

## Individual Attendance Report

**Company :** Headquarters Headquarters  
**Department :** HR

**Employee ID :** A0001  
**Name (Chi) :** 陳大文  
**Name (Eng) :** Chan Tai Man ( Ben )

**Position :** Manager  
**Duty Group :** Group 1

**Date Range :** From 2006/07/01 To 2006/07/31

Date	Duty Code	Regular		Final		Final		OT		Late	Early	Actual	Counted	Last	Last	Leave	Remark
		IN	OUT	IN	Location	OUT	Location	hh:mm	Points	hh:mm	hh:mm	Wrk Hrs	Wrk Hrs	Update	Approval	Type	
2006/07/01 (Sat)		09:00	13:00	08:55	Site1	13:55	Site2	00:00	0	00:00	00:00	05:00	04:00	demo			
2006/07/02 (Sun)		--:--	--:--	--:--		--:--		00:00	0	--:--	--:--	00:00	00:00	demo			
2006/07/03 (Mon)		09:00	18:00	08:55	Site1	18:45	Site2	00:00	0	00:00	00:00	09:50	09:00	demo			
2006/07/04 (Tue)		09:00	18:00	09:15	Site1	18:45	Site1	00:00	0	00:15	00:00	09:30	08:45	demo			*Late
2006/07/05 (Wed)		09:00	18:00	08:55	Site1	15:45	Site1	00:00	0	00:00	02:15	06:50	06:45	demo			*Early Leave
2006/07/06 (Thu)		09:00	18:00	--:--		18:45	Site1	00:00	0	00:00	00:00	00:00	00:00	demo			*Forgot Punch-In
2006/07/07 (Fri)		--:--	--:--	--:--		--:--		--:--	--	--:--	--:--	00:00	00:00	demo		AL	
2006/07/08 (Sat)		09:00	13:00	08:55	Site1	--:--		00:00	0	00:00	00:00	00:00	00:00	demo			*Forgot Punch-Out
2006/07/09 (Sun)		--:--	--:--	--:--		--:--		00:00	0	--:--	--:--	00:00	00:00	demo			
2006/07/10 (Mon)		--:--	--:--	--:--		--:--		--:--	--	--:--	--:--	00:00	00:00	demo		SL	
2006/07/11 (Tue)		09:00	18:00	--:--		--:--		00:00	0	00:00	00:00	00:00	00:00	demo			*Absence
2006/07/12 (Wed)		09:00	18:00	08:55	Site1	18:45	Site1	00:00	0	00:00	00:00	09:50	09:00	demo			
2006/07/13 (Thu)		09:00	18:00	08:55	Site1	18:45	Site1	00:00	0	00:00	00:00	09:50	09:00	demo			
2006/07/14 (Fri)		09:00	18:00	08:55	Site1	18:45	Site1	00:00	0	00:00	00:00	09:50	09:00	demo			
2006/07/15 (Sat)		09:00	13:00	08:55	Site1	18:45	Site1	04:45	9	00:00	00:00	09:50	04:00	demo			
2006/07/16 (Sun)		--:--	--:--	08:55	Site1	18:45	Site1	09:50	19	--:--	--:--	09:50	09:50	demo			
2006/07/17 (Mon)		09:00	18:00	08:55	Site1	18:45	Site1	00:00	0	00:00	00:00	09:50	09:00	demo			
2006/07/18 (Tue)		09:00	18:00	08:55	Site1	18:45	Site1	00:00	0	00:00	00:00	09:50	09:00	demo			
2006/07/19 (Wed)		09:00	18:00	08:55	Site1	18:45	Site1	00:00	0	00:00	00:00	09:50	09:00	demo			
2006/07/20 (Thu)		--:--	--:--	--:--		--:--		--:--	--	--:--	--:--	00:00	00:00	demo		TR	
2006/07/21 (Fri)		09:00	18:00	08:55	Site1	18:45	Site1	00:00	0	00:00	00:00	09:50	09:00	demo			
2006/07/22 (Sat)		09:00	13:00	08:55	Site1	18:45	Site1	04:45	9	00:00	00:00	09:50	04:00	demo			
2006/07/23 (Sun)		--:--	--:--	08:55	Site1	18:45	Site1	09:50	19	--:--	--:--	09:50	09:50	demo			
2006/07/24 (Mon)		09:00	18:00	08:55	Site1	18:45	Site1	00:00	0	00:00	00:00	09:50	09:00	demo			
2006/07/25 (Tue)		09:00	18:00	08:55	Site1	18:45	Site1	00:00	0	00:00	00:00	09:50	09:00	demo			
2006/07/26 (Wed)		--:--	--:--	--:--		--:--		--:--	--	--:--	--:--	00:00	00:00	demo		AL	
2006/07/27 (Thu)		--:--	--:--	--:--		--:--		--:--	--	--:--	--:--	00:00	00:00	demo		AL	
2006/07/28 (Fri)		--:--	--:--	--:--		--:--		--:--	--	--:--	--:--	00:00	00:00	demo		AL	
2006/07/29 (Sat)		--:--	--:--	--:--		--:--		--:--	--	--:--	--:--	00:00	00:00	demo		AL	
2006/07/30 (Sun)		--:--	--:--	08:55	Site1	18:45	Site1	09:50	19	--:--	--:--	09:50	09:50	demo			
2006/07/31 (Mon)		09:00	18:00	08:55	Site1	18:45	Site1	00:00	0	00:00	00:00	09:50	09:00	demo			

