

QUICK T.M.S.



Time & Attendance Resource Management

User Manual

Developed and Distributed by

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1. INTRODUCTION

Congratulations and Thank You for choosing Quick Time Management System.

QUICK Time Management System (Quick TMS) has been specifically engineered to satisfy both simple attendance monitoring & complex 24-hours rotating shift environment. It provides extensive facilities to allow definition of employee working patterns using Time Zone logic control. Exceptions on employee's expected working hours are highlighted, including lateness, early leaving, unapproved overtime and absence. Payable hours are calculated and finally transferred to QUICK PAY - Payroll system.

Users are constantly guided throughout the entire system by easy-to-use HELP screens and messages. Most of the documentation in this USER MANUAL contains some easy examples to enhance your understanding.

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4. SYSTEM REQUIREMENT

① WORKSTATION & SERVER COMPUTER (S)

Workstation **minimum** hardware and software requirement:

- 4 GB Memory
- Mouse & Keyboard
- 50 MB hard-disk space for programs
- 10 MB hard-disk space for every 100 Employee records
- MS Windows Win 10 / Windows 2008 or later versions
- Dot-matrix printer or LaserJet printers

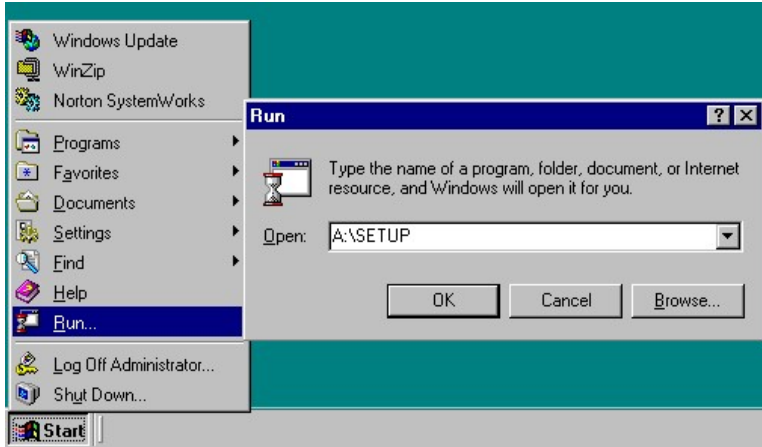
5. AFTER SALES SUPPORT

- **Hotline Phone Service**
- **E-mail support**
- **Remote TeamViewer Support**
- **Internet Download**

**** Terms & Conditions Apply ****

6. HOW TO INSTALL

- Close all programs and ensure no one is using QUICK TMS
- Insert QUICK TMS diskette (or CD) into drive
- If a message does not appear (CDROM auto-run feature), click the **START** button, click **RUN**
- In the Open box, type the drive letter, followed by a colon (:), a backslash (\), and the word **setup**. See below example.
- Click OK, and the installation wizard starts. Follow the instructions that appear



TIPS: When prompted for installation **DESTINATION DIRECTORY**, always choose the default path of **C:\QTMS** – unless you have other reasons to install program files into other folder (directory).

Note:

** On some PC machines, BDE database installer stating that there isn't enough free disk space even though there are plenty.*

This is a bug in bdeinst.dll for which there is no known solution. Please ignore this message and proceed with installation

** BDE and Windows Regional Date are automatically configured during installation process.*

INSTALL INTO NETWORK ENVIRONMENT

At Server Computer :

- Create a directory (eg. C:\TMSDATA) and share with full access rights to users

At Client Workstation Computer:

- Install QTMS into C:\QTMS
- Map drive to server's C:\TMSDATA and assign as any drive (eg. Drive S:)
- Run Quick TMS application. Select DATABASE PATH and set data directory to Drive S:

7. HOW TO EXECUTE

From Windows **START** button, click **PROGRAMS**, click **QUICK TMS**, and click on **QUICK TMS program** to execute the software application.

Login Menu

Quick TMS for Windows
For Windows Win7 / Win8 / Win10 / Win2003-Win2012

Version 5.94 - Release Mar 20.2016

Program Path : C:\QTMS\SYSTEM\
Database Path : C:\QTMS\DATA\

Company: DEMO2015

User ID: SUPERVISOR

Password: *****

Save Password

Ok
Exit
Option

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OPEN a Company Database

Select a database name. To gain access into the database, you must provide the correct User Identification (ID) and password.

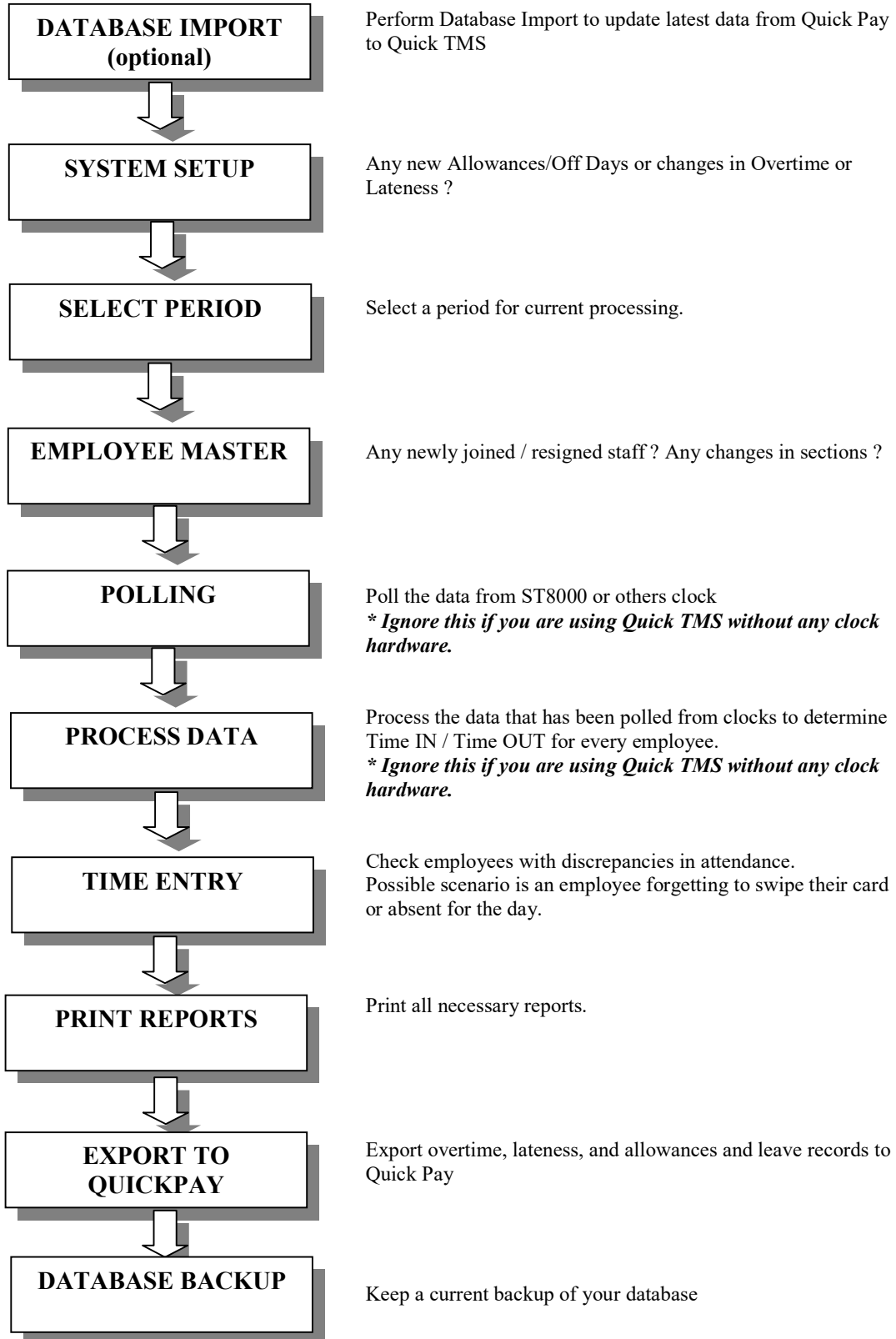
CREATE a NEW Company Database

To create a new database, enter a new file name (eg. HR2000). Default Supervisor password is **SUPER**. Refer changing passwords in SUPERVISOR PASSWORD module.

Technical Info:

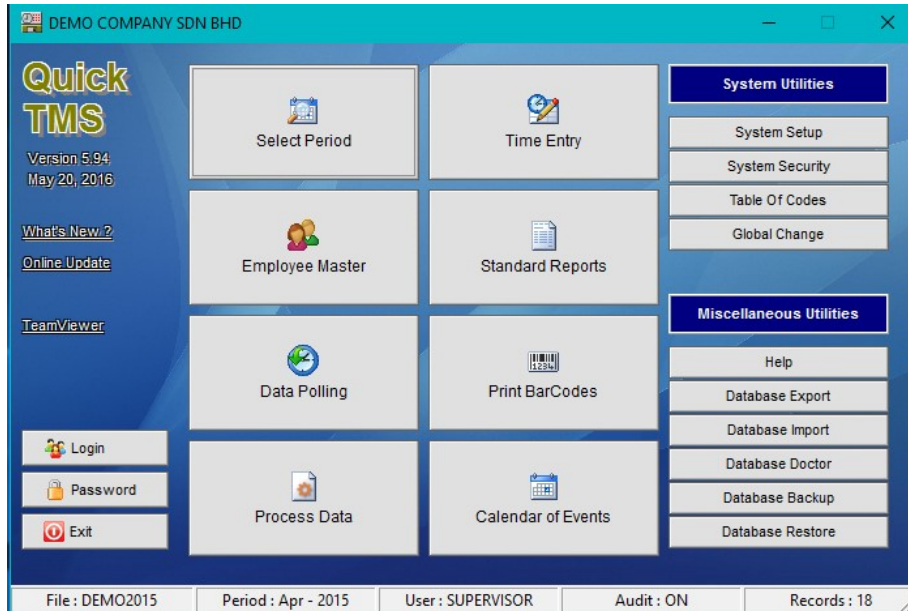
- Quick TMS databases are stored as independent directories (Example. DEMO2014, DEMO2015, etc).
- You may create unlimited databases for multiple companies.
- For each company's database, give a unique and meaningful file name. Avoid using spaces, extended ASCII characters and long names. Limit your naming within 8 characters!

8. SYSTEM FLOW



9. SYSTEM OVERVIEW

Upon successful entry from the LOGIN screen, the Main Menu will be displayed. There are 4 sets of available functions.



IMPORTANT: Always ensure that you have selected the correct database file name and current processing period. This information is available on the Status Bar at the screen bottom of MAIN MENU. The Status Bar will also display the current User ID and total employee record count

Set #1 - Daily/Monthly Processing Steps

- **SELECT PERIOD** - Select a period for processing.
- **EMPLOYEE MASTER** - Update employee personal particulars
- **DATA POLLING** - Poll time data from the clock (optional if doing manual entry)
- **PROCESS DATA** - Process the polled data to automatically locate Time In/Time Out (Optional if doing manual entry)
- **TIME ENTRY** - Make modifications or enter leave records into the time card

Set #2 - Report Printing/Viewing

- **STANDARD REPORTS** - Printing of overtime, lateness exception reports
- **PRINT BARCODES** - Printing of barcodes for use with employee cards
- **CALENDAR OF EVENTS** - View employee events (Eg.: Leave, overtime, lateness, etc) in a year

Set #3 - Configure System

- **SYSTEM SETUP** - Setup company particulars and export, period and lateness particulars.
- **SYSTEM SECURITY** - Setup password and user access rights
- **TABLE OF CODES** - Create user define codes for department, section etc.
- **GLOBAL CHANGE** - Global changing of information stored in database
- **HELP** - Help Documentation

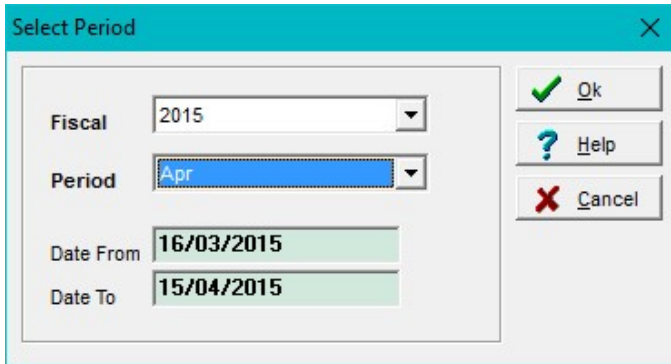
Set #4 - Miscellaneous Functions

- **DATABASE IMPORT** - Import employee data from Quick Pay
- **DATABASE EXPORT** - Export data such as overtime, allowances etc to Quick Pay
- **DATABASE DOCTOR** - Fixing and restructure database file.
- **DATABASE BACKUP** - Make backup copies of databases in hard disks into floppy disks
- **DATABASE RESTORE** - Restore previous database backup from floppy disks

10. SELECT PERIOD

Each Database File stores records for unlimited Fiscal years. User may change the current processing fiscal year and period by selecting this module and modify the current processing period.

- Each Fiscal year contains 12 periods
- Each period stores up to 31 days



The screenshot shows a dialog box titled "Select Period". It features a teal header bar with a close button (X) on the right. The main area contains four input fields: "Fiscal" (dropdown menu showing "2015"), "Period" (dropdown menu showing "Apr"), "Date From" (text box showing "16/03/2015"), and "Date To" (text box showing "15/04/2015"). On the right side, there are three buttons: "Ok" (with a green checkmark icon), "Help" (with a question mark icon), and "Cancel" (with a red X icon).

Select a period for your processing.

You may change from one period to another without restrictions based on what you have already set up in PERIOD SETUP. Once you have selected the period, the start and end dates will appear automatically.

11. EMPLOYEE MASTER

This is the Maintenance module for employee details. User can create new employee, modify existing records, or delete a record from the database.

