

TECHNICAL TIPS

DEFINIR DESCANSO FLEXIBLE

En el software TCMS, puede configurar la hora descanso flexible. Esto es para los usuarios que pueden tomar el descanso en cualquier momento durante el intervalo que se fija en el cronograma de horario. Es un ajuste opcional.

Ejemplo: El usuario puede salir para una hora de descanso, entre 1200 y 1500.

Peso 1: En el cronograma de horario, define el rango de la hora de descanso.

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: : - :

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Peso 2: Ingrese la duración del descanso en minutos en la pestaña Ajustes y guardar los cambios.

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: []

Over-time 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

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