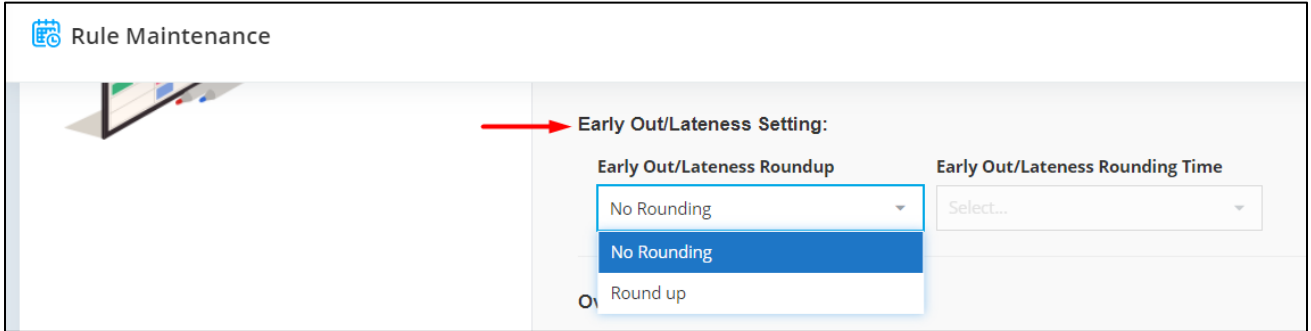


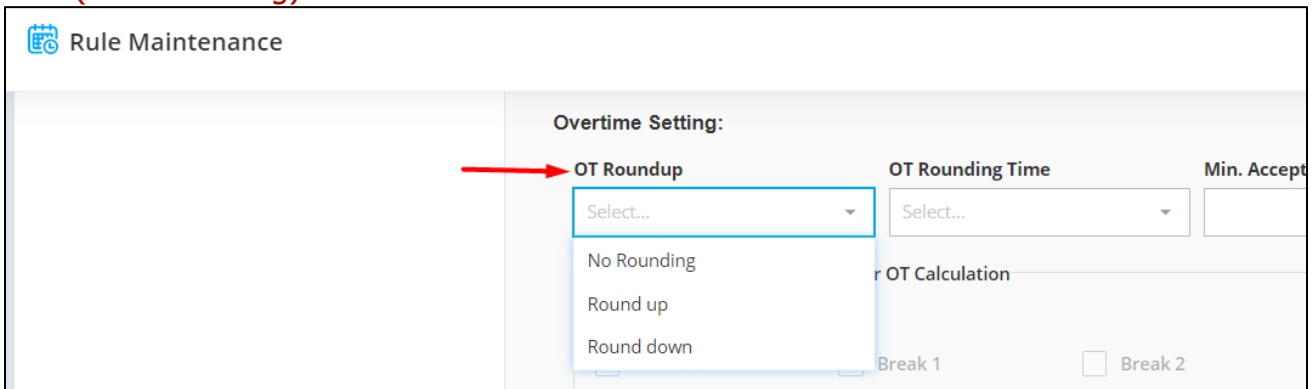
Release Note CP 1.0.35

New Features & Enhancement for Time Attendance

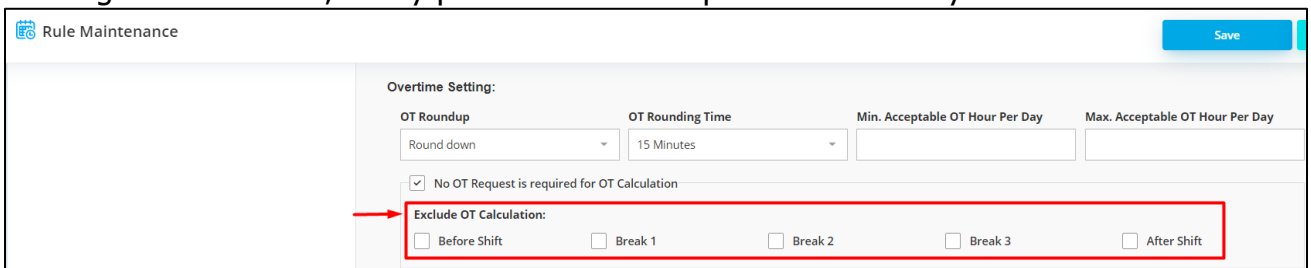
1. In shift maintenance – absent buffer setting, it can set more than 60 minutes.
2. Add a new option: Early Out & Lateness rounding method setting, as below.
If choose to round up, kindly select the rounding time.



