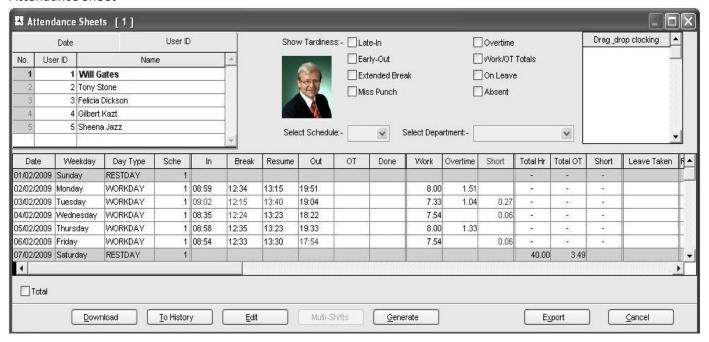
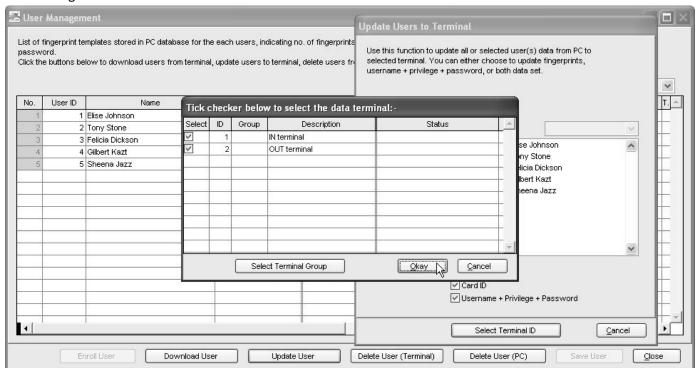


Attendance Sheet



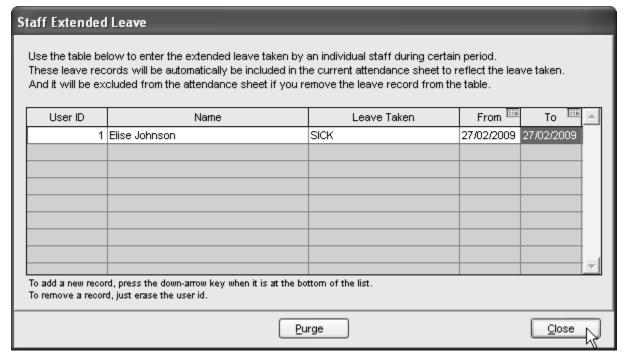
User Management Screen



Clocking Schedule

| Clocking Schedule |
|---|
| Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule. |
| |
| Clocking Range Settings Schedule 1 Description Office |
| Allow a grace period in minutes for late-in |
| Allow a grace period in minutes for early-out |
| Minimum minutes must worked to qualify for overtime |
| Maximum no. of hours allowed to claim for overtime |
| Work hours is either round-up or round-down (-ve) in minutes of |
| Overtime hours is either round-up or round-down (-ve) in minutes of |
| Lunch/Dinner time duration for flexi-lunch/flexi-dinner range in minutes / |
| Do you want to exclude the lunch/dinner hour from working hour ? |
| Do you want to provide overtime for work before in time (earlytime)? |
| |
| |
| |
| <u>Save</u> |

Staff Extended Leave



Enroll User Screen



Print Reports Screen

