

Briefing on Daily Attendance Report



建造業工人註冊管理局

Construction Workers Registration Authority

2009年10月



Contents

- **Submission of Daily Attendance Reports (DAR)**
- **Validation Rules & Error Description**
- **Common Mistakes**
- **Green Card and Workers Registration Cards – Alignment of Expiry Dates**
- **Q & A**



How to Submit DAR

2 ways to submit DAR:

- **SATM**
- **CWRA Web Portal**



DAR Submission

CRMS-SATM

The screenshot displays the CRMS-SATM web application interface. The main window title is 'CRMS-SATM 總機組 [正常模式] [登入用戶: admin]'. The navigation menu includes '檔案', '工人管理', '參數設定', '出入記錄', '系統設定', '系統介面', and '報告'. A dialog box titled '提交每日的出勤 [PNC-SAM-0611]' is open, containing the following fields and buttons:

提交每日的出勤	
合約編號:	CWRA contract 01
提交日期時段:	28/11/2007
提交日子範圍:	24/11/2007 (Sat) - 30/11/2007 (Fri)
上次提交日期:	
<input type="button" value="傳送至 CWRA"/> <input type="button" value="匯出原始記錄"/> <input type="button" value="匯出經修訂記錄"/> <input type="button" value="退出"/>	

提交前，請檢查清楚“特殊出勤記錄 [PNC-SAM-0705]”的報告。如有需要，請使用“修改出勤記錄 [ENC-SAM-0613]”的功能修訂出勤記錄。



Web Portal Main Functions

- **Add general user account for different contracts**
- **Submit Weekly DAR**
- **Enquiry and Download Submission DAR**
- **View CWRA Reference Number and Change Contract Completion Date (Site Person Contact Email Address)**




Web Portal Submission

CWR CRMS LRM - Main Menu - Microsoft Internet Explorer

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

← 上一頁 · → · 搜索 · 我的最愛 · 移至 · 連結

網址(U) http://www.cwr.org.hk/LRMLRM_Ch/main.asp

 建造業工人註冊管理局
Construction Workers Registration Authority

主頁

LRM用戶設定

- [設定新用戶 \[LRM-WEB-001\]](#)
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[更改合約資料 \[LRM-WEB-003\]](#)

呈文報表

- [呈交每星期報表 \(DAR\) \[LRM-WEB-004\]](#)
- [呈交每月報表 \(GF527, GF527A & QTR\) \[LRM-WEB-004\]](#)
- [呈交 GF527核實結果 \[LRM-WEB-005\]](#)

查詢/下載

- [下載報表電子範本 \[LRM-WEB-006\]](#)
- [下載最新編號表 \[LRM-WEB-007\]](#)
- [查詢/下載已呈文報表 \[LRM-WEB-008\]](#)
- [查詢/下載已呈文 DAR 報表 \[LRM-WEB-009\]](#)
- [請求註冊/網上呈交管理員帳戶資料 \[LRM-WEB-010\]](#)

[登出](#)

網絡網絡




Web Portal Submission

CWRA CRMS LRM [LRM-WEB-001] - Microsoft Internet Explorer

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

← 上一頁 → 地址 http://www.cwra.org.hk/LRM/LRM_Ch/user_account.asp 移至 連結

 **建造業工人註冊管理局**
Construction Workers Registration Authority

設定新用戶 [LRM-WEB-001(1)]

承建商名稱: Construction Workers Registration Authority

用戶名稱*: 有效用戶

密碼*: 1za4fr8e

英文名稱*:

中文名稱:

用戶類別: General User

用戶組群: General User

可供選擇合約

xcv(xcvxc)

↓ ↓ ↓ ↑ ↑

已選擇合約

*欄位是必需輸入。

[返回主頁](#)

完成 網路網絡

開始 2 Messenger 收件匣 - Microsoft... CRMS Main Menu [Microsoft PowerPoin... 搜尋結果 CWRA CRMS LRM... CH 15:39




