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MECWISE® TIME MANAGEMENT

**User Guide
For
Administrators**

Developed & Published by



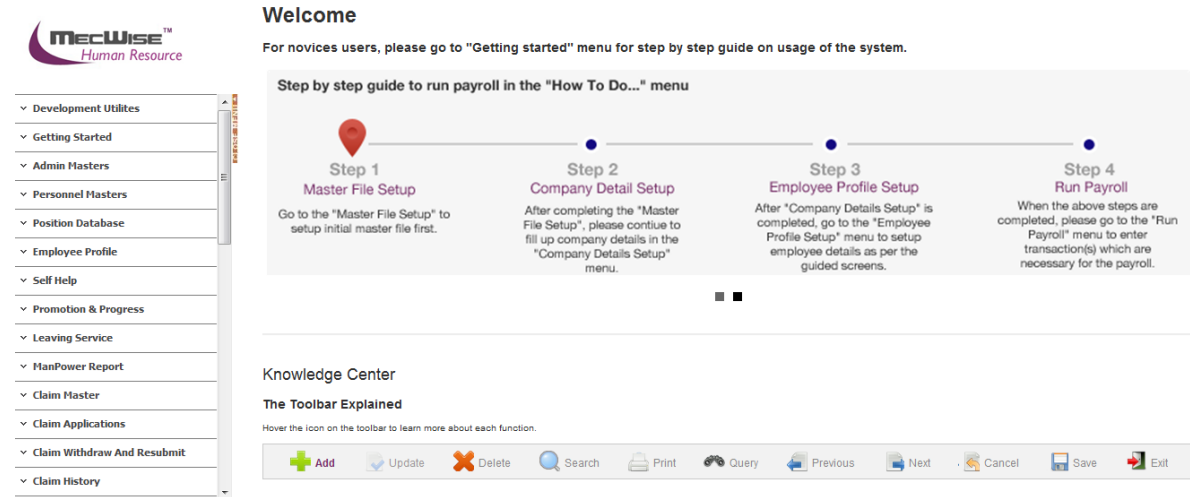
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1 Conventions Used

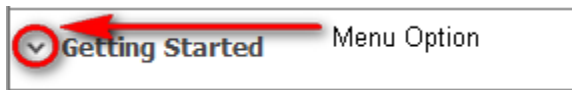
This section gives a detailed explanation of the conventions used in MecWise® Time Management System.

Upon login, the Welcome Screen will be displayed as below.

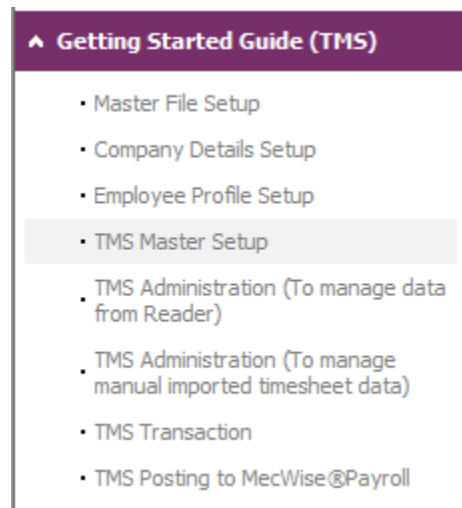


Welcome Screen

The left hand side of the Window contains the Menu.



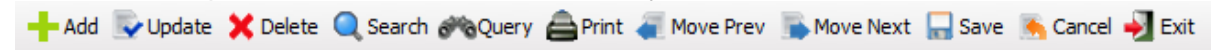
When clicking on any menu option, the option will expand to display sub-system's modules.




Modules


The Toolbar shows at the top of the screen when any of the modules are selected. It contains a row of icons for easy execution of commands.


Below is the explanation of some of the commonly used icons:

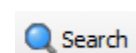


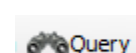
Toolbar


- 


Initiate a new record (Blank template).
- 



Update the existing information in the record.
- 


Deletes the current record.
- 


Search for records using a Query Builder.
- 

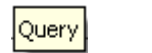
Search records for records with fields similar to that displayed on screen. If no fields are entered, system will display all available records under that module.
- 

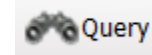
Print current record in report form (if available).
- 

Access the previous/next record without having to exit from the current screen.
- 
- 

Save most recent data entered in the record.
- 

Cancel the current operation.
- 

Return to header screen. This icon is usually displayed after the **Cancel button** is clicked on.
- 

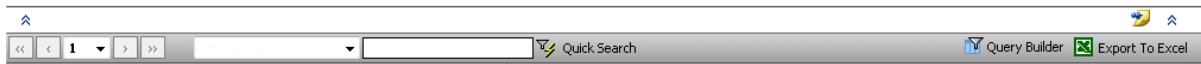
If you have forgotten the functions any icon or come across an unfamiliar icon, place the mouse cursor over the icon for a few seconds. A description of the function will be displayed.
- 

The Collapsible Panel is located under the Toolbar. It displays a browser listing the different records according to the user's specifications.

Collapsible Panel



(OR)



Add new detail record



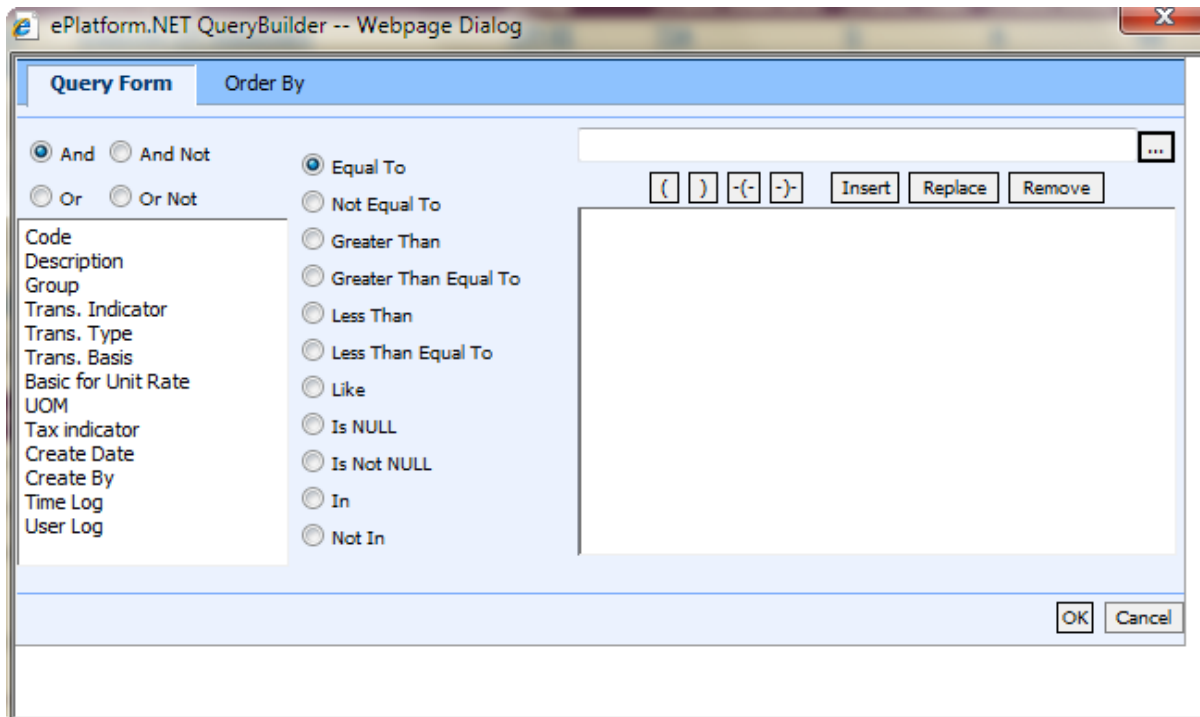
Query Builder to query, filter and sort records for display in the browser.



Export records from the browser to excel format.

2 Query Builder

The Query Form is for setting the criteria so as to display only a range of required records for viewing.



Query Form

These are some basic concepts and various signs used in the query form:

For Alphabetical Values:

$a < b < c < \dots < z$.

For values that contain 2 or more alphabets, always start comparing the values from **left-to-right**.

Example 1: $ad < ar$

Reason: d is less than r

Example 2: $bd < d$

Reason: b is less than d

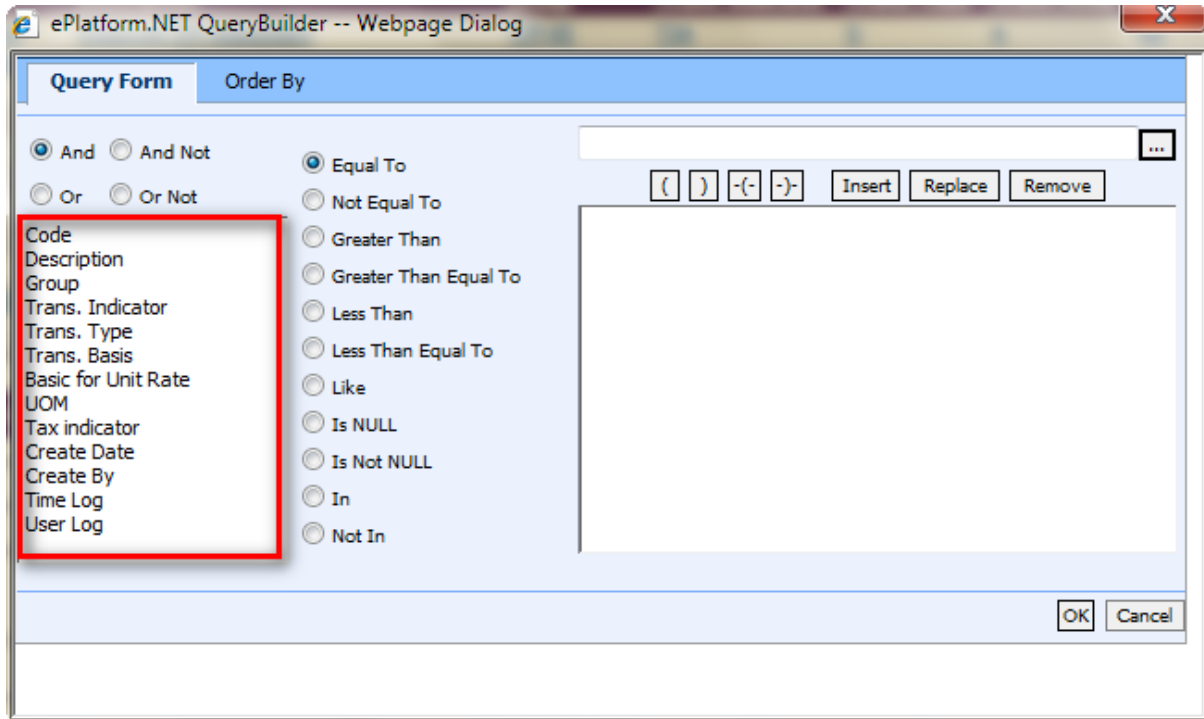
Example 3: $bcd < bcf$

Reason: d is less than f.

For Numerical Values:

1 < 2 < 3 <

Using the Query form is essentially forming sentences specifying search criteria. Firstly select the subject criteria from the screen on the left.



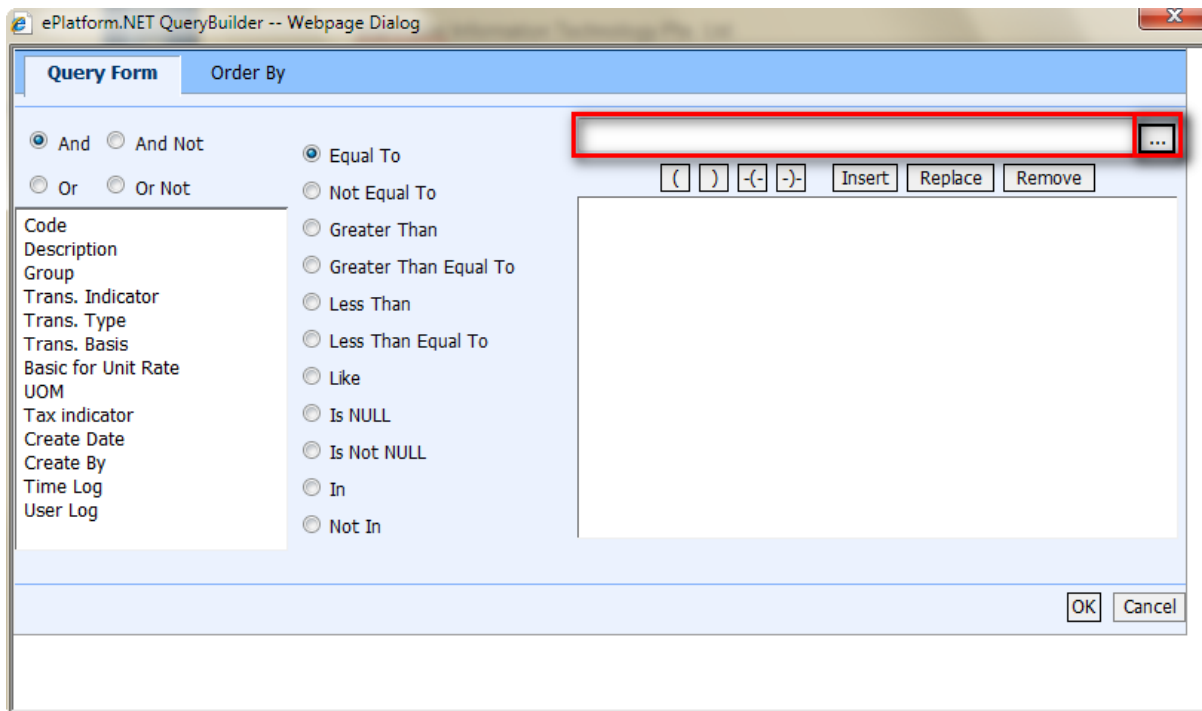
Select the desired condition from the column beside the subject screen.

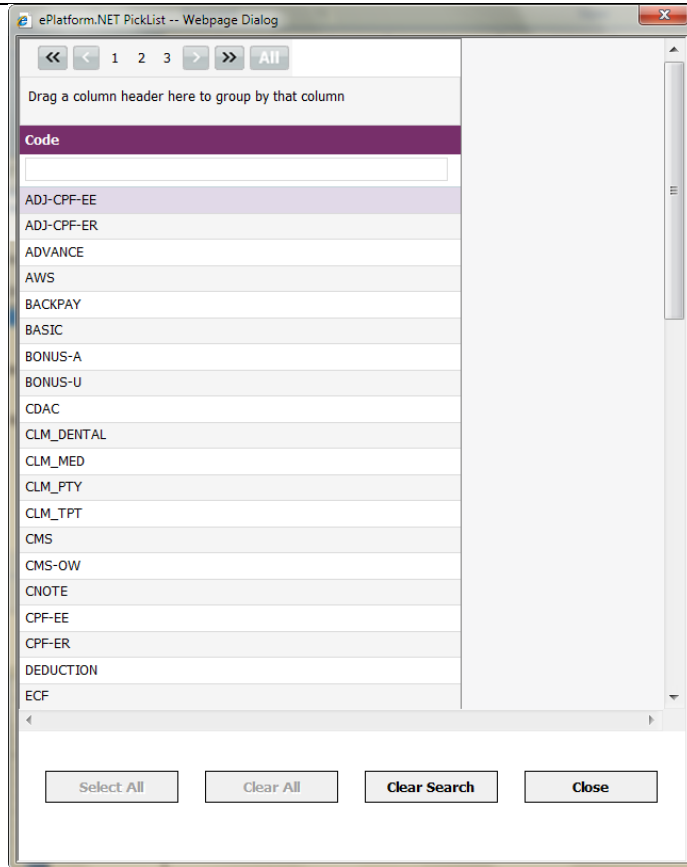
Meaning of Condition

- Equal To _____ Is
- Not Equal To _____ Is not
- Greater Than _____ Value more than.
- Greater Than Equal To _____ Value more than and equals to.
- Less Than _____ Value less than.
- Less Than Equal To _____ Value less than and equal to.
- Like _____ Containing.
- Is NULL _____ Has no values/Does not exist.
- Is Not NULL _____ Has values/Exists,
- In _____ Including.

Not including.

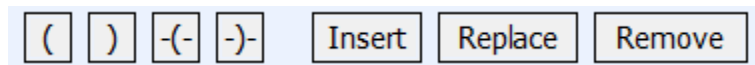
Next, enter the data in the field located in the top right hand of the **Query Form**. You can choose to enter the data manually or select from the pick list by clicking on the selection button beside the field.





Pick List

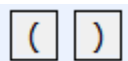
To select the desired object, simply click once on it.



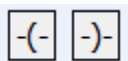
Query Form Icons

Icons

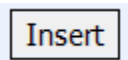
Implication



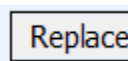
Open and Close Bracket.
Used together in situations of multiple conditions.
Conditions within brackets will be dealt with first.



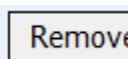
Used to remove the open and close bracket respectively.



Input conditions defined.



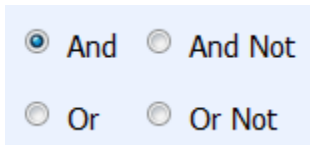
Replace any highlighted condition with another condition.



Remove the highlighted condition.

After entering a single condition, click on **Insert** to input the condition. This condition will be displayed in the screen.

To link 2 conditions together, make use of the selections located in the top left hand corner of the form after the 1st condition has been entered before entering the 2nd condition.

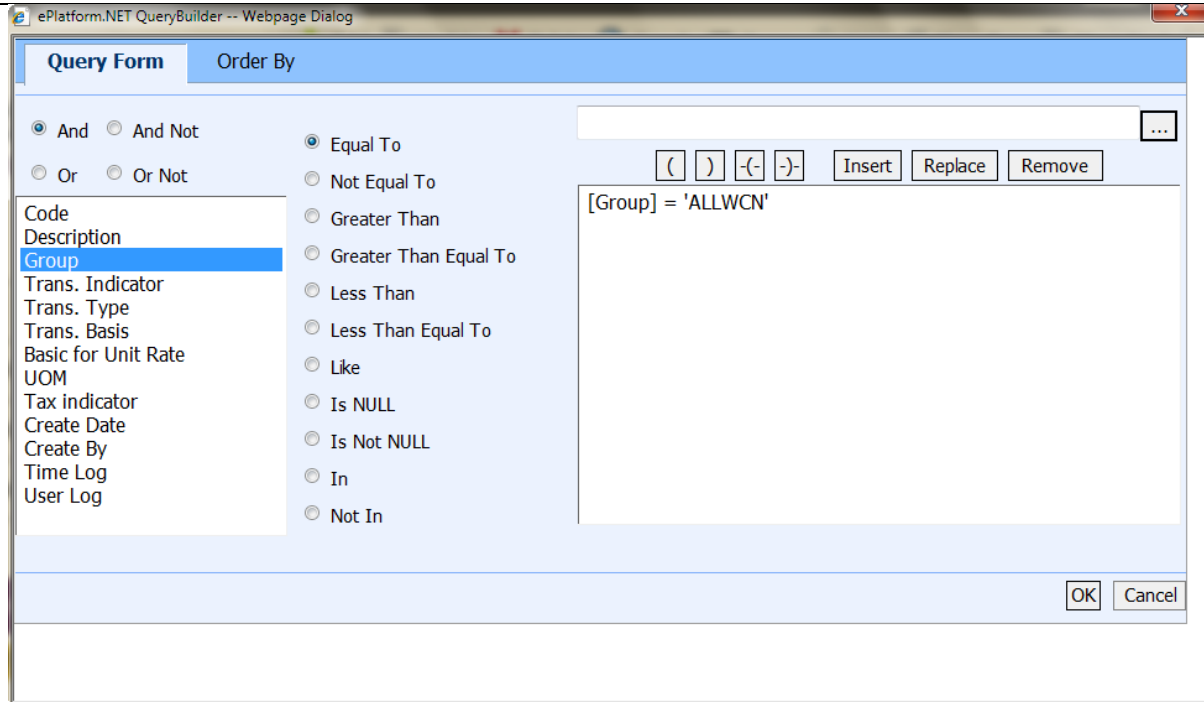


Icon

Implication

<input checked="" type="radio"/> And	System will filter only records satisfying both conditions.
<input type="radio"/> And Not	System will filter records satisfying the 1 st condition and eliminate those that satisfy the 2 nd condition.
<input type="radio"/> Or	System will filter records that satisfy either condition.
<input type="radio"/> Or Not	System will filter records that satisfy 1 st condition or those that do not satisfy the 2 nd condition.

At the bottom of the Query Form is another row of icons.



Icon

Implication

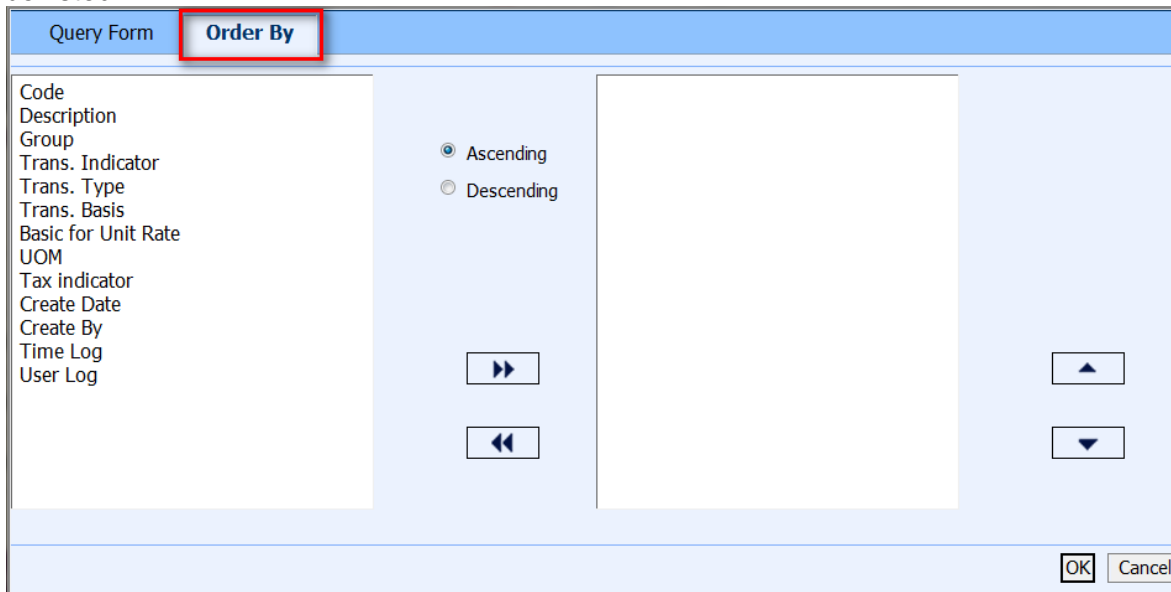


Confirm conditions set.



Exit Query Form.

By clicking on the **Order By** tab, the user can pre set the order in which the records filtered will be listed.



Order By Tab

Click on the property (From left hand screen), which the listing will be done according to. Click on to add the property to the screen on the right.

Conversely, to unselect a property, click on it and click on to return it to the screen on the left.



moves the property higher or lower in position/priority in the case of multiple properties selected.

Ascending Order: a, b, c,, z / 1, 2, 3...9

Descending Order: z, y, x, ..., a / 9, 8, 7...1

To start the filtering with conditions and order defined, click on **OK**. (Located at bottom of Order By tab)

The records, which fit the conditions laid down, will be listed in the Browser.

A typical browse screen constitutes of titled columns and rows of stored data. A sample of a browse screen is shown below.

Bank branch code	Bank address	Bank contact number	Create date	Created by	Time log	User log
001	DBS Shenton Way		01/01/2001 00:00:00	eplatform	01/01/2001 12:00:00	eplatform
002	DBS Jurong		01/01/2001 00:00:00	eplatform	01/01/2001 12:00:00	eplatform
003	Shenton Way (03)		01/01/2001 00:00:00	eplatform	01/01/2001 12:00:00	eplatform
004	Parkway Parade (004)		01/01/2001 00:00:00	eplatform	01/01/2001 12:00:00	eplatform
005	DBS Toa Payoh		01/01/2001 00:00:00	eplatform	01/01/2001 12:00:00	eplatform
006	DBS Raffles Place		01/01/2001 00:00:00	eplatform	01/01/2001 12:00:00	eplatform

Browser

Below is the explanation of the icons on the collapsible panel:



Click this to expand the browser for viewing.

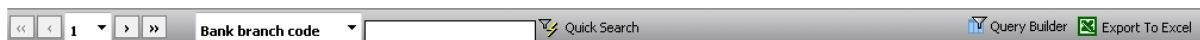


Click this to collapse/hide the browser.



To lock current browser status (Expanded/Hidden).

Within the browser, there are other icons to view, filter and export the information from the browser.



Browser Icons

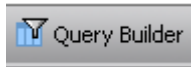


Navigator. To view next/previous screen of records.



Search function. Select field from drop down list on the left and enter the data/keywords to search through records for a match.

Click on the button  to start search process.



Query Builder to query, filter and sort records for display in the browser.



Export records from the browser to excel format.

3 Introduction

The system is designed primarily set up the planned time attendance for each employee weekly basis and import the time attendance based on these data. System processes the time attendance and automates the posting payable units to Payroll modules.

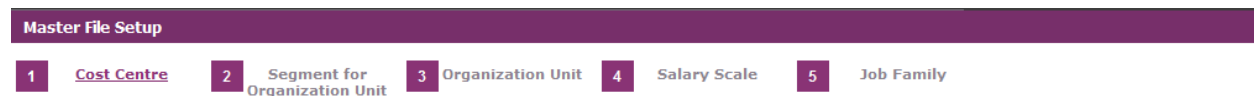
Functions to be performed by the system:

- a) Flexible roster assignment based on self-defined shift plans.
- b) Allows administrators to import clock data (Text File Format) from Reader system or data stored in Excel files to TMS.
- c) Provide data entry/edit facility for user to add/amend/delete the timesheet data and facilitate electronic timesheet submission to supervisor for approval.
- d) On time Supervisor approval for unmatched time records ensures compliance.
- e) Seamless interface with MecWise® Payroll system allows posting the processed Time In/Out records to payroll and provide accurate results in payroll processing.
- f) Seamless interface with MecWise® Leave system provide accurate workforce attendance details relating to total work hours, early hours, lateness and OT hours which are crucial for payroll processing.
- g) Generate comprehensive daily and monthly statistical reports such as Time Clock Report, Overtime Report, Lateness Report, Under-time Report, Absent Report, etc.

