

Shift-Based Work Hour Management Instructions

Overview

Important

The fingerprint scanner system now includes intelligent shift-based work hour calculations that automatically cap employee work hours based on their assigned shifts. This ensures fair time tracking and prevents overtime claims beyond scheduled hours.

How It Works?

1. Shift Assignment

Employees must be assigned to specific shifts through the Shift Mapping interface

Each shift defines:

Shift Name (e.g., "Morning Shift", "Evening Shift")

Start Time (e.g., 09:00 AM)

End Time (e.g., 05:00 PM)

2. Automatic Work Hour Calculation

For Employees WITH Assigned Shifts:

For Employees WITHOUT Assigned Shifts:

3. Visual Indicators in Dashboard

Status Badges:

- NORMAL: Regular work hours within shift
- SHIFT CAPPED: Hours limited by shift schedule
- Row Highlighting:
- Red Background: Indicates shift-capped records
- Warning Icons (⚠️): Show next to flagged work hours
- Time Display:
- Red Text: Shift-capped hours with warning icon
- Orange Text: Auto-calculated end times (no sign-out)
- Regular Text: Normal calculated hours

Step-by-Step Setup

1. Step 1: Access Shift Mapping

Navigate to the main dashboard

Click "🔗 Shift Mapping" button

This opens the shift assignment interface

2. Step 2: Assign Shifts to Employees

Select an Employee ID from the dropdown

Choose a Shift from available options

Click "Assign Shift" to save

Repeat for all employees who need shift restrictions

3. Step 3: Verify Assignments

Check the "Current Shift Assignments" table

Ensure all relevant employees have shifts assigned

Use "Remove" button to delete incorrect assignments

4. Step 4: Monitor Dashboard

Return to main dashboard

Look for shift-capped records (red highlighting)

- Review the "Status" column for flags

- Check "Hours Worked" for warning icons

Understanding the Data

Attendance Summary Table Columns:

- Employee: Employee ID from fingerprint scanner
- Designation: Job title/role
- Branch: Employee's assigned branch
- Date: Work date
- Start Time: First scanner entry
- End Time: Last scanner exit (or shift end if capped)
- Hours Worked: Calculated work duration
- Shift: Assigned shift details (name and hours)
- Status: NORMAL or SHIFT CAPPED
- Excel Export Features:
 - Shift-capped records are highlighted in yellow
- Additional columns show shift details
 - Flagged status is clearly marked
 - Business Rules

✓ What Gets Capped:

Work hours beyond assigned shift end time

Only affects employees with assigned shifts

Overtime calculations are limited to shift duration

✗ What Doesn't Get Capped:

Employees without assigned shifts

Work hours within shift boundaries

Break times or lunch periods (not tracked)

🔄 Automatic Processing:

System calculates on every dashboard refresh

Excel exports include all calculations

Historical data is processed retroactively

Troubleshooting

Issue: Employee shows unexpected hours

Solution: Check if they have a shift assigned that's limiting their hours

Issue: Shift capping not working

Solution: Verify the employee has a shift assignment in the mapping table

Issue: Wrong shift times

Solution: Contact administrator to update shift definitions in database

Issue: Missing shift data

Solution: Use "Shift Mapping" interface to assign appropriate shifts

Best Practices

- Regular Monitoring: Check dashboard weekly for shift-capped cases
 - Proper Assignment: Ensure all shift - workers have assigned shifts
 - Documentation: Export Excel reports for payroll processing
 - Verification: Cross-check flagged records with actual work schedules
 - Updates: Adjust shift assignments when employee schedules change
- Benefits
- Fair Time Tracking: Prevents overtime claims beyond scheduled hours
 - Clear Visibility: Easy identification of modified records
 - Audit Trail: Complete transparency in time calculations
 - Flexibility: Only affects employees who need shift restrictions
- Professional Reports: Clean Excel exports for payroll processing
- For technical support or shift definition changes, contact your system administrator.