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BIPO HRMS

Attendance Module User Guide

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Version 2.7

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Important Notice

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Version Control

The history and reasons for the changes in this version of this document is as follow:

Version	Date	Author	Change Description
1.0	04 Jan 2023	Claude Bonares	Enhancement 2021
1.1	30 Jan 2023	Sunny Chew	Update the access path for clock format
2.0	09 Mar 2023	Claude Bonares	Enhancement 2022
2.1	10 May 2023	Ian Chen Sophia Soong	Updates on the following: Shift, Break. Leave Calculation with Breaks, Hourly and Daily Leave Application, Roster Import Screenshot and Field Selection, Validation on Shift Code, ESS (Only Applicable for Version 1), Roster Record Menu, Manual create Timesheet Version 1 record by Admin, Create Holiday (by Manual Entry), OT Application Policy, OT Maximum Policy, Multiple Submission Options, Flexible Attendance Report, Timesheet Report, Attendance Workflow Setup.
2.2	25 June 2024	Oden Chen	Update the Daily Processing section
2.3	2 April 2025	Larine Chai	Add OT Compensation Mapping
2.4	29 Sep 2025	Mariae Ho	Update OT Maximum Policy – Additional Fields explanation
2.5	18 Dec 2025	Larine Chai	Update Timesheet – Additional explanation and functions.
2.6	15 Jan 2026	Larine Chai	Update Specifications of Must Clock in setup.
2.7	13 Mar 2026	Sophia Soong	Add: <ul style="list-style-type: none"> Integration with Daily Attendance

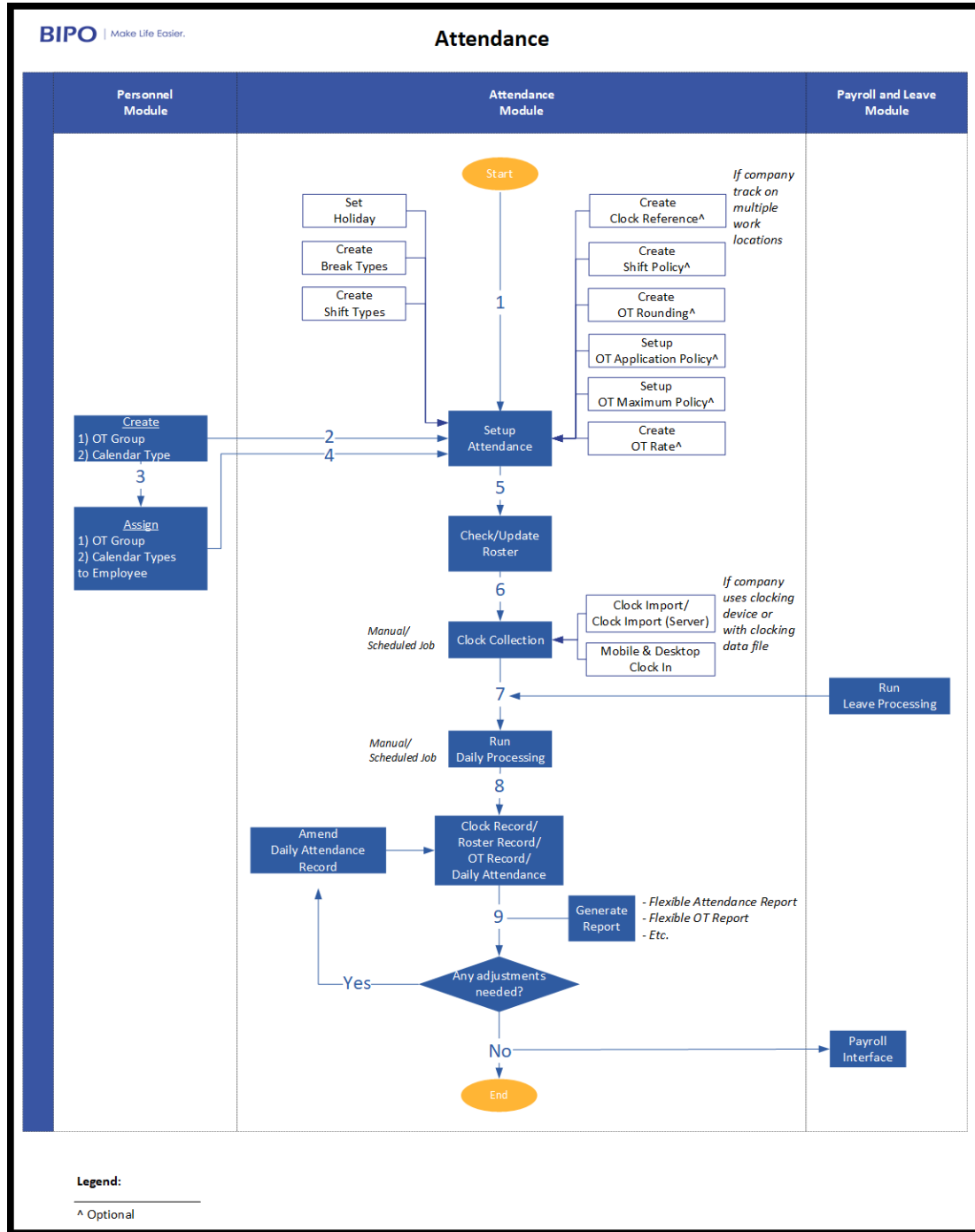
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			<p>Records</p> <ul style="list-style-type: none">• Daily Attendance Lock• Restrict Period (Attendance Perido)• Daily Attendance Lock vs Restrict Period)
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Where significant changes are made to this document, the version number will be incremented by 1.0.

Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.

1 Attendance Flow Chart



2 Shift

Shift is to set the roster rules of employee. Shift must have start time, end time, 1st half end time, 2nd half start time, break time and OT start time. Shift will be connected to each employee to decide the work time of employee. Employee may follow this shift otherwise system will calculate the lateness minutes, undertime minutes and

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absence. Shift will connect to leave as well. Leave will not calculate when there is no shift or shift is OFF.

Access: Attendance Module > Reference > Attendance > Shift

2.1 Shift

1. **Code:** shift code, the code should be unique for each shift.
Name: shift name, this name can be displayed in employee master or daily attendance screen.
Country/Region: can decide which country or region can use this shift, default is all countries.

2. **Nature:** there are three natures used in China.
 - (1) **Comprehensive Working Hours:** calculate working hours by month. The hours exceed monthly working hours (this hour will be set by company) will be calculated as OT hours.
 - (2) **Flexible Working Hours:** this will usually use for high level manager who has no regular working time. This working hour will not have OT in weekdays and weekends, only have OT in holiday. And they will not have any lateness or absent.
 - (3) **Standard Working Hours:** this is the most working hours used by employee. Employee needs to follow the work start time and end time. They can have OT in weekdays, weekends, and holidays. And they will have any lateness or absent. These working hours will connect to employee master – attendance, employee of Flexible Working Hours can only select the shift of Flexible Working Hours.

Type: this will decide the shift type.

- (1) **Full Day:** means it will be a whole day shift (have start time, end time, 1st half end time, 2nd half start time and break time).
- (2) **Half Day:** means it will be a half-day shift.
- (3) **Off Day:** means it will be off day, no working time of this shift (this is the mandatory shift need to set for weekend).
- (4) **Rest Day:** this is the same as Off day, this is usually used in HK and TW.

Allow Half-Day Leave: decide whether employee can apply half day leave of this shift.

Allow Leave: decide whether employee can apply leave of this shift.

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3. **Normal Start:** shift start time, if clock in time is later than this time, system will calculate lateness time.

Normal End: shift end time, if clock out time is earlier than this time, system will calculate undertime.

Normal Hours: this will be auto calculated by “Normal Start” and “Normal End”.

* This time will not minus break time, need to manually change it.

Flexi Minutes: means how many minutes can add to “Normal Start” and “Normal End”.

Flexi Sign: when select “+”, and “Flexi Minutes” is 10. If “Normal Start” and “Normal End” is 09:00 and 18:00, then employee can start work before 09:10, will calculate lateness after 09:10. And employee need to clock out after 18:10, will calculate undertime before 18:10.

And employee can start work from 08:50, and clock out after 17:50.

OT respects Flexi: Set up OT Start is based on XX minutes after flexi end.

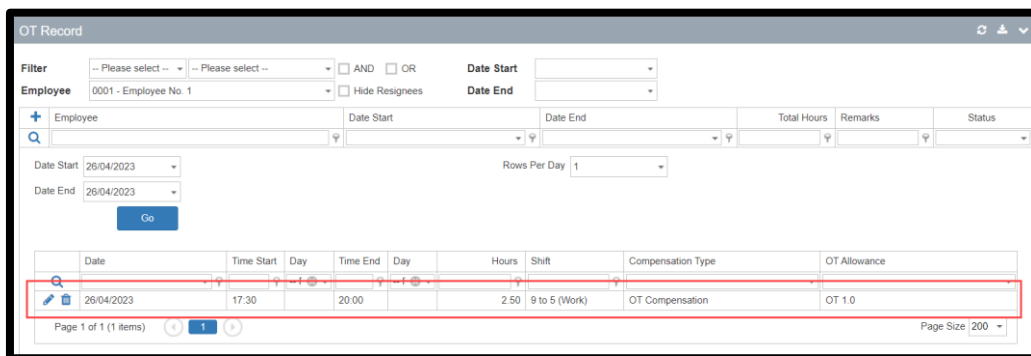
When “OT Respect Flexi” is ticked, the system will get OT hours based on Flexi Minutes.

For example, OT Time After = 18:30; Normal Start = 09:00; Normal End = 18:00; Flexi Minutes = 120; Flexi Sign = +/-.

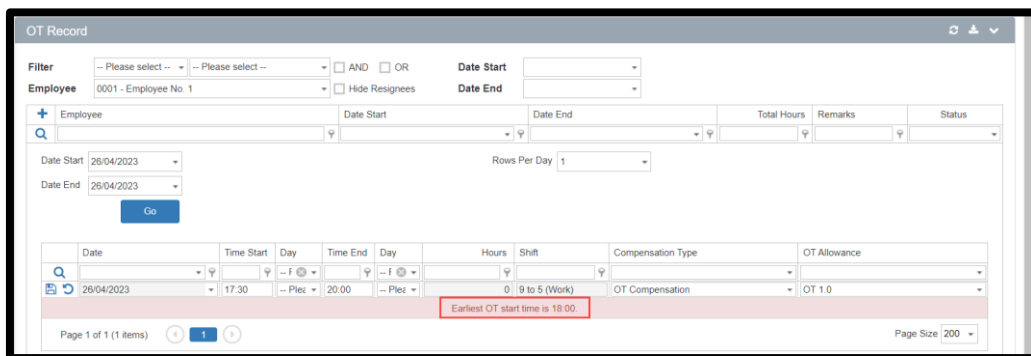
- If OT Respect Flexi is ticked:

When employee clock in at 08:00 and clock out at 19:00, system computes OT hours from 17:30 to 19:00 (i.e., 1.5 hours)

- If OT Respect Flexi is unticked:
When employee clock in at 08:00 and clock out at 19:00, system computes OT hours from 18:30 to 19:00 (i.e., 0.5 hours)
“OT respects Flexi” checkbox affect **ESS > HR > Attendance Apply OT** screen as well, the system allow user to apply OT earlier by Flexi minutes.
- For example, Flexi Minutes = 30 and “OT respects Flexi” is ticked, Employee able to apply OT starts earlier by 30 minutes.



- If “OT Respect Flexi” is unticked, Employee is not allowed to apply OT for 17:30 to 20:00.



4. **1st Half End:** this time will decide the half-day leave, when employee apply 1st half leave, then actual leave time will be normal start to 1st half end.
1st Half Hours: this hour will auto calculate from normal start to 1st half end.
2nd Half Start: this time will decide the half-day leave, when employee apply 2nd half leave, then actual leave time will be 2nd half start to normal end.
2nd Half Hours: this hour will auto calculate from 2nd half start to normal end.

5. **Shift Policy:** in this policy can set the grace minutes of lateness and undertime, and the rounding method of OT.

OT Rate: decide the OT rate for weekday, weekend, and holiday. Also, can decide the cut off time between two days. Such as set 07:00 a.m. as cut off time, when employee has OT on Friday night, it will calculate weekday OT before 07:00+, and calculate weekend OT after 07:00+.

OT Time Before: decide when can employee has OT before normal start. When set 05:00, it means employee can have OT before 05:00.

OT Time After: decide when can employee has OT after normal end. When set 19:00 (normal end is 18:00), it means employee can have OT from 19:00. When apply OT from 18:00 to 19:00 then system will regard it as 0 hour.

OT Time Max: This field is to control the OT end time under OT application. The checking logic under OT application is Time end should be \leq OT time Max under corresponding shift set up.

E.g., For Shift 09:00 to 18:00, OT Time After = 18:30, OT Time Max = 22:00. Then employee can only submit OT to 22:00, if employee input the time end greater than 22:00, system will not allow to apply.

OT Min Before: Min OT hours can apply before "OT Time Before".

OT Min After: Min OT hours can apply after "OT Time After".

OT Min Total: Min OT hours.

OT Max Before: Max OT hours can apply before "OT Time Before".

OT Max After: Max OT hours can apply after "OT Time After".

OT Max Total: Max OT hours.

6. **Max Hours Before Start:** this is the period to capture clock in time.

E.g., when "Max Hours Before Start" is 8 hours, "Normal Start" is 09:00, then employee clock from 01:00 to 09:00 will regard as Clock In.

Max Hours After Start: this is the period to capture clock out time.

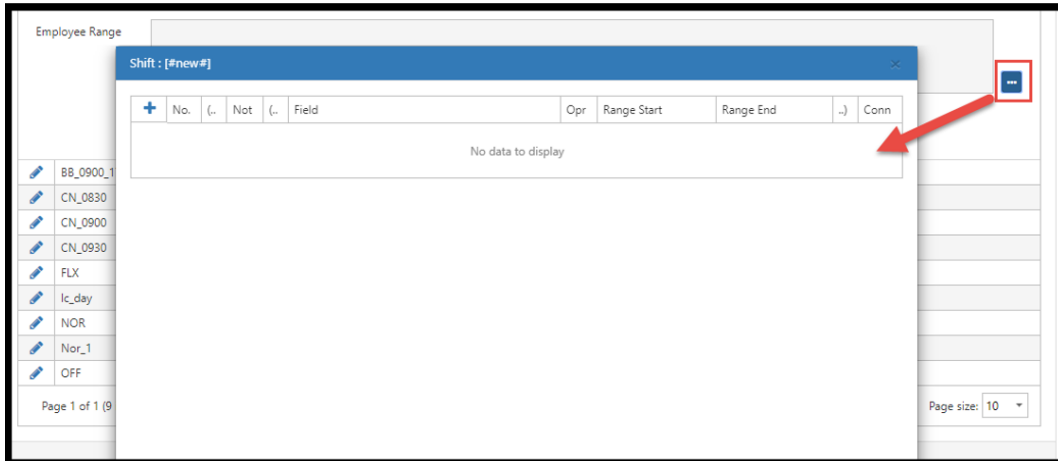
E.g., when "Max Hours After Start" is 12 hours, "Normal Start" is 09:00, then employee clock from 09:00 to 21:00 will regard as Clock Out.

Obsolete: If select this field as "Y", then this shift cannot be used anymore.

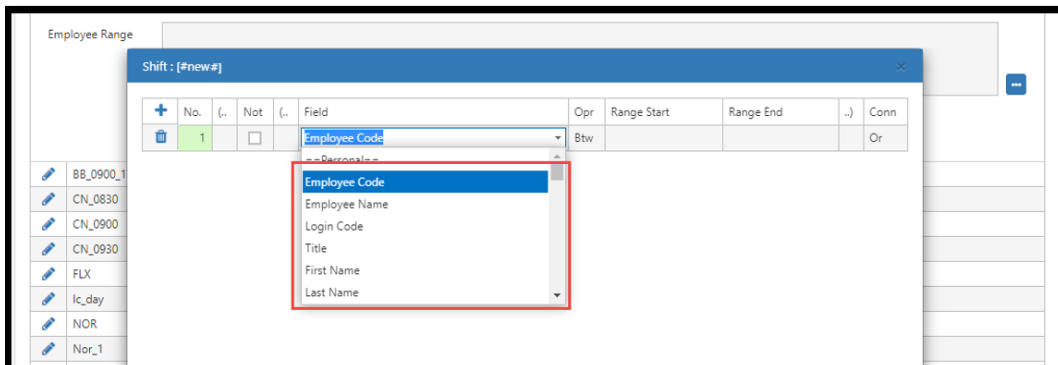
* This field can only change to Y when no employee is using this shift.

7. **Employee Range:** this is to set the employee who will use this shift.

(1) Click “ + ” icon to add filter criteria. “No” means the order sequence if having multiple fields.



(2) Select in the drop-down list of filed to set how to filter employee.



(3) Set “Opr” as this will be the formula from the given Range Start and Range End.

“=” means can select only one value in “Range Start”

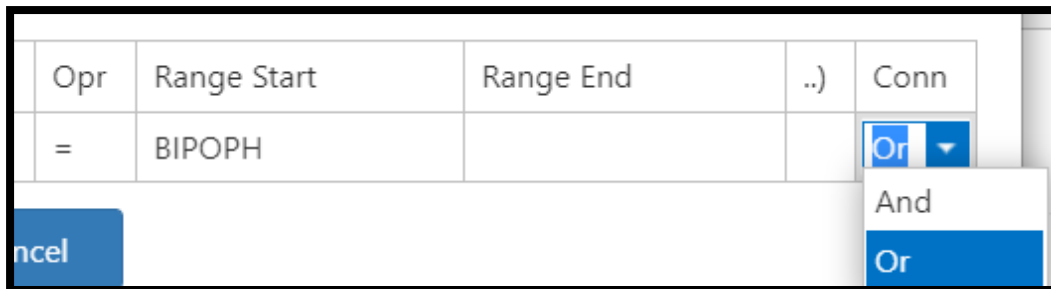
“In” means can select several values in “Range Start”

“Between” means need to set value in “Range Start” and “Range End”

“>=” means the field must large or equal the value set in “Range Start”




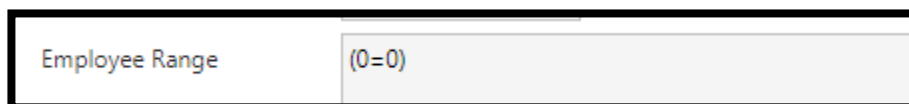
(4) The Conn column is used if having multiple Range. Values given “And” and “Or”, then click “Update”.





E.g.,

If want to set **all employee**, then need to set as below steps:

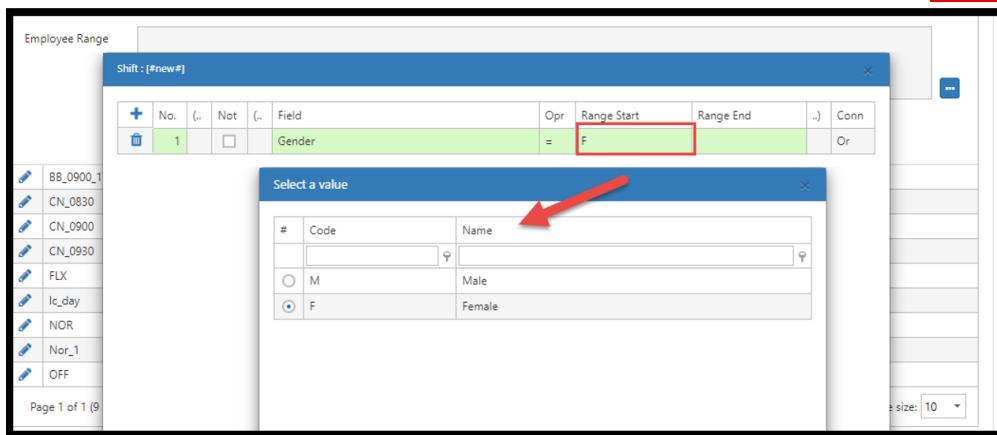
- Click  to open “Employee Range”.
- Click “**Update**” button below.
- When display (0=0) that means all employees.



If want to set **all female employee**, then need to set as below steps:

- Click  to open “Employee Range”.
- Click  to add one filter criteria, and select “field” as “Gender”, select “Opr” as “=”, select value as “F-Female” in “Range Start”.

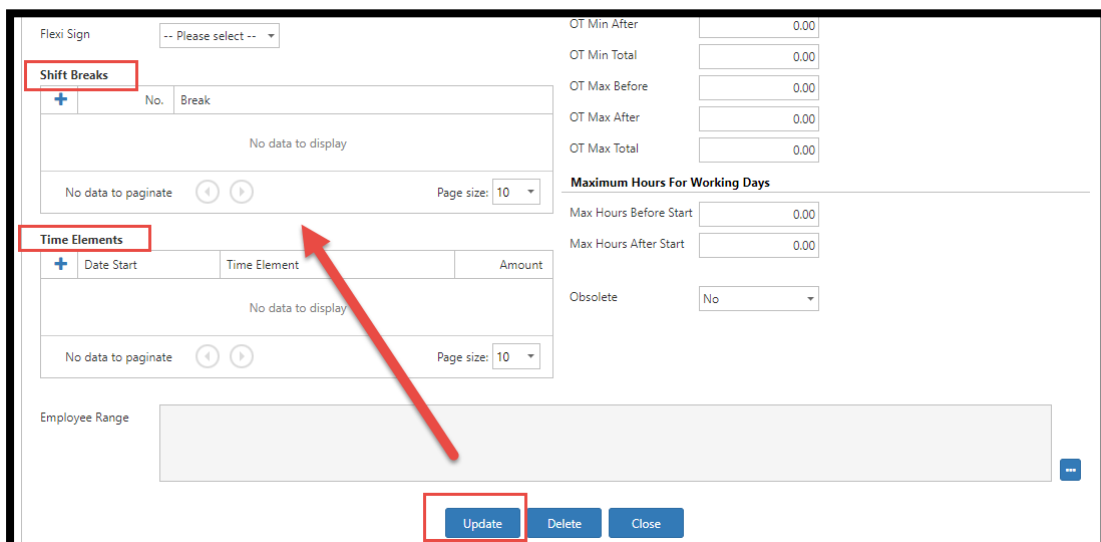
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- Click “Update” button below.

After set above pt 1 to 7, then need to click “Update” of whole shift screen.

After update, it will display two new fields as “Shift Breaks” and “Time Elements”.



1. **Shift Breaks:** this is to set the break time of shift. This can be setup in “Reference > Attendance > Break”
2. **Time Elements:** this is usually used in payroll calculate, can set different effective date of time elements with different rules.

2.2 Shift Setup Example

This shift is start from 09:00 to 18:00 (section 3), and break time is 12:00 to 13:00 (section 8). 1st half end and 2nd half start is 12:00 to 13:00 (section 4). Employee can apply OT after 18:30 (section 5).

Employee can apply OT after 18:30 (section 5).

The screenshot shows the 'Shift Setup' form for shift code CN_0900. The form is divided into several sections, with red boxes and numbers 1 through 8 highlighting specific fields:

- 1:** Code field (CN_0900)
- 2:** Type dropdown (Full Day)
- 3:** Normal Start (09:00) and Normal End (18:00) fields
- 4:** 1st Half End (12:00) and 2nd Half Start (13:00) fields
- 5:** OT Time After (18:30) field
- 6:** Maximum Hours For Working Days section, specifically Max Hours After Start (21:00)
- 7:** Employee Range field
- 8:** Shift Breaks section, specifically the break entry 'B - 12:00-13:00'

3 Break

Break is used in shift. Shift needs to set start and end time, and break time as well. Break time will not calculate as employee's working hours.

Access: Attendance Module > Reference > Attendance > Break

The screenshot shows the 'Break' configuration form. The left sidebar has 'Reference' selected, and 'Break' is highlighted in the sub-menu. The main form contains the following fields:

- Code and Name search fields
- Break Type: Fixed Break Start and Break End (selected) or Flexible Break
- Break Start and Break End: Time pickers with 'Next Day' checkboxes
- Break Minutes: Spin box (set to 0)
- Break Start Clocking Minutes and Break End Clocking Minutes: Spin boxes
- Update and Close buttons
- Table with columns for Break Code and Break Time (e.g., A - 12:30-13:30, B - 12:00-13:00)

3.1 Break Setup

1. **Code:** code should be unique of each break
Name: break name, this name can be displayed in shift setup screen.
 2. Fixed Break Start and Break End
 3. Flexible Break
- These are two different methods to calculate break hours of shift.

3.2 Fixed Break Start and Break End

Fixed Break Start and Break End will have two ways to calculate break hours. One is fixed break start and break end. The other is set clock period of break time.

1. **Fixed Break Start and Break End**
 - **Break Start:** means the break start time
 - **Break End:** means the break end time
 - **Break Minutes:** this value will be auto calculated based on break start time and break end time

E.g., when set break start as 12:30, break end as 13:30, break minutes will auto be

60. And when employee apply leave during 12:30 to 13:30, system will calculate this period as break time and 0 hours for leave.

2. Clock period of break time

- **Break Start Clocking Minutes:** means the flexible minutes of break start time.
 E.g., When set 15 minutes, and break start time is 12:00, then employee's clock records during 11:45 to 12:15 will all regard as break start time. And then system will take the nearest clock record to be the break start clock time.
 If clock time is 11:30, 11:46, 11:59. 12:01, 12:16, system will regard 11:46, 11:59. 12:01 as break start time. And then take 12:01 as break start clock time. (Both 11:59 and 12:01 is 1 minute different from 12:00, system will take the later one.)
- **Clocking Period:** means the period system capture the break start time and end time.
 E.g., When set 10 minutes, and break start clock time is 12:12, then system will capture the time after 12:24 as break start end clock time.
- **Break End Clocking Minutes:** means the flexible minutes of break end time.
 E.g., When set 15 minutes, and break end time is 13:00, then employee's clock records during 12:45 to 13:15 will all regard as break end time. And then system will take the nearest clock record to be the break end clock time.
 If clock time is 12:30, 12:46, 12:59. 13:01, 13:16, system will regard 12:46, 12:59. 13:01 as break end time. And then take 12:59 as break end clock time. (both 12:59 and 13:01 is 1 minute different from 13:00, system will take the earlier one.)

Notes:

1. When set this method, part 1 still need to be set. Part 2 will be the additional function based on part 1.
2. When employee only have one of break start clock time and break end clock time, system will regard it as odd (abnormal attendance).

3. Example

When set break time as below:

The screenshot shows a configuration form for a break. The 'Code' field contains 'A'. The 'Name' field contains '12:30-13:30'. Under 'Break Type', 'Fixed Break Start and Break End' is selected. The 'Break Start' is set to '12:30' with a 'Next Day' checkbox. The 'Break End' is set to '13:30' with a 'Next Day' checkbox. The 'Break Minutes' is set to '60'. On the right side, there are three clocking options: 'Break Start Clocking Minutes' set to '15', 'Clocking Period' set to '10', and 'Break End Clocking Minutes' set to '15'.

(1) Employee clock at 12:42, 12:44, 12:48

Result: system can only get break start clock time as 12:42, no break end clock time

Reason: break start time is 12:15 to 12:45 (12:30 +/- 15 minutes), and 12:42 is much nearest to 12:30, so 12:42 is the break start clock time. The last clock time is 12:48, it's only 6 minutes later than 12:42 and not exceed "Clock Period" (10 minutes), so system cannot capture any break end clock time.

(2) Employee clock at 12:26, 12:34, 12:50

Result: system can get break start clock time as 12:34, break end clock time as 12:50

Reason: break start time is 12:15 to 12:45 (12:30 +/- 15 minutes), and both 12:26 and 12:34 are close to 12:30, and system will take the later one as 12:34. The last clock time is 12:50, it's 16 minutes later than 12:34 and exceed "Clock Period" (10 minutes), so system will capture 12:50 as break end clock time.

(3) Employee clock at 12:26, 12:30, 12:46, 12:59. 13:01, 13:16, 13:32

Result: system can get break start clock time as 12:30, break end clock time as 13:32

Reason: break start time is 12:15 to 12:45 (12:30 +/- 15 minutes), system will take the latest one as 12:30. Break end time is 13:15 to 13:45 (13:30 +/- 15 minutes), system will take the latest one as 13:32. And 13:32 is 62 minutes later than 12:30 and exceed "Clock Period" (10 minutes). So, system will capture 13:32 as break end clock time.

3.3 Flexible Break

Flexible Break has no fixed Start and Break End time. It will calculate total working hours and then minus break hours.

The screenshot shows a configuration form for a Flexible Break. It contains the following fields and options:

- Code:** A
- Name:** 12:30-13:30
- Break Type:** Two radio buttons are present. The first is "Fixed Break Start and Break End" (unselected). The second is "Flexible Break" (selected and highlighted in yellow).
- Min Time Hours:** A dropdown menu showing the value 5.
- Break Minutes:** A dropdown menu showing the value 60.

1. **Min Time Hours:** system will deduct break hours when total working hours is larger than “Min Time Hours”
2. **Break Minutes:** system will deduct this break minutes from total working hours

E.g., Set “Min Time Hours” as 5, and “Break Minutes” as 60.

When employee clock at 09:00 and 21:00, the total working hours are 12 hours.

12 hours is larger than 5 hours (Min Time Hours), then system will deduct 60 minutes from total working hours as 11 hours.

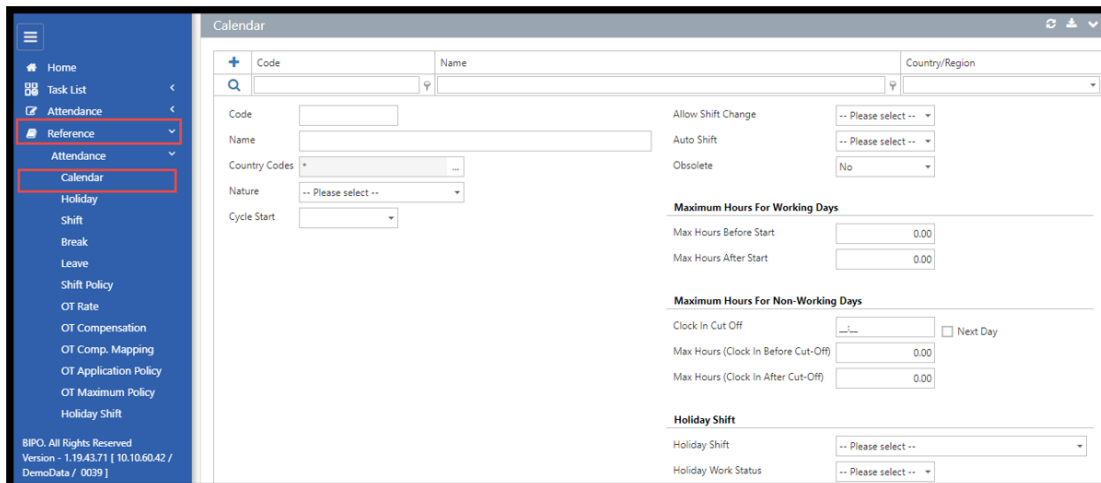
This is another view of the Flexible Break configuration form, showing the same fields and options as the previous screenshot:

- Break Type:** "Fixed Break Start and Break End" (unselected) and "Flexible Break" (selected and highlighted in yellow).
- Min Time Hours:** 5
- Break Minutes:** 60

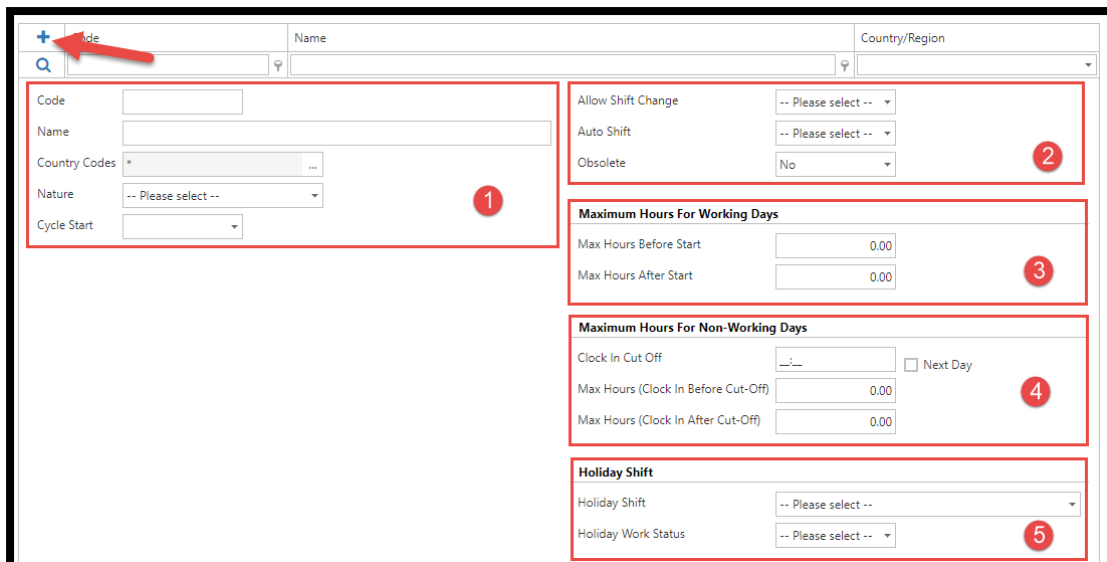
4 Calendar

Calendar is consisting of shifts. Calendar will have the cycle period of shift. For example, calendar can consist of 7 days’ shift, when set this calendar of employee, employee will follow this 7-day-shift from join date, no need to set daily shift separately. After setting up Calendar, you can refer to [this section](#) for the assignment of Calendar to Employees.

Access: Attendance Module > Reference > Attendance > Calendar



4.1 Calendar Setup



1. **Code:** code should be unique of each calendar
2. **Name:** calendar name, this name can be displayed in employee master
3. **Country/Region:** can decide which country or region can use this calendar, default is all countries.
4. **Nature:** there are three natures used in China
 - **Comprehensive Working Hours:** calculate working hours by month. The hours exceed monthly working hours (this hour will be set by company) will be calculated as OT hours.
 - **Flexible Working Hours:** this will usually use for high level manager who has no regular working time. The working hours will not have OT in weekdays and

weekends, only have OT in holiday. And they will not have any lateness or absent.

- **Standard Working Hours:** this is the most working hours used by employee. Employee need to follow the work start time and end time. They can have OT in weekdays, weekends and holidays. And they will have any lateness or absent. These working hours will connect to employee master – attendance, employee of Flexible Working Hours can only select the shift of Flexible Working Hours.

5. **Cycle Start:** means the start date of this calendar (please be aware of this start date. If start date is Monday, please take note as Saturday and Sunday need to set OFF shift as normal setting)
6. **Allow Shift Change:** means whether allow employee apply to change shift. If allow, then employee need to apply and then go through workflow.
7. **Auto Shift:** this is used for system auto set shift based on last shift setting. E.g. if set employee work from Tuesday to Saturday, and have rest on Sunday and Monday, then system will auto set shift as this pattern.
8. **Obsolete:** If select this field as “Y”, then this calendar cannot be used anymore. Note that this field can only change to Y when no employee is using this calendar now.
9. **Maximum Hours for Working Days**
 - **Max Hours Before Start:** this is the period to capture clock in time in working days.
E.g. when “Max Hours Before Start” is 8 hours, “Normal Start” is 09:00, then employee clock from 01:00 to 09:00 will regard as Clock-In Time in working days.
 - **Max Hours After Start:** this is the period to capture clock out time in working days.
E.g. when “Max Hours After Start” is 12 hours, “Normal Start” is 09:00, then employee clock from 09:00 to 21:00 will regard as Clock-Out Time in working days.
10. **Maximum Hours for Non-Working Days**

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- **Clock In Cut Off:** this field is used to set time to set the period capturing clock in time in off days. It will connect to below two fields.
- **Max Hours (Clock In Before Cut-Off):** this is the period to capture clock in time in off days.
E.g., when “Max Hours (Clock In Before Cut-Off)” is 3 hours, “Clock In Cut Off” is 12:00, then employee clock from 09:00 to 12:00 will regard as Clock-In Time in off days.
- **Max Hours (Clock In After Cut-Off):** this is the period to capture clock out time in off days.
E.g., when “Max Hours (Clock In After Cut-Off)” is 12 hours, “Clock In Cut Off” is 12:00, then employee clock from 12:00 to 00:00+ will regard as Clock-Out Time in off days

11. Holiday Shift

- **Holiday Shift:** this is to set the shift in holiday. Usually, will set OFF shift in this field, which means employee no need to work on this holiday.
- **Holiday Work Status:** decide the work status of holiday. If select OFF shift in “Holiday Shift”, then need to follow this shift and set “O” in this field.

4.2 Calendar Pattern and Shifts for Non-Working Days

After setting the above, click on the “Update” button and system will display two new sections “Calendar Pattern” and “Shifts For Non-Working Days”.

Code: 5D-CN-0900
 Name: Normal 5 Days_09:00-18:00
 Country Codes: *
 Nature: Standard Working Hours
 Cycle Start: 2000-01-02

Allow Shift Change: Yes
 Auto Shift: -- Please select --
 Obsolete: No

+	Day No	Shift	Day Weight
	1	OFF - Off	0.00
	2	CN_0900 - CN 9:00-18:00	1.00
	3	CN_0900 - CN 9:00-18:00	1.00
	4	CN_0900 - CN 9:00-18:00	1.00
	5	CN_0900 - CN 9:00-18:00	1.00
	6	CN_0900 - CN 9:00-18:00	1.00
	7	OFF - Off	0.00

Page 1 of 1 (7 items) | Page size: 366

+	No.	Shift
	1	CN_0900 - CN 9:00-18:00

Page 1 of 1 (1 items) | Page size: 10

Maximum Hours For Working Days
 Max Hours Before Start: 0.00
 Max Hours After Start: 0.00

Maximum Hours For Non-Working Days
 Clock In Cut Off: --:-- Next Day
 Max Hours (Clock In Before Cut-Off): 0.00
 Max Hours (Clock In After Cut-Off): 0.00

Holiday Shift
 Holiday Shift: -- Please select --
 Holiday Work Status: -- Please select --

Calendar Pattern

This section is to set the calendar pattern for this work calendar, whether it will be 4 working days pattern, 5 working days pattern, etc.

Day No: this is sequence of shift setting in calendar pattern. Please be aware of the “Cycle Start” date to set the pattern.

Shift: can select shifts (setting in Attendance Module > Reference > Attendance > Calendar)

Day Weight: if the shift is full-day shift, then the day weight will auto display 1; if the shift is off shift, then the day weight will auto display 0.

Shifts For Non-Working Days:

This section in this field need to set a **Full-day shift**. This shift is used for employee to apply OT on OFF days. Then system can get the normal start and normal end of OFF day (OFF day has no normal start and end time)

Example:

This calendar’s cycle start date is 2001-01-02 (Tuesday), so the calendar pattern is: employee need to work from 09:00 to 18:00 on Wednesday to Sunday, and have rest on Monday and Tuesday (Calendar Pattern Section).

When employee has OT on OFF day, he will follow the shift from 09:00 to 18:00 to calculate the OT hours (Shift for Non-Working Days Section).

If employee clocks at 09:00, 23:00, 01:00+ and 02:00+ on Wednesday, then the clock-in time will be 09:00 and 01:00+ (02:00+ exceed the “Max Hours After Start” under Maximum Hours for Working Day Section).

If employee clocks at 08:00, 09:00, 23:00, 01:00+ and 02:00+ on Monday, then the clock-in time will be 09:00 and 23:00. (08:00 is exceed the “Max Hours (Clock In Before Cut-Off)”, 01:00+ and 02:00+ are exceed the “Max Hours (Clock In After Cut-Off)” Maximum Hours for Non-Working Day Section).

