

Oracle® Hospitality Cruise Shipboard Property Management System Time and Attendance/Terminal Module



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Oracle Hospitality Cruise Shipboard Property Management System Time and Attendance/Terminal Module, Release 20.1

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Preface

The Time and Attendance (T&A) and the T&A for Terminal modules allows the shift supervisors to prepare the crew weekly work schedule by location and task, as well as capturing the crew clock in/out time.

Audience

This document is intended for project managers, application specialists and users of Oracle Hospitality Cruise Shipboard Property Management System (SPMS)

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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
- Screenshots 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 1 Revision History

| Date | Description of Change |
|----------------|-----------------------|
| September 2020 | Initial Publication |

1

Time and Attendance Module

The SPMS Time and Attendance program comprises of two modules, Time and Attendance (T&A) and Time and Attendance for Terminal. These modules allow the shift supervisors to prepare the crew weekly work schedule by location and task, as well as capturing the crew clock in/out time. The T&A Terminal enable the crew to swiftly clock-in/out their task, view and approve their worked hours.

Parameters

The following table describes the System Parameter available to the Time and Attendance module. You can access them from **Administration** module or **Time and Attendance** module under **Configuration, Parameters**.

Table 1-1 Parameter Group — T&A

| PAR Name | PAR 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> | Allows 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 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. |
| 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. |

Table 1-1 (Cont.) Parameter Group — T&A

| PAR Name | PAR Value | Description |
|--|-----------|--|
| 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 to post to past and future. |
| Enable Manual Clock In/Out | | Allows crew to access the Manual Clock-Clock-In/Out button at T&A Terminal. |
| Enable More Info | | Allows crew to view the more info button on the terminal. |
| Enable View My Account | | Allows crew to view their account overview on the terminal. |
| Enable View My Messages | | Allows crew to view their messages on the terminal. |
| Enable View My Schedule | | Allows crew to view their schedule on the terminal. |
| Filter Crew by Payment Type and Contract Type | | Allows manager to filter crew by payment type on the Broadcast Message screen. |
| First Day of Week | | 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 the International Labour Organization (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. |

Table 1-1 (Cont.) Parameter Group — T&A

| PAR Name | PAR Value | Description |
|--|-----------|---|
| 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 | | Specifies 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 the parameter 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). The system does this internally for the purpose of calculating the number of hours to be paid. |
| 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 log in 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 the 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 | | Allows crew to view their current week worked hours for clock-in/out. |
| View Daily Hours Clock-In/Out | | Allows crew to view their daily worked hours for clock-in/out. |
| View Invoice by Voyage | | Displays crew invoice by voyage on the terminal. |
| View Upcoming Drills | | Shows upcoming drills on terminal. |

Operational Position Rights

All users accessing the Time and Attendance module must have an Operational Position linked to their login credentials. This is to determine the location the crew belongs to, and to ease information retrieval within the program.

Figure 1-1 User Access — Operational Position

The screenshot shows a configuration window for user access. It is divided into four main sections:

- User Details:** Includes a text field for 'Login Description', a dropdown for 'User Group' with 'Administrator' selected, and a list of other user groups.
- Crew Link:** Includes a dropdown for 'Crew Name' and a large empty text area.
- Security:** Contains several checkboxes: 'User cannot change password' (unchecked), 'Password never expires' (checked), 'Account is disabled' (unchecked), and 'Change Password Next Login' (unchecked).
- Various:** Contains several fields: 'Buyer's Limit' (text field with '2'), 'Cashier Function' (dropdown with 'Enabled'), 'Cashbook Assigned' (dropdown), 'Operational Position' (dropdown, highlighted with a red box), 'Vendor' (dropdown), and 'Email Address' (text field).

At the bottom of the window, there are buttons for 'Reprint Manager Card', 'Remove Manager Card', 'Undo', and 'Apply'.

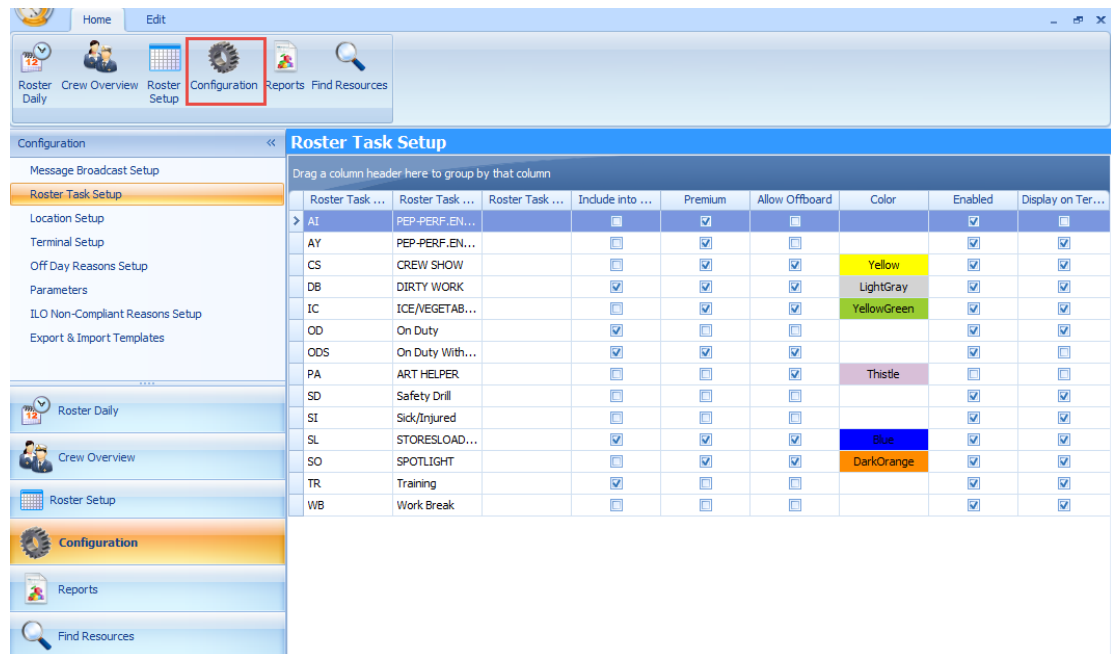
1. Log in to **User Security** module.
2. At the **User Details, Various** section, select the **Operational Position** from the drop-down list.
3. Click **Apply** to save.

2

Configuring Time Attendance

Before you can use this program, you must configure the codes in Message Broadcast, Roster Task Setup, Location, Terminal, Off Day Reasons, and International Labor Organization (ILO) Non-Compliant Reasons using the below steps.

Figure 2-1 Configuration Menu



Accessing the Configuration Menu

1. Log in to the **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 **Configuration** window.
4. Go to **Edit** tab and select to code to set up.

Roster Task Setup

The program is software coded with five roster task, listed below. You cannot delete these tasks.

- **OD:** On Duty
- **ODS:** On Shore side Duties
- **SD:** Safety Drill
- **SL:** Sick/Injured

- **TR:** Training

To set up the task,

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

Table 2-1 Field Definition of Roster Task

| Field name | Description |
|----------------------------|---|
| Color Code | Representation of task in Schedule or Monthly Overview window. |
| Include into Working Hours | Takes into account the over time (OT) work hours and hours work (ILO) when calculating the total work hours. |
| Premium | Defines 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 flag 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. |

Message Broadcast

1. At **Configuration** window, select **Message Broadcast Setup**.
2. Select **Add** from **Edit tab** to open a new broadcast setup window.
3. Insert the **Preset Message Code, Subject** and **Content** in the respective field.
4. Click **Save**.
5. To edit the code, double-click the preset code or click **Edit** from the ribbon bar, and click **Save**.

Location Setup

Figure 2-2 Location Setup

The Location Setup window 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 allow you to assign a crew to a different team.

1. From the **Configuration** window, 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** window, select the owner(s) by selecting 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. Select 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** window.

Terminal

1. At the Configuration window, select the **Terminal Setup**.

2. Select **Add** from **Edit tab** to open an Add Terminal window.
3. Insert the **Code, Name, Description, PC Name** and select the **Location** check box to select the Location from the drop-down list.
4. Click **Save** to save the window.

Off Day Reasons

The Off Day reason is used by crew or manager to approve the zero worked hours, and these are pre-screened by the crew at the terminal.

1. At the **Configuration** window, select the **Off Day Reasons**.
2. Select **Add** from **Edit tab** to open an **Off Day Reasons** window.
3. Enter the **Reason Code, Description** and **Long Description**, and then click **Save**.

Parameters

The T&A module has a set of parameters that control the functions within the program. Enabling or setting these parameters changes the behavior of the module. Proceed with caution. See topic [Parameters](#) for detail description of each parameters.

To edit the parameter, double-click the **Parameter** name and enter the required value in the **Value** field.

ILO Non-Compliant Reasons

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

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 and only supports XML file format. An import of the any templates will override the pre-existing database templates. Proceed with caution.

3

Setting Up Roster Template

The Roster Setup is comprised of Schedule Templates, Activation, Maintenance, Location and Non-Scheduled. The function in Roster Template is comprised of three parts; Team Assignments to Crew, Roster Template and Scheduling, and Schedule Validation.

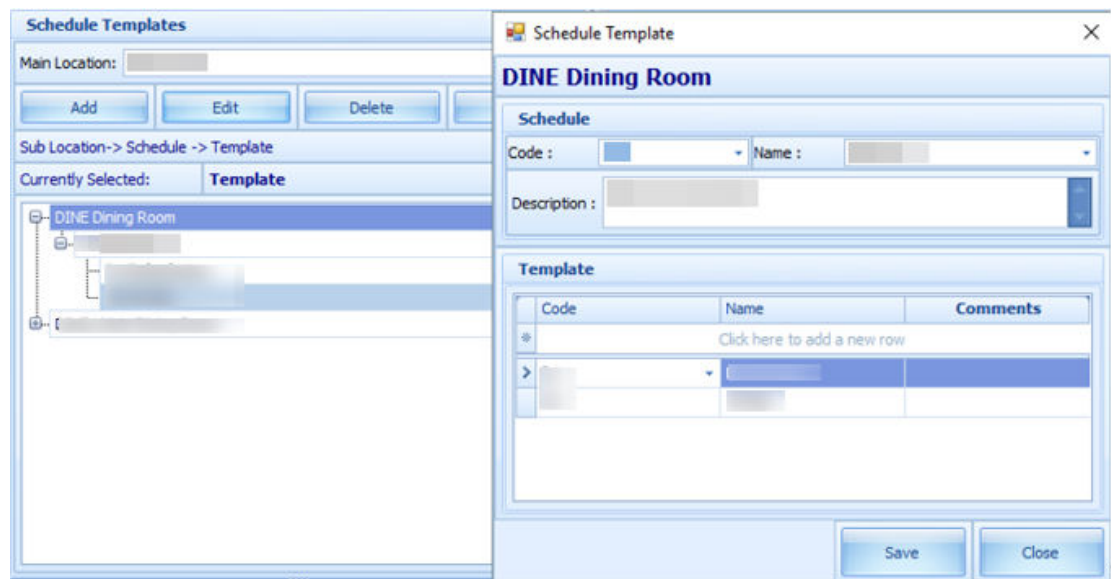
To access these functions, click the **Roster Setup** at the ribbon bar.

Roster Template and Scheduling

Before you can schedule task(s) to a crew and to ease future scheduling, we recommend that you create a schedule template for each sub-location.

Schedule Templates

Figure 3-1 Schedule Templates



1. At the **Roster Setup** window, select **Roster Template & Scheduling**.
2. At the **Schedule Templates** section, select the **Main Location** from the drop-down list.
3. Click **Add** to open the **Schedule Template** window.
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**.
6. Click **Save** to create the cruise type and days.

7. To edit the cruise day/type, select the line item and click the **Edit** button.

Copying Cruise Type by Sub-Location

Figure 3-2 Copy Cruise Schedule

The screenshot shows a dialog box titled "Schedule - Copy To". At the top, there is a "Sub Location" dropdown menu with "DINE1 Main Dining Room" selected. Below this is a section titled "New Schedule Details" which contains two dropdown menus for "Code" and "Name", and a text input field for "Comments". At the bottom right of the dialog, there are two buttons: "Save" and "Close".

1. Select the **Cruise Type** and 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.

Copy Cruise Day by Sub-Location

Figure 3-3 Schedule Template Copy To

The screenshot shows a dialog box titled "Template - Copy To". At the top, there is a "Sub Location" dropdown menu with "DINE Dining Room" selected. Below this is a "Schedule" dropdown menu. There are two buttons: "Create New Template" and "Overwrite Template". Below these is a section titled "Details" which contains two dropdown menus for "Code" and "Name", and a text input field for "Comments". At the bottom right of the dialog, there are two buttons: "Save" and "Close".

1. Select a 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** and click **Save**. The new template is copied to the same Sub Location.

Overwrite Template of the Same Schedule

1. Select a **Cruise day** to copy and 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 click **Save**.

Schedule Maintenance Templates

Figure 3-4 Schedule Maintenance Template

The screenshot shows a software window titled "Schedule Maintenance - Templates". At the top, there are several buttons: "Add/Edit Position", "Delete Position", "Missing Position", and "Copy Position Time Slots". Below these buttons is a grid with columns representing time slots (00 to 23, 00 to 02) and rows representing different crew positions. The positions listed are: 262 Asst. Maitre D'Hotel IC (Slot...), 262A Capitan Station IC (Slot 1)..., 263 Waiter IC (Slot 1) 12hrs, 264 Asst. Waiter IC (Slot 1) 12hrs, 265 Buffet boy IC (Slot 1) 12hrs, 266 Captain Station IC (Slot 1)..., 274 Asst.Waiter/Util. IG (Slot 1)..., and 286 Captain Waiter (Slot 1) 12hrs. The grid cells contain either empty space or a small icon representing a slot.

1. Select a cruise day from **Schedule Templates**, then click the **Add/Edit Position** button.
2. At the **Schedule Maintenance** window, select the **Position** and then the **Slot** from the drop-down list, and **Team**, if any. You can also add a slot by selecting a **Position**. To insert a required slot, click **Add Slot** and click **Save**.
3. The slot number is unique for each position and there are 26 available slots.
4. Click **Save** and **Close** to exit.
5. Each of the crew member 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.
6. 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 [Schedule Maintenance Template](#).

Deleting a Position from Cruise Day

1. To delete, select a time slot and click **Delete Position**.

2. At the message prompts *“Are you sure you want to delete the selected position”*, click **Yes** to proceed or **No** to return to the previous window.
3. You can also click the **Add/ Edit Position** button, select a row any row to delete, and press the **Delete** key on your keyboard.

Creating Time Slots for Position

1. At the **Schedule Maintenance-Templates** grid, select the required time slots for the position, and right-click to display the options or double-click the grid to open the **Time Slot** window.
2. Select a **Roster Task Code** and enter 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 from the grid, right-click and select **Delete** or press the **Delete** key on your 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 on the left pane to copy and select the checkbox on the right.
3. Click **Save** to copy the time slots.

Schedule Activation Template

The Schedule Activation Template enables you to assign a schedule template to the days listed of the selected the month.

Figure 3-5 Schedule Activation Template

Schedule Activation - Template

Create : Select a Schedule to apply all Templates within that schedule. Select a Template to apply only that day's template.

Year : Month :

| Date | Arrival Port | Time Changed |
|------|--------------|--------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Copy Schedule Create Schedule

Paste Schedule Delete Schedule

Creating Schedules by Cruise Type

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. Click **Yes** to 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 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. At the confirmation prompt, click **Yes** to create the cruise day schedule. After the schedule is created, a list of crew created with the schedules is listed in the Scheduled section.

 **Note:**

This will remove existing schedule, if any.

Scheduled and Non-Scheduled

The **Scheduled** section lists the crew names with schedules, according to the selected date and sub-location, with slot number of the assigned schedule template in the **Slot** column.

Selecting a crew and click the **Delete crew from Schedule** will remove the crew schedule from the selected date and sub-location, and places the crew in the **NON-SCHEDULED** section. Crew scheduled at a different sub-location of the selected date will not be shown here but in the **NON-SCHEDULED** section instead.

To assign a crew to the schedule,

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** window, 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.
3. Scheduling of multiple crews are allowed, provided the position and time slot are the same.
4. Click **OK** to continue. Crew schedule created manually has a "0" time slot.

Team Assignments to Crew

The crew names that matches the positions in the roster templates are listed in the **Team Assignments to Crew** window.

Figure 3-6 Schedule Validations

The figure consists of two screenshots of a software interface for schedule validation. Both screenshots show a 'Main Location' dropdown set to '10 ADMINISTRATION' and a 'Search' button.

Top Screenshot: Schedule Validation by Date
 This tab displays a list of both scheduled and unscheduled crew members. The table has the following columns: Name, Ext ID, Position, Team, Status, Embark Date, Debark Date, and Scheduled?. The table contains three rows of data:

| Name | Ext ID | Position | Team | Status | Embark Date | Debark Date | Scheduled? |
|-------------|--------|-----------------|------|------------|-------------|-------------|------------|
| NAME | | 300 TRAINING... | | Checked-In | | | No |
| MR. MARK B. | | 325 GUEST RE... | | Checked-In | | | No |
| MR. CASEY | | 911 ASST SHO... | | Checked-In | | | No |

The total count at the bottom is 66.

Bottom Screenshot: Schedule Validation For Expected Crew
 This tab displays a list of expected crew members. The table has the following columns: Name, Ext ID, Position, Team, Status, Embark Date, Debark Date, and First Scheduled. The table contains six rows of data:

| Name | Ext ID | Position | Team | Status | Embark Date | Debark Date | First Scheduled |
|---------------|--------|----------|--------|----------|-------------|-------------|-----------------|
| BURNO, MIC... | | | GRA PM | Expected | | | |
| CAPLONER, ... | | | | Expected | | | |
| CRONER, ID... | | | | Expected | | | |
| HAYTON, CH... | | | | Expected | | | |
| PRESGAR, B... | | | | Expected | | | |
| SCHEFF, CY... | | | | Expected | | | |

The total count at the bottom is 11.

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

1. At the **Roster Setup** window, select the **Team Assignments to Crew**.
2. At the **Team Assignment** window, select a **Sub-Location** or leave as default.
3. Under the crew name, select a team from the **Assign Team To Crew** drop-down list. There are 26 teams available for assignment.
4. Click the **Save** button to save the team assignments.

Note:

Only crew that has a team assigned to them 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. At Roster Setup window, select **Schedule Validation**.
2. Choose the correct tab and the options from the drop-down list.
3. Click **Search** to display the list of crew matching the selection.

4

Roster Daily

The Roster Daily provides an overview of the daily, weekly, and monthly roster, ILO Violations and Summary of Worked Hours Functions. The features within the Roster Daily 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

Time Approval Method

The Time Approval Method consists of Daily Overview, Schedule Overview, Monthly Overview, Function Change and Reset Pincode.

Daily Overview

Figure 4-1 Daily Overview in Time Approval Method

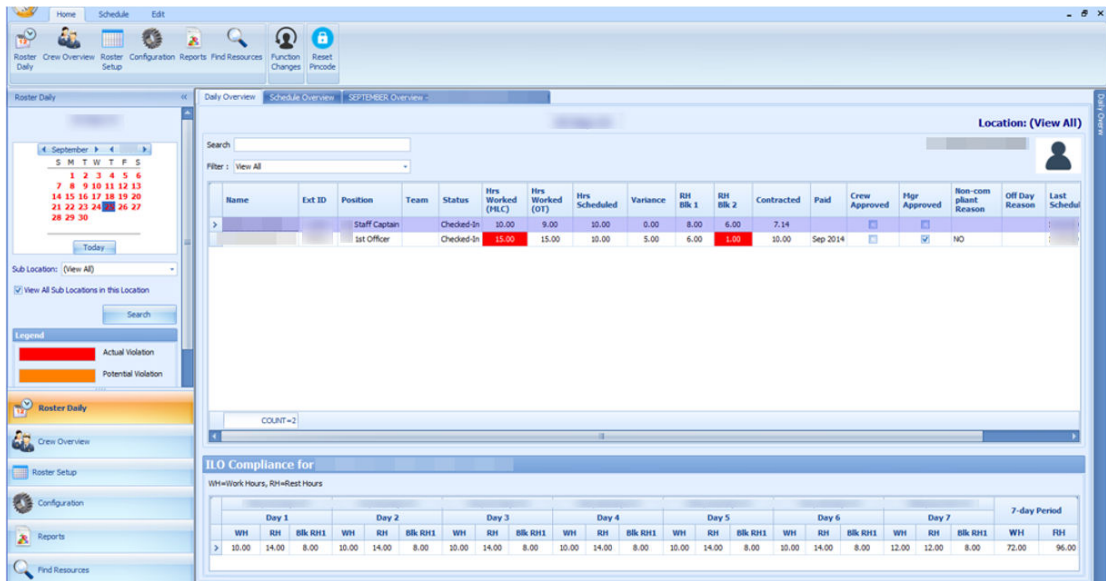


Table 4-1 Field Definition of Daily Overview Tab

| Field Name | Definitions |
|------------|---|
| Name | Crew's name |
| Ext ID | Crew identification number linked to an external system |

Table 4-1 (Cont.) Field Definition of Daily Overview Tab

| Field Name | Definitions |
|----------------------|---|
| Position | Crew Operational Position |
| Team | Crew's assigned team |
| Status | Embarkation Status |
| Hrs Worked (ILO) | 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 " |
| Hrs Worked (OT) | 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 |
| Hrs Scheduled | Hours scheduled by Manager. Sums up all hours regardless of work codes |
| Variance | Differences between Hrs Worked (ILO) input by Crew at Time & Attendance Terminal and Hrs Scheduled by Manager, and only shown in Time Approval mode |
| RH Blk1 | Scheduled largest rest hours block |
| RH Blk2 | The second largest rest hours block in Time Approval mode |
| Contracted | Contracted hours prior to overtime calculation in Time Approval mode |
| Paid | An indicator of whether worked hours is paid in Payroll in Time Approval mode |
| Crew Approved | Schedule approved by Crew at T&A Terminal |
| Mgr Approved | Schedule approved by Manager |
| Non-Compliant Reason | Non-compliant schedule reason approves by Manager |
| Off Day Reason | Reason entered by the crew at T&A Terminal when approving zero hours worked or when Manager approves crew zero hours scheduled |
| Last Scheduled | Date of last scheduled in Time Approval mode |

Below are the formulas to calculate the rest hours in two different 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.

