



# BioTimeCloud

## Cloud-Based Time Attendance Solution



**BioTime**

Powered by **aws**  
by:

Learn more:  
[www.biotimecloud.me](http://www.biotimecloud.me)

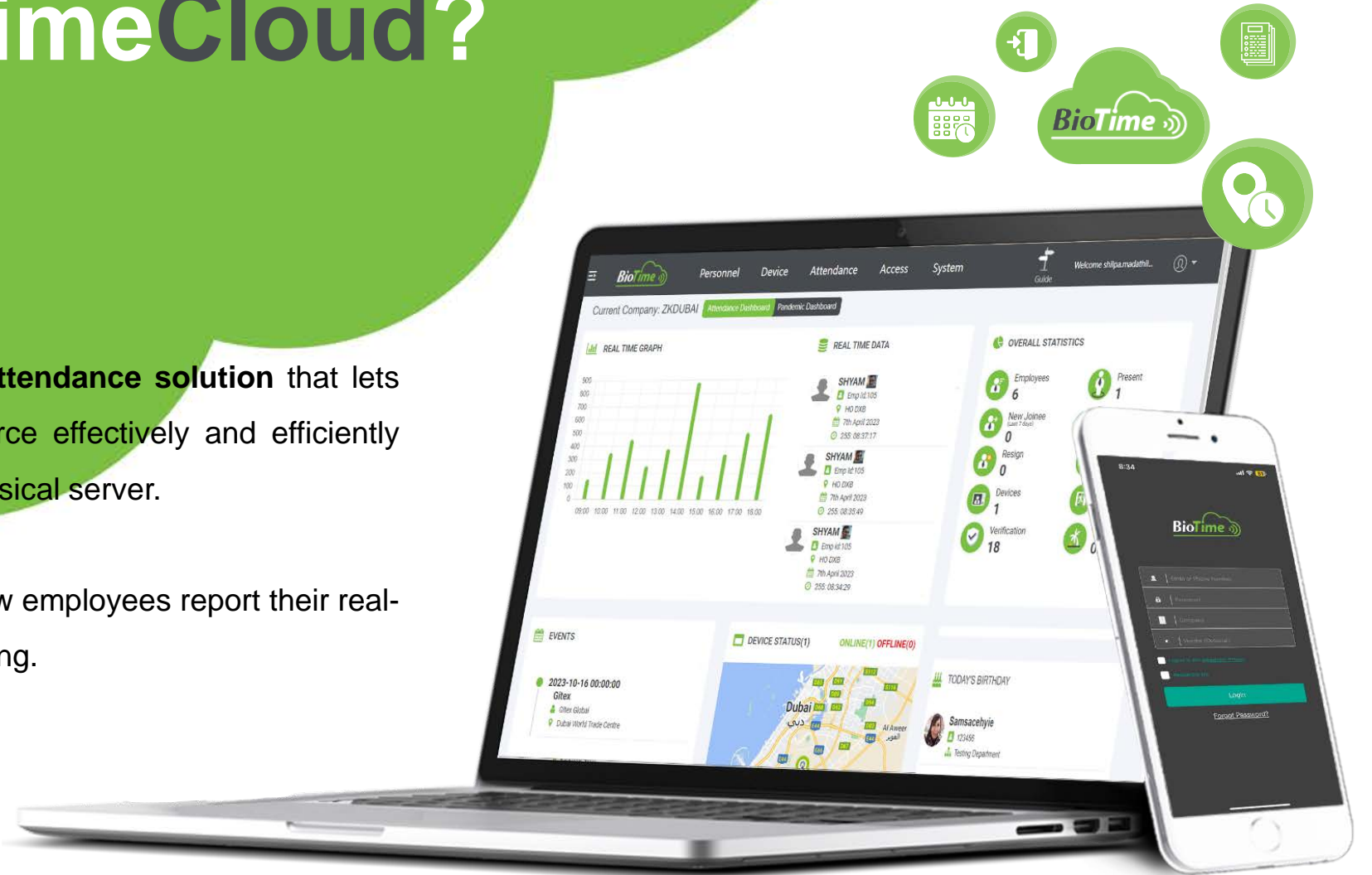
Contact Us:  
[biotimecloud@zkteco.com](mailto:biotimecloud@zkteco.com)

# What is BioTimeCloud?

BioTimeCloud is a **cloud-based time attendance solution** that lets you manage and organize your workforce effectively and efficiently wherever you are without having any physical server.

It comes with a mobile application to allow employees report their real-time attendance using GPS mobile tracking.

Powered by: 





# Cloud-Based Centralized Time Management Solution

- ✓ Synchronize data from time & attendance devices in different locations.
- ✓ Centrally manage roster, shifts, and timetables efficiently.
- ✓ Monitor the data from inter-regional terminals in real-time.

# Why BioTimeCloud?

## The Advantages of Choosing BioTimeCloud



### EASY SETUP

BioTimeCloud is a cloud-based system that handles data and information without software installation, software maintenance, and hardware environment establishment.



### HIGH-LEVEL SECURITY

Data safety is the most important feature for client by using AWS cloud server. The cloud technology offers 24/7 support with a server that is always online and available.



### SCALABILITY

Have a growing workforce? Upgrade your storage needs without purchasing and installing expensive upgrades yourself.



### ACCESSIBILITY

Access your important data anytime and anywhere without any dyndns or public IP needed.



### MAINTENANCE FREE

Your subscription includes full time attendance and simple access control management functions, mobile application, updates, and support.



### ONLINE SERVICE AND SUPPORT

Having issues? Get 24/7 real-time support from our well-trained technical and software team with no additional charges.

# Features that makes our solution effective.

## Multiple Location Assignment

You can assign your employee to work and report their attendance from multiple workplaces and field locations.

## Live Employee Location Tracking

Know the current location of your employee who works in the field with the use of GPS mobile tracking system.

## Attendance Policies Management

You can set pay code, overtime rules, holidays, shift schedules, and cycles for your employees.

## Real-time Attendance Calculation

Generate attendance reports directly without a hassle. BioTimeCloud calculates and generates reports in real-time.

## Daily Activity Monitoring

Manage daily timecards of your employees to boost productivity and calculate payroll efficiently.

## Leave Management

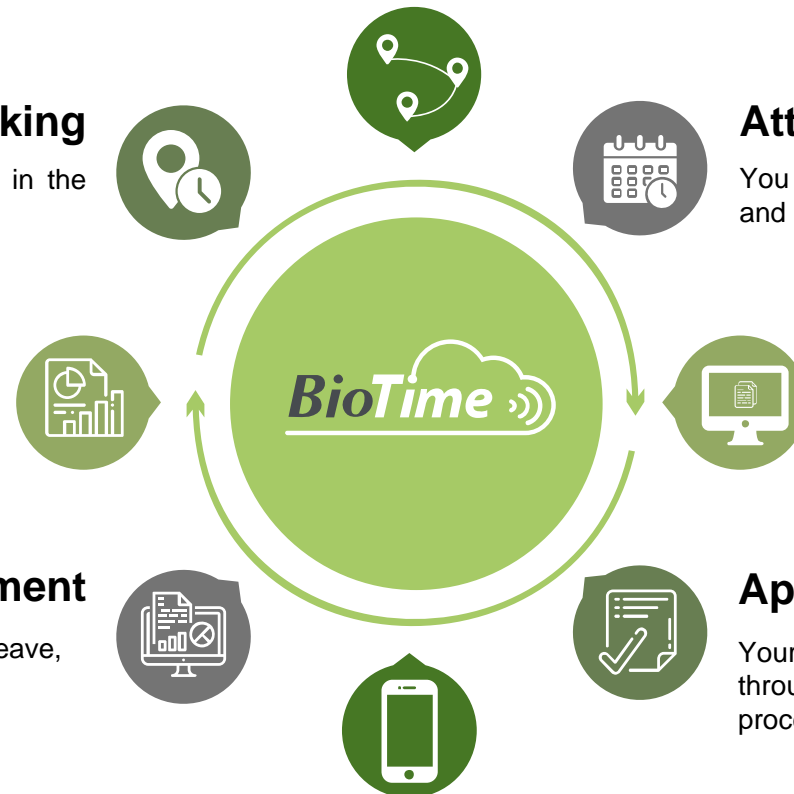
Leave management lets you organize employees' leave, requests and approval.

## Approvals

Your employees can apply for manual logs, leave, and overtime through the mobile application which will go to the approval process.

