FING@RTEC.

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.*

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.

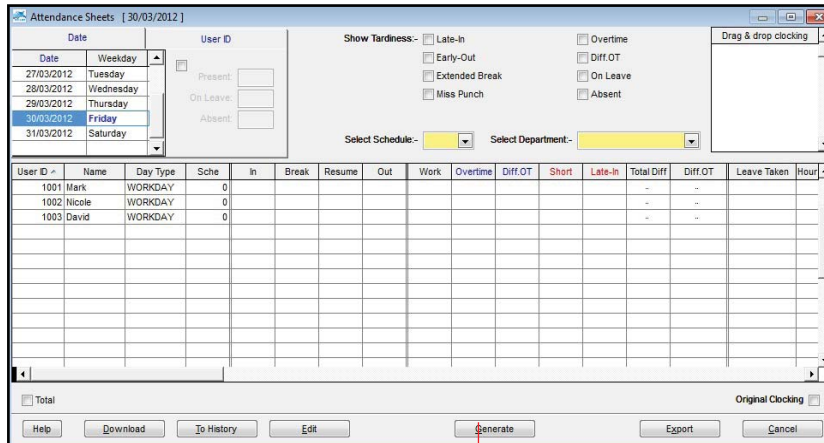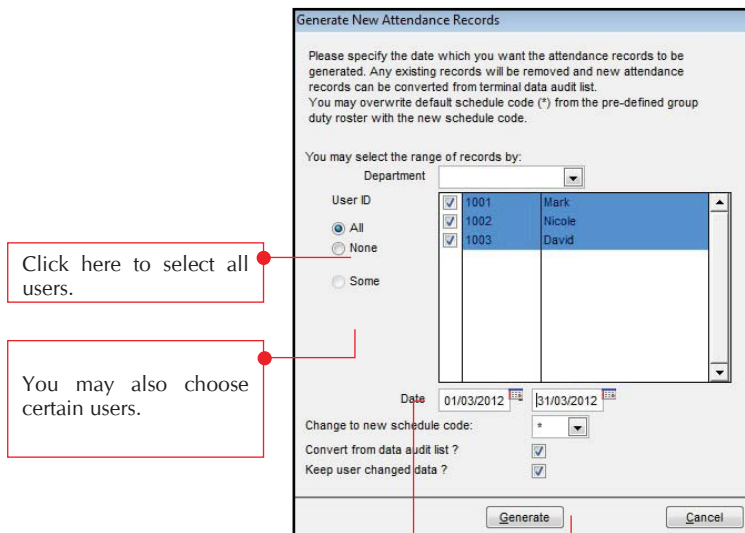## Step 2 • *Generating a new Attendance Sheet after changes are made in the clocking schedule.*

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.

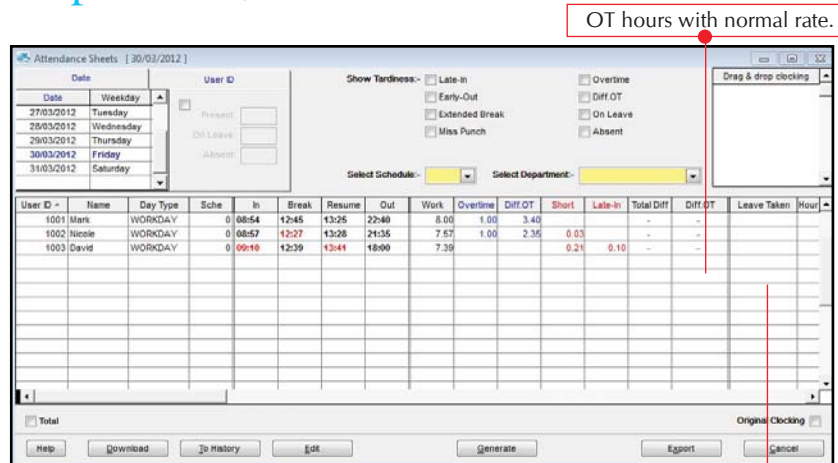## Step 3 • *Viewing of data in Attendance Sheet.*

OT hours with normal rate.

Figure 1.4

OT hours with different rate.

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.

Figure 1.5

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