

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



Release 20.3  
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The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

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Oracle Hospitality Cruise Shipboard Property Management System Time and Attendance/Terminal Module, Release 20.3

F59826-02

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# Preface

The Time and Attendance (T&A) and the Time and Attendance for Terminal modules make it possible for shift supervisors to prepare the crew weekly work schedule by location and task, as well as capture 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).

## Customer Support

To contact Oracle Customer Support, access the Customer Support Portal at the following URL:

<https://iccp.custhelp.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 2022	Initial publication.
June 2023	Updated new customer portal.

# 1

## Time and Attendance Module

The Oracle Hospitality Cruise Shipboard Property Management System (SPMS) Time and Attendance program comprises of two modules: Time and Attendance (T&A) and Time and Attendance for Terminal. Shift supervisors use the modules to prepare the crew weekly work schedule by location and task and capture the crew clock in/out time. The T&A Terminal enables the crew to swiftly clock in and out of their tasks and view and approve their worked hours.

### Parameters

The following table describes the System Parameter (PAR name or PAR value) available for the Time and Attendance module. You can access them from the *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 in 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 use 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 daily approval hours on the terminal to crew.
Daily Work Time Approval		Denotes the time (in 24 hrs. format) that crew members 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 three days of 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 schedule approval.
Restrict Login to Terminals		Crew can only log in to certain terminals 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 current week worked hours for clock-in/out.
View Daily Hours Clock-In/Out		Allows crew to view 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 ease information retrieval within the program.



Figure 1-1 User Access — Operational Position

The screenshot displays a software interface for configuring user access. It is divided into several sections:

- User Details:** Includes a text field for "Login Description:" and a list box for "User Group:" with "Administrator" selected.
- Crew Link:** Includes a text field for "Crew Name:" and a large empty rectangular area below it.
- Security:** Contains four 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 value 2), "Cashier Function" (dropdown menu with "Enabled" selected), "Cashbook Assigned" (dropdown menu), "Operational Position" (dropdown menu highlighted with a red border), "Vendor" (dropdown menu), and "Email Address" (text field).

At the bottom of the window, there are four buttons: "Reprint Manager Card", "Remove Manager Card", "Undo", and "Apply".

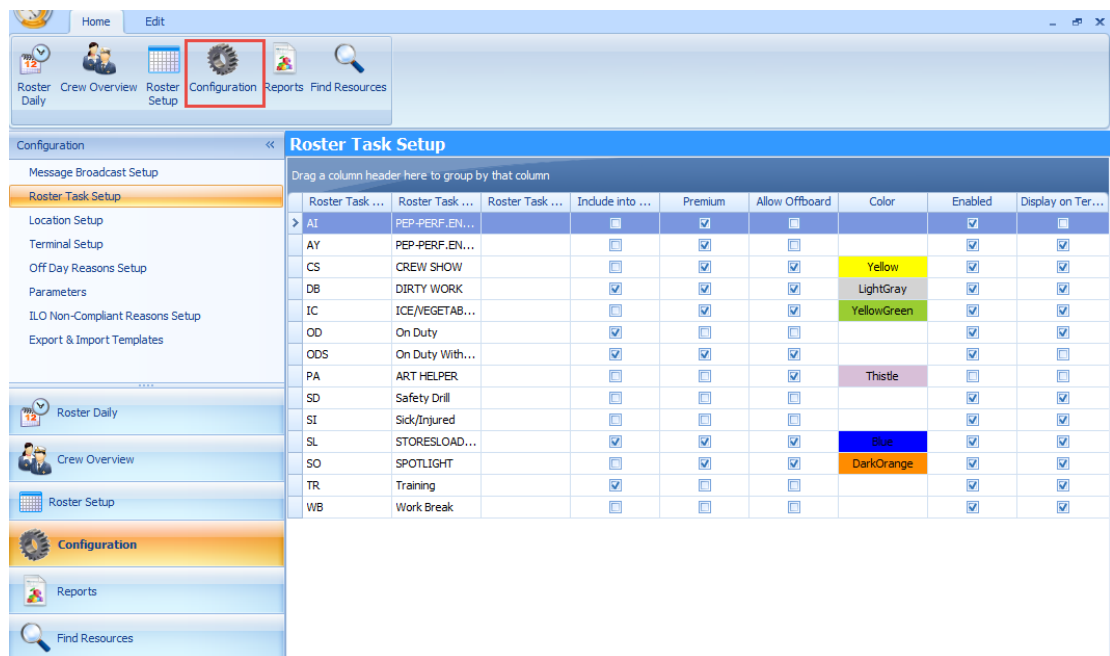
1. Log in to **User Security** module.
2. In the User Details, Various section, select the **Operational Position** from the drop-down list.
3. Click **Apply** to save.

# 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 Labour Organization (ILO) Non-Compliant Reasons using the steps below.

**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 a **code** to set up.

### Roster Task Setup

The program is software coded with five roster tasks, 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 worked (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 <b>Payroll module, Maintenance, and Interfaced Paycodes</b> . Premium roster task is accountable in Service Charge calculation and 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.

### Message Broadcast

1. In the Configuration window, select **Message Broadcast Setup**.
2. Select **Add** from the **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** on 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. 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** on 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 scroll through and select the owner.
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, and 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 the crew or manager to approve the zero worked hours. These are pre-screened by the crew at the terminal.

1. In the Configuration window, select the **Off Day Reasons**.
2. Select **Add** from the 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 a detailed 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 (International Labour Organization) 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 allows 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.

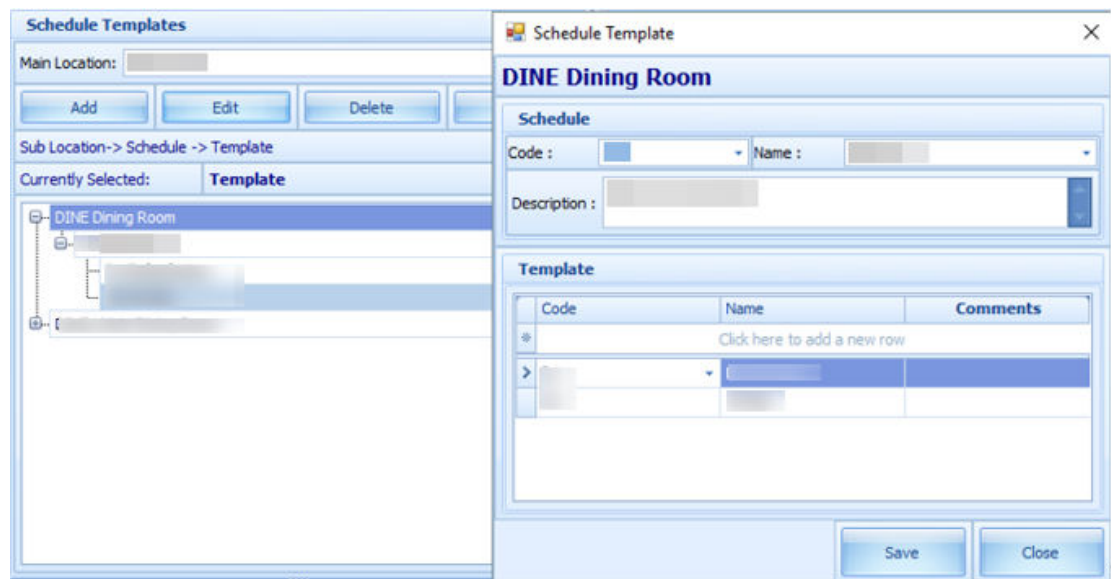
To access these functions, click the **Roster Setup** at the ribbon bar.

