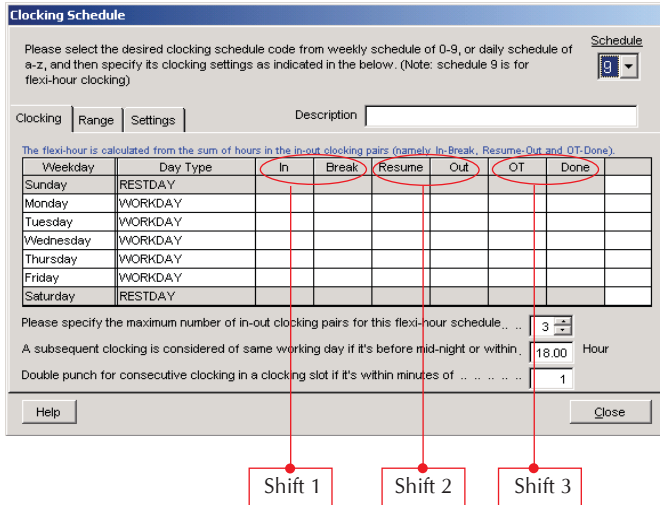




CALCULATION

OF WORKING HOURS IN CLOCKING SCHEDULE 9
(OVER NIGHT - FLEXI)
SUGGESTIONS & SOLUTIONS FOR TCMS V2



In TCMS v2.1.1, the clocking schedule 9 supports the flexi-over night working shift. It also can be used to keep records of users, who work more than shift within a day.

For example, a worker comes to work at 8:00am and leaves at 11:30am. He comes in again and continue to work at 1:00pm through 8:00pm and then he rest until night. During the night he starts to work from 9:00pm till 11:00pm. His working time will be shown as below:

Working Shift	In time	Out time
1 st working shift	0800	1130
2 nd working shift	1300	2000
3 rd working shift	2100	2300

Therefore, TCMS v2.1.1 will record the his working time as:

	IN	BREAK	RESUME	OUT	OT IN	OT OUT
TIME	0800	1130	1300	2000	2100	2300

Scenario

Working time with OT and Done Time.

Clocking 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 9

Clocking Range Settings Description

Instruction								
Weekday	Day Type	In	Break	Resume	Out	OT	Done	
Sunday	RESTDAY							
Monday	WORKDAY	09:00			17:00	18:00	23:00	
Tuesday	WORKDAY	09:00			17:00	18:00	23:00	
Wednesday	WORKDAY	09:00			17:00	18:00	23:00	
Thursday	WORKDAY	09:00			17:00	18:00	23:00	
Friday	WORKDAY	09:00			17:00	18:00	23:00	
Saturday	WORKDAY	09:00			17:00	18:00	23:00	

Please specify the maximum number of in-out clocking pairs for this flexi-hour schedule. 3

A subsequent clocking is considered of same working day if it's before mid-night or within Hour

Double punch for consecutive clocking in a clocking slot if it's within minutes of

Help
Close

Please notice in the column OT and Done, these are fixed timing. The “Do you want to use OT/Done as scheduled work instead of Overtime” is checked.

For example, these are the time recorded for a user:

IN time = 0856

Break time = 1230

Resume time = 1345

OT time 1730

Out time = 2330

Therefore the **work time = Preset Out time – Preset In time**

Work time = 1700 – 0900 = 8 hours

Overtime = Actual OT time – Preset Done time

Over time = 2230 – 1730 = 5 hours

TCMS v2.1.1 will calculate the working time of the user as shown below:

$$\begin{aligned} 1^{\text{st}} \text{ working time} &= \text{Out time (IN)} - \text{Out time (BREAK)} \\ &= 1130 - 0800 \\ &= 3 \text{ hours } 30 \text{ minutes} \end{aligned}$$

$$\begin{aligned} 2^{\text{nd}} \text{ working time} &= \text{Out time (OUT)} - \text{In time (RESUME)} \\ &= 2000 - 1300 \\ &= 7 \text{ hours} \end{aligned}$$

$$\begin{aligned} 3^{\text{rd}} \text{ working time} &= \text{Out time (OT OUT)} - \text{In time (OT IN)} \\ &= 2300 - 2100 \\ &= 2 \text{ hours} \end{aligned}$$

Therefore

$$\begin{aligned} \text{Total working hours} &= 1^{\text{st}} \text{ working time} + 2^{\text{nd}} \text{ working time} + 3^{\text{rd}} \text{ working time} \\ &= 3 \text{ hours } 30 \text{ minutes} + 7 \text{ hours} + 2 \text{ hours} \\ &= 12 \text{ hours } 30 \text{ minutes.} \end{aligned}$$