PEOPLEHR PLUGIN GUIDE: TIME ATTENDANCE SYNC

Link your ZKTeco VF380 or iClock 560 terminal directly to People®

PeopleHR Requirements

The Time and Attendance Sync plugin enables business administrators to sync employee information and clocking data from the **ZKTeco VF380 or iClock 560 Time & Attendance (T&A) terminal** directly into PeopleHR.

This tool will allow you to pull information from your device directly into employees' planners in the form of a timesheet. You can do this as often as you prefer - daily, weekly etc.

It is vital that all requirements stated below are met and understood before choosing to go forward with this integration.

Network Requirements:

1. You have IT support or a member of staff who has knowledge on networking, firewalls and internet servers to set this up

2. You have a **fixed IP address** - or use a **DDNS service** that provides you with a static host name which acts as a fixed IP

3. The T&A device has a **fixed internal IP address**

4. You are happy to **port forward** (port map) your router to the T&A terminal. This will allow PeopleHR's API to connect to the terminal in order to pull all of the terminal records
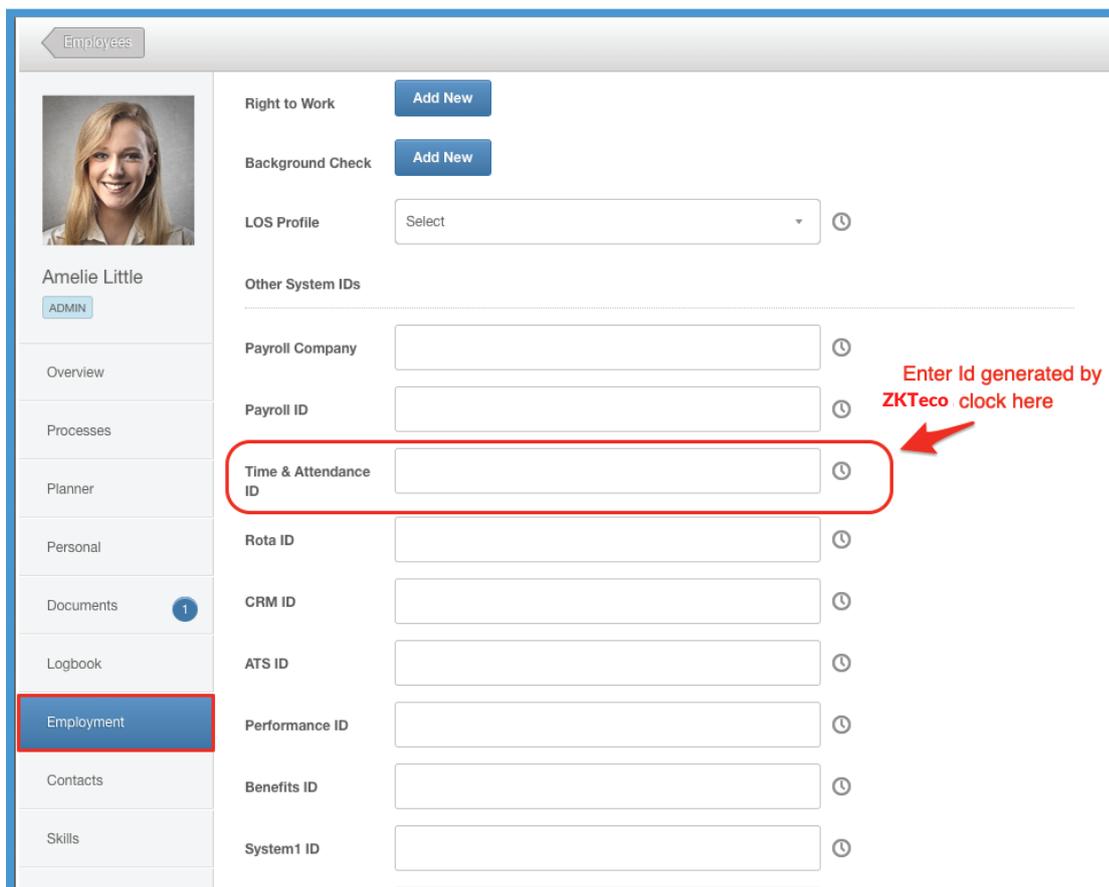
Device Requirements:

1. Connect a **3 pin UK plug power cable & network cable** to the device. Apply a **local IP address**

2. Input the **Subnet mask, Gateway & Port** details into the device. The Port doesn't need to be changed (unless more than 1 device)

Matching Clock IDs to Employee IDs

When registering an employee on your device via Facial, Fingerprint or RFID Tag/Card, you will need to enter a numeric ID for the employee. For example, when registering the very first employee you will need to save them as ID '1' and the 2nd ID '2', and so on.