### 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. In the 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 window.
4. In the Schedule section, insert the **Code, Name, and Description**.
5. In 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. In 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. In 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. In the **Template-Copy To** window, select the **Sub-Location** and **Schedule** from the drop-down list.
3. Navigate to the Overwrite Template tab, select an existing cruise day to overwrite, and click **Save**.

### Schedule Maintenance Templates

Figure 3-4 Schedule Maintenance Template

IC- A :: Day	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	01	02
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)...								∞			∞			∞			∞			∞							
286 Captain Waiter (Slot 1) 12hrs								∞			∞			∞			∞			∞							

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. 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, if 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. If 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. In 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 eight cruise days and by selecting 01 April 2017 as a start date for the schedules, it then creates 01 April 2017 as cruise day one, 02 April 2017 as cruise day two, 03 April 2017 as cruise day three 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 the 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 the slot number of the assigned schedule template 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 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. In 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. You can schedule multiple crews provided the position and time slot are the same.
4. Click **OK** to continue. Crew schedule created manually has a zero time slot.

### Team Assignments to Crew

The crew names that match 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 the Oracle Roster Setup application. The top screenshot shows the 'Schedule Validation by Date' tab. It features a 'Select Date' dropdown, a 'Main Location' dropdown set to '10 ADMINISTRATION', and a 'Filter' dropdown set to 'Both Scheduled/Unscheduled'. Below these controls is a table with columns: Name, Ext ID, Position, Team, Status, Embark Date, Debark Date, and Scheduled?. The table contains three rows of crew members, all with a status of 'Checked-In' and 'Scheduled?' set to 'No'. The bottom of the screenshot shows a page number of 66.

The bottom screenshot shows the 'Schedule Validation For Expected Crew' tab. It features a 'Main Location' dropdown set to '10 ADMINISTRATION' and a 'Search' button. Below these controls is a table with columns: Name, Ext ID, Position, Team, Status, Embark Date, Debark Date, and First Scheduled. The table contains five rows of crew members, all with a status of 'Expected'. The bottom of the screenshot shows a page number of 11.

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

1. In the Roster Setup window, select the **Team Assignments to Crew**.
2. In 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 scheduled/unscheduled tasks by Date and Main Location.
- **Schedule Validation for Expected Crew:** Displays a list of the expected crew with schedule assignment by Main Location.

To validate the schedule,

1. In the Roster Setup window, select **Schedule Validation**.
2. Select the appropriate 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, International Labour Organization (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**.

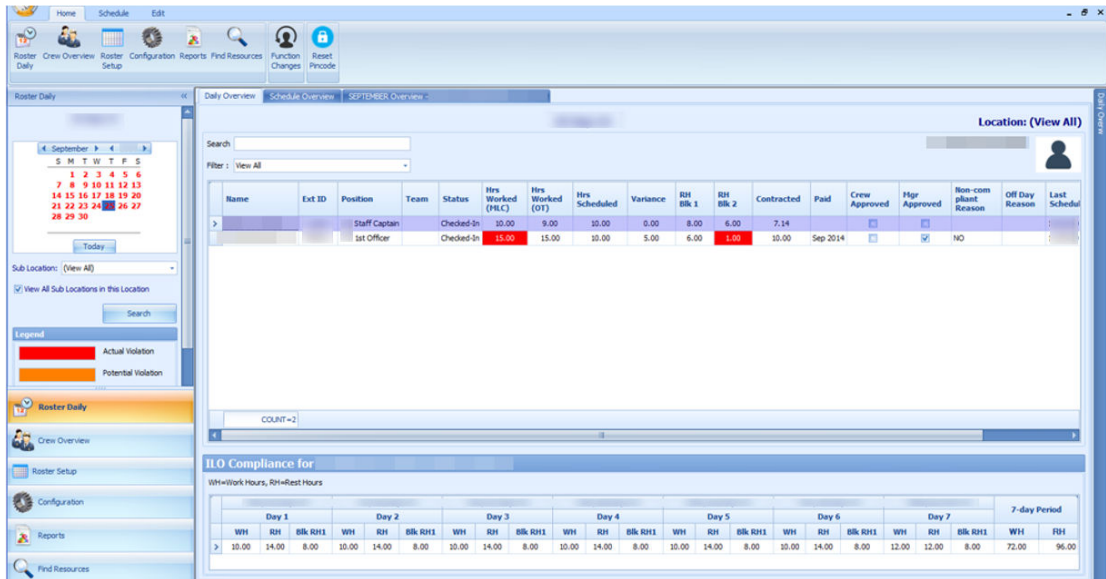
- 0 - Time Approval Method
- 1 - Clock-In/Out Method
- 2 - Combination of Time Approval and Clock In/Out Method

### 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.

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

Field Name	Definitions
Ext ID	Crew identification number linked to an external system.
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, <b>Time Attendance, ILO Maximum Work Hours in 24-hour period</b>
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 <b>Hrs Worked (ILO)</b> input by Crew at Time & Attendance Terminal and <b>Hrs Scheduled</b> 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 approved 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 the 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	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

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 allows 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”.

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

### Copying a Roster

1. In the Roster Daily window, select the **date** from the calendar editor.
2. In 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 to 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

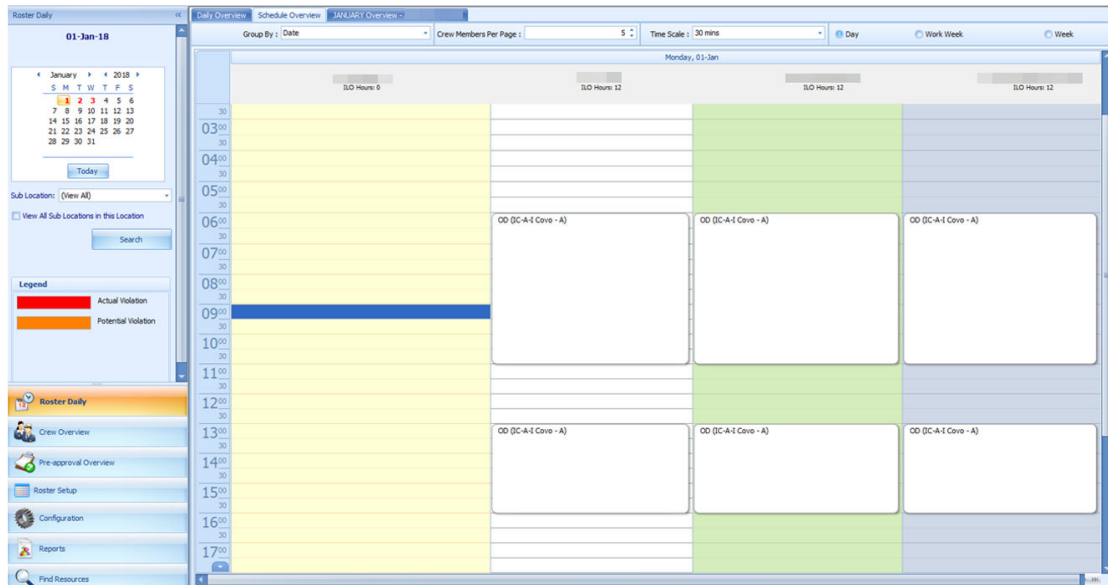
You can delete the schedule that you no longer need from the Roster Daily Schedule.

