G4S

Technology

Work Instruction

Roaming clock delay on first on to Last Off

PURPOSE

This document is to guide the user with the setup of the clock delay on first on to last off time recording groups

BUTTON DEFINITIONS

There are three states of the new buttons: browse, inactive and hover

	Insert	Add a new item to a selected category
	Edit	Enter into edit mode to allow you to make changes to a selected entry.
	Delete	Delete the entry you currently have selected. You will receive a warning box before the deletion becomes final.
	Save	Save the information you have entered / edited.
	Exit or Cancel	Exit without saving changes.
	Print Preview	Displays on screen a preview of that pages that will be printed.
	Print	Sends the information to the default printer.
	Print to Excel	Prints the Report to an Excel Workbook
	Save to csv	From the print preview the report can be saved as a csv file
	Down Arrow	Move selected data down
	Left Arrow	Move selected data left | go back
	Right Arrow	Move selected data right | go forward
	Up Arrow	Move selected data up
	Browse	Enables you to search the directories on the computer for a file / picture.

SOFTWARE VERSIONS

The followings are the versions required for the feature to work:
XTUpgrade V2.15.04.2
XT900BatchService V2.15.04.3

OVERVIEW

There is an inherent problem on site where exceptions and overtime is generated based on the geographical layout of the site.

PROCESS FLOW

- Person A would clock in at Location 1 and commence with his shift
- Person A would then during his / her shift clock out from Location 1 and Clock in at Location 2 to continue with his / her shift
- At the end of the shift Person A will clock out of Location 2 within late end leeway
- Person A will then clock back into Location A to access the change house or put away his / her tools.
- The latest in clock will generate the following possibilities:

- o   Call out if on standby
- o   Overtime if not on standby

DEVELOPMENT

Develop a delay which can be user defined and which will ignore the last out and following in clock should the events occur within the user defined period. This will eliminate the call out that is generated if within leeway. It will also alleviate overtime generation.

1. This parameter will be a time delay setting that is user defined
2. Parameter is located on the time recording group
    a. You can have multiple time recording groups with the same clock points and same pay rules that apply.
    b. Selected employees that work across multiple sites can be allocated to the TR group with delay.
        i. If an employee has two TR groups that has the same clock points and one has the delay enabled and one not it will apply the delay rule.
3. The parameter will ignore the first in after the last out if the in occurs within the user defined delay.

SYSTEM SETUP

Navigate in the menu to *CODES | TIME | TR GROUPS*
At the bottom of the clockpoint selection grid is a parameter called First on Last Off Delay. Edit the Time recording group and add a duration that clocks must be included in the First in to Last off calculation:

EXAMPLE:
Before change got callout directly after shift (13:20 to 13:25)

Person clocks after shift. If this employee was on standby, the calculation would have resulted in a callout a few minutes after shift

Shift

Times
The call out that was on the initial record of 13:20 to 13:25 has been removed.

Code	Auth.	Unauth	On Clock	Off Clock	Cost Code
Normal time	06:00	00:00			20463000	Auto Electrical Mining Work
O/T Week 1.5	00:00	00:15			20463000	Auto Electrical Mining Work
Call out weekday	00:00	02:00	15/05/2015 17:30:00	15/05/2015 18:51:00	20463000	Auto Electrical Mining Work
Call out weekday	00:00	02:00	15/05/2015 14:30:00	15/05/2015 14:52:00	20463000	Auto Electrical Mining Work

The client is to do onsite testing to ensure that the calculation logic is correct and that the resolution is as expected.