Therefore, $2(10:00 - 12:00) + 3.5(14:00 - 17:30) + 7.5(22:30 - 06:00) = 13$. 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 end time of previous day and ends at the same end time of 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.

Therefore, 7.5 (22:30 - 06:00) + 2 (10:00 - 12:00) + 3.5 (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 slot,

1. Select the date from the **Calendar Editor**, in **Roster Daily**.
2. Go to the **Daily Overview tab** and double-click the crew name to open the **Roster Daily Schedule** window.

Figure 4-2 Roster Daily Schedule

The screenshot shows a window titled "Roster Daily Schedule" with a close button (X) in the top right corner. The window is divided into two columns and eight rows, each representing a time slot. The first three slots (1, 2, and 3) are checked, while the others are unchecked. Each slot has a "Roster Task" dropdown menu, "Start Time" and "End Time" spinners, a "Sub Location" dropdown menu, and a "Comments" text box. At the bottom left, there is a large number "10.75" and the text "MAX Allowed Work Hours : 14". At the bottom right, there are two buttons: "Save" and "Close".

| Time Slot | Roster Task | Start Time | End Time | Sub Location | Comments |
|---|-------------|------------|----------|--------------|----------|
| <input checked="" type="checkbox"/> Time Slot 1 | OD ON DUTY | 08:00 | 12:00 | C Controller | |
| <input type="checkbox"/> Time Slot 5 | | 00:00 | 00:00 | | |
| <input checked="" type="checkbox"/> Time Slot 2 | OD ON DUTY | 13:30 | 18:00 | C Controller | |
| <input type="checkbox"/> Time Slot 6 | | 00:00 | 00:00 | | |
| <input checked="" type="checkbox"/> Time Slot 3 | OD ON DUTY | 20:00 | 22:15 | C Controller | |
| <input type="checkbox"/> Time Slot 7 | | 00:00 | 00:00 | | |
| <input type="checkbox"/> Time Slot 4 | | 00:00 | 00:00 | | |
| <input type="checkbox"/> Time Slot 8 | | 00:00 | 00:00 | | |

10.75 MAX Allowed Work Hours : 14 Save Close

ILO Compliance

Figure 4-3 ILO Compliance in Daily Overview

| Name | Ext ID | Position | Team | Status | Hrs Worked (ILO) | Hrs Worked (OT) | Hrs Scheduled | Variance | RH Blk 1 | RH Blk 2 | Contracted | Paid | Crew Approved | Mgr Approved | IC |
|---------------------|--------|----------|-------|------------|------------------|-----------------|---------------|----------|----------|----------|------------|------|-------------------------------------|-------------------------------------|----|
| STAFF CHIEF ENGN... | | | | Checked-In | 13.00 | 13.00 | 10.00 | 3.00 | 8.00 | 1.00 | 10.00 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | SA |
| STAFF CAPTAIN | | | | Checked-In | 14.50 | 14.50 | 10.00 | 4.50 | 11.75 | 1.00 | 10.00 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | SA |
| STATEROOM ATTD(M) | | | | Checked-In | 12.00 | 12.00 | 12.00 | 0.00 | 6.50 | 3.00 | 11.00 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | NC |
| ASST HOUSEKEEPER | | | FRONT | Checked-In | 13.00 | 13.00 | 10.00 | 3.00 | 8.75 | 0.75 | 10.00 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | NC |
| MASTER | | | | Checked-In | 13.75 | 13.75 | 10.00 | 3.75 | 7.75 | 1.00 | 10.00 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | SA |

COUNT=5

| ILO Compliance for | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------|------|-------|-----|-------|-------|-------|------|-------|-------|-------|-------|-------|-------|--------------|-------|-------|-------|-------|------|-------|-------|-------|-------|-------|
| WH=Work Hours, RH=Rest Hours | | | | | | | | | | | | | | | | | | | | | | | | |
| Day 1 | | Day 2 | | Day 3 | | Day 4 | | Day 5 | | Day 6 | | Day 7 | | 7-day Period | | | | | | | | | | |
| WH | RH | Blk | RH1 | WH | RH | Blk | RH1 | WH | RH | Blk | RH1 | WH | RH | Blk | RH1 | WH | RH | | | | | | | |
| 14.50 | 9.50 | | | 11.75 | 10.50 | 13.50 | 8.75 | 10.00 | 14.00 | 8.75 | 10.00 | 14.00 | 13.00 | 11.25 | 12.75 | 13.00 | 10.00 | 14.00 | 7.75 | 11.50 | 12.50 | 13.00 | 77.75 | 90.25 |

At the ILO Compliance section, the system automatically sets the columns in red when daily worked/rest hours violates the ILO Regulation. The hours shown in Worked Hours (WH) and Rest Hours (RH) are the accumulated daily worked/rest hour.

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

Modifying Roster Daily Schedule

The system allow you to modify a roster schedule created from the template by removing or adding new time slots. You are not allowed to modify or delete the schedule if the Roster has been paid through payroll. This function is only accessible by users that are granted with access rights “#3292 – Allow to Create & Modify Roster Schedule”.

At the **Roster Daily Schedule** window, select the time slot checkbox and enter the roster task, start/end time, and the sub location and click the **Save** button. See [Roster Daily Schedule](#)..

Copying a Roster

1. At 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.
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

You can delete the schedule that you no longer need from the Roster Daily Schedule.

1. From **Daily Overview** window, double-click the crew schedule to open the **Roster Daily Schedule** window.
2. Deselect the **Timeslot checkbox** to remove the time slot(s).
3. You can also 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 options and as shown in below figures.

Figure 4-4 Schedule Overview by Date

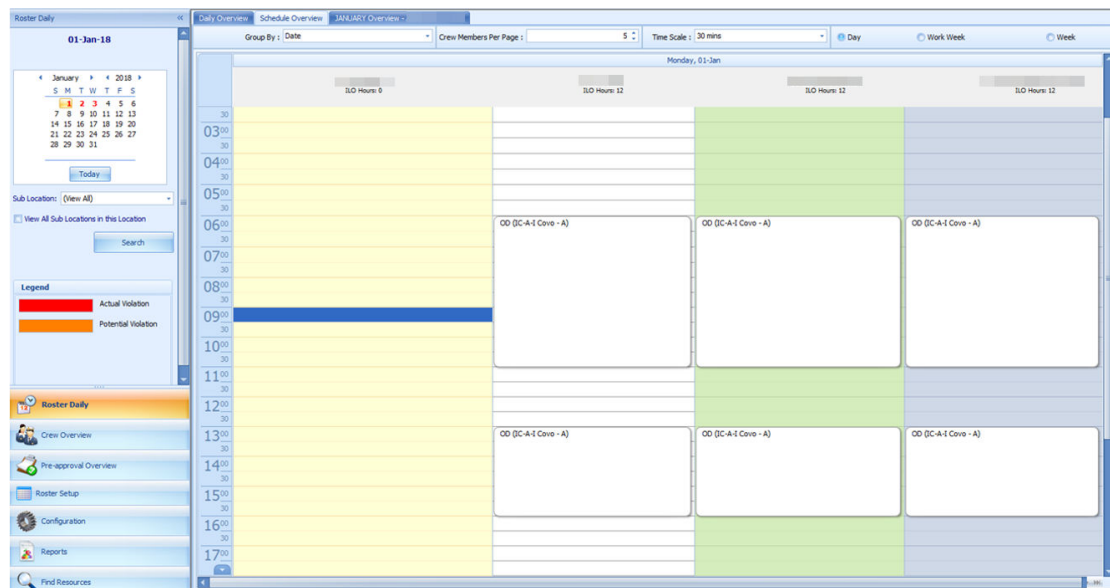
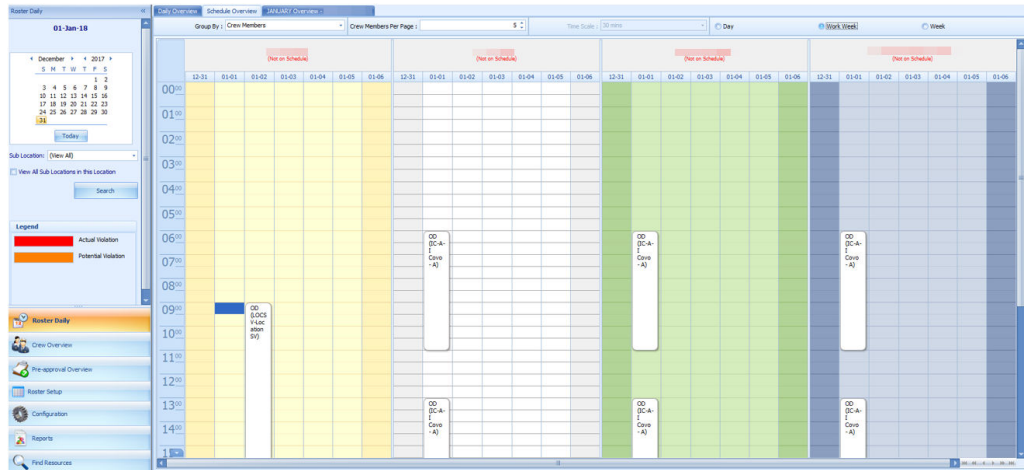


Figure 4-5 Schedule Overview by Crew Members

**Group By:**

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

Crew Members Per Screen

- 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

Time Scale:

- Displays the hour in 15 or 30 minutes block

Creating a Roster Schedule in Schedule Overview

A schedule can be added into the **Schedule Overview** tab using the drag and drop option or from a context menu.

Adding Schedule Using Context Menu

1. At the crew name, select the time slot from the grid.
2. Right-click to open the context menu.
3. Select the task 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, 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** window, double-click on the selected time slot.
2. Modify the necessary information and then click **OK** to save.
3. You can 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.

