

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
Overtime	Enhancement	$\sqrt{}$	_	_	V	-	_
OT Pay Exclude Shift Break Hour New							
Setup Shift Break Time							
OT Exclude Break Time Control New							

Overtime

OT Pay Exclude Shift Break Hour New

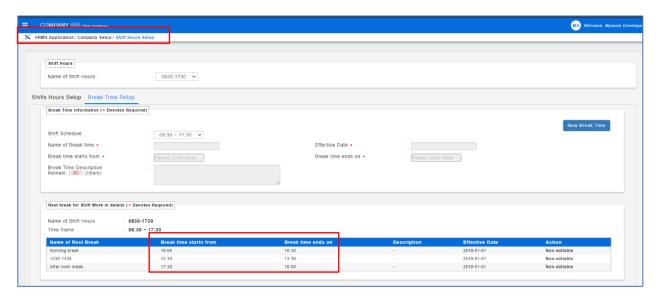
- 1) OT Pay Hour can now exclude the specific break time within the Shift Hours.
- 2) Example Calculation:

Shift Hour Time	Shift Start	Shift End		
	08:30	17:45		
Break Session	Break start	Break end		
Morning	10:00	10:30		
Lunch	13:00	13:45		
After office hour	17:45	18:15		
ОТ	Start	End	Pay Hour	OT hour exclude from break
After working hours	17:45	20:00	02:15	0:30 hour (after office hour)
on <u>working day</u>			01:45	
Following working	09:00	18:00	09:00	00:30 (10:00-10:30 - Morning break)
hours on <u>non-</u>			07:30	00:45 (13:00-13:45 - Lunch break)
working day				00:15 (17:45-18:00 - after office hour)

³⁾ Please make sure that every <u>non-working day</u> is **assigned with a shift hour** in order to meet the calculation for <u>non-working day</u> as shared above.

Setup Shift Break Time

- 1) Adding in/setup the break time for the respective shift hour.
- 2) The break time can be out from the shift hours duration due to the additional break time for OT after/ before the Shift ends/starts. The break time is used only to compute OT Pay Hour when employees are working OT Exceeding the Shift Hours duration.



OT Exclude Break Time Control New

- 1) New Control (√ Exclude break time set in shift hour setup) has been added and could be enabled via OT Policy Setup -> OT Rates portion as below.
- 2) The "Exclude Break" setup column will be disabled once the (√ Exclude break time set in shift hour setup) has been enabled due to the OT break hours calculation will be based exactly on the break time setup.

