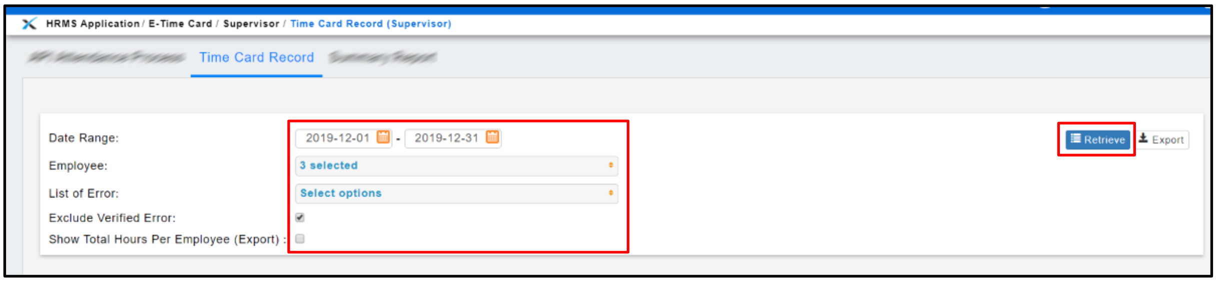
User Guide

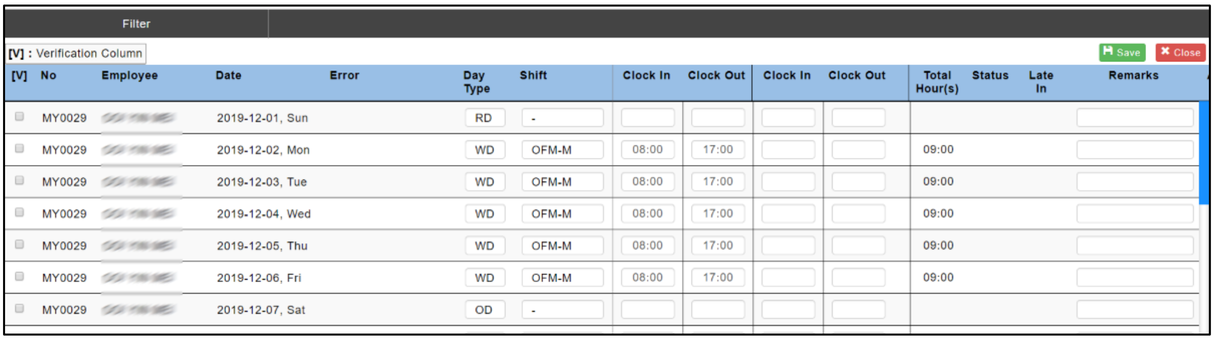
Time Card (Supervisor) v3.0.0

Contents

Step to Retrieve Time & Attendance



1. Select **Date Range** for attendance
2. Select **Error List** if user wish to view errors
3. Tick **Exclude Verified Error** to exclude verified records, default setting the box is ticked automatically.
4. Click "Retrieve" to view result.

