

### FingerTec TCMS V2 Software Setup Form

The TCMS V2 Software comes with many customizable features. To make the setup of this software easy, kindly fill up the form below with information that is relevant to your company's work and HR policies.

### **Part A**Customer Details

	Company Name
	Company Address
	Company Tel.
	Company Fax
	Company Email
	Company Email
	Contact Persons 1
Full Name	
Tel./Mobile	
Email	
	Contact Persons 2
Full Name	
Tel./Mobile	_
Email	

## **Part B**Department/Section/Employees Details

This part of the form is to gain a general idea of your company's hierarchy. Please specify the name of departments and sections in the company.

**Department** generally refers to the functional group of the company (eg: Human Resources). **Section** refers to the groups under the departments (eg: payroll, recruitment, industrial relations, etc.).

However, you may also classify the Departments and Sections according to your own company's hierarchy. One Department can have many Sections. Table 2 name blank if inapplicable.

#### Table 1

NO	NAME OF DEPARTMENT
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	

#### Table 2

NO	NAME OF SECTION	<b>DEPARTMENT NUMBER</b> According to Table 1							
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

 $If you have more than 20 \, employees, it is \, recommended \, to \, prepare \, an \, Excel \, Spreadsheet \, containing \, details \, as \, below, to \, allow \, you \, to \, import \, employee \, and \, for all the properties of the propertie$ details without having to manually key in the data one by one:

- Note: 1. User ID = A 9-digit ID number assigned to each employee during enrollment.
   2. Section = You may ignore if not applicable.
   3. Excel file name (if applicable) = user\_info\_database

NO	USER ID	FULL NAME	EMPLOYEE ID	DEPARTMENT	SECTION
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

### **Part C** Hardware Installation

1. Specify the quantity of FingerTec terminal(s) being installed at your premise:

TIME ATTENDANCE MODELS
• Fingerprint with Black & White display
TA102/TA103 TA300
<ul> <li>Fingerprint with Color Multimedia</li> </ul>
AC100C
TA100C
TA100CR
TA100TC
TA100TCR
TA200Plus
TA500
• RFID card
TimeLine 100

2. How will you be connecting your time clock to the PC? If you are connecting to your

NO	TERMINAL ID	CONNECTION (LAN, USB, Wifi, USB Cable, RS232/485)	IP ADDRESS	GATEWAY	SUBNET MASK
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					

# Part D Software Basic Configuration

	Please tick the language you would like to use in the software. By default the language is English.		e your payroll soft he specific attend			ve, the TCMS V2 can export a file ayroll.
2.	English Vietnamese Persian  Malay French Arabic  Russian German Arabic (Kuwai)  Indonesian Turkish Portuguese  Chinese Korean Portuguese (Brazil)  Spanish Lithuanian  How would you like the date and time to be displayed in the time and attendance reports?	b. Che c. Hov alor (For	hours; overtime for Details of every 1 hour.  w do you need the ng with the details or example column 1	vould like to expo ch data field. For or a month is 20 ho day data. For ex data to be arran of the data below – User ID, colum	ort: r example ours etc. ample, 2 aged for . an 2 – wo – 9 digit	on the column 3 – total OT. Digits s, names – 40 characters
	GREGORIAN  PERSIAN  DATE DISPLAY  *Choose One  MM/DD/YYYY  DD/MM/YYYY					
	TIME DISPLAY *Choose One  24-hour system (e.g. 13:00)  12-hour system (e.g. 1:00pm)					
	ATTENDANCE DISPLAY  Hh:hh format (7.5h represent 7 hours 30min)  Hh:mm format (7:30 represents 7 hours 30min)  Select the first day of week. Most countries use Monday as the first working day, however in	6. List do yeare?		/ public holida	ys appl	ied to your company's working
	some countries like in the Middle East, most use Sunday. Kindly indicate below.  Sunday Thursday Monday Friday Tuesday Saturday Wednesday	DATE	HOL	IDAY	DATE	HOLIDAY
4.	What payroll software are you using?  MALAYSIA  Founder Digipay  WinCom Pay 7  EMAS					
	AUSTRALIA  MYOB payroll De-payroll Attache  USA					
	BDB payroll					

# Part E Contact Person of Installation Sites or Branches/Outlets

**BRANCH 1** 

If your company has multiple branches/sites, please insert the support contacts for each site with the TCMS V2 installed. Repeat this page if you have more than 4 branches.

Name of branch/outlet  Address			
ADMINISTRATOR	NAME	PHONE	EMAIL
Hardware			
Software			
IT/MIS			
BRANCH 2			
Name of branch/outlet			
Address			
ADMINISTRATOR	NAME	PHONE	EMAIL
Hardware			
Software			
IT/MIS			
BRANCH 3			
Name of			
branch/outlet Address			
Address			
ADMINISTRATOR	NAME	PHONE	EMAIL
Hardware			
Software			
IT/MIS			
IT/MIS			
BRANCH 4 Name of			
BRANCH 4  Name of branch/outlet			
BRANCH 4  Name of branch/outlet	NAME	PHONE	EMAIL
BRANCH 4  Name of branch/outlet Address	NAME	PHONE	EMAIL
BRANCH 4  Name of branch/outlet Address  ADMINISTRATOR	NAME	PHONE	EMAIL

### **APPENDIX**Working Schedule Setup

#### Note:

The following forms are rather technical and may be confusing if you are new to the TCMS V2. We strictly advice this section to be filled up by a FingerTec reseller or with the close supervision of one. If your company does not have more than one fixed working time for the employees, you may skip this section entirely.

