

# Manual

## WAC TIME STAMP



WAC RESEARCH CO.,LTD.  
11/587 Moo.10, anghin Rd., Ladprao, Bangkok,  
Thailand, 10230  
Tel : 6625303809-10, 6625381038,  
6625381038  
Fax : 662 5383098  
E-mail : [sales@wacinfotech.com](mailto:sales@wacinfotech.com)  
Website : [www.wacinfotech.com](http://www.wacinfotech.com)

## Content

1. Overview .....	3
2. Installation steps .....	3
2.1. Install Driver USB 2.0 .....	4
2.2. Install Driver Hard Lock .....	6
2.3. Install WAC Time Recorder V.3.1 .....	7
2.4. Install WAC Time Stamp V.3.1 .....	8
3. Operation .....	10
3.1 Administrator .....	10
1. Add user .....	12
2. Delete user .....	13
3. Edit user .....	13
3.2 Time Recorder .....	14
3.2.1. Time Recorder .....	18
3.3 Enroll Office .....	25
1. Annual holidays .....	26
2) Department/ position .....	27
3.4. Time attendant program .....	34
3.5. ExportWAC program .....	44
4. WAC Payroll (Salary calculation Program) .....	49
4.1. Payroll Program .....	49
4.1.1.Steps to calculate employee’s salary by total or department .....	51
4.1.2. The steps of each employee salary calculation .....	56
4.1.3. The steps of employee’s business leave – sick leave .....	60
4.1.4. The steps of salary record cancellation .....	61
4.1.5. The steps to print report .....	62
4.2. The steps to data Export .....	67
4.2.1. Export as Excel File .....	68
4.2.2. Export as Text File .....	70
4.2.3. Export as Html File .....	72
5. The steps for Backup System .....	74
5.1. Backup .....	75
5.2. Restore .....	76

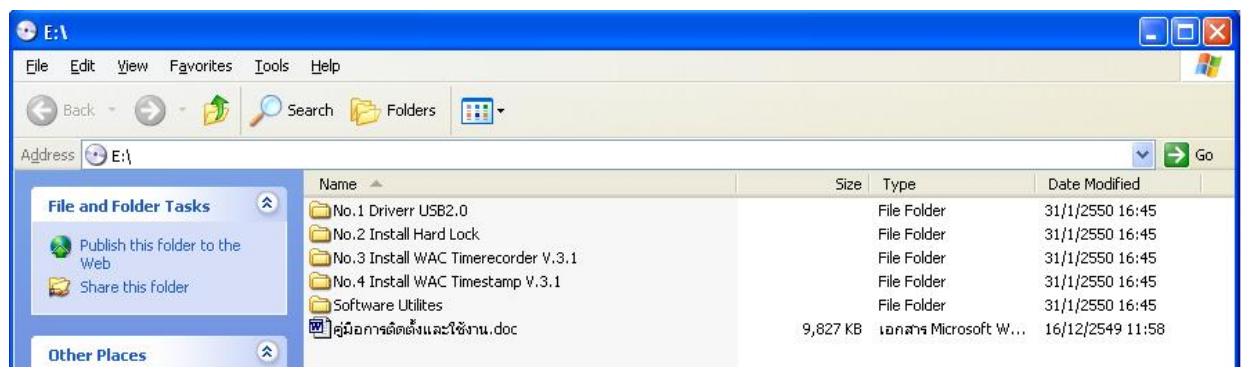
## 1. Overview

The major components of a WAC TIME STAMP are as list: -

1. Enroll office – store/ add/ delete/ edit employee’s information and fingerprint templates. Besides, it includes office hours of each employee or department.
2. Time attendant – calculate and edit employee’s attendance.
3. Time recorder – time record in-out of each day, it displays employee’s information while scanning; name, position, picture, department, time in-out.
4. Payroll office – calculate salary with tax and social insurance.
5. Administrator program – manage all administrator’s information; add, delete, edit administrator and access authorize of each administrator.
6. Backup & Restores – automatically edited information.

## 2. Installation steps

- 2.1. Plug fingerprint scanner FS80 into USB port of computer.
- 2.2. In CD program, go to folder No.1 Driver USB 2.0 in order to install FS80’s driver.
- 2.3. In CD program, go to folder No.2 Driver Hard Lock in order to install hard lock’s driver (Version 200 users and unlimited only)
- 2.4. In CD program, go to folder No.3 Install WAC Time Recorder V.3.1 in order to install Time Recorder.
- 2.5. In CD program, go to folder No.4 Install WAC Time Stamp V.3.1 in order to install WAC Time Stamp.



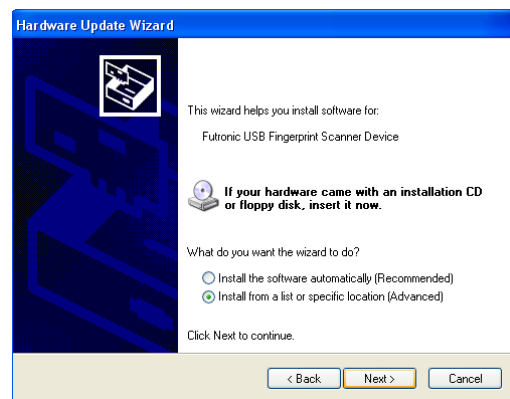
In CD program

## 2.1. Install Driver USB 2.0

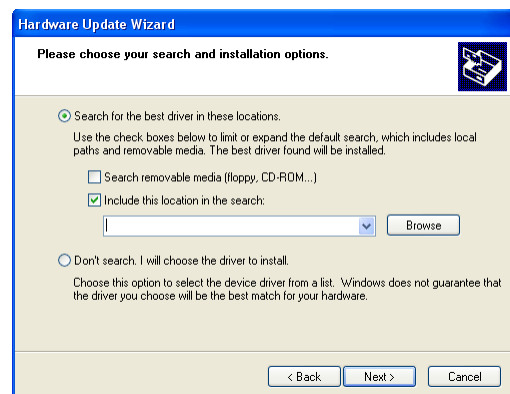
- Plug FS80 into port USB at a computer, after that dialog as beside will be popup.
- Click yes, this time only then click Next.



- Click at Install from a list or Specific location (Advance)
- Then click Next



- Mark ✓ before Include this Location in the search
- Then click browse.



- Select driver path as beside picture.
- Click OK, and then back to the main screen, click next.

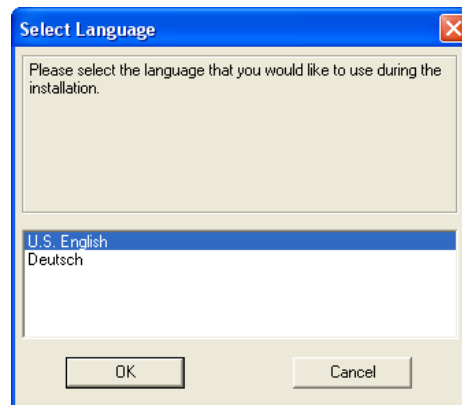


- Wait a moment for driver installation.




- Click Finish.





## 2.2. Install Driver Hard Lock

- Go to Folder Install Hard Lock (or look for icon  )
- Double clicks at this icon for installation.
- Select language, then press OK.

- Click Next.




- Click Next.

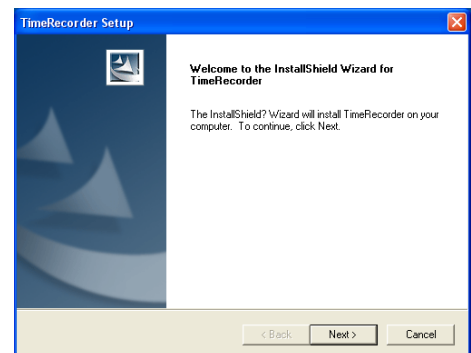


- Click finish.

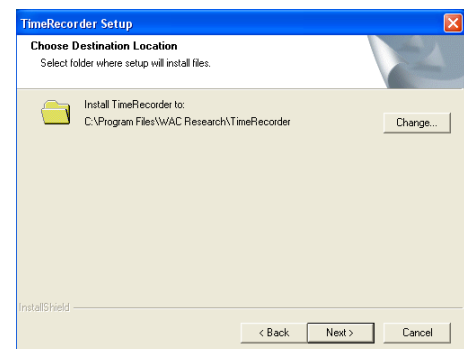


## 2.3. Install WAC Time Recorder V.3.1

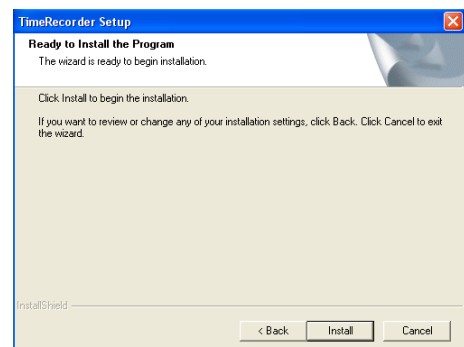
- Double Click  InstallShield (R) Setup Launcher
- Click Next to setup



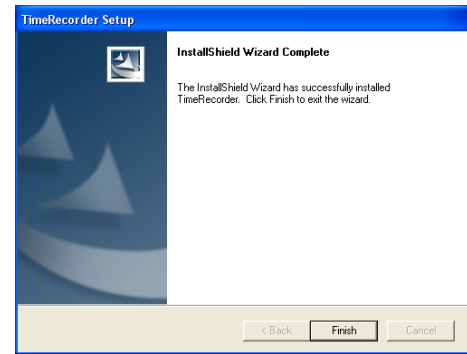
- Select Path, click change if you want to change path; otherwise, click next.



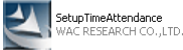
- Click install.

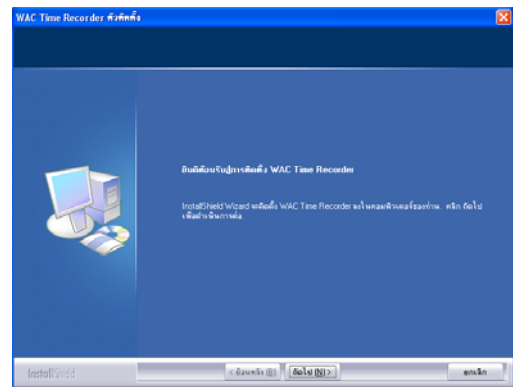


- Click finish.

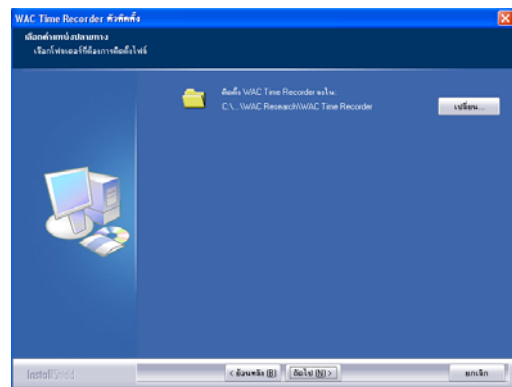


## 2.4. Install WAC Time Stamp V.3.1

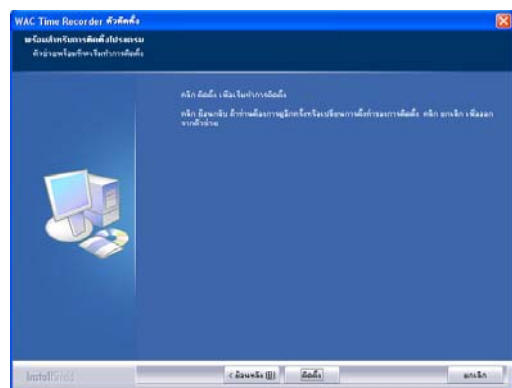
- Go to Folder Time Stamp.
- Double clicks at 
- Click Next.



- Select Path, click change if you want to change path; otherwise, click next.

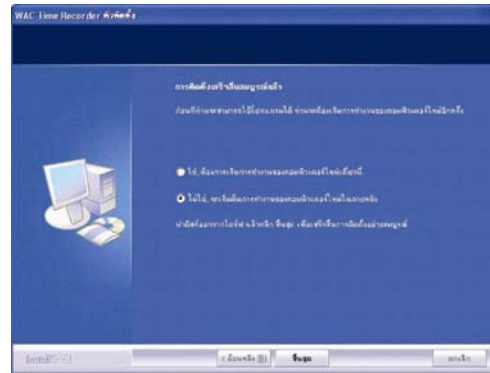


- Click next





- Select restart later, and then click finish.



### \*\*\* For database SQL server only

After finished installation, go to CD program > folder Software Utilities > double clicks at Configuration Connection Tools.exe.

User ID: not fill anything

Password: fill **wacinfotech**

DSN: (None)

Driver: select Microsoft Access Driver (\*.mdb)

Database: link to database **C:\Program files\WACResearch\Wac Time recorder\Database\localdb.mdb**

Server: fill IP address of computer which is installed WAC TIME STAMP. If all programs are installed in the same computer, fill 127.0.0.1

Port: not fill anything

Click at test, if it completes, click at OK then it's ready to use.


\*\*\* Configuration Connection Tools.exe uses for setting every computer which is installed programs. For further information, please contact us at [sales@wacinfotech.com](mailto:sales@wacinfotech.com)

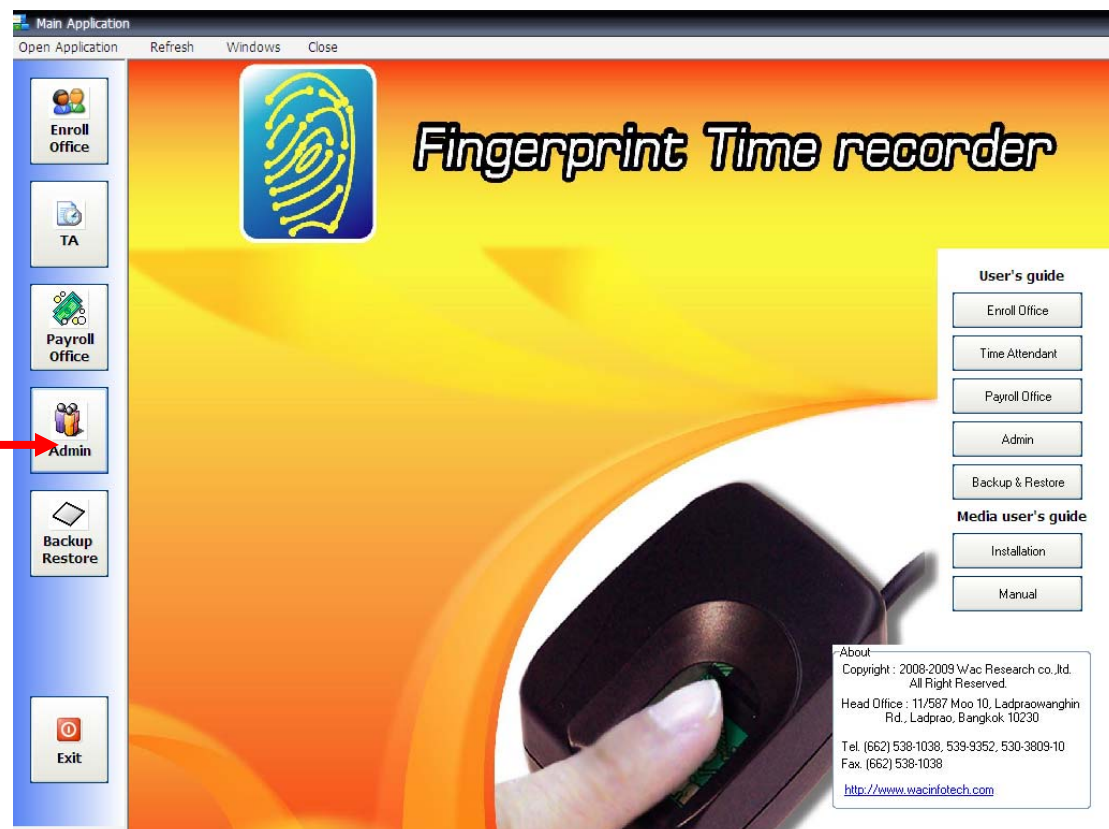
## 3. Operation

### 3.1 Administrator

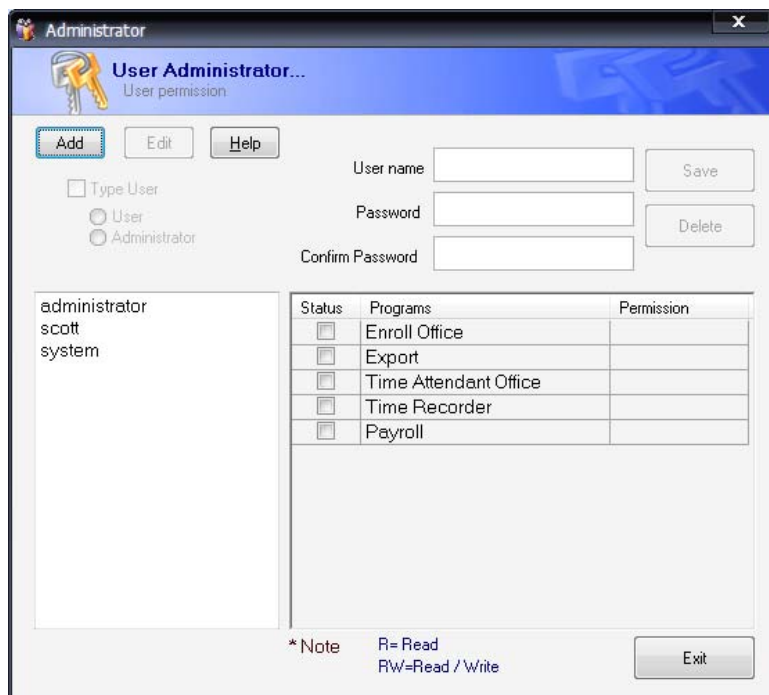
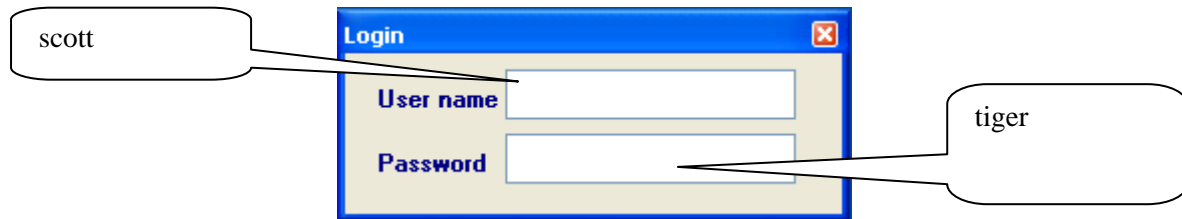
Administrator program is a main menu of WAC TIME STAMP. You can access Time Recorder, Time Attendant, Payroll, Backup and Enroll program from this menu. Moreover, it uses to protect unauthorized users and set right to access wac time stamps for authorized user.



1. Double clicks at  on desktop in order to run administrator program. When the main application menu is popup, click at Admin.



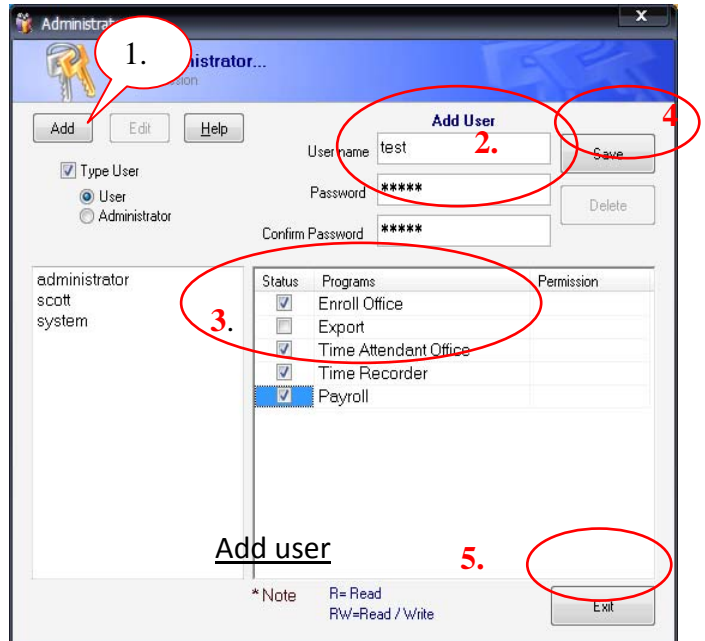
Fill username: scott and password: tiger in a login dialog, then click enter button on keyboard.



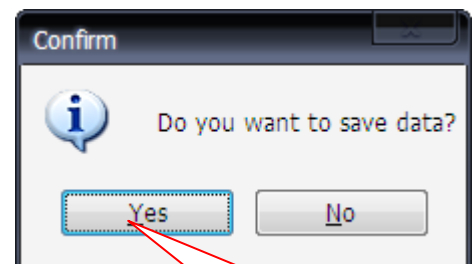
2. The administrator program has operation steps as below: -

## 1. Add user

- Click add (1)
- Specify username and password (2)
- Mark before user's type, the default is "User"
- Select user authorization (3)
- Save (4) and exit



Status	Programs	Permission
<input checked="" type="checkbox"/>	Enroll Office	
<input type="checkbox"/>	Export	R
<input type="checkbox"/>	Time Attendant Office	RW
<input type="checkbox"/>	Time Recorder	
<input type="checkbox"/>	Payroll	



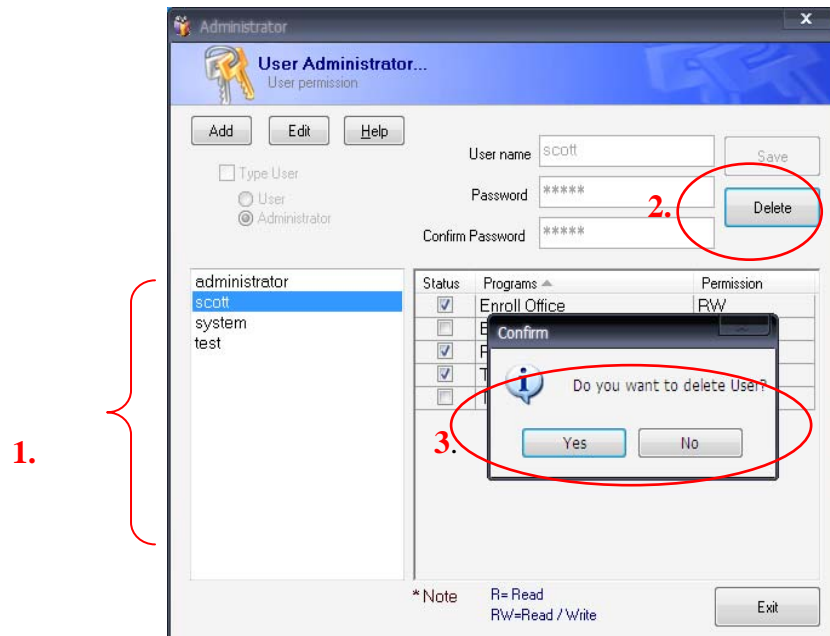
Confirm saving



- \*\*\* **Note**
- R means not allowed editing programs.
  - RW means allowed editing and using all programs.

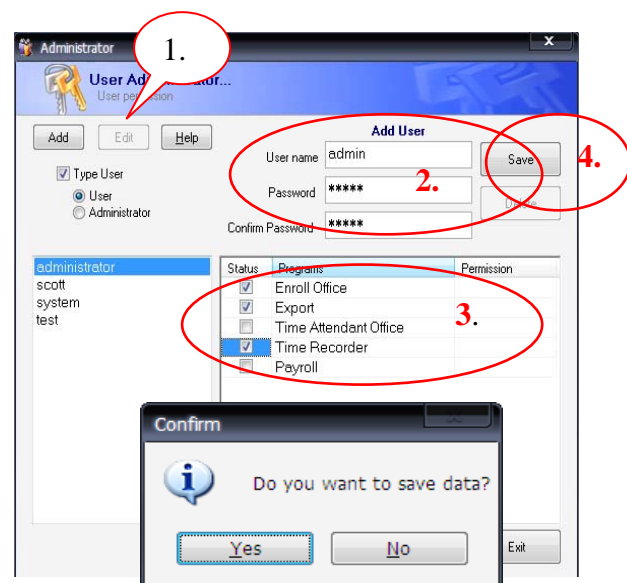
## 2. Delete user

- 1. Click at username which wants to delete.
- 2. Click at delete.
- 3. Click at Yes for confirmed deletion.



## 3. Edit user

- 1. Click edit.
- 2. Fill username and password
- Specify user's type, the default is user
- 3. Mark ✓ to set user's permission
- 4. Click save then, click yes for confirmed editable user.