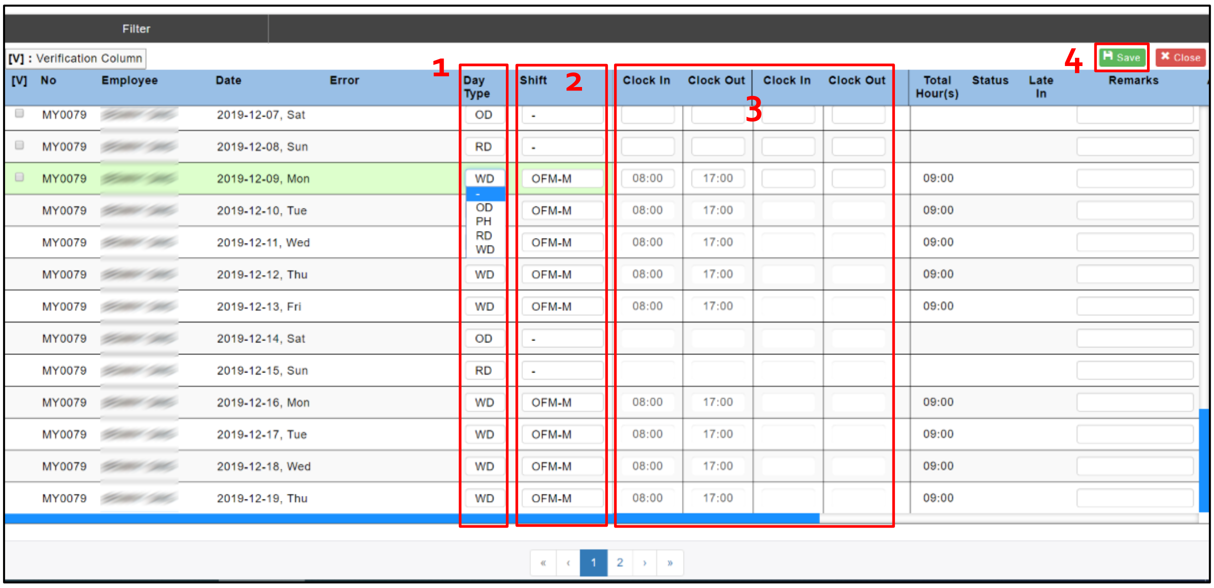


[V]	No	Employee	Date	Error	Day Type	Shift	Clock In	Clock Out	Clock In	Clock Out	Total Hour(s)	Status	Late In	Remarks
	MY0029		2019-12-01, Sun		RD	-								
	MY0029		2019-12-02, Mon		WD	OFM-M	08:00	17:00			09:00			
	MY0029		2019-12-03, Tue		WD	OFM-M	08:00	17:00			09:00			
	MY0029		2019-12-04, Wed		WD	OFM-M	08:00	17:00			09:00			
	MY0029		2019-12-05, Thu		WD	OFM-M	08:00	17:00			09:00			
	MY0029		2019-12-06, Fri		WD	OFM-M	08:00	17:00			09:00			
	MY0029		2019-12-07, Sat		OD	-								

1. Time attendance records will be displayed in a new tab in tabular format
2. Click the paging at the bottom to view other records (if any).

MY0029		2019-12-11, Wed	WD	OFM-M	08:00	17:00	09:00
MY0029		2019-12-12, Thu	WD	OFM-M	08:00	17:00	09:00
MY0029		2019-12-13, Fri	WD	OFM-M	08:00	17:00	09:00

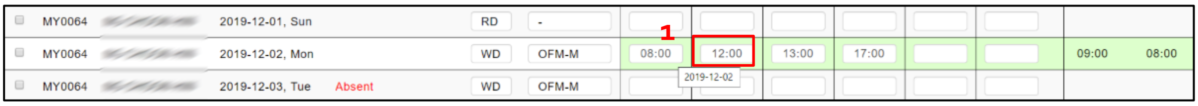
Step to Update Time & Attendance Record

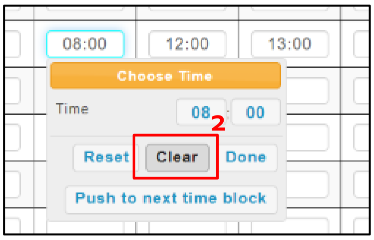


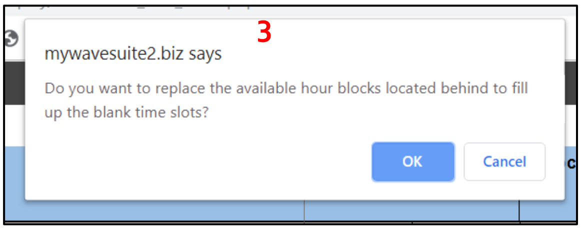
1. In employee record, change the day type (Workday/ Public Holiday/ Rest Day/ Off day) if not applied to company calendar
2. Change subordinate’s shift work
3. Slot to fill up attendance record
4. Click “Save” button once records updated/amended.

Steps to Remove Clocking/ Scanned Record

1. Select the scanned record that you wish to remove.
2. Click "Clear" to remove the record.
3. A message will be prompted and ask whether to replace the following/next records with the current position
4. If select "OK", the following/next records will replace the position on the left (as shown below).
   If select "Cancel" system will **leave the timeslot empty.**

