Electronic Attendance System

for

Ministry of Civil Service Affairs

& Administrative Reforms

USER MANUAL

VERSION 2.0

LEAL COMMUNICATIONS & INFORMATICS LTD

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VERSION HISTORY

Version No.	Date	Prepared / Changed By	Reason for Change	Changes Made
1.0	07/09/2017	Akhtar Diljore	-	-
2.0	15/12/2018	Jean-Noel	Post MPF & MOH UAT & New Reports	

Contents

1. Introduction

1.1 Background Information

This user manual targets Human Resource Officers, Supervisors and Managers whose duty is ensure that Attendance are accurately captured and maintained, so that banktime and overtime hours can be processed and calculated with minimum human intervention as well as monitoring of employee productivity for decision-making.

1.2 Objective

The overall objective of this project is to bring changes to the ARMS in order to meet the requirements of the users which are not catered by the HRMIS.

1.3 Benefits

The EAS is expected to assist officers in the Civil Service by:

- Enabling users to access the electronic attendance data to process overtime and attendance banktime of employees.
- Providing a roster and shift module to cater for those employees who work on a roster basis.
- Providing a seamless integration of the Electronic Attendance System within the Oracle HRMIS so as to offer a transparent and cohesive solution.
- Providing an efficient user friendly web based online system for Civil Service Employees.
- Generating management & statistical reports for decision-making.

1.4 Definitions and Acronyms

Acronyms	Explanation
ARMS	Attendance Recording Management System
EAS	Electronic Attendance System
ETR	Electronic Time Recorder
DBA	Database Administrator
GOC	Government Online Centre
HRMIS	Human Resource Management Information System
MCSAR	Ministry of Civil Service Affairs & Administrative Reforms
N/A	Not Applicable
PRB	Pay Research Bureau
SDD	Software Design Document
SSO	Single Sign On

2. General Description

2.1 System Perspective

The system being developed will be web-enabled and will be hosted on a Virtual Machine to be provided by the GOC. The HRMIS server will not host the EAS. The EAS will be accessed by officers from the different Ministries.

The EAS will consist of the following modules:

- Administration Module
- Reference Module
- Enrolment Module
- Roster Module
- Attendance Module
- Attendance Banktime Module
- Overtime Module
- Reports Module
- Archiving/Purging Module
- Legacy Data Module

2.2 Audit Trail and Logs

Audit trails will be available in the system to log user logins, unsuccessful login attempts and the creation, update and deletion of data.

2.3 Process Workflow

2.3.1 Enrolment

Enrolment process consists of the following activities:

- Creation of employee details or retrieve from HRMIS for newly recruited officer, with assignment of category and schedule code automatically audited. For a transfer of employee, new work site/physical posting are updated in HRMIS and ready accessible in EAS.
- Enrolment No. in replacement of Biometric/Access Card No. is assigned from HRMIS to officer with next available (ascending order) No. for the new posting (Ministry level) same is used in the ETR to produce the attendance data.
- Registration on ETR either by fingerprint or password using Enrolment No. replacing Biometric/Access Card No.
- Each employee will be identified by a Unique Employee ID in both HRMIS. Hence EAS will pick up the Unique Employee ID from HRMIS. Also MCSAR will need to ensure that Biometric No. recorded in ETR's across all Ministries/Departments are synchronised with HRMIS

2.3.2 Roster

Roster and Shift planning process consists of the following activities:

- Planning of Roster/Shift with repeatable cycle to setup Roster Template.
- Assignment of Employees to Roster Team. This is done every time an employee

changes/leaves or new employee joins team or roster.

- Generate Roster Workdays on a regular basis, ideally monthly.
- Change Roster Workdays when 2 employees of same Roster code and Worksite unit but different group/team mutually agree to interchange work and rest shifts on 1 or 2 dates either by Swapping or Cumulating shifts.
- Change Roster Group when an employee changes team or roster.
- Maintain Workdays when:
  - inputting roster workdays where roster template is not being setup in the system.
  - last minute shift confirmation due to emergency.
  - an employee is on leave and need replacement by another employee who is on rest.
  - additional employee is required to a roster team due to short of staff.
  - removing extra employee workday generated from a shift requiring smaller team for specific shift or day.
  - shifting extra employee workday generated to another shift requiring larger team for specific shift or day.
  - manually swapping shifts among more than 2 employees.

Below is a Functions Usage – Department/Unit Matrix report, detailing the usage frequency of above functional activities of each unit within the Health department and MPF. The more a unit can adhere to a slow rotating shift pattern in its Roster/Shift planning, the more frequent and more of above functional activities it can use for the smooth running of its daily operation as categorized below in decreasing usage frequency order:

- Recommended to use Roster Module
- Can use Roster Module subject to conditions
- Not Recommended to use Roster Module

In general, the use of roster template will drastically reduce the use of Maintain Workdays and Manual Attendance functions which are labour intensive tasks and the converse is also true as shown in below matrix report, indicated by X X X.

Department/Division	Roster scenario to use Roster Module	Employee Details	Roster Template	Assign Employee to Roster/Change Roster Group	Generate Roster Workdays	Maintain Workdays	Manual Attendance	Process/Approve Overtime
Recommended to use Roster Module								
General Registry & Paramedical Health Unit	x teams of y members over z week cycle (Repeatable Pattern & Fix Team)	X	X	X	X	X	X	X
- Accident & Emergency Department	x teams of y members over z week cycle. But Not all team members work together all the time, i.e Night & Day-Night shift. Hence Manual Update of Workdays Generated is Required.	X	X	X	X	X	X	X
- Casualty Medical Unit								
- Surgical Unit	x teams of y members over z week cycle. Changing team members periodwise (w weeks). Hence Re-Assigning team members before Generating Workdays	X	X	X	X	X	X	X
	x teams of y members over z week cycle. Manual Update of Workdays for Bank is Required.	X	X	X	X	X	X	X
- Gynaecology & Obstetrics Unit	x teams of y member & x1 teams of y1 members over z week cycle	X	X	X	X	X	X	X
- Paediatric Unit	x teams of y member & x1 teams of y1 members over z week cycle. Manual Update of Workdays Generated is Required to complete y+1 /y1+1 staff per shift and for Public Holiday.	X	X	X	X	X	X	X
- Anaesthesiology Unit								
- Cardiac Unit	x week cycle roster for each of y members (Single Member Team).	X	X	X	X	X	X	X
	x teams of y members over z week cycle. But with Regular rotation of members between Shift and Normal working hours	X	X	X	X	X	X	X
	y members on altering shift	X	X	X	X	X	X	X
Northern, Southern, Eastern, Western, Central & Metropolitan (South & North) Divisions	5 day Roster at Station (team A - 1st shift, 2nd shift, 3rd shift, Misc, Off) Day Shift on 6 day Roster (D, D, D, M, D, D)	X	X	X	X	X	X	
Emergency Response Service	Same as Station from Division	X	X	X	X	X	X	
Airport Police	Same as Station from Division	X	X	X	X	X	X	
National Coast Guard	Week End off watch and NCG Post - 4,5,6 day Roster Shift by officer grade	X	X	X	X	X	X	
Passport & Immigration Office (Airport, Harbour and Office)	Airport - 7 day Roster Shift (team A - 1st shift, 2nd shift, 3rd shift,1st shift, 2nd shift, 3rd shift, 1st shift , Off) PIO HQ - 5 day Normal Hours and week end at airport, 1 shift per team Harbour - 2 officers on altering shift"	X	X	X	X	X	X	
Special Support Unit	6 day Roster Shift	X	X	X	X	X	X	
SMF	24 hrs guard/training - 3 week Roster Shift with 2 weeks of 24 hrs shift and 1 week of training. Team composition is 75% consistent	X	X	X	X	X	X	
Vehicle Technical Unit (Towing)	2 officers team roster with night shift	X	X	X	X	X	X	
Can use Roster Module subject to conditions					Eventually		Currently	
Nursing (Male & Female)	Currently there is a nearly pattern Cycle by Individual. Given that the number of staff required per shift is quite large across Sections, team concept is very much applicable	X	X	X	X	X	X	X
	Officers are assigned duty by section/skill with currently no fixed team composition	X	X	X	X	X	X	X
	x teams of y members over z week cycle. But with too much last minute change/request for additional officers	X	X	X	X	X	X	X
	x teams of y members over z week cycle. But team composition is not same within week	X	X	X	X	X	X	X
Comunication Branch	Officers are assigned duty by section/skill with no fixed team composition	X	X	X	X	X	X	
Traffic Branch (rider and traffic)	Same as Station from Division, but with too much last minute change/request for additional officers	X	X	X	X	X	X	
Medical Unit	Medical officer requires 3 single member team as team composition is not same within week and also taking staff leave into consideration	X	X	X	X	X	X	
Not Recommended to use Roster Module								
Health Record Department	No Cycle, No regular pattern & Individual roster Roster is not repeatable for any week cycle Very long repeating Roster Shift week cycle due to rotation of staff resulting in no fix team Single Field officer per zone working 24/7 Officer changes team quite regularly or within the week No Cycle and No Fixed team - Staff rotation Each staff has different non-repeating roster 6 day Normal Hours with 2 officers daily 24 hrs shift has no regular pattern (rotated every 17 days depending on availability of officers) 6 day Normal Hours with single officer daily Night shift has no regular pattern (rotated among officers) 8 week roster cycle but No Fixed (8) team plus additional staff from CHC 11 (one per site) is rotated among 14 employees, giving a cycle of 11 weeks Week days - rotated among 7 employees and Sundays - select from Dispensing Counter Stand by Team - roster planning is not possible due to staff skill/equipement compatibility requirement, except for Night Duty only Day off every 2 weeks is different for each team member. GRO 24 hrs shift is rotated among all team members	X					X	X
Catering Unit Telephone Exchange ADSU Helicopter Squadron Environment Transport Guard Room National Security Service VIPSU Prosecution Office Dog Handler Unit Police Band CCID IT Unit National Coast Guard	Each staff has different non-repeating roster and also taking staff leave into consideration Roster Shift is repeating but team composition is not fix. Also taking staff leave into consideration Day off every 2 weeks is different for each team member. GRO 24 hrs shift is rotated among all team members Stand by Team - roster planning is not possible due to staff skill/equipement compatibility requirement, except for Night Duty only Roster is not repeatable for any week cycle Officer changes team within the week All Field officers working 24/7 Officer changes team quite regularly Normal Working Hours, although Prisoner Escort starts earlier No regular pattern and officer changing team quite regularly 6 day Normal Hours with 2 officers daily 24 hrs shift has no regular pattern (rotated every 17 days depending on availability of officers) No regular pattern, except for 2 typists who interchange normal/flexitime on a daily basis 6 day Normal Hours with single officer daily Night shift has no regular pattern (rotated among officers) Long Mission Vessel Patrol - No Roster	X					X	

Usage Frequency	Most - X
	Least - x

2.3.3 Attendance

Attendance process consists of the following activities:

- Loading of Electronic Attendance Data (scheduled automated process).
- Produce Daily Attendance List - to verify Time-In on:
  - time of attendance
  - abnormal absences due to (Unauthorised/Urgent Leaves, Missing ETR entries, Employee forgets to clock-in)

- Duplicate/Wrong Enrolment No. replacing Biometric/Access Card No.
- Working during Authorised Leaves
- Work Site(s) other than employee Posting

and to investigate the cause for any eventual manual update of Attendance and/or Enrolment No. replacing Biometric/Access Card No. in employee details or ETR as appropriate.

- Daily verification of anomalies in the day before Attendance against Leave/Time-Off Authorisation (Leave Form or HRMIS), missed clock-out and condition time-off for manual update of attendance (before Calculation of Excess/Short Working Hours/Approval).
- Calculate Excess/Short Working Hours. This activity can be done on one or All Employee(s) for a Period (Weekly Monday – Sunday) and ministry/department any no. of times for Attendance not yet Approved on a daily or weekly frequency. Any Attendance with anomalies will be reported in Attendance Exception List.
- Approve or Reject Attendance with Excess or Short Working Hours as per PRB by Responsible/Supervising Officer for each employee having completed the required weekly no. of hours (Monday – Sunday) on a daily or weekly frequency (before Populate Attendance Banktime Transactions).

2.3.4   Banktime

Banktime process consists of the following activities:

- Populate Attendance Banktime Transactions. This activity can be done on one or All Employee(s) for a Period (Weekly Monday – Sunday) and Posting (ministry/department) once for Approved Attendance on a daily or weekly frequency.
- Close Attendance Banktime Balance. This activity will be done on All Employee(s) for a Period (Weekly Monday – Sunday or Monthly) and ministry/department once if all Attendances have been approved and populated in Attendance Banktime Transactions, depending on Earning and Lapse period.

2.3.5   **Overtime**

Overtime process consists of the following activities:

- Input Overtime Authorisation for calculation of overtime for specific period.
- Process Overtime based on Overtime Authorisation, Attendance data, Roster Workdays planning and Working Hours Schedule for All Employee(s) for a Period (Weekly Monday – Sunday) and ministry/department once for valid Attendance on a single or multiple week(s) frequency.
- Approve Overtime Transactions for each employee on a single or multiple week(s) frequency.
- Generate Approved Overtime based on Attendance data and authorized overtime/roster workdays planning and then HR to push to HRMIS once on a single or multiple week(s) frequency. Unauthorized excess working hours will also be calculated but will not be automatically approved. For Normal/Staggered category workers, excess working hours will be calculated on a daily basis whereas those of Shift/roster will be calculated on a weekly basis as daily working hours may not be known/fixed.
- In-Attendance, Extra-Time, Additional Time, On-Call, Bank/Extra Hours, Confinement, Stand-By, Sessional working arrangement and many other extra duty/extra hours allowances are not considered as Overtime. Hence these will be calculated manually and Input as Adhoc Time

Attendance via the function Input Adhoc Time Attendance. Unless HRMIS can calculate the amount payable, these entries will be for recording purpose and can be used by Management, HR and Finance departments to monitor, cross-check and verify amount payable.

2.4 Getting Started

➢ **Select a web browser**

The EAS system, being web-based, will be accessed through the following (or latest) web-browser:
- Mozilla Firefox 35
- Google Chrome 40
- Apple Safari 7
- Microsoft Internet Explorer 9

The user can type in the following URL:
 http://eas.govmu.org:8080/apex or http://192.168.14.31:8080/apex/f?p=200
on their web browser to directly access the login screen. Eventually when the HRMIS system reached its full functionalities, user can access the EAS system (hosted at GOC) from within the HRMIS system (SSO).
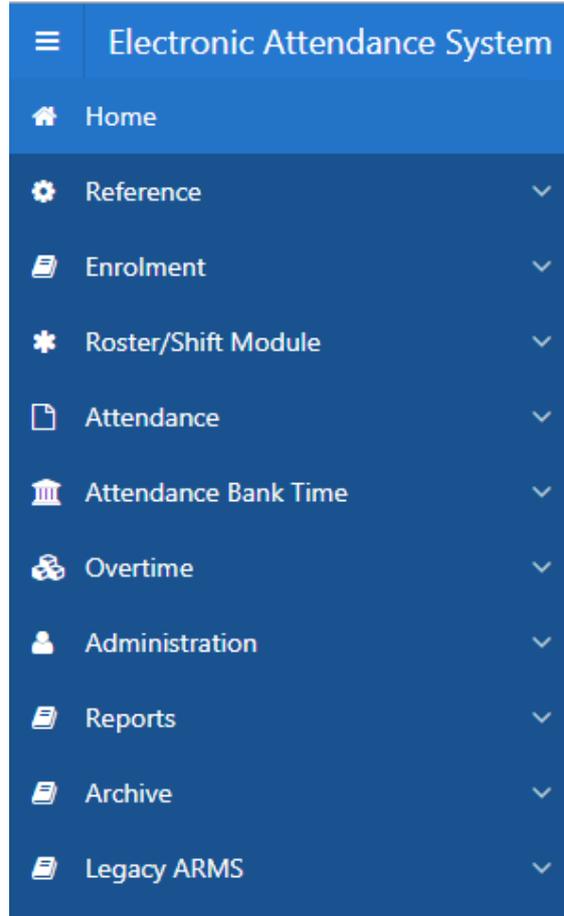
➢ **Login**
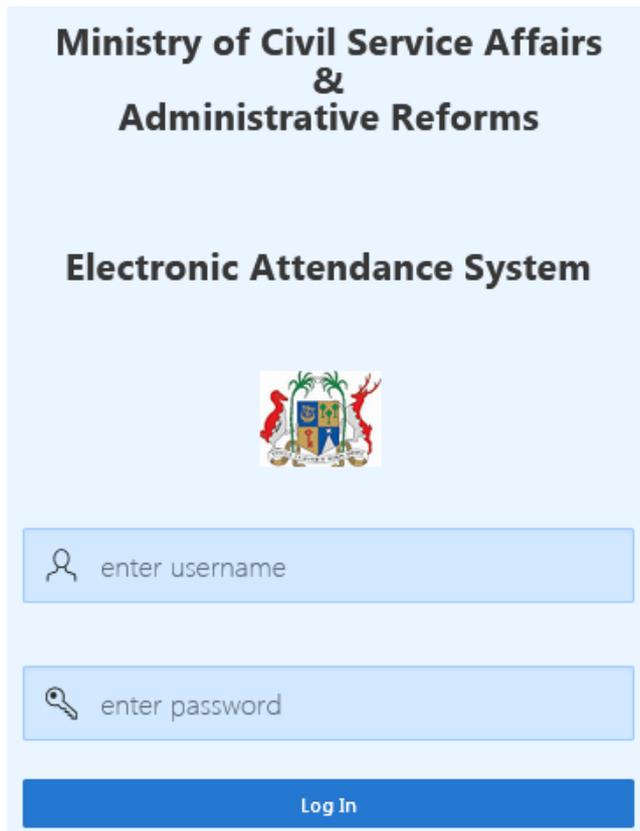
User will be prompted to enter a username and password to access the EAS system, be it directly or via the HRMIS system. Each user will be provided with a login and password to access the EAS system.

On logging into the EAS system, the menu will be displayed as follows.

≡ Electronic Attendance System

🏠 Home

⚙ Reference ⌄

📖 Enrolment ⌄

✳ Roster/Shift Module ⌄

📄 Attendance ⌄

🏛 Attendance Bank Time ⌄

⚙ Overtime ⌄

👤 Administration ⌄

📖 Reports ⌄

📖 Archive ⌄

📖 Legacy ARMS ⌄

3. Reference Module

Before you start to use the Reference Module, you need to ensure that the required setup has been correctly performed. This chapter will go through all required setup that need to be undertaken before users start using the system. Reference data is captured in the initial stages of the system lifecycle. Once the setup is completed, designated users should continually review and update reference data, so that it reflects the organization's needs.

- Log in to the EAS Application.
- Click on the Reference list button to access the menu and functions for this application.

To open any form under the Reference system, click on a button.

The Reference module consists of:

- Reference Type Code
- Posting Combinations
- Overtime periods
- Time-off Condition
- Working Hours Schedule
- Working Sessions Schedule
- Working Hours Arrangement
- Training
- Attendance Book Setup

3.1 Reference Type Code

This function will cater for reference codes for the following reference types. The LOVs used in the system will be retrieved from the values maintained via this function, subject to validity period (Start – End Dates).

