**New Features added date 13/08/2021**

1. Allow Contractual Employees to be Scheduled.
2. Scheduled Employees will get 8-hour overtime in week off day in automated manner, overriding with employee punches.
3. In case of employee comes other than scheduled shift system will mark absent.
4. Provide Delete shift schedule option, in case of wrongly upload/ mistaken upload. – Only for Contractual Employees.

**Proof of Concept:**

Example: Employee Code - 25055878, Sanction month: Aug. 21

1. Open Manual Sanction of required Employee.
2. Set the Sanction Date of The Current Month.

You can see the daily data shows Scheduled Shift and WED as Week off day.

Figure 1:

Graphical user interface, table

Description automatically generated

As per new requirement, system will automatically sanction 8-hour overtime on Week off day with Add ID “Auto” and with Remarks “8 hr day off”, of scheduled employee, also system will auto delete those sanctioned 8 hour if employee remain absent before and after week off day.

You can see, we had added new button in “Sanction List” Tab named “Delete Shift Schedule”, this button will help to delete shift schedule of current selected employee and month.

Kindly note: System will not allow to delete shift schedule after two months.

Figure 2:

Graphical user interface, application, table

Description automatically generated

To Delete Shift Schedule, click on “Delete Shift Schedule” button, System will ask for confirmation with yes/no options.

Figure 3:

Graphical user interface, application

Description automatically generated

If user select yes, system will try to delete shift schedule of selected employee, system will show respective message to user for process completion/errors.

Figure 4:

Graphical user interface, application, table

Description automatically generated

After Deleting Shift Schedule, you can see daily details, Schedule Shift will be removed, please note system will reset the week off day to “SUN”

Figure 5:

Graphical user interface, application, table

Description automatically generated

Also, System will delete auto sanctioned 8-hours.

Figure 6:

Graphical user interface, application

Description automatically generated

Please Note: Due to system consistency, there is no option to Delete Partial Scheduled Shift.