



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

Contact Persons 1

Full Name	<input type="text"/>
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Tel./Mobile	<input type="text"/>
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Email	<input type="text"/>
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Contact Persons 2

Full Name	<input type="text"/>
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Tel./Mobile	<input type="text"/>
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Email	<input type="text"/>
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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	DEPARTMENT NUMBER 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 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

• **Fingerprint with Color Multimedia**

- 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 <small>(LAN, USB, Wifi, USB Cable, RS232/485)</small>	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 E Contact Person of Installation Sites or Branches/Outlets

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.

BRANCH 1

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

ADMINISTRATOR	NAME	PHONE	EMAIL
Hardware			
Software			
IT/MIS			

BRANCH 4

Name of branch/outlet

Address

ADMINISTRATOR	NAME	PHONE	EMAIL
Hardware			
Software			
IT/MIS			

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 advise 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 advise 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 your working environment. A total of up to 99 schedules can be used at any one time.

TYPE 1 Weekly Schedule

If you have more than one shift, please copy this page for additional shifts.

Schedule no: Schedule name:

1. Determine the restday/offday of this working schedule:

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Offday							

2. • Do you want to capture attendance records of employees if they work on their restday/offday? Yes No

• Do you want to treat this attendance as overtime? Yes No

3. How many times employees can take break/rest per day? 1 2

ONLY 1 BREAK TIME: Complete the working time table 1 below:

Day	First check in on	Break time start on	Resume to work on	Last check out on
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

• Do you want the software to exclude break time of employees before they work for overtime? Yes No

Yes No

• Deduct _____ minute(s) as break time from total overtime.

BREAK TIMES: There's no option to set an overtime start and end time. The software will only calculate overtime hours if the employee checked out after the Last Check Out time.

Day	First Check in on	Break time start on	Resume to work on	Break time start on	Resume to work	Last check out on
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

4. Do you want to deduct lunch break?

Yes No

• Will the employees clock on/off for lunch?

Yes No

• Deduct a set amount of lunch time automatically: _____ mins

• Deduct a minimum break time of _____ minutes & deduct any extra lunch time taken.

• Deduct only actual lunch taken.

Yes

5. How many minutes tolerance should be given if an employee:

• Starts work late: _____ minute(s)

• Starts break early: _____ minute(s)

• Finishes break late: _____ minute(s)

• Finishes work early: _____ minute(s)

6. Do you want to round-up the total work/overtime hours of employees?

Yes No

• Round up total work time to the nearest _____ min. Round:

Up Down Midpoint

• Round up overtime to the nearest _____ min. Round:

Up Down Midpoint

7. Fill in the below details to provide overtime option to the employees.

• Is overtime counted if employees report early to work?

Yes No

• How long must an employee work before being counted as overtime?

_____ min(s)

• What is the maximum overtime hours per day? _____ hour(s)

• Deduct tardiness (late in/early break/late break) from overtime?

Yes No

• Do overtime hours have a different payrate?

Yes No

Additional info/request : _____

TYPE 2 Flexi Schedule

If you have more than two shift, please copy this page for additional shifts.

Schedule no:

Schedule name:

1. Determine the restday/offday of this working schedule:

Day	Offday	Day	Offday
Mon		Fri	
Tue		Sat	
Wed		Sun	
Thu			

2. How many records should be captured for each employee?

- 2 records [First In and Last Out only]
 4 records [First In – Break starts – Resume to work – Last Out]
 6 records [First In – Break starts – Resume to work – Break starts – Resume to work – Last Out]

3. Do employees work past midnight? Yes No

- Employees can work a maximum of _____ hour(s)
- Employees must check out before _____ am
- Employees must rest a minimum of _____ hour(s) before he/she reports to work again

4. Do you want to deduct lunch break? Yes No

- Will the employees clock on/off for lunch? Yes No
- Deduct a set amount of lunch time automatically: _____ mins after _____ hrs have been worked
- Deduct only actual lunch taken. Yes

5. Fill in the below details to provide overtime option to the employees.

- Is overtime counted if employees report early to work? Yes No
- How long must an employee work before being counted as OT? _____ min(s)
- What is the maximum overtime hours per day? hour(s)
- Deduct tardiness (late in/early break/late break) from overtime? Yes No
- Do OT hours have a different payrate? Yes No

Remarks: _____

6. Do you want to consider special rate of work time and OT done during restday/offday? Yes No

(Restday/Offday Work time to treat as OT; Restday/Offday OT time to treat as double)

If you have more than two shift, please copy this page for additional shifts.

Schedule no:

Schedule name:

1. Determine the restday/offday of this working schedule:

Day	Offday	Day	Offday
Mon		Fri	
Tue		Sat	
Wed		Sun	
Thu			

2. How many records should be captured for each employee?

- 2 records [First In and Last Out only]
 4 records [First In – Break starts – Resume to work – Last Out]
 6 records [First In – Break starts – Resume to work – Break starts – Resume to work – Last Out]

3. Do employees work past midnight? Yes No

- Employees can work a maximum of _____ hour(s)
- Employees must check out before _____ am
- Employees must rest a minimum of _____ hour(s) before he/she reports to work again

4. Do you want to deduct lunch break? Yes No

- Will the employees clock on/off for lunch? Yes No
- Deduct a set amount of lunch time automatically: _____ mins after _____ hrs have been worked
- Deduct only actual lunch taken. Yes

5. Fill in the below details to provide overtime option to the employees.

- Is overtime counted if employees report early to work? Yes No
- How long must an employee work before being counted as OT? _____ min(s)
- What is the maximum overtime hours per day? hour(s)
- Deduct tardiness (late in/early break/late break) from overtime? Yes No
- Do OT hours have a different payrate? Yes No

Remarks: _____

6. Do you want to consider special rate of work time and OT done during restday/offday? Yes No

(Restday/Offday Work time to treat as OT; Restday/Offday OT time to treat as double)

TYPE 3 Daily Schedule

If you have more than one shift, please copy this page for additional shifts.

(Note: This section is to be filled up and setup with close supervision of a FingerTec reseller ONLY)

Schedule no: Schedule name:

1. How many times employees can take break/rest per day? 1 2

A. ONLY 1 BREAK TIME: Complete the Working time table 1 below:

Day	First check in on	Break time start on	Resume to work on	Last check out on
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

- Do you want the software to exclude break time of employees before they work for overtime? Yes No
- Deduct _____ minute(s) as break time from total overtime.

B. 2 BREAK TIMES: There's no option to set an overtime start and end time. The software will only calculate overtime hours if the employee checked out after the Last Check Out time.

Day	First Check in on	Break time start on	Resume to work on	Break time start on	Resume to work	Last check out on
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

2. How is the working cycle of the shift? (Eg: are the shift cycles regular, repeats once a month, etc?) Kindly describe the shift cycle in the space below or to your FingerTec installer for further action.

3. Set _____ minute(s) as a buffer duration when employees check in/out of their working shifts.

4. How many minutes tolerance should be given if an employee:

- Starts work late: _____ minute(s)
- Starts break early: _____ minute(s)
- Finishes break late: _____ minute(s)
- Finishes work early: _____ minute(s)

5. Fill in the below details to round work time/OT of employee

- Round work time to the nearest _____ min Round: Up Down Midpoint
- Round OT to the nearest _____ min Round: Up Down Midpoint

6. Fill in the below details to deduct break time from work time.

- Deduct _____ minute(s) automatically.
- Deduct minimum _____ minute(s) and deduct any extra break time
- Deduct only actual time taken for break.

7. Fill in the below details to provide OT to the employees.

- Is OT counted if employees report early to work? Yes No
- How long must an employee work before being counted as OT? _____ min(s)
- What is the maximum OT hours per day? _____ hour(s)
- Deduct tardiness (late in/early break/late break) from OT? Yes No
- Do OT hours have a different payrate? Yes No

Remarks:
