

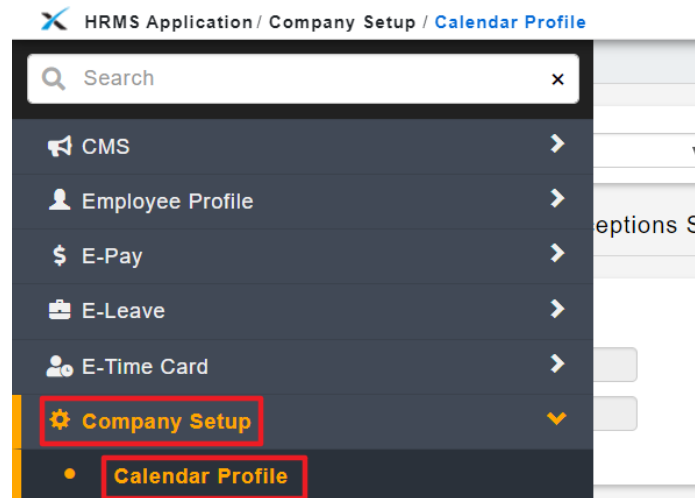
User Guide

Create New Master Calendar & Assign to Employee



CREATE NEW MASTER CALENDAR

1. Go to Company Setup → **Calendar Profile**



2. Under 1st tab [Master Calendar Setup].
3. Click "Add" button.

A screenshot of the Master Calendar Setup form. The breadcrumb path at the top reads: HRMS Application / Company Setup / Calendar Profile. The form has a tabbed interface with the following tabs: Master Calendar Setup (highlighted with a red box), Shift Calendar, Exceptions Setup, Generate Calendar, and Calendar Date. The Master Calendar Setup tab is active, showing a form with the following fields: Name of Calendar (dropdown), Calendar Description (text), Start Date (text), End Date (text), Leave Hours (Per Day) (text), Default Calendar (checkbox), and Working Day Per Week (dropdown). The 'Add' button is highlighted with a red box. There is also a 'Generate New Calendar' button in the top right corner.

4. Fill in the **Name of Calendar (A)**, **Calendar Description (B)**.
5. Select the **Start Date (C)** on "2020-01-01" and **End Date (D)** on "2020-12-31".
6. Insert the working hours (E) for the calendar and choose on how many working day (F) for the calendar.
7. For the Shift Pattern Info., kindly create 1 week fixed shift pattern (Eg: 5 working days, 1 off day, 1 rest day) from the **Start Date** in (C).
 - a. select **Day Types (G)** Eg: "Working Day", 4 working days from 2020-01-01 (Wednesday)
 - b. select **Shift Hours (H)**
 - c. determine **Number of Days (I)** Eg: "4" Wed, Thu, Fri
8. Click "Add to List" (J).

Master Calendar Setup | Shift Calendar | Exceptions Setup | Generate Calendar | Calendar Date

Master Calendar Info. (*Denotes Requires)

Name of Calendar * : Penang **A** | Calendar Description : Penang State **B**

Start Date * : 2020-01-01 **C** | End Date * : 2020-12-31 **D**

Leave Hours (Per Day) : 8 **E** | Default Calendar : ☐

Working Day Per Week : 5 **F**

Shift Pattern Info. (*Denotes Requires)

Day Types * : Working Day **G** | Number of Days * : 3 **I**

Shift Hours * : Normal Working Hours (08:30 - 17:30) **H**

2020-01-01 = Wednesday

Wednesday, Thursday, Friday (3 working day)

Add To List **J**

Day Types	Day	Shift Hours	Action
Working Day	3	Normal Working Hours (08:30 - 17:30)	Edit Delete

9. Select "Off Day" (A).
10. **Numbers of Days (B): "1"** (Saturday – continued from the above (Fri)), then click "Add to List" (C) again.

Master Calendar Setup | Shift Calendar | Exceptions Setup | Generate Calendar | Calendar Date

Master Calendar Info. (*Denotes Requires)

Name of Calendar * : Penang | Calendar Description : Penang State

Start Date * : 2020-01-01 | End Date * : 2020-12-31

Leave Hours (Per Day) : 8 | Default Calendar : ☐

Working Day Per Week : 5

Shift Pattern Info. (*Denotes Requires)

Day Types * : Off Day **A** | Number of Days * : 1 **B**

Shift Hours : -

Add To List **C**

Day Types	Day	Shift Hours	Action
Working Day	3	Normal Working Hours (08:30 - 17:30)	Edit Delete

11. Select "Rest Day" (A).

12. Numbers of Days (B): "1" (Sunday – continued from the above (Saturday)), then click "Add to List" (C) again.

Master Calendar Setup | Shift Calendar | Exceptions Setup | Generate Calendar | Calendar Date

Master Calendar Info. (*Denotes Requires)

Name of Calendar * : Penang | Calendar Description : Penang State
Start Date * : 2020-01-01 | End Date * : 2020-12-31
Leave Hours (Per Day) : 8 | Default Calendar : ☐
Working Day Per Week : 5

Shift Pattern Info. (*Denotes Requires)

Day Types * : Rest Day A | Number of Days * : 1 B

Shift Hours : -

Add To List C

Day Types	Day	Shift Hours	Action
Working Day	3	Normal Working Hours (08:30 - 17:30)	Edit Delete
Off Day	1	-	Edit Delete

13. Continued with another Working Day, Shift Hours (A) and Number of Days (B): "1" (Monday – continued from the above (Sunday)), then click "Add to List" (C) again.

