User Guide

Time Card (Admin) v3.0.0

Contents

Introduction

Key Features

- To convenience user to update employee's work hour
- Keep track on employee's break time
- Support multiple in/Out records for a day (Only applicable for those with IN/OUT flag)
- Able to update employee's workday status (working day/ off day/ rest day/ public holiday)
- Able to update employee's shift hour
- Able to filter by department, supervisor, employee and errors
- Verification of attendance records
- Configurable setting for attendance table

Setting

Time Card Record (Admin)

It allows admin to configure time card via Setting Tab.

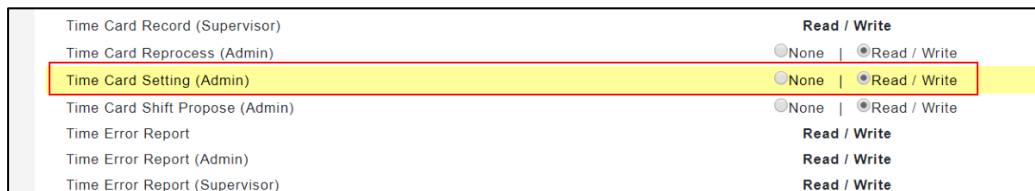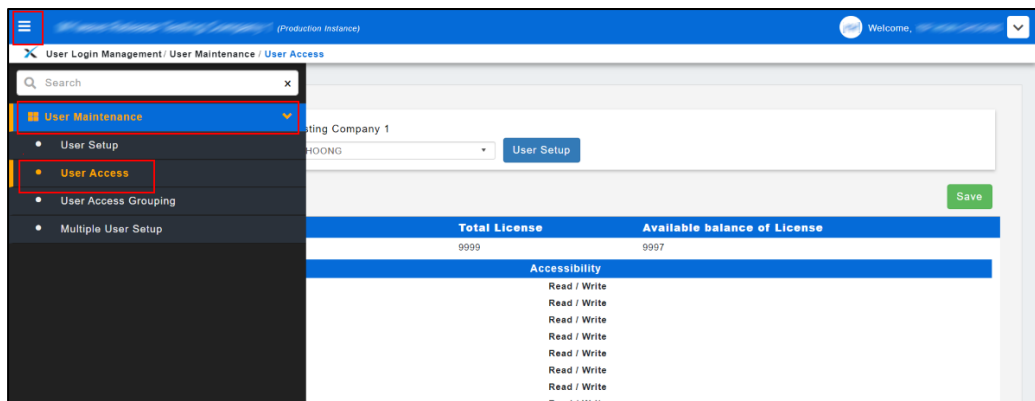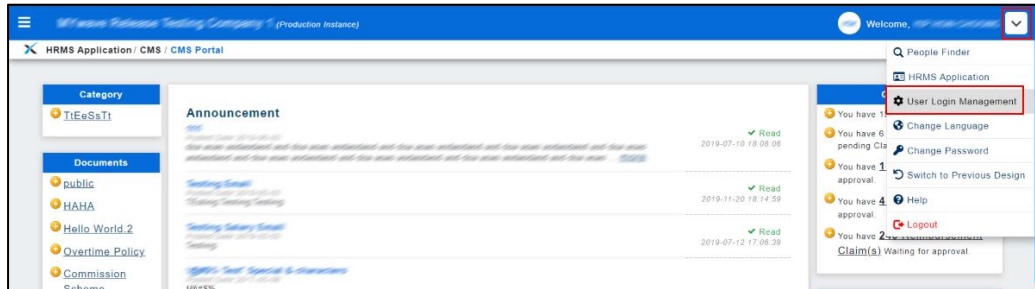## ACCESS CONTROL TO CONFIGURE TIMECARD SETTING

