

**Oracle® Hospitality Cruise Shipboard
Property Management System**
Time and Attendance Terminal User Guide
Release 8.0
E95325-01

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Preface

The Time and Attendance (T&A) is a rostering module that allow shift supervisors to prepare the crew weekly work schedule by location and type of work.

Audience

This document is intended for application specialist and users of Oracle Hospitality Cruise Shipboard Property Management System (SPMS).

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL: <https://support.oracle.com>

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received and any associated log files
- Screen shots of each step you take

Documentation

Oracle Hospitality product documentation is available on the Oracle Help Center at <http://docs.oracle.com/en/industries/hospitality/>

Revision History

Date	Description of Change
April 2018	<ul style="list-style-type: none">• Initial publication

1

SPMS Parameters

Below is the System Parameter use in the Time and Attendance module.

PAR_GROUP Time Attendance

Table 1-1 – Parameter Group Time Attendance

Parameter Name	Value	Description
Approval Frequency	<day>	Every X number of days which the crew must approve their worked hours.
Approve Daily Worked Hours Clock-In/Out	<0,1>	Allow crew to approve their daily worked hours for clock-in/out.
Approve Weekly Hours		For used on T&A Terminal. 1=Show screen View My Weekly Hours, 0=Hide
Auto Adjust Time Slots on Terminal		Auto adjust overlapping time slots when crew add/edit their time
Auto Log-out After x Mins of Inactivity		Number of minutes to wait for before auto log-out and exit to the main log-in menu when there is no activity on the Time Attendance Terminal. Specify the par_value in number of minutes
Crew Daily Work Time Approval For Clock In/Out		Daily cut-off time to show to crew his daily approval hours on the terminal
Daily Work Time Approval		Denotes the time (in 24 hrs. format) that crewmembers must approve their total worked hours daily.
Display Date Time on Terminal		Option to display date time on the terminal. Do <i>not</i> enable this option if the hardware is of a lower specification or slow. The Timer uses the PC resources to display the date time.
Display Messages X days old at Terminal		Show only Messages X days old at Terminal. If value = 10, then terminal will only display messages dated from the previous 10 days.
Display Previous X days Clock-In/Out at terminal		Show only Previous X days Clock-In/Clock-Out activities in Manual Clock-In/Out screen. If Par value is 3, then the system will show previous 3 days activities in Manual Clock In/Out
Enable Batch ClockIn/Out		0-Do not allow batch clock in/out, 1 – allow to post to future only, 2 – Allow posting to past and future
Enable Manual Clock In/Out		Allow crew to access the Manual Clock-Clock-In/Out button at T&A Terminal

Parameter Name	Value	Description
Enable More Info		Allow crew to view the more info button on the terminal
Enable View My Account		Allow crew to view their account overview on the terminal
Enable View My Messages		Allow crew to view their messages on the terminal
Enable View My Schedule		Allow crew to view their schedule on the terminal
Filter Crew by Payment Type and Contract Type		Allow the manager to filter crew by payment type on the Broadcast Message screen
First Day of Week		The first day of weekly schedule. 1=Sunday,2=Monday,3=Tuesday, 4=Wednesday,5=Thursday,6=Friday, 7=Saturday
Grace Period After Clock-In		Number of minutes for grace period after clock-in.
Grace Period After Clock-Out		Number of minutes for grace period after clock-out.
Grace Period Before Clock-In		Number of minutes for grace period before clock-in.
Grace Period Before Clock-Out		Number of minutes for grace period before clock-out.
IFC Time AttendanceCalc process every X minutes		Every X Minutes the interface calculates the total worked/rest hours
ILO Maximum Work Hours in 24-hour period		Specify the maximum number of hours that a crew member can work in a 24-hour period as governed by ILO.
ILO Maximum Work Hours in 7-day period		Specify the maximum number of hours that a crew member can work in a 7-day period as governed by ILO.
ILO Minimum Block Rest Hours in 24-hour period		Specify the minimum block (number of hours) that a crew member must rest in a 24-hour period as governed by ILO.
ILO Minimum Rest Hours in 24-hour period		Specify the minimum number of hours that a crew member must rest in a 24-hour period as governed by ILO.
ILO Minimum Rest Hours in 7-day period		Specify the minimum number of hours that a crew member must rest in a 7-day period as governed by ILO.
Internal Browser Parameters		Webpage and set of parameters passed to the browser for time attendance terminal
Minutes Round Up		Clock-in/out are rounded at x-minutes before and after each quarter hour (00, 15, 30, 45). System does this internally for the purpose of calculating the number of hours to be paid.

Parameter Name	Value	Description
Past X Days Crew Can Request Approval Change	<0 to 7>	Past number of days that crew can access to change his schedule approval.
Restrict Login to Terminals		Crew can only login to certain terminal based on the set up of terminals
Schedule Validation Exception Positions		Value of OPO_ID separated by commas or leave it empty
Use Alphanumeric Keyboard		1=Use alphanumeric keyboard on terminal, 0=Use numeric keyboard
Use Clock-In/ Clock-Out		1=Use clock-in/clock-out method, 0=Use time approval method.
Use Signature Capture		1=Use signature capture, 0=Signature capture not used.
View Current Weekly Hours Clock-In/Out		Allow crew to view their current week worked hours for clock-in/out
View Daily Hours Clock-In/Out		Allow crew to view their daily worked hours for clock-in/out
View Invoice by Voyage		Display crew invoice by voyage on the terminal
View Upcoming Drills		Show upcoming drills on terminal

2 Login to T&A Terminal

A crew can login to the T&A Terminal either by swiping the crew card or enter the crew ID, followed by a pin code. The Pin Code is obtainable from **Edit Crew Information, Reservation details screen, Pin code** field.