The screenshot shows the 'Employee Master' application window. At the top, there are input fields for 'Empl No.' (AD5001) and 'Name' (KOH AI PONG). Below these are three tabs: 'General', 'Allowance', and 'Custom Days'. The 'General' tab is active, showing various fields for employee information:

- Cost Centre: KUALA LUMPUR (HQ)
- Department: BS - CEO
- Occupation: CONFIDENTIAL SECRETARY
- Security: MANAGEMENT
- Join Date: 06/08/2001
- Increment: [empty]
- Resign: [empty]
- Card No#1: 061395
- Card No#2: [empty]
- Section: FLOOR STAFF 1
- Export Option: [empty]
- Payment Rate: MONTHLY
- Payment Frequency: Once Per Month
- Free Value #1: 0
- Free Value #2: 0
- Free Value #3: [empty]
- Free Value #4: [empty]
- Valid Clocks: [empty]
- NickName: CINDY
- Eligible for OT:

Below the form is a table listing employees:

Number	Name	Section	Department	Join	Resign	PayRate	CardNo1	CardNo2
AD5001	KOH AI PONG	FLOOR1	AOP	06/08/2001		MONTHLY	061395	061385
AD5002	SERIYANTI BINTIAHMAD	OFF-2	HR	19/03/2002		HOURLY	061391	061749
AD5003	NORLI ZHAR BIN ABDULAH	OFF-2	HR	24/06/2002		DAILY	061384	061710
DS5001	SHAMSUL BIN MOHAMAD	FLOOR3	EDDL	12/06/1991		MONTHLY	061300	061396
DS5002	ROSHIDI BIN YAACOB	FLOOR3	EDDL	01/10/1991		MONTHLY	061388	061386
DS5005	GUNAVATHY A/L GUNASEGA	FLOOR3	EDDL	15/02/1995		MONTHLY	061522	028256
DS5006	CHEA SWEE CHONG	FLOOR3	EDDL	11/01/1999		MONTHLY	061528	061406

At the bottom of the window, there are buttons for 'Save', 'Cancel', 'Help', and 'Exit'. The status bar shows 'Records: 18', '1 of 18', 'Active: 18', and 'Resigned: 0'.

General

Employee Number

This is a 10 alphanumeric employee number. Each employee uses a unique number as identification.

Note: If linking to Quick Pay, ensure both QUICK PAY and QTMS are using the same employee Number

Employee Name

Enter the employee's name.

Cost Centre

Pick a Code from the predefined table.

Refer to [TABLE OF CODES](#) for further details.

Department

Pick a Code from the predefined table.

Refer to [TABLE OF CODES](#) for further details.

Occupation

Pick a Code from the predefined table.

Refer to [TABLE OF CODES](#) for further details.

Security Group

Pick a Code from the predefined table.

Refer to [Security Group](#) for further details.

Section

Pick a Code from the predefined table.

Refer to [TABLE OF CODES](#) for further details.

**** IMPORTANT: Section is used to determine employee working pattern.**

Export Options

Select the correct Export option for the employee, if the employee export options is different from others.

Refer to [Export Setup](#) for further details.

**** IMPORTANT: Export to Quick Pay uses this option.**

Payment Rate

Select the correct payment rate for each employee.

The options available are 'MONTHLY', 'DAILY' and 'HOURLY'.

Payment Frequency

Select the correct payment frequency for each employee.

Available options are 'Once Per Month' and 'Twice Per Month' .

If 'Once Per Month' is selected, the system will ignore this employee when exporting data to QuickPay during Mid-month.

Join Date

Enter employee's date of hire. Quick TMS uses this date to detect whether the employee is active.

Increment Date

This is the date when an increment is given.

If [Export Setup](#) "Old Rates" option is selected and the increment is within current period, then the data before the increment date will be passed to Old-Rates section in QuickPay's salary entry.

Resign Date

This is the date when the employee resigned from the company.

Card No1 / Card No2

These are the swipe card numbers of the employee. Each employee may hold up to 2 card numbers.

Eligible OT

Check this options when the Employee Entitle for Overtime

Free Value 1,2,3,4

These are free fields for user remarks. Value 1 & 2 are in numeric format while value 3 & 4 are free text fields.

Nickname

This nickname can be selected to be printed together with bar codes.

Custom Allowances

Allowance Code	Shifts															Ceiling	Criteria #1 Amt	Criteria #2 Amt	Criteria #3 Amt
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				
LATENESS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00
WORKBONUS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00
WKBON	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00

User can set custom allowance for each employee, which will overwrite the amount set in Conditional Allowance in SECTION setup. By default, employee conditional allowances/deductions will use Allowance table in SECTION setup.

IMPORTANT

Use *CUSTOM ALLOWANCE* setup if you wish to exclude certain allowance from this employee, or to change certain parameters within the Conditional Allowance.

Code

Enter Conditional Allowance code here.

Shift (1 to 10)

Specify which shift number entitles to this Conditional Allowance item.

Note: If "all" shifts are NOT checked, then employee WILL NOT entitle for the allowance item. This is useful if you wish to disable employee from receiving the allowance item.

Ceiling

If ceiling is applied, enter ceiling value here.

See *Conditional Allowance Setup* for detail.

Amount #1 to Amount #6

Enter Conditional Allowance criteria amount here. There are 6 criteria amount.

See *Conditional Allowance Setup* for detail.

Custom Days Folder

General						Allowance						Custom Days					
Date	Day	DayType	Shift	Remarks	SectionZone												
23/04/2016	SAT	Off Day			-												
02/05/2016	MON	Normal Day	1	Replacement on 8/7/2016	IN & OUT Actual (08:00 - 17:00)												
07/05/2016	SAT	Off Day			-												

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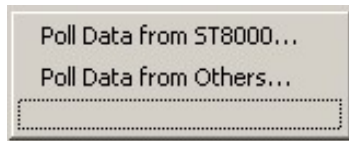
Add Delete Edit Save Cancel Import Table Batch Entry

Custom Days folder will override day type (ie. Rest,Off,Normal or Holiday) for a particular date. Use Custom Days folder if employee has fixed duty roster schedule. User can set extra Normal Day, Rest Day, Off Day, Holiday for each employee. You may even specify a fixed shift for that particular date.

Click on **[Import Table]** button to copy Custom Days from other employee record.

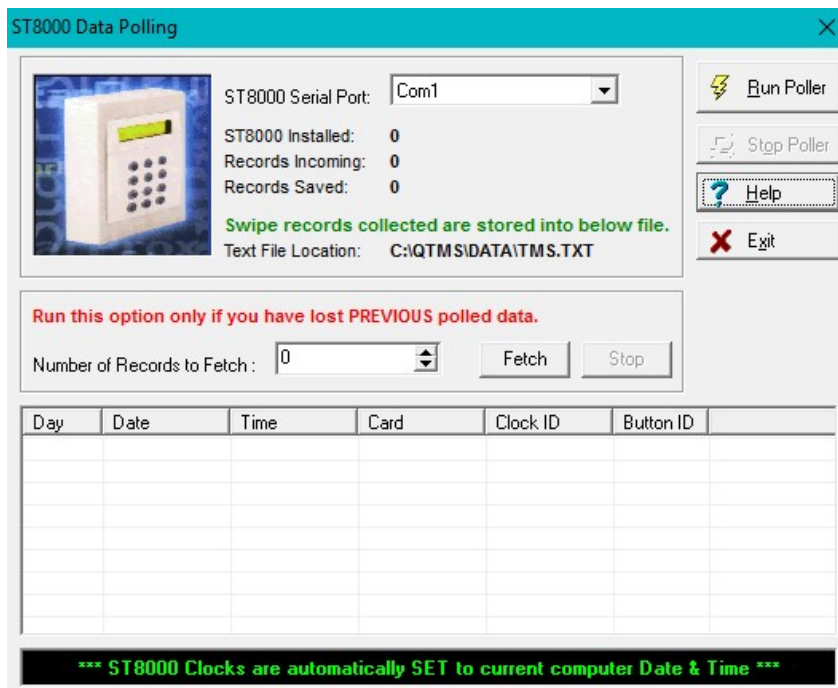
12. POLLING

This module will allow you to poll the data from the clock. There are two options. Select first option for **ST8000** clock and second option for others clock (**ELID, FINGERTEC, MATRIC and HANDKEY**).



12.1 POLL DATA FROM ST8000

If you are using the QuickTMS system with **ST8000** Serial Time-Clock series, execute this module to poll the data from the clock. Swipe records polled are stored into \DATA\TMS.TXT file.



STEP1: Select **ST8000 Serial Communication Port**. Enter value between Comm Port #1 to #4.

STEP2: Click **START POLLER** button to begin retrieving swipe records from ST8000 clocks.

ST8000 Installed: Shows number of ST8000 clocks detected during polling processing.

Records Incoming: Total swipe records collected from ST8000 clocks. When counter stops, it indicates swipe records are fully collected.

Records Save: Total swipe records validated and saved into \DATA\TMS.TXT

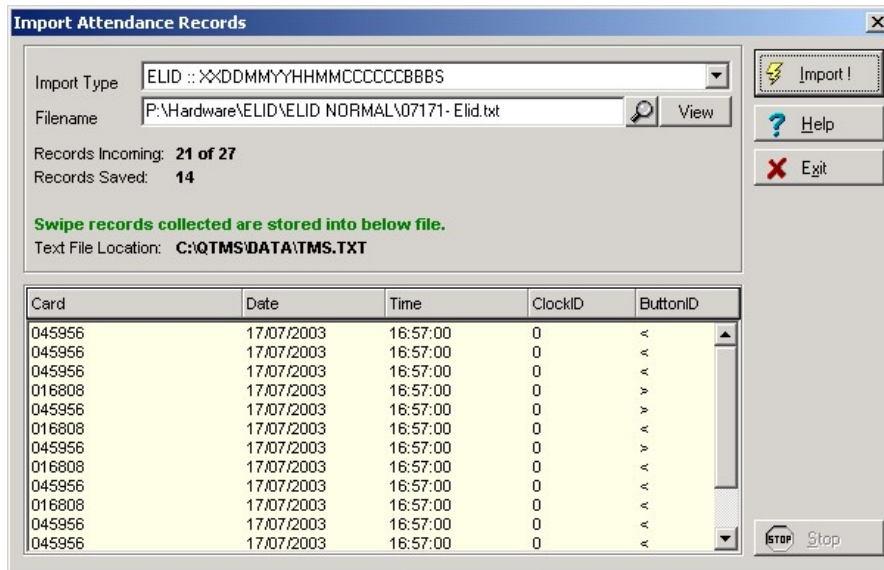
Text File Location: All validated swipe records are saved into \DATA\TMS.TXT file.

FETCHING LOST SWIPE RECORDS

It is seldom that you require this function. Executing **FETCH** button will attempt to re-collect old swipe records from ST8000 clocks. To use, enter number of records to fetch again, and click **FETCH** button.

12.2 POLL DATA FROM OTHERS

If you are using the Quick TMS system with **ELID, FINGERTEC, MATRIC or HANDKEY** clock, select this option to poll the data from the clock.



Step 1: Select type of clock (**ELID, FINGERTEC, HANDKEY or MATRIC**) from drop down menu.

Step 2: Click **START POLLER** button to begin retrieving swipe records from selected clock.

Filename : Shows the file (including path) used for polling processing.

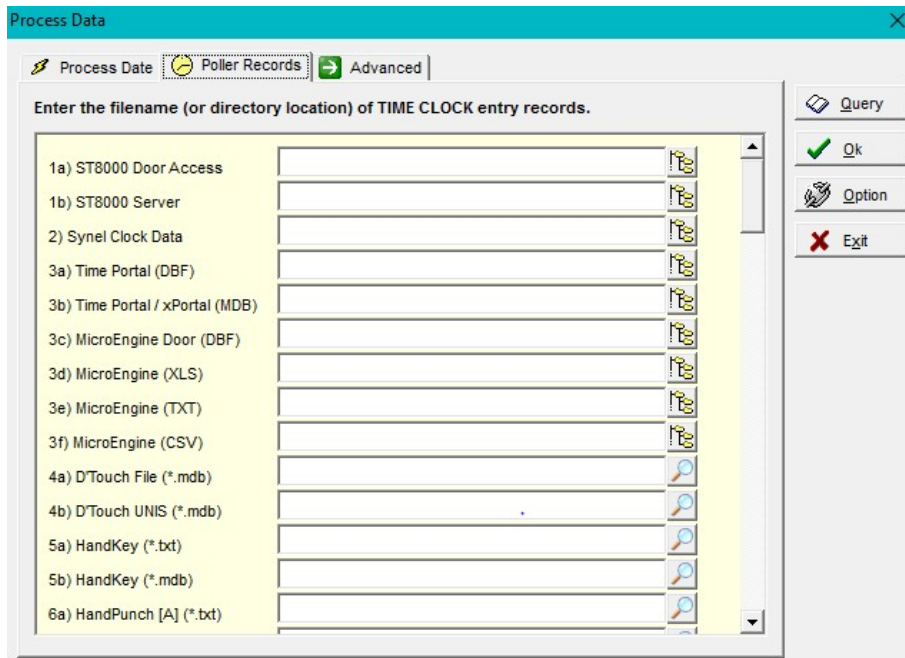
Records Incoming: Total swipe records collected from clocks. When counter stops, it indicates swipe records are fully collected.

Records Save: Total swipe records validated and saved into \DATA\TMS.TXT

Text File Location: All validated swipe records are saved into \DATA\TMS.TXT file.

TECHNICAL FILE FORMAT

QUICK TMS supported many popular time clock data format. Click on HELP button to view latest time clock format supported.

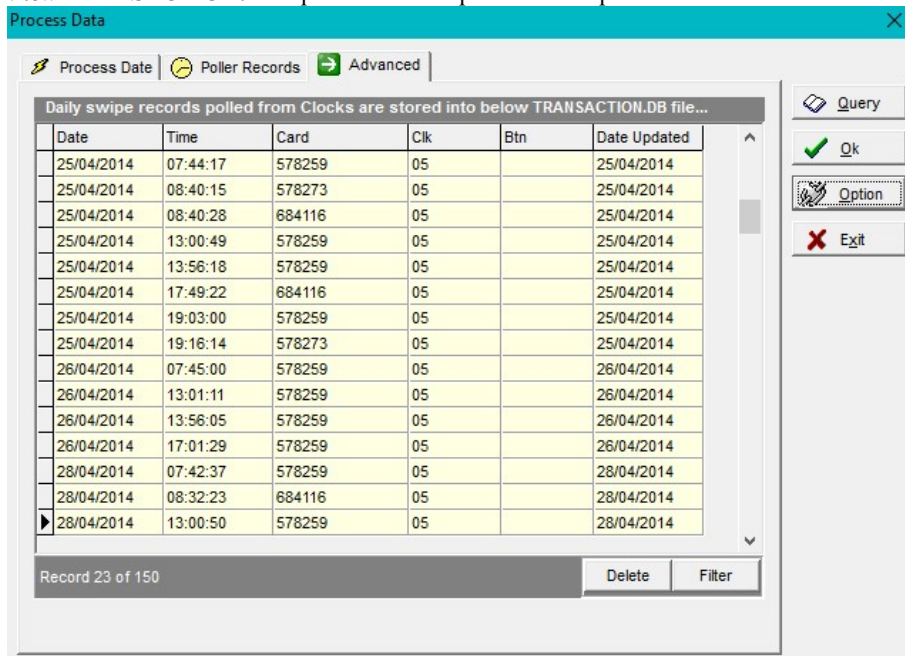


TIPS:

See [CLOCK SETTINGS](#) topic on **IN-CLOCK** list, **OUT-CLOCK** list and **EXCLUDE-CLOCK** list. You may use **IN-CLOCK** and **OUT-CLOCK** list to determine employee swipe **IN** or **OUT** status. **EXCLUDE-CLOCK** list will ignore swipe records collected from these clocks.