Code: 5D-CN-0900
 Name: Normal 5 Days_09:00-18:00
 Country Codes: *
 Nature: Standard Working Hours
 Cycle Start: 2000-01-02

Day No	Shift	Day Weight
1	OFF - Off	0.00
2	CN_0900 - CN 9:00-18:00	1.00
3	CN_0900 - CN 9:00-18:00	1.00
4	CN_0900 - CN 9:00-18:00	1.00
5	CN_0900 - CN 9:00-18:00	1.00
6	CN_0900 - CN 9:00-18:00	1.00
7	OFF - Off	0.00

Shifts For Non-Working Days

No.	Shift
1	CN_0900 - CN 9:00-18:00

Maximum Hours For Working Days

Max Hours Before Start: 8.00
 Max Hours After Start: 16.00

Maximum Hours For Non-Working Days

Clock In Cut Off: 12:00 Next Day
 Max Hours (Clock In Before Cut-Off): 3.00
 Max Hours (Clock In After Cut-Off): 12.00

Holiday Shift

Holiday Shift: OFF - Off
 Holiday Work Status: Off

4.3 Break

This section is only available in *Calendar Master* when system config “RosterVersion” is set as 2.

Calendar
🔄 📄 ⌵

+ Code	Name	Country/Region
🔍 R001		
🔧 R001	Office	HK

Code: R001

Name: Office

Countries/Regions: HK

Nature: -- Please select --

Cycle Start: 28-11-2016

Cycle Type: -- Please select --

Split Shift: -- Please select --

Obsolete: No

Calendar Pattern

+		Day No	Day Type	Day Weight
🔧	🗑️	1	F - Full Day	1.00
🔧	🗑️	2	F - Full Day	1.00
🔧	🗑️	3	F - Full Day	1.00
🔧	🗑️	4	F - Full Day	1.00
🔧	🗑️	5	F - Full Day	1.00
🔧	🗑️	6	H - Half Day	0.50
🔧	🗑️	7	O - Off Day	0.00

Page 1 of 1 (7 items) Page Size 20

Shift Policy

Shift Policy: -- Please select --

Allow Shift Change: -- Please select --

OT Policy

	Work	Off
OT End Before	0.00	
OT Start After	0.00	
OT Min Before	0.00	
OT Min After	0.00	
OT Min Total	0.00	
OT Max Before	0.00	
OT Max After	0.00	
OT Max Total	0.00	

Maximum Hours For Working Days

Max Hours Before Start: 0.00

Max Hours After Start: 0.00

Maximum Hours For Non-Working Days

Clock In Cut Off: [Time]

Max Hours (Clock In Before Cut-Off): 0.00

Max Hours (Clock In After Cut-Off): 0.00

Off Day Max Hours From Previous Day: 0.00

Off Day Max Time: [Time]

Default Working Hours

Type	Normal Start	Next Day	Normal End	Next Day
Full Day	[Time]	<input type="checkbox"/>	[Time]	<input type="checkbox"/>
Half Day	[Time]	<input type="checkbox"/>	[Time]	<input type="checkbox"/>

Break

+	No.	Break	Day Type
🔧	1	FB - FLEXI BREAK	F - Full Day

Page 1 of 1 (1 items) Page Size 20

Save and Copy Update Delete Close

Page 1 of 1 (1 items) Page Size 20

System allows only 1 Break Code per Day Type when system config "BreakDisplay" is set as 0, 1, 2 or 3.

When "BreakDisplay" is set to value = 4, system allows adding of more than 1 and maximum 2 Break Code per Day Type, as shown:

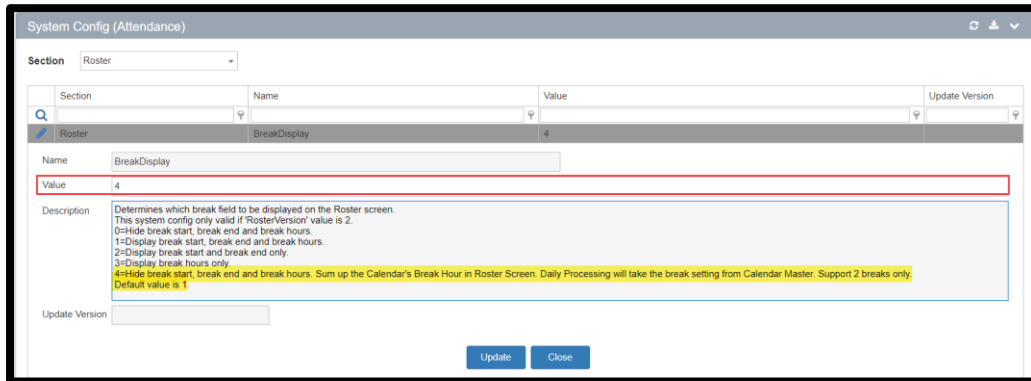
Break

+	No.	Break	Day Type
🔧	1	BK01 - Break Time from 12:00-13:00	F - Full Day
🔧	2	BK02 - Break Time from 13:00-14:00	F - Full Day
📄	3	PH_BK01 - Break Time 01	F - Full Day

Max two shift breaks is allowed.

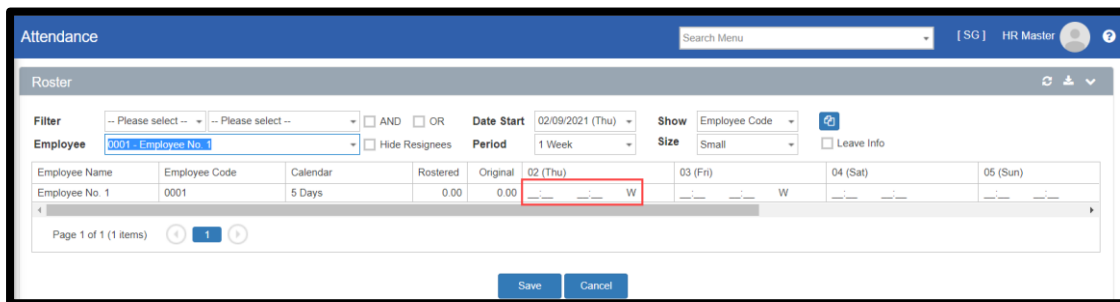
Page 1 of 1 (2 items) Page Size 10

Access: System > Config > Attendance > Roster > Break Display

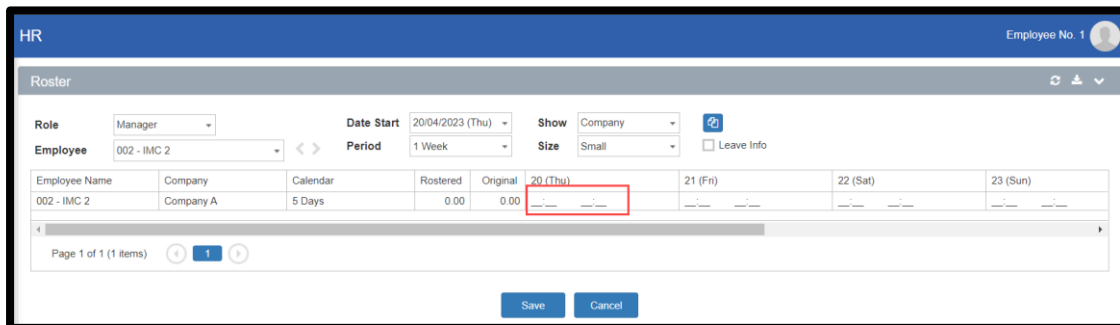


After enabling BreakDisplay = 4, Break Start (BS) and Break End (BE) will not be displayed in Roster screen (Admin and ESS site). Besides, during Daily Processing, system will consider all Break Codes set in Calendar Master's Break section.

Access: Attendance > Roster > Roster







Access: ESS > HR > Attendance > Roster



4.4 Leave Calculation with Breaks

Leave Hours exclude the sum of Break Hours from Calendar Master screen.

Access: Attendance Module > Reference > Attendance > Calendar

Break			
	No.	Break	Day Type
 	1	BK01 - Break Time from 12:00-13:00	F - Full Day
 	2	BK02 - Break Time from 13:00-14:00	F - Full Day

Page 1 of 1 (2 items) 1 Page Size 10

Access: Leave Module > Leave > Leave Record

Leave Test Hourly Leave

Building Name -

Age 32 yrs 04 mths

Leave Start* Separate Day

Leave End*

Time Start*

Time End*

Leave Hours

Backup

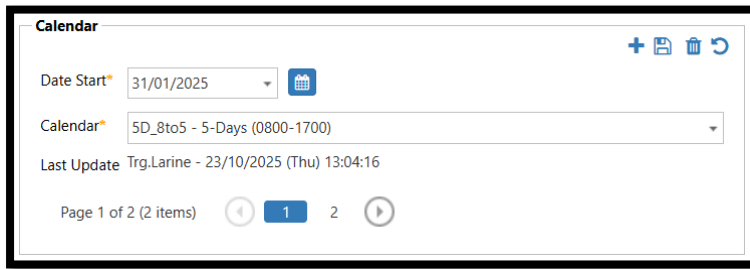
Note:

Applies when system config *BreakDisplay* = 4 and for *Hourly Leave* only.

4.5 Calendar Assignment to Employee Master

Once the Calendar Master has been fully configured, it can be assigned to employees via the Employee Master. Assigning a calendar ensures that the employee follows the defined shift patterns as per the selected calendar.

Access: Personnel Module > Personnel > Employee > Tab: Attendance Tab



Steps to assign Calendar:

- Click the ‘+’ button to add a new calendar entry for the employee.
- Specify the Calendar Code and the effective date the employee should begin following the calendar.

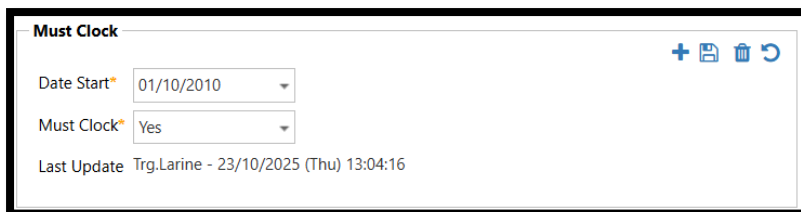
Referring to the screenshot above: The employee followed Calendar Code ‘5D_8to5’ starting from 31-Jan-2025.

4.5.1 Other Important Notes: Must Clock

Must Clock controls how the system decides whether an employee is marked as Absent based on their clock-in and clock-out records. This setting is one of the most important parts of the Attendance setup because it directly affects payroll, OT, and attendance results.

Note: Result will be shown after daily processing.

Access: Personnel Module > Personnel > Employee > Attendance Tab



Setting	What it means
Must Clock = Yes	Employees must have valid clock-in and clock-out. Missing or late clocking can cause them to be marked absent.
Must Clock = No	Clocking is not mandatory. Employees will not be marked absent even if they do not clock.
Must Clock = No (OT)	Similar to Must Clock = No , but the system still checks clock-

Computed) in time to decide if part-day absence should be applied.

Note: For Must Clock = No (OT Computed), if the employee clocks in after the first half ends and before or at normal end time, the system will mark 1st half absent.

Clock In	Clock Out	Must Clock = Yes	Must Clock = No	Must Clock = No (OT Computed)
09:00	18:00	Not Absent	Not Absent	Not Absent
-	-	Absent	Not Absent	Not Absent
09:00	-	Not Absent	Not Absent	Not Absent
-	18:00	1st Half Absent	Not Absent	1st Half Absent
10:10	17:50	Not Absent	Not Absent	Not Absent
10:10	-	Not Absent	Not Absent	Not Absent
-	17:50	1st Half Absent	Not Absent	1st Half Absent
14:10	18:00	1st Half Absent	Not Absent	1st Half Absent
10:10	12:58	2nd Half Absent	Not Absent	2nd Half Absent

5 Hourly and Daily Leave Application

System allows *Hourly* and *Daily Leave* to be applied on the same day with validation on *1st Half* and *2nd Half*.

Note:

Applies when system config *RosterVersion* = 2 only.

1st Half and *2nd Half Time Start* and *End* will be depending on the system config *BreakDisplay* value, as follows:

- If system config *BreakDisplay* = 0, 1 or 2, then *1st Half* will be *Roster Time Start* to *Roster Break Start*; *2nd Half* will be *Roster Break End* to *Roster Time End*.
 - If *Roster* has no data, then *1st Half* will be *Calendar Normal Start* to *Calendar Break Start*; *2nd Half* will be *Calendar Break End* to *Calendar Normal End*.
- If system config *BreakDisplay* = 3 or 4, then *1st Half* will be *Roster Time Start* to *Calendar Break Start*; *2nd Half* will be *Calendar Break End* to *Roster Time End*.
 - If *Roster* has no data, then *1st Half* will be *Calendar Normal Start* to *Calendar*

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Break Start; 2nd Half will be Calendar Break End to Calendar Normal End.

- For example, *BreakDisplay = 1*; employee's Calendar Normal Start = 09:00; Calendar Break= 12:00 to 13:00; and no Roster assigned on that day.

The employee will be able to apply Hourly Leave from 13:00 to 14:00 (falls within 2nd Half) even though he/ she had applied Daily Leave (1st Half) previously.

Leave Record

Filter: -- Please select -- | -- Please select -- | AND OR | Date Start: 02-01-2022 (Sun)

Employee: 1001 - 1001 1001 | Hide Resignees | Date End: 31-12-2023 (Sun)

Leave	Date Start	Date End	Taken	Unit Type	Status
Test Hourly Leave					

Building Name: - | Age: 32 yrs 04 mths

Leave Start*: 03-05-2023 | Separate Day

Leave End*: 03-05-2023

Time Start*: 13:00

Time End*: 14:00

Leave Hours: 1

Backup: -- Please select --

Attachment*: ...

CC List: ...

Status

Taken	Pending Approval	Balance
0.00	0.00	96.00

Approval

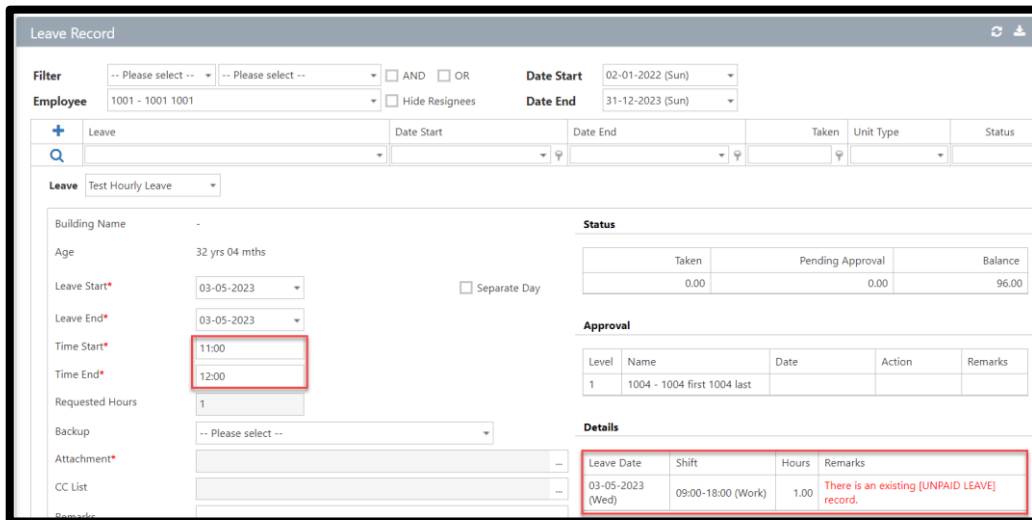
Level	Name	Date	Action	Remarks
1	1004 - 1004 first 1004 last			

Details

Leave Date	Shift	Hours	Remarks
03-05-2023 (Wed)	09:00-18:00 (Work)	1.00	

Public

On the other hand, the employee will not be able to apply *Hourly Leave* from 11:00 to 12:00 (falls within 1st Half) when he/ she had applied Daily Leave (1st Half) previously.



6 Identifying Roster Version

Roster can be categorized into two versions:

- Version 1: Shift Master Version – allows admin, manager and employee to import Shift, Work Status or both depending on the configuration in the system config “ApplyRosterForSelf” and “RosterThroughWorkflow (**Access: System > Config > Attendance > Roster**)
- Version 2: Without Shift Master – data cannot be imported using roster import. The importing process will be under **Access: Personnel Module > Personnel > Utility > Append Employee > Calendar Detail**. Version 2 cannot be used for “ApplyRosterForSelf” and “RosterThroughWorkflow”. However, admin can maintain the Normal Start, Normal End, Work Status, Break Start and Break End.

We can set and identify the Roster Version by accessing **System > Config > Attendance > Roster**

The screenshot shows the 'System Config (Attendance)' interface. The 'Section' is set to 'Roster'. A table lists configuration items:

Section	Name	Value
Roster	RosterVersion	1

Below the table, the configuration details for 'RosterVersion' are shown:

- Name: RosterVersion
- Value: 1
- Description: Determines which Roster Version to be used. 1= Shift Master Version, 2= Without Shift Master (New Version). Default is 1.

Buttons for 'Update' and 'Close' are visible at the bottom right.

7 Roster Import Version 1

Roster Import V1 allows admin to change:

- Shift
- Work Status
- Both

Access: Attendance Module > Attendance > Roster > Roster Import

The screenshot shows the 'Roster Import' form with the following steps:

- Step 1:** Append from Excel/CSV
- Step 2:**
 - Source Type: Shift
 - File Type: Excel File
 - Uploaded Files: (Empty field)
 - Select multiple files... Browse

Under the 'Upload' section, it lists 'Excel Fields: EmployeeCode, RosterDate, Shift' and instructs the user to 'Please click Step 1 to export Excel Template.' Buttons for 'Next' and 'Process' are at the bottom right.

User may select the *Export Excel Template* under Step 1 (with or without checking the *Export With Data* field).

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Roster Import

Step 1 Export Excel Template ▼

Step 2

Source Type Shift ▼

Field Selection * ...

Date Start 01-05-2023 ▼

Date End 31-05-2023 ▼

Export With Data

System will generate the import roster template accordingly for *Shift* Source Type, as shown:

EmployeeCode	2021-10-01	2021-10-02	2021-10-03	2021-10-04	2021-10-05	2021-10-06	2021-10-07	2021-10-08	2021-10-09	2021-10-10	2021-10-11	2021-10-12	2021-10-13	2021-10-14	2021-10-15	2021-10-16	2021-10-17	2021-10-18	2021-10-19	2021-10-20	2021-10-21	2021-10-22	2021-10-23	2021-10-24	2021-10-25	2021-10-26	2021-10-27	2021-10-28	2021-10-29	2021-10-30	2021-10-31
--------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------

System will also generate the Example and Shift Legend in Legend Sheet in the same exported template file, as follows:

File Home Insert Page Layout Formulas Data Review View						
114						
	A	B	C	D	E	F
1	Example					
2	EmployeeCode	yyyy-mm-dd	yyyy-mm-dd	yyyy-mm-dd		
3	<EmployeeCode>	<ShiftCode>	<ShiftCode>	<ShiftCode>		
4						
5	ShiftCode	ShiftName	CountryCode	NormalStart	NormalEnc	WorkStatus
6	Shift1	Shift 1	*	09:00	18:00	W
7	Shift2	Shift 2	*	08:30	17:30	W
8	Shift3	Shift 3	*	08:00	17:00	W
9	OFF	OFF	SG			O
10	REST	REST	SG			R
11						
12						
13						
14						
15						
16						

Sheet1 Legend (+)

Public

Field Selection: allows users to select *Fields* (i.e., *Spare Organization Structure* fields that are in used, specific field from *Employee Master* including *EmployeeName*, *CompanyCode*, *DepartmentCode*, *DesignationCode*, *CostCentreCode*, *EmploymentTypeCode*, *LocationCode*, *BranchCode*, *DateJoin*, *Date Resign*, *ManagerCode*, *Manager Custom 1 to 9*) to include when exporting an excel file template.

Once the data has been populated, user may select the *Append from Excel/CSV* under Step 1 to perform the Roster Import.

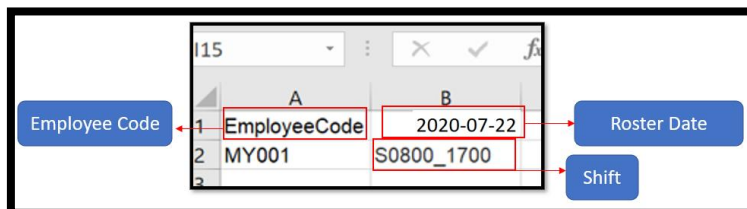
Note:

Date Start and *Date End* should not exceed 31 days.

7.1 Shift Import

Date format should be:

- YYYY-MM-DD



7.2 Work Status Import

Date format should be:

- YYYY-MM-DD

	A	B
1	EmployeeCode	2020-07-22
2	MY001	R

7.3 Import Both (Shift and Work Status)

Date format should be:

- YYYY-MM-DD

	A	B	C
	EmployeeCode	FieldName	2020-07-23
	MY001	WorkStatus O	
	MY001	ShiftCode OFF	

7.4 Validation on Shift Code

When *Roster* is imported via *Roster Import* menu, system will apply validation on *Shift Code* based on *Shift Master Employee Range*.

For example, *Employee Range* in *Shift Code* – “*Shift_AL*” is set as applicable to employees where *Company Code* is “*BIPOSG*” only.

Access: Attendance > Reference > Attendance > Shift

While performing *Roster Import* for employees from Company *BIPOSG* (Employee Code= 1001) and Company *BIPOAU* (Employee Code= AU0001C), system will allow only employees from Company *BIPOSG* to be rostered with shift “*Shift_AL*”. While employees from Company *BIPOAU* will not be allowed and “Shift Code not found” message will be displayed under Remarks, as follows:

Valid:	Invalid:	EmployeeCode	Employee Name	RosterDate	Shift	Remarks
		AU0001C	AU Employee 0001	01-05-2023	Shift_AL	Shift Code not found
		1001	1001 1001	01-05-2023	Shift_AL	

Note:

The validation applies to both ESS and Admin Roster Import.

7.5 Roster Menu

After successfully importing the roster, results will be reflected in *Roster* menu.

Access: Attendance Module > Attendance > Roster > Roster

Employee Name	Length Service of Position	Calendar	Rostered	Original	Working Pattern Period	22 (Wed)	23 (Thu)	24 (Fri)
		5-Days (1000-1900)	36.00	45.00	Not Applicable	S0800_1700 W	OFF	O S10

Roster Menu – Leave Info

Employee leave can also be displayed in the Roster menu. Tick “Leave Info” to show leave data per date.

Employee Name	Length Service of Position	Calendar	Rostered	Original	Working Pattern Period	22 (Wed)	23 (Thu)	24 (Fri)
		5-Days (1000-1900)	36.00	45.00	Not Applicable	S0800_1700 W [F] SL	OFF	O S10

Admin can also generate the excel file with the following Leave Information of the roster by clicking the download icon on the upper right of the screen.

Employee Name	Employee Code	Calendar	Rostered	Original	29 (Tue)	30 (Wed)	01 (Thu)	02 (Fri)	03 (Sat)	04 (Sun)	05 (Mon)
	MY001	5-Days (1000-1900)	45.00	45.00	S1000_1900 W	S1000_1900 W	S1000_1900 W	S1000_1900 W	OFF	O REST	R S1000_1900 W

A	B	C	D	E	F	G	H	I	J	K	L
EmployeeCode	EmployeeName	CalendarCode	CalendarName	LengthOfServicePosition	Rostered	Original	WorkingPatternPeriod	2020-07-22	Leave Info	2020-07-23	Leave Info
		5D_10to7	5-Days (1000-1900)		36	45		S0800_1700	[F] SL	OFF	

7.6 ESS (Only Applicable for Version 1)

Manager

If the roster can only be applied by the manager (employee cannot apply roster by themselves). Admin needs to set *ApplyRosterForSelf* as N and *RosterThroughWorkflow*

as 1 or 2 (separated by country) in system config.

Access: System > Config > Attendance > Roster

System Config (Attendance)			
Section: Roster			
	Section	Name	Value
	<input type="text"/>	<input type="text" value="roster"/>	<input type="text"/>
	Roster	RosterVersion	1
	Roster	RosterThroughWorkflow	* = 1
	Roster	RestrictRosterEditBy	
	Roster	ApplyRosterForSelf	N

Notes:

1. If *RosterThroughWorkflow* is set as 1, Manager will be able to update Roster through Apply Roster only, but not Roster screen.
2. If *RosterThroughWorkflow* is set as 2, Manager will be able to update Roster through both Apply Roster and Roster screen.

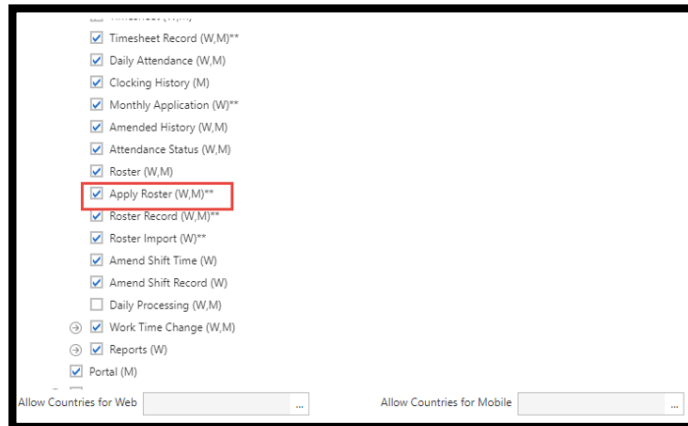
Since *RosterThroughWorkflow* has been set to 1 or 2, admin also needs to configure the workflow setup for Roster Apply.

Access: Setup > Workflow > Workflow Setup

Workflow Setup							
Workflow Type: Roster Apply							
No.	Name	Level	Level Type	Level Number	Type	CC List	CC Email
1	Roster Approval	Roster Approval	Employee	1	Operation Workflow		

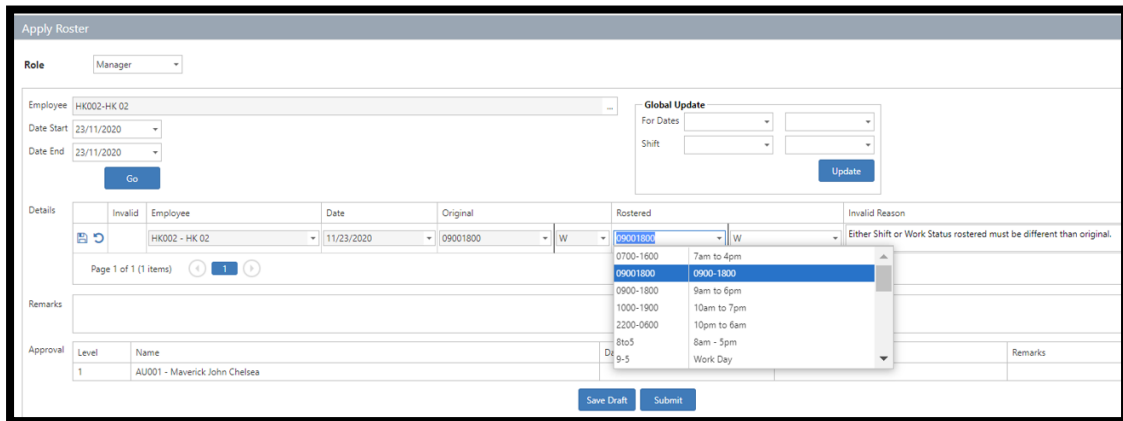
Apply Roster should be added in *Web Access* to enable in ESS.

Access: Setup > Security > Web Access



Only managers can apply the roster for their subordinates.

Access: ESS (Manager) > Attendance > Apply Roster

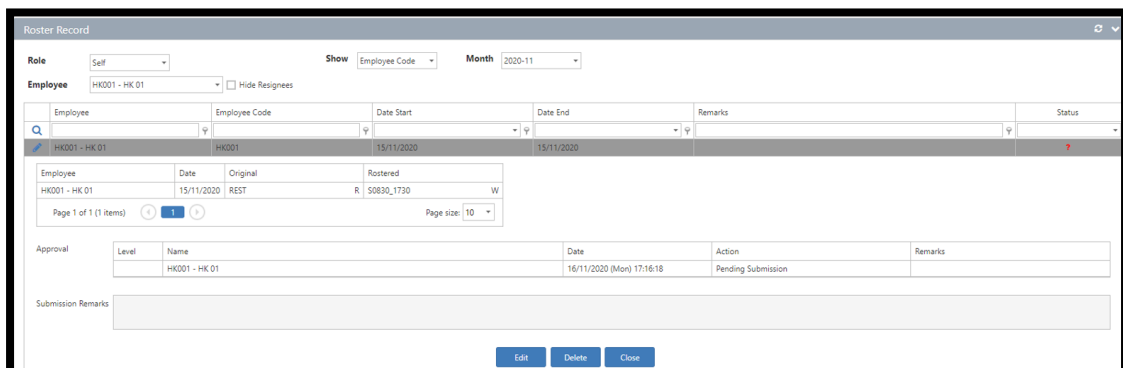


7.7 Roster Record Menu

Manager can see all the records of subordinates in Roster Record menu as well as the admin.

Access:

- **Attendance > Roster > Roster Record**
- **ESS (Manager) > Attendance > Roster Record**



Manager can also import their subordinates' roster in ESS.

Access: ESS (Manager) > Attendance > Roster Import

Employee

If the manager or employee can apply for roster, admin needs to set *ApplyRosterForSelf* as Y and *RosterThroughWorkflow* as 1 or 2 (separated by country) in system config.

Note:

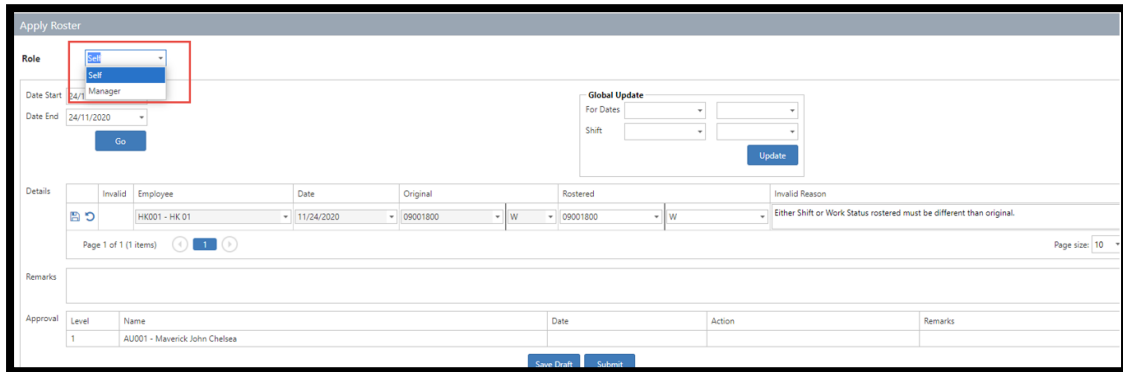
Employee can update Roster through Apply Roster screen only, regardless of whether *RosterThroughWorkflow* is set as 1 or 2.

Access: System > Config > Attendance > Roster

Section	Name	Value
Roster	RosterVersion	1
Roster	HolidayShiftCode	
Roster	MaximumBackdateDay	
Roster	RosterThroughWorkflow	*= Y
Roster	DisplayFilter	Y
Roster	SkipValidationForOTRecords	N
Roster	SkipValidationForLeaveCodes	
Roster	AdjacentHours	0
Roster	ShowOrgStructureField	Y
Roster	RestrictRosterEditBy	
Roster	DefaultLeaveInfo	N
Roster	DisplayAdjustColumn	N
Roster	MaximumAfterDateDay	
Roster	ApplyRosterForSelf	Y

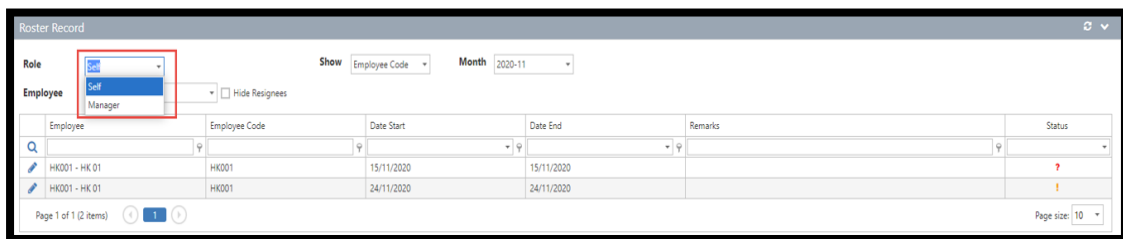
There will be 2 roles in *Apply Roster*.

Access: ESS > Attendance > Apply Roster



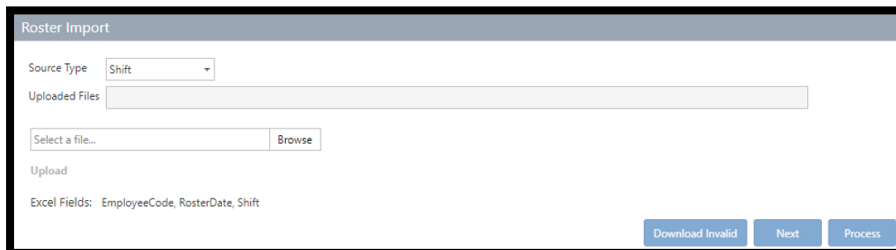
The records (for yourself and subordinates) will be displayed in *Roster Record* menu.

Access: ESS > Attendance > Roster Record



Employee will now be able to import roster in ESS.

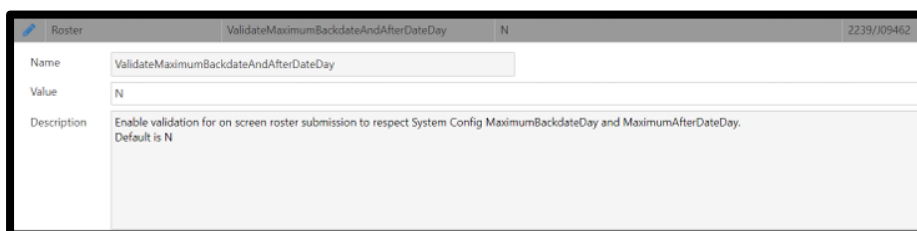
Access: ESS > Attendance > Roster Import



7.7.1 Validation of Backdate and Future Date Roster

Roster screen validation on backdate and future date can be enabled by setting system config *ValidateMaximumBackdateAndAfterDateDay* to 'Y'.

Access: System > Config > Attendance > Section: "Roster:" > ValidateMaximumBackdateAndAfterDateDay



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If enabled, Roster screen (i.e., Admin and ESS Roster and Roster Import screen) will respect system config *MaximumBackdateDay* and *MaximumAfterDateDay*.

Access: System > Config > Attendance > Section: "Roster" > MaximumAfterDateDay & MaximumBackDateDay

The screenshot shows the 'System Config (Attendance)' interface. The 'Section' dropdown is set to 'Roster'. Below it is a table with columns for 'Section', 'Name', and 'Value'. Two rows are visible:

Section	Name	Value
Roster	MaximumBackdateDay	*=3
Roster	MaximumAfterDateDay	*=5

For example, system config *ValidateMaximumBackdateAndAfterDateDay* is set as *Y*, *MaximumBackDateDay* is set as **=3* and *MaximumAfterDateDay* is set as **=5*. This implies that system allows only Roster Date in the past 3 days and 5 days in advance.

8 Roster Import Version 2

Admin needs to create a Calendar to be assigned in the employee master. There are two ways to access the Calendar:

- **Access: Personnel Module > Reference > Assignment > Calendar**
- **Access: Attendance Module > Reference > Attendance > Calendar**

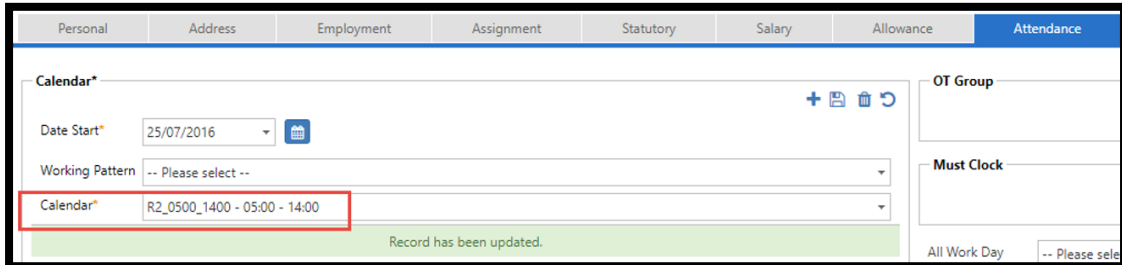
The difference between these two paths is that the Calendar in Personnel Module does not include the section for Shift Policy, OT Policy and Maximum Hours for Working Days.

The screenshot shows a detailed configuration screen for a calendar. It includes several sections:

- General Info:** Code (82_0500_1400), Name (05:00 - 14:00), Country Codes, Nature (Standard Working Hours), Cycle Start (27/06/2011), and Obsolete (No).
- Calendar Pattern:** A table with 5 rows, each representing a day type (F - Full Day) with a weight of 1.00.
- Shift Policy:** Includes dropdowns for Shift Policy, Holiday Work Status, and Allow Shift Change.
- OT Policy:** Includes input fields for OT End Before, OT Start After, OT Min Before, OT Min After, OT Min Total, OT Max Before, OT Max After, and OT Max Total, all set to 0.00.
- Default Working Hours:** Includes input fields for Normal Start (05:00), Normal End (14:00), Half Day (09:00), and checkboxes for 'Next Day'.
- Maximum Hours For Working Days:** Includes input fields for Max Hours Before Start and Max Hours After Start, both set to 0.00.
- Maximum Hours For Non-Working Days:** Includes an input field for Clock In Cut Off.

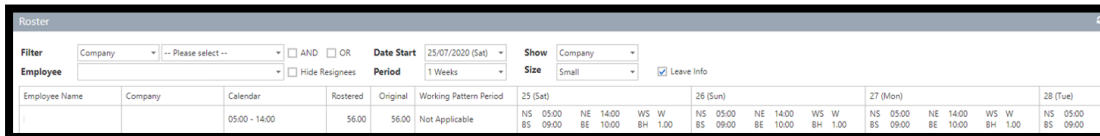
Upon creating the Calendar, admin needs to assign it to employee in Employee Master > Attendance tab.

Access: Personnel Module > Personnel > Employee > Attendance Tab



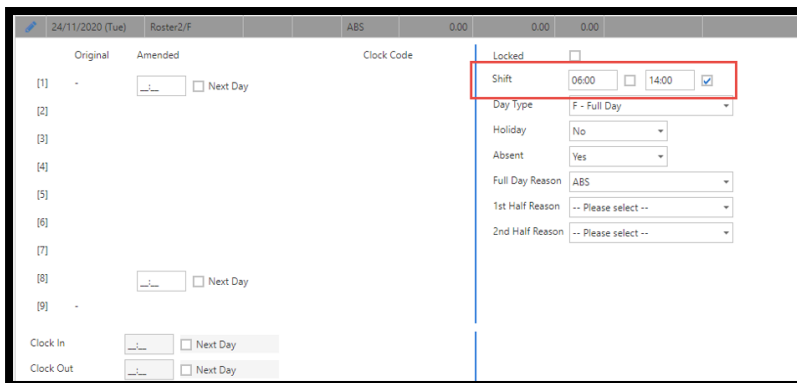
The Calendar indicated will also reflect in Roster menu after Daily Processing.