4 Master File Setup

The **Master File Setup** menu contains the following set of master data which are necessary for the Claim Management System. Go to Getting Started Guide → Master File Setup. The Master File Setup consists of 5 sub-modules:

- Cost Centre
- Segment for Organization Unit
- Organization Unit
- Salary Scale
- Job Family



*Note: For more details on these modules refer to **User Manual for Employee Profile Management System**.*

The system comes with default setup data. If the setup data are appropriate, then please click **Next button** to view next setup screen.

After completing the **Master File Setup**, please continue to fill up company details in the **Company Details Setup** menu.

4.1 Cost Centre

This master file captures the different cost center of the employee.

Cost Center

Cost Centre Code

Description

Effective Date From Effective Date To

Created By Modified By

Note: Effective Date From and Effective Date To fields are auto-generated by system and is used for information purposes.

The **Cost Centre code** and **Description** can be expressed as a combination of alphabets and numbers i.e. alpha numeric. Payroll reports are available by Cost Center Code.

- Click the **Add button** to add a new record.

Cost Center	Cost Center DESC	CREA DATE	CREA BY	TIME LOG	USER LOG	COMP CODE
ADMIN	Admin	28/02/2007 19:43:12	eplatform	23/10/2013 10:33:06	eplatform	SDA
CEO	Chief Executive Officer's Office	03/10/2013 13:39:40	hr_user01	23/10/2013 10:33:37	eplatform	SDA

Cost Center

Cost Centre Code

Description

Effective Date From Effective Date To

Created By Modified By

- Click on the **Save button** to save the record.
- Then click on the **Cancel button**.

4.2 Segment for Organization Unit

This file allows entry of different segment code. The different segment code will help to form the organization unit code in the **Organisation Unit Master** file. Note that the organization unit code can accept max 40 characters only.

Segment Code for Organization Unit

Segment Name

Segment Code

Description

Abbr Description

Modified By/On

- Click the **Add** button to add a new record.

<< < 1 > >>
Segment Name
Quick Search

SEG 1	OTH	Others	11/01/2007 18:53:00	dbo
SEG 2	FIN	Finance	03/10/2013 13:54:46	hr_user01
SEG 2	HR	Human Resource	03/10/2013 13:54:29	hr_user01
SEG 2	IT	Information Technology	03/10/2013 13:55:08	hr_user01
SEG 2	LOG	Logistic	03/10/2013 13:58:42	hr_user01
SEG 2	MAR	Marketing	03/10/2013 13:57:37	hr_user01
SEG 2	PRQ	Production	03/10/2013 13:57:57	hr_user01

Segment Code for Organization Unit

Segment Name

Segment Code

Description

Abbr Description

Modified By/On

- Enter **Segment Name**, **Segment Code** and **Description**.

Segment Code

Segment Name 












Segment Code

Description  

Abbr Description  


Modified By/On 

- Click the **Save button** to save the record.

















Segment Name	Segment Code	Description	Time Log	User Log
SEG_0	CEO	Chief Executive office	23/10/2013 10:42:19	eplatform
SEG_1	ADMIN	Corporate Administration	03/10/2013 13:47:17	hr_user01
SEG_1	OPER	Operation	03/10/2013 14:00:12	hr_user01
SEG_1	OTH	Others	11/01/2007 18:53:00	dbo
SEG_2	FIN	Finance	03/10/2013 13:54:46	hr_user01
SEG_2	HR	Human Resource	03/10/2013 13:54:29	hr_user01


Segment Code for Organization Unit

Segment Name 

Segment Code

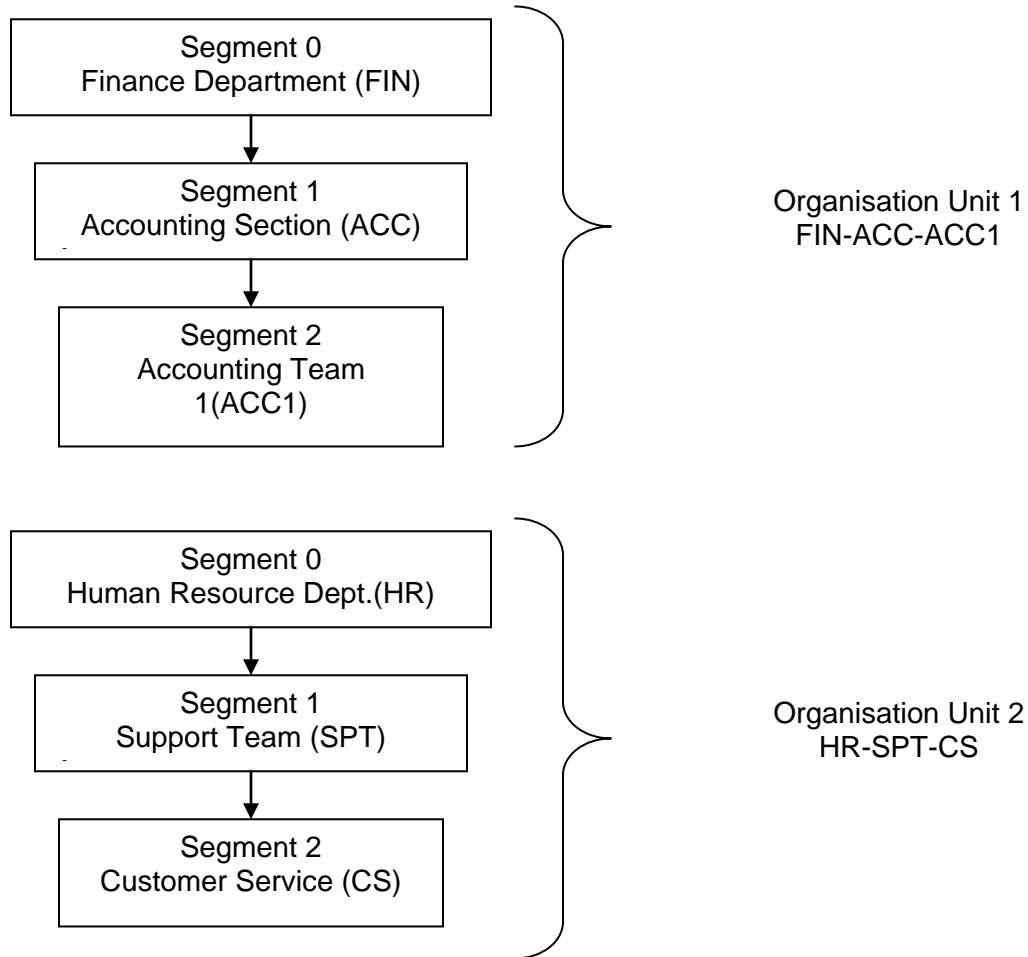
Description  

Abbr Description  

Modified By/On 

- Then click on the **Cancel button**.
- This allows users to set the Segment Codes relevant to an Organization’s structure. Segment Codes form the levels that make up the Organisation units exists in an organization.













Note: The Segment Name is not unique for each organization unit, i.e. multiple segment codes exist for a single segment name.



4.3 Organization Unit

This module captures different organization units within the company.

Organisation Unit

Organisation Unit	<input type="text"/>				
Cost Centre	<input type="text"/>				
Segment 0	<input type="text"/>		Segment 5	<input type="text"/>	
Segment 1	<input type="text"/>		Segment 6	<input type="text"/>	
Segment 2	<input type="text"/>		Segment 7	<input type="text"/>	
Segment 3	<input type="text"/>		Segment 8	<input type="text"/>	
Segment 4	<input type="text"/>		Segment 9	<input type="text"/>	
Description	<input type="text"/>				
Modified By/On	<input type="text"/>	<input type="text"/>			

- Click the **Add button** to add a new record.

+ Add ✓ Update ✗ Delete 🔍 Search 🖨️ Query 🖨️ Print ⏪ Move Prev ⏩ Move Next 💾 Save 🚫 Cancel 🚪 Exit

<< < 1 > >> Organisation unit cod 🔍 Quick Search

Organisation unit code	Time log	User log
CEO	03/10/2013 14:04:10	hr_user01
CEO-ADMIN-FIN	03/10/2013 14:05:42	hr_user01
CEO-ADMIN-HR	03/10/2013 14:05:09	hr_user01
CEO-ADMIN-IT	03/10/2013 14:06:16	hr_user01
CEO-OPER-PRO	03/10/2013 14:08:14	hr_user01

Organisation Unit

Organisation Unit
 Cost Centre
 Segment 0 Segment 5
 Segment 1 Segment 6
 Segment 2 Segment 7
 Segment 3 Segment 8
 Segment 4 Segment 9
 Description
 Modified By/On

- Enter **Cost Centre Code, Segment 0 Code, and Segment 1 Code** etc...

Organisation Unit

Organisation Unit
 Cost Centre
 Segment 0 Segment 5
 Segment 1 Segment 6
 Segment 2 Segment 7
 Segment 3 Segment 8
 Segment 4 Segment 9
 Description
 Modified By/On

- Click the **Save button** to save the record. Then click on the **Cancel button**.

Add
 Update
 Delete
 Search
 Query
 Print
 Move Prev
 Move Next
 Save
 Cancel
 Exit

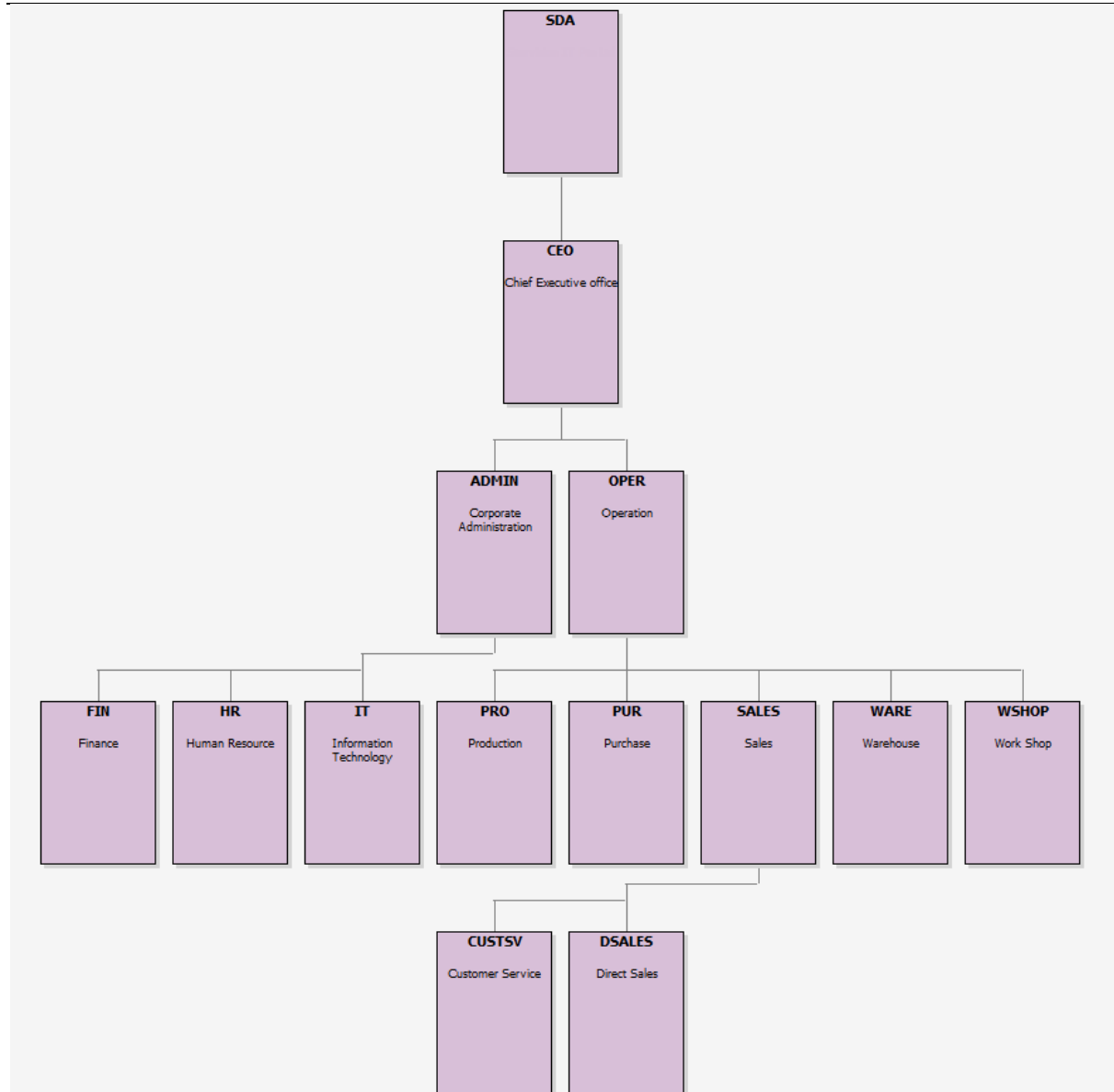
<< < 1 > >> Organisation unit cod Quick Search

Organisation unit code	Time log	User log
CEO	03/10/2013 14:04:10	hr_user01
CEO-ADMIN-FIN	03/10/2013 14:05:42	hr_user01
CEO-ADMIN-HR	03/10/2013 14:05:09	hr_user01
CEO-ADMIN-IT	03/10/2013 14:06:16	hr_user01
CEO-OPER-PRO	03/10/2013 14:08:14	hr_user01

Organisation Unit

Organisation Unit
 Cost Centre
 Segment 0 Segment 5
 Segment 1 Segment 6
 Segment 2 Segment 7
 Segment 3 Segment 8
 Segment 4 Segment 9
 Description
 Modified By/On

- The following is the default organization structure, which is set up in the system:



4.4 Salary Scale

This master file stores salary scale for each level of employee progression.

Salary Scale

Salary Code: GEN
 Salary Scale: GENERAL
 Salary Mode: R
 Effective Date From: 01/01/2005 Effective Date To: 31/12/2099
 NWC Type: 1
 Created By: dbo 15/07/2005 Modified By: eplatform 02/11/2006

S/N	Basic salary	Basic 1	Basic 2	Monthly salary	Gross salary	Salary point	Create date	Created by	Time log
10	0.00	0.00	0.00	0.00	0.00	MIN	04/05/2005 14:47:43	dbo	08/09/2006 16:21:52
20	999999999.00	0.00	0.00	0.00	999999999.00	MAX	04/05/2005 14:47:57	dbo	08/09/2006 16:22:01

- Click the **Add button** to add a new record.

+ Add Update Delete Search Query Print Move Prev Move Next Save Cancel Exit

Salary Scale

Salary Code:
 Salary Scale:
 Salary Mode:
 Effective Date From: 27/12/2013 Effective Date To: 01/01/2099
 NWC Type:
 Created By: Modified By:

- Enter Information such as **Salary Code, Salary Scale, Salary Mode, Effective Date From, Effective Date To** and **NWC Type** fields.

Salary Scale Master File

Salary Code: GEN

Salary Scale: GENERAL

Salary Mode: R

Effective Date From: 01/01/2005 Effective Date To: 31/12/2099

NWC Type: 1

Created By: dbo 15/07/2005 Modified By: eplatform 02/11/2006

- To add the **Salary Scale details**, click on the **Add New button**.

Salary Scale Master File

Salary Code: GEN

Salary Scale: GENERAL

Salary Mode: R

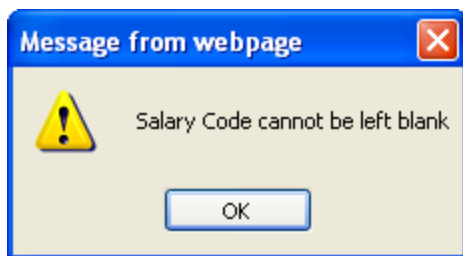
Effective Date From: 01/01/2005 Effective Date To: 31/12/2099

NWC Type: 1

Created By: dbo 15/07/2005 Modified By: eplatform 28/10/2013

Navigation bar: << < 1 > >> S/N Quick Search **Add New** Query Builder

- When the **Add New button** is clicked, the system checks if the required fields empty. If the field is empty, system will prompt message (shown below). Click on the **OK button** to close the message box and fill in the indicated field.



- Then click on the **Add New button** to add the Salary Scale details.

Salary Scale Master File

Salary Code: GEN
Salary Scale: GENERAL
Salary Mode: R
Effective Date From: 01/01/2005 Effective Date To: 31/12/2099
NWC Type: 1
Created By: dbo 15/07/2005 Modified By: eplatform 28/10/2013

Navigation: << < 1 > >> S/N Quick Search **Add New** Query Builder

System will show as follows:

Salary Scale Master File

Salary Code: GEN
S/N: 30
Basic Salary: 0.00 Monthly Salary:
NPC Amt: 0.00 NPVP Amt:
Salary Point:
Created By: Modified By:

Refresh NWC

Navigation: << < 1 > >> NWC Year Quick Search Query Builder Export To

NWC Year	NWC Rate	NWC Amount	NWC Value
----------	----------	------------	-----------

- Enter Information such as **Basic Salary**, **NPC Amt** and **Salary Point** fields.

Salary Scale Master File

Salary Code: GEN
S/N: 30
Basic Salary: 80000.00 Monthly Salary: 85000.00
NPC Amt: 5000.00 NPVP Amt:
Salary Point: MAX Gross Salary: 85000.00
Created By: Modified By:

- Click the **Save button** to save the detail record.

Salary Scale Master File

Salary Code:
 S/N:
 Basic Salary: Monthly Salary:
 NPC Amt: NPVP Amt:
 Salary Point: Gross Salary:
 Created By: Modified By:

- Click on the **Cancel button** and the **Exit button** to go back to its previous screen. If the information entered is correct, the record will be saved into the system.

Salary Scale Master File






Salary Code:
 Salary Scale:
 Salary Mode:
 Effective Date From: Effective Date To:
 NWC Type:
 Created By: 15/07/2005 Modified By: 28/10/2013

S/N	Basic salary	NPC Amt	Monthly salary	Gross salary	Salary point
10	80000.00	5000.00	85000.00	85000.00	MAX












4.5 Job Family

This master file is used to capture details about the Job Families that exist in the company. It stores different Appointments (Job designation) tagged to each job family.






Job Family Master

Job Family Code  Probation period Month(s)
 Job Family Desc.
 Remark
 Effective Date From  Effective Date To 
 Created by  Modified by 

- Click the **Add button** to add a new record.

Job Family Master

Job Family Code  Probation period Month(s)
 Job Family Desc.
 Remark
 Effective Date From  Effective Date To 
 Created by  Modified by 

- Enter the **Job Family Code, Probation Period, Job Family Description and Remark and Effective Dates Fields.**

Job Family Master

Job Family Code: Probation period: Month(s)

Job Family Desc.:

Remark:

Effective Date From: Effective Date To:

Created by: Modified by:

Navigation: << < 1 > >> Appointment code: Quick Search

Appointment code	Appointment description	Appointment abbrev. desc.	Division Status	Create date	Created by
------------------	-------------------------	---------------------------	-----------------	-------------	------------

- Click the **Save button** to save the record.

Job Family Master

Job Family Code: Probation period: Month(s)

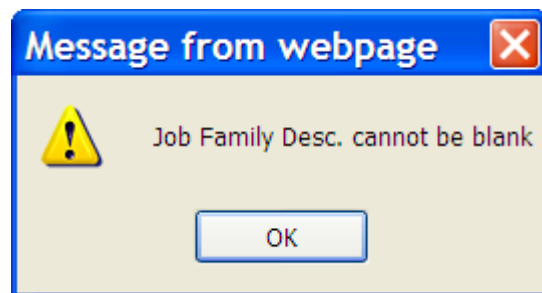
Job Family Desc.:

Remark:

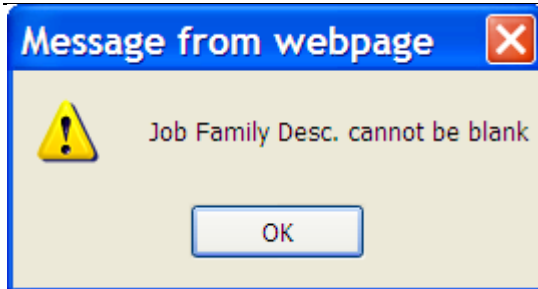
Effective Date From: Effective Date To:

Created by: Modified by:

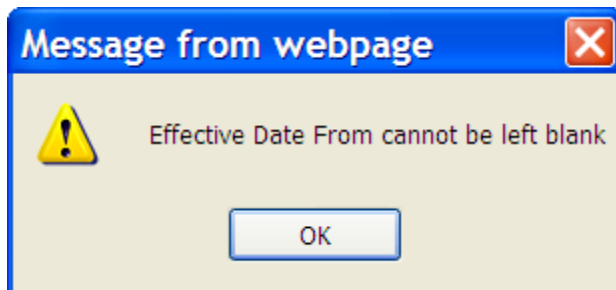
- Before the record is saved, the system checks if the required fields are empty. If these fields are empty, system will prompt the following messages:



Or



Or



- Click on the **OK button** to close the message box and fills the indicated fields.
- Then **Save** the record again. If the information entered is correct, the record will be saved into the system.

5 Company Details Setup

This is to set up the company information. It includes information like Bank account details and CPF Account. Go to Getting Started Guide → Company Details Setup. The following master files are available under this setup menu:

- **Company Master** – to store company information
- **CPF Account** – to setup CPF Account information

Company Details Setup

1 **Company Master** 2 CPF Account

5.1 Company Master

This is to set up the company information. It includes information like Bank account details, Government Rates and Business Info.

- Click on the **Update button** to update the company details.

Company Code	Company Name	Building Number	Floor Number	Unit Number	Street Name	Country Code	Postal Code	Fax Num
SDA	Starvision Information Technology Pte Ltd	19	04	161/16	Kallang Ave	SGP	339410	

Company Master

Company Code:

Company Name:

Create date: Modified By: 13/08/2013

Company Info	Bank A/C	Govt Rates	Business Info
Building # <input type="text" value="19"/> Floor/Unit No. <input type="text" value="04"/> - <input type="text" value="161/16"/> Street Name <input type="text" value="Kallang Ave"/> Postal Code <input type="text" value="339410"/> Country <input type="text" value="SGP"/> Telephone No. <input type="text" value="62934828"/> Fax # <input type="text"/> Email Address <input type="text"/>			

Person In Charge

Person Name Designation

Telephone # Email Address

Company Master File—Company Info tab

Bank A/C Tab

This tab is to store details on Company/Employer’s Bank account. Payment to employees in the form of GIRO Banking, Cheques and Cash are done through this account.

Company Master			
Company Code	SDA		
Company Name	Starvision IT Pte Ltd		
Create date	dbo	08/08/2005	Modified By
			dbo 10/10/2013
Company Info		Bank A/C	Govt Rates
Business Info			
Bank A/C #	12345678		
Bank A/C Name	Starvision IT Pte Ltd		
Bank Code	7302	Bank Branch	504
Bank Name	Malayan Banking Berhad		

Company Master File–Company-Bank A/C tab

Govt Rates Tab

This tab captures contributions by employer such as SDF (Skill Development Fund) and MSO (Medisave-Cum-Subsidised Outpatient Scheme).



Company Master			
Company Code	SDA		
Company Name	Starvision IT Pte Ltd		
Create date	dbo	08/08/2005	Modified By
			dbo 10/10/2013
Company Info		Bank A/C	Govt Rates
Business Info			
SDF contribution %	1.00	CPF ind.	End Mo
SDF salary check	2000.00	Nearest round ind.	
SDF min. amount	2.00	MSO %	0.00

Company Master File–Company-Gov Rates Tab






Business Info Tab

The tab captures the details on Company business information.

Company Master

Company Code	<input type="text" value="SDA"/>
Company Name	<input type="text" value="Starvision IT Pte Ltd"/>
Create date	<input type="text" value="dbo"/> <input type="text" value="08/08/2005"/> 
Modified By	<input type="text" value="dbo"/> <input type="text" value="10/10/2013"/> 

Company Info	Bank A/C	Govt Rates	Business Info
--------------	----------	------------	----------------------

Nature of Business	<input type="text"/>	
Company Ownership	<input type="text" value="Whole Local"/>	
Country	<input type="text"/>	
%Foreign	<input type="text" value="0.00"/>	
Base Currency Code	<input type="text" value="SGD"/>	
Foreign currency Code	<input type="text" value="SGD"/>	

- Modify the necessary fields and click on **Save button** to save the changes.

5.2 CPF Account












This master file stores CPF A/C representing the type of CPF Account employees are covered by.

CPF Account Master

CPF A/C #



Created By/On  Modified By/On 

- Click the **Add button** to add a new record.

CPF Account Master

CPF A/C #

Created By/On  Modified By/On 












- Enter Information such as CPF A/C # field.

CPF Account Master

CPF A/C #



Created By/On  Modified By/On 

- Click the **Save button** to save the record.

CPF Account Master

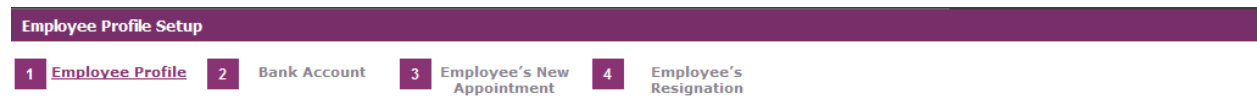
CPF A/C #

Created By/On  Modified By/On 

6 Employee Profile Setup

Employee Profile Setup is to maintain employee's information, such as personal particulars, payroll details, personal details, bank details, career progression etc. Go to Getting Started Guide → Employee Profile Setup. The following files are available under this setup menu:

- **Employee Profile** – to store employee information
- **Bank Account** – to store employee's bank account information
- **Employee's new appointment** – to store employee's appointment information when employee first joins the organization
- **Employee's Resignation** - to store employee's resignation information when employee resigns from the organization



Note: For more details on this module refer to User Manual for Employee Profile Management System.

