

## ETA2.1

# ATTENDANCE SYSTEM

ECOTIMEPRINT ETA2 is a time attendance system that can manage employees with multiple schedules and provide calculation of working hours, overtime, short (late and early-out), etc... For employee with different shift roster, the system will able to auto detect the proximate schedule without having to set duty roster for each day. In addition, leave application and monitoring module are able to monitor the employees leave balance.

Furthermore, the door access control function available to assign different door access level for users and time zone control.

The system provides more than 20 comprehensive reports to meet your requirements.

## Features

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# ATTENDANCE SHEET

- Color indicator for lateness and early-out, bold indicator for amended entry.
- Easy to filter attendance for specific employee, department, position & etc...
- Show details calculation such as workday, overtime, short (lateness & early-out) & leave type.
- Track employee attendance logs with different terminal.

## CLOCKING SCHEDULE

- Up to 500 Schedule Available for Setting.
- Users are able to define own Work Time, Rest Time, Overtime in each schedule.
- Manage employee with Multi-shift Schedule.
- Able to manage employee with flexible rest time or working time.
- Rounding Function for Overtime, Short & Workday. For example: 0-4 minutes round to 0 minutes, 5-9 minutes round to 5 minutes.

Clock Scheduler - admin

Schedule No. 0 Schedule Description Working Hour Schedule Type Flex

**Schedule**

Day	Time	Parameter
Monday	08:30	12:00 13:00 17:00
Monday	Overline 1 hour exceeds	07:30 Hour(s)
Tuesday	08:30	12:00 13:00 17:00
Tuesday	Overline 1 hour exceeds	07:30 Hour(s)
Wednesday	08:30	12:00 13:00 17:00
Wednesday	Overline 1 hour exceeds	07:30 Hour(s)
Thursday	08:30	12:00 13:00 17:00
Thursday	Overline 1 hour exceeds	07:30 Hour(s)
Friday	08:30	12:00 13:00 17:00
Friday	Overline 1 hour exceeds	07:30 Hour(s)
Saturday	08:30	12:00 13:00 17:00
Saturday	Overline 1 hour exceeds	07:30 Hour(s)
Sunday	08:30	12:00 13:00 17:00
Sunday	Overline 1 hour exceeds	07:30 Hour(s)

Work Time Rest Time  
 Overline None

Save Additional Parameter Close

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## TEMPLATE EXPORT

- Able to create different type of template such as Raw Data, Attendance Details & Attendance Summary.
- Export file format: Excel File, Text File, CSV File, XML File.
- Template for third party payroll system such as SQL Payroll System, Million Payroll System & Auto Count Payroll System are available to download from cloud.

# LEAVE APPLICATION & MONITORING

- Apply employee leave in one screen.
- Auto generate leave function available.
- Able to monitoring Delete employee leave balance.

# RESTDAY & HOLIDAY

- Configure different restday & holiday calendar.
- Auto generate restday function available.
- Holidays are available to download from cloud.

# SYSTEM USER

- Create different users with different evel access
- Able to set up user specific department viewing

# DOOR ACCESS CONTROL

- Configure time zone & time zone group
- Assign different door access level for users

# TERMINAL SETUP

- Support host/IP address connection, able to download data from multiple remote machines
- Support different brand device

# REPORT

- More than 20 types of report available.
- Multiple filter criteria, you can filter by using department, salary station, position & etc...
- Support exporting to different types of file formats, such as pdf, excel, etc.