

FINGERTEC



OVER NIGHT

FLEXI HOURS CLOCKING SCHEDULE 9
SUGGESTIONS & SOLUTIONS FOR TCMS V2

The clocking schedule 9 supports three additional features:

- ① **Flexi-working hours.**
- ② **Over night working hours.**
- ③ **Overtime when work hour exceeds normal working hours.**

Figure 1.1

Clocking pairs

Users can choose a maximum of 3, 2 or 1 IN-OUT pairs from IN-BREAK, RESUME-OUT, OT-DONE pairs.

3 pairs	All 6 slots are for the recording of clocking time. There are no fixed OT slots.
2 pairs	The first 4 slots are used to record clocking time. There is a fixed OT-DONE slot for overtime.
1 pair	Only IN-OUT slot is used to record clocking time. There is a fixed OT-DONE slot for overtime.

The TCMS V2.1.1 will fill up the IN slot followed by the OUT slot for the first 2 clocking times. If the third clocking time is downloaded to TCMS V2, then the clocking time in existing OUT slot clocking will be shifted to BREAK slot and the new clocking will fill up the RESUME slot.

In short, the TCMS V2.1.1 will arrange the clocking time in its according slots until all 6 slots are fully filled up.

Subsequent clocking for same working day

For over-night flexi-hour, you must specify the maximum hour duration from the first IN clocking time to the last possible clocking time range.

For example, if you specify 18 hrs and if the first clocking is 10:00am; therefore the subsequent clocking before the next day 4:00am will be considered as the same day clocking.

If the total working hours exceed the maximum hour duration as has been defined, the last clocking time will fall into the next day’s IN slot. Therefore, always specify the working hours duration, which is longer than the actual. This is to ensure the accuracy of the clocking data.

Double clock-in time

TCMS V2.1.1 can block the ‘Double-punching’ for clocking time by using the software-logic which will ignore subsequent clocking that falls within the specified minutes in a clocking slot column. For example, if 1 minute is input into the column, this means that when the difference of 2 clocking times is less than 1 minute, TCMS V2 will ignore the later and record the earlier time.

Overtime

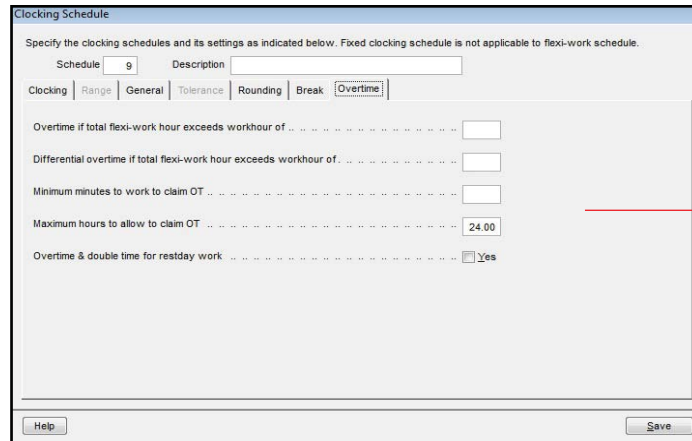


Figure 1.2

You may specify the value in hours here. For example, employees will be provided with overtime if their working hours are more than 6 hours. Therefore, you should input 6 in this column.

TCMS V2 find out that the working hours of a user are more than 6 hours, it will show the extra hours as over time.

Example, Total working hours = 8 hours
 Standard working hours = 6 hours
 Over time = 8 hours – 6 hours
 = 2 hours