6.1 Employee Profile

This module captures and maintains employee's information such as personal particulars, payroll details, and career progression. It allows creation, amendment or viewing of an employee's record. Each employee is assigned with a unique identification number (Employee ID), which can later be used in timesheet entry as employee's Card ID/Card No.

Employee Profile




Photo currently not available.


Employee Id

Name


Name	Address	Personal	Identification	Foreigner	NS	Payroll	Remark	Progression	
Salutation	<input style="width: 100%;" type="text" value="Ms"/>								
Alias Name	<input style="width: 100%;" type="text"/>								
Chinese Name	<input style="width: 100%;" type="text"/>								
Created by	<input style="width: 50px;" type="text" value="dbo"/>		<input style="width: 50px;" type="text" value="04/03/2013"/>		Modified By	<input style="width: 50px;" type="text" value="eplatform"/>		<input style="width: 50px;" type="text" value="12/12/2013"/>	

To update existing employee information



Click on the desired record to view pre-setup employee information. Then click on the **Update button** to update.


 Add Delete Search Query Print Move Prev Move Next Save Cancel Exit

Employee Profile


 Photo currently not available.

Employee Id
 Name

Name	Address	Personal	Identification	Foreigner	NS	Payroll	Remark	Progression
Salutation	<input type="text" value="Ms"/>							
Alias Name	<input type="text"/>							
Chinese Name	<input type="text"/>							
Created by	<input type="text" value="dbo"/>	<input type="text" value="04/03/2013"/>		Modified By	<input type="text" value="eplatform"/>	<input type="text" value="12/12/2013"/>		

To add new employee information

- Click on the **Update button** to update the employee profile details.
- Update employee information under **Name, Address, Personal, and Identification, Foreigner** (if the Employee is non-local), **NS, Payroll, Remark** tabs.
- Before you can save the whole record, you may need to fill up those highlighted fields, as they are the mandatory fields.
- System will prompt message box to notify user any missing. If such message prompts, click on the **OK button** to close the message box and fills the indicated fields.
- Then save the record again by clicking on **Save button**. If the information entered is correct, the record will be saved into the system.

Navigation bar: + Add, Update, Delete, Search, Query, Print, Move Prev, Move Next, **Save**, Cancel, Exit

Employee Profile




Photo currently not available.

Employee Id:



Name:

Name	Address	Personal	Identification	Foreigner	NS	Payroll	Remark	Progression
------	---------	----------	----------------	-----------	----	---------	--------	-------------

Salutation:

Alias Name:

Chinese Name:

Created by:  Modified By: 

6.2 Bank Account

This module captures employee's Bank Account details.

+ Add U Update X Delete S Search Q Query P Print M Move Prev M Move Next S Save C Cancel E Exit Enquiry

<< 1 >> **Employee ID** Quick Search Query Builder Export To Excel

Employee ID	S/N	Bank Code	Bank Branch	Bank Account	Bank Type	Payment Percent	Payment Amount	Payment S
10003	10 7171	081	096113005	A	100.00			
10004	10 7375	005	80808808		100.00			
10005	10 7117	802	5675757		100.00			
10007	10 7171	081	011040691		100.00			
10008	10 7171	003	79080080		100.00			

Employee Bank

Employee ID/Name:
 Employee Account Name:
 S/N:
 Bank Code:
 Bank branch:
 Bank account: Bank type:
 Payment percent:
 Created by: Modified By:

- Click on the **Add button** to create a new record.

+ Add U Update X Delete S Search Q Query P Print M Move Prev M Move Next S Save C Cancel E Exit Enquiry

<< 1 >> **Employee ID** Quick Search Query Builder Export To Excel

Employee ID	S/N	Bank Code	Bank Branch	Bank Account	Bank Type	Payment Percent	Payment Amount	Payment S
10003	10 7171	081	096113005	A	100.00			
10004	10 7375	005	80808808		100.00			
10005	10 7117	802	5675757		100.00			
10007	10 7171	081	011040691		100.00			
10008	10 7171	003	79080080		100.00			

Employee Bank

Employee ID/Name:
 Employee Account Name:
 S/N:
 Bank Code:
 Bank branch:
 Bank account: Bank type:
 Payment percent:
 Created by: Modified By:

- Enter the Employee ID, Account name, Bank code, Bank account etc.
- Click on the **Save button**.

Application toolbar: + Add, Update, Delete, Search, Query, Print, Move Prev, Move Next, **Save**, Cancel, Exit

Employee ID: Quick Search Query Builder Export To Excel

Employee ID	S/N	Bank Code	Bank Branch	Bank Account	Bank Type	Payment Percent	Payment Amount	Payment S
10003		10 7171	081	096113005	A	100.00		
10004		10 7375	005	80808808		100.00		
10005		10 7117	802	5675757		100.00		
10007		10 7171	081	011040691		100.00		
10008		10 7171	003	79080080		100.00		
10010		10 7171	005	00000000		100.00		

Employee Bank

Employee ID/Name:

Employee Account Name:

S/N:

Bank Code:

Bank branch:

Bank account: Bank type:


Payment percent:

Created by: Modified By:










6.3 Employee's New Appointment

After updating/creating Employee profile, make sure you create a new appointment record for capturing employee(s) appointment details.





New Appointment Details





Employee	<input type="text"/>		<input type="text"/>
Action	<input type="text"/>	Transaction Date	<input type="text"/>

Current



Organisation Unit	<input type="text"/>		Grade	<input type="text"/>	
Job Family	<input type="text"/>		Appointment Code	<input type="text"/>	
Effective Date	<input type="text"/>		Joined Date	<input type="text"/>	
Confirm Date	<input type="text"/>		Appointment Date	<input type="text"/>	
			Next Inctl Date	<input type="text"/>	

Payroll:


Payroll Mode	<input type="text"/>		Salary Code	<input type="text"/>	
Basic Salary	<input type="text"/>		Cost Centre Code	<input type="text"/>	
Basic 1	<input type="text"/>		NWC Amount	<input type="text"/>	
Basic 2	<input type="text"/>				
Monthly Salary	<input type="text" value="0.00"/>		Gross Salary	<input type="text"/>	

Reason Code	<input type="text"/>		Position Code	<input type="text"/>	
Essential Post	<input type="text"/>		Essential Category	<input type="text"/>	

Hold Against:

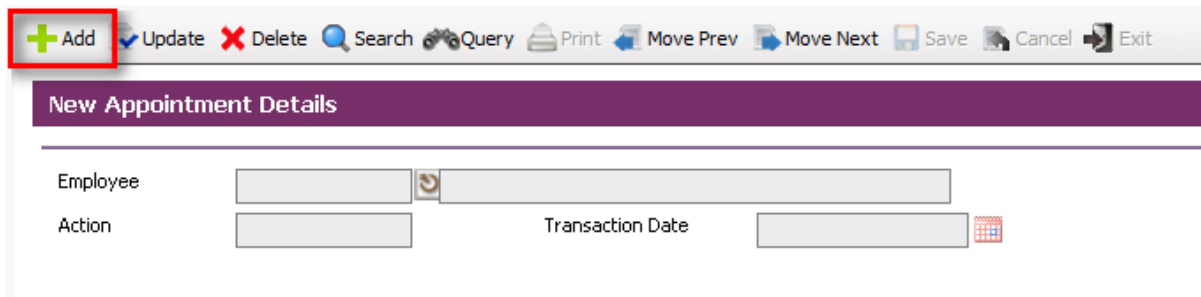
Job Family	<input type="text"/>	
Appointment	<input type="text"/>	

Designation:

Designation	<input type="text"/>	
Title	<input type="text"/>	

Progress Remark


- Click on the **Add button** to create a new record.




+

Update Delete Search Query Print Move Prev Move Next Save Cancel Exit

New Appointment Details

Employee 

Action Transaction Date 

- Define all the fields highlighted in purple accordingly. These are the mandatory fields.

*Note: Those fields with pick-list are defined under the **Company Details Setup**. Add/amend the necessary details to suit your Organization needs.*

New Appointment Details

Employee	<input type="text" value="131027"/>	<input type="text" value="David"/>
Action	<input type="text" value="NA"/>	Transaction Date <input type="text" value="15/10/2013"/>

Current

Organisation Unit	<input type="text" value="CEO-ADMIN-HR"/>	Appointment Code	<input type="text" value="HR-STAFF"/>
Scheme of Service	<input type="text" value="HR"/>	Division Status	<input type="text" value="III"/>
Effective Date	<input type="text" value="01/10/2013"/>	Joined Date	<input type="text" value="01/10/2013"/>
Confirm Date	<input type="text" value="01/01/2014"/>	Appointment Date	<input type="text" value="01/10/2013"/>
		Next Inctl Date	<input type="text" value="01/10/2014"/>

Payroll:

Payroll Mode	<input type="text" value="M"/>	Salary Code	<input type="text" value="GEN"/>
Basic Salary	<input type="text" value="0.00"/>	Cost Centre Code	<input type="text" value="ADMIN"/>
NPC Amount	<input type="text" value="0.00"/>	NPVP Amount	<input type="text" value="0.00"/>
Monthly Salary	<input type="text" value="0.00"/>	Gross Salary	<input type="text" value="0.00"/>

Reason Code	<input type="text"/>	Position Code	<input type="text" value="ACC01"/>
Essential Post	<input type="text"/>	Essential Category	<input type="text"/>

Hold Against:

Scheme of Service	<input type="text"/>
Appointment	<input type="text"/>

Designation:

Designation	<input type="text"/>
Title	<input type="text"/>

Progress Remark

- After completion, click on the **Save button**

+ Add Update X Delete Search Query Print Move Prev Move Next **Save** Cancel Exit

New Appointment Details

Employee
Action Transaction Date

Current

Organisation Unit Grade
Job Family Appointment Code
Effective Date Joined Date
Confirm Date Appointment Date
Next Incl Date

Payroll:

Payroll Mode Salary Code
Basic Salary Cost Centre Code
Basic 1 NWC Amount
Basic 2
Monthly Salary Gross Salary
Reason Code Position Code
Essential Post Essential Category

6.4 Employee's Resignation

This module allows you to capture the information of the resigned staffs in the Organization.

Resignation

Progress No Transaction Date

Action

Organisation Unit

Job Family Grade

Appointment From Appointment To

Progress Remark

Circulation Status

Created by/On Modified By/On

Employees

Routing Officers

Routing Status

Quick Search
 Query Builder
 Export To Excel

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period

- Click on the **Add** button to create a new record.

Add
 Update
 Delete
 Search
 Query
 Print
 Move Prev
 Move Next
 Save
 Cancel
 Exit

Query

Resignation

Progress No Transaction Date

Action

Organisation Unit

Job Family Grade

Appointment From Appointment To

Progress Remark

Circulation Status

Created by/On Modified By/On

Employees

Routing Officers

Routing Status

Quick Search
 Query Builder
 Export To Excel

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period

- Click on the **List Employees** button to view all Employees with their retirement dates and the filtering defined at the **Organisation Unit**, Job Family, Grade, Appointment From and Appointment To.
- Select Employee and click **Close** button to retire the service.

The screenshot shows the 'Resignation' module interface. A 'MultiPickList' dialog box is overlaid, showing a table of employees. The first row is selected. The 'List Employees' button is highlighted with a red box and an arrow, and the 'Close' button at the bottom of the dialog is also highlighted with a red box and an arrow.

#	Key Field	Salary Point	Employee ID	Name	Alias Name	Org Unit Code	Ap
<input checked="" type="checkbox"/>	5400	MIN	BA01N0005	Shugunayan Muthu		CEO-ADMIN-HR	HR
<input type="checkbox"/>	5406		BA01N0006	Amy Chan		CEO-OPER-SALES-CUSTSV	SAL
<input type="checkbox"/>	5407		BA01N0007	Hong Pao Pao		CEO-OPER-SALES-DSALES	SAL
<input type="checkbox"/>	5408	MIN	BA01N0008	Tan Leng Leng		CEO-OPER-PRO	PRO
<input type="checkbox"/>	5409	MIN	BA01N0009	Ong Ming Chuan		CEO-ADMIN-HR	HR
<input type="checkbox"/>	5410	MIN	BA01N0010	Tey Siu Moi		CEO-ADMIN-FIN	ACC

- The selected Employee(s) are added automatically under the **Employees Tab**.

The screenshot shows the 'Employees' tab selected in the HR system. Below the tab, a table displays the details for the selected employee.

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period
BA01N0005	Shugunayan Muthu	HR	HR-ADMIN	I	ADMIN	CEO-ADMIN-HR	01/01/2010 00:00:00	

- Under the **Employees Tab**, click the Employee record link to set different retirement date for individual Employee.
- Then select the **New Tab** to update the **Notice Date**, **Last Day of Service** and **Effective Date**.

Resignation Details

Employee: BA01N0010 Tey Siu Moi
New Action: VO Prev. Action: CF

Current	New
Organisation Unit: CEO-ADMIN-FIN	Grade: II
Job Family: FIN	Appointment Code: ACC-II
Approval: A	Absent Date: 01/10/2013
Period: 0.00	Last day of service: 01/11/2013
	Effective Date: 23/11/2013
Payroll Mode: M (Monthly)	Salary Code: GEN
Basic Salary: 0.00	Cost Centre Code: FIN
Basic 1: 0.00	NWC Amount: 0.00
Basic 2: 0.00	
Monthly Salary: 0.00	Gross Salary: 0.00

- Click on the **Save button**.

+ Add Update Delete Search Query Print Move Prev Move Next **Save** Cancel Exit

Resignation Details

Employee: BA01N0010 Tey Siu Moi
New Action: VO Prev. Action: CF

- Click on the **Exit button** to return to the previous page.

+ Add Update Delete Search Query Print Move Prev Move Next Save Cancel **Exit**

Resignation Details

Employee:
 New Action: Prev. Action:

- Change **Circulation Status** to one of the following status to proceed:
 '0' (NEW), '1' (SUBMIT), '3' (APPROVED), '4' (REJECT)

Resignation

Progress No: Transaction Date:
 Action:


Organisation Unit: Scheme of Service: Division Status:
 Appointment From: Appointment To:



Progress Remark:
 Circulation Status:
 Created by/On:

Code	Description
0	NEW
1	SUBMIT
3	APPROVED
4	REJECT

Employees | Routing Officers | Routing Status
 1 | Employee ID | Quick Search


- If there is no need to route this progression to other personnel's approval to approve this, just set the **Circulation Status** as '3' (APPROVED).
- If **Circulation Status** is set as '1' (SUBMIT), then routing officer(s) information needs to be inserted the **Routing Officer Tab** to route to the respective recommender or approver (Email will be send to them respective to seek for their approval).
- Click on the **Add New button** in the **Routing Officers Tab**.

Circulation Status: 1 (SUBMIT) 

Created by/On: dbo 17/10/2013  Modified By/On: dbo 17/10/2013 

[List Employees](#)

Employees | **Routing Officers** | Routing Status


<< < 1 > >> Routing Sequence Quick Search [Add New](#) 


Routing Sequence	Recipient	Role
------------------	-----------	------

The System will show the following screen:

Set/Edit Routing List

Application ID : SDA_RS

Role ID : RA (Approval) 

Recipient ID : BA01N0006 

Recipient Name : Amy Chan

Recipient Email : BA01N0006@starvisionit.comx

- After setting up the Routing list, click **Exit button** to go back to main page.
- Click on the **Save button**. The system will capture the details of the employee(s) resignation and their salary will be pro-rated according to their last day of service.

7 TMS Master File

This sub-system contains Master Files that capture data used in the TMS modules. There are a total of 5 modules in the TMS Master Files:

- Card Master - to manage card numbers (Card ID) issued to the employees
- Reporting Structure – to view the subordinates and supervisors of an employee.
- Shift Code - to setup and maintain the working hour start time / end time and overtime start / end time for various shifts.
- Shift Pattern - to setup the week's shift pattern which is made up of daily shift codes and specify the week cycle for the pattern to rotate.
- Shift Group - to setup the Shift Group information. A shift group is created for a group of employees working under the same shift pattern for a period of time.

7.1 Card Master

This module allows the user to manage card numbers issued to the employees. On issuing a card to an employee, the user should use this module to keep a record of the card number issued to the employee.

Note: Card Master Setup is mandatory step in the Time Management Process. If Card System is not followed please enter the Card ID same as Employee ID.

Card Master

Card ID	<input type="text"/>		
Employee ID	<input type="text"/>	Follow Shift Pattern	<input type="text" value="Select ..."/>
Issued By	<input type="text"/>	Issued Date	<input type="text"/>
Eff. Date From	<input type="text"/>	Eff. Date To	<input type="text"/>
OT Approver ID	<input type="text"/>	OT Type	<input type="text" value="Normal"/>
Remarks	<input type="text"/>		
Created By/On	<input type="text"/>	Modified By/On	<input type="text"/>

Card Master Screen

Fields Description

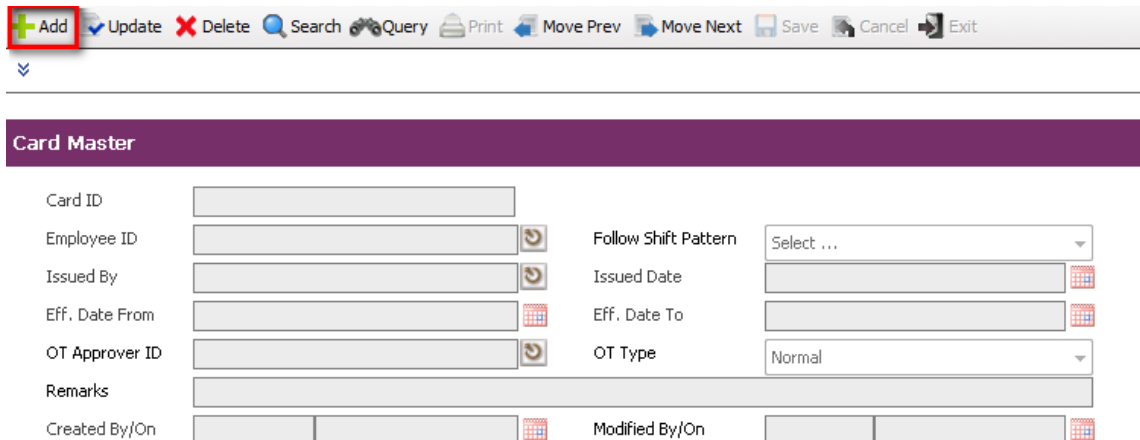
- Card ID** : This field is to capture the Card ID.
- Employee ID** : This field is to capture the Employee ID.
The pick list is provided to list down the Employee and its related information.
- Follow Shift Pattern** : YES for employees following shift pattern.
NO for employees using roster plan.
- Issued By** : This field is to capture Issued By.
The pick list is provided to list down the employee of Issued and its related information.
- Issued Date** : This field is the system generated Issued Date. This field is show information only.
- Eff. Date From** : This field is to capture the start date Card ID is applicable.

This field is a mandatory field. If the “Eff. Date From” field is empty when the record is about to save, system will prompt the message “Eff. Date From cannot be left blank”.

- Eff. Date To : This field is to capture the end date Card ID is applicable.
- OT Approver ID : Indicate the approver for this employee.
- OT Type : Normal : For normal employees
 Non-Workman Com (Front/Back Office) : For employees under Non-Workman Com
 Workman Com (Back Office) : For back office employees under Workman Com
- Remarks : Information only.

Sample of step by step transactions to add the Card Master Screen:

- Click on the “Add” button.



The screenshot shows a software toolbar with buttons for Add, Update, Delete, Search, Query, Print, Move Prev, Move Next, Save, Cancel, and Exit. The 'Add' button is highlighted with a red box. Below the toolbar is a purple header for the 'Card Master' screen. The form contains the following fields:

- Card ID: Text input field
- Employee ID: Text input field with a refresh icon
- Issued By: Text input field with a refresh icon
- Eff. Date From: Text input field with a calendar icon
- OT Approver ID: Text input field with a refresh icon
- Remarks: Text input field
- Created By/On: Text input field with a calendar icon
- Follow Shift Pattern: Dropdown menu with 'Select ...' option
- Issued Date: Text input field with a calendar icon
- Eff. Date To: Text input field with a calendar icon
- OT Type: Dropdown menu with 'Normal' selected
- Modified By/On: Text input field with a calendar icon

- System default today date in Effective Date From field, Issued Date and Follow Shift Pattern is default value “YES” and OT Type is default value “Normal” will fill.

+ Add Update Delete Search Query Print Move Prev Move Next Save Cancel Exit

Card Master

Card ID	<input type="text"/>		
Employee ID	<input type="text"/>	Follow Shift Pattern	YES
Issued By	<input type="text"/>	Issued Date	06/02/2014
Eff. Date From	06/02/2014	Eff. Date To	01/01/2999
OT Approver ID	<input type="text"/>	OT Type	Normal
Remarks	<input type="text"/>		
Created By/On	tms_admin 06/02/2014 00:00:00	Modified By/On	<input type="text"/>

- Key in other necessary information.
- Save the record by clicking “**Save**” button on the toolbar.

+ Add Update Delete Search Query Print Move Prev Move Next Save Cancel Exit

Card Master

Card ID	060220140		
Employee ID	BA48N0001 (User1)	Follow Shift Pattern	YES
Issued By	SDAN0013 (User2)	Issued Date	06/02/2014
Eff. Date From	06/02/2014	Eff. Date To	01/01/2999
OT Approver ID	AD01N0003	OT Type	Normal
Remarks	<input type="text"/>		
Created By/On	tms_admin 06/02/2014 00:00:00	Modified By/On	<input type="text"/>

7.2 Reporting Structure

This module allows the user to view the subordinates and supervisors of an employee. User can also make use of this module to change the supervisor of an employee with a new supervisor.

Employee Reporting Structure

Employee ID Active Employees ▼

Appt Code Org Unit

Subordinates
Supervisors
Replace Supervisor

«
<
1
>
»
Level ▼
Quick Search
Query Builder

Level	Employee ID	Name	Appt Code	Supervisor	Org Unit
Reporting Structure					

Reporting Structure

Field Description

Employee ID:

This field is to capture the Employee ID.

If Active Employees is selected in the dropdown list, the system will search the employee id from the active employees list.

If All Employees is selected in the dropdown list, the system will search the employee id from the all employees list.

Appt Code:

Appointment code of the employee.

Org Unit:

Organisation Unit which the employee belongs.

Enter the Employee Id and click on the **Refresh** button. Click on Subordinates or Supervisors tab to view the subordinates or supervisors of the employee. Click the Replace Supervisor tab to change the supervisor of the employee.

Subordinates Tab

Subordinates		Supervisors	Replace Supervisor			
« 1 » Level <input type="text"/> Quick Search Query Builder Export To Excel						
Level	Employee ID	Name	Appt Code	Supervisor	Org Unit	Last Day
0	SDAN0011	User6	CLEANER		CEO-OPER-WSHOP	
1	SDAN0012	User5	CLEANER	SDAN0011	CEO-OPER-WSHOP	
1	SDAN0013	User2	CLEANER	SDAN0011	CEO-OPER-WSHOP	

Employee Reporting Structure : Subordinates

The Subordinates tab shows all the subordinates of the employee.

Supervisors Tab

Subordinates		Supervisors	Replace Supervisor			
« 1 » Level <input type="text"/> Quick Search Query Builder Export To Excel						
Level	Employee ID	Name	Appt Code	Supervisor	Org Unit	Last Day
0	SDAN0011	User6	CLEANER		CEO-OPER-WSHOP	

Employee Reporting Structure : Supervisors

The Supervisors tab shows all the supervisors of the employee.

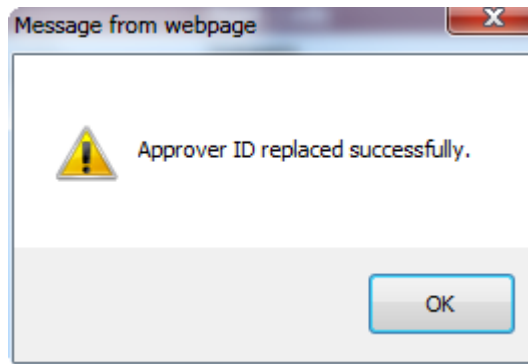
Replace Supervisor Tab

Subordinates		Supervisors	Replace Supervisor
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Replace</p> <p>Approver ID <input type="text"/></p> <p>Name <input type="text"/></p> <p>Appt Code <input type="text"/></p> <p>Org Unit <input type="text"/></p> </div> <div style="width: 45%;"> <p>With</p> <p>New Approver ID <input type="text"/></p> <p>Name <input type="text"/></p> <p>Appt Code <input type="text"/></p> <p>Org Unit <input type="text"/></p> </div> </div> <div style="text-align: right; margin-top: 20px;"> <input type="button" value="Replace"/> </div>			

Employee Reporting Structure : Replace Supervisor

The Replace Supervisor tab allows user to change the supervisor of the employee. To change the employee’s supervisor, enter the current approving office id in the Approver ID field and the new approving officer id in the New Approver ID field. Click on **Replace** button.

System will prompt up the message “Approver ID replaced successfully”.



Field Description

Approver ID:	This field is to capture the Approver ID.
Name:	Name of the employee
Appt Code:	Appointment code of the Approver.
Org Unit:	Organization Unit which the employee belongs.
New Approver ID:	This field is to capture the New Approver ID.

7.3 Shift Code

The purpose of this module is to allow users to setup and maintain the working hour start time / end time and overtime start / end time for various shifts.

The system comes with pre-set data for Shift Code information but can be modified if needed.

Click on the left hand side menu, Shift Code, to launch it. The Shift Code Master Header screen will be shown as figure below.