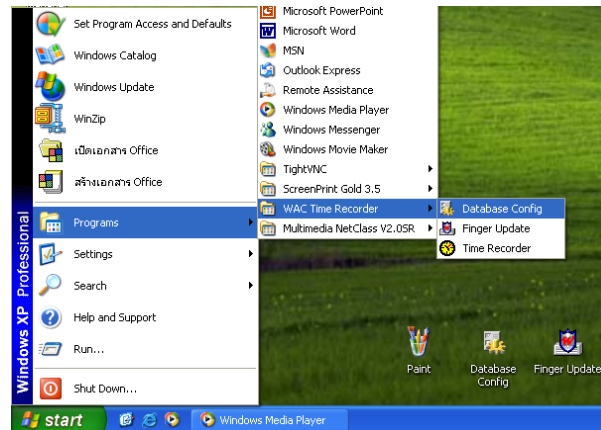


## 3.2 Time Recorder

After being installed program, set time recorder configuration before operation.

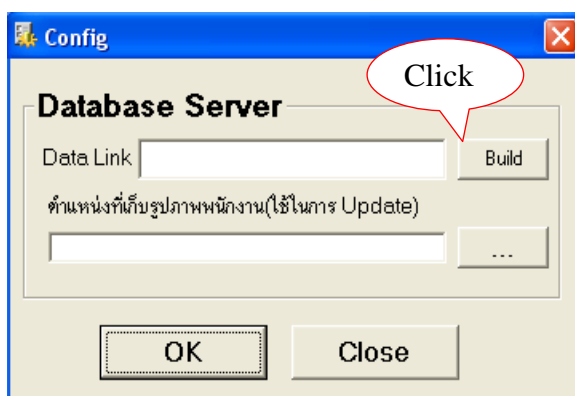
After being installed time recorder in server, the steps for set client-server operation are as below: -

1. Go to Start Menu > Programs > WAC Time Recorder in order to go to database Configuration

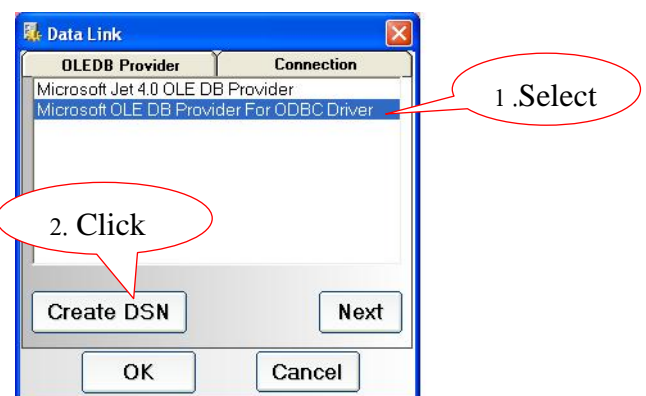
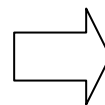


Picture 1 : Run database configuration

2. Click at build button to select database connection. Select > MicroSOft OLE DB Provider for ODBC Driver, then click at Create DSN



Picture 2



Picture 3

3. Specify database information in server

3.1 Select database type as Microsoft Access Driver (\*.mdb)

3.2 Given name to DSN Name.

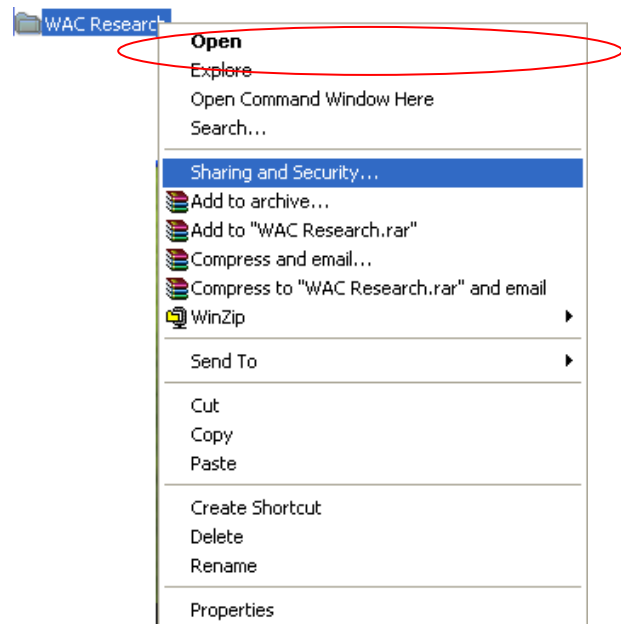
3.3 Browse for database in server.



Picture 4: Specify database information in server.

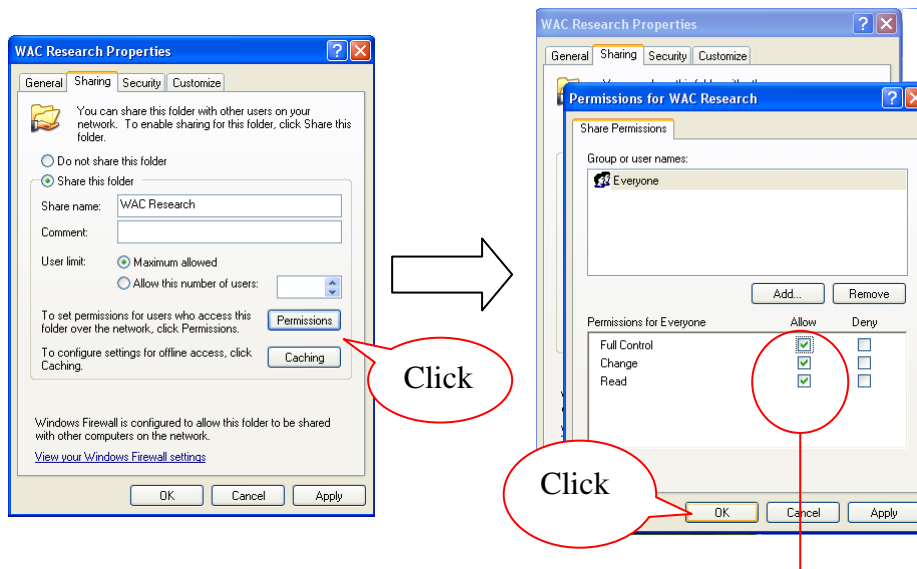
**Ex.** Search for database “**wac-fdda3bef9b7**” in server. In case of the program **No.3 WAC Time Recorder** and **No.4 WAC Time Recorder** is installed in difference PC. The database needs to share before operation. The sharing method depends on windows version, in this case will be described 2 sharing methods thus:

- 1) Go to **C:/Program Files/ folder Wac Research**, then click right mouse to select **Sharing and Security** as beside picture



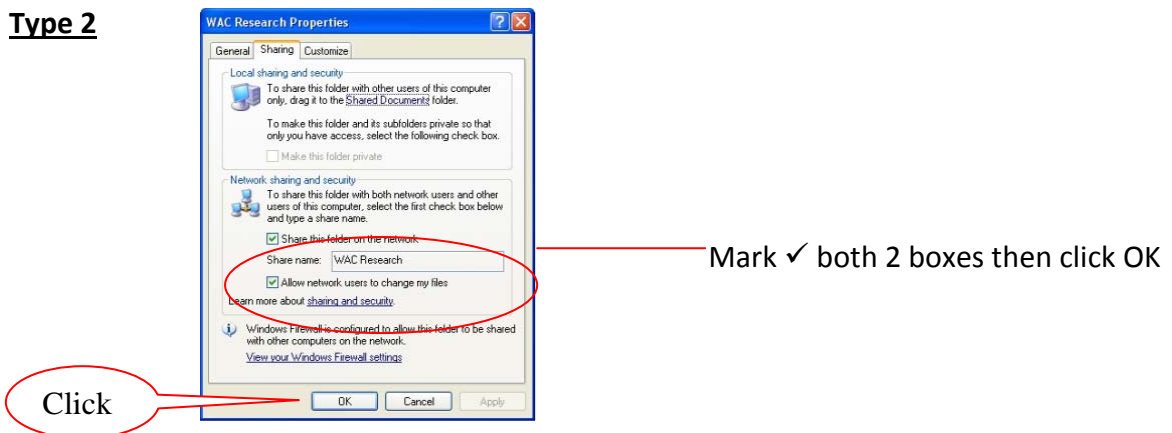
2) The sharing dialog will be popup, this depends on windows version.

**Type 1**

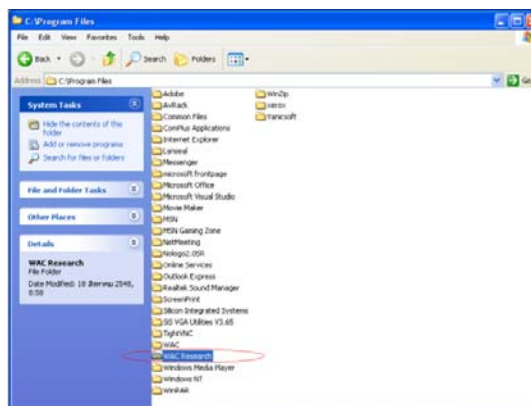


Mark ✓ after permission item then, click OK.

**Type 2**



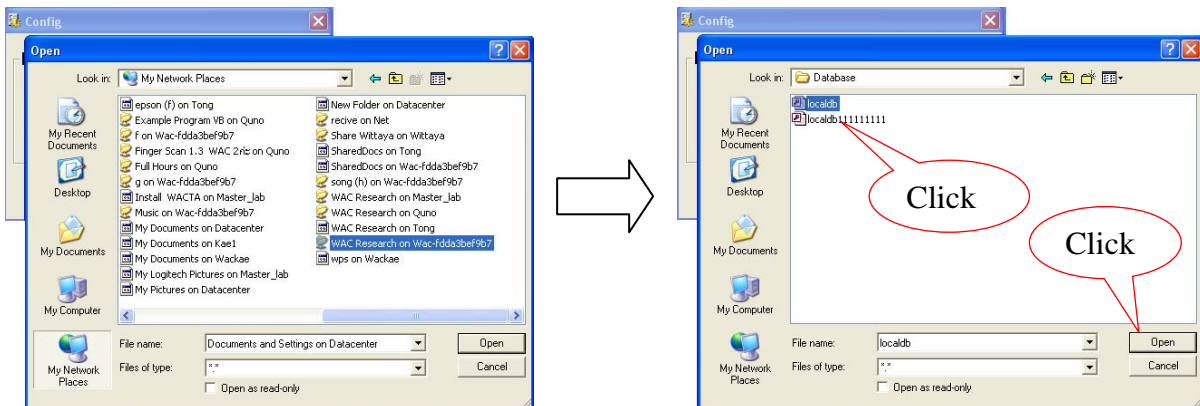
After that the sharing symbol (hand) is appeared at the Folder Wac Research as picture below



**Picture 9 : Shared Folder**

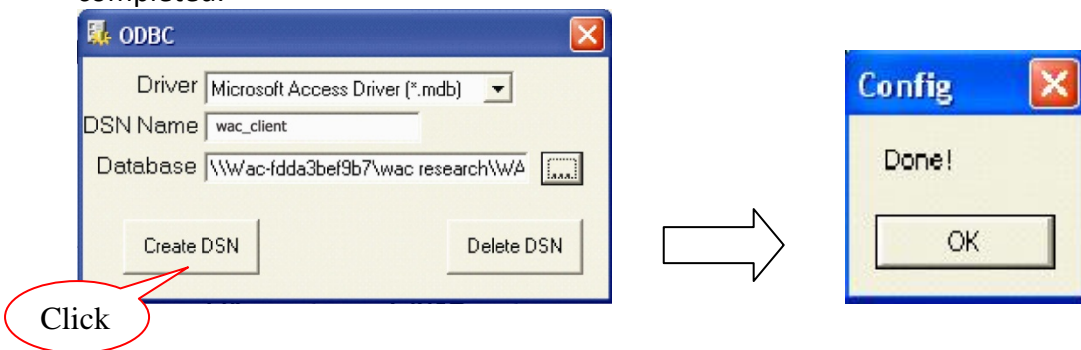


3.4 After browse database in server (3.3), the dialog as below will be shown. Normally, the default path is C:\Program Files\WAC Research\WAC Time Recorder\Database\localdb.mdb



Picture 10 & 11: Browse for Localdb.mdb in server

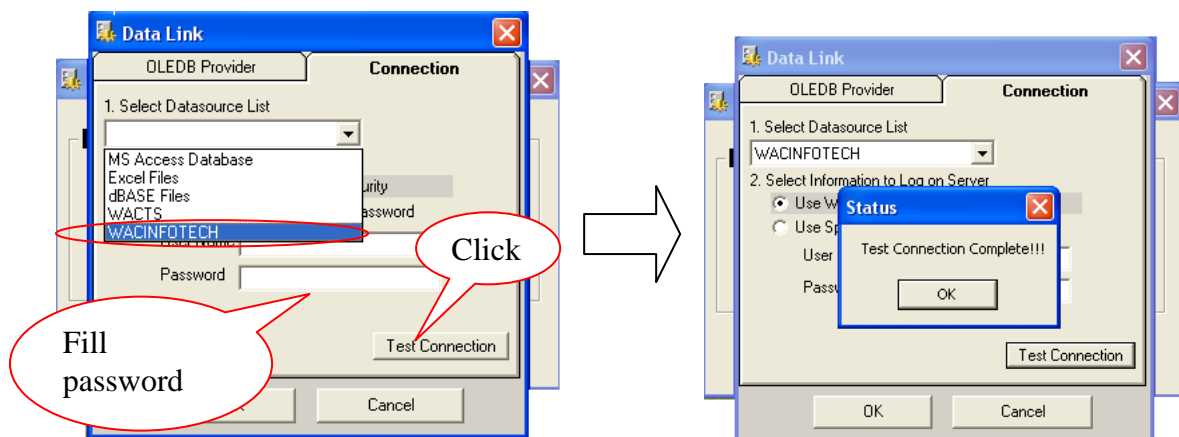
3.5 Click at Create DSN, if the message “Done!” appears, the connection is completed.



Picture 12

Picture 13

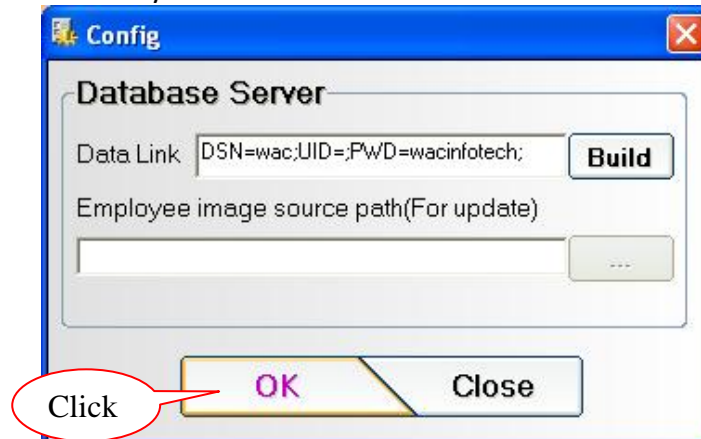
4. After that being test connection, click at Tab Connection > select DSN Name > Use Specified username and password (the password is “wacinfotech”), then click at Test Connection. If the connection works, there is a message “Test Connection Complete!!!” If not, the message is “Test Connection Failed!!!”



Picture 14

Picture 15

5. Click OK to exit from data link dialog; notice that the data source is changed to “wacinfotech”. For the employee image source path is not filled anything, the system will manage automatically.



Picture 16

- If the dialog as below shows, the database configuration is completed.



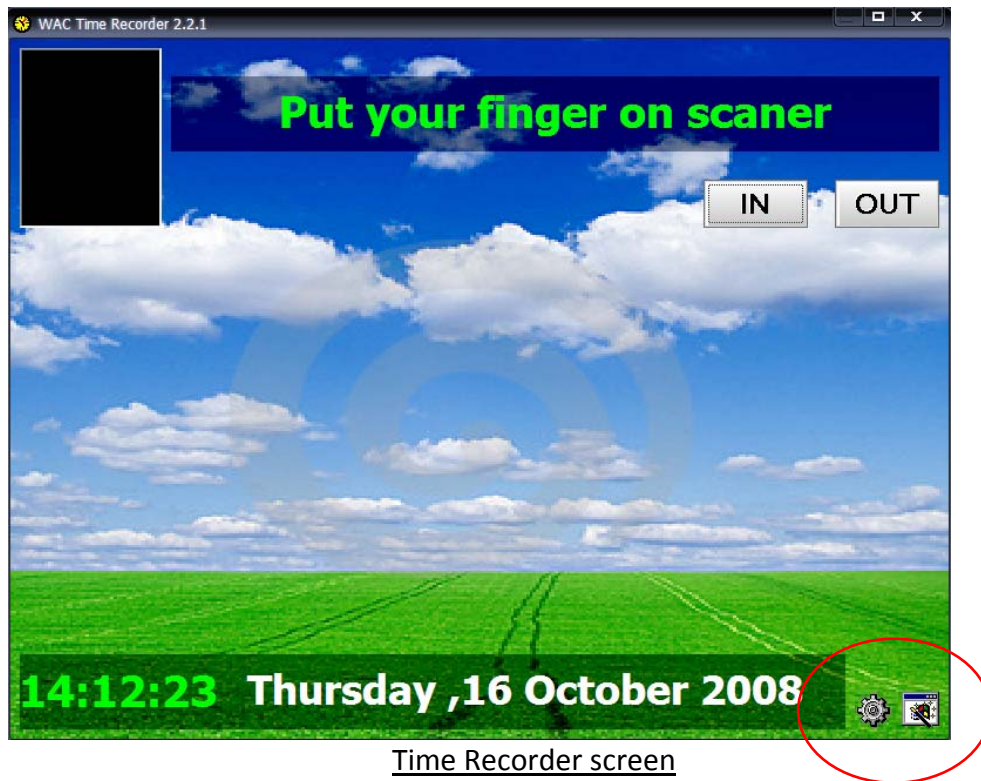
Picture 17

### 3.2.1. Time Recorder


Time recorder program uses for record employee time in-out, the concept of this program is simple, speed and correct record employee's attendance. The configuration's step as below: -

#### 3.2.1.1. Time Recorder setting


1.1) Run Time Recorder by going to Start Menu > Programs >WAC Time Recorder, the time recorder screen as picture below.

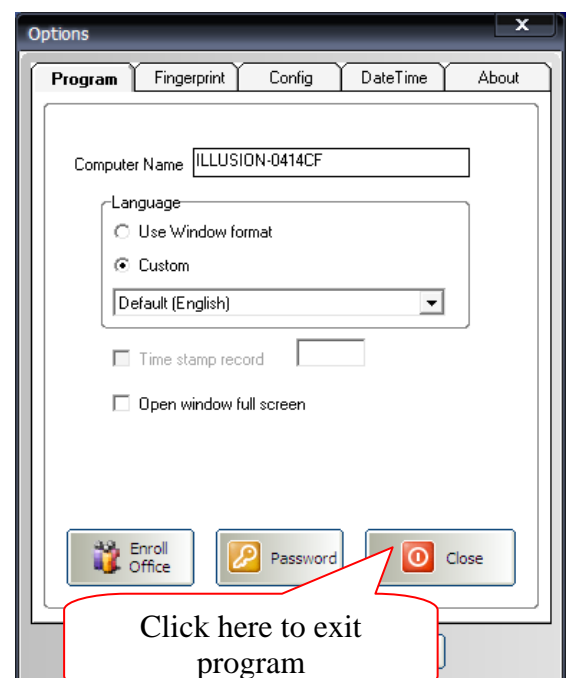
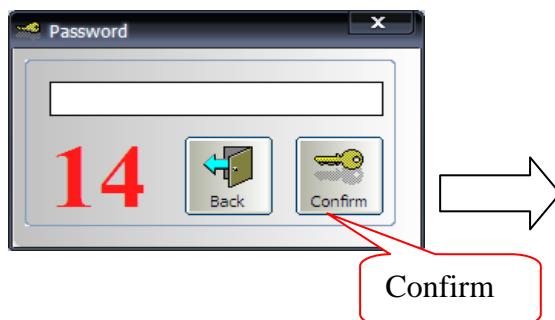


Time Recorder screen

 Config button uses for setting Time Recorder configuration.

 FullScreen button to preview in full screen.

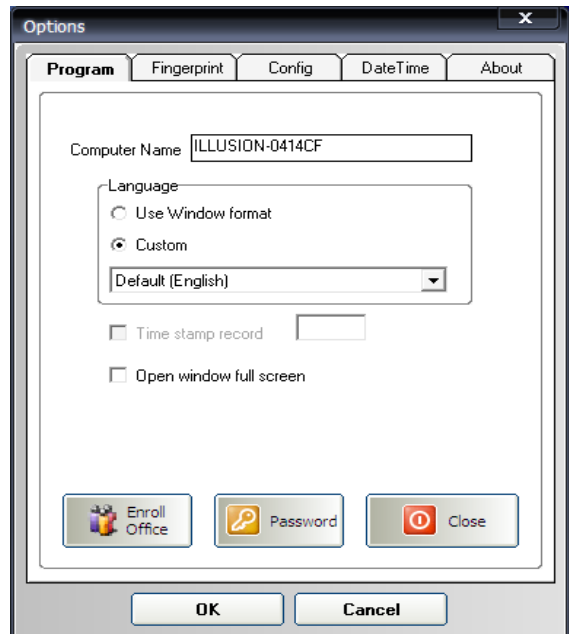
1.2) Click at  to set time recorder configuration, on password popup (as left picture), click at confirm password without filled anything. Then, the setting's window will popup.



1.3) Go to tab fingerprint, to set fingerprint verification.

Automatically verify 1:N

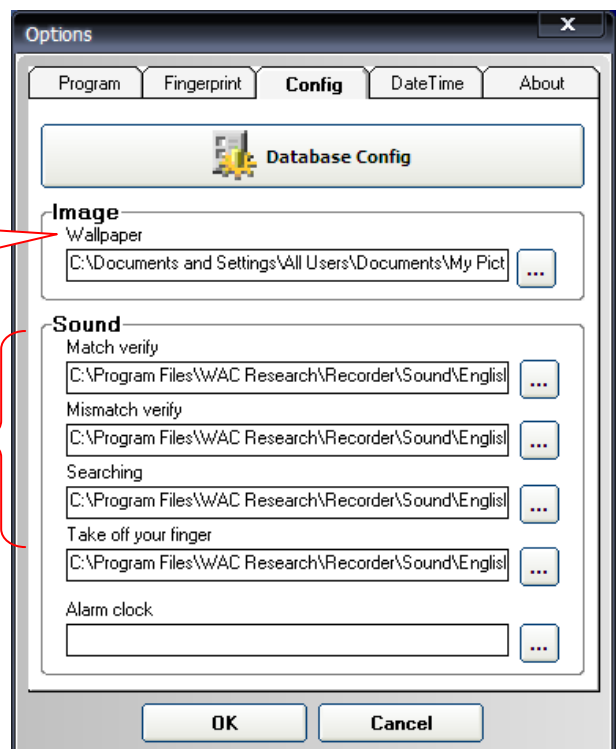
Verify 1:1



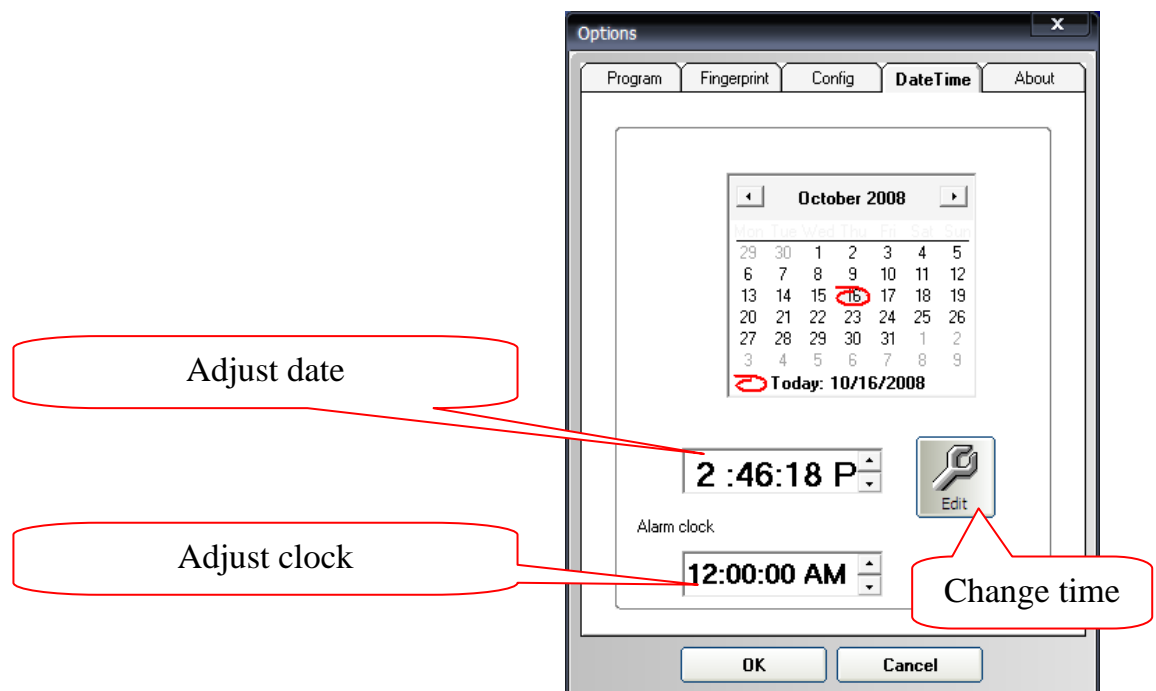
1.4) User can set required background and auto responder, while stamping time in-out, by setting at Configuration tab.