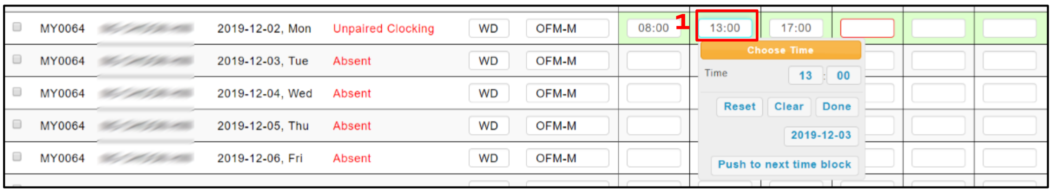




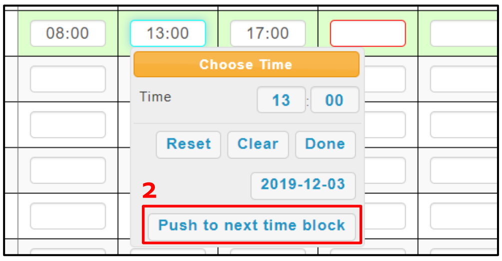


Step to Push a Scanning Record to the next Clock IN/OUT time slot

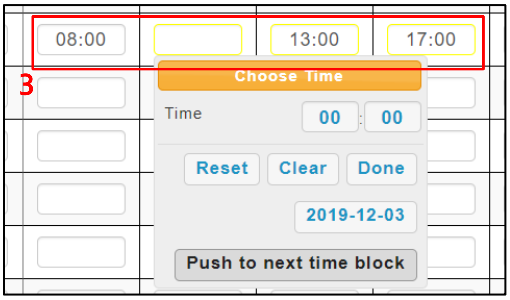
1. Click on the scanned time slot to move.



1. Choose the time slot option then click "Push to next time block".



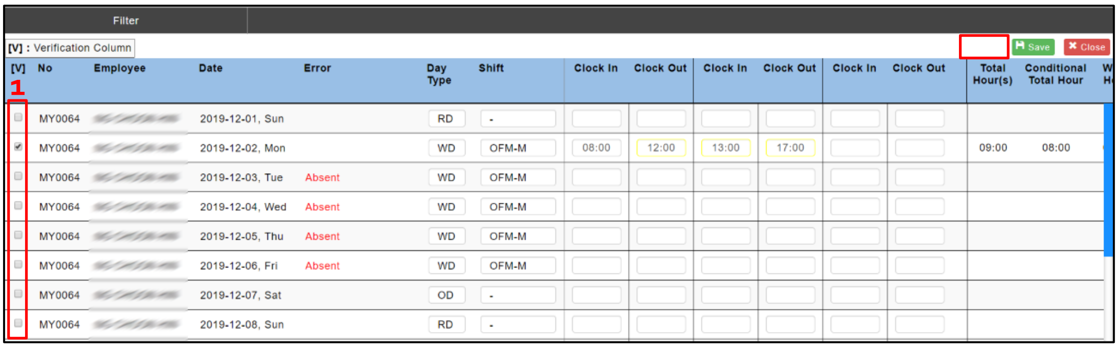
1. The selected time slot will then be moved to the next "Clock In" time slot.



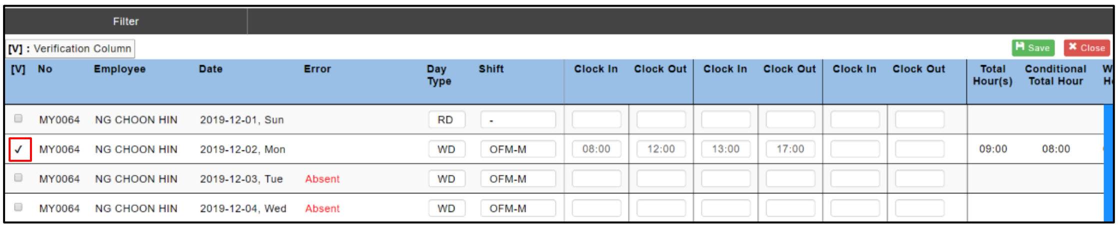
Step to Verify Attendance (Optional)

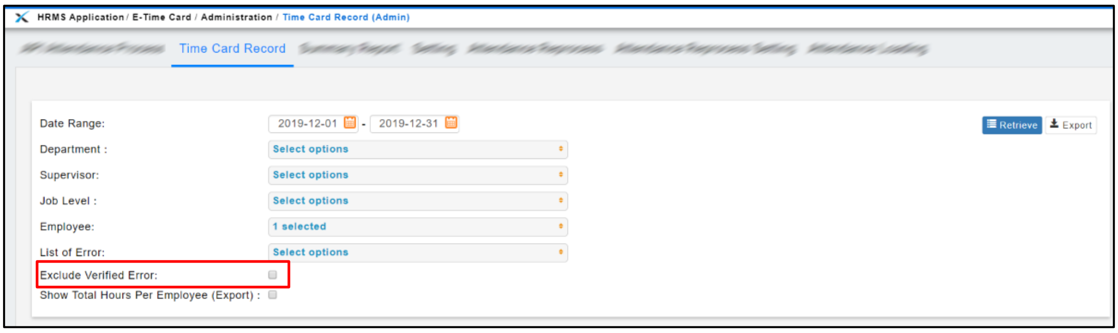
While doing verification, user may skip/ exclude attendance error before data retrieval.