1. Access is opened for Super Admin Access. For other groups of administrators, the access will need to turn on manually via
[**User Login Management**] > [**User Maintenance**] > [**User Access**] > [**Timecard Setting (Admin)**], then **Save**. The Setting Tab will show on **Timecard Record (Admin)** Module.
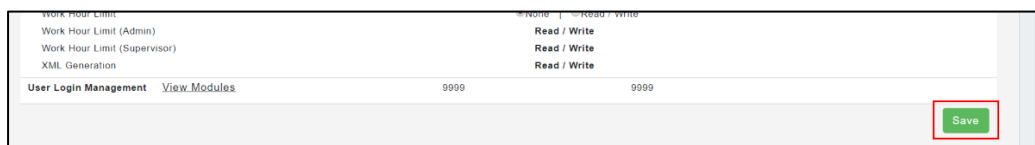
FEATURE CONTROL & COLUMN CONTROL

1. Pair of IN/OUT per block– Number of "Pairs" to appear in table.

Clock In	Clock Out	Clock In	Clock Out

2. Remarks – Turn on/off column of "Remarks"

Remarks

3. Location – Turn on/off "Location" features (if any) for every clock In/Out.

Clock In	Location	Clock Out	Location

4. Acknowledge – Allow employee to acknowledge their attendance

Acknowledge
-

5. Skip Approval Submission – Control whether to skip supervisor approval when subordinate update their time attendance.
6. Work Hour – Turn on/off to show exact "Work Hour" column minus break hours

Total Hour	Work Hour	Break Hour
05:35	04:14	01:21

7. Break Hour – Turn on/off to show "Break Hour" column in table.

Total Hour	Work Hour	Break Hour
05:35	04:14	01:21

8. Shift Hour – Turn on/off to show total "Shift Hours" column in table.

Shift Hours
09:15

9. Shift Time – Turn on/off to show "Start Time" & "End Time" of shift work.

10. Clock in Date – Turn on/off to show the date of Clock In

11. Clock Out Date – Turn on/off to show the date of Clock Out

12. Time Off – Turn on/off to show "Time Off" which indicates employee has incomplete work hours (Shift Work Hours **minus** Total Hours / Hour Worked)

13. Time Off Type
    - include break time = (Total Shift Work Hours)

    - exclude break time = (Shift Work Hours **Minus** Hours Worked)

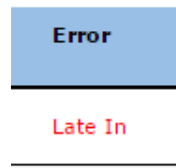14. Time Block – Turn on/off to show the ALL "Pairs" of Clock In/Out in table

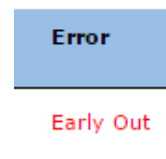15. Late In – Turn on/Off to show "Late In" column in table based on their assigned shift

1. Late in Error Message Show – Turn on/off to show "Late In" as an error

2. Late in Buffer – Option to tolerate the "Late In" within a time duration
3. Early Out Error Message Show – Turn on/off to show "Early Out" as an error

4. Early Out Buffer – Option to tolerate the "Early Out" within a time duration

CONTROL SHOW ERROR MESSAGE

1. Incomplete Hour – Turn on/off to show "Incomplete Hour" as an error
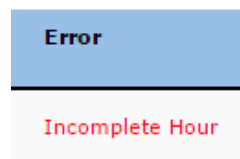
2. Incomplete Hour / Insufficient work hour – Option to tolerate the "Incomplete Hour" error within a duration of time.
3. Absent / Absent Half Day (Default: Disable) - Turn on/off to show "Absent/ Absent Half Day" as an error
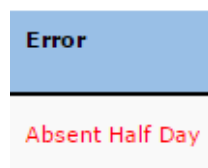
4. Absent Half Day where Work Hour less than – System will flag employee as "Absent Half Day" if their work hour is less than the set tolerate duration of time.
5. Absent where Work Hour less than – System will flag employee as "Absent" if their work hours is less than the set tolerate duration of time.

Timecard Record

## Step to Retrieve Attendance (Admin Mode)

1. Select **Date Range** for attendance
2. Select **Department/ Supervisor/ Employee** to apply filter by those options.
3. Select **Error List** if user wish to view errors
4. Tick **Exclude Verified Error** to exclude verified records, default setting the box is ticked automatically.
5. Click "Retrieve" to view result.

