

FINGERTEC.



ALTERNATE

WORKING SATURDAY SETTING

SUGGESTIONS & SOLUTIONS FOR TCMS V2

These are companies practica alternate working Saturday policy:
 The first group rests on the first and third Saturday.
 The second group rests on the second and forth Saturday.

In you case you have to assign the related Saturday as Holiday status manually.
 You may follow the steps below to do this.

Step 1 • Configuring Clocking Schedule.

All users are entitled to only clocking schedule, example Clocking schedule 0.

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: 0

Clocking | Range | Settings | Description: _____

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY						
Monday	WORKDAY	08:30	12:00	14:00	17:00		
Tuesday	WORKDAY	08:30	12:00	14:00	17:00		
Wednesday	WORKDAY	08:30	12:00	14:00	17:00		
Thursday	WORKDAY	08:30	12:00	14:00	17:00		
Friday	WORKDAY	08:30	12:00	14:00	17:00		
Saturday	WORKDAY	08:30			12:45		

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

Help Close

Figure 1.1

Now configure Saturday as a workday as general.

Step 2 • Configuring Group Duty Rosters.

You may separate users into 2 groups which entitle to the alternate working Saturday.

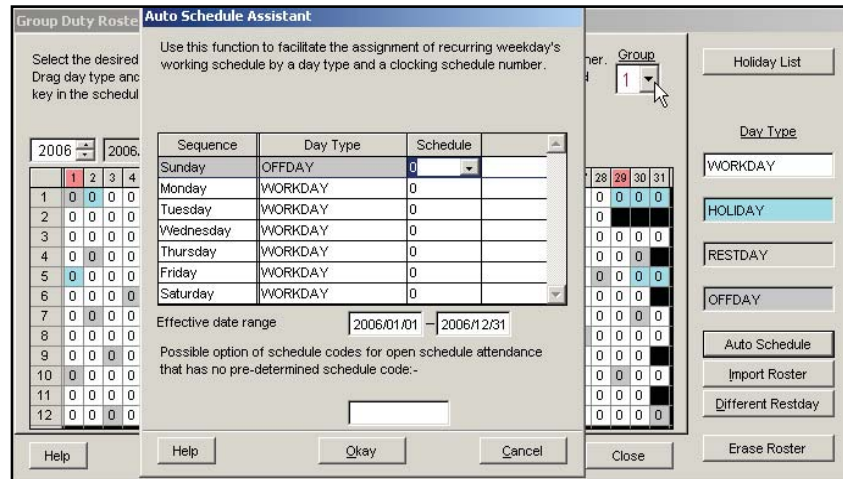


Figure 1.2

You may choose Group Duty Roster 1 for first group of users. Click on the “Auto Schedule” and configure working days follow clocking schedule 0. Remember to configure Saturday as work day. Click the “Okay” button once you’ve finished configuring. Now you’ll have the Group Duty Roster as shown below,

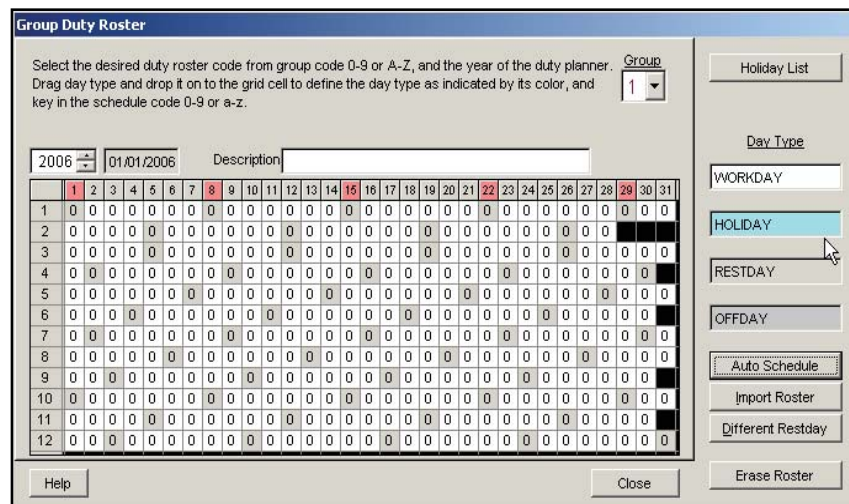


Figure 1.3

Step 3 • *Dragging Holiday to Saturday box.*

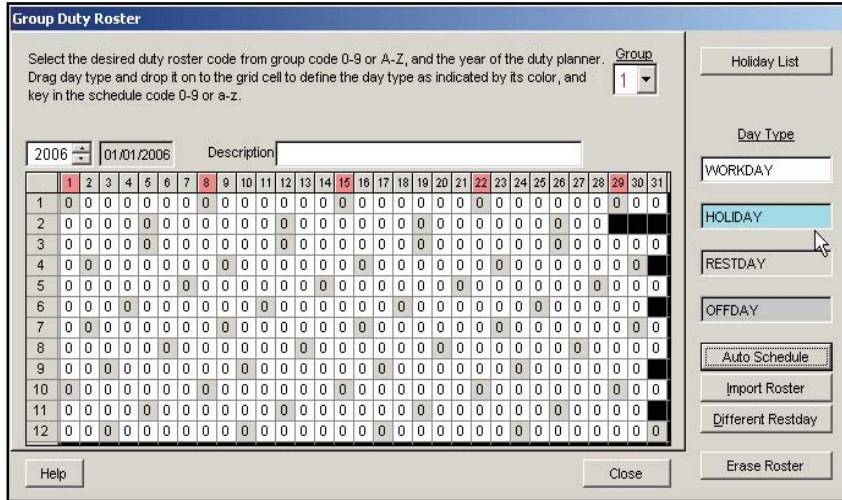


Figure 1.3

Move the cursor to the Holiday box and drag it to the chosen Saturday. Release mouse button at the selected Saturday and it will turn to become a holiday.

Repeat step 1 to 3 to configure for second group of user.