

CASTLE

Time Management System

Operation Manual

Version 1.x

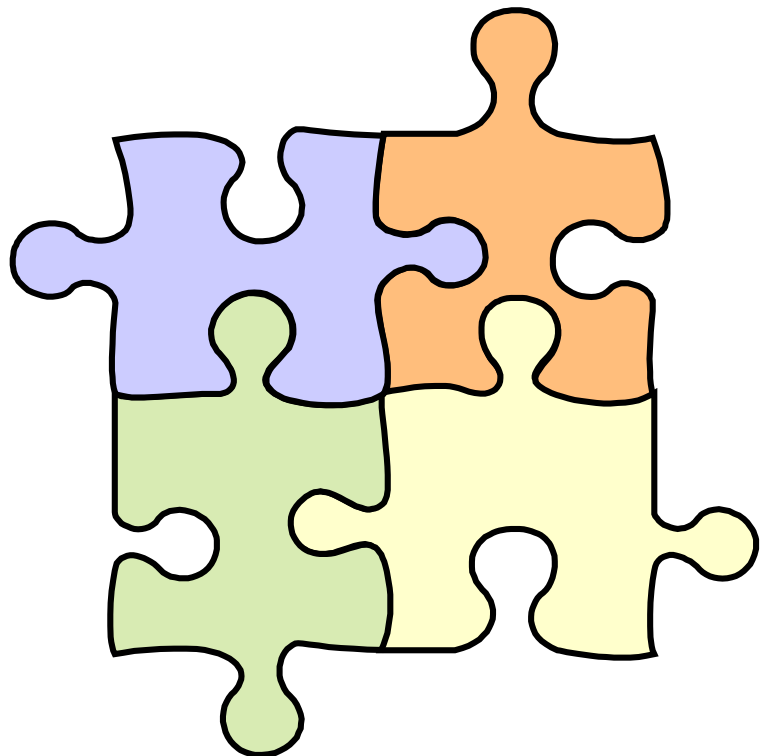
Time Management System

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Software Installation Guide



1 Software Installation

- 1) Insert the installation CD into your CD ROM.
- 2) Proceed to Disk1 Folder
- 3) Execute setup.exe (see diagram 2.0)

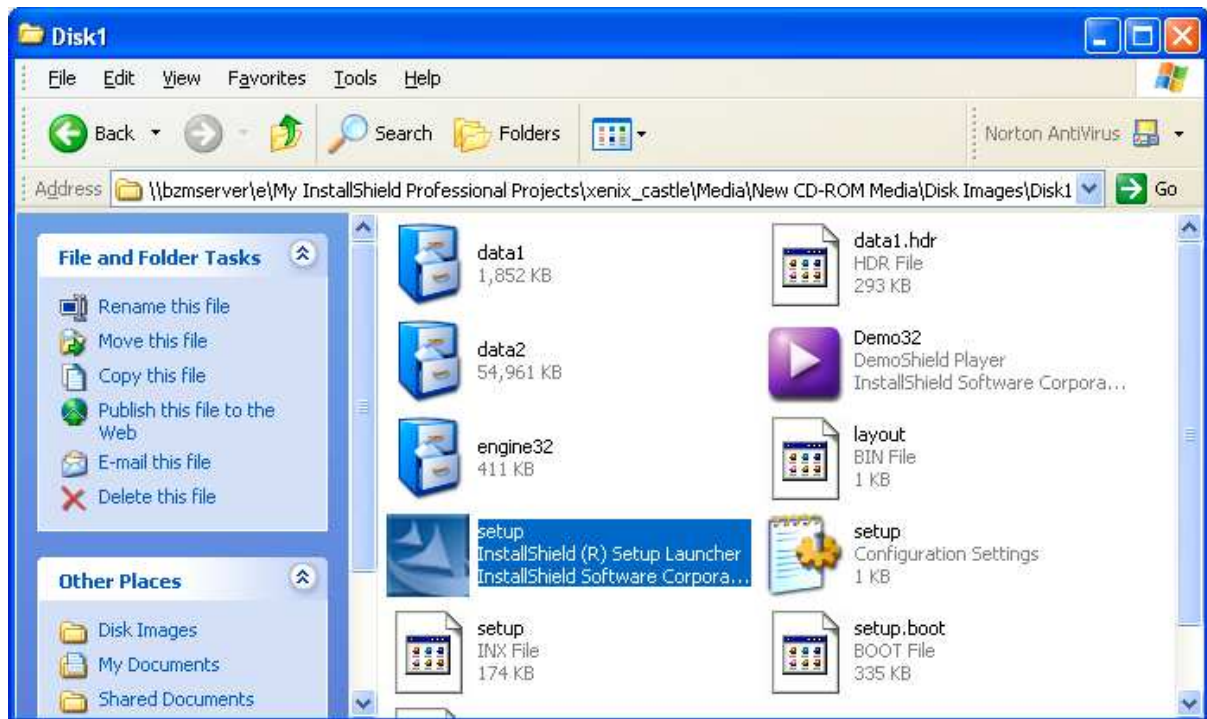


Diagram 2.0

- 4) You will get the initialize screen (diagram 2.1) after execute setup.exe.

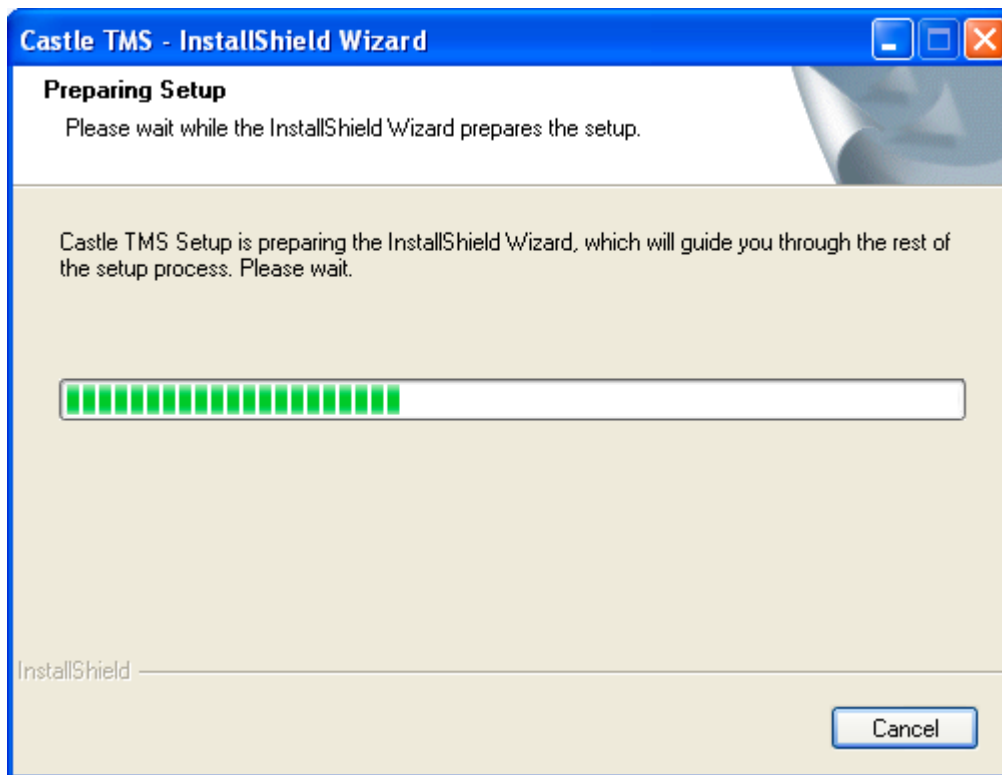


Diagram 2.1

- 5) After the initialize screen, you will reach the welcome screen (diagram 2.2). Click the "Next >" button to continue the setup process.

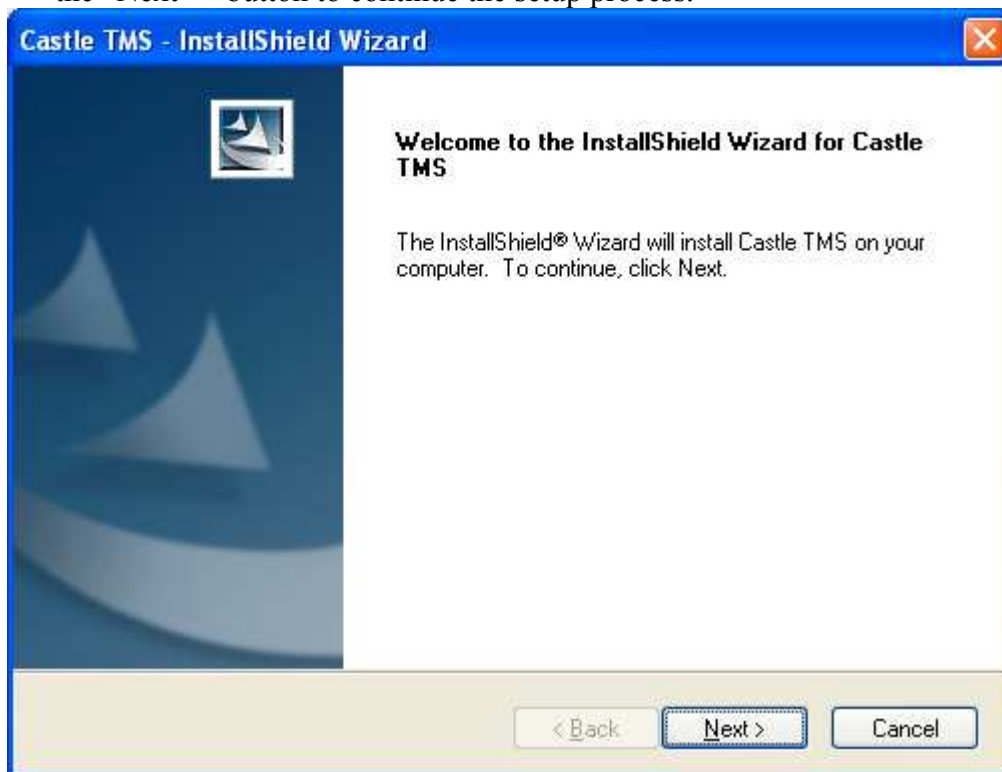


Diagram 2.2

- 6) Choose “I accept the terms of the license agreement” and click the “Next >” button to proceed to the next step.

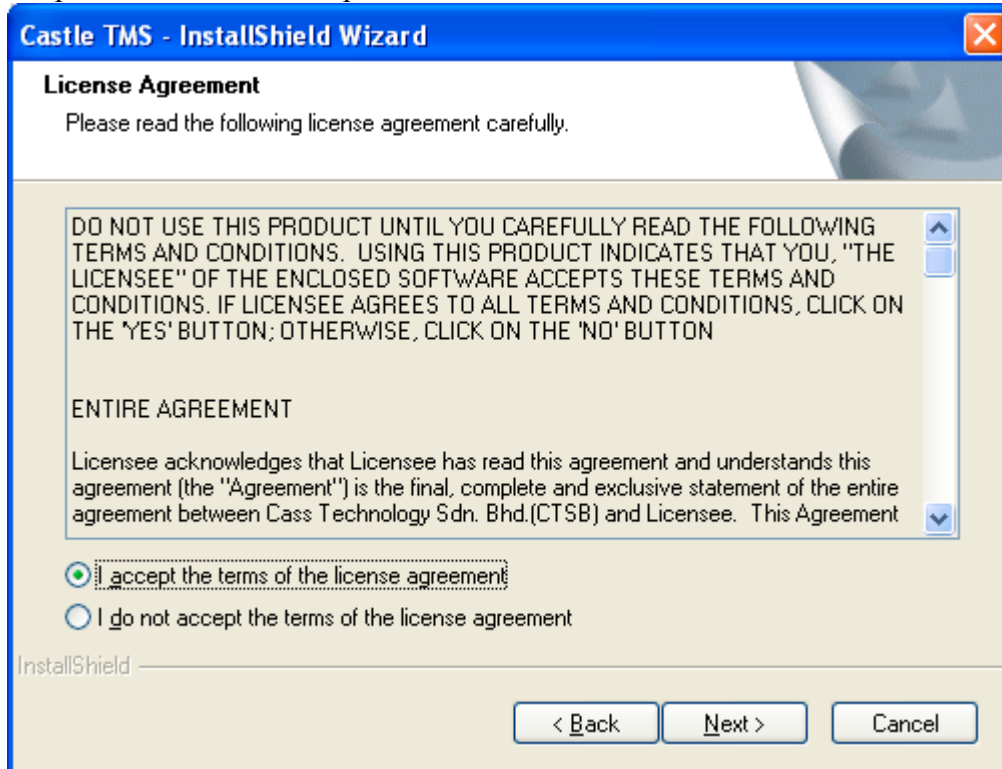


Diagram 2.3

- 7) Fill in the details and click the “Next >” button to continue.

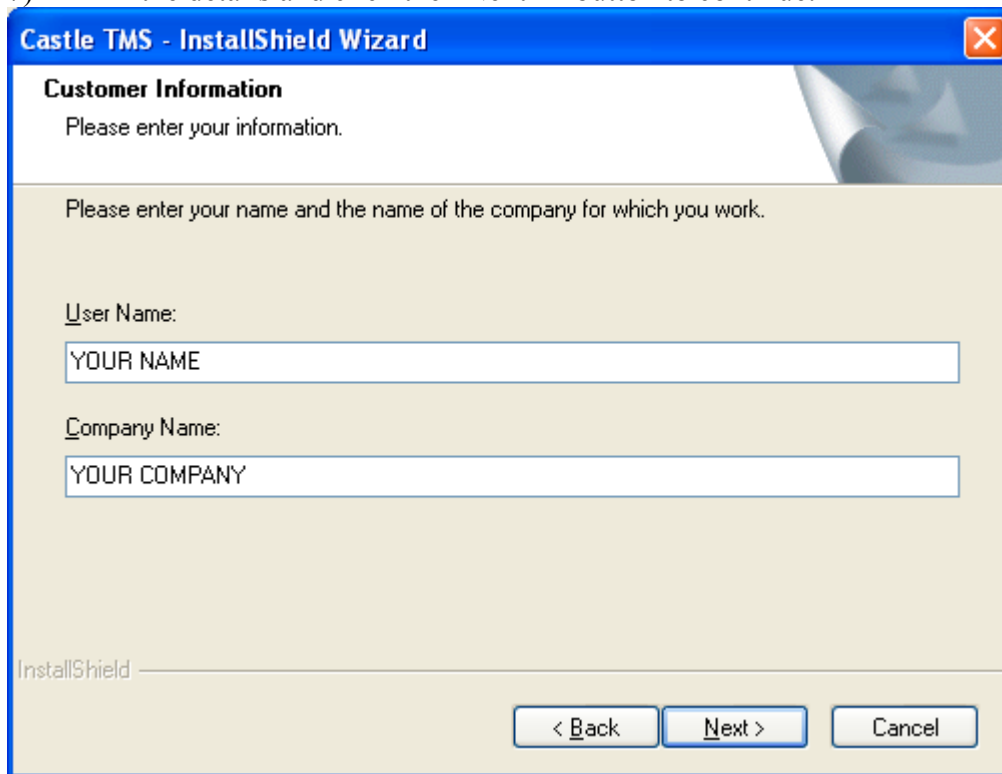


Diagram 2.4

- 8) Choose “Complete” and click the “Next >” button to continue.

