timecheck

ANGLER
An ISO 9001 Company

Contents

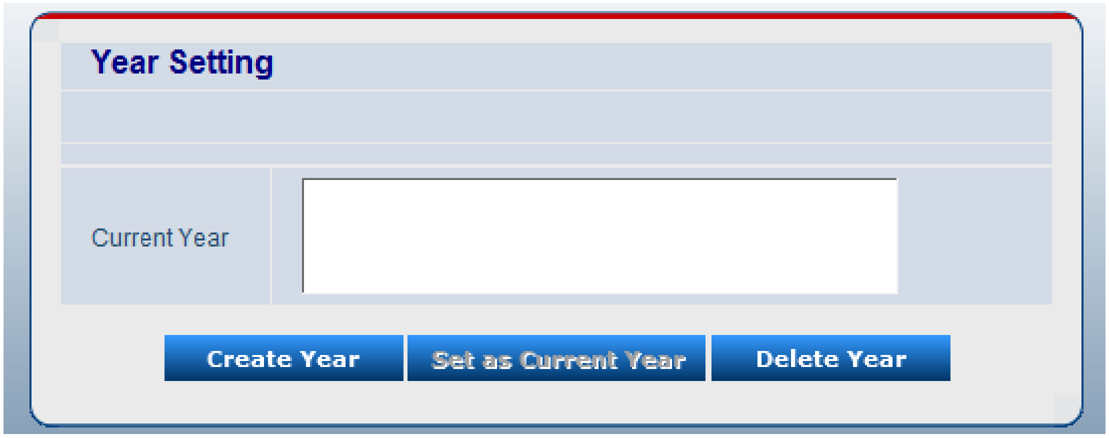
1. ORGANIZATIONAL MANAGEMENT:

1.1. How to configure Year settings

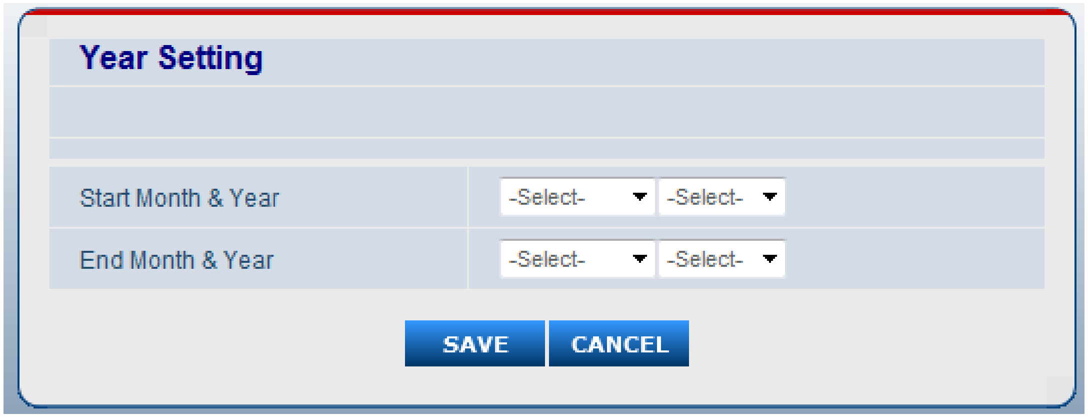
Create Year

Step 1 : Login with Valid user name and Password

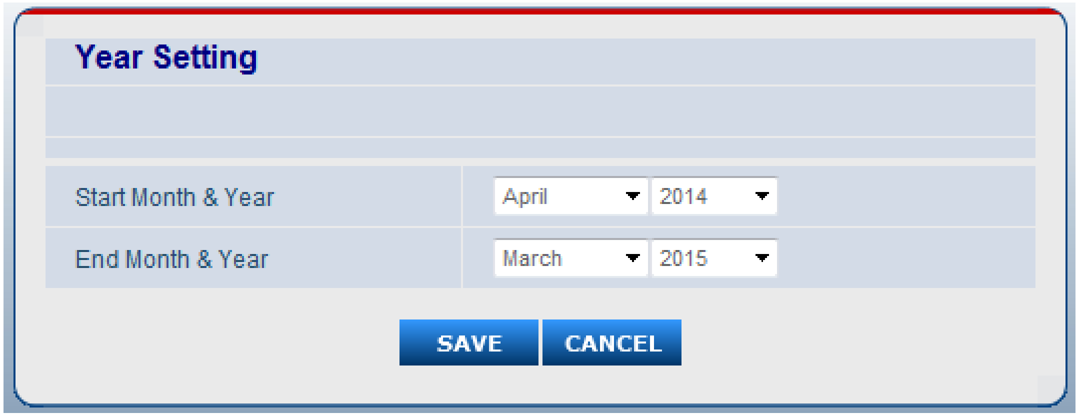
Step 2 : Click on the menu ***Organizational Settings*** → ***Create Year*** , as shown in the below screen shot .



Step 3 : Select ***Start Month & Year*** in respective drop downs .

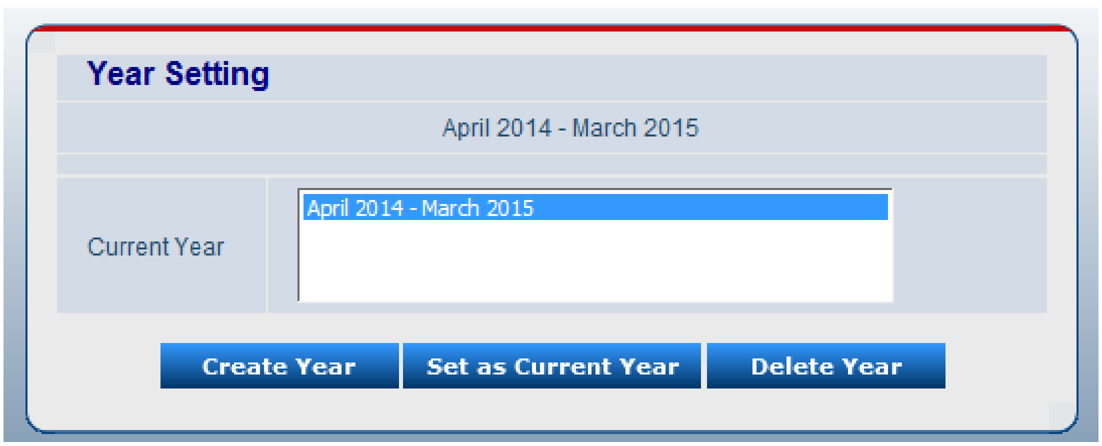


Step 4 : Select ***End Month & Year*** in respective drop downs as shown in the below screen shot.



Step 5 : Click on the ***Save button*** to save the Year settings .

Step 6 : After save the Year settings , the configured Year settings as shown in the below screen.

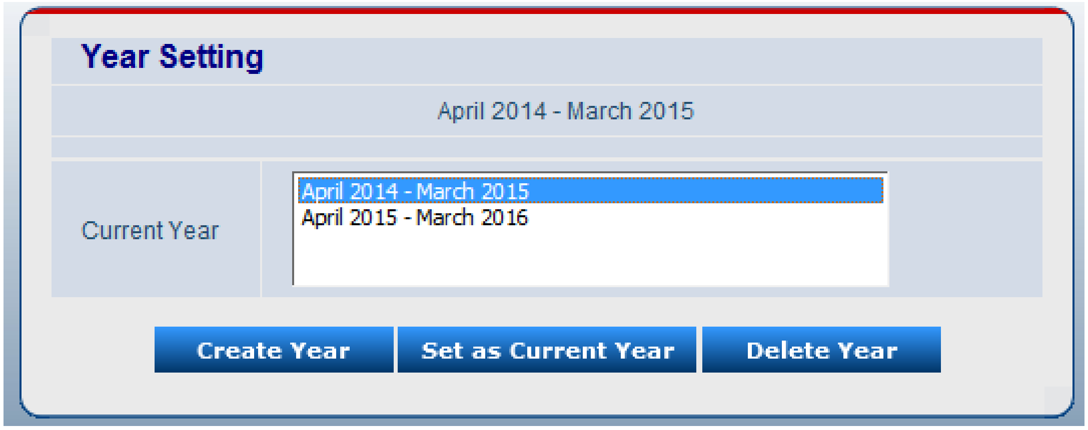


Set as Current Year

Note : Time check application by default set the current year when only year displayed in Year settings column.

When More than one Year settings are there kindly follow the below steps

Step 1: Select the desired Year settings in current Year column as shown in the below screen



Step 2 : Click on the Set as current Year button to set the current year.

Delete Year

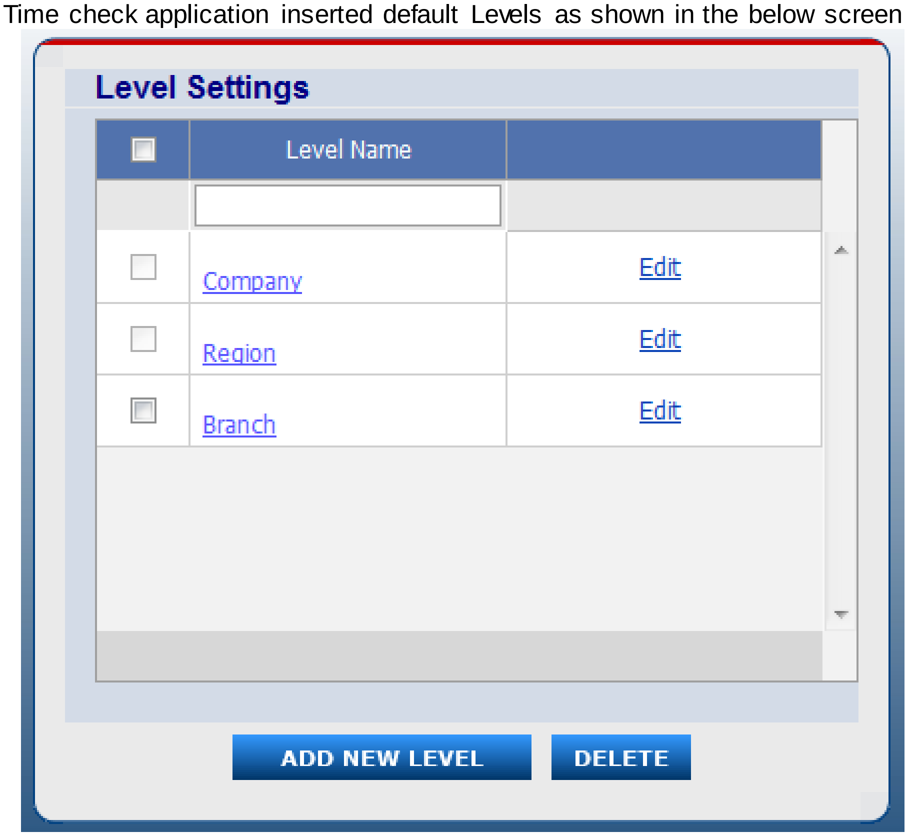
Note: we cannot delete currently working year settings

Step 1 : Select the desired year settings

Step 2 : Click on the Delete Year button to delete the Year settings.

1.2. How to configure Level Settings

Note : By default Time check application inserted default Levels as shown in the below screen .

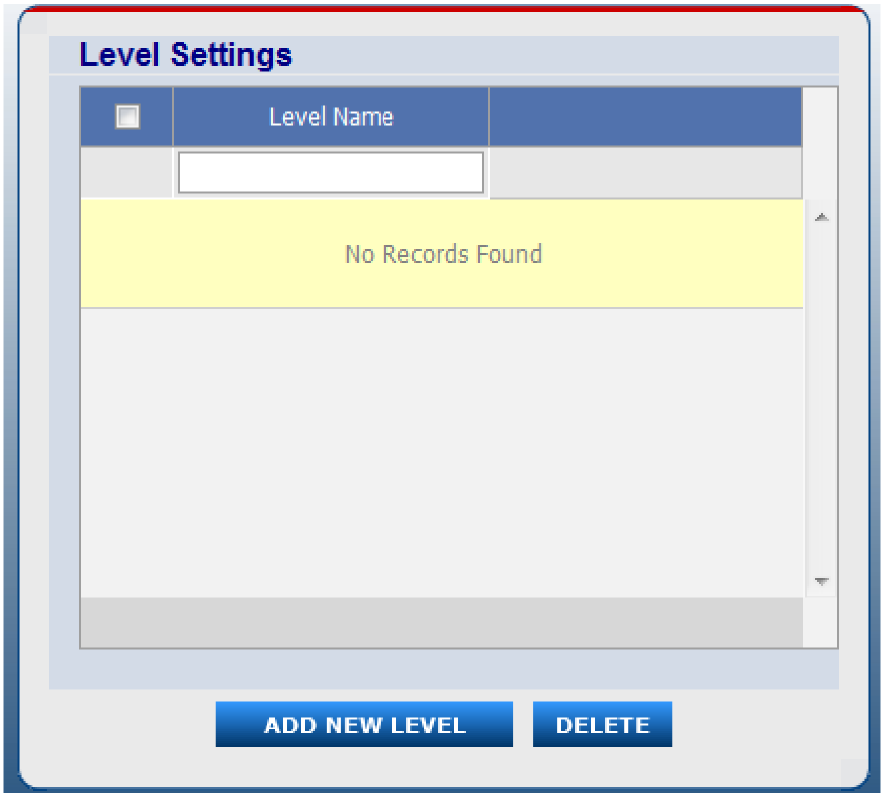


If the user need different Organizational structure then kindly follow the below steps.

Step 1 : Select the Branch check box and click on the ***delete button*** .

Step 2 : After delete the Branch level , select the Region check box and click on the ***Delete button***.

Step 3 : After delete the Region level , Select the Company check box and click on the Delete button to delete the company level and screen will display as shown in the below screen.

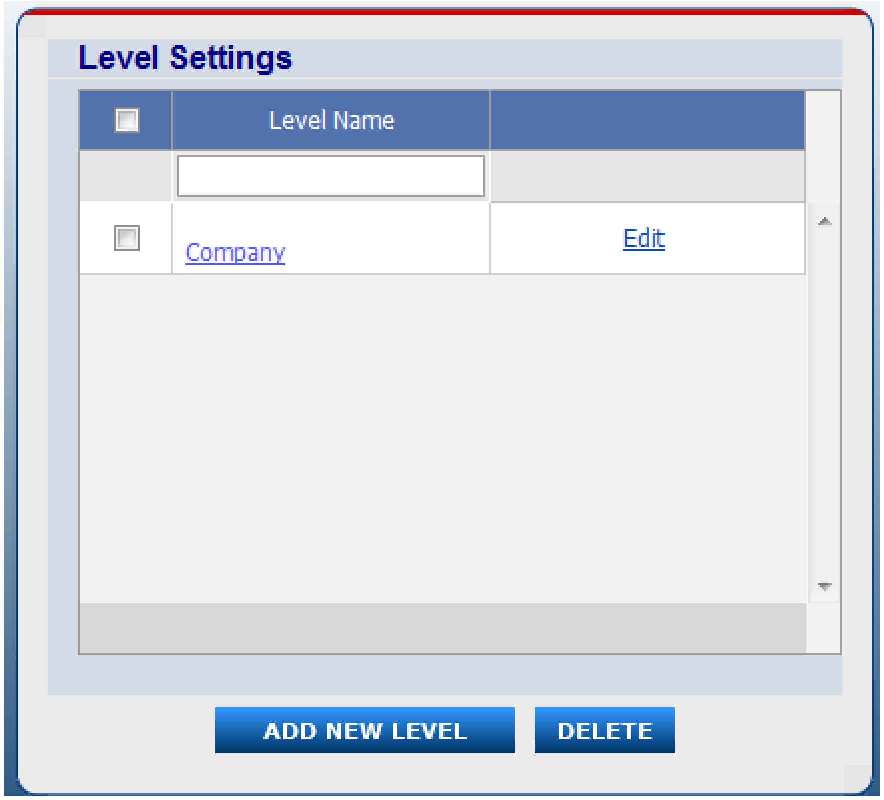


Add New Level

Step 1 : Click on the ***Add New Level*** button .

Step 2 : Enter the Level name in ***Level name*** filed as shown in the below screen

Step 3 : Click on the ***Add Child Level button*** to add level and it will displayed as shown in the below screen .



Edit Level Name

After Create the levels if the user need to change the level name then kindly follow the below steps.

Step 1 : Click on the ***Edit button*** with corresponding Level name

Step 2 : Edit the ***Level Name*** and click on the ***Update link*** to update the modified level name.

Step 3 : If the User don't want to modify the name then click on the ***cancel button*** to display the level name as it is .

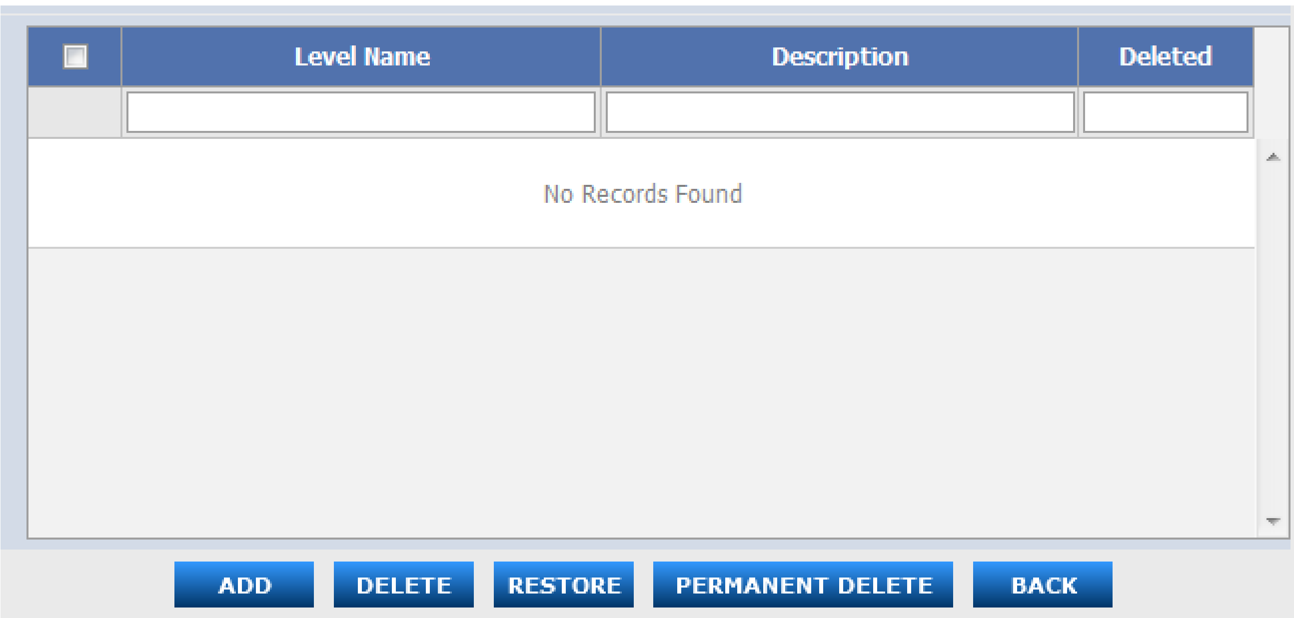
1.3. How To Create Organization

Timecheck application is includes handy wizards to adding the organization one or more , To add organization kindly follow the below steps.

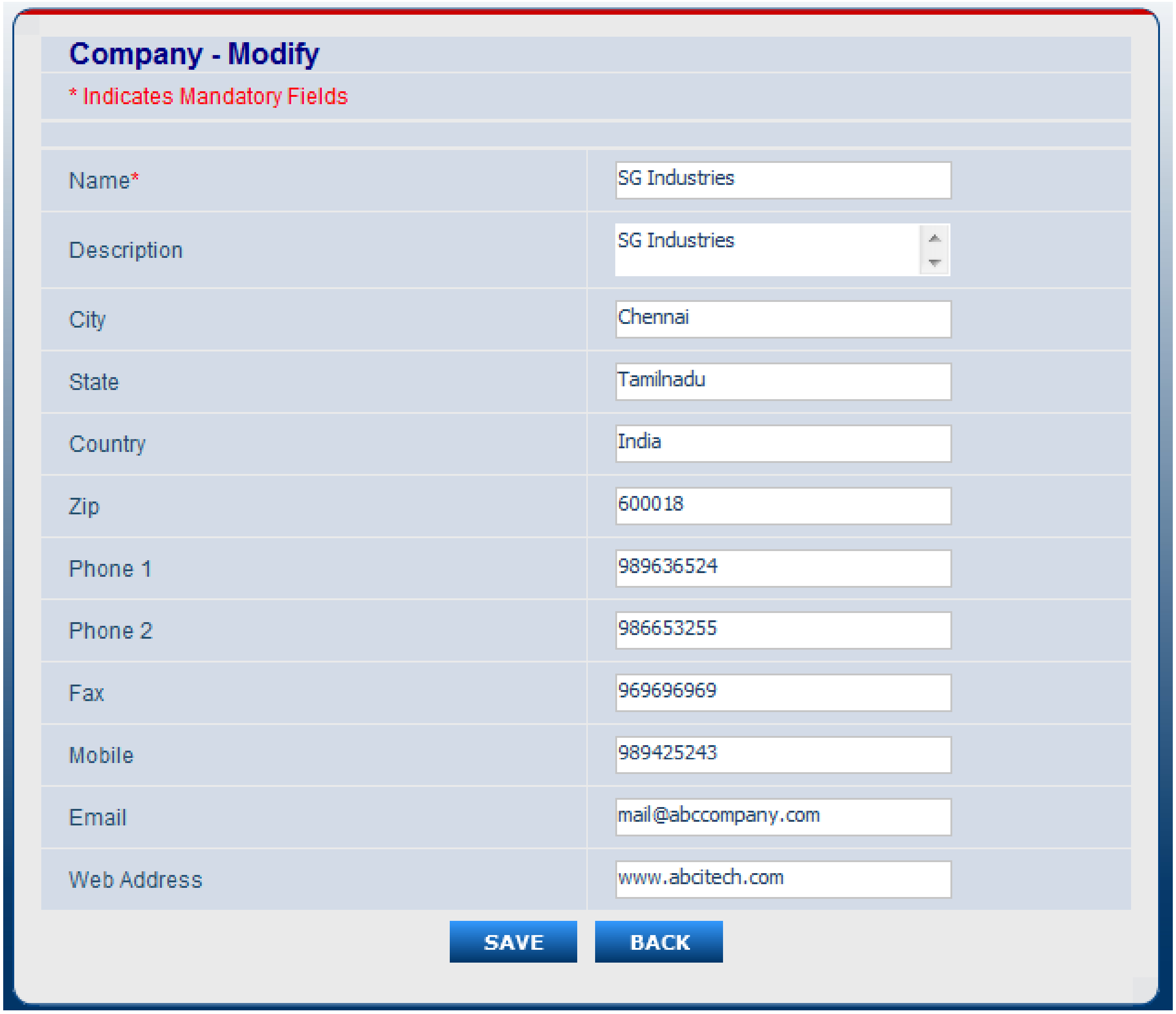
Step 1 : Select ***Masters*** → ***Organization Levels.***

Step 2 : Click on the ***Level Name*** (company) which has been created in ***Level settings.***

Step 3 : Click on the ***Add button*** to add new organization as shown in the below screen.

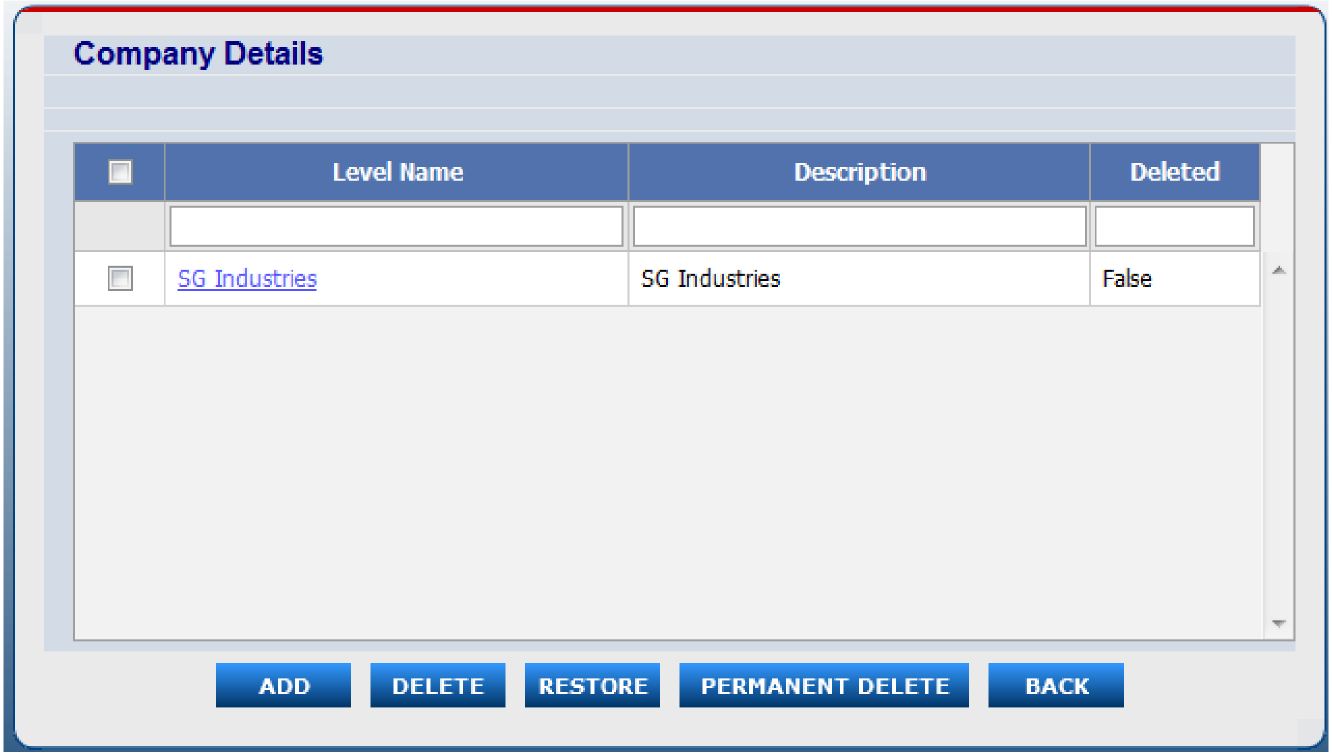


Step 4 : Enter all the organization details in Company Add New window and click on the save button as shown in the below screen.

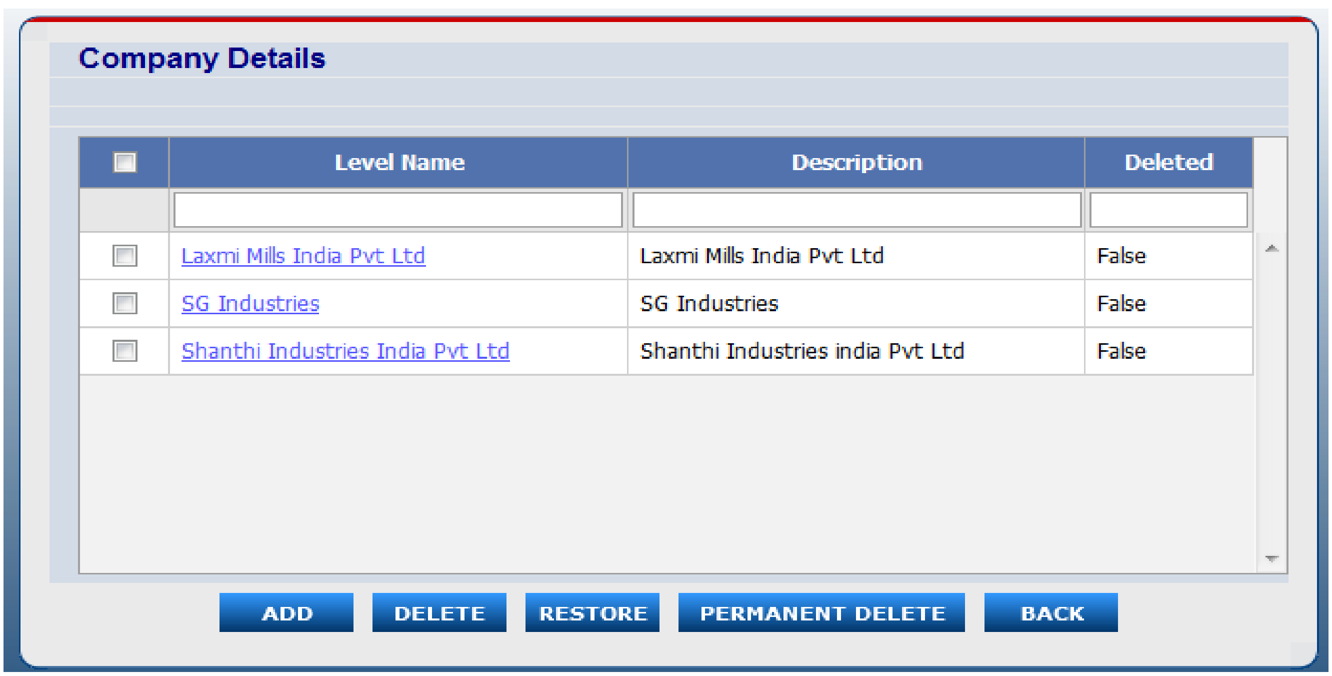


Step 4 : Enter all the organization details in Company ***Add New*** window and click on the save button as shown in the below screen.

Step 5 : Click on the ***Save button*** to save the new organization and it will display as shown in the below screen.



Note : Here the User can add more then one company by using the above same steps and the companies will display as shown in the below screen.



Modify Organization

Step 1 : Click on the ***Level name*** which is going to modify and it will redirected to organization view page .

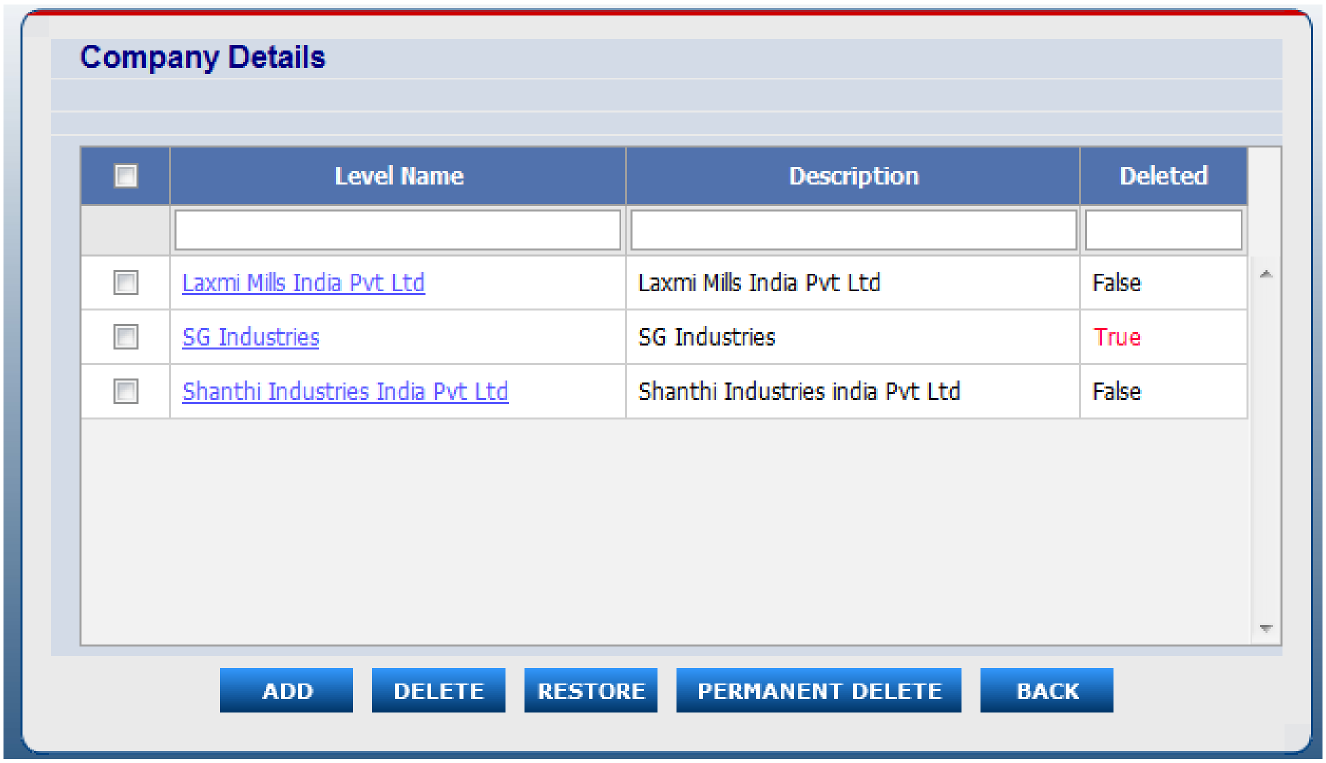
Step 2 : Click on the ***Modify button*** to modify the organization details as shown in the below screen.

Step 3 : Edit the required details and click on the ***Save button*** to save the modified organization details.

Delete the Organization

Step 1 : Click on the ***Level name*** which is going to Delete and click on the ***deleted button*.**

Step 2 : Now the Organization deleted temporarily (the deleted organization is displayed as " TRUE " under deleted column as shown in the below screen.



Step 3 : Again select the Level name for permanent delete and click on the permanent delete button to delete the level name permanently.

Note : Remember , The User can't able to permanent delete the organization when that particular Organization's transactions has been started.

Restore the Organization:

Here the user can Restore the organization which has been already deleted and deleted status should be True.

Step 1 : Select (Check the check box) the desired level names where the deleted status has True to restore the level name.

Step 2 : Click on the ***Restore button***

2. DEVICE MANAGEMENT

2.1. How to configure Terminal Data type

Add Terminal Data Type

Configuration with RDBMS

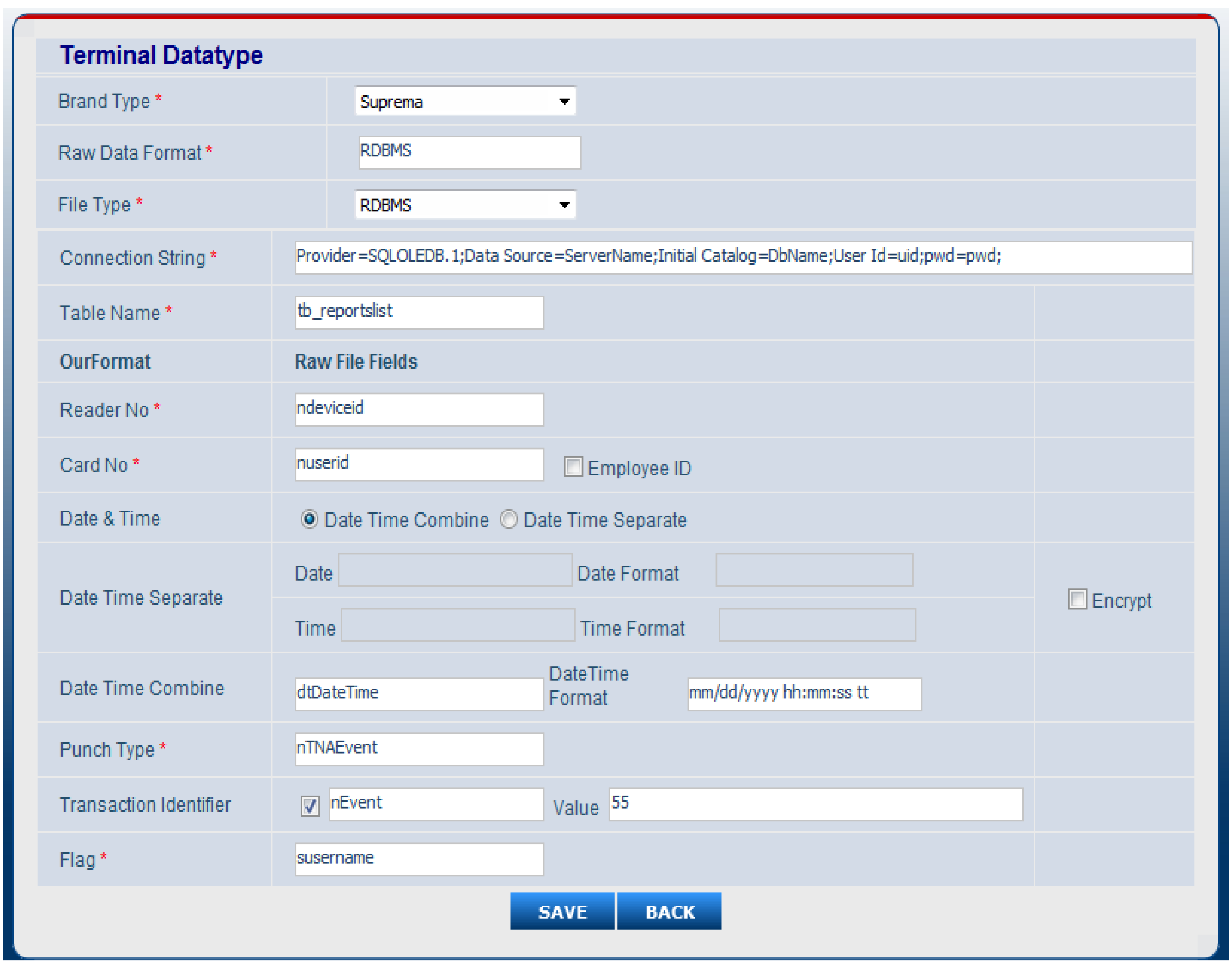
Step 1 : Click on the menu ***Masters*** → ***Terminal*** → ***Terminal Data Type***

Step 2 : Click on the ***Add button*** to add the Terminal Data Type .

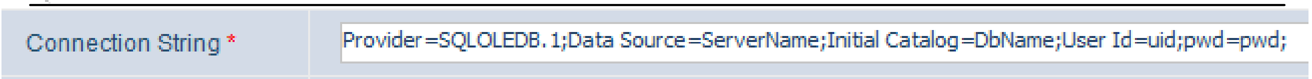
Step 3 : Select the ***Brand Type*** from the drop down list .

Step 4 : Enter the ***Raw data Format*** as shown in the below screen .

Note: When a user select Raw data format as ***RDBMS*** then follow the below steps



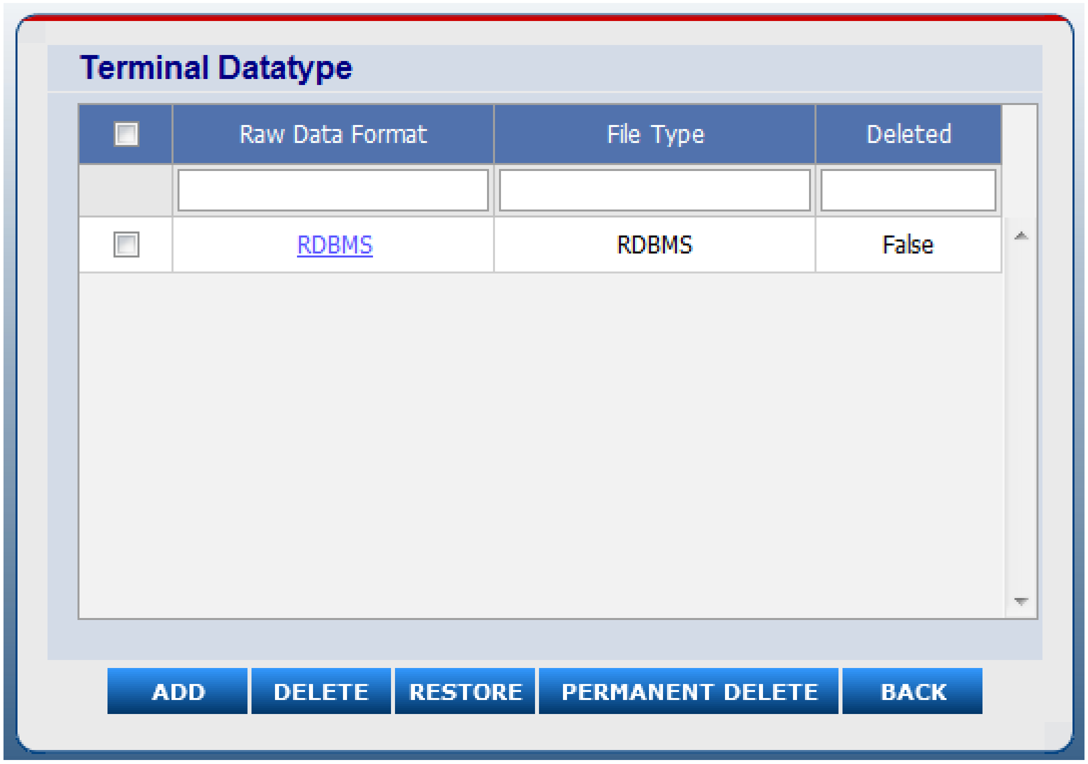
Step 5: Enter the Data Source that means “where the Bio Star Data base has persist” such as <machine_name>/SQL2008.