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 the Edit tab from the Menu option to remove the schedule for the day.

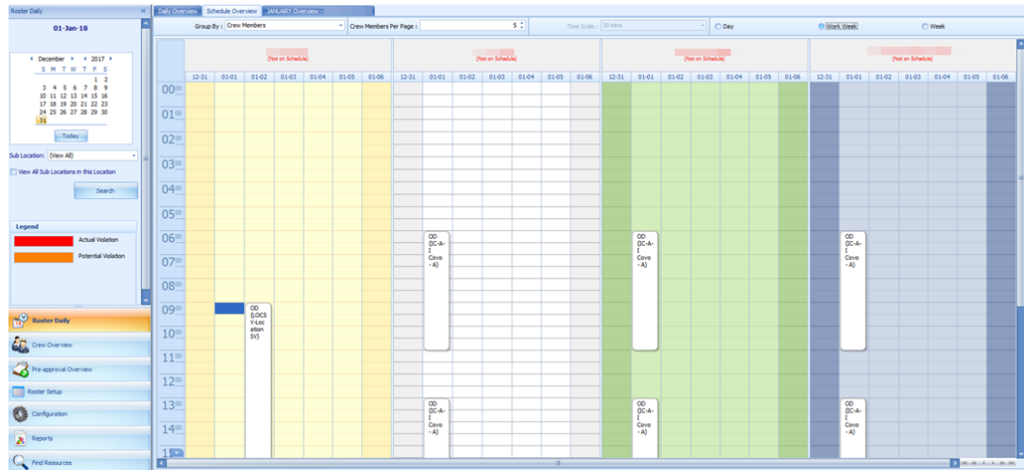
## Schedule Overview

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. In 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.

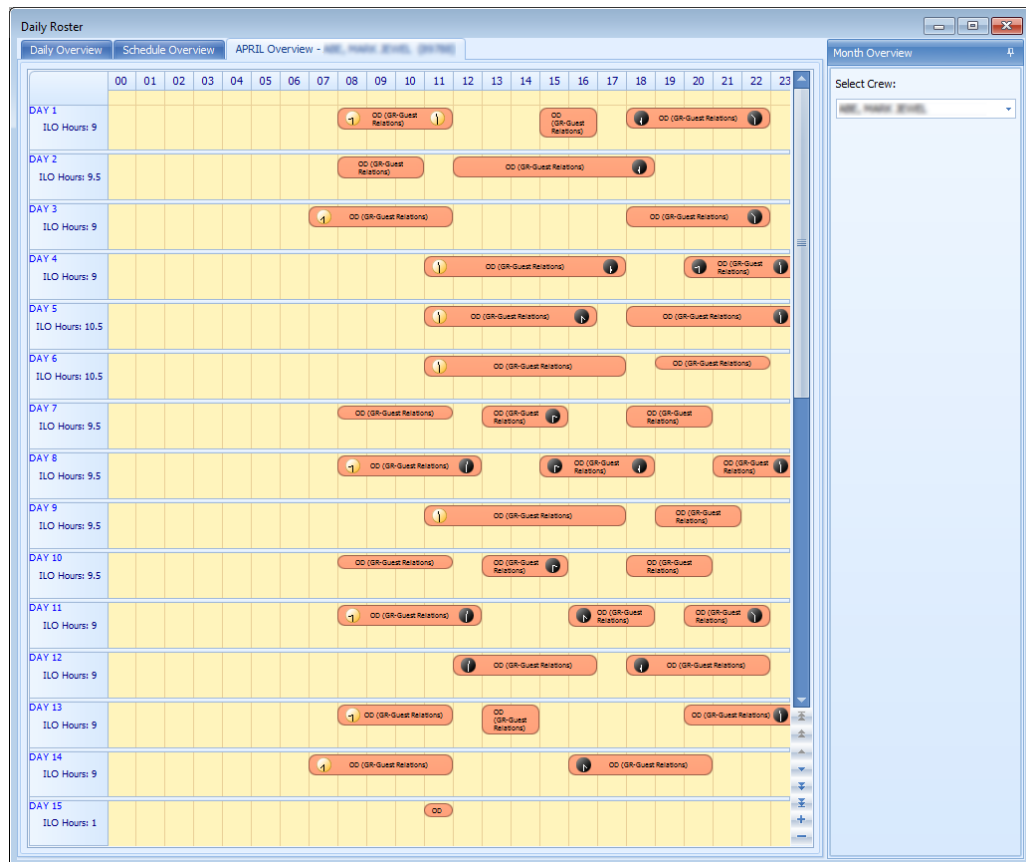
#### **Removing a Roster Schedule**

- 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

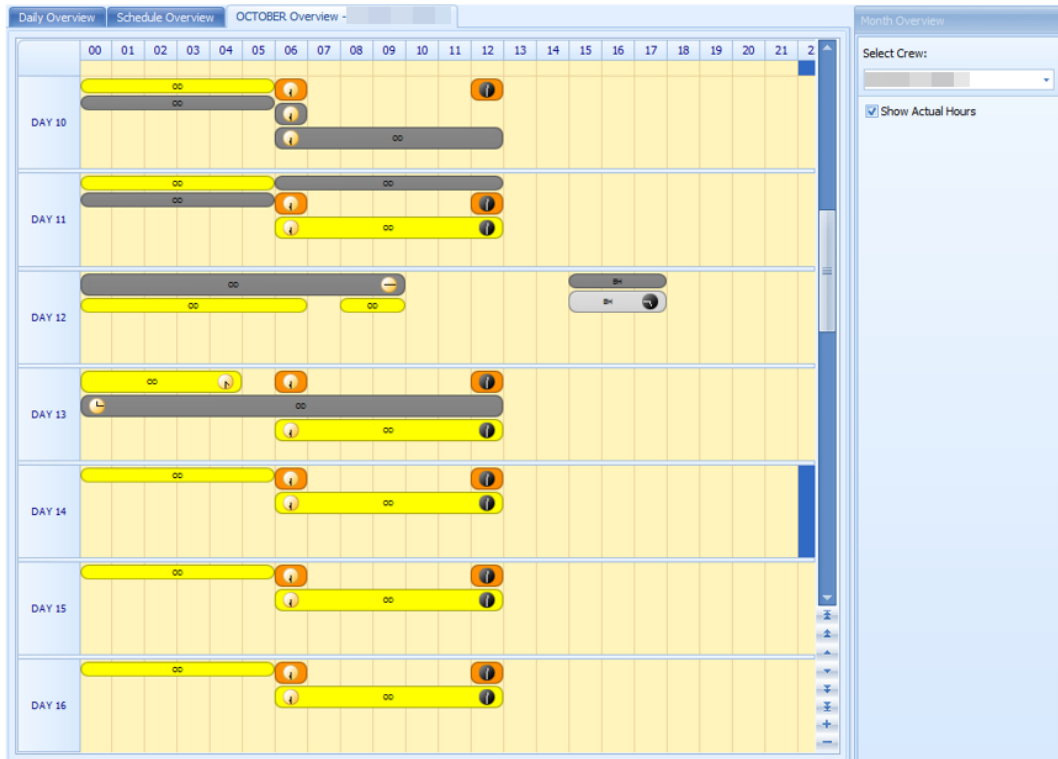
The Monthly Overview window provides an overview of the crew monthly schedule.

