

User Guide

Time GPS



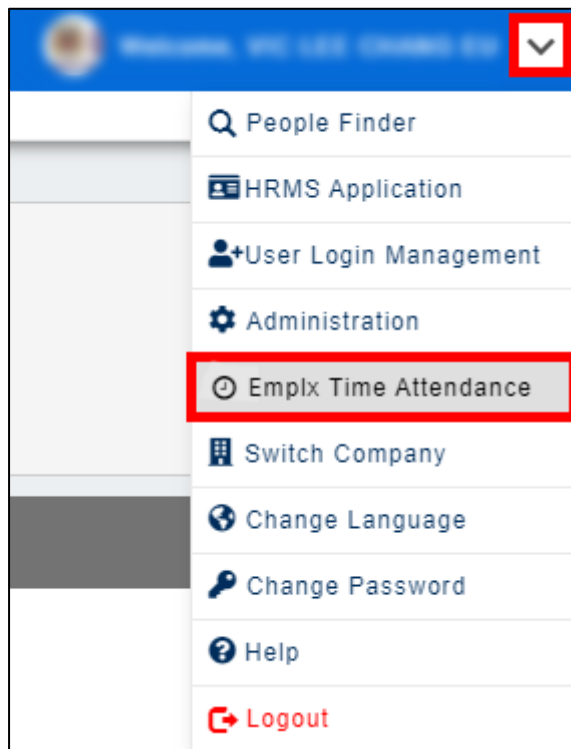
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Time GPS

Navigation

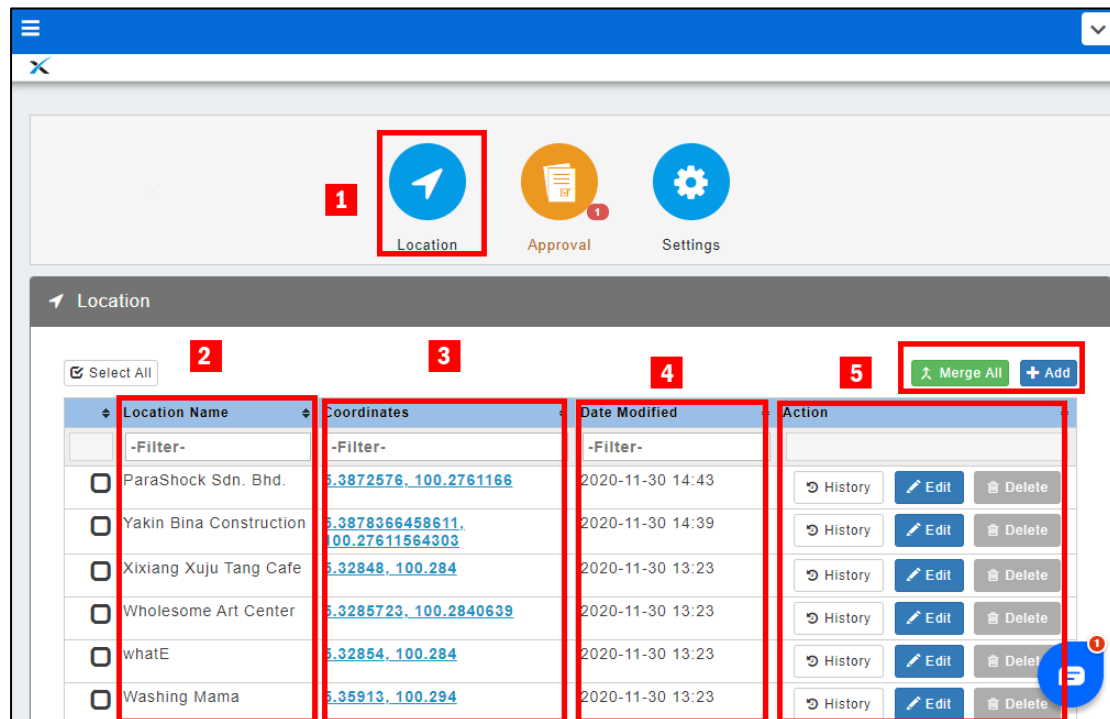
On top-right of the page, click on the drop down and select “Emplx Time Attendance”



Location

1.1 Description

This page allows admin to review existing locations for employees to check-in in EMPLX Time Attendance App

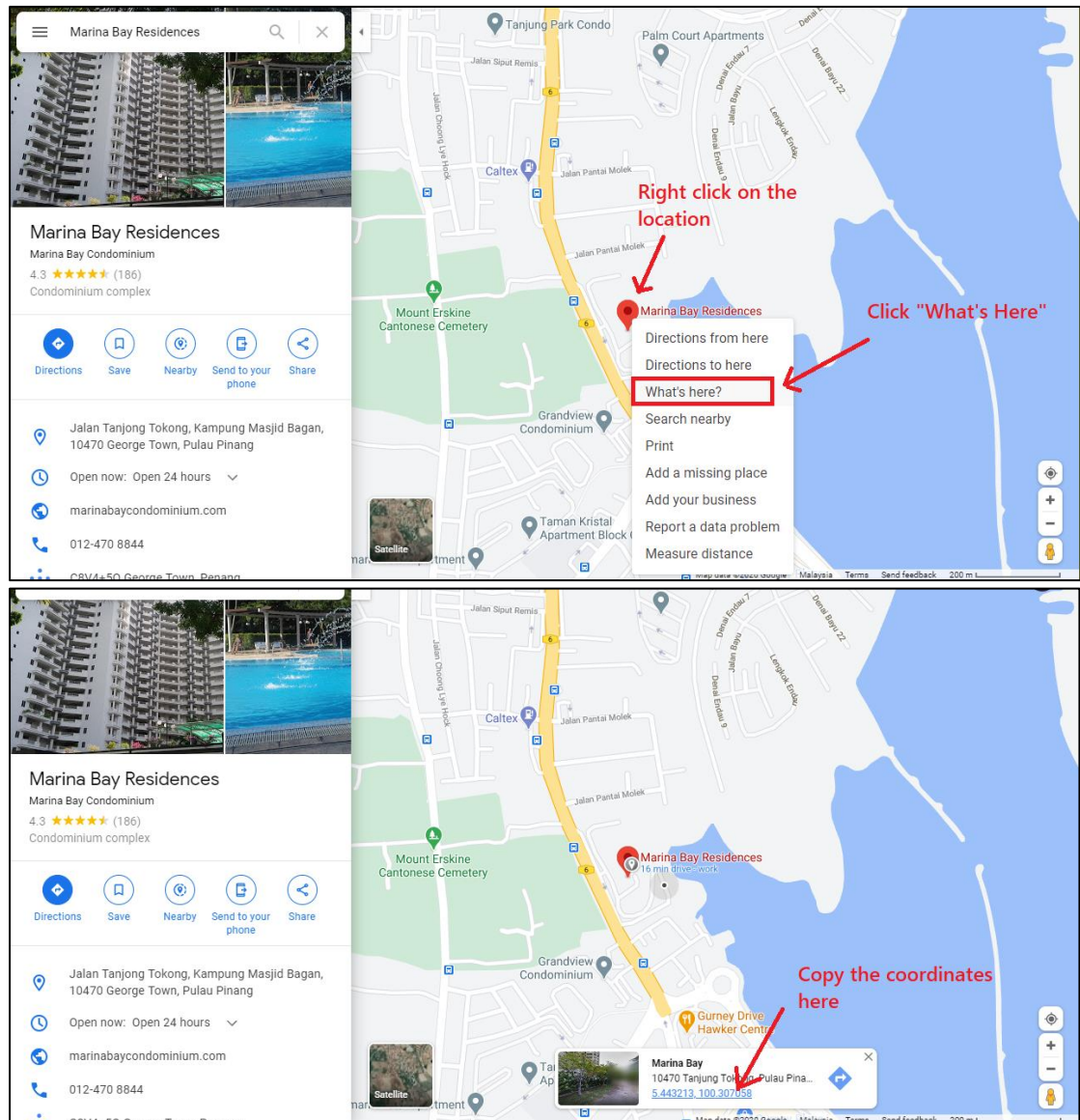


Labels:

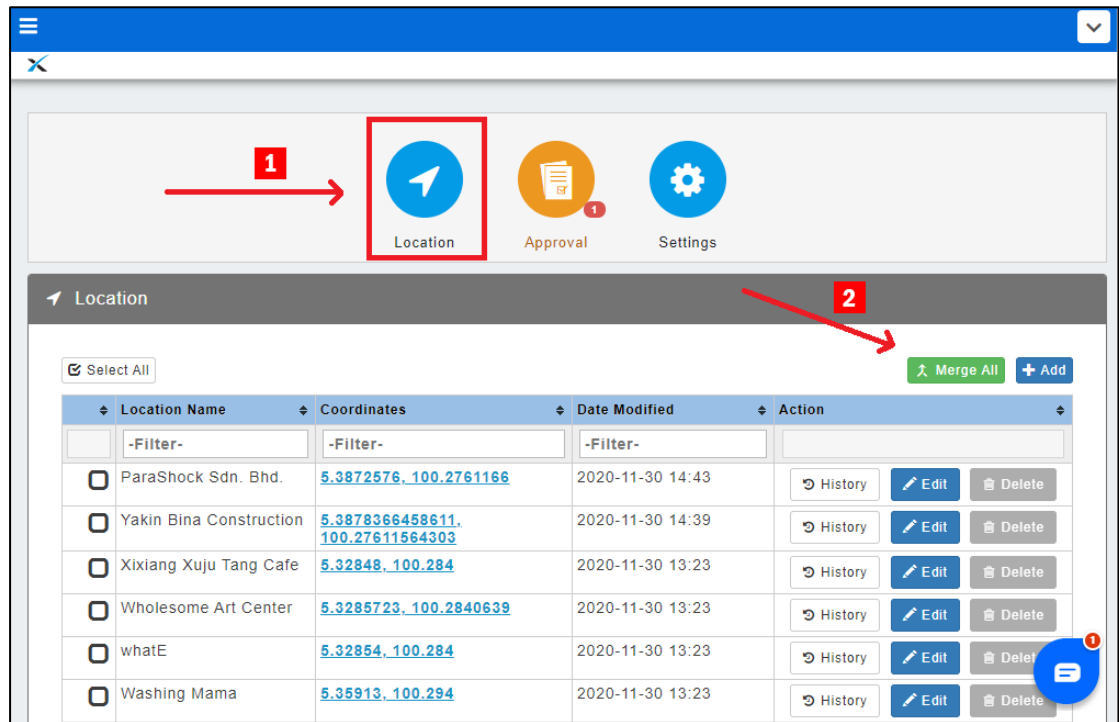
1. Location – Icon to navigate to this tab
2. Location Name – Column that contains all the locations' names
3. Coordinates – Column that contains all the locations' coordinates in Latitude and Longitude
4. Date Modified – Shows when was the location's name last changed date
5. Buttons to perform actions on the locations

1.2 Adding New Location

1. Locate the coordinates of the location through <https://www.google.com/maps>



2. Navigate to "Location" tab and click on "Add" button on the top right



3. Fill in the Location Name and the Coordinates that you obtained from Step 1

Add New Location

Location Name: 178

Latitude [Where do I get coordinates?](#):

Longitude:

[+ Add](#) [Cancel](#)

4. Click "Add" button

Add New Location

Location Name: 178

Latitude [Where do I get coordinates?](#):

Longitude:

[+ Add](#) [Cancel](#)

5. There will be a Success Message at top right and your location have been added.

The screenshot displays the EMPLX user interface. At the top right, a green success message box states "Sucessfully added Marina Bay Residences". Below this, a navigation bar contains three icons: "Location" (a blue circle with a white arrow), "Approval" (an orange circle with a white document icon), and "Settings" (a blue circle with a white gear icon). The "Location" section is active, showing a table of locations. A red box highlights the first row of the table, which contains the location "Marina Bay Residences". A red arrow points from the success message to the table, and another red arrow points from the "Location" icon to the table. The table has columns for "Location Name", "Coordinates", "Date Modified", and "Action". The "Action" column for the highlighted row contains "History", "Edit", and "Delete" buttons. A blue chat bubble icon with a red notification badge is visible in the bottom right corner.

Location

Location Name Coordinates Date Modified Action

<input type="checkbox"/>	Marina Bay Residences	5.443213, 100.307058	2020-12-1 18:58	History Edit Delete
<input type="checkbox"/>	MyWave	5.3872576, 100.2761166	2020-11-30 16:51	History Edit Delete
<input type="checkbox"/>	123099	5.3872576, 100.2761166	2020-11-30 17:29	History Edit Delete

1.3 Viewing a Location

1. Click on the Coordinates of the location you wish to view

Successfully added Marina Bay Residences

Location Approval Settings

Location

Select All Merge All Add

	Location Name	Coordinates	Date Modified	Action
	-Filter-	-Filter-	-Filter-	
<input type="checkbox"/>	Marina Bay Residences	5.443213, 100.307058	2020-12-1 18:58	History Edit Delete
<input type="checkbox"/>	MyWave	5.3872576, 100.2761166	2020-11-30 16:51	History Edit Delete
<input type="checkbox"/>	123099	5.3872576, 100.2761166	2020-11-30 17:29	History Edit Delete

2. The location will be shown in a pop up box

Location

5°26'35.6"N 100°18'25.4"E
C8V4+7R Tanjung Tokong, Penang
Directions
View larger map

Golden View Serviced Apartments

Mount Erskine Cantonese Cemetery

Grandview Condominium

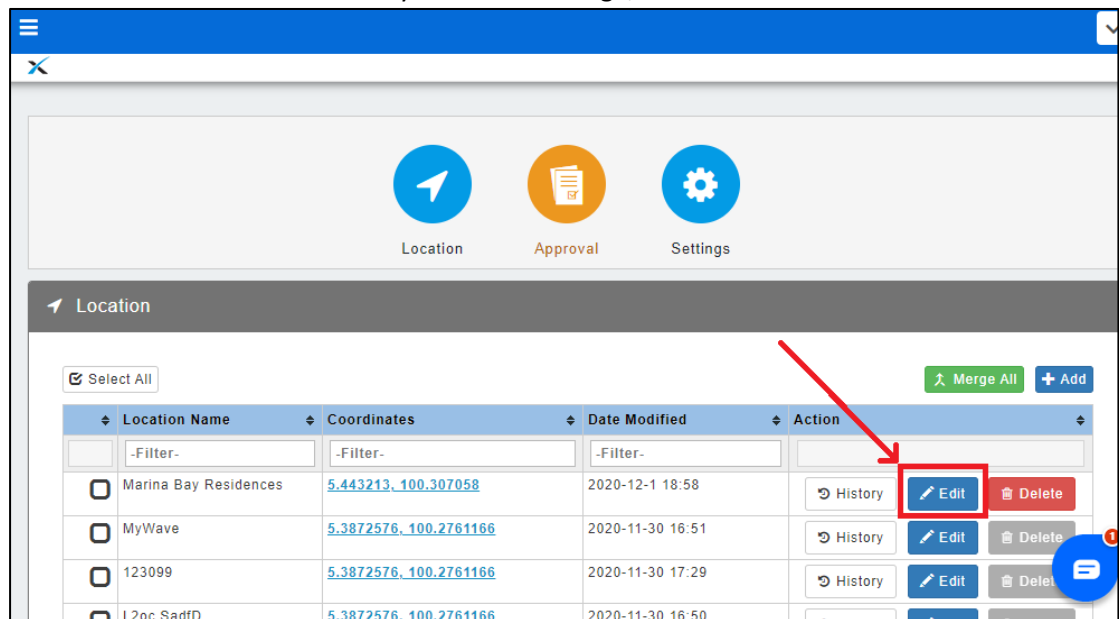
Gurney Drive Hawker Centre

Map data ©2020 Google Terms of Use Report a map error

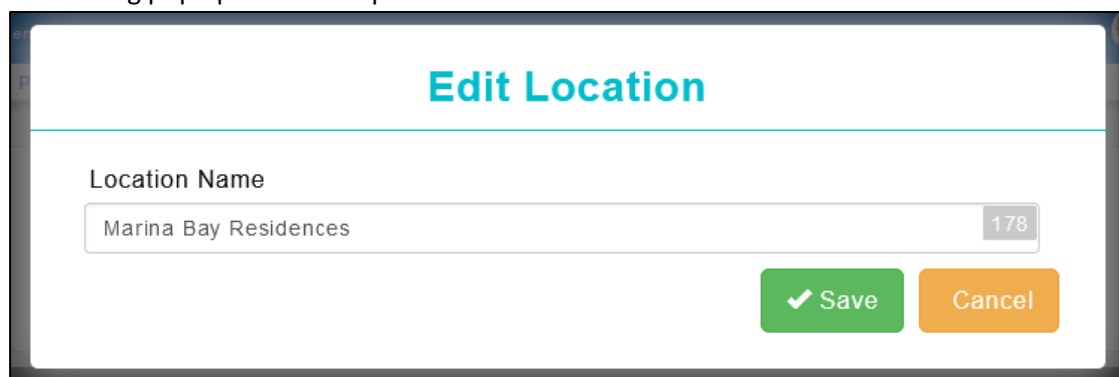
Close

1.4 Changing Location Name

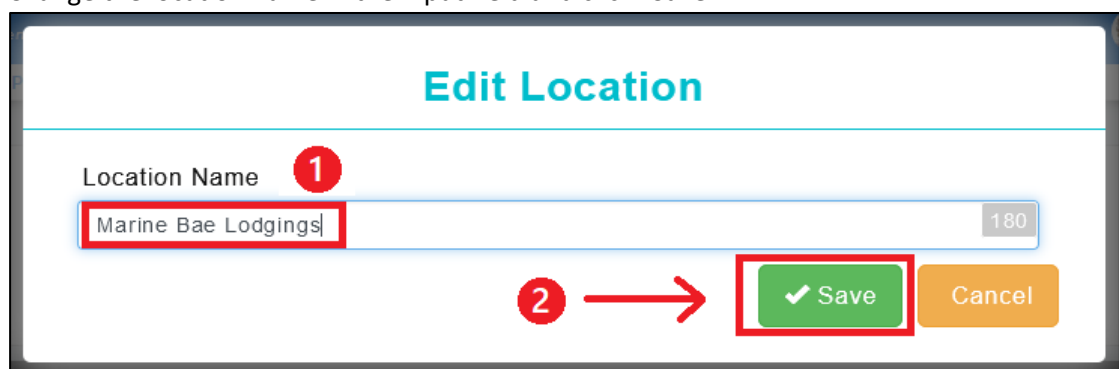
1. On the same row of the location you wish to change, click “Edit”