Background

Auto responder



1.5) while time recorder program is running, time cannot be changed. If user wants to change time, go to change time tab.




### 3.2.1.2. Record clock in-out in Time Recorder program

Attendant record can be set as automatic and manual. 2 methods are a little differences.

2.1) Automatic – employees can scan fingerprint for clock in-out automatically or press **IN** / **OUT** before stamp fingerprint.

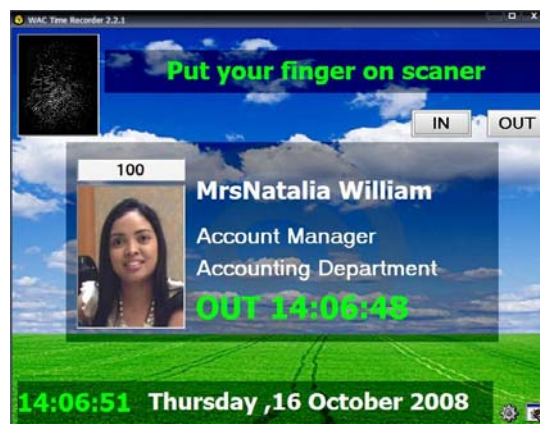
- Main auto screen



- Stamp fingerprint after click 



- Click  before stamp fingerprint



\*\*\* **Note**

Actually, employees can stamp fingerprint without click IN/ OUT, the system will check a correct time in-out automatically.

2.2) Manual – manually fill employee ID before stamp fingerprint. In addition, press

 or  before stamp fingerprint.



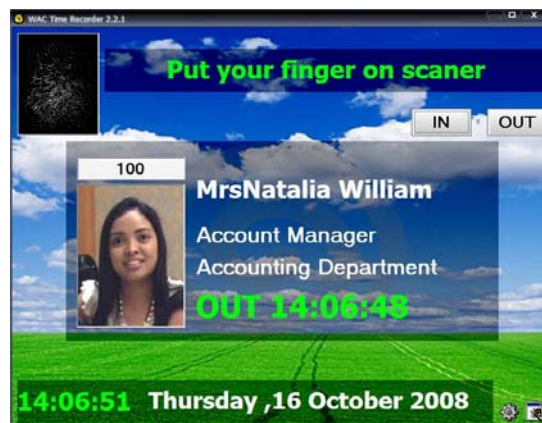
- Main manual screen



- Press employee ID, click **IN**, then stamp fingerprint.



- Press employee ID, click **OUT** before stamp fingerprint.



**\*\*\* Note**

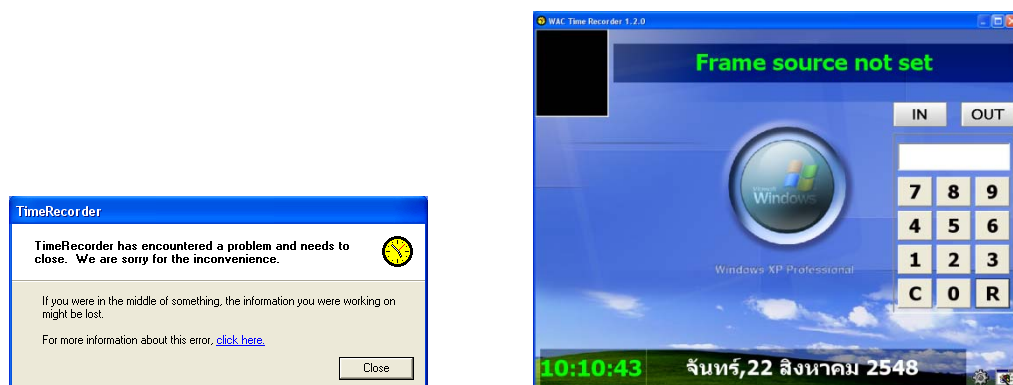
Employees can press employee ID then stamp fingerprint, the system will check a correct time in-out automatically.

**\*\*\* Note**

If fingerprint verification isn't match with database, the warning screen will popup as below.

**\*\*\* Remark**

While time recorder program is running, the fingerprint scanner needs to plug in all time; otherwise, the program is error. The exit is close time recorder program, plug fingerprint scanner, then run the program again.

**Error example**



### 3.3 Enroll Office

Enroll Office is created for recording employee info; history, picture, income, shift, working hours and fingerprint. Moreover, it can record annual holiday and add department/ position.

1. Run Enroll office by double clicks at icon on the main application screen.



on desktop then click at Enroll office

After that, fill username and password in login dialog.

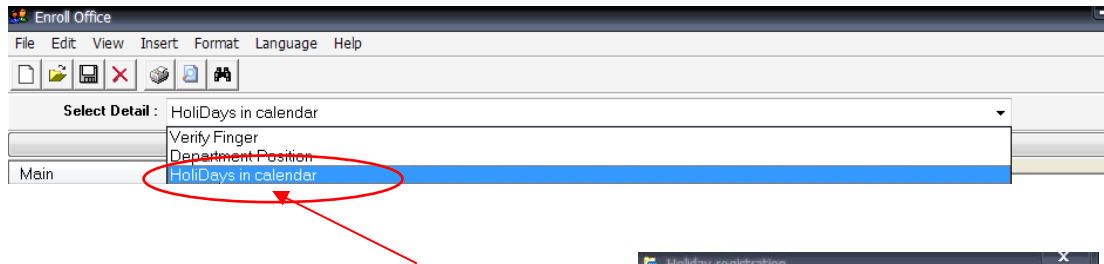
 A screenshot of a 'Login' dialog box with a blue title bar. It contains two input fields: 'User name' and 'Password'. A red callout bubble points to both fields with the text 'Fill username \ password that created from administrator program'.

Fill username \ password that created from administrator program

2. Next, to set the information as below: -

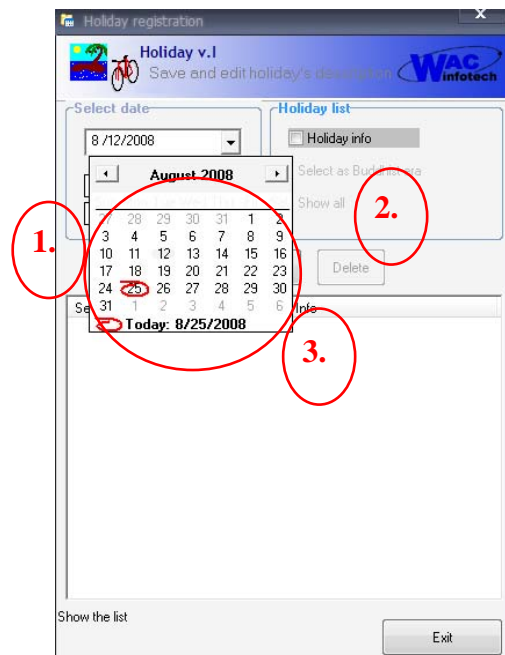
 A screenshot of the 'Enroll Office' main application window. The window title is 'Enroll Office' and it has a menu bar (File, Edit, View, Insert, Format, Language, Help) and a toolbar. The main area is titled 'Wac Research' and contains a 'Picture Employee' section with a 'Fingerprint Registration' area showing two hands with blue dots on the fingers. Below this are buttons for 'Login', 'Save', 'Delete Finger', and 'Verify Finger'. The bottom section is 'Employee Detail' with various input fields for 'ID', 'Name', 'Address', 'Province', 'Postcode', 'Phone number', 'start work', 'Amount of vacations', 'Type of income', 'Department', 'Position', 'Period Time', 'General Details', 'Identification card', 'Birth day', and 'Blood type'.

## 1. Annual holidays



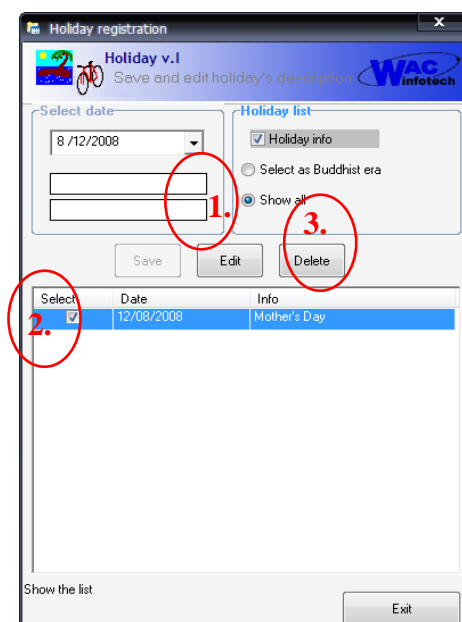
### Add holiday

- No.1 select date
- No.2 fill holiday's name
- No.3 save



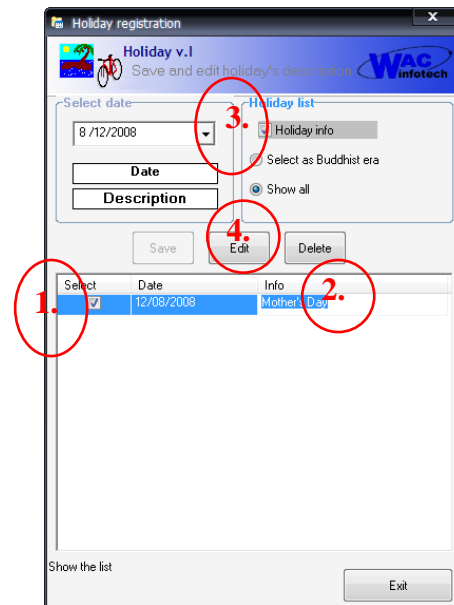
### Delete holiday

- No.1 select holiday by mark ✓ before selected holiday.
- No.2 mark ✓ to delete
- No.3 click at delete

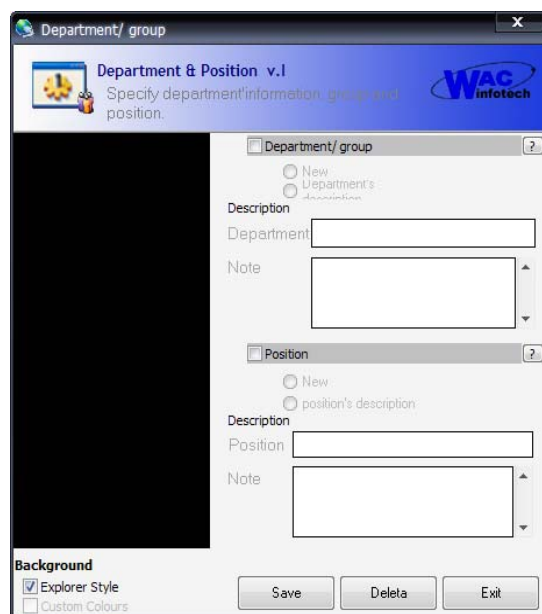
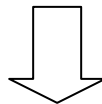
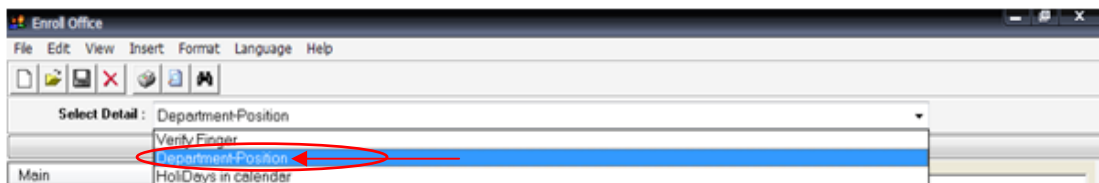


### Edit holiday

- No.1 – select holiday by mark ✓ before date
- No.2 – double clicks at holiday field and edit
- No.3 – mark ✓ to edit information
- No.4 – click edit and OK



## 2) Department/ position



### Add department-position

There are 2 methods as below: -

#### 1.1 Add new department and position

1.1.1 Mark ✓ at department/ group

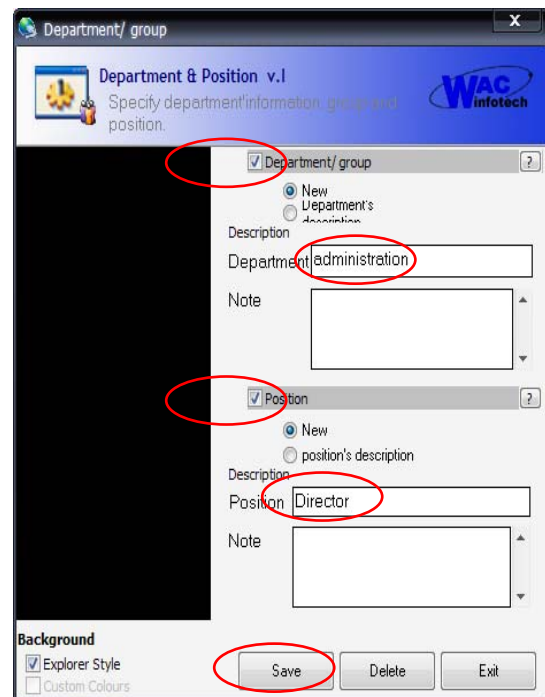
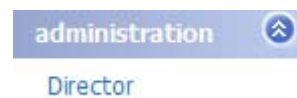
1.1.2 Department's name

1.1.3 Mark ✓ at position, and select new position

1.1.4 Position's name

1.1.5 Save

-The result is as picture



#### 1.2 Add new position in existent department

1.2.1 Mark ✓ at department/ group

1.2.2 Select department description

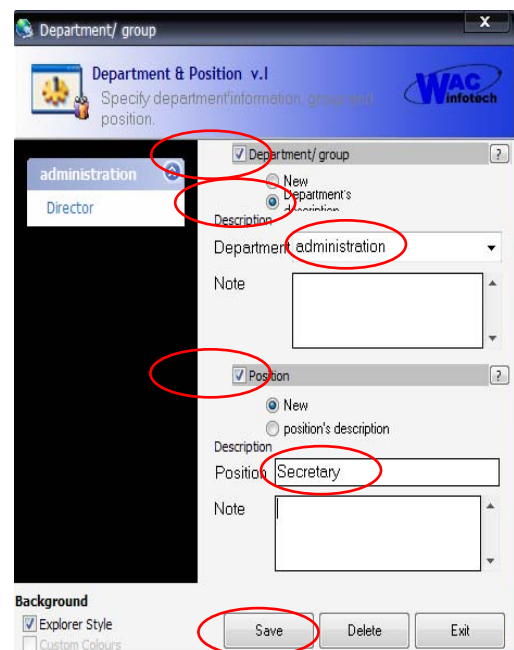
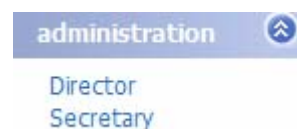
1.2.3 Select required department

1.2.4 Mark ✓ at new position

1.2.5 Specify position's name

1.2.6 Click at Save

- The result is as below



**\*\*\*Caution**

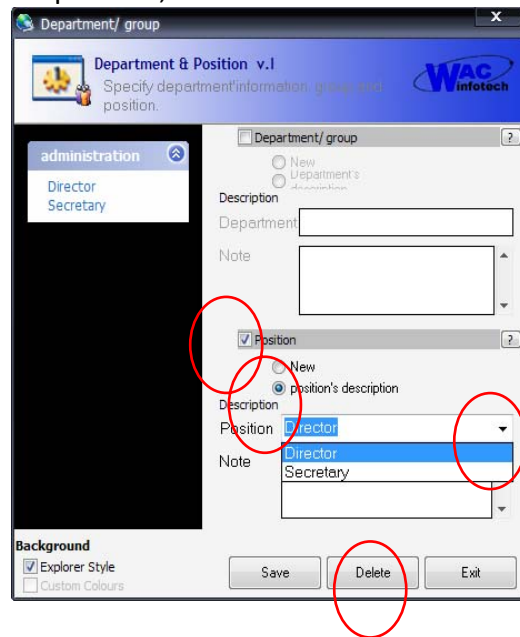
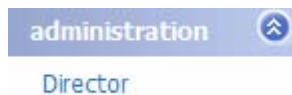
**Don't save position in the same name with an exist file even though file's path are difference.**

Delete position

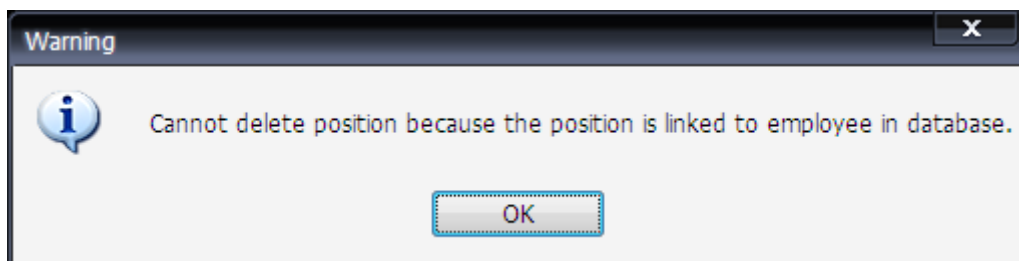
The first is checking employees are selected in position; delete all of them before delete selected position.

- 1.1) Select position
- 1.2) Select position description
- 1.3) Select position from drop-down list
- 1.4) Click delete

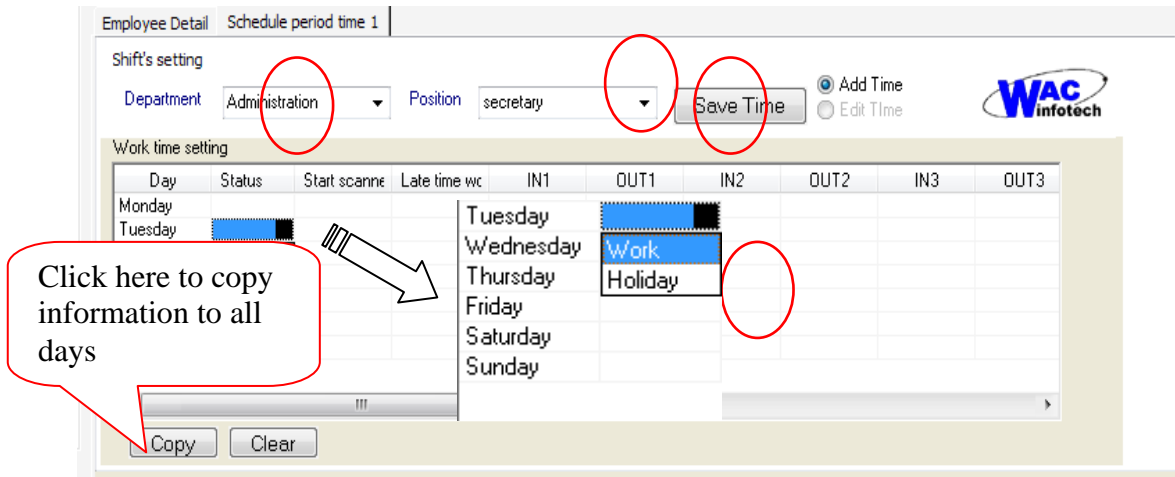
- The result is as below



**Tip** : If the message as below appears, it means that some employees are linked with this position, so delete that linked employee at first.




3. After setting department and position, click at schedule time tab to set working hours for each position or department.



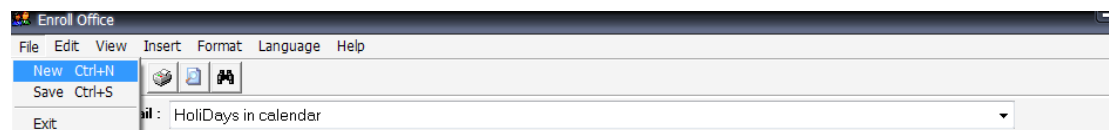
- No.1 – select required department
- No.2 – select required position
- No.3 – select day's status
- No.4 – set time in-out in “\_\_:\_\_” format

Day	Status	Start scanned	Late time wc	IN1	OUT1	IN2	OUT2	IN3	OUT3
Monday	Work	07.00	08.35	08.00	17.00				
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									

No.5 – click at save (  Save ) for save time in-out schedule

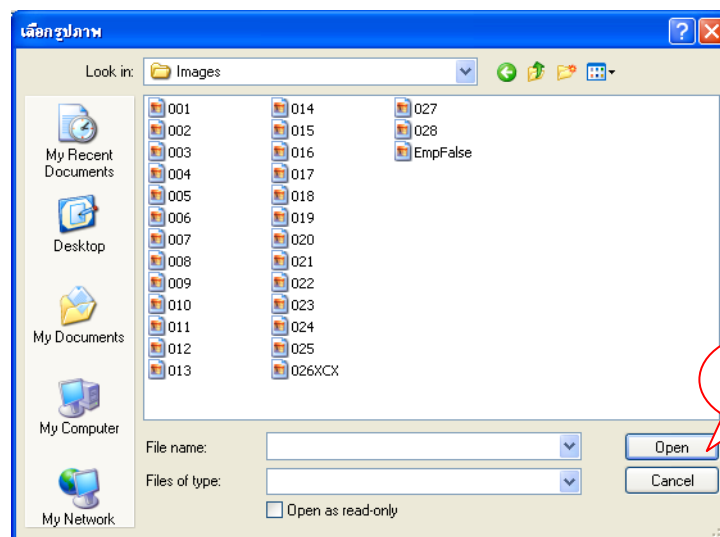
#### 4. Record employee info

4.1) Click new at menu



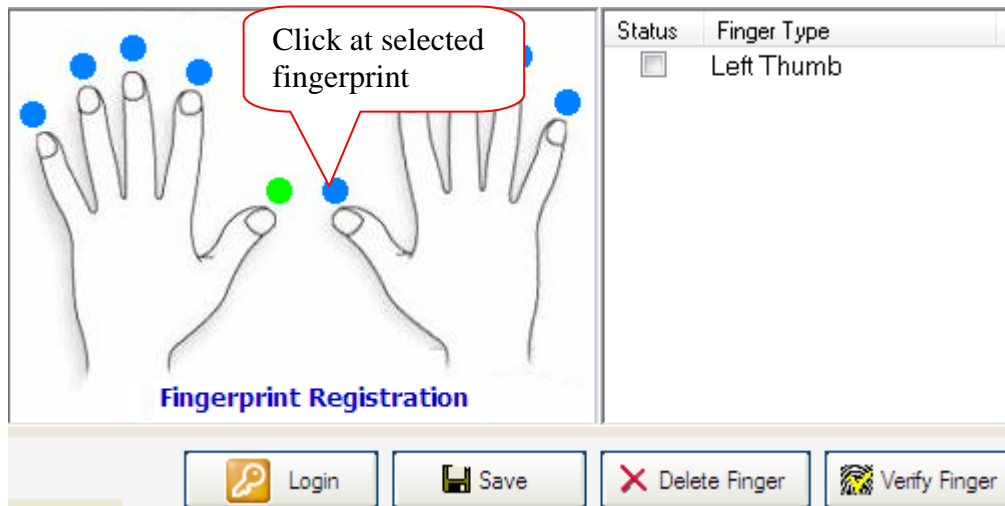
4.2) Complete employee's info in the blank

4.3) Click picture's path (Picture Path / 5k) to browse employee's picture then click open

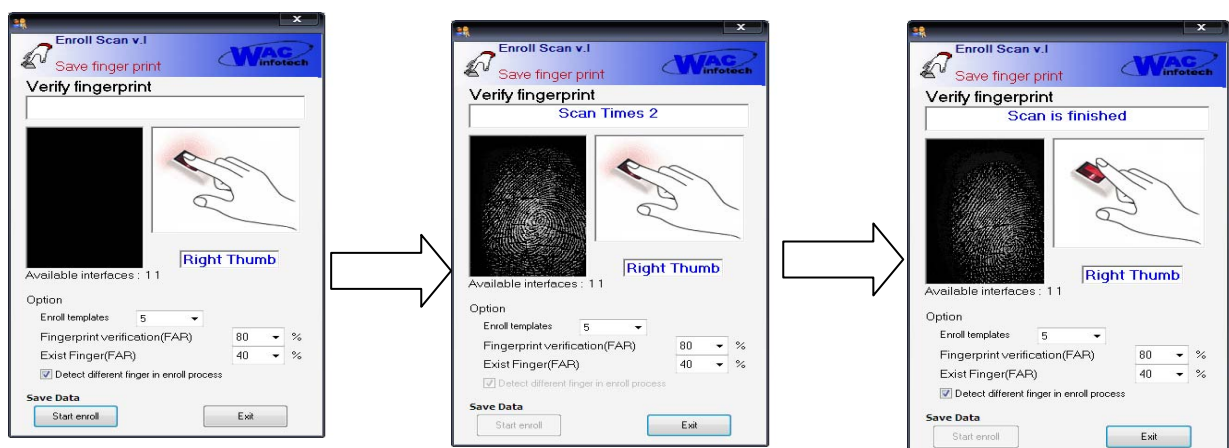


## 4.4) Register fingerprint, the registry menu as below

- Blue circle – available finger
- Green circle – registered finger
- Gray circle – finger which is selected for register fingerprint

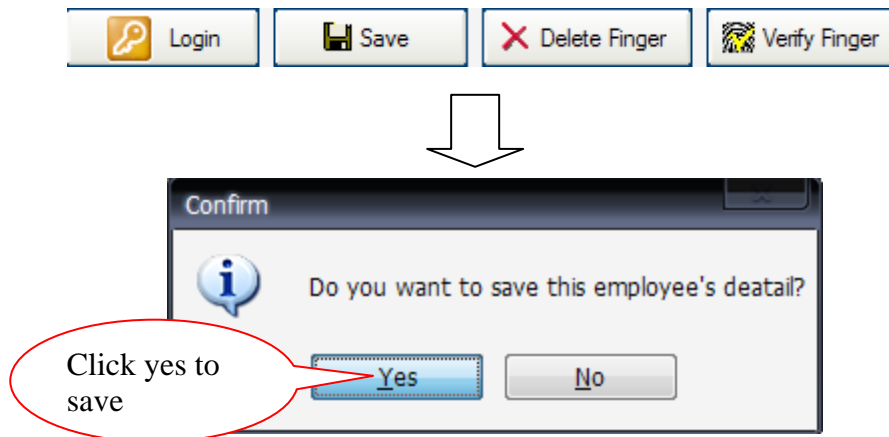


Scan fingerprint 4 times as dialog below, please note that do not stay your finger on the scanner, after that click at finish.