Step to Update Timecard Record

1. In employee record, change the day type (Workday/ Public Holiday/ Rest Day/ Off day) if not applied to company calendar
2. Change employee'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.**

Steps to Push a Scanning Record to the next Clock In / Out time slot

1. Click on the scanned time slot to move.

2. Select the time slot option then click "Push to next time block".

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

Steps 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 (Admin Mode)

1. Select **Date Range** of attendance record
2. Select **Department**/ **Supervisor**/ **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 & Late In

Remarks Column

Allow employee or administrator to insert remark in attendance records

Late in Timeslot

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

Submission of Work Hour by Employee or Admin

Save Time & Attendance Record

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

3. The record will be saved into the system _temporarily_

Submit Saved Time & Attendance Record for Approval

1. Tick the checkbox and submit the attendance records that being amended and saved previously

2. Click "Submit" to continue.
3. A message will prompt out to show the approver/supervisor details.
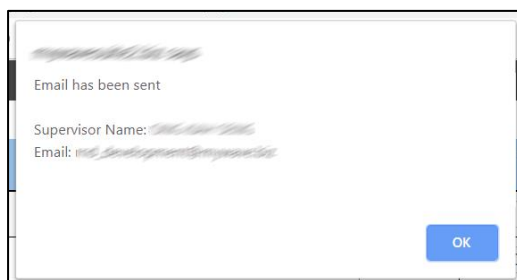
4. The approver/supervisor will receive an email for approval as below
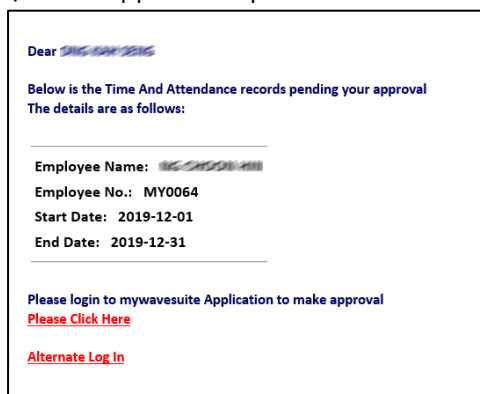
Amendment Log

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.

Attendance Summary (Location Trackers)

"Location" under **Features Control** in **Setting** must be enable first before admin can utilize this module.

Attendance record is sorted by employees' working hours based on different locations/outlet.

Retrieve / Export Summary of Attendance (Location Report)

1. Select **Date Range**
2. Select **Department/ Supervisor/ Employee** to apply filters.
3. Select **Error List** if you wish to filter specific error message
4. Tick **Exclude Verified Error** to exclude verified attendance with error message. This option is ticked by default.
5. Tick **Show Total Hours Per Employee (Export)** if you wish to sum up all total hours in report
6. Click "Attendance Summary (Location)" to retrieve summary or click "Export" to export to excel format.

7. Sample summary as below:

Work Hour Amendment Report

The Work Hour Amendment Report (Timecard Amendment Report) allows **admin** to trace how's attendance record is amended.

To access module: E-Time Card –> Administration –> Work Hour Amendment Report

Steps to Retrieve Amendment Record

1. Apply filter on Employee and Date Range
2. Click "Retrieve" to view the summary or "Export" to the report to excel format.

Acknowledgement
(For Employee Mode Only)

The Acknowledgement Feature allows employee to acknowledge own time record.

