



Important :
Before using Sabre after updates
Please Read Sabre Update letter (1)
PDF on your Desk Top.



Sabre Update News Letter (Issue3)

Latest updates in EXE 2352 & 2351 Build 515

1. In Wizard Icon 45hr Rule we have added a place to assign in 45hr rule page Daily Calculation rules for mon – thur, frid, sat, sun. (see sample)
Also we have fixed the monthly to allow you to select all type of Calculation rules.

Assign to 45 Hour Rule...

Company **Twin Clothing**

☒ Department 11

Time Base Calculation **Daily**

Calculation Rules(Mon-Thur)
Apply 9 Hrs 0 min

Calculation Rules(Fri)
Apply 3 Hrs 30 min

Calculation Rules(Sat)
Apply 3 Hrs 45 min

Calculation Rules(Sun)
Apply 5 Hrs 0 min

List of Employees not assigned to 45 Hour week rule:-

List of Employees assigned to 45 Hour week rule:-

- 217 - ZULU, X JOHNSON
- 218 - SIBIYA, M MAXWELL
- 345 - CHETTY, MARIEMUTHOO
- 388 - ZULU, JAMES
- 500 - MOONSAMY, APPAMMAN
- 509 - NAIDOO, POONMONEY
- 535 - RAMSAMY, VINOTHONIE
- 568 - NARAINSINGH, ESWAREE
- 723 - NAIDOO, LOGANAYAGIE
- 758 - GOVENDER, LOGAMBAL

0 Employees 10 Employees

☒ **Apply** ☒ **Close**

2. To make selection of using Departments in 45hr rule Wizard page easier we have inserted a tick box to choose Departments or not. (See Above)

- Sabre has enhanced the shift count which is a powerful tool to monitor employees if they complete the designated selected amount of shift per week \ Fortnight or Monthly. Also if a WPPH work shift can be count in shift count if ticked.

Shift Management...

Search Search On Shift Code Company Bilimoria Supply Store

SHIFT_CODE	SHIFT_DESCRIPTION
FRD	FRIDAY SHIFT
L/S	Sick Leave sat
L/S	Leave Sick Leave day mon -
SAT	SAT SHIFT
STD	DAY SHIFT
SUN	SUN

General Associated Weeks

Shift Code STD Spans a Day ☐ Link Shift To Department ☒ Activate Open Shift Rule ☐

Description DAY SHIFT Include in Shift Count ☒ Include in Shift Count for WPPH ☐

Deduct 0 min Shift Type ☒ Day Shift ☐ Night Shift

Define Shift By ☒ Weeks ☐ Date Ranges

Colours Chart Colour ☒ Font Colour ☒

Day Worked Sunday ☐ All Hours are OT Monday ☐ All Hours are OT Tuesday ☐ All Hours are OT Wednesday ☐ All Hours are OT Thursday ☐ All Hours are OT Friday ☐ All Hours are OT Saturday ☐ All Hours are OT

Target Hrs Per Day +08 Hrs 30 Min

Total Days	Total Hours Per Day	Deduct Hours Extra Per Week	Deduct Hours Break Per Week	Linked Department/s
4	+09 Hrs 00 Min	00 Hrs 00 Min	00 Hrs 00 Min	Weekly
Total Hours Per Week - Deduct Hours Total Per Week = Target Hours Per Week				Monthly
+36 Hrs 00 Min	00 Hrs 00 Min		+36 Hrs 00 Min	

Current / Not Active / Deleted /

Advanced NT OT Configuration ☒ Shift Allowance Percentage Marker

- A new feature is in shifts we can now split the shift into any NT/OT type for any day of the week when using 45hr rule or not, for daily, weekly, fortnightly or monthly.

Shift Management...

Search Search On Shift Code Company Bilimoria Supply Store

SHIFT_CODE	SHIFT_DESCRIPTION
FRD	FRIDAY SHIFT
L/S	Sick Leave sat
L/S	Leave Sick Leave day mon -
SAT	SAT SHIFT
STD	DAY SHIFT
SUN	SUN

General Associated Weeks

Shift Code SAT Spans a Day ☐ Link Shift To Department ☒ Activate Open Shift Rule ☐

Description SAT SHIFT Include in Shift Count ☐ Include in Shift Count for WPPH ☐

Deduct 0 min Deduct Method ☒ Per Shift ☐ Per 4 Hrs of Time Worked

From Time To Time

Shift Type ☒ Day Shift ☐ Night Shift

Define Shift By ☒ Weeks ☐ Date Ranges

Colours Chart Colour ☒ Font Colour ☒

Day Worked Sunday ☐ All Hours are OT Monday ☐ All Hours are OT Tuesday ☐ All Hours are OT Wednesday ☐ All Hours are OT Thursday ☐ All Hours are OT Friday ☐ All Hours are OT Saturday ☒ All Hours are OT

Target Hrs Per Day +05 Hrs 00 Min

Hours Week	Deduct Hours Break Per Week	Linked Department/s
Min	00 Hrs 00 Min	Weekly
Target Hours Per Week		Monthly
+05 Hrs 30 Min		

Allowance Percentage Marker

3

delete Edit Save Cancel

Assign Chart Colour Duplicate ? Close

NT OT Configuration...

