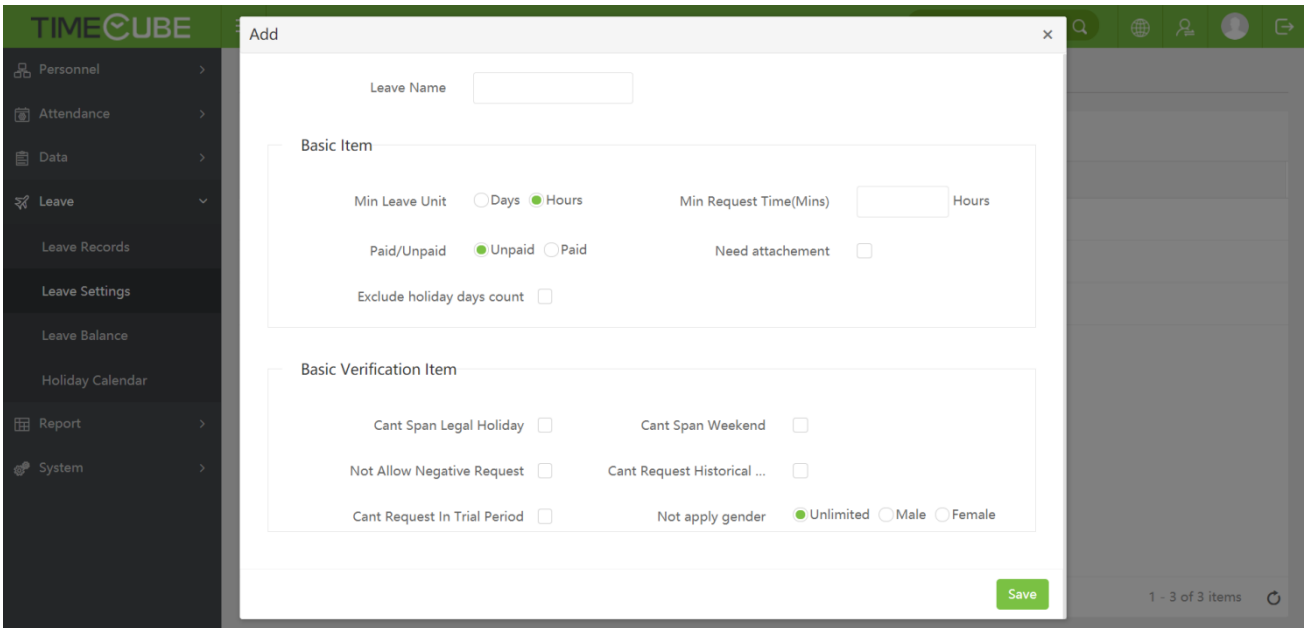
Click [**Leave**] > [**Leave Records**] > [**Export**] to export leave request excel.



5.2 Leave Settings

Add Leave Request

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



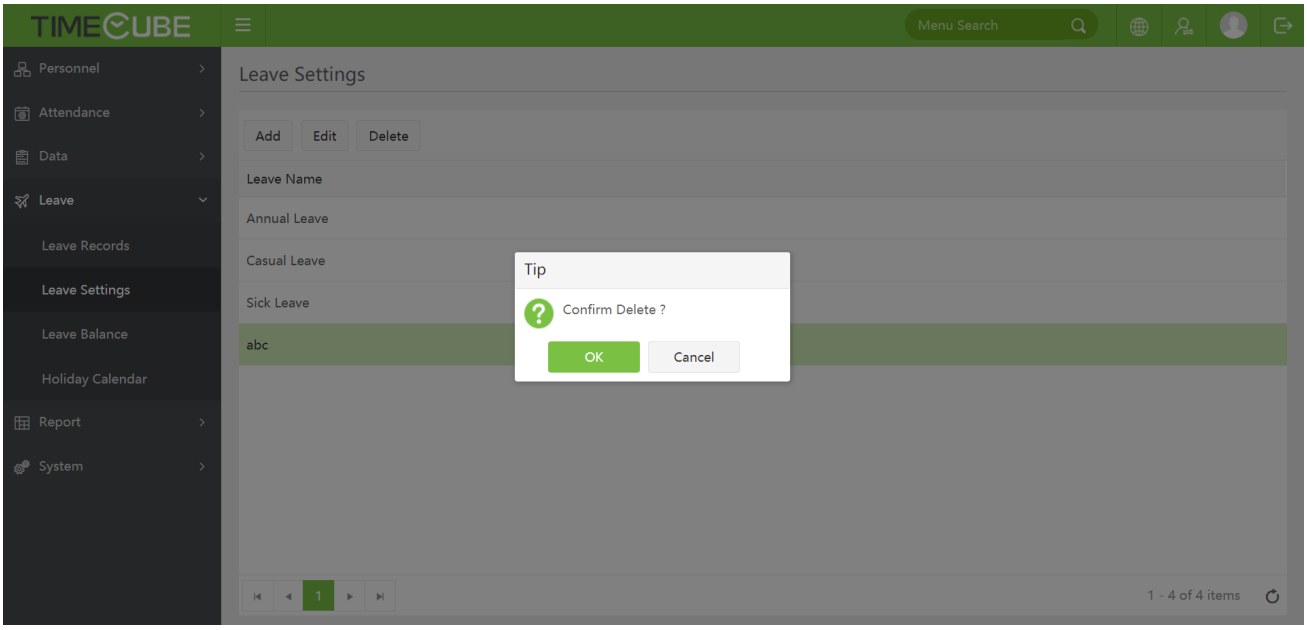
Enter **Leave Name**, **Min Leave Unit**, **Min Request Time**, **Paid/Unpaid**, **Need attachment**, **Exclude holiday days count** and **Basic Verification Item**, then click [**Save**].

Edit Leave Request

Click [**Leave**] > [**Leave Settings**] > [**Add**], select a leave request and click [**Edit**]. Modify it and click [**Save**].

Delete

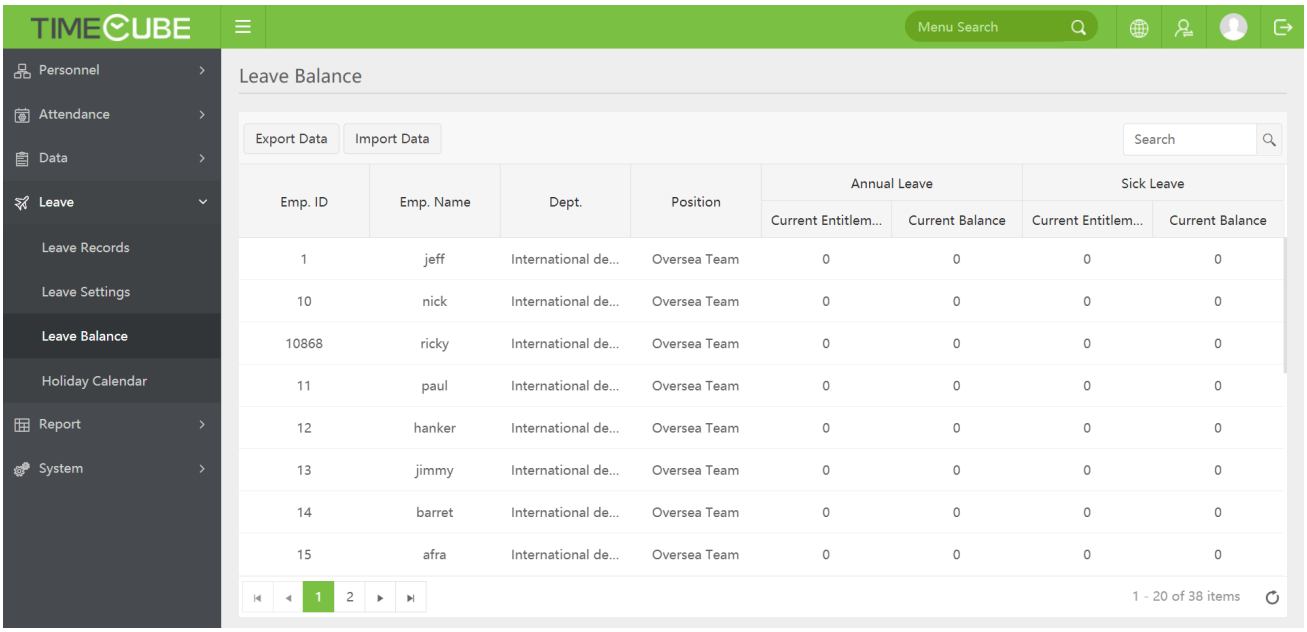
Click [**Leave**] > [**Leave** Settings] > [**Add**], select a leave request and click [**Delete**].



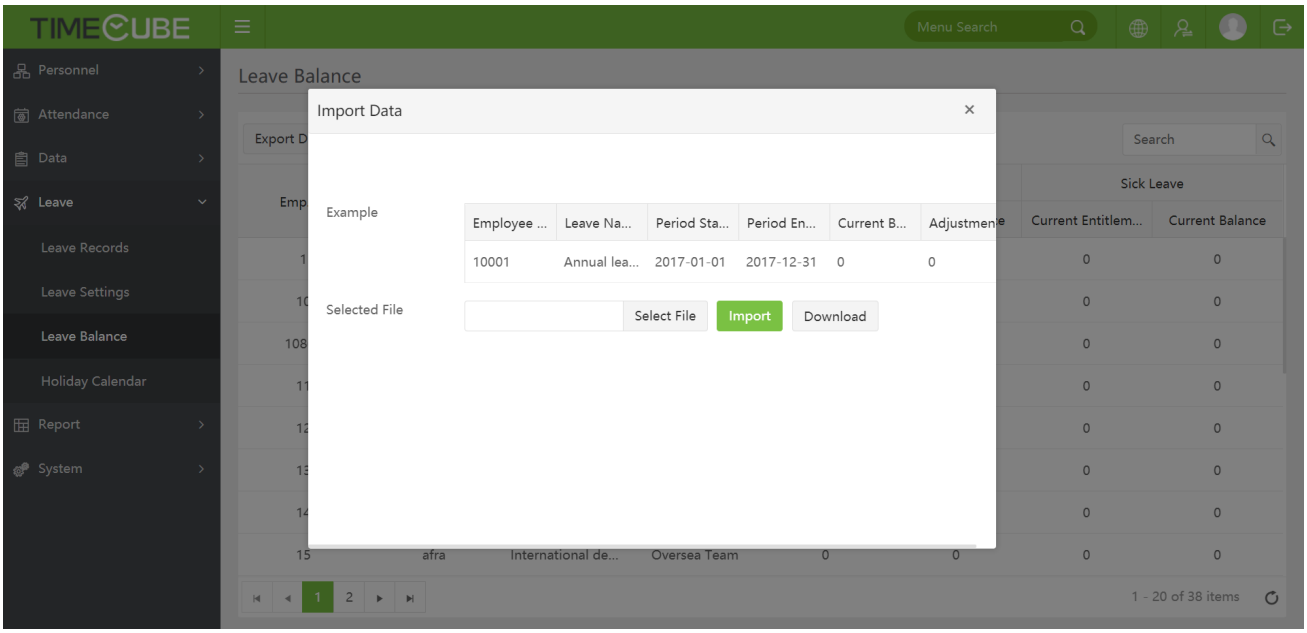
Note: Annual Leave and Sick Leave can be modified but can't be deleted.

