



TIME & ATTENDANCE

OVERVIEW

As an integral feature of WinDSX, Time and Attendance gathers Clock “In” and “Out” times for each Card Holder. An Operator can run reports based on the Clock “In” and “Out” times for each employee as well as the total number of hours worked during the report period. Reports can be printed or saved to a file.

CLOCK IN AND CLOCK OUT READERS

Two Readers or Keypads are required for Time and Attendance.

One Reader is defined as Time and Attendance “In” and one as “Out”.

Any two Readers may be used, but the system works best when the two Readers are dedicated for this purpose.

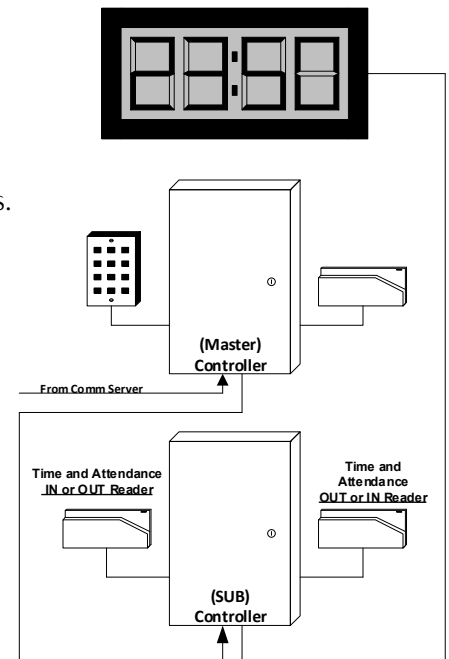
Readers are placed in a common or centralized location (employee entrance or break room) for ease of use.

It is possible to have more than one set of Clock In/Out Readers.

DSX-TDM MODULE

The DSX Time Display Module (TDM) works with the Clock In/Out Readers. The TDM is a seven-segment LED continuous display with one-inch numbers. This synchronized clock (TDM) is placed next to the Clock In/Out Readers and connected to the same Controller.

- The DSX Time Display Module is synchronized and powered from the DSX Controller and displays the exact time recorded when the user clocks “In” or “Out.” The display requires a 4-conductor shielded cable and can be placed up to 500 feet from the DSX Controller.
- The DSX Hardware Installation manuals contain specific connection information depending upon the type of Controller and number of TDMs.
- With each communication, WinDSX synchronizes the time through the Master Controller which receives its time from Windows™ to ensure the integrity of the time displayed.
- Time Display Modules can be connected to Master Only Locations with WinDSX versions 3.5 and higher. Earlier versions of the software require the TDM to only be connected to a Sub Controller.
- The Master Controller synchronizes the time of the Sub Controllers Twice a minute while they are communicating. All Controllers have a Real Time Clock that will maintain System Time and Date when Panel to PC and Panel to Panel communications are not possible.
- The Time Display Module is required to be used as the clock for all WinDSX Time and Attendance applications. Since the Controllers Synchronize the TDM, it will always display the time that is recorded in the system when the Card Holder Clocks In or Out.



TDM requires 12VDC @ 150mA.
TDM requires 2 pair 22AWG shielded, maximum of 500 feet.
TDM requires power and RS-485 connection from SUB Controller.
To connect more than one TDM per SUB panel a 1035 Quadplexor must be used.
TDM connects differently for each model of Controller.
See Hardware Installation Manual for more information.

Two models are available.
Small - 1" numbers
Large - 5" numbers



Small and Large Time Display Module

TIME AND ATTENDANCE INTEGRATION FOR JOB COSTING

When more extensive accounting features including Job Costing are required, DSX can interface with other Time and Attendance Software Packages.

Optional Time and Attendance software packages require DSX Hardware to be installed and programmed in the normal manner. The only difference is that reports are run through the optional software package. DSX does not sell optional software packages and does not provide support for them.

READER CONFIGURATION FOR TIME & ATTENDANCE

Reader Configuration occurs on the Options tab of the Reader (Device) definition screen. Under Time & Attendance, the Reader may be configured to an In, Out or Neutral Setting.

Device: 1 Data Center

General Options 1 Options 2 Help? F1

- Door Open Detect Relock
- Use Inputs 7 & 8
- Exit Request Unlocks Output 1
- Log Exit Request
- Reverse Card Data
- Device Used For Code to Linking Logic
- Link Granted Events To Output 1
- Code Tracing
- Echo Device Alarms To Central Monitoring Site
- Cards Expire When Used At This Reader

Wire Tag #

Time And Attendance:

- In
- Out
- Neutral

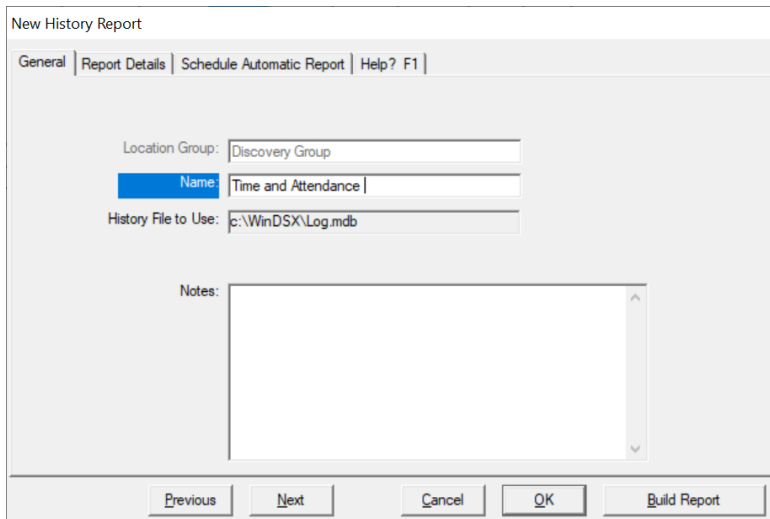
Previous Next Cancel OK

REPORT GENERATION SCREEN

Custom Time and Attendance Reports are generated in the History section of the DataBase of the WinDSX Software. Reports with enormous flexibility can be created for Employee Time Management and Payroll purposes.

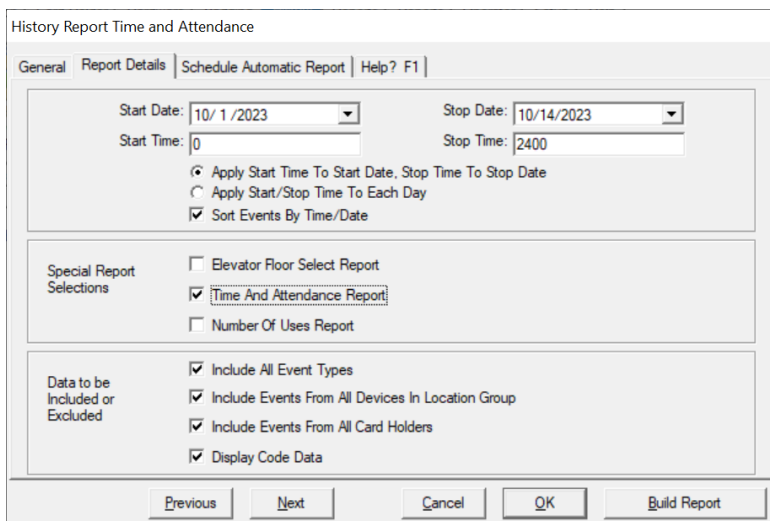
General Tab

Report is named and a path and file name for the History MDB is entered.



The screenshot shows the 'New History Report' dialog box with the 'General' tab selected. The 'Location Group' is set to 'Discovery Group'. The 'Name' field contains 'Time and Attendance'. The 'History File to Use' field contains 'c:\WinDSX\Log.mdb'. There is a 'Notes' text area below. At the bottom, there are buttons for 'Previous', 'Next', 'Cancel', 'OK', and 'Build Report'.

Report Details Tab - Parameters of the report are defined such as Start and Stop Dates and the Time and Attendance Selection.



The screenshot shows the 'History Report Time and Attendance' dialog box with the 'Report Details' tab selected. The 'Start Date' is '10/1/2023' and the 'Stop Date' is '10/14/2023'. The 'Start Time' is '0' and the 'Stop Time' is '2400'. There are radio buttons for 'Apply Start Time To Start Date, Stop Time To Stop Date' (selected) and 'Apply Start/Stop Time To Each Day'. There is a checked checkbox for 'Sort Events By Time/Date'. Under 'Special Report Selections', there are checkboxes for 'Elevator Floor Select Report' (unchecked), 'Time And Attendance Report' (checked), and 'Number Of Uses Report' (unchecked). Under 'Data to be Included or Excluded', there are checked checkboxes for 'Include All Event Types', 'Include Events From All Devices In Location Group', 'Include Events From All Card Holders', and 'Display Code Data'. At the bottom, there are buttons for 'Previous', 'Next', 'Cancel', 'OK', and 'Build Report'.

- **Start Date/Stop Date:**
Dates that encompass the report period desired. Use the down arrow button to gain access to the calendar for easy date selection.
- **Start Time/Stop Time:**
Times to apply to the dates defined above.
- **Apply Start/Stop Time to Start/Stop Date or Each Day:**
Allows the Time and Attendance Report to apply the start time and stop times to each day of the report period or just to the first and last days of the report period.

- Include Events from all Devices:
Run the Time and Attendance report based on Card reads from all T&A In and OUT Readers or just the select Readers desired for the report.
- Include Events from all Card Holders:
Allows selection of all Card Holders, a user selected group of Card Holders, or a specific Card Holder.
Reports can be sorted by Company, to include employees of a certain department, contractor, or tenant.

TIME AND ATTENDANCE TYPICAL LAYOUT