Master Calendar Setup | Shift Calendar | Exceptions Setup | Generate Calendar | Calendar Date

Master Calendar Info. (*Denotes Requires)

Name of Calendar * : Penang | Calendar Description : Penang State
Start Date * : 2020-01-01 | End Date * : 2020-12-31
Leave Hours (Per Day) : 8 | Default Calendar : ☐
Working Day Per Week : 5

Shift Pattern Info. (*Denotes Requires)

Day Types * : Working Day A | Number of Days * : 2 B

Shift Hours * : Normal Working Hours (08:30 - 17:30)

Add To List C

Day Types	Day	Shift Hours	Action
Working Day	3	Normal Working Hours (08:30 - 17:30)	Edit Delete
Off Day	1	-	Edit Delete
Rest Day	1	-	Edit Delete

14. Once all done and verified, click **"Save"**.

The screenshot shows the 'Master Calendar Setup' form with the following details:

- Master Calendar Info. (*Denotes Requires)**
 - Name of Calendar *: Penang
 - Calendar Description *: Penang State
 - Start Date *: 2020-01-01
 - End Date *: 2020-12-31
 - Leave Hours (Per Day) *: 8
 - Default Calendar: ☐
 - Working Day Per Week *: 5
- Shift Pattern Info. (*Denotes Requires)**
 - Day Types *: Working Day
 - Number of Days *:
 - Shift Hours *: Normal Working Hours (08:30 - 17:30)
- Table:**

Day Types	Day	Shift Hours	Action
Working Day	3	Normal Working Hours (08:30 - 17:30)	Edit Delete
Off Day	1	-	Edit Delete
Rest Day	1	7 Days	Edit Delete
Working Day	2	Normal Working Hours (08:30 - 17:30)	Edit Delete

1 week fixed working pattern

Buttons: Save, Cancel, Add To List

15. Go to **"Generate Calendar"** [4th tab] (A).

16. Under **"Master Calendar Options"**, select **"Add New Date Only"** (B).

17. Click **"Generate Calendar"** (C).

The screenshot shows the 'Generate Calendar' tab with the following details:

- Calendar Generator**
 - Name of Shift Calendar (Optional) *: -
 - Generate Calendar (C)
- Calendar generator Options**
 - ☐ Generate shifts date only
 - ☐ Delete Old Dates And Generate
 - ☐ Delete Old Dates Only
- Master Calendar Options**
 - ☒ Add New Date Only (B)
 - ☐ Update per Work Patterns and Add New Date
 - ☐ Update per Exceptions and Add New Date
 - ☐ Update per Work Patterns and Exceptions and Add New Date
- Shift Calendar Options**
 - ☒ Add New Date Only
 - ☐ Update per Work Patterns and Add New Date
 - ☐ Update per Exceptions and Add New Date
 - ☐ Update per Work Patterns and Exceptions and Add New Date

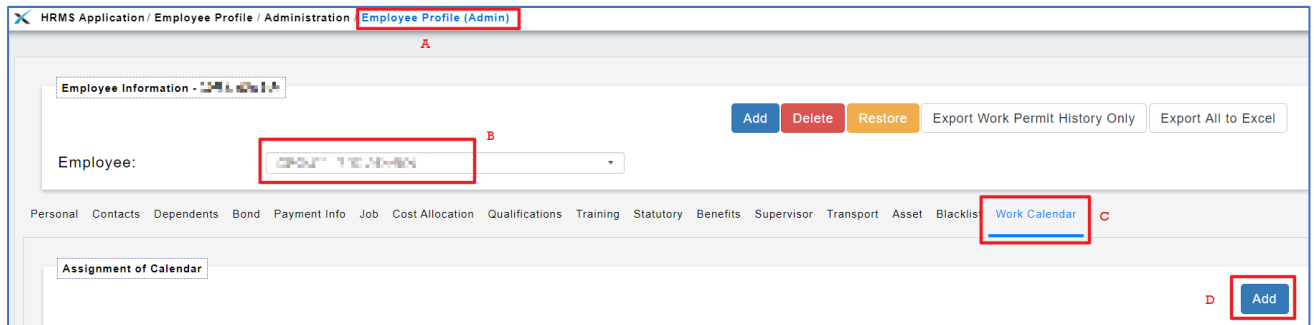
Select Calendar Options and click on 'Generate' for generating calendar dates

18. To view the Generated Master Calendar: Go to "Calendar Date" [5th tab] (A) – Master Calendar [1st tab] (B) – select Years (C) – select Month (D) - click on "Retrieve" (E).
19. You may see the **Shift Pattern** that have set earlier being applied and generated in the Calendar on below.

The screenshot shows a software interface for Master Calendar Setup. At the top, there are five tabs: "Master Calendar Setup", "Shift Calendar", "Exceptions Setup", "Generate Calendar", and "Calendar Date". The "Calendar Date" tab is selected and highlighted with a red box and labeled 'A'. Below the tabs, there is a sub-header "Master Calendar" highlighted with a red box and labeled 'B', followed by "Shift Calendar". Under "Master Calendar Options", there are two dropdown menus: "Years :" and "Month :". The "Years :" dropdown is highlighted with a red box and labeled 'C', and the "Month :" dropdown is highlighted with a red box and labeled 'D'. To the right of these dropdowns is a green "Retrieve" button, which is highlighted with a green box and labeled 'E'. Further to the right are two blue buttons: "Export to Excel" and "Print Preview". Below the options section is a "Legend" section with four color-coded boxes: "Working Day" (white), "Off Day" (light gray), "Holiday" (pink), and "Rest Day" (blue).

ASSIGN WORK CALENDAR TO EMPLOYEE

20. Once done created the New Master Calendar, proceed to the **Employee Profile (Admin)** (A).
21. Select the **employee** (B), then go to **Work Calendar** tab (C).
22. Click **Add** (D)



23. Fill in the details – click “Save”

