



Release Notes

Release Date: 11 November 2020

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Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
Time Card Setting (Attendance Exclude List) <ul style="list-style-type: none">• User Interface and Function Enhancement• Overlapping Exclude Period Warning Messages• Additional filters for table rows• Invalid Dates Warning Messages	Enhancement	–	–	–	√	–	–

Time Card Setting (Attendance Exclude List)

User Interface Enhancement

An additional *User Tip* has been added and changes on the action button labelling for better understanding.

Before

'Add' Button without context

The screenshot shows the 'Attendance Exclude List' interface. At the top, there is a blue header bar with a menu icon and a dropdown arrow. Below the header, a breadcrumb trail reads: 'HRMS Application / E-Time Card / Administration / Time Card Record (Admin)'. A secondary navigation bar contains links: 'API Attendance Process', 'Time Card Record', 'Summary Report', 'Setting' (highlighted), 'Attendance Reprocess', 'Attendance Reprocess Setting', and 'Attendance Loading'. The main content area is titled 'Control Attendance Exclude List'. It features a form with 'Exclude List (Group)' and an 'Add' button (highlighted with a red box) and an 'Export' button. Below the form is a table with columns: 'Start Date', 'End Date', 'List', and 'Action'. The table contains three entries. The first entry has 'Start Date' 2020-11-01 and 'End Date' -, with 'List' containing 'Department (3)' and 'Job Class (2)'. The second entry has 'Start Date' 2020-10-01 and 'End Date' 2020-10-31, with 'List' containing 'Department (1)' and 'Job Title (2)'. The third entry has 'Start Date' 2020-08-01 and 'End Date' 2020-09-30, with 'List' containing 'Job Class (1)', 'Job Level (1)', and 'Job Title (3)'. Each entry has an 'Action' column with edit, delete, and add icons. At the bottom, there is a 'Show 10 entries' dropdown and a pagination bar showing 'Showing 1 to 3 of 3 entries'.

After

Replaced 'Add' button labelling to 'Add Exclude Period' and a user tip to provide context

The screenshot shows the updated 'Attendance Exclude List' interface. The 'Add' button has been replaced with 'Add Exclude Period' (highlighted with a red box). A new user tip is displayed above the table: 'Tip: This Exclude List stores record based on exclude period. To add new groups (e.g Departments, Job Titles) in existing periods, Please edit/copy the existing records.' The table structure and data remain the same as in the 'Before' screenshot. The 'Action' column now only contains edit and delete icons. The 'Show 10 entries' dropdown and pagination bar are also present.

Overlapping Exclude Period Warning Messages

Before

In Time Card Exclude List, when user save a new record with exclude period which overlaps with the exclude period of the existing records, the system will automatically truncate/delete the existing records to insert the newly saved records without notifying the user.

After

In Exclude List (Group & Employee), when saving records with exclude period overlapping with the existing periods, the system will display a confirmation table showing the changes which will be made.

Add Exclude List (Group)

The submitted exclude period overlaps with the existing records, adjustment will be made as shown in the table below.

Start Date	End Date	List	Changes
Filter	Filter	Filter	Filter
2020-11-01	-	Department 3 Job Class 2	Start Date Changed to 2020-11-02
2020-10-01	2020-10-31	Department 1 Job Title 2	Deleted
2020-08-01	2020-09-30	Job Class 1 Job Level 1 Job Title 3	End Date Changed to 2020-09-29

< 1 >

Back Save Cancel

Figure 1 Record is saved with start date of 2020-09-30 and end date of 2020-11-01

Add Exclude List (Employee)

The submitted exclude period overlaps with the existing records, adjustment will be made as shown in the table below.

Employee No.	Employee Name	Start Date	End Date	Changes
Filter	Filter	Filter	Filter	Filter
MY0002		2020-10-15	-	Deleted

< 1 >

Back Save Cancel

Figure 2 Record is saved with Hire date as Start Date and No End Date

Additional filters for table rows

Before

No filtering available for row selection

Add Exclude List (Employee)

Effective From : 2019-01-01 To 2020-01-31 [Customize Columns](#)

☐ Hire Date ☐ No End Date

	Employee No.	Employee Name	Hire Date	Department	Job Title
	Filter	Filter	Filter	Filter	Filter
<input checked="" type="checkbox"/>	MY0002	LEE JIN CHAN LEE	2019-09-19	BPO (Learning Management)	Manager
<input checked="" type="checkbox"/>	MY0006	NAAM SONG LUNG	2017-05-22	OF	R&D Man
<input checked="" type="checkbox"/>	MY0007_J	CHANG HONG TUNG	2019-09-15	BPO (Learning Management)	BPO Sen
<input type="checkbox"/>	MY0008	CHANG SONG HONG	2016-04-29	Research & Development (R&D)	Lead Sof
<input type="checkbox"/>	MY0023	LEE HONG CHONG	2007-09-25	EMPLX	Channel :
<input type="checkbox"/>	MY0044	LEE SONG JIN	2013-08-19	Business Development	OM Exec
<input type="checkbox"/>	MY0026	LEE HONG HONG	2009-05-04	Software Development	Software
<input type="checkbox"/>	MY0027	LEE HONG HONG	2009-12-01	Research & Development (R&D)	R&D Man

Showing 1 to 537 of 537 entries 3 row(s) Selected

[Save](#) [Cancel](#)

After

Added Filters for selected rows/rows with warnings, etc.

