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Preface

The Time and Attendance (T&A) is a rostering module that allows shift supervisors to prepare the crew the 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2018</td>
<td>• Initial publication</td>
</tr>
</tbody>
</table>
1 SPMS Parameters

Below is the System Parameter used in the Time and Attendance module, and they accessible from Administration module or Time and Attendance module, Configuration, Parameters.

PAR_GROUP Time Attendance

Table 1-1 – Parameter Group Time Attendance

<table>
<thead>
<tr>
<th>Parameter Name</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Frequency</td>
<td>&lt;day&gt;</td>
<td>Every X number of days which the crew must approve their worked hours.</td>
</tr>
<tr>
<td>Approve Daily Worked Hours Clock-In/Out</td>
<td>&lt;0,1&gt;</td>
<td>Allow crew to approve their daily worked hours for clock-in/out</td>
</tr>
<tr>
<td>Approve Weekly Hours</td>
<td></td>
<td>Used on T&amp;A Terminal. 1=Show screen View My Weekly Hours, 0=Hide</td>
</tr>
<tr>
<td>Auto Adjust Time Slots on Terminal</td>
<td></td>
<td>Auto adjust overlapping time slots when crew add/edit their time</td>
</tr>
<tr>
<td>Auto Log-out After x Mins of Inactivity</td>
<td></td>
<td>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</td>
</tr>
<tr>
<td>Crew Daily Work Time Approval For Clock In/Out</td>
<td></td>
<td>Daily cut-off time to show to crew his daily approval hours on the terminal</td>
</tr>
<tr>
<td>Daily Work Time Approval</td>
<td></td>
<td>Denotes the time (in 24 hrs. format) that crewmembers must approve their total worked hours daily.</td>
</tr>
<tr>
<td>Display Date Time on Terminal</td>
<td></td>
<td>Option to display date time on terminal. Do not enable this option if the terminal hardware is slow. The Timer utilize the terminal resources to display the date time and may impact the performance.</td>
</tr>
<tr>
<td>Display Messages X days old at Terminal</td>
<td></td>
<td>Show only Messages X days old at Terminal. If value = 10, then terminal will only display messages dated from the previous 10 days.</td>
</tr>
<tr>
<td>Parameter Name</td>
<td>Value</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>-------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Display Previous X days</td>
<td></td>
<td>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</td>
</tr>
<tr>
<td>Enable Batch ClockIn/Out</td>
<td>0</td>
<td>0 – do not allow batch clock in/out, 1 – allow to post to future only, 2 – allow to post to past and future.</td>
</tr>
<tr>
<td>Enable Manual Clock In/Out</td>
<td></td>
<td>Allow crew to access the Manual Clock-Clock-In/Out button at T&amp;A Terminal</td>
</tr>
<tr>
<td>Enable More Info</td>
<td></td>
<td>Allow crew to view the more info button on the terminal</td>
</tr>
<tr>
<td>Enable View My Account</td>
<td></td>
<td>Allow crew to view their account overview on the terminal</td>
</tr>
<tr>
<td>Enable View My Messages</td>
<td></td>
<td>Allow crew to view their messages on the terminal</td>
</tr>
<tr>
<td>Enable View My Schedule</td>
<td></td>
<td>Allow crew to view their schedule on the terminal</td>
</tr>
<tr>
<td>Filter Crew by Payment Type and Contract Type</td>
<td></td>
<td>Allow manager to filter crew by payment type on the Broadcast Message screen</td>
</tr>
<tr>
<td>First Day of Week</td>
<td></td>
<td>First day of weekly schedule. 1=Sunday, 2=Monday, 3=Tuesday, 4=Wednesday, 5=Thursday, 6=Friday, 7=Saturday</td>
</tr>
<tr>
<td>Grace Period After Clock-In</td>
<td></td>
<td>Number of minutes for grace period after clock-in.</td>
</tr>
<tr>
<td>Grace Period After Clock-Out</td>
<td></td>
<td>Number of minutes for grace period after clock-out.</td>
</tr>
<tr>
<td>Grace Period Before Clock-In</td>
<td></td>
<td>Number of minutes for grace period before clock-in.</td>
</tr>
<tr>
<td>Grace Period Before Clock-Out</td>
<td></td>
<td>Number of minutes for grace period before clock-out.</td>
</tr>
<tr>
<td>IFC Time AttendanceCalc process every X minutes</td>
<td></td>
<td>Every X Minutes the interface calculates the total worked/rest hours</td>
</tr>
<tr>
<td>Parameter Name</td>
<td>Value</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td>-------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ILO Maximum Work Hours in 24-hour period</td>
<td></td>
<td>Specify the maximum number of hours that a crew member can work in a 24-hour period as governed by the International Labour Organization (ILO).</td>
</tr>
<tr>
<td>ILO Maximum Work Hours in 7-day period</td>
<td></td>
<td>Specify the maximum number of hours that a crew member can work in a 7-day period as governed by ILO.</td>
</tr>
<tr>
<td>ILO Minimum Block Rest Hours in 24-hour period</td>
<td></td>
<td>Specify the minimum block (number of hours) that a crew member must rest in a 24-hour period as governed by ILO.</td>
</tr>
<tr>
<td>ILO Minimum Rest Hours in 24-hour period</td>
<td></td>
<td>Specify the minimum number of hours that a crew member must rest in a 24-hour period as governed by ILO.</td>
</tr>
<tr>
<td>ILO Minimum Rest Hours in 7-day period</td>
<td></td>
<td>Specify the minimum number of hours that a crew member must rest in a 7-day period as governed by ILO.</td>
</tr>
<tr>
<td>Internal Browser Parameters</td>
<td></td>
<td>Webpage and set of the parameter passed to the browser for time attendance terminal</td>
</tr>
<tr>
<td>Minutes Round Up</td>
<td></td>
<td>Clock-in/out are rounded at x-minutes before and after each quarter hour (00, 15, 30, 45). The system does this internally for the purpose of calculating the number of hours to be paid.</td>
</tr>
<tr>
<td>Past X Days Crew Can Request Approval Change</td>
<td>&lt;0 to 7&gt;</td>
<td>Past number of days that crew can access to change his schedule approval.</td>
</tr>
<tr>
<td>Restrict Login to Terminals</td>
<td></td>
<td>Crew can only login to certain terminal based on the set up of terminals</td>
</tr>
<tr>
<td>Schedule Validation Exception Positions</td>
<td></td>
<td>Value of OPO_ID separated by commas or leave it empty</td>
</tr>
<tr>
<td>Use Alphanumeric Keyboard</td>
<td></td>
<td>1=Use alphanumeric keyboard on the terminal, 0=Use numeric keyboard</td>
</tr>
<tr>
<td>Use Clock-In/ Clock-Out</td>
<td></td>
<td>1=Use clock-in/clock-out method, 0=Use time approval method.</td>
</tr>
<tr>
<td>Use Signature Capture</td>
<td></td>
<td>1=Use signature capture, 0=Signature capture not used.</td>
</tr>
<tr>
<td>Parameter Name</td>
<td>Value</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>View Current Weekly Hours Clock-In/Out</td>
<td>Allow crew to view their current week worked hours for clock-in/out</td>
<td></td>
</tr>
<tr>
<td>View Daily Hours Clock-In/Out</td>
<td>Allow crew to view their daily worked hours for clock-in/out</td>
<td></td>
</tr>
<tr>
<td>View Invoice by Voyage</td>
<td>Display crew invoice by voyage on the terminal</td>
<td></td>
</tr>
<tr>
<td>View Upcoming Drills</td>
<td>Show upcoming drills on terminal</td>
<td></td>
</tr>
</tbody>
</table>
2 User Access Rights

