

TECHNICAL TIPS

FLEXI LUNCH HOUR

In TCMS v2 software, you can set Flexi Break hour if user may leave to break anytime during the range that set in clocking schedule. This is an optional setting.

Example: User can leave for one hour break in between 1200 to 1500.

Step 1: In clocking schedule, set the range of break hour.

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

Schedule Description

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

Instruction

Weekday	Day Type	In	Break	Resume	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		

Round to nearest minutes

Rounding

Step 2: Enter the minutes of break in Settings tab and save.

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

Schedule Description

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

Deduct actual lunch time (Resume - Break) from work time ... Yes

Deduct actual dinner time (OT - OUT) from work time ... Yes

Do not deduct any lunch time if employee works half day only ... compulsory

Lunch time duration for flexi-lunch range in minutes ...

Dinner time duration for flexi-dinner range in minutes ...

Do you want to apply Auto Add Break Rule when including lunch/dinner break? ... Yes

Do you want to deduct extra lunch/dinner time from working hour? ... Yes

Do you want to include lunch/dinner time into overtime hour? ... Yes

Deduct no. of hours for break time from overtime hour ... if overtime exceeded ...