

Page	Category	English Name	Chinese Name	Popular	TA 考勤						
					Basic	Casual Worker Timesheet / CWRs worker attendance	e-Roster (MSS)	e-Timesheet (MSS)	e-Overtime	e-Timesheet (ESS)	Optional
1	TA	Transaction Report	打卡記錄報表	★★	✓						
2	TA	Individual Punch Time Report	個人打卡記錄表		✓						
3	TA	Daily Punch Time Report	每日打卡記錄表		✓						
4	TA	Employee Attendance Report	員工考勤報表		✓						
5	TA	Individual Attendance Report	個人出勤報表	★★★	✓			✓		✓	
6	TA	Daily Attendance Report	每日出勤報表		✓			✓			
7	TA	Department Attendance Report	部門出勤報表	★★★	✓			✓			
8	TA	Employee Attendance Summary Report	員工考勤總表	★★	✓						
9	TA	Attendance Overview Report	員工出勤總表		✓			✓			
10	TA	Department Overtime Report	部門加班報表		✓			✓			
11	TA	Employee Roster	員工編更表	★★★	✓		✓				
12	TA	Employee Roster (session statistics)	員工編更表 (時段統計)	★★							
13	TA	Employee Roster List	員工編更列表		✓		✓				
14	TA	Roster Report by Location	地點編更報表	★	✓		✓				
15	TA	Attendance Summary Report by Location	地點出勤報表		✓						
16	TA	Employee Attendance Report under Special Situation	特殊情況下之員工考勤報表	★★	✓						
17	TA	418 Report	418 報表	★★				✓			
18	TA	Casual Staff Wages List	幫工工資詳列表	★★		✓					
19	TA	(CWRA) Site Daily Attendance Report	(CWRA) 工地每日出勤表			✓					
20	TA	OT Application Report	加班申請記錄報表						✓		
21	TA	Abnormal Punch Card Report	打卡異常報表								✓
22	TA	Transaction Report by Session	時段打卡記錄報表								✓
23	TA	Monthly Working Hour Report	每月工時報表								✓
24	TA	Weekly Late Report	星期遲到報表								✓
25	TA	Monthly Late Report	每月遲到報表								✓
26	TA	Monthly Late Summary Report	每月遲到總表								✓
27	TA	Yearly Late Summary Report	年度遲到總覽表	★							✓
28	TA	Individual Overtime Report	個人加班報表								✓
29	TA	Department Overtime Planning Report	部門加班計劃報表								✓
30	TA	Staff Performance Report	員工表現報表	★							✓
31	TA	2 Years Staff Performance Report	2年員工表現報表								✓
32	TA	Transportation fee claim form	交通費申報表								✓
33	TA	Daily Manpower Allocation Report	每日人手安排報表								✓
34	TA	Daily Manpower Allocation Summary Report	每日人手安排總表								✓
35	TA	Daily Manpower Summary Report	每日人力資源總表								✓
36	TA	Employee Daily Attendance Report	員工每日考勤報表								✓
				Total :	15	2	3	6	1	1	16

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	Site1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/01	08:55	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/01	13:05	Site1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/01	13:05	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/01	13:55	Site2	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/03	08:55	Site1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/03	08:55	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/03	13:05	Site1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/03	13:05	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/03	13:55	Site2	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/03	13:55	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/03	18:45	Site2	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/03	18:45	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/04	08:55	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/04	09:15	Site1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/04	13:05	Site1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/04	13:05	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/04	13:55	Site3	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/04	14:07	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Manual Input
2006/07/04	18:45	Site1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/04	18:45	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/05	08:55	Site1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/05	08:55	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/05	13:05	Site1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/05	13:05	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/05	13:55	Site1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/05	13:55	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/05	15:45	Site1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/05	18:45	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/06	08:55	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/06	13:05	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/06	13:55	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/06	18:45	Site1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/06	18:45	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/07	08:55	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/07	13:05	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/07	13:55	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/07	18:45	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/08	08:55	Site1	IN/OUT	1234567890	A0001	陳大文	Chan Tai Man	Ben	Terminal
2006/07/08	08:55	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/08	13:05	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/08	13:55	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/08	18:45	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/09	08:55	Site1	IN/OUT	22233344455	A0002	李二汶	Lee Yee Man	Jessica	Terminal
2006/07/09	18:45	Site1	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)	8:55	13:05				
2006/07/02 (Sun)						
2006/07/03 (Mon)	8:55	13:00	13:50	19:00		
2006/07/04 (Tue)	9:15	13:10	14:00	18:10		
2006/07/05 (Wed)	8:55	12:56	14:01	15:45		
2006/07/06 (Thu)	9:20	13:05	14:20	22:30		
2006/07/07 (Fri)						
2006/07/08 (Sat)	8:55	14:00				
2006/07/09 (Sun)						
2006/07/10 (Mon)	9:00	13:00	13:50	19:00		
2006/07/11 (Tue)	9:00	13:00	13:50	19:00		
2006/07/12 (Wed)	9:10	12:58	13:55	18:45		
2006/07/13 (Thu)	9:00	13:05	14:00	19:00		
2006/07/14 (Fri)	9:03	13:05	13:55	22:00		
2006/07/15 (Sat)	8:55	13:05				
2006/07/16 (Sun)						
2006/07/17 (Mon)	9:00	13:00	13:50	18:45		
2006/07/18 (Tue)	9:00	13:00	13:50	19:00		
2006/07/19 (Wed)	9:00	13:10	14:00	19:05		
2006/07/20 (Thu)	9:00	12:58	13:55	20:10		
2006/07/21 (Fri)	8:55	13:10	13:55	18:45		
2006/07/22 (Sat)	8:55	13:05				
2006/07/23 (Sun)						
2006/07/24 (Mon)	9:15	13:05	13:55	19:10		
2006/07/25 (Tue)	8:55	13:00	13:50	20:00		
2006/07/26 (Wed)	9:10	13:10	14:00	17:56		
2006/07/27 (Thu)	9:10	13:10	14:00	18:56		
2006/07/28 (Fri)	8:55	13:05	13:55	18:45		
2006/07/29 (Sat)	9:00	13:05				
2006/07/30 (Sun)						
2006/07/31 (Mon)						
Total : 25/31						

Daily Punch Time Report

Print Date : 10/6/2011
 Report Date : 2006/06/01 (Thu)

Name	Department	Card Number	IN	OUT	IN	OUT	IN	OUT
Chan Tai Man	HR	001	8:55	13:05	13:55	20:00		
Lee Yee Man	HR	002	8:55	13:05	14:00	18:05		
Staff 03	IT	003	9:00	13:00	14:02	18:03		
Staff 04	Admin	004	9:00	12:55	14:10	18:00		
Staff 05	Admin	005	9:00	12:54	13:45	18:00		
Staff 06	Accounts	006	9:00	13:00	14:05	20:13		
Staff 07	Accounts	007	8:43	13:05	13:59	19:47		
Staff 08	Accounts	008	9:05	13:02	13:50	18:07		
Staff 09	Accounts	009	8:55	13:01	13:58	18:00		
Total : 9/9								

