

GoTimeCloud 



System Administrator's Manual

May 2023

Rev: November 2023

Powered by:

ZKT_{ECO}

About this Manual.

- This document provides a complete overview of the configuration of the GoTime Cloud software.
- All designs and specifications are subject to change without notice.
- This manual assumes full compatibility of your device with the GoTime Cloud software. In addition, this manual also assumes that the user has sufficient user permissions to manage and configure the devices and software.
- This manual is structured in chapters in order to cover all the necessary points for implementing the GoTime Cloud solution.

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0. Introduction

GoTime Cloud is a time and attendance software application. With this application, you can monitoring your workers' working times.

GoTime Cloud is an application designed for time and attendance. With this solution, it is possible to track each and every one of the actions carried out by the worker throughout the day, both breaks and the employees' actual work.

GoTime Cloud allows you to set accrual balances, and this allows you to offset excess hours for productive reasons and to be able to quantify them and offset them with breaks.

GoTime Cloud allows punches from any location to be exported at any time, thus fulfilling another requirement of the law for monitoring working time.

ZKTeco Europe recommends consensus with workers' representatives to fill the gaps that the new law on working time monitoring has not made clear, such as measuring actual work in mobility profiles. By allowing geolocation and mobile punch, it is possible to track this type of profile.

0.0 Glossary

If we talk about a working time monitoring solution, it is necessary to refer to a series of terms that we will use later on and which we will explain below:

- **Workday:** These are the hourly ranges that make up a working day and the time of obligatory attendance at the workplace.
- **Session:** These are the time slots into which you can divide a workday. Normally a workday will consist of 2 sessions (e.g. morning and afternoon) or 1 session, such as compact work-days or shifts.
- **Variant:** The variant represents a workday that applies for specific days. Each workday may have different time variants, and each of these variants will be assigned to a workday that is different from an employee's general workday. This time variant must be assigned for the desired days in the employee's calendar, so that the application knows that, for those days, a different workday is assigned for that employee.
- **Calendar:** This represents the set of days that make up the year and that will be assigned to each employee. Each employee can have a different calendar and, for each day of the calendar, you can define the possible daily situations (normal workday, variant, event, etc.).
- **Total attendance:** This represents the total time that is considered as effective working time.
- **Standard hours:** These are the hours that, according to their assigned workday, a worker must work each day.
- **Break:** This represents an automatic stop (exit and entry) generated by the application for the times you set. This means that the employee does not need to do any manual punch.
- **Event:** An event is defined as the reason for an input/output, other than work. For example: Breakfast, lunch, smoking, holidays, client visits, etc. The system records 2 types of events: From the system (those that the user cannot clock in, except for work. For example, lateness, absence from work, unjustified absence, etc.) and user (those entered by the user and which can be clocked in by Employees. E.g. Doctor's visit, personal matters, smoking, etc.).

- **Accrual:** The accruals are containers of time and times that events occur. Each employee their own accruals, and these are associated with each of the events, including the work event. These accruals are normally monthly and contain the balances or accumulated time and/or times for each of the events.
- **Accrual balance:** This represents the value (measured in time and/or times) of that accrual.
- **Payroll:** The term Cost in the GoTime solution refers to the division and possible economic valuation of the total number of hours performed by employees over a period of time. It is interesting to configure the payrolls within the solution even if it is not valued economically, as this allows you to have the different types of hours (normal, overtime, night, holiday) separated in a flexible and clear way.
- **Payroll Item:** This refers to the title you want to give to each of the divisions of hours (normal hours, overtime, night hours, etc.).
- **Closure:** This is the main application process. This is in charge of making all the calculations on the stored punches, updating the balances of hours per event, payrolls and other accumulated data. The closure process in the GoTime cloud solution is done automatically at the time you want to set. In addition, you will be able, manually, to make closures between periods.
- **Day type:** This item represents a grouping of days (between Mondays and Sundays) in which the same configuration of calendars, workdays and payrolls are shared. A way of grouping different days in the same configuration.

1. Commissioning

1.1 Prerequisites

Before you start the process of setting up GoTimeCloud, there are a few things to bear in mind.

Configuration and clocking into the terminal prior to GoTimeCloud configuration.

Any employee configurations made in the terminal prior to the GoTimeCloud configuration will be replaced by those present in GoTimeCloud at the time of configuration. In the same way, the punches that have been made in the terminal will be deleted and in no case can they be included in GoTimeCloud.

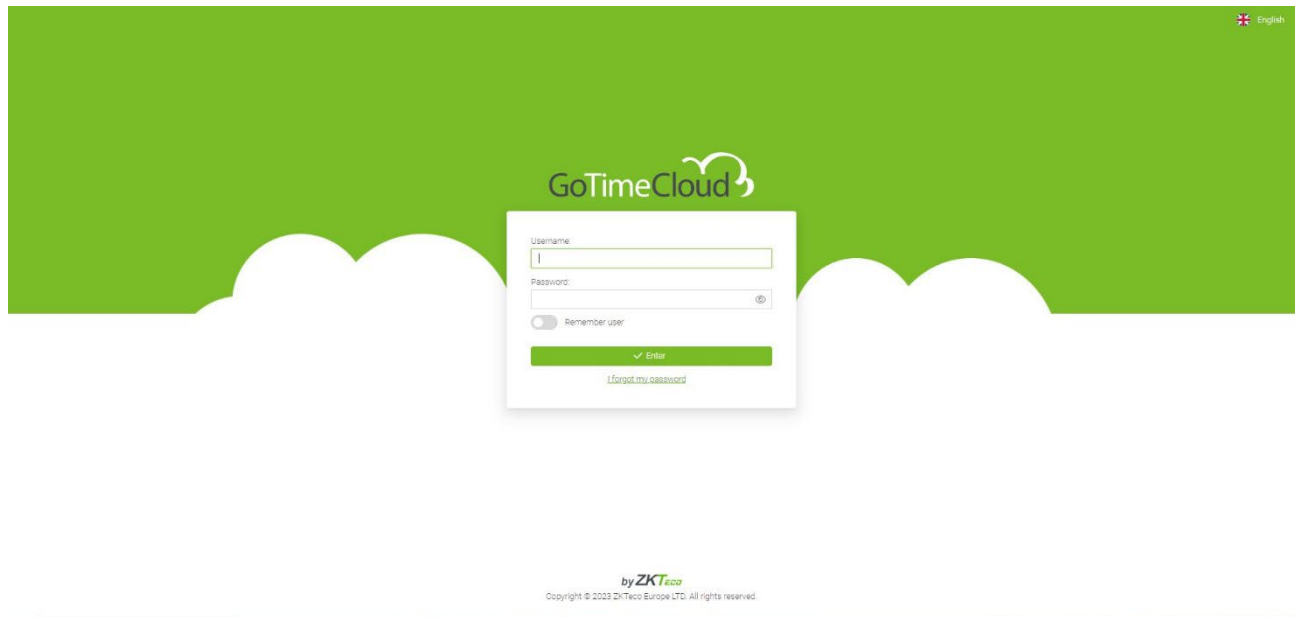
This means that no user configuration or punches can be done before the GoTimeCloud is set up, as this will be lost when the terminal is registered.

Disconnection of devices.

As above, in the event of a loss of connection to the terminal at any time, it is important not to de-register the terminal in GoTimeCloud, as re-registering the terminal will delete the existing configuration and the punches made, including those that could not be transmitted to GoTimeCloud due to the disconnection. In this case, there would be a loss of punches that could not be recovered.

1.2 Installation

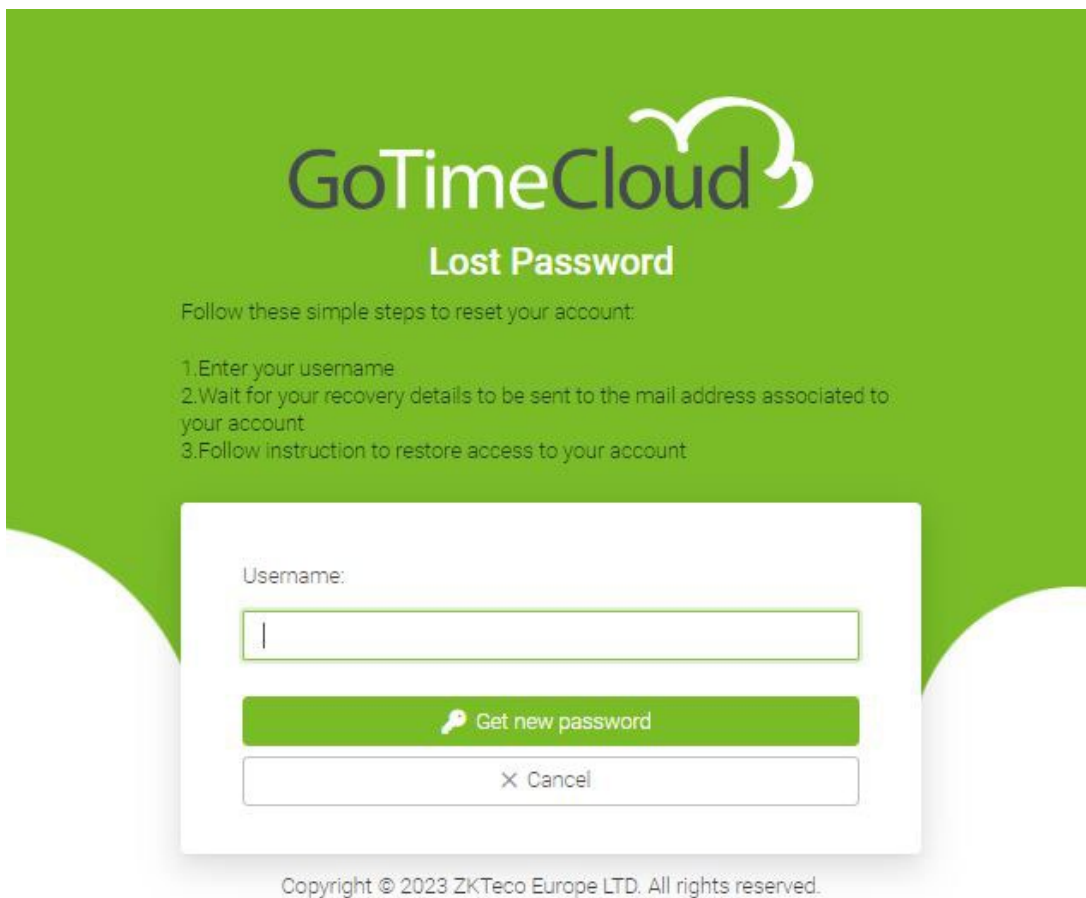
As it is an application hosted in the cloud, no installation process is necessary; you only need to know your URL (web page address) to connect to the service, the user and password for access.



1.3 Password recovery

To recover a forgotten password, click on the “I forgot my password” link.

Next, the screen will open where you will enter the user name for which you want to recover the password.



In the following case, we are going to recover the "admin" user's password, so we will enter this user name and click on "Get a new password".


GoTimeCloud


Lost Password

Follow these simple steps to reset your account:

1. Enter your username
2. Wait for your recovery details to be sent to the mail address associated to your account.
3. Follow instruction to restore access to your account.

Username:

 Get new password

 Cancel

Recovery process requested. Check your email to continue.

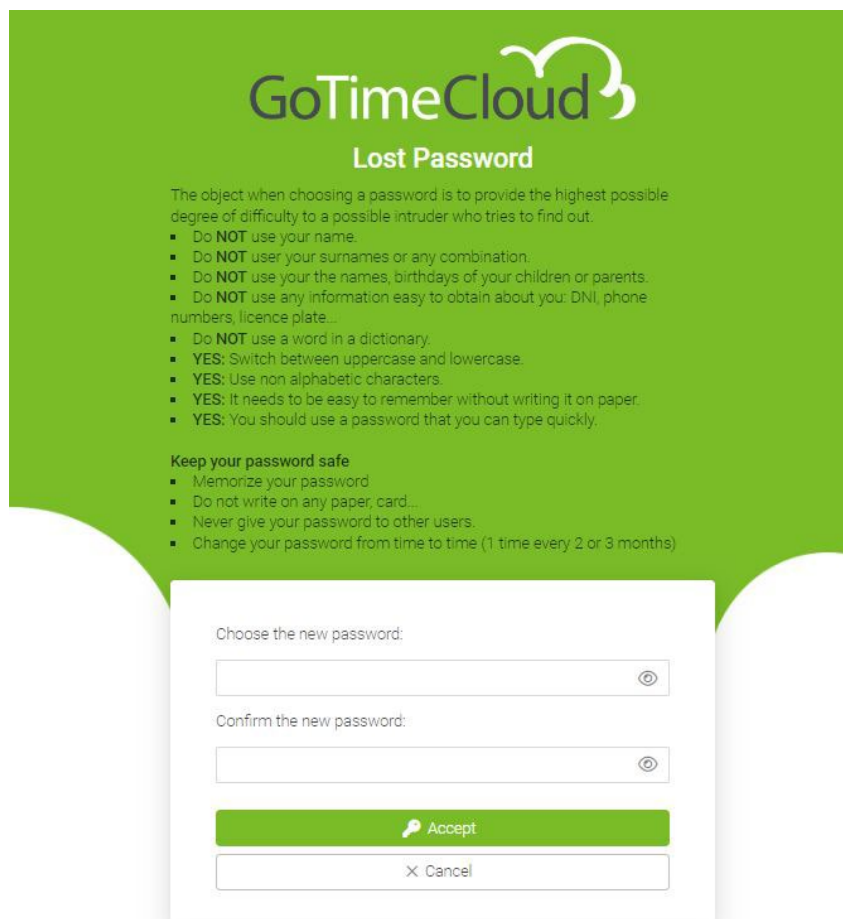
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You will receive an email to the email address associated with the employee in which there will be a link from which you can reset the password.



Click on "Recover password" to enter the new password.

Clicking on the link will take you to the password reset page. After entering the password, click on accept to make the change. Remember to follow the suggestions for a secure password.





Important: in order to be able to use password recovery, the user must have an associated employee account and a valid email address in their file, as this email address will be used to send the recovery information. It is recommended that after the first access to the software, an employee account with an email address should be generated, and this employee account should be associated with the admin user.

2. Summary and Main Panel

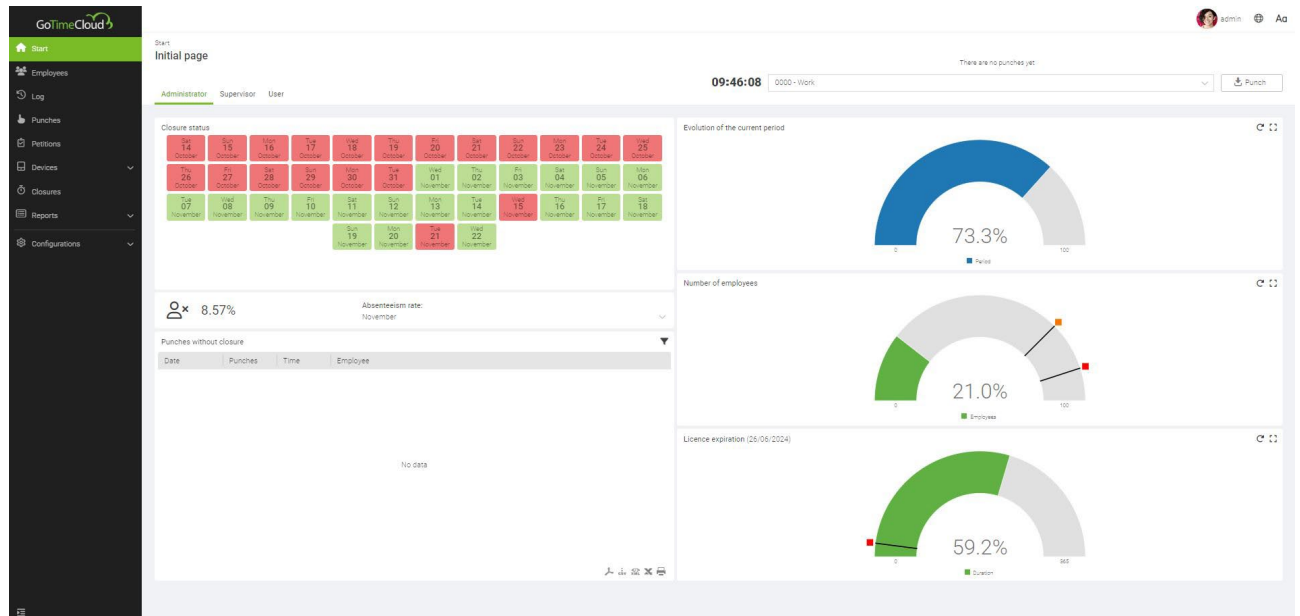
GoTimeCloud

The top part is common to both the overview screen and the main panel, and the options are as follows:

- **Summary:** Informative interface where you will find the latest punches received on the platform, as well as the latest petitions (we will talk about this item in the corresponding section of this manual).
- **Employees:** You will be able to manage everything related to employees and their organisation; you will be able to add and delete or edit employees, assign a work calendar and the employee's workday and other functions that we will discuss later.
- **Log:** Informative interface where you will find information related to punches, history (breakdown of working times), accruals, balances and payrolls.
- **Punches:** Interface for managing employees' punches.
- **Petitions:** All actions related to managing employee information on the platform are done through what we call petitions. This petition function is scaled according to the configuration applied so that it can be handled by the manager(s) assigned for this purpose.
- **Devices:** Interface for managing the connected devices.
- **Closures:** This interface allows you to perform punches processing in relation to the attendance configuration you have implemented in your solution.
- **Reports:** You will be able to access the different reports offered by GoTimeCloud.
- **Configuration:** Menu for defining and managing the necessary elements for time and attendance monitoring.
- **User management:** The application's user administration interface.
- **Change password:** This enables an interface for changing the password.

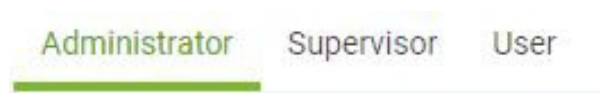
Once logged into the solution, you will find yourself in the main panel, which displays general information about the solution in a summarised form; you can always return to this screen by clicking on the *Home* option in the top menu.

Let's describe the information we see in this view.



This is the screen you will see when you log in as administrator. The sections we are going to look at depend on the permissions assigned to the user. In the current case, as we have logged in as an administrator, we have full visibility over all company employees. If we were to log on as a User, the sections available will depend on the permissions assigned, and whether the employee is a supervisor of other employees or has visibility over the rest of the centres and departments.

From these tabs, you can change the visualisation to view the sections referring to Administrator, Supervisor and User.



In all three tabs, the upper part is common and always refers to the user who has accessed the application.

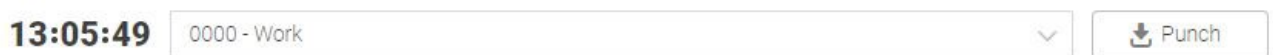
Firstly, you will see a summary of the punches made on the current day, based on the schedule assigned to the employee who has logged in.



In this example, the employee has been assigned the workday 0000-General for today, which comprises two sessions, one from 09:00 to 14:00 and the other from 15:00 to 18:00; however, the punches made only comprise a small part of the first session. If you hover the cursor over this, you can see how long the punches that have been made are.



On the upper right hand side, you have the interface where you can make virtual punches, as well as selecting the event for these. Remember that you can only clock in those events that are configured as "Allow to clock in". It should also be noted that these punches, unlike the punches we record from the Punches screen, are assumed to be true and do not require acceptance of a petition.



Next, let's look at the sections that correspond to the Administrator tab.

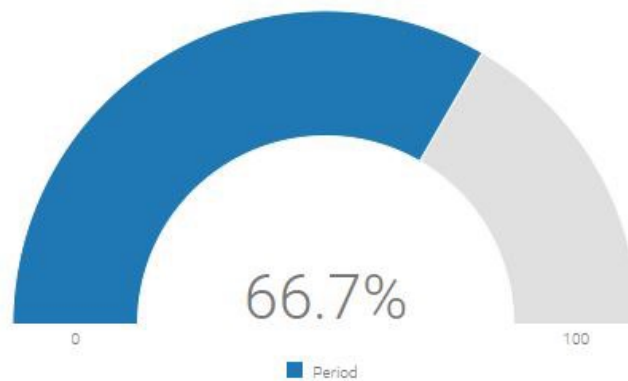
Firstly, let's look at the status of the closures for the past 40 days. In this example, what we can see is that, in the month of August and part of September, all the closures have been closed correctly. If a day had not been closed correctly, it would appear in red.

Closure status



To the right of this field is the percentage of the current period of attendance completed. This is a percentage value for the elapsed time of the month.

Evolution of the current period



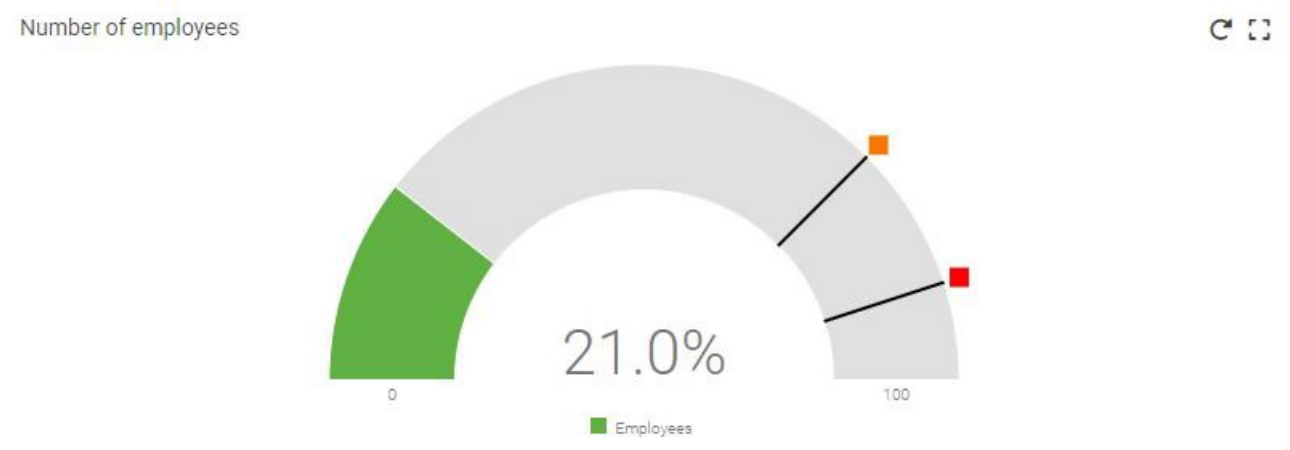
Below is the absenteeism rate. You can filter to see the absenteeism rate for all months of the year and the cumulative annual rate. The absence rate is the percentage of hours that should have been worked in the selected period that have not been worked.

72.87%

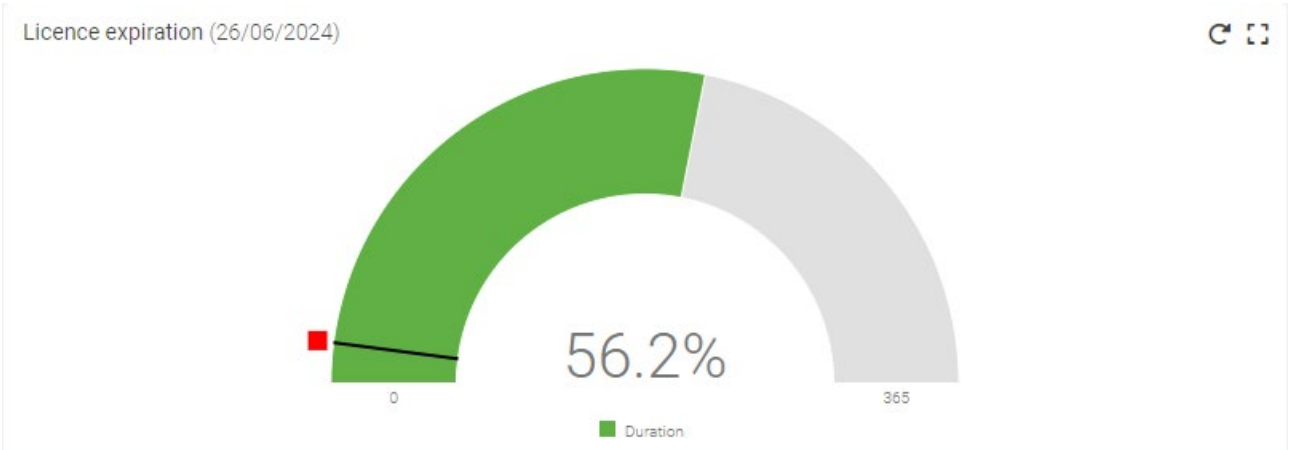
Absenteeism rate:
November



To the right of it, the employee limit is displayed. In this case, we have a limit of 22 employees, which means that we can only have 22 employees registered in the system at the same time. As we have registered 17, 77.3% of the available employees are employed. The orange and red dots correspond to 75% and 90% of available employee occupancy.



Lastly, on this screen, we have the information on licence expiry, i.e. the percentage of licence days we have available. GoTimeCloud licences are renewed annually, so 100% means that the full year is available. The red dot represents that there are less than 15 days of licence available.



Next, you can change tabs to see the sections available to you in "Supervisor". As we said before, as we have logged in with an administrator user, we will be able to view the information related to all employees, but in the case of entering as a user, we will only be able to see what the user's permissions configuration allows.

The top part of the screen shows the same information as in the previous tab, but below this we see five set areas with relevant information.

First of all, the employee statuses are displayed. These are the employees for whom the logged-in employee is a supervisor. In the bottom right corner, you can see an icon that appears as a question mark in the screenshot. The icon will change depending on the number of punches made by each employee.

The question mark appears if the employee has not clocked in during the day.



If the employee has clocked in during the day, the employee is considered to have worked during the day or is currently working. A green up arrow appears



If the employee's contract has been terminated, i.e. we are at a later date than the employee's termination date in the employee's status, the forbidden sign appears.



If the employee's contract has been terminated as in the previous point, but punches have nevertheless been made, an exclamation mark appears.



On the right hand side, we can see the calendar events that are close to us. Calendar events can be any event that we have marked in the personal calendar of any of the employees, such as holidays, sick leave, etc.

Next calendar events



000000005 - Norma Little Alexander

Date: 24/11/2023
Event: 0004 - Holidays



000000007 - Edna Wade Powell

Date: 27/11/2023
Event: 0008 - Business trip



You can access the calendar of that employee directly to check the calendar event in detail by clicking on the corresponding icon.



Next, you see the absence rate, which we have already explained above, for the employees for whom the employee who has logged in is a supervisor.

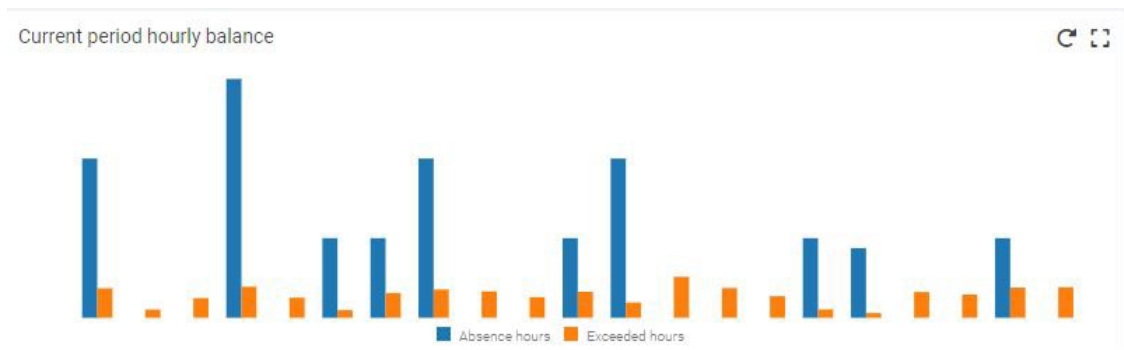
 3.26%

Absenteeism rate:
November



Below, the hour balances are displayed for the employees for whom you are the supervisor. As we can see in the example, only hour balances corresponding to the system events have been configured, so that the hours of excess working hours carried out and the hours pending to

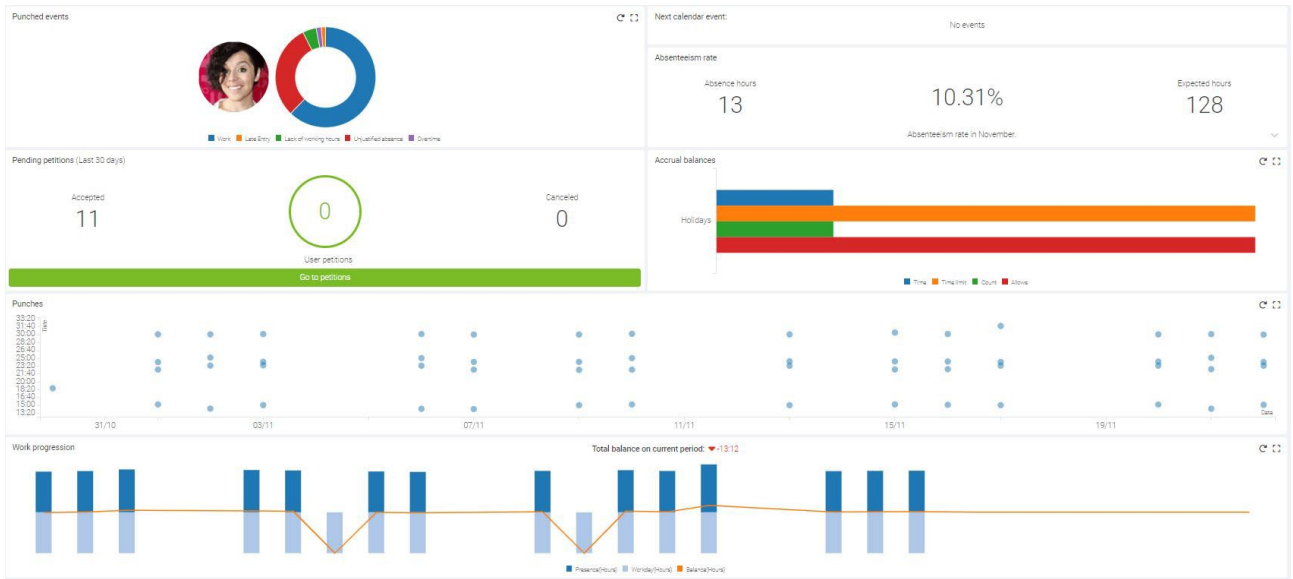
be carried out are shown. You can see how the information of the employee we have selected changes as we move the cursor over it.



Finally, you see the number of petitions made in the past 30 days by the employees you supervise, divided into those accepted, those cancelled and those pending review. From here, you can also access the petitions screen to look at them in more detail.