Shift Code Master

Shift Code	<input type="text"/>		Serial No	<input type="text"/>
Eff. Date From	<input type="text"/>		Eff. Date To	<input type="text"/>
Shift Description	<input style="height: 20px;" type="text"/>			
Remark	<input style="height: 20px;" type="text"/>			
Created By/On	<input type="text"/>	<input type="text"/>	Modified By/On	<input type="text"/>

Duplicate Details From	<input type="text"/>		<input type="text"/>	<input type="button" value="Duplicate"/>
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Shift Details	Shift Preference
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	Query Builder
--	---------------

Wk Day No	Day Type	Nml Start	Nml End	OT 1 From	OT 1 To	OT 2 From	OT 2 To	OT 3 From	OT 3 To	Meal 1 From	Meal 1 To	Meal 2 From

Shift Code Master

Shift Code	<input type="text"/>		Serial No	<input type="text"/>
Eff. Date From	<input type="text"/>		Eff. Date To	<input type="text"/>
Shift Description	<input style="height: 20px;" type="text"/>			
Remark	<input style="height: 20px;" type="text"/>			
Created By/On	<input type="text"/>	<input type="text"/>	Modified By/On	<input type="text"/>

Duplicate Details From	<input type="text"/>		<input type="text"/>	<input type="button" value="Duplicate"/>
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Shift Code Master Screen

Fields Description

Shift Code	:	This field is to capture the Shift Code. This field is part of primary key and is a mandatory field. If the “Shift Code” field is empty when the record is about to save, system will prompt the message “Shift Code cannot be left blank”.
Serial No	:	System generated information.
Eff. Date From	:	This field is to capture the Effective Date From which indicates the time period within which the shift code is applicable. This field is a mandatory field. If the “Eff. Date From” field is empty when the record is about to save, system will prompt the message “Eff. Date From cannot be left blank”.
Eff. Date To	:	This field is the system generated Effective Date To. This field is to show information only.
Shift Description	:	This field is to capture the Shift Description.
Remark	:	This field is to capture the Remark.
Created By / On	:	Record created user and created date. This field is to show information only.
Modified By / On	:	Record modified user and modified date. This field is to show information only.
Duplicate Details From	:	This field is to capture the Shift Code and Serial No from which shift code details is copied. The pick list is provided to list down the Shift Code and its related information.

Duplicate Button : This button allows users to copy shift code detail from the specified Shift Code and Serial No in Duplicate Details From field.
System will check whether Duplicate Details From field is empty. If yes, system will prompt the message “Please select the shift code from which you want to duplicate first”.

About the Detail Screen – Shift Code Details

This screen allows users to set up and maintain working hours, break hours, and OT details for each day of the week.

Shift Code Details

Shift Code	<input type="text" value="HQ01"/>	Serial No	<input type="text" value="10"/>
Day No && Type	<input type="text" value="10"/> <input type="text" value="HOL"/>		
Normal Start Time	<input type="text" value="00:00"/>	End Time	<input type="text" value="00:00"/>
Normal Start Time 2	<input type="text"/>	End Time	<input type="text"/>
Non Work Day	<input checked="" type="checkbox"/>		

OT Time

OT From	<input type="text" value="00:00"/>	To	<input type="text" value="23:59"/>	OT Type	<input type="text" value="OT-1.5"/> ▼
OT From	<input type="text"/>	To	<input type="text"/>	OT Type	<input type="text" value="OT-1.0"/> ▼
OT From	<input type="text"/>	To	<input type="text"/>	OT Type	<input type="text" value="OT-1.0"/> ▼

Break Time

Break1 From	<input type="text"/>	To	<input type="text"/>
Break2 From	<input type="text"/>	To	<input type="text"/>
Break3 From	<input type="text"/>	To	<input type="text"/>
Min. Break Hours	<input type="text"/>		

Fmt: HH:mm(work)=HH:mm(meal),HH:mm=HH:mm,...

Meal Time

Meal1 From	<input type="text"/>	To	<input type="text"/>
Meal2 From	<input type="text"/>	To	<input type="text"/>
Meal3 From	<input type="text"/>	To	<input type="text"/>
Min. Meal Hours	<input type="text"/>		

Fmt: HH:mm(work)=HH:mm(meal),HH:mm=HH:mm,...

Half Day Leave

First Half Day From	<input type="text"/>	To	<input type="text"/>
Second Half Day From	<input type="text"/>	To	<input type="text"/>

Shift Support

Overtime	<input checked="" type="checkbox"/>	Undertime	<input type="checkbox"/>	Early Time	<input type="checkbox"/>
Late Time	<input type="checkbox"/>	Absent time	<input type="checkbox"/>	Break Time	<input type="checkbox"/>
Meal Time	<input type="checkbox"/>				

Shift Code Details Screen

Fields Description

Shift Code	:	Shift code information from header screen.
Serial No	:	System generated information.
Day No & Type	:	<p>This field is to capture the Day No and Type.</p> <p>The pick list is provided to list down the Day No & Type and its related information.</p> <p>This field is part of primary key and is a mandatory field. If the “Day No & Type” field is empty when the record is about to save, system will prompt the message “Day No & Type cannot be left blank”.</p>
Normal Start Time	:	<p>This field is to capture the shift working hour start time.</p> <p>This field is a mandatory field. If the “Normal Start Time” field is empty when the record is about to save, system will prompt the message “Normal Start Time cannot be left blank”.</p>
End Time	:	<p>This field is to capture the shift working hour end time.</p> <p>This field is a mandatory field. If the “End Time” field is empty when the record is about to save, system will prompt the message “End Time cannot be left blank”.</p>
Normal Start Time 2	:	This field is to capture the shift’s second working hour start time.
End Time 2	:	This field is to capture the shift’s second working hour end time.
Non Work Day	:	This field is to define whether the shift day is a working day or not.
OT From	:	This field is to capture the start time of Overtime.
OT To	:	This field is to capture the end time of Overtime.
OT Type	:	<p>These fields are to identify the OT rates transaction code. The values available for this field are as follows:</p> <p>OT-1.0 OT-1.5 OT-2.0 OT-OFF</p>

Break From	:	These fields are to capture the start time for Break.
Break To	:	These fields are to capture the end time for Break.
Min Break Hrs	:	This field is to capture the minimum hours for Break.
Meal From	:	These fields are to capture the start time for Meal.
Meal To	:	These fields are to capture the end time for Meal.
Min Meal Hrs	:	This field is to capture the minimum hours for Meal.
First Half Day From	:	This field is to capture the start time for half-day leave.
First Half Day To	:	This field is to capture the end time for half-day leave.
Second Half Day From	:	This field is to capture the start time for second half-day leave.
Second Half Day To	:	This field is to capture the end time for second half-day leave.
Overtime	:	This field is to define whether overtime is supported or not.
Under time	:	This field is to define whether under time is supported or not.
Early Time	:	This field is to define whether early time is supported or not.
Late Time	:	This field is to define whether late time is supported or not.
Absent Time	:	This field is to define whether absent time is supported or not.
Break Time	:	This field is to define whether break time is supported or not.
Meal Time	:	This field is to define whether meal time is supported or not.
Remark	:	This field is to capture the Remark.
Created By / On	:	Record created user and created date. This field is to show information only.
Modified By / On	:	Record modified user and modified date. This field is to show information only.

About the Detail Screen – Shift Preference

This screen allows users to set up and maintain the shift preference setting for the shift code. The shift preference defined for the shift code will overwrite the TMS Preference setting.

Shift Preference

Shift Code	<input style="width: 95%;" type="text" value="HQ01"/>
Preference Code	<input style="width: 95%;" type="text"/>
Value	<input style="width: 95%;" type="text"/>
Description	<div style="border: 1px solid #ccc; height: 60px; width: 95%;"></div>
Created by	<input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> Modified By
	<input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>

Shift Preference Screen

Fields Description

Shift Code : This field is to capture the Shift Code, retrieved from Shift Code Master Header Screen. This field is to show information only.

Preference Code : This field is to capture the Preference Code.
 The pick list is provided to list down the Preference Code and its related information.
 This field is a mandatory field. If the “Preference Code” field is empty when the record is about to save, system will prompt the message “Preference Code cannot be left blank”.

Value : This field is to capture the Value.
 This field is a mandatory field. If the “Value” field is empty when the record is about to save, system will prompt the message “Value cannot be left blank”.

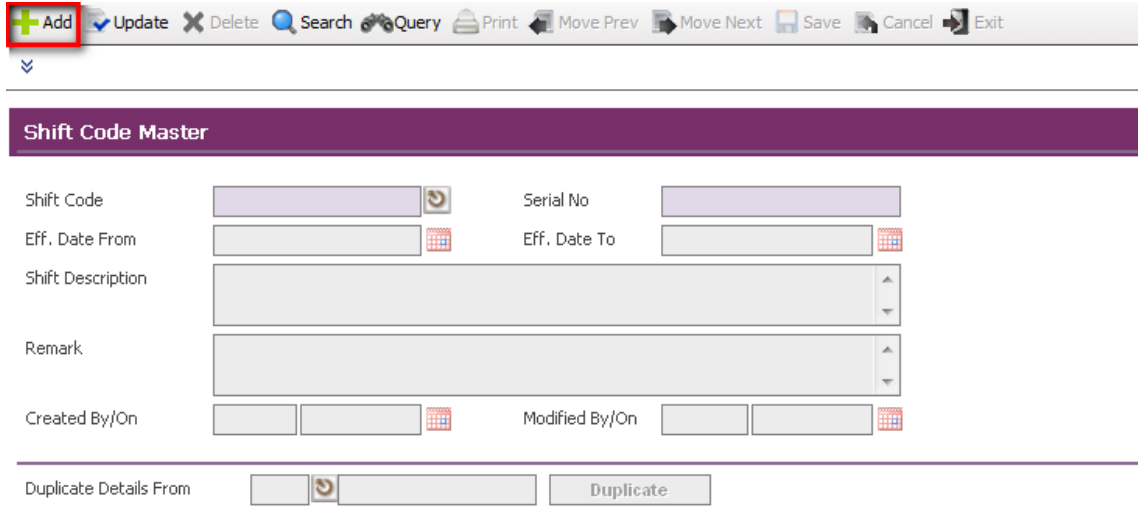
Description : This field is to capture the Description. This field is to show information only.

Created by : Record created user and created date. This field is to show information only.

Modified by : Record modified user and modified date. This field is to show information only.

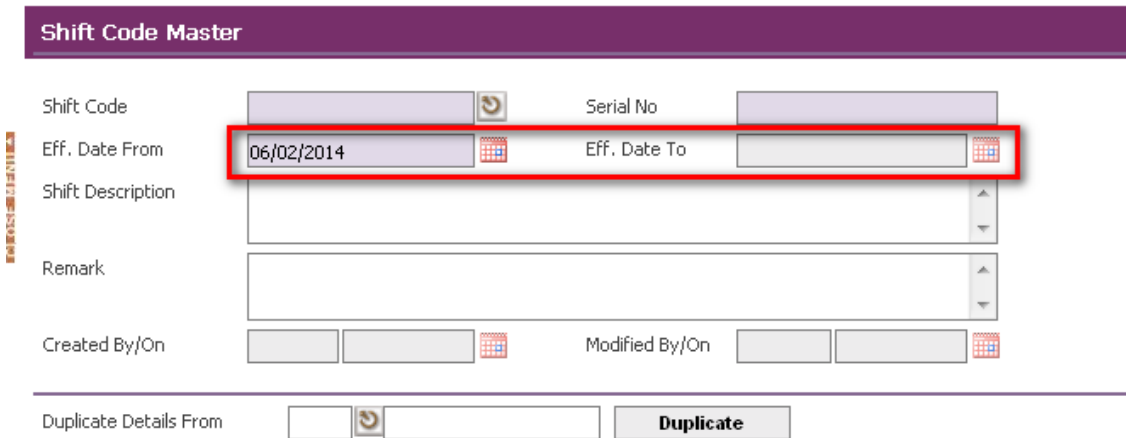
Sample of step by step transactions to add the Shift Code Master:-

- Click on the “Add” button.



The screenshot shows the 'Shift Code Master' form with a toolbar at the top. The 'Add' button, represented by a green plus sign, is highlighted with a red box. Other buttons in the toolbar include Update, Delete, Search, Query, Print, Move Prev, Move Next, Save, Cancel, and Exit. The form fields include Shift Code, Serial No, Eff. Date From, Eff. Date To, Shift Description, Remark, Created By/On, and Modified By/On. A 'Duplicate' button is located at the bottom of the form.

- System default today date in Effective Date From field and disables Effective Date To field.



The screenshot shows the 'Shift Code Master' form with the 'Eff. Date From' field containing the date '06/02/2014'. The 'Eff. Date To' field is disabled, indicated by a grey background. The 'Add' button is still highlighted with a red box. The form fields and toolbar are the same as in the previous screenshot.

- Key in Shift Code and system will automatically fill Serial No and Eff. Date To.

Shift Code Master

Shift Code: Serial No:

Eff. Date From: Eff. Date To:

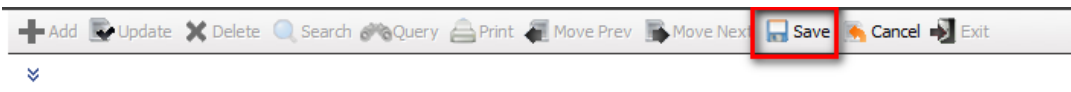
Shift Description:

Remark:

Created By/On: Modified By/On:

Duplicate Details From: **Duplicate**

- Key in other necessary information.
- Save the record by clicking **“Save” button** on the toolbar.



Shift Code Master

Shift Code: Serial No:

Eff. Date From: Eff. Date To:

Shift Description:

Remark:

Created By/On: Modified By/On:

Duplicate Details From: **Duplicate**

Shift Code Master in Add Mode

Adding Shift Code Details Record

- Click **“Add New” button** in top of the grid in **“Shift Details” Tab**.



Shift Code Master – Shift Details Tab

- Choose Day No from pick list and system will automatically fill Day Type.

Shift Code Details

Shift Code	<input type="text" value="20140206"/>	Serial No	<input type="text" value="10"/>
Day No && Type	<input style="border: 2px solid red;" type="text" value="2"/> <input type="button" value="↻"/> <input style="border: 2px solid red;" type="text" value="MON"/>		
Normal Start Time	<input type="text"/>	End Time	<input type="text"/>
Normal Start Time 2	<input type="text"/>	End Time	<input type="text"/>
Non Work Day	<input type="checkbox"/>		

OT Time

OT From	<input type="text"/>	To	<input type="text"/>	OT Type	<input type="text" value="OT-1.0"/>
OT From	<input type="text"/>	To	<input type="text"/>	OT Type	<input type="text" value="OT-1.0"/>
OT From	<input type="text"/>	To	<input type="text"/>	OT Type	<input type="text" value="OT-1.0"/>

- Key in mandatory fields, Normal Start Time and End Time, and other necessary information
- Save record by clicking **“Save”** button on the toolbar.

Shift Code Details

Shift Code	<input type="text" value="20140206"/>	Serial No	<input type="text" value="10"/>
Day No && Type	<input type="text" value="2"/> <input type="button" value="↻"/> <input type="text" value="MON"/>		
Normal Start Time	<input type="text" value="08:30"/>	End Time	<input type="text" value="10:30"/>
Normal Start Time 2	<input type="text"/>	End Time	<input type="text"/>
Non Work Day	<input type="checkbox"/>		

OT Time

OT From	<input type="text" value="10:30"/>	To	<input type="text" value="08:30"/>	OT Type	<input type="text" value="OT-1.0"/>
OT From	<input type="text"/>	To	<input type="text"/>	OT Type	<input type="text" value="OT-1.0"/>
OT From	<input type="text"/>	To	<input type="text"/>	OT Type	<input type="text" value="OT-1.0"/>

- Alternatively, user can copy the shift details from another Shift Code.
- Key in Duplicate Details From by choosing from pick list.
- Duplicate the record by clicking **“Duplicate”** button.

Shift Code Master

Shift Code: 20140206 Serial No: 10

Eff. Date From: 06/02/2014 Eff. Date To: 01/01/2999

Shift Description: 2 Hr Shift

Remark:

Created By/On: tms_admin 06/02/2014 Modified By/On: tms_admin 06/02/2014 15:

Duplicate Details From: SFT02

Shift Code Master

- Shift Details will be filled as below:

Shift Details		Shift Preference										
Wk Day No	Day Type	Nml Start	Nml End	OT 1 From	OT 1 To	OT 2 From	OT 2 To	OT 3 From	OT 3 To	Meal 1 From	Meal 1 To	Meal 2 From
10	HOL	0000	0000	0000	2359	-	-	-	-	-	-	-
99	DEFAULT	0700	1700	0000	2359	-	-	-	-	1130	1230	-

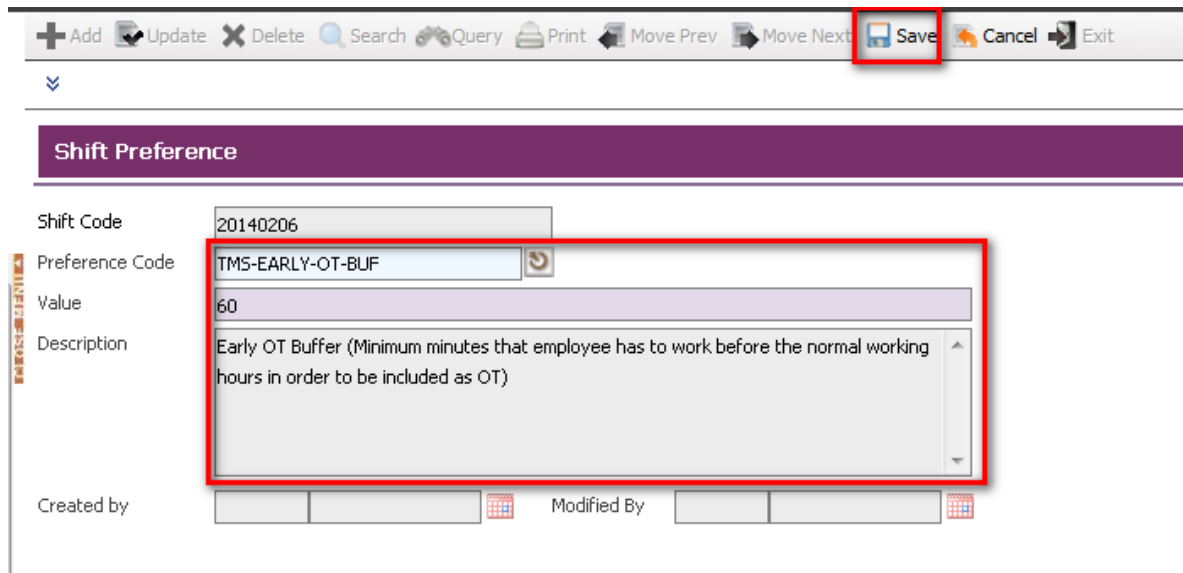
Adding Shift Preference Record

- Click “Add New” button in top of the grid in “Shift Preference” Tab.

Shift Details		Shift Preference										
Preference Code	Value	Description	Modified By	Modified On								

Shift Code Master – Shift Preference Tab

- Choose Preference Code from pick list and system will automatically fill Value and Description
- User can change the Value.
- Save record by clicking “**Save**” button on the toolbar.



+ Add Update X Delete Search Query Print Move Prev Move Next **Save** Cancel Exit

Shift Preference

Shift Code: 20140206

Preference Code: TMS-EARLY-OT-BUF

Value: 60

Description: Early OT Buffer (Minimum minutes that employee has to work before the normal working hours in order to be included as OT)

Created by: Modified By:

Followings are points to note for **Shift Code Master – Header Screen**:

- When save the record, system takes the following checking:
 - System will check for the duplication of **Shift Code** and **Serial No** before saving the record. If record exists, system will prompt the message “Record already exists”.
 - If the “**Shift Code**” field is empty when the record is about to save, system will prompt the message “Shift Code cannot be left blank”.
 - If the “**Serial No**” field is empty when the record is about to save, system will prompt the message “Serial No cannot be left blank”.
 - If the “**Eff. Date From**” field is empty when the record is about to save, system will prompt the message “Eff. Date From cannot be left blank”.

Followings are points to note for **Shift Code Details Screen**:

- When save the record, system takes the following checking:
 - System will check for the duplication of **Shift Code**, **Serial No** and **Day No && Type** before save the record. If record exists, system will prompt the message “Record already exists”.
 - If the “**Day No && Type**” field is empty when the record is about to save, system will prompt the message “Day No & Type cannot be left blank”.
 - If the “**Normal Start Time**” field is empty when the record is about to save, system will prompt the message “Normal Start Time cannot be left blank”.
 - If the “**End Time**” field is empty when the record is about to save, system will prompt the message “End Time cannot be left blank”.

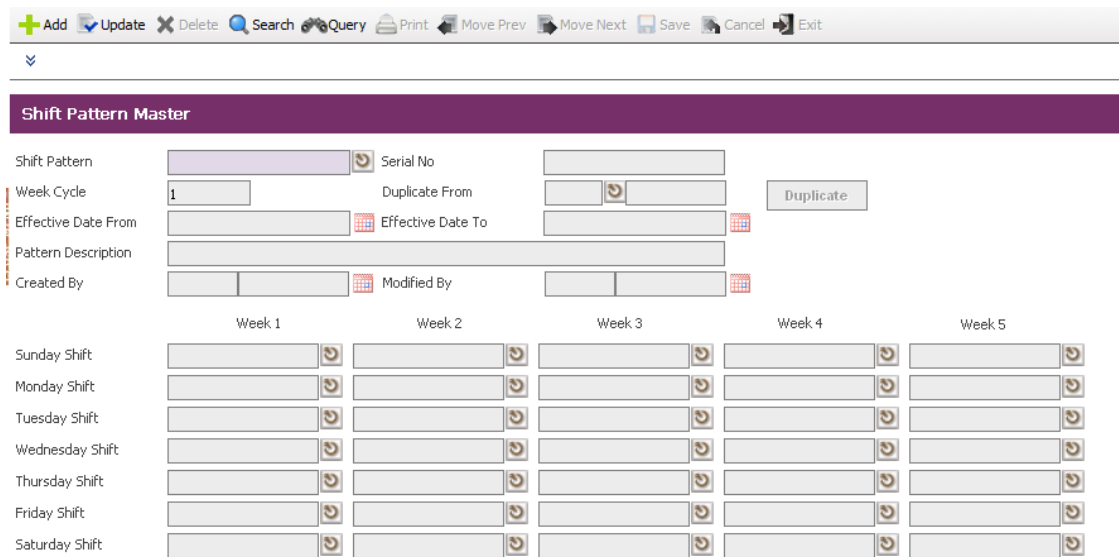
Followings are points to note for **Shift Preference Screen**:

- When save the record, system takes the following checking:
 - If the “**Preference Code**” field is empty when the record is about to save, system will prompt the message “Preference Code cannot be left blank”.
 - If the “**Value**” field is empty when the record is about to save, system will prompt the message “Value cannot be left blank”.

7.4 Shift Pattern

The purpose of this module is to allow users to setup the week's shift pattern which is made up of daily shift codes and specify the week cycle for the pattern to rotate.

Click on the left hand side menu, Shift Pattern, to launch it. The Shift Pattern Master screen will be shown as figure below.



The screenshot shows the 'Shift Pattern Master' interface. At the top is a toolbar with icons for Add, Update, Delete, Search, Query, Print, Move Prev, Move Next, Save, Cancel, and Exit. Below the toolbar is a purple header bar with the text 'Shift Pattern Master'. The main area contains several input fields: 'Shift Pattern', 'Serial No', 'Week Cycle' (with a value of '1'), 'Duplicate From', 'Effective Date From', 'Effective Date To', 'Pattern Description', and 'Created By'. There are also 'Duplicate' and 'Modified By' buttons. Below these fields is a grid for defining shift patterns for five weeks. The grid has columns for 'Week 1' through 'Week 5' and rows for 'Sunday Shift' through 'Saturday Shift'. Each cell in the grid contains a text input field and a small circular icon with a right-pointing arrow.

Shift Pattern Master Screen

Fields Description

- Shift Pattern** : This field is to capture the Shift Pattern code.

This field is part of primary key and is a mandatory field. If the “Shift Pattern” field is empty when the record is about to save, system will prompt the message “Shift Pattern cannot be left blank”.
- Serial No** : System generated information.
- Week Cycle** : This field is to capture the Week Cycle per month for the Shift Pattern to rotate.
- Duplicate From** : This field is to capture the Shift Pattern and Serial No from which shift pattern details is copied.

The pick list is provided to list down the Shift Pattern and its

-
- related information.
- Duplicate Button** : This button allows users to copy shift pattern detail from the specified Shift Pattern and Serial No in Duplicate From field.
- System will check whether Duplicate From field is empty. If yes, system will prompt the message “Duplicate Shift Pattern is empty”.
- Effective Date From** : This field is to capture the Effective Date From which defines the time period within which the Shift Pattern is applicable.
- This field is a mandatory field. If the “Effective Date From” field is empty when the record is about to save, system will prompt the message “Effective Date From cannot be left blank”.
- System will check whether Effective Date From is later than Effective Date To. If yes, system will prompt the message “Effective Date From cannot be later than Effective Date To”.
- Effective Date To** : This field is to capture the Effective Date To which defines the time period within which the Shift Pattern is applicable.
- This field is a mandatory field. If the “Effective Date To” field is empty when the record is about to save, system will prompt the message “Effective Date To cannot be left blank”.
- System will check whether Effective Date From is later than Effective Date To. If yes, system will prompt the message “Effective Date From cannot be later than Effective Date To”.
- Pattern Description** : This field is to capture the Pattern Description.
- Created By / On** : Record created user and created date. This field is to show information only.
- Modified By / On** : Record modified user and modified date. This field is to show information only.
- Sunday Shift** : These fields are to capture the Shift Codes applicable for Sunday in respective weeks.
- The pick list is provided to list down the Shift Code and its related information.
- Monday Shift** : These fields are to capture the Shift Codes applicable for Monday in respective weeks.
- The pick list is provided to list down the Shift Code and its related information.

-
- Tuesday Shift** : These fields are to capture the Shift Codes applicable for Tuesday in respective weeks.
- The pick list is provided to list down the Shift Code and its related information.
- Wednesday Shift** : These fields are to capture the Shift Codes applicable for Wednesday in respective weeks.
- The pick list is provided to list down the Shift Code and its related information.
- Thursday Shift** : These fields are to capture the Shift Codes applicable for Thursday in respective weeks.
- The pick list is provided to list down the Shift Code and its related information.
- Friday Shift** : These fields are to capture the Shift Codes applicable for Friday in respective weeks.
- The pick list is provided to list down the Shift Code and its related information.
- Saturday Shift** : These fields are to capture the Shift Codes applicable for Saturday in respective weeks.
- The pick list is provided to list down the Shift Code and its related information.

Sample of step by step transactions to add the Shift Pattern Master:-

- Click on the “Add” button.

Shift Pattern Master in Add Mode

- Key in Shift Pattern and system will automatically fill Serial No for the shift pattern.

