

SE-ACS software time attendance function support flexible weekly shift settings. Each working days can be assigned with different shifts. Shift pattern repeats every week. For example, Monday to Friday can follow normal office hours 8:30 am to 5:30pm. Saturday can follow half day office hours 8:30 am to 1pm.

SE-ACS flexible shift setting also can support overnight shift where working hours will cross 12am midnight to the next day by ticking "next day" option. Employee that clocked in within the "late in" grace period will not be considered late. Employee that clocked out withing the "early out" grace period will not be considered going home early.

SHIFT SETTING
✕

SHIFT LIST

No.	Description
1	Mon - Friday 8:30 am to 5:30pm
2	Saturday 8:30 am to 1:00pm

Num

Shift Code

Description

Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

Specific date

Working Time	Break Time	Overtime (OVT)
START	Actual	END
Time IN <input style="width: 80px;" type="text" value="06:00"/>	<input style="width: 80px;" type="text" value="07:00"/>	<input style="width: 80px;" type="text" value="08:00"/>
	<input type="checkbox"/> next day	<input type="checkbox"/> next day
Time OUT <input style="width: 80px;" type="text" value="14:00"/>	<input style="width: 80px;" type="text" value="15:00"/>	<input style="width: 80px;" type="text" value="23:59"/>
	<input type="checkbox"/> next day	<input type="checkbox"/> next day
Total working hours <input style="width: 80px;" type="text" value="08:00"/> hrs		
Grace period allowance		
<input type="checkbox"/> Late In <input style="width: 80px;" type="text" value="00:00"/>	<input type="checkbox"/> Auto delay Time out if late	
<input type="checkbox"/> Early Out <input style="width: 80px;" type="text" value="00:00"/>	<input type="checkbox"/> Exclude Early-IN for work time	

24 hrs view
 AM/PM view

ADD
EDIT
DELETE
SAVE
CANCEL

Break time can be set into the shift setting to monitor employee break time discipline. There is a report to list out all employee that take lunch break longer than allowed.

SHIFT SETTING - EDIT
✕

SHIFT LIST

No.	Description
1	Mon - Friday 8:30 am to 5:30pm
2	Saturday 8:30 am to 1:00pm

Num

Shift Code

Description

Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

Specific date

Working Time
Break Time
Overtime (OVT)

Break Out

Break 1

to

next day
 next day

Break In

Break 2

to

next day
 next day

Break 3

Break 3

to

next day
 next day

Break 4

Break 4

to

next day
 next day

deduct break time from work time

Max break allowed hr

24 hrs view
 AM/PM view

ADD
EDIT
DELETE
SAVE
CANCEL

Overtime calculation parameter can be set into shift setting. SE-ACS software will automatic calculate time attendance report based on the parameter according to the company HR policy.

SHIFT SETTING ✕

SHIFT LIST

No.	Description
1	Mon - Friday 8:30 am to 5:30pm
2	Saturday 8:30 am to 1:00pm

Num

Shift Code

Description

Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat

Specific date

Working Time
Break Time
Overtime (OVT)

Overtime before work

OVT break time hr

Max OVT allowed hr

Overtime starts mins before Time IN

Overtime after work

OVT break time hr

Max OVT allowed hr

Overtime starts mins after Time OUT

OVT round up to min

OVT Rate

OVT work day

OVT rest day

OVT holiday

24 hrs view

AM/PM view

ADD
EDIT
DELETE
SAVE
CANCEL