

FINGERTEC



ALTERNATE

WORKING SATURDAY SETTING

SUGGESTIONS & SOLUTIONS FOR TCMS V2

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.

Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.

Schedule: 0 Description: []

Clocking | **Range** | General | Tolerance | Rounding | Break | Overtime

Optional: You may specify a maximum time that a particular clocking falls in that time slot

| Weekday | Day Type | In | Break | Resume | Out | OT | Done |
|-----------|----------|-------|-------|--------|-----|----|------|
| Sunday | OFFDAY | | | | | | |
| Monday | WORKDAY | 10:00 | | | | | |
| Tuesday | WORKDAY | 10:00 | | | | | |
| Wednesday | WORKDAY | 10:00 | | | | | |
| Thursday | WORKDAY | 10:00 | | | | | |
| Friday | WORKDAY | 10:00 | | | | | |
| Saturday | OFFDAY | | | | | | |

Replace with the latest clocking:-

| | | | | | |
|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|

Help Save

Figure 1.1

Now configure Saturday as a workday as general.

Step 2 • Configuring Group Duty Rosters.

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

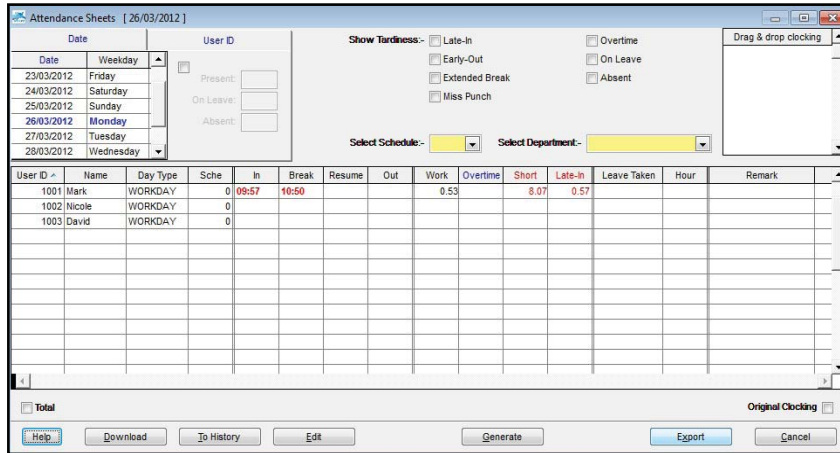


Figure 1.2

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,

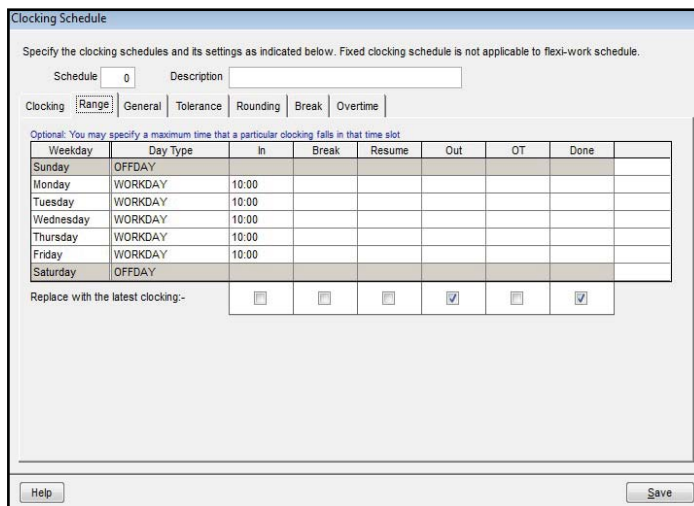


Figure 1.3

Step 3 • *Dragging Holiday to Saturday box.*

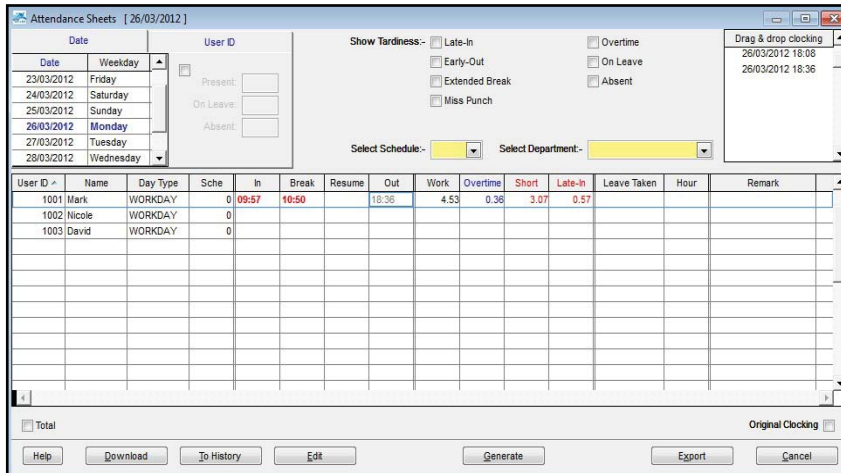


Figure 1.3

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.