All users who access the Time and Attendance module must have an Operational Position linked to their login. This is to determine the location owner the staff belongs to and to ease information retrieval within the program.

1. Login to User Security module.
2. At the User Details, Various section, select the Operational Position from the drop-down list.
3. Click Apply to save.

![Figure 2-1 - User Security - Operational Position link](image-url)
3 Configuring Time & Attendance

The program requires basic configurations such as Message Broadcast, Roster Task Setup, Location, Terminal, Off Day Reasons, and International Labor Organization (ILO) Non-Compliant Reasons to be configured. Below are the steps to setup the necessary codes.

3.1. Accessing the Configuration Menu
1. Login to T&A module.
2. At the Home tab, select Configuration from the ribbon bar.
3. The type of setup available to T&A module is listed on the left panel of the configuration page. Navigate to Edit tab and select to code to configure.

![Figure 3-1 - T&A Configuration](image)

3.2. Setting up Message Broadcast
1. At Configuration page, select Message Broadcast Setup from the left panel.
2. Select Add from Edit tab to open a new broadcast setup form.
3. Insert the Preset Message Code, Subject and Content in the respective field.
4. Click Save to save the form.
5. To edit the code, double-click the preset code or click Edit from the ribbon bar, then click Save to save the changes.
3.3. **Setting up Roster Task Setup**

The program is deployed with five system hardcoded roster task and these tasks cannot be deleted. The task is:

- OD: On Duty
- ODS: On Shoreside Duties
- SD: Safety Drill
- SL: Sick/Injured
- TR: Training

1. Select **Roster Task Setup** from the Configuration page.
2. Select **Add** to open the Add Roster Task form.
3. Insert the **Code, Name, Description** and select the **Color** code from the drop-down list.
4. Check the applicable check boxes and then click **Save** to save the form.

![Figure 3-2 - Add Roster Task](image)

Table 3-1 - Roster Task Field Description

<table>
<thead>
<tr>
<th>Field name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color Code</td>
<td>Representation of task in Schedule or Monthly Overview screen.</td>
</tr>
<tr>
<td>Include into Working Hours</td>
<td>Takes into account the over time (OT) work hours and hours work (ILO) when calculating the total work hours.</td>
</tr>
</tbody>
</table>
### Field Name | Description
---|---
Premium | Define the work hour as premium paid hours. The hourly premium work rate is set up in the **Payroll module, Maintenance, Interfaced Paycodes**. Premium roster task is accountable in Service Charge calculation and it deducts from total pools before distributing the pool to all entitled crews.

Allow Offboard | The crew assigned to this roster task is allowed to go ashore. Otherwise, they are flagged as **Shore Denied**.

Display on Terminal | The task is displayed in T&A Terminal and available for crew scheduling.

Enabled | By default, the newly added task is active.

---

### 3.4. Setting up Location Setup

The Location Setup page populates the location configured in **Administration, Operational Division Setup** and adding/editing is not permissible. However, this function permits you to assign an owner(s) to the specific location or add a sub-location. The Team Configuration section allows you to assign a crew to a different team.

![Location Setup](image)

**Figure 3-3 - Location Setup**
1. From the Configuration page, select the **Location Setup**.
2. Select the location to edit by double-clicking or click **Edit** at the ribbon bar.
3. At the Location Setup form, select the owner(s) by placing a check mark at the respective check boxes. Use the **Search Text** field to search for the specific owner or the mouse to scroll through the list.
4. At the Sub Locations section, click **Add**.
5. Enter the **Sub Location code, Name and Description**.
6. Check the **Deck** check box and select the Deck code, if any.
7. Select the **Owners** and click **Save** to save the sub-location.
8. Click **Save** to save and close the Location Setup form.