Web Portal Submission

CWRA CRMS LRM [LRM-WEB-004] - Microsoft Internet Explorer

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

上一步 后退 前进 刷新 搜索 我的最爱

網址(O) http://www.cwra.org.hk/LRM/LRM_Ch/FileSubmission_weekly.asp 移至 連結 »

 **建造業工人註冊管理局**
Construction Workers Registration Authority

呈交每星期報表 (DAR) [LRM-WEB-004(1)]

合約

承建商名稱

每日出勤表 (原始記錄)

每日出勤表 (經修正記錄)

請選擇呈交每日出勤表日期由 至

請選擇指定時段內的非工作日

<input type="checkbox"/> 24/11/2007 (星期六)	<input type="checkbox"/> 25/11/2007 (星期日)	<input type="checkbox"/> 26/11/2007 (星期一)
<input type="checkbox"/> 27/11/2007 (星期二)	<input type="checkbox"/> 28/11/2007 (星期三)	<input type="checkbox"/> 29/11/2007 (星期四)
<input type="checkbox"/> 30/11/2007 (星期五)		

[返回主頁](#)

開始 2 Messenger 收件匣 - Microsoft... CRMS Main Menu [Microsoft PowerPoin... 搜尋結果 CWRA CRMS LRM CH 15:42



Web Portal Submission

Cwra Crms Lrm [LRM-WEB-008] - Microsoft Internet Explorer

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

http://www.cwra.org.hk/LRM/LRM_ChSubmissionListDownload.asp

建造業工人註冊管理局
Construction Workers Registration Authority

查詢/下載已呈交報表 [LRM-WEB-008]

合約: 全部
合約名稱:
呈交報表種類: 全部
呈交年份 / 月份: 2007/11
狀態: 全部

備註: 當找尋準則改變, 請按 "找尋" 鍵重新取回記錄。

[返回主頁](#)

Go To / Total Page : 0

合約	合約名稱	承建商名稱	呈交報表種類	報表名稱	呈交年份 / 月份	電郵回覆日期 (DD-MM-YYYY HH:MM:SS)	確核報告電郵 日期 (DD-MM-YYYY HH:MM:SS)	呈文時間郵戳 (DD-MM-YYYY HH:MM:SS)	狀態	備註	最後更新 (DD-MM-YYYY HH:MM:SS)
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完成

2 Messenger 收件匣 - Microsoft... CPMS Main Menu [Microsoft PowerPoint 搜尋結果 Cwra Crms Lrm CH 15:41




Web Portal Submission

C WRA CRMS LRM [LRM-WEB-003] - Microsoft Internet Explorer

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

← 上一頁 · → 搜尋 ☆ 我的最愛

網址: http://www.cwra.org.hk/LRM/LRM_Ch/ContractSubmissionInfo_Edit.asp

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更改合約資料 [LRM-WEB-003]

合約: Testing contract(ge/2000/2000) [v]
[搜尋] [重設] [返回主頁]

合約	Testing contract (ge/2000/2000)		
CWRA 登記號碼	080200004		
合約呈交開始日期	2008/01/07	合約開始日期	2008/01/07
原定完成日期	2008/02/25	預計完成日期	2008/03/20 [選擇]
聯絡人	ct		
聯絡電郵	ct@cwra.org.hk		
呈交報表種類	<input checked="" type="checkbox"/> DAR	<input checked="" type="checkbox"/> GF527A	
	<input type="checkbox"/> GF527	<input type="checkbox"/> QTR	

[提交] [重設]

完成 網絡網絡



Our Validation Rules

1.	Check the version of e-form
2.	The contract no. should exist in the database and match with the submitted e-form's contract no.
3.	The CWRA reference no. should exist in the database
4.	Construction workers registration no. and card serial no./card sequence no. should exist in the database
5.	Punch type should be either I (In) or O (Out)



Our Validation Rules

6.	Punch date should be within the reporting week
7.	Punch date should be in valid date format (YYYY/MM/DD)
8.	Practising trade codes should exist and be active in the database
9.	If non-working day is not selected then the submitted DAR file should show attendance for that day.