DEMO
DEMO
Time Attendance Terminal
Welcome Adriyanto, Mr.
Please enter your Pin Code below and press ENTER
Desktop Users: Hit Alt + F4 to exit the Terminal

Enter Crew ID:

Enter PIN Code:

1	2	3
4	5	6
7	8	9
ESC	0	ENTER

Figure 2-1 - T&A Terminal Login Screen

1. At the T&A Terminal, swipe the crew card through the Magnetic Card Reader (MSR) attached to the terminal to login.
2. Enter the Pin Code in the **PIN Code** field and then press **Enter**. The system does not prompt an error if the Pin Code entered is incorrect.
3. Pressing the **ESC key** resets the entries.
4. Alternatively, manually enter the Crew ID in the **Enter Crew ID** field, followed by the **Pin Code** and press **Enter**.
5. The system prompts for a pin code to be created if the crew account does not have a pin code. Enter the **Crew ID, New PIN Code** and **Confirm PIN Code** then press **Create**. Use the **CLR** to clear the entry or **BK** to for backspace.
6. You are required to re-login once the PIN Code is changed successfully. Repeat steps 2 or 4.

No PIN Code detected

A PIN Code length is configurable in Parameter "**General**", "**Pin Code Length**" and prompts an error message if the PIN Code entered does not meet the requirement set in the parameter.

Crew Messages

Once you login successfully and if there are unread messages, the message will be shown on screen. Press **Mark As Read** to close and go to the next message or **Delete Message** to delete the current message.

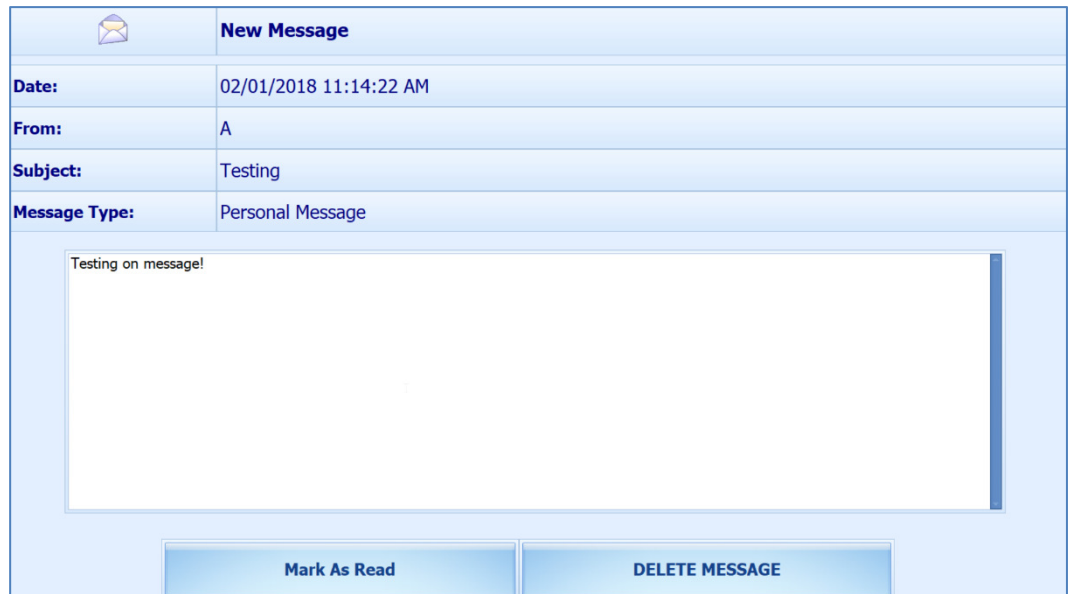


Figure 2-2 - Crew Message

Main Menu

Upon a successful login, you are granted an access to the functions available in the T&A Terminal. The function listed on the Main Menu varies, depending on the mode set in parameter, "Time Attendance", "Use Clock-In/Clock-out". See below table for a list of functions available in each mode.

Table 2-1 - T&A Terminal Menu for Time Approval and Clock In/Out Mode

Time Approval Mode	Clock-In/Clock-Out Mode
<ul style="list-style-type: none"> • Approved Worked Hours • View My Schedule • View My Messages • View My Account • View My Upcoming Drills • Approve My Weekly Hours • Change Pin • More Info • Logout • Exit Terminal 	<ul style="list-style-type: none"> • Clock In • Clock Out • Change Task • Manual Clock In/Out • View My Schedule • View My Messages • View My Account • View My Upcoming Drills • View My Daily Hours • View Current Week Hours • Approve My Daily Hours • Approve My Weekly Hours • Change Pin • More Info • Logout • Exit Terminal

Note: The labels are definable through **Administration Module, Labels setup**.

3 Time Approval Mode

Approved Worked Hours

Crews are required to approve their previous day's schedule every day before the approval cut off time defined in parameter "Time Attendance"/"Daily Work Time Approval". For example, the parameter value is set at 1000, which means the cut off approval time is 10:00 am every day. Therefore, crew who login after 10:00am will not be able to modify or approve his/her schedule.