Access: Attendance Module > Attendance > Roster > Roster



Sample: If there is a change in NS (Normal Start) and NE (Normal End) to 06:00 – 14:00, the result will be as below in Daily Attendance:

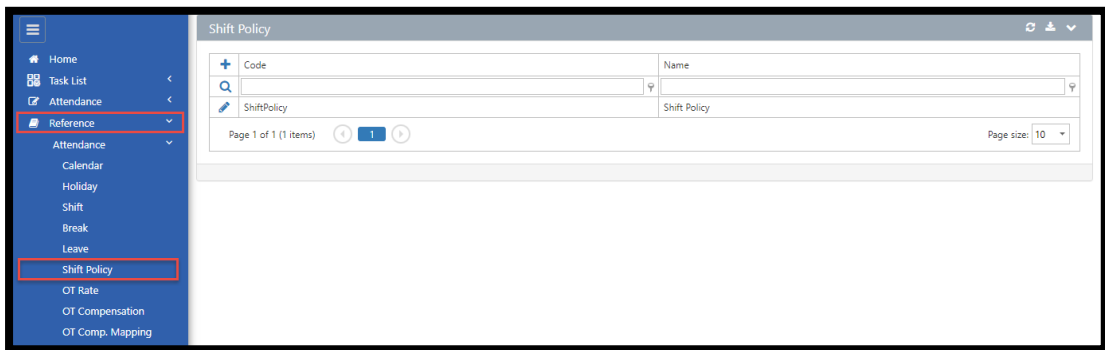
Access: Attendance Module > Attendance > Daily > Daily Attendance



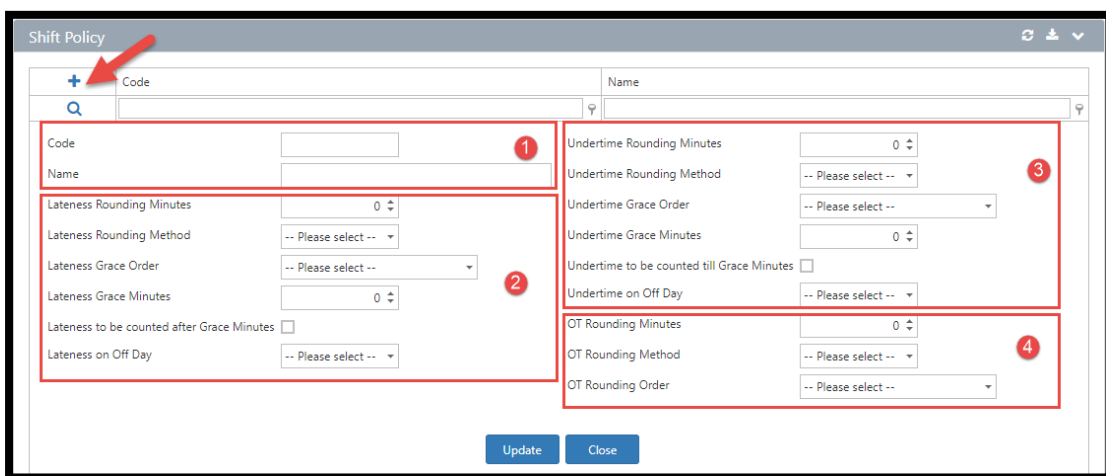
9 Shift Policy

Shift Policy is to set the lateness, undertime and OT Rounding rules of shift. This shift policy cannot be used when shift type is OFF.

Access: Attendance Module > Reference > Attendance > Shift Policy



9.1 Shift Policy Setup for Lateness



1. **Code:** code should be unique of each shift policy.
2. **Name:** shift policy name, this name can be displayed in shift set up screen.
3. **Lateness Rounding Method:**
 - **Down:** round down based on “Lateness Rounding Minutes”.
E.g. set “Lateness Rounding Minutes” as 5 minutes, when employee has lateness minutes as 4 minutes, then it will round to 0; when employee has lateness minutes as 7 minutes, then it will round to 5.

- **Nearest:** round nearest based on “Lateness Rounding Minutes”.
E.g. set “Lateness Rounding Minutes” as 5 minutes, when employee has lateness minutes as 4 minutes, then it will round to 5; when employee has lateness minutes as 2 minutes, then it will round to 0.
 - **Up:** round up based on “Lateness Rounding Minutes”.
E.g. set “Lateness Rounding Minutes” as 5 minutes, when employee has lateness minutes as 4 minutes, then it will round to 5. When employee has lateness minutes as 7 minutes, then it will round to 10.
4. **Lateness Rounding Minutes:** set rounding minutes of lateness.
 5. **Lateness Grace Order:** this will be related to “Lateness Grace Minutes”.
 - **Grace then Round:** first grace the lateness minutes based on “**Lateness Grace Minutes**”. Then round the lateness minutes based on “**Rounding Method**”.
 - **Round then Grace:** first round the lateness minutes based on “**Rounding Method**”. Then grace the lateness minutes based on “**Lateness Grace Minutes**”.
 6. **Lateness Grace Minutes:** set grace minutes of lateness.
 7. **Lateness to be counted after Grace Minutes:** if tick this checkbox, system will offset the lateness minutes with the Lateness Grace Minutes, and actual lateness will be counted after the offset. If untick this checkbox, system will perform comparison with the Lateness Grace Minutes.
 8. **Lateness on Off Date:**
 - **Yes:** if select “Yes” then system will calculate lateness on Off day.
 - **No:** if select “No” then system will not calculate lateness on Off day.

Following are the example to simulate the Lateness Policy:

Grace Then Round

Shift Policy	Values	Values
Lateness Rounding Method	Up	Up
Lateness Rounding Minutes	5	5
Lateness Grace Order	Grace Then Round	Grace Then Round
Lateness Grace Minutes	5	5
Lateness to be counted after Grace Minutes	Ticked	Unticked
Employee Lateness (Minutes)	14	14
Compare Lateness with Grace	<u>9</u> (14 – 5 (Grace Minutes) = 9, hence 9 mins lateness is used)	<u>14</u> (14 > 5 (Grace Minutes), hence 14 mins lateness is used)
Total Lateness	<u>10</u> (9 is rounded up – with 5 mins Lateness Rounding)	<u>15</u> (14 is rounded up – with 5 mins Lateness Rounding)

Round Then Grace

Shift Policy	Values	Values
Lateness Rounding Method	Up	Up
Lateness Rounding Minutes	5	5
Lateness Grace Order	Round Then Grace	Round Then Grace
Lateness Grace Minutes	5	5
Lateness to be counted after Grace Minutes	Ticked	Unticked
Employee Lateness (Minutes)	14	14
Perform Rounding	<u>15</u>	<u>15</u>

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	(14 is rounded up – with 5 mins Lateness Rounding)	(14 is rounded up – with 5 mins Lateness Rounding)
Total Lateness	<u>10</u> (15 – 5 (Grace Minutes) = 10, hence 10 mins lateness is used)	<u>15</u> (15 > 5 (Grace Minutes), hence 15 mins lateness is used)

9.2 Shift Policy Setup for Undertime

1. Undertime Rounding Method:

- **Down:** round down based on “Undertime Rounding Minutes”.
E.g., set “Undertime Rounding Minutes” as 5 minutes, when employee has undertime minutes as 4 minutes, then it will round to 0; when employee has undertime minutes as 7 minutes, then it will be rounded down to 5 minutes.
- **Nearest:** round nearest based on “Undertime Rounding Minutes”.
E.g., set “Undertime Rounding Minutes” as 5 minutes, when employee has lateness minutes as 4 minutes, then it will round to 5; when employee has undertime minutes as 2 minutes, then it will be rounded to nearest minutes which is 0.
- **Up:** round up based on “Undertime Rounding Minutes”.
E.g., set “Undertime Rounding Minutes” as 5 minutes, when employee has undertime minutes as 4 minutes, then it will round to 5; when employee has undertime minutes as 7 minutes, then it will be rounded up to 10 minutes.

2. Undertime Rounding Minutes: set rounding minutes of undertime.

3. Undertime Grace Order: this will be related to “Undertime Grace Minutes”.

- **Grace then Round:** first grace the undertime minutes based on “**Undertime Grace Minutes**”. Then round the undertime minutes based on the “Rounding Method”.
- **Round then Grace:** first round the undertime minutes based on “**Rounding Method**”, Then grace the undertime minutes based on “**Undertime Grace Minutes**”.

4. Undertime Grace Minutes: set grace minutes of undertime.

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5. **Undertime to be counted till Grace Minutes:** if tick this checkbox, system will offset the undertime minutes with the Undertime Grace Minutes, and actual undertime will be counted after the offset. If untick this checkbox, system will perform comparison with the Undertime Grace Minutes.
6. **Undertime on Off Day:**
 - **Yes:** if select “Yes” then system will calculate undertime on Off day.
 - **No:** if select “No” then system will not calculate lateness on Off day.

Following are the examples to simulate the Undertime Policy:

Grace Then Round

Shift Policy	Values	Values
Undertime Rounding Method	Up	Up
Undertime Rounding Minutes	5	5
Undertime Grace Order	Grace Then Round	Grace Then Round
Undertime Grace Minutes	5	5
Undertime to be counted after Grace Minutes	Ticked	Unticked
Employee Undertime (Minutes)	6	6
Compare Lateness with Grace	<u>1</u> (6 – 5 (Grace Minutes) = 1, hence 1 min undertime is used)	<u>6</u> (6 > 5 (Grace Minutes), hence 6 mins Undertime is used)
Total Undertime	<u>5</u> (1 min is rounded up – with 5 mins Undertime Rounding)	<u>10</u> (6 mins is rounded up – with 5 mins Undertime Rounding)

Round Then Grace

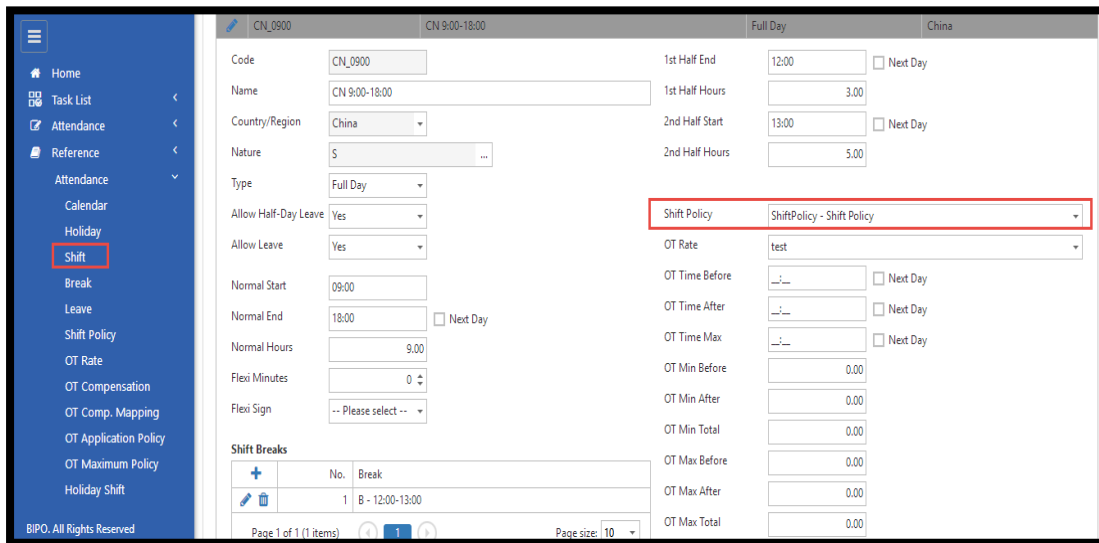
Shift Policy	Values	Values
Undertime Rounding Method	Up	Up
Undertime Rounding Minutes	5	5
Undertime Grace Order	Round Then Grace	Round Then Grace
Undertime Grace Minutes	5	5
Undertime to be counted after Grace Minutes	Ticked	Unticked
Employee Undertime	6	6
Perform Rounding	<u>10</u> (6 is rounded up – with 5 mins Undertime Rounding)	<u>10</u> (6 is rounded up – with 5 mins Undertime Rounding)
Total Undertime	<u>5</u> (10 – 5 (Grace Minutes) = 5, hence 5 mins undertime is used)	<u>10</u> (10 > 5 (Grace Minutes), hence 10 mins undertime is used)

9.3 Shift Policy Setup for Overtime

- OT Rounding Minutes:** set rounding minutes for overtime.
- OT Rounding Method:**
 - Down:** round down based on “OT Rounding Minutes”
E.g., set “OT Rounding Minutes” as 5 minutes, when employee has OT minutes of 4 minutes, then it will be rounded to 0; when employee has OT minutes of 7 minutes, then it will be rounded to 5 minutes.
 - Nearest:** round nearest based on “OT Rounding Minutes”
E.g., set “OT Rounding Minutes” as 5 minutes, when employee has OT minutes of 4 minutes, then it will be rounded to 5; when employee has OT minutes as 2 minutes, then it will be rounded to 0 minutes.

- **Up:** round up based on “OT Rounding Minutes”
E.g., set “OT Rounding Minutes” as 5 minutes, when employee has OT minutes as 4 minutes, then it will be rounded to 5; when employee has OT minutes as 7 minutes, then it will be rounded to 10 minutes.
3. **OT Rounding Order:** this will connect to “OT Rounding Minutes”
- **Round OT then allocate:** first round the individual OT minutes then allocate.
E.g., set “OT Rounding Minutes” as 5 minutes, and set “OT Rounding Method” as “Nearest”. When employee performs two OT as 2 minutes and 4 minutes in one day, then it will first do the rounding for the individual OT where the 2 minutes will be rounded to 0 minute and 4 minutes will be rounded to 5 minutes. After which the OT will be summed up, so the total OT will be 5 minutes.
 - **Allocate OT then round:** allocate the minutes then round minutes
E.g., set “OT Rounding Minutes” as 5 minutes, and set “OT Rounding Method” as “Nearest”. When employee has two OT minutes as 2 minute and 4 minutes in one day, then it will first sum the two OT minutes become 6 minutes and then rounded to the nearest minutes, which is 5 minutes. So, the total OT will be 5 minutes.

After setting the shift policy, this shift policy can be used in the shift set up. (Attendance Module > Reference > Attendance > Shift).



10 Timesheet

The Timesheet feature provides an alternative method for capturing employees' working hours. It is useful for employees who are not required to clock in/out — such as project-based workers or teams tracking overtime hours.

With Timesheet, employees can manually input their work hours into the Timesheet Record form, specifying the hours worked and associating them with projects or tasks, if applicable. Once completed, the timesheet can be submitted for approval through the system.

The fields available in a timesheet are customizable, allowing organizations to capture specific information based on their internal requirements (For example: Project codes, task types, work descriptions, etc.).

This feature is ideal for:

- Project-based roles where employees track hours by project.
- Teams needing to report overtime or off-site work.
- Flexible work arrangements without standard clocking requirements.

There are two available Timesheet Record Formats in BIPO HRMS system:

- **Version 1:** Date Fields defined in row format (A date in a row).

The screenshot shows the 'Timesheet Record' interface. At the top, there are filter options for Employee (1001 - John Tan), Date Start (01/04/2025), and Date End (14/05/2025). Below the filters is a search bar and a 'Go' button. The main table has columns: Date, Time Start, Next Day, Time End, Next Day, Hours, Shift, and Location. The 'Date' column is highlighted with a red box. The data rows show dates from 01/05/2025 to 07/05/2025, all with 0.00 hours and 'HEAD QUARTER' location.

Date	Time Start	Next Day	Time End	Next Day	Hours	Shift	Location
01/05/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0830-1730	HEAD QUARTER
02/05/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0830-1730	HEAD QUARTER
03/05/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0830-1730	HEAD QUARTER
04/05/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0830-1730	HEAD QUARTER
05/05/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0830-1730	HEAD QUARTER
06/05/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0830-1730	HEAD QUARTER
07/05/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0830-1730	HEAD QUARTER

- **Version 2:** Date Fields defined in column format (A date in a column). This version is preferred and used more often by clients.

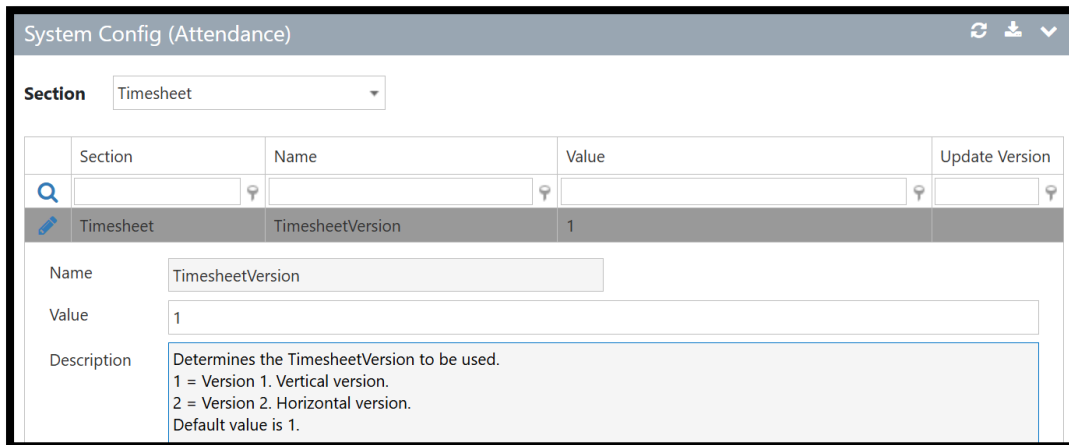
The screenshot shows the 'Timesheet Record' interface with a different configuration. The filter section includes 'Period Start' (2023-02) and 'Period End' (2023-07). The main table has columns: Total Hours, 19/05/2025 (Mon), 20/05/2025 (Tue), 21/05/2025 (Wed), 22/05/2025 (Thu), 23/05/2025 (Fri), 24/05/2025 (Sat), and 25/05/2025 (Sun). The date columns are highlighted with a red box. The 'Total Hours' column shows a value of 0.

Total Hours	19/05/2025 (Mon)	20/05/2025 (Tue)	21/05/2025 (Wed)	22/05/2025 (Thu)	23/05/2025 (Fri)	24/05/2025 (Sat)	25/05/2025 (Sun)
0							

The Timesheet version is configurable under System Config.

Note: Some functions, fields and configurations will be enabled / disabled based on the Timesheet Version; you will need to define the value accordingly.

Access: System > Config > Attendance > Section: Timesheet



A Timesheet form must be designed for the fields to be displayed in the Timesheet Record. To design the Timesheet form, setups would have to be done via:

	Timesheet form	Menu location
1	Timesheet Field Selection	Access: Setup > Setting > Field Selection > Timesheet
2	Timesheet Spare Fields	Access: Setup > Setting > Spare Field > Timesheet
3	(Timesheet V1) Timesheet Formula	Access: Attendance Module > Reference > Timesheet > Timesheet Formula

10.1 Timesheet Field Selection Setup

Timesheet Field Selection provides the flexibility to set up fields and formats for the Timesheet forms. Different Timesheet Versions supports different field selections.

	Activity / Description	Ver 1	Ver 2
1	Default Reference fields available for selection. (eg. Organisation, Spare Org 1 to 4)	✓	✓
2	Timesheet Spare Fields Character Type available for selection.	✓	✓
3	Timesheet Spare Fields Numeric Type available for selection.	✓	
4	Timesheet Spare Fields Reference Type available for selection.	✓	
5	Timesheet Spare Fields Master Type available for selection.	✓	

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	Activity / Description	Ver 1	Ver 2
6	Additional Fields: Locked, Create By, Create On, Update By, Update On, Interface Date	✓	

Access: Setup > Setting > Field Selection > Timesheet

	No.	Field	Countries/Regions	Read Access	Write Access	Mandatory	Width In %	Width In Pixel
	1	Date	*	*	*		0	100
	2	Time Start	*	*	*		0	100
	3	Time End	*	*	*		0	100
	4	Hours	*	*	*		0	80

10.1.1 Timesheet Field Selection Setup – Definitions

Field Selection

Select: Timesheet

No.	Field	Countries/Regions	Read Access	Write Access	Mandatory	Width In %	Width In Pixel
9	-- Please select --	* ...	* ...	* ...	-- Please select --	0	120

Freeze:

- No.:** Defines the Sequence number.
- Field:** Defines the field to add into timesheet record.
- Countries/Regions:** Availability of current field in countries.
- Read Access:** Determines which role will have Read Access to the current field.
- Write Access:** Determines which role will have Write Access to the current field.
- Mandatory:** To mark whether the current field is mandatory to fill in.
- Width In %:** Defines the column width in percentage.
- Width In Pixel:** Defines the column width in pixel.

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9. **Freeze:** Checkbox is unticked by default. Determines if the field will remain fixed while scrolling in the following screens,

- Timesheet Record (Admin & ESS)
- Timesheet (ESS)
- Pending Approval and Approval History (Admin & ESS)

Note: Below will be an example of when Date field has Freeze field ticked. When scrollbar is pulled to the back, the column is still visible in the form.

The screenshots show the 'Timesheet Record' interface. The top screenshot shows the 'Details' table with the 'Date' column frozen. The bottom screenshot shows the 'Details' table with the 'Date' column unfrozen.

Summary Table (Top Screenshot):

Period	Date Start	Time Start	Date End	Time End	Status
2025-02	05/02/2025	08:30	10/02/2025	17:41	✓

Details Table (Top Screenshot):

Date	Time Start	Next Day	Time End	Next Day	Hours	TSN01	TSN02	TSN03	Locke
05/02/2025	08:30	<input type="checkbox"/>	18:21	<input type="checkbox"/>	9.85	5.00	5.50	1.00	<input type="checkbox"/>
06/02/2025	06:14	<input type="checkbox"/>	15:21	<input type="checkbox"/>	9.12	5.00	5.50	1.00	<input type="checkbox"/>
07/02/2025	08:01	<input type="checkbox"/>	12:34	<input type="checkbox"/>	4.55	5.00	5.50	0.00	<input type="checkbox"/>
08/02/2025	08:00	<input type="checkbox"/>	17:30	<input type="checkbox"/>	9.50	5.00	5.50	1.00	<input type="checkbox"/>
10/02/2025	08:12	<input type="checkbox"/>	17:41	<input type="checkbox"/>	9.48	5.00	5.50	1.00	<input type="checkbox"/>

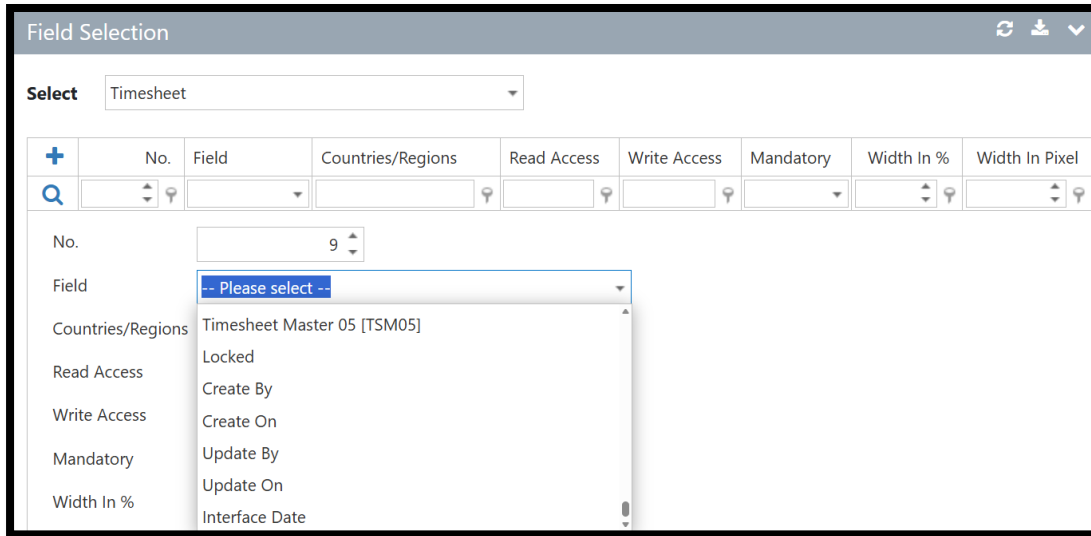
Summary Table (Bottom Screenshot):

Period	Date Start	Time Start	Date End	Time End	Status
2025-02	05/02/2025	08:30	10/02/2025	17:41	✓

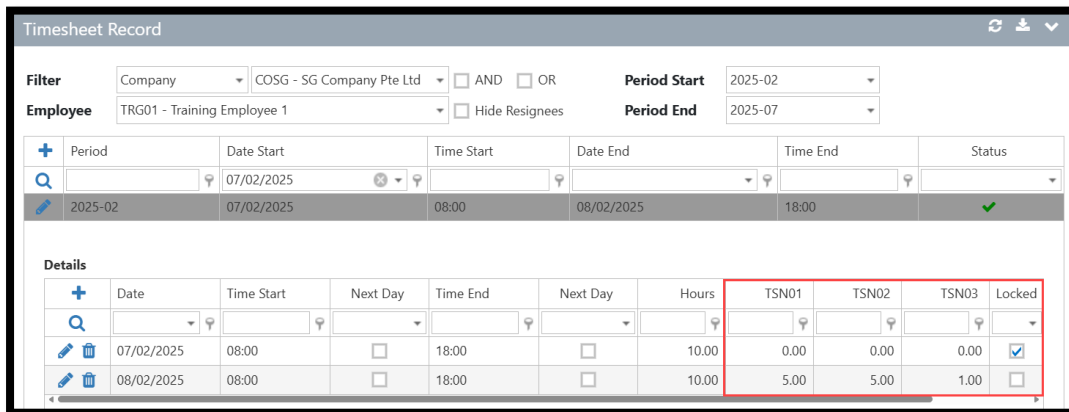
Details Table (Bottom Screenshot):

Date	Time End	Next Day	Hours	TSN01	TSN02	TSN03	Locked
05/02/2025	18:21	<input type="checkbox"/>	9.85	5.00	5.50	1.00	<input type="checkbox"/>
06/02/2025	15:21	<input type="checkbox"/>	9.12	5.00	5.50	1.00	<input type="checkbox"/>
07/02/2025	12:34	<input type="checkbox"/>	4.55	5.00	5.50	0.00	<input type="checkbox"/>
08/02/2025	17:30	<input type="checkbox"/>	9.50	5.00	5.50	1.00	<input type="checkbox"/>
10/02/2025	17:41	<input type="checkbox"/>	9.48	5.00	5.50	1.00	<input type="checkbox"/>

10.1.2 Additional Fields in Timesheet Field Selection



1. **Locked:** Determine if system should skip the Timesheet Formula Computation. Default will be unticked.
 - a. Enabled: System will skip the Timesheet Formula Computation.
 - b. Disabled: System will not skip the Timesheet Formula Computation.



2. **Create By:** Captures the UserCode or EmployeeCode of the person who created the timesheet entry for the first time.
3. **Created On:** Records the date and time when the timesheet entry was first created.
4. **Updated By:** Captures the UserCode or EmployeeCode of the user who made the most recent update to the timesheet.
5. **Updated On:** Records the date and time of the most recent update to the timesheet.
6. **Interface Date:** Stamps the date the current Timesheet being interfaced to Payroll.

10.2 Timesheet Spare Field Setup

Timesheet Spare Field allows creation of additional fields that can be defined and used in Timesheet form designs. Field names can be defined in the Caption field.

Access: *Common > Setup > Setting > Spare Field > Timesheet*

10.3 Timesheet Formula Setup

Timesheet Formula allows the application of formulas to the [Timesheet Spare Fields](#).

Note: This setup only applies to Timesheet Version 1.

Access: *Attendance Module > Reference > Timesheet > Timesheet Formula*

1. **No.:** Defines the Sequence number.
2. **Field:** Defines the field to apply the formulas to.
3. **Expression:** The formulas to apply to the spare field.
4. **Condition:** Set conditions to filter out and validate when the formula is applied.

11 Timesheet Record Creation

After setting up Timesheet with the necessary fields and formulas for calculation, the next step is recording entries. Timesheet records can be added in multiple ways,

providing flexibility for both administrators and employees.

- **Manual Entry by Admin Users:** Administrators can directly add timesheet records into the system.
- **Manual Entry via Employee Self-Service (ESS):** Employees, their supervisors, or coordinators can enter timesheet records through the ESS portal. Once submitted, these entries will be proceeded to the approval stage.
 - **Note:** The application steps are similar to Manual Entry by Admin Users; To avoid redundancy, you may refer to the [Manual Timesheet Creation](#) section for the actions.
- **Global Append by Admin Users:** A bulk addition feature allows administrators to append multiple records at once.

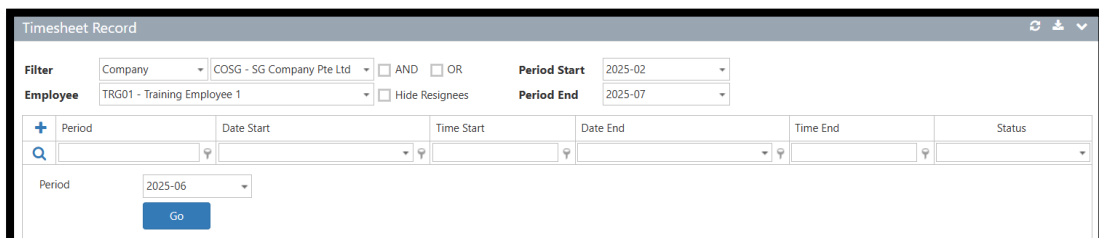
Note: Timesheet Version 2 is typically the preferred option for managing records efficiently.

11.1 Manual Timesheet Creation

Timesheet records can be entered manually by both Admin Users and Employees via Employee Self-Service (ESS). While the steps for both methods are similar, there is one key distinction: entries made via ESS require approval, whereas entries made by Admin Users do not.

Therefore, this user guide will focus on manual entries by Admin Users in the Admin Portal, detailing the screens displayed and steps required for each Timesheet Versions. Do check the [Introduction Section](#) for the difference and how to check / update the Timesheet Versions.

Access: Attendance Module > Attendance > Timesheet > Timesheet Record



Before starting with the Timesheet Record creation, you may:

The screenshot shows a filter interface with the following fields:

- Filter**: Company (dropdown), COSG - SG Company Pte Ltd (dropdown), AND (checkbox), OR (checkbox)
- Employee**: TRG01 - Training Employee 1 (dropdown), Hide Resignees (checkbox)
- Period Start**: 2025-02 (dropdown)
- Period End**: 2025-07 (dropdown)

1. Filter out the employee to view or perform actions on.
2. **Period Start** and **Period End** is to display the existing Timesheet Record in the system.

Notes:

- **Period Start** by default will allow choosing up to 3 previous years.
- Valid range between **Period Start** and **Period End** is limited to 24 months to maintain system performance. Any selection outside this 24-month range will not be updated.
- You can activate next Year’s first month by setting up [DisplayNextYearFirstMonth](#).
- Timesheet Version 1 can change this display to Date Range selection, by using the **TimesheetFilterDisplay** configuration.

3. Then, refer to Timesheet Record Creation of:

- [Timesheet Version 1](#)
- [Timesheet Version 2](#)

11.1.1 Timesheet Record – Timesheet Version 1

Timesheet Version 1 allows administrators to apply formula for certain spare field, for the system to calculate and stamp the results in the Timesheet Record screen. Follow steps below to create a Timesheet Record:

The screenshot shows the 'Timesheet Record' interface. At the top, there are filter options for Company, Employee, Period Start, and Period End. Below this is a table with the following columns: Period, Date Start, Time Start, Date End, Time End, and Status. A search icon is present in the first row of the table. Below the table, there is a 'Period' dropdown menu set to '2025-06' and a 'Go' button.

1. Click the **+** button to create a new record.
2. Select **Period** of timesheet records, click 'Go' button to populate the table with dates for the selected month.

	Date	Time Start	Next Day	Time End	Next Day	Hours	TSN01	TSN02	TSN03
	01/06/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	0.00
	02/06/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	0.00
	03/06/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	0.00
	04/06/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	0.00
	05/06/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	0.00
	06/06/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	0.00
	07/06/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	0.00
	08/06/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	0.00
	09/06/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	0.00
	10/06/2025		<input type="checkbox"/>		<input type="checkbox"/>	0.00	0.00	0.00	0.00

3. Timesheet records will be shown on the table.

- The columns displayed are based on the [Field Selection Setup](#); while the rows respect the Dates within the Period.
- Enter the respective **Time Start** and **Time End**. Once saved, system will automatically calculate the **Hours** based on Time Start and Time End input. For spare fields calculation based on Timesheet Formula, you may refer to the [Timesheet Processing section](#).

4. To attach any supporting document. Click the ... button in **Attachment** field under Details table.

Note: The Attachment field can be hidden / shown based on your [configuration setup](#).

Filter	Company	COSG - SG Company Pte Ltd	<input type="checkbox"/> AND <input type="checkbox"/> OR	Period Start	2025-02
Employee	TRG01 - Training Employee 1	<input type="checkbox"/> Hide Resignees	Period End	2025-07	

Period	Date Start	Time Start	Date End	Time End	Status
2025-02	01/02/2025	10:00	03/02/2025	15:30	Submitted

	Date	Time Start	Next Day	Time End	Next Day	Hours	TSN01	TSN02	TSN03
	01/02/2025	10:00	<input type="checkbox"/>	20:00	<input type="checkbox"/>	10.00	5.00	5.00	0.00
	03/02/2025	11:00	<input type="checkbox"/>	15:30	<input type="checkbox"/>	4.50	5.00	5.00	0.00

Level	Name	Date	Action	Remarks
	Trg.Larine - HR Master Larine (DO NOT DELETE)	06/06/2025 (Fri) 11:49:02	Submitted	
	Trg.Larine - HR Master Larine (DO NOT DELETE)	06/06/2025 (Fri) 11:49:02	Approved	

5. Click on 'Update' button to save the record. The Approval workflow of the timesheet is displayed.

Note: With admin access, the record will be auto approved.

11.1.2 Timesheet Processing (Only for Timesheet Version 1)

By default, if you had already setup the Timesheet Formula, the field will automatically be calculated upon your input in the timesheet record. In the case when,

- The field is not calculated / updated accordingly
- Timesheet Formula is updated in system after submission of Timesheet Record

You will have to run Timesheet Processing to update the calculation and stamp in the relative fields.

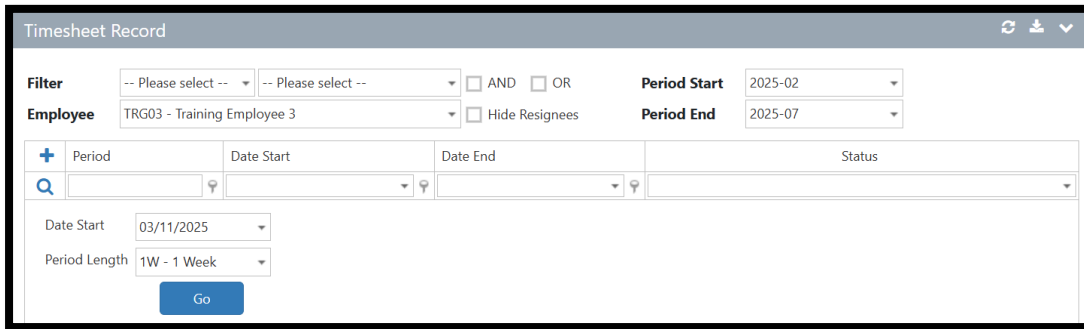
Note: This function will only become available when Timesheet Version = 1.

Access: *Attendance Module > Attendance > Timesheet > Timesheet Processing*

1. Select the date range for running the Timesheet Processing in **Date Start** and **Date End** fields.
2. For selecting the employees to perform Timesheet Processing, there are 2 options:
 - **Employee Range:** Select from a range of employees by specifying certain categories. For example: Department Code, Designation Code, Company Code.
 - **Employee:** Select individual or a single employee to run timesheet processing.
3. Click on the *'Timesheet Process'* button to start the Timesheet Processing for **Employee Range**; *'Compute'* button to run Timesheet Processing for **Employee**.

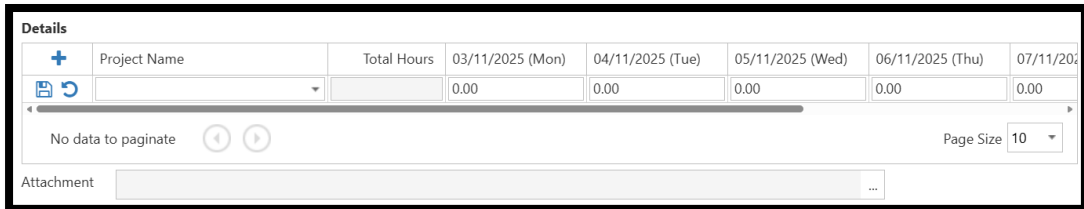
11.1.3 Timesheet Record – Timesheet Version 2

Different from Timesheet Version 1, there are no spare fields for the system to perform calculations based on the Time Hours input. The display in this Timesheet Version displays dates in column for the employees to enter the number of hours worked or performed overtime.



1. Click the **+** button to create a new record.
2. Select **Date Start** and **Period Length** of timesheet records, click 'Go' button to populate the table with dates according to your selection.

Note: Period Length can be configured using system config [TimesheetV2Periodcontrol](#).



3. Timesheet records will be shown on the table. Click the **+** button to create a new line of records for the dates.
 - The columns and fields before the selected Dates are based on the [Field Selection Setup](#).
 - Enter the values prompt for each column.
4. To attach any supporting document. Click the **...** button in **Attachment** field under Details table.

Note: The Attachment field can be hidden / shown based on your [configuration setup](#).

The screenshot shows the 'Timesheet Record' interface. At the top, there are filter options for 'Filter' (two dropdowns), 'Employee' (TRG03 - Training Employee 3), 'Period Start' (2025-02), and 'Period End' (2025-12). Below the filters is a table with columns: Period, Date Start, Date End, and Status. A record is shown for Period 2025-11, Date Start 24/11/2025, Date End 30/11/2025, and Status is a green checkmark. Below this is a 'Details' section with a table showing project breakdowns. The 'Approval' section shows a workflow with two entries: 'Submitted' and 'Approved' by Trg.Larine - HR Master Larine (DO NOT DELETE) on 24/11/2025 (Mon) 14:55:20.

Period	Date Start	Date End	Status
2025-11	24/11/2025	30/11/2025	✓

Project Name	Work From Home	Total Hours	24/11/2025 (Mon)	25/11/2025 (Tue)	26/11/2025 (Wed)
Project01 - Training Project 01	T1 - Yes	39.00	3.00	11.00	6.00
Project02 - Training Project 02	T2 - No	19.00	4.00	0.00	3.00

Level	Name	Date	Action	Remarks
	Trg.Larine - HR Master Larine (DO NOT DELETE)	24/11/2025 (Mon) 14:55:20	Submitted	
	Trg.Larine - HR Master Larine (DO NOT DELETE)	24/11/2025 (Mon) 14:55:20	Approved	

5. Click on 'Update' button to save the record. The Approval workflow of the timesheet is displayed.

Note: With admin access, the record will be auto approved.

11.2 Append Timesheet

The Append Timesheet function allows administrators to input multiple Timesheet records for different merment employees and clock dates at once. Since the process is similar across different Timesheet versions, this guide will focus on **Timesheet Version 1** as an example.

This section is divided into three parts, on the steps to export-import-undo timesheets:

- [Export Timesheet](#)
- [Import Timesheet](#)
- [Undo Appended Timesheet](#)

11.2.1 Append Timesheet – Export Timesheet

Before appending a Timesheet, a template is required to input the records. Follow the steps below to export the Timesheet Template:

Access: *Attendance Module > Attendance > Timesheet > Append Timesheet*

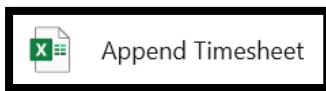
Append Timesheet

Step 1 Start a new Global Update ▼

Step 2 Export Excel Template ▼

[Export](#)

1. In Step 1, select 'Start a new Global Update'.
2. In Step 2, select 'Export Excel Template'.
3. Click 'Export' button, the template will be downloaded to your machine.