2. A following pop up will show up



3. Change the location name in the input field and click “Save”



4. Location name changes will be reflected on the table

The screenshot displays the EMPLX Location Management interface. At the top, a green notification banner states "Location have been updated successfully" with a checkmark icon. Below this, three circular icons represent "Location", "Approval", and "Settings". The "Location" section is active, showing a table of locations. A red arrow points from the "Location" icon to the table, and another red arrow points from the notification banner to the table. The table has columns for "Location Name", "Coordinates", "Date Modified", and "Action". It lists four locations: "Marine Bae Lodgings", "MyWave", "123099", and "L2oc SadfD". Each location has a checkbox, a history button, an edit button, and a delete button. A blue circular button with a plus sign and a red notification badge is located at the bottom right of the table.

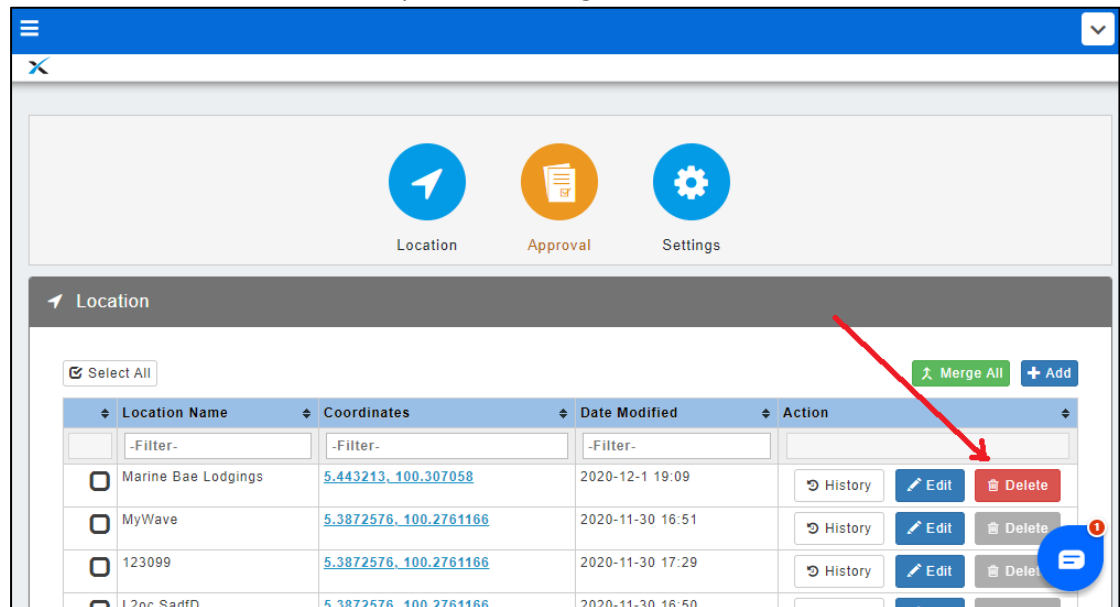
Location Name	Coordinates	Date Modified	Action
<input type="checkbox"/> Marine Bae Lodgings	5.443213, 100.307058	2020-12-1 19:09	History Edit Delete
<input type="checkbox"/> MyWave	5.3872576, 100.2761166	2020-11-30 16:51	History Edit Delete
<input type="checkbox"/> 123099	5.3872576, 100.2761166	2020-11-30 17:29	History Edit Delete
<input type="checkbox"/> L2oc SadfD	5.3872576, 100.2761166	2020-11-30 16:50	History Edit Delete

5. You may refer to [1.7 Location History](#) to check location's old names

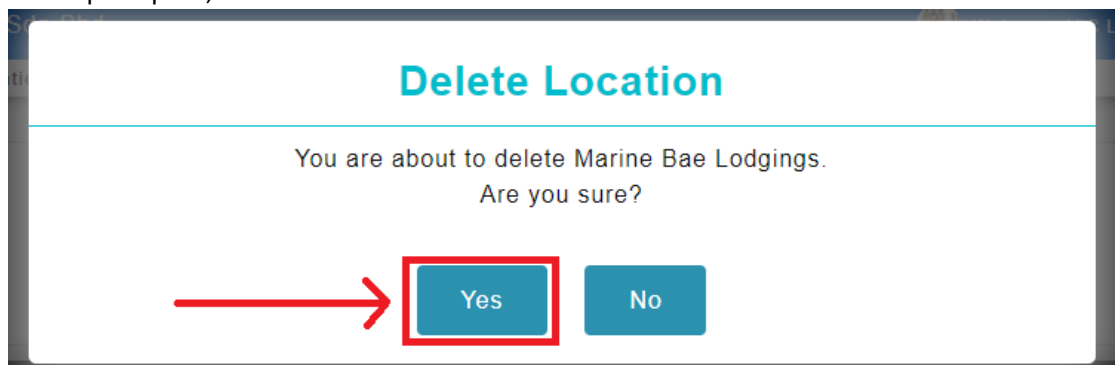
1.5 Deleting a Location

NOTE: Only locations that were never used by the employees in EMPLX Time Attendance app are allowed to be deleted.

1. On the same row of the location you are deleting, click “Delete”



2. When prompted, click “Yes”



3. A success message will be shown and the location is now deleted.

The screenshot displays the EMPLX application interface. At the top, a blue navigation bar contains a menu icon and a logo. Below this, a grey dashboard area features three circular icons: 'Location' (blue with a location pin), 'Approval' (orange with a document), and 'Settings' (blue with a gear). A red arrow points from the 'Location' icon to a green success message box in the top right corner. The message box contains a checkmark and the text 'Successfully deleted Marine Bae Lodgings !'. Below the dashboard, a 'Location' section header is followed by a table. The table has columns for 'Location Name', 'Coordinates', 'Date Modified', and 'Action'. It lists four locations: '12302399', '123099', 'L2oc SadfD', and 'Loc SadfD'. Each row includes a checkbox, a 'History' button, an 'Edit' button, and a 'Delete' button. A blue notification bubble with a red '1' is visible in the bottom right corner of the table area.

Successfully deleted Marine Bae Lodgings !