5.3 Leave Balance

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

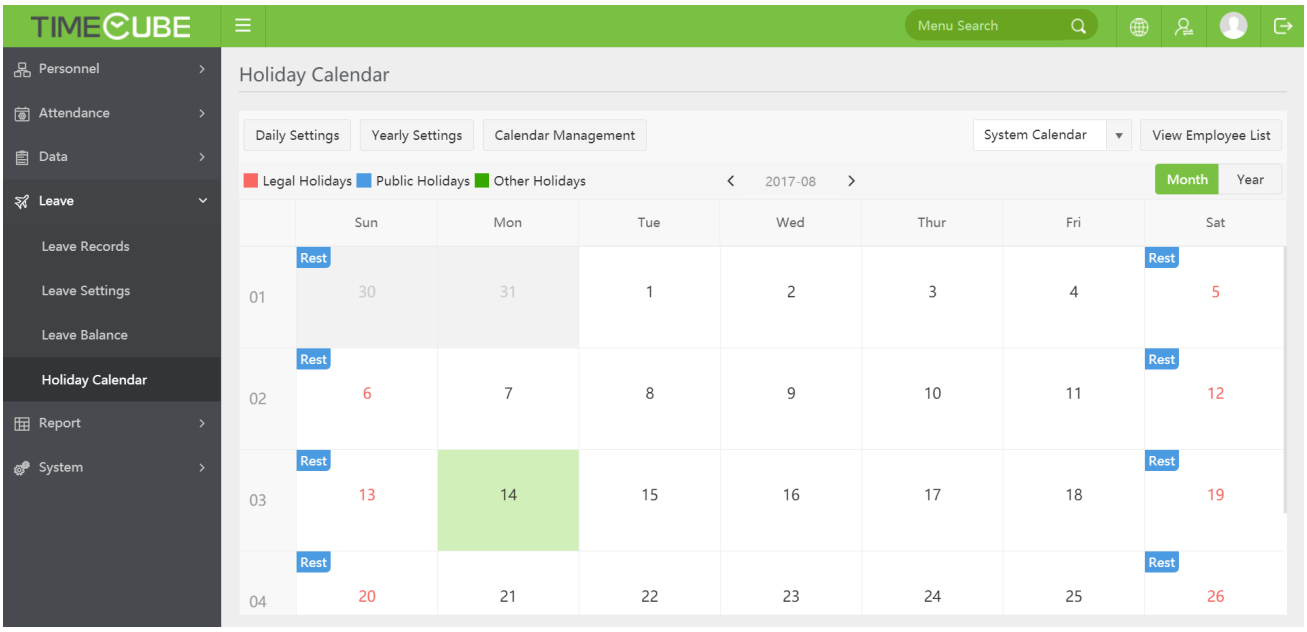


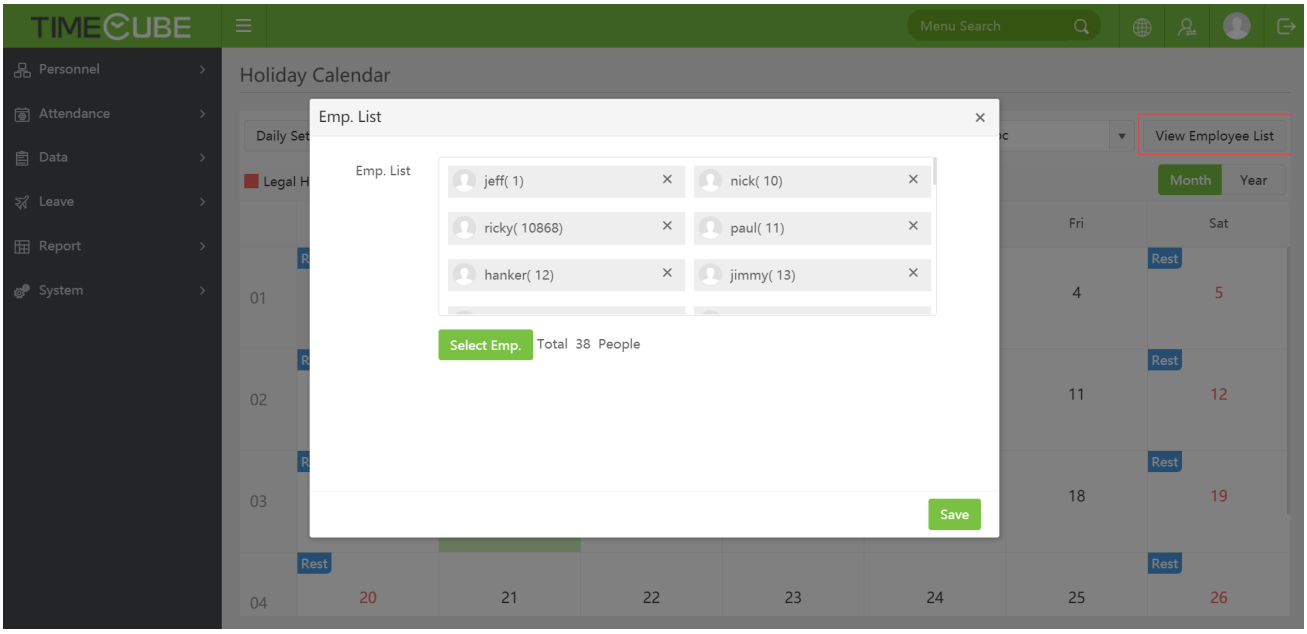
Click [**Import Data**] to import leave balance data according to the template format and click [**Export Data**] to export leave balance data.



5.4 Holiday Calendar

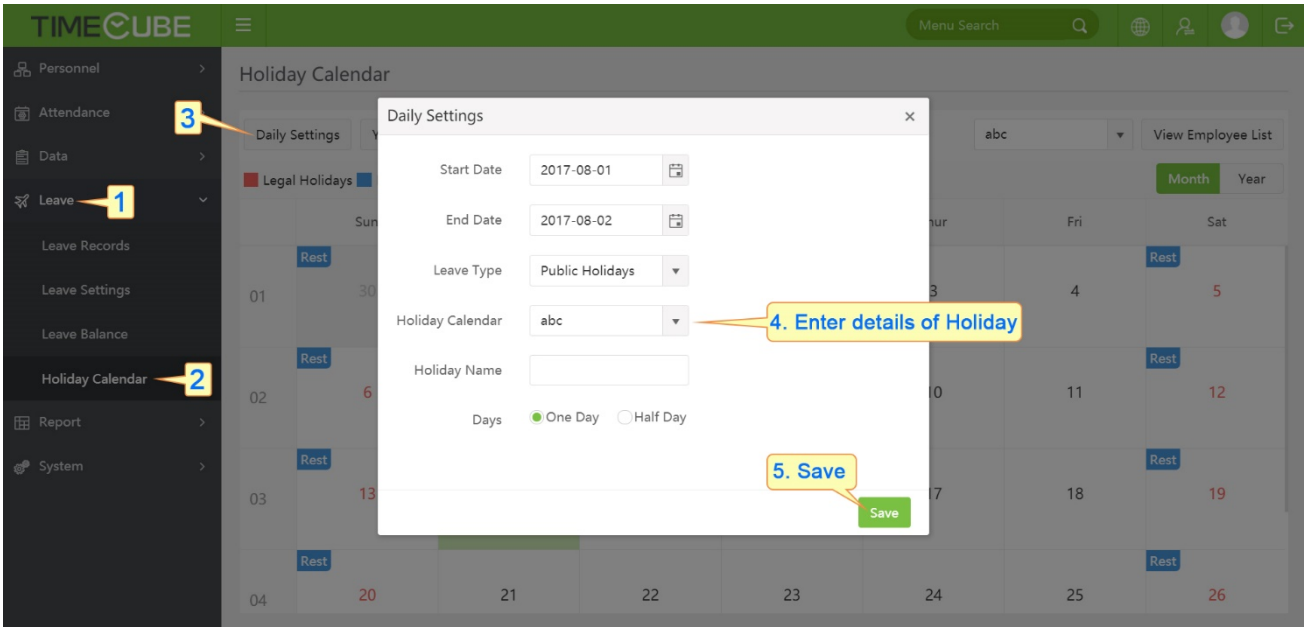
You can view the holiday calendar by month or year. Click [**View Employee List**] to view the list of employees for the holiday calendar.





Daily Settings

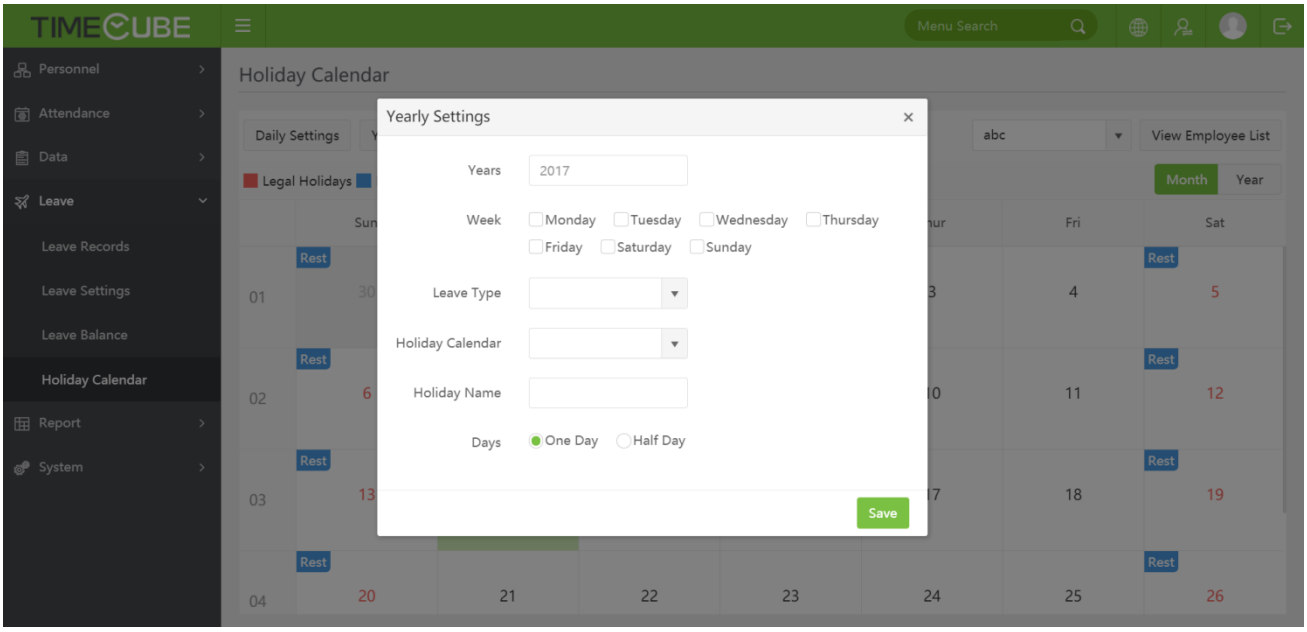
Click [Leave] > [Holiday Calendar] > [Daily Settings]:



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

Yearly Settings

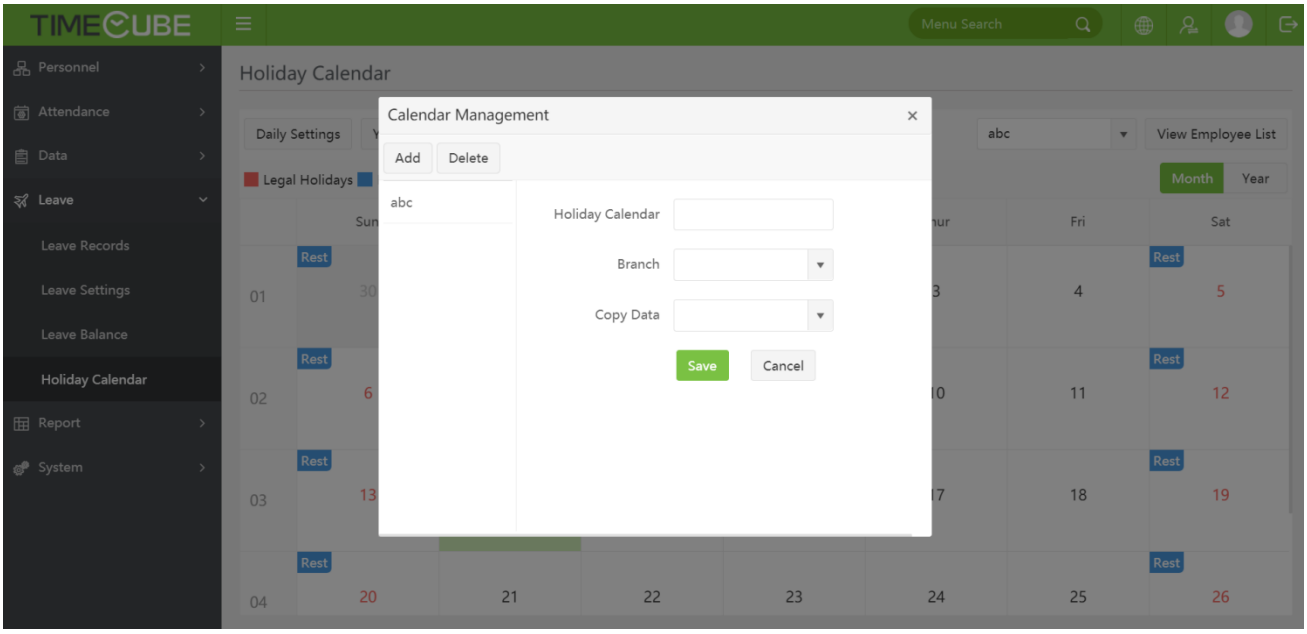
Click [Leave] > [Holiday Calendar] > [Yearly Settings]:



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

Calendar Management

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

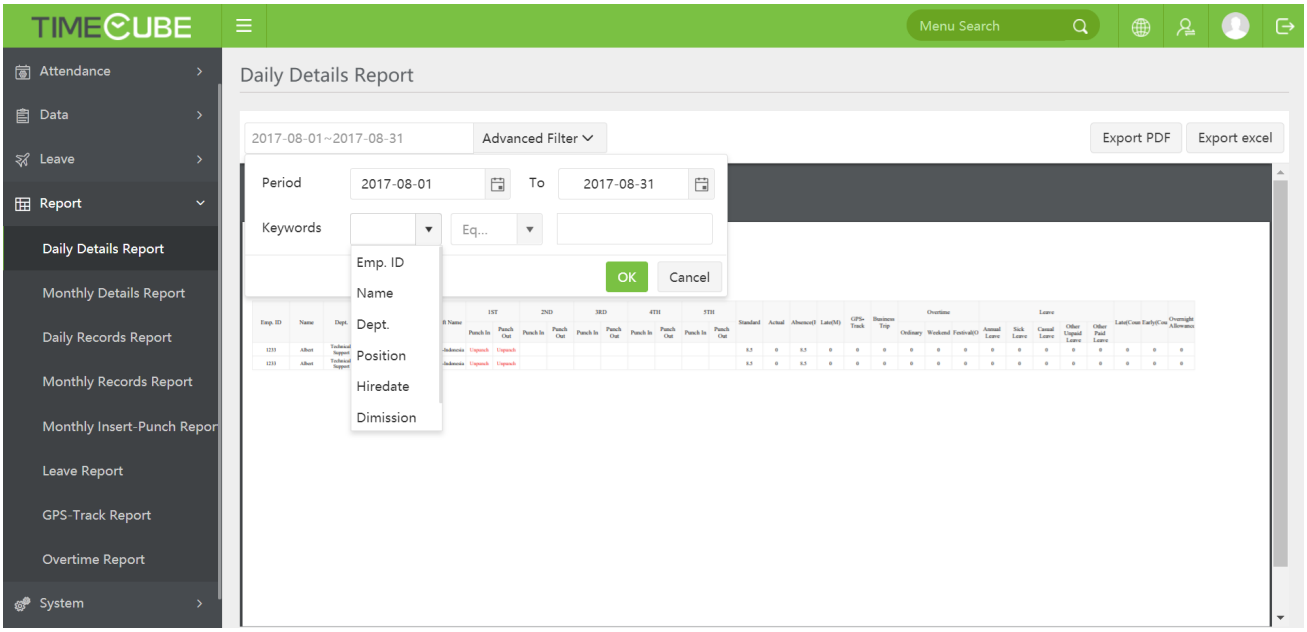


Click [**Add**] to add a new holiday calendar, and click [**Delete**] to delete an existed holiday calendar

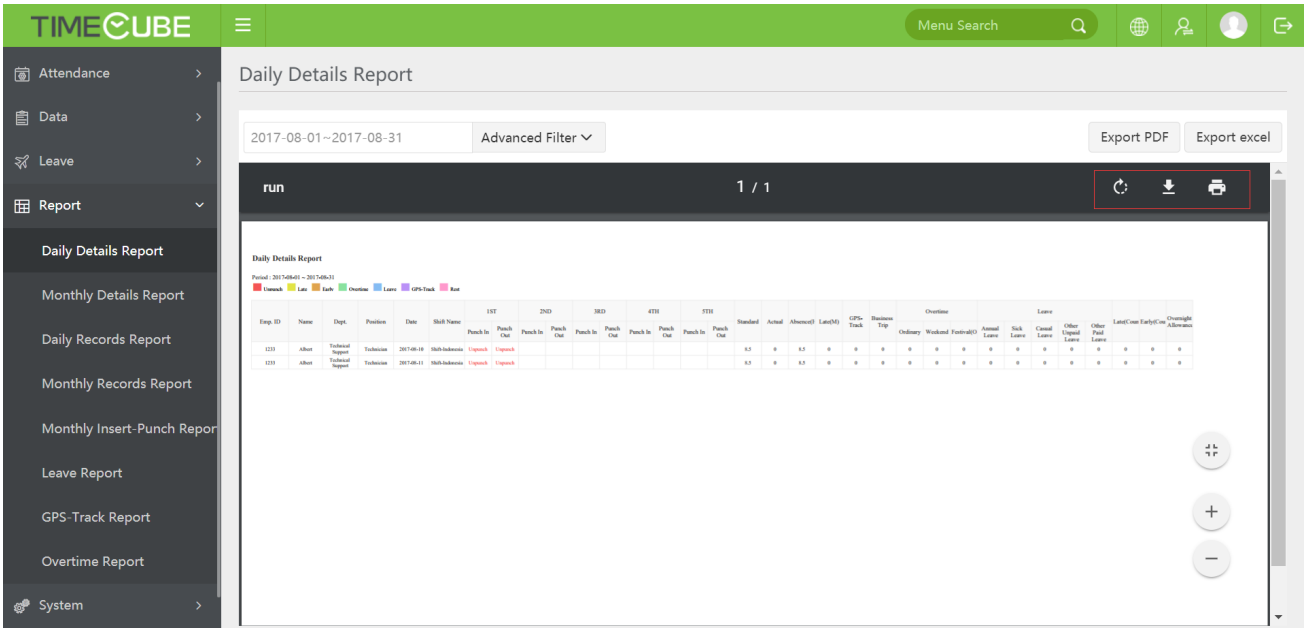
6. Report

6.1 Monthly Attendance Details Report

Click [**Report**] > [**Monthly Attendance Details Report**] to view the monthly attendance details report. Select the start date and end date, and input the keywords. Then click [**OK**] to export Monthly Attendance Details Report; click [**Export PDF**] or [Export excel] to export excel file.