- Employee Grade
- Employee Category
- Employee Reason
- Employee Region
- Ministry
- Department
- Division
- Section
- Unit
- Roster Type
- Shift Type
- Period
- Attendance Transaction Type
- Attendance Approval Status
- Attendance Process Status
- BankTime Approval Status
- BankTime Process Status
- BankTime Transaction Process Status
- Overtime Transaction Type
- Overtime Transaction Approval Status
- Overtime Transaction Approval By
- Overtime Transaction Process Status
- Overtime, Time-off, Ad-hoc Type
- Overtime/Time-Off Request Type
- User Status
- Training Type
- Attendance Book
- Clocker Status

All the reference codes will be unique w.r.t. Reference Type. For each reference code, we shall maintain the code and its description. To insert new Codes and Descriptions,for instance, Type 'ATT_TRANS_TYPE', click on the reference type as shown above. On clicking, system will prompt the screen, as shown below, whereby new Codes and Descriptions can be inserted.

- Click on the Save Button to save the Codes and Descriptions.
- To add another Code and Description, click on the Add Row Button.

- If User wants to delete a Code and Description, click on the Delete Checkbox and click Delete Button to apply the changes. A pop-up screen with Delete Confirmation message will be displayed. On clicking 'OK', the Code and Description will disappear
- Click on the < or > buttons to navigate between records to be modified.

3.2 Posting Combinations

This function will be used to query up to 5 hierarchical levels of business unit for employee posting purpose depending on setup from HRMIS, hence no update will be allowed. The information recorded for each combination:

- PC ID
- Ministry
- Department
- Division
- Section
- Unit
- Description

Posting Combination

Cancel

	Ministry ⬆	Department	Division	Section	Unit	Description	Active Flag	Date Active	Start Date	End Date
☐	121					MINISTRY OF SOCI	✔		03/11/2017	
☐	122					MINISTRY OF OCEA	✔		03/11/2017	
☐	123					MINISTRY OF ENVII	✔		03/11/2017	
☐	124					MINISTRY OF CIVIL	✔		03/11/2017	
☐	126					ELECTORAL COMM	✔		03/11/2017	
☐	127					PUBLIC BODIES AP	✔		03/11/2017	
☐	128					NATIONAL ASSEMB	✔		03/11/2017	
☐	129					NATIONAL AUDIT C	✔		03/11/2017	
☐	505					MINISTRY OF LABC	✔		03/11/2017	
☐	507					OFFICE OF THE VIC	✔		03/11/2017	

◀ Previous row(s) 21 - 30 of more than 500 ⬍ Next ▶

3.3 Overtime Periods

This function will be used to keep overtime periods on a Weekly (Monday to Sunday, although actual overtime period can be between any dates and roster template can start any day) basis within a payroll period to be used when calculating and populating overtime and time-off transactions. This will ensure that processing of overtime for all employees across all ministries, is done for the same payroll period. Once a year, just before start of calendar year, an Admin user will need to generate the overtime periods for the coming calendar year.

- The Generate button will populate the overtime period (i.e. the 52/53 weeks together with its start and end date) for the year based on International Standard ISO 8601, where Monday is the first day of the week and with Sunday as the seventh and final day. Hence the weeks of the calendar year are numbered from week 1 to week 52 or 53, depending on several varying factors. Most years have 52 weeks, but if the year starts on a Thursday or is a leap year that starts on a Wednesday, that particular year will have 53 numbered weeks. If Overtime periods already generated for a year, a pop-up message will be displayed.
- User need to verify each record that have been generated by checking the verify flag as there are periods that can have 5 weeks.
- The Search button is used for query purpose based on year parameter (one Year at a time).
- To save any changes done manually, click on 'Apply changes'.

3.4 Time-off Condition

This function will be used to maintain condition time-off common to all ministries to be used for Manual Attendance so that short working hours can be compensated (without deduction from Leave Bank or Banktime) when calculating working hours. For instance, if heavy rainfall occurs in a morning, a late time-in is allowed for that day. This is not to be used for Leave or time-off that are deductible from Leave Bank or Banktime.

The information recorded are:

- Condition code
- Description
- Early Time out
- Late Time In
- Time Off Hours

- Click on the Save Button to save the Codes and Descriptions,Early Time in/Late Time out, Time off hours.
- To add another record, click on the Add Row Button.
- If User wants to delete a Code and Description, click on the Delete Checkbox and click Delete Button to apply the changes. A pop-up screen with Delete Confirmation message will be displayed. On clicking 'OK', the Code will be deleted.

3.5 Working Hours Schedule

This function will be used to maintain working hour schedule (business rules) common to all ministries for calculation of lateness/accumulated excess hours, overtime or time-off for Normal, Roster, Shift, Staggered and Flexitime working hour arrangement. Each working hour schedule will be given a unique code. Each department can setup its own schedule as required or used one (e.g Common/Flexitime) that already exists. The schedule will specify the daily/weekly number of working hours and minimum number of overtime per week (Monday - Sunday), the daily normal 'time-in' and 'time-out', Lunch/Meal Start-End Time (absolute time for Normal employee category and relative time to working start time for other categories, which are required for overtime hours calculation) and compensation for lateness/accumulated excess hours allowed for the employee falling under a specific working hour schedule code, applicable for Normal employee category only as per example below:

- Click on the Create button to create a new record.
- To edit a record click on the pencil.

- Click on the Save Button to save the record
- If User wants to delete a Code and Description, click on the Delete Checkbox and click Delete Button to apply the changes. A pop-up screen with Delete Confirmation message will be displayed. On clicking 'OK', the Code and Description will disappear
- Click on the < or > buttons to navigate between records to be modified.
- An example, Working Hours Schedule Code 1 - Normal/Common5

  - Description
  - Employee Category (Normal, Flexitime, Shift, Roster, Staggered)
  - Weekly working Days: 5
  - Daily Normal/Standard working hours: 06:45 hrs
  - Weekly Normal/Standard working hours: 33:45 hrs
  - Lunch Start Time: 12:00 p.m
  - Lunch End Time: 12:30 p.m
  - Lunch Hour: 00:30 hr
  - Meal Start Time: 19:00 p.m
  - Meal End Time: 19:30 p.m
  - Meal Hour: 00:30 hr
  - Working Hours Lunch/Meal Inclusive Flag: Default N (Y for Civil Aviation)
  - Minimum Weekly Overtime working hours (Eligibility): 40:00 hrs
  - Maximum Weekly Overtime working hours:
  - Overtime/Time-Off in lieu (Eligibility): OVT, TOF, EAH
  - Weekday Start Time: 08.45 a.m
  - Weekday End Time: 16:00 p.m

- Saturday Start Time:

- Saturday End Time:

- Weekday Core Start Time: 9:15 a.m

- Weekday Core End Time: 15:45 p.m

- Early Arrival Limit (Time as from which early arrival is to be computed 8:30 a.m): 0:15 hr

- Late Arrival Limit (Time to which late arrival is to be computed 9:15 a.m): 0:30 hr

- Early Departure Limit (Time as from which early departure is to be computed 15:45 p.m): 0:15 hr

- Late Departure Limit (Time to which late Departure is to be computed 16:30 p.m): 0:30 hr

- Approval Required for Compensation & Bank: Y

- Earning Period (for excess attendance hours): Weekly

- Lapse Period (for excess attendance hours): Weekly, Yearly

- Validity Period (from – to dates):

- There is no lunch hour for Saturday, except when working overtime.

- For Shift, Roster or Staggered working arrangement with flexible working arrangement for a 24-hour coverage, or per a structured pattern of work, working hours and lunch/meal time (if applicable) will also be required to define under **Maintain Working Hours Arrangement** and **Roster/Shift Module**, since workers under same Working Hours Schedule will have different working hours on a rotation basis. Therefore, above working hours will be blank and lunch/meal Time-Information will be relative to shift working start time.

- Likewise, for Staggered workers who work normal hours daily with no regular rotation but are called upon to work, on a regular basis, at irregular hours including Saturdays and Sundays, their Working Hours Schedule Code can and only be defined above. Compensation for lateness/accumulated excess hours is not allowed. The irregular hours will be considered as overtime/time-off, subject to conditions and approval.

3.6 Working Sessions Schedule

This function will be used to maintain working sessions schedule common to all ministries for Sessional employees of Ministries (Youth & Sport and Education) to validate and calculate no. of sessions against attendance for the pay period.

- To add another session, click on the Add Row Button.
- Click on Apply Changes button to save data.
- If User wants to delete a record, click on the Delete Checkbox and click Delete Button.
- Screen details are:

  - Working Sessions Schedule Code: SCH01
  - Description: Animators (Youth & Sports)
  - Minimum Session Hour: 01:30
  - Maximum Session Hour: 03:00
  - Minimum Weekly Session: 0
  - Maximum Weekly Session: 9 -> (40 * 12)/52
  - Minimum Weekly Weekday Session
  - Maximum Weekly Weekday Session
  - Minimum Weekly PH/Sun Session
  - Maximum Weekly PH/Sun Session
  - Remarks: Max 40 Sessions per Month

- As the working sessions schedule is recorded on a Monday – Sunday weekly basis, no. of Session specified monthly will be converted to Weekly using (X x 12)/52, prior to user entry into the system. Likewise, Daily basis will be converted to Weekly using (X x weekly working days).

3.7 Working Hours Arrangement

This function will be used to maintain working hour arrangement codes for shift roster over a/multiple week(s) cycle with regular rotation of workers for setting roster template.

- To add another PC Id(Posting), click on the Add Row Button.
- Click on Apply Changes button to save data.
- If User wants to delete a record, click on the Delete Checkbox and click Delete Button.
- If user wants to active a record, the 'Active flag' need to be checked.
- Screen details are:

  - WeekDay (AnyDy, Wk5Dy, Wk6Dy, NWkDy, SatDy)
  - Lunch/Meal Start Time
  - Lunch/Meal End Time
  - Lunch/Meal Hour
  - Work Start Time
  - Work End Time

- The Lunch/Meal information is required to check eligibility and to offset against total hours spent at work for calculation of overtime/time-off like Common working hours arrangement.

3.8 Training

This function will be used to Input Employee Training details which is used to update attendance. This will allow Attendance Module to generate the employee attendance during the training and will be treated as normal working hours. No excess/short/extra hours or overtime will be computed. Absence during training will be treated as non-working and the attendance need to be manually updated accordingly.

- Click on the Create button to create a new record.
- To edit a record click on the pencil.

The information recorded are:

- Training Type (To be fetched from reference type 'TRAINING')
- Training Name
- Training site
- Training Description
- Start & End Date
- Cancel: checkbox, reason and date
- Remarks
- To add employees attending a particular training, click on the Add Row Button.
- The information recorded are:
  - Employee ID

- Start Date
- End Date
- Start time
- End Time
- Cancel Flag
- Date Cancelled
- Cancel Reason

- Click on save button to save data.
- If User wants to delete a record, click on the Delete Checkbox and click Delete Button.
- If employee fail to attend a training, the 'Cancel flag' need to be checked.
- Click on the < or > buttons to navigate between training.

3.9 Attendance Book Setup

This function is used to define attendance book which will allow user to filter staff attendances when querying or updating attendance in 'Manual Attendance' function, provided that prior setup is done in 'EAS Employee' details function. This feature is particularly useful for hospital wards where there is attendance book by ward. Other departments with individual attendance book can also use this feature.
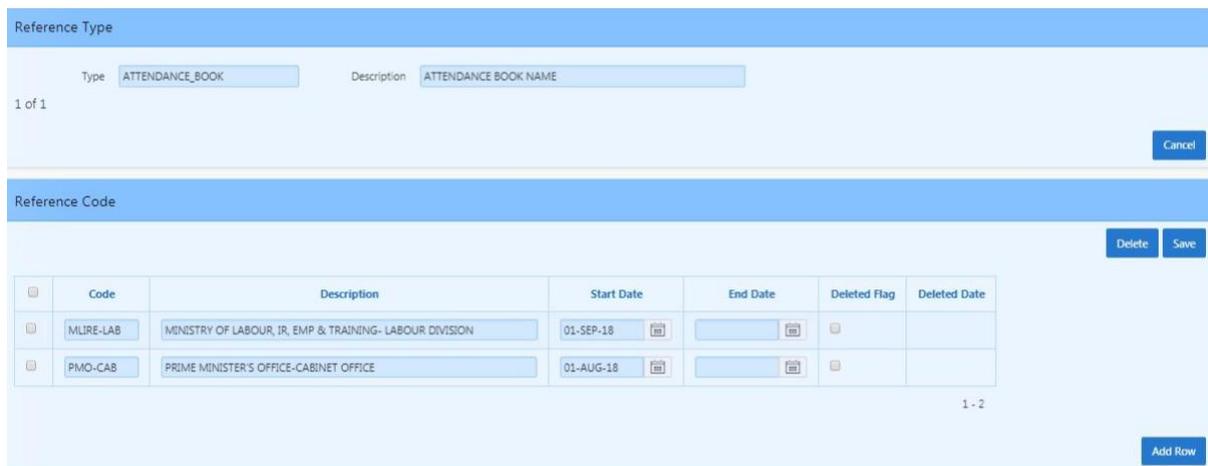
- Click on Fetch record (displayed on the lower left corner of the 'Reference Type' region).
- To add a new attendance book code, click on add row button. The attendance book code should be Unique across all ministries/departments/divisions/sections/units and is limited to 15 characters. Therefore use meaningful and distinct abbreviation with complete coverage (segment) to differentiate with other sister departments. E.g Hospital-Section-Unit by using 3 segments.
- Click on save button to save the data.

4. Enrolment Module

This system(EAS) will require its own subset employee details as opposed to fetching from HRMIS for 2 reasons:

- Missing or Incompatible data (content, format, structure and flexibility) for present and future needs
- Performance & Availability

The employee details will be fetched from HRMIS and will be also maintained in the EAS. Data that will be fetched from the HRMIS are:

- National ID Number
- Employee ID and Code
- Enrolment No.
- Surname
- First name
- Gender
- Date of Birth
- Address
- Grade
- Date Joined Service
- Date Left
- Physical Disability (Y/N)
- Posting worksite Combination ID
  - Ministry (Currently Available)
  - Department
  - Division
  - Section
  - Unit
- Pay Site (Ministry, Department, Division, Section and Unit)

- Click on the Enrolment list button to access the menu and functions for this application.
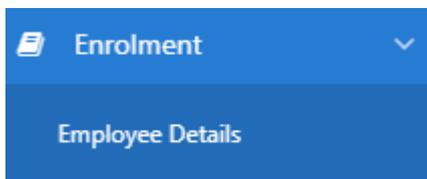
4.1 Employee details

Each employee can only be in one Category, Schedule and Work Site at any one time and they are mandatory for the transformation process of Clocker data to Attendance data.

During the Enrolment process, the new employee will be allocated an enrolment no. (previously known as Biometric / Access Card No.) and same is used in the ETR to produce the attendance data, irrespective of posting, worksite and eventually transfer. Hence Clocker and Employee data will be

linked by Enrolment No. which will no longer change on every transfer. Employee ID is the best to use, as it is available in both HRMIS and EAS – but for data migration purpose from HRMIS to ARMS-EAS, NID will be the linkage. The linkage to Overtime and Bank time will be employee id (sequence no.) and NID.

Even if an employee works in different sites but under the same Posting Worksite, (since in Employee Details only one Posting Worksite is recorded per employee), down the line in HRMIS, working hours and Overtime hours will be paid by same Paysite and Attendance/Leaves management will be on Employee irrespective of posting worksite.

Clocker Data contain ETR ID which can be used to determine the site. The transformation process of Clocker data to Attendance data will summaries each employee clocker entries from first time-in of the day to the last time-out of the same/next day. Only the default worksite will be recorded. The working hours will be computed irrespective of worksite subject to no missing clocker data. For any reason, user can query Clocker Data.

Multiple sites are supported in Roster Schedule Template and Roster Workdays.

Employee Roster Group History will be automatically audited and will be viewable.

	Emp ID	NID	Enrolment No	Surname	First Name	Gender	Date of Birth	Address	Worksite	Date Joined	Date Left
✏	13690	A0412741400141	39754	COOLEN	MAYAVADEE	F	04/12/1974	BOULET ROUGE, CENTRAL FLACQ	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	13/04/2004	-
✏	4094	A050564011148C	39622	SOONDRON	KALAYANUM	F	05/05/1964	14, HENRI LATHAM KOENIG STREET, DE ROSNAY, BEAU BASSIN	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	15/12/1986	-
✏	12467	A1307804621574	39710	NAIKOO	SARADA	F	13/07/1980	RAILWAY ROAD, LA LUCIE ROY ERNEST FLORENT	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	15/04/2002	-
✏	92336	A1604932802164	39953	ALLGOO	DWIJESHSINGH	M	16/04/1993	ROYAL RAOD	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	21/03/2017	-
✏	20879	A1910922602832	39732	AGILESWARAN	SOWPARNIKA	F	19/10/1992	Branch Road, New Grove	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	28/07/2014	-
✏	528	A2008570131334	39715	HUNG WAI WING	MARIA LAURIE	F	20/08/1957	61 Ter Arsenal Street, Port-Louis	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	01/07/1975	-
✏	3264	A2105612809934	39621	CHEUNG HI YUEN	LINDA TANG CHOW SIONG	F	21/05/1961	12, CEMETERY ROAD, ROCHE-BOIS, Port Louis	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	01/03/1983	-
✏	20797	A2303940200494	39731	AUCHOYBUR-SEEBOCUS	DARSHINY	F	23/03/1994	Morcellement Belle Etoile, Pamplemousses	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	24/07/2014	-
✏	2070	A240156280461A	93846	BAICHOO	LATAMANTEE	F	24/01/1956	13, PRINCE OF WALES STREET, ROSE HILL	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	10/07/1978	-
✏	632	A310357180353F	39627	KORLAPU BUNGAREE	RUDRAMBA DEVI	F	31/03/1957	83A, ROYAL ROAD, COROMANDEL, BEAU BASSIN	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	12/12/1975	-

1 - 10 >

- The employee details that are maintained in the HRMIS, crucial for the good functioning of EAS are:
  - Employee ID, Code, NID
  - Full Name
  - Date of Birth, Date Joined, Gender
  - Enrolment No. (previously known as Biometric / Access Card No.)
  - Worksite (also known as Present Posting)
  - Date Left (no more on payroll)

- The employee details that are maintained in the EAS are:

  - Employee Category (Normal, Flexitime, Shift, Roster, Staggered, Sessional)
  - Employee Schedule
  - Attendance Book
  - Region (North Bound, South Bound, P-Louis)
  - Processing Officer
  - Flag whether registered on ETR (Y/N)
  - Flag whether eligible for Overtime (Y/N)
  - Flag whether eligible for Time-Off(Y/N)
  - Flag whether eligible for BankTime(Y/N)

5. Roster/Shift Module

HRMIS does not cater for roster, shift and staggered working hours arrangement over a/multiple week(s) cycle with regular rotation of workers. Hence, a Roster/Shift module has been developed and implemented in the EAS to cater for those employees who work on a roster/shift basis. A Shift Schedule is defined as a slow rotating shift pattern that uses groups of workers to rotate through set periods of time throughout the day & night to provide 24/7 coverage. As an example, each of the 4 teams rotates through the following sequence of three 8-hr shifts every 28 days: 1 day shift, 1 swing shift, 1 night shift, 1 day off. Each Ministry/Department/Division/Section/Unit will create and generate their own roster/shift since they have their own specificities. The Hospital Staff will have a roster which may be different to the Police Department or the Fire Services. Overtime/time-off hours for roster, shift and staggered employees will be generated based on the roster to which they pertain.