1. Press the **Approve worked hours** to show the previous day schedule.

< BACK		ADRIYANTO, MR.				LOGOUT	
Schedule for Tuesday, January 2, 2018							
ROSTER	COMMENTS	SUBLOCATION	START	END	HOURS	EDIT	CLR
Training		Location SV	00:00	02:30	2.50	EDIT	CLR
On Duty		Location SV	03:00	08:00	5.00	EDIT	CLR
CREW SHOW		Location SV	09:00	10:00	1.00	EDIT	CLR
3P-PERF.ENHANC.PREM [Location SV	11:00	12:00	1.00	EDIT	CLR
On Duty		Location SV	22:00	00:00	2.00	EDIT	CLR
No Record		-	00:00	00:00	0.00	ADD	CLR
No Record		-	00:00	00:00	0.00	ADD	CLR
No Record		-	00:00	00:00	0.00	ADD	CLR
Hours Worked : 11.50							
Hours Scheduled : 11.50			Status : NOT APPROVED YET				
APPROVE HOURS				CLEAR ALL HOURS			

Figure 3-1 - Time Approval Mode - Worked Hours

Table 3-1 - Field definition of Approved Worked Hours screen.

Field name	Description
Hours Worked	Indicates the total actual worked hours for the day.
Hours Scheduled	Indicates the total hours for the day scheduled by the manager.
Status	Indicates the status of the schedule.

- To add or edit the existing time slot, press the **ADD** or **Edit** button.

Figure 3-2 - Adding Time Slot screen

- In the Time Slot window, select a **Roster State**, the **Start/End time** and **Sub-location**. When selecting the time, press the left or right arrow button to decrease/increase the hours and the minute's slot to select the time by 15minutes block. You may use the arrow up/down keys on the keyboard to increment or decrement by 15minutes block. Pressing any other keys will increment by 15minutes block.
- Press **OK** to save and return to the previous screen.
- Pressing the **Clear all Hours** resets the daily roster.

Note: The following when adding/editing the time slot through T&A Terminal.

- Overlapping of start/end time is not permitted
- The system does not perform an ILO Complaint validation.

< BACK		ADRIYANTO, MR.				LOGOUT	
Schedule for Tuesday, January 2, 2018							
ROSTER	COMMENTS	SUBLOCATION	START	END	HOURS		
On Duty		Location SV	03:00	08:00	5.00	EDIT	CLR
CREW SHOW		Location SV	09:00	10:00	1.00	EDIT	CLR
PEP-PERF.ENHANC.PREM D				12:00	1.00	EDIT	CLR
On Duty				03:00	10.00	EDIT	CLR
No Record				03:00	0.00	ADD	CLR
No Record				03:00	0.00	ADD	CLR
No Record				03:00	0.00	ADD	CLR
No Record				00:00	00:00	ADD	CLR
Hours Worked : 17.00							
Hours Scheduled : 13.00					Status : NOT APPROVED YET		
APPROVE HOURS				CLEAR ALL HOURS			

Are you sure?
Select Yes and all hours will be removed,
Select No to return to schedule

< BACK		ADRIYANTO, MR.				LOGOUT	
Schedule for Tuesday, January 2, 2018							
ROSTER	COMMENTS	SUBLOCATION	START	END	HOURS	ADD	CLR
No Record		-	00:00	00:00	0.00	ADD	CLR
No Record		-	00:00	00:00	0.00	ADD	CLR
No Record		-	00:00	00:00	0.00	ADD	CLR
No Record		-	00:00	00:00	0.00	ADD	CLR
No Record		-	00:00	00:00	0.00	ADD	CLR
No Record		-	00:00	00:00	0.00	ADD	CLR
No Record		-	00:00	00:00	0.00	ADD	CLR
No Record		-	00:00	00:00	0.00	ADD	CLR
Hours Worked : 0.00							
Hours Scheduled : 13.00			Status : NOT APPROVED YET				
APPROVE HOURS				CLEAR ALL HOURS			

Figure 3-3 - Schedule Work Hours screen

- At the Schedule Work Hours screen, press the **Approve Hours** to confirm or approve the worked hours.

Note that the Crew is allowed to modify the schedule prior to manager’s approval or login before the specified work time approval.

A schedule that is approved by crew can be modified by the manager at any time and not vice versa. Both the **Approve Hours** and **Clear All Hours** will be dimmed once the schedule is approved by a manager.

Approved Weekly Hours

The T&A Terminal allows crew to approve their weekly schedule when the parameter **“Time Attendance”, “Approval Frequency is same day as server day”** is set to 1.

The system prompts the Weekly Schedule for approval. Pressing the **Approve** button will approve the weekly schedule. If a change is required, press the **Change**

Required button to close the screen, and discuss the change with your manager.

ADRIYANTO, MR.

Please review your schedule for 24-Dec-17 to 30-Dec-17

If your hours are correct, please click Approve. If your hours require adjustment, click Changes Required and contact your Department Head immediately.

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	00
Sunday 24-Dec-17 Total Work: 0 MNU/CNA																									
Monday 25-Dec-17 Total Work: 0 MNU/CNA																									
Tuesday 26-Dec-17 Total Work: 10 MNU/CNA																									
Wednesday 27-Dec-17 Total Work: 10 MNU/CNA																									
Thursday 28-Dec-17 Total Work: 0 MNU/CNA																									
Friday 29-Dec-17 Total Work: 10 MNU/CNA																									
Saturday 30-Dec-17 Total Work: 0 MNU/CNA																									

ILO Daily Standard: <6 = Less than 6hrs consecutive rest. >14 = More than 14 hours worked.
ILO Weekly Standard: Max. 91.00 = Maximum work hours per week. Min. 77.00 = Minimum rest hours per week.

Figure 3-4 - Approved Weekly Hours in Time Approval Mode

Below is the screen layout of Clock In/Clock Out mode.

ADRIYANTO, MR.

APPROVE YOUR WEEKLY HOURS - 2017-12-24 to 2017-12-30

If your hours are correct, please click Approve. If your hours require adjustment, click Changes Required and contact your Department Head immediately.