Tick √ to Acknowledge

1. Tick acknowledge checkbox to acknowledge own's attendance. Select "Save" to proceed.

2. 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 Limits Report

1. **To access module: E-Time Card -> Administration -> Work Hour Limit (Admin)**
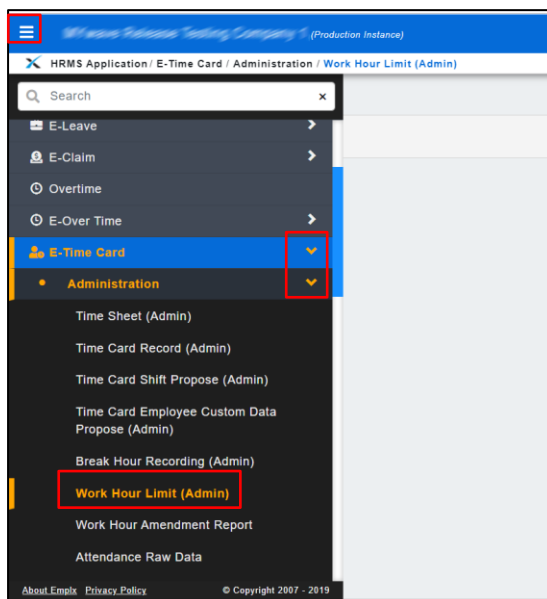
2. Click on **Work Hour Limit** tab
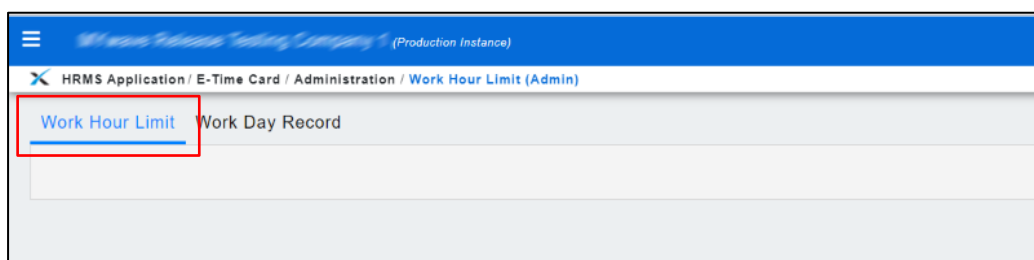
Steps to Export Work Hour Limit Report

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

2. Below is the sample report:

Timecard Reprocessing (Optional)

Propose

Update / Adjust attendance record.

Features

- Adjust early in, late in, late out, no attendance, unpaired clocking record
- Adjust / insert lunch & other breaks
- Reprocess attendance with filter feature. (Can select certain employees to update)

Benefits

- Allow to adjust / update attendance record based on setting/configuration.

Open Access to Timecard Reprocess

1. Go to Security -> User open access to **Timecard Reprocess Module**.

2. Once turned On, the features of **Attendance Reprocess** and **Setting** will be shown at Timecard Record (Admin).

Reprocess Setting Details

1. Below is the Setting Info:

Attendance Reprocess	
Attendance Reprocess	Disable
	Enable

Attendance Adjustment	
Adjust attendance for Work Day Only	Disabled
	Update Unpaired Clocking
	Update Number of Attendance Record
	Update both above (Unpaired & No Attendance Record)
	Update All Attendance Records (including have existing attendance record)
Adjust First Clock In	Disabled
	Update if actual start time earlier than scheduled time
	Update if actual start time later than scheduled time
Adjust Last Clock Out	Disabled
	Update if actual end time later than scheduled time

Break time adjustment	
Break time adjustment	Disabled
	Enabled
Minimum Work Hour to have breaks	4 Hour(s) - 18 Hour(s) (increase every 30 Min)
Min breaks Duration	20 minute(s) - 120 minute(s) - if have more than 1 break, system will take the longest break as priority. - 1st break & 2nd break cannot be added/accumulate as minimum breaks duration. - if do not set break, system will pre-set a break time based on shift schedule set. - if do not set break during shift work, system will insert break hour in the middle of scanned clock IN/OUT.
Priority Break Adjust	Adjust clock out / break start time
	Adjust clock in / break end time

Reprocessing Attendance Record

1. Go to Reprocess Tab > Select Date Range, apply filters for other fields if necessary.
2. Click [Execute Reprocess] to proceed.

3. After reprocessing is complete, user may go to Timecard Record to check attendance.

Upload Timesheets (Optional)

User may download Excel format template system to insert data, then upload timesheet to system.

Features

- Update Shift Code
- Update Non-Working Day Code (RD, OD, PH)
- For Admin and/or Supervisor access Only

Benefits

- This feature helps administrator to avoid manual work in inserting time sheet, administrator can upload the whole template at once.