Click on the roster/to access the menu and functions for this application.
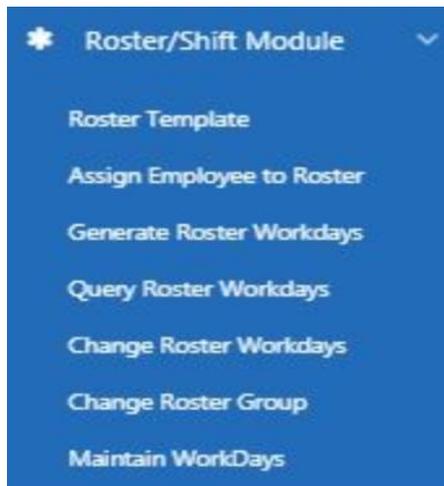
The Shift/Roster module consists of the following functions:

- Roster Template
- Assign Employee to Roster
- Generate Roster Workdays
- Query Roster Workdays
- Change Roster Workdays
- Change Roster Group
- Maintain workdays

5.1 Roster Template

This function will be used to maintain the required roster group parameters, called a roster template over a/multiple week(s) cycle in order to generate Roster Workdays. This provides a flexible means to change worker roster group and then generate roster workdays for planned roster, shift and staggered working hours' arrangement over a/multiple week(s) cycle with regular rotation (for period longer than the cycle) of workers. Therefore, it is recommended for rosters with a/multiple week(s) cycle (<= 6 weeks) with a fix team/sub-team members, rather than for monthly/yearly/adhoc/unplanned events requiring additional working shifts/workers or roster with variable/under-staff team members and tasks or long rotation cycle (> 6 weeks) or no cycle or single person team with > 20 staff. Prior to setup of a roster template by planner, a pattern of shifts over one or more weeks by different teams which can be **recycled**, i.e 1st and 5th week schedules are exactly the same, must be planned as shown below - 4 Week Cycle, 4 Fix teams, 2 shifts per day. At the stage of planning, only no. of teams and shifts required are taken into consideration. The no. of staffs per team is only considered if the no. of staffs required varies with shift e.g night shift requires less staff because of less work load. The staff ratio among different shift will determine size of team and no. of teams required, which may not be exactly the same.

User Roster Template

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Shift	
Week1	A	C	D	B	A	C	D		Day Shift (8Hrs)
	B	A	C	D	B	A	C		8:00 AM-4:00 PM
Week2	B	A	C	D	B	A	C		Night Shift (8Hrs)
	D	B	A	C	D	B	A		4:00 PM-8:00 AM
Week3	D	B	A	C	D	B	A		
	C	D	B	A	C	D	B		
Week4	C	D	B	A	C	D	B		
	A	C	D	B	A	C	D		

System Roster Template

A roster template consists of:

- A header – unique roster code/description for a posting worksite for Shift, Roster or Staggered

working hours arrangement for a limited/unlimited period over a predefined no. of weeks (repeated cycle). The start date should always fall on a Sunday although the roster workdays can be generated to start on any day, eg. 1st of each month or Monday or Tuesday, etc.

- One or more (> 1 week cycle or multiple Site Unit) detail – for each week no., roster team and day of the week, the shift type and time of working hours must be entered, as shown below:

  - Week No (1,2,3,4,5,6,…)
  - Team (A,B,C,D,….)
  - Day1-7 Shift Site Unit
  - Day1-7 Shift Type (e.g RestDay/NormalShift/Overtime/In-Attendance/On-Call/Stand-By)
  - Day1-7 Shift Start Time (Time-In) - End Time (Time-Out)
  - Day1-7 Shift Lapse Day (indicator for > 24 hrs single working day/shift)
  - Day1-7 Shift Lunch/Meal Hour
  - Day1-7 Shift Working Hours Discrepancy (Default 00:00) (+01:00 for Government Printing Dept)
  - Day1-7 Shift Remarks (reporting purpose – Roster report:Ordering of Shift time slots column, Monthly Roster report:Labelling)

The way to fill in roster template is from Day1 - Sunday .. Day7 – Saturday, where any day(s) after last week Saturday must be carried back to any first week Sunday, Monday, etc. still blank. The Start Time (Time-In) - End Time (Time-Out) are selectable from the **Working Hours Arrangement Code** already defined and interval Start-End time should not overlap for same Week No., roster team and day of the week. If the Week Cycle is 4 then there will be roster for 4 Week No. 1,2,3 and 4 with different work hours arrangement for each of 7 days in the 4 weeks. Even though roster workdays can be generated from any day - Monday to Sunday, the calculation for Overtime or Banktime (if applicable) will be done on a Monday to Sunday week.

The +1:00 for Government Printing Department is to compensate for Short working hours of attendance due to Early Departure, i.e leaving at 22:15 hrs instead of working up to 23:15 hrs as defined in End Time (Time-Out). For overtime eligibility and calculation, staff have to complete average weekly working hours, excluding normal lunch/meal hours, and the excess hours put beyond weekly working hours as per actual attendance.

To create a template header, click on the Create button whereas to update a template header and to eventually create a template detail, click on the Edit pencil.
Once the template header has been setup and saved, click on the Create Roster Detail button to create a template detail or the Edit pencil to update same.

Refer to Annexes at the end of this manual for some examples of Roster Template Setup working from Roster Planning.

5.2 Assign Employee to Roster

This function will be used to assign employees to a specific Roster Group (code and team) of same type with Start and End Dates. The Roster Group history will be displayed in the Employee Screen, indicating to which Roster group the employee belongs.

Click on the Assign button to assign employees to a specific Roster Group. Click on Add row, select the Roster Code, choose a team, select an employee and input start date. Save the record.

5.3 Generate Roster Workdays

This function will be used to generate roster workdays for roster group (code and team) defined in template for any period of time (from-to any dates irrespective of day of week) and every employee assigned to it. This is required for planning purpose and calculation of overtime.

5.4 Query Roster Workdays

Users may query daily rosters (both working day and rest day) generated and assigned to an employee via this function.

5.5 Change Roster Workdays

This function will allow the supervisor or head of department to Interchange Work and Rest shifts between 2 employees of same Roster code and Worksite unit but different group/team on 1 or 2 dates within the Same Week Cycle, while ensuring that same Working Hours is maintained for both Employees (no additional overtime is applicable), under the following circumstances:

- Following an unplanned replacement (current roster worker has to stay on site for a 2nd straight shift as the next roster worker cannot resume duty for any urgent reason) requiring the 2 roster workers to swap their respective roster workdays.
- When 2 employees mutually agree to swap their respective roster workdays.

which can be input as follows:

- Swap Shift between 2 employees on:
  - 2 dates with Work and Rest shift (4 workdays updated).

	Work	Rest	After interchange	Work	Rest
Emp1	D1	D2		D2	D1
Emp2	D2	D1		D1	D2

  - 1 Single work date but different shift (2 workdays updated).

	Work	After interchange	Work
Emp1	D1T1		D1T2
Emp2	D1T2		D1T1

- Cumulate and Retreat Shift between 2 employees working on same dates (2 workdays inserted, 2 workdays updated with shift type set to RestDay).

	Work	Work	After interchange	Work	Rest
Emp1	D1T1	D2T1		D2T1& D2T2	D1
Emp2	D1T2	D2T2		D1T2& D1T1	D2

For any other shift interchange combinations, such as 3 employees on 3 dates,

	Work	Rest	After interchange	work	Rest
Emp1	D1	D2		D2	D1
Emp2	D3	D1		D1	D3
Emp3	D2	D3		D3	D2

workdays Employee ID need to be updated and controlled manually via Maintain Workdays function, while ensuring that same Working Hours is maintained for all Employees so that no additional overtime occurs and rest replacement work day is being replaced.

The list of roster workday changes will be listed.

Click on the Change Work Rest Shift button to enter the change workday transaction for the 2 employees.

5.6 Change Roster Group

This function will be used to maintain details of an employee changing roster group (code and team). The start date of new roster group cannot be less than current date, to ensure that the system is always up-to-date (with old roster group ended on start date - 1) and the cancellation of any roster workdays generated for the old roster group as from the start date of new roster group does not clash with attendance.

Click on the Edit pencil to enter the change of roster transaction – end the old roster code/team and start the new roster code/team. Then the next step is to generate roster workdays for the employee.

5.7 Maintain Workdays

This function will be used to maintain workdays of employees. It will allow user to manually:

- input roster workdays where roster template is not being setup in the system.
- replace an employee who is on leave by recalling another employee who is on rest.
- add additional employee is required to a roster team due to short of staff.
- remove extra employee workday generated from a shift requiring smaller team for specific shift or day.
- shift extra employee workday generated to another shift requiring larger team for specific shift or day.
- manually swap an employee with another one or more employees.

To search for a specific workday, user must choose a roster code, shift start date and end date; click on search. When defining new workday click on Add row, input employee ID, Roster Code, Team, Week, Site Unit, Shift Type, Shift Date, Start Time and End Time. Check Lapse day if the shift goes beyond midnight.

For Swapping an employee, update the shift type for an employee from rest to work or the employee id and vice versa, while ensuring that same Working Hours is maintained for all Employees so that no additional overtime occurs and rest replacement work day is being replaced.

6. Attendance Module

Attendance Data from ETR's (biometric devices) will be downloaded in the EAS server in a shared folder. The data also known as Clocker Data which is currently a plain text file consisting of Date Time, 8 digits Enrolment No. (was previously 6 digits and known as Biometric/Access Card No.) and 3 digits ETR ID. Format: DDMMYYYYHHMI00999999999 will be automatically and instantly uploaded into the Oracle Database of the EAS and then processed to update the blank attendance time-in with 1st clocker every 5 minutes and time-out with eventual clockers every 30 minutes. Every day at 00:05 a.m., a scheduled job will populate a blank attendance for each employee as per HRMIS employee details and any authorized leaves/time-off and category/schedule, banktime time-off, training or roster workdays from EAS. For Normal and Staggered category, a blank attendance will be populated for each workday (Monday – Friday for 5-day weekly and Monday – Saturday for 6-day weekly), except public holiday whereas for Shift and Roster category, a blank attendance will be populated for everyday of the week with Rest, Normal and Overtime/Extra-Hours/In-Attendance transaction type only if roster workdays are generated from Roster template. However for Sessional category, no blank attendance will be populated, the upload of 1st clocking will populate the attendance.

The Loading of clocker data consists of 2 parts:

- Extraction from ETR clocker data files as per Proposed Architecture, is a one-to-one dump into a database table.

- Transformation from clocker data to Attendance data is based on the interpretation of the clocker entries Odd: IN Even: OUT sequence to accumulate working hours by checking for Lunch Time clocking OUT-IN if any or using First clock-in and Last clock-out minus lunch time and meal time (after x hours of overtime). Any other clocking OUT-IN will not be accumulated as working hours. In case of multiple clocking within 10 minutes (as per parameter) of 1st and last clocking, these will be flagged as Ignored. The final attendance data after uploads on a 24-hour cycle will consist of one record per employee with first time-in and last time-out and accumulated working hours, irrespective of worksite. Unless the officer works > 24 hours none-stop, the system will record the arrival date and calculate the no. of hours in between the 2 ETR readings provided the last reading is Odd-Time-In.

The > 24 hour none-stop scenario will only occur for on-movement employees/field workers where there is no ETR device and natural disaster, either one or the other will need to be handled manually with time between time-in and time-out (i.e time-out for previous attendance date will be the same as time-in of next attendance date) not exceeding 24 hours (Manual Attendance).

For employees working overnight (Normal/Staggered category with overtime request and Shift/Roster

category with planned work day), the next date clocking out will be automatically processed at 06:00 am and 06:00 pm to update previous date attendance blank time-out. Hence for unplanned overtime and shift workday, the attendance time-out of previous day and time-in and out of current day will need to be handled manually (Manual Attendance), since the clocking will be out of sequence.

For matching clocker data, attendance will be inserted. In case of Non-matching clocker data, non-chronological filename/clocking time or multiple ETR ID, the attendance data will be tagged with an error code, remarks and Attendance Process Status set to 'Exception' for user manual intervention.

Once every morning at 06:00 am, a schedule job will automatically process all previous date attendance to calculate excess bank time or short working hours to be deducted from bank time/casual leaves as well as working hours during and outside normal working hours.

- Click on the Attendance list button to access the menu and functions for this application.

The Attendance module consists of:

- Query Clocker Data
- Update Clocker Status
- Manual Attendance

6.1 Clocker Data

This function will be used to query the one-to-one dump of clocker data in the database, whether for Transformed, Duplicate, Ignored or User doubled punched data.

Date	Time	Status	Emp ID	Surname	First Name	Enrolment No	Schedule	Process ID
27/10/2017	10:33:00	T	84673	MOLOAH	VIMLA	39361	FLEXITIME9:00	170000178484
27/10/2017	09:57:00	T	1989	BAICHOO	LATAMANTEE	93846	NORMALCOMMON5	170000178225
27/10/2017	09:57:00	D	1989	BAICHOO	LATAMANTEE	93846	NORMALCOMMON5	170000178224
27/10/2017	09:51:00	T	36395	HOOLASS	ASHIS KUMAR	19998	FLEXITIME9:45	170000178204
27/10/2017	09:50:00	T	1264	GUNGARAM	VISHAL	39897	NORMALCOMMON5	170000178200
27/10/2017	09:34:00	T	19772	SAUBA	PRIYA DURSUNEE	39456	FLEXITIME8:45	170000178089
27/10/2017	09:30:00	T	56471	BUCHA	KARISHMA POORNESHWAREE	39842	FLEXITIME8:45	170000178026
27/10/2017	09:30:00	T	7163	RAMPHUL	DIVYA	19997	FLEXITIME8:45	170000178027
27/10/2017	09:33:00	I	56471	BUCHA	KARISHMA POORNESHWAREE	39842	FLEXITIME8:45	170000178033
27/10/2017	09:41:00	U	56471	BUCHA	KARISHMA POORNESHWAREE	39842	FLEXITIME8:45	170000178040

6.2 Update Clocker Status

This function will be used to update clocker status in case of double punching by employee or for any other reasons, so that Process Attendance for banktime and working hours does not consider them.

Only acceptable status is 'U' – user double entry.

Also the No Time Out Attendance (Planned Overtime) button is used to update over-night time-out for planned overtime in case clocker data is delayed.

6.3 Manual Attendance

This function will be used to query or update attendance manually searched by date range, employee, roster code/team, attendance book within the processing officer present posting under the following conditions:

- Enrolment no. setup in HRMIS and ETR device do not match.
- There are no electronic clocking devices.
- Missing/inconsistent clocker data deriving from any operation issues like Unauthorized/Urgent Absence/Sick, ETR miss-recording, Employee forgets to clock, duplicate Enrolment No. (previously known as Biometric/Access Card No.), natural disaster (employees doubling up shift while next shift team cannot attend duty).
- Field workers who work offsite and where they cannot electronically clock in and clock out and go home directly.
- Employees 'On Movement' from site to site. E.g. primary school inspector.
- For officers who have been granted permission for homeworking.
- Late Arrival beyond 30 mins for officers not eligible to overtime payment and extra duty allowance and who are required to work regularly beyond normal/standard office hours.
- Time Due – officers working during lunch time/tea break claim time due to leave office

earlier.

- Late arrivals for reasons beyond individual control, e.g. heavy rainfall, major road accidents, unusual traffic jam, etc., may not be considered as lateness subject to the approval of the Responsible/Supervising Officer. This will be maintained via the condition code as well as below time-off granted:

  - 1 Hour Bank – Internal arrangements were made to grant 1 hr. time-off for bank from Pay Day up to the 5th day of next month.
  - 1 Hour Permission – Internal arrangements were made to grant 1 hr. time-off for permission each month in addition to the 1 Hour Bank time-off.
  - Time-off for Union Business – Time-off for Union Business is granted to Trade Unionists subject to exigencies of the service to attend Union Business.
  - 2 Hours Religious Time-Off – Granted to Officers for 2 Religious Festivals.
  - Time-off on Fridays to Mosque – Granted to officers of Muslim faith to attend prayers on Fridays
  - Time-off for Health Surveillance (as per paragraph 14.3.21 of the PRB Report)
  - During school vacation, the Head of the school has the discretionary power to allow some staff to leave early on a roster basis subject to the exigencies of the service.

Attendance Details maintained are:

- Employee ID
- Name/Category/Schedule/Work Site (retrieved from employee details)
- Date
- Time-In/Out
- Lapse Day (indicator for > 24 hrs single working day/shift)
- Start/End Time (official working hours/shift)
- Lunch/Meal Hour

- Transaction Type & Hours (leave related)
- Condition & Hours (time-off not deductible from Leave entitlement)
- Ad-Hoc Type & Hours (attendance related allowance)
- Remarks
- Reset Bank Time (to allow for re-processing of attendance)
- Click on Save button to save data.

For those whose default attendance was not generated, like shift/roster workers with no roster workdays generated or normal workers with category/schedule/worksite initially not setup, the Create button will be used to generated the default attendance for the employee ID and date range indicated, so that any manual update of attendance can be effected.

7. Attendance Bank Time Module

This module implements the Provisions Governing the Flexible Hours of Attendance (PRB 2016 - para 18.5.19) as well as the concept of Flexitime (PRB 2016 - para 18.5.25/30).

- Click on the Attendance Bank Time list button to access the menu and functions for this application.
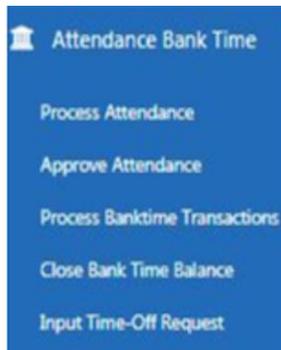
The Attendance Bank Time module consists of:

- Process Attendance
- Approve Attendance
- Process Bank Time Transactions
- Close Bank Time Balance
- Input Time-off Request

7.1 Process Attendance

Once every morning at 06:00 am, a schedule job will automatically process all previous date attendances (Time-In and Time-Out) to calculate daily excess bank time or short working hours (and even excessive short due to excessive lateness or early leave) as well as working hours during and outside normal working hours, against normal/standard office working hours for Common (flexible hours), Flexitime and regular Staggered working arrangement based on the following parameters:

- Early Arrival Limit
- Late Arrival Limit
- Early Departure Limit
- Late Departure Limit
- Weekday Start-End Time

As defined in the **Working Hours Schedule**. Currently only Common flexible hour and Flexitime (except for some Departments) can accumulate excess working hours to compensate for short working hours under certain conditions or to be taken as time-off for a maximum of half day off at a time.

Zero Early Arrival Limit and zero Late Departure Limit mean that no excess working hours is

accumulated. Zero Late Arrival Limit and zero Early Departure mean that no short working hours is compensable/refundable.

