

FINGERTEC



EFFECTS OF OT/ DONE

COLUMNS IN CLOCKING SCHEDULES
SUGGESTIONS & SOLUTIONS FOR TCMS V2

You will find the attendance data of users especially work time, over time, short etc will change if you do different configurations in clocking schedule. This might be due to the OT/ Done columns in the clocking schedule. Please see examples below to have more understanding of the topic.

Example 1

Clocking schedule without OT/ Done

Settings in clocking schedule:

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: [0] ▼

Clocking | Range | Settings | Description: 9am - 6pm

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY						
Monday	WORKDAY	09:00	12:30	13:30	18:00		
Tuesday	WORKDAY	09:00	12:30	13:30	18:00		
Wednesday	WORKDAY	09:00	12:30	13:30	18:00		
Thursday	WORKDAY	09:00	12:30	13:30	18:00		
Friday	WORKDAY	09:00	12:30	13:30	18:00		
Saturday	WORKDAY	09:00	12:30	13:30	18:00		

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

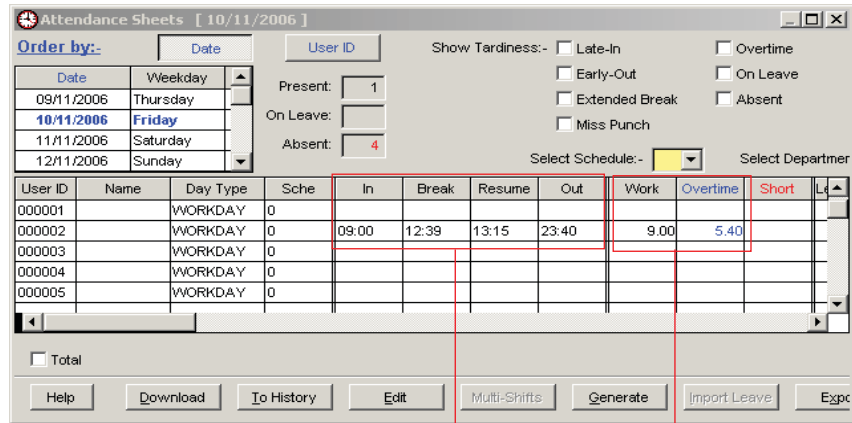
Please specify the time interval if you want to have rates differential for overtime: : - :

Help Close

Clocking time of user

Number of clocking	1st	2nd	3rd	4th	5th	6th
Clocking time	9:00am	12:39pm	1:15pm	6:15pm	7:05pm	11:40pm

Result in Attendance Sheet



Clocking status	In	Break	Resume	Out
Clocking time	09:00	12:39	13:15	23:40

Work time	OT
9:00 hours	5 hours 40 min

There is no preset time available in the OT/ Done column in this clocking schedule. When employee clocks out after the preset out time, 6:00pm, TCMS will calculate and show result in his OT column. The logic and calculations of TCMS are based on the clock out time of the employee.

If Actual Out time of user > Preset out time
 -> OT = Actual Out time – Preset Out time

Actual Out time of user = 11:40pm or 23:40
 Preset Out time of user = 6:00pm or 18:00
 Therefore OT = 23:40 – 18:00
 = 5 hours 40 min

TCMS will do calculation on total working time. Please take note that work time does not include OT of employees.

If Actual Out time of user > Preset Out time
 -> Work time = Preset out time – actual in time
 Where work time = 18:00 – 09:00
 = 9 hours

If Actual Out time of user < Preset Out time
 -> Work time = Actual Out time – Actual In time

Example 2
Clocking Schedule with OT/ Done

Setting in clocking schedule

Clocking time of user

Number of clocking	1st	2nd	3rd	4th	5th	6th
Clocking time	9:00am	12:39pm	1:15pm	6:15pm	7:05pm	11:40pm

Result

2 extra time slots are captured.
19:05 in OT column (start OT work)
and 23:40 in Done (finish OT work).

Work time	OT
9:00 hours	5 hours 40 min

TCMS will **capture the 2 extra clocking times** if user configured OT and DONE times in the clocking schedule.

OT is defined as 19:00 in clocking schedule. This means that employee can perform OT work, but the OT will only start at 7:00pm. DONE is defined as 23:00 in clocking schedule. This allows employee to work and claim for OT. Anyway, working time after DONE, 23:00 will not be considered as OT.

	OT	DONE	Difference
Preset	19:00	23:00	4 hours
Actual	19:05	23:40	4 hours 35min
Calculated by TCMS	19:05	23:40	3 hours 55min

As preset in clocking schedule, the difference between 19:00 and 23:00 is 4 hours.

The formula is $OT = \text{Preset Done time} - \text{Preset OT time}$
 $OT = 23:00 - 19:00$
 $= 4 \text{ hours.}$

Now TCMS will not allow the OT of user more than 4 hours, as preset.

If user OT time is earlier than preset OT time, TCMS will use preset OT time.
 Example 18:55; TCMS will capture and show 18:55 in Attendance Sheet. TCMS will use preset time, 19:00 for calculation of OT.

If user OT time is later than preset OT time, TCMS will use the actual OT time.
 Example 19:05, TCMS will capture and show 19:05 in Attendance Sheet. TCMS will now using this 19:05 for calculation of OT.

If user Done time is earlier than preset Done time, TCMS will use the Actual Done time.
 Example 22:50, TCMS will capture and show 22:50 in Attendance Sheet. TCMS will now using this 22:50 for calculation of OT.

If user Done time is later than preset Done time, TCMS will use the preset Done time.
 Example 23:40, TCMS will capture and show 23:40 in Attendance Sheet. TCMS will now using preset Done time, 23:00 for calculation of OT.

In this example, user OT time is 19:05, which is later than preset OT time; TCMS will use 19:05 for calculation. User DONE time is 23:40, which is later than preset DONE time, TCMS will use preset DONE time, 23:00 for calculation.

$$\begin{aligned}
 \text{OT} &= \text{Preset Done time} - \text{actual OT time} \\
 \rightarrow \text{OT} &= 23:00 - 19:05 \\
 &= 3 \text{ hours } 55 \text{ min } (< 4 \text{ hours})
 \end{aligned}$$

The calculation of work time is same in Example 1, Clocking schedule without OT/Done.

Example 3

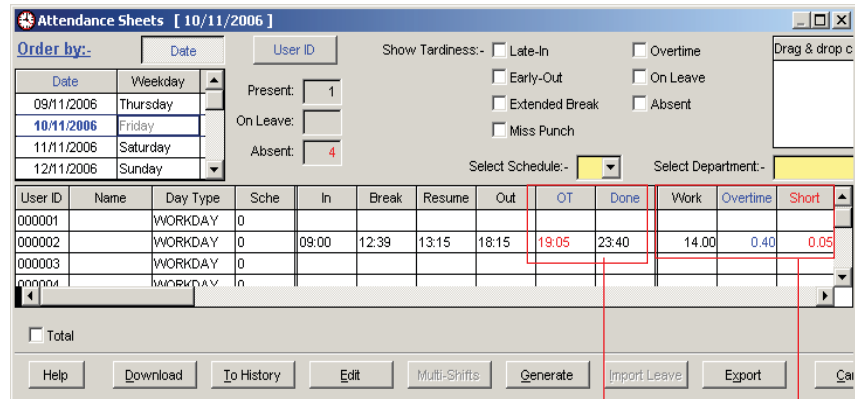
Clocking Schedule with OT/ Done Column as Scheduled Work

Settings in Clocking Schedule

Clocking time of user

Number of clocking	1st	2nd	3rd	4th	5th	6th
Clocking time	9:00am	12:39pm	1:15pm	6:15pm	7:05pm	11:40pm

Result



2 extra time slots are captured.
19:05 in OT and 23:40 in Done.

Work time	OT
9:00 hours	5 hours 40 min

The calculation of TCMS of work time and OT will change, if the option " Do you want to use OT/ Done as scheduled work instead of over time?" is enabled.

Now the OT and Done column will become scheduled work columns as IN and OUT do. User will have 2 break times in a working day. First break will be from 12:30 to 13:30, and second break will be from 18:00 to 19:00.

Now the Work time is calculated as below,
Work time = Done time – In time

If Actual Done time of user > Preset Done time
Work time = Preset Done time – actual in time
Where work time = 18:00 – 09:00
= 9 hours

If Actual Done time of user < Preset Done time
Work time = Actual Done time – Actual In time

In this example, Done time is 23:40 (> preset Done time), therefore
Work time = Preset Done time – Actual In time
= 23:00 – 14:00
= 14 hours

Since the Done time is more than preset Done time, TCMS will calculate the OT of user.

$$\begin{aligned} \text{OT} &= \text{Actual Done time} - \text{Preset Done time} \\ \text{OT} &= 23:40 - 23:40 \\ &= 40 \text{ min} \end{aligned}$$

TCMS will also calculate the Short time of user. Short time will only calculate if user comes in later than preset In time and preset OT time. Late from lunch will not consider as short time. The calculation is as follow,

$$\text{Total short time} = \text{short time (IN)} + \text{short time (OT)}$$

$$\begin{aligned} \text{Short time (IN)} &= \text{Actual In time} - \text{Preset In time} \\ &= 09:00 - 09:00 \\ &= 0 \text{ min} \end{aligned}$$

$$\begin{aligned} \text{Short time (OT)} &= \text{Actual OT time} - \text{Preset OT time} \\ &= 19:05 - 19:00 \\ &= 5 \text{ min} \end{aligned}$$

$$\begin{aligned} \text{Therefore total short time} &= 0 \text{ min} + 5 \text{ min} \\ &= 5 \text{ min} \end{aligned}$$