

FINGERTEC



GROUP DUTY ROSTER
**WITH 6 – COLUMNS
CLOCKING SCHEDULE**
SUGGESTIONS & SOLUTIONS FOR TCMS V2

If you have a clocking schedule with 2 breaks in a day, then you can make use of the 6-column function. Please refer to the table below for the clocking schedule:

For example, a factory is operating 24-hours a day from Monday to Saturday and there are 3 working shift applicable which are shown in the table below:

Day type	IN	BREAK	RESUME	OUT	OT	DONE
SUNDAY	07:00	10:00	10:30	12:45	13:45	15:30
MONDAY	07:00	10:00	10:30	12:45	13:45	15:30
TUESDAY	07:00	10:00	10:30	12:45	13:45	15:30
WEDNESDAY	07:00	10:00	10:30	12:45	13:45	15:30
THURSDAY	07:00	10:00	10:30	12:45	13:45	15:30
FRIDAY	07:00	10:00	10:30	12:45	13:45	15:30
SATURDAY	07:00	10:00	10:30	12:45	13:45	15:30

Table 1: Two breaks a day.

By configuring the schedule above into the clocking schedule in TCMS V2, you will get a screen as below:

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	OFFDAY						
Monday	WORKDAY	07:00	10:00	10:30	12:45	13:45	15:30
Tuesday	WORKDAY	07:00	10:00	10:30	12:45	13:45	15:30
Wednesday	WORKDAY	07:00	10:00	10:30	12:45	13:45	15:30
Thursday	WORKDAY	07:00	10:00	10:30	12:45	13:45	15:30
Friday	WORKDAY	07:00	10:00	10:30	12:45	13:45	15:30
Saturday	WORKDAY	07:00	10:00	10:30	12:45	13:45	15:30

Round to nearest minutes

Rounding

Figure 1.1

In this scenario, a user could have 2 breaks per day. Between 10:00 to 10:30, they could go for a tea break and between 12:45 to 13:45, it is time for lunch. In the Attendance Sheet, all the 6 clocking times will be displayed. The clocking time will fall into the OT column when they return from lunch break. When they clock out at 15:30, the clocking time will fall into the Done column.

However, users who are entitled to this clocking schedule will always have OT for 1 hour and 45 minutes because the TCMS V2 will count them as working OT from 13:45 to 15:30. Ignore this OT.

If you do not want the users to be entitled to OT, please refer to the settings below to configure the clocking schedule. Please refer to the Table 1 above, and configure 2 clocking schedules as below:

Scroll down the Schedule and choose schedule 'a'.

Figure 1.2

Scroll down the Schedule and choose schedule 'b'.

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

Schedule: 2 Description: []

General | Tolerance | Rounding | Break | Overtime

Clocking Time:-
Actual clocking time: In: 13:45, Break: [], Resume: [], Out: 15:30, OT: [], Done: []
Leave it blank if not used

Round to nearest minutes: [] [] [] [] [] []

Rounding: [] [] [] [] [] []

Clocking Range:-
Clocking before this time: [] [] [] [] [] []
Leave it blank for default range

Latest Clocking:-
Replace with most recent clocking within the clocking range: [] [] [] [] []

Help Save

Figure 1.3

After setting up the clocking schedule, you may configure the Group Duty Roster as below:

Group Duty Roster

Select group yearly duty planner according to the year planning and optional open-schedule codes. Different planning and optional open-schedule codes. Different planning and optional open-schedule codes. Different planning and optional open-schedule codes. You may change each day planner by right-click on the calendar.

2012 Group: []

1st Shift

	1	2	3	4	5	6	7	8	9
Jan									
Feb									
Mar									
Apr									
May									
Jun									
Jul									
Aug									
Sep									
Oct									
Nov									
Dec									

Auto Schedule Assistant

Use this function to facilitate the assignment of recurring weekday's working schedule by a day type and a clocking schedule number.

Sequence	Day Type	1	2	3
1	RESTDAY			
2	WORKDAY	1	2	
3	WORKDAY	1	2	
4	WORKDAY	1	2	
5	WORKDAY	1	2	
6	WORKDAY	1	2	
7	WORKDAY	1	2	

Effective date range: 01/01/2012 to 31/12/2012

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code- i.e. 11,12,13

Auto-Schedule to facilitate the rotational shift in the week.

Shifts/Day: 3

Overtime Only After: [] / []

Daily Totals
 Auto Calculate OT
 7th Day OT

Holiday List
Auto Schedule
Different Restday
Import Roster
Erase Roster

Help Save

Figure 1.4

In this page, please consider the relations between Sequence and Day Type as below,

Sequence	Day
1	Sunday
2	Monday
3	Tuesday
4	Wednesday
5	Thursday
6	Friday
7	Saturday

Table 2: Sequence for the day.

Click the Okay button to save the settings. User who is in clocking schedule a must follow clocking schedule b also. If user could not fulfill both clocking schedules, TCMS V2 will show late-in or early-out in their clocking time.

You will find that the Group Duty Roster become similar as the Group Duty Roster shown below after you click the Okay button:

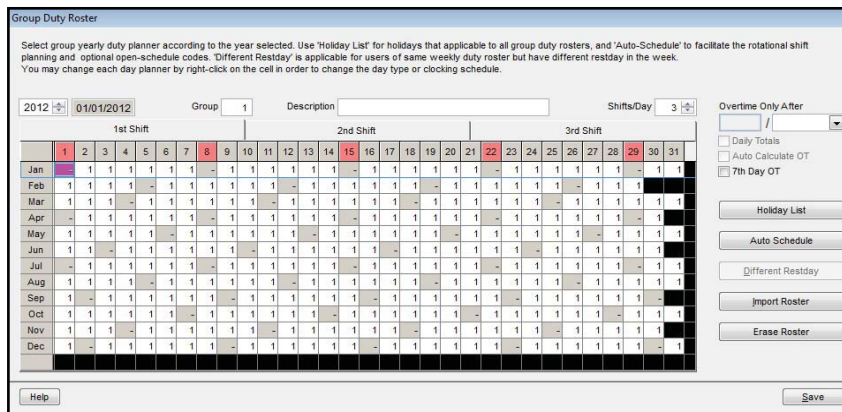


Figure 1.5