- Calculation of Excess/Short Working Hours will be executed by Date range and Posting depending on the Posting access right of the HR Supervisor for blank Attendance Process Status
- Excess Hr Due to Early Arrival: LEAST (Weekday Start Time - Time-In, Early Arrival Limit)
- Short Hr Due to Late Arrival: LEAST (Time-In - Weekday Start Time, Late Arrival Limit)
- Short Hr Due to Early Departure: LEAST (Weekday End Time - Time-Out, Early Departure Limit)
- Excess Hr Due to Late Departure: LEAST (Time-Out - Weekday End Time, Late Departure Limit)
- Excessive Late Arrival Hr: GREATEST (Time-In - Weekday Start Time, Late Arrival Limit) - Late Arrival Limit
- Excessive Early Departure Hr: GREATEST (Weekday End Time - Time-Out, Early Departure Limit) - Early Departure Limit
- When Calculation is successfully completed, the attendance error code is cleared and Attendance Process Status set to 'Calculation'
- In case of missing Time-Out or Time-In, the attendance data will be tagged with an error code and status set to 'Exception' for user manual intervention.
- Time-In and Time-Out are required and Time-Out must be greater than Time-In.

7.2 Approve Attendance

This function will be used to allow the Responsible/Supervising Officer to query attendance with excess or short working hours (and even excessive short due to excessive lateness or early leave) for

approval to accumulate excess working hours into attendance banktime for time-off or compensate/offset/deduct short working hours from early arrival/late departure/accumulated excess working hours of attendance in banktime or casual/vacation leave entitlement, under the following conditions, currently applicable to normal/common flexible hours and flexitime work arrangement:

- Early Arrival is by Default accumulated in Bank up to 15 mins, on Approval.
- Late Arrival up to 30 mins is Deductable on Approval from Late Departure on Same Day.
- Early Departure is Deductable from Early Arrival up to 15 mins, on Approval.
- Late Departure is on Approval Accumulated in Bank and on Approval is used to compensate for Late Arrival up to 30 mins on Same Day.
- For Flexitime, late attendances for the 15 mins permissible flexibility for slot 1 to 3, would not be considered as lateness, unless it is either refunded on the same day or same week, subject to performing productive work. Otherwise, the lateness will be offset against casual leave entitlement, monthly.
- Offset Excessive short working hours due to excessive Late Arrival/ Early Departure against causal/vacation leave entitlement, except for Senior Officers.

The approval status will trigger the following actions:

- Accumulate excess working hours due to Early Arrival into Attendance Banktime.
- Offset short working hours due to Late Arrival against Accumulated excess working hours in Attendance Banktime/causal leave/vacation leave entitlement.
- Offset short working hours due to Early Departure against Accumulated excess working hours in Attendance Banktime/causal leave/vacation leave entitlement.
- Accumulate excess working hours due to Late Departure into Attendance Banktime.
- Offset excessive short working hours due to excessive Late Arrival against causal/vacation leave entitlement.
- Offset excessive short working hours due to excessive Early Departure against causal /vacation leave entitlement.
- Occasional Offset short working hours due to Late Arrival against Early Arrivals or Late Departures (including Attendance banktime).

- Offset short working hours due to Persistent lateness, absences during working time without authorization and excess time taken for lunch against causal/vacation leave entitlement.
- Excess working hours Not Accumulated.
- Any short working hours is not required for any kind of deduction.
- Attendance Approval Date is set to Current date and Attendance Approved By is set to login user.
- Attendance Process Status is set to 'Approval' (retrieved from reference of same type).

7.3 Process Bank Time Transactions

This function will be used to compute and process Banktime Transactions based on approval status of Attendance with Excess or Short working hours. Each of above actions (approval status) will generate the employee attendance banktime transaction for the week (Monday – Sunday), which can be:

- Net (+ve) Excess working hours Accumulated (Full compensation within same week and/or Excess).
- Net Zero working hours (Full compensation within same week or No Short/Excess).
- Net (-ve) Short working hours deducted (Partial compensation within same week and/or from Attendance Banktime or Leave entitlement).
- Net (-ve) time-off hours (Max. half day Time-Off Authorization) deducted from Attendance Banktime.
- Net (-ve) excessive short working hours deducted from Leave entitlement.

The computation is done in sequence of the following if the Net working hours for the week is Short. These Attendance Banktime Transactions generated can be viewed but only Deduction (net HRMIS

hours) from casual/vacation leave entitlement will be pushed to HRMIS (via interface table).

- Compensation against early arrival/late departure (same week).
- Offset against accumulated excess working hours of attendance in bank after an available balance verification (@last closing minus total net short working hours offset against Attendance Banktime).
- Deduction from casual/vacation leave entitlement (without available balance verification as casual/vacation leave balance is maintained at HRMIS).

The computation can be done on a regular interval, i.e weekly or multiple week periods specified on the Date: From – To based on overtime period already defined, hence net working hours will be computed for the week (Monday – Sunday) prior to monthly closure of attendance banktime balance.

Below are the mechanism behind the processing:

- Computation of excess hours and lateness will be executed for a Period (YYYYMM) on a weekly basis Start Date(Monday) – End Date(Sunday), employee (leave blank for all employees) and Posting Worksite depending on the Posting access right of the HR Supervisor for Attendance Process Status 'Approval' and date attendance between Start Date and End Date.
- Compensation against early arrival/late departure (same week).
- Offset against accumulated excess working hours of attendance in bank after an available balance verification (@last closing minus total net short working hours offset against Attendance Banktime).
- Deduction from casual/vacation leave entitlement (without available balance verification as casual/vacation leave balance is maintained at HRMIS), hence transaction is transferred to HRMIS.
- End Date should be greater than Start Date.
- Transaction Date is set to End Date.
- When processing is successfully completed, the Attendance Process Status set to 'Populate'.

Bank Time Transactions

Emp ID	NID	Name	Schedule	Start Date	End Date	Trans Date	Early Arrival Hr	Late Arrival Hr	Early Departure Hr	Late Departure Hr	Net Bank Hr	Net Hrmis Hr	Excess Late Arrival Hr	Excess Early Departure Hr	Total Excess Short Hr
5812	S140256290702E	HURRY-KAMLADEVI	FLEXITIME8:45	05/03/2017	11/03/2017	11/03/2017	-	00:36	00:00	00:40	00:04	00:22	00:00	00:22	00:00
15538	F1202860500202	FOWDAR-DOORGESH	FLEXITIME8:45	01/05/2017	14/05/2017	14/05/2017	-	-	-	-	-00:00	00:30	-	-	00:30

The Attendance Banktime Transactions being processed can be viewed by clicking on View Transaction button.

7.4 Close Bank Time Balance

This function will be used to close the Employee Attendance Banktime Balance at each End of Month up to End of Year by accumulating (from last closing) the employees' Attendance Banktime Transactions using Banktime total Excess minus Short working hours - Offset Against Early Arrivals or

Late Departures or Attendance banktime (excluding Deduction from casual/vacation leave entitlement). It is advisable for the responsible HR officer of each worksite to close the balance for all employees, on a regular interval, i.e weekly or multiple week periods specified on the Date: From – To based on overtime period already defined.

The Monthly Employee Attendance Banktime Balance item-wise will not be pushed to the HRMIS as it will be managed solely at EAS, including time-off request and deduction. At End of Year (depending on lapse period, which is weekly for slot 1,2 & 3 flexitime), any excess working hours will be cleared/reset in EAS depending on the Reset and Allowance Dates.

The golden rules about Reset of Banktime:

- Reset Date Should be Last Close Date for Worksite. This implies that a closing of balance is required prior to reset.
- Allowance Date is the Date from which BankTime Earned is Allowed to be Carried Forward Until Next Reset. This implies that a closing balance figure on Allowance Date is required.

As an example, suppose January – November excess banktime can be carried forward up to end of December and December excess banktime can be carried forward up to end of January following year and so on, the way to proceed is as follows:

- Close balance on last Sunday of November or first Sunday of December (1st Allowance Date).
- Close balance on every multiple/next Sunday(s) up to last Sunday of December or first Sunday of January, depending on regular interval (Regular Closing Date(s)).
- Close balance on last Sunday of December or first Sunday of January. (1st Reset Date and 2nd Allowance Date).
- Reset on last Sunday of December or first Sunday of January with Allowance Date on last Sunday of November or first Sunday of December.
- Close balance on every multiple/next Sunday(s) up to last Sunday of January or first Sunday of February, depending on regular interval (Regular Closing Date(s)).
- Close balance on last Sunday of January or first Sunday of February. (2nd Reset Date)
- Reset on last Sunday of January or first Sunday of February with Allowance Date on last Sunday of December or first Sunday of January.
- Close balance on every multiple/next Sunday(s) up to next Allowance Date (Regular Closing Date(s)).

With 4 scenarios:

Emp ID	Jan-Nov			1st Allowance	Dec			1st Reset and 2nd Allowance	Jan			2nd Reset
	Excess	Short	Close	Next Open	Excess	Short	Close	Next Open	Excess	Short	Close	Next Open
123	+50	-40	+10	+10	+5	-10	+5	+5	+6	-5	+6	+6
456	+53	-43	+10	+10	+4	-11	+3	+3	+6	-7	+2	+2
789	+57	-47	+10	+10	+6	-9	+7	+6	+6	-5	+7	+6
321	+20	-13	+7	+7	0	-3	+4	0	0	-2 Deduct from Leaves	0	0
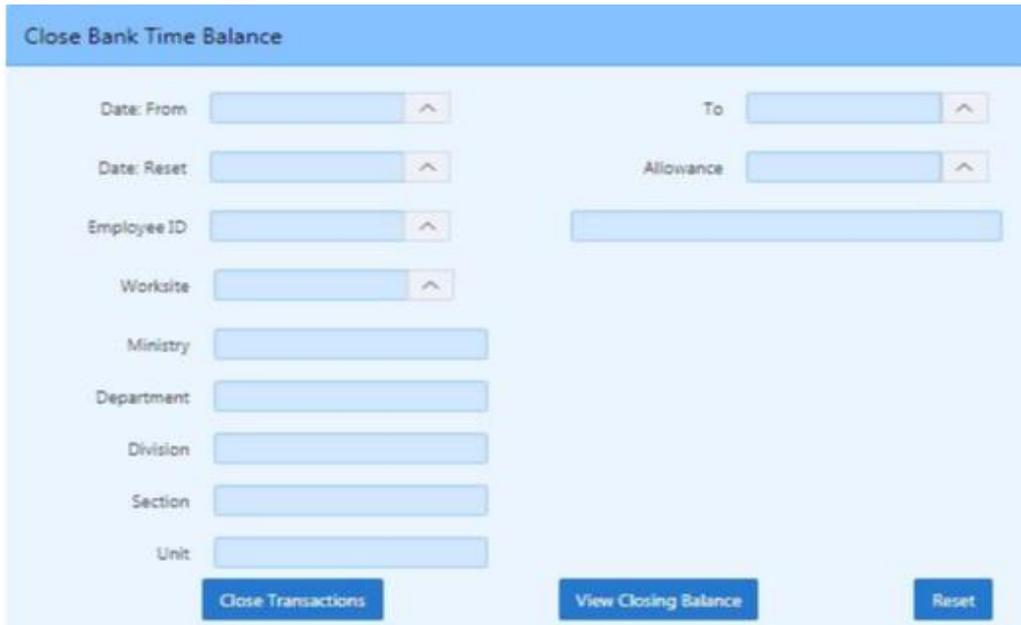
The close transaction button will keep the total of:

• Excess working hours due to Early Arrival

• Excess working hours due to Late Departure

• Short working hours due to Late Arrival – Offset Against Early Arrivals or Late Departures

• Short working hours due to Early Departure – Offset Against Early Arrivals or Late Departures

• Short working hours due to Late Arrival – Offset Against Attendance Banktime

• Short working hours due to Early Departure – Offset Against Attendance Banktime

• Short working hours due to Late Arrival – Offset Against causal/vacation leave entitlement

• Short working hours due to Early Departure – Offset Against causal/vacation leave entitlement

• Excessive short working hours due to excessive Late Arrival – Offset Against causal/vacation leave entitlement

• Excessive short working hours due to excessive Early Departure - Offset Against causal /vacation leave entitlement

• Closing of Employee Attendance Banktime Balance will be executed for a Period (YYYYMM) monthly at End of Month by accumulating (from last closing) the employees' Attendance Banktime Transactions using Banktime total Excess minus Short working hours - Offset Against Early Arrivals or Late Departures or Attendance banktime and Posting depending on the Posting access right of the HR Supervisor for Banktime Transaction Process Status Blank or 'Transfer'

• When Closing is successfully completed, the Banktime Transaction Process Status set to 'Close'.

The Attendance Banktime Transactions being closed can be viewed by clicking on View closing balance button.

7.5 Input Time-Off Request

This function will be used to input time-off request accumulated from banktime.

User can either search for a previous or a new time-off request by clicking on Add Row button. The following details need to be input:

- Request Date
- Employee
- Date
- Start Time
- End Time (End Time should be greater than start time)
- Requested Hr
- Approved Hr
- Approved Date
- Certified By

Upon saving the entry, a verification will be done against available banktime balance accumulated by the employee. Hence excess banktime must be accumulated, approved, processed and then closed prior to requesting time-off.

7.6 List of Requested Time-Off

This function will provide a list of Time-Off that has been requested.

List of Requested Time-Off

	Requested Date	Requested Type	Emp ID	Name	Date	Start Time	End Time	Requested Hr	Approved Hr	Approved Date	Approved By
✎	06/07/2017	TOF	10256	PURSEED-JAYANTEE	04/07/2017	14:00	22:00	-	-	18/01/2018	HOD
✎	12/07/2017	TOF	40450	-	03/07/2017	14:00	16:00	02:00	02:00	12/07/2017	-
✎	11/07/2017	TOF	-	-	13/07/2017	16:00	20:00	04:00	40:00	30/05/2017	-
✎	25/10/2017	TOF	12435	-	01/07/2017	08:00	17:00	07:00	07:00	19/01/2018	DHOD
✎	26/04/2018	TOF	10055	SOORJEE-RUJNEE	26/04/2018	16:00	20:00	04:00	04:00	26/04/2018	HOD
✎	10/11/2016	TOF	2	-	24/11/2016	12:30	16:30	04:00	16:00	-	-
✎	04/07/2017	TOF	35019	-	23/07/2017	09:00	16:00	06:30	06:00	-	-
✎	19/01/2018	TOF	10029	UJOODHA-AMEETA	18/01/2018	16:00	20:00	-	-	19/01/2018	HOD
✎	03/03/2017	TOF	1155	-	06/03/2017	08:00	18:30	11:30	11:30	03/03/2017	SYSTEM
✎	01/11/2017	TOF	2149	-	01/11/2017	14:00	16:00	02:00	02:00	01/11/2017	HOD
✎	19/10/2018	TOF	10055	SOORJEE-RUJNEE	22/10/2018	12:30	16:00	03:30	03:30	19/10/2018	HOD

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8. Overtime Module

This module will allow HR section to control and monitor overtime processes from authorization to calculation, including approval and transfer to HRMIS.

- Click on the Overtime list button to access the menu and functions for this module.

Overtime ∨

Input Overtime Authorisation
Input Adhoc Time Attendance
List of Requested Overtime
Process Overtime Transactions
Approve Overtime Transactions
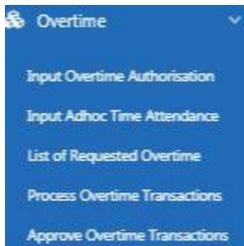
The Overtime module consists of:

- Input Overtime Authorization
- Input Adhoc Time Attendance
- List of Requested overtime
- Process Overtime Transactions
- Approve Overtime Transactions

8.1 Input Overtime Authorization

This function will be used to Input Overtime/Time-Off Authorization for calculation of overtime for specific period and to ensure that calculation of excess or short working hours (and even excessive short due to excessive lateness or early leave) from attendance is not effected during period of overtime/time-off.

Details maintained are:

- Employee Code/ID
- Request Date
- Type (Overtime/Time-Off – Max. half day subject to available balance in Attendance Banktime)
- Start Date & Time
- End Date & Time
- Total Overtime Hours
- Approved By
- Approved Date

8.2 Input Adhoc Time Attendance

This function will be used to Input Adhoc Time Attendance, calculated manually, for unplanned or adhoc working hours which are considered as extra hours put in over and above weekly normal hours for Staggered, Roster and Shift workers on Attendance from clocker or manual. Unless HRMIS can calculate the amount payable, these entries will be for recording purpose and can be used by Management, HR and Finance departments to monitor, cross-check and verify amount payable. One attendance entry per workday irrespective of multiple Worksites - default worksite will be recorded. For over-night shift, Attendance Date will be that of Start Time. Only one approval status will be allowed per attendance entry.

Details maintainable/updateable are:

- Lapse Day (for over-night shift)
- Lunch/Meal Hour
- Actual Working Hours
- Ad-hoc Type and Hours (Approved)
- Approved Status
  - Extra-Time
  - In-Attendance
  - On-Call
  - Bank/Extra Hours
  - Confinement
  - Stand-By
- Approved Date and By Who
- Remarks

8.3 List of Requested Overtime

This function will provide a list of overtimes that has been requested and approved. This list can be used for sign-off by approving head of department and later same can be sent to Finance Section as part of the payment process within payroll.

List of Requested Overtime

Emp ID	Name	Requested Date	Requested Type	Start Date	Start Time	End Date	End Time	Ovt Timeoff Requested	Ovt Timeoff Apprv	Approved Date	Approved By
23175	APPA-JEEJABYE BABBOO	25/05/2017	OVT	27/05/2017	08:00	28/05/2017	16:00	16:00	16:00	29/05/2017	DPS
23175	APPA-JEEJABYE BABBOO	29/05/2017	OVT	22/05/2017	16:00	26/05/2017	-	04:08	04:08	30/05/2017	DPS
23175	APPA-JEEJABYE BABBOO	14/06/2017	OVT	05/06/2017	16:00	11/06/2017	-	03:57	03:57	21/06/2017	SYSTEM
23173	ABEELUCK-KAMLESH TOOFANNY	08/05/2017	OVT	08/05/2017	16:30	14/05/2017	17:30	00:30	00:30	07/06/2017	SYSTEM
10058	MUKHOOD-NHITUSINGH	07/09/2017	OVT	07/09/2017	16:30	08/09/2017	-	-	-	-	-
11195	GOOLAUP-BENITA	19/09/2017	OVT	07/09/2017	-	-	-	-	-	06/09/2017	DPS
11534	NAUTHOO-BIBI NAFIZAH	12/09/2017	OVT	07/09/2017	15:15	12/09/2017	19:00	20:0	15:00	12/09/2017	EAS
1155	PATHER-SOOPRAMANIEN KANDASAMY	03/03/2017	OVT	06/03/2017	08:00	11/03/2017	18:30	11:30	11:30	03/03/2017	SYSTEM
35019	AHMOD-FAZAL	04/07/2017	TOF	23/07/2017	09:00	30/07/2017	16:00	06:30	06:00	-	-

8.4 Process Overtime Transactions

This function will consider the attendance transactions of employees and based on below conditions and their normal and actual working hours, overtime transactions (No. of Overtime Hours/Sessions – Transaction Type) will be generated for the employees. This can be done on a daily or weekly frequency but overtime hours will be computed for the week (Monday – Sunday).

