

FINGERTEC



CONFIGURING

CLOCKING SCHEDULE BY USING DAILY SCHEDULE

SUGGESTIONS & SOLUTIONS FOR TCMS V2

You can configure a weekly working schedule by using the daily schedule. Please follow the steps as shown below:

Step 1

Setting on daily working schedule.

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule: **a**

Description: DT group 1

	In	Break	Resume	Out	OT	Done
Clocking Time:- Actual clocking time Leave it blank if not used	08:00	:	:	16:00	:	:
Clocking Range:- Clocking before this time Leave it blank for default range	:	:	:	:	:	:
Latest Clocking:- Replace with most recent clocking within the clocking range	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Do you want to use OT/None as scheduled work instead of overtime? **Yes**

If this is a rotational shift, specify the quality minutes before the shift starts... 0

Buttons: Help, Close

Step 2

Setting up of a Group Duty roster.

Group Duty Roster

Select the desired duty roster
Drag day type and drop it on the key in the schedule code 0-9

2006 01/01/2006

Sequence	Day Type	Schedule
1	WORKDAY	a
2	WORKDAY	a
3	WORKDAY	a
4	WORKDAY	a
5	WORKDAY	a
6	WORKDAY	a
7	WORKDAY	a

Effective date range: 01/01/2006 - 31/12/2006

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code:-

Day Type: WORKDAY, HOLIDAY, RESTDAY, OFFDAY

Buttons: Help, Okay, Cancel, Auto Schedule, Import Roster, Different Restday, Erase Roster

Please consider the relation between sequences and week day as listed below:

Sequences	Weekday
1	Sunday
2	Monday
3	Tuesday
4	Wednesday
5	Thursday
6	Friday
7	Saturday