**Total Time :** 39:00 75 00:15 02:15 178:40 156:00  
**Total Count :** 5 1 1 19 19 7

\* = revised records

No. of Absence = 1

No. of Holiday = 5

No. of Forget punch in / out = 2

**Daily Attendance Report**

Date : 2009/07/01

Employee ID	Name(Eng)	Regular		Final		Final		OT		Late	Early	Actual	Counted	Leave	Remark	
		IN	OUT	IN	Location	OUT	Location	hh:mm	Points	hh:mm	hh:mm	Wrk Hrs	Wrk Hrs	Type		
A0001	Chan Tai Man	09:00	18:00	08:30	Manual Inp	18:30	Manual Inp	00:00	0	00:00	00:00	10:00	09:00			
A0002	Lee Yee Man	09:00	13:00	08:30	Manual Inp	13:10	Manual Inp	00:00	0	00:00	00:00	04:40	04:00			
		14:00	18:00	13:50	Manual Inp	18:30	Manual Inp	00:00	0	00:00	00:00	04:40	04:00			
							Sub-Total :	00:00	0	00:00	00:00	09:20	08:00			
A0003	Staff 3	09:00	18:00	--:--		--:--		00:00	0	00:00	00:00	00:00	00:00		*Absence	
A0004	Staff 4	00:00	00:00	--:--		--:--		00:00	0	00:00	00:00	00:00	00:00		*Absence	
A0005	Staff 5	09:00	18:00	--:--		--:--		00:00	0	00:00	00:00	00:00	00:00		*Absence	
A0006	Staff 6	09:00	18:00	08:30	Manual Inp	18:30	Manual Inp	00:00	0	00:00	00:00	10:00	09:00			
A0007	Staff 7	09:00	18:00	08:30	Manual Inp	18:30	Manual Inp	00:00	0	00:00	00:00	10:00	09:00			
A0008	Staff 8	09:00	18:00	08:30	Manual Inp	18:30	Manual Inp	00:00	0	00:00	00:00	10:00	09:00			
A0009	Staff 9	09:00	18:00	08:30	Manual Inp	18:30	Manual Inp	00:00	0	00:00	00:00	10:00	09:00			
A0010	Staff 10	09:00	18:00	08:30	Manual Inp	18:30	Manual Inp	00:00	0	00:00	00:00	10:00	09:00			
A0011	Staff 11	09:00	18:00	--:--		--:--		00:00	0	00:00	00:00	00:00	00:00		*Absence	
A0012	Staff 12	09:00	18:00	--:--		--:--		00:00	0	00:00	00:00	00:00	00:00		*Absence	
<b>Total Time :</b>								00:00	0	00:00	00:00	69:20	62:00			
<b>Total Count :</b>								0	0	0	0	8	8	0		

\* = revised records

**Department Attendance Report****Company :** Headquarters Headquarters**Department :** HR**Date Range :** From 2006/07/01 To 2006/07/31