Our Validation Rule

10.	The Practising trade should be a registered trade (if the Practising trade of a worker was not a registered trade, the DAR report should display C406 (General Worker) in the Practising trade column of that worker)
11.	The worker's attendance records should be in pair
12.	Punch-in time and punch-out time in a pair should not be the same
13.	Missing mandatory items (Such as Contract Number, CWRA Reference Number, Worker Registration Number, Card Serial Number, Date and Trade Code)
14.	Duplicate Records in submitted e-form



DAR Excel File Template

To: Registrar of Construction Workers

致：建造業工人註冊主任

Site Daily Attendance Report (RAW Data)

工地每日出勤表 (原始記錄)

Contract No. / BOO Ref. No.:
合約編號 / 屋宇署參照編號

CWRA Reference No.:
CWRA參考編號

Notes:
註釋:

Please read carefully the following notes before completing and submitting your report to the Construction Workers Registration Authority.
請於填寫及遞交報表予建造業工人註冊管理局前，細閱下列註釋。

1. Please input either the card sequence no. printed on the lower right corner at the back of Construction Workers Registration Card or the card serial no. stored in the Construction Workers Registration Card.
1. 請輸入建造業工人註冊證背面右下角的卡序號或儲於註冊證內的序列號。
2. If the construction worker is a registered skilled worker or semi-skilled worker but is not carrying out the construction work of his/her registered trade(s) on the construction site, please input C406 (General Worker) as the practising trade code.
2. 註冊為註冊熟練技工或註冊半熟練技工的建造業工友，如於建造工地進行非其註冊工種的工作，請輸入C406 (普通工人)為其從事工作的工種代號。
3. For overnight work, please add an "OUT" record at the end of day (23:59:59) and an "IN" record at the start of the following day (00:00:00) to the attendance record.
3. 如建造業工友需通宵工作，須要在當日的終結時加入“出”記錄 (23:59:59) 和在緊接之日的開始時加入“進”記錄 (00:00:00)。

Construction Workers Registration No. 建造業工人註冊編號	Card Serial No. / Card Sequence No. (See Note 1) 卡序號 / 序列號 (註解 1)	IN/OUT (I / O) 進/出 (I / O)	IN/OUT Date (yyyy/mm/dd) 進/出日期 (年/月/日) For example: 1 January 2007 should record as "2007/01/01" 例子: 2007年1月1日應輸入 "2007/01/01"	IN/OUT Time (hh:mm:ss) 進/出時間 (時:分:秒) For example: 3:03pm should record as "15:03:00" 例子: 下午3時3分0秒應輸入 "15:03:00"	Practising Trade Code (See Note 2) 從事工作的工種代號 (註解 2)



DAR Excel File Template

To: Registrar of Construction Workers
致：建造業工人註冊主任

Site Daily Attendance Report (Consolidated Data)
工地每日出勤表 (經修訂記錄)

Contract No. / BOO Ref. No.: 合約編號 / 屋宇署參照編號			CWRA Reference No.: CWRA參考編號			
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Notes:
註釋:

Please read carefully the following notes before completing and submitting your report to the Construction Workers Registration Authority.
 請於填寫及遞交報表予建造業工人註冊管理局前，細閱下列註釋。

- Please input either the card sequence no. printed on the lower right corner at the back of Construction Workers Registration Card or the card serial no. stored in the Construction Workers Registration Card.
 1. 請輸入建造業工人註冊證背面右下角的卡序號或儲於註冊證內的序列號。
- If the construction worker is a registered skilled worker or semi-skilled worker but is not carrying out the construction work of his/her registered trade(s) on the construction site, please input C406 (General Worker) as the practising trade code.
 2. 註冊為註冊熟練技工或註冊半熟練技工的建造業工友，如於建造工地進行非其註冊工種的工作，請輸入C406 (普通工人)為其從事工作的工種代號。
- For overnight work, please add an "OUT" record at the end of day (23:59:59) and an "IN" record at the start of the following day (00:00:00) to the attendance record.
 3. 如建造業工友需通宵工作，須要在當日的終結時加入“出”記錄 (23:59:59) 和在緊接之日的開始時加入“進”記錄 (00:00:00)。