You can download /print/rotate the preview of report as shown on below interface.

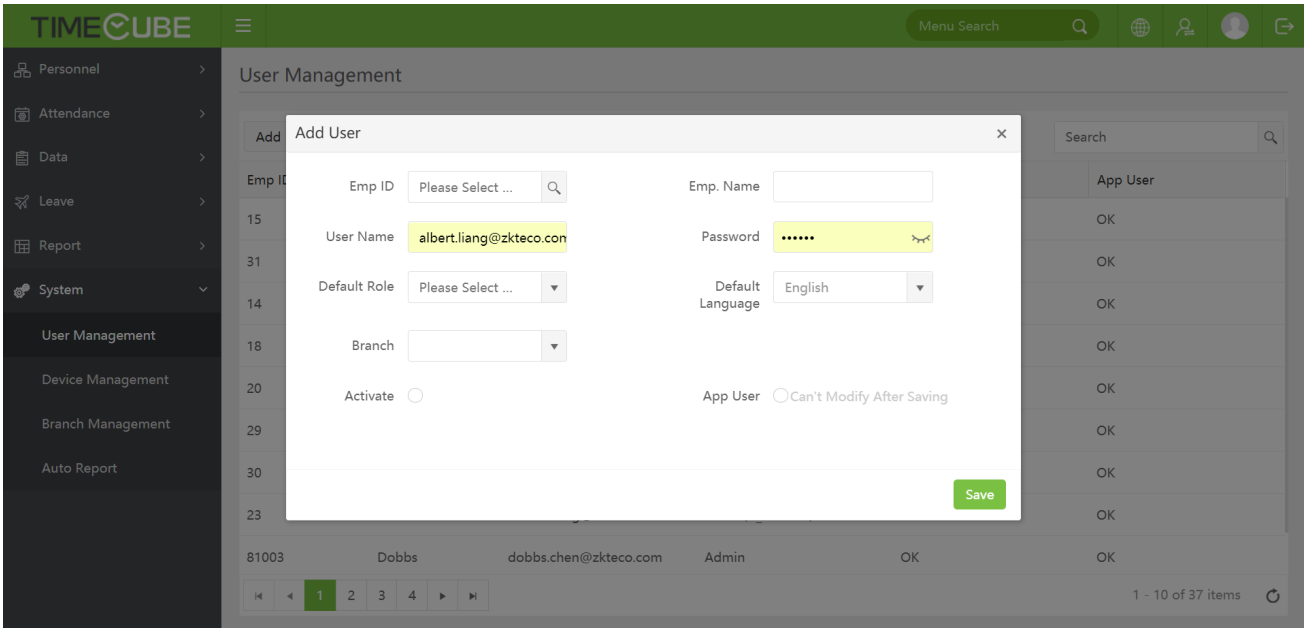


7. System

7.1 User Management

● Adding User

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



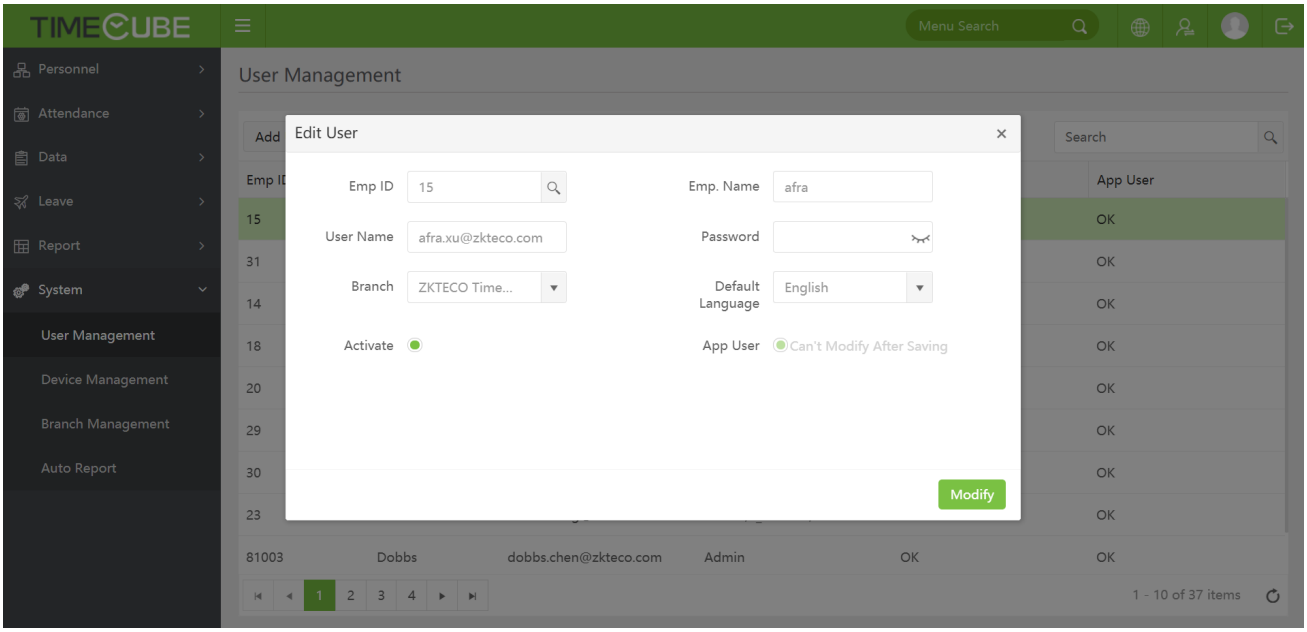
Enter Emp. ID, Emp. Name, User Name, Password, Default Role, Default Language, Email, Phone and Branch.

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.

● Edit User

Click [**System**] > [**User Management**], select a user and click [**Edit**]. Modify it and click [**Save**].

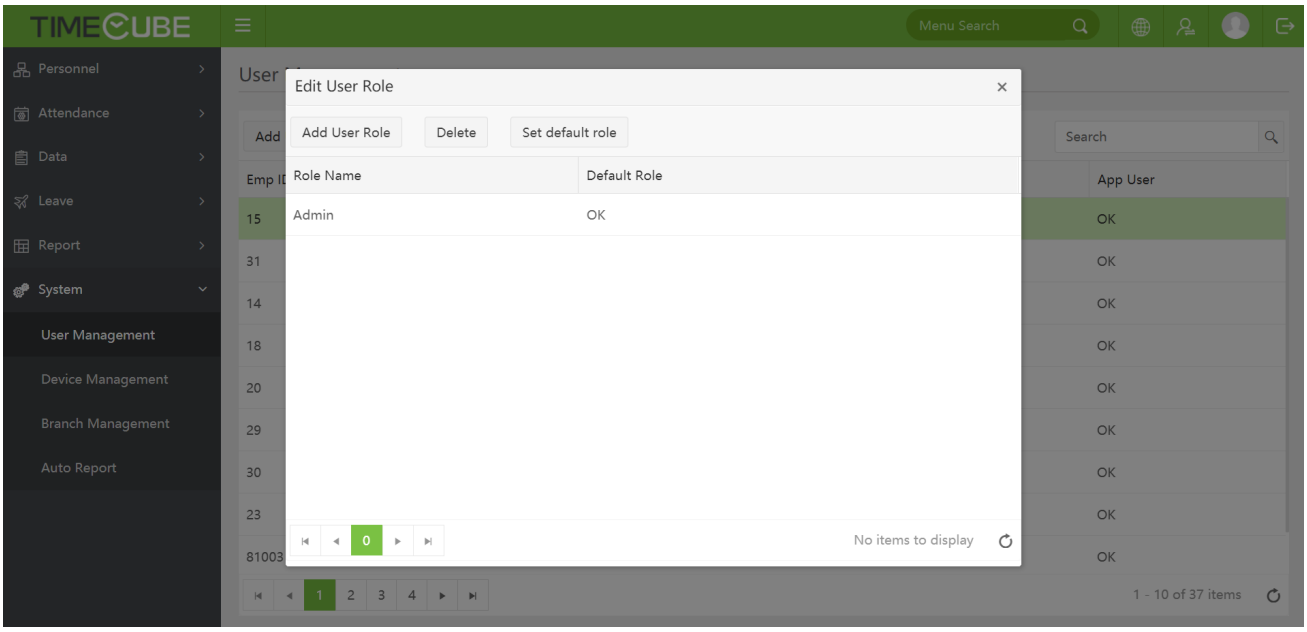


Delete User

Click [**System**] > [**User Management**], select a user and click [**Delete**].