Figure 4-6 Monthly Overview



1. From the Roster Daily, Calendar Editor, select the month to view.
2. In 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 Time Attendance, Use Clock-In/Clock-Out parameter is enabled, the View Clock-In/Out menu button and Show Actual Hours check box will be available.
6. Select the **Show Actual Hours** check box to show the crew actual clock-in/clock-out hours on the grid. The actual hours appear 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 changes and the dates they were 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 the Pin Code Encryption parameter and prompts the crew to input a new pincode at login.

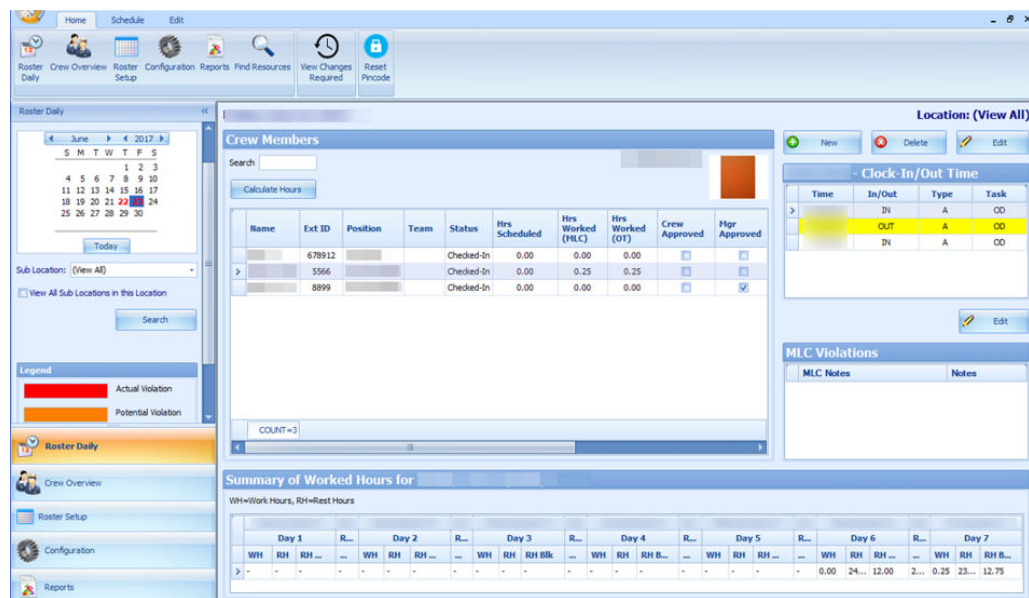
To reset a pin code, select a crew from the Crew Overview and click **Reset PinCode** at the ribbon bar.

## 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 the following multiple sections:

- **Calendar:** Dates marked in red denotes dates with roster schedules created
- **Overview Tab:** Lists all crew members that have 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. In the **Crew Member** section, a list of crew matching the search criterion appears.
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 visible.
  - 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 table of crew members. The table has columns for Name, Ext ID, Position, Team, Status, Hrs Scheduled, Hrs Worked (MLC), Hrs Worked (OT), Crew Approved, Mgr Approved, MLC Violation, and Non-compliant Reason. Below the table is a 'COUNT=2' indicator. To the right, the 'Clock-In/Out Time' section shows a table with columns for Time, In/Out, Type, and Task. Below that, the 'MLC Violations' section shows a table with columns for MLC Notes and Notes. At the bottom, the 'Summary of Worked Hours for' section shows a table with columns for Day 1, Day 2, Day 3, Day 4, Day 5, Day 6, and Day 7, with sub-columns for WH (Work Hours) and RH (Rest Hours).

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

- Allows an approval of past dates schedule or a day before yesterday's date.
- Only allows approval of yesterday's schedule if the past value is defined in **Parameter, Time Attendance, Daily Work Time Approval**. Or the 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 are allowed.
4. Click **Approve** or **Approve All** (for multiple selections) at the ribbon bar.

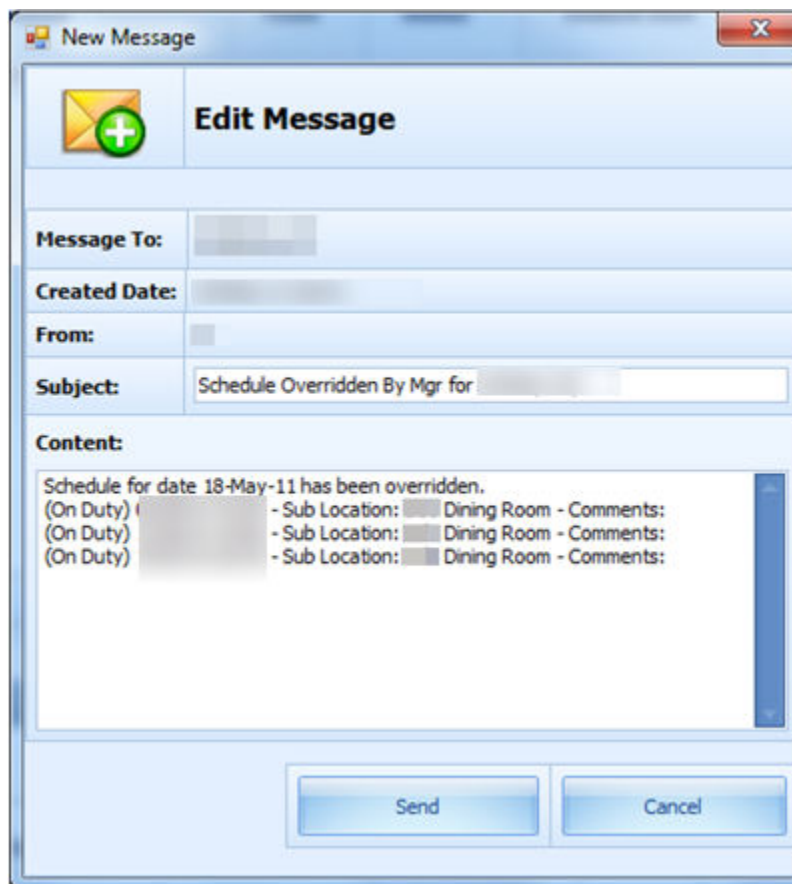


5. At the confirmation prompt, select **Yes** to proceed.
6. After the schedule is approved, the **Mgr Approved** column is checked. If **Crew Approved** column is checked, this means the schedule is approved by the crew.
7. Click **Unapprove** or **Unapprove All** (for multiple selections) to reverse 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