Construction Workers Registration No. 建造業工人註冊編號	Card Serial No. / Card Sequence No. (See Note 1) 卡序號 / 序列號 (註解 1)	IN/OUT (I / O) 進/出 (I / O)	IN/OUT Date (yyyy/mm/dd) 進/出日期 (年/月/日) For example: 1 January 2007 should record as "2007/01/01" 例子: 2007年1月1日應輸入 "2007/01/01"	IN/OUT Time (hh:mm:ss) 進/出時間 (時:分:秒) For example: 3:03pm should record as "15:03:00" 例子: 下午3時3分0秒應輸入 "15:03:00"	Practising Trade Code (See Note 2) 從事工作的工種代號 (註解 2)



Validation Report Error Description

1	Check the version of e-form	Invalid version of e-form (Please update the version by downloading from CWRA website and resubmit) 電子報表版本無效 (請從在 CWRA 網站下載更新電子報表版本及重新呈交)	Invalid DAR File 呈交不正確DAR		
2	The contract no. should exist in the database and match with the submitted e-form's contract no	No record of the entered public works contract no/BD Reference No.. 公共工程合約號碼/屋宇署檔號未有記錄	Missing Public Works Contract No/BD Reference No. 缺少公共工程合約號碼/屋宇署檔號		
3	The CWRA reference no. should exist in the database	No record of the entered CWRA Reference No. 建造業工人註冊管理局檔號未有記錄	Missing CWRA Reference No. 缺少建造業工人註冊管理局檔號		
4	Construction workers registration no. and card serial no./card sequence no. should exist in the database	No record of worker registration no. 工人註冊編號未有記錄	Mismatched Worker registration no. and card serial/sequence no 工人註冊編號與卡序號/序列號不配對	Invalid worker registration card 工人註冊証無效 (2) - Void Card (After Issued) (6) – Damage Card (After Issued) (7) – Lost Card (After Issued)	Worker's registration card expired 工人註冊証過期



Validation Report Error Description

5	Punch type should be I or O	Incorrect IN/OUT type 進入/外出類別不正確	
6	Punch date should be within the submission period e.g. submission period is 5-06-2006 to 11-06-2006 then the punch date should be within 5-06-2006 to 11-06-2006	IN/OUT date is not within the reporting week 進入/外出日期不在匯報週之內	
7	Punch date should be in valid date format	Incorrect IN/OUT date format 進入/外出日期格式不正確	Incorrect IN/OUT time format 進入/外出時間格式不正確
8	Practising trade code should exist and active in the database	Incorrect /In-active trade code 工種代號不正確/無效	
9	If non-working day is not selected then the submitted DAR file should have attendance records for that day.	Missing attendance record for working day [date] 缺少施工日的出勤記錄 [date]	



Validation Report Error Description

10	The Practising trade should be a registered trade (if the Practising trade of a worker was not a registered trade, the DAR report should display C406 (General Worker) in the Practising trade column of that worker)	Practising trade should be a designated trade or General Worker (code no.C406) 從事工作的工種應為指定工種或普通工人類別 (代號C406)	
11	The worker's attendance records should be in pair	Daily attendance records are not in pair(s) (registration no. [reg_no]), 每日出勤記錄未能成對 (註冊編號 [reg_no])	The first daily attendance record should be an IN and the last daily attendance record should be an OUT registration no. [reg_no] 每日的第一個出勤紀錄應為進入及最後一個出勤紀錄應為外出 (註冊編號 [reg_no])
12	Punch-in time and punch-out time in a pair should not be the same	IN and OUT time should not be the same 進入和外出時間不應相同	