Employee Attendance Report

Print Date : 2020/12/01 17:12

Date Range : From 2006/07/01 to 2006/07/15

Employee ID	Name(Eng)	Nickname	Date	Duty Code	Regular		Final		Final		OT	Late	Early	Actual	Counted	Leave	Remark
					IN	OUT	IN	Location	OUT	Location	hh:mm	hh:mm	hh:mm	Wrk Hrs	Wrk Hrs	Type	
A0001	Chan Tai Man	Tom	2006/07/01 (Sat)		09:00	13:00	08:55	Site2	13:55	Site2				05:00	04:00		
A0002	Lee Yee Man	Jessica	2006/07/01 (Sat)		09:00	13:00	08:55	Site1	13:05	Site1				04:10	04:00		
A0001	Chan Tai Man	Tom	2006/07/02 (Sun)	OFF													OFF
A0002	Lee Yee Man	Jessica	2006/07/02 (Sun)														OFF
A0001	Chan Tai Man	Tom	2006/07/03 (Mon)	A	09:00	18:00	08:55	Site2	18:45	Site2				09:50	09:00		
A0002	Lee Yee Man	Jessica	2006/07/03 (Mon)		09:00	13:00	08:55	Site1	13:05	Site1				04:10	04:00		
A0002	Lee Yee Man	Jessica	2006/07/03 (Mon)		14:00	18:00	13:55	Site1	18:45	Site1				04:50	04:00		
A0001	Chan Tai Man	Tom	2006/07/04 (Tue)	A	09:00	18:00	09:06	Site2	18:04	Site2		00:06		08:58	08:54		*遲到
A0002	Lee Yee Man	Jessica	2006/07/04 (Tue)		09:00	18:00	08:55	Site2	18:02	Site2				09:07	09:00		
A0003	Wong Sam Man	Raymond	2006/07/04 (Tue)													AL	*AL
A0004	Manager 1	Shirley	2006/07/04 (Tue)													NPL	*NPL
A0005	Manager 2	April	2006/07/04 (Tue)		09:00	18:00											*Absence
A0001	Chan Tai Man	Tom	2006/07/05 (Wed)	A	09:00	18:00	08:45	Site2	18:10	Site2				09:25	09:00		
A0002	Lee Yee Man	Jessica	2006/07/05 (Wed)		09:00	13:00	08:55	Site1	13:05	Site1				04:10	04:00		
A0002	Lee Yee Man	Jessica	2006/07/05 (Wed)		14:00	18:00	13:55	Site1	18:45	Site1				04:50	04:00		
A0001	Chan Tai Man	Tom	2006/07/06 (Thu)	A	09:00	18:00	09:02	Site2	18:45	Site2				09:43	08:58		
A0002	Lee Yee Man	Jessica	2006/07/06 (Thu)		09:00	13:00	08:55	Site1	13:05	Site1				04:10	04:00		
A0002	Lee Yee Man	Jessica	2006/07/06 (Thu)		14:00	18:00	13:55	Site1	18:45	Site1				04:50	04:00		
A0001	Chan Tai Man	Tom	2006/07/07 (Fri)	A												AL	*AL
A0002	Lee Yee Man	Jessica	2006/07/07 (Fri)		09:00	13:00	08:55	Site1	13:05	Site1				04:10	04:00		
A0002	Lee Yee Man	Jessica	2006/07/07 (Fri)		14:00	18:00	13:55	Site1	18:45	Site1				04:50	04:00		
A0001	Chan Tai Man	Tom	2006/07/08 (Sat)		09:00	13:00			13:20	Site2							*忘記打卡入
A0002	Lee Yee Man	Jessica	2006/07/08 (Sat)		09:00	13:00	08:55	Site1	18:45	Site1	04:45			09:50	04:00		
A0001	Chan Tai Man	Tom	2006/07/09 (Sun)	OFF													OFF
A0002	Lee Yee Man	Jessica	2006/07/09 (Sun)				08:55	Site1	18:45	Site1	09:50			09:50			OFF (Holiday Duty)
A0001	Chan Tai Man	Tom	2006/07/10 (Mon)	A												FSL	*FSL
A0002	Lee Yee Man	Jessica	2006/07/10 (Mon)		09:00	13:00	08:55	Site1	13:05	Site1				04:10	04:00		
A0002	Lee Yee Man	Jessica	2006/07/10 (Mon)		14:00	18:00	13:55	Site1	18:45	Site1				04:50	04:00		
A0001	Chan Tai Man	Tom	2006/07/11 (Tue)	A	09:00	18:00											*缺席
A0002	Lee Yee Man	Jessica	2006/07/11 (Tue)		09:00	13:00	08:55	Site1	13:05	Site1				04:10	04:00		
A0002	Lee Yee Man	Jessica	2006/07/11 (Tue)		14:00	18:00	13:55	Site1	18:45	Site1				04:50	04:00		
A0001	Chan Tai Man	Tom	2006/07/12 (Wed)	A	09:00	18:00	08:45	Site2	18:20	Site2				09:35	09:00		
A0002	Lee Yee Man	Jessica	2006/07/12 (Wed)		09:00	13:00	08:55	Site1	13:05	Site1				04:10	04:00		
A0002	Lee Yee Man	Jessica	2006/07/12 (Wed)		14:00	18:00	13:55	Site1	18:45	Site1				04:50	04:00		
A0001	Chan Tai Man	Tom	2006/07/13 (Thu)	A	09:00	18:00	08:50	Site2	17:55	Site2			00:05	09:05	08:55		*早退
A0002	Lee Yee Man	Jessica	2006/07/13 (Thu)		09:00	13:00	08:55	Site1	13:05	Site1				04:10	04:00		
A0002	Lee Yee Man	Jessica	2006/07/13 (Thu)		14:00	18:00	13:55	Site1	18:45	Site1				04:50	04:00		
A0001	Chan Tai Man	Tom	2006/07/14 (Fri)	A	09:00	18:00	09:06	Site2	17:55	Site2		00:06	00:05	08:49	08:49		*遲到*早退
A0002	Lee Yee Man	Jessica	2006/07/14 (Fri)		09:00	13:00	08:55	Site1	13:05	Site1				04:10	04:00		
A0002	Lee Yee Man	Jessica	2006/07/14 (Fri)		14:00	18:00	13:55	Site1	18:45	Site1				04:50	04:00		
A0001	Chan Tai Man	Tom	2006/07/15 (Sat)		09:00	13:00	09:00	Site2									*忘記打卡出
A0002	Lee Yee Man	Jessica	2006/07/15 (Sat)		09:00	13:00	08:55	Site1	18:45	Site1	04:45			09:50	04:00		

Records Count : 42

* = revised records

Individual Attendance Report

Print Date : 2021/08/22 11:07

Company : Demo Company
 Department : Headquarters-HR
 Date Range : From 2006/07/01 to 2006/07/31

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

Position : Clerk
 Duty Group : 9-18 (A) Group

Date	Duty Code	Regular IN	Regular OUT	Final IN	Final Location	Final OUT	Final Location	OT hh:mm	Late hh:mm	Early hh:mm	Actual Wrk Hrs	Counted Wrk Hrs	Leave Take Hrs	Leave Type	Remark
2006/07/01 (Sat)		09:00	13:00	08:55	Office	13:55	Office				05:00	04:00			
2006/07/02 (Sun)	OFF	-- : --	-- : --												OFF
2006/07/03 (Mon)	A	09:00	18:00	08:55	Office	18:45	Office				09:50	09:00			
2006/07/04 (Tue)	A	09:00	18:00	09:06	Office	18:04	Office		00:06		08:58	08:54			*遲到
2006/07/05 (Wed)	A	09:00	18:00	08:45	Office	18:10	Office				09:25	09:00			
2006/07/06 (Thu)	A	09:00	18:00	09:02	Office	18:45	Office				09:43	08:58			
2006/07/07 (Fri)	A	-- : --	-- : --										08:00	AL	*AL
2006/07/08 (Sat)		09:00	13:00			13:20	Office								*忘記打卡入
2006/07/09 (Sun)	OFF	-- : --	-- : --												OFF
2006/07/10 (Mon)	A	-- : --	-- : --										08:00	FSL	*FSL
2006/07/11 (Tue)	A	09:00	18:00												*缺席
2006/07/12 (Wed)	A	09:00	18:00	08:45	Office	18:20	Office				09:35	09:00			
2006/07/13 (Thu)	A	09:00	18:00	08:50	Office	17:55	Office			00:05	09:05	08:55			*早退
2006/07/14 (Fri)	A	09:00	18:00	09:06	Office	17:55	Office		00:06	00:05	08:49	08:49			*遲到*早退
2006/07/15 (Sat)		09:00	13:00	09:00	Office										*忘記打卡出
2006/07/16 (Sun)	OFF	-- : --	-- : --	09:00	Office	13:20	Office	04:20			04:20				OFF (假期上班)
2006/07/17 (Mon)	A	09:00	18:00	09:00	Office	18:30	Office				09:30	09:00			
2006/07/18 (Tue)	A	09:00	18:00	09:00	Office	18:30	Office				09:30	09:00			
2006/07/19 (Wed)	A	09:00	18:00	08:30	Office	18:00	Office				09:30	09:00			
2006/07/20 (Thu)	A	-- : --	-- : --										08:00	TR	*TR
2006/07/21 (Fri)	A	09:00	18:00	09:00	Office	17:50	Office			00:10	08:50	08:50			*早退
2006/07/22 (Sat)		09:00	13:00	09:00	Office	14:00	Office				05:00	04:00			
2006/07/23 (Sun)	OFF	-- : --	-- : --												OFF
2006/07/24 (Mon)	A	09:00	18:00	09:00	Office	18:00	Office				09:00	09:00			
* 2006/07/25 (Tue)	A	09:00	13:00	08:55	Office	13:05	Office				04:10	04:00			
* 2006/07/26 (Wed)	A	-- : --	-- : --										05:00	AL	*AL1300-1800
2006/07/27 (Thu)	A	-- : --	-- : --										08:00	AL	*AL
2006/07/28 (Fri)	A	-- : --	-- : --										08:00	AL	*AL
2006/07/29 (Sat)		-- : --	-- : --										08:00	AL	*AL
2006/07/30 (Sun)	OFF	-- : --	-- : --												OFF
2006/07/31 (Mon)	A	09:00	18:00	09:00	Office	18:40	Office				09:40	09:00			

* = revised records

Total Time : 04:20 00:12 00:20 139:55 128:26 61:00
Total Count : 1 2 3 17 16 8

No. of Absence : 1 No. of Holiday : 5 No. of Forget punch in / out : 2

Daily Attendance Report

Print Date : 2020/11/23 14:24

Date : 2006/07/04

Employee ID	Name(Eng)	Nickname	Duty Code	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	Tom	A	09:00	18:00	09:06	人手輸入	18:04	人手輸入		0	00:06		08:58	08:54		*遲到
A0002	Lee Yee Man	Jessica		09:00	18:00	08:55	Manual Input	18:02	Manual Input		0			09:07	09:00		
A0003	Wong Sam Man	Raymond		-- : --	-- : --	-- : --		-- : --			0					AL	*AL
A0004	Manager 1	Shirley		-- : --	-- : --	-- : --		-- : --			0					NPL	*NPL
A0005	Manager 2	April		09:00	18:00	-- : --		-- : --			0						*Absence
A0006	Manager 3	Jeffrey	A1	09:00	18:00	08:55	Manual Input	17:55	Manual Input		0		00:05	09:00	08:55		*Early Leave
A0007	Staff 7	John	A1	09:00	18:00	08:55	Manual Input	20:15	Manual Input	01:15	2			11:20	09:00		
A0008	Staff 8		A1	09:00	18:00	08:55	Manual Input	18:00	Manual Input		0			09:05	09:00		
A0009	Staff 9			09:00	13:00	09:00	Manual Input	13:05	Manual Input		0			04:05	04:00		
				14:00	18:00	14:00	Manual Input	18:30	Manual Input		0			04:30	04:00		
A0010	Staff 10		A1	09:00	18:00	09:00	Manual Input	18:10	Manual Input		0			09:10	09:00		
A0022	Staff 22	上海		09:00	18:00	09:00	Manual Input	18:00	Manual Input		0			09:00	09:00		
A0023	Staff 23			09:00	18:00	09:00	Manual Input	18:00	Manual Input		0			09:00	09:00		
A0024	Staff 24			09:00	18:00	09:00	Manual Input	18:00	Manual Input		0			09:00	09:00		
Total Time :										01:15		00:06	00:05	92:15	88:49	-- : --	
Total Count :										1		1	1	11	11	2	