### 3.5. Setting Up a Terminal

![Add Terminal](image)

**Figure 3-4 - Add Terminal**

1. At the Configuration page, select the **Terminal Setup** from the left panel.
2. Select **Add** from **Edit tab** to open an Add Terminal form.
3. Insert the **Code, Name, Description, PC Name** and check the **Location** check box to select the Location from the drop-down list.
4. Click **Save** to save the form.

### 3.6. Setting up Off Day Reasons

The Off Day reason is used by either crew or manager to approve zero hours worked, and these are performed by the crew at the terminal.
1. At the Configuration page, select the **Off Day Reasons** from the left panel.
2. Select **Add** from **Edit tab** to open an Off Day Reasons form.
3. Enter the Reason Code, Description and Long Description, and then click **Save**.

### 3.7. Setting up Parameters

The T&A function is controlled by a set of parameters. Enabling or setting these parameters changes the behavior of the module. Please proceed with caution. See **Table 1-1 – Parameter Group Time Attendance** for detail description of the Parameter.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameter 1</td>
<td>Details of Parameter 1</td>
</tr>
<tr>
<td>Parameter 2</td>
<td>Details of Parameter 2</td>
</tr>
<tr>
<td>Parameter 3</td>
<td>Details of Parameter 3</td>
</tr>
</tbody>
</table>

To edit the parameter, double-click the **Parameter name** and enter the required value in the **Value field**.
3.8. **Setting up ILO Non-Compliant Reasons**

The ILO Non-Compliant Reasons is used when approving crew schedules that violate the ILO Compliance. The setup is the same as Off Day Reasons.

3.9. **Export & Import Templates**

The Export and Import Templates function allow the ship operator to copy the Templates, Parameters, User Security Settings and Multiple Templates from one ship to another. The file format supported by these functions is XML. During import, the database will be overwritten. Please proceed with caution.

![Export & Import Templates](image)

*Figure 3-7 - Export/Import Templates*
4 Setting up Roster Template

The Roster Setup is comprised of Schedule Templates, Activation, Maintenance, Location and Non-Scheduled. The function is segmented into three parts; Team Assignments to Crew, Roster Template and Scheduling, and Schedule Validation. This function is accessed by clicking the Roster Setup at the ribbon bar.

4.1. Rostering Template and Scheduling

Before scheduling a crew to a task and for ease of future scheduling, create a schedule template for each sub-location.

Schedule Templates

1. At the left panel of Roster Setup window, select Roster Template & Scheduling.
2. In the Schedule Templates section, select the Main Location from the drop-down list.
3. Click Add to open the Schedule Template form.
4. At the Schedule section, insert the Code, Name and Description.
5. At the Template section, click the blank space under the header to add the schedule cruise day by inserting the Code, Name and Comments, and then click Save to create the cruise type and days.
6. To edit the cruise day/type, select the line item and then click the Edit button.
Copying Cruise Type for a Sub-Location

1. Select the Cruise Type to copy and then click the Copy button.
2. At the Schedule – Copy To window, select the destination Sub-Location, Code and Name from the drop-down list.
3. Click Save to complete the process.

Copying Cruise Day for a Sub-Location

1. Select the Cruise day to copy and then click the Copy button.
2. At the Template – Copy To window, select the Sub-Location and Schedule from the drop-down list.
3. Under the Create New Template tab, enter the Code, Name and Comments then click Save. The new template will be copied over to the same Sub Location.
Overwrite Template within the same schedule
1. Select the Cruise day to copy and then click the Copy button.
2. At the Template – Copy To window, select the Sub-Location and Schedule from the drop-down list.
3. Navigate to Overwrite Template tab, select an existing cruise day to overwrite and then click Save.

Schedule Maintenance Templates
1. Select a cruise day from Schedule Templates, then click the Add/Edit Position button.
2. In the Schedule Maintenance window, select the Position and then the Slot from the drop-down list, and Team, if any. Alternatively, you may add the slot by selecting the Position at the bottom of the screen, then insert the required slot, by clicking Add Slot and then click Save.

The Slot number is unique for each position and there are a total of 26 available slots.
3. Click Save and then Close to exit.
4. Each of the crew members should have an individual slot for the position. For example, the position of Assistant Cook requires 10 crew members to be on duty, then 10 slots must be created for this position.
5. Click the Save button in Schedule Maintenance window to assign the position(s) for the cruise day. The defined positions will populate in the grid as shown in Figure 4-4 - Schedule Maintenance - Template.
Deleting Position from Cruise Day
1. Select the time slot grid of the position to delete and then click **Delete Position**.
2. At the warning message prompt message "Are you sure you want to delete the selected position", click **Yes** to proceed or **No** to return to the previous screen.
3. Alternately, click the **Add/ Edit Position** button and select the row of the position to delete, then press **Delete** key on the keyboard.

Creating Time Slots for Position
1. In the **Schedule Maintenance – Templates** grid, highlight the required time slots for the position, then right-click to bring up the options. Alternatively, double-click on the grid to open the Time Slot window.

![Time Slot Window](image)

Figure 4-5 - Sample Roster Task
2. Select a roster task and then define the **Start/ End Time**.
3. Click the **OK** button to save the time slot. The time slots saved are reflected in the grid.

---

**Deleting Position Time Slots**

1. Select the time slot of the position from the grid, right-click and select **Delete** or press the **Delete** key on the keyboard.

2. To delete all time slots, right-click on an empty area of the time slot grid to open the Roster Task Options and select **Delete All Time Slots**.

**Copying Position Time Slots**

1. Click the **Copy Position Time Slots** from the **Schedule Maintenance – Templates** window.
2. Select the position to copy from the left panel of Copy Position Time Slots, then check the checkbox on the right panel.
3. Click **Save** to copy the time slots.

**Schedule Activation - Template**

The Schedule Activation enables you to assign a schedule template to any day listed for the selected month.

1. Select the **Cruise type** from the Schedule Template section.
2. Select the start date from Schedule Activation – Template and then click **Create Schedule**. For example, the cruise type has 8 cruise days and by selecting 01 April
2017 as a start date for the schedules, it then creates 01 April 2017 as cruise day 1, 02 April 2017 as cruise day 2, 03 April 2017 as cruise day 3 and so on.

3. At the confirmation prompt, read the statement before proceeding. Clicking Yes will remove the existing schedule from the date(s). The list of the crew with schedules is listed under Scheduled section. The Crew Schedule creates the checked-in status by crew first, sorted by name, and then followed by the crew with expected status.

Creating Schedule by Cruise Day
1. At the Schedule Activation – Template section, select the date and click Create Schedule.

2. Click Yes to create the cruise day schedule. Once the schedule is created, a list of crew created with the schedules is listed in the Scheduled section.

Scheduled

The Scheduled section lists the crew names created with the schedules, according to the selected date and sub-location, with the slot number of the assigned schedule templates shown in the Slot column.
Selecting a crew and clicking the Delete crew from Schedule removes the crew schedule from the selected date and sub-location, and places the crew under NON-SCHEDULED section. Crew scheduled on a different sub-location of the selected date will not be shown here but in NON-SCHEDULED section instead.

Non-Scheduled
The Non-Scheduled section houses crew that are yet to be scheduled.
1. Select a crew name and click the Add Crew to Schedule to add the crew to the selected date and sub-location.
2. At the Selection prompt, select the Position and Slot from the drop-down list. The position time and crew's position must match the selection in order to create the schedule successfully.
   Scheduling multiple crews are allowed provided the position time slot and position are the same.
3. Click OK to continue. Crew schedule created manually carries a “0” time slot.

4.2. Team Assignments to Crew
Once the positions are defined in the roster templates, crew names that match the defined position are listed in the Team Assignments to Crew screen.
Figure 4-10 - Team Assignment

In the team assignments, it is necessary to assign crew to a team if there are more than one team working at the same location.

1. On the left pane of Roster Setup screen, select the **Team Assignments to Crew**.
2. At the Team Assignment screen, select a **Sub-Location** or leave as default.
3. Under the crew name, click the **Assign Team To Crew** drop-down list to select a team. There are a total of 26 teams available for assignment.
4. Click the **Save** button to save the team assignments. Do note that only Crew that has team assignment can create a schedule from a template defined within the same team.

**Schedule Validation**

The Schedule Validation has two tabs;

- **Schedule Validation by Date**: Displays lists of both schedule/unschedule tasks by Date and Main Location.
- **Schedule Validation for Expected Crew**: Displays list of the expected crew with schedule assignment by Main Location.

To validate the schedule,

1. On the left pane of Roster Setup screen, select **Schedule Validation**.
2. Select the respective tab; Schedule Validation by Date or Schedule Validation for Expected Crew
3. In the **Schedule Validation by Date** tab, choose the options from the drop-down list and then click **Search** to display the list of crew matching the selection.
Figure 4-11 - Schedule Validation by Date

Figure 4-12 - Schedule Validation for Expected Crew
The Roster Daily provides an overview of a daily, weekly and monthly roster, ILO Violations and Summary of Worked Hours Functions. The features within the Roster Daily may vary depending on the mode set in Parameter, Use Clock-In/Clock-Out.

0 = Time Approval Method
1 = Clock-In/Out Method
2 = Combination of Time Approval and Clock In/Out Method

5.1. Time Approval Method

Daily Overview

Below is the description of the fields in Crew Members and Summary Worked Hours section.

**Table 5-1 - Summary of Worked Hours**

<table>
<thead>
<tr>
<th>Fields</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Crew’s name</td>
</tr>
<tr>
<td>Ext ID</td>
<td>Crew identification number linked to an external system.</td>
</tr>
<tr>
<td>Position</td>
<td>Crew Operational Position</td>
</tr>
<tr>
<td>Team</td>
<td>Crew’s assigned team</td>
</tr>
<tr>
<td>Fields</td>
<td>Definitions</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Status</td>
<td>Embarkation Status</td>
</tr>
<tr>
<td>Hrs Worked (ILO)</td>
<td>Actual hours worked. It sums up all worked hours regardless of work codes. The column is highlighted in red for Time Approval mode and the text is in red for Clock-In/Out mode when the total worked hours exceeds the value set in Parameter, “Time Attendance”, “ILO Maximum Work Hours in 24-hour period”.</td>
</tr>
<tr>
<td>Hrs Worked (OT)</td>
<td>Actual hours worked. It sums up all work codes flagged with “Include into Working Hours”. The total hours worked is used to calculate the Overtime against the contracted hours.</td>
</tr>
<tr>
<td>Hrs Scheduled</td>
<td>Hours scheduled by Manager. Sums up all hours regardless of work codes.</td>
</tr>
<tr>
<td>Variance</td>
<td>Differences between Hrs Worked (ILO) input by Crew at Time &amp; Attendance Terminal and Hrs Scheduled by Manager, and only shown in Time Approval mode.</td>
</tr>
<tr>
<td>RH Blk1</td>
<td>Scheduled largest rest hours block</td>
</tr>
<tr>
<td>RH Blk2</td>
<td>The second largest rest hours block in Time Approval mode.</td>
</tr>
<tr>
<td>Contracted</td>
<td>Contracted hours prior to overtime calculation in Time Approval mode.</td>
</tr>
<tr>
<td>Paid</td>
<td>An indicator of whether worked hours is paid in Payroll in Time Approval mode.</td>
</tr>
<tr>
<td>Crew Approved</td>
<td>Schedule approved by Crew at T&amp;A Terminal</td>
</tr>
<tr>
<td>Mgr Approved</td>
<td>Schedule approved by Manager</td>
</tr>
<tr>
<td>Non-Compliant Reason</td>
<td>Non-compliant schedule reason approves by Manager.</td>
</tr>
<tr>
<td>Off Day Reason</td>
<td>Reason entered by the crew at T&amp;A Terminal when approving zero hours worked or when Manager approves crew zero hours scheduled.</td>
</tr>
<tr>
<td>Last Scheduled</td>
<td>Date of last scheduled in Time Approval mode.</td>
</tr>
</tbody>
</table>

Below are the formulas to calculate the rest hours in two difference scenarios.