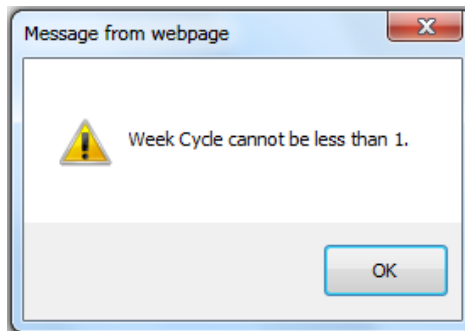
- Key in Week Cycle and system will enable Shift fields according to the number of week cycle entered.

Shift Pattern Master

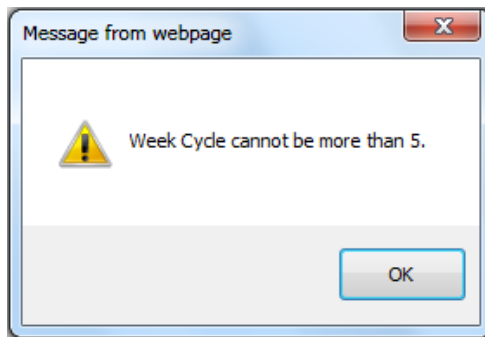
Shift Pattern: 20140506 Serial No: 10
Week Cycle: 1 Duplicate From: [] Duplicate
Effective Date From: [] Effective Date To: []
Pattern Description: []
Created By: 10004 06/02/2014 Modified By: []

	Week 1	Week 2	Week 3	Week 4	Week 5
Sunday Shift	[]	[]	[]	[]	[]
Monday Shift	[]	[]	[]	[]	[]
Tuesday Shift	[]	[]	[]	[]	[]
Wednesday Shift	[]	[]	[]	[]	[]
Thursday Shift	[]	[]	[]	[]	[]
Friday Shift	[]	[]	[]	[]	[]
Saturday Shift	[]	[]	[]	[]	[]

Note: The valid value for Week Cycle field is from 1 to 5. If user enters the value that is less than 1, system will prompt the following message:



If user enters the value that is more than 5, system will prompt the following message:



- Key in Effective Date From, Effective Date To and other necessary information.

- Save the record by clicking **“Save”** button on the toolbar.

The screenshot shows the 'Shift Pattern Master' form with a toolbar at the top. The 'Save' button is highlighted with a red box. The form fields are as follows:

Shift Pattern	20140506	Serial No	10
Week Cycle	1	Duplicate From	
Effective Date From	01/01/2014	Effective Date To	28/02/2014
Pattern Description			
Created By	10004	Modified By	06/02/2014

Below the form, there is a grid for shift patterns across five weeks:

	Week 1	Week 2	Week 3	Week 4	Week 5
Sunday Shift	R (Rest Day)				
Monday Shift	20140206 (2 Hr Shift)				
Tuesday Shift	20140206 (2 Hr Shift)				
Wednesday Shift	20140206 (2 Hr Shift)				
Thursday Shift	20140206 (2 Hr Shift)				
Friday Shift	20140206 (2 Hr Shift)				
Saturday Shift	O (Off Day)				

- Alternatively, user can copy the shift pattern details from other Shift Pattern.
- Key in Duplicate From by choosing from pick list.
- Duplicate the record by clicking **“Duplicate”** button.

The screenshot shows the 'Shift Pattern Master' form with the 'Duplicate' button highlighted in the 'Duplicate From' field. The form fields are as follows:

Shift Pattern	20140506	Serial No	20
Week Cycle	1	Duplicate From	10 HQ01
Effective Date From	01/01/2012	Effective Date To	31/12/2014
Pattern Description			
Created By	10004	Modified By	06/02/2014

- Shift codes fields will be filled as below.
- Save the record by clicking **“Save”** button on the toolbar.

+ Add Update Delete Search Query Print Move Prev Move Next **Save** Cancel Exit

Shift Pattern Master

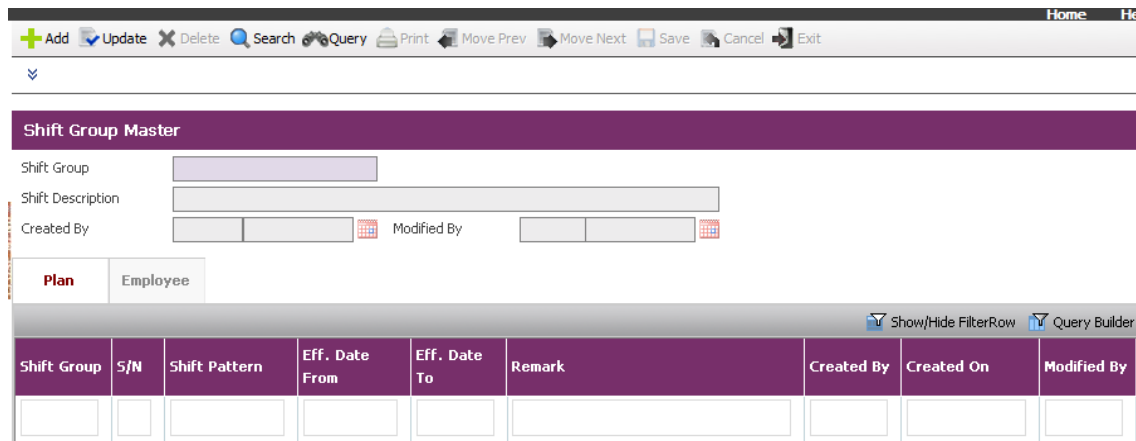
Shift Pattern	20140506	Serial No	20	
Week Cycle	1	Duplicate From	10 HQ01	Duplicate
Effective Date From	01/01/2012	Effective Date To	31/12/2014	
Pattern Description				
Created By	10004 06/02/2014	Modified By		

	Week 1	Week 2	Week 3	Week 4	Week 5
Sunday Shift	R (Rest Day)				
Monday Shift	HQ01 (0900-1800)				
Tuesday Shift	HQ01 (0900-1800)				
Wednesday Shift	HQ01 (0900-1800)				
Thursday Shift	HQ01 (0900-1800)				
Friday Shift	HQ01 (0900-1800)				
Saturday Shift	O (Off Day)				

7.5 Shift Group

The purpose of this module is to allow users to setup the Shift Group information. A shift group is created for a group of employees working under the same shift pattern for a period of time.

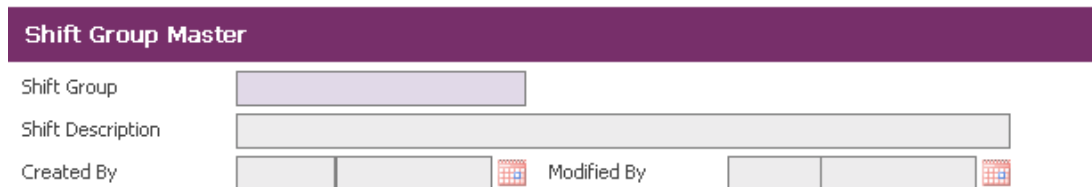
Click on the left hand side menu, Shift Group, to launch it. The Shift Group Master Header screen will be shown as figure below.



Shift Group	S/N	Shift Pattern	Eff. Date From	Eff. Date To	Remark	Created By	Created On	Modified By

Shift Group Master Screen

About the Header Screen



Shift Group Master Screen

Fields Description

Shift Group : This field is to capture the Shift Group code.

This field is part of primary key and is a mandatory field. If the “Shift Group” field is empty when the record is about to save, system will prompt the message “Shift Group cannot be left blank”.

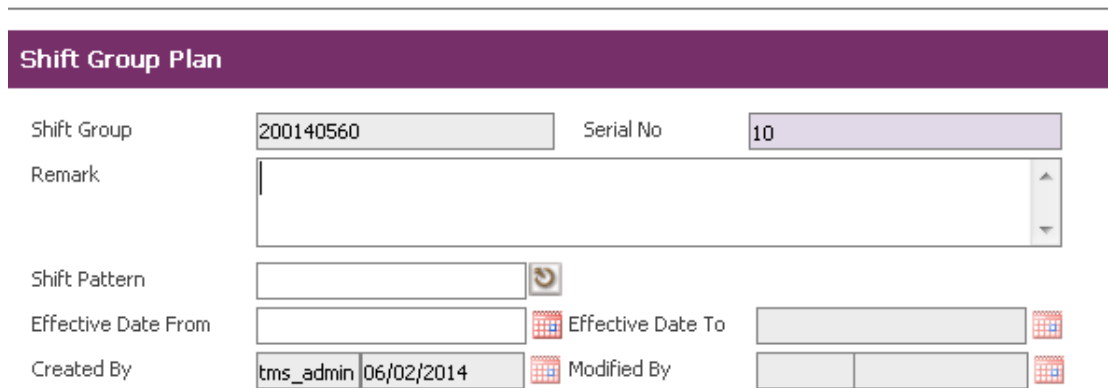
Shift Description : This field is to capture the Shift Description.

Created By : Record created user and created date. This field is to show information only.

Modified By : Record modified user and modified date. This field is to show information only.

About the Detail Screen – Shift Group Plan

This screen allows users to set up and maintain the information of Shift Patterns which belong to the Shift Group.



Shift Group Plan Screen

Fields Description

Shift Group : Information from header screen.

Serial No : System generated information.

Remark : This field is to capture the Remark.

Shift Pattern : This field is to capture the Shift Pattern.

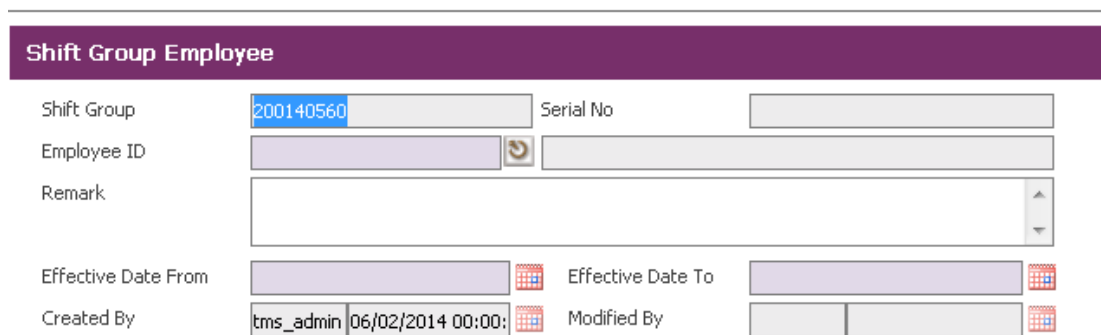
The pick list is provided to list down the Shift Pattern and its related information. After user enters the “Shift Pattern” field, system will check for the validity. If record does not exist in related master file, system will prompt the message “Shift Pattern does not exist”.

EffectiveDate From : This field is to capture the Effective Date From which indicates the time period within which the shift group is applicable.

- Effective Date To : This field is to capture the Effective Date To which indicates the time period within which the shift group is applicable.
- Created By : Record created user and created date. This field is to show information only.
- Modified By : Record modified user and modified date. This field is to show information only.

About the Detail Screen – Shift Group Employee

This screen allows users to set up and maintain the information of employees who belong to the Shift Group.



Shift Group Employee Screen

Fields Description

- Shift Group : Information from header screen.
- Serial No : System generated info.
- Employee ID : This field is to capture the Employee ID.

The pick list is provided to list down the Employee and its related information. After user enters the “Employee ID” field, system will check for the validity. If record does not exist in related master file, system will prompt the message “Employee ID does not exist”.

This field is part of primary key and is a mandatory field. If the “Employee ID” field is empty when the record is about to save, system will prompt the message “Employee ID cannot be left blank”.

- Remark : This field is to capture the Remark.
- Effective Date From : This field is to capture the Start Date when employee is

assigned to the current shift group.

Effective Date To : This field is to capture the End Date when employee is assigned to the current shift group.

Created By : Record created user and created date. This field is to show information only.

Modified By : Record modified user and modified date. This field is to show information only.

Sample of step by step transactions to add the Shift Group Master:-

- Click on the **“Add”** button

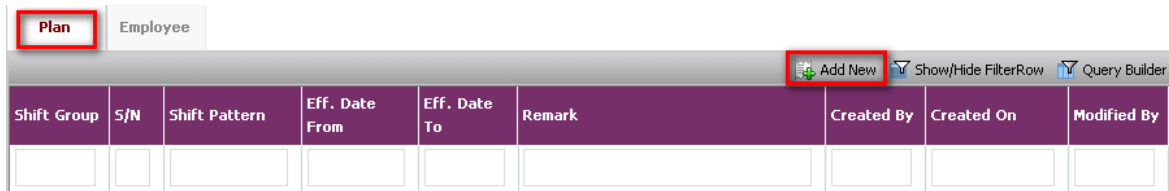
The screenshot shows the 'Shift Group Master' form. The toolbar at the top contains buttons for '+ Add', 'Update', 'Delete', 'Search', 'Query', 'Print', 'Move Prev', 'Move Next', 'Save', 'Cancel', and 'Exit'. The 'Add' button is highlighted with a red box. Below the toolbar, the form fields are empty. The 'Shift Group' field is a text box, 'Shift Description' is a larger text box, and 'Created By' and 'Modified By' are each a text box with a calendar icon. Below the form fields are two tabs: 'Plan' (selected) and 'Employee'. At the bottom, there is a table with the following columns: Shift Group, S/N, Shift Pattern, Eff. Date From, Eff. Date To, Remark, Created By, Created On, and Modified By. The table is currently empty.

- Key in mandatory fields, Shift Group and other necessary information.
- Save the record by clicking **“Save”** button on the toolbar.

The screenshot shows the 'Shift Group Master' form after data entry. The toolbar at the top contains buttons for '+ Add', 'Update', 'Delete', 'Search', 'Query', 'Print', 'Move Prev', 'Move Next', 'Save', 'Cancel', and 'Exit'. The 'Save' button is highlighted with a red box. The form fields are now populated: 'Shift Group' contains '20050506', 'Shift Description' contains '2 hr (2506)', 'Created By' contains '10004', and 'Modified By' contains '06/02/2014'. Below the form fields are two tabs: 'Plan' (selected) and 'Employee'. At the bottom, there is a table with the same columns as in the previous screenshot, but it remains empty.

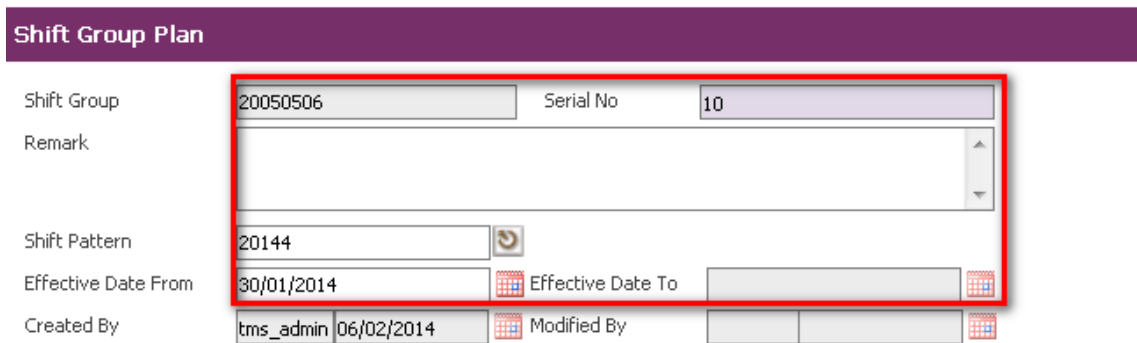
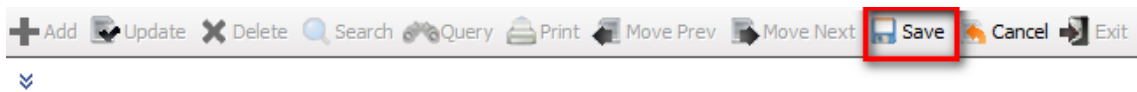
Adding Shift Group Plan Record

- Click **“Add New”** button in top of the grid in **“Plan”** Tab.

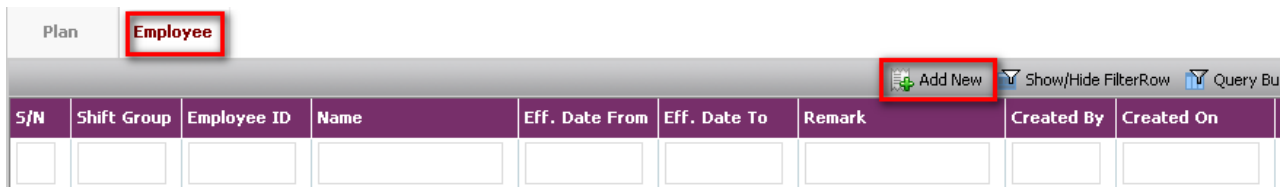


Shift Group Master – Plan Tab

- Key in mandatory field, Serial No, and other necessary information.
- Save record by clicking **“Save”** button on the toolbar.

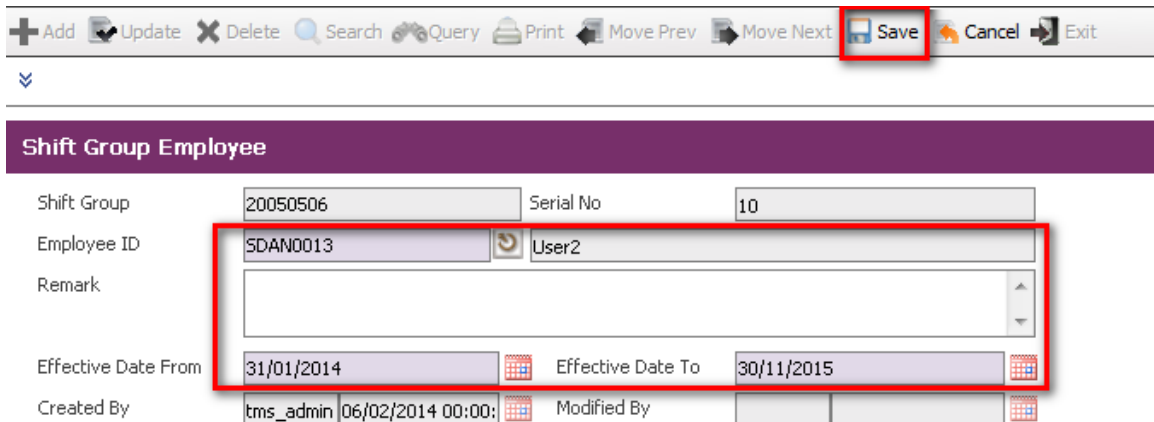


Click **“Add New”** button in top of the grid in **“Employee”** Tab.



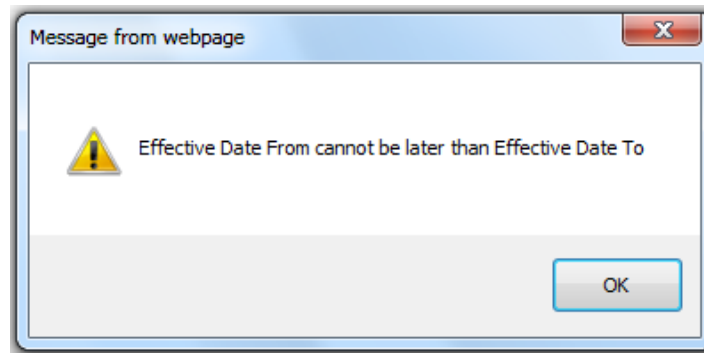
Shift Group Master – Employee Tab

- Key in mandatory fields, Employee ID, Effective Date From and Effective Date To, and other necessary information.
- Save record by clicking “**Save**” button on the toolbar.



Shift Group Employee in Add Mode

Note: If the time period defined (Effective Date From/To) overlaps with the existing date range for the Employee, system will prompt the following message:



8 TMS Administration

This TMS Administration allows capturing and managing the data used in the TMS modules. There are a total of 5 modules in the TMS Administration:

- **Timesheet In/Out Import (From Time Clock)** - to import the Timesheet In/Out import file in the standard text format
- **Timesheet In/Out Enquiry** - to enquire on time attendance for individual employee
- **Timesheet Export** - to download the excel templates with default time entry based on shift planned time which will be used to import the Timesheet data
- **Timesheet Import** - to import Time In/Out data from the excel files to the TMS system
- **Payroll Posting** - to post the processed Time In/Out records to the MecWise® Payroll module.

8.1 Timesheet In/Out Import (From Time Clock)



This module allows the admin to import the Timesheet In/Out import file in the standard text format (as shown in download sample file). This standard text format is the format that used by most Time Clock or Reader System to export time data.

Import Time In/Out Log

Document No.

Document

Remark

Created By  Modified By 

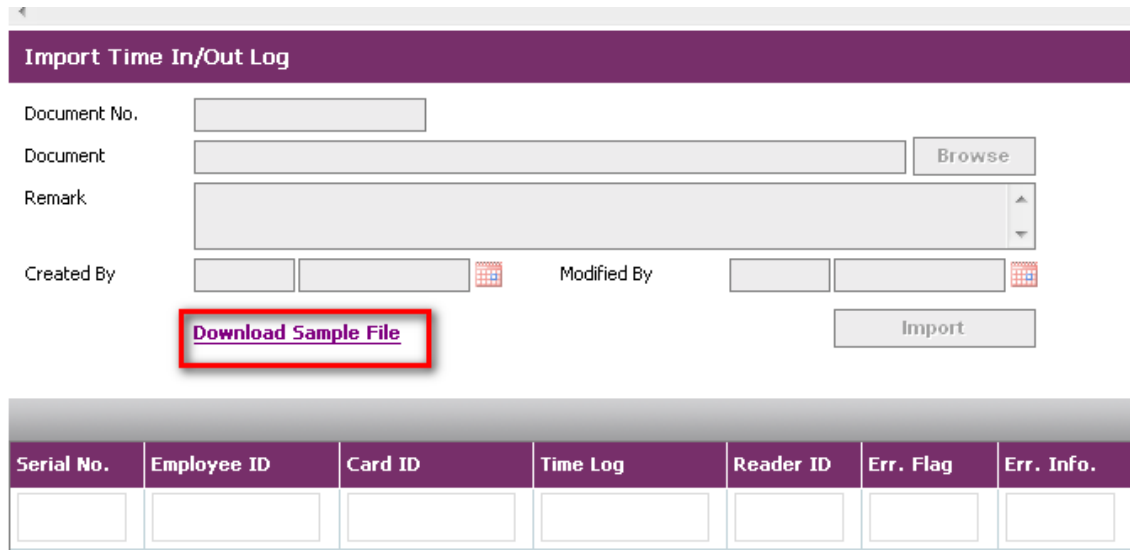
[Download Sample File](#)

Serial No.	Employee ID	Card ID	Time Log	Reader ID	Err. Flag	Err. Info.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fields Description

- Document No. : This field is to capture the Document No.
- Document : This field is to capture the Document.
- Remark : This field is to capture the Remark.

Sample of step by step transactions to download Timesheet In/Out Import text file



Import Time In/Out Log

Document No.

Document

Remark

Created By Modified By

[Download Sample File](#)

Serial No.	Employee ID	Card ID	Time Log	Reader ID	Err. Flag	Err. Info.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Click the **Download Sample File** Link
- The Timesheet In/Out sample file form will appear. Right click on the line “**Timesheet In/Out Log Sample**” and choose “Save Target As”.

Timesheet In/Out Sample file

Right click on the link and choose "Save Target As"

- [Timesheet In/Out log Sample](#)

Format

31201402140711000200000100030001

Year
Month
Day
Hour
Minute
Card ID (Finger Print ID)
Clock/Reader ID

Sample of step by step transactions to add Timesheet In/Out Import

- Click on **Add button** on toolbar to set up Timesheet In/Out Import

Run No.	Document	Remark	Created By	Created Date	Modified By	Modified Date

Import Time In/Out Log

Document No.
 Document
 Remark
 Created By Modified By
[Download Sample File](#)

Serial No.	Employee ID	Card ID	Time Log	Reader ID	Err. Flag	Err. Info.

- Click **Browse button** for selecting the Import File Name.
- Enter remarks in Remark.

Import Time In/Out Log

Document No.
 Document
 Remark
 Created By Modified By
[Download Sample File](#)



Serial No.	Employee ID	Card ID	Time Log	Reader ID	Err. Flag	Err. Info.


- Click **Import File button** for Import File.


8.2 Timesheet In/Out Enquiry


This module allows the admin to enquire on time attendance for individual employee.

Timesheet In/Out Enquiry

Date From  Date To 

Organization Code 

Employee ID 

 Show/Hide FilterRow

Drag a column header here to group by that column

Employee ID	Name	Date	Shift Code	Roster Time	In/Out Status	Clocking Time	As Plan Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fields Description

- Date From** : This field is to capture the Month/Year.
This is provided to select the processed start month/year.
- Date To** : This field is to capture the Month/Year.
This is provided to select the processed end month/year.
- Organization Code** : This field is to capture the Organization Code.
This pick list is provided to list down the Organization Code and its related information.
- Employee ID** : This field is to capture the Employee ID.
This pick list is provided to list down the Employee ID and its related information.

Sample of step by step transactions to enquiry Timesheet In/Out Enquiry

- Select Date From and Date To. Select Organization Code from the pick list of Organization Code.
- Select Employee ID form the Pick list of Employee ID.

Timesheet In/Out Enquiry

Date From: 01/01/2014 Date To: 31/01/2014

Organization Code: % (ALL)

Employee ID: 10003 (User9)

Refresh

- Click the **Refresh button**, system will generate appropriate data with selected employee id in the list.

Toolbar: + Add, Update, Delete, Search, Query, Print, Move Prev, Move Next, Save, Cancel, Exit

Timesheet In/Out Enquiry

Date From: 01/01/2014 Date To: 31/01/2014

Organization Code: % (ALL)

Employee ID: 10003 (User9)

Refresh

Pages: << < 1 2 3 4 ... 310 > >> All

Drag a column header here to group by that column

Employee ID	Name	Date	Shift Code	Roster Time	In/Out Status	Clocking Time	As Planned Status
10003	User9	01/01/2014	STF05	0900	TI	0900	Y
10003	User9	01/01/2014	STF05	1800	TO	1800	Y
10003	User9	02/01/2014	STF05	0900	TI	0900	Y
10003	User9	02/01/2014	STF05	1800	TO	1800	Y
10003	User9	03/01/2014	STF05	0900	TI	0900	Y
10003	User9	03/01/2014	STF05	1800	TO	1800	Y
10003	User9	04/01/2014	R	0000	TI	0000	Y



- The system will check imported Time In/Out against with planned time attendance/Shift Plan Time and displays (Y/N) in “As Planned Status” field


8.3 Timesheet Export


The purpose of this module is to allow administrators to download the excel templates which will be used to import the Timesheet data.