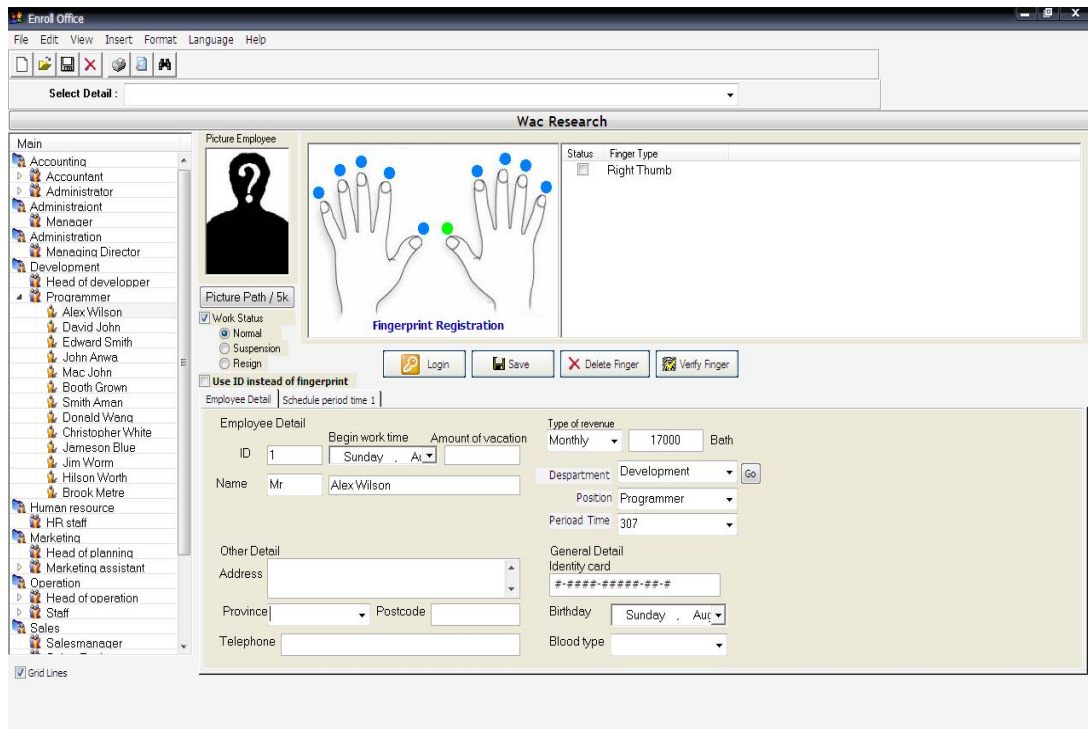
4.5) After register fingerprint and complete employee info, click at save then, click yes to confirm.




**\*\* Caution**

**While fingerprint is registering, please close Wac Time Recorder program in order to protect any errors. Click at , click at confirm password then close program.**


- The finished record employee info is as picture below.



#### 4.6) Delete employee

To select deleted employee info at the left main of program then, press  button to delete

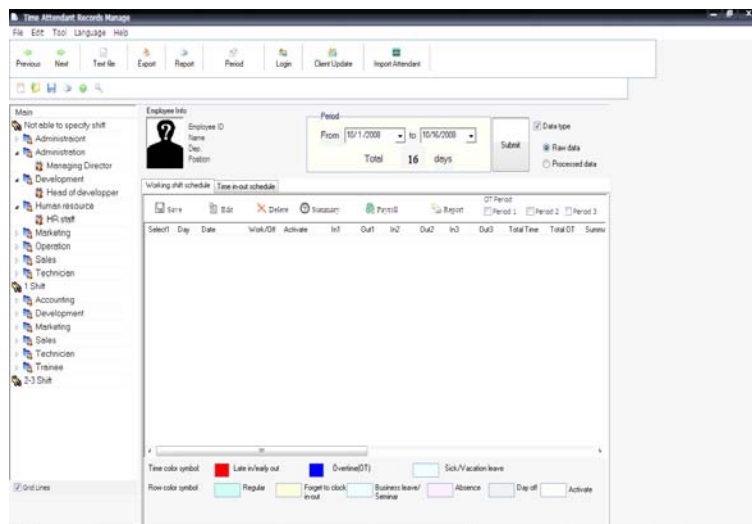
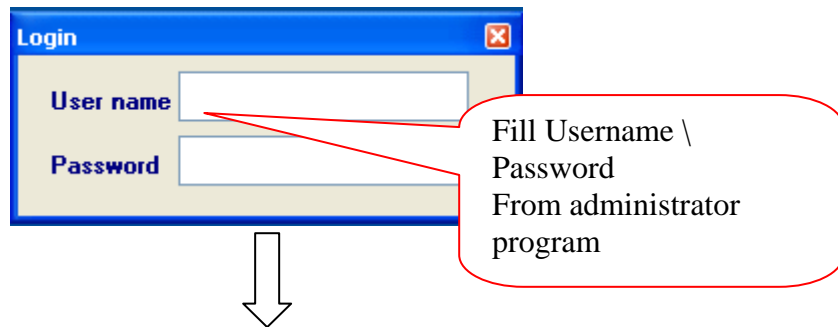
#### 4.7) Edit employee info

To select edited employee info at the left main of program then, employee info will appear in order to delete, press  button to save it

### 3.4. Time attendant program

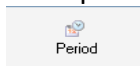
Time attendant program is a program to process employee's time in-out as a raw data to be processed data. Most time attendant programs are a summary of employee's working time period. It also edits working data before doing the summary by the following steps.

1. Open time attendant program by double click at Main Application icon then, select TA subject. Program will appear to login as picture below after that fill username and password.



Picture shows main screen of Time Attendant program

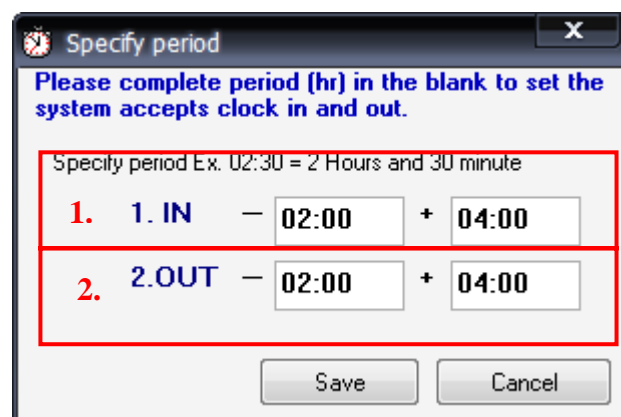
2. If open Time attendant program at the first time, you have to set period time



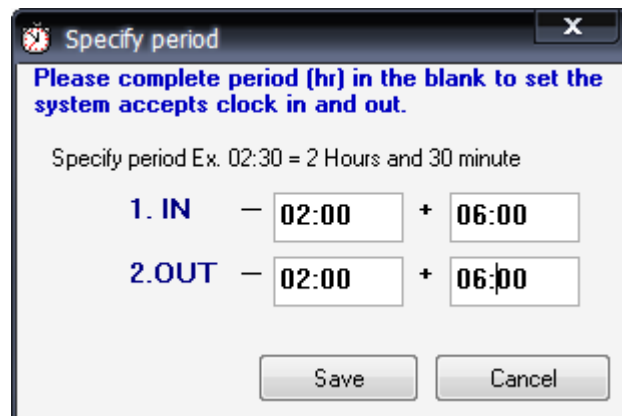
at menu bar first. It helps to separate employee's time in-out as Dialog below.

No.1 means time in separation by setting time at a range that the system accepts to scan fingerprint.

No.2 means time out separation by setting time at a required range.



### **Example of setting employee time in-out**




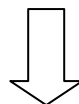
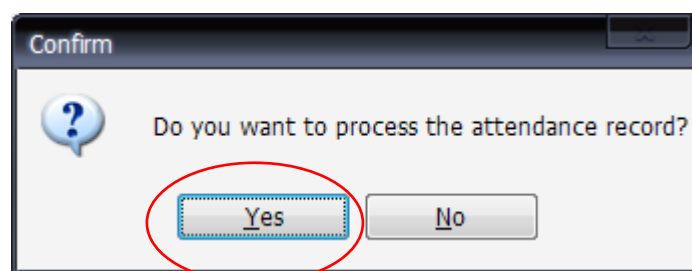
As picture above, employees start work from 08:30 to 17:30.

**In - 02:00 + 06:00** means if you record time in, the system will check employee time in. For example, if employee time in deduct from setting time between 02:00 and 06:00. It means that  $08:30 - 02:00 = 06:30$  and  $08:30 + 06:00 = 14:30$ . Therefore, if employee records time in at a range from 06:30 to 14:30, it means employee's recorded time in.

**Out - 02:00 + 06:00** means if having recorded time out, the system will check employee time out that deduct from setting time between 02:00 and 06:00. This means  $17:30 - 02:00 = 15:30$  and  $17:30 + 06:00 = 23:30$ . Therefore, if employee records time out at a range from 15:30 – 23:00, it means employee's recorded time out.

2. The next step is data process of employees' time in-out. This comes from

Time Recorder program by click at  button from menu bar. Then, there is a dialog to confirm, click Yes.



After pressing Yes button, there is a popup to specify personal process by divided in 2 categories.

1. Total -> a process of working performance every departments and positions
2. Etc. please specify -> a process of specified working performance by divided in 3 categories.

- 2.1 Specify department/group -> to specify required department to process
- 2.2 Specify position -> to specify required position to process
- 2.3 Specify individual -> to specify required individual to process

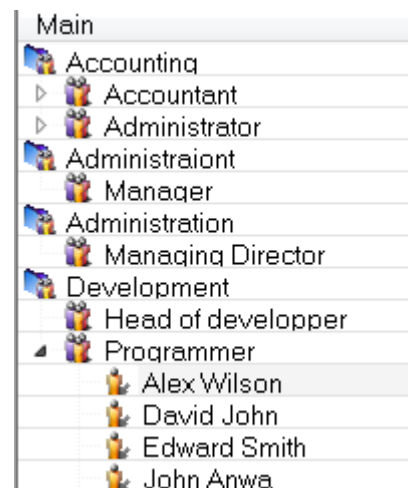
After pressing OK button to set period time to process data by select first date and end date including a type of process as below.

- 1 period means a process of normal working performance( time in-out)
- 1 period + OT means a process of normal working performance by calculate overtime apart from setting working time in Enroll Office program.
- 3 period means a process of working performance as a shift time.

Press Process button and wait this dialog disappear

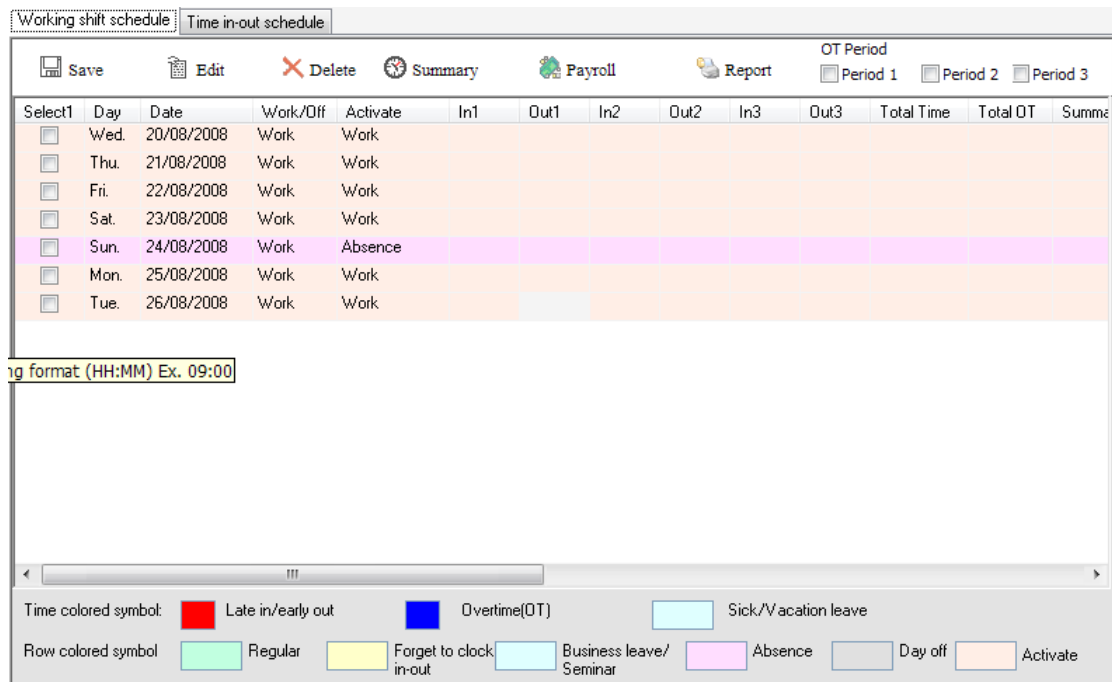
4. After employee time in – out process if you want to edit employee data; change holiday, business leave, sick leave or working time doing by the following step.

First step Select employee by individual as the right hand picture



Second step Set date to check working time data which results from **DBMS** process. Then, setting required period and click at **show time** button as picture below.

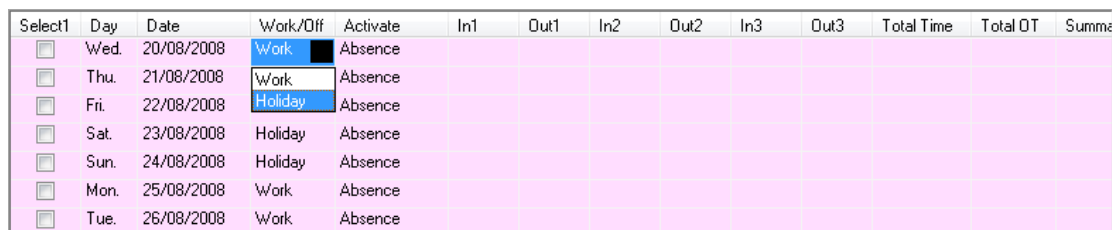
Third step The result displays as table below. You can edit data before doing the last summary process.



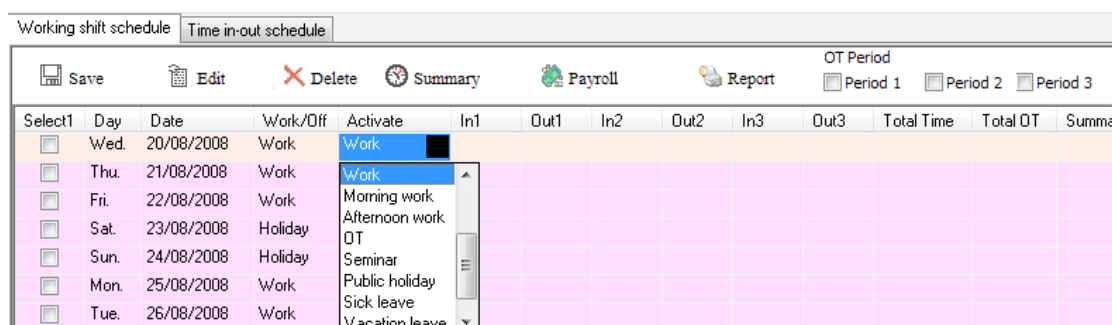
Picture shows time attendance of each employee

To edit and calculate OT on table

- To edit work day status



- To edit work status



- To edit working time
- Setting period time to calculate OT by click at “Setting period of OT”
  - No.1 click date to provide OT
  - No.2 click Process button

**No.3** The result saved button.

**No.4** if you don't change any data, press **No.5** completed saved

Select1	Day	Date	Work/Off	Activate	X	In1	Out1	In2	Out2	In3	Out3	Total Time	Total OT	Sur
<input type="checkbox"/>	Wed.	20/08/2008	Work	Work	<input checked="" type="checkbox"/>	13:25	22:00					08:35	08:35	
<input type="checkbox"/>	Thu.	21/08/2008	Work	Absence	<input type="checkbox"/>									
<input type="checkbox"/>	Fri.	22/08/2008	Work	Work	<input type="checkbox"/>									
<input type="checkbox"/>	Sat.	23/08/2008	Holiday	Absence	<input type="checkbox"/>									
<input type="checkbox"/>	Sun.	24/08/2008	Holiday	Absence	<input type="checkbox"/>									
<input type="checkbox"/>	Mon.	25/08/2008	Work	Work	<input type="checkbox"/>									
<input type="checkbox"/>	Tue.	26/08/2008	Work	Work	<input type="checkbox"/>									

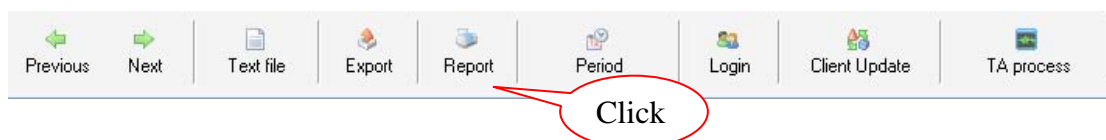
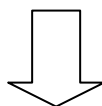
After press Save button, it is completed save and process

Moreover, you can see time in-out by click Tab, the table shows details as picture below.

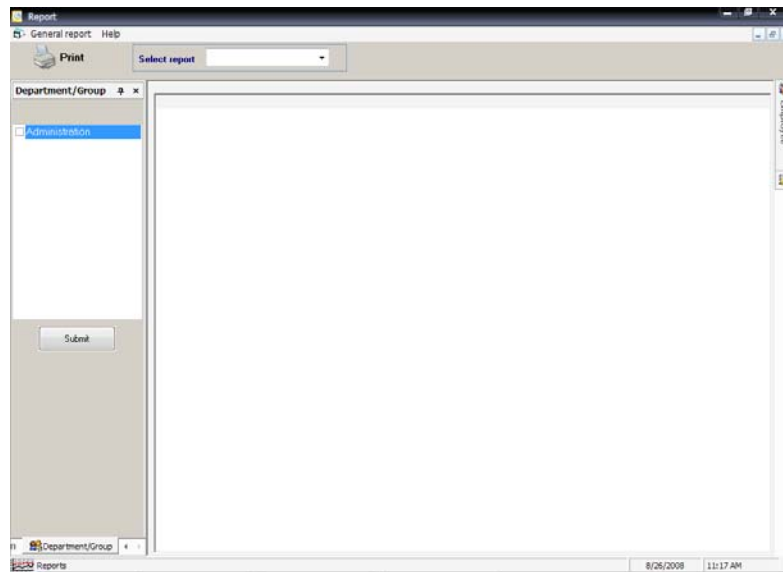
Date	Attendance	In/Out	Note
16/10/2008	13:58:24	IN	
16/10/2008	13:59:23	OUT	
16/10/2008	13:59:42	IN	
16/10/2008	14:04:07	OUT	
16/10/2008	14:04:54	IN	
16/10/2008	14:05:02	OUT	
16/10/2008	14:06:03	IN	
16/10/2008	14:06:48	OUT	
16/10/2008	15:04:05	IN	
16/10/2008	15:04:11	OUT	

Picture shows details of time in-out

- To print report, go to report menu. There are many forms to select that you can do by the following steps.

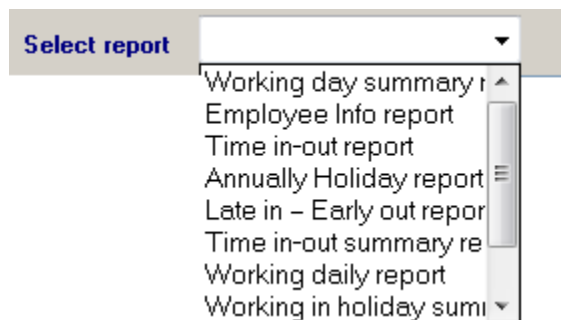






Picture shows main screen to print report

First step To select type of report



Second step To set period time

From 8 /26/2008 To 8 /27/2008 Total 0 Day

Third step To set a person who prints report, you can select many types; department/group, position and individual. For example, you search by department, group or position; you drag to the left of form, there is a dialog to select. On the other hand, if you want to search by individual, drag to the right of form. Then, mark ✓ before the data; press submit button.

**Department/Group** [↑] [x]

- Accounting
- Administration
- Administration
- Development
- Human resource
- Marketing
- Operation
- Sales
- Technician
- Trainee

Submit

**Position** [↑] [x]

**Department/Group**

[v]

- Managing Director
- Manager
- Salesmanager
- Sales-Engineer
- Sales Engineer
- Head of developer
- Programmer
- Head of planning
- Accountant
- Administrator
- Head of operation
- Staff
- Technician

Submit

**Employee** [↑] [x]

**Department/Group**

Development [v]

**Position**

[v]

- Alex Wilson
- Donald Wang
- David John
- Edward Smith
- John Anwa
- Mac John
- Booth Grown
- Smith Aman
- Christopher White
- Jameson Blue
- Jim Worm
- Hilson Worth
- Brook Metre

1. Department

2. Position

3. Individual

**Example of report**

Department/Pos...	Employee's name	Total	Holiday	Normal	Absen...	Busin...	Sick L...	Vacatio...	Morning...	Alterno...	Late in 1	Late in 2	Early out	Work
Accounting	Natalia William	0	0	0	0	0	0	0	0	0	0	0	0	0
Accounting	Jennifer Jelson	0	0	0	0	0	0	0	0	0	0	0	0	0
Development	Alex Wilson	0	0	0	0	0	0	0	0	0	0	0	0	0
Development	Donald Wang	0	0	0	0	0	0	0	0	0	0	0	0	0
Development	David John	0	0	0	0	0	0	0	0	0	0	0	0	0
Development	Edward Smith	0	0	0	0	0	0	0	0	0	0	0	0	0
Development	John Anwa	0	0	0	0	0	0	0	0	0	0	0	0	0

**Example of report**

If you want to print a report, click **Print** button.

## Working day summary report

From 10/16/2008 To 10/17/2008

Program mer	Total (Day)	Holid y	Norm al	วันลา (วัน)	Leave						Late		Work				OT	N/A		
					Biz.	Sick	Vacatio n	Mom.	Noon.	Late in1	Late in2	Early out	Full	Mom.	Noon.	Seminar				
Brook Metre	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hilson Worth	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jim Worm	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jameson Blue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Christopher White	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Smith Aman	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Booth Grown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mac John	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
John Anwa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edward Smith	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
David John	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Donald Wang	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alex Wilson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Example of report as paper**\*\* Tip :**

You can set subject title by click at general report menu > edit company data, fill company data then, press Save button.



