

E-STAFF SYSTEM – ATTENDANCE MODULE

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General Setting

The screenshot displays a web application interface with a top navigation bar and a main content area. The top navigation bar includes tabs for Home, e-Employee, e-Attendance, e-OT, e-Leave, e-Payslip, e-Claims (Payroll), and Admin. Below this is a secondary navigation bar with dropdown menus for Configuration, User Account, Access Page, Database, Route Setting, and Supervisor M. The Configuration dropdown is open, showing options: General Setting, Email Content, HR Announce, and Log File Viewer. The General Setting dropdown is also open, showing options: General, Products, Running No. Setup, and Period Cycle List. A box labeled 'Step 1' points to the Admin tab, and a box labeled 'Step 2' points to the General option in the General Setting dropdown. Below the navigation bars is a sub-menu with tabs for General, e-Pay, e-Employee, e-Leave, e-OT, e-OT Plan, Attendance, and e-Claims. The main content area is titled 'General Setting' and contains a 'Cut Off According To:' field with a dropdown arrow and the text '(With iFLEXI Payroll License)'. Below this is a 'ShiftCode Schedule' section with three checkboxes: 'Allow Cancel ShiftCode Schedule', 'Allow Upload Attachment?', and 'Allow Supervisor View All Employees In ShiftCode Schedule'.

Step 1

Step 2

Home e-Employee e-Attendance e-OT e-Leave e-Payslip e-Claims (Payroll) Admin

Configuration User Account Access Page Database Route Setting Supervisor M

General Setting
Email Content
HR Announce
Log File Viewer

General Products
Running No. Setup
Period Cycle List

General e-Pay e-Employee e-Leave e-OT e-OT Plan Attendance e-Claims

General Setting

Cut Off According To: (With iFLEXI Payroll License)

ShiftCode Schedule

Allow Cancel ShiftCode Schedule Allow Upload Attachment?

Allow Supervisor View All Employees In ShiftCode Schedule

Allow Upload Attachment?

✓ box meaning supervisor can attach supporting document when apply individual schedule

Cut Off According To

HR must specify which cut off method must follow when approver approve individual schedule submission.

- General Setting

Cut Off According To: (With iFLEXI Payroll)

- ShiftCode Schedule

Code	Description
S	Payroll
O	OT
A	Allowance
L	Leave

Allow Cancel ShiftCode

Allow Supervisor View All Employees in ShiftCode Schedule

- Clock Data

Allow Cancel Shift Code Schedule

Supervisor or users are allowed to abolish the change of the shift code if the code status is still in PENDING state.

Allow Upload Attachment

Allow supervisor upload supporting documents when he/she apply individual schedule submission for his/her subordinates.

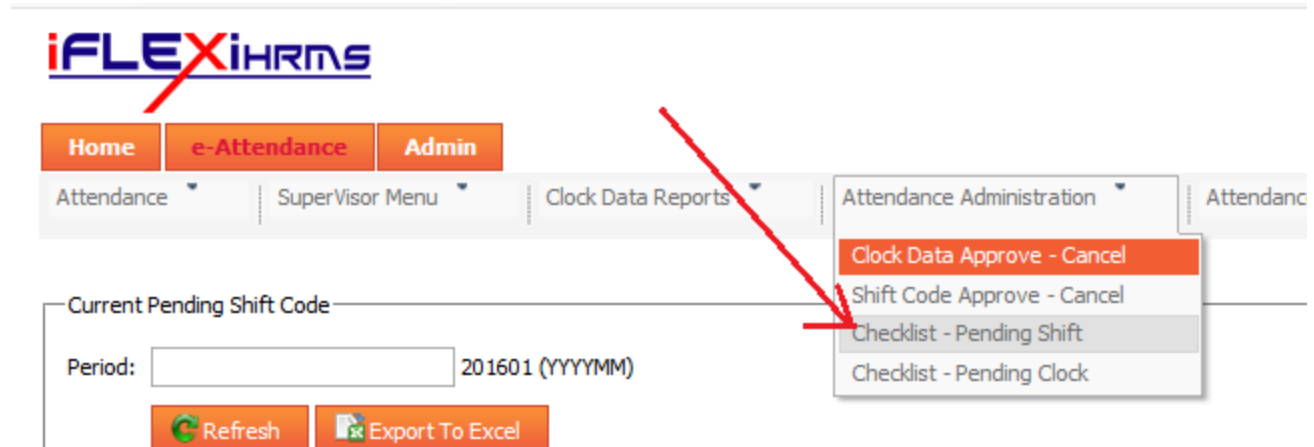
Allow Supervisor View All Employees in Shift Code Schedule

Supervisor can see all employees' schedule.

