TIMES E-TimeSheet User Guide for System Administrators

Year 2014

Guide on setting up and managing the internal settings of the E-TimeSheet System for System Administrators.

Version 1.0

TIMES SOFTWARE PTE LTD
Company Registration Number: 199804415D
10 Jalan Besar #14-01,
Sim Lim Tower, Singapore 208787
Tel: (65) 6295 1998
Fax: (65) 6295 0998
Email: support@timesoftsg.com.sg
Url: www.timesoftsg.com.sg

Table of Contents

List of Figures and Tables

DISCLAIMER

INFORMATION PROVIDED IN THIS GUIDE IS PROVIDED "AS IS" WITHOUT ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT.

NEITHER TIMES SOFTWARE NOR ANY PARTY INVOLVED IN CREATING, PRODUCING OR DELIVERING THIS GUIDE SHALL BE LIABLE FOR ANY DIRECT, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES OR ANY DAMAGES WHATSOEVER ARISING OUT OF YOUR ACCESS, USE OR INABILITY TO USE THIS GUIDE, OR ANY ERRORS OR OMISSIONS IN THE CONTENT THEREOF.

TIMES SOFTWARE uses reasonable efforts to include accurate, complete and current information on this guide, however, TIMES SOFTWARE does not warrant that the content herein is accurate, complete, current, or free of technical or typographical errors. It is your responsibility to verify any information before relying on it. TIMES SOFTWARE reserves the right to make changes and updates to any information contained within this guide or to the services or products described in this guide without prior notice.

The sample data provided in this guide, through various examples and screenshots, is merely a fictional data. It does not represent any actual person and any resemblance to people living or dead is purely coincidental.

Any workflows provided in this guide serve as a standard workflow example to illustrate the flow of the system and may not represent the reader's actual organizational workflow.

The TIMES service and products identified in this guide are trademarks or service marks of TIMES SOFTWARE. All other products or services referenced in this guide are the trademarks or service marks of their respective owner.

Preface

Style Conventions:

- Web Application GUI field names are denoted with “”, for example “Employee Name”.
- Web Application button names are denoted with [ ], for example [Delete].
- Web Application function names are given in **bold**, for example **Access Setup**.
- Configuration command, text entered into the web application or browser and data is expressed in *Calibri italic*.
- Words that the authors wish to emphasize are underlined.
- Hypertext links are expressed in *Calibri italic* and *underlined*.
- Notes and tips are represented by the  notepad icon.
- Important notices and warnings are represented by the  exclamation mark icon.
- Technical notes are represented by the  gears in head icon.
- The rest of the document is written in normal Calibri font.

Chapter 1. Introduction of TIMES E-TimeSheet System

TIMES E-TimeSheet System is an application which allows the user to import Electronic Time Clock data into the system for over time calculation and attendance records. The system supports the vast majority of electronic time clocks available in the market. Some of the notable features of the system includes auto importing of time clock data, employee attendance and working time reports, over time calculation, supports multiple working hours and shifts, auto export to TIMES Pay/HR system for wage calculation for Overtime, Shifts & Allowances/Deductions and job cost calculation.

Online and real time attendance reports and results provide proficient and successful time clock tracking and management in your workplace. It's a software-based time clock and attendance system that allows you to collect and organize your employee time data accurately and transfers to Times Payroll. It helps your company achieve automated labor-intensive processes and real time transaction to managers and employees.

Time and labor information is always up-to-date and accurate. Payroll costs are always allocated correctly, and employees and managers can perform their jobs more quickly and with less effort. This helps managers control overtime, shift scheduling costs and maintain budgets with higher efficiency.

By streamlining and automating interactions between employees and employers, organizations save time processing payroll, improves the accuracy of their data, and better manages their employees.

A powerful set of workforce management functionality that can be accessed from any web browser.

Time and attendance information can be gathered from any type of input devices such as proximity or bar code reader, biometric scanner, hand punch reader and finger scan.

1.1 The TIMES E-TimeSheet System User Guide for System Administrators

This guide is written for System Administrators to guide them in setting up and managing the internal settings of the TIMES E-TimeSheet system.

Chapter 2. First time logging into the TIMES E-TimeSheet System

Open your Microsoft Internet Explorer and enter the URL address for the TIMES E-Solution System Login Webpage, example: *http://www.myportal.com/esolution/login.aspx*

You will see your login page as shown at Figure 2-1.

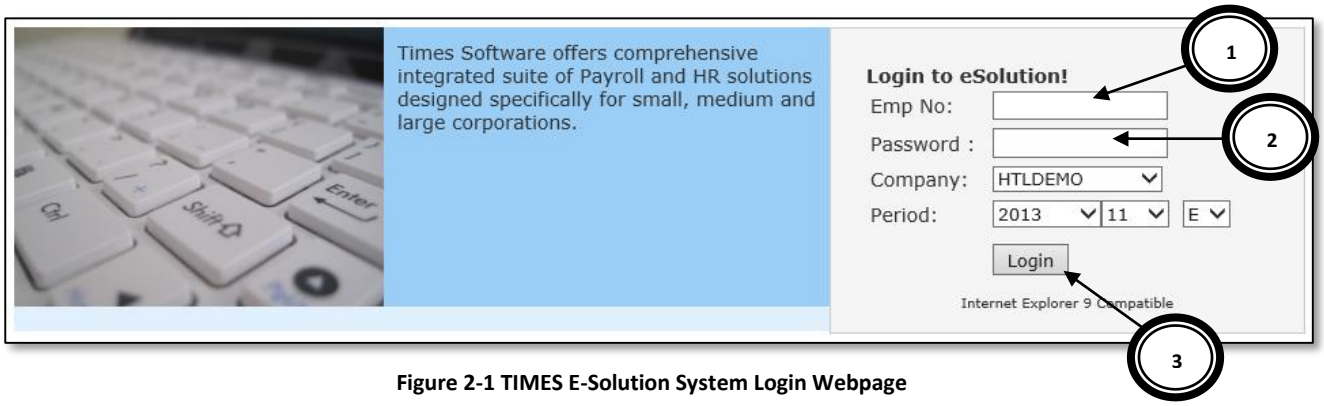
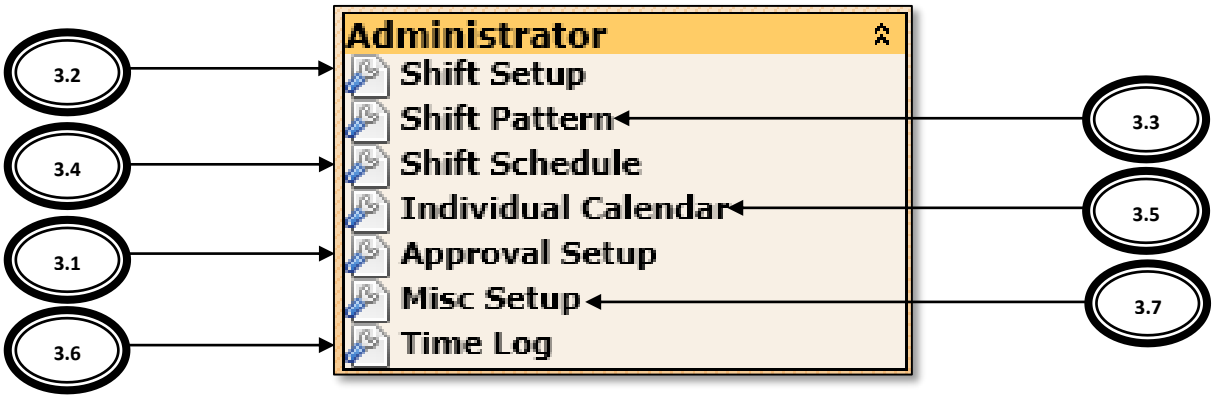


Figure 2-1 TIMES E-Solution System Login Webpage

No	Description (Figure 2-1)
1	Key in **Admin** at "Emp No". This is the login id for the System Administrator.
2	Key in the System Administrator's password at "Password".
3	Click the [Login] button to login into the system.

Chapter 3. Anatomy of the Administrator Menu

The System Administrator will have access to the **Administrator** menu in the E-TimeSheet system.



3.1 Approval Setup

The **Approval Setup** function allows the System Administrator to setup the approval flow for each employee by indicating each employee's reporting supervisors as the employee's E-TimeSheet approvers.

These approvers will be responsible in reviewing, approving and rejecting their reporting employees' **Time Sheet** details as well as managing their reporting employees' **Duty Rosters**.

Additionally, the System Administrator can designate the roles of HR Administrator and Entry Officer (also known as Scheduling Specialist) to specific employees in this function.

For more information on the **Approval Setup**, refer to Chapter 4 Approval Setup.

3.2 Shift Setup

The **Shift Setup** is a key function for the System Administrator to create and manage types of shifts within a work group. This is the Shifts' master list or catalogue.

The types of shifts that the System Administrator can create are daily shifts, weekly shifts, off days, rest days, public holiday shifts, cross midnight shifts, flexible shifts and split shifts.

These types of shifts must be created first before they can be established into a working **Shift Pattern** which can then be assigned to each employee's **Shift Schedule**.

For more information on the **Shift Setup**, refer to Chapter 5 Shift Setup.

3.3 Shift Pattern

The **Shift Pattern** function allows the System Administrator to design weekly shift patterns for work groups.

For more information on the **Shift Pattern**, refer to Chapter 6 Shift Pattern.

3.4 Shift Schedule

In the **Shift Schedule** function, the System Administrator can group employees into specific work groups and assign them specific shift patterns. It is important to note that the employees must be assigned an approver in the **Approval Setup**.

Once the tasks above are completed, System Administrator can then generate the employees' duty rosters based on the assigned shift patterns for a specific period.

For more information on the **Shift Schedule**, refer to Chapter 7 Shift Schedule.

3.5 Individual Calendar

The System Administrator can view each employees' duty rosters that were generated by **Shift Schedule** in the **Individual Calendar**. System Administrator can choose to make further adjustments to the employees' duty rosters if required.

For more information on the **Individual Calendar**, refer to Chapter 8 Individual Calendar.

3.6 Time Log

The **Time Log** keeps track of all employees' clock timings that were imported into the E-TimeSheet system.

For more information on the **Time Log**, refer to Chapter 9 Time Log.

3.7 Misc Setup

The **Misc Setup** function is managed by authorized personnel of Times Software.

Chapter 4. Approval Setup

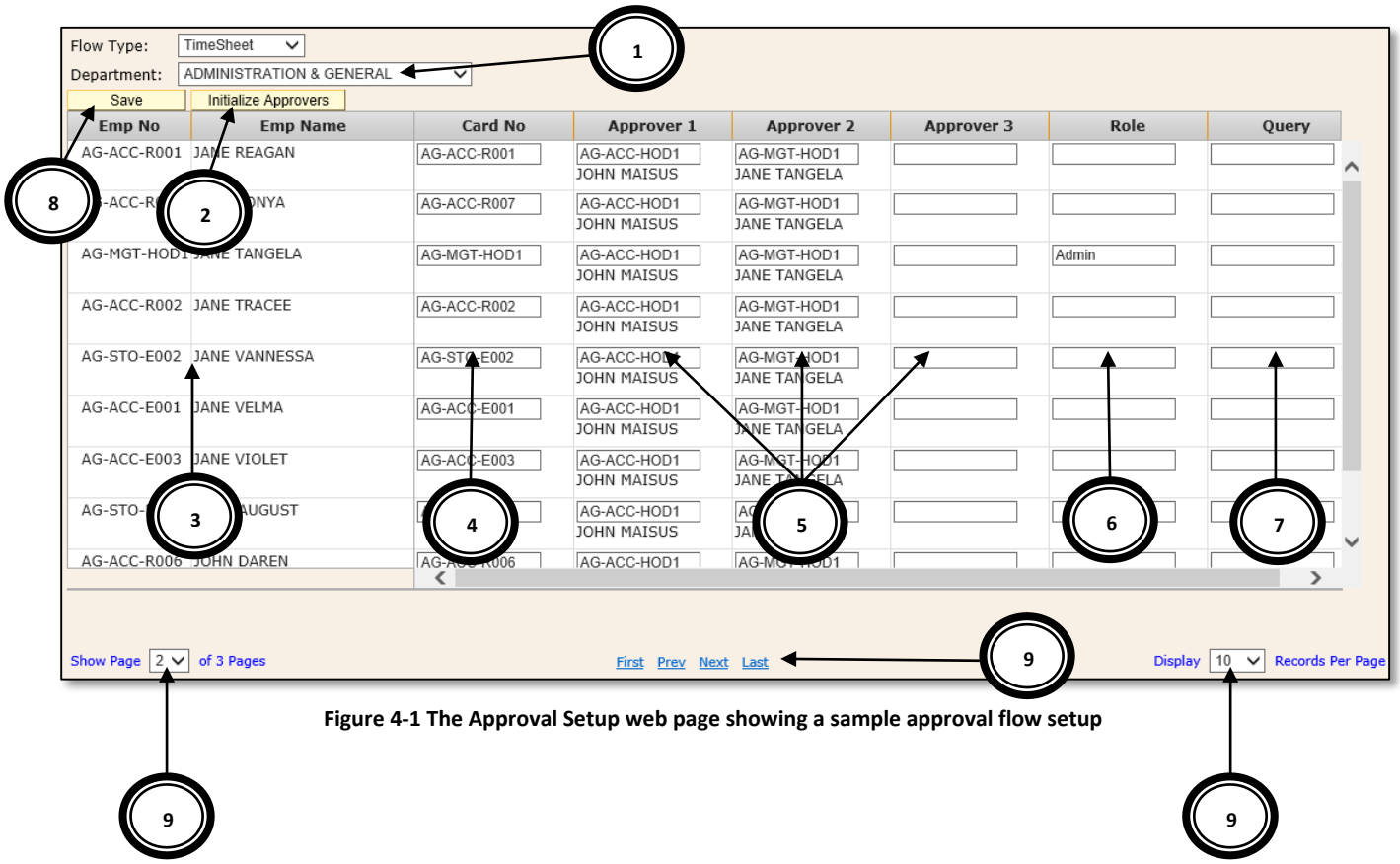


Figure 4-1 The Approval Setup web page showing a sample approval flow setup

No	Description (Figure 4-1)
1	Ensure the "Flow Type" is *TimeSheet*. Choose a "Department". The list of employees who are assigned to the selected department will be shown on the web page.
2	If employees' approval flow had been setup in the E-Leave system, the System Administrator can choose to bring over the approval flow from the E-Leave system into the E-TimeSheet system by using the [Initialize Approvers]. Do note that the E-TimeSheet system do not have stand-in approvers. ⚠ Using the [Initialize Approvers] will overwrite the existing setup information at the **Approval Setup**.
3	The "Emp No" shows the employee's number and the "Emp Name" shows the employee's name.

No	Description (Figure 4-1)
4	The "Card No" is the identification number that the time clock (time recorder) devices, such as proximity or bar code reader, biometric scanner and hand punch reader, uses to identify the employee in order to capture their clock in and clock out times.
5	The E-TimeSheet system provides up to three levels of approvers for each employee. Enter the approvers' employee numbers at "Approver 1", "Approver 2" or "Approver 3". The approvers must be setup in a sequence. For example, if an employee reports to a supervisor and the supervisor reports to the head of department, then the supervisor's employee number is setup at "Approver 1" and the head of department's employee number is setup at "Approver 2" for the employee.
6	To designate an employee as a HR Administrator, enter *Admin* at the "Role". This will grant the employee access to the **HR Menu** as well as exclusive rights to access all employees' information in the E-TimeSheet System within the organization. To designate an employee as an Entry Officer, enter *Entry* at the "Role". The Entry Officer must have the "Query" setup. This will grant the employee access to the Entry Officer menu in the E-TimeSheet system.
7	The "Query" is exclusively used for Entry Officer only. If an employee is designated *Entry* at the "Role", the System Administrator will indicate the list of employees that the Entry Officer can edit their time sheets and duty rosters in "Query". Enter the query **CODE** at "Query". The query can be created at Times Pay **Query Expert** in Query menu. The query **CODE** is case sensitive.
8	If there are any new data entered or changes made to the information in the **Approval Setup**, make sure to click the [Save] button to save the transactions.
9	The System Administrator can use the "Show Page" to see a specific web page of records, "Display Records Per Page" to manage the number of records that can be shown on the web page and "First" "Prev" "Next" "Last" to navigate to each of the web pages if there are more than a single web page. The E-TimeSheet system can only show a maximum of 500 employees on a single web page.

Chapter 5. Shift Setup

The Shift Setup is a key function for the System Administrator to create and manage the types of shifts within a work group in the E-TimeSheet system.

For each shift, the System Administrator can define the type of shift, the overtime calculations, lateness and under-time rules, daily rates calculations, allowances and rounding methods.

Let's begin by creating the **Work Group** first.

5.1 Work Group

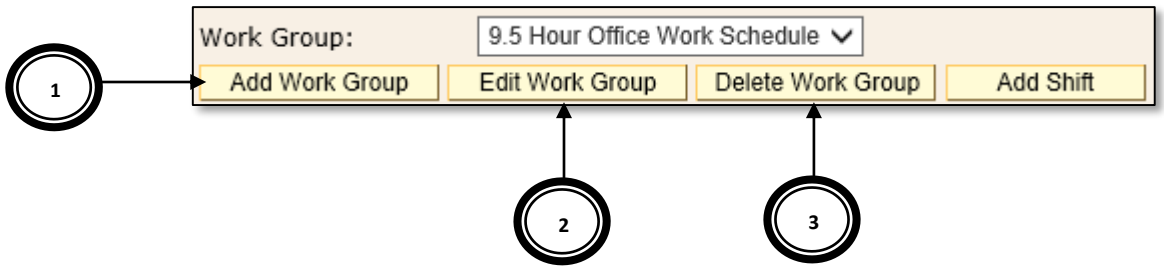


Figure 5-1 The Shift Setup Work Group and Shift buttons

No	Description (Figure 5-1)
1	Click the [Add Work Group] button to create a new **Work Group**.

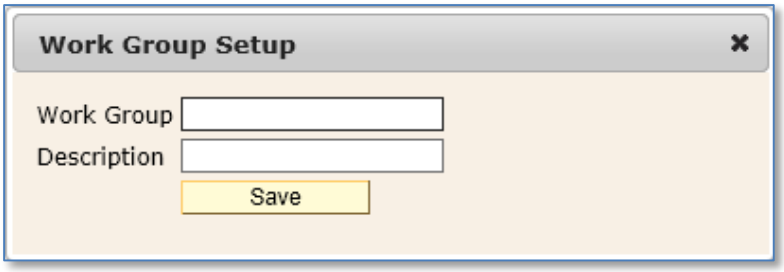


Figure 5-2 Creating a new work group in Work Group Setup

The **Work Group Setup** pop-up window will appear. Key in the **Work Group** code at "Work Group" and the **Work Group** name at "Description".

Once completed, click the [Save] button. Click the [X] at the top right corner of the **Work Group Setup** pop-up window to cancel.

2 To edit an existing **Work Group**, select a work group from the "Work Group" drop-down list and click the [Edit Work Group] button.

No	Description (Figure 5-1)

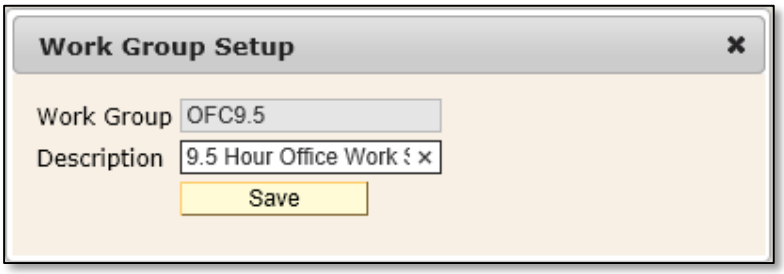


Figure 5-3 Editing an existing work group at Work Group Setup

Only the Work Group's name at "Description" can be changed.

Once completed, click the [Save] button. Click the [X] at the top right corner of the **Work Group Setup** pop-up window to cancel.

3 To delete an existing **Work Group**, select a work group from the "Work Group" drop-down list and click the [Delete Work Group] button.

Deletion of the selected **Work Group** is permanent. All created **Shifts** assigned to the deleted **Work Group** will be deleted as well.

5.2 Creating a New Shift

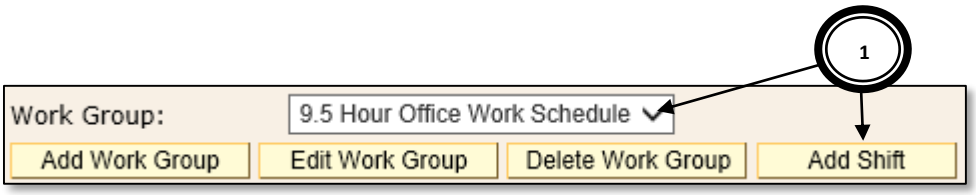


Figure 5-4 Creating a new shift for a Work Group

No	Description (Figure 5-4)

1 Choose a "Work Group" and click the [Add Shift] to create a new shift for the Work Group.

The System Administrator will be presented with the **Add Shift** web page which consists of the **General**, **Overtime**, **Lateness/Undertime**, **Day Rate**, **Allowance** and **Miscellaneous** tabs.