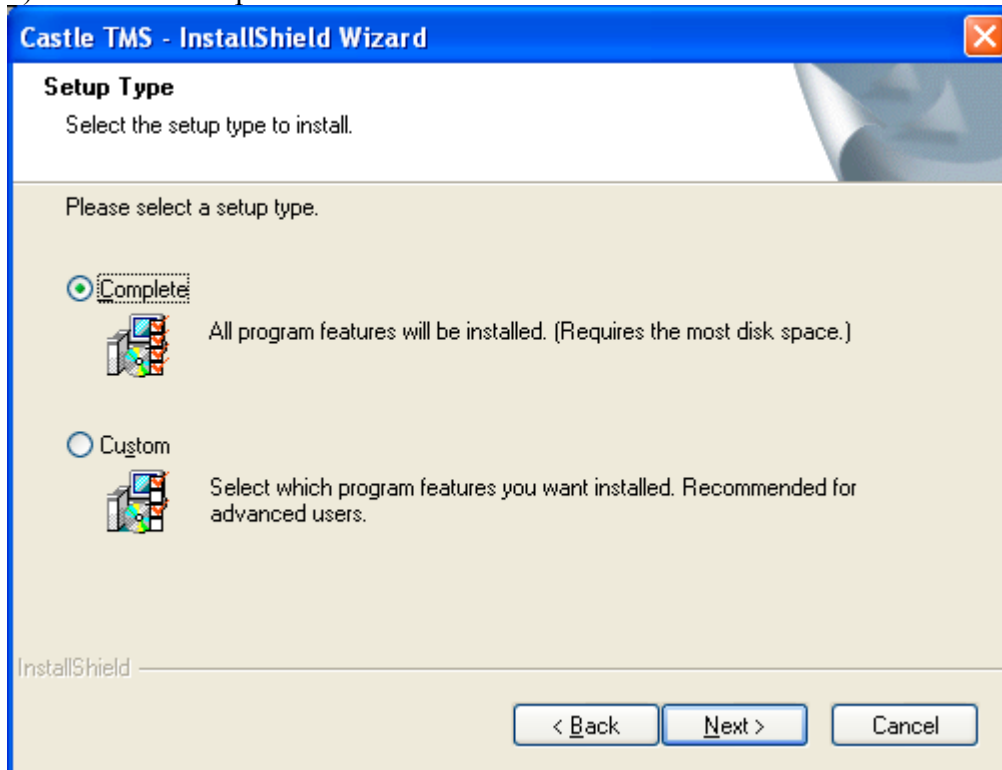


Diagram 2.5

- 9) Click the “Install” button to start the installation.

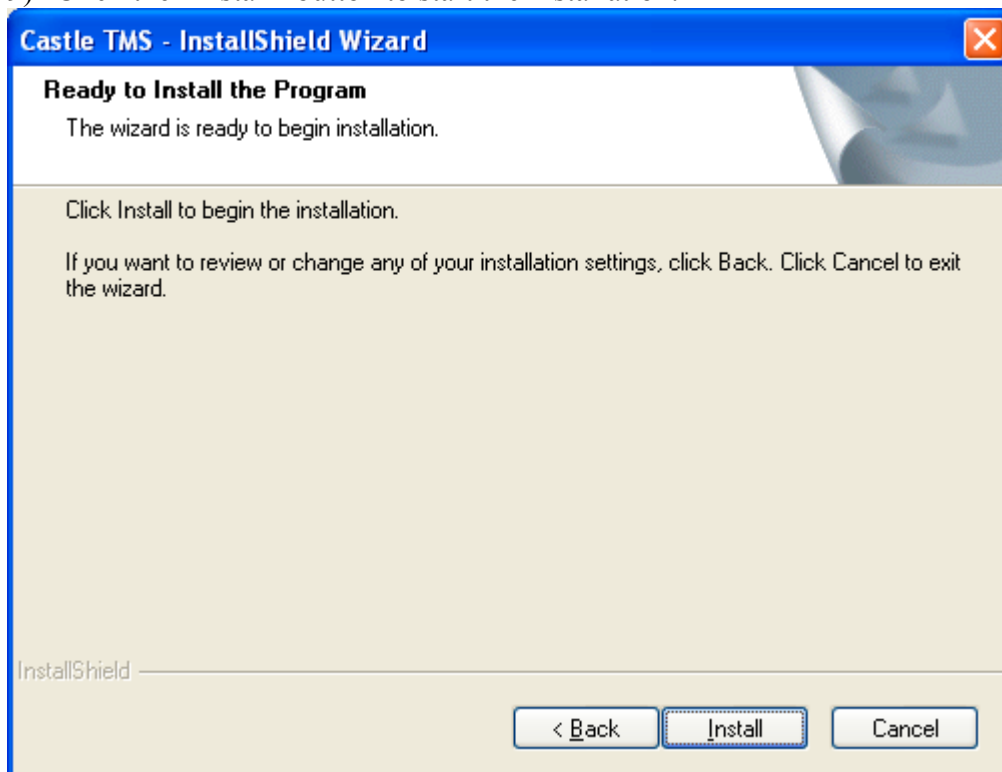


Diagram 2.6

- 10) Starting to install the system to your hard drive. This process might take a few minutes.

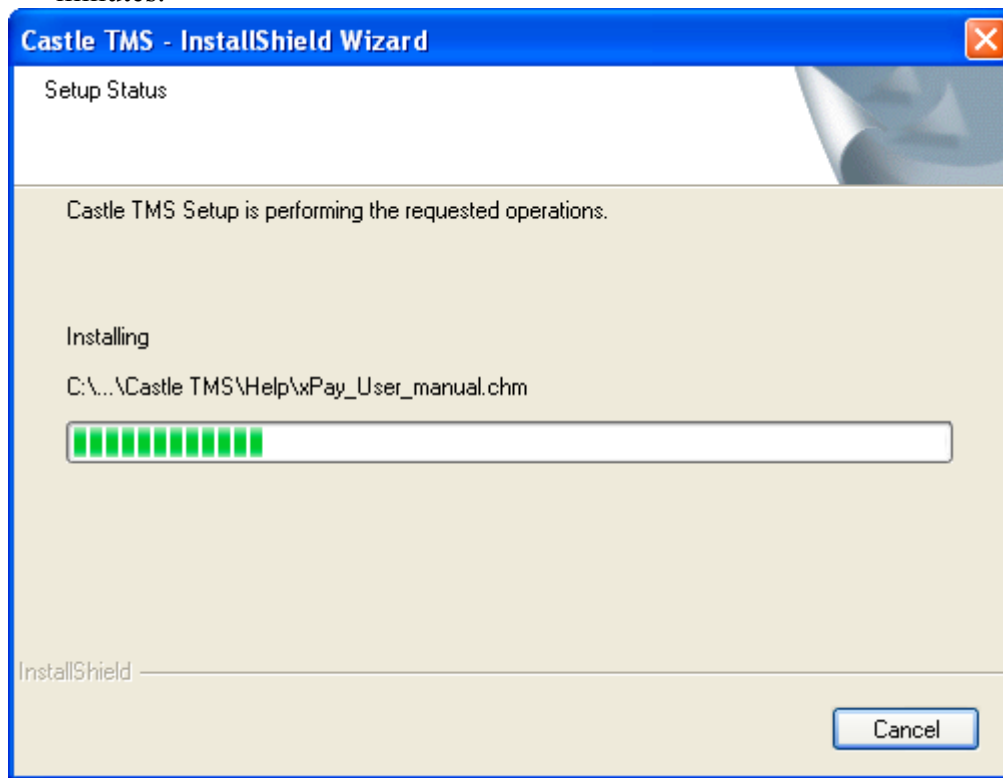


Diagram 2.7

- 11) After completed the installation process you will get the following screen. Choose “Yes, I want to restart my computer now” and click “Finish” to restart your computer or choose “No, I will restart my computer later” to restart your computer later.

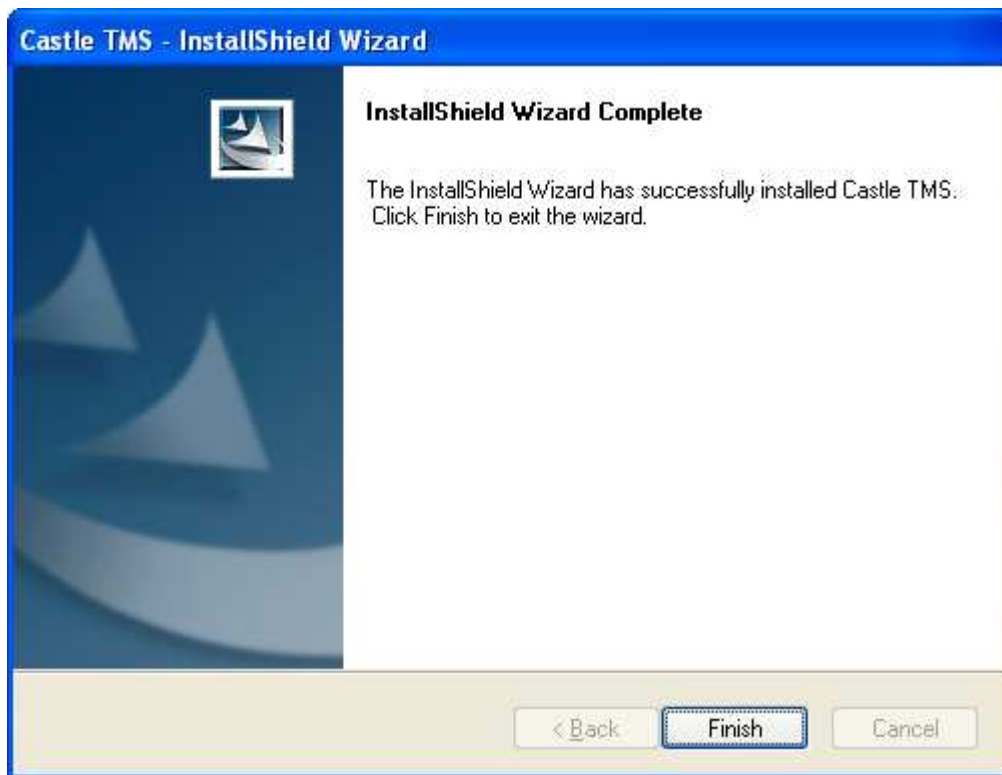
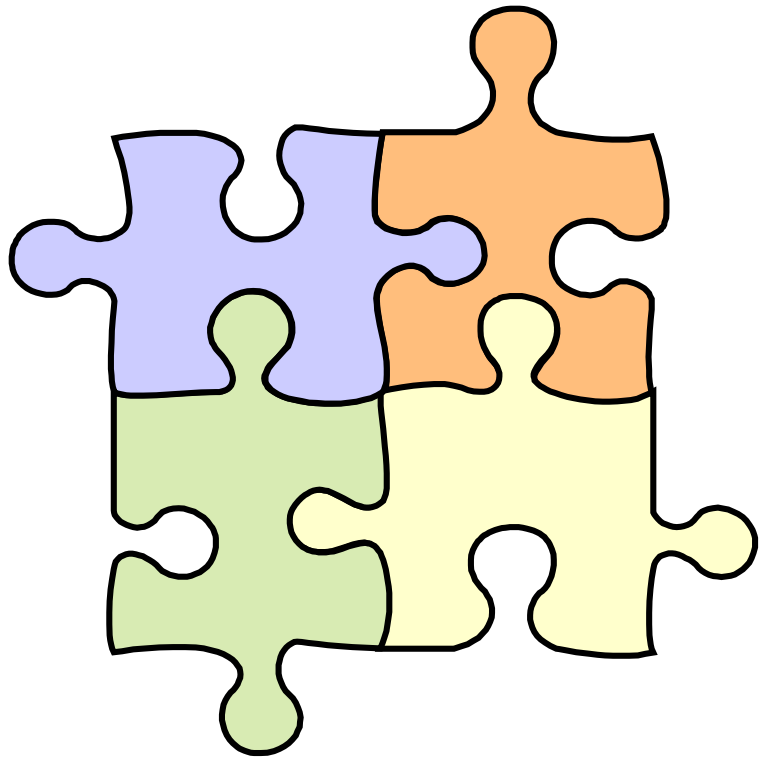


Diagram 2.8

Software Operation Guide



2 Castle TMS Quick Start Guide

This chapter will briefly introduce on how to start the system, login and interface overview.

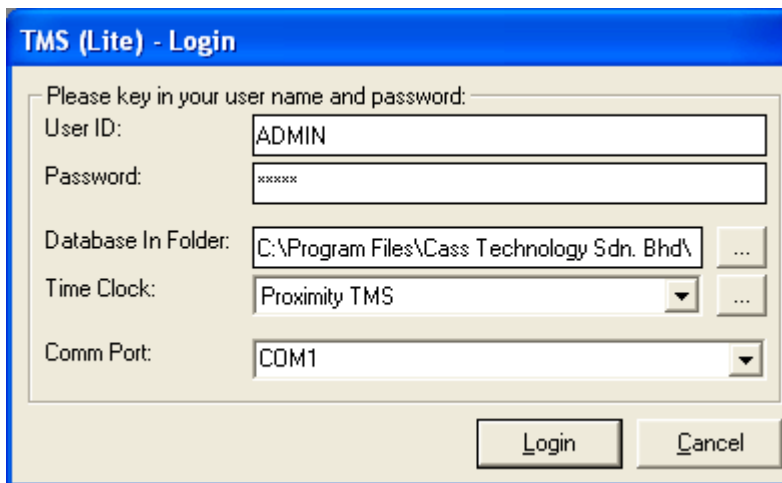
2.1 How to start Castle TMS?

To Start Castle TMS, at Windows Start Menu.

Go to Programs -> Castle TMS -> CastleTMS

2.2 How to login to the system

Enter '*admin*' under User ID Column, and your password will be '*admin*'. You can change the User ID. and password later on.



TMS (Lite) - Login

Please key in your user name and password:

User ID: ADMIN

Password: xxxxx

Database In Folder: C:\Program Files\Cass Technology Sdn. Bhd\ ...

Time Clock: Proximity TMS ...

Comm Port: COM1

Login Cancel

- **User ID** and **Password** – Provide a valid **User ID** and **Password** to login to the system.
- **Database In Folder** – Select the directory where the database is located.
- **Time Clock** – Specify what type of time recorder being used.
- **Comm Port** – Select the **Serial Port** that links to the time recorder.

2.3 User Interface Overview

We will briefly describe the general features in this chapter. Upon the successful login to the system, you will see the main screen, on top will be the main menu button for general controlling, on your left bottom will be the employee list, and on your right will be the modules that group similar functions or under its category.

