

User Guide

Time Card (Admin) v3.0.0



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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

Time Card Record (Admin)

It allows admin to configure time card via Setting Tab.

MYwave Release Testing Company 1 (Production Instance)

HRMS Application / E-Time Card / Administration / Time Card Record (Admin)

Attendance Process

Time Card Record

Summary Report

Setting

Attendance Progress

Attendance Progress Setting

Attendance List

Access Control

Employee Change Attendance

Enable

Employee Change Shift

Enable

Supervisor Change Attendance

Enable

Supervisor Change Shift

Enable

Employee Change Day Type

Disable

Supervisor Change Day Type

Enable

Feature Control

Block Pair(s)

3 pair(s)

Location

Disable

Approval Upon Submission

Required

Verification Column

Display

Time Block Fill In Method

Drop Down & Manual Key In

Remarks

Disable

Acknowledge

Enable

Exclude Verified Error (Default)

Tick

Column Control

Conditional Total Hour

Display

Work Hour

Display

Shift Time

Hide

Shift Break Time

Hide

Clock In Date

Hide

Incomplete Hour

Display

Time Block

Display

Late In

Display

Break Early Out

Display

Job Title

Display

Break Hour

Hide

Shift Hours

Hide

Shift Break Hour

Hide

Clock Out Date

Hide

Break Late In

Display

Lateness Control

Late In Error Message Show

Enable

Early Out Error Message Show

Enable

Break Early Out Error Message Show

Enable

Break late In Error Message Show

Enable

Late In Buffer

1 minute(s)

Early Out Buffer

1 minute(s)

Break Early Out Buffer

0 minute(s)

Break late In Buffer

0 minute(s)

Control Show below Error Message

Incomplete Hour

Enable

Absent / Absent Half Day

Enable

Incomplete Hour with Insufficient Work Hour

2 Hour(s) 15 minute(s)

Absent Half Day where Work Hour less than

6 Hour(s)

Absent where Work Hour less than

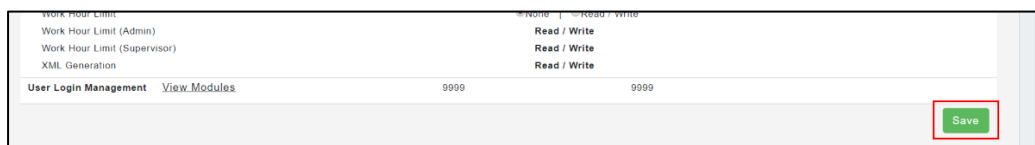
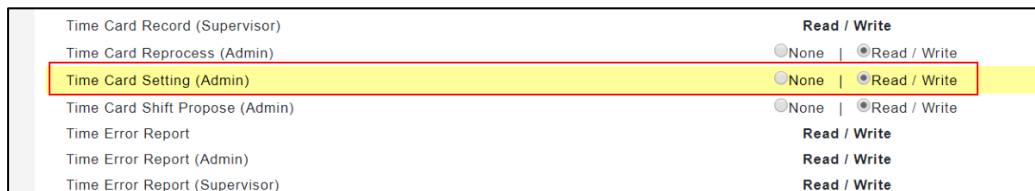
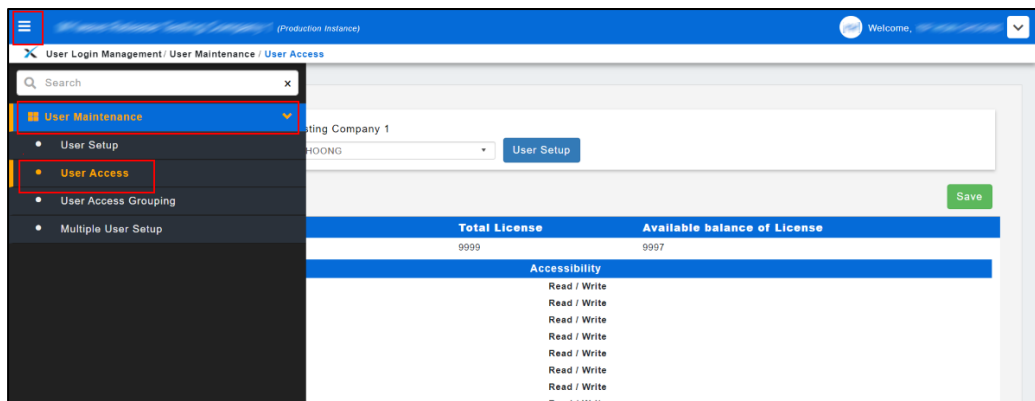
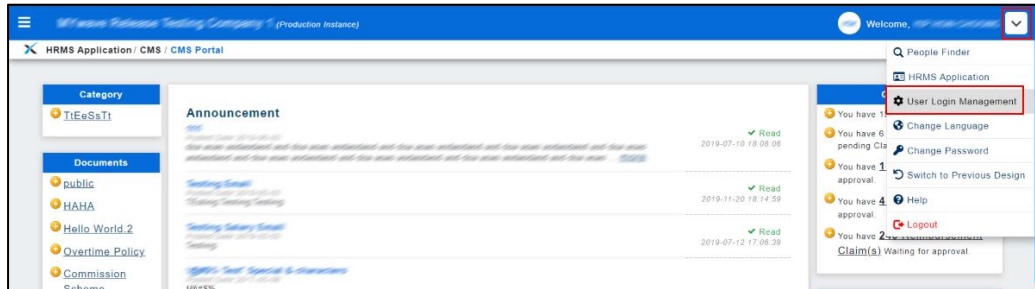
2 Hour(s)

EMPLX User Guide

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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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Remarks
<input type="text"/>

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

Clock In	Location	Clock Out	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Acknowledge – Allow employee to acknowledge their attendance

Acknowledge
<input type="text"/>

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.

Shift	Start Time	End Time
NWH	08:00	17:15

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

Clock In	Clock Out
2017-05-02 12:06	2017-05-02 12:21

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

Clock In	Clock Out
2017-05-02 12:06	2017-05-02 12:21

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)

Time off work
03:40

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

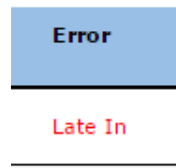
Clock In	Clock Out	Clock In	Clock Out

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

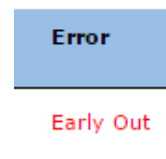
Late In
04:06

LATENCY CONTROL

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



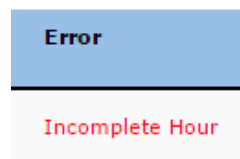
2. Late in Buffer – Option to tolerate the “Late In” within a time duration
3. Early Out Error Message Show – Turn on/off to show “Early Out” as an error



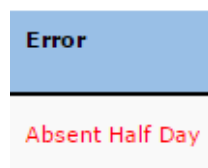
4. Early Out Buffer – Option to tolerate the “Early Out” within a time duration

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)

HRMS Application / E-Time Card / Administration / Time Card Record (Admin)

HRMS Application / E-Time Card / Administration / Time Card Record (Admin) / Summary/Setup / Setting / Attendance Program / Attendance Program Setting / Attendance Loading

Time Card Record

Date Range: 2019-11-01 - 2019-11-30

Department : Select options

Supervisor: Select options

Job Level : Select options

Employee: 479 selected

List of Error: Select options

Exclude Verified Error: ☒

Show Total Hours Per Employee (Export) : ☐

Retrieve Export














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

Filter

[V] : Verification Column [S] : Submit [C] : Clear Save Time

Employee Custom Data Auto-Propose Overtime Save Submit Close

[V]	[S]	[C]	No	Employee	Date	Error	Day Type	Shift	Clock In	Clock Out	Clock In	Clock Out	Clock In	Clock Out	Total Hour(s)	Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00/01		2019-11-01, Fri	Absent	1 WD	2 OF	3							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00/01		2019-11-02, Sat	Absent	OD PH	OF								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00/01		2019-11-03, Sun	Absent	RD WD	OF								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00/01		2019-11-04, Mon	Absent	WD	OF								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00/01		2019-11-05, Tue	Absent	WD	OF								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00/01		2019-11-06, Wed		OD	-								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00/01		2019-11-07, Thu		RD	-								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00/01		2019-11-08, Fri	Absent	WD	OF								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00/01		2019-11-09, Sat	Absent	WD	OF								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00/01		2019-11-10, Sun	Absent	WD	OF								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00/01		2019-11-11, Mon	Absent	WD	OF								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00/01		2019-11-12, Tue	Absent	WD	OF								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00/01		2019-11-13, Wed		OD	-								

<

<

1

2

3

4

5

...

290

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>

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**.

MY0064	2019-12-01, Sun	RD	-								
MY0064	2019-12-02, Mon	WD	OFM-M	08:00	12:00	13:00	17:00			09:00	08:00
MY0064	2019-12-03, Tue	Absent	WD	OFM-M							

08:00

12:00

13:00

Choose Time

Time 08:00

Reset Clear Done

Push to next time block

3

mywavesuite2.biz says

Do you want to replace the available hour blocks located behind to fill up the blank time slots?

OK Cancel

MY0064	2019-12-01, Sun	RD	-								
MY0064	2019-12-02, Mon	Unpaired Clocking, L	WD	OFM-M	12:00	13:00	17:00				
MY0064	2019-12-03, Tue	Absent	WD	OFM-M							

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

1. Click on the scanned time slot to move.

MY0064	2019-12-02, Mon	Unpaired Clocking	WD	OFM-M	08:00	13:00	17:00			
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						

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

08:00	13:00	17:00		

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

08:00		13:00	17:00

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.

Filter														
[V] : Verification Column														
[V]	No	Employee	Date	Error	Day Type	Shift	Clock In	Clock Out	Clock In	Clock Out	Clock In	Clock Out	Total Hour(s)	Conditional Total Hour
<input type="checkbox"/>	MY0064	NG CHOON HIN	2019-12-01, Sun		RD	-								
<input checked="" type="checkbox"/>	MY0064	NG CHOON HIN	2019-12-02, Mon		WD	OFM-M	08:00	12:00	13:00	17:00			09:00	08:00
<input type="checkbox"/>	MY0064	NG CHOON HIN	2019-12-03, Tue	Absent	WD	OFM-M								
<input type="checkbox"/>	MY0064	NG CHOON HIN	2019-12-04, Wed	Absent	WD	OFM-M								
<input type="checkbox"/>	MY0064	NG CHOON HIN	2019-12-05, Thu	Absent	WD	OFM-M								
<input type="checkbox"/>	MY0064	NG CHOON HIN	2019-12-06, Fri	Absent	WD	OFM-M								
<input type="checkbox"/>	MY0064	NG CHOON HIN	2019-12-07, Sat		OD	-								
<input type="checkbox"/>	MY0064	NG CHOON HIN	2019-12-08, Sun		RD	-								

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.