Edit User Role

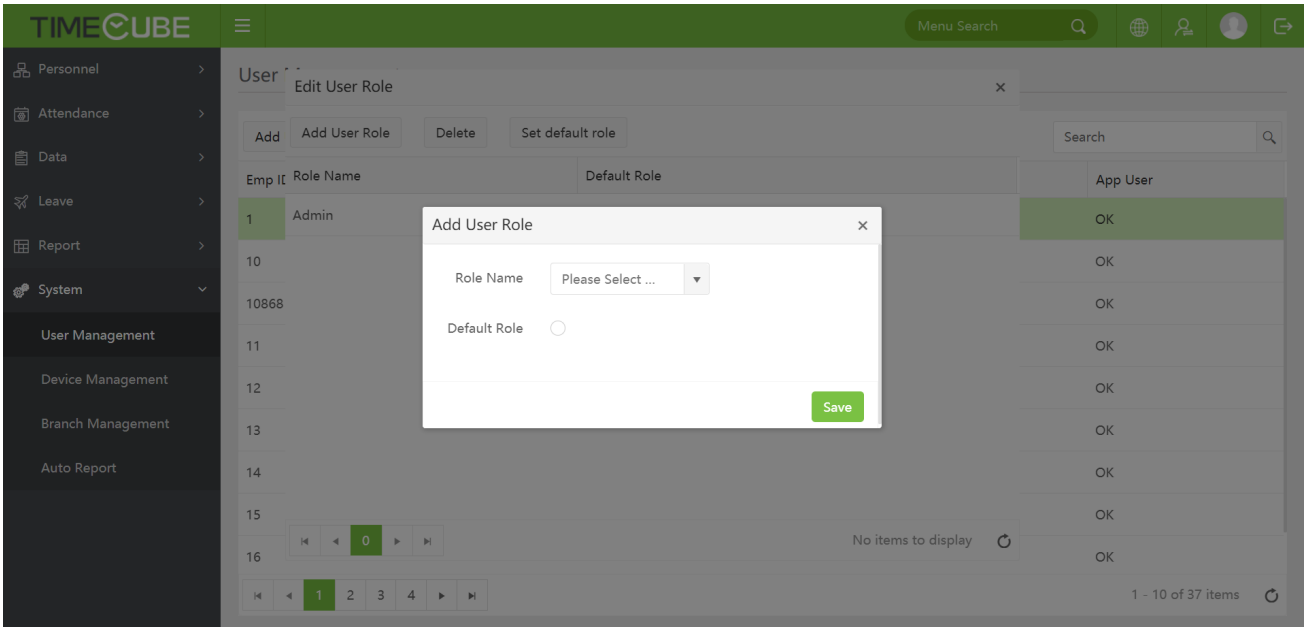
Click [**System**] > [**User Management**] > [**Edit User Role**], select a user and click [**Add User Role**].



A. Add User Role

Click [**Add User Role**], select Role Name (Admin, Personal, Attendance, User Admin or Normal User) and Default Role, and click [**Save**].

Tick [**Default Role**] to make this role default for the added user. And after signing-in, the user will be defined with this default role.



B. Delete

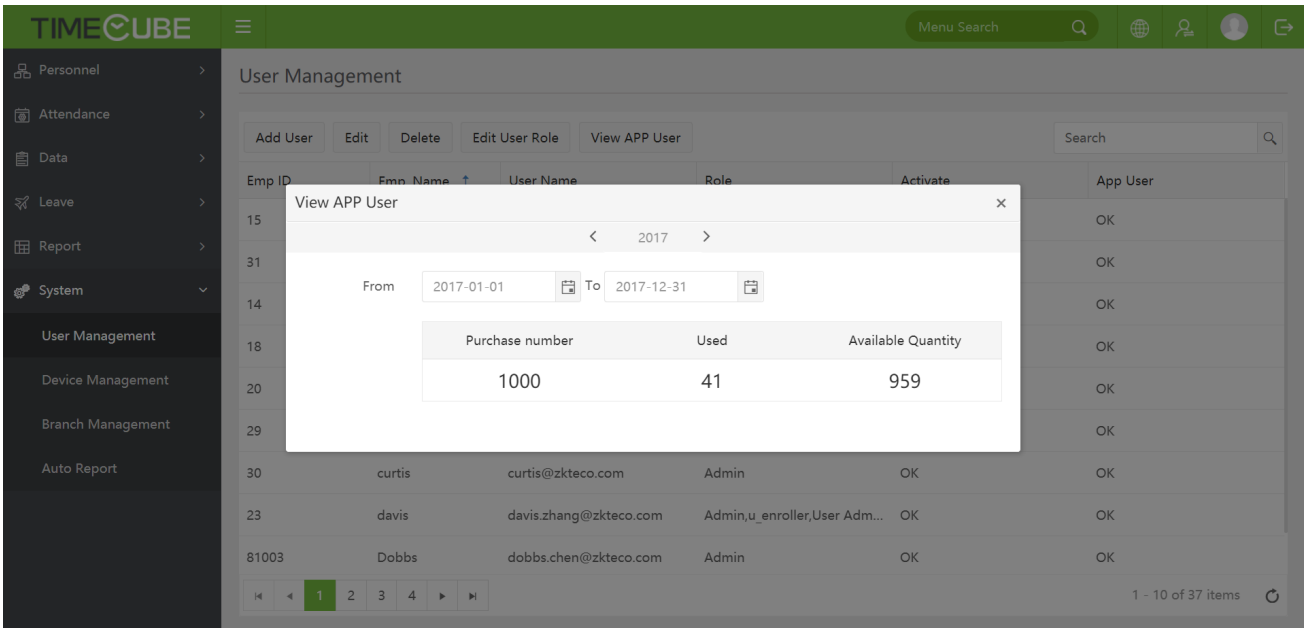
Select a role name, click [**Delete**] and click [**OK**].

C. Set Default Role

Select a role name, click [**Set default role**] and click [**OK**].

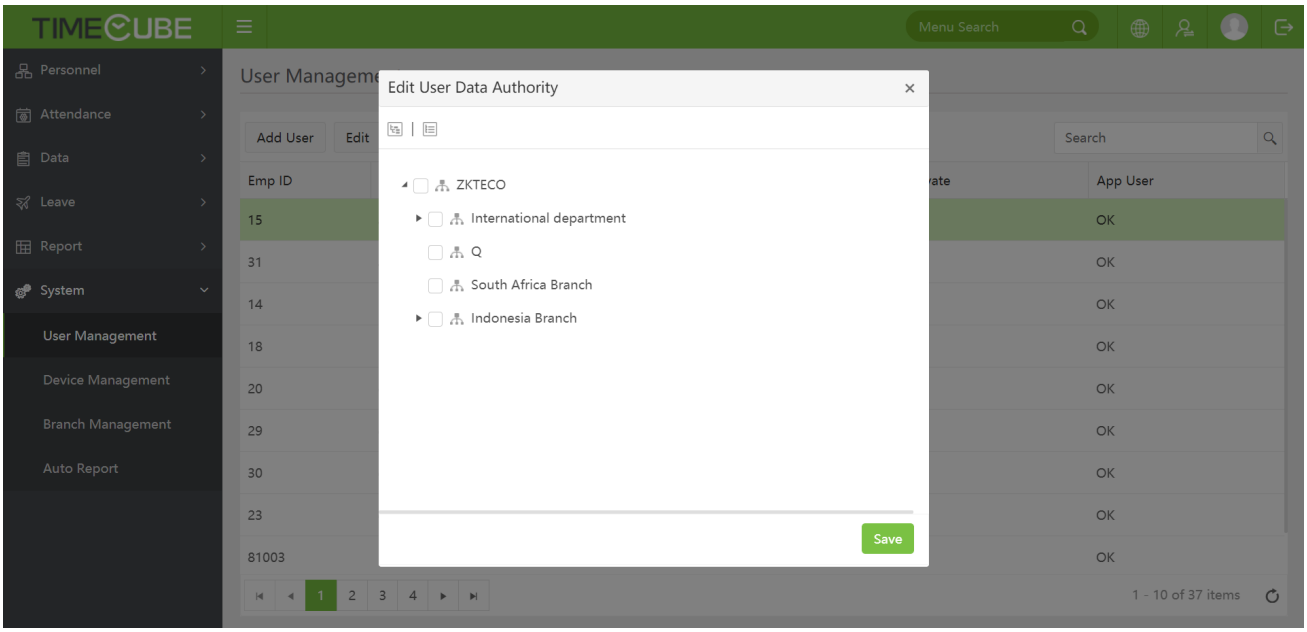
View APP User

Click [**System**] > [**User Management**] > [**View APP User**] to view the purchased number, used and available quality of APP.



Note: APP users are charged yearly. By default, From and To are set to beginning and end of the year respectively.

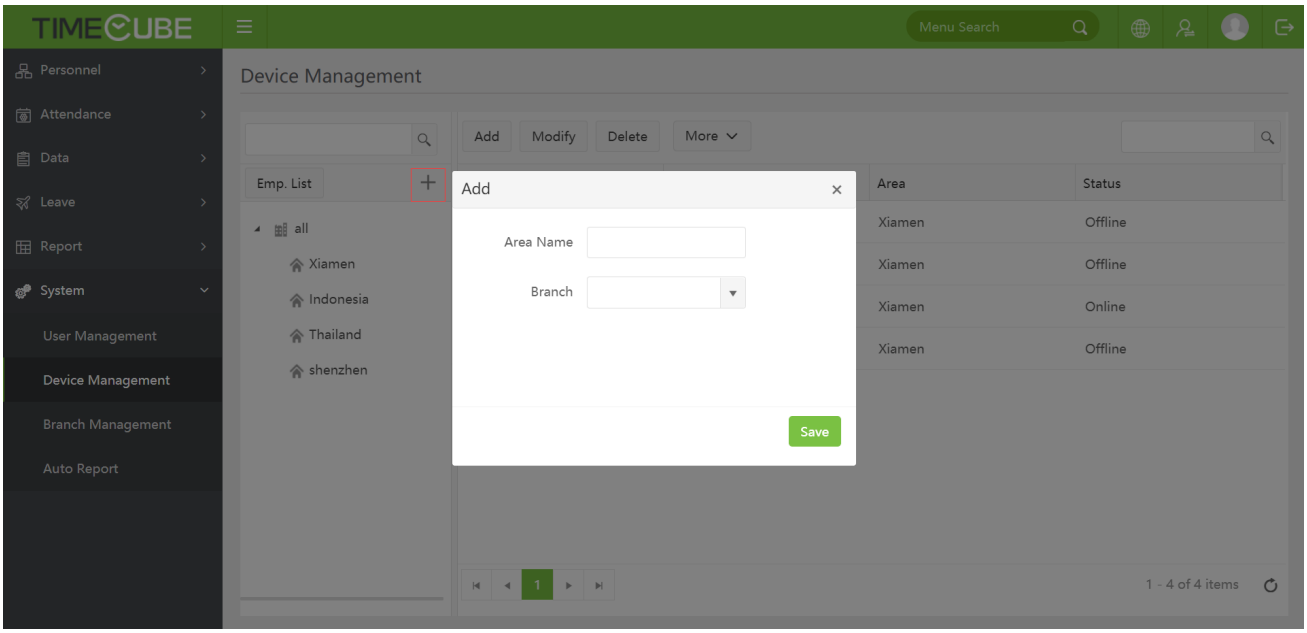
Click [**System**] > [**User Management**], select a user and click [**Edit User Data Authority**]. You can check the department to set the user's viewable data permissions.