Company information record

Company information

Company:

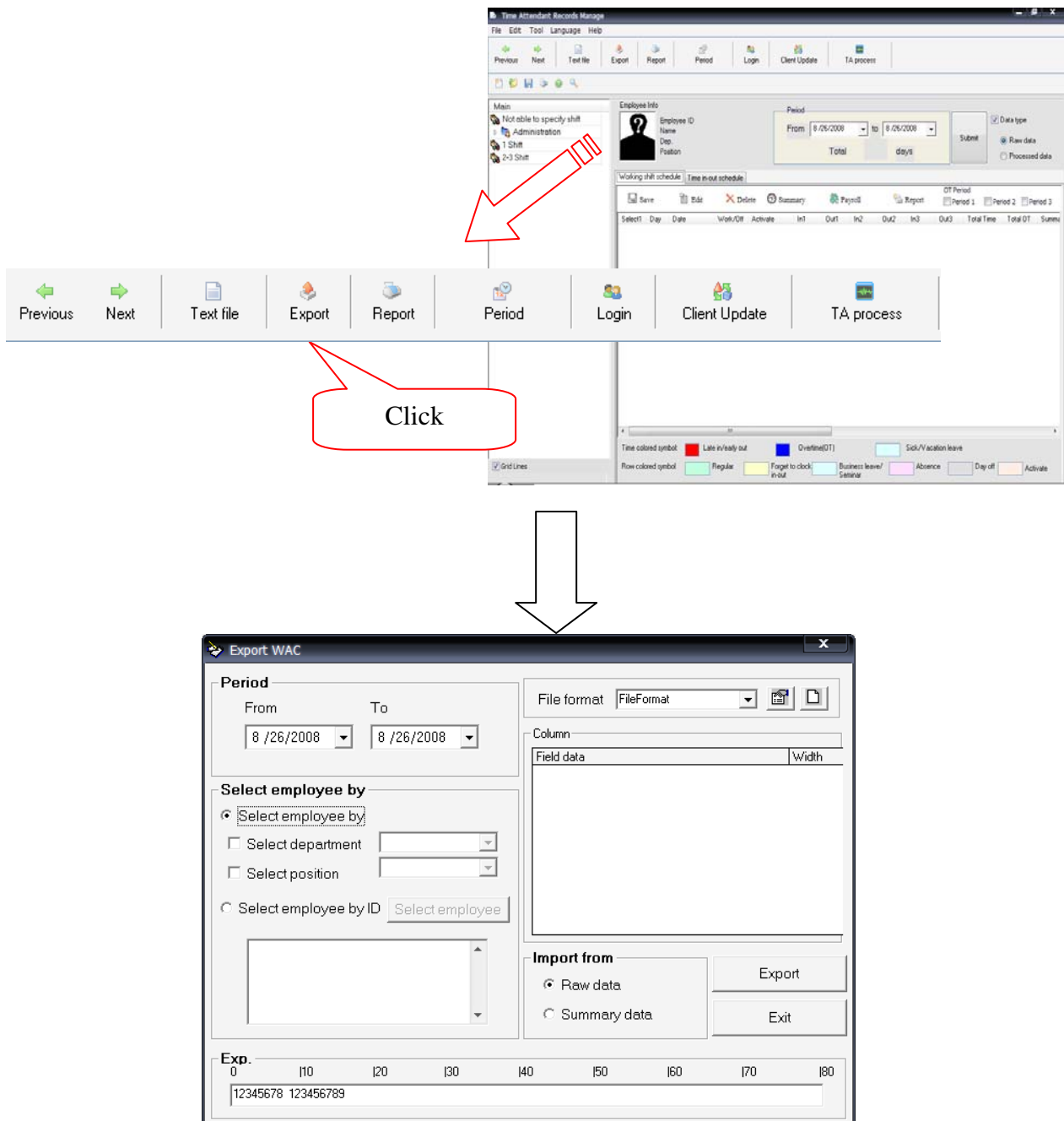
Address:

Tel.

### 3.5. ExportWAC program

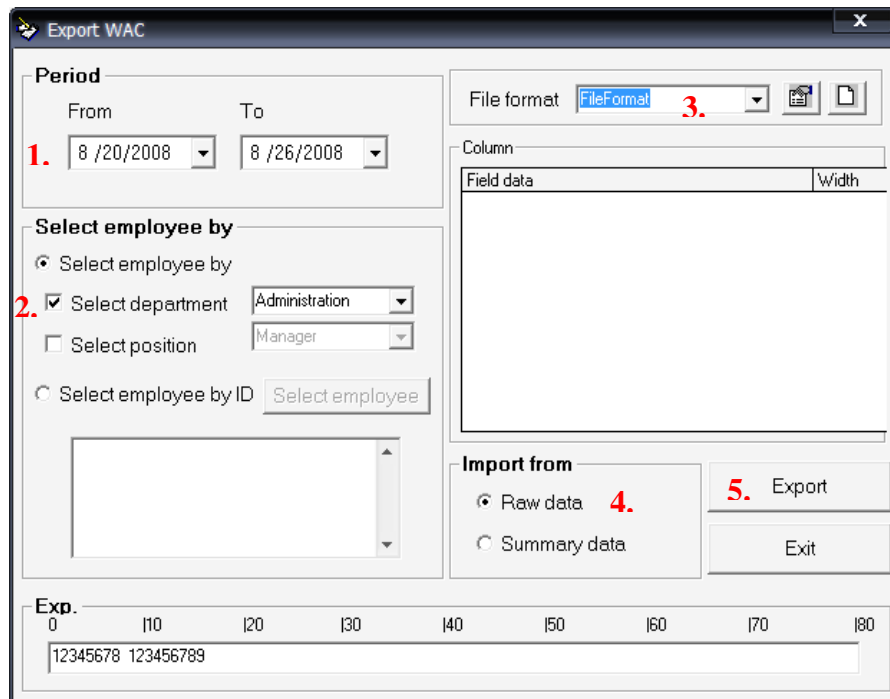
ExportWAC program is a program to export employee time in – out to be a text file. It is convenience for being useful in many organizations.

To open ExportWAC program, you have to login from Time Attendant program first. Then, click at Export button from menu bar and ExportWAC program will be opened.



Picture shows main screen of ExportWAC program

To use ExportWAC program do the following steps.



Picture shows the steps

No.1 To set first date and end date of employee's working performance

No.2 To select employee data to print report by department, position or individual.

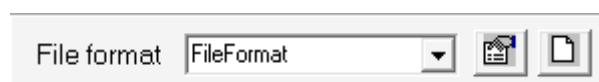
No.3 To set form or take the recorded form to use




No.4 To set required data

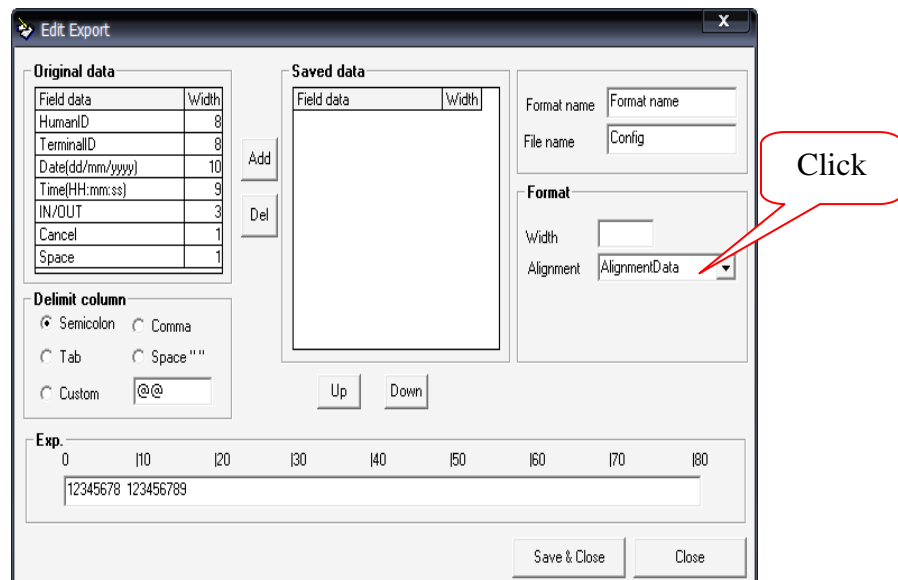
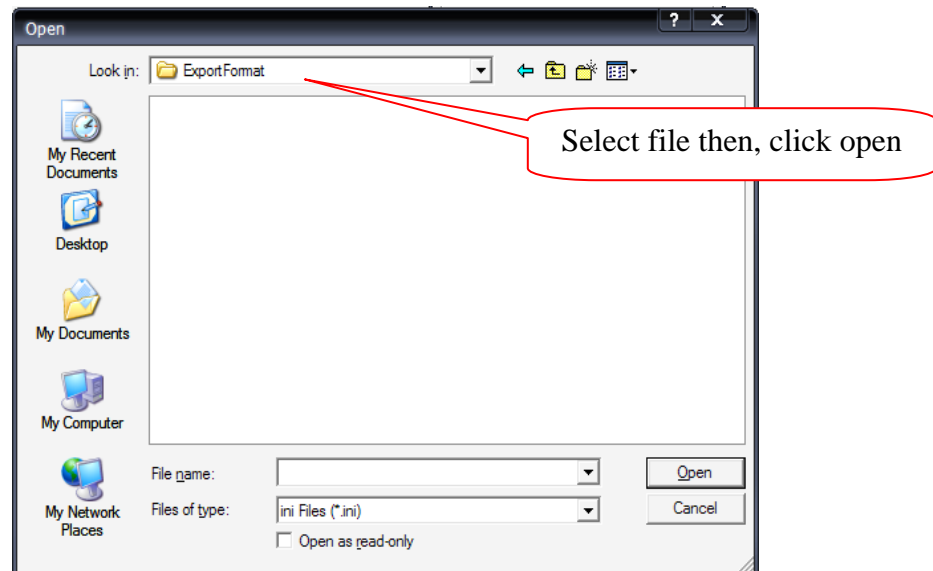
No.5 To press Save button save as \*.txt file

**\*\*Tip :** Explain step No.3


In third step, you can set and save an origin form to export

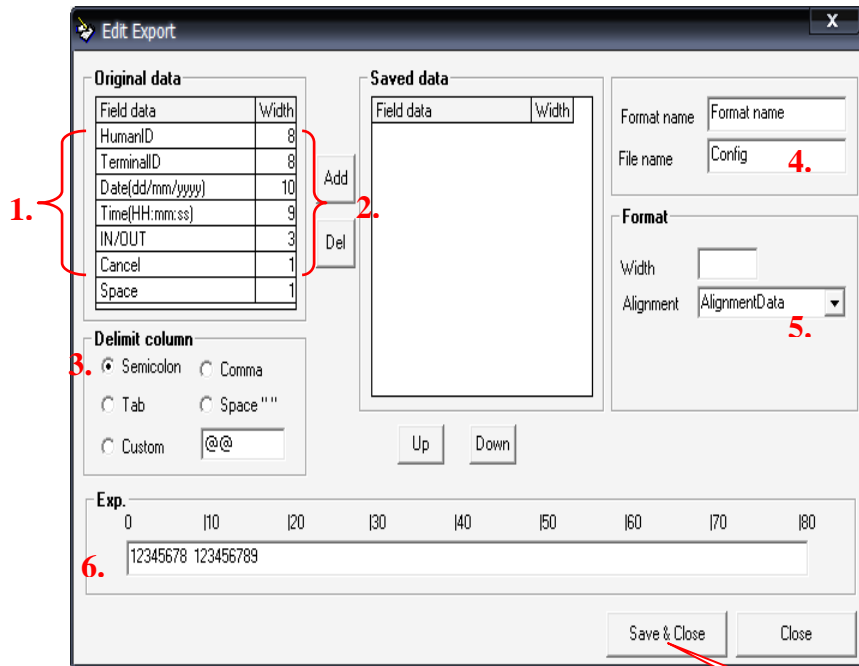


-  to edit an existing form
  -  to create a new form to export
- If you don't search file format first and press , there is a Dialog to search recorded file. Normally, the file is in C:\Program Files\WAC Research\WAC Time Recorder\Time Record Manager\ExportFormat. When you find it, click open.



When you have edited already, click save and exit button.

- When pressing , you can set a form by the following steps.



Click

No.1 and No.2 to select required fields

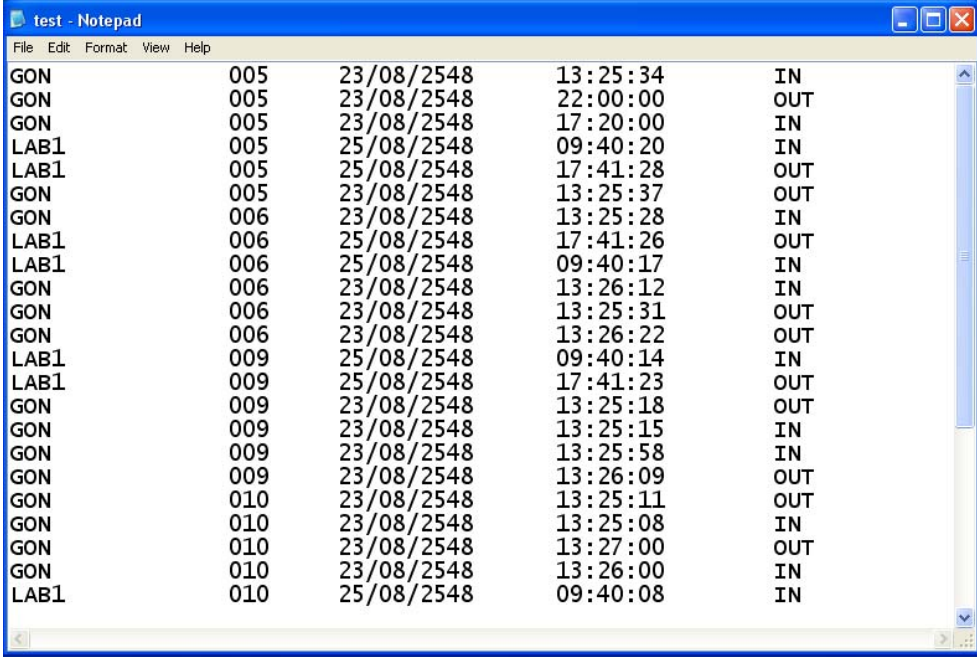
No.3 to set delimited between columns

No.4 to set file name and file format

No.5 to set others, depends on type of data field

No.6 to display an example of Export format

When you have set a format already, click save and exit button.

**Example of export file**

The screenshot shows a Notepad window with the following text:

Location	ID	Date	Time	Status
GON	005	23/08/2548	13:25:34	IN
GON	005	23/08/2548	22:00:00	OUT
GON	005	23/08/2548	17:20:00	IN
LAB1	005	25/08/2548	09:40:20	IN
LAB1	005	25/08/2548	17:41:28	OUT
GON	005	23/08/2548	13:25:37	OUT
GON	006	23/08/2548	13:25:28	IN
LAB1	006	25/08/2548	17:41:26	OUT
LAB1	006	25/08/2548	09:40:17	IN
GON	006	23/08/2548	13:26:12	IN
GON	006	23/08/2548	13:25:31	OUT
GON	006	23/08/2548	13:26:22	OUT
LAB1	009	25/08/2548	09:40:14	IN
LAB1	009	25/08/2548	17:41:23	OUT
GON	009	23/08/2548	13:25:18	OUT
GON	009	23/08/2548	13:25:15	IN
GON	009	23/08/2548	13:25:58	IN
GON	009	23/08/2548	13:26:09	OUT
GON	010	23/08/2548	13:25:11	OUT
GON	010	23/08/2548	13:25:08	IN
GON	010	23/08/2548	13:27:00	OUT
GON	010	23/08/2548	13:26:00	IN
LAB1	010	25/08/2548	09:40:08	IN

Picture shows Export



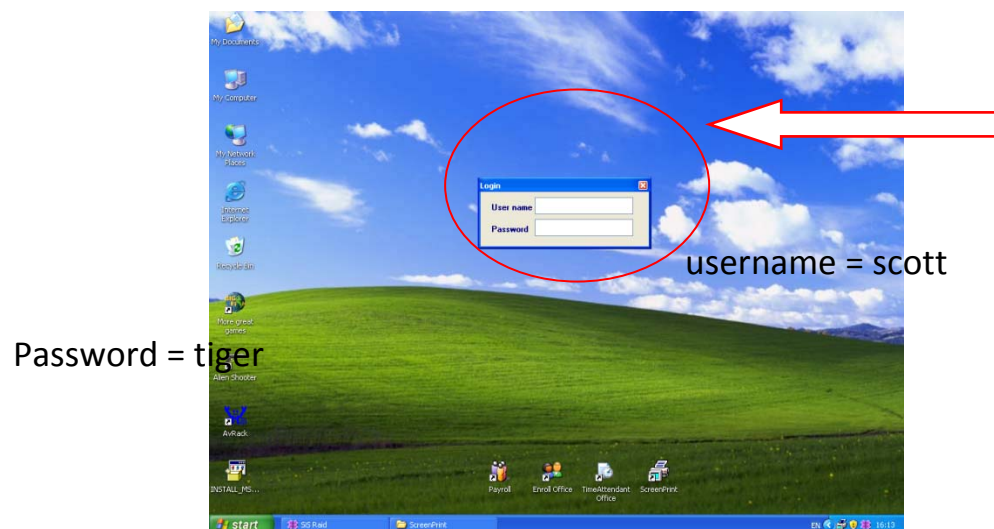
## 4. WAC Payroll (Salary calculation Program)

Salary calculation Program (Payroll) is a program to calculate salary as recorded employee time in-out from Time Record Manager.

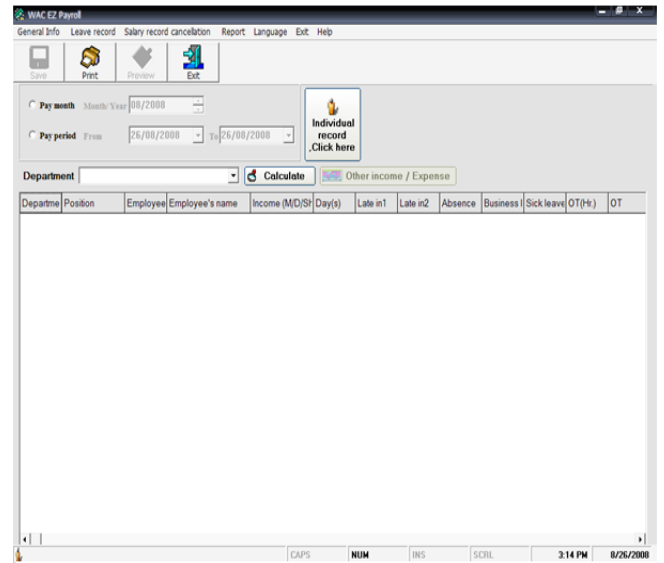
1. Save date that a company would calculate a monthly salary.
2. Save a process of deduction; absence, sick leave, business leave and late including to calculate employee's overtime.
3. Save employee's work leave; sick leave and business leave.
4. Calculate employee's salary by total, department and individual. You can calculate salaries either pay month or pay period. Moreover, it also calculates overtime, social security insurance, withholding tax, absence and late.
5. In case of the mistaken salary save, you can cancel that record and print report about it.
6. To print report is divided into three forms.
  - A report of employee's salary revision, by setting a period of time to cancel.
  - A report of summary salary record is divided into two categories; by monthly and by period. This depends on company's salary save.
  - A report of monthly summary; withholding tax, social insurance fee
7. For the Export to be some files; Excel, Notepad and HTML

### 4.1. Payroll Program

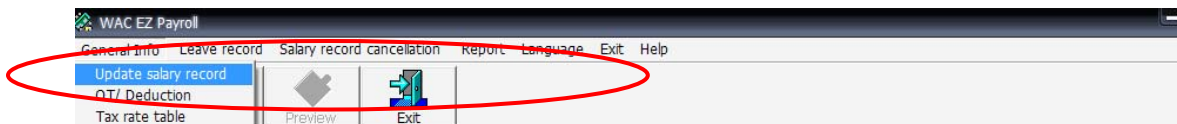
Double click at Main Application icon to start program then, click Payroll button and fill username and password as example below.



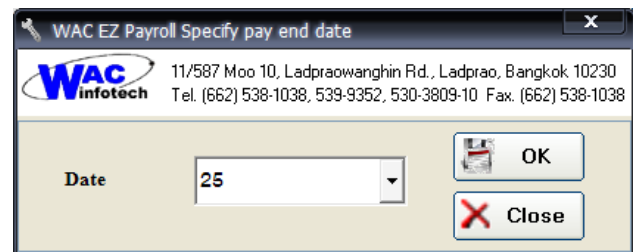
- When login Payroll program, there is a main screen to appear as picture...



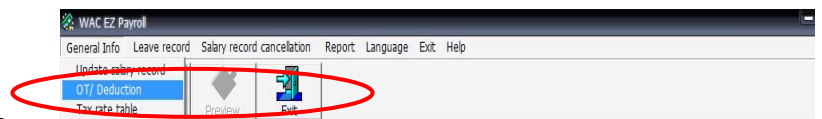
- The first step: to set the qualifications of program  
To specify pay end date, select from financial menu -> update salary record



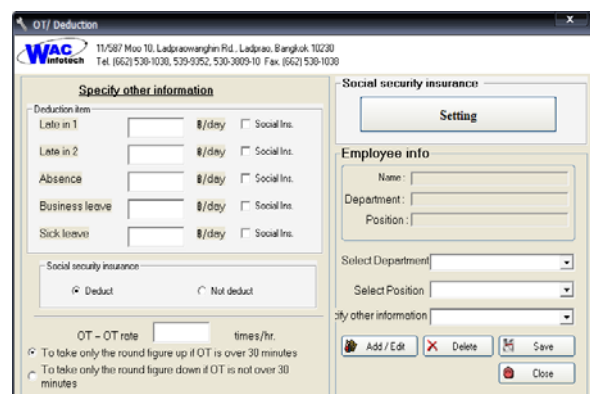
- There is a dialog to specify date, press OK to save



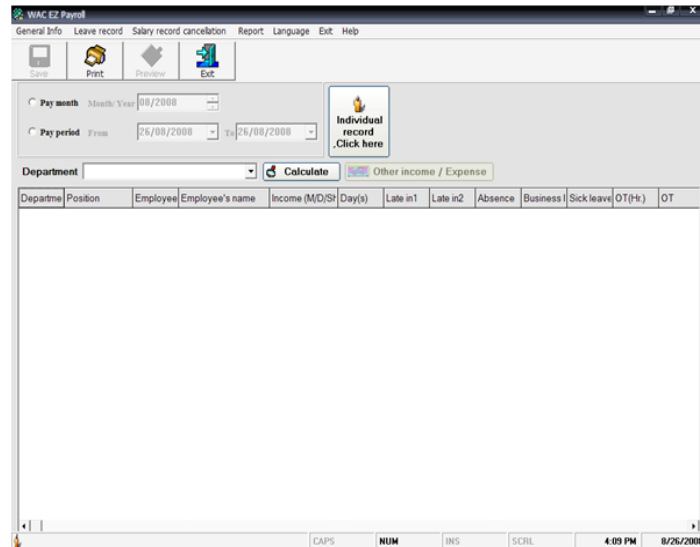
- Next, to specify other descriptions; absence, sick leave, business leave and late



- After specifying other descriptions, click OK to save data. Nevertheless, you can



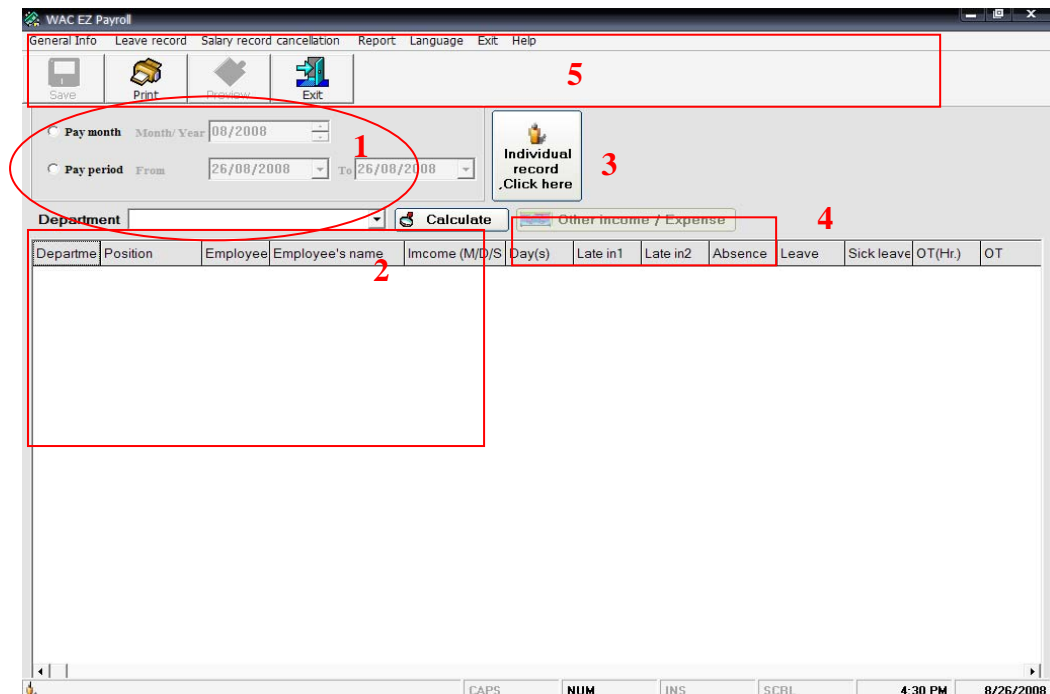
specify new descriptions by click at Edit button then, press save.



