

FINGERTEC



SETUP OF DIFFERENT

OT SCHEDULE FOR STAFF

SUGGESTIONS & SOLUTIONS FOR TCMS V2

TCMS v2.1.1 supports different OT schedule. Workers can work on different working schedule with different OT rate in a specific time. In this case, TCMS V2 can view the working hours for normal OT and Different OT. The OT data can be exported to payroll for salary calculation.

Step 1 • *Configuring Different OT time periods in Clocking Schedule.*

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

Schedule: Description:

Instruction

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	RESTDAY						

Round to nearest minutes

Rounding:

Figure 1.1

You may specify the start time and end time for different OT rate here.

If a working environment that has several clocking schedules list, you may use this configuration for these clocking schedules.

Step 2 • *Generating a new Attendance Sheet after changes are made in the clocking schedule.*

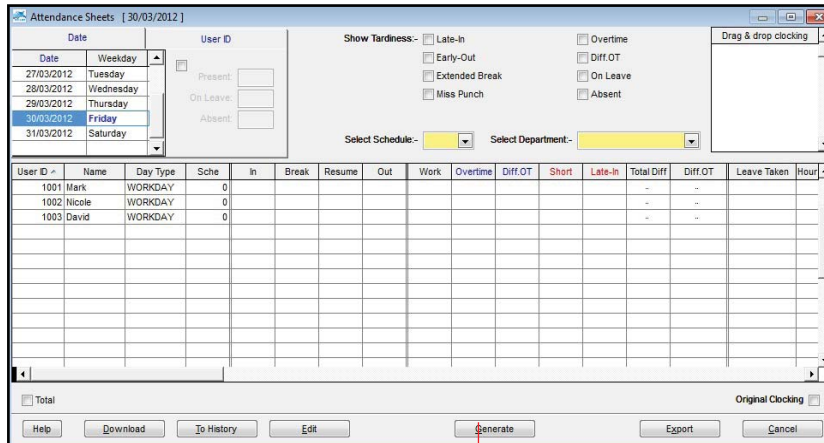
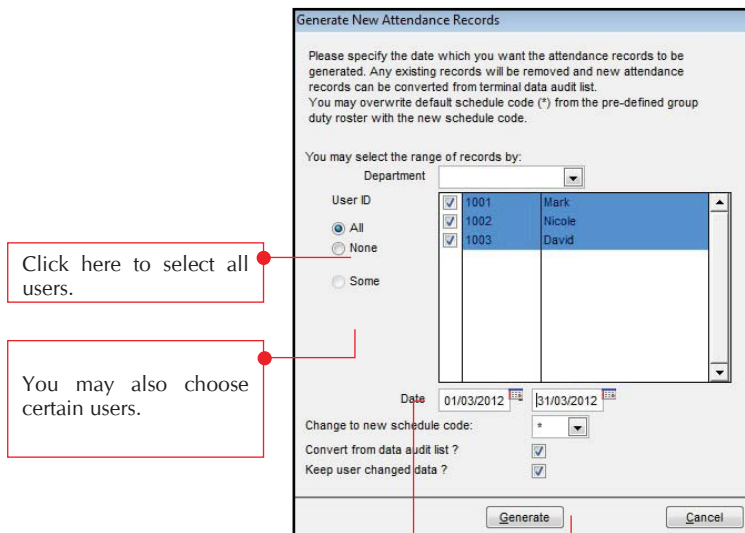


Figure 1.2

Click the Generate button to select data for generation.



Click here to select all users.

You may also choose certain users.

Figure 1.3

You may need to specify the date range for the data to be generated.

Click the Generate button to start the process.

Step 3 • Viewing of data in Attendance Sheet.