## Mobile Application and Geofencing

Your employees can report attendance logs based on workplaces you have assigned to them with optional reporting zone limitation.



# Main Dashboard

## Real-Time Monitoring

Shows the real-time attendance logs with graph whenever an employee punches in or punches out. If enabled, it also shows the body temperature and mask detection logs.



## Overall Statistics

Shows a real-time of attendance, device status, schedule, and approvals in the current day.

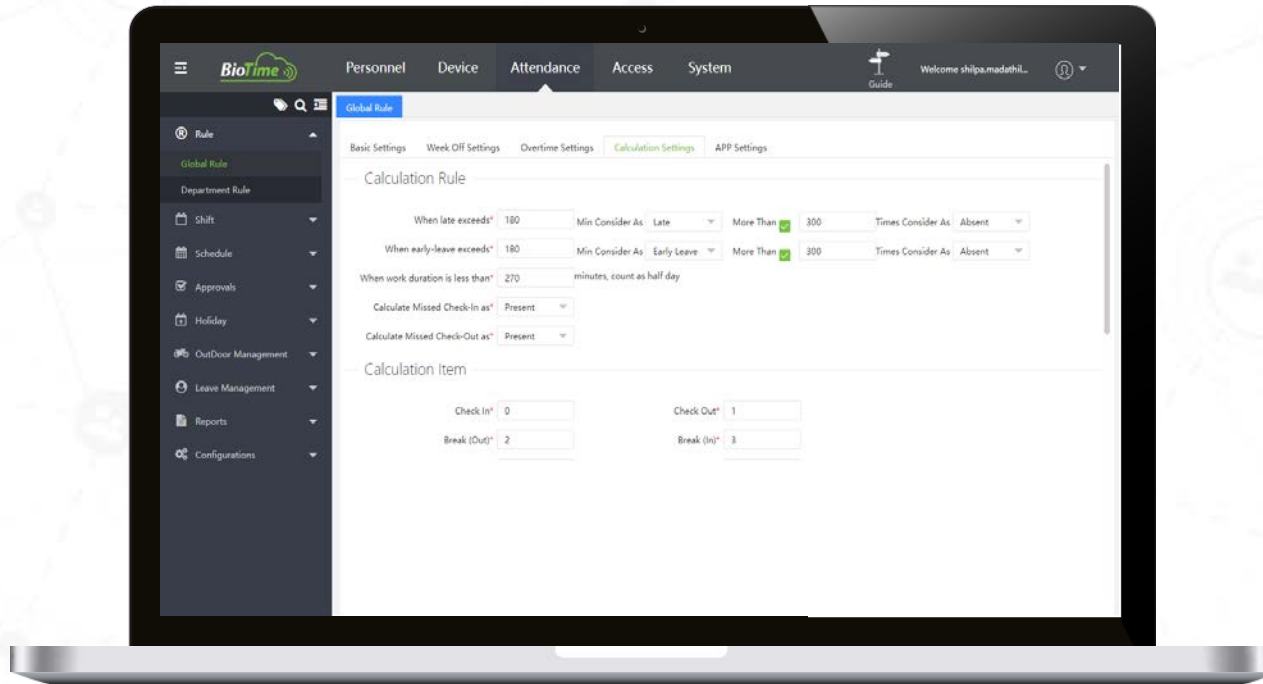
## Real-Time Events

Shows the current and upcoming events.

## Device Status

Shows the real-time device status whenever it is online or offline.

# Attendance Global Rule



Companies who need to set up calculations **pay periods** on how often they pay the employees and **pay code** policies to define each salary according to their work hours rendered can be managed in BioTime Cloud.

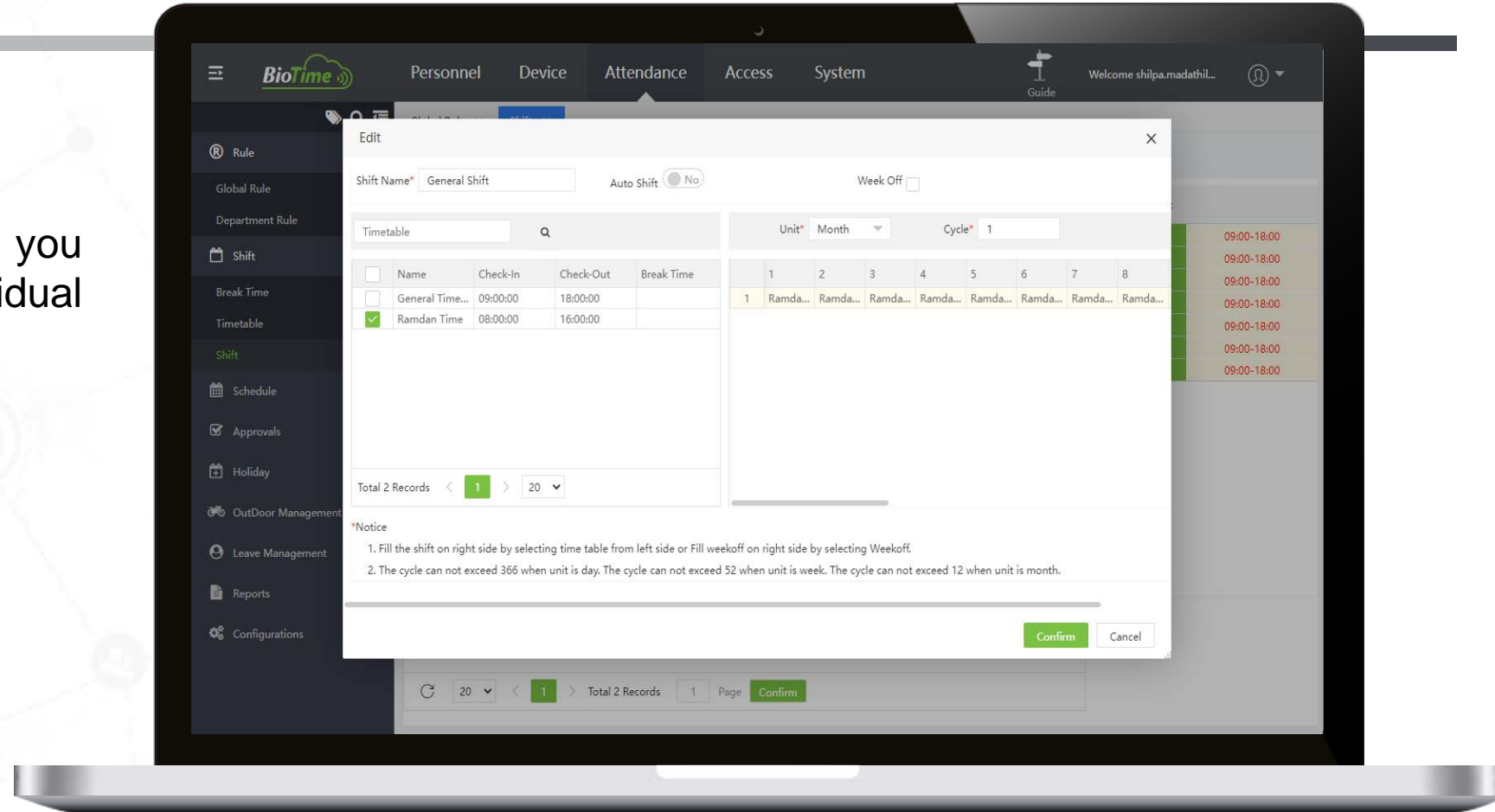
## Attendance Policies

- ✓ Calculation Rule exceeding Late/Early-Leave/Work duration
- ✓ Calculation Missed Check-In/Check-Out
- ✓ Leave Calculation Rule Start to End day