* = 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	# of	# of	# of No
		hh:mm	Count	Point	hh:mm	Count	hh:mm	Count	Wrk Hrs	Count	Wrk Hrs	Count	Leave	Holiday	Absent	in/out
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
Total :		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	# of	# of	# of No
		hh:mm	Count	Point	hh:mm	Count	hh:mm	Count	Wrk Hrs	Count	Wrk Hrs	Count	Leave	Holiday	Absent	in/out
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
Total :		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	# of	# of	# of No
		hh:mm	Count	Point	hh:mm	Count	hh:mm	Count	Wrk Hrs	Count	Wrk Hrs	Count	Leave	Holiday	Absent	in/out
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
Total :		00 : 00	0	0	00 : 00	0	00 : 00	0	00 : 00	0	00 : 00	0	0	0	0	0

Employee Attendance Summary Report

Print Date: 2022/24/24 13:30

Date Range: From 2022/06/01 (週三) to 2022/06/30 (週四)

Employee ID	Name (Eng)	Name (Chi)	Nickname	Department	Position	OT		Late		Early Leave		Actual Work Hour		Counted Work Hour		Leave		Holiday Count	Absence Count	Missing Punch	Approved Missing Punch
						hh:mm	Count	hh:mm	Count	hh:mm	Count	hh:mm	Count	hh:mm	Count	hh:mm	Count				
A0001	Chan Tai Man	陳大文	Tom	HR	Clerk	01:00	3	05:00	1	00:00	0	200:21	24	160:30	24	11:00	2	4	2	1	0
A0002	Lee Yee Man	李二汶	Jessica	HR	Manager	12:30	4	00:00	0	00:00	0	180:00	22	170:00	22	00:00	0	0	1	0	0
A0003	Wong Sam Man	黃三文	Raymond	HR	Assistant	00:00	0	00:00	0	00:00	0	100:00	15	100:00	15	00:00	0	0	1	0	0
A0004	Manager 1	經理1	Shirley	HR	Manager	00:00	0	00:00	0	00:00	0	100:00	15	100:00	15	00:00	0	0	1	0	0
A0005	Manager 2	經理2	April	HR	Manager	00:00	0	00:00	0	00:00	0	100:00	15	100:00	15	00:00	0	0	1	0	2
A0006	Manager 3	經理3	Jeffrey	HR	Manager	00:00	0	00:00	0	00:50	2	100:00	15	100:00	15	00:00	0	0	1	0	0
A0007	Staff 7	員工7	John	Accounts	Assistant Manager	00:00	0	00:00	0	00:00	0	100:00	15	100:00	15	00:00	0	0	1	0	0
A0008	Staff 8	員工8		Accounts	Clerk	04:00	2	00:00	0	00:00	0	100:00	15	100:00	15	00:00	0	0	1	0	0
A0009	Staff 9	員工9		Accounts	Clerk	00:00	0	00:00	0	00:00	0	100:00	15	100:00	15	00:00	0	0	1	0	0
A0010	Staff 10	員工10		Accounts	Clerk	00:00	0	00:00	0	00:00	0	100:00	15	100:00	15	00:00	0	0	1	0	0
A0011	Staff 11	員工11		Admin	Director	00:00	0	00:00	0	00:00	0	100:00	15	100:00	15	00:00	0	1	7	0	0
A0012	Staff 12	員工12		Admin	Manager	00:00	0	00:00	0	00:00	0	100:00	15	100:00	15	00:00	0	0	1	0	0
A0013	Staff 13	員工13		Admin	Assistant Manager	00:00	0	00:00	0	00:00	0	100:00	15	100:00	15	00:00	0	0	1	0	0
A0014	Staff 14	員工14		Admin	Clerk	00:00	0	00:00	0	00:00	0	100:00	15	100:00	15	00:00	0	0	1	0	0
A0015	Staff 15	員工15		Admin	Clerk	00:00	0	00:00	0	00:00	0	100:00	15	100:00	15	00:00	0	0	1	0	0
Total :						17:30	9	05:00	1	00:50	2	1680:21	676	1630:30	676	11:00	2	5	22	1	2

ecPayroll System Sample Reports (9/36)
Attendance Overview Report

From 2006/07/01 To 2006/07/31

Company name (Eng): Headquarters

Department: HR

																																Counted					
Employee No.	Name(Eng)	Nickname	Position	07/01 Sat	07/02 Sun	07/03 Mon	07/04 Tue	07/05 Wed	07/06 Thu	07/07 Fri	07/08 Sat	07/09 Sun	07/10 Mon	07/11 Tue	07/12 Wed	07/13 Thu	07/14 Fri	07/15 Sat	07/16 Sun	07/17 Mon	07/18 Tue	07/19 Wed	07/20 Thu	07/21 Fri	07/22 Sat	07/23 Sun	07/24 Mon	07/25 Tue	07/26 Wed	07/27 Thu	07/28 Fri	07/29 Sat	07/30 Sun	07/31 Mon	Wrk Day	Wrk Hr hh:mm	
A0001	Chan Tai Man	Ben	Manager	08:55 18:45 OT	--: --: H	08:55 18:45	09:15 18:45 LA	08:55 15:45 EL	08:55 FP	--: --: AL	08:55 FP	--: --: H	--: --: SL	--: --: ABS	08:55 18:45	08:55 18:45	08:55 18:45	08:55 18:45 OT	08:55 18:45 HOT	08:55 18:45	08:55 18:45	08:55 18:45	--: --: TR	08:55 18:45	08:55 OT	08:55 HOT	08:55 18:45	08:55 18:45	08:55 18:45	--: --: AL	--: --: AL	--: --: AL	--: --: AL	08:55 18:45 HOT	08:55 18:45	18.00	156 :00
A0002	Lee Yee Man	Jessica	Assistant Manager	08:55 13:05	--: --: H	--: --: NPL	08:55 13:05 14:30 18:45 LA	--: --: NPL	--: --: NPL	08:55 13:05 13:55 18:45	08:55 18:45 OT	08:55 18:45 HOT	08:55 13:05 13:55 18:45	08:55 13:05 13:55 18:45	08:55 13:05 13:55 18:45	08:55 13:05 13:55 18:45	08:55 13:05 13:55 18:45	08:55 18:45 OT	08:55 18:45 HOT	08:55 13:05 13:55 18:45	08:55 13:05 13:55 18:45	08:55 13:05 13:55 18:45	08:55 13:05 13:55 18:45	08:55 18:45 OT	08:55 HOT	08:55 13:05 13:55 18:45	08:55 13:05 13:55 18:45	08:55 13:05 13:55 18:45	08:55 13:05 13:55 18:45	08:55 18:45 OT	08:55 18:45 HOT	08:55 13:05 13:55 18:45	23.00	202 :50			

Department: IT

																																Counted					
Employee No.	Name(Eng)	Nickname	Position	07/01 Sat	07/02 Sun	07/03 Mon	07/04 Tue	07/05 Wed	07/06 Thu	07/07 Fri	07/08 Sat	07/09 Sun	07/10 Mon	07/11 Tue	07/12 Wed	07/13 Thu	07/14 Fri	07/15 Sat	07/16 Sun	07/17 Mon	07/18 Tue	07/19 Wed	07/20 Thu	07/21 Fri	07/22 Sat	07/23 Sun	07/24 Mon	07/25 Tue	07/26 Wed	07/27 Thu	07/28 Fri	07/29 Sat	07/30 Sun	07/31 Mon	Wrk Day	Wrk Hr hh:mm	
A0022	Staff 22		Manager	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 HOT	09:20 20:00 LAOT	26.00	263 :40
A0023	Staff 23		Assistant Manager	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	10:00 20:00 LAOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	26.00	263 :00
A0024	Staff 24		Programmer	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 OT	09:30 20:00 LAOT	09:30 20:00 LAOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 OT	09:00 20:00 HOT	09:00 20:00 OT	09:00 20:00 HOT	09:30 20:00 LAOT	26.00	262 :30

Remarks : ABS = Absence, FP = Forgot Punch IN / OUT, LE = Late & Early Leave, H = Holiday, LA = Late, EL = Early Leave, OT = Over Time

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
Total :			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
Total :			153 : 00	78	306	165 : 00	15	330	318 : 00	93	636