Current Attendance Module (Only for Real-Time Mode)

Current Attendance Module shows the latest attendance transactions downloaded from the time recorder since the last download, you can only see this module if you are using Real-Time mode (real-time mode means the system pulls data directly from the time recorder)

Castle TMS Lite Ver. 1.03 [ABC SDN. BHD.]

Backup Database Compact Database Help Exit

Employee List

Employee Name

ABINANDA RAI

AMAR BAHADUR GHARTI

AUNG KHANT ZAW

AUNG SAN

AUNG THAN TUN

AUNG THEIN MYINT

AUNG YE ZAW

AYE LWIN

AZAHARI BIN MOHD TAIB

AZHAR ALI

BALAL

BASCHU MIAH

BECHU SAH TELI

BHIM BAHADUR RAI

BUJAY KUMAR DURA

BIRENDRA KUMAR ANGDEMBE

BISHNU RAM RAI

BOM BAHADUR BARAL

C.RASU

CHAN KOK PIN

CHAN THOONG ENG

CHAN TYNG FONG

CHEAH SOON CHEONG

CHEE JEE SIANG

CHEEN CHONG FEI

CHEONG WAN HENG

CHEW GEOK SEE

CHIN CHIN HOONG

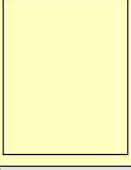
CHOCKALINGAM SELVARAJ

Active Inactive All

Current Attendance

Employee Time Attendance Leave Setup Tools

Current Time Attendance

No.	Date	Time	Emp.ID	Name	Card No.	Shift ID.	Dept ID	Photo
1	2005/10/12	22:22:38		Controller Reset	FFFFFF			
2	2005/10/12	22:24:06		-Master Login	0000000009			
3	2005/10/12	22:24:06	Unknown	Card Not Belong To This Company	0000000009			
4	2005/10/12	22:26:19		-Master Login	0000000009			
5	2005/10/12	22:26:19	Unknown	Card Not Belong To This Company	0000000009			
6	2005/10/12	22:27:57		-Master Login	0000000009			
7	2005/10/12	22:27:57	Unknown	Card Not Belong To This Company	0000000009			
8	2005/10/12	22:28:53	Unknown	Card Not Belong To This Company	0000000009			

Name:

ID. Card No.

NRIC No.

Shift / Workhour ID.

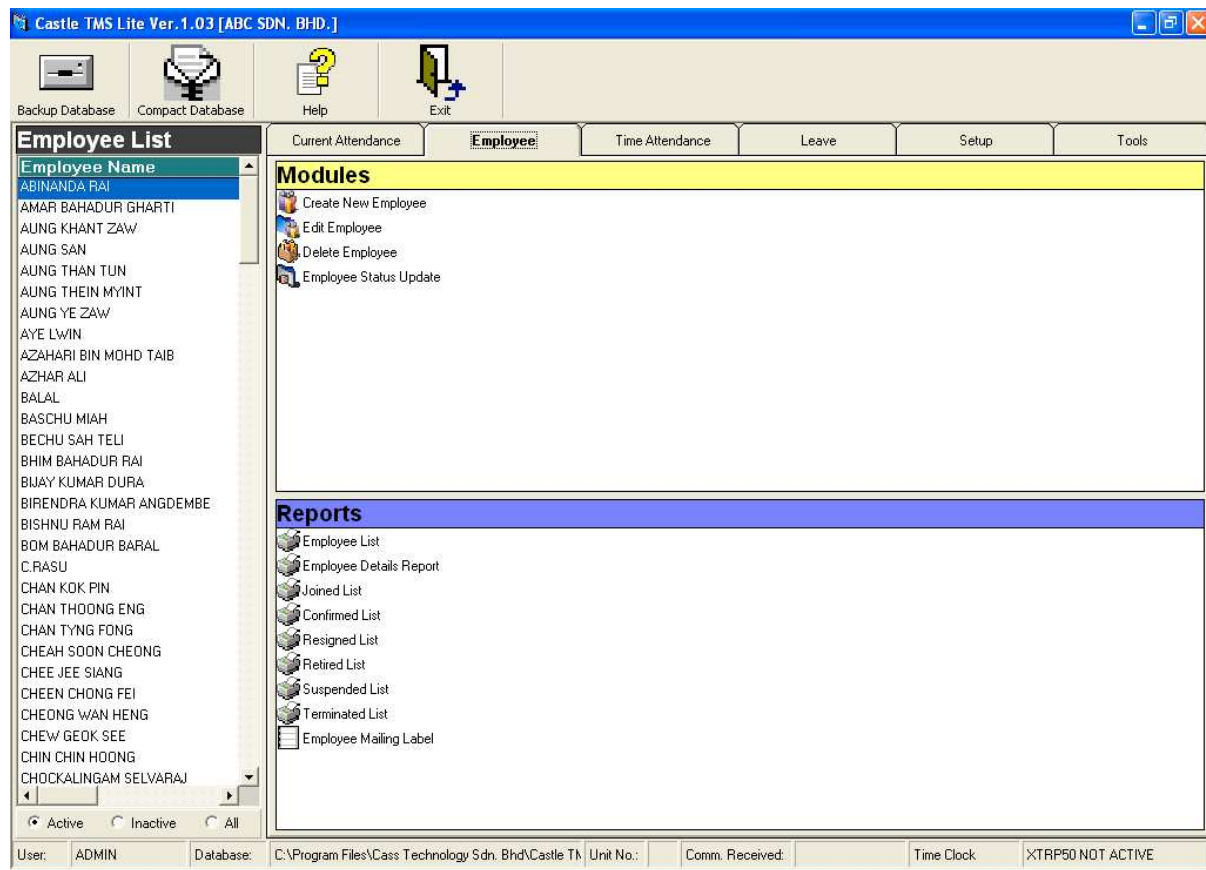
Department ID.

Status:

User: ADMIN Database: C:\Program Files\Cass Technology Sdn. Bhd\Castle TM Unit No.: 0 Comm. Received: Time Clock: XTRF30

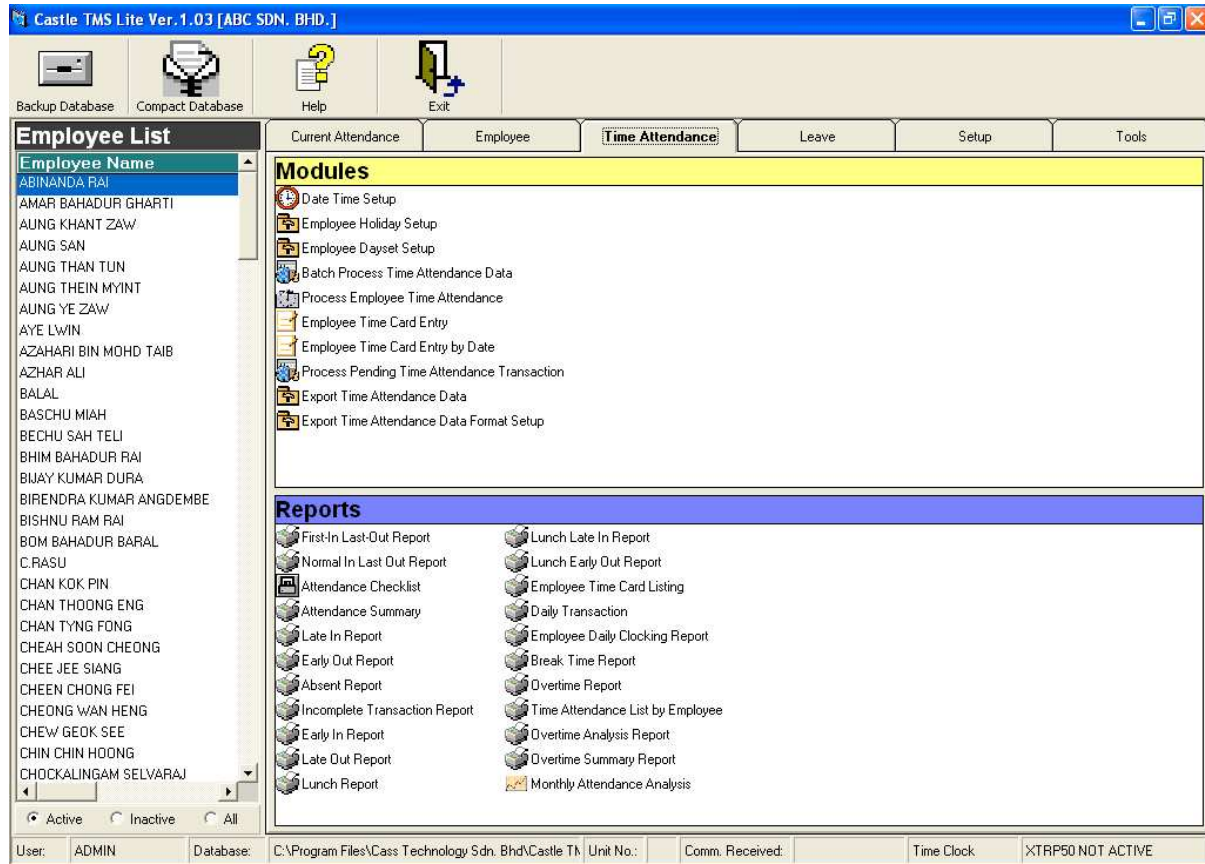
Employee Module

Employee Tab consists of features that manage the employee information. Such as create new employee, employee details amendment delete or update the status of the employee.



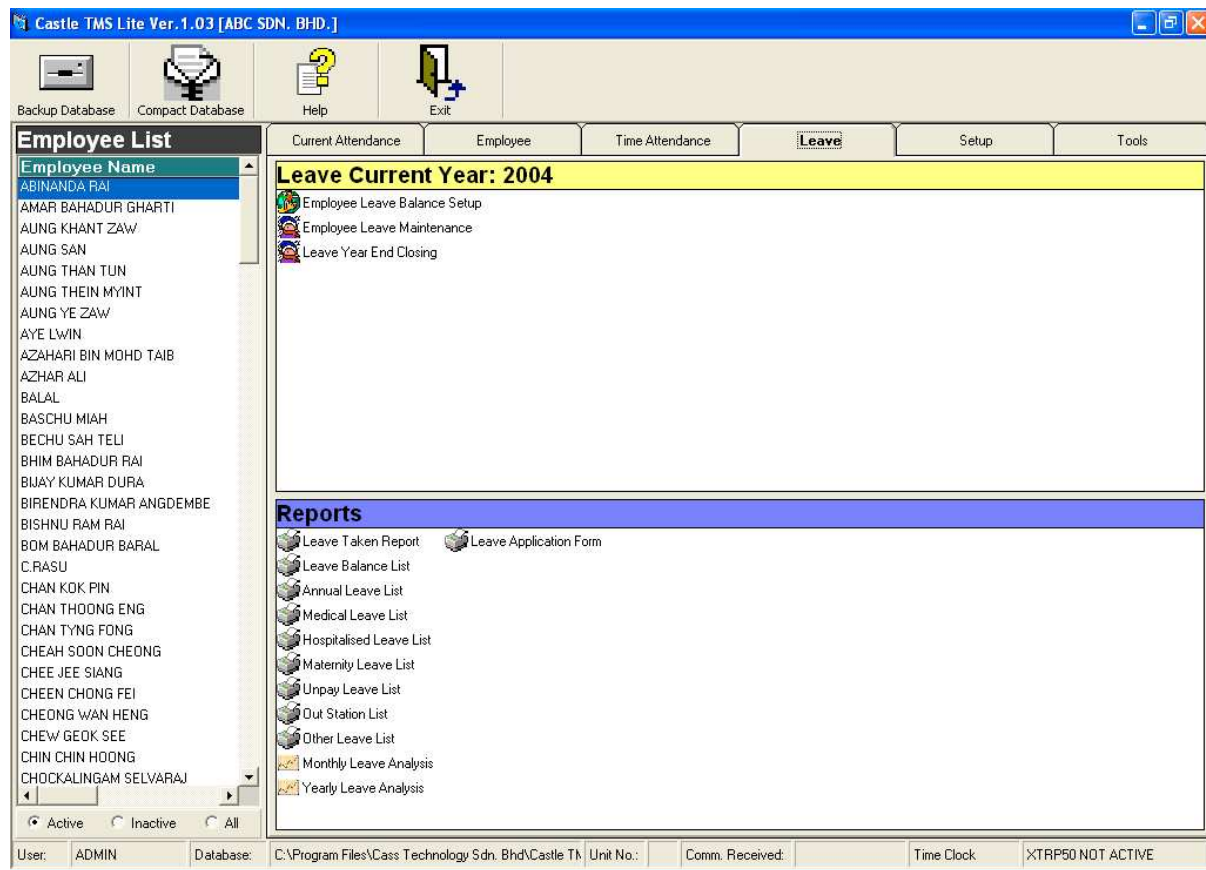
Time Attendance Module

Time attendance modules contain all the functions that regarding to time attendance. Such as setting up the date/time of the time recorder, process attendance data, amend or check the result that processed by the system, reporting and etc.



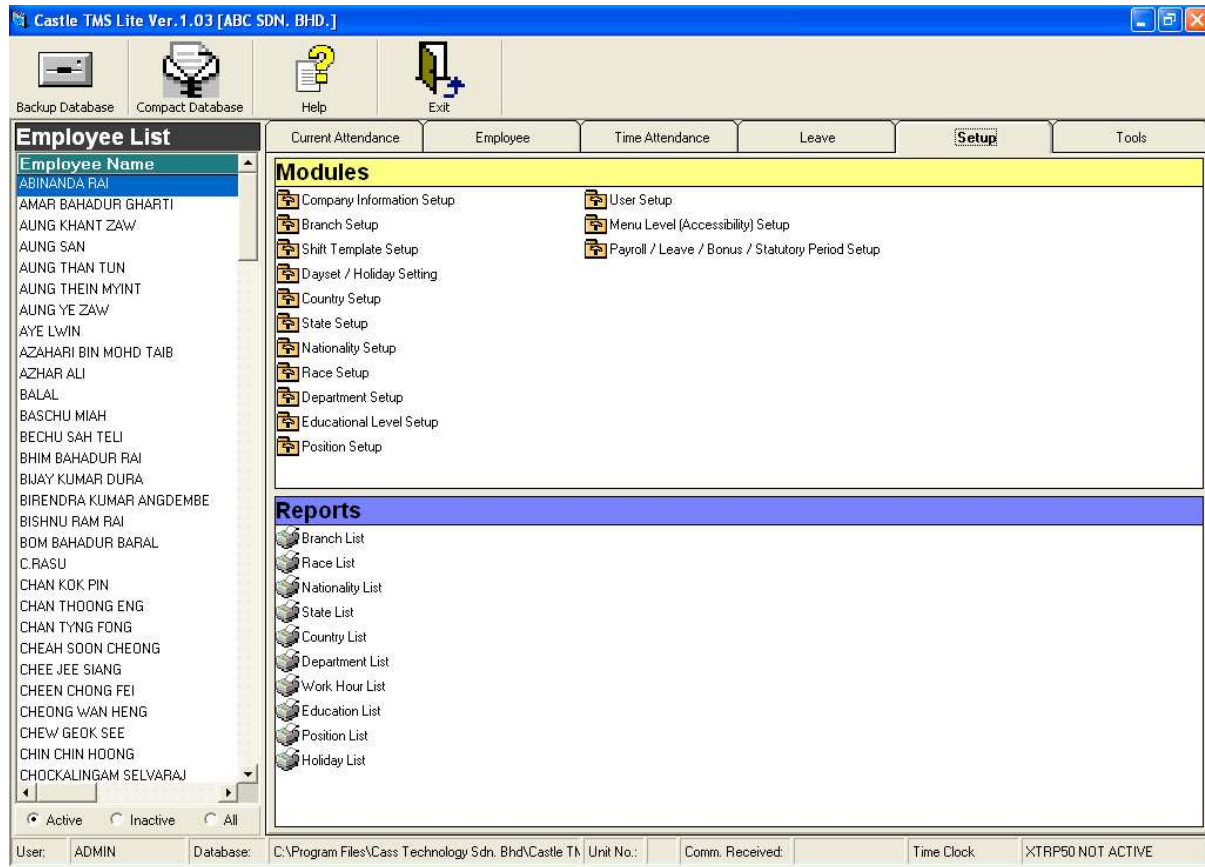
Leave Module

Leave module manages employee leaves application which including annual leaves, unpaid leaves, medical leaves, etc.



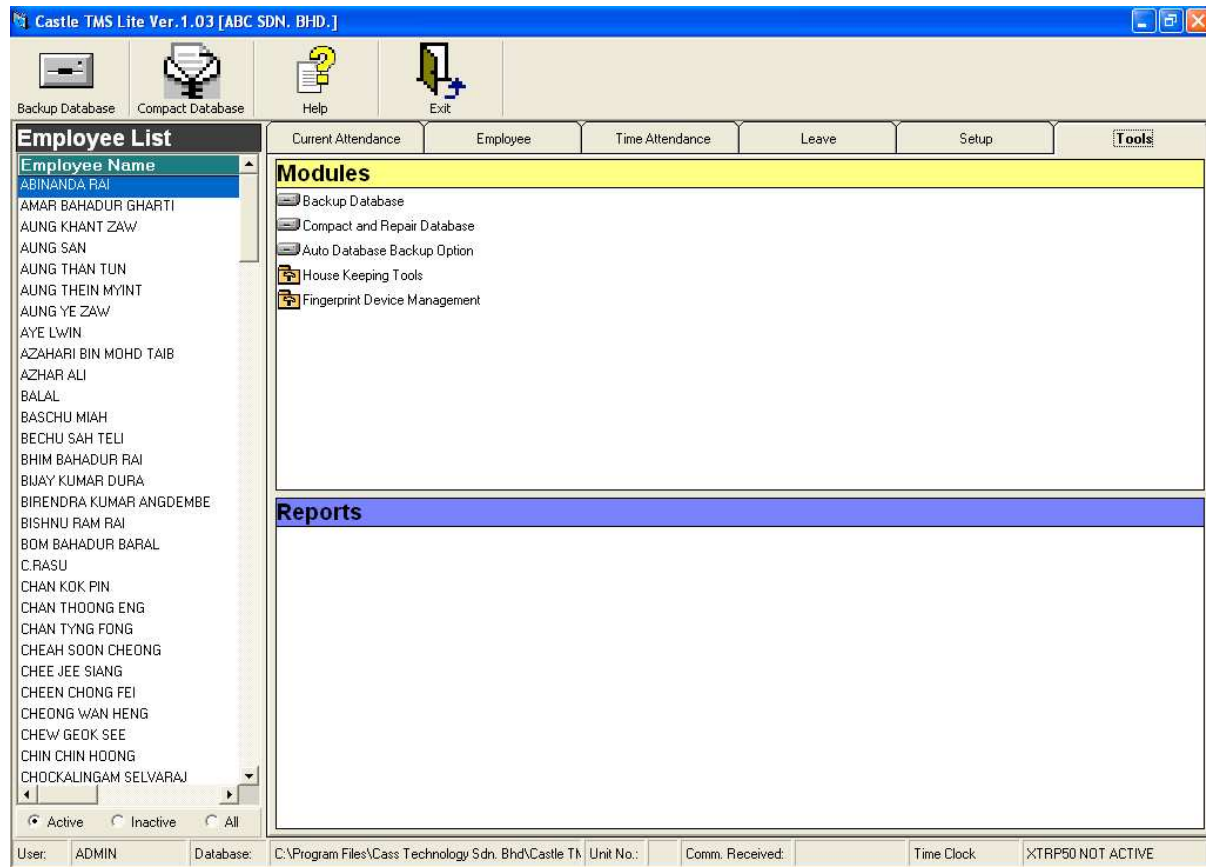
Setup Module

Setup module allows you to do all the general setting that required by the system. Such as, the setting of company information, timetable, department, position and etc.



Tools Module

Tools Module serves the purpose of backup, restore, database housekeeping and etc.



3 Shift Setting

This chapter will show you how to handle the setting of a timetable and others related features.

3.1 How To Define Time Table

For example we have two shifts for Company ABC:

OFFICE Shift

Working Hour	Mon – Fri	9 AM – 5 PM			
	Sat	9 AM – 1 PM			
	Sun	Off day			
Lunch Hour	Mon – Fri	1 PM – 2 PM			
Overtime	Mon – Sat	Start after 5 PM	Rate:1.5	Round to the nearest 30 Min.	
	Sun	Start from 9 AM	Rate:2.0	Round to the nearest 30 Min.	
* At lease work 30 min. only consider is OT. No limit of OT hour.					
Grace In Minute	5 Min				

FACTORY Shift

Working Hour	Mon – Sat	8 AM – 5 PM			
	Sun	Off day			
Lunch Hour	Mon – Sat	1 PM – 2 PM			
Overtime	Mon – Sat	Start at 5:15 PM	Rate:1.5		
	Sun	8 AM – 5 PM	Rate:1.5	After 5 PM	Rate: 2.0
* Every OT. Minute counts.					
* Limit to 5 hours of OT per day, except Sunday, holiday and other non working day.					
* Sunday, holiday and other non working day, deduct 1 hour lunchtime from OT hours.					
Grace In Minute	No Grace In Minute. Must be puncture.				

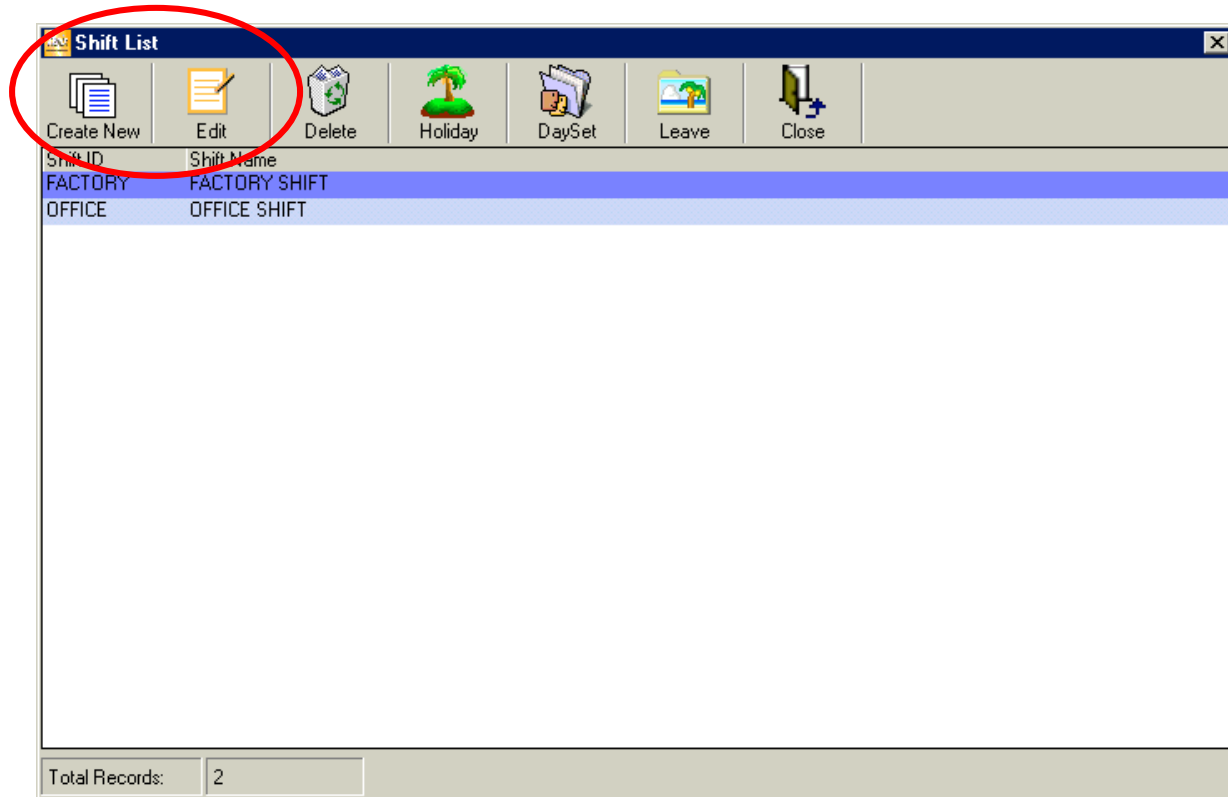
The following will shows how to do the timetable setting for both of the shifts base on the above scenarios.

How To Create / Change The Settings Of A Time Table

Under **Setup** Module, double click on **Shift Template Setup**.

To create/change a shift, select create/edit button appears on top of shift template window.

First click on the **Create New** button to create a new shift name 'FACTORY' and follow by another shift name 'OFFICE'. To change the setting of the shift, click on the **Edit** button.



Define Normal Working Hour and Lunch Hour

You are required to define weekly working schedule for the shift, check the rest day checkbox if that day is a rest day. When you check the rest day, you will notice that the **Work End**, **Less Minute**, **Lunch Start** and **Lunch End** column are disappeared. And if the employee happened to work during rest day, the hours that the employee worked will all be consider as overtime and will be calculated according to the overtime setup for that day.

- First assign a shift ID. and name for the shift create. Example 'OFFICE', 'OFFICE SHIFT' for the office shift.
- Put a 'Check' on the checkbox since Sunday is define as an off day for the OFFICE Shift.
- Enter the time for **Work Start**, **Work End** and also lunch start, lunch end time for Monday to Saturday.
- Provide a figure for Sunday work start column to specify when the overtime will start.
- Ignore the **Less Min.** column if you do not need to deduct any time from the normal working hour.
- Leave the figure of **Rate** column as 1 since it is a normal working hour.
- Repeat the above steps when you create the FACTORY SHIFT.

Shift Setup

Shift Info.:
 Shift ID.: OFFICE Name: OFFICE SHIFT

Work Hour Setup:

Status	Normal Hour	Lunch	Overtime					
Restday:	Work Start	Work End	Less Min.	Rate:	Min.Min	Max Min	Less Min.	Rate:
Sunday: <input checked="" type="checkbox"/>	09:00:00							
Monday: <input type="checkbox"/>	09:00:00	17:00:00	0	1	13:00:00	14:00:00		
Tuesday: <input type="checkbox"/>	09:00:00	17:00:00	0	1	13:00:00	14:00:00		
Wednesday: <input type="checkbox"/>	09:00:00	17:00:00	0	1	13:00:00	14:00:00		
Thursday: <input type="checkbox"/>	09:00:00	17:00:00	0	1	13:00:00	14:00:00		
Friday: <input type="checkbox"/>	09:00:00	17:00:00	0	1	13:00:00	14:00:00		
Saturday: <input type="checkbox"/>	09:00:00	13:00:00	0	1	13:00:00	14:00:00		

Holiday Work Hour for Overtime Setup:

Holiday 1:	09:00:00	13:00:00	14:00:00	
Holiday 2:	09:00:00	13:00:00	14:00:00	

Special Dayset (For Night Shift / Alternate Shift / Odd Shift Only. Ignore if not applicable)

Dayset 1:	<input type="checkbox"/>	09:00:00	17:00:00	0	13:00:00	14:00:00	
Dayset 2:	<input type="checkbox"/>	09:00:00	17:00:00	0	13:00:00	14:00:00	

Daily Clock Start (Minutes Before Start Time): 120 OT Round Down Minute Session 1 / Session 2: 1 1

Grace In Min.: 0 ☐ Flexi Lunch

☐ Flexi-Hour Shift

☒ Activate Only When Late In ☐ Activate On Time-In

OK Close

Define Overtime

After defining the normal working and the lunch hour we will see how to do the settings of overtime for the week.

- Click on the long button under Overtime to do the overtime setting.

Shift Setup

Shift Info:
Shift ID: OFFICE Name: OFFICE SHIFT

Work Hour Setup:

Status	Normal Hour				Lunch		Overtime			
Restday:	Work Start	Work End	Less Min.	Rate:			Min.Min	Max.Min	Less Min.	Rate:
Sunday: <input checked="" type="checkbox"/>	09:00:00									
Monday: <input type="checkbox"/>	09:00:00	17:00:00	0	1	13:00:00	14:00:00				
Tuesday: <input type="checkbox"/>	09:00:00	17:00:00	0	1	13:00:00	14:00:00				
Wednesday: <input type="checkbox"/>	09:00:00	17:00:00	0	1	13:00:00	14:00:00				
Thursday: <input type="checkbox"/>	09:00:00	17:00:00	0	1	13:00:00	14:00:00				
Friday: <input type="checkbox"/>	09:00:00	17:00:00	0	1	13:00:00	14:00:00				
Saturday: <input type="checkbox"/>	09:00:00	13:00:00	0	1	13:00:00	14:00:00				

Holiday Work Hour for Overtime Setup:

Holiday	Work Start	Work End	Less Min.	Rate:
Holiday 1:	09:00:00	13:00:00		
Holiday 2:	09:00:00	13:00:00		

Special Dayset (For Night Shift / Alternate Shift / Odd Shift Only. Ignore if not applicable)

Dayset	Work Start	Work End	Less Min.	Rate:
Dayset 1:	09:00:00	17:00:00	0	
Dayset 2:	09:00:00	17:00:00	0	

Daily Clock Start (Minutes Before Start Time): 120 DT Round Down Minute Session 1 / Session 2: 1 1

Grace In Min.: 0 ☐ Flexi Lunch

☐ Flexi-Hour Shift

☒ Activate Only When Late In ☐ Activate On Time-In

OK Close

- The following shows the use of the columns in overtime setting.
 - Min.Min** – the minimum minutes of overtime an employee have to work for a day. Which mean if only the employee works for a certain minutes of overtime then the company will recognize as an overtime pay.
 - Max.Min** – the maximum minutes of overtime an employee can work for a day. Which mean the employee can only work for a certain hours of overtime for a day, if the employee works more than the maximum overtime minutes the company won't pay for the extra minutes.
 - Less Min** – overtime minutes to be deduct from the total overtime hours. Which mean if there is any tea break during the overtime and the company won't pay for the tea break the system is able to deduct the tea break minutes.
 - Rate** – the overtime rate of the particular day. Such as rate 1.0, 1.5, 2.0, 3.0.

- **Overtime 1st Session** and **Overtime 2nd Session** allow you to have two different rates for the OT hour in one day.
- **OFFICE Shift Overtime Setting**
 - i. The following diagram shows the SUNDAY Overtime setting for OFFICE Shift. Enter 30 in **Min. Minute** column under **Overtime 1st Session**, since OFFICE shift employees have to work at least 30 min for the system to consider as overtime.

Overtime Setup			
Overtime 1st Session:			
Min. Minute:	30	Max. Minute:	999
Minus Minute:	0	Rate:	2.0
Overtime 2nd Session:			
Min. Minute:	0	Max. Minute:	0
Minus Minute:	0	Rate:	0.0
OK		Cancel	

- ii. Leave the **Minus Minute** column as 0 since there is no overtime hour deduction for OFFICE Shift.
- iii. Enter 999 under **Max. Minute** because there is not restriction for the number of overtime hours per day for OFFICE Shift.
- iv. On Sunday OFFICE Shift's overtime start at 9 AM and the overtime rate is 2.0. So select 2.0 from the Overtime **Rate**'s combo box. And for Monday to Saturday select rate 1.5.
- v. Put every thing to 0 for **Overtime 2nd Session**. Since OFFICE Shift does not practice multiple overtime rate per day.
- vi. Do the settings for the rest of the days in the week.

- **FACTORY Shift Overtime Setting**

- For FACTORY Shift you need to Enter 0 instead of 30 in **Min. Minute** column under **Overtime 1st Session** because every overtime minute counts for the FACTORY Shift. Which mean the employee get overtime pay even he/she works 1 minute of overtime.
- Enter 15 in **Minus Minute** column because FACTORY Shift's overtime start at 5:15 PM and the company do not pay for the 15 minutes tea break so the 15 minutes have to be deduct from the total overtime hours.
- Enter 300 in the **Max. Minute** of the FACTORY Shift because there is a restriction of five hours of OT for a day.
- On Sunday FACTORY Shift overtime setting will be different from the weekday. The 1st 9 hours overtime rate is 1.5 the subsequent hours is double. This will involved the **Overtime 2nd Session**. See diagram below.

Overtime Setup

Overtime 1st Session:

Min. Minute: 0 Max. Minute: 540

Minus Minute: 60 Rate: 1.5

Overtime 2nd Session:

Min. Minute: 0 Max. Minute: 999

Minus Minute: 0 Rate: 2.0

OK Cancel

- Set the **Min. Minute** of **Overtime 1st Session** and **Overtime 2nd Session** to 0 because FACTORY Shift does not required a minimum overtime minute.
- Enter 60 in the **Minus Minute** column in **Overtime 1st Session** because 1 hour lunch will be deduct from the overtime hours.
- Enter 540 in the **Max. Minute** column in **Overtime 1st Session** because the 1st 9 hours (9 x 60min) of overtime rated 1.5. After the 9 hours will be double pay.
- When comes to **Overtime 2nd Session** enter 0 in the **Minus Minute**, because there is no tea break after the 1st 9 hours in the scenario. (You may enter a figure if there is a deduction for tea break after the 1st 9 hours and the company is not paying for it.)
- On Sunday there is no maximum hour restriction for the double pay overtime so just 999 in the **Max. Minute** column in **Overtime 2nd Session**
- Finally set the rate in **Overtime 2nd Session** to 2.0.

Define Work Hour Holiday

The system enables you to define two holidays on top of the standard rest day; this is necessary for the public holidays. Once the information is set up, you can then apply the holiday 1/ holiday 2 to the holiday calendar under the Shift Template Window.

Shift Setup

Shift Info.: Shift ID.: OFFICE Name: OFFICE SHIFT

Work Hour Setup:

Status	Normal Hour	Lunch	Overtime
Restday:	Work Start	Work End	Less Min. Rate:
Sunday: <input checked="" type="checkbox"/>	09:00:00		(30/999/0/2) (0/0/0/0)
Monday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Tuesday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Wednesday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Thursday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Friday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Saturday: <input type="checkbox"/>	09:00:00	13:00:00	(30/999/0/1.5) (0/0/0/0)

Holiday Work Hour for Overtime Setup:

Holiday	Work Start	Work End	Less Min. Rate:
Holiday 1:	09:00:00	13:00:00	(30/999/0/2) (0/0/0/0)
Holiday 2:	09:00:00	13:00:00	(30/999/0/3) (0/0/0/0)

Special Dayset (For Night Shift / Alternate Shift / Odd Shift Only. Ignore if not applicable):

Dayset	Work Start	Work End	Less Min. Rate:
Dayset 1:	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Dayset 2:	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)

Daily Clock Start (Minutes Before Start Time): 120 OT Round Down Minute Session 1 / Session 2: 30 30

Grace In Min.: 5 Flexi Lunch ☐

Flexi-Hour Shift ☐

☒ Activate Only When Late In ☐ Activate On Time-In

OK Close

- The main different of the setting of **Holiday 1** and **Holiday 2** are the overtime rate.
- Normally **Holiday 1** overtime rate will set to 2.0 and **Holiday 2** overtime rate will set to 3.0. Which mean if the employee come back to work, and the day is set as **Holiday 1** the employee will get double pay, if the day is set as **Holiday 2** the employee will get triple pay. (Refer to 2.1.3 Define Overtime for overtime setting)
- Set the **Work Start** column of **Holiday 1** and **Holiday 2** to 9am for OFFICE Shift and 8am for the FACTORY Shift.

Grace In Minute

Grace in minute allows the employees to have extra minutes to come in to the office after work start, if the employee exceed the grace in minute will be consider as late in.

Shift Setup

Shift Info:
Shift ID.: OFFICE Name: OFFICE SHIFT

Work Hour Setup:

Status	Normal Hour	Lunch	Overtime
Restday:	Work Start	Work End	Less Min. Rate:
Sunday: <input checked="" type="checkbox"/>	09:00:00		(30/999/0/2) (0/0/0/0)
Monday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Tuesday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Wednesday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Thursday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Friday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Saturday: <input type="checkbox"/>	09:00:00	13:00:00	(30/999/0/1.5) (0/0/0/0)

Holiday Work Hour for Overtime Setup:

Holiday	Work Start	Work End	Less Min. Rate:
Holiday 1:	09:00:00	13:00:00	(30/999/0/2) (0/0/0/0)
Holiday 2:	09:00:00	13:00:00	(30/999/0/3) (0/0/0/0)

Special Dayset (For Night Shift / Alternate Shift / Odd Shift Only. Ignore if not applicable)

Dayset	Work Start	Work End	Less Min. Rate:
Dayset 1	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Dayset 2	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)

Daily Clock Start (Minutes Before Start Time): 120 OT Round Down Minute Session 1 / Session 2: 30 30

Grace In Min.: 5 ☐ Flexi Lunch

☐ Flexi-Hour Shift

☒ Activate Only When Late In ☐ Activate On Time-In

OK Close

- For OFFICE Shift's employees, they are given a 5 minutes grace in period. Which mean if the employee came in before 09:05, the system does not indicate as late in but if they came in after 09:05 then the system will mark as late in.
- But for FACTORY Shift's employees, they have no grace in period. So set the **Grace In Min.** column to 0. Which mean the FACTORY Shift's employees have to be very puncture, if there are any clocking after 08:00 will be consider as late in.

Rounding Of Overtime Hour

Rounding of overtime hour allows you to round down the remaining overtime minutes of an employee for a day according to the setting. For example:

Set ***OT Round Down Minute*** to 1 minute.

Eg1: If the employee work 1 hour 33 min. of overtime. (Result: 1 hour 33 min.)

Eg2: If the employee work 1 hour 50 min. of overtime. (Result: 1 hour 50 min.)

Set ***OT Round Down Minute*** to 15 minutes.

Eg1: If the employee work 1 hour 33 min. of overtime. (Result: 1 hour 30 min.)

Eg2: If the employee work 1 hour 50 min. of overtime. (Result: 1 hour 45 min.)

Set ***OT Round Down Minute*** to 30 minutes.

Eg1: If the employee work 1 hour 33 min. of overtime. (Result: 1 hour 30 min.)

Eg2: If the employee work 1 hour 50 min. of overtime. (Result: 1 hour 30 min.)

Shift Setup

Shift Info:
Shift ID: OFFICE Name: OFFICE SHIFT

Work Hour Setup:

Status	Restday	Work Start	Work End	Less Min.	Rate	Lunch	Overtime
Sunday:	<input checked="" type="checkbox"/>	09:00:00					(30/999/0/2) (0/0/0/0)
Monday:	<input type="checkbox"/>	09:00:00	17:00:00	0	1	13:00:00 - 14:00:00	(30/999/0/1.5) (0/0/0/0)
Tuesday:	<input type="checkbox"/>	09:00:00	17:00:00	0	1	13:00:00 - 14:00:00	(30/999/0/1.5) (0/0/0/0)
Wednesday:	<input type="checkbox"/>	09:00:00	17:00:00	0	1	13:00:00 - 14:00:00	(30/999/0/1.5) (0/0/0/0)
Thursday:	<input type="checkbox"/>	09:00:00	17:00:00	0	1	13:00:00 - 14:00:00	(30/999/0/1.5) (0/0/0/0)
Friday:	<input type="checkbox"/>	09:00:00	17:00:00	0	1	13:00:00 - 14:00:00	(30/999/0/1.5) (0/0/0/0)
Saturday:	<input type="checkbox"/>	09:00:00	13:00:00	0	1	13:00:00 - 14:00:00	(30/999/0/1.5) (0/0/0/0)

Holiday Work Hour for Overtime Setup:

Holiday	Work Start	Work End	Overtime
Holiday 1:	09:00:00	13:00:00 - 14:00:00	(30/999/0/2) (0/0/0/0)
Holiday 2:	09:00:00	13:00:00 - 14:00:00	(30/999/0/3) (0/0/0/0)

Special Dayset (For Night Shift / Alternate Shift / Odd Shift Only. Ignore if not applicable):

Dayset	Work Start	Work End	Less Min.	Rate	Lunch	Overtime
Dayset 1:	<input type="checkbox"/>	09:00:00 - 17:00:00	0		13:00:00 - 14:00:00	(30/999/0/1.5) (0/0/0/0)
Dayset 2:	<input type="checkbox"/>	09:00:00 - 17:00:00	0		13:00:00 - 14:00:00	(30/999/0/1.5) (0/0/0/0)

Daily Clock Start (Minutes Before Start Time): 120

OT Round Down Minute Session 1 / Session 2: 30

Grace In Min.: 5

☐ Flexi Lunch

☐ Flexi-Hour Shift

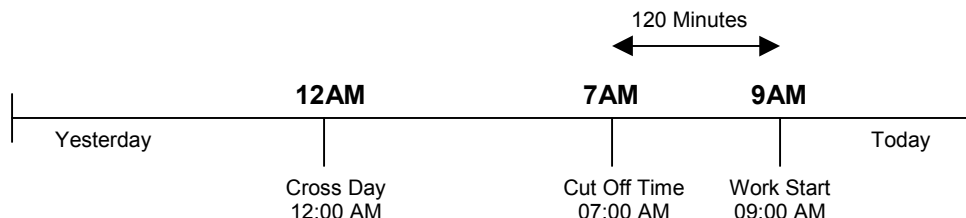
☒ Activate Only When Late In ☐ Activate On Time-In

OK Close

- For OFFICE Shift enter 30 in both ***OT Round Down Minute Session 1 / Session 2*** column because base on the scenarios the OFFICE Shift's overtime hours should round to the nearest 30 minutes.
- For FACTORY Shift enter 1 in both ***OT Round Down Minute Session 1 / Session 2*** column because for FACTORY Shift every overtime minute counts.

Cut Off Time

The **Daily Clock Start (Minutes Before Start Time)** allows you to set how many minutes before **Work Start** to become the cut off time between yesterday and today transactions, with this setting the system allows you to the cross overnight shift. For example:



- Base on the above example **Daily Clock Start (Minutes Before Start Time)** is set to 120 minutes (2 Hour), which mean the cut off time is 7am, any transaction made before 7am will be consider as yesterday going back transaction. Any transaction made after 7am will consider as today come to work transaction.

Shift Setup

Shift Info.:
 Shift ID.: Name:

Work Hour Setup:

Status	Normal Hour	Lunch	Overtime
Restday: <input checked="" type="checkbox"/>	Work Start: 09:00:00	Work End: 17:00:00	Less Min.: 0
Sunday: <input checked="" type="checkbox"/>	Rate: 1	Min.Min: (30/999/0/2)	Max Min: (0/0/0/0)
Monday: <input type="checkbox"/>	Work Start: 09:00:00	Work End: 17:00:00	Less Min.: 0
Tuesday: <input type="checkbox"/>	Rate: 1	Min.Min: (30/999/0/1.5)	Max Min: (0/0/0/0)
Wednesday: <input type="checkbox"/>	Work Start: 09:00:00	Work End: 17:00:00	Less Min.: 0
Thursday: <input type="checkbox"/>	Rate: 1	Min.Min: (30/999/0/1.5)	Max Min: (0/0/0/0)
Friday: <input type="checkbox"/>	Work Start: 09:00:00	Work End: 17:00:00	Less Min.: 0
Saturday: <input type="checkbox"/>	Rate: 1	Min.Min: (30/999/0/1.5)	Max Min: (0/0/0/0)

Holiday Work Hour for Overtime Setup:

Holiday 1:	09:00:00	13:00:00	14:00:00	(30/999/0/2) (0/0/0/0)
Holiday 2:	09:00:00	13:00:00	14:00:00	(30/999/0/3) (0/0/0/0)

Special Dayset (For Night Shift / Alternate Shift / Odd Shift Only. Ignore if not applicable):

Dayset 1	<input type="checkbox"/>	09:00:00	17:00:00	0	13:00:00	14:00:00	(30/999/0/1.5) (0/0/0/0)
Dayset 2	<input type="checkbox"/>	09:00:00	17:00:00	0	13:00:00	14:00:00	(30/999/0/1.5) (0/0/0/0)

Daily Clock Start (Minutes Before Start Time): OT Round Down Minute Session 1 / Session 2:

Grace In Min.: ☐ Flexi Lunch

☐ Flexi-Hour Shift

☒ Activate Only When Late In ☐ Activate On Time-In

OK Close

Flexi Lunch

Flexi Lunch allows the employee to go for lunch without follows the lunch hour setting, the employee can go for lunch earlier or later than the lunch hour setting, as long as the employee come back within the duration of the lunch hour, the system won't consider it as lunch early out or lunch late in. Check the **Flexi Lunch** checkbox to activate this feature.

Eg1: if the lunch hour is set to 13:00 to 14:00, meaning that the duration of lunch is 1 hour, the system do not care what time the employee go out as long as the employee come back within 1 hour.

Eg2: if the lunch hour is set to 13:00 to 13:45, meaning that the duration of lunch is 45 minutes, the system do not care what time the employee go out as long as the employee come back within 45 minutes.

Shift Setup

Shift Info:
Shift ID.: OFFICE Name: OFFICE SHIFT

Work Hour Setup:

Status	Normal Hour	Lunch	Overtime
Restday:	Work Start	Work End	Less Min. Rate:
Sunday: <input checked="" type="checkbox"/>	09:00:00		(30/999/0/2) (0/0/0/0)
Monday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Tuesday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Wednesday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Thursday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Friday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Saturday: <input type="checkbox"/>	09:00:00	13:00:00	(30/999/0/1.5) (0/0/0/0)

Holiday Work Hour for Overtime Setup:

Holiday	Work Start	Work End	Less Min. Rate:
Holiday 1:	09:00:00	13:00:00	(30/999/0/2) (0/0/0/0)
Holiday 2:	09:00:00	13:00:00	(30/999/0/3) (0/0/0/0)

Special Dayset (For Night Shift / Alternate Shift / Odd Shift Only. Ignore if not applicable)

Dayset	Work Start	Work End	Less Min. Rate:
Dayset 1	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Dayset 2	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)

Daily Clock Start (Minutes Before Start Time): 120 OT Round Down Minute Session 1 / Session 2: 30 30

Grace In Min.: 5 ☐ **Flexi Lunch**

☐ Flexi-Hour Shift
☒ Activate Only When Late In ☐ Activate On Time-In

OK Close

Flexi Hour Shift

Flexi Hour Shift is somehow similar to **Flexi Lunch**, the employee is allowed to come in to work without following the working start time.

Shift Setup

Shift Info:
Shift ID.: OFFICE Name: OFFICE SHIFT

Work Hour Setup:

Status	Normal Hour	Lunch	Overtime
Restday:	Work Start	Work End	Less Min. Rate:
Sunday: <input checked="" type="checkbox"/>	09:00:00		(30/999/0/2) (0/0/0/0)
Monday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Tuesday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Wednesday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Thursday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Friday: <input type="checkbox"/>	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Saturday: <input type="checkbox"/>	09:00:00	13:00:00	(30/999/0/1.5) (0/0/0/0)

Holiday Work Hour for Overtime Setup:

Holiday	Work Start	Work End	Less Min. Rate:
Holiday 1:	09:00:00	13:00:00	(30/999/0/2) (0/0/0/0)
Holiday 2:	09:00:00	13:00:00	(30/999/0/3) (0/0/0/0)

Special Dayset (For Night Shift / Alternate Shift / Odd Shift Only. Ignore if not applicable)

Dayset	Work Start	Work End	Less Min. Rate:
Dayset 1:	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)
Dayset 2:	09:00:00	17:00:00	(30/999/0/1.5) (0/0/0/0)

Daily Clock Start (Minutes Before Start Time): 120 OT Round Down Minute Session 1 / Session 2: 30 30

Grace In Min.: 5 ☐ Flexi Lunch

☐ Flexi-Hour Shift

☒ Activate Only When Late In ☐ Activate On Time-In

OK Close

The system provide 2 option:

i) Activate Only When Late In

Eg: Working hour start from 09:00 to 17:00, meaning the employee has to work for 8 hours. If the employee comes to work at 08:45 the system will still consider the working hour start at 09:00, the employee can only leave at 17:00.

Eg: Working hour start from 09:00 to 17:00, meaning the employee has to work for 8 hours. If the employee comes to work at 09:30 the system will not consider as late in but the employee has to fulfill the 8 hours working hour, meaning the employee can only leave after 17:30, if the employee leaves earlier than 17:30 will consider early out, system will start calculate overtime upon employee fulfill its normal working hour. For example. If them employee enters at 10am and leaves at 21:00, if he/she is required to work for eight (8) hour, then he/she will be entitle for 3 hours of overtime in which started at 18:00 to 21:00.

ii) Activate On Time-In

The Flexi-Hour will start the moment the employee enters the premise, for example, if the employee enter the office at 07:00, he/she will have to fulfill normal hour, if the employee is required to work for eight (8) hours, the remaining hour will be consider as overtime.

Define Holiday Calendar

To define holiday for a particular shift, select the **Holiday** button at the top of **Shift Template Setup** window. For example, define 1st Jan as a double pay holiday for OFFICE Shift

Holiday Setup

Shift ID: Shift Name:

Holiday Description:

January 2004	February 2004	March 2004	April 2004
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5 6	1 2 3
4 5 6 7 8 9 10	8 9 10 11 12 13 14	7 8 9 10 11 12 13	4 5 6 7 8 9 10
11 12 13 14 15 16 17	15 16 17 18 19 20 21	14 15 16 17 18 19 20	11 12 13 14 15 16 17
18 19 20 21 22 23 24	22 23 24 25 26 27 28	21 22 23 24 25 26 27	18 19 20 21 22 23 24
25 26 27 28 29 30 31	29	28 29 30 31	25 26 27 28 29 30

May 2004	June 2004	July 2004	August 2004
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5	1 2 3	1 2 3 4 5 6 7
2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14
9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21
16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24	22 23 24 25 26 27 28
23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31	29 30 31
30 31			

September 2004	October 2004	November 2004	December 2004
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1 2	1 2 3 4 5 6	1 2 3 4
5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8 9 10 11
12 13 14 15 16 17 18	10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18
19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25
26 27 28 29 30	24 25 26 27 28 29 30	28 29 30	26 27 28 29 30 31
	31		

** Double Click on the date to set/Cancel the Holiday **

Rest Day Holiday 1 Holiday 2 OK Close

- At **Holiday Setup** calendar double click on 1st Jan. the following window will appear.

Holiday Setup

Date:

Description:

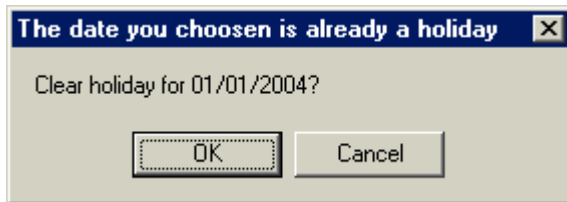
Type: ☒ Holiday 1 ☐ Holiday 2

OK Close

- Type in the description of the holiday; choose **Holiday 1** because it is a double pay holiday. If it is a triple pay holiday choose **Holiday 2**. (Refer to 2.1.4 Define Work Hour Holiday)

Cancel Holiday

- To cancel a holiday double click on the holiday, when the **Clear Holiday** windows pop up choose '**YES**' to clear.



Leave Template For Shift Setup

To define number of leave for a particular shift, select the **Leave** button at the top of **Shift Template Setup** window.

For Example: Assign the following days of leave for OFFICE Shift's employee as a default.

Annual Leave: 14 days

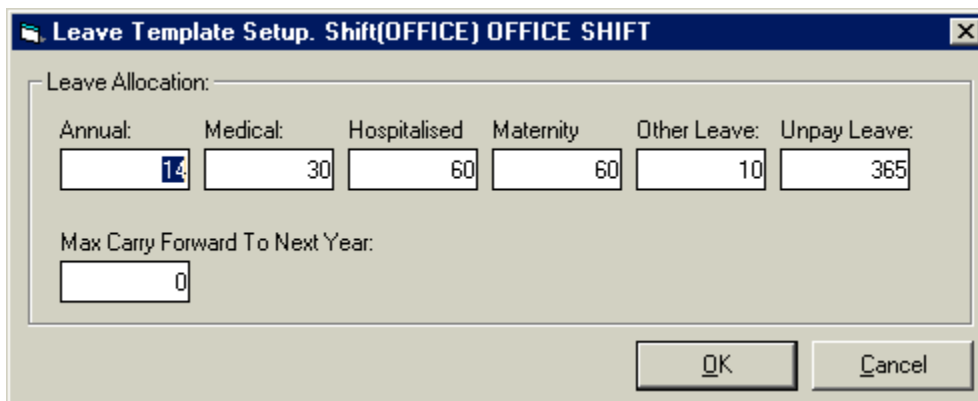
Medical Leave: 30 days

Hospitalised Leave: 60 days

Maternity Leave: 60 days

Other Leave: 10 days

Unpay Leave: 365 days



After set up the *Leave Template*, employee who belongs to OFFICE Shift will have the above setting as default value.

4 Employee Module

4.1 Create New Employee

To create an employee, double click *Create New Employee* under Employee Module. Fill in the required information to complete the employee setup, click OK button to save the information. You are advised not to reuse an *Employee ID* even though an employee had resigned, Reuse the *Employee ID* might cause confusion in the database. Assign a new *Employee ID* for a new employee.

**** Important**

It is necessary for you to setup some data, which related to the *Employee Module* before creating an employee. E.g. department, position, branch, bank, clinic, country, state, nationality, race and education level under *Setup Module*.

Employee Entry

Employee ID.: B00004 Card No.: 179933

Name: ALAM FIROJ BAHADUR

Gender: ☒ Male ☐ Female

Marital Status: ☐ Single ☒ Married ☐ Divorced ☐ Widowed

Branch/Subsidiary: TRIPLAST PLASTIC INDUSTRIES SDN BHD

Department: FACTORY

Shift: FACTORY SHIFT

NRIC Number: M0449677 Nationality: BANGLADESH

Date Joined: 15/08/1997 Date Confirmed: 15/08/1997

Date of Birth: 22/10/2000 Race: BANGLADESH

Educational Level: PRIMARY SCHOOL

Designation: MACHINE OPERATOR

Correspondance

Address: 123, Jalan 456, Taman Kinrara, 47100 Puchong Selangor.

State: SELANGOR Country: MALAYSIA

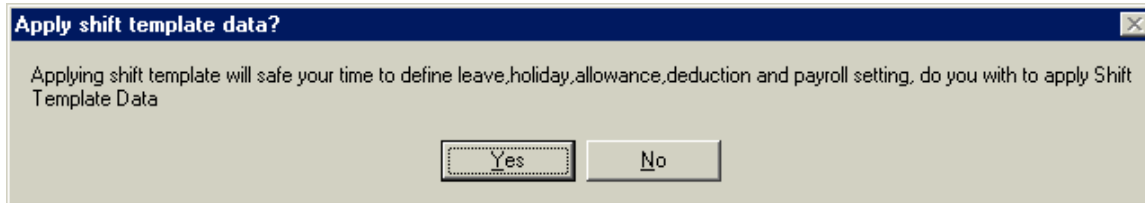
Tel.: 03-87654321 Mobile: 012-3456789

Photo: [Empty Photo Box]

Get Photo
Clear Photo

OK Cancel

You will see the following message box appeared after you click OK button:



- The above message box asks if you would like to apply the template setting to a particular employee, you are usually advised to click '**Yes**', by doing so the system will automatically assign all the default values for the employee of a particular shift, this attempt saves a lot of time comparing to perform setting to individual employee.
- If you choose no, you can still perform setting in the later stage by selecting individual set up for the employee.
- Or if you have already made any amendment on the individual employee, such as changing their leave balance, or numbers of leave assignment, you are advised to click '**No**', if you choose '**Yes**' the system revert all the setting you have done to the default setting.

4.2 Edit Employee Data

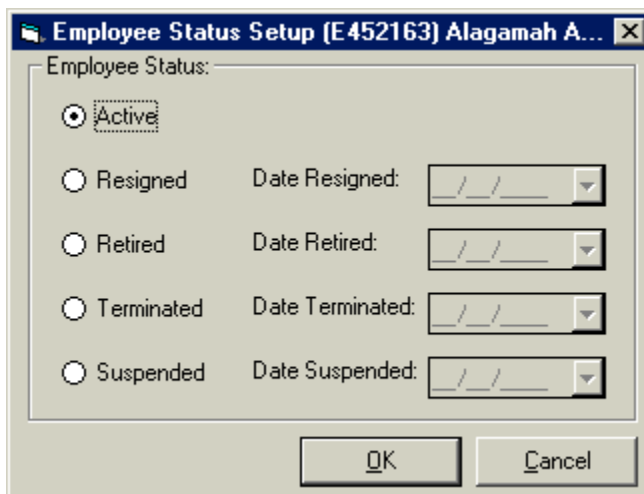
Select **Edit Employee** under Employee Module, This allows you to change the details of the selected employee.

4.3 Delete Employee

Select **Delete Employee** under Employee Module, This option is use to delete the employee information in the database. Delete Employee is not usually encouraging because it could cause broken data link, thus you are advise to **Update Employee Status** instead of deleting an employee.

4.4 Update Employee Status

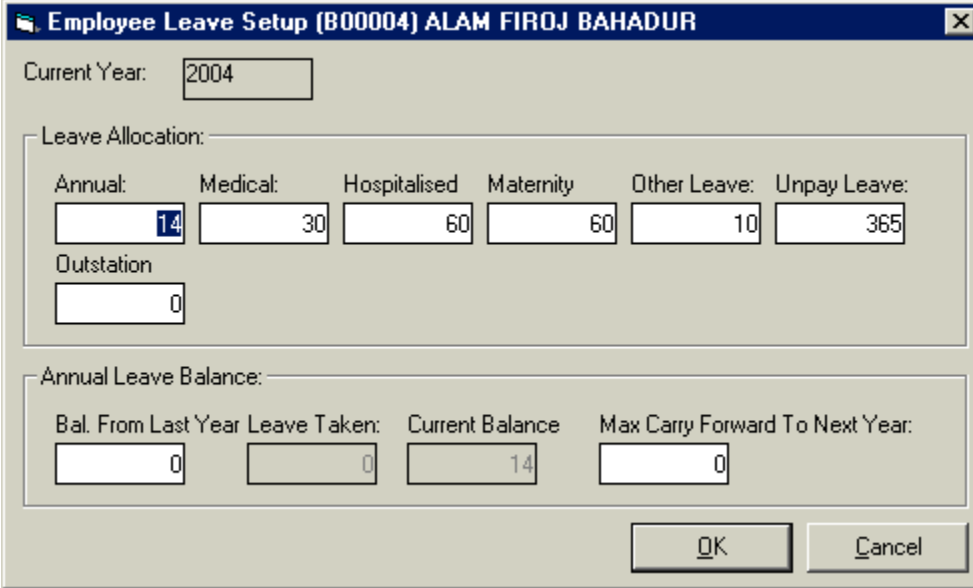
If the employee is resigned, retired, terminated or suspended, you are required to update his/her status for correct payroll processing. Choose the appropriate option and input the date of the employee resigned/retired/terminated or suspended.



5 Leave Module

5.1 Leave Balance Setup

This section will allow you to assign leave for a particular employee, The system supports Annual leave, Medical Leave, Hospitalised Leave, Maternity Leave, Unpay Leave, Other Leaves and Out Station to handles those special leave defined by your company.