The system will generate the Excel template with details on Time In/ Out data based on the Shift Plan specified in the TMS Master Setup → Shift Group.

Timesheet Export

Date From  Date To 

Organization Code 

Employee ID 

Please Note

- Remember to save your files in **Excel 97-2003 (*.xls)** format.
- System will not generate Shift Code and Shift Start/End info if employee does not belong to any shift group for the selected period.

Field Description

Date From : This field is to capture the Start Date.

Date To : This field is to capture the End Date.

Organization Code : This field is to capture the Organization Code.

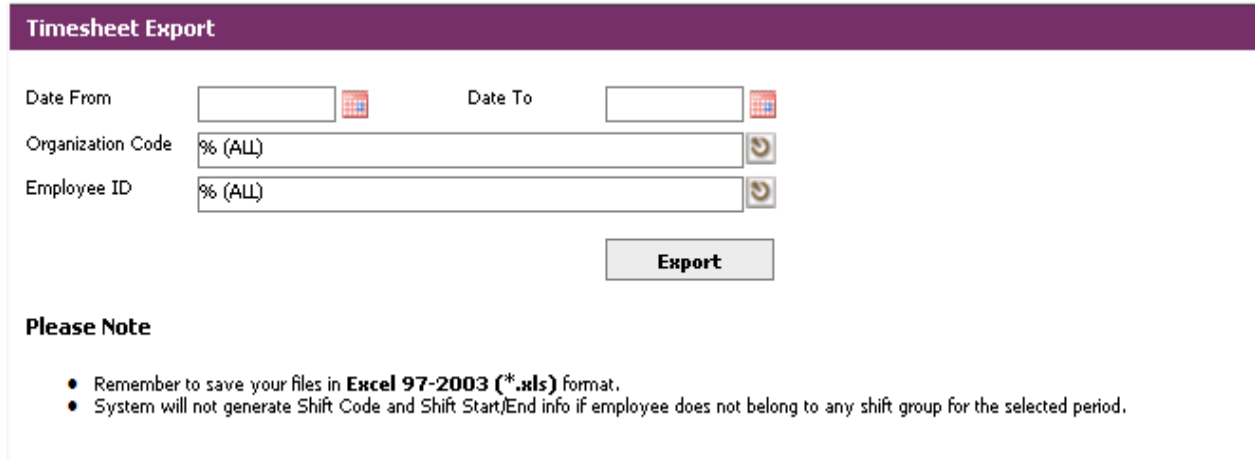
The pick list is provided to list down the Organization Code and its related information.

Employee ID : This field is to capture the Employee ID.



The pick list is provided to list down the Employee ID and its related information.


Timesheet Export Screen


The Timesheet Export screen will be showed as figure below:



Timesheet Export

Date From  Date To 

Organization Code 

Employee ID 

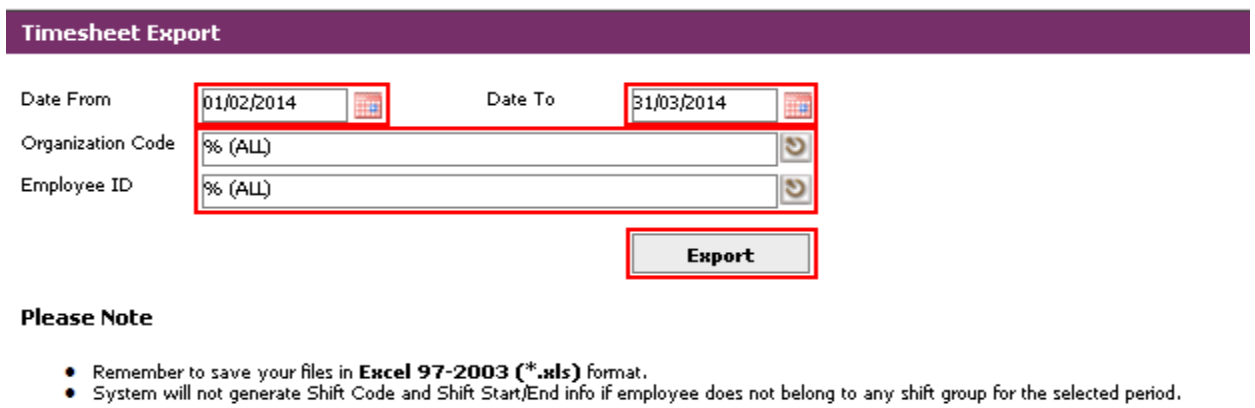
Export

Please Note



- Remember to save your files in **Excel 97-2003 (*.xls)** format.
- System will not generate Shift Code and Shift Start/End info if employee does not belong to any shift group for the selected period.


Sample of step by step transactions to download the Timesheet Export


- Select Date From, Date To.
- Click the Organization Code from the pick list of Organization Code.
- Click the Employee ID from the picklist of Employee ID.
- Click on **Export button**.



Timesheet Export

Date From  Date To 

Organization Code 

Employee ID 

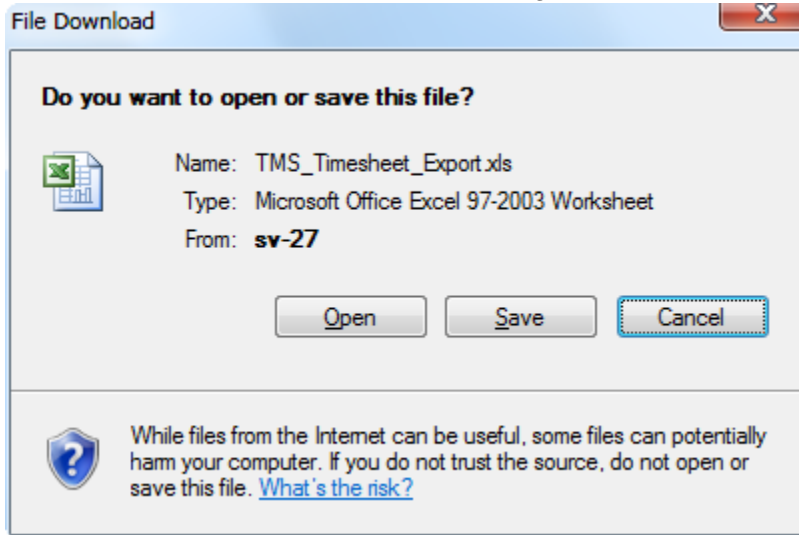
Export

Please Note

- Remember to save your files in **Excel 97-2003 (*.xls)** format.
- System will not generate Shift Code and Shift Start/End info if employee does not belong to any shift group for the selected period.

File Download Dialog Box

- Click on the **“Open”** button to directly open the excel format file or click on the **“Save”** button in the File Download dialog box to save the file in the computer.



8.4 Timesheet Import

This module allows user to import Time In/Out data from the excel files to the TMS system. Below shows the input screen to import data.

TMS Timesheet Import

Document ID

Import File Name

Remark

Created By Modified By

Imported Records

Line No.	Employee ID	Date	Shift Code	Shift From	Shift To	Time In	Time Out	Remark	Error Info

Field Description

Document ID : This field is to capture the Document ID.

Import File Name : This field is to capture the Import File.

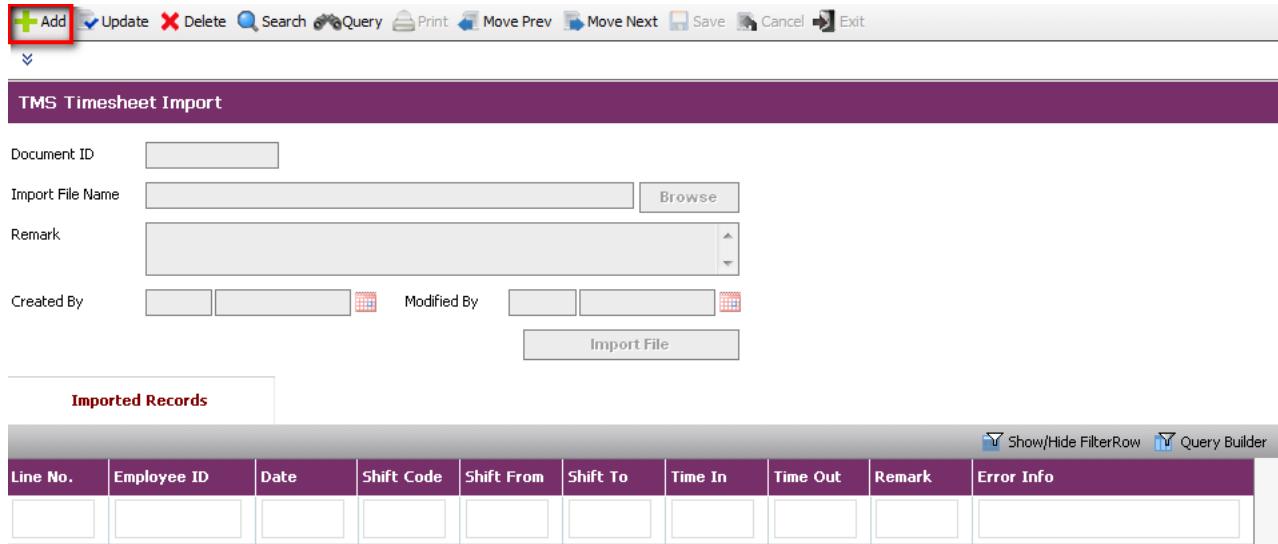
Remarks : This field is to capture the Remarks.

Created By : Record created user. This field is to show information only.

Modified By : Record modified user. This field is to show information only.

Sample of step by step transactions to add Timesheet Import

- Click on **Add button** on toolbar to set up Timesheet Import.

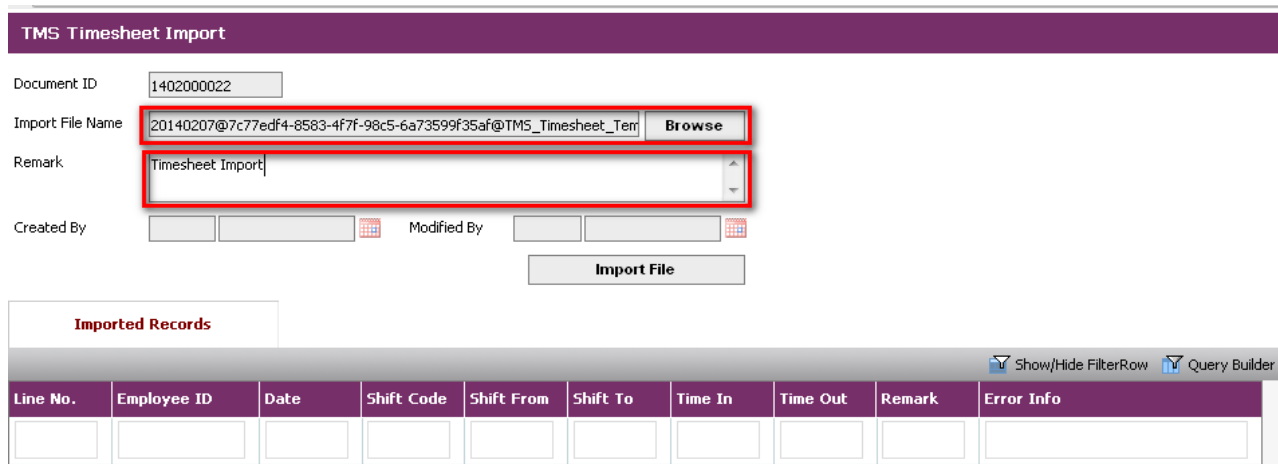


The screenshot shows the top toolbar with the 'Add' button highlighted in a red box. Below the toolbar is the 'TMS Timesheet Import' form. It contains the following fields:

- Document ID:
- Import File Name:
- Remark:
- Created By:
- Modified By:
-

Below the form is the 'Imported Records' tab, which contains a table with the following columns: Line No., Employee ID, Date, Shift Code, Shift From, Shift To, Time In, Time Out, Remark, and Error Info. The table is currently empty.

- Click **Browse button** for selecting the Import File Name
- Enter remarks in Remarks.



This screenshot shows the 'TMS Timesheet Import' form with the following fields filled and highlighted with red boxes:

- Document ID: 1402000022
- Import File Name: 20140207@7c77edf4-8583-4f7f-98c5-6a73599f35af@TMS_Timesheet_Terr
- Remark: Timesheet Import

The 'Import File' button is also visible at the bottom of the form. Below the form is the 'Imported Records' tab, which contains a table with the following columns: Line No., Employee ID, Date, Shift Code, Shift From, Shift To, Time In, Time Out, Remark, and Error Info. The table is currently empty.

- Click **Import File button** for Import File. System will display the result of data importing in the Imported Records Tab.

TMS Timesheet Import

Document ID:

Import File Name:

Remark:

Created By: 07/02/2014 13:36:06 Modified By: 07/02/2014 13:36:06

Imported Records

Show/Hide FilterRow
 Query Builder

Line No.	Employee ID	Date	Shift Code	Shift From	Shift To	Time In	Time Out	Remark	Error Info
10	A000007	03/02/2014	HQ01	08:00	18:00	08:30	18:30		NA
20	A000007	04/02/2014	HQ01	08:00	18:00	08:30	18:30	Changed Shift	NA
30	A000007	05/02/2014	HQ01	08:00	18:00	08:30	18:30		NA

8.5 Timesheet Enquiry

This module allows the admin to enquire on time attendance for individual employee.

Admin can approve, reject or submit the Shift plan and Time in / Time Out for individual employee.

TMS Timesheet Enquiry

Month / Year From / Month / Year To /

Employee ID

Timesheet List

Pages: << < 1 2 3 4 5 > >> **All**

Drag a column header here to group by that column

Employee ID	Name	Org Unit Code	Year	Month	Work Hours	Meal Hours	Break Hours	Late Hours	Under Hours	Early Hours	OT1.0	OT1.5	OT2.0	OT OFF
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fields Description

- Month/ Year From : This field is to capture the Month/Year
This is provided to select the processed start month/year.
- Month/ Year To : This field is to capture the Month/Year.
This is provided to select the processed end month/year.
- Employee ID : This field is to capture the Employee ID.
This pick list is provided to list down the Employee ID and its related information.

Timesheet Enquiry – Timesheet List

This screen show the individual employee time attendance list. The admin can adjust the time in/ time out and approve / reject the timesheet for the individual employee.

TMS Time Sheet

Employee ID	<input type="text" value="10003"/>	<input type="text" value="Test Name 1"/>	<input type="checkbox"/>	Show shift from/to
Employee Type	<input type="text" value="FT5 - Full Time (5 days wee"/>	Grade	<input type="checkbox"/>	Show detail approval info..
Month / Year	<input type="text" value="4 / 2014"/>	Pay Mode	<input type="text" value="M - Monthly"/>	
Submitted Date	<input type="text"/>	Approved Date	<input type="text"/>	
Approver ID	<input type="text"/>			
Reset Timesheet	<input type="text" value="Shift Plan and Time In/Out(From Time Clock)"/>		<input type="button" value="Reset"/>	

Date	Day	Shift	Time In	Time Out	Work Hours	Meal Hours	Break Hours	Late Hours	Under Hours	Early Hours	OT1.0	OT1.5	OT2.0	OT OFF	Leave Status	Remark
------	-----	-------	---------	----------	------------	------------	-------------	------------	-------------	-------------	-------	-------	-------	--------	--------------	--------

Field Description

- Employee ID : This field is to capture the Employee ID.
This pick list is provided to list down the Employee ID and its related information.
- Employee Type : This field is to capture the Employee Type
- Month/ Year : This field is to capture the Month/Year
This is provided to select the processed month/year.
- Grade : This field is to capture the Grade
- Pay Mode : This field is to capture the Pay Mode
- Submitted Date : This field is provided the Submitted Date
- Approved Date : This field is provided the Approve date
- Approver ID : This field is provided the approver
- Reset Timesheet : This field is to reset Timesheet Entry.

- Reset** : This button allows the user to reset the shift code, time in and time out.
- Reject All Button** : This button allows the user to reject shift code, time in and time out for the selected employee.
- Approve All Button** : This button allows the user to approve shift code, time in and time out for the selected employee.
- Submit All Button** : This button allows the user to submit shift code, time in and time out for the selected employee.
- Refresh Button** : This button allows users to refresh the grid to view the timesheet list based on selected Employee ID and Month/Year.

About the Header Screen

Sample of step by step transactions of Timesheet Enquiry

- Select Month from drop down list of Month From/ Month To and Enter Year From/ Year To.
- Select Employee ID form the Pick list of Employee ID.
- Click the **Refresh button**, system will generate appropriate data with selected Employee ID in Timesheet List.

TMS Timesheet Enquiry

Month / Year From / Month / Year To /

Employee ID

Timesheet List

Show/Hide FilterRow Show/Hide GroupPanel Query Builder Export To

Drag a column header here to group by that column

Employee ID	Name	Org Unit Code	Year	Month	Work Hours	Meal Hours	Break Hours	Late Hours	Under Hours	Early Hours	OT1.0	OT1.5	OT2.0	OT OFF
10003	User9	ADMHR	2014	3	38:00	04:00	00:00	00:00	00:00	02:00	00:00	04:00	00:00	00:00

About the Detail Screen

Sample of step by step transactions of Timesheet List

- Select Employee ID form the Pick list of Employee ID. System will generate Employee Type for selected employee
- Enter the Month/Year details

- Click **Refresh** button. System will show the selected employee's timesheet list.

TMS Time Sheet

Employee ID: User9 Show shift from/to
 Employee Type: FTS - Full Time (5 days week) Grade: I - Show detail approval info.
 Month / Year: / Pay Mode: M - Monthly
 Submitted Date: Approved Date:
 Approver ID:
 Reset Timesheet:

Date	Day	Shift	Time In	Time Out	Work Hours	Meal Hours	Break Hours	Late Hours	Under Hours	Early Hours	OT1.0	OT1.5	OT2.0	OT OFF	Leave Status	Remark
01/03/2014	Sat	-														
02/03/2014	Sun	-														
03/03/2014	Mon	-	08:30	18:30	09:00	01:00	00:00	00:00	00:00	00:30	00:00	00:30	00:00	00:00		
04/03/2014	Tue	-	08:30	20:00	10:30	01:00	00:00	00:00	00:00	00:30	00:00	02:00	00:00	00:00		
05/03/2014	Wed	-	08:30	19:00	09:30	01:00	00:00	00:00	00:00	00:30	00:00	01:00	00:00	00:00		
06/03/2014	Thu	-	08:30	18:30	09:00	01:00	00:00	00:00	00:00	00:30	00:00	00:30	00:00	00:00		
07/03/2014	Fri	-														
08/03/2014	Sat	-														

- Enable check show shift from/to, System will show Shift From, Shift To column in the list.

TMS Time Sheet

Employee ID: User9 Show shift from/to
 Employee Type: FTS - Full Time (5 days week) Grade: I - Show detail approval info.
 Month / Year: / Pay Mode: M - Monthly
 Submitted Date: Approved Date:
 Approver ID:
 Reset Timesheet:

Date	Day	Shift	Shift From	Shift To	Time In	Time Out	Work Hours	Meal Hours	Break Hours	Late Hours	Under Hours	Early Hours	OT1.0	OT1.5	OT2.0	OT OFF	Leave Status	Remark
01/03/2014	Sat	-																
02/03/2014	Sun	-																
03/03/2014	Mon	-	09:00	18:30	08:30	18:30	09:00	01:00	00:00	00:00	00:00	00:30	00:00	00:30	00:00	00:00		
04/03/2014	Tue	-	09:00	20:00	08:30	20:00	10:30	01:00	00:00	00:00	00:00	00:30	00:00	02:00	00:00	00:00		
05/03/2014	Wed	-	09:00	19:00	08:30	19:00	09:30	01:00	00:00	00:00	00:00	00:30	00:00	01:00	00:00	00:00		
06/03/2014	Thu	-	09:00	18:30	08:30	18:30	09:00	01:00	00:00	00:00	00:00	00:30	00:00	00:30	00:00	00:00		
07/03/2014	Fri	-																
08/03/2014	Sat	-																

- Enable check show detail approval info, system will show Status, Submitted Date, Approved Date and Approver ID column in the list.

TMS Time Sheet

Employee ID: User9 Show shift from/to
 Employee Type: FTS - Full Time (5 days week) Grade: I - Show detail approval info.
 Month / Year: / Pay Mode: M - Monthly
 Submitted Date: Approved Date:
 Approver ID:
 Reset Timesheet:

Date	Day	Shift	Time In	Time Out	Work Hours	Meal Hours	Break Hours	Late Hours	Under Hours	Early Hours	OT1.0	OT1.5	OT2.0	OT OFF	Leave Status	Remark	Status	Submitted Date	Approved Date	Approver ID	
01/03/2014	Sat	-																			
02/03/2014	Sun	-																			
03/03/2014	Mon	-	09:00	18:30	08:30	18:30	09:00	01:00	00:00	00:00	00:00	00:30	00:00	00:30	00:00	00:00					
04/03/2014	Tue	-	09:00	20:00	08:30	20:00	10:30	01:00	00:00	00:00	00:00	00:30	00:00	02:00	00:00	00:00					
05/03/2014	Wed	-	09:00	19:00	08:30	19:00	09:30	01:00	00:00	00:00	00:00	00:30	00:00	01:00	00:00	00:00					
06/03/2014	Thu	-	09:00	18:30	08:30	18:30	09:00	01:00	00:00	00:00	00:00	00:30	00:00	00:30	00:00	00:00					
07/03/2014	Fri	-																			
08/03/2014	Sat	-																			

Changing Shift Code and Enter Time In, Time Out information

- Select the Shift Code from shift drop down list.
- Modify the Time In, Time Out if needed.

Resetting Time In/Out and Shift Plan Entry in the Timesheet

- To retrieve/reset Time In/Out and Planned Shift Time from Time Clock/Reader System, choose **Shift Plan and Time In/Out (from Time Clock)** and click **Reset Button**.
- To retrieve/reset Time In/Out data from Time Clock/Reader System, choose **Time In/Out (from Time Clock)** and click **Reset Button**.
- To retrieve/reset Time In/Out Entry with planned Shift Time then, choose **Shift Plan and Default Time In/Out** and click **Reset Button**.

Approver ID

Reset Timesheet

To Submit Timesheet

- Click **Submit All** button to submit timesheet records to supervisor to approve/reject.

TMS Time Sheet

Employee ID User10 Show shift from/to

Employee Type Grade Show detail approval info..