# Shift Schedule

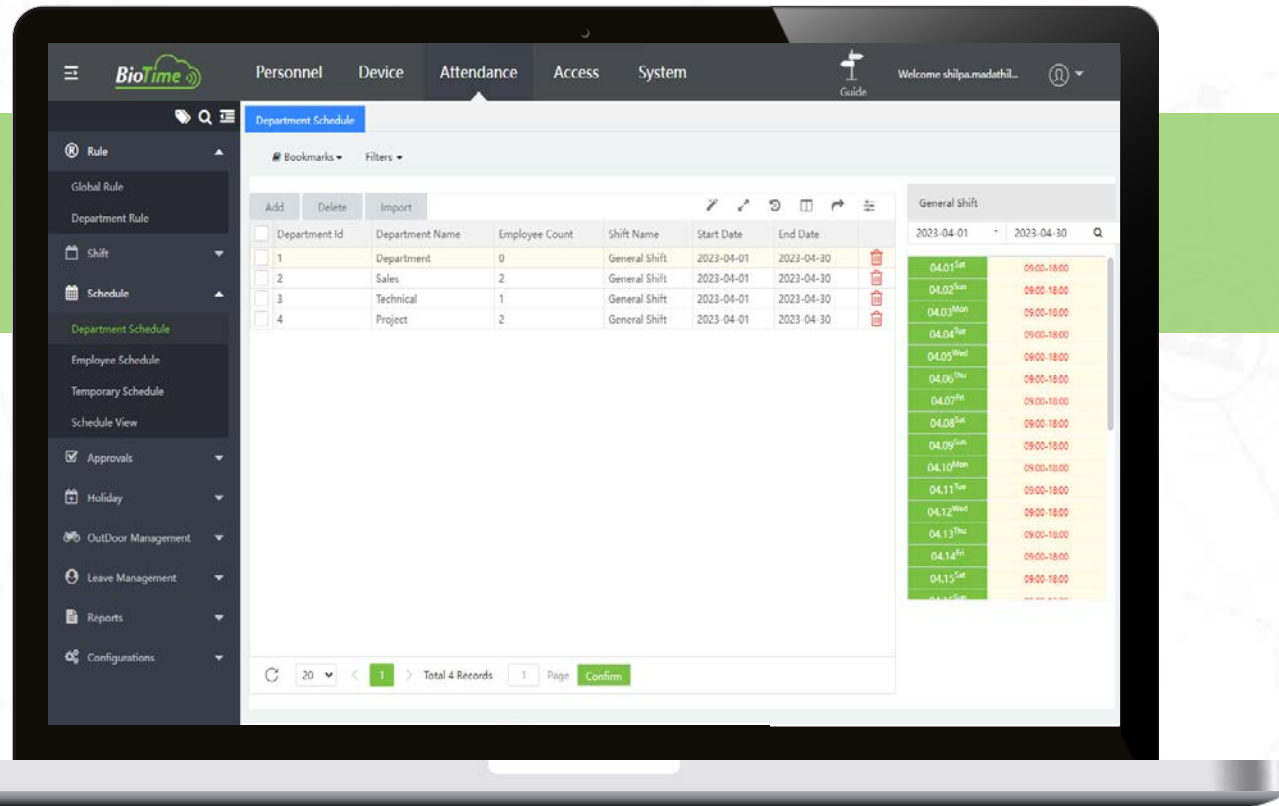
Assign different shifts which you can assign to your individual employees.

- ✓ Regular Shift
- ✓ Flexible Shift
- ✓ Cross-Day Shift
- ✓ Holiday Shift
- ✓ Weekend Shift
- ✓ Overtime Shift



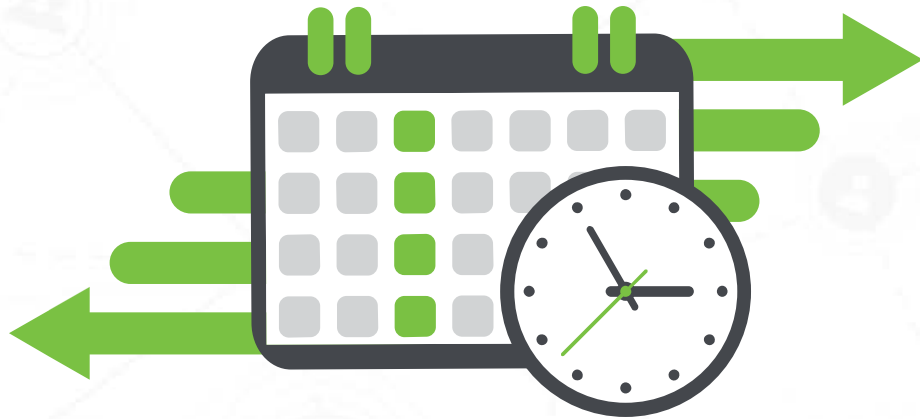


# Flexible Shift Scheduling

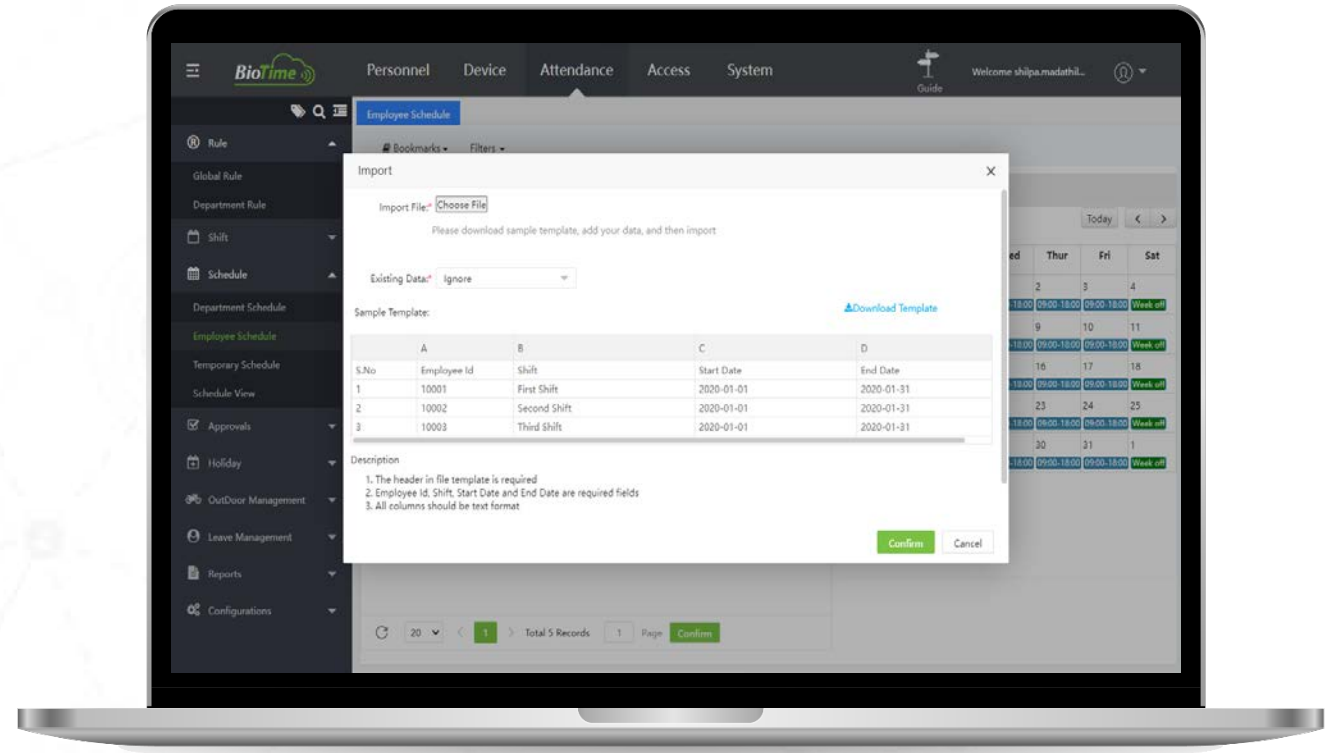


- Multiple timetables
- Cross-day shift (24 hours)
- Shift Cycle
- Auto shift
- Temporary schedule
- Department schedule
- Employee schedule
- Schedule View

# Roster Management



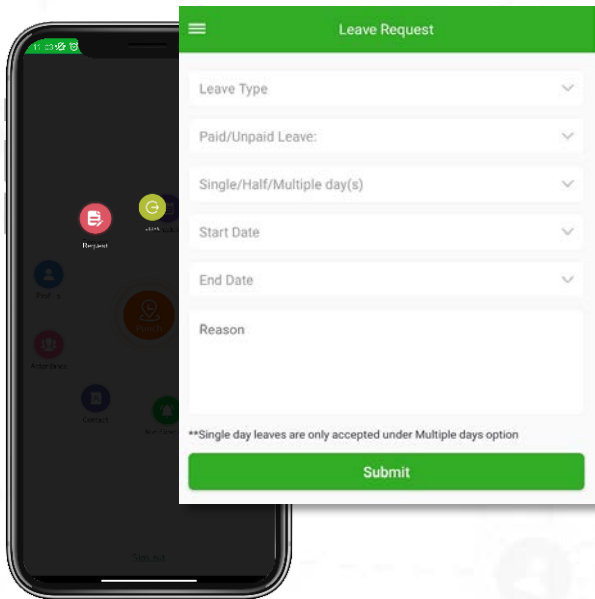
Easily manage multiple schedule assignments using excel import. Administrators can import the employee schedule in batch for personnel.



