

Advanced Tracker Technologies Inc.

Split Shifts In Employee Tracker

A scenario:

Jeff works his normal day shift from 5:00 am to 1:30 pm. At the end of his shift, his supervisor comes and asks if he would be able to come back in the evening to cover for Joe, who has called in sick. Jeff agrees, goes home, takes a quick nap, has a bite to eat, let's his dog out and returns to work an evening shift from 6:15 pm to 2:45 am. Employee Tracker has also been setup to allow for multiple shifts and time calculation rules on a logical day.

Employee Tracker Plus [Paper Street Soap Co] - Customize Software

General | User-Defined Employee Fields | User-Defined Employee Statistical Fields

Schedule | Advanced

Employer Control Information | Custom Reports | **Time and Attendance**

Edit Time and Attendance Row Colors

Source

- Time Records
- Error Records
- Absent Records
- Holiday Records
- Piece Records
- Break Records
- Premium Records
- Daily Totals
- Weekly Totals
- Grand Total

Foreground

Background

Time Records
Error Records
Absent Records
Holiday Records
Piece Records
Break Records
Premium Records
Daily Totals
Weekly Total
Grand Total

Disable Changes To In/Out Times ☐ Verify Any Changes To Record Notes ☒

Show original IN/OUT times? ☐ Affect all records in a day when approving DAILY OVERTIME? ☐

Allow multiple shifts and time calculation rules on a logical day ☒

Attach Shift/Employee Premiums To ABSENT Records ☒ Prompt when applying premiums ☒

Attach Shift/Employee Premiums To HOLIDAY Records ☐ Never allow user to enter overlapping time records ☒

Log Overrides In Notes Field ☐ "Day" should reflect ☐ Worked Date ☒ Shift Date

Log Record Additions In Notes Field ☒ Record Approval

Time ☐ Holiday ☐

Absent ☐ Premium ☐

Ok Exit <<

Here's Jeff's transactions in Employee Tracker for that day:

Type	Shift Date	Worked Date	Day	Shift	Dept	In	Out	Flag	OT?	Time
Time	08/08/2002	08/08/2002	Thu	5:00AM	6107	05:00 am	01:30 pm	C	< Y >	08:30
Time	08/08/2002	08/08/2002	Thu	6:15PM	6107	06:15 pm	02:45 am	C	< Y >	08:30

There's a couple of ways that Employee Tracker can distribute the overtime for this day.

If both transactions use the same time calculation rule, the daily overtime is accumulated for the two transactions and distributed according to the common defined daily overtime distribution:

Rule	In	Out	Flag	OT?	Time	Reg	1.5	2.0
000	05:00 am	01:30 pm	C	< Y >	08:30	08:00	00:30	
000	06:15 pm	02:45 am	C	< Y >	08:30		02:30	06:00

Do you calculate DAILY overtime? ☒

After 08:00 Hours/minutes allocate hours to 1.5

After 11:00 Hours/minutes allocate hours to 2.0

After 24:00 Hours/minutes allocate hours to 3.0

If, on the other hand, the two transactions use different time calculations rules, each transaction is treated independently:

Rule	In	Out	Flag	OT?	Time	Reg	1.5	2.0
000	05:00 am	01:30 pm	C	< Y >	08:30	08:00	00:30	
000a	06:15 pm	02:45 am	C	< Y >	08:30	07:00	01:30	

Rule Number 000 Rule Descr

Rounding

Advanced

Exceptions

Daily and Weekly Overtime

Do you calculate DAILY overtime? ☒

After 08:00 Hours/minutes allocate hours to 1.5

After 11:00 Hours/minutes allocate hours to 2.0

After 24:00 Hours/minutes allocate hours to 3.0

Rule Number 000a Rule Descr

Rounding

Advanced

Exceptions

Daily and Weekly Overtime

Do you calculate DAILY overtime? ☒

After 07:00 Hours/minutes allocate hours to 1.5

After 11:00 Hours/minutes allocate hours to 2.0

After 24:00 Hours/minutes allocate hours to 3.0