Filter														
[V] : Verification Column														
[V]	No	Employee	Date	Error	Day Type	Shift	Clock In	Clock Out	Clock In	Clock Out	Clock In	Clock Out	Total Hour(s)	Conditional Total Hour
<input type="checkbox"/>	MY0064	NG CHOON HIN	2019-12-01, Sun		RD	-								
<input checked="" type="checkbox"/>	MY0064	NG CHOON HIN	2019-12-02, Mon		WD	OFM-M	08:00	12:00	13:00	17:00			09:00	08:00
<input type="checkbox"/>	MY0064	NG CHOON HIN	2019-12-03, Tue	Absent	WD	OFM-M								
<input type="checkbox"/>	MY0064	NG CHOON HIN	2019-12-04, Wed	Absent	WD	OFM-M								

HRMS Application / E-Time Card / Administration / Time Card Record (Admin)

Time Card Record

Summary Report, Setting, Maintenance Programs, Maintenance Programs Setting, Maintenance Logging

Date Range:

2019-12-01 - 2019-12-31

Retrieve Export

Department :

Select options

Supervisor:

Select options

Job Level :

Select options

Employee:

1 selected

List of Error:

Select options

Exclude Verified Error:

☐

Show Total Hours Per Employee (Export) :

☐

Steps to Export Timecard Report (Admin Mode)

HRMS Application / E-Time Card / Administration / Time Card Record (Admin)

Time Card Record

Date Range: 2019-12-01 - 2019-12-31

Department : Select options

Supervisor: Select options

Job Level : Select options

Employee: 1 selected

List of Error: Select options

Exclude Verified Error: ☒

Show Total Hours Per Employee (Export) ☐

Retrieve Export

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).

Filter													
[V] : Verification Column													
[V]	No	Employee	Date	Error	Day Type	Shift	Lock Out	Clock In	Clock Out	Total Hour(s)	Late In	Remarks	Amended Leave
<input type="checkbox"/>	MY0064		2019-12-01, Sun		RD	-							-
<input checked="" type="checkbox"/>	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
<input type="checkbox"/>	MY0064		2019-12-03, Tue	Absent	WD	OFM-M							-
<input type="checkbox"/>	MY0064		2019-12-04, Wed	Absent	WD	OFM-M							-
<input type="checkbox"/>	MY0064		2019-12-05, Thu	Absent	WD	OFM-M							-
<input type="checkbox"/>	MY0064		2019-12-06, Fri	Absent	WD	OFM-M							-

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"

Filter																
[V] : Verification Column [S] : Submit [C] : Clear Save Time																
[V]	[S]	[C]	No	Employee	Date	Error	Day Type	Shift	Clock In	Clock Out	Clock In	Clock Out	Total Hour(s)	Status	Late In	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0064		2019-12-01, Sun		RD	-								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0064		2019-12-02, Mon		WD	OFM-M	08:00	12:00	13:00	17:00	09:00			This is a
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MY0064		2019-12-03, Tue		WD	OFM-M	08:00	12:00	13:00	18:00	10:00			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0064		2019-12-04, Wed	Absent	WD	OFM-M								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0064		2019-12-05, Thu	Absent	WD	OFM-M								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0064		2019-12-06, Fri	Absent	WD	OFM-M								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0064		2019-12-07, Sat		OD	-								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0064		2019-12-08, Sun		RD	-								

2

Save Submit Clear

Choose Time

Time 18:00

Reset Clear Done

2019-12-04

3. The record will be saved into the system temporarily

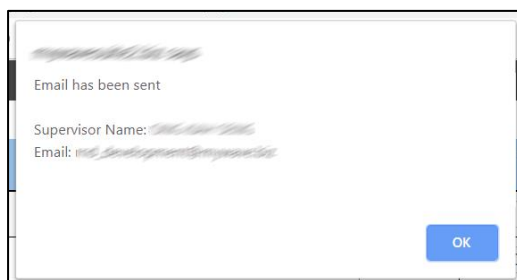
Filter																
[V] : Verification Column [S] : Submit [C] : Clear Save Time																
<div>Save Submit Clear</div>																
[V]	[S]	[C]	No	Employee	Date	Error	Day Type	Shift	Clock In	Clock Out	Clock In	Clock Out	Total Hour(s)	Status	Late In	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0064		2019-12-01, Sun		RD	-								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0064		2019-12-02, Mon		WD	OFM-M	08:00	12:00	13:00	17:00	09:00			This is a
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0064		2019-12-03, Tue	Absent	WD	OFM-M								
						Save Time			08:00	12:00	13:00	18:00	10:00			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0064		2019-12-04, Wed	Absent	WD	OFM-M								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MY0064		2019-12-05, Thu	Absent	WD	OFM-M								

Submit Saved Time & Attendance Record for Approval

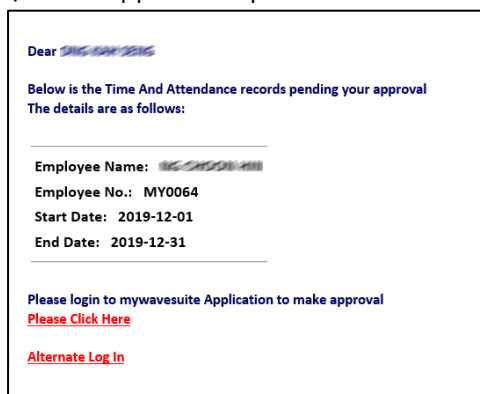
1. Tick the checkbox and submit the attendance records that being amended and saved previously

Filter														
[V] : Verification Column [S] : Submit [C] : Clear Save Time														
[V]	[S]	[C]	No	Employee	Date	Error	Day Type	Shift	Clock In	Clock Out	Clock In	Clock Out	Total Hour(s)	Status
<input type="checkbox"/>	<input type="checkbox"/>		MY0064		2019-12-01, Sun		RD	-						
<input checked="" type="checkbox"/>	<input type="checkbox"/>		MY0064		2019-12-02, Mon		WD	OFM-M	08:00	12:00	13:00	17:00	09:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		MY0064		2019-12-03, Tue	Absent	WD	OFM-M						
					Save Time				08:00	12:00	13:00	18:00	10:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		MY0064		2019-12-04, Wed		WD	OFM-M	07:00	13:00	13:15	18:00	11:00	
<input type="checkbox"/>	<input type="checkbox"/>		MY0064		2019-12-05, Thu	Absent	WD	OFM-M						

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.