5.3 General tab of the Shift Setup

The **General** tab of the **Shift Setup** consists of three sections namely **General**, **Meal** and **Public Holiday**.

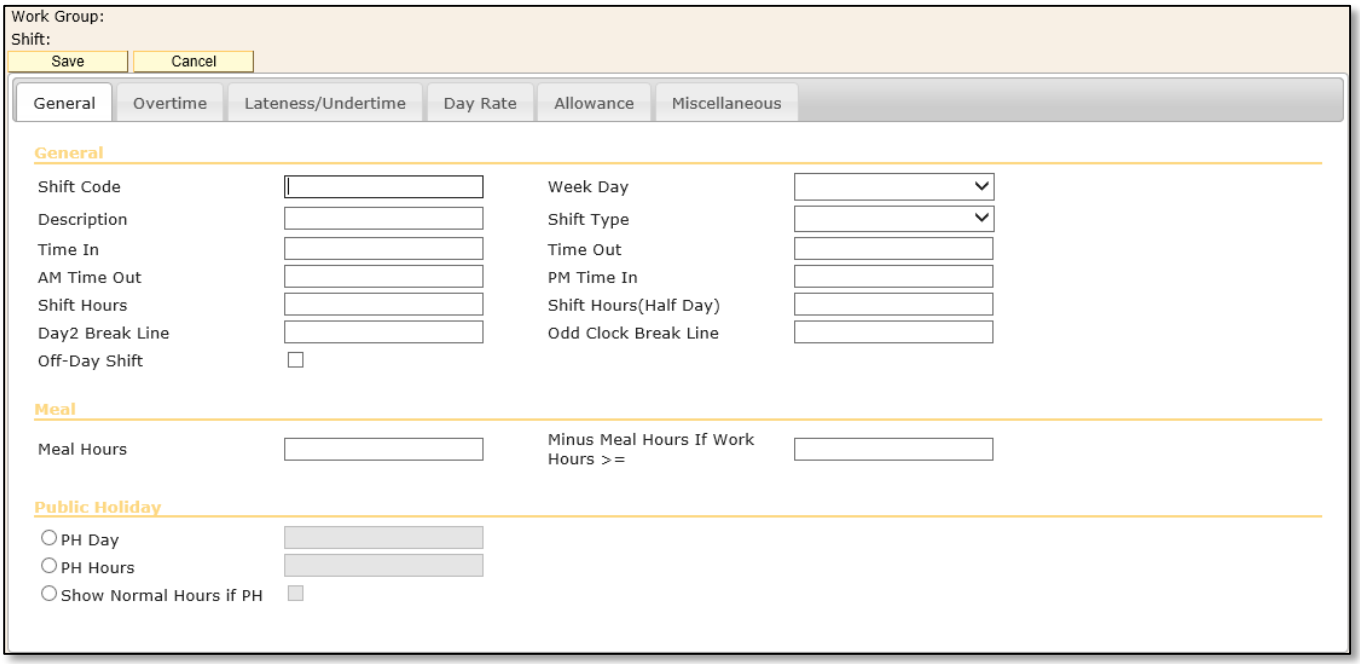


Figure 5-5 The General information of the Shift

Field Name	Purpose (Figure 5-5)
"Shift Code"	The code for the shift. Maximum 15 characters in length.
"Description"	The name for the shift. Maximum 30 characters in length.
"Week Day"	Indicate a specific day that employees can be assigned this shift. If it is blank, employees can be assigned this shift on any day.
"Shift Type"	A blank "Shift Type" indicates that this shift is a daily shift which calculates overtime on a daily basis. Choose *Weekly-Based* at "Shift Type" to indicate that this shift is a weekly shift which calculates overtime if employees work more than 44 hours per week on a weekly basis. The weekly shift is typically used for part time employees.

Field Name	Purpose (Figure 5-5)
"Time In"	The official start time for the shift in a 24 hour format, for example *13:00*. Employees clock in later than this "Time In" may incur lateness hours depending on the grace period given. (Not applicable to **Flexible Shift**) If the shift is a **Flexible Shift** (also known as **Flexi Shift**), the "Time In" and "Time Out" must not be defined (blank).
"Time Out"	The official end time for the shift in a 24 hour format, for example *22:00*. Employees who clock out earlier than this "Time Out" may incur undertime (also known as Early Clock Out) hours depending on the grace period given. (Not applicable to **Flexi Shift**)
"AM Time Out"	This is only applicable for employees who are taking afternoon leaves. (This applies to any types of leaves, such as annual leaves, off in lieu leaves, sick leaves and no pay leaves, as long as the leaves are final approved by the employees' approvers or by the HR Administrator) This is to indicate when the employees can officially clock out from their morning work in order to go for their afternoon half day leaves. If they clock out from their shifts earlier than the time indicated in "AM Time Out", they will incur undertime hours. This is not applicable to **Flexi Shift**.
"PM Time In"	This is only applicable for employees who are taking morning leaves. (This applies to any types of leaves, such as annual leaves, sick leaves and no pay leaves, as long as the leaves are final approved by the employees' approvers or by the HR Administrator) This is to indicate when the employees can officially clock in for their afternoon work if they had taken their morning leaves.

Field Name	Purpose (Figure 5-5)
	If they clock in for their shifts later than the time indicated in "PM Time In", they will incur late hours. This is not applicable to **Flexi Shift**.
"Shift Hours"	The official **Normal Hours** that the employees need to fulfil for their shifts. The hours are automatically calculated by the system with the formula: **(Hours difference between Time In and Time Out) minus Meal Hours** if any.
"Shift Hours(Half Day)"	The number of **Normal Hours** that the employees need to fulfil for their shifts in order to qualify as half a day's work. This figure must not exceed the total hours in "Shift Hours".
"Day2 Break Line"	Enter the time in a 24 hour format, for example 06:00. The system will use this time to determine the cut-off time for the current day's shift. Any hours clocked after this cut-off time will be regarded as the next day's shift clock in. If an employee clocks out after this "Day2 Break Line" time, this "Day2 Break Line" time will be his clock in time for the next day's shift as well as his last clock out time for the current day's shift. Here is an example: • "Day2 Break Line" is set at 06:00 which is 6:00 am. • If an employee clocks in for work on Tuesday 10:00 pm and clocks out from work on Wednesday 6:00 am, he would have clocked 8 work hours for Tuesday's shift. However, if he clocked out from work on Wednesday 1:00 pm, he would have clocked 8 work hours for Tuesday's shift (being automatically clocked out at 6:00 am for Tuesday's shift) and 7 work hours for Wednesday's shift (being automatically clocked in at 6:00 am for Wednesday's shift).

Field Name	Purpose (Figure 5-5)
	If the "Day2 Break Line" is undefined (blank), the system will use the default value of 06:00 (6 am).

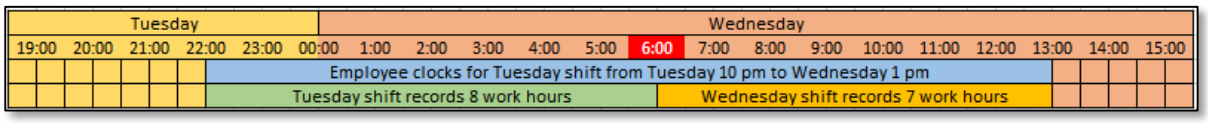


Figure 5-6 Example of how the Day2 Break Line 06:00 (6:00 am) works in a sample scenario

"Odd Clock Break Line"

In the **Time Sheet**, the system will show **Odd Clock** alert messages to the user for the following situations:

Odd Clock Message	Meaning
Odd Clocking	There is no clock in and clock out time for the shift.
Odd Clocking In	No clock in time but there is a clock out time for the shift.
Odd Clocking Out	No clock out time but there is a clock in time for the shift.

Table 5-1 Odd Clock Status

The "Odd Clock Break Line" is primarily used for an employee who has only one clock timing for the day and the system needs to determine whether that clock timing is a clock in or a clock out.

If an employee's first and only clock timing is earlier than or equal to the "Odd Clock Break Line" time, that timing will be a clock in. The employee's **Time Sheet** will record the "Odd Clocking" message of *Odd Clocking Out*.

If an employee's first and only clock timing is later than the "Odd Clock Break Line" time, that timing will be a clock out. The employee's **Time Sheet** will record the "Odd Clocking" message of *Odd Clocking In*.

Here is an example:

- "Odd Clock Break Line" is set at 12:00 which is 12 pm.
- If an employee only clock timing is later than 12 pm, his **Time Sheet**'s "Odd Clock" message will show *Odd*

Field Name	Purpose (Figure 5-5)
	Clocking In and his clock timing will be recorded in "O.TimeOut".
	If the "Odd Clock Break Line" is undefined (blank), the employee's first clock timing will always be a clock in. Therefore, without using the "Odd Clock Break Line", the system will not be able to determine which employee clocked out from work but did not clock in for work (*Odd Clocking In*).  If the shift allows employees to take half day leaves, meaning the shift's "AM Time Out" and "PM Time In" had been defined, the "Odd Clock Break Line" time must be later than the "PM Time In". If this tip is not followed, employees who took morning leaves and report to work in the afternoon or at night might end up without any clock in timings.
"Off-Day Shift"	If this shift is an off day or rest day shift, tick this checkbox. This will ensure that this shift will not have any **Odd Clock** messages in the **Time Sheet**.
"Meal Hours"	Indicate the meal hours or lunch hours for this shift in an hourly format. For example, if the meal hours is 45 minutes, then key in *0.75* at "Meal Hours" (45 minutes divide by 60 minutes). The shift's "Shift Hours" will automatically deduct from the "Meal Hours".
"Minus Meal Hours If Work Hours >="	Indicate the number of **Work Hours** that the employees need to clocked before the "Meal Hours" deduct their **Work Hours**. If the "Minus Meal Hours If Work Hours >=" is undefined (blank), the shift's "Meal Hours" will not deduct the employees' **Work Hours**.
"PH Day"	Indicate the number of days for daily rated pay.

Field Name	Purpose (Figure 5-5)
	If employees are assigned this shift and this shift happens to fall on a public holiday, they will automatically earn this number of daily pay ("1.0 Day Rate") regardless of how many hours they had clocked for this shift on that public holiday.
"PH Hours"	Indicate the number of hours for overtime pay at a rate of 1.0. If employees are assigned this shift and this shift happens to fall on a public holiday, they will automatically earn this hours of overtime pay ("OT #1.0") regardless of how many hours they had clocked for this shift on that public holiday.
"Show Normal Hours if PH"	If this checkbox is ticked, employees will automatically clocked their full work hours (based on the "Shift Hours") for this shift if this shift falls on a public holiday regardless of how many hours they had actually clocked for this shift on that public holiday.

5.4 Overtime tab of Shift Setup

The **Overtime** tab of the Shift consists of the **Overtime**, **Overtime Ratio**, **Early in Overtime**, **Cross Night Overtime** and **Overtime Break** sections.

5.4.1 Overtime and Overtime Ratio sections

The **Overtime** section contains the conditions of when overtime pay will be calculated and **Overtime Ratio** section will indicate the rate of the overtime pay.

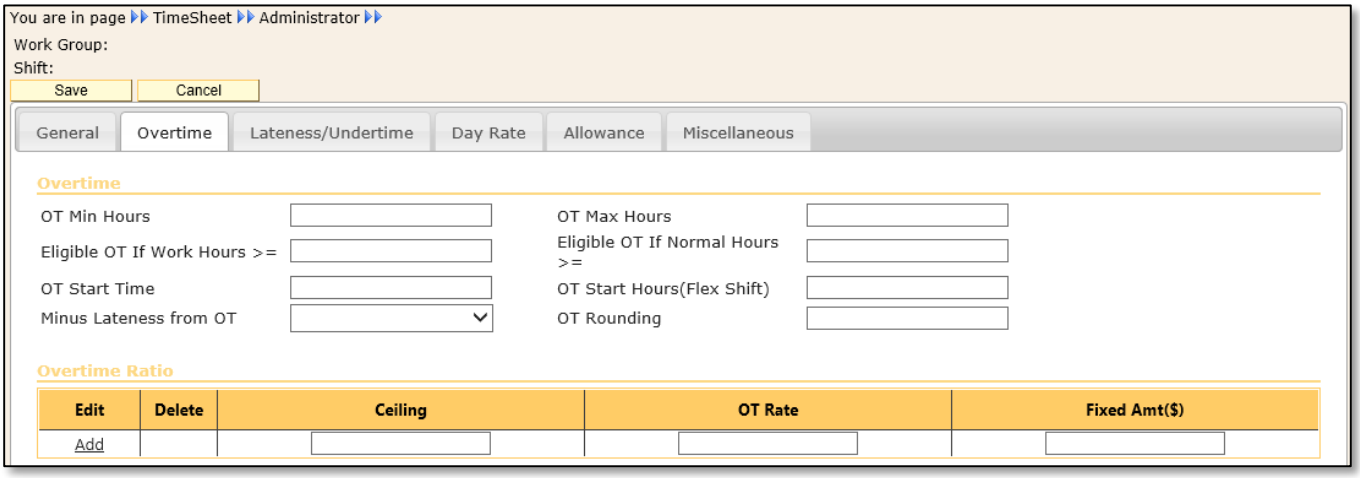


Figure 5-7 The Overtime and Overtime Ratio section of the Overtime tab in Shift

Field Name	Purpose (Figure 5-7)
"OT Min Hours"	Indicate the number of hours that employees need to clock after their normal shift work time end or after the "OT Start Time" in order to be entitled for overtime pay. For example, if "OT Min Hours" is set at *0.5* and the shift's normal work time ends at 6:00 pm, employees must continue to clock for work for 30 minutes more until 6:30 pm before they can earn overtime pay which is calculated from 6:00 pm onwards. If the "OT Min Hours" is set at *0.5* and "OT Start Time" is set as *19:00* (7:00 pm), employees must clock for overtime at least half an hour from 7:00 pm onwards to be eligible for overtime pay which is calculated from 7:00 pm onwards.
"OT Max Hours"	Indicate the maximum hours of overtime that employees can earn.

Field Name	Purpose (Figure 5-7)
"Eligible OT If Work Hours >="	Employees must clock at work for this duration before they are entitled for overtime pay. The **Work Hours** is simply the duration from the employees' first clock in time to the employees' last clock out time for the shift minus "Meal Hours" if the shift's "Minus Meal Hours If Work Hours >=" had been defined.
"Eligible OT If Normal Hours >="	This is the number of "Shift Hours" that employees must fulfil before they are entitled for overtime pay.
"OT Start Time"	This is the start time in a 24 hour format that overtime hours will start to calculate from. Typically "OT Start Time" time should be equal to or later than the shift's "Time Out" time.
"OT Start Hours(Flex Shift)"	For **Flexi Shifts**, indicate the number of **Work Hours**, rather than indicating a start time, that employees need to clock for the shift before they can be entitled for overtime pay. This is because **Flexi Shifts** do not have an official start and end work time.
"OT Rounding"	This is where the overtime hours rounding method can be defined. Round to the nearest half (*0.5*) or quarter (*0.25*) hour with a positive "OT Rounding" number to round up or a negative "OT Rounding" number to round down. For examples, refer to Table 5-2 OT Rounding Method.

Field Name	Purpose (Figure 5-7)

"OT Rounding"	Method	If Overtime Clocked	Outcome
blank (undefined)	Exact Minute	33 minutes	OT Hours = 0.55
-0.25	Round Down to nearest quarterly hour	57 minutes	OT Hours = 0.75
-0.50	Round Down to nearest half hour	57 minutes	OT Hours = 0.5
+0.25	Round Up to nearest quarterly hour	33 minutes	OT Hours = 0.75
+0.50	Round Up to nearest half hour	33 minutes	OT Hours = 1.0

Table 5-2 OT Rounding Method

"Minus Lateness from OT" — If employees had incur lateness hours for this shift, their overtime hours can be penalized based on one of these four conditions:

"Minus Lateness from OT"	Purpose
blank (undefined)	Do not deduct employees' overtime hours with their lateness hours and vice versa.
After Round OT	Round the employees' overtime hours first based on the "OT Rounding" method and then deduct this rounded overtime hours with their late hours. For example:

OT Hours	OT Rounding	Late Hours	Net Effect (OT Hours)
0.95	-0.25	0.10	OT Hours 0.95 round to OT Hours 0.75. OT Hours 0.75 – Late Hours 0.10 = OT Hours 0.65.

Table 5-3 After Round OT

	Do note that the employee's late hours are not reduced (the **Time Sheet** still records the employee's late hours) and only the employee's overtime hours are reduced due to the late hours.
Before Round OT	Deduct the employees' overtime hours with their late hours first. The net overtime hours will be rounded based on the "OT Rounding" method.

Field Name	Purpose (Figure 5-7)
	For example:

OT Hours	OT Rounding	Late Hours	Net Effect (OT Hours)
0.95	-0.25	0.10	OT Hours 0.95 – Late Hours 0.10 = OT Hours 0.85. OT Hours 8.5 round to OT Hours 0.75.

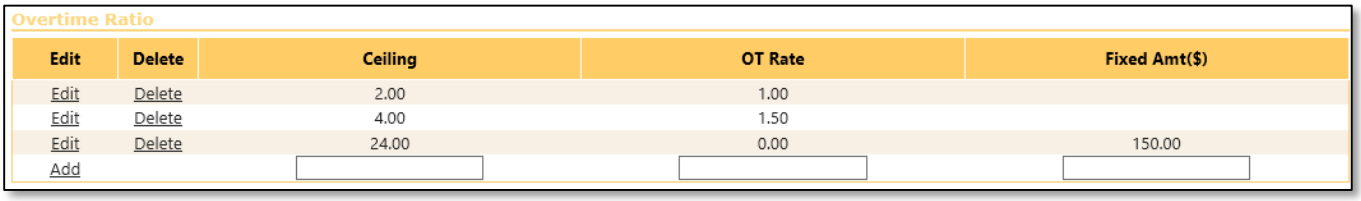
Table 5-4 Before Round OT

Do note that the employee's late hours are not reduced (the **Time Sheet** still records the employee's late hours) and only the employee's overtime hours are reduced due to the late hours.

Offset Lateness After Round OT	Round the employees' overtime hours first based on the "OT Rounding" method. Then deduct the late hours with the overtime hours in an attempt to lower employees' late hours. Typically, this will allow employees to make up lost work hours due to lateness by doing overtime in order to clear their late hour records. For example:

OT Hours	OT Rounding	Lateness Hours	Net Effect
0.95	-0.25	0.10	OT Hours 0.95 round to OT Hours 0.75. Late Hours 0.10 – OT Hours 0.75 = Late Hours 0. Net OT Hours = 0.65.

Table 5-5 Offset Lateness After Round OT



Overtime Ratio

Edit	Delete	Ceiling	OT Rate	Fixed Amt($)
Edit	Delete	2.00	1.00	
Edit	Delete	4.00	1.50	
Edit	Delete	24.00	0.00	150.00
Add				

Figure 5-8 Sample data for Overtime Ratio

Field Name / Column	Purpose (Figure 5-8)
"Edit"	Click the *Add* to add a new record. If there is an existing record, click the *Edit* to edit the record. Then click the *Save* to save the record or *Cancel* to cancel the changes to the record.
"Delete"	Click the *Delete* to delete an existing record.
"Ceiling"	Indicate the maximum overtime hours that an employee can clock to earn a specific overtime rate of pay. Multiple rates of overtime can be defined as a top-down tier structure. Each rate must have a "Ceiling" setup. The last overtime rate record must have a "Ceiling" of *24* hours. For example, based on the sample data in Figure 5-8: • If an employee had clocked 1 hour of overtime, he will earn one hour of his standard hourly pay (OT 1.0). • If an employee had clocked 3 hours of overtime, his first two hours of overtime will be based on his standard hourly pay rate (OT 1.0) and the third overtime hour will be paid at 1.5 times his hourly pay rate (OT 1.5). • If an employee had clocked 8 hours of overtime, he will be paid 2 hours of OT 1.0, 2 hours of OT 1.5 and a fixed allowance of $150.00.
"OT Rate"	Indicate the overtime rate.
"Fixed Amt($)"	Indicate an overtime allowance in dollar sum.

5.4.2 Early In Overtime section

This section explains the setup of overtime pay for employees who shows up early for work.

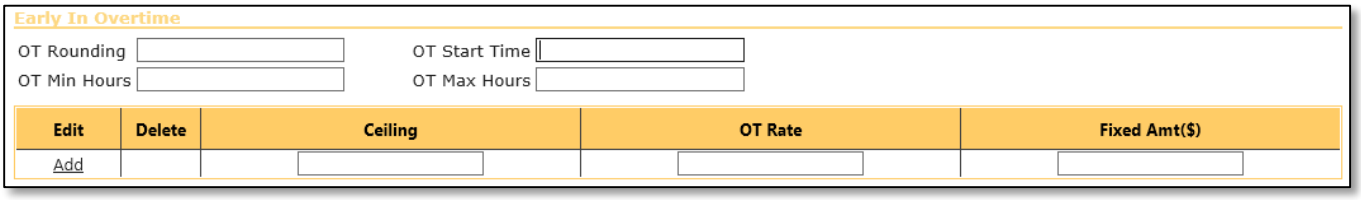


Figure 5-9 Early In Overtime section of the Shift Setup Overtime tab

Field Name / Column	Purpose (Figure 5-9)
"OT Rounding"	This is where the **Early In Overtime** hours rounding method can be defined. Round to the nearest half (*0.5*) or quarter (*0.25*) hour with a positive "OT Rounding" number to round up or a negative "OT Rounding" number to round down. For examples, refer to Table 5-2 OT Rounding Method.
"OT Start Time"	This is the start time in a 24 hour format that **Early In Overtime** hours will start to calculate from. Typically "OT Start Time" time should be earlier than the shift's "Time In" time.
"OT Min Hours"	Indicate the number of hours before the shift's official "Time In" that employees will not be entitled to **Early In Overtime**. For example: If "OT Min Hours" is set at *0.5* and the shift's normal work time starts at 8:30 am, employees who clocked in before 8:00 am are entitled to **Early In Overtime** which is calculated from their clock in time up till 8:30 am. However, if employees clocked in early between 8:00 am and 8:30 am, they will not be entitled to **Early In Overtime**. If "OT Min Hours" is set at *0.5*, the shift's normal work time starts at 8:30 am and "OT Start Time" set as *07:00* (7:00 am),

Field Name / Column	Purpose (Figure 5-9)
	employees who clocked in before 8:00 am are entitled to **Early In Overtime** which is calculated from 7:00 am up till 8:30 am. Clocking in between 8:00 am to 8:30 am will not be entitled to **Early In Overtime**.
"OT Max Hours"	Indicate the maximum hours of **Early In Overtime** that employees can earn.
"Edit"	Click the *Add* to add a new record. If there is an existing record, click the *Edit* to edit the record. Then click the *Save* to save the record or *Cancel* to cancel the changes to the record.
"Delete"	Click the *Delete* to delete an existing record.
"Ceiling"	Indicate the maximum overtime hours that an employee can clock in order to earn a specific overtime rate of pay. Multiple rates of overtime can be defined as a top-down tier structure. Each rate must have a "Ceiling" setup. The last overtime rate record must have a "Ceiling" of *24* hours.
"OT Rate"	Indicate the overtime rate.
"Fixed Amt($)"	Indicate an overtime allowance in dollar sum.

5.4.3 Cross Night Overtime section

This section explains the setup of overtime pay for employees whose overtime hour crosses over midnight to the next day and they are paid a different overtime rate or allowances for their next day's overtime (**Cross Night Overtime**).

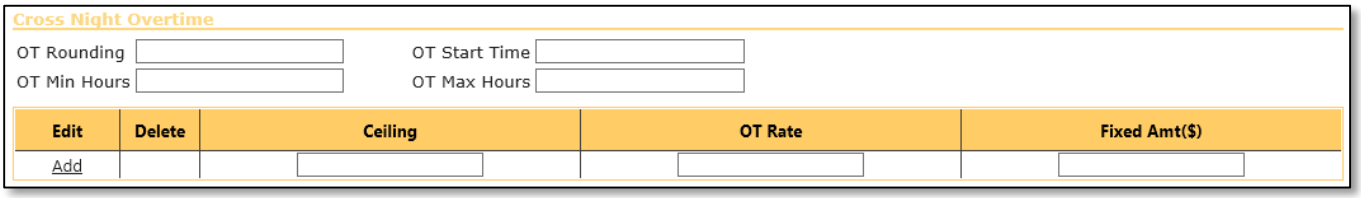


Figure 5-10 Cross Night Overtime section of the Shift Setup Overtime tab

Field Name / Column	Purpose (Figure 5-10)
"OT Rounding"	This is where the **Cross Night Overtime** hours rounding method can be defined. Round to the nearest half (*0.5*) or quarter (*0.25*) hour with a positive "OT Rounding" number to round up or a negative "OT Rounding" number to round down. For examples, refer to Table 5-2 OT Rounding Method.
"OT Start Time"	This is the start time in a 24 hour format that **Cross Night Overtime** hours will start to calculate from. Typically "OT Start Time" time should be later than midnight but earlier than the next day shift's "Day2 Break Line".
"OT Min Hours"	Indicate the number of hours that employees need to clock after midnight or after the "OT Start Time" in order to be entitled for **Cross Night Overtime** pay. For example: If "OT Min Hours" is set at *0.5*, employees must continue to clock for work for 30 minutes more from midnight until 12:30 am before they can earn **Cross Night Overtime** pay which is calculated from 12:00 am onwards. If the employees clocked out from work after midnight but before 12:30 am, they will only be entitled to the normal **Overtime**.

Field Name / Column	Purpose (Figure 5-10)
	If "OT Min Hours" is set as *0.5* and "OT Start Time" is set as *01:00* (1:00 am), employees must continue to clock for work for 30 minutes more from 1:00 am until 1:30 am before they can earn **Cross Night Overtime** pay which is calculated from 1:00 am onwards.
"OT Max Hours"	Indicate the maximum hours of **Cross Night Overtime** that employees can earn.
"Edit"	Click the *Add* to add a new record. If there is an existing record, click the *Edit* to edit the record. Then click the *Save* to save the record or *Cancel* to cancel the changes to the record.
"Delete"	Click the *Delete* to delete an existing record.
"Ceiling"	Indicate the maximum overtime hours that an employee can clock in order to earn a specific overtime rate of pay. Multiple rates of overtime can be defined as a top-down tier structure. Each rate must have a "Ceiling" setup. The last overtime rate record must have a "Ceiling" of *24* hours.
"OT Rate"	Indicate the overtime rate.
"Fixed Amt($)"	Indicate an overtime allowance in dollar sum.

5.4.4 Overtime Break section

This section explains the setup of enforcing break times for employees who work overtime.

Prerequisite: In order to use the **Overtime Break**, **Overtime** and **Overtime Ratio** must be setup for the shift.

Figure 5-11 Overtime Break section of the Shift Setup Overtime tab

Field Name / Column	Purpose (Figure 5-11)
"Edit"	Click the *Add* to add a new record. If there is an existing record, click the *Edit* to edit the record. Then click the *Save* to save the record or *Cancel* to cancel the changes to the record.
"Delete"	Click the *Delete* to delete an existing record.
"Sequence"	The "Sequence" number will indicate which **Overtime Break** records will take effect first and subsequently.
"Break (In Minutes)"	Indicate the number of minutes that employees need to take a break. This figure will deduct the employees' total overtime hours.
"Min Hours"	If employees had clocked this amount of overtime hours, the "Break (In Minutes)" will take effect.
"Minus Break If Time In (<=)"	Indicate the time in a 24 hour format. If employees had clocked in for overtime before or at the time indicated here, "Break (In Minutes)" will take effect. If **Overtime Break** "Min Hours" is defined, do not define "Minus Break If Time In (<=)" and "Minus Break If

Field Name / Column	Purpose (Figure 5-11)
	Time Out (>=)" in order to avoid incorrect calculation of the "Break (In Minutes)".
"Minus Break If Time Out (>=)"	Indicate the time in a 24 hour format. If employees had last clocked out from overtime at or after the time indicated here, "Break (In Minutes)" will take effect.  If **Overtime Break** "Min Hours" is defined, do not define "Minus Break If Time In (<=)" and "Minus Break If Time Out (>=)" in order to avoid incorrect calculation of the "Break (In Minutes)".

Here is an example on how to define multiple sequences of the **Overtime Break** based on a sample scenario:

Scenario: The Company enforces a policy of all employees who are working overtime to take 30 minute breaks (rest) for every 2 hours of overtime. Employees can only work for a maximum of 8 hours of overtime.

Overtime Break Setup:

Sequence	Break (In Minutes)	Min Hours
1	30	2.00
2	60	4.00
3	90	6.00
4	120	8.00

Table 5-6 Overtime Break sequence setup sample

Result: If an employee had clocked 6 hours of overtime, 90 minutes of break will be deducted from the overtime hours which will net a total of 4.5 overtime hours.

5.5 Lateness/Undertime tab of Shift Setup

The **Lateness/Undertime** tab consist of **Lateness** and **Undertime** sections.

5.5.1 Lateness section

This section explains the setup on the rules for lateness.

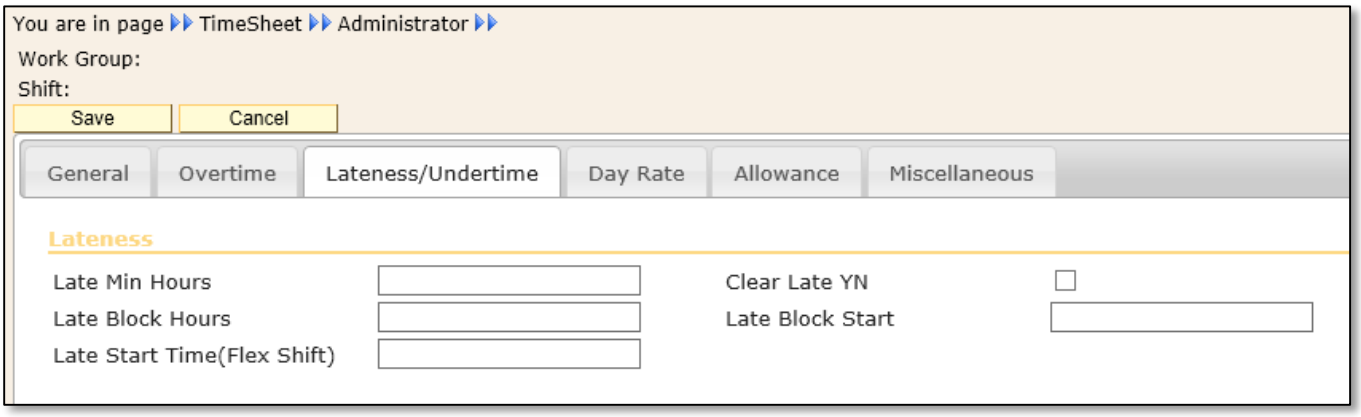


Figure 5-12 Lateness section of the Shift Setup Lateness/Undertime tab

Field Name	Purpose (Figure 5-12)
"Late Min Hours"	Indicate the lateness grace period in a 24 hour format. If employees clock in late for work within this grace period, they will not incur any late hours. For example: The shift's official start time is at 9:00 am. "Late Min Hours" is set as *0.25* which is a 15 minutes grace period. Employees who clock in late for work between 9:01 am and 9:15 am will not incur any late hours.
"Clear Late YN"	If this checkbox is un-ticked, employees who clock in late for work within the lateness grace period as indicated in "Late Min Hours", even though they did not incur any late hours, they are still considered late for work and their clock in late information will be reflected in the **Lateness By Date** and **Lateness By Employee** reports.

Field Name	Purpose (Figure 5-12)
	However, if this checkbox is ticked, as long as employees clock in late for work within the lateness grace period as indicated in "Late Min Hours", they will not be considered late.
"Late Block Hours"	Indicate the minutes in an hour format, for example *0.25* corresponds to a 15 minute block. The late hours will then be calculated as blocks of 15 minutes after lateness grace period if any. Here are some examples: "Late Min Hours" set as *0.16* being 10 minutes lateness grace period. "Late Block Hours" set as *0.25* being 15 minutes lateness penalty block.

Clock in timing after shift's official start time	Late Hours
First 0 – 10 minutes (Grace Period)	No deduction
Every 15 minutes of lateness after lateness grace period	0.25 hours

Table 5-7 Late Block Hours

Based on the example at Table 5-7 Late Block Hours:

- Employee shift start time is at 9.00 am. He clocked in late at 9.01 am. He is not penalized.
- Employee shift start time is at 9.00 am. He clocked in late at 9.11 am. He is penalized by 0.25 hours.
- Employee shift start time is at 9.00 am. He clocked in late at 10.33 am. He is penalized by 1.75 hours.

"Late Block Start"	Indicate the late hour to start enforcing the "Late Block Hours". If employees had clocked in late for work and their late hours are less than the "Late Block Start", their late hours will be calculated exactly by the minute.

Field Name	Purpose (Figure 5-12)
	However, should the employees clocked in late for work and their late hours are equal to or greater than the "Late Block Start", their late hours will be calculated by blocks of hours as defined at "Late Block Hours". Here is an example: "Late Block Hours" set as *0.25* being 15 minutes lateness penalty block. "Late Block Start" set as *0.5* being the first 30 minutes of lateness. • Employee shift start time is at 9.00 am. He clocked in late at 9.29 am. He is penalized by 0.48 hours which is 29 minutes of lateness. (by the exact minute) • Employee shift start time is at 9.00 am. He clocked in late at 9.31 am. He is penalized by 0.75 hours which is 45 minutes of lateness instead of 31 minutes. (by blocks of 15 minutes)
"Late Start Time(Flex Shift)"	Indicate the start time in a 24 hour format here to enforce lateness rules to **Flexi Shift** employees. If the **Flexi Shift** employees clocked in for work after this "Late Start Time(Flex Shift)" time and before the shift's "Day2 Break Line" time they will incur late hours.

5.5.2 Undertime section

This section explains the setup on the rules for undertime.

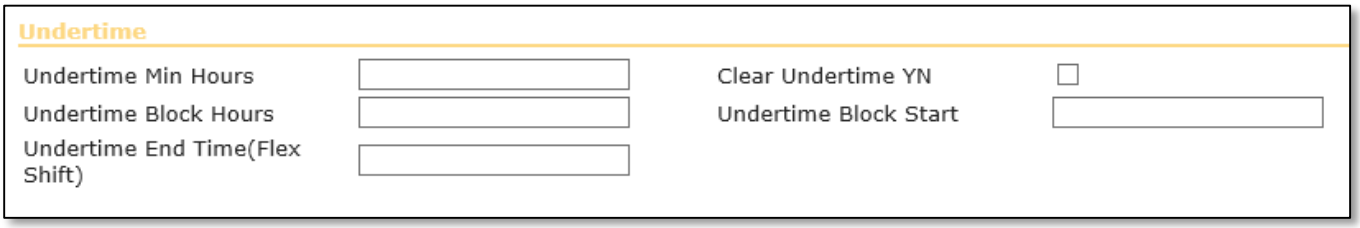


Figure 5-13 Undertime section of the Shift Setup Lateness/Undertime tab

Field Name	Purpose (Figure 5-12)
"Undertime Min Hours"	Indicate the undertime grace period in a 24 hour format. If employees clock out early from work within this grace period, they will not incur any undertime hours. For example: The shift's official end time is at 6:00 pm. "Undertime Min Hours" is set as *0.25* which is a 15 minutes grace period. Employees who clock out early from work between 5:45 pm and 5:59 pm will not incur any undertime hours.
"Clear Undertime YN"	If this checkbox is un-ticked, employees who clock out early from work within the undertime grace period, even though they did not incur any undertime hours, they are still considered to be undertime for work and their clock out early information will be reflected in the **Under Time By Date** and **Under Time By Employee** reports. However, if this checkbox is ticked, as long as employees clock out early from work within the undertime grace period, they will not be considered under-timed.
"Undertime Block Hours"	Indicate the minutes in an hour format, for example *0.25* corresponds to a 15 minute block. The undertime hours will then be calculated per continuous block of 15 minutes after undertime grace period if any.

Field Name	Purpose (Figure 5-12)

Here are some examples:

"Undertime Min Hours" set as *0.16* being 10 minutes undertime grace period.
"Undertime Block Hours" set as *0.25* being 15 minutes undertime penalty block.

Clock Out Timing before shift's official end time	Undertime Hours
First 0 – 10 minutes (Grace Period)	No deduction
Every 15 minutes of undertime after undertime grace period	0.25 hours

Table 5-8 Undertime Block Hours

Based on the example at Table 5-8 Undertime Block Hours:

- Employee shift end time is at 6:00 pm. He clocked out early at 5:59 pm. He is not penalized.
- Employee shift end time is at 6:00 pm. He clocked out early at 5:49 pm. He is penalized by 0.25 hours.
- Employee shift end time is at 6:00 pm. He clocked out early at 4:27 pm. He is penalized by 1.75 hours.

"Undertime Block Start"

Indicate the start time (24 hour format) to begin enforcing the "Undertime Block Hours". Early out timings after this "Undertime Block Start" will incur undertime hours by the minute instead of by blocks of minutes.

Here are some examples:

"Undertime Block Hours" set as *0.25* being 15 minutes undertime penalty block.
"Undertime Block Start" set as *17:30* being 5:30 pm.

- Employee shift end time is at 6.00 pm. He clocked out early at 5.31 pm. He is penalized by 0.48 hours which is 29 minutes of undertime.
- Employee shift end time is at 6.00 pm. He clocked out early at 5.29 pm. He is penalized by 0.75 hours which is 45 minutes of undertime.

Field Name	Purpose (Figure 5-12)
"Undertime End Time(Flex Shift)"	Indicate the start time in a 24 hour format here to enforce undertime rules to **Flexi Shift** employees. If the **Flexi Shift** employees clocked out from work before this "Undertime End Time(Flex Shift)" time and after the shift's "Day2 Break Line" time they will incur undertime hours.

5.6 Day Rate tab of Shift Setup

The Day Rate tab consist of the **Day Rate** and **Cross Night Day Rate** sections.

5.6.1 Day Rate section

This section explains the **Day Rate** setup.

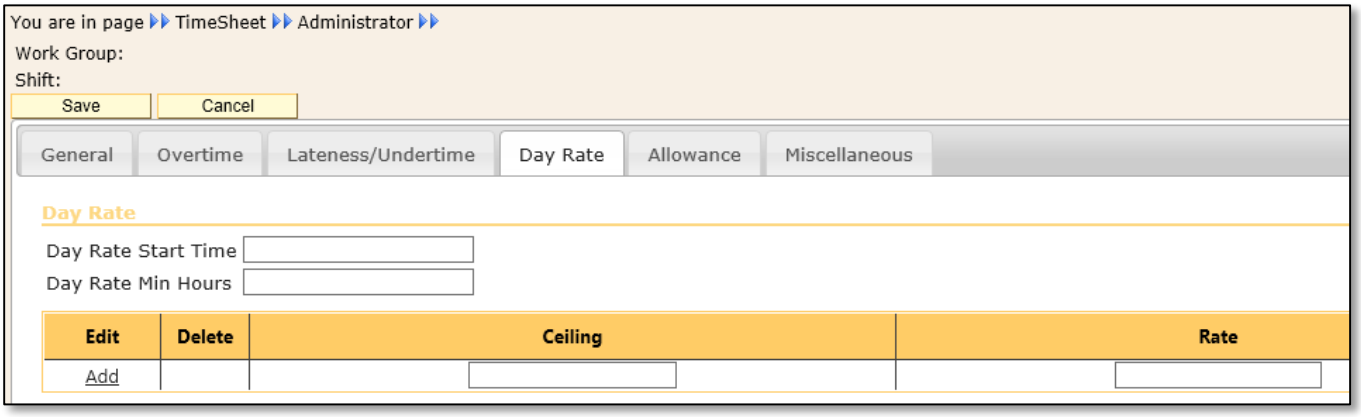


Figure 5-14 The Day Rate section of the Shift Setup Day Rate tab

Field Name / Column	Purpose (Figure 5-14)
"Day Rate Start Time"	Indicate the time (24 hour format) to start calculating employees' eligibility for daily rated pays. If this is undefined (blank), the start time will be the employees' first clock in time.
"Day Rate Min Hours"	Indicate how many hours employees need to work before they are entitled to the daily rated pays.
"Edit"	Click the *Add* to add a new record. If there is an existing record, click the *Edit* to edit the record. Then click the *Save* to save the record or *Cancel* to cancel the changes to the record.
"Delete"	Click the *Delete* to delete an existing record.
"Ceiling"	Indicate the maximum number of hours that an employee can clock for work in order to earn a specific daily rate of pay.

Field Name / Column	Purpose (Figure 5-14)

Multiple daily rates can be defined as a top-down tier structure. Each rate must have a "Ceiling" setup. The last daily rate record must have a "Ceiling" of *24* hours.