Advanced

View **TRANSACTION.DB** option will view processed swipe data.



14. TIME ENTRY

TIME CARD: Mar 2015 (16/02/2015 - 15/03/2015)

Empl No. AD5001 Name KOH AI PONG
 Period Mar 2015 Section FLOOR1 PayRate MONTHLY

Time In/Out Time Breaks Information Calendar Custom Days

Date	Sh	Time In	Time Out	Act. OT	App. OT	Leave	Date	Sh	Time In	Time Out	Act. OT	App. OT	Leave
16 Mon	1	06:48	19:02	02:00			02 Tue	1	06:44	19:03	02:00		
17 Tue	1	06:42	19:03	02:00			03 Wed	1	06:46	19:02	02:00		
18 Wed	1	06:47	19:02	02:00			04 Thu	1	06:41	18:21	01:15		
19 Thu	1	06:41	20:10	03:00			05 Fri	2	08:33	17:41	00:45		
20 Fri	2	07:22	18:13	01:15			06 Sat	3	06:46	16:03			
21 Sat	3	07:29	17:02				07 Sun						
22 Sun							08 Mon	1	07:21	19:03	02:00		
23 Mon							09 Tue	1	07:27	17:59	00:45		
24 Tue	1	07:25	19:02	02:00		AL	10 Wed	1	07:21	18:16	01:15		
25 Wed	1	07:18	19:04	02:00		NPL	11 Thu	1	07:22	18:45	01:45		
26 Thu	1	07:18	19:03	02:00			12 Fri	2	07:29	17:50	01:00		
27 Fri	2	07:27	18:48	02:00		OUT	13 Sat	3	07:36	17:03			
28 Sat	3	07:29	17:04				14 Sun						
29 Sun							15 Mon	1	06:41	17:37	00:30		
01 Mon	1	06:42	19:03	02:00		OUT							

Work Hours 213:30
 Actual Worked 269:04
 Normal OT 33:30
 Restday OT -
 Holiday OT -
 Offday OT -
 Total Overtime 33:30
 Late In (Work) 00:30
 Early Out (Work) 00:55
 Early Out (Break) 00:20
 Late In (Break) 03:55
 Total Lateness 05:40
 Total NPL Hour 01:59
 Total Leave Days 1.00

Mon 16/03 Clk Btn Car
 08:03:59 < 0 061
 11:21:01 > 0 061
 11:43:52 < 0 061
 11:49:34 > 0 061
 15:18:39 < 0 061

Mon 16/02/2004 Day N Work Hours Actual Worked --- Work --- --- Break --- P Day NPL Hour Rem 1
 Shf 1: 08:00 - 17:00 Shift 1 09:00 12:14 00:00 00:00 00:10 00:00 00:04 Rem 2

First Prev Next Last Find Edit Save Cancel Restday Offday Holiday Last Updated SUPERVISOR 24/05/2010 Delete Print Help Exit

In this module, you will be able to adjust the Time-IN and Time-OUT including break swiping for each employee.

Time IN/OUT Folder

Enter employee swipe IN and swipe OUT time.

Click on "Date" column to enter leave records.

Click on "Time-IN" column to view swiping of the day (see screen bottom right corner)

Time Breaks Folder

Enter employee break swiping.

Information Folder

Display Employee Master information and also working Section settings.

Calendar Folder

Display Year-to-Date attendance in daily format.

Custom Days Folder

Add in fixed duty roster schedule.

Summary Panel

Work Hours	213:30
Actual Worked	269:04
Normal OT	33:30
Restday OT	-
Holiday OT	-
Offday OT	-
Total Overtime	33:30
Late In (Work)	00:30
Early Out (Work)	00:55
Early Out (Break)	00:20
Late In (Break)	03:55
Total Lateness	05:40
Total NPL Hour	01:59
Total Leave Days	1.00

Information panel is where you can view employee summary of any selected month.

Work Hours : Total hours worked between Section's IN-ACTUAL and OUT-ACTUAL (eg. 9am to 5pm) time zone.

Examples:

Assuming Section's IN-ACTUAL and OUT-ACTUAL is between 9am until 5pm

Employee Time-IN at 9am, Time-OUT at 4pm (early out!), then Worked Hours = 7:00 hours

Employee Time-IN at 9am, Time-OUT at 8pm (working Overtime!), then Worked Hours = 8:00 hours (exclude overtime hours)

Note: Work Hours will include break hours unless configured differently in COMPANY PROFILE to exclude break hours

Actual Worked Hours : Total hours worked between Time-IN and Time-OUT of employee swiping regardless of Section zone settings.

Examples:

Employee Time-IN at 9am, Time-OUT at 4pm (early out!), then Worked Hours = 7:00 hours

Employee Time-IN at 9am, Time-OUT at 8pm (working Overtime!), then Worked Hours = 11:00 hours (include overtime hours)

Note: Actual Worked Hours will include break hours unless configured differently in COMPANY PROFILE to exclude break hours

Normal OT, Restday OT, Holiday OT, Offday OT: Total overtime hours for each day type

Total Overtime: Total overtime hours for all overtime type

Late In (Work), Early Out (Work), Early Out (Break), Late In (Break): Total lateness hours for working hours and break hours

Total Lateness: Total lateness hours for all lateness type

Total NPL Hour: Total non-paid-leave hours entered in TIME ENTRY ==> LEAVE APPLICATION module

Total Leave Days: Total leave days taken entered in TIME ENTRY ==> LEAVE APPLICATION module

Time ON/OUT Panel

Time In/Out

Date	Sh	Time In	Time Out	Act. OT	App. OT	Remarks	Date	Sh	Time In	Time Out	Act. OT	App. OT	Remarks
16 MON	1	08:03	17:16				02 TUE	1	08:27	18:36	01:30		
17 TUE	1	08:28	17:45	00:45			03 WED	1	08:29	18:19	01:15		
18 WED	1	08:17	17:47	00:45			04 THU	1	08:57	18:21	01:15		
19 THU	1	08:29	20:10	03:00			05 FRI	2	08:33	17:41	00:45		
20 FRI	2	08:28	18:13	01:15			06 SAT						
21 SAT							07 SUN						
22 SUN						Click on "Time IN" column to view swipings of the day...	08 MON	1	08:08	17:19			
23 MON							09 TUE	1	08:33	17:59	00:45		
24 TUE	1	08:30	18:08	01:00		AL	10 WED	1	08:21	18:16	01:15		
25 WED	1	08:41	18:15	01:15		NPL	11 THU	1	08:36	18:45	01:45		
26 THU	1	08:26	17:53	00:45			12 FRI	2	08:25	17:50	01:00		
27 FRI	2	10:06	17:28	00:30		OUT	13 SAT						
28 SAT							14 SUN						
29 SUN							15 MON	1	08:00	17:37	00:30		
01 MON	1	13:29	17:55	00:45		OUT							

Click on "Date" column to enter Leave records...

Red indicates lateness...

Enter employee swipe IN and OUT time. Actual OT value will be shown automatically...

Time IN: Employee swipe-in time of the day

Time OUT: Employee swipe-out time of the day

Act OT: Actual overtime hours calculated by the system

Note: Overtime Paid (ie. either to use Actual-OT or Approved-OT) is configured in [COMPANY PROFILE](#)

App OT: Approved overtime hours entered by user.

Note: Overtime Paid (ie. either to use Actual-OT or Approved-OT) is configured in [COMPANY PROFILE](#)

Tips

How to view daily swipings of the Day

To view card swipings for the day, click the 'Time In' column and the day's card swipings will appear in the bottom right screen corner.

See below for example:

Mon 16/03	Clk	Btn	Car	
08:03:59	0	<	Y 1	
11:21:01	0	>	Y 1	
11:43:52	0	<	Y 1	
11:49:34	0	>	Y 1	
15:18:39	0	<	Y 1	

How to Recalculate DAY TYPE and SHIFT NUMBER

Click the 'Time In' column, and 'Day' and 'Shift' data will appear (see below screen). Change these values and click SAVE button.

Mon 16/03/2015	Day	N	Work Hours	Actual Hr Work	--- Work ---	--- Break ---		NPL Hour
Shf 1: 09:00 - 17:00	Shift	1	08:00	09:13	00:00	00:00	00:00	00:04

Lateness

Lateness types available are:

- Late-IN (employee came after shift in time)
- Early-OUT (employee left earlier than shift out time)
- Break Early OUT (employee left for break earlier than Break start time)
- Break Late IN (employee came back after break later than Break end time)

TIPS: If employees are given "grace" time on lateness, setup grace settings in SECTION SETUP. If Grace is used, then employee will not have lateness hours if late minutes are within the grace minute settings.

You may also perform lateness rounding. See [SECTION SETUP](#).

Leave Application Records

This module allows you to input NPL hours and Leave Records for the selected date.

The screenshot shows a dialog box titled "Leave Application [Leave Application]". It contains several input fields and buttons. Annotations with arrows point to the following elements:

- NPL (Hours)**: A text input field for non-paid-leave hours.
- Type Of Leave**: A dropdown menu currently showing "AL".
- Half / Full Day**: A dropdown menu currently showing "Full Day".
- Reason**: A text input field currently containing "Vacation".
- Remarks**: A larger text input field at the bottom.
- Buttons**: "Ok" (green checkmark), "Cancel" (red X), and "Help" (question mark) buttons are located on the right side.

Additional annotations on the right side of the dialog box:

- Non-paid-leave hours**: Points to the NPL (Hours) field.
- Leave Code**: Points to the Type Of Leave dropdown.
- Leave Days taken**: Points to the Half / Full Day dropdown.
- Select option "Full Day", "Half Day", 0.25 Days or "0.75 Days"**: Points to the Half / Full Day dropdown.
- Leave Reason**: Points to the Reason field.
- Additional remarks**: Points to the Remarks field.

EXAMPLE: Above example shows employee was late for work due to vehicle breakdown. Lateness for the day is cancelled off because you have given a value to "Type of Leave". However, 0.5 day NPL is to be deducted.

NPL (Hours) - If the employee has taken a few hours leave, then input the hours here. This will be exported to Quick Pay as Non Pay Leave.

Type Of Leave - If the employee is absent for the day, select the type of leave

Half/Full Day - This is where you can choose between a half-day or full day leave. Leave blank if not applicable.

This value will appear in Quick Staff Leave records when you export the data. Half Day and Full Day for leave will be exported as 0.5 and 1.0 day.

Reason - Reason for taking leave.

This reason will appear in Quick Staff Leave records when you export the data.

Remarks - This is the additional remark for this record

15. STANDARD REPORTS

MONTHLY TIME CARD

- | | |
|----------------------------------|--|
| 1. Time Card Detail (Allowances) | Report monthly Time In & Out, Overtime, Lateness
* with allowances detail |
| 2. Time Card Detail | Report monthly Time In & Out, Overtime, Lateness |

DAILY REPORTS

- | | |
|-----------------------------|--|
| 1. Daily Attendance | Report on attendance daily |
| 2. Daily Work Hour | Report on work hour detail for each day.
* Based on time zone setting |
| 3. Daily Actual Hour Worked | Report on work hour detail for each day.
* Based on time-in and time-out |
| 4. Daily Overtime | Report on overtime detail for each day. |
| 5. Daily Lateness | Report on lateness detail for each day |
| 6. Daily Leave Report | Report on leave detail for each day |
| 7. Daily Allowance | Report on total allowance daily |
| 8. Knock-Off Detail Report | Report on overtime knock off after lateness |
| 9. Detail Overtime (Export) | Report on overtime detail for each day
* Export to Quick Pay |
| 10. Daily Break | Report to show the break minutes taken daily
* Based on time zone setting |
| 11. Break Detail (Swipe) | Report to show the break minutes taken daily
* Based on card swiping |
| 12. Daily Card Swipe | Report on the number of card swiping made daily |

WEEKLY REPORTS

- | | |
|------------------------------|---|
| 1. Weekly Work Hours | Report on total working hours for the week
* Based on time zone setting |
| 2. Weekly Actual Hour Worked | Report on total working hours for the week
* Based on time-in and time-out |
| 3. Weekly Overtime | Report on total overtime hours for the week |
| 4. Weekly Lateness | Report on total lateness & leave early for the week |

YEAR-TO-DATE REPORTS

- | | |
|---------------------------|---|
| 1. YTD Work Hour | Report on work hour shown monthly from Jan to Dec |
| 2. YTD Actual Hour Worked | Report on actual hour worked shown monthly from Jan to Dec |
| 3. YTD Overtime | Report on overtime shown monthly from Jan to Dec |
| 4. YTD Lateness | Report on lateness/leave early shown monthly from Jan to De |

CROSS-TAB REPORTS

- | | |
|-----------------------|---|
| 1. Work hour | Cross Tab report on work hour for each day |
| 2. Actual Hour Worked | Cross Tab report on work hour for each day |
| 3. Overtime | Cross Tab report on overtime for each day |
| 4. Lateness | Cross Tab report on lateness for each day |
| 5. Leave | Cross Tab report on leave for each day |
| 6. Time Card Shift | Cross Tab report on shift number for each day |

MISCELLANEOUS REPORTS

- | | |
|---------------------------|---|
| 1. Attendance Statistic | Report on overtime and lateness statistic with vertical bar chart |
| 2. Employee Master Detail | Report on employee detail |
| 3. Employee Custom Days | Report on Custom day calender & details. |
| 4. Duplicated Card # | Report on duplicated employee card number |
| 5. Exception Report | Report on employees who forgot to swipe their cards |

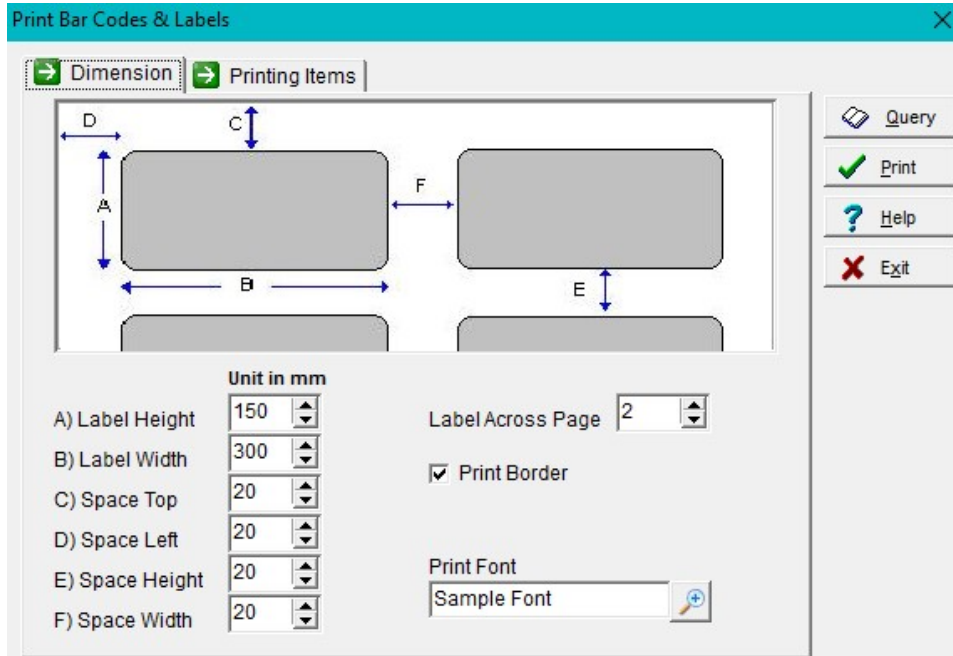
16. PRINT BARCODES

This module allows you to create and print labels. Label printing are normally fit to standard label stickers.

Dimension Folder

Define your label dimension.

Example: Number of labels horizontally. Label width & height, and spacing between each printed label



A: Label Height (measured in millimeter)

B: Label Width (measured in millimeter)

C: Spacing for Paper Top Margin (measured in millimeter)

D: Spacing for Paper Left Margin (measured in millimeter)

E: Vertical spacing between labels (measured in millimeter)

F: Horizontal spacing between labels (measured in millimeter)

Label Across Page: How many horizontal labels on one page

Print Border: Print rectangle on each label

Print Font: Select printing font type

Printing Items Folder

Select particulars from EMPLOYEE MASTER to be printed.

Item: Select an item to print. Example, employe name, barcode, card number, etc

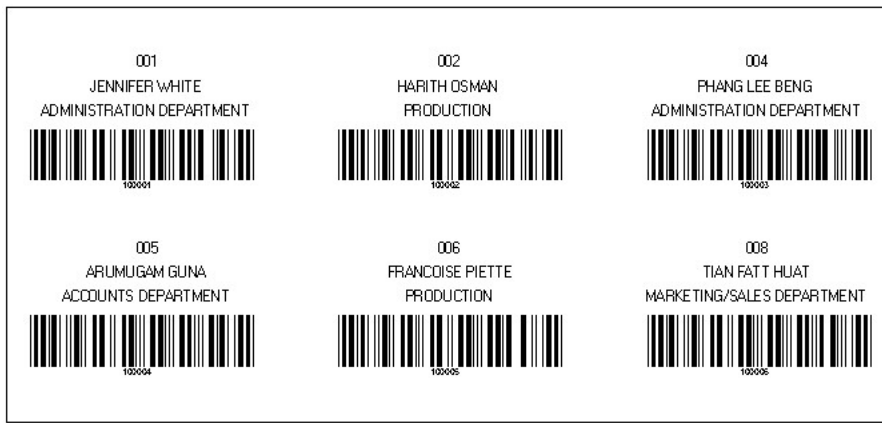
Items available for printing are:

1. Employee Number
2. Name
3. Nick Name
4. Cost Centre
5. Department
6. Section
7. Occupation
8. Card No #1
9. Card No #2
10. Barcode Card No #1
11. Payment Frequency
12. Join Date
13. Current Date

Top: Print item top margin (measured in millimeter)

Left: Print item left margin (measured in millimeter)

Below is a sample of the Barcode label output:



17. CALENDAR OF EVENTS

The CALENDAR OF EVENTS will display data for each employee for the whole year.

The data that will be displayed are: -

1. Rest Days
2. Off Days
3. Public Holidays
4. Absent Days
5. Lateness
6. Leave Early

To see the details just move the mouse pointer or click on any of the date and the details will appear.
This screen allows printing by click on the **Print** button.

Calendar of Events

Empl Code: AD5001 Join Date: 06/08/2001 Section: FLOOR1
 Name: KOH AI PONG Resign Date: Department: HR

2014	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
January			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
February						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
March						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
April		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
May																																					
June																																					
July																																					
August																																					
September																																					
October																																					
November																																					
December																																					

Legend:
 Restday (Yellow), Offday (Green), Holiday (Blue), Absent (Red), Lateness (Pink), Invalid info (Cyan)

Buttons: First, Prev, Next, Last, Find, Print, Help, Exit

To view daily details, move mouse pointer or click on any of the date and the detail will appear...

18. SYSTEM SETUP

System Setup module allows users to set company details and preferences, setting of periods and also setting up export for Mid and End Month payroll in Quick Pay.

System Setup Modules:

- Company Profile
- Period Setup
- Export Setup
- Clock Settings

18.1 COMPANY INFORMATION

COMPANY PROFILE

Company Profile

Company Profile | Time Entry

Company Name: DEMO COMPANY SDN BHD

Address: NO 9A, JALAN USJ 10/1C, USJ 10

SUBANG JAYA

SELANGOR

Postal: 47610

Telephone: 03-5632 9094 Fax: 03-5631 9736

E-mail: support@hr2000.com.my

Ok Cancel Help

Company Profile

Enter the company name, address, telephone, fax & Email address

TIME ENTRY

Company Profile

Company Profile Time Entry

Overtime Approval

1: Overtime use ACTUAL if APPROVED is Blank

Cancel OVERTIME with LATE-IN minutes

Cancel OVERTIME with EARLY-OUT minutes

Cancel OVERTIME with EARLY-OUT (Break) minutes

Cancel OVERTIME with LATE-IN (Break) minutes

Auto AWOL

TIME ENTRY - Include Resigned Staffs
By default, TIME ENTRY module excluded resigned employees (effective last year) from being displayed. To display both active and resigned employees, enable this option

Ok Cancel Help

This function is to define the method of overtime calculation and the figure will capture in Export and Reports.

Overtime Approval Method

1. ***Overtime use Actual if Approved is Blank*** - Capture Actual overtime if Approved overtime is blank.
2. ***Overtime use only Approved*** - Capture Actual overtime only.
3. ***Overtime use minimum of Actual or Approved*** - Capture Actual overtime by using the minimum of either actual or approved overtime

User is allow to select all 4 - 9 options if applicable to the company

4. Cancel overtime with Work Late In - Cancel overtime if employee come in Late.
5. Cancel overtime with Work Early Out - Cancel overtime if employee Early leave.
6. Cancel overtime with Break Early Out - Cancel overtime if employee Early Out for Break.
7. Cancel overtime with Break Late In - Cancel overtime if employee Late In for Break.
8. Auto AWOL - Auto absent without leave only will effect Conditional Allowance calculation

TIME ENTRY – Include Resigned Staffs

By default, TIME ENTRY module excluded resigned employees (effective last year) from being displayed. To display both active & resigned employees, enable this option.

18.2 PERIOD SETUP

Period Setup

Fiscal: 2015

	<u>Start Date</u>	<u>Mid Month Date</u>	<u>End Date</u>	<u>Description</u>
Period 1	16/12/2014		15/01/2015	Jan
Period 2	16/01/2015		15/02/2015	Feb
Period 3	16/02/2015		15/03/2015	Mar
Period 4	16/03/2015		15/04/2015	Apr
Period 5	16/04/2015		15/05/2015	May
Period 6	16/05/2015		15/06/2015	Jun
Period 7	16/06/2015		15/07/2015	Jul
Period 8	16/07/2015		15/08/2015	Aug
Period 9	16/08/2015		15/09/2015	Sep
Period 10	16/09/2015		15/10/2015	Oct
Period 11	16/10/2015		15/11/2015	Nov
Period 12	16/11/2015		15/12/2015	Dec

Fiscal

This is the description of fiscal year.

Start Date

This is the start date of your payroll period.

Start Date and End Date must not exceed 31 days

Mid Month Date

This is the mid month date of your payroll period.

End Date

This is the end month date of your payroll period.

Start Date and End Date must not exceed 31 days

Description

This is the title for your payroll period.

Example, January, February, etc

Example: If your payroll period for the month of February is from 21/01/2001 to 20/02/2001 then the Start Date is 21/01/2001, the Mid-Month Date is 05/02/2001 and the End Date is 20/02/2001. The Description will be February.

Note: Ensure Start-Date, Mid-Date (if any) and End-Date is in proper range order.

18.3 CLOCK SETTINGS

Some hardware clock provides button indicator and clock indicator. Quick TMS can be configured to automatically determine if employee is swiping IN or OUT during work.

TIPS: Use this option if you have employees with flexible working hours.

BUTTON INDICATOR

Button indicator will determine if employee daily swiping is swiping IN or OUT. Employees need to press the corresponding button on Time Clock hardware BEFORE swiping their attendance cards.

Example: If employee is coming in to work, press '1' before swiping. The system can easily detect employee is coming in to work and time will be recorded as Time-In for that day.

Set the button to be used for Time-In & Time-Out. You can use a number from 0 to 9 or even '<' and '>' characters depending on your hardware clock specification. See topic **PROCESS DATA** for supported hardware clock specification.

BREAK BUTTON INDICATOR

If applied, ONLY swipes with the selected symbols are used to determine BreakStart and BreakEnd in TIME ENTRY.

IN-CLOCK & OUT-CLOCK List

You may use IN-CLOCK list and OUT-CLOCK list to automatically determine if employee is swiping IN or OUT during PROCESS DATA.

Records collected from IN-CLOCKS are assigned with ButtonID = TimeIN character.
Records collected from OUT-CLOCKS are assigned with ButtonID = TimeOUT character.
(see above topic on "Button Indicator")

Note: To use this feature, kindly set button indicators TIME-IN and TIME-OUT characters accordingly.

INCLUDE-CLOCK List

Only swipe records collected from INCLUDE-CLOCK list will be stored during PROCESS DATA.
Any swipes from other clocks will not be stored.

Recommended: Leave blank or empty

EXCLUDE-CLOCK List

Swipe records collected from EXCLUDE-CLOCK list are totally ignored during PROCESS DATA. These
swipe records will NOT appear or stored into employee daily swipe records.

Recommended: Leave blank or empty

19. SYSTEM SECURITY SETUP

There are two levels of payroll users in Quick TMS. The first is SUPERVISOR level with complete authority over the entire databases. While USERS level are configurable by SUPERVISOR.

You may create unlimited payroll users and each user may be restricted from accessing modules from the MAIN MENU and also from accessing certain groups (i.e. by using the Security Groups) of employees.

System Security Modules:

- Supervisor
- Security Group
- User Group
- Audit Trail

19.1 SUPERVISOR

Each database is built-in with one Supervisor ID. Supervisor default ID is “SUPERVISOR”.

You may create unlimited users, and each user may be restricted from accessing modules from the MAIN MENU and also from accessing certain groups (i.e. by using the Security Groups) of employees.

Note: SUPERVISOR ID from one database DOES NOT have the rights in other company databases.

Supervisor Setup

Supervisor Password

Enable AUDIT TRAIL

Ok
Help
Cancel

Fiscal Year: 2015

<input type="checkbox"/> Lock Jan	<input type="checkbox"/> Lock Jul
<input type="checkbox"/> Lock Feb	<input type="checkbox"/> Lock Aug
<input type="checkbox"/> Lock Mar	<input type="checkbox"/> Lock Sep
<input type="checkbox"/> Lock Apr	<input type="checkbox"/> Lock Oct
<input type="checkbox"/> Lock May	<input type="checkbox"/> Lock Nov
<input type="checkbox"/> Lock Jun	<input type="checkbox"/> Lock Dec

Enable Audit Trail

Every user access into Quick TMS is audited into a special audit log file. The log file keeps details on which user, when, what has been done, and to which employee record. If you do not wish to monitor such activities, then disable this option.

Locking Months

To restrict figures of certain months from being modified by users, you must Enable the appropriate months. Once “locked”, no users can execute TIME ENTRY and PROCESS DATA modules to change figures. The months are locked individually.

19.2 SECURITY GROUP

Security group is meant for restricting TMS users from accessing certain group of employee records within the database. Each user is assigned with a list of security groups accessible to them. (Please refer to [User Setup](#).)

Each employee will then be assigned security groups. (Please refer to [Employee Master](#)).

Code

Enter security group code

Description

Enter security group code's description

The screenshot shows a window titled "Security Group" with a close button (X) in the top right corner. Below the title bar, there are two input fields: "Code" containing "CLERK" and "Description" containing "CLERICAL". Below these fields is a table with two columns: "Code" and "Description". The table contains three rows of data:

Code	Description
CLERK	CLERICAL
EXEC	EXECUTIVES
MGMT	MANAGEMENT

Below the table, there is a status bar with the following information: "Records: 3", "Fields: 2", "1 of 3", "Normal", and "File : SECURITY.DB". At the bottom of the window is a toolbar with the following buttons: "First", "Prev", "Next", "Last", "Add", "Edit", "Delete", "Find", "Print", "Help", and "Exit".

19.3 USERS

Each user is assigned with an ID and a password. In order to gain access into Quick TMS, both entries must be correct during **LOGIN** session. Each user can be assigned with different access rights into modules and employees within the database (depending on the security groups selected).

The screenshot shows the 'User Setup' window. It has a title bar with a close button. Below the title bar, there are three input fields: 'User ID' containing 'JEN', 'Password' containing masked characters, and 'Description' containing 'JENNIFER'. To the right of the password field is a checkbox labeled 'Disable Login'. Below these fields are two tabs: 'Access Rights' (selected) and 'Employee Groups'. The 'Access Rights' tab contains a grid of checkboxes for various permissions, such as 'Select Period', 'Employee Master', 'Time Entry', 'Global Change', etc. At the bottom of the window is a table with two columns: 'User ID' and 'Description'. The table contains one row with 'JEN' in the first column and 'JENNIFER' in the second. Below the table is a toolbar with buttons for 'First', 'Prev', 'Next', 'Last', 'Add', 'Edit', 'Delete', 'Find', 'Help', and 'Exit'.