Filter														
[V] : Verification Column [S] : Submit [C] : Clear Save Time														
[V]	[S]	[C]	No	Employee	Date	Error	Day Type	Shift	Status	Late In	Remarks	Amended	Leave	OT
<input type="checkbox"/>	<input type="checkbox"/>		MY0064		2019-12-01, Sun		RD	-				1	-	-
<input checked="" type="checkbox"/>	<input type="checkbox"/>		MY0064		2019-12-02, Mon		WD	OFM-M			This is a remarks	Yes	-	-
<input type="checkbox"/>	<input type="checkbox"/>		MY0064		2019-12-03, Tue	Absent	WD	OFM-M	Pending Approval			-	-	-
					Submitted Time									
<input type="checkbox"/>	<input type="checkbox"/>		MY0064		2019-12-04, Wed	Absent	WD	OFM-M	Pending Approval			-	-	-
					Submitted Time									
<input type="checkbox"/>	<input type="checkbox"/>		MY0064		2019-12-05, Thu	Absent	WD	OFM-M				-	-	-
<input type="checkbox"/>	<input type="checkbox"/>		MY0064		2019-12-06, Fri	Absent	WD	OFM-M				-	-	-

Amendment Log							
Employee	Date	Clock In	Clock Out	Status	Remarks	Date Modified	Modified By
MY0064 -	2019-12-02				This is a remarks	2019-12-09 16:51:44	
MY0064 -	2019-12-02	13:00 08:00	17:00 12:00			2019-12-09 16:33:54	
MY0064 -	2019-12-02	17:00 08:00	13:00			2019-12-09 16:00:08	
MY0064 -	2019-12-02	13:00 08:00	17:00 12:00			2019-12-09 15:40:04	

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:

Employee No	Employee Name	Location	2019-12-01 (Sun)			2019-12-02 (Mon)			2019-12-03 (Tue)			2019-12-04 (Wed)			2019-12-05 (Thu)			2019-12-06 (Fri)			2019-12-07 (Sat)			2019-12-08 (Sun)		
			Start	End	Hour	Start	End	Hour	Start	End	Hour	Start	End	Hour	Start	End	Hour	Start	End	Hour	Start	End	Hour	Start	End	Hour
0057	JUSTIN REPORT	CB2	08:00	18:00	10:00	08:00	18:00	10:00																		
0057	JUSTIN REPORT	Cititel Mid Valley							08:00	18:00	10:00															
0057	JUSTIN REPORT	Mid Valley Bike Parking Entrance															08:00	18:00	10:00							
0057	JUSTIN REPORT	Office										08:00	18:00	10:00	08:00	18:00	10:00									
0057	JUSTIN REPORT	Subtotal			10:00			10:00			10:00			10:00			10:00			10:00			00:00		00:00	
MY0026	LAUREN REPORT	direct in				08:00	18:00	10:00																		
MY0026	LAUREN REPORT	Everyweb Enterprise							08:00	18:00	10:00															
MY0026	LAUREN REPORT	Office												08:00	18:00	10:00										
MY0026	LAUREN REPORT	Official Duty										08:00	18:00	10:00			08:00	18:00	10:00							
MY0026	LAUREN REPORT	Subtotal			00:00			10:00			10:00			10:00			10:00			10:00			00:00		00:00	
Total Hour					10:00			20:00			20:00			20:00			20:00			20:00			00:00		00:00	
			<div>Close</div>																							

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.

HRMS Application / E-Time Card / Administration / Work Hour Amendment Report

Employee: 1 selected

Date Range: 2019-12-01 - 2019-12-31

Retrieve Export

Employee	Date	Clock In	Location	Clock Out	Location	Status	Remarks	Date Modified	Modified By
MY0064 - NG CHOON HIN	2019-12-02						This is a remarks	2019-12-09 16:51:44	YIP HON CHOONG
MY0064 - NG CHOON HIN	2019-12-02	13:00		17:00				2019-12-09 16:33:54	YIP HON CHOONG
		08:00		12:00					
MY0064 - NG CHOON HIN	2019-12-02	17:00		13:00				2019-12-09 16:00:08	YIP HON CHOONG
		08:00							
MY0064 - NG CHOON HIN	2019-12-02	13:00		17:00				2019-12-09 15:40:04	YIP HON CHOONG
		08:00		12:00					

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.

Filter													
[V] : Verification Column [A] : Acknowledge													
[V]	[A]	No	Employee	Date	Error	Day Type	Shift	Clock In	Clock Out	Clock In	Clock Out	Total Hour(s)	Late In
<input type="checkbox"/>		MY0023		2019-12-01, Sun		RD	-						
<input checked="" type="checkbox"/>		MY0023		2019-12-02, Mon		WD	OFM-M	08:00	18:00			10:00	
<input checked="" type="checkbox"/>		MY0023		2019-12-03, Tue		WD	OFM-M	08:00	18:00			10:00	
<input checked="" type="checkbox"/>		MY0023		2019-12-04, Wed		WD	OFM-M	08:00	18:00			10:00	
<input type="checkbox"/>		MY0023		2019-12-05, Thu	Absent	WD	OFM-M						
<input type="checkbox"/>		MY0023		2019-12-06, Fri	Absent	WD	OFM-M						
<input type="checkbox"/>		MY0023		2019-12-07, Sat		OD	-						
<input type="checkbox"/>		MY0023		2019-12-08, Sun		RD	-						