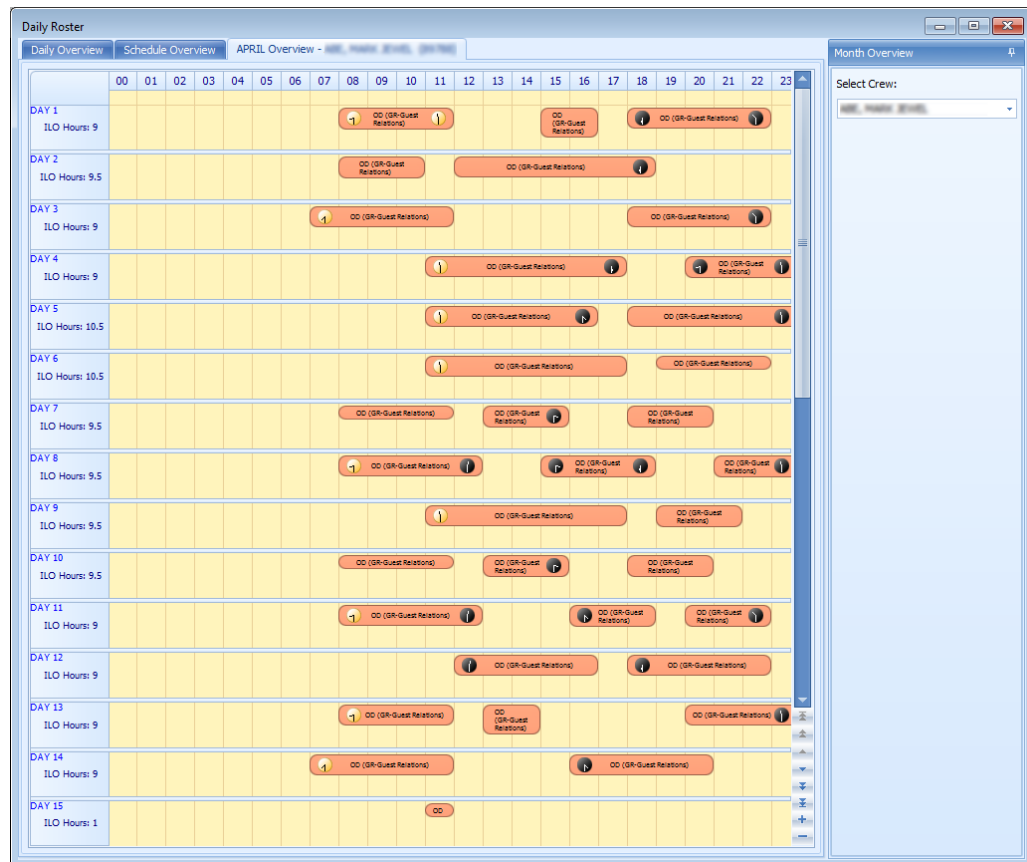
Removing a Roster Schedule

- 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

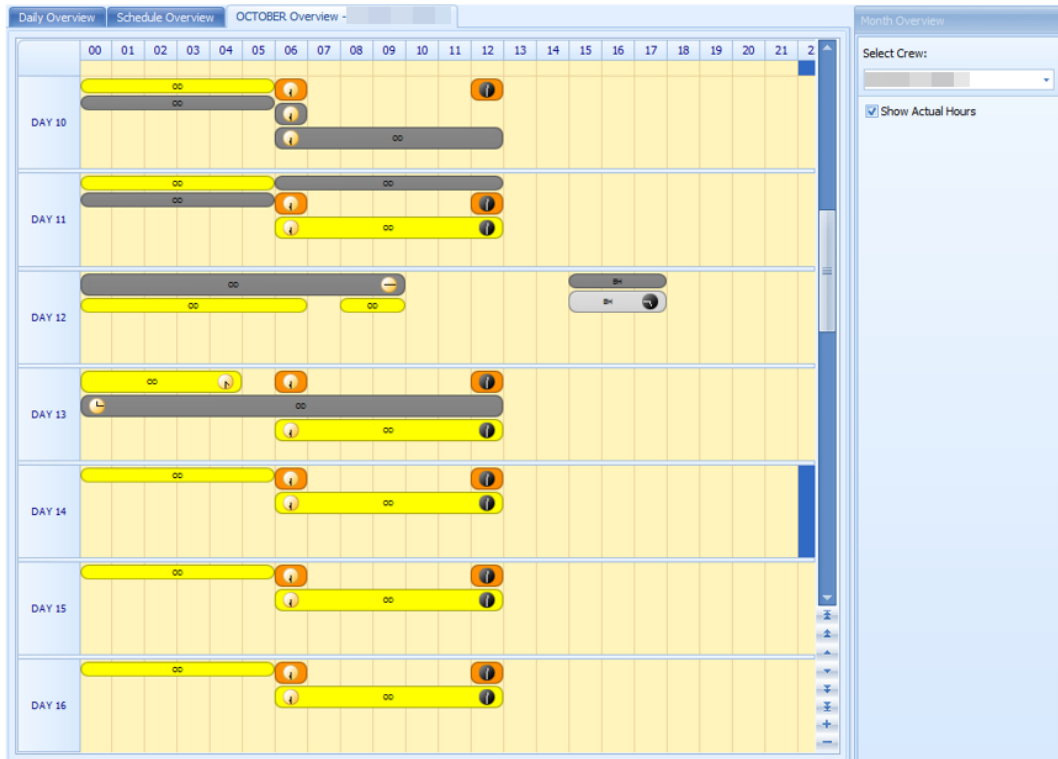
The Monthly Overview window provides an overview of the crew monthly schedule.

Figure 4-6 Monthly Overview



1. From the Roster Daily, Calendar Editor, select the month to view.
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. You can only select one crew 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.
5. 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 be available.
6. Select the **Show Actual Hours** checkbox will show the crew actual clock-in/ clock-out hours on the grid. The actual hours is displayed in grey color for each time slot.

Figure 4-7 Monthly Overview Actual Hours View



Function Change

The Function Change feature is an information window that lists all the position change and the date it was changed. The fields are not editable.

Figure 4-8 List of Function Change

| Name | Ext ID | Old Function | New Function | Function Change |
|------|--------|----------------------|----------------------|-----------------|
| | | FOREMAN HOUSEKEEPING | HOUSEKEEPING ATTD(M) | |
| | | MACHINIST (1) | MACHINIST SR | |
| | | SOUND TECHNICIAN | LOUNGE TECH | |
| | | HOUSEKEEPING ATTD(M) | FOREMAN HOUSEKEEP... | |

COUNT=4

Reset Pincode

The Reset Pincode allow the manager to reset the crew pin code without logging in to the Crew module. The manager must be granted with privilege rights #4662 – **Reset Pincode**.

When resetting a pin code:

- You can only reset one pin code 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 log in

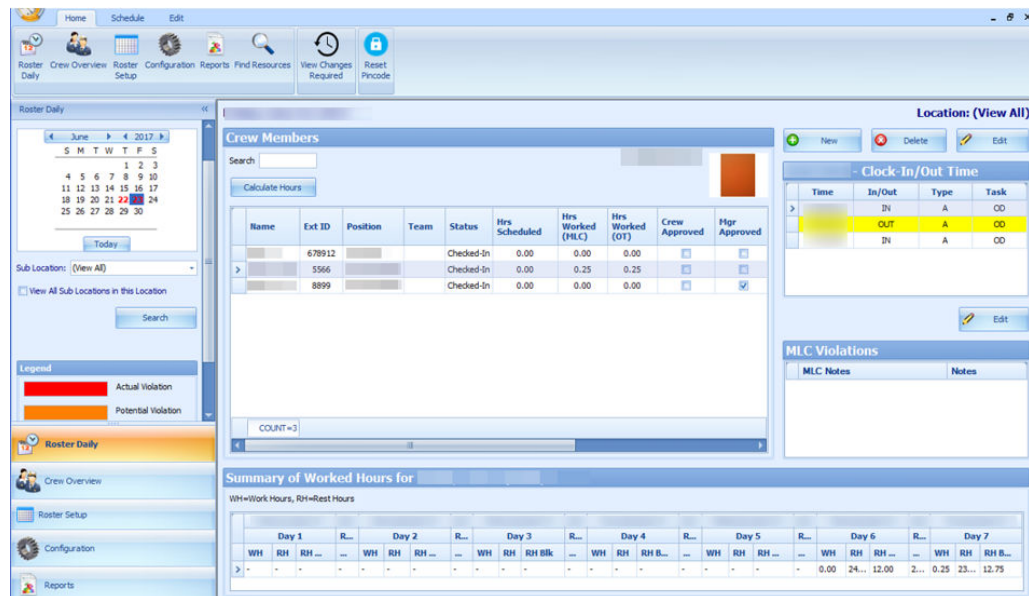
To reset a pin code, select a crew from the **Crew Overview** and click **Reset PinCode** at the ribbon bar.

Clock-In/Clock-Out

This feature tracks the Crew Work Hours according to the ILO requirements. The function requires crew members to clock in/out at the start and end of their shift or when they are off for a break.

Daily Overview

Figure 4-9 Clock In/Out Daily Overview



The **Daily Overview** window is divided 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 the 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 window.
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** to refresh the information shown.
 - 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 4-1](#) description in Time Approval Method section.

Approving/Disapproving Crew Daily Roster

Figure 4-10 Crew Schedule Approval

The screenshot shows the 'Crew Members' section with a search bar and a 'Calculate Hours' button. Below it is a table with columns: Name, Ext ID, Position, Team, Status, Hrs Scheduled, Hrs Worked (MLC), Hrs Worked (OT), Crew Approved, Mgr Approved, MLC Violation, and Non-compliant Reason. The table shows two rows with 'Checked-In' status and 0.00 hours worked. To the right, the 'Clock-In/Out Time' section shows a table with columns: Time, In/Out, Type, and Task. It lists several entries with 'OUT' and 'IN' times and tasks like 'AY', 'OD', 'SD'. Below that, the 'MLC Violations' section shows a table with 'MLC Notes' and 'Notes'. The 'Summary of Worked Hours for' section shows a table with columns for Day 1 through Day 7, with sub-columns for WH (Work Hours) and RH (Rest Hours). The table shows a total of 0.00 work hours and 24.00 rest hours over the 7-day period.