- If there is no schedule on the previous day, the system calculates the rest hour from today’s first start time and ends at the same start time the following day, for a period of 24 hours. For example, Time Slot 1 Start Time at 06:00 hours. The system calculates rest hours from today 06:00 to the following day at 06:00.

\[
2(10:00 - 12:00) + 3.5(14:00 - 17:30) + 7.5(22:30 - 06:00) = 13.
\]
RH Blk 1 = 7.50, RH Blk 2 = 3.50, Total RH = 13

- If there is a schedule on previous day, the system calculates the rest hour from previous day last end time and ends at the same end time today, for a period of period 24 hours. For example, Time Slot 3 End Time at 22:30 hours. The system calculates rest hours from previous day 22:30 to today’s 22:30.

  \[7.5 \text{ (22:30 - 06:00)} + 2 \text{ (10:00 - 12:00)} + 3.5 \text{ (14:00 - 17:30)} = 13.\]

RH Blk 1 = 7.50, RH Blk 2 = 3.50, Total RH = 13

To view the start/end time of each Time slots,
1. Select the date from the Calendar Editor, in Roster Daily.
2. Navigate to the Daily Overview tab and double-click the crew name to open the Roster Daily Schedule window.

![Roster Daily Schedule window](image)

Figure 5-2 - Roster Daily Schedule window
ILO Compliance

In the ILO Compliance section, when the daily worked/rest hours violates the ILO Regulation, the system automatically highlight the violation column in red. The hours shown in Worked Hours (WH) and Rest Hours (RH) is an accumulation of the daily worked/rest hour.

Selecting a crew from the grid will display the total WH and RH for seven-day period in the ILO Compliance section.

![Image of ILO Compliance section]

Figure 5-3 - ILO Violation

Modifying Roster Daily Schedule

A roster schedule created from the template may be modified by removing or adding new time slots. Modification or deletion of the schedule is not allowed if the Roster has been paid through payroll. This function is only accessible by users with User Security Access rights “#3292 – Allow to Create & Modify Roster Schedule”.

In the Roster Daily Schedule screen, check the time slot checkbox and define the roster task, start/ end time and sub location for it and click the Save button. See Figure 5-2 - Roster Daily Schedule window.

Copying a Roster

1. In the Roster Daily window, select the date from the calendar editor.
2. At the Daily Overview tab, select the crew record from the grid.
3. At the Menu option, click the Schedule tab and then click the Copy & Paste button to copy the schedules onto other dates.
4. At the confirmation prompt, read the message prompt and then click Yes to proceed or No to return to the previous screen.
5. The system prompts a calendar editor when you select Yes at the confirmation prompt. Select the date to paste the copied schedule.
6. Click **OK** to complete the process.

**Removing Roster Daily Schedule**

If a schedule is no longer required, it can be deleted from the Roster Daily Schedule.

1. From **Daily Overview** screen, double-click the crew schedule to open the Roster Daily Schedule screen, and then deselect the **Timeslot checkbox** to remove the time slot(s).
2. Alternatively, click the **Delete** button under **Edit tab** from the Menu option to remove schedule for the day.

**Schedule Overview**

The Schedule Overview displays the crew schedules in a graph view, based on the following available options and as shown in below figures.

**Group by**

- **Date**: Displays schedule by date
- **Crew Member**: Displays schedule by Crew Member

**Crew Members Per Page**

- Displays schedule with the number of members defined.

**View:**

- **Day View**: Displays schedule by day
- **Work Week**: Displays schedule by the work week
- **Week**: Displays schedule by week
- **Month**: Displays schedule by month
- **Timeline**:  

**Time Scale**

- Displays the hour in 15 or 30 minutes block.
Creating a Roster Schedule in Schedule Overview tab
A schedule can be added into the Schedule Overview tab using the drag and drop option or from a context menu.

Adding schedule with drag and drop option
1. Under the crew name, select the time slot from the grid and then right-click to bring up the context menu.
2. Select the task from the context menu to add the schedule. This creates the bar graph in the Overview tab.

**Adding schedule using Time Slot**

1. At the hour grid of the crew name, double-click to open the *Time Slot* window.
2. Select the **Roster Task, Sub-Location** from the drop-down list and insert a comment, if any.
3. Select the **Start** and **End Time** for the task.
4. Click **OK** to save. The system prompts:
   - An ILO Violation if the schedule hours is more than the allowed ILO hours per day.
   - An Overlapping of Time Slots warning if the schedule is overlapping with others.

**Modifying a Roster Schedule**

1. At the Schedule Overview screen, double-click on the selected time slot.
2. Modify the necessary information and then click **OK** to save.
3. You may also select the time slot and then drag the end/start time to extend or shorten the schedule or move the entire time slot to a different start/end time.
Removing a Roster schedule

- To delete an individual time slot, right-click the time and then select **Delete** from the options menu.
- To delete all time slots, right-click on the schedule and select **Delete All Time Slots** from the options menu.