#### **OVERVIEW OF WORKING SCHEDULES**

Different companies have different rules and working schedules that apply to their staff. Under this section, you can choose the schedule that is best representative of your company's working hours, and define customizable rules according to your company's needs. There are three types of working schedules available, which are Weekly, Flexi, and Daily Schedules.

#### Type 1- Weekly Schedule

A weekly schedule can have customized and defined working hours which is fixed on a weekly basis. It's the most common working schedule in most industries.

#### Type 2- Flexi Schedule

Flexi schedules are simple, and defined by the number of hours clocked in during each day, irrelevant of time and tardiness. If your company doesn't have a flexible working hour policy, you can ignore this type of schedule.

#### Type 3 – Daily Schedule

Daily schedules are defined with more details on a daily basis, with specific working cycle patterns, and is used mainly to coordinate shift work such as in factories, hospitals, and so on. Daily schedules are more complicated to set up, and we advice that you work closely with your FingerTec reseller on this.

All three types of schedules can be used in the TCMS V2 at one time if it applies to you working environment. A total of up to 99 schedules can be used at any one time.

# **TYPE 1**Weekly Schedule

lf v	ou have mo	ore than one	shift, r	olease co	opy this pac	ge for addition	nal shif	ts.				Will the employees clock on/off fo lunch?
	Г		J, F									[ ]Yes [ ]No
Scł	nedule no:				Schedule na	ıme:						Deduct a set amount of lunch time au tomatically: mins
Determine the restday/offday of this working schedule:												Deduct a minimum break time of
	Day	Mon	Tue	We	ed Thu	ı Fri		Sat		Sun		minutes & deduct any extra lunch time taken.
	Offday											Deduct only actual lunch taken.  [ ] Yes
2.	if they w	want to capt ork on their want to treat	restda	ıy/offday	<b>/</b> ?					[ ] No [ ] No		How many minutes tolerance should b given if an employee:
									103	[ ]		Starts work late: minute(s)
3.		How many times employees can take break/rest per day? [ ] 1 [ ] 2  ONLY 1 BREAK TIME: Complete the working time table 1 below:										Starts break early: minute(s)
					_			l				Finishes break late: minute(s)
	Day	First check	in on	Break ti	me start on	Resume to w	ork on	Last	cneci	c out on		Finishes work early: minute(s)
	Monday Tuesday											Do you want to round-up the tota work/overtime hours of employees?
	Wednesday											[ ] Yes [ ] No
	Thursday										•	Round up total work time to the neares min. Round:
	Friday											[ ]Up [ ]Down [ ]Midpoint
	Saturday										•	Round up overtime to the nearest min. Round:
	Sunday											[ ]Up [ ]Down [ ]Midpoint
	Do you vovertime  [ ] Yes	e?	tware 1	to exclu	de break tin	ne of employe	ees bef	fore th	ney w	ork for		Fill in the below details to provide over time option to the employees.
			inute(s	s) as brea	ak time fron	n total overtir	ne.					Is overtime counted if employees reporearly to work?
	_		,	•								[ ] Yes [ ] No
						time start and e checked ou						How long must an employee work be fore being counted as overtime? min(s)
				.	_							What is the maximum overtime hours
	Day	First Check in or		reak start on	Resume to work on	Break time start on	Resu to w		che	Last ck out on		per day? hour(s)
	Monday											Deduct tardiness (late in/early break late break) from overtime?
	Tuesday											[ ] Yes [ ] No
	Wednesday	,									•	Do overtime hours have a differen payrate?
	Thursday											[ ] Yes [ ] No
	Friday										Λ-1	ditional info/roccost
	Saturday										Add	ditional info/request :
	Sunday											
		1										