1. Tick on the checkbox to verify the record.
2. Click "Save" on the updated/amended records.

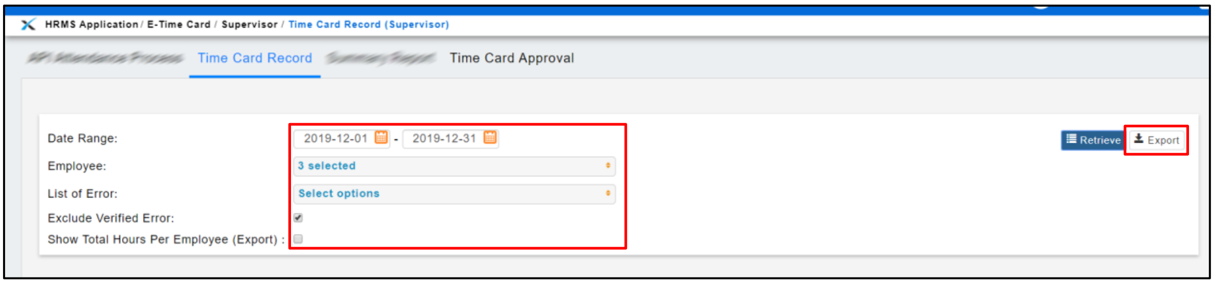


3. The attendance record will then be displayed as "Verified"
   If user tick "Exclude verified error" in the check box, all errors will be hidden.





Steps to Export Timecard Report (Supervisor Mode)



1. Select **Date Range** of attendance record
2. Select **Employee** to apply filters
3. Select **Error List** if you wish to filter error message
4. Tick **Exclude Verified Error** to exclude verified attendance with error message, this option will be marked by default setting.
5. Tick **Show Total Hours Per Employee (Export)** if you wish to sum up all total work hours in report
6. Click "Export" button to export the report.

Remarks Column

Allow employee to insert remark in attendance records

Late in Column

Late in column will indicates the time duration of individual's late in on certain day (late in defines by administrator in settings).