➢ **Eligibility for Overtime**

For an employee to be eligible for overtime, the following conditions are needed:

- Officers drawing basic salary of less than Rs 42325 monthly. Overtime Allow flag needs to be set to 'Y'.
- Officers drawing basic salary between Rs 42,325 to Rs 56,450 monthly are paid 80% of the prescribed rate. Overtime Allow flag needs to be set to 'Y' and HRMIS will bring the rate to 80% when calculating the payment.
- Officers who are called upon to put in beyond 33¾ hours and less than 40 hours weekly **on a regular basis** and who cannot be granted time-off for the extra hours put-in, be paid at the normal hourly rate provided that the officer puts in a minimum of five hours in excess of 33¾ hours weekly. Extra hours will be computed with Reject status which can be approved by HR processing officer.
- Officers of the Inspectorate Cadre who are called upon to put in beyond 33¾ hours and less than 40 hours weekly should be paid at the normal hourly rate provided that the officers put in a minimum of five hours in excess of 33¾ hours weekly. Same as above.
- Sessional workers and Officers of the Disciplined Forces (Fire, Police, Prison) are not eligible.

➢ **Common Flexible Hour/Flexitime work**

- Work performed on Sunday and Public Holidays
- Work performed in excess of 40 hours in a week (except for Watchman – 60 hrs), are paid for any work done in excess of their normal hours of work.
- Lateness up to 30 minutes as defined in Late Arrival Limit of Working Hours Schedule should be reckoned against excess hour if available or leave entitlement. Lateness after

Late Arrival Limit should be deducted from overtime, subject to the officer having performed more than 40 hours' work in a week.

- Work overtime for a continuous period of over one week, are paid for any work done in excess of their normal hours of work, provided they have worked an average of 40 hours a week during the period of overtime.

➢ **Shift/Roster/Staggered Work**

- Shift worker is not entitled to overtime allowance for any work performed on Sundays and public holidays except where such work is performed in excess of the normal hours for the day or such work falls outside his shift.
- Shift worker is not required to perform more than six days' work in a week.
- Shift workers are paid overtime at approved rates for work in excess of 40 hours in a week, where the shift is of 40 hours weekly; and for work in excess of the appropriate multiple of 40 hours, where the shift covers a cycle.
- Watchmen are paid overtime at approved rates for work in excess of 60 hours in a week.

➢ **Computation of Overtime and Overtime Rates**

- Overtime allowance is based on the actual number of hours put in minus Lunch and Meal time (half an hour after each 4 hours of overtime) and the number of hours which the officer is deemed to have worked, as the case may be. A worker, on approved leave on any working day, is deemed to have put in eight hours of work or the number of hours he should have worked on that day, whichever is less. A shift/roster/staggered worker is deemed to have put in eight hours of work or the number of hours of work he should normally have worked, whichever is less, in respect of any public holiday falling on a weekday.
- When an officer performs the duties of a higher office, overtime allowance is computed on the basis of the total emoluments of the officer, inclusive of any acting or responsibility allowance drawn by him.
- The rates for payment of overtime are as follows:

Period	Hourly Rate
Between 6.00 a.m. and 11.00 p.m. on weekdays	1.5 times
Between 11.00 p.m. and 6.00 a.m. on weekdays	Twice
On Sundays, public holidays and officially declared Cyclone days	Twice

- The payment of an 'In-Attendance" allowance beyond normal working hours at the Recreation Centres, depending on the time slot are as follows:

Period
On Weekdays between 16:00 and 22:00 hours
On Weekdays between 22:00 and 08:00 hours the next day
On Saturdays between 08:00 and 22:00 hours
On Saturdays between 22:00 and 09:00 hours the next day

| On Sundays, public holidays and officially declared Cyclone days between 09:00 and 16:00 hours |
| On Sundays, public holidays and officially declared Cyclone days between 16:00 and 22:00 hours |
| On Sundays, public holidays and officially declared Cyclone days between 22:00 and 09:00 hours the next day |

- The payment of a 'Bank' allowance whilst on leave or off duty under "Bank of Fire Officers Scheme", depending on the no. of hours slot are as follows:

Period
First 3:00 hours
After 3:00 hours

Reference: PRB Report 2016 – paragraphs 18.5.61 – 18.5.69

At the time of Overtime Processing, the following information must be available for the pay period:

- Overtime Authorisation for Normal category (to check for overtime work on an average of 40 hours a week for a continuous period of over one week - Monday to Sunday, otherwise (unplanned) overtime will still be calculated daily on excess of the normal daily working hours cumulated over a week- Monday to Sunday but considered as Reject).
- Attendance (whether manual or automatic)
- Authorised Leaves/Time-Off (from HRMIS and EAS)
- Roster Workdays schedule for Shift and Roster category (to check for work falling outside normal hours for the day or outside shift or for work in excess of the appropriate multiple of 40 hours a week, where the shift covers a cycle within a pay period or In-Attendance/On-Call/Stand-By, otherwise (unplanned) overtime will be simply calculated on excess of 40 hours a week- Monday to Sunday, without any overtime rate but considered as Reject).
- Staggered category can use Overtime Authorisation or Roster Workdays schedule, depending on the frequency/duration of the overtime required. (to check for work falling outside normal hours can be shifted for the day as working start-end time is flexible, otherwise (unplanned) overtime will be calculated daily on excess of the normal daily working hours cumulated over a week- Monday to Sunday but considered as Reject).

In cases where the continuous period of overtime or the shift covering a cycle extends beyond a pay period, the computation of overtime can only be done manually.

➢ **None-Overtime Computation**

As an add-on to overtime transactions, the following will be included:

- For Sessional work arrangement, working sessions will be validated against Working Sessions Schedule Code of the employee and the No. of valid sessions against attendance for the pay period will be output in the overtime transaction.

- For Shift/Roster/Staggered work arrangement, In-Attendance/On-Call/Stand-By hours will be calculated from Attendance against the Roster Workdays schedule and the No. of hours put in, whichever is less, will be output in the overtime transaction.

➢ **Constraints and Limitations**

- Officers of the Disciplined Forces (Fire, Police, Prison) are not eligible for overtime allowance but are paid a commuted allowance in connection with special assignments. Hence commuted allowance is not within the scope of this project.
- Sessional workers are not eligible for overtime.
- Appropriate multiple of 40 hours, where the shift covers a cycle of > pay period, the computation of overtime can only be done manually.
- For Common work hours arrangement, Overtime period of > 1 weeks overlapping over 2 pay periods, the computation of overtime can only be done manually.
- For Overtime purpose, a Week starts on Monday and ends the following Sunday and all parameters are set on a weekly basis. Whichever is set on a Monthly basis will be converted to Weekly using (X x 12)/52. Likewise, whichever is set on a Fortnightly basis will be converted to Weekly using (X x 2 x 12)/52. Likewise, whichever is set on a Daily basis will be converted to Weekly using (X x No. of Weekly Working Days).
- For Shift roster template, a Week starts on Monday and ends the following Sunday.
- Only Employees on HRMIS.
- Time-off converting to Overtime after 4 months can only be done manually on HRMIS.
- Additional day(s) off or day(s)' pay given to workers on shift and workers employed on a roster basis whose day off coincides with a public holiday or work on a public holiday or weekend, is not within the scope of this project.
- To avoid overloading the CPU, Overtime Processing can be scheduled in Batch by Department or be fed in a Queue, given priority to loading of electronic attendance data during peak time-in period.

Below screen will operate as follows:

- Process Overtime based on Overtime Authorization, Attendance (Blank Overtime Process Status), Roster Workdays and Working Hours/Sessions Schedule for All Employee(s) for a Period (Weekly Monday – Sunday), Week No. and Posting depending on the Posting access right of the HR Supervisor once for valid Attendance on a weekly frequency.
- When Process Overtime is successfully completed, the Attendance Overtime Process Status is set to 'Populate' and Overtime Transaction Approval Status is set to 'Approve' and Transaction Type per working sessions schedule or Roster Workdays schedule or Overtime Authorization.
- The overtime Transactions being processed can be viewed by clicking on View Transaction button.

8.5 Approve Overtime Transactions

This function will allow the supervisor to approve or reject overtime transaction depending on the Posting access right of the HR Supervisor.

The supervisor will also have the facility to modify the overtime transaction into an extra-time by changing the status of the transaction. These transactions will also be pushed to the HRMIS as an extra time so that the employees may take them as time-off. Time-off being requested by employees will be managed in the HRMIS.

Overtime may also be authorised in advance at the planning stage to avoid approvals and exceptions afterwards. This makes for a flexible system adaptable to different user behavior and work processes.

9. Administration

This module will allow authorised users to configure and manage the users and user access rights for the smooth running of the EAS.

- Click on the Administration list button to access the menu and functions for this module.
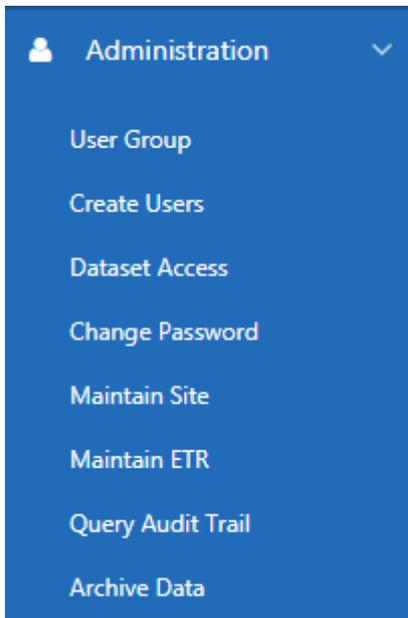
The Administration module consists of:

- User Group
- Create Users (Management of User Access Rights)
- Data Set Access
- Change Password
- Maintain Site
- Maintain ETR
- Query Audit Trail
- Archive Data

9.1 User Group

This function will be used to create user group (role) and attach each user group to a set of functions along with their rights. Access right may be 'Edit' and 'Query'.

Examples of user group: Officers, Supervisors, EAS Administrator

Although above 3 roles are mentioned, new one can be added to group combination of functions within any module or across modules and then assigned to users. As a good practice, role is the interface between job responsibility in the organisation and functions in the information system. In case of overlapping/cross job responsibility, more than one roles should be setup to contain only required function(s) per role – job responsibility so that user does not get more access than required. For example,

- ➢ Plan Officer
  - A:Create Roster Template
  - B:Generate Roster Workdays
  - C:Assign Employee to Roster
  - D:Query Roster

- ➢ Plan Supervisor
  - C:Assign Employee to Roster
  - D:Query Roster
  - E:Change Rest Day
  - F:Change Roster Group

There are 2 ways to setup and assign roles:
  - Role PO access ABCD
  - Role PS access CDEF
  - User PO will be assigned Role PO
  - User PS will be assigned Role PS

or

  - Role P1 access AB
  - Role P2 access CD
  - Role P3 access EF
  - User PO will be assigned Role P1 & P2
  - User PS will be assigned Role P2 & P3

User Group	
User Group	**Description**
HRNO-S	HRNO SHIFT OFFICERS
HRO-N	NORMAL HR OFFICERS
EAS_ADMIN	ADMIN USERS
SUPERVISOR	SUPERVISORS
	1 - 4

On double-clicking on a user group, menu access can set up as shown below – Read stands for Query Only and Write stands for Create and Update.

User Group

Role Name   HRNO-S

Description   HRNO SHIFT OFFICERS

Exit   Save   ‹

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Access Menu

	Page Description	**Module**	**Read**	**Write**
☐	User Group	ADM	☐	☐
☐	Create Users	ADM	☐	☐
☐	Change Password	ADM	☐	☐
☐	Biometric No Allocation	ADM	☐	☐
☐	Maintain Worksites	ADM	☐	☐
☐	Maintain ETR	ADM	☐	☐
☐	Query Audit Trail	ADM	☐	☐
☐	Clocker Data	ATT	☐	☐
☐	Create Attendance	ATT	☐	☐
☐	Manual Attendance	ATT	☐	☐

row(s) 1 - 10 of 46   ÷   Next ▶

Apply Changes

9.2 Create Users

This function will be used to create user and to manage access rights of users through user group (role) granted.

9.3 Data Set Access

This function will be used for setup of data access directly to user by Ministry/Department/Division/Section/Unit worksite irrespective of responsibility, role, paysite or worksite, referenced from Posting Combinations setup. The highest level will be Ministry and lowest Unit.

9.4 Change Password

This function will be used to Change user password. It is a good practice to change the password regularly with minimum 6 characters of at least medium complexity, i.e mixture of alphanumeric and symbolic characters.

9.5 Maintain Site

This function will be used to manage site details to indicate ETR location and assigned Ministry/ Department/Division/Section/Unit posting.

	Name	Address	Area	Active	Active Date	Date From	Date To
☐	EBENE TOWER	MORCELLEMENT UNIT, PLOT 52, CYBERCITY 1, EBENE	EBENE	☑	21/08/2018	21/08/2018	
☐	SILVER CREST COURT	16, MGR. GONIN, PORT LOUIS	PORT LOUIS	☑	21/08/2018	21/08/2018	
☐	RADIATION PROTECTION AUTHORITY	37, ST GEORGE STREET, PORT LOUIS	PORT LOUIS	☑	09/01/2019	09/01/2019	
☐	MUTUAL AID BUILDING	5 GUY ROZEMONT SQUARE, PORT-LOUIS	PORT LOUIS	☑	01/01/2018	01/01/2018	
☐	LOCAL GOVERNMENT SERVICE COMMISSION	7, LOUIS PASTEUR STREET, FOREST SIDE		☑	21/08/2018	21/08/2018	
☐	ALBION FISHERIES RESEARCH CENTRE	ALBION		☑	21/08/2018	21/08/2018	
☐	SAMLO TOWER	AURELLE FEILLAFE ST, PORT LOUIS		☑	21/08/2018	21/08/2018	
☐	ES HORTICULTURE	BARKLY, ROSE HILL		☑	21/08/2018	21/08/2018	
☐	BIGARA	BIGARA, CUREPIPE	CUREPIPE	☐			
☐	FOOKS HOUSE	BOURBON STREET, PORT LOUIS	PORT LOUIS	☐			

row(s) 1 - 10 of 173   Next ▶

9.6 Maintain ETR

This function will be used to manage ETR details to be assigned to a site which can drill up to a Ministry/

Department/Division/Section/Unit posting.

9.7 Query Audit Trail

This function will be used to query all the changes to the fields that are set for audit.

Employee ID	Employee NID	Primary Key ID	Table Name	Field Name	Old Value	New Value	User Modified	Date Modified
174561	A1086478124678	174561	EAS_PAY_PERIOD	EAS_ROS_CODE	201601	201602	JACK	10/10/2016 11:00:00
100200	C1086478124678	100200	EAS_EMPLOYEE	EE_OVERTIME_FLAG	N	Y	ADMIN	11/10/2016 15:00:00
102001	D1086478124678	102001	EAS_EMPLOYEE	EE_TIME_OFF	Y	N	SHEILA	12/10/2016 16:00:00
100206	F1086478124678	100206	EAS_ATTENDANCE	EATT_EMP_SCHEDULE	SCH1	SCH3	USER1	13/10/2016 09:00:00
100209	P1086478124678	100209	EAS_OVERTIME_TRANS	EOTT_LUNCH_MEAL_HR	2	1	USER2	20/10/2016 14:17:00

1 - 5

The fields that are set for audit are:

- Employee NID
- Employee Name
- Working Hours Schedule Code
- Roster Template
- Roster Workdays
- Attendance Time-In/Out
- Attendance Condition Code/Hour
- Overtime to Time-Off Approval Change

9.8 Achieve Data

This function will allow authorised users to archive data whose date (see below) is older than the date archive specified.
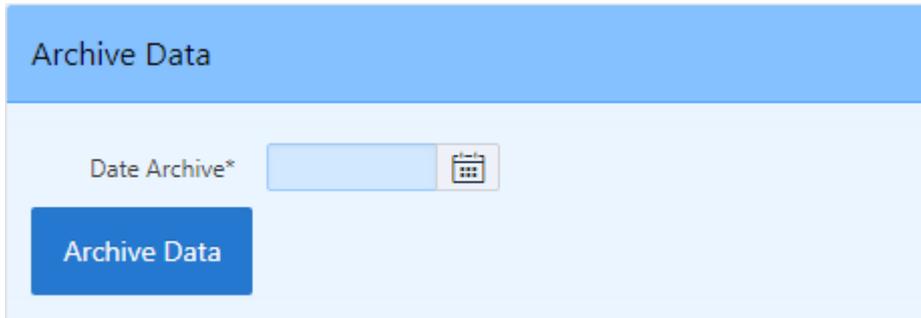
The data archived are:

- Employee Data (any one of below date)
- Clocker Data (clocker date)
- Attendance Data (attendance date)
- WorkDays Data (shift date)
- Banktime Transactions Data (transaction date)
- Banktime Closing Balances Data (balance date)
- Overtime Transactions Data (overtime date)

and can be queried in Archive module. Once archived, the data will not be available online as live data, therefore the data archived chosen must be older than the regulatory cut-off date required for online viewing.

10. Report Module

This module groups all the reports that are available within EAS, subject to access right granted.

- Click on the Report list button to access the menu and functions for this application.
- All reports are printed in landscape format.

Reports ⌄
Attendance Daily
Absent List
List of Attendance
Bank Report
Odd Punching Report
Attendance Bank Balance
Early/Late Arrival (Monthly)
Monthly Absent
Overtime Report
Daily State Report
Training Report
Roster Report
Monthly Roster Report
List of Clocker Information
Consolidated Attendance
Attendance By Ministry/Department
Statement of Lateness Across Ministries
Short Weekly Working Hours
Daily Attendance Time-In

The Report module consists of:

- Attendance Daily
- Absent List
- List of Attendance
- Bank Report
- Odd Punching Report
- Attendance Bank Balance
- Early/Late Arrival (Monthly)
- Monthly Absent
- Overtime Report
- Daily State Report
- Training Report
- Roster Report
- Monthly Roster Report
- List of Clocker Information
- Consolidated Attendance
- Attendance By Ministry/Department
- Statement of Lateness Across Ministry/Department
- Short Weekly Working Hours
- Daily Attendance Time-In

10.1   Attendance Daily

This is a PDF report to list employee daily attendance for the period specified. The list can also be downloaded in Excel although the display may be slightly different and may require editing.

Report Parameters are as follows:

- Date From
- Date To
- Employee ID
- PC ID (Posting Combination)

Sort By: Attendance Date, Employee ID

Daily Attendance

Date: From	08/05/2017	To	14/05/2017
Employee ID	15538	PC ID	1224
Ministry	MINISTRY OF CIVIL SERVICE AND AR		
Department			
Division	HEAD OFFICE FOR MCSAR		
Section	OPEN REGISTRY FOR HO MCSAR		
Unit			

Run In Pdf   **Run In Excel**

Republic of Mauritius
Attendance Management System
Attendance Daily

Ministry 444, Department , Division 1091, Section 2269
Date From   08/05/2017   Date To   14/05/2017
Employee ID   15538

NID		Employee Name	Site	Shift	Date	Shift/Flexi Start	End Time	Actual InTime	OutTime	Transaction Type
Ministry	444	MINISTRY OF CIVIL SERVICE AND AR								
Department										
Division	1091	HEAD OFFICE FOR MCSAR								
Section	2269	OPEN REGISTRY FOR HO MCSAR								
Unit										
Class		GENERAL SERVICE								
F1202860500202		FOWDAR DOORGESH	1224-OPEN REGISTRY FOR HO MCSAR	OFFICER FLEXITIME 8:45	08/05/2017	08:45	16:00	09:33	16:43	
F1202860500202		FOWDAR DOORGESH	1224-OPEN REGISTRY FOR HO MCSAR	OFFICER FLEXITIME 8:45	09/05/2017	08:45	16:00	09:31	16:43	
F1202860500202		FOWDAR DOORGESH	1224-OPEN REGISTRY FOR HO MCSAR	OFFICER FLEXITIME 8:45	10/05/2017	08:45	16:00	09:18	16:40	
F1202860500202		FOWDAR DOORGESH	1224-OPEN REGISTRY FOR HO MCSAR	OFFICER FLEXITIME 8:45	11/05/2017	08:45	16:00	09:24	16:38	
F1202860500202		FOWDAR DOORGESH	1224-OPEN REGISTRY FOR HO MCSAR	OFFICER FLEXITIME 8:45	12/05/2017	08:45	16:00	09:26	16:39	

10.2   Absent List

This is a PDF report to list employees who are absent for the period specified. The list can also be downloaded in Excel although the display may be slightly different and may require editing.

