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DSX Access Systems, Inc.
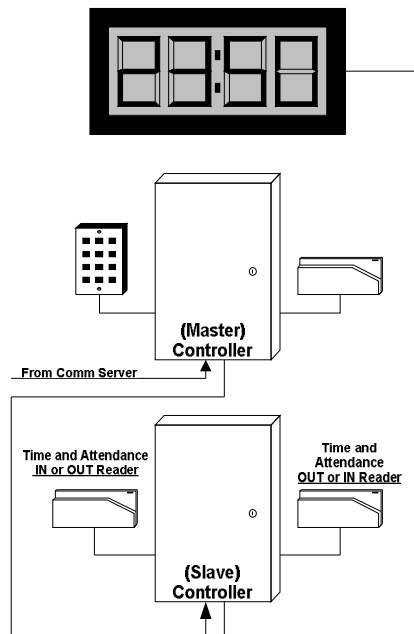
Time and Attendance

WinDSX Time and Attendance

Time and Attendance (T&A) is an integral feature of the WinDSX System. WinDSX gathers clock "In" and "Out" times for each user. The operator can then run reports based on the clock "In" and "Out" times of each employee. These reports provide the total number of hours worked per day for each employee and a total number of hours worked for the report period. Reports can be printed or saved to a file.

Any reader or keypad in the system can be defined as Time and Attendance / clock "In" or "Out". Two readers or keypads are required for this function. One reader is defined as Time and Attendance "In" and one as "Out". These could theoretically be any two readers in the system, but the system works best when there are two readers dedicated for this purpose. These two readers would most likely be placed in a common or centralized location such as employee entrances or break room. It is possible to have more than one set of Clock In/Out Readers.

These two readers coincide with a DSX Time Display Module (TDM). This Time Display Module is a seven-segment LED continuous display with one-inch numbers. This synchronized clock or Time Display Module would be placed next to the clock "In" and "Out" readers and connected to the same panel.

(Master) Controller

From Comm Server

Time and Attendance IN or OUT Reader

Time and Attendance OUT or IN Reader

(Slave) Controller

TDM requires 12VDC @ 160mA.
TDM requires 2 pair 22AWG shielded, maximum of 500 feet.
TDM requires power and RS-485 connection from Slave Controller.
TDM connects differently for each model of Controller.
See Hardware Installation Manual for more information.

The DSX Time Display Module is synchronized and powered from a DSX Controller. It displays the exact time that would be recorded when the user clocks "In" or "Out." The display requires a 4 conductor shielded cable and can be placed up to 500 feet from the DSX Controller.

Check the Hardware installation manuals for specific connection information based on type of controller and number of TDMs.

To ensure the integrity of the time being displayed to the cardholder, WinDSX receives its time from Windows.™ The WinDSX Software synchronizes the time of the Master controller each time they communicate. With WinDSX version 3.5 and higher Time Display Modules can be connected to Master only locations. With earlier version of software the TDM could only be connected to a Slave Controller.

The Master controller synchronizes the time of the Slave controllers twice a minute as long as they are communicating. All controllers have a real time clock that will maintain the system time and date when panel to PC and panel to panel communications are not possible. The master updates the Time Display Module twice a minute as long as panel to panel communications are properly occurring.

For applications that require job costing, and more extensive accounting features, check the Partners page on the DSX website for a List of Other Time and Attendance Software Packages that will interface to the WinDSX Access Control System. These other systems require that the DSX Hardware be installed and programmed in the same manner as the WinDSX System. The only difference is that all reports are run from the other software package. These other software packages are not sold by DSX. DSX does not provide support for these other systems.

The Time Display Module is the Clock that must be used in all WinDSX Time and Attendance applications. Since the Controllers synchronize the TDM, they always display the time that is recorded when the cardholders use their card. There are two different models. The smaller one in the picture below has 1" displays.

Time and Attendance Reader Configuration

Below is a copy of the Reader (Device) definition screen. Notice the Time and Attendance In / Out or Neutral setting at the bottom. It is that easy to configure.

Report Generation Screen

The Time and Attendance Report Generation Screen shown below resides in History which is located in the database section of the WinDSX software. The Report Details Tab is where the report is defined. The General Tab is where the Report is named and a path and file name for the History MDB is entered. This custom report generator allows maximum flexibility in creating reports for employee time management and payroll purposes.

Outline of Report Options:

Start Date/Stop Date – The Dates that encompass the report period desired. Use the down arrow button to gain access to the calendar for easy date selection.

Start Time / Stop Time – The time on the start date you wish the report to start and the time on the stop date you wish the report stop.

Apply Start/Stop Time to Start/Stop Date or Each Day – This allows the Time and Attendance Report to apply the start time and stop times to each day of the report period or just to the first and last days of the report.

Include Events from all Devices? – Run the Time and Attendance report based on card reads from all T&A In and Out Readers or just select the readers desired in this report.

Include Events from all Card Holders? - The report will include all cardholders, a user selected group, or a particular cardholder. The reports can be sorted by Company to include employees of a certain department, contractor, or tenant.

Time and Attendance Typical Layout