

# User Guide

How to turn off the  
Public Holiday (EA Sec 60D (2)) Absent



## HOW TO TURN OFF THE PUBLIC HOLIDAY (EA SEC 60D (2)) ABSENT

1. Go to Company Setup -> **Control Master (Admin)**.
2. Under 1<sup>st</sup> tab [Control Master], select the control master "**Time Card Control**".
3. Search on the control '**Control on/off for PH time card record**'.
4. Click on **Edit** button.

HRMS Application / Company Setup **Control Master (Admin)** 1

**Control Master** 2 Payroll Setup EA Form Setup

Control Information (\*Required)

Select Control Master: **Time Card Control** 3 Add

Time Card Control	Mapping Table	Map Field	Action
Attendance location report total hour format	Default 1:HH:MM, 2:H:00	1	Edit
Attendance over 24 Hour per day	Default 0:no, 1:yes	0	Edit
before cut off time consider previous day record	Time: Default blank, format[00:00:00]		Edit
Buffer to consider an in flag before cut off time	minutes [default:0]	0	Edit
Buffer to consider an out flag after cut off time	minutes [default:0]	0	Edit
Close Supervisor Save Access	Map Field [0:off/1:on] Off: Supervisor have access modify / update subordinate work hour recording. On: Supervisor no access modify / update subordinate work hour recording.	1	Edit
company determine 6 or 7 days	2018-01-01	7	Edit
Control employee changing day type and shift	change day type [default:0] shift [default:0]	0 0	Edit
control for employee acknowledgement time card record	Map Field [0:off/1:on] , Default [0]	0	Edit
<b>Control on/off for PH time card record</b> 4	Default: 0:off, 1:on	1	<b>Edit</b> 5

EA Sec 60D (2) - Flag absent on immediate preceding and succeeding public holiday

5. Update the 1 to 0, click **Save** button.

off for PH time card record

Default: 0:off, 1:on

1 **Update to 0** **Save** Cancel