Employee Roster

Print Date : 2020/11/23 14:29

Date Range : From 2006/07/01 to 2006/07/31

Department : HR

Employee ID	Name(Eng)	Nickname	Position	07/01	07/02	07/03	07/04	07/05	07/06	07/07	07/08	07/09	07/10	07/11	07/12	07/13	07/14	07/15	07/16	07/17	07/18	07/19	07/20	07/21	07/22	07/23	07/24	07/25	07/26	07/27	07/28	07/29	07/30	07/31	Individual Count		
				Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Duty	Holiday	Leave							
A0001	Chan Tai Man	Tom	Clerk		OFF	A	A	A	A	AL		OFF	FSL	A	A	A	A		OFF	A	A	A	TR	A		OFF	A	A(AL)	AL	AL	AL	AL	OFF	A	14.5	5	7.5
A0002	Lee Yee Man	Jessica	Manager				9-18																											1	0	0	
A0003	Wong Sam Man	Raymond	Assistant				AL	AL																										0	0	2	
A0004	Manager 1	Shirley	Manager				NPL		FSL																									0	0	2	
A0005	Manager 2	April	Manager				9-18																											1	0	0	
A0006	Manager 3	Jeffrey	Manager	A2	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	26	5	0
Duty Count :				1	0	2	4	2	2	1	1	0	1	2	2	2	2	1	0	2	2	2	1	2	1	0	2	1.5	1	1	1	1	0	2			
Holiday Count :				0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	2	0			
Leave Count :				0	0	0	2	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0.5	1	1	1	1	0	0			

Print Date : 2020/11/23 14:29

Date Range : From 2006/07/01 to 2006/07/31

Department : Accounts

Employee ID	Name(Eng)	Nickname	Position	07/01	07/02	07/03	07/04	07/05	07/06	07/07	07/08	07/09	07/10	07/11	07/12	07/13	07/14	07/15	07/16	07/17	07/18	07/19	07/20	07/21	07/22	07/23	07/24	07/25	07/26	07/27	07/28	07/29	07/30	07/31	Individual Count		
				Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Duty	Holiday	Leave
A0007	Staff 7	John	Assistant Manager	A2	OFF	A1	A1	A2	A1	A1	A2	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	26	5	0
A0008	Staff 8		Clerk	A2	OFF	AL	A1	A1	A1	A1	AL	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	24	5	2
A0009	Staff 9		Clerk	A2	OFF	A1	A2	A1	A1	A1	A2	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	26	5	0
A0010	Staff 10		Clerk	A2	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	A1	A1	A1	A1	A2	OFF	A1	26	5	0
Duty Count :				4	0	3	4	4	4	4	3	0	4	4	4	4	4	4	0	4	4	4	4	4	4	0	4	4	4	4	4	4	0	4			
Holiday Count :				0	4	0	0	0	0	0	0	4	0	0	0	0	0	0	4	0	0	0	0	0	0	4	0	0	0	0	0	0	4	0			
Leave Count :				0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

Employee Roster

Print Date : 2023/03/14 17:01

Date Range : From 2006/07/01 to 2006/07/31

Department : HR

Employee ID	Name(Eng)	Nickname	Position	07/01	07/02	07/03	07/04	07/05	07/06	07/07	07/08	07/09	07/10	07/11	07/12	07/13	07/14	07/15	Individual Count		
				Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Duty	Holiday	Leave
A0001	Chan Tai Man	Tom	Clerk	S	OFF	A	A	A	A	AL	OFF	OFF	FSL	A	A	A	A	S	9	3	2
A0002	Lee Yee Man	Jessica	Manager				9-18												1	0	0
A0003	Wong Sam Man	Raymond	Assistant	S	OFF	A1	AL	AL	A1	A1	S	OFF	A1	A1	A1	A1	A1	S	9.5	2	2
A0004	Manager 1	Shirley	Manager	S	OFF	A	NPL	A	FSL	A	OFF	OFF	A	A	A	A	A	S	9	3	2
A0005	Manager 2	April	Manager				9-18												1	0	0
A0006	Manager 3	Jeffrey	Manager	S	OFF	A1	A1	A1	A1	A1	S	OFF	A1	A1	A1	A1	A1	S	11.5	2	0
Duty Count :				4	0	4	4	3	3	3	2	0	3	4	4	4	4	4			
Holiday Count :				0	4	0	0	0	0	0	2	4	0	0	0	0	0	0			
Leave Count :				0	0	0	2	1	1	1	0	0	1	0	0	0	0	0			

Manpower:

Morning (06:00 - 11:00) :	4	0	4	4	3	3	3	2	0	3	4	4	4	4	4
Afternoon (11:00 - 14:30) :	4	0	4	4	3	3	3	2	0	3	4	4	4	4	4
Tea (14:30 - 18:00) :	0	0	4	4	3	3	3	0	0	3	4	4	4	4	0
Dinner (18:00 - 23:59) :	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Working Hour:

Morning (06:00 - 11:00) :	8	0	8	8	6	6	6	4	0	6	8	8	8	8	8
Afternoon (11:00 - 14:30) :	8	0	14	14	10.5	10.5	10.5	4	0	10.5	14	14	14	14	8
Tea (14:30 - 18:00) :	0	0	14	14	10.5	10.5	10.5	0	0	10.5	14	14	14	14	0
Dinner (18:00 - 23:59) :	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Employee Roster List

Company Name : ABC Company

Date	Employee ID	Name(Eng)	Name(Chi)	Nickname	Department	Position	Duty	Time
2006/07/01	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	OFF	
2006/07/01	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	Sat	09:00-13:00
2006/07/01	A0022	Staff 22	員工22		IT	Manager	OFF	
2006/07/01	A0023	Staff 23	員工23		IT	Assistant Manager	OFF	
2006/07/01	A0024	Staff 24	員工24		IT	Programmer	OFF	
2006/07/02	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	OFF	
2006/07/02	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	OFF	
2006/07/02	A0022	Staff 22	員工22		IT	Manager	OFF	
2006/07/02	A0023	Staff 23	員工23		IT	Assistant Manager	OFF	
2006/07/02	A0024	Staff 24	員工24		IT	Programmer	OFF	
2006/07/03	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	A	09:00-18:00
2006/07/03	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	B	
2006/07/03	A0022	Staff 22	員工22		IT	Manager	A	09:00-18:00
2006/07/03	A0023	Staff 23	員工23		IT	Assistant Manager	A	09:00-18:00
2006/07/03	A0024	Staff 24	員工24		IT	Programmer	A	09:00-18:00
2006/07/04	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	A	09:00-18:00
2006/07/04	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	B	14:00-18:00,09:00-13:00
2006/07/04	A0022	Staff 22	員工22		IT	Manager	A	09:00-18:00
2006/07/04	A0023	Staff 23	員工23		IT	Assistant Manager	A	09:00-18:00
2006/07/04	A0024	Staff 24	員工24		IT	Programmer	A	09:00-18:00
2006/07/05	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	A	09:00-18:00
2006/07/05	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	B	
2006/07/05	A0022	Staff 22	員工22		IT	Manager	A	09:00-18:00
2006/07/05	A0023	Staff 23	員工23		IT	Assistant Manager	A	09:00-18:00
2006/07/05	A0024	Staff 24	員工24		IT	Programmer	A	09:00-18:00
2006/07/06	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	A	09:00-18:00
2006/07/06	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	B	
2006/07/06	A0022	Staff 22	員工22		IT	Manager	A	09:00-18:00
2006/07/06	A0023	Staff 23	員工23		IT	Assistant Manager	A	09:00-18:00
2006/07/06	A0024	Staff 24	員工24		IT	Programmer	A	09:00-18:00
2006/07/07	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	A	
2006/07/07	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	B	14:00-18:00,09:00-13:00
2006/07/07	A0022	Staff 22	員工22		IT	Manager	A	09:00-18:00
2006/07/07	A0023	Staff 23	員工23		IT	Assistant Manager	A	09:00-18:00
2006/07/07	A0024	Staff 24	員工24		IT	Programmer	A	09:00-18:00
2006/07/08	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	OFF	
2006/07/08	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	Sat	09:00-13:00
2006/07/08	A0022	Staff 22	員工22		IT	Manager	OFF	
2006/07/08	A0023	Staff 23	員工23		IT	Assistant Manager	OFF	
2006/07/08	A0024	Staff 24	員工24		IT	Programmer	OFF	
2006/07/09	A0001	Chan Tai Man	陳大文	Ben	HR	Manager	OFF	
2006/07/09	A0002	Lee Yee Man	李二汶	Jessica	HR	Assistant Manager	OFF	
2006/07/09	A0022	Staff 22	員工22		IT	Manager	OFF	
2006/07/09	A0023	Staff 23	員工23		IT	Assistant Manager	OFF	
2006/07/09	A0024	Staff 24	員工24		IT	Programmer	OFF	

Total Count : 45

Total Duty : 23

Total Holiday : 18

Total Leave : 4

Roster Report by Location

Print Date: 2020/06/30 11:26

Date Range: 2017/07/01 - 2017/07/15

[illegible]

Attendance Summary Report by Location

Print Date : 2021/04/26 16:23

Date Range : From 2021/04/01 to 2021/04/30

Location Code	Actual Working Hour (HH:MM)	Counted Working Hour (HH:MM)	Late (HH:MM)	Early Leave (HH:MM)	OT (HH:MM)	Total Sessions
SHOP001	399:40	384:00	00:55	00:20	20:30	70
SHOP002	444:45	417:20	00:00	00:00	00:00	72
SHOP003	317:30	300:00	00:10	00:20	00:00	70
SHOP004	371:41	367:00	00:00	00:00	05:00	70
SHOP005	300:05	300:00	00:05	00:00	00:00	70
SHOP006	304:35	300:00	00:00	00:00	00:00	70
SHOP007	198:20	196:40	00:00	00:00	00:00	30
SHOP008	508:21	500:00	00:10	00:00	02:00	90
SHOP009	337:00	333:20	00:00	00:00	00:00	70
SHOP010	385:05	366:40	00:02	00:00	05:00	70
Total:	3567:02	3465:00	01:22	00:40	32:30	490