The dialog box titled "Employee Leave Setup (B00004) ALAM FIROJ BAHADUR" contains the following fields and sections:

- Current Year:** A text box containing "2004".
- Leave Allocation:** A section containing six text boxes for leave types:
 - Annual: 14
 - Medical: 30
 - Hospitalised: 60
 - Maternity: 60
 - Other Leave: 10
 - Unpay Leave: 365
- Outstation:** A text box containing "0".
- Annual Leave Balance:** A section containing four text boxes:
 - Bal. From Last Year: 0
 - Leave Taken: 0
 - Current Balance: 14
 - Max Carry Forward To Next Year: 0
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

- Enter the number of days for all the leave columns under **Leave Allocation**.
- The use of **Bal. From Last Year** column under **Annual Leave Balance** is to specify how many days of Annual Leave bring forward from last year.
- The use of **Max Carry Forward To Next Year** column under **Annual Leave Balance** is to specify how many days of Annual Leave carry forward to next year.

5.2 Leave Application

This feature handles employee leaves application; to create a leave for an employee, select **Employee Leave Maintenance** under Leave Module. You are advised to setup all the employee leave application before process the Time Attendance data. If the system does not detects any attendance transactions for the day and the employee does not apply for leave, the system will assume the employee was absent for that day.

For example: ALAM FIROJ BAHADUR wants to apply 1day annual leave on 18 Feb 04.

Leave Maintenance (B00004) ALAM FIROJ BAHADUR Year:2004

Leave Description:

January 2004							February 2004							March 2004							April 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6					1	2	3	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	7	8	9	10	11	12	13	4	5	6	7	8	9	10
11	12	13	14	15	16	17	15	16	17	18	19	20	21	14	15	16	17	18	19	20	11	12	13	14	15	16	17
18	19	20	21	22	23	24	22	23	24	25	26	27	28	21	22	23	24	25	26	27	18	19	20	21	22	23	24
25	26	27	28	29	30	31	29							28	29	30	31					25	26	27	28	29	30

May 2004							June 2004							July 2004							August 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30	31							
30	31																										

September 2004							October 2004							November 2004							December 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4						1	2	1	2	3	4	5	6				1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	26	27	28	29	30	31	
							31																				

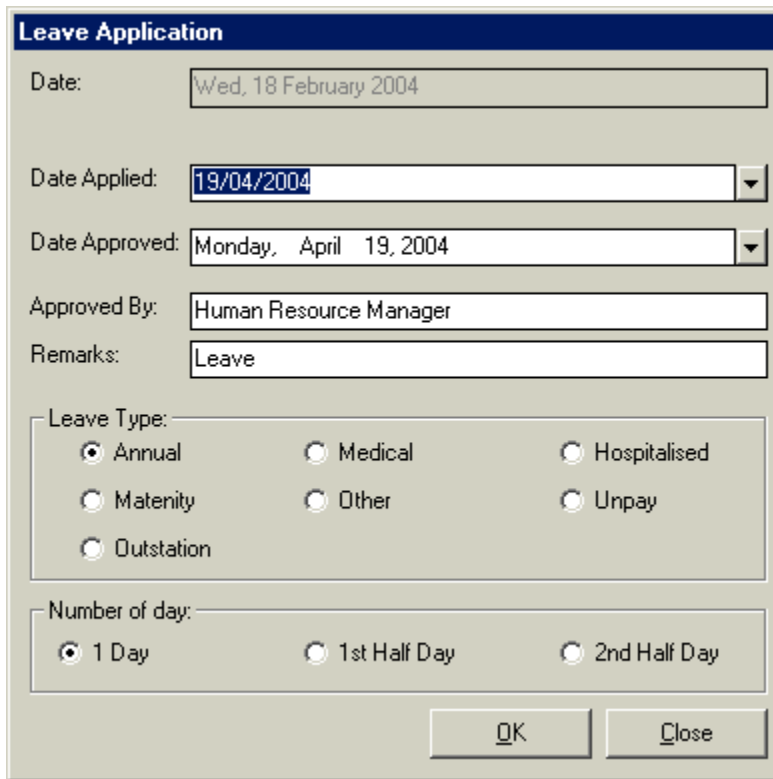
*** Double Click on the date to apply/Cancel Leave ***

	Taken:	Balance:		Taken:	Balance:		Taken:	Balance:
<input type="button" value="Annual"/>	<input type="text" value="0"/>	<input type="text" value="14"/>	<input type="button" value="Medical"/>	<input type="text" value="0"/>	<input type="text" value="30"/>	<input type="button" value="Hospitalised"/>	<input type="text" value="0"/>	<input type="text" value="60"/>
<input type="button" value="Maternity"/>	<input type="text" value="0"/>	<input type="text" value="60"/>	<input type="button" value="Other"/>	<input type="text" value="0"/>	<input type="text" value="10"/>	<input type="button" value="Unpay"/>	<input type="text" value="0"/>	<input type="text" value="365"/>
<input type="button" value="Outstation"/>	<input type="text" value="0"/>	<input type="text" value="0"/>						

- To apply leave double click on the **date** in the employee leave calendar, where the employee wish to apply for leave.

** Important

You have to click the **OK** button to **save** your leave application or changes, click **Close** if you do not want to save the changes.



Leave Application

Date: Wed, 18 February 2004

Date Applied: 19/04/2004

Date Approved: Monday, April 19, 2004

Approved By: Human Resource Manager

Remarks: Leave

Leave Type:

- ☒ Annual
- ☐ Medical
- ☐ Hospitalised
- ☐ Maternity
- ☐ Other
- ☐ Unpay
- ☐ Outstation

Number of day:

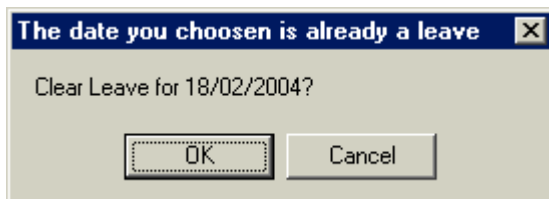
- ☒ 1 Day
- ☐ 1st Half Day
- ☐ 2nd Half Day

OK Close

- Select the type of leave under **Leave Type**, whether is an annual leave, medical leave, hospitalized leave, maternity leave, other leave, unpaid leave or outstation, that the employee wish to apply. In this case we will select **Annual**.
- Select the **Number of day**.
 - i. 1Day – 1 whole day.
 - ii. 1st Half Day – the half day before lunch.
 - iii. 2nd Half Day – the half day after lunch.
- Click **OK** to save when it is done.

5.3 Leave Cancellation

If you wish to cancel a leave, at the leave calendar where you apply for leave, double-click on the day that leave has already applied, the system will ask if you would like to cancel leave for that day, click **Yes** to cancel the leave.



The date you choosen is already a leave

Clear Leave for 18/02/2004?

OK Cancel

6 Time Attendance Module

This section covers the process of time attendance data, amend / change of the result processed by the system and etc.

6.1 Set Date Time

Set Date Time function allows you to do date and time setting for the time clock.

6.2 Process Employee Time Attendance (Individual Employee)

This feature is the core component of the system; it summarized and compiles one individual employee's raw time attendance transaction (data capture by the time clock, when the employee flash their card or register their finger) in to more meaningful time attendance summary. Thus enable us to perform calculation of payroll and produce analysis and reporting.

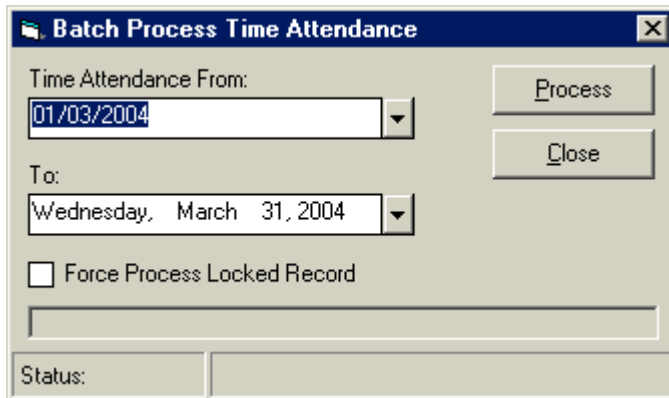
This process is similar to manually calculation of the punch card. It calculates employee's attendance information based on the raw time attendance data and match with the timetable setting. Upon the completion of the process you are able to monitor the employee attendance summary such as total work hour, overtime hours, late in, early out, lunch later, absent, incomplete transaction, leaves etc.

The screenshot shows a software window titled "Process Time Attendance Data For (B00004)ALAM FIROJ BAHADUR". Inside the window, there are two date selection fields: "Time Attendance From:" with a dropdown menu showing "Monday, March 1, 2004" and "To:" with a dropdown menu showing "Wednesday, March 31, 2004". To the right of these fields are two buttons: "Process" and "Close". Below the date fields is a checkbox labeled "Force Process Locked Record". At the bottom left, there is a "Status:" label followed by a text box. The window has a standard Windows-style title bar with a close button (X) in the top right corner.

- Select the date range which you would like the system to process.
- Click **Force Process Locked Record** check box if you wish to overwrite your previous amendment of employee time attendance setting.
- Click **Process** to start processing.

6.3 Batch Process Time Attendance Data (All Employee)

This feature is same as *Process Employee Time Attendance Data* but it allows you to process attendance for the entire employee in the employee list, thus saves you a lot of time by having to do *Process Employee Time Attendance* individually. Select the proper date range you wish to process and click *Process* to execute the function.

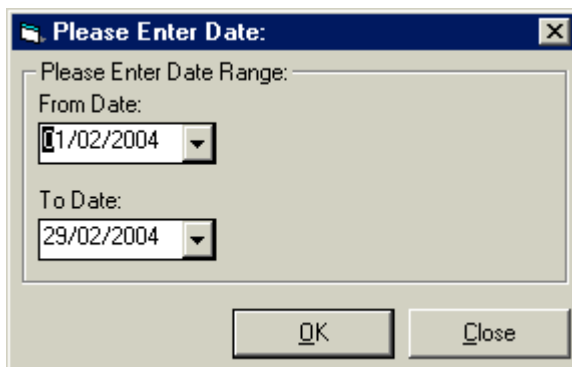


The dialog box titled "Batch Process Time Attendance" contains the following elements:

- Time Attendance From:** A date field showing "01/03/2004" with a dropdown arrow.
- To:** A date field showing "Wednesday, March 31, 2004" with a dropdown arrow.
- ☐ **Force Process Locked Record**
- Process** button
- Close** button
- Status:** A label next to an empty text field.

6.4 Employee Time Card Entry

Upon the completion of the time attendance process, you are allowed to change / overwrite the attendance data for adjustment purposes. The *Employee Time Card Entry* Module assimilate time card, which implemented by traditional punch card method. It has all attendance information for employees and with additional features to enable administrator to alter the attendance results.



The dialog box titled "Please Enter Date:" contains the following elements:

- Please Enter Date Range:** A label above the date fields.
- From Date:** A date field showing "01/02/2004" with a dropdown arrow.
- To Date:** A date field showing "29/02/2004" with a dropdown arrow.
- OK** button
- Close** button

- When the above window pops up, select the date range in which you would like to view/edit the attendance record of the employee.

The **Employee Time Card Entry** module contains attendance information such as date, time, first In, last out, normal in, normal out, OT in, OT out, leaves, and all information you needed to complete the entry of attendance records for payroll process.

STATUS	Date	Day	First In	Last Out	hh:mm	Norm In	Norm Out	hh:mm	LI	EO	Lunch	Lunch	hh:mm	OT In	OT Out	hh:mm	OT1.0	OT1.5	OT2.0	OT3.0
OFF DAY	02/01	Sun																		
HOL1	02/02	Mon	08:01	17:08	09:07						13:05	13:31		08:01	17:08	08:00			08:00	
MEDICAL	02/03	Tue	08:01	17:08	09:07	08:01	17:00	08:59	00:01		13:04	13:59	00:55	17:00	17:08					
	02/04	Wed																		
	02/05	Thu	07:54	17:07	09:13	08:00	17:00	09:00			13:00	13:57	00:57	17:00	17:07					
	02/06	Fri	07:57	18:01	10:04	08:00	17:00	09:00			13:04	13:36	00:32	17:00	18:01	01:00		01:00		
OFF DAY	02/07	Sat	08:08	14:33	06:25	08:08	14:33	06:25	00:08											
	02/08	Sun																		
	02/09	Mon	07:52	20:08	12:16	08:00	17:00	09:00			13:03	13:34	00:31	17:00	20:08	03:00		03:00		
	02/10	Tue	07:56	20:05	12:09	08:00	17:00	09:00			13:05	13:32	00:27	17:00	20:05	03:00		03:00		
	02/11	Wed	08:01	20:03	12:02	08:01	17:00	08:59	00:01		13:02	13:25	00:23	17:00	20:03	03:00		03:00		
	02/12	Thu	07:57	20:01	12:04	08:00	17:00	09:00			13:02	13:25	00:23	17:00	20:01	03:00		03:00		
	02/13	Fri	07:57	18:58	11:01	08:00	17:00	09:00			13:03	13:23	00:20	17:00	18:58	01:30		01:30		
	02/14	Sat	07:59	16:25	08:26	08:00	16:25	08:25	00:35		13:03	13:34	00:31							
OFF DAY	02/15	Sun																		
	02/16	Mon	07:54	20:01	12:07	08:00	17:00	09:00			13:00	13:27	00:27	17:00	20:01	03:00		03:00		
	02/17	Tue	07:52	19:01	11:09	08:00	17:00	09:00			13:03	13:30	00:27	17:00	19:01	02:00		02:00		
	02/18	Wed	07:47	00:28	16:41	08:00	17:00	09:00			13:03	13:36	00:33	17:00	00:28	07:00		07:00		
	02/19	Thu	08:01	18:02	10:01	08:01	17:00	08:59	00:01		12:07	12:39	00:32	17:00	18:02	01:00		01:00		
	02/20	Fri	07:53	19:09	11:16	08:00	17:00	09:00			13:03	13:54	00:51	17:00	19:09	02:00		02:00		
INCOMPL	02/21	Sat	07:59																	
OFF DAY	02/22	Sun																		
	02/23	Mon	07:54	19:01	11:07	08:00	17:00	09:00			13:05	13:36	00:31	17:00	19:01	02:00		02:00		
	02/24	Tue	07:52	19:00	11:08	08:00	17:00	09:00			13:04	13:56	00:52	17:00	19:00	02:00		02:00		
	02/25	Wed	07:58	20:01	12:03	08:00	17:00	09:00			13:02	13:30	00:28	17:00	20:01	03:00		03:00		
ABSENT	02/26	Thu																		
	02/27	Fri	08:02	20:00	11:58	08:02	17:00	08:58	00:02		13:01	13:31	00:30	17:00	20:00	03:00		03:00		
	02/28	Sat	07:57	17:02	09:05	08:00	17:00	09:00			13:05	13:40	00:35	17:00	17:02					
OFF DAY	02/29	Sun																		

Summary: 228:25, 176:45, 0:13, 0:35, 10:45, 47:30, 0:00, 39:30, 8:00, 0:00

Buttons: Apply Leave, Apply Dayset, Revert, Clocking Activity, OK, Close

Its intuitive design with multiple color indicators enables the user to manage the attendance with ease. As you can see above, gray color line indicates off day, orange line indicates holidays, red color wording time indicates late-in/early-out.

