

General

 Include month processing when posting
 : Yes
 OT 1
 qrlbIOT1

 Process transactions from
 : In and Out Reader
 OT 2
 qrlbIOT1

 Working hour calculation
 : Last Out Minus First In
 OT 3
 qrlbIOT1

OT Alignment : None OT 4 qrlblOT1

If day is holiday, please assign OT to : 3.0 OT 5 qrlblOT1

If day is Non Work, please assign OT to : N/A

Range

Working Time

Offset

First In Offset : 180 (mins) Last Out Offset : 360 (mins)

Grace Time

 Early In : 10 (mins)
 Early Out : 10 (mins)

 Late In : 10 (mins)
 Late Out : 10 (mins)

Break Time:

Offset

First Out Offset : 60 (mins) Last In Offset : 60 (mins)

Grace Time

 Early Out : 10 (mins)
 Early In : 10 (mins)

 Late Out : 10 (mins)
 Late In : 10 (mins)

Posting

Enable Auto Posting No Time

Enable Auto Export : No

Enable Auto Purging : No Months to keep :

 Include Wrong Time Zone (Entry)
 : No
 Include TA Record (Entry/ Exit)
 : Yes

 Never Overwrite Authorised Record
 : No
 Include Wrong Time Zone (Exit)
 : No

 Include Antipassback (Entry)
 : No
 Include Antipassback (Exit)
 : No

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