For the information to record correctly from the terminal to PeopleHR, the employee ID set on the terminal needs to match the same employee ID in PeopleHR. Therefore within the People system the ID on the terminal will always match with the relevant employee within it.

1. On the People system, under the **'Employment'** tab of an employee record, there is a field called **"Time & Attendance ID"**
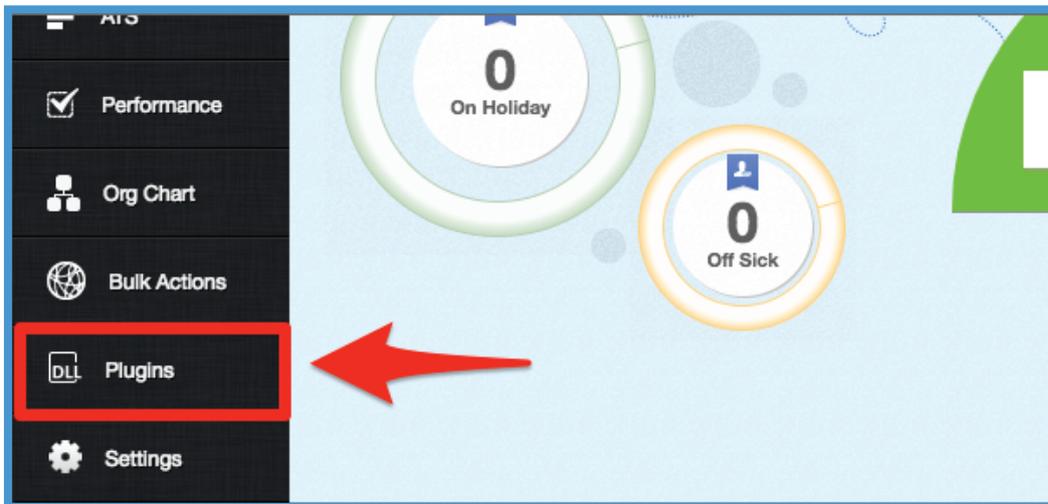

2. Once you have an employee's ID set on the device you will need to copy this ID into the **'Time & Attendance ID'** field within the individual record