Date	Activity	Task	Entry	Date	Worked Hours
30/12/2017 6:00:00 PM	Out	OD	M	Sunday, December 24, 2017	
30/12/2017 3:00:00 PM	In	OD	M	Monday, December 25, 2017	
30/12/2017 2:00:00 PM	Out	OD	M	Tuesday, December 26, 2017	10
30/12/2017 8:00:00 AM	In	OD	M	Wednesday, December 27, 2017	10
28/12/2017 8:00:00 PM	Out	OD	M	Thursday, December 28, 2017	
28/12/2017 3:00:00 PM	In	OD	M	Friday, December 29, 2017	10
28/12/2017 1:30:00 PM	Out	OD	M	Saturday, December 30, 2017	
28/12/2017 8:30:00 AM	In	OD	M		

ILO Violations

ILO Log

Notes

ILO Daily Standard: <6 = Less than 6hrs consecutive rest. >14 = More than 14 hours worked.

Figure 3-5 - Approved Weekly Hours in Clock In/Clock Out Mode

ADRIYANTO, MR.

APPROVE YOUR WEEKLY HOURS - 2017-12-24 to 2017-12-30

If your hours are correct, please click Approve. If your hours require adjustment, click Changes Required and contact your Department Head immediately.

Date	Activity	Task	Entry	Date	Worked Hours
30/12/2017 6:00:00 PM	Out	OD	M	Sunday, December 24, 2017	
30/12/2017 3:00:00 PM	In				
30/12/2017 2:00:00 PM	Out				
30/12/2017 8:00:00 AM	In				
28/12/2017 8:00:00 PM	Out				
28/12/2017 3:00:00 PM	In				
28/12/2017 1:30:00 PM	Out				
28/12/2017 8:30:00 AM	In				
28/12/2017 7:00:00 PM	Out				

Please see your Department Head immediately if you require adjustments or corrections on your Weekly Work and Rest Timesheet.

OK

ILO Violations

ILO Logs

Notes

ILO Daily Standard: <6 = Less than 6hrs consecutive rest. >14 = More than 14 hours worked.

Approving Zero hours

Crews are required to approve their zero hours worked, for example, sick day or day off.

1. When the crew presses the **Approve** button and zero worked hours is detected, the system prompts a reason screen for the user to select.
2. Select the reason and then press **OK** button to confirm.

Zero Hours Recorded

Reason

Code	Description
> OFFDAY	Off Day
SICK	Sick Day

Figure 3-6 - Approving Zero Hours

View My Schedule

The **View My Schedule** allows you to view the week's schedule when the button is pressed and is defaulted to today's schedule. The start of the week depends on PAR "First day of week".

- Pressing on the day displays the respective daily schedule.
- Press the double left arrow to view the past two week's schedule or double right arrow to view the next two week's schedule.

< BACK		AGUS MIASA, I GEDE MR.						LOGOUT		
Wednesday, January 3, 2018										
<<		Sat	Sun	Mon	Tue	Wed	Thu	Fri	>>	
		30/12/2017	31/12/2017	01/01/2018	02/01/2018	03/01/2018	04/01/2018	05/01/2018		
ROSTER	COMMENTS	SUBLOCATION		START	END	HOURS				
On Duty		Location SV		03:00	08:00	5.00				
CREW SHOW		Location SV		09:00	10:00	1.00				
PEP-PERF.ENHANC.PREM DR		Location SV		11:00	12:00	1.00				
On Duty		Location SV		18:00	00:00	6.00				
				-	-	0.00				
				-	-	0.00				
				-	-	0.00				
				-	-	0.00				
Total Hours : 13.00										

Figure 3-7 - View My Schedule

View My Messages

The View My Messages displays all the crew’s messages, sorted by date in descending order. The number of days to display is defined in the parameter “Time Attendance”, “Display Messages x days old at terminal”. For example, if the value is set to 14 days, all read/unread messages that are 14 days old is shown.

< BACK		ADRIYANTO, MR.				LOGOUT	
You have 0 new message.							
Date	Subject	Read	Read Date	Type			
03/01/2018	Testing	<input checked="" type="checkbox"/>	03/01/2018 3:11 PM	Personal Message			
23/11/2017	Test read	<input checked="" type="checkbox"/>	23/11/2017 2:08 PM	Personal Message			
23/11/2017	test type high	<input checked="" type="checkbox"/>	23/11/2017 10:31 AM	Personal Message			
23/11/2017	test type normal	<input checked="" type="checkbox"/>	23/11/2017 10:31 AM	Personal Message			

Figure 3-8 - View My Messages

- To view the message details, select the message from the message list.
- To delete the message, press the **Delete** button from the message dialog box.
- To exit the detail message screen, press the **Close** button. Read messages are shown on the message grid and viewable unless they are outside the number of days defined.