# Multi-Level Approvals and Automatic E-mail Alerts

1

Employees apply for leave, manual punch, and training.



The image shows a smartphone with a 'Leave Request' application open. The form includes the following fields: 'Leave Type' (dropdown), 'Paid/Unpaid Leave:' (dropdown), 'Single/Half/Multiple day(s)' (dropdown), 'Start Date' (dropdown), 'End Date' (dropdown), and 'Reason' (text input). A green 'Submit' button is at the bottom. A note at the bottom of the form reads: '\*\*Single day leaves are only accepted under Multiple days option'.

2

An employee makes a request through the mobile application



3

Requests will go through approval by the approvers.

Assistant  
Manager

APPROVED

Manager

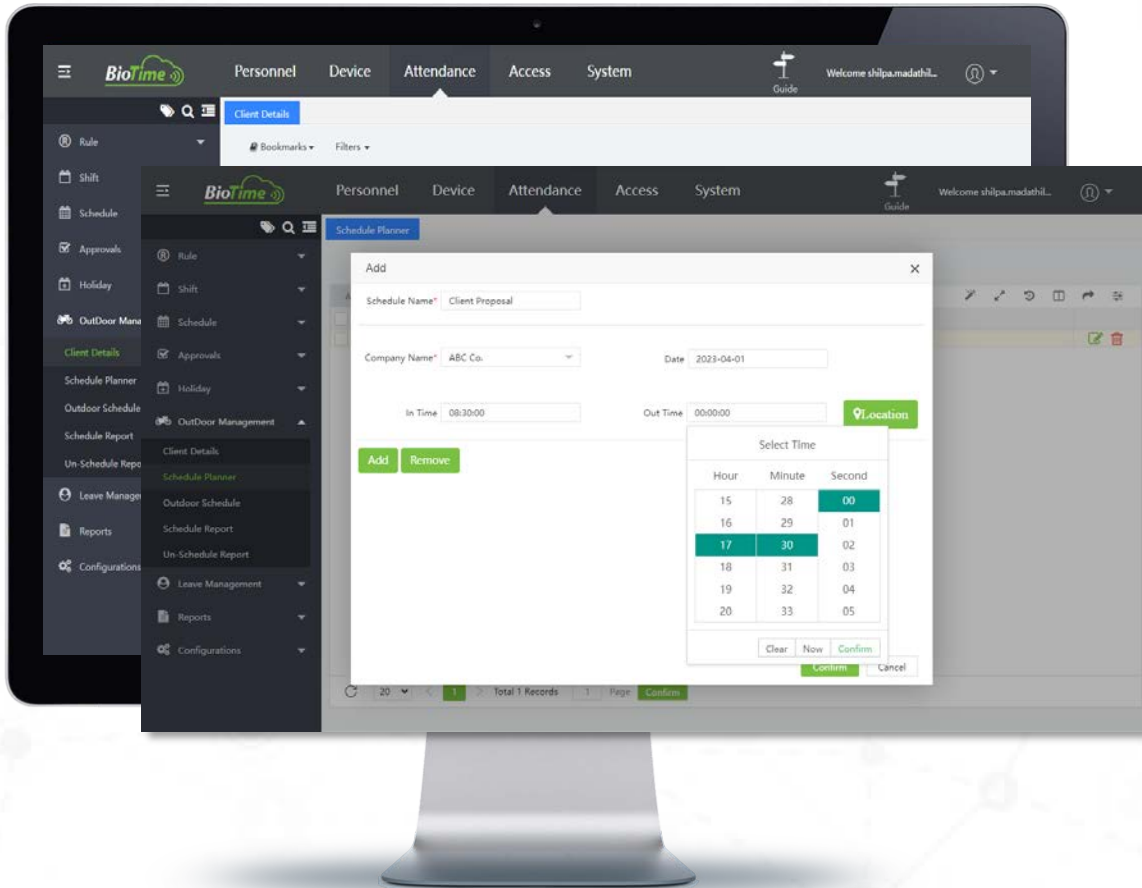
FINAL  
APPROVAL

Senior  
Manager

HR or Administrator will approve/reject the request

All request type can be added and defined on the BioTimeCloud web access

# Outdoor Management

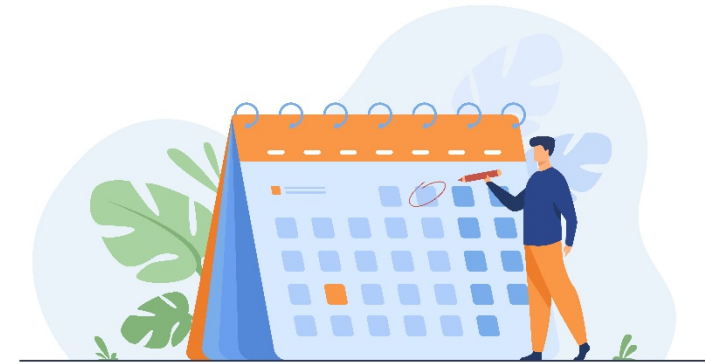


- HR/Administrator can add client details and set schedule for employees on site.

- Employee can view his/her schedule information both from BioTime Cloud site and Mobile App

# Leave Management

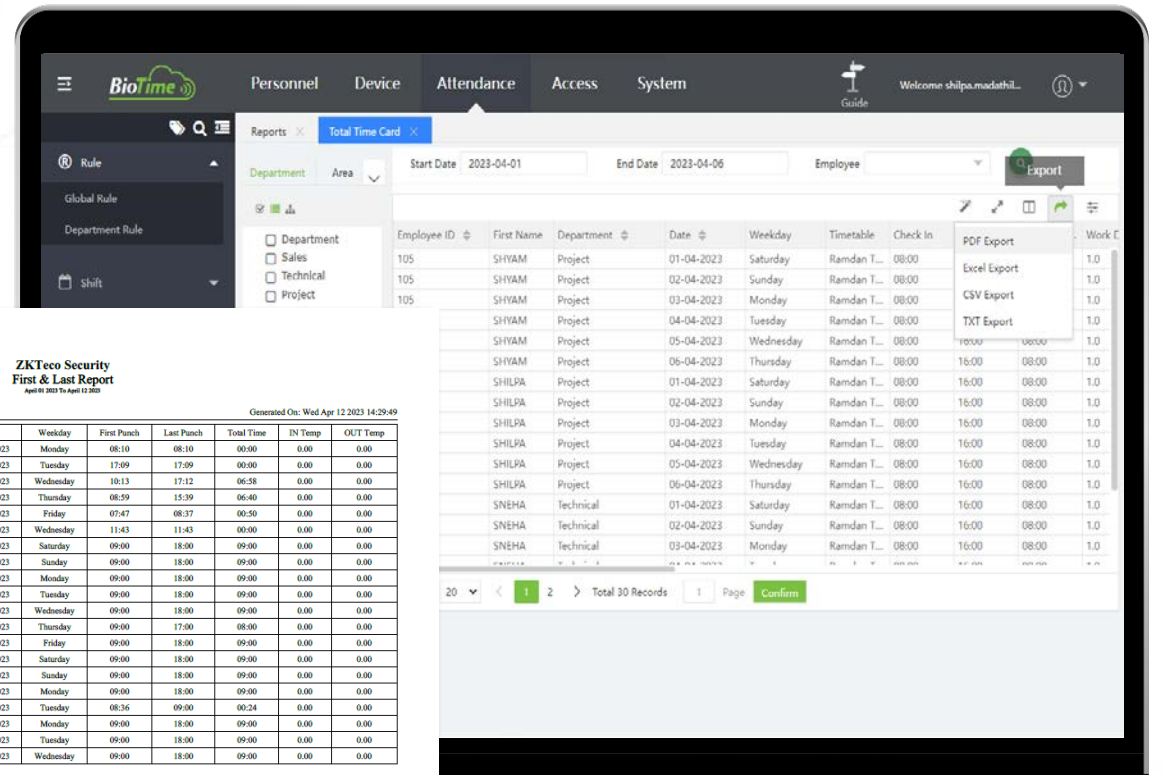
First Name	Leave Allotment Type	Leave Effective From	Increment Date	Total Leave	Leaves Allowed PerMonth	Carry Forward Limit	Leave Used	Leave Balance
SARA	Yearly	2023-04-06	2024-04-06	1	1	0	0.0	1
SHILPA	Yearly	2023-04-06	2024-04-06	1	1	0	0.0	1
SHYAM	Yearly	2023-04-06	2024-04-06	1	1	0	0.0	1
SNEHA	Yearly	2023-04-06	2024-04-06	1	1	0	0.0	1
MONET	Yearly	2023-04-06	2024-04-06	1	1	0	0.0	1