Employee Attendance Report under Special Situation

Printe Date : 2021/04/26 16:44

Date Range : From 2021/04/26 to 2021/04/26

Employee ID	Department	Name (Eng)	Name (Chi)	Nickname	Date	Duty Code	Duty Location	Regular				Final						OT	Late	Early Leave	Actual Working Hour	Counted Working Hour	Wrk Hr Under S.S.	Leave Type	Remark
								IN		OUT		IN			OUT										
								Date	Time	Date	Time	Date	Time	Location	Date	Time	Location								
A0001	HR	Chan Tai Man	陳大文	Tom	2021/04/26 (Mon)	A1		2021/04/26	09:00	2021/04/26	18:00	2021/04/26	09:00	Office	2021/04/26	19:00	Office				10.00	9.00	9.00		
A0002	HR	Lee Yee Man	李二汶	Jessica	2021/04/26 (Mon)	A		2021/04/26	09:00	2021/04/26	18:00	2021/04/26	08:50	Office	2021/04/26	18:00	Office				9.17	9.00	9.00		
A0003	HR	Wong Sam Man	黃三文	Raymond	2021/04/26 (Mon)	A1		2021/04/26	09:00	2021/04/26	18:00	2021/04/26	09:20	Office	2021/04/26	18:00	Office		0.33		8.67	8.67	8.67		*Late
A0004	HR	Manager 1	經理1	Shirley	2021/04/26 (Mon)	A		2021/04/26	09:00	2021/04/26	18:00	2021/04/26	09:20	Office	2021/04/26	20:00	Office		0.33		10.67	8.67	8.67		*Late
A0005	HR	Manager 2	經理2	April	2021/04/26 (Mon)	A		2021/04/26	09:00	2021/04/26	18:00	2021/04/26	09:00	Office	2021/04/26	18:20	Office				9.33	9.00	9.00		
A0006	HR	Manager 3	經理3	Jeffrey	2021/04/26 (Mon)	A1		2021/04/26	09:00	2021/04/26	18:00	2021/04/26	09:00	Office	2021/04/26	19:30	Office	0.50			10.50	9.00	9.50		
A0007	Accounts	Staff 7	員工7	John	2021/04/26 (Mon)	A1		2021/04/26	09:00	2021/04/26	18:00	2021/04/26	09:00	Office	2021/04/26	19:30	Office	0.50			10.50	9.00	9.50		
A0008	Accounts	Staff 8	員工8		2021/04/26 (Mon)	A1		2021/04/26	09:00	2021/04/26	18:00	2021/04/26	09:00	Office	2021/04/26	17:50	Office		0.17		8.83	8.83	8.83		*Early Leave
A0009	Accounts	Staff 9	員工9		2021/04/26 (Mon)	A1		2021/04/26	09:00	2021/04/26	18:00	2021/04/26	09:00	Office	2021/04/26	18:00	Office				9.00	9.00	9.00		
A0010	Accounts	Staff 10	員工10		2021/04/26 (Mon)	A1		2021/04/26	09:00	2021/04/26	18:00	2021/04/26	09:00	Office	2021/04/26	18:00	Office	9.00			9.00		9.00	O	*O (Leave Duty)

Records Count : 10

Total: 10.00 0.67 0.17 95.67 80.17 90.17
Count: 3 2 1 10 9 10

* = revised records

418 Report (4 Weeks)**Print Date :** 2016/01/11 11:27**Reference Date :** 2016/01/09

Date Range : Last 4th Week [2015/12/06 (Sun) - 2015/12/12 (Sat)]
 Last 3rd Week [2015/12/13 (Sun) - 2015/12/19 (Sat)]
 Last 2nd Week [2015/12/20 (Sun) - 2015/12/26 (Sat)]
 Last Week [2015/12/27 (Sun) - 2016/01/02 (Sat)]

Department : SHOP A			No. of Working Hour			
Employee ID	Name (Eng)	Name (Chi)	Last 4th Week	Last 3rd Week	Last 2nd Week	Last Week
Staff001	Chan Tai Man	陳大文	40:00	40:00	32:00	32:00
Staff002	Staff 2	員工2	56:00	56:00	56:00	40:00
Staff005	Staff 5	員工5	63:00	63:00	63:00	45:00
Staff006	Staff 6	員工6	22:00	18:00	20:00	26:00

Total Count : 4

Department : SHOP B			No. of Working Hour			
Employee ID	Name (Eng)	Name (Chi)	Last 4th Week	Last 3rd Week	Last 2nd Week	Last Week
Staff010	Staff 10	員工10	63:00	63:00	63:00	45:00
Staff015	Staff 15	員工15	40:00	40:00	32:00	32:00

Total Count : 2

Department : SHOP C			No. of Working Hour			
Employee ID	Name (Eng)	Name (Chi)	Last 4th Week	Last 3rd Week	Last 2nd Week	Last Week

Total Count : 0

1. Grouping: By Department
2. Sorting: By Employee ID
3. Date Range: Last 4 completed week compare to input date

Remark:

1. Show employee records only if the employee worked over 18 hours in 4 weeks
2. Working Hour = Counted Working Hour + OT Hour

幫工工資詳列表

列印日期：2023/04/21 12:40

日期：2023/04/06

分店：SHOP A

員工編號	姓名 (英文)	姓名 (中文)	身份證號碼	員工職位	上班	下班	考勤備註	工時	時薪	總和	員工 強積金	僱主 強積金	淨薪金	強積金備註	收款人簽收
B6001	Staff 6001	員工6001	B600100(0)	侍應幫工	7:30	16:30		9.0	70.0	630.0	30.0	30.0	600.0		
B6008	Staff 6008	員工6008	B600800(0)	洗碗幫工	9:00	14:00		5.0	65.0	325.0	15.0	15.0	310.0		
B6009	Staff 6009	員工6009	B600900(0)	洗碗幫工	10:00	16:00		6.0	65.0	390.0	20.0	20.0	370.0		
B6010	Staff 6010	員工6010	B601000(0)	洗碗幫工	20:00	22:00	Remark123	2.0	65.0	130.0	0.0	10.0	130.0		
B6020	Staff 6020	員工6020	B602000(0)	廚房幫工	6:30	14:00		7.5	100.0	750.0	40.0	40.0	710.0		
B6023	Staff 6023	員工6023	B602300(0)	廚房幫工	18:00	23:00		5.0	100.0	500.0	0.0	0.0	500.0	免供款 (年齡非18-64歲)	
記錄總數：	6						總和：	34.5		2,725.0	105.0	115.0	2,620.0		

To: Registrar of Construction Workers
致：建造業工人註冊主任

Site Daily Attendance Report (RAW Data)
工地每日出勤表 (原始記錄)

Contract No. / BOO Ref. No.:
 合約編號 / 屋宇署參照編號 _____

CWRA Reference No.:
 CWRA參考編號 _____

Notes:
 註釋:

Please read carefully the following notes before completing and submitting your report to the Construction Workers Registration Authority.
 請於填寫及遞交報表予建造業工人註冊管理局前，細閱下列註釋。

1. Please input either the card sequence no. printed on the lower right corner at the back of Construction Workers Registration Card or the card serial no. stored in the Construction Workers Registration Card.
 1. 請輸入建造業工人註冊證背面右下角的卡序號或儲於註冊證內的序列號。
2. If the construction worker is a registered skilled worker or semi-skilled worker but is not carrying out the construction work of his/her registered trade(s) on the construction site, please input C406 (General Worker) as the practising trade code.
 2. 註冊為註冊熟練技工或註冊半熟練技工的建造業工友，如於建造工地進行非其註冊工種的工作，請輸入C406 (普通工人)為其從事工作的工種代號。
3. For overnight work, please add an "OUT" record at the end of day (23:59:59) and an "IN" record at the start of the following day (00:00:00) to the attendance record.
 3. 如建造業工友需通宵工作，須要在當日的終結時加入“出”記錄 (23:59:59) 和在緊接之日的開始時加入“進”記錄 (00:00:00)。

Construction Workers Registration No. 建造業工人註冊編號	Card Serial No. / Card Sequence No. (See Note 1) 卡序號 / 序列號 (註解 1)	IN/OUT (I / O) 進/出 (I / O)	IN/OUT Date (yyyy/mm/dd) 進/出日期 (年/月/日) For example: 1 January 2007 should record as "2007/01/01" 例子: 2007年1月1日應輸入 "2007/01/01"	IN/OUT Time (hh:mm:ss) 進/出時間 (時:分:秒) For example: 3:03pm should record as "15:03:00" 例子: 下午3時3分0秒應 輸入 "15:03:00"	Practising Trade Code (See Note 2) 從事工作的工種代 號 (註解 2)
CWR09011234	FEE71234	I	2020/11/02	09:30:00	C406
CWR09011234	FEE71234	O	2020/11/02	18:45:00	C406
CWR09011234	FEE71234	I	2020/11/23	09:00:00	C406
CWR09011234	FEE71234	O	2020/11/23	18:04:00	C406
CWR09011234	FEE71234	I	2020/11/24	08:30:00	C406
CWR09011234	FEE71234	O	2020/11/24	18:00:00	C406
CWR09011234	FEE71234	I	2020/11/30	09:15:00	C406
CWR09011234	FEE71234	O	2020/11/30	20:00:00	C406