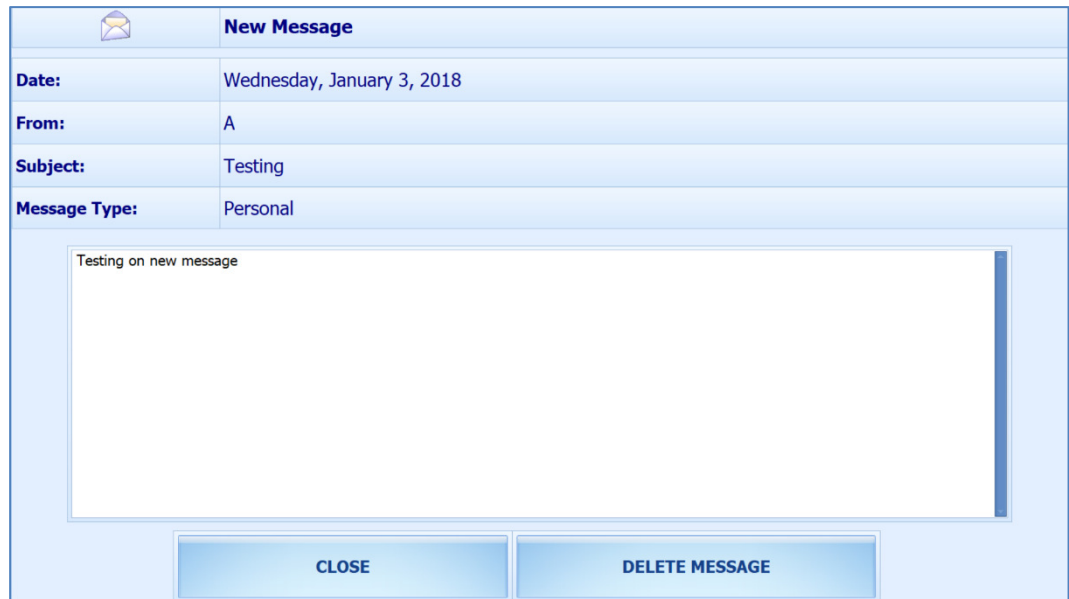


Figure 3-9 - New Messages window

View My Account

The View My Account function enables you to view the previous or current cruise postings, and the default display is current cruise postings.

Approve Onboard Charges

Approving an Onboard Charges is compulsory for the crew that opt to settle their invoice through payroll deduction set in Payroll module, **Crew, Edit Details, Contract Type/Pay Group/Pay Position** tab

This feature is only feasible when the following is defined:

- Payroll companies defined with “Deduct Folio” and “Invoice Payment Receiving” is enabled.
- Settlement department setup is similar to Payroll Companies – Onboard Account Department.
- Crew payroll contract has “Deduct Folio” enabled.

The system sends a message informing the crew of the onboard charges that requires an approval and enables the **Approve** button in the View My Account screen.

1. From the View My Account screen, select a transaction to approve. Multiple selections is not allowed.
2. Press the **Approve** button at the bottom right of the screen. Once approved, the **Approve** button changes to **Already Approved**.
3. If there are new settlements performed in the Crew invoice, another approval is required.

< BACK		AXIQANTO, VMNAR BEDI		LOGOUT	
<<		VOY#406 ALASKA SE		>>	
Date	Description	Credit	Debit		
Wednesday, May 11, 2011	55100 Officer's Bar		233.00		
Wednesday, May 11, 2011	55300 Crew Bar		322.20		
Wednesday, May 11, 2011	95015 Payroll Deduction Onboard Account	1823.12			
Wednesday, May 11, 2011	55300 Crew Bar		98.90		
Wednesday, May 11, 2011	55300 Crew Bar		212.00		
Wednesday, May 11, 2011	55300 Crew Bar		221.00		
Wednesday, May 11, 2011	55300 Crew Bar		112.00		
Wednesday, May 11, 2011	55300 Crew Bar		228.00		
		\$1,823.12	\$1,427.10		
APPROVE					

Figure 3-10 - Approve Onboard Charges

Approve My Weekly Hours

The Approve My Weekly Hours function enable you to approve the roster on weekly basis and the function is managed by the parameter "Time Attendance", "Approve Weekly Hours" being set to 1 and "Time Attendance", "Approval Frequency" is the same day as server day. The Approve My Weekly Hours screen pops up whenever you login to the terminal if there are unapproved weekly hours.

AGUS MIASA, I GEDE MR.																									
Please review your schedule for 24-Dec-17 to 30-Dec-17																									
If your hours are correct, please click Approve. If your hours require adjustment, click Changes Required and contact your Department Head immediately.																									
	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	00
Sunday 24-Dec-17 Total Work: 13 MNA/CNA						OO				CS		AY													OO
Monday 25-Dec-17 Total Work: 13 MNA/CNA						OO				CS		AY													OO
Tuesday 26-Dec-17 Total Work: 0																									
Wednesday 27-Dec-17 Total Work: 13 MNA/CNA						OO				CS		AY													OO
Thursday 28-Dec-17 Total Work: 13 MNA/CNA						OO				CS		AY													OO
Friday 29-Dec-17 Total Work: 0																									
Saturday 30-Dec-17 Total Work: 0																									
<small>ILO Daily Standard: <6 = Less than 6hrs consecutive rest. >14 = More than 14 hours worked. ILO Weekly Standard: Max. 91.00 = Maximum work hours per week. Min. 77.00 = Minimum rest hours per week.</small>																									
APPROVE												CHANGES REQUIRED													

Figure 3-11 - Approved My Weekly Hours

Legend:

- **Total Work:** The total hours worked.
- **Total Rest:** The total rest hour block 1
- **MNA:** Schedule not yet approved by Manager.
- **CNA:** Schedule not yet approve by Crew.
- **CHG:** Changes in schedules.

When the Approve My Weekly Hours is pressed, the system always shows the last week's schedule.

Pressing this button will:

- **Approve:** Approves the week's schedules.
- **Changes Required:** Trigger a change request notification to the Department Head for the week schedule to be changed.

Please see your Department Head immediately if you require adjustments or corrections on your Weekly Work and Rest Timesheet.

OK

View My Upcoming Drills

The Safety Drills assigned to you in the Safety Drill module is also viewable from the T&A Terminal. To view the drill assignment, press the View My Upcoming Drills from the menu option.