	A	B	C	D	E	F	G	H	I	J
1	Employee ▼	ClockDat ▼	TimeStai ▼	TimeEnd ▼	BreakSta ▼	BreakEn ▼	BreakHo ▼	TimeHou ▼	Compan ▼	CostCen ▼
2										
3										
4										

Note: Above is a sample of the Exported Timesheet Version 1.

	A	B	C	D	E	F	G	H	I	J
1	Employee ▼	ClockDat ▼	TimeHou ▼	Compan ▼	CostCen ▼	Departm ▼	Designat ▼	Employn ▼	HoursTy ▼	[OFC01] ▼
2										
3										
4										

Note: Above is a sample of the Exported Timesheet Version 2.

11.2.2 Append Timesheet – Import Timesheet

Once you have updated the template with Timesheet records, you can import it back into the system. Please follow the instructions below for importing the Timesheet.

1. In Step 1, select 'Start a new Global Update'.
2. In Step 2, select 'Append from Excel'.
3. Click the 'Browse' button and select the template.
4. Click the 'Next' button for the system to validate the records.

Employee	Date	Hours	Invalid Reason
TRG03 - Training Employee 3	04/10/2025	0.00	Mandatory Time Start must not be empty.
TRG03 - Training Employee 3	05/10/2025	0.00	Mandatory Time Start must not be empty.
TRG03 - Training Employee 3	01/10/2025	0.00	
TRG03 - Training Employee 3	02/10/2025	0.00	
TRG03 - Training Employee 3	03/10/2025	0.00	
TRG03 - Training Employee 3	06/10/2025	0.00	
TRG03 - Training Employee 3	07/10/2025	0.00	

5. The system will process and display the validated records in a table form.

Note: Invalid records will display the reason. You may click 'Download Invalid' to download an Excel file of invalid data with explanations.

6. Click 'Import' to append the Timesheet records.

Note: Even if invalid records exist, valid records will still be imported, while invalid ones will be skipped.

7. A success message will confirm the import. You may then check the appended records in the Timesheet Record screen.

Note: For Timesheet Version 1, if Timesheet Spare Fields need to be calculated, run Timesheet Processing. Follow [this section](#) for the explanation.

Timesheet Record

Filter: -- Please select -- | -- Please select -- | AND OR | Period Start: 2025-01

Employee: TRG03 - Training Employee 3 | Hide Resignees | Period End: 2025-12

+	Period	Date Start	Time Start	Date End	Time End	Status
	2025-02	01/02/2025	08:35	04/02/2025	19:00	✓
	2025-02	05/02/2025	08:30	10/02/2025	17:41	✓
	2025-10	01/10/2025	08:00	07/10/2025	18:45	✓

Details

+	Date	Time Start	Next Day	Time End	Next Day	Hours	TSN01	TSN02	TSN03	Locked
	01/10/2025	08:00	<input type="checkbox"/>	16:00	<input type="checkbox"/>	8.00	3.00	3.50	0.00	<input type="checkbox"/>
	02/10/2025	10:00	<input type="checkbox"/>	21:00	<input type="checkbox"/>	11.00	3.00	3.50	0.00	<input type="checkbox"/>
	03/10/2025	08:30	<input type="checkbox"/>	17:30	<input type="checkbox"/>	9.00	3.00	3.50	0.00	<input type="checkbox"/>
	06/10/2025	12:00	<input type="checkbox"/>	22:15	<input type="checkbox"/>	10.25	3.00	3.50	0.00	<input type="checkbox"/>
	07/10/2025	09:00	<input type="checkbox"/>	18:45	<input type="checkbox"/>	9.75	3.00	3.50	0.00	<input type="checkbox"/>

Page 1 of 1 (5 items) | Page Size: 10

Attachment:

Approval

Level	Name	Date	Action	Remarks
	Trg.Larine - HR Master Larine (DO NOT DELETE)	24/11/2025 (Mon) 16:01:19	Submitted	Append Timesheet (1)
	Trg.Larine - HR Master Larine (DO NOT DELETE)	24/11/2025 (Mon) 16:01:19	Approved	Append Timesheet (1)

Submission Remarks: Append Timesheet (1)

11.2.3 Append Timesheet – Undo Appended Timesheet

In the case when there is a need to undo the appended Timesheet Records, it can be done in the Append Timesheet Screen as well. Follow the steps below to perform the action.

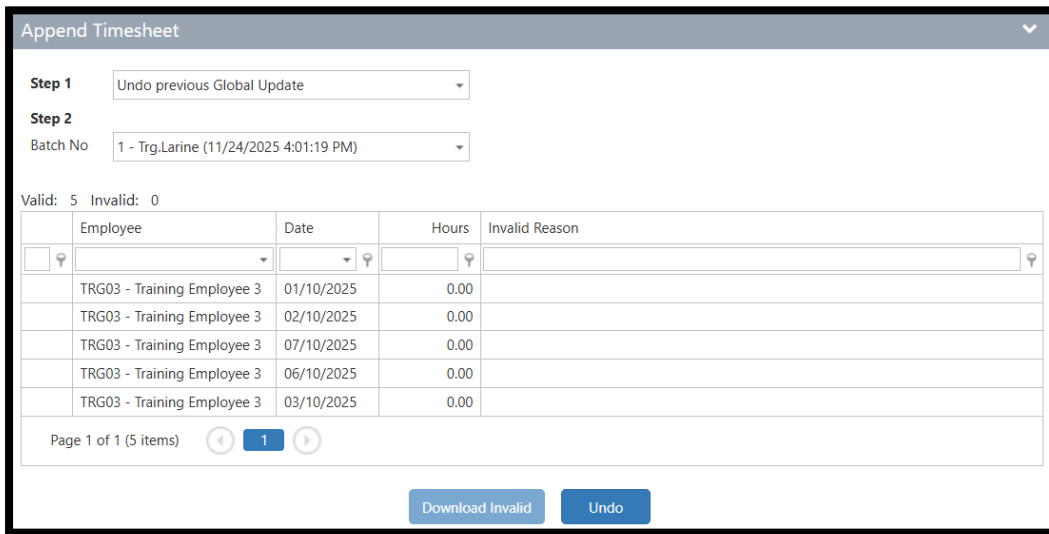
Append Timesheet

Step 1:

Step 2:

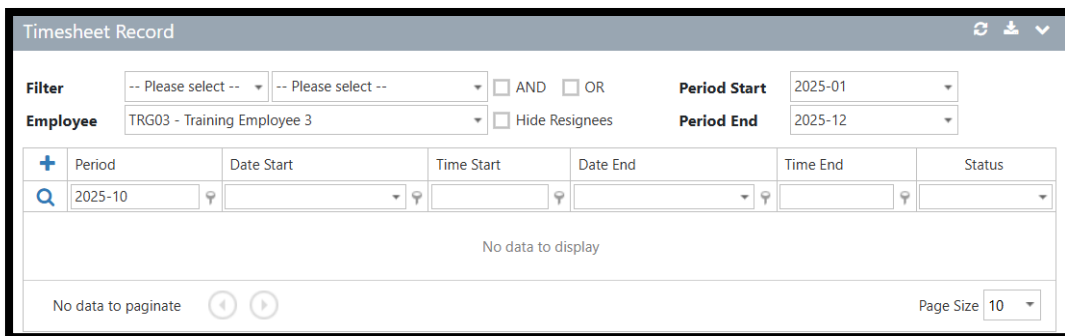
1. In Step 1, select 'Undo previous Global Update'.
2. In Step 2, you may click on the dropdown button under **Batch No** and select the record to undo.

Note: System will stamp the administrator's username, date, and time for each Append Timesheet Import. These details will be shown in this list.



3. The system will display the records on the table below.
4. Click the 'Undo' button. A confirmation message will appear once the action is completed.

Note: When checking back Timesheet Record screen, the corresponding records will also be deleted.



11.3 Other Notes - Configurations

This section explains key Timesheet-related system configs and how they affect Timesheet behaviour in both Admin (ADM) and Employee Self-Service (ESS). These settings are intended for **system administrators or HR administrators** responsible for Timesheet setup.

Configuration	Timesheet Version	Purpose
AllowAttachment	V1 and V2	Controls attachment upload for timesheets
DisplayNextYearFirstMonth	V1 and V2	Allows applying timesheet for next year's

Public

		first month
<u>TimesheetFilterDisplay</u>	V1 only	Changes Timesheet Record display format
<u>RequireStartAndEndTime</u>	V1 only	Enforces start/end time input
<u>TimesheetV2Periodcontrol</u>	V2 only	Controls selectable period length
<u>RestrictedTimesheetStart</u>	V2 only	Restricts allowed start day

11.3.1 AllowAttachment

AllowAttachment is a configuration that controls whether employees can upload supporting documents in the Timesheet. When this setting is enabled:

- The Attachment field becomes visible in both Timesheet Record (ADM) and Timesheet (ESS) screens.
- You can also set it to be compulsory, requiring employees to upload an attachment file before submitting their timesheet.

Access: System > Config > System: Attendance > Section: Timesheet

Name	AllowAttachment
Value	O
Description	Determines the status for attachment on Timesheet application. M=Mandatory. ML=Mandatory if it is a late submission. O=Optional. N=Not required, 'Attachment' option will be hidden from the screen. Default value is O.

11.3.2 DisplayNextYearFirstMonth

DisplayNextYearFirstMonth is a configuration to enable the view and apply for first month of next year’s period. This setup is very useful in occurrence of cross year period timesheet applications.

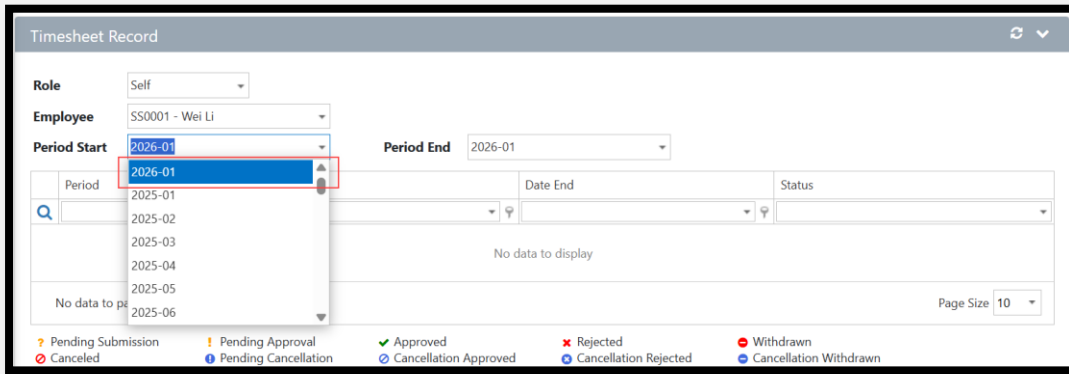
Public

Name	DisplayNextYearFirstMonth
Value	Y
Description	Determines whether to display the first month of the next year in the Period Selection of the Timesheet(Record). Y=Yes, N=No. Default value is N.

Example:

If a timesheet period spans from December 2025 to January 2026, enabling **DisplayNextYearFirstMonth** allows employees to submit timesheets for January 2026 before the new year begins, as follows:

Access: ESS > Attendance > Timesheet Record

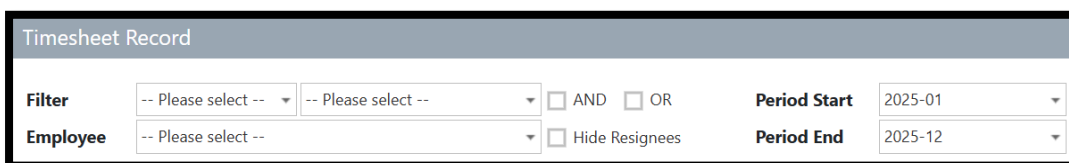


11.3.3 Version 1: TimesheetFilterDisplay

TimesheetFilterDisplay is a configuration available to alter the default Period Year selection for Timesheet Record display to Date Range selection. This configuration is only available for Timesheet Version 1.

Name	TimesheetFilterDisplay
Value	2
Description	Determines the filter type in the Timesheet Record screen ESS and Admin, it only valid for Timesheet V1. 1 = Period Start and Period End, dropdown 2 = Date Start and Date End, datepicker Default value is 1.

When value is 1, Timesheet Record screen will display in Period Year format.



When value is 2, Timesheet Record screen will display in Date Range format.

The screenshot shows the 'Timesheet Record' form. It includes a 'Filter' section with two dropdown menus (both set to '-- Please select --'), checkboxes for 'AND' and 'OR', and a 'Date Start' dropdown set to '01/12/2024 (Sun)'. Below this is an 'Employee' dropdown (set to '-- Please select --'), a 'Hide Resignees' checkbox, and a 'Date End' dropdown set to '25/11/2025 (Tue)'.

11.3.4 Version 1: RequireStartAndEndTime

RequireStartAndEndTime is a configuration that only affects Timesheet Version 1. If enabled or set to Y, the system will validate the input of the [Timesheet Record](#) and [Append Timesheet](#), error will be shown when left empty. Works for Timesheet Record (ADM), Timesheet (ESS), and Append Timesheet.

The screenshot shows the configuration for 'RequireStartAndEndTime'. The 'Name' field contains 'RequireStartAndEndTime'. The 'Value' field contains '*=Y'. The 'Description' field contains: 'Determines if Start Time and End Time need to be input for Timesheet Application. Value N means write access to Hours is granted. Y=Yes, N=No. Default value is *=Y. Value can be set for specific country and separated by commas. E.g., *=N, SG=Y, MY=Y. Only applies to Timesheet V1.'

11.3.5 Version 2: TimesheetV2Periodcontrol

TimesheetV2Periodcontrol is a configuration to control that only affects Timesheet Version 2. This is to set the display period or date length of records when applying for Timesheet.

The screenshot shows the configuration for 'TimesheetV2Periodcontrol'. The 'Name' field contains 'TimesheetV2Periodcontrol'. The 'Value' field contains 'X'. The 'Description' field contains: 'Determines the length of period for each application. 1W=1 Weeks. 2W=2 Weeks. 3W=3 Weeks. 4W=4 Weeks. 1M=1 Month. Default value is 1W. If the value is X, the user will manually select the period from a dropdown list with the options above. Only applies to TimesheetV2.'

If set to X, the system will allow the employees to select the period on their own.

The screenshot shows the 'Timesheet Record' interface. At the top, there are filter options for 'Filter' (two dropdowns), 'Employee' (TRG03 - Training Employee 3), and 'Hide Resignees' (checkbox). The 'Period Start' is set to 2025-02 and 'Period End' to 2025-07. Below these are search and filter icons, and a table with columns for '+', 'Period', 'Date Start', 'Date End', and 'Status'. At the bottom, 'Date Start' is 03/11/2025 and 'Period Length' is 1W - 1 Week. A 'Go' button is present.

If set to 1W, the system will not allow the selection of period when applying Timesheet. It will set to length of 1 week for Timesheet Record addition.

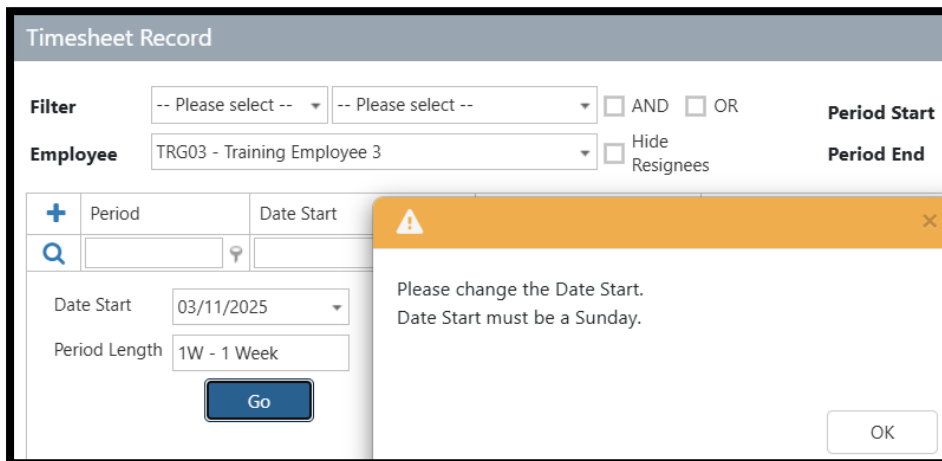
The screenshot shows the 'Timesheet Record' interface. At the top, there are filter options for 'Filter' (two dropdowns), 'Employee' (TRG03 - Training Employee 3), and 'Hide Resignees' (checkbox). The 'Period Start' is set to 2025-01 and 'Period End' to 2025-12. Below these are search and filter icons, and a table with columns for '+', 'Period', 'Date Start', 'Date End', and 'Status'. At the bottom, 'Date Start' is 24/11/2025 and 'Period Length' is 1W - 1 Week. A 'Go' button is present.

11.3.6 Version 2: RestrictedTimesheetStart

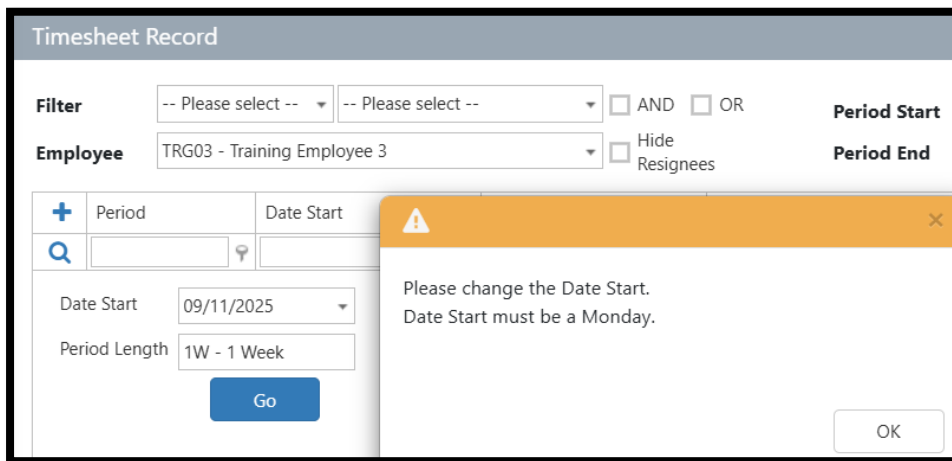
RestrictedTimesheetStart is a configuration to set the restriction of when the start of the Timesheet can be added.

Name	RestrictedTimesheetStart
Value	7
Description	<p>Determines the setup for restricted Timesheet to start. This system config works together with 'TimesheetV2Periodcontrol'. If TimesheetV2Periodcontrol = 1W/2W/3W/4W, valid values is between 0 and 7. 1=Monday, 7=Sunday. If TimesheetV2Periodcontrol = 1M, valid values is between 0 and 31.</p> <p>Default value is 0. Means it has no restriction. Only applies to TimesheetV2.</p>

When set to 7, the system will only allow the Date Start of the Timesheet Record to be Sunday.



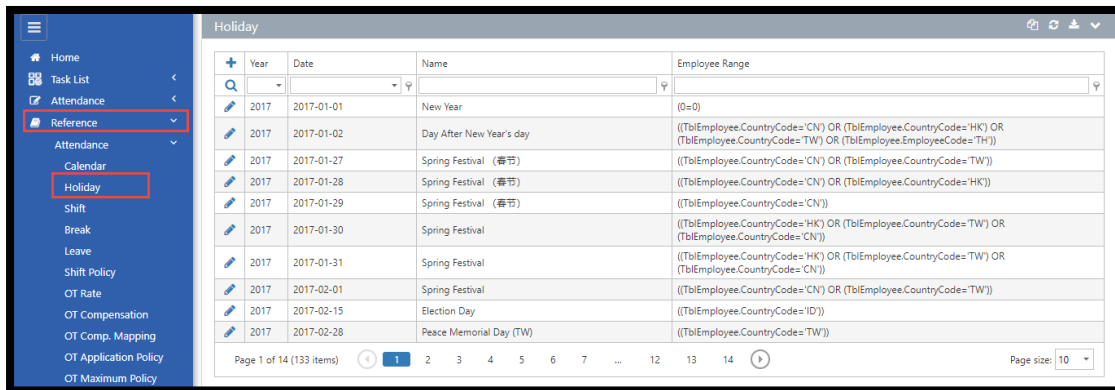
When set to 1, the system will only allow the Date Start of the Timesheet Record to be Monday.




12 Holiday

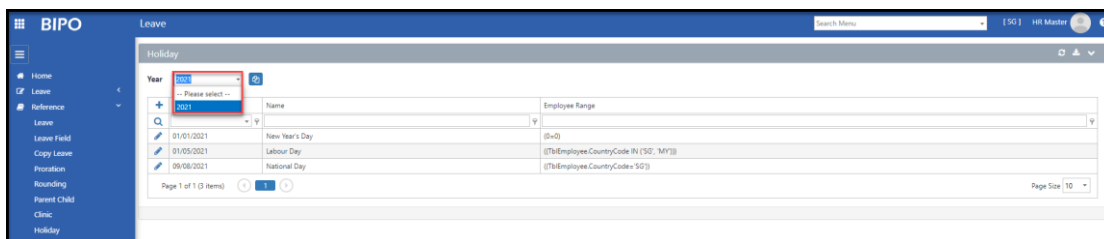
Holiday is to set the statutory holiday of each country and region. There is no need for employees work on holiday, system will auto make holiday as OFF shift (setup in calendar), and work status will be "O".

Access: Attendance Module > Reference > Attendance > Holiday




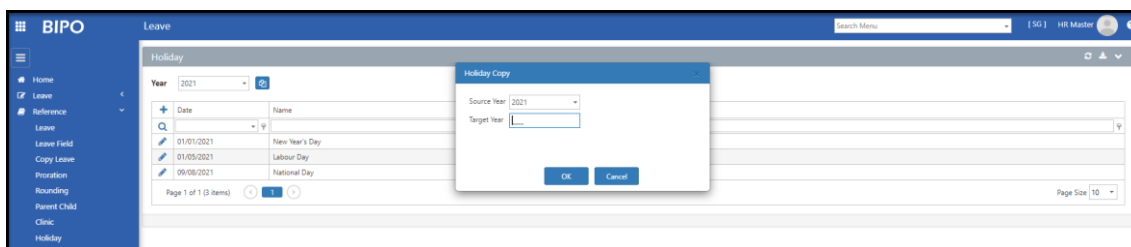
12.1 View Holiday by Year

Click on , the dropdown button which will show the years of all holiday entries. To illustrate, the below screenshot only has year 2021 as all existing holiday entries are dated 2021.

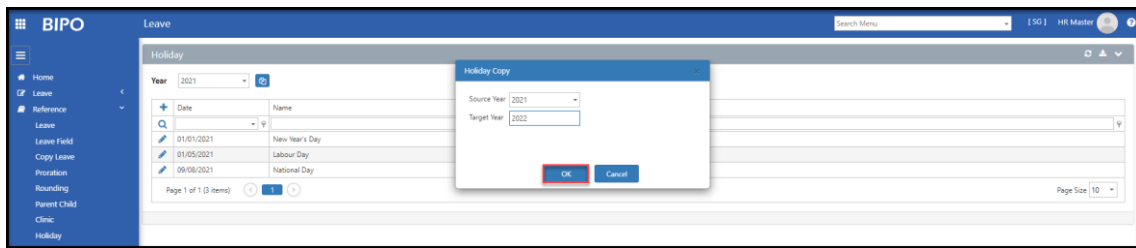


12.2 Copy Holiday from One Year to Another

Click on , the copy button to copy holidays from one year to another. With this, admin will not need to recreate all holidays from scratch.

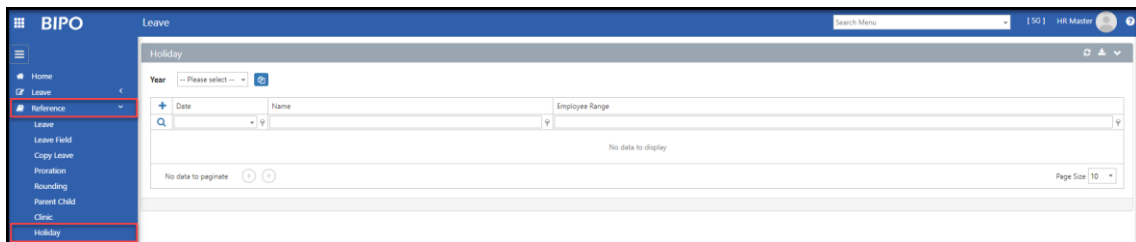


To illustrate, the example below demonstrates the effects of Holiday Copy from 2021 to 2022.

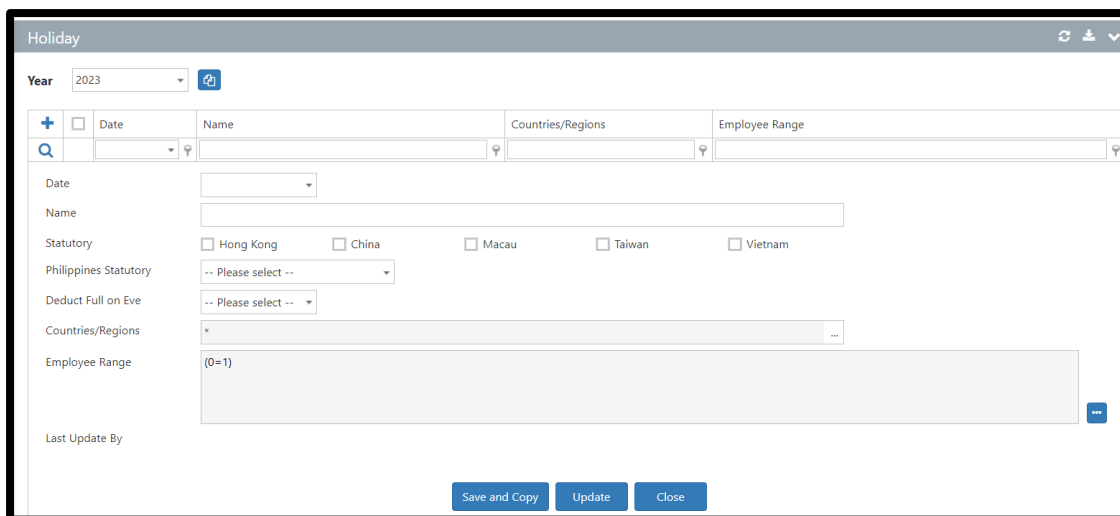


12.3 Create Holiday (by Manual Entry)

Click on + , the plus button to create a holiday.



You will see the following:



Date – Enter the date of holiday

- If there are two different holidays on the same day of different countries, system can only set it once. Date cannot be duplicated.

Name – Enter the name of holiday

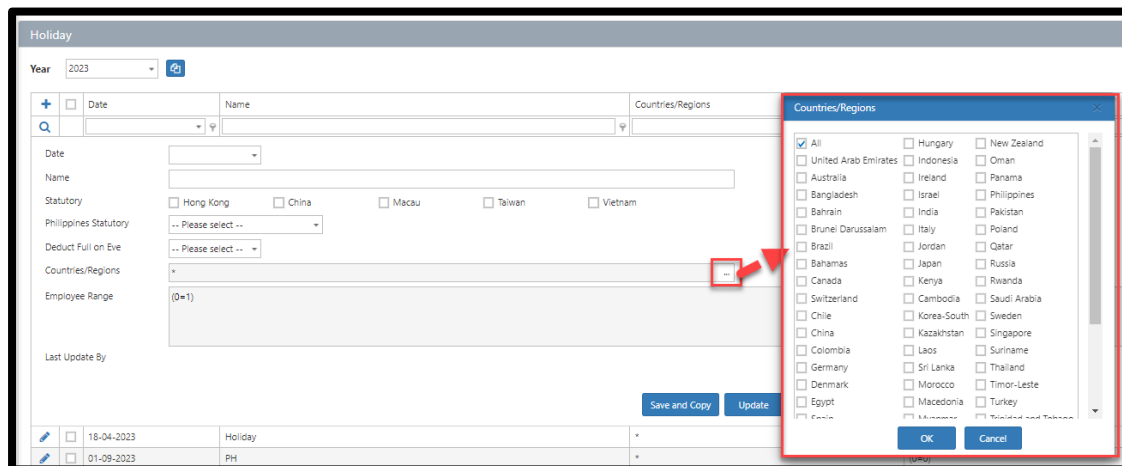
Public

Statutory – To specify if the holiday should follow a country’s (either Hong Kong, China, Macau or Taiwan) statutory laws. For instance, if China is ticked, employees with this entitlement and who work on this date will get paid 3 times the salary if they work on this Holiday, per China’s statutory (employment) laws.

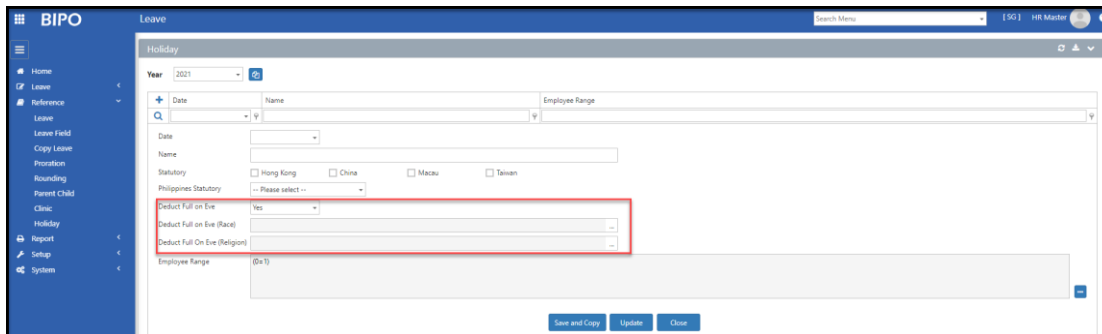
Philippines Statutory – This field is to specify if the holiday is in Philippines a:

Legal Holiday	This Holiday is a legal holiday if it is a regular holiday with a fixed date.
Special Non-Working Holiday	This Holiday is a special non-working holiday if it is not a regular holiday with a fixed date; it is either enacted by Congress or declared by the President.
Double Holiday	This Holiday is a double holiday if it falls on the same date as another Philippines holiday.

Countries/Regions – This field allows users to add *Public Holiday* from multiple countries. Upon *Public Holiday* record saving, the system will validate whether there is existing *Holiday Date* and *Country Code* in that year.



12.4 Deduct Full on Eve



Deduct Full on Eve – to specify if system should or should not deduct one day or half day leave, if employees take leave on eve of the Holiday (i.e., the day before).

If Deduct Full on Eve set to Yes:

1. System would deduct one day leave for leave taken on the holiday's eve. No half day leave application can be submitted.
2. Two additional fields (for Race and Religion) will be revealed.
 - **Deduct Full on Eve (Race)** – it can decide what kind of race can use this function. You can configure race options via **Personnel > Reference > Personal > Ethnic Origin** ([will be discussed below](#)).
 - **Deduct Full On Eve (Religion)** – it can decide what kind of religion can use this function. You can configure religion options via **Personnel > Reference > Personal > Religion** ([will be discussed below](#)).

Deduct Full on Eve (Yes) Example 1

- Halloween is on 31st Oct.
- Set **Deduct Full on Eve** to Yes.
- **Deduct Full on Eve (Race)** – Undefined
(default to be * when Deduct Full on Eve = Yes).
- **Deduct Full on Eve (Religion)** – Undefined
(default to be * when Deduct Full on Eve = Yes).

When employee, of any race or religion, applies for half day leave on Eve (30 Oct), system should deduct as full day.

Deduct Full on Eve (Yes) Example 2

- Halloween is on 31 Oct.
- Set **Deduct Full on Eve** to Yes.
- **Deduct Full on Eve (Race)** = Han
- **Deduct Full on Eve (Religion)** = Islam

When an employee of race = Han and religion = Christianity, applies for half day leave on Eve (30 Oct), system should deduct as half day.

When an employee of race = Zhuang and religion = Islam, applies for half day leave on Eve (30 Oct), system should deduct as half day.

When an employee of race = Han and religion = Islam, applies for half day leave on Eve (30 Oct), system should deduct as full day.

If Deduct Full on Eve is set to No, the leave deduction will follow the leave duration submitted.

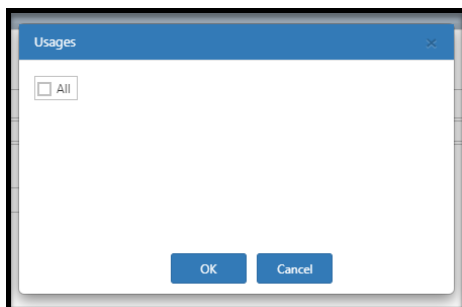
Deduct Full on Eve (No) Sample

Deduct Full on Eve –

- If set to No or Undefined, when employee applies for half day leave on Eve (30 Oct), system still regards as half day with half day leave deduction.

12.4.1 Configure Options in Deduct Full on Eve (Race/Religion)

When you select , the ... button from Deduct Full on Eve (Race/Religion), a dialog box will appear, revealing all available options for selection. By default, the system will only have the "All" option for Race and Religion.



You can set up options for Race and Religion through the below paths respectively:

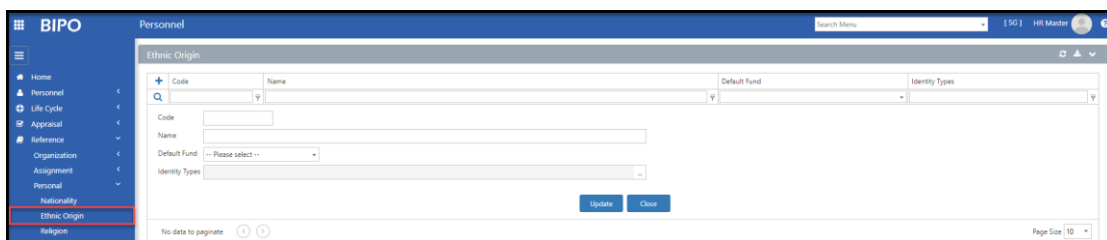
Access: Personnel Module > Reference > Personal > Ethnic Origin

Access: Personnel Module > Reference > Personal > Religion

To illustrate, below documents how to create options for Race (also known as Ethnicity) via Ethnic Origin.

Access: Personnel Module > Reference > Personal > Ethnic Origin

Click on +, the plus button to add a new Ethnicity.



Code – Code to represent the Ethnicity

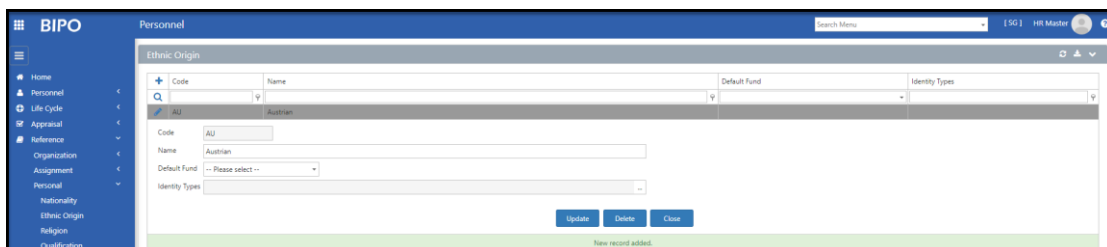
Name – Name to represent the Ethnicity

Default Fund – To specify if there are any funds related to the ethnicity. Otherwise, admin can choose to leave as undefined i.e., “–Please Select–”. This field displayed is linked to the Administrator login Country/Region selected equal to Singapore. Other Country/Region selected may display other fields or field is hidden.

Identity Type – To specify the identify type associated with this ethnicity. This field displayed is linked to Country/Region specific.

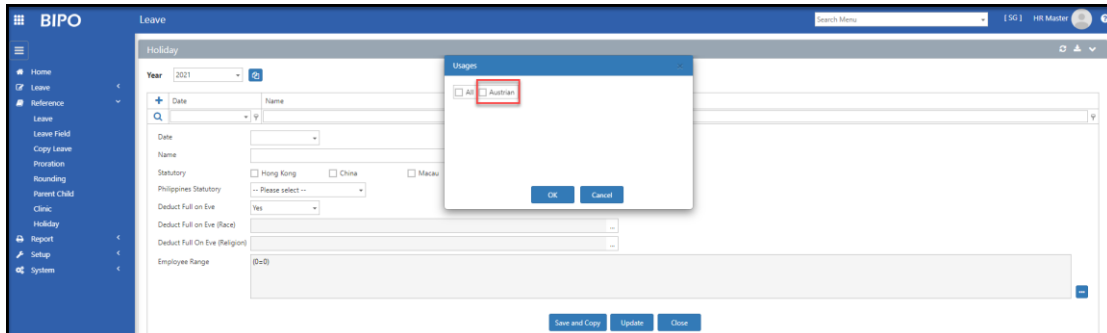
Employee Range – To specify employee(s) that the Holiday is applicable for.

Below example demonstrates the creation of an ethnicity called AU/Austrian. Once all relevant details have been filled, click on **Update**, the **Update** button and upon successful creation, the footer message “New record added.” Will be shown.

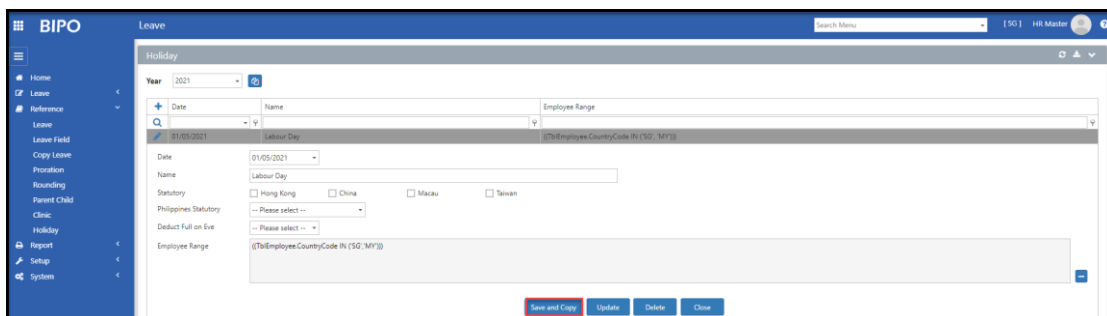


Access: Leave Module > Reference > Holiday

Here you will be able to see AU/Austrian as an option under Deduct Full On Eve (Race). You can follow the same process to create options for Deduct Full On Eve (Religion).



To illustrate the use of **Create Holiday function**, the example below demonstrates setting up a Labour Day holiday which is applicable to employees from Singapore and Malaysia and dated 01/05/2021. As it does not apply to countries Hong Kong, China, Macau, Taiwan and Philippines, the Statutory and Philippines Statutory was left undefined.



12.5 Create Holiday (by Data Upload)

Holiday can be uploaded to eliminate the process of manual entry of each holiday. The format could be:

- CSV file
- XLS file

Access: System > Interface > Data Upload

1. Prepare an excel and use the **Field** as header. You can click **Download Template** to get a copy the template too.

Note: The Field (header) input requires the correct format and values.

Field (header)	Format type	Value	Remarks
HolidayDate	date		Must be in YYYY-MM-DD format.
HolidayName	character		
HKStatutory	character	'1' / '0'	Input '1' if this is a requirement. Otherwise, leave blank.
CNStatutory	character	'1' / '0'	Input '1' if this is a requirement. Otherwise, leave blank.
DeductFullOnEve	character	'Y' / 'N'	Input 'Y' if there is full day deduction. Otherwise, leave blank.
Condition	character	(0=0)	Input as '(0=0)' for employee range equals to all records.
MOStatutory	character	'1' / '0'	Input '1' if this is a requirement. Otherwise, leave blank.
PHStatutory	character	'L' / 'S' / 'D'	Input 'L' for Legal Holiday, 'S' for Special Non-Working

Public

			<p>Holiday and 'D' for Double Holiday.</p> <p>If value needs to be changed, you will have to change the Country/Region to Philippines.</p>
--	--	--	--

2. Have the populated excel file to upload containing.

	A	B	C	D	E	F	G	H	I
1	HolidayDate	HolidayName	HKStatutory	CNStatutory	DeductFullOnEve	Condition	MOSStatutory	TWStatutory	PHStatutory
2	2022-05-24	Holiday Test Record	1	0	Y	(0=0)			L
3									

Browse the upload template. Click **Upload**. It will now be transferred to **Uploaded Files** field.