Each crew is responsible in approving their daily schedule at the T&A Terminal before the manager approves and submit the schedule to Payroll for calculation. At the point of the manager's approval, the system checks the following and;

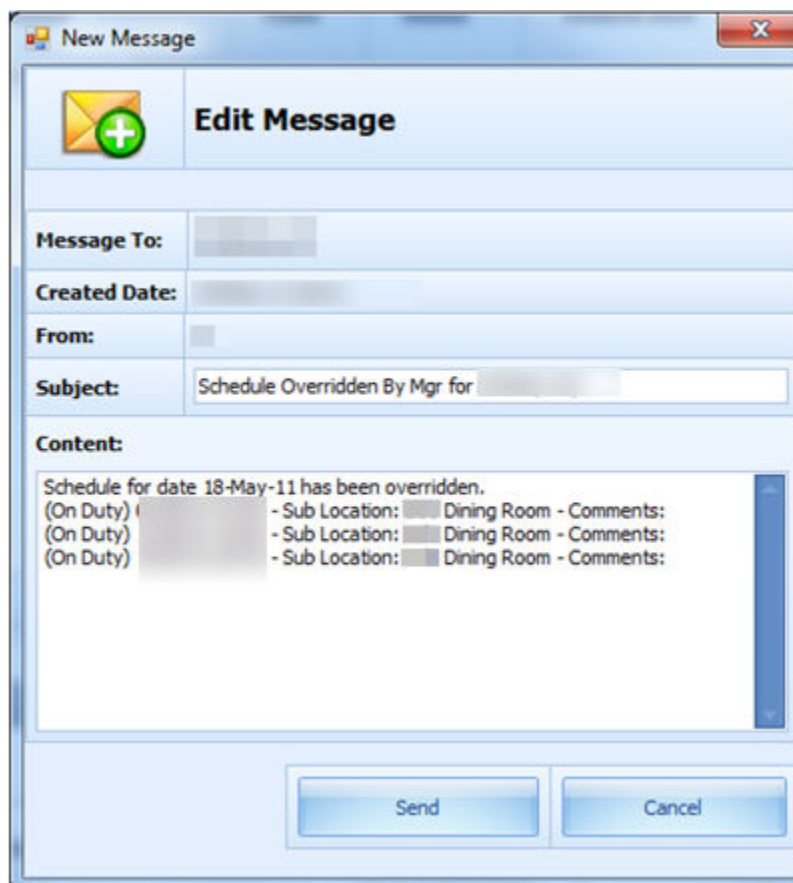
- Allow an approval of past dates schedule or a day before yesterday's date
 - Only allow to approve yesterday's schedule if the past value is defined in **Parameter, Time Attendance, Daily Work Time Approval** or schedule is approved by the crew
 - Prohibits approval for today or future crew schedules
1. At the **Roster Daily** window, go to the **Schedule** tab.
 2. Select the date to approve using the calendar editor and click **Search**.
 3. At the **Crew Members** section, select a 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. After the schedule is approved, the **Mgr Approved** column is checked. If **Crew Approved** column is checked, this means the schedule is approved by the crew.
7. Click **Unapprove** or **Unapprove All** (for multiple selections) to reverse the approval.

Below are the processes 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

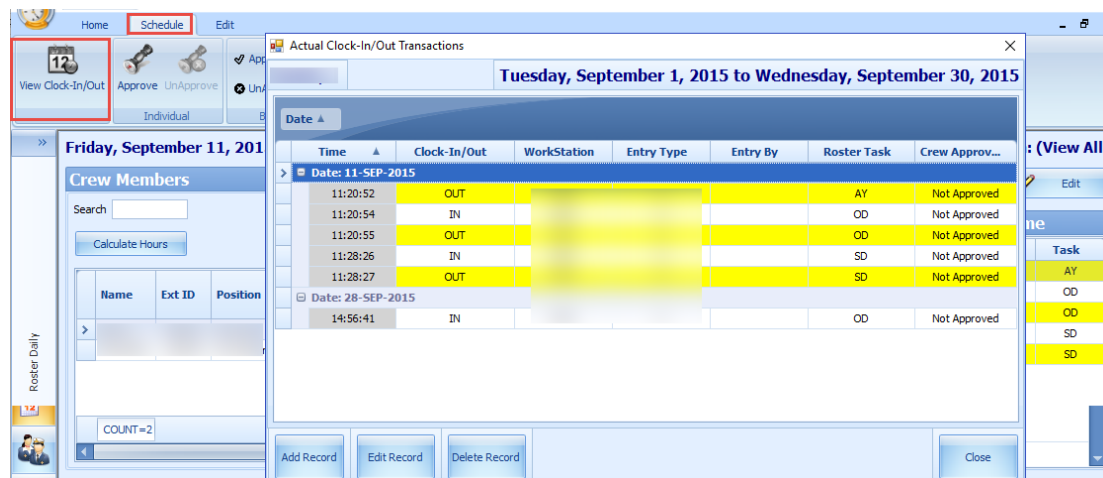
Figure 4-11 Schedule Change Notification



- When the manager approves a schedule that are yet approved by the crew, the system generates a warning message, notifying the crew of the change
- When approving a non-compliant schedule, the system prompt you to enter a for Non-ILO Compliant Reason
- If the approval is for a zero hours and are yet to be 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/Clock-Out Time

Figure 4-12 Clock-In/Clock-Out Transactions



The system permits you to edit the clock-in/out time if needed and below are the steps.

1. Go to the **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 click **Save**.
4. You can also 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. 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 window.

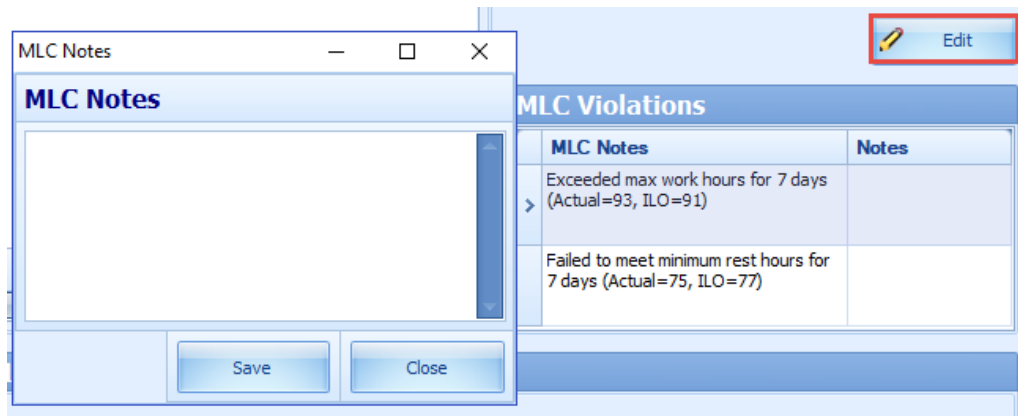
To manually add a record, see [Manual Clock-In/Clock-Out](#).

Editing ILO Violations

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

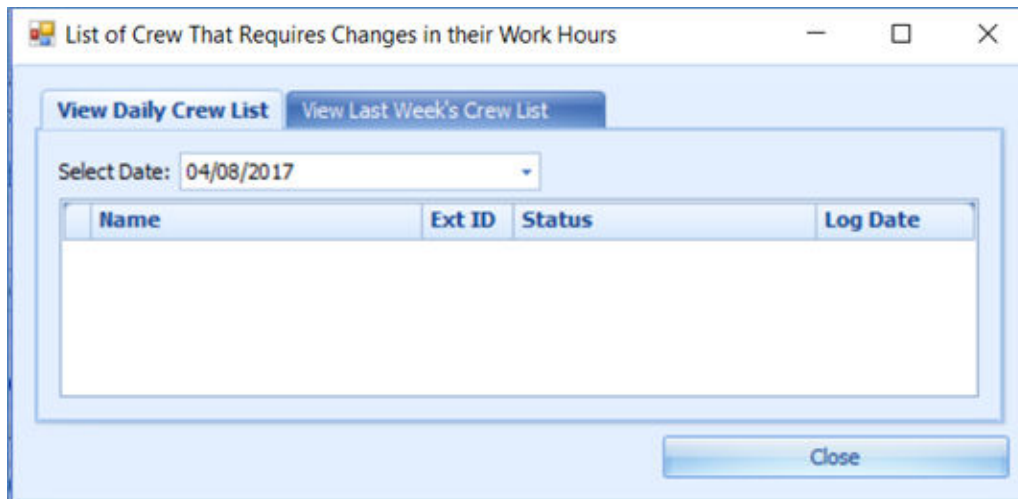
To edit, click the **Edit** button and enter an **MLC Notes** in the **MLC Notes** window and click **Save** to update.

Figure 4-13 ILO Violations



View Changes Required

Figure 4-14 Crew List Requesting Work Hour Change



The View Changes Required function lists all changes requested by crew through the Time and Attendance Terminal and function is only accessible by the manager. A change request is generated when the crew presses the **Changes Required** during Clock-In/Out at the Time and Attendance Terminal, and crew member are to discuss the change 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**.

To access this function, click the **View Changes Required** button at the ribbon bar. The information displayed on this window is a view only. See [Editing Clock-In/Clock-Out Time](#) or [Manual Clock-In/Clock-Out](#) section on how to change the information.

Reset Pincode

To reset a pincode, see [Reset Pincode](#) in Time Approval Method.

Batch Clock-In/Clock-Out

The Batch Clock-In/Out function allows the manager to perform a batch clock-in/out for the crew on selected task such as fire or emergency drill, based on the parameter set in **Enable Batch ClockIn/Out**. Usage of this function is only permissible to users granted with privilege access '#4686 - Batch Clock-In/Out'. You can only post the batch clock-in/out for task past the server time and on current system date.

1. At the main window, 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 click **Search**.

Figure 4-15 Batch Clock-In/Out Task

3. At the **Select Crew Members** section, 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 processes perform by the system automatically for the batch clock in/out.

- For crews whose last transaction was a clock-in, the system perform
 1. Clock-out with the task code that corresponds with the previous clock-in.
 2. Clock-in with the specified task code.
 3. Clock-out with the specified task code.

4. 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 is a clock-out, the system perform
 1. clock-in with the specified task code.
 2. clock-out with the specified task code.

Manual Clock-In/Clock-Out

You can manually enter a clock in/out in the In Clock In/Out mode. To access this function, go to **Roster Daily, Crew Members screen, Location (View All)** section.

1. Click **New** at the **Location (View All)** section.
2. At the **Add Record** window, select the **Time, Clock-In/Out and Roster Task** from the drop-down list, and 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.