Month / Year / Pay Mode

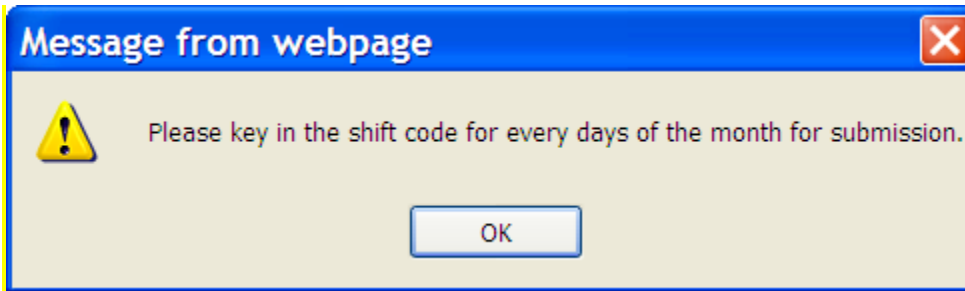
Submitted Date Approved Date

Approver ID

Reset Timesheet

Date	Day	Shift	Time In	Time Out	Work Hours	Meal Hours	Break Hours	Late Hours	Under Hours	Early Hours	OT1.0	OT1.5	OT2.0	OT OFF	Leave Status	Remark
01/03/2014	Sat	SFT02	08:00	18:30	09:30	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
02/03/2014	Sun	SFT02	08:00	18:30	09:30	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
03/03/2014	Mon	STF03	08:30	17:30	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
04/03/2014	Tue	STF03	08:30	17:30	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
05/03/2014	Wed	O : Off	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
06/03/2014	Thu	O : Off	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
07/03/2014	Fri	O : Off	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
08/03/2014	Sat	SFT02	08:00	18:30	09:30	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
09/03/2014	Sun	R : Re:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		

- If there are missing time entry or shift code, system will prompt the following message:



- After updating the Shift for every day of the month, Click **Submit All** button to submit again.
- And the system auto fills the Submitted Date as follows:

TMS Time Sheet

Employee ID: 10003 User9 Show shift from/to
 Employee Type: FTS - Full Time (5 days week) Grade: 1- Show detail approval info...
 Month / Year: 3 / 2014 Pay Mode: M - Monthly
 Submitted Date: 07/03/2014 10:52:15 Approved Date:
 Approver ID:
 Reset Timesheet: Shift Plan and Time In/Out(From Time Clock)

Date	Day	Shift	Time In	Time Out	Work Hours	Meal Hours	Break Hours	Late Hours	Under Hours	Early Hours	OT1.0	OT1.5	OT2.0	OT OFF	Leave Status	Remark	Status	Submitted Date
01/03/2014	Sat	R : Res	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			SUBMITTED	07/03/2014 10:52
02/03/2014	Sun	O : Off	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			SUBMITTED	07/03/2014 10:52
03/03/2014	Mon	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			SUBMITTED	07/03/2014 10:52
04/03/2014	Tue	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			SUBMITTED	07/03/2014 10:52
05/03/2014	Wed	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			SUBMITTED	07/03/2014 10:52
06/03/2014	Thu	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			SUBMITTED	07/03/2014 10:52
07/03/2014	Fri	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			SUBMITTED	07/03/2014 10:52
08/03/2014	Sat	R : Res	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			SUBMITTED	07/03/2014 10:52
09/03/2014	Sun	O : Off	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			SUBMITTED	07/03/2014 10:52
10/03/2014	Mon	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			SUBMITTED	07/03/2014 10:52
11/03/2014	Tue	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			SUBMITTED	07/03/2014 10:52
12/03/2014	Wed	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			SUBMITTED	07/03/2014 10:52
13/03/2014	Thu	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			SUBMITTED	07/03/2014 10:52
14/03/2014	Fri	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			SUBMITTED	07/03/2014 10:52
15/03/2014	Sat	R : Res	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			SUBMITTED	07/03/2014 10:52

To Approve Timesheet

- Click on **Approve All Button** for approving timesheet records.
- System auto fills the Approved Date as follows:

TMS Time Sheet

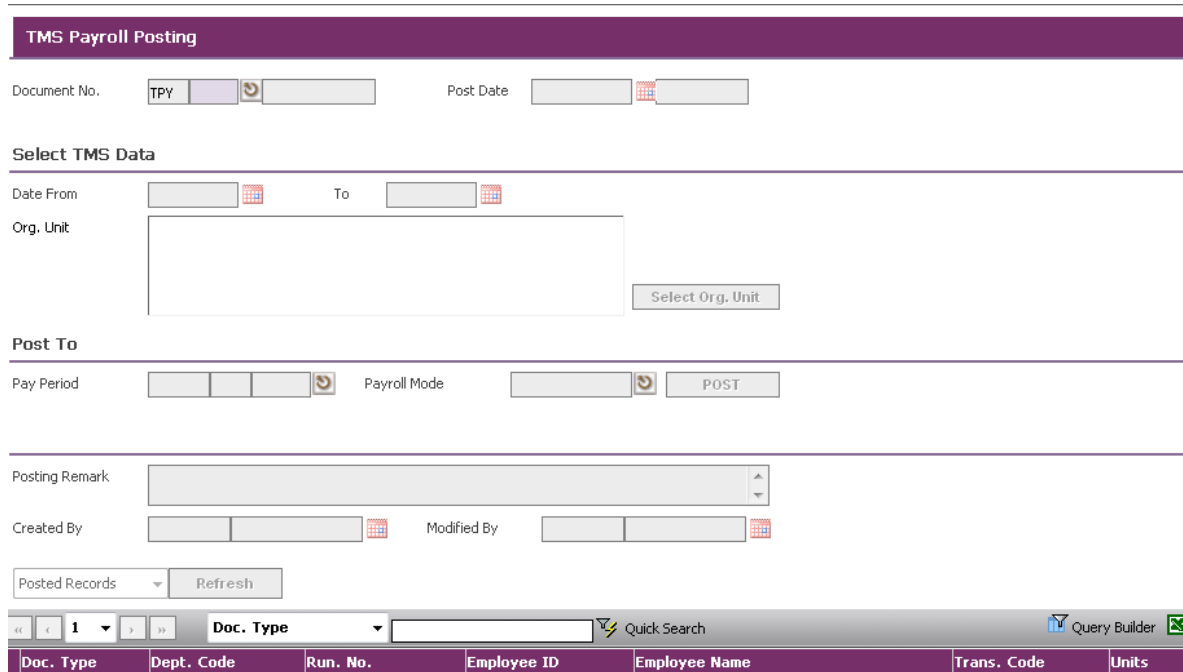
Employee ID: 10003 User9 Show shift from/to
 Employee Type: FTS - Full Time (5 days week) Grade: 1- Show detail approval info...
 Month / Year: 3 / 2014 Pay Mode: M - Monthly
 Submitted Date: 07/03/2014 10:52:15 Approved Date: 07/03/2014 10:53:47
 Approver ID: 10004 (User10)
 Reset Timesheet: Shift Plan and Time In/Out/From Time Clock

Date	Day	Shift	Time In	Time Out	Work Hours	Meal Hours	Break Hours	Late Hours	Under Hours	Early Hours	OT1.0	OT1.5	OT2.0	OT OFF	Leave Status	Remark	Status	Submitted Date
01/03/2014	Sat	R : Res	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			APPROVED	07/03/2014 10:52
02/03/2014	Sun	O : Off	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			APPROVED	07/03/2014 10:52
03/03/2014	Mon	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			APPROVED	07/03/2014 10:52
04/03/2014	Tue	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			APPROVED	07/03/2014 10:52
05/03/2014	Wed	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			APPROVED	07/03/2014 10:52
06/03/2014	Thu	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			APPROVED	07/03/2014 10:52
07/03/2014	Fri	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			APPROVED	07/03/2014 10:52
08/03/2014	Sat	R : Res	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			APPROVED	07/03/2014 10:52
09/03/2014	Sun	O : Off	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			APPROVED	07/03/2014 10:52
10/03/2014	Mon	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			APPROVED	07/03/2014 10:52
11/03/2014	Tue	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			APPROVED	07/03/2014 10:52
12/03/2014	Wed	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			APPROVED	07/03/2014 10:52
13/03/2014	Thu	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			APPROVED	07/03/2014 10:52
14/03/2014	Fri	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			APPROVED	07/03/2014 10:52
15/03/2014	Sat	R : Res	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			APPROVED	07/03/2014 10:52

8.6 Payroll Posting

This module allows the user to post processed Time In/Out records to the payroll modules to allow for payment to the employee based on the timesheet records.

Click on the left hand side menu, Payroll Posting, to launch it. The Payroll Posting Screen will be showed as figure below.



Payroll Posting Screen

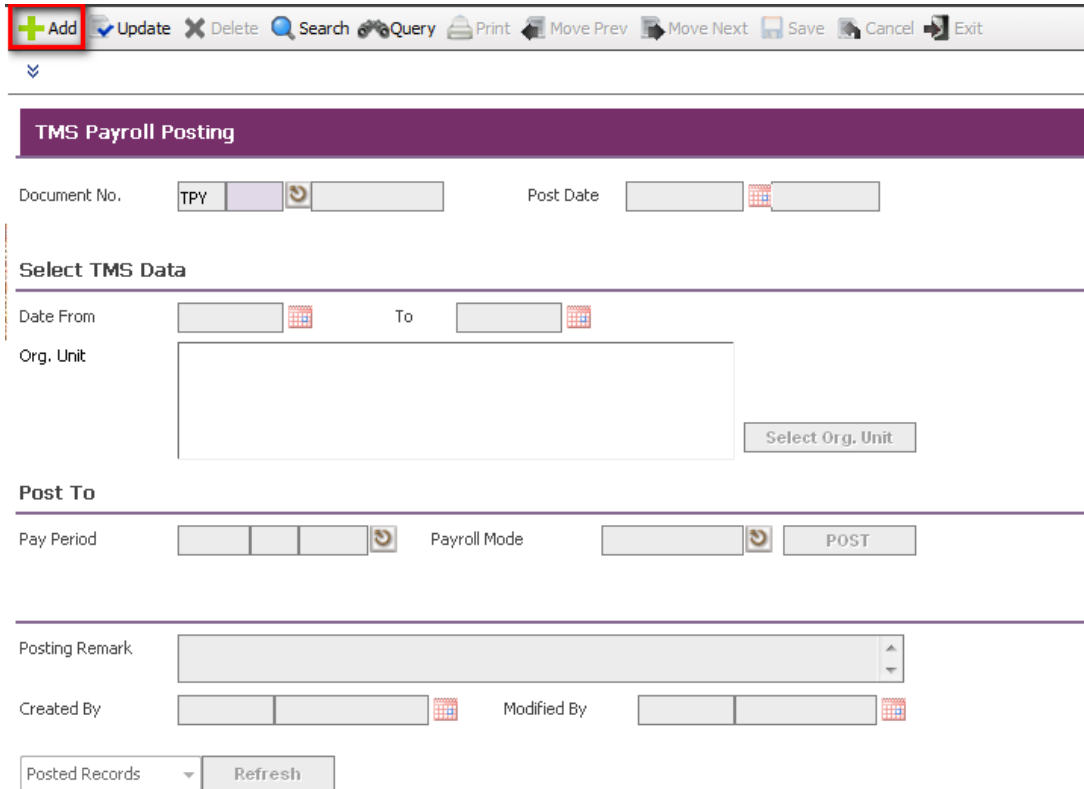
Fields Description

- Document No. : This field is to capture the Document No.
- Post Date : This field is to capture the Post Date.
- Date From : This field is to capture the Date From which indicates the time range to filter the plan date.
- To : This field is to capture the Date To which indicates the time range to filter the plan date.
- Select Org.Unit Button : This button allow user to select various Org.Unit.
- Org.Unit : This pick list is to capture the Org.Unit.

-
- Pay Period** : This field is to capture the Pay Period (Year, Month and Period) that payment/billing is to be made for processed records.
- The pick list is provided to list down the Pay Period information.
- If the “Pay Period” field is empty when the user clicks on the “Post” button, system will prompt the message “Pay Period cannot be blank”.
- Payroll Mode** : This field is to capture the Payroll Mode.
- The pick list is provided to list down the Payroll Mode and its related information.
- Posting Remark** : This field is to capture the Posting Remark.
- Refresh Button** : This button allows users to refresh the grid to view the posted and not posted items according to the option selected.
- POST Button** : This button allows users to initiate the posting process.
- Created By** : Record created user and created date. This field is to show information only.
- Modified By** : Record modified user and modified date. This field is to show information only.

Sample of step by step transactions to add Payroll Posting Screen

- Click on the “Add” button.



The screenshot shows the 'TMS Payroll Posting' interface. At the top, there is a toolbar with buttons: Add (highlighted with a red box), Update, Delete, Search, Query, Print, Move Prev, Move Next, Save, Cancel, and Exit. Below the toolbar is a purple header bar with the text 'TMS Payroll Posting'. The main form area includes: 'Document No.' with a text box containing 'TPY' and a calendar icon; 'Post Date' with a text box and a calendar icon; 'Select TMS Data' section with 'Date From' and 'To' text boxes and calendar icons, and a larger 'Org. Unit' text box with a 'Select Org. Unit' button; 'Post To' section with 'Pay Period' text box and calendar icon, 'Payroll Mode' text box and calendar icon, and a 'POST' button; 'Posting Remark' text box with a scroll bar; 'Created By' and 'Modified By' text boxes with calendar icons; and a 'Posted Records' dropdown menu with a 'Refresh' button.

- As soon as the user clicks **Add button**, system fill Post and Year field.

➕ Add ↻ Update ✕ Delete 🔍 Search 🖨️ Query 🖨️ Print ⏪ Move Prev ⏩ Move Next 💾 Save 🚫 Cancel 🚪 Exit

TMS Payroll Posting

Document No. Post Date

Select TMS Data

Date From To

Org. Unit

Post To

Pay Period Payroll Mode

Posting Remark

Created By Modified By

- Key in Date From and Date To.

TMS Payroll Posting

Document No. Post Date

Select TMS Data

Date From To
Org. Unit

Post To

Pay Period Payroll Mode

Posting Remark

Created By Modified By

Posted Records

- Click on the **“Select Org. Unit”** button to select Org. Unit.

TMS Payroll Posting

Document No. Post Date

Select TMS Data

Date From To
Org. Unit

Post To

Pay Period Payroll Mode

Posting Remark

Created By Modified By

Posted Records

- Key in Pay Period, Payroll Mode and Posting Remark.
- Click on the **“Post”** button to initiate the posting process.

TMS Payroll Posting

Document No. Post Date

Select TMS Data

Date From To
 Org. Unit

Post To

Pay Period Payroll Mode

Posting Remark

Created By Modified By

Posted Records

- System will show the records in the grid.

TMS Payroll Posting

Document No. Post Date

Select TMS Data

Date From To
 Org. Unit

Post To

Pay Period Payroll Mode

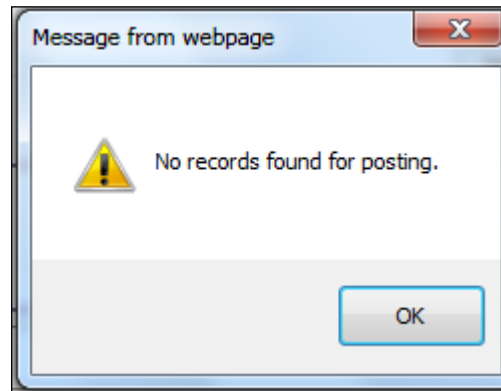
Posting Remark

Created By Modified By

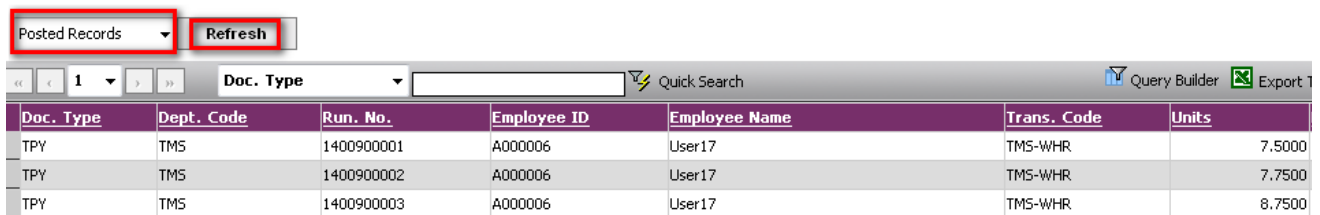
Posted Records

Doc. Type	Dept. Code	Run. No.	Employee ID	Employee Name	Trans. Code	Units	Factor
TPY	TMS	1400900001	A000006	User17	TMS-WHR	7.5000	
TPY	TMS	1400900002	A000006	User17	TMS-WHR	7.7500	
TPY	TMS	1400900003	A000006	User17	TMS-WHR	8.7500	

Note: If there's no transaction to post within the date range when the user clicks on the "Post" button, system will prompt the following message:



- Choose "Posted Records" or "Not Posted Records" from drop down list and click on the "Refresh" button to refresh the grid.



Doc. Type	Dept. Code	Run. No.	Employee ID	Employee Name	Trans. Code	Units
TPY	TMS	1400900001	A000006	User17	TMS-WHR	7.5000
TPY	TMS	1400900002	A000006	User17	TMS-WHR	7.7500
TPY	TMS	1400900003	A000006	User17	TMS-WHR	8.7500

Followings are important concepts for **Payroll Posting**:

- If the "Date From" field is empty when the user clicks on the "Post" button, system will prompt the message "Date From cannot be blank".
- If the "Date To" field is empty when the user clicks on the "Post" button, system will prompt the message "To cannot be blank".
- If the "Pay Period" field is empty when the user clicks on the "Post" button, system will prompt the message "Pay Period cannot be blank".
- If there's no transaction to post within the date range, system will prompt the message "No records found for posting".
- Once the data is posted, system will not allow re-posting it again.

9 TMS Supervisor

The TMS Supervisor menu contains the following set of data which are necessary to approve or reject timesheet entry.

- Employee Timesheet(Approval)

9.1 Employee Timesheet (Approval)

This module allows the approving officers to approve/reject the employees' timesheet processed records.

TMS Timesheet Enquiry

Month / Year From: 1 / 2014 Month / Year To: 2 / 2014

Employee ID: User1 Refresh

Timesheet List

Show/Hide FilterRow Show/Hide GroupPanel Query Builder Export To Excel

Drag a column header here to group by that column

Employee ID	Name	Org Unit Code	Year	Month	Work Hours	Meal Hours	Break Hours	Late Hours	Under Hours	Early Hours	OT1.0	OT1.5	OT2.0	OT OFF
10003	User1	ADMHR	2014	1	127:00	00:00	10:00	00:00	00:00	01:00	00:00	15:00	00:00	00:00
10003	User1	ADMHR	2014	2	169:00	20:00	00:00	00:00	00:00	00:30	00:00	05:30	03:00	00:00

Field Description

- Employee ID:** Click Pick list to Select the employee
- Month/Year From:** To define the **Start Month and Year** to retrieve all records dated within this time period for processing.
- Month/Year To:** To define the **End Month and Year** to retrieve all records dated within this time period for processing.
- Refresh Button:** This button allows users to refresh the grid to view the timesheet list according to selected employee id.

Employee Timesheet (Approval) – Timesheet List

This screen show the individual employee time attendance list. The admin can adjust the time in/ time out and approve / reject the timesheet for the individual employee.

TMS Time Sheet

Employee ID: User9 Show shift from/to

Employee Type: Grade: Show detail approval info..

Month / Year: / Pay Mode:

Submitted Date: Approved Date:

Approver ID:

Reset Timesheet:

Date	Day	Shift	Time In	Time Out	Work Hours	Meal Hours	Break Hours	Late Hours	Under Hours	Early Hours	OT1.0	OT1.5	OT2.0	OT OFF	Leave Status	Remark
01/02/2014	Sat	R : Res	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
02/02/2014	Sun	O : Off	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
03/02/2014	Mon	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
04/02/2014	Tue	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
05/02/2014	Wed	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
06/02/2014	Thu	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
07/02/2014	Fri	STF05	09:00	18:00	08:00	01:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
08/02/2014	Sat	R : Res	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		

Field Description

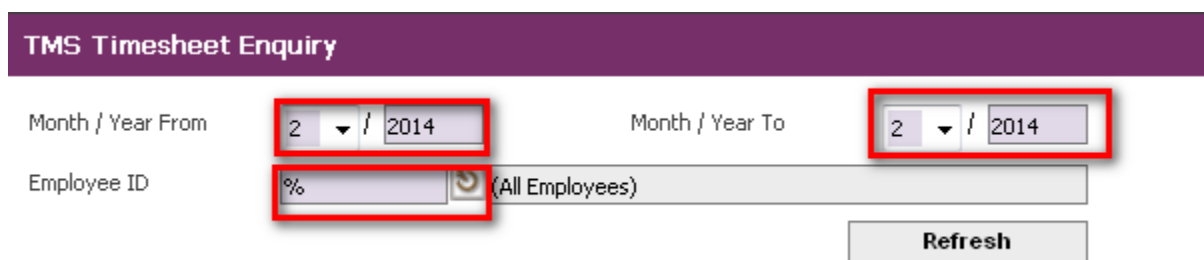
- Employee ID : This field is to capture the Employee ID.
This pick list is provided to list down the Employee ID and its related information.
- Employee Type : This field is to capture the Employee Type
- Month/ Year From : This field is to capture the Month/Year
This is provided to select the processed start month/year.
- Month/ Year To : This field is to capture the Month/Year.
This is provided to select the processed end month/year
- Grade : This field is to capture the Grade
- Pay Mode : This field is to capture the Pay Mode
- Submitted Date : This field is provided to indicate the Submitted Date

-
- Approved Date : This field is provided to indicate the Approve date
 - Approver ID : This field is provided to indicate the approver
 - Reset Timesheet : This field is provided to Reset Timesheet
 - Reset Button : This button allows the user to reset the shift code, time in and time out.
 - Reject All Button : This button allows the user to reject shift code, time in and time out for the selected employee.
 - Approve All Button : This button allows the user to approve shift code, time in and time out for the selected employee.
 - Submit All Button : This button allows the user to submit shift code, time in and time out for the selected employee.
 - Refresh Button : This button allows users to refresh the grid to view the timesheet list based on selected employee id and Mont/Year.

About the Header Screen

Sample of step by step transactions to approve Employee Timesheet (Approval)

- Select Month/Year From, Month/Year To.
- Select **Employee ID** from the Pick list of Employee ID.
- Click **Refresh Button**.



The screenshot shows the 'TMS Timesheet Enquiry' header in a purple bar. Below it, there are three input fields: 'Month / Year From' with a dropdown set to '2' and '2014', 'Month / Year To' with a dropdown set to '2' and '2014', and 'Employee ID' with a dropdown set to '%'. A 'Refresh' button is located to the right of the Employee ID field. Red boxes highlight the dropdown menus for the date and employee ID fields.

- System will displayed the timesheet list in the grid.

TMS Timesheet Enquiry

Month / Year From: 2 / 2014 Month / Year To: 2 / 2014

Employee ID: % (All Employees)

Refresh

Timesheet List

Show/Hide FilterRow Show/Hide GroupPanel Query Builder Exp

Drag a column header here to group by that column

Employee ID	Name	Org Unit Code	Year	Month	Work Hours	Meal Hours	Break Hours	Late Hours	Under Hours	Early Hours	OT1.0	OT1.5	OT2.0	OT OFF
A000006	User17	CEO-ADMIN-FIN	2014	2	30:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
A000007	User18	CEO-ADMIN-IT	2014	2	30:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
A000008	Tan Leng Leng (Pls update the details)	CEO-OPER-SALES-DSALES	2014	2	-	-	-	-	-	-	-	-	-	-

About the Detail Screen – Employee Timesheet detail

- Select Employee ID to approve/ reject timesheet list.

TMS Time Sheet

Employee ID: A000007 User18 Show shift from/to

Employee Type: FTS - Full Time (5 days wee) Grade: I - Show detail approval info..

Month / Year: 2 / 2014 Pay Mode: M - Monthly

Submitted Date: Approved Date:

Approver ID:

Reset Timesheet: Shift Plan and Time In/Out(From Time Clock)

Date	Day	Shift	Time In	Time Out	Work Hours	Meal Hours	Break Hours	Late Hours	Under Hours	Early Hours	OT1.0	OT1.5	OT2.0	OT OFF	Leave Status	Remark
01/02/2014	Sat	-														
02/02/2014	Sun	-														
03/02/2014	Mon	-	08:30	18:30	10:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
04/02/2014	Tue	-	08:30	18:30	10:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		Changed Shift
05/02/2014	Wed	-	08:30	18:30	10:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
06/02/2014	Thu	-														

- Enable check show shift from/to, System will show Shift From, Shift to column in the list.

TMS Time Sheet

Employee ID: A000007 User18 Show shift from/to
 Employee Type: FT5 - Full Time (5 days wee) Grade: I - Show detail approval info..
 Month / Year: 2 / 2014 Pay Mode: M - Monthly
 Submitted Date: [Calendar] Approved Date: [Calendar]
 Approver ID: [Text Field]
 Reset Timesheet: Shift Plan and Time In/Out(From Time Clock) [Reset]
 [Refresh] [Submit All] [Approve All] [Reject All]

Date	Day	Shift	Shift From	Shift To	Time In	Time Out	Work Hours	Meal Hours	Break Hours	Late Hours	Under Hours	Early Hours	OT1.0	OT1.5	OT2.0	OT OFF	Leave Status
01/02/2014	Sat	-															
02/02/2014	Sun	-															
03/02/2014	Mon	-	08:00	18:00	08:30	18:30	10:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
04/02/2014	Tue	-	08:00	18:00	08:30	18:30	10:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
05/02/2014	Wed	-	08:00	18:00	08:30	18:30	10:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
06/02/2014	Thu	-															

- Enable check show detail approval info, System will show Status, Submitted Date, Approved Date and Approver ID column in the list.

Show shift from/to
 Show detail approval info..

[Approve All] [Reject All]

Under Hours	Early Hours	OT1.0	OT1.5	OT2.0	OT OFF	Leave Status	Remark	Status	Submitted Date	Approved Date	Approver ID
								NEW			
								NEW			
00:00	00:00	00:00	00:00	00:00	00:00			NEW			
00:00	00:00	00:00	00:00	00:00	00:00		Changed Shift	NEW			
00:00	00:00	00:00	00:00	00:00	00:00			NEW			
								NEW			

- Click Approve All/ Reject All as required.

TMS Time Sheet

Employee ID: Show shift from/to

Employee Type: Grade: Show detail approval info..

Month / Year: / Pay Mode:

Submitted Date: Approved Date:

Approver ID:

Reset Timesheet:

Date	Day	Shift	Time In	Time Out	Work Hours	Meal Hours	Break Hours	Late Hours	Under Hours	Early Hours	OT1.0	OT1.5	OT2.0	OT OFF	Leave Status	Remark
01/02/2014	Sat	-														
02/02/2014	Sun	-														
03/02/2014	Mon	-	08:30	18:30	10:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
04/02/2014	Tue	-	08:30	18:30	10:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		Changed Shift
05/02/2014	Wed	-	08:30	18:30	10:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		

10 TMS Reports

The purpose of this module is to allow users to produce various reports on Time Management information.

There are six different reports under this sub-system:

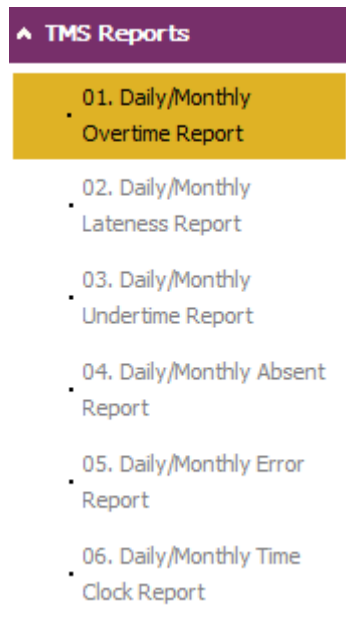


Fig: TMS Reports

To print the various reports, simply click on any of the reports. A screen as below will be displayed

Record Selection :

Report Output

Select Report Type

Report Parameters

Date From

Date To

The **Report Parameters** section differs depending on the report.

The user is required to select the desired object under **Report Parameters**, select the report output format and then click on the **Click Here button**. Under the Record Selection, user can also select the **Print Selected Records** and specify the selection criteria before generating the report.

Field Description

Record Selection: Print All Records
 Print Selected Records

Select Criteria Button: Click this to launch the Query Builder to specify conditions to filter the desired records for printing.

Click Here Button: Click this to start printing.

Report Parameters Section

Date From/To: Records relevant to this Time period will be selected for printing.

After the user clicks on the **Click Here** button, the below screen will show.

Daily/Monthly Overtime Report

Report Status

Your request was sent to the server.

The reference of your request is	:	1402000022
Status of the report	:	Please note: In Progress.

[This page refreshes every 5 seconds.](#)

Please note: [To check the status of all your requests, click on this link.](#)

Last Updated : 06/02/2014 15:16:08

Once the report generation has been completed, a preview of the report will be shown.

10.1 Daily/Monthly Overtime Report

This report allows users to produce a list of Overtime Employee for specific period of date.