Data Upload

Step 1 BIPO - Holiday Master (xls file)

Step 2

Uploaded Files: Holiday_Upload.xlsx

File:

Upload

Table: TblHoliday
 Keys: HolidayDate
 Field: HolidayDate, HolidayName, HKStatutory, CNStatutory, DeductFullOnEve, Condition, MOSStatutory, TWStatutory, PHStatutory

Note: Date field must be in yyyy-mm-dd format for importing

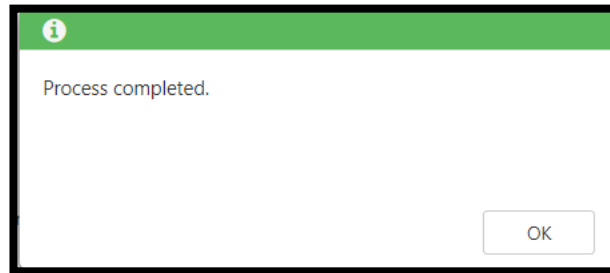
3. Click **Process**.

4. A notification will be displayed that if there is an existing holiday in the same date, it will overwrite. Click **Confirm**.

⚠

If value of HolidayDate in the file are the same with existing records, system will overwrite records

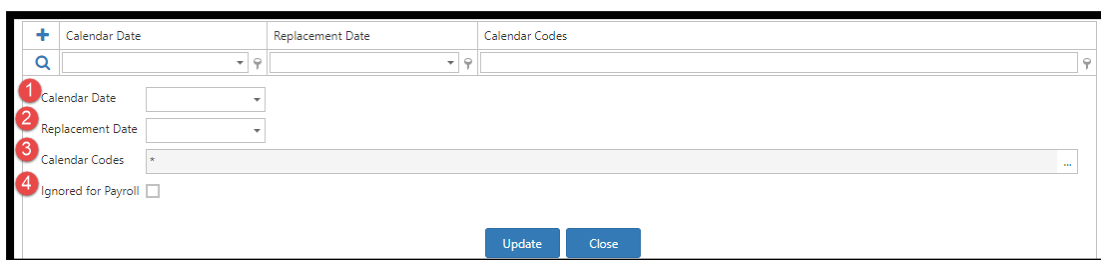
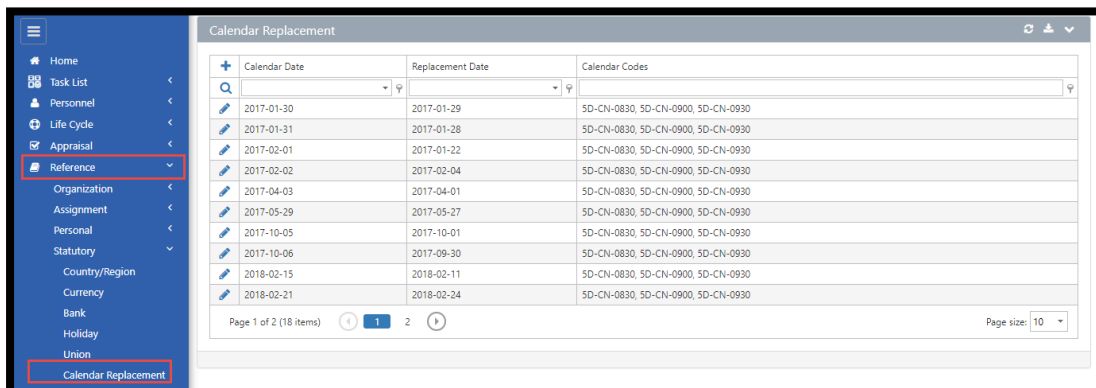
5. Process will be completed upon successful upload.



13 Calendar Replacement

In China, there will have another “Calendar Replacement” function in Personnel Module. When have holiday on weekdays, in China it needs to change one off day to weekday. Then there is no need to change the shift manually, system will auto make weekday as OFF shift, and make off day as weekday.

Access: Personnel Module > Reference > Statutory > Holiday



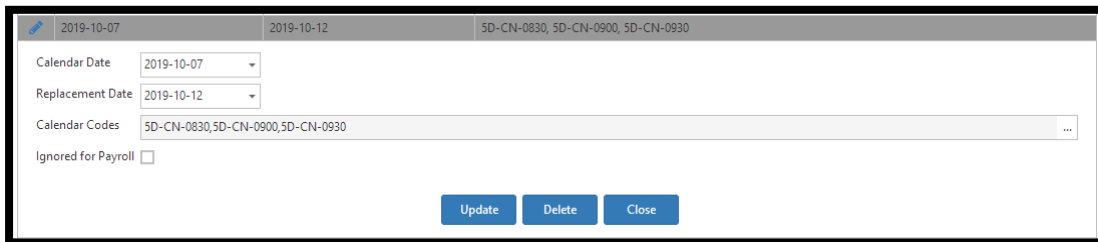
1. **Calendar Date**
2. **Replacement Date:** system will exchange the shifts of “Calendar Date” and “Replacement Date”
3. **Calendar Codes:** select the calendar codes, and employee with this calendar will follow this calendar replacement policy

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4. **Ignored for Payroll:** if tick “Ignored for Payroll”, then payroll calculation will not follow this replacement rules.

E.g., when set calendar replacement days as 2019-10-07 and 2019-10-12. The original shifts of 2019-10-07 is OFF day and 2019-10-12 is “09:00-18:00 shift”.

Then after replacement these shifts will exchange to 2019-10-07: “09:00-18:00 shift”, and 2019-10-12: OFF day.

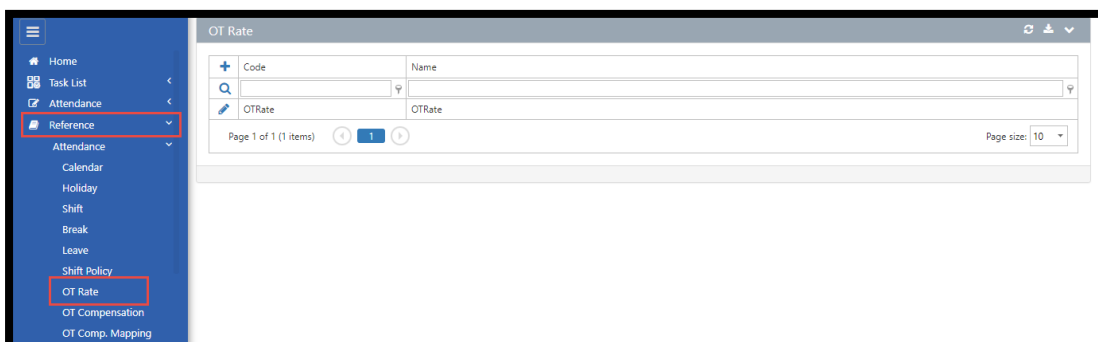


14 OT Rate

OT Rate is to set different OT rate for different period. For example, employee will have 1.5 times of salary when have OT on weekdays, and 2 times of salary when have OT on weekend, have 3 times of salary when have OT on holidays in China. Need to set OT rate for this different date of work status.

Another example: when employee has OT from 21:00 to 02:00+, if needs to separate OT into two periods of “21:00 to 00:00+” and “00:00+ to 02:00+” with two OT rates, then it needs to setup in OT Rate.

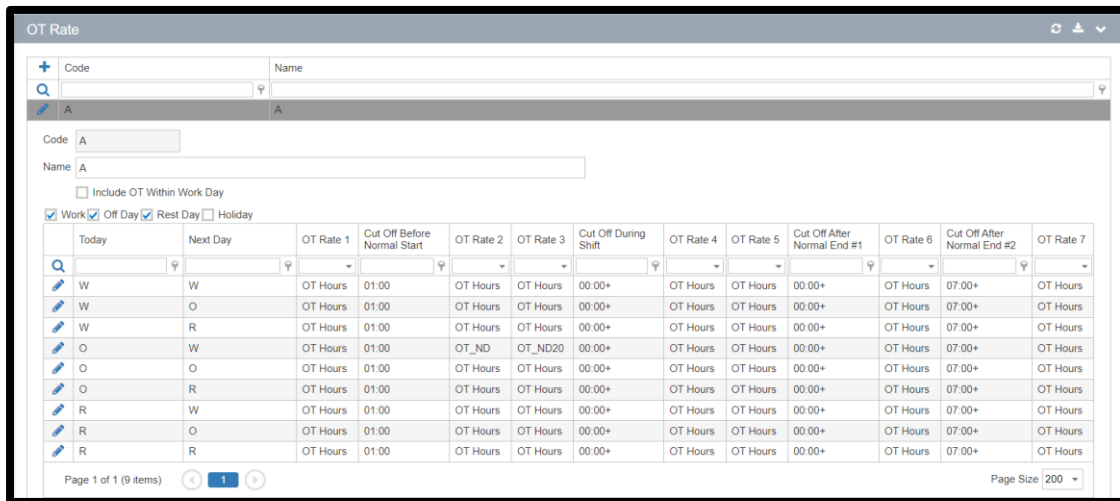
Access: Attendance Module > Reference > Attendance > OT Rate



Notes:

1. Please tick “Holiday” when need to set OT rate of holiday. Default OT rate will only display weekday and weekend.

- Need to set OT rate first in “Setup > Spare Field > Overtime”, then can select rate in setup screen.



- Code:** the code of OT Rate
- Name:** the name of OT Rate
- Include OT Within Work Day:** When “Include OT Within Work Day” is ticked, system will include OT Rate 3 and OT Rate 4 in the OT computation when Work Status is Working Day.
- Work Status:** can select “Work”, “Off Day” and “Holiday”, below setup screen will change if select different work status.
- OT Rate:**
 - Today:** means the work status of today
 - Next Day:** means the work status of next day.
E.g., if employee has OT from Friday to Saturday (21:00 to 01:00+), then “Today” is “W”, “Next Day” is “O”.
 - OT Rate 1:** OT Rate before “Cut Off Before Normal Start”.
 - Cut Off Before Normal Start:** Cut Off Time before Shift Normal Start. OT Rate before this time will use **OT Rate 1**, OT after this time will use **OT Rate 2**.
E.g., when set cut off time as 01:00, then OT hours before 01:00 will calculate to **OT Rate 1**, OT hours after 01:00 will calculate to **OT Rate 2**.
 - OT Rate 2:** OT Rate between “Cut Off Before Normal Start” and “Shift Normal Start” time.
 - OT Rate 3:** OT Rate between “Shift Normal Start” time and “Cut Off During

Shift”. It is usually the same as **OT Rate 2**.

- **Cut Off During Shift: OT Rate** before this time will use **OT Rate 3**, OT after this time will use **OT Rate 4**.

E.g., when set cut off time as 12:00, then OT hours before 12:00 will calculate to **OT Rate 3**, OT hours after 12:00 will calculate to **OT Rate 4**.

- **OT Rate 4:** OT Rate between “Cut Off During Shift” and “Shift Normal End” time.
- **OT Rate 5:** OT Rate between “Shift Normal End” time and “Cut Off After Normal End #1”. It is usually the same as **OT Rate 4**.

- **Cut Off After Normal End #1:** OT rate before this time will use **OT Rate 5**, OT after this time will use **OT Rate 6**.

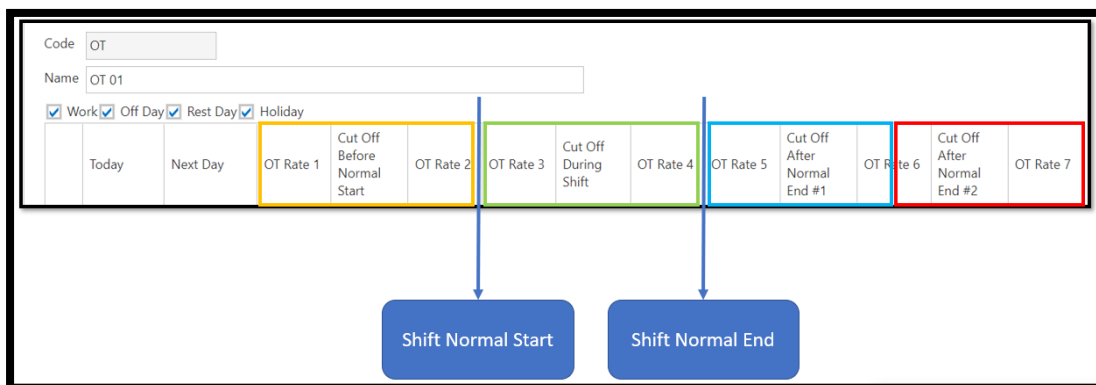
E.g., when set cut off time as 21:00, then OT hours before 21:00 will calculate to **OT Rate 5**, OT hours after 21:00 will calculate to **OT Rate 6**.

- **OT Rate 6:** OT Rate between “Cut Off After Normal End #1” and “Cut Off After Normal End #2”.
- **Cut Off After Normal End #2:** OT Rate after this time will use **OT Rate 7**.

E.g., if Cut Off After Normal End #1 is 21:00, and Cut Off After Normal End #2 is 23:00, then the OT hours during 21:00 to 23:00 will calculate to **OT Rate 6**; OT hours after 23:00 will calculate to **OT Rate 7**.

- **OT Rate 7:** OT Rate after “Cut Off After Normal End #2”.

Here is a sample diagram of how each **OT Rate** fields are related. As shown, the Shift Normal Start is between **OT Rate 2** and **OT Rate 3**. While Shift Normal End is between **OT Rate 4** and **OT Rate 5**.



14.1 Example

- Cut Off After Normal End #1 – set as 21:00
- Cut Off After Normal End #2 – set as 07:00+
- Shift Time: 09:00 to 18:00, Saturday and Sunday are Off Day

Scenario	Result																																																																																											
1. When employee works OT from 18:00 to 21:00 on Monday (Working Day).	System will calculate <u>3 hours of OT15.</u>																																																																																											
<div style="border: 1px solid black; padding: 5px;"> <p>Code: OT</p> <p>Name: OT Rate 01</p> <p><input checked="" type="checkbox"/> Work <input checked="" type="checkbox"/> Off Day <input checked="" type="checkbox"/> Rest Day <input checked="" type="checkbox"/> Holiday</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Today</th> <th>Next Day</th> <th>OT Rate 1</th> <th>Cut Off Before Normal Start</th> <th>OT Rate 2</th> <th>OT Rate 3</th> <th>Cut Off During Shift</th> <th>OT Rate 4</th> <th>OT Rate 5</th> <th>Cut Off After Normal End #1</th> <th>OT Rate 6</th> <th>Cut Off After Normal End #2</th> <th>OT Rate 7</th> </tr> </thead> <tbody> <tr> <td>W</td> <td>W</td> <td>OT10</td> <td>01:00</td> <td>OT10</td> <td>OT10</td> <td>14:00</td> <td>OT10</td> <td>OT15</td> <td>22:00</td> <td>OT20</td> <td>07:00+</td> <td>OT30</td> </tr> </tbody> </table> </div>		Today	Next Day	OT Rate 1	Cut Off Before Normal Start	OT Rate 2	OT Rate 3	Cut Off During Shift	OT Rate 4	OT Rate 5	Cut Off After Normal End #1	OT Rate 6	Cut Off After Normal End #2	OT Rate 7	W	W	OT10	01:00	OT10	OT10	14:00	OT10	OT15	22:00	OT20	07:00+	OT30																																																																	
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2. When employee works OT from 18:00 to 02:00+ on Tuesday (Working Day).	System will calculate <u>4 hours of OT15</u> and <u>4 hours of OT2.0.</u>																																																																																											
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W	W	OT10	01:00	OT10	OT10	14:00	OT10	OT15	22:00	OT20	07:00+	OT30																																																																																
3. When employee works OT from 17:00 to 21:00 on Sunday.	System will calculate <u>1 hour of OT20</u> and <u>3 hours of OT30.</u>																																																																																											
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Code: OT													
Name: OT Rate 01													
<input checked="" type="checkbox"/> Work <input type="checkbox"/> Off Day <input checked="" type="checkbox"/> Rest Day <input checked="" type="checkbox"/> Holiday													
	Today	Next Day	OT Rate 1	Cut Off Before Normal Start	OT Rate 2	OT Rate 3	Cut Off During Shift	OT Rate 4	OT Rate 5	Cut Off After Normal End #1	OT Rate 6	Cut Off After Normal End #2	OT Rate 7
	W	W	OT10	01:00	OT10	OT10	14:00	OT10	OT15	22:00	OT20	07:00+	OT30
	W	O	OT10	01:00	OT10	OT10	14:00	OT10	OT15	22:00	OT20	07:00+	OT30
	W	R	OT10	01:00	OT10	OT10	14:00	OT10	OT15	22:00	OT20	07:00+	OT30
	W	H+W	OT10	01:00	OT10	OT10	14:00	OT10	OT15	22:00	OT20	07:00+	OT30

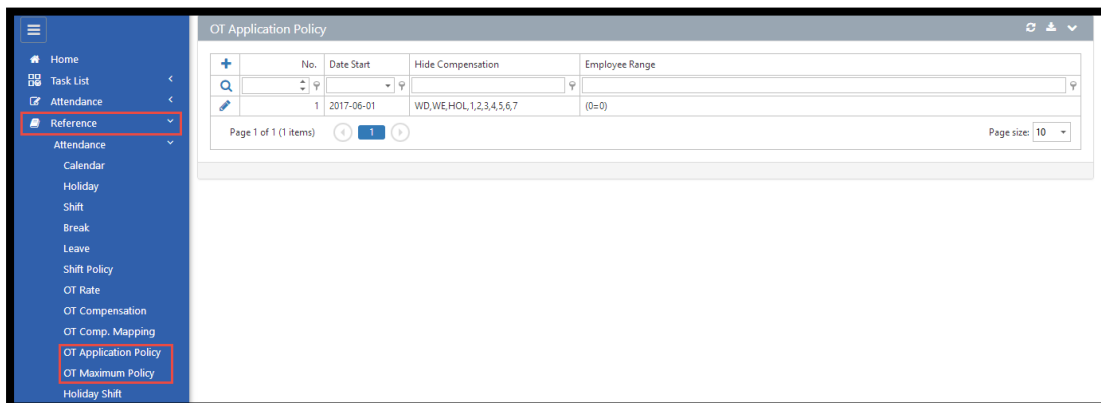
Scenario	Result
5. When employee works OT from 18:00 to 08:00+ on Sep 30 (Working Day), and Oct 1 is Holiday that falls on Working Day.	System will calculate <u>4 hours of OT15</u> , <u>9 hours of OT20</u> and <u>1 hour of OT30</u> .

Code: OT													
Name: OT Rate 01													
<input checked="" type="checkbox"/> Work <input type="checkbox"/> Off Day <input checked="" type="checkbox"/> Rest Day <input checked="" type="checkbox"/> Holiday													
	Today	Next Day	OT Rate 1	Cut Off Before Normal Start	OT Rate 2	OT Rate 3	Cut Off During Shift	OT Rate 4	OT Rate 5	Cut Off After Normal End #1	OT Rate 6	Cut Off After Normal End #2	OT Rate 7
	W	W	OT10	01:00	OT10	OT10	14:00	OT10	OT15	22:00	OT20	07:00+	OT30
	W	O	OT10	01:00	OT10	OT10	14:00	OT10	OT15	22:00	OT20	07:00+	OT30
	W	R	OT10	01:00	OT10	OT10	14:00	OT10	OT15	22:00	OT20	07:00+	OT30
	W	H+W	OT10	01:00	OT10	OT10	14:00	OT10	OT15	22:00	OT20	07:00+	OT30

15 OT Policy

OT Policy is to set the OT compensation type, block hours, prohibit date and maximum OT hours when apply OT. This policy can set different rules for different employees.

Access: Attendance Module > Reference > Attendance > OT Application Policy/ OT Maximum Policy



15.1 OT Application Policy

OT Application Policy is to set the OT compensation type, block hours and prohibited date when apply OT.

1. **No.:** the sequence of OT Application Policy, system will follow the first policy if two policies are same.
2. **Date Start:** means when will this policy active to use.
3. **Hide Compensation/ Work Status:** can select weekdays, weekend, and holidays in “Hide Compensation”, and can select OFF, Rest and Work in “Work Status”. Work Status for Hide Compensation cannot be empty after Hide Compensation is filled. These two fields can control the date that employee cannot choose compensation type when apply OT.

E.g., When set “Hide Compensation” as “Holiday”, “Work Status” as “O”

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Then employee cannot select compensation type in holidays. Compensation will be blocked for employee to select. Employee can select compensation type in non-holiday date.

Apply OT

Date Start: 01/10/2019
Date End: 01/10/2019
Rows Per Day: 1

Go

Date	Time Start	Next Day	Time End	Next Day	Hours	Shift	Compensation Type
01/10/2019		<input type="checkbox"/>		<input type="checkbox"/>	0	SC 日班 (08:00-17:00) (Work)	cannot select

Page 1 of 1 (1 items) | Page size: 10

Apply OT

Date Start: 01/11/2019
Date End: 01/11/2019
Rows Per Day: 1

Go

Date	Time Start	Next Day	Time End	Next Day	Hours	Shift	Compensation Type
01/11/2019		<input type="checkbox"/>		<input type="checkbox"/>	0	SC 日班 (08:00-17:00) (Work)	OT Leave OT Pay

Page 1 of 1 (1 items) | Page size: 10

4. **Allow Attachment:** this field can control whether allow employee upload attachment when apply OT

Apply OT

Date Start: 01/11/2019
Date End: 01/11/2019
Rows Per Day: 1

Go

Date	Time Start	Next Day	Time End	Next Day	Hours	Shift	Compensation Type
01/11/2019		<input type="checkbox"/>		<input type="checkbox"/>	0.00	SC 日班 (08:00-17:00) (Work)	

Page 1 of 1 (1 items) | Page size: 10

Attachment: [dropdown]

- **Required:** Employee must upload attachment when apply OT
- **Required When Past Date:** Employee must upload attachment when apply OT in past date, if employee apply OT for future days, then attachment is not mandatory.
- **Optional:** there will be an attachment upload field in the OT apply scree, employee can choose whether upload or not.
- **Not Available:** there will be no attachment upload field in the OT apply scree,

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employee cannot upload attachment. This is the default setting.

5. **Allow OT Hours Block:** means employee can apply OT every “block hours”.
E.g., if set “Allow OT Hours Block” as 2, then employee can only apply OT for 2 hours, 4 hours, 6 hours (multiple of 2). Employee cannot apply 1 hour, 3 hours, 5 hours.
6. **Allow To Be Edited By:** to decide whether approver can edit OT data during approval
 - **Last Approver:** only the final level approver can edit OT data
 - **Operation Status:** only approvers with operation status can edit OT data
7. **Submission Message:** this message will display in the apply OT screen in green color. This message can remind employee how to apply OT or other information.

The screenshot shows the 'Apply OT' form with the following details:

- Date Start: [Dropdown]
- Date End: [Dropdown]
- Rows Per Day: 1 [Dropdown]
- Go: [Blue Button]
- Details:
 - Attachment: [Input Field]
 - Remarks: [Text Area]
- Approval Table:

Level	Name	Date	Action	Remarks
1	SCtest			

A yellow highlight is present under the text "this is the test message" at the bottom of the form.

8. **OT Prohibition:** select the date here, and this date will be blocked for employee to apply.

E.g., Set “OT Prohibition” as Monday, which means employee cannot apply OT on Monday.

When employee apply OT on 2019-11-04 (Monday), system will not allow employee to apply and display error message.

The screenshot shows the 'Apply OT' form with the following details:

- Date Start: 04/11/2019 [Dropdown]
- Date End: 04/11/2019 [Dropdown]
- Rows Per Day: 1 [Dropdown]
- Go: [Blue Button]
- Details Table:

Date	Time Start	Next Day	Time End	Next Day	Hours	Shift	Compensation Type
04/11/2019	18:00	<input type="checkbox"/>	19:00	<input type="checkbox"/>	0	SC 日班 (08:00-17:00) (Work)	OT Pay

A red error message "cannot apply OT on Monday" is displayed below the table.

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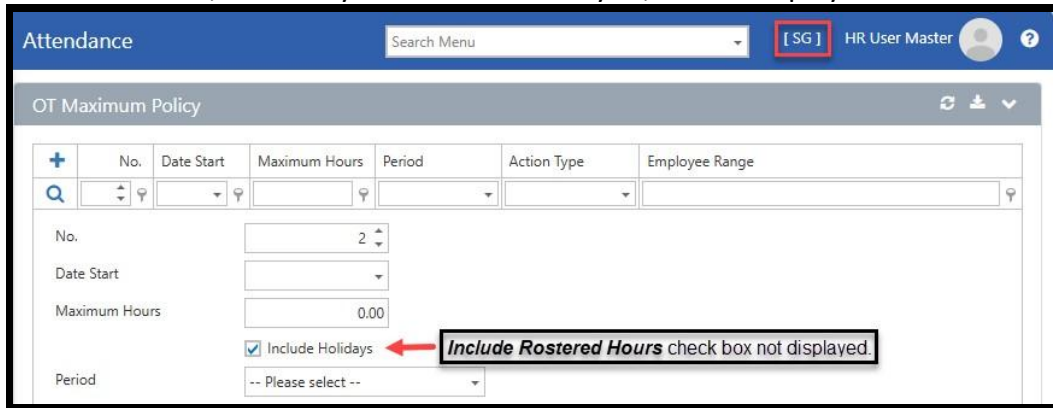
9. **Allow OT Apply Condition:** Expression Builder can be used to set a condition on when employee can file for OT.
10. **Prohibition Message:** when employee apply OT on prohibited date, system will display this message.
11. **Employee Range:** set employee range that will follow this OT Application Policy.

15.2 OT Maximum Policy

OT Maximum Policy is to set the OT hours when apply OT.

1. **No.:** the sequence numbering of OT Maximum Policy, system will follow the first policy if two policies are same.
2. **Date Start:** means when will this policy active to use.
3. **Maximum Hours:** The maximum allowed OT hours (in that selected **Period**) that the employee can apply.
4. **Include Holidays** checkbox: Default is tick, which means to include Public Holidays as part of OT computation. Untick the checkbox to exclude holidays (ie. Any OT perform on a public Holiday will not be included in the total OT maximum Hours).
5. **Include Rostered Hours** checkbox: Applies only to Country = MY. Tick this checkbox to include the employee's rostered hours as a validation for allowed OT hours.

For information, if Country is not 'MY' – Malaysia, screen display is as below:



6. **Period:** Select the period timeline preferred to be reference for OT max application calculation.

- **Year:** means set max hour for a year. System will refer to Date Start field to determine the 1 year duration. Eg. When OT Max Policy Date Start = 01/04/2025, the rule will start from 1st April 2025 until 31st Mar 2026.
- **Month:** means set max hour of month, and when select "Month" need to set "Day Start". If set "Day Start" as 1, then month period is from Nov 1st and Nov 30th.
- **Week:** means set max hour of week, from Monday to Friday. When set period as week and max hours as 8 hours, then employee can only apply less than 8 hours from Monday to Friday. No control on Saturday and Sunday of this option.
- **Day:** means set max hour of one day. If set "Day", then max hours that employee can apply one day will follow max hours.
- **3 Months Fixed:** means set max hours of every 3 months, below are the three types of 3 months setting.
 - Jan, Apr, Jul, Oct: means 3 months will be Jan to Mar, Apr to Jun, Jul to Sep and Oct to Dec
 - Feb, May, Aug, Nov: means 3 months will be Feb to Apr, May to Jul, Aug to Oct and Nov to Feb
 - Mar, Jun, Sep, Dec: means 3 months will be Mar to May, Jun to Aug, Sep to Nov and Dec to Mar
- **3 Months Running:** System checks Current Month and Previous 2 Months OT Hours based on Day Start.

For example, *Max Hours* is 3 hours and *Day Start* is 20th. Employees apply for OT for the Clock Date 2023-04-11 for 1 hour. System will check whether previous OT Hours from Previous 2 months to Current Month based on Day Start (i.e., 2023-02-20 to 2023-05-19) is $\leq (3-1= 2$ hours). If more than 2 hours is requested previously, system will block or prompt alert based on *Action Type*.

7. **3 Months Period:** This field will be available when *Period* selected is *3 Months Fixed*.

There are 3 options:

- a) Jan, Apr, Jul, Oct
- b) Feb, May, Aug, Nov
- c) Mar, Jun, Sep, Dec

For example, *Period* is set to “3 Months Fixed”, *3 Months Period* is set as “Feb, May, Aug, Nov”, and *Day Start* is defined on the 21st day as the cut off day.

The period range will be as follows:

- 21st Feb to 20th May
- 21st May to 20th Aug
- 21st Aug to 20th Nov
- 21st Nov to 20th Feb (next year)

The date range where system performs validation on maximum OT Hours depends on the OT Clock Date, stated as follows:

- Employees apply for OT for the Clock Date 2023-05-21 (which is the Start Date of second period range), system will check Total OT Hours from Current Month to Next Month based on Day Start (i.e., 2023-05-21 to 2023-06-20).
- Employees apply for OT for the Clock Date 2023-06-21 (which is 1 month later than Start Month of second period range), system will check Total OT Hours from Previous 1 Month to Next Month based on Day Start (i.e., 2023-05-21 to 2023-07-20).
- Employees apply for OT for the Clock Date 21st July 2023 (which is 2 months later than Start Month of second period range), system will

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check Total OT Hours from Previous 2 Months to Next Month based on Day Start (i.e., 2023-05-21 to 2023-08-20).

For example, *Max Hours* is 3 hours and employee applies OT date 2023-0521 for 1 hour, system checks whether previous OT Hours is $\leq (3 - 1 = 2 \text{ hours})$ from 2023-05-21 to 2023-06-20. If more than 2 hours is requested previously, system will block the application or prompt alert based on *Action Type*.

8. **Action Type:** if employee apply OT hours exceed max hours, then system will take below two actions:
 - **Block to Apply:** employee cannot submit, and system will show error message.
 - **Warning Message:** system will only display error message, and employee can still submit.
9. **Day Start:** This field will be available when *Period* selected is *3 Months Fixed* or *3 Months Running*. This field allows users to define the day start of a month to be 21st. Therefore, the OT Maximum Policy will be from 21st of previous month to 20th of current month.

Access: Attendance > Reference > Attendance > OT Maximum Policy

No.	Date Start	Maximum Hours	Period	Action Type	Employee Range
1	01-01-2023	3.00	3 Months Fixed	Block to Apply	(0=0)

No.	1
Date Start	01-01-2023
Maximum Hours	3.00
Include Holidays	<input checked="" type="checkbox"/>
Period	3 Months Fixed
3 Months Period	Feb, May, Aug, Nov
Action Type	Block to Apply
Day Start	21

10. **Work Status:** set work status that this policy will use for.
11. **Shifts:** set shifts that this policy will use for, default will be all shifts.

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12. **OT Compensation Type:** Select the OT Compensation type which will not be included in the OT accumulated calculation when comparing with the Maximum Hours.

13. **Employee Range:** set employee range that use this policy.

16 OT Compensation Mapping

OT Compensation Mapping is used to configure the OT compensation to be converted to **Leave hours**. There are two types of **OT Compensation Mapping**:

- Daily Attendance
- OT Application

16.1 Daily Attendance

If **Daily Attendance** is selected as type, system will source the value from **Daily Attendance Menu** to be converted as **Leave**. **Daily Processing / Compute Function under Daily Attendance** is required to perform.

Access: Attendance Module > Reference > Attendance > OT Comp. Mapping

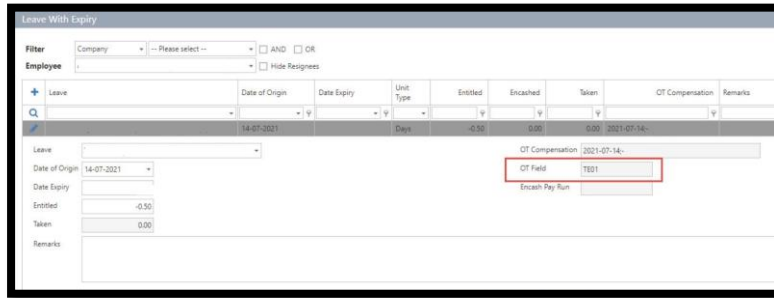
Steps to Create an OT Compensation Mapping (Daily Attendance):

1. Select **Daily Attendance** as the **Type**.
2. Choose a **Sign** between + or - to determine how it affects the entitlement. (Example: If Sign = -, the entitlement will be reduced.)

Leave	Date of Origin	Date Expiry	Unit Type	Entitled	Encashed	Taken	OT Compensation	Remarks
	14-07-2021		Days	-0.50	0.00	0.00	2021-07-14:	

3. Select the **Field Name** from **Daily Attendance Menu**.

4. Select the **Leave** that the selected OT/TE Field will be converted into.
5. Set **Breakdown by OT Field** to **Yes** or **No**.
 - a. **Yes, OT Field** in **Leave with Expiry** will display the **OT Field**.
 - b. **No**, this field will be blank. Below will be an example when Breakdown by OT Field = 'Yes'.

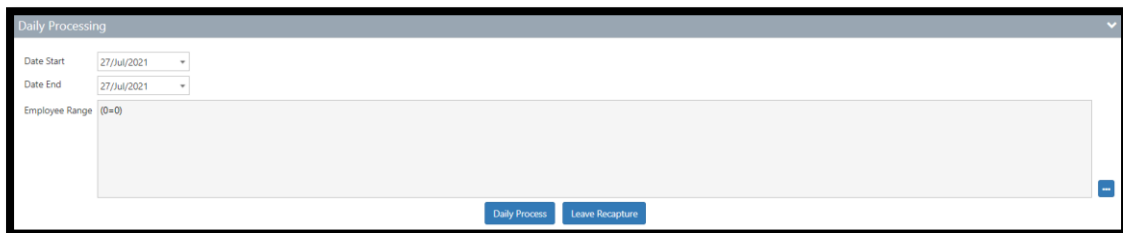


6. Define the Employee Range, including specific employees, departments, or companies eligible for this OT Compensation Mapping.
7. Click **Update** to save.

16.1.1 Daily Processing

Daily Processing must be performed before running **OT Comp. Processing** to ensure that the OT/TE field has a value for OT Compensation Type: Daily Attendance.

Access: Attendance Module > Attendance > Daily > Daily Processing



Other than running Daily Processing, another way to process the Daily Attendance's OT/ TE fields is running **Compute under Daily Attendance**.

Access: Attendance Module > Attendance > Daily > Daily Attendance

The screenshot shows an attendance record form for the date 22/11/2021 (Mon). The form is divided into several sections:

- Original, Amended, Day:** A grid for recording attendance for each hour of the day (09:00 to 17:00).
- Shift:** ND - ND (09:00-17:00)
- Work Status:** Work
- Holiday:** No
- OT Compensation:** -- Please select --
- Absent:** No
- Full Day Reason:** -- Please select --
- 1st Half Reason:** -- Please select --
- 2nd Half Reason:** -- Please select --
- Pending Leave Codes:** (Empty field)
- Clock In:** 09:00
- Clock Out:** 22:00
- OT Actual:** 0.00
- OT Authorized:** 0.00
- Remarks:** (Empty text area)
- Approval Table:**

Level	Name	Date	Action	Remarks
1		15/03/2022 (Tue) 21:16	Submitted	
		15/03/2022 (Tue) 21:38	Approved	
- Submission Remarks:** (Empty text area)
- Reason:** -- Please select --
- Attachments:** (Empty field)

 At the bottom, there are buttons for 'Additional Break Record', 'Leave Record', 'Clock Record', 'Compute' (highlighted in red), 'Update Without Approve', 'Delete', and 'Close'.

16.2 OT Application

If **OT Application** is selected as type, system will source the value from **OT Application** to be converted as **Leave**. **OT Comp. Processing** is required to perform.

Access: Attendance Module > Reference > Attendance > OT Comp. Mapping

The screenshot shows the 'OT Compensation Mapping' configuration window. The fields are as follows:

- Type:** OT Application
- Leave:** lve - lve
- OT Compensation:** OIL - OFF IN LIEU
- Employee Range:** ((TblEmployee.OTGroupCode IN ('abc')))

 At the bottom, there are buttons for 'Update', 'Delete', and 'Close'.

Steps to Create an OT Compensation Mapping (OT Application):

1. Select **OT Application** as **Type**.
2. Select the **Leave** that **OT Compensation** will be converted to.
3. Choose the **OT Compensation** that was created in **Reference > Attendance > OT Compensation**.
4. Define the Employee Range, including specific employees, departments, or companies eligible for this OT Compensation Mapping.
5. Click **Update** to save.

16.2.1 Selecting OT Compensation in ESS

For the system to get the right Compensation for each OT Application, the type of Compensation can be selected when applying OT. The **Compensation Type** field will be available in **Apply OT Menu** in **ESS** to allow employee to choose the **Compensation Type**.

Access: ESS > Attendance > Apply OT

16.3 OT Comp. Processing

OT Comp. Processing should be performed to process both **OT Compensation Type: OT Application** and **Daily Attendance**.

Access: Attendance Module > Attendance > Overtime > > OT Comp. Processing

17 Clock Format

Clock Format is to set format for admin user manually import into system.

Access: Attendance Module > Reference > Attendance > Clock Format

1. **Main:** set main information of this clock format. “Date Length” will be total length of data.
2. **Data:** Set length based on “Date Length”.
 E.g., “Year Start” means from which character is “Year”.
 “Year Length” means the year length.
 “Month Start” means from which character is “Month”.
 “Month Length” means from which character is “Month”.
 If set “Date Length” is 6, “Year Start” is 1, “Year Length” is 4, “Month Start” is 5,
 “Month Length” is 2, then the data should be like “201911”, 2019 will be year and
 11 will be month.

18 Clock Data Format

Clock Data Format is to set format of system auto catch clock record from clock machine or set format for admin user manually import into system.

Access: Attendance Module > Reference > Attendance > Clock Format Other

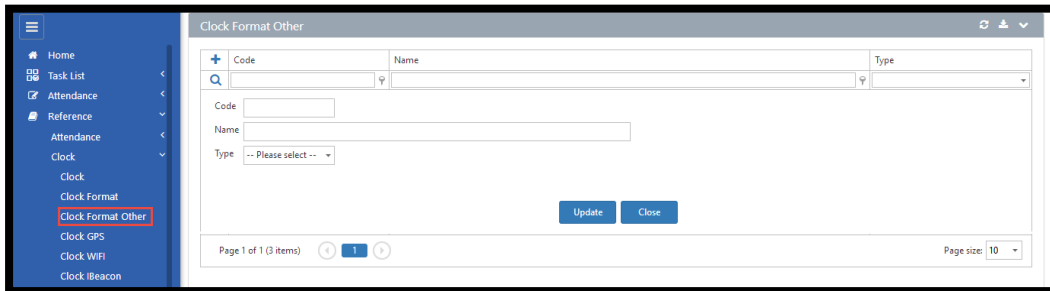
The screenshot shows the BIPO application interface. On the left is a blue sidebar with navigation options: Home, Task List, Attendance, Reference (highlighted with a red box), Attendance, Clock, Clock, Clock Format, Clock Format Other (highlighted with a red box), Clock GPS, and Clock WiFi. The main content area is titled 'Clock Format Other' and displays a table with the following data:

Code	Name	Type
JKT	Jakarta Office	SQL Table
JKT2	Jakarta Office (CSV)	CSV File
SHA	Shanghai Office	CSV File

Below the table, there is a pagination control showing 'Page 1 of 1 (3 items)' and a 'Page size' dropdown set to '10'.