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

Filter													
[V] : Verification Column [A] : Acknowledge													
[V]	[A]	No	Employee	Date	Error	Day Type	Shift	Amended	Leave	OT	Acknowledge	Department	
<input type="checkbox"/>		MY0023		2019-12-01, Sun		RD	-	-		-	-	EMPLX	
<input checked="" type="checkbox"/>		MY0023		2019-12-02, Mon		WD	OFM-M	Yes		-	09 Dec 2019 18:37	EMPLX	
<input checked="" type="checkbox"/>		MY0023		2019-12-03, Tue		WD	OFM-M	Yes		-	09 Dec 2019 18:37	EMPLX	
<input checked="" type="checkbox"/>		MY0023		2019-12-04, Wed		WD	OFM-M	Yes		-	09 Dec 2019 18:37	EMPLX	
<input type="checkbox"/>		MY0023		2019-12-05, Thu	Absent	WD	OFM-M	-		-	-	EMPLX	
<input type="checkbox"/>		MY0023		2019-12-06, Fri	Absent	WD	OFM-M	-		-	-	EMPLX	
<input type="checkbox"/>		MY0023		2019-12-07, Sat		OD	-	-		-	-	EMPLX	
<input type="checkbox"/>		MY0023		2019-12-08, Sun		RD	-	-		-	-	EMPLX	

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

Work Hour Limit Report

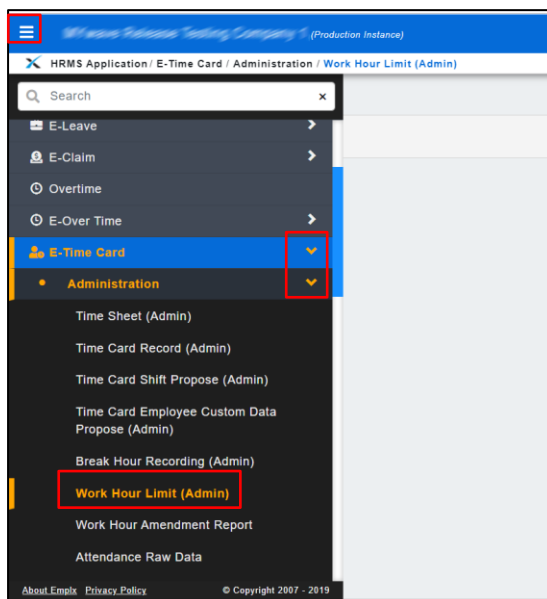
The Work Hour Limit Report is a summary to sum up the total worked hours in a week.

Initial Setup

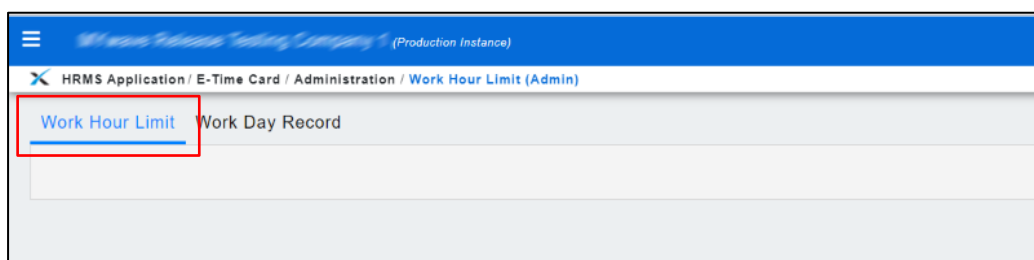
1. Weekly Shift Calendar (sample: Mon – Sun (Default) / Sun – Sat)
2. For additional setup, please Implementation/Support team.

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.

Work Hour Limit

Supervisor: All Retrieve Export

Month: 12 Year: 2019

Referring: Company Policy

Warning (>=40 Hours) Exceed Limit (>40 Hours)

Employee	Week 49 (02 Dec - 08 Dec)	Week 50 (09 Dec - 15 Dec)	Week 51 (16 Dec - 22 Dec)	Week 52 (23 Dec - 29 Dec)	Week 1 (30 Dec - 05 Jan)
00001	0	0	0	0	0
000999	0	0	0	0	0
0057	50	0	0	0	0
0931	0	0	0	0	0
1119	0	0	0	0	0
1136	0	0	0	0	0
121231	0	0	0	0	0
12351	0	0	0	0	0
2061	0	0	0	0	0
2062	0	0	0	0	0
2087	0	0	0	0	0
2108	0	0	0	0	0
2109	0	0	0	0	0
2226	0	0	0	0	0
2229	0	0	0	0	0

2. Below is the sample report:

Employee	Supervisor	Department	Cost Center	Job Grade (02 Dec -08)	Week 49 (09 Dec -15)	Week 50 (16 Dec -22)	Week 51 (23 Dec -29)	Week 1 (30 Dec -05)
999	MY0031	Business Development	Executive		0	0	0	0
57	MY0028	Finance (S&B)	Executive		50	0	0	0
931	1867	Finance	Finance (S&B)	151	0	0	0	0
1119	1867	Finance	Finance (S&B)	151	0	0	0	0
1196	1002	Production	185	0	0	0	0	0
12121					0	0	0	0
12551					0	0	0	0
2061					0	0	0	0
2062					0	0	0	0
2067					0	0	0	0
2108					0	0	0	0
2109					0	0	0	0
2228					0	0	0	0
2229					0	0	0	0
2230					0	0	0	0
2231					0	0	0	0
2232					0	0	0	0
2233					0	0	0	0
2234					0	0	0	0
2235					0	0	0	0
4000					0	0	0	0
4001					0	0	0	0
4002					0	0	0	0
4003					0	0	0	0
A11001	MY0027	Director	Director		0	0	0	0
A11002	A11011	Personnel Operations	Executive		0	0	0	0
A11003	A11005	Personnel Systems	Executive		0	0	0	0

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**.

