TEMPORARY EMPLOYEES

A new menu in DigiPuncher has been added for Temporary personnel. The "Temporary" users will be in charge of maintaining the temporary employee's information. Also, they're in charge of the maintenance of absenteeism and the temporary employee's punches.

1.1 Employees

This section will show a list with all employees under the Temporary program, Temporary employees will be sorted into divisions or companies, so that the user can see only the employees under their supervision. In this section the user can add employees as well.

1.2 Daily Punches

In this section the user can see punches for a selected period. The user will be able to edit and add absenteeism.

1.3 Missing Punches

Use this page to locate employees with missing punches. If an employee does not punch four times in a day (In, Out, In, Out) it is shown on this list. If there are an odd amount of punches also appears in the list.

1.4 Absenteeism Records

The user can use this form to see absenteeism for the employee in a given period. The user can also add absenteeism for an employee or a group of employees.

1.5 - 1.6 Current Employee Balances & Initial Balances

The page in Current Balances section, shows the current balances for vacations for the employees filtered. The Initial balances sections allows to enter o review initial vacation, sickness for the employees that started working before the date set in the ADMINISTRATION section.

1.7 - 1.8 Punches & Week Totals

This page shows the individual punches for the employees for a specified period. Each punch shows the employee number, the date and time and the work day for the punch. The week totals shows totals for selected employees for a week period.

The user has access to the following menu: Year Card, Biometric Reader Functions, Import CTS Numbers, Employee Changes, Punches Changes and Calculate Week.

DAILY PUNCHES - EDIT EMPLOYEE WEEK

The section for Daily Punches and Edit Employee Week has changed in appearance but it has the same functions that the previous one.

Use this section to edit or add punches and job codes, codes always at clock out.

In OTHER HOURS, the user can add absenteeism, remember to click INSERT and then UPDATE.

Always choose a reason for the change, or the update won't be successful.

Use this list to locate the job codes: [   ]

Date	In	Out to Lunch	In from Lunch	Out	Regular Hours	Time and Half Hours	Double Hours	Meal 1.5	Mal 2.0	Total Hours	Shift	Late
3/27/2017 Mon	7:24 AM	11:56 AM	12:28 PM	3:53 PM	8.00	0.00	0.00	0.00	0.00	8.00	1	2
3/28/2017 Tue	7:26 AM	11:56 AM	12:24 PM	4:58 PM	8.00	1.00	0.00	0.00	0.00	9.00	1	0
3/29/2017 Wed	7:23 AM	12:23 PM	12:57 PM	3:54 PM	8.00	0.00	0.00	0.00	0.00	8.00	1	4
3/30/2017 Thu	7:25 AM	11:54 AM	12:26 PM	3:53 PM	8.00	0.00	0.00	0.00	0.00	8.00	1	2
3/31/2017 Fri	7:25 AM	11:57 AM	12:31 PM	4:27 PM	8.00	0.50	0.00	0.00	0.00	8.50	1	3
4/1/2017 Sat	6:57 AM	12:00 PM	12:28 PM	3:30 PM	0.00	8.00	0.00	0.00	0.00	8.00	1	0

Weekly Totals

Shift	Regular Hours	Time and Half Hours	Double Hours	Meal 1.5	Mal 2.0	Holiday	Vacations	Sickness	Maternity	TON	PIL	PTO	JUR	Total Hours	Late Minutes
1	40.00	9.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49.50	11

BioReaders punches list. The punches in **red** are failed punch attempts.

Mon		Tue		Wed		Thu		Fri		Sat		Sun
Hour	Job Code	Hour	Job Code	Hour	Job Code	Hour	Job Code	Hour	Job Code	Hour	Job Code	
7:24 AM	0	7:26 AM	0	7:23 AM	0	7:25 AM	0	7:25 AM	0	6:57 AM	0	
11:56 AM	0	11:56 AM	0	12:23 PM	0	11:54 AM	0	11:57 AM	0	12:00 PM	0	
12:28 PM	0	12:24 PM	0	12:57 PM	0	12:26 PM	0	12:31 PM	0	12:28 PM	0	
3:53 PM	0	4:58 PM	0	3:54 PM	0	3:53 PM	0	4:27 PM	0	3:30 PM	0	

[Return to the Daily Punches List]

This list shows the real clocks in/out from the readers, those in red are failed punch attempts.

This section shows a summary of the punches by day, time half, double, meal, shift and minutes late.