

FING@RTEC. ALTERNATE WORKING SATURDAY SETTING

These are companies practica alternate working Saturday policy: The first group rests on the first and third Saturday. The second group rests on the second and forth Saturday.

In you case you have to assign the related Saturday as Holiday status manually. You may follow the steps below to do this.

Step 1 • Configuring Clocking Schedule. All users are entitled to only clocking schedule, example Clocking schedule 0.

ocking Rang	General Tolerance	Rounding	Break Ove	rtime				
Optional: You may	specify a maximum time that	t a particular clo	cking falls in th	at time slot				
Weekday	Day Type	In	Break	Resume	Out	OT	Done	
Sunday	OFFDAY							
Monday	WORKDAY	10:00						
Tuesday	WORKDAY	10:00					Ĺ	
Wednesday	WORKDAY	10:00						
Thursday	WORKDAY	10:00						
Friday	WORKDAY	10:00						
Saturday	OFFDAY							
leplace with the latest clocking:-					V			

Figure 1.1

Now configure Saturday as a workday as general.

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Step 2. Configuring Group Duty Rosters.

You may separate users into 2 groups which entitle to the alternate working Saturday.

Date User ID						Show Tardiness:- 🥅 Late-In						Overtime Drag & drop clocking				
Date	Wee	kday						Ear	ly-Out		E	On Leave			-	
23/03/20	12 Friday		Presen					Ext	ended Brea	ik	F	Absent				
24/03/20	12 Saturd	ay			-			I Mis	s Punch							
25/03/20								tind to be								
26/03/20			Absen													
27/03/20						Sele	ct Schedule	c-	▼ S	elect Depa	rtment:-					
28/03/20	12 Wedne	sday 🔻							Line					L	_	
Jser ID 🔺	Name	Day Type	Sche	In	Break	Resume	Out	Work	Overtime	Short	Late-In	Leave Taken	Hour	Remark		
1001	Mark	WORKDAY	0	09:57	10:50			0.53		8.07	0.57					
1002	Nicole	WORKDAY	0													
1003	David	WORKDAY														
															_	
	-				-				· · · · · · ·						_	
	2										_				_	
	-				-										_	
															_	
	-				-										-	
	1		-		-										_	
				1												
1		1	1	1									1			
<u> </u>															>	
Total														Original Clocking		
Total														Onginal Clocking	9	

Figure 1.2

You may choose Group Duty Roster 1 for first group of users. Click on the "Auto Schedule" and configure working days follow clocking schedule 0. Remember to configure Saturday as work day.

Click the "Okay" button once you've finished configuring. Now you 'll have the Group Duty Roster as shown below,

	0 Description							
cking Range	e General Tolerance	Rounding	Break Ove	ertime				
ptional: You may	r specify a maximum time th	at a particular ol	ocking falls in th	at time slot				
Weekday	Day Type	In	Break	Resume	Out	OT	Done	
Sunday	OFFDAY					1		
londay	WORKDAY	10:00						
uesday	WORKDAY	10:00						
Vednesday	WORKDAY	10:00						
hursday	WORKDAY	10:00						
riday	WORKDAY	10:00						
Saturday	OFFDAY							
eplace with the latest clocking:-		E	100	(FT)	~	m		
		-						·

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$Step \ 3 \bullet \textit{Dragging Holiday to Saturday box}.$

Date			User I)		Show Tardiness:- 🔲 Late-In 🖉 0						Overtime	26/03/2012 18:08		
Date					Early-Out On Leave								26/03/2012 18:36		
23/03/2012 Friday Presen 24/03/2012 Saturday						Ext	ended Brea	ik	E	Absent		Contraction Contraction			
25/03/201			On Leave												
25/03/2012 Sunday 26/03/2012 Monday					4										
27/03/201															
27/03/2012 Tuesday 28/03/2012 Wednesday						Select Schedule:- Select Department:-									
20/03/201	2 Wedne	isuay •									_				_
User ID 🔺	Name	Day Type	Sche	In	Break	Resume	Out	Work	Overtime	Short	Late-In	Leave Taken	Hour	Remark	-
1001		WORKDAY	0	09:57	10:50		18:36	4.53	0.36	3.07	0.57				
	1002 Nicole WORKD														
1003 Dav	David	WORKDAY	0		1										
					-	-							_		_
		-	-			-						-			_
		_	-			-						-			-5
															-0
		-			-			-							-
			-		-										-8
		-	<u>+</u>		-										-1
		-			-	-							_		-
		-	-			-						-			
4															Þ.
Total														Original Clocking	

Figure 1.3

Move the cursor to the Holiday box and drag it to the chosen Saturday. Release mouse button at the selected Saturday and it will turn to become a holiday.

Repeat step 1 to 3 to configure for second group of user.

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