< BACK		ADRIYANTO, MR.				LOGOUT
Scheduled	Drill Name	Begin	End	Status	Comment	
04/01/2018	DR005 DRILL - ENGINE	10:00:00	12:00:00	Compulsory Must Att...		

Figure 3-12 - View My Upcoming Drills

Changing PIN Code

The Change Pin Code function changes your login PIN for the T&A Terminal access.

Change PIN Code

PIN code must not start with '0'

Crew ID:

Old PIN Code

New PIN Code:

Confirm PIN Code:

1	2	3
4	5	6
7	8	9
CLR	0	BKS

Old PIN code does not match, please key in again

Figure 3-13 - Change PIN Code screen

1. Press the **Change PIN** from the menu option.
2. To successfully change the PIN code, enter the information in all the fields.
3. Use the following keys to:
 - **CLR:** Clears the field input value
 - **BKS:** For backspace
 - **RESET:** To change the PIN code
 - **CLOSE:** To cancel the PIN code change.

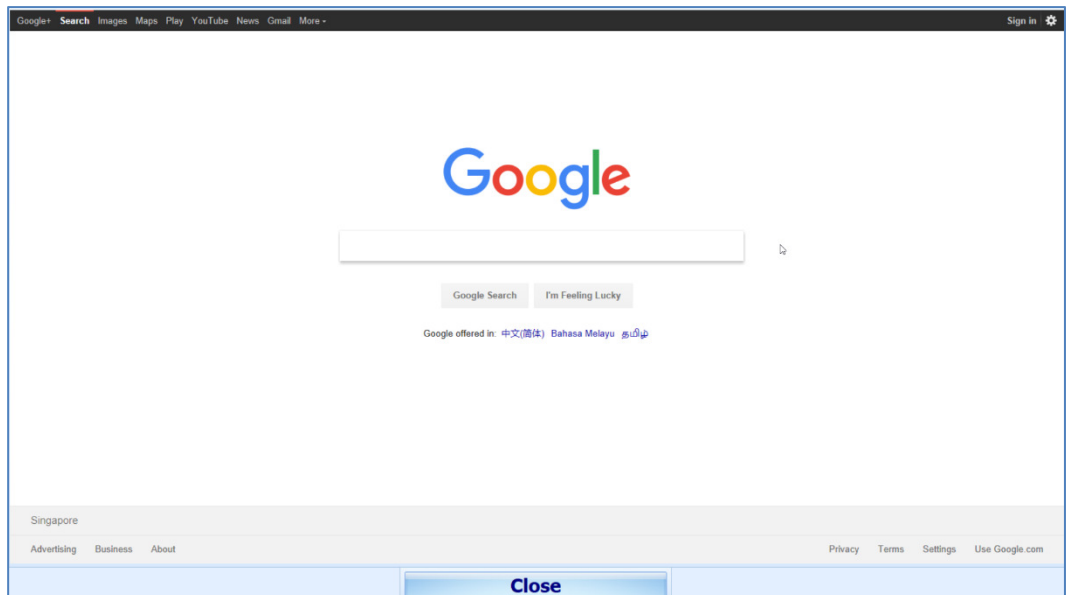
-
4. The system prompts a PIN code change successful or a warning at the bottom of the screen if,
 - The PIN code length does not match the value set in parameter **“General”, “PIN Code Length”**
 - Old PIN code entered is incorrect.
 - Missing information on the required fields.

More Info

The More Info function allows you to browse the internet from the page defined. This function is enabled by setting the parameter value **“Enable More Info”** to **“1”**.

Once the parameter is enabled, pressing the **More Info** button will launch the Internet browser and direct you to the website defined parameter **“Internet Browser Parameters”**

To exit the browser, press the **Close** button.



4 Clock In/Clock Out Mode

The Clock In / Clock Out mode has added functionality apart from those function listed in Time Approval mode, and it is listed below.

Clock In

The Clock In and Clock Out function records the task assigned, time and hours worked so that employee does not violate the total hours defined by the International Labour Organization (ILO).

1. Press the **Clock In** button from the Main Menu to clock in.
 - The Clock In option is disabled if previous clock-in task has not been clock-out.
 - If the PAR “Use Clock In/Out” option is enabled, the **Clock Out** and **Change Task** options will be disabled.
 - The system checks the clocked in time against the grace period defined in the parameter “Grace Period After Clock In”. If the Clock In time is within the grace period, the system defaults to the Scheduled Roster Task. Otherwise, it defaults to the top roster task on the list.
For example, the grace period is 15mins and the scheduled roster is at 12:00, and crew clock in at 12:07. The system defaults the Scheduled Roster Task as On Duty.
2. Select the **Schedule Roster Task** and press **Clock In**. The clock in task and time is shown at the top of the screen.