Add Exclude List (Employee)

Effective From : 2019-01-01 To 2019-01-31 [Customize Columns](#)

☐ Hire Date ☐ No End Date

	Show	Employee No.	Employee Name	Hire Date	Resign Date	Depa
	All	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/>	All	MY0002	LEE JIN CHAN LEE	2019-09-19	-	BPO
<input checked="" type="checkbox"/>	Selected	MY0006	NAAM SONG LUNG	2017-05-22	-	OF
<input type="checkbox"/>	Warnings	MY0007_J	CHANG HONG TUNG	2019-09-15	-	BPO
<input type="checkbox"/>		MY0008	CHANG SONG HONG	2016-04-29	-	Rese
<input type="checkbox"/>		MY0023	LEE HONG CHONG	2007-09-25	2022-01-09	EMPL
<input type="checkbox"/>		MY0044	LEE SONG JIN	2013-08-19	-	Busin

Showing 1 to 538 of 538 entries 1 row(s) Selected

[Save](#) [Cancel](#)

Invalid Dates Warning Messages

Before

In Time Card Exclude List (Employee), whenever user perform these actions:

- 1) Selecting start/end date which is before/after the employees' hire/resign date, or
- 2) Selecting date period which is not in employees' employment period

The system will respond without notifying the user by:

- 1) Replacing start/end date with hire/resign date, or
- 2) Ignore the action.

Add Exclude List (Employee)

Effective From : 2019-01-01 To 2020-01-31
☐ Hire Date ☐ No End Date

Customize Columns

Employee No.	Employee Name	Hire Date	Department	Job Title
<input checked="" type="checkbox"/> MY0002	JOAN CHAN LING	2019-09-19	BPO (Learning Management)	Manager
<input checked="" type="checkbox"/> MY0006	WONG YUEN LING	2017-05-22	OF	R&D Man
<input checked="" type="checkbox"/> MY0007_J	CHUNG YUEN TUNG	2019-09-15	BPO (Learning Management)	BPO Sen
<input type="checkbox"/> MY0008	CHUNG YUEN TUNG	2016-04-29	Research & Development (R&D)	Lead Sof
<input type="checkbox"/> MY0023	YAN YUEN CHUNG	2007-09-25	EMPLX	Channel
<input type="checkbox"/> MY0044	LAM YUEN LAM	2013-08-19	Business Development	OM Exec
<input type="checkbox"/> MY0026	LAM YUEN YUEN	2009-05-04	Software Development	Software
<input type="checkbox"/> MY0027	YAN YUEN CHUNG	2009-12-01	Research & Development (R&D)	R&D Man

Showing 1 to 537 of 537 entries

3 row(s) Selected

Save Cancel

After

Added Warning messages for the above-mentioned actions.

In Exclude List (Employee), the rows of the employee will be highlighted when the selected start/end date is before/after the selected employees' hire/resign date.

Add Exclude List (Employee)

Effective From: To:

☐ Hire Date ☒ No End Date

2 record(s) will have its Effective Start/End date replaced with their Hire/Resign Date (Indicated by ▲).

Show	Employee No.	Employee Name	Hire Date	Resign Date	Depa
<input checked="" type="checkbox"/> ▲	MY0002	...	2019-09-19	-	BPO
<input checked="" type="checkbox"/>	MY0006	...	2017-05-22	-	OF
<input checked="" type="checkbox"/> ▲	MY0007_J	...	2019-09-15	-	BPO
<input type="checkbox"/>	MY0008	...	2016-04-29	-	Rese
<input type="checkbox"/>	MY0023	...	2007-09-25	2022-01-09	EMPL
<input type="checkbox"/>	MY0044	...	2013-08-19	-	Rusin

Showing 1 to 538 of 538 entries 3 row(s) Selected

In Exclude List (Employee), the rows of the employee will be highlighted when the selected date period is not within the employees' employment period.

Add Exclude List (Employee)

Effective From: To:

☐ Hire Date ☐ No End Date

2 record(s) will not be inserted due to Exclude Period not in Employment Period (Indicated by Ⓢ).

Show	Employee No.	Employee Name	Hire Date	Resign Date	Depa
<input checked="" type="checkbox"/> Ⓢ	MY0002	...	2019-09-19	-	BPO
<input checked="" type="checkbox"/>	MY0006	...	2017-05-22	-	OF
<input checked="" type="checkbox"/> Ⓢ	MY0007_J	...	2019-09-15	-	BPO
<input type="checkbox"/>	MY0008	...	2016-04-29	-	Rese
<input type="checkbox"/>	MY0023	...	2007-09-25	2022-01-09	EMPL
<input type="checkbox"/>	MY0044	...	2013-08-19	-	Rusin

Showing 1 to 538 of 538 entries 3 row(s) Selected