

# Business and Break Clocking Button assignments.

Enter the menu's...

M/OK

9999

M/OK (a set of keys appear)

9876

M/OK

Down Arrow to...

**Personalize**

**Set the Punch state options:**

Punch State Options

Punch State Mode Manual

Punch State Timeout(s) 5

Punch State Required ON

## Shortcut Key Mappings

In here, you set the clocking type, on to a button and name it.

Left Arrow for Delete.

Right Arrow for Aa

a

A

[123]

[symbol]

Down Arrow will select sub symbols.

For example: Use the following key pushes to write the name "Business Out":

22 88 7777 444 66 33 7777 7777 Right Arrow Right Arrow Right Arrow Right Arrow

Down Arrow

Down Arrow

Down Arrow

4 Right Arrow 666 88 8

M/OK

M/OK

Define the keys as follows:

Up Key

Punch State Value 49

Function Punch State Options

Name Check In

Set Switch Time Never

Down Key

Punch State Value 50

Function Punch State Options

Name Check Out

Set Switch Time Never

Left Key

Punch State Value 67

Function Punch State Options

Name Business In

Set Switch Time Never

Right Key

Punch State Value 66

	Function Name	Punch State Options
	Set Switch Time	Business Out
		Never
ESC/[-> Key	Punch State Value	5
	Function Name	Punch State Options
	Set Switch Time	Break Out
		Never
M/OK->] Key	Punch State Value	Undefined
	Function Name	0
	Set Switch Time	Undefined
		Never

## How to use:

Place a finger on the scanner and clock.

You will be asked to choose a clocking option, so use the Up/Down Arrows and press M/OK

You can also select the clocking mode by pressing:

ESC/[-> Key	Break Out
Up Key	Check In
Down Key	Check Out
Left Key	Business In
Right Key	Business Out

The mode will stay active for 5 seconds for Finger clocking before reverting to Check In.

## Business Clocking

To use Business Clocking it must first be enabled in the [System Setup Menu](#)

The screenshot shows the 'System Settings' application with the 'Timesheet' tab selected. The 'Business Clocking' checkbox is circled in red. Other settings include Hours Format (hh:mm), Max Shift (15), Max Break (4), Start of Week (Monday), Lieu Rate (6), Break Rounding (Round break taken), and various other options like 'Advanced Weekly Rules' and 'Service Refresh Totals'.

This will cause the Business Clocking dialogue to appear on the Daily Rule Setup Screen:

The screenshot shows a software interface for setting up a daily rule. The title is "Staff Weekdays 0900-1700". At the top, there are fields for "Short Code" (SWD), "Name" (Staff Weekdays 0900-1700), "Start Time" (09:00), and "End Time" (17:00). Below this is a "General" section with fields for "Standard Hours" (07:00), "Normal Rate" (1:Basic), "Daily Total" (radio buttons for "Use Standard" and "Calculate"), "Flex Deduct Hours" (00:00), "1st Day Receives Hours" (radio button), "2nd Day Receives Hours" (radio button), "Exclude Break Clockings" (checkbox), and "Cost Centre". The "Auto Allocate" section has "Start" (06:00) and "End" (10:00) fields. The "Auto Clock Out" section has an "Auto Clock out" checkbox and "Business Clocking Times" with "In" (09:00) and "Out" (17:00) fields. The "Daily Rule Description" section contains a text area with the following text: "9 to 5", "Overtime if stay more than 1 hour is paid at rate 2. Maximum 2 hours on any day.", "1 hour lunch break unpaid", and "Quartering all day". At the bottom, there are tabs for "General", "Overtime-1", "Overtime-2", "Rounding", "Break Band", "Break After", "Bonus", "Exceptions", and "Script". A red circle highlights the "Business Clocking Times" field.

Use Business Clocking to show that the employee is clocking in or out but leaving (or arriving) on business. The **Daily Rule** will then pay the employee the Business Clocking Times you setup in this screen.

To make a business clocking, the employee presses a button on the terminal before they clock.

This varies between terminal types, but in the **HRX3000** for example, the F1 key is for a **BUSINESS IN** clocking, the F2 key is for a **BUSINESS OUT** clocking.

Examples:

Gavin Edwards clocks **in** at 13:00 as a **BUSINESS IN** because he has been to an off site meeting in the morning. His Timesheet will allocate him working hours as if he had begun his working day at 09:00.

Gavin clocks **out** at 11:30 as a **BUSINESS OUT** clocking for another meeting. The system will allocate him hours as if he was working the whole day. The Timesheet will show the Business Clocking, and can be edited as normal.

109724 Gavin Edwards (Schedule: Staff 09:00 A)					
15 May 2017	In	Out	In	Out	Basic
					x01.00
Mon 15 May	08:58	13:03	13:56	17:31	08:00
Tue 16 May	08:55	11:30b			08:00
Wed 17 May	08:52	13:08	13:53	19:33	08:15
Thu 18 May	08:56	13:06	Business Out 17:00		08:00
Fri 19 May	08:57	12:55i	14:03	17:27	07:50
Sat 20 May					
Sun 21 May					
Weekly Hours	42:05				40:05
Weekly Rules Applied	42:05				40:05
Weekly Gross Totals	42:58				40:08

Business Out 17:00 - 16 May 2017 11:30:09 - Terminal: 1234 Main Gate

The Fire Report will show a true reflection of the employee's whereabouts - so while they are included as being 'at work' when they are clocked out for business, they are not considered 'onsite' for Fire Reporting.