User Id

This is the identification Code for each Quick TMS user. Use this ID during Database Login.

Description

This is the description or name for the selected user ID.

Password

Maximum length for Password is 40 characters. It allows alphanumeric characters and it is not case sensitive.

Access Rights

Under Access Rights setup allow to select the user access right for: -

1. Select Period
2. Employee Data
(**Employee Data** allow setting whether the user can have
Full = Full rights to Employee Master record
Read = Not allowed to Edit, Delete or Insert employee record
Edit = All edit, but Not allowed to Delete or Insert employee record
access rights)
3. Polling (Clock)
4. Process Data
5. Time Entry
(**Time Entry** allow to set whether the user can have
Full = Full rights to Time Entry record
Read = Not allowed to Edit, Delete or Insert Time Entry record)

*Partial = Lock entry field for DAY TYPE, SHIFT, TIME IN, TIME OUT, BREAK OUT, BREAK IN
Approve OT = Allow user to enter approves OT*

access rights)

6. Standard Report
7. Print Bar Codes
8. Calendar of Events
9. System Setup
10. Table of Codes
11. Global Change
12. Database Export
13. Database Import
14. Database DOCTOR
15. Database Backup
16. Database Restore

Employee Groups

The screenshot shows the 'User Setup' dialog box with the 'Employee Groups' tab selected. The 'User ID' is 'JEN', 'Password' is masked with asterisks, and 'Description' is 'JENNIFER'. The 'Access Rights' section is expanded to show 'Employee Groups'. A checkbox for 'Blank Security Groups' is checked. A list box shows 'Security Access Group' with 'CLERK', 'EXEC', and 'MGMT' selected. Below the list are buttons for 'Add', 'Delete', 'Edit', 'Save', and 'Cancel'. At the bottom, a table lists the user 'JEN' with description 'JENNIFER'. A toolbar at the very bottom contains navigation and utility icons: First, Prev, Next, Last, Add, Edit, Delete, Find, Help, and Exit.

User ID	Description
JEN	JENNIFER

Security Group

Select the Security Group that the user is allowed access.

Click the [Add] button to add security groups accessible to the user.

Click on [Delete] button to delete.

19.4 AUDIT TRAIL

AUDIT TRAIL tracks & monitors user activities on access Time-In & Time-Out, changes to records, deleting of records, and modules accessed within the system.

You can enable/disable Audit Trail recording. Refer [SYSTEM SECURITY - SUPERVISOR](#).

CAUTION: *Audit Trail occupies hard-disk space and it is recommended to Delete the listing frequently.*

Date	Time	User ID	Description
28/11/2013	10:08:51	SUPERVISOR	User LOGOUT
30/04/2014	17:38:43	SUPERVISOR	User LOGIN
30/04/2014	17:39:32	SUPERVISOR	Database DOCTOR
30/04/2014	17:39:36	SUPERVISOR	User LOGOUT
23/04/2015	13:08:43	SUPERVISOR	User LOGIN
23/04/2015	13:08:52	SUPERVISOR	TimeCard Detail (Allowance) Report
23/04/2015	13:09:29	SUPERVISOR	TimeCard Detail (Allowance) Report
23/04/2015	13:09:59	SUPERVISOR	EDIT Time Entry : Empl:AD5001 Mth:04 Year:2004
23/04/2015	13:10:09	SUPERVISOR	TimeCard Detail (Allowance) Report
23/04/2015	13:11:24	SUPERVISOR	ADD Conditional Allowance: ATTDINC
23/04/2015	13:11:43	SUPERVISOR	EDIT Section (A): FLOOR1
23/04/2015	13:11:54	SUPERVISOR	TimeCard Detail (Allowance) Report
23/04/2015	13:12:28	SUPERVISOR	User LOGOUT
08/03/2016	13:05:25	SUPERVISOR	User LOGIN
08/03/2016	13:05:40	SUPERVISOR	Database DOCTOR
08/03/2016	13:06:12	SUPERVISOR	EDIT Export Setup: DEFAULT
08/03/2016	13:06:18	SUPERVISOR	EDIT Export Setup: DEFAULT
08/03/2016	13:06:21	SUPERVISOR	User LOGOUT
23/05/2016	10:11:29	SUPERVISOR	User LOGIN

Records: 550 Fields: 4 491 of 550 Normal File: AUDIT.DB

20. TABLE OF CODES

This is the Maintenance module for create unlimited user definable codes.

However, each item created must have a unique code. Then proceed with assigning a description.

Modules in **Table Of Codes**: -

- **Department** - Setup Department Code and Description
- **Cost center** - Setup Cost Center Code and Description
- **Occupation** - Setup Occupation Code and Description
- **Public Holiday** - Setup Public Holiday of the company
- **Leave** - Setup available Leave type of the company
- **Conditional Allowance** - Setup allowance code and criteria.
- **Rounding Table** - Setup rounding table.
- **Overtime Category** - Setup overtime category
- **Section A** - Setup shift work style, including Time Zone and Allowances attach on the shift.
- **Section B** - Continue of **Section A** for Overtime Table setup, Rounding policy, Off Days, Public Holiday and Overtime Deductions.

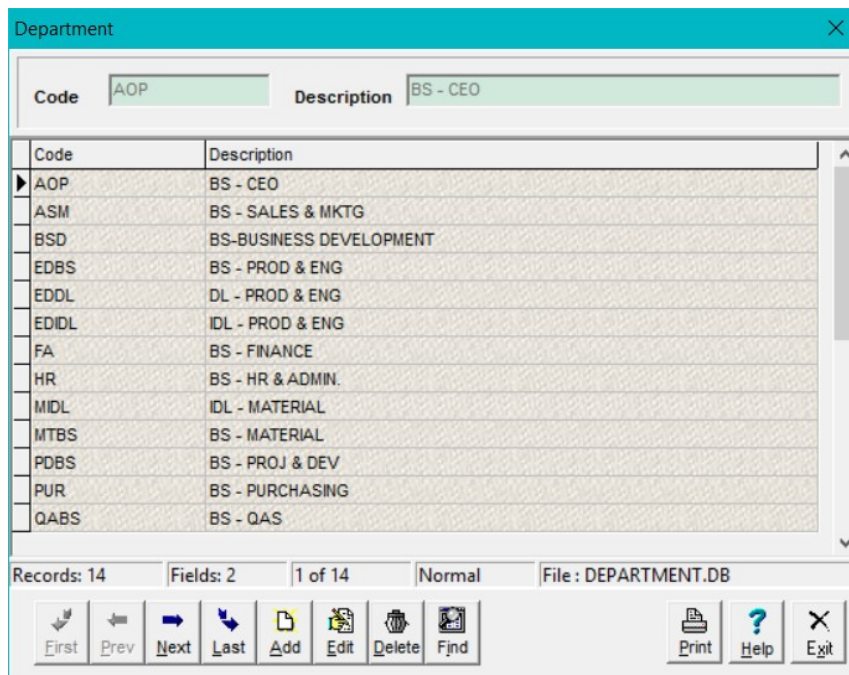
20.1 DEPARTMENT

Code

Enter department code

Description

Enter department code's description



The screenshot shows a window titled "Department" with a search bar at the top containing "Code: AOP" and "Description: BS - CEO". Below the search bar is a table listing department codes and their descriptions. The table has two columns: "Code" and "Description". The first row is selected, showing "AOP" and "BS - CEO".

Code	Description
AOP	BS - CEO
ASM	BS - SALES & MKTG
BSD	BS-BUSINESS DEVELOPMENT
EDBS	BS - PROD & ENG
EDDL	DL - PROD & ENG
EDIDL	IDL - PROD & ENG
FA	BS - FINANCE
HR	BS - HR & ADMIN.
MIDL	IDL - MATERIAL
MTBS	BS - MATERIAL
PDBS	BS - PROJ & DEV
PUR	BS - PURCHASING
QABS	BS - QAS

At the bottom of the window, there is a status bar showing "Records: 14", "Fields: 2", "1 of 14", "Normal", and "File: DEPARTMENT.DB". Below the status bar is a toolbar with icons for "First", "Prev", "Next", "Last", "Add", "Edit", "Delete", "Find", "Print", "Help", and "Exit".

20.2 COST CENTRE

This is the maintenance module for Cost Centre.

Code

Enter Cost Centre code

Description

Enter Cost Centre code's description

The screenshot shows a window titled "Cost Centre" with a close button (X) in the top right corner. At the top, there are two input fields: "Code" containing "IPOH" and "Description" containing "IPOH BRANCH". Below these fields is a table with two columns: "Code" and "Description". The table contains five rows of data:

Code	Description
▶ IPOH	IPOH BRANCH
JB	JOHOR BRANCH
KL	KUALA LUMPUR (HQ)
PENANG	PENANG BRANCH
PJ	PETALING JAYA BRANCH

Below the table, there is a status bar showing "Records: 5", "Fields: 2", "1 of 5", "Normal", and "File : COSTCENTRE.DB". At the bottom, there is a toolbar with icons for "First", "Prev", "Next", "Last", "Add", "Edit", "Delete", "Fjnd", "Print", "Help", and "Exit".

20.3 OCCUPATION

This is the maintenance module for Occupation.

Code

Enter occupation code

Description

Enter occupation code's description

The screenshot shows a window titled "Occupation" with a close button (X) in the top right corner. At the top, there are two input fields: "Code" containing "AM" and "Description" containing "ASSISTANT MANAGER". Below these fields is a table with two columns: "Code" and "Description". The table contains 16 rows of data:

Code	Description
▶ AM	ASSISTANT MANAGER
ASST. SPR	ASSISTANT SUPERVISOR
ASST. TECH	ASSISTANT TECHNICIAN
CLK	CLERK II
CLK 1	CLERK I
DESP.	DESPATCH CUM OFFICE ASSISTANT
ENG	ENGINEER
EXEC	EXECUTIVE
FC	FINANCE CLERK II
FC1	FINANCE CLERK 1
LL	LINE LEADER
MGR	MANAGER
OFF	OFFICER

Below the table, there is a status bar showing "Records: 23", "Fields: 2", "1 of 23", "Normal", and "File : OCCUPATION.DB". At the bottom, there is a toolbar with icons for "First", "Prev", "Next", "Last", "Add", "Edit", "Delete", "Fjnd", "Print", "Help", and "Exit".

20.4 PUBLIC HOLIDAYS

Setup Holiday dates.

Code

Enter Public Holiday code.

Description

Enter Public Holiday description.

Date From ... Until

Enter Public Holiday date range.

Detect As Rest Day

Select this option if the holiday is based on Rest Day rate.

Paid Holiday (Daily Rated Employee)

Select this option if the holiday is a paid holiday for daily rated employee.

Public Holidays

Code: AGUNG'S Description: AGUNG'S BIRTHDAY

Date From: 06/06/2015 Date Until: 06/06/2015

Recurring every Year
 Detect as Rest Day

You may define multiple date range for each Holiday Item.

	Date From	Date Until	Date From	Date Until
01.			05.	
02.			06.	
03.			07.	
04.			08.	

Code	Description	Date From	Date To	RecurYr	RestDay
AGUNG'S	AGUNG'S BIRTHDAY	06/06/2015	06/06/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AIDILADHA	HARI RAYA AIDILADHA	03/01/2015	03/01/2015	<input type="checkbox"/>	<input type="checkbox"/>
AIDILFITRI	HARI RAYA AIDILFITRI	17/07/2015	18/07/2015	<input type="checkbox"/>	<input type="checkbox"/>
CHRISTMAS	CHRISTMAS DAY	25/12/2015	25/12/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CNY	CHINESE NEW YEAR	19/02/2015	20/02/2015	<input type="checkbox"/>	<input type="checkbox"/>

First Prev Next Last Add Edit Delete Find Help Exit

20.5 CONDITIONAL ALLOWANCE

Conditional allowance can be paid either by daily or once-per-month basis. It is classified into two categories, namely daily allowance and monthly allowance.

Daily Allowance (awarded daily - based on daily criteria)

Amount is awarded on a daily basis using daily criteria such as daily overtime, daily work hour, daily lateness, etc.

Monthly/ Fixed Monthly Allowance (awarded once at the last day of selected period)

A single amount is awarded at the end of the selected period. You must process a complete period based on your period setting, any date that is outside the default period, will be ignored.

Condition Allowance [Daily/Monthly]

Code: ATTDINC Description: ATTENDANCE INCENTIVE QuickPay Code: [Dropdown]

Criteria 1 | Criteria 2 | Criteria 3 | Criteria 4 | Criteria 5 | Criteria 6 | Criteria 7 | Criteria 8

Amount/Unit: 2.00 Ceiling Amount: 0.00 Daily Monthly

Keyword Item	Operator	Hours/Day	Logical
Daily Regular Hours	>=	04:00	OR
Leave Type	=	AL	

Code	Description	QuickPay Code
ATTDINC	ATTENDANCE INCENTIVE	
EXEC	EXECUTIVE ALLOWANCE	03
NITESHF	NIGHT SHIFT ALLOWANCE	Shift01
OT_MEAL	OT MEAL ALLOWANCE	

Save Cancel Copy Help Exit

NOTE: Quick Pay Code field is only selected if it is a Conditional Shift Allowance and the amount is in Unit.

Criteria 2 are used if there is a conditional deduction whereby the deductible amount is different from the amount in Criteria 1.

Example: if the employee is late for work there is a deduction of RM10 from the Attendance Allowance and if the employee is on non pay leave, there is a deduction of RM 20.

The types of conditions are as follows: -

- 1) **Daily In Time**
This refers to the Time In of each employee whereby this allowance is applicable any allowance is related to employee daily In Time, such as punctuality.

Example: If this allowance is only given for punctual employees and the actual time in is 08:00 then you can set the 'Hours/Day' as 07:59 and the operator to use will be '<='
- 2) **Daily Out Time**
This refers to the Time Out of each employee whereby this allowance is applicable for any allowance is related to employee daily out time.

Example: If this allowance is given for employees who leave 4 hours later than the actual time out and the Actual Out Time is 18:00 then you can set the 'Hours/Day' as 22:00 and the operator to use will be '>='
- 3) **Daily Lateness**
This refers to the Lateness in minutes.

Example: If a deduction is given for employees who are not punctual and comes to work more than half an hour later than the Actual Time In then you can set the 'Hours/Day' as 00:30 and the operator to use will be '>=' in Deduction1
- 4) **Daily Leave Early**
This will be similar to Daily Lateness except that here it refers to leaving from work earlier than the Actual Time Out
- 5) **Daily O/T**
This refers to the Actual OT or Approved OT depending on which is applicable.

