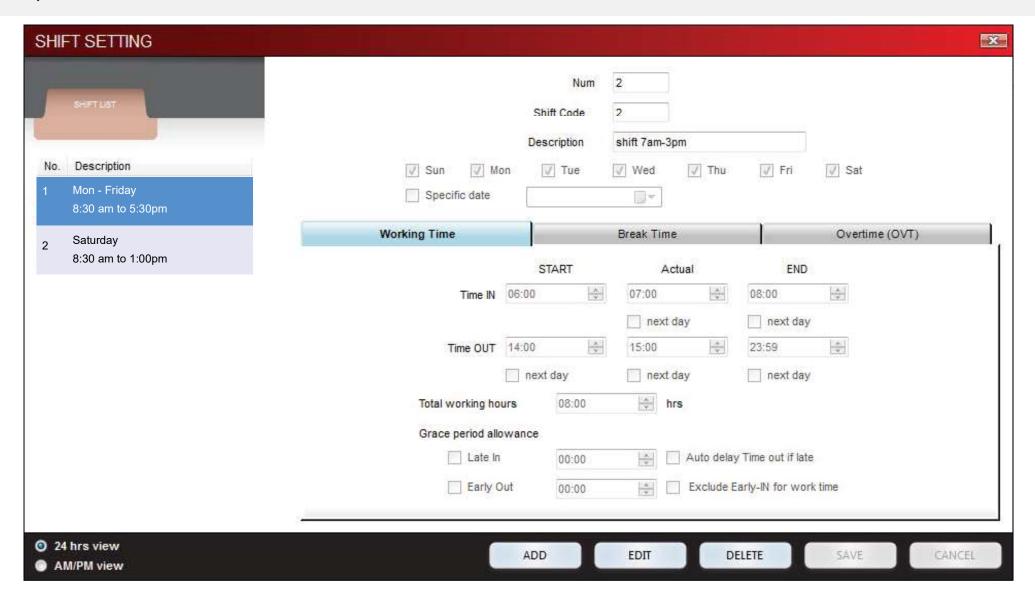
SoyalEtegra SE-ACS: Shift setting



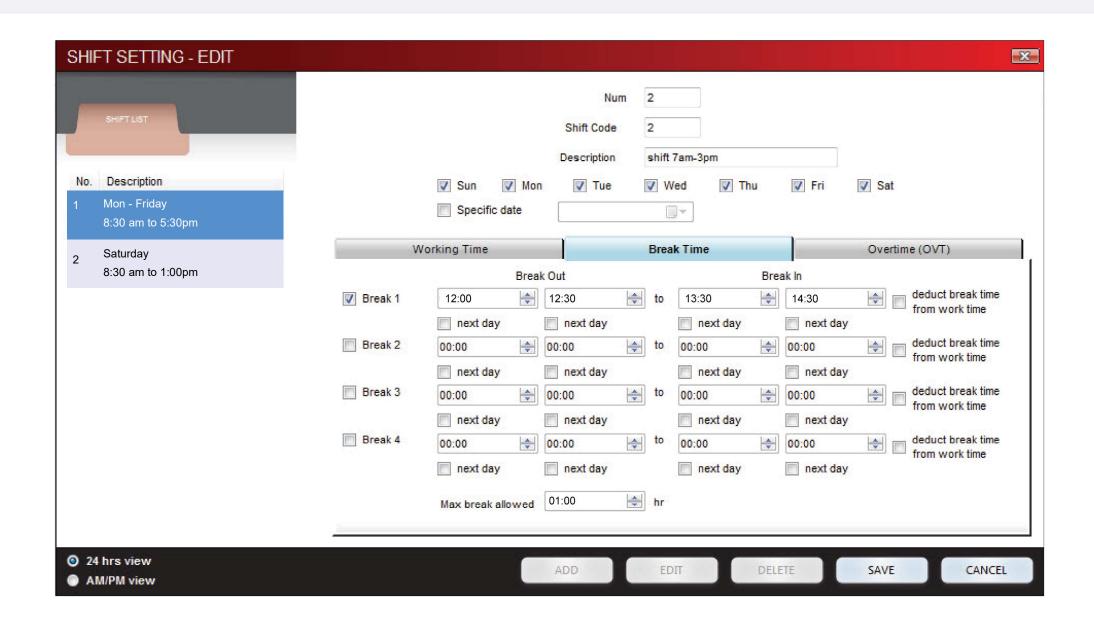
SE-ACS software time attendance function support flexible weekly shift settings. Each working days can be assigned with different shifts. Shift pattern repeats every week. For example, Monday to Friday can follow normal office hours 8:30 am to 5:30pm. Saturday can follow half day office hours 8:30 am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





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.





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.