Notes:

1. Clock Data Format will be different for different clock machine or users.
2. If want to make system auto get attendance records from clock machine to system, it also need to set scheduled job of “Clock Collection”.



3. **Code:** the code of clock format, this code must be unique.
4. **Name:** the name of clock format
5. **Type:** select the clock format type first

- **CSV File:** the upload file will be CSV format.

When select “CSV”, it will have below fields:

- (1) **Delimiter:** as this is CSV file, this field is to select the delimiter type. Usually will use “{comma}”.
- (2) **Date Format:** this will decide the date format in file. If select “ymd” then date should be 2019-10-31; if select “ydm” then date should be 2019-31-10.
- (3) **Condition:** write down the validate condition here and when user import file system will first check the validation based on this condition.
- (4) **Has Header:** when tick this option, then this file needs to have a line of header, cannot only have data.



After click “Update”, it will have more field in the screen.

In “Clock Field” user can select the system field to store the clock records, and then write the formula in “Source Field” to map the data in CSV file. Usually “Badge No”, “Clock Date” and “Clock Time” are mandatory fields.

Clock Field	Source Field
Badge No	CAST(EmployeeID AS nvarchar)
Clock Date	CAST(ClockDate AS DATETIME)
Clock Time	LEFT(CONVERT(NVARCHAR,CAST(ClockTime AS DateTime),108),5)

- **Excel File:** the upload file will be Excel format. When select “Excel”, it will have below fields:

(1) **Condition:** write down the validate condition here and when user import file system will first check the validation based on this condition.

After click “Update”, it will have more field in the screen. In “Clock Field” user can select the system field to store the clock records, and then write the formula in “Source Field” to map the data in CSV file. Usually “Badge No”, “Clock Date” and “Clock Time” are mandatory fields.

- **SQL Table:** the system will get attendance records from SQL

When select “SQL”, it will have below fields:

- (1) **SQL Query:** write SQL command here to specify table, and system will get value from this table.

After click “Update”, it will have more field in the screen.

Clock Field	Source Field
Badge No	CAST(userid AS nvarchar)
Clock Code	'JKT'
Clock Date	CONVERT(date,checktime)
Clock Time	LEFT(CONVERT(NVARCHAR,checktime,108),5)

18.1 Example

If want to setup a CSV format for user to import clock, admin user can set below setting in system.

Clock Field	Source Field
Badge No	EmployeeID
Clock Date	CAST(Clockdate AS DATETIME)
Clock Time	LEFT(CONVERT(NVARCHAR,CAST(Clocktime AS DateTime),108),5)

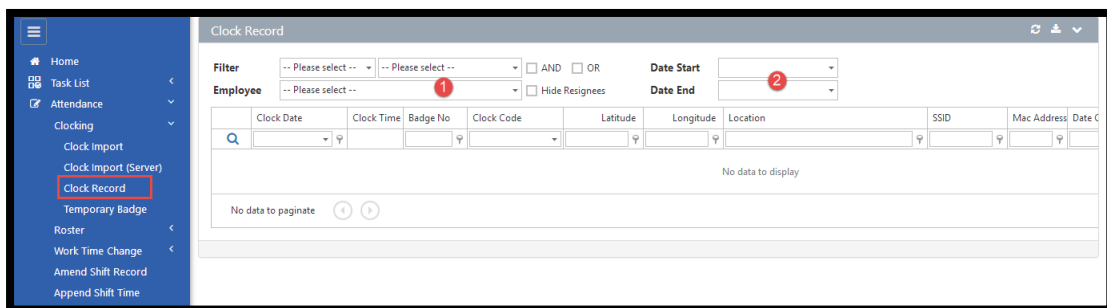
Then the import file should be csv format and the data should be:

A	B	C
EmployeeCode	ClockDate	ClockTime
Test001	2017/11/10	9:35:15
Test001	2017/11/10	17:00:06

19 Clock Record

Clock data can be viewed in Clock Record.

Access: Attendance Module > Attendance > Clocking > Clock Record

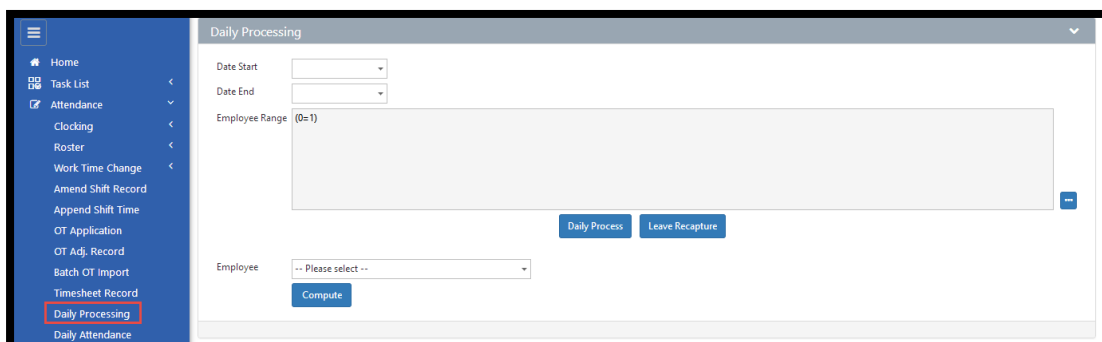


1. Choose employee.
2. Select Date Start and Date End to view clock data just imported into system.

20 Attendance Processing

Attendance processing is used to update daily attendance, OT applications and calculate OT Leave manually. And system has a schedule job to do processing automatically. The processing cannot be cancelled and withdrawn once proceed.

Access: Attendance Module > Attendance > Attendance Processing



Notes:

Attendance Processing usually used in below situations:

1. Distribute OT leave to employee if they have OT records

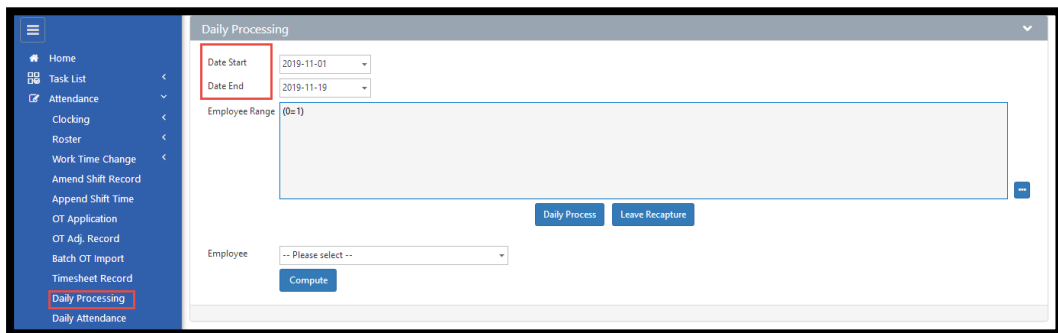
2. Update daily attendance of employee to update attendance status

Steps:

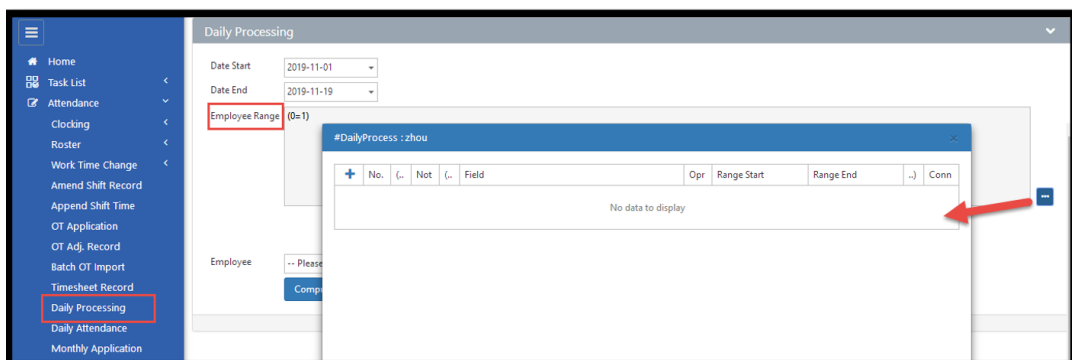
1. Select “Date Start” and “Date End”, which means system will only process the daily attendance and OT records during this period.

* Usually “Date End” will not set as today or the date after today. As today’s clock records usually will be captured on the next day, so the daily attendance will show absent or odd if process for today.

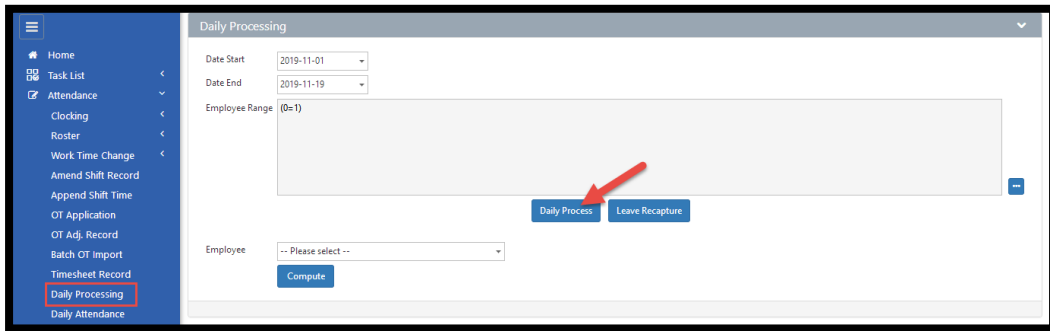
* “Date Start” and “Date End” usually will not set longer than one month. It will cause speed slow if set this period longer than one month.



2. Open “Employee Range” to set employee range need to do daily processing.

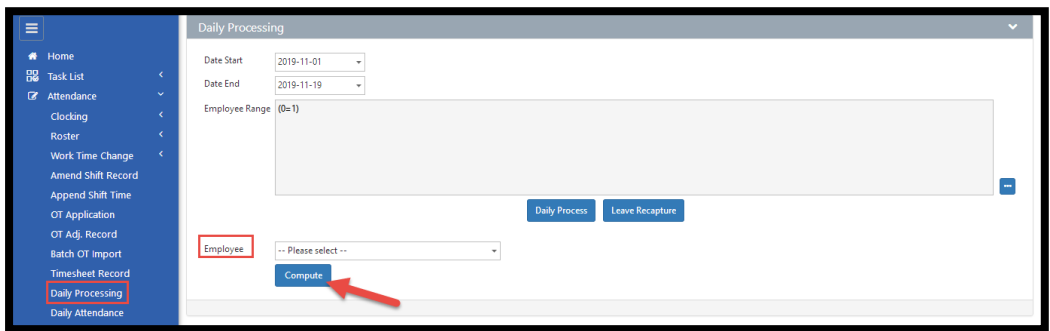


3. Click “Process” after set above fields.



4. If need to recompute daily attendance for one employee, after select start date and end date, can directly select employee in “Employee” and click “Compute”.

Note: The Compute button only updates daily attendance values, no daily record is created. To create new record, user should click Daily Process button.



21 Monthly Application

Monthly Application is a feature to submit attendance records for employees in batch.

21.1 Multiple Submission Options

AllowMultipleSubmissionOfMonthlyApplication is a country specified system config that allows users to define is multiple submission allowed in **ESS > Attendance > Monthly Application**.

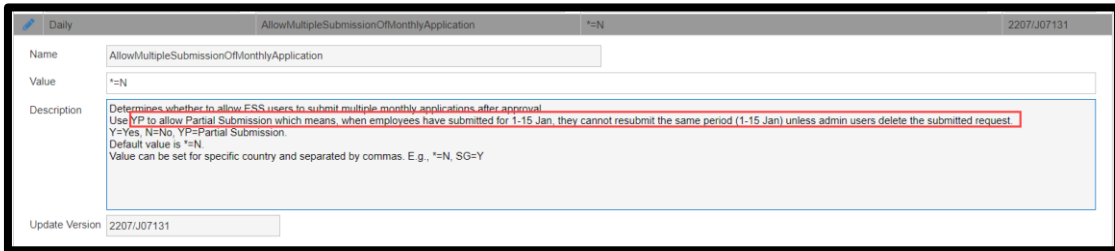
There are 3 options including:

1. **N:** When value is set as “N”, ESS users are not allowed to amend or submit a new Monthly Application after submission.
2. **Y:** When value is set as “Y”, ESS users are allowed to amend or submit a new Monthly Application after submission.
3. **YP:** When value is set to “YP”, ESS users are allowed to submit a new Monthly Application with condition the Clock Date should not be duplicated with previously

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approved Monthly Application Clock Date. For example, users submitted Monthly Application from 1st Jan to 9th Jan with the request approved. The second request will automatically start from 10th Jan 2023 until the last processed date. User would not be able to re-submit 1st Jan to 9th Jan records.

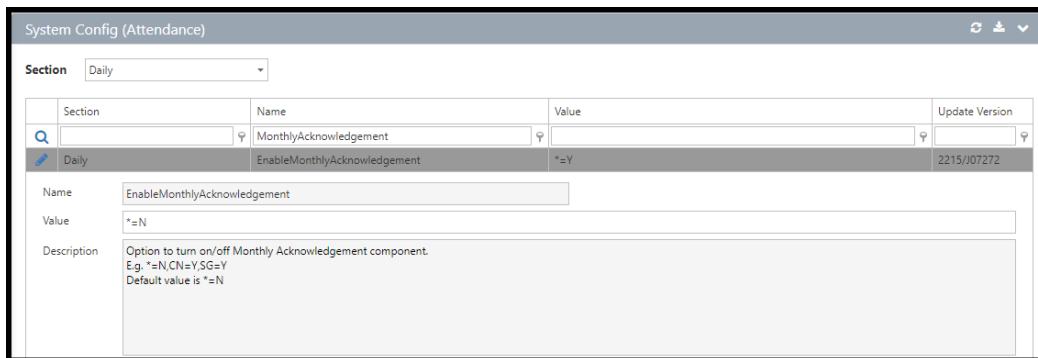
Access: System > Config > Attendance > Section: Daily



22 Monthly Acknowledgement

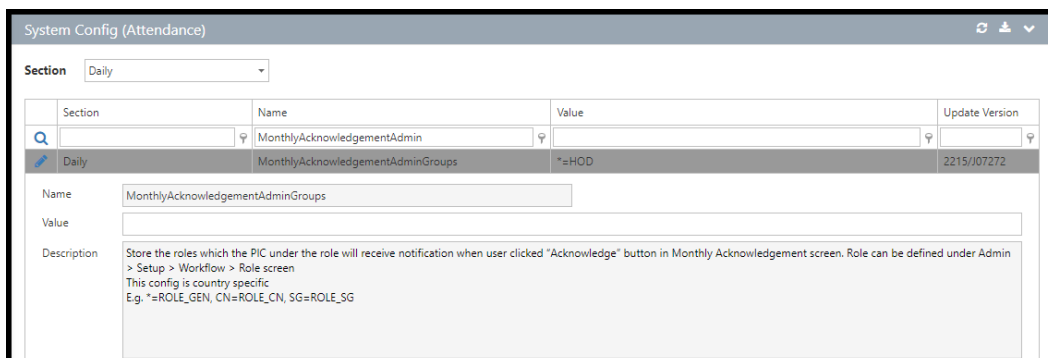
Monthly Acknowledgement is for employees to acknowledge their monthly attendance detail before being processed into payroll.

Access: System > Config > Attendance > Section: Daily



When the system config 'EnableMonthlyAcknowledgement' is set to Y, the Monthly Acknowledgement feature will be enabled.

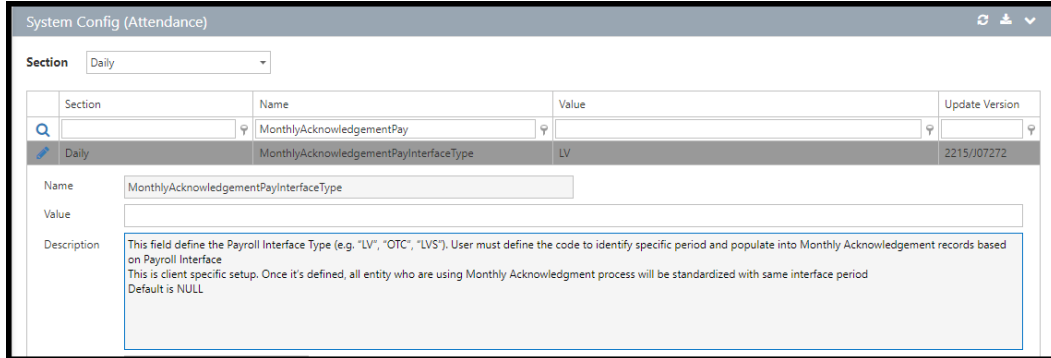
Access: System > Config > Attendance > Section: Daily



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The role defined in this system config 'MonthlyAcknowledgementAdminGroups' will receive notification when the employee acknowledges the monthly attendance detail.

Access: System > Config > Attendance > Section: Daily



The system config 'MonthlyAcknowledgementPayInterfaceType' determines the payroll interface types, on which system will use the period defined for this pay interface types to populate the daily record into the monthly acknowledgment.

For example:

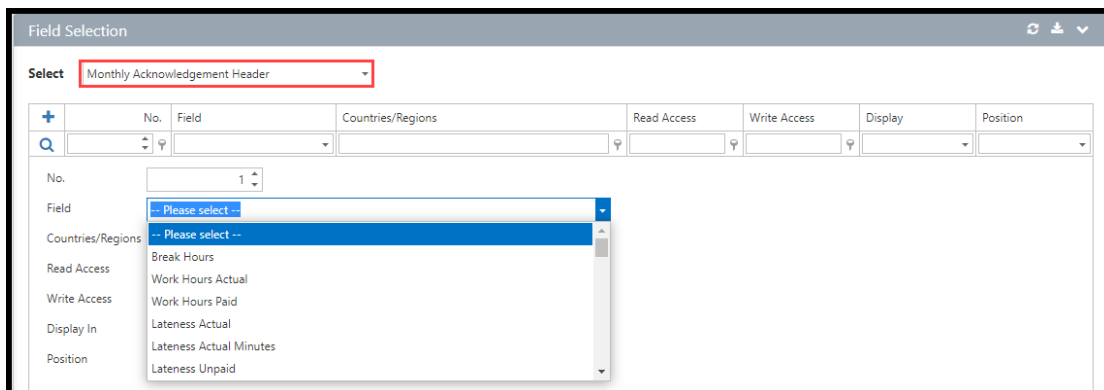
The value defined under MonthlyAcknowledgementPayInterfaceType = LV.

The period defined under Payroll Interface for Leave is 16 Mar 2022 to 15 Apr 2022.

In the Monthly Acknowledgement screen, system will populate the Daily Record for employee's acknowledgement for period from 16 Mar 2022 to 15 Apr 2022.

The field selection defined will be shown in the Monthly Acknowledgement screen.

Access: Setup > Setting > Field Selection



Field Selection

Select Monthly Acknowledgement Detail

No.	Field	Countries/Regions	Read Access	Write Access	Display
1	-- Please select --	-- Please select --			

No. 1

Field -- Please select --

Countries/Regions -- Please select --

Read Access Clock Time 1

Write Access Clock Time 2

Display In Clock Time 3

Clock Time 4

Clock Time 5

Clock Time 6

Update Close

22.1 Monthly Acknowledgement Workflow Type

The Monthly Acknowledgment workflow type will be shown when the Monthly Acknowledgement is enabled.

Access: *Setup > Workflow > Workflow Setup > Workflow Type: Monthly Acknowledgment*

The screenshot shows the 'Workflow Setup' window with the 'Workflow Type' set to 'Monthly Acknowledgement'. The main form contains the following fields:

- No.:** 1
- Name:** Normal workflow
- Workflow Method:** Normal
- Employee Range:** (0=0)
- Description:** (empty text area)
- CC List:** (empty dropdown)
- CC Email:** (empty text field)
- Skip Send Notification to Employee:** (unchecked checkbox)

At the bottom, there is an approval grid table:

Level	Approver	Level Type	Level Number	Type	CC List	CC Email
1	#SELF - Self			Operation Workflow		

Page 1 of 1 (1 items) | Page Size 10

Notes:

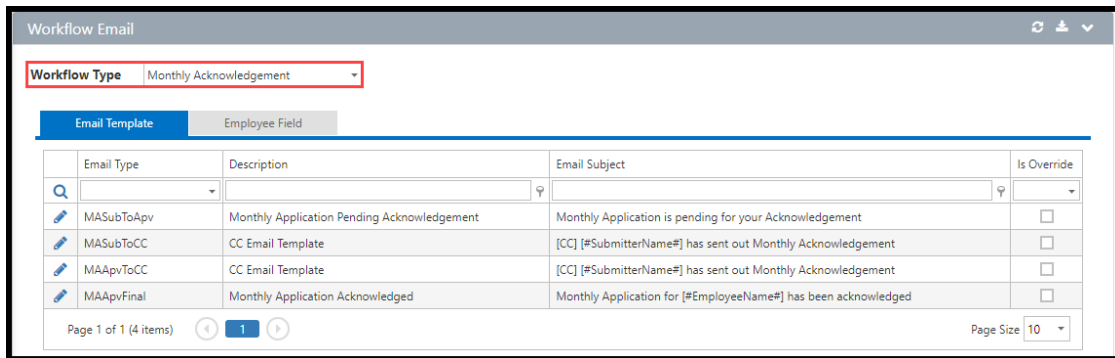
- When 'Skip Send Notification to Employee' is ticked, the employee, CC Email and CC List defined in the approval grid will not receive email notification.
- System only allows #SELF as the approver setup and only allows 1 level of approval.

22.2 Monthly Acknowledgement Workflow Email

The Monthly Acknowledgment workflow email template should be setup for:

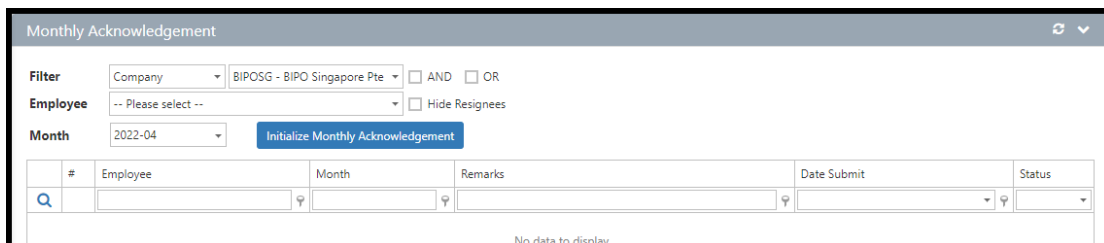
- Monthly Application Pending Acknowledgement
- CC Email Template
- Monthly Application Acknowledged

Access: *Setup > Workflow > Workflow Email > Workflow Type: Monthly Acknowledgment*



22.3 Monthly Acknowledgement Menu

Access: Attendance Module > Attendance > Daily > Monthly Ack



Upon defining the necessary filtering and clicking on the *Initialize Monthly Acknowledgment* button, system will populate the daily attendance records of applicable employees with pending submission workflow status. User will need to select the employees and click on the *Submit* button to submit the records for Employee’s acknowledgement.

Note: It is expected to be filtered by Pay Group in the Monthly Acknowledgment screen.

22.4 Integration with Daily Attendance Records

When an employee completes the **Monthly Acknowledgement**, the daily attendance records for that specific period are automatically locked to prevent further modifications.

Example: Acknowledgement Workflow

1. Once **Employee 1001** acknowledged on the January 2026 period:

The screenshot shows the 'Approval History' interface. At the top, there are filters for 'Workflow Type' (Monthly Acknowledgement) and 'Show' (Company). Below this is a table with columns: Employee, Company, Month, Remarks, Date Submit, and Status. A record for '1001B - John Tan' is highlighted. Below this is a detailed attendance table with columns: Clock Date, Clock In, Clock Out, Clock In 2, Clock Out 2, Rem..., Shift, Shift 2, Clock Time 3, Clock Time 4, Clock Time 5, Clock Time 6, Comprehensive 1, and Comprehensive 2. Two rows for dates 2026-01-01 (Thu) and 2026-01-02 (Fri) are highlighted. Below the attendance table is an 'Approval' table with columns: Level, Name, Date, Action, and Remarks. A row for '1001B - John Tan' with 'Approved' action is highlighted.

2. Automatic Lock: The Locked checkbox on the Daily Attendance record will be automatically checked, as follows:

The screenshot shows the 'Daily Attendance' interface. It includes filter options for 'Filter', 'Employee' (1001B - John Tan), 'Date Start' (2026-01-01 Thu), and 'Date End' (2026-02-25 Wed). Below the filters is a table with columns: Clock Date, Clock In, Locked, Clock Out, Clock In 2, Clock Out 2, Remarks, and Shift. A record for '2026-01-01 (Thu)' is shown with 'Locked' set to 'True'. Below the table is a form with 'Original' and 'Amended' sections. The 'Locked' checkbox is checked and highlighted with a red box.

23 Daily Attendance Lock

This feature allows administrators to **batch update the Locked checkbox** for Daily Attendance records.

Access: Attendance Module > Attendance > Daily > Daily Attendance Lock

23.1 Locked Checkbox

The “Locked” checkbox in the Daily Attendance record is used to finalize attendance data, securing them against further edits, deletions, or accidental updates once verified by a supervisor or administrator.

Functionality:

- Hides the Compute button in Daily Attendance screen:

<p>Locked = Checked (<i>Compute</i> button will be hidden)</p>	<p>Locked = Unchecked (<i>Compute</i> button will be enabled)</p>

- Secures daily attendance data including clock-in/out times, overtime (authorized or actual).
- Ensures consistent data for “Work Cost” calculations and standard reporting.

23.2 Field Descriptions

- **Process Type:** Defines the action to perform.
 - Options:
 - Lock Daily Attendance
 - Unlock Daily Attendance
- **Date Start & Date End:** Defines the **clock date range** to be locked or unlocked.
- **Employee Range:** This field allows you to specify which employees the lock applies to.

Notes:

- Setting the Employee Range as **(0=0)** means **Select All Record**.
- Individual employee codes or a range of codes can be entered to target specific groups or departments.

23.3 How to Use This Screen

1. **Select the Action:** Ensure the "Process Type" is set correctly (Lock or Unlock).
2. **Define the Period:** Choose the start and end dates for the clock dates for the Attendance records.
3. **Identify Employees:** Enter the relevant employee codes or ranges in the Employee Range field.
4. **Execute:** Click the **Next** button to proceed.

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5. **Review the Preview Table:** Once you click *Next*, a list of employees and their corresponding daily attendance records will appear. Verify that no records requiring manual adjustments are being locked.
6. **Execute the Lock:** If the information is correct, click the **Process** button to complete the action.
7. **Confirmation:** Once processed, the "Locked" status for these records will change from *False* to *True*, and they will no longer be editable by employees users.

	Clock Date	Clock In	Locked	Clock Out	Clock In 2	Clock Out 2	Remarks	Shift	Shift 2
	2025-12-31 (Wed)		False					NOR - NORMAL (08:00-18:00)	
	2026-01-01 (Thu)		True					NOR - NORMAL (08:00-18:00)	
	2026-01-02 (Fri)		True					NOR - NORMAL (08:00-18:00)	

23.4 Why use this?

Locking is a critical step before **payroll processing**. It ensures that once attendance hours are verified and "acknowledged", the data remains unchanged so that payroll calculations are based on finalized records.

Note: Double-check your Date Range before clicking "Next". Locking the wrong period can prevent employees from logging their current hours.

24 Restrict Period (Attendance Period)

The **Restrict Period** functions as a scheduled system freeze. It uses two different date types to determine when the restriction starts, and which attendance records are affected.

- **Date Effective** (Activation Date): Compared against the **Current System Date**. The restriction will not take effect until this date is reached.

Example: If this is set to tomorrow's date, users can still edit records today.

- **Restrict Up To** (Data Cut- Off Date): Refers to the Clock/Attendance Date. Once the restriction becomes active, the system prevents any modifications to records dated on or before this specific day.

Example:

If today is **11 March** and you set:

- **Date Effective:** 2026-03-11
- **Restrict Up To:** 2026-03-10

Result: Starting today, the system will immediately block the selected attendance entries for any date up to and including **10 March**.

- Employees unable to submit daily attendance changes request for Clock Date 2026-03-10, as follows:

Access: *ESS > HR > Attendance > Daily Attendance*

- Employees still able to submit daily attendance changes request for Clock Date

2026-03-11, as follows:

24.1 Other Field Descriptions

Access: Setup > Workflow > Restrict Period

- **Restrict Type:** Defines which system features will be restricted during the specific period.

Common attendance-related codes include:

- Daily Attendance (DL)

- OT Adjustments (OA)
- OT Applications (OT)
- Rosters (RO)
- Roster Swaps (RP)
- Timesheets (TS)
- Work Time Changes (SC)
- **Pay Groups:** An asterisk (*) indicates the restriction applies to **all employees and pay groups**. Restrictions can also be limited to specific pay groups.
- **Admin Locked:** This field appears when the **Restrict Type** is:
 - Daily Attendance
 - Roster
 - Roster Swap
 - Timesheet

When enabled, even administrators cannot bypass these restrictions. The fields will be greyed out, as follows:

Access: Attendance Module > Attendance > Daily > Daily Attendance

- **Approver Locked? (Activation Date):** This field controls when approvers can no longer approve attendance records. Two fields work together:
 - **Approver Locked?:** The date when approve action is blocked
 - **Restrict Up To:** The latest attendance date that becomes read-only/locked

24.2 Two Main Lock Styles

1. Immediate Lock (blocks approve action immediately)

- Set **Approver Locked?** = Today
- Set **Restrict Up To** = 15 March 2026

Result: From this moment onward, no one can approve attendance records dated on or before 15 March 2026. Use this option when an **immediate system freeze** is required.

2. Future / Grace-period Lock

This option allows approvers additional time (for example, during a weekend) before the system locks the records.

Common Scenario - Lock starts Monday:

- Set **Approver Locked?** = 16 March 2026 (Monday)
- Set **Restrict Up To** = 15 March 2026 (Sunday)

Result:

- Friday → Approvers can still approve records
- Saturday and Sunday → Approve action still allowed
- Monday → Approve action is blocked for all records dated 15 March 2026 or earlier.

This approach is commonly used during **payroll closing periods** to allow time for final adjustments.

24.3 Quick Summary Table

Goal	Approver Locked?	Restrict Up To	When does blocking start?	Best for
Lock everything immediately	Today	Sunday (15 Mar)	Immediately	Emergency / period-end freeze
Lock starts tomorrow morning	Tomorrow	Today or yesterday	Tomorrow	Quick next-day cutoff
Give weekend	Monday (16	Today or	When user logs	Normal payroll

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Goal	Approver Locked?	Restrict Up To	When does blocking start?	Best for
grace, lock Monday	Mar)	yesterday	in on Monday	close with weekend buffer

- Restrict Reject and Withdraw:** This field appears only when the Restrict Type is set to **Daily Attendance (DL)**. When enabled, users are prevented from withdrawing or rejecting any existing daily attendance requests that fall within the restricted period.
 - For Approvers:** A message will display: *"The period before {Restrict Up To Date} is locked. Please contact your administrator to release it."* The checkbox will also be hidden to prevent further action.
 - For Employees:** The Withdraw action will be disabled for any submitted record dated within the restricted period. A message will display: *"Cannot proceed. The approval period before {Restrict Up To Date} is locked."*

Notes:

As previously noted, checking the **Locked** box for a specific date protects that record from being overwritten by automated system tasks. However, it is important to understand how workflow actions can affect this status:

- Impact of Rejections:** If a Daily Attendance request (such as an Overtime or Leave request) is rejected by an approver, the system typically reverts the record to its original values.
- Automatic Unlocking:** Crucially, if a transaction is rejected, the **Locked** status will automatically change back to **unlocked**. This can cause data inconsistencies if the rejection happens after payroll has already been processed.
- Restrict Reject and Withdraw** is to prevent the accidental unlocking of records during sensitive times (like payroll processing).

25 Daily Attendance Lock vs Restrict Period

Aspect	Locked Checkbox (Daily Attendance Lock)	Restrict Period
Purpose	Finalizes specific Daily Attendance records	Controls system-wide editing and approval

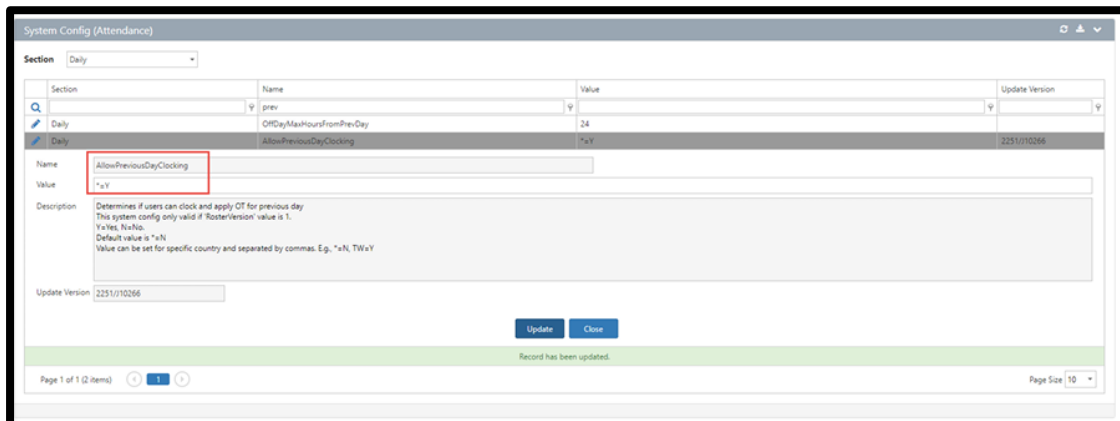
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		restrictions
Level	Record-level control	System workflow control
How it works	Sets the Locked checkbox on individual attendance records	Uses dates and rules to block system actions
When it takes effect	Immediately after locking	Based on Date Effective (activation date)
Scope	Only affects existing Daily Attendance records	Affects multiple functions (attendance, OT, roster, timesheets, etc.)
Who can bypass	Admins may unlock records manually	If Admin Locked is enabled, even administrators cannot bypass
Typical usage	Finalize verified attendance before payroll	Prevent users/approvers from modifying historical records after a cut-off date

26 Previous Day Clocking

System allows users to clock and apply OT for previous day based on system config *AllowPreviousDayClocking*.

Access: System > Config > Attendance > Daily > AllowPreviousDayClocking



After setting this system config as Y, there will be few areas will be impacted, i.e.:

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1. Shift Master OT Time Before *Next Day* checkbox will be changed to *Previous Day*.

The screenshot shows the 'Shift' configuration interface. The 'OT Time Before' checkbox is checked and labeled 'Previous Day'. Other fields include Code (0730_1530), Name (0730_1530), Type (Full Day), 1st Half End (11:30), 1st Half Hours (4.00), 2nd Half Start (12:30), and 2nd Half Hours (3.00). The 'Work' section includes 'OT Time Before' (.), 'OT Time After' (.), and 'OT Time Max' (.) checkboxes, all of which are currently unchecked.

2. OT screens (Admin OT Record and ESS Apply OT): *Next Day* checkbox will be changed to *Day* dropdown with options *Prev* and *Next*. OT Time Start and Time End will be validated with OT Time Before set in Shift Master.

Access: Attendance > Overtime > OT Record

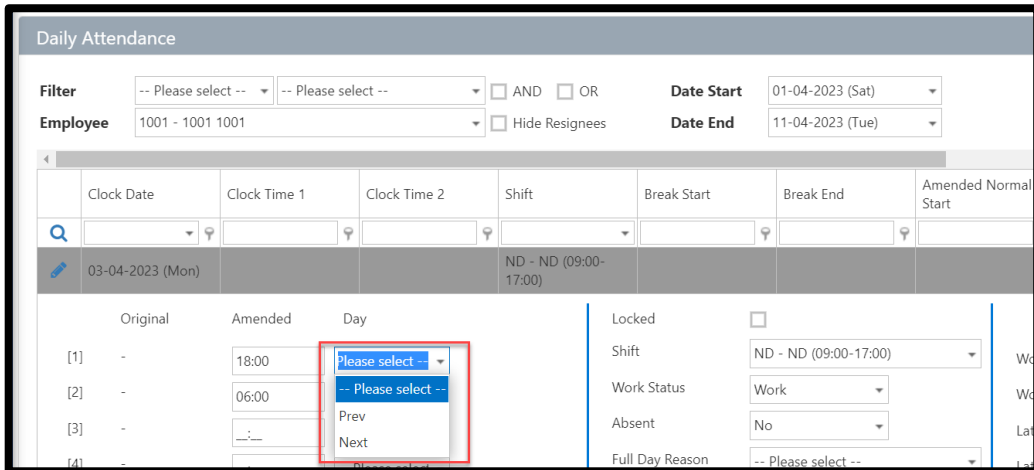
The screenshot shows the 'OT Record' interface. The 'Day' dropdown menu is open, showing options: 'Prev', 'Next', and 'Please select'. The 'Date Start' and 'Date End' are both set to 02-05-2023. The 'Total Hours' is 0 and the 'Shift' is 'off day (Off)'. The 'Day' column in the table below is highlighted with a red box.

Date	Time Start	Day	Time End	Day	Hours	Shift	Compensation Type
02-05-2023	.	.. P	.	.. P	0	off day (Off)	

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- Daily Attendance screens (Admin and ESS Daily Attendance, Monthly Application and Monthly Acknowledgement): *Next Day* checkbox will be changed to *Day* dropdown with options *Prev* and *Next*.

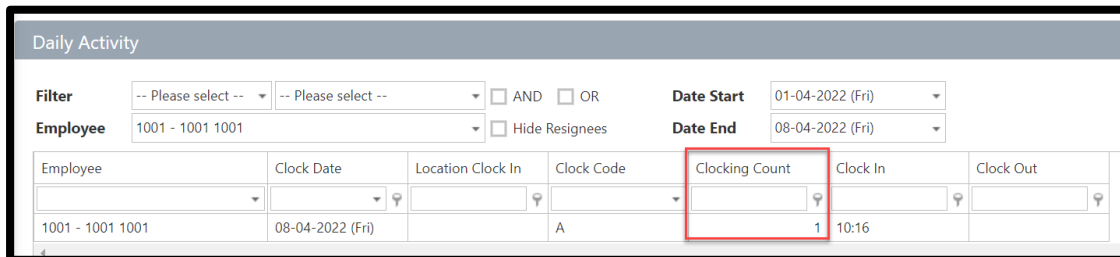
Access: Attendance > Daily > Daily Attendance



27 Daily Activity

This screen facilitates Admins in monitoring employees' clock in/clock out timing, Location, Duration and Clocking Count.

Access: Attendance Module > Daily > Daily Activity



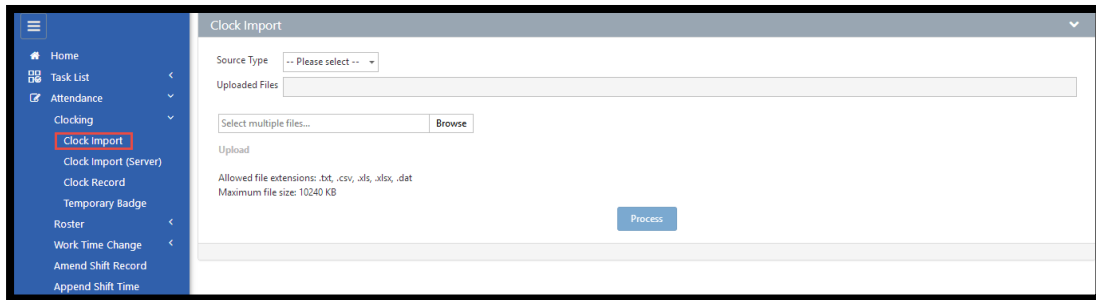
“Clocking Count” displays the total count of clocking records within a day based on the system config “GroupingField” grouping parameter.