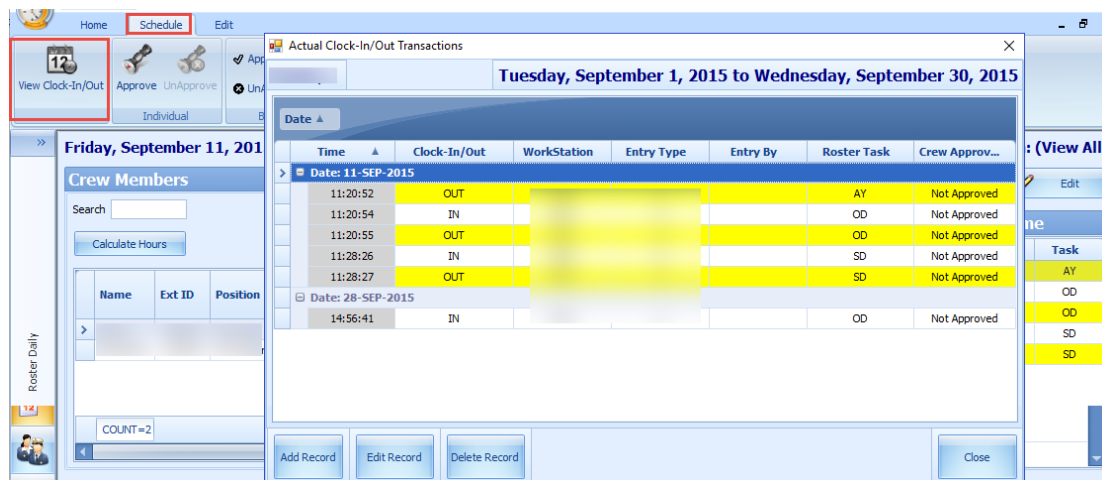
**Figure 4-11 Schedule Change Notification**



- When the manager approves a schedule not 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 prompts you to enter a Non-ILO Compliant Reason.
- If the approval is for zero hours and yet to be approve by the crew, the system prompts for a **Zero Hours Recorded** reason to be entered. This also applies to a 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 using the following 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, 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, the column displays the user name.
5. Click the **Delete Record** to prompt a confirmation window. Click **Yes** to proceed or **No** to return to the previous window.

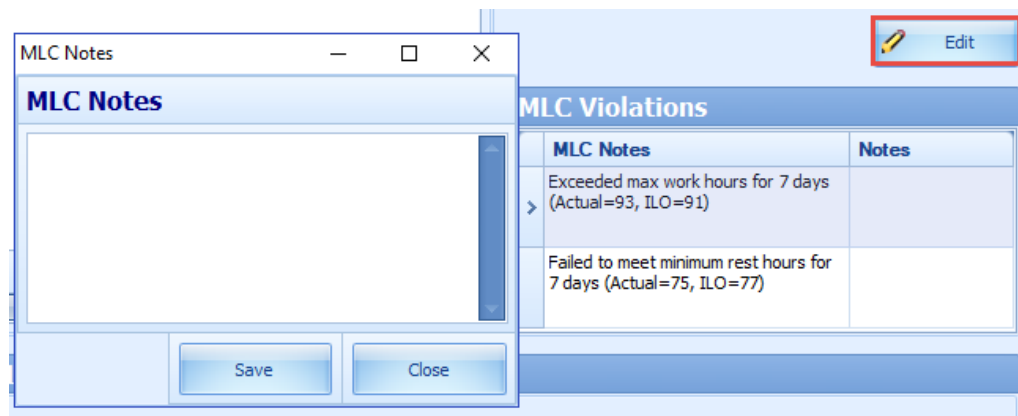
To manually add a record, see: [Manual Clock-In/Clock-Out](#).

## Editing ILO Violations

The edit function in International Labour Organization (ILO) Violations enables the manager to view and input or edit the MLC notes.

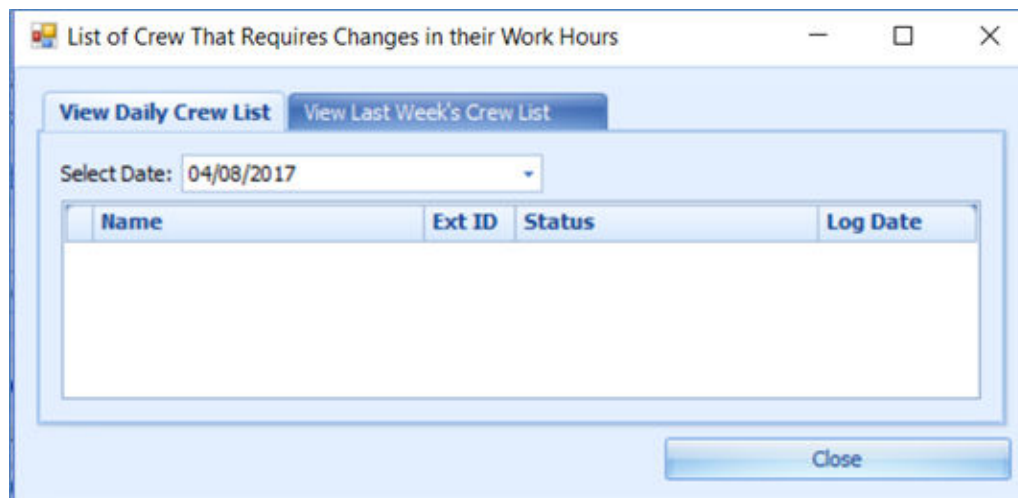
To edit, click the **Edit** button and enter **MLC Notes** in the **MLC Notes** window and click **Save** to update.

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 the function is only accessible by the manager. A change request is generated when the crew presses **Changes Required** during Clock-In/Out at the Time and Attendance Terminal. Crew members 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 the Approved Weekly Hours parameter and/or the Approve Daily Worked Hours Clock-In/Out parameter.

To access this function, click the **View Changes Required** button on 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 tasks such as fire or emergency drill, based on the parameter set in Enable Batch ClockIn/Out. Use of this function is only permissible for users granted with privilege access #4686 - Batch Clock-In/Out. You can only post the batch clock-in/out for tasks past the server time and on the current system date.

1. At the main window, navigate to the **Schedule tab** and click the **Batch Clock-In/Out** button from the ribbon bar.
2. In 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

Name	Position
>	263 Waiter IC
	263 Waiter IC

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

- For crews whose last transaction was a clock-in, the system performs:
  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 the 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 override the previous entry. It is strongly recommend that you read the warning prompt before clicking the **OK** button.

# 5

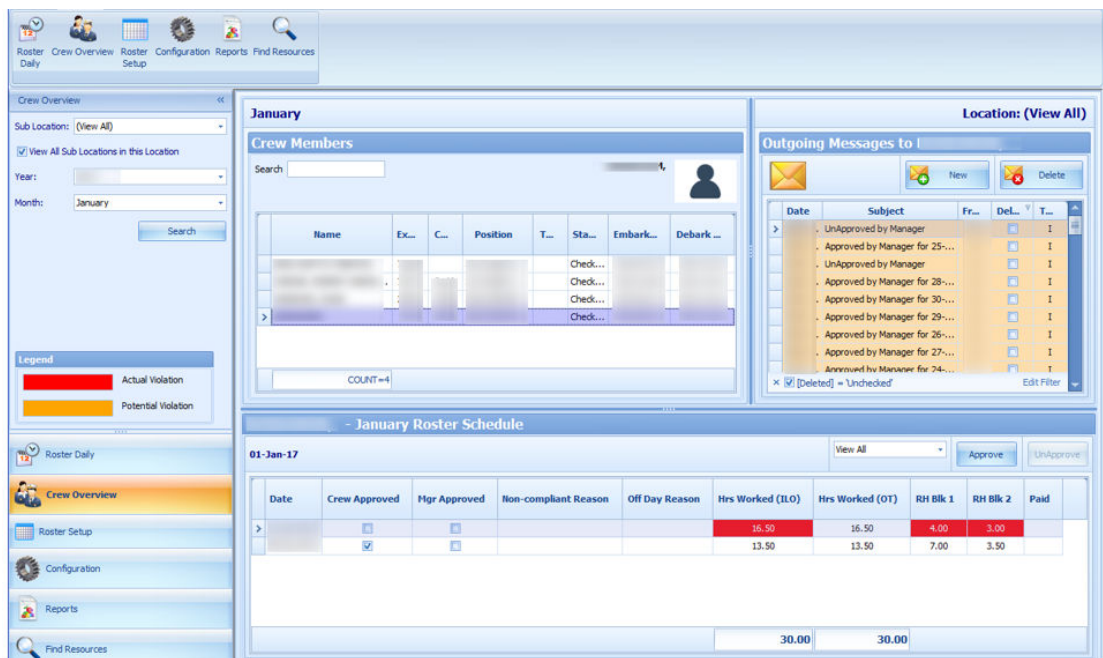
## Crew Overview

The Crew Overview window displays the crew member's information, messages for the crew and 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**, select the **Year and Month**, and 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 configured in Administration module, System Setup, Labels Setup, TATE17.
ILO Violation	The default label is ILO. The label is configured in <b>Administration, System Setup, Labels Setup, TATE17</b> .
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, <b>“Time Attendance”, ILO Maximum Work Hours in 24-hour period.”</b>
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, <b>“ILO Minimum Block Rest Hours in 24-hour period”</b> . 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, <b>“ILO Minimum Block Rest Hours in 24-hour period”</b> . Available in Time Approval Mode.
Paid	In Time Approval mode, this column is called <b>Contracted</b> . 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**, 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.

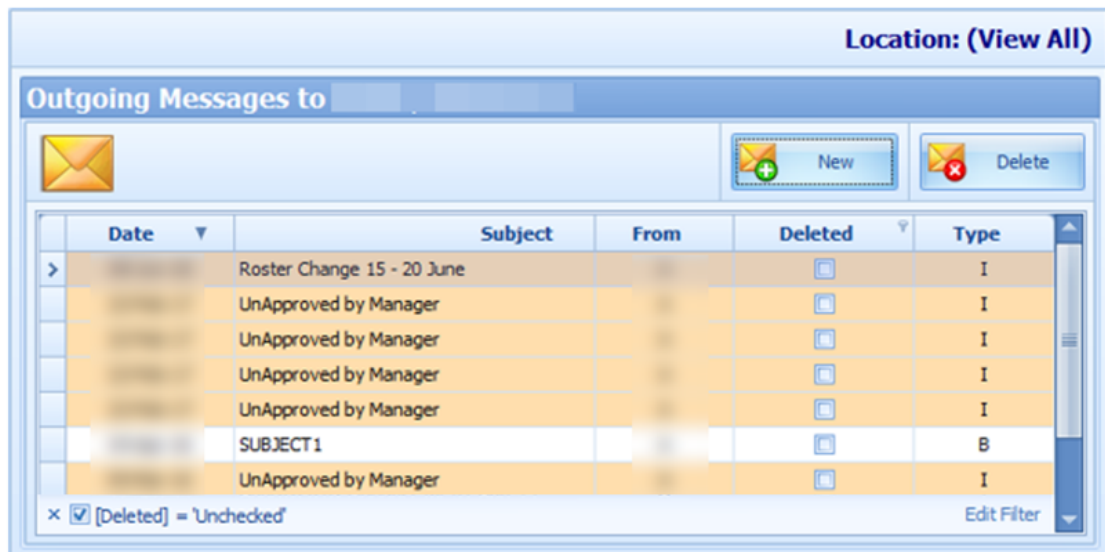
### Messages

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

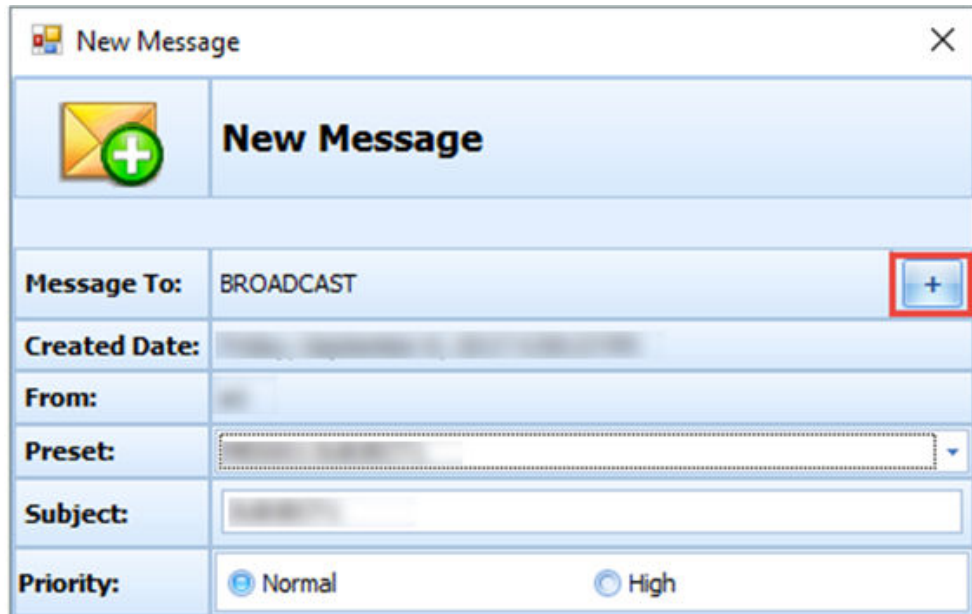
1. In the Message section of the Crew Overview, click **New** or go to the Message tab and select **New** from the ribbon bar.
2. Enter the **Subject**, **Priority Level** and **content** of the message.
3. Click **Send** to send the message.
4. Click the **Delete** button to delete the selected message. 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

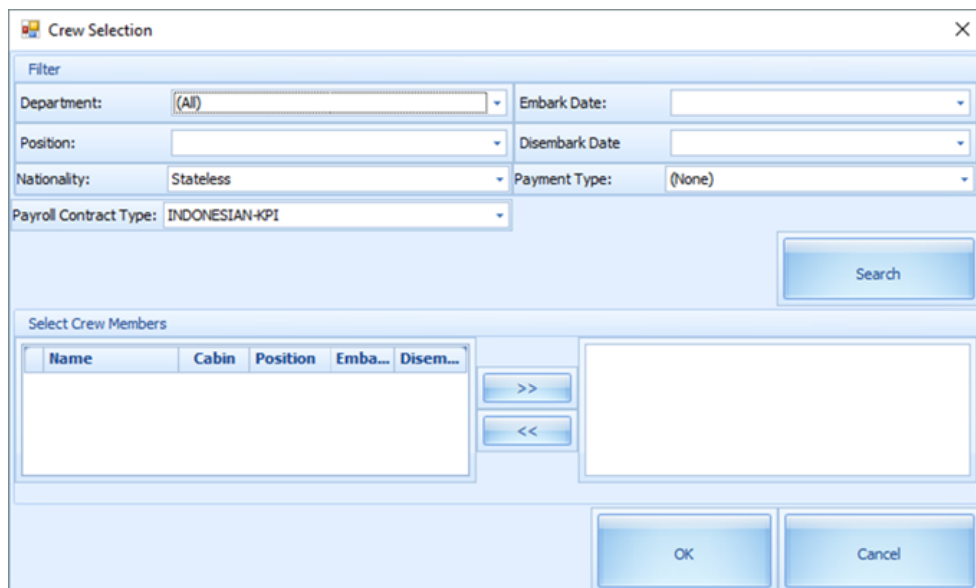
1. In the **Message tab** at the ribbon bar, select **Broadcast**.
2. Click the “+” sign at the MessageTo field to expand the Crew selection.

