Biometric Time Attendance System

**Problems**

* Slow System Process.
* Instead of 1 Time In per day, System allow users to do more than 1 Time In per day.
* Instead of 1 Time Out per day, System allow users to do more than 1 Time Out per day.
* Instead of 1 Break per day, System allow users to do more than 1 Break per day
* Instead of 1 Lunch per day, System allow users to do more than 1 Lunch per day
* Some Employees Time In becomes Time Out while Some , Time Out becomes Time In.
* Some Employee have Time In and Time Out even though they're not present.

**Scope and Limitation**

Scope :

Regular Time In & Out , Break In & Out , Lunch In & Out , Official Business In & Out .

Manual Time In & Out , Break In & Out , Lunch In & Out , Official Business In & Out .

Reports of Time In & Out , Break In & Out , Lunch In & Out , Official Business In & Out .

Admin user can Input the Holidays used for payroll reference,

Branch name/s, Department name/s , Company Name/s for organizing of hr records

and also the Location/s used for list of the destinations in Official Business.

Limitations:

It cannot compute the payroll of employees.

Since System is designed to used locally , only those employees work within that branch will be recognized by the system for their biometrics.

**System Overview**

* 1. System Set-up
  2. Login
  3. Main Menu
* Employee
* Employee Registry
* Leave
* Maintenance
* Branch
* Company
* Department
* Holiday
* Location
* User Access
* Reports
* Break Time Reports
* Lunch Time Reports
* Official Business Reports
* Regular Time Reports

System will follow the Time Rules of the company.

How many hours is full time? Set range . MinMax

How many hours is part time ? set range MinMax

employee: active & inactive