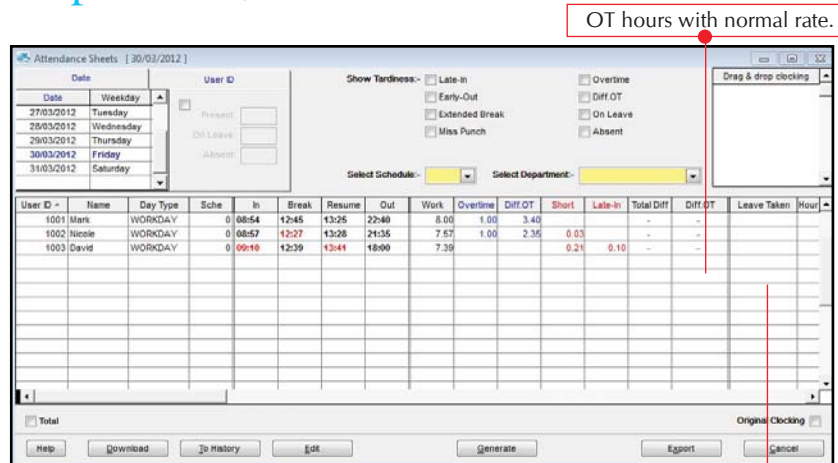


Figure 1.4

There is a new column “Diff OT” appears on the Attendance Sheet. TCMS V2 splits the OT hours with normal rate and different OT into 2 columns, which make it easy for viewing and reading.

Step 4 • Exporting attendance data to payroll system.

The system allows you to export data in Text or Excel file format. To export the data from the TCMS V2 software to a third party payroll or system, you may need to adjust the format and priority as you wish.

- NOTE**
- Please go into Attendance Sheet and you will find an “Export” button.
 - Once you click “Export”, a new dialog box appears for you to choose users and date range to be exported.
 - Please choose “export details” to get the interface as below.

Below is a sample of an exported file in Text file format. It is advisable that you do a testing to find out the type of data your payroll system supported.

Export Attendance Records

You can select which detail data fields you want to export by specifying their column positions with order of precedence. The length of each selected column is indicated by its field size.

Position	Description	Size	Position	Description	Size	Position	Description	Size	Position	Description	Size
<input type="checkbox"/>	User ID	9	<input type="checkbox"/>	Date	10	<input type="checkbox"/>	In	5	<input type="checkbox"/>	Work done in days	5
<input type="checkbox"/>	Name	40	<input type="checkbox"/>	Weekday	20	<input type="checkbox"/>	Break	5	<input type="checkbox"/>	Work done in hours	5
<input type="checkbox"/>	Emp No.	14	<input type="checkbox"/>	Day Type	15	<input type="checkbox"/>	Resume	5	<input type="checkbox"/>	Overtime	5
<input type="checkbox"/>	Department	30	<input type="checkbox"/>	Shift No.	1	<input type="checkbox"/>	Out	5	<input type="checkbox"/>	Diff.OT	5
<input type="checkbox"/>	Section	30	<input type="checkbox"/>	Schedule	3	<input type="checkbox"/>	OT	5	<input type="checkbox"/>	Short	5
<input type="checkbox"/>	Group	3				<input type="checkbox"/>	Done	5	<input type="checkbox"/>	Total Hr	6
<input type="checkbox"/>	Social Security No.	20				<input type="checkbox"/>	Terminal ID		<input type="checkbox"/>	Total OT	6
<input type="checkbox"/>	ID No.	20				<input type="checkbox"/>	Workcode		<input type="checkbox"/>	Total Short	6
									<input type="checkbox"/>	Leave Type	15
									<input type="checkbox"/>	Leave in days	5
									<input type="checkbox"/>	Leave in hours	5
									<input type="checkbox"/>	Remark	30

Apply Undo

Specify the output target file name:
 C:\USERS\FINGERTEC\DESKTOP\ATTENDANCE SHEET.TXT

Delimited with double quotation mark and separated with comma
 Suppress hundredth decimal point
 Append data to existing output file

< Back Export Detail Cancel

Figure 1.5

NOTE: You must include this Different OT when exporting data.