For example:

Ceiling	Rate
4	*0.5*
8	*1.0*
24	*1.5*

Table 5-9 Day Rate sample setup

- If an employee had clocked up to 4 hours at work ("Work Hours"), he will earn half a day's pay.
- If an employee had clocked more than 4 and up to 8 hours at work, he will earn one day's pay.
- If an employee had clocked more than 8 hours at work, he will earn one and a half day's pay.

Additional example using the "Day Rate Start Time" with Table 5-9 Day Rate sample setup:

"Day Rate Start Time" set as *10:00* being 10:00 am.
The shift's official start time is 09:00 am.
The shift's "Meal Hours" is *1*.

- If an employee clocked in for work at 9:00 am and clocked out from work at 3:00 pm, he will earn a half day's pay instead of a one day's pay.
- However, if the employee clocked in for work at 9:00 am and clocked out from work at 4:00 pm he can then earn the one day's pay.

This is because his "Ceiling" for daily rated pay starts counting from 10:00 am and not 9:00 am due to "Day Rate Start Time".

"Rate"	Indicate the daily rate of pay.

5.6.2 Cross Night Day Rate

This section explains the setup for **Cross Night Day Rate**.

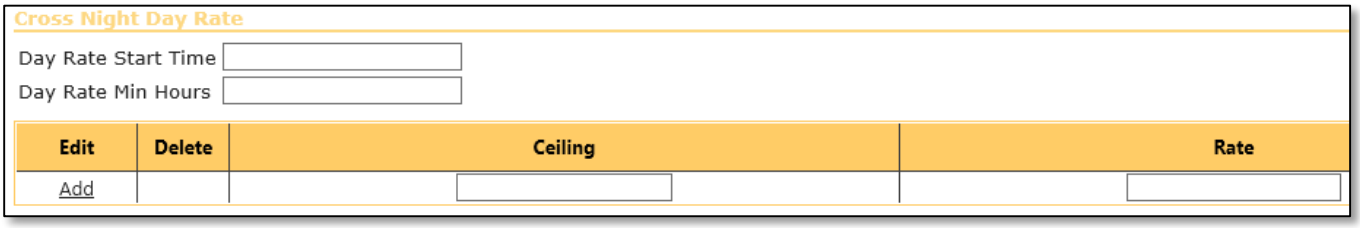


Figure 5-15 Cross Night Day Rate section of the Shift Setup Day Rate tab

Field Name / Column	Purpose (Figure 5-15)
"Day Rate Start Time"	Indicate the start time in a 24 hour format to grant this shift's employees daily rated pays. Typically this start time should be at or after midnight and before the shift's "Day2 Break Line". By using the start time settings for both **Day Rate** and **Cross Night Day Rate**, a single shift can reward employees with one set of daily rates for work done before midnight and different daily rates for work done across midnight.
"Day Rate Min Hours"	Indicate how many hours employees need to work starting from the "Day Rate Start Time" before they are entitled to the daily rated pays. If "Day Rate Start Time" is not defined (blank), "Day Rate Min Hours" will calculate starting from the shift's "Time In". For example: If "Day Rate Start Time" set as *12:00* (12 pm) and "Day Rate Min Hours" set at *0.5*, employees who clock out at or after 12:30 pm will be entitled to the **Day Rate**. If they clock out from work before 12.30 pm they will not be entitled to the **Day Rate**. If "Day Rate Start Time" is undefined (blank), "Day Rate Min Hours" set at *0.5* and the shift's "Time In" set as *09:00* (9:00

Field Name / Column	Purpose (Figure 5-15)
	am), employees who clock out at or after 9:30 am will be entitled to the **Day Rate**. If they clock out from work before 9:30 am they will not be entitled to the **Day Rate**.
"Edit"	Click the *Add* to add a new record. If there is an existing record, click the *Edit* to edit the record. Then click the *Save* to save the record or *Cancel* to cancel the changes to the record.
"Delete"	Click the *Delete* to delete an existing record.
"Ceiling"	Indicate the maximum number of hours that an employee can clock for work in order to earn a specific daily rate of pay. Multiple daily rates can be defined as a top-down tier structure. Each rate must have a "Ceiling" setup. The last daily rate record must have a "Ceiling" of *24* hours.
"Rate"	Indicate the daily rate of pay.

5.7 Allowance tab of Shift Setup

The Allowance tab contains the setup of shift allowances.

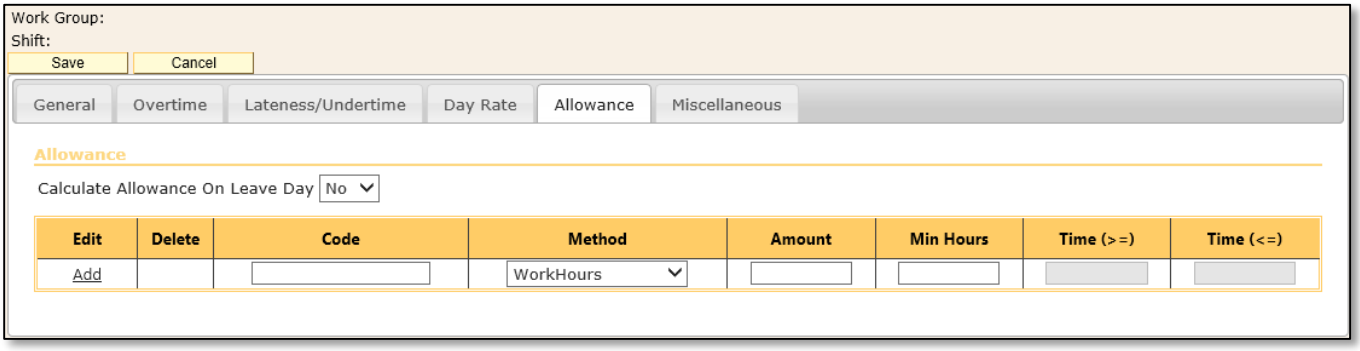


Figure 5-16 Allowance tab of Shift Setup

Field Name	Purpose (Figure 5-16)
"Calculate Allowance On Leave Day"	On default, employees are not entitled to their shifts' allowances if they are on leave regardless of the type of leave and even on half day leaves. If this "Calculate Allowance On Leave Day" set to *Yes* and employees are on any type of approved leave for the day that they are working on this shift, they are still entitled to this shift's allowances. The employees are still required to fulfil the allowances' requirements (such as "Method", "Min Hours", "Time (>=)" and "Time (<=)") in order to be paid these allowances.
"Edit"	Click the *Add* to add a new record. If there is an existing record, click the *Edit* to edit the record. Then click the *Save* to save the record or *Cancel* to cancel the changes to the record.
"Delete"	Click the *Delete* to delete an existing record.
"Code"	This is the **Allowance / Deduction Table** "Code" from Times Pay.
"Method"	Indicate the conditions for granting employees' the allowances. (Refer to Table 5-10 Methods of granting employees' shift allowances)

Field Name	Purpose (Figure 5-16)

Method	Configure	Effect
WorkHours	Enter the "Min Hours" and "Amount"	Employees must clock at least the number of "Work Hours" stated in "Min Hours" in order to qualify for the allowance.
NormalHours	Enter the "Min Hours" and "Amount"	Employees must fulfil at least the number of their shift hours ("Normal Hours") stated in "Min Hours" in order to qualify for the allowance.
OvertimeHours	Enter the "Min Hours" and "Amount"	Employees must clock at least the number of overtime hours stated in "Min Hours" in order to qualify for the allowance. Their overtime hours can be a combination of normal overtime, **Early In Overtime** and **Cross Night Overtime** for the shift.  Do note that their total overtime hours will deduct **Overtime Break** if any.
WorkUnits	Enter the "Min Hours" and "Amount"	Employees who manufactured or delivered at least the number of units stated in "Min Hours" will qualify for the allowance. This is applicable for piece rated employees only.
TimeIn	Enter the time range (24 hour format) at "Time (>=)" and "Time (<=)" and "Amount".	Employees who clock in for work between "Time (>=)" and "Time (<=)" will receive the allowance.
TimeOut	Enter the time range (24 hour format) at "Time (>=)" and "Time (<=)" and "Amount".	Employees who clock out from work between "Time (>=)" and "Time (<=)" will receive the allowance.

Table 5-10 Methods of granting employees' shift allowances

5.8 Miscellaneous tab of Shift Setup

The Miscellaneous tab consist of settings for rounding employees' first clock in and last clock out time.

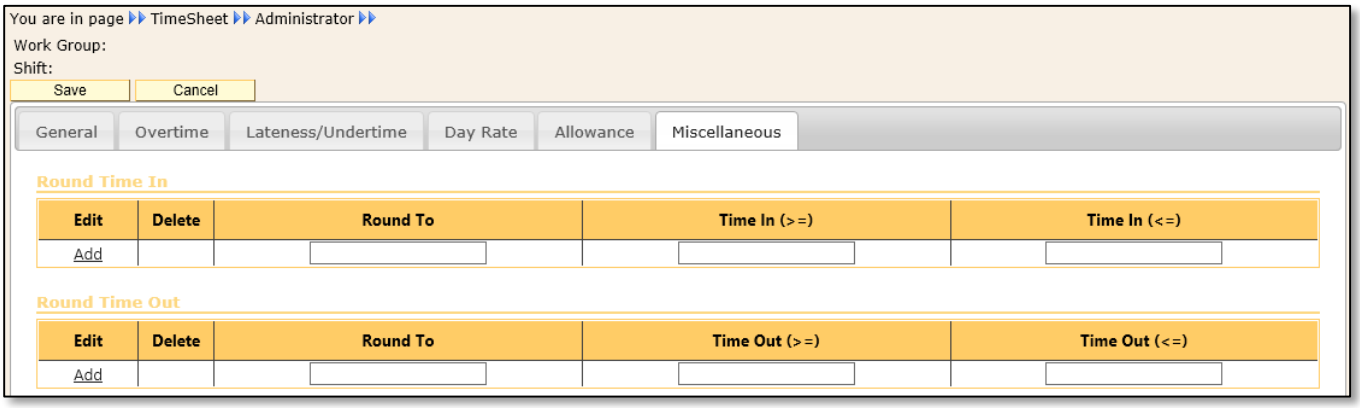


Figure 5-17 Round Employees' Clock In and Clock Out Time setup at Miscellaneous tab of Shift Setup

Field Name	Purpose (Figure 5-17)
"Edit"	Click the *Add* to add a new record. If there is an existing record, click the *Edit* to edit the record. Then click the *Save* to save the record or *Cancel* to cancel the changes to the record.
"Delete"	Click the *Delete* to delete an existing record.
	Round Time In
"Round To"	Indicate the time (24 hour format) to be rounded to.
"Time In (>=)" "Time In (<=)"	Indicate the time range (24 hour format). If employees' first clock in time falls within this range, the employees' first clock in time will be rounded to the time specified in "Round To". The employees' original clock in time will not be modified at the **Time Sheet**. This rounding is mainly used to calculate the employees' "Work Hours" and "Normal Hours".

Field Name	Purpose (Figure 5-17)

For example:

Round To	Time In (>=)	Time In (<=)
09:00	08:45	09:15

Employee Clock In	Employee Clock Out	Before rounding Work Hours	After rounding Work Hours
08:45	18:00	9.25	9

Table 5-11 Calculation example for Round Time In (with no Meal Hours)

Round Time Out	
"Round To"	Indicate the time (24 hour format) to be rounded to.
"Time Out (>=)" "Time Out (<=)"	Indicate the time range (24 hour format). If employees' last clock out time falls within this range, the employees' last clock out time will be rounded to the time specified in "Round To". The employees' original clock out time will not be modified at the **Time Sheet**. This rounding is mainly used to calculate the employees' "Work Hours" and "Normal Hours".

For example:

Round To	Time Out (>=)	Time Out (<=)
18:00	17:45	18:15

Employee Clock In	Employee Clock Out	Before rounding Work Hours	After rounding Work Hours
09:00	17:45	8.75	9

Table 5-12 Calculation example for Round Time Out (with no Meal Hours)

5.9 Creating different types of Shifts in Shift Setup

This chapter describes the minimum configurations required to create a specific type of shift.

5.9.1 Daily Shift

Daily Shifts are standard shift work with a fixed working time that can be planned out for each employee on a daily basis which can be utilized up to 7 days a week and 24 hours a day. Each **Daily Shift** will have an official start time "Time In" and end time "Time Out". **Overtime** is calculated for work done after the shift's official end time and **Early In Overtime** is calculated for work done before the shift's official start time. **Lateness** and **Undertime** can be determined as well due to the **Daily Shift's** fixed work hours.

Office hours (non-shift work) are also classified as **Daily Shifts** in order for the E-TimeSheet system to capture the office employees' clock timings. Typically office hours do not have **Overtime** though it is not always necessarily the case.

To create the **Daily Shift**, the following minimum configurations are required:

- "Shift Code" and "Description" must be filled in.
- "Shift Type" must be undefined. (blank)
- "Time In" and "Time Out" must be defined.
- "Day2 Break Line" can be defined. If undefined (blank), the "Day2 Break Line" defaults to 6:00 am.

If the **Daily Shift** caters for a specific calendar day, select a day at "Week Day".

If employees are allowed to take half day leaves for this **Daily Shift**, the following configurations are required:

- "AM Time Out" and "PM Time In" must be defined.
- "Shift Hours(Half Day)" must be defined.
- If the "Odd Clock Break Line" is defined, the "Odd Clock Break Line" time must be later than the "PM Time In" time.

5.9.2 Day Off and Rest Day

Day Off are days that employees are not required to work. **Day Off** in a shift work can occur in any day of the week but office hours' **Day Off** usually falls on Saturdays.

Rest Day is a day set aside for rest on Sundays and is mainly used in an office hour work.

The E-TimeSheet system require these type of **Shifts** to be created and assigned in the employees' duty rosters in order to indicate which day the employees need not report to work. With this in place, the E-TimeSheet system will not incorrectly alert the users that the employees did not clock in for work for those days.

To create the **Off Day** and **Rest Day**, the following minimum configurations are required:

- "Shift Code" and "Description" must be filled in.
- "Off-Day Shift" checkbox must be ticked.

5.9.3 Public Holiday Shift

Public Holiday Shifts are shifts that falls on a public holiday.

In a shift work, if the organization pays a different overtime rate or daily rate for work done on public holidays than the rates provided in the normal shifts for work done on non-public holidays, **Public Holiday Shifts** are needed to cater for this requirement.

In an office hour work, **Public Holiday Shifts** can be used to automatically allocate non-working days due to public holidays into the employees' duty rosters.

To create the **Public Holiday Shift**, the following minimum configurations are required:

- "Shift Code" must start with the words *PH@* followed by the shift code from an existing shift that it wants to match to. For example, if there is an existing shift with the "Shift Code" *0830-1800*, the **Public Holiday Shift's** "Shift Code" will be *PH@0830-1800*. If the shift *0830-1800* happens to fall on a public holiday, the system will automatically assign the shift *PH@0830-1800* to the employees' **Time Sheets**. With this method, supervisors do not need to assign the **Public Holiday Shifts** manually in the employees' duty rosters.
- "Description" must be filled in.
- "Shift Type" must be undefined. (blank)
- "Time In" and "Time Out" must be defined.
- "Day2 Break Line" can be defined. If undefined (blank), the "Day2 Break Line" defaults to 6:00 am.

5.9.4 Flexible Shift (Flexi Shift)

Flexible Shifts are shift work that do not have a fixed working time but they do have a fixed work duration. These shifts allow employees to clock in for work at any time of the day as long as they can fulfill the shift hours.

To create **Flexible Shift**, the following minimum configurations are required:

- "Shift Code" and "Description" must be defined.
- "Shift Type" must be undefined. (blank)
- "Time In" and "Time Out" must be undefined. (blank)
- "Shift Hours" must be defined.
- "Day2 Break Line" can be defined. If undefined (blank), the "Day2 Break Line" defaults to 6:00 am.

Even though Flexi Shift has no fixed start and end time, the System Administrator can enforce a specific time to start calculating overtime at "OT Start Hours(Flex Shift)" in the **Overtime** tab.

Lateness and **Undertime** can be calculated for **Flexible Shifts** but the "Late Start Time" for **Lateness** and "Undertime End Time" for **Undertime** must be define.

5.9.5 Split Shift

Split Shift is a type of shift work schedule where an employee's work day is split into two or more parts.

A **Split Shift** in the E-TimeSheet system consists of two parts.

The first part is called the **Parent Split Shift**. This is the main split shift that will be assigned to employees' duty rosters.

The second part is called the **Child Split Shift**. This is a single split shift session that contains the exact work time for the shift. This shift will be linked to a **Parent Split Shift**. One **Parent Split Shift** can have multiple **Child Split Shifts**.

Here is an example:

An employee working at a bar needs to work in a split shift for the day. The first shift starts from 10:00 am to 2:00 pm. The second shift starts from 6:00 pm to 10:00 pm.

The System Administrator creates two **Child Split Shifts** with the "Shift Code" *1000-1400* and *1800-2200*. Next, the System Administrator creates a single **Parent Split Shift** with the "Shift Code" *$10-14;18-22* and links the two **Child Split Shifts** with this **Parent Split Shift**.

The employee's supervisor just needs to assign the **Parent Split Shift** *$10-14;18-22* to the employee's duty roster for the employee to work split shift for the day and the employee's **Time Sheet** will be able to correctly show and capture clock timings for the two different shifts *1000-1400* and *1800-2200* for that day.

Figure 5-18 Sample Split Shift scenario for Parent and Child Split Shifts

To create the **Parent Split Shift**, the following minimum configurations are required:

- The "Shift Code" must be defined and the code must start with the symbol *$*. For example *$10-14;18-22*.
- The "Description" must be defined.
- The "Split Shift" at **Miscellaneous** tab in **Shift Setup** must be defined with the **Child Split Shifts'** "Shift Code". Each code must be separated by a comma. For example *1000-1400,1800-2200*. The **Child Split Shifts** defined here will be linked to the **Parent Split Shift**.

Parent Split Shift does not require the "Time In" and "Time Out" to be defined.

To create the **Child Split Shift**, the following minimum configurations are required:

- The "Shift Code" and "Description" must be defined.
- "Shift Type" must be undefined. (blank)
- "Time In" and "Time Out" must be defined.
- "Day2 Break Line" can be defined. If undefined (blank), the "Day2 Break Line" defaults to 6:00 am.

The second **Child Split Shift's** "Day2 Break Line" time must be earlier than the second **Child Split Shift's** "Time In" and later than the first **Child Split Shift's** "Time Out".

This "Day2 Break Line" will determine when the first **Child Split Shift** will officially ends (ending all capture of clock timings and calculations such as **Overtime** for the first shift) and officially starts calculating the second **Child Split Shift** (commencing capture of clock timings and all calculations such as **Early In Overtime** and **Lateness** for the second shift).

For example:

Shift Code	Description	Time In	Time Out	Shift Hours	Day2 Break Line
1000-1400	*1st Split Shift 10 am to 2 pm*	*10:00*	*14:00*	*4*	*06:00*
1800-2200	*2nd Split Shift 6 pm to 10 pm*	*18:00*	*22:00*	*4*	*16:00*

Table 5-13 Sample "Day2 Break Line" setup of two Child Split Shifts for the Parent Split Shift *$10-14;18-20*

5.9.6 Public Holiday Split Shift

Public Holiday Split Shift is a split shift that falls on a public holiday.

In a split shift work, if the organization pays a different overtime rate or daily rate for work done on public holidays than the rates provided in the normal shifts for work done on non-public holidays, **Public Holiday Split Shift** is needed to cater for this requirement.

To create the **Public Holiday Split Shift**, the following minimum configurations are required:

- At least two **Child Split Shifts** are created for a single **Parent Split Shift**.
- A **Parent Split Shift** must be created to link the multiple **Child Split Shifts** together.
- For each **Child Split Shift**, create a shift with a "Shift Code" that starts with the words *PH@* followed by the **Child Split Shift** code. For example, if there

is an existing **Child Split Shift** with the "Shift Code" *1000-1400*, the **Public Holiday Split Shift's** "Shift Code" will be *PH@1000-1400*. If the split shift *1000-1400* happens to fall on a public holiday, the system will automatically assign the **Public Holiday Split Shift** *PH@1000-1400* to the employees' **Time Sheets**. With this method, supervisors do not need to assign the **Public Holiday Split Shifts** manually in the employees' duty rosters.

- "Description" must be filled in.
- "Shift Type" must be undefined. (blank)
- "Time In" and "Time Out" must be defined.
- "Day2 Break Line" can be defined. If undefined (blank), the "Day2 Break Line" defaults to 6:00 am.

5.9.7 Weekly-Based Shift

Weekly-Based Shift is a shift work that calculates the employees' total work hours for a week from Monday to Sunday for the purpose of calculating overtime pay on a weekly basis.

Employees who worked up to 44 hours in a week are paid their normal pay at the rate of 1.0. However, if they clocked more than 44 hours in a week, the excess hours are paid as overtime.

For example, an employee who had clocked 50 hours in a week for work, this employee will be paid 44 hours of standard rate of pay (1.0) and 6 hours will be paid as overtime at a rate of 1.5.

This type of shift is typically used for part time employees.

To create the **Weekly-Based Shift**, the following minimum configurations are required:

- "Shift Code" and "Description" must be defined.
- "Week Day" must be undefined (blank).
- "Shift Type" must be defined as *Weekly-Based*.
- "Time In" and "Time Out" can either be defined (fixed working hours) or undefined (flexible shift).
- "Shift Hours" must be defined for flexible shift.
- "Day2 Break Line" can be defined. If undefined (blank), the "Day2 Break Line" defaults to 6:00 am.

If employees are allowed to take half day leaves for this **Weekly-Based Shift**, the following configurations are required:

- "AM Time Out" and "PM Time In" must be defined.
- "Shift Hours(Half Day)" must be defined.
- If the "Odd Clock Break Line" is defined, the "Odd Clock Break Line" time must be later than the "PM Time In" time.

Chapter 6. Shift Pattern

After the types of shifts have been created in the **Shift Setup**, the System Administrator will need to assign these shifts into tailored **Shift Patterns**. These **Shift Patterns** will determine the employees' duty rosters.

6.1 Creating the Shift Pattern

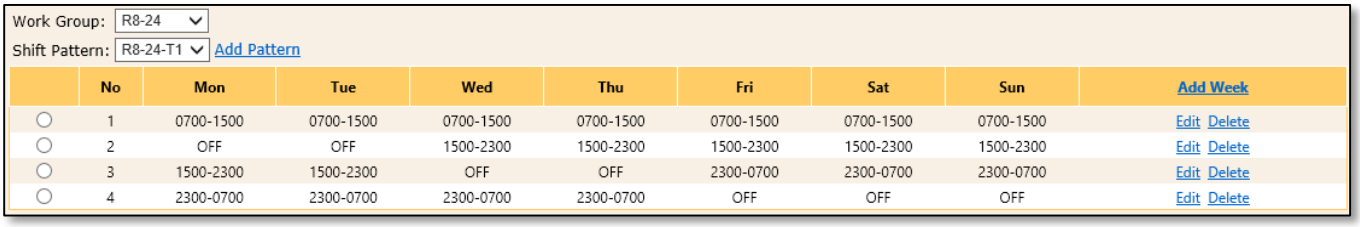


Figure 6-1 Shift Pattern web page showing a sample Shift Pattern of a rotating 8 hour shift schedule in a 24/7 shift coverage

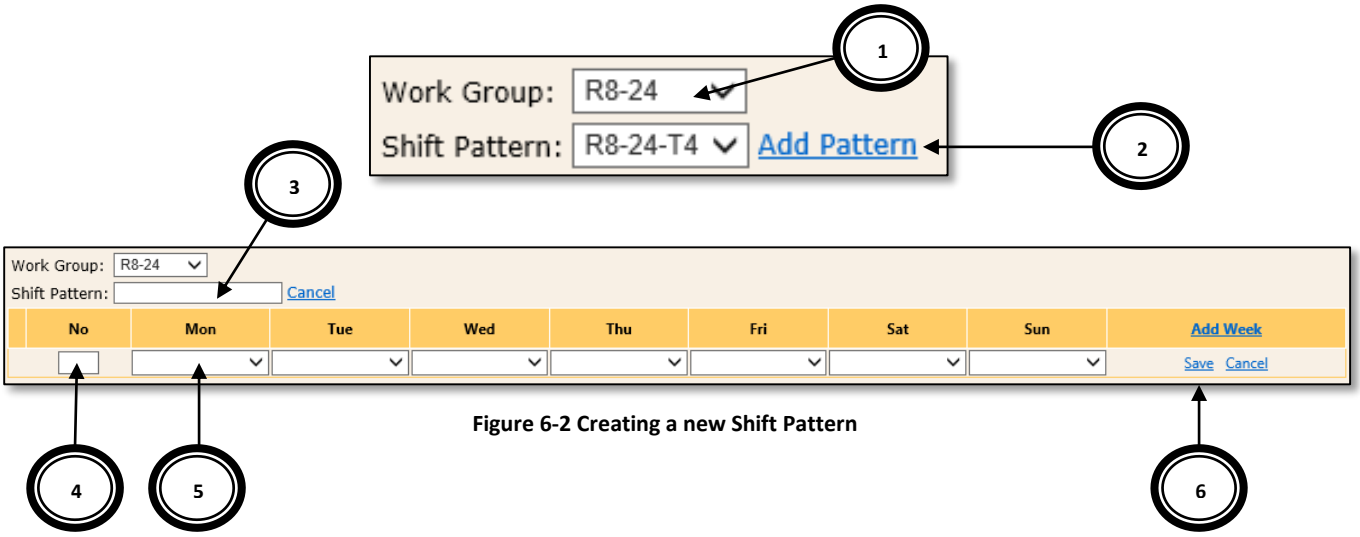


Figure 6-2 Creating a new Shift Pattern

No	Description (Figure 6-2)
1	Choose a "Work Group". The "Work Group" can be created at the **Shift Setup**. (Refer to 5.1 Work Group)
2	Click the *Add Pattern* to create a new **Shift Pattern**.
3	Enter the code for the new Shift Pattern at "Shift Pattern". Maximum 8 characters in length.
4	Enter the sequence number at "No". The sequence number *1* indicates the first week of the **Shift Pattern**.

No	Description (Figure 6-2)
5	Choose a shift for a day. The list of shifts available for selection is obtained from the **Shift Setup**.
6	Click the *Save* to save the transaction or click the *Cancel* to cancel the transaction.

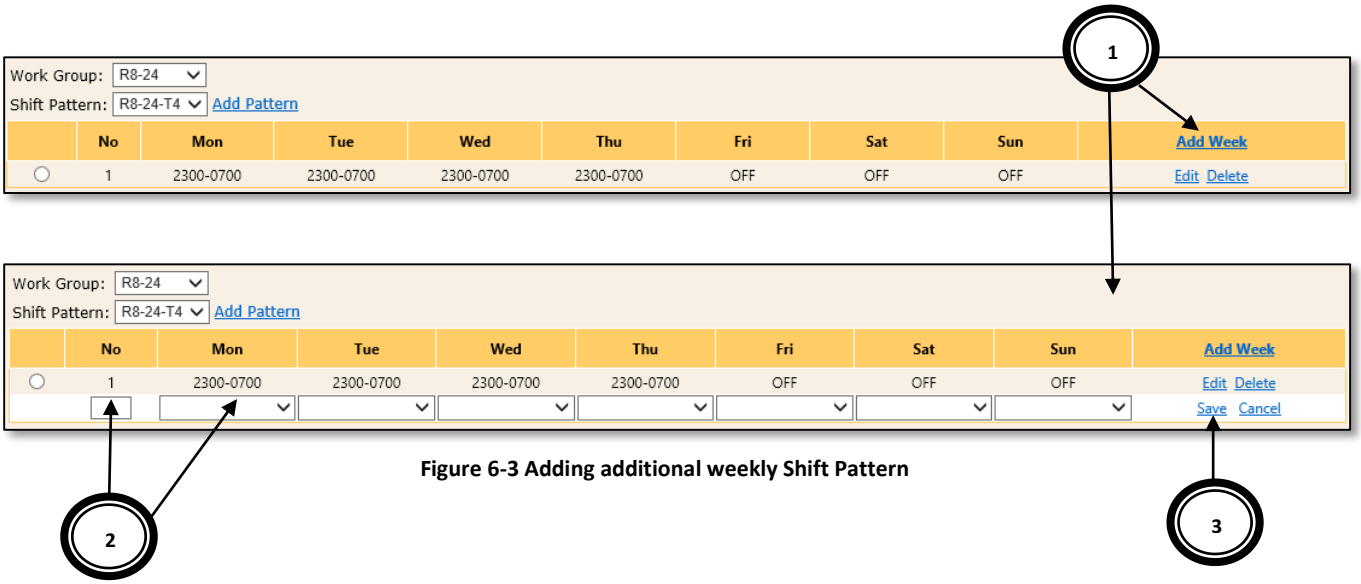


Figure 6-3 Adding additional weekly Shift Pattern

No	Description (Figure 6-2)
1	Click on the *Add Week* to add another week of **Shift Pattern**.
2	Enter the sequence number at "No". The sequence number *2* indicates the second week of the **Shift Pattern**. Choose a shift for a day. The list of shifts available for selection is obtained from the **Shift Setup**.
3	Click the *Save* to save the transaction or click the *Cancel* to cancel the transaction.

6.2 Deleting the Shift Pattern

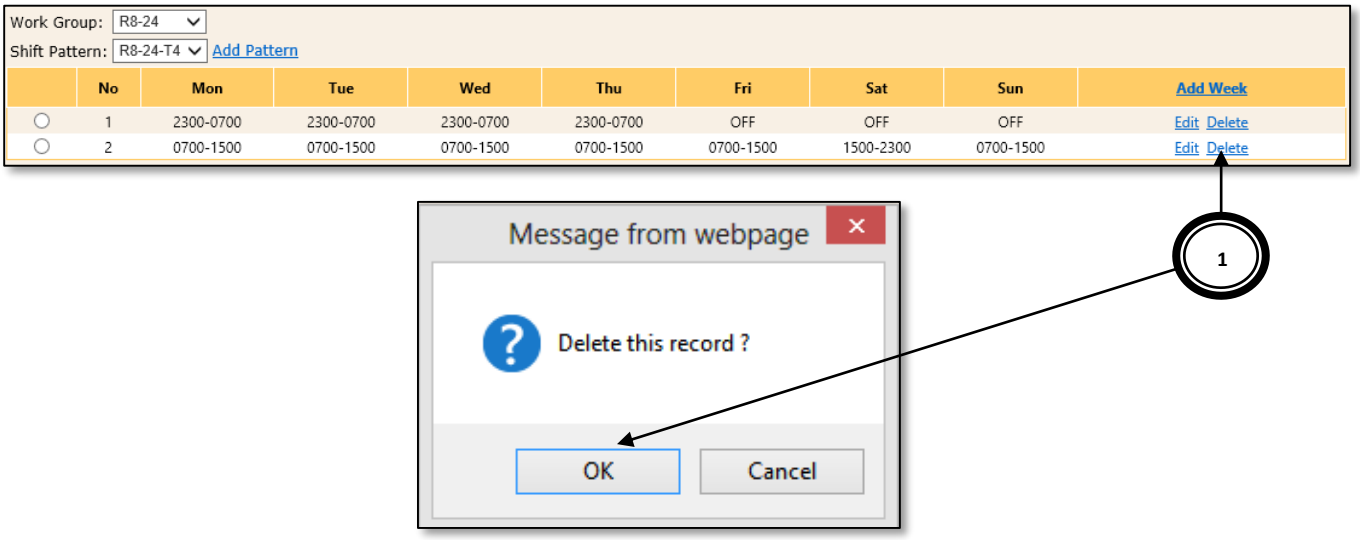


Figure 6-4 Deleting a Shift Pattern week

No	Description (Figure 6-4)
1	Click on the *Delete* to delete a specific **Shift Pattern** for a week. A popup window will clarify whether or not to delete the record. Click on the [OK] button to confirm the deletion or [Cancel] to abort the deletion. If all weekly **Shift Patterns** for a "Shift Pattern" code are deleted, the "Shift Pattern" code will be deleted as well. Deletion of **Shift Patterns** are permanent and the deleted information cannot be recovered.

6.3 Editing the Shift Pattern

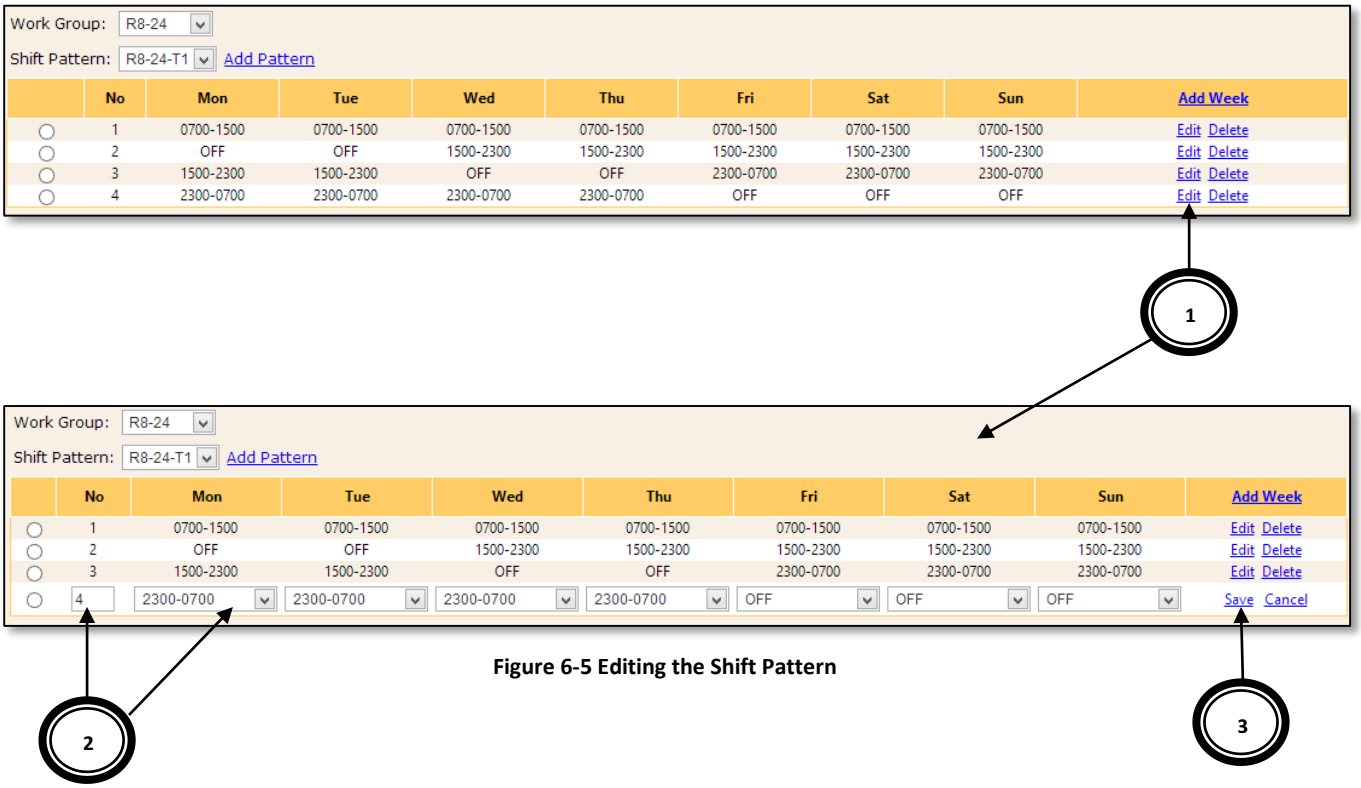


Figure 6-5 Editing the Shift Pattern

No	Description (Figure 6-5)
1	To edit the **Shift Pattern**, choose a **Shift Pattern** week and click the *Edit* to edit that record.
2	The "No" sequence and the shifts can be changed.
3	Click the *Save* to save the transaction or click the *Cancel* to cancel the transaction.

6.4 Sample setup of Shift Patterns

In this sub chapter, we will use some illustration examples to show the final setup of the **Shift Pattern**. We will use a sample shift pattern scenario of a 4 team rotation in 8 hour shifts schedule with 24 hour 7 days a week coverage.

Team	Days 1-7	Days 8-14	Days 15-21	Days 22-28	Hours
Team 1					168
Team 2					168
Team 3					168
Team 4					168

Shifts		
	0700-1500	DAY SHIFT
	1500-2300	SWING SHIFT
	2300-0700	NIGHT SHIFT
	OFF	OFF DAY

Figure 6-6 Rotating 8 Hour Shift Schedule with 24/7 Coverage (4 Teams) sample scenario

Notes:

The above grid shows working and non-working days for each team in one repeat cycle. Day 1 usually starts on a Monday but it can be any day of the week. At the end of the cycle, the entire sequence starts over. Color coded blocks represent assigned shifts (both working days and off days). One cycle's length is 28 days (4 weeks).

The teams required by the plan are shown in the Team column. The total working hours for each team over the repeat cycle are shown in the Hours column, assuming one employee per team.

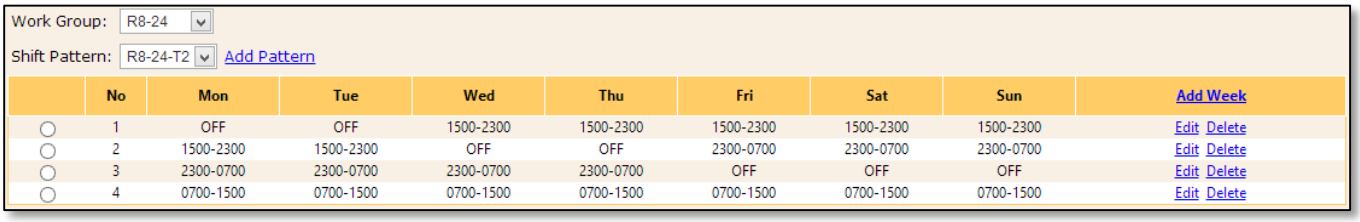
Based on the scenario above, the setup of the **Shift Patterns** will look like these:

Work Group: R8-24

Shift Pattern: R8-24-T1 Add Pattern

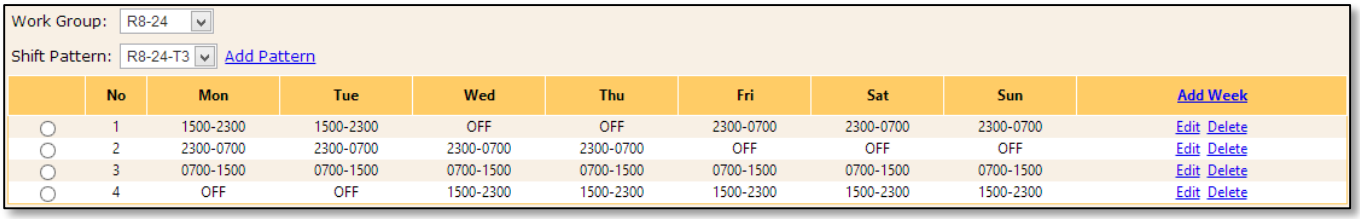
	No	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Add Week
○	1	0700-1500	0700-1500	0700-1500	0700-1500	0700-1500	0700-1500	0700-1500	Edit Delete
○	2	OFF	OFF	1500-2300	1500-2300	1500-2300	1500-2300	1500-2300	Edit Delete
○	3	1500-2300	1500-2300	OFF	OFF	2300-0700	2300-0700	2300-0700	Edit Delete
○	4	2300-0700	2300-0700	2300-0700	2300-0700	OFF	OFF	OFF	Edit Delete

Figure 6-7 Shift Pattern for Team 1


Work Group: R8-24
Shift Pattern: R8-24-T2 Add Pattern

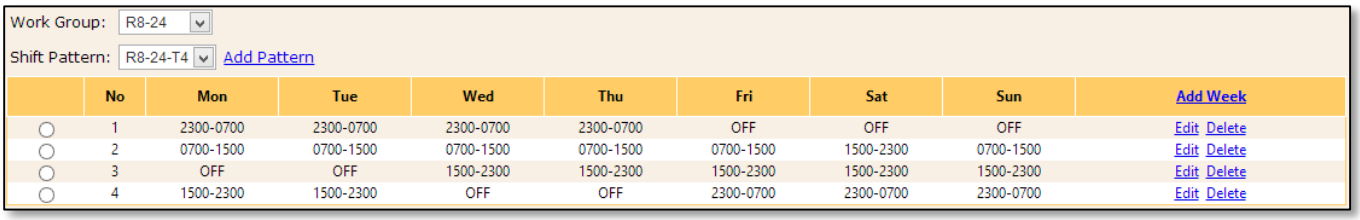
	No	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Add Week
○	1	OFF	OFF	1500-2300	1500-2300	1500-2300	1500-2300	1500-2300	Edit Delete
○	2	1500-2300	1500-2300	OFF	OFF	2300-0700	2300-0700	2300-0700	Edit Delete
○	3	2300-0700	2300-0700	2300-0700	2300-0700	OFF	OFF	OFF	Edit Delete
○	4	0700-1500	0700-1500	0700-1500	0700-1500	0700-1500	0700-1500	0700-1500	Edit Delete

Figure 6-8 Shift Pattern for Team 2


Work Group: R8-24
Shift Pattern: R8-24-T3 Add Pattern

	No	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Add Week
○	1	1500-2300	1500-2300	OFF	OFF	2300-0700	2300-0700	2300-0700	Edit Delete
○	2	2300-0700	2300-0700	2300-0700	2300-0700	OFF	OFF	OFF	Edit Delete
○	3	0700-1500	0700-1500	0700-1500	0700-1500	0700-1500	0700-1500	0700-1500	Edit Delete
○	4	OFF	OFF	1500-2300	1500-2300	1500-2300	1500-2300	1500-2300	Edit Delete

Figure 6-9 Shift Pattern for Team 3


Work Group: R8-24
Shift Pattern: R8-24-T4 Add Pattern

	No	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Add Week
○	1	2300-0700	2300-0700	2300-0700	2300-0700	OFF	OFF	OFF	Edit Delete
○	2	0700-1500	0700-1500	0700-1500	0700-1500	0700-1500	1500-2300	0700-1500	Edit Delete
○	3	OFF	OFF	1500-2300	1500-2300	1500-2300	1500-2300	1500-2300	Edit Delete
○	4	1500-2300	1500-2300	OFF	OFF	2300-0700	2300-0700	2300-0700	Edit Delete

Figure 6-10 Shift Pattern for Team 4

Chapter 7. Shift Schedule

The **Shift Schedule** allows the System Administrator to assign the "Work Group" and **Shift Pattern** to each employee in the organization.

