

FINGERTEC



MENGGONFIGURASI

PENETAPAN JAM DENGAN JADWAL HARIAN

SARAN & SOLUSI UNTUK TCMS V2

Anda dapat mengatur jadwal mingguan menggunakan jadwal harian. Silahkan mengikuti langkah-langkah berikut:

Langkah 1

Mengatur jadwal harian.

Locking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking) Schedule

Locking Settings Description

	In	Break	Resume	Out	OT	Done
Actual clocking time Leave it blank if not used	<input type="text" value="08:00"/>	<input type="text" value=":"/>	<input type="text" value=":"/>	<input type="text" value="16:00"/>	<input type="text" value=":"/>	<input type="text" value=":"/>
Latest Clocking Replace with most recent clocking within the clocking range	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Do you want to use OT/Done as scheduled work instead of overtime? Yes

If this is a rotational shift, specify the quality minutes before the shift starts...

Langkah 2

Mengatur Daftar Tugas Grup.

Group Duty Roster **Auto Schedule Assistant**

Select the desired duty roster. Drag day type and drop it on the key in the schedule code 0-9.

Use this function to facilitate the assignment of recurring weekday's working schedule by a day type and a clocking schedule number.

2006

Sequence	Day Type	Schedule
1	WORKDAY	a
2	WORKDAY	a
3	WORKDAY	a
4	WORKDAY	a
5	WORKDAY	a
6	WORKDAY	a
7	WORKDAY	a

Effective date range -

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code:-

Day Type:

Silahkan perhatikan hubungan sequence dengan urutan hari dalam seminggu pada tabel di bawah ini:

<i>Urutan</i>	<i>Hari</i>
1	Minggu
2	Senin
3	Selasa
4	Rabu
5	Kamis
6	Jumat
7	Sabtu