

TIMES PRO TimeSheet

User Guide for Administrators

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RELATED GUIDES

Before proceeding this user guide, please read the following guides first.

TIMES PRO Introductory Guide.



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Standard Setup Workflow

To setup a new TIMES PRO TimeSheet System, the Administrator begins by setting up each employees' time sheet approval flows at the **Approval Setup**. Next, the Administrator creates new shifts.

For creating new shifts in the system, the Administrator begins this process by creating the shift profile at the **Shift Setup** followed by assigning a weekly work pattern for the shift at the **Shift Pattern**.

Once this is done, the newly created shift can be assigned to individual employees in a work group at **Shift Schedule** in order to update their work calendars. Final checking and daily adjustments to these calendars are done at the **Individual Calendar**.



Figure 1 TIMES PRO TimeSheet standard setup workflow



Approval Setup

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

These approvers will be responsible in reviewing, approving and rejecting their reporting employees' **Time Sheet**.

Additionally, you can designate the roles of Administrator and Entry Officer (also known as Scheduling Specialist) to specific employees in this function. Do note that Administrators have access to both HR and Administrator menus.



Figure 2 TIMES PRO TimeSheet Administrator menu

vee			Flow		Category		Employee	
		Q	Time Sheet	~		~		
visor			Query Save	Export	5			
Emp No	Emp Name	Card No	Approver 1	Approver 2	Approver 3	Hr Query	Admin Query	Entry Query
101	ANDY LOW	001 ANDY LOW	002 BEN LIM				00-	
02	BEN LIM	002 BEN LIM	001 ANDY LOW		2		3	
003	COLIN KOH	004 DAVID GAN	001 ANDY LOW					



1	Ensure the Flow is Time Sheet.
	You can use the Data Filters such as Employee or Supervisor to filter the list of
	employees at the page. Enter or select your choice and click on the Query button to
	retrieve the list.
2	Enter the approvers' employee number in the Approver 1 , 2 and/or 3 fields to
	assign approvers to the employee. The approvers will be reviewing and approving
	the employee's time sheets.
	The approval flow is based on hierarchy approval flow. This means that Approver 1
	must approve the time sheet before Approver 2 can review it.
3	To grant the employee HR user role in the system, enter the Query Code at Hr
	Query field. The Query Code is created and managed in the TIMES PRO Payroll.
	To grant the employee Administrator user role in the system, enter the Query Code
	at Admin Query field.
	To grant the employee Entry Officer user role in the system, enter the Query Code
	at Entry Query field.
	The Query Code will define the list of employees that the year can have essent to
4	The Query Code will define the list of employees that the user can have access to.
4	Ensure the Card No for each employee is correctly reflected in this page.
	The Card NO (also known as the badge number) is used by the system to identify
	the employee from the time clock devices data.
	If the employee's Card No is incorrect or missing, enter the correct number and
_	Click the Save button to save the changes.
5	Ensure you click the Save button to save the transaction.
	I o export the Approval Setup into an excel document, click on the Export button.



Shift Setup

The **Shift Setup** is a key function for you to create and manage types of shifts within a **Work Group**. This is the Shifts' master list or catalogue.

The types of shifts that you can create are daily shifts, off days, rest days, public holiday shifts, cross midnight shifts and flexible shifts.

For each shift, you can define the type of shift, the overtime calculations, lateness and undertime rules, daily rates calculations, allowances and rounding methods.

Once these shifts are created, they can be established into a working **Shift Pattern** which can then be assigned to each employee's **Shift Schedule**.

First, create a **Work Group**. **Work group** is a group within a workforce who normally work together. The group consists of two or more individuals who routinely function like a team, are interdependent in achievement of a common goal, and may or may not work next to one another or in the same department.

In this system, work groups must be established first before the shifts can be created because shifts are linked to work groups.



- Click on the **TIMESHEET** menu to access the menu list.

Click on Work Group Setup to access it.



Figure 4 TIMES PRO TimeSheet Work Group Setup page sample

1 Click on the + Add button to create a Work Group.	
---	--

TimeSheet Admin Work Group	Setup Add 2	
	Work Group	
		×
	Description	
		×
3	Save Cancel	

Figure 5 Create new work group page sample

2	Enter the Work Group name and Description.
3	Click the Save button to save the record.

TimeSheet Admin Work Group Se	tup		
	+	Work Group	Description
(4)		DEFAULT	DEFAULT
	🗹 I 📋	DEFAULT2	DEFAULT2

4	To edit an existing transaction, click on the $\mathbf{\vec{C}}$ Edit button.
	To delete a transaction, click on the $lacksquare$ Delete button.

With the Work Group setup done, we can then move on to Shift Setup.



TimeSheet A	dmin Shift Setup					
	Work Group		\sum			
\frown	DEFAULT [DEFAULT]					~
(2)-	+	Shift Code	Description	Week Day	Time In	Time Out
	🗹 I 🗑 I 🏥	N	9am - 6pm		09:00:00	18:00:00
	🗹 I 🗑 I 🏥	0	9am - 6pm		09:00:00	18:00:00
	🗹 I 🗑 I 🏥	РН	Public Holiday			
	🗹 I 🗑 I 🏥	SAT	9am - 1pm		09:00:00	13:00:00
	🗹 I 🗑 I 🏥	SUN	Sunday			
	🗹 I 🗑 I 🏥	W				
	🗹 I 🗑 I 🏥	WS				

Figure 6 TIMES PRO TimeSheet Shift Setup page sample

1	Choose a W	rk Group.
2	Click on the	+ Add button to create a Shift.

	User	Guide for Administrators v1
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-		
machaat Admin Shift Satur Add		
meSheet Admin Shift Setup Add		
meSheet Admin Shift Setup Add Seneral - Overtime - Lateness / Und	ertime * Day Rate * Allowance Miscellaneous * 4	
meSheet Admin Shift Setup Add General Vovertime V Lateness / Und General	ertime * Day Rate * Allowance Miscellaneous * 4	
meSheet Admin Shift Setup Add Seneral • Overtime • Lateness / Und General Work Group	ertime * Day Rate * Allowance Miscellaneous * 4 Shift Week Day	Description
meSheet Admin Shift Setup Add General Overtime - Lateness / Und General Work Group DEFAULT	ertime • Day Rate • Allowance Miscellaneous • 4	Description
meSheet Admin Shift Setup Add General Overtime Lateness / Und General Work Group DEFAULT Type	ertime • Day Rate • Allowance Miscellaneous • 4	Description
meSheet Admin Shift Setup Add Seneral • Overtime • Lateness / Und General Work Group DEFAULT Type	shift Week Day Shift Time Shift Time To: O To: O	Description Mine In : O
meSheet Admin Shift Setup Add Seneral • Overtime • Lateness / Und General Work Group DEFAULT Type \$hift Hours	shift Shift Shift Shift Shift Time Shift Time Shift Time Shift To: Shift Hours(Half Day) Day 2 Break Line Construction of the set of the s	Description Mine In Odd Clock Break Line
meSheet Admin Shift Setup Add General Overtime - Lateness / Und General Work Group DEFAULT Type Shift Hours	shift Shift Shift Shift Meek Day AM Time AM PM Shift: ©	Description
meSheet Admin Shift Setup Add Seneral Overtime Lateness / Und General Work Group DEFAULT Type Shift Hours Off-Day Shift	ertime Day Rate Allowance Miscellaneous 4 Shift Week Day Shift Time AM Time Out : Shift Hours(Half Day) Day2 Break Line AM PM : Subject to 0T Requisition Active	Description Description Minime In Odd Clock Break Line :

Figure 7 Create new shift setup page sample

3	Click on the drop-down list for each category to access the settings.
4	Fill in the details for the shift. Explanation of each field for each category is
	explained in this guide under section Shift Setup Field Explanation.
5	Click the Save button to save the record.

	Work Group									
	DEFAULT [DEFAULT	DEFAULT [DEFAULT]								
	+	Shift Code	Description	Week Day	Time In	Time Out				
6		N	9am - 6pm		09:00:00	18:00:00				
	🗹 I 🗑 I 🇯	0	9am - 6pm		09:00:00	18:00:00				
6	To edit an e	To edit an existing transaction, click on the 🗹 Edit button.								
	To delete a	transactio	n, click on the 👅 Delete	button.						



Shift Setup Field Explanation

General

General 🕶	Overtime 🕶	Lateness / Unde	rtime 🕶 🛛 🛛)ay Rate 🕶	Allowance	М	iscellaneous 🕶			
General										
Work Group			Shift				Week Day		Description	
DEFAULT						×		~		
Туре			Shift Time				AM Time Out		PM Time In	
		~	: ©) То	: 0		:	Q	:	Q
Shift Hours			Shift Hours	(Half Day)			Day2 Break Line		Odd Clock Break Line	
			AM		PM		:	0	:	0
Off-Day Shin	ft		Subject to 0	T Requisition			Active			
🗌 Off-L	Day Shift		🗆 Subj	ect to OT Requ	uisition		□ Active			

Figure 8 General section of Shift Setup page sample

Field Name	Description					
Shift	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.					
Туре						
Shift Time	This field is also known as Shift Time In.					
	The official start time for the shift in a 24-hour format, for					
	example 13:00.					
	Employees clock in later than this Shift Time may incur laterage					
	bours depending on the grace period given. (Not applicable to					
	Flevible Shift)					
	If the shift is a Flexible Shift (also known as Flexi Shift), leave the					
	Shift Time blank (undefined).					
Shift Time To	This field is also known as Shift Time Out .					
	The official end time for the shift in a 24-hour format, for example					
	22:00.					



Field Name	Description
	Employees who clock out earlier than this Shift Time To 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
	Administrator in eitner TIMES PRO Leave system of TIMES PRO
	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 of by the Administrator in either TIMES PBO Leave system or TIMES PBO Payroll) This is to
	indicate when the employees can officially clock in for their
	afternoon work if they had taken their morning leaves
	alternoon workin they had taken their morning fource.
	If they clock in for their shifts later than the time indicated in PM
	Time In, they will incur late hours.
	This is not explicable to Florid Obiff
Shift Houro	This is not applicable to Flexi Shift .
	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 the morning or afternoon in order to qualify as half a
	day's work.



Field Name	Description							
	This figure must not exceed the total hours in Shift Hours.							
	If this figure is not defined (blank), the system will divide the $\ensuremath{\textbf{Shift}}$							
	Hours by 2 to determine the half day 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 b							
	regarded as the next day's shift clock in.							
	If the Day2 Break Line is undefined (blank), the system will use							
	the default value of 06:00 (6 am).							
	Do note that Day2 Break Line will not cut-off the clock timings if							
	the user manually enters or edits the shift's clock timings in the							
	Time Sheet.							

Here are some Day2 Break Line scenario examples:

For all scenarios, **Day2 Break Line** set as: 06:00

<u>Scenario 1</u>

	1 st		2 nd		3 rd		4 th	
	Date	Time	Date	Time	Date	Time	Date	Time
Raw clock timings:	01/04/23	22:00	02/04/23	13:00	-	-	-	-

Imported clock timings into the system reflected in Time Sheet as:

Date	Day	Time In	Time Out	Shift	Odd
01/04/2023	Friday	22:00	-	Shift 1	Odd Clocking Out
02/04/2023	Saturday	13:00	-	Shift 2	Odd Clocking Out

Both days' shifts show **Odd Clocking Out** status because the clock timing 13:00 on 02/04/2023 is later than the **Day2 Break Line** time and is counted as the first clock in timing for the next shift. This results in both shifts not having any clock out timings.

Scenario 2

	1 st		2 nd		3 rd		4 th	
	Date	Time	Date	Time	Date	Time	Date	Time
Raw clock timings:	01/04/23	22:00	02/04/23	07:00	02/04/23	08:00	02/04/23	13:00



Imported clock timings into the system reflected in **Time Sheet** as:

Date	Day	Time In	Time Out	Shift	Odd
01/04/2023	Friday	22:00	-	Shift 1	Odd Clocking Out
02/04/2023	Saturday	07:00	13:00	Shift 2	-

The Friday's shift had recorded **Odd Clocking Out** status because the clock timing 07:00 on 02/04/2023 is later than the **Day2 Break Line** time and is counted as the first clock in timing for the next shift.

Scenario 3

	1 st		2 nd		3 rd		4 th	
	Date	Time	Date	Time	Date	Time	Date	Time
Raw clock timings:	01/04/23	22:00	02/04/23	05:00	02/04/23	08:00	02/04/23	13:00

Imported clock timings into the system reflected in **Time Sheet** as:

Date	Day	Time In	Time Out	Shift	Odd
01/04/2023	Friday	22:00	05:00	Shift 1	-
02/04/2023	Saturday	08:00	13:00	Shift 2	-

The clock timing 05:00 on 02/04/2023 is still earlier than the **Day2 Break Line** time so it is counted as the first shift's clock timing whereas the clock timing 08:00 is later than the **Day2 Break Line** and that timing will be the next shift's clock in timing.

Both shifts have at least two clock timings in order to determine the time in and time out so they do not have any odd clocking status.

Field Name	Description				
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.			



-

Field Name	Description
	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 <i>Odd Clocking Out</i> .
	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 <i>Odd Clocking In</i> .
	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 Clocking In and his
	clock timing will be recorded in O.TimeOut .
	If the Odd Clock Break Line is <u>undefined (blank)</u> , the employee's <u>first clock timing will always be a clock in</u> even if the employee physically clocked out from work and never clock in.
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 .
Subject to OT	If your company has implemented the TIMES PRO TimeSheet OT
Requisition	Requisition module, tick this checkbox and this shift code will be
	used in overtime requisition requests and planning.
	Refer to the TIMES PRO TimeSheet OT Requisition guide for more
	information.
Active	Tick this checkbox to activate this shift code for use.



Meal

General 🕶	Overtime *							
General								
Meal								
Public H	oliday							
General 🕶	Overtime •	Lateness / Undertime •	Day Rate 🕶	Allowance	Miscellaneous •			
Meal								
Meal Hou	rs		Minus N	leal Hours If Worl	k Hours >=			

Figure 9 Meal section of Shift Setup page sample

Field Name	Description
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 <i>0.75</i> at Meal Hours (45 minutes divide by 60 minutes).
	The shift's Shift Hours will automatically deduct from the Meal Hours .
	In the Time Sheet , the Meal Hours deduct both of the employee's clocked Normal Hours and Work Hours .
Minus Meal Hours If	Indicate the number of Work Hours that the employees need to
Work Hours >=	clock 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.



Public Holiday

General -	Overtime -						
General							
Meal							
Public H	oliday _						
General •	Overtime •	Lateness / Undertime -	Day Rate 🕶	Allowance	Miscellaneous •		
General - Public H	Overtime -	Lateness / Undertime •	Day Rate 🕶	Allowance	Miscellaneous -		
General • Public F PH Shift	Overtime - Ioliday	Lateness / Undertime •	Day Rate 🕶	Allowance	Miscellaneous -		

Figure 10 Public Holiday section of the Shift Setup page sample

Field Name	Description
PH Shift	Specify the public holiday shift.



Overtime

General • Overtime •	Lateness / Undertime -	Day Rate - Allowance	Miscellaneous -	
Overtime				
Min Hours	Max Hours	5	Eligible OT If Work Hours >=	Eligible OT If Normal Hours >=
Start Time	Start Hour	s	Minus Lateness from OT	Round Hours
:	O			~
Calculate On Leave Day				
	~			
Overtime Ratio				
+	Ceiling		Rate	Fixed Rate



Field Name	Description
Min Hours	Indicate the number of hours that employees need to clock after their normal shift work time end or after the Start Time in order to be entitled for overtime pay.
	For example, if 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 Min Hours is set at 0.5 and 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.
Max Hours	Indicate the maximum hours of overtime that employees can earn.
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.



Field Name	Description			
Eligible OT If Normal	This is the number of Shift Hours that employees must fulfil			
Hours >=	before they are entitled for overtime pay.			
Start Time	Time indicated here in a 24-hour format will determine when the employees are eligible for overtime for the shift. Eligibility of overtime does not mean calculating overtime as it is still subjected to the Min Hours , Eligible OT If Work Hours >= or Eligible OT If Normal Hours >=.			
	The time defined here is for the shift's start day. For example, if the shift starts on Monday, the Start Time will be for Monday.			
	If the Min Hours, Eligible OT If Work Hours >= and Eligible OT If Normal Hours >= is defined as 0 or undefined (blank), then the system will calculate overtime on the <u>hours clocked</u> by the employees from the Start Time onwards until either the overtime's maximum Ceiling had been achieved, the shift's Day2 Break Line is reached or the employees had clocked out from work, whichever is earlier.			
	Typically, Start Time time should be equal to or later than the shift's Shift Time Out time.			

Here are some examples of the **Start Time** eligibility hours calculation assuming **Min Hours**, **Eligible OT If Work Hours** >= and **Eligible OT If Normal Hours** >= is defined as 0 or undefined (blank):

Shift Start Time	Shift End Time	Start Time ¹	Overtime Ceiling	Employee Clock In	Employee Clock Out	Overtime Eligible Hours
14:00	23:00	23:30	24	14:00	02:00	2.5
14:00	23:00	23:30	1	14:00	02:00	1
14:00	23:00	01:00	24	14:00	02:00	12

¹ **Start Time** for **Overtime** is based on the shift's day. If the shift is on Monday, the **Start Time** calculates on Monday.



Field Name	Description					
Start Hours Minus Lateness from	For Flexi Shifts, indicate the number of Work Hours for Start 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. If employees had incurred lateness hours for this shift, their					
от	overtime hours can be penalised based on one of these four conditions as outlined below.					
	1. Minus Lateness from OT blank (undefined)					
	Do not deduct employees' overtime hours with their lateness hours and vice versa.					
	2. Minus Lateness from OT 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.					
	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.					
	OT Hours OT Late Net Effect (OT Hours) Rounding 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.					
	3. Minus Lateness from OT 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.					
	Do note that the employee's late hours are not reduced (the Time Sheet still records the employee's late hours) and only					

-



Field Name	Description					
	the employee's overtime hours are reduced due to the late hours.					
	Here is an example shown below.					
	OT Hours OT Late Net Effect (OT Hours) Rounding Hours					
	0.95 -0.25 0.10 OT Hours 0.95 - Late Hours 0.10 = OT Hours 0.85. OT Hours 0.85 round to OT Hours 0.75.					
	4. Minus Lateness from O	Γ Offset Lateness After Round OT				
	Round the employees' over Rounding method. Then dea hours in an attempt to lowe	ime hours first based on the OT duct the late hours with the overtime r employees' late hours.				
	Typically, this will allow emp due to lateness by doing ov records.	ployees to make up lost work hours ertime in order to clear their late hour				
	Here is an example shown b	pelow.				
	OT Hours OT Late Rounding Hours	Net Effect (OT Hours)				
	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.					
Desmalation						
Round Hours	This field is also known as	DT Rounding.				
	This is where the overtime h Round to the nearest half (0	nours rounding method can be defined. 9.5) or quarter (0.25) hour with a				
	positive OT Rounding numb	per to round up or a negative OT				
	Kounding number to round	aown.				



Field Name

Description

Here are some examples below.

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

Calculate On Leave Day	The condition on whether the employees can earn standard overtime hours for this shift if they work on their leave day can be setup here.					
	Condition	Effect				
	blank	Don't calculate overtime hours if the employee worked on				
	(undefined)	his/her leave day.				
	AM	Hours worked during a morning leave will be calculated as				
		overtime hours.				
	PM	Hours worked during an afternoon leave will be calculated as overtime hours.				
	Full	Hours worked during a full day's leave will be calculated as overtime hours.				
		<u> </u>				

- 1 11	MEC		TIMES PRO TimeSheet
			User Guide for Administrators v1.0
501	FIWARE		1 Jan 2023
Over	rtime Ratio	3	4
\frown	Overtime Ratio		
	+ Ceiling	Rate	Fixed Rate
\smile	- -	1.5	
\frown	24	0	150
5	Figure 12 Over	time Ratio in Overtime section of S	Shift Setup sample
1	Click on the + Add bu	Itton to add a row in the Ov	ertime Ratio.
2	Indicate the maximum	overtime hours that an emp	ployee can clock to earn a
	specific overtime rate of	of pay.	
	Multiple rates of overtil	me can be defined as a top	-down tier structure. Each rate
	hours.	tup. The last overtime rate	record must have a cening of 24
	For example, based on	the sample data shown in	the figure above:
	If an employee had	d clocked 1 hour of overtim	e, he would earn one hour of his
	standard hourly pay	y (OT 1.0).	
	If an employee had	I clocked 3 hours of overtin	ne, his first two hours of overtime
	will be based on hi	is standard hourly pay rate	e (OT 1.0) and the third overtime
	hour will be paid at	1.5 times his hourly pay ra	te (OT 1.5).
	If an employee hac	d clocked 8 hours of overtir	ne, he will be paid 2 hours of OT
	1.0, 2 hours of OT	1.5 and a fixed allowance o	f \$150.00.
3	Indicate the overtime ra	ate.	
4	Indicate an overtime al	lowance in dollar sum.	
5	To delete a row, click o	n the 📕 Delete button.	



Early In Overtime

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

General 🕶	Overtime 👻	Lateness / Undertime 🕶	Day Rate -			
Early In	Overtime					
Pound Hou	Early In O	vertime	-			
Hound Hou	Cross Nig	ht Overtime	1			
Calculate O	Cross Nig	ht To Public Holiday Ov	vertime			
	Overtime	Break				
Early	y In Overtim	ne				
Round	d Hours		Start Time		Min Hours	Max Hours
			:	O		
Calcul	late On Leave	Day				
		~				
		Coli	ina	Pot		Fixed Pata
		LiPII	nig	Rat	-	CIARU DAIR
		001			•	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

Figure 13 Early In Overtime section of Shift Setup page sample

Field Name	Description
Round Hours	This field is also known as 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 Round Hours number to round up or a negative Round Hours number to round down.
Start Time	Time indicated here in a 24-hour format will determine when the employees are eligible for overtime for the shift. Eligibility of overtime does not mean calculating overtime as it is still subjected to the Min Hours .
	The time defined here is for the shift's start day. For example, if the shift starts on Monday, the Start Time will be for Monday.
	If the Min Hours is defined as 0 or undefined (blank), then the system will calculate overtime on the <u>hours clocked</u> by the employees from the Start Time onwards until either the



Field Name		Description					
overtime's maximum Ceiling had been achieved, the shift's of Shift Time In is reached or the employees had clocked out fro work, whichever is earlier. The Start Time time must be earlier than the shift's Shift Time time.					shift's official d out from h ift Time In		
Below are so	me examp	les of the Start	Time eligibili	ty hours calc	ulation assur	ning Min	
Hours is defi	ned as 0 o	r undefined (bla	ınk).				
Shift Start Time	Shift End Time	Start Time ²	Overtime Ceiling	Employee Clock In	Employee Clock Out	Overtime Eligible Hours	
14:00	23:00	11:30	24	11:00	02:00	2.5	
14:00	23:00	11:30	1	11:00	02:00	1	
14:00	23:00	11:30	24	11:00	12:00	0.5	
Min Hours Indicate the number of hours before the shift's official Shift Tim In that employees will not be entitled to Early In Overtime. For example: If Min Hours is set at 0.5 and the shift's normal work time starts 8:30 am. employees who clocked in before 8:00 am are entitled				l Shift Time ime . time starts at re 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 Min Hours is set at 0.5, the shift's normal work time starts at 8:30 am and Start Time set as 07:00 (7:00 am), employees who 					

 2 Start Time for Early In Overtime is based on the shift's day. If the shift is on Monday, the Start Time calculates on Monday.



Field Name	Description					
	is calculate	d from 7:00 am up till 8:30 am. Clocking in between				
	8:00 am to 8	3:30 am will not be entitled to Early In Overtime .				
Max Hours	Indicate the	maximum hours of Early In Overtime that employees				
	can earn.					
Calculate On Leave	The condition on whether the employees can earn early in					
Day	overtime hours for this shift if they work on their leave day can be					
	setup here.					
	Condition	Effect				
	blank	Don't calculate overtime hours if the employee worked on				
	(undefined)	his/her leave day.				
	AM	Employee can earn early in overtime hours if the employee has				
		a morning leave.				
	PM Employee can earn early in overtime hours if the employee has					
	an afternoon leave.					
	Full	Full Employee can early in overtime hours if the employee has				
		a full day's leave.				

Early In Overtime Ratio

+	Ceiling	Rate	Fixed Rate
Ť.	2	1	
1	4	1.5	
Î	24	0	150

Figure 14 Early In Overtime Ratio section of the Early In Overtime in Shift Setup sample

The setup is similar to **Overtime Ratio**. Refer to **Overtime Ratio** chapter in this guide for more information.



Cross Night Overtime

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**).

General 🕶	Overtime *	Lateness / Undertime 🕶	Day Rate -			
Cross Ni	Overtime Early In O	vertime				
Hound Hou	Cross Nig	ht Overtime	c.			
	Cross Nig	ht To Public Holiday O	vertime			
+	Overtime	Break				
Cross	Night Ove	rtime				
Round H	lours		Start Time		Min Hours	Max Hours
			:	O		
	+	Ceili	ng	Rate	,	Fixed Rate

Figure 15 Cross Night Overtime section of Shift Setup page sample

Description			
This field is also known as 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 Round Hours number to round up or a			
negative Round Hours number to round down.			
Time indicated here in a 24-hour format will determine when the			
employees are eligible for overtime for the shift. Eligibility of			
overtime does not mean calculating overtime as it is still			
subjected to the Min Hours .			
The time defined here is for the shift's next day . For example, if			
the shift starts on Monday, the Start Time will be for Tuesday.			
If the Min Hours is defined as 0 or undefined (blank), then the			
system will calculate overtime on the hours clocked by the			
employees from the Start Time onwards until either the			
overtime's maximum Ceiling had been achieved, the shift's Dav2			



Field Name		Description					
		 Break Line is reached or the employees had clocked out from work, whichever is earlier. The Start Time time must be later than midnight but earlier than or up to the next day shift's Day2 Break Line. 					
Below are so Hours is defi	me examp ned as 0 o	les of the Start r undefined (bla	Time eligibili nk).	ty hours calc	ulation assur	ning Min	
Shift Start Time	Shift End Time	Start Time ³	Overtime Ceiling	Employee Clock In	Employee Clock Out	Overtime Eligible Hours	
14:00	23:00	00:30	24	14:00	03:00	2.5	
14:00	23:00	00:30	1	14:00	03:00	1	
14:00	23:00	01:00	24	14:00	08:30	7.5	
Min Hours		Indicate the number of hours that employees need to clock after midnight or after the Start Time in order to be entitled for Cross Night Overtime pay. For example: If 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					
		I 2:00 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 . If Min Hours is set as 0.5 and Start Time is set as 01:00 (1:00 am), employees must continue to clock for work for 20 minutes more					

³ Start Time for Cross Night Overtime is based on the shift's next day. If the shift is on Monday, the Start Time calculates on Tuesday.



Field Name	Description
	from 1:00 am until 1:30 am before they can earn Cross Night
	Overtime pay which is calculated from 1:00 am onwards.
Max Hours	Indicate the maximum hours of Cross Night Overtime that
	employees can earn.

Cross Night Overtime Ratio

+	Ceiling	Rate	Fixed Rate
	2	1	
1	4	1.5	
1	24	0	150

Figure 16 Cross Night Overtime Ratio section of the Cross Night Overtime in Shift Setup sample

The setup is similar to **Overtime Ratio**. Refer to **Overtime Ratio** chapter in this guide for more information.



Cross Night To Public Holiday Overtime

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 which happened to fall on a public holiday (**Cross Night To Public Holiday Overtime**).

General 🕶	Overtime 🕶	Lateness /	Undertime 🕶	Day Rate -						
Cross Ni Round Hou	Overtime Early In O Cross Nig Cross Nig Overtime	vertime ht Overtin <mark>ht To Pub</mark> Break	ne <mark>lic Holiday</mark>	Overtime						
General	General • Overtime • Lateness / Undertime • Day Rate • Allowance Miscellaneous • Cross Night To Public Holiday Overtime									
Round	Hours			Start Time	(J	Min Hours		Max Hours	
	+		l l	Ceiling		Rate			Fixed Rate	

Figure 17 Cross Night To Public Holiday Overtime section of Shift Setup page sample

The setup is similar to **Cross Night Overtime**. Refer to **Cross Night Overtime** section in this guide for more information.

Cross Night To Public Holiday Overtime Ratio

+	Ceiling	Rate	Fixed Rate
Î	2	1	
	4	1.5	
1	24	0	150

Figure 18 Cross Night To Public Holiday Overtime Ratio section of the Cross Night To Public Holiday Overtime in Shift Setup sample

The setup is similar to **Overtime Ratio**. Refer to **Overtime Ratio** chapter in this guide for more information.



Overtime Break

	Overtime • Laten	ness / Undertime 🕶	Day Rate 🕶								
Overtime	Overtime										
Round Sequ	Early In Overtim	ne									
	Cross Night Ove	ertime Public Holiday O	vertime								
+	Overtime Break	Fublic Holiday O	a statement of the stat								
Î											
General ▼	ieneral • Overtime • Lateness / Undertime • Day Rate • Allowance Miscellaneous •										
Overtil	Overtime Break (1)										
Round Se	Round Sequence										
		×		~							
	+ Breal	k (In Minutes)	Min Hours	Minus Break If Time In (<=)	Minus Break If Time Out (>=)	Genre	Sort No				
	+ Breal	k (In Minutes)	<i>Min Hours</i>	Minus Break If Time In (<=)	Minus Break If Time Out (>=)	Genre Both Early	Sort No				
	+ Break	k (In Minutes)	Min Hours 2 4	Minus Break If Time In (<=)	Minus Break If Time Out (>=)	Genre Both Early Both Early	<i>Sort No</i>				
	+ Breal	k (In Minutes)	Min Hours 2 4 6	Minus Break If Time In (<=)	Minus Break If Time Out (>=)	Genre Both Early Both Early Both Early	Sort No 1 2 3				
	+ Break 30 30 60 90	k (In Minutes)	Min Hours 2 4 6	Minus Break If Time In (<=)	Minus Break If Time Out (>=)	Genre Both Early Both Early Soth Early	Sort No 1 2 3				
3	+ Break 30 30 60 90	k (In Minutes)	Min Hours 2 4 6 ure 19 Overtim	Minus Break If Time In (<=)	Minus Break If Time Out (>=)	Genre Both Early Both Early Both Early Both Early	Sort No				

	choose the round sequence .
2	Click on the + Add button to add a row in the Overtime Break.
3	To delete a row, click on the 🔳 Delete button.

Field Name	Description			
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	Indicate the time in a 24-hour format.			
In (<=)				
	If employees had clocked in for overtime before or at the time			
	indicated here, Break (In Minutes) will take effect.			
	Important note: If Overtime Break Min Hours is defined, do not			
	define Minus Break If Time In (<=) and Minus Break If Time Out			



Field Name	Description					
	(>=) in order to avoid incorrect calculation of the Break (In					
	Minutes).					
Minus Break If Time	Indicate the time in a 24-hour format.					
Out (>=)						
	If employees had last clocked out from overtime at or after the					
	time indicated here, Break (In Minutes) will take effect.					
	Important Note: 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).					
Genre	Select the Genre .					
Sort No	Indicate the Sort No.					

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 as follows:

Sort No	Break (In Minutes)	Min Hours	
1	30	2.00	
2	60	4.00	
3	90	6.00	
4	120	8.00	

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.



Lateness

Lateness (aka *Late Clock In*) means failure to arrive on the designated start of the employee's work schedule.

This section explains the setup on the rules for lateness at the **Lateness** section which is accessible from the **Lateness/Undertime** tab.

General • 0	vertime	ness / Undertime - Day Rate -	Allowance Miscellaneous -	
Lateness				
Min Hours		Clear YN	Round Hours	Round Start
Start Time		Exclude meal		
:	Q	Exclude meal		

Figure 20 Lateness section of Shift Setup page sample

Field Name	Description
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. Min Hours is set as 0.25 which is a 15-minute grace period. Employees who clock in late for work between 9:01 am and 9:15 am will not incur any late hours.
Clear YN	If this checkbox is un-ticked, employees who clock in late for work within the lateness grace period as indicated in Min Hours , even though they did not incur any late hours, they are still considered late for work.
	However, if this checkbox is ticked, as long as employees' clock in late for work within the lateness grace period as indicated in Min Hours , they will not be considered late.



Field Name	Description				
	Important Note: To use this function, the column LT_YN in Time				
	Sheet must be enabled in order to see the lateness indicator.				
Round Hours This is where the Lateness hours rounding method can be					
	defined. Round to the nearest half (0.5) or quarter (0.25) hour with				
	a positive Round Hours number to round up or a negative Round				
	Hours number to round down.				
Round Start Start time for Round Hours.					
Start Time	Indicate the start time in a 24-hour format here to enforce				
	lateness rules for employees.				
	If employees clocked in for work after this Start Time , they would				
	incur late hours.				
Exclude Meal	Exclude meal hours.				



Undertime

Under-time (aka *Early Clock Out*) means leaving early or leaving before the end of the employee's work schedule.

This section explains the setup on the rules for undertime at the Undertime section which is accessible from the Lateness/Undertime tab.

General ▼ Overtime ▼	Lateness / Undertime -			
Undertime	Lateness			
Min Hours	Undertime			
General • Overtime •	Lateness / Undertime 🕶	Day Rate - Allowance	Miscellaneous 🕶	
Undertime				
Min Hours	Clear YN	Re	ound Hours	Round Start
	Clear YI	Ν		
End Time	Exclude meal			
:	⊙ □ Exclude	? meal		

Figure 21 Undertime section of Shift Setup page sample

Field Name	Description
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. Min Hours is set as 0.25 which is a 15-minute grace period. Employees who clock out early from work between 5:45 pm and 5:59 pm will not incur any undertime hours.
Clear 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.



Field Name	Description			
	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.			
Round Hours	This is where the Undertime hours rounding method can be			
	defined. Round to the nearest half (0.5) or quarter (0.25) hour with			
	a positive Round Hours number to round up or a negative Round			
	Hours number to round down.			
Round Start	Start time of Round Hours .			
End Time	Indicate the start time in a 24-hour format here to enforce			
	undertime rules for employees.			
	If employees clocked out from work before this End Time , they			
	would incur undertime hours.			
Exclude Meal	Exclude meal hours.			



Day Rate

A **Day Rate** is the amount of gross income an employee makes per day based on his or her contract or salary. Typically, an organisation can choose to pay their employees a day rate of pay for their work done on Sunday or public holidays.

This section explains the setup on the rules for day rate of pay at the **Day Rate** section which is accessible from the **Day Rate** tab.

General 🝷	Overtime 🕶	Lateness / Undertime -	Day Rate 🕶	Allowa	nce M	iscellaneous 🕶			
Day Rate									
Start Time					Min Hours	5			
:			0						
+		Ceilin	ng				Rate	2	
Î									

Figure 22 Day Rate section of Shift Setup page sample

Field N	Name	Description				
Start 1	Гime	Indicate the time (24-hour format) to start calculating employees'				
		eligibility for daily rated pay.				
		If this is undefined (blank), the start time will be the employees' first clock in time.				
Min H	ours	Indicate how many hours employees need to work before they are				
		entitled to the daily rated pay.				
	>	2 3				
+		Ceiling Rate				
4	>					
1	Click on the +	Add button to add a row in the Day Rate.				
2	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.

For example:

Ceiling	Rate
4	0.5
8	1
24	2

- 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 would earn one day's pay.
- If an employee had clocked more than 8 hours at work, he would earn double the day's pay.

Additional example using the **Start Time** with the **Ceiling** and **Rate** setup shown above:

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 **Start Time**.

3 Indicate the daily rate of pay. For example, to set one day's pay rate, set the **Rat**

For example, to set one day's pay rate, set the **Rate** as **1**. For double the day's pay, set the **Rate** as **2**. For half day's pay, set the **Rate** as **0.5**.

4 To delete a row, click on the **Delete** button.



Cross Night Day Rate

A **Cross Night Day Rate** is a day rate paid to employees if they work past midnight. This is useful if the organisation wishes to pay their employees a different rate for work done after midnight than the rate they are paid for before midnight.

This section explains the setup on the rules for day rate of pay for work done across midnight at the **Cross Night Day Rate** section which is accessible from the **Day Rate** tab.

General • Overtime • Lateness / Undertime •	Day Rate - Allowance Mi	
Cross Night Day Rate	Day Rate	
Start Time	Cross Night Day Rate	
Cross Night Day Rate		
Start Time		Min Hours
:	Q	
+	Ceiling	Rate
T		

Figure 23 Cross Night Day Rate section of Shift Setup page sample

Field Name	Description
Start Time	Indicate the start time in a 24-hour format to grant this shift's employees daily rated pay.
	Typically, this start time should be at or after midnight and before the shift's Day2 Break Line .
	Important note: 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.
Min Hours	Indicate how many hours employees need to work starting from the Start Time before they are entitled to the daily rated pay.
	If Start Time is not defined (blank), Min Hours will calculate starting from the shift's Shift Time In .



4

Field Name	Description
	For example:
	If Start Time set as <i>12:00</i> (12 pm) and Min Hours set at <i>0.5</i> , 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 Start Time is undefined (blank), Min Hours set at 0.5 and the shift's Shift Time In set as 09:00 (9:00 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 .
	2 3
+	Ceiling Rate

1	Click on the 🛨 Add button to add a row in the Cross Night Day Rate.		
2	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.		
3	Indicate the daily rate of pay.		
	For example, to set one day's pay rate, set the Rate as 1 . For double the day's pay,		
	set the Rate as 2 . For half day's pay, set the Rate as 0.5 .		
4	To delete a row, click on the 👅 Delete button.		



Allowance

An **Allowance** is an amount paid to employees as part of their salary package or to compensate for their out-of-pocket expenses incurred on behalf of the organisation. Common types of allowances for shift workers are Meal Allowance, Shift Allowance and Transport Allowance.

The setup for the employees' allowance rules can be accessed from the Allowance tab.



Figure 24 Allowance section of Shift Setup page sample

Field Name	Description
Calculate 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 if they are on half day leaves.
	If this Calculate On Leave Day set to Yes and employees are on approved leave ⁴ 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 , Time (>=) and Time (<=)) in order to be paid these allowances.
Profile	Select a Profile .
Code	This is the Allowance / Deduction Code from TIMES PRO Payroll application.
Method	Indicate the conditions for granting employees' the allowances. Refer to the table for explanation on each of these conditions.

⁴ Not all approved leave types are allowed to calculate allowance on the leave day. This largely depends on the user's organisational policies set by HR.



Method	How to configure?	What is the effect?
WorkHours	Enter the Ceiling and	Employees must clock at least the
	Amount	number of Work Hours stated in Ceiling in
		order to qualify for the allowance.
NormalHours	Enter the Ceiling and	Employees must fulfil at least the number
	Amount	of their shift hours (Normal Hours) stated
		in Ceiling in order to qualify for the
		allowance.
OvertimeHours	Enter the Ceiling and	Employees must clock at least the
	Amount	number of overtime hours stated in
		Ceiling 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.
		Important Note: Do note that their total
		overtime hours will deduct Overtime
		Break if any.
TimeIn	Enter the time range	Employees who clock in for work between
	(24-hour format) at	Time (>=) and Time (<=) will receive the
	Time (>=) and Time	allowance.
	(<=) and Amount.	
TimeOut	Enter the time range	Employees who clock out from work
	(24-hour format) at	between Time (>=) and Time (<=) will
	Time (>=) and Time	receive the allowance.
	(<=) and Amount.	
WorkHoursEquivalent	Enter the Ceiling and	Employees must clock at least the
	Amount	number of Work Hours stated in Ceiling in
		order to qualify for the allowance.
		The allowance amount is calculated by
		multiplying the employees' clocked work
		hours with the Amount defined here.



OutOfTimeRange	Enter the time range	Employees who clocked in for work earlier
	(24-hour format) at	than or on time with Time (<=) <u>and</u>
	Time (>=) and Time	clocked out from work on time or later
	(<=) and Amount.	than the Time (>=) will receive the
		allowance.

Table 1 Allowance Method

Below are some examples of the Method WorkHoursEquivalent.

Assuming **Ceiling** set as *1* being one hour and **Amount** set as *50* being \$50.00 allowance. The results would be:

Total Work Hours clocked for the day	Total Allowance Earned for the day
0.5	\$0.00
1	\$50.00
1.5	\$75.00
2	\$100.00
2.5	\$125.00
3	\$150.00
3.5	\$175.00
4	\$200.00



Miscellaneous Round Time

Employees' first clock in time and last clock out time for a shift can be rounded for the purpose of calculating the employees' work hours and shift hours (aka normal hours).

The rules for this rounding can be defined at the **Round Time** section which is accessible from the **Miscellaneous** tab.

General 🕶	Overtime -	Lateness / Undertime -	Day Rate - Allowance	Miscellaneous -	
Round T	ime				
Profile					
			~		
Round T	ime In				
+		Round To	<i>Time (>=)</i>	<i>Time (<=)</i>	Sort No
Round T	ime Out				
+		Round To	Time (>=)	Time (<=)	Sort No

Figure 25 Round Time section of Shift Setup page sample

Field Name	Description
Round To	Indicate the time (24-hour format) to be rounded to.
Time In (>=) and	Indicate the time range (24-hour format).
Time In (<=)	
	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 .
	Important Note: 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.

Round Time In



-

Field Name	Description					
	For example:					
	Settings					
	Round To		Time	In (>=)		Time In (<=)
	09:00		08	:45		09:15
	Calculation Resu	<u>ılts (w</u>	<u>vith no Mea</u>	<u>ll Hours)</u>		
	Employee Clock	Empl	loyee Clock	Before round	ding	After rounding
	In		Out	Work Hour	rs	Work Hours
	08:45		18:00	9.25		9



Round Time Out

Field Name	Description		
Round To	Indicate the time (24-hour format) to be rounded to.		
Time In (>=) and	Indicate the time range (24-hour format).		
Time In (<=)			
	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 .		
	Important Note: 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:		
	<u>Settings</u>		
	Round To Time In (>=) Time In (<=)		
	18:00 17:45 18:15		
	Calculation Results (with no Meal Hours)		
	Employee Clock Employee Clock Before rounding After rounding		
	In Out Work Hours Work Hours		
	09:00 17:45 8.75 9		



Shift Pattern

After the types of shifts have been created in the **Shift Setup**, you will need to design a weekly shift pattern for these shifts. These shift patterns will help in assigning the employees' duty rosters.



Figure 26 TIMES PRO TimeSheet Shift Pattern page sample

1	Choose a Work Group .		
2	Click on the	Add button to create a new Shift Pattern .	



1	Enter the Shift Pattern name.		
2	Click on the	•	Save button to save the record.



5	Choose the Shift Pattern.
6	Click on the + Add button to add a row in the Shift Pattern.
7	Enter the Sort No and choose the Shift Code for each day.
8	Click on the B Save button to save the record.
9	To delete a row, click on the 草 Delete button.



Shift Schedule

With the **Shift Schedule** function in the system, you can quickly create your organisation's employees' duty rosters by assigning the **Work Group** and the appropriate **Shift Pattern** of the work group to each employee.



Figure 27 TIMES PRO TimeSheet Shift Schedule page sample

1	Choose the Department and Employee .	
2	Choose the date range in Start Date and End Date for the Shift Calendar period.	
3	Click on the Search button to retrieve the list of employees based on your selected criteria.	



4	Enter the Shift Code created from Shift Setup to assign it to each employee in the
	list.
5	Enter the Shift Pattern name.
6	You can click on the Q View button to view the Shift Pattern.
7	Click on the B Save button to save the record.
	Click on the Process button to generate the Shift Calendar for each employee based on your setup.



Individual Calendar

After generating the employees' shift calendars from the **Shift Schedule** function, you can use the **Individual Calendar** to view each employee's shift calendar. In addition, the **Individual Calendar** allows you to make adjustments to their shift calendars as well.



Figure 28 TIMES PRO TimeSheet Individual Calendar page sample

1	Choose the Department, Employee, Start Date and End Date as your criteria to		
	retrieve the employee's individual shift calendar.		
2	Click on the Search button to retrieve the employee's shift calendar based on		
	your selected criteria.		
3	You can change the employee's Work Group and Shift.		
4	If you have made changes, click on the 🔎 Save button to save the record.		



Import Shift Setup

If you want to prepare the **Shift Setup** in an excel document and upload it into the system, you can use the **Import Shift** feature.



1	Click on Download button to download the excel template.
	Fill in the Shift Setup details in the template.
2	Click on Choose File and select the completed template file.
3	Click on Upload button to upload the file into the system.



Raw Setup

For the system to understand your time clock device's raw data format, you can use the **Raw Setu**p feature to perform data mapping.

TIM	ES		Click on the TIMES the menu list.	HEET	men	u to	access
SOFTW	ARE TIM	ESHEET 🔫					
TimeSheet	Admin	DMINISTRATOR					
Employee	6	Work Group Setup	Click on Raw Setup to access it.				
All	E	Shift Pattern					
Supervisor	e	Shift Schedule					
	E	Individual Calendar					
TimeSheet Admin	Raw Setup						
Template							
1		~					
+	Code		Value	Tei	mplate		Custom Key
raw_torma	at	eeeee00000vvvv0mm0dd0hh0nn0000		1			
C I	nsion2	txt		1			
 Show Page 1 	of 1 Pages > >>]		[Display 5	0 \$	Records Per Page

Figure 30 TIMES PRO TimeSheet Raw Setup page sample

Field Name	Description		
Code	For defining data mapping format indicate the Code as		
	raw_format.		
	For defining the clock data file extension, indicate the Code as		
	raw_extension2.		
Value	For data mapping format, indicate the format with these		
	keywords:		
	• e – employee number, example eeee indicates 4 employee		
	number characters.		
	• 0 - spacing.		
	 y – year, example yyyy indicates year in 4 digits. 		





Field Name	Description
	 m - month, example mm indicates month in 2 digits. d - day, example dd indicates day in 2 digits. h - hour. m - minutes. s - seconds



Mail Log



Figure 31 TIMES PRO TimeSheet Mail Log page sample

1	You can use the Data Filters to set your criteria to filter the mail list in the log.
2	Click on the Query button to retrieve the log of emails sent out by the system.

End of Document