The System Administrator can then generate their duty rosters based on their assigned **Shift Patterns**.

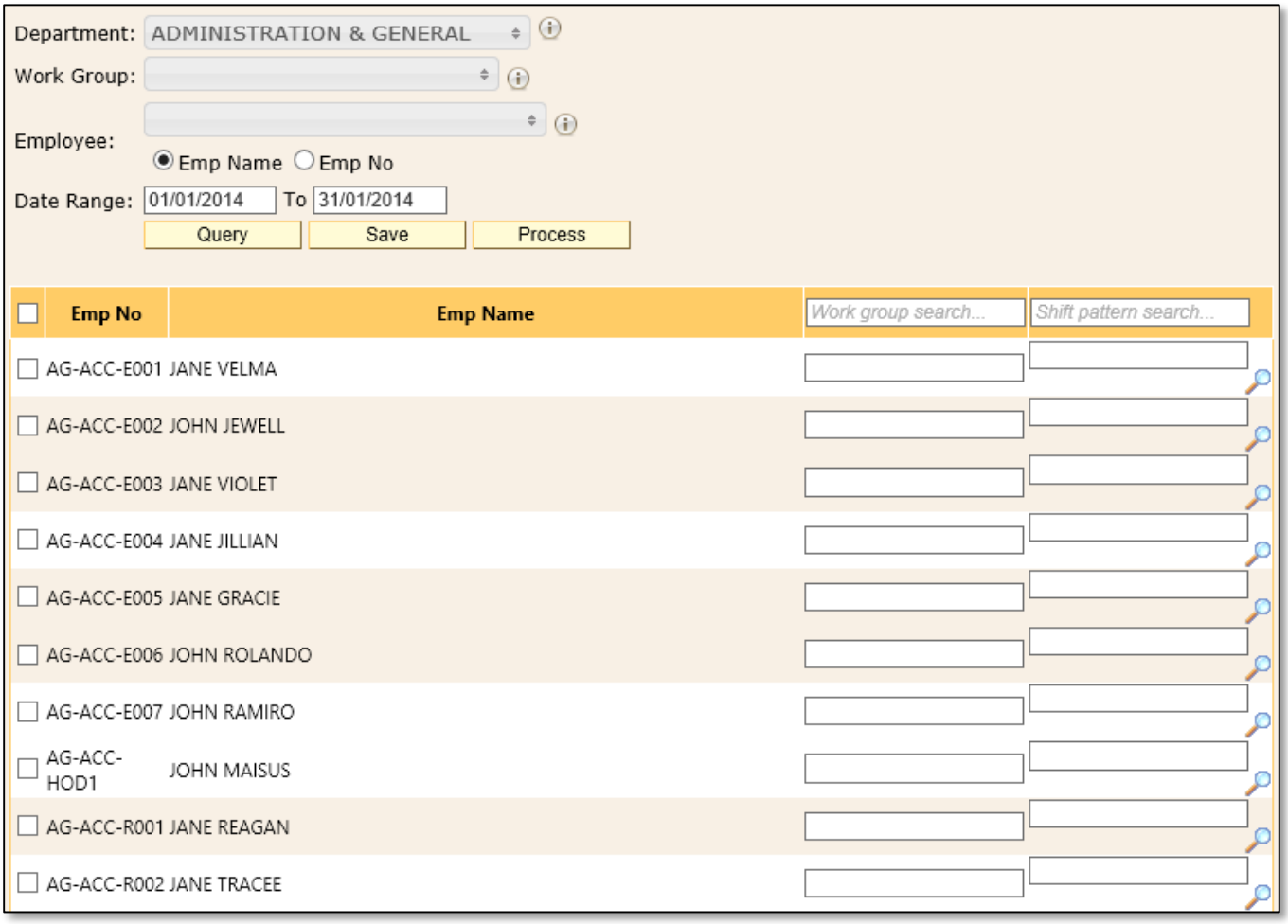


Figure 7-1 Shift Schedule web page

7.1 Retrieving the list of employees

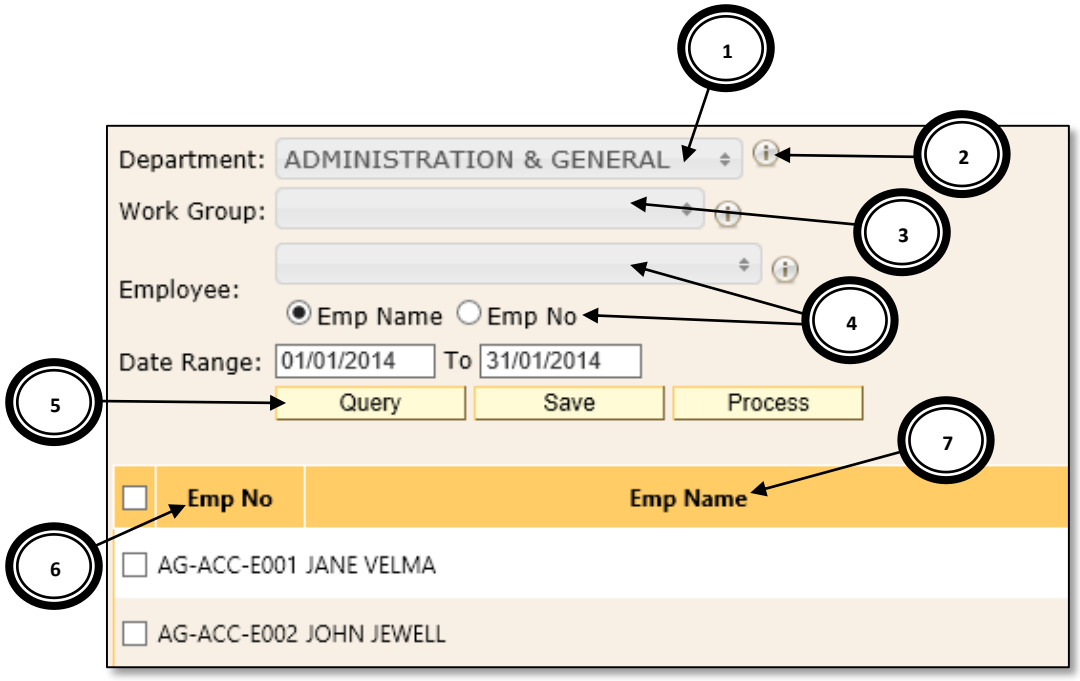


Figure 7-2 Using the filters in the Shift Schedule web page

No	Description (Figure 7-2)
1	Click on the "Department" drop-down list to open the **Department Selection Window** in order to choose a department or multiple departments.

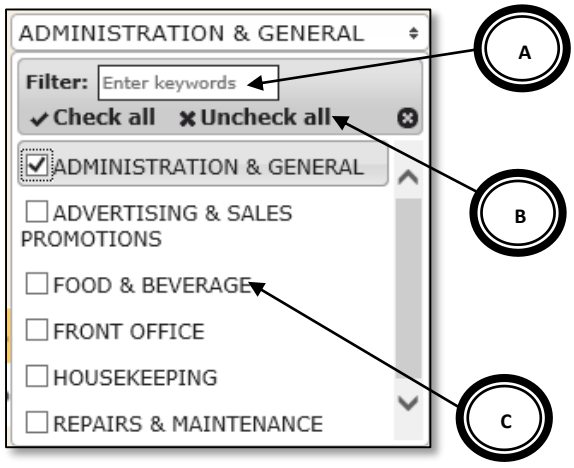


Figure 7-3 Department Selection Window

No	Description (Figure 7-3)
A	Enter a few alphabets in here and the system will show the nearest matching departments.
B	Click [Check all] to choose all departments in the list or [Uncheck all] to clear the selection.
C	You can choose specific departments by clicking on the checkboxes.

Click ⊗ to finalize your choices.

No	Description (Figure 7-2)

2 If multiple departments had been selected, clicking on the [i] button will show the selected departments list in a **Dialog** pop up window.

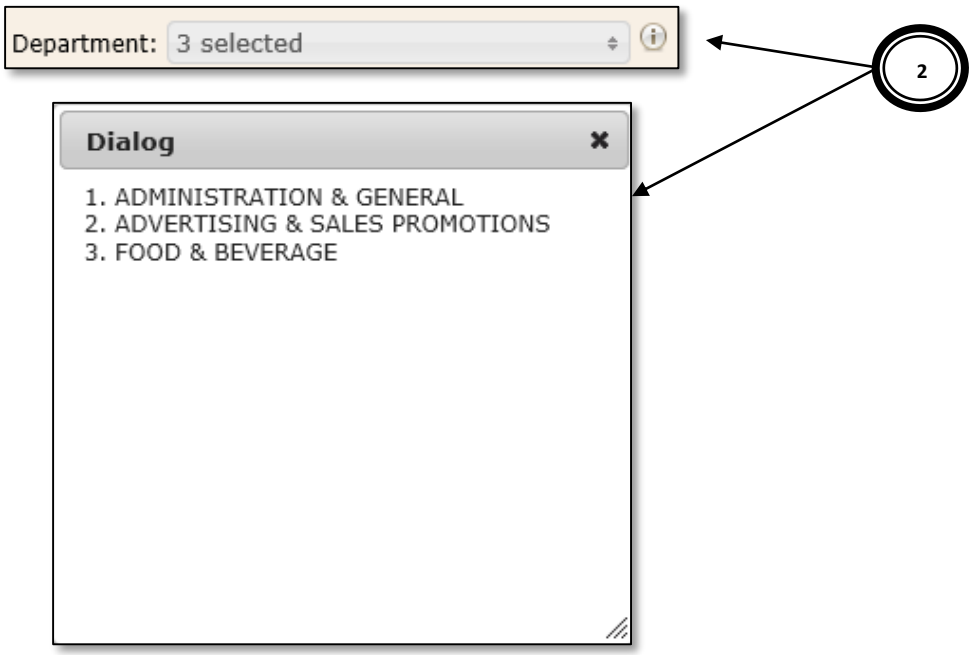


Figure 7-4 The Dialog pop up window can show all selections for a specific criteria

3 Click on the "Work Group" drop-down list to open the **Work Group Selection Window** in order to choose a work group or multiple work groups.

The System Administrator should use this "Workgroup" drop-down list only after some employees had been assigned their work groups. (Refer to 7.2 Assigning the Work Group to employees)

If multiple work groups had been selected, clicking on the [i] button will show the selected work groups list in a **Dialog** pop up window.

4 Click on the "Employee" drop-down list to open the **Employee Selection Window** in order to choose an employee or multiple employees.

System Administrator can sort the list of employees in the **Employee Selection Window** by employee name or employee number in alphabetical ascending order.

No	Description (Figure 7-2)

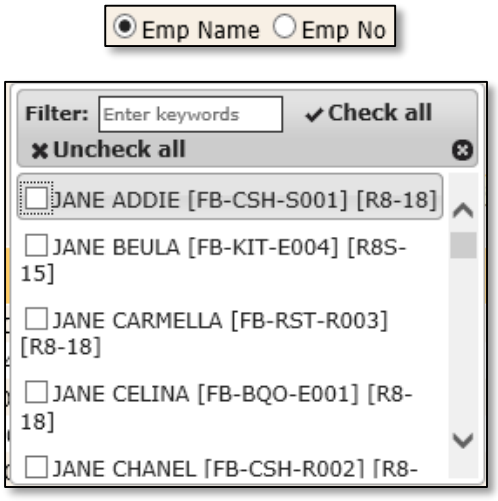


Figure 7-5 Sort the Employee Selection Window employee list by employee name. The data format is employee name [employee no] [work group code].

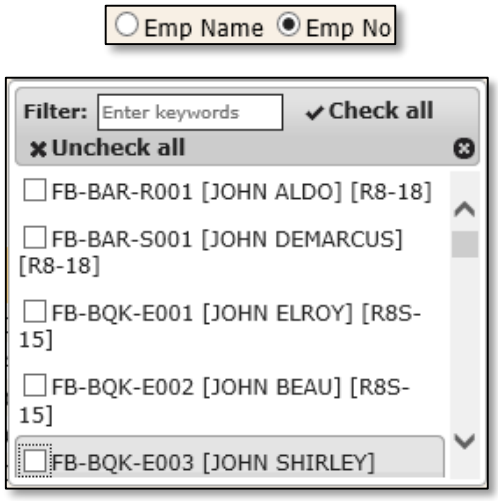


Figure 7-6 Sort the Employee Selection Window employee list by employee number. The data format is employee no [employee name] [work group code].

If multiple employees had been selected, clicking on the [i] button will show the selected employees list in a **Dialog** pop up window.

5 Once the selections have been made in either “Department”, “Work Group” or “Employee” criteria, click the [Query] to show the list of employees based on the criteria selected.

6 Click on the “Emp No” to sort the list of employees by employee number in ascending order. Click the “Emp No” again to sort the list in descending order.

7 Click on the “Emp Name” to sort the list of employees by employee name in ascending order. Click the “Emp Name” again to sort the list in descending order.

7.2 Assigning the Work Group to employees

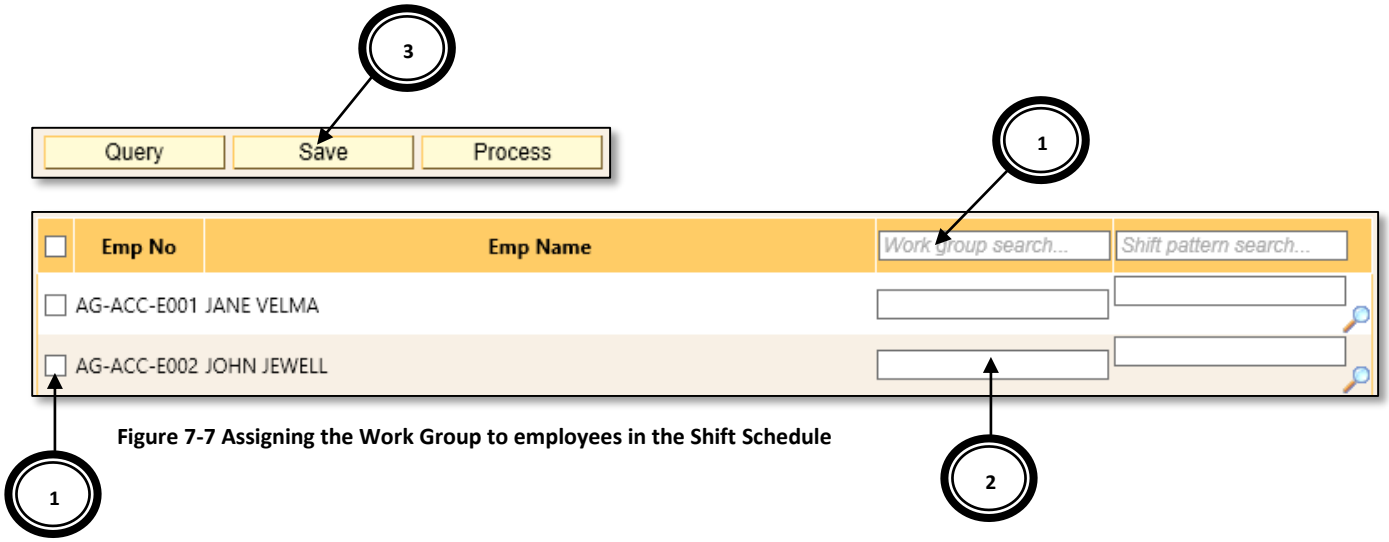


Figure 7-7 Assigning the Work Group to employees in the Shift Schedule

No	Description (Figure 7-7)
1	Choose employees to assign the **Work Group** to by clicking on the checkboxes next to the employees' number or click on the top left corner checkbox to select all employees. Next, enter the first few alphabets of the **Work Group** code in the "Work Group search…" field and a list of **Work Group** codes that match closest to the alphabets entered will appear for selection. Choose the desired **Work Group** from the list.

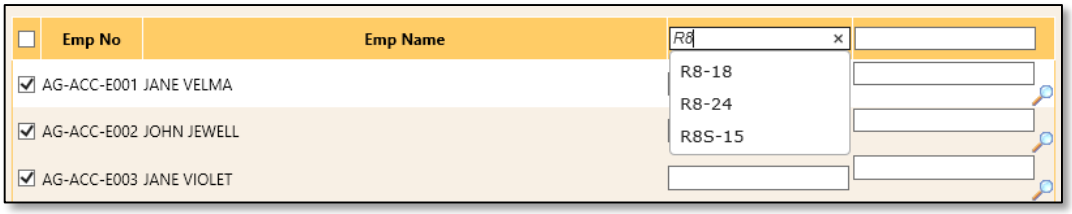


Figure 7-8 Looking for the right Work Group

To see a list of available **Work Groups** in the "Work Group search…" just enter an alphabet into the field and delete the alphabet.

Once the **Work Group** is selected, the system will assign the selected **Work Group** automatically to each of the employee that was selected via the checkbox.

No	Description (Figure 7-7)

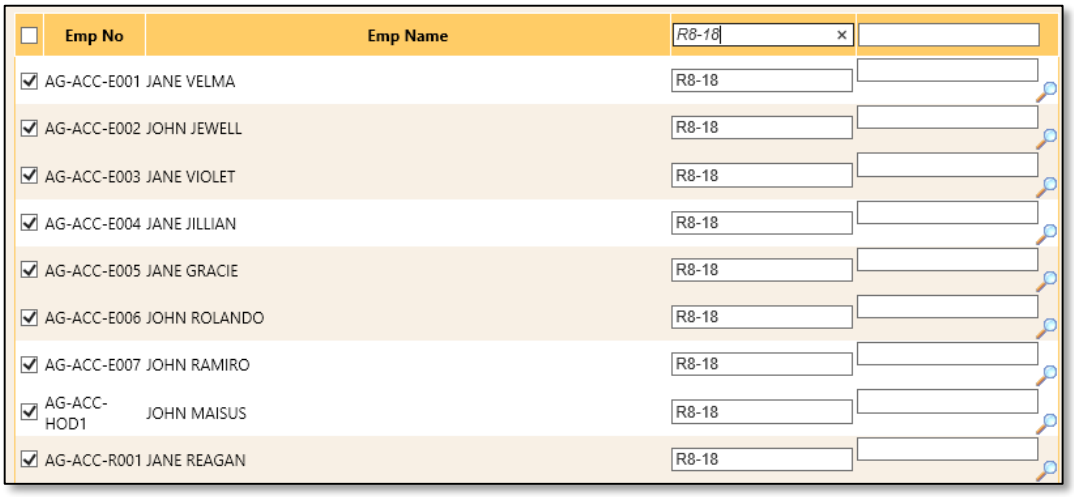


Figure 7-9 Mass assignment of Work Group to employees

2 The **Work Group** can be assigned individually to an employee by entering the **Work Group** code into the **Work Group** field that is on the same row as the employee's name.

Enter the first few alphabets of the **Work Group** code in the field and a list of **Work Group** codes that match closest to the alphabets entered will appear for selection. Choose the desired **Work Group** from the list.

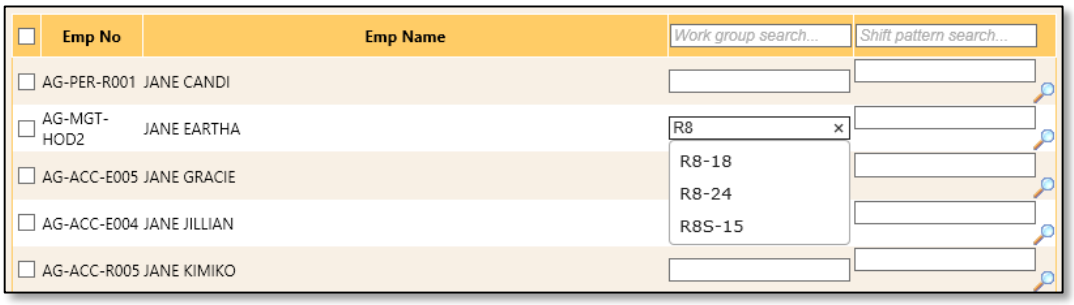


Figure 7-10 Assigning the Work Group for a specific employee

To see a list of available **Work Groups** in the "Work Group search…" just enter an alphabet into the field and delete the alphabet.

