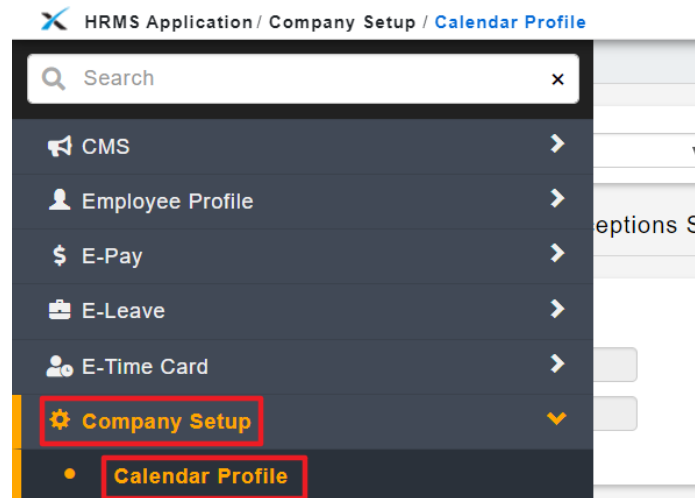# User Guide
Create New Master Calendar
& Assign to Employee

CREATE NEW MASTER CALENDAR

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

2. Under 1st tab [**Master Calendar Setup**].

3. Click "**Add**" button.

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**).

9. Select "**Off Day**" (**A**).

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

11. Select "**Rest Day**" (**A**).

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

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.

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

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

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

17. Click "Generate Calendar" (**C**).
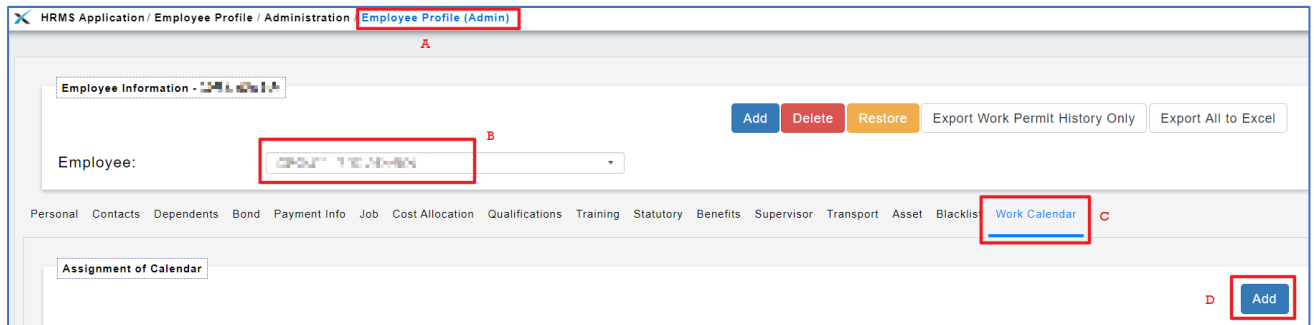
18. To view the Generated Master Calendar: Go to "Calendar Date" [5th tab] (**A**) – Master Calendar [1st tab] (**B**) – select Years (**C**) – select Month (**D**) - click on "Retrieve" (**E**).

19. You may see the **Shift Pattern** that have set earlier being applied and generated in the Calendar on below.

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**)

| HRMS Application / Employee Profile / Administration | Employee Profile (Admin) |

A

Employee Information -

Add   Delete   Restore   Export Work Permit History Only   Export All to Excel

B

Employee: ▼

Personal   Contacts   Dependents   Bond   Payment Info   Job   Cost Allocation   Qualifications   Training   Statutory   Benefits   Supervisor   Transport   Asset   Blacklist   Work Calendar   C

Assignment of Calendar

D   Add

23. Fill in the details – click "**Save**"

Employee Information -

Restore   Export Work Permit History Only   Export All to Excel

Employee: ▼

Work Calendar

Assignment of Calendar

Save   Cancel

Calendar   : -   ▼
Calendar Shift :   -   ▼
Start Date   :