Example: If this allowance is given for employees who work more than 4 hours of overtime then you can set the 'Hours/Day' as 04:00 and the operator to use will be '>='
- 6) **Daily Regular Hours**
This is the total actual working hours.

Example: If this allowance is given for employees who work more than 12 hours in a day then you can set the 'Hours/Day' as 12:00 and the operator to use will be '>='
- 7) **Shift Code**
This is the shift code.

Example: If this allowance is given for night shift and the night shift is set as Shift 1, then you can set the 'Hours/Day' as 1 and the operator to use will be '='.
- 8) **Leave Type**
Leave Type refers to the leave code.

Example: So if you want to make a deduction when the employee is absent from work without reason, then you can set the 'Hours/Day' as ABS (depending on what you set in Table Of Codes – Leave) with '=' operator.
- 9) **Day Type**
Day type refers to N - Normal Day, R - Rest Day, H - Holiday and O - Off Day.
- 10) **Day Of Week**
Day of week refers to Mon - Monday, Tue - Tuesday, Wed - Wednesday, Thu - Thursday, Fri - Friday, Sat - Saturday and Sun- Sunday.

11) **Monthly Leave Type**

This is similar to Leave Type except that this option will be monthly instead of daily.

12) **Monthly Fixed Amount**

This is a monthly fixed amount given. Usually this is accompanied by deductions based on certain criteria.

Example: A monthly fixed allowance of RM100 is given for Perfect Attendance. However, if an employee is late for work, a deduction of RM10 a day is imposed.

20.6 CONDITIONAL ALLOWANCE – By RANGE

Conditional Allowance By Range is for the calculation on allowance or deduction based on range condition.
For example: If Daily Lateness >= 00:05 min and Daily Lateness is <= 00:15, attendance allowance will be deducted RMI.00.

Conditional Allowance By Range

Code	Description	QuickPay Code
LATENESS	DAILY LATENESS PENALTY	

Amount: 0.00 Ceiling: 0.00

Daily
 Monthly

Keyword Item	Code	From >=	To <=	Action
1) Daily Lateness		00:01	00:15	-2.00
2) Daily Lateness		00:16	00:30	-2.50
3) Daily Lateness		00:31	01:00	-5.00
4) Daily Lateness		01:01	02:00	-10.00
5)				
6)				
7)				

Code	Description	QuickPay Code
ATTN	ATTENDANCE BONUS	
LATENESS	DAILY LATENESS PENALTY	
WORKBONUS	WORKING BONUS	

Save Cancel Copy Help Exit

Steps to Setup Conditional Allowance By Range:

1. Enter the Code, *Description* and *QuickPay Code* for the Conditional Allowance.
2. Enter the total amount pay or deduct for the allowance or deduction.
3. Enter the total ceiling (maximum) amount for deduct or pay.
4. Select the type of conditional allowance - Allowance or Deduction
5. Enter the conditional range -
 - a) Select the Item (action for the conditional allowance)
 - b) Enter the code, if the item requires a code
 - c) Enter the greater or equal (>=) value
 - d) Enter the less than or equal (<=) value
 - e) Enter the action for the condition.

20.7 LEAVE

Code

Enter leave code

Description

Enter leave code's description

Detect As NPL

Select this if the Leave Code is a non paid leave

Quick Pay Code

Select the corresponding Quick Pay code. Ignore this if the code is only for reference.

Paid Leave (Daily Rated)

Select this if the Leave Code is paid leave and daily rated.

The screenshot shows a software window titled "Leave". At the top, there are two input fields: "Code" with the value "AL" and "Description" with the value "ANNUAL LEAVE". Below these are two checkboxes: "Paid Day (Daily Rated Employee)" and "Detect as NPL", both of which are unchecked. There are two more input fields: "QuickPay Code" with a dropdown menu showing "Leave01" and "Import Code" which is empty. To the right of these fields are two instructions: "(Use for export to Quick Pay)" and "(Use for import from E-Leave)".

Code	Description	QPAY Code	NPL	Paid Day
▶ AL	ANNUAL LEAVE	Leave01	<input type="checkbox"/>	<input type="checkbox"/>
BREAKDOWN	CAR/MOTORCYCLE BREAKDOWN		<input checked="" type="checkbox"/>	<input type="checkbox"/>
CL	COMPASSIONATE LEAVE	Leave03	<input type="checkbox"/>	<input type="checkbox"/>
EL	EMERGENCY LEAVE	Leave01	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HOSPITAL	HOSPITALISATION	Leave02	<input type="checkbox"/>	<input type="checkbox"/>
MATER	MATERNITY LEAVE	Leave05	<input type="checkbox"/>	<input type="checkbox"/>
MEETING	MEETING WITH CUSTOMER/SUPPLIER		<input type="checkbox"/>	<input type="checkbox"/>
ML	MARRIAGE LEAVE	Leave04	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the window, there is a toolbar with icons for "First", "Prev", "Next", "Last", "Add", "Edit", "Delete", "Find", "Help", and "Exit".

20.8 SECTION (A)

This is the most important setup in the entire Quick TMS system. Any changes here will reflect the result in calculations for overtime, lateness, conditional allowances etc.

Please ensure that the setting is correct and properly reflect your company's working policies.

Time Settings

Shift	In Zone			Out Zone		Normal Days							Rest	Hol
	Earliest	Actual	Latest	Actual	Latest	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
1.	06:00	08:00	08:00	17:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	06:00	08:00	08:30	16:45	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	06:00	08:00	08:30	17:00	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Flexi Shift: Normal Holiday Rest Day Off Day

Use "Strict Detection" when guessing Shift Number (Not Recommended)

Morning Shift Night Shift

-- In Zone --

In Earliest

This is the earliest in time for the Time In Zone.

Recommended to set at least One (1) hour before Actual In-Time

In Actual

This is the actual time that this shift starts work.

In Latest

The latest in time for this zone.

Recommended to set at least One (1) hour after Actual In-Time

-- Out Zone --

Out Actual

This is the actual Out Time for this shift.

Out Latest

This is the latest time that workers can swipe out.

Recommended to set at least Six(6) hours after Actual Out-Time

-- Working Days --

Select the working days in which the respective shift is being used. Working days included Mon, Tue, Wed, Thu, Fir, Sun, Rest and Hol (Holiday) for the shift.

Example :If Sunday is a rest day, leave all the checkbox on Sunday as blank.

Note : In Setting up the Shift, you must not exceed 24 hours from In Earliest to Out Latest.

Q) How does QTMS determine "DayType" (ie. Normal, RestDay, OffDay, Holiday) ?

QTMS uses the following scanning sequence flow:

- Check EMPLOYEE MASTER ==> CUSTOM DAYS
- Check SECTION ==> Holiday Table
- Check SECTION ==> OffDay Table
- If NOT any of above, then compare Day-of-Week (eg. Mon, Tue, Wed, etc). If all shifts (shift 1 to 10) does not ticked on day-of-week, then is considered RestDay. Else, it is a Normal Day

Q) How does QTMS determine "Shift Number"

QTMS uses the following scanning sequence flow:

- First, get "DayType"
- From employee TIME-IN, scan between shift's IN-EARLY and IN-LATEST
- From employee TIME-IN, scan between shift's IN-ACTUAL and OUT-ACTUAL
- If flexi shift, just assign the flexi shift number

Q) SHIFT SETTINGS Can we cater "AUTO ABSENT" ?

No. QTMS does not support "AUTO ABSENT" because there are no setup on working roster.

Q) How to set SECTION Morning Shift ?

Set shift's IN-EARLY time > IN-LATEST time
eg. IN-EARLY = 23:00 and IN-LATEST = 01:00

Q) For flexi shifts, can we set break zones ?

Yes, but not recommended ! Because breaks for flexi shifts use sliding hours from employee time in. So, will the break zones.

Warning: QTMS do not support flexi breaks

Break Settings

Shift	Break #1				Break #2				Flexi Break?	OT in Break?
	Earliest	Start Brk	End Brk	Latest	Earliest	Start Brk	End Brk	Latest		
1.	11:45	12:00	13:00	14:00					<input type="checkbox"/>	<input type="checkbox"/>
2.	11:45	12:00	13:00	14:00					<input type="checkbox"/>	<input type="checkbox"/>
3.	11:45	12:00	13:00	14:00					<input type="checkbox"/>	<input type="checkbox"/>
4.									<input type="checkbox"/>	<input type="checkbox"/>
5.									<input type="checkbox"/>	<input type="checkbox"/>
6.									<input type="checkbox"/>	<input type="checkbox"/>
7.									<input type="checkbox"/>	<input type="checkbox"/>
8.									<input type="checkbox"/>	<input type="checkbox"/>
9.									<input type="checkbox"/>	<input type="checkbox"/>
10.									<input type="checkbox"/>	<input type="checkbox"/>

Flexi Break ? Allows Start Break & End Break time to be flexible. Enable this option to deduct Break Lateness ONLY when break time is exceeded.

OT in Break ? Allows overtime to be calculate if worked during break hours (minimum 15 minutes)

Quick TMS allows monitoring and tracking of 2 break sessions per day.

Brk Earliest

This is the earliest time in which you can go for a break.

Any swiping before Brk-Earliest or after Brk-Latest will not be considered as a break.

Start Brk

This is the actual time when the break starts.

End Brk

This the actual time when the break ends.

Brk Latest

This is the latest time in which workers can clock in from their break.

Any swiping before Brk-Earliest or after Brk-Latest will not be considered as a break.

Note: Break settings are optional if you do not wish to monitor the breaks.

Change Shifts

Date Fr	Date To	Shift	IN Earliest	IN Actual	IN Latest	OUT Actual	OUT Latest	Mon	Tue	Wed	Thu	Fri	Sat
15/06/2015	16/07/2015	1	06:00	08:00	07:00	16:30	23:59	✓	✓	✓	✓	✓	

Change shift module allows you to overwrite TIME SETTINGS table for a specific date range. It is common to use this option especially when a sudden change of Section Shift time zones is enforced within a short period - example during Muslim fasting session.

Date Fr: specify start date of effective shift change (dd/mm/yyyy)

Date To: specify end date of effective shift change (dd/mm/yyyy)

Shift: Apply to which shift

In Earliest / In Actual / In Latest / Out Actual / Out Latest, etc: see TIME SETTINGS topic on how to configure these values.

Public Holidays

Select the Public Holidays applicable to the Section. You may define up to 100 holidays for each Section.

Public Holiday table is defined in Table Of Codes - [Public Holidays](#).

Tips: Click on "Import Holidays" button to import holiday settings from other Section codes.

20.9 SECTION (B)

This is the most important setup in the entire Quick TMS system. Any changes here will reflect the result in calculations for overtime, lateness, conditional allowances etc.

Please ensure that the setting is correct and properly reflect your company's working policies.

Work Hours

Work Hours

Work Hour Rounding Method (Daily)

Use Rounding Table

Round Minutes

Round Method

Daily Rated Employee Options

Calculate as ONE work day on the following days :

Hol Rest Off

Work Hours

Setup TIME ENTRY "Work Hours" calculated relative to either ZONE Time or Swipe time...

Only hours within settings are considered as "Work Hours". If Zone Actual is used, "Work Hours" is effected by "Grace IN & OUT" setup.

Monthly Rated

1. From [Zone In Actual] to [Zone Out Actual] Exclude BREAK Hours Less BREAK Lateness

Daily Rated

1. From [Zone In Actual] to [Zone Out Actual] Exclude BREAK Hours Less BREAK Lateness

Hourly Rated

1. From [Zone In Actual] to [Zone Out Actual] Exclude BREAK Hours Less BREAK Lateness

This allows you to configure employee "Work Hours" computation.

Work Hour Rounding Method

Use Rounding Table: If selected, work hours rounding method will follow your pre-defined rounding table. See topic [ROUNDING TABLE](#) for detail.

Else, if rounding table is not selected, then *Round Minutes* and *Round Method* fields will be used for rounding.

Round Minutes: Enter a value between 0 - 60 minutes

Round Method: Enter method *UP*, *DOWN* or *NEAREST*

Example, if Round Minutes = 15 and Round Method = NEAREST, then if Work Hours is 08:10 hours, then the final rounded value is 08:15 hours

Daily Rated Employee Options

This option ONLY effects employees with Payment Rate = "DAILY" (see [EMPLOYEE MASTER](#) module).

Work Hours Per Day: Enter a default workings hours for Daily Rated Employees. Example: 08:00 means 8 working hours per day.

Paid Off Day: Enable this option if Daily Rated Employees' working on Off-Days are counted as one (1) full working day.

Lateness

This allows you to configure employee "Lateness" computation.

Lateness Rounding Method

Use Rounding Table: If selected, lateness hours rounding method will follow your pre-defined rounding table. See topic [ROUNDING TABLE](#) for detail.

Else, if rounding table is not selected, then *Round Minutes* and *Round Method* fields will be used for rounding.

Round Minutes: Enter a value between 0 - 60 minutes

Round Method: Enter method *UP*, *DOWN* or *NEAREST*

Example, if Round Minutes = 15 and Round Method = NEAREST, then if Lateness is 00:10 hours, then the final rounded value is 00:15 hours

Grace Lateness Minutes Allowed

Clock In: This is the grace minutes for clock in. If employee late-in minutes is within the grace minutes, then no late-in lateness minutes are deducted.

Clock Out: This is the grace minutes for clock out. If employee early-out minutes is within the grace minutes, then no early-out lateness are deducted.

Start Break: This is the grace minutes for break clock out. If employee break early-out minutes is within the grace minutes, then no break early-out lateness minutes are deducted.

End Break: This is the grace minutes for break clock in. If employee break late-in minutes is within the grace minutes, then no break late-in lateness minutes are deducted.

Add Break Lateness on WeekDays

You may enforce a fixed compulsory lateness hours on a specific date.

Example, on Friday when the Muslim employees go for their prayers, you would like to deduct one hour as NPL, then you can set 01:00 in the lateness column on Friday.

Overtime

This allows you to configure employee "Overtime" computation.

Overtime Rounding Method

Use Rounding Table: If selected, overtime rounding method will follow your pre-defined rounding table. See topic [ROUNDING TABLE](#) for detail.

Else, if rounding table is not selected, then *Round Minutes* and *Round Method* fields will be used for rounding.