Figure 5-4 New Broadcast Message



The screenshot shows a 'New Message' dialog box. At the top, there is a title bar with a close button. Below it is a header area with an envelope icon and a green plus sign, and the text 'New Message'. The main area contains several fields: 'Message To:' with the value 'BROADCAST' and a red box around a '+' icon on the right; 'Created Date:' with a date field; 'From:' with a text field; 'Preset:' with a dropdown menu; 'Subject:' with a text field; and 'Priority:' with radio buttons for 'Normal' (selected) and 'High'.

Figure 5-5 Broadcast Message Selection



The screenshot shows a 'Crew Selection' dialog box. It has a title bar with a close button. The main area is divided into two sections. The top section is 'Filter' and contains several dropdown menus: 'Department:' (All), 'Position:', 'Nationality:' (Stateless), and 'Payroll Contract Type:' (INDONESIAN-KPI). There are also fields for 'Embark Date:' and 'Disembark Date:', and a 'Payment Type:' dropdown (None). A 'Search' button is located to the right of the filter fields. The bottom section is 'Select Crew Members' and contains a table with columns: 'Name', 'Cabin', 'Position', 'Emba...', and 'Disem...'. There are also two navigation buttons: '>>' and '<<'. At the bottom right, there are 'OK' and 'Cancel' buttons.

3. Select the **Department, Position, Embark Date**, and other required information from the drop-down list, and click **Search**.

4. Crew matching the criteria are 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 logs in to the Time and Attendance Terminal.

### Recalling Message Broadcasted

You can 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. In 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 functions to search for the crew members are the same as the Time Approval Method. For more information, 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 fewer fields in the grid.

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

### Creating Roster Schedule

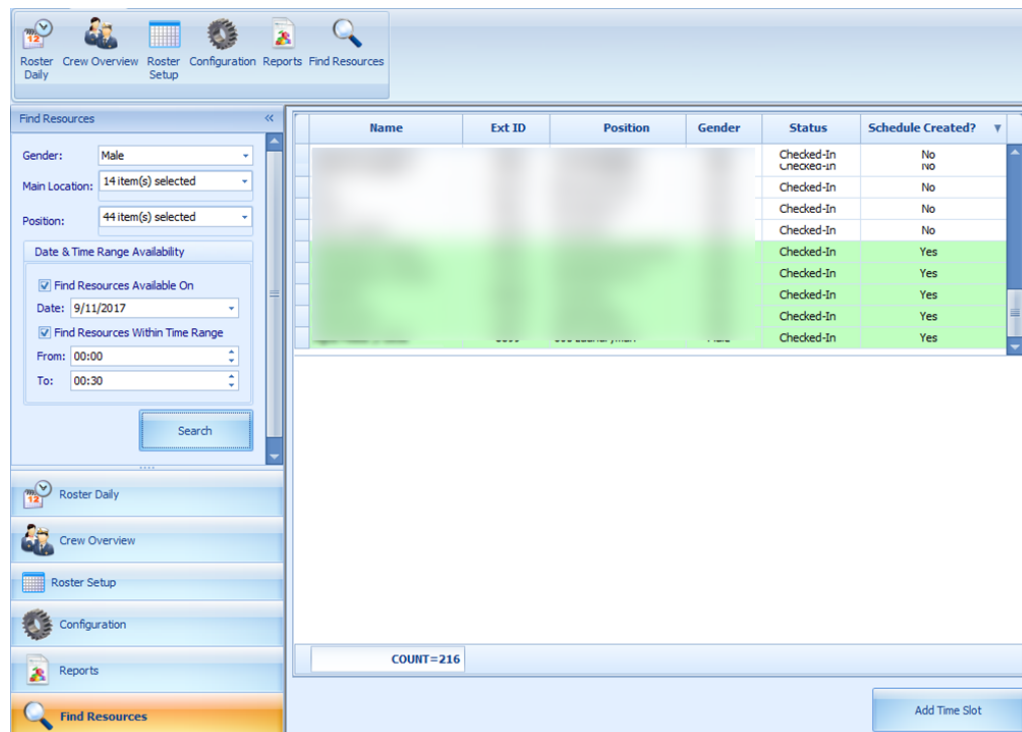
1. Search for the crew record.
2. Select the crew name from the **Crew Members** section.
3. Click the **View Clock In/Out** button at the **Schedule** tab to open the **Actual Clock-In/Out Transactions** window. For more information, see: [Clock-In/Clock-Out](#)
4. Select **Add Record** and enter all 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 the 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 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 results 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. In the Add Time Slot window, select the **Roster Task** from the drop-down list and then click **OK** to add.

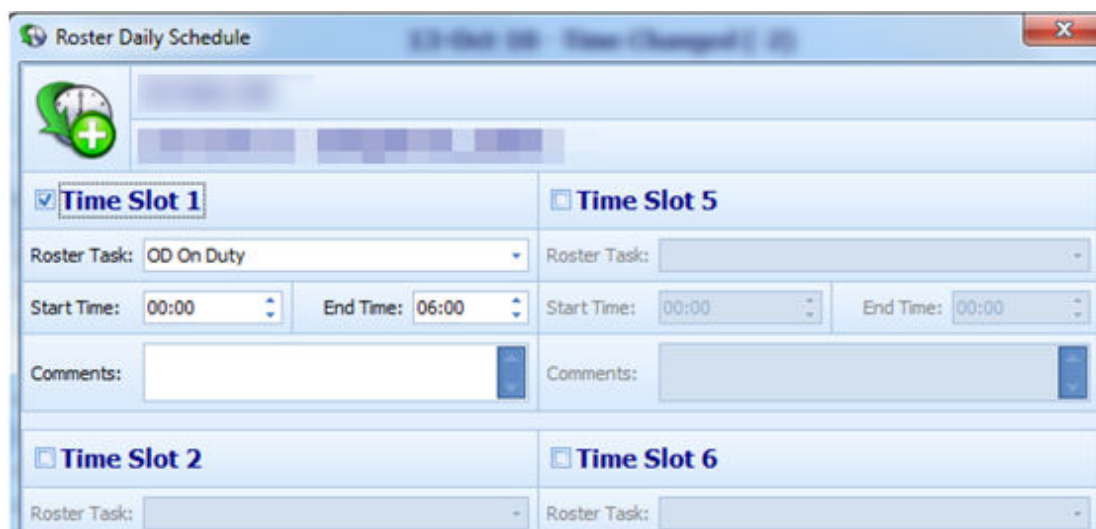
## Time Zone Change

The Ship's clock resets when the ship travels 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. The 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 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 are reflected in the 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 the figure below.