OT Application Report

Print Date : 2016/09/26 11:11

Employee ID	Name (Eng)	Name (Chi)	Nickname	Department	Position	Applied Date	Time From	Time To	OT Type	Next Approver	Status
A0001	Chan Tai Man	陳大文	Ben	HR	Manager	2016/04/07 (Thu)	19:00	22:00	NORMAL		Approved
A0001	Chan Tai Man	陳大文	Ben	HR	Manager	2016/08/29 (Mon)	19:00	21:00	NORMAL		Approved
A0001	Chan Tai Man	陳大文	Ben	HR	Manager	2016/08/30 (Tue)	19:00	20:00	NORMAL		Approved
A0001	Chan Tai Man	陳大文	Ben	HR	Manager	2016/08/31 (Wed)	19:00	21:00	NORMAL		Approved
A0005	Staff 5	員工5	April	HR	Clerk	2016/09/06 (Tue)	18:00	23:00	NORMAL	A0002 - Jessica, Lee Yee Man 李二汶	Waiting Approval

Total Count : 5

打卡異常報表

From 2006/07/01 To 2006/07/03

Employee ID	Name(Eng)	Nickname	Department	Position	Date	Duty	Punch Record								Abnormal Type
A0001	Chan Tai Man	Ben	HR	Manager	2006/07/01	Sat	08:55	13:05	13:55						Punch Times not match to duty requirement
A0022	Staff 22		IT	Manager	2006/07/01	Sat	09:00								Punch Times not match to duty requirement
A0022	Staff 22		IT	Manager	2006/07/02	OFF	09:00	20:00							Punch card on Holiday
A0023	Staff 23		IT	Assistant Manager	2006/07/02	OFF	09:00	20:00							Punch card on Holiday
A0024	Staff 24		IT	Programmer	2006/07/02	OFF	09:00	20:00							Punch card on Holiday
A0001	Chan Tai Man	Ben	HR	Manager	2006/07/03	A	08:55	13:05	13:55	18:45	19:20	20:11			Punch Times not match to duty requirement

Transaction Report by Session

Print Date : 2020/12/01 17:09

Breakfast 07:00 ~ 11:59
 Lunch 12:00 ~ 14:59
 Dinner 15:00 ~ 17:59
 Overnight 18:00 ~ 23:59
 Early Morning 00:00 ~ 06:59

Date Range : From 2020/11/01 to 2020/11/30

Date	Time	Terminal	Card No. (PIN)	Employee ID	Name (Chi)	Name (Eng)	Nickname	Type
2020/11/02	09:30	Site1	1	A0001	陳大文	Chan Tai Man	Tom	Breakfast
2020/11/02	18:45	Site1	1	A0001	陳大文	Chan Tai Man	Tom	Dinner
2020/11/09	15:38	Web	1	A0001	陳大文	Chan Tai Man	Tom	Tea
2020/11/09	15:38	Web	1	A0001	陳大文	Chan Tai Man	Tom	Tea
2020/11/09	16:00	Web	1	A0001	陳大文	Chan Tai Man	Tom	Tea
2020/11/11	16:22	Web	1	A0001	陳大文	Chan Tai Man	Tom	Tea
2020/11/11	16:32	Web	1	A0001	陳大文	Chan Tai Man	Tom	Tea
2020/11/23	09:00	Web	1	A0001	陳大文	Chan Tai Man	Tom	Breakfast
2020/11/24	08:30	Site1	1	A0001	陳大文	Chan Tai Man	Tom	Breakfast
2020/11/24	18:00	Site1	1	A0001	陳大文	Chan Tai Man	Tom	Dinner
2020/11/30	09:15	Site1	1	A0001	陳大文	Chan Tai Man	Tom	Breakfast
2020/11/30	20:00	Site1	1	A0001	陳大文	Chan Tai Man	Tom	Dinner

ecPayroll System Sample Reports (23/36)
Monthly Working Hr Report

From 2006/07/01 To 2006/07/31

Department	Employee No	Name (ENG)	Nickname	Position	1 Sat		2 Sun		3 Mon		4 Tue		5 Wed		6 Thu		7 Fri		8 Sat		9 Sun		10 Mon		11 Tue		12 Wed		30 Sun		31 Mon		Total		
					WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	Total
					WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	Total
HR	A0001	Chan Tai Man	Ben	Manager	4:00	4:45			9:00		8:45		6:45													9:00		9:50	9:50	9:00		156:00	43:45	199:45	
HR	A0002	Lee Yee Man	Jessica	Assistant Manager	4:00						7:30						8:00		4:00	4:30	9:50	9:50	8:00		8:00		8:00		9:50	9:50	8:00		202:50	57:20	260:10
Total:					8:00	4:45	0:00	0:00	9:00	0:00	16:15	0:00	6:45	0:00	0:00	0:00	8:00	0:00	4:00	4:30	9:50	9:50	8:00	0:00	8:00	0:00	17:00	0:00	19:40	19:40	17:00	0:00	358:50	101:05	459:55

					1 Sat		2 Sun		3 Mon		4 Tue		5 Wed		6 Thu		7 Fri		8 Sat		9 Sun		10 Mon		11 Tue		12 Wed		30 Sun		31 Mon		Total				
Department	Employee No	Name (ENG)	Nickname	Position	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	WH	OT	Total		
	A0022	Staff 22		Manager	4:00	6:00	11:00	11:00	9:00	1:00	9:00	1:00	9:00	1:00	9:00	1:00	9:00	1:00	4:00	6:00	11:00	11:00	9:00	1:00	9:00	1:00	9:00	1:00	9:00	1:00	11:00	11:00	9:00	1:00	264:00	106:00	370:00
	A0023	Staff 23		Assistant Manager	4:00	6:00	11:00	11:00	9:00	1:00	9:00	1:00	9:00	1:00	9:00	1:00	9:00	1:00	4:00	6:00	11:00	11:00	9:00	1:00	9:00	1:00	9:00	1:00	9:00	1:00	11:00	11:00	9:00	1:00	264:00	106:00	370:00
	A0024	Staff 24		Programmer	4:00	6:00	11:00	11:00	9:00	1:00	9:00	1:00	9:00	1:00	9:00	1:00	9:00	1:00	4:00	6:00	11:00	11:00	9:00	1:00	9:00	1:00	9:00	1:00	9:00	1:00	11:00	11:00	9:00	1:00	264:00	106:00	370:00
Total:					12:00	18:00	33:00	33:00	27:00	3:00	27:00	3:00	27:00	3:00	27:00	3:00	27:00	3:00	12:00	18:00	33:00	33:00	27:00	3:00	27:00	3:00	27:00	3:00	33:00	33:00	27:00	3:00	792:00	318:00	1110:00		

*WH = Counted Working Hour

Weekly Late Report

Company Name : Demo Company
Department : Accounts
Period : 2020/11/29 to 2020/12/05
Filtering : Total Late Minute > = 0

Employee ID	Name (ENG)	Name (Chi)	Nickname	Position	11/29 (Sun)	11/30 (Mon)	12/01 (Tue)	12/02 (Wed)	12/03 (Thu)	12/04 (Fri)	12/05 (Sat)	Frequency	Total
A0007	Staff 7	員工7	John	Assistant Manager			00:05		00:10	00:10		3	0:25
A0008	Staff 8	員工8		Clerk						00:05		1	0:05
A0009	Staff 9	員工9		Clerk						00:05		1	0:05
A0010	Staff 10	員工10		Clerk	00:05		00:05					2	0:10
Total :					0:05		0:10		0:10	0:20		7	0:45

Company Name : Demo Company
Department : Admin
Period : 2020/11/29 to 2020/12/05
Filtering : Total Late Minute > = 0

Employee ID	Name (ENG)	Name (Chi)	Nickname	Position	11/29 (Sun)	11/30 (Mon)	12/01 (Tue)	12/02 (Wed)	12/03 (Thu)	12/04 (Fri)	12/05 (Sat)	Frequency	Total
A0011	Staff 11	員工11		Director								0	
A0012	Staff 12	員工12		Manager	00:01	00:02	00:02					3	0:05
A0013	Staff 13	員工13		Assistant Manager								0	
A0014	Staff 14	員工14		Clerk								0	
A0015	Staff 15	員工15		Clerk								0	
Total :					00:01	00:02	00:02					3	0:05

Company Name : Demo Company
Department : HR
Period : 2020/11/29 to 2020/12/05
Filtering : Total Late Minute > = 0

Employee ID	Name (ENG)	Name (Chi)	Nickname	Position	11/29 (Sun)	11/30 (Mon)	12/01 (Tue)	12/02 (Wed)	12/03 (Thu)	12/04 (Fri)	12/05 (Sat)	Frequency	Total
A0001	Chan Tai Man	陳大文	Tom	Clerk		0:15						1	0:15
A0002	Lee Yee Man	李二汶	Jessica	Manager								0	
A0003	Wong Sam Man	黃三文	Raymond	Assistant								0	
A0004	Manager 1	經理1	Shirley	Manager								0	
A0005	Manager 2	經理2	April	Manager								0	
A0006	Manager 3	經理3	Jeffrey	Manager								0	
Total :						0:15						1	0:15

ecPayroll System Sample Reports (25/36)
Monthly Late Report

From 2006/07/01 To 2006/07/31

					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
Department	No.	Name (ENG)	Nickname	Position	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Frequency	Times (Min)
HR	A0001	Chan Tai Man	Ben	Manager				0:15																											1	0:15	
HR	A0002	Lee Yee Man	Jessica	Assistant Manager				0:30																											1	0:30	
Total:					0:00	0:00	0:00	0:45	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	2	0:45	