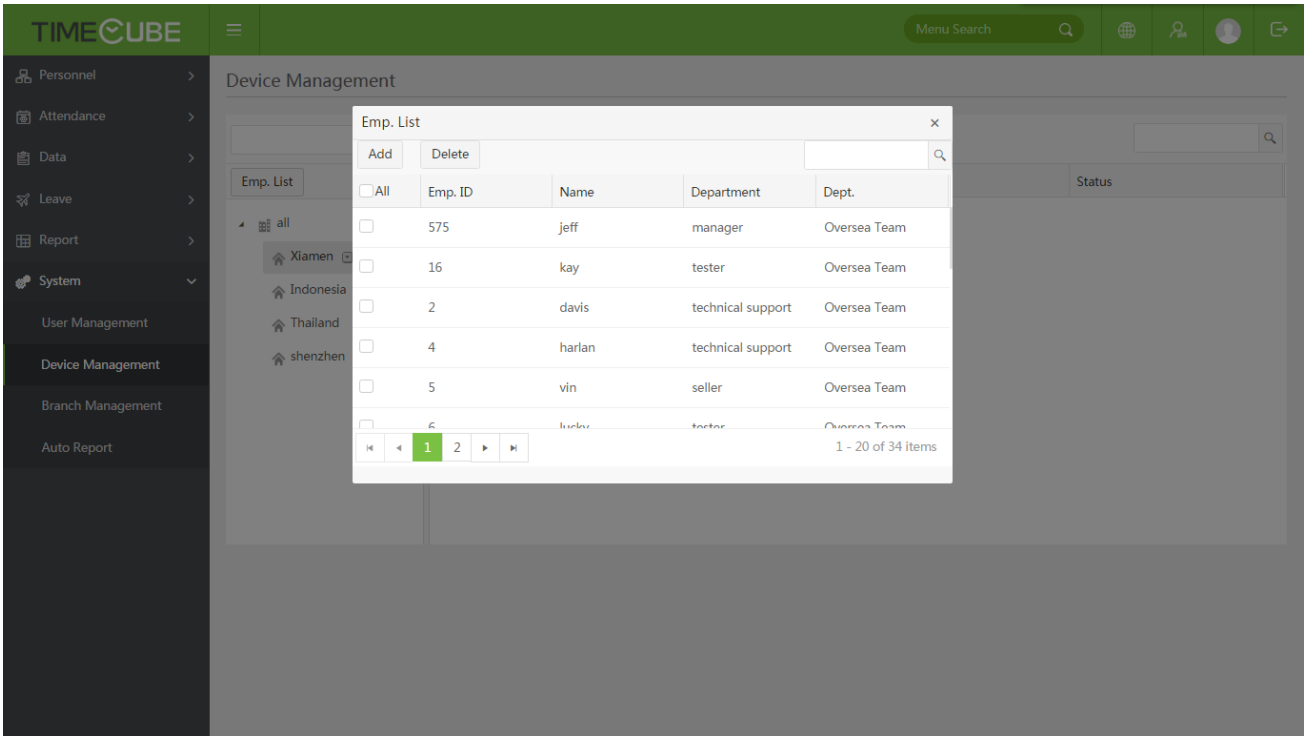
7.2 Device Management

Adding Area

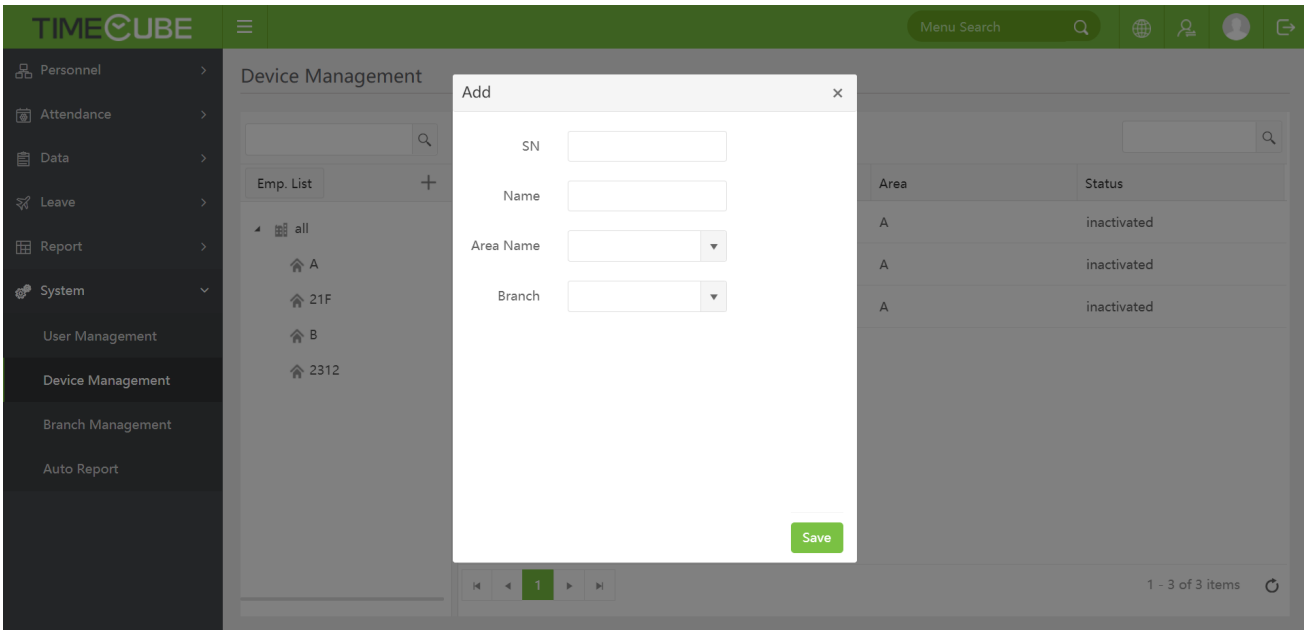
Click [**System**] > [**Device Management**] > [**all**] > [+] to add Area:



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

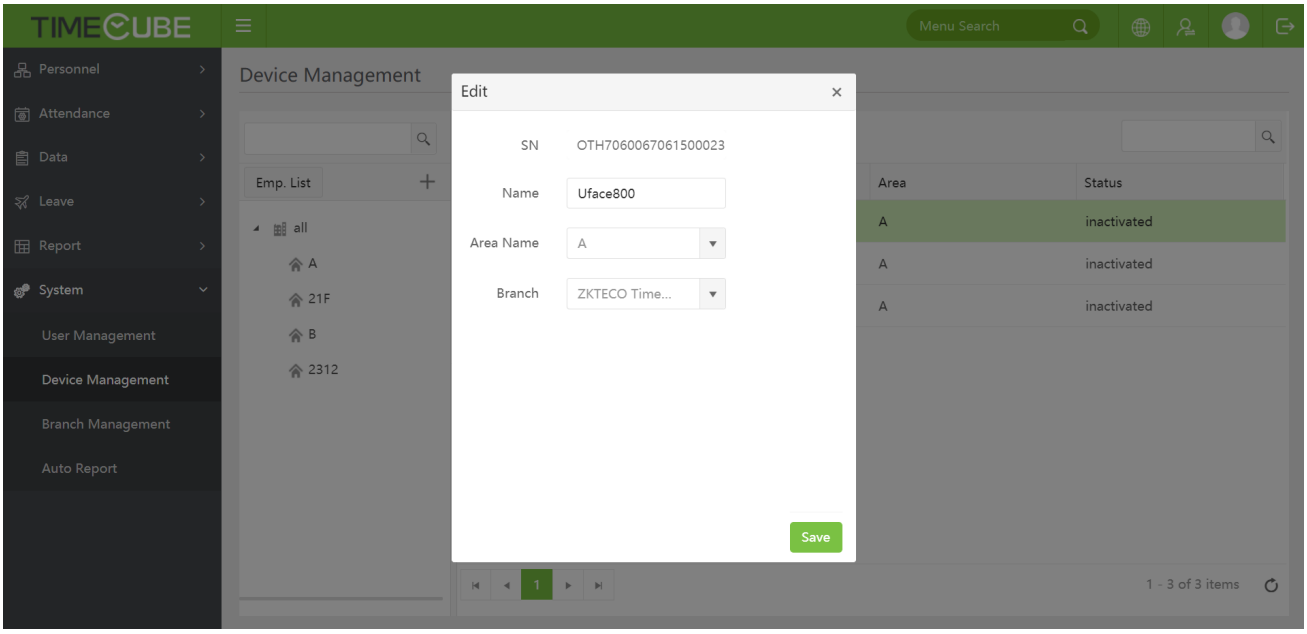


Click [**System**] > [**Device Management**] > [**Add**]. Enter the SN, Name, select Area name and Branch, then click [**Save**] to finish adding device.



Editing Device

Click [**System**] > [**Device Management**] > [**Select the required device**] > [**Modify**].