Figure 5-8 Roster Daily Schedule for Time Zone Change



The screenshot shows the 'Roster Daily Schedule' window. It features a grid of time slots. The first slot, 'Time Slot 1', is selected and shows a 'Roster Task' of 'OD On Duty' with a start time of 00:00 and an end time of 06:00. The second slot, 'Time Slot 5', is unselected and shows a 'Roster Task' of '-' with a start time of 00:00 and an end time of 00:00. Below these, 'Time Slot 2' and 'Time Slot 6' are also unselected and show a 'Roster Task' of '-'. The window title bar indicates the date is 13-10-2013 and the time is 02:00.

**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 the T&A Terminal. This interface starts and runs in the background.

The recurring calculation process by x minutes is based on the value entered in **IFC Time AttendanceCalc process every X minutes** parameter and does not trigger a recalculation until the earlier calculation completes. At the end of the process, a log file is saved 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 provides functionalities used by the 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 the [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 by entering the crew ID, and a PIN code. One can obtain the PIN Code from **Edit Crew, Reservation details, Pin code**.

1. In 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 the PIN Code, and then press **Create**. Use the **CLR** to clear the entry and **BK** to backspace.
6. You must log in again after the PIN Code is changed successfully.

### No Pin Code Detected

The PIN Code length is configurable in the **General, Pin Code Length** parameter 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, a message appears onscreen. Press **Mark As Read** to close and go to the next message, or go to **Delete Message** to delete the current message.

### Main Menu

After a successful log in, you must access two functions available in the T&A Terminal. The function listed on the Main Menu may vary depending on the mode set in the Time Attendance, and Use Clock-In/Clock-out parameter.

See the following 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 the Time Attendance, Daily Work Time Approval parameter. For example, the parameter value is set at 1000, which means the cut off approval time is 10:00 a.m. daily. Therefore, when a crew logs in after 10:00 a.m., the crew cannot modify or approve the 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, each slot is a 15 minute block. You can use the arrow up/down keys on the keyboard to increment or decrement the minutes in the block. Pressing any other keys will increment the time by a 15 minute 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 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 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'. A confirmation 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'. At the bottom of the table, 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	ADD	CLR

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

- 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 Time Attendance, Approval Frequency parameter is the same day as the server day is set to one. 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
<b>Total Hours : 13.00</b>					

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

- 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 Time Attendance, Display Messages x days old at terminal parameter.

If the value is set to 14 days, all read/unread messages that are 14 days old are 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 the Payroll module, Crew, Edit Details, Contract Type/Pay Group/Pay Position to approve any onboard charges.

This feature is only feasible when the following conditions are defined:

- Payroll companies have “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
		<b>\$1,823.12</b>	<b>\$1,427.10</b>

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 changes 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 a weekly basis. The function requires the following parameters: Time Attendance, Approve Weekly Hours set to 1, Time Attendance, and Approval Frequency set to the same day as the server day. The Approve My Weekly Hours screen pops up when 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						00				CS		AT													00	
Total Work: 13 MFA/CHA						00				CS		AT														00
Total Work: 0																										
Total Work: 13 MFA/CHA						00				CS		AT														00
Total Work: 13 MFA/CHA						00				CS		AT														00
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.

Legend:

- **Total Work:** The total hours worked.
- **Total Rest:** The total rest hour block one.
- **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 these button will:

- **Approve:** Approves the week's schedules.
- **Changes Required:** Trigger a change request notification to the Department Head for the week scheduled 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 the **General, PIN Code Length** parameter.
  - 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 Enable More Info parameter value 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

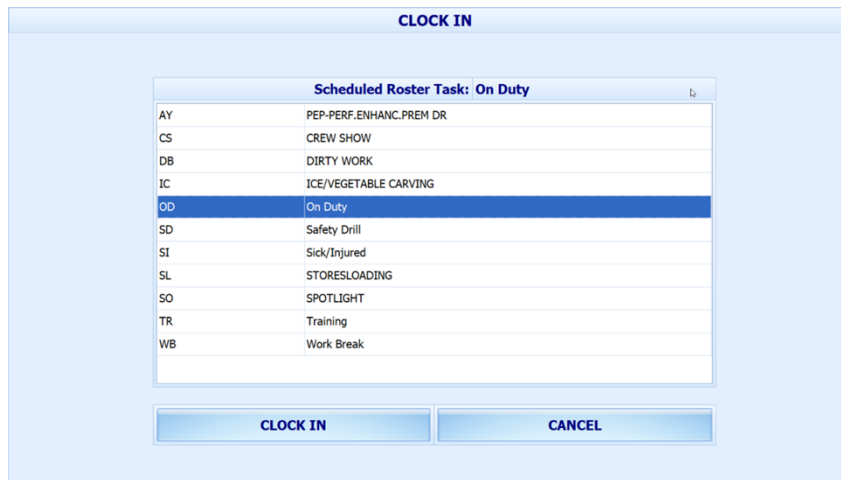
The Clock In / Clock Out mode has added functionality apart from the functions listed in Time Approval mode. It is listed below.

### Clock-In

Clock In and Clock Out records the assigned task and the work hours so that the 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 clocked-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 the Grace Period After Clock In parameter. 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 clocks 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 appears on the window.

**Figure 6-10 Schedule Roster Task**



3. Your supervisor can view this information from the View Clock-In/ Out window in the 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 automatically appears on the screen.

### Change Task

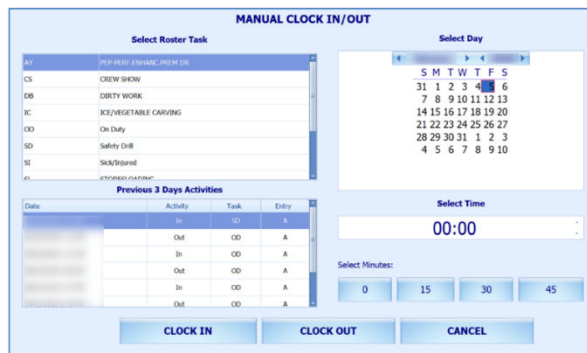
The Change Task feature is enabled only when there is a clock in task. Pressing the **Change Task** button automatically clocks out the previous task and registers the newly selected task into the system with date and time shown underneath the name.

### Manual Clock-In/Out

Manual Clock In/Out allows you to manually clock in/out of 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 appear on screen.

**Figure 6-11 Manual Clock-In/Out**



### Approve My Daily Hours

The Approve My Daily Hours allows the crew to request a change to the crew's approval status x days past the system date, depending on the days defined in the *Past x Days Crew Can Request Approval Change* parameter.

Figure 6-12 Approve My Daily Hours

The screenshot shows a web-based interface for approving daily hours. At the top, there are navigation buttons: '< BACK', 'Approval for [Date]', and 'LOGOUT'. Below these are navigation arrows '<<' and '>>'. The main area contains a table with the following columns: Rest From, Rest To, START TIME, END TIME, TOTAL, and VIOLATION. The table lists several clock-in and clock-out events with their respective times and total durations. At the bottom of the table, there are summary rows for 'Total Work Hours' (00:00) and 'Total Rest Hours' (24:00). Below the table are two buttons: 'APPROVE' and 'CHANGES REQUIRED'.

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 the *View Daily Hours Clock In/Out* parameter. 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 *View Current Weekly Hours Clock-In/Out* parameter.