5

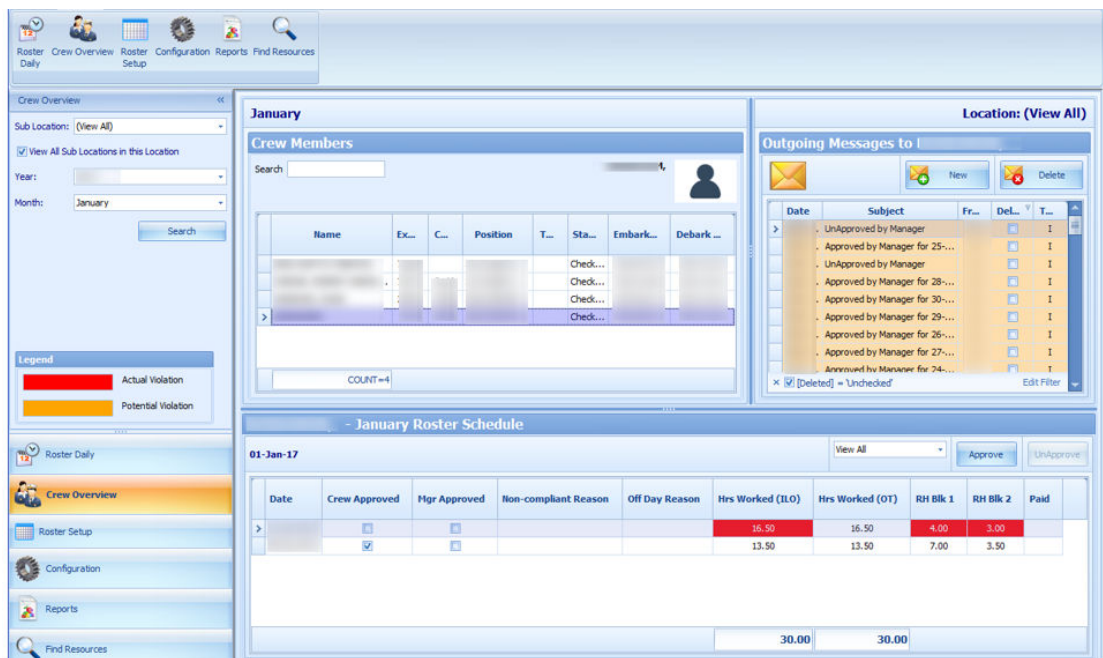
Crew Overview

The **Crew Overview** window displays the crew member's information, messages for the crew and also the crew roster schedule.

Time Approval Method in Crew Overview

Crew Members Search

Figure 5-1 Crew Overview in Time Approval Method



1. At the **Crew Members Overview** pane, select the **Sub-Location, Year and Month** then click **Search**.
2. At 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, enabling approval or disapproval of schedules. Creating and modifying of schedule is allowed in this function

Figure 5-2 Roster Schedule in Time Approval Method

| Date | Crew Approved | Mgr Approved | Non-compliant Reason | Off Day Reason | Hrs Worked (MLC) | Hrs Worked (OT) | RH Blk 1 | RH Blk 2 | Paid |
|------|--------------------------|--------------------------|----------------------|----------------|------------------|-----------------|----------|----------|------|
| > | <input type="checkbox"/> | <input type="checkbox"/> | | | 0.00 | 0.00 | 0.00 | 0.00 | |
| | <input type="checkbox"/> | <input type="checkbox"/> | | | 0.00 | 0.00 | 14.50 | 9.50 | |
| | | | | | 0.00 | 0.00 | | | |

Below are the available fields in Crew Overview, Roster Schedule.

Table 5-1 Roster Schedule Field Description

| Field Name | Description |
|----------------------|--|
| Date | Displays the scheduled date |
| Crew Approved | Schedules approved by Crew at T&A Terminal |
| Mgr Approved | Schedule approved by Manager |
| MLC Violation | Hours Worked (MLC). The label is configurable in Administration module, System Setup, Labels Setup, TATE17. |
| ILO Violation | The default label is ILO. The label is configurable in Administration, System Setup, Labels Setup, TATE17 . |
| Non-complaint Reason | Approval reason for non-compliant schedule. |
| Off Day Reason | Approval reason for zero hours schedule. |
| Hrs Worked (ILO) | 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” . |
| Hrs Worked (OT) | Total hours scheduled for work codes that are flagged with “Include into Working hours”. |
| Rest Hour Block 1 | 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. |
| Rest Hour Block 2 | 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. |
| Paid | In Time Approval mode, this is column is called Contracted . It indicates whether the worked hours have been paid in Payroll. |

Creating Roster Schedule

1. Search for the crew record.
2. At the **Roster Schedule** section, double-click the blank field to open the **Time Slot** window.
3. Select a new **Time Slot** and select a **Roster Task** and enter all necessary for that time slot.
4. Click **Save** to save the information and **Close** to exit the window and add the record to the **Roster Schedule** section.

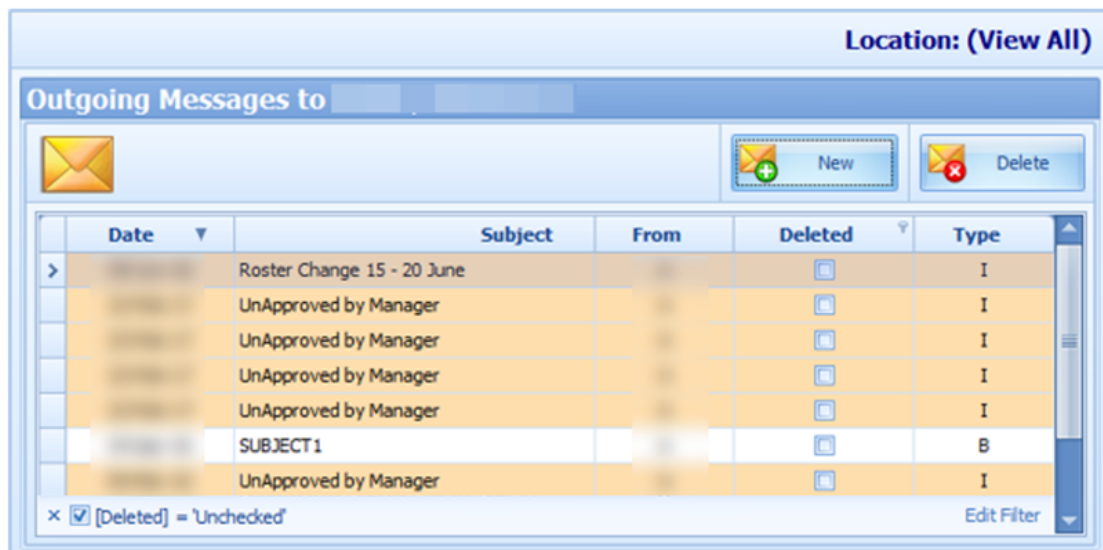
Messages

The Messages section displays all the crew messages whether it is read or unread. By default, the **[Delete]** filter is checked and deleted message are excluded from the list. To view the deleted messages, remove the filter.

The messages types are:

- I – Individual Message
- B – Broadcast Message

Figure 5-3 Crew Messages



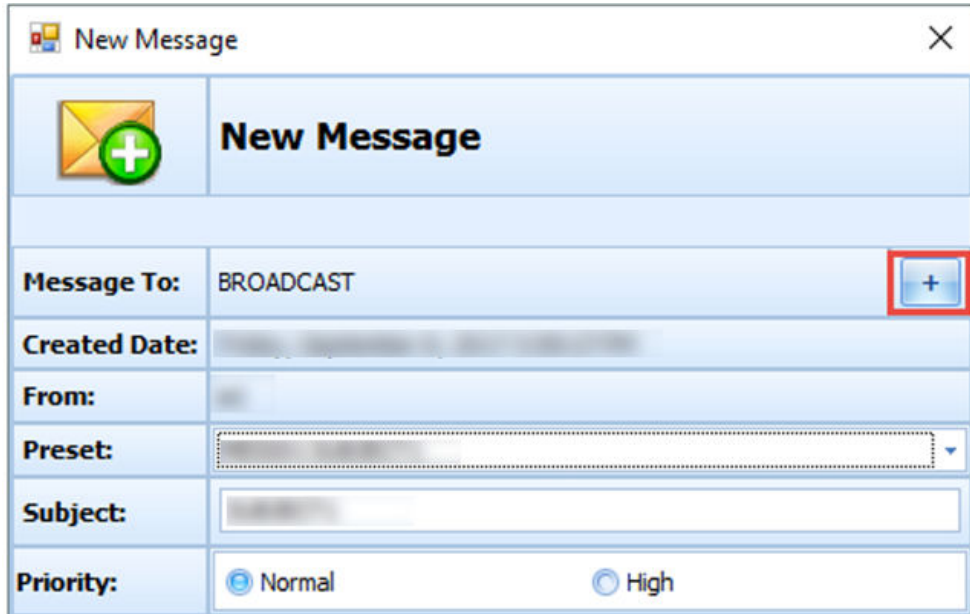
Creating a Message

1. At the **Message** section of the Crew Overview, click **New** or go to the **Message tab** and select **New** from the ribbon bar.
2. Enter the **Subject, Priority Level** and content of the message.
3. Click **Send** to send the message.
4. Click the **Delete** button to delete the selected message. You cannot delete messages created by other users, and deletion is only allowed if you are granted with privilege right **#4472**.

Creating a Broadcast Message

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

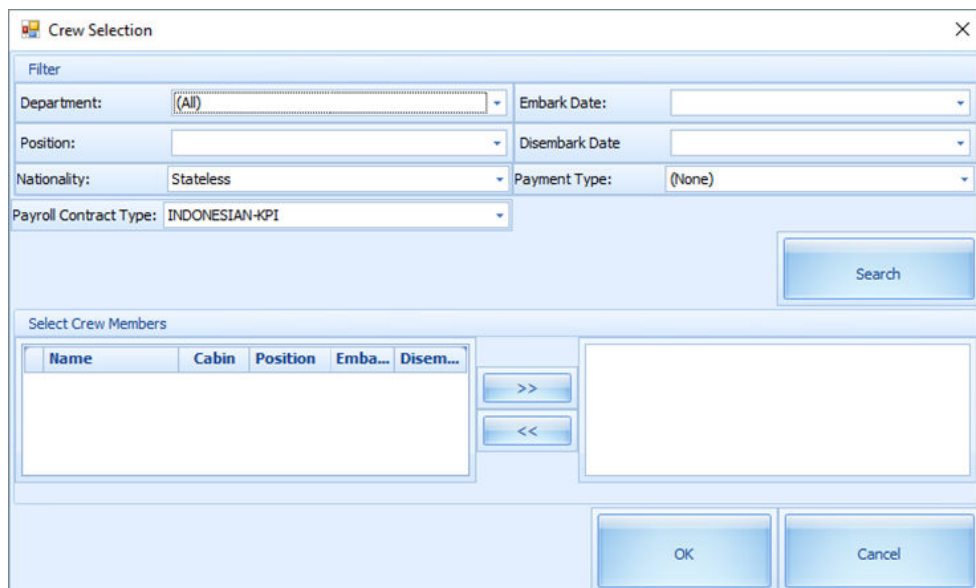
Figure 5-4 New Broadcast Message



The screenshot shows a 'New Message' dialog box with the following fields and options:

- Message To:** BROADCAST (with a '+' icon highlighted in a red box)
- Created Date:** [Blank]
- From:** [Blank]
- Preset:** [Dropdown menu]
- Subject:** [Text input field]
- Priority:** Normal High

Figure 5-5 Broadcast Message Selection



The screenshot shows a 'Crew Selection' dialog box with the following sections and fields:

- Filter:**
 - Department: (All)
 - Position: [Blank]
 - Nationality: Stateless
 - Payroll Contract Type: INDONESIAN-KPI
 - Embark Date: [Blank]
 - Disembark Date: [Blank]
 - Payment Type: (None)
- Search:** [Search button]
- Select Crew Members:**
 - Table with columns: Name, Cabin, Position, Emba..., Disem...
 - Navigation buttons: >>, <<
- Buttons:** OK, Cancel

3. Select the **Department, Position, Embark Date**, and other required information from the drop-down list, and 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 window and return to the **New Message** window.
6. At the **New Message** window, you can select a **Preset** message or enter your own, by inserting the **Subject Line** and message content.
7. Click **Send** to broadcast the message. The messages will prompt when the Recipient logged in to the T&A Terminal.