					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
Department	No.	Name (ENG)	Nickname	Position	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Frequency	Times (Min)
IT	A0022	Staff 22		Manager																														0:20	1	0:20	
IT	A0023	Staff 23		Assistant Manager				1:00																											1	1:00	
IT	A0024	Staff 24		Programmer					1:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:30	0:30		0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:30	3	1:30	
Total:					0:00	0:00	0:00	1:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:30	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:50	5	2:50

Monthly Late Summary Report

Print Date : 2018/07/09 12:00

Date Range : 2016/01/01 (Fri) to 2016/01/31 (Sun)

Employee ID	Name (Eng)	Name (Chi)	Nickname	Department	Position	Late = 0 (Days)	Late = 1-15mins (Days)	Late = 16- 30mins	Late = 31- 60mins	Late = 61 mins / +
A0001	Chan Tai Man	陳大文	John	Admin	Manager	24	0	0	3	4
A0002	Staff 2	員工 2		Admin	Clerk	29	2	0	0	0
A0003	Staff 3	員工 3		Admin	Clerk	30	1	0	0	0
A0004	Staff 4	員工 4		Admin	Clerk	31	0	0	0	0
A0005	Staff 5	員工 5		Accounts	Clerk	31	0	0	0	0
A0006	Staff 6	員工 6		Accounts	Clerk	31	0	0	0	0
A0007	Staff 7	員工 7		Accounts	Clerk	28	3	0	0	0
A0008	Staff 8	員工 8		Accounts	Clerk	30	0	1	0	0
A0009	Staff 9	員工 9		IT	Manager	29	1	0	1	0
A0010	Staff 10	員工 10		IT	Officer	30	0	1	0	0

Total Count : 10

ecPayroll System Sample Reports (27/36)
Yearly Late Summary Report

From 2006/01/01 To 2006/12/31

Deptment	Employee No.	Name (Eng)	Nickname	Position	Jan-2006		Feb-2006		Mar-2006		Apr-2006		May-2006		Jun-2006		Jul-2006		Aug-2006		Sep-2006		Oct-2006		Nov-2006		Dec-2006		Frequency (Total)	Times (Total)
					Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)		
	HR A0001	Chan Tai Man	Ben	Manager	3	1:32	1	0:10	2	1:00	1	0:25	1	0:18	1	0:42	1	0:15	2	1:03	0		1	0:30	0		0		13	5:55
	HR A0002	Lee Yee Man	Jessica	Assistant Manager	1	0:15	1	1:00	0		0		0		1	0:15	1	0:30	0		1	0:14	0		1	1:15	0		6	3:29
Total:					4	1:47	2	1:10	2	1:00	1	0:25	1	0:18	2	0:57	2	0:45	2	1:03	1	0:14	1	0:30	1	1:15	0	0:00	19	9:24

Deptment	Employee No.	Name (Eng)	Nickname	Position	Jan-2006		Feb-2006		Mar-2006		Apr-2006		May-2006		Jun-2006		Jul-2006		Aug-2006		Sep-2006		Oct-2006		Nov-2006		Dec-2006		Frequency (Total)	Times (Total)
					Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)	Frequency	Times (Mins)		
	IT A0022	Staff 22		Manager	1	0:15	2	1:30	0		0		1	0:14	0		0		0		0		0		1	0:20	2	0:56	7	3:15
	IT A0023	Staff 23		Assistant Manager	0		0		0		0		0		0		0		0		0		0		0		1	0:45	1	0:45
	IT A0024	Staff 24		Programmer	0		0		0		2	0:35	0		0		0		0		1	0:20	0		0		1	0:20	4	1:15
Total:					1	0:15	2	1:30	0	0:00	2	0:35	1	0:14	0	0:00	0	0:00	0	0:00	1	0:20	0	0:00	1	0:20	4	2:01	12	5:15

Individual Overtime Report**Print Date :** 2020/02/23 23:45**Employee ID :** A0001**Name (Eng) :** Chan Tai Man**Name (Chi) :** 陳大文**Department :** Account**Date Range :** From : 2016/01/01 to 2016/01/31

Date	OT Type: Normal		OT Type: Holiday		OT Type: Night		Total OT
	HH:MM	Count	HH:MM	Count	HH:MM	Count	HH:MM
2016/01/01 (Fri)	01:00	1					01:00
2016/01/02 (Sat)	00:30	1					00:30
2016/01/03 (Sun)							
2016/01/04 (Mon)	01:00	1					01:00
2016/01/05 (Tue)	01:00	1					01:00
2016/01/06 (Wed)	01:00	1					01:00
2016/01/07 (Thu)	01:00	1					01:00
2016/01/08 (Fri)	01:00	1					01:00
2016/01/09 (Sat)							
2016/01/10 (Sun)			00:30	1			00:30
2016/01/11 (Mon)							
2016/01/12 (Tue)							
2016/01/13 (Wed)							
2016/01/14 (Thu)							
2016/01/15 (Fri)							
2016/01/16 (Sat)							
2016/01/17 (Sun)			05:00	1			05:00
2016/01/18 (Mon)							
2016/01/19 (Tue)							
2016/01/20 (Wed)					02:00	1	02:00
2016/01/21 (Thu)							
2016/01/22 (Fri)					02:00	1	02:00
2016/01/23 (Sat)							
2016/01/24 (Sun)			10:00	1			10:00
2016/01/25 (Mon)							
2016/01/26 (Tue)							
2016/01/27 (Wed)							
2016/01/28 (Thu)							
2016/01/29 (Fri)							
2016/01/30 (Sat)					02:00	1	02:00
2016/01/31 (Sun)							
Total:	16:30	5	15:30	3	6:00	3	28:00:00

Department Overtime Planning Report

Print Date : 2020/12/01 16:55

Company : Demo Company Demo 公司

Department : Accounts

Date : 2020/11/01 (Sun)

Employee ID	Name (Eng)	Nickname	Position	Planned OT hh:mm	Actual OT hh:mm
A0007	Staff 7	John	Assistant Manager		
A0008	Staff 8		Clerk		
A0009	Staff 9		Clerk		
A0010	Staff 10		Clerk		
Total :				00:00	00:00

Date : 2020/11/02 (Mon)

Employee ID	Name (Eng)	Nickname	Position	Planned OT hh:mm	Actual OT hh:mm
A0007	Staff 7	John	Assistant Manager		
A0008	Staff 8		Clerk		
A0009	Staff 9		Clerk	03:00	01:30
A0010	Staff 10		Clerk	03:00	01:30
Total :				06:00	03:00

Date : 2020/11/03 (Tue)

Employee ID	Name (Eng)	Nickname	Position	Planned OT hh:mm	Actual OT hh:mm
A0007	Staff 7	John	Assistant Manager	04:00	
A0008	Staff 8		Clerk		
A0009	Staff 9		Clerk		
A0010	Staff 10		Clerk		
Total :				04:00	00:00

Date : 2020/11/04 (Wed)

Employee ID	Name (Eng)	Nickname	Position	Planned OT hh:mm	Actual OT hh:mm
A0007	Staff 7	John	Assistant Manager	04:00	
A0008	Staff 8		Clerk	04:00	
A0009	Staff 9		Clerk	01:00	01:00
A0010	Staff 10		Clerk	01:00	01:00
Total :				10:00	02:00

Staff Performance Report

Print Date : 2015/05/08 14:56

Display : Show Top 5

Date Range : From 2014/01/01 to 2014/12/31

Type: Total Late Minute

Top	Employee ID	Name(Eng)	Nickname	Department	Position	Time(HH:MM)
1	A0006	Staff 6	Jeffrey	Accounts	Manager	04:04
2	A0001	Chan Tai Man	Ben	HR	Manager	02:46
3	A0008	Staff 8		Accounts	Clerk	01:05
4	A0009	Staff 9		Accounts	Clerk	00:26
5	A0007	Staff 7	John	Accounts	Assistant Manager	00:13

Type: Late Count

Top	Employee ID	Name(Eng)	Nickname	Department	Position	Count
1	A0001	Chan Tai Man	Ben	HR	Manager	6
2	A0006	Staff 6	Jeffrey	Accounts	Manager	5
3	A0008	Staff 8		Accounts	Clerk	3
4	A0009	Staff 9		Accounts	Clerk	2
5	A0016	Staff 16		Marketing	Manager	1

Type: Total Early Leave Minute

Top	Employee ID	Name(Eng)	Nickname	Department	Position	Time(HH:MM)
1	A0006	Staff 6	Jeffrey	Accounts	Manager	02:01

Type: Early Leave Count

Top	Employee ID	Name(Eng)	Nickname	Department	Position	Count
1	A0006	Staff 6	Jeffrey	Accounts	Manager	2

Type: Total OT Minute

Top	Employee ID	Name(Eng)	Nickname	Department	Position	Time(HH:MM)
1	A0019	Staff 19		Marketing	Clerk	18:02
2	A0018	Staff 18		Marketing	Clerk	15:40
3	A0017	Staff 17		Marketing	Assistant Manager	12:03
4	A0020	Staff 20		Marketing	Clerk	11:10
5	A0021	Staff 21		Marketing	Clerk	08:00