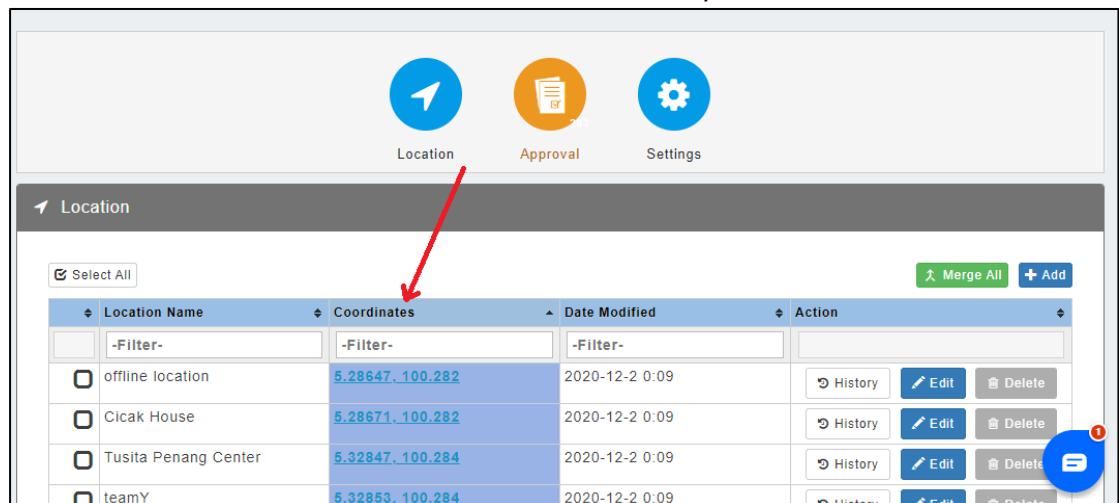
Location

Select All Merge All Add

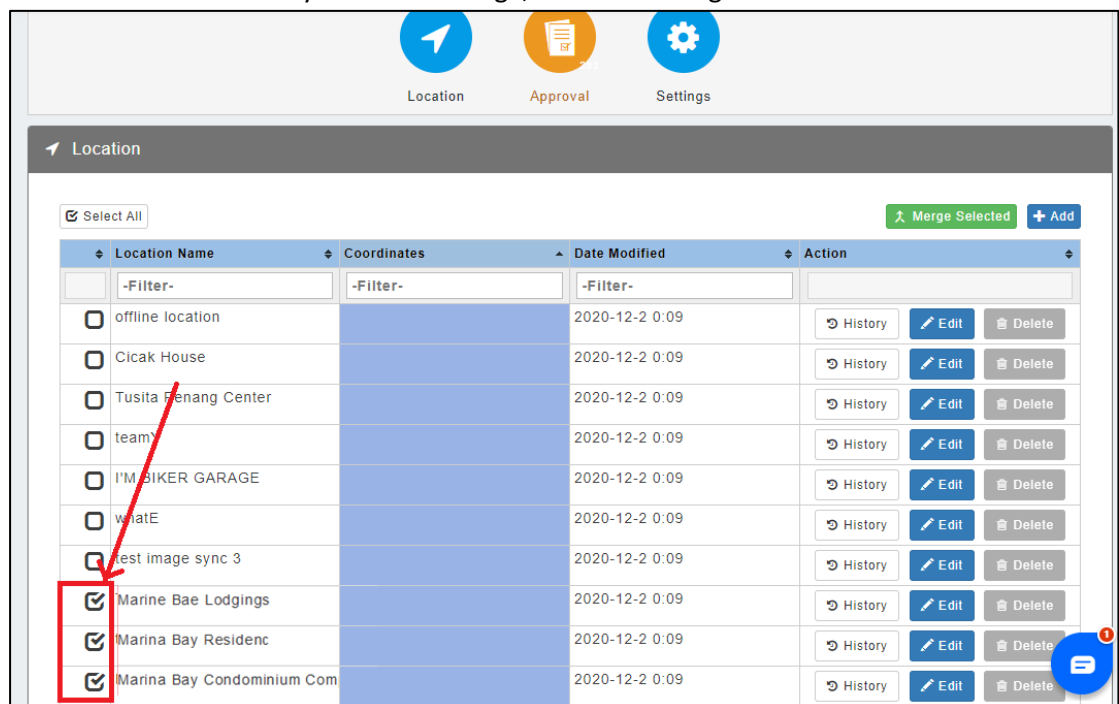
Location Name	Coordinates	Date Modified	Action
12302399	5.3872576, 100.2761166	2020-12-2 0:09	History Edit Delete
123099	5.3872576, 100.2761166	2020-12-2 0:09	History Edit Delete
L2oc SadfD	5.3872576, 100.2761166	2020-12-2 0:09	History Edit Delete
Loc SadfD	5.3872576, 100.2761166	2020-12-2 0:09	History Edit Delete

1.6 Merging locations

1. Click on the table header “Coordinates” to sort the table by Coordinates



2. Select the locations that you wish to merge, and click “Merge Selected”







3. Double-check the locations

You may press the  icon on the right to view the location

Merge Location

Please select a location to merge into by clicking the location




Location Name	Coordinates	
Marine Bae Lodgings	5.443213, 100.307058	
Marina Bay Residenc	5.443147, 100.306556	
Marina Bay Condominium Complex	5.442346, 100.306965	


 Merge Cancel

4. Click the final location to merge into

Merge Location

Please select a location to merge into by clicking the location

Location Name	Coordinates	
Marine Bae Lodgings	5.443213, 100.307058	
Marina Bay Residenc	5.443147, 100.306556	
Marina Bay Condominium Complex	5.442346, 100.306965	


 Merge Cancel



5. Click “Merge” after confirming the locations

Merge Location

Please select a location to merge into by clicking the location

Location Name	Coordinates	
Marine Bae Lodgings	5.443213, 100.307058	Q
Marina Bay Residenc	5.443147, 100.306556	Q
Marina Bay Condominium Complex	5.442346, 100.306965	Q





6. The locations will be merged and a success message will show

✓ Locations merged successfully !

Location

Approval

Settings

Location

Select All

Merge All

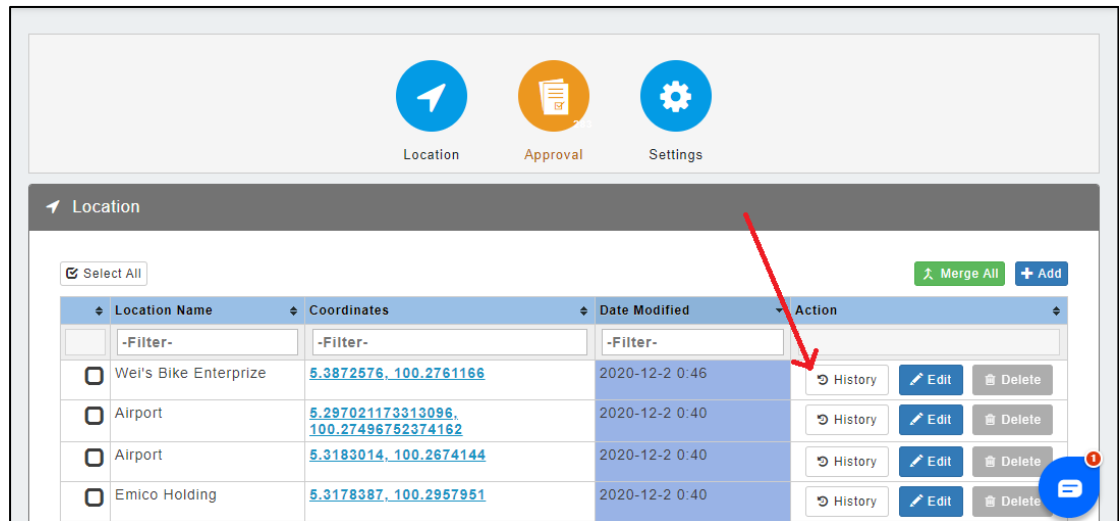
Add

Location Name	Coordinates	Date Modified	Action
<input type="checkbox"/> Marine Bae Lodgings	5.442346, 100.306965	2020-12-2 0:40	<div>History</div> <div>Edit</div> <div>Delete</div>
<input type="checkbox"/> 123099	5.3872576, 100.2761166	2020-12-2 0:40	<div>History</div> <div>Edit</div> <div>Delete</div>
<input type="checkbox"/> Loc SD	5.3872576, 100.2761166	2020-12-2 0:40	<div>History</div> <div>Edit</div> <div>Delete</div>
<input type="checkbox"/> Chun's Bike Enterprize	5.3872576, 100.2761166	2020-12-2 0:40	<div>History</div> <div>Edit</div> <div>Delete</div>
<input type="checkbox"/> ParaShock Sdn. Bhd.	5.3872576, 100.2761166	2020-12-2 0:40	<div>History</div> <div>Edit</div> <div>Delete</div>
<input type="checkbox"/> Penwell Discus Enterprise	5.3874875134039, 100.27616661004	2020-12-2 0:40	<div>History</div> <div>Edit</div> <div>Delete</div>

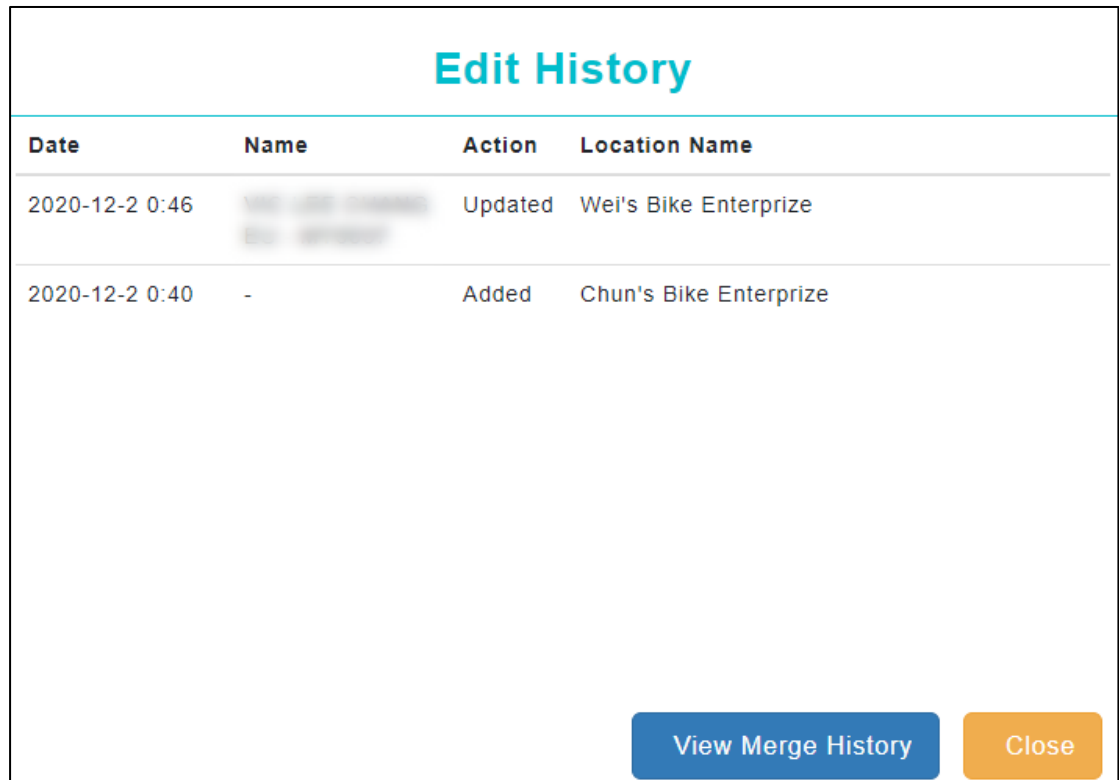
7. You may refer to [1.7 Location History](#) to check which locations is merged in the past.