Filter

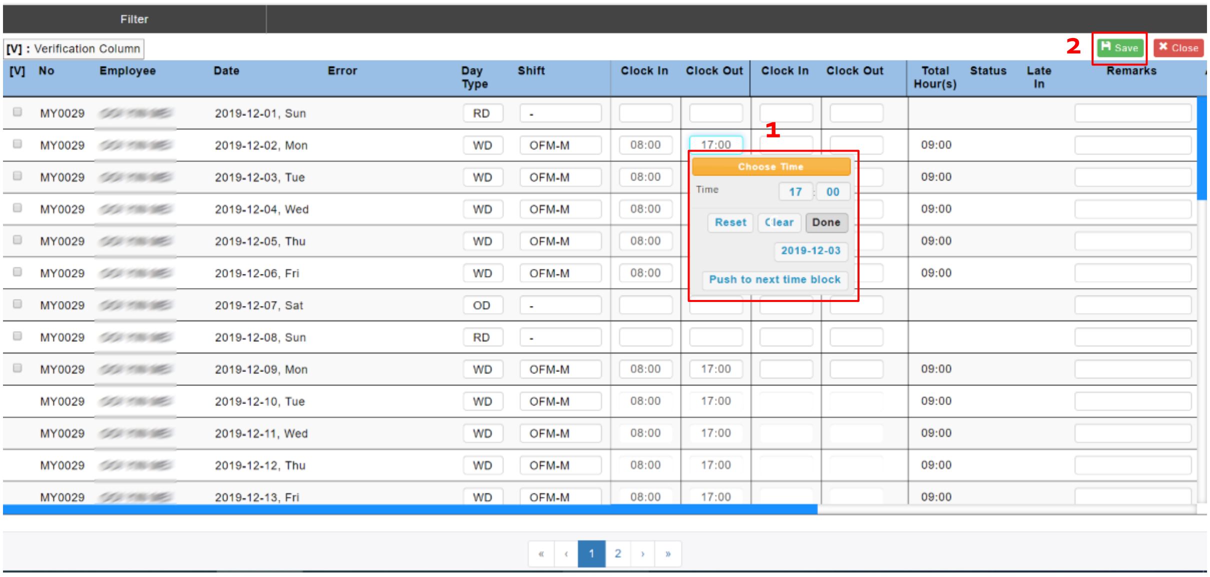
[V] : Verification Column

Save Close

[V]	No	Employee	Date	Error	Day Type	Shift	lock Out	Clock In	Clock Out	Total Hour(s)	Late In	Remarks	Amended	Leave
	MY0064		2019-12-01, Sun		RD	-							-	
✓	MY0064		2019-12-02, Mon	Late In	WD	OFM-M	12:00	13:00	17:00	08:45	00:15	This is a remarks	Yes	
	MY0064		2019-12-03, Tue	Absent	WD	OFM-M							-	
	MY0064		2019-12-04, Wed	Absent	WD	OFM-M							-	
	MY0064		2019-12-05, Thu	Absent	WD	OFM-M							-	
	MY0064		2019-12-06, Fri	Absent	WD	OFM-M							-	

Save Time & Attendance Record

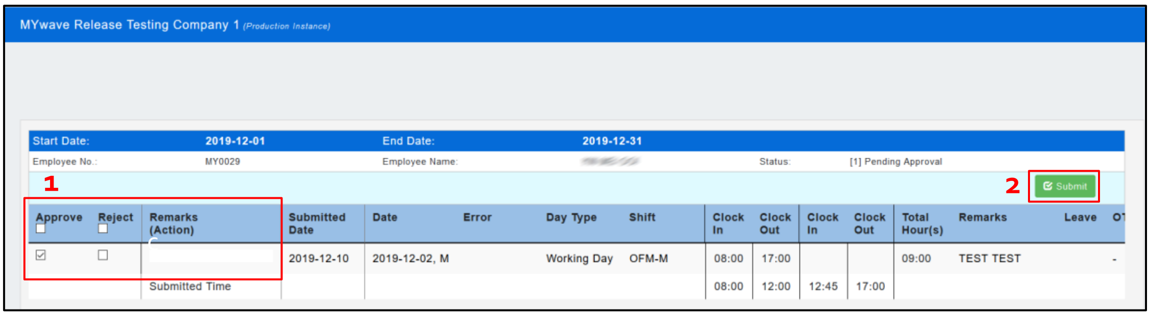
1. Click on the time slot you wish to update and click "Done" after amendments
2. Click "Save"



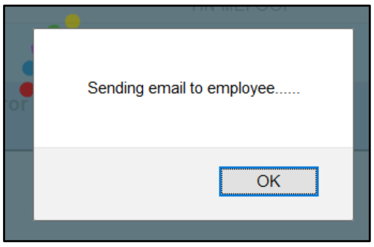
Seek Approval Page (via email)

The attendance record will be submitted to supervisor via emails. Supervisor will be redirected to approval page without having to login into Mywave system.

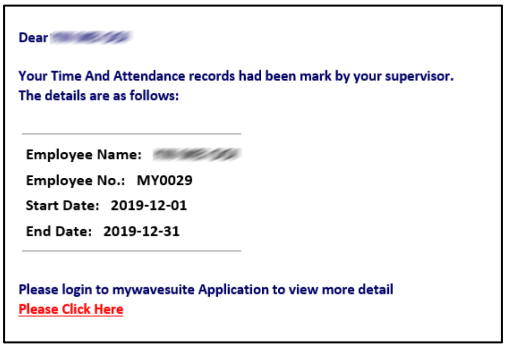
1. Approve / Reject with remarks (optional).