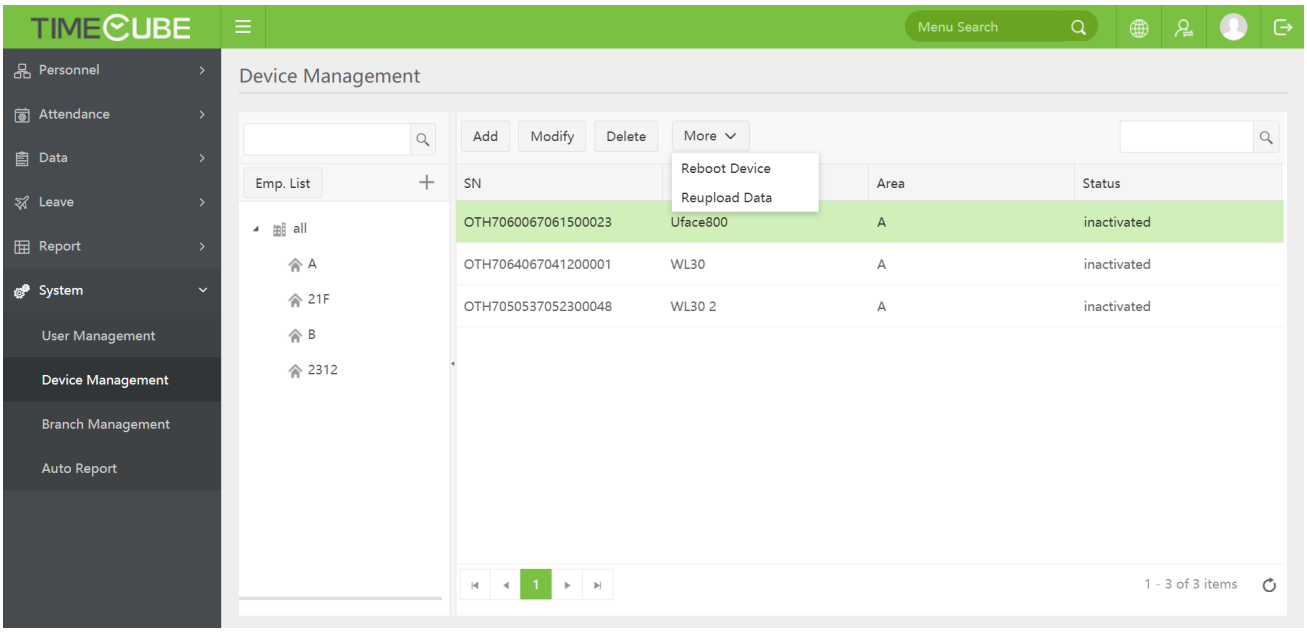
Edit the required details and click [**Save**].

Delete

Click [**System**] > [**Device Management**] > [**Select the required device**] > [**Delete**].

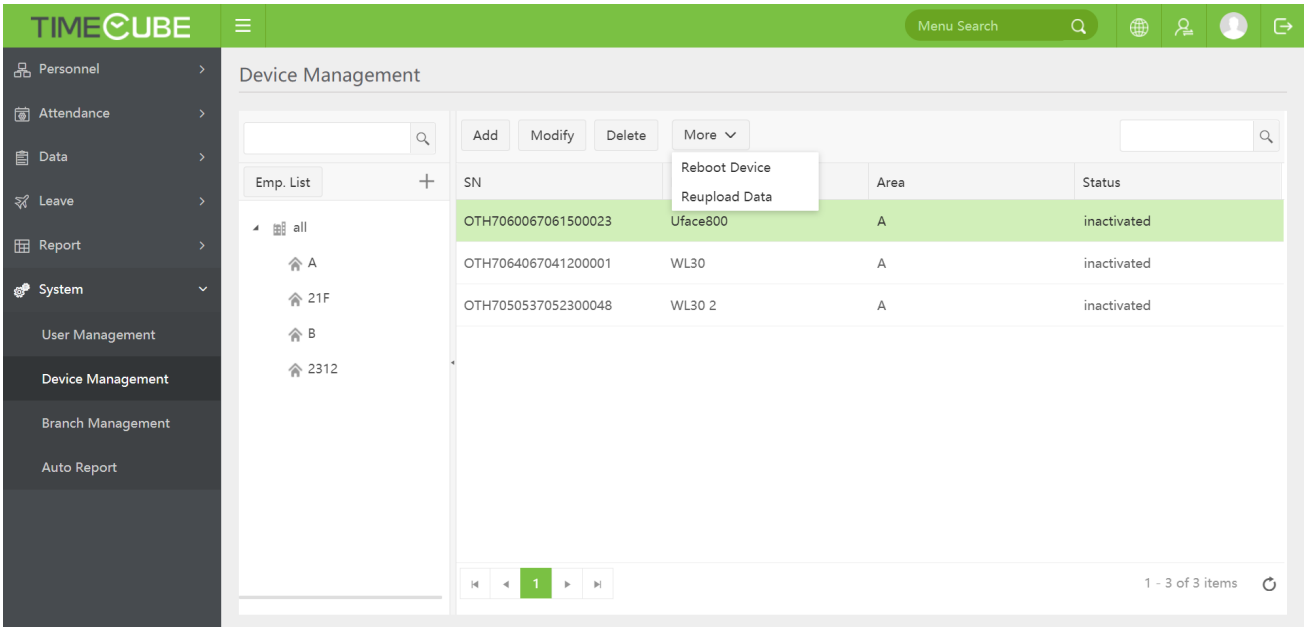
Reboot Device

Click [**System**] > [**Device Management**] > [**Select the required device**] > [**More**] > [**Reboot Device**].



Reupload Data

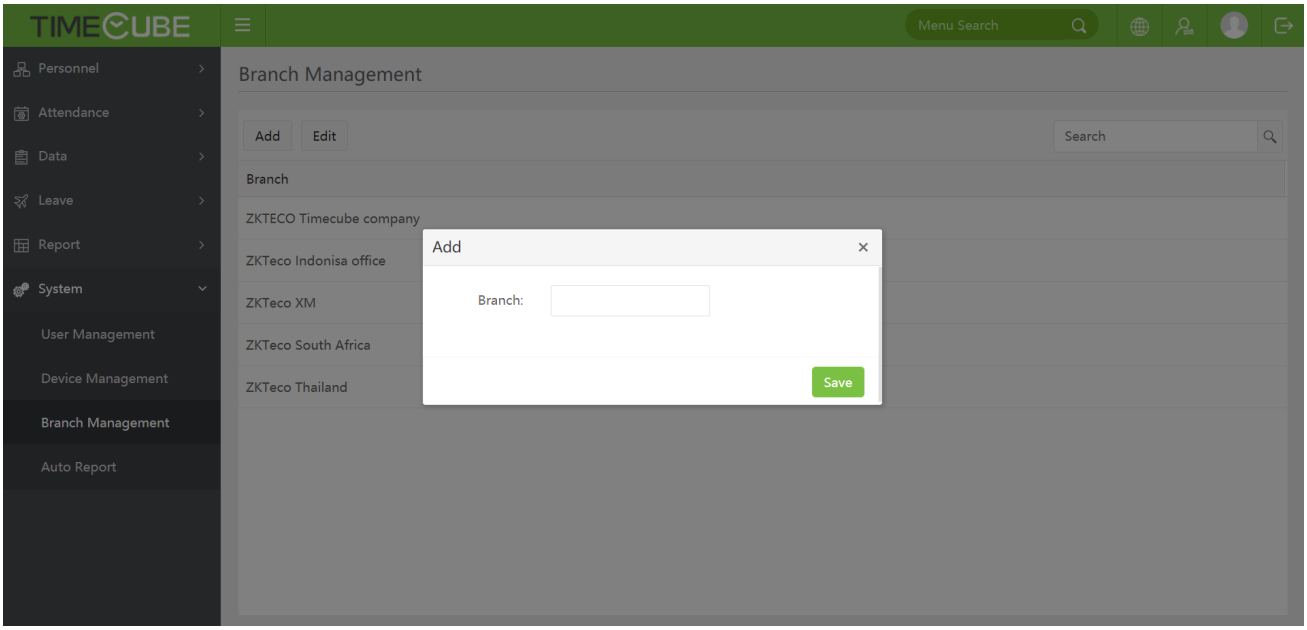
Click [**System**] > [**Device Management**] > [**Select the required device**] > [**More**] > [**Reupload Data**].



7.3 Branch Management

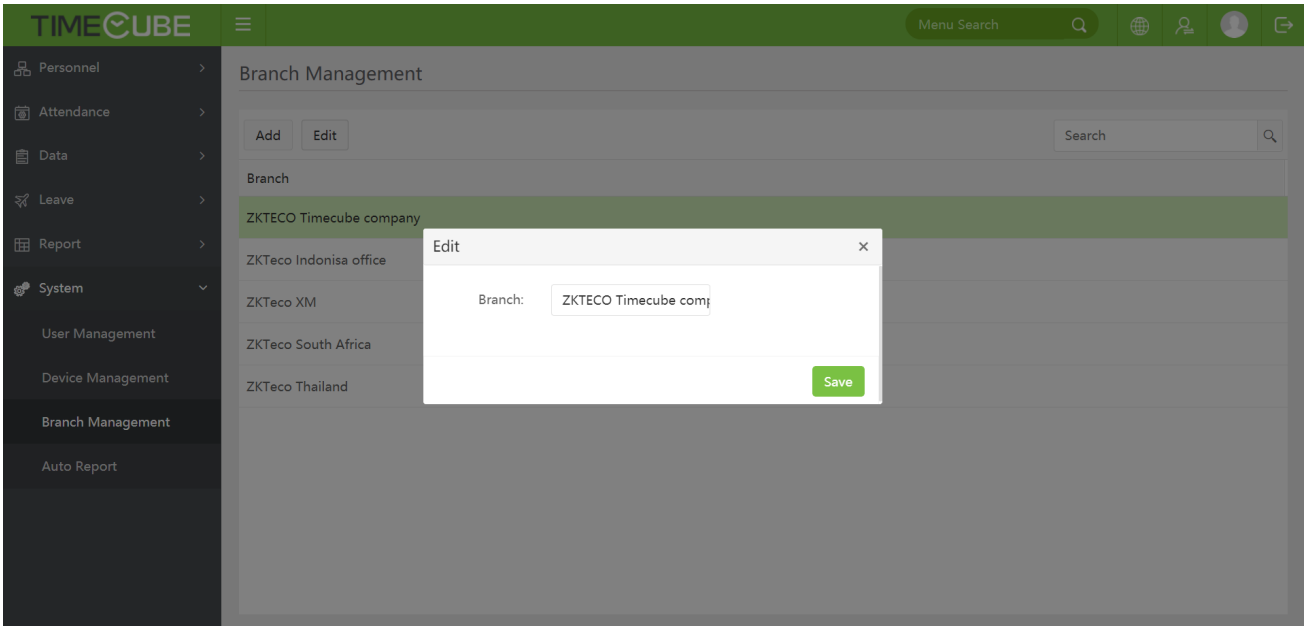
Click [**System**] > [**Branch Management**] > [**Add**].