	Primary Rate	OT Rate	
Sunday	SUN <input type="checkbox"/> Deduct Time	SUN <input type="checkbox"/> Deduct Time	All Hours Are SUN
Monday	NT <input type="checkbox"/> Deduct Time	OT1 <input type="checkbox"/> Deduct Time	All Hours Are NT
Tuesday	NT <input type="checkbox"/> Deduct Time	OT1 <input type="checkbox"/> Deduct Time	
Wednesday	NT <input type="checkbox"/> Deduct Time	OT1 <input type="checkbox"/> Deduct Time	
Thursday	NT <input type="checkbox"/> Deduct Time	OT1 <input type="checkbox"/> Deduct Time	
Friday	NT <input type="checkbox"/> Deduct Time	OT1 <input type="checkbox"/> Deduct Time	All Hours Are NT
Saturday	OT1 <input type="checkbox"/> Deduct Time	OT2 <input type="checkbox"/> Deduct Time	All Hours Are NT

Midnight Shift Split ☐ Saturday ☐ Sunday ☐ Public Holiday ☐

Ok Close

5. In Employee Data \ Attendance Data page the Absentee icon now works correctly and a very powerful tool to insert leave while busy with an employee.

Attendance Data For NAIDOO, SOWBAKUM (Date Range: 11/09/2013 - 17/09/2013)...

Wk	From	To	Date IN	Day IN	Date OUT	Day OUT	Time IN	Time OUT	Tot Hours	Brk Min	W/Time	Target	Variance	OT Hrs	Status IN	Status OUT
38	07:00	16:45	11/09/2013	Wed	11/09/2013	Wed	07:00	13:28	+06:28	-00:30	+05:58	+09:15	-03:17	-03:17	ARRIVE ON TIME	LEAVE EARLY
38	07:00	16:45	12/09/2013	Thu	12/09/2013	Thu	--:--	--:--	00:00	00:00	00:00	+09:15	-09:15	00:00	* Absent Unknown *	* Absent Unknown *
38	07:00	12:00	13/09/2013	Fri	13/09/2013	Fri	--:--	--:--	00:00	00:00	00:00	+04:30	-04:30	00:00	* Absent Unknown *	* Absent Unknown *

Capture Absentee Data For NAIDOO, SOWBAKUM...

Leave Type: Leave Days Requested: 1.00

Request Date: 2013/10/09 Paid Leave: ☐ Shift: Cycle: 1

Time Range: From Time: 08:00 To Time: 17:00

Date Range: From Date: 2013/09/13 To Date: 2013/09/13 Include Saturday: ☐ Include Sunday: ☐

Buttons: Date Stamp, Time Stamp, Date And Time Stamp, User Login Stamp, Print, Clear, Goto Memo End

While in Attendance Data for an employee you can capture Absentee days for this employee.

Buttons: Save, View Duty Schedule, Print Leave Form, Close

Bottom Bar: Filter, Absentee, Clocking Management, Overtime Management, OT Approve/Unapprove, Shift, Notes, Print, Refresh, Freeze Columns, Close

6. In Access Log Page we now can choose to view the latest date and time at the top of the page if selected in Setup / Parameters " Show newest clocking first in access log."

Parameters...

Colours | Configuration Files | Customise

Global Rules | Customise

Auto Increment Employees No: ☐ Default Duty Calendar Start Date: 2013/01/01

Automatically Assign Device Enroll ID No: ☐ Shift Start End Threshold: 4 Hrs

Automatically Increment Badge No: ☐ Shift Sensing Threshold: 30 Min

Seed Value: 0

Use Cut Off Time: ☒ Cut Off Time: 03:00

Wizard Listbox Sort Order: ☐ Employee Name

Check For Duplicate Clocking Data: ☐ Duplicate Time Filter: 3

Automatically Calculate T'n A Before Printing: ☐ By Site

Automatically Show Device Monitor Desktop: ☐

Automatically Insert OUT Record: ☐

According to OUT Hrs defined per person: ☐

According to OUT time defined per Shift: ☐

Ask Assign Clock Card Device: ☒

Multiple Companies Use The Same Device: ☐

Show Newest Clockings First In Access Log: ☒

On Inserting New Employee: ☒ Auto 'Enable On Device'

☒ Auto 'Open Door' for all Devices

☐ Auto Upload To All Devices

☒ Active Payrate Calculation when no Payroll set

If this is ticked then the latest date and time will appear at the top of the page.

Access Log...

Employee: Search In: Current Employee No: Status: All IN And OUT Status Types

Order By: ☐ Surname ☒ Date And Time ☐ Enroll ID ☐ Clocking Event

Range: Calendar Period: 1 From Date: 11/09/2013 To Date: 17/09/2013 Year: 2013

Date Range: From Date: 2013/10/01 To Date: 2013/10/31 Date Range

Month And Year: Month: October Year: 2013 From: 01/09/2013 To: 30/09/2013

Record Status: ☐ DI - Device Insert ☐ DI - Operator Insert ☐ SI - System Insert ☐ DA - Operator Amend ☐ SA - System Amend ☐ HR - Historical Record

Company: Twin Clothing Department:

Ref #: 19744

Emp No	Enroll ID	First Name	Surname	Day	Date	Time	Event	Device Terminal	Device Department	Device Location	Sts	Con
467	467	ABDULLAZIZI	NTWALI	Tuesday	17/09/2013	16:51	OUT	TWIN ADMIN	Administration	TWIN ADMIN	SA	✓
823	823	HLEKOFAYO	MEHUNGOBO	Tuesday	17/09/2013	16:51	OUT	EXPRESS IN	Administration	EXPRESS	SA	✓
800	800	KEEMERA	DUSRATH	Tuesday	17/09/2013	16:50	OUT	EXPRESS IN	Administration	EXPRESS	SA	✓
899