Initial Setup for Upload Timesheets

1. Select Module [Control Master (Admin)]
2. Click Tab [Control Master]
3. Select [Time Sheet] from the drop-down under Control Master.
4. In the row of [Time Sheet template download & upload], click [edit] to update, under [Map Field], user can control the setting either to display or hide the Time sheet.
5. Update the template format as [Default] / [Custome_1] / [Custome_2] (see below as sample)

Download Time Sheet Template File

1. Go to [E-Time Card] > [Administration] > [Time Sheet (admin)]
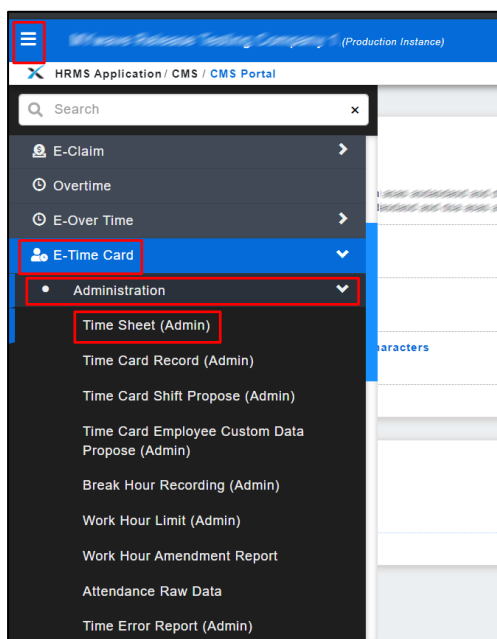
2. Go to [Template] tab.
3. Go to [Download] tab.
4. Select Date Range apply filters for other options if necessary.
5. Click [Download] to download template file.
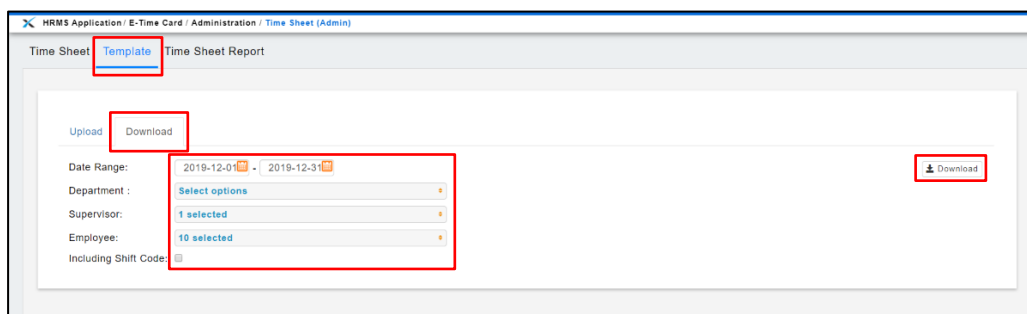
Types of templates retrieved from system:
Template Format [#1]

The [Default Setting] template format allows admin / supervisor to **Fill up shift code, Insert day type, Update shift code.**

1.   Below is the sample of downloaded time sheet template [by default]

2.   If user tick √ [Include Shift Code] in the checkbox, the downloaded template will include employee shift Code.

3.   Day Type & Shift Code are listed on the excel template in the 2nd Tab.

***Remarks

- The Excel format must be [Text].
- Employee Number, Shift Code, Day Type must be valid.

Template File Format [#2]

This template allows admin / supervisor to insert **start time, end time**, **day type** (if any), system will auto-match the shift code based on the start time, end time, and then update into system.

    1.   Below is the sample of downloaded Time Sheet format [Default].

    2.   If user tick √ [Include Shift Code] in the checkbox, the downloaded template will include employee shift Code.
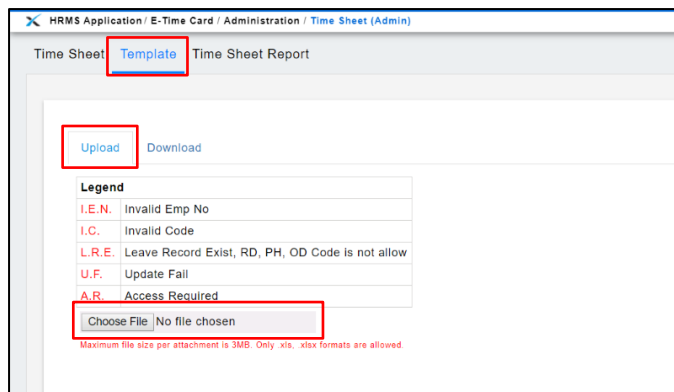

** To be concerned

- The Excel format must be [Text].
- Employee No, Shift Code, Day Type Code must be valid.