Adding a Branch



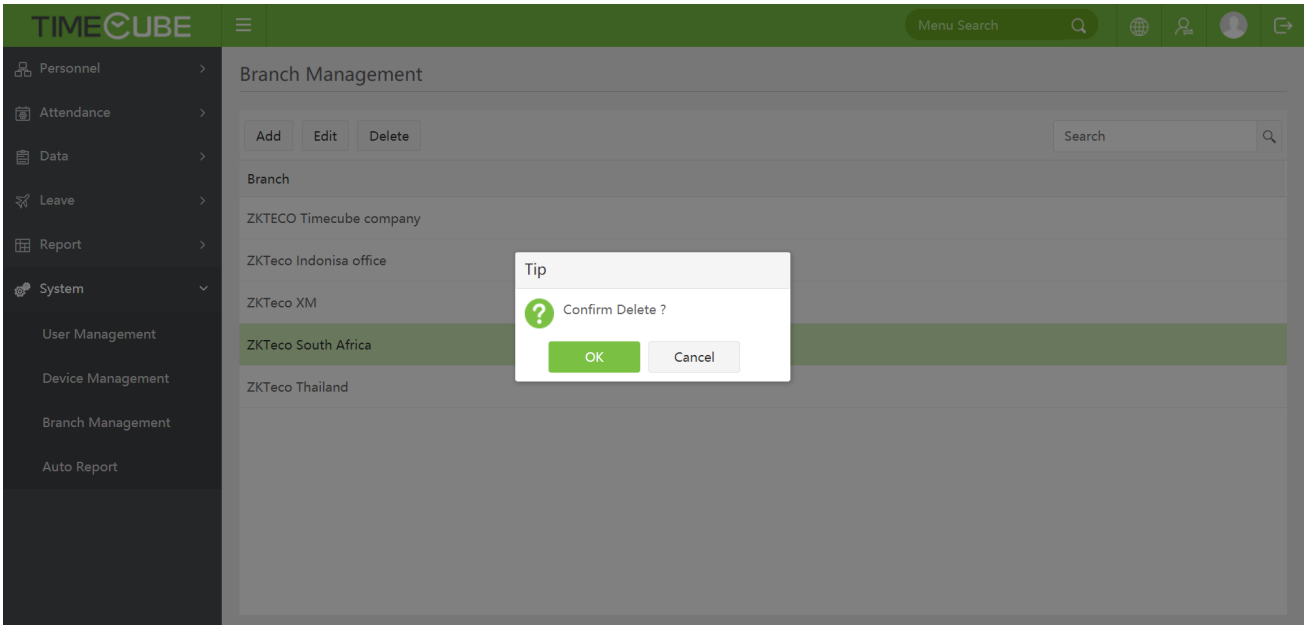
Editing a Branch

Click [**System**] > [**Branch Management**], select a branch and click [**Edit**]. Modify it and click [**Save**].



Delete

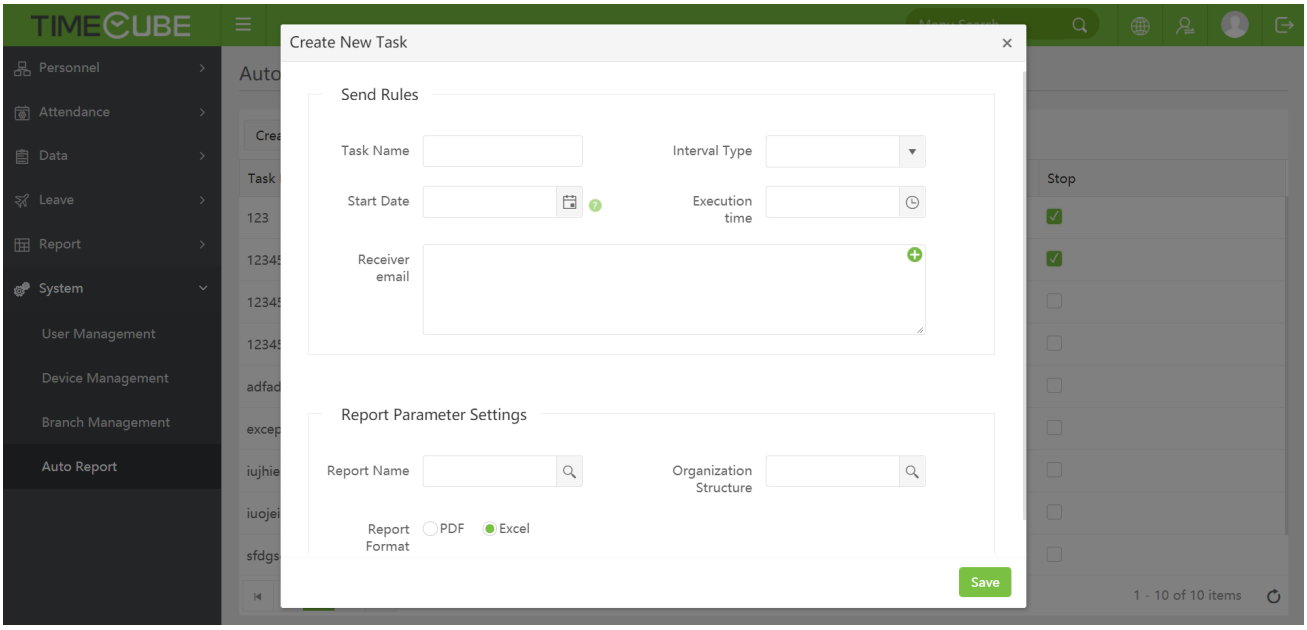
Click [**System**] > [**Branch Management**], select a branch and click [**Delete**].



7.4 Auto Report

Through this function, system can generate a pre-defined report, pre-set at a specific time and can send it to the receiver mail id.

Click [**System**] > [**Auto Report**].> [**Create New Task**]



Fields are as below:

Task Name: - Enter the desired name of the task.

Interval Type: - Set the frequency of the task, you will get three option here, **Every day**, **Every week** & **Every month.**

Start Date: - Set the date to initiate the task.

Execution Time: - Enter the time at which you want the task to be started.

Receiver Email: - Add the mail id on which the report must be sent. You can add more than one Email. Click icon to add Email Id.

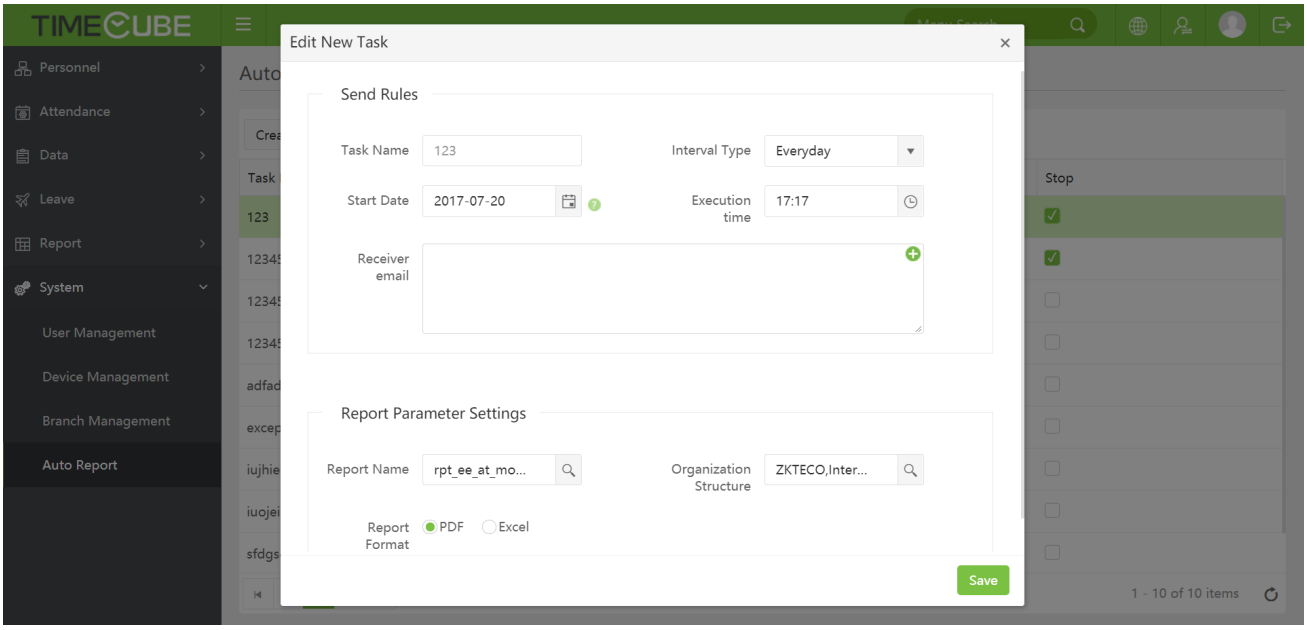
Report Name: - Enter a name for the report.

Organization Structure: - Select the department for which you want the report.

Report Format: - Select a format for the report. You can select either PDF or Excel.

Edit User

Click [**System**] > [**Auto Report**], select a task and click [**Edit**]. Modify it and click [**Save**].



Delete

Click [**System**] > [**Auto Report**], select a task and click [**Delete**].