For example, system config is set as ClockCode. There is only 1 clocking during the day for ClockCode A. Clocking Count will be displayed as 1 for ClockCode A.

28 Clock Import

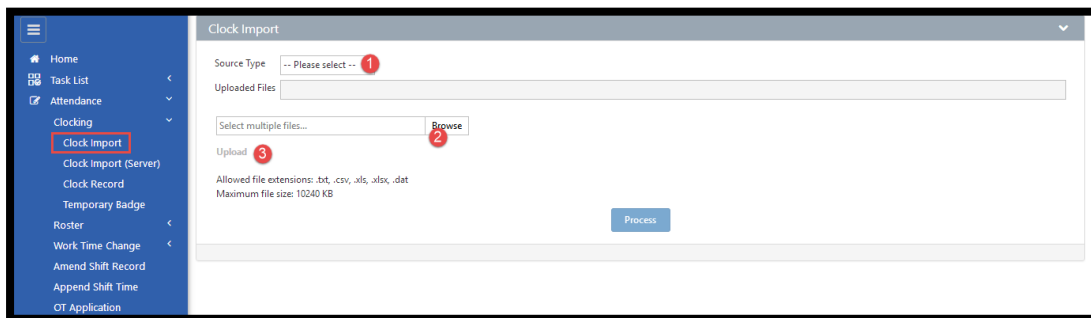
Admin user can manually import clock data into system with Clock Format setting in system.

Access: Attendance Module > Attendance > Clocking > Clock Import

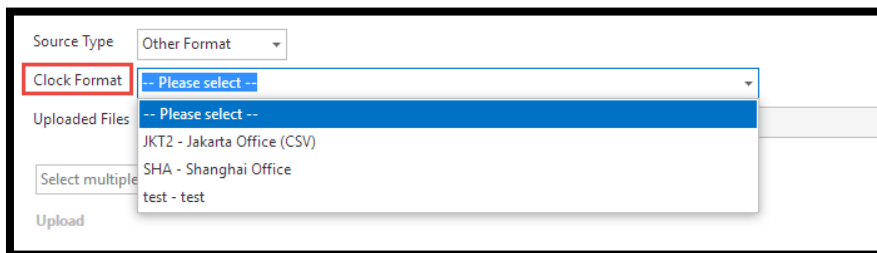


Notes:

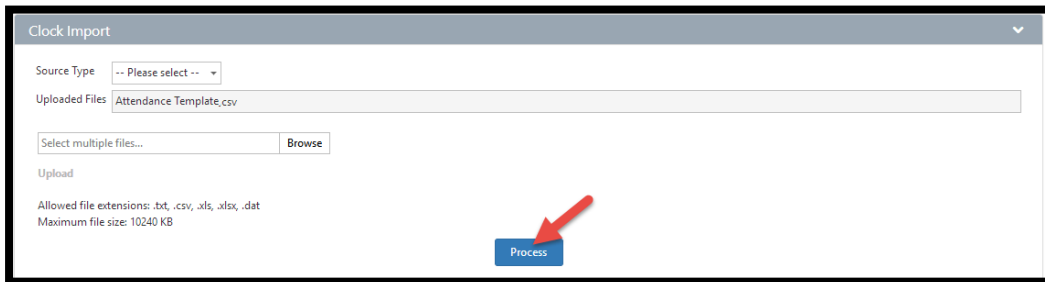
1. Clock Format should be set up in advance before importing the clock data.
2. After importing these clock data, the data cannot be rolled back.



1. **Source Type:** select “Other Format” and it will have another field as “Clock Format”. Select the format setting in “Clock Format Other” (the format type should be CSV or excel).



2. **Browse:** select the data file.
3. **Upload:** click “Upload” to upload the data file. If the format cannot match the “Clock Format”, system will pop-up message to remind. And if file has been uploaded successfully, it will display in “Uploaded Files”.
4. **Process:** Click “Process” to import the clock data.



29 Flexible Attendance Report

Flexible Attendance Report is an attendance report that allows for varying levels of flexibility in tracking attendance. This report can be customized to suit the specific needs of users.

It allows viewing or generating reports that include fields from *Daily Attendance*, *Roster*, *Employee Master* etc. It can also include details such as Approval details of Daily Request. Approval details including but not limited to fields as follow:

1. **Submit Employee:** Displays the employee who submitted the record.
2. **Approval Target:** Displays the next available approver when the record is still pending approval.
3. **Last Approver:** Displays the final approver when the record has been fully approved.

Access: Attendance Module > Report > Flexible Attendance

Flexible Attendance Report

Date Start:

Date End:

Print For:

Show Signature

Company As Report Header

Page Header Remarks:

Page Footer Remarks:

OT Approval Status: *

Endorsement:

Authorisation Remarks:

Template:

Report Title:

Paper Size:

Report Type:

Show Custom

For Self Service Users

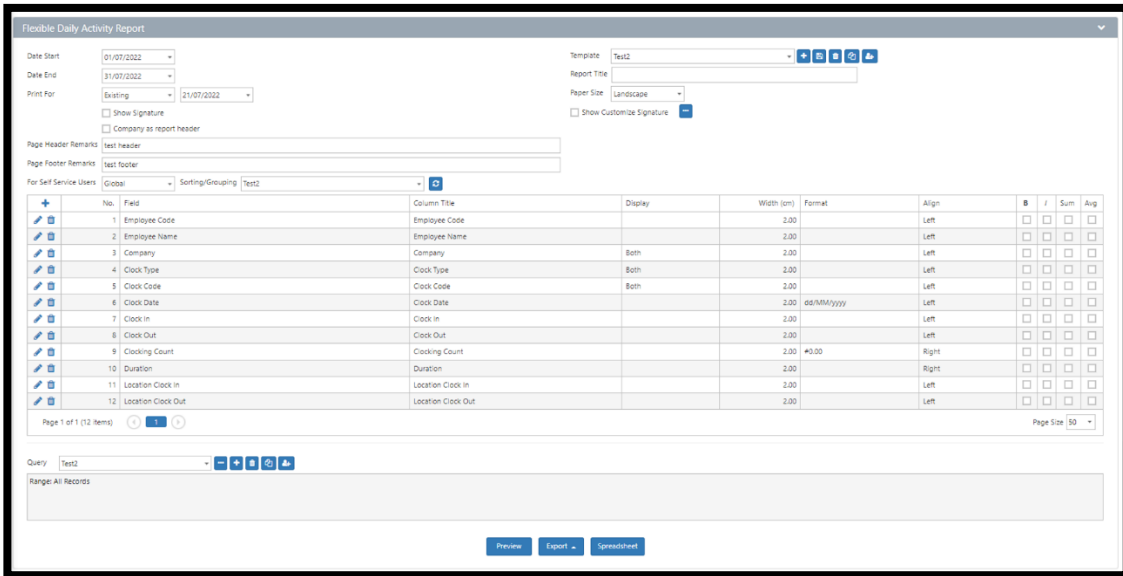
	No.			
+		Submit Employee		↻
✎	1	Approval Target	Column Title	Display
✎	2	Last Approver	Clock Date	
✎	3	==Leave Record==	Clock In	
✎	4	Approval Status	Clock Out	
✎		==Daily Time==	Submit Employee	
✎		Amended Normal Start		
✎		Submit Employee		

Page 1 of 1 (3 items) ⏪ 1 ⏩

29.1 Flexible Daily Activity

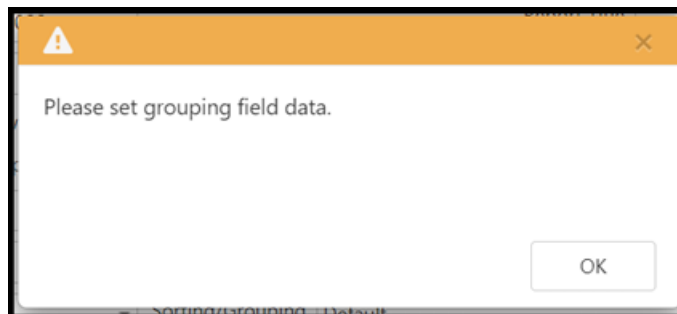
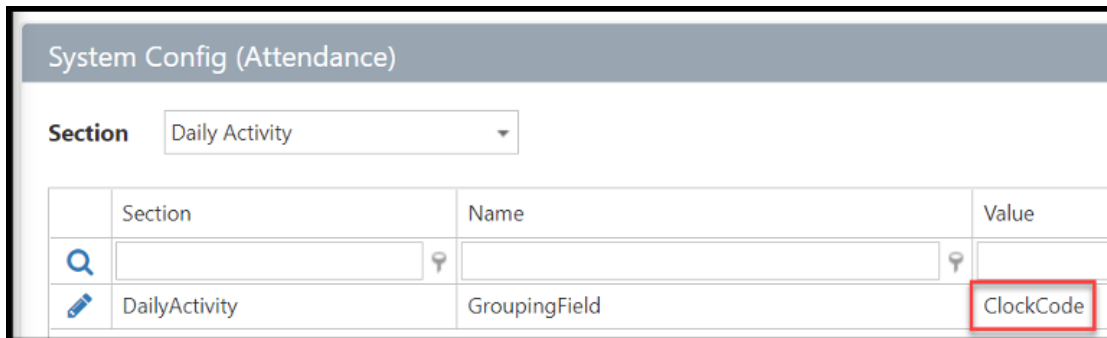
This report facilitates Admins and Employees in monitoring employee’s clock in/clock out timing and duration based on Clock Code or other grouping parameters.

Access: Attendance Module > Report > Flexible Daily Activity



Note:

Admin must ensure “GroupingField” system configuration is defined to avoid following warning message when accessing “Flexibility Daily Activity”.



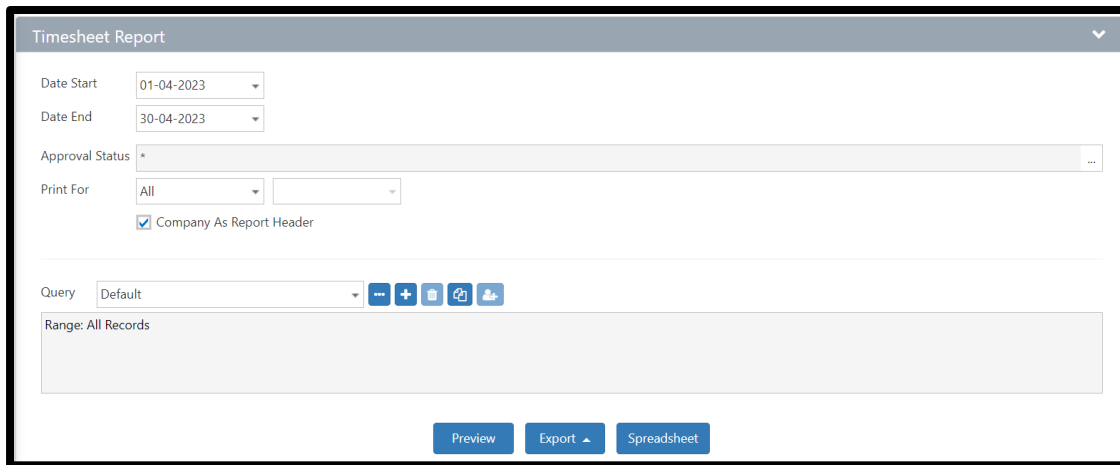
Flexible Daily Activity report allows user to flexibly configure fields into report and perform range selection and filtering, it is accessible via Admin and ESS portal.

29.2 Timesheet Report

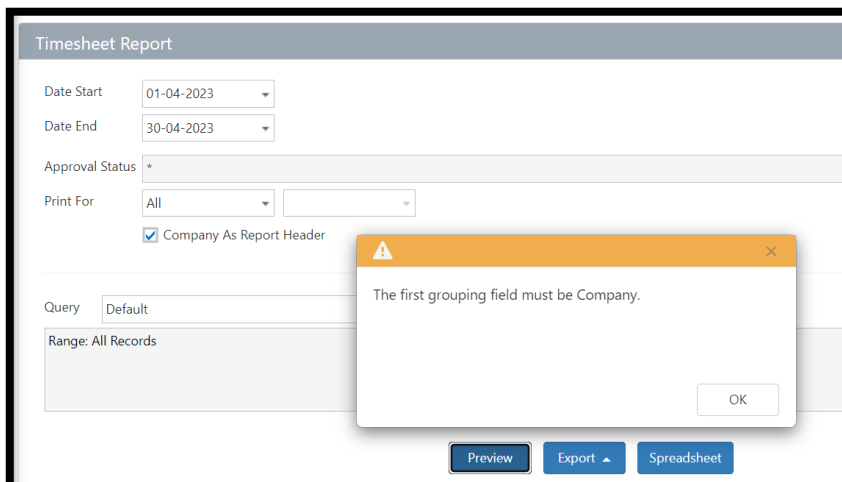
Timesheet Report allows users to generate detailed reports of timesheet records in a

specific period.

Access: Attendance Module > Report > Timesheet



1. **Date Start** and **Date End:** The date specified allows users to define a specific time period which users want to view or generate the report.
2. **Approval Status:** The selection field is used to filter the report based on the approval status of the timesheet records. For example, if “Pending Approval” is selected, users can generate a report that shows all timesheet records that are waiting for approval, which can help users to identify and address any delays or issues with the approval process.
3. **Print for:** The filter allows users to set **All**, **Existing** or **Resignees** based on the date defined.
4. **Company As Report Header:** The checkbox allows users to generate reports with Group By Company in the report header instead of License Name. i.e., if the checkbox is unticked, License Name will be shown in the report header. If ticked,



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Query must be configured to Group by Company, Company Name will be shown in the report header. If Query is not configured to Group by Company, following error will be prompted.

29.3 Clock Statistic Report

Clock Statistic Report allows users to generate daily number of clocking in the past 4 weeks until current week.

Access: Attendance Module > Report > Clock Statistic

The screenshot shows a web form titled "Clock Statistic Report". It contains three main input fields: "Clock Date" with a dropdown menu showing "27/01/2022", "Clock Code" with a text input field containing "*" and a search icon, and "First Day of Week" with a dropdown menu showing "Monday". Below these fields is a checkbox labeled "Company as report header" which is checked. The entire form area is enclosed in a black border.

1. **Clock Date:** The date specified defines the current week period.
2. **Clock Code:** The selection field allows users to filter which Clock Codes which users would like to view or generate in the report.
3. **First Day of Week:** This field defines which day is the start of the week.

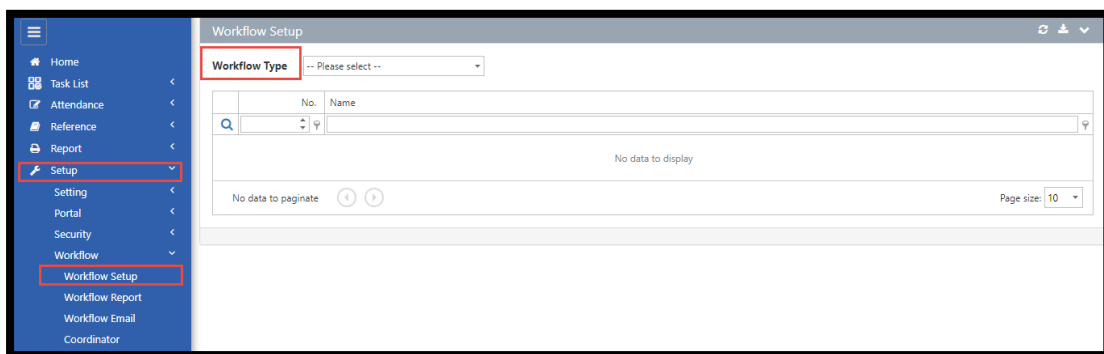
Public

4. **Company as report header:** The checkbox allows users to generate reports with Company Name in the report header instead of License Name. i.e., if the checkbox is unticked, License Name will be shown in the report header. If ticked, Company Name will be shown in the report header.

30 Attendance Workflow Setup

Attendance workflow is to set the workflow of daily attendance change, shift change and OT application. Workflow can set workflow based on different employee ranges. When employee apply OT, system will find which workflow’s range include this OT day and employee, and if there have several workflows matching, it will only follow the first workflow based on sequence no.

Access: Setup > Workflow > Workflow Setup



Notes:

Workflow is used for employee to apply, no limit for admin user. When admin user add OT records it will be auto approved without any workflow.

1. Workflow No cannot be same. System will find the first workflow which match the employee range and leave types. The sequence no decides the workflow sequence. System will first use the smaller sequence no.
2. If there is no workflow set, employee will not be able to submit the OT application or Daily Attendance application.
3. Please select “Workflow Type” first before starting the setup.

* Use "OT Apply" workflow for example.

1. **No.:** the sequence of workflow, system will first use the smaller no.
2. **Name:** the name of workflow.
3. **Amount from:** means system will use this workflow from XXX hours' OT application.

This field means larger or equal to the amount.

- **By Application:** means system will check the amount based on each application
- **By Month:** means system will check the total amount based on each month
- **By Week:** means system will check the total amount based on each week
- **By Year:** means system will check the total amount based on each year

E.g., when employee apply OT more than or equal to 3 hours each time, workflow is employee submit --> line manager A --> line manager B; when employee apply OT less than 3 hours each time, workflow is employee submit --> line manager A. Then this "amount from" need to set as "3, By Application".

4. **Rejection Workflow:**

- **Sequence No.:** means if approver reject application, then system will find another workflow to continue. Another workflow will base on the sequence no. set in this field.

E.g., two workflows setting in system:

No.1 workflow A

No.2 workflow B

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Set “2” in “Sequence No.”, if employee is using workflow A and approver reject the application, then it will use workflow B as rejection workflow to continue.

- **Previous Approver:** when approver reject application, it will back to previous approver. If previous approver approves this application, then this application will be final approved. If previous approver rejects this application, then this application will be final rejected.
- **Reject Continue:** The application will continue to the next level approver even if it is rejected (final decision rests with the final approver).

5. **Workflow Method:**

- **Normal:** means workflow will be decided by approver in levels.
- **Line Manager:** means workflow will be decided by submitter’s line manager in different conditions, which has no certain levels.

6. **CC List:** can select employee here. When application has been finally approved or rejected, system will also send email to employee here to remind this application has been rejected or approved.

7. **CC Email:** can fill the email address here to send cc email to this address

8. **Compensation Type Edit Level To:** when employee apply OT, he/she can select the compensation code (OT Pay or OT Leave), this field can decide which level of approver can edit this compensation type. Default is no approver can edit.

9. **OT Allowance Edit Level To:** It is to define which level of approver can edit OT Allowance field when doing approval.

- If value is 0, no approver can edit the OT Allowance.
- If value is 1, which means the 1st approver can edit OT Allowance.
- If value is 2, it means the 1st and 2nd approver are able to edit OT allowance.

10. **Allow Approver Edit Calendar:** This field will be shown if *OT Allowance Edit Level To* is not 0. Available options are All, Weekday, Weekend, Holiday, and Statutory Holiday.

For example, if *Weekend* is selected, approvers can edit OT Allowance only if OT Date falls on weekend.

11. **Allow Approver Edit Work Status:** This field will be shown if *OT Allowance Edit Level To* is not 0. Available options are All, Work, Off, and Rest.
For example, if *Off* is selected, approvers can edit OT Allowance only if OT Date Work Status is *Off*.
12. **Calendar:** can select “Weekday”, “Weekend”, “Holiday” and “All” in this field. If select “Holiday” in this field, then this workflow can only be used on holiday. Default value is all.
13. **Work Status:** can select “Work”, “Off” and “Rest” in this field. If select “Off” in this field, then this workflow can only be used on Off days, which work status is Off. Default value is all.
14. **Same for Workflow Cancel:** if tick this option, when employee cancel the application, it will also follow this workflow, no need to set another cancellation workflow.
Skip Workflow: if tick "skip workflow", which means once employee submit the application, then it will be auto approved, no need to go through workflow.
Skip Workflow Email: if tick "skip workflow email", which means submitter and approver will not receive any emails for them to approve or reject. They can only view the records by login HRMS system.
Allow Modify Workflow Upon Submission: if tick “- Allow Modify Workflow Upon Submission”, which means when employee apply OT application, employee can modify the workflow, and select whom will be the approver. The approver range employee can select will be all employees in system.
15. **Employee Range:** this is to set the employee who will use this workflow.
16. **Description:** user can enter remarks here, this description will not be displayed in any of the application screen.

30.1 Workflow Method – Normal

Level: the sequence of each approver

- **Approver:** decide who will be the approver. All employees and roles can be selected. Following are the roles:

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(1)#MGR_LM – Line Manager: this will auto find employee’s manager set in Employee Master.

(2)#HOD – Head of Department: this will auto find employee’s head of department, set under department screen.

(3)#POINTED – Pointed by Previous Approver: this means last approver can select who will be the next approver.

(4)#SELF – means employee self to confirm in workflow.

(5)#Role – means the role setting for special person, this is set in Setup – Workflow – Role.

- **Level Type:** it has two options “Employee” and “Previous Approver”, it is used with “Level Number”
- **Level Number:** decide the level of “Level Type”. Column "Level Type" and "level number" will only be displayed when approver is "Manager" or " Pointed By Previous Approver ".

For example:

- With the following setting, the workflow sequence will be as follow:

	Level	Approver	Level Type	Level Number	Type	CC List	CC Email	Person In Charge
	1	#BACKUP - Backup for Leave			Operation Workflow			
	2	#MGR_CN_LM - 直接上级	Employee	1	Approval Workflow	#ROLE_WorkflowCC		
	3	#MGR_CN_LM - 直接上级	Employee	2	Approval Workflow			
	4	#MGR_CN_LM - 直接上级	Employee	3	Approval Workflow			
	5	#ROLE_HR_APP - HR for leave approval - AL & OT			Normal Workflow			

1 – The workflow will first be routed to the backup person.

2 – The workflow will be routed to employee's line manager A ("Employee""1" means employee's 1st level manager).

3 – The workflow will be routed to employee's second line manager B, LM B is the manager of LM A ("Employee""2" means employee's 2nd level manager).

4 – The workflow will be routed to employee's third line manager C, LM C is the manager of LM B ("Employee""3" means employee's 3rd level manager).

- With the following setting, the workflow sequence will be as follow:

	Level	Approver	Level Type	Level Number	Type	CC List	CC Email	Person In Charge
	1	#BACKUP - Backup for Leave						
	2	#MGR_CN_LM - 直接上级	Previous Approver	1				
	3	#MGR_CN_LM - 直接上级	Employee	2				

Page 1 of 1 (3 items) Page size: 100

- 1 – The workflow will first be routed to the backup person.
- 2 – The workflow will be routed to the backup's line manager D ("previous approver""1" means previous approver's 1st level manager).
- 3 – The workflow will go to the employee's second line manager B ("Employee""2" means employee's 2nd level manager).

- **Type:** it has three options “Approval Workflow”, “Operation Workflow” and “Normal Workflow”, default option is “Approval Workflow”

Approval Workflow:

If the approver is duplicated in the workflow, such as:

- 1. approver A - approval workflow
- 2. approver B - approval workflow
- 3. approver A - approval workflow

Approver A will only need to approve once, the third level will be skipped.

If the approver is another approver or submitter's subordinate, such as

- 1. approver A - approval workflow
- 2. approver B - approval workflow (approver B is approver A's subordinate)

Approver B will be skipped.

Operation Workflow:

If the approver is duplicated in the workflow, such as:

- 1. approver A - approval workflow
- 2. approver B - approval workflow
- 3. approver A - operation workflow

Approver A needs to approve twice, the third level will not be skipped.

If approver is another approver or submitter's subordinate, such as

1. approver A - approval workflow
2. approver B - operation workflow (approver B is approver A's subordinate)

Approver B will still need to approve

Normal Workflow:

If the approver is duplicated in the workflow, such as:

1. approver A - approval workflow
2. approver B - approval workflow
3. approver A - normal workflow

Approver A only need to approve once, the third level will be skipped. This is the same behavior as the Approval Workflow.

If approver is another approver or submitter's subordinate, such as

1. approver A - approval workflow
2. approver B - normal workflow (approver B is approver A's subordinate)

Approver B will still need to approve. This is the same behavior as Operation Workflow.

- **CC List:** can select employee here. When approver of this level has been finally approved or rejected, system will send email to employee listed here to notify that the application has been rejected or approved by the approver.
- **CC Email:** can fill the email address here to send cc email to this address.
- **Person In Charge:** this field is only used for "pointed by previous approver" of "Approver", to decide the employee range can be selected in "pointed by previous approver".

E.g., when select "Pointed by Previous Approver" in "Approver" and select employee range as "Department=HR" under "Person In Charge", this means the 1st level approver can only select employee in HR department to be the next approver.

	Level	Approver	Level Type	Level Number	Type	CC List	CC Email	Person In Charge
	1	#SELF - Self			Operation Workflow			
	2	#POINTED - Pointed By Previous Approv	Employee		Operation Workflow			((TblEmployee.EFR02='Y'))
	3	#POINTED - Pointed By Previous Approver	Employee		Operation Workflow			((TblEmployee.EFR04='Y'))
	4	#POINTED - Pointed By Previous Approver	Employee		Operation Workflow			((TblEmployee.EFR03='Y'))
	5	00100858 - TEO			Normal Workflow			
	6	#ROLE_HR - HR			Approval Workflow			

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Update Delete Close

Sample Workflow Setup

The Workflow is for OT Application with the following requirements:

When OT applied is more than 3 hours on holiday, the approver would be in the following sequence: 1st Level - Line Manager (cc submitter)

2nd Level - Line Manager to choose the next approver under CN_FIN Department

3rd Level – HR (cc HOD)

The same flow applies for cancellation workflow.

Steps:

1. Click + to add new workflow and fill in the No. of this workflow.
2. Fill in the name for this workflow.
3. Fill in the *Amount From* as “3” of this workflow (means this workflow will only be triggered when OT hours \geq 3 hours).
4. Select *Workflow Method*.
5. Select CC person under *CC List*.
6. Select *Calendar* as “Holiday”.
7. Tick on *Same for Workflow Cancel* (which means when employee submits for cancellation workflow, system will follow the same approval routing).
8. Choose the *Employee Range* and click *Update*.
9. Set Workflow Level as below. Click “Update” to confirm.

Workflow Configuration Form:

- No.: 1,000 (1)
- Name: test (2)
- Amount From: 3.00 (3) By Application
- Rejection Workflow: -- Please select --
- Workflow Method: Normal (4)
- CC List: #HOD (5)
- CC Email: [Empty]
- Compensation Type Edit Level To: 0
- Calendar: HOL (6)
- Work Status: [Empty]
- Work Status options:
 - Same for Workflow Cancel (7)
 - Skip Workflow
 - Skip Workflow Email
 - Allow Modify Workflow Upon Submission
- Employee Range: (0=0) (8)
- Description: [Empty]

Level	Approver	Level Type	Level Number	Type	CC List	CC Email	Person In Charge
1	#MGR_LM - Line Manager	Employee	1	Approval Workflow	#SELF		
2	#POINTED - Pointed By Previous Approver	Employee					((TblEmployee.DepartmentCode=CN_FIN'))
3	#ROLE_CN_HR - CN_HR_Renee						

Page 1 of 1 (3 items) | Page size: 10

Buttons: Update, Delete, Close

30.2 Workflow Method – Line Manager

When select “Line Manager” in “Workflow Method”, it will have different screen to set up the workflow. This method has no certain levels of approvers, it will keep finding submitter’s line managers until they are not in the range.

Workflow Configuration Form (Line Manager Method):

- No.: 1,000
- Name: test
- Amount From: 0.00 By Application
- Rejection Workflow: -- Please select --
- Workflow Method: Line Manager
- CC List: [Empty]
- CC Email: [Empty]
- Compensation Type Edit Level To: 0
- Calendar: HOL
- Work Status: [Empty]
- Work Status options:
 - Same for Workflow Cancel
 - Skip Workflow
 - Skip Workflow Email
 - Allow Modify Workflow Upon Submission
- Starting Condition: ((TblEmployee.OFR01 IN ('A','B','C')))
- Ending Condition: ((TblEmployee.OFR01 IN ('D')))
- Employee Range: (0=1)
- Description: [Empty]

Level	Approver	Level Type	Level Number	Type	CC List	CC Email	Person In Charge
1	#HOD - Head of Department						

Page 1 of 1 (1 items) | Page size: 10

Buttons: Update, Delete, Close

- Field #1 and #4. These two workflow setup boxes are the same as “Normal” of “Workflow Method”. They have the exact approvers in each level.

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2. **Starting Condition:** this box means if employee match the employee range here, he/she will be the approver, and system will keep finding the approver match the range until it matches the range under “Ending Condition”.
3. **Ending Condition:** if the approver match this employee range, then it will stop finding the approver.

For Example:

		Employee	Job Grade
→	submitter	01	A
→	line manager	02	A
→	line manager	03	B
→	line manager	04	C
→	line manager	05	D

Employee 02 is the manager of 01, employee 03 is the manager of 02 with the respective job grade A to D.

- (1) If set *Starting Condition* as “Job Grade is A or B or C”, and *Ending Condition* as “Job Grade is D”.

Starting Condition

Ending Condition

When Employee 01 submits OT application, system will begin to check whether Employee 01’s line manager is matching the starting range to the ending range. So, the workflow will be:

Employee 01 submits OT Application, system will check the condition set under Starting/Ending Condition based on the Workflow Setup Box 1 and Workflow Setup Box 4.

The approval routing will be as follow:

Employee 02 > Employee 03 > Employee 04 > Employee 05

(Blue part means starting condition, green part means ending condition).

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(2) If set “Starting Condition” as “Job Grade is A or B”, and “Ending Condition” as “Job Grade is C or D”.

Starting Condition	((TblEmployee.OFR01 IN ('A','B')))	...
Ending Condition	((TblEmployee.OFR01 IN ('D','C')))	...

Employee 01 submits OT application, system will check the condition set under Starting/Ending Condition based on the Workflow Setup Box 1 and Workflow Setup Box 4.

The approval routing will be as follow:

Employee 02 > Employee 03 > Employee 04 > Employee 05

(Blue part means starting condition, green part means ending condition).

(3) If set “Starting Condition” as “Job Grade is A or B”, and “Ending Condition” as “Job Grade is E”.

Starting Condition	((TblEmployee.OFR01 IN ('A','B')))	...
Ending Condition	((TblEmployee.OFR01 IN ('E')))	...

Employee 01 submits OT application, system will check the condition set under Starting/Ending Condition based on the Workflow Setup Box 1 and Workflow Setup Box 4.

The approval routing will be as follow:

Employee 02 > Employee 03

(Blue part means starting condition, no manager in ending condition).

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- (4) If set “Starting Condition” as “Job Grade is E”, and “Ending Condition” as “Job Grade is C or D”.

The screenshot shows a configuration window with two text input fields. The top field is labeled "Starting Condition" and contains the SQL query: ((TblEmployee.OFR01 IN ('E'))). The bottom field is labeled "Ending Condition" and contains the SQL query: ((TblEmployee.OFR01 IN ('C','D'))). Both fields have a blue three-dot menu icon to their right.

Employee 01 submits OT application, system will check the condition set under Starting/Ending Condition based on the Workflow Setup Box 1 and Workflow Setup Box 4.

The approval routing will be as follow:





Employee 04 --> Employee 05

(Green part means ending condition, no manager in starting condition).

5. **CC Condition:** in CC condition can set different conditions for CC person.

The screenshot shows a "CC Condition" configuration window. At the top, there are tabs for "CC List", "CC Email", and "Person In Charge". Below these is a table with columns: "+", "No.", "Condition", and "CC List". The first row shows "1" in the "No." column and a condition in the "Condition" column. A red box highlights the "CC List" column header, and a red arrow points to a small icon in the "Condition" cell. Below this is a modal window titled "WorkflowCCCondition : 487ced42-3c9f-45ae-b552-6649c3895b08" with a table that has columns: "+", "No.", "Field", "Opr", "Range Start", "Range End", "Conn". The table is currently empty with the text "No data to display". At the bottom of the modal are "Update" and "Cancel" buttons.

For example, the setting is as follow:

CC Condition			
	No.	Condition	CC List
 	1	((TblEmployee.OFR01 IN ('A','B','C')))	#MGR_LM
 	2	((TblEmployee.OFR01 IN ('E','D')))	#HOD

Page 1 of 1 (2 items) 1 Page size: 10

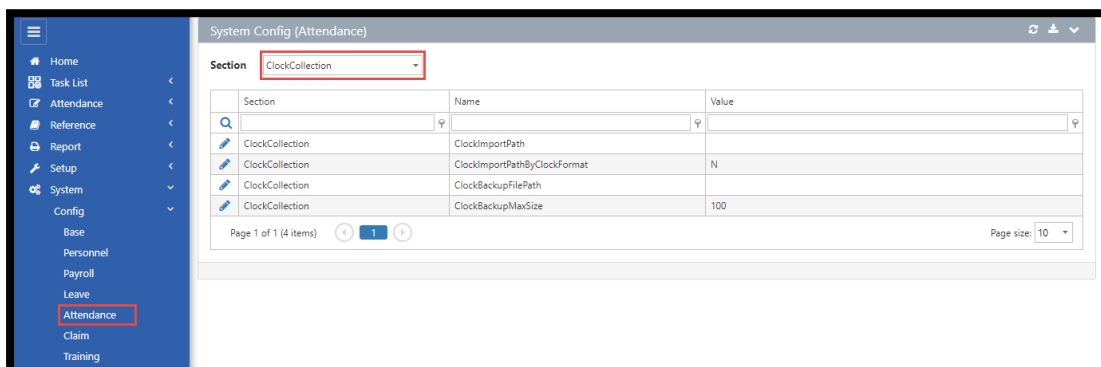
If submitter’s job grade is A or B or C, this application will be cc-ed to the line manager after approving or rejecting.

If submitter’s job grade is D or E, this application will be cc-ed to the head of department after approving or rejecting.

31 Clock Folder

Clock folder is set for use to transfer clock data from database or import clock data.

Access: System > Config > Attendance > ClockCollection



System Config (Attendance)		
Section: ClockCollection		
Section	Name	Value
ClockCollection	ClockImportPath	
ClockCollection	ClockImportPathByClockFormat	N
ClockCollection	ClockBackupFilePath	
ClockCollection	ClockBackupMaxSize	100

Page 1 of 1 (4 items) 1 Page size: 10

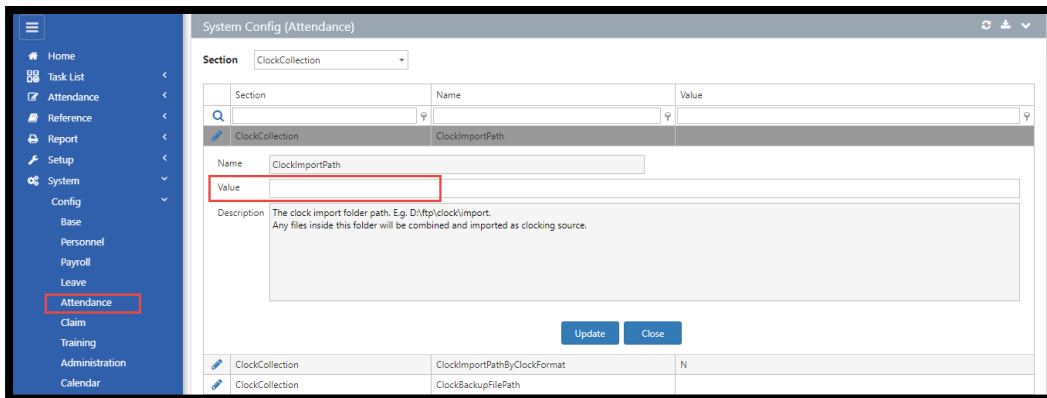
Note:

Clock folder is set for use to transfer clock data from database or import clock data. If clock machine can directly connect to HRMS system, then need to set the folder path in system in order for the system to get clock records automatically. If use another server to upload the clock data, the folder path also needs be set.

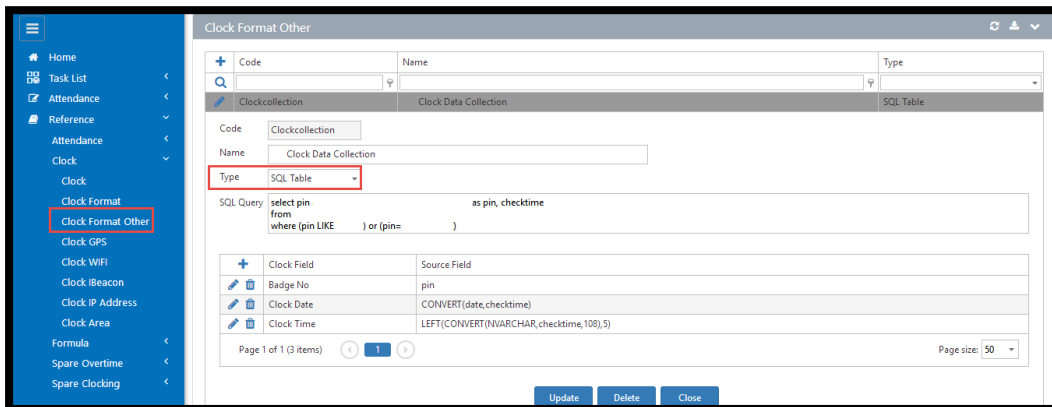
If use mobile to do clock in/out, there is no need to set the *Clock Folder*.

Steps:

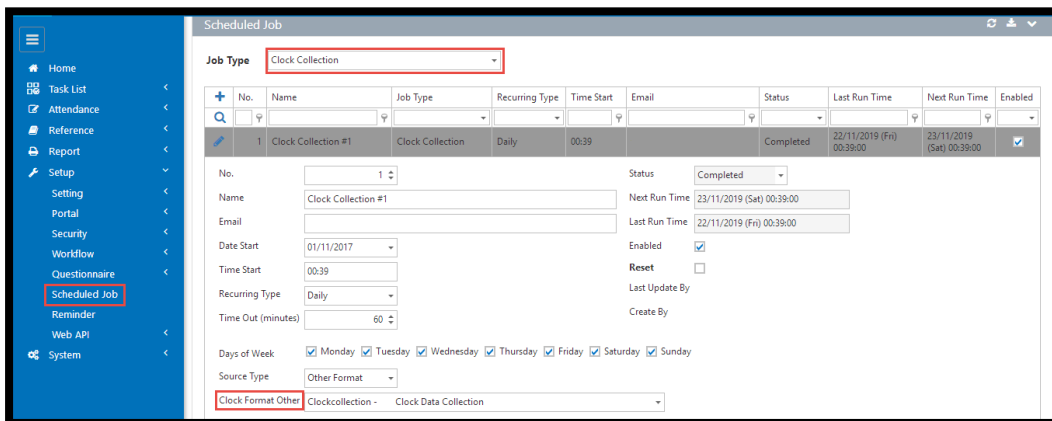
1. Set clock folder path in “ClockImportPath”



2. Set clock format in “Clock Format Other”.



3. Set scheduled job for system to auto capture the clock data.



32 Health Check Menu

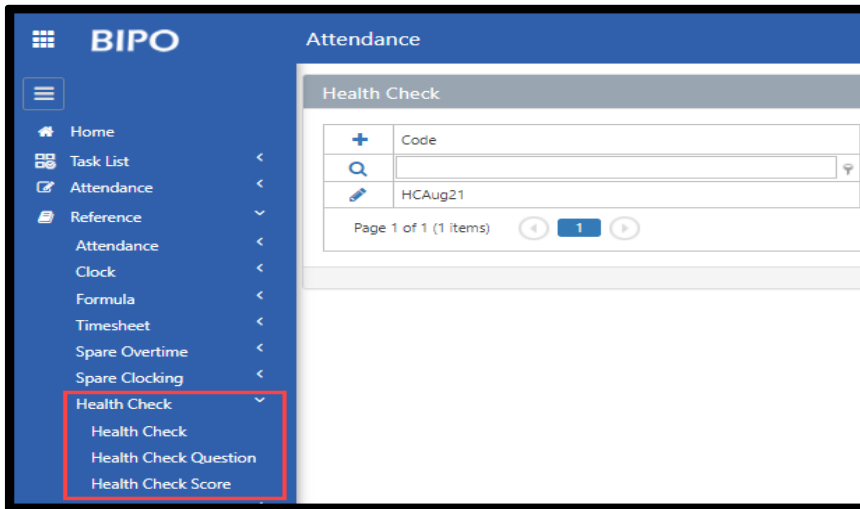
This feature allows Administrator to set the list of questionnaires with the corresponding scoring that employee needs to answer before they are allowed to perform clock in via BIPO Mobile Apps.

