


# New Attendance Checker Indicator [Introduction]

Version: 13<sup>th</sup> February 2023

## 1) Duplicated Attendance (Yellow Highlight)

Example:

Date	ID	Name	Rate	OT Rate	In	Out	Hours At Site	Working Hours	Approved Pre-OT	Actual OT	Adj OT	Special Adj	RM Adj	Total Payable	Total Pay RM	Work Category	Backcharge
16/01/23 Mon	301706	Aminul	8.7500	8.7500	16-Jan 07:28	16-Jan 22:17	14.82	8		5.00	5.00	0	0.00	13.00	113.750000	SITE FACILITY	
16/01/23 Mon	301706	Aminul	8.7500	8.7500	16-Jan 07:30	16-Jan 22:24	14.9	8		5.00	5.00	0	0.00	13.00	113.750000	SITE FACILITY	
16/01/23 Mon	301706	Aminul	8.7500	8.7500	16-Jan 07:30	16-Jan 22:22	14.87	8		5.00	5.00	0	0.00	13.00	113.750000	SITE FACILITY	
17/01/23 Tue	301706	Aminul	8.7500	8.7500	17-Jan 15:03	17-Jan 22:03	7	1.95		5.00	5.00	0	0.00	6.95	60.812500	SITE FACILITY	
18/01/23 Wed	301706	Aminul	8.7500	8.7500	18-Jan 07:29	18-Jan 22:04	14.58	8		5.00	5.00	0	0.00	13.00	113.750000	SITE FACILITY	

Checking Criteria:

- Duplicated attendance with the same date (multiple payment)

Action Required:

- Notify site PM
- Request PM to delete the duplicated attendance (keep only 1)
- Check the attendance again

## 2) Incorrect OT / Special Adjustment Input (Light Blue Highlight)

Example 1:

(Special Adj Error)

Date	ID	Name	Rate	OT Rate	In	Out	Hours At Site	Working Hours	Approved Pre-OT	Actual OT	Adj OT	Special Adj	RM Adj	Total Payable	Total Pay RM	Work Category
16/01/23 Mon	301384	Rubel	8.7500	8.7500	16-Jan 07:32	16-Jan 22:03	14.52	8		4.00	4.00	2.5		14.50	126.875000	TRAFFIC CONTROLLER
17/01/23 Tue	301384	Rubel	8.7500	8.7500	17-Jan 07:39	17-Jan 21:42	14.05	8		4.00	4.00	2.5		14.50	126.875000	TRAFFIC CONTROLLER
18/01/23 Wed	301384	Rubel	8.7500	8.7500	18-Jan 07:52	18-Jan 21:23	13.52	8		4.00	4.00	2.5				TRAFFIC CONTROLLER
19/01/23 Thu	301384	Rubel	8.7500	8.7500	19-Jan 07:49	19-Jan 23:46	15.95	8		6.00	6.00	2.5				TRAFFIC CONTROLLER
20/01/23 Fri	301384	Rubel	8.7500	8.7500	20-Jan 07:23	21-Jan 00:45	17.37	8		5.00	5.00	2	0.00	15.00	131.250000	TRAFFIC CONTROLLER

Non-AA workers only have 2 hours break time adjustment max (if work from 08:00 - 21:00)

Example 2:

(Actual OT Error)

Date	ID	Name	Rate	OT Rate	In	Out	Hours At Site	Working Hours	Approved Pre-OT	Actual OT	Adj OT	Special Adj	RM Adj	Total Payable	Total Pay RM	Work Category
16/01/23 Mon	301376	Mohammad Alom	7.5000	7.5000	16-Jan 06:42	16-Jan 22:25	15.72	8	5	6.00	6.00	0	0.00	14.00	105.000000	SAFETY HEALTH & ENVIRONMENT
17/01/23 Tue	301376	Mohammad Alom	7.5000	7.5000	17-Jan 06:46	17-Jan 22:08	15.37	8	5	6.00	6.00	0	0.00	14.00	105.000000	SAFETY HEALTH & ENVIRONMENT
18/01/23 Wed	301376	Mohammad Alom	7.5000	7.5000	18-Jan 06:42	18-Jan 22:16	15.57	8	6	6.00	6.00	0	0.00	14.00	105.000000	SAFETY HEALTH & ENVIRONMENT
19/01/23 Thu	301376	Mohammad Alom	7.5000	7.5000	19-Jan 06:43	19-Jan 22:32	15.82	8	6	6.00	6.00	0	0.00	14.00	105.000000	SAFETY HEALTH & ENVIRONMENT
20/01/23 Fri	301376	Mohammad Alom	7.5000	7.5000	20-Jan 06:44	20-Jan 23:43	16.98	8	6	6.00	6.00	0	0.00	14.00	105.000000	SAFETY HEALTH & ENVIRONMENT

17:00 - 22:00 should be 5 hour OT

Checking Criteria:

- Special Adj (hour) is limited to workers' break time bonus. Thus, it must not exceed the max break time hour.
- The system is automated to compare inputted Actual OT (by site PIC) versus calculated OT (based on clock out time)

Action Required:

- PIC edit and correct the Actual OT / Special Adj
- Double check the attendance details

### 3) Smart Automated OT Suggestion

Example:

The screenshot shows the 'Enter New Attendance' form with the following fields and values:

- Staff: ABUL HOSSAIN - 300311
- Start Date: 02/08/2023
- Start Time: 07:00
- End Date: 02/08/2023
- End Time: 23:00
- OT: 5
- Special Adjustment:
- RM Adjustment:
- Work Category: ARCHITECTURAL SUPPORT
- Backcharge:
- In Charge: Lee Kean Hoe (Chris)chrislee
- Remark: Test Smart Reminder Feature
- Loc 1: PODIUM
- Loc 2:

Annotations on the right side of the form:

- Reminder on OT start time (points to 'OT starts at: 18:00')
- Automated OT suggestion based on clock out time (points to 'Suggested OT: 5')
- Calculated max break time based on clock in and out time (points to 'Max Special Adj.: 2.5')

Buttons at the bottom: Close, Add

- Reminds OT start time based on worker's type (AA / Non-AA)
  - ✓ Save PIC effort of remembering worker's type
  - ✓ Avoid making mistake especially on Saturday
- Automated suggested OT based on attendance
  - ✓ Input OT more efficiently
  - ✓ Minimize human error
- Calculates max break time (special adj) based on attendance
  - ✓ Input special adj more efficiently
  - ✓ Minimize human error
  - ✓ Avoid additional labor cost