Monthly Overview

The Monthly Overview screen provides an overview of the crew monthly schedule.

**Figure 5-6 - Monthly Overview**

1. From the Roster Daily, select the month to view from the Calendar Editor.
2. At the **Daily Overview** tab, select a crew and then navigate to the **Monthly Overview** tab to view the selected crew monthly schedule.
3. To view another crew for the same month, select the name from the drop-down list on the right panel of the screen. Only one crew can be selected at any given time.
4. In the Monthly Overview tab, the same function as the Schedule Overview applies where you are allowed to add, modify, remove or paste a roster schedule.

If the Parameter “Time Attendance”, “Use Clock-In/ Clock-Out” is enabled, the **View Clock-In/ Out** menu button and **Show Actual Hours** checkbox will enable.
Checking the **Show Actual hours** checkbox will show the crew actual clock-in/clock-out hours on the grid. The actual hours will be displayed in grey color for each time slot.

![Figure 5-7 - Show Actual Hours](image)

**Function Changes**

The Function Changes feature is an information page that lists all the position change that has taken place and the date is was changed. The fields are not editable.

![Figure 5-8 - List of Function Change](image)

**Reset Pincode**

The Reset Pincode allow the manager to reset the crew pin code without login to the Crew module. The manager must be have user access rights #4662 – Reset Pincode granted.

When resetting a pincode:
- Only one pincode is allowed to be reset at a time.
- The pin code is updated to Null in RES_PIN_CODE or RES_PIN_ENCRYPTED based on parameter “Pin Code Encryption” and prompts the crew to input a new pincode at login.

To reset a pincode, select the crew from the Crew Overview and then click Reset PinCode at the ribbon bar.

5.2. Clock-In/Clock Out Method

This feature tracks the Crew Work Hours in accordance with ILO requirements. The function would require crew members to clock in when their shift begins and clock out when going off for a break or finishing for the day.

Daily Overview

The Daily Overview screen is subdivided into multiple sections and they are:

- **Calendar**: Dates marked in red denotes dates with roster schedules created.
- **Overview Tab**: Lists all crew members that has schedule on the selected date.
- **Clock-In/Out Time**: Clock-In/Out time recorded by the system.
- **ILO Violations**: Violations of work hours if any. Refer to Legend indicators for type of violations.
- **Summary of Worked Hours**: A weekly summary of hours worked or rested.
Viewing of Crew Schedule

1. Select the date using the Calendar editor and the Sub-Location from the drop-down list.
2. Click Search to refresh the screen.
3. At the Crew Member section, a list of crew matching the search criterion is shown.
4. Select a Crew name and click Calculate Hours refreshes the information shown on screen.
   a. At the Clock-In/Out Time section, the time logged for each task is shown.
   b. In the Summary Worked Hours section, the past week hours worked/rested is shown.
   c. If the crew work hours violates the ILO Compliance, a note is added to ILO Violations section.

See Table 5-1 - Summary of Worked Hours for descriptions of the fields in Crew Members and Summary Worked Hours section.

Approving/Disapproving Crew Daily Roster

It is the crew responsibility to approve their daily schedule at the T&A Terminal before the manager approves and submit to Payroll for calculation. At the point of the manager’s approval, the system checks the following and:

- Allow approval of crew schedule for past dates or a day before yesterday’s date.
- Only allow to approve yesterday’s schedule if the past value is defined in Parameter, Time Attendance, Daily Work Time Approval or schedule is approved by the crew.
- Prohibits approval for today or future crew schedules.

Figure 5-10 - Crew Schedule Approval
1. At the Roster Daily screen, navigate to the Schedule tab.
2. Select the date to approve using the calendar editor and click Search.
3. At the Crew Members section, select the crew name. Multiple selections is allowed.
4. Click Approve or Approve All (for multiple selections) at the ribbon bar.
5. At the confirmation prompt, select Yes to proceed.
6. Once approved, a check mark is placed under the Mgr Approved column. A check mark under Crew Approved column denotes the schedule is approved by the crew.
7. Clicking the Unapprove or Unapprove All (for multiple selections) will reverse the approval.

Below processes takes place during approval:
- The system generates a notification message informing the crew of the schedule approval/unapproval.
- If the schedule is approved by the crew and changed by the Manager, the crew is notified with a system generated message, indicating the reason for the change.

![Figure 5-11 – Schedule change by Manager Notification](image)
- When the manager approves a schedule yet to be approved by the crew, the system generates a warning message, notifying the crew of the change.
When approving a non-compliant schedule, the system prompts for **Non-ILO Compliant Reason** to be entered.

If the approval is for a Zero Hours and yet approve by the crew, the system prompts for a **Zero Hours Recorded** reason to be entered. This also applies to schedule change from worked hours to zero hours that has been approved by crew and manager.

**Editing Clock-In/Out Time**

The system permits you to edit the clock-in/out time, if needed.
1. Navigate to **Schedule** tab and click the **View Clock-In/Out** button at the ribbon bar.
2. At the **Actual Clock-In/Out Transactions** window, select a record to edit.
3. Click the **Edit Record** button and alter the necessary details and then click **Save**.
4. Similarly, you may click **Add Record** to insert a new clock-in/out record. The "Entered by" column is empty if the record is added/edited by the crew himself. Otherwise it will display the user name.
5. Clicking the **Delete Record** prompts a confirmation window. Click **Yes** to proceed or **No** to return to previous screen.

See also chapter **Manual Clock In/Clock Out** on how to manually add a record.

**Editing ILO Violations**

The editing of ILO Violations function enables the manager to view and input/edit the MLC notes.