Recalling Message Broadcasted

You may recall messages that are sent accidentally. However, you cannot recall messages that are read.

Figure 5-6 Recall Message Form

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 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.

Clock-In/Clock-Out Method in Crew Overview

The function to search for the crew members are the same as the Time Approval Method. See [Time Approval Method](#) Field Definition Table section.

Roster Schedule

The Roster Schedule function in Clock-In/Out mode is relatively similar to the Time Approval Method and has lesser fields in the grid.

For more information, see [Table Roster Schedule Field Description](#)

Creating Roster Schedule

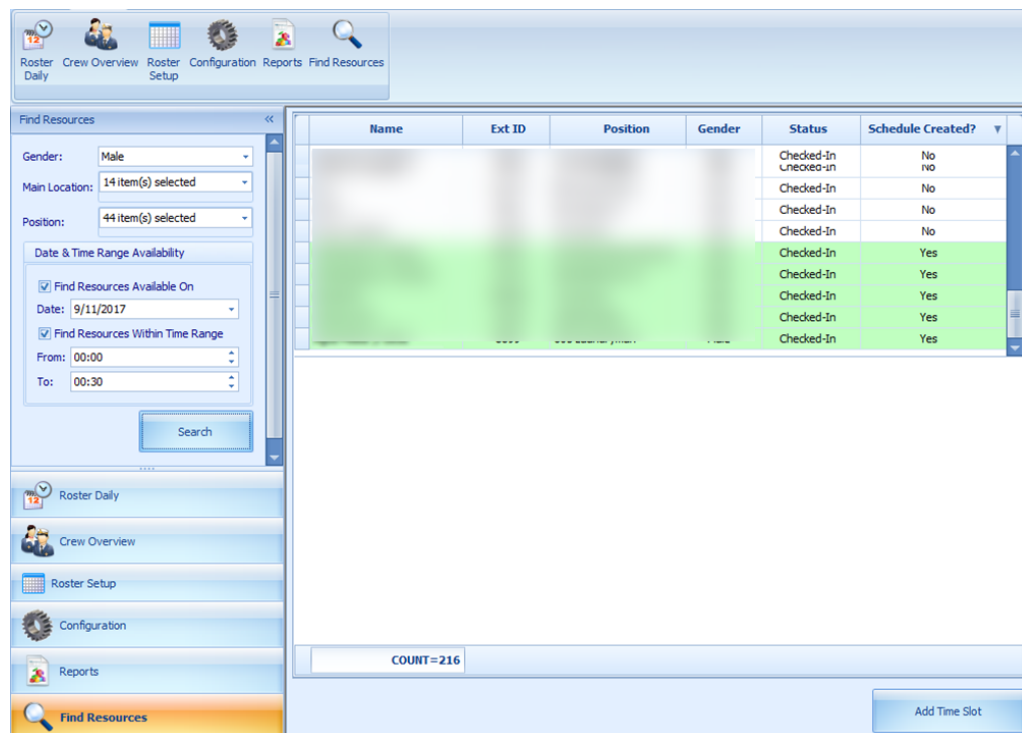
1. Search for the crew record.
2. Select the crew name from the **Crew Members** section.
3. Click the **View Clock In/Out** button at the **Schedule** tab to open the **Actual Clock-In/Out Transactions** window. See [Clock-In/Clock-Out](#)
4. Select **Add Record** and enter all required information 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 same as the Time Approval Method. For more information, see [Time Approval Method in Crew Overview](#)

Find Resources

Figure 5-7 Find Resources Function



1. Click **Find Resources** from the ribbon bar.
2. Select the **Gender, Location, Position**, and the **Date/Time Range Availability** from the drop-down list, and 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 **Add Time Slot** window, select the **Roster Task** from the drop-down list and then click **OK** to add.

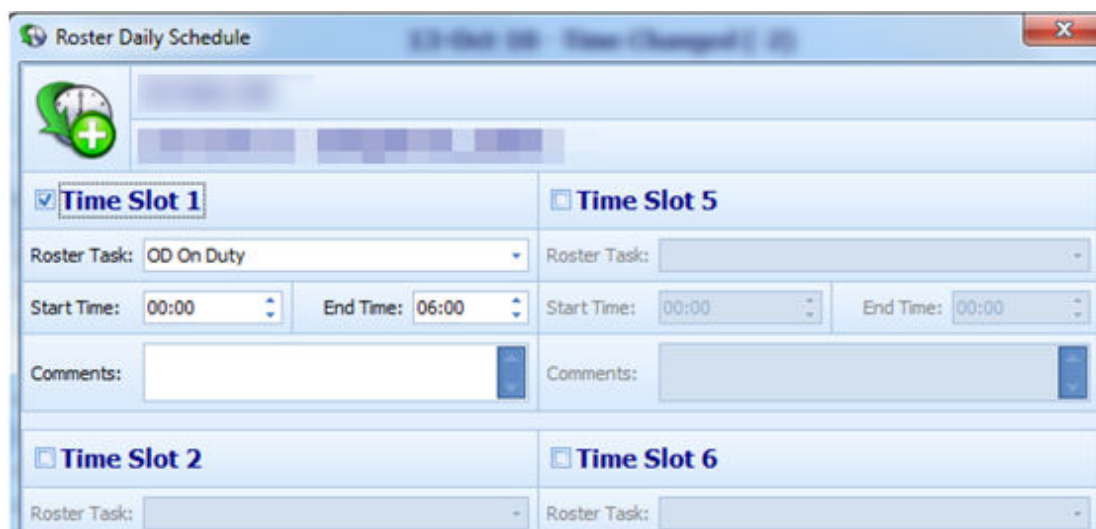
Time Zone Change

The Ship's clock is reset when they travel across different time zones. In order to accurately calculate the crew work hours and fulfill ILO Regulations, the time zone change must be set up. These time zones are set up in the Administration module.

1. Log in 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 recalculate automatically for rosters that falls within the time zone change when you navigate between windows.

With the time zone set up, work hours are recalculated and the differences is reflected in T&A module when the Roster Daily has a 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, as illustrated in below figure

Figure 5-8 Roster Daily Schedule for Time Zone Change



The screenshot displays the 'Roster Daily Schedule' window. At the top, there is a title bar with the window name and a close button. Below the title bar, there is a navigation pane on the left with a green plus icon. The main area is divided into a grid of time slots. The first slot, 'Time Slot 1', is selected and shows a 'Roster Task' of 'OD On Duty', a 'Start Time' of '00:00', and an 'End Time' of '06:00'. There is also a 'Comments' field. Other slots, 'Time Slot 5', 'Time Slot 2', and 'Time Slot 6', are visible but not selected, showing empty 'Roster Task' fields.

Figure 5-9 Recalculated Daily Hours in Time Zone Change

| Name | Ext ID | Position | Status | Set Hrs | Hrs Worked (OT) | RH Blk 2 | RH Blk 1 | Contracted | Crew Approved |
|------|--------|----------|---------|---------|-----------------|----------|----------|------------|-------------------------------------|
| | | | Onboard | 0.00 | 0.00 | 8.00 | 10.50 | 0.00 | <input type="checkbox"/> |
| | | | Onboard | 14.00 | 14.00 | 0.00 | 12.00 | 0.00 | <input type="checkbox"/> |
| | | | Onboard | 14.00 | 14.00 | 0.00 | 12.00 | 0.00 | <input type="checkbox"/> |
| | | | Onboard | 0.00 | 0.00 | 8.00 | 10.50 | 11.00 | <input type="checkbox"/> |
| | | | Onboard | 14.00 | 14.00 | 0.00 | 12.00 | 0.00 | <input type="checkbox"/> |
| | | | Onboard | 8.00 | 8.00 | 0.00 | 18.00 | 0.00 | <input checked="" type="checkbox"/> |
| | | | Onboard | 14.00 | 14.00 | 0.00 | 12.00 | 0.00 | <input type="checkbox"/> |
| | | | Onboard | 15.00 | 14.00 | 0.00 | 11.00 | 0.00 | <input type="checkbox"/> |

The above figure shows the recalculated “Daily Hours” of schedule that falls on a changed time zone.

At the T&A Terminal, the total hours calculated under the Approved Worked hours screen shows an 8 hours work, even though the start time is 00:00 and end time is 06:00.

OHC Timeattendancecalc

An interface was created to facilitate the calculation of total worked/rest hours separately from T&A Terminal. This interface starts and run 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 until the earlier calculation completes. At the end of the process, a log file is saves in C:\Users\Public\Documents\Oracle Hospitality Cruise\IFCTimeAttendanceCalc_yyyymmdd.txt.

6

Time and Attendance Terminal Module

The Time and Attendance Terminal (T&A Terminal) module comprises functions used by crew such as clock-in/clock-out from their daily task, approve weekly worked hours, view weekly roster, request roster change, change pin code and many more.

Parameters

See [Parameters](#) section for its usage and control.

Login to T&A Terminal

A crew can log in to the T&A Terminal by swiping the crew card or enter the crew ID, followed by a pin code. One can obtain the PIN Code from **Edit Crew, Reservation details, Pin code**.

1. At the T&A Terminal, swipe the crew card through the Magnetic Card Reader (MSR) attached to the terminal to log in.
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, you can also 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-log in after the PIN Code is changed successfully.

No Pin Code Detected

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

Crew Messages

After a successful log in and if there are unread messages, the message will show up on screen. Press **Mark As Read** to close and go to the next message or **Delete Message** to delete the current message.

Main Menu

Upon a successful log in, you will have access to functions available in the T&A Terminal. The function listed on the Main Menu may vary 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 6-1 T&A Terminal Functions

| Time Approval Mode | Clock-In/Clock-Out Mode |
|-------------------------|-------------------------|
| Approved Worked Hours | Clock In |
| View My Schedule | Clock Out |
| View My Messages | Change Task |
| View My Account | Manual Clock In/Out |
| View My Upcoming Drills | View My Schedule |
| Approve My Weekly Hours | View My Messages |
| Change Pin | View My Account |
| More Info | View My Upcoming Drills |
| Logout | View My Daily Hours |
| Exit Terminal | View Current Week Hours |
| | Approve My Daily Hours |
| | Approve My Weekly Hours |
| | Change Pin |
| | More Info |
| | Logout |
| | Exit Terminal |

T&A Terminal -Time Approval Mode

Approved Worked Hours

All crews must approve their previous day's schedule daily, 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 daily. Therefore, when a crew who log in after 10:00am they cannot modify or approve his/her schedule.