Besides, it also calculates total hours and minutes for attendances and overtime. In which it will help to speed up the process of attendance calculation tremendously.

The time card entry feature presents a *WHAT YOU SEE IS WHAT YOU GET* way of employee attendance management, that means, the changes of data of an individual column will automatically trigger the changes of other data in which is related to it.

Color Indication

Line Indicator:

Gray	Off Day / On Leave
Orange	Holiday
Red	Absent
Yellow	Incomplete Swipe

Column Indicator:

Red	Late In / Early Out
Green	Next 1 Day
Blue	Next 2 Days

First In / Last Out

First In / Last Out column indicates the first coming in time and the last going out time of the employee in a day (including Overtime). Changing ***First In / Last Out*** column enable you to do any amendment on the first in time or last out time of the employee for a particular day, just type in the first in time or last out time for a specific day, the real-time calculation function will re-calculate time attendance information based on your changes. ***hh:mm*** indicates total hour and minute of working time.

Normal Hour

Norm In / Norm Out column indicates the normal working hour of a day; it does not include the overtime. If there is the red wording in ***Norm In*** column that mean the employee is late in, and if there is the red wording in ***Norm Out*** column that mean the employee is early out.

hh:mm indicates the total hour and minute of normal working time.

LI hh:mm indicates the total late in hour and minute.

EO hh:mm indicates the total early out hour and minute.

Lunch Hour

Lunch Out / Lunch In column indicates the time that the employee going out for lunch and the time the employee coming back from lunch. ***hh:mm*** indicates total lunch in hour and minute.

LLI hh:mm indicates the total lunch late in hour and minute.

LEO hh:mm indicates the total lunch early out hour and minute.

Overtime

OT In / OT Out column indicates when the employee start and end the overtime

LLI hh:mm indicates the total lunch late in hour and minute.

LEO hh:mm indicates the total lunch early out hour and minute.

Absent

In the event that the ***Employee Time Card Entry*** shows an absent record (indicated in red line), meaning that there is no transaction records of the employee for the day. But by keying in a first in and last out time allow you to change the absent status to normal transaction.

Incomplete Transaction

Incomplete Transaction (indicated in yellow line) shown in the ***Employee Time Card Entry*** indicates that there was an incomplete attendance record for that day. Meaning the employee check his/her attendance when he/she come to work but did not check his/her attendance when finished work the other way round.

Apply Leave

If so happened that the employee has already taken leaves but hasn't been entered into the system. You can click the ***Apply Leave*** button to apply leave, this features saves you from having to return to leave management module to reapply leaves. In traditional way, you will have to first return to leave module, apply leave for that employee, then re-process the time attendance for that particular employee to make sure the leave records is updated to time attendance.

Cross Overnight

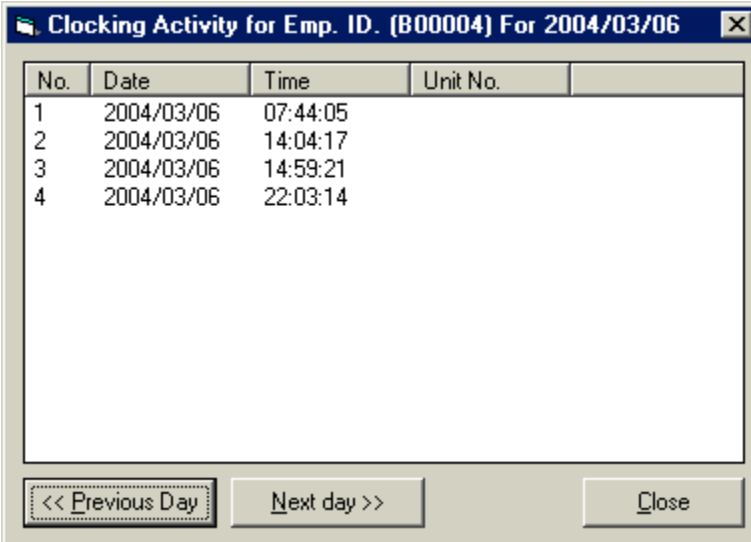
Cross overnight (indicated in green wording) shows the transactions occur not within the same day. For example, an employee works from today morning until tomorrow morning. The transaction actually involves two different days when the clock passes midnight. The system intelligently identify the last transaction is an ***Out Transaction*** for the previous day, and not the ***In Transaction*** for tomorrow. (see 2.1.7 Cut Off Time)

Record Locking

You may notice that each time you change the information of a particular lines, the check box on the left hand side will automatically be checked. This is to inform the system as well as the user that the record has been changed so that it will not be overwritten with the original time attendance record when the user re-process time-attendance records. However, you may choose to force overwrite the amended time-attendance records by checking the ***Force Process Locked Record*** checkbox in Time attendance process window.

Clocking Activity

You may also counter check the attendance info by clicking the ***Clocking Activity*** button; this will show the individual attendance records of the employee for the day. With this you can modify the attendance records with convenience.



No.	Date	Time	Unit No.
1	2004/03/06	07:44:05	
2	2004/03/06	14:04:17	
3	2004/03/06	14:59:21	
4	2004/03/06	22:03:14	

- ***Previous Day*** – allows you to view the previous day transactions.
- ***Next Day*** – allows you to view the next day transactions.

Revert

Revert button will undo the changes you have made for the particular line and revert to the state it was last changed and saved.

6.5 Personal Holiday Setup

Employee Holiday Maintenance (013) CHAN KOK PIN Year:2004

January 2004							February 2004							March 2004							April 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
							1	2	3	4	5	6	7	1	2	3	4	5	6						1	2	3
4	5	6	7	8	9	10	8	9	10	11	12	13	14	7	8	9	10	11	12	13	4	5	6	7	8	9	10
11	12	13	14	15	16	17	15	16	17	18	19	20	21	14	15	16	17	18	19	20	11	12	13	14	15	16	17
18	19	20	21	22	23	24	22	23	24	25	26	27	28	21	22	23	24	25	26	27	18	19	20	21	22	23	24
25	26	27	28	29	30	31	29							28	29	30	31				25	26	27	28	29	30	

May 2004							June 2004							July 2004							August 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31				
30	31																										

September 2004							October 2004							November 2004							December 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4					1	2		1	2	3	4	5	6				1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				

*** Double Click on the date to set/cancel dayset ***

Rest Day	Holiday 1 (Sys)	Holiday 2 (Sys)	Holiday 1	Holiday 1		
Annual	Outstation	Medical	Other	Maternity	Hospitalised	Unpay
Dayset 1 (sys)	Dayset 2 (sys)	Dayset 1	Dayset 2			

OK Close

Due to the nature of the business (i.e. Retail Outlets) that an individual employee may work a few days and being granted a rest-day but the rest day may or may not necessary be fixed on a single day (e.g. Sunday). The solution to the mentioned case is to make use of Personal Holiday Setup.

Personal Holiday Setup allows you to change the holiday for individual employee even though they are of the same shift. That means, *employee A* may have a different holiday than *employee B* even though both *Employee A* and *Employee B* are of the same *Operator Shift*.

6.6 Time Attendance Parameter Setup

The system provides 10 sets of Time Attendance Parameters for the additional calculation of time attendance data based on user's criteria.

For example, we can create a time attendance parameter for the number of day the employee entitles for meal allowance on a normal day. On a condition: the employee who need to work for more than or equal to 30 Minute of Overtime.

Thus, we can first create a Time attendance Parameter, look for a empty parameter, and start create it, for example, if parameter 2 is empty, let's create and make parameter 2 as Overtime Meal Allowance Entitlement Count.

Under Formula Description, try insert the following:

```
IIF(TA.OT15MINUTE >= 30, 1, 0)
```

The above formula will instruct the system to do a comparison of the overtime of normal hour (TA.OT15MINUTE is a variable carries the values of overtime of 1.5 rate) , if it is more than or equal to 30 minutes, the parameter will be stored as 1, or 0 otherwise.

Once the Time Attendance Parameter is Defined, you can then proceed to time attendance calculation, upon the completion of time attendance calculation, open up the employee time card, notice the parameter 2 section of the time card will carries the value of which you have just instructed the system to calculate. And the sum of the Time Attendance Parameters will then be the total number of count that the condition is matched.

To further set up your Time Attendance Parameter, please refer to the list of Time Attendance Variable List on the following section.

6.7 Time Attendance Variable List : -

TA.DateIn	Recorded date in.
TA.TimeIn	Recorded in time.
TA.DateOut	Recorded date out.
TA.TimeOut	Recorded out time.
TA.LunchOutDate	Recorded lunch date out.
TA.LunchOutTime	Recorded lunch out time.
TA.LunchInDate	Recorded lunch date in.
TA.LunchInTime	Recorded lunch in time.
TA.NW	Non working day (in numeric value -1 = Yes, 0 = No)
TA.Absent	Absent (in numeric value -1 = Yes, 0 = No)
TA.Incomplete	Incomplete transaction (in numeric value -1 = Yes, 0 = No)
TA.OnLeave	On leave (in numeric value -1 = Yes, 0 = No)
TA.PayLeave	Pay Leave (in numeric value -1 = Pay, 0 = No)
TA.LeaveType	Type of leave (ANNUAL, MEDICAL, HOSPITALISED, MATERNITY, UNPAY, OTHER OUTSTATION)
TA.LeaveDayType	Type of leave day (1=1 day, 1ST=First half, 2ND=Second half)
TA.LeaveNoOfDay	Number of day on leave (1=1 day, 0.5=Half day)
TA.StartDate	Defined work start date.
TA.StartTime	Defined work start time.
TA.EndDate	Defined work end date.
TA.EndTime	Defined work end time.
TA.OTStartDate	Recorded OT start date.
TA.OTStartTime	Recorded OT start time.
TA.OTEndDate	Recorded OT end date.
TA.OTEndTime	Recorded OT end time.
TA.OTHour	Calculated 1 st session OT hours for each day.
TA.OTMinute	Calculated 1 st session OT minutes for each day. (Remaining minute)
TA.OTMinusMinute	Minutes minus from 1 st session OT for each day.
TA.OTRate	1 st session OT rate for each day.
TA.OT2Hour	Calculated 2 nd session OT hours for each day.
TA.OT2Minute	Calculated 2 nd session OT minutes for each day. (Remaining minute)
TA.OT2MinusMinute	Minutes minus from 2 nd session OT for each day.
TA.OT2Rate	2 nd session OT rate for each day.
TA.OT10Hour	Calculated OT hours with 1.0 rate for each day.
TA.OT10Minute	Calculated OT minutes with 1.0 rate for each day. (Remaining minute)
TA.OT15Hour	Calculated OT hours with 1.5 rates for each day.
TA.OT15Minute	Calculated OT minutes with 1.5 rates for each day. (Remaining minute)
TA.OT20Hour	Calculated OT hours with 2.0 rates for each day.
TA.OT20Minute	Calculated OT minutes with 2.0 rates for each day. (Remaining minute)
TA.OT30Hour	Calculated OT hours with 3.0 rates for each day.
TA.OT30Minute	Calculated OT minutes with 3.0 rates for each day. (Remaining minute)
TA.LI	Late in (in numeric value -1 = Yes, 0 = No)
TA.EI	Early in (in numeric value -1 = Yes, 0 = No)
TA.EO	Early Out (in numeric value -1 = Yes, 0 = No)
TA.LO	Late out (in numeric value -1 = Yes, 0 = No)
TA.LLI	Lunch late in (in numeric value -1 = Yes, 0 = No)
TA.LLO	Lunch Late out (in numeric value -1 = Yes, 0 = No)
TA.LEO	Lunch early out (in numeric value -1 = Yes, 0 = No)
TA.LEI	Lunch Early in (in numeric value -1 = Yes, 0 = No)
TA.LIHour	Calculated late in hours for each day.
TA.LIMinute	Calculated late in minutes for each day. (Remaining minute)
TA.EOHour	Calculated early out hours for each day.
TA.EOMinute	Calculated early out minutes for each day. (Remaining minute)
TA.LLIHour	Calculated lunch late in hours for each day.
TA.LLIMinute	Calculated lunch late in minutes for each day. (Remaining minute)
TA.LEOHour	Calculated lunch early out hours for each day.
TA.LEOMinute	Calculated lunch early out minutes for each day. (Remaining minute)
TA.WHCutOffDateTime	Cut off date and time for today.
TA.WHNextCutOffDateTime	Cut off date and time for the next day.
TA.WHStartDateTime	Defined normal work hour start date and time.
TA.WHEndDateTime	Defined normal work hour end date and time.
TA.WHOTStartDateTime	Defined OT start date and time.
TA.WHOTEndDateTime	Defined OT end date and time.
TA.WHLunchStartDateTime	Defined lunch start date and time.
TA.WHLunchEndDateTime	Defined lunch end date and time.
TA.WH1stStartDateTime	Defined normal work hour 1 st half start date and time.
TA.WH1stEndDateTime	Defined normal work hour 1 st half end date and time.
TA.WH2ndStartDateTime	Defined normal work hour 2 nd half start date and time.

TA.WH2ndEndDateTime	Defined normal work hour 2 nd half end date and time.
TA.LunchHour	Calculated lunch hours for each day.
TA.LunchMinute	Calculated lunch minute for each day. (Remaining minute)
TA.Hour	Calculated total hours for each day. (First in until last out)
TA.Minute	Calculated total minutes for each day. (First in until last out) (Remaining minute)
TA.Rate	Recorded normal working hours rate for each day.
TA.NormalInDate	Recorded normal working hour date in.
TA.NormalInTime	Recorded normal working hour time in.
TA.NormalOutDate	Recorded normal working hour date out.
TA.NormalOutTime	Recorded normal working hour time out.
TA.NormalHour	Calculated normal working hours for each day.
TA.NormalMinute	Calculated normal working minutes for each day. (Remaining minute)
TA.NormalMinusMinute	Minutes minus from normal working hour.
TA.NormalRate	Rate of normal working hours.
TA.NormalTotalMinute	Calculated Total normal working hours for each day in minute format. (eg: 8hours->480min)
TA.NextDayPointer	Next day daypointer to determine cut off time
TA.DaySet	Dayset type if applicable (DAYSET1 / DAYSET2)
TA.TAPara1	TA formula parameter 1 for each day. (Value is user definable)
TA.TAPara2	TA formula parameter 2 for each day. (Value is user definable)
TA.TAPara3	TA formula parameter 3 for each day. (Value is user definable)
TA.TAPara4	TA formula parameter 4 for each day. (Value is user definable)
TA.TAPara5	TA formula parameter 5 for each day. (Value is user definable)
TA.TAPara6	TA formula parameter 6 for each day. (Value is user definable)
TA.TAPara7	TA formula parameter 7 for each day. (Value is user definable)
TA.TAPara8	TA formula parameter 8 for each day. (Value is user definable)
TA.TAPara9	TA formula parameter 9 for each day. (Value is user definable)
TA.TAPara10	TA formula parameter 10 for each day. (Value is user definable)

6.8 Time Attendance Function List : -

TA.C2DateNull(<Date Variable>)	Function to convert date with Null value to system acceptable value
--------------------------------	---