To edit, click the **Edit** button and enter the Notes in Notes window and then click **Save** to update.
View Changes Required

The View Changes Required function lists all changes requested by crew through the T&A Terminal and this function is accessible by Manager only. The change request is generated when the crew presses the "Changes Required" during Clock-In/Out at the T&A Terminal and crew member are to discuss the changes require with their respective manager. It displays the daily/weekly or both daily/weekly request depending on the value defined in Parameter “Approved Weekly Hours” and/or Parameter “Approve Daily Worked Hours Clock-In/Out”.

The function is accessed by clicking the View Changes Required button at the ribbon bar. Information displays on this screen is a view only. If change is necessary, the manager may edit the schedule using Editing Clock-In/Out Time or Manual Clock In/Clock Out function.

Figure 5-17 - View Clock-In/Out

Reset Pincode

See section Reset Pincode in Time Approval Method.

Batch Clock-In/Out

The Batch Clock-In/Out function allows the Manager to perform a batch clock-in/out for the crew on a selected task such as fire or emergency drill, based on the parameter set in Enable Batch ClockIn/Out. Usage of this function is permissible to a user with security access right ‘#4686 - Batch Clock-In/Out’. The posting of batch clock-in/out is only allowed to current system date and task past the server time.

Figure 5-18 - Batch Clock-in/Out Function
1. At the main screen, navigate to Schedule tab and click the Batch Clock-In/Out button from the ribbon bar.
2. At the Batch Change Task Clock-In/Out window, select the Department and Position from the drop-down list, and then click Search.

![Figure 5-19 - Batch Clock-In/Out](image)

3. At the Select Crew Members, a list of crew matching the selection is shown. Select the names and click the double right arrow.
4. Select the New Task Code, Batch Clock-In/Out Data and Time range from the drop-down list.
5. Click OK to post the clock-in/out.

Below are the process performed automatically by the system for the batch clock in/out.

- For crews whose last transaction was a clock-in, the system performs a:
  i. clock-out with the task code that corresponds with the previous clock-in
  ii. clock-in with the specified task code
  iii. clock-out with the specified task code
  iv. clock-in with the task code that corresponds with (i) and the time is 1 minute after the batch clock out time.

- For crews whose last transaction was a clock-out, the system performs a
  i. clock-in with the specified task code
  ii. clock-out with the specified task code
Manual Clock In/Clock Out

A Manual clock-in/out can be entered In Clock In/Out mode. This function is accessed through Roster Daily, Crew Members screen, Location (View All) section.

1. Click New at the Location (View All) section.
2. At the Add Record screen, select the Time, Clock-In/Out and Roster Task from the drop-down list, and then click Save. The manually added Clock-In/Out time are classified as “M” type.
3. The system prompts a warning message when a manual clock-in/out is entered. The warning message defers, depending on the previous activity log. The system does not prevent an entry from being inserted or overrides the previous entry. We strongly recommend that you read the warning prompt before click the OK button.
6  Crew Overview

The Crew Overview screen displays the crew member’s information, messages for the crew and also the crew roster schedule.

6.1. Time Approval Method

![Figure 6-1 - Crew Overview in Time Approval Method]

Crew Members

1. In the Crew Members Overview panel, select the Sub-Location, Year and Month then click Search.
2. In the Crew Members section, select the crew to display.
3. Enter either the crew Last name or external ID in the Search field to narrow down the search.

Roster Schedule

The Roster Schedule displays the crew monthly roster which enables schedules to be Approve or Unapproved. Creating and modifying the schedule is allowed in this function.
Below table describes the field available in the Crew Overview, Roster Schedule.

**Table 6-1 - Roster Schedule Field Description**

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Schedule Date</td>
</tr>
<tr>
<td>Crew Approved</td>
<td>Schedules approved by Crew at T&amp;A Terminal</td>
</tr>
<tr>
<td>Mgr Approved</td>
<td>Schedule approved by Manager</td>
</tr>
<tr>
<td>MLC Violation</td>
<td>Hours Worked (MLC). The label is configurable in Administration module, System Setup, Labels Setup, TATE17.</td>
</tr>
<tr>
<td>ILO Violation</td>
<td>The default label is ILO. The label is configurable in Administration, System Setup, Labels Setup, TATE17.</td>
</tr>
<tr>
<td>Non-complaint Reason</td>
<td>Approval reason for non-compliant schedule.</td>
</tr>
<tr>
<td>Off Day Reason</td>
<td>Approval reason for zero hours schedule.</td>
</tr>
<tr>
<td>Hrs Worked (ILO)</td>
<td>Total hours scheduled per day. The column is highlighted if the total hours scheduled exceeds the value set in Parameter, “Time Attendance”, ILO Maximum Work Hours in 24-hour period”.</td>
</tr>
<tr>
<td>Hrs Worked (OT)</td>
<td>Total hours scheduled for work codes that are flagged with “Include into Working hours”.</td>
</tr>
<tr>
<td>Rest Hour Block 1</td>
<td>The biggest rest hour block. The column is highlighted as a violation if the total rest hour block is less than the value set in Parameter, “ILO Minimum Block Rest Hours in 24-hour period”. Available in Time Approval Mode.</td>
</tr>
<tr>
<td>Rest Hour Block 2</td>
<td>The second biggest rest hour block. The column is highlighted as a violation if the total rest hours per day is less than the value set in Parameter, “ILO Minimum Block Rest Hours in 24-hour period” Available in Time Approval Mode.</td>
</tr>
</tbody>
</table>
Creating roster schedule

1. Repeat steps in Searching for Crew Members.
2. At the Roster Schedule section, double-click the blank field to open the Time Slot window.
3. Check a new Time Slot check box and select a Roster Task and then enter all necessary for that time slot.
4. Click Save to save the information and then Close to exit the window. This adds the record to the Roster Schedule section.