Figure 6-1 Worked Hours Approval

| ROSTER | COMMENTS | SUBLOCATION | START | END | HOURS | EDIT | CLR |
|--------------------|----------|-------------|-------|-------|-------|------|-----|
| Training | | | 00:00 | 02:30 | 2.50 | EDIT | CLR |
| On Duty | | | 03:00 | 08:00 | 5.00 | EDIT | CLR |
| CREW SHOW | | | 09:00 | 10:00 | 1.00 | EDIT | CLR |
| 3-PERF.ENHANC.PREM | | | 11:00 | 12:00 | 1.00 | EDIT | CLR |
| On Duty | | | 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

Table 6-2 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. |

1. Press the **Approve worked hours** to show the previous day schedule.
2. To add or edit the existing time slot, press the **ADD** or **Edit** button.
3. At the **Time Slot** screen, select a **Roster State**, the **Start/End time** and **Sub-location**. When selecting the time, use the left or right arrow button to decrease/increase the hours, and each slot is in 15 minutes block. You can use the arrow up/down keys on the keyboard to increment or decrement the minutes in block. Pressing any other keys will increment the time by a 15 minutes block.

Figure 6-2 Add Time Slot Window

4. Press **OK** to save and return to the previous screen.
5. Pressing the **Clear all Hours** resets the daily roster.

 **Note:**

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 Compliance validation

Figure 6-3 Schedule Work Hours Window

The screenshot shows a web-based interface for scheduling work hours. At the top, there are buttons for '< BACK' and 'LOGOUT'. Below is a 'Schedule for' dropdown menu. The main area is a table with columns: ROSTER, COMMENTS, SUBLOCATION, START, END, HOURS, EDIT, and CLR. The table contains several rows of scheduled hours, including 'On Duty' and 'CREW SHOW' entries. A modal dialog box is overlaid on the table, asking 'Are you sure? Select Yes and all hours will be removed, Select No to return to schedule' with 'YES' and 'NO' buttons. At the bottom of the window, there are summary statistics: 'Hours Worked : 17.00', 'Hours Scheduled : 13.00', and 'Status : NOT APPROVED YET'. There are also buttons for 'APPROVE HOURS' and 'CLEAR ALL HOURS'.

| ROSTER | COMMENTS | SUBLOCATION | START | END | HOURS | 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 |
| 3-PERF ENHANC,PREMI | | | | | 2.00 | 1.00 | EDIT CLR |
| On Duty | | | | | 2.00 | 10.00 | EDIT CLR |
| No Record | | | | | 3.00 | 0.00 | ADD CLR |
| No Record | | | | | 3.00 | 0.00 | ADD CLR |
| No Record | | | | | 3.00 | 0.00 | ADD CLR |
| No Record | | | | | 3.00 | 0.00 | ADD CLR |
| No Record | | - | 00:00 | 00:00 | 0.00 | ADD | CLR |

Hours Worked : 17.00
Hours Scheduled : 13.00
Status : NOT APPROVED YET

Buttons: APPROVE HOURS, CLEAR ALL HOURS

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

Note:

Crew can modify the schedule prior to manager’s approval or log in 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** are dimmed after the schedule is approved by a manager.

Approve Weekly Hours

At the T&A Terminal crew are allowed to approve their weekly schedule if the parameter “**Time Attendance**”, “**Approval Frequency is same day as server day**” is set to 1. Once set, the system prompts the Weekly Schedule for your approval when you log in.

To approve the weekly schedule, press the **Approve** button. If a change is required, press the **Change Required** button to close the screen, and discuss the change with your manager.

Approving Zero Hours

Figure 6-4 Zero Hours Reason

| Code | Description |
|----------|-------------|
| > OFFDAY | Off Day |
| SICK | Sick Day |

OK CANCEL

Crew is required to approve their zero work hours such as day off or sick day.

1. Once the **Approve** button is pressed and zero worked hours is detected, the system prompts an input screen for you to enter a reason.
2. Select the reason and then press the **OK** button to confirm.

View My Schedule

Figure 6-5 View My Schedule Window

| ROSTER | COMMENTS | SUBLOCATION | START | END | HOURS |
|-------------------------|----------|-------------|-------|-------|-------|
| On Duty | | | 03:00 | 08:00 | 5.00 |
| CREW SHOW | | | 09:00 | 10:00 | 1.00 |
| PEP-PERF.ENHANC.PREM DR | | | 11:00 | 12:00 | 1.00 |
| On Duty | | | 18:00 | 00:00 | 6.00 |
| | | | - | - | 0.00 |
| | | | - | - | 0.00 |
| | | | - | - | 0.00 |
| | | | - | - | 0.00 |

Total Hours : 13.00

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

- Pressing the day displays the respective daily schedule.
- Pressing the double left arrow shows the past two week's schedule and double right arrow to view the next two week's 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 set in the parameter "**Time Attendance**", "**Display Messages x days old at terminal**".

If the value is set to 14 days, all read/unread messages that are 14 days old is shown.

Figure 6-6 View My Message Window

| Date | Subject | Read | Read Date | Type |
|------|------------------|-------------------------------------|-----------|------------------|
| | Testing | <input type="checkbox"/> | | Personal Message |
| | Test read | <input checked="" type="checkbox"/> | | Personal Message |
| | test type high | <input checked="" type="checkbox"/> | | Personal Message |
| | test type normal | <input checked="" type="checkbox"/> | | Personal Message |

- 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

View My Account

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

Approve Onboard Charges

It is compulsory for crew that opt to settle their invoices through payroll deduction set in Payroll module, **Crew, Edit Details, Contract Type/Pay Group/Pay Position** tab to approve any onboard charges.

This feature is only feasible when the following is defined:

- Payroll companies has "Deduct Folio" and "Invoice Payment Receiving" 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.

Figure 6-7 Approve Onboard Charges Window

| Date | Description | Credit | Debit |
|------|---|-------------------|-------------------|
| > | 55100 Bar | | 233.00 |
| | 55300 Bar | | 322.20 |
| | 95015 Payroll Deduction Onboard Account | 1823.12 | |
| | 55300 Bar | | 98.90 |
| | 55300 Bar | | 212.00 |
| | 55300 Bar | | 221.00 |
| | 55300 Bar | | 112.00 |
| | 55300 Bar | | 228.00 |
| | | \$1,823.12 | \$1,427.10 |

APPROVE

1. From the **View My Account** screen, select a transaction to approve. Multiple selection is not allowed.
2. Press the **Approve** button. Once approved, the **Approve** button will change to **Already Approved**.
3. If there are new settlements in the crew invoice, another approval is required.

Approve My Weekly Hours

Approve My Weekly Hours enables you to approve the roster on weekly basis and the function require the following parameter: “**Time Attendance**”, “**Approve Weekly Hours**” set to 1 and “**Time Attendance**”, “**Approval Frequency**” is set to the same day as the server day. The Approve My Weekly Hours screen pops up whenever you log in to the terminal, if there are unapproved weekly hours.

Figure 6-8 Approve My Weekly Hours

Please review your schedule for

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 |
|---------------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Total Work: 13 MFA/CHA | | | | | | | | | | CS | | AT | | | | | | | | | | | | | |
| Total Work: 13 MFA/CHA | | | | | | | | | | CS | | AT | | | | | | | | | | | | | |
| Total Work: 0 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Work: 13 MFA/CHA | | | | | | | | | | CS | | AT | | | | | | | | | | | | | |
| Total Work: 13 MFA/CHA | | | | | | | | | | CS | | AT | | | | | | | | | | | | | |
| Total Work: 0 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Work: 0 | | | | | | | | | | | | | | | | | | | | | | | | | |

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.

APPROVE **CHANGES REQUIRED**

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 one of 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

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.

Changing PIN Code

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

Figure 6-9 Change PIN Code

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 |

RESET CLOSE

Old PIN code does not match, please key in again

1. Press the **Change PIN** from the menu option.
2. Enter the required information. Use the following keys to navigate.
 - **CLR**: Clears the field input value
 - **BKS**: For backspace
 - **RESET**: Changes the PIN code
 - **CLOSE**: Cancels the PIN code change
3. The system prompts a PIN code change successful or a warning 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

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

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

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

Clock-In/Clock-Out Mode in T&A Terminal

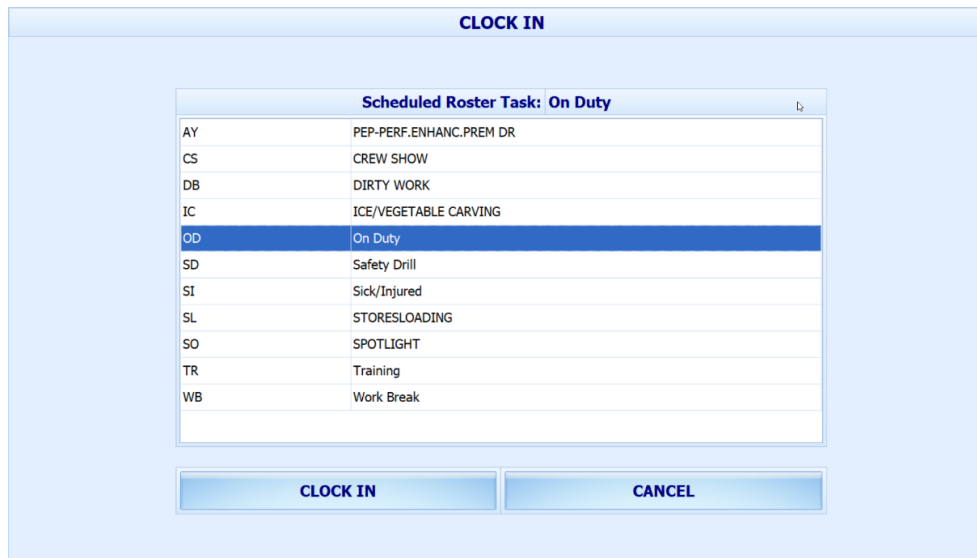
The Clock In / Clock Out mode has added functionality apart from the functions listed in Time Approval mode, and it is listed below.

Clock-In

Clock In and Clock Out records the assigned task and the work hours 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 you have not clock-out from previous task
 - 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 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 15 minutes 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 are shown on the window.

Figure 6-10 Schedule Roster Task



3. Your supervisor can view this information from "View Clock-In/ Out" window in Time Attendance Module.

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 on the screen.

Change Task

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

Manual Clock-In/Out

Manual Clock In/Out 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 past three days activities will be shown on screen.

Figure 6-11 Manual Clock-In/Out

Approve My Daily Hours

The Approve My Daily Hours allows 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”.

Figure 6-12 Approve My Daily Hours

| 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 |

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”. The information displayed on this window is the same as Approve My Daily Hours.

View My Current Week Hours

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