Round Minutes: Enter a value between 0 - 60 minutes

Round Method: Enter method *UP*, *DOWN* or *NEAREST*

Example, if Round Minutes = 15 and Round Method = NEAREST, then if overtime is 02:10 hours, then the final rounded value is 02:15 hours

Overtime Option

Early OT: If enabled, employee who came early to work (earlier than Actual In Time), overtime will be given depending on Minimum minutes set.

Minimum Minutes (for Early OT): This is the minimum overtime minutes in order to be considered as early overtime worked.

Eg., if the minimum minutes is 30 and the early overtime worked is less than 30 minutes, then employee early overtime worked will not be computed.

Late O/T: If enabled, employee who worked after section's Actual-Out time zone, then overtime hours will be computed from the Actual-Out time.

Minimum Minutes (for Late OT): This is the minimum overtime minutes in order to be considered as late overtime worked.

Eg., if the minimum minutes is 30 and the late overtime worked is less than 30 minutes, then employee late overtime worked will not be computed.

Calculate entire work hours are Overtime on the following Days: These options, if enabled, will calculate employee work hours as overtime.

You may choose to apply (or enable) this option for Normal Day, Rest Day, Off Day or Holidays.

Use Overtime Adjustments

Overtime adjustments will increase or reduce final overtime hours worked.

Use Overtime Adjustments
This will increase(+), decrease(-) or set(=) overtime hours in TIME ENTRY module. Assign ADJ as "=" to set maximum OT hours.

Overtime Hours		Adjust Hours		Apply to Following Days			
From	To	Adj	Hours	Norm	Rest	Off	Hol
02:00	23:00	+ ▾	00:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		▾		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		▾		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		▾		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		▾		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Example, you may add 00:30 (ie. 30 minutes) to overtime hours worked if overtime worked for the day is between 02:00 - 24:00 hours.

You may apply this overtime adjustments to a particular day type (ie. Normal, RestDay, OffDay, Holiday).

Knock Off NPL or LATENESS from Overtime: If enabled, any NPL hours and LATENESS hours will be deducted from Overtime worked. However, this function is only reflected in reporting figures and also during export to payroll file. It will not effect actual overtime hours worked in TIME ENTRY module.

Example 1: If NPL = 01:30 and Overtime = 05:00.
 Total Overtime = 03:30 (05:00 - 01:30)
 Total NPL = 00:00

Example 2: If NPL = 01:30 and Overtime = 01:00.
 Total Overtime = 00:00
 Total NPL = 00:30 (01:30 - 01:00)

Overtime Table

This module configures how you want to export employee overtime to payroll systems (e.g QuickPay).

Overtime Export					
Normal Day	<=	<input type="text" value=""/>	Hours, pay as	<input type="text" value=""/>	
	<=	<input type="text" value="00:00"/>	Hours, pay as	<input type="text" value=""/>	balance hours paid as <input type="text" value="OT 1"/> Bal Hours > <input type="text" value=""/> Pay as <input type="text" value=""/>
Rest Day	<=	<input type="text" value="04:00"/>	Hours, pay as	<input type="text" value="Add. 1"/>	
	<=	<input type="text" value="08:00"/>	Hours, pay as	<input type="text" value="Add. 2"/>	balance hours paid as <input type="text" value="OT 2"/> Bal Hours > <input type="text" value=""/> Pay as <input type="text" value=""/>
Holiday	<=	<input type="text" value=""/>	Hours, pay as	<input type="text" value=""/>	
	<=	<input type="text" value="08:00"/>	Hours, pay as	<input type="text" value="Add. 3"/>	balance hours paid as <input type="text" value="OT 3"/> Bal Hours > <input type="text" value="04:00"/> Pay as <input type="text" value="OT 4"/>
Off Day	<=	<input type="text" value=""/>	Hours, pay as	<input type="text" value=""/>	
	<=	<input type="text" value="08:00"/>	Hours, pay as	<input type="text" value=""/>	balance hours paid as <input type="text" value="OT 1"/> Bal Hours > <input type="text" value=""/> Pay as <input type="text" value=""/>

Example 1 :

When the overtime falls on Normal Day, and Off Day.

2nd row setting: If overtime less than or equal (<=) 00:00, Quick Pay Code is OT 1.

Example 2 :

When the overtime falls on Rest Day.

1st row setting: If overtime less than or equal (<=) to 04:00, Quick Pay Code is Add.1

2nd row setting: If overtime greater than (>) 04:00 and less than or equal (<=) to 08:00, Quick Pay is Add.2, balance hours paid as Quick Pay is OT 2

Example 3 :

When the overtime falls on Holiday (Public holiday).

2nd row setting: If overtime less than or equal (<=) to 08:00, Quick Pay code is Add.2, balance hours paid as Quick Pay is OT 3. Balance hours more than (>) 04:00, Quick Pay Code is OT 4.

20.9 ROUNDING TABLE

Rounding Table (Minute)

Code: OT Description: OVERTIME ROUNDING

Rounding Range (all values are in minutes)		
Range From >=	Range To <=	Round to Value (Minutes)
1	20	20
21	40	40
41	59	60

Buttons: Add, Delete, Edit, Save, Cancel

Code: OT Description: OVERTIME ROUNDING

Buttons: Save, Cancel, Help, Exit

Example :

If overtime rounding within 20 minutes. The rounding table settings as below :-

Code : OT

Description : Overtime Rounding

Range From >= : 1

Range To <= : 20

Round to Value (minutes) : 20

20.10 EXPORT SETUP

This is to allow you to select what you want to export during Mid Month and End Month processing. This module is used in Database Export module.

Export Setup

Code: DEFAULT Description: DEFAULT EXPORT SETUP

Export Items | Other Options

Mid Month

Non Paid Leave

Late Minutes

Early Minutes

Brk Late Minutes

Brk Early Minutes

Allowances

Exclude export QPAY Allowance Codes:

End Month

Non Paid Leave

Late Minutes

Early Minutes

Brk Late Minutes

Brk Early Minutes

Allowances

Exclude export QPAY Allowance Codes:

Code: DEFAULT Description: DEFAULT EXPORT SETUP

Buttons: Save, Cancel, Help, Exit

EXPORT ITEMS FOLDER

You may control types of items to be exported in Database Export module during Mid-Month and End-Month export process.

Non Paid Leave: Exported to NPL Days

Late Minutes, Early Minutes, Break Late Minutes, Break Early Minutes : Exported to NPL Hours

Days Worked : Exported to Days Worked (for Daily Paid workers)

Hours Worked : Exported to Hours Worked (for Daily Paid workers)

Overtime: Exported to Normal, Rest Day, Holiday OT etc (depending on your Overtime Setup)

Shift Allowances: Exported to the respective Shift Allowances

Allowances : Exported to conditional Allowances/Deductions.

Use "Exclude export QPAY Allowance Codes" field to exclude selected payroll allowances or deductions from being exported. See topic Conditional Allowance setup and Conditional Allowance (Range) setup

Leave Records: Enable export leave records

OTHER OPTIONS FOLDER

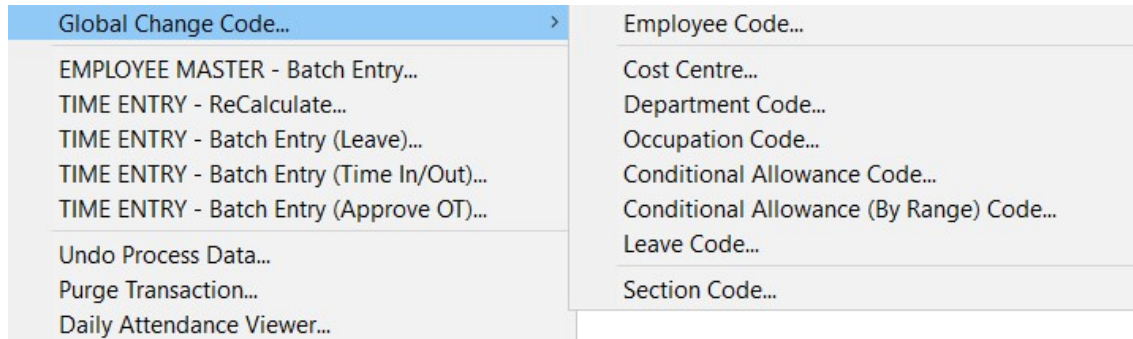
Salary Prorate : Exported prorate days (for newly joined, resigned and confirmed staffs)

Old & New Rates : Split overtime & NPL hours into old & new rates columns, for newly increment staffs

Hourly Rated Employees: Export Actual Hour Work : By default, for Hourly Rated employees, working hours are exported from "Worked Hours". Enable this option if you wish to export "Actual Hours Worked" instead. See Topic - TIME ENTRY for detail on "Worked Hours" and "Actual Hours Worked".

21. GLOBAL CHANGE

The following are the codes that can be changed globally.

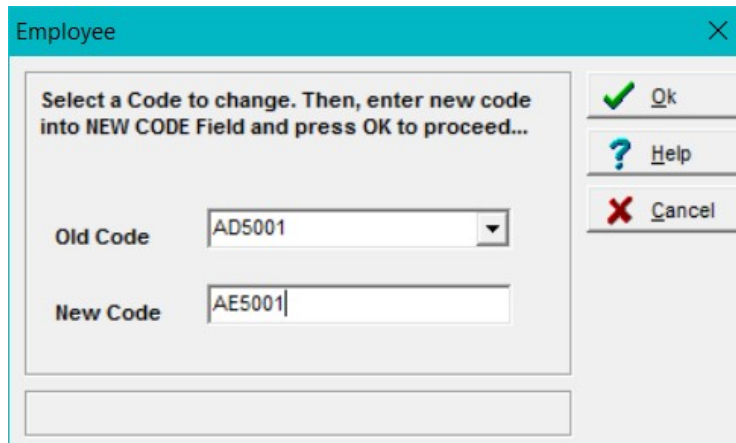


21.1 GLOBAL CHANGE CODE

The following are the codes that can be changed globally: -

- Employee
- Cost Centre
- Department
- Section
- Occupation

Note: *Kindly backup your database before executing this function.*



Key in or select from the drop-down box of items, the code that you want to change. Then key in the new code and click OK to confirm.

21.2 TIME ENTRY – LEAVE

This function allows you to globally insert/edit a leave code into your time entry.

Step 1: Choose the section or/and employee to global **Leave** entry.

Step 2: Choose leave code

Step 3: Choose half or full day leave

Step 4: Choose leave entry date range

Step 5: Click Ok to process.

EmplNo	Employee Name

21.3 RECALCULATE TIME-CARD RECORDS

This function is use to recalculate **Day Type** and **Shift Number** for [Time Entry](#) records.

Step 1: Select the **Recalculate Date** to process.

Step 2: Filter by employee, cost center, department, section is allow by click on **Query** button.

Step 3: Select Recalc Day type or Recalc Shift or both.

Step 4: Press OK to recalculate.

Warning: Please **BACKUP** database before perform Recalc.

Please Backup Database BEFORE perform ReCalc.

Recalculate DAY Type and SHIFT Number in TIME CARD records.

Recalc Day Type

Recalc Shift

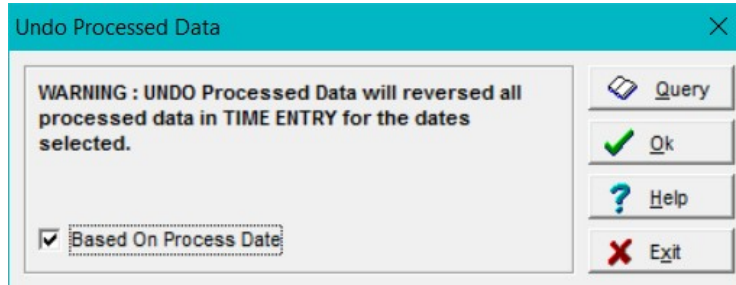
21.4 UNDO PROCESS DATA

This function will reverse all the processed data in [Time Entry](#).

Step 1: Filter by employee, cost center, department, section is allow by click on **Query** button.

Step 2: Choose based on process date if only want to reverse successfully updated time entry record (with **Y** status in the employee daily swipe) or uncheck the options to remove all the updated time entry record (with or without **Y** status in the employee daily swipe)

Step 3: Click OK button to perform the undo process.



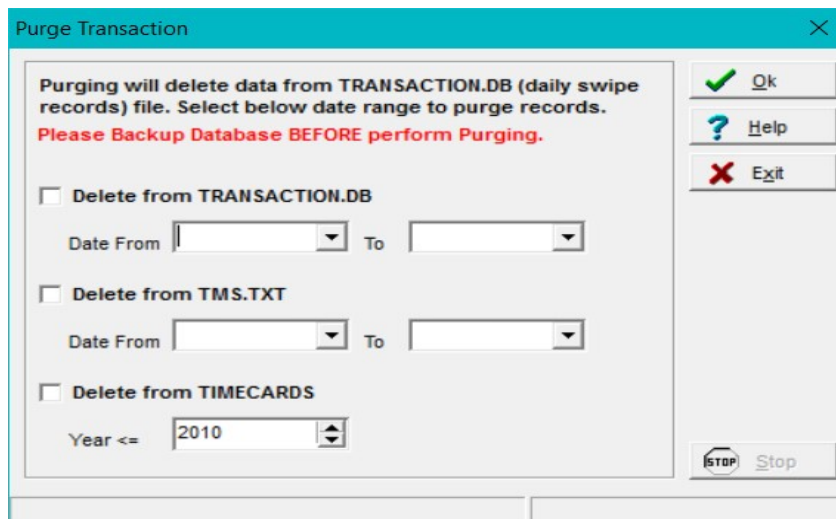
21.5 PURGE TRANSACTION

This function allows you to clear the transactions and time clock data from your system on selected date range.

Options

- **-- Tms.txt Only (Delete Orphan TimeCards)**
Enable this option to delete time clock data.
- **- All (Purge All Transaction & Time Clock Data)**
Enable this option to delete all transaction data including time clock data.

IMPORTANT: Please remember backup database before performing this function.



Choose which options and date range that user would like to delete. Then, Click Ok to execute

21.6 DATABASE EXCHANGE

DATABASE EXCHANGE allows copying of Employee records into another Quick TMS database. Use this function to copy employee records between databases - example, relocating employees to another company.

The screenshot shows the 'Database Exchange' dialog box. It features a list of employee records to be copied, a 'Destination Database' dropdown, a 'Supervisor Password' field, and checkboxes for 'Main Tables' and 'Table of Codes'. The 'Table of Codes' section is currently selected, showing options like 'Section', 'Transaction.DB', 'Department', 'Cost Center', 'Occupation', and 'Public Holiday'. The dialog also includes 'Check All', 'Clear All', 'Query', 'Ok', 'Help', 'Exit', and 'STOP' buttons.