Validation Report Error Description

13	Missing mandatory items	Missing worker registration no. 缺少工人註冊編號	Missing card serial no./card sequence no. 缺少卡序號 / 序列號	Missing attendance record type (IN (I) /OUT (O)) 缺少出勤記錄類別 (進入(I)/外出(O))	Missing IN/OUT time 缺少進入/外出時間
		Missing IN/OUT date 缺少進入/外出日期	Missing Practising trade code 缺少從事工作的工種代號	Missing Essential Field 缺少必須資料	
14	Duplicate Records in submitted e-form	Duplicate attendance records 重複出勤記錄			



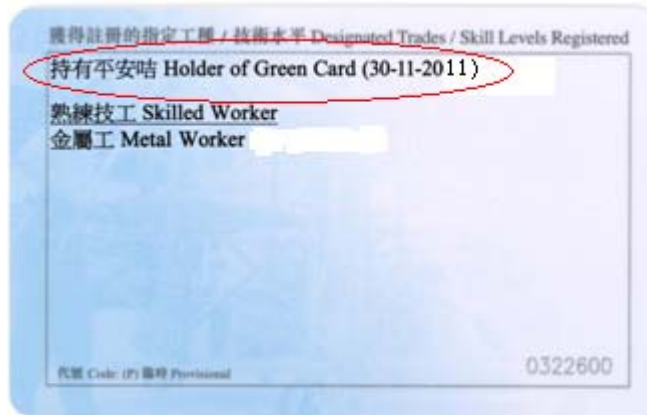
Validation Report Error Description

Validation Report Error Description	Error Details	Remarks
Invalid Worker Registration Card 工人註冊証無效 (2)	Void Card (After Issue) 失效卡 (發出後)	Please contact CWRA 請聯絡工 人註冊管理局- 28715500
Invalid Worker Registration Card 工人註冊証無效 (3)	Damaged Card 內部損壞卡	Please contact WRO 請聯絡工 人註冊處- 28731911
Invalid Worker Registration Card 工人註冊証無效 (4)	Void From QC 品質檢驗失敗	Please contact WRO 請聯絡工 人註冊處- 28731911
Invalid Worker Registration Card 工人註冊証無效 (5)	Internal Lost Card 內部遺失卡	Please contact WRO 請聯絡工 人註冊處- 28731911
Invalid Worker Registration Card 工人註冊証無效 (6)	Damaged Card (After Issue) 損 壞卡(發出後)	Please contact CWRA 請聯絡工 人註冊管理局- 28715500
Invalid Worker Registration Card 工人註冊証無效 (7)	Lost Card (After Issue) 遺失卡 (發出後)	Please contact CWRA 請聯絡工 人註冊管理局- 28715500
Invalid Worker Registration Card 工人註冊証無效 (8)	Not Formally Issued Card 未正 式發出卡	Please contact WRO 請聯絡工 人註冊處- 28731911

IT Enquiry Email : it-enquiry@cwra.org.hk



Green Card and Workers Registration Cards – Alignment of Expiry Dates



- Starting November 2009, construction worker may opt for aligning the expiry date of Workers Registration Card and “Green Card”



Contact Us

Registration Head Office :

Enquiry :(852) 2873 1911

Fax :(852) 2873 6211

Enquiries on Workers Registration Offices, Registration matters and Application

Email : wro-enquiry@cwra.org.hk

Authority Secretariat :

Tel :(852) 2871 5500

Fax :(852) 2870 1068

General Enquiry Email : info@cwra.org.hk

Enquiries and Technical Support regarding **CRMS, SATM, SAM Card, Completion Notice and DAR**

IT Enquiry Email : it-enquiry@cwra.org.hk

Website: <http://www.cwra.org.hk>



Q & A



建造業工人註冊管理局
Construction Workers Registration Authority