Daily/Monthly Overtime Report

Record Selection :

Print All Records ▼

Select Criteria

Print the Report (Batch Job)

Click Here

Report Output

Select Report Type PDF Document ▼

Report Parameters

Date From 01/01/2014

Date To 31/01/2014

Daily/Monthly Overtime Report

Fields Description

Select Report Type : This field is to capture the format of the report output. The values available for this field are as follows:

- PDF Document
- Excel Document

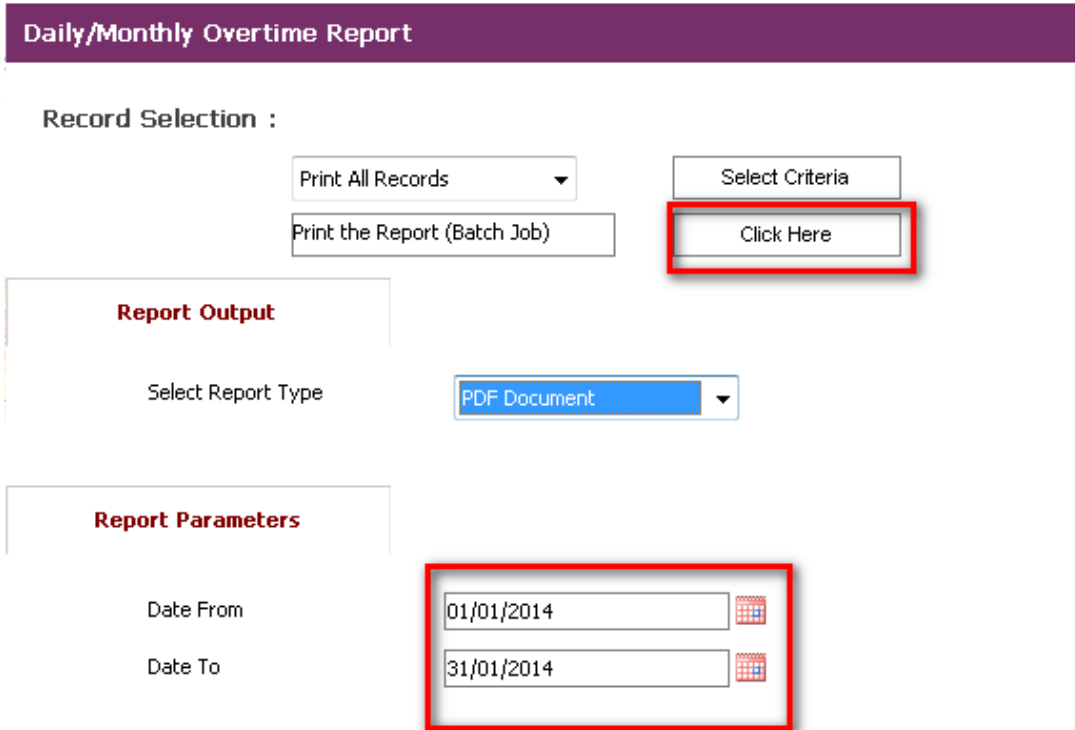
Date From : This field is to capture the Date From which is to be passed as report parameter.

Date To : This field is to capture the Date To which is to be passed as report parameter.

Click Here Button : This button allows users to produce report.

Sample of step by step transactions to produce the Daily/Monthly Overtime Report:-

- Key in Report Parameters: Date From, Date To
- Print report by clicking “**Click Here**” button.



Daily/Monthly Overtime Report

Record Selection :

Print All Records ▼

Select Criteria

Print the Report (Batch Job)

Click Here

Report Output

Select Report Type

PDF Document ▼

Report Parameters

Date From

01/01/2014

Date To

31/01/2014

Daily/Monthly Overtime Report

Daily/Monthly Overtime Report

Report Status

Your request was sent to the server.

The reference of your request is : **1402000022**

Status of the report : **Please note: In Progress.**

[This page refreshes every 5 seconds.](#)

[Please note: To check the status of all your requests, click on this link.](#)

Last Updated : 06/02/2014 15:16:08

Daily/Monthly Overtime Report Status

- Report will be produced in selected Report Type (PDF Document in this case).

Starvision IT Pte Ltd															DATE : 06/02/2014 3:22 PM				
															PAGE : 1				
Daily/Monthly Overtime Report From 1/1/2014 To 31/1/2014																			
ID	Name	Date	Plan	Start	End	Processed	Work	Aprv	Early	Late	Under	Absent	OT-1.0	OT-1.5	OT-2.0	OT-OFF	Status	Aprv	
1	10003	User1	02/01/14	Thu	08:00	22:00	08:00	22:00	14:00	14:00	0:00	0:00	0:00	0:00	5:00	0:00	0:00		Y
			07/01/14	Tue	08:00	22:00	08:00	22:00	14:00	9:00	0:00	0:00	0:00	0:00	5:00	0:00	0:00		
			09/01/14	Thu	08:00	22:00	08:00	22:00	14:00	9:00	0:00	0:00	0:00	0:00	5:00	0:00	0:00		
			Subtotal						42:00	32:00	0:00	0:00	0:00	0:00	0:00	15:00	0:00		
2	SDAN001	User 2 4	02/01/14	Thu	08:00	17:00	08:00	18:00	9:00	8:00	0:00	0:00	0:00	0:00	1:00	0:00	0:00		
			03/01/14	Fri	08:00	17:00	08:00	18:30	9:30	8:00	0:00	0:00	0:00	0:00	1:30	0:00	0:00		
			04/01/14	Sat	08:00	17:00	08:00	19:00	10:00	8:00	0:00	0:00	0:00	0:00	2:00	0:00	0:00		
			06/01/14	Mon	08:00	17:00	08:00	18:00	9:00	8:00	0:00	0:00	0:00	0:00	1:00	0:00	0:00		
			Subtotal						37:30	32:00	0:00	0:00	0:00	0:00	0:00	5:30	0:00		
Total						79:30	64:00	0:00	0:00	0:00	0:00	0:00	20:30	0:00	0:00				
** End of Report **																			

10.2 Daily/Monthly Lateness Report

This report allows users to produce a list of Employee who arrive to office lately.

Daily/Monthly Lateness Report

Record Selection :

Print All Records ▼

Select Criteria


Print the Report (Batch Job)


Click Here

Report Output

Select Report Type PDF Document ▼

Report Parameters

Date From 01/01/2014 

Date To 31/01/2014 

Daily/Monthly Lateness Report

Fields Description

- Select Report Type : This field is to capture the format of the report output. The values available for this field are as follows:
- PDF Document
 - Excel Document
- Date From : This field is to capture the Date From which is to be passed as report parameter.
- Date To : This field is to capture the Date To which is to be passed as report parameter.
- Click Here Button : This button allows users to product report.

Sample of step by step transactions to produce the Daily/Monthly Lateness Report

- Key in Report Parameters: Date From, Date To
- Print report by clicking “**Click Here**” button.

Daily/Monthly Lateness Report

Record Selection :

Print All Records

Print the Report (Batch Job)

Report Output

Select Report Type

Report Parameters

Date From

Date To

Daily/Monthly Lateness Report

Daily/Monthly Lateness Report

Report Status

Your request was sent to the server.

The reference of your request is : **140200027**
Status of the report : **Please note: In Progress.**

[This page refreshes every 5 seconds.](#)

[Please note: To check the status of all your requests, click on this link.](#)

Last Updated : 06/02/2014 15:38:38

Daily/Monthly Lateness Report Status

- Report will be produced in selected Report Type (PDF Document in this case).

Starvision IT Pte Ltd															DATE : 06/02/2014 3:38 PM				
															PAGE : 1				
Daily/Monthly Lateness Report From 1/1/2014 To 31/1/2014																			
ID	Name	Date	Plan Start	Plan End	Processed In	Processed Out	Work Hours	Aprv Hours	Early Hours	Late Hours	Under Time	Absent Hours	OT-1.0	OT-1.5	OT-2.0	OT-OFF	Status	Aprv	
1	10003	User1	05/01/14	Sun 09:00	18:00	10:30	18:30	7:00	7:00	0:00	1:30	0:00	0:00	0:00	0:00	0:00	0:00		
							<u>Subtotal</u>		7:00	7:00	0:00	1:30	0:00	0:00	0:00	0:00	0:00		
							Total		7:00	7:00	0:00	1:30	0:00	0:00	0:00	0:00	0:00		
** End of Report **																			

10.3 Daily/Monthly Under time Report

This report allows users to produce a list of Employee who work less than total office hour.

Daily/Monthly Undertime Report

Record Selection :

Print All Records

Print the Report (Batch Job)

Select Criteria

Click Here

Report Output

Select Report Type

Report Parameters

Date From

Date To

Daily/Monthly Undertime Report

Fields Description

Select Report Type : This field is to capture the format of the report output. The values available for this field are as follows:

- PDF Document
- Excel Document

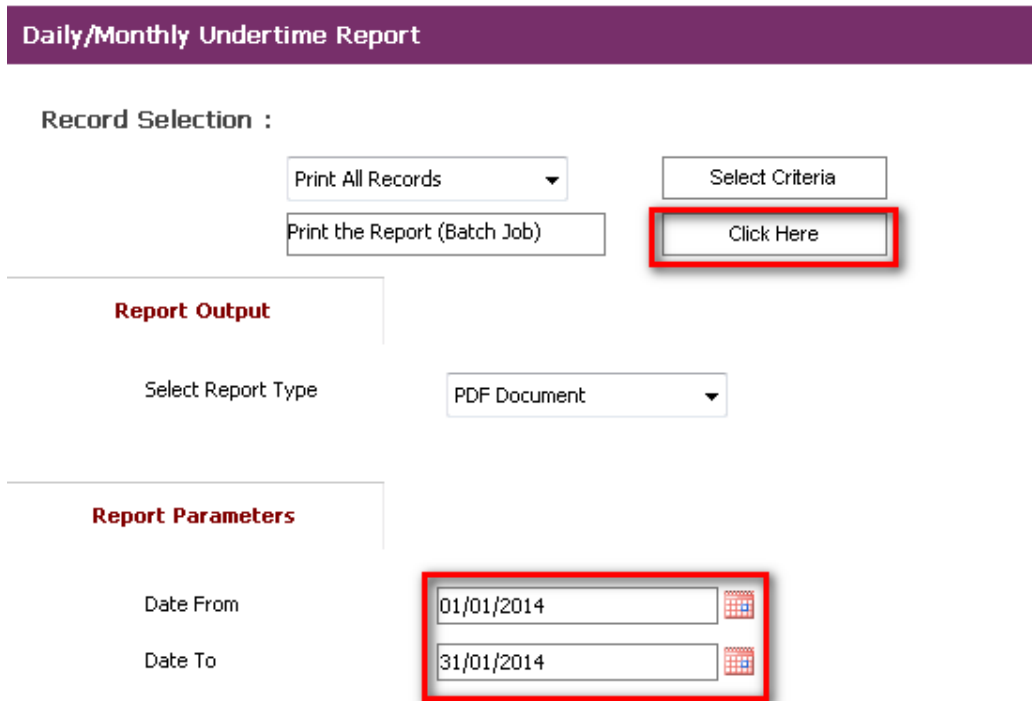
Date From : This field is to capture the Date From which is to be passed as report parameter.

Date To : This field is to capture the Date To which is to be passed as report parameter.

Click Here Button : This button allows users to product report.

Sample of step by step transactions to produce the Daily/Monthly Undertime Report

- Key in Report Parameters: Date From, Date To
- Print report by clicking “**Click Here**” button.



Daily/Monthly Undertime Report

Record Selection :

Print All Records ▼

Select Criteria

Print the Report (Batch Job)

Click Here

Report Output

Select Report Type

PDF Document ▼

Report Parameters

Date From

01/01/2014

Date To

31/01/2014

Daily/Monthly Under time Report

Daily/Monthly Lateness Report

Report Status

Your request was sent to the server.

The reference of your request is : **140200027**
Status of the report : **Please note: In Progress.**

[This page refreshes every 5 seconds.](#)

[Please note: To check the status of all your requests, click on this link.](#)

Last Updated : 06/02/2014 15:38:38

Daily/Monthly Under time Report Status

- Report will be produced in selected Report Type (PDF Document in this case).

Starvision IT Pte Ltd

DATE : 06/02/2014 3:38 PM

PAGE : 1

Daily/Monthly Lateness Report From 1/1/2014 To 31/1/2014

ID	Name	Date	Plan		Processed		Work Hours	Aprv Hours	Early Hours	Late Hours	Under Time	Absent Hours	OT-1.0	OT-1.5	OT-2.0	OT-OFF	Status	Aprv	
			Start	End	In	Out													
1	10003	User1	05/01/14	Sun	09:00	18:00	10:30	18:30	7:00	7:00	0:00	1:30	0:00	0:00	0:00	0:00	0:00	0:00	
							<u>Subtotal</u>		7:00	7:00	0:00	1:30	0:00	0:00	0:00	0:00	0:00		
							Total		7:00	7:00	0:00	1:30	0:00	0:00	0:00	0:00	0:00		

** End of Report **

10.4 Daily/Monthly Absent Report

This report allows users to produce a list of Employee who does not attend to work in office day.

Daily/Monthly Absent Report

Record Selection :

Print All Records ▼

Select Criteria

Print the Report (Batch Job)

Click Here

Report Output

Select Report Type PDF Document ▼

Report Parameters

Date From 01/01/2014

Date To 28/02/2014

Daily/Monthly Absent Report

Fields Description

- Select Report Type** : This field is to capture the format of the report output. The values available for this field are as follows:
- PDF Document
 - Excel Document
- Date From** : This field is to capture the Date From which is to be passed as report parameter.
- Date To** : This field is to capture the Date To which is to be passed as report parameter.
- Click Here Button** : This button allows users to product report.

Sample of step by step transactions to produce the Daily/Monthly Absent Report

- Key in Report Parameters: Date From, Date To
- Print report by clicking “**Click Here**” button.

Daily/Monthly Absent Report

Record Selection :

Print All Records

Print the Report (Batch Job)

Report Output

Select Report Type

Report Parameters

Date From

Date To

Daily/Monthly Absent Report

Daily/Monthly Absent Report

Report Status

Your request was sent to the server.

The reference of your request is : **1402000010**
Status of the report : **Please note: In Progress.**

[This page refreshes every 5 seconds.](#)

[Please note: To check the status of all your requests, click on this link.](#)

Last Updated : 07/02/2014 15:33:18

Daily/Monthly Absent Report Status

- Report will be produced in selected Report Type (PDF Document in this case).

Starvision IT Pte Ltd															DATE : 06/02/2014 5:11 PM				
															PAGE : 1				
Daily/Monthly Absent Report From 1/1/2012 To 30/1/2014																			
ID	Name	Date	Plan		Processed		Work Hours	Aprv Hours	Early Hours	Late Hours	Under Time	Absent Hours	OT-1.0	OT-1.5	OT-2.0	OT-OFF	Status	Aprv	
			Start	End	In	Out													
1	A000004	21/05/12	Mon	08:00	16:00	08:00	10:00	2:00	2:00	0:00	0:30	0:30	6:00	0:00	0:00	0:00	0:00		Y
					Subtotal		2:00	2:00	0:00	0:30	0:30	6:00	0:00	0:00	0:00	0:00			
					Total		2:00	2:00	0:00	0:30	0:30	6:00	0:00	0:00	0:00	0:00			
** End of Report **																			

10.5 Daily/Monthly Error Report

This report allows users to produce a list of error status in TMS Process such as (invalid shift code, No Timeout, No Timein , etc.. .

Daily/Monthly Error Report

Record Selection :

Print All Records ▼

Select Criteria

Print the Report (Batch Job)

Click Here

Report Output

Select Report Type

PDF Document ▼

Report Parameters

Date From

Date To

Daily/Monthly Error Report

Fields Description

Select Report Type : This field is to capture the format of the report output. The values available for this field are as follows:

- PDF Document
- Excel Document

Date From : This field is to capture the Date From which is to be passed as report parameter.

Date To : This field is to capture the Date To which is to be passed as report parameter.

Click Here Button : This button allows users to product report.

Sample of step by step transactions to produce the Daily/Monthly Error Report

- Key in Report Parameters: Date From, Date To
- Print report by clicking “**Click Here**” button

Daily/Monthly Error Report

Record Selection :

Print All Records

Select Criteria

Print the Report (Batch Job)

Click Here

Report Output

Select Report Type

PDF Document

Report Parameters

Date From

01/01/2014

Date To

31/01/2014

Daily/Monthly Error Report

Daily/Monthly Error Report

Report Status

Your request was sent to the server.

The reference of your request is

:

1402000011

Status of the report

:

Please note: In Progress.

[This page refreshes every 5 seconds.](#)

Please note: [To check the status of all your requests, click on this link.](#)

Last Updated : 07/02/2014 15:37:35

Daily/Monthly Error Report Status

- Report will be produced in selected Report Type (PDF Document in this case).

Starvision IT Pte Ltd																	DATE : 07/02/2014 10:40 AM			
																	PAGE : 1			
Daily/Monthly Error Report From 1/1/2010 To 30/1/2014																				
ID	Name	Date	Plan Start	Plan End	Processed In	Processed Out	Work Hours	Aprv Hours	Early Hours	Late Hours	Under Time	Absent Hours	OT-1.0	OT-1.5	OT-2.0	OT-OFF	Status	Aprv		
1	10005	User 2	05/01/14	Sun 09:00	18:00	10:30	15:30	4:00	4:00	0:00	1:30	2:30	0:00	0:00	0:00	0:00	0:00	EMPE_NO T_FOUND		
							Subtotal	4:00	4:00	0:00	1:30	2:30	0:00	0:00	0:00	0:00				
2	A000004		21/05/12	Mon 08:00	16:00	00:00	00:00	0:00	0:00	0:00	0:00	7:00	0:00	0:00	0:00	0:00	NO_TIME OUT			
								00:00	00:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	NO_SHIFT _CODE		
							Subtotal	0:00	0:00	0:00	0:00	7:00	0:00	0:00	0:00	0:00	0:00			
							Total	4:00	4:00	0:00	1:30	9:30	0:00	0:00	0:00	0:00	0:00	0:00		

** End of Report **

10.6 Daily/Monthly Time Clock Report

This report allows users to produce a list of clock in and clock out hour of Employee.

Daily/Monthly Time Clock Report

Record Selection :

Print All Records ▼

Select Criteria




Print the Report (Batch Job)

Click Here

Report Output

Select Report Type PDF Document ▼

Report Parameters

Date From	01/01/2014	
Date To	31/01/2014	
Show Time Clocked	N	
Show Rest and Off Day	N	
Show Approver Remark	N	
Job Family	%	

Daily/Monthly Time Clock Report

Fields Description

Select Report Type : This field is to capture the format of the report output. The values available for this field are as follows:

- PDF Document
- Excel Document

Date From : This field is to capture the Date From which is to be passed as report parameter.

Date To : This field is to capture the Date To which is to be passed as report parameter.

- Show Time Clock : This field is to capture to Show Clock in and out information for each record

- Show Rest and Off Day : This field is to capture to Show Rest and Off Day

- Show Approver Remark : This field is capture to show Approver Remark for each record

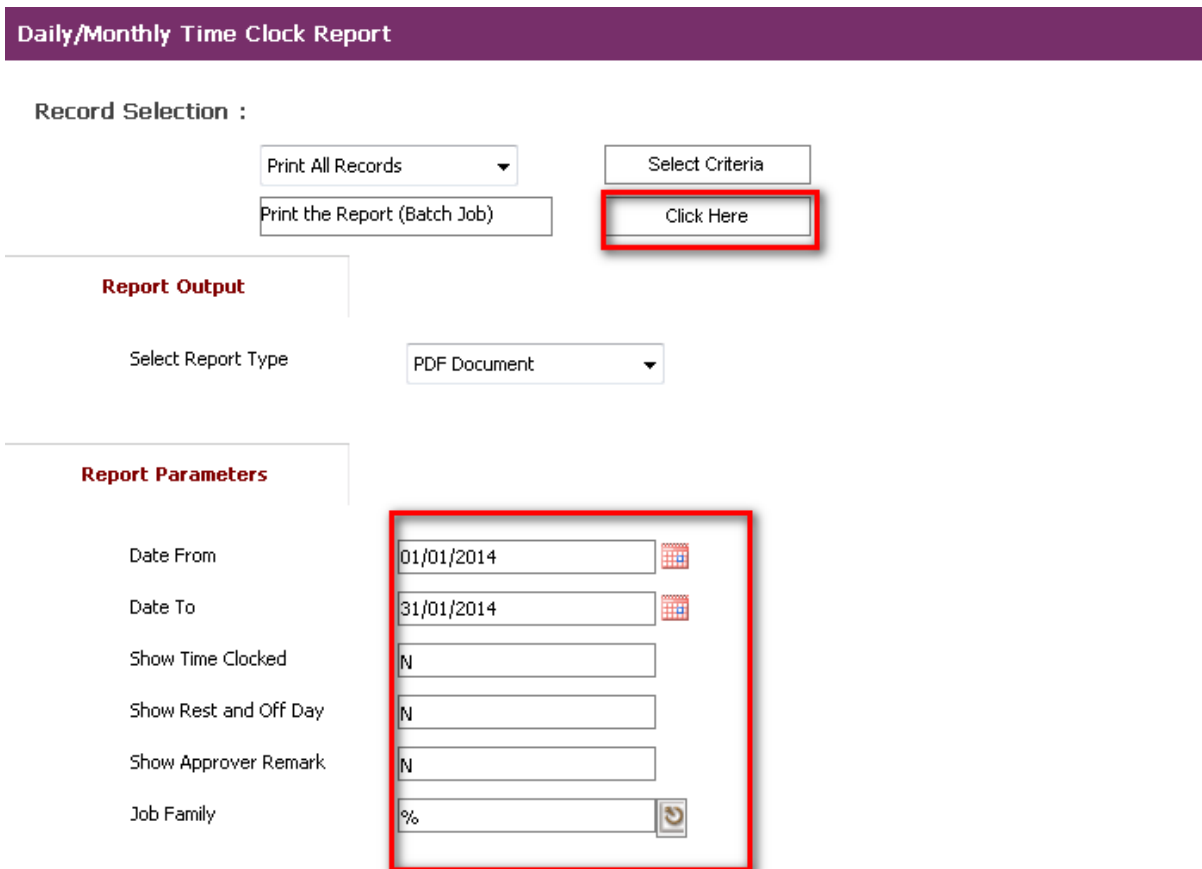
- Job Family : This field is capture to Job Family

- Click Here Button : This button allows users to product report.

Sample of step by step transactions to produce the Daily/Monthly Time Clock Report

- Key in Report Parameters: Date From, Date To, Show Time Clocked, Show Rest and Off Day, Show Approver Remark and Job Family.

- Print report by clicking “Click Here” button.



Daily/Monthly Time Clock Report

Record Selection :

Print All Records [v] Select Criteria

Print the Report (Batch Job) **Click Here**

Report Output

Select Report Type PDF Document [v]

Report Parameters

Date From	01/01/2014 [calendar icon]
Date To	31/01/2014 [calendar icon]
Show Time Clocked	N
Show Rest and Off Day	N
Show Approver Remark	N
Job Family	% [refresh icon]

Daily/Monthly Time Clock Report

Daily/Monthly Time Clock Report

Report Status

Your request was sent to the server.

The reference of your request is	:	140200013
Status of the report	:	Please note: In Progress.

[This page refreshes every 5 seconds.](#)

[Please note: To check the status of all your requests, click on this link.](#)

Last Updated : 07/02/2014 15:50:48

Daily/Monthly Time Clock Report Status

- Report will be produced in selected Report Type (PDF Document in this case).

Starvision IT Pte Ltd			Daily/Monthly Time Clock Report From 1/1/2014 To 31/12/2014														DATE : 07/02/2014 3:55 PM	PAGE : 1					
ID	Name	Date	Plan Start	Plan End	Clocked In	Clocked Out	Processed In	Processed Out	Work Hours	Aprv Hours	Early Hours	Late Hours	Under Time	Absent Hours	OT-1.0	OT-1.5	OT-2.0	OT-OFF	Status	Aprv			
1	10003	User9	01/01/14	Wed	08:00	17:00	08:00	17:00	8:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y		
			02/01/14	Thu	08:00	22:00	08:00	22:00	14:00	14:00	14:00	14:00	0:00	0:00	0:00	0:00	0:00	5:00	0:00	0:00	0:00	Y	
			03/01/14	Fri	08:00	17:00	08:00	17:00	8:00	8:00	8:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y
			04/01/14	Sat	OFF			00:00	00:00	00:00	00:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y
			05/01/14	Sun	OFF			00:00	00:00	00:00	00:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y
			06/01/14	Mon	08:00	13:00	08:00	13:00	08:00	13:00	5:00	5:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y
			07/01/14	Tue	08:00	22:00	08:00	22:00	08:00	22:00	14:00	14:00	9:00	0:00	0:00	0:00	0:00	0:00	5:00	0:00	0:00	0:00	Y
			08/01/14	Wed	08:00	17:00	08:00	17:00	08:00	17:00	8:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y
			09/01/14	Thu	08:00	22:00	08:00	22:00	08:00	22:00	14:00	14:00	9:00	0:00	0:00	0:00	0:00	0:00	5:00	0:00	0:00	0:00	Y
			10/01/14	Fri	08:00	17:00	08:00	17:00	08:00	17:00	8:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y
			11/01/14	Sat	OFF			00:00	00:00	00:00	00:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y
			12/01/14	Sun	OFF			00:00	00:00	00:00	00:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y
			13/01/14	Mon	08:00	17:00	08:00	17:00	08:00	17:00	8:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y
			14/01/14	Tue	09:00	17:00	08:00	17:00	08:00	17:00	8:00	8:00	1:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y
			15/01/14	Wed	08:00	17:00	08:00	17:00	08:00	17:00	8:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y
			16/01/14	Thu	08:00	17:00	08:00	17:00	08:00	17:00	8:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y
			17/01/14	Fri	08:00	17:00	08:00	17:00	08:00	17:00	8:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y
			20/01/14	Mon	08:00	17:00	08:00	17:00	08:00	17:00	8:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y
			01/02/14	Sat	OFF			09:00	12:00	09:00	12:00	3:00	3:00	0:00	0:00	0:00	0:00	0:00	3:00	0:00	0:00	0:00	Y
			02/02/14	Sun	00:00	00:00	00:00	00:00	00:00	00:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y
			03/02/14	Mon	09:00	18:00	09:00	18:00	09:00	18:00	8:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Y

Daily/Montly Time Clock Report (Show Time Clocked= 'Y', Show Reset and Off Day ='Y', Show Approver Remark ='Y')