- Select employees from EMPLOYEE LIST to copy
- Select DESTINATION DATABASE to store employee records. Supervisor password required
- Select options to copy either EMPLOYEE MASTER, TIME CARDS, or TABLE OF CODES...
- Click OK to proceed

Employee List : Select employee to be copied into Destination Database.

Destination Database : Enter Destination Database name. Selected employees will be updated into Destination Database.

Supervisor Password : Enter supervisor password for Destination Database.

Copy EMPLOYEE MASTER Records: If enabled, Employee Master in Destination Database will be overwritten.

Copy TIME CARD Records: If enabled, Time Card records in Destination Database will be overwritten.

Table of Codes: If enabled, items selected in table of codes will update tables in Destination Database.

Note: Upon completion of Database Exchange, DESTINATION DATABASE should have additional employee records from Employee List. Source Database is not effected. All related records - example Cost-Center, Department, Section, etc - will automatically be copied over from Source to DESTINATION database.

Please backup destination database before proceeding.

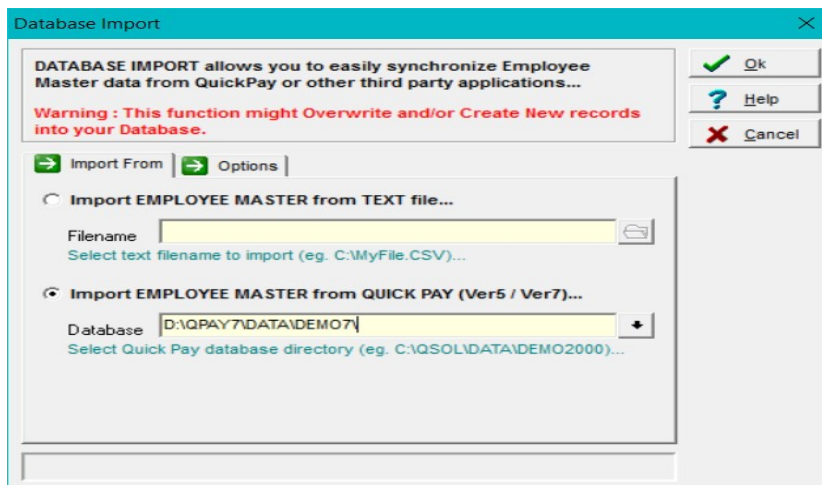
22. DATABASE IMPORT

DATABASE IMPORT allows users to import: -

- 1) Normally, choose **Import Employee Master from Quick Pay (Ver5 / Ver7)...**

Update Pay-Rate: Option to update employee pay-rate (*not recommended*)

Update Pay-Frequency: Option to update employee pay-frequency (*not recommended*)



- 2) If user would like to import Employee Master from TEXT file....

Import Filename: Enter the CSV text file for import purpose

Step 1: From QUICK PAY, create Free-Format report consisting of the following fields: -

1. Employee number
2. Employee name
3. Date Hire
4. Date Resign
5. Date Increment
6. Cost Centre CODE
7. Cost Centre DESCRIPTION
8. Department CODE
9. Department DESCRIPTION
10. Occupation CODE
11. Occupation DESCRIPTION
12. Payment Rate
13. Payment Frequency

Note: In QUICK PAY, the above format is pre-installed into `\QSOL\TEMP\QuickTMS.QPX`

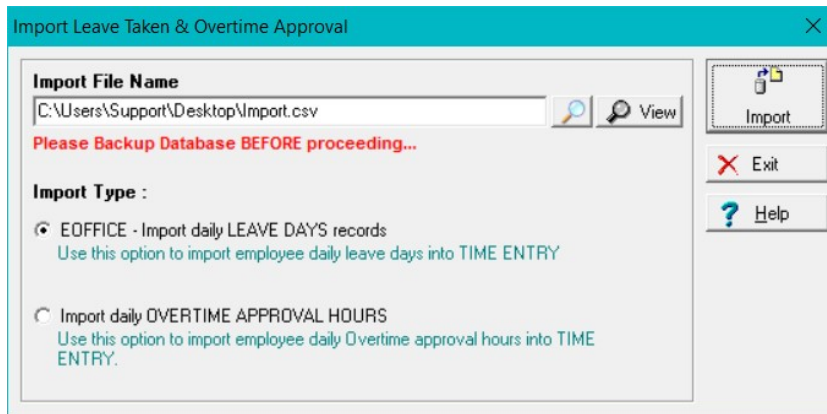
Step 2: From QUICK PAY, execute the above Free Format report and generate an export CSV file. You may use any filename (example: C:\EMPLOYEE.CSV).

Note: During export, **DO NOT** enable "Include Header Title" and "Include Head Count Total" options.

Step 3: From QUICK TMS, execute DATABASE IMPORT ==> Import Employee Master
Then, select the filename generated by QUICK PAY (example: C:\EMPLOYEE.CSV). Click OK to proceed.

During DATABASE IMPORT, all employee, cost-center, department, and occupation records will be updated (or, create if new).

22.1 Import Leave Taken & Overtime Approval



- EOFFICE: Import Daily Leave Days records

Use this option to import employee daily leave days into TIME ENTRY.

Field Format:

EmplNo,Date,Leave Code,Days Taken,Reason

Fields:

- Employee Number example ABC123
- Date (String dd/mm/yyyy) example 31/12/2009
- Leave Code example NPL
- Days Taken example 0.50
- Remarks example Personal Reasons

Example Format:

AD5002,16/01/2004,NPL,0.5,NON PAID LEAVE

AD5002,17/01/2004,AL,1.0,PERSONAL REASONS

AD5002,18/05/2009,OUTSTS,,WENT OUT STATION

- Import Daily Overtime Approval Hours

Use this option to import employee daily Overtime approval hours into TIME ENTRY.

Field Format:

EmplNo,Date,OT Approval hours

Fields:

- Employee Number example ABC123
- Date (String dd/mm/yyyy) example 30/04/2015
- Approval Hours example 11:59 (in format HH:MM)

Example Format:

AD5002,16/03/2015,01:00

AD5002,17/03/2015,02:59

AD5002,14/04/2015,23:59

23. DATABASE EXPORT

This module will export time attendance data such as Non Paid Leave, Late Minutes, Early Minutes, Break Late Minutes, Break Early Minutes, Day Worked, Hours Worked, Overtime, Shift Allowances and Conditional Allowances into **Quick Pay** and Leave Record into **Quick Staff**.

Export Period & Date Range

This is the current selected period which will be exported.

Select either to export MID-MONTH or END-MONTH period.

Mid-Month option will ONLY appear if your PERIOD SETUP has mid-month date value.

Payroll Export File

Enter your desired directory or click on the [Open File] button to select and use [Browse] button to view exported result.

See below section for technical file format.

The default filename is IMPORT.TXT which is stored into current database directory.

Leave Export File

Enter your desired directory or click on the [Open File] button to select and use [Browse] button to view exported result.

See below section for technical file format.

The default filename is LEAVE.TXT which is stored into current database directory.

Payroll Export File Format (IMPORT.TXT)
--

File Name: IMPORT.TXT

File Format: CSV (Comma Delimited) with CR/LF

01	Employee Number	
02	Non-Pay-Leave (Days)	- Apply to Monthly Rated staffs only
03	Non-Pay-Leave (Hours)	- Apply to Monthly Rated staffs only
04	PREVIOUS Non-Pay-Leave (Days)	- Apply to Monthly Rated staffs only
05	PREVIOUS Non-Pay-Leave (Hours)	- Apply to Monthly Rated staffs only
06	Days Worked	- Apply to Daily Rated staffs only
07	Hours Worked	- Apply to Daily Rated staffs only
08 to 17	Overtime #1 - Overtime #10 Hours	
18 to 27	Overtime #1 - Overtime #10 Hours (Previous or Old rates)	
28 to 37	Shift #1 - Shift #10 Units	
38 to 42	Additional Pay #1 - Additional Pay #5 Units	

43 to 47	Additional Pay #1 - Additional Pay #5 Units (Previous or Old rates)
48 to 57	Leave #1 - Leave #10 Days Taken
58	Days Worked (for Prorate Salary use)
59	Days in the Period (for Prorate Salary use)
	<i>Note:</i>
	<i>Both Field 58 & 59 must have value to produce :</i>
	<i>BASIC in SALARY ENTRY = EmployeeMaster Basic * Field58/Field59</i>
60	Old Days Worked (for Prorate Salary use)
61	Old Days in the Period (for Prorate Salary use)
	<i>Note:</i>
	<i>Both Field 60 & 61 must have value to produce :</i>
	<i>BASIC in SALARY ENTRY = EmployeeMaster Old Basic * Field60/Field61</i>
62	Basic Pay
63	Allowance/Deduction Code #1
64	Amount for Code #1
65	Allowance/Deduction Code #2
66	Amount for Code #2
...	
...	
261	Allowance/Deduction Code #100
262	Amount for Code #100

Leave Export File Format (LEAVE.TXT)

File Name: LEAVE.TXT
File Format: CSV (Comma Delimited) with CR/LF

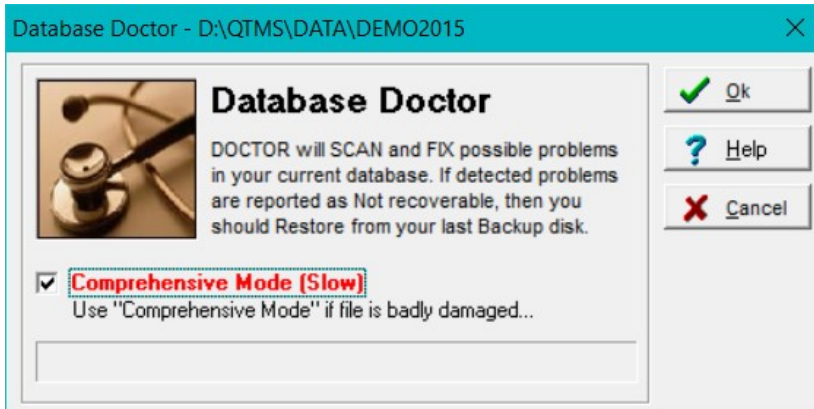
1. Employee Number - Alphanumeric
2. Date Taken From - dd/mm/yyyy
3. Date Taken Until - dd/mm/yyyy
4. Leave Type (relative to Quick Pay) - Valid Value 1 - 10
5. Days Taken
6. Remarks

24. DATABASE DOCTOR

DATABASE DOCTOR will attempt to fix damaged data links and perform necessary database re-indexing.

If recovery failed, you are recommended to perform [DATABASE RESTORE](#) from your last backup file.

Database problems are commonly caused by incomplete record saving due to power failure, accidental record deletion or software programming bugs.



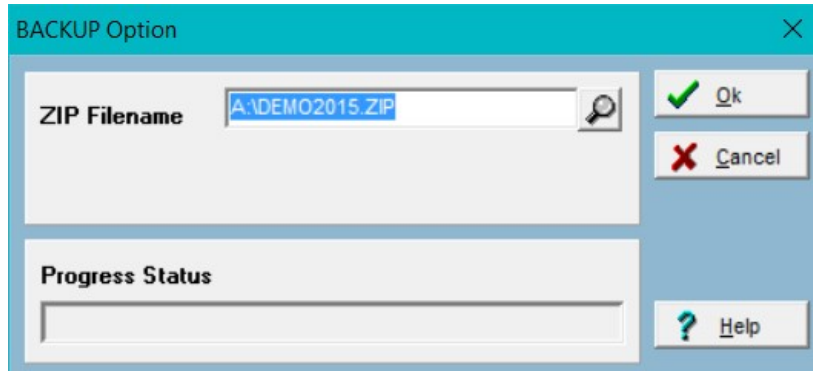
Comprehensive Mode

If database files are badly damaged, check this option to perform a more thorough physical file fixing & database 'packing'. Only use this option when DATABASE DOCTOR fails in Normal Mode.


25. DATABASE BACKUP

Backup files are stored in compressed ZIP format. This module will backup all related files to the current selected company database. If your database size is huge, then you might need a few floppy diskettes to store your backup copy.

Note: Frequent backup will reduce data lost in the event of Hard-Disk corruption.

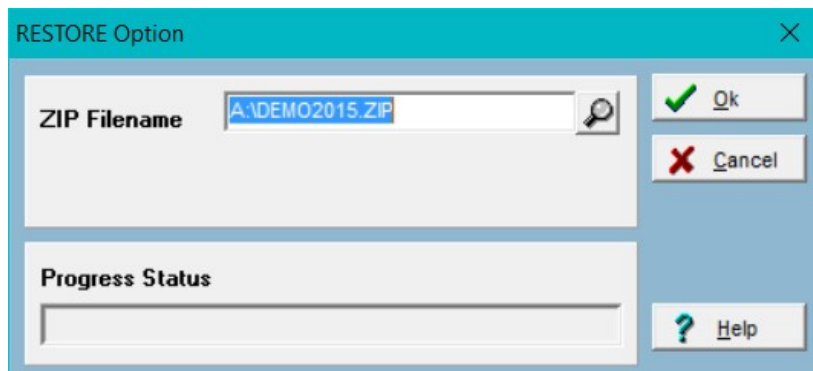


Zip Filename


Select a filename for your backup destination by using browse  button and press "OK" to backup. Upon successful backup, you will find a file in compressed ZIP format in your floppy disk drive.

26. DATABASE RESTORE

This module will restore the company's database from the previous backup files in the floppy disk into the hard disk.



Zip Filename

Select a disk drive that contain backup file destination by using browse  button and press "OK" to backup. The default directory is A:\DEMO2004.ZIP.

Upon a successful restore, you will find that all the data information from your previous backup is fully restored into your hard disk.

WARNING: Database Restore will overwrite all the data in your hard disk. Ensure that you are restoring the correct database file.

27. QUICK TMS – Function Buttons

Following are the common function button use in Quick Time Management System



- First button - Move to first record
- Prev button - Move to previous record
- Next button - Move to next record
- Last button - Move to last record
- Find button - Find the desire record that need, a **Search** screen will shown when click on Find. Type in **Search characters** and **Search type** to find desire record.
- Edit button - Use to editing the current record.
- Save button - Save the changes make to the database
- Cancel button - Cancel current action.
- Print button - Print current screen shoot (only use for Time Entry and Calendar of Events)
- Help button - Access to Quick Time Management System **Help** file
- Exit button - Leave the current module.