Leave management lets you **organize employees' leave, requests and approval.**

# Real-Time Attendance Calculation

Generates any types of reports that can be exported in **PDF, Excel, CSV, and TXT** format



**ZKTECO**

**ZKTeeco Security**  
Total Time Card Report  
Wed 12 Apr 12 2023 14:33:20

Company: ZKTeeco Security

Employee ID	First Name	Department	Date	Weekday	Timetable	Check In	Check Out	Day Duration	Work Day	Check In	Check Out	Required Work	Actual Work	Unabsent	Penalty	Late	Absent	Total WF	Normal WF	Normal OT	Work OT	Holiday OT	Status
110	GRACELY	Technical	11-04-2023	Tuesday	General Time Table	09:00	18:00	09:00	1.0														Absent(A)
110	GRACELY	Technical	12-04-2023	Wednesday	General Time Table	09:00	18:00	09:00	1.0														Absent(A)
100	Lalaine	Sales	01-04-2023	Saturday	Normal Time	09:00	18:00	09:00	0.0														Work (O/W/O)
100	Lalaine	Sales	02-04-2023	Sunday	Normal Time	09:00	18:00	09:00	0.0														Work (O/W/O)
100	Lalaine	Sales	03-04-2023	Monday	Normal Time	09:00	18:00	09:00	1.0	09:00	18:00	09:00	09:00										Present(P)
100	Lalaine	Sales	04-04-2023	Tuesday	Normal Time	09:00	18:00	09:00	1.0	09:00	18:00	09:00	09:00										Present(P)
100	Lalaine	Sales	05-04-2023	Wednesday	Normal Time	09:00	18:00	09:00	1.0	09:00	18:00	09:00	09:00										Present(P)
100	Lalaine	Sales	06-04-2023	Thursday	Normal Time	09:00	18:00	09:00	1.0	09:00	17:00	09:00	08:00		01:00	01:00							Late(L)
100	Lalaine	Sales	07-04-2023	Friday	Normal Time	09:00	18:00	09:00	1.0														Absent(A)
100	Lalaine	Sales	08-04-2023	Saturday	Normal Time	09:00	18:00	09:00	0.0														Work (O/W/O)
100	Lalaine	Sales	09-04-2023	Sunday	Normal Time	09:00	18:00	09:00	0.0														Work (O/W/O)
100	Lalaine	Sales	10-04-2023	Monday	Normal Time	09:00	18:00	09:00	1.0	09:00	18:00	09:00	09:00										Present(P)
100	Lalaine	Sales	11-04-2023	Tuesday	Normal Time	09:00	18:00	09:00	1.0	09:00	12:30	03:30	03:30		05:21	05:21	03:30						Raft (D/F/D)
100	Lalaine	Sales	12-04-2023	Wednesday	Normal Time	09:00	18:00	09:00	1.0														Absent(A)
105	SHYAM	Project	01-04-2023	Saturday	General Time Table	09:00	18:00	09:00	0.0														Work (O/W/O)
105	SHYAM	Project	02-04-2023	Sunday	General Time Table	09:00	18:00	09:00	0.0														Work (O/W/O)
105	SHYAM	Project	03-04-2023	Monday	General Time Table	09:00	18:00	09:00	1.0	08:10	09:00	09:00	08:50										Present(P)
105	SHYAM	Project	04-04-2023	Tuesday	General Time Table	09:00	18:00	09:00	1.0	17:00	09:00	08:25	09:00	08:00	08:00	08:00							Late(L)

1/2

**ZKTECO**

**ZKTeeco Security**  
First & Last Report  
Wed 12 Apr 12 2023 14:29:49

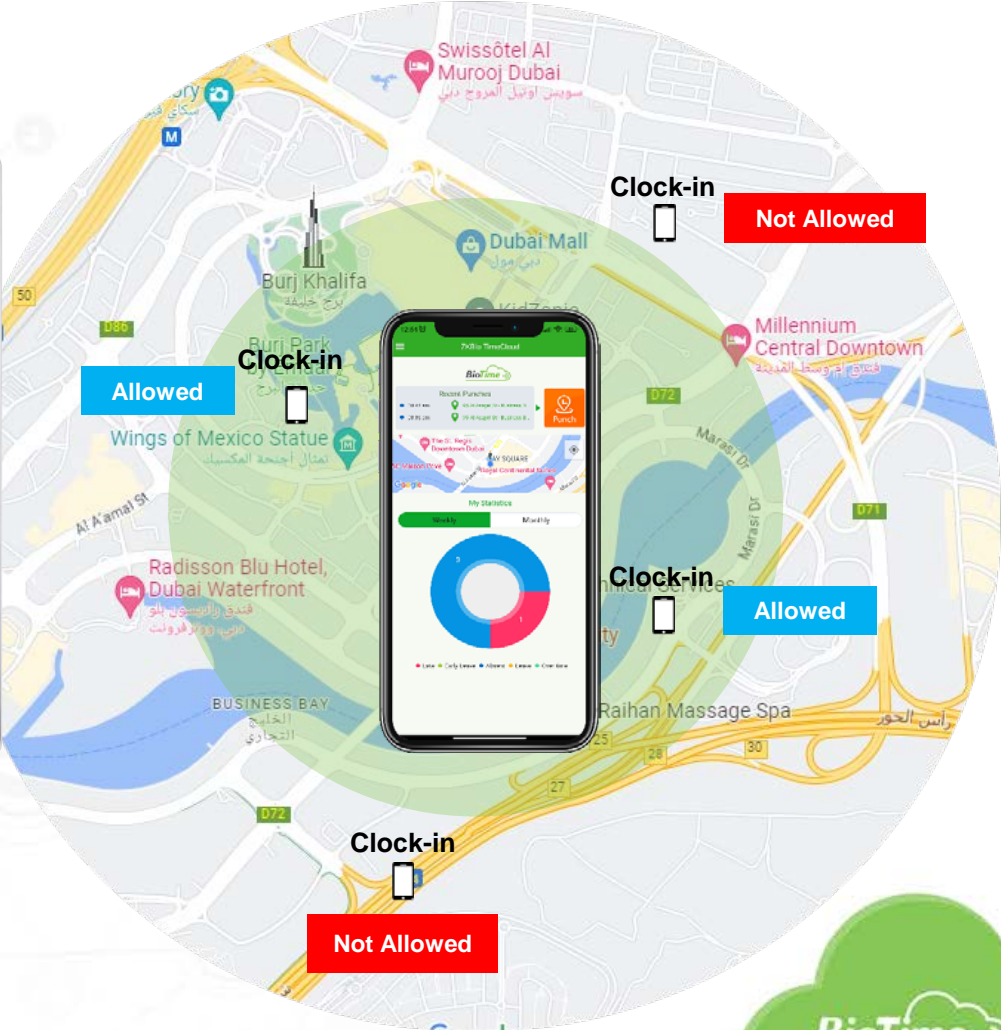
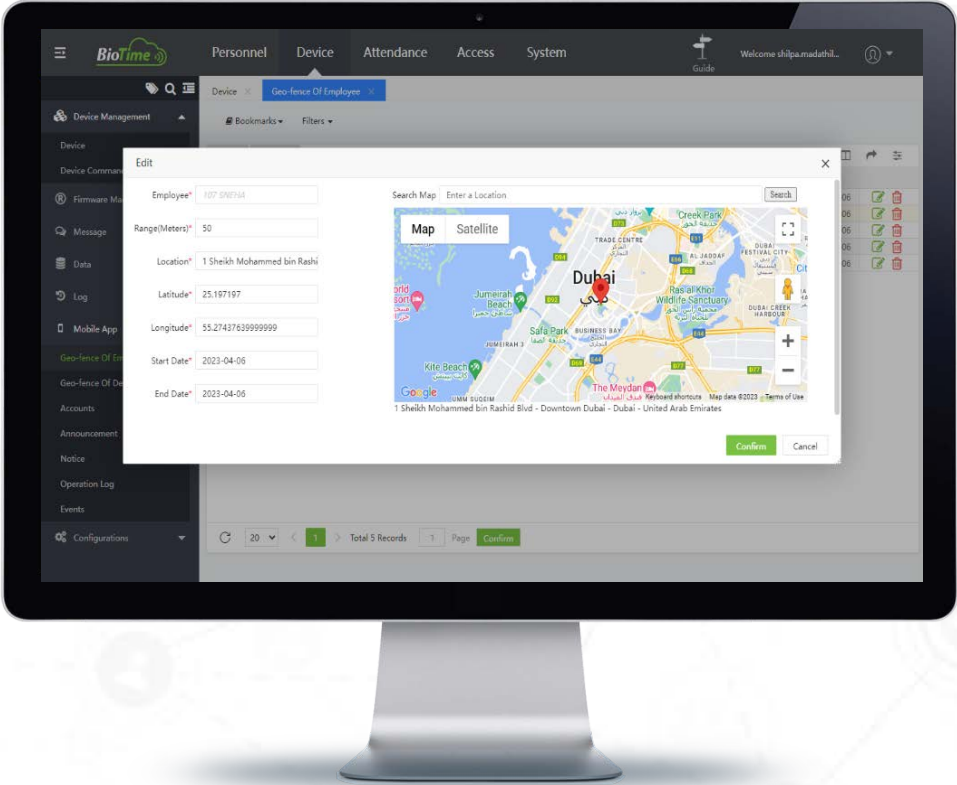
Company: ZKTeeco Security