How HR Administrator Check Pending Schedule Still Waiting Approver to Approve It?

HR Administrator can check which schedule application still pending and waiting approver to approve/reject.

When login to the e-Staff system, click on the link as below:



The system will redirect to below page:

#	SC15	SC16	SC17	SC18	SC19	SC20	SC21	SC22	SC23	SC24	SC25	SC26	SC27	SC28	SC29	SC30	SC31	Level	Approval	Got Backup?	Created
9	AM09	AM09																A 1	NORMAZIAH BINTI AB MALEK (0174) , B	N	26-Mar-16:21:28
				AM07	AM07	AM07												1	NORMAZIAH BINTI AB MALEK (0174) ,	N	26-Mar-16:21:39
																		1	NORMAZIAH BINTI AB MALEK (0174) ,	N	26-Mar-16:22:13
																			NORMAZIAH		

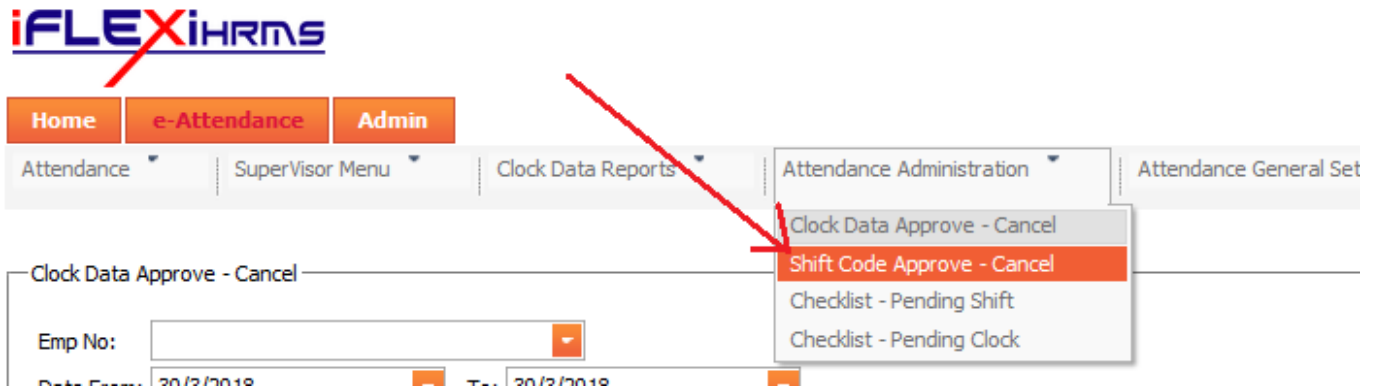
From above screen, the example showing:

- A: This Schedule pending in Level 1.
- B: This Schedule pending on approver "NORMAZIAH" there. HR Administrator should remind her go and approve/reject this schedule application.