Picture shows main screen

#### 4.1.1.Steps to calculate employee's salary by total or department

After login and record default, you can calculate employee's salary to be divided by total, department or individual.



Picture shows steps to calculate salary

**The first step** to specify either pay month or pay period

➤ Pay month

**Pay month** Month/ Year

**Pay period** From  To

➤ Pay period: select to specify both 15 days and 30 days

**Pay month** Month/ Year

**Pay period** From  To

\*\*\***Note** Specifying salary payment should specify a same type; otherwise, it might cause an error to print report.

**The second step** To select some details to calculate

Employee info Additional info

Original standard  **New standard**

Specify other information

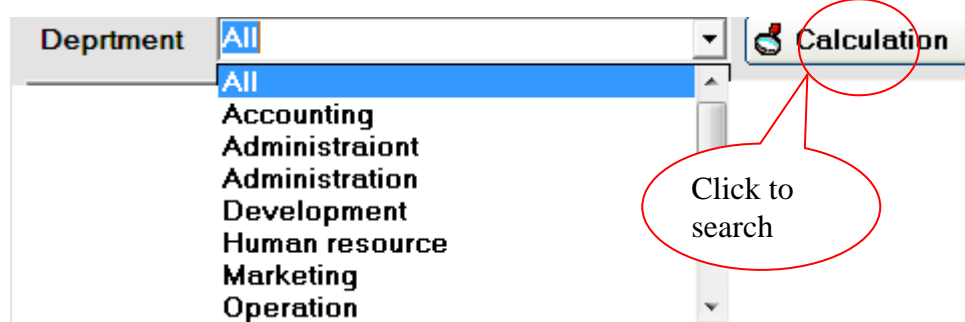
Late in 1  B/Day  D.S.    Business  B/Day  D.S.    OT rate  Times/hr.

Late in 2  B/Day  D.S.    Sick leave  B/Day  D.S.

Absence  B/Day  D.S.     Deduct social security insurance (D.S.)     OT is over 30 min rounding up

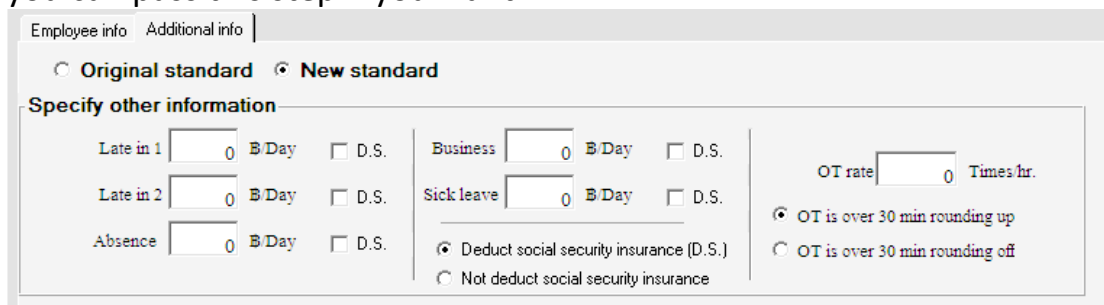
Not deduct social security insurance     OT is over 30 min rounding off

**The third step** To select department then, press search button

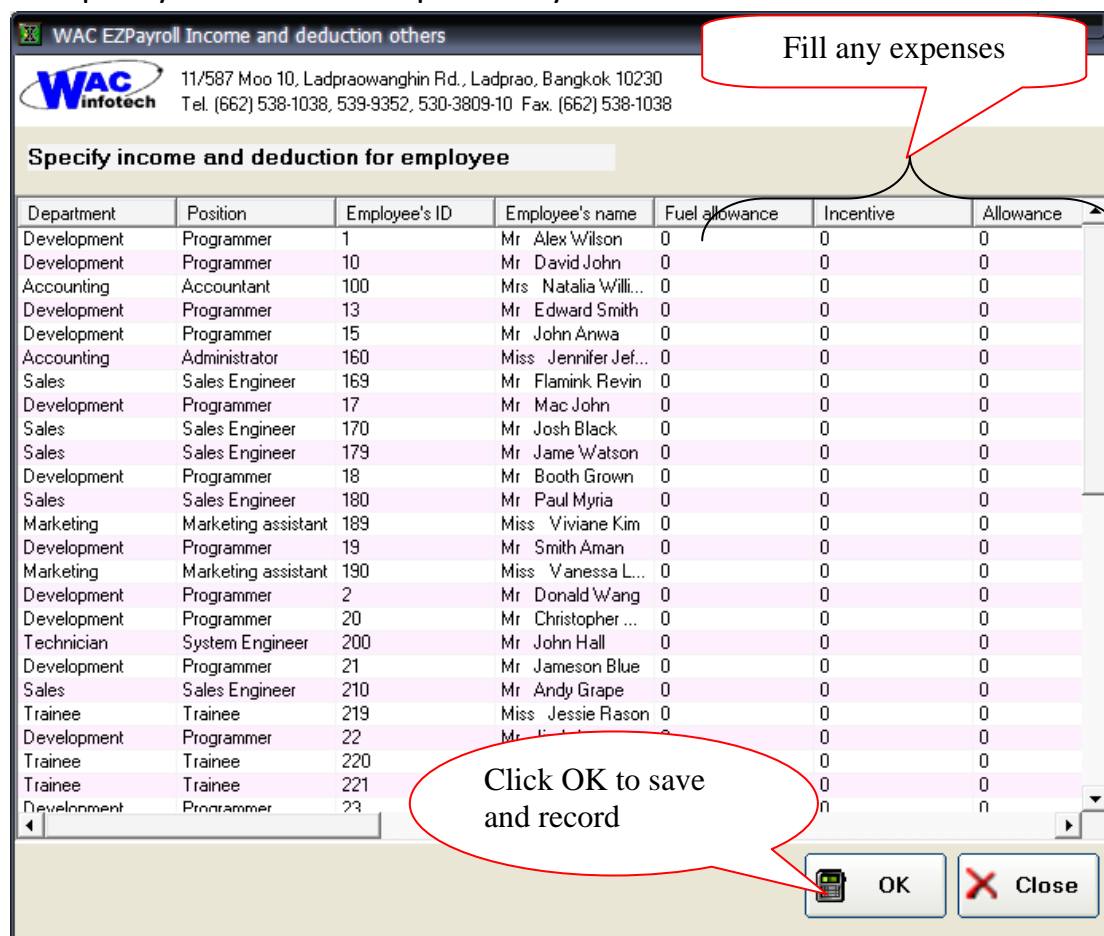


**The fourth step**

To specify incomes and expenses for the employees; however, you can pass this step if you want.



- To specify incomes and expenses by double click on a table



**- A result from searching**

WAC EZ Payroll

General Info Leave record Salary record cancellation Report Language Exit Help

Save Print Preview Exit

Pay month: Month Year 10/ 2008

Pay period From: 15/10/ 2008 To: 15/10/ 2008

Individual record .Click here


Department All Calculation Other income / Expense

Departme	Position	Employee	Employee's name	Income (M/D/S)	Day(s)	Late in1	Late in2	Absence	Business	Sick leave	OT(Hr.)	OT
Sales	Sales Engineer	170	Mr Josh Black	9000		0	0	26	0	0	0.00	0.00
Sales	Sales Engineer	179	Mr Jame Watson	17000		0	0	26	0	0	0.00	0.00
Developm	Programmer	18	Mr Booth Grown	18000		0	0	26	0	0	0.00	0.00
Sales	Sales Engineer	180	Mr Paul Myria	30000		0	0	26	0	0	0.00	0.00
Marketing	Marketing assis	189	Miss Viviane Kim	8000		0	0	26	0	0	0.00	0.00
Developm	Programmer	19	Mr Smith Aman	11000		0	0	26	0	0	0.00	0.00
Marketing	Marketing assis	190	Miss Vanessa Lee	10000		0	0	26	0	0	0.00	0.00
Developm	Programmer	2	Mr Donald Wang	19000		0	0	26	0	0	0.00	0.00
Developm	Programmer	20	Mr Christopher White	15000		0	0	26	0	0	0.00	0.00
Technical	System Enginee	200	Mr John Hall	7000		0	0	26	0	0	0.00	0.00
Developm	Programmer	21	Mr Jameson Blue	10000		0	0	26	0	0	0.00	0.00
Sales	Sales Engineer	210	Mr Andy Grape	6000		0	0	26	0	0	0.00	0.00
Trainee	Trainee	219	Miss Jessie Rason	6000		0	0	26	0	0	0.00	0.00
Developm	Programmer	22	Mr Jim Worm	18000		0	0	26	0	0	0.00	0.00
Trainee	Trainee	220	Miss Sally Reve	5000		0	0	26	0	0	0.00	0.00
Trainee	Trainee	221	Miss Amanda Johns	7000		0	0	26	0	0	0.00	0.00
Developm	Programmer	23	Mr Hilson Worth	13000		0	0	26	0	0	0.00	0.00
Trainee	Trainee	230	Miss Elly Willson	6000		0	0	26	0	0	0.00	0.00
Developm	Programmer	24	Mr Brook Metre	12000		0	0	26	0	0	0.00	0.00
Sales	Sales Engineer	240	Mr Eric Josh	7000		0	0	26	0	0	0.00	0.00
Sales	Sales Engineer	241	Mr Ken Mcfill	8000		0	0	26	0	0	0.00	0.00
Sales	Sales Engineer	250	Mr Billy Ford	19000		0	0	26	0	0	0.00	0.00

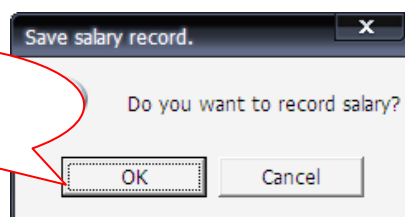
CAPS NUM INS SCRL 3:20 PM 10/15/2008

Click for the fifth step

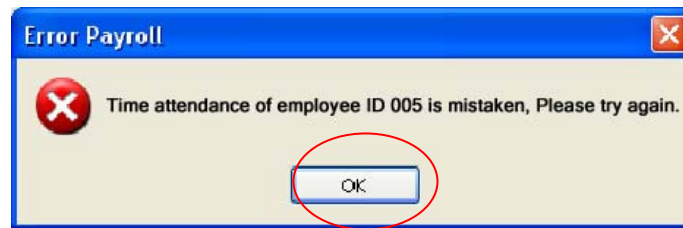
Picture shows salary calculation

**The fifth step** Press  to save salary calculation then, there is a Dialog BOX to confirm, click Yes



Click OK to record salary



\*\*\* **Note** Saving might happen an error in case of mistaken employee's data

**Example of warning**

If there is a Message as picture above, open Time Attendance program and search employee code "005". Then, check a cause to happen.

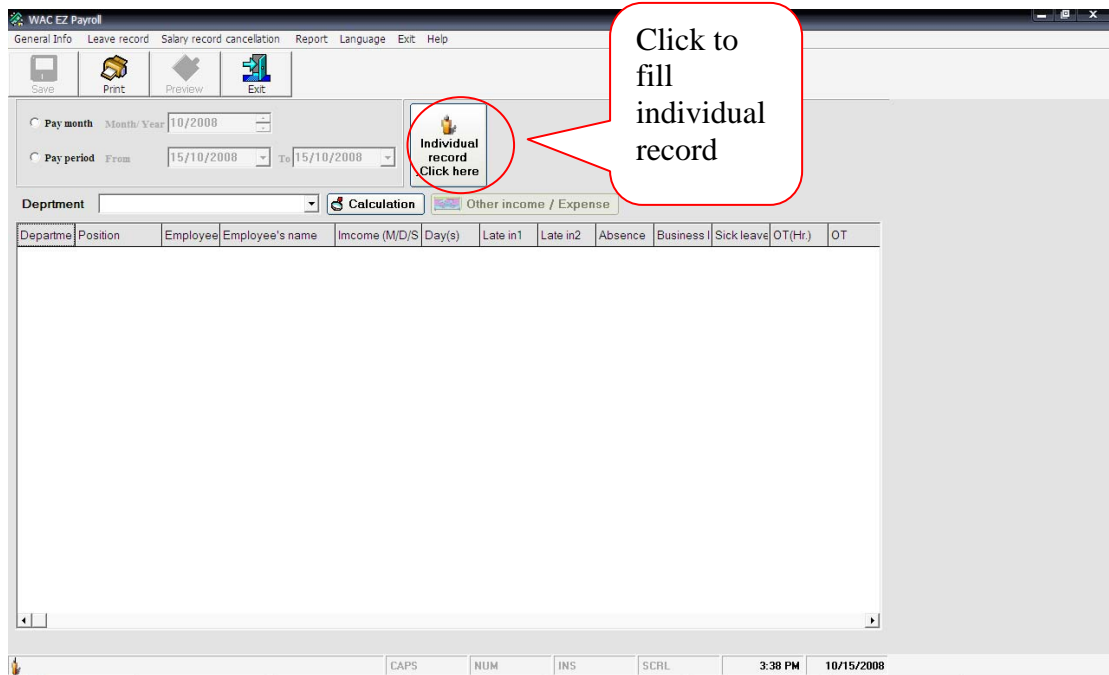
After saving data, you can see or print salary payment slip by click at  or  as picture below

Salary paymen					
Constant period 10/2008					
Payment date	15 October 2008		From-To 27 09 2008 - 26 10 2008		
Employee's ID	1	Name	Mr Alex Wilson		
Department	Development		Position Programmer		
<b>Income</b>					
Salary	฿17,000.00	Fuel allowance	฿.00	Commission	฿.00
Day(s)		Day	Incentive	฿.00	leave+Med.Cert
OT(Hr.)	0:00	Hr.	Allowance	฿.00	Others income
OT	฿.00		Bonus	฿.00	
					<b>Total income</b>
					17,000.00
					<b>Total expense</b>
					฿750.00
					<b>Net income</b>
					฿16,250.00
<b>Expense</b>					
Absence	฿.00	Sick Leave	฿.00	Social Ins	฿750.00
Late in	฿.00	Loan	฿.00	Withholding tax	฿.00
Business leave	฿.00	Other	฿.00		

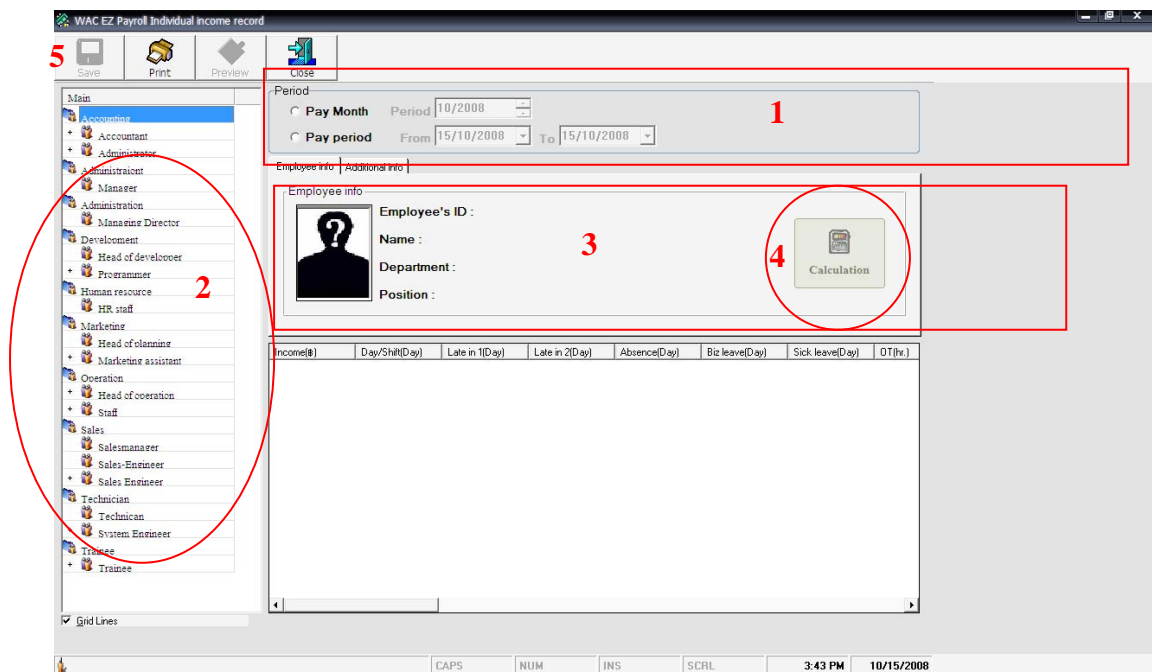
**Example of salary payment slip**



### 4.1.2. The steps of each employee salary calculation



Picture shows main screen of program



Form of individual salary record



**The first step** To specify either pay month or pay period

➤ Pay month

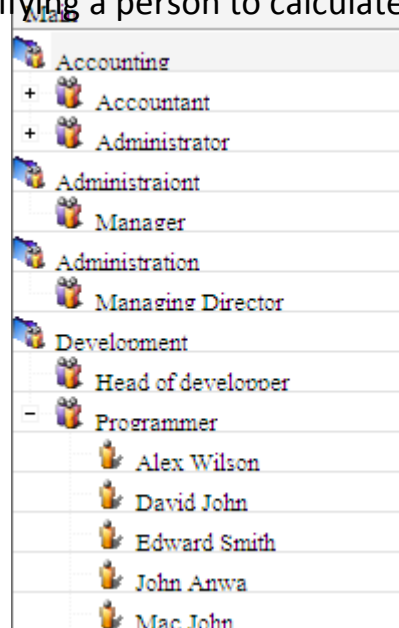
The screenshot shows a 'Period' selection window. The 'Pay Month' radio button is selected. The 'Period' dropdown menu is set to '10/2008'. The 'Pay period' radio button is unselected, and its 'From' and 'To' date fields are empty.

➤ Pay period; to specify both 15 days and 30 days

The screenshot shows the same 'Period' selection window. The 'Pay period' radio button is selected. The 'From' and 'To' date fields are both set to '15/10/2008'. The 'Pay Month' radio button is unselected, and its 'Period' dropdown menu is empty.

**\*\*Note** Specifying salary calculation should specify a same type; otherwise, it might cause an error to print report.

**The second step** specifying a person to calculate



Picture shows selection of each individual


**The third step** to edit some deductions; absence, sick leave, business leave and late

Original standard    New standard


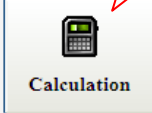
**Specify other information**

Late in 1 <input type="text" value="0"/> B/Day <input type="checkbox"/> D.S.	Business <input type="text" value="0"/> B/Day <input type="checkbox"/> D.S.	OT rate <input type="text" value="0"/> Times/hr.
Late in 2 <input type="text" value="0"/> B/Day <input type="checkbox"/> D.S.	Sick leave <input type="text" value="0"/> B/Day <input type="checkbox"/> D.S.	<input checked="" type="radio"/> OT is over 30 min rounding up
Absence <input type="text" value="0"/> B/Day <input type="checkbox"/> D.S.	<input checked="" type="radio"/> Deduct social security insurance (D.S.)	<input type="radio"/> OT is over 30 min rounding off
	<input type="radio"/> Not deduct social security insurance	

Record of deduction and OT

The forth step to be a process of salary calculation, income and expense by click at 

Employee info

	Employee's ID : 1	
	Name : Alex Wilson	
	Department : Development	
	Position : Programmer	

**Click**



There is a form to fill incomes and expenses then, press OK button. After that, press OK button again to confirm.

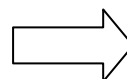
WAC EZ Payroll Others income and expense

11/587 Moo 10, Ladpraowanghin Rd., Ladprao, Bangkok 10230  
Tel. (662) 538-1038, 539-9352, 530-3809-10 Fax. (662) 538-1038

Others income   Other expense

1. Fuel allowance	<input type="text" value="0"/>	฿
2. Incentive	<input type="text" value="0"/>	฿
3. Allowance	<input type="text" value="0"/>	฿
4. Bobus	<input type="text" value="0"/>	฿
5. Sick leave+Med. Cert.	<input type="text" value="0"/>	฿
6. Commission	<input type="text" value="0"/>	฿
7. Other...	<input type="text"/>	฿
<b>Total income</b>	<b>0.00</b>	฿

 OK    Close

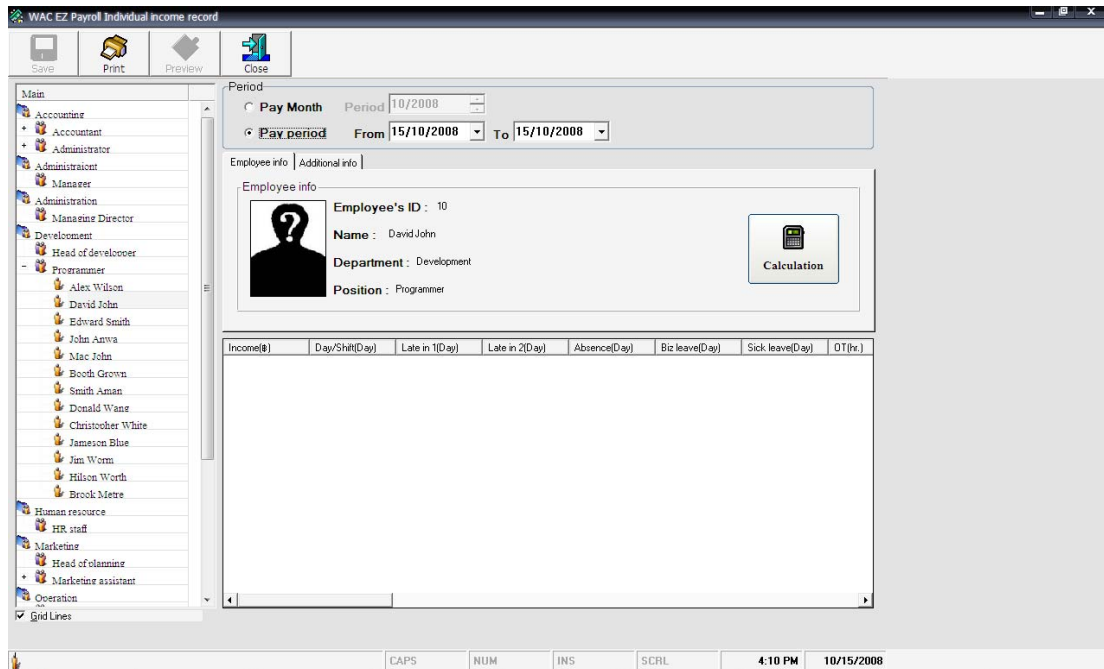


**Click to calculate salary**


Do you want to save other income and expense?

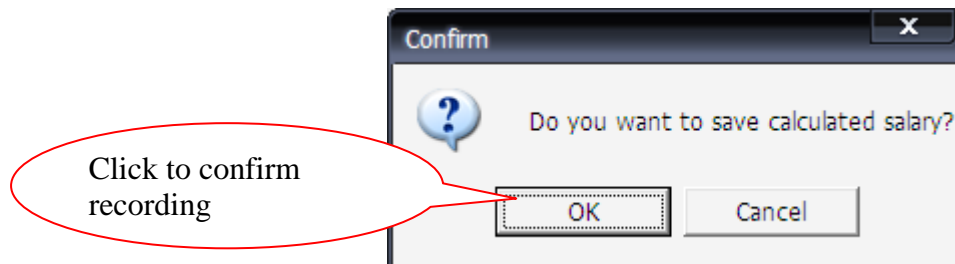
OK   Cancel



Picture shows recording income and any expense



Picture shows a result of calculation

**The fifth step** If you want to record salary, press . Then, there is a **Dialog box** to confirm, click **Yes**.



This is completed record of employees' salary; you can see a report by click at  or  as picture below.

