TIMES TimeSheet

Standard Setup and Maintenance User Guide for Administrators

Times Software Pte Ltd

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Release 4.0

Disclaimer

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Chapter 1. Introduction

TIMES 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.

This guide contains two main sections.

The first section explains the Administrator functionalities of the TIMES TimeSheet. With these functions, the administrator can create and manage employees' time sheet approval flows, shift information, work groups and work calendars. They are covered under chapters 2 to 9.

The second section explains the HR administrative functionalities in the system. HR functions provide the administrator capabilities to manage employees' time sheets, generate reports, manually import and process employees' raw clock data into the system, perform batch approval of time sheets and transfer time sheet calculations into TIMES Payroll for payroll processing. They are explained from chapter 10 onwards.

Product Support and Inquiries

For technical assistance or inquiry on our products, please contact us via our hotline (65) **6295 1998**.

Alternatively, you can send us an email to the following email addresses:

For support and assistance, please email to *support@timesoftsg.com.sg*.

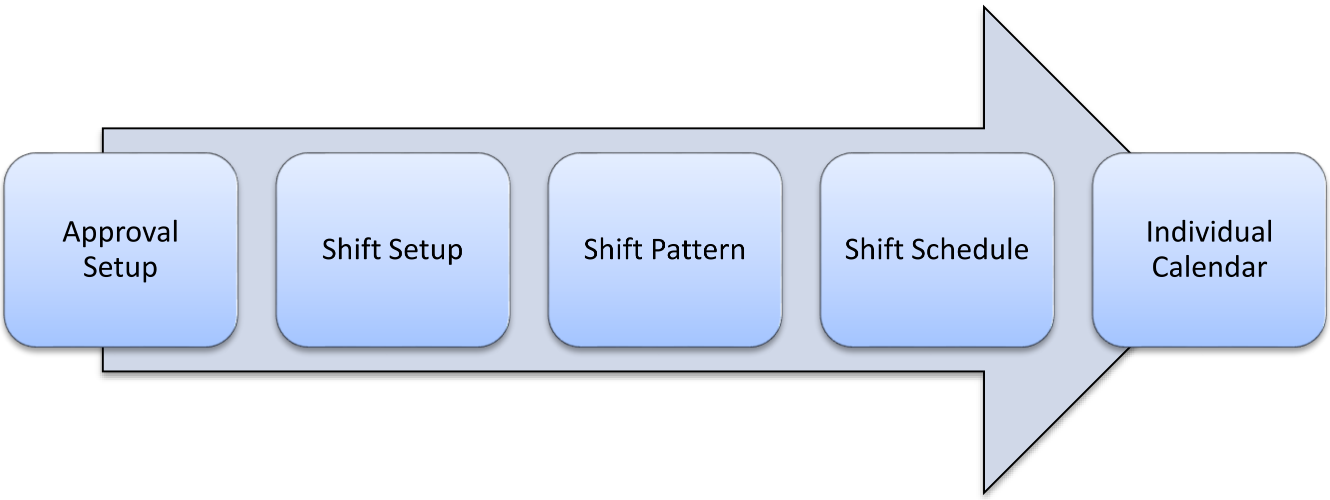
For product inquiry, please email to *sales@timesoftsg.com.sg*.

Chapter 2. Standard Setup Workflow

To setup a new TIMES 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**.

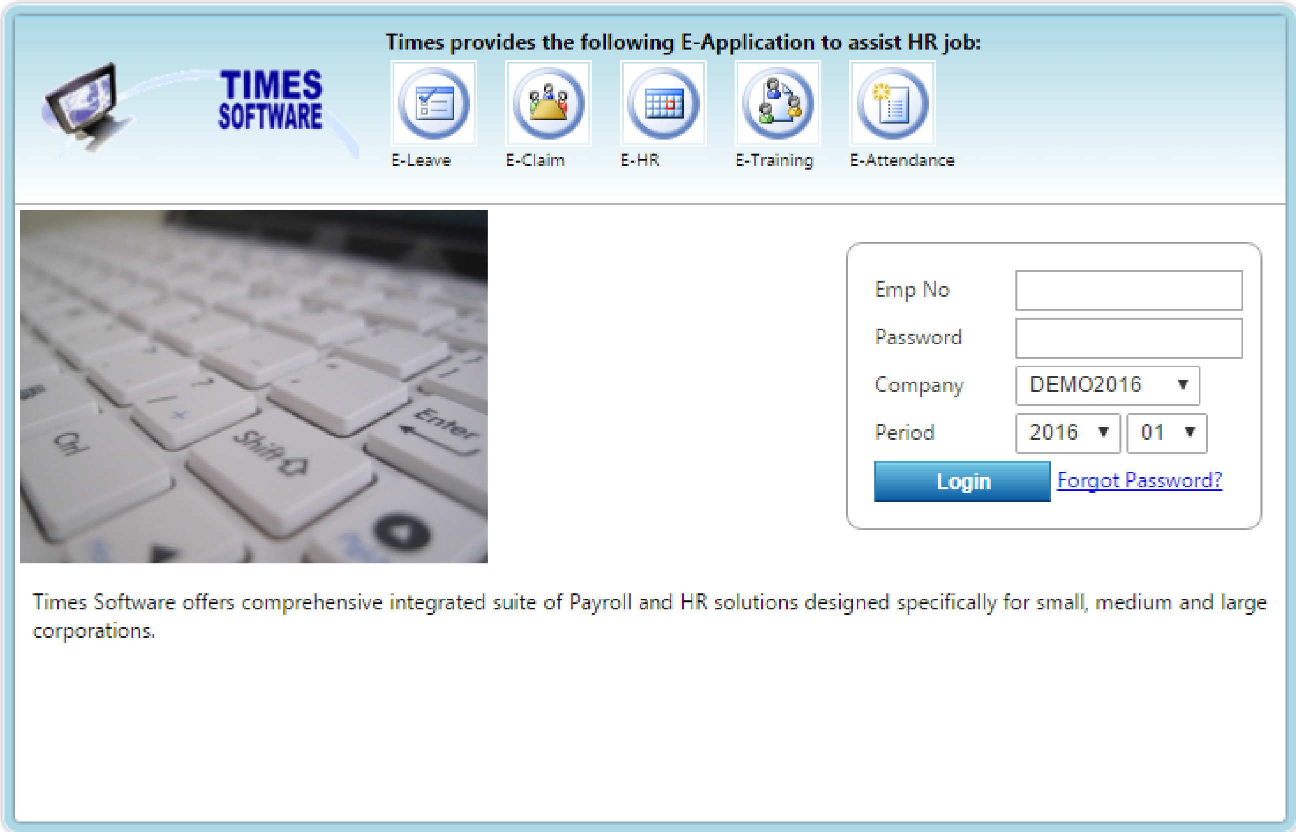
Once this is done, the newly created shift can be assigned to individual employees in a work group at **Shift Schedule** in order to update their work calendars. Final checking and daily adjustments to these calendars are done at the **Individual Calendar**.



Chapter 3. First time logging into the TIMES TimeSheet System

Open your internet browser and enter the URL address to access the TIMES Solution portal login web page, example: *http://www.myportal.com/esolution/Signin.aspx*

An example of the login page is shown below.

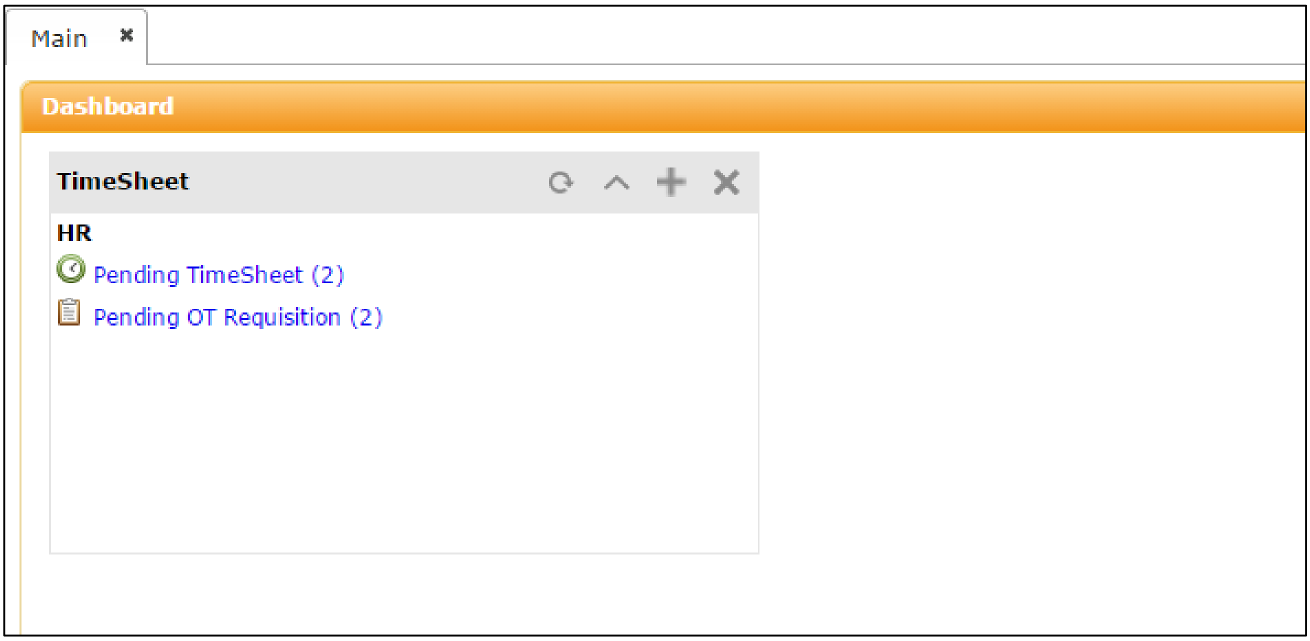


1. Click on the "Company" drop-down list to see a list of available companies and choose the one that you want to access to.
2. Key in your login id at "Emp No".
3. Key in your password at "Password".
4. Click the Login button to login into the system.

To effectively use this guide, ensure that you are given the role of Administrator for the company that you are logging into. If the role is not setup yet, use login id *Admin* at "Emp No" to login as the Administrator.

Chapter 4. Dashboard

After logging into the system, you will be presented with your dashboard.



The dashboard shows you a list of items that require your attention.

You can click on any of the items to access it.

Chapter 5. 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 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.

1. Click on the Approval Setup option in the Administrator menu to access the Approval Setup web page.

2. At the Approval Setup web page, ensure the "Flow Type" is *TimeSheet*.
3. Choose a "Department" and a list of employees who are assigned to the selected department will be shown on the web page.
4. Alternatively you can use the "Advanced Employee" search to retrieve a list of employees based on the text that you enter in it. This search will find the nearest matching employee number or name. After you had entered the text in it, click Search to see the results.

5.1 Navigating the Approval Setup

If your organization has a large number of employees, you will most likely have a large list of employees. To help you sort out and see the different web pages of records, you can use the following functions (they are located at the bottom of the web page):

Click on the “Display Records Per Page” dropdown list to choose the number of records that can be shown on the web page.

A maximum of 500 records can be shown on a single web page.

Click on the “Show Page” dropdown list to choose a specific web page of records.

Click on the “First”, “Prev”, “Next” or “Last” hyperlinks to navigate to each of the web pages if there are more than a single web page.

5.2 Setting up the Timesheet Approval Flow

To setup the approval flow, you need to key in the approver's employee number for each employee under the approver columns (they are called "Approver 1", "Approver 2" and "Approver 3").

Emp No	Emp Name	Card No	Approver 1	Approver 2	Approver 3
001	DAVID GAN	001	001 DAVID GAN		
002	BENJAMIN WONG	002	001 DAVID GAN		
003	CINDY LIM	003	001 DAVID GAN		

The system provides up to three levels of approval for each employee and these approvers must be entered into the approver columns in a proper sequence. It's not mandatory to setup all three levels of approval.

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.

Once you have completed the entry, click the Save button. If you had entered the correct employee's number for the approvers, their names will appear on the web page. If not, just re-key in the correct employee number under the approver columns and click on the Save button.

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 Save to save the changes.

5.3 Assigning the Administrator Role

The role of Administrator grants the employee access to the **Administrator** and **HR** menu.

Before you can designate an employee as Administrator, you must have a **Query** created from TIMES Payroll application. The Query will determine the list of employees that this Administrator can have access to in order to manage their information.

Emp No	Emp Name	Card No	Approver 1	Approver 2	Approver 3	Hr Query	Entry Query
105	EMILY WONG	105	001 DAVID GAN			ALL	

To designate an employee as Administrator, enter the Query Name (<u>case sensitive</u>) at the "Hr Query". Then click the Save button to save the entry.

To remove the Administrator role from an employee, simply delete the Query Name at the "Hr Query" and click the Save button.

5.4 Assigning the Entry Officer Role

The role of Entry Officer grants the employee the ability to manage his or her colleagues' duty rosters and time sheets, and will have access to the **Entry Officer** menu.

Before you can designate an employee as an Entry Officer, you must have a **Query** created from TIMES Payroll application. The Query will determine the list of employees that the Entry Officer can have access to in order to manage their duty rosters and time sheets.

Emp No	Emp Name	Card No	Approver 1	Approver 2	Approver 3	Hr Query	Entry Query
105	EMILY WONG	105	001 DAVID GAN				SALES

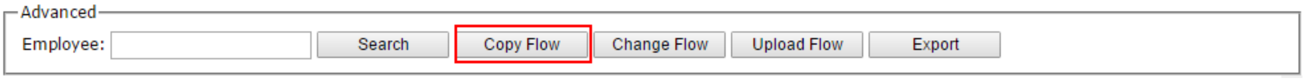
To designate an employee as an Entry Officer, enter the Query Name (<u>case sensitive</u>) at the "Entry Query". Then click the Save button to save the entry.

To remove the Entry Officer role from an employee, simply delete the Query Name at the "Entry Query" and click the Save button.

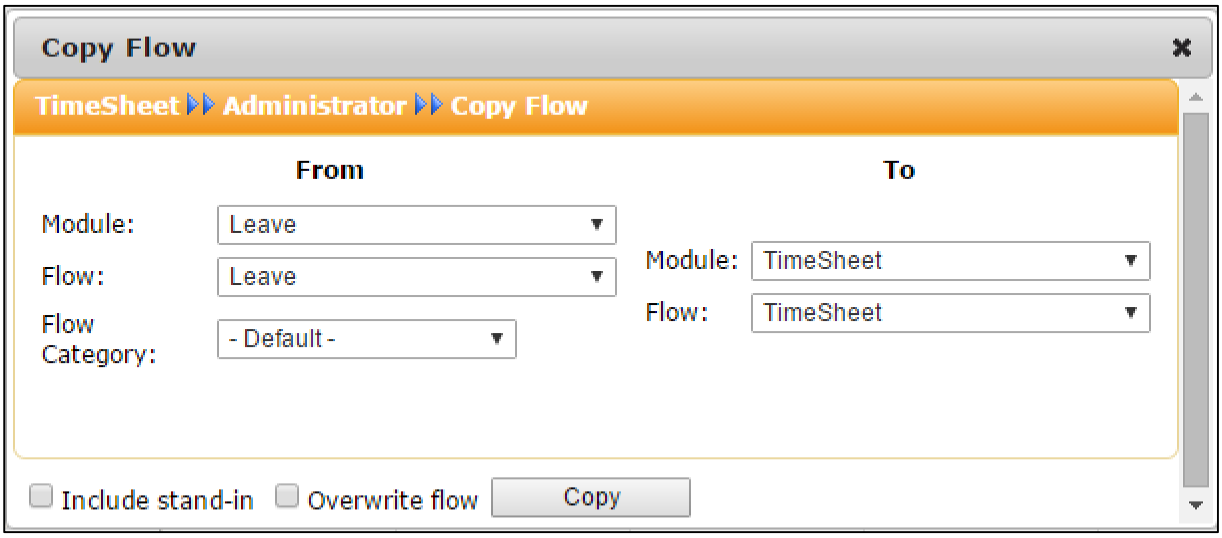
5.5 Automatic Setup of the Approval Flow

You can only use this feature if you have other TIMES Solution systems (such as TIMES Leave) installed otherwise skip this sub chapter.

You can quickly populate the list of approvers for each employee by using the Copy Flow. This function transfers the list of approvers from one source location (such as from another system or module) over to this system.



Click on the Copy Flow button to access the **Copy Flow** pop-up window.



Choose the “Module” and “Flow” dropdown lists under the column **From** to indicate the source location where the system will copy the list of approvers from and choose the “Module” and “Flow” dropdown lists under the column **To** to indicate where this list will be copied over to.

If applicable the “Flow Category” will be available for selection. Some TIMES Solution systems can have their approval flow setup based on a specific category and you can choose to select this approval flow to copy over to TIMES TimeSheet system.

On default the system will transfer the list of approvers for employees who do not have their approval flow setup information at the Approval Setup. If you wish to overwrite the employees’ existing approval flow setup information click on the Overwrite flow checkbox to tick it.

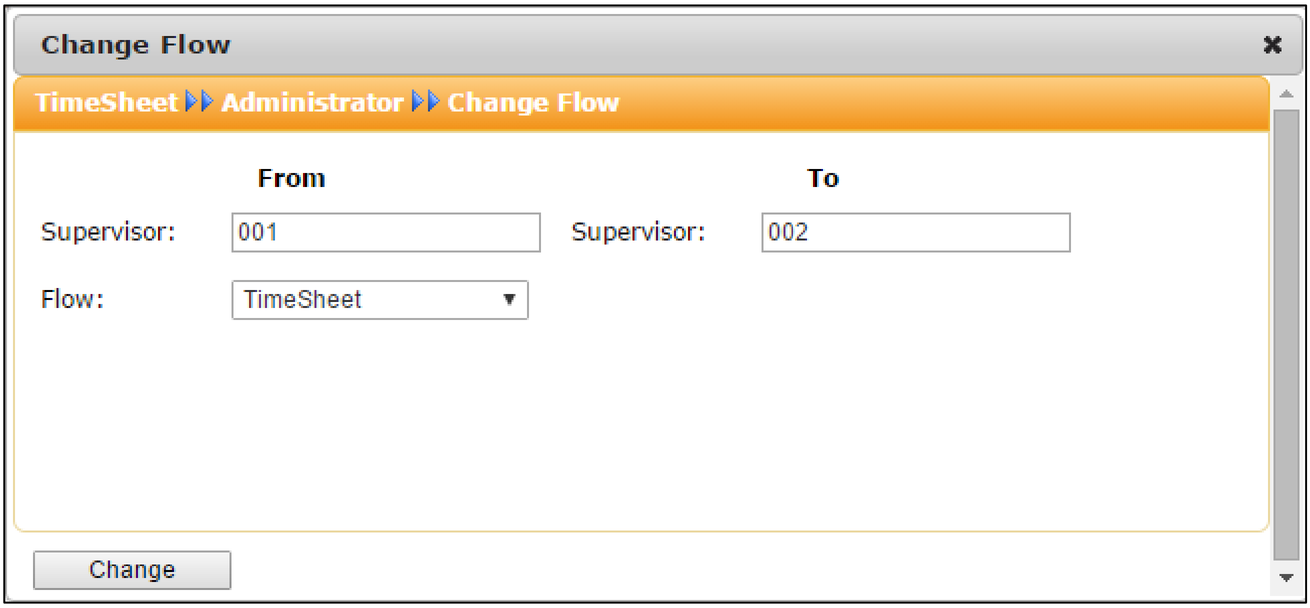
Click Copy to initiate the process.

You can still manually change the approvers for each employee after Copy Flow had been executed.

5.6 Easy Change of Approver

In the event you need to change an approver for many employees, you can use the Change Flow feature to easily perform that action without the need to manually change the approver for each employee.

Click on the Change Flow button to access the **Change Flow** pop-up window.



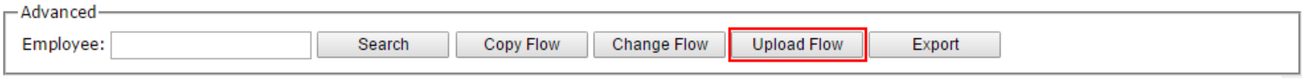
Enter the employee number of the approver that you want to change at “Supervisor” under the column **From** and the replacement approver at “Supervisor” under the column **To**.

Ensure the “Flow” is TimeSheet and click Change to proceed with the changes.

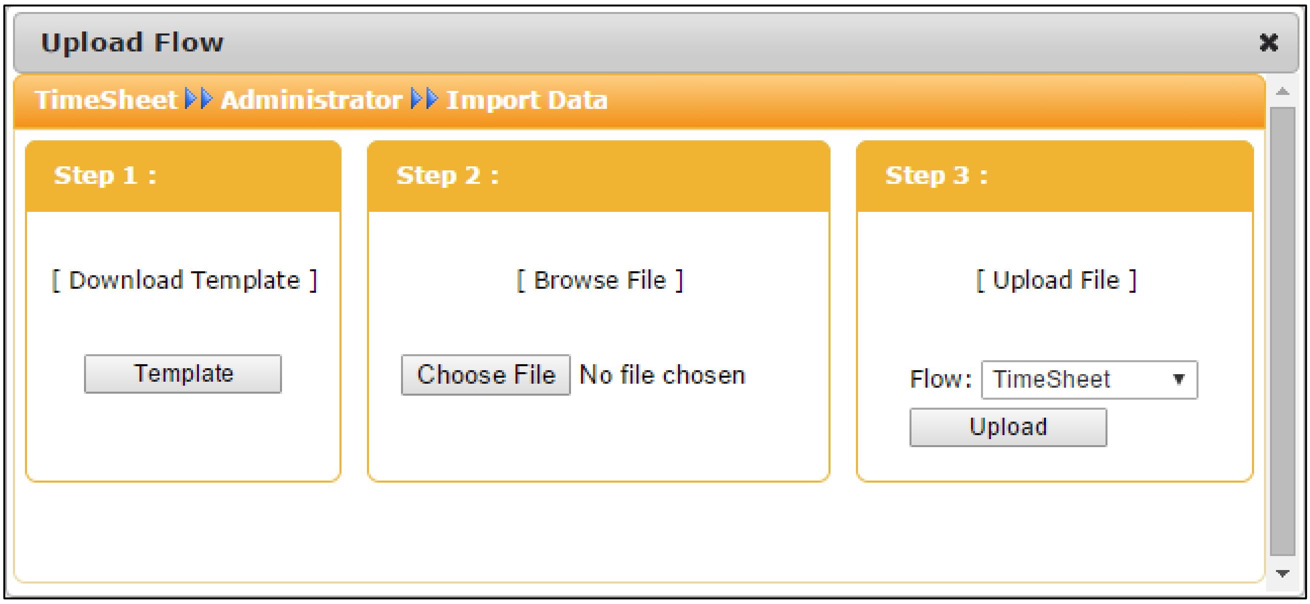
In this example, all employees who have the approver *001* will be replaced with approver *002*.

5.7 Uploading Approval Flow into the system from Excel

If you like to prepare the approval flows in an excel document, you can use the system's excel template document to enter the approval flow information and upload them into the system by using the Upload Flow feature.



Click on the Upload Flow button to access the **Upload Flow** pop-up window.



First step is to download the system's excel template document. Click on the Template button at "Download Template" at Step 1 to download the document.

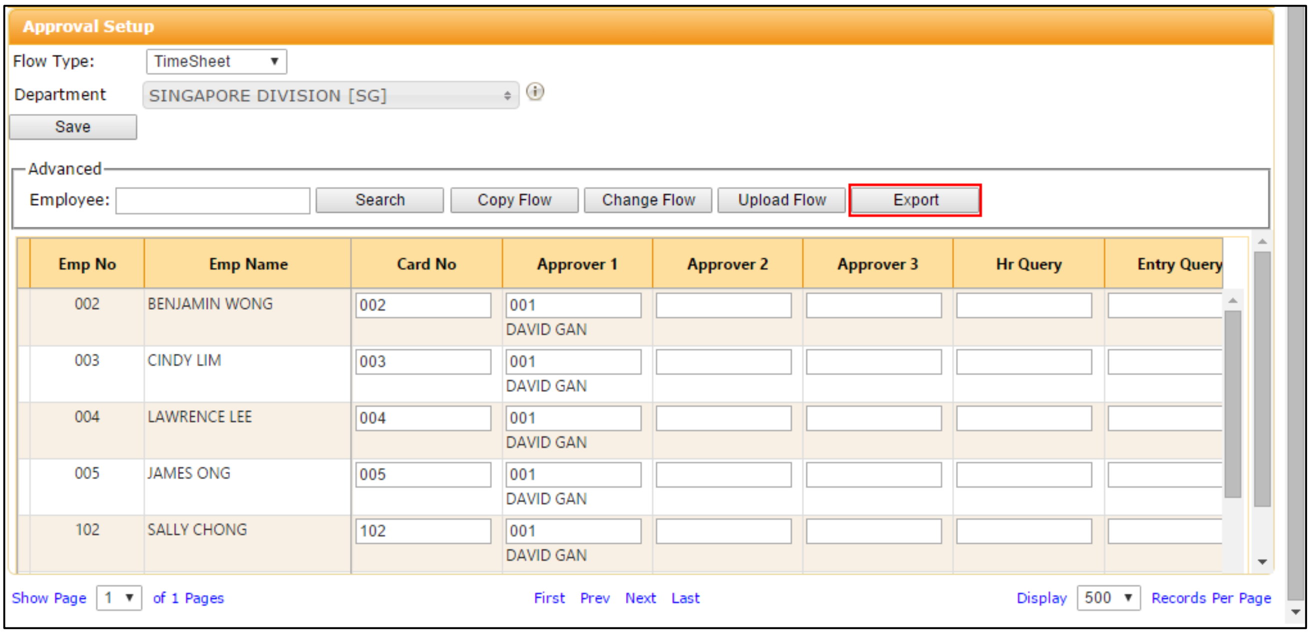
Next, open the excel template document and enter the approval flows into the document. Make sure to save the document.

Once done, proceed to Step 2 and click on Choose File to choose the completed excel document.

Finally, at Step 3, ensure the "Flow" is TimeSheet and click the Upload button to upload the approval flow information from the selected excel document into the system.

5.8 Export the system's Approval Flow into an Excel document

You can export the system's approval flow into an excel document. To do so, first retrieve the list of approval flows and then click on the Export button.



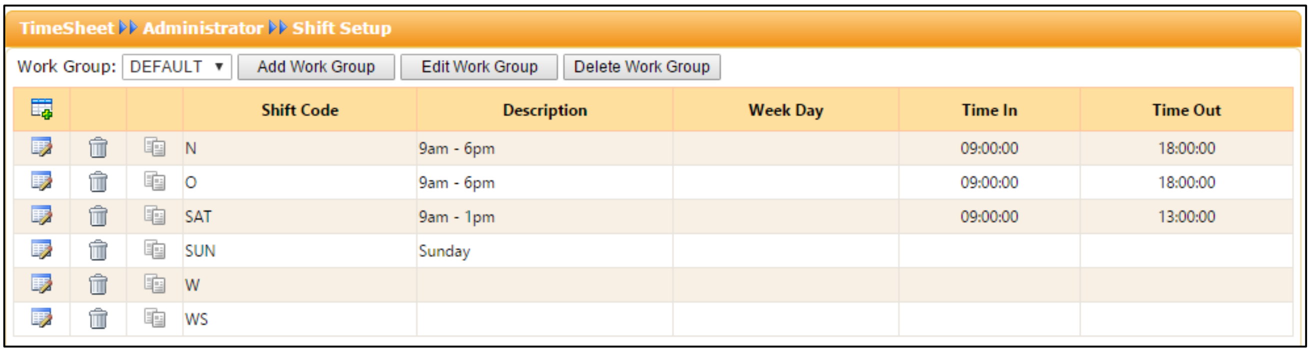
Chapter 6. Shift Setup

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 under-time 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**.



TimeSheet ▸▸ Administrator ▸▸ Shift Setup

Work Group: DEFAULT ▾ Add Work Group Edit Work Group Delete Work Group

			Shift Code	Description	Week Day	Time In	Time Out
			N	9am - 6pm		09:00:00	18:00:00
			O	9am - 6pm		09:00:00	18:00:00
			SAT	9am - 1pm		09:00:00	13:00:00
			SUN	Sunday			
			W				
			WS				

Let's begin by creating the **Work Group** first. Access the Shift Setup web page by clicking on the **Shift Setup** option in the Administrator menu.

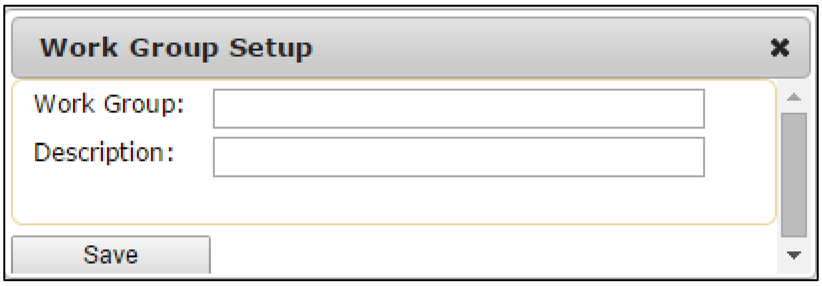
6.1 Work Group

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.

6.1.1 Creating a new Work Group

Click on the Add Work Group button to access the **Work Group Setup** pop-window where you can create a new **Work Group**.



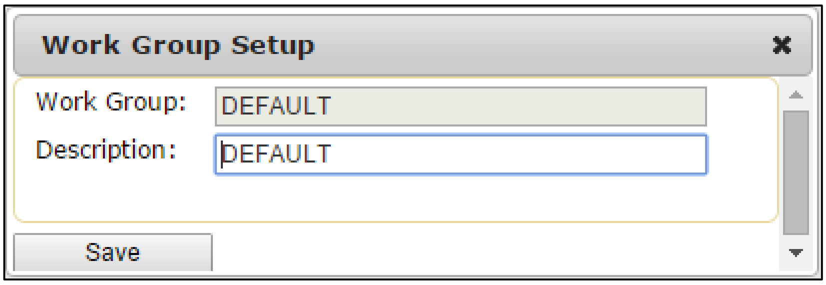
Key in the Work Group code at “Work Group” and the Work Group name at “Description”.

Once completed, click the Save button to save your new Work Group. If the record is successfully saved, you will see a pop-up window indicating the success. Your new Work Group will be shown in the “Work Group” drop-down list at the Shift Setup web page.

6.1.2 Editing an existing Work Group

To edit an existing **Work Group**, select a work group that you want to change from the "Work Group" drop-down list at the Shift Setup web page and click the 

button.



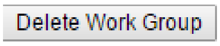
The **Work Group Setup** pop-up window shows the details of the Work Group. You can only change the "Description" of the Work Group.

To save your changes, click on the 

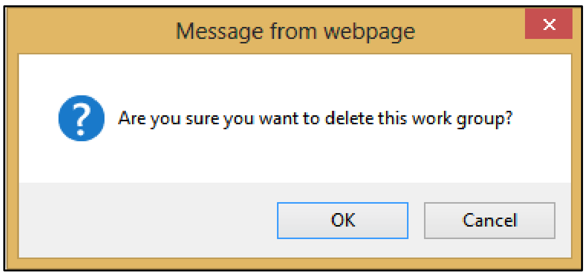
button.

6.1.3 Deleting a Work Group

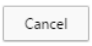
Deletion of the selected Work Group is **permanent**. All created Shifts assigned to the deleted Work Group will be deleted as well in the Shift Setup. However, Work Group and Shifts assigned in the Shift Schedule and Individual Calendar will not be removed if they are deleted from the Shift Setup.

To delete an existing Work Group, select a work group from the "Work Group" drop-down list and click the 

button.



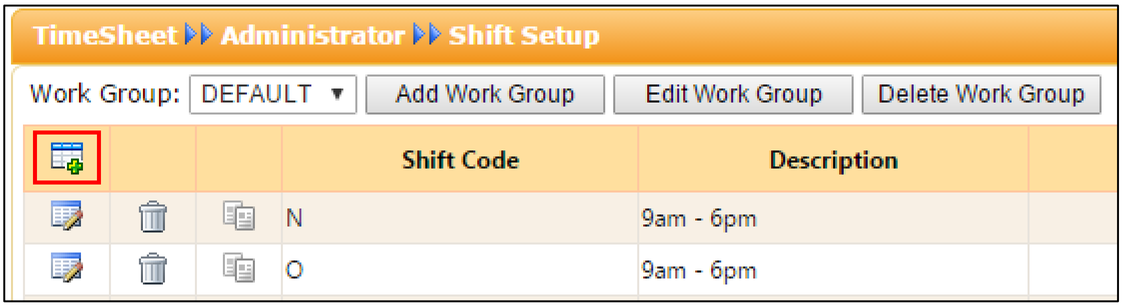
The system will ask you for your confirmation to delete the Work Group. Click 

to execute it or 

to abort the deletion.

6.2 Shift

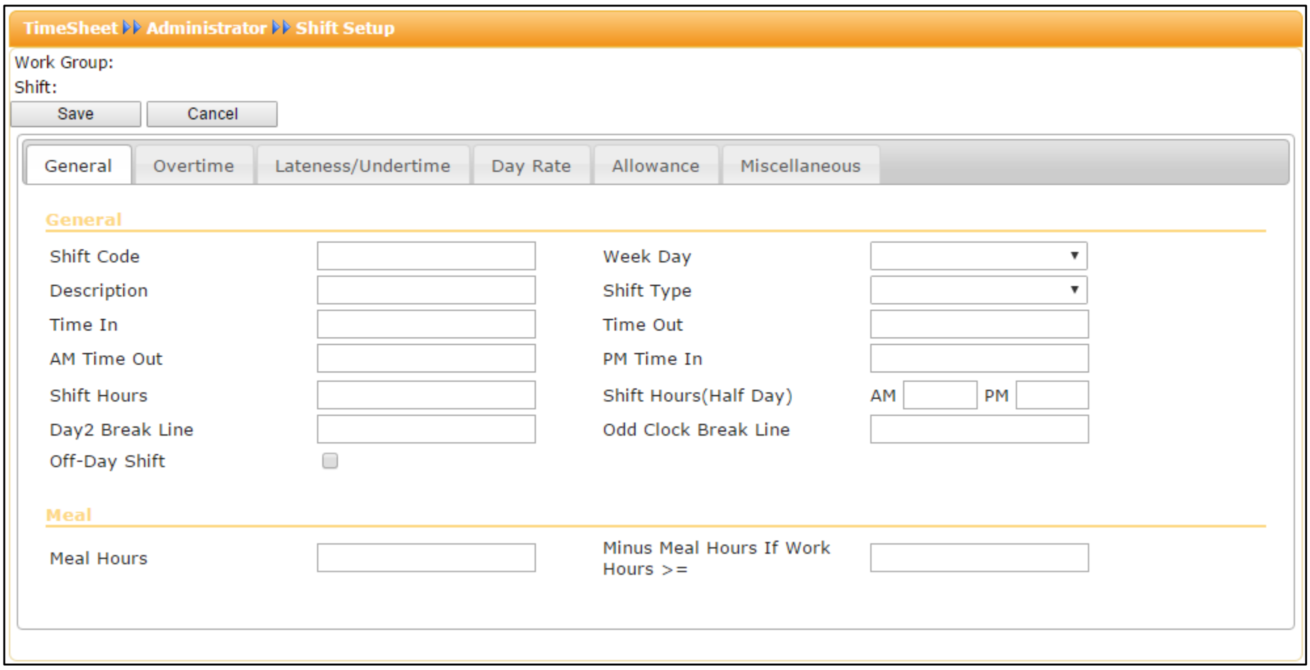
To start creating a shift, you must first choose a Work Group from the “Work Group” drop-down list at the Shift Setup web page. If you don’t have a Work Group, you must first create one.



After selecting the Work Group, click on the button to access the Shift web page in order to add in a new shift.

6.2.1 General Information

In the Shift web page, the **General** tab consists of two sections. They are **General** and **Meal** sections.



The explanation of the functions for each of the fields in the General tab are listed below.

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.

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 Administrator in either TIMES Leave system or TIMES Pay)

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 Administrator in either TIMES Leave system or TIMES Pay) This is to indicate when the employees can officially clock in for their afternoon work if they had taken their morning leaves.

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 the morning or afternoon in order to qualify as half a day's work.

This figure must not exceed the total hours in "Shift Hours".

If this figure is not defined (blank), the system will divide the "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 be 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 scenario examples:

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

Scenario 1

	1st		2nd		3rd		4th	
	Date	Time	Date	Time	Date	Time	Date	Time
Raw clock timings:	01/04/16	22:00	02/04/16	**13:00**	-	-	-	-

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

Date	Day	Time In	Time Out	Shift	Odd
01/04/2016	Friday	22:00	-	Shift 1	Odd Clocking Out
02/04/2016	Saturday	**13:00**	-	Shift 2	Odd Clocking Out

Both days' shifts show "Odd Clocking Out" status because the clock timing 13:00 on 02/04/2016 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

	1st		2nd		3rd		4th	
	Date	Time	Date	Time	Date	Time	Date	Time
Raw clock timings:	01/04/16	22:00	02/04/16	**07:00**	02/04/16	08:00	02/04/16	13:00

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

Date	Day	Time In	Time Out	Shift	Odd
01/04/2016	Friday	22:00	-	Shift 1	Odd Clocking Out
02/04/2016	Saturday	**07:00**	13:00	Shift 2	-

The Friday's shift had recorded "Odd Clocking Out" status because the clock timing 07:00 on 02/04/2016 is later than the "Day2 Break Line" time and is counted as the first clock in timing for the next shift.

Scenario 3

	1st		2nd		3rd		4th	
	Date	Time	Date	Time	Date	Time	Date	Time
Raw clock timings:	01/04/16	22:00	02/04/16	**05:00**	02/04/16	**08:00**	02/04/16	13:00

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

Date	Day	Time In	Time Out	Shift	Odd
01/04/2016	Friday	22:00	**05:00**	Shift 1	-
02/04/2016	Saturday	**08:00**	13:00	Shift 2	-

The clock timing 05:00 on 02/04/2016 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.

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.

The “Odd Clock Break Line” is primarily used for an employee who has **<u>only one clock timing for the day</u>** 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 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**.

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”.

In the **Time Sheet**, the “Meal Hours” deduct both of the employee’s clocked “Normal Hours” and “Work Hours”.

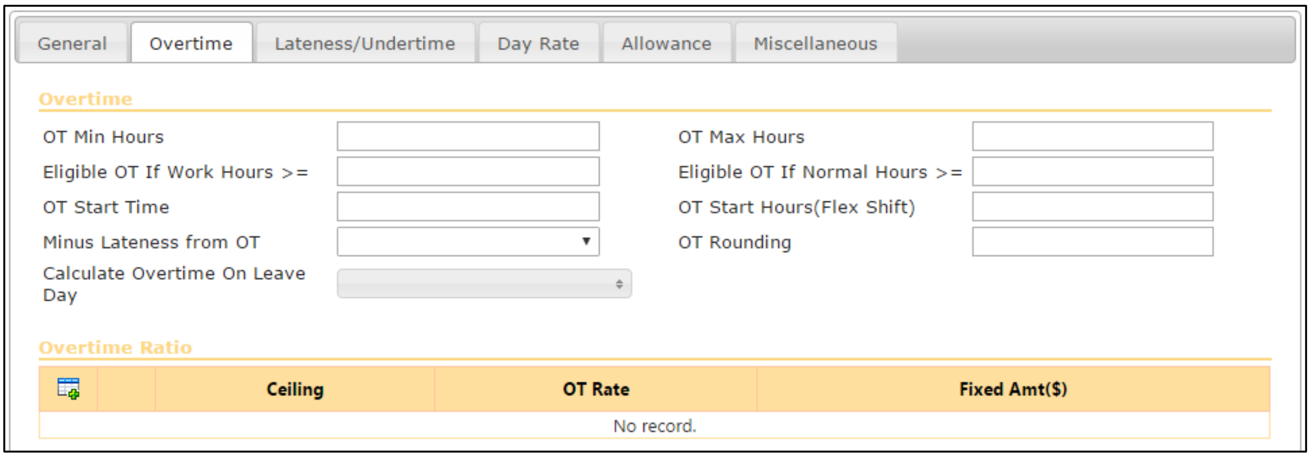
Minus Meal Hours If Work Hours >=

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**.

6.2.2 Standard Overtime

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.



6.2.2.1 Overtime Section

The explanation of the functions for each of the fields in the Overtime section are listed below.

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.

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

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 "OT 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 "OT Start Time" will be for Monday.

If the "OT 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 hours clocked by the employees from the "OT 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 "OT Start Time" time should be equal to or later than the shift's "Time Out" time.

Here are some examples of the "OT Start Time" eligibility hours calculation assuming "OT 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	OT 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

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.

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

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 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.

Here is an example shown below.

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.

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 the employee's overtime hours are reduced due to the late hours.

Here is an example shown below.

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 0.85 round to OT Hours 0.75.

4. “Minus Lateness from OT” ***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.

Here is an example shown below.

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. Late Hours 0.10 – OT Hours 0.75 = Late Hours 0. Net OT Hours = 0.65.

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.

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 Overtime 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 (undefined)	Don’t calculate overtime hours if the employee worked on 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.

6.2.2.2 Overtime Ratio

Overtime Ratio

		Ceiling	OT Rate	Fixed Amt($)

Click the to add a new record in order to enter the "Ceiling", "OT Rate" and/or "Fixed Amt($)" for this overtime's pay rate. After entering in the information, click on to save the record or click on to cancel the transaction.

To edit a saved record, click on button. To delete a saved record, click on button.

The explanation of the functions for each of the fields in the Overtime Ratio section are listed below.

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.

Overtime Ratio

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

For example, based on the sample data shown in the figure above:

- 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.

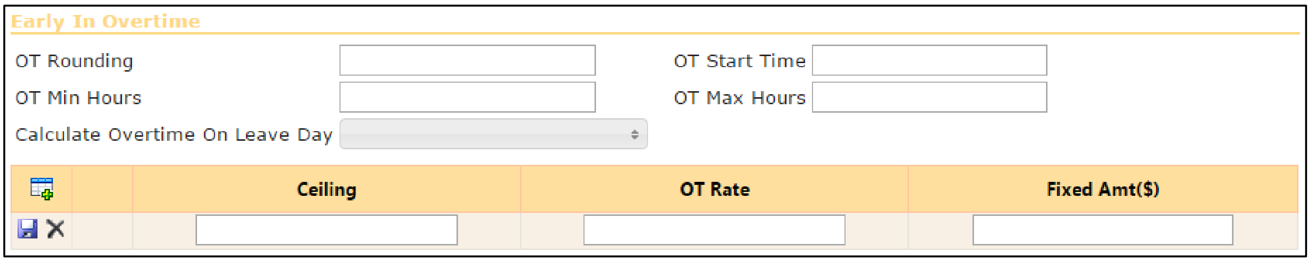
OT Rate

Indicate the overtime rate.

Fixed Amt($)

Indicate an overtime allowance in dollar sum.

6.2.3 Early In Overtime



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

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.

OT 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 "OT Min Hours".

The time defined here is for the shift's start day. For example, if the shift starts on Monday, the "OT Start Time" will be for Monday.

If the "OT Min Hours" is defined as 0 or undefined (blank), then the system will calculate overtime on the hours clocked by the employees from the "OT Start Time" onwards until either the overtime's maximum "Ceiling" had been achieved, the shift's official "Time In" is reached or the employees had clocked out from work, whichever is earlier.

The "OT Start Time" time must be earlier than the shift's "Time In" time.

Below are some examples of the "OT Start Time" eligibility hours calculation assuming "OT Min Hours" is defined as 0 or undefined (blank).

Shift Start Time	Shift End Time	OT 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

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

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), 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.

Calculate Overtime On Leave Day

The condition on whether the employees can earn early in overtime hours for this shift if they work on their leave day can be setup here.

Condition	Effect
blank (undefined)	Don't calculate overtime hours if the employee worked on 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	Employee can earn early in overtime hours if the employee has a full day's leave.

Adding, Editing and Deleting a record

Click the  to add a new record in order to enter the "Ceiling", "OT Rate" and/or "Fixed Amt($)" for this overtime's pay rate. After entering in the information, click on  to save the record or click on  to cancel the transaction.

To edit a saved record, click on  button. To delete a saved record, click on  button.

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.

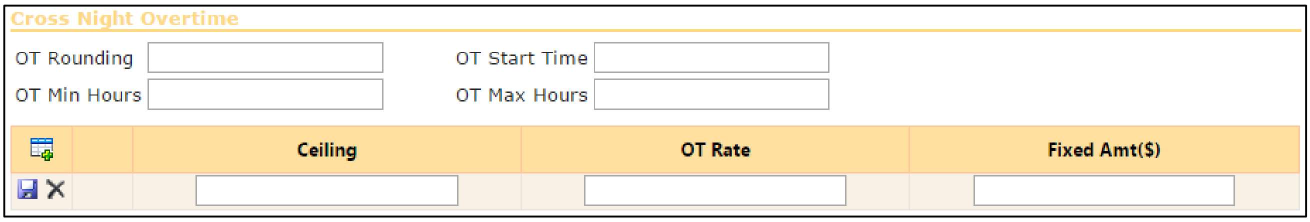
OT Rate

Indicate the overtime rate.

Fixed Amt($)

Indicate an overtime allowance in dollar sum.

6.2.4 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**).

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.

OT 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 "OT Min Hours".

The time defined here is for the shift's **next day**. For example, if the shift starts on Monday, the "OT Start Time" will be for Tuesday.

If the "OT Min Hours" is defined as 0 or undefined (blank), then the system will calculate overtime on the hours clocked by the employees from the "OT 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.

The "OT Start Time" time must be later than midnight but earlier than or up to the next day shift's "Day2 Break Line".

Below are some examples of the "OT Start Time" eligibility hours calculation assuming "OT Min Hours" is defined as 0 or undefined (blank).

Shift Start Time	Shift End Time	OT 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

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

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**.

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.

Adding, Editing and Deleting a record

Click the to add a new record in order to enter the “Ceiling”, “OT Rate” and/or “Fixed Amt($)” for this overtime’s pay rate. After entering in the information, click on to save the record or click on to cancel the transaction.

To edit a saved record, click on button. To delete a saved record, click on button.

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.

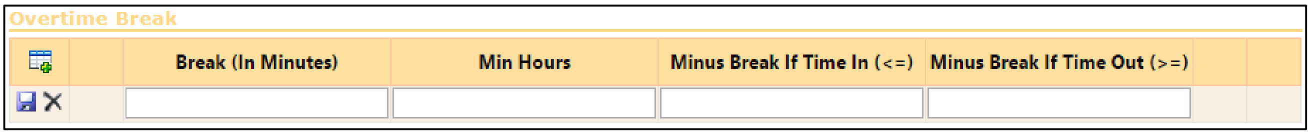
OT Rate

Indicate the overtime rate.

Fixed Amt($)

Indicate an overtime allowance in dollar sum.

6.2.5 Overtime Break



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.

If "Min Hours" is defined do not define "Minus Break If Time In (<=)" and "Minus Break If Time Out (>=)".

The "Minus Break If Time In (<=)" and "Minus Break If Time Out (>=)" can be defined together or individually.

Adding, Editing and Deleting a record

Click the to add a new record in order to enter the "Break (In Minutes)", "Min Hours", "Minus Break If Time In (<=)" and "Minus Break If Time Out (>=)" for setting the conditions of the overtime break. After entering in the information, click on to save the record or click on to cancel the transaction.

To edit a saved record, click on button. To delete a saved record, click on button.

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 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.

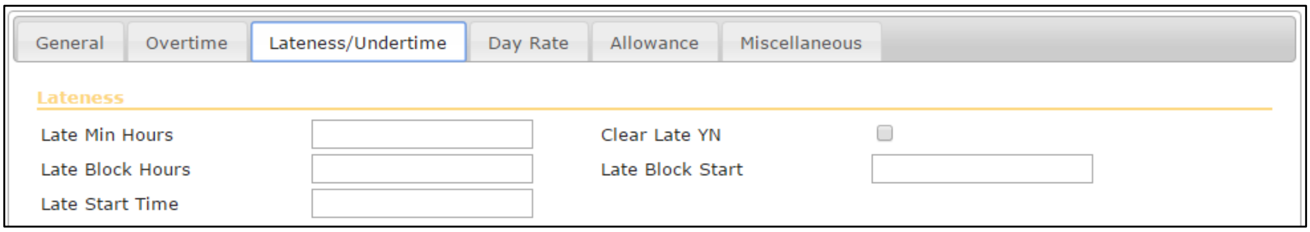
Overtime Break Setup:

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

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.

6.2.6 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.

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.

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.

To use this function, the column "LT_YN" in **Time Sheet** must be enabled in order to see the lateness indicator.

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

Based on the example at the table above:

- 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.

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 are some examples:

"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)

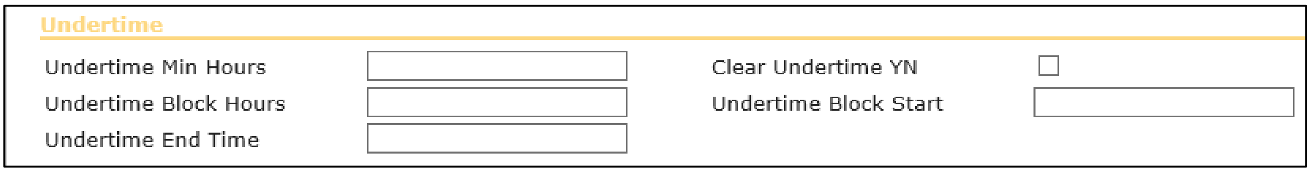
Late Start Time

Indicate the start time in a 24 hour format here to enforce lateness rules for employees.

If employees clocked in for work after this “Late Start Time” time they will incur late hours.

6.2.7 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.

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.

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.

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

Based on the example at the table above:

- 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 minutes in an hour format, for example *0.25* corresponds to 15 minutes, to begin enforcing the "Undertime Block Hours". If the number of minutes/hours clocked for early out did not exceed this "Undertime Block Start" the undertime hours will be counted as they are by the exact minutes.

Here are some examples:

"Undertime Block Hours" set as *0.25* being 15 minutes undertime penalty block.

"Undertime Block Start" set as *0.5* being 30 minutes.

- 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. Because 29 minutes of undertime did not exceed 30 minutes of "Undertime Block Start", the "Undertime Block Hours" are not in effect and his undertime minutes are counted as they are without any rounding.
- Employee shift end time is at 6.00 pm. He clocked out early at 5.29 pm and incurs 31 minutes of undertime. He is penalized by 0.75 hours which is 45 minutes of undertime. Because 31 minutes of undertime **exceeded** 30 minutes of "Undertime Block Start", the "Undertime Block Hours" takes effect and his 31 minutes of undertime are rounded to the nearest 15 minutes block which are 45 minutes.

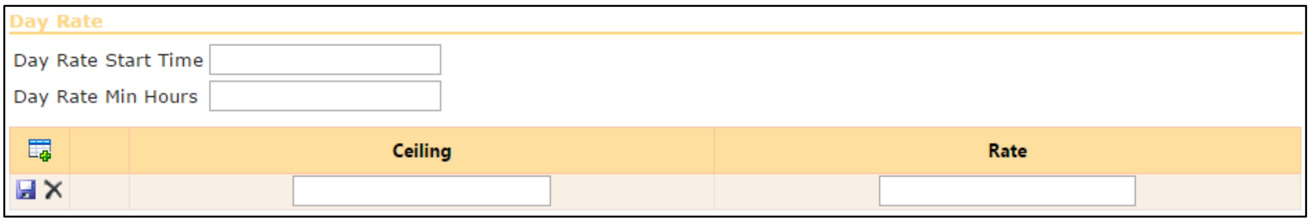
Undertime End Time

Indicate the start time in a 24 hour format here to enforce undertime rules for employees.

If employees clocked out from work before this "Undertime End Time" time they will incur undertime hours.

6.2.8 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 organization 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.

Day Rate Start Time

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.

Day Rate Min Hours

Indicate how many hours employees need to work before they are entitled to the daily rated pay.

Adding, Editing and Deleting a record

Click the to add a new record in order to enter the "Ceiling" and "Rate" for this day rate. After entering in the information, click on to save the record or click on to cancel the transaction.

To edit a saved record, click on button. To delete a saved record, click on button.

Rate

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***.

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.

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

Additional example using the “Day Rate Start Time” with the Ceiling and Rate setup shown above:

“Day Rate Start Time” set as *10:00* being 10:00 am.

The shift’s official start time is 09:00 am.

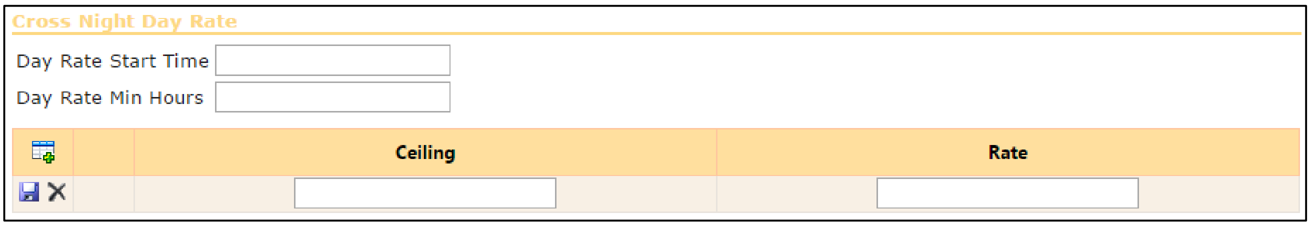
The shift’s “Meal Hours” is *1*.

- 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”.

6.2.9 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 organization 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.

Day Rate 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".

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 pay.

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 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**.

Adding, Editing and Deleting a record

Click the to add a new record in order to enter the "Ceiling" and "Rate" for this cross night day rate. After entering in the information, click on to save the record or click on to cancel the transaction.

To edit a saved record, click on button. To delete a saved record, click on button.

Ceiling

Indicate the maximum number of hours that an employee can clock for work in order to earn a specific daily rate of pay.

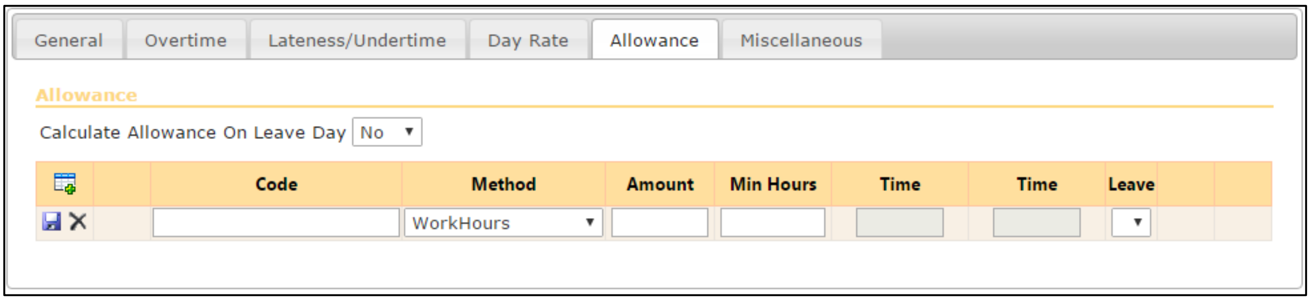
Multiple daily rates can be defined as a top-down tier structure. Each rate must have a "Ceiling" setup. The last daily rate record must have a "Ceiling" of *24* hours.

Rate

Indicate the daily rate of pay.

6.2.10 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 organization. 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.

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 if they are on half day leaves.

If this "Calculate Allowance 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", "Min Hours", "Time (>=)" and "Time (<=)") in order to be paid these allowances.

Adding, Editing and Deleting a record

Click the to add a new record in order to enter the "Code", "Method", "Amount", "Min Hours" and "Time" for an allowance. After entering in the information, click on to save the record or click on to cancel the transaction.

To edit a saved record, click on button. To delete a saved record, click on button.

Code

This is the **Allowance / Deduction Table** "Code" from Times Payroll application.

[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

Indicate the conditions for granting employees' the allowances. Refer to the table for explanation on each of these conditions.

"Method"	How to configure?	What is the 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.
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.

"Method"	How to configure?	What is the effect?
WorkHoursEquivalent	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. The allowance amount is calculated by multiplying the employees' clocked work hours with the "Amount" defined here.
OutOfTimeRange	Enter the time range (24 hour format) at "Time (>=)" and "Time (<=)" and "Amount".	Employees who clocked in for work earlier than or on time with "Time (<=)" **and** clocked out from work on time or later than the "Time (>=)" will receive the allowance.

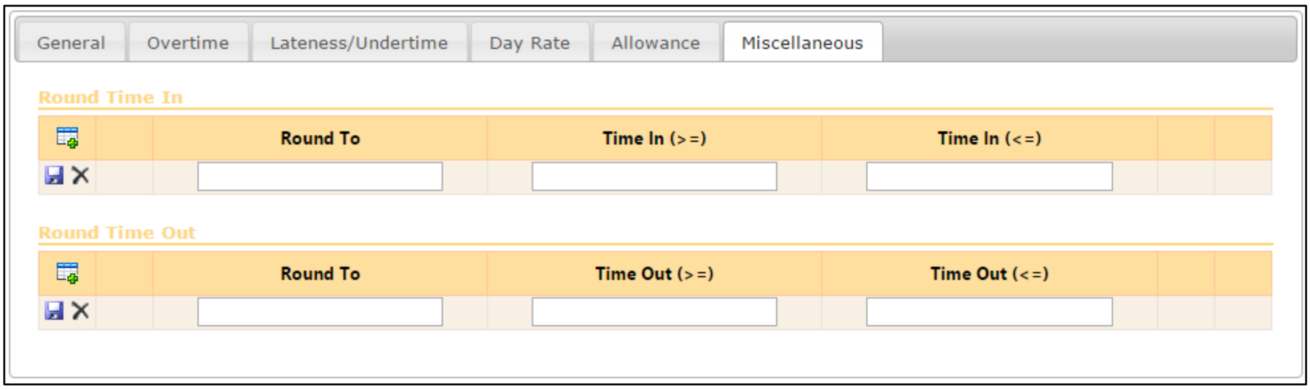
Below are some examples of the "Method" **WorkHoursEquivalent**.

Assuming "Min Hours" 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

6.2.1 Clock in and out Rounding Method

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 In** and **Round Time Out** sections which are accessible from the Miscellaneous tab.

Adding, Editing and Deleting a record

Click the to add a new record in order to enter the conditions for a rounding method. After entering in the information, click on to save the record or click on to cancel the transaction.

To edit a saved record, click on button. To delete a saved record, click on button.

6.2.1.1 Round Time In

Round To

Indicate the time (24 hour format) to be rounded to.

Time In (>=) and 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".

For example:

Settings

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

Calculation Results (with no Meal Hours)

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

6.2.1.2 Round Time Out

Round To

Indicate the time (24 hour format) to be rounded to.

Time In (>=) and Time In (<=)

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:

Settings

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

Calculation Results (with no Meal Hours)

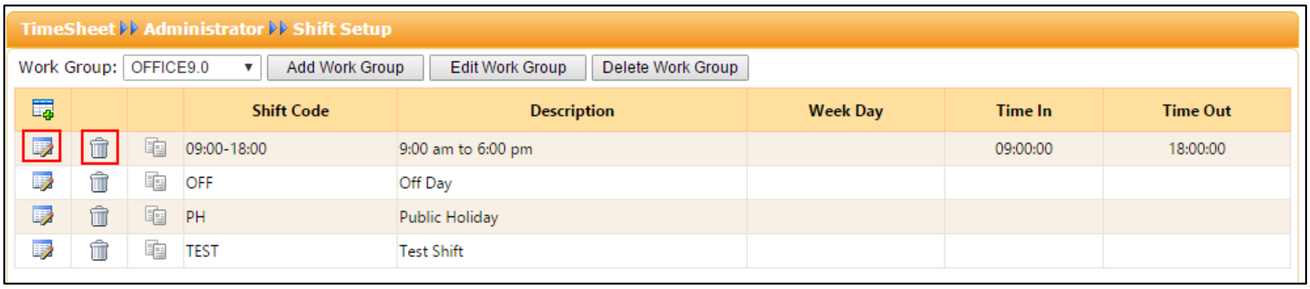
Employee Clock In	Employee Clock Out	Before rounding Work Hours	After rounding Work Hours
09:00	17:45	8.75	9

6.3 Editing and Deleting Shift

You can edit an existing shift by clicking on the shift's button at the Shift Setup web page. This will open the shift's profile page where you can make changes to the shift's information. However, you cannot change the shift's "Shift Code".

If you wish to delete a shift, click on the shift's button. A confirmation pop-up window will appear requiring you to confirm the deletion. Acknowledge it and the shift will be deleted.

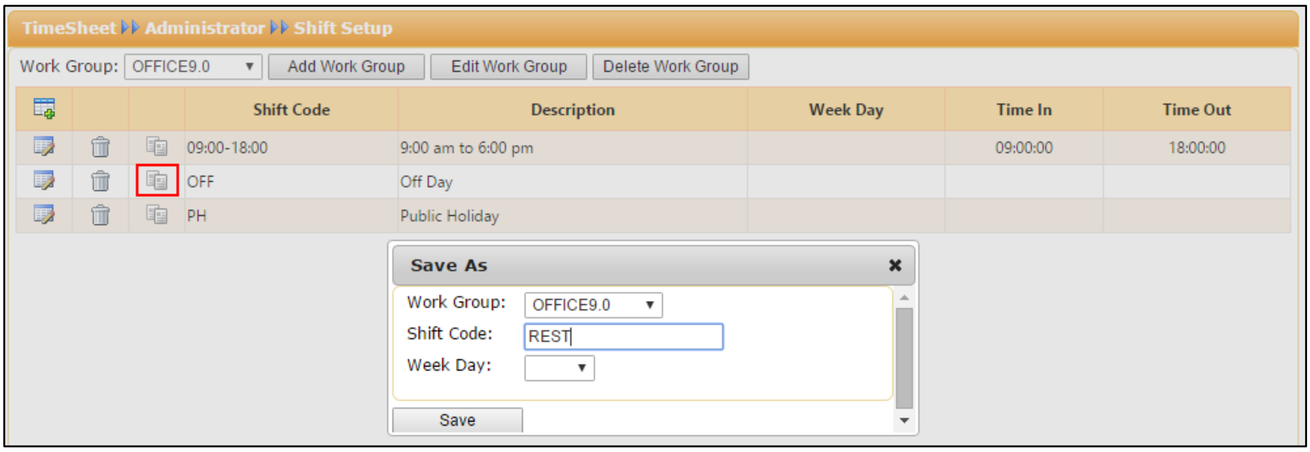
Deletion of the selected shift is **permanent**.



6.4 Duplicating a Shift

If you are creating a new shift that has similar information with an existing shift, you can duplicate that existing shift information over to the new shift.

To do this, click on the shift's button at the Shift Setup web page that you want to duplicate from.



After clicking on the button, a "Save As" pop-up window appears. Here you can choose the "Work Group" that the duplicated shift will be created into.

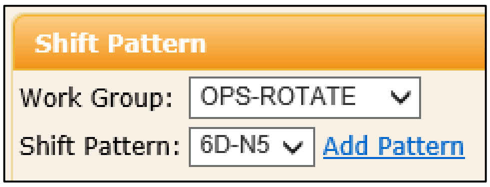
You can also indicate a new "Shift Code" as well or use the duplicated shift's code. Do note that in a single work group you cannot have shifts with the same shift codes.

Chapter 7. Shift Pattern

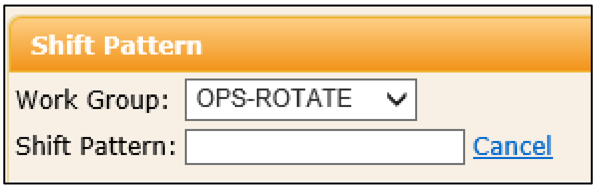
After the types of shifts have been created in the **Shift Setup**, you will need to design a weekly shift pattern for these shifts. These shift patterns will help in assigning the employees' duty rosters.

To start designing the weekly shift pattern, click on the **Shift Pattern** option at your Administrator menu to access the Shift Pattern web page.

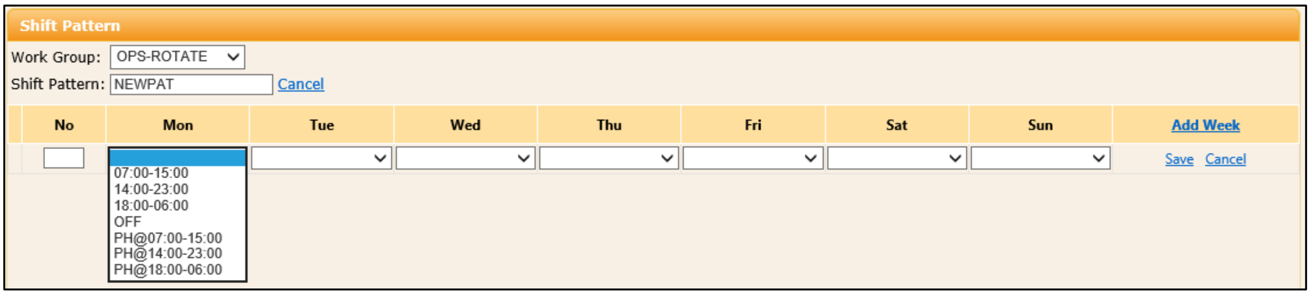
7.1 Creating the Shift Pattern



1. Choose a "Work Group". The "Work Group" can be created at the **Shift Setup**.
2. Click the *Add Pattern* to add a new **Shift Pattern** to the "Work Group". This hyperlink is only present if the "Work Group" already has a **Shift Pattern**.



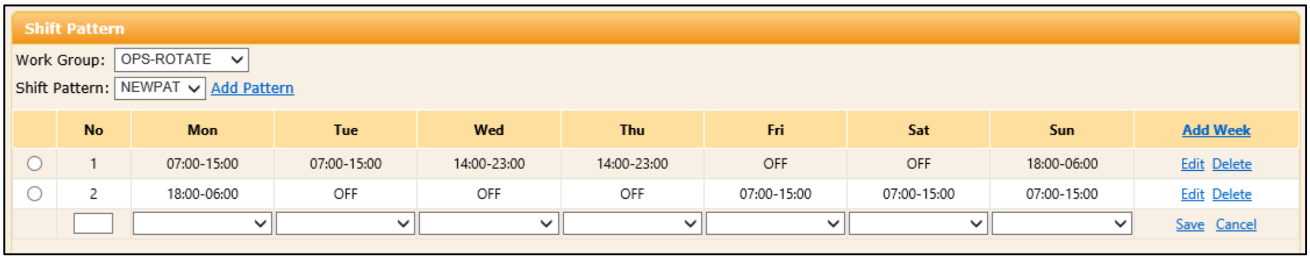
3. Enter the code for the new Shift Pattern at "Shift Pattern". Maximum 8 characters in length.



4. Enter the sequence number at “No”. The sequence number *1* indicates the first week of the **Shift Pattern**.
5. Choose a shift for any day of the week. 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 under the Add Week column.

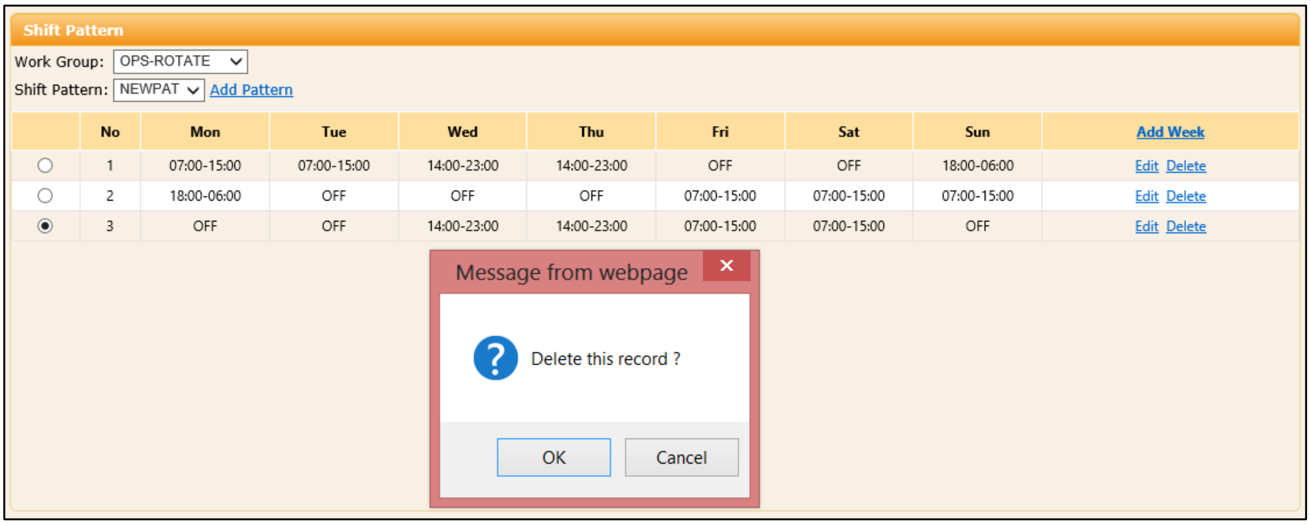
If the work group has the same shift pattern every week, then you only need to create the shift pattern for a single week.

However, if the work group’s shift pattern has a different pattern for each week, you will need to add additional week’s pattern into it.



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**.
3. Choose a shift for any day of the week. The list of shifts available for selection is obtained from the **Shift Setup**.
4. Click the *Save* to save the transaction or click the *Cancel* to cancel the transaction.

7.2 Deleting the Shift Pattern

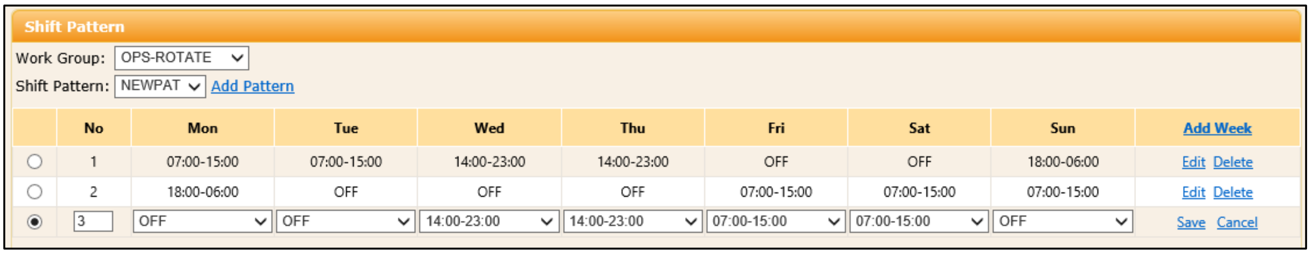


Click on the *Delete* to delete a specific row of records. A popup window will clarify whether or not to delete the records. Click on the OK button to confirm the deletion or Cancel to abort the deletion.

If all rows of records for a “Shift Pattern” code are deleted, the “Shift Pattern” code will be deleted by the system as well.

Deletion of records are permanent and the deleted information cannot be recovered.

7.3 Editing the Shift Pattern

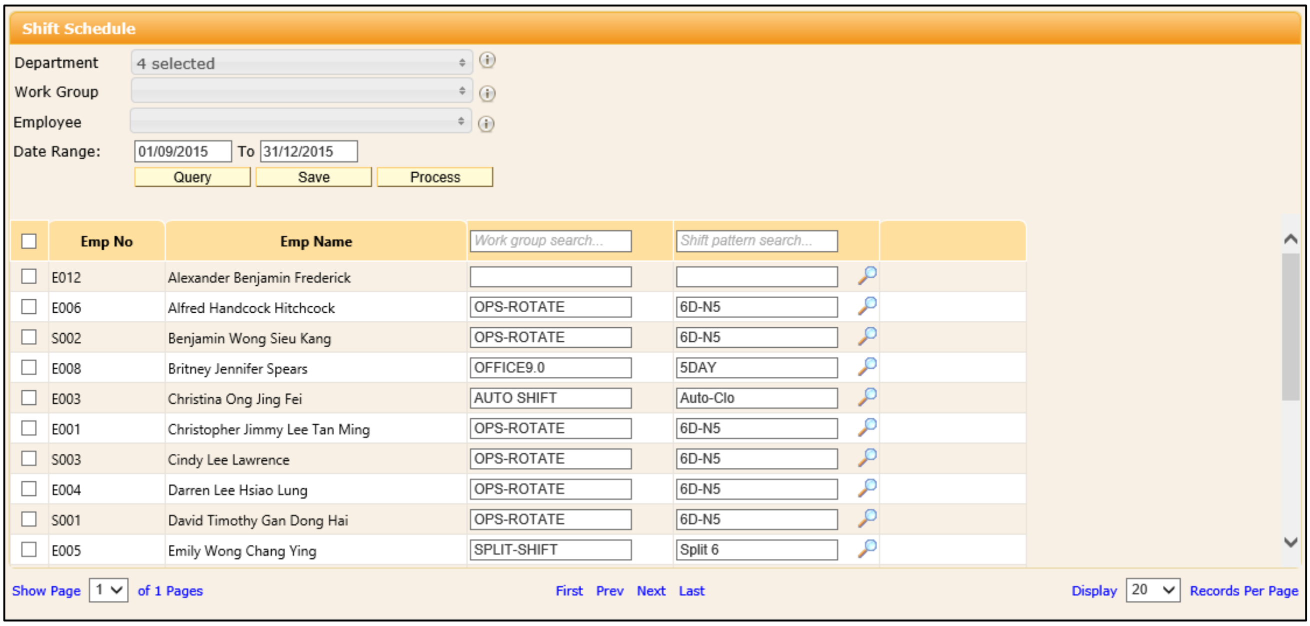


1. To edit the **Shift Pattern**, choose a **Shift Pattern** week and click the *Edit* to edit that record.
2. The “No” sequence and the shifts for each day of the week can be changed.
3. Click the *Save* to save the transaction or click the *Cancel* to cancel the transaction.

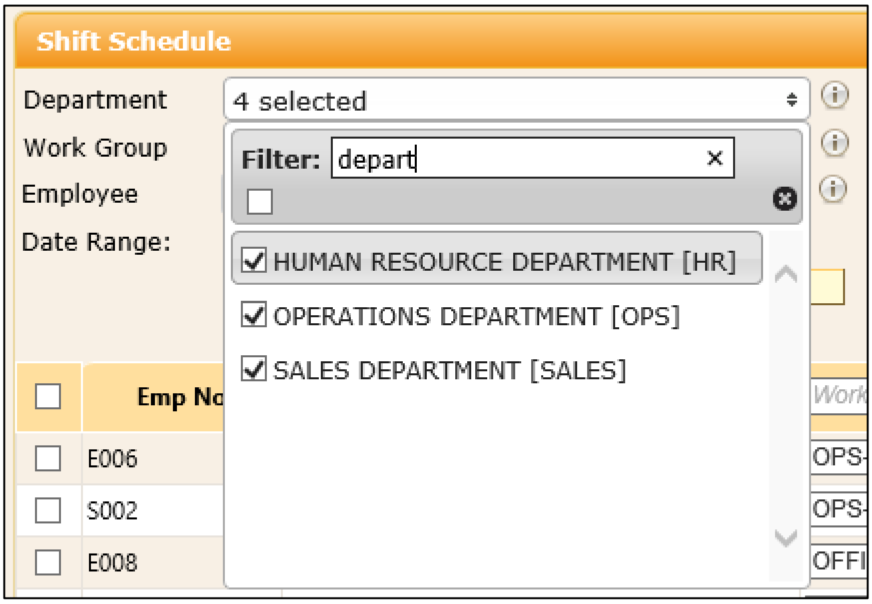
Chapter 8. Shift Schedule

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

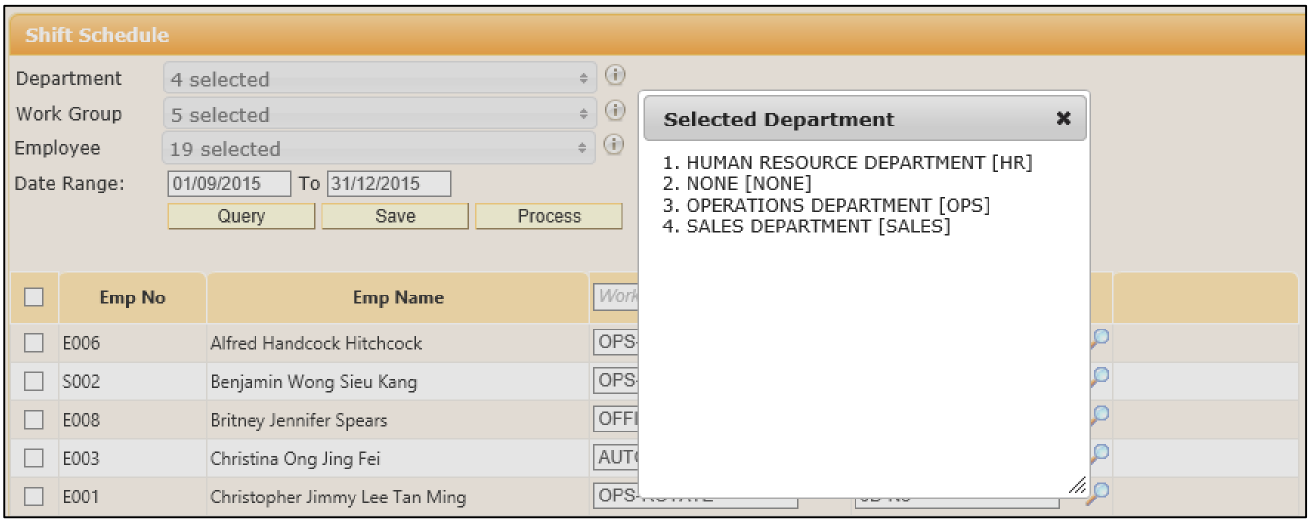
To access the Shift Schedule function, click on the **Shift Schedule** option at your Administrator menu. You will then see the Shift Schedule page as illustrated as an example below:



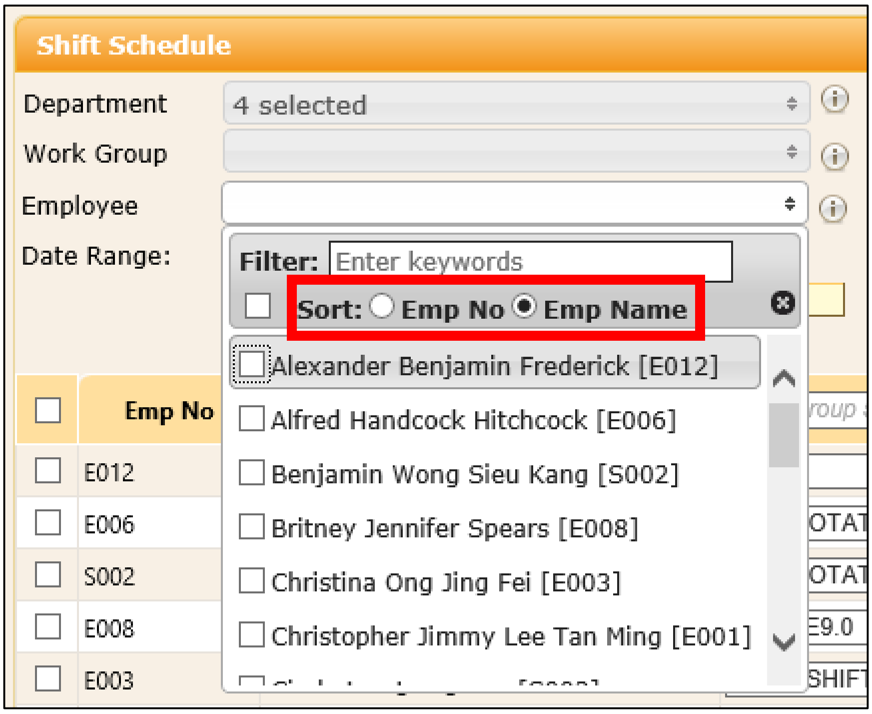
8.1 Retrieving the list of employees



1. Click on the drop-down list to see a list of available choices. You can choose one or multiple choices.



2. If multiple choices had been selected, clicking on the ⓘ button will show the selected items' list in a **Dialog** pop up window.
3. Click on the "Work Group" drop-down list to choose a work group or multiple work groups.
4. Click on the "Employee" drop-down list to choose an employee or multiple employees. You can sort the list of employees by employee name or employee number in alphabetical ascending order at the **Sort** function as shown in the following screen shot.



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

8.2 Assigning the Work Group and Shift Pattern to employees

Once you have retrieved your desired list of employees, you need to assign work groups to these employees.

☐	Emp No	Emp Name	Work group search...	Shift pattern search...	
☑	E012	Alexander Benjamin Frederick			
☑	E006	Alfred Handcock Hitchcock			
☑	S002	Benjamin Wong Sieu Kang			
☐	E008	Britney Jennifer Spears	OFFICE9.0	5DAY	
☐	E003	Christina Ong Jing Fei	AUTO SHIFT	Auto-Clo	

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.

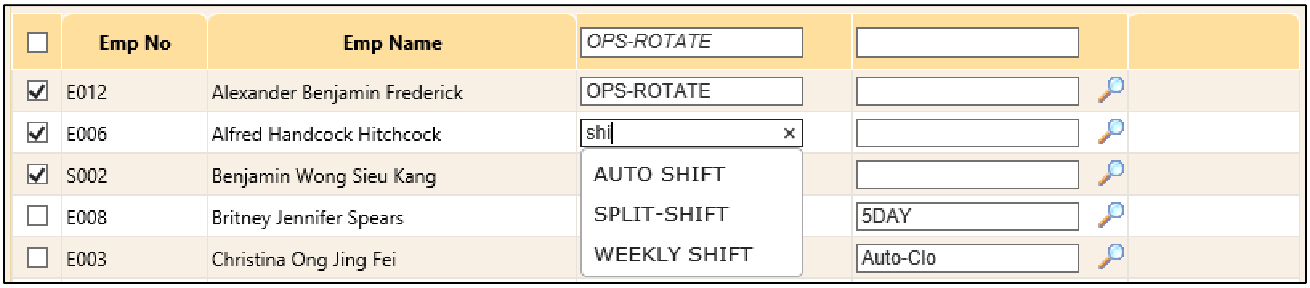
☐	Emp No	Emp Name	s	Shift pattern search...	
☑	E012	Alexander Benjamin Frederick	AUTO SHIFT		
☑	E006	Alfred Handcock Hitchcock	OPS-ROTATE		
☑	S002	Benjamin Wong Sieu Kang	SPLIT-SHIFT		
☐	E008	Britney Jennifer Spears	WEEKLY SHIFT	5DAY	
☐	E003	Christina Ong Jing Fei	AUTO SHIFT	Auto-Clo	

2. 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. Do note that the **Work Group** code is case sensitive.

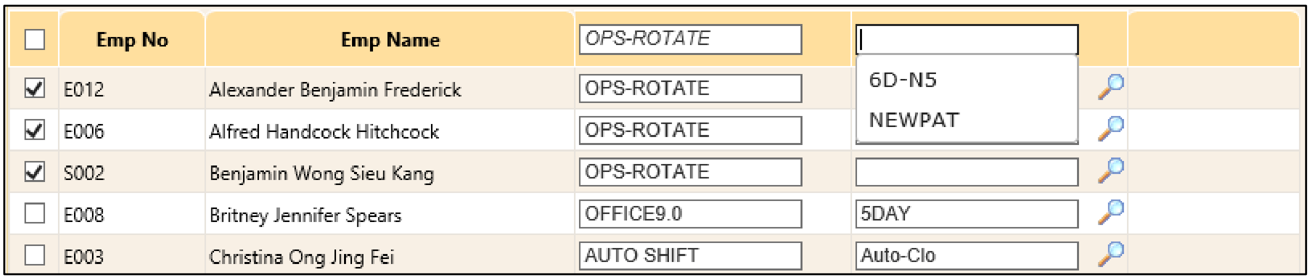
To see a list of available **Work Groups** in the "Work Group search…" just enter an alphabet into the field and delete the alphabet.

☐	Emp No	Emp Name	OPS-ROTATE		
☑	E012	Alexander Benjamin Frederick	OPS-ROTATE		
☑	E006	Alfred Handcock Hitchcock	OPS-ROTATE		
☑	S002	Benjamin Wong Sieu Kang	OPS-ROTATE		
☐	E008	Britney Jennifer Spears	OFFICE9.0	5DAY	
☐	E003	Christina Ong Jing Fei	AUTO SHIFT	Auto-Clo	

3. 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.

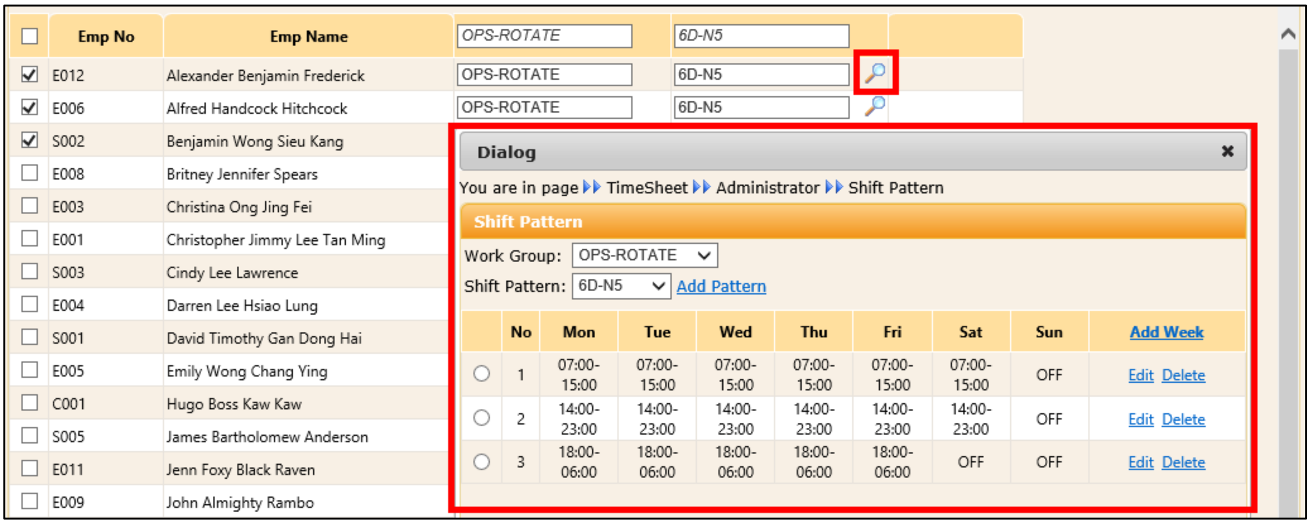


4. The **Work Group** can be assigned individually to an employee by entering the **Work Group** code into the **Work Group** field that is on the same row as the employee's name. Enter the first few alphabets of the **Work Group** code in the field and a list of **Work Group** codes that match closest to the alphabets entered will appear for selection. Choose the desired **Work Group** from the list.
5. Once the work groups have been assigned to the employees, it's time to assign shift patterns to them.



6. 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. Only relevant **Shift Patterns** that are linked to the **Work Group** appears in the list.

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

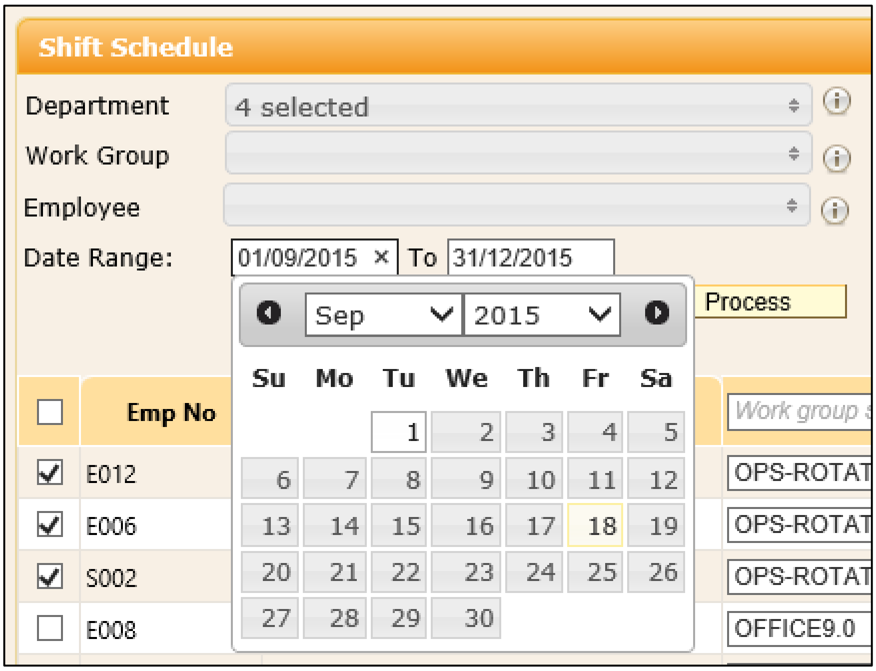


7. Click on the magnifying glass icon to show the details of the **Shift Pattern** in a **Dialog** pop-up window. You can even add new **Shift Patterns** and make changes to them here.
8. Close the **Dialog** pop-up by clicking the button.
9. Click the Save button to save the transaction.

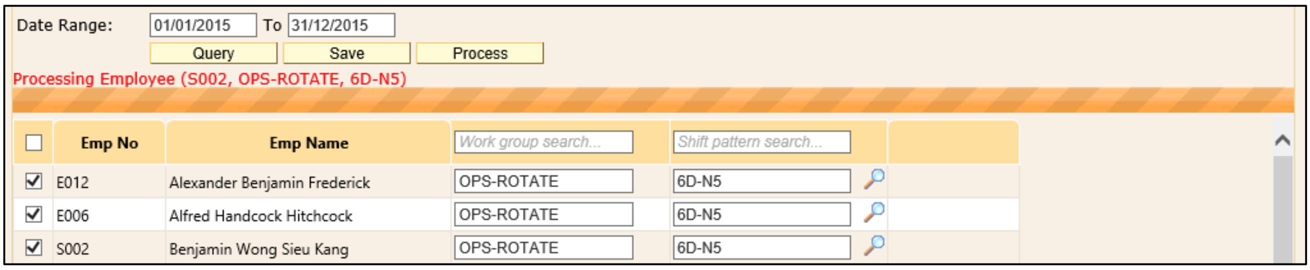
8.3 Generating employees' work calendars

With the work groups and shift patterns assigned to the employees, it's time to create their work calendars.

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



1. Choose a date range by clicking on the "Date Range" to open the **Calendar Picker** and selecting the desired date from the **Calendar Picker**. The "Date Range" will indicate the period for the employees' individual work calendars. The 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.



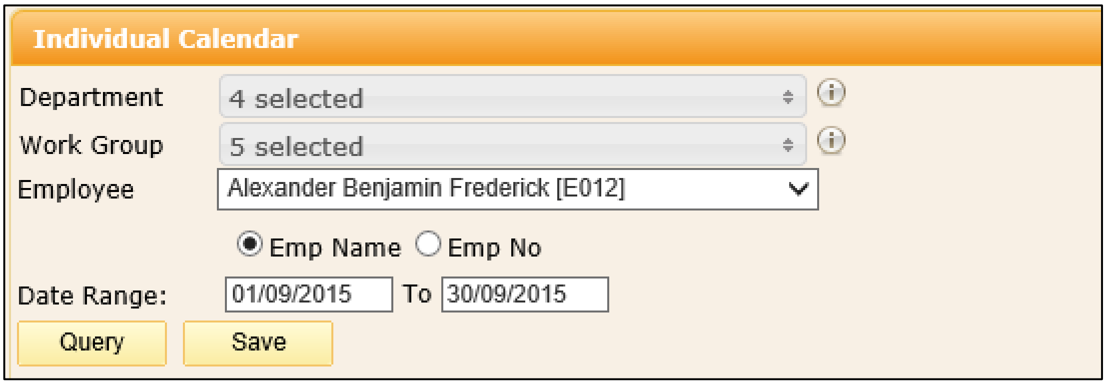
2. Click on the Process button to begin generating the employees' work calendars. A progress bar will be shown to indicate the stage of completion for this processing. The system will notify you when this process is completed. Do note that only selected employees will be processed.

Chapter 9. Individual Calendar

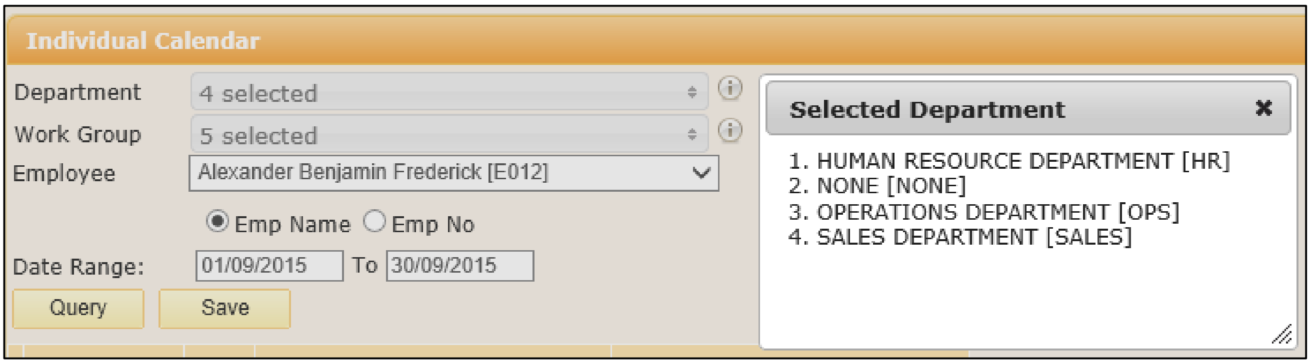
After generating the employees' work calendars from the **Shift Schedule** function, you can use the **Individual Calendar** to view each employee's work calendar. In addition, the **Individual Calendar** allows you to make adjustments to their work calendars as well.

To access the **Individual Calendar**, click on the Individual Calendar option at your Administrator menu.

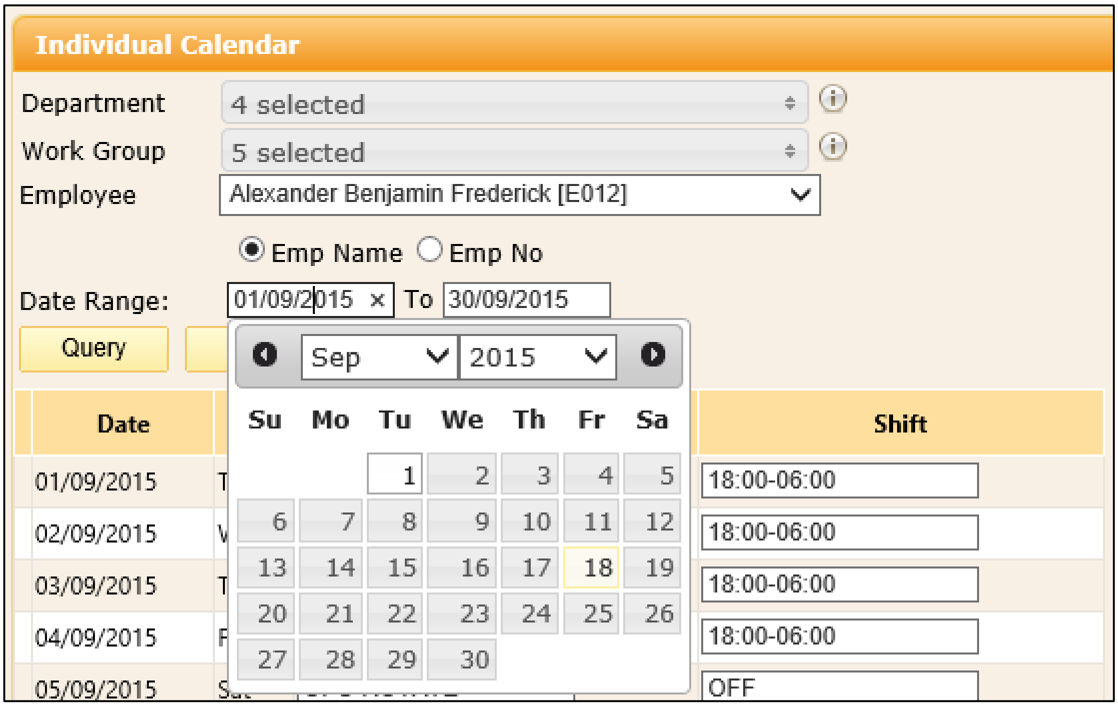
9.1 Retrieving an employee's Individual Calendar



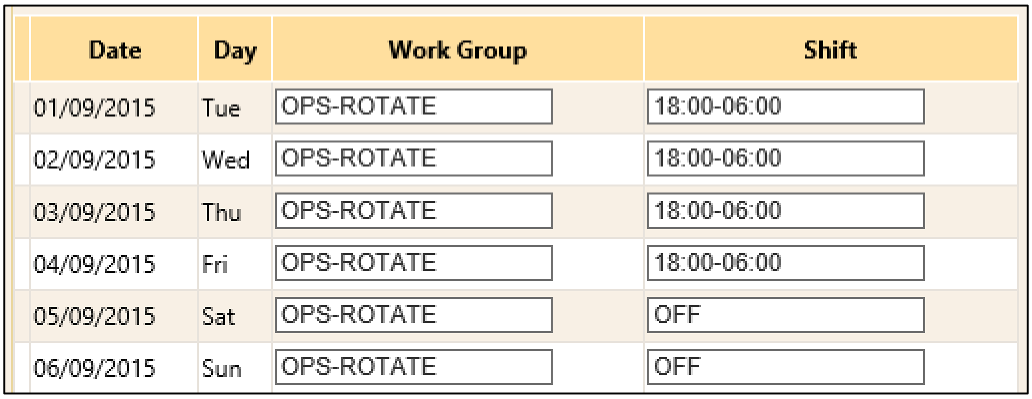
1. Choose one or multiple "Department".



2. If multiple choices had been selected, clicking on the ⓘ button will show the selected items' list in a **Dialog** pop up window.
3. Choose one or multiple "Work Group".
4. The "Employee" drop-down list will show all the employees that fulfilled the selected criteria in "Department" and "Work Group". You can sort the "Employee" list by clicking on either ◉ Emp Name ◯ Emp No radio buttons.
5. Choose an "Employee".



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

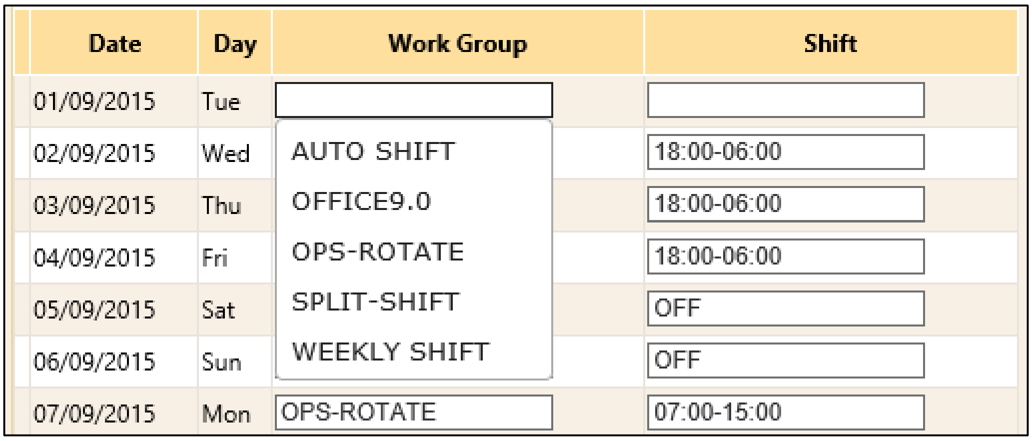


Date	Day	Work Group	Shift
01/09/2015	Tue	OPS-ROTATE	18:00-06:00
02/09/2015	Wed	OPS-ROTATE	18:00-06:00
03/09/2015	Thu	OPS-ROTATE	18:00-06:00
04/09/2015	Fri	OPS-ROTATE	18:00-06:00
05/09/2015	Sat	OPS-ROTATE	OFF
06/09/2015	Sun	OPS-ROTATE	OFF

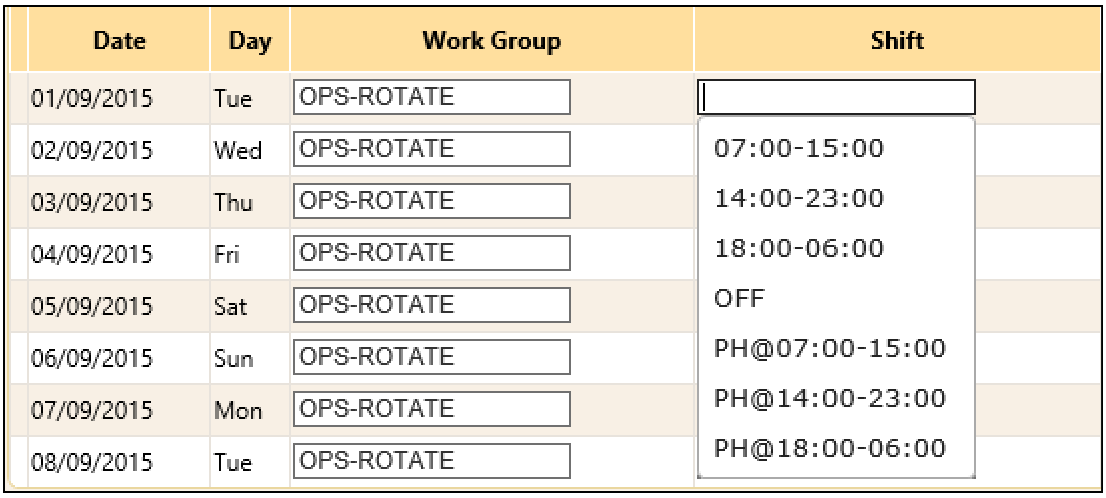
7. Click the Query button to retrieve the work calendar of the employee based on the "Date Range" period.

9.2 Editing the Individual Calendar of an employee

After you had retrieved the employee's Individual Calendar, you can choose to make changes to it.



1. You can change the employee's work group for a day. To do so, simply remove the work group (backspace or delete key to delete the work group) until the work group is blank to show all available work groups or enter some characters and the system will show the nearest matching work groups.
2. Choose a new work group from the list.



3. To change the employee's shift for a day, simply remove the shift (backspace or delete key to delete the shift) until the shift is blank to show all available shifts for the work group. Then choose a shift from the list.
4. To save the changes that you had made, click on the Save button.

Chapter 10. Overview of the HR Administrative functions

With the HR functions, the Administrator can perform the following functions in the system:

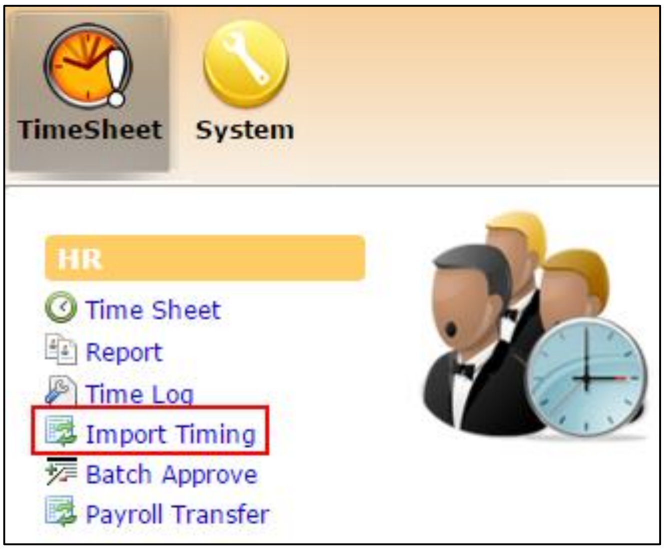
Function Name	Purpose	Typical Situations that requires it
Import Timing	Utility to perform manual import of employees' raw clock timing data into the system's Time Sheet, generate blank time sheets and recalculate the time sheets' work hours, overtime, lateness, undertime and refresh leave information.	Administrator can perform manual import of employees' raw clock timing data into the system in the event the automatic import had failed. If the Administrator had made changes to the shift information, the Administrator can re-process the Time Sheet data in order for the system to correctly reflect the new calculations in the Time Sheet.
Time Sheet	To view, edit, approve, reject and delete employees' time sheets.	Administrator adjusts the employees' time sheets by manually entering the type of shifts, clock timings and calculations such as overtime in order to override the system's automatic calculations. Administrator performs final checks on employees' time sheets to ensure everything is in order. Administrator can also approve or reject employees' time sheets.
Batch Approve	To approve and reject employees' time sheets in batches.	Administrator approves or rejects employees' time sheet records within a given period.
Payroll Transfer	To transfer the Time Sheet calculations into the TIMES Payroll application for payroll processing.	Administrator controls the transfer of the final approved employees' time sheet calculations over to TIMES Payroll application for payroll processing based on the payroll cut-off period.

Chapter 11. Import Timing

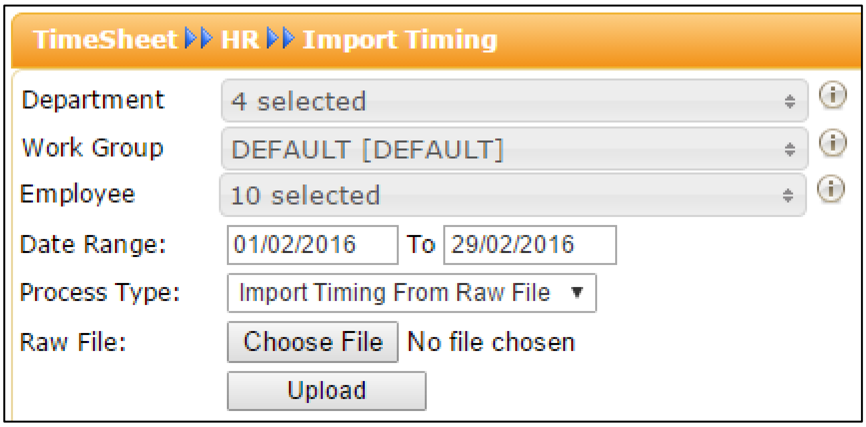
The TIMES TimeSheet system automatically imports employees' clock timings (the Auto Import Program handles this) from input devices such as proximity or bar code reader, biometric scanner, hand punch reader and finger scan into the employees' **Time Sheet** on a fixed daily schedule.

To achieve a high degree of accuracy, a complete set of employees' raw clock in and clock out timings for the day is required for the Auto Import program to calculate the employees' TimeSheet records. Therefore, it is recommended to run the Auto Import Program at midnight. It is important to note that, due to this procedure, the TimeSheet records for the current day can only be viewed on the following day.

The raw clock data output file format generated from the input devices must be in either text (.txt) or csv.



Should you need to perform manual import of employees' clock timings into the system, generate blank Time Sheets or reprocess employees' Time Sheets, you can use the **Import Timing** to perform all these tasks.



Here are the steps to use this function:

1. Choose the criteria to determine which employees' time sheets will be processed by selecting from the following:
   a. Choose one or multiple "Department".
   b. Choose one or multiple "Work Group".
   c. Choose one or multiple "Employee".
   d. Choose "Date Range". This will determine the period for the time sheet records.
2. Choose a "Process Type". Explanations for each type are shown below.

Import Timing From Raw File

Import employees' clock timings from a file such as a text file (.txt).

If the Administrator had changed the shift setup information, just re-import the clock timings again to show the correct timings and calculations in the **Time Sheet**.

To do this, click Choose File to choose a file which contains the employees' clock timings and click Upload to upload the employees' clock timing information stored in the file into the **Time Sheet** based on the selected criteria.

Import Timing From Cache

Re-import employees' clock timings from the TIMES TimeSheet system's cache. The cache stores the latest imported clock timings (**Time Log**).

To do this, click Import to upload the employees' clock timing information from the **Time Log** into the **Time Sheet** based on the selected criteria.

Generate Blank TimeSheet

Generate employees' **Time Sheets** with <u>no clock timings</u> and <u>no shifts' information</u>.

To do this, click Generate to generate blank time sheets for the employees based on the selected criteria.

Reprocess TimeSheet

Refresh employees' time sheet calculations such as work hours and overtime for Time Sheet records that have no "Status" (status is blank).

Additionally, if employees' approved leaves are not shown in the **Time Sheet**, this function can refresh the **Time Sheet** to show the missing information.

To do this, click ReProcess to re-calculate employees' time sheets based on the selected criteria.

If the Administrator had changed the shift setup information, just re-process the clock timings again to show the correct timings and calculations in the **Time Sheet**.

If there are existing **Time Sheet** records, depending on situations, the Import Timing "Process Type" may or may not overwrite these records. Here are the possible scenarios:

Import Timing From Raw File

<u>Can overwrite</u>

- "Status" blank time sheet records.
- Columns "O.TimeIn", "O.TimeOut", "TimeIn" and "TimeOut".
- Records' values such as work hours, lateness, undertime and overtime will be re-calculated based on the new clock timings if the records do not have Manual Adjustments.

<u>Cannot overwrite</u>

- Records with a "Status" (Pending, Approved and Rejected).
- If there are Manual Adjustments done to the records ("Manual Adj" Y), the calculations such as work hours, lateness, undertime and overtime will not be overwritten even though the clock timings have changed.

Import Timing From Cache

Can overwrite

- "Status" blank time sheet records.
- Columns "O.TimeIn", "O.TimeOut", "TimeIn" and "TimeOut".
- Records' values such as work hours, lateness, undertime and overtime will be re-calculated based on the new clock timings if the records do not have Manual Adjustments.

Cannot overwrite

- Records with a "Status" (Pending, Approved and Rejected).
- If there are Manual Adjustments done to the records ("Manual Adj" Y), the calculations such as work hours, lateness, undertime and overtime will not be overwritten even though the clock timings have changed.

Generate Blank TimeSheet

Can overwrite

- If there are no existing records, it will create "blank" time sheet records with "Emp No", "Date" and "Day". These records will not have clock timings and shift information.

Cannot overwrite

- Existing records with information such as employee number, clock timings, shift, remarks and calculations regardless of records' "Status".

Reprocess TimeSheet

Can overwrite

- Records with a blank "Status".
- Re-calculates the time sheet records' values such as work hours, lateness, undertime and overtime if these records are not manually adjusted ("Manual Adj" is blank).
- Refresh the employees' approved leave information at "LV/PH Remark".

Cannot overwrite

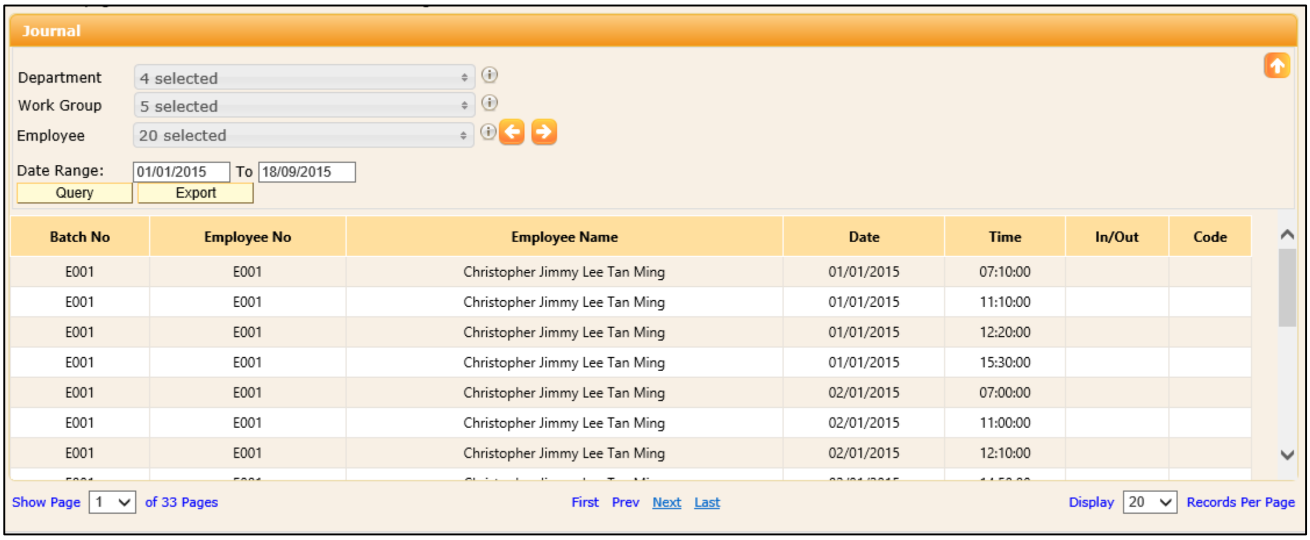
- Records with a "Status" (Pending, Approved and Rejected).
- Records that were manually adjusted ("Manual Adj" is Y).

Chapter 12. Time Log

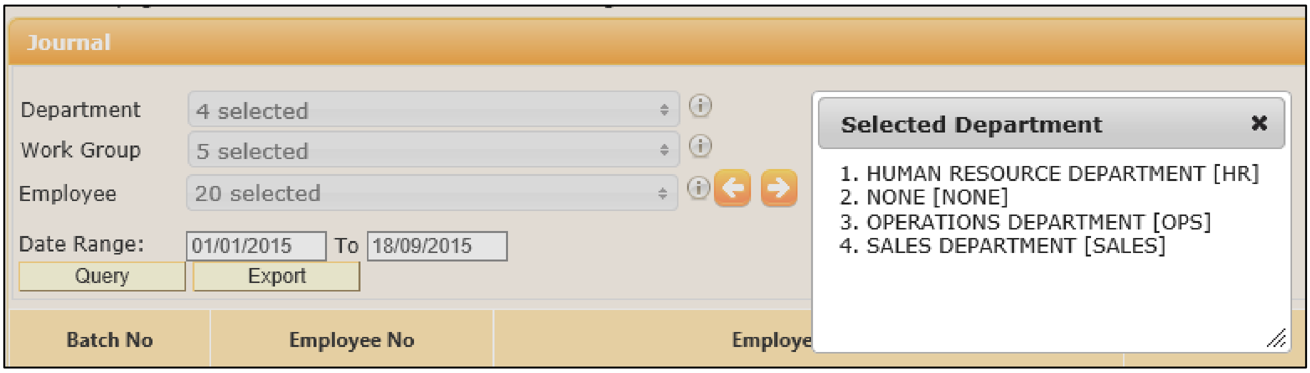
The Time Log is a historical record of employees' clock timing data that was captured by the TIMES TimeSheet system from the time clock devices.

If Administrators need to manually re-import the clock timing data into the system, they can do so via the **Import Timing From Cache** which obtains the clock timing data from this **Time Log**.

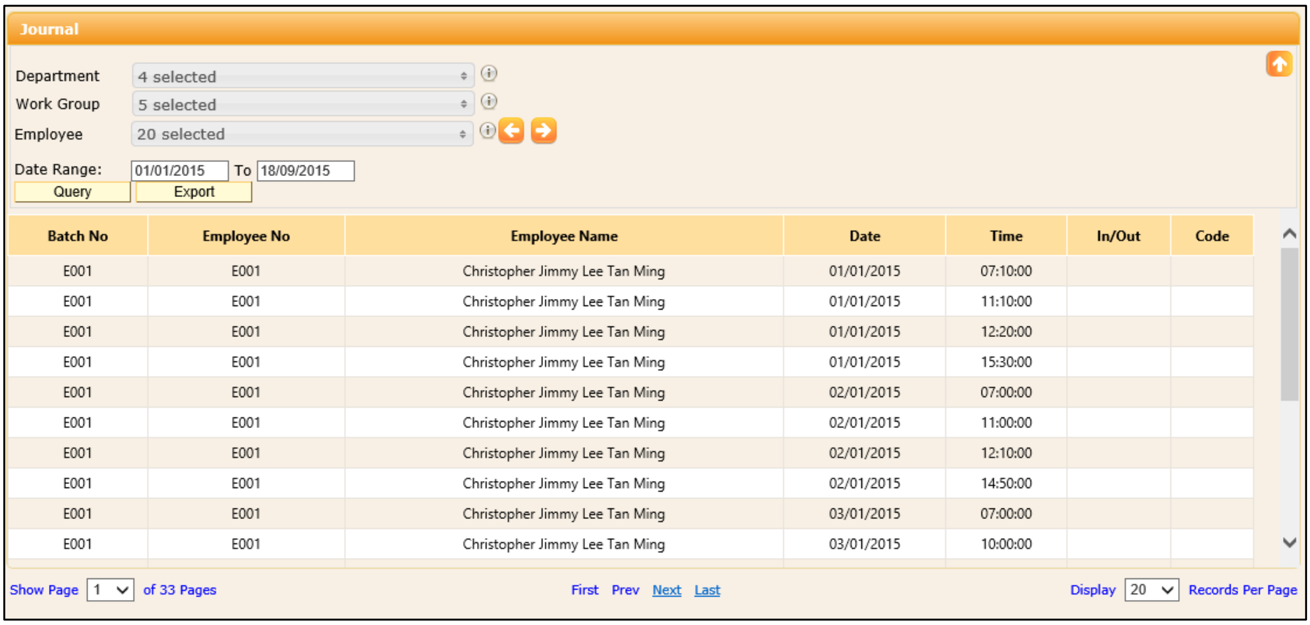
To access the **Time Log**, click on the Time Log option at your Administrator menu.



1. Click on the button to view more criteria options.
2. Choose one or multiple "Department".

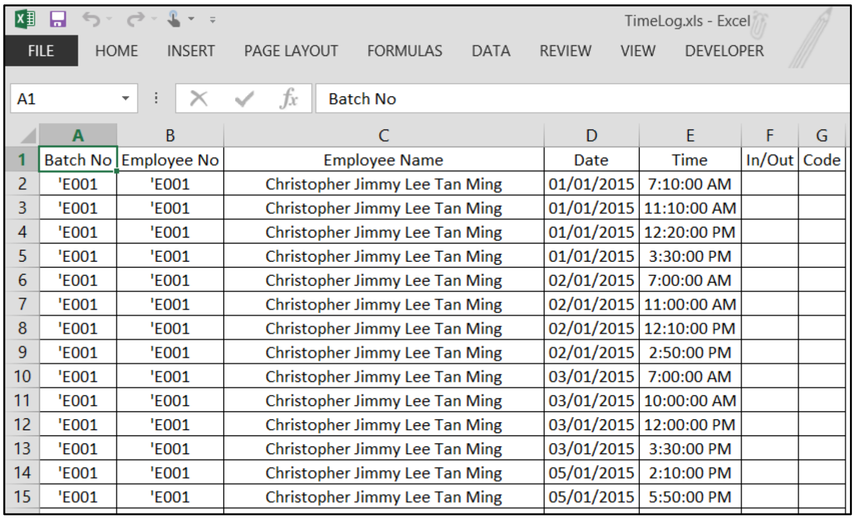


3. If multiple choices had been selected, clicking on the button will show the selected items' list in a **Dialog** pop up window.
4. Choose one or multiple "Work Group".
5. Choose one or multiple "Employee". You can use the arrow buttons to view the previous or next employee.
6. Choose a date range by clicking on the "Date Range" to open the **Calendar Picker** and selecting the desired date from the **Calendar Picker**.
7. Click the Query button to retrieve the records of the employee(s) based on the "Date Range" period.



Batch No	Employee No	Employee Name	Date	Time	In/Out	Code
E001	E001	Christopher Jimmy Lee Tan Ming	01/01/2015	07:10:00		
E001	E001	Christopher Jimmy Lee Tan Ming	01/01/2015	11:10:00		
E001	E001	Christopher Jimmy Lee Tan Ming	01/01/2015	12:20:00		
E001	E001	Christopher Jimmy Lee Tan Ming	01/01/2015	15:30:00		
E001	E001	Christopher Jimmy Lee Tan Ming	02/01/2015	07:00:00		
E001	E001	Christopher Jimmy Lee Tan Ming	02/01/2015	11:00:00		
E001	E001	Christopher Jimmy Lee Tan Ming	02/01/2015	12:10:00		
E001	E001	Christopher Jimmy Lee Tan Ming	02/01/2015	14:50:00		
E001	E001	Christopher Jimmy Lee Tan Ming	03/01/2015	07:00:00		
E001	E001	Christopher Jimmy Lee Tan Ming	03/01/2015	10:00:00		

8. Click the **Export** button to export the **Time Log** data into an excel document.



	A	B	C	D	E	F	G
1	Batch No	Employee No	Employee Name	Date	Time	In/Out	Code
2	'E001	'E001	Christopher Jimmy Lee Tan Ming	01/01/2015	7:10:00 AM		
3	'E001	'E001	Christopher Jimmy Lee Tan Ming	01/01/2015	11:10:00 AM		
4	'E001	'E001	Christopher Jimmy Lee Tan Ming	01/01/2015	12:20:00 PM		
5	'E001	'E001	Christopher Jimmy Lee Tan Ming	01/01/2015	3:30:00 PM		
6	'E001	'E001	Christopher Jimmy Lee Tan Ming	02/01/2015	7:00:00 AM		
7	'E001	'E001	Christopher Jimmy Lee Tan Ming	02/01/2015	11:00:00 AM		
8	'E001	'E001	Christopher Jimmy Lee Tan Ming	02/01/2015	12:10:00 PM		
9	'E001	'E001	Christopher Jimmy Lee Tan Ming	02/01/2015	2:50:00 PM		
10	'E001	'E001	Christopher Jimmy Lee Tan Ming	03/01/2015	7:00:00 AM		
11	'E001	'E001	Christopher Jimmy Lee Tan Ming	03/01/2015	10:00:00 AM		
12	'E001	'E001	Christopher Jimmy Lee Tan Ming	03/01/2015	12:00:00 PM		
13	'E001	'E001	Christopher Jimmy Lee Tan Ming	03/01/2015	3:30:00 PM		
14	'E001	'E001	Christopher Jimmy Lee Tan Ming	05/01/2015	2:10:00 PM		
15	'E001	'E001	Christopher Jimmy Lee Tan Ming	05/01/2015	5:50:00 PM		

Chapter 13. Time Sheet

Access your company employees' time sheets by clicking on the **Time Sheet** option at the HR menu.

13.1 Retrieving employees' Time Sheet records

To begin, you will need to define the search criteria for retrieving the employees' time sheets.

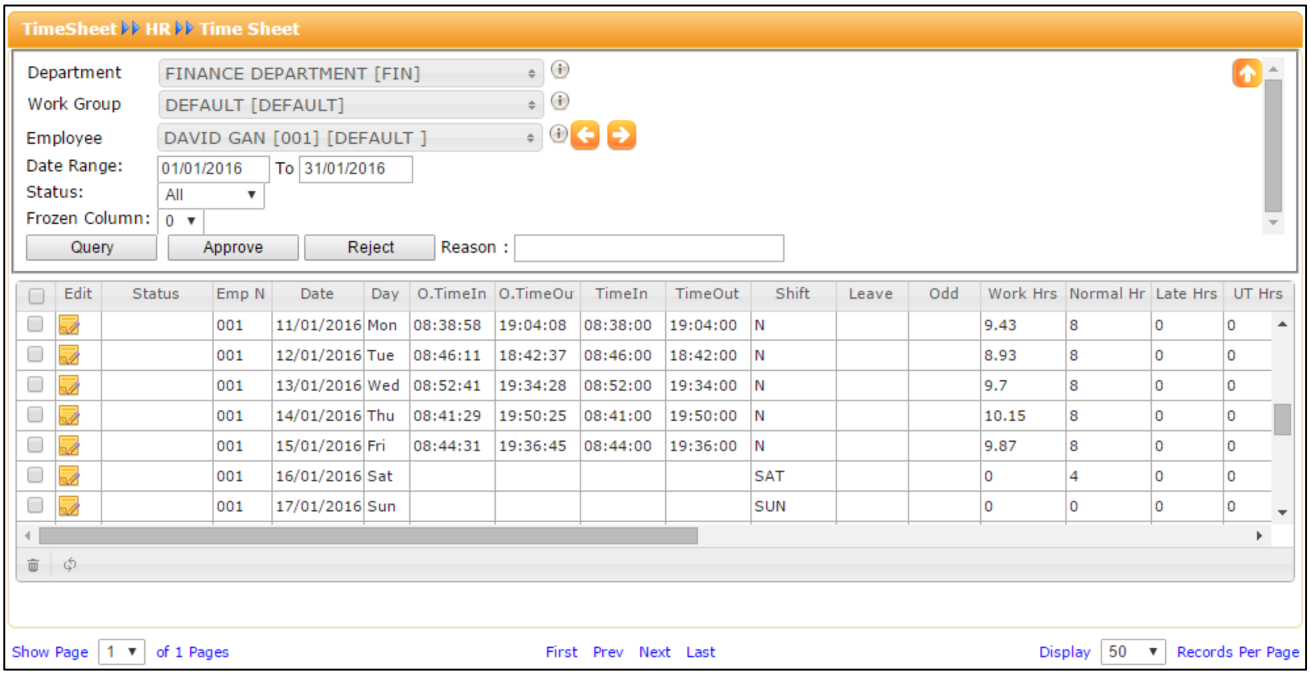
Expand the search criteria options by clicking on the button to view more criteria options.

1. Choose the search criteria by selecting from the following:
   a. Choose one or multiple "Department".
   b. Choose one or multiple "Work Group".
   c. Choose one or multiple "Employee".
   d. The "Date Range" is defaulted to the start date and end date of the current month. You can choose a different "Date Range" by clicking on the date. This will open the **Calendar Picker** where you can choose your preferred day.
   e. Click on the "Status" drop-down list to choose to see time sheets with status *Blank*, *Pending*, *Approved*, *Rejected* or *All*.

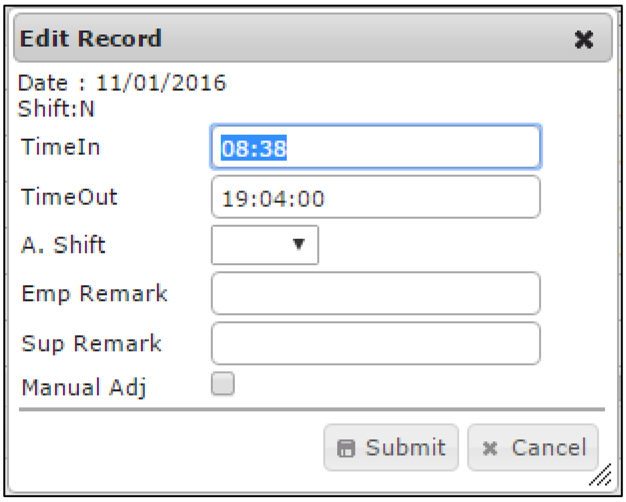
2. Determine at which column (columns 1 to 8) that you want to **Freeze Pane**. This will keep the column visible while you scroll through the rest of the time sheet. Default value is 0 which means do not freeze any panes.
3. Click on the Query button to retrieve the Time Sheet information based on your chosen criteria. You can browse each employee's time sheet one at a time by clicking on the navigation buttons.

13.2 Editing the Time Sheet

Records with any “Status” can be amended by you.



Look for the **Time Sheet** record that you want to amend and click on the button under the “Edit” column for the record. This will open the **Edit Record** pop-up window.

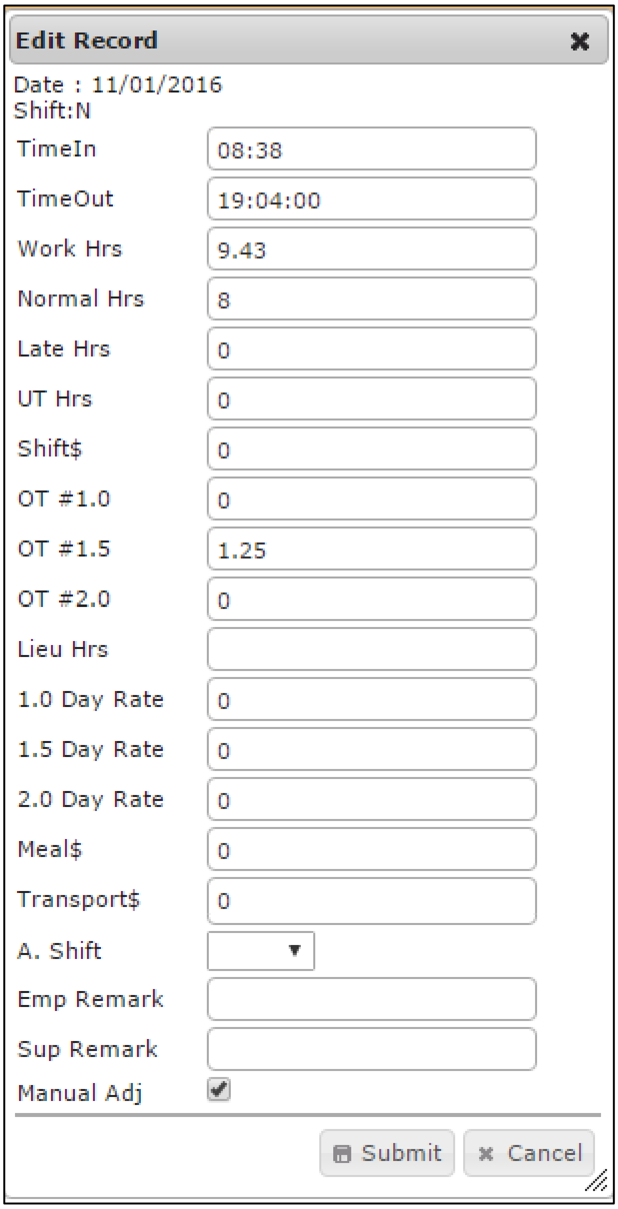


1. In the **Edit Record** pop-up window, you can change the clock in time (“TimeIn”) and clock out time (“TimeOut”), change the shift in Adjusted Shift (“A. Shift”) and enter your remarks in “Sup Remark”.
2. The employee’s remarks will be shown at “Emp Remark”. You can edit this.
3. If you wish to manually adjust the calculations in the **Time Sheet** record tick the “Manual Adj” checkbox to access the **Manual Adjustment** function. Refer to 13.2.1 Manual Adjustment sub chapter for more information.

4. Click the Submit button to submit the record. To cancel the changes, click the Cancel button.

If an employee, supervisor or entry officer had submitted their amended **Time Sheet** record, that record will have the "Status" *Pending*. Do note that if you had submitted the amended Time Sheet record, that record will automatically be approved and will have the "Status" *Approved (A)*.

13.2.1 Manual Adjustment



In the **Manual Adjustment** function, you can enter your own values for all the Time Sheet calculations such as work hours, overtime and allowances. This will override the Time Sheet's automatic calculations. Click on the Submit button to submit the record.

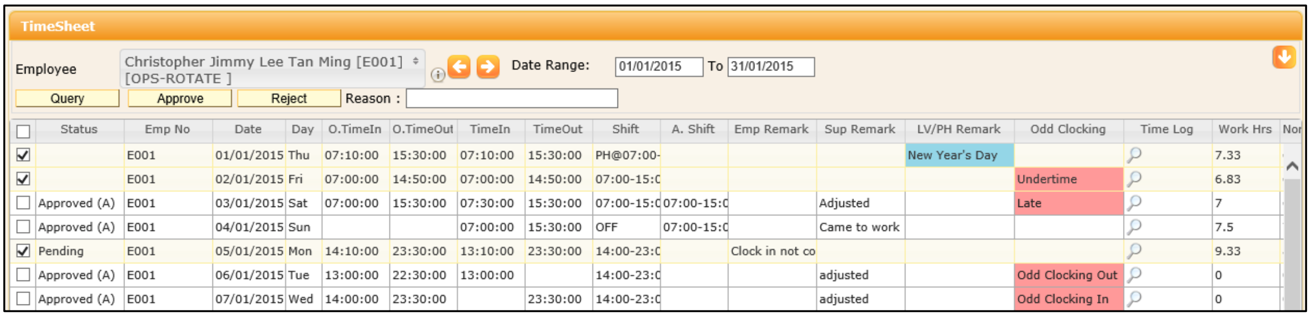
☐	Status	Emp No	Emp Name	Date	#1.5	OT #2.0	1.0 Day	2.0 Day	Shift$	Meal$	Transpor	Manual Adj	Edit Log
☐		E001	Christopher Jimmy Lee Tan Ming	01/01/2015		0.33	0	0	0	0	0		
☐		E001	Christopher Jimmy Lee Tan Ming	02/01/2015		0	0	0	0	0	0		
☐	Approved (A)	E001	Christopher Jimmy Lee Tan Ming	03/01/2015		0	0	0	0	0	0	Y	
☐	Approved (A)	E001	Christopher Jimmy Lee Tan Ming	04/01/2015		0	1	0	50	20	20	Y	
☐	Pending	E001	Christopher Jimmy Lee Tan Ming	05/01/2015		0	0	0	0	0	0		
☐	Approved (A)	E001	Christopher Jimmy Lee Tan Ming	06/01/2015		0	0	0	0	0	0		

When viewing the **Time Sheet**, any records that were manually adjusted will be marked with a **Y** at the “Manual Adj” column.

To revert back to automatic calculations, just un-tick the Manual Adj ☑ checkbox at the **Edit Record** pop-up window and click on Submit button. After submitting the record, the **Time Sheet** will automatically re-calculate all the time sheet values and the “Manual Adj” column will no longer be marked with a Y. Do note that your Manual Adjustment values for the reverted record will be permanently erased.

13.3 Approving Time Sheet

You can approve any employees' time sheet records at any time without restrictions.



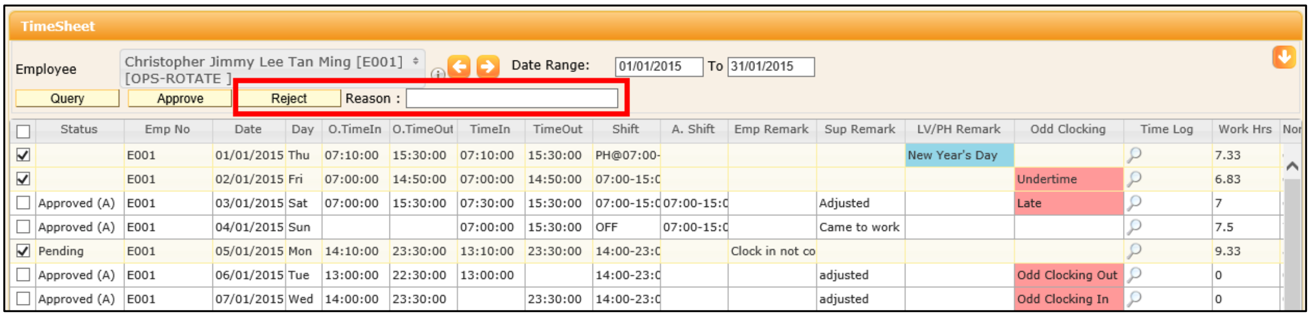
To begin approving your company employees' time sheet records, you must first retrieve their records at the **Time Sheet** web page.

1. You can choose specific time sheet records to be approved by clicking on the checkbox for each of the record. To choose all, click on the top left checkbox.
2. Click on the Approve button to approve the selected time sheet records. Records successfully approved will have the "Status" *Approved (A)* which indicates that an Administrator had approved the record.

Records with "Status" *Approved (A)* can only be edited by an Administrator.

13.4 Rejecting the Time Sheet

You can reject any employees' time sheet records at any time without restrictions.



To begin rejecting your reporting employees' time sheet records, you must first retrieve their records at the **Time Sheet** web page.

1. You can choose specific time sheet records to be approved by clicking on the checkbox for each of the record. To choose all, click on the top left checkbox.
2. Enter your "Reason" for rejecting the time sheet records.
3. Click on the  button to reject the selected time sheet records. Records successfully rejected will have the "Status" *Rejected (A)* which indicates that an Administrator had rejected the record. Your reason will be shown at the "Sup Remark" column for all the rejected time sheet records.

Chapter 14. Understanding the Time Sheet columns

This chapter explains the functions and purpose for each of the **Time Sheet**'s standard columns.

Status

"Status" blank indicates that the **Time Sheet** record is a new record.

If employees and supervisors have made amendments to any of the **Time Sheet** records, the "Status" for those records will show *Pending*. If the Administrator had made those amendments, the "Status" for those records will show *Approved (A)*. Supervisors or Administrators need to review those amended records and decide whether to approve or reject them.

If a Supervisor or Administrator rejects an amended record, the "Status" of that record will be updated to *Rejected* with a *(x)* where *x* indicates which supervisor in the approval level or Administrator had rejected the record.

Here are some examples:

"Status"	Meaning
blank	New record.
Pending	Edited record submitted for review.
Rejected (1)	1st Level Supervisor had rejected the record.
Rejected (2)	2nd Level Supervisor had rejected the record.
Rejected (3)	3rd Level Supervisor had rejected the record.
Rejected (A)	Administrator had rejected the record.

Employees will need to make corrections to their rejected records and once submitted, these records will be updated to "Status" *Pending* which will need their supervisors or Administrator to review them.

If a Supervisor or Administrator approve an amended record, the "Status" of that record will be updated to *Approved* with a *(x)* where *x* indicates which supervisor in the approval level or Administrator had approved the record.

Here are some examples:

"Status"	Meaning
Approved (1)	1st Level Supervisor had approved the record.
Approved (2)	2nd Level Supervisor had approved the record.
Approved (3)	3rd Level Supervisor had approved the record.
Approved (A)	Administrator had approved the record.

Emp No

The employee number is shown here.

Emp Name

The employee name is shown here.

This column is shown only if there are multiple employees selected at the "Employee" drop-down list in the Time Sheet web page.

Date

The date for the day.

Day

Name of the day.

O.TimeIn

This shows the earliest time that your reporting employees had clocked in for work. This timing was retrieved from computerized data collection devices such as badge and biometric terminals.

This timing cannot be manually edited by users.

O.TimeOut

This shows the latest time that your reporting employees had clocked out from work. This timing was retrieved from computerized data collection devices such as badge and biometric terminals.

This timing cannot be manually edited by users.

TimeIn

If employees, supervisors or Administrator had amended the earliest clock in time, it will be reflected here. If there are no amendments, this "TimeIn" time will be the same as the time reflected in "O.TimeIn".

TimeOut

If employees, supervisors or Administrator had amended the latest clock out time, it will be reflected here. If there are no amendments, this “TimeOut” time will be the same as the time reflected in “O.TimeOut”.

Shift

This is the shift that had assigned for the employees.

A. Shift

If employees, supervisors or Administrator had amended the shift, it will be reflected here.

Do note that once the amended record is approved by all supervisors in the approval flow for the employee, employees’ **Time Sheet** calculations such as work hours and overtime will follow the “A. Shift”.

Emp Remark

If employees had amended their **Time Sheet** details, their reasons or notes will be shown in here.

Sup Remark

If supervisors or Administrator had rejected employees’ amended **Time Sheet** records, the reasons for rejecting the records will be reflected here.

LV/PH Remark

If there is a public holiday, it will be shown here, example “New Year’s Day”.

Additionally, if employees had applied for leaves and their leaves approved, they will be shown here as well.

Odd Clocking

The system will show alert messages 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.

Time Log

Clicking on the magnifying glass icon will open a window that shows all of the employee's clock in and clock out times during the employee's work shift for the day as well as all of the employee's clock timings for his or her next day's shift.

This is particularly useful if an employee is working on a cross midnight shift and you want to see the employee's clock timings breakdown from the first to the second day.

Work Hrs

This is the total number of hours that employees had clocked in for work minus their lunch time if applicable. The calculation for "Work Hrs" is simply the difference between their earliest clock in time and their latest clock out time minus lunch time if any. It does not concern with the shift's official start and end time.

Some examples:

O.TimeIn	O.TimeOut	Lunch Hour	Work Hrs
09:00	18:00	1	7
09:30	18:45	0.75	7.5

Normal Hrs

This is the total number of hours that employees had fulfilled for their shifts. This total is deducted from their lateness "Late Hrs" and under-time "UT Hrs" hours if any.

For example:

Shift Official Work Time: 9 AM to 6 PM						
O.TimeIn	O.TimeOut	Lunch Hour	Shift Hours (exclude Lunch)	Lateness	Under-time	Normal Hrs
09:00	18:00	1	7	0.25	0.5	6.25

⚠ A shift has an official start and end time and "Normal Hrs" only calculates the number of hours that employees had worked within the shift's official time range. Clocking in earlier than the shift's start time or clocking out later than the shift's end time will be excluded from the "Normal Hrs" calculation.

Late Hrs

This is the total number of hours that employees were late for work. The calculation for "Late Hrs" is simply the difference between their earliest clock in time and their shift's official start time.

UT Hrs

This is the total number of hours that employees had left early from work. The calculation for "UT Hrs" is simply the difference between their latest clock out time and their shift's official end time.

OT #1.0 / OT #1.5 / OT #2.0

The number of overtime hours that employees had clocked at the overtime rate of their hourly pay rates.

Shift$ / Meal$ / Transport$ / Any Allowances

Total sum of allowances in dollar value such as meal allowance or transport allowance that your reporting employees had earned for the shift is reflected here.

1.0 Day Rate / 2.0 Day Rate

If an employee had earned a day or two days' pay for the shift, it will be reflected here as *1*.

Manual Adj

If there is a *Y*, it indicates that the **Time Sheet** record's automatic calculations for work hours, normal hours, late hours, under-time hours, overtime, shift allowances and daily rates had been overridden by the Administrator's manually entered calculations.

Chapter 15. Batch Approve

The **Batch Approve** function provides the Administrator the tool to approve or reject by batch all of employees' Time Sheet records that have the "Status" blank and *Pending* within a period and based on the selected criteria instead of having to access each employee's individual **Time Sheet** in order to approve or reject it.

To access this function, click on the **Batch Approve** option in the HR menu.

15.1 Retrieving employees' Time Sheet records

1. To begin, you will need to define the search criteria for retrieving the employees' Time Sheet records. Expand the search criteria options by clicking on the button to view more criteria options.
2. Choose the search criteria by selecting from the following:
   a. Choose one or multiple "Department".
   b. Choose one or multiple "Work Group".
   c. Choose one or multiple "Employee".

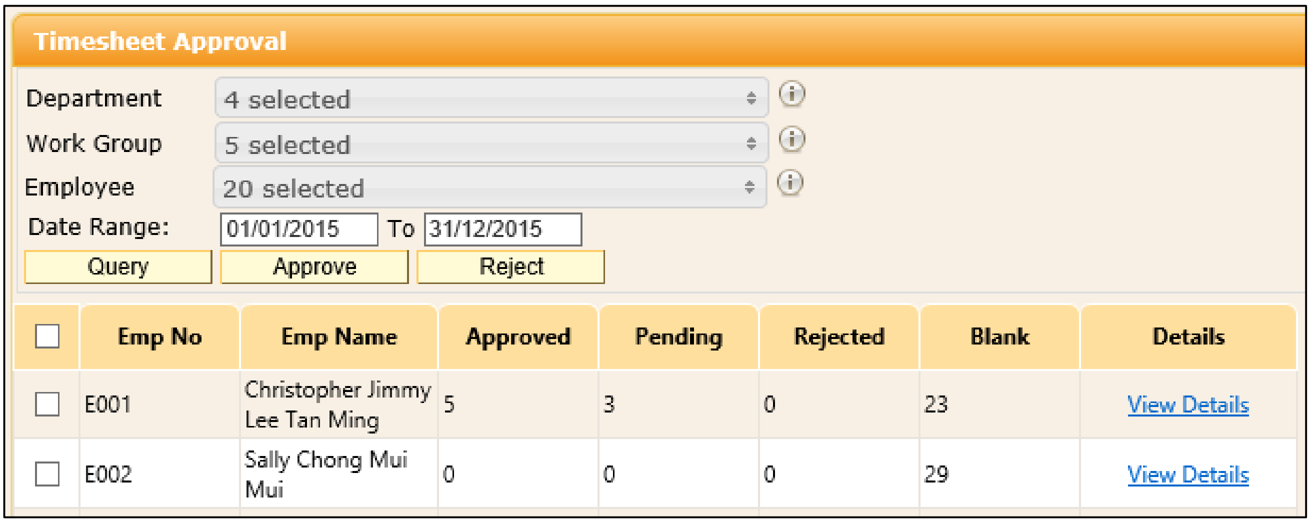
d. If you had selected more than two items in a single criteria, you can use the button to see all the items that you had selected.

e. The “Date Range” is defaulted to the start date and end date of the current month. You can choose a different “Date Range” by clicking on the date. This will open the **Calendar Picker** where you can choose your preferred day.

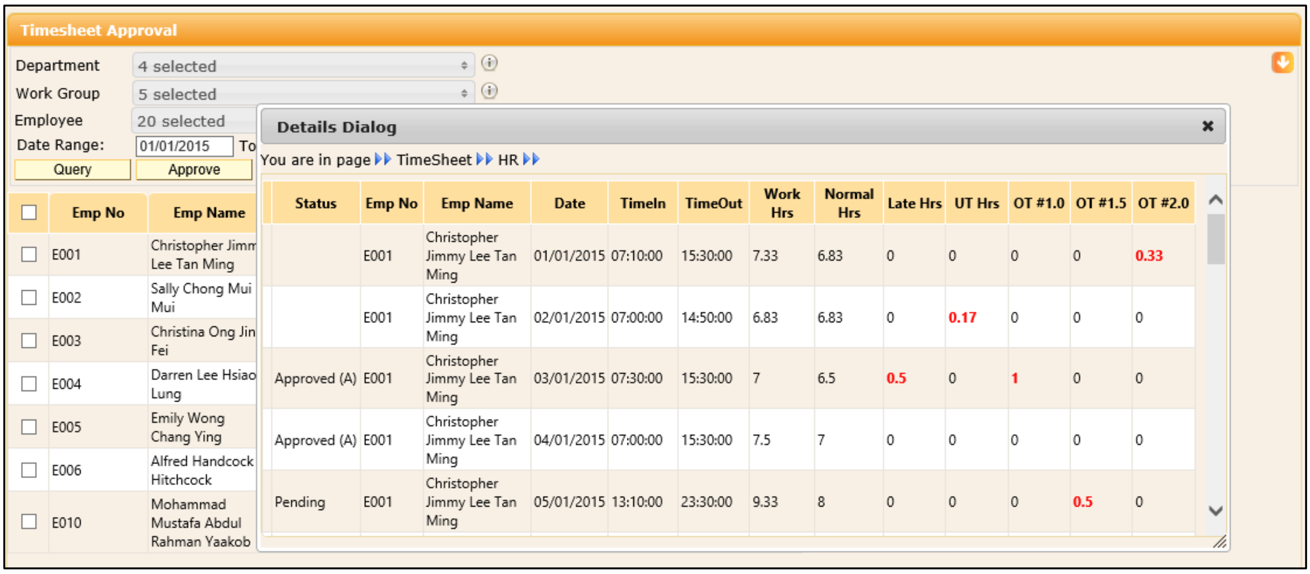
f. For the **Options**:

- Tick “Include Odd” if you want to approve or reject **Time Sheet** records with odd clocking status.
- Tick “Include Leave” if you want to approve or reject **Time Sheet** records for those days that the employee had taken leave.
- Tick “Include Off” if you want to approve or reject **Time Sheet** records that are off days and rest days for the employees.

3. Click Query to retrieve the list of records based on the selected criteria.

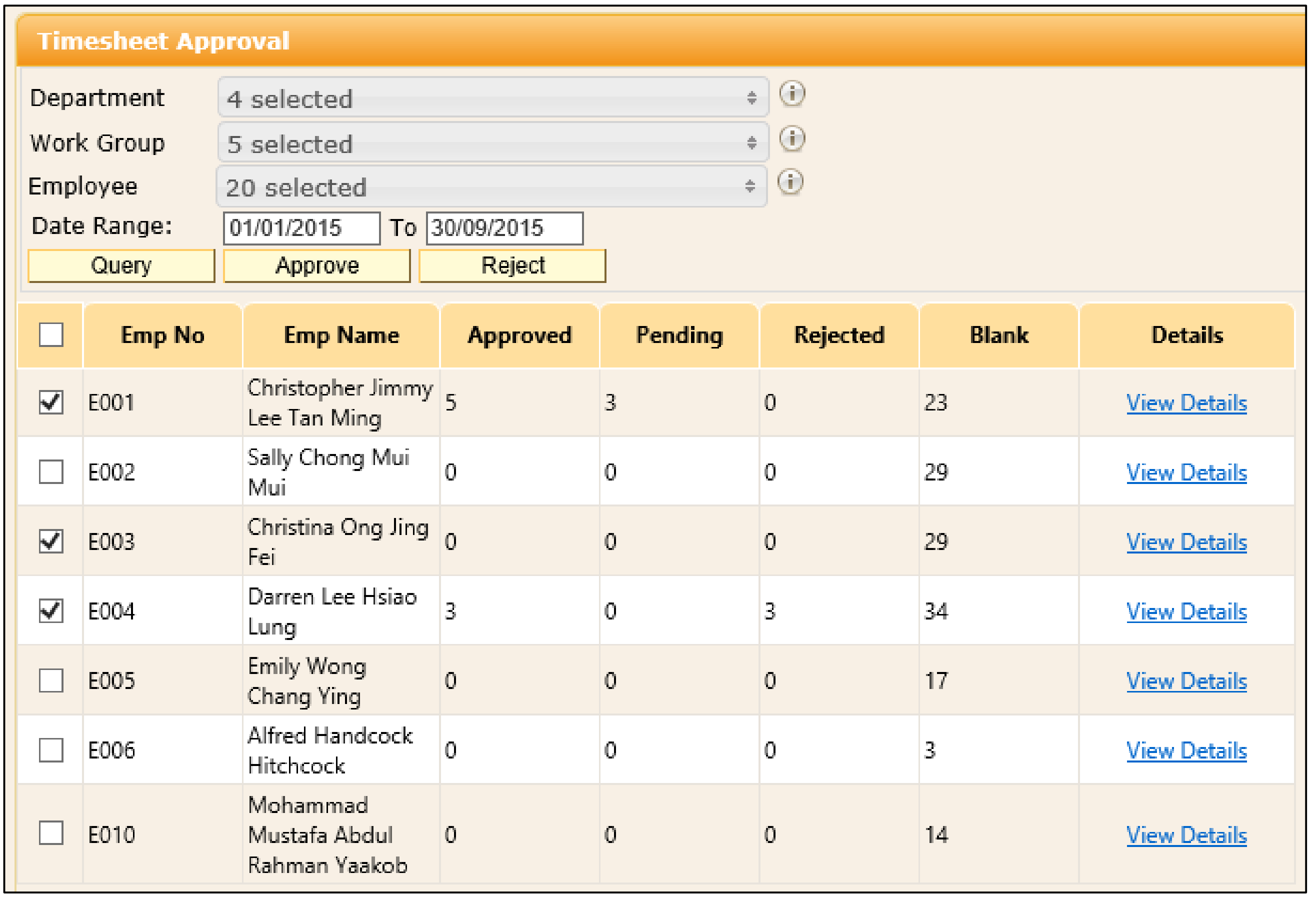


4. A list of employees’ total number of **Time Sheet** records grouped by “Status” are shown on the page.



5. Clicking on the “View Details” hyperlink opens up the **Details Dialog** window which shows the employee’s **Time Sheet** records in detail. Click on the to close the window.

15.2 Approving or Rejecting the Records



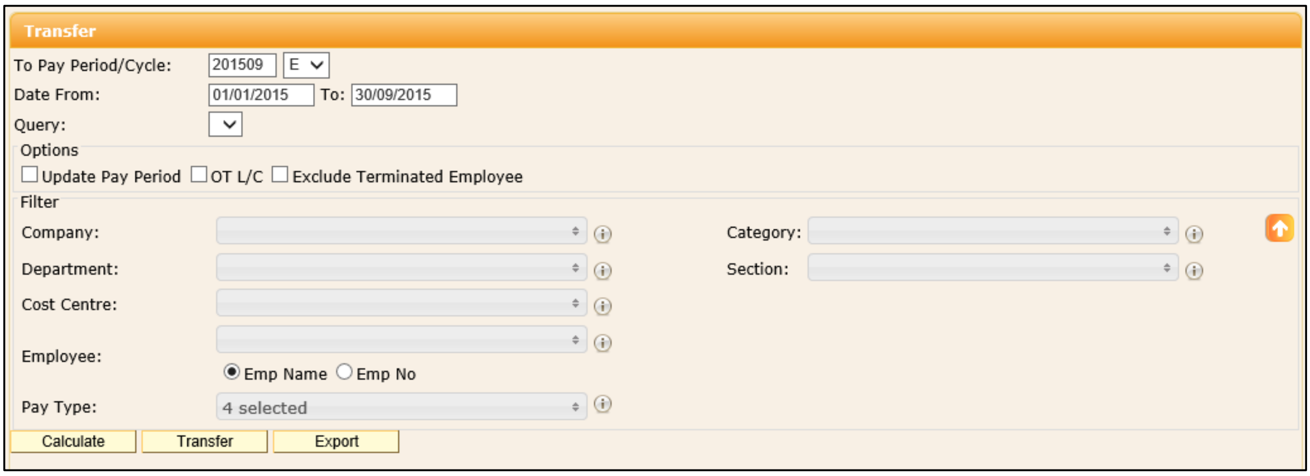
☐	Emp No	Emp Name	Approved	Pending	Rejected	Blank	Details
☑	E001	Christopher Jimmy Lee Tan Ming	5	3	0	23	View Details
☐	E002	Sally Chong Mui Mui	0	0	0	29	View Details
☑	E003	Christina Ong Jing Fei	0	0	0	29	View Details
☑	E004	Darren Lee Hsiao Lung	3	0	3	34	View Details
☐	E005	Emily Wong Chang Ying	0	0	0	17	View Details
☐	E006	Alfred Handcock Hitchcock	0	0	0	3	View Details
☐	E010	Mohammad Mustafa Abdul Rahman Yaakob	0	0	0	14	View Details

1. You can choose specific employees by clicking on their checkboxes. To choose all, click on the top left checkbox.
2. Once the employee(s) had been selected, click Approve to approve the records or Reject to reject the records, and their "Status" will be updated accordingly. However, records that are "Pending" and "Blank" only can be approved or rejected here.

If the records are rejected here, the system will provide the default *rejection* word as the reason for rejecting the records which will be recorded in the records' "Sup Remark".

Chapter 16. Payroll Transfer

You can use this function **Payroll Transfer** to transfer employees' **Time Sheet** calculations (such as overtime, allowances, etc.) into payroll. Only approved records can be transferred into payroll.



Here are the steps:

1. Choose the pay period and pay cycle that you want to process the Time Sheet calculations into. Pay cycle "E" is for End-Month, "M" is for Mid-Month and "S" is for Special Cycle.
2. Choose the date range of the **Time Sheet** records that you want to process into payroll. Do note that approved records[5] will be processed.

[5] The records do not necessarily need to be approved by all approvers in the approval flow in order to be eligible for payroll transfer as long as at least one approver in that approval flow had approved the records.

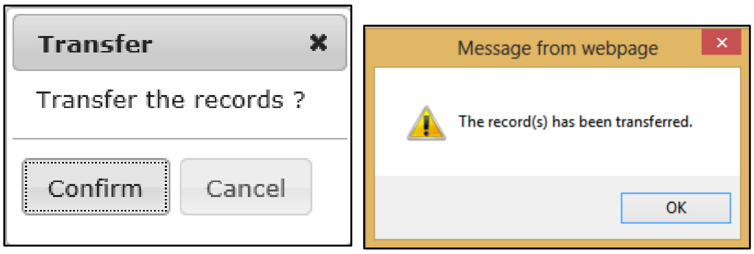
3. In the **Options** section, there are special functions that you can activate to affect the behaviour of the payroll transfer. Click on their checkboxes to tick them in order to activate them. Their functions are described in the 16.1 Options sub chapter.
4. If you want to specifically choose certain employees' final approved Time Sheet records to be transferred into payroll, you can use the **Filter** function. Click on the button to view more criteria options:
   a. Here, you can specify the "Company", "Department", "Cost Centre", "Category", "Section", "Employee" and "Pay Type" criteria. Employees who do not meet these criteria will be filtered out and their **Time Sheet** records will not be transferred into payroll.
   b. If you had selected more than two items in a single criteria, you can use the button to see all the items that you had selected.
   c. "Employee" drop-down list can be sorted by employee name by clicking on the Emp Name radio button or sorted by employee number by clicking on the Emp No radio button.
   d. For "Pay Type", you have a selection of four items. Refer to the table below for more information.

Pay Type	Meaning
SE	Monthly rated employees without overtime.
SN	Monthly rated employees subject to overtime.
D*	Daily rated employees.
H*	Hourly rated employees.

5. Click on the Calculate button to generate a list of employees that had fulfilled the criteria set in both the **Filter** function. Their calculated lateness, undertime and overtime hours based on the date range selected at "Date From" will be shown. Employees who do not have any **Time Sheet** records for the date range selected will not be shown in the list.

☑ Transfer?	Emp No	Emp Name	Late + Undertime	OT #1.0	OT #1.5	OT #2.0
☑	E001	Christopher Jimmy Lee Tan Ming	0.50	1.00	0.00	0.00
☑	E004	Darren Lee Hsiao Lung	1.50	4.00	3.00	6.00

6. On default, once the list is generated, all of the employees in the list are selected (their "Transfer?" checkboxes are ticked) for transfer into payroll. You can selectively choose the employees' **Time Sheet** records that you want to exempt from the transfer by clicking on their checkboxes to un-tick them.



7. Click on the Transfer button to begin transferring your selected employees' **Time Sheet** records' calculations (generated from the Calculate button) into payroll.
8. The Export button allows you to export the Time Sheet records' calculations generated from the Calculate button into an Excel document.

16.1 Options

This sub chapter explains the functions for each of the **Options**.

Update Pay Period

By enabling this function, if the final approved Time Sheet records were to be transferred into payroll, these records will be stamped with the pay period and pay cycle of that transfer.

When this happens, these records cannot be transferred into other pay periods and pay cycles except to those stamped with these records.

To see the stamping in **Time Sheet**, the columns “Pay_Period” and “Pay_Cycle” must be enabled in **Time Sheet**.

OT L/C

“OT” stands for Overtime, “L” stands for Last Month and “C” stands for Current Month.

For employees’ final approved **Time Sheet** records that are crossing over from previous month to current month, the Administrator can use this function to clearly segregate last month’s overtime hours and this month’s overtime hours earned by employees when transferring them over to payroll.

In this way, TIMES Payroll can process employees’ last month’s overtime hours based on their last month’s hourly rate and this month’s overtime hours based on their current hourly rate.

Exclude Terminated Employee

If this function is enabled, **Time Sheet** records of terminated employees will not be transferred into payroll even though their records were final approved.

The affected employees are those who have terminated employment prior and up to the date range specified at “Date From” for the payroll transfer. Employees who have terminated employment after this date range will not be excluded.

Here are some examples:

Employee Name	Employment Termination Date (DD/MM/YYYY)
Alfred	01/01/2000
Jimmy	31/12/2010
Kenny	16/02/2016
Jane	14/03/2016
John	15/03/2016

Payroll Transfer Date Range: (DD/MM/YYYY)	**15/02/2016 – 14/03/2016**

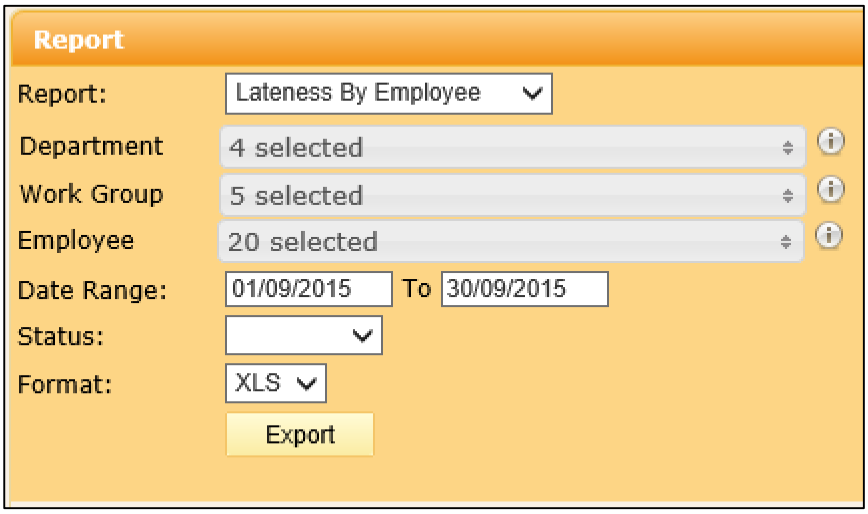
Result:

Employees Excluded from Payroll Transfer	Employees Included in Payroll Transfer
Alfred	John
Jimmy	
Kenny	
Jane	

Chapter 17. Reports

You can access the report by clicking the **Report** option at the HR menu.

At the Report web page, you are presented with the report criteria filters.



1. Choose the "Report" first followed by the criteria that you require such as "Department", "Work Group", "Employee" and "Date Range". If multiple choices had been selected, clicking on the button will show the selected items' list in a **Dialog** pop up window.
2. The "Status" dropdown list criterion shows the list of **Time Sheet** statuses. This list is only applicable for reports that show time sheet records. Blank "Status" means all statuses.
3. Each report can be generated into an Excel or PDF document. Choose your desired report format at "Format".
4. Click Export to generate the report.

17.1 List of Reports

The following is a list of reports available for the Administrator.

Timesheet in Details

A report to show the employee's detailed Time Sheet information.

Timesheet in Summary

A report to show the employee's total work, normal, late, under-time and overtime hours for the period.

Lateness By Date

A report to show the days that the employee was late for work in a Time Sheet format and the amount of late hours that the employee had accrued for the period.

Lateness By Employee

This report shows the exact day that the employee was late for work and the number of late hours that the employee had accrued for that day within the selected date range.

Odd Clocking

This report is used to identify the days that the employee clocked in but did not clocked out from work shift, clocked out but did not clock in for work shift and completely did not clock in and out for work shift.

Under Time By Date

This report shows the exact day that the employee had clocked out early from work and the number of the employee's under-time hours for that day within the selected date range.

Under Time By Employee

A report to show the days that the employee had clocked out early from work in a Time Sheet format and the amount of the employee's under-time hours for the period.