Report Parameters are as follows:

- Date From
- Date To
- Employee ID
- PC ID (Posting Combination)

Sort By: Absent Date, Employee ID

10.3   List of Attendance

This an interactive report in which data column from Attendance can be selected, filtered, sorted and downloaded to excel for further manipulation. Attendance is filtered for current date by default.

10.4   Bank Report

This is a PDF report to list the Bank Time accumulated on a daily basis of the employee for the period specified. The list can also be downloaded in Excel although the display may be slightly different and may require editing.

Report Parameters are as follows:

- Date From
- Date To
- Employee ID
- PC ID (Posting Combination)

Sort By: Attendance Date, Employee Id

The column Bank Time in the report is calculated on a daily basis based on total of excess time accumulated and/or short time deducted on arrival (time-in) and/or departure (time-out) for the schedule code of the employee.

Bank Report

Date: From	01/05/2017		To	22/05/2017	
Employee ID	15538	∧	PC ID	1224	∧
Ministry	MINISTRY OF CIVIL SERVICE AND AR				
Department					
Division	HEAD OFFICE FOR MCSAR				
Section	OPEN REGISTRY FOR HO MCSAR				
Unit					

Run In Pdf   **Run In Excel**

Republic of Mauritius
Attendance Management System
Bank Report

Ministry 444, Department , Division 1091, Section 2269
Date From   01/05/2017   Date To   22/05/2017
Employee ID   15538

NID	Site		Shift	Date	InTime	OutTime	BankTime
Ministry	444	MINISTRY OF CIVIL SERVICE AND AR					
Department							
Division	1091	HEAD OFFICE FOR MCSAR					
Section	2269	OPEN REGISTRY FOR HO MCSAR					
Unit							
Employee	FOWDAR DOORGESH						
Class	GENERAL SERVICE						
F1202860500202	1224-OPEN REGISTRY FOR HO MCSAR		OFFICER FLEXITIME 8:45	02/05/2017	09:45	16:20	-00:45
F1202860500202	1224-OPEN REGISTRY FOR HO MCSAR		OFFICER FLEXITIME 8:45	03/05/2017	09:37	16:39	-00:37
F1202860500202	1224-OPEN REGISTRY FOR HO MCSAR		OFFICER FLEXITIME 8:45	04/05/2017	09:25	15:55	-00:45
F1202860500202	1224-OPEN REGISTRY FOR HO MCSAR		OFFICER FLEXITIME 8:45	05/05/2017	09:20	16:31	-00:20
F1202860500202	1224-OPEN REGISTRY FOR HO MCSAR		OFFICER FLEXITIME 8:45	08/05/2017	09:33	16:43	-00:33
F1202860500202	1224-OPEN REGISTRY FOR HO MCSAR		OFFICER FLEXITIME 8:45	09/05/2017	09:31	16:43	-00:31
F1202860500202	1224-OPEN REGISTRY FOR HO MCSAR		OFFICER FLEXITIME 8:45	10/05/2017	09:18	16:40	-00:18
F1202860500202	1224-OPEN REGISTRY FOR HO MCSAR		OFFICER FLEXITIME 8:45	11/05/2017	09:24	16:38	-00:24
F1202860500202	1224-OPEN REGISTRY FOR HO MCSAR		OFFICER FLEXITIME 8:45	12/05/2017	09:26	16:39	-00:26
F1202860500202	1224-OPEN REGISTRY FOR HO MCSAR		OFFICER FLEXITIME 8:45	15/05/2017	09:49	16:41	-00:49
F1202860500202	1224-OPEN REGISTRY FOR HO MCSAR		OFFICER FLEXITIME 8:45	16/05/2017	10:06	16:44	-01:06
F1202860500202	1224-OPEN REGISTRY FOR HO MCSAR		OFFICER FLEXITIME 8:45	17/05/2017	09:27	17:00	-00:27
F1202860500202	1224-OPEN REGISTRY FOR HO MCSAR		OFFICER FLEXITIME 8:45	18/05/2017	09:30	16:42	-00:30
F1202860500202	1224-OPEN REGISTRY FOR HO MCSAR		OFFICER FLEXITIME 8:45	19/05/2017	09:20	16:40	-00:20
F1202860500202	1224-OPEN REGISTRY FOR HO MCSAR		OFFICER FLEXITIME 8:45	22/05/2017	12:12	16:44	00:00

10.5   Odd Punching Report

This is a PDF exception report to list employees whose daily attendance has missing Time-In or Time-Out for the period specified.

Report Parameters are as follows:

- Date From
- Date To
- Employee ID
- PC ID (Posting Combination)

Sort By: Attendance Date, Employee Id

Odd Punching Report

Date: From	01/03/2017		To	30/03/2017	
Employee ID		^	PC ID	438	^

Ministry	MINISTRY OF CIVIL SERVICE AND AR
Department	
Division	
Section	SCHEME OF SERVICE
Unit	

Run Report

Republic of Mauritius
Attendance Management System
Odd Punching Report

Ministry 444, Department , Division , Section 492
Date From   01/03/2017   Date To   30/03/2017
Employee ID

NID	Employee Name	Site	Date	InTime	OutTime
Class	TRAINEE				
C190291190101B	LUTCHMANAH MARIE KETTY LORESTINE CHEVILLA	438-SCHEME OF SERVICE	06/03/2017	15:45	
C190291190101B	LUTCHMANAH MARIE KETTY LORESTINE CHEVILLA	438-SCHEME OF SERVICE	10/03/2017	15:45	
C190291190101B	LUTCHMANAH MARIE KETTY LORESTINE CHEVILLA	438-SCHEME OF SERVICE	13/03/2017	15:46	
C190291190101B	LUTCHMANAH MARIE KETTY LORESTINE CHEVILLA	438-SCHEME OF SERVICE	15/03/2017	15:46	
C190291190101B	LUTCHMANAH MARIE KETTY LORESTINE CHEVILLA	438-SCHEME OF SERVICE	20/03/2017	09:18	
C190291190101B	LUTCHMANAH MARIE KETTY LORESTINE CHEVILLA	438-SCHEME OF SERVICE	21/03/2017	15:45	
C190291190101B	LUTCHMANAH MARIE KETTY LORESTINE CHEVILLA	438-SCHEME OF SERVICE	22/03/2017	15:45	
C190291190101B	LUTCHMANAH MARIE KETTY LORESTINE CHEVILLA	438-SCHEME OF SERVICE	23/03/2017	15:46	
C190291190101B	LUTCHMANAH MARIE KETTY LORESTINE CHEVILLA	438-SCHEME OF SERVICE	24/03/2017	15:45	
C190291190101B	LUTCHMANAH MARIE KETTY LORESTINE CHEVILLA	438-SCHEME OF SERVICE	27/03/2017	15:44	

10.6   Attendance Bank Balance

This is a PDF report to list the Excess and/or Short working hours on both Arrival (Time-In) and Departure (Time-Out), Bank Time accumulated and Balance on a daily basis of the employee for the period specified. The list can also be downloaded in Excel although the display may be slightly different and may require editing.

Report Parameters are as follows:
- Date From
- Date To
- Employee ID
- PC ID (Posting Combination)

Sort By: Attendance Date, Employee Id

The column Balance in the report is the total Bank Time accumulated between dates over opening balance.

Republic of Mauritius

Attendance Management System

Attendance Bank Balance

Ministry 124, Department , Division , Section

Date From   01/04/2017   Date To   30/04/2017

Employee ID   13384

NID	Site	Shift	Date	Shift StartTime	Shift EndTime	Actual InTime	Actual OutTime	In Time Difference	Out Time Difference	Bank Difference	Balance
Ministry	124										
Department											
Division											
Section											
Unit											
Employee	BISSESSUR RAJNEETA										
Class										Opening:	00:00
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	01/04/2017	08:45	16:00	08:27	16:07	00:15	00:07	00:22	00:22
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	02/04/2017	08:45	16:00	09:04	16:10	-00:19	00:10	-00:09	00:13
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	03/04/2017	08:45	16:00			00:00	00:00	00:00	00:13
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	04/04/2017	08:45	16:00	08:42	15:41	00:03	-00:19	-00:16	-00:03
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	05/04/2017	08:45	16:00	08:47	16:06	-00:02	00:06	00:04	00:01
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	08/04/2017	08:45	16:00	08:16	16:04	00:15	00:04	00:19	00:20
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	09/04/2017	08:45	16:00	08:05	16:02	00:15	00:02	00:17	00:37
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	10/04/2017	08:45	16:00	08:01	15:56	00:15	-00:04	00:11	00:48
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	11/04/2017	08:45	16:00	08:04		00:00	00:00	00:00	00:48
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	12/04/2017	08:45	16:00	08:07	16:09	00:15	00:09	00:24	01:12
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	15/04/2017	08:45	16:00	08:06	16:10	00:15	00:10	00:25	01:37
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	16/04/2017	08:45	16:00	08:05	16:13	00:15	00:13	00:28	02:05
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND	OFFICER FLEXITIME 8:45	17/04/2017	08:45	16:00	08:36	15:57	00:09	-00:03	00:06	02:11

Date   11/06/2017   Page 1 of 2   User   EAS

Republic of Mauritius

Attendance Management System

Attendance Bank Balance

Ministry 124, Department , Division , Section

Date From   01/04/2017   Date To   30/04/2017

Employee ID   13384

NID	Site	Shift	Date	Shift StartTime	Shift EndTime	Actual InTime	Actual OutTime	In Time Difference	Out Time Difference	Bank Difference	Balance
	ADMINISTRATIVE REFORMS										
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	18/04/2017	08:45	16:00	07:58	16:05	00:15	00:05	00:20	02:31
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	19/04/2017	08:45	16:00	08:35	16:08	00:10	00:08	00:18	02:49
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	22/04/2017	08:45	16:00	08:13	16:03	00:15	00:03	00:18	03:07
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	23/04/2017	08:45	16:00	08:35	16:07	00:10	00:07	00:17	03:24
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	24/04/2017	08:45	16:00	09:03	16:07	-00:18	00:07	-00:11	03:13
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	25/04/2017	08:45	16:00			00:00	00:00	00:00	03:13
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	26/04/2017	08:45	16:00	08:27	15:48	00:15	-00:12	00:03	03:16
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	29/04/2017	08:45	16:00	08:11	12:07	00:15	-03:53	-03:38	-00:22
U050180310074B	124-MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	OFFICER FLEXITIME 8:45	30/04/2017	08:45	16:00	09:05	16:06	-00:20	00:06	-00:14	-00:36

Signature...

Certified correct according to

       (i) Electronic Attendance System

       (ii) Log Book

                                      for Senior Chief Executive

Date   11/06/2017   Page 2 of 2   User   EAS

10.7   Early/Late Arrival (Monthly)

This is a PDF report to print the statistics on the monthly no. of Early/Late Arrivals to work of the employee for the year.

Report Parameters are as follows:

- Year
- Employee ID
- PC ID (Posting Combination)

Sort By: Employee Id

Republic of Mauritius
Attendance Management System
Early/Late Arrival (Monthly)

Ministry 444, Department , Division 1091, Section 2269

Employee id   15538

Name	January				Febuary				March				April				May				June			
	< 8.45	8.46 To 9.00	9.01 To 9.15	> 9.15	< 8.45	8.46 To 9.00	9.01 To 9.15	> 9.15	< 8.45	8.46 To 9.00	9.01 To 9.15	> 9.15	< 8.45	8.46 To 9.00	9.01 To 9.15	> 9.15	< 8.45	8.46 To 9.00	9.01 To 9.15	> 9.15	< 8.45	8.46 To 9.00	9.01 To 9.15	> 9.15
Class	**July**				**August**				**September**				**October**				**November**				**December**			
	< 8.45	8.46 To 9.00	9.01 To 9.15	> 9.15	< 8.45	8.46 To 9.00	9.01 To 9.15	> 9.15	< 8.45	8.46 To 9.00	9.01 To 9.15	> 9.15	< 8.45	8.46 To 9.00	9.01 To 9.15	> 9.15	< 8.45	8.46 To 9.00	9.01 To 9.15	> 9.15	< 8.45	8.46 To 9.00	9.01 To 9.15	> 9.15

Ministry   444   MINISTRY OF CIVIL SERVICE AND AR
Department
Division   1091   HEAD OFFICE FOR MCSAR
Section   2269   OPEN REGISTRY FOR HO MCSAR
Unit

FOWDAR DOORGESH	0	0	0	0	0	0	0	0	0	1	3	15	1	1	5	13	0	0	2	19	0	3	3	10
GENERAL SERVICE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

10.8   Monthly Absent

This is a PDF report to print the statistics on the monthly no. of days absent to work of the employee for the year.

Report Parameters are as follows:

- Year
- Employee ID
- PC ID (Posting Combination)

Sort By: Employee Id

Republic of Mauritius
Attendance Management System
Absent List(Monthly)

Ministry 444, Department , Division 1091, Section 2269
Employee id   15538

Name		Class	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ministry	444	MINISTRY OF CIVIL SERVICE AND AR												
Department														
Division	1091	HEAD OFFICE FOR MCSAR												
Section	2269	OPEN REGISTRY FOR HO MCSAR												
Unit														
FOWDAR DOORGESH		GENERAL SERVICE	0	0	0	0	1	0	0	0	0	0	0	0

10.9 Overtime Report

This an interactive report in which data column from Overtime Transactions can be selected, filtered, sorted and downloaded to excel for further manipulation or send to Financial section for Payment purpose.

10.10 Daily State Report

This is a PDF report to print the no. of employees by grade having Attendance Trans Type for the period specified. The Matrix style displayed the Grade in the x-axis, Attendance Trans Type in the y-axis and the no. of employees as the data in the body. It is used by the MPF.

Report Parameters are as follows:

- Date From
- Date To
- PC ID (Posting Combination)

Sort By: Attendance Date, Employee Id

Daily State Report

User EAS
Date 31/05/2019

Date From   01/05/2018   Date To   31/05/2018

	Adviser	Assistant Director, Safety and Health Unit	Assistant Financial Officer	Assistant Manager (Procurement and Supply)	Assistant Manager, Financial Operations (Future Holder)	Assistant Manager, Human Resources	Assistant Permanent Secretary	Assistant Systems Analyst/Senior Assistant Systems Analyst	Computer Support Officer/Senior Computer Support Officer (on roster)	Confidential Secretary	Deputy Director, Human Resource Management	Deputy Permanent Secretary	Director, Human Resource Management	Director, Safety and Health Unit	Driver
AF SL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AH CL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AHSLEAVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLEAVE	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0
LWP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MH CL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SLEAVE	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
TLEAVE	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0
TOF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
UNAUTHL	7	6	1	1	5	48	13	12	4	20	9	7	3	6	31
PRESENT STRENGTH	16	17	22	22	18	202	54	11	17	116	14	59	22	17	38
Total	23	23	23	23	23	251	68	23	21	136	23	69	25	23	69

	Employed to give assistance at Management Support Officer Level	Financial Officer/Senior Financial Officer	Head Office Auxiliary	Human Resource Executive	Human Resource Management Officer(Personal)	Internal Control Officer/Senior Internal Control Officer	Library Clerk	Library and Documentation Officer	Management Support Officer	Manager (Procurement and Supply)	Manager, Financial Operations	Manager, Human Resources	Office Auxiliary/Senior Office Auxiliary	Office Management Assistant	Office Management Executive
AF SL	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0
AH CL	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2
AHSLEAVE	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
CLEAVE	0	0	0	1	0	0	0	0	0	0	0	0	0	3	1
LWP	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
MH CL	0	0	0	1	0	0	0	0	2	0	0	0	0	1	0
SLEAVE	0	0	0	0	0	0	0	0	10	0	0	0	0	2	1
TLEAVE	0	0	0	0	0	0	0	0	3	0	0	0	0	1	0
TOF	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
UNAUTHL	34	7	21	84	10	0	8	2	210	15	3	31	47	112	13
PRESENT STRENGTH	176	36	43	434	36	11	38	21	897	8	20	107	467	648	75
Total	211	43	64	520	46	11	46	23	1125	23	23	138	514	769	92

	Permanent Secretary	Principal Internal Control Officer	Principal Safety and Health Officer (Personal)	Procurement and Supply Officer/Senior Procurement and Supply Officer	Receptionist/Telephone Operator	Safety and Health Officer/Senior Safety and Health Officer (Future Holder)	Safety and Health Officer/Senior Safety and Health Officer (Personal)	Senior Chief Executive	Senior Human Resource Executive (Future Holder)	Senior Human Resource Executive (Personal)	Senior Library and Documentation Officer	Senior Systems Analyst	Stores Attendant	Word Processing Operator	Total
AF SL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
AH CL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
AHSLEAVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
CLEAVE	1	0	0	0	0	0	0	0	0	0	0	0	0	2	10
LWP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
MH CL	0	0	0	0	0	0	0	0	0	0	0	0	0	1	5
SLEAVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14
TLEAVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6
TOF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
UNAUTHL	4	1	23	3	6	31	31	2	18	23	3	4	4	4	927
PRESENT STRENGTH	39	22	65	20	40	35	76	21	29	69	20	19	19	107	4243
Total	44	23	88	23	46	66	107	23	47	92	23	23	23	114	5213

10.11 Training Report

This an interactive report in which data column from Employees following Trainings can be selected, filtered, sorted and downloaded to excel for further manipulation.

Training Report

Emp ID	Name	Training Type	Training Name	Training Description	Training Site	Remarks	Start Date	End Date	Start Time	End Time	Cancel	Cancel Reason	Date Cancelled
2239	VEERAPEN-SEERONMANEE	SEM1	SEMINAR	LEADERSHIP	FOOK HOUSE	-	03/07/2018	05/07/2018	10:00	15:00	-	-	-
2235	VALAYDON-TCHENAYEGEE	SEM1	SEMINAR	LEADERSHIP	FOOK HOUSE	-	03/07/2018	05/07/2018	10:00	15:00	-	-	-
501	GOOLJAR-JAIANTEE	CONF	CONFERENCE	QUALITY MANAGEMENT	CISD	-	23/07/2018	27/07/2018	09:00	16:00	-	-	-
558	JHOWRY-POOSPMAWTEE	CONF	CONFERENCE	QUALITY MANAGEMENT	CISD	-	23/07/2018	27/07/2018	09:00	16:00	-	-	-
140	ROOJEE-KAIYOOM	CONF	CONFERENCE	QUALITY MANAGEMENT	CISD	-	23/07/2018	27/07/2018	09:00	16:00	Y	VL	31/05/2018
499	GOBURDHONE-LALITA	CONF	CONFERENCE	QUALITY MANAGEMENT	CISD	-	23/07/2018	27/07/2018	09:00	16:00	Y	BUS	31/05/2018

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10.12 Roster Report

This is a PDF report to print the Roster Workdays Planning generated or manually input/updated for the period specified. The Matrix style displayed the Shift Time Slot in the x-axis, Shift Date in the y-axis and the Team as the data in the body. The team members are listed after the schedule planning. The report can also be downloaded in Excel although the display may be slightly different and may require editing.