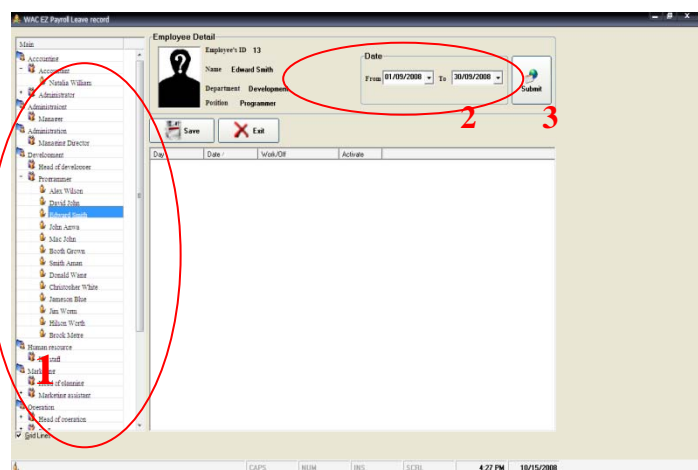
Salary payment slip									
Payment date 15 October 2008					Instant period 10/2008				
Employee's ID 10					Name Mr David John				
Department Development					Position Programmer				
<b>Income</b>									
Salary	\$15,000.00	E	Fuel allowance	\$0.00	E	Commission	\$0.00	E	Total income 15,000.00
Day(s)		Day	Incentive	\$0.00	E	Sick leave+Med. Cert	\$0.00	E	
OT	0:00	W.M.	Allowance	\$0.00	E	Others income	\$0.00	E	
OT	\$0.00	E	Bonus	\$0.00	E				
<b>Expense</b>									
Absence	\$0.00	E	Sick Leave	\$0.00	E	Social Ins.	\$0.00	E	Total expense 0.00
Late in	\$0.00	E	Loan	\$0.00	E	Withholding tax	\$0.00	E	
Business leave	\$0.00	E	Other	\$0.00	E				
									Net income \$500.00

Payroll Program also has some functions; for example, you can record employee's leave from menu bar in case of not record in Time Record Manager.

General Info Leave record Salary record cancellation Report Language Exit Help

#### 4.1.3. The steps of employee's business leave – sick leave


1. Select employee data on the left side
2. Select period
3. Press **submit** button to show leave data



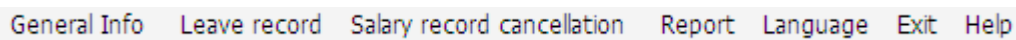
4. Specify employee's leave

Select1	Day	Date	Work/Off	Activate
<input type="checkbox"/>	Wed.	01/10/2008	Work	Normal
<input type="checkbox"/>	Thu.	02/10/2008	Work	Normal
<input type="checkbox"/>	Fri.	03/10/2008	Work	Normal
<input type="checkbox"/>	Sat.	04/10/2008	Work	Absence
<input type="checkbox"/>	Sun.	05/10/2008	Work	Absence
<input type="checkbox"/>	Mon.	06/10/2008	Work	Absence
<input type="checkbox"/>	Tue.	07/10/2008	Work	Absence



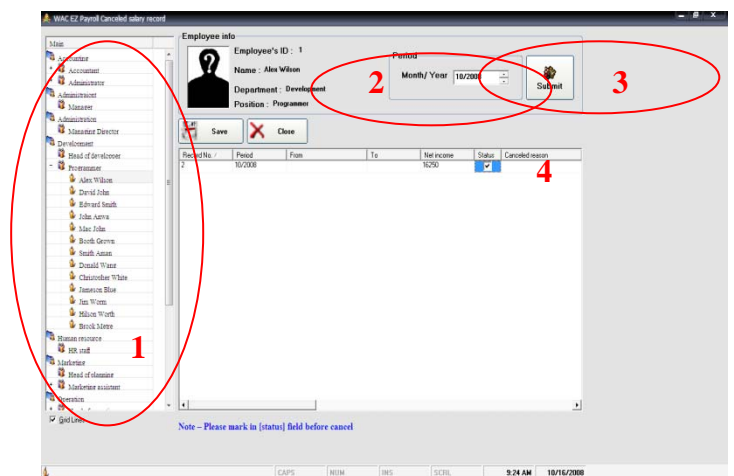
5. Press  then, there is a Dialog Box to confirm, click Yes

In case of duplicating or mistaken record, program can cancel the record by click at salary record cancellation from menu bar.




4.1.4. The steps of salary record cancellation

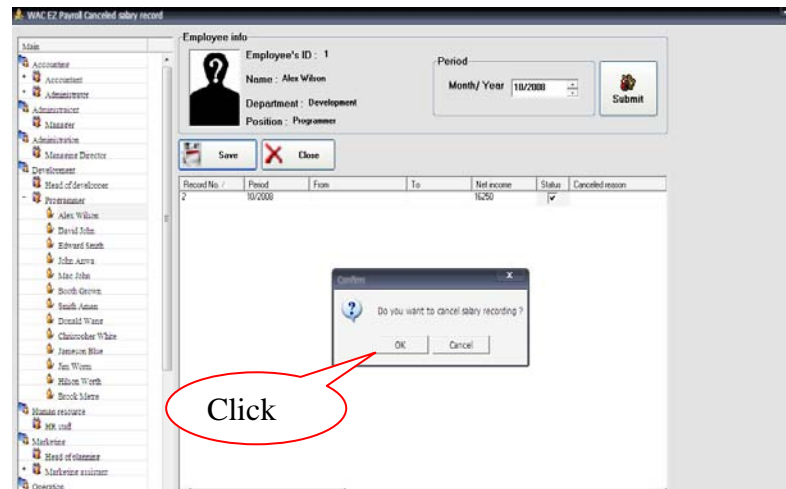
1. Select employee data on the left side
2. Select month
3. Press **submit** to show data



4. Mark  at status and fill a reason to cancel.

Record No. /	Period	From	To	Net income	Status	Canceled reason
8	10/2008			17250	<input checked="" type="checkbox"/>	

5. Press  then, there is a Dialog Box to confirm, click Yes



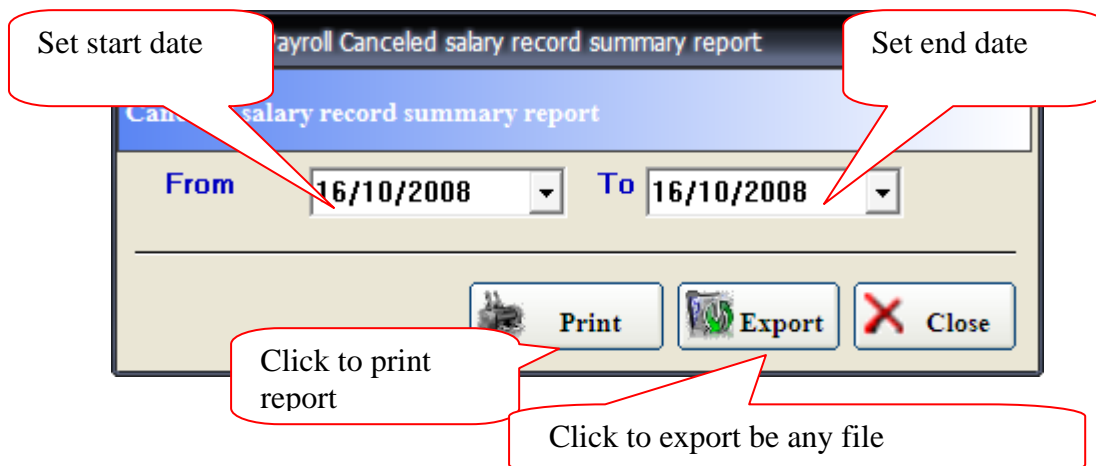
#### 4.1.5. The steps to print report

You can select report in 3 categories as picture below.



##### 4.1.5.1. Salary record cancellation report

The report details all canceled record as the following steps.



## Example of report

### Salary cancellation summary report

Text Object

Cancel date	Name	Position	Pay month	From	To	Net income	Note
16/10/2008	Alex Wilson	Programmer	10/2008			\$16,250.00	

Picture shows an example of salary record cancellation report

### 4.1.5.2. Salary payment summary report

The report summarizes company's salary payment; nevertheless, it depends on company's policy to record as pay month or period. Because specifying as pay month, it is hard to search. It is necessary to record salary as a same type to be divided in two categories.

#### - Type 1

The screenshot shows the 'WAC EZ Payroll Income summary report' window. The title bar reads 'WAC EZ Payroll Income summary report'. Below the title bar, the main heading is 'Income summary report'. There are two radio buttons: 'Pay monthly' (selected) and 'Pay period'. The 'Pay monthly' option has a dropdown menu showing '10/2008'. The 'Pay period' option has two dropdown menus: 'From' showing '16/10/2008' and 'To' showing '16/10/2008'. At the bottom, there are three buttons: 'Print', 'Export', and 'Close'. Red callout boxes provide instructions: 'Set required period' points to the '10/2008' dropdown; 'Click to print report' points to the 'Print' button; and 'Click to export be any file' points to the 'Export' button.

## Example of report in type 1

Pay date	Name	Position	Pay period	Salary	Day(s)	OT(฿)	Facial allowance	Incentive	Allowance	Bonus	Others inc.	Other Exp.	Late	Absence	Social Tax	Withholding	Net income
16/10/2008	Naraino William	Accountant	10/2008	10,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	9,500.00
16/10/2008	Jasafar Jafar	Administrator	10/2008	7,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	0.00	6,650.00
16/10/2008	Booth George	Programmer	10/2008	18,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	17,250.00
16/10/2008	BrookMette	Programmer	10/2008	12,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	0.00	11,400.00
16/10/2008	Christopher White	Programmer	10/2008	15,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	14,250.00
16/10/2008	David John	Programmer	10/2008	15,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	14,250.00
16/10/2008	Donald Wang	Programmer	10/2008	19,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	18,250.00
16/10/2008	Edward Smith	Programmer	10/2008	16,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	15,250.00
16/10/2008	Hilary Walsh	Programmer	10/2008	15,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650.00	0.00	12,350.00
16/10/2008	Jameson Blue	Programmer	10/2008	10,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	9,500.00
16/10/2008	Jim Worm	Programmer	10/2008	18,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	17,250.00
16/10/2008	John Awwa	Programmer	10/2008	12,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	0.00	11,400.00
16/10/2008	Max John	Programmer	10/2008	14,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	0.00	13,300.00
16/10/2008	Smith Anna	Programmer	10/2008	11,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550.00	0.00	10,450.00
16/10/2008	Vanessa Lee	Marketing	10/2008	10,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	9,500.00
16/10/2008	Viviane Kim	Marketing	10/2008	8,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00	7,600.00

Picture shows salary payment summary report in type 1

## - Type 2

The screenshot shows the 'WAC EZ Payroll Income summary report' window. It features a search bar with '10/2551' entered. Below the search bar, there are two date selection fields labeled 'From' and 'To', both containing '16/10/2551'. At the bottom of the window, there are three buttons: 'Print', 'Export', and 'Close'. Red callout boxes with white text provide instructions for each of these elements:

- Set start date**: Points to the 'From' date field.
- Set end date**: Points to the 'To' date field.
- Click to print report**: Points to the 'Print' button.
- Click to export be any file**: Points to the 'Export' button.



## Example of report in type 2

Pay date	Name	Position	Pay period	Salary	Day(s)	OT(s)	Fuel allowance	Incentive	Allowance	Bonus	Others inc.	Other Exp.	Late	Absence	Social Ins.	Withholding	Net income
16/10/2008	Alex Wilson	Programmer	01/10/2008 - 16/10/2008	17,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	435.00	0.00	8,613.67
16/10/2008	Booth Geena	Programmer	01/10/2008 - 16/10/2008	12,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	430.00	0.00	9,120.00
16/10/2008	Brook Marc	Programmer	01/10/2008 - 16/10/2008	12,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	520.00	0.00	6,680.00
16/10/2008	Christopher Waire	Programmer	01/10/2008 - 16/10/2008	15,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00	7,600.00
16/10/2008	David John	Programmer	01/10/2008 - 16/10/2008	15,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00	7,600.00
16/10/2008	Donald Wang	Programmer	01/10/2008 - 16/10/2008	19,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	507.00	0.00	9,626.35
16/10/2008	Edward Smith	Programmer	01/10/2008 - 16/10/2008	16,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	427.00	0.00	8,106.35
16/10/2008	Hilma Worth	Programmer	01/10/2008 - 16/10/2008	15,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	547.00	0.00	6,586.35
16/10/2008	Jameson Blue	Programmer	01/10/2008 - 16/10/2008	10,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	267.00	0.00	5,066.35
16/10/2008	Jim Worm	Programmer	01/10/2008 - 16/10/2008	12,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	430.00	0.00	9,120.00
16/10/2008	John Aawa	Programmer	01/10/2008 - 16/10/2008	12,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	520.00	0.00	6,680.00
16/10/2008	Max John	Programmer	01/10/2008 - 16/10/2008	14,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	575.00	0.00	7,693.67
16/10/2008	Smith Alan	Programmer	01/10/2008 - 16/10/2008	11,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	295.00	0.00	5,575.67
<b>Total</b>															<b>96,266.33</b>	<b>8</b>	

Picture shows salary payment summary report in type 2

### 4.1.5.3. Summary report

The report summarizes either a social insurance contribution or a tax on pay.

WAC EZ Payroll Payment summary report

Print

Report: Social security insurance payment report  
Withholding tax summary report


Pay period: 10/2008

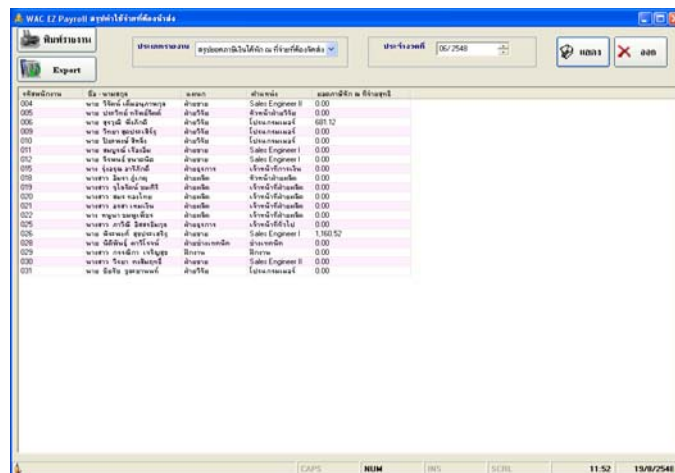
Submit Close

Employee's ID	Employee's name	Department	Position	Net amount

Picture shows a selection of report

3.1 In case of seeing social insurance contribution report, select month

and click OK button to show a detail. Then, press at  **Print** to print report.



**Social security insurance payment report**  
**Pay Month October 2008**

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Net amount</u>
Mr Alex Wilson	Programmer	Development	453.00
Mr David John	Programmer	Development	1,150.00
Mrs Natalia William	Accountant	Accounting	500.00
Mr Edward Smith	Programmer	Development	1,177.00
Mr John Anwa	Programmer	Development	920.00
Miss Jennifer Jefferson	Administrator	Accounting	350.00
Mr Flaminio Revin	Sales Engineer	Sales	650.00
Mr Mac John	Programmer	Development	1,073.00
Mr Josh Bladi	Sales Engineer	Sales	450.00
Mr Jamie Watson	Sales Engineer	Sales	750.00
Mr Booth Grown	Programmer	Development	1,230.00


3.2 In case of seeing withholding tax summary report, select month and

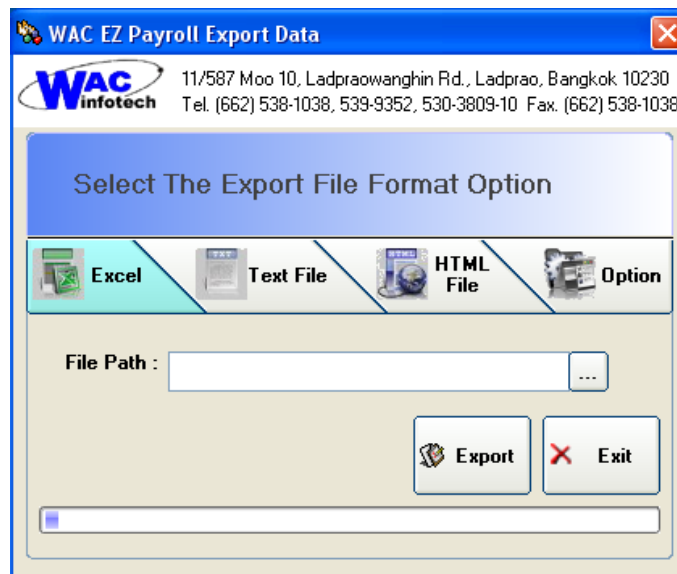
click OK button then, pressat  to print report.

**Withholding tax summary report**  
Pay Month October 2008

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Net amount</u>
Mr Alex Wilson	Programmer	Development	0.00
Mr David John	Programmer	Development	0.00
Mrs Natalia Williams	Accountant	Accounting	0.00
Mr Edward Smith	Programmer	Development	0.00
Mr John Azwa	Programmer	Development	0.00
Miss Jennifer Jefferson	Administrator	Accounting	0.00
Mr Flaminik Revin	Sales Engineer	Sales	0.00
Mr Mac John	Programmer	Development	0.00
Mr Josh Blake	Sales Engineer	Sales	0.00
Mr James Watson	Sales Engineer	Sales	0.00

## 4.2. The steps to data Export

The data Export is a convenient function to export a report as some files. It is very useful to edit or record by click at  of each report. Then, the Export program will appear as picture below.



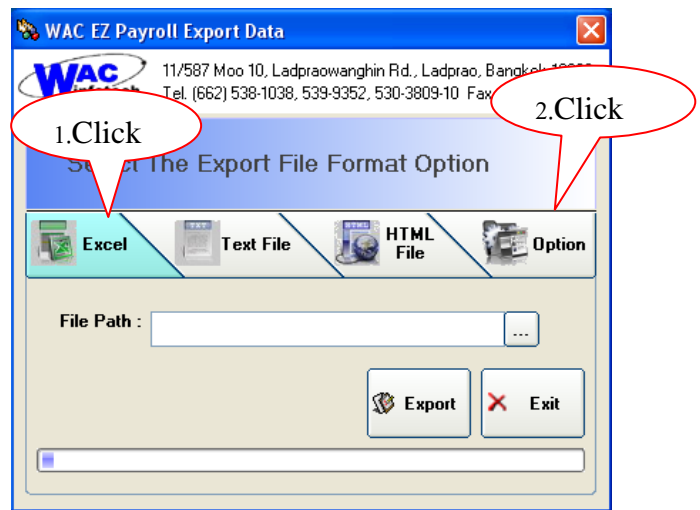
Picture shows main screen of Export program

The Export program can Export to be some files by adjust an different Export

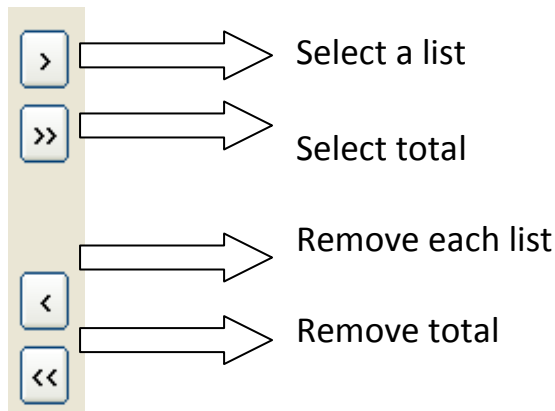
1. Being Export as Excel File
2. Being Export as Text File
3. Being Export as Html File

### 4.2.1. Export as Excel File

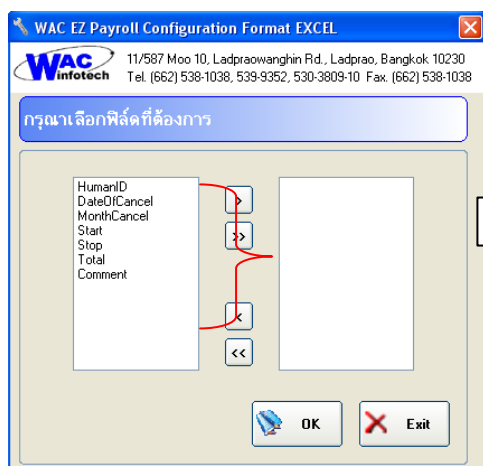
- To begin with, click Excel button first then click Option button. There is a form to adjust the Option as picture below.



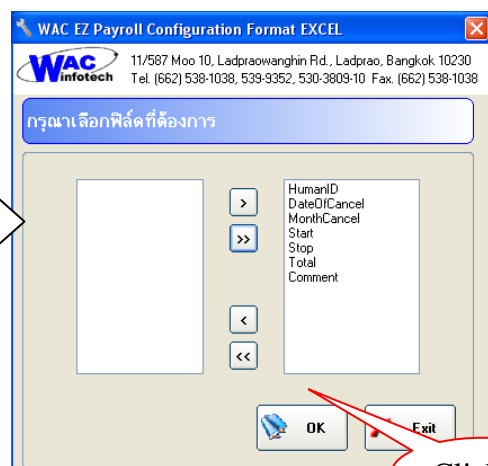
- After that, select a list that you want



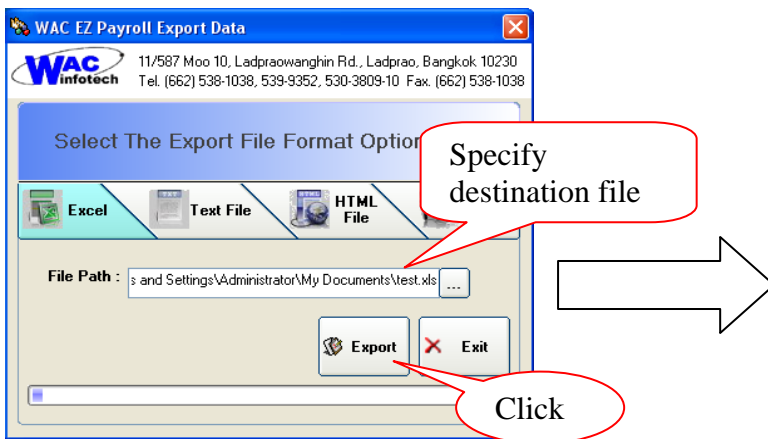
- Then, it shows a result as picture 1.2 below; click OK back to the previous screen. After that, select file to Export, click Export button. There is a dialogue “Export is completed” will be popup. Moreover, you can check the result from opening saved file as picture 1.5 below. This is completed data Export to Excel.



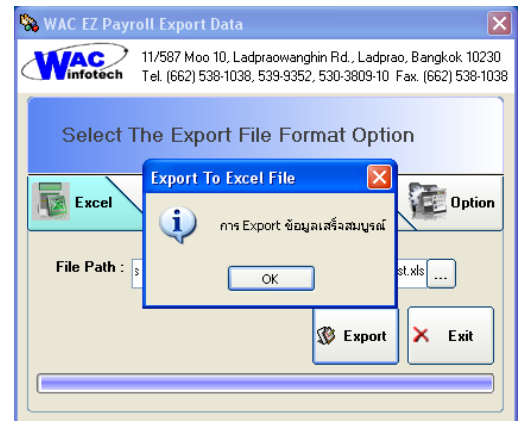
Picture 1.1



Picture 1.2



Picture 1.3



Picture 1.4

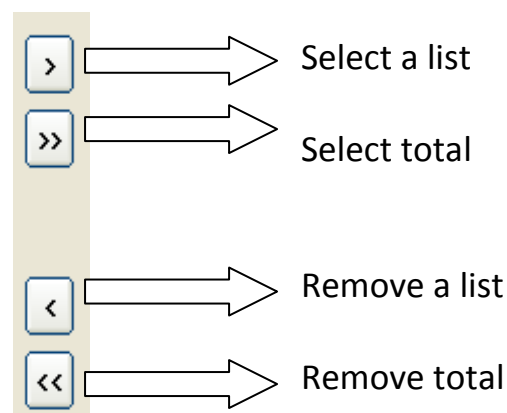
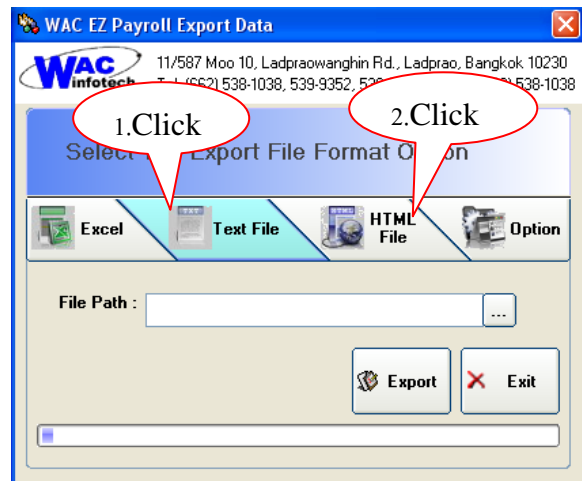
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Salary payment summary of constant period.	Month October 2551											
2	DateOfPayment	HumanID	FixedMonth	Start	Stop	Income	Daywork	OT	Oil	Diligent	Fee	Bonus	Other1	Other2
3	16/10/2008		100	Oct-08		\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	16/10/2008		160	Oct-08		\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	16/10/2008		169	Oct-08		\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	16/10/2008		170	Oct-08		\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	16/10/2008		179	Oct-08		\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	16/10/2008		180	Oct-08		\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	16/10/2008		189	Oct-08		\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	16/10/2008		190	Oct-08		\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	16/10/2008		200	Oct-08		\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Picture 1.5

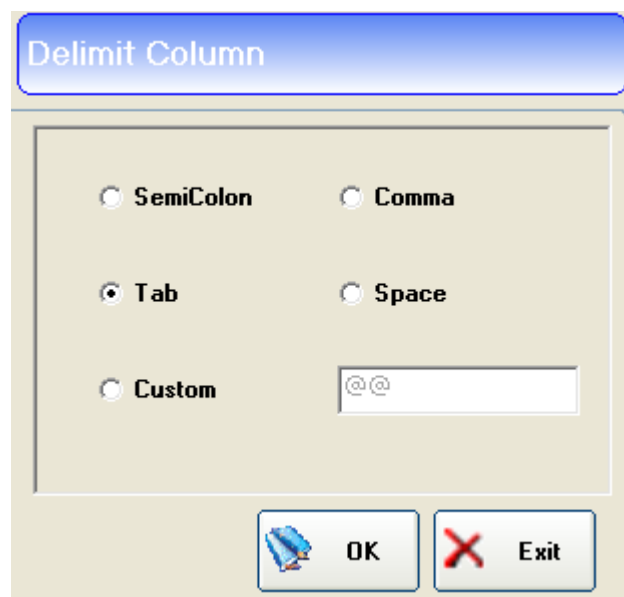
## 4.2.2. Export as Text File

- The first step, click Text button and then, click at Option button. There is a form to adjust Option as picture below.

