FING@RTEC.

TO PROVIDE OT
FOR EMPLOYEE WORKING ON SATURDAYS
SUGGESTIONS & SOLUTIONS FOR TCMS V2

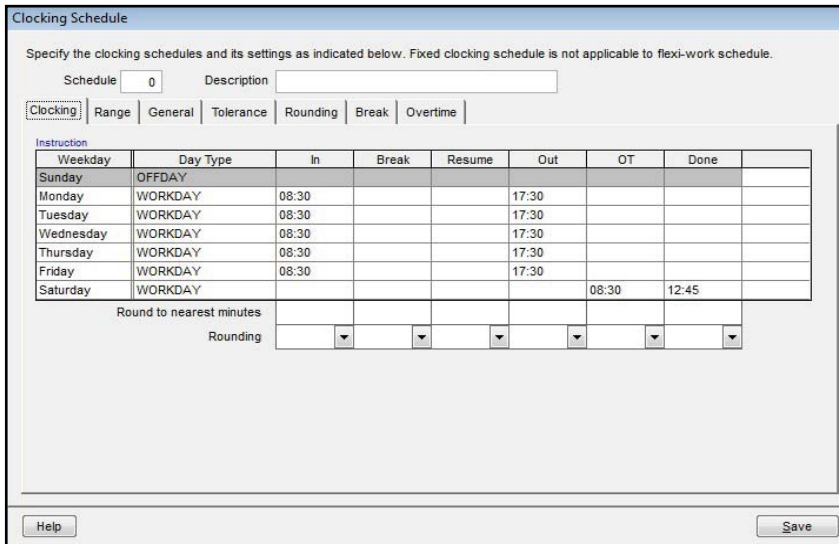## Step 1 • *Configuration at the Clocking Schedule.*

Figure 1.1

Though Saturday has been defined as a work day, but users who work on Saturday are entitled to OT pay. Therefore, enter the clocking IN time in the OT column and clock out time in the DONE column. Please leave the option "Do you want to use OT/Done as scheduled work instead of overtime?" blank.

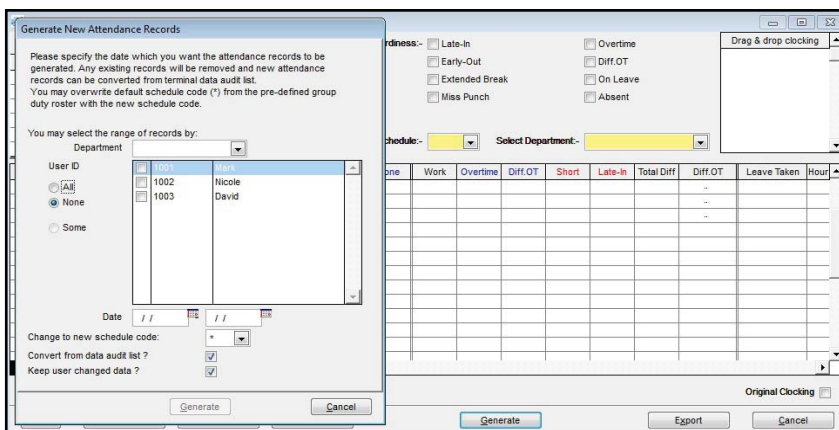## Step 2 • *Generate new attendance sheet with new clocking schedule.*

Figure 1.2

In the attendance sheet, click the "Generate" button and a new dialog box will pop up. Select users who are entitled to this new clocking schedule and select the effective date range.
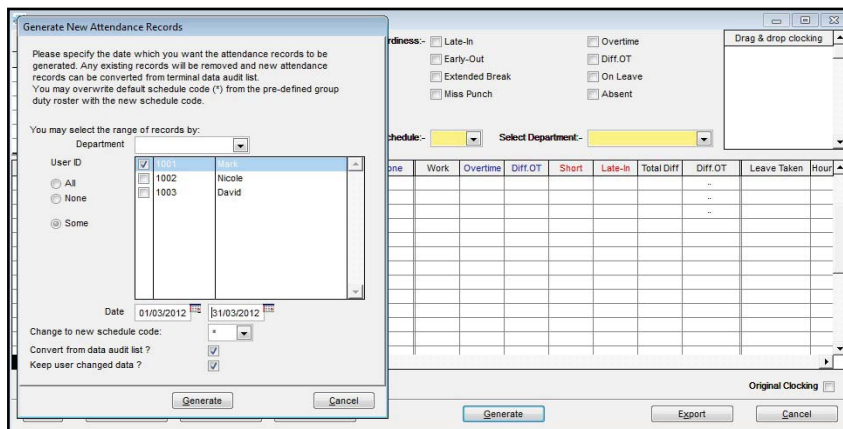
Step 3 • *Start Generating.*

Figure 1.3

After selecting the users and the date range, click the Generate button to start generating a new attendance sheet.