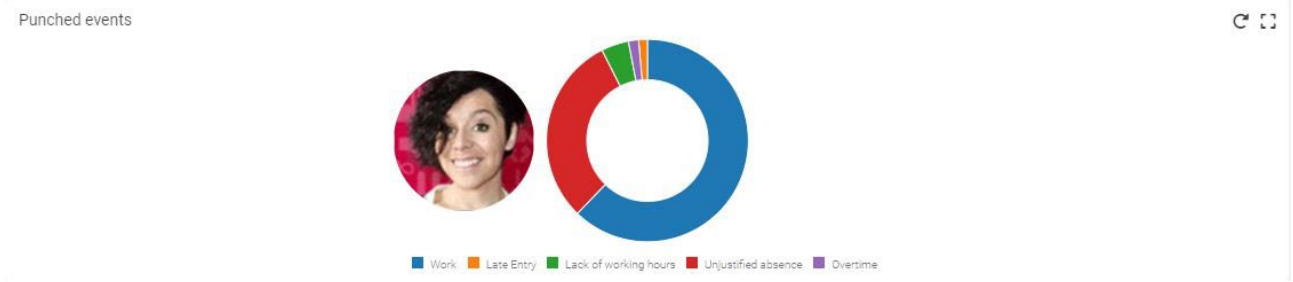


Finally, we will switch to the user tab. Here, you can see relevant information about the employee assigned to the logged-in user. In many cases, if the user is not an administrator and does not supervise anyone or have permissions over centres or departments, this will be the screen they see when accessing GoTimeCloud.



The upper part will be the same as in the previous tabs.

First of all, you can see how the clocked-in hours are divided for the current attendance period by hovering the cursor over the graph to see the corresponding percentage.



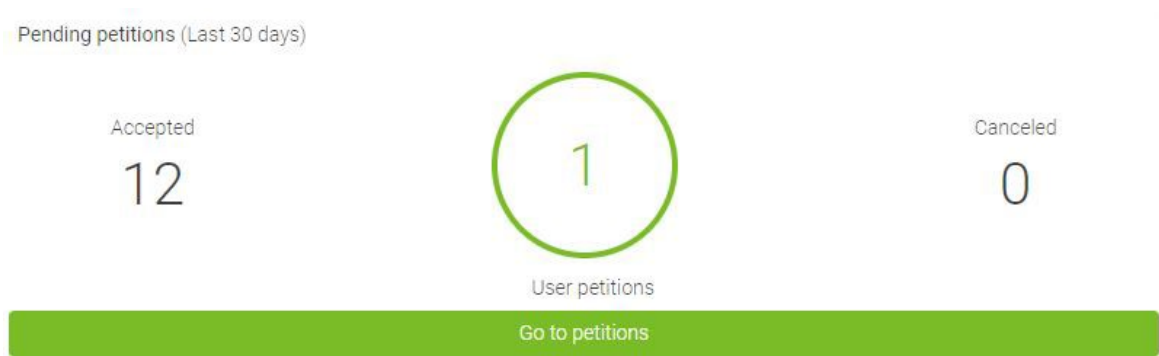
To the right of it, you see information about the next planned calendar event.



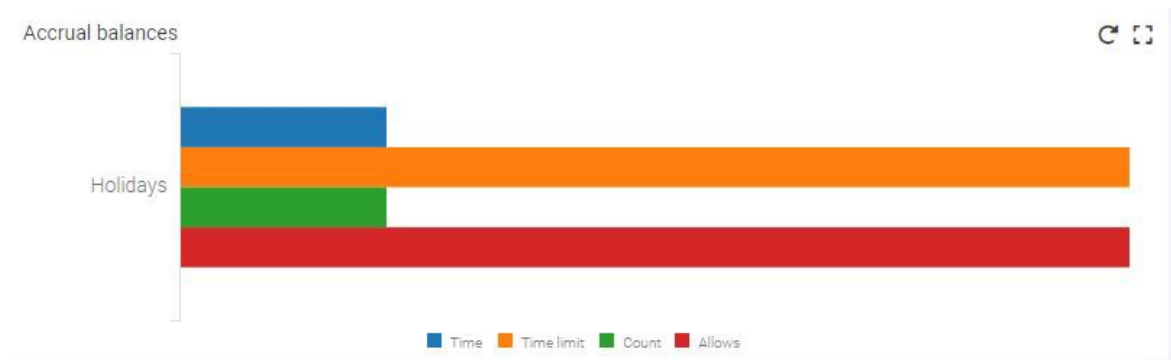
Below, you will see the information regarding your employee's absence.



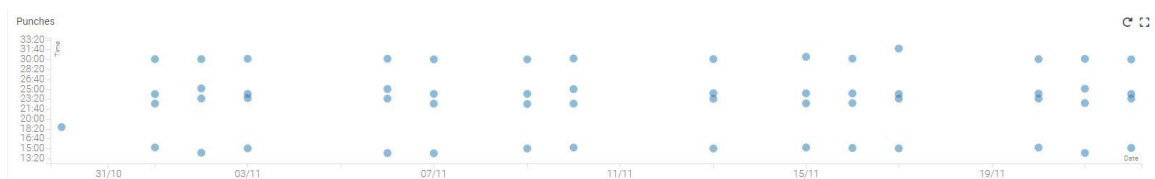
In the next line, information on petitions is displayed. This is the same information you saw in the previous tab, but in this case, only concerning your employee.



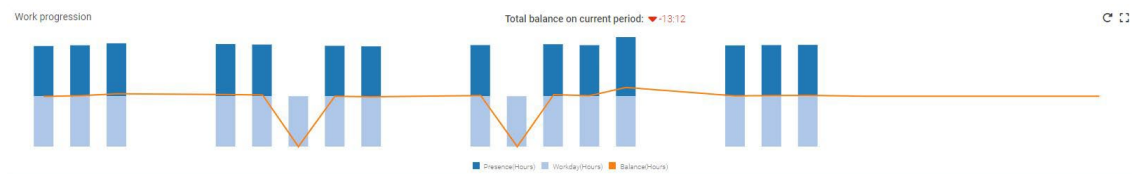
On the right hand side, you can see the available balance of the different accruals set in the employee account.



In the following line, you can see for each of the days of the last month the punches made per day. You will see the information on the times at which these punches have been made by hovering the cursor over them.



And finally, you see a bar and line graph with the comparison between the hours of attendance recorded each day and the standard hours for each of those days, and the line indicates the difference between them.



3. Employees

3.1. Employee management

From this option, you can see all the employees created in your system. By default, they are sorted by their code, but you can change the order or the sorting criteria by clicking on the columns.

Code	Name	Surnames	Center	Department	Archive	Delete
00000001	Elaine	Harrison James	00000 - Madrid	00001 - Administración		
00000003	Andy	Phillips Wade	00000 - Madrid	00003 - Comercial	<input type="checkbox"/>	<input type="checkbox"/>
00000004	Ellen	Davidson Jensen	00000 - Madrid	00002 - RRHH	<input type="checkbox"/>	<input type="checkbox"/>
00000005	Norma	Little Alexander	00000 - Madrid	00003 - Comercial	<input type="checkbox"/>	<input type="checkbox"/>
00000006	Jimmie	Kuhn Hicks	00000 - Madrid	00004 - Almacén	<input type="checkbox"/>	<input type="checkbox"/>
00000007	Edna	Wade Powell	00000 - Madrid	00003 - Comercial	<input type="checkbox"/>	<input type="checkbox"/>
00000008	Kenzi	Coleman Moreno	00000 - Madrid	00003 - Comercial	<input type="checkbox"/>	<input type="checkbox"/>
00000009	Javier	Kennedy Morgan	00000 - Madrid	00004 - Almacén	<input type="checkbox"/>	<input type="checkbox"/>
00000010	Jane	Hunter Owens	00000 - Madrid	00004 - Almacén	<input type="checkbox"/>	<input type="checkbox"/>
00000011	Suzanne	Hopkins Gregory	00000 - Madrid	00001 - Administración	<input type="checkbox"/>	<input type="checkbox"/>
00000012	Jordan	Kim Stewart	00000 - Madrid	00004 - Almacén	<input type="checkbox"/>	<input type="checkbox"/>
00000013	Ava	Mills Jensen	00000 - Madrid	00004 - Almacén	<input type="checkbox"/>	<input type="checkbox"/>
00000014	Cherly	Garza Kelly	00000 - Madrid	00003 - Comercial	<input type="checkbox"/>	<input type="checkbox"/>
00000015	Jessie	Alexander Pearson	00000 - Madrid	00003 - Comercial	<input type="checkbox"/>	<input type="checkbox"/>
00000016	Tyler	Hicks Bailey	00000 - Madrid	00004 - Almacén	<input type="checkbox"/>	<input type="checkbox"/>
00000017	Terra	Jackson Mitchell	00000 - Madrid	00001 - Administración	<input type="checkbox"/>	<input type="checkbox"/>
00000018	Tyler	Jones Elliott	00000 - Madrid	00004 - Almacén	<input type="checkbox"/>	<input type="checkbox"/>
00000019	Peter	Smith	00000 - Madrid	00001 - Administración	<input type="checkbox"/>	<input type="checkbox"/>
00000022	G3 Pro		00000 - Madrid	00001 - Administración	<input type="checkbox"/>	<input type="checkbox"/>

On the top right, you also have the search filter, which allows you to search for employees by one or more criteria. When you click on the filter, it shows you the following:

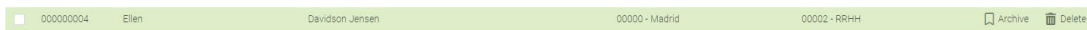
Filter	Column	Condition	Value	Action
Filter 1	Select an option	▼		<input type="checkbox"/> Delete

+ Add

Accept

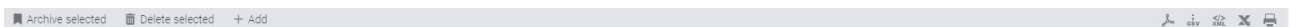
From here, you can choose on which column you want to search, the condition and the value you want to search for. If you want to add more than one condition, click on add at the bottom and a new filter will appear for you to fill in.

On the right hand side of each employee, you have two options:



- 'Archive' allows you to archive the employee. Archiving will first give you a warning that you are going to archive the employee and will automatically set a termination date (if one has not already been set). An archived employee does not count towards the total number of employees for a licence and can be retrieved from the *Archive Management* (see 10.4 *Archive Management*), but their punches cannot be viewed and their reports cannot be retrieved while their account remains archived.
- 'Delete' gives you the option to definitively delete an employee. It will also give you a warning that you will have to confirm if you really want to delete the employee. Deleting an employee account deletes the employee from the software and any data about the employee, such as punches, reports, etc. Therefore, extreme care must be taken when deleting an employee, as once deleted, it cannot be recovered.

At the bottom of the employee management, you have the following options:



Archive selected and *Delete selected*, and this does the same as the functions explained above but for all the employees you have selected using the tick box on the left of each employee, allowing you to archive or delete in batches.

You also have the add button that will open the employee window to create it, which we will explain in the next point.


3.2. Personal data

All employees have a series of personal data that do not need to be explained (Surname, Address, etc.), although there are some data that really affect the functioning of the program, which we will cover in detail:

- **Code and Name:** These fields are mandatory; all other fields except those indicated below are optional.
- **Calendar:** This represents the public calendar on the basis of which the employee obtains their personal calendar.
- **Workday:** This represents the base workday that an employee has. Please note that the workday can have up to 9 different variants, which will allow the employee to use more than one workday.
- **Profile:** The public profile on the basis of which the employee obtains their personal profile.
- **Department/Centre:** Department and centre are fields used to group employees according to their position in the company.
- **Supervisor:** Here you can set an employee as being directly responsible for another employee; this field is optional.

Employees / 000000001 - Elaine Harrison James
Modification of employee

Personal data Profile Calendar Duty time Status Device data Notes Comments

Code:	000000001		
Name:	Elaine		
Surnames:	Harrison James		
Doc. number:	Date of birth:	01/10/1961	
Address:	Lambeth Rd		
Town:	London		
Province:	Postal Code:	28108	
Telephone:	(908)254-9286	Cell phone:	
E-mail:	elaine.harrison@example.com		
Center:	00000 - Madrid	Department:	00001 - Administración
Supervisor:	None		
Workday:	0000 - General	<input type="checkbox"/>	Has night shift:
Rate 1:		Rate 2:	
Rate 3:		Rate 4:	
Rate 5:		Rate 6:	

3.3. Profile

We will explain the meaning of all profile configurations below, so we will not go into detail here. Just remember that the employee's public profile configurations apply by default, but you can edit them here; either by adding new configurations or by deleting or editing existing ones. All configurations for the public profile that are not in use here will be marked in a greyish colour, as opposed to the configurations that the employee has applied, which will be marked in the usual black.

Employees / 000000001 - Elaine Harrison James

Modification of employee

Personal data **Profile** Calendar Duty time Status Device data Notes Comments

Public profile assigned: 000000000 - General

Roundings Automatic events Absence Accrual balance Breaks Payrolls Access

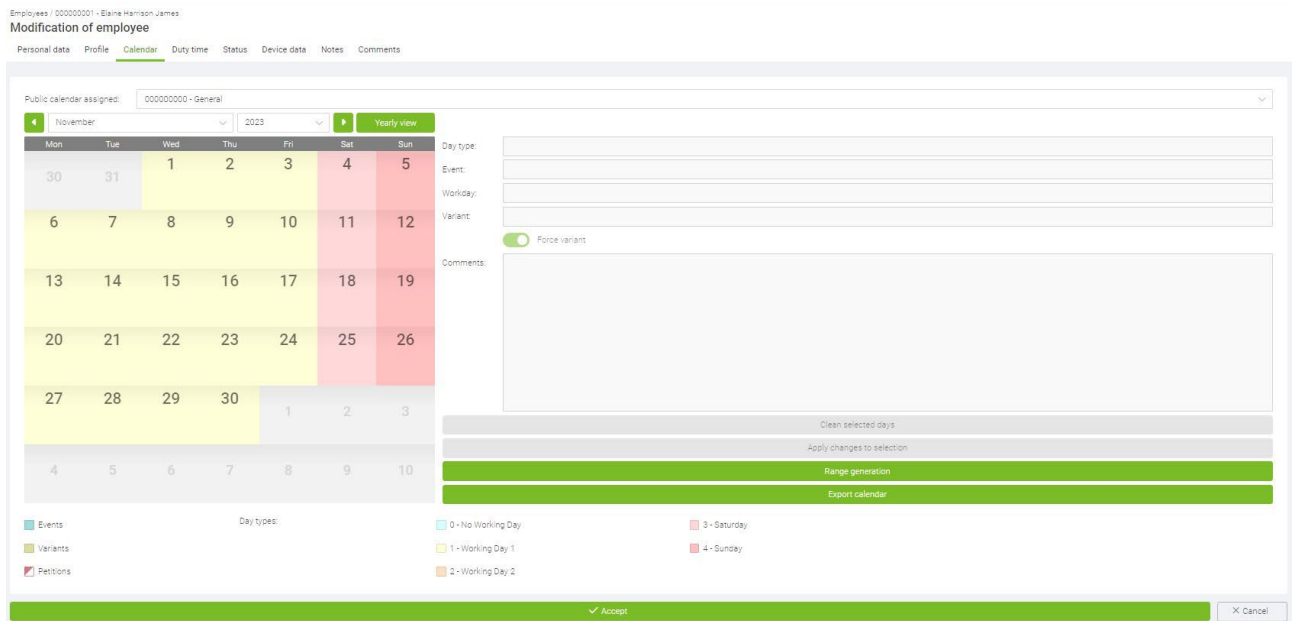
Day type	From	To	Rounding	In/Out
----------	------	----	----------	--------

+ Add

✓ Accept X Cancel

3.4. Calendar

By default, this will be a copy of the public calendar assigned to it and will store the modifications that you have made to it. All options presented in this window are the same as those presented in the Calendar Management window.



3.5. Standard hours

Standard hours are an estimate of the hours an employee should work based on their calendar. It is important to note that what is shown on this screen is merely informative and is not necessarily reliable, as in cases such as *optional* days in the calendar or if the employee has a rotating or variant workday, it is impossible to accurately calculate this data until all the punches have been collected and the closure has taken place.

Employees / 00000001 - Elaine Harrison James
Modification of employee
 Personal data Profile Calendar **Duty time** Status Device data Notes Comments

Show annual duty time: 2023

Month	Duty time	
January	176:00	Recalculate
February	160:00	Recalculate
March	184:00	Recalculate
April	160:00	Recalculate
May	184:00	Recalculate
June	176:00	Recalculate
July	168:00	Recalculate
August	152:00	Recalculate
September	144:00	Recalculate
October	176:00	Recalculate
November	176:00	Recalculate
December	168:00	Recalculate

Refresh

Accept Cancel

3.6. Status

Here you can enter when the worker joins the company and when they leave. By default, the employee's creation date is always assigned as the registration date, although you can edit this and a worker can even be registered and deregistered several times (as could be the case for a temporary worker).

When an employee has a leave date from that date until their next registration date, if any, even if they make punches, the program will not process them during the closure stage and the reports will not ignore them when generated, but you can always process the punches and output the reports for the periods they were registered.

Employees / 000000001 - Elaine Harrison James
Modification of employee

Personal data Profile Calendar Duty time **Status** Device data Notes Comments

Date
21/01/2019

+ Unregister

✓ Accept X Cancel

3.7. Data in the terminal

In this window, you can edit some data that will later be uploaded to the terminal:

- **Privileges:** Here you define the level of privileges the employee has within the terminal. It is advisable to always have an employee with administrator privileges so that if someone tries to enter the terminal menu, they will be prevented from doing so if they are not an administrator.
- **Terminal groups:** You can see which terminal synchronisation groups the employee belongs to, and you can remove or add groups from here. (See 7.1 Terminal groups)
- **Fingerprints:** You can register and delete employee fingerprint templates.
- **Cards:** The employee's card number that can be used for identification at the terminal.
- **Password:** The password that the employee can use to log in to the terminal.
- **Biometrics:** information concerning other biometrics loaded in the terminal (palms and/or faces).

3.7.1. Fingerprint management

This option allows you to obtain the user's fingerprints through a USB fingerprint reader. GoTime Cloud supports up to 10 fingerprints for each user that you can then upload to each terminal.

Employees / 000000001 - Elaine Harrison James

Modification of employee

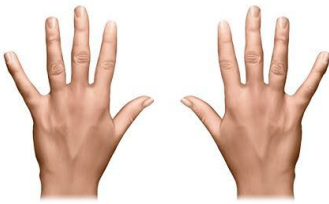
Personal data Profile Calendar Duty time Status **Device data** Notes Comments

Privileges: Normal user

Groups of devices: All

Fingerprints Cards Passwords Biometrics

Finger: Right thumb Enroll fingerprint Delete fingerprint



Accept Cancel

In the registered fingerprints option, the fingerprints of those fingers that are stored in the database will be marked in red.

3.7.2. Card management

This interface allows you to register, modify or delete the proximity card associated with the employee:

Employees / 00000001 - Elaine Harrison James

Modification of employee

Personal data Profile Calendar Duty time Status **Device data** Notes Comments

Privileges: Normal user

Groups of devices: All

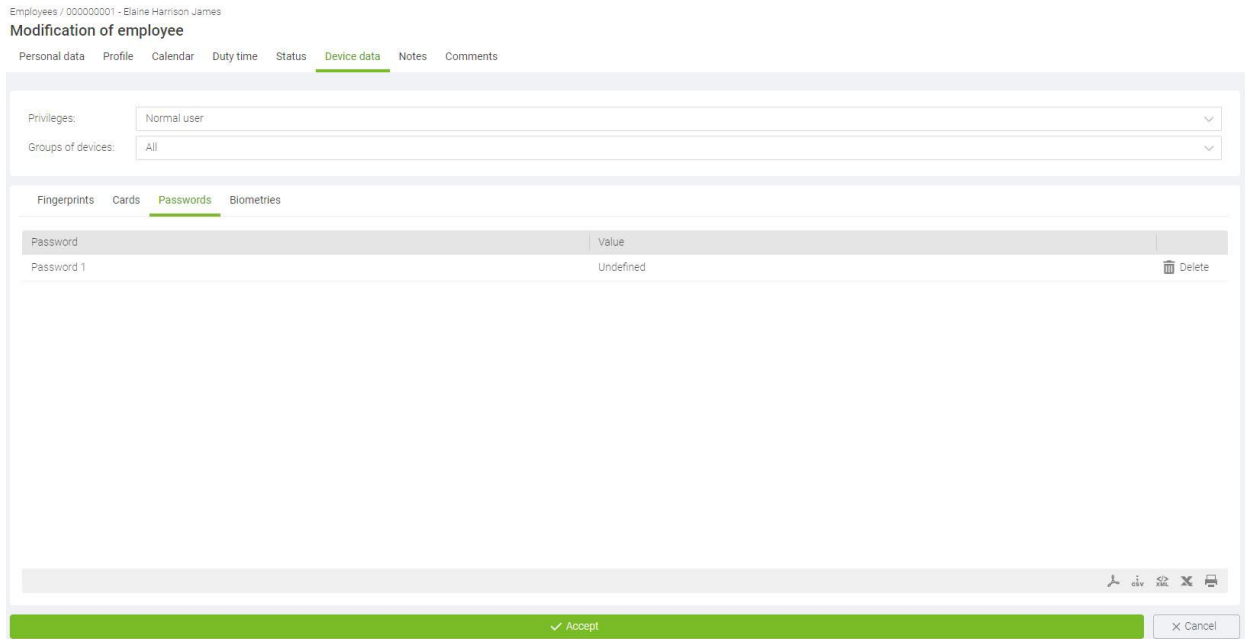
Fingerprints **Cards** Passwords Biometrics

Card	Value	
Card 1	Undefined	Delete

Accept Cancel

3.7.3. Password management

This interface allows you to register, modify or delete the employee's password; this password is to be used in the devices, and should not be confused with the user password:



3.7.4. Biometrics

This section contains the rest of the biometrics associated with the employee, such as faces and/or palms.

Employees / 00000001 - Elaine Harrison James

Modification of employee

Personal data Profile Calendar Duty time Status Device data Notes Comments

Privileges: Normal user

Groups of devices: All

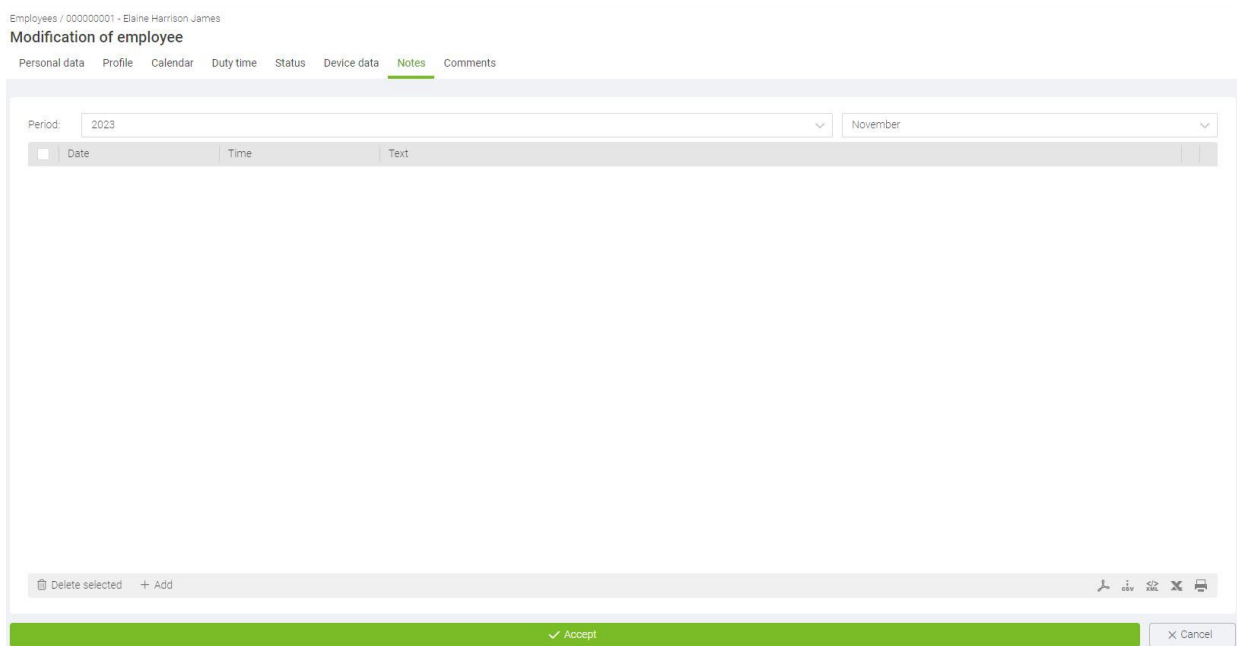
Fingerprints Cards Passwords Biometrics

Type	Nº
Visible light faces	1
Faces	1

Accept Cancel

3.8. Notes

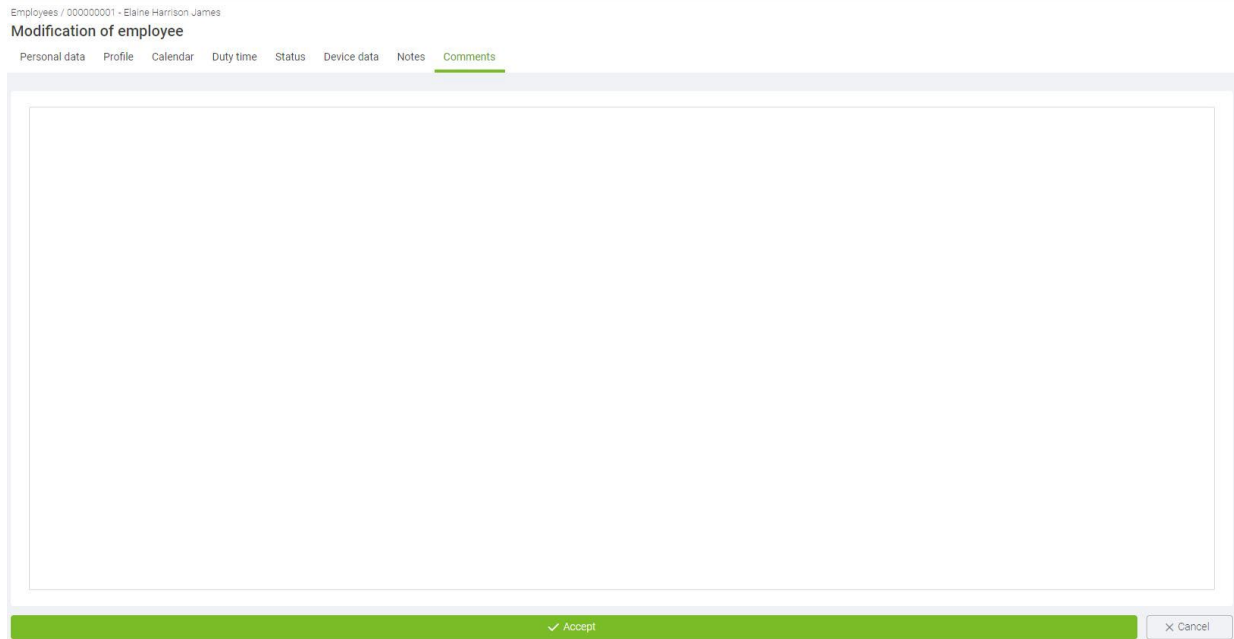
Informative interface that allows you to visualise by month all the notes related to managing the monitoring of employees' working hours and actual work. These notes help the platform administrator(s) to keep track of them and, if you grant access(*) to this interface, to keep the employee informed as well.



*GoTime Cloud allows you to customise access to the different interfaces within the solution, as detailed below.

3.9. Remarks

Field for the exclusive use of administrators; no other users of the application can access this interface to see remarks added by HR staff, who we assume will have these privileges.



4. Log

Informative and reference interface in which you will find the following tabs:

4.1 Punches

You can view the punches made by an employee during a specific month and year. By default, data for the current year and month are displayed.

The screenshot displays the 'Log' interface for an employee named Elaine Harrison James (ID: 000000001) for the month of November 2023. The interface includes a sidebar with navigation options and a main table showing punch data.

Date	In	Out	In	Out	In	Out	Workday/Events
01/11/2023 [We]	08:59	14:02	14:50	18:05			0000 - General
02/11/2023 [Th]	08:59	13:53	15:08	18:04			0000 - General
03/11/2023 [Fr]	09:10	14:10	14:52	18:10			0000 - General
06/11/2023 [Mo]	08:56	13:58	15:03	18:02			0000 - General
07/11/2023 [Tu]	08:56	14:26	14:54	18:08			0000 - General
08/11/2023 [We]	09:00	09:04	13:51	14:58	18:09	19:00	0000 - General
09/11/2023 [Th]	09:00	14:02	15:06	18:00			0000 - General
10/11/2023 [Fr]	08:57	13:58	15:05	18:56			0000 - General
13/11/2023 [Mo]	08:52	14:05	15:04	18:02			0000 - General
14/11/2023 [Tu]	09:04	14:07	15:09	18:10	19:00	20:00	0000 - General
15/11/2023 [We]	08:55	13:51	14:55	18:08			0000 - General
16/11/2023 [Th]	08:51	14:02	15:02	18:05			0000 - General
17/11/2023 [Fr]	09:05	14:10	14:55	18:02			0000 - General
20/11/2023 [Mo]	09:04	13:59	15:06	18:04			0000 - General
21/11/2023 [Tu]	08:54	14:04	15:09	18:05			0000 - General
22/11/2023 [We]	08:50	14:00	15:02	18:03			0000 - General

4.2 Daily log

Breakdown of time per employee, day and event:

Log

Log

Employee: 000000001 - Elaine Harrison James

Period: November 2023

Punches **Daily log** Accruals Weekly accruals Accrual balance Payrolls Weekly payrolls

Event: All

Date	From	To	Total	Event
01/11/2023 [We]	08:59	14:02	005:03	0000 - Work
	14:02	14:50	000:48	0005 - Comida
	14:50	18:05	003:15	0000 - Work
	09:00	18:00	000:18	S005 - Overtime
02/11/2023 [Th]	08:59	13:53	004:54	0000 - Work
	13:53	14:00	000:07	0005 - Comida
	15:08	18:04	002:56	0000 - Work
	09:00	18:00	000:10	S003 - Lack of working hours
03/11/2023 [Fr]	09:10	14:10	005:00	0000 - Work
	14:10	14:52	000:42	0005 - Comida
	14:52	18:10	003:18	0000 - Work
	09:00	09:10	000:10	S002 - Late entry
	09:00	18:00	000:18	S005 - Overtime
06/11/2023 [Mo]	08:56	13:58	005:02	0000 - Work
	13:58	14:00	000:02	0005 - Comida
	15:03	18:02	002:59	0000 - Work
	09:00	18:00	000:01	S005 - Overtime
07/11/2023 [Tu]	08:56	14:26	005:30	0000 - Work

4.3 Accruals

Informative interface in which you will find the total time per employee broken down by events and the number of times these have occurred during a specific month and year:

Log
Log

Employee: 000000001 - Elaine Harrison James Period: November 2023

Punches Daily log Accruals Weekly accruals Accrual balance Payrolls Weekly payrolls

Accrual	Time	Ocurrences
0000 - Work	117:50	0
0005 - Lunch	02:07	5
S002 - Late entry	03:19	0
S003 - Lack of working hours	14:19	0
S004 - Unjustified absence	08:00	0
S005 - Overtime	04:09	0

4.4 Weekly Accruals

Informative interface in which you will find the total time per employee broken down by events and the number of times these have occurred during a specific month and year broken down by weeks.