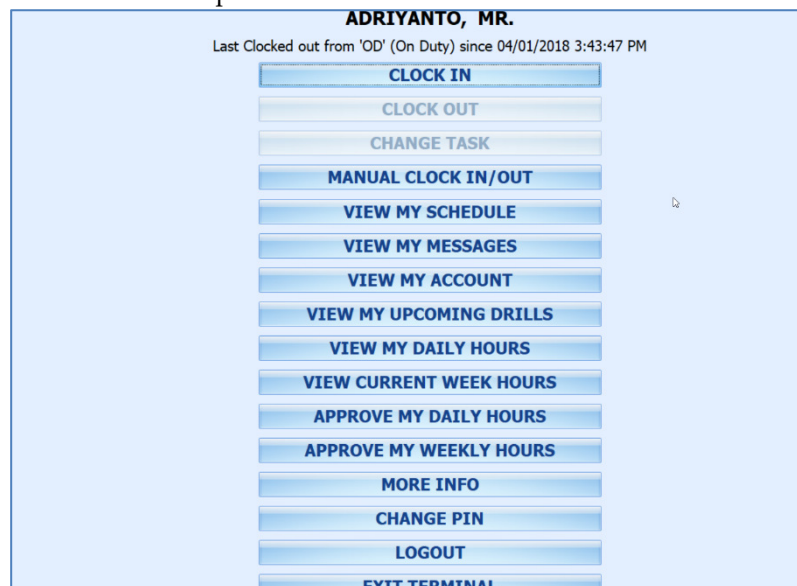


Figure 4-1 - Clock In/Out Mode Main Menu

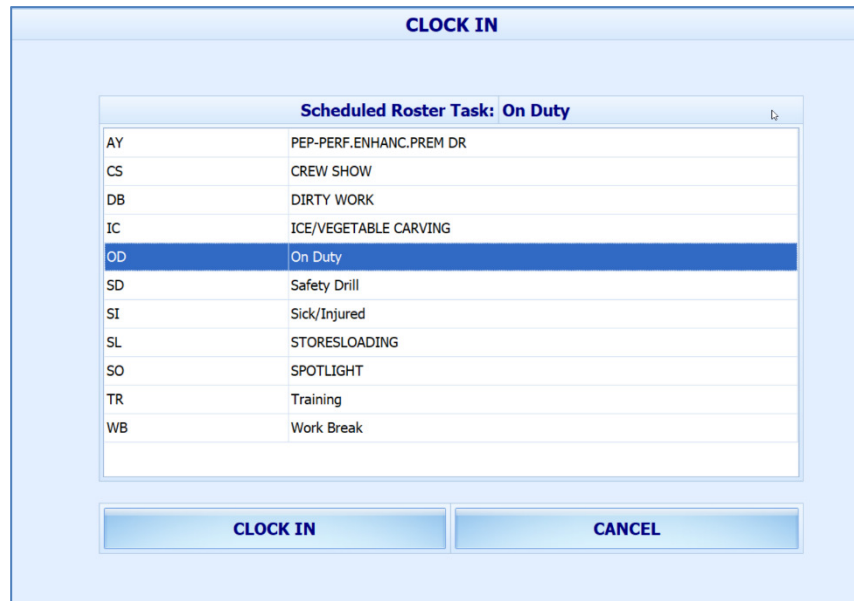


Figure 4-2 - Schedule Roster Task

- And it can be viewed by the supervisor on "View Clock-In/ Out" window in Time Attendance Module.

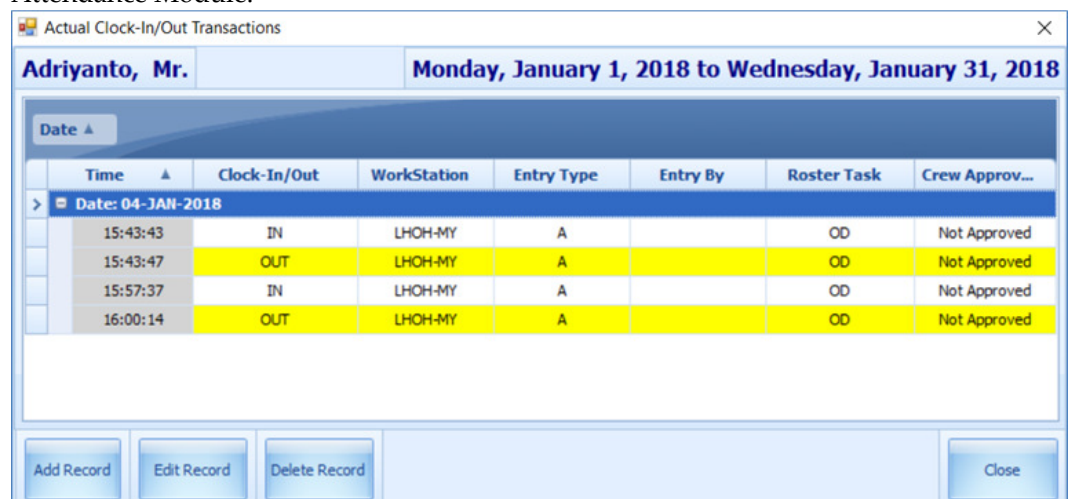


Figure 4-3 - Time & Attendance Module - View Clock-in/out

Clock Out

At the end of the shift, you are required to clock out from the assigned duty.

Press the **Clock Out** button at the Main menu to clock out the roster schedules. The clocked out task, date and time is automatically shown at the top of the screen.

Change Task

The Change Task feature is enabled only when there is a clock in task. By pressing the Change Task button, this automatically clocks out the previous task and register the newly selected task into the system with the new task, date and time shown underneath the name.

Manual Clock In/Out

The Manual Clock In/Out feature allows you to manually clock in/out from the system.

1. At the Main Menu option, press the **Manual Clock In/Out**.
2. Select the Roster task, day and time.
3. Press **Clock In** or **Clock Out** to manually add the record. The previous three days activities will be shown on screen.