Employee ID	Name (Eng)	OT			Late		Early		Actual		Counted		# of Leave	# of Holiday	# of Absent	# of No in/out
		hh:mm	Count	Point	hh:mm	Count	hh:mm	Count	Wrk Hrs	Count	Wrk Hrs	Count				
A0001	Chan Tai Man	39 : 00	5	75	00 : 15	1	02 : 15	1	178 : 40	19	156 : 00	19	7	5	1	2
A0002	Lee Yee Man	58 : 20	8	112	00 : 07	1	00 : 00	0	271 : 38	51	227 : 13	51	0	5	0	0
A0003	Staff 3	00 : 00	0	0	00 : 00	0	00 : 00	0	00 : 00	0	00 : 00	0	0	0	0	0
A0004	Staff 4	00 : 00	0	0	00 : 00	0	00 : 00	0	00 : 00	0	00 : 00	0	0	0	0	0
A0005	Staff 5	00 : 00	0	0	00 : 00	0	00 : 00	0	00 : 00	0	00 : 00	0	0	0	0	0
<b>Total :</b>		97 : 20	13	187	00 : 22	2	02 : 15	1	450 : 18	70	383 : 13	70	7	10	1	2

**Company :** Headquarters Headquarters**Department :** IT**Date Range :** From 2006/07/01 To 2006/07/31

Employee ID	Name (Eng)	OT			Late		Early		Actual		Counted		# of Leave	# of Holiday	# of Absent	# of No in/out
		hh:mm	Count	Point	hh:mm	Count	hh:mm	Count	Wrk Hrs	Count	Wrk Hrs	Count				
A0022	Staff 22	00 : 00	0	0	00 : 00	0	00 : 00	0	00 : 00	0	00 : 00	0	0	0	0	0
A0023	Staff 23	00 : 00	0	0	00 : 00	0	00 : 00	0	00 : 00	0	00 : 00	0	0	0	0	0
A0024	Staff 24	00 : 00	0	0	00 : 00	0	00 : 00	0	00 : 00	0	00 : 00	0	0	0	0	0
<b>Total :</b>		00 : 00	0	0	00 : 00	0	00 : 00	0	00 : 00	0	00 : 00	0	0	0	0	0

**Company :** Headquarters Headquarters**Department :** Marketing**Date Range :** From 2006/07/01 To 2006/07/31

Employee ID	Name (Eng)	OT			Late		Early		Actual		Counted		# of Leave	# of Holiday	# of Absent	# of No in/out
		hh:mm	Count	Point	hh:mm	Count	hh:mm	Count	Wrk Hrs	Count	Wrk Hrs	Count				
A0016	Staff 16	00 : 00	0	0	00 : 00	0	00 : 00	0	00 : 00	0	00 : 00	0	0	0	0	0
A0017	Staff 17	00 : 00	0	0	00 : 00	0	00 : 00	0	00 : 00	0	00 : 00	0	0	0	0	0
A0018	Staff 18	00 : 00	0	0	00 : 00	0	00 : 00	0	00 : 00	0	00 : 00	0	0	0	0	0
A0019	Staff 19	00 : 00	0	0	00 : 00	0	00 : 00	0	00 : 00	0	00 : 00	0	0	0	0	0
A0020	Staff 20	00 : 00	0	0	00 : 00	0	00 : 00	0	00 : 00	0	00 : 00	0	0	0	0	0
A0021	Staff 21	00 : 00	0	0	00 : 00	0	00 : 00	0	00 : 00	0	00 : 00	0	0	0	0	0
<b>Total :</b>		00 : 00	0	0	00 : 00	0	00 : 00	0	00 : 00	0	00 : 00	0	0	0	0	0

**Department Overtime Report****Company :** Headquarters 總部**Department :** HR**Date Range :** From 2006/07/01 To 2006/07/31

Employee ID	Name (Eng)	Nickname	NORMAL OT			HOLIDAY OT			Total OT		
			hh:mm	Count	Point	hh:mm	Count	Point	hh:mm	Count	Point
A0001	Chan Tai Man	Ben	14 : 15	3	27	29 : 30	3	57	43 : 45	6	84
A0002	Lee Yee Man	Jessica	18 : 00	4	36	39 : 20	4	76	57 : 20	8	112
<b>Total :</b>			32 : 15	7	63	68 : 50	7	133	101 : 05	14	196

**Company :** Headquarters 總部**Department :** IT**Date Range :** From 2006/07/01 To 2006/07/31

Employee ID	Name (Eng)	Nickname	NORMAL OT			HOLIDAY OT			Total OT		
			hh:mm	Count	Point	hh:mm	Count	Point	hh:mm	Count	Point
A0022	Staff 22		51 : 00	26	102	55 : 00	5	110	106 : 00	31	212
A0023	Staff 23		51 : 00	26	102	55 : 00	5	110	106 : 00	31	212
A0024	Staff 24		51 : 00	26	102	55 : 00	5	110	106 : 00	31	212
<b>Total :</b>			153 : 00	78	306	165 : 00	15	330	318 : 00	93	636