Messages

The Messages section displays all the crew messages whether it is read or unread. By default, deleted message are excluded from the list. Removing the filter located at the bottom of the Messages will show the deleted messages.

The messages are classified as follows; I – Individual Message / B – Broadcast Message

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid</td>
<td>In Time Approval mode, this is column is called <strong>Contracted</strong>. It indicates whether the worked hours have been paid in Payroll.</td>
</tr>
</tbody>
</table>
4. Click the **Delete** button to delete the selected message. Deleting messages created by other users is not allowed, and deletion is only allowed if you are granted with security rights #4472.

![New Crew Message](image1)

**Figure 6-4 - New Crew Message**

**Creating a Broadcast Message**

1. At the **Message tab** on the ribbon bar, select **Broadcast**.
2. Click the “+” sign at the **Message To** field to expand the Crew selection.

![New Broadcast Message](image2)

**Figure 6-5 - New Broadcast Message**
3. Select the **Department**, **Position**, **Embar Date** and other required information from the drop-down list, and then click **Search**.

4. Crew matching the criteria is listed in the **Select Crew Members** section. Select the crew name(s) and then click the **right arrow**.

5. Click **OK** to close the screen and return to the **New Message** window.

6. At the New Message window, select a **Preset** message if any, then enter the **Subject Line** and message content.

7. Click **Send** to broadcast the message. The messages will prompt when the Recipient login to the T&A Terminal.

**Recalling Broadcast Message**

A message recall can be performed in the event when the message was sent accidentally. However, you can not recall a message once they are read.
1. Click the Recall button at the ribbon bar.
2. At the Recall Message window, select the Message Created By, Message Type and Message Create Date From/To from the drop-down list, and then click Search.
3. Select the message(s) to recall and then click the Recall button.
4. At the confirmation prompt, click Yes to confirm the message recall.

6.2. Clock In/Out Method

Crew Members

Figure 6-8 - Crew Overview in Clock-In/Out Method
Searching for Crew Members
1. In the Crew Members Overview panel, select the **Sub-Location, Year and Month** then click **Search**.
2. In the **Crew Members section**, select the **Status** to display from the drop-down list.
3. Enter either the crew last name or external ID in the **Search** field to narrow down the search.

Roster Schedule
The Roster Schedule function in Clock-In/Out mode is relatively similar to the Time Approval Method and has lesser fields being shown. See Table 6-1 - Roster Schedule Field Description for more information.

<table>
<thead>
<tr>
<th>Date</th>
<th>Crew Approved</th>
<th>Mgr Approved</th>
<th>MLC Violation</th>
<th>Non-compliant Reason</th>
<th>Off Day Reason</th>
<th>Hrs Worked (HLC)</th>
<th>Hrs Worked (OT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 Nov 2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>22 Nov 2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Figure 6-9 - Roster Schedule in Clock-In/Out Method

Creating roster schedule
1. Repeat steps in Searching for Crew Members.
2. Select the Crew Name from the Crew Members section.
3. Click the **View Clock In/Out** button at the Schedule tab to open the **Actual Clock-In/Out Transactions** window. See Figure 5-15 - Actual Clock-In/Out Transaction window.
4. Select **Add Record** and then enter all the information in the Add Record window.
5. Click **Save** to save the information and then **Close** to exit the window. This adds the record to the Roster Schedule section.

Messages
The Messages function is exactly the same as the Time Approval Method. See chapter Messages in Crew Overview
7  Find Resources

This function list the crew resources based on the selection filter.

1. At the Home tab ribbon bar, click Find Resources.
2. Select the Gender, Location, Position and the Date/Time Range Availability from the drop-down list, and then click Search.
3. Results shown in the grid are non-violating ILO hours. Select the name of the crew from the result grid and then click the Add Time Slot. Note that you are only allowed to add time slot to the crew that has a schedule created.
4. At the Resource – Add Time Slot window, select the Roster Task from the drop-down list and then click OK to add.
8 Time Zone Change

The Ship’s clock is reset, either forward or backward when they travel across different time zones in between ports. Hence, the time zone change must be setup in order to calculate the crew work hours accurately and also to ensure the work hours is compliant to ILO regulations. These time zones are setup in the Administration module.

1. Login to Administration module, System Setup, Timezone Change Setup.
2. At the Timezone Change Setup window, right-click and select Add New.
3. Enter the Date, Time, Hours Zone and Remarks in the respective field, and then click OK to save.
4. Total worked hours will be recalculated for rosters that fall within time zone change automatically when you navigate between screens.

With the time zone setup, work hours are recalculated to reflect the difference in T&A module when the Roster Daily has start/end time falls between the time zone changes. For example, on 13th October at 02:00 hours, the time zone changed and crew worked from 00:00 to 06:00 hours. Therefore the total worked hours shown is 8 hours.

![Time Zone Change](image.png)

**Figure 8-1 - Time Zone Change**

Above screen shows a scheduled time that fall on a time zone change.
Figure 8-2 - Recalculated Daily Hours in Time Zone Change for Schedule Mode

The above screen shows recalculated “Daily Hours” of schedule that fall on a changed time zone.

At the T&A Terminal, the total hours calculated under the Approved Worked hours screen reflect an 8 hours work. 
9 OHC TimeAttendanceCalc

An interface was created to facilitate the calculation of total worked/rest hours separately from T&A Terminal. This interface launches and runs in the background.

The recurring calculation process by X minutes is based on the value entered in Parameter, “IFC Time AttendanceCalc process every X minutes” and does not trigger a recalculation process until the earlier calculation completes. At the end of the process, the system save the log file to C:\Users\Public\Documents\Oracle Hospitality Cruise\IFCTimeAttendanceCalc_yyymmmdd.txt.