2. Click "Submit" once complete.
3. The message will be prompted to notify subordinates.



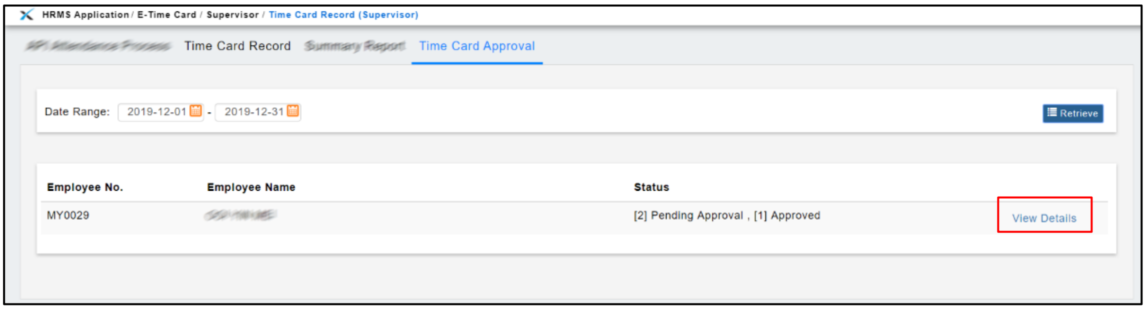
4. Subordinate will receive an email notification



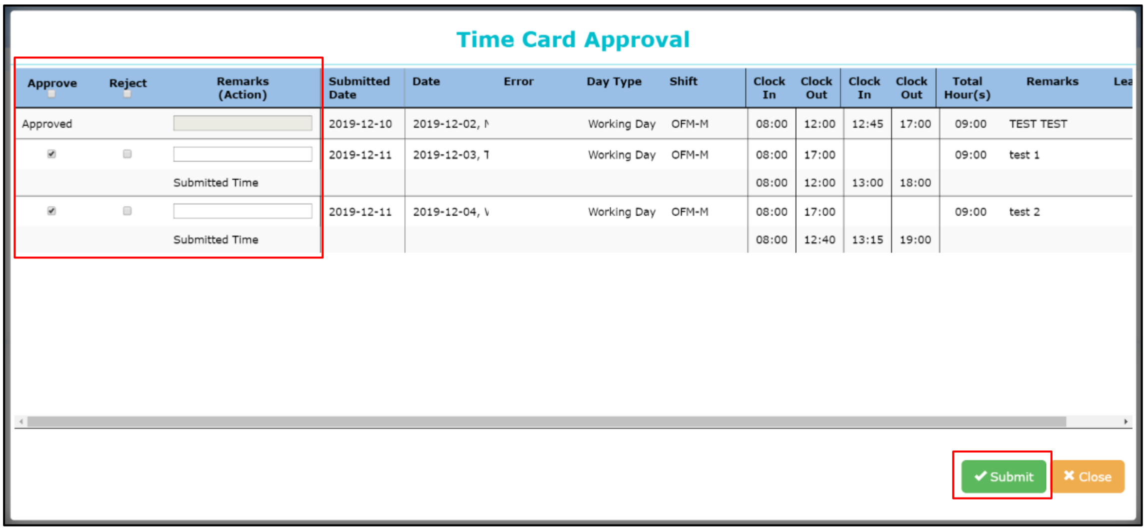
Approval Page

To access module: **E-Time Card** -> **Administration** -> **Work Hour Recording (Supervisor)** -> select **Timecard Approval**.

1. Select date range for the submission record, click "Retrieve" button.
2. The list of approval items will be displayed in a summary page.
3. Click "View Details" for more action.