1.7 Location History

1. Click on “History” on the same row as the location




2. A pop up box will be shown containing location's history



3. Click on “View Merge History” button

Edit History

Date	Name	Action	Location Name
2020-12-2 0:46	Wei's Bike Enterprise	Updated	Wei's Bike Enterprise
2020-12-2 0:40	-	Added	Chun's Bike Enterprise



View Merge HistoryClose

4. The content of the pop up will show which locations are being merged before

Merge History

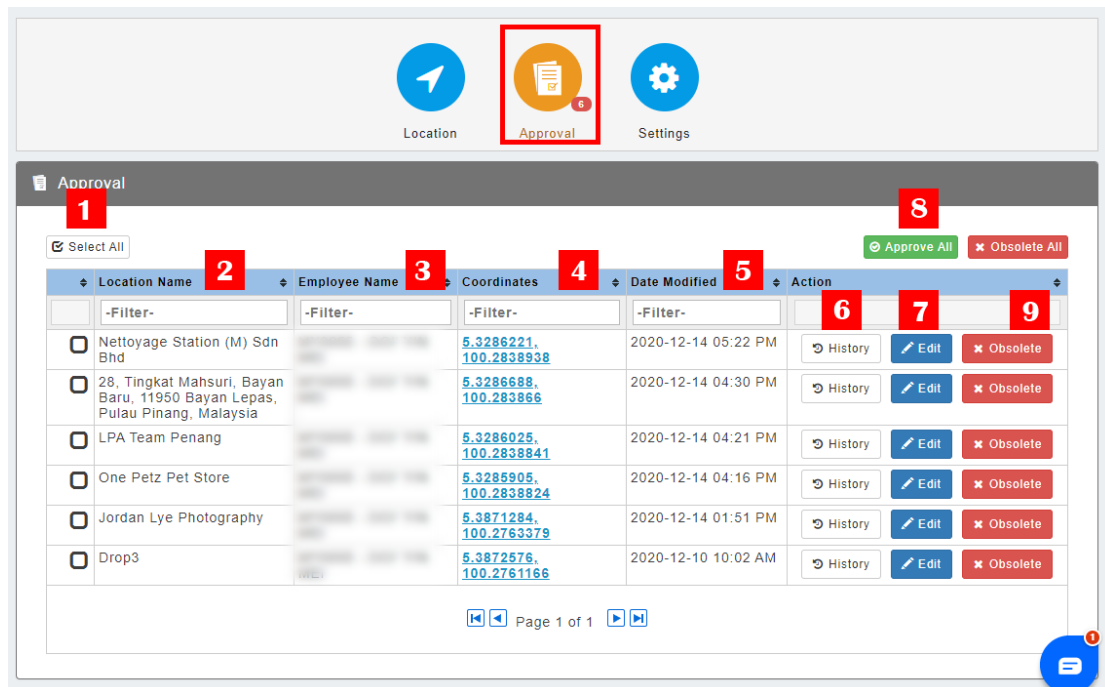
Date	Name	Action	Location Name
2020-12-2 0:51	Wei's Bike Enterprise	Merge	Wei Bike
2020-12-2 0:51	Bike Shop	Merge	Bike Shop

View Edit HistoryClose

Approval

2.1 Description

This page allow approvers to approve locations that have been input by employees when they take attendance through the EMPLX Time Attedance App

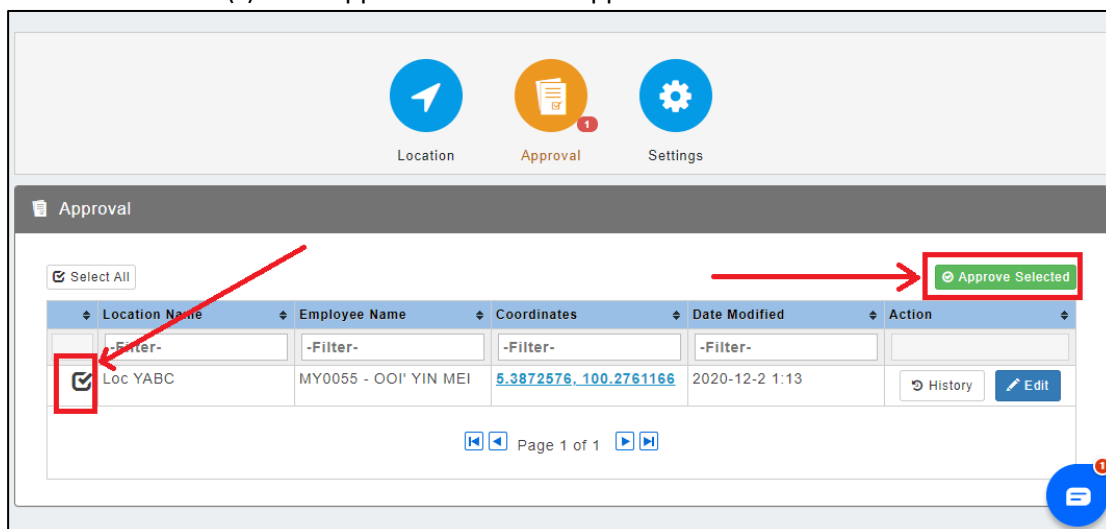


Labels:

1. Select All – Click to select all checkboxes below
2. Location name column – Shows the name of pending locations
3. Employee name column – Shows which employee entered this location when they sign their attendance in Emplx Time Attedance App
4. Coordinates column – Show the coordinates of the location
5. Date Modified column – Shows last date when this location name is changed
6. History – Click to view location's history (See [1.7 Location History](#))
7. Edit – Click to edit the name of the location
8. Approve – Click to approve location(s)
9. Obsolete – Click to obsolete the location

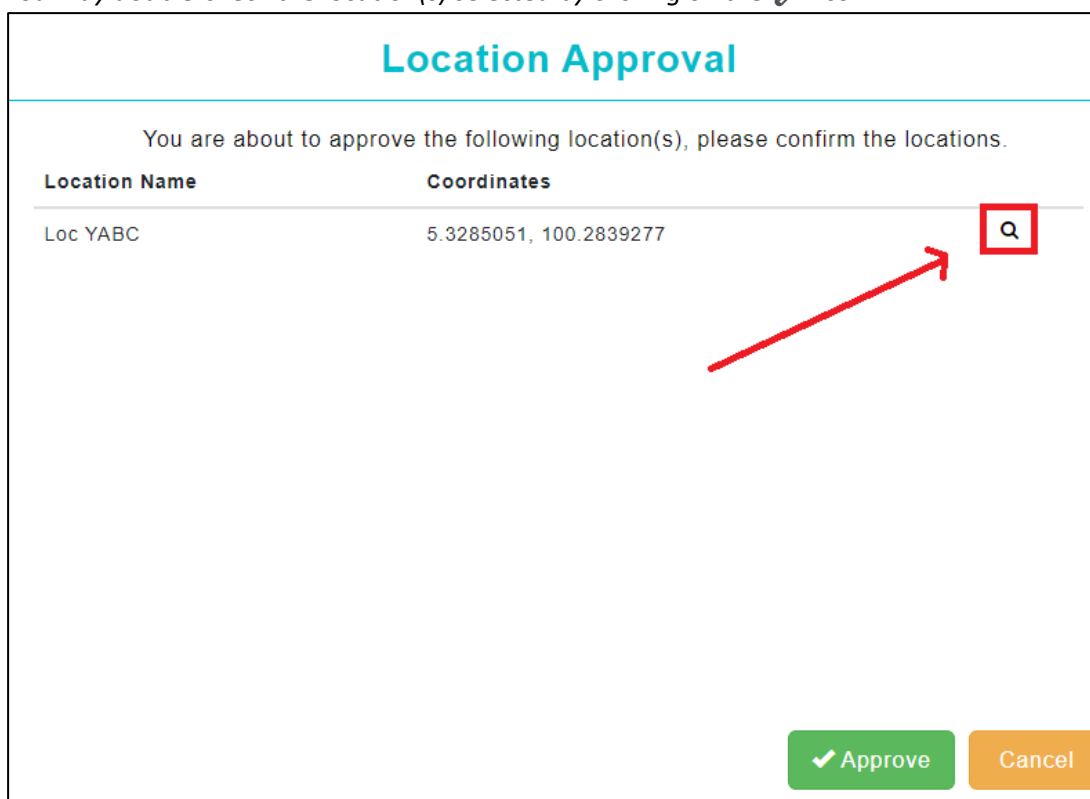
2.2 Approving new locations

1. Select the location(s) to be approved and click “Approve Selected”



2. The following pop up will be shown.

You may double-check the location(s) selected by clicking on the 🔍 icon




3. Click on “Approve” to approve the selected location(s)

Location Approval

You are about to approve the following location(s), please confirm the locations.

