 <b>Lighthouse</b> Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.703.04	
	Process Name	HR Related Master Management	
Release Date	1-May-2018	Pages	Page - 1 - of 5

## 01.703.04 – Employee Grade Master

### PROCESS OVERVIEW

---

Employee grade master defines the grade wise bifurcation of employees.

In system attendance logic's, OT hours, Punching Machine ID needs to define in Grade Master form. In this form we can define eligibility criteria as per defined grade for Over Time and Compensatory off, along with duty hours of employees.

**Note:** Employee's Leave Configuration depends on the grade defined for the employee.

We can set multiple OT hour in grade master. Similarly we can define the limit to which extent employee has been allowed for early go and late coming. Employees absent and half day attendance can be managed via restricting hours in given field. We need to define punching machine id in grade master.

### PROCESS PRE-REQUISITES

---

To perform this process User Rights are required for the Form specifically for *New, Edit, Delete* and *Print* function.


### KEY FEATURES

---

- Define the machine ID for attendance punching machine for In and Out.
- Define the Attendance and late coming / early going policy.
- Identify the grade for OT & Coff

### PROCESS DETAILS

---

 <b>Lighthouse</b> Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
	Menu Code	01.703.04	
	Process Name	HR Related Master Management	
Release Date	1-May-2018	Pages	Page - 2 - of 5

1.Main Menu 2. Utilities Exit << >> Window


FM833 -- Employee Grade Master

**Grade Master**

Grade Code	Grade Name	Multiple OT Hours	Absent Hrs <	Half Day Hrs <
01	Grade 1		.50	.75
02	Grade 2		.50	.75
03	Grade 3		.50	.75
04	Grade 4		.50	.75
05	Grade 5		.50	.75
06	Grade 6		.50	.75
2.1	Grade 2.1		.50	.75
G1	Helper	2.00	.40	.75
G2	Operator	2.00	.40	.75
M01	Grade 1(Mumbai)		.50	.75
M02	Grade 2 (Mumbai)		.50	.75
M03	Grade 3 (Mumbai)		.50	.75

BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the existing record.
Delete	To Delete existing record which are not approved.
Print	To print the record
Exit	To Exit from the open form
Find	To find records from LOV
Ok	To Save record.
View	To view records in read only mode

**Work Step –**

 <b>Lighthouse</b> Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
	Menu Code	01.703.04	
	Process Name	HR Related Master Management	
Release Date	1-May-2018	Pages	Page - 3 - of 5

### Step 1 Press Add Button

1.Main Menu 2. Utilities Exit << >> Window

**FM833 -- Employee Grade Master**

**Grade Details**

Grade Code*	<input type="text" value="01"/>	
Grade Name*	<input type="text" value="GRADE 1"/>	
Eligible For*	<input type="text" value="Both Applicable"/>	<input checked="" type="checkbox"/> Round-off OT Hours
Duty Hours	<input type="text"/>	<input checked="" type="checkbox"/> Sandwich Flag

**Other Details**

Multiple OT Hours	<input type="text"/>	
Mark Absent if Net Hrs <	<input type="text" value=".50"/>	Mark half day if Net Hrs < <input type="text" value=".75"/>
In Grace Minutes	<input type="text" value="10"/>	Out Grace Minutes <input type="text"/>
Allowed Late Count	<input type="text" value="3"/>	Extra Late Leave Char <input type="text"/>
Extra Late Leave Count	<input type="text"/>	
Half Day If Late Hrs	<input type="text" value="30"/>	Absent If Late Hrs <input type="text"/>
In Machine Id	<input type="text" value="N1,J1,B1,J5,B6,J6,A1,M1,MI"/>	
Out Machine Id	<input type="text" value="B7,J7,J2,N2,B9,J8,B2,J9,A1,M1,MO"/>	

Step 2 Enter desired Grade code & Grade name

Step 3 Select Eligible For (OT, Temporary, Both Applicable, Not Applicable)

Step 4 Select Duty Hours

Step 6 Put required figure in multiple OT hours

Step 7 Put required figure in Mark absent if Net hours

Step 8 Put required figure in Grace Minutes

Step 9 Put required figure out grace minutes

Step 10 Put required figure in Allowed late count

Step 11 Put required figure in extra late leave count

Step 11 Put required figure in Half day if late hrs


Step 11 Put required figure in absent if late hrs

Step 11 Put In machine id in field

Step 11 Put Out machine id in field

### Optional Data Fields

Duty Hours

 <b>Lighthouse</b> Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.703.04	
	Process Name	HR Related Master Management	
Release Date	1-May-2018	Pages	Page - 4 - of 5

Multiple OT Hours

Mark Absent if net hours <

Mark Half day if net hours <

In Grace Minutes

Out Grace Minutes

Allowed late count

Extra late leave character

Extra late leave count

Half day if late hours

In machine ID

Out machine ID


### Tips and Tricks

Keep Codes for each grade in unique length so that it will be helpful in reporting purpose.

### Input Field Level Information – General Details

Not Applicable.

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Grade Code	Need to define category code.	R	Code must be unique and should not be repeated for other
Grade Name	Need to define Description of Grade	R	Grade description required
Eligible For	Select eligibility for Compensatory Off, Over Time, Both Applicable, Not Applicable for specific grade	R	Define if employee is eligible to get compensatory off,OT etc.
Duty Hours	Define duty hours e.g. 8 hours	O	Define working hours
Multiple OT hours	Define the figure which will multiply with OT hours for	O	Define if OT amount needs to pay in multiplication of mentioned figure

 <b>Lighthouse</b> Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
	Menu Code	01.703.04	
	Process Name	HR Related Master Management	
Release Date	1-May-2018	Pages	Page - 5 - of 5

	payment		
Absent Hours if Net hours <	Need to specify minimum hours on which absent attendance will be marked	O	E.g. If employee has worked for 3 hours on duty absent attendance will be marked
Half Day Hours if Net hours <	Need to specify hours on which half day attendance will be marked	O	E.g. If employee has worked for 4 hours on duty half day attendance will be marked
In Grace Minutes	Need to mention In grace minutes	O	For specific grade allowing them to come late than actual shift hours
Out Grace Minutes	Need to mention Out grace minutes	O	For specific grade allowing them to go early than actual shift hours
Allowed Late Count	Need to mention late count figure	O	Employee is allowed to come late for 'X' time. Beyond this time it will mark absent directly.
Extra Late Leave Count	Need to add extra leave count	O	Help to identify the count for extra late reporting.
Extra Late Leave Character	Need to add extra late leave character	O	Defines the extra character in attendance if employee is late as per mentioned
Half Day If Late Hrs	Need to define figure for half day hour	O	Put hours figure on which half day attendance will be marked
Absent If Late Hours	Need to define figure for absent hour	O	Put hours figure on which absent attendance will be marked
In Machine ID	Punching IN machine ID needs to define	O	Employee needs to make IN punch while entering in company
Out Machine ID	Punching OUT machine ID needs to define	O	Employee needs to make OUT punch while going out of company

R = Required, O = Optional, C = Conditional