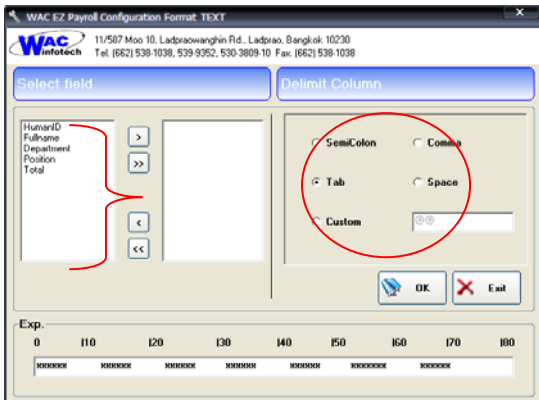
- After that, select a list that you want



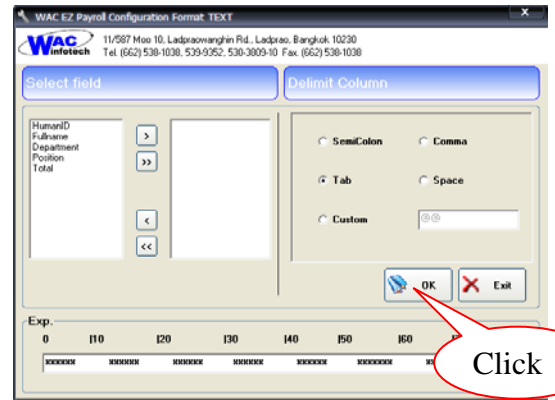
- After that, specify a type to delimit



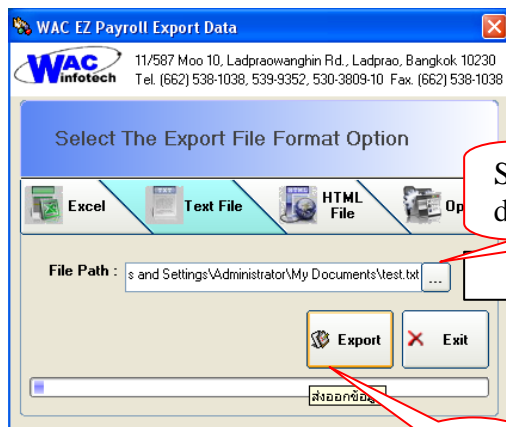
- Then, it shows a result as picture 1.2 below; click OK back to the previous screen. After that, select file to Export, click Export button. There is a dialogue “Export is completed” will be popup. Moreover, you can check the result from opening saved file as picture 1.5 below. This is completed data Export to Text File.



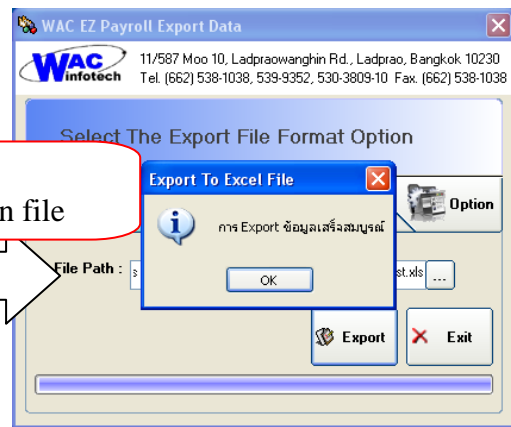
Picture 1.1



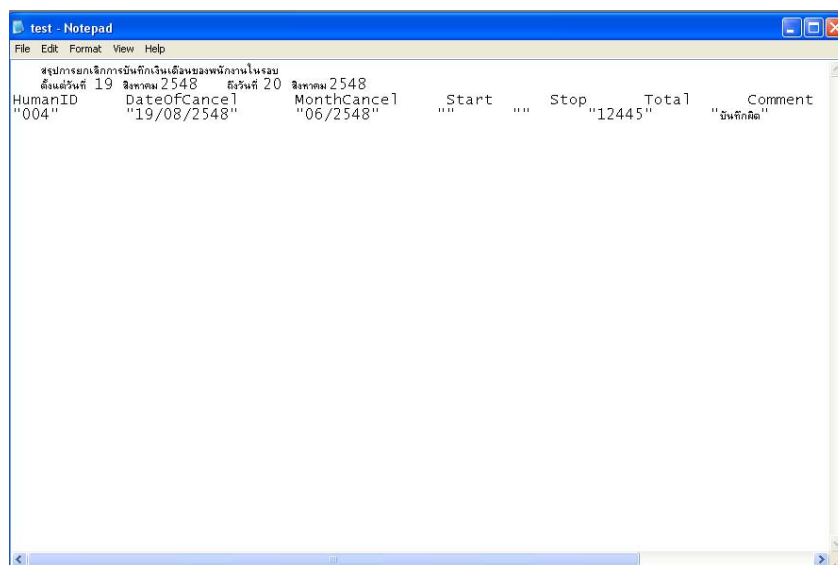
Picture 1.2



Picture 1.3



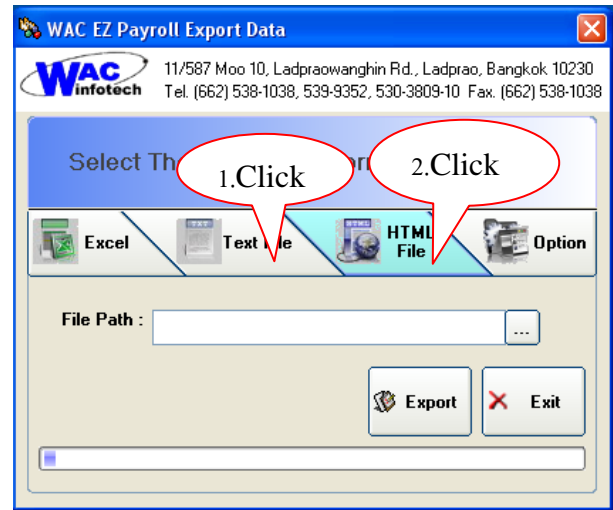
Picture 1.4



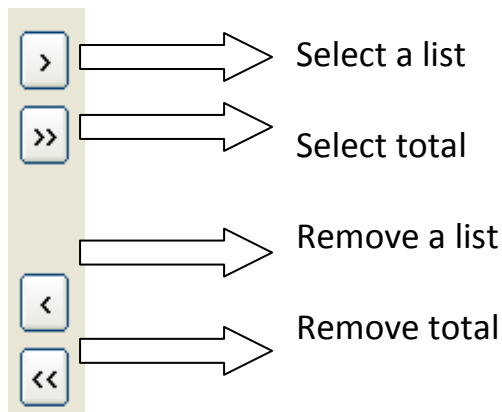
Picture 1.5

### 4.2.3. Export as Html File

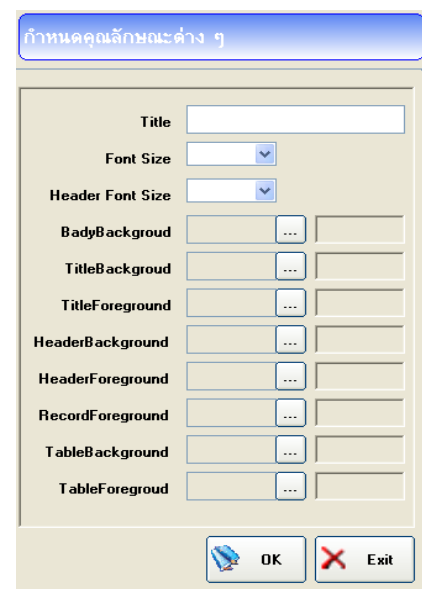
- The first step, click Html File button and then, click at Option button. There is a form to adjust Option as picture below.



- After that, select a list that you want

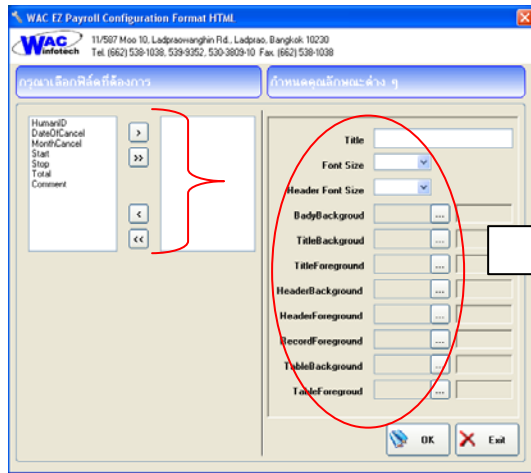


- After that, specify a type to present on webpage.

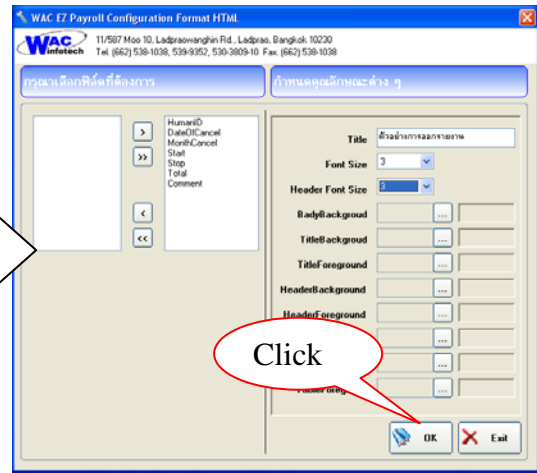


- Then, it shows a result as picture 1.2 below; click OK back to the previous screen. After that, select file to Export, click Export button. There is a dialogue "Export is completed" will be popup. Moreover, you can check the result from opening saved file as picture 1.5 below. This is completed data Export to Html File.

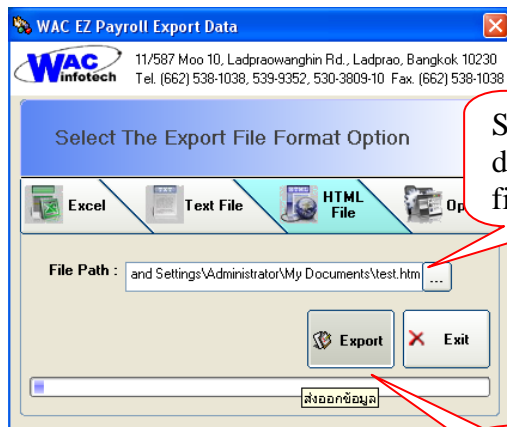




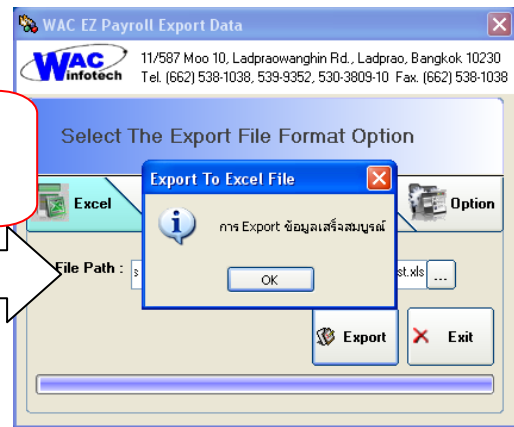
Picture 1.1



Picture 1.2



Picture 1.3



Picture 1.4

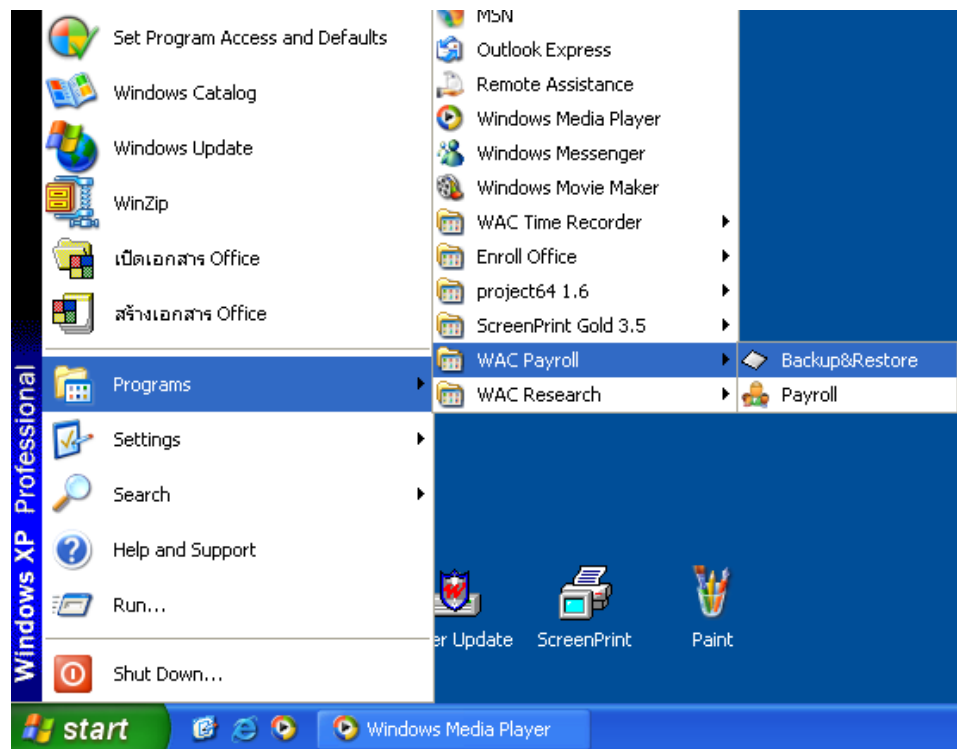
Export Report														
DateOfPayment	HumanID	FixedMonth	Start	Stop	Income	Daywork	OT	Oil	Diligent	Fee	Bonus	Other1	Other2	Other3
16/10/2008	100	10/2008			10000		0	0	0	0	0	0	0	0
16/10/2008	160	10/2008			7000		0	0	0	0	0	0	0	0

Picture 1.5

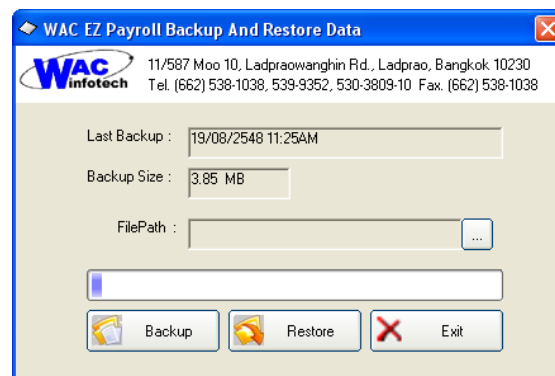
## 5. The steps for Backup System

Because of many used spaces including using a computer for a long time, it might cause a computer error. Therefore, the company tries to solve the problem by using backup system in order to save database. When Payroll Program is installed, there is a backup system shortcut appear on Desktop as the following steps.

1. To begin with, go to Start > Programs > WAC Payroll to open Backup&Restore program as picture below

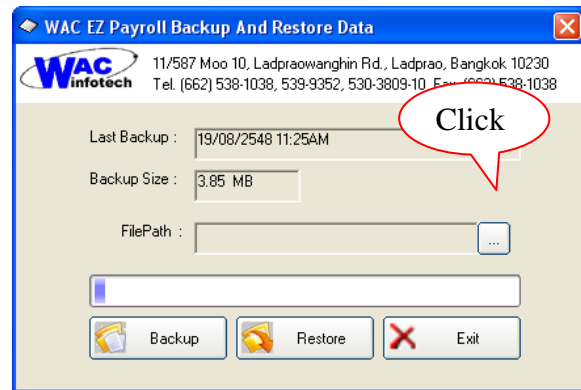


2. After open Backup&Restore program, there is a dialogue that explains in more details. The main program is divided in two categories; backup and restore



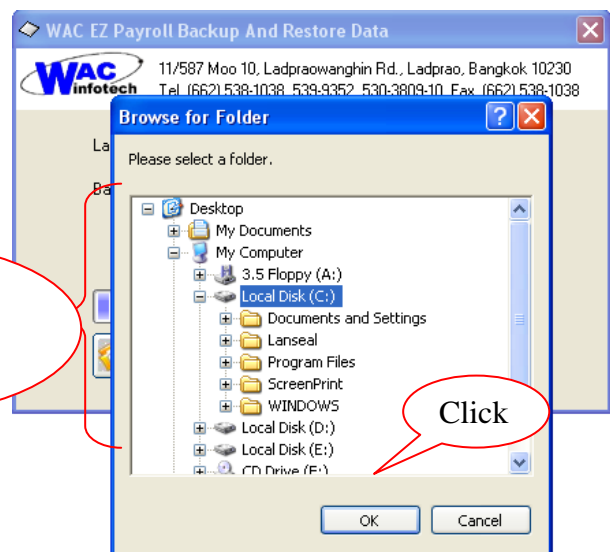
## 5.1. Backup

- Click at File Path button to specify a backup file.

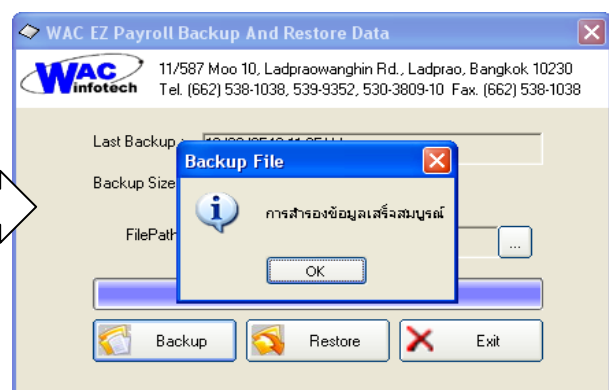
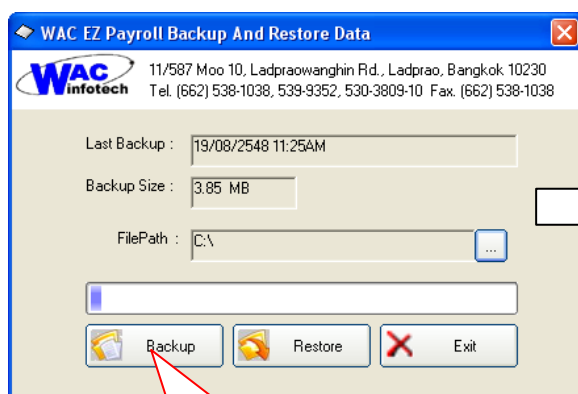


- After that, specify drive to backup and then click OK

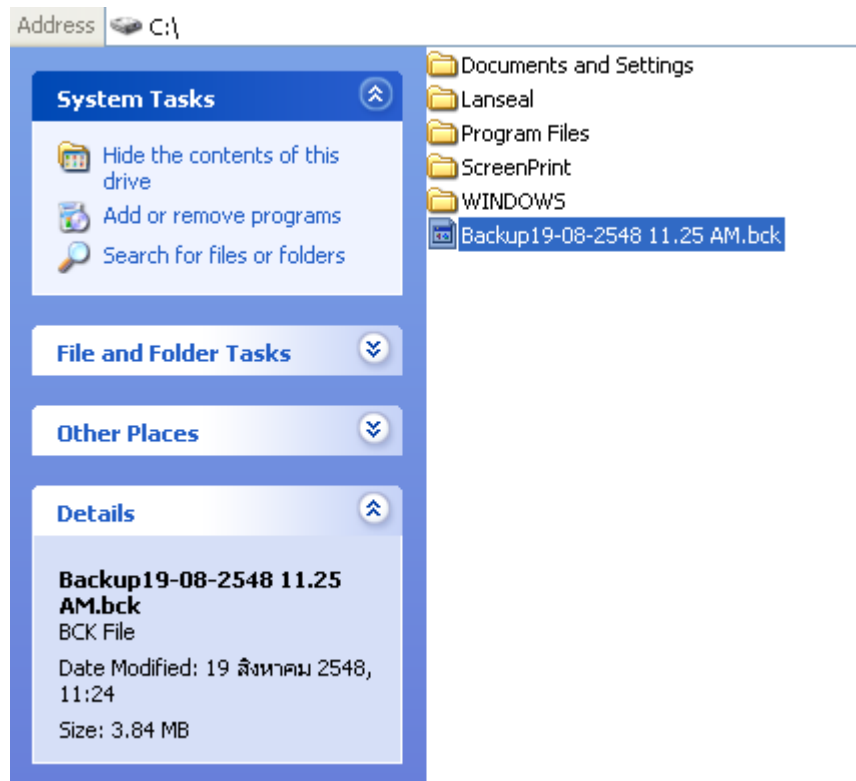
Specify destination file



- After you get a Path to backup, press Backup button. There is a dialogue "Backup is completed" will be popup.

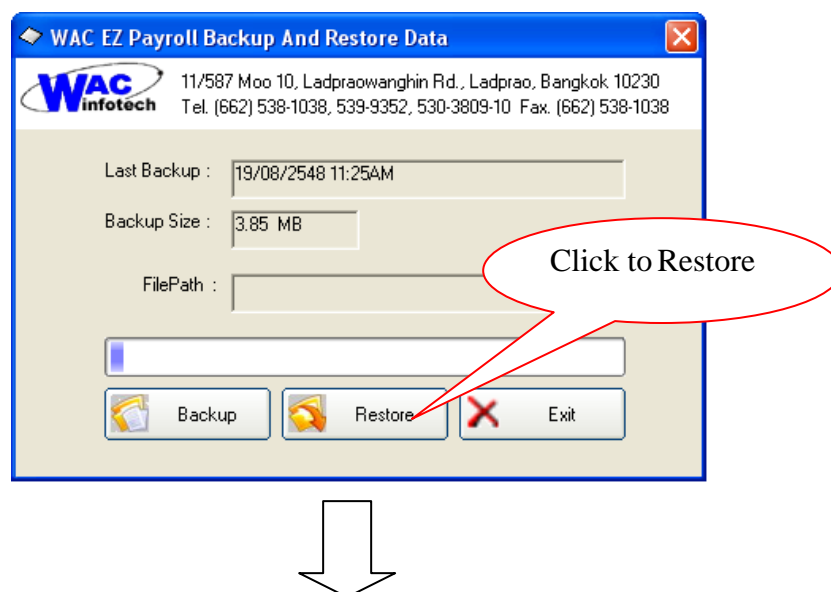


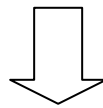
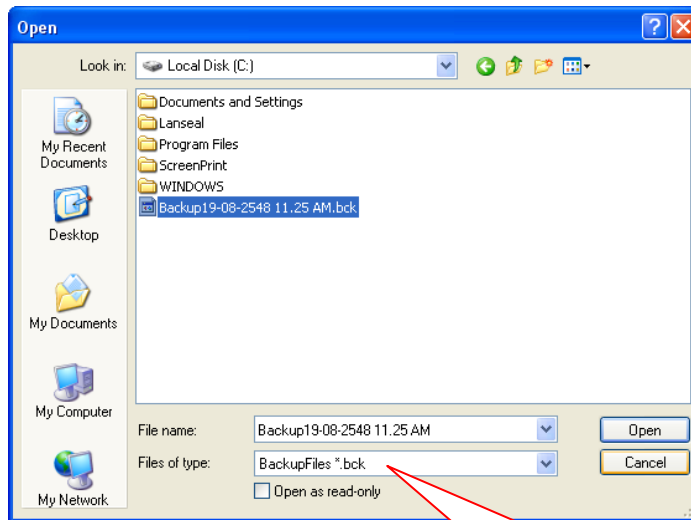
- As a result, it shows file you specify as picture below.



## 5.2. Restore

To begin with, click Restore button. There is a dialogue to search some back up files then, click OK. The data will be quickly restored from the system and a dialogue “Restore is completed” appears.





Select file to Backup

