

Late / Early Leave Attendance Report

This report would be great for those who use the reader for access control and time clock (attendance control). It extracts the **first data and the last data** in a day to calculate the Late, Early Leave and Overtime for selected employees according to the Standard Working Hours and Overtime policy for a specific period of date range.

Records need special attention

E = Early Leave

L = Late

OT = Overtime

Attendance (All)

Time Recorder
Standard: 09:00 to 17:00
Saturday: 09:00 to 13:00

From: 16/Jun/2004 To: 31/Jul/2004

[1488269] May Lai

Jun 16, 2004	Wed	-	AM08:16:15 [CLOCK]	PM07:16:19 [CLOCK]	[OT(02:15:00)]
Jun 17, 2004	Thu	-	AM08:16:20 [CLOCK]	PM04:16:23 [CLOCK]	[E(00:43:37)]
Jun 18, 2004	Fri	-	AM09:16:24 [CLOCK]	PM06:16:27 [CLOCK]	[L(00:16:24), OT(01:15:00)]
Jun 19, 2004	Sat	-	AM08:56:28 [CLOCK]	No OUT	Incorrect
Jun 20, 2004	Sun	-	No record		
Jun 21, 2004	Mon	-	AM09:16:30 [CLOCK]	PM05:16:33 [CLOCK]	[L(00:16:30), OT(00:15:00)]
Jun 22, 2004	Tue	-	No record		
Jun 23, 2004	Wed	-	PM01:16:35 [CLOCK]	PM06:16:36 [CLOCK]	[L(04:16:35), OT(01:15:00)]
Jun 24, 2004	Thu	-	AM08:56:37 [CLOCK]	PM01:16:38 [CLOCK]	[E(03:43:22)]
Jun 25, 2004	Fri	-	No record		
Jun 26, 2004	Sat	-	No record		
Jun 27, 2004	Sun	-	No record		
Jun 28, 2004	Mon	-	AM08:56:39 [CLOCK]	PM05:16:42 [CLOCK]	[OT(00:15:00)]
Jun 29, 2004	Tue	-	AM08:16:43 [CLOCK]	PM06:16:46 [CLOCK]	[OT(01:15:00)]
Jun 30, 2004	Wed	-	AM08:48:47 [CLOCK]	PM05:16:50 [CLOCK]	[OT(00:15:00)]

Clocked day=10, Valid day=9, Late day=3(04:49:29), Early Leave day=2(04:26:59), Overtime day=7(06:45:00)

Number of clocked days Number of valid days Total Number of days Total Hours

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