

## \* Attendance Capturing

- Device - Change -
- Delay Grace Period
- Total Grace Period
- Early Leave Grace Period
- Short Leave Approval Process
- L Dept Head will approve that -
- Manual Attendance

## Shift (Mgt)

- General Shift - 8-5
- Morning Shift - 6-2
- Am - 2-10
- Pm - 10-6

Weekday Group

## Shift (Non-Mgt)

- Pooler
- Day - 7 - 45-min - OT - 4 hrs
- Night - 7
- Electrical
- Per week two shifting

Rolling - Monthly

\* Shifting Alternation Form

\* Night Shift. (8th Jan 10pm - 6th Jan 6am)

\* 26th - 28th

\* OT

- Mgt @ (Alternative Leave)

- Hourly OT Rate

- Daily Contract / Monthly Contract -