**Transaction Report**

Date Range : From 2006/07/01 to 2006/07/09

Date	Time	Terminal	TA Mode	Card No. (PIN)	Employee ID	Name (Chi)	Name (Eng)	Nickname	Source
2006/07/01	08:55	Site 1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/01	08:55	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/01	13:05	Site 1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/01	13:05	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/01	13:55	Site 2	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/03	08:55	Site 1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/03	08:55	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/03	13:05	Site 1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/03	13:05	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/03	13:55	Site 2	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/03	13:55	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/03	18:45	Site 2	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/03	18:45	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/04	08:55	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/04	09:15	Site 1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/04	13:05	Site 1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/04	13:05	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/04	13:55	Site 3	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/04	14:07	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Manual Input
2006/07/04	18:45	Site 1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/04	18:45	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/05	08:55	Site 1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/05	08:55	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/05	13:05	Site 1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/05	13:05	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/05	13:55	Site 1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/05	13:55	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/05	15:45	Site 1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/05	18:45	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/06	08:55	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/06	13:05	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/06	13:55	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/06	18:45	Site 1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/06	18:45	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/07	08:55	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/07	13:05	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/07	13:55	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/07	18:45	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/08	08:55	Site 1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/08	08:55	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/08	13:05	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/08	13:55	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/08	18:45	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/09	08:55	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/09	18:45	Site 1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal

**Individual Punch Time Report**

**Print Date :** 2011/6/4  
**Date Range :** 01 Jul 2006-31 Jul 2006  
**Name :** Chan Tai Man  
**Department :** HR  
**Card number :** 1234567890

Date	IN	OUT	IN	OUT	IN	OUT
2006/07/01 (Sat)	08:55	13:05	13:55			
2006/07/02 (Sun)						
2006/07/03 (Mon)	08:55	13:05	13:55	18:45		
2006/07/04 (Tue)	09:15	13:05	13:55	18:45		
2006/07/05 (Wed)	08:55	13:05	13:55	15:45		
2006/07/06 (Thu)	18:45					
2006/07/07 (Fri)						
2006/07/08 (Sat)	08:55					
2006/07/09 (Sun)						
2006/07/10 (Mon)						
2006/07/11 (Tue)						
2006/07/12 (Wed)	08:55	13:05	13:55	18:45		
2006/07/13 (Thu)	08:55	13:05	13:55	18:45		
2006/07/14 (Fri)	08:55	13:05	13:55	18:45		
2006/07/15 (Sat)	08:55	13:05	13:55	18:45		
2006/07/16 (Sun)	08:55	13:05	13:55	18:45		
2006/07/17 (Mon)	08:55	13:05	13:55	18:45		
2006/07/18 (Tue)	08:55	13:05	13:55	18:45		
2006/07/19 (Wed)	08:55	13:05	13:55	18:45		
2006/07/20 (Thu)	08:55	13:05	13:55	18:45		
2006/07/21 (Fri)	08:55	13:05	13:55	18:45		
2006/07/22 (Sat)	08:55	13:05	13:55	18:45		
2006/07/23 (Sun)	08:55	13:05	13:55	18:45		
2006/07/24 (Mon)	08:55	13:05	13:55	18:45		
2006/07/25 (Tue)	08:55	13:05	13:55	18:45		
2006/07/26 (Wed)	08:55	13:05	13:55	18:45		
2006/07/27 (Thu)	08:55	13:05	13:55	18:45		
2006/07/28 (Fri)	08:55	13:05	13:55	18:45		
2006/07/29 (Sat)	08:55	13:05	13:55	18:45		
2006/07/30 (Sun)	08:55	13:05	13:55	18:45		
2006/07/31 (Mon)	08:55	13:05	13:55	18:45		
Total : 25/31						

## Daily Punch Time Report

**Print Date :** 10/6/2011  
**Report Date :** 2006/07/01 (Sat)

Name	Department	Card Number	IN	OUT	IN	OUT	IN	OUT
Chan Tai Man	HR	001	8:55	13:05	13:55			
Lee Yee Man	HR	002	8:55	13:05				
Staff 22	IT	022	9:00	20:00				
Staff 23	IT	023	9:00	20:00				
Staff 24	IT	024	9:00	20:00				
Total : 5/5								