Log
Log

Employee: 000000001 - Elaine Harrison James Period: November 2023

Punches Daily log Accruals Weekly accruals Accrual balance Payrolls Weekly payrolls

Week	Accrual	Time	Ocurrences
Week 44: 30 from October - 05 to November	0000 - Work	24:26	0
	0005 - Lunch	01:37	3
	S002 - Late entry	00:10	0
	S003 - Lack of working hours	00:10	0
	S005 - Overtime	00:36	0
Week 45: 06 from November - 12 to November	0000 - Work	35:35	0
	0005 - Lunch	00:30	2
	S002 - Late entry	03:09	0
	S003 - Lack of working hours	06:02	0
	S005 - Overtime	01:37	0
Week 46: 13 from November - 19 to November	0000 - Work	41:50	0
	S005 - Overtime	01:50	0
Week 47: 20 from November - 26 to November	0000 - Work	15:59	0
	S003 - Lack of working hours	08:07	0
	S004 - Unjustified absence	08:00	0
	S005 - Overtime	00:06	0

4.5 Accruals Balance

In the case that you have linked a balance to a specific accrual, this interface will show you the accrual linked to the balance, in which period the balance has been configured (weekly, monthly or yearly), the initial balance, what you have consumed and the difference between them.

Balances can be linked through either the general or the personal profile of an employee (see **11.4 Accruals balances**).

Log
Log

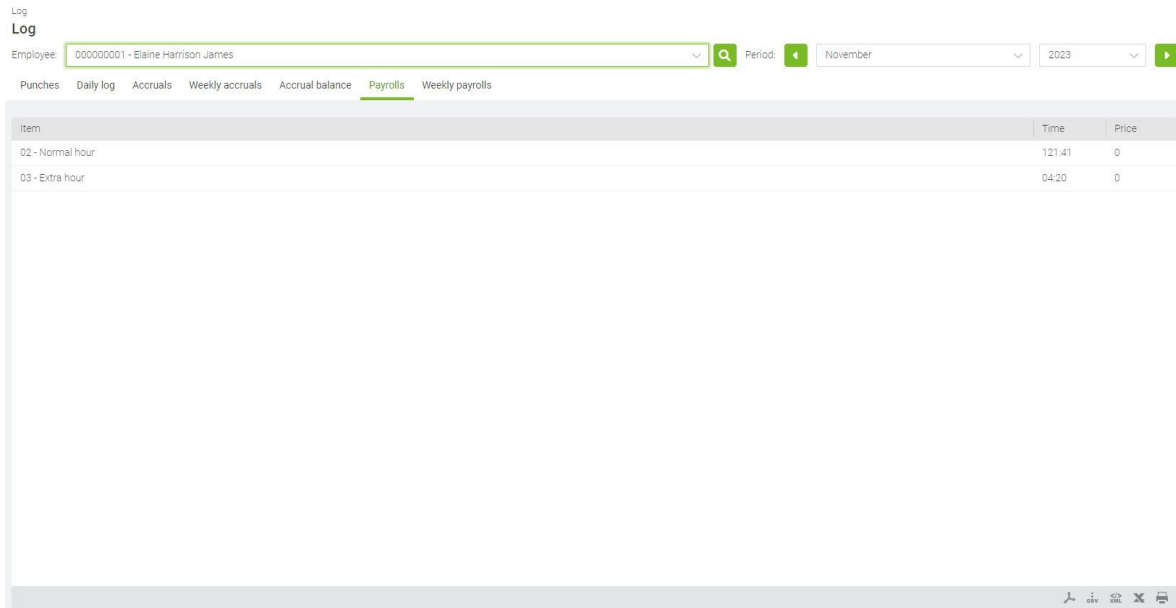
Employee: 00000001 - Elaine Harrison James Period:

Punches Daily log Accruals Weekly accruals Accrual balance Payrolls Weekly payrolls

Accrual	Term	Initial	Consumed	Balance	Requested	Remaining

4.6 Payrolls

GoTime cloud allows you to allocate payrolls for economic valuation. Once they have been applied, you can obtain information about them from this interface:



4.7 Weekly Payrolls

Weekly breakdown of employee cost:

Log

Employee: 00000001 - Elaine Harrison James Q Period: ◀ November ▶ 2023 ▶

Punches Daily log Accruals Weekly accruals Accrual balance Payrolls Weekly payrolls

Week	Item	Time	Price
Week 44: 30 from October - 05 to November	02 - Normal hour	23:50	0
	03 - Extra hour	00:36	0
Week 45: 06 from November - 12 to November	02 - Normal hour	33:58	0
	03 - Extra hour	01:37	0
Week 46: 13 from November - 19 to November	02 - Normal hour	40:00	0
	03 - Extra hour	01:50	0
Week 47: 20 from November - 26 to November	02 - Normal hour	23:53	0
	03 - Extra hour	00:17	0

5. Punches

In this interface, you can manage an employee's attendance records. This interface includes different filters: Date range, odd punches, special circumstances, unprocessed punches.

GoTimeCloud

Start Employees Log **Punches** Petitions Devices Closures Reports Configurations

Punches Management of punches

Employee: 00000001 - Elaine Harrison James Q From date: 01/11/2023 To date: 23/11/2023 Refresh

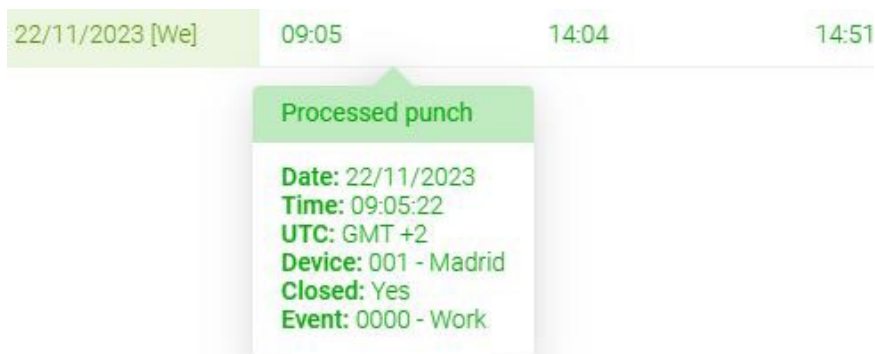
Show days with odd punches Days without special circumstances Days with no punches Days with unprocessed punches Pending petitions

Date	In	Out	In	Out	In	Out	Workday/Events
01/11/2023 [We]	09:10	13:54	14:50	18:03			0000 - General
02/11/2023 [Th]	08:57	14:05	15:07	18:03			0000 - General
03/11/2023 [Fr]	09:01	14:09	14:52	18:07			0000 - General
06/11/2023 [Mo]	08:54	14:04	15:01	18:07			0000 - General
07/11/2023 [Tu]	08:51	13:53	14:52	18:01			0000 - General
09/11/2023 [Th]	09:00	13:50	14:52	18:01			0000 - General
10/11/2023 [Fr]	09:09	13:53	15:00	18:10			0000 - General
13/11/2023 [Mo]	09:00	14:02	14:59	18:03			0000 - General
15/11/2023 [We]	09:10	13:56	14:58	18:26			0000 - General
16/11/2023 [Th]	09:05	13:59	14:57	18:08			0000 - General
17/11/2023 [Fr]	09:01	14:04	14:51	19:10			0000 - General
20/11/2023 [Mo]	09:09	14:04	14:55	18:03			0000 - General
21/11/2023 [Tu]	08:55	13:59	15:04	18:06			0000 - General
22/11/2023 [We]	09:05	14:04	14:51	18:00			0000 - General

Accept Cancel

5.1 Punches management options:

When you hover the cursor over one of the records, it will show you more detailed information about it as you can see in the following image.



The first thing it will show you is the status of the punch, which can be one of the following:

Unprocessed punches (grey): punches that have been received in the system but are pending the closure process (calculation) for processing. This is the normal status of the current day's punches, as the system cannot provide correct calculations of the employee's times until all punches have been made.

Processed punches (green): punches that have already been processed by the application and are therefore available for use of the data from the platform. These punches are the ones that will be taken into account when generating the different reports.

Pending acceptance (orange): as we have already mentioned in this section, you can manage an employee's attendance records. During management of these, the interface will show in orange modifications to the original punch that have not yet been saved.

Pending Petition (blue): as we have already mentioned in this section, you can manage an employee's attendance records. During management of these, the interface will show in orange modifications to the original punch that have not yet been saved.

Additionally, it can show the location when the punch is done from the mobile application and/or a photograph of the punch if the terminal supports this by displaying the following icons:



It will also show information on the Date, Time, UTC when the punch was made, the Terminal, whether it is Closed or not, its Event and, if it has a photo, a thumbnail of this.

In Terminal, there are several types, which you will see below:

- Manual punch: these are all punches that have not been made from a terminal, the web or the app. This includes modifications and breaks that we will see later on.
- Virtual punch: this is done from the web browser, on the main screen, by clicking on the Clock in button.
- Mobile punch: this is done from the GoTimeCloud app.
- 000X – Terminal: this is carried out from a physical terminal, and the code and name will be defined by the code and description of the terminal when it is registered on the platform.

When monitoring the recording of employees' actual work, there may be different cases in which administration of employee records may be necessary, such as, for example, the allocation of an incorrect event by the employee, the employee forgetting to record an event, a system event leading to incorrect time recording, etc.

To cover all these "events", which are in most cases linked to the employee account, GoTime Cloud includes the following options that are available from the contextual menu that is enabled by right-clicking on the section related to the record itself as shown in the following image:

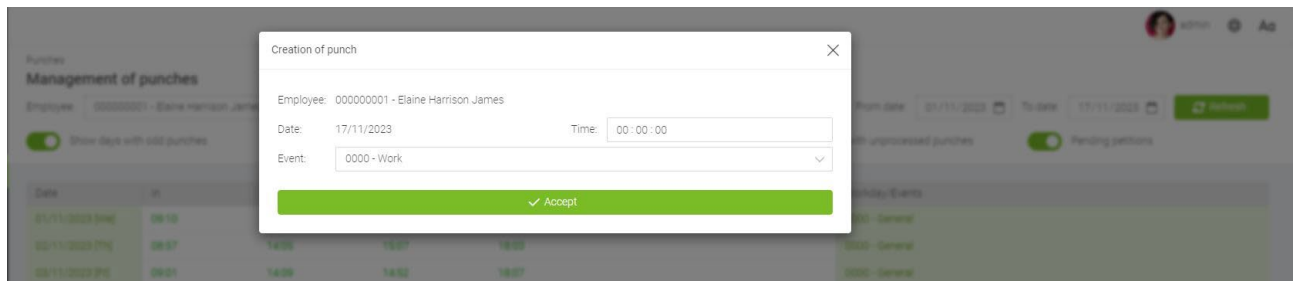
Date	In	Out	In	Out	In	Out	Workday/Events
01/11/2023 [We]	09:10	13:54	14:50	18:03			0000 - General
02/11/2023 [Th]			15:07	18:03			0000 - General
03/11/2023 [Fr]			14:52	18:07			0000 - General
06/11/2023 [Mo]			15:01	18:07			0000 - General
07/11/2023 [Tu]			14:52	18:01			0000 - General
09/11/2023 [Th]			14:52	18:01			0000 - General
10/11/2023 [Fr]	09:09	13:53	15:00	18:10			0000 - General
13/11/2023 [Mo]	09:00	14:02	14:59	18:03			0000 - General
15/11/2023 [We]	09:10	13:56	14:58	18:26			0000 - General
16/11/2023 [Th]	09:05	13:59	14:57	18:08			0000 - General
17/11/2023 [Fr]	09:01	14:04	14:51	19:10			0000 - General

5.1.1. Add a punch

This allows you to add a record to an employee account on a given day at a given time and associate it with any of the events defined in the application, enabling the employee's working day to be tracked. The following image illustrates the case study in question:

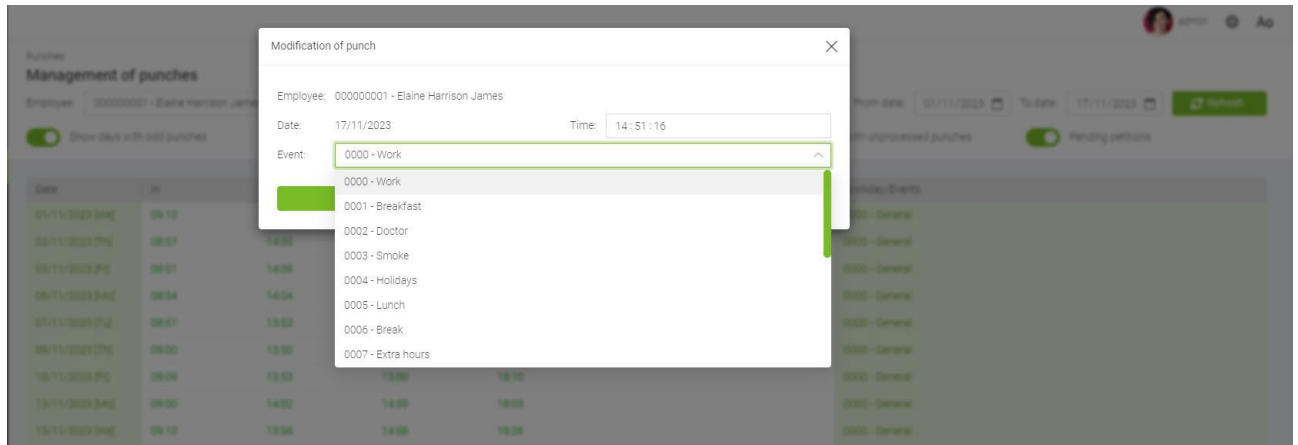
Date	In	Out	In	Out	In	Out	Workday/Events
01/11/2023 [We]	09:10	13:54	14:50	18:03			0000 - General
02/11/2023 [Th]	08:57	14:05	15:07	18:03			0000 - General
03/11/2023 [Fr]	09:01	14:09	14:52	18:07			0000 - General
06/11/2023 [Mo]	08:54	14:04	15:01	18:07			0000 - General
07/11/2023 [Tu]	08:51	13:53	14:52	18:01			0000 - General
09/11/2023 [Th]	09:00	13:50	14:52	18:01			0000 - General
10/11/2023 [Fr]	09:09	13:53	15:00	18:10			0000 - General
13/11/2023 [Mo]	09:00	14:02	14:59	18:03			0000 - General
15/11/2023 [We]	09:10	13:56	14:58	18:26			0000 - General
16/11/2023 [Th]	09:05	13:59	14:57	18:08			0000 - General
17/11/2023 [Fr]	09:01	14:04	14:51	Missing punch			0000 - General

And this next one is an example of a resolution:



5.1.2. Modify punch

This allows you to modify a punch to cover an error in the employee's selection:



5.1.3. Delete punch

This allows you to discard those punches that have taken place in a very short period of time, usually due to the employee forgetting whether they had already clocked in or not.

5.1.4. Reallocate to the previous day

Option available to resolve very specific events for the automatic calculation process, normally associated with cases not covered by the system, such as punches outside the limits of an employee's working hours, punches associated with undeclared working hours, etc.

5.1.5. Carry over to next day.

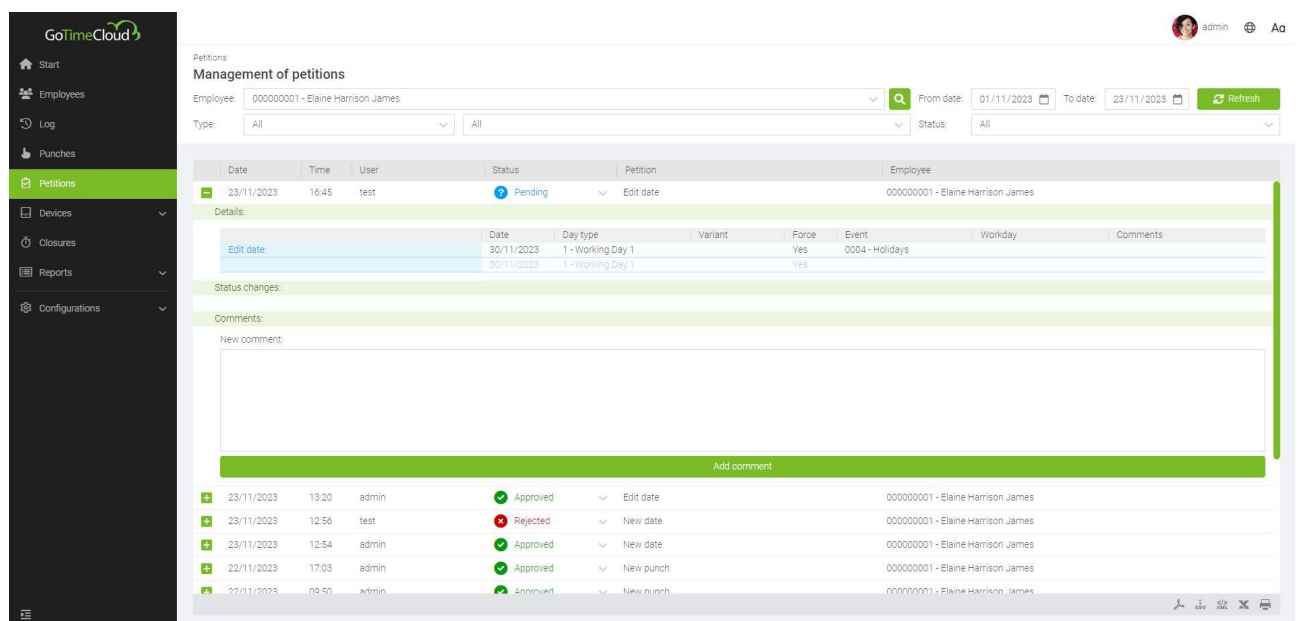
Option available to resolve very specific events for the automatic calculation process, normally associated with cases not covered by the system, such as punches outside the limits of an employee's working hours, punches associated with undeclared working hours, etc.

6. Petitions

The petition item is inherent to managing time and attendance as well as an HR department in any company. The employee communicates time and attendance and other aspects of time and attendance monitoring to their manager by means of a petition.

A petition could be a holiday request made by the employee, a change of a punch due to an error in selecting the event, a notification due to sickness justification, etc.

The picture illustrates a petition, resulting from the holiday request made by employee Elaine Harrison James:



Therefore, any change made to the application at the employee data level is reflected as a petition within the system, so that you know when any modification, creation or deletion related to employees has been made by checking the “Petitions” interface.

We will explain each of the parts of this interface in detail:

1. Information filtering section:

This allows you to filter by employee, dates, type, category and status of the petitions.



2. Petitions information section:

In this section, you can display one petition per line (a petition can contain multiple changes as you will see below) and find the following information:

Date: Date on which the petition was made.


Time: Time at which the petition was made.

User: Refers to the application user who has made the petition.

Status: GoTime Cloud supports four possible statuses: Pending, Accept, Reject or Escalate.



Petition: Summary of the action to be processed.

Date	Time	User	Status	Petition	Employee
23/11/2023	16:45	test	Pending	Edit date	00000001 - Elaine Harrison James
23/11/2023	13:20	admin	Approved	Edit date	00000001 - Elaine Harrison James
23/11/2023	12:56	test	Rejected	New date	00000001 - Elaine Harrison James
23/11/2023	12:54	admin	Approved	New date	00000001 - Elaine Harrison James
22/11/2023	17:03	admin	Approved	New punch	00000001 - Elaine Harrison James
22/11/2023	09:50	admin	Approved	New punch	00000001 - Elaine Harrison James
21/11/2023	12:58	admin	Approved	New punch	00000001 - Elaine Harrison James
20/11/2023	15:28	admin	Approved	New punch	00000001 - Elaine Harrison James
17/11/2023	11:28	admin	Approved	Edit photo	00000001 - Elaine Harrison James
15/11/2023	14:00	admin	Approved	Delete fingerprint	00000001 - Elaine Harrison James
15/11/2023	13:56	admin	Approved	Delete card	00000001 - Elaine Harrison James
13/11/2023	13:17	admin	Approved	Delete punch	00000001 - Elaine Harrison James
06/11/2023	11:38	admin	Approved	Delete punch	00000001 - Elaine Harrison James
06/11/2023	09:57	admin	Approved	New card	00000001 - Elaine Harrison James


Details of the petition: To view the details of a petition, click on the  icon at the beginning of each line in each of the petitions stored in the system.

To explain the detail of a petition, we will take an example petition in which an employee named Elaine asks her manager for a modification to her personal data:

Petitions
Management of petitions

Employee: 000000003 - Andy Phillips Wade  From date: 01/11/2023 To date: 23/11/2023 

Type: All All Status: All

Date	Time	User	Status	Petition	Employee
23/11/2023	17:22	user	 Pending	Edit personal data	000000003 - Andy Phillips Wade


Details:

Field	Value
Address	Lambeth Rd
Town	London
Postal Code	SE1 7JS

Status changes:

Comments:

New comment:



The first thing to note is that this is employee Elaine's access you can see at the top of the application.

You then see that the employee does not have permissions to modify the petition status.

And now let's get straight to the details for this one:

1. You can display the data type to which the petition is associated, in this case: Modification of personal data.
2. Field: You can display the fields to which changes are to be made.
3. Value: The new value requested by the employee is detailed.
4. Employee: You can display the employee linked to the application user with which you have connected to the platform.
5. Status changes: You can track the petition status, when and who modified the petition status and the flow of the petition.

Status changes:

On 23/11/2023 at 13:19 the user admin changed the status of the petition from Pending to Rejected
 On 23/11/2023 at 17:24 the user admin changed the status of the petition from Rejected to Approved
 On 23/11/2023 at 17:24 the user admin changed the status of the petition from Approved to Rejected

6. Remarks: It is possible to add comments to either justify the status change for the petition or to add more information to the petition:

Comments:

On 23/11/2023 at 17:27 the user undefined say:
holidays refused due to lack of staff

New comment:

Add comment

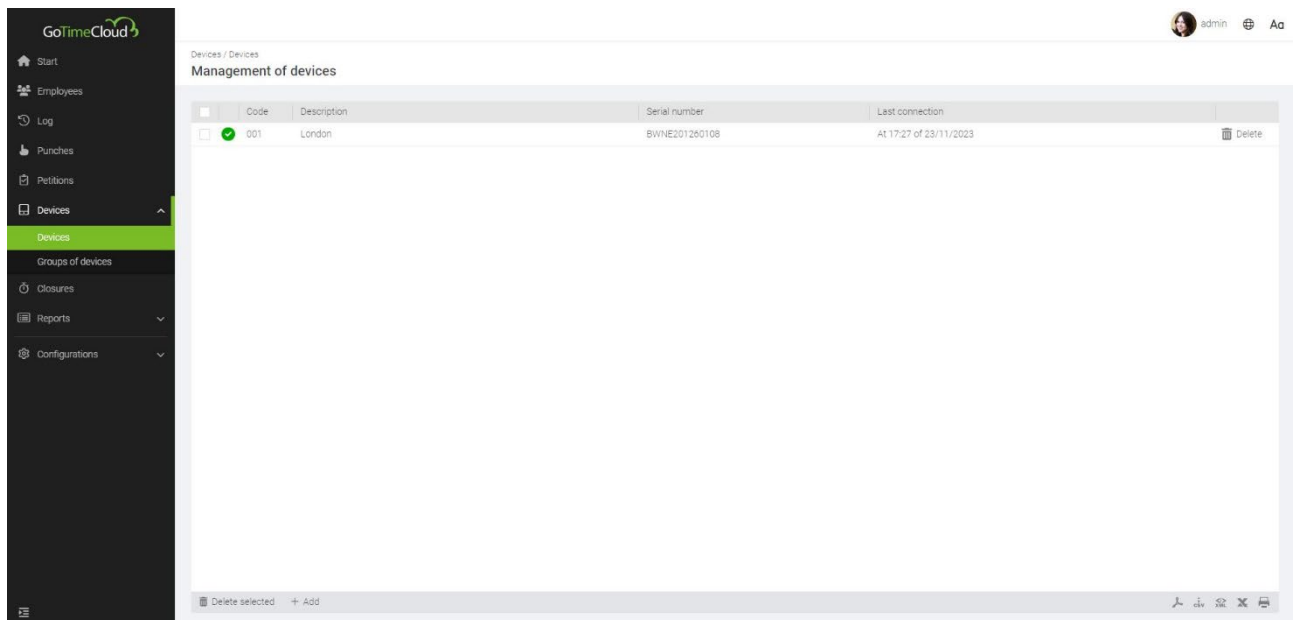
Note: It is common for there to be more than one level of verification during the petition acceptance process. GoTime Cloud includes functionality to set as many levels of escalation as the organisation needs.

We will discuss application users' privileges in chapter 16 "Application users", where we will go into detail on this issue.

Therefore, taking into account all of the above, the petitions interface serves as a record in which you can keep track of each and every one of the changes in the application with regard to employee data. In addition, given that all the application windows include a button bar at the bottom, it will allow you to export all these records to an Excel, CSV or PDF file and print this, with the option to show each of the requests to exercise rights that may be submitted by the employee with regard to modifying, deleting or exporting personal data.

7. Devices

Devices are a major focus of time and attendance monitoring and access control systems. They are responsible for identifying the worker, either by biometric recognition or by using a proximity card. Thanks to these, the worker can clock in and out. As you can see in the following screenshot, the interface will inform you at a glance when the device was last connected to the system:



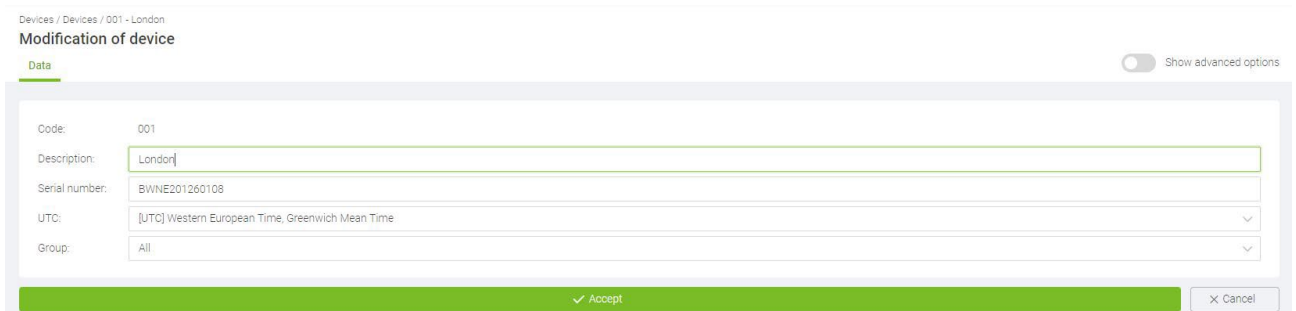
The screenshot displays the 'Management of devices' interface in GoTimeCloud. The interface features a sidebar menu on the left with the following items: Start, Employees, Log, Punches, Petitions, Devices (highlighted), Groups of devices, Closures, Reports, and Configurations. The main content area shows a table with the following data:

Code	Description	Serial number	Last connection	
001	London	BWNE201250108	At 17:27 of 23/11/2023	Delete

At the bottom of the table, there is a status bar that reads 'Delete selected + Add'. The top right corner of the interface shows a user profile for 'admin' and a search icon.

When registering a terminal, you have the following options:

- **Code:** This is a numeric value that identifies the terminal. It must be unique for each terminal.
- **Description:** This is a short text with the name or a short definition for the terminal.
- **Serial number:** The serial number is a unique code that can be found both in the device's information menu and on the labels found on the terminal's casing.
- **UTC:** Because a company may have devices deployed in different time zones, you need to declare the time zone in which the terminal you are registering works on the platform.
- **Group:** you indicate to which group of devices it belongs.
- **Show advanced options:** activating this option offers more information in the following tabs:
 - **Information:** gives information related to the terminal data and its firmware version, as well as the number of clocked-in employees and biometrics stored in the terminal.
 - **Function keys:** allows you to configure the function keys; only available on devices that support this.
 - **Time change:** this allows you to configure the time change (DST).
 - **Tools:** allows for forced punches capture and forced synchronisation of the terminal (these tools are advised to be used only by system administrators).



Devices / Devices / 001 - London
Modification of device

Data Show advanced options

Code: 001

Description: London

Serial number: BWN201260108

UTC: [UTC] Western European Time, Greenwich Mean Time

Group: All

✓ Accept ✕ Cancel

7.1 Terminal groups

This option allows you to create groups of devices to create synchronisation zones for them and the employees that belong to the same zones. For example, if the company has 2 headquarters with 1 terminal in each one, this will enable you to create Group A with Terminal 1 and Group B with Terminal 2. The employees at the headquarters A will only be loaded to Terminal 1 and will not appear or be allowed to clock into Terminal 2, since it belongs to Group B and vice versa. By default, there is the *All* group to which both devices and users will be added by default, so as in the previous example, if you want the CEO to appear and be able to use both devices, their employee account will have to belong to the *All* group.

All devices belonging to this group will have all employees.

To create a group, you will have to indicate a code, a description and which is its top group as you can see below:

Devices / Groups of devices / New
Creation of group of devices

Code:	<input type="text" value="001"/>
Description:	<input type="text" value="Headquarters"/>
Parent group:	<input type="text" value="All"/>

When you create the first group, you will only have as a top group option the *All* group; in the following groups, you will be able to continue choosing *All* and select some of the groups that have been previously created, allowing you to develop more complex hierarchies.

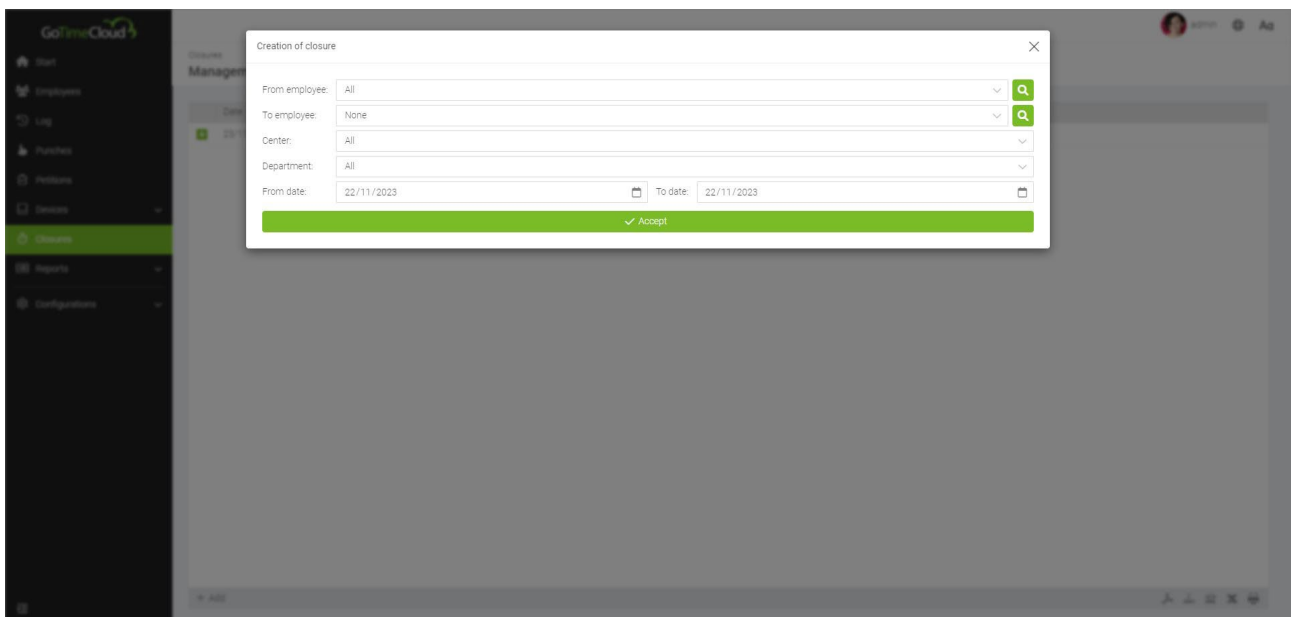
8. Closures

This interface allows you to perform punches processing in relation to the attendance configuration you have implemented in your solution.

Then the closure process is in charge of applying the system configurations in relation to the punches received to obtain the results of the employees' time and attendance monitoring and, therefore, of their actual work.

This process enables the configuration to be changed at the customer's request and use of the records relating to the new configurations to be applied.

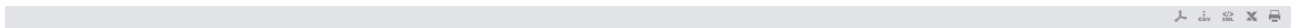
The "calculation" or closure process is performed automatically on the platform, but the closure interface also allows an on-demand "calculation" process to be executed by clicking on the "Add" button, as mentioned above:



At the end of this process, the punches for 15/06/2019 will be processed.

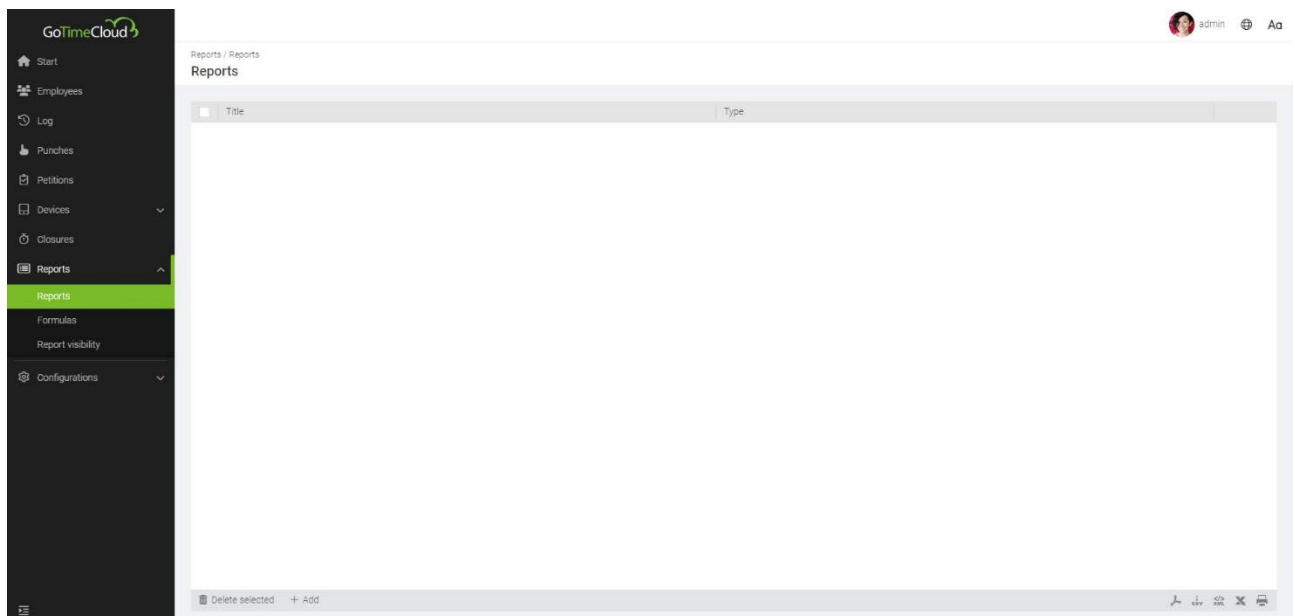
9. Reports

The information stored in the GoTime Cloud solution can be used through the “Reports” menu, in addition to the export options for each and every one of the windows in the solution thanks to the bottom bar of buttons:



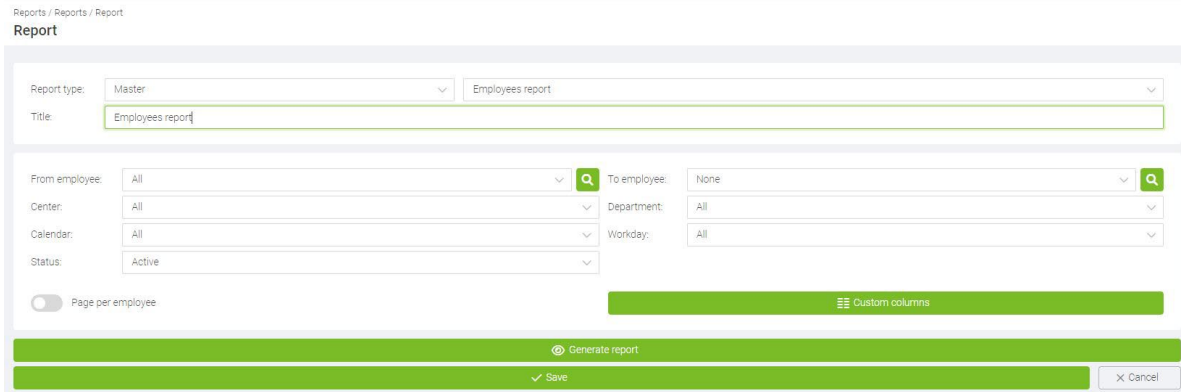
This module contains the following sections:

- Reports
- Formula management
- Report visibility



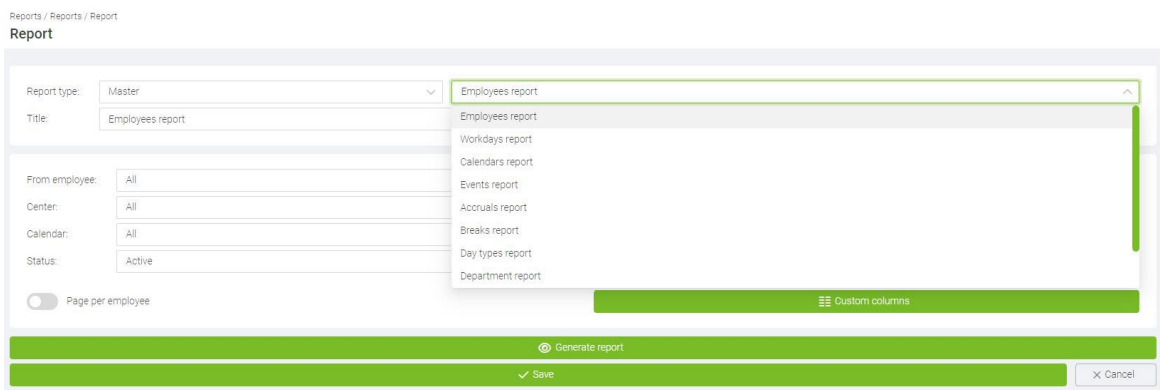
9.1 Reports

Here, you can add as many different reports as you need. To create a report, you click on the add button at the bottom, which will show you the following:

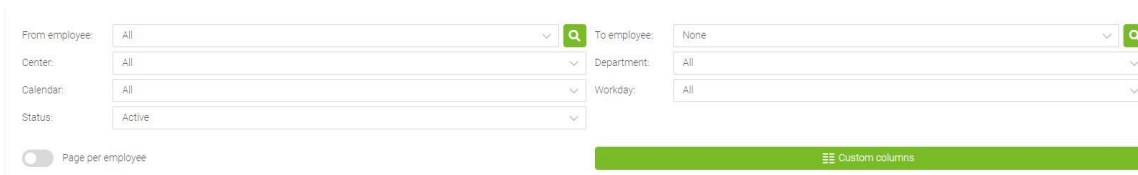


The first thing you have to choose is the type of report you want. In turn, each type of report has a series of subcategories that we will list below:

- **Master reports:** this category shows you basic data for the program. You have the following options:



o Employees report



o Workdays report

Form workday: All To workday: None

Type: All

Variants Payrolls

Roundings

Page per workday

o Calendars report

From date: 01/11/2023 To date: 24/11/2023

Type: Public

From calendar: All To calendar: None

Page per calendar

o Events report

From event: All To event: None

Event type: All Allows punching: All

o Accruals report

Report type: Master Accruals report

Title: Accruals report

o Breaks report

Report type: Master Breaks report

Title: Breaks report

o Day types report

Report type: Master Day types report

Title: Day types report

o Department report

Report type: Master | Department report
 Title: Department report
 Generate report

o Centro/centre report

Report type: Master | Center report
 Title: Center report
 Generate report

o Profiles report

From profile: All | From profile: None
 Type: Public
 Roundings Automatic events
 Absence Accrual balance
 Breaks Payrolls
 Page per profile
 Generate report

Each one will show you the information relating to the report you choose. In the case of the sections that have more data, such as employees, you will have the custom columns button in which you can define what information you want and, in the simplest ones, such as accruals, you will simply have the option to generate the report.

- **Punches report:** This category of reports shows various data on punches. Here, you can find everything from general reports of accruals to absenteeism. It is divided into 3 subcategories:

Report type: Punches | Punches report
 Title: Punches report
 From employee: All | To employee: None
 Center: All | Department: All
 From date: 01/11/2023 | To date: 24/11/2023
 From time: 00:00 | To time: 23:59
 Device: All | Type: All
 Event: All
 Generate report
 Save | Cancel

o Punches report: This report shows each of the punches made with the time, the event with which it was made and from which terminal.

Report type: Punches Punches report
 Title: Punches report

From employee: All To employee: None
 Center: All Department: All
 From date: 01/11/2023 To date: 24/11/2023
 From time: 00:00 To time: 23:59
 Device: All Type: All
 Event: All

Here is an example of the report.

Date	Time	Event	Terminal	Denied
Punches report				
From:	All		To:	None
Center:	All		Department:	All
From date:	01/11/2023		To date:	24/11/2023
From time:	00:00		To time:	23:59
Event:	All		Terminal:	All
▶ 000000001 - Elaine Harrison James				
01/11/2023	09:10:08	0000 - Work	001 - Madrid	No
	13:54:35	0000 - Work	001 - Madrid	No
	14:50:07	0000 - Work	001 - Madrid	No
	18:03:26	0000 - Work	001 - Madrid	No
02/11/2023	08:57:29	0000 - Work	001 - Madrid	No
	14:05:44	0000 - Work	001 - Madrid	No
	15:07:35	0000 - Work	001 - Madrid	No
	18:03:02	0000 - Work	001 - Madrid	No
03/11/2023	09:01:53	0000 - Work	001 - Madrid	No
	14:09:02	0000 - Work	001 - Madrid	No
	14:52:48	0000 - Work	001 - Madrid	No
	18:07:55	0000 - Work	001 - Madrid	No
06/11/2023	08:54:18	0000 - Work	001 - Madrid	No
	14:04:05	0000 - Work	001 - Madrid	No
	15:01:13	0000 - Work	001 - Madrid	No
	18:07:25	0000 - Work	001 - Madrid	No
07/11/2023	08:51:59	0000 - Work	001 - Madrid	No
	13:53:07	0000 - Work	001 - Madrid	No
	14:52:39	0000 - Work	001 - Madrid	No
	18:01:45	0000 - Work	001 - Madrid	No
09/11/2023	09:00:28	0000 - Work	001 - Madrid	No
	13:50:46	0000 - Work	001 - Madrid	No
	14:52:24	0000 - Work	001 - Madrid	No
	18:01:22	0000 - Work	001 - Madrid	No
10/11/2023	09:09:18	0000 - Work	001 - Madrid	No
	13:53:53	0000 - Work	001 - Madrid	No
	15:00:13	0000 - Work	001 - Madrid	No
	18:10:05	0000 - Work	001 - Madrid	No
13/11/2023	09:00:05	0000 - Work	001 - Madrid	No
	14:02:53	0000 - Work	001 - Madrid	No

o General log with punches report: This report shows you a history for the periods and the employees that you define for all accruals that have had punches broken down by days.

The lower screen shows a series of options that allow you to filter and sort the data for clearer visualisation.

Here is an example of the report.

General log with punches report					
From:	All		To:	None	
Center:	All		Department:	All	
From date:	01/11/2023		To date:	24/11/2023	
Event:	All		Order by:	Employee code	
Date	From	To	Duration	Event	Workday
▶ 000000001 - Elaine Harrison James					
01/11/2023 [We]	09:00	09:10	00:10	S002 - Late Entry	0000 - General
	09:00	18:00	00:03	S003 - Lack of working hours	0000 - General
	09:10	13:54	04:44	0000 - Work	0000 - General
	14:50	18:03	03:13	0000 - Work	0000 - General
Punches:	09:10 - 13:54	14:50 - 18:03			
02/11/2023 [Th]	08:57	14:05	05:08	0000 - Work	0000 - General
	09:00	18:00	00:04	S005 - Overtime	0000 - General
	15:07	18:03	02:56	0000 - Work	0000 - General
Punches:	08:57 - 14:05	15:07 - 18:03			
03/11/2023 [Fr]	09:00	18:00	00:23	S005 - Overtime	0000 - General
	09:01	14:09	05:08	0000 - Work	0000 - General
	14:52	18:07	03:15	0000 - Work	0000 - General
Punches:	09:01 - 14:09	14:52 - 18:07			
06/11/2023 [Mo]	08:54	14:04	05:10	0000 - Work	0000 - General
	09:00	18:00	00:16	S005 - Overtime	0000 - General
	15:01	18:07	03:06	0000 - Work	0000 - General
Punches:	08:54 - 14:04	15:01 - 18:07			
07/11/2023 [Tu]	08:51	13:53	05:02	0000 - Work	0000 - General
	09:00	18:00	00:11	S005 - Overtime	0000 - General
	14:52	18:01	03:09	0000 - Work	0000 - General
Punches:	08:51 - 13:53	14:52 - 18:01			
08/11/2023 [We]	09:00	18:00	08:00	S003 - Lack of working hours	
	09:00	14:00	05:00	S004 - Unjustified absence	
	15:00	18:00	03:00	S004 - Unjustified absence	
09/11/2023 [Th]	09:00	18:00	00:01	S003 - Lack of working hours	0000 - General
	09:00	13:50	04:50	0000 - Work	0000 - General
	14:52	18:01	03:09	0000 - Work	0000 - General
Punches:	09:00 - 13:50	14:52 - 18:01			
10/11/2023 [Fr]	09:00	18:00	00:06	S003 - Lack of working hours	0000 - General
	09:09	13:53	04:44	0000 - Work	0000 - General

- o Absenteeism report: This report shows a report of days indicating the employee's situation for each of those days. In the example below, we have used a standard configuration, i.e. the one that comes by default as soon as we select this type of report. The lower screen shows a series of options that allow you to filter and sort the data for clearer visualisation.

Report type: Punches | Absenteeism report

Title: Absenteeism report

From employee: All | To employee: None

Center: All | Department: All

From date: 01/11/2023 | To date: 24/11/2023

Page per employee Employees with at least only one absence

Here is an example of the report.

Absenteeism report							
From:	All	To:	None				
Center:	All	Department:	All				
From date:	01/11/2023	To date:	24/11/2023				
Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
00000001 - Elaine Harrison James							
Week 44: 30 from October - 05 to November	---	---	Present	Present	Present	Holiday	Holiday
Week 45: 06 from November - 12 to November	Present	Present	S004 - Unjusti...	Present	Present	Holiday	Holiday
Week 46: 13 from November - 19 to November	Present	S004 - Unjusti...	Present	Present	Present	Holiday	Holiday
Week 47: 20 from November - 26 to November	Present	Present	Present	S004 - Unjusti...	Unprocessed	---	---
00000003 - Andy Phillips Wade							
Week 44: 30 from October - 05 to November	---	---	Present	Present	Present	Holiday	Holiday
Week 45: 06 from November - 12 to November	Present	Present	Present	Present	Present	Holiday	Holiday
Week 46: 13 from November - 19 to November	Present	Present	Present	Present	Present	Holiday	Holiday
Week 47: 20 from November - 26 to November	Present	Unprocessed	Present	Present	Unprocessed	---	---
00000004 - Ellen Davidson Jensen							
Week 44: 30 from October - 05 to November	---	---	Present	Present	Present	Holiday	Holiday
Week 45: 06 from November - 12 to November	Present	Present	S004 - Unjusti...	Present	Present	Holiday	Holiday
Week 46: 13 from November - 19 to November	Present	S004 - Unjusti...	Present	Present	Present	Holiday	Holiday
Week 47: 20 from November - 26 to November	Present	Present	S004 - Unjusti...	S004 - Unjusti...	Unprocessed	---	---
00000005 - Norma Little Alexander							
Week 44: 30 from October - 05 to November	---	---	Present	Present	Present	Holiday	Holiday
Week 45: 06 from November - 12 to November	Present	Present	Present	Present	Present	Holiday	Holiday
Week 46: 13 from November - 19 to November	Present	Present	Present	Present	Present	Holiday	Holiday
Week 47: 20 from November - 26 to November	Present	Present	Present	S004 - Unjusti...	Unprocessed	---	---
00000006 - Jimmie Kuhn Hicks							
Week 44: 30 from October - 05 to November	---	---	Present	Present	S004 - Unjusti...	Holiday	Holiday
Week 45: 06 from November - 12 to November	Present	Present	Present	Present	Present	Holiday	Holiday
Week 46: 13 from November - 19 to November	Present	Present	Present	Present	Present	Holiday	Holiday
Week 47: 20 from November - 26 to November	Present	Present	Present	S004 - Unjusti...	Unprocessed	---	---
00000007 - Edna Wade Powell							
Week 44: 30 from October - 05 to November	---	---	Present	S004 - Unjusti...	Present	Holiday	Holiday

In the header for the reports, you can find the different export options as well as the direction buttons to move through the different pages of the report (in case there is more than 1 page).



- **Punches report:** This type of report will process and display time and cost information. In this category, there are 3 types of reports:

o **Payrolls and time report:** the main purpose of this report is to show the payrolls and time report broken down and presented in a format that the user can understand. Although the name indicates that this report is for both (payrolls and times), it does not necessarily have to be this way. You can have a report configured to only include times or one in which only the payrolls are shown.

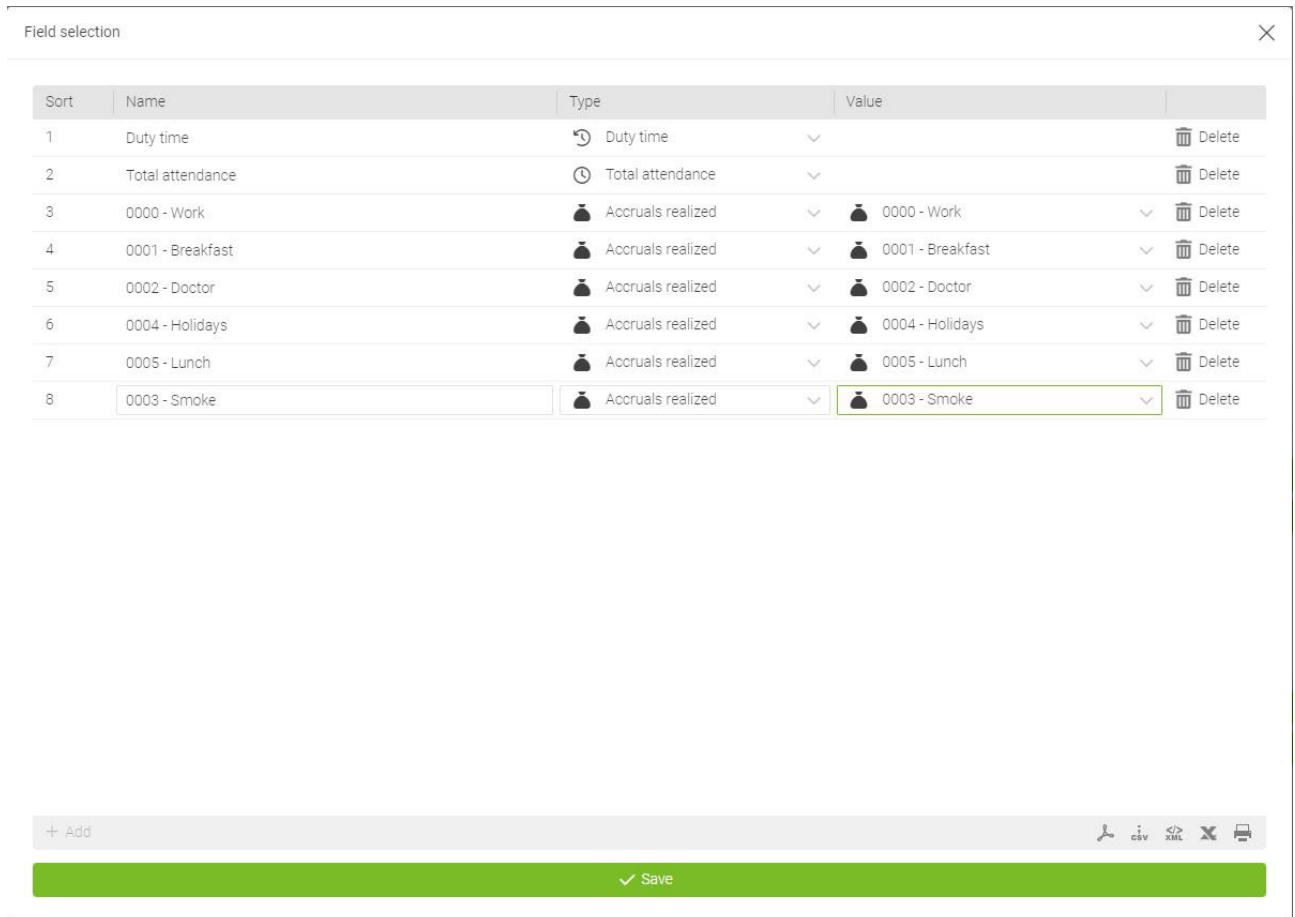
This is the most configurable report, where you can select the columns to be displayed and even define your own formulas. In addition, you can define a series of conditions for data that you do not want to be shown, even if you comply with the filters (for example, you have a configuration to show you the data for employee 4 to 16, but you only want to see those that have exceeded their time limit for meal breaks).

The screenshot shows the configuration interface for the 'Payrolls and time report'. At the top, the 'Report type' is set to 'Time and payrolls' and the 'Title' is 'Payrolls and time report'. Below this, there are several filter sections: 'From employee' (All), 'To employee' (None), 'Center' (All), 'Department' (All), 'Group by' (Daily), and 'View punches' (None). The 'From date' is 01/11/2023 and the 'To date' is 24/11/2023. On the left, there are several toggle options: 'Page per employee', 'Signature foot', 'View weekly total', 'View employee total', and 'Show non working days without punches'. On the right, there are two green buttons: 'Custom columns' and 'Define conditionals'. Below these, there are two more toggle options: 'View monthly total' and 'Show valuation for payrolls'. At the bottom, there is a green bar with a 'Generate report' button, a 'Save' button, and a 'Cancel' button.

To perform a basic filtering of employees, you can select the range of employees you want to be displayed. This is done by selecting "From employee" and "To employee" from the drop-down menu. In addition, you can also filter by Department and Centre. To continue configuring the report, you have to select the time period you want to show in the report. This is done from the drop-down menus "From date" and "To date".

In the payrolls and times reports, you can select the type of breakdown to be displayed. There are several options: Daily, Weekly and Monthly. Depending on the type of breakdown selected, you will have the option to calculate the totals for each time and/or cost on a weekly or monthly basis, and you will also be able to show the totals for each column for each employee during the selected time period.

Custom columns: the payrolls and times report give you the option of selecting which data you want to show in each column. To do this, you click on the “Custom columns” button and a window will open like the one shown in the figure below.



To add a new column, simply click on the “New column” icon at the bottom left.

To add a column, simply select the column type from the field selection window. You select the column and, if applicable, a value for the selected column.

To add a new formula, you select the formula type before you create it in the formula management interface, which we will explain later in this section.

This report can contain up to 8 columns.

Define conditions: In addition to the basic filtering of data, the payrolls and times report gives you the option of filtering the data displayed by setting a conditional rule.

To add a condition, click on the “Define conditions” button. To add a condition, proceed as in the case of column selection, defining a name for the condition, selecting a type and assigning a value where appropriate:

Accrual selection
✕

Condition:

Accepted operators: () && || != >= <= . Time is represented in hours

Show only employees that match the condition:

Alias	Name	Type	Value	
a	Accruals realized	Accruals realized	0001 - Breakfast	Delete

+ Add

✓ Save

Next, we need to set the condition, for which we need to know which operators are accepted.

- AND Logical: &
- OR Logical: |
- NOT Logical: !
- Different: !=
- Equal to: ==
- Greater than: >
- Less than: <
- Greater than or equal to: >=
- Less than or equal to: <=

Times should be defined in minutes, and prices in euros. Once written, you must choose which employees you want to be shown, those who meet the condition for all records, those who meet the condition for at least one record, or those who only meet the condition in the totals.

The following figure shows an example of a conditional defined to show only employees who have exceeded 30 minutes of breakfast time for each record:

Accrual selection

Condition:

Accepted operators: () && || != != >= <=. Time is represented in hours

Show only employees that match the condition:

Alias	Name	Type	Value	
a	Accruals realized	Accruals realized	0001 - Breakfast	Delete

+ Add

Save

Generate report: Once the report you wish to obtain has been parameterised, the "Generate report" button triggers the creation of the defined report and its printing on the screen.

You can save this report configuration by clicking on the "Save" button at the bottom.

Here is an example of the report.

Payrolls and time report						
From:	All	To:	None			
Center:	All	Department:	All			
From date:	01/11/2023	To date:	24/11/2023			
Group by:	Daily	View punches:	None			
Date	Workday/Event	Duty time	Total attendance	0000 - Work	0005 - Lunch	Balance
▶ 000000001 - Elaine Harrison James						
01/11/2023 [We]	0000 - General	08:00	07:57	07:57	00:06	
02/11/2023 [Th]	0000 - General	08:00	08:04	08:04	01:02	
03/11/2023 [Fr]	0000 - General	08:00	08:23	08:23	00:43	
06/11/2023 [Mo]	0000 - General	08:00	08:16	08:16	00:57	
07/11/2023 [Tu]	0000 - General	08:00	08:11	08:11	00:07	
08/11/2023 [We]	S004 - Unjustified absence	08:00				
09/11/2023 [Th]	0000 - General	08:00	07:59	07:59	00:10	
10/11/2023 [Fr]	0000 - General	08:00	07:54	07:54	00:07	
13/11/2023 [Mo]	0000 - General	08:00	08:06	08:06	00:57	
14/11/2023 [Tu]	S004 - Unjustified absence	08:00				
15/11/2023 [We]	0000 - General	08:00	08:14	08:14	00:04	
16/11/2023 [Th]	0000 - General	08:00	08:05	08:05	00:01	
17/11/2023 [Fr]	0000 - General	08:00	09:22	09:22	00:47	
20/11/2023 [Mo]	0000 - General	08:00	08:03	08:03	00:51	
21/11/2023 [Tu]	0000 - General	08:00	08:06	08:06	00:01	
22/11/2023 [We]	0000 - General	08:00	08:08	08:08	00:47	
23/11/2023 [Th]	S004 - Unjustified absence	08:00				
▶ 000000003 - Andy Phillips Wade						
01/11/2023 [We]	0000 - General	08:00	08:00	08:00		
02/11/2023 [Th]	0000 - General	08:00	08:03	08:03		
03/11/2023 [Fr]	0000 - General	08:00	07:53	07:53		
06/11/2023 [Mo]	0000 - General	08:00	08:09	08:09		
07/11/2023 [Tu]	0000 - General	08:00	08:16	08:16		
08/11/2023 [We]	0000 - General	08:00	07:59	07:59		
09/11/2023 [Th]	0000 - General	08:00	07:47	07:47		

- o Accruals report: the format of this report consists of showing a accruals report chosen for each employee and for which the times and occasions that each accrual has been used are shown.

You have the option to select which accruals you want to display, as well as the typical options that appear in the other reports.

An example of this report type:

Accruals report			
From:	All	To:	None
Center:	All	Department:	All
From date:	01/11/2023	To date:	24/11/2023
Accrual	Time	Times	
▶ 000000001 - Elaine Harrison James			
0004 - Holidays	24:00	3	
▶ 000000003 - Andy Phillips Wade			
0004 - Holidays	16:00	2	

o Accruals balances report: This report allows you to view the accruals balances and will show you the initial balance, the consumed and requested balance and the remaining balance. As in the previous reports, you can select from and to which employee, the centre and the department as well as the period, which can be weekly, monthly or yearly. Depending on the period, in the case of the weekly from and to which week you want to see, in the monthly period, you can select the month, and in the year and annual period, you can select the year.

The screenshot shows the configuration interface for the 'Accruals balances report'. The 'Report type' is set to 'Accruals balances report'. The 'Title' is 'Accruals balances report'. The 'From employee' is 'All', 'To employee' is 'None', 'Center' is 'All', and 'Department' is 'All'. The 'Term' is 'Annually' and the 'Year' is '2023'. There are checkboxes for 'Page per employee' and 'Total'. A green bar at the bottom contains the text 'balances_selection'. At the very bottom, there are buttons for 'Generate report', 'Save', and 'Cancel'.

You should bear in mind that the period for the balance you are going to view also has an influence, so that if you select monthly and the balance is annual, it

will show you the data for the year, and in the case of weekly, it will show you as many records as there are weeks in the month.

Here, you can see an example of how the report will be displayed:

Accruals balances report				
From:	All	To:	None	
Center:	All	Department:	All	
Year:	2023			
Term	Initial	Consumed	Requested	Remaining
▶ 000000001 - Elaine Harrison James				
0004 - Holidays				
Yearly	184:00 / 23	64:00 / 8	40:00 / 5	80:00 / 10

9.4 Formula management

To add a formula, simply click on the "Add" button at the bottom left of the formula management interface and, once the formula management interface is open, add the columns you want to include in the formula to the selection by selecting them from the menu on the left and adding them to the selection on the right. As you can see, an "Alias" appears; this will be the characteristic for the column in the formula. Please note that the box in the formula is green. This means that the formula is correctly written. If it appears in red, this means that the formula is not written correctly and needs to be corrected. We can include formulas within formulas, increasing the possibilities and capabilities of this system, while decreasing the complexity of the interpretation.

Reports / Formulas / Balance

Modification of formula

Formula name:

Formula:

Accepted operators: () && || ! += -= >= <= <>. Time is represented in hours.

Column	Alias	Column
Total attendance	a	Bolsa realizada: S005 - Extra hours
	b	Bolsa realizada: S003 - Lack of working hours

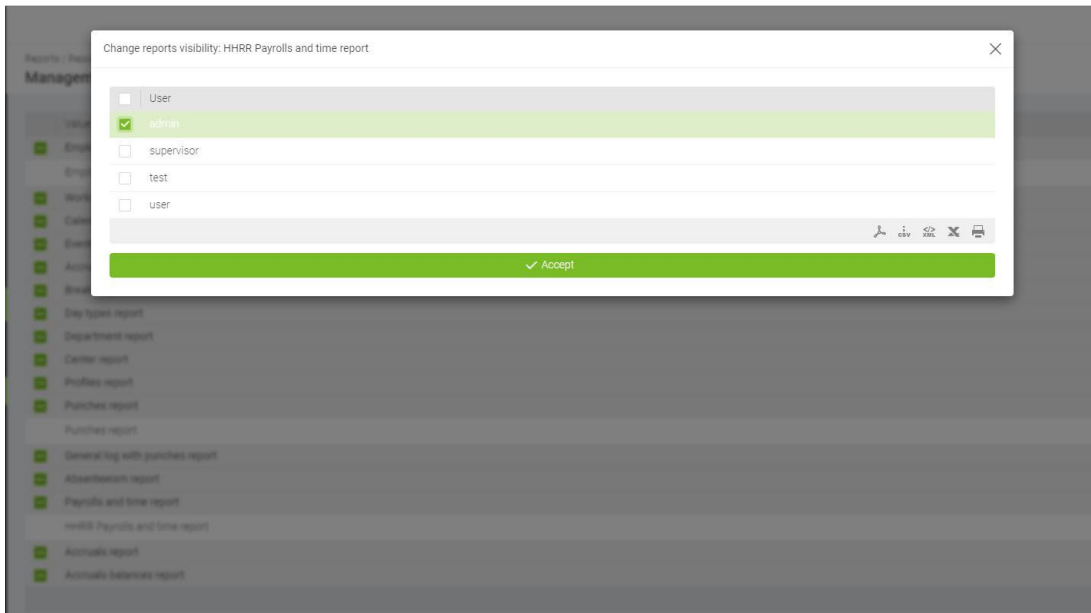
Editing columns: To edit columns that have already been added, simply click on the added column and use the arrow keys to delete it or change the type of column selected.

9.5 Changing report visibility

This module stems from the need to limit the employee's use of the application's data mining application to the guidelines provided by an organisation's HR department.

Administrators or application users with report privileges can define the templates for the permitted reports and publish them for the rest of the application users, who cannot modify these templates, only adapt them to the periods in which the information is to be obtained.

Using this is simple: click on the stored report and, once the user selection interface is displayed, assign the users who can access the selected report:



Click on the 'Accept' button at the end of the selection to finish the process.

10. Configurations

In this section you will find all the key points for implementing the “GoTime Cloud” time and attendance monitoring system. The following submenus are available:

- 10.1 Workday management
- 10.2 Profile management
- 10.3 Calendar management
- 10.4 Archive management
- 10.5 “Centres” management
- 10.6 “Departments” management
- 10.7 Event management
- 10.8 Accrual management
- 10.9 Breaks
- 10.10 Day types
- 10.11 Cost management
- 10.12 Cost items
- 10.12 Preferences
- 10.13 Customisable fields
- 10.14 Attendance periods
- 10.15 Import
- 10.16 Export

10.1 Workday Management

Workdays define workers' working day; they define at what time the working day starts and ends, they regulate delays or the type of shift the worker will work.

GoTime Cloud allows you to define various types of workdays: whether the employee works a single shift or several shifts, whether these shifts are fixed in the employee's calendar or are variable, and whether the employee works at night or during the day.

Configurations / Workdays / 0000 - General
Modification of workday

Data Variants Payrolls Events Obligatory time Roundings

Code: 0000
 Description: General
 Type: Day shift Extend the workday until after-hours punches are matched

First session

Start entry: 08:50 End entry: 09:10 Session start: 09:00
 Start exit: 13:50 End exit: 14:10 Session exit: 14:00
 Total first session hours: 005:00

Second session

Start entry: 14:50 End entry: 15:10 Session start: 15:00
 Start exit: 18:00 End exit: 18:10 Session exit: 18:00
 Total second session hours: 003:00

Workday limits

Upper limit: 00:00 Lower limit: 23:59

From this window, you can configure the workdays. Now we will explain all options.

- **Type of workday:** There are three types of workday:

Daytime: A workday is a daytime workday when the employee's punches occur on the same date. Normally, office hours or any shift where the first and last punch take place on the same day is daytime.

Nighttime: A workday is a nighttime workday when the clocking-out punch has a date that corresponds to the following day with respect to the clocking-in punch. Normally, "night" shifts or on-call shifts will be nighttime shifts.

Rotary: This is a special case, as this type of workday does not accept any type of configuration. It is simply made up of other daytime or nighttime workdays and it is according

to the worker's punches that they will use one workday or another from the ones you have in rotation.

- **Sessions:** A session is a period of uninterrupted time between two hours defining the working day. GoTime Cloud allows each workday to have one or two sessions, from which all the day's calculations are made. All sessions consist of:
 - Start of arrival: This is the time after which the worker is not considered to have arrived ahead of time.
 - End of arrival: This is the time after which the worker is considered late for the start of the session.
 - Theoretical arrival: The time at which the session starts, all times are justified against this time; either late or early in relation to the start time. For example: if the theoretical start of a session is 09:00 and the end of arrival is 09:10, if the worker arrives at 09:30, the program will count 30 minutes of delay.
 - Start of departure: This is the time after which clocking-out punch ends the session.
 - End of departure: This is the time after which punch is no longer considered to belong to the session. If it occurs at the end of the first session and there is a second session, the worker is considered to be in the second session, otherwise any punch is considered to be out of hours.
 - Theoretical departure: This is the time at which the session should end.
 - Total hours: This defines the total number of hours an employee has to work during the session. The sum of the two sessions defines the total hours for the working day. This total does not necessarily have to coincide with the time difference between the theoretical arrival for the first and second session; it is not difficult to imagine a schedule with a lunch hour from 8am to 6pm with a total of 8 hours, in which there is an hour's break that the employee can take throughout the day.
- **Time limits:** These limits set out the period in which to look for punches that may belong to a working day, no longer within what is considered the normal working day, but taking into account exceptional cases such as peak workloads; these limits may never overlap with sessions and may never comprise ranges longer than 24 hours. In a typical case of office hours or business hours, 00:00 can be left as the lower limit and 23:59 as the upper limit; but in cases where there are rotating shifts where morning, afternoon and night shifts can be performed, it is convenient to adjust the start-of-arrival limits a little for the first session and the upper limit adjusted to the last theoretical departure.

These limits are very important in the case of nighttime workdays, since the arrival and departure occur on the same day. A simple way to configure the limits for a nighttime workday is to set the lower limit 1 or 2h before the start of arrival and the upper limit 1 or 2h after the end of department.

- **Extend workday to match out-of-hours punches:** This option allows you to have workdays of more than 24 hours; when you have an odd number of punches for a day, if you have this option ticked, the program will look for the missing punch beyond the limits of the workday until completing all the clocking-in and clocking-out entries. This option should only be used in very specific cases, as exceeding the original limits of the program's operation may cause it to match wrong punches.

10.1.1 Variants

It is quite common for an employee to have several workdays, e.g. a split working day from Monday to Thursday, a condensed working day on Fridays during the winter and a different working day for the summer months; for these cases, you can use the variants item. The variants consist of:

- **Code:** This is the identifier for each variant you define for the workday you are editing.
- **Description:** Here, you can enter a short text describing each variant.
- **Workday:** This field specifies the alternative workday referred to in the variant.

Configurations / Workdays / 0000 - General
Modification of workday

Data Variants Payrolls Events Obligatory time Roundings

Always search for best variant

Code	Description	Workday	
1	Viernes	0001 - Reduced workday	Delete

+ Add

Assign Accept Cancel

GoTime Cloud allows you to define up to 9 possible variants for a workday with codes from 1 to 9. These variants can be marked in the calendar, forcing use of one of the workdays for a specific day, or you can select the option *Always look for the most appropriate variant*; when this option is checked, the program will try to calculate the workday that best fits, among all the possible ones, based on the employee's punches (just like a rotating workday does). The criteria that GoTime Cloud uses to calculate the best fit are, in order of priority, the following: proximity to the theoretical arrival for each session of the punches that mark the start of the session, percentage of the total hours for each session completed between the theoretical arrival and departure for the session, and the total hours completed between the theoretical arrival and the theoretical departure for each session.

10.1.2 Payrolls

This point is closely related to profiles and will be explained in the corresponding section of this manual when we explain the item of profiles and all their options ([section 10.2](#)).

10.1.3 Events

Each workday has various ways of dealing with events:

Configurations / Workdays / 0000 - General

Modification of workday

Data Variants Payrolls **Events** Obligatory time Roundings

Workday break:

Justify delays with calendar or extendable events
 Entries or exits with an event do not justify beyond session total time

Justify events only inside session limits
 Force minimum time in holidays

Justify event from start of session.

Justify entry events until end of session if there is no exit punch.

Maximum and minimum times					
Controlled event	Updated event	Control	Force	Time	Real
+ Add					

Event validity periods			
Day type	From	To	Event
+ Add			

- **Break of the workday:** See [section 10.7](#) of this manual.
- **Justify delays with workday or extendable events:** In [section 10.5](#) of this manual, we explain the extendable events and how they justify an employee's absences. The calendar events (which we will explain in more detail in [section 10.3](#) of the manual) have the same function. In any case, when this option is ticked, these events will not only justify the employee's absences, but will also justify their delays.
For example, if a salesperson leaves the previous day with an extendable event, such as "Customer visit" and arrives the next day three hours late, the program will justify the time elapsed from the start of their workday until their arrival as "Customer visit".
- **Event arrivals or departures do not justify more than the session time:** This option controls that the assessed events do not add up to more time than the time stipulated for the session in which they occur.
 - This makes sense for example when a worker has a flexible workday: if the worker has half an hour of flexibility, being able to arrive between 8.30am and 9am and having to complete 5 hours over the course of the session. Normally, if the theoretical departure for the workday is 2pm, the worker starts work at 8.45am and leaves with an event assessed at mid-morning, the program would count 5 hours and 15 minutes of time worked; if this option is active, the program would only justify the departure event until the 5 hours are completed, closure the event at 13:45 instead of 14:00.
- **Justifying events only within the limits of the session:** When this option is active, the program will not count any time beyond the theoretical hours of the workday, so that an event will never start to count before the start of arrival for a workday nor after the end of the session in which the event starts.
- **Enforcing minimum times on public holidays:** When this option is activated, the minimum time configurations, which you will see below, will be applied when the day type is a public holiday.
- **Justifying events from the start of the session:** This option must be ticked if you want to justify the events. By ticking this option, you can choose from when you want the justification to be made, and you can choose between *Start of arrival*, *End of arrival* and *Theoretical arrival*. This is very useful when you want to justify some events automatically without the employee having to clock in.
- **Justifying arrival events until the end of the session if there is no clocking-out punch:** This option can be used if you want to justify an event until the end of the session. It works

in a very similar way to the previous option; when ticked, it will allow you to choose between *Start of departure*, *End of departure* or *Theoretical departure* to indicate until when the event will be justified, and if a worker clocks in with an event before their departure time (a client visit, for example), the program will count from that punch until the departure as said event.

- **Maximum and minimum times:** This establishes maximum and minimum time limits for all the events that you want. This serves to control that, if an employee has exceeded the time allowed for an event, then only the maximum time will be applied, ignoring the time that has been exceeded and, in the same way, the minimum time would be applied in case the employee has not reached that time.

To help you maintain this control, you have up to 4 system events that you can modify for your convenience of use. These events are used to support the original events to keep track of overruns or underruns and will only be updated if a minimum has not been met or if a maximum has been exceeded, storing the time difference between the original event and the established limit.

Once the system event has been configured, assigned to the event you want to update and a maximum or minimum has been set, you will have 2 possible options to modify the behaviour:

- Assign real time: Affects the original event. If ticked, the system will assign the actual time to the original event. If unticked, then either the minimum or the maximum will be applied to the original event, if needed.
The event to be updated will be updated with the time difference between the original event and the set limit.
- Enforcing the minimum: This option will only be available if you have selected the option to control a minimum time, and what it will do is enforce the generation of that minimum time if there are NO punches for that day under the original event.

Event validity periods: this allows you to configure the validity periods for an event in a day type. For this, you click on 'Add' and select the day type in which you want to apply the validity period, from what time and until what time the event is allowed and the event to which you want to apply this configuration, so that if a terminal punch with this event is made outside the set period, when closure the event, the program will change this event to 0000 – Work.

Maximum and minimum times					
Controlled event	Updated event	Control	Force	Time	Real

+ Add

Examples of maximum and minimum time configurations and expected results:

A table of configurations and response values based on a given example has been prepared to assist in understanding this point. Let's think about a workday from 8am to 3pm, without breaks, as shown in the following figure:

Configurations / Workdays / 0001 - Reduced workday

Modification of workday

Data Variants Payrolls Events Obligatory time Roundings

Code: 0001

Description: Reduced workday

Type: Day shift Extend the workday until after-hours punches are matched

First session

Start entry:	<input type="text" value="08:00"/>	End entry:	<input type="text" value="08:00"/>	Session start:	<input type="text" value="08:00"/>
Start exit:	<input type="text" value="15:00"/>	End exit:	<input type="text" value="15:00"/>	Session exit:	<input type="text" value="15:00"/>
					Total first session hours:
					<input type="text" value="007:00"/>

Second session

Start entry:	<input type="text" value=":"/>	End entry:	<input type="text" value=":"/>	Session start:	<input type="text" value=":"/>
Start exit:	<input type="text" value=":"/>	End exit:	<input type="text" value=":"/>	Session exit:	<input type="text" value=":"/>
					Total second session hours:
					<input type="text" value=":"/>

Workday limits

Upper limit:	<input type="text" value="00:00"/>	Lower limit:	<input type="text" value="23:59"/>
--------------	------------------------------------	--------------	------------------------------------

To this workday, you add a minimum time of 15 minutes to the event “001 – Breakfast”, which in turn updates the event “S006 – Time overrun 1” as shown in the image.

Configurations / Workdays / 0001 - Reduced workday

Modification of workday

Data Variants Payrolls **Events** Obligatory time Roundings

Workday break:

Justify delays with calendar or extendable events
 Entries or exits with an event do not justify beyond session total time
 Justify events only inside session limits
 Force minimum time in holidays
 Justify event from start of session.
 Justify entry events until end of session if there is no exit punch.

Controlled event	Updated event	Control	Force	Time	Real	
0001 - Breakfast	S006 - Time excess 1	Min. Time	<input type="checkbox"/>	000 : 15	<input type="checkbox"/>	Delete

+ Add 👤 ⚙️ 🗑️ 🖨️

Event validity periods

Day type	From	To	Event
----------	------	----	-------

+ Add 👤 ⚙️ 🗑️ 🖨️

We have clocked in for 3 days in order to show the possible situations for this example: one day when the employee did not go to breakfast, one day when they went for 5 minutes and one day when they went for 30 minutes.

Punches

Management of punches

Employee: 000000017 - Terra Jackson Mitchell From date: 01/11/2023 To date: 17/11/2023

Show days with odd punches
 Days without special circumstances
 Days with no punches
 Days with unprocessed punches
 Pending petitions

Date	In	Out	In	Out	In	Out	Workday/Events
01/11/2023 [We]	08:08	15:07					0001 - Reduced workday
02/11/2023 [Th]	08:05	10:00 🕒	10:05	15:08			0001 - Reduced workday
03/11/2023 [Fr]	08:01	10:00 🕒	10:30	15:07			0001 - Reduced workday

👤 ⚙️ 🗑️ 🖨️

In the following table, you can see the timing results for all the possible combinations between “Enforce minimum time” and “Assign real time” for the 3 cases you have just seen.

		25/09/2023				
		0' Breakfast		5' Breakfast		
Force	Real	001	S006	Attendance	001	S006
NO	NO	0:00	0:00	3:00	0:15	0:10
NO	YES	0:00	0:00	3:00	0:05	0:10
YES	NO	0:15	0:15	2:45	0:15	0:10
YES	YES	0:00	0:15	2:45	0:05	0:10

Please note that, once you have set a minimum time, this will always be subtracted from the total attendance as long as the value of the event to be controlled is not higher. If the event to be controlled is higher than the minimum time, then the value associated with the event will be subtracted.

10.1.4 Compulsory attendance

In some cases, you may want to monitor when an employee is absent at certain times and whether or not these coincide with the limits for each session. GoTime Cloud allows you to define two mandatory attendance slots in this tab within which the worker will have to be either present or out with an event marked as assessed.

The screenshot shows the 'Modification of workday' interface with the 'Obligatory time' tab selected. It features a toggle for 'Enable obligatory timeslots', an 'Event to update' dropdown menu, and two session configuration panels. The 'First session' panel has 'From' and 'To' time inputs (10:00 and 13:00) and a 'Copy values of the first session' button. The 'Second session' panel has 'From' and 'To' time inputs (8 and 8) and a 'Copy values of the second session' button. At the bottom, there are 'Assign', 'Accept', and 'Cancel' buttons.

The following fields are available for the *Mandatory Time* configuration:

- **Event to be updated:** Here, you can define the event to which the time will be added when a person is absent during the compulsory attendance slots.
- **Limits for the first session/Limits for the second session:**

- **From:** The start of the compulsory attendance slot and any absence after this time is considered as non-compliance with the compulsory time.
- **Until:** The end of the compulsory attendance slot and any absence between the time defined in the *From* field and this time is considered as non-compliance with the compulsory time.
- **Copy theoretical values from the session:** Pressing this button sets the theoretical arrival and departure for the first or second session as compulsory attendance slots.

The values set in the limits for the first session or the second session have to be within their respective sessions, as it does not make sense to set a compulsory attendance period from 9am to 2pm for a session whose theoretical arrival is at 10am and its theoretical departure is at 1pm.

It is important that the event to be updated is not *0000 – Work*, because if this were the case, in a 9:00 – 14:00 workday with the same compulsory attendance limit, if a worker were to make their first clock-in entry at 10:00, the program would add 1 hour (from 9:00 – 10:00) to the *Work* event.

10.1.5 Rounding

In some cases, you may not be interested in the exact time for a punch, for example: You want all punches between 8:50 and 9:05 to be rounded up to 9:00, which is the normal arrival time. Thus, all times associated with a punch between 8:50 and 9:05 will be calculated as if the punch had been at 9:00. And the same logic can be applied to clocking-out punch.

It should be made clear that the purpose of rounding is to provide a solution to the courtesy time the employer wants to offer to their employees and not the use of rounding for any other purpose than this.

Each rounding has the following options:

- **Day type:** Here, you can define to which day type the rounding applies.
- **From:** Lower cut-off time for the application of rounding.
- **Until:** Upper cut-off time for the application of rounding.
- **Rounding:** Time towards which punches are rounded within the limits.

- **Arrival/Departure:** This defines whether punches are rounded up or down.

Configurations / Workdays / 0000 - General
Modification of workday

Data Variants Payrolls Events Obligatory time Roundings

Day type	From	To	Rounding	In/Out	
1 - Working Day 1	08:50	09:10	09:00	In	Delete
1 - Working Day 1	17:50	18:10	18:00	Out	Delete

+ Add

Assign Accept Cancel

10.2 Profile management

The employee profiles encompass a series of configurations that you can assign to each employee. You can define as many general profiles as you wish with their specific characteristics and assign them to the different employees. This means that the profiles that you generate here will work as a “template” that will apply to the employees that you indicate.

In the tab for each employee, you also have access to the profile, but this is a personal one for each employee and the configurations that you make or modify there relating to the profile that you generated in *Profile Management* will only apply to that employee, so here all the configurations common to a group or groups of employees will be loaded.

Configurations / Profiles / 00000000 - General
Modification of profile

[Roundings](#)
[Automatic events](#)
[Absence](#)
[Accrual balance](#)
[Breaks](#)
[Payrolls](#)

Code: 000000000

Description:

Day type	From	To	Rounding	In/Out

+ Add

10.2.1 Rounding

In some cases, you may not be interested in the exact time for a punch, for example: You want all punches between 8:50 and 9:05 to be rounded up to 9:00, which is the normal arrival time. Thus, all times associated with a punch between 8:50 and 9:05 will be calculated as if the punch had been at 9:00.

We have already made the purpose of this functionality clear in the section on workdays.

Each rounding has the following options:

- **Day type:** Here, you can define to which day type the rounding applies.
- **From:** Lower cut-off time for the application of rounding.
- **Until:** Upper cut-off time for the application of rounding.
- **Rounding:** Time towards which punches are rounded within the limits.
- **Arrival/Departure:** This defines whether punches are rounded up or down.

10.2.2 Automatic events

In some cases, it may be that at certain times all punches are considered to have an event, either because the terminal does not have a keyboard and does not allow punching of events or because, by default, at that time, people always clock in with a specific reason; for example, you can make all punches between 14:00 and 15:00 have the event "lunch". In any case, if the employee records an event during the period of an automatic event, this will take precedence over the automatic event.

The options it allows are:

- **Day type:** Here, you define to which day type the automatic event applies.
- **From:** Lower cut-off time for applying the automatic event.
- **Until:** Upper time limit for applying the automatic event.
- **Event:** The event you want to be assigned.
- **Arrival/Departure:** This defines whether the automatic event applies to punches

Configurations / Profiles / 00000000 - General
Modification of profile

Roundings Automatic events Absence Accrual balance Breaks Payrolls

Code: 00000000
Description: General

Day type	From	To	Event	In/Out	
1 - Working Day 1	12:30	13:30	0005 - Lunch	Out	Delete

+ Add

Assign Apply Accept Cancel

10.2.3 Absence

By default, GoTime Cloud associates the event *S004 – Unexcused Absence* for each working day when an employee has no active punches or extendable or calendar events. In some cases, this may not be what you want, e.g. you may want to associate a specific event. To control this, you can say that, in case of absence, an event that you have defined is assigned. Care must be taken when changing this because if, for example, you were to change it to the *Work* event, a worker on a day with no punches would associate the *Work* event with the total number of session hours for their workday and, although the worker has not gone to work, it would count them as having done so.

Configurations / Profiles / 000000000 - General

Modification of profile

Roundings Automatic events **Absence** Accrual balance Breaks Payrolls

Code: 000000000

Description: General

Type: Assign absence

10.2.4. Accruals balances

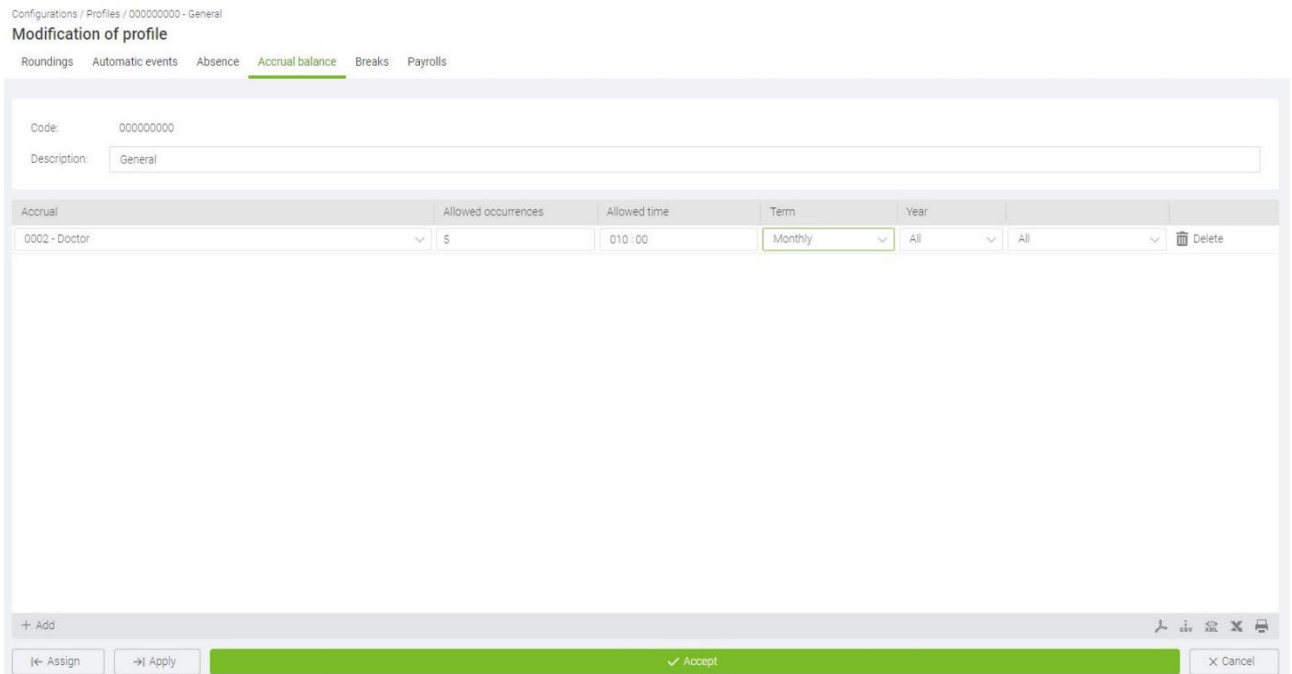
This option will allow you to set limits for each accrual: either limits on the total time, the number of times or both. The options it allows you to define are:

- **Accrual:** The accrual you want to control.
- **Occasions allowed:** The number of repetitions you allow for an accrual during the set period.
- **Time allowed:** The time you allow for an accrual during the set period.



Important: The time and occasions will default to how the accrual is configured in the event (see 10.7). For example, an accrual configured as time and repetitions will have both *Occasions* and *Time allowed* enabled, and one that only has repetitions will only allow you to configure the *Occasions allowed*. For an event that has both options enabled, if you only want to monitor one of the accrual's aspects, *Occasions* or *Time*, you can disable in each accrual the aspect that you do not want to use by activating or deactivating its tick box.

- Period:** The period over which you want to monitor the balance (weekly, monthly or yearly). When you select its period, this allows you to choose under the year column *All* or a specific year. If you select *All*, this will be automatically applied in the following periods, or you can choose a specific year (in the case of an annual period; in the weekly and monthly periods, a new column will be enabled in which it will also allow you to choose the week or month you want to apply it, or if you want to apply it to *All* weeks and months) and it will only be applied to that year. At the end of the period, the balance reverts to the initial value.



10.2.5. Breaks

Breaks are automatic punches that you can define for stops that you want to discount in any case. For example, if you have a kitchen inside the offices and it is possible that people might not clock out at lunchtime, you can establish a break so that the program automatically interprets that the worker has left at 14:00 to eat lunch and has returned at 15:00; if the worker has a clocked-out entry and has not come back in before the start time of the break, the break will have no effect. The break will also not apply if any actual punch is performed during the time of the break.

The options you have are:

- **Day type:** The day type on which the event applies.
- **Break:** The break you want to apply, these are defined in the menu *Configurations -> Breaks* (see 10.9 Breaks).

Configurations / Profiles / 000000000 - General

Modification of profile

Roundings Automatic events Absence Accrual balance **Breaks** Payrolls

Code: 000000000
Description: General

Day type	Break time	
1 - Working Day 1	01 - Lunch	Delete

+ Add

← Assign → Apply ✓ Accept X Cancel

10.2.6. Payrolls

In this section, you can configure how you want to assign the payrolls. For this, you have to have previously created these, as you will see in points 10.11 Payrolls and 10.12 Cost items.

The cost allocation can be configured by:

- **Employee and day type:** If this option is selected, the payrolls will always be assigned to each employee based on their personal configurations and calendar.
- **Workday and day type:** If this option is selected, the payrolls will always be allocated to each employee based on the time spent on each day and their personal calendar. If you select the *Workday and day type* option, you will see that the report you can see in the image below will be disabled, as this configuration will have no effect, and the allocation of payrolls will depend on what has been defined in the employee's workday.

In either case, the operation in both cases is the same, and you have two options:

- Payroll: This represents the cost line you want to follow.
- Day type: This represents the day type to which the cost applies.

Configurations / Profiles / 000000000 - General
Modification of profile

Roundings Automatic events Absence Accrual balance Breaks Payrolls

Code: 000000000
Description: General

Type: Employee and day

Define payroll compensation

Day type	Payroll
----------	---------

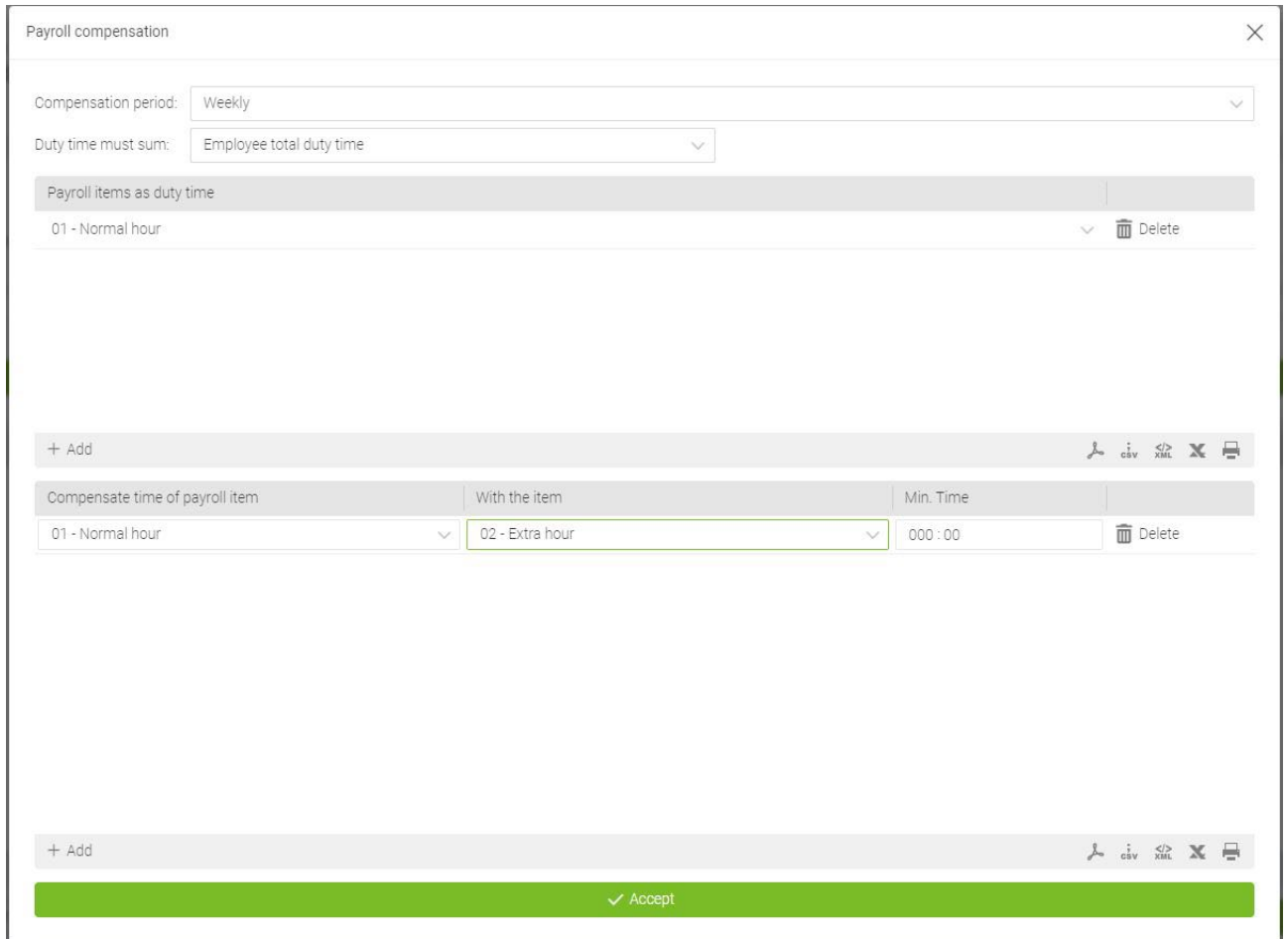
+ Add

Assign Apply Accept Cancel

10.2.6.1. Cost offsetting

Let's see how to set up a cost offset: for this, you click on the *Define cost offset* button.

This option allows you to offset one cost item against another in a given period.



Payroll compensation

Compensation period: Weekly

Duty time must sum: Employee total duty time

Payroll items as duty time

01 - Normal hour	Delete
------------------	--------

+ Add

Compensate time of payroll item	With the item	Min. Time	
01 - Normal hour	02 - Extra hour	000:00	Delete

+ Add

✓ Accept

GoTime Cloud also enables you to offset these cost items during different offsetting periods: Daily, Weekly, Monthly or Annual.

GoTime Cloud includes the item of *Cost offsetting* based on the item of standard hours (these are the hours that a worker must work every day according to their assigned workday).

You can base the offsetting on that item, or you can set a specific value based on establishing a minimum time based on a given cost item.

GoTime Cloud allows you to set standard hours, which mainly handles two items: *standard hours*, which are the hours that have to reach a minimum value, and *overtime hours*, which are the hours that are counted once the *standard hours* have reached the minimum time. In order to be able to configure the cost offsetting, the following options are available:

- **Offset:** Here, you set the time period over which you want to apply the offsetting. If you do not want to set offsetting, you can select *Never*, otherwise you can set weekly, monthly or yearly offsetting.
- **Standard hours must add up:** In order to set up cost offsetting, it is necessary to establish the minimum time the standard hours must reach and, in case they do not reach this time, to apply the offsetting. To set this minimum time, you have two options: manually defining a total number of hours, regardless of the employee's schedule and calendar; or having GoTime Cloud set the minimum number of hours within each period based on the employee's schedule and calendar.
- **Items considered standard hours:** What you consider to be standard hours does not necessarily have to fit into a single cost item; for example, you can have two items defined: Normal hours and nighttime hours, which have to add up to 40 hours per week before any overtime can be considered; here, you can add as many items as you wish to the report of those that will count as *standard hours*.
- **Offsetting table:** Here is a report of how the payrolls will be offset:
 - Offset time from the item: This establishes the item that receives the offset time.
 - With the item: This sets the item from which time is subtracted until the standard hours are reached.
 - Minimum time: This sets the minimum time that has to remain in the item considered as *overtime* after offsetting. If the minimum time is not reached, the remaining time in the item in question will be discarded.

10.3 Calendar management

The working calendar is the calendar in which the annual workdays and public holidays are established, as well as the events that occur (holidays, sick leave or similar).

10.3.1 Differences between public and personal calendars

In GoTime Cloud, a distinction is made between public and personal calendars. The public calendars are created at company level and will serve as a template for personal calendars. In some cases, one will be sufficient and in others, there will be several. For example, in a company with centres in different cities, it will probably be necessary to have a public calendar for each

centre with the different local holidays; in this way, each employee will be assigned the corresponding public calendar and this will be the template for their personal calendar. The personal calendar will include the changes that are made to the basic public calendar: days of work outside the office, changes of shift, sick leave, holidays or any other eventuality.

The public calendars are the ones we are going to manage from this section in *Configurations – Calendar management*, and the private calendars are the ones found in each employee's file in the *Calendar* tab.

It is important to understand that personal calendars only reflect the differences with respect to the base public calendar, and any changes made to a public calendar will be reflected in all employees who have this as a base, as long as they do not have a different configuration in their personal calendar for the modified days.

When we talk about calendars, there is one item that is important to be clear about: *day types*. You can see more about them in 10.10 Day types.

10.3.2 Calendar management

From this window, the different work calendars for the company are managed; from here, you can edit, create or delete as many calendars as necessary. It will also be possible to apply the calendars you create to different employees.

Configurations / Calendars / 00000000 - General
Modification of calendar

Code: 000000000
Description: General

November 2023 Yearly view

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	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	1	2	3
4	5	6	7	8	9	10

Day type:
Event:
Workday:
Variant:
 Force variant
Comments:

Clean selected days
Apply changes to selection
Range generation
Auto-generate calendar

Events
Variants
Day types:
0 - No Working Day
1 - Working Day 1
2 - Working Day 2
3 - Saturday
4 - Sunday

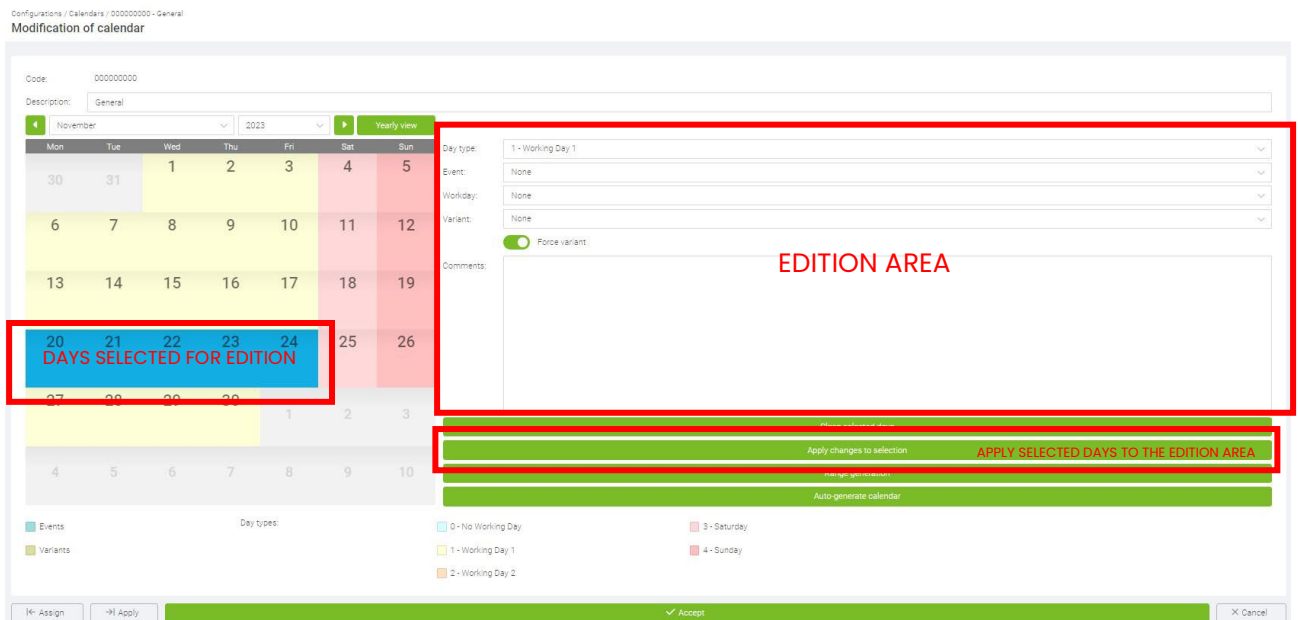
Assign Apply Accept Cancel

When editing a calendar, GoTime Cloud allows you to modify six parameters for each day:

- **Day type:** Each day of the year can have a different *day type* assigned to it. Normally, days with similar circumstances will be grouped into the same *day type*. For example, you can have all holidays assigned to day type '0', which GoTime Cloud defines as a holiday by default.
- **Event:** GoTime Cloud allows you to assign an event for one or more days, so that if the employee does not show up on a specific day, the program will justify the employee's absence with it (see more in point 10.7).
- **Workday:** In some cases, you might want this to be set up so that, when an event occurs in the calendar, the program does not justify the event based on the hours of the normal workday; Here, you can define an alternative workday for when this occurs.
- **Variant:** In [section 10.1.1](#), we discussed a workday option called *Variants*, and explained that these could be ticked in the calendar to apply a different workday from the usual one; each day of the year in the working calendar can be assigned a time variant from 1 to 9 or *None*. If the variant *None* is selected, the program will interpret that the main workday and not any of the variants is applicable for that day; if a variant is selected in the workday that does not exist in the workday, no variant is considered to be selected.
- **Applying a variant:** This option is only used when you have a variant selected. If it is active, the program assigns the time variant ticked for this day regardless of whether the option *Find variant with best fit* is ticked in the employee's workday. If this option is not active, it will simply indicate the variant in the calendar, but will still be used to calculate the employee's base time.
- **Remarks:** If there is something to report one day, a short text can be inserted as a remark.

After editing one or several days (you can select several days by holding down the Ctrl key) changing any of the parameters that you have just seen, you must click on the *Apply changes to selection* button. In this way, the changes made will be shown in the calendar, but to finish applying a change, you will have to click on the *Accept* button.

If you wish to remove modifications that you have made previously or if you have clicked on *Apply changes to the selection* and you wish to remove these, you can click on the *Clear selected days* button and the selected days will be restored, just as when applying, the changes will not be confirmed until you click on the *Accept* button.



10.3.3 Automatic calendar generation

Generating work calendars can be a tedious and repetitive task. GoTime Cloud makes the whole process easier by setting up automatic calendar generation. Here, you define a pattern that the program will use to generate the calendar year by year, simplifying the whole process.

Auto-generate calendar

The first: Monday This date: 04/01/2021

Day types Holidays Variants Events

Nº	Day type	Variant	Force	Delete
5	1 - Working Day 1	None	<input checked="" type="checkbox"/>	Delete
1	3 - Saturday	None	<input checked="" type="checkbox"/>	Delete
1	4 - Sunday	None	<input checked="" type="checkbox"/>	Delete

+ Add

Accept

The calendar will be generated following a pattern set in this window. You create a cycle that will be repeated throughout the year by assigning the configuration for each day; the program will take as a reference what you have set at the top so that the start of the cycle coincides with the selected day. We recommend using the first option *The first* and the day of the week as the first day of the week to avoid confusion.

By default, GoTime Cloud proposes a period of one week starting on the first Monday of the year. In the example screenshot, we have set this as five workdays with one day marked as day type '3' (default Saturday) and another day with day type '4' (default Sunday). It is important to note that if the year does not start on the day selected as reference, the cycle also goes backwards.

Auto-generate calendar

The first: Monday This date: 04/01/2021

Day types Holidays Variants Events

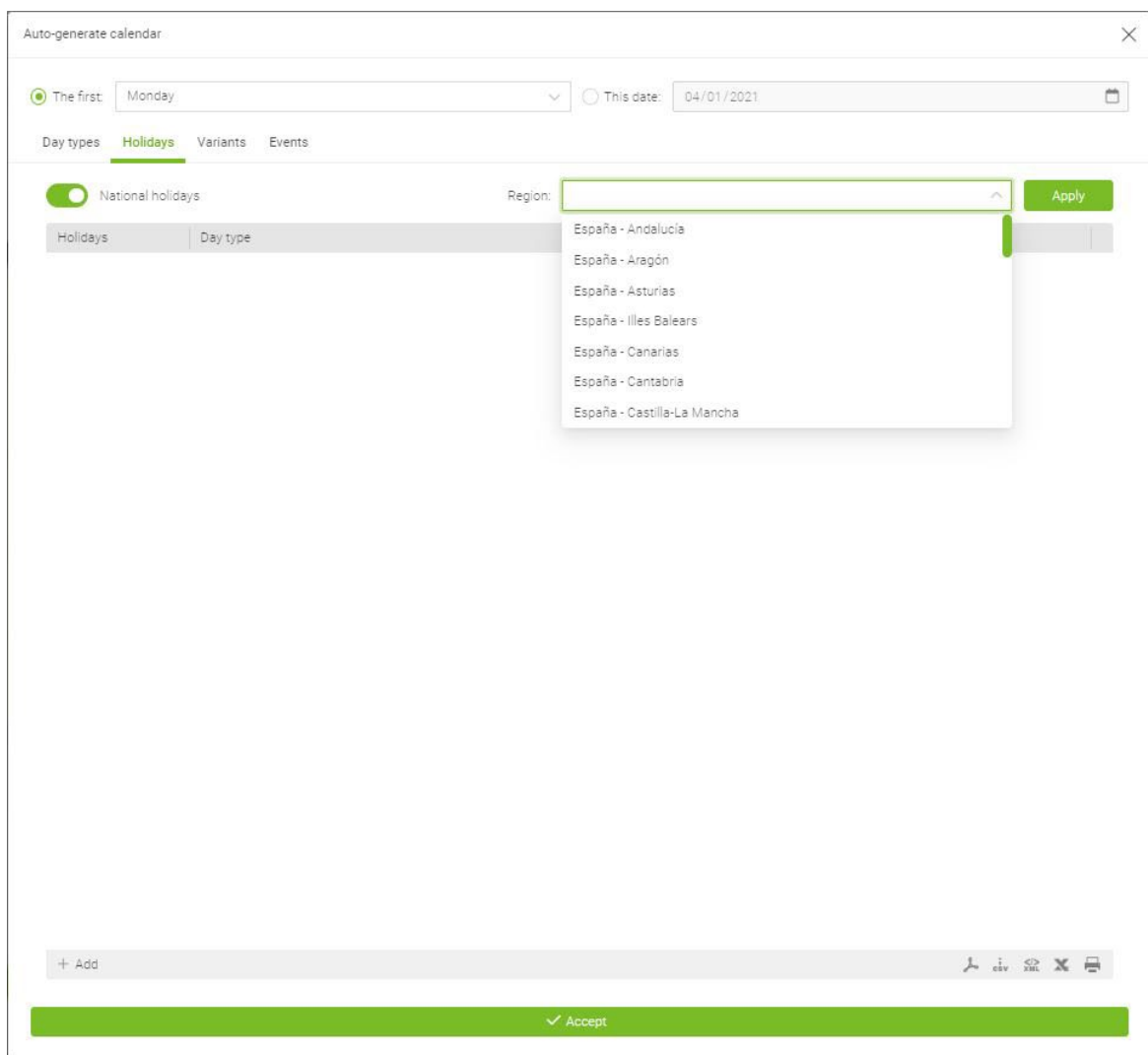
N°	Day type	Variant	Force	Delete
5	1 - Working Day 1	None	<input checked="" type="checkbox"/>	Delete
1	3 - Saturday	None	<input checked="" type="checkbox"/>	Delete
1	4 - Sunday	None	<input checked="" type="checkbox"/>	Delete

+ Add

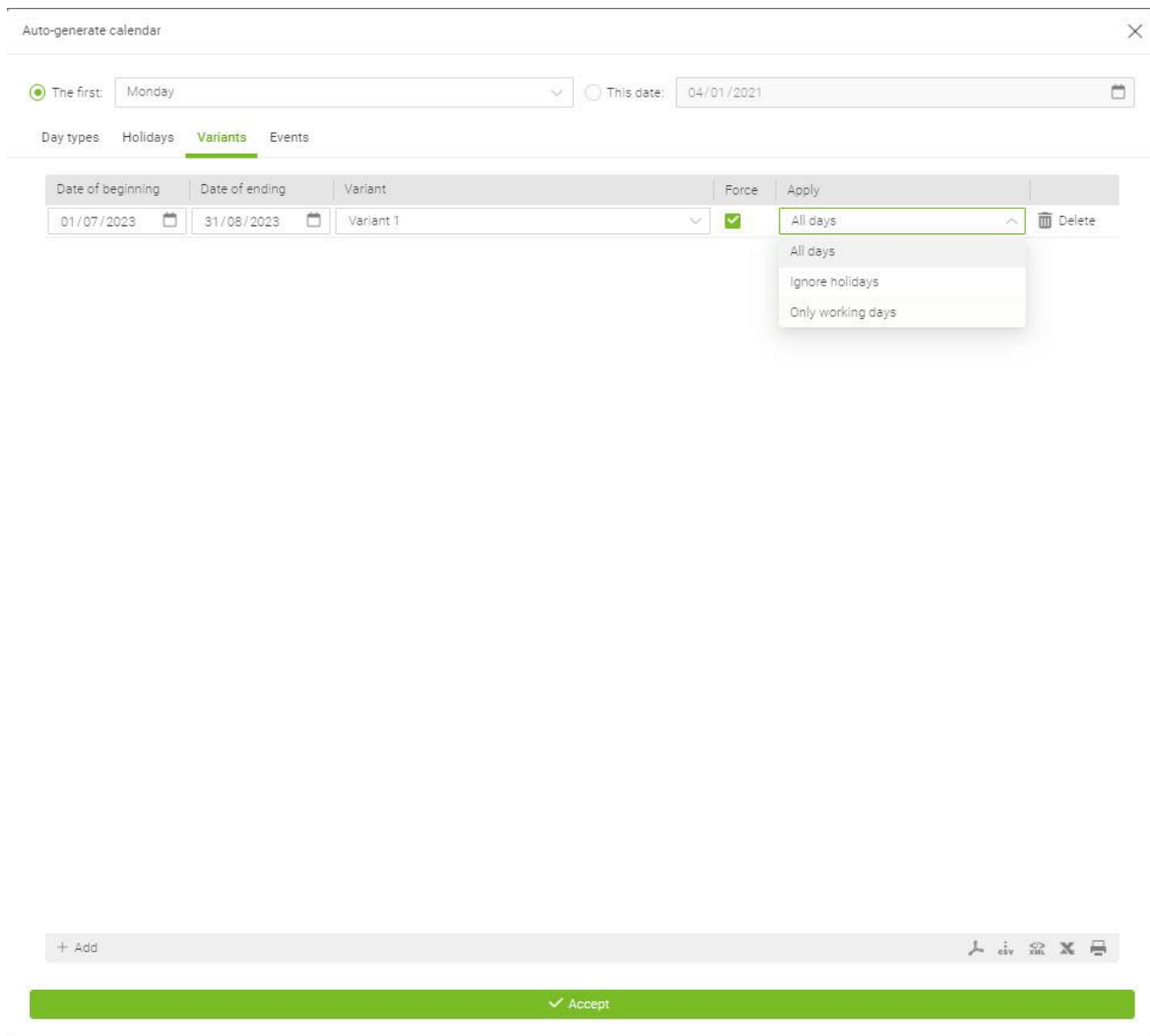
Accept

Number of consecutive days of one type to be included

- **Public Holidays:** Here, you can set the holidays you want. The only limitation is that GoTime Cloud only manages national and regional holidays by ticking the *National Holidays* box and selecting the region, but not local holidays. Currently, we have the national holidays for Spain and Germany available. Additionally, local public holidays or other holidays not included in *National Holidays* can be added manually using the add button at the bottom.



- **Variants:** It is relatively common that, at certain times of the year, a different workday is applied, e.g. during summer periods during which a different workday than the usual one is applied in many companies. In this window, you can set a variant that will always be applied to a fixed date range with the usual options when setting a variant. Additionally, you can define to which days it will apply within this range, and you can choose to apply it to *All days*, *Ignore public holidays* or *Workdays only*.



- **Events:** In some cases, in a company, there are foreseeable events that affect the whole company. For example, company closures in summer or eventualities, such as closures for refurbishment or end of season. This option allows you to generate the annual calendar including events of this type in a specific period of time; establishing whether it will be applied to all the days that fall within this range, choosing to apply it to *All days*, *Ignore public holidays* or *Workdays only*.

Auto-generate calendar

The first: Monday This date: 04/01/2021

Day types: Holidays Variants **Events**

Date of beginning	Date of ending	Event	Apply	
25/12/2023	31/12/2023	0004 - Holidays	All days	Delete

All days
Ignore holidays
Only working days

+ Add

Accept

10.3.4 Generate in a range

This option is similar to the automatic calendar generation, but allows you to generate a pattern of days or public holidays. Variants and/or events in a specific date range.

Range generation

From date: 01/01/2023 To date: 24/11/2023

Day types Holidays Variants Events

N°	Day type	Variant	Force
----	----------	---------	-------

+ Add

Accept

10.3.5 Apply and assign calendar

Once you have created all the public calendars, you can apply or assign them to employees. Earlier, we explained the difference between public and personal calendars; both items are decisive for the Apply and Assign options:

- **Assign calendar:** When a public calendar is assigned to a staff member, the template on which the employee's personal calendar is built changes. All values already existing in the personal calendar will be respected.

- **Apply calendar:** When a public calendar is applied, all personal calendar configurations are deleted and the new public calendar is assigned as a template for the employee's personal calendar.

10.4 Archive management

From here, you can restore a previously archived employee account. This will allow you to use the employee account again or to view their records and/or reports. If you restore an employee account, it does not automatically give them a new date of registration, so if they are an employee who is rejoining the company, you must go to the *Status* tab in their file and give them a new registration date so that the system can take them into account again.

Archived on	Code	Name	Surnames	Center	Department	
06/11/2023	000000019	Jackie	Ward Haney	00000-Madrid	00001-Administración	Recover
06/11/2023	000000020	Melissa	McKinley Peret	00000-Madrid	00001-Administración	Recover
06/11/2023	000000999	Bruce	Campbell	00000-Madrid	00001-Administración	Recover

This can be done either from the button that appears on the right when the cursor is hovered over the employee or by selecting one or more employees and clicking on the *Retrieve selected* button on the bottom left-hand side.

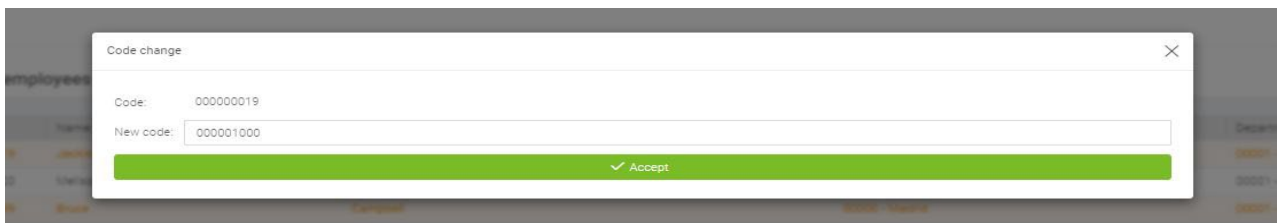
If when you try to restore an archived employee, their code appears in orange, this is due to

Configurations / Archived employees

Management of archived employees

Archived on	Code	Name	Surnames	Center	Department	
06/11/2023	000000019	Jackie	Ward Harvey	00000 - Madrid	00001 - Administración	↑ Recover
06/11/2023	000000020	Melissa	McKinney Perez	00000 - Madrid	00001 - Administración	↑ Recover
06/11/2023	000000999	Bruce	Campbell	00000 - Madrid	00001 - Administración	↑ Recover

the fact that this employee number has been reused for an active employee. Therefore, if you try to restore it, it will fail indicating to you that you are trying to enter a duplicated data. In order to restore it, you will have to click on the code and it will give you the option to change it to a new one. This change will apply to all the data related to the employee for their punches, so when you change it and restore it, all their punches will be associated.



10.5 Events

Events are a major focus of GoTime Cloud.

These are identifiers that you can use to track the worker's actions in the company, when they are on holiday, the time they work daily, if they are late or when they are doing a special service outside the office. These can be entered through a punch or they can be associated with a specific day in the work calendar, or the system can even enter it for you. They can be grouped into two types and one special case:

- **System events:** These events are created with each company and cannot be deleted or created by the user. The program assigns this automatically when certain conditions are met. The codes for these events all begin with S.
- **User events:** These events are created by the user according to the specific needs of the company and have to be assigned manually.
- **Event '0000':** This event is the event that any clocking-in has when an employee does not specify anything and just identifies themselves at the terminal. You can change its description, but it is not recommended to change anything relating to this configuration to avoid strange behaviour.

10.5.1 System events

When you start for the first time, you will find 10 events already created that cannot be deleted. These are event '0000' and system events, which are detailed below:

- **Event '0000':** This event is the default event when a worker clocks in. If they do not specify anything or enter an invalid event, the punch will always have this event assigned to it.
- **System events:**
 - Event 'S001': This event is automatically generated in the employee's history when the first punch of the day is before the start of the employee's workday.
 - Event 'S002': This event is automatically generated in the employee's history when the first punch of the day is after the start of the employee's workday.
 - Event 'S003': This event is automatically generated in the employee's history when the employee completes fewer hours worked than the hours stipulated in their workday.
 - Event 'S004': This event is automatically generated when the employee does not report to work on a working day.
 - Event 'S005': This event is automatically generated when the employee works more hours than the hours stipulated in their workday.
 - Events 'S006', 'S007', 'S008' and 'S009': These events are used to control the maximum or minimum times set in the employee's workday for other events (see 10.1.3).

With the exception of the '0000' event, none of the events explained above can be entered either by the GoTime Cloud user or by the employee when punching; it will always be the application that decides to generate it based on the employee's movements, workday and work calendar.

10.5.2 Daily log and accruals

Events can be assigned to a punch or to a day in the working calendar; we have also discussed the "history" item. To understand the history item, it is necessary to define the accrual item.

- **Accruals:** Accruals are mere accumulators, either of time and/or of the number of occasions on which an event occurs. Each event can update one or more accruals so that when an event is generated, either because it is manually entered by a punch, is in an employee's work calendar or is automatically generated by GoTime Cloud, the accruals assigned to that event are updated.

- Daily log:** The history is the events report that occur for each employee and the accruals that they update. It is a daily record and grouped by employee. From this point onwards, all the necessary calculations will be made.

10.5.3 Event management

From this window, you can record the events and you will be able to edit some details relating to the system events. Below is a breakdown of the events that are created by default:

Configurations / Events
Management of events

Code	Description	Type	Allows punching	Counts as work
0000	Work	Mixed event	Yes	Yes
0001	Breakfast	Exit event	Yes	No
0002	Doctor	Mixed event	Yes	Yes
0003	Smoke	Exit event	Yes	No
0004	Holidays	Mixed event	No	No
0005	Lunch	Exit event	Yes	No
0006	Break	Exit event	Yes	No
0007	Extra hours	Entry event	Yes	Yes
0008	Business trip	Mixed event	Yes	Yes
S001	Early entry	Mixed event	No	No
S002	Late Entry	Mixed event	No	No
S003	Lack of working hours	Mixed event	No	No
S004	Unjustified absence	Mixed event	No	No
S005	Overtime	Mixed event	No	No
S006	Time excess 1	Mixed event	No	No
S007	Time excess 2	Mixed event	No	No
S008	Time excess 3	Mixed event	No	No
S009	Time excess 4	Mixed event	No	No

Delete selected + Add

If you select a specific event, you will find a series of fields, which we are going to explain:

The screenshot shows the 'Modification of event' form in the GoTimeCloud system administrator interface. The form is titled 'Configurations / Events / 0000 - Work' and 'Modification of event'. It contains the following fields and options:

- Code:** 0000
- Description:** Work
- Event type:** Mixed event (dropdown menu)
- Symbology:** (dropdown menu)
- Allows punching:**
- Count as work:**
- Creates log:**
- Deducts time from duty time:**
- Extensible event:**
- Daily occurrences allowed:** 0

Below the form, there is a table with the following columns: 'Accrual', 'Action', and 'Delete'. The table contains one row with the following data:

Accrual	Action	Delete
<input type="checkbox"/> 0000 - Work	Sum time	<input type="checkbox"/>

At the bottom of the form, there is a green bar with the text 'Delete selected + Add' and a green bar with the text 'Accept' and a button 'Cancel'.

- **Code:** This is a numeric value that identifies the event. It has to be unique for each event.
- **Description:** This is a short text with the name or a short definition of the event.
- **Type of event:** Earlier, we said that an event can be entered by the employee at the moment they make the record; depending on this, you can differentiate between up to three types of events:
 - **Arrival events:** These can only be entered on clocking-in punches, and are counted from the employee's clocking-in until a clocking-out punch is made.
 - **Departure events:** These can only be entered on clocking-out punches and the event time is counted from the time of clocking-out, until the employee clocks in again or until the end of their workday.
 - **Mixed events:** Both clocking-in and clocking-out punches are permitted; in either case, the time of absence is counted against the employee's workday. If the program has been configured to justify arrival or departure in the workday, only mixed events will justify that time.
- **Symbology:** allows you to link an icon to the event in order to have a visual aid when recognising the event.

- **Allows punching:** This configuration will control whether a punch can have this event assigned to it. If this is unticked, the event will not be uploaded to the devices that allow uploading of the events report or to the app.
- **Assessed event:** Assessed events are those that are counted as time worked, add time to the total attendance and are counted when calculating payrolls.

It is important to make the distinction between the *Work* accrual and the *Total attendance* shown in some lists. The *Work* accrual only takes into account the total time of all the events that update this accrual, while the *Total attendance* is updated with all the events that are configured as an *Assessed event*.

