# ZKTime ENTERPRISE

## 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

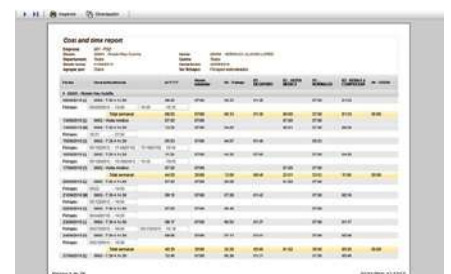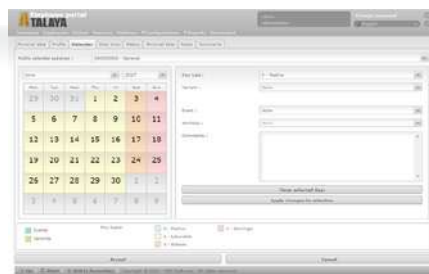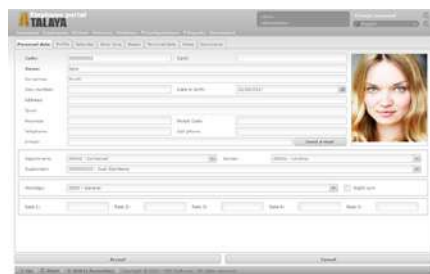Custom attendance reports

Multilanguage

# Main Features

## Employees



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.

## Calendars



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

## Workday



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.

## Punches



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.

## Reports



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.

## Payroll



Manages different payroll concepts such us 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.

WWW

### 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
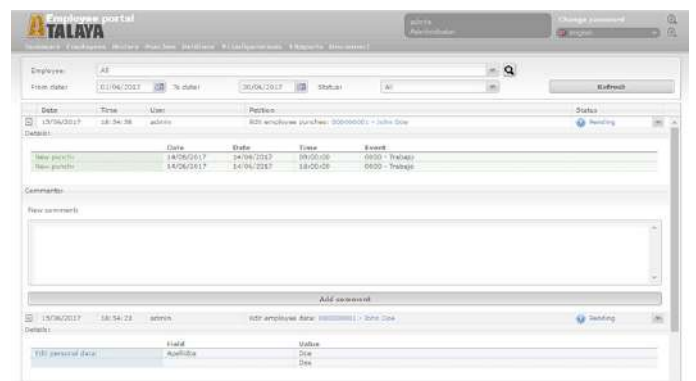
### Reports

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 7 SP1 or higher |
| Processor | 1 GHz |
| Hard disk | 4.5 GB free space |
| Monitor Resolution | 1600 x 900 px |
| Database | MySQL, SQL Server and Oracle |
| Other | Microsoft Framework. NET 4.7.2 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.

## Tecnitrān
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