Upload Time Sheet Template

After Fill in the date on template file.

1. Under [Time Sheet (admin)] Module
2. Click [Template] tab.
3. Click [Upload] tab.
4. Select [Choose File] to upload.

5. Once Success Upload, message will be display to notify user.

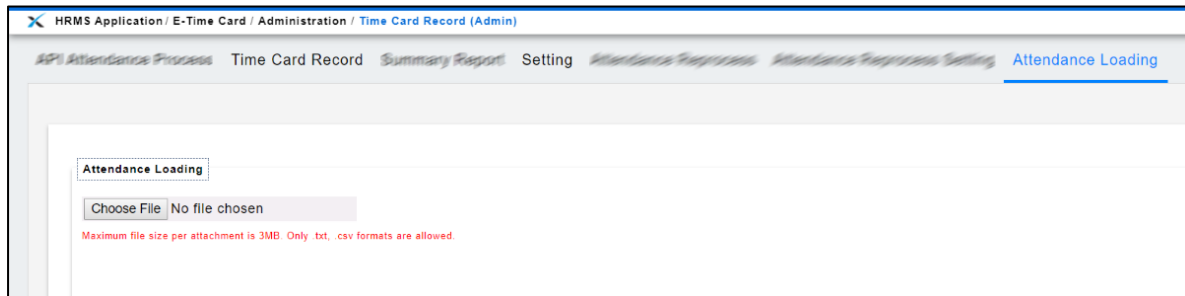# API Time Card Loading

Propose

Allow user to load/re-load raw time attendance file/record via EmplX System.

Features

- Allow the HR Admin to self-service in case any services down during the attendance file auto-transfer period

Benefits

- The HR Admin would be able to load in the attendance file/record anytime, anywhere whenever they have the file/record on hands.

Initial Setup for Time Card Loading

**For additional setup, please contact Implementation/Support team.

1. Select [Control Master (Admin)] Module
2. Click [Control Master] Tab
3. Select [Timecard Control] drop- down under control master.
4. In [2nd C Program] and [API Program], click [edit] to update [Map Field] to display.
   For Step 4, this is advisable for user to contact Implementation/Support team to fully utilize the feature.

5. To reload attendance record that had been updated by user(s):
   go to **Control Master (Admin)** -> **Time Card Control** -> Overwrite Work Hour Recording to 1 (for Timecard Record updates).

Open Timecard Loading Access

3. Go to User Login Management -> User Access -> Turn On **Time Card Loading (Admin)** Module.

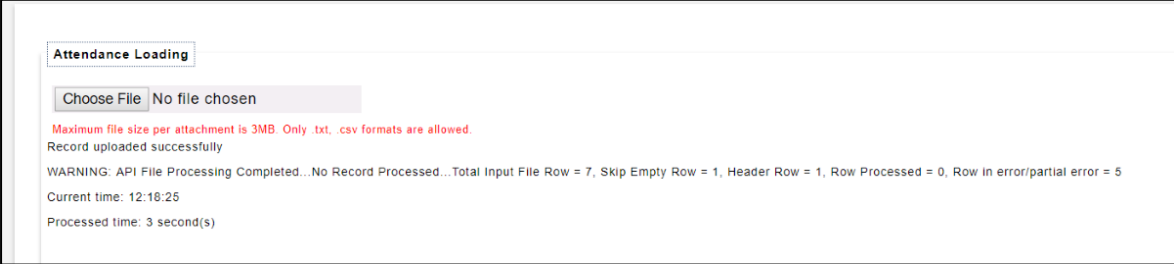4. The Time & Attendance will display on Timecard Record (Admin).

API Time & Attendance Loading

1. **Timecard Record (Admin)** -> **Timecard Loading** Tab, select raw attendance file to process.

2. **Verify** the attendance before and after the load by **comparing both data captured in the attendance file and EmplX System** are aligned.