- **This is deducted from standard hours:** This event does not only justify the time in which it occurs. Instead, it is deducted from the hours scheduled for the employee's working day. An example of this would be an event for holidays, since when it occurs on a working day, not only is it counted that the worker is on holiday, but all that holiday time is deducted from the employee's working day, and if they are on holiday for the whole day, their expected hours would be 0.
- **Extendable event:** Some events are not only justified on the day they occur; it is very common in certain jobs, such as that of a salesperson or an installer, for a business trip to take place one day and for the trip to be spread over several days during which the worker will not be able to clock in at the office. To control this, an event will be created and marked as extendable, so that the employee will clock out when leaving the office on the day the event starts and the event will continue until the employee clocks in again or the number of days marked in the "Maximum days" box is used up. If 0 days are marked under "Maximum days", it is considered that there is no maximum time and the event will be extended until the employee clocks in again.
- **Generates daily log:** This option causes the information for the event to be shown in the *Log - Log* (see 4.2). This is activated by default when you create an event, and it is advisable to leave it like this.
- **Occasions allowed per day:** This option controls the number of occasions an event can be clocked in during the same day. If the value of this option is 0, it is assumed that there is no limit for the number of occasions and this event can be clocked in as many times as necessary. This option will only be reflected at the time of closure, so that you can physically clock in the event as many times as you want, but then it will be ignored if it exceeds the set limit, and all punches that exceed this limit will be reflected with the WORK event.

- **Accrual:** here, you can add and remove accruals and define what you want the accrual to do. The options you have are:
 - *Add/Subtract time:* when the event is used, this will only add or subtract time.
 - *Add/Subtract repetitions:* when the event is used, this will only add or subtract repetitions.
 - *Add/Subtract time and repetitions:* when the event is used, this will add or subtract both time and repetitions. The most common setting is *Add time and repetitions*.

It is very important to associate an accrual to each event, because this is what will allow you to see the times and/or repetitions that the worker has carried out in each one. It is recommended that each time an event is created, an accrual with the same code and description is also created to facilitate this association.

10.6 Accruals

As mentioned above, the accruals are mere accumulators, either of time or of the number of occasions an event occurs. Each event can update one or more accruals so that when an event is generated, either because it is manually entered by a punch, is in an employee's work calendar or is automatically generated by GoTime Cloud, the accruals assigned to that event are updated. These are the accruals available to the user by default:

Configurations / Accruals
Management of accruals

Code	Description	
0000	Work	
<input type="checkbox"/> 0001	Breakfast	Delete
<input type="checkbox"/> 0002	Doctor	Delete
<input type="checkbox"/> 0003	Smoke	Delete
<input type="checkbox"/> 0004	Holidays	Delete
<input type="checkbox"/> 0005	Lunch	Delete
<input type="checkbox"/> 0006	Break	Delete
<input type="checkbox"/> 0007	Extra hour	Delete
<input type="checkbox"/> 0008	Business trip	Delete
<input type="checkbox"/> 0001	Early entry	Delete
<input type="checkbox"/> 0002	Late entry	Delete
<input type="checkbox"/> 0003	Lack of working hours	Delete
<input type="checkbox"/> 0004	Unjustified absence	Delete
<input type="checkbox"/> 0005	Overtime	Delete
<input type="checkbox"/> 0006	Time excess 1	Delete
<input type="checkbox"/> 0007	Time excess 2	Delete
<input type="checkbox"/> 0008	Time excess 3	Delete
<input type="checkbox"/> 0009	Time excess 4	Delete

Delete selected + Add

To add a new accrual, click on the *Add* button at the bottom left of the window and the following window will appear:

Configurations / Accruals / New
Creation of accrual

Code:

Description:

The accrual only needs a code and a description. As mentioned in the previous section, it is advisable to use the same code and description as for the event to be used.

10.7 Breaks

In this window, you can define the breaks that you can then assign in *Profiles* or *Schedules*. Each break is divided into two stops with the following options:

- From: The start time of the break; if the break applies, the clocking-out punch will coincide with the time set here.
- Until: The end time of the break; if the break is applied, the clocking-in punch will coincide with the time set here.
- Event: The event to be applied to the clocking-out punch created by the break.

Although you are given the option to set up to two stops, you can limit yourself to setting the first one and leaving the second one blank.

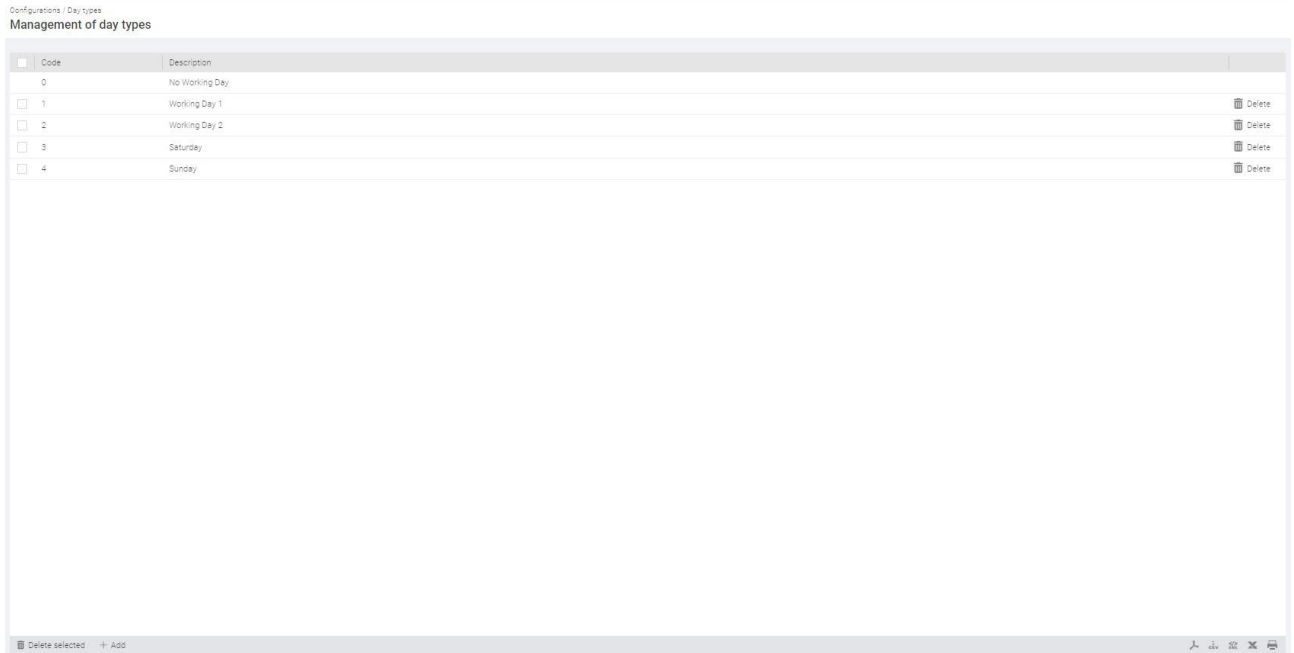
Configurations / Breaks / 01 - Lunch
Modification of break time

Code:	01		
Description:	Lunch		
First break info			
From:	14:00	To:	15:00
Event:	0005 - Lunch		
Second break info			
From:	:	To:	:
Event:	None		

✓ Accept X Cancel

10.8 Day types

By default, you have 5 day types created. These day types can be modified, and new ones can be added up to a maximum of 10 day types.



The configuration of a day type requires a *Code* and a *Description* and you can choose that from one of the following options:

- **Working day:** On days of this type, the worker is considered to be required to report to work; their tardiness is counted, whether or not they are on time, and if they do not report in, this is considered to be an *unexcused absence*.
NOTE: In the case of rotating workdays, when there are no punches for the working day, the software applies the unjustified absence on the basis of the first of the established workdays.
- **Public holidays:** On days of this type, it is considered that the worker does not have to work. In the event that they do so, all the time worked will be considered *excess working hours* and no tardiness or absences will be counted.
- **Conditional:** These days relate to special cases; if the worker clocks in, this will behave as a working day, and if they do not clock in, this will be considered as a public holiday. Care must be taken with this option, because if we set it for the main day type, if a person clocks in for reports, it will not indicate that this is an unexcused absence. An example of a common use is for a company that occasionally works on Saturdays.

Day types function as identifiers to group days with similar circumstances. For example, normally all public holidays are the same at company level, so you could group all public holidays as day type 'Holiday' with code 0 and type *Public holiday*. You could also distinguish between the days from Monday to Friday, on which work is carried out, by grouping them as *Workdays*.

10.9 Payrolls

Cost lines consist of one or more cost items that distribute the time in the working day into different cost items. These are configured in the cost configuration window, which can be accessed from the main *Configurations* menu. The following options are available to define each cost line:

Configurations / Payroll / 0001 - Payroll based on amount hours
Modification of payroll

Code: 0001

Description: Payroll based on amount hours

Type: Calculate payroll based on total hours

Apply roundings

From	To	Payroll item	Price type	Price	
<input type="checkbox"/> 00:00	08:00	01 - Normal hour	Manual	0	Delete
<input type="checkbox"/> 08:00	23:59	02 - Extra hour	Manual	0	Delete

Delete selected + Add

Accept Cancel

- **Method of calculation:** There are two methods of calculating a cost: by total hours or by time slots. In the first case, the hours are associated by volume. For example, the first 8 hours are normal hours; after 8 hours and up to 10 hours, they are considered to be overtime and, after 10 hours, they are considered to be double overtime. In the second case, it depends on the time of day the employee is working, so that all hours between

9am and 6pm are considered normal hours, between 6pm and 10pm as overtime and from 10pm to 9am as nighttime.

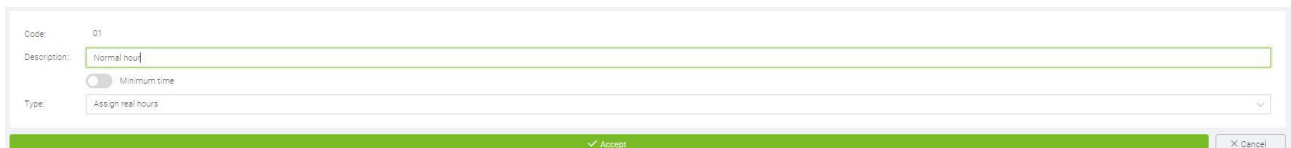
- **Apply rounding:** If this box is ticked, the roundings associated with each cost item will be applied; otherwise, they will not be applied.
- **Payroll Item:** The last option presented to you is a report with 5 columns. Here, you can define each cost item and how it is distributed.
 - From/To: These two fields set the lower and upper limit for each cost item respectively. Depending on the calculation method, they will represent a total amount of hours or an hour of the day.
 - Payroll Item: This field represents the cost item that we want to associate with the established period.
 - Type of price: Here, you can set the price you want to assign to each hour. You can assign one of the 5 hourly payrolls that each employee has, a percentage of these or a manual price.
 - Price: This field will change its meaning depending on what you have selected in the *Price Type* field. If you have selected *Manual*, then here you will enter the price in euros per hour. If you have selected a percentage of one of the employee's payrolls, here you are expected to set a value representing the percentage of the hourly cost.

The program will give you the option to define as many cost items as you wish within the same cost line, with two limitations that apply whether the cost is calculated based on time slots or total time: only the spectrum between 00:00 and 23:59 can be covered, and it must always be covered in its entirety. There cannot be an empty time slot between 00:00 and 23:59.

In any case, the program will ensure that you comply with these limitations; if you have only one item defined for a cost line, you will be obliged to set the *From* field to 00:00 and the *To* field to 23:59. If the cost has several items established, and you delete one of them, the program will extend the next item to the beginning of the deleted one.

10.10 Cost items

Cost items are organisational units of hours. They are configured in the cost item configuration window, which can be accessed from the main *Configurations* menu.



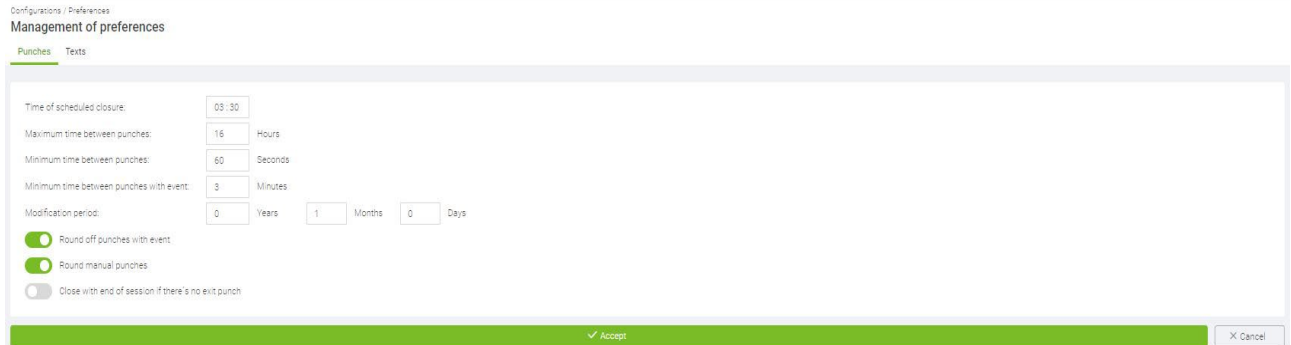
The screenshot shows a configuration window for a cost item. It has a white background with a light green border. The fields are: Code: 01; Description: Normal hour; Minimum time: ; Type: Assign real hours. At the bottom, there is a green bar with a white 'Accept' button and a grey 'Cancel' button.

The options available to you are:

- **Minimum time:** Here, you indicate the minimum time that has to be reached in a day for an item to be taken into account, e.g. if you create an item: *Overtime*, and you set a minimum time of 30 minutes. If at the end of the day the worker has added 29 minutes or less to this item, the time assigned to this item will be discarded and the worker will have worked 0 minutes under this item. If you do not want to apply a minimum time, leave the minimum time box unticked.
- **Rounding:** Depending on how you want to account for the time allocated to an item, you are presented with several options.
 - Assign real time: In this case, the actual time that should correspond to the cost you are editing will be accounted for.
 - Rounding times: In this case, the time corresponding to the cost item being edited will be rounded according to the selected configuration. The options are as follows:
 - Round down: The remainder of the division between the time allocated to the cost item and the time set in the *Time* field will be deleted.
 - Round up: The necessary time will be added so that the remainder of the division between the time assigned to the cost item and the time set in the *Time* field is 0. Therefore, if you round up every 30 minutes and the worker has 45 minutes assigned to the cost item, the program will add 15 minutes to the cost item until it totals 60 minutes.
 - Round according to value: In this case, if the remainder of the division between the time assigned to the cost item and the time set in the *Time* field is different from 0, it will be rounded down, but if the remainder is less than the time set in the *Value* field, it will be rounded up if it is greater.

10.11 Preferences

GoTime Cloud includes a preferences section to manage certain parameters. You can get to this menu from Configurations -> Preferences.



Automatic closure time: Schedule in which the calculation process is performed to allow correct use of the data and configurations applied in the solution.

Maximum time between punches: Time above which it is not possible to assign punches to the same day.

Minimum time between punches: Time below which it is not possible to have pairs of punches on the same day.

Minimum time between punches with an event: Time below which it is not possible to have pairs of punches on the same day, which are associated with any event other than '0000' Work.

Modification period: This allows you to define a period of time after which the punches will appear indicated with a padlock and will not permit modification. If a punch is to be modified in this status, it would be necessary to come here and change the modification period to include the punch to be modified.

Rounding punches with an event: Apply rounding configurations to punches

Rounding manual punches: Apply rounding to punches entered manually in the application.

Close with end of session if there is no clocking-out punch: Include a clock-out with the theoretical end of session in case the employee forgets to clock out.

10.11.1 HR organisational structure (Texts)

In order to provide our customers with a tool to transfer the organisational structure of a company to the GoTime Cloud application and thus be able to use the information contained in the solution in a more user-friendly way, we have included the following tags in GoTime Cloud:

- **Department label:** Here, you can define the label you want to assign to the "Department" field.
- **Centre label:** Here, you can define the label you want to assign to the "Centre" field.

Configurations / Preferences
Management of preferences
Punches **Texts**

Center label: Center
Department label: Department

Accept Cancel

If you make any changes to labels, these will be immediately available in the application.

10.12 Customisable fields

This allows you to create custom fields for certain options in the application.

When you click on 'Add', the following window will appear:

Configurations / Custom Fields / New
Creation of custom field

Name: |
Page: Employees Type: Text
Required: No Order: 1
Longitude: Mascara: Alphanumeric

Accept Cancel

- **Name:** here, you can enter the name of the field you want to create.
- **Page:** you can select the page where you add the custom field. The options available are: *Employees, Centres, Departments* and *Terminal Groups*.
- **Type:** you can choose the type of field you are going to create from the following options:
 - **Text**

- **Date**
 - **Time**
 - **Drop-down:** this will allow you to create a report so that the user will be able to drop down and choose one of the options.
 - **Tick box:** this allows you to create a tick box that you can tick or untick.
 - **Option:** in this case, you have to create several custom fields of this type and allow the user to choose between one of them.
- **Required:** if the field is required, the page it affects will not be saved if the field does not have any data.
 - **Order:** the order in which they will be presented if you have several custom fields.
 - **Length:** only available if the *Type* is *Text*; this allows you to define the maximum length of the field.
 - **Mask:** like the previous option, only available for *Text*; this allows you to choose between *Alphanumeric*, *Numeric* and *Decimal*.

10.13 Attendance periods

This allows you to change the behaviour of the months to match the company's fiscal periods.

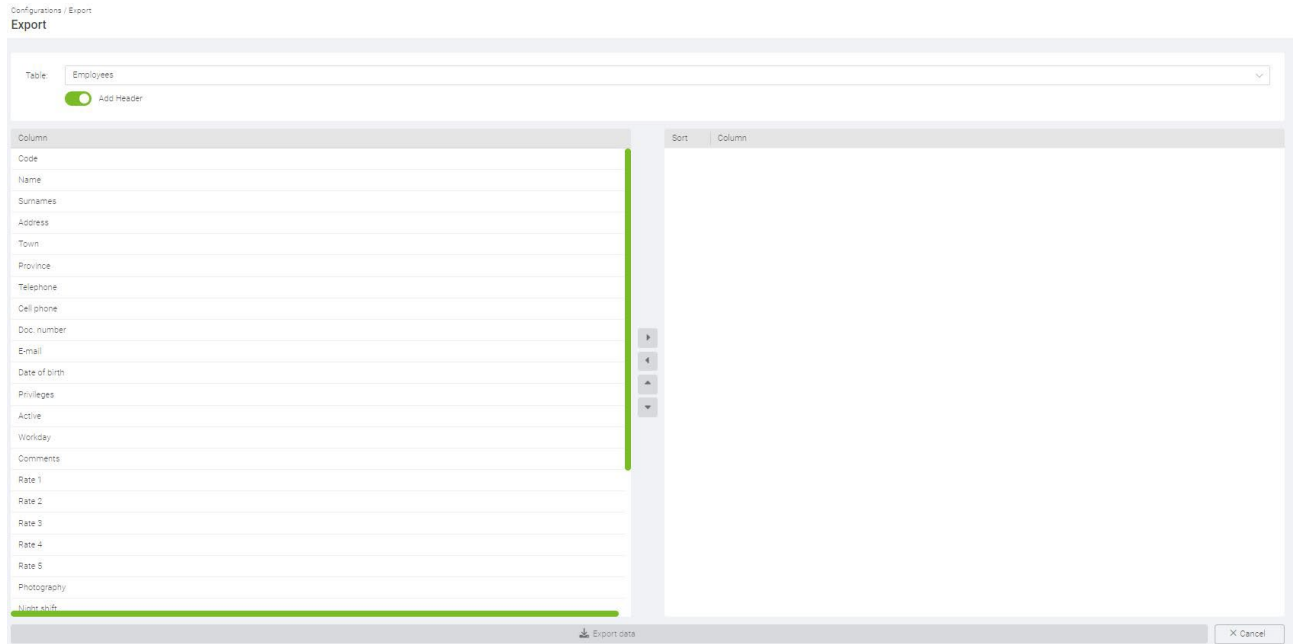
Configurations / Attendance periods
Management of attendance periods

Month	From	To
January	01/01	31/01
February	01/02	29/02
March	01/03	31/03
April	01/04	30/04
May	01/05	31/05
June	01/06	30/06
July	01/07	31/07
August	01/08	31/08
September	01/09	30/09
October	01/10	31/10
November	01/11	30/11
December	01/12	31/12

10.14 Export

This allows you to export employees or punches to a CSV file.

In the table, you can select whether you want to export Employees or Punches.



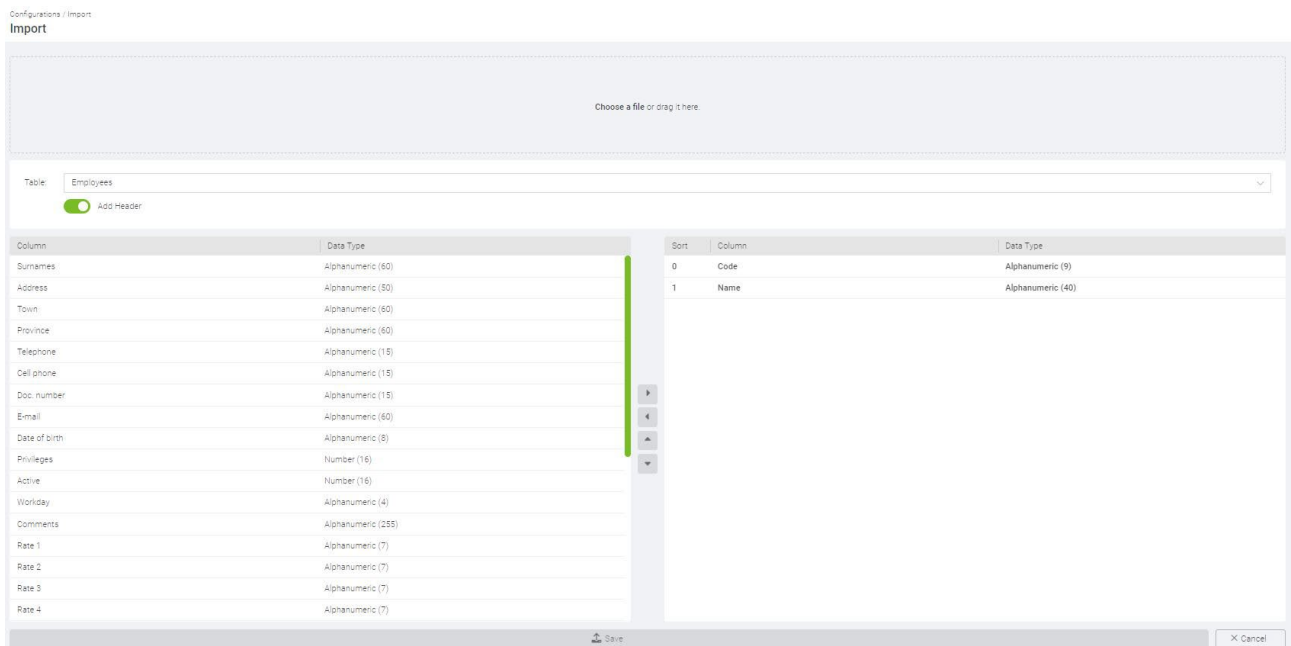
If you tick *Add column names on the first line*, the first line of the exported file will contain the name of each column.

On the left side, you will have all the fields that you can export relating to the table that you have previously selected, and you can use the arrow buttons to move the fields that you want to export to the right side. When you have all the fields that you want to export, you can click on the 'Accept' button and the file will be generated in the downloads folder.

If you want to import employees, you can previously make an export, even if you do not have any created, to generate a file that you can edit with your data and then use it for the import.

10.15 Import

From here, you can import employees, punches or users from a comma-separated plain text file (e.g. a CSV).



In the *Table* dropdown, you can choose what you want to import (Employees, Punches or Users) and in the right section, you have the fields that the import will include. When you select each of the options, you can see that there are a series of fields on the right side. These are the obligatory fields that the file needs in order to be able to carry out the import.

If the *Add column names on first line* option is enabled, the import will ignore the first line of the file by treating them as headers.

On the left side, you have a list of optional fields that you can bring in the file to import. You will have to add them to the right side using the arrows. It is very important that the file structure and the order of the columns has to be the same as indicated on the right side, or the import will fail.

Finally, at the top, you have the option *Select a file or drag it here*, which as it indicates, allows you to drag a file to this box to load it or click on the text to open a window where you indicate the file and its path.

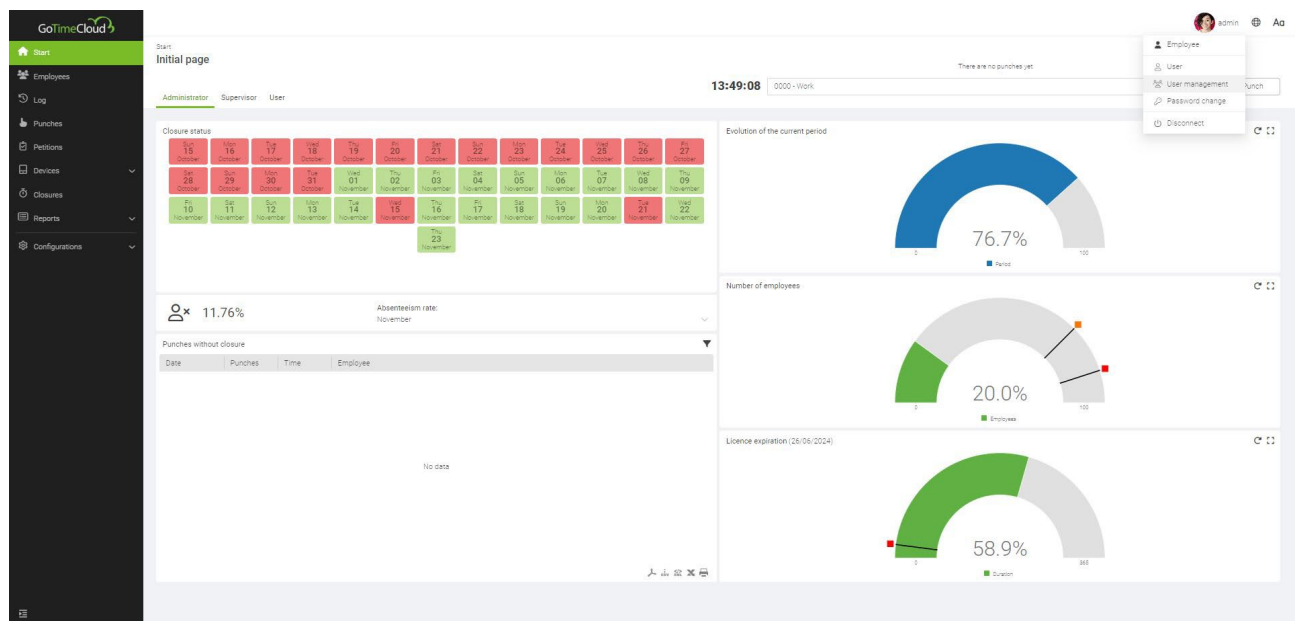
Next to each field, it indicates the supported data format and its length that must be respected for a successful import.

11. Application users

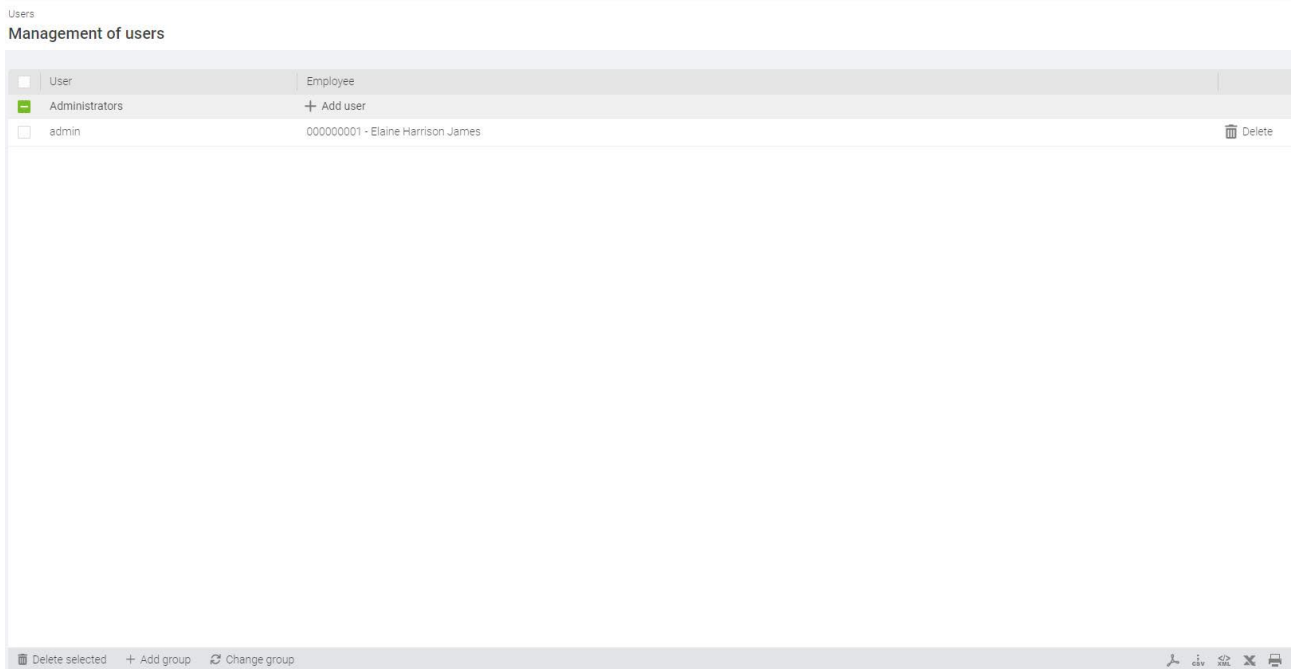
To meet the requirement of the new time and attendance law that employees must be able to view their records at any time from any location, GoTime Cloud includes application user management.

The main purpose of this module is to assign privileges for access to application data and configurations.