Location Name	Coordinates	
Loc YABC	5.3285051, 100.2839277	Q



☒ Approve

Cancel

4. A success message will show and the location will now be shown in the Location Tab

The first screenshot shows the 'Approval' tab. A green success message at the top right states '1 location(s) is now approved!'. The main area contains a table with columns: Location Name, Employee Name, Coordinates, and Action. The table is empty, displaying 'No data available in table'. Navigation controls at the bottom indicate 'Page 1 of 1'. A red arrow points from the success message to the 'Location' tab icon in the top navigation bar.

The second screenshot shows the 'Location' tab. The 'Location' icon in the top navigation bar is highlighted with a red box and labeled '1'. The table below has columns: Location Name, Coordinates, Date Modified, and Action. The first row is highlighted with a red box and labeled '2'. The row contains the following data: a checkbox, 'Loc YABC', the coordinates '5.3285051, 100.2839277', the date '2020-12-2 0:40', and action buttons for 'History', 'Edit', and 'Delete'.

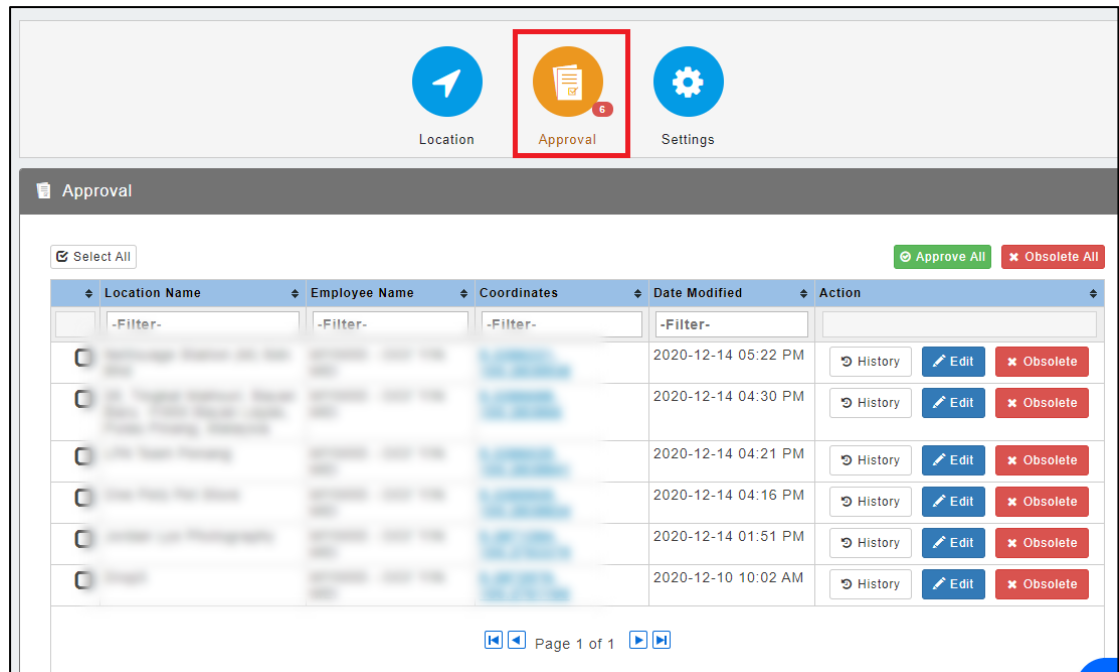
	Location Name	Coordinates	Date Modified	Action
<input type="checkbox"/>	Loc YABC	5.3285051, 100.2839277	2020-12-2 0:40	History Edit Delete

Refer to [1.3 Viewing a Location](#).

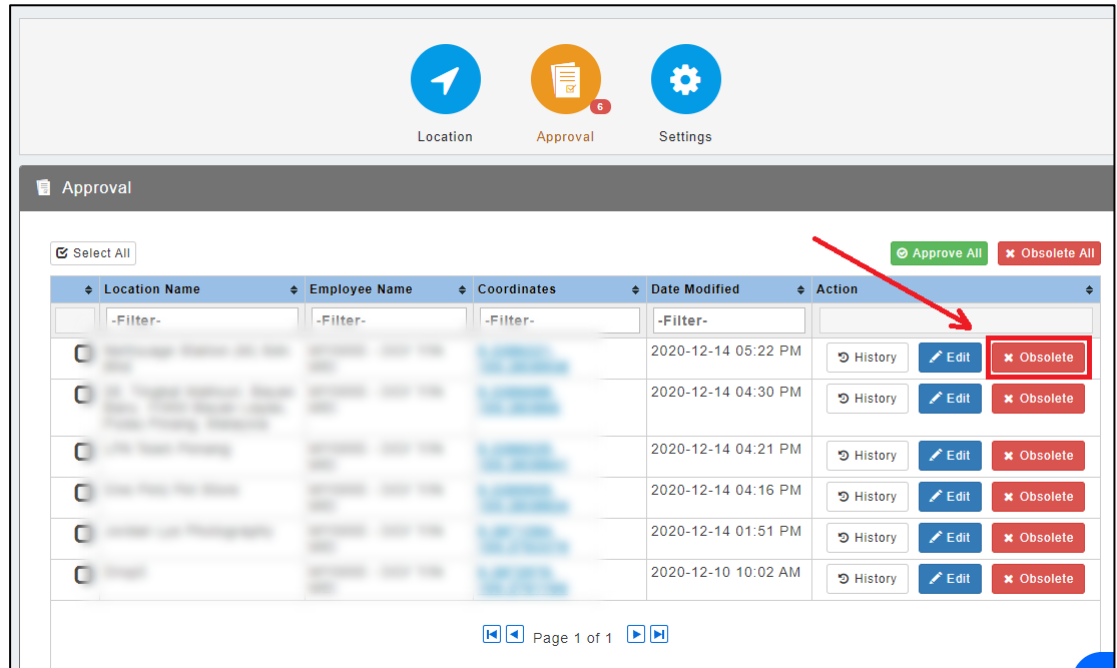
Refer to [1.4 Changing Location Name](#).

Refer to [1.7 Location History](#).

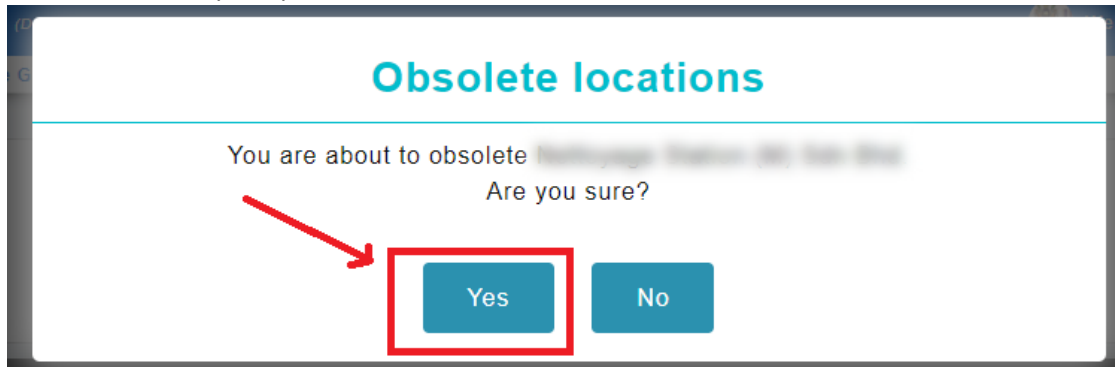
1. In the case where locations need to be obseoleted, click on Approval Tab



2. Click on “Obsolete” button on the location to be deleted



3. Click on “Yes” on prompt



4. The location will be obsolete.

The screenshot displays the EMPLX Approval interface. At the top, a blue header bar contains a menu icon and a close icon. A green notification banner in the top right corner states "✓ Location obsolete successfully", with a red arrow pointing to it from the "Obsolete" button in the table below. Below the header, three circular icons represent "Location", "Approval", and "Settings". The main section is titled "Approval" and features a "Select All" checkbox and two buttons: "Approve All" (green) and "Obsolete All" (red). A table with five columns is shown: "Location Name", "Employee Name", "Coordinates", "Date Modified", and "Action". The table contains five rows of data, each with a checkbox in the first column and "History", "Edit", and "Obsolete" buttons in the last column. The "Date Modified" column shows dates from 2020-12-10 to 2020-12-14. At the bottom, a pagination bar indicates "Page 1 of 1".