3 Click the [Save] button to save the transaction.

7.3 Assigning the Shift Pattern to employees

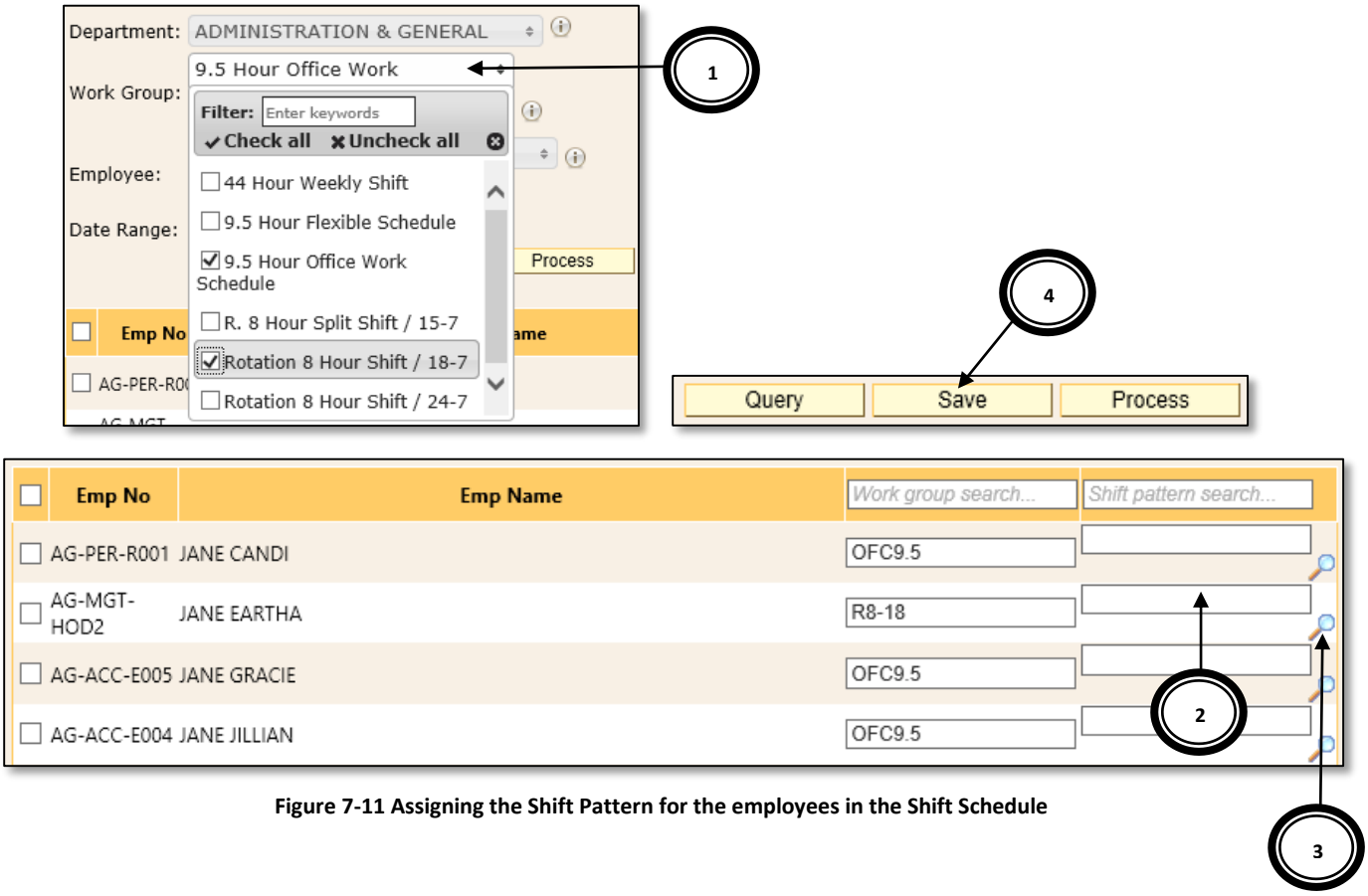


Figure 7-11 Assigning the Shift Pattern for the employees in the Shift Schedule

No	Description (Figure 7-11)
1	With the **Work Groups** assigned to employees, the System Administrator can use the "Work Group" filter to show a list of employees with specific **Work Groups**.
2	Enter the first few alphabets of the **Shift Pattern** code in the field and a list of **Shift Pattern** codes that match closest to the alphabets entered will appear for selection. Choose the desired **Shift Pattern** from the list. The available **Shift Patterns** for selection only appears in the list if they are linked to the employees' **Work Groups**.

No	Description (Figure 7-11)

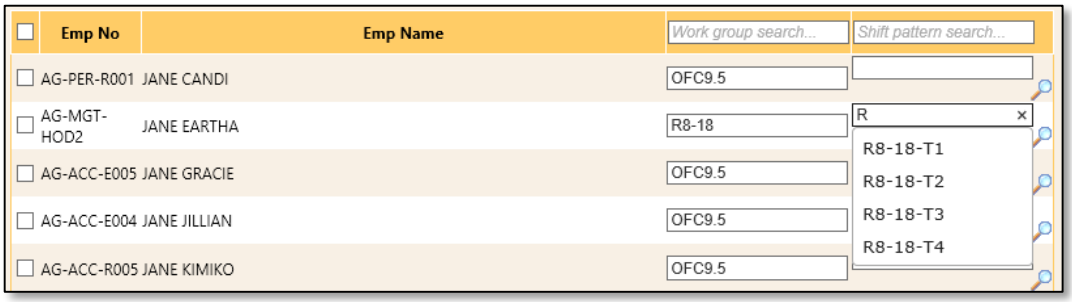


Figure 7-12 Looking for the right Shift Pattern

To see a list of available **Shift Patterns** in the field just enter an alphabet into the field and delete the alphabet.

3 Click on the magnifying glass icon to show the details of the **Shift Pattern** in a **Dialog** pop-up window.

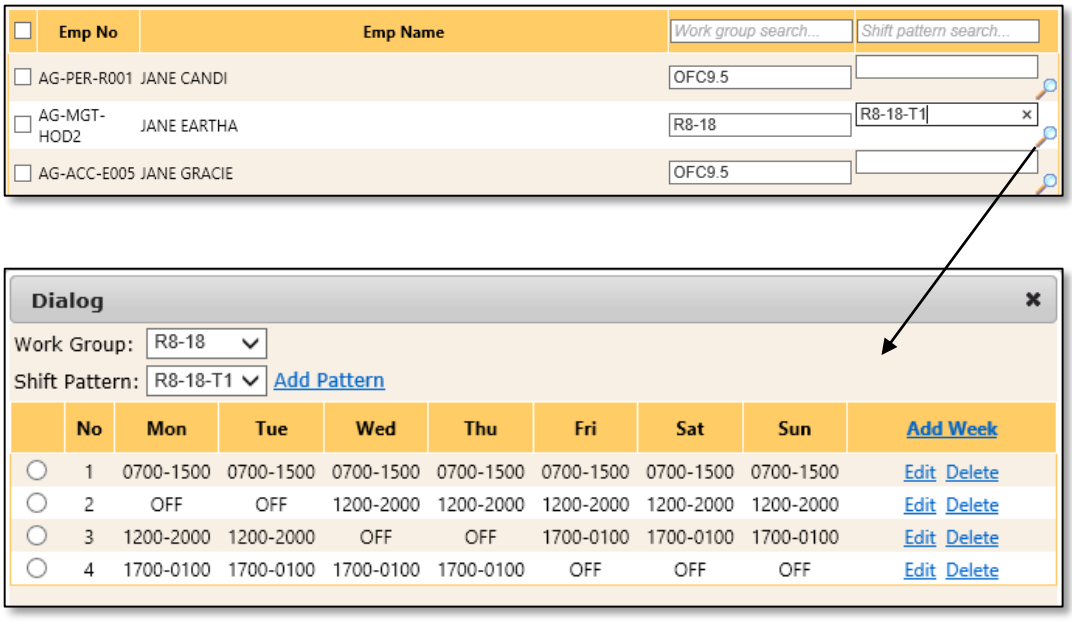


Figure 7-13 Example of a Shift Pattern that was viewed from the magnifying glass at the Shift Schedule

4 Click the [Save] button to save the transaction.

7.4 Generating the employees' duty rosters

Once employees have been assigned their **Work Groups** and **Shift Patterns**, it's time to create their duty rosters based on their assigned **Shift Patterns**.

Before generating employees' duty rosters for a new calendar year, it is vital to complete the **Initialize New Year** from the Times Pay application first.

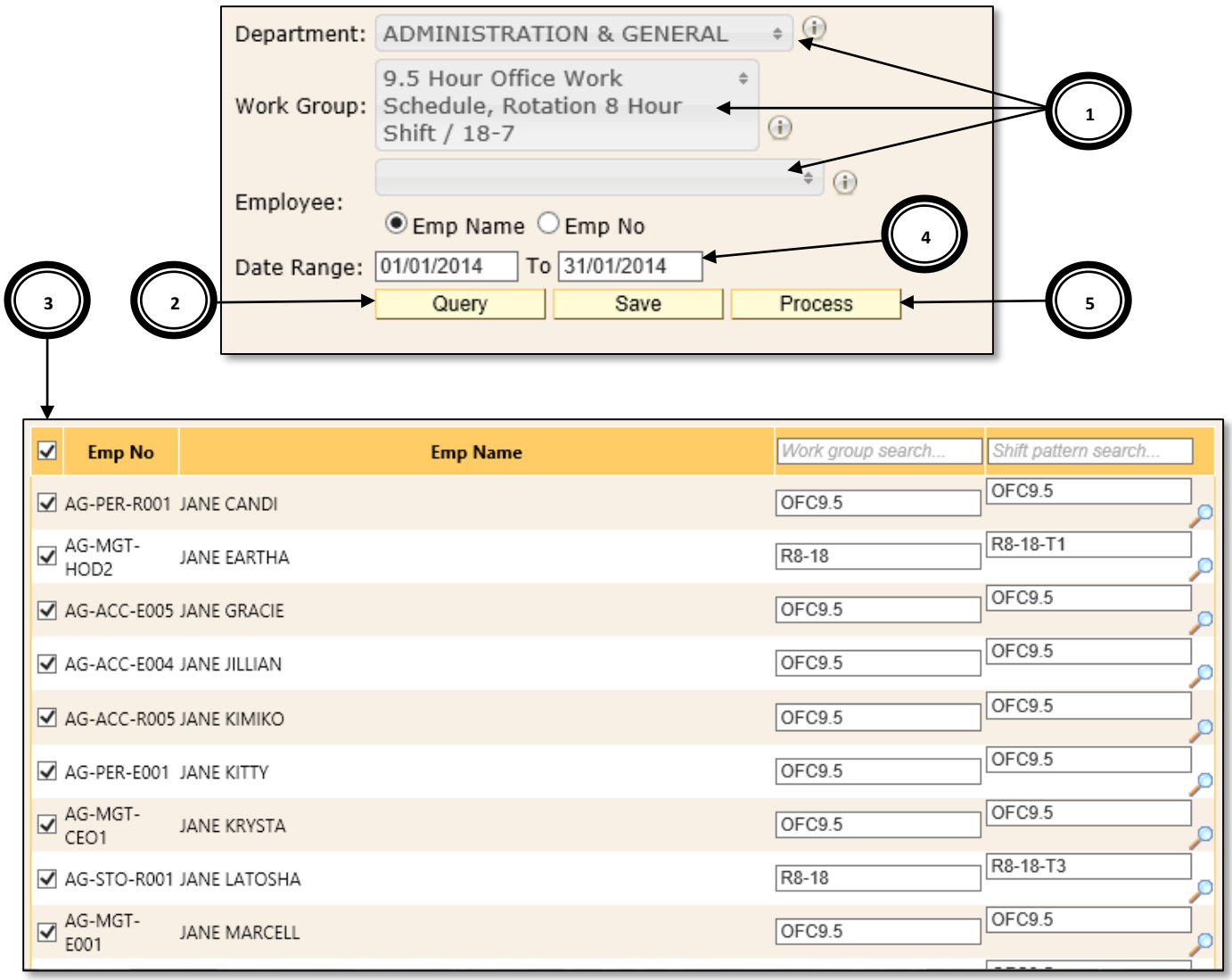


Figure 7-14 Preparing to process each employee's duty roster or individual work calendar

No	Description (Figure 7-14)
1	System Administrator needs to retrieve the list of employees to be processed based on the criteria of "Department", "Work Group" or "Employee".

No	Description (Figure 7-14)

Choose any combination of the criteria.

2 Once the criteria selections have been made, click on the [Query] to retrieve the list of employees that match the selected criteria.

3 In the list of employees, select the employees to be processed by clicking on the checkbox next to the employee name or click on the checkbox at the top left corner to select all the employees in the list.

4 Choose a date range by clicking on the "Date Range" to open the **Calendar Picker** and selecting the desired date from the **Calendar Picker**.

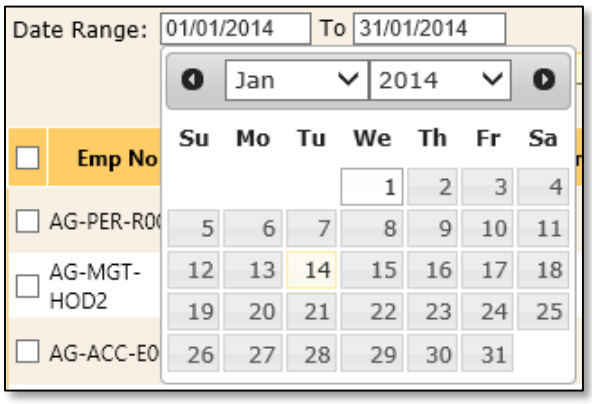


Figure 7-15 The Calendar Picker

The "Date Range" will indicate the period for the employees' duty rosters or individual work calendars.

The System Administrator can choose to select a whole year range or shorten the range to a single month for example. Do note that the longer the range or period, combined with the number of selected employees for processing, the time required for the system to generate the employees' duty rosters will be increased.

5 Click on the [Process] button to begin generating the employees' duty rosters.

A progress bar will be shown to indicate the stage of completion for this processing. The system will notify the System Administrator when this process is completed. (Figure 7-16 and Figure 7-17)

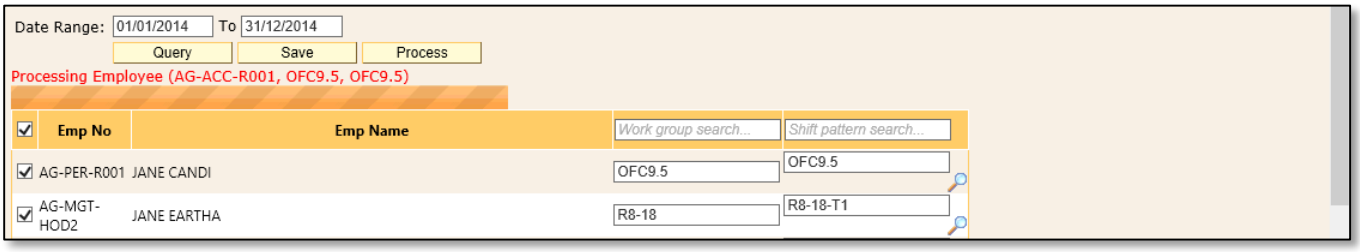


Figure 7-16 Processing the employees' duty rosters or individual work calendars in Shift Schedule

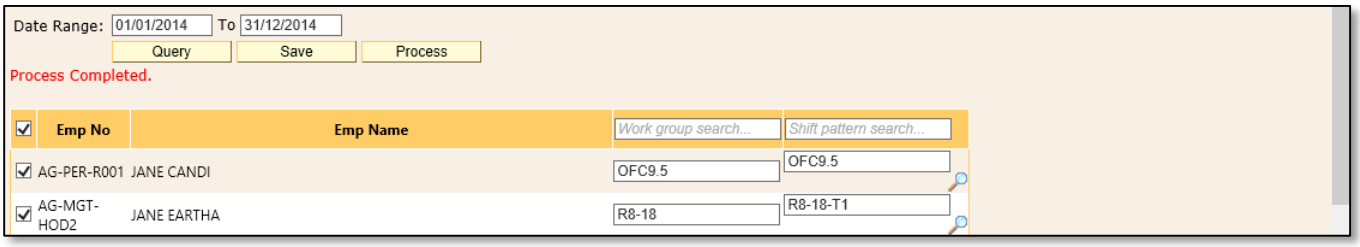


Figure 7-17 Shift Schedule processing is completed

Chapter 8. Individual Calendar

The **Individual Calendar** shows the employees' duty rosters or work calendars that were generated from the **Shift Schedule**.

The System Administrator can further fine tune the employees' duty rosters by editing their **Individual Calendars**.

8.1 Retrieving an employee's Individual Calendar

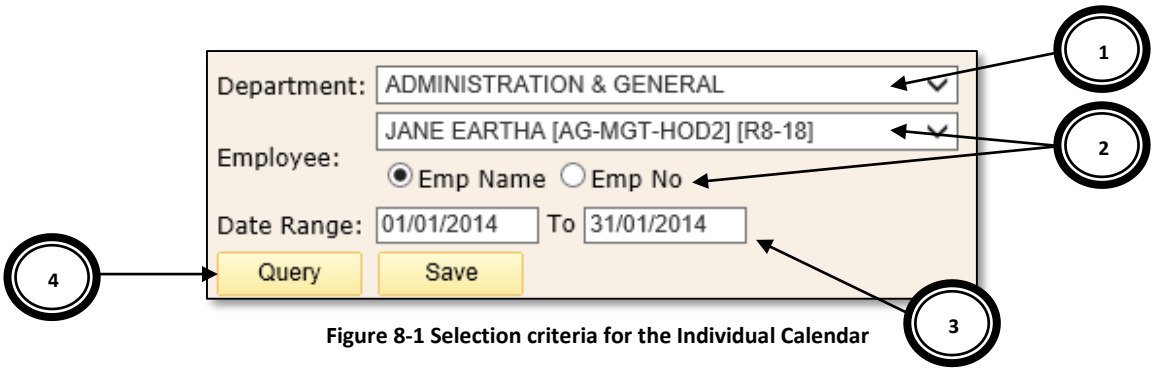


Figure 8-1 Selection criteria for the Individual Calendar

No	Description (Figure 7-14)
1	Choose a "Department".
2	Choose an "Employee". Sort the "Employee" list by clicking on either [Emp Name] or [Emp No] radio button in alphabetical ascending order.

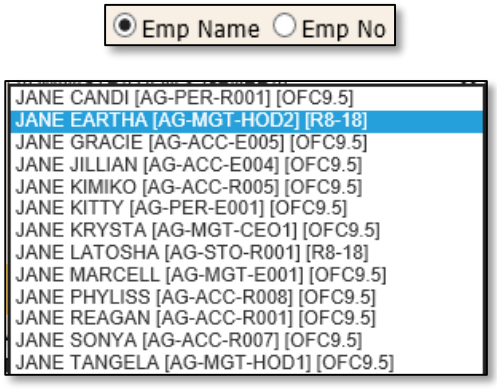


Figure 8-2 The "Employee" criteria list sorted by employee name in the Individual Calendar. The data format is employee name [employee no] [work group code].

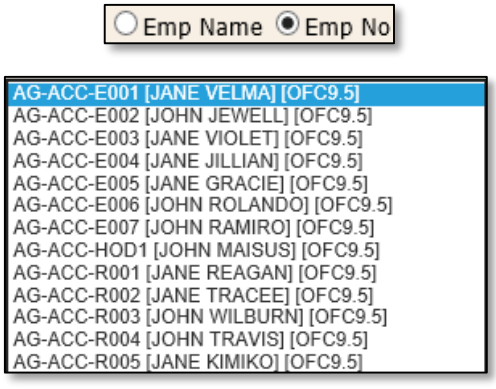


Figure 8-3 The "Employee" criteria list sorted by employee number in the Individual Calendar. The data format is employee no [employee name] [work group code].

No	Description (Figure 7-14)
3	Choose a date range by clicking on the "Date Range" to open the **Calendar Picker** and selecting the desired date from the **Calendar Picker** (Figure 7-15).
4	Click the [Query] button to retrieve the duty roster of the employee based on the "Date Range" period.