3. Move overtime rounding method setting from shift maintenance to rule maintenance.
Strong advice to check this setting in the system.
If there is 1 shift in each rule maintenance, the system will refer to the previous shift maintenance setting.
If there is more than 1 shift in rule maintenance, the system will set as no rounding (default setting).



4. Add a new option: allow users to decide which time attendance part will be excluded in the overtime calculation.
To get more details, kindly press F1 for the explanation in the system.



5. The system will lock the attendance transaction as below, after pulling the time attendance records in time attendance import screen.

Attendance Transaction

Employee	Shift	Out Time	Lateness	
			Wrk Hrs	Shift
Calendar Date: 07/05/2023 (Count: 3)				
E-0001 - test1		00:00	00:00	00:00
E-0003 - test3		00:00	00:00	00:00
E-0009 - test9		18:00	00:00	00:00

Count: 3

10 20 50

Shift Clock In

Break 1

Clock Out Clock In

Break 2

Clock Out Clock In

Break 3

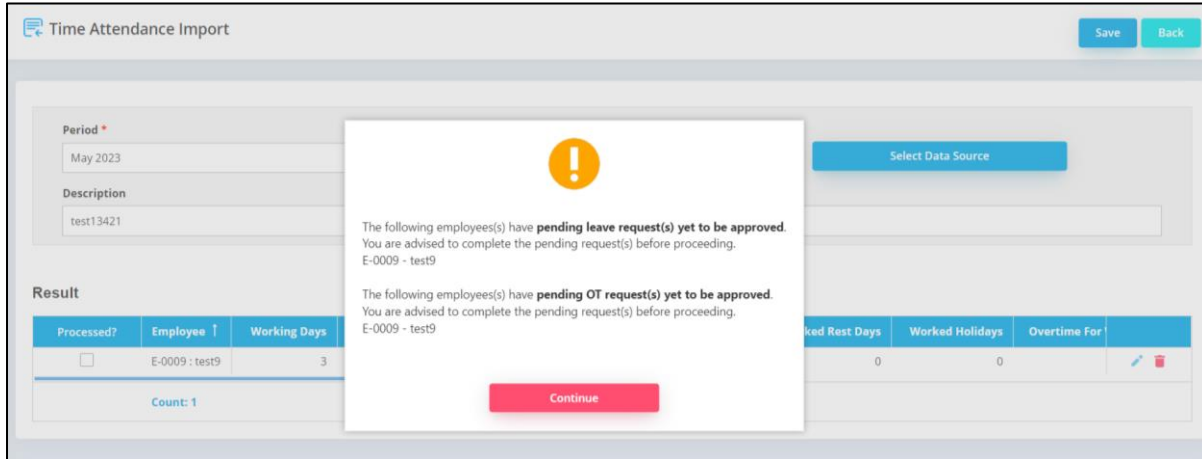
Clock Out Clock In

Shift Clock Out

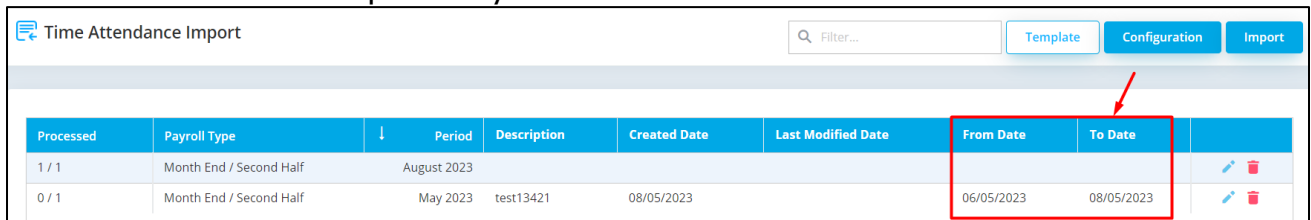
Remark

Enhancement

1. Enhance to include resign date as working day in the leave balance calculation, this is affecting for earn leave concept.
2. If there is any pending leave & pending OT request for the current month, when pull attendance in time attendance import, will see the below message appearing to alert the user.



3. Add new field - 'From Date' & 'To Date' in time attendance import. This will be displayed based on the date range that you selected, by using Pull Time Attendance Records' option only.



4. Add new info - display 'Leave pending for approval' in Attendance Report's remark column, if there is any pending leave.

Bug

1. Fixed the earn leave / advance earn leave – leave balance issue after processed the payroll for resigned staff in the resign month.

Prepared by Winnie

Last Modified 08th May 2023