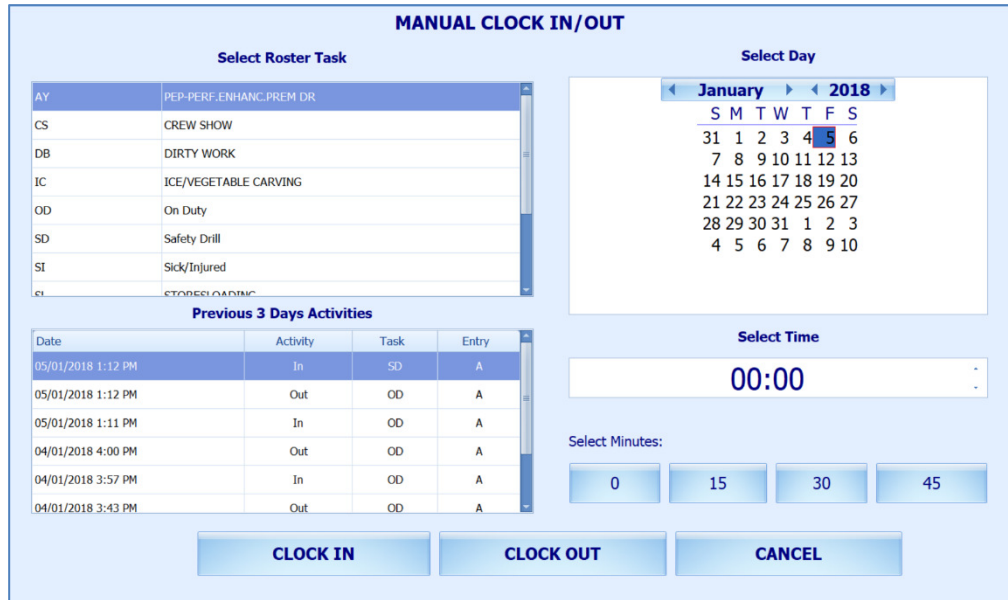


Figure 4-4 - Manual Clock In/Out screen

View My Daily Hours

The View My Daily Hours function displays the crew’s current day’s activities and this function is enabled/disabled using parameter “View Daily Hours Clock In/Out”.

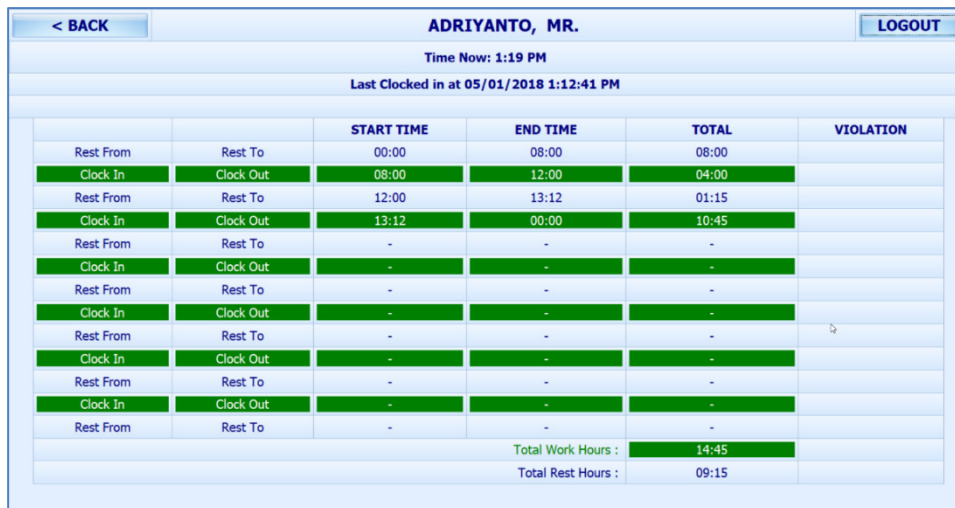


Figure 4-5 - View My Daily Hours screen

View Current Week Hours

This feature displays the current week's worked hours and is enabled/disabled by the parameter "View Current Weekly Hours Clock-In/Out".

< BACK				ADRIYANTO, MR.				LOGOUT	
VIEW YOUR WEEKLY HOURS - 2017-12-31 to 2018-01-06									
Date	Activity	Task	Entry	Date	Worked Hours				
05/01/2018 1:12 PM	In	SD	A	Tuesday, January 2, 2018	13				
05/01/2018 12:00 PM	Out	OD	M	Wednesday, January 3, 2018	0				
05/01/2018 8:00 AM	In	OD	M	Thursday, January 4, 2018	0				
04/01/2018 4:00 PM	Out	OD	A	Friday, January 5, 2018	4				
04/01/2018 3:57 PM	In	OD	A						
04/01/2018 3:43 PM	Out	OD	A						
04/01/2018 3:43 PM	In	OD	A						

Figure 4-6 - View Current Week Hours

Approve My Daily Hours

Approve My Daily Hours allow the crew to request for a change to his/her approval status x days past the system date, depending on the days defined in the parameter "Past x Days Crew Can Request Approval Change".

< BACK		ADRIYANTO, MR.				LOGOUT	
<<		Approval for 04/01/2018				>>	
Rest From	Rest To	START TIME	END TIME	TOTAL	VIOLATION		
Rest From	Rest To	00:00	15:43	15:45			
Clock In	Clock Out	15:43	15:43	00:00			
Rest From	Rest To	15:43	15:57	00:15			
Clock In	Clock Out	15:57	16:00	00:00			
Rest From	Rest To	16:00	00:00	08:00			
Clock In	Clock Out	-	-	-			
Rest From	Rest To	-	-	-			
Clock In	Clock Out	-	-	-			
Rest From	Rest To	-	-	-			
Clock In	Clock Out	-	-	-			
Rest From	Rest To	-	-	-			
Clock In	Clock Out	-	-	-			
Rest From	Rest To	-	-	-			
				Total Work Hours :	00:00		
				Total Rest Hours :	24:00		
APPROVE				CHANGES REQUIRED			

Figure 4-7 - Approve My Daily Hours screen