Following are the new menu introduced to cater for this new feature:

1. Health Check Setup Screen

The Health Check Setup Screen allows Administrator to set up the Health Check, Questionnaire and Scoring.

Access: Attendance Module > Reference > Health Check

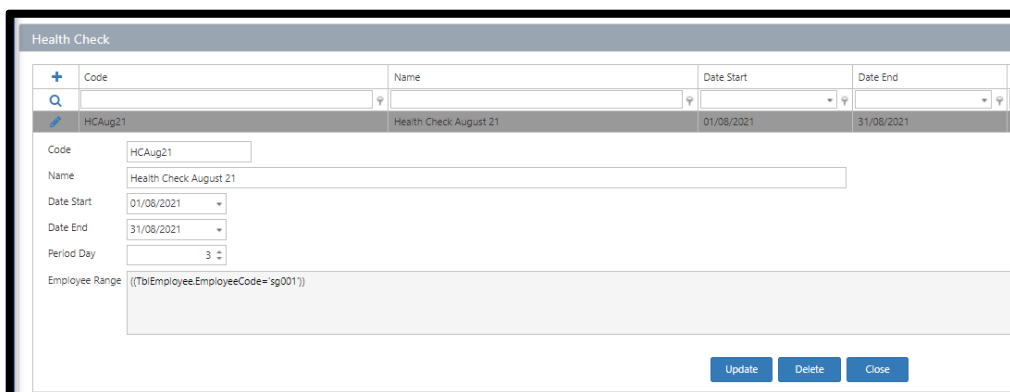


There are 3 sub-menus under the Health Check Setup Screen:

a. Health Check

The Health Check stores the following information:

- Health Check Code – The code of the health check.
- Health Check Name – The name of the health check.
- Date Start/End – The start/end date on when the questionnaire tagged to the health check will be shown.
- Period Day – The validity period of the health check.
- Employee Range – The range of employees where the health check applies to.



For example:

Date Start/End = 01 Aug 2021 to 31 Aug 2021

Period Day = 3 days

On 1st of August, the relevant employee will be prompted with the health check question.

When employee has answered the questionnaire on the 1st of August, employee will only be prompted to fill up the health check again on the 4th of August (Period Day = 3 days).

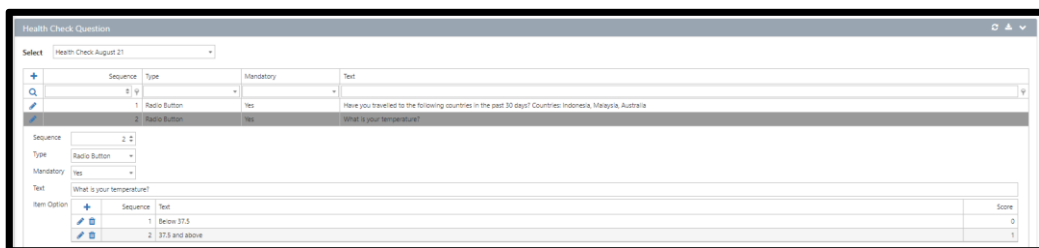
The questionnaire will stop after 31st Aug 2021.

b. Health Check Question

The questionnaire for the health check is to be set up in this menu.

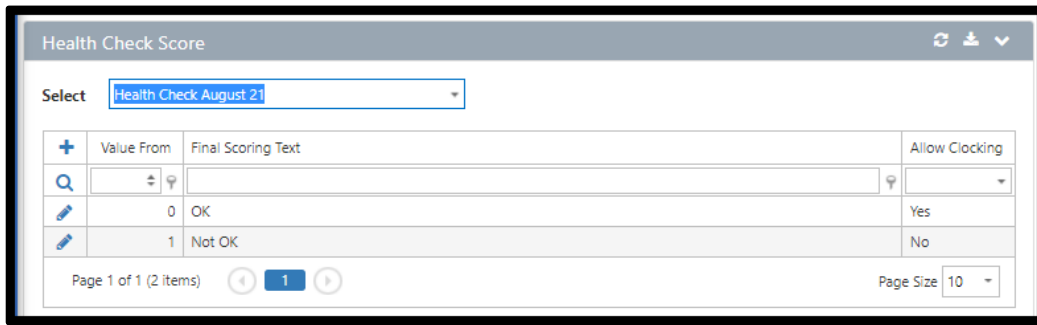
Depending on the question type, administrator can define the scores based on the answered options.

Sample question as follow:



c. Health Check Score

In the Health Check Score menu, Administrator can determine whether the employee is allowed to do clocking based on the scores the employee obtained from answering the questionnaire.



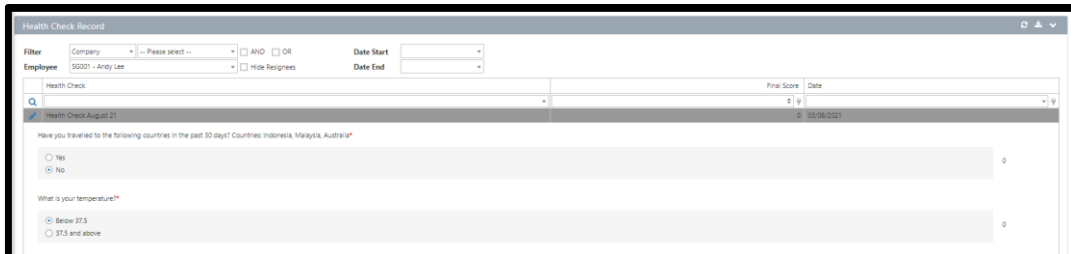
In the sample screenshot above, employee will be allowed to do clocking if the result of their health check score is 0. If the result of their health check is 1 or above, employee will not be allowed to do clocking.

2. Health Check Record

Health Check Record has been added to show employee's health check records.

Access: Attendance Module > Attendance > Health Check > Health Check Record

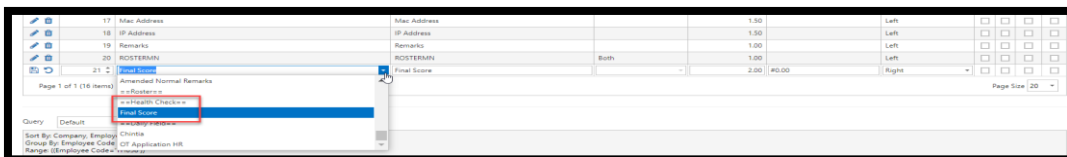
Access: ESS > Attendance > Health Check > Health Check Record



3. Flexible Attendance Report

The Health Check Final Score field has also been added into the Flexible Attendance Report.

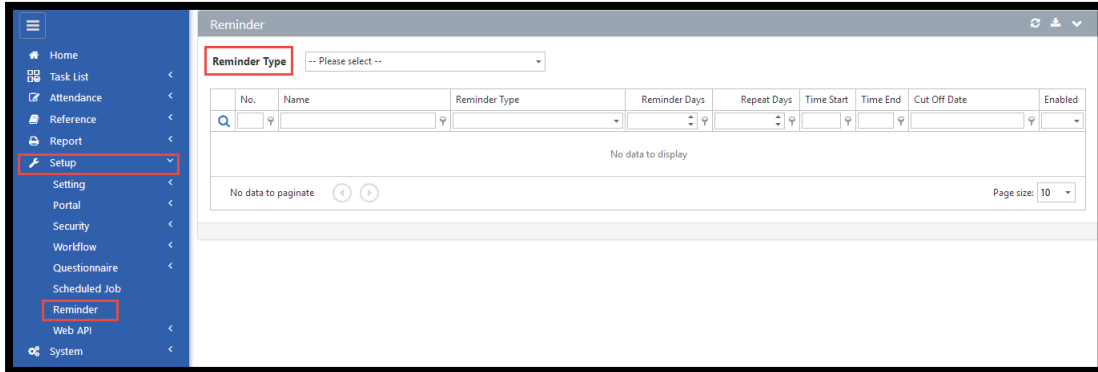
Access: Attendance Module > Report > Flexible Attendance



33 Reminder

Reminder is used for system to auto send reminder emails to employee. Reminder can be set for different days and employees.

Access: Setup > Reminder



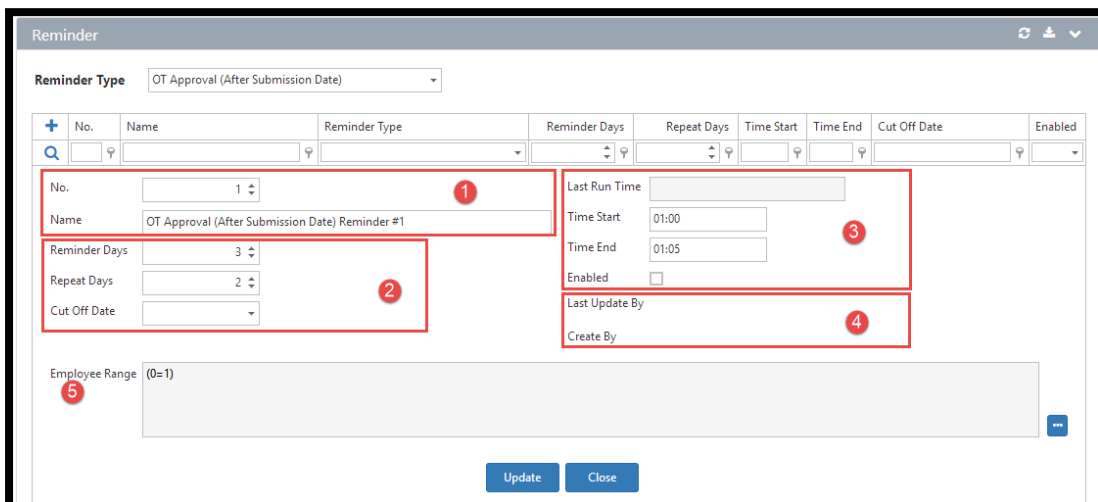
Notes:

Reminder is used for system to auto send reminder emails to employee.

1. Reminder is only active after ticking the “Enable” checkbox. Otherwise, system will not send reminder.
2. Approval Reminder will only be sent to the next level approver, not all approvers.
3. Please select “Reminder Type” first before starting the setup.

33.1 OT Approval (After Submission Date)

Use the OT Application reminder “OT Approval (After Submission Date)” as example as below.



1. **No.:** the sequence of reminder.

Name: the name of reminder.

2. **Reminder Days:** means the days after employee submit, system will send email to approver to remind them to approve the application. (only send reminder to approvers who do not approve)

Repeat Days: system will send reminder every "Repeat days" until the approver approves or rejects the application.

Cut Off Date: means start date, reminder will only send reminder for OT applications which submission date is later or equal to this date.

E.g. when set "Reminder Days" as 5, "Repeat Days" as 2 and "Cut Off Date" as 2019-11-01.

No.	Submit Date	First Approver	Next approver	Final Approver
1	2019-10-20	Pending Approval	Pending Approval	Pending Approval
2	2019-11-02	Approved	Pending Approval	Pending Approval
3	2019-11-04	Approved	Approved	Pending Approval
4	2019-11-10	Rejected	No need to approve, workflow finished	

No.1: will not send reminder (submission date not include in "cut off date").

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No.2: will only send reminder to “Next Approver”, reminder date will start from 2019-11-07, and next reminder date is 2019-11-10 if this application still pending approval.

No3. Will only send reminder to “Final Approver”, reminder date will start from 2019-11-09, and next reminder date is 2019-11-12 if this application still pending approval.

No.4: will not send reminder (Application is rejected).

3. **Last Run Time:** this field will display the date this reminder run for last time.

Time Start: reminder start time.

Time End: reminder end time, system will send reminder during this period.

Enabled: tick this option to activate the reminder.

4. **Last Update By:** this field will record the last time the reminder is updated.

Create By: this field will record the Admin user who creates this reminder and the time that the reminder is created.

5. **Employee Range:** this is to set the employee who will use this reminder.

33.2 Over OT Hours

Over OT Hours Reminder is a function initiated from Japan requirement, where Japan government had initiated a policy “Working Style Reform”. This policy aims to improve the country’s work culture, promoting work- life balance and increasing productivity.

This reminder sends emails to users if employees’ OT Hours have exceeded certain hours (based on *Alert More Than* field). Detailed explanation as follows:

Access: *Setup > Reminder > Reminder Type: Over OT Hours*

1. **No.:** The sequence of the reminder.
2. **Name:** The name of the reminder.
3. **Notification Type:** This field is used to define the recipients of the reminder emails. There are 2 options which are *Employee/Manager/Additional Emails* and *Reminder To*.

If Notification Type= “Employee/Manager/Additional Emails”, users can choose whether the reminder email will be sent to Employee, Manager or Additional Emails.

When Additional Email is ticked, a new field with Additional Emails is displayed, this allows the reminder email to be sent to the email defined in this field.

If Notification Type= “Reminder To”, user can select the recipient by role or specific employee, Repeat Data Days is able to be determined when selecting this notification type.

The screenshot shows the BIPO Reminder configuration interface. At the top, the 'Reminder Type' is set to 'Over OT Hours'. Below this is a table with columns: No., Name, Reminder Type, Reminder Days, Repeat Days, Time Start, Time End, Cut Off Date, and Enabled. The first row shows a reminder with No. 1, Name 'Over OT Hours Reminder #1', Reminder Type 'OOTH - Over OT Hours', Reminder Days 0, Repeat Days 0, Time Start 01:00, Time End 01:05, and Enabled checked. Below the table, the configuration details for this reminder are shown. Fields include: No. (ID: d27d6737-f375-4a1c-9feb-c33d6d2bfee0), Name (Over OT Hours Reminder #1), Notification Type (Reminder To), Reminder To (email@email.com), Email (email@email.com), Repeat Data Days (1), and Period (Month). The 'Repeat Data Days' field is highlighted with a red box.

4. **Repeat Data Days:** This is to determine how often will system send the email reminder to the target recipient. The default value is 1, which means once system detects that the employee has performed OT more than the valued defined under *Alert More Than* field, system will send the reminder daily.
5. **Overtime/ Time Element Spare Field Code:** System allows the Time Element Spare Field to be defined in the Over OT Hours Reminder. System will sum up all the fields defined.
6. **Period:** There are 4 options including *Day*, *Week*, *Month* and *Year*. This field is to define the specific period in which overtime hours exceed value defined in *Alert More Than* field.
For example, suppose users want to set a reminder to alert users when you've worked more than 40 hours of overtime in a month. You would set the Period field to "Month" and then set the *Alert More Than* to 40. This means that the reminder will be triggered if employees worked more than 40 hours of overtime during that month.
7. **Alert More Than:** This field allows users to specify the maximum number of overtime hours that trigger the reminder.
For example, by setting the *Alert More Than* to 40, the reminder will be triggered if employees work more than 40 hours of overtime during the specified period (e.g., day, week, month, year).
8. **Employee Range:** This is to set the employees who will be included in this reminder.

33.2.1 Workflow Email Template

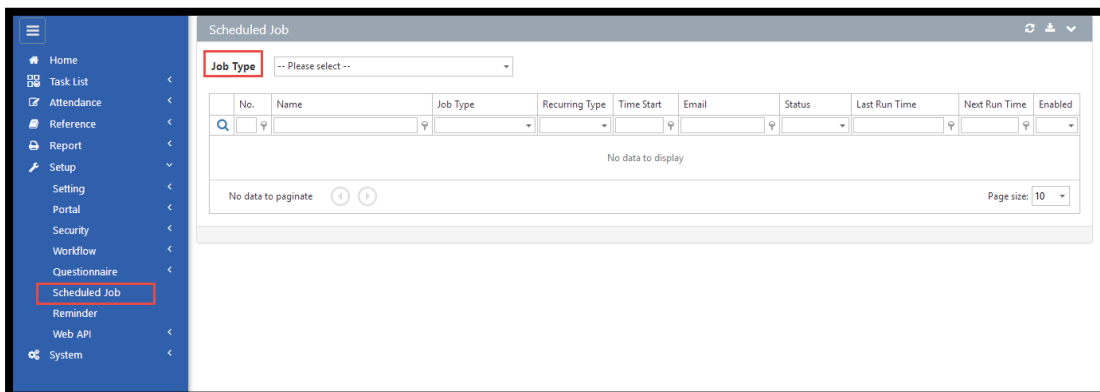
There are 4 types of Workflow Email Templates for this Reminder:

1. **REMOVerOTHoursEMPTemplate:** This Email will be sent to employees if *Notification Type* selected is *Employee/Manager/Additional Emails* and *Recipient* selected is *Employee*.
2. **REMOVerOTHoursMGRTemplate:** This Email will be sent to manager of the employees if *Notification Type* selected is *Employee/Manager/Additional Emails* and *Recipient* selected is *Manager*.
3. **REMOVerOTHoursOTHTemplate:** This Email will be sent to email address defined in Additional Emails if *Notification Type* selected is *Employee/Manager/Additional Emails* and *Recipient* selected is *Additional Emails*.
4. **REMOVerOTHoursNTFTemplate:** The email template *REMOVerOTHoursNTFTemplate* is used when *Notification Type* is set to *Reminder To* and *Reminder To* is not set to #SELF. This email will consolidate the employees whose OT Hours exceeded the *Alert More Than* field in table format that the recipients are allowed to access into one single email.

34 Scheduled Job

Scheduled Job is used for system to auto process or send summary reminders to employee. Scheduled Job can be set for different days and employees.

Access: Setup > Scheduled Job



Notes:

Scheduled Job is used for system to auto send process or send summary reminders to employee.

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1. Scheduled Job is only active after ticking the “Enable” checkbox. Otherwise, system will not run the processing or send summary reminders.
2. Please select “Scheduled Job” first before starting the setup.

Use the “Attendance Processing” and “Odd & Absence Summary” as example.

34.1 Attendance Processing

This scheduled job is used to do daily processing automatically. It will update daily attendance, calculate OT and leave.

1. **No.:** the sequence of scheduled job.
Name: the name of scheduled job.
Email: if scheduled job has error when processing, system will send error email to this email address as a reminder that this scheduled job does not run successfully.
2. **Date Start:** means system will run scheduled job from this date.
Time Start: system will send run scheduled job from this start time.
Recurring Type:
 - (1) **One-Time:** means this scheduled job will only run once.
 - (2) **Daily:** means this scheduled job can run every day. When select “Daily” it will have a new field of “Days of Week”. If only tick Monday, then scheduled job will only run on every Monday. If tick Monday and Tuesday, then scheduled

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job will run on every Monday and Tuesday.

Recurring Type: Daily
 Time Out (minutes): 60
 Days of Week: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

(3) **Monthly:** means this scheduled job can run every month. When select “Month” it will have a new field of “Day No”.

If fill “1” in “Day No”, then scheduled job will run on 1st day of every month.

Recurring Type: Monthly
 Time Out (minutes): 60
 Day No: 1

If fill “31 in “Day No”, the scheduled job on will run on the last day of every month.

(4) **Interval:** means this scheduled job can run in every interval minutes. When select “Interval” it will have a new field of “Interval Minutes”. If fill “10” in “Interval Minutes”, then scheduled job will run every 10 minutes.

It is recommended to set Interval minutes more than 120 minutes for better system performance.

Recurring Type: Interval
 Time Out (minutes): 60
 Interval Minutes: 10

Time Out (minutes): when scheduled job meet error during running, system will try to run again until time out. Usually, it will set time out minutes as 60 minutes.

Process Type:

- (1) **Batch Process:** means process both leave and daily attendance, This is the common setting.
- (2) **Leave Recapture:** only process leave status.
- (3) **Online Process:** only process daily attendance.

Days From: this schedule job will run the data from this date.

No of Days: this schedule job will run the data from “Days From” to this date.

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E.g., set “Date Start” as 2019-11-01, “Days From” as 11, “No of Days” as 10. The scheduled job will run from 2019-10-21 to 2019-10-30

2019/10/20	2019/10/21	2019/10/22	2019/10/23	2019/10/24	2019/10/25	2019/10/26	2019/10/27	2019/10/28	2019/10/29	2019/10/30	2019/10/31	2019/11/1
Days from = 11 days												
No of Days = 10 days												

- Status:** “Running” means scheduled job still processing; “Failed” means scheduled job failed to process; “Completed” means scheduled job process successfully.

Next Run Time: will display next process date and time (if type is “One-time” then will display blank).

Last Run Time: will display last process date and time.
- Enabled:** tick this option to active the scheduled job

Reset: if scheduled job has been processed, once modify the scheduled job, need to tick “Reset” and then click “Update”, then scheduled job will follow new setting.

Last Update By: this field will record the last time the scheduler is updated.

Create By: this field will record the Admin user who creates this reminder and the time that the reminder is created
- Employee Range:** this is to set the employee who will use this scheduled job.

Example:

The screenshot shows a detailed configuration page for a scheduled job. At the top, a table lists the job's details: ID 2, Name 'Attendance Processing #2(CN)', Recurring Type 'Daily', Time '02:18', Email 'wu@biposervice.com', Status 'Completed', and Next/Last Run Times. Below this is a form with various settings:

- No.:** 2
- Name:** Attendance Processing #2(CN)
- Email:** wu@biposervice.com
- Date Start:** 2017-09-29
- Time Start:** 02:18
- Recurring Type:** Daily
- Time Out (minutes):** 10
- Days of Week:** All days (Monday through Sunday) are checked.
- Process Type:** Batch Process
- Days From:** 32
- No of Days:** 31
- Employee Range:** ((TbiEmployee.CountryCode='CN'))
- Status:** Completed
- Next Run Time:** 2019-11-21 (Thu) 02:18:00
- Last Run Time:** 2019-11-20 (Wed) 02:18:00
- Enabled:**
- Reset:**
- Last Update By:** Wu - 2017-12-22 (Fri) 10:09:48
- Create By:** wu - 2017-09-28 (Thu) 17:47:32

 At the bottom of the form are three buttons: 'Update', 'Delete', and 'Close'.

34.2 Odd & Absence Summary

This scheduled job is used to send odd & absent daily records to employee or other roles.

1. **No.:** the sequence of scheduled job
Name: the name of scheduled job
Email: if scheduled job has error when processing, system will send error email to this email address as a reminder that this scheduled job does not run successfully.
2. **Type:** have different types of daily status such as “Lateness”, “Undertime”, “Absence”, “Odd” and “All”. If only tick “Lateness”, then this scheduled job will only send for lateness records.
Date Start: means system will run scheduled job from this date.
Time Start: system will send run scheduled job from this start time.
Recurring Type:
 - (1) **One-Time:** means this scheduled job will only run once.
 - (2) **Daily:** means this scheduled job can run every day. When select “Daily” it will have a new field of “Days of Week”. If only tick Monday, then scheduled job will only run on every Monday. If tick Monday and Tuesday, then scheduled job will run on every Monday and Tuesday.

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Recurring Type: Daily
 Time Out (minutes): 60
 Days of Week: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

(3) **Monthly:** means this scheduled job can run every month. When select “Month” it will have a new field of “Day No”.

If fill “1” in “Day No”, then scheduled job will run on 1st day of every month.

Recurring Type: Monthly
 Time Out (minutes): 60
 Day No: 1

If fill “31 in “Day No”, the scheduled job on will run on the last day of every month.

(4) **Interval:** means this scheduled job can run in every interval minutes. When select “Interval” it will have a new field of “Interval Minutes”. If fill “10” in “Interval Minutes”, then scheduled job will run every 10 minutes.

It is recommended to set Interval minutes more than 120 minutes for better system performance.

Recurring Type: Interval
 Time Out (minutes): 60
 Interval Minutes: 10

Time Out (minutes): when scheduled job meet error during running, system will try to run again until time out. Usually, it will set time out minutes as 60 minutes.

Days From: this schedule job will run the data from this date.

No of Days: this schedule job will run the data from “Days From” to this date.

E.g., set “Date Start” as 2019-11-01, “Days From” as 11, “No of Days” as 10. The scheduled job will run from 2019-10-21 to 2019-10/30

2019/10/20	2019/10/21	2019/10/22	2019/10/23	2019/10/24	2019/10/25	2019/10/26	2019/10/27	2019/10/28	2019/10/29	2019/10/30	2019/10/31	2019/11/1
Days From = 11 days												
Days From = 10 days												

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3. **Notification To:** can select all employees and roles here. Then system will send attendance records to them.

Lateness From (minutes): when select “Type” as “Lateness”, and set “Lateness From” as 5 minutes, then system will only send records which lateness time \geq 5 minutes.

Undertime From (minutes): when select “Type” as “Undertime”, and set “Undertime From” as 5 minutes, then system will only send records which undertime time \geq 5 minutes.

4. **Status:** “Running” means scheduled job still processing; “Failed” means scheduled job failed to process; “Completed” means scheduled job process successfully.

Next Run Time: will display next process date and time (if type is “One-time” then will display blank).

Last Run Time: will display last process date and time.

5. **Enabled:** tick this option to active the scheduled job

Reset: if scheduled job has been processed, once modify the scheduled job, need to tick “Reset” and then click “Update”, then scheduled job will follow the new setting.

Last Update By: this field will record the last time the scheduler is updated.

Create By: this field will record the Admin user who creates this scheduler and the time that the scheduler is created

6. **Employee Range:** this is to set the employee who will use this scheduled job.

Example:

This screenshot shows a configuration form for an 'Odd & Absence Summary'. The form includes the following fields and options:

- No.:** 1
- Name:** Odd & Absence Summary #1
- Email:** zhou@biposervice.com
- Type:** (Dropdown menu)
- Date Start:** 2019-11-01
- Time Start:** 10:00
- Recurring Type:** Daily
- Time Out (minutes):** 60
- Days of Week:** Monday (checked), Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
- Days From:** 31
- No of Days:** 30
- Notification To:** #SELF
- Lateness From (minutes):** 10
- Undertime From (minutes):** 10
- Employee Range:** (0=1)
- Status:** (Dropdown menu)
- Next Run Time:** (Text field)
- Last Run Time:** (Text field)
- Enabled:**
- Reset:**
- Last Update By:** (Text field)
- Create By:** (Text field)

35 Workflow Email

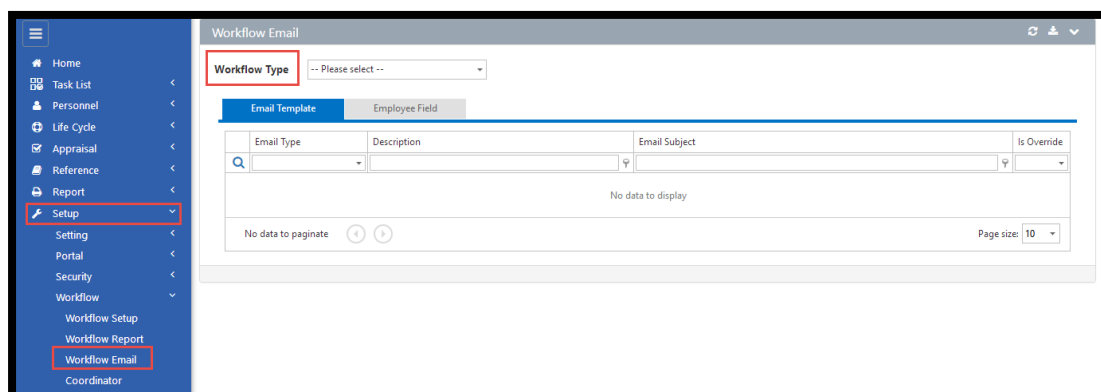
Workflow Email is the menu to view and modify the email template.

When employee submit application like leave and OT, system will send approval email to approves. When application is approved or rejected, employee will receive email.

When there are CC person in workflow, they will receive CC email as well.

And when there are some reminders and scheduled job in system, system will send email to related person. Admin user can modify email subject, header or footer.

Access: Setup > Workflow > Workflow Email



Notes:

Workflow Emails have standard templates and if there are no customized requirements then there is no need to modify them.

1. Workflow Email will be used for all employees, there is no setting to set different template for different employees.

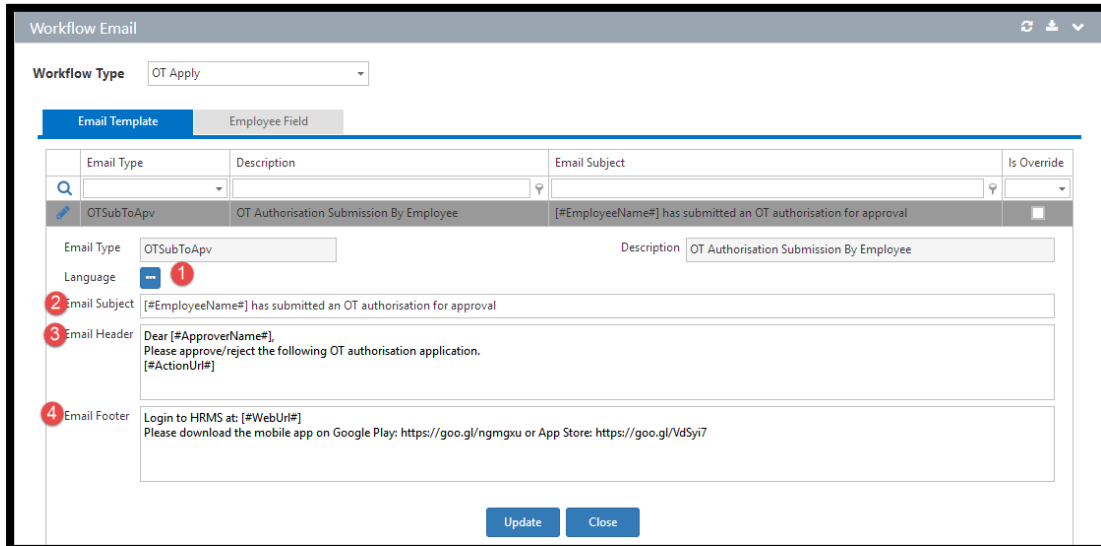
Public

2. Workflow Email has different languages and can be sent in these languages for different countries.
3. Only employees with “Email” information in Employee Master would be able to receive the workflow emails. (“Email” field under: Personnel Module > Personnel > Employee > Employment Tab).
4. First select “Workflow Type” in workflow email.

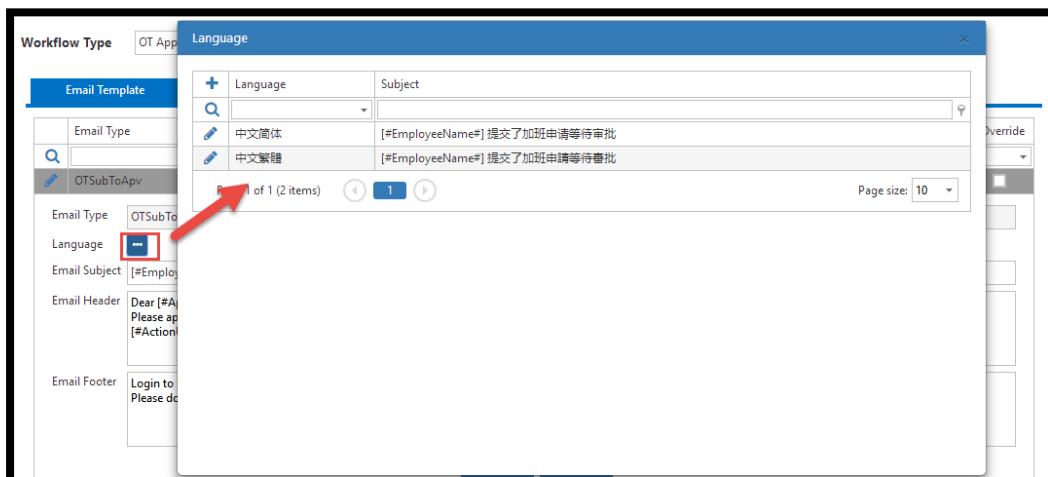
Example: Workflow Email for “OT Apply”

35.1 OT Apply - OTSubToApv

“OTSubToApv” is the email send to next approver when employee submits an OT application.



1. **Language:** language will follow the system license countries and regions. If license includes China, then it will have languages as Simple Chinese and Traditional Chinese; if license includes Japan, then it will have Japanese. Admin User can set email template with other languages here. System already has standard templates here.



2. **Email Subject:** the title of workflow email.
Fields start and end with “#” means this field will take from system and change for different submitters. And the name between “#” is the code takes from system

Public

database. And use “[]” to separate fields.

E.g. [#EmployeeName#] means submitter name. If employee Jacky and David submits OT applications, then email subject will be “Jacky as submitted an OT authorisation for approval” and “David as submitted an OT authorisation for approval”.

This screenshot shows the configuration for an email template. The fields are as follows:

- Email Type:** OTSubToApv
- Description:** OT Authorisation Submission By Employee
- Language:** (Dropdown menu)
- Email Subject:** [#EmployeeName#] has submitted an OT authorisation for approval
- Email Header:** Dear [#ApproverName#],
Please approve/reject the following OT authorisation application.
[#ActionUrl#]
- Email Footer:** Login to HRMS at: [#WebUrl#]
Please download the mobile app on Google Play: https://goo.gl/ngmgxu or App Store: https://goo.gl/Vd5yi7

3. **Email Header:** the content of workflow email.

[#ApproverName#]: means the approver’s name.

[#ActionUrl#]: approver can click this URL to login a new website to approve or reject this application. It will have two parts: click URL and Overview form. This field cannot be changed.

This is an identical screenshot of the email configuration form described above.

Sample email sent to approver:

The screenshot shows an email from HRMS with the following content:

Dear Test, [#ApproverName#]

Please approve/reject the following OT authorisation application. [#ActionUrl#]

[Click here](#)

Overview	
Employee	900001 - Testing User
OT Application	2019-11-18 (18:00 - 20:00) OT Pay
Remarks	test
900001 - Testing User	Submitted (21/11/2019 (Thu) 11:41:09)

Approval screen after clicking the Click Here hyperlink:

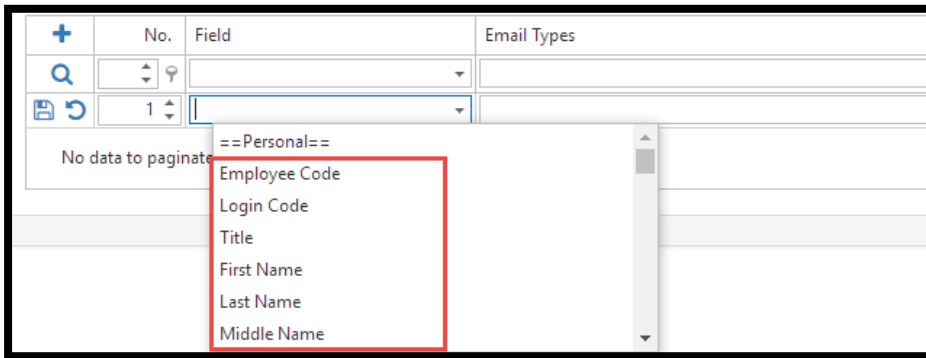
4. **Email Footer:** the footer content of workflow email

[#WebUrl#]: means the link to login system, this cannot be changed.

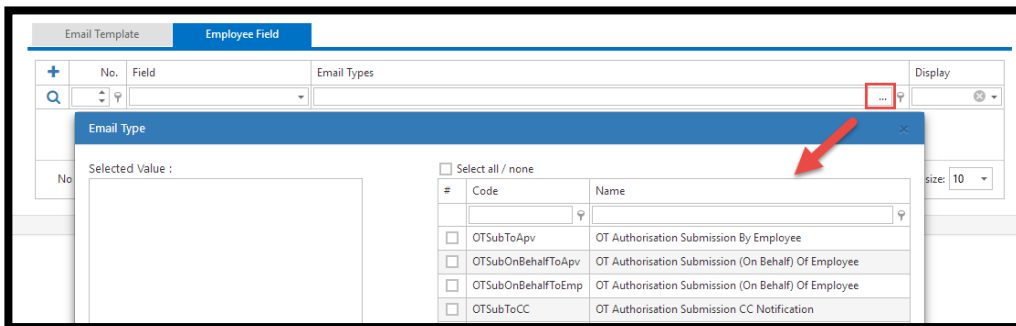
35.2 OT Apply – Employee Field

Employee Field is used to add new fields in [#ActionUrl#] – Overview Form.

1. **No.:** the sequence of field display in Overview Form.
2. **Field:** select the field that need to be displayed in Overview Form. These fields are taken from employee’s personal, employment, org structure and other information in Employee Master.

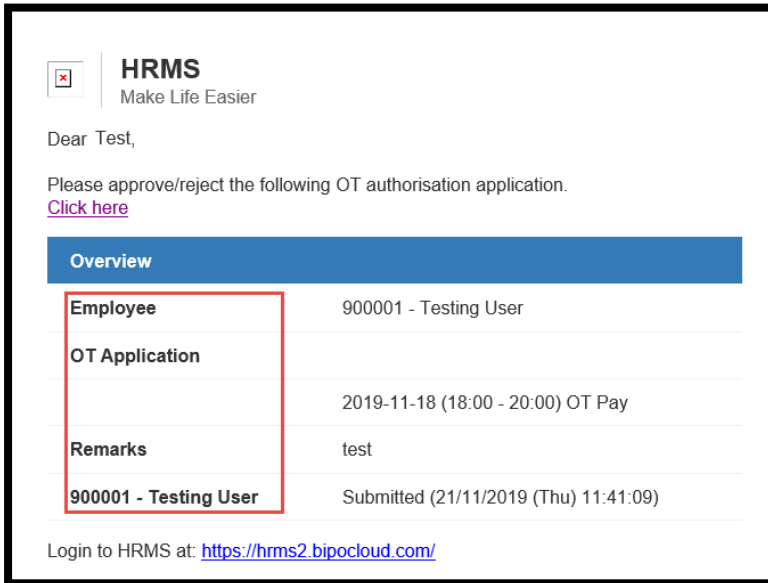


3. **Email Types:** decide which emails need to add this new fields. Admin user can select all the emails or some of them.



4. **Display:** means how will this field display in email.
 - Code: Only display the code
 - Name: Only display the name
 - Both: display both code and name

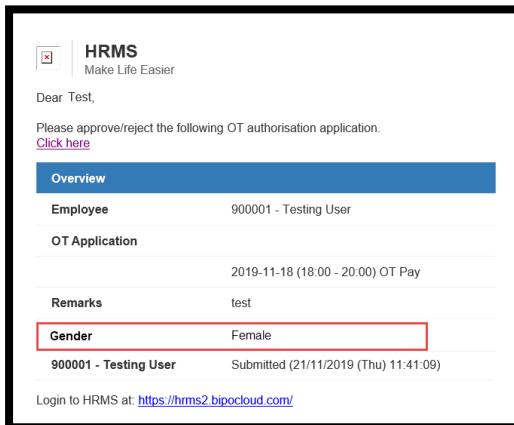
E.g., the overview form does not have gender information.



Set Employee Field as below:



Then it will add "Gender" field in overview form and the value would be displayed in "Name".



-- End of Document --