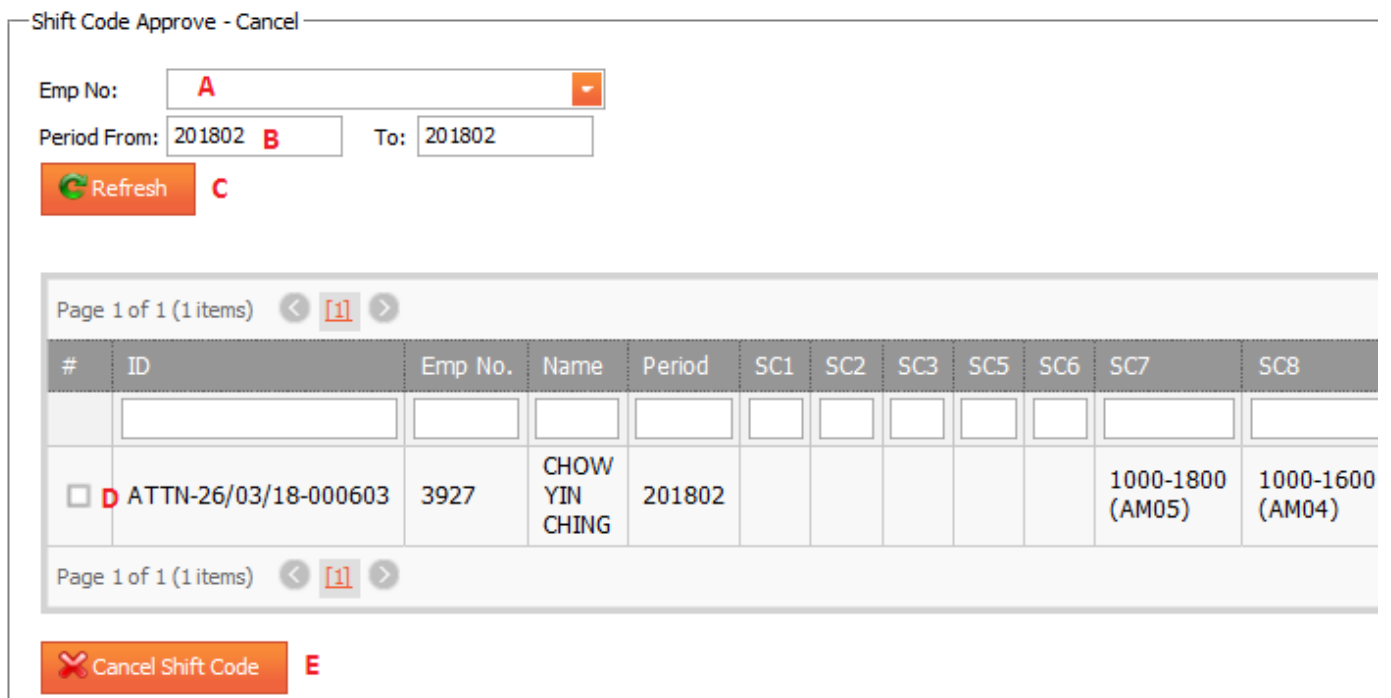
How HR Administrator CANCEL Approved Individual Schedule?

For those shift schedule which already approved by approver, the record is **NOT** allowed to cancel by **either employees, supervisor or approver**. They must **inform HR** to cancel schedule on behalf of them.

HR need to click below URL to **CANCEL Approved Schedule**:



He/she will redirect to below page:



- A** Select employee number who you want cancel his/her schedule. Leave it BLANK if you want to show all employees.
- B** Select which Period you want to cancel.
- C** Click on “Refresh” button after you choose Emp No. and Period From – To.
- D** ✓ the box which schedule you want to cancel.
- E** Click on “Cancel Shift Code” button to cancel the record.

How HR Administrator Check This Month Who Already Add/Amend Shift Schedule?

If HR Administrator want to know which approver approve the “Schedule” changes during this month before he/she process the payroll, he/she can click on below link to check the “**Latest Approve Schedule**”:



Home e-Attendance Admin

Attendance SuperVisor Menu Clock Data Reports Attendance Administration Att

Current Pending Shift Code

Period:

- Clock Data Approve - Cancel
- Shift Code Approve - Cancel**
- Checklist - Pending Shift
- Checklist - Pending Clock

SC22	SC23	SC24	SC25	SC26	SC27	SC28	SC29	SC30	SC31	Approver	Last Approve Date	Created Date	Created By	Record Status
										KAVITHA A/P JEYASEELAN	9/9/2016 2:52:30 PM	09-Sep-2016	9/9/2016 2:48:10 PM	APPROVE
										MOK HOO SIN	10/8/2016 11:56:28 AM	10-Aug-2016	10/8/2016 11:35:27 AM	APPROVE
										MOK HOO SIN	10/8/2016 12:03:11 PM	10-Aug-2016	10/8/2016 12:01:17 PM	REJECT
										KAVITHA A/P JEYASEELAN	11/8/2016 3:06:51 PM	11-Aug-2016	11/8/2016 2:42:49 PM	APPROVE
10	0930-1530 (AM01)	0930-1530 (AM01)	0930-1530 (AM01)	0930-1530 (AM01)	0930-1530 (AM01)	0930-1530 (AM01)	0930-1530 (AM01)	0930-1530 (AM01)	0930-1530 (AM01)	MOK HOO SIN	27/9/2016 4:38:40 PM	27-Sep-2016	27/9/2016 4:32:18 PM	APPROVE
										MOK HOO SIN	2/12/2016 4:50:27 PM	27-Oct-2016	27/10/2016 3:36:28 PM	APPROVE

There is a column “Last Approve Date”. HR Administrator can trace which schedule record is being approved by approver recently. The record will showing approver name too.