Step 6: Enter the DB name (Bio star Data Base name) in Initial Catalog. (For ex : Bio star)

Step 7: Enter the Database server User name and Password in above connection string.

Step 8: Click on the Save button to save the Terminal Data Type and it will display as shown in the below screen.



Configuration With MDB

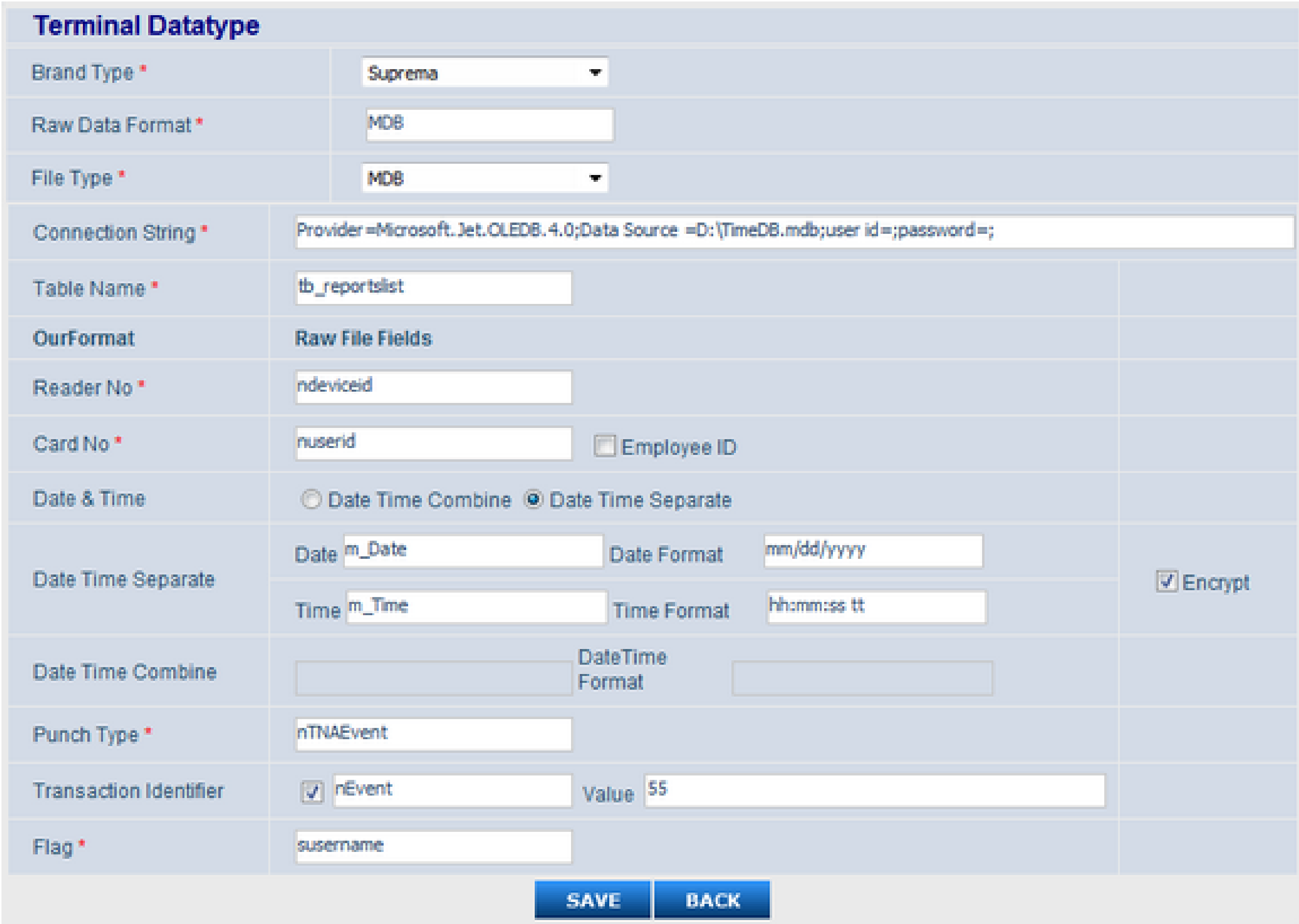
Step 1 : Click on the menu ***Masters → Terminal → Terminal Data Type***

Step 2 : Click on the ***Add button*** to add the Terminal Data Type .

Step 3 : Select the ***Brand Type*** from the drop down list .

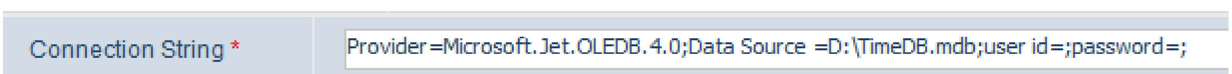
Step 4 : Enter the ***Raw data Format*** as MDB (as user wish).

Step 5 : Select the ***File Type as MDB*** from the drop down list



Step 6: Fill the Connection String in the Text Box.

The format of the Connection String is as follows



Where Data Source is the location of the MDB File, user id is the User Id for MDB and password is Password for the MDB.

Step 7: Fill Table Name in the Text Box from which the Windows Service reads the Data

Step 8: Map the fields in the MDB in the Reader No, Card No, Date & Time and Type Text Boxes.

Step 9: Click the Save Button to save the Terminal Data Type Details

Configuration With Delimiter

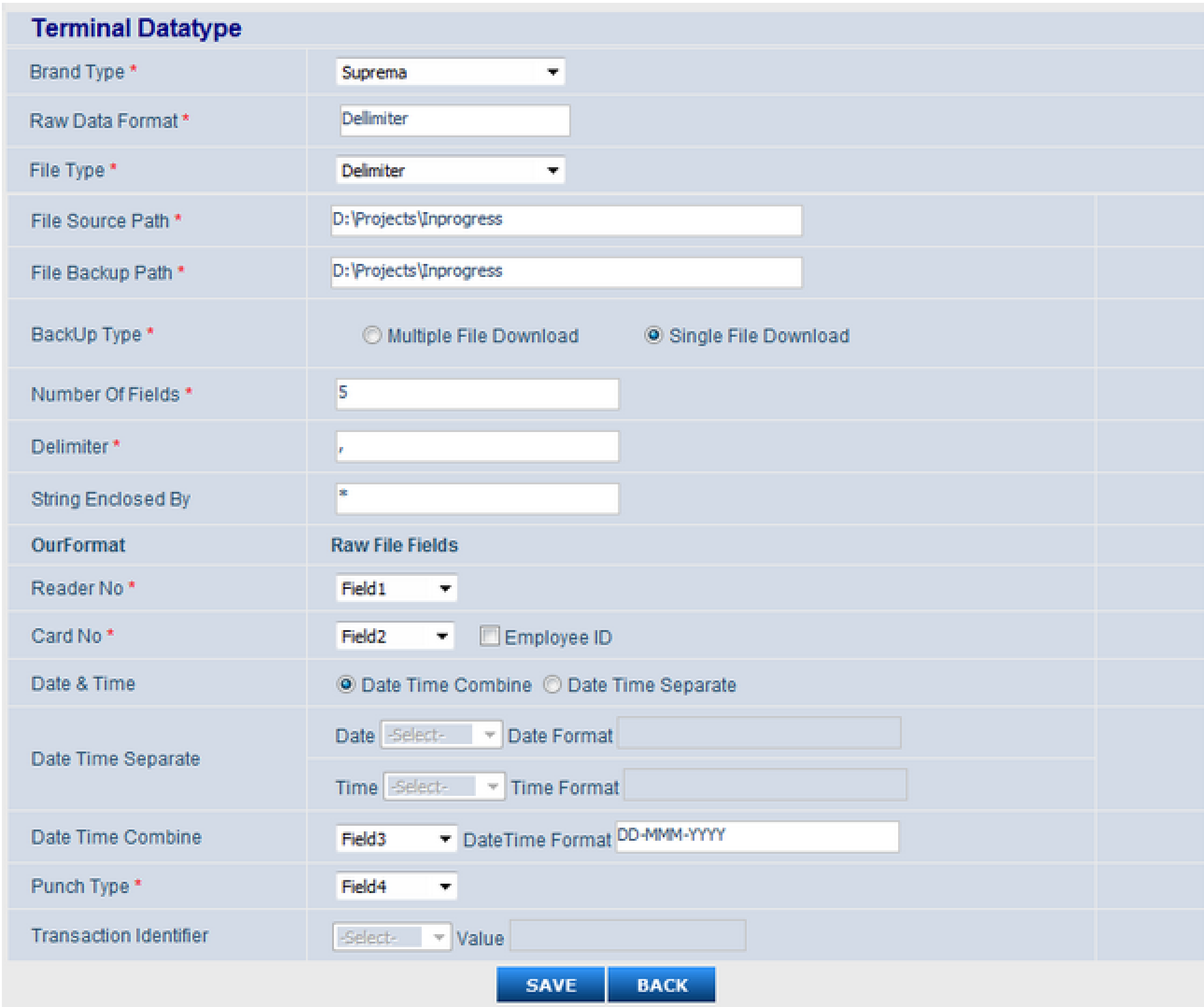
Step 1 : Click on the menu ***Masters*** → ***Terminal*** → ***Terminal Data Type***

Step 2 : Click on the ***Add button*** to add the Terminal Data Type .

Step 3 : Select the ***Brand Type*** as from the drop down list .

Step 4 : Enter the ***Raw data Format***

Step 5 : Select the File Type as ***Delimiter*** from the drop down list.



Step 6: Fill the File Source Path where the Delimiter Text Files are stored so that Windows Service can read.

Step 7 : Fill the File Backup Path where the Delimiter Files are stored after read by the Windows Service.

Step 8 : Fill the Number of Fields in the Text Box. Enter the number of fields based on how much fields the Delimiter Text Files contains. On selecting the Number of Fields, that many numbers of fields will be added in the Raw File Fields Dropdown Lists.

Step 9 : Fill the Delimiter and String Enclosed By in the appropriate Text Boxes.

Step 10 : Select the fields in the Dropdown Lists. Selection of Fields will be based on the Text File.

Step 11: If the Delimiter Files contains Date and Time together, then select the Date Time Combine Radio Button. Otherwise, select Date Time separate Radio Button.

Step 12 : Select the Transaction Identifier Check Box if applicable. If transaction identifier is applicable, then select the field in the drop down based on the text file and set the transaction identifier value. Transaction Identifier is used to take the success punches alone.

Step 13 : Finally, Click the Save Button to save the Terminal Data Type Details.

Configuration With Fixed Length.

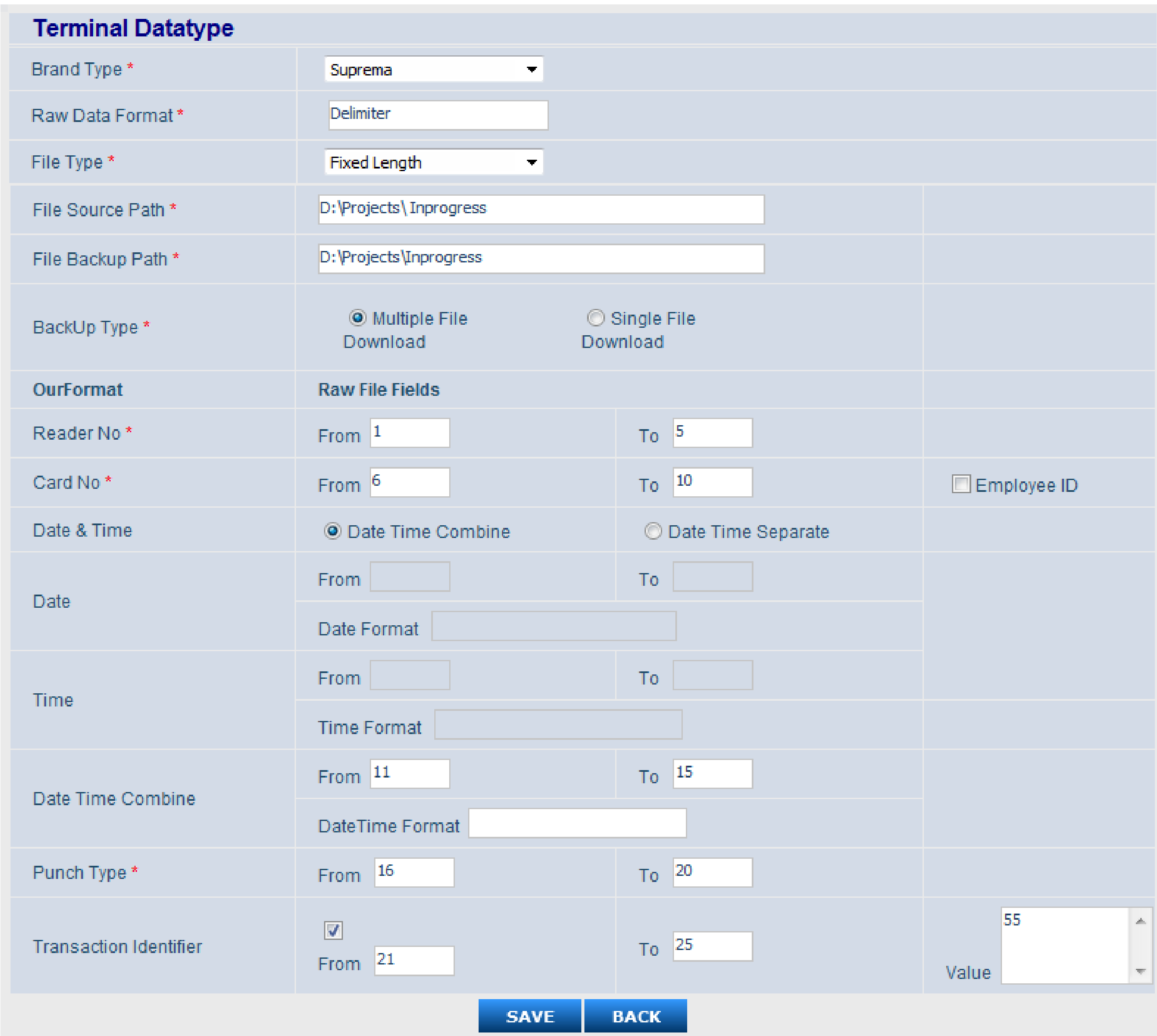
Step 1: Click on the menu ***Masters* → *Terminal* → *Terminal Data Type***

Step 2: Click on the ***Add button*** to add the Terminal Data Type.

Step 3: Select the ***Brand Type*** as from the drop down list .

Step 4: Enter the ***Raw data Format***

Step 5: Select the File Type as ***Fixed Length*** from the drop down list.



Step 6: Fill the File Source Path where the Fixed Length Text Files are stored so that Windows Service can read.

Step 7: In From Text Box, enter the Starting position of the Reader No in the Fixed Length Text File and in To Text Box, enter the number of characters present from Start Position to End Position. Likewise From and To Text Boxes should be filled for Card No, Date, Time, Date & Time and Type.

Step 8: If the Fixed Length Files contains Date and Time together, then select Date Time Combine Radio Button. Otherwise, select Date Time separate Radio Button.

Step 9: Select the Transaction Identifier Check Box if applicable. If transaction identifier is applicable, then fill From and To Text Boxes based on the text file and set the transaction identifier value. Transaction Identifier is used to take the success punches alone.

Step 10: Finally Click the Save Button to save the Terminal Data Type Details

Modify Terminal Data Type

Step 1 : To modify the Raw data format , Select the desired Raw Data Format.

Step 2 : Click on the Modify button and edit the required filed data as shown in the below screen.

Terminal Datatype

Brand Type	Suprema
Raw Data Format	RDBMS
File Type	RDBMS
Connection String	Provider=SQLOLEDB.1;Data Source=angler17\sqlexpress;Initial Catalog=biostar;User Id=sa;pwd=welcome;
Table Name	tb_reportslist
OurFormat	Raw File Fields
Reader No	ndeviceid
Card No	nuserid
Date & Time	Date Date Format Time Time Format
Date & Time	dtDateTime DateTime Format mm/dd/yyyy hh:mm:ss tt
Punch Type	nTNAEvent
Transaction Identifier	nEvent Value 55
Flag	susername
Deleted	False

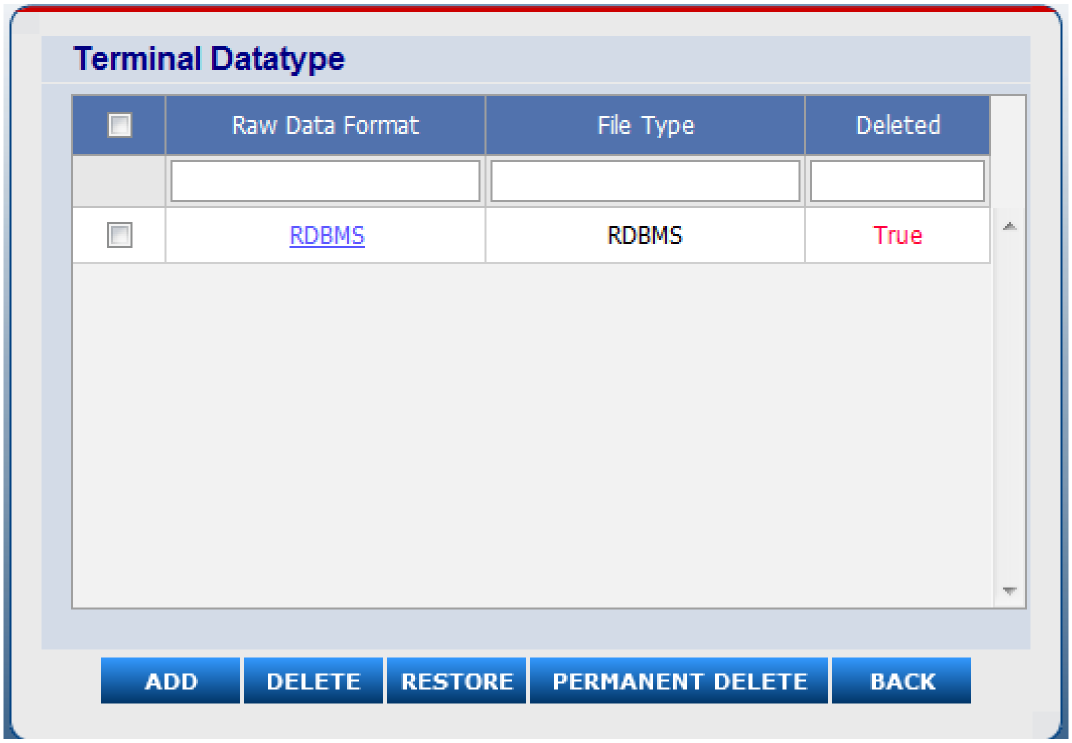
MODIFY DELETE PERMANENT DELETE BACK

Step 3: After Modified the Terminal Data Type click on the Modify button to save the modified Terminal Data Type.

Delete Terminal Data Type

Step 1 : To Delete the Raw data format , Select the desired Raw Data Format by using the respective check box.

Step 2 : Click on the Delete button to delete the Raw data format temporarily as shown in the below screen .



Step 3 : If the User wants to delete the Raw data format permanently then click on the Permanent delete.

Restore Terminal Data Type

Here the user can Restore the Terminal Data type which has been already deleted and deleted status should be "True".

Step 1 : Select (Check the check box) the desired Terminal data type which is in the deleted status has True to restore.

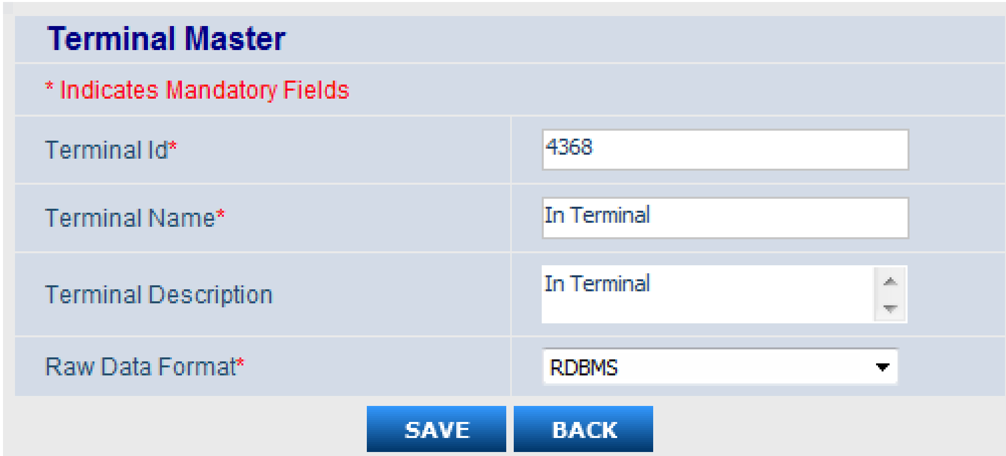
Step 2 : Click on the *Restore button*.

2.2. How to configure Terminal Master

Add Terminal Master

Step 1 : Click on the menu *Master → Terminal → Terminal Master .*

Step 2 : Enter the Terminal Id , Terminal Name . (Terminal Means Device Id)



Step 3 : Select the Raw date Format from the drop down list (Here will list all the raw data format which has been added in Terminal data Type screen) as shown in the below screen.

Step 4 : Click on the save button to save the Terminal Master

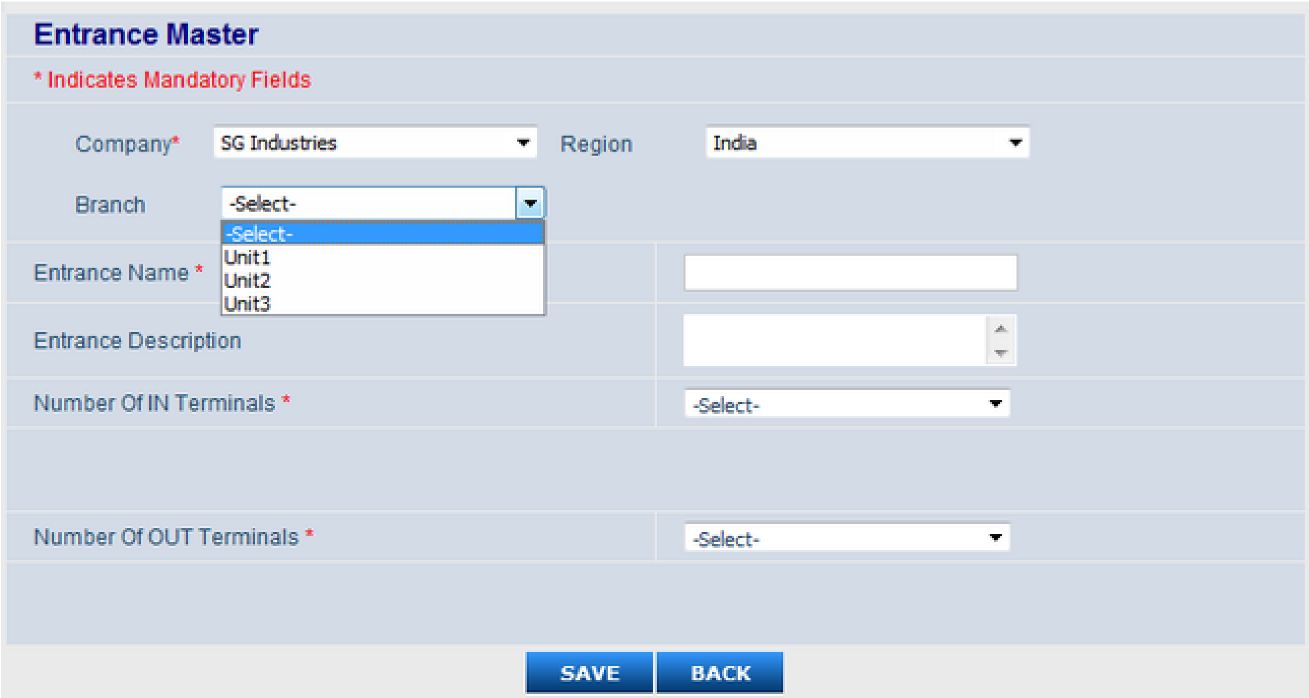
Note : *Here the user can able to add more than one terminals by using the above same steps as shown in the below screen.*

2.3. How to configure Entrance

Add New Entrance

Step 1 : Click on the menu *Master → Entrance → Add .*

Step 2 : Select organization levels as shown in the below screen .

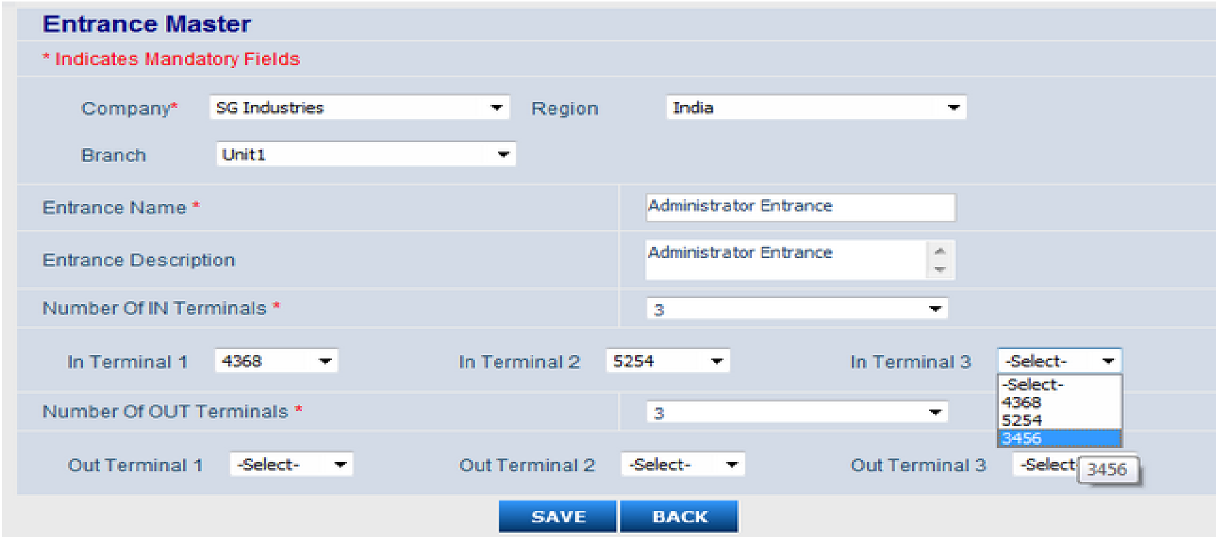


Step 3: Enter the Entrance name and Entrance Description.

Step 4: Select no of ***IN Terminals*** and and No of ***OUT Terminals*** *(here the user need to select How many Terminals (devices) are need for that particular Entrance .) as shown in the below screen.*

Note : In the above screen the user selected 3 terminals(devices) for In Terminal and 3 Terminals(devices) for OUT Terminals)

Step 5 : Select the ***Terminal ids*** for In Terminal and Out Terminal as shown in the below screen.



Note : Here all the Terminals (devices) will load in Number Of IN Terminals and NO Of Out Terminals . The user can select the desired Terminals for IN and OUT .

Step 6 : Click on the save button to save the Entrance.

2.4. How to configure Punch Types

In Timecheck application have Two different shift types called

1. Function Key Shift type
2. Free Scan Shift type

Function Key Shift Type

In This shift type , The Terminal (device) have function keys and the user can configure the punch types for that each and every function keys , the same configuration should made in bio star application.

How to Configure Punch Type for Function Key Method

Follow the Steps with Bio star Software

1. Connect the Devices With Bio Star Software
2. Create Punch Types with respective Function keys under Devices → T&A tab as shown below

   In bio star Software, we have configured the punch types under Devices → T & A tab as below

   Shift in = F1

   Shift Out = F2

   Break In = F3

   Break Out = F4

   Lunch in = 1

   Lunch out = 2

   Official In = 3

   Official Out = 4

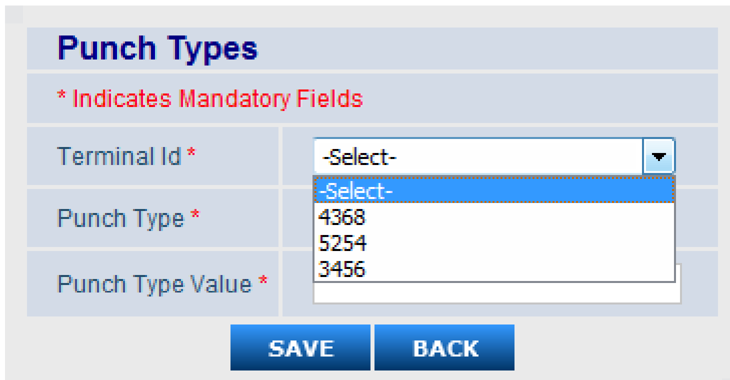
Kindly Follow the below steps in Timecheck Application

3. Create Terminals as mentioned in earlier screens
4. Create Entrance as mentioned in earlier screens
5. Create punch Types with following steps

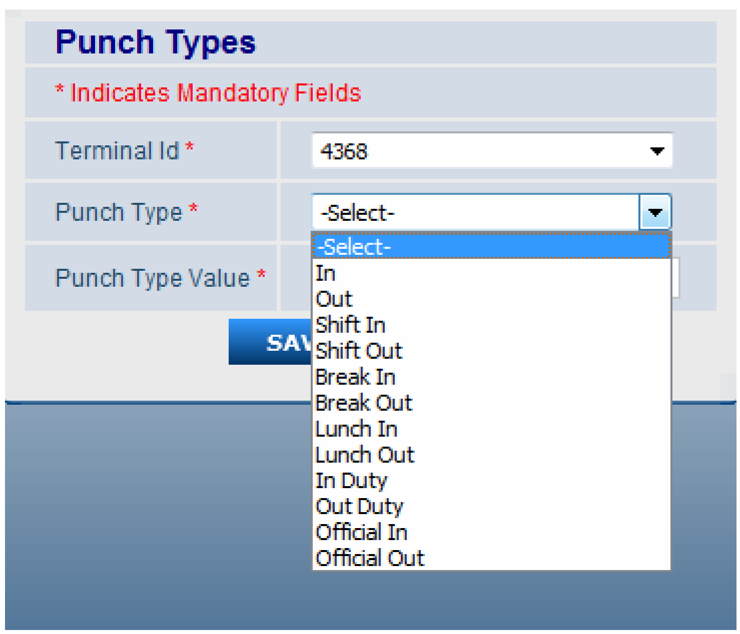
Step 1 : Click on the menu Masters → Punch Types

Step 2 : Click on the Add button to add punch types.

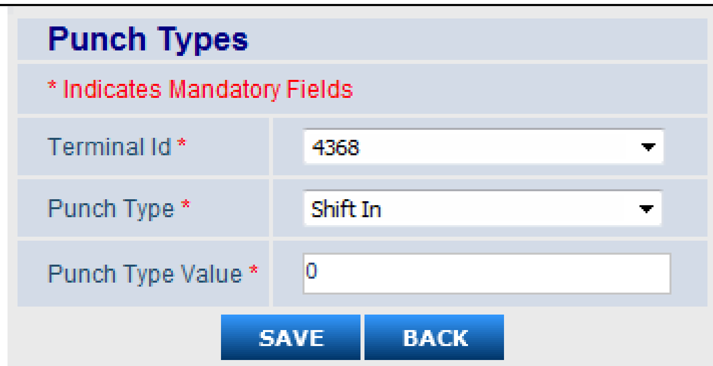
Step 3 : Select the Terminal Id (here will display all the terminal devices which has been created in Terminal screens) as show in the below screens



Step 4 : Select the Punch Types from the Drop down list (here will list default punch types) as shown in the below screens.



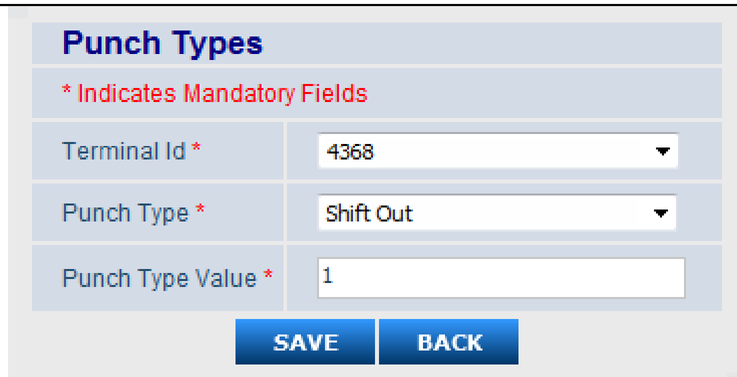
Step 5 : Select the Shift In punch Type and enter the Punch Type value for Shift in is = 0 as shown in the below screen .



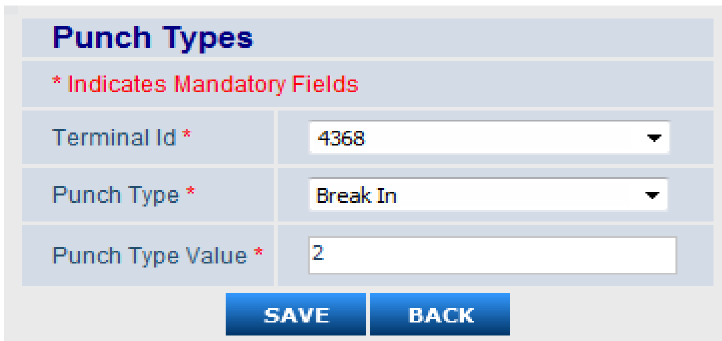
The punch type value 0 for F1, because in Bio Star application we have configured for shift IN = F1 function key, so for F1 function key's corresponding Timecheck Punch type value = 0 and for other function keys find the values below.

FUNCTION KEY	PUNCH TYPE VALUE
F1	0
F2	1
F3	2
F4	3
0	4
1	5
2	6
3	7
4	8
5	9
6	10
7	11
8	12
9	13

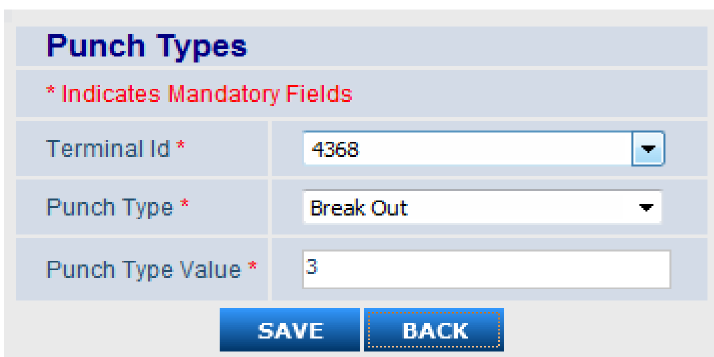
Kindly find below screen for Shift out



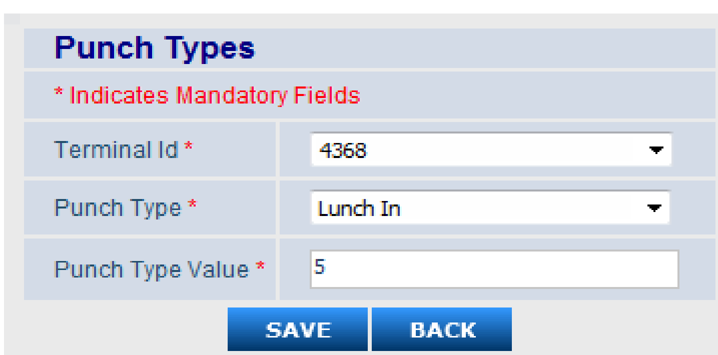
Kindly find below screen for Break IN



Kindly find below screen for Break OUT

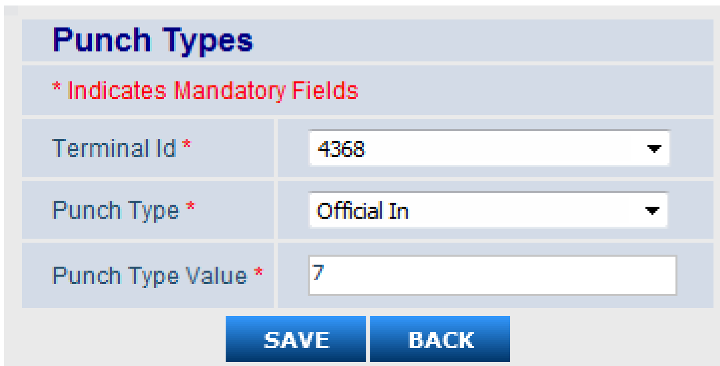


Kindly find below screen for Lunch IN

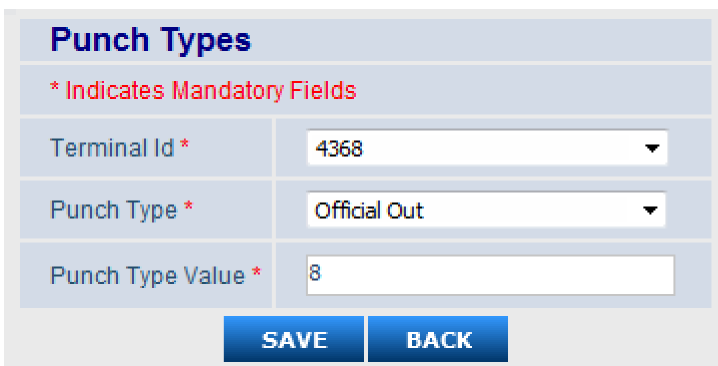


Kindly find below screen for Lunch OUT

Kindly find below screen for Official IN



Kindly find below screen for Official OUT



User can configure the same punch types for other terminal by using the same above steps.

Punch Type Configuration with Free scan shift Type

Free scan shift type behaves as Odd Punches are called Shift In punches and Even punches are called Shift Out punches

Kindly follow the below steps to create punch types for Free Scan Shift Type .

Step 1 : Create Terminals in Timecheck as mentioned above screens under Terminal title.

Step 2 : Create Entrance in Timecheck as mentioned above screens under Entrance title.

Step 3 : Click on the menu Masters → punch Types

Step 4 : Select the Terminal id (4368) from Terminal id drop down.

Step 5 : Select punch type as IN

Step 6 : Enter the Punch type value as 4368 (Terminal Id and Punch Type value should be same)

Note : Here The user no need to configure for OUT punch separately . Because In Free scan functionality First punch will be consider as IN and Second punch will be OUT.

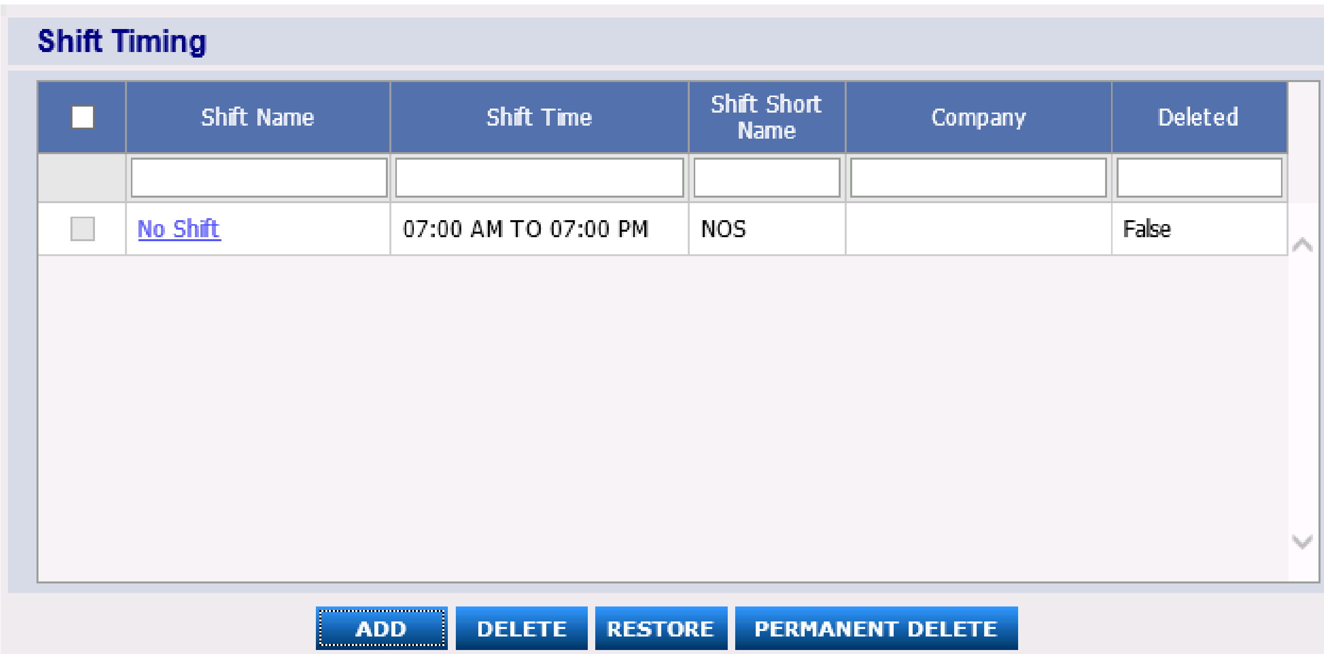
3. SHIFT MANAGEMENT:

3.1. How to create the Shift

Preloaded Shift

In the Shift Master screen before creating any shift by the user, the application itself will carry 'No shift' which will be common to all the company. It will work when both the things are not happened

1) Employee haven't allocated with any shift
2) The Organization of that employee is also not having any default shift



Create Shift with Morning Shift Timings

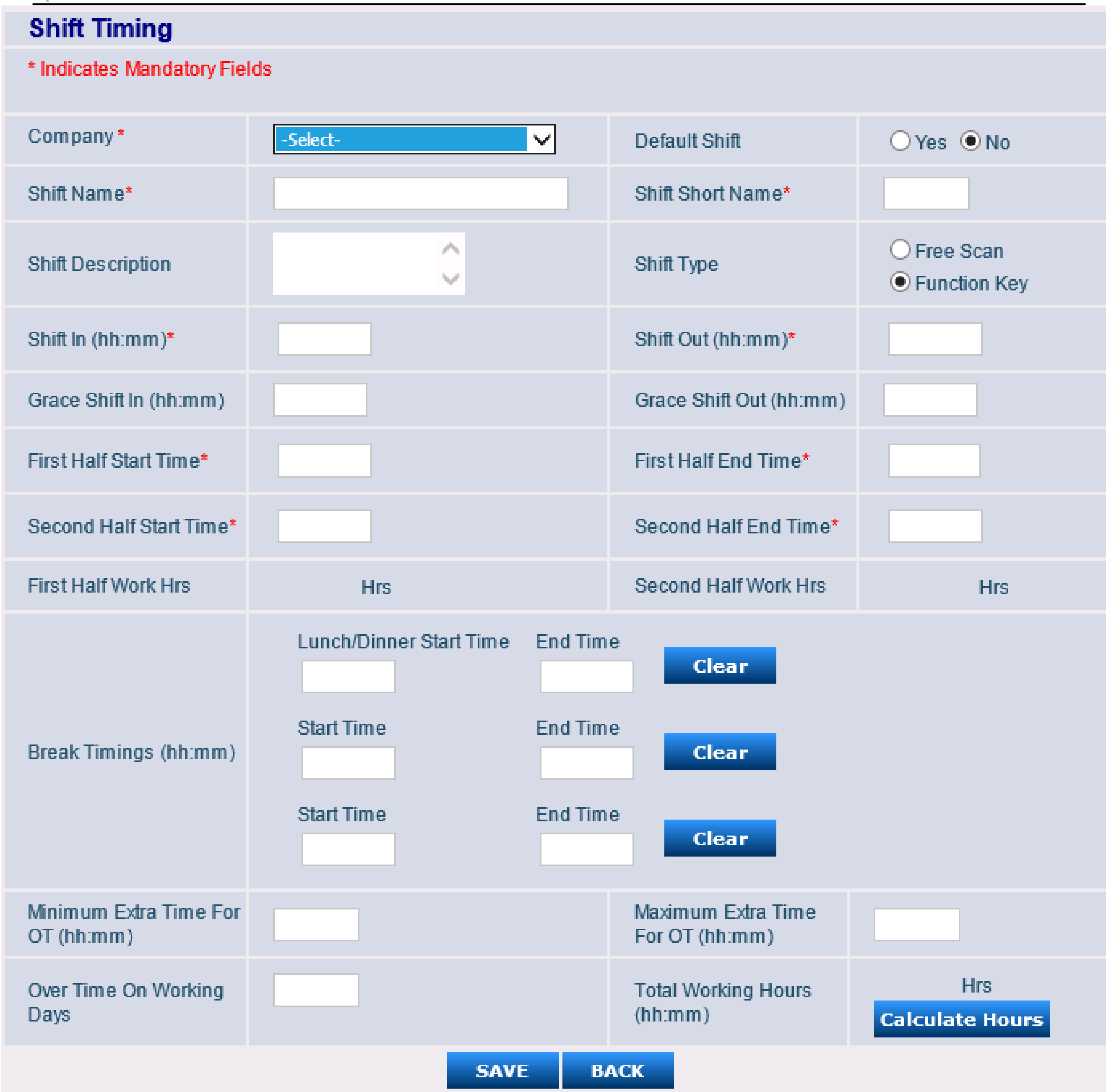
Step 1: Login with Valid user name and Password

Step 2: Click on the menu ***Masters* → *Shift* →*Shift Master***, as shown in the above screen shot.

Step 3: Click on the Add button the Shift add screen will be displayed as shown below

Step 4: Select the Company enter the organization Shift Name, Shift Short Name.

Step 5: Select the Shift Type either Free scan or Function key



Function Key – In an organization if they are following the punches along with function key press or other key press in the device then they can go for Function Key option.

Example: Employee will press any one of F1/F2/1/2... etc keys first and then he will do the punching

Free scan – In an organization if they are following the punches without pressing any function key or other keys in the device then they can go for Free scan option where the odd punch will be treated as In Punch and even punch will be treated as Out Punch.

Step 6: Fill Shift In and Shift Out time in the appropriate field Shift In and Shift Out

Step 7: Fill Grace Shift In and Grace Shift out time in the appropriate field. Grace Shift In value is given as 00:10 means it will consider as 10 minutes from Shift In Time and similarly same for Shift Out

Step 8: Fill First Half Start Time, First Half End Time, Second Half Start Time and Second Half End Time appropriately

Step 9: After filling the above details First Half Work Hrs Second Half Work Hrs will be calculated and displayed in the appropriate fields

Step 10: Fill the Lunch/Dinner Break Timings the Lunch/Dinner Start Time and End Time, the total hours entered in this field will be deducted from the total worked hours.
For example : 9am to 6pm =9hrs and if the Lunch/Dinner Start Time and End Time carries 1hr means then this 1hr will be reduced from the Total working hours 9hr and the Actual worked hrs will be getting displayed as 8Hrs

Step 11: In the shift you can declare Minimum Extra Time for OT and Maximum Extra Time for OT where Minimum Extra Time will inform how many hrs the employee should work Minimum extra for getting the eligible for OT (overtime) and Maximum Extra Time will inform what will be the Maximum hrs to work in the OT (overtime)

Step 12: Over Time on Working Days: This value will be multiplied with the extra hours worked by the employee
For example: Assume Over Time on Working days = 2 and if employee worked 3hrs extra means this 3 will be multiplied with 2 and Total OT (overtime) will be taken as 6hrs

The filled shift setting screen will be displayed as shown below:

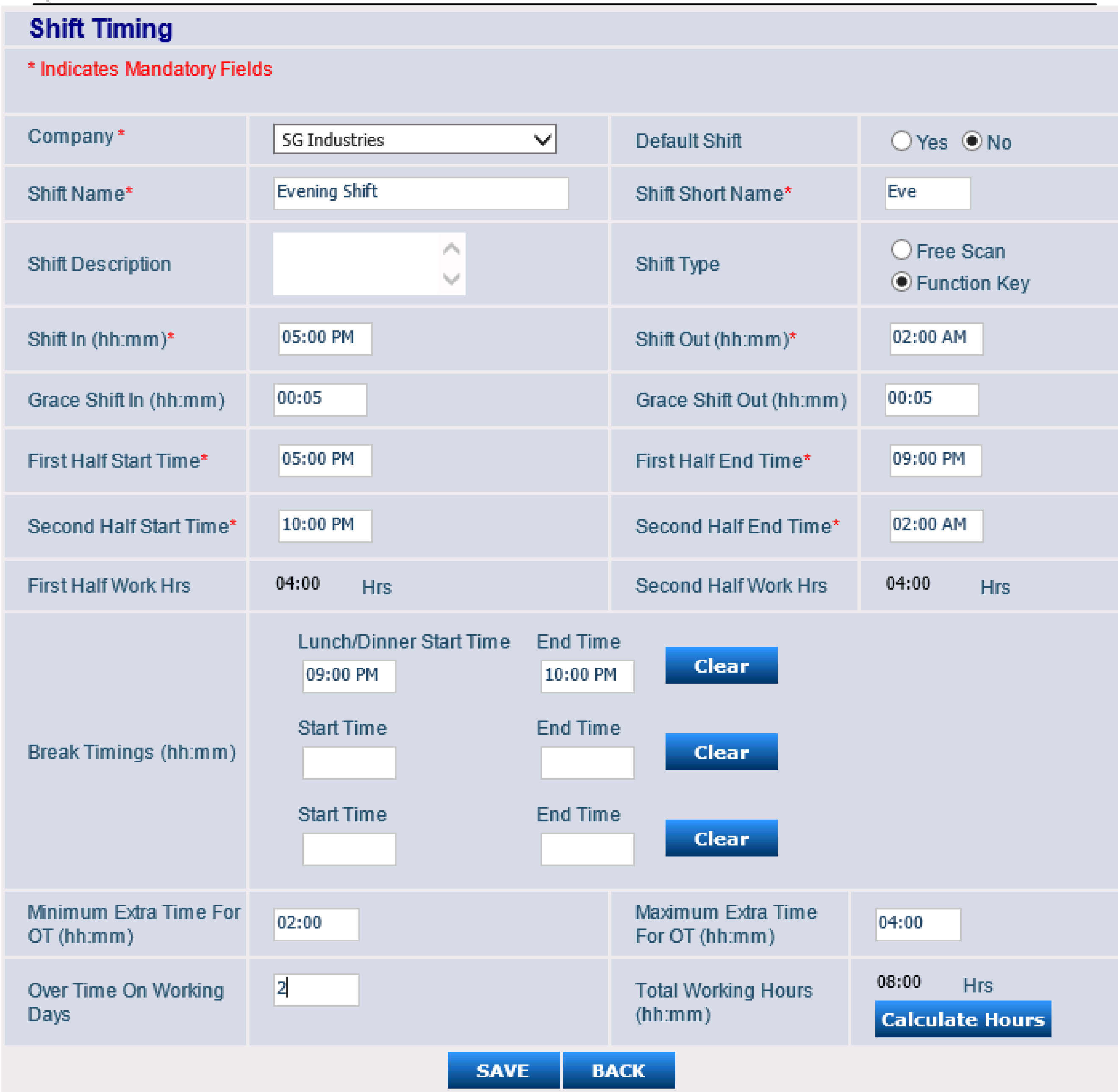
Shift Timing

Company	SG Industries	Default Shift	No
Shift Name	General	Shift Short Name	GE
Shift Description		Shift Type	Function Key
Shift Timings	09:00 AM TO 06:00 PM		
First Half Timings	09:00 AM TO 01:00 PM	Second Half Timings	02:00 PM TO 06:00 PM
First Half Work Hrs	04:00	Second Half Work Hrs	04:00
Grace Shift In (hh:mm)	00:05	Grace Shift Out (hh:mm)	00:05
Break Timings (hh:mm)	Lunch/Dinner Start Time 01:00 PM Start Time Start Time	End Time 02:00 PM End Time End Time	
Minimum Extra Time For OT (hh:mm)	02:00		
Maximum Extra Time For OT (hh:mm)	04:00		
Over Time On Working Days	2		
Total Working Hours (hh:mm)	08:00		
Deleted	False		

MODIFY DELETE PERMANENT DELETE BACK

Create Shift with Evening Shift Timings

All the above mentioned 12 steps need to be followed for creating the evening shift and after creating the Evening shift the screen will be displayed as shown below



Modify Shift

Step 1: The Shift details can be modified till the shift is not been allocated to any employee and till the shift is not configured with any Shift Pattern or Shift Roster

Step 2: Click on the shift it will be redirected to the shift details screen and again click modify button

Step 3: Edit the required details and click on save

Delete Shift

Step 1: The Shift details can be Deleted till the shift is not been allocated to any employee and till the shift is not configured with any Shift Pattern or Shift Roster

Step 2: Click on the shift it will be redirected to the shift details screen and again click Delete button

Step 3: Shift will be deleted temporarily and the deletion status will be displayed as True

Step 4: The temporarily deleted shift will not be listed anywhere in the Application

Restore Shift

Step 1: The Temporarily deleted shift can be restored again

Step 2: Select the deleted shift and click Restore button

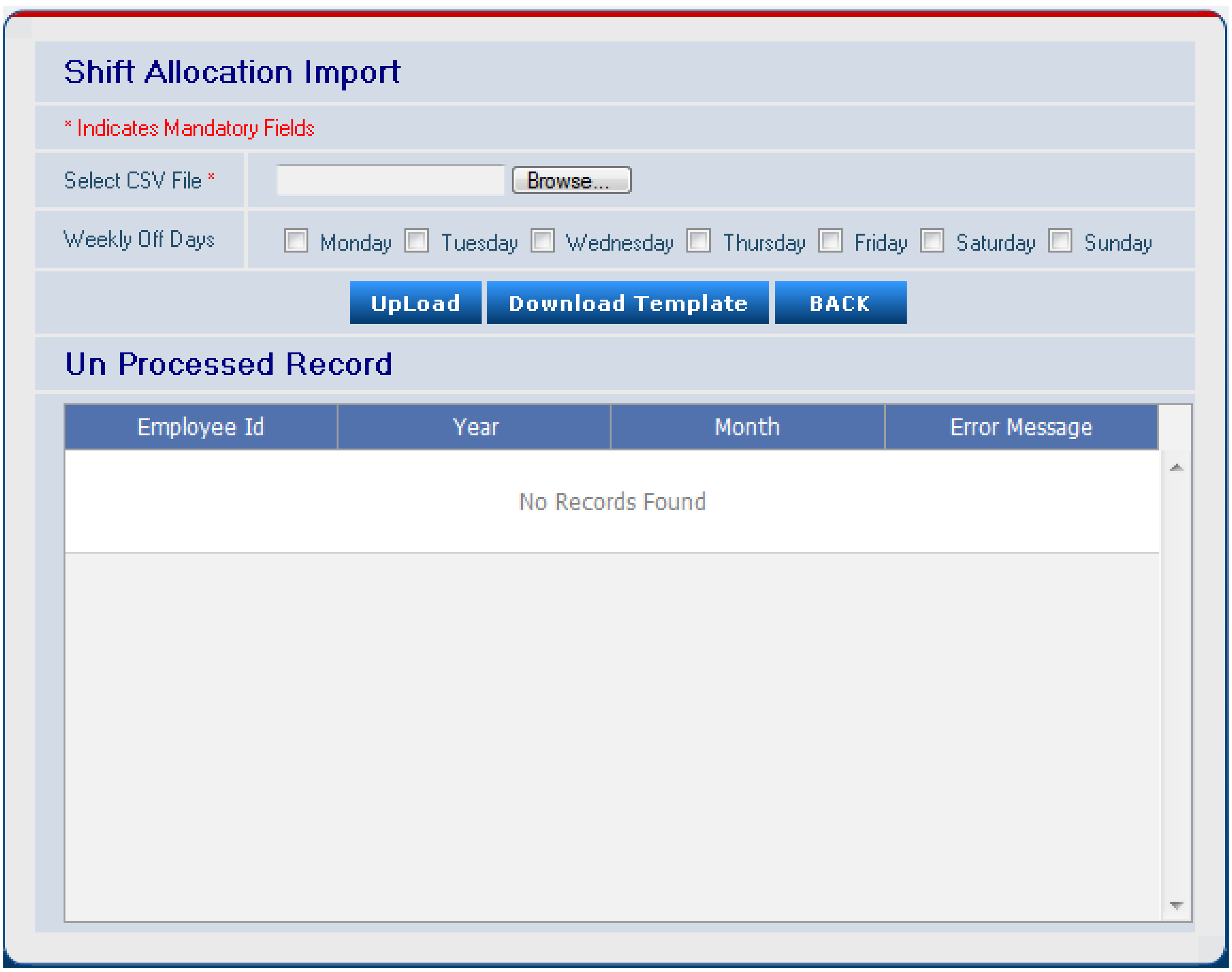
Step 3: The Temporarily deleted Shift will be restored once again and the Deleted status of that shift will be changed as False

Step 4: Now after restoring the shift, the shift can be accessed in the whole application

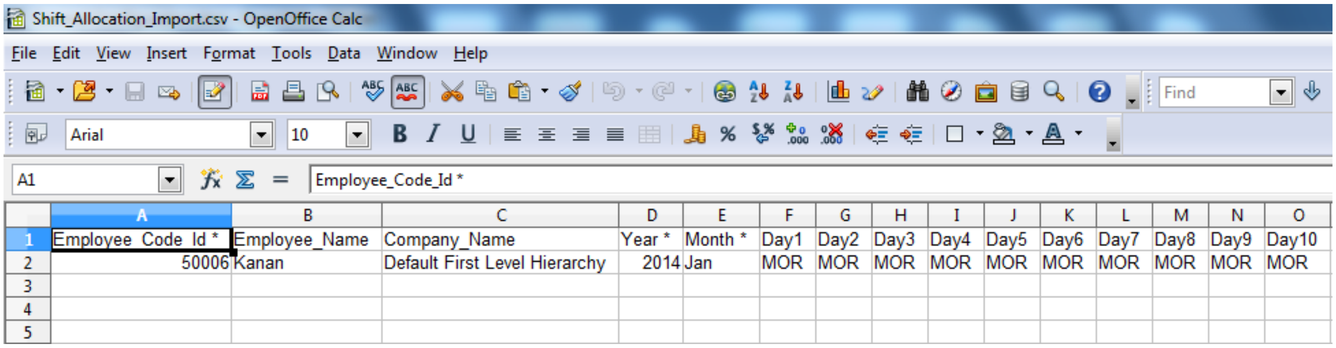
3.2. How to do Shift Allocation Import

Step 1: Login with Valid user name and Password

Step 2: Click on the menu ***Transactions*** → ***Shift*** →***Shift Allocation*** → ***Shift Allocation Import***, as shown in the below screen shot.



Step 3: Click Download Template and get the Shift Import template file



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Employee_Code_Id *	Employee_Name	Company_Name	Year *	Month *	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Day8	Day9	Day10
2	50006	Kanan	Default First Level Hierarchy	2014	Jan	MOR	MOR	MOR	MOR	MOR	MOR	MOR	MOR	MOR	MOR
3															
4															
5															

Step 4: Fill the details given in the Template with Employee Id, Name, Company _Name, Year, Month.

Points to take care while filling the template :

- Here Day1 means 1st date of that month, suppose if the month is not carrying Day 31 means you can leave it as empty
- Here Company_Name should carry the very first level of the data suppose employee is working under the level CompanyA → South Region → Branch A means fill the value as Company A
- It is not mandatory that while filling the data no need to declare the weekly off day
- After filling the values save the document

Step 5: Now in the Import module Browse and pick the filled sheet

Step 6: Before Uploading the document the appropriate weekly off days can be ticked and proceed further

Step 7: After uploading successfully check the Shift report data will be displayed as you assigned.

3.3. How to create the Shift Pattern

Shift Pattern:

Shift Pattern means it is a collection of Shifts. In an Organization there will be many shifts and in some organization there will be demand in assigning the shifts to the Employee

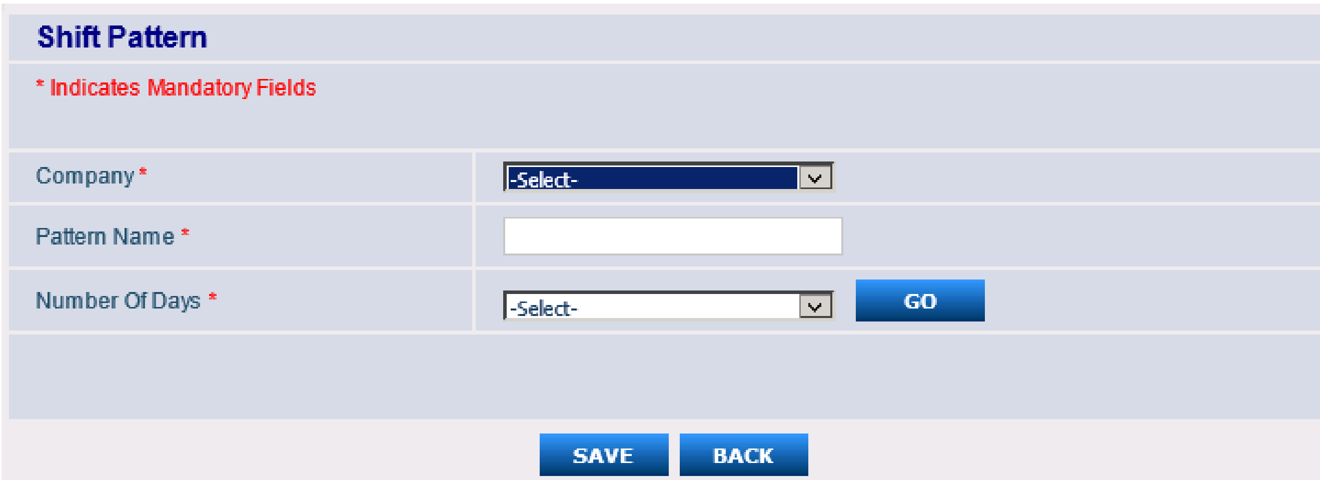
For Example: In a week first 2days employee should come in Morning Shift and next 2days same employee should come in Mid-Afternoon shift and next 2days same employee should come in Evening shift then 7th day will be Weekly off

Instead of allocating manually for every few days the organization can create the Shift pattern in the same manner as follows

Step 1: Login with Valid user name and Password

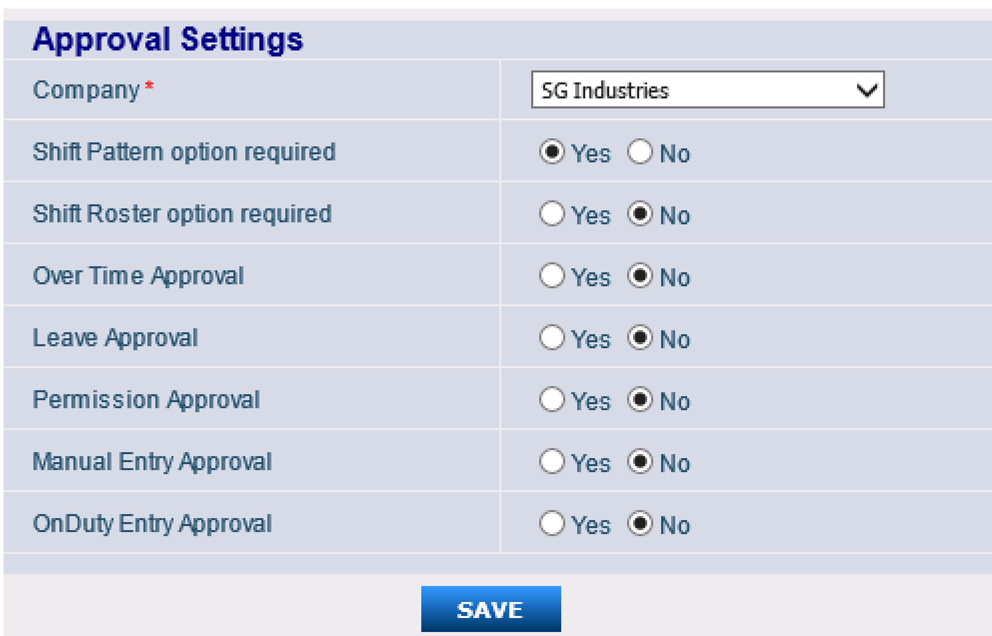
Step 2: Click on the menu ***Masters* → *Shift* →*Shift Pattern***, as shown in the above screen shot.

Step 3: Click on the Add button the Shift Pattern add screen will be displayed as shown below



Step 3: In the above Shift Pattern screen to get the company list, the Shift pattern option should be enabled in the Approval settings screen

Step 4: Click on the menu ***Organization Settings* → *Approval Settings***, as shown in the below screen shot.

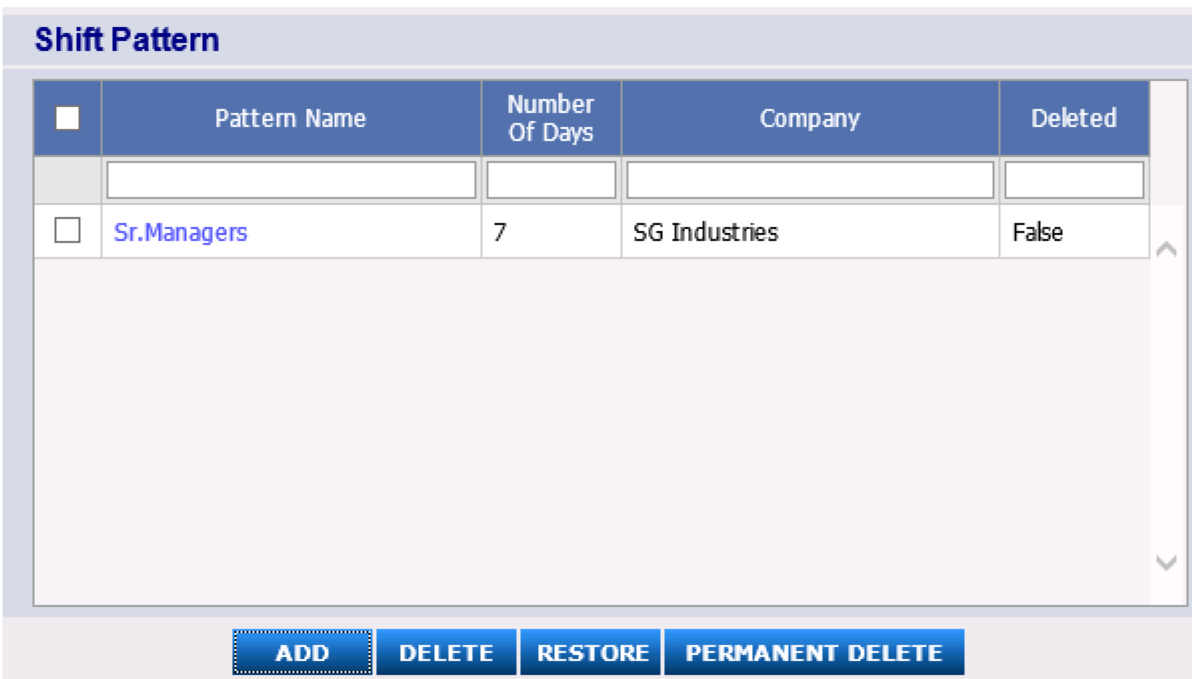


Step 5: Select the company from the drop down list mention the Pattern Name and number of days then click Go

.

Step 6: Depend on Number of Days value the day drop down will be loaded here 7days will be listed in that select the shift for each day appropriately and click save

Step 6: The Pattern will be created successfully and it will be displayed in the list page as shown below



Modify Shift Pattern

Step 1: The Shift Pattern details can be modified till the shift pattern is not been allocated to any employee and till the shift pattern is not configured with any Shift Roster

Step 2: Click on the Shift Pattern it will be redirected to the shift pattern details screen and again click modify button

Step 3: Edit the required details and click on save

Delete Shift Pattern

Step 1: The Shift Pattern details can be Deleted till the shift pattern is not been allocated to any employee and till the shift pattern is not configured with any Shift Roster

Step 2: Click on the Shift Pattern it will be redirected to the shift pattern details screen and again click Delete button

Step 3: Shift will be deleted temporarily and the deletion status will be displayed as True

Step 4: The temporarily deleted shift pattern will not be listed anywhere in the Application

Restore Shift Pattern

Step 1: The Temporarily deleted shift pattern can be restored again

Step 2: Select the deleted shift pattern and click Restore button

Step 3: The Temporarily deleted Shift Pattern will be restored once again and the Deleted status of that shift pattern will be changed as False

Step 4: Now after restoring the shift pattern, the shift pattern can be accessed in the whole application

3.4. How to create the Shift Roster

Shift Roster:

Shift Roster means it is a collection of Shift Patterns. In an Organization there will be many shifts and in some organization there will be demand in assigning the shifts to the Employee

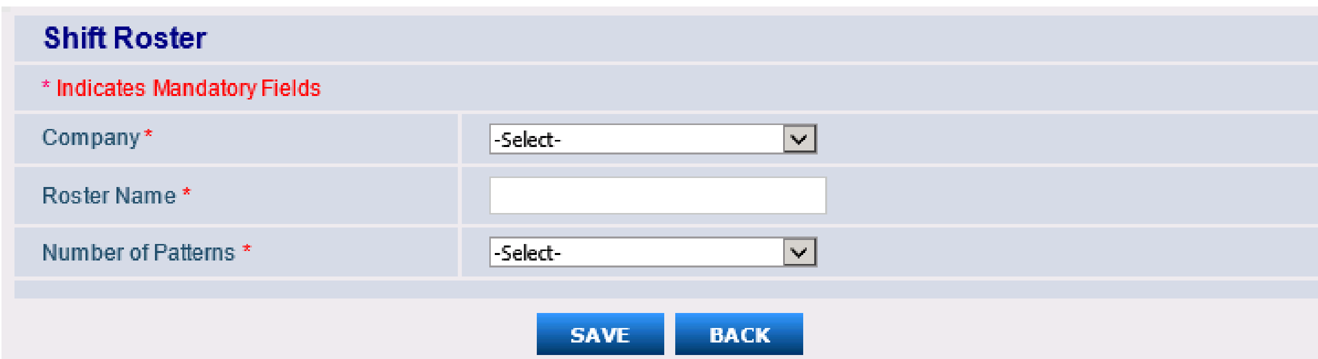
For Example: In a month for first 2 weeks employee should come in one Shift Pattern and for another 2 weeks employee should come in another Shift Pattern

Instead of allocating manually for every week the organization can create the Shift Roster n the same manner as follows

Step 1: Login with Valid user name and Password

Step 2: Click on the menu ***Masters* → *Shift* →*Shift Roster***, as shown in the above screen shot.

Step 3: Click on the Add button the Shift Roster add screen will be displayed as shown below



Step 3: In the above Shift Roster screen to get the company list, the Shift Roster option should be enabled in the Approval settings screen

Step 4: Click on the menu ***Organization Settings* → *Approval Settings***, as shown in the below screen shot.

Step 5: Select the company from the drop down list mention the Pattern Name and number of days then click Go

Step 6: Depend on Number of Patterns value the Pattern drop down will be loaded here 2Patterns will be listed in that select the shift Pattern appropriately and click save

Step 7: The Shift Roster will be created successfully and it will be displayed in the list page as shown below

Modify Shift Roster

Step 1: The Shift Roster details can be modified till the shift Roster is not been allocated to any employee

Step 2: Click on the Shift Roster it will be redirected to the shift Roster details page screen and again click modify button

Step 3: Edit the required details and click on save

Delete Shift Roster

Step 1: The Shift Roster details can be Deleted till the shift Roster is not been allocated to any employee

Step 2: Click on the Shift Roster it will be redirected to the shift Roster screen and again click Delete button

Step 3: Shift Roster will be deleted temporarily and the deletion status will be displayed as True

Step 4: The temporarily deleted shift Roster will not be listed anywhere in the Application

Restore Shift Pattern

Step 1: The Temporarily deleted Shift Roster can be restored again

Step 2: Select the deleted shift Roster and click Restore button

Step 3: The Temporarily deleted Shift Roster will be restored once again and the Deleted status of that shift Roster will be changed as False

Step 4: Now after restoring the shift Roster, the shift Roster can be accessed in the whole application

3.5. How to create the Over Time configuration

Configure Over Time in shift creation

Step 1: Login with Valid user name and Password

Step 2: Click on the menu ***Masters** → **Shift** →**Shift Master***, as shown in the below screen shot.

Shift Timing

* Indicates Mandatory Fields

Company *	Pricol Industries	Default Shift	Yes No
24 Hrs Shift	Yes No		
Shift Name*	Pricol Morning Shift	Shift Short Name*	PMS
Shift Description		Shift Type	Free Scan Function Key
Shift In (hh:mm)*	09:00 AM	Shift Out (hh:mm)*	05:00 PM
Grace Shift In (hh:mm)		Grace Shift Out (hh:mm)	
First Half Start Time*	09:00 AM	First Half End Time*	01:00 PM
Second Half Start Time*	02:00 PM	Second Half End Time*	05:00 PM
First Half Work Hrs	04:00 Hrs	Second Half Work Hrs	03:00 Hrs
Break Timings (hh:mm)	Start Time / End Time Lunch/Dinner Start Time 01:00 PM / End Time 02:00 PM Start Time / End Time		
Minimum Extra Time For OT (hh:mm)	02:00	Maximum Extra Time For OT (hh:mm)	07:00
Over Time On Working Days	2	Total Working Hours (hh:mm)	07:00 Hrs Calculate Hours

SAVE BACK

Step 1: In the shift you can declare Minimum Extra Time for OT and Maximum Extra Time for OT where Minimum Extra Time will inform how many hrs the employee should work Minimum extra for getting the eligible for OT (overtime) and Maximum Extra Time will inform what will be the Maximum hrs to work in the OT (overtime)

Step 2: Over Time on Working Days: This value will be multiplied with the extra hours worked by the employee For example: Assume Over Time on Working days = 2 and if employee worked 3hrs extra means this 3 will be multiplied with 2 and Total OT (overtime) will be taken as 6hrs.

Example 1: Minimum Extra Time for OT is 2 hrs and Maximum Extra Time for OT is 7hrs. Assume shift timings is 9am to 5pm, if employee works from 9am to 7.30pm.Extra hrs worked is 2.5hrs.Over Time on working days is 2 days. The employee overtime on that particular day is 5 hrs.

Example 2: Minimum Extra Time for OT is 2 hrs and Maximum Extra Time for OT is 7hrs. Assume shift timings is 9am to 5pm, if employee works from 9am to 5.30pm. Extra hrs worked is 0.5 hrs. Over Time on working days is

2 days. Not meet the Minimum Extra Time for OT (2 hrs) . So the employee overtime on that particular day will not be calculated.

Modify Shift

Step 1: The Shift details can be modified till the shift is not been allocated to any employee and till the shift is not configured with any Shift Pattern or Shift Roster

Step 2: Click on the shift it will be redirected to the shift details screen and again click modify button

Step 3: Edit the required details and click on save

Delete Shift

Step 1: The Shift details can be Deleted till the shift is not been allocated to any employee and till the shift is not configured with any Shift Pattern or Shift Roster

Step 2: Click on the shift it will be redirected to the shift details screen and again click Delete button

Step 3: Shift will be deleted temporarily and the deletion status will be displayed as True

Step 4: The temporarily deleted shift will not be listed anywhere in the Application

Restore Shift

Step 1: The Temporarily deleted shift can be restored again

Step 2: Select the deleted shift and click Restore button

Step 3: The Temporarily deleted Shift will be restored once again and the Deleted status of that shift will be changed as False

Step 4: Now after restoring the shift, the shift can be accessed in the whole application

Configure Over Time in Shift Settings for Weekly off/Holiday

Step 1: Click on the menu ***Organization settings* → *Shift Settings***, as shown in the below screen shot.

Step 2: Over Time on Holidays: If the Over Time on Holidays is configured as 2 then it will calculate the employee overtime hrs as double the time of Hrs for Holiday working days Overtime Hrs

Step 3: Over Time on Weekly Off: If the Over Time on Weekly Off is configured as 2 then it will calculate the employee overtime hrs as double the time of Hrs for Weekly Off working days Overtime Hrs

3.6. How to create the Employee compensation leave configuration

Configure Comp-off in Leave policy

Step 1: Click on the menu ***Masters* → *Leave* →*Leave Policy***, as shown in the above below shot.

Step 2: Select the “Enter Comp off Type” Type option whether the Hour wise or Day wise is applicable. This field will be enabled only when the Comp off Type check box is selected.

Step 3: Enter comp-off validity days, Employee can taken comp-off based on entered days not more than that – Whether if the employee has comp off eligibility

Step 4: Set Minimum Extra hrs for Half day comp off (Example set: 4Hrs), it will be applicable for comp off eligibility employee while employee creation.

Step 5: Set Maximum Extra hrs for Full day comp off (Example set: 7Hrs), it will be applicable for comp off eligibility employee while employee creation.

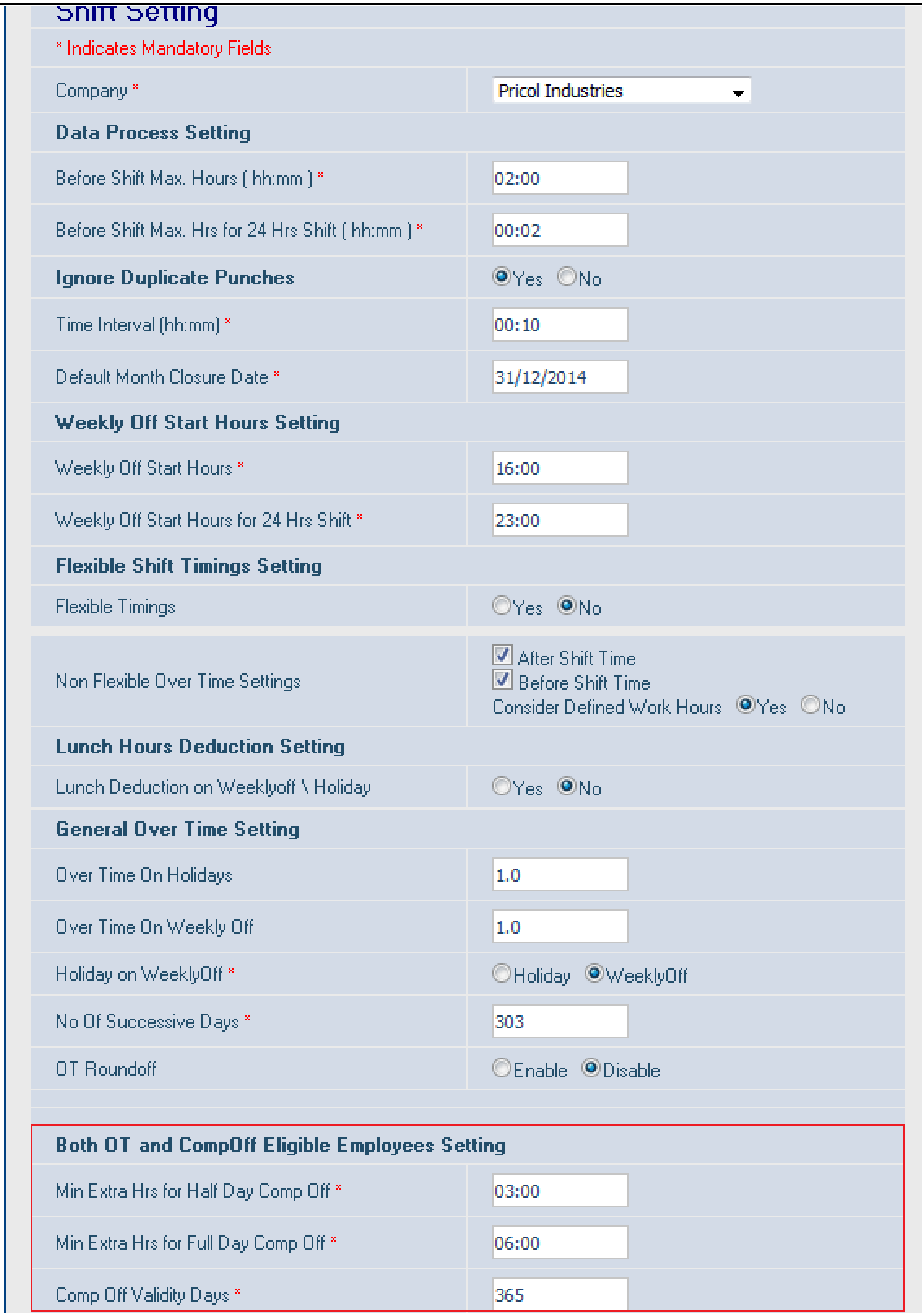
For example: Assume Shift timings is 9am to 5pm and comp-off validity days is 365 days. Minimum Extra hrs. for Half day comp off is 4hrs. and Maximum Extra hrs. for Full day comp off is 7hrs. Assume employee works on weekly off /Holiday (There is no shift on weekly off/Holiday) but he works from 9am to 01.00pm. Extra hrs. worked is 4hrs. Once he reached 4 hours in leave quota it will add half day (0.5). Comp-off leave he can take within 365 days as per the configuration.

3.7. How to configure Over Time and Compensation leave (both) applicable employee's

Configure OT and Comp-off in Shift Settings

Step 1: Click on the menu ***Organization settings*** → ***Shift Settings***, as shown in the below screen shot.

Step 2: Both OT and Comp-off eligible person only applicable for this configuration



Shift Setting

* Indicates Mandatory Fields

Company *	Pricol Industries
Data Process Setting	
Before Shift Max. Hours (hh:mm) *	02:00
Before Shift Max. Hrs for 24 Hrs Shift (hh:mm) *	00:02
Ignore Duplicate Punches	(•) Yes ( ) No
Time Interval (hh:mm) *	00:10
Default Month Closure Date *	31/12/2014
Weekly Off Start Hours Setting	
Weekly Off Start Hours *	16:00
Weekly Off Start Hours for 24 Hrs Shift *	23:00
Flexible Shift Timings Setting	
Flexible Timings	( ) Yes (•) No
Non Flexible Over Time Settings	[x] After Shift Time [x] Before Shift Time Consider Defined Work Hours (•) Yes ( ) No
Lunch Hours Deduction Setting	
Lunch Deduction on Weeklyoff \ Holiday	( ) Yes (•) No
General Over Time Setting	
Over Time On Holidays	1.0
Over Time On Weekly Off	1.0
Holiday on WeeklyOff *	( ) Holiday (•) WeeklyOff
No Of Successive Days *	303
OT Roundoff	( ) Enable (•) Disable
Both OT and CompOff Eligible Employees Setting	
Min Extra Hrs for Half Day Comp Off *	03:00
Min Extra Hrs for Full Day Comp Off *	06:00
Comp Off Validity Days *	365

Step 3: Enter comp-off validity days, Employee can taken comp-off based on entered days not more than that – Whether if The employee has comp off eligibility

Step 4 : Set Minimum Extra hrs for Half day comp off (Example set: 3Hrs), it will be applicable for comp off eligibility employee while employee creation.

Step 5 : Set Maximum Extra hrs for Full day comp off (Example set : 6Hrs) , it will be applicable for comp off eligibility employee while employee creation.

For example: If Employee have privilege on both OT and Comp-off**,** Assume Shift timings is 9am to 5pm and comp-off validity days is 365 days . Minimum Extra hrs for Half day comp off is 3 hrs and Maximum Extra hrs for Full day comp off is 6hrs. Assume employee works on weekly off /Holiday (There is no shift on weekly off/Holiday) but he works from 9am to 12.00pm. Extra hrs worked is 3 hrs. Once he reached 3 hours in leave quota it will add half day (0.5). Comp-off leave he can take within 365 days as per the configuration.

3.8. How to create an Employee

Employee Master is used to store personal and official details of the employee in the Organization. The grade and level of employee is defined here based on which the privileges are applied for the employee. The leave policy is also assigned here.

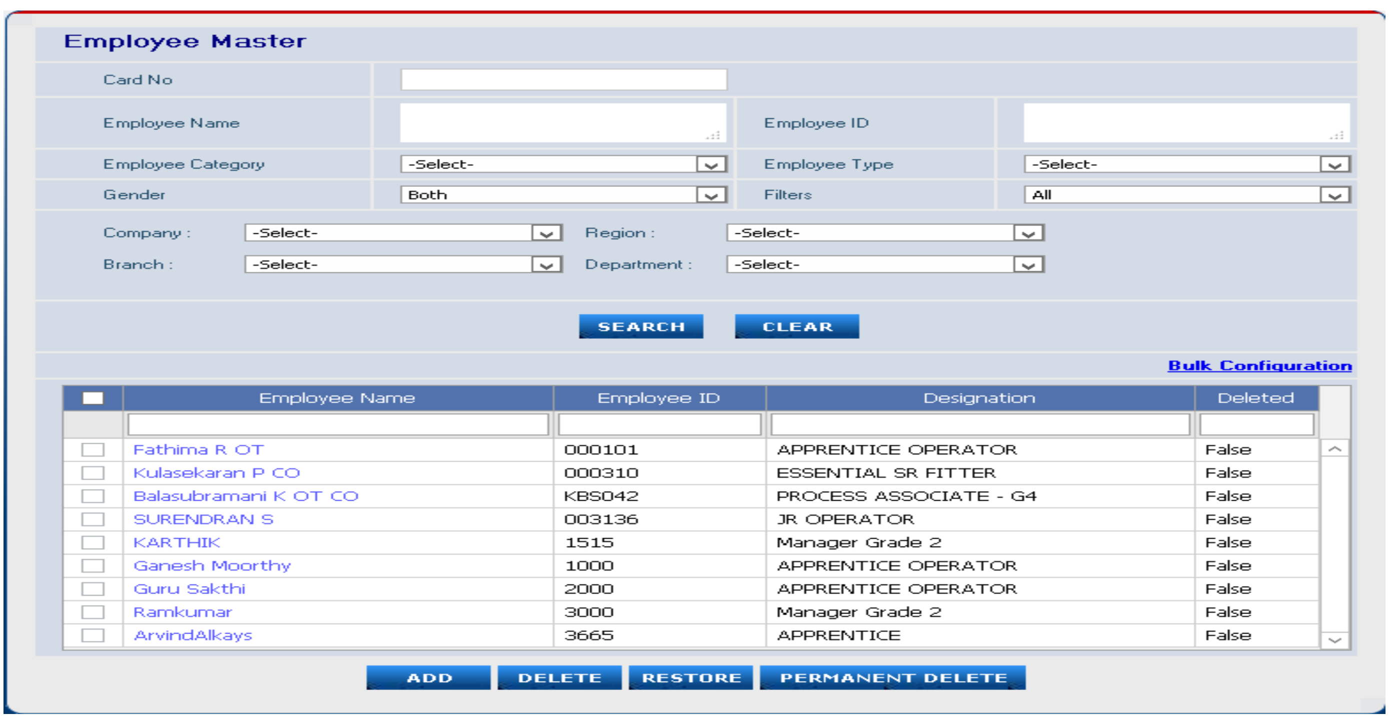
Employee Add

Step 1: Click on the Menu ***Masters -> Employee -> Employee Master***

Step 2: Employee Add page will be displayed

Step 3: Click ***Add*** button under Select Employees

Step 4: Employee creation screen will be displayed as follows



Employee Name	Employee ID	Designation	Deleted
Fathima R OT	000101	APPRENTICE OPERATOR	False
Kulasekaran P CO	000310	ESSENTIAL SR FITTER	False
Balasubramani K OT CO	KBS042	PROCESS ASSOCIATE - G4	False
SURENDRAN S	003136	JR OPERATOR	False
KARTHIK	1515	Manager Grade 2	False
Ganesh Moorthy	1000	APPRENTICE OPERATOR	False
Guru Sakthi	2000	APPRENTICE OPERATOR	False
Ramkumar	3000	Manager Grade 2	False
ArvindAlkays	3665	APPRENTICE	False

Personal Tab

Step 5: Fill the Employee Name. It is a mandatory field.

Step 6: Need to select religion field. For Ex: Hindu, Muslim, Christian or All option.

Step 7: Fill the date of birth and other details if need.

Official Tab

Step 8: Select the company and its level fields, Company field is a mandatory.

Step 9: Fill the Date of joining field which is mandatory, Date of joining date will be the Effective date for Level field.

Step 10: Fill the Employee ID field which is mandatory, It should be unique.

Step 11: Select user group. For Ex: Super admin, Individual

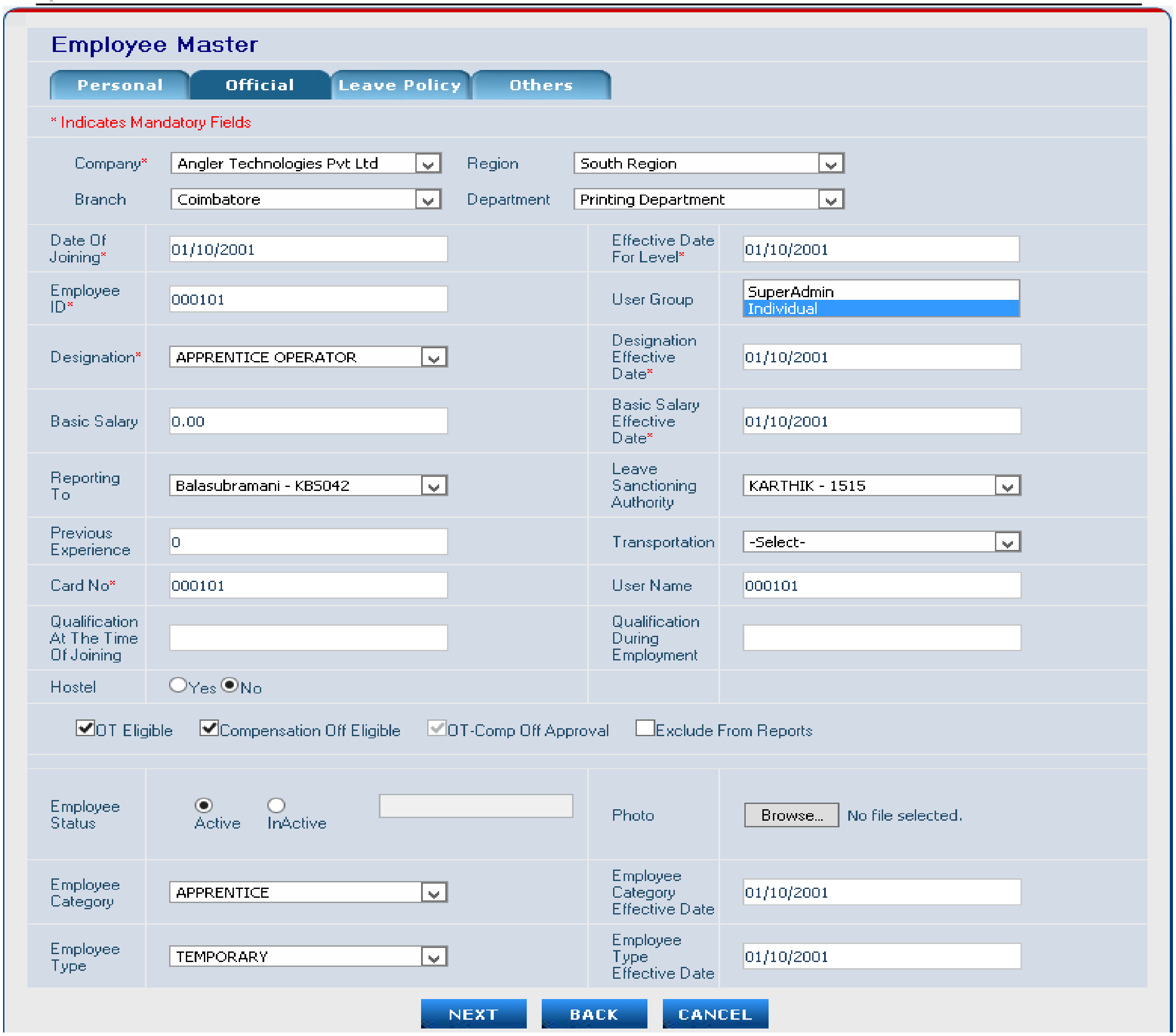
Step 12.Select Designation which is mandatory field, Designation Effective date and Basic salary effective date will be the joining date only

Step 13: Fill the Employee ID field which is mandatory field. Card No and Employee ID should be same.

Step 14: Select the Reporting To and Leave sanctioning authority field.

Step 15: Reporting To person will the forwarding Person **For ex:** If the employee raising the Leave, permission, on duty, Comp-off means it will be in Pending status and mail triggers to reporting person. Once reporting person approved it will change as Forwarded status.

Step 16: Sanctioning authority person will the Sanctioning Person **For ex:** If the employee raising the Leave, permission, on duty, Comp-off. Once the reporting person approved means mail triggers to Sanctioning person. Once Sanctioning person approved it will change as approved status. The Approved mail will trigger to respective person.



Step 14: Select the OT alone / Comp-off alone / OT & Comp-off for the creating employee to give privilege.

Step 15: If need, we need to select Exclude from reports. **For ex:** If we have selected Exclude option for this Employee not able view any reports in the application.

Note: Selecting exclude option is not preferable.

Step 16: Select Employee status, by default it will be in active status. **For ex:** if we need to Inactive the employee we can use this option.

Step 16: Select Employee category and type which we have created in Category master and type master.

Step 17: Employee category Effective date and Employee Type Effective date will the joining date, which will be automatically set the date.

Leave Policy Tab

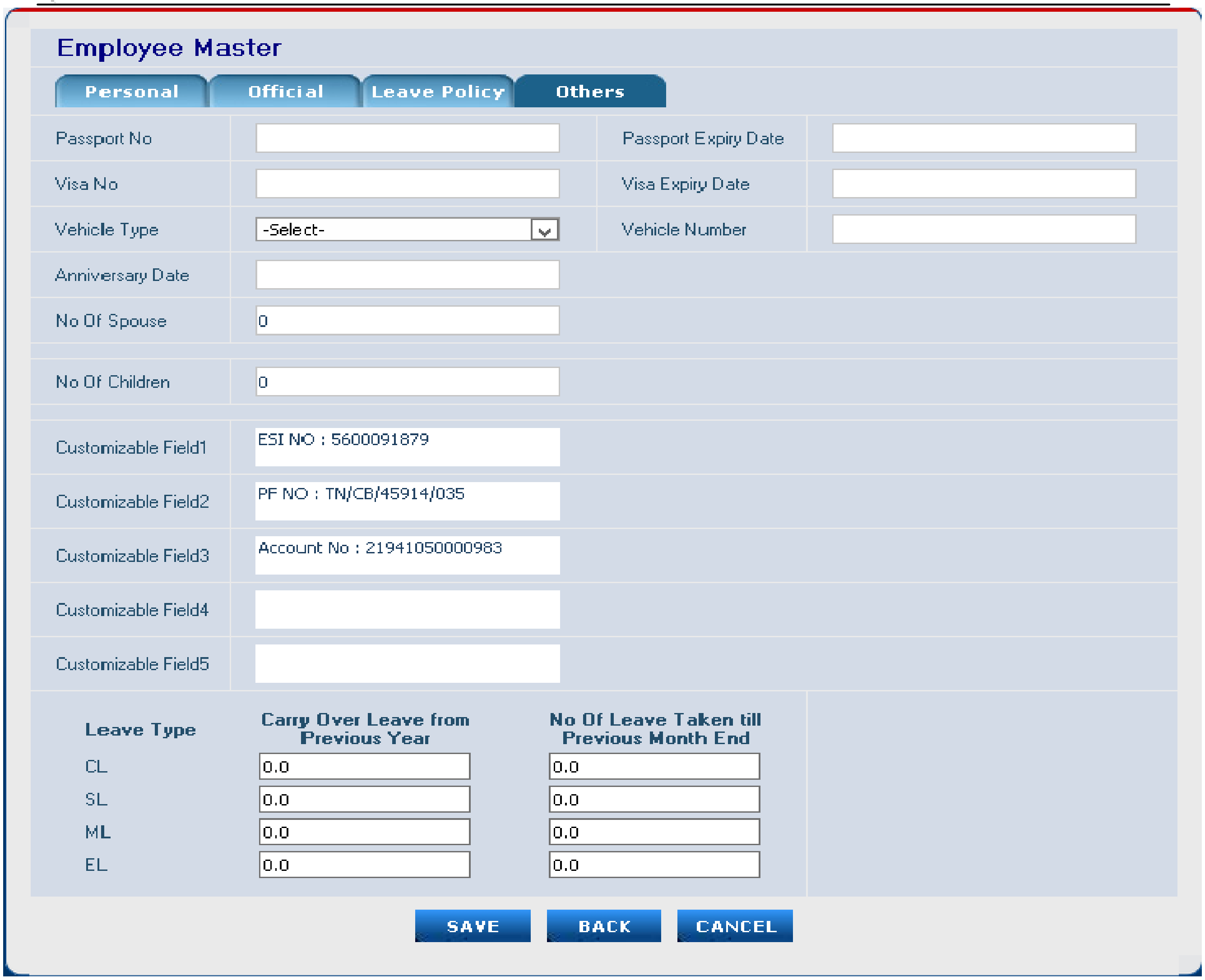
Step 18: Select the Leave policy name which is the mandatory field, Selecting leave policy we have created in leave policy master.

Step 19: Click Add button then only the calendar field will be open.

Step 20: Select the Leave policy from date and To date as current financial year.

Step 21: After that we need to click calculate button. In policy name will display the availed leave details and also we check the same in view quota.

Step 22: Click the Next button



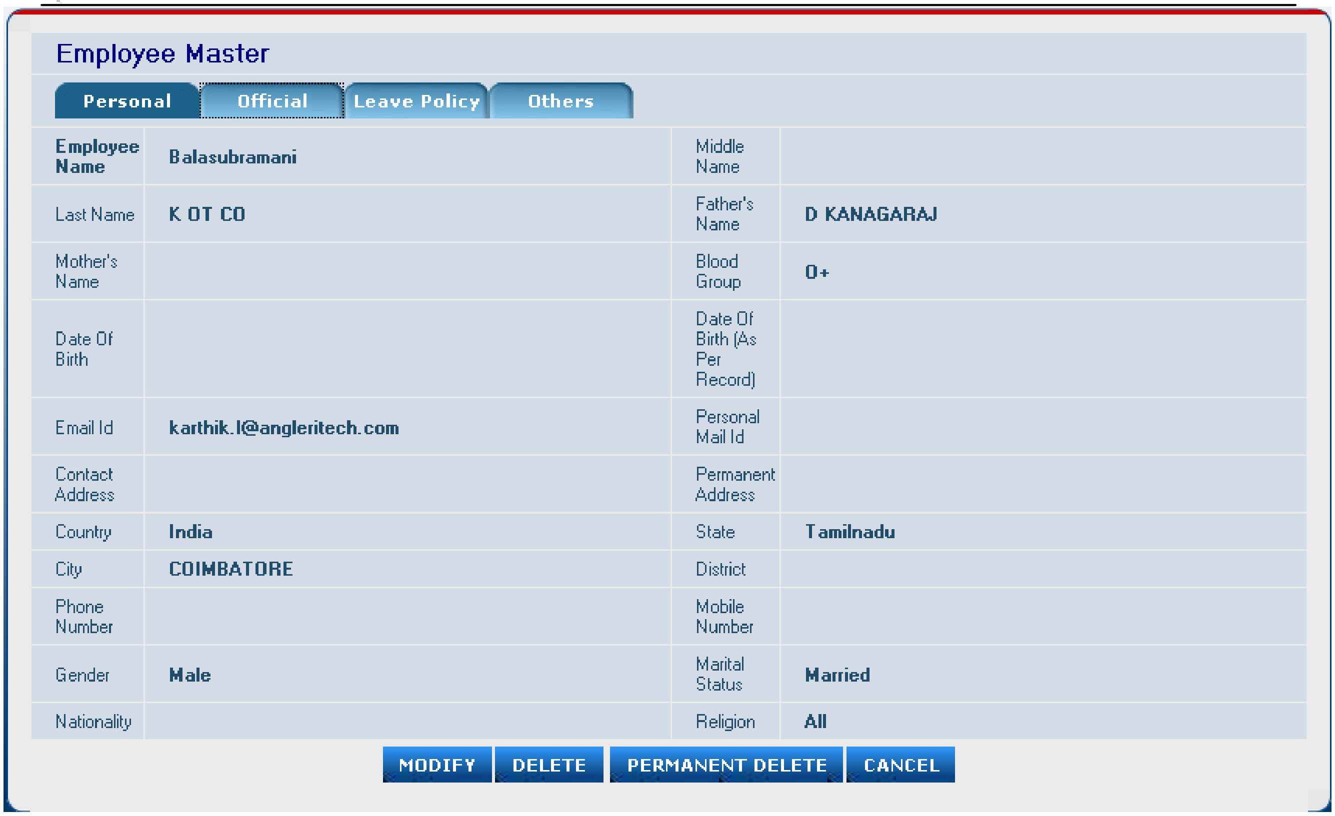
Others Tab

Step 23: Enter the following details in other tab and save button. The Employee creation will successfully done.

Note: In Time check demo version currently only 5 employees is made to create. This can be changed in such a way that any number of employees can be created during demo version but while viewing only 5 employees can be made to view. After getting license from angler again you show all the created employees

Modify page

Step 1: Click the particular employee link in employee master grid page. The following page will be display.



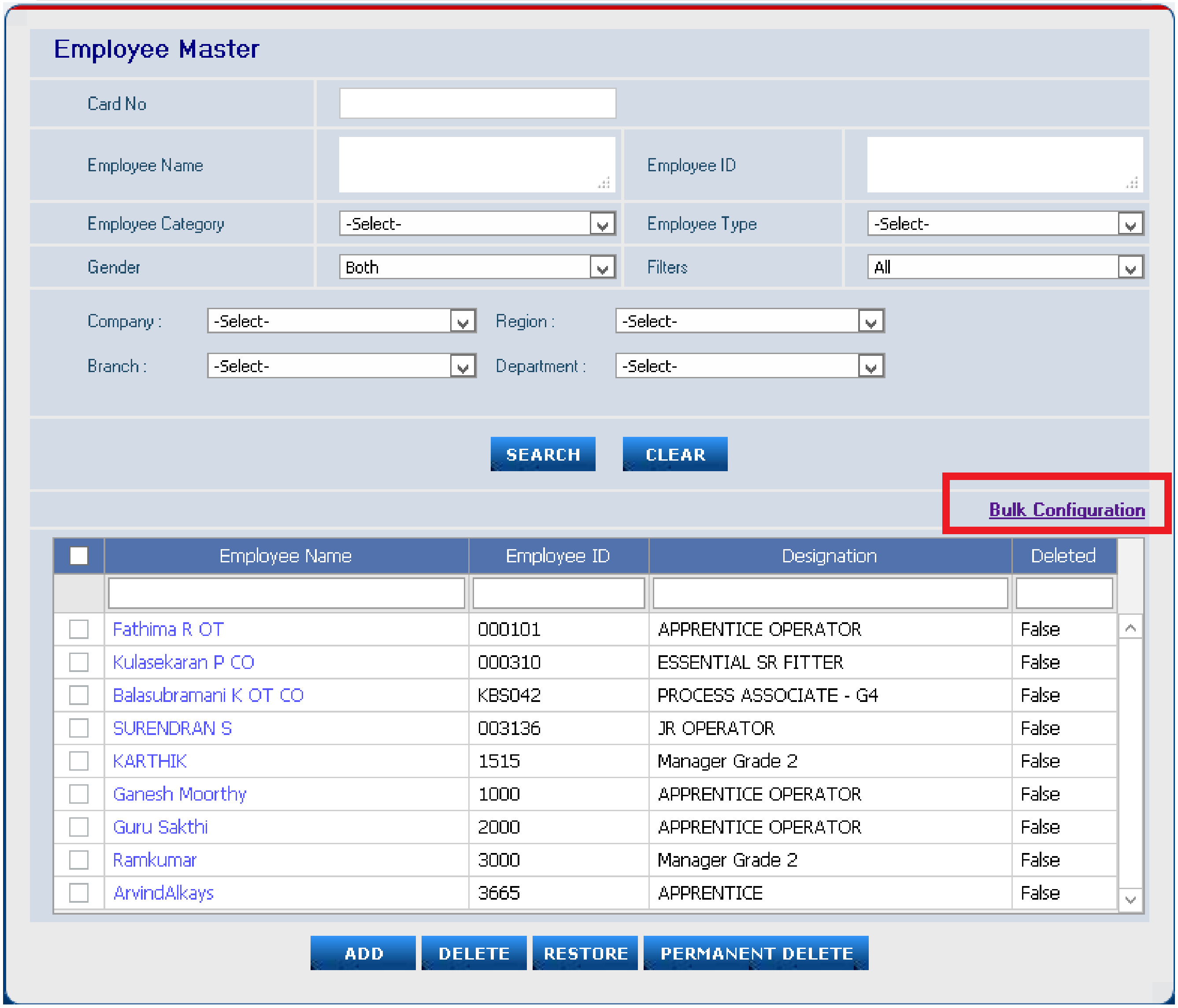
Step 2: Click modify button. It will allow modifying the employee's details.

Step 3: After modification click save.

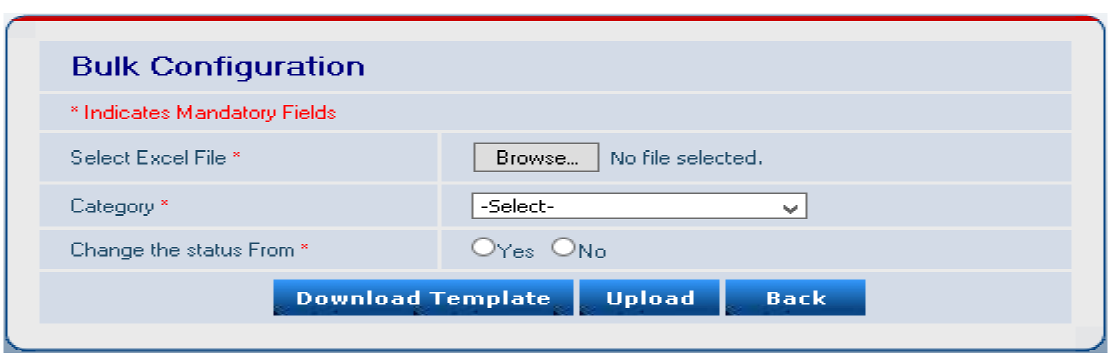
Bulk Configuration

Step 1: Click on the Menu ***Masters -> Employee -> Employee Master***

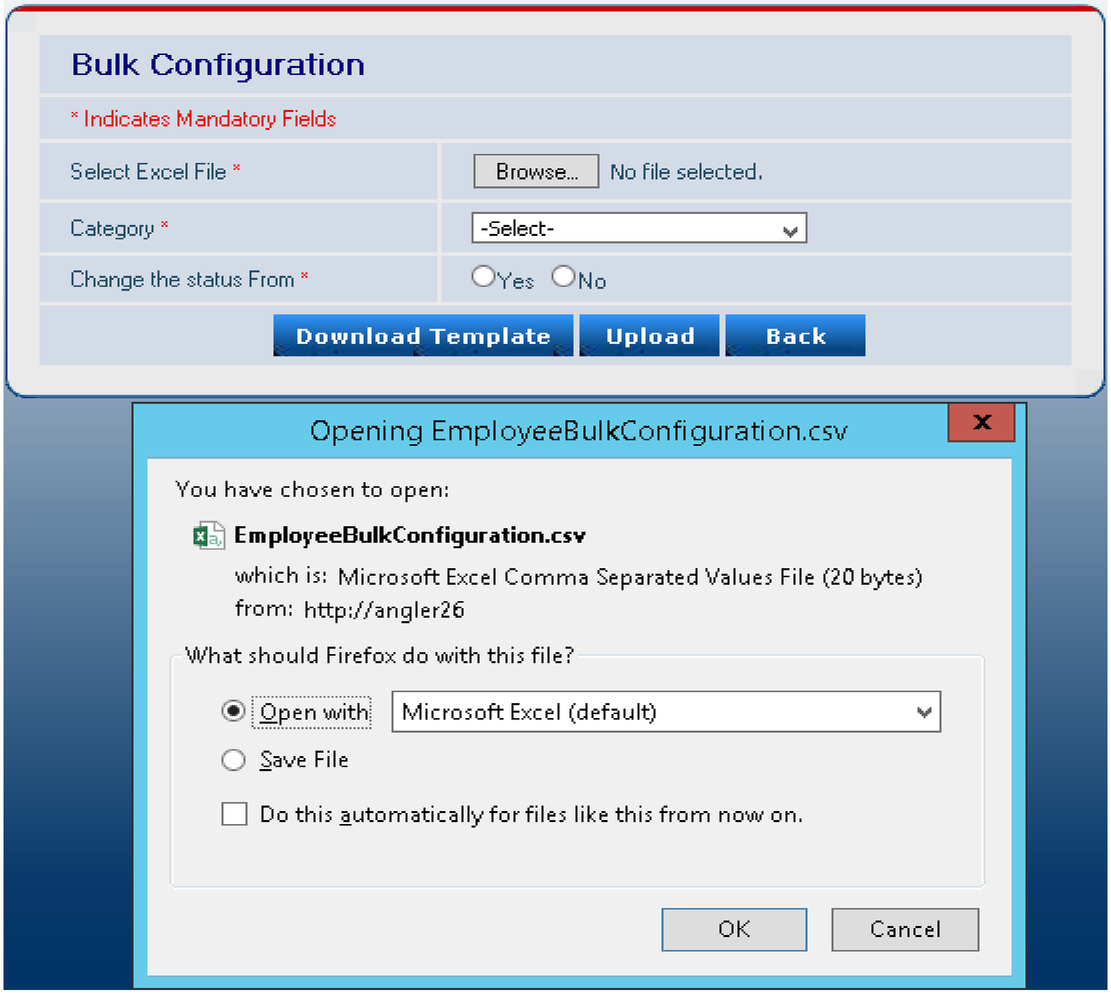
Step 2: Click bulk Configuration link.



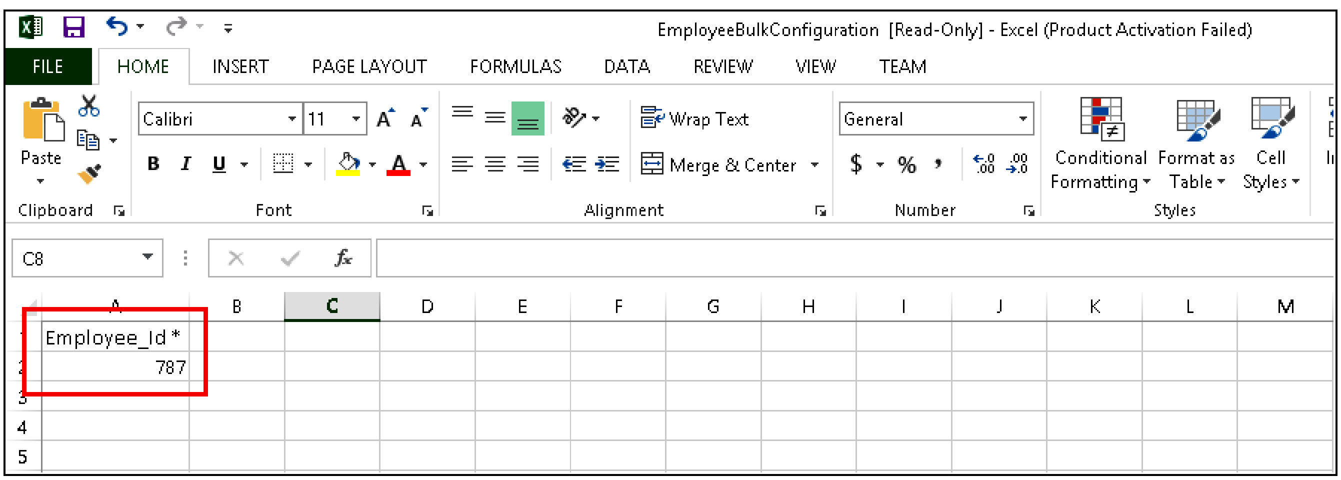
Step 3: The following screens will be the bulk configuration screen.



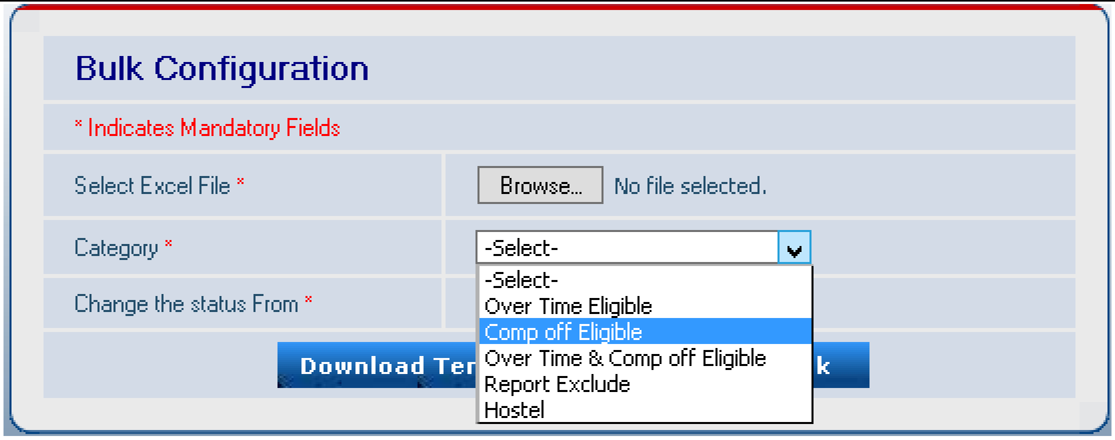
Step 4: Click Download Template button to download the format to upload.



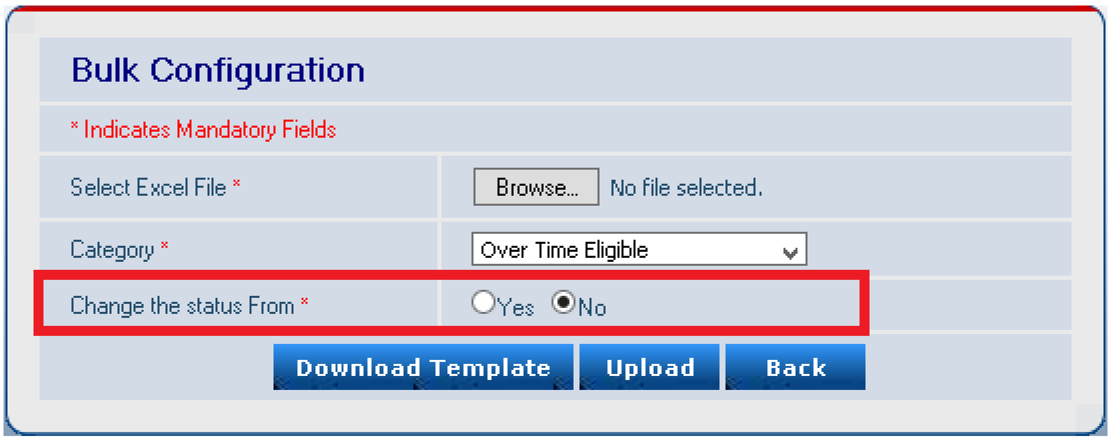
Step 5: In the below Excel, Employee Id is a mandatory field.



Step 6: We need to give the Employee Id's in excel sheet.



Step 7: Select category field over time eligible / comp-off eligible / over time & comp off eligible / Report Exclude / Hostel.



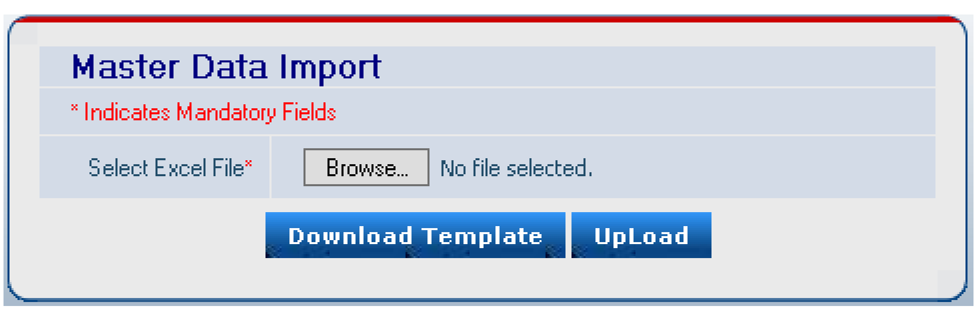
Step 7: Select change the status from field (Yes/No).Based on the selection **for ex:** If the employee is Over Time eligible means if we select the status as (No) and browse the template file and click upload button. For that employee Over Time Privilege will be unchecking. Likewise, Comp-off / OT- Comp-off / Report Exclude / Hostel.

Step 8: We can bulky change the status of the employee's.

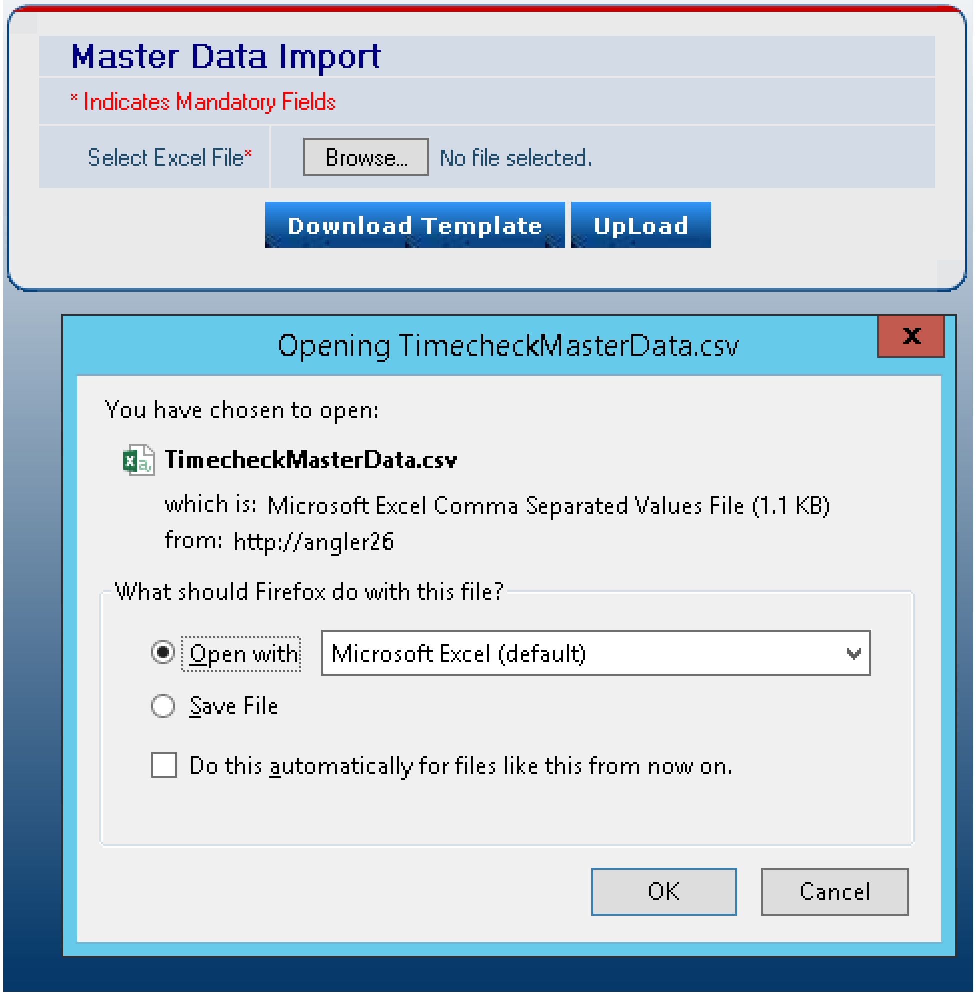
3.9. How to Import the Employee

Master Data Import Module allows the administrator or user having privileges to Import data, download the template (.csv file) and fill the master data in that file. Then upload the same file to the Time check.

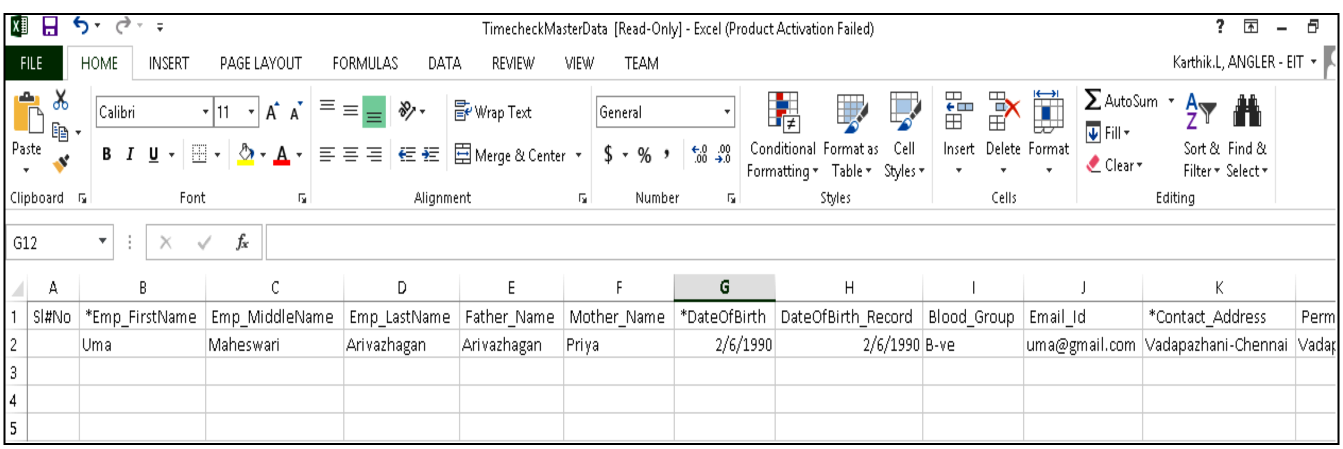
Step 1: Click on the Menu ***System settings -> Master data import***



Step 2: Download the template.



Step 3:In that CSV file will have the sample data , delete that record and add the employee details with all mandatory columns.



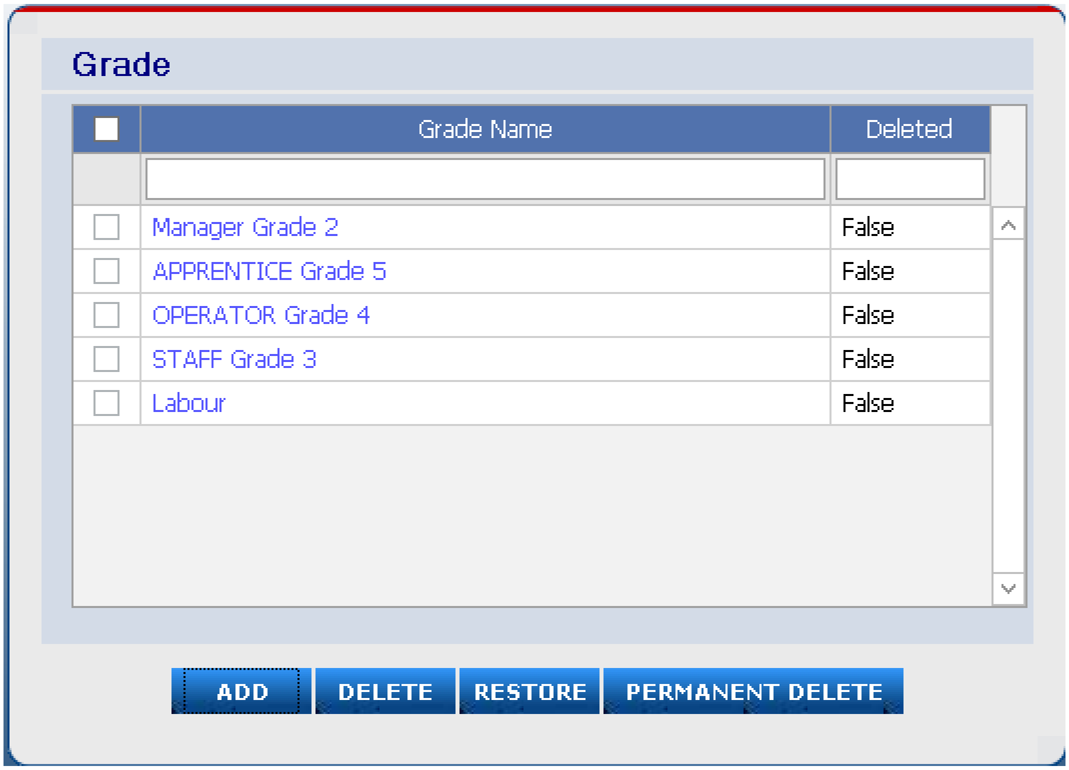
Step 4: Enter all the details and upload the template. Employee will import successfully and we can check in the employee master.

3.10. How to map the Organization grade and designation

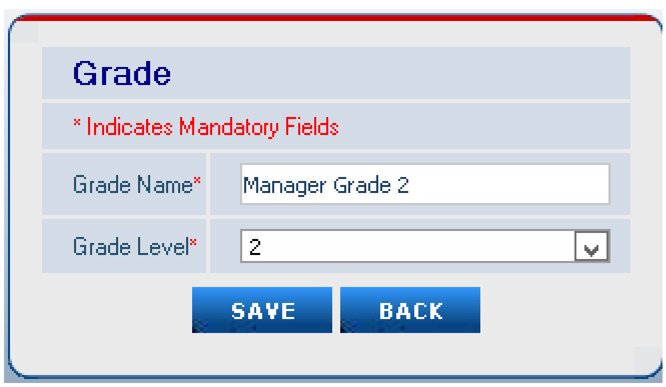
Step 1: Click on the Menu ***Masters -> Grade***

Step 2: Grade Add page will be displayed

Step 3: Click ***Add*** button under Grade



Step 4: Grade add screen will be displayed as follows



Step 5: Enter Grade Name.

Step 6: Select the Grade Level from the Dropdown List so that the level can be assigned to the created Grade Name.

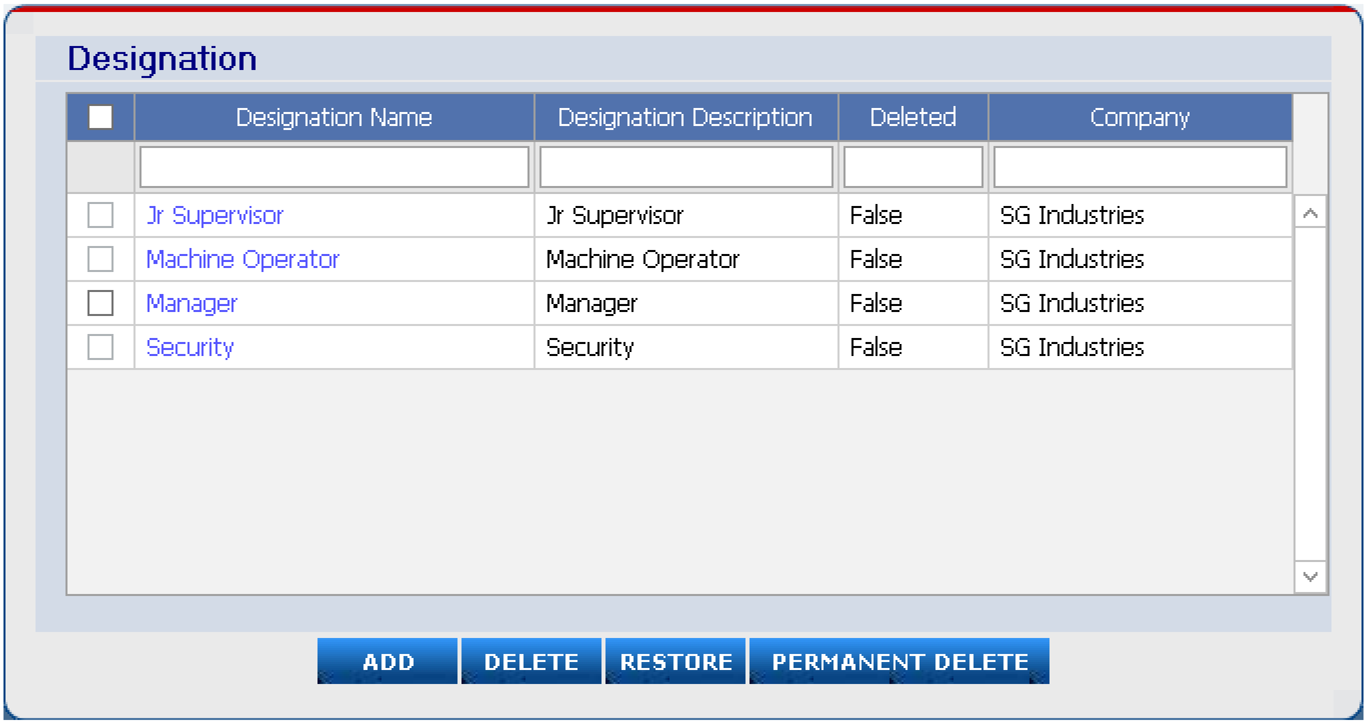
Step 7: Finally click Add Button to save the Grade Details.

Designation Add

Step 1: Click on the Menu ***Masters -> Designation***

Step 2: Designation Add page will be displayed

Step 3: Click ***Add*** button under Designation



Step 4: Designation add screen shown in the below screen.

Step 5: Fill the Designation Name and Designation Description in appropriate Text Boxes

Step 6: Select the Grade Name from the Dropdown Lists for which the selected Grade is assigned to the Designation.

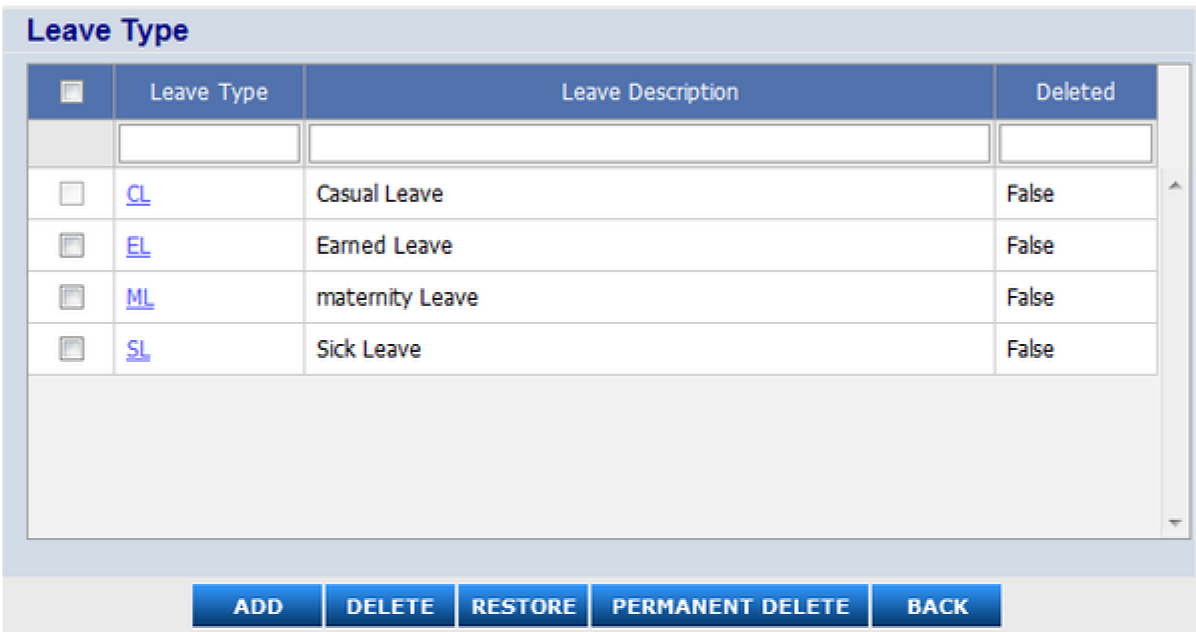
Step 7: Finally click Add Button to save the Designation Details.

4. Leave Management

4.1. How To Create Leave Type

In Timecheck application by default we have included 4 different leave types called

1. CL – Casual Leave
2. ML – Maternity Leave
3. EL – Earned Leave
4. SL – Sick Leave



Add Leave Type

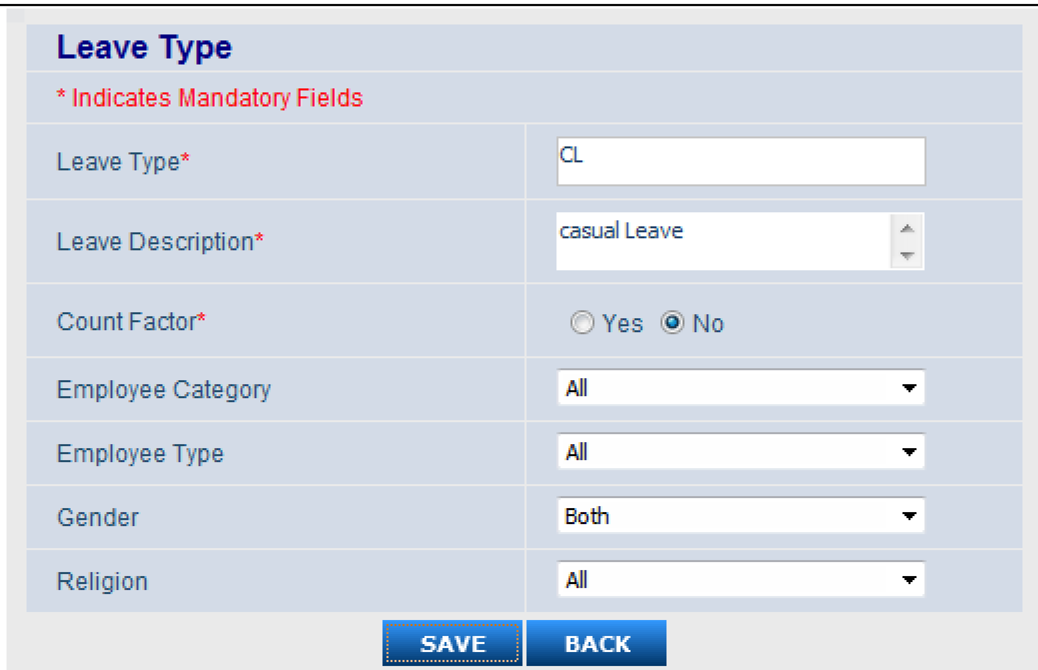
Step 1 : Click on the menu ***Masters → Leave → Leave Type***

Step 2 : Click on the menu ***Add button.***

Step 3 : Enter the Leave Type as ML / CL .

Step 4 : Enter the Description for Leave Type

Step 5 : Click on the save button To save the Leave Type.



Modify Leave Type

Step 1 : Click on the menu ***Masters*** → ***Leave*** → ***Leave Type***

Step 2 : Click on the ***Leave Type*** name which you have like to modify.

Step 3 : Click on the ***Modify button.***

Step 4 : Modify the values wherever the user want.

Step 5 : Click on the ***save button*** to save the Modified details.

Delete and Permanent Delete Leave Type

Step 1 : Click on the menu ***Masters*** → ***Leave*** → ***Leave Type***

Step 2 : Select the check boxes on the respective ***Leave Type*** name which you have to like to Delete.

Step 3 : Click on the ***Delete button*** to delete temporarily.

Step 4 : If the User want permanent delete then click on the ***Permanent Delete*** button.

Note : The User can't able to delete when the Leave Type involved in transactions.

Restore Leave Type

Note: Restore option has will work with already deleted leave type only.

Step 1: Click on the menu ***Masters*** → ***Leave*** → ***Leave Type***

Step 2: Select the check boxes on the respective ***Leave Type*** name which has been already temporally deleted.

Step 3: Click on the Restore button to restore the deleted Leave type.

4.2. How To Create Leave Policy

Leave Policy Module is used to define different Leave Policies to different grade of Employees. For e.g., A Particular Leave Type may be applicable only for Managers and not for Staffs. In this case, different Leave Policies has to be created separately for Managers and Staffs.

Leave Policy Creation

Step 1 : Fill the Policy Name.

Step 2 : Click the Check Boxes to define what are all the ***Leave Types*** applicable for the Policy

Step 3 : Fill ***Applicable days /Year*** Text Box that is how much days can be availed for the particular Leave Type. This field will be enabled only when Count Factor is set to 'No' for the selected Leave Type in the Leave type Master.

Step 3 : Fill Max Days/ Spell Text Box if applicable. (i.e., Maximum number of days can be taken at a time for a particular Leave Type).

Step 4 : Fill Min Days/ Spell Text Box if applicable. (i.e., Minimum number of days can be taken at a time for a particular Leave Type).

Step 5 : Fill Spells/Year in the Text Box if Applicable. (i.e., Number of spells per year for a particular Leave Type.

Step 6 : Choose Yes Radio Button if LOP (Loss Of Pay) is Applicable. If LOP is not applicable, then choose Radio Button No. If LOP is applicable, then fill the Maximum number of LOP that can be taken in Max LOP Text Box.

Step 7 : Choose Weekly Off Before or After or Intervening if applicable for a particular Leave Type.

Step 8 : Select the Borrow Check Box if Borrowing of Leave from next year is applicable for a particular Leave Type.

Step 9 : Select the Carry Over Check Box if Carry Over of Leave is applicable for a particular Leave Type.

Step 10 : Fill M.Acc. Days (Maximum number of Accumulated Days) in the Text Box if applicable for a particular Leave Type.

Step 11 : Select the Encash Check Box if Encasement for a particular Leave Type is applicable.

Step 12 : Fill the Apply. After (Days) Text Box. (i.e after how many days from the date of joining, the particular Leave Type will be applicable to Employee)

Step 13 : Fill Calc. Factor Text Box, i.e., Calculation Factor for the particular Leave Type. This field will be enabled only when Count Factor is set to 'Yes' for the selected Leave Type in the Leave Master.

Step 14 : Fill Min. Work Days Text Box, i.e., the number of days that an employee should work to get eligible for the particular Leave Type. This field will be enabled only when Count Factor is set to 'Yes' for the selected Leave Type in the Leave Master.

Step 15 : Select the Count Factor check boxes whether to include Work Day or Weekly Off or Leave or Holidays to get the Min. Work days. These fields will be enabled only when Count Factor is set to 'Yes' for the selected Leave Type in the Leave Master.

Step 16 : Set maximum permission hours per month in hh:mm format in the Max Permission Hours Per Month Text Box. This field will be enabled only when the permission check box is selected.

Step 17 : Set maximum number of instances per month in the Max No of Instances per Month Text Box. This field will be enabled only when the permission check box is selected.

Step 18 : Maximum Permission Hours per Instance will be automatically calculated based on maximum permission hours per month and maximum number of instances. This field will be enabled only when the check box is selected.

Step 19 : Select the Permission Before Leave and Permission After Leave if Applicable. These fields will be enabled only when the permission check box is selected.

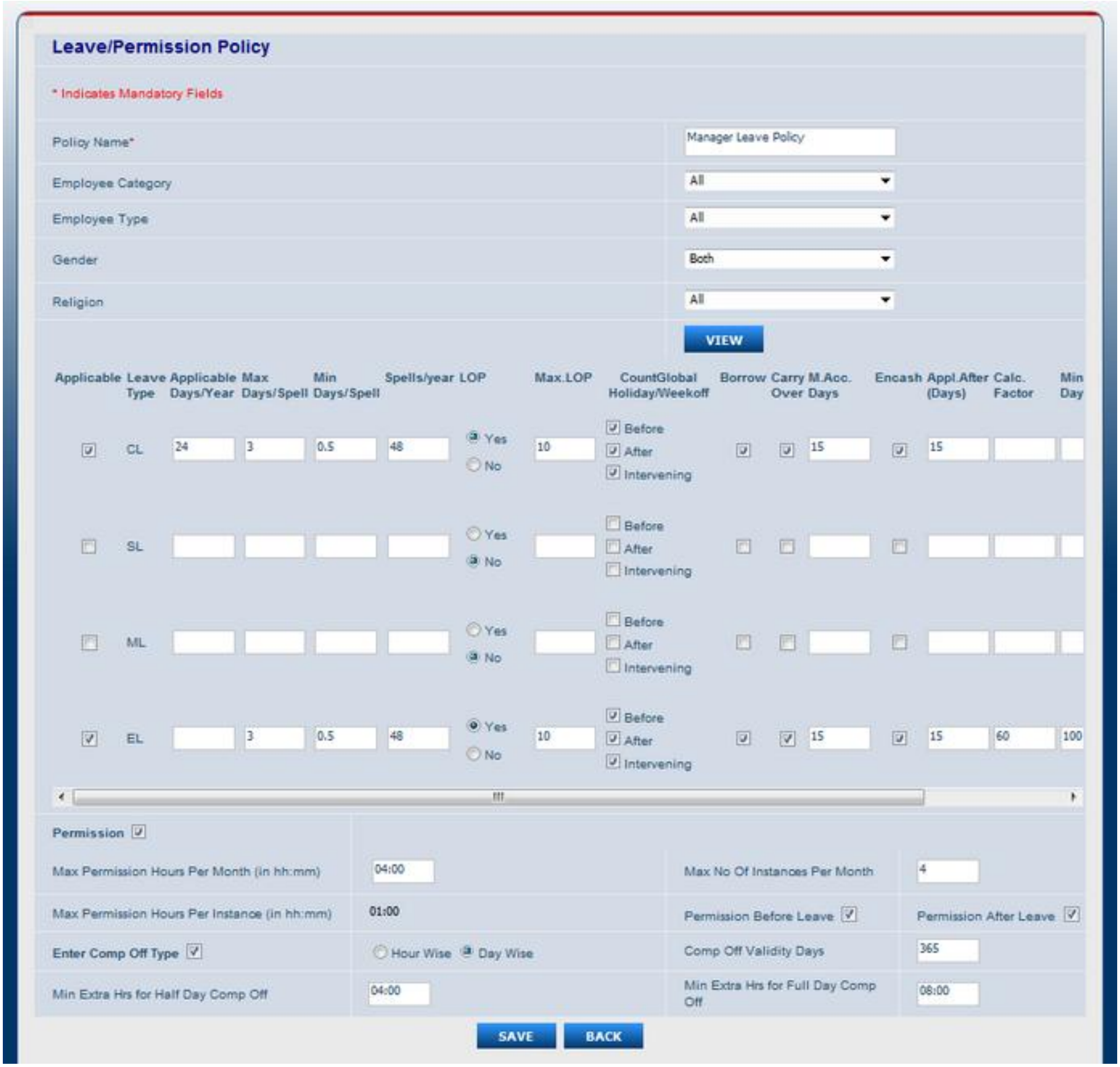
Step 20: Select the “Enter Comp off Type” Type option whether the Hour wise or Day wise is applicable. This field will be enabled only when the Comp off Type check box is selected.

Step 21: Enter comp-off validity days, Employee can taken comp-off based on entered days not more than that – Whether if The employee has comp off eligibility

Step 22 : Set Minimum Extra hrs for Half day comp off (Example set : 4Hrs) , it will be applicable for comp off eligibility employee while employee creation.

Step 23 : Set Maximum Extra hrs for Full day comp off (Example set : 7Hrs) , it will be applicable for comp off eligibility employee while employee creation.

Step 21 : Finally Click Save Button to save the Leave Policy Details

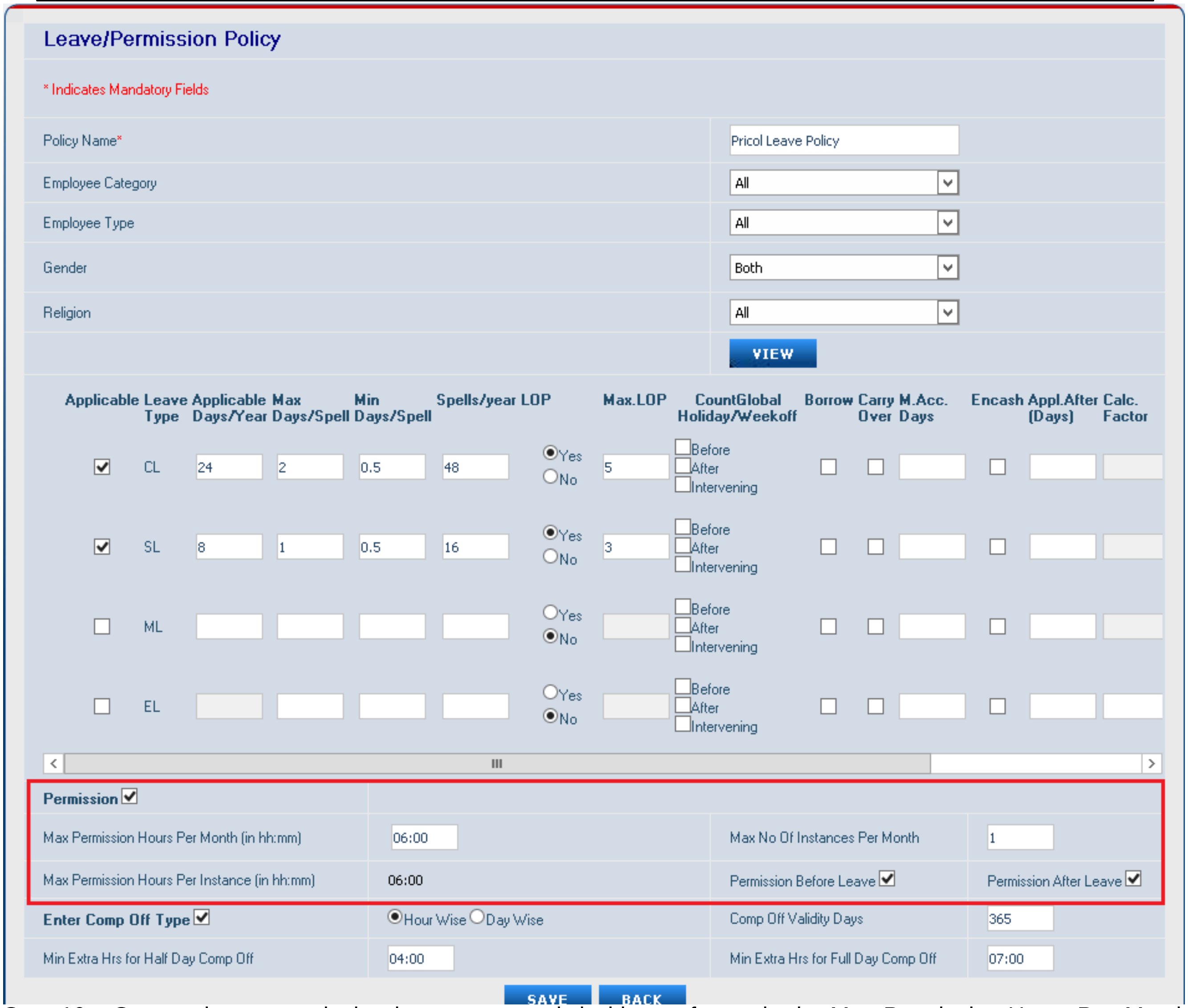


4.3. How to configure for employee monthly permission

Permission configuration

Step 1: Click on the Menu ***Masters -> Leave → Leave policy allocation***

Step 2: Leave/Permission policy Add page will be displayed



Step 16 : Set maximum permission hours per month in hh:mm format in the Max Permission Hours Per Month Text Box. This field will be enabled only when the permission check box is selected.

Step 17 : Set maximum number of instances per month in the Max No of Instances per Month Text Box. This field will be enabled only when the permission check box is selected.

Step 3: Maximum Permission Hours per Instance will be automatically calculated based on maximum permission hours per month and maximum number of instances. This field will be enabled only when the check box is selected.

Step 4: Select the Permission Before Leave and Permission After Leave if Applicable. These fields will be enabled only when the permission check box is selected.

Step 5: Once the leave/ Permission allocated to the employee, based on the configuration the employee can take permission.

Example 1: Assume Shift timings is 9am to 5pm. Minimum Permission hours per month is 6:00 hrs and Maximum no of instance per month is 1hrs.Minimum Permission hours per Instance is 6:00 hrs. Assume employee taking permission 9am to 10am on **01-sep-2015**. He works from 10 am to 5pm.So total working hrs 8.

Example 2: Assume Shift timings is 9am to 5pm. Maximum no of instance per month is 1hrs. Assume employee try to take permission on 9am to 10am on **05-sep-2015** same September month. It will not allow to take permission because he have already reached Maximum no of instance per month.

4.4. How to do the Shift Allocation for an Employee

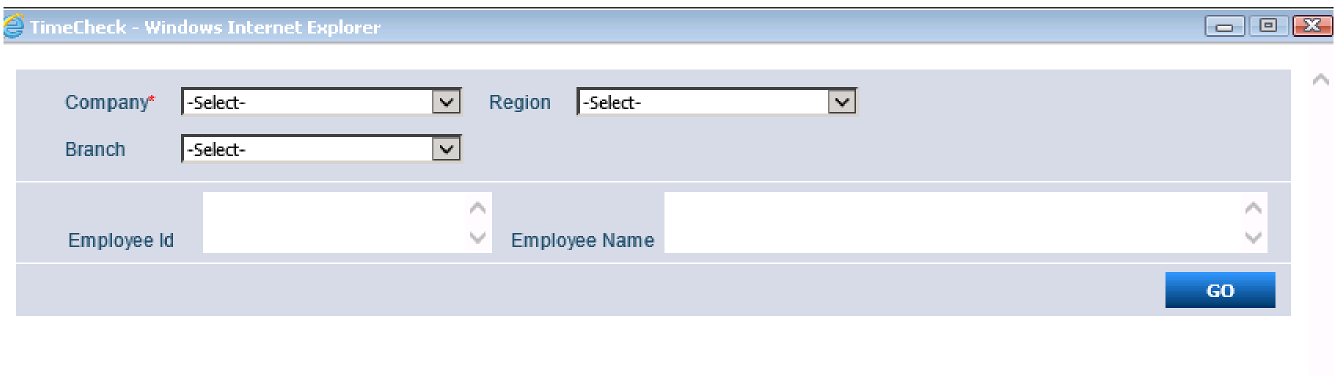
Shift Allocation Add

Step 1: Click on the Menu ***Transactions -> Shift -> Shift Allocation***

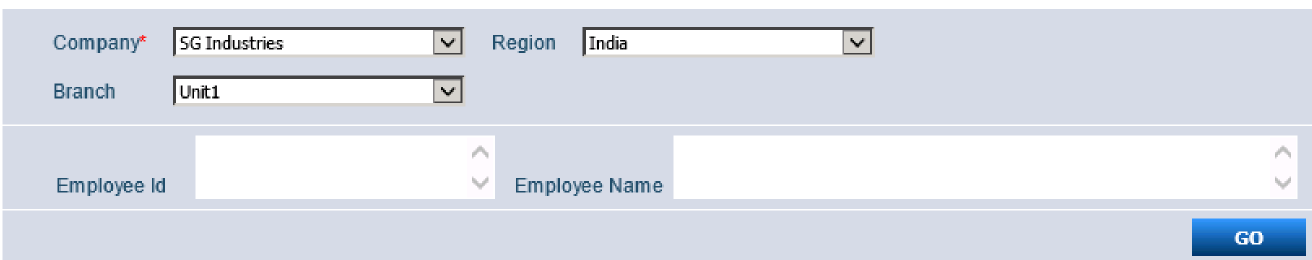
Step 2: Shift Allocation Add page will be displayed

Step 3: Click ***Add*** button under Select Employees

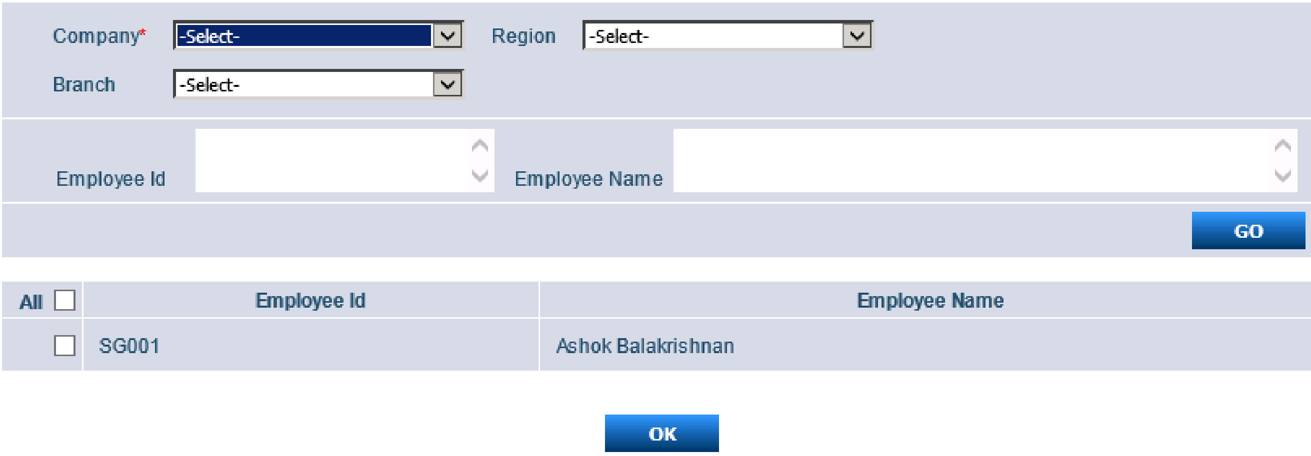
Step 4: Employee selection screen will be displayed as follows



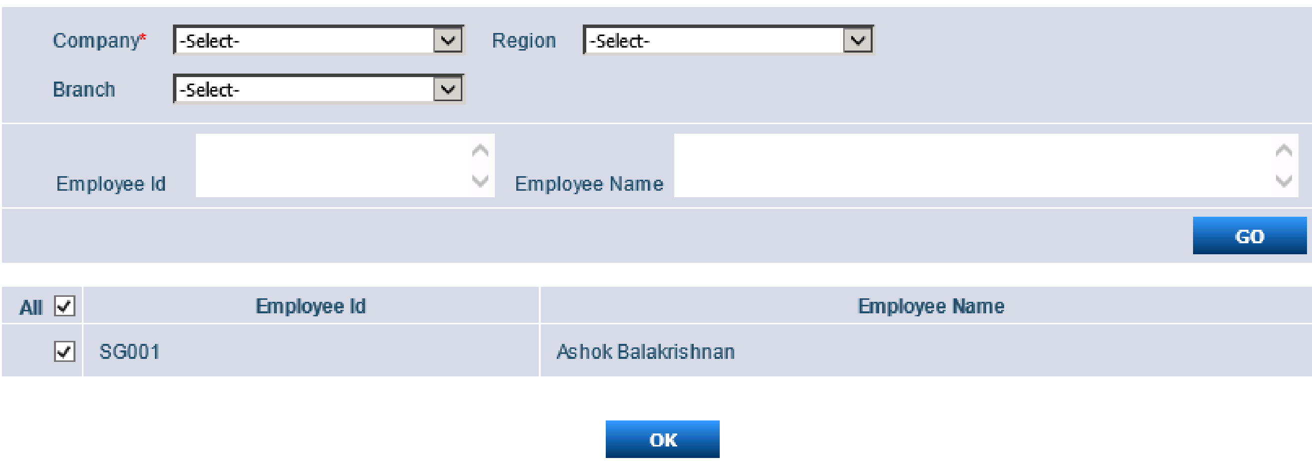
Step 5: Select the organization level and click Go, the employees under the selected level will be listed



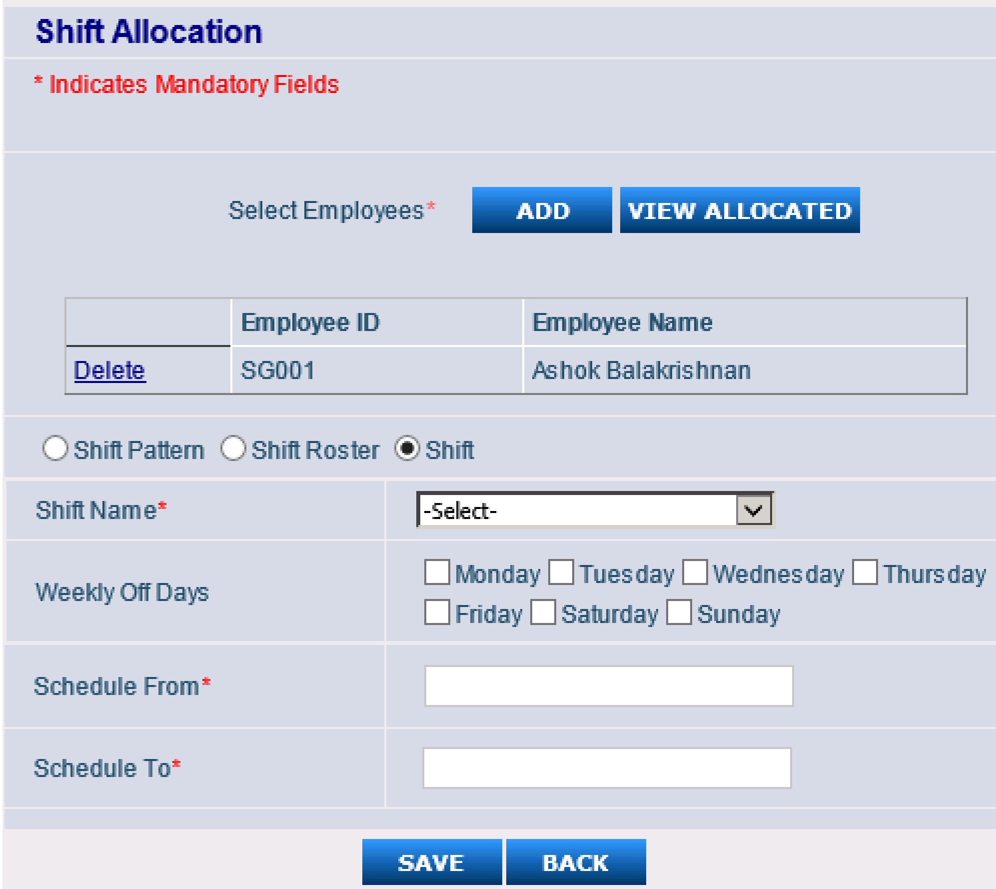
Step 6: The employee under the selected level will be listed as shown below



Step 7: Select the employee (More than one employee is possible) and click Ok as shown below



Step 8: By clicking Ok the employees will be listed as shown below

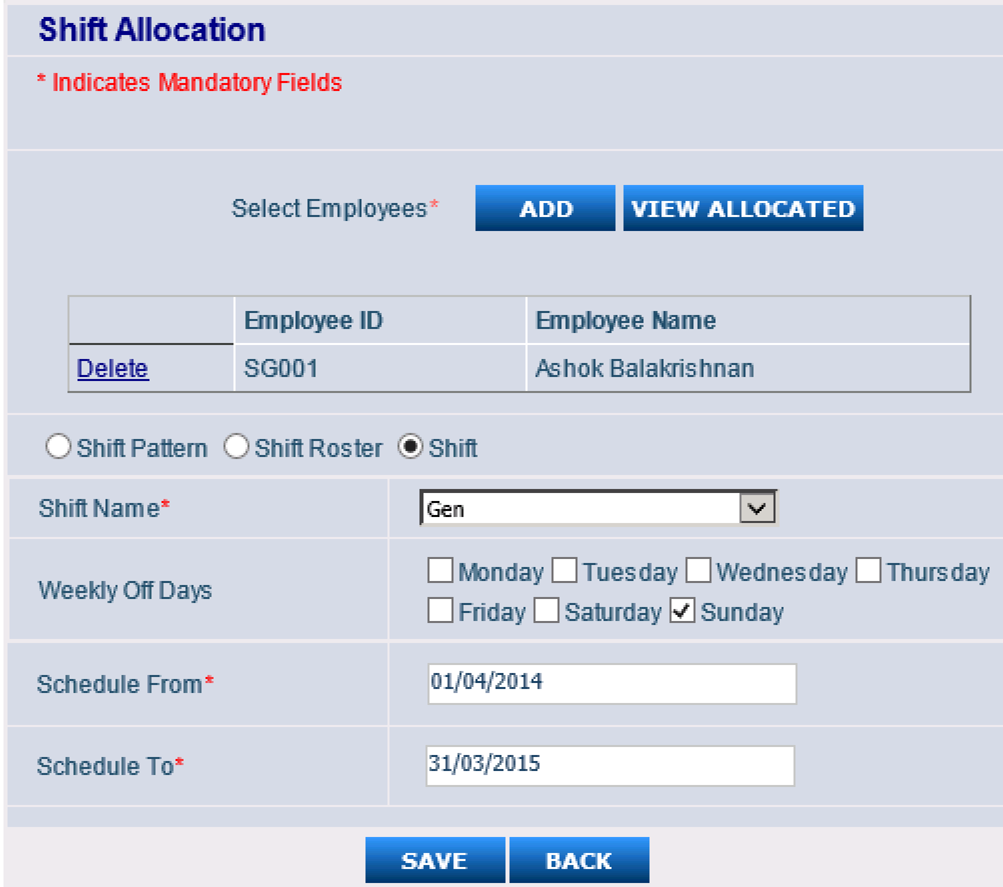


Step 9: Select the required Shift from the Shift Name drop down value

Step 10: Tick the appropriate weekly off day

Step 11: Select the Schedule From and Schedule To date for the duration the shift need to be allocated for the employees

Step 12: After filling all the data's click save. The Shift will be allocated to all the selected employees for the selected duration as shown below

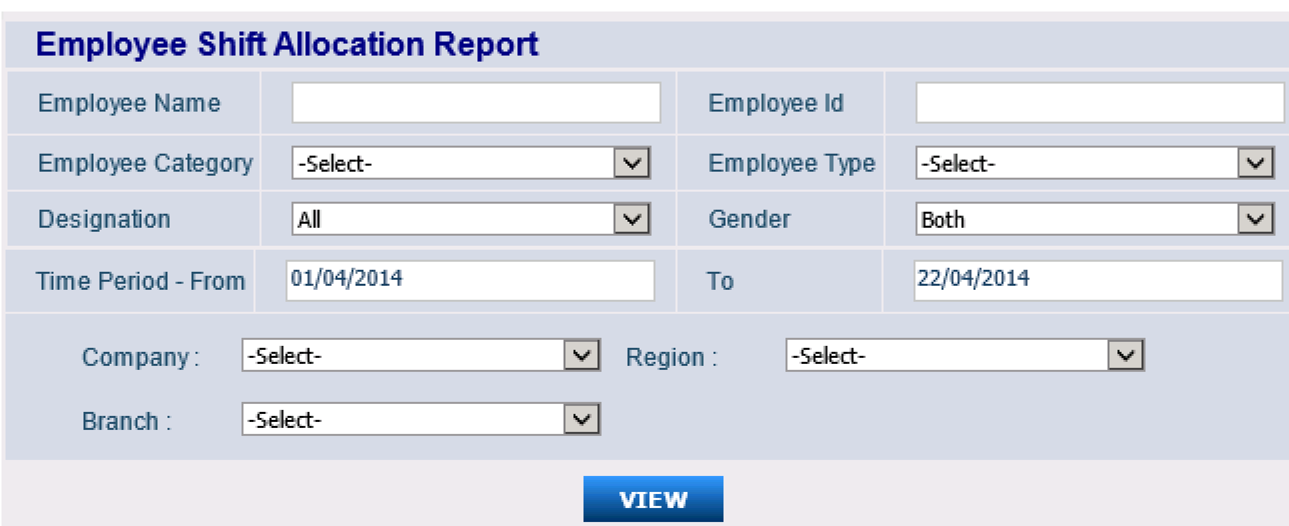


4.5. How to View the Employee Shift Allocation Report

Employee Shift Allocation Report

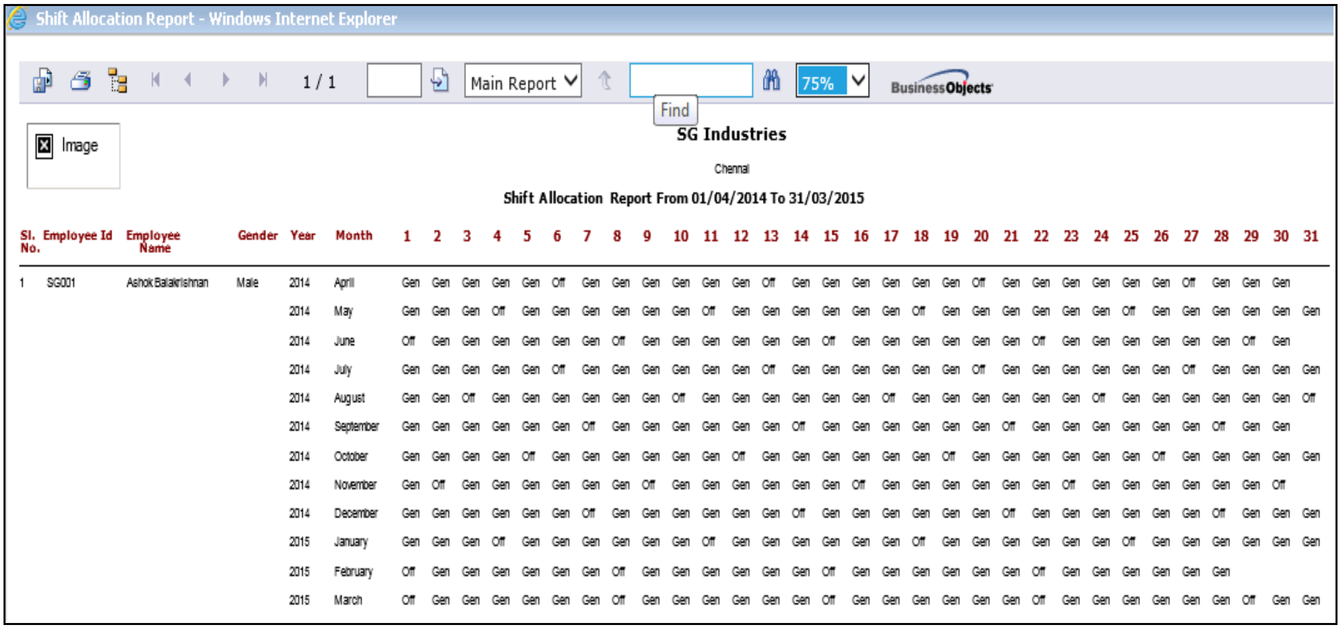
Step 1: Click on the Menu ***Reports -> Shift -> Emp. Shift Allocation***

Step 2: Employee Shift Allocation Report page will be displayed as shown below.



Step 3: Select the duration and Company level then click view

Step 4: The Shift allocated details will be displayed in the report as shown below



SG Industries

Chennai

Shift Allocation Report From 01/04/2014 To 31/03/2015

Sl. No.	Employee Id	Employee Name	Gender	Year	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	SG001	Ashok Balakrishnan	Male	2014	April	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen
				2014	May	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen
				2014	June	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off
				2014	July	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen
				2014	August	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen
				2014	September	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen
				2014	October	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen
				2014	November	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen
				2014	December	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen
				2015	January	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen
				2015	February	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off
				2015	March	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off

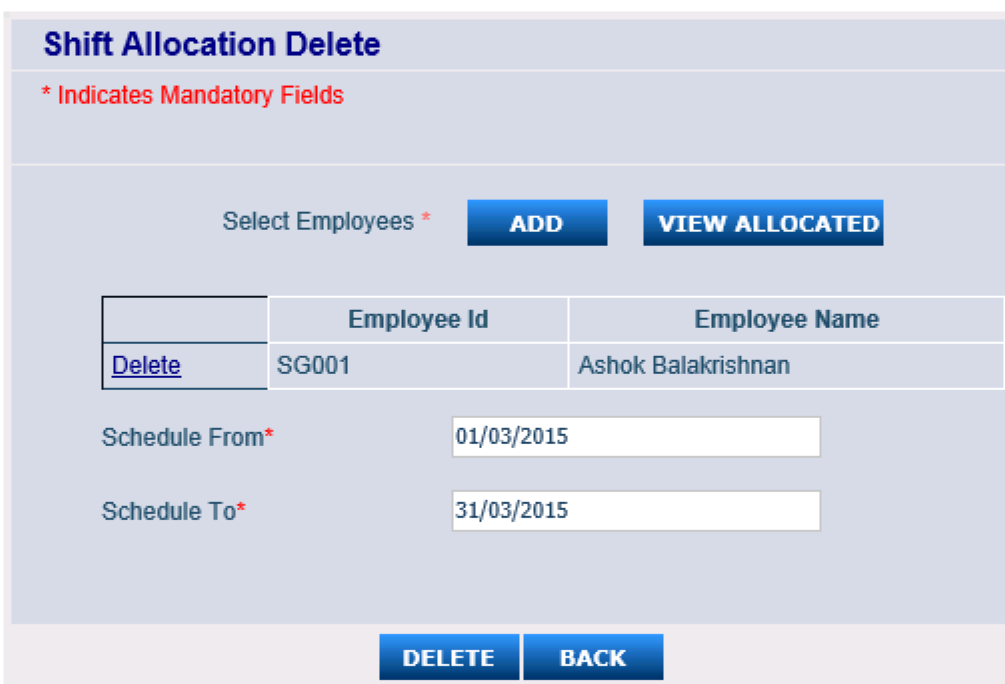
Year	Month	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2014	April	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	
2014	May	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen
2014	June	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	
2014	July	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen
2014	August	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off
2014	September	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	
2014	October	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen
2014	November	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	
2014	December	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen
2015	January	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen
2015	February	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen			
2015	March	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen

4.6. How to Delete the Shift Allocation

Employee Shift Allocation Delete

Step 1: Click on the Menu ***Transactions -> Shift -> Shift Allocation ->Shift Allocation Delete***

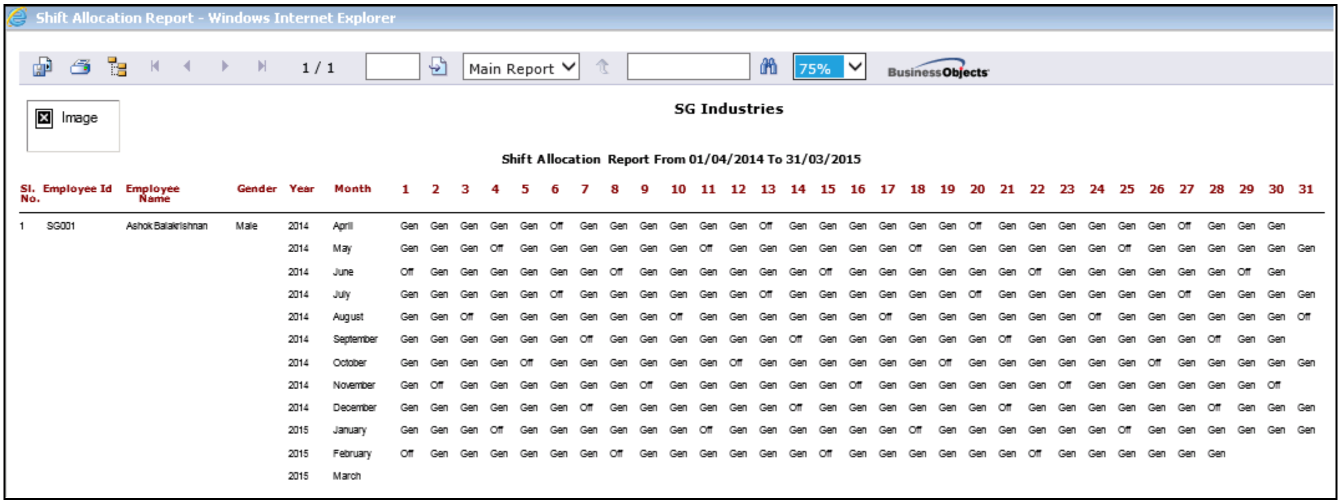
Step 2: Select the Employees and select the Schedule From and Schedule to duration for which the allocated shift need to deleted



Step 3: Click Delete button the allocated shift of the employees for the selected duration will be deleted

Step 4: Click on the Menu ***Reports -> Shift -> Emp. Shift Allocation***

Step 5: Select the employee, duration and click View the allocated shift for the employee will be getting deleted as shown below


Shift Allocation Report - Windows Internet Explorer

1 / 1 Main Report 75% BusinessObjects

Image

SG Industries

Shift Allocation Report From 01/04/2014 To 31/03/2015

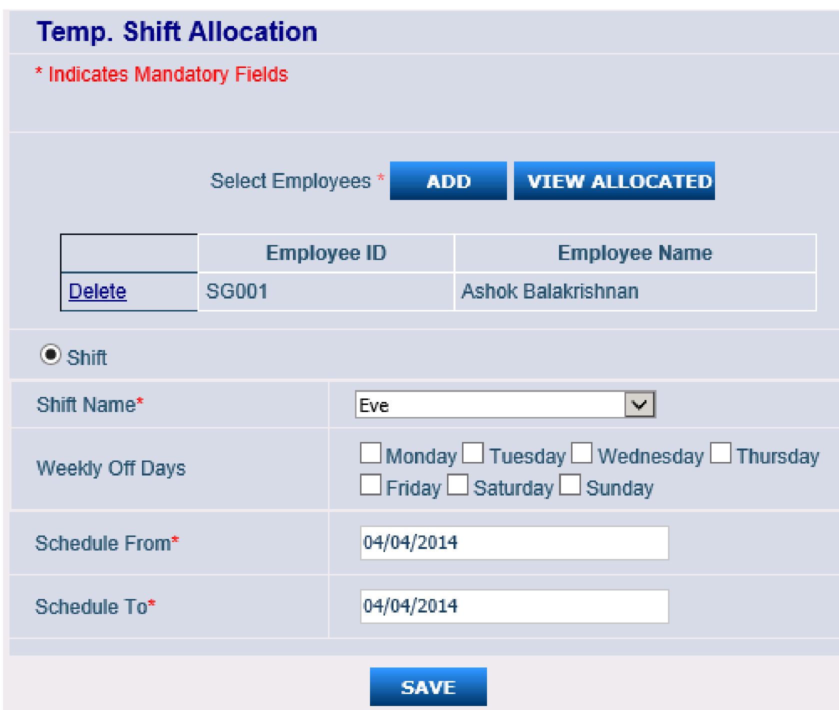
Sl. No.	Employee Id	Employee Name	Gender	Year	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	SG001	Ashok Balakrishnan	Male	2014	April	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	
				2014	May	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen
				2014	June	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	
				2014	July	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen
				2014	August	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off
				2014	September	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	
				2014	October	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen
				2014	November	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	
				2014	December	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen
				2015	January	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen
				2015	February	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen			
				2015	March																															

4.7. How to allocate the Temp.Shift Allocation for the Employee

In an Organization after allocating the shifts for the employees if there is any change in shift as temporarily for few days like 1 0r 2 days means then Temporary Shift Allocation can be used

Step 1: Click on the Menu ***Transactions -> Shift -> Temp.Shift Allocation***

Step 2: Select the Employees to whom the Temporary Shift allocations need to be done also select the shift and the duration of that 1 or 2 day's then click save

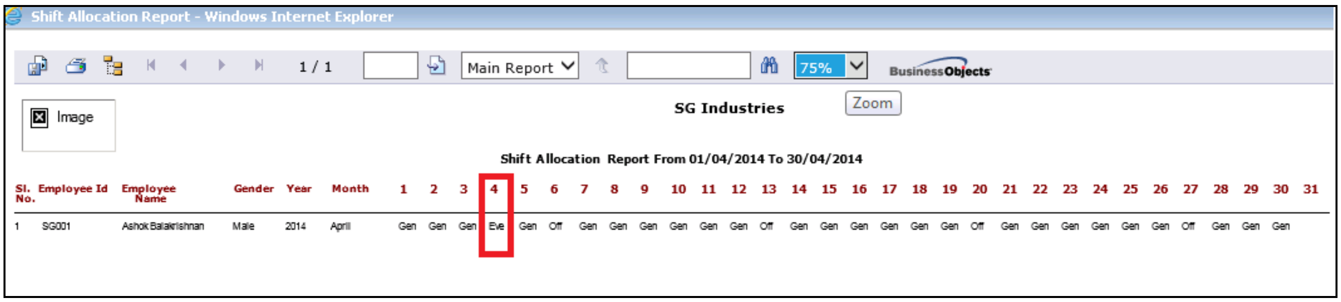


Step 3: Select the Employees to whom the Temporary Shift allocations need to be done also select the shift and the duration of that 1 or 2 day's then click save

4.8. How to view the Shift Report after allocating the Temp.Shift Allocation for the Employee

Step 1: Click on the Menu ***Reports -> Shift -> Emp.Shift Allocation***

Step 2: Select the Employees and duration to whom the Temporary Shift allocations has been done and click view the report will be displayed as shown below



Sl. No.	Employee Id	Employee Name	Gender	Year	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	SG001	Ashok Balakrishnan	Male	2014	April	Gen	Gen	Gen	Eve	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	

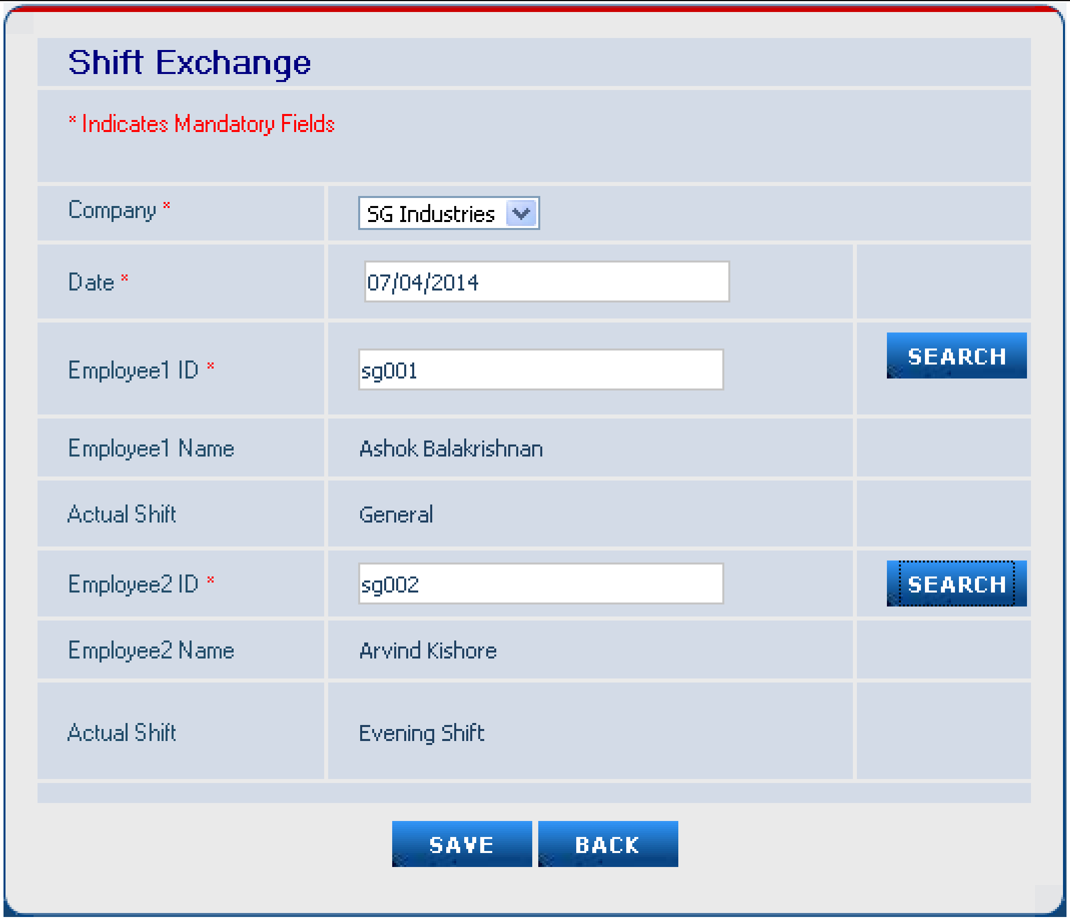
Shift Exchange

4.9. How to do the Shift Exchange

Shift Exchange is used to swap the shifts between two employees for example employee A is been allocated in the morning shift and employee B is been allocated in the evening shift. Now on one particular day these two employees need to be exchange their shift means it is possible through this Shift Exchange module.

Step 1: Click on the Menu ***Transactions -> Shift -> Shift Exchange***

Step 2: Select both the Employees under Employee ID1 and Employee ID2 the appropriate employee name and the allocated shift details will be displayed then click save as shown below

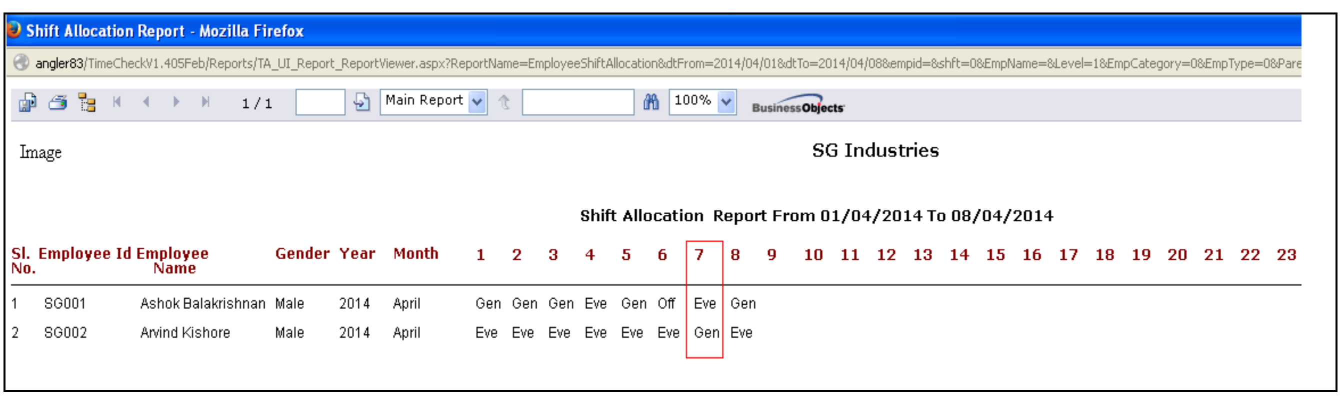


Step 3: Now the shift will be exchanged between those two employees successfully

4.10. How to view the Shift Exchange details in the Shift Report

Step 1: Click on the Menu ***Reports -> Shift -> Emp.Shift Allocation***

Step 2: Select the Employees and duration when Shift exchange has been done then click view the report will be displayed as shown below



SG Industries

Shift Allocation Report From 01/04/2014 To 08/04/2014

Sl. No.	Employee Id	Employee Name	Gender	Year	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1	SG001	Ashok Balakrishnan	Male	2014	April	Gen	Gen	Gen	Eve	Gen	Off	Eve	Gen															
2	SG002	Arvind Kishore	Male	2014	April	Eve	Eve	Eve	Eve	Eve	Eve	Gen	Eve															

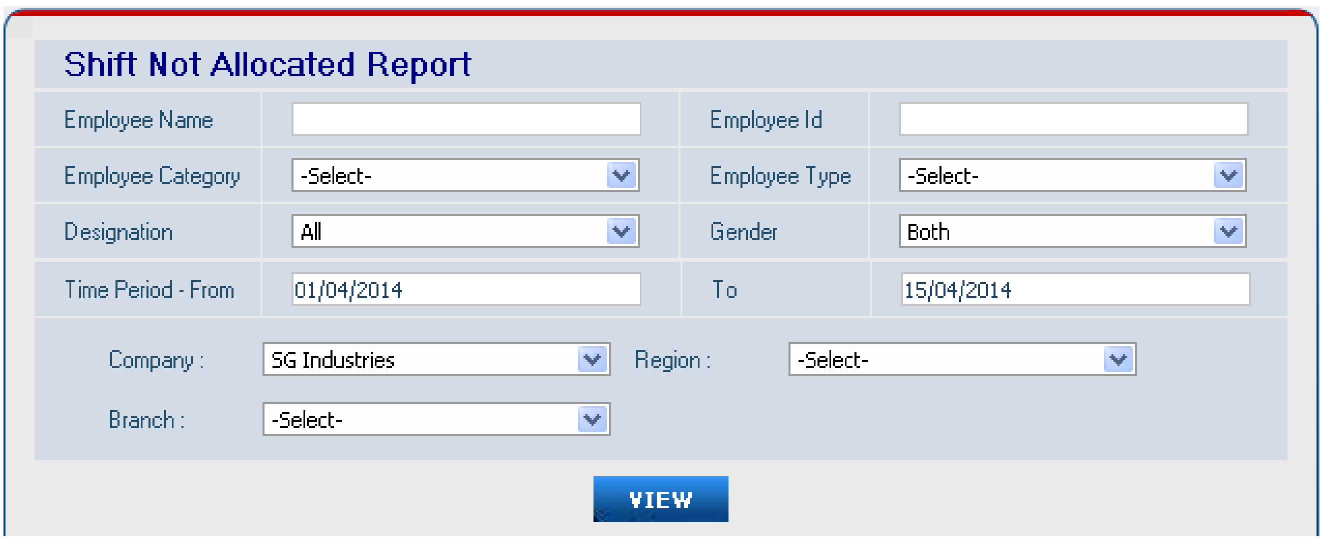
Shift Not Allocated Report

4.11. How to view the Shift Not Allocated report

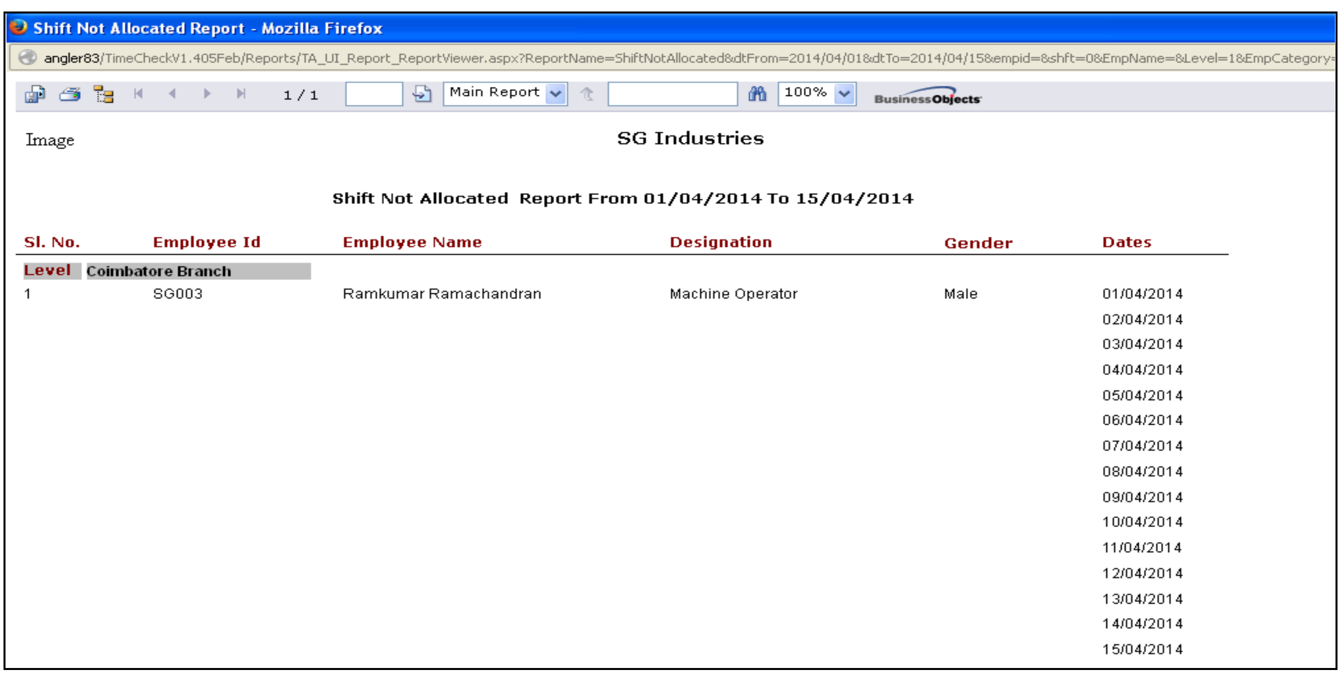
Shift Not allocated report is used to find the list of employees for whom the shift not allocated for the selected duration in the report

Step 1: Click on the Menu ***Reports -> Shift -> Shift Not Allocated***

Step 2: Select the required duration and the company for example and click View as shown the below filter page



Step 3: The Shift not allocated report will be displayed as shown below



5. TRANSACTIONS:

5.1. How to raise Leave for an Employee

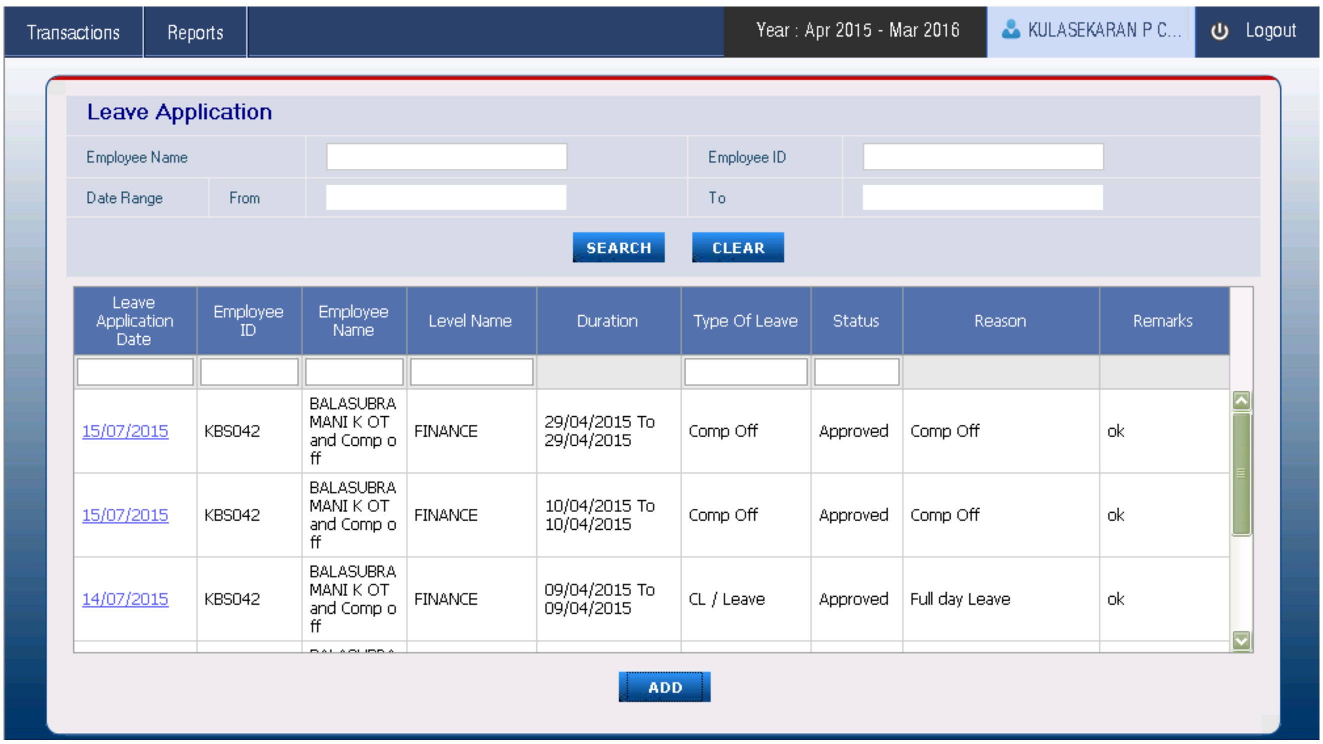
Leave Application Module allows the Individual user to submit their leave request online to get the approval from the concerned authorities. The authority can approve / reject the requested leave. This would be intimated to the concerned employee through mail.

Leave Application ADD

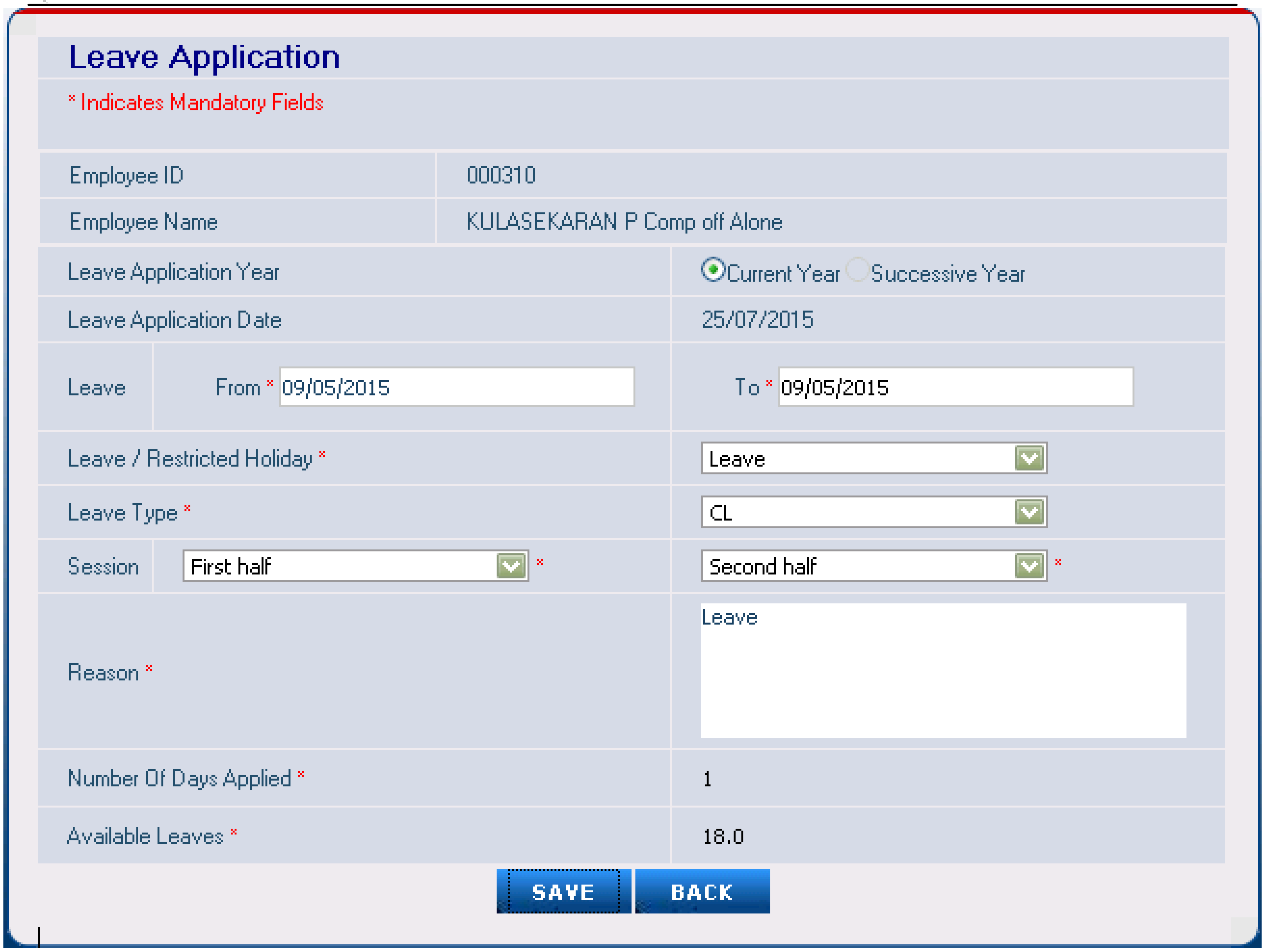
Step 1: Individual Login with Valid user name and Password

Step 2: Click on the Menu ***Transactions -> Leave -> Leave Application***

Step 3: Leave Application Add page will be displayed as shown below



Step 4: Click on the Add button the Leave Application add screen will be displayed as shown below



Step 5: Employee ID and Name are filled automatically with the Logged In Employee.

Step 6: Leave Application Date Label will be automatically filled with Current Date.

Step 7: In Leave, Select From and To date from calendar for leave duration.

Step 7: Select from the Dropdown List whether Leave or Restricted Holiday.

Step 8: Select session First Half or Second Half from the From and To Dropdown Lists.

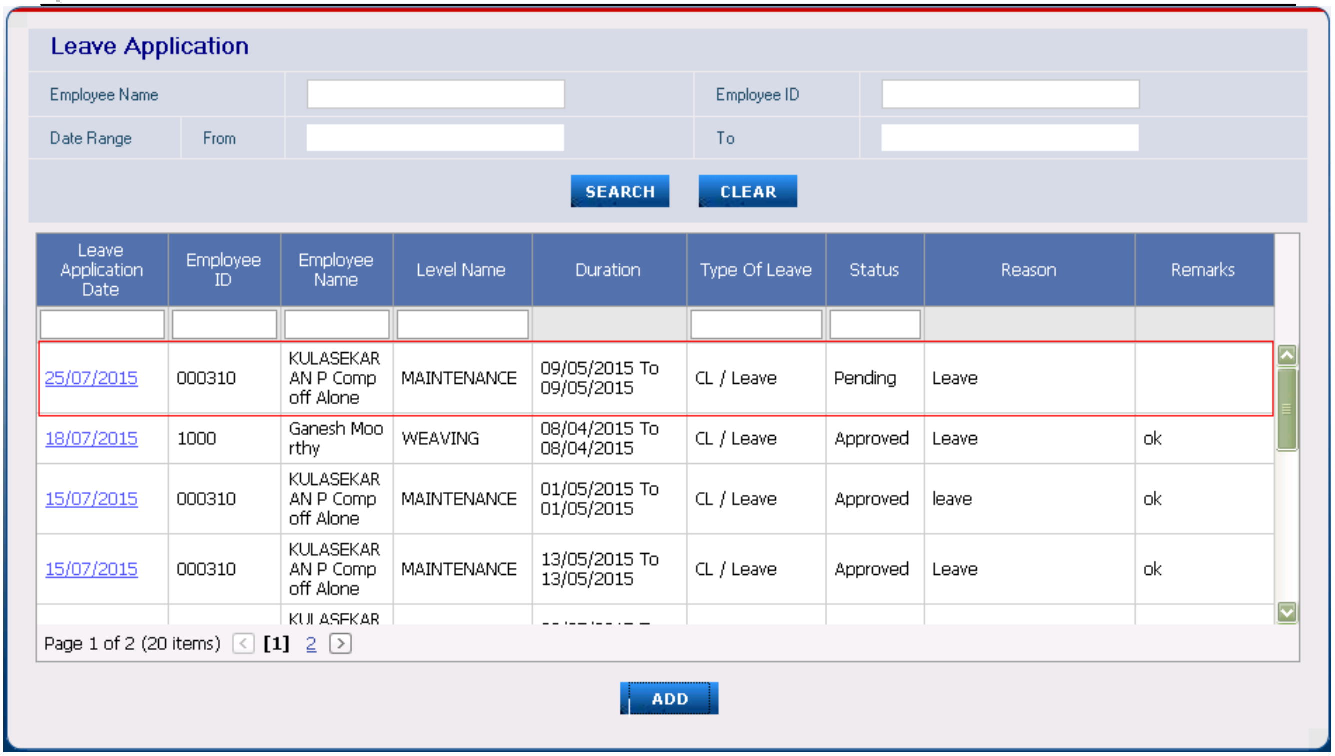
Step 9: Fill the reason for Leave in the Text Box.

Step 10: Number of days applied will be automatically calculated and displayed based on From and To duration.

Step 11: Remaining Number of Leave will be automatically calculated and displayed in Available leaves.

Step 12: Finally Click Save Button to Save the Leave Application.

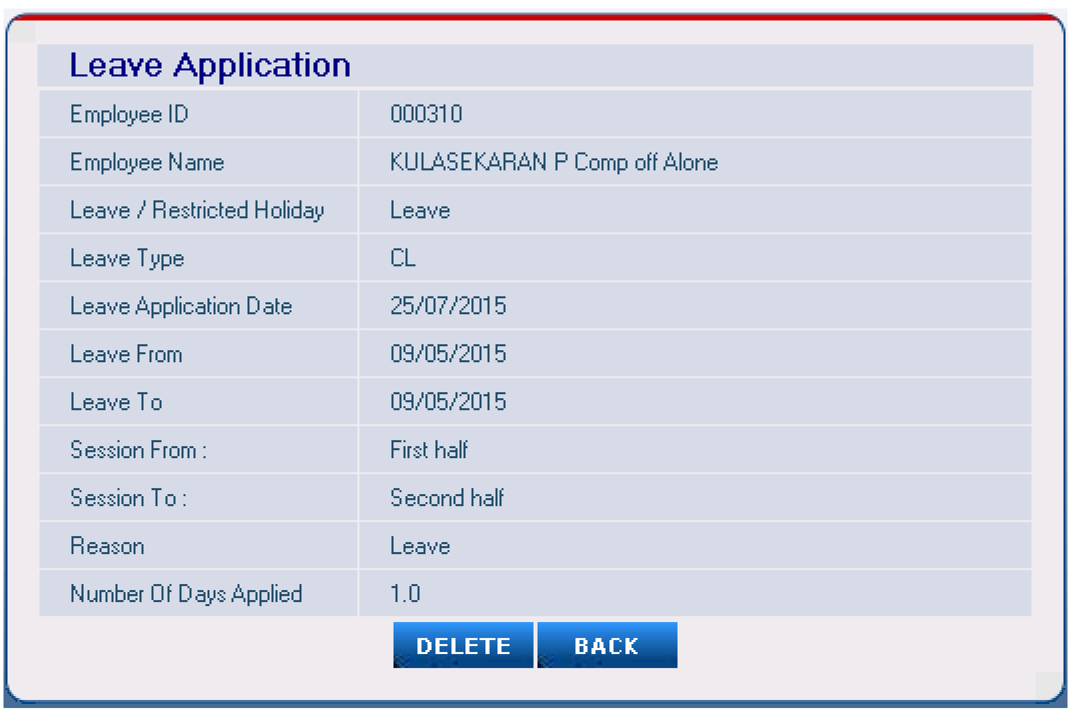
Step 13: Raised leave will display in Leave application grid view screen with pending status as shown below:



Delete the raised Leave

Step 1: Click on the Menu ***Transactions -> Leave -> Leave Application***

Step 1: Click Particular employee leave application date in grid view, Leave application delete screen will displayed as shown below



Step 3: Click delete button, Leave Application can only be deleted when the Leave Application Status is pending. On Clicking the Save Button, the mail is sent to the respective First Level Reporting To (Forwarding) Authority, if

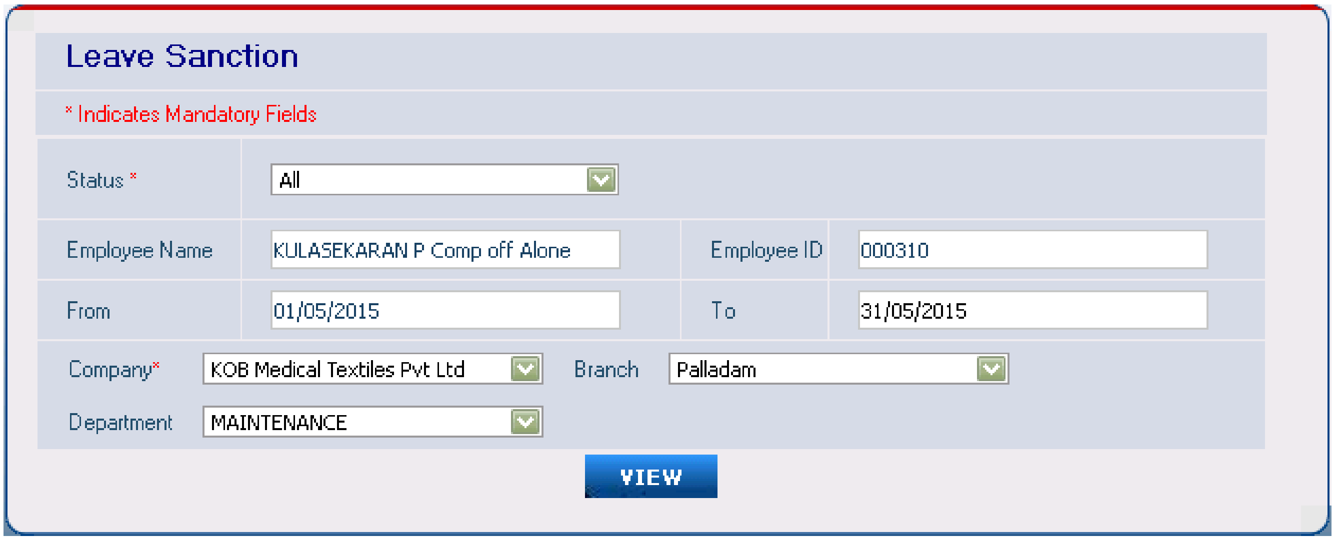
the person approved, mail will trigger to Sanctioning Authority.

Login as Forwarding Authority

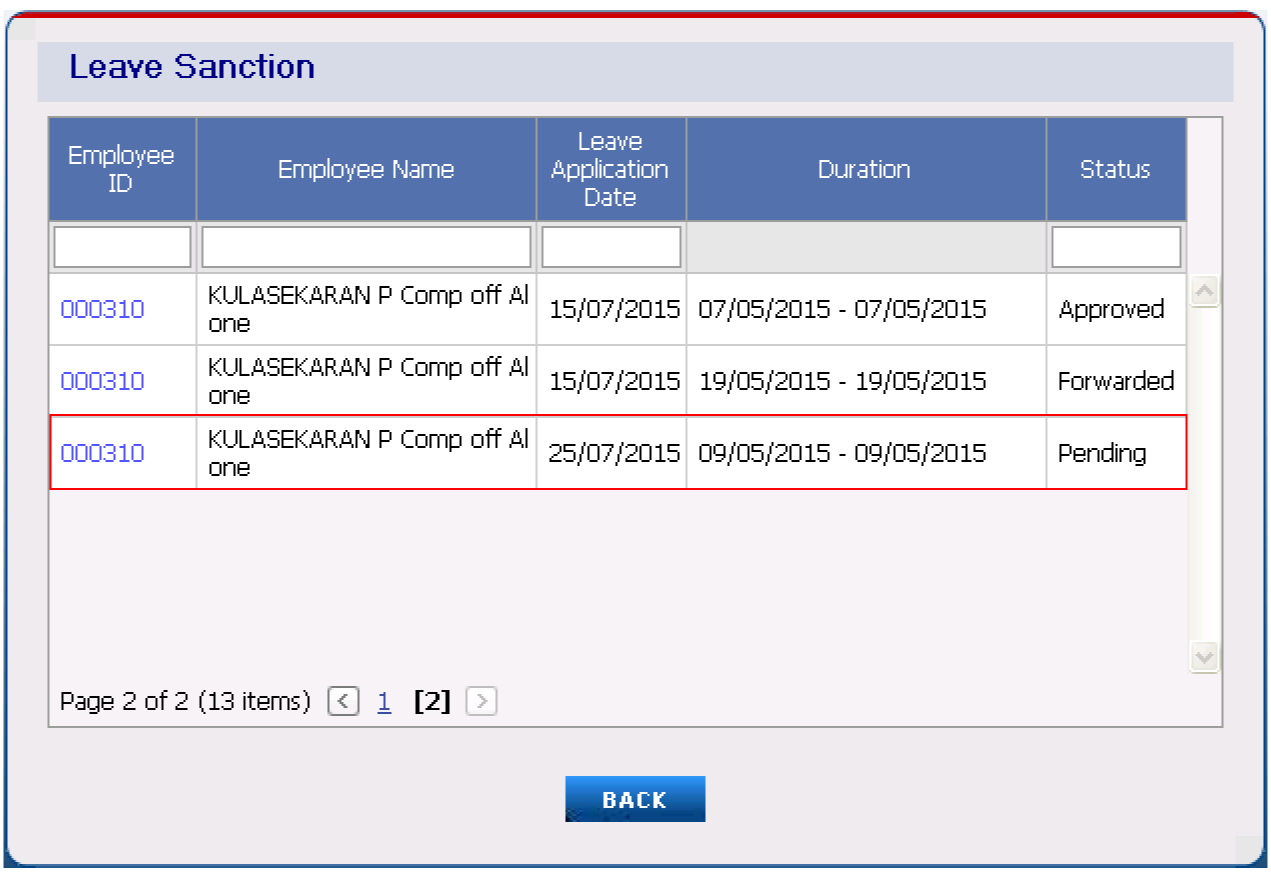
Step 1: Login with Valid user name and Password

Step 2: Click on the Menu ***Transactions -> Leave -> Leave Sanction***

Step 3: Leave Sanction view screen will displayed as shown below



Step 4: Click view button , List of leave with status will be displayed as shown below

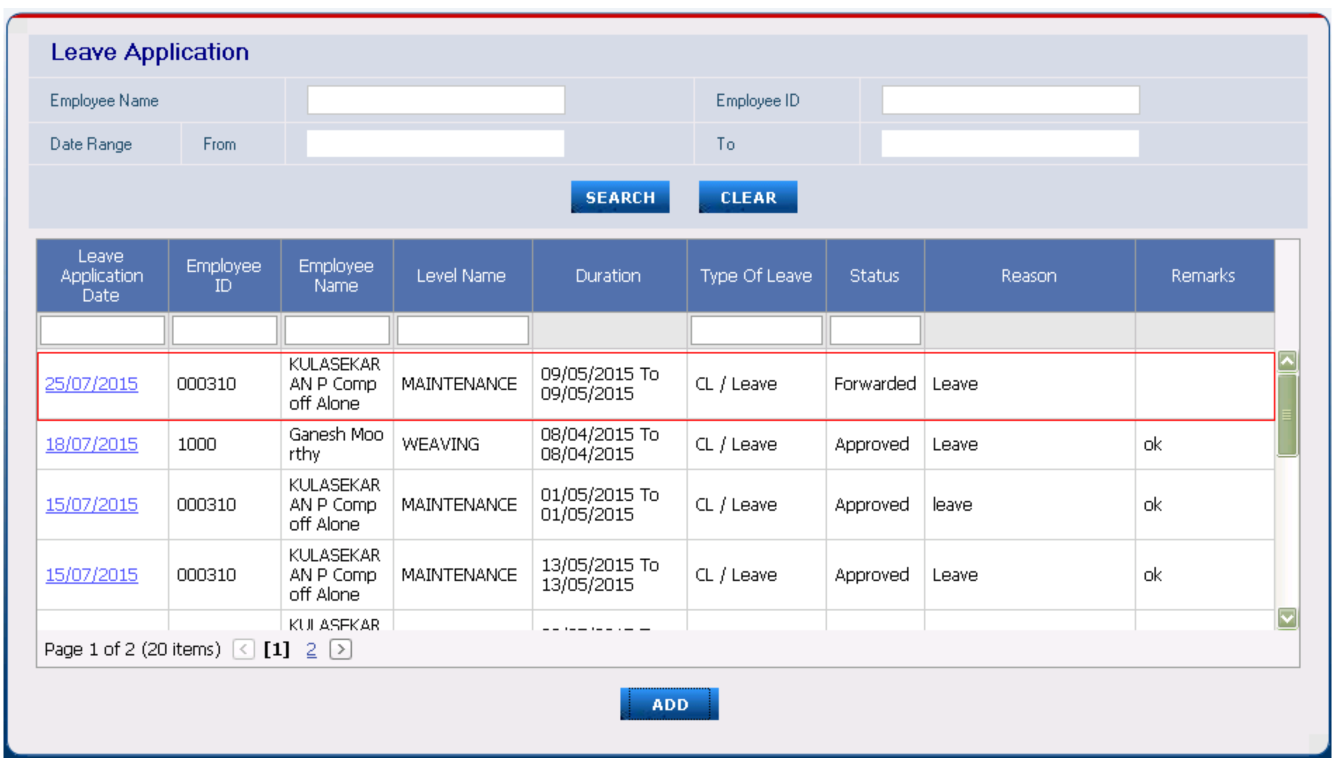


Step 5: Click the Employee ID to forwarding the Leave for that particular employee.

Step 6: Leave Forwarding/Approve screen will displayed with pending status as shown below

Step 7: In Forwarding authority login, only forwarded and rejected options will enabled, Enter remarks and select forward status and then click save button as shown below

Step 8: In Leave application grid view page Forward status will displayed as shown below

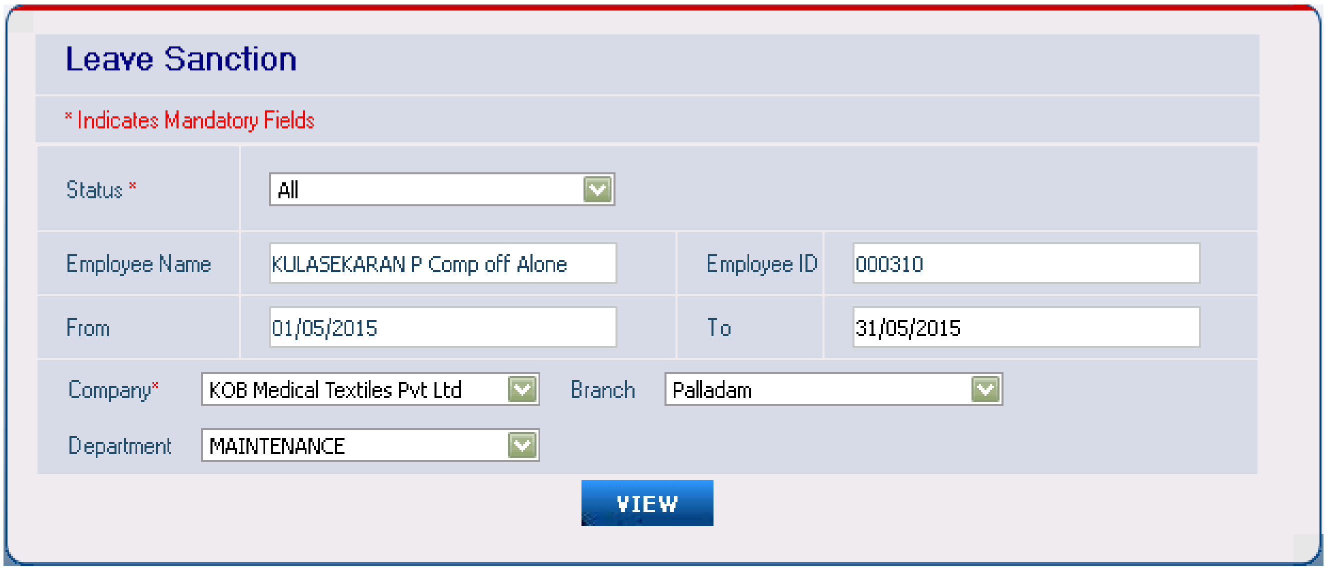


Login as Sanctioning Authority

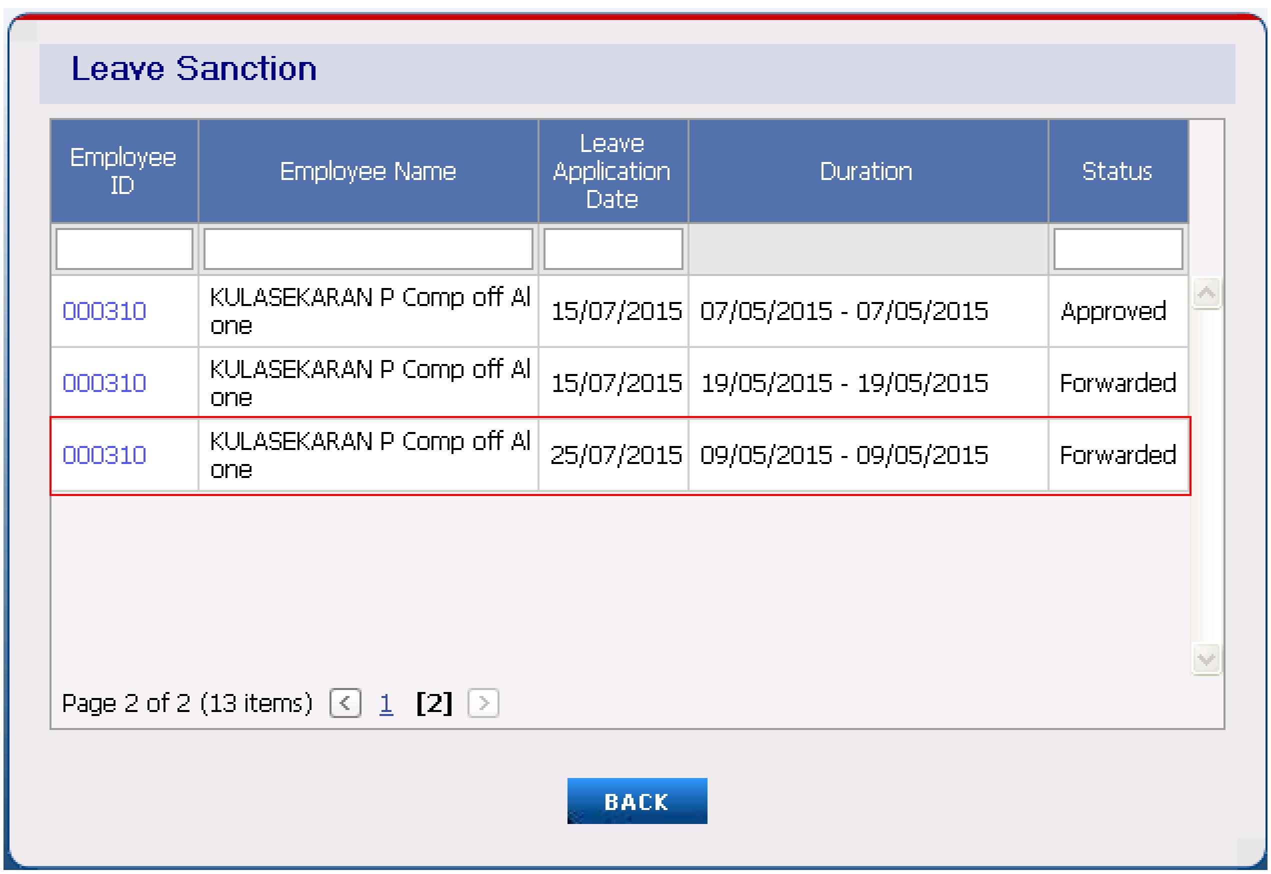
Step 1: Login with Valid user name and Password

Step 2: Click on the Menu ***Transactions -> Leave -> Leave Sanction***

Step 3: Leave Sanction view screen will displayed as shown below



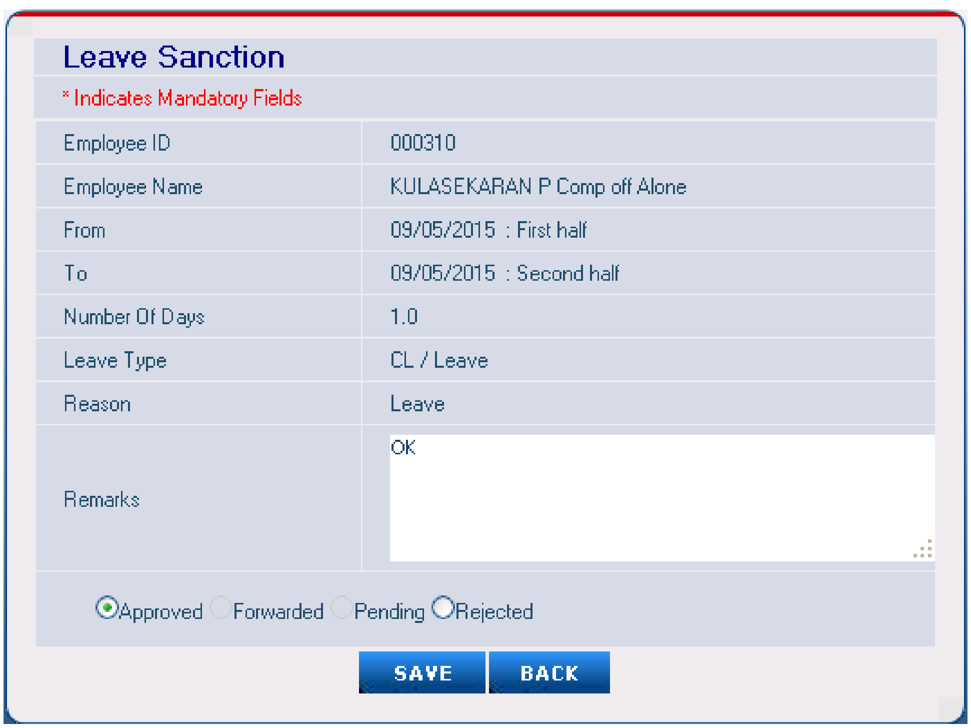
Step 4: Click view button , List of leave with status will be displayed as shown below



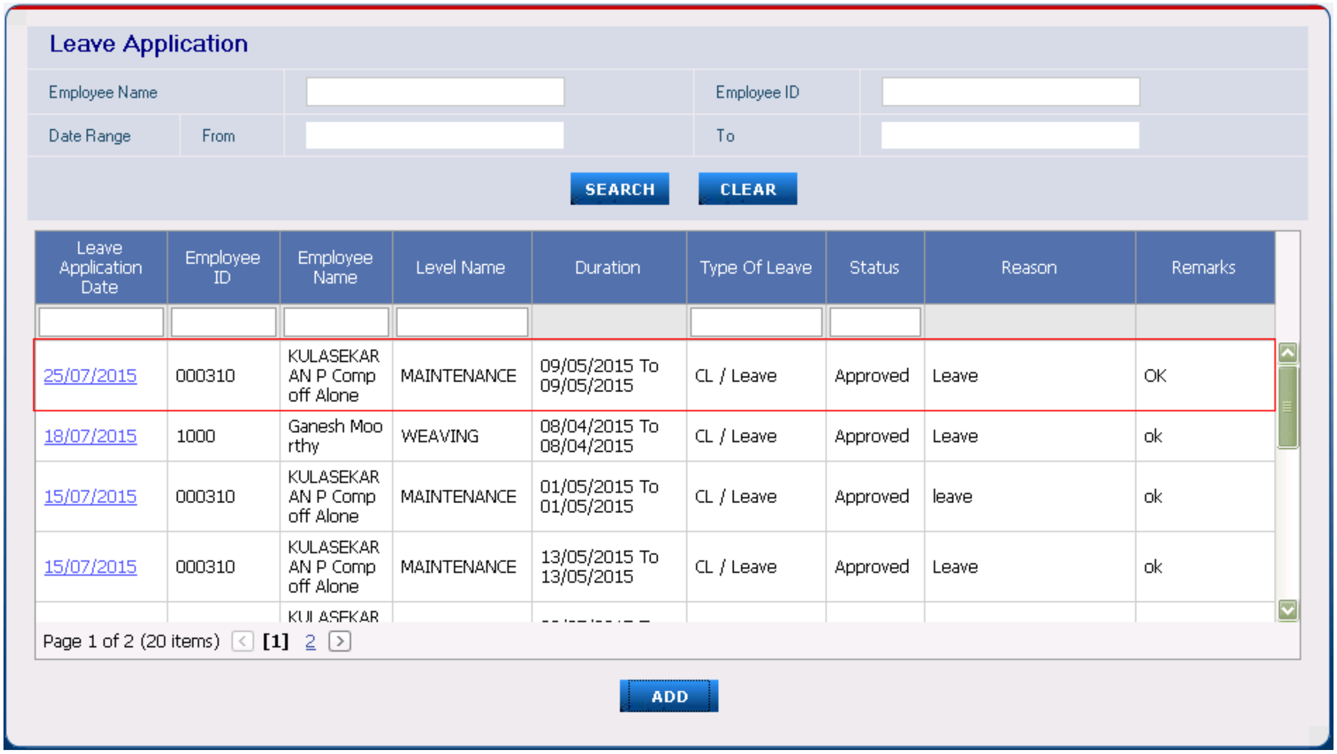
Step 5: Click the Employee ID to forwarding the Leave for that particular employee.

Step 6: Leave Forwarding/Approve screen will displayed with Forwarded status as shown below

Step 7: In Sanctioning authority login, Only Approved and rejected options will enabled, Enter remarks and select Approved status and then click save button as shown below



Step 8: In Leave application grid view page Approved status will displayed as shown below


Leave Application

Employee Name | Employee ID

Date Range From | To

SEARCH CLEAR

Leave Application Date	Employee ID	Employee Name	Level Name	Duration	Type Of Leave	Status	Reason	Remarks
25/07/2015	000310	KULASEKARAN P Comp off Alone	MAINTENANCE	09/05/2015 To 09/05/2015	CL / Leave	Approved	Leave	OK
18/07/2015	1000	Ganesh Moorthy	WEAVING	08/04/2015 To 08/04/2015	CL / Leave	Approved	Leave	ok
15/07/2015	000310	KULASEKARAN P Comp off Alone	MAINTENANCE	01/05/2015 To 01/05/2015	CL / Leave	Approved	leave	ok
15/07/2015	000310	KULASEKARAN P Comp off Alone	MAINTENANCE	13/05/2015 To 13/05/2015	CL / Leave	Approved	Leave	ok

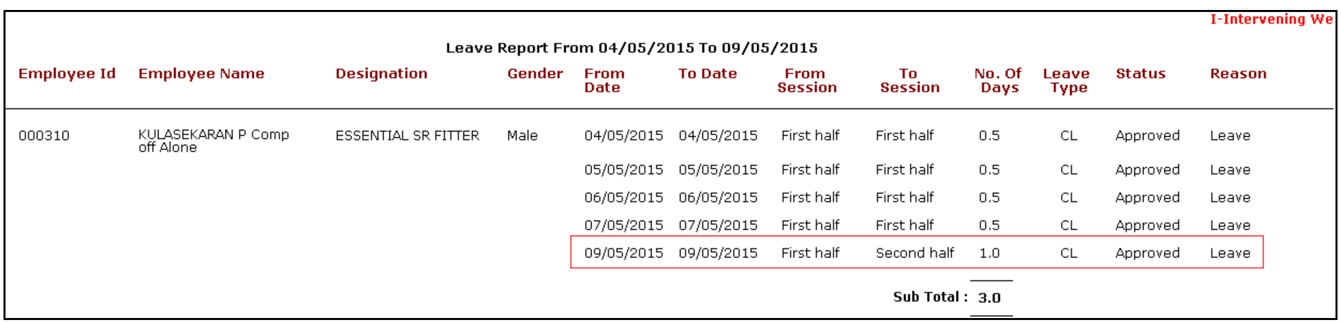
Page 1 of 2 (20 items) [1] 2

ADD

5.2. How to view the Leave Application Report:

Step 1: Click on the Menu ***Reports -> Leave***

Step 2: Select the Employee details and duration then click view the report will be displayed as shown below


I-Intervening We

Leave Report From 04/05/2015 To 09/05/2015

Employee Id	Employee Name	Designation	Gender	From Date	To Date	From Session	To Session	No. Of Days	Leave Type	Status	Reason
000310	KULASEKARAN P Comp off Alone	ESSENTIAL SR FITTER	Male	04/05/2015	04/05/2015	First half	First half	0.5	CL	Approved	Leave
				05/05/2015	05/05/2015	First half	First half	0.5	CL	Approved	Leave
				06/05/2015	06/05/2015	First half	First half	0.5	CL	Approved	Leave
				07/05/2015	07/05/2015	First half	First half	0.5	CL	Approved	Leave
				09/05/2015	09/05/2015	First half	Second half	1.0	CL	Approved	Leave
							Sub Total :	3.0			

Administrator Login in to Leave Application

Step 1: Select the Organization Levels from the Dropdown Lists

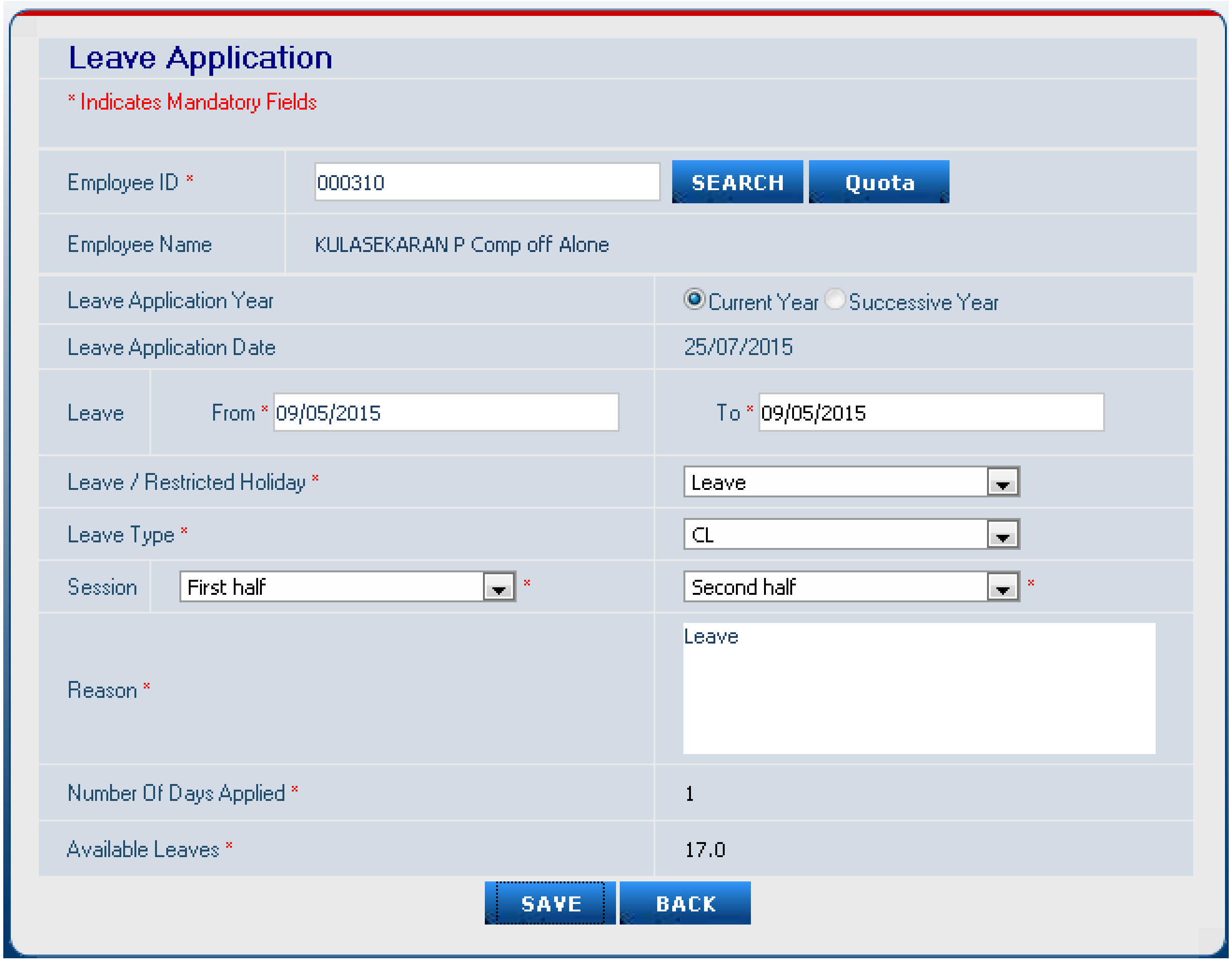
Step 2: Click the Search Button so that Employee Name Dropdown List will be filled with Employee Names belonging to the selected Organization Level

Step 3: Administrator can select the particular Employee based on Organization from the Dropdown List.

Step 4: Click **Quota Button** to view the remaining number of leaves for different leave types for the particular employee for the current year.

Step 5: Administrator have privilege to delete approved leave.

Step 5: Other than that as same as Individual employee's Steps.



5.3. How to raise Permission for an Employee

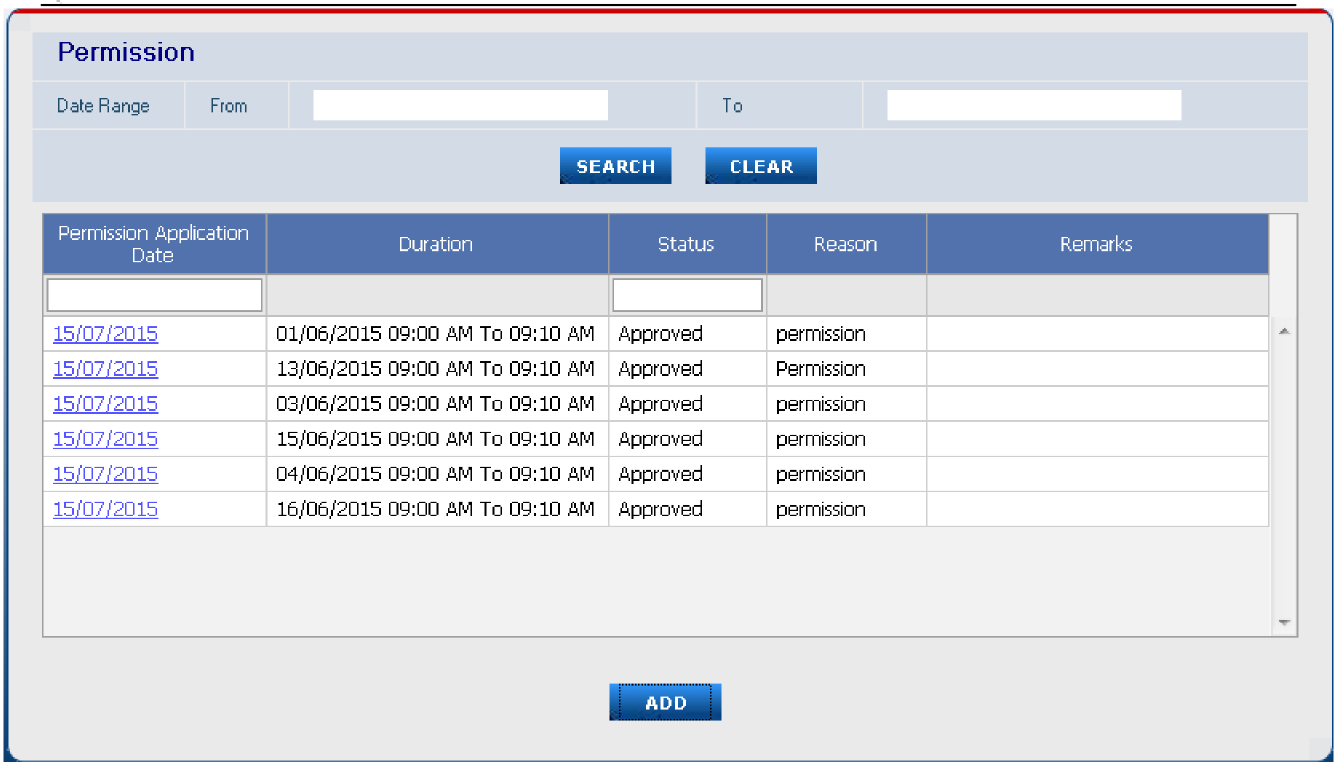
Permission Application Module allows the Individual user to submit their leave request online to get the approval from the concerned authorities. The authority can approve / reject the requested leave. This would be intimated to the concerned employee through mail.

Permission Application ADD

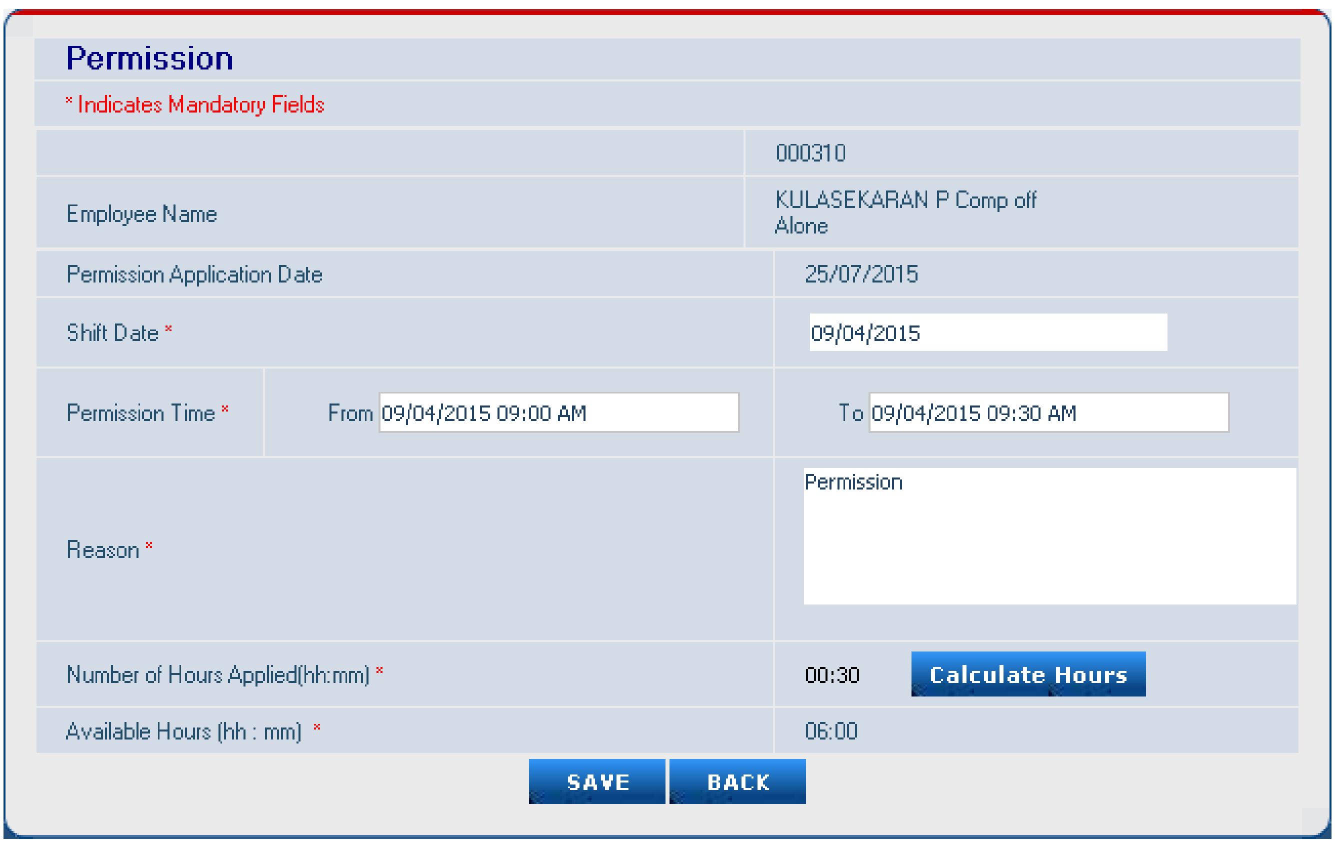
Step 1: Individual Login with Valid user name and Password

Step 2: Click on the Menu ***Transactions -> Permission -> Permission Application***

Step 3: Permission Application Add page will be displayed as shown below



Step 4: Click on the Add button the Permission Application add screen will be displayed as shown below



Step 1: Permission Application Date Label will be automatically filled with Current Date.

Step 2: Available Hours label will be automatically filled with remaining hours that an employee can take permission.

Step 3: Select the Permission Date from the Calendar. The Permission Date is the Date which an employee requests for Permission.

Step 4: Select the Permission Type from the Dropdown List whether Personal or Official Permission.

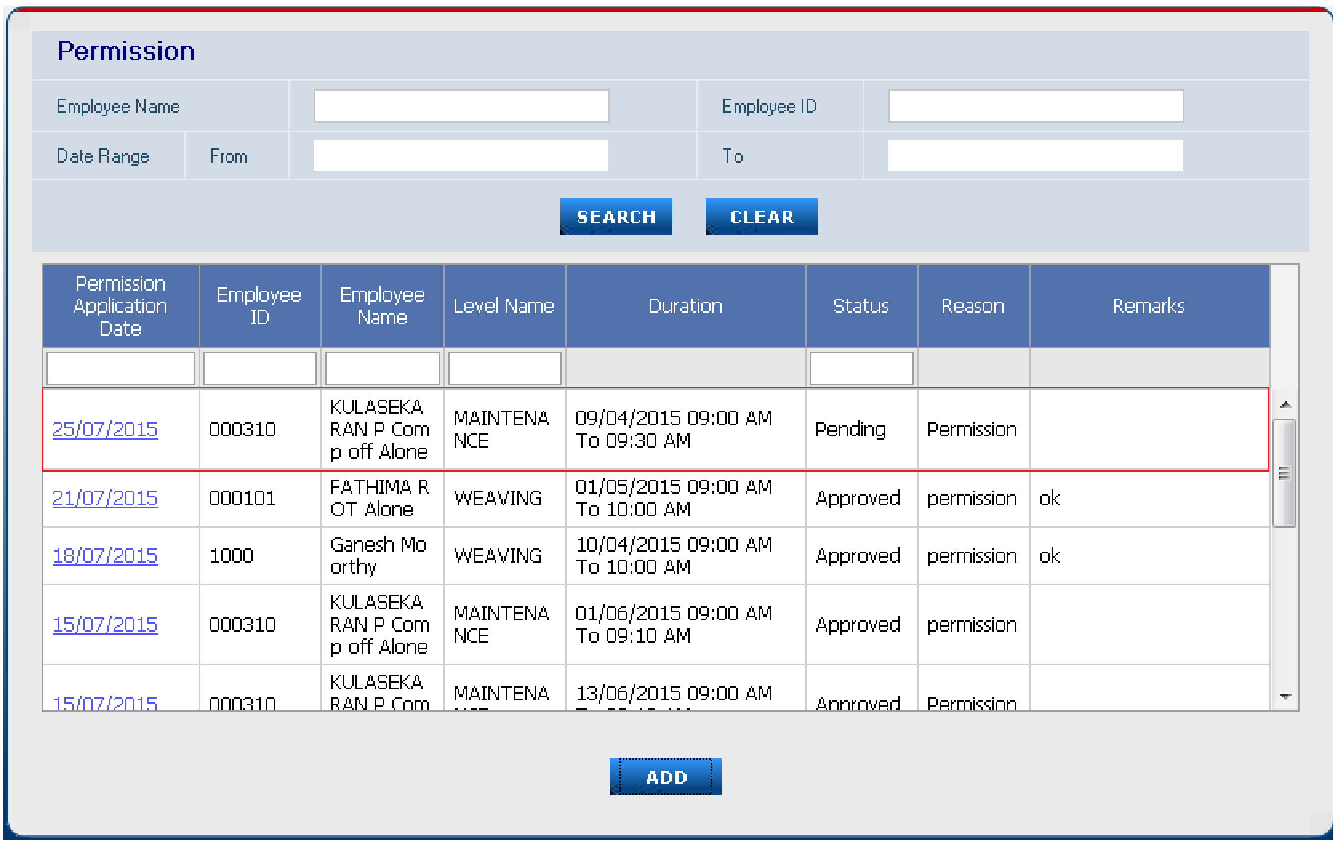
Step 5: Select the Permission Start Time and End Time from the Date/Time Picker.

Step 6: Fill the reason for taking Permission in the Text Box.

Step 7: Click the “Calculate Hours” Button to calculate number of hours applied based on Start Time and End Time displayed in the text box for a particular Employee.

Step 8: Finally, Click Save Button to Save the Permission Add Page.

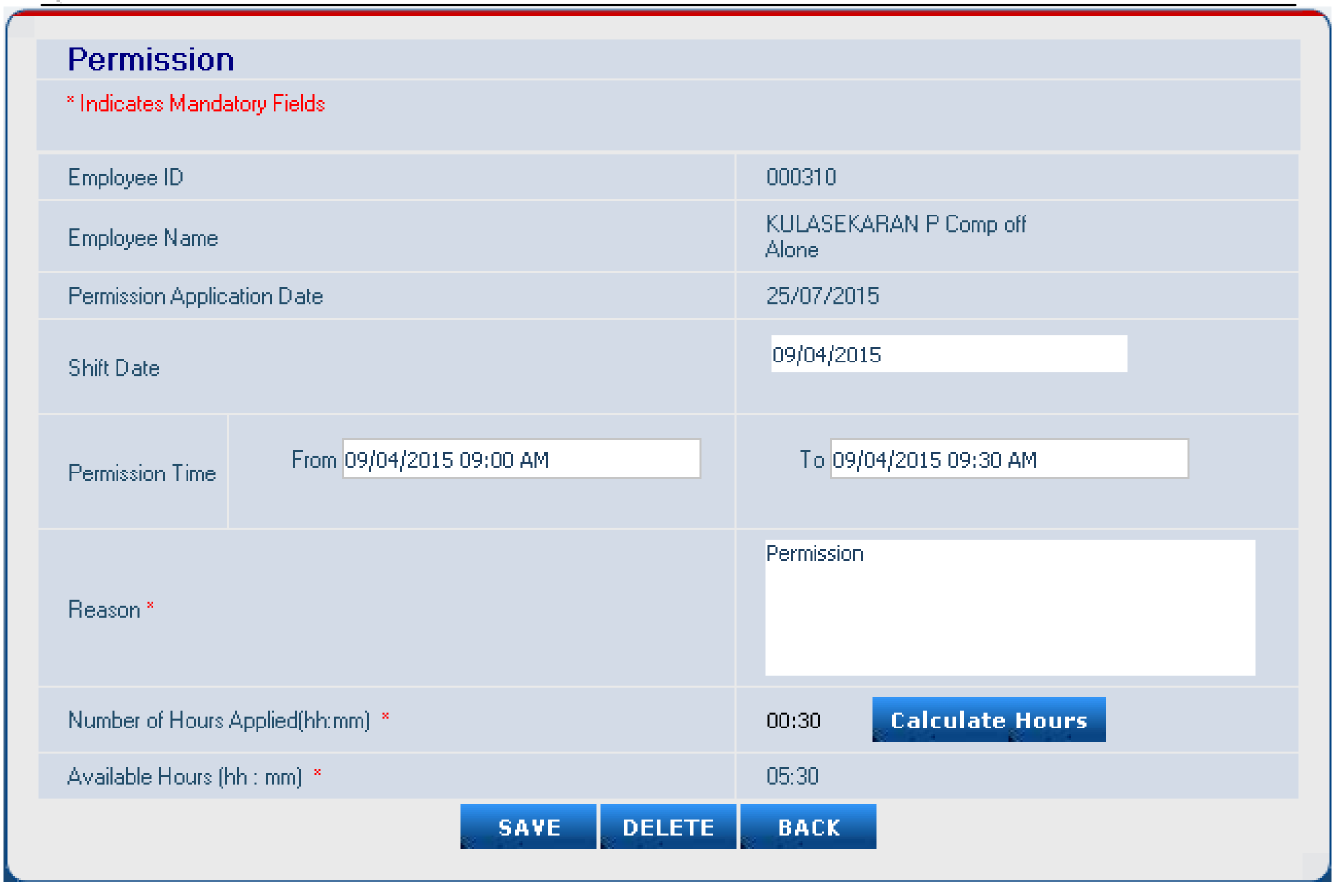
Step 9: Raised leave will display in Permission application grid view screen with pending status as shown below:



Delete the raised Permission

Step 1: Click on the Menu ***Transactions -> Permission -> Permission Application***

Step 1: Click Particular employee Permission application date in grid view, Leave application delete screen will displayed as shown below



Step 3: Click delete button, Permission Application can only be deleted when the Leave Application Status is pending.

Modify the raised Permission

Step 1: Click on the Menu ***Transactions -> Permission -> Permission Application***

Step 1: Click Particular employee Permission application date in grid view, Leave application delete screen will displayed as shown below

Step 3: Modify the permission and then click save button.

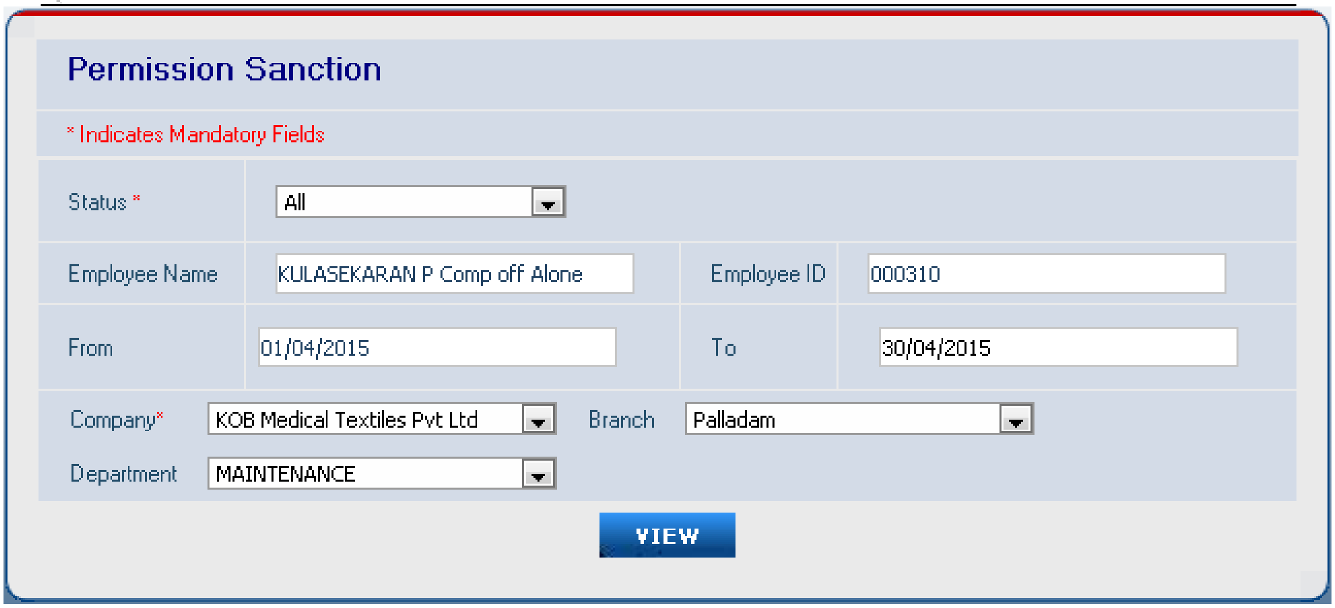
On Clicking the Save Button, the mail is sent to the respective First Level Reporting To (Forwarding) Authority, if the person approved, mail will trigger to Sanctioning Authority.

Login as Forwarding Authority

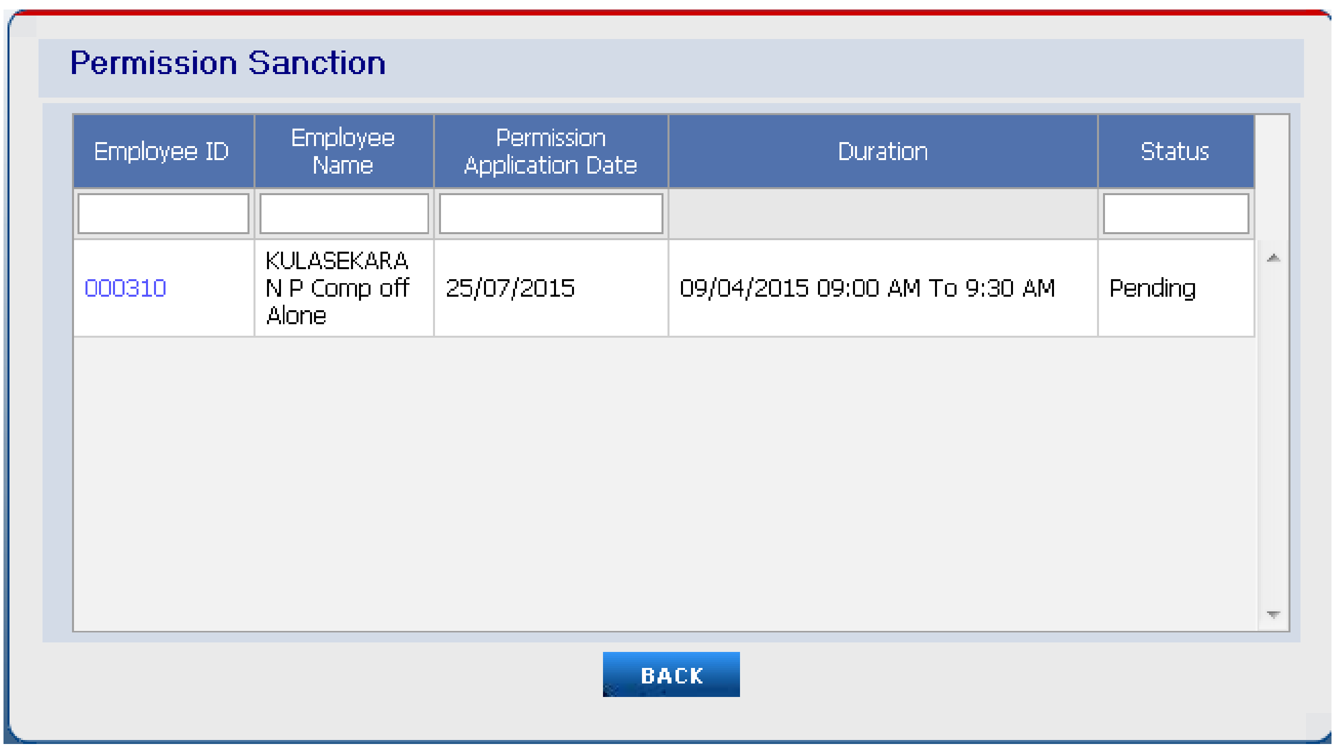
Step 1: Login with Valid user name and Password

Step 2: Click on the Menu ***Transactions -> Permission -> Permission Sanction***

Step 3: Permission Sanction view screen will displayed as shown below



Step 4: Click view button , List of permission with status will be displayed as shown below

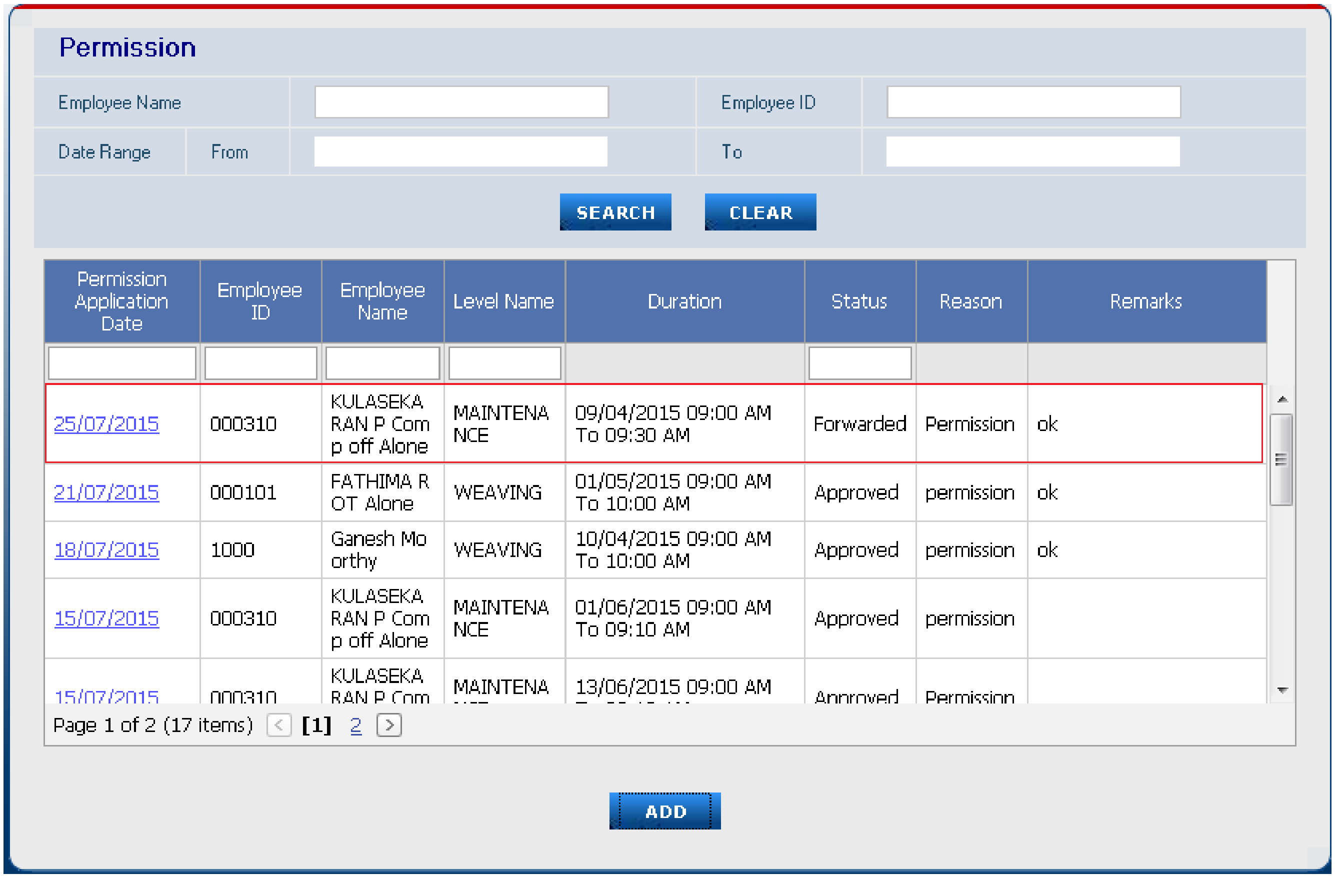


Step 5: Click the Employee ID to forwarding the Permission for that particular employee.

Step 6: Permission Forwarding/Approve screen will displayed with pending status as shown below

Step 7: In Forwarding authority login, only forwarded and rejected options will enabled, Enter remarks and select forward status and then click save button as shown below

Step 8: In Permission application grid view page Forward status will displayed as shown below

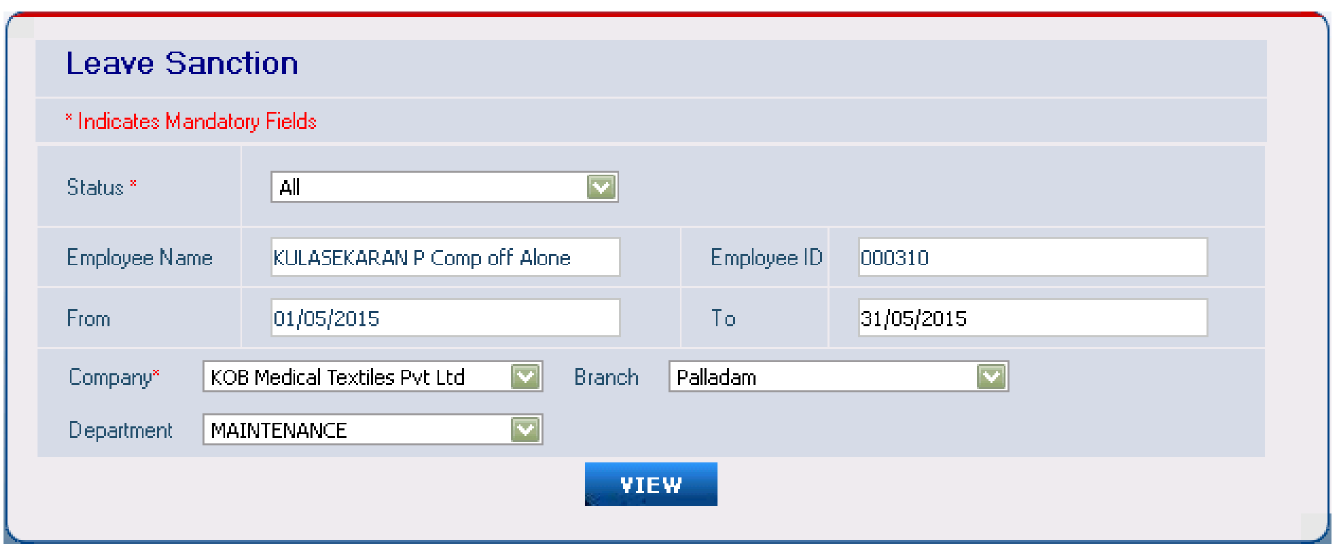


Login as Sanctioning Authority

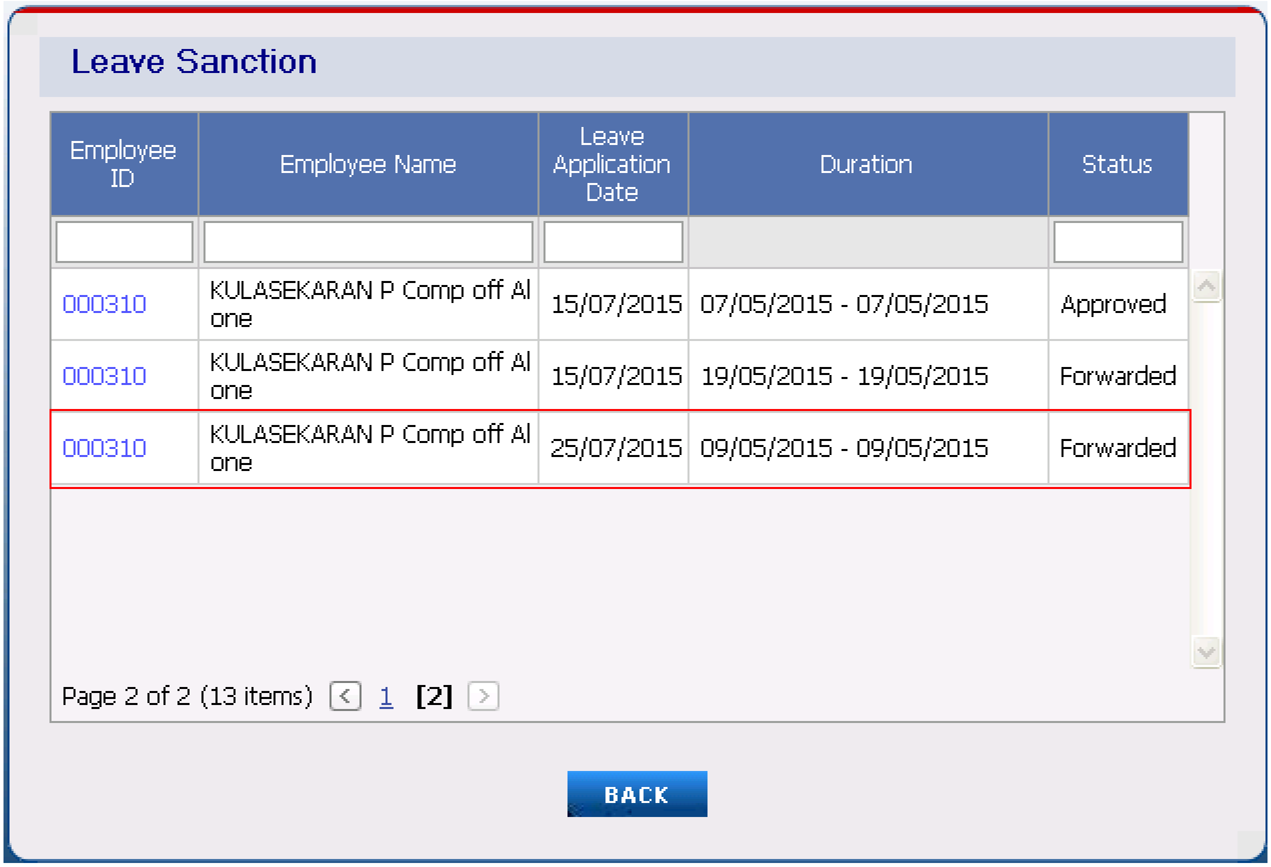
Step 1: Login with Valid user name and Password

Step 2: Click on the Menu ***Transactions -> Leave -> Leave Sanction***

Step 3: Leave Sanction view screen will displayed as shown below



Step 4: Click view button , List of leave with status will be displayed as shown below

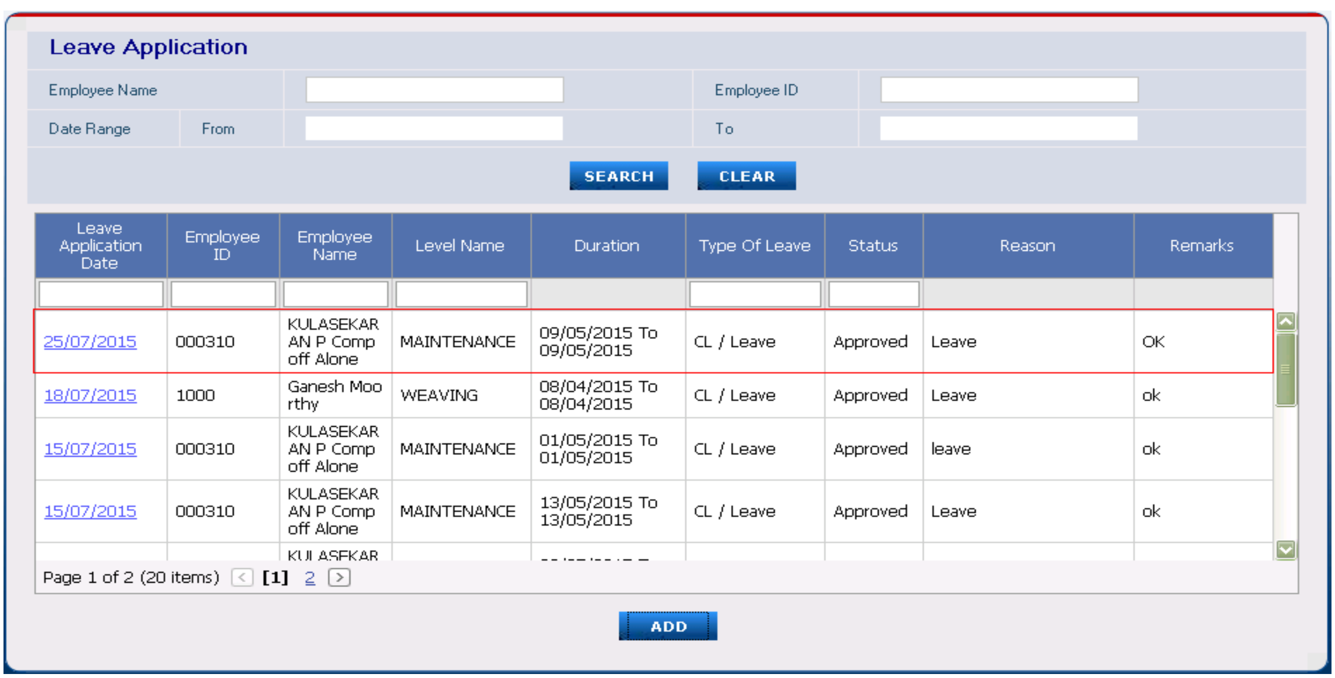


Step 5: Click the Employee ID to forwarding the Leave for that particular employee.

Step 6: Leave Forwarding/Approve screen will displayed with Forwarded status as shown below

Step 7: In Sanctioning authority login, Only Approved and rejected options will enabled, Enter remarks and select Approved status and then click save button as shown below

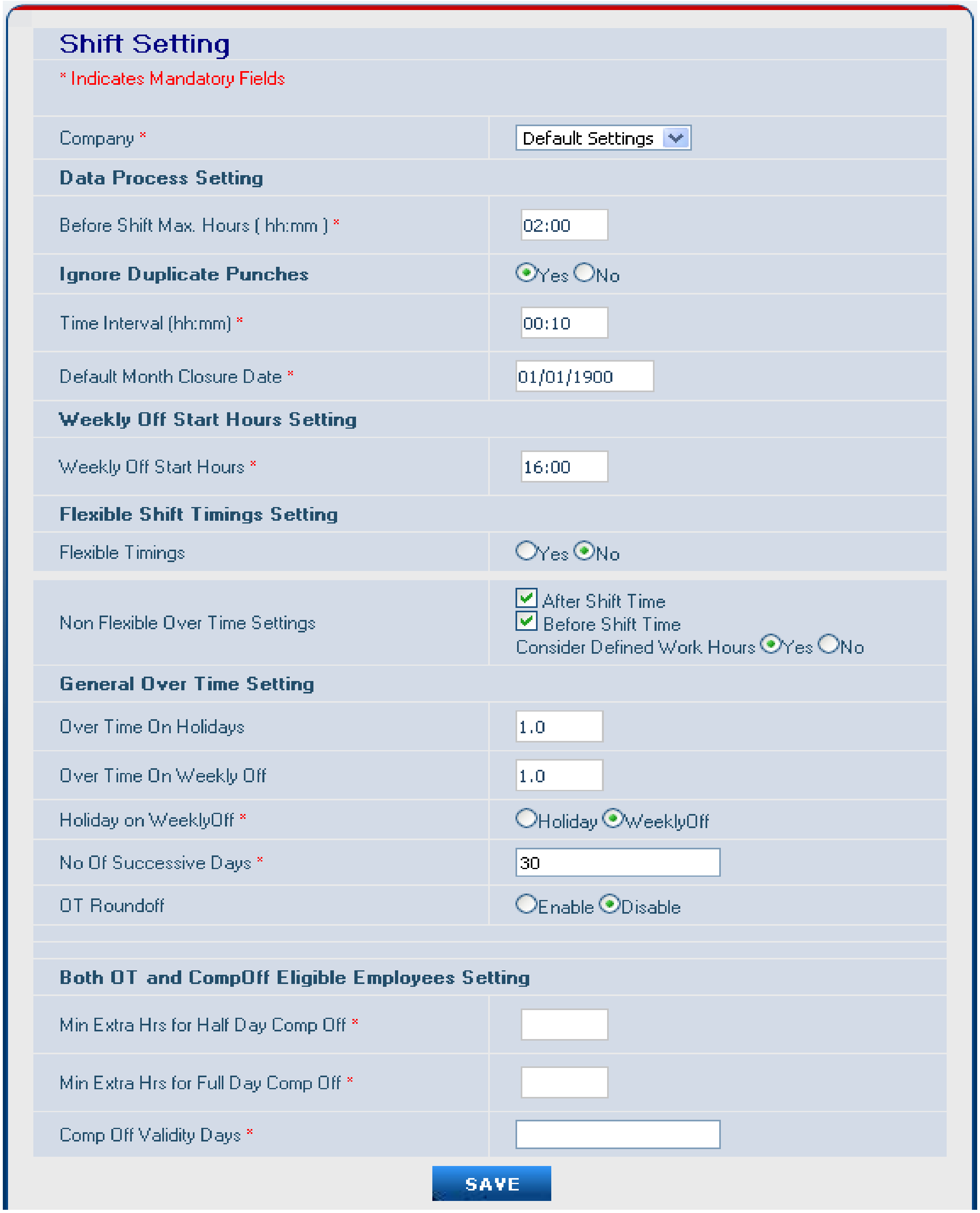
Step 8: In Leave application grid view page Approved status will displayed as shown below



6. Shift Settings:

Shift Settings

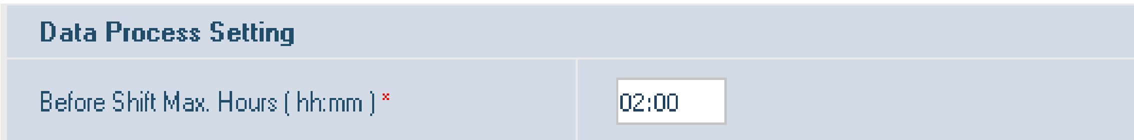
Shift Settings carries various configuration parameters which will behave as common configuration settings for the whole Organization. The configuration screen will be displayed as follows



Before Shift Max.Hours (hh:mm): 02:00

This parameter is used to define that how many hours before from the shift start time the employee is allowed to do Shift In to the company.

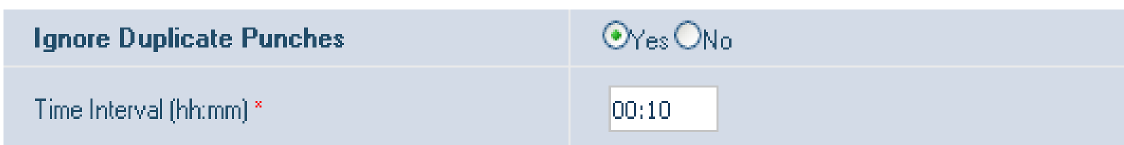
For example if the employee Shift in Time is 9am means as per this configuration he can come 2hrs maximum as before by 7am but at same time if employee do Shift in by 6.30am means then that will be considered as previous day shift timings



Ignore Duplicate Punches

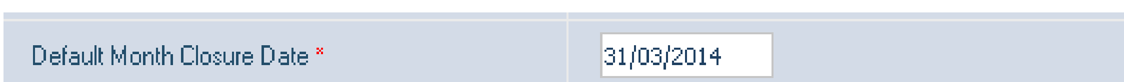
Using this configuration the company is defining the TimeCheck application to ignore the Duplicated punches of the employees that is made between the given intervals. For example if any punches made in between 10 minutes means those punches will be ignored.

If this configuration is enabled with No then the punches will not be ignored all the punches made by the employee will be taken and displayed in the TimeCheck application reports.



Default Month Closure Date

The Data process of the organization will be started executing from the date that is defined under this field. Using this configuration user can define the same. For example here it is configured as 31/03/2014 so the data will start processing from the date 01/04/2014.



Weekly Off Start Hours setting

This parameter is mainly used to find the starting hours for the weekly off by the system. Consider Sunday is weekly off for the employee and his shift is general shift in the working days means 9am to 6pm shift.

If Employee do Shift IN to office on Saturday by 10.30am and he is doing the Shift out by next day Sunday by morning 8am. This Weekly off start hours declared value 16:00 will split the Saturday end time and Sunday starting time as follows:

Saturday the employee shift is 9am, so from 9am to 10am -1hr and 10am to 11am – 2hr like this it will be considered and by the time of midnight 1am the Saturday gets over. If the Weekly off start hours configuration carries 17:00hrs means 2am will be the Saturday end time. So punches will be automatically got separated and it will be moved to discrepancy module. There the user should update the Saturday end time punch and Sunday start time punch

Non Flexible Overtime Settings

There are three parameters available under this as After Shift Time / Before Shift Time & Consider Defined Work Hrs - Yes / No

Employee shift is 9am to 6pm and Before Max Shift Work hrs. is configured as 2hrs. So if employee Shift In to organization by 7am means it is a valid punch

Assume Shift details as 9am to 6pm where 1pm to 2pm is Lunch Hrs.

Total Shift Hrs. = 8hrs

Assume the user configured as
Before Shift Time – Yes
After Shift Time – Yes
Consider Defined Hrs. - Yes

Assume Employee Worked as follows:
Shift in Time – 7am
Shift out Time – 8pm
So Total Worked Hrs. is 13hrs

As per the above configuration system will check whether the employee satisfies his Shift Defined Hrs. – 8hrs. Then it will consider the before shift timing worked hours and After shift worked hours both for doing the OT Calculation. So as per the above configuration and real time punches the employee will be getting the Overtime hours as 5hrs.

Some organization will not be paying Overtime for Before Shift time worked hours and all in that situation the Before Shift Time – No (need to be configured as No)

Some organization will not be checking whether the employee met his defined shift hours and all ,if employee stays after his shift time and do the work means they will be ready to pay the OT for that situation the Consider Defined Hrs – No (need to be configured as NO)

All the above mentioned three parameters are interlinked with one another on handling the OT hours

General Overtime Setting

A) Overtime on Holidays

Assume this parameter is configured with value 2. For Holiday and all employees will not be having separate shift and all. So, all the worked hours on Holiday will be considered for Overtime. So, if employee worked for 4hrs means it will be doubled and gets the OT hours as 8hours

B) Overtime on Weekly Off

Assume this parameter is configured with value 2. For Weekly off days and all employees will not be having separate shift. So, all the worked hours on Weekly Off will be considered for Overtime. So, if employee worked for 4hrs means it will be doubled and gets the OT hours as 8hours

Holiday on Weekly Off

This parameter is used to mark the attendance as Holiday / Weekly off if both Holiday and Weekly off falls on same day

No of Successive Days

In some Organization there will be a rule that any planned leave should be brought/applied earlier may be one week before or 10days before. So if this parameter is configured for 10days means it will allow to access 10days transaction of next year (April2015) from current year (April2014 to March2015)

Assume the Year Setting has been created as April2013 to March2015. In this situation if one employee need to plan a leave for 3rd April2015 and his current date is 26th March 2015 means it is possible to raise the Leave application

Both OT and Comp-Off Eligible Employees Setting

Min Extra Hrs. for Half day Comp Off – 4hrs

Min Extra Hrs. for Full day Comp Off – 8hrs

Comp Off Validity Days – 60 Days

The above mentioned configuration parameters will be working for the employees who is Eligible for both OT and Comp-Off.

If one employee in the Employee master configured with both OT and Comp-Off and he worked his extra hours as 4hours and if it got approved means under the Employee Comp-Off days he will get 0.5days as Comp-Off

If one employee in the Employee master configured with both OT and Comp-Off and he worked his extra hours as 9hours and if it got approved means under the Employee Comp-Off days he will get 1day as Comp-Off

If any employee in the employee master got configured with Comp-Off Eligible alone means this parameter will not be coming for consideration