Type: OT Count

Top	Employee ID	Name(Eng)	Nickname	Department	Position	Count
1	A0019	Staff 19		Marketing	Clerk	4
2	A0018	Staff 18		Marketing	Clerk	4
3	A0017	Staff 17		Marketing	Assistant Manager	3
4	A0020	Staff 20		Marketing	Clerk	2
5	A0021	Staff 21		Marketing	Clerk	2

Type: Absent Count

Top	Employee ID	Name(Eng)	Nickname	Department	Position	Count
1	A0034	Staff 34		Sales Team A	Supervisor	19
2	A0035	Staff 35		Sales Team A	Sales	18
3	A0033	Staff 33		Sales Team A	Supervisor	17
4	A0037	Staff 37		Sales Team A	Sales	16
5	A0041	Staff 41		Sales Team A	Sales	16

Type: Counted Working Hour

Top	Employee ID	Name(Eng)	Nickname	Department	Position	Time(HH:MM)
1	A0016	Staff 16		Marketing	Manager	199:54
2	A0017	Staff 17		Marketing	Assistant Manager	196:00
3	A0018	Staff 18		Marketing	Clerk	196:00
4	A0019	Staff 19		Marketing	Clerk	196:00
5	A0020	Staff 20		Marketing	Clerk	196:00

2 Years Staff Performance Report

Print Date : 2019/01/24 16:45

Department : Accounts

					Performance of 2015/05/01 to 2016/04/30					Performance of 2016/05/01 to 2017/04/30				
Employee ID	Name (Eng)	Name (Chi)	Nickname	Position	Sick Leave	Late Count	Late Minute	OT Hour	No Pay Leave	Sick Leave	Late Count	Late Minute	OT Hour	No Pay Leave
B0001	Staff B0001	員工B0001		Tom	0.00	19	660	27.00	0.00	0.00	5	20	482.00	0.00
B0002	Staff B0002	員工B0002			0.00	0	0	1.00	0.00	0.00	0	0	0.00	0.00
B0003	Staff B0003	員工B0003			0.00	18	611	0.00	0.00	0.00	0	0	0.00	0.00
B0004	Staff B0004	員工B0004			0.00	1	1	0.00	0.00	4.00	2	10	0.00	5.00
B0005	Staff B0005	員工B0005			0.00	0	0	0.00	0.00	0.00	0	0	0.00	0.00
B0006	Staff B0006	員工B0006			0.00	0	0	0.00	0.00	0.00	0	0	0.00	11.50
B0007	Staff B0007	員工B0007			1.00	0	0	0.00	0.00	0.00	0	0	0.00	0.00
B0008	Staff B0008	員工B0008			0.00	0	0	0.00	0.00	0.00	0	0	0.00	0.00
B0009	Staff B0009	員工B0009			5.00	0	0	0.00	0.00	0.00	0	0	0.00	0.00
B0010	Staff B0010	員工B0010			0.00	0	0	0.00	0.00	0.00	0	0	0.00	0.00

Total Count : 10

Department : Admin

					Performance of 2015/05/01 to 2016/04/30					Performance of 2016/05/01 to 2017/04/30				
Employee ID	Name (Eng)	Name (Chi)	Nickname	Position	Sick Leave	Late Count	Late Minute	OT Hour	No Pay Leave	Sick Leave	Late Count	Late Minute	OT Hour	No Pay Leave
B1001	Staff B1001	員工B1001			5.00	0	0	20.00	0.00	0.00	1	120	39.50	0.00
B1002	Staff B1001	員工B1002			0.00	0	0	0.00	0.00	0.00	0	0	0.00	0.00

Total Count : 2

ecPayroll System Sample Reports (32/36)

公司: ABC Limited
報表名稱: 車資和考勤報表
日期 :2014-01-01~2014-01-31
月份 : 1

位置: D = DS office 刷卡
H = HK office 刷卡

部門: HR 姓名: 陳大文 卡號: 1234567890 工號: A0001

日期	出發地至目的地	交通工具	車資(HKD)	車資(RMB)	班次	時間1	時間2	時間3	時間4	時間5	時間6	時間7	時間8
1						9:10	18:00						
2						9:06	18:00						
3						11:01	18:00						
4						9:02	14:03	18:00					
5						9:13	13:05	18:00					
6						9:05	18:00						
7						8:59	18:00						
8						9:10	18:00						
9						9:06	18:00						
10						9:15	18:00						
11						10:00	18:00						
12						9:10	18:00						
13						9:06	13:16	14:02	18:00				
14						9:08	18:00						
15						9:00	18:00						
16						9:13	18:00						
17						9:05	18:00						
18						9:05	18:00						
19													
20						9:02	18:00						
21						9:15	18:00						
22						9:10	18:00						
23						9:06	18:00						
24						10:00	18:00						
25						9:00	18:00						
26													
27						9:15	18:00						
28						10:00	18:00						
29													
30													
31													

共: HKD/RMB \$0.00 ¥0.00

Approved By: _____ Received By & Date: _____

每日人手安排報表

列印日期： 2017/12/08 17:28

更表日期： 2017/01/01

部門： 5F

僱員編號	姓名 (英文)	姓名 (中文)	員工類別	內容	工作時段	工作類別
B1004	Staff B1004	員工 B1004	ST001	C1#6A	08:00-17:00	巡樓
B1005	Staff B1005	員工 B1005	ST001	C2#6A	17:00-23:00	巡樓
B1006	Staff B1006	員工 B1006	ST001	C1#6A	08:00-17:00	巡樓
B1007	Staff B1007	員工 B1007	ST040	C1#6B	08:00-17:00	巡倉
B1008	Staff B1008	員工 B1008	ST040	C1#6B	08:00-17:00	巡倉
B1009	Staff B1009	員工 B1009	ST003	SL		
B1010	Staff B1010	員工 B1010	ST003	SL8-13/C1#6A	13:00-17:00	巡樓

總計： 7

Daily Manpower Allocation Summary Report

Print Date : 2020/12/01 16:08

Roster Date : 2020/12/01

Department : Accounts

Duty Type	Roster Headcount	Actual Headcount
GENERAL1	10	9
GENERAL2	10	10
SUPERVISOR	2	2
WORKER	0	0
Total Count :	22	21

Department : Admin

Duty Type	Roster Headcount	Actual Headcount
GENERAL1	2	2
GENERAL2	10	10
SUPERVISOR	2	2
WORKER	0	0
Total Count :	14	14

Department : HR

Duty Type	Roster Headcount	Actual Headcount
GENERAL1	3	2
GENERAL2	0	0
SUPERVISOR	1	1
WORKER	0	0
Total Count :	4	3

Department : Marketing

Duty Type	Roster Headcount	Actual Headcount
GENERAL1	10	10
GENERAL2	10	10
SUPERVISOR	1	1
WORKER	5	4
Total Count :	26	25

每日人力資源總表

列印日期：2017/12/08 17:25

更表日期：2017/01/01

Leave

項目名稱	項目代號	次數
Annual Leave	AL	0.0
Sick Leave (4/5 Paid)	SL	1.0
No Pay Leave	NPL	0.0
Maternity Leave	ML	0.0
Compensation Leave	CL	0.0
Sick Leave (Full Paid)	PSL	0.5
總計：		1.5

Duty Type

項目名稱	項目代號	次數
5F Line 6A	6A	7.5
5F Line 6B	6B	6.0
5F Line 6C	6C	12.0
總計：		25.5

Staff Type

項目名稱	項目代號	次數
管理人員	ST001	2.0
技工	ST002	5.0
一般人員	ST003	20.0
總計：		27.0

Budget

項目名稱	項目代號	次數
5F	5F	-1.0
7F	7F	0.0
總計：		-1.0

Employee Daily Attendance Report

Print Date : 2024/01/18 12:56

Date Range : From 2023/09/01 to 2023/09/30

Date	Employee ID	Name(Eng)	Name(Chi)	Department	Position	Actual Wrk Hrs	Counted Wrk Hrs	Overtime HH:MM	Late HH:MM	Early Leave HH:MM	Project Code
2023/09/01 (Fri)	A0001	Chan Tai Man	陳大文	HR	Manager	12:00	08:00		01:00		
2023/09/01 (Fri)	A0003	Staff 3	員工3	Accounts		10:30	09:00	01:00			
2023/09/04 (Mon)	A0001	Chan Tai Man	陳大文	HR	Manager	10:35	09:00				
2023/09/05 (Tue)	A0005	Staff 5	員工5	IT		12:00	09:00				PJ01, PJ02, PJ05
2023/09/06 (Wed)	A0005	Staff 5	員工5	IT		10:30	09:00				PJ02
2023/09/07 (Thu)	A0005	Staff 5	員工5	IT		09:00	09:00				PJ01, PJ03
2023/09/08 (Fri)	A0002	Staff 2	員工2	Admin		09:00	09:00				
2023/09/08 (Fri)	A0010	Staff 10	員工10	Admin		09:00	09:00				
2023/09/08 (Fri)	A0012	Staff 12	員工12	Admin		09:00	09:00	01:00			
2023/09/18 (Mon)	A0005	Staff 5	員工5	IT		09:00	09:00	01:00			PJ01
2023/09/19 (Tue)	A0005	Staff 5	員工5	IT		09:00	09:00				PJ01
2023/09/20 (Wed)	A0010	Staff 10	員工10	Admin		09:00	09:00	01:00			
Record Count : 12						Total :	118:35	188:00	04:00	01:00	