No.	Employee ID	First Name	Department	Date	Weekday	First Punch	Last Punch	Total Time	IN Temp	OUT Temp
1	105	SHYAM	Project	03-04-2023	Monday	08:10	08:10	00:00	0.00	0.00
2	105	SHYAM	Project	04-04-2023	Tuesday	17:09	17:09	00:00	0.00	0.00
3	105	SHYAM	Project	05-04-2023	Wednesday	10:13	17:12	06:58	0.00	0.00
4	105	SHYAM	Project	06-04-2023	Thursday	08:59	15:39	06:40	0.00	0.00
5	105	SHYAM	Project	07-04-2023	Friday	07:47	08:37	00:50	0.00	0.00
6	105	SHYAM	Project	12-04-2023	Wednesday	11:43	11:43	00:00	0.00	0.00
7	108	MONET	Sales	01-04-2023	Saturday	09:00	18:00	09:00	0.00	0.00
8	108	MONET	Sales	02-04-2023	Sunday	09:00	18:00	09:00	0.00	0.00
9	108	MONET	Sales	03-04-2023	Monday	09:00	18:00	09:00	0.00	0.00
10	108	MONET	Sales	04-04-2023	Tuesday	09:00	18:00	09:00	0.00	0.00
11	108	MONET	Sales	05-04-2023	Wednesday	09:00	18:00	09:00	0.00	0.00
12	108	MONET	Sales	06-04-2023	Thursday	09:00	17:00	08:00	0.00	0.00
13	108	MONET	Sales	07-04-2023	Friday	09:00	18:00	09:00	0.00	0.00
14	108	MONET	Sales	08-04-2023	Saturday	09:00	18:00	09:00	0.00	0.00
15	108	MONET	Sales	09-04-2023	Sunday	09:00	18:00	09:00	0.00	0.00
16	108	MONET	Sales	10-04-2023	Monday	09:00	18:00	09:00	0.00	0.00
17	108	MONET	Sales	11-04-2023	Tuesday	08:36	09:00	00:24	0.00	0.00
18	109	Lalaine	Sales	03-04-2023	Monday	09:00	18:00	09:00	0.00	0.00
19	109	Lalaine	Sales	04-04-2023	Tuesday	09:00	18:00	09:00	0.00	0.00
20	109	Lalaine	Sales	05-04-2023	Wednesday	09:00	18:00	09:00	0.00	0.00

1/1

# Geofencing Mobile Punches

Creates a geographic boundaries to restrict mobile application punches. Define the clock-in boundaries on the BioTime Cloud



# Specifications

<b>System Architecture</b>	Cloud-based
<b>Cloud Server</b>	Amazon Web Services (AWS)
<b>Templates</b>	Fingerprint / Visible Light Face / Card / PIN
<b>Recommended Browser Version</b>	IE 11+ / Firefox 27+ / Chrome 33+
<b>Monitor Resolution</b>	1920*1080

*For the hardware compatibility, kindly visit our website [www.zkteco.me](http://www.zkteco.me).*



# BioTimeCloud Mobile Application

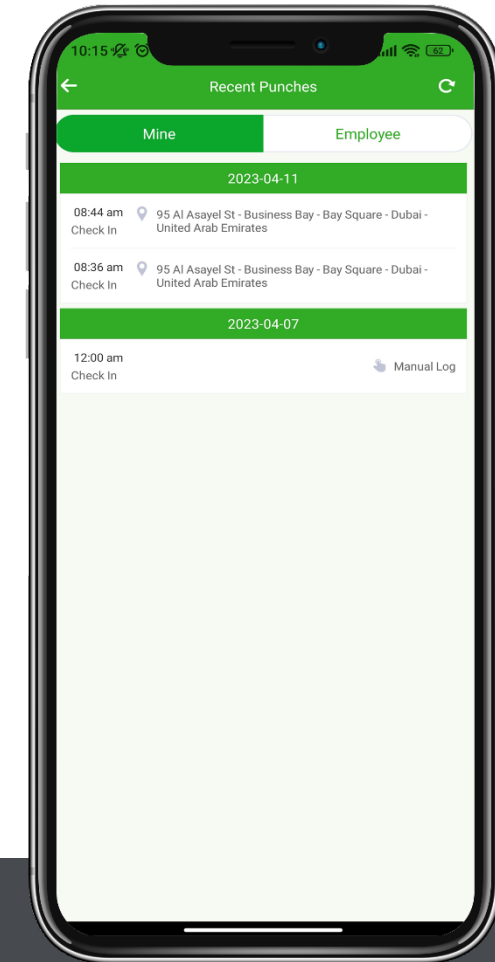
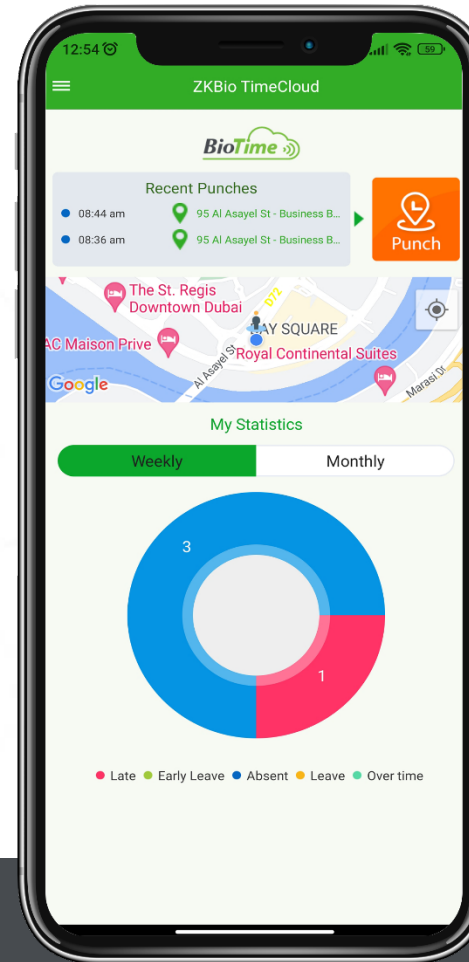
## Features

- Real-time attendance with geographic location details
- Live Attendance and Outdoor Punch
- Attendance approvals
- Real time notifications
- Public and Private Announcements
- Easy operation: Two-step navigation
- User-friendly interfaces for admin and employees
- Online employee requests and status
- Two dashboards: Administrator and Employee

Available in:



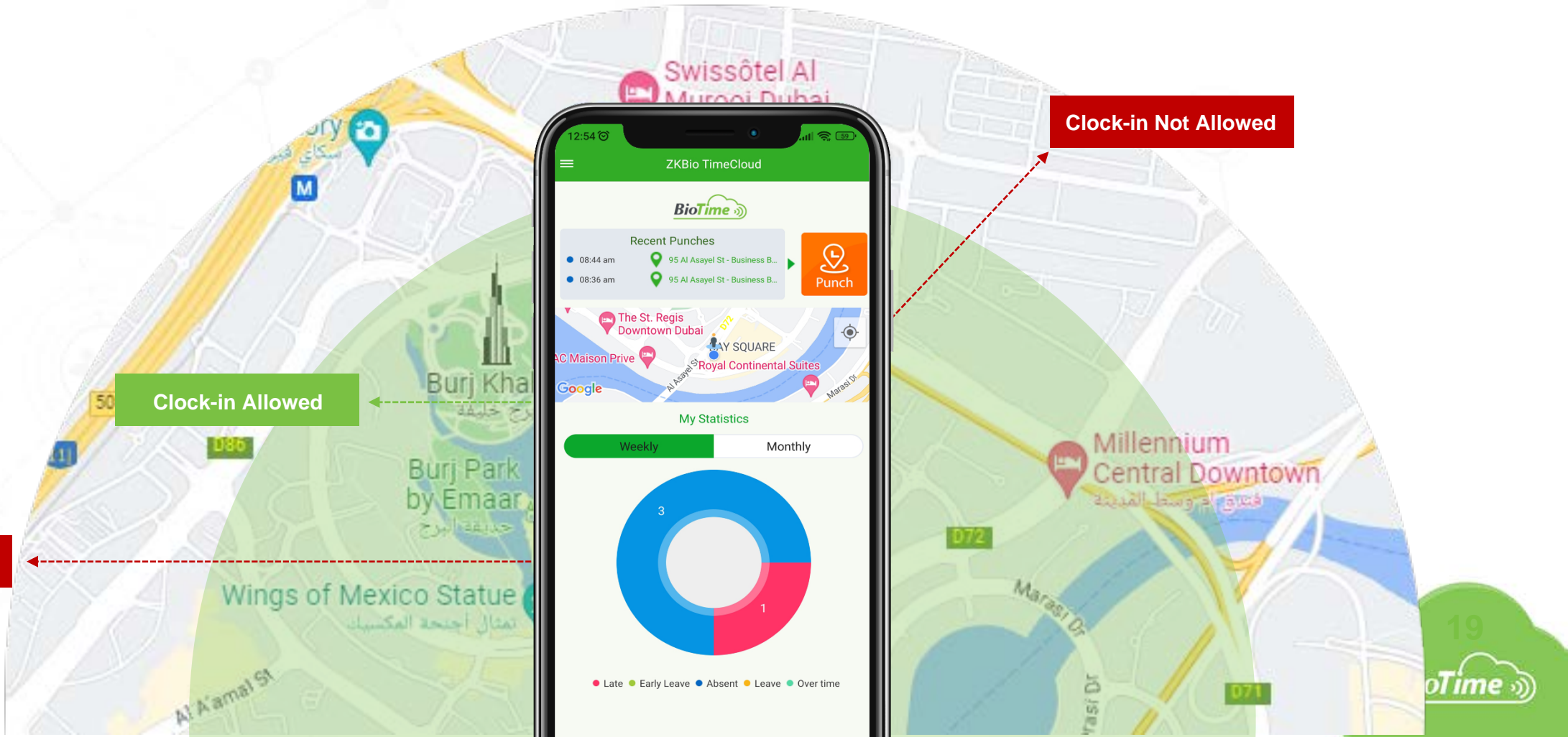
# Real-time attendance with geographic location details.



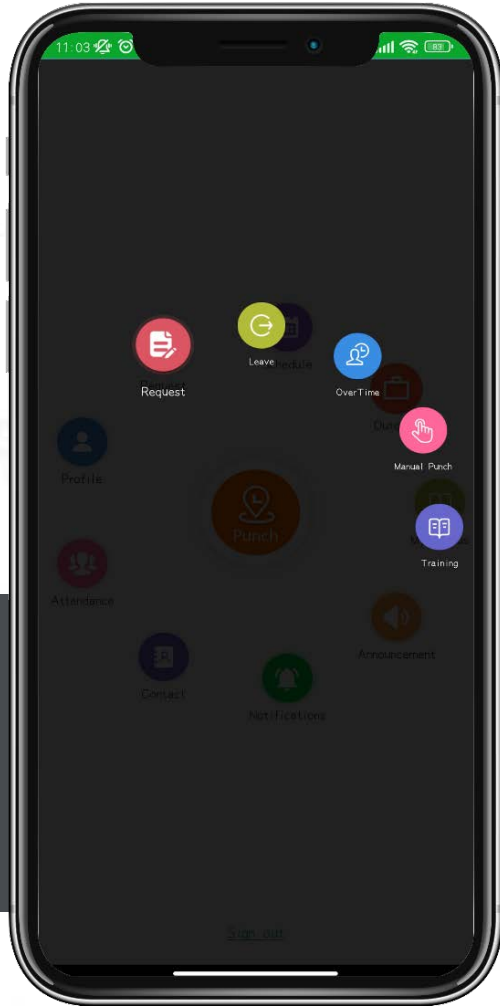
Aiming to track your off-site employees, BioTime Cloud's real-time location tracking function is the best solution for your business.

# Geofencing Mobile Punches

HR can set a distance limit of allowed mobile punches according to the workplace selected.



# Online Request

A series of four overlapping screenshots showing the online request forms. The top form is 'Leave Request' with fields for Leave Type, Paid/Unpaid Leave, and Single/Full Day. The second form is 'Overtime Request' with fields for Start Date, Overtime Type, and End Date. The third form is 'Manual Punch Request' with fields for End Date (11:07 am) and Reason. The bottom form is 'Training Request' with fields for Workcode, Training Type, Start Date, End Date, and Reason, and a Submit button at the bottom.

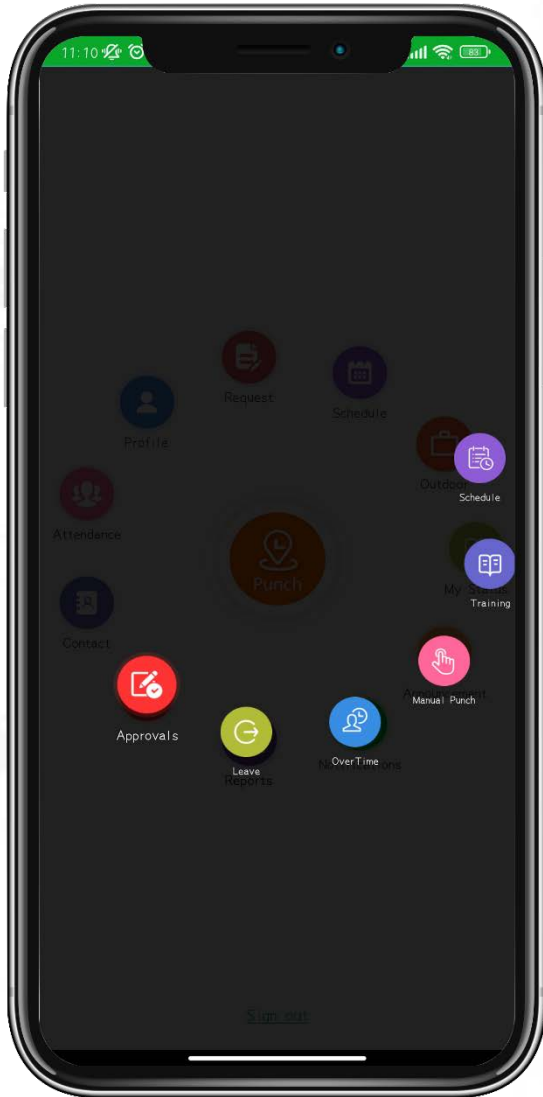
1

Employees apply for leave, overtime, manual punch and training request on “Request” menu.



2

All requests will move to the approval section which will be subjected for approval by the HR or Supervisor.



# Requests and Approvals

Multi-level approvals for HR/Admin

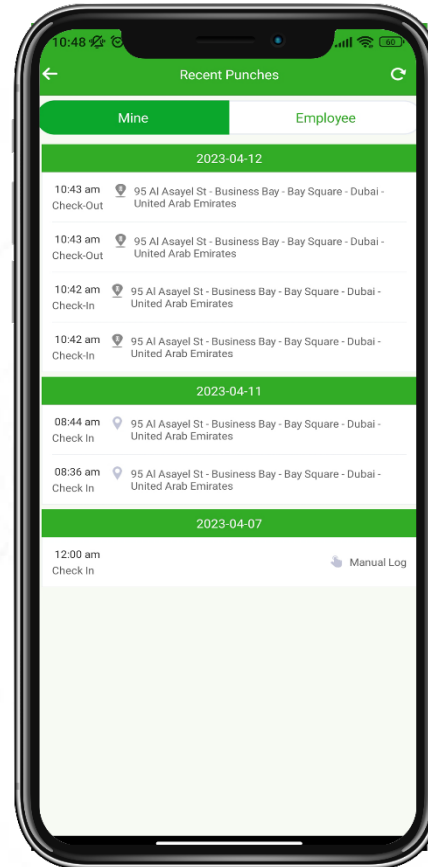
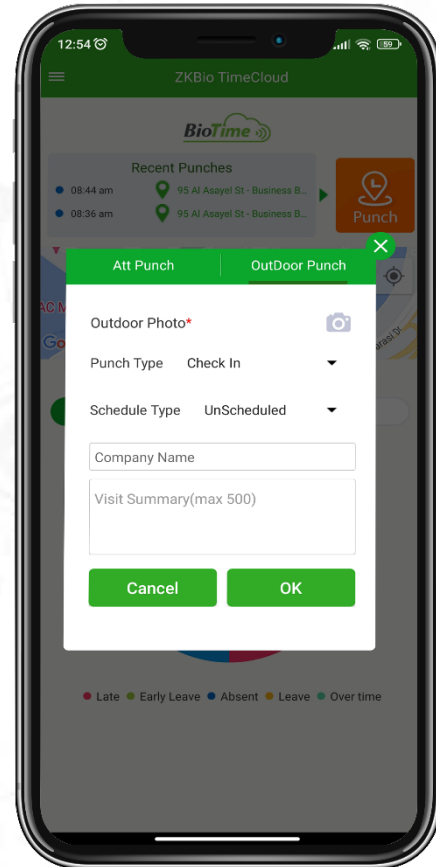
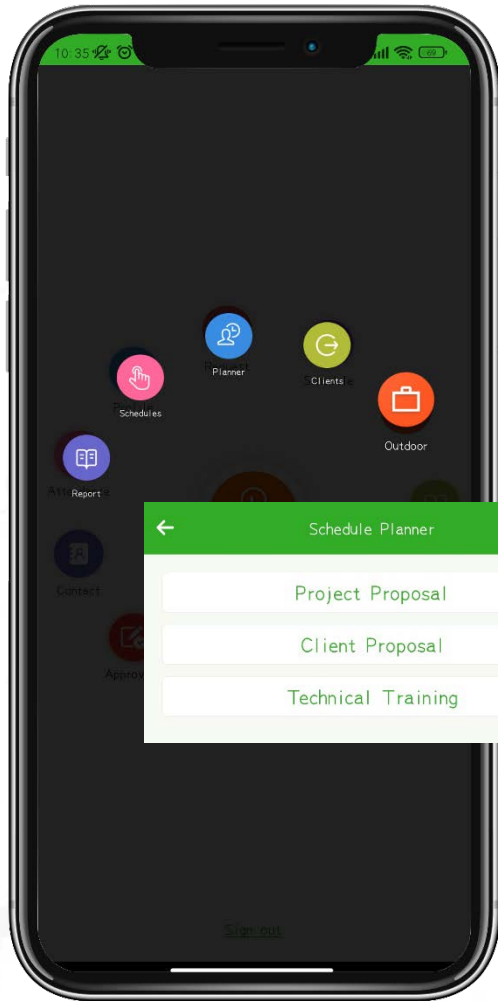
- Leave
- Overtime
- Manual Punch
- Training
- Schedule



Employees requests for **leave, overtime, manual punch** and **training request** through the mobile application which will be Approve/Reject by the HR or Administrator.

- “Request” menu is dedicated for employees.
- “Approvals” menu is only accessible by the administrators.

# Outdoor Management



- HR/Administrator can assign each employee their workplaces which they can choose from the mobile application and punch in/out.
- Employees can view and monitor their schedule accordingly on what the Admin set on the schedule planner.
- Employee can punch in/out in their outdoor workplaces either it is scheduled or unscheduled.

# Attendance Summary Reports

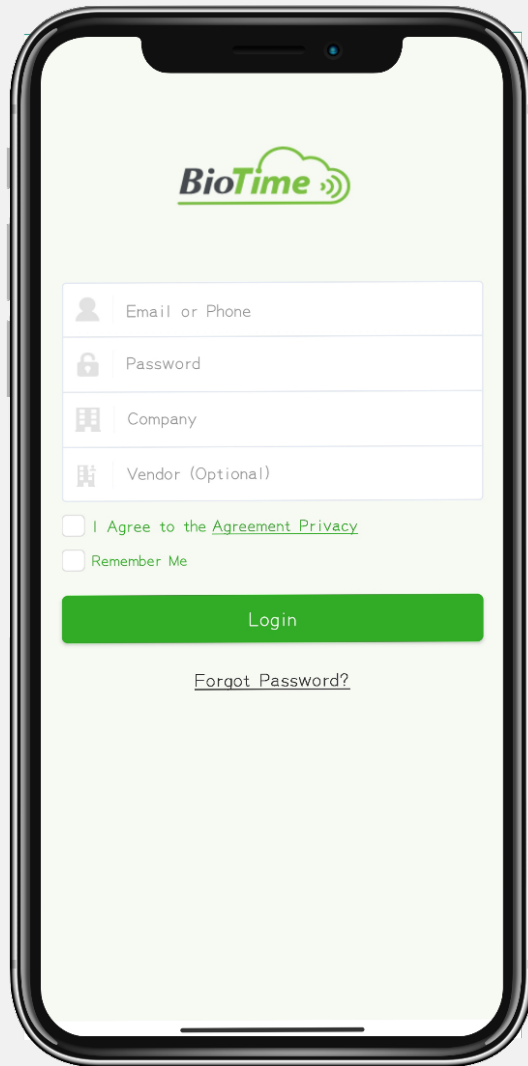
- Administrator can view and monitor the staff attendance reports.

The image shows a smartphone displaying the 'Reports' app interface. The app has a green header with 'Reports' and two tabs: 'My Report' and 'Staff Report'. Below the header, there is a search bar for 'Employee ID', a 'Select Department' dropdown, and two date range dropdowns: '2023-04-01' and '2023-04-10'. A 'View Report' button is visible at the bottom of the app interface.

Overlaid on the smartphone is a desktop view of the 'Reports' table. The table has a green header with 'Reports' and the following columns: Employee ID, First Name, Date, Check In, Check Out, and Total Time. The table contains 10 rows of data for Employee ID 108, with dates from 01-04-2023 to 10-04-2023. The 'Total Time' column shows values ranging from 08:00 to 09:00.

Employee ID	First Name	Date	Check In	Check Out	Total Time
108	MONET	01-04-2023	09:00	18:00	09:00
108	MONET	02-04-2023	09:00	18:00	09:00
108	MONET	03-04-2023	09:00	18:00	09:00
108	MONET	04-04-2023	09:00	18:00	09:00
108	MONET	05-04-2023	09:00	18:00	09:00
108	MONET	06-04-2023	09:00	17:00	08:00
108	MONET	07-04-2023	09:00	18:00	09:00
108	MONET	08-04-2023	09:00	18:00	09:00
108	MONET	09-04-2023	09:00	18:00	09:00
108	MONET	10-04-2023	09:00	18:00	09:00

At the bottom of the desktop view, there is a pagination bar showing '10' records per page, '1' of '1' page, and a 'Confirm' button.



# Anti-fake Punch

An employee can only log in using one mobile phone only.

**Note:** *Even the employee logs out and log in to another phone, it will not accept the verification.*

*\*HR/Admin who only have access right and can reset unique user/client number upon request and approval.*



TRY THE SOFTWARE

90-day  
free trial

Start your 90-day free trial now and  
sign up your own company at [www.biotimecloud.com](http://www.biotimecloud.com)

Or you can try our demo at [www.biotimecloud.com](http://www.biotimecloud.com) and use the following to log in:  
E-mail: [biotimecloud@zkteco.com](mailto:biotimecloud@zkteco.com)  
Company: demozkdx  
Password: Zkcloud@123



# THANK YOU!

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