Filter Shift Code

Step 1: Define Filter Shift Code Option in General Setting

Go to Admin – General Setting - General

Update

2 Click on Update button to save the setting.

General e-Pay e-Employee e-Leave e-OT e-OT Plan Attendance e-Claims M

General Setting
Cut Off According To: L; Leave (With iFLEXI Payroll License)

ShiftCode Schedule
 Allow Cancel ShiftCode Schedule Allow Upload Attachment?
 Allow Supervisor View All Employees In ShiftCode Schedule

General Setting
Filter Shift Code Option: Department

Clock Data
 Allow Cancel Clock Da
 By Day Before By
Before: 365 days

1 Select option which you want to filter.

1

Route ID
Base
Category
Department
Division
Line

Step 2: Shift code data entry according to the option which you choose

Go to e-Attendance – Attendance General Setting – Filter Shift Code

Filter Shift Code By Department

Page 1 of 1 (2 items) < [1] >

Drag a column header here to group by that column

#	Value	Type	Query Control
<input type="button" value="Edit"/>	HRA	Department	'42DW','42NO','42DO','42DPH','42DR','42NPH','42NR','42NW'
<input type="button" value="Edit"/>	PD	Department	'ASF','ASH','ASN','ASO'

Page 1 of 1 (2 items) < [1] >

Click on “Add” button to enter a new record.

Step 1: Select Shift Code

Page 1 of 1 (35 items) < [1] >

Drag a column header here to group by that column

<input type="checkbox"/>	Shift Code	Schedule In	Schedule Out	Day Type	Description
<input type="checkbox"/>		1			Select Shift Code which you want to add.
<input type="checkbox"/>	42DO			O	4242 DAY SHIT OFF DAY
<input type="checkbox"/>	42DPH			H	4242 DAY SHIFT PUBLIC HOLIDAY
<input type="checkbox"/>	42DR			R	4242 DAY SHIFT REST DAY
<input type="checkbox"/>	42DW	0800	1700	W	4242 DAY SHIFT WORKING DAY
<input type="checkbox"/>	42NO			O	4242 NIGHT SHIFT OFF DAY
<input type="checkbox"/>	42NPH			H	4242 NIGHT SHIFT PUBLIC HOLIDAY
<input type="checkbox"/>	42NR			R	4242 NIGHT SHIFT REST DAY
<input type="checkbox"/>	42NW	2000	0500+	W	4242 Night SHIFT WORKING DAY
<input type="checkbox"/>	FWH			H	FOREIGN WORKER HOLIDAY

Click on “Next” button to go next step.

Filter Shift Code - Add

Department

Query State: **2** Previous selected Shift Code will appear at here automatically. **1** Select Department

'GAH', 'GAO', 'GAR', 'GAS', 'GAW', 'GNH', 'GNO', 'GNR', 'GNS', 'GNW',

Example: 'ASF','ASH','ASN','ASO'

[Check All Shift Code Listing](#)

3 Click on "Update" button to save the record.

Step 3: Migrate existing filter shift code data into this NEW enhancement

Ignore this step if customer 1st time install e-Attendance module or there is **NO** filter shift code record in old version of ESS.

Open below SQL script and run at SQL Server Management Studio:

```
-----  
IF NOT EXISTS (SELECT 1 FROM dbo.SCodeFiltered)  
    BEGIN  
        /*Print 'No Record';*/  
        IF EXISTS (SELECT 1 FROM dbo.SCodeFilter)  
            BEGIN  
                INSERT INTO dbo.SCodeFiltered (FilterType, FilterValue, QueryControl)  
                SELECT 'Department', Department, QueryControl  
                FROM dbo.SCodeFilter  
            END  
        END  
END  
-----
```

After RUN above SQL script, you will see data in table: SCodeFilter will import into table: SCodeFiltered

***Notes: In this enhancement, new version of ESS will get the data from NEW table (SCodeFiltered), instead of OLD table (SCodeFilter).**