Report Parameters are as follows:

- Date From
- Date To
- Roster Code
- PC ID (Posting Combination)

Sort By: Shift Time Slots (based on Roster Template Details.Remarks), Shift Date

Roster Report

| Date: From | 01/03/2017 | To | 31/03/2017 |
| Roster Code | CIV | PC ID | |

Ministry

Department

Division

Section

Unit

Run In Pdf   Run In Excel

Roster Report

Date From 01/03/2017 Date To 31/03/2017   User PLANNER
Roster CIV - AERONAUTICAL INFORMATION OFFICER ROSTER   Date 20/02/2017

Date	Day	08:00-16:00	16:00-24:00	00:00-08:00	Off
01/03/2017	WED	A B C D	C	B	D
02/03/2017	THU	D	A B C D	C	B
03/03/2017	FRI	B	D	A B C D	C
04/03/2017	SAT	C	B	D	A B C D
05/03/2017	SUN	A B C D	C	B	D
06/03/2017	MON	D	A B C D	C	B
07/03/2017	TUE	B	D	A B C D	C
08/03/2017	WED	C	B	D	A B C D
09/03/2017	THU	A B C D	C	B	D
10/03/2017	FRI	D	A B C D	C	B
11/03/2017	SAT	B	D	A B C D	C
12/03/2017	SUN	C	B	D	A B C D
13/03/2017	MON	A B C D	C	B	D
14/03/2017	TUE	D	A B C D	C	B
15/03/2017	WED	B	D	A B C D	C
16/03/2017	THU	C	B	D	A B C D
17/03/2017	FRI	A B C D	C	B	D
18/03/2017	SAT	D	A B C D	C	B
19/03/2017	SUN	B	D	A B C D	C
20/03/2017	MON	C	B	D	A B C D
21/03/2017	TUE	A B C D	C	B	D
22/03/2017	WED	D	A B C D	C	B
23/03/2017	THU	B	D	A B C D	C
24/03/2017	FRI	C	B	D	A B C D
25/03/2017	SAT	A B C D	C	B	D
26/03/2017	SUN	D	A B C D	C	B
27/03/2017	MON	B	D	A B C D	C
28/03/2017	TUE	C	B	D	A B C D
29/03/2017	WED	A B C D	C	B	D
30/03/2017	THU	D	A B C D	C	B
31/03/2017	FRI	B	D	A B C D	C

TEAM A
CHOYTOO ZAMEER
MOSAHEB ASHNA
SOOBARUTH BOHESH

TEAM B
BAROSA AJMAL
PEERALLY KALIDASS
REESAUL HEMA

TEAM C
BAHADOOR NAUSHAD
BISSESSUR BHUPENDRA
GUNESS MAHESHWAR

TEAM D
BACCUS MITRADEV
KEERPAUL REAZ
PURMESSUR AVINASH

10.13 Monthly Roster Report

This is a PDF report to print the Roster Workdays Planning generated or manually input/updated for the period specified. The Matrix style displayed the Shift Date in the x-axis, Rank, Departmental No.

and Surname in the y-axis and the Shift Label (based on Roster Template Details.Remarks) as the data in the body. The report can also be downloaded in Excel for printing purpose if it does not fit nicely on a A4 paper as shown below in 2 parts. Also the display may be slightly different and may require editing. It is used by the MPF.

Report Parameters are as follows:

- Date From
- Date To
- Roster Code
- Display Column (Rank and Departmental No. visibility)
- PC ID (Posting Combination)

Sort By: Shift Date
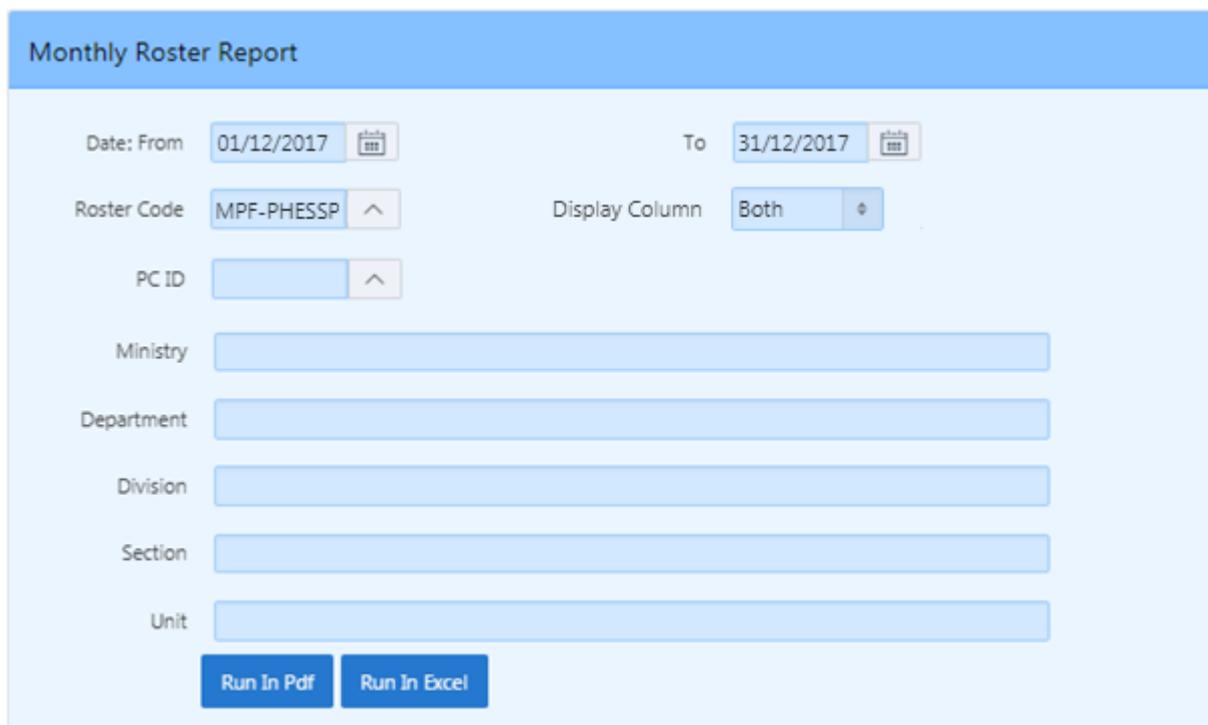
Monthly Roster Report

Date From 01/12/2017   Date To   30/12/2017   User PLANNER
Roster MPF-PHESSPS - POPE HENNESSY   Date 17/06/2019

Rank	Dept	Surname	01 FRI	02 SAT	03 SUN	04 MON	05 TUE	06 WED	07 THU	08 FRI	09 SAT	10 SUN	11 MON	12 TUE	13 WED	14 THU	15 FRI	16 SAT	17 SUN	18 MON	19 TUE
Assistant Superintendent of Police	ASP	GERARD	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2
		GOVINDA REDDI	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2
		HOSSENBOCUS	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1
Chief Inspector of Police	CI	DOMUN	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2
		REDDY	1	1	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	WL	1	WL	3	2	1 OR 2	1
		SEESURUN	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2
Inspector of Police	INSP	G RAMDOO	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2
		HURREE	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1
		NOWBUTH	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2
		SEEBALUCK	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1
		SIMOTHY	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1
		SOOBUL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1
		TEELOKEE	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1
Police Constable	PC 10684	BHOOJEDHU	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
	PC 10750	APPADOO	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1
	PC 10827	BIJLALL	1	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3
	PC 11013	BOODOO	1	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3
	PC 11077	BEERBUL	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
	PC 11107	RAMASAWMY	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
	PC 11152	JEEMON	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2
	PC 3074	BEEHARRY	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
	PC 352	FOOLMAUN	1	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3
	PC 364	SEWLALL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1
	PC 390	POWER	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
	PC 400	RAPHAEL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1
	PC 539	CHINNABANS	1	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3
	PC 5484	BHURUTH	1	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3
	PC 5683	PURESH	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
	PC 6749	SUBDURALLY	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2
	PC 8992	BUCKTOWAR	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
	PC 9992	BAICHOO	1 OR 2	WL	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3
	TPC 10860	ELYBUX	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
Police Corporal	CPL 945	GUNNESS	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
Police Sergeant	PS 2417	BERTRAND	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1
	PS 2946	HURREE	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2
Woman Sub-Inspector of Police	WSI	TRANQUILLE	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1

Rank	Dept	Surname	20 WED	21 THU	22 FRI	23 SAT	24 SUN	25 MON	26 TUE	27 WED	28 THU	29 FRI	30 SAT
Assistant Superintendent of Police	ASP	GERARD	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2
		GOVINDA REDDI	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1
		HOSSENBOCUS	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL

Rank	Dept	Surname	20 WED	21 THU	22 FRI	23 SAT	24 SUN	25 MON	26 TUE	27 WED	28 THU	29 FRI	30 SAT
Chief Inspector of Police	CI	DOMUN	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2
		REDDY	2	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
		SEESURUN	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2
Inspector of Police	INSP	G RAMDOO	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1
		HURREE	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
		NOWBUTH	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2
		SEEBALUCK	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
		SIMOTHY	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
		SOOBUL	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
		TEELOKEE	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
Police Constable	PC 10684	BHOOJEDHU	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3
	PC 10750	APPADOO	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
	PC 10827	BIJLALL	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2
	PC 11013	BOODOO	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2
	PC 11077	BEERBUL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3
	PC 11107	RAMASAWMY	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3
	PC 11152	JEEMON	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1
	PC 3074	BEEHARRY	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3
	PC 352	FOOLMAUN	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2
	PC 364	SEWLALL	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
	PC 390	POWER	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3
	PC 400	RAPHAEL	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
	PC 539	CHINNABANS	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2
	PC 5484	BHURUTH	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2
	PC 5683	PURESH	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3
	PC 6749	SUBDURALLY	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1
	PC 8992	BUCKTOWAR	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3
	PC 9992	BAICHOO	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3	2
	TPC 10860	ELYBUX	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3
Police Corporal	CPL 945	GUNNESS	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL	3
Police Sergeant	PS 2417	BERTRAND	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL
	PS 2946	HURREE	1	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1
Woman Sub-Inspector of Police	WSI	TRANQUILLE	WL	3	2	1 OR 2	1	WL	3	2	1 OR 2	1	WL

10.14 List of Clocker Information

This an interactive report in which data column from Clockers and ETR sites can be selected, filtered, sorted and downloaded to excel for further manipulation. However it is recommended to apply a filter Date or Emp ID to reduce the no. of records to be queried for better performance.

List of Clocker Information

The maximum row count for this report is 1,000,000 rows. Please apply a filter to reduce the number of records in your query.

Date	Clocking Time	Status	Emp ID	Emp Code	Emp NID	Surname	First Name	EnrolmentNo	Schedule	Site Name	Site Address	Name of Etr	Floor
27/06/2018	27/06/2018 16:12:00	T	9009	8908	R2601742901301	JOGOO	CHANDRANEE	36467	NORMALCOMMON5	Renganaden Seeneevassen Building	Corner Jules Koenig & Maillard Streets, Port Louis	SocialSec_RSB12	12
27/06/2018	27/06/2018 16:12:00	T	62891	33439	C310761130417G	CHAN HON SEN	CHAN SIW KIM	35786	FLEXITIME8:45	Renganaden Seeneevassen Building	Corner Jules Koenig & Maillard Streets, Port Louis	SocialSec_RSB_1	1
27/06/2018	27/06/2018 16:12:00	T	8399	8298	R0509711201776	RAMPARSAD	SACHIDANUND	38180	NORMALCOMMON5	Rabadia Building	Mere Barthelemy Street, Port Louis	Treasury 4th Flr	4
27/06/2018	27/06/2018 16:12:00	T	13306	13205	S280878130758B	RAMUTH	KAAJAL	81199	FLEXITIME8:45	LIC Building	President John Kennedy St, Port Louis	Bus EnterpriLIC3	3
27/06/2018	27/06/2018 16:12:00	T	20857	20756	S1202900300304	SEERUTTUN	TOOKESHWAREE	41093	NORMALCOMMON5	New Government Centre	New Government Centre, Port Louis	PMO_HOME_AFFAIRS	7

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10.15 Consolidated Attendance

This an interactive report in which statistics on Present, Absent and Lateness from Attendance are processed and consolidated on a daily basis by flexi-time schedule codes. The date and schedule code can be filtered and downloaded to excel for further manipulation.

Consolidated Attendance Statistics

Date is in the last 1 days

Schedule Slot = 'ALL SCHEDULES'

Schedule Slot	Date	No. Staff in Post	No. Staff Present	No. Staff Absent	Percentage Staff Present	Percentage Staff Absent	No. Staff Late <=15min	No. Staff Late >15min	Total No. Staff Late	Percentage Staff Late
ALL SCHEDULES	30/05/2019	9325	6295	3030	67.51	32.49	1293	1752	3045	48.37
FLEXITIME8:00	30/05/2019	133	100	33	75.19	24.81	15	30	45	45
FLEXITIME8:45	30/05/2019	1354	917	437	67.73	32.27	184	249	433	47.22
FLEXITIME9:00	30/05/2019	147	103	44	70.07	29.93	36	31	67	65.05
FLEXITIME9:45	30/05/2019	14	7	7	50	50	2	1	3	42.86
NORMALCOMMON5	30/05/2019	6705	4496	2209	67.05	32.95	957	1322	2279	50.69
S-OCA_HYW_DRV 5	30/05/2019	75	52	23	69.33	30.67	5	12	17	32.69
SOCAFLXTIME7:30	30/05/2019	18	14	4	77.78	22.22	1	0	1	7.14
SOCAFLXTIME8:00	30/05/2019	879	606	273	68.94	31.06	93	107	200	33

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10.16 Attendance By Ministry/Department

This an interactive report in which statistics on Present, Absent and Lateness from Attendance are processed and consolidated on a daily basis by flexi-time schedule codes and Ministry/Department. The date and schedule code can be filtered and downloaded to excel for further manipulation.

Attendance Statistics

Date is in the last 1 days

Schedule Slot = 'ALL SCHEDULES'

Schedule Slot	Date	SN	MINISTRY/DEPARTMENT	No. Staff in Post	No. Staff Present	No. Staff Absent	Percentage Staff Present	Percentage Staff Absent	No. Staff Late <=15min	No. Staff Late >15min	Total No. Staff Late	Percentage Staff Late
ALL SCHEDULES	30/05/2019	1	AGRO Port Louis	1	1	0	100	0	0	1	1	100
ALL SCHEDULES	30/05/2019	2	AGRO Agricultural Information Division	1	0	1	0	100	0	0	0	0
ALL SCHEDULES	30/05/2019	3	AGRO Agricultural Services Centre	2	2	0	100	0	0	2	2	100
ALL SCHEDULES	30/05/2019	4	AGRO Agronomy Division	1	0	1	0	100	0	0	0	0
ALL SCHEDULES	30/05/2019	5	AGRO Division Of Veterinary Services	1	1	0	100	0	0	0	0	0
ALL SCHEDULES	30/05/2019	6	AGRO Entomology Division	1	0	1	0	100	0	0	0	0
ALL SCHEDULES	30/05/2019	7	AGRO FS Head Office	1	1	0	100	0	0	0	0	0
ALL SCHEDULES	30/05/2019	8	AGRO Finance Section	4	0	4	0	100	0	0	0	0
ALL SCHEDULES	30/05/2019	9	AGRO Forestry Service	1	0	1	0	100	0	0	0	0
ALL SCHEDULES	30/05/2019	10	AGRO HR - Administration	4	3	1	75	25	1	1	2	66.67
ALL SCHEDULES	30/05/2019	11	AGRO HR Division	3	2	1	66.67	33.33	1	0	1	50
ALL SCHEDULES	30/05/2019	12	ARTS Culture	2	2	0	100	0	0	0	0	0
ALL SCHEDULES	30/05/2019	13	ATTORNEY GENERAL'S OFFICE	108	86	22	79.63	20.37	22	20	42	48.84
ALL SCHEDULES	30/05/2019	14	Agricultural Services	2	2	0	100	0	0	1	1	50
ALL SCHEDULES	30/05/2019	15	Beau Bassin SSS	1	0	1	0	100	0	0	0	0
ALL SCHEDULES	30/05/2019	16	Business Enterprise Division	49	41	8	83.67	16.33	13	7	20	48.78
ALL SCHEDULES	30/05/2019	17	CABINET OFFICE	3	3	0	100	0	0	0	0	0
ALL SCHEDULES	30/05/2019	18	Central Informatics Bureau	43	32	11	74.42	25.58	7	13	20	62.5
ALL SCHEDULES	30/05/2019	19	Central Information Systems Division	70	42	28	60	40	12	14	26	61.9
ALL SCHEDULES	30/05/2019	20	Central Procurement Board	47	41	6	87.23	12.77	9	9	18	43.9
ALL SCHEDULES	30/05/2019	21	Civil Aviation	97	68	29	70.1	29.9	21	24	45	66.18
ALL SCHEDULES	30/05/2019	22	Civil Status Division	96	51	45	53.13	46.88	8	22	30	58.82
ALL SCHEDULES	30/05/2019	23	Commerce and Consumer Protection Division	174	134	40	77.01	22.99	25	32	57	42.54
ALL SCHEDULES	30/05/2019	24	Cooperatives Division	130	85	45	65.38	34.62	14	22	36	42.35
ALL SCHEDULES	30/05/2019	25	Corporate and Business Registration Department	120	89	31	74.17	25.83	23	24	47	52.81
ALL SCHEDULES	30/05/2019	26	Data Protection Office	12	7	5	58.33	41.67	2	0	2	28.57
ALL SCHEDULES	30/05/2019	27	Directorate Internal Control Cadre	1	1	0	100	0	0	0	0	0
ALL SCHEDULES	30/05/2019	28	Directorate Procurement & Supply	1	1	0	100	0	0	0	0	0
ALL SCHEDULES	30/05/2019	29	Directorate, Zone 4	1	1	0	100	0	0	0	0	0
ALL SCHEDULES	30/05/2019	30	Dr. A .G. Jeetoo Hospital	25	3	22	12	88	0	1	1	33.33
ALL SCHEDULES	30/05/2019	31	ENERGY Radiation Protection Authority	12	9	3	75	25	1	4	5	55.56
ALL SCHEDULES	30/05/2019	32	Ebene SSS (Girls)	2	0	2	0	100	0	0	0	0
ALL SCHEDULES	30/05/2019	33	Electoral Commissioners Office	105	85	20	80.95	19.05	16	30	46	54.12
ALL SCHEDULES	30/05/2019	34	Employment Division	143	88	55	61.54	38.46	13	23	36	40.91
ALL SCHEDULES	30/05/2019	35	Employment Relations Tribunal	23	16	7	69.57	30.43	2	3	5	31.25
ALL SCHEDULES	30/05/2019	36	Energy & Public Utilities	1	1	0	100	0	0	1	1	100
ALL SCHEDULES	30/05/2019	37	Energy Services Division	32	27	5	84.38	15.63	3	2	5	18.52
ALL SCHEDULES	30/05/2019	38	Environment and Sustainable Development Division	8	6	2	75	25	2	1	3	50
ALL SCHEDULES	30/05/2019	39	External Communications Division	21	18	3	85.71	14.29	3	7	10	55.56
ALL SCHEDULES	30/05/2019	40	FLACQ Finance	1	0	1	0	100	0	0	0	0
ALL SCHEDULES	30/05/2019	41	FLACQ Human Resource	1	0	1	0	100	0	0	0	0
ALL SCHEDULES	30/05/2019	42	FLACQ Registry	1	0	1	0	100	0	0	0	0
ALL SCHEDULES	30/05/2019	43	Flacq Hospital	40	2	38	5	95	0	0	0	0
ALL SCHEDULES	30/05/2019	44	Floreal SSS (Boys)	2	0	2	0	100	0	0	0	0
ALL SCHEDULES	30/05/2019	45	Foreign Affairs	5	4	1	80	20	1	1	2	50
ALL SCHEDULES	30/05/2019	46	Forensic Science Laboratory	52	42	10	80.77	19.23	7	7	14	33.33
ALL SCHEDULES	30/05/2019	47	G M D Atchia State College	1	0	1	0	100	0	0	0	0
ALL SCHEDULES	30/05/2019	48	Government Information Service	59	43	16	72.88	27.12	4	4	8	18.6
ALL SCHEDULES	30/05/2019	49	Government Printing Department	41	31	10	75.61	24.39	3	11	14	45.16
ALL SCHEDULES	30/05/2019	50	HOME AFFAIRS	1	1	0	100	0	1	0	1	100

1 - 50

10.17 Statement of Lateness Across Ministry/Department

This an interactive report in which statistics on Present and Lateness from Attendance are processed and consolidated on a daily basis by Work sites, flexi-time schedule codes, Region. The date and schedule code can be filtered and downloaded to excel for further manipulation.

