



Maestro

TIME AND ATTENDANCE REPORTS

MAESTRO SOFTWARE OPTION

DESCRIPTION

Cansec's Time and Attendance reporting module produces time and attendance reports based on one or more groups of readers for a given time period. The T&A program will produce an ASCII report which summarizes the entry and exit events by totaling the number of hours and minutes a card holder was present in the defined "Zone".

Within the program, "Zones" are defined which may include one or more entry readers and one or more exit readers. A zone may also have only one reader designated as a "Punch Clock". In this case, the first access granted for a given day will be considered an entry clock in. The second, an exit clock out. The third, an entry clock in, etc. The T&A program will for a given time span, total the hours and minutes a cardholder was present in a zone for either/both daily and period intervals. Days where the number of clock-ins do not match the number of clock-outs will be considered exceptions. Totals will not be calculated for the period, and the exceptions will be noted on the report.

SAMPLE REPORT

The report format with both daily and period totals is shown below.

Attendance Report for Jan 1, 1999 to Jan 7, 1999					
Name	Date	In	Out	Hours	Exception

John Doe	Jan 1, 1999	08:00	11:45	3:45	
	Jan 1, 1999	13:00	17:00	4:00	
	Jan 2, 1999	07:30	12:00	4:30	
	Jan 2, 1999	13:30	17:00	3:30	
	Total Hours				15:45
Jane Doe	Jan 1, 1999	08:00	***	***	No Clock Out
	Jan 1, 1999	13:00	17:00	4:00	
	Jan 2, 1999	07:30	12:00	4:30	
	Jan 2, 1999	***	17:00	***	No Clock In
	Total Hours				8:30