Access to the configuration interface can be found by hovering the cursor over the user's name or photo:

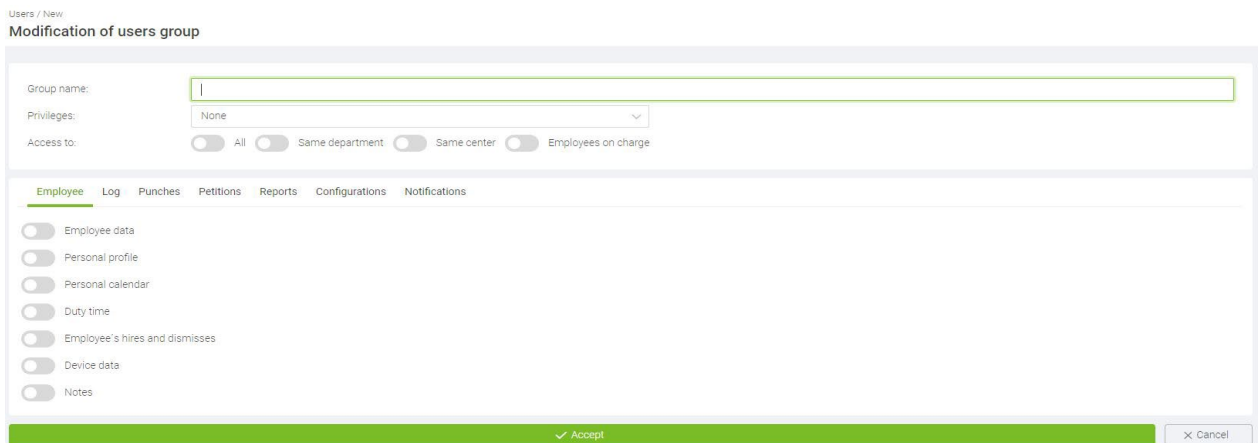


Once you click on "User management", you will access the application user management interface:



Users accounts are managed through privilege groups. Initially, you will only have the Administrators group, which cannot be deleted, and that allows access to all the options in the application. Next to the title of the group, you can see the option to add a user, so once you have created the different privilege groups, you can add the users to their corresponding group.

When you add a group by clicking on "Add" at the bottom left, you are shown the following screen:



The privileges for a group can be edited at any time and will affect all users belonging to the group.

We will explain the different sections of the group generation, so that the editing is covered.

This interface has several sections:

A first section to define the name of the group.

A second section to define the privileges for the group:

11.1 Privileges:

In this first section, you can define the privileges that the group will have. Only one option can be selected:

- **None:** No access is given to the application.
- **Can read:** Reading access
- **Can make petitions:** You enable the user to submit petitions to their manager.
- **Can write:** Change permissions for the application. (necessary to manage the petitions)

11.2 Access to:

In this section, you can define the privileges that have been configured in the previous section:

All: This has privileges for all employees using the application.

Same department: You will only be able to view and take action relating to employees in your own department.

Same centre: You can only view and take action relating to employees at your own centre.

Employees in charge: You will only be able to view and take action relating to employees for whom you are a supervisor.

Unlike the previous section, in this section, you can choose various options, such as *Same Department* and *Employees in charge*, and it would allow you to see and take action relating to all employees who share a department and for whom you are a supervisor.

11.3 Permits

Once the access privilege has been set, you can apply filters on the different menus in the application, for which the tabs Employee, Log, Punches, Petitions, Reports and Configurations are enabled.

By enabling the tick boxes corresponding to the submenus for the different sections, you can obtain a personalised level of access for each application user.

This configuration is quite intuitive, as each of the tabs, except for Devices and Closures, corresponds to the main menu. If you do not have any option activated in any of the tabs, you will not even see that section in the main menu. Let's look at each of them in detail:

Employee: each option in this tab corresponds to each of the tabs in the employee's record, except for the Remarks tab, which is for the exclusive use of administrators.

Log: as in Employees, each option matches each of the *Log* tabs, except *Accruals Balance*, which will be displayed if *Accruals* or *Weekly accruals* is enabled.

Punches: here, we will look at each option in more detail:

- **Punches management:** by ticking this option, the *Punches* menu for the main menu will be enabled.
- **Carry out/undo closure:** this option will enable the *Closures* menu from the main menu.
- **Modify event:** allows you to modify events for the punches.
- **Modify date and time:** allows you to modify the date and/or time for the punches.
- **Add/delete punches:** allows you to add or delete punches; this option must be active if you have activated the 2 previous options.
- **Virtual punches:** if this option is activated, it allows punches both through the mobile app and from the browser.
- **Block location:** if this option is activated, the worker's location will not be required when making a virtual punch.

Petitions: Accept, Cancel or Escalate petitions will only be available if you have write permissions. When activated, the *Auto Accepted* option shows 2 sections, *Employee* and *Events*. The *Employee* option allows you to mark a series of fields for the employee, which when changes are made will automatically accept these without the need for a supervisor to validate them. This is useful if, for example, employees move and change their address so that it does not generate a petition that has to be accepted by their manager or HR. In *Events*, you can mark one or several events as accepted without a manager having to validate it. For example, so that a person in charge of a department can self-accept their holidays.

Reports: you can enable access to the *Master*, *File* and *Time and Cost* reports. Enabling any of the reports will also enable the *Formulas management* and *Change report visibility* options.

Configurations: This allows you to give read, write or no permissions on *Devices* or in the *Configurations* menu. Only application administrators should have permissions for this option.

Notifications: this allows you to configure a series of automatic notifications by email so that recipients receive information about pending petitions, delays in working hours, missing working hours or absences. To configure these, it must be taken into account that each employee who is going to receive notifications must have a valid email address in their employee file, as this is the address to which the notifications will be sent. Notifications are normally set up for supervisors or managers to receive information for all staff under their responsibility.

The configuration for any of the notifications is done in the same way, but you have to configure it for each of the notifications you want by selecting it on the left side and configuring it on the right side, as we are going to see

Users / New
Modification of users group

Group name:

Privileges:

Access to: All Same department Same center Employees on charge

Employee Log Punches Petitions Reports Configurations **Notifications**

Pending petitions Enabled

Entry delays

Lack of working hours

Unjustified absences

Language:

UTC:

Periodicity:

Time:

The first thing to do is to tick *Activated*; this enables the rest of the options which are:

Language: this allows you to select the language for the notification email to be sent.

UTC: if you want to configure the notification to be sent in a different UTC for employees at a centre in another time zone.

Frequency: you indicate the period in which you want the notifications to be sent. This can be: *Daily*, *Weekly*, *Monthly* and *Annually*. It should be noted that the period always refers to the previous one (in the daily report, it sends yesterday's report; in the weekly report, it sends last week's report, etc.). This is because it needs the closure to have taken place, since it cannot report a delay, absence or lack of hours until the closure has taken place and the calculations have been made.

Time: at what time you want to send the notification.

Select day of execution: this option is only available if the period is weekly or monthly, and you can indicate the day of the week in the case of weekly or the day of the month in the case of monthly.

Select execution date: this option only appears when the annual period is selected and allows you to choose the month and the day you want it to be executed.

Annex 1 – Mobile application

The app is available on both Google Play for Android and the Apple Store for iOS.

We are going to explain how the mobile application works. To be able to see all the options it offers, the user we are going to use has all their privileges activated.

Once installed, when you open it, the following screen appears:



User

Password

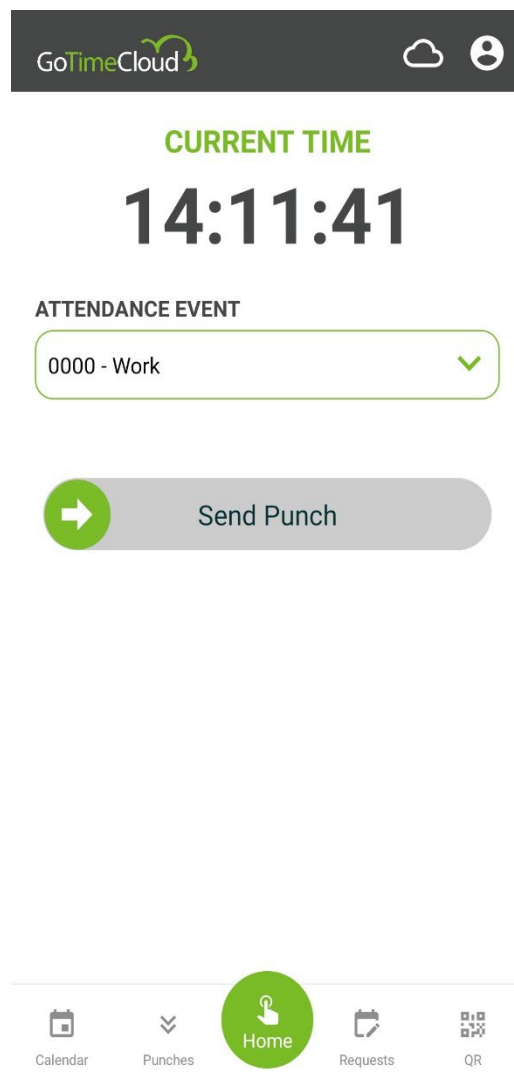
Company

LOGIN

In it, you can enter the data to access the application. In User and Password, you will put those that you have created previously from the web, and in Company, you will have to put the name of your cloud without the suffix. For example, if the cloud had the following URL *example.gotimecloud.com*, in the Company field, you would put *example* and then click on Enter.

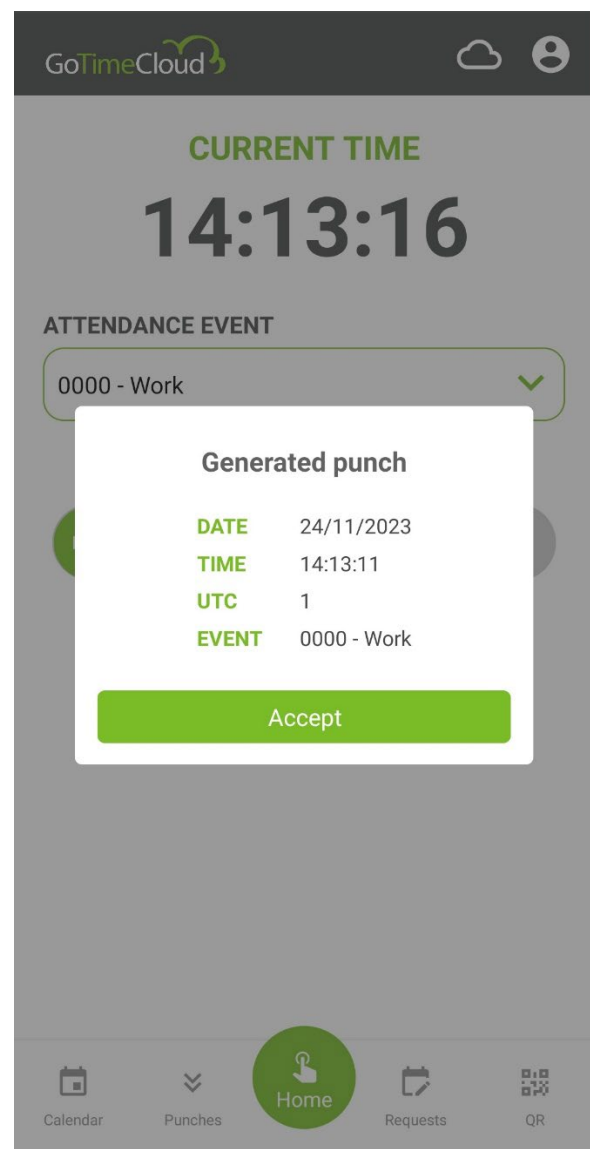
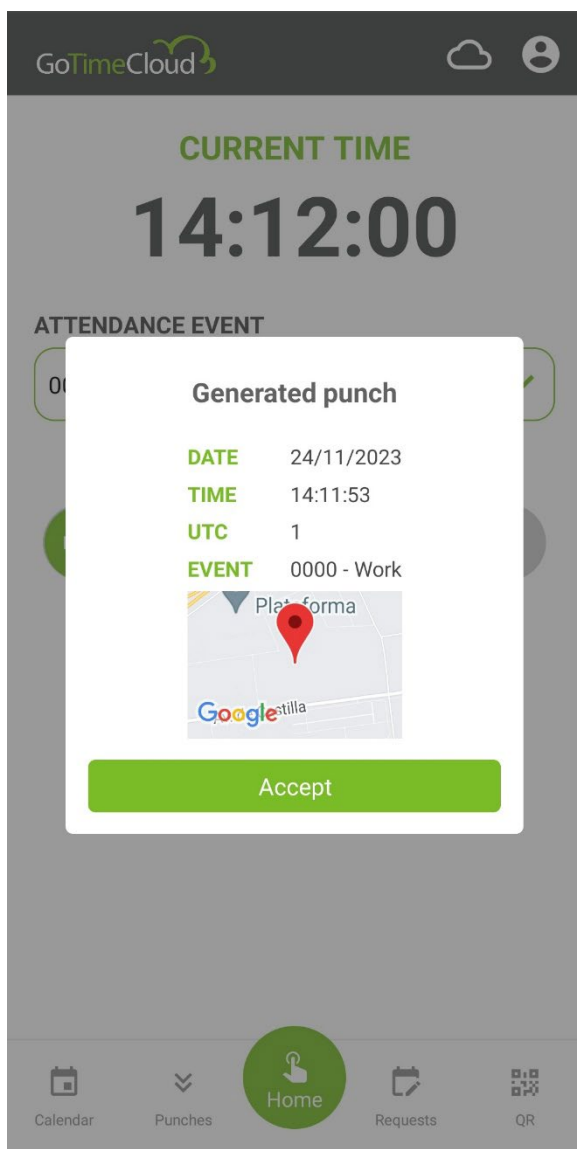
Once inside, you see the home screen, which is where you will make the punches.

At the top, you can see 2 icons; the first one allows you to check if all the data is synchronised, and the second one shows you the name of the company and the name of the employee associated with the user with which we have accessed the system.

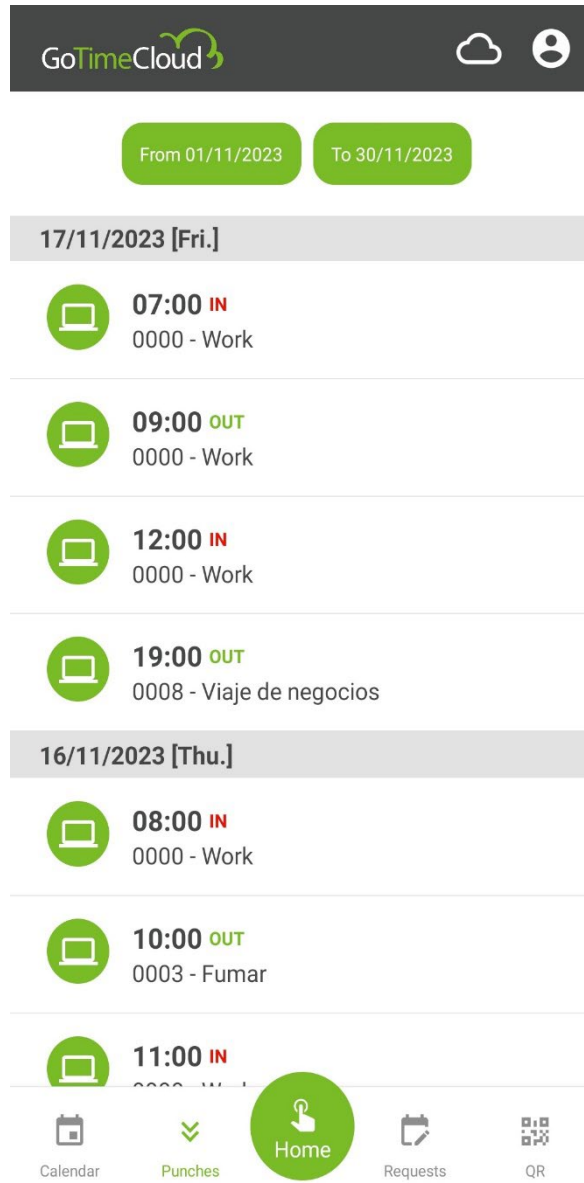


In the foreground, it shows you the time, which is obtained from the mobile phone itself and *Associated event* allows you to choose the event under which you want to make the punch. To do this, you will have to move the arrow button to the end of the bar to confirm it.

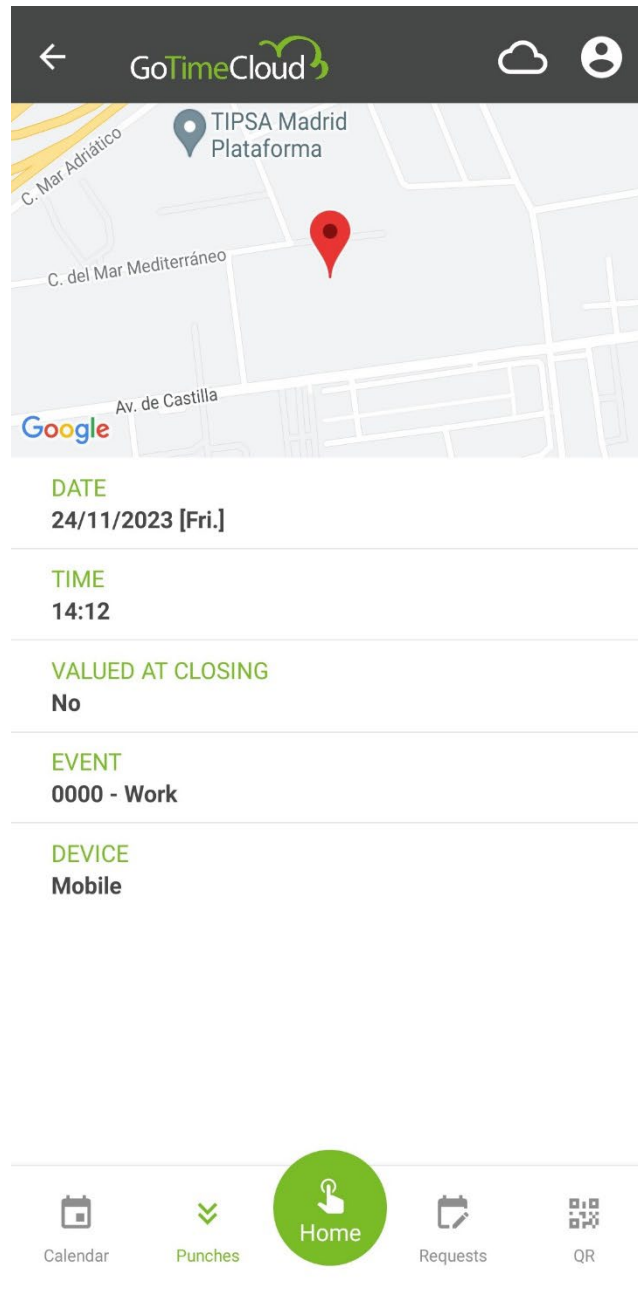
Once this is done, it will ask you if you want to allow access to the GPS for the application. If you reject this and later you want to activate it, you will have to do this through the application permissions for the phone itself. If you have allowed access to the GPS, you will see a confirmation for the punch, as shown below (if GPS is not enabled or the Block location privilege is enabled, it will show the confirmation of the punch without the location):



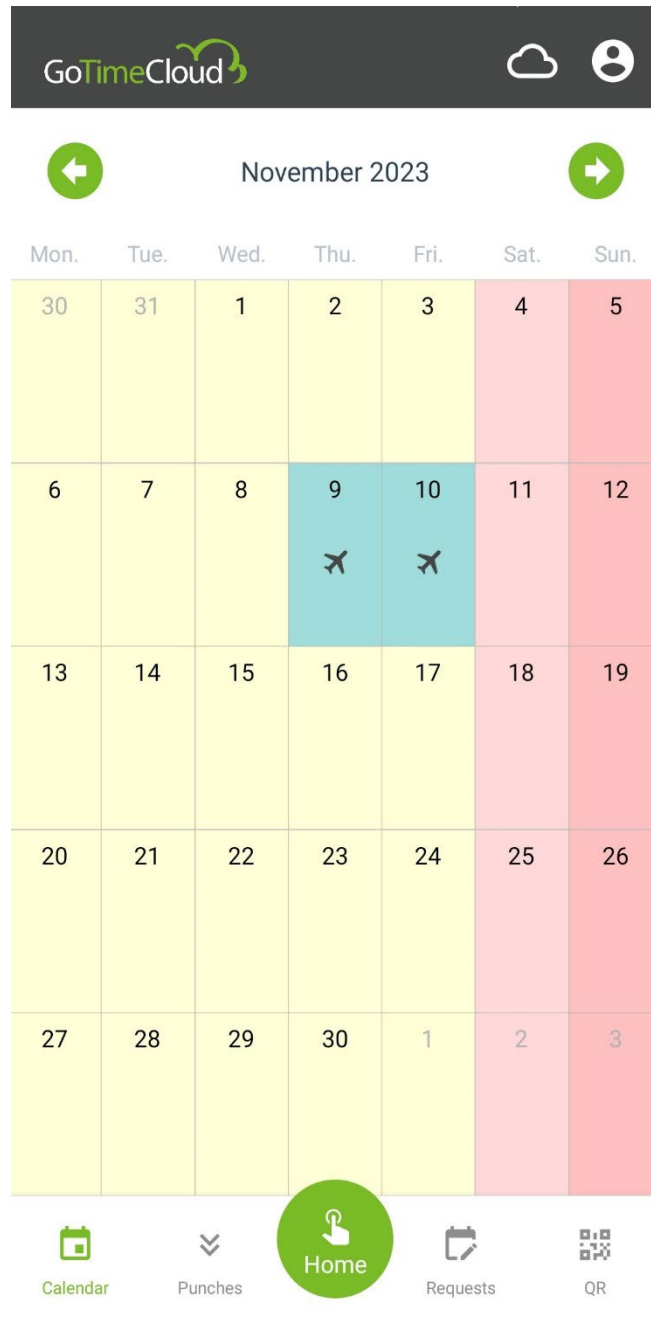
In *Punches*, you can see the punches within the range you have defined for the buttons above.



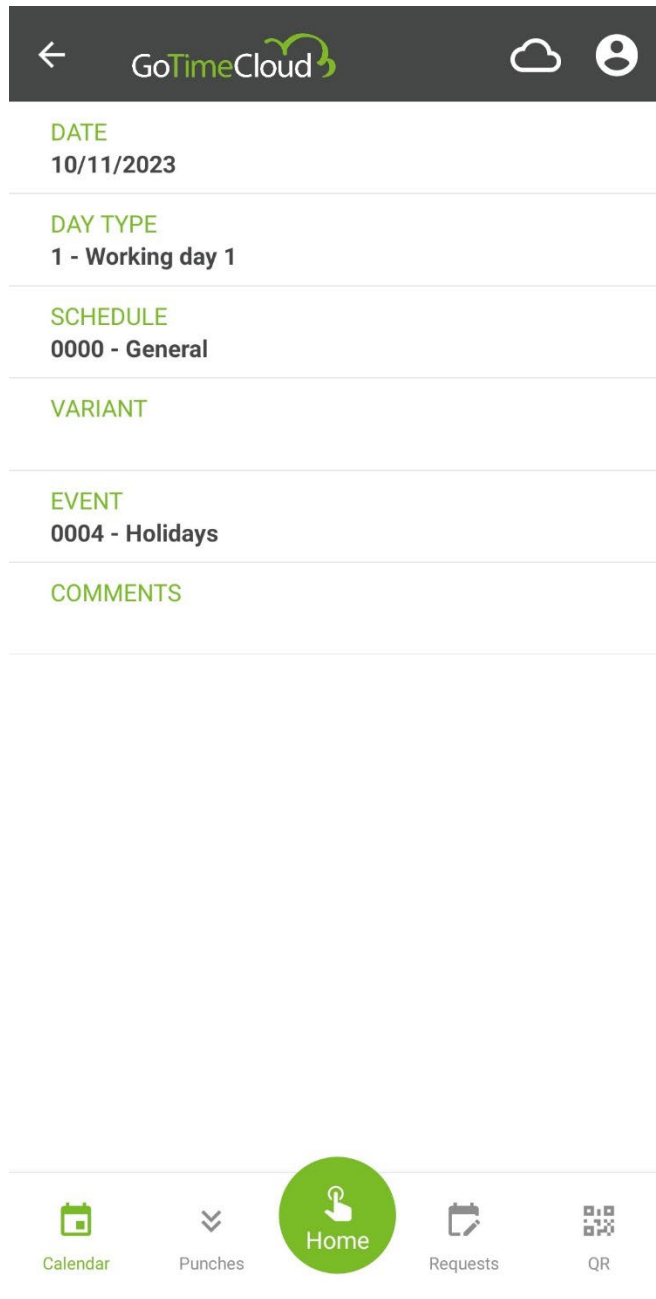
If you click on a punch, you will see information about it, such as the location (if it has one), date and time, whether the event is closed or not and from which terminal it was produced.



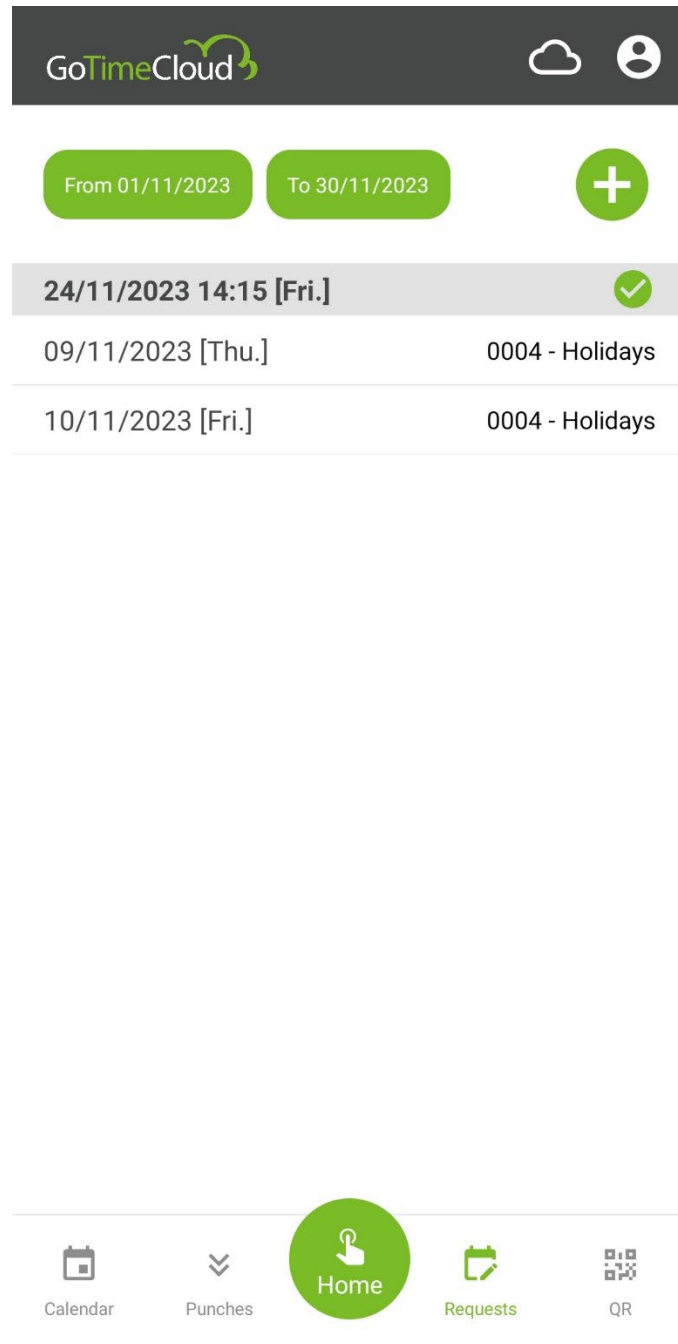
In *Calendar*, you can see information from your calendar by viewing the day types and the events and/or variants, if any.




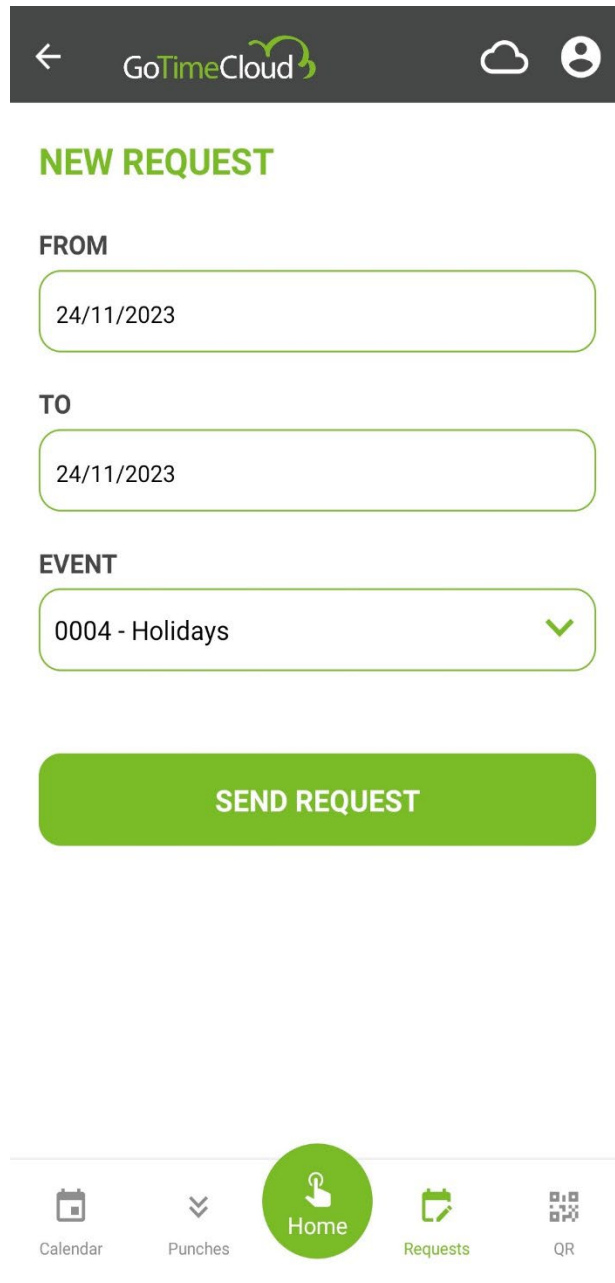
By clicking on a day, you can see detailed information about the day, such as *Workday*, *Variant*, *Event* and/or *Remarks*.



Petitions allows you to view the petitions you have in the period defined in the *From* and *To* buttons above and to make calendar petitions.



To add a petition, click on the button  and indicate the *From*, *To* dates and the *Event* you want to associate it with.




← GoTimeCloud ☁️ 👤

NEW REQUEST



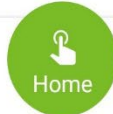


FROM

TO

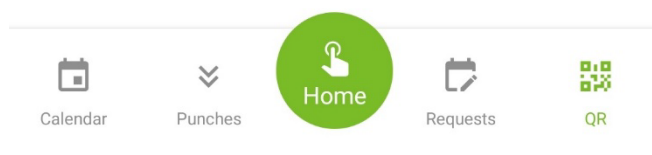
EVENT

SEND REQUEST

 Calendar  Punches  Home  Requests  QR

If the employee has an associated card, you can go to the QR option, and this will show you the QR for the card number that can be used as a virtual card in devices that support the reading of QRs.



Annex 2 – API

We also offer our API for all companies that want to integrate our GoTime Cloud solution. We are happy to provide our community of software developers and integrators with the necessary resources and GoTime Cloud documentation to develop custom solutions.

For more information about our API, visit swaggerhub.com.

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