10.18 Short Weekly Working Hours

This an interactive report which extracts and processes Short Weekly Working Hours from Attendance. It first lists those Employees by Week No. and also produces consolidated statistics (press Summary button) on the no. of such Employees by Week No. and flexi-time working hour Slots. The list of those Employees can be downloaded to excel for further manipulation.

The calculation of Weekly Working Hours takes into consideration all authorised Leaves taken.

Statistics Short Weekly Working Hours

| Year | 2019 | Month | 04 | PC ID | | ^ | |

Week No	Emp ID	Name	Schedule	Weekly Working Hrs
13	1961	KALLEE, CHUNDUN COOMAR	FLEXITIME8:00	00:00
13	2162	SOORIAH, SUMEETRA	FLEXITIME8:00	28:03
13	2673	NUNDLOLL, SANTARAM	FLEXITIME8:00	31:07
13	3057	SOBRUN, TOOLSEEDEVI	FLEXITIME8:00	00:00
13	3570	COOLEN, SEENEEVASSEN	FLEXITIME8:00	30:33
13	4473	SEETAL, RAMRAJ	FLEXITIME8:00	27:34
13	6671	JAHAJEEAH, SANJIV	FLEXITIME8:00	33:17
13	7626	JAHREE, CHETAWANTEE	FLEXITIME8:00	33:35
13	8257	MOHUNGUR, HALIMA BIBI	FLEXITIME8:00	30:43
13	10259	JANKEE, MADHOOSINGH	FLEXITIME8:00	00:00
13	11179	RAMSAMY, SANJEENEE DEVI	FLEXITIME8:00	00:00
13	11781	RAMLOUL, BARAT	FLEXITIME8:00	29:37
13	13376	NARAYANASAMI REDDI, JESSIE	FLEXITIME8:00	32:54

Summary Short Weekly Working Hrs ×

| Year | 2019 | Month | 04 | PC ID | |

Week No	Slot 1	Slot 2	Slot 3	Slot 4	Total No. of Officers
13	86	1051	109	10	1256
14	86	1061	105	12	1264
15	89	1102	101	11	1303
16	94	1162	113	10	1379
17	101	1174	116	11	1402

10.19 Daily Attendance Time-In

This an interactive report which extracts and processes Time-In from Attendance to produce statistics on a daily basis on the no. of employees with time-in before and after working start time within 15 minutes interval (Time-In Band) in their respective flexible working hour Slots. Same statistics is also viewable (press Summary button) in a Bar Chart on a monthly basis. The statistics can be downloaded to excel for further manipulation.

Chart - Summary Attendance Time-In ×

CHARTS REPRESENTING REPORT ON FLEXIBLE WORKING
ARRANGEMENT FOR THE MONTH FROM   01/03/2019

TO   31/03/2019

PC ID

Slot 1 8:00am to 3:15pm

Slot 2 8:45am to 4:00pm

Slot 3 9:00am to 4:15pm

Slot 4 9:45am to 5:00pm

11. Archive

This module will allow authorised users to query data previously archived in a tabular format.

- Click on the Archive list button to access the menu and functions for this module.
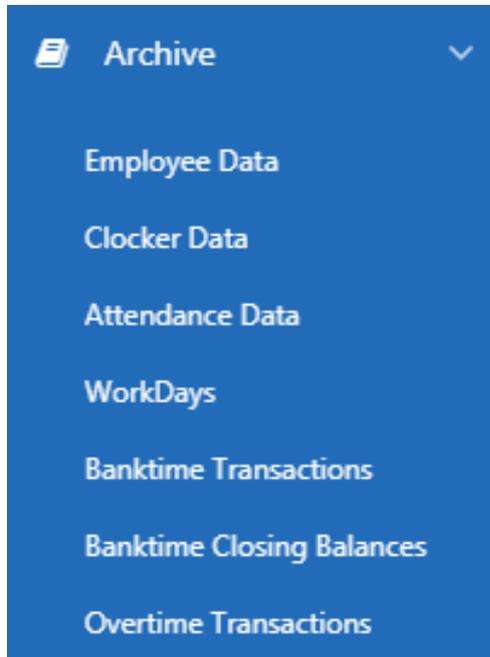
The Archive module consists of:

- Employee Data
- Clocker Data
- Attendance Data
- WorkDays Data
- Banktime Transactions Data
- Banktime Closing Balances Data
- Overtime Transactions Data

Allowing filtering and extraction of archived data into excel.

12. Legacy ARMS

This module will allow authorised users to query ARMS data in a tabular format.

- Click on the Legacy ARMS list button to access the menu and functions for this module.
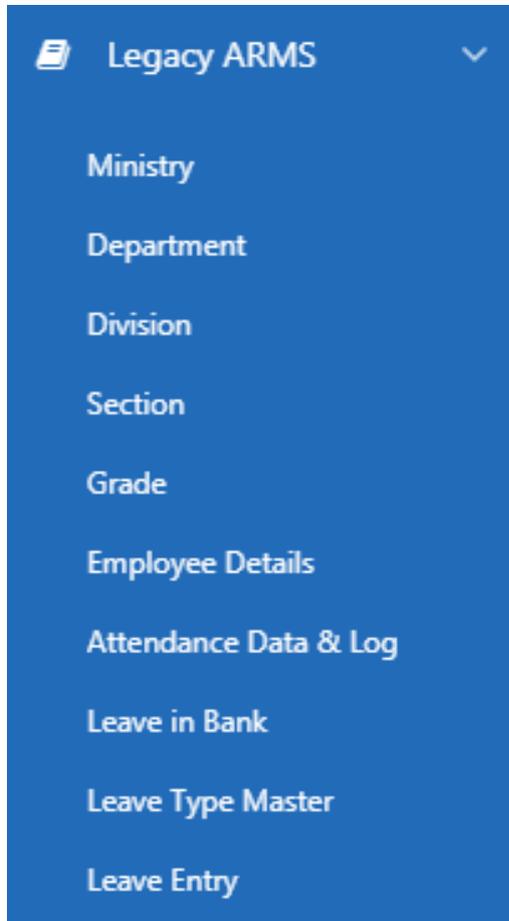
The Legacy ARMS module consists of:

- Ministry Data
- Department Data
- Division Data
- Section Data
- Grade Data
- Employee Data
- Attendance Data & Log Data
- Leave in Bank
- Leave Type Master Data
- Leave Entry Data

Allowing filtering and extraction of ARMS data into excel.

Annexes

Annex 1

User Roster Template

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Shift	
Week1	A	C	D	B	A	C	D	■	Day Shift (8Hrs) 8:00 AM-4:00 PM
	B	A	C	D	B	A	C		
Week2	B	A	C	D	B	A	C	■	Night Shift (8Hrs) 4:00 PM-8:00 AM
	D	B	A	C	D	B	A		
Week3	D	B	A	C	D	B	A		
	C	D	B	A	C	D	B		
Week4	C	D	B	A	C	D	B		
	A	C	D	B	A	C	D		

System Roster Template

Team	Week1 (Su Mo Tu We Th Fri Sat)	Week2 (Su Mo Tu We Th Fri Sat)	Week3 (Su Mo Tu We Th Fri Sat)	Week4 (Su Mo Tu We Th Fri Sat)	Shift
A					Day Shift 8:00 AM-4:00 PM
B					Night Shift 4:00 PM-8:00 AM
C					Rest Day
D					

4 Week Cycle, Fix team

User Roster Template

Group	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su
A	N	O	A1	D	N	O	O	D	N	O	A2	D	N	O	D	D	N	O	A1	D	N	O	A2	D	N	O	O	D
B	D	D	N	O	B1	D	N	O	B2	D	N	O	O	D	N	O	B1	D	N	O	O	D	N	O	B2	D	N	O
C	D	N	O	C1	D	N	O	D	D	N	O	C2	D	N	O	C1	D	N	O	O	D	N	O	C2	D	N	O	O
D	O	D1	D	N	O	O	D	N	O	D2	D	N	O	O	D	N	O	D1	D	N	O	D	D	N	O	D2	D	N

Brought Back to Week 1

System Roster Template

Team	Week1 (Su Mo Tu We Th Fri Sat)	Week2 (Su Mo Tu We Th Fri Sat)	Week3 (Su Mo Tu We Th Fri Sat)	Week4 (Su Mo Tu We Th Fri Sat)	Shift
A1					Day Shift
A2					Night Shift
B1					Rest/Off Day
B2					
C1					
C2					
D1					
D2					

4 Week Cycle, 8 teams of 3 members, instead of 4 teams of 6 members as Tuesday to Friday day shift require 9 members (1.5 team)

User Roster Template

Member	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo
B1	O	O	D	DN	O	O	DN	O	O	D	D	DN	O	O	O	N	O	D	N	O	O	D	N	O	O	D	N	O
B2	O	D	D	N	O	O	DN	O	O	D	D	DN	O	O	O	N	O	D	N	O	O	D	DN	O	O	D	N	O
B3	O	O	D	N	O	O	DN	O	O	D	D	DN	O	O	O	N	O	D	DN	O	O	D	N	O	D	D	N	O
C1	O	D	DN	O	O	D	O	D	D	N	O	O	O	DN	O	D	D	DN	O	O	D	N	O	O	D	N	O	D
C2	D	D	N	O	O	D	O	D	D	DN	O	O	O	DN	O	D	N	O	O	D	DN	O	O	D	N	O	D	
C3	D	D	N	O	O	D	O	D	D	N	O	O	O	DN	O	D	D	N	O	O	D	DN	O	O	D	DN	O	O
D1	D	DN	O	O	D	N	O	O	DN	O	O	O	DN	O	O	D	N	O	O	D	N	O	O	D	N	O	O	D
D2	D	N	O	D	D	N	O	O	DN	O	O	O	DN	O	O	D	N	O	O	D	N	O	O	D	DN	O	O	D
D3	D	N	O	O	D	N	O	D	N	O	O	O	DN	O	O	D	DN	O	O	D	DN	O	O	D	N	O	O	D
E1	N	O	O	D	N	O	O	N	O	O	O	DN	O	O	O	DN	O	D	O	D	N	O	O	D	DN	O	O	D	N
E2	N	O	O	D	DN	O	O	N	O	O	O	N	D	O	O	DN	O	O	D	N	O	O	D	DN	O	O	D	N
E3	N	O	O	D	N	O	O	N	O	O	O	DN	O	O	O	DN	O	O	D	D	N	O	O	D	N	O	O	D	DN

Brought Back to Week 1

System Roster Template

Team	Week1							Week2							Week3							Week4								Shift	
	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat			
B																														Day Shift	
C																														Night Shift	
D																														Day & Night Shift	
E																														Rest Day/Off Duty	

4 Week Cycle, 4 teams of 3 members. But not all team members work together all the time. Hence use 'Maintain Workdays' function to Manually Update Workdays generated as highlighted in green box.

User Roster Template

Employee	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su
Emp1	N	O	O	74	74	76	O	O	74	O	74	O	76	N	N	O	O	74	74	76	O	74	O	O	O	74	76	N
Emp2	74	N	O	O	O	74	76	74	O	74	O	76	N	O	O	N	O	O	74	74	76	O	74	74	76	O	N	O
Emp3	74	76	N	O	O	O	74	76	O	74	74	N	O	O	74	76	N	O	O	O	74	74	O	76	74	N	O	O
Emp4	74	74	76	N	O	O	O	74	76	N	O	O	74	74	74	76	N	O	O	74	76	74	N	O	O	O	O	O
Emp5	O	74	74	76	N	O	O	74	76	N	O	O	O	74	74	O	74	76	N	O	O	76	74	N	O	O	O	74
Emp6	O	O	74	74	76	N	O	O	N	O	O	74	74	76	O	O	74	74	76	N	O	O	N	O	O	74	74	76
Emp7	76	O	O	O	74	74	N	N	O	O	76	74	74	O	76	74	O	O	O	74	N	N	O	O	74	76	74	O

Brought Back to Week 1

System Roster Template

4 Week Cycle, Single member Team, which rotates among the 7 rosters every 4 week cycle. Hence use 'Assign Employee to Roster' or 'Change Roster Group' function to move staff to next roster before generating Roster Workdays for next cycle period.

User Roster Template

System Roster Template

Team	26/09 - 23/10	24/10 - 20/11	21/11 - 18/12	19/12 - 15/01	15/01 - 12/02
A1 A2	Emp1 Emp2	Emp13 Emp6	Emp1 Emp2	Emp13 Emp10	Emp1 Emp2
B1 B2	Emp3 Emp4	Emp1 Emp14	Emp3 Emp4	Emp11 Emp12	Emp11 Emp12
C1 C2	Emp5 Emp6	Emp11 Emp12	Emp5 Emp6	Emp3 Emp4	Emp3 Emp4
D1 D2	Emp7 Emp8	Emp7 Emp8	Emp14 Emp10	Emp7 Emp8	Emp7 Emp8
E1 E2	Emp9 Emp10	Emp9 Emp5	Emp9 Emp13	Emp9 Emp14	Emp9 Emp5
F1 F2	Emp11 Emp12	Emp3 Emp4	Emp7 Emp8	Emp3 Emp4	Emp13 Emp14
G1 G2	Emp13 Emp14	Emp10 Emp2	Emp11 Emp12	Emp1 Emp2	Emp10 Emp6

4 Week Cycle, Changing Team members period-wise. Hence use 'Assign Employee to Roster' or 'Change Roster Group' function to move team member to another roster Before generating workdays for next period as scheduled above.

User Roster Template

Team	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Sun
A	O	84	48	O	O	84	48	O	O	84	48	O	O	84	48	O	O	84	48	O	O	84	48	O	O	84	48	O	O
B	84	48	O	O	84	48	O	O	84	48	O	O	84	48	O	O	84	48	O	O	84	48	O	O	84	48	O	O	O
C	48	O	O	84	48	O	O	84	48	O	O	84	48	O	O	84	48	O	O	84	48	O	O	84	48	O	O	84	84
D	O	O	84	48	O	O	84	48	O	O	84	48	O	O	84	48	O	O	84	48	O	O	84	48	O	O	84	48	48

Brought Back to Week 1

System Roster Template

Team	Week1							Week2							Week3							Week4						
	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat
A																												
B																												
C																												
D																												

Shift	
Day Shift 8:00 AM-4:00 PM	
Night Shift 4:00 PM-8:00 AM	
Rest Day	

4 Week Cycle, Fix team

User Roster Template

Team	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
A	7 - 15:15	7 - 15:15	7 - 15:15	7 - 15:15	7 - 15:15	7 - 10:55	O	14:45 - 23:15	14:45 - 23:15	14:45 - 23:15	14:45 - 23:15	14:45 - 23:15	O	O
B	14:45 - 23:15	14:45 - 23:15	14:45 - 23:15	14:45 - 23:15	14:45 - 23:15	O	O	7 - 15:15	7 - 15:15	7 - 15:15	7 - 15:15	7 - 15:15	7 - 10:55	O

Brought Back to Week 1

System Roster Template

Team	Week1							Week2						
	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat
A														
B														

Shift	
Day Shift 7:00 AM-3:15 PM	
Swing Shift 2:45 PM-11:15 PM	
Half Day 7:00 AM - 10:55 AM	
Rest Day/Off	

2 Week Cycle, Fix team

User Roster Template

	8 -16H	16 - 24H	00-08H	OFF
Sun	A	B	C	D
Mon	D	A	B	C
Tues	C	D	A	B

Wed	B	C	D	A
Thurs	A	B	C	D
Fri	D	A	B	C
Sat	C	D	A	B
Sun	B	C	D	A
Mon	A	B	C	D
Tues	D	A	B	C
Wed	C	D	A	B
Thurs	B	C	D	A
Fri	A	B	C	D
Sat	D	A	B	C
Sun	C	D	A	B
Mon	B	C	D	A
Tues	A	B	C	D
Wed	D	A	B	C
Thurs	C	D	A	B
Fri	B	C	D	A
Sat	A	B	C	D
Sun	D	A	B	C
Mon	C	D	A	B
Tues	B	C	D	A
Wed	A	B	C	D
Thurs	D	A	B	C
Fri	C	D	A	B
Sat	B	C	D	A

System Roster Template

4 Week Cycle, Fix team. However each team does an extra shift per cycle as highlighted in red box, indicated by Shift Type.

User Roster Template

Team	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su		
A	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1					1	1st Shift 7:15 - 15:30	
B	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi					Mi	2nd Shift 15:15 - 23:30	
C	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2					2	3rd Shift 23:15 - 7:30	
D	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV						3	Miscellaneous	
E	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1	LV	3	2	Mi	1						LV	Leave	

Brought Back to Week 1

System Roster Template

Team	Week1							Week2							Week3							Week4							Week5							Shift		
	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat	Su	Mo	Tu	We	Th	Fri	Sat			
A																																				Day Shift (1st) 7:15 AM-3:30 PM		
B																																				Swing Shift (2nd) 3:15 PM-11:30		
C																																				Night Shift (3rd) 11:15 PM-7:30		
D																																				Miscellaneous		
E																																				Leave		

5 Week Cycle, Fix team. But generated workdays corresponding to Misc Shift for employees concerned will need to be updated to either 1st or 2nd Shift using 'Maintain Workdays' function.