4. Do you want to deduct lunch break?

[ ] Yes [ ] No

# **TYPE 2** Flexi Schedule

	ou have r nal shifts.	more than two shift, p	olease copy	this page for addi-		ou have inal shifts.	more than two shif	t, please copy	this page fo	r addi-	
Scł	nedule no:				Scl	nedule no:	:				
Sch	nedule nar	me:			Scl	nedule nai	ma·				
JCI	ieddie Hai	ne.			301	reduie Hai	ille.				
1.	Determin	ne the restday/offday o	of this work	ing schedule:	1.	Determin	ne the restday/offda	y of this work	ng schedule:		
	Day	Offday	Day	Offday		Day	Offday	Day	Offday		
	Mon		Fri			Mon		Fri			
	Tue		Sat			Tue		Sat			
	Wed		Sun			Wed		Sun			
	Thu					Thu					
<ul> <li>2. How many records should be captured for each employee?</li> <li>[ ] 2 records [First In and Last Out only]</li> <li>[ ] 4 records [First In – Break starts – Resume to work – Last Out]</li> <li>[ ] 6 records [First In – Break starts – Resume to work – Break starts – Resume to work – Last Out]</li> <li>[ ] 6 records [First In – Break starts – Resume to work – Break starts – Resume to work – Last Out]</li> </ul>								sume to work	, <b>-</b>		
3.	Do emple	oyees work past midni	ight?	[ ]Yes [ ]No	3.	Do emple	oyees work past mi	dnight?	[ ] Yes [	] No	
	• Employ	ees can work a maxin	num of	hour(s)		• Employ	yees can work a ma	ximum of	hour(s)		
	• Employ	ees must check out b	efore	am		• Employ	yees must check ou	t before	am		
		/ees must rest a minin he/she reports to wor		hour(s)	Employees must rest a minimum of hour(s) before he/she reports to work again						
4.	Do you w	ant to deduct lunch b	reak?	[ ]Yes [ ]No	4.	Do you w	vant to deduct lunc	h break?	[ ] Yes [	] No	
	• Will the	e employees clock on/	off for lunc	h? [ ] Yes [ ] No		• Will the	e employees clock o	on/off for lunch	n? [ ] Yes [	] No	
	• Deduc	t a set amount of lunc	h time auto	matically:	Deduct a set amount of lunch time automatically:						
		mins after	hrs have be	en worked			mins after	hrs have be	en worked		
	• Deduc	t only actual lunch tak	en.	[ ] Yes		• Deduc	t only actual lunch t	taken.	]	] Yes	
5.	Fill in the ployees.	below details to prov	vide overtim	ne option to the em-	5.	Fill in the ployees.	below details to p	rovide overtim	e option to tl	ne em-	
	• Is over	ime counted if emplo	yees report	early to work?			time counted if emp		[ ] Yes [	] No	
	• How lo	ng must an employee min(s)	e work befo	re being counted as			ong must an employ min(s)	yee work befo	re being cour	ited as	
	• What is	the maximum overti	me hours p	er day? [ ] hour(s)		• What is	s the maximum ove	rtime hours pe	er day? [ ]	hour(s)	
	Deduction     overting	t tardiness (late in/earl ne?	ly break/late	e break) from [ ] Yes [ ] No		Deduct tardiness (late in/early break/late break) from overtime?  [ ] Yes [					
	• Do OT	• Do OT hours have a different payrate? [ ] Yes [ ] No				• Do OT	hours have a differe	ent payrate?	[ ] Yes [	] No	
	Remarks:					Remarks:	:				
6.	during re (Restday/	rant to consider specia stday/offday? 'Offday Work time to reat as double)		[ ]Yes [ ]No	6.	during re (Restday)	vant to consider spe estday/offday? /Offday Work time reat as double)		[ ] Yes [	] No	

# **TYPE 3**Daily Schedule

-					ge for additiona			DNLY)	3. Set minute(s) as a buffer duration when employees check in/out of their working shifts.
Scł	nedule no:			Schedule na	me:				
1.	•	times emplo			per day? ime table 1 be		[	]1 [ ]2	4. How many minutes tolerance should be given if an employee:  • Starts work late: minute(s)
	Day	First check in			Resume to wor		Last	check out on	Starts break early: minute(s)
	Monday								Finishes break late: minute(s)
	Tuesday								Finishes work early: minute(s)
	Wednesday								5. Fill in the below details to round work
	Thursday								time/OT of employee  • Round work time to the nearest
	Friday								min Round:
	Saturday								[ ]Up [ ]Down[ ]Midpoint
	Sunday								Round OT to the nearest min Round:
	• Do you v		vare to exclu	de break tin	ne of employee	es bef		ney work for	[ ]Up [ ]Down[ ]Midpoint  6. Fill in the below details to deduct break time from work time.
	• Deduct _	min	ute(s) as bre	ak time from	n total overtim	e.			Deduct minute(s) automati-
	software	will only calc	ulate overtin		vertime start ar he employee c				cally.  • Deduct minimum minute(s) and deduct any extra break time
	Day	First	Break	Resume to work on	Break time start on	Resu to w		Last check out on	Deduct only actual time taken for break.
	Monday	CHECK III OII	time start on	to work on	time start on	10 10	OIR	CHECK OUT OIL	7. Fill in the below details to provide OT to the employees.
	Tuesday								Is OT counted if employees report early to work?
	Wednesday								[ ]Yes [ ]No
	Thursday								How long must an employee work before being counted as OT? min(s)
	Friday								What is the maximum OT hours per
	Saturday								day? hour(s)  • Deduct tardiness (late in/early break/
	Sunday								late break) from OT?
2.	month, etc		cribe the sh		he shift cycles he space belo				[ ] Yes [ ] No  • Do OT hours have a different payrate? [ ] Yes [ ] No  Remarks: