# Time and Attendance Registration in RACS 5 System

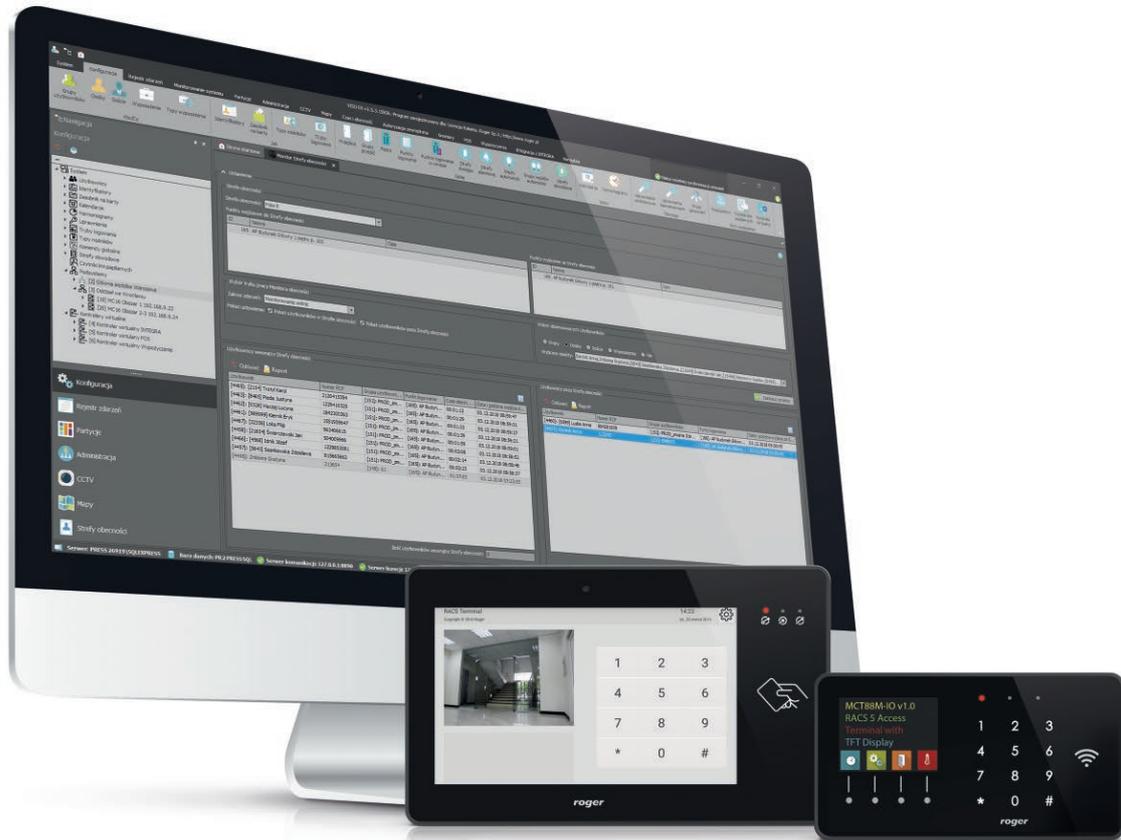| Time & Attendance | T&A Terminals | User Photo Registration on T&A Terminal | Integration with RCP Master 3 Software | T&A Data Export to Third Party T&A Programs |
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The RACS 5 system allows for reporting the time of presence (attendance) of system users in any defined areas covered by access control system. The definition of attendance zone consists of a list of entry and exit points to / from the controlled area (canteen, hall, warehouse, etc.). The system calculates the presence time, as the sum of time intervals between consecutive pairs of entry / exit events or as the time from the first entry to the attendance zone until the last exit from it, which took place within the same calendar day as the entrance. Reports can be prepared for any period of time and for selected people, guests, groups or objects (e.g. cars). The system management software allows for live monitoring of users actually present in any attendance zone.

The RACS 5 system can also be used for advanced forms of time recording with various types of attendance. In this case, the system acts as an event logger, which collects events and later, transfers them to the external software dealing with detailed calculation of working time. Each access control point in the RACS 5 system can be at the same time the working time registration point (T&A). The registration of T&A event can occur concurrently with access control or be carried out independently. The T&A mode recorded at the access point can be set permanently or changed temporary on the registration terminal. Changing the T&A mode can take place for an unlimited period, until the next command which change the T&A mode is issued, or only for the time of the next user registration. The system offers predefined T&A modes (Entry, Exit, On-Duty Exit) as well as custom defined tailored to the needs of a specific system (Lunch Exit, Private Exit, Exit to Doctor, etc.). The terminals equipped with display and function keys (MCT68ME, MCT88M-IO, MD70) are the most predestined for the functions of work time terminals. The MD70 terminal has a graphic touch screen and a camera. The presence of the camera allows collecting of photos of people registering work time and thus preventing attempts to violate the T&A registration rules. Terminal displays are usually used to present the current T&A mode and display the current system time. The events which occurred in access control system can be exported to few predefined formats including RCP Master 3 or traditional CSV type files.

Roger offers an advanced work time reporting program called RCP Master 3. This program enables detailed calculation of working time in accordance with various detailed rules and live monitoring of employees with indication of latest place of registration and T&A mode being actually registered. The RCP Master 3 is integrated with the RACS 5 access control system. This integration allows sharing the list of users of both systems as well as automatic data transfer registered in the access control system to the RCP Master 3 program, what significantly simplifies and automates the process of T&A calculation. The RCP Master 3 is generally dedicated to human resources departments of enterprises and institutions, however, it can also be used in other situations, e.g. for the calculation of working time on various work stations (desktops, machines, processes).

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