8.2 Editing the Individual Calendar of an employee

The System Administrator can make changes to an employee's shift for a particular day.

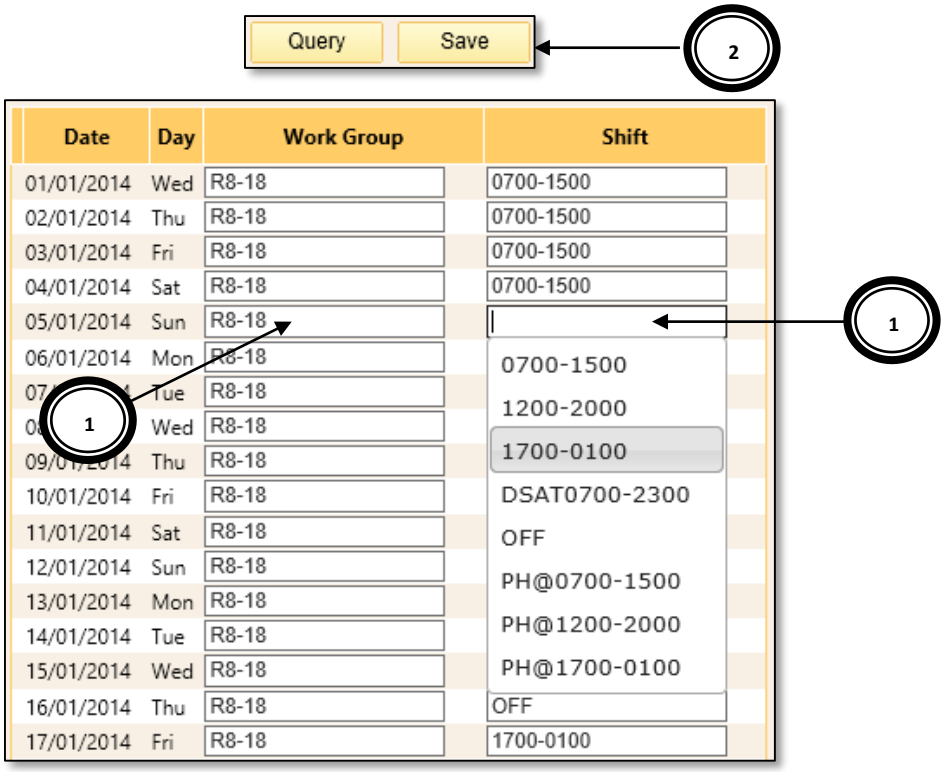


Figure 8-4 Editing an employee's shift for a day in Individual Calendar

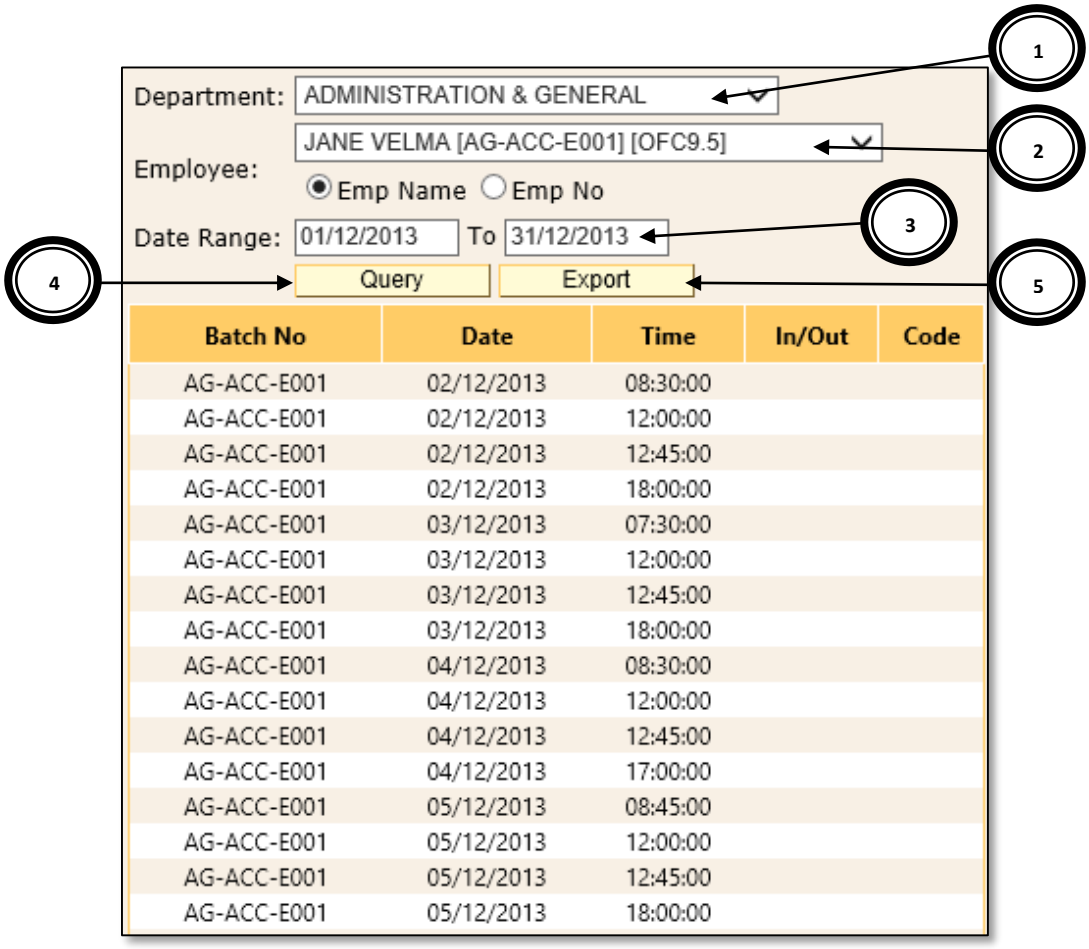
No	Description (Figure 7-14)
1	Choose a day and remove an existing "Shift". A list of available shifts for the "Work Group" will appear. Choose the new "Shift" from the shifts list.

No	Description (Figure 7-14)
	In order to choose another "Shift" that belongs to a different **Work Group**, the System Administrator needs to change the employee's "Work Group" first before changing the "Shift".
2	Click the [Save] button to save the transaction.

Chapter 9. Time Log

The Time Log is a historical record of employees' clock timing data that was captured by the E-TimeSheet system from the time clock devices.

Additionally, should HR Administrator needs to manually re-import the clock timing data into the system, they can do so via the **Import Timing From Cache** (see *E-TimeSheet User Guide for HR Administrators 2014* for more information on the **Import Timing**) which obtains the clock timing data from this **Time Log**.



Batch No	Date	Time	In/Out	Code
AG-ACC-E001	02/12/2013	08:30:00		
AG-ACC-E001	02/12/2013	12:00:00		
AG-ACC-E001	02/12/2013	12:45:00		
AG-ACC-E001	02/12/2013	18:00:00		
AG-ACC-E001	03/12/2013	07:30:00		
AG-ACC-E001	03/12/2013	12:00:00		
AG-ACC-E001	03/12/2013	12:45:00		
AG-ACC-E001	03/12/2013	18:00:00		
AG-ACC-E001	04/12/2013	08:30:00		
AG-ACC-E001	04/12/2013	12:00:00		
AG-ACC-E001	04/12/2013	12:45:00		
AG-ACC-E001	04/12/2013	17:00:00		
AG-ACC-E001	05/12/2013	08:45:00		
AG-ACC-E001	05/12/2013	12:00:00		
AG-ACC-E001	05/12/2013	12:45:00		
AG-ACC-E001	05/12/2013	18:00:00		

Figure 9-1 Time Log web page with a sample clock timing data

No	Description (Figure 7-14)
1	Choose a "Department".
2	Choose an "Employee". Sort the "Employee" list by clicking on either [Emp Name] or [Emp No] radio button in alphabetical ascending order. (Figure 8-2 and Figure 8-3)

No	Description (Figure 7-14)

3 Choose a date range by clicking on the “Date Range” to open the **Calendar Picker** and selecting the desired date from the **Calendar Picker** (Figure 7-15).

4 Click the [Query] button to retrieve the duty roster of the employee based on the “Date Range” period.

5 Click the [Export] button to export the **Time Log** data into an excel document.

	A	B	C	D	E
1	Batch No	Date	Time	In/Out	Code
2	AG-ACC-E001	02/12/2013	8:30:00		
3	AG-ACC-E001	02/12/2013	12:00:00		
4	AG-ACC-E001	02/12/2013	12:45:00		
5	AG-ACC-E001	02/12/2013	18:00:00		
6	AG-ACC-E001	03/12/2013	7:30:00		
7	AG-ACC-E001	03/12/2013	12:00:00		
8	AG-ACC-E001	03/12/2013	12:45:00		
9	AG-ACC-E001	03/12/2013	18:00:00		
10	AG-ACC-E001	04/12/2013	8:30:00		
11	AG-ACC-E001	04/12/2013	12:00:00		
12	AG-ACC-E001	04/12/2013	12:45:00		
13	AG-ACC-E001	04/12/2013	17:00:00		
14	AG-ACC-E001	05/12/2013	8:45:00		
15	AG-ACC-E001	05/12/2013	12:00:00		
16	AG-ACC-E001	05/12/2013	12:45:00		
17	AG-ACC-E001	05/12/2013	18:00:00		
18	AG-ACC-E001	06/12/2013	8:30:00		
19	AG-ACC-E001	06/12/2013	12:00:00		
20	AG-ACC-E001	06/12/2013	12:45:00		
21	AG-ACC-E001	06/12/2013	19:00:00		
22	AG-ACC-E001	09/12/2013	8:55:00		

Figure 9-2 Time Log data in an excel document

Chapter 10. Overtime Requisition

For the **Overtime Requisition** module (also known as **OT Requisition**), there are two configuration settings that the System Administrator needs to pay attention to.

The first configuration involves setting up the approval flow for **OT Requisition** at **Approval Setup**. This approval flow is separate from the E-TimeSheet's **Time Sheet** approval flow.

The second configuration requires the System Administrator to determine which shift will be used in the **OT Requisition**.

10.1 Configuring the approval flow in Approval Setup for OT Requisition

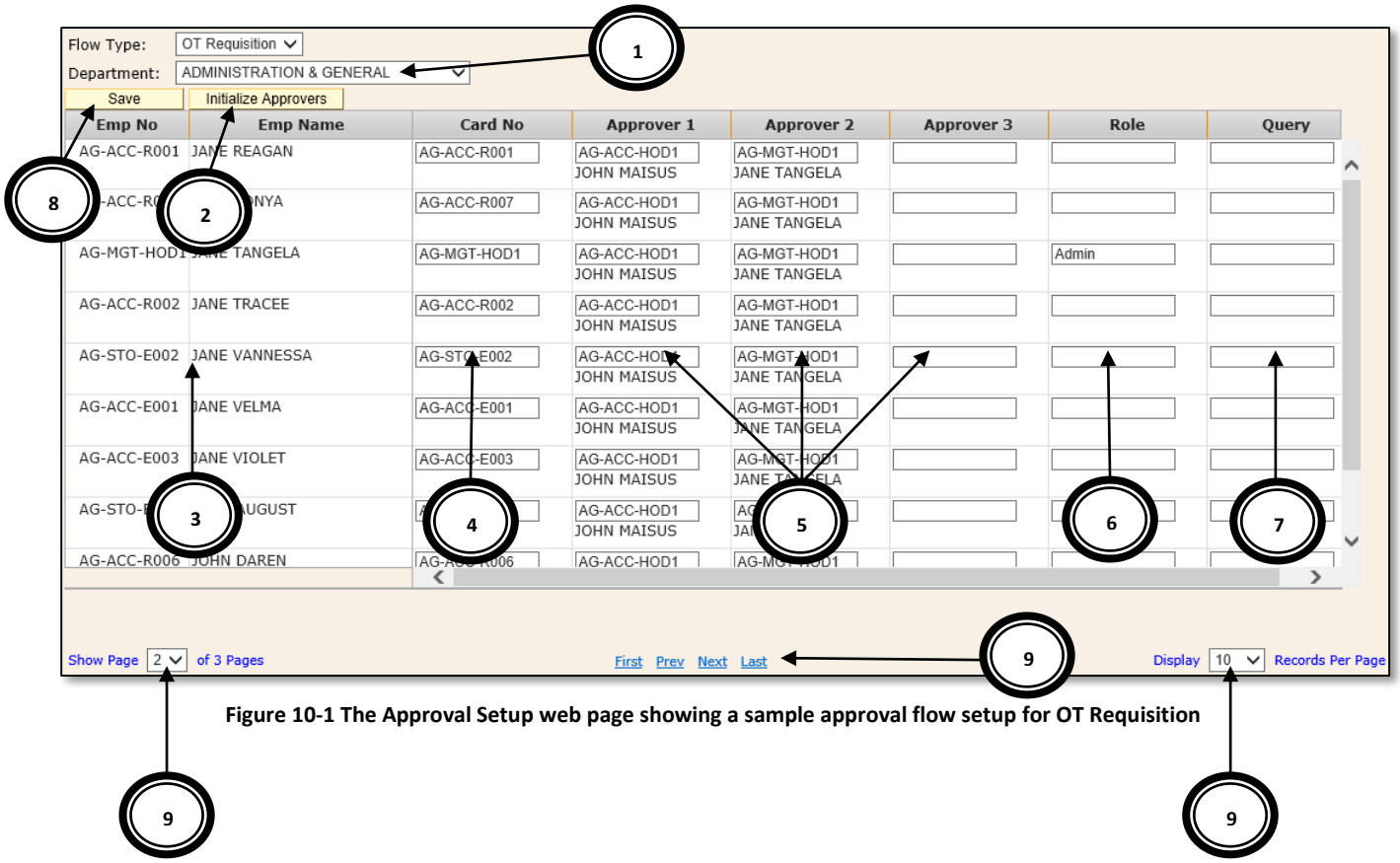


Figure 10-1 The Approval Setup web page showing a sample approval flow setup for OT Requisition

No	Description (Figure 10-1)
1	Ensure the "Flow Type" is *OT Requisition*. Choose a "Department". The list of employees who are assigned to the selected department will be shown on the web page.

No	Description (Figure 10-1)

2 If employees' approval flow had been setup in the E-Leave system, the System Administrator can choose to bring over the approval flow from the E-Leave system into the E-TimeSheet system's **OT Requisition** by using the [Initialize Approvers].

Do note that the E-TimeSheet system's **OT Requisition** do not have stand-in approvers.

 Using the [Initialize Approvers] will overwrite the existing setup information at the **Approval Setup**.

3 The "Emp No" shows the employee's number and the "Emp Name" shows the employee's name.

4 The "Card No" is the identification number that the time clock (time recorder) devices, such as proximity or bar code reader, biometric scanner and hand punch reader, uses to identify the employee in order to capture their clock in and clock out times.

5 The E-TimeSheet system provides up to three levels of approvers for each employee. Enter the approvers' employee numbers at "Approver 1", "Approver 2" or "Approver 3". The approvers must be setup in a sequence.

For example, if an employee reports to a supervisor and the supervisor reports to the head of department, then the supervisor's employee number is setup at "Approver 1" and the head of department's employee number is setup at "Approver 2" for the employee.

6 To designate an employee as a HR Administrator for **OT Requisition**, enter *Admin* at the "Role". The employee must be granted the "Role" of *Admin* for "Flow Type" *TimeSheet* as well. This will grant the employee access to the **HR Menu** as well as exclusive rights to access all employees' information in the E-TimeSheet System's **OT Requisition** within the organization.

To designate an employee as an Entry Officer, enter *Entry* at the "Role". The Entry Officer must have the "Query" setup. This will grant the employee access to the Entry Officer menu in the E-TimeSheet system.

Do note that the employee is not required to have the "Role" of *Entry* for "Flow Type" *TimeSheet*. In this way, one employee can be Entry Officer for the **Time Sheet** and another employee can hold the Entry Officer role for **OT Requisition**.

No	Description (Figure 10-1)
7	The "Query" is exclusively used for Entry Officer only. If an employee is designated *Entry* at the "Role", the System Administrator will indicate the list of employees that the Entry Officer can edit their **OT Requisition** sheets in "Query". Enter the query **CODE** at "Query". The query can be created at Times Pay **Query Expert** in Query menu. The query **CODE** is case sensitive.
8	If there are any new data entered or changes made to the information in the **Approval Setup**, make sure to click the [Save] button to save the transactions.
9	The System Administrator can use the "Show Page" to see a specific web page of records, "Display Records Per Page" to manage the number of records that can be shown on the web page and "First" "Prev" "Next" "Last" to navigate to each of the web pages if there are more than a single web page. The E-TimeSheet system can only show a maximum of 500 employees on a single web page.

10.2 Enable shifts to be used in the OT Requisition

System Administrator needs to determine the shifts that will be used in the **OT Requisition**. To do this, first access the **Shift Setup**.

When creating a new shift or editing an existing shift, look for the "Subject to OT Requisition" checkbox at the shift's **General** tab. If this checkbox is ticked, this shift can be used in the **OT Requisition**.

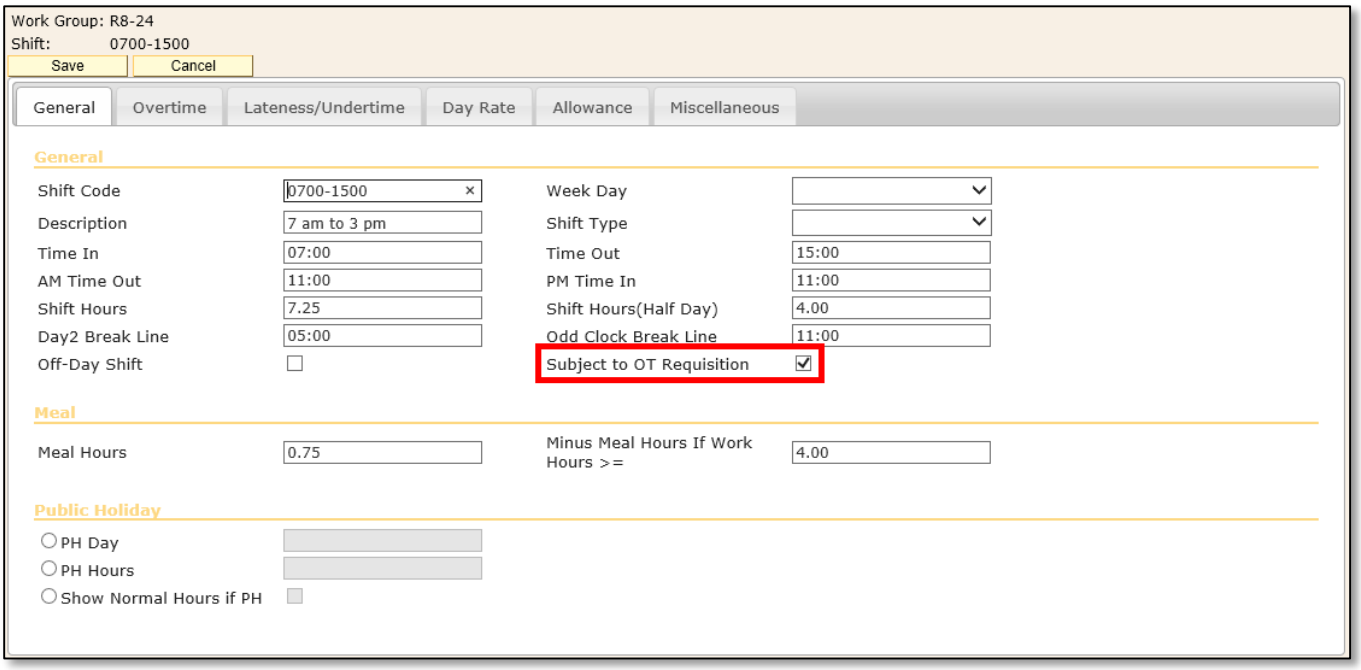


Figure 10-2 Enabling the shift to be used in the OT Requisition

Glossary of Terms

Term	Meaning
Cross Night	Short form for *Across Midnight*. Employees who work from night till morning past the midnight hour due to their normal shift work or overtime.
Grace Period	A **grace period** is an amount of time that someone is given to come late for work or leave early from work without incurring any penalties.
Lateness	Also known as **Late Clock In**. Employees fail to arrive on the designated start of the employee's work schedule for the day.
Normal Hours	The number of hours that an employee needs to work to complete a work shift.
Overtime	**Overtime** is the amount of time someone works beyond *normal working hours* and that person is usually entitled to extra payments, allowances and time off in lieu for additional work done outside of regular working hours.
Undertime	Also known as **Early Clock Out**. Employees leaving early or leaving before the end of the employee's work schedule for the day.
Work Hours	The number of hours that an employee had clocked for a day's work.