Setting up the Time Attendance Sync Plugin

1. Create and copy an **API key** that includes the endpoints **'Employee'** and **'Timesheet'**

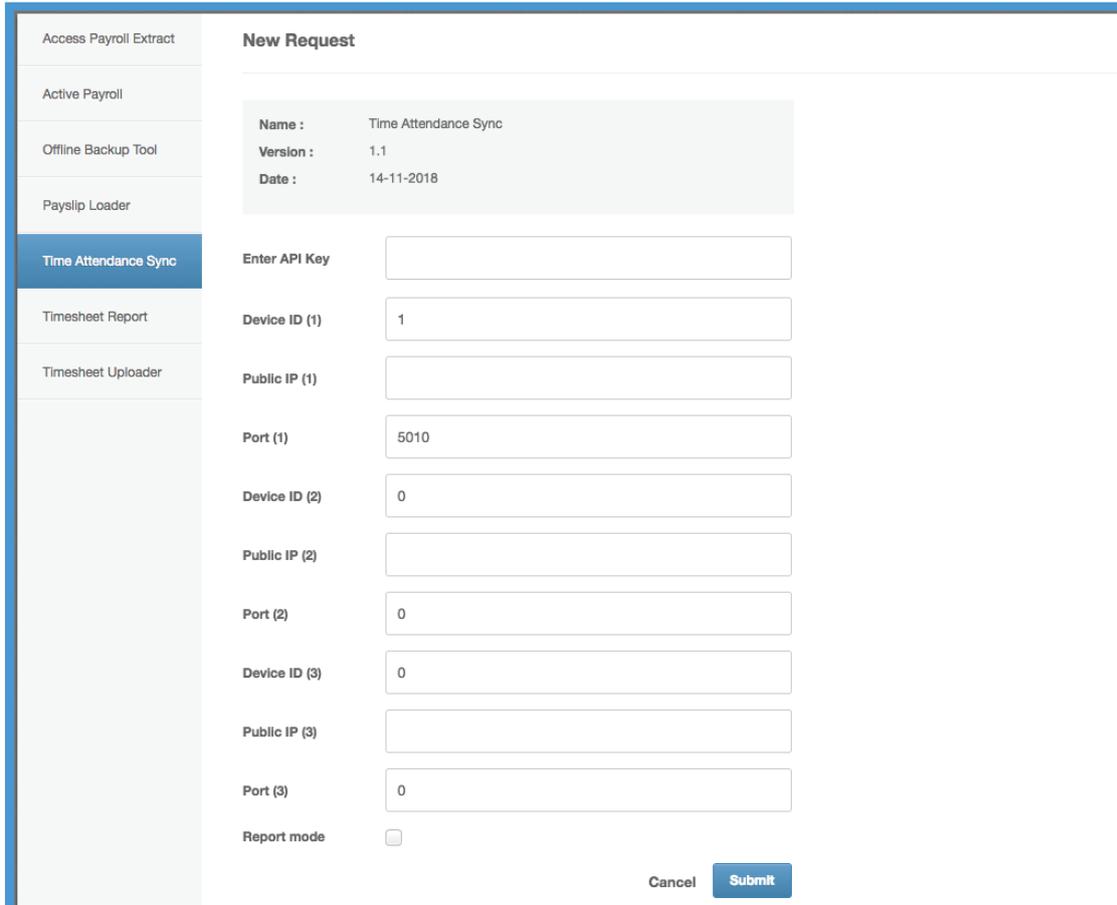2. Once you have created the API key, click on the **'Plugins'** tab (see image 1)

3. Select the tab **'New Requests'** (see image 2)

4. Select **'Time Attendance Sync'** (see image 2)
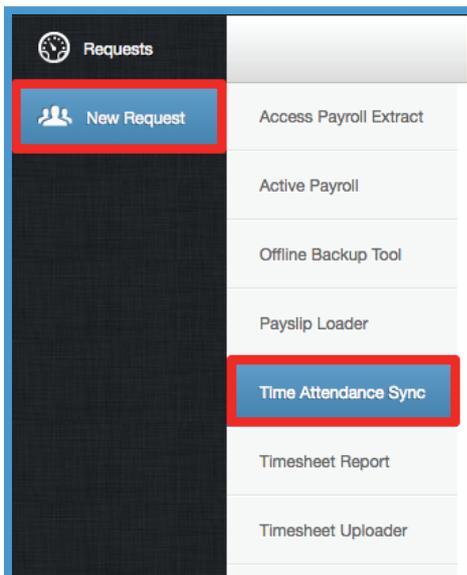
Setting up the Time Attendance Sync Plugin

You will then be presented with this screen:

1. Enter **API key** & paste it in this field

2. Fill out the relevant information based on your specific clock-in machine, IP address and Port

3. At the bottom you will see the **'Report Mode'** tick box. If ticked, this process will not transfer clock-in data to an employee's record, this will simply create a report to download. If unticked, this will transfer the data as well as creating a report to download. Click **'Submit'** to submit your request

Setting up the Time Attendance Sync Plugin

You will then find this in the **'Requests'** tab - the most recent request will be at the top. It can take up to 2 minutes to be accepted.

Submitted Date	Completed Date	Status	Download	Repeat	
Thu, 20 Sep 2018	Thu, 20 Sep 2018	Completed	Download	Repeat	
Thu, 20 Sep 2018	Thu, 20 Sep 2018	Completed	Download	Repeat	
Wed, 19 Sep 2018	Wed, 19 Sep 2018	Failed	Download	Repeat	

If successful, you will be able to select the **'Download'** button to download this report. If failed, select the red icon to view an error report - you can then send this file over to the People customer team at **customerservices@peoplehr.com** to review and assist.

Hardware Technical Support
Please contact Idency directly for any hardware technical support issues or if you require training on the terminal.

Order your ZKTeco fingerprint or facial recognition device from
www.idency.com
If you would like to discuss your Time & Attendance requirements, please get in touch.