4. Approve / reject the request with remarks (optional).

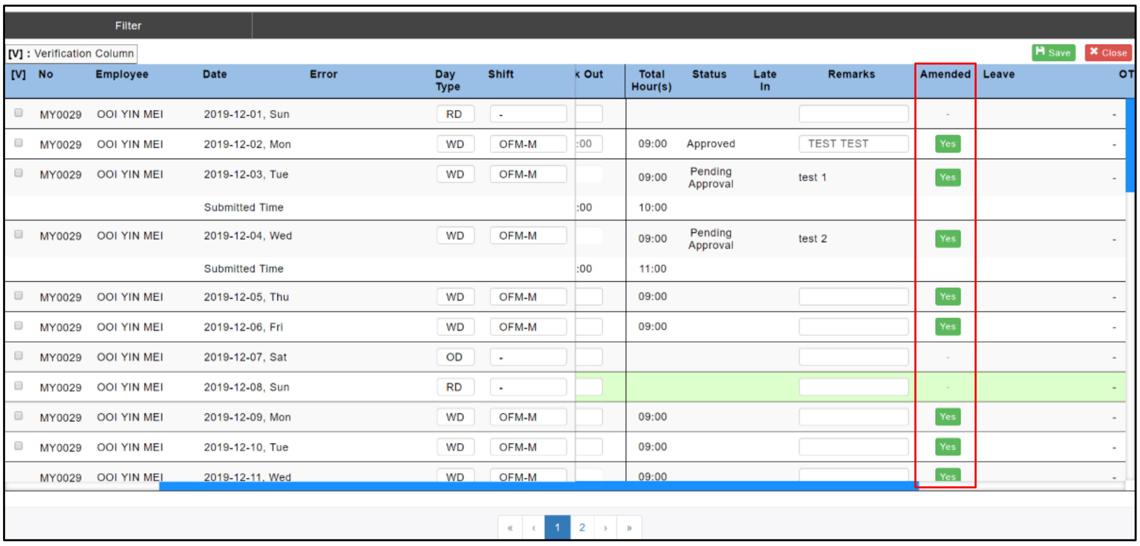


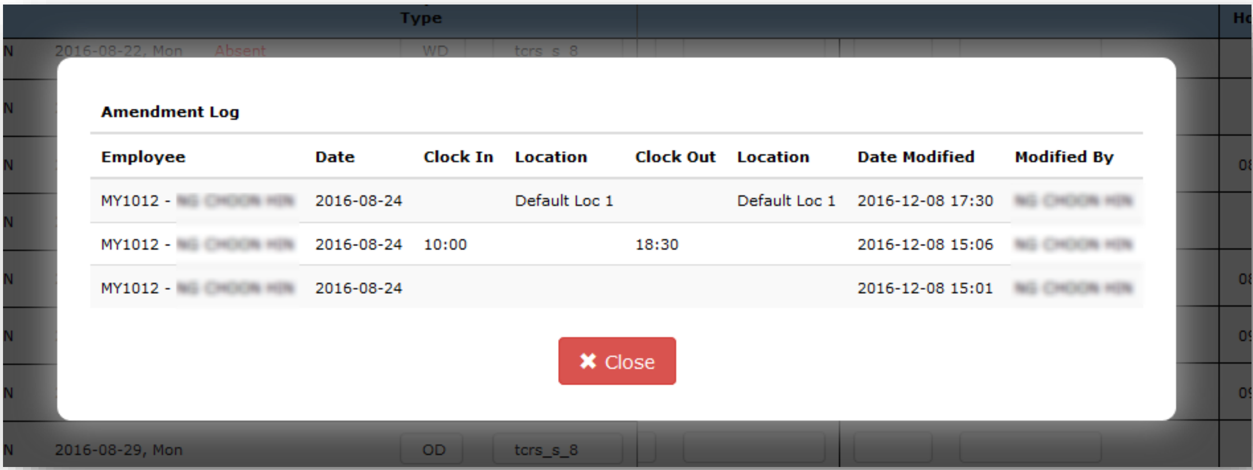
5. Click "Submit" button once complete.

Amend Log (Time & Attendance Record)

Amended column shows the history of modified attendance record. Once record is amended, the **Amended** column will indicate "Yes"

1. Click on the "Yes" wording.
2. A message will display the log of history records.



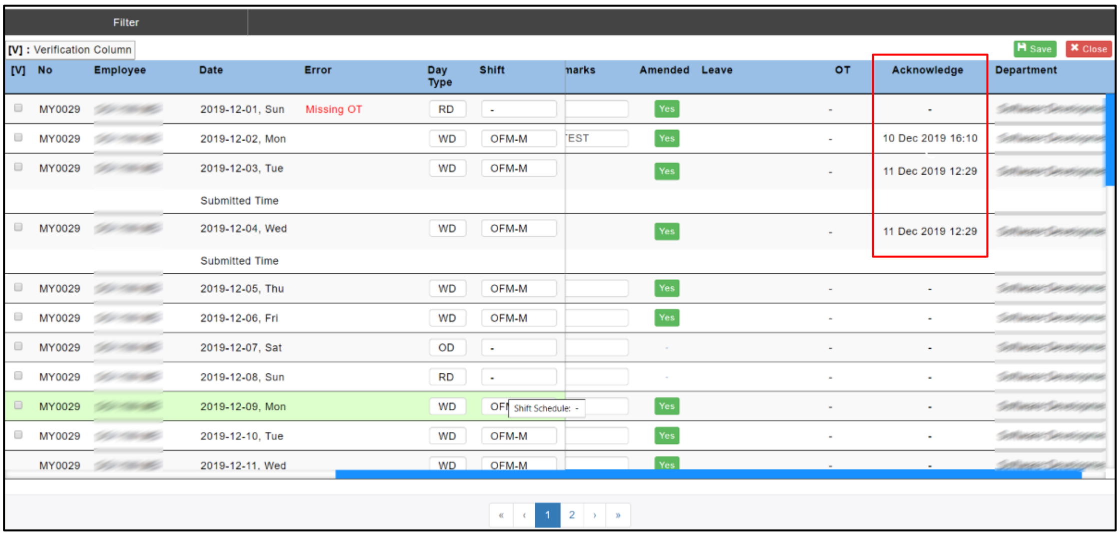


Acknowledgement (Optional)

The Acknowledge Feature is allowed employee to acknowledge their time record.

Tick √ to Acknowledge

1. The column of **Acknowledge** will display the confirmed date & time.



Please note that any amendment made in attendance record will be updated as acknowledge as well.

Work Hour Limit Report

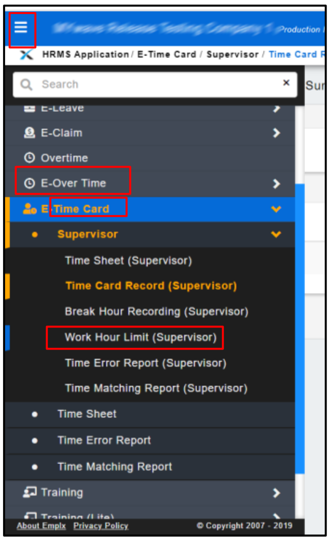
The Work Hour Limit Report is a summary to sum up the total worked hours in a week.

Initial Setup

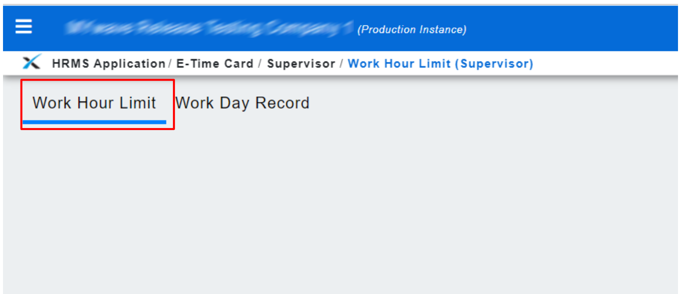
1. Weekly Shift Calendar (sample: Mon – Sun (Default) / Sun – Sat)
2. For additional setup, please Implementation/Support team.

Steps to Retrieve Work Hour Limit Report

1. To access module: **E-Time Card** -> **Supervisor** -> **Work Hour Limit (Supervisor)**

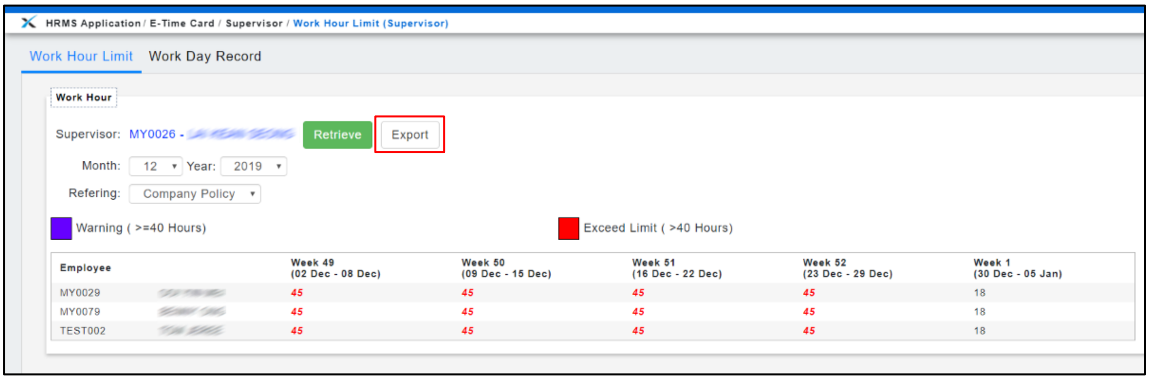


2. Click on **Work Hour Limit** tab



Steps to Export Work Hour Limit Report

1. After retrieve, click “Export” button to export into Excel format.



2. Below is the sample report: