

تحديد وقت الغداء

في برنامج TCMS v2 تستطيع تحديد ساعات الراحة اذا كان المستخدم يريد المغادرة للراحة في اي وقت اثناء الحيز الزمني المثبت في الجدول الزمني. وهي ميزة اختيارية.

مثال : المستخدم يمكنه المغادرة لساعة من الزمن للراحة ما بين 12:00 و 15:00.

الخطوة 1: في الجدول الزمني اضبط الحجم الساعي للراحة

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 | Store

| Weekday | Day Type | Check-In | Break | Resume | Check-Out | OT | Done |
|-----------|----------|----------|-------|--------|-----------|----|------|
| Sunday | RESTDAY | | | | | | |
| Monday | WORKDAY | 09:00 | 12:00 | 15:00 | 18:00 | | |
| Tuesday | WORKDAY | 09:00 | 12:00 | 15:00 | 18:00 | | |
| Wednesday | WORKDAY | 09:00 | 12:00 | 15:00 | 18:00 | | |
| Thursday | WORKDAY | 09:00 | 12:00 | 15:00 | 18:00 | | |
| Friday | WORKDAY | 09:00 | 12:00 | 15:00 | 18:00 | | |
| Saturday | RESTDAY | 09:00 | 12:00 | 15:00 | 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

الخطوة 2: ادخل دقائق المغادرة في الجدول الزمني و احضها

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 | Store

Allow a grace period in minutes for late-in: []

Allow a grace period in minutes for early-out: []

Minimum minutes must worked to qualify for overtime: []

Maximum no. of hours allowed to claim for overtime: 24.00

Work hours is either round-up or round-down (-ve) in minutes of: []

Overtime hours is either round-up or round-down (-ve) in minutes of: []

Lunch/Dinner time duration for flexi-lunch/flexi-dinner range in minutes: 60 / []

Do you want to exclude the lunch/dinner hour from working hour? Yes No

Do you want to provide overtime for work before in time (earlytime)? Yes

Help Close