	Location Name	Employee Name	Coordinates	Date Modified	Action
<input type="checkbox"/>	-Filter-	-Filter-	-Filter-	-Filter-	
<input type="checkbox"/>				2020-12-14 04:30 PM	History Edit Obsolete
<input type="checkbox"/>				2020-12-14 04:21 PM	History Edit Obsolete
<input type="checkbox"/>				2020-12-14 04:16 PM	History Edit Obsolete
<input type="checkbox"/>				2020-12-14 01:51 PM	History Edit Obsolete
<input type="checkbox"/>				2020-12-10 10:02 AM	History Edit Obsolete

Settings

3.1 Description

This page allow user with “GPS Location Setup” access to modify the settings related to EMPLX Time Attendance App

EMPLX Time Attendance / Emplx Time Attendance

Location Approval **Settings**

Settings

Save

1 Map Radius 12 metre(s)

2 Max Attendance Sync Periods 12 day(s)

3 Map Listing Method 1 - Google Maps + Company Locations

4 Camera Capture Feature On Off ☒ Required on checking in

5 Manual User Input Locations Allow Deny

6 Check In Reminder Yes No

7 Check Out Reminder Yes No

8 Break Time Reminder Yes No

9 Approval Required for Input Locations Yes No There are still locations pending approval. You may approve all the locations in Approval tab to turn this off.

Approver Listings 10

Approver	Action
YEE HEN CHOONG - MY0023	

[Add Row](#)

Labels:

1. Map Radius – The distance of the employee should be in when taking attendance through EMPLX Time Attendance App
2. Max Attendance Sync Period – Maximum Duration that employee can get
3. Map Listing Method – Should the employee see the Locations provided by Google Maps when taking attendance in EMPLX Time Attendance App
4. Camera Capture Feature – Camera Feature of the EMPLX Time Attendance App
5. Manual User Input Locations – Should the employees be allowed to manually key-in location names when taking attendance through EMPLX Time Attendance App
6. Check In Reminder – Set a reminder for user to check in for their shift
7. Check Out Reminder – Set a reminder for user to check out for their shift
8. Break Time Reminder – Set a reminder for user to check in/out for their break
9. Approval Required for Input Locations – Is it required to approve locations that is key-in by employees when taking attendance through the EMPLX Time Attendance App
10. Approver Listings – Approvers assigned to approve locations

3.2 Assigning Location Approver

1. Set “Approval Required for Input Locations” to “Yes”.
Approver Listings table will show.

EmplX Time Attendance / EmplX Time Attendance

Location Approval Settings

Settings

Map Radius: 12 metre(s)

Max Attendance Sync Periods: 12 day(s)

Map Listing Method: 1 - Google Maps + Company Locations

Camera Capture Feature: On Off ☒ Required on checking in

Manual User Input Locations: Allow Deny

Check In Reminder: Yes No

Check Out Reminder: Yes No

Break Time Reminder: Yes No

Approval Required for Input Locations: **Yes** No There are still locations pending approval. You may approve all the locations in Approval tab to turn this off.

Approver Listings

Approver	Action
----------	--------

[Add Row](#)

2. Click on “Add Row”

EmplX Time Attendance / EmplX Time Attendance

Location Approval Settings

Settings

Map Radius: 12 metre(s)

Max Attendance Sync Periods: 12 day(s)

Map Listing Method: 1 - Google Maps + Company Locations

Camera Capture Feature: On Off ☒ Required on checking in

Manual User Input Locations: Allow Deny

Check In Reminder: Yes No

Check Out Reminder: Yes No

Break Time Reminder: Yes No

Approval Required for Input Locations: Yes No There are still locations pending approval. You may approve all the locations in Approval tab to turn this off.

Approver Listings

Approver	Action
----------	--------

Add Row

3. Click on “Select Options” and pick an employee of the list

The screenshot shows the 'Settings' page with various configuration options. The 'Approver Listings' section is highlighted, showing a table with columns 'Approver' and 'Action'. A dropdown menu labeled 'Select options' is open, displaying a list of employees. The first employee, 'John Doe', is highlighted. The 'Save' button is visible in the top right corner.

Approver	Action
John Doe	Add Row

4. After assigning the approvers, click on “Save”

The screenshot shows the 'Settings' page with the 'Approver Listings' section. The 'Save' button in the top right corner is highlighted with a red box. The table below shows the 'Approver' and 'Action' columns, with a single row containing the name 'John Doe' and an 'Add Row' link.

Approver	Action
John Doe	Add Row

5. Success message will show and the approver listing have been updated.
The approvers will be further notified via email if any of the location requires Approval.

The screenshot shows the 'Settings' page in the EmplX Time Attendance system. A green success message 'Your settings have been updated' is displayed in the top right corner. The page features three main navigation icons: Location, Approval, and Settings. The 'Settings' section is active, displaying various configuration options. Below the settings, there is a table titled 'Approver Listings' with columns for 'Approver' and 'Action'. The table is currently empty, and an 'Add Row' button is visible at the bottom.

Settings

Map Radius: 12 metre(s)

Max Attendance Sync Periods: 12 day(s)

Map Listing Method: 1 - Google Maps + Company Locations

Camera Capture Feature: ☐ On ☒ Off ☒ Required on checking in

Manual User Input Locations:

Check In Reminder:

Check Out Reminder:

Break Time Reminder:

Approval Required for Input Locations: There are still locations pending approval. You may approve all the locations in Approval tab to turn this off.

Approver Listings

Approver	Action
----------	--------

[Add Row](#)

3.3 Removing Location Approver

1. Click on the “Delete” icon on the approvers to be removed

Settings

Save

Map Radius: 12 metre(s)

Max Attendance Sync Periods: 12 day(s)

Map Listing Method: 1 - Google Maps + Company Locations

Camera Capture Feature: ☐ On ☒ Off ☒ Required on checking in

Manual User Input Locations:

Check In Reminder:

Check Out Reminder:

Break Time Reminder:

Approval Required for Input Locations: There are still locations pending approval. You may approve all the locations in Approval tab to turn this off.

Approver Listings

Approver	Action
[Redacted]	<input type="button" value="Edit"/> <input checked="" type="button" value="Delete"/>
[Redacted]	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

[Add Row](#)

2. Approver of that row will be removed.

Settings

Save

Map Radius: 12 metre(s)

Max Attendance Sync Periods: 12 day(s)

Map Listing Method: 1 - Google Maps + Company Locations

Camera Capture Feature: ☐ On ☒ Off ☒ Required on checking in

Manual User Input Locations:

Check In Reminder:

Check Out Reminder:

Break Time Reminder:

Approval Required for Input Locations: There are still locations pending approval. You may approve all the locations in Approval tab to turn this off.

Approver Listings

Approver	Action
[Redacted]	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

[Add Row](#)

3. Click “Save” button the save the changes

Settings

12metre(s)

12day(s)

1 - Google Maps + Company Locations

On

Off

☒ Required on checking in

Allow

Deny

Yes

No

Yes

No

Yes

No

Yes

No

There are still locations pending approval.
You may approve all the locations in Approval tab to turn this off.

Approver Listings

Approver	Action
	<div><div></div><div></div></div>

Add Row

3.4 Enable Check In/Check Out/Break Time Reminder

1. Set Reminder to “Yes”. Its input will appear.

The screenshot shows the 'Settings' page with a 'Save' button in the top right. The 'Check In Reminder' section is expanded, showing two options: 'Before Shift Start' and 'After Shift Start'. The 'Before Shift Start' option is selected, and the 'Yes' button is highlighted with a red box. The 'After Shift Start' option is not selected. Below the 'Check In Reminder' section, there are sections for 'Check Out Reminder', 'Break Time Reminder', and 'Approval Required for Input Locations'. The 'Check In Reminder' section also includes input fields for 'Remind Every' (0 minute(s)) and 'For' (0 occurrence(s)), and a note: 'Note: 1st Reminder will send out 0 minute(s) before your shift start. Total 0 Reminder'.

2. Select Check box to enable the respective reminder and its input

The screenshot shows the 'Settings' page with a 'Save' button in the top right. The 'Check In Reminder' section is expanded, showing two options: 'Before Shift Start' and 'After Shift Start'. The 'Before Shift Start' option is selected, and the checkbox is highlighted with a red box. The 'After Shift Start' option is not selected. Below the 'Check In Reminder' section, there are sections for 'Check Out Reminder', 'Break Time Reminder', and 'Approval Required for Input Locations'. The 'Check In Reminder' section also includes input fields for 'Remind Every' (0 minute(s)) and 'For' (0 occurrence(s)), and a note: 'Note: 1st Reminder will send out 0 minute(s) before your shift start. Total 0 Reminder'.

3. A small note will be shown based on user's input.

The screenshot shows the 'Settings' page with a 'Save' button in the top right. The 'Check In Reminder' section is expanded, showing two options: 'Before Shift Start' and 'After Shift Start'. The 'Before Shift Start' option is selected, and the checkbox is highlighted with a red box. The 'After Shift Start' option is not selected. Below the 'Check In Reminder' section, there are sections for 'Check Out Reminder', 'Break Time Reminder', and 'Approval Required for Input Locations'. The 'Check In Reminder' section also includes input fields for 'Remind Every' (10 minute(s)) and 'For' (4 occurrence(s)), and a note: 'Note: 1st Reminder will send out 40 minute(s) before your shift start. Total 4 Reminder'.

4. After set Reminder, click on “Save” to save changes.

Settings

Save

Map Radius

12metre(s)

Max Attendance Sync Periods

12day(s)

Map Listing Method

1 - Google Maps + Company Locations

Camera Capture Feature

On

Off

Required on checking in

Manual User Input Locations

Allow

Deny

Check In Reminder

Yes

No

☒ Before Shift Start

Remind Every

10

minute(s)

For

4

occurrence(s)

Before Shift Start

Note: 1st Reminder will send out 40 minute(s) before your shift start. Total 4 Reminder

☐ After Shift Start

Remind Every

0

minute(s)

For

0

occurrence(s)

After Shift Start

Note: 1st Reminder will send out 0 minute(s) after your shift start. Total 0 Reminder

Check Out Reminder

Yes

No

Break Time Reminder

Yes

No

Approval Required for Input Locations

Yes

No



There are still locations pending approval.



You may approve all the locations in Approval tab to turn this off.

EMPLX User Guide

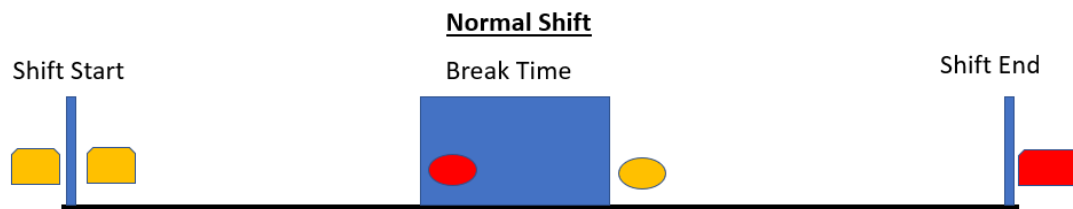
31

3.5 Check In/Check Out/Break Time Reminder Scenario

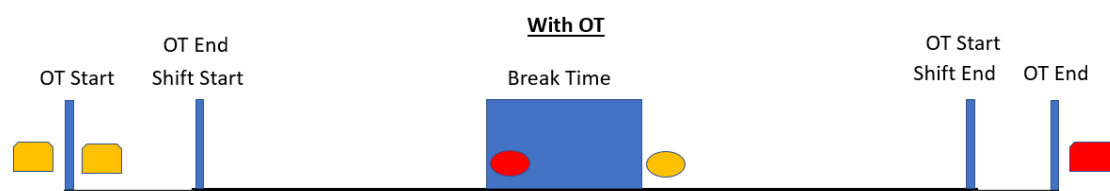
Shift Reminder:  = Check in Reminder  = Check out Reminder

Break Reminder:  = Check in Reminder  = Check out Reminder

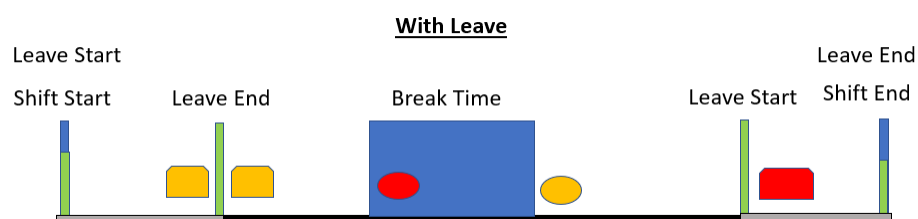
 = Early Check Out



At Shift Start, there are 2 set of Check in reminder (Before shift start & After shift start). At shift end, there is 1 set of reminders (Check out/After shift end). On break time, there will be 1 reminder for check out (Break start) and 1 reminder for check in (Break end).

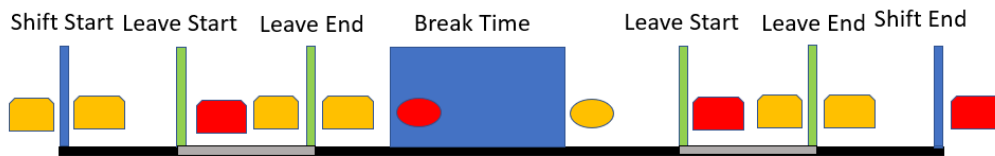


If there is OT before/after shift, the reminder time will be affected. *Only valid for OT that **End** on shift start or **Start** on shift end.



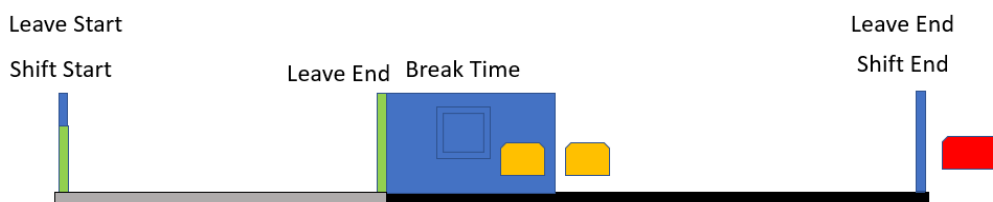
If there is Leave before/after shift, the reminder time will be affected. *Only valid for Leave that **Start** on shift start or **End** on shift end.

With Hourly Leave

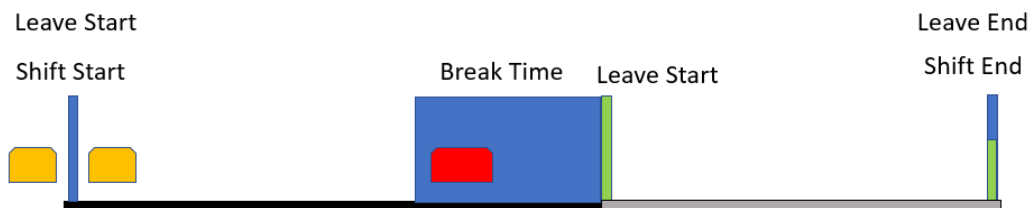


For hourly leave, check in & check out reminder will still be trigger on Shift Start and Shift End. When Leave Start, it will trigger a check out reminder after Leave Start, and check in reminder before and after Leave End.

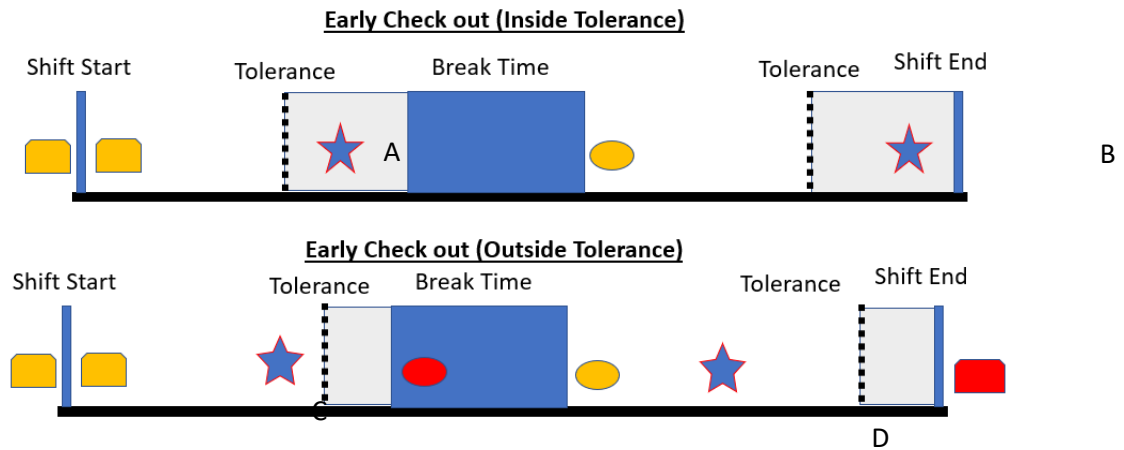
If Leave is intersecting with Break time, the reminder time will be affected.



If Leave End is intersecting with Break Start time, the reminder will only send when Break End. *Shift Reminder will be chosen instead of Break Reminder.



If Leave Start is intersecting with Break End time, the reminder will be sent when Break Start. *Shift Reminder will be chosen instead of Break Reminder.



To count as a valid Early Check out, it must be within the tolerance interval as shown. A and B are valid early check out as they lie between tolerance intervals. C and D are invalid early check out as they lie outside tolerance interval. If it is a valid early check out, it will not trigger a check out reminder.