Time Card Record (Admin)	Read / Write
Time Card Record (Supervisor)	Read / Write
Time Card Reprocess (Admin)	<input type="radio"/> None <input checked="" type="radio"/> Read / Write
Time Card Setting (Admin)	<input type="radio"/> None <input checked="" type="radio"/> Read / Write

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

The screenshot shows the HRMS Application interface with the following structure:

- Navigation Bar:** HRMS Application / E-Time Card / Administration / Time Card Record (Admin)
- Sub-Menu:** Attendance Process, Time Card Record, Summary Report, Settings, Attendance Loading
- Active Tab:** Attendance Reprocess (highlighted in red)
- Attendance Reprocess Setting Tab:** Attendance Reprocess Setting (highlighted in red)
- Main Content Area:**
 - Attendance Reprocess:** A section with an 'Enable' dropdown menu.
 - Attendance Adjustment:** A section with three dropdown menus: 'Adjust Attendance for Case' (set to 'Update all attendance'), 'Adjust First Clock In' (set to 'Disable'), and 'Adjust Last Clock Out' (set to 'Disable').
 - Break Time Adjustment:** A section with four dropdown menus: 'Break Time Adjustment' (set to 'Disable'), 'Minimum Work Hour Needed to Have Break Time' (set to '16 Hour(s)'), 'Minimum Break Period' (set to '1 minute(s)'), and 'Priority Break Adjust' (set to 'Adjust clock out / break start time').

Reprocess Setting Details

- 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) <ul style="list-style-type: none"> - 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.

HRMS Application / E-Time Card / Administration / Time Card Record (Admin)

Time Card Record *Summary Report* Setting Attendance Reprocess Attendance Reprocess Setting *Attendance Setting*

Date Range: 2019-12-01 - 2019-12-31

Department : [Select options](#)

Supervisor: [Select options](#)

Job Level : [Select options](#)

Employee: 479 selected

[Execute Reprocess](#)

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)

HRMS Application / Company Setup - Control Master (Admin)

Control Master Payroll Setup EA Form Setup

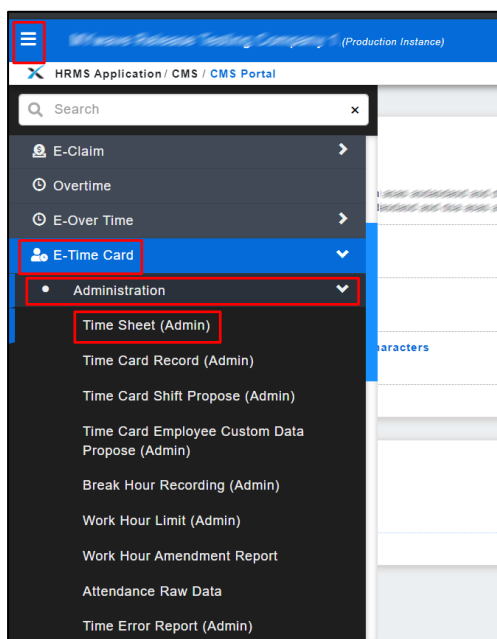
Control Information (Required)

Select Control Master: Time Sheet

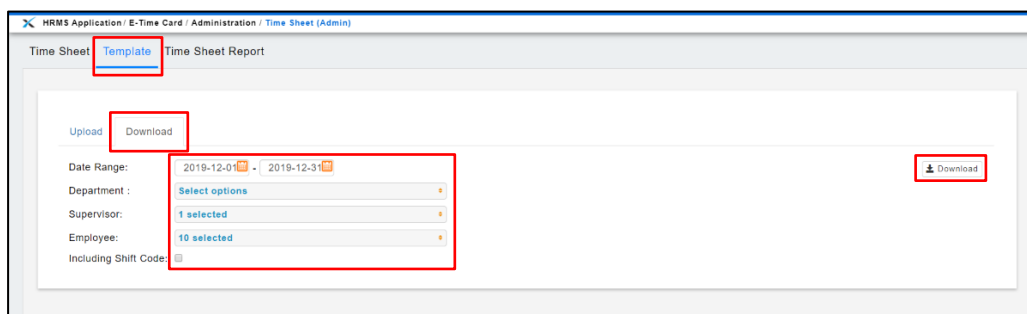
Time Sheet	Mapping Table	Map Field	Action
Display Employee No	[0: off/1: on]	0	Edit
Including supervisor record	[0: off/1: on]	0	Edit
order by emp no or emp name	[0: emp name/1: emp no]	0	Edit
time sheet template download & upload	0: hide[Default] 1: Admin & sup 2: Admin only 3: Sup Only	1	Edit
time sheet template download & upload format	[DEFAULT] shift code with day type (same column), [CUSTOM_1] shift start, end hour with day type (diff column), [CUSTOM_2] shift code with day type (diff column beside)	CUSTOM_2	Edit

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.**

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Emp No	Emp Name	2018-04-01	2018-04-02	2018-04-03	2018-04-04	2018-04-05	2018-04-06	2018-04-07	2018-04-08	2018-04-09	2018-04-10	2018-04-11	2018-04-12
2	0000001	SUM NARAYAN												
3	0000002	WIDHISHA SANKAR SHARMA												
4	0000003	WIDHISHA SANKAR SHARMA												
5	0000004	WIDHISHA SANKAR SHARMA												
6	0000005	WIDHISHA SANKAR SHARMA												
7	0000006	WIDHISHA SANKAR SHARMA												
8	0000007	WIDHISHA SANKAR SHARMA												
9	0000008	WIDHISHA SANKAR SHARMA												
10	0000009	WIDHISHA SANKAR SHARMA												
11	0000010	WIDHISHA SANKAR SHARMA												
12	0000011	WIDHISHA SANKAR SHARMA												
13	0000012	WIDHISHA SANKAR SHARMA												
14	0000013	WIDHISHA SANKAR SHARMA												
15	0000014	WIDHISHA SANKAR SHARMA												

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

	A	B	C	D	E	F	G	H	I	J
1	Emp No	Emp Name	2018-04-01	2018-04-02	2018-04-03	2018-04-04	2018-04-05	2018-04-06	2018-04-07	2018-04-08
2	0000001	SUM NARAYAN	OFF	12-22	10:30 - 15	12-22	12-22	12-22	12-22	9-18
3	0000002	WIDHISHA SANKAR SHARMA	OFF	1030-14	12-22	1030-14	17-22	10-22	9-18	9-18
4	0000003	WIDHISHA SANKAR SHARMA	12-22	12-22	OFF	12-22	12-22	10-22	9-18	9-18
5	0000004	WIDHISHA SANKAR SHARMA	10:30 - 16	12-22	OFF	10:30 - 15	10:30 - 20	12-22	9-18	9-18
6	0000005	WIDHISHA SANKAR SHARMA	12-22	12-22	12-22	OFF	10-20	10-22	9-18	9-18
7	0000006	WIDHISHA SANKAR SHARMA	10-22	18-22	12-22	12-22	OFF	10-22	9-18	12-22
8	0000007	WIDHISHA SANKAR SHARMA	18-22	OFF	17-22	12-22	12-22	10:30 - 20	9-18	9-18
9	0000008	WIDHISHA SANKAR SHARMA	12-22	12-22	OFF	12-22	12-22	12-22	9-18	9-18
10	0000009	WIDHISHA SANKAR SHARMA	12-22	12-22	OFF	12-22	12-22	12-22	OFF	OFF
11	0000010	WIDHISHA SANKAR SHARMA	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
12	0000011	WIDHISHA SANKAR SHARMA	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
13	0000012	WIDHISHA SANKAR SHARMA	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
14	0000013	WIDHISHA SANKAR SHARMA	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF

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

Day Type Code	Day Type Name	Shift Code	Shift Name
RD	Rest Day		
PH	Public Holiday		
OD	Off Day		
1	Office Hour		
2	Office Hour (10-7pm)		
3	Office Hour (1-10pm)		
4	Office Hour (1-5pm)		
5	Office Hour (2-11pm)		
6	Office Hour (8-5pm)		
7	Office Hour (8-5pm)		
8	Office Hour (8-5pm)		
9	Office Hour (8-5pm)		
10	Office Hour (8-5pm)		
11	Office Hour (8-5pm)		
12	Office Hour (8-5pm)		
13	Office Hour (8-5pm)		
14	Office Hour (8-5pm)		
15	Office Hour (8-5pm)		
16	Office Hour (8-5pm)		
17	Office Hour (8-5pm)		
18	Office Hour (8-5pm)		
19	Office Hour (8-5pm)		
20	Office Hour (8-5pm)		
21	Office Hour (8-5pm)		
22	Office Hour (8-5pm)		
23	Office Hour (8-5pm)		
24	Office Hour (8-5pm)		
25	Office Hour (8-5pm)		
26	Office Hour (8-5pm)		
27	Office Hour (8-5pm)		
28	Office Hour (8-5pm)		

***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].

[illegible]

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

[illegible]

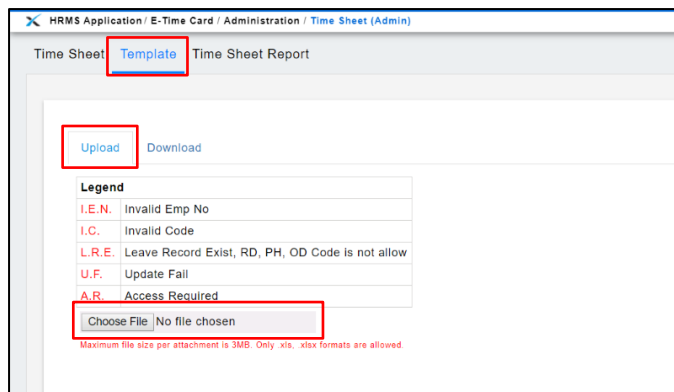
**** To be concerned**

- 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.



HRMS Application / E-Time Card / Administration / Time Sheet (Admin)

Time Sheet **Template** Time Sheet Report

Upload Download

Legend	
I.E.N.	Invalid Emp No
I.C.	Invalid Code
L.R.E.	Leave Record Exist, RD, PH, OD Code is not allow
U.F.	Update Fail
A.R.	Access Required

Choose File No file chosen

Maximum file size per attachment is 3MB. Only .xls, .xlsx formats are allowed.

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

Invalid Code

Leave Record Exist, RD, PH, OD Code is not allow

Update Fail

Access Required

Choose File

No file chosen

Maximum file size per attachment is 3MB. Only .xls, .xlsx formats are allowed.

Updated

Emp No	Emp Name	SUN 2019-12-01	MON 2019-12-02	TUE 2019-12-03	WED 2019-12-04	THU 2019-12-05	FRI 2019-12-06	SAT 2019-12-07	SUN 2019-12-08	MON 2019-12-09	TUE 2019-12-10	WED 2019-12-11	THU 2019-12-12
		Shift Day	Shift Day	Shift Day	Shift Day	Shift Day	Shift Day	Shift Day	Shift Day	Shift Day	Shift Day	Shift Day	Shift Day
JN011			RD	OFM-M WD	OFM-M WD	OFM-M WD	OFM-M WD	OD	RD	OFM-M WD	OFM-M WD	OFM-M WD	OFM-M
JN012		Shift 111	XX (Invalid Day Code)	Shift 111 WD	Shift 111 WD	Shift 111 WD	Shift 111 WD	Shift 111 WD	Shift 111 WD	Shift 111 WD	Shift 111 WD	Shift 111 WD	Shift 111
JN016			RD	OFM-M WD	OFM-M WD	OFM-M WD	OFM-M WD	OD	RD	OFM-M WD	OFM-M WD	OFM-M WD	OFM-M
YM002??? (I.E.N.)		Shift 11111111 (Invalid shift code)	WD	Shift 111 WD (A.R.)	Shift 111 WD (A.R.)	Shift 111 WD (A.R.)	Shift 111 WD (A.R.)	Shift 111 WD (A.R.)	Shift 111 WD (A.R.)	Shift 111 WD (A.R.)	Shift 111 WD (A.R.)	Shift 111 WD (A.R.)	Shift 111

API Time Card Loading

Propose

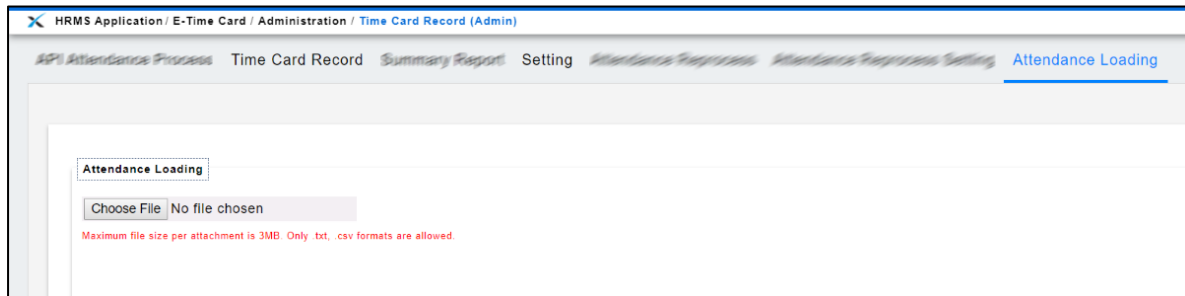
Allow user to load/re-load raw time attendance file/record via EmplX System.

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.

Time Card Control	Mapping Table	Map Field	Action
2nd C load a pair	[default 0]	0	Edit
2nd C Program	fill in the cprogram exe	hrms_tcload_timecard	Edit
2nd C Program check night shift duplicate in duration in minutes	[default 420]	420	Edit
2nd C Program check night shift duplicate in flag	[default 0]	0	Edit
2nd C Time Card Break Hour Duration	Map Field minutes	210	Edit
2nd C Time Card Break Hour Insert	Map Field [0 off/1: on] Default [0]	1	Edit
API Program	fill in the api_code to load data to time card staging table	timecard_load_staging_108_sky_resource	Edit
API Time Card Download Template	template file	attendance_template_api_120.xls	Edit
API Time Card Feature	[default 0]	1	Edit
API Time Card Program	api program name	timecard_load_122	Edit

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).

Time Card Control	Mapping Table	Map Field	Action
Overwrite Approved Working Hour Record	Map Field [0 off/1 on]for submission case (overwrite_workhour_detail = on) off : only overwrite approved_status != 3on : overwrite all	1	Edit
Overwrite Working Hour Recording	Map Field [0 off/1 on]control by modified_id.off : only overwrite modified_id = 0 or 999 or (start time = end time = 00:00:00)on : overwrite all	1	Edit
reload_pre_day	Map Field [0 off/1: on] Default [0]	0	Edit
remain the work date, ignore between previous end time CASE no IO Flag [case only 1 pair block]	Default 0 [off]	0	Edit
Remarks	remarks [default 0]	1	Edit

Open Timecard Loading Access

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

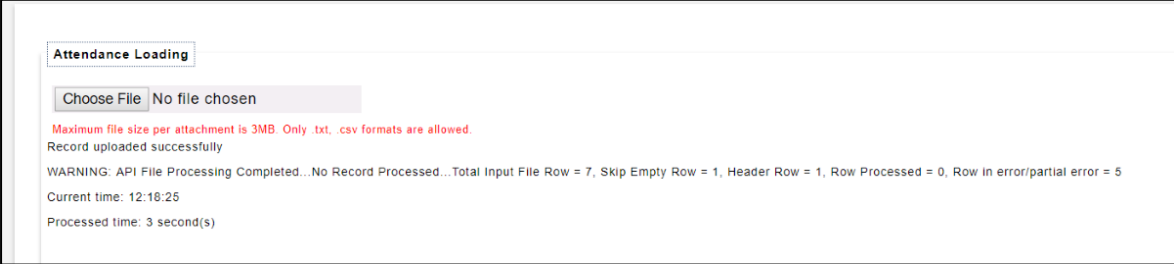
Text File Generator	<input type="radio"/> None	<input type="radio"/> Read / Write
Time Card Employee Custom Data Propose (Admin)	<input type="radio"/> None	<input type="radio"/> Read / Write
Time Card Loading (Admin)	<input type="radio"/> None	<input checked="" type="radio"/> Read / Write
Time Card Record	<input type="radio"/> None	<input type="radio"/> Read / Write
Time Card Record (Admin)	<input type="radio"/> None	<input type="radio"/> Read / Write

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

The screenshot shows the HRMS Application interface. The breadcrumb trail is: HRMS Application / E-Time Card / Administration / Time Card Record (Admin). The main navigation bar includes links for Attendance Process, Time Card Record, Summary Report, Setting, Attendance Progress, and Attendance Progress Setting. The 'Attendance Loading' link is highlighted with a red box. Below the navigation bar, the 'Attendance Loading' section is visible, containing a 'Choose File' button, the text 'No file chosen', and a red note: 'Maximum file size per attachment is 3MB. Only .txt, .csv formats are allowed.'

API Time & Attendance Loading

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



The screenshot displays the 'Attendance Loading' interface. At the top, there is a tab labeled 'Attendance Loading'. Below the tab, there is a file upload section with a 'Choose File' button and the text 'No file chosen'. A red warning message states: 'Maximum file size per attachment is 3MB. Only .txt, .csv formats are allowed.' Below this, it says 'Record uploaded successfully'. A warning message follows: 'WARNING: API File Processing Completed...No Record Processed...Total Input File Row = 7, Skip Empty Row = 1, Header Row = 1, Row Processed = 0, Row In error/partial error = 5'. The current time is shown as '12:18:25' and the processed time is '3 second(s)'.

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