



## Advanced Time & Attendance and Access Control Software

ZKTime Enterprise is an advanced T&A application for ZKTeco terminals that allows to manage all In/Out attendance and access records, controlling all kind of attendance events (breakfast, lunch, medical, personal business, smoke etc..), accrued balance and payroll methods. Match and process punches automatically after downloading from terminals, warning about odd number punches or days in a special case, facilitating and speeding up the work of attendance management.

Therefore, it includes an access control module, where you will be able to define different access time slots and days for each employee.

It can operate together with ZKTeco's web staff portal **Atalaya 2**.

### New GUI



Calendars, timetables and work shifts management



Formulas, Payroll and Accrued balance



Custom attendance reports



Multilanguage



# Main Features

## Employees

Employee data form showing fields for Code, Name, Last name, Doc. Number, Address, Province, Phone, E-Mail, Calendar, Workday, Rate 1-5, Department, and Center. It also includes buttons for 'Create user', 'Change photo', 'Delete photo', and 'Send mail'.

Includes private calendar and profile (round hours, interruptions, payroll, etc..) as well as flexible work timetables. It can store fingerprints and faces of employees for recognition in biometric terminals. Imports employees from CSV.

## Workday

Workday configuration form showing fields for Name, Code, Rate, and various shift options like 'Early entry time', 'Late entry time', 'Early exit time', 'Late exit time', 'Night entry time', 'Night exit time', 'Night entry time', 'Night exit time', 'Night entry time', 'Night exit time', 'Night entry time', 'Night exit time'.

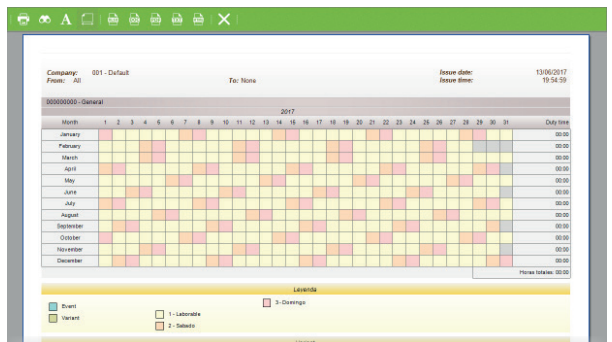
Supports both diurnal, nightly, rotating and flexible shifts. Allows valuations of payroll per shift, mandatory attendance times, periods of validity of events and support for workdays over 24 hours.

## Reports

Date	Workday	Status	Event	Start time	End time	Total time
2017-01-01	00000001 - General	In		08:00	18:00	10:00
2017-01-02	00000001 - General	Out		08:00	18:00	10:00
2017-01-03	00000001 - General	Out		08:00	18:00	10:00
2017-01-04	00000001 - General	Out		08:00	18:00	10:00
2017-01-05	00000001 - General	Out		08:00	18:00	10:00
2017-01-06	00000001 - General	Out		08:00	18:00	10:00
2017-01-07	00000001 - General	Out		08:00	18:00	10:00
2017-01-08	00000001 - General	Out		08:00	18:00	10:00
2017-01-09	00000001 - General	Out		08:00	18:00	10:00
2017-01-10	00000001 - General	Out		08:00	18:00	10:00
2017-01-11	00000001 - General	Out		08:00	18:00	10:00
2017-01-12	00000001 - General	Out		08:00	18:00	10:00
2017-01-13	00000001 - General	Out		08:00	18:00	10:00
2017-01-14	00000001 - General	Out		08:00	18:00	10:00
2017-01-15	00000001 - General	Out		08:00	18:00	10:00
2017-01-16	00000001 - General	Out		08:00	18:00	10:00
2017-01-17	00000001 - General	Out		08:00	18:00	10:00
2017-01-18	00000001 - General	Out		08:00	18:00	10:00
2017-01-19	00000001 - General	Out		08:00	18:00	10:00
2017-01-20	00000001 - General	Out		08:00	18:00	10:00
2017-01-21	00000001 - General	Out		08:00	18:00	10:00
2017-01-22	00000001 - General	Out		08:00	18:00	10:00
2017-01-23	00000001 - General	Out		08:00	18:00	10:00
2017-01-24	00000001 - General	Out		08:00	18:00	10:00
2017-01-25	00000001 - General	Out		08:00	18:00	10:00
2017-01-26	00000001 - General	Out		08:00	18:00	10:00
2017-01-27	00000001 - General	Out		08:00	18:00	10:00
2017-01-28	00000001 - General	Out		08:00	18:00	10:00
2017-01-29	00000001 - General	Out		08:00	18:00	10:00
2017-01-30	00000001 - General	Out		08:00	18:00	10:00
2017-01-31	00000001 - General	Out		08:00	18:00	10:00

Export to Excel, Word, PDF, HTML and ASCII text. Mathematical formulas multiply the possibilities of reports creation, providing a powerful tool to get a complete information about attendance logs and accruals time.

## Calendars



Public calendars can be defined and then customized for each employee. Supports days with hourly variations or events (vacation, leave, travel, etc.).

## Punches

Code	Name	First	Late	Abs	Second	Late	Abs	Workday/Event	Status	Last punch
00000	Dew, John	09:01			16:10	08h 10m...		0000-General	In	
00000	Smith, Jane	08:57			16:10	08h 10m...		0000-General	Out	
00000	Thompson, Emily	08:53					X	0000-General	Out	
00000	Abbade, Daniele	09:10	08h 10m...				X	0000-General	Out	
00000	Jusseau, Victor	08:58					X	0000-General	Out	
00000	Hinz, Alissa	08:58					X	0000-General	Out	
00000	Rossi, Anabela			X				S004-Ausencia injustificada	Out	
00000	Adams, Francisca			X				S004-Ausencia injustificada	Out	
00000	Gabriel, Natalie			X				S004-Ausencia injustificada	Out	
00000	Escobedo, Juan			X				S004-Ausencia injustificada	Out	

Supports punch roundings, automatic breaks and automatic events. It is now possible to list the people who exceed the time or the time allowed for an event.

## Payroll

Payroll configuration form showing fields for Name, Code, Rate, and various options like 'Regular hours', 'Overtime', 'Extra holidays', and 'So on'. It also has buttons for 'Generate report' and 'Generate payroll'.

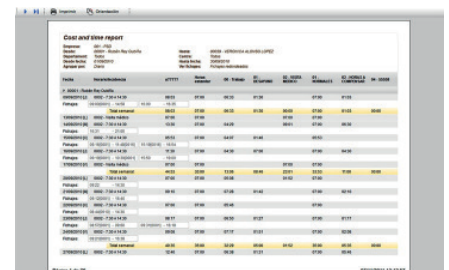
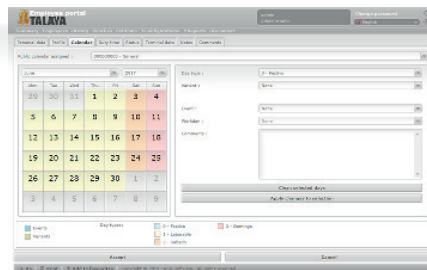
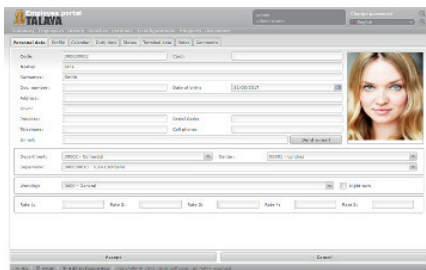
Manages different payroll concepts such as regular hours, overtime, extra holidays, and so on. Payroll can compensate according to a predetermined amount of time or employee duty time.

# Atalaya 2

## Web Staff Portal for ZKTime Enterprise

**Atalaya 2** is a web application through which employees or managers can view and print punches, credit hours, payroll, etc. It allows users to make individual requests or petitions to create or modify attendance checks, ask for private calendar changes as vacations or modify personal data.

All this can be managed through the web browser, (IE, Mozilla, Opera, Chrome) which is directly connected to ZKTime Enterprise EU, whereby there is no need to install any other software application in the user's PC.



### Access

Any user can access their data via web from any computer or device connection. Allows multi-company and multi-user. Linkage to ZKTime Enterprise data.



### Data

Users can view their personal data, schedule, calendar punches, access, payroll, etc.. Managers can manage employee data charge



### Reports

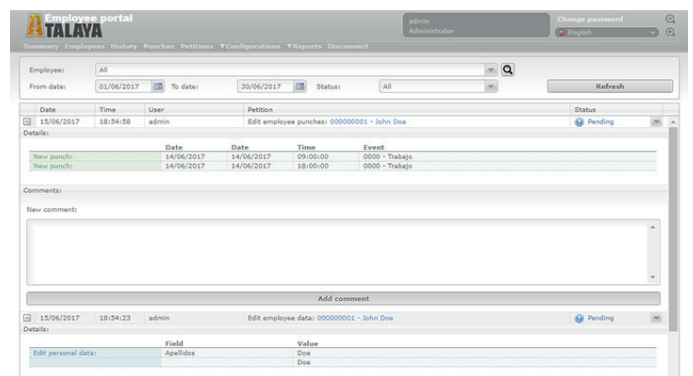
Supports customizable reports. Each user can have their own report or reports previously set by their managers or administrators.

## ZKTime Enterprise requirements

Supported OS	Windows XP/2000/Vista/7/8/10
Processor	800 MHz
Hard disk	100MB free space
Monitor Resolution	1024 x 768 px
Database	MySQL, SQL Server and Oracle
Other	Microsoft Framework. NET 4.0 or higher

## Atalaya 2 requirements

Supported Browsers	IE, Mozilla, Opera, Chrome
Database	MySQL, SQL Server and Oracle
Other	ZKTime Enterprise required



### Petitions

Employees may make petition for the creation, modification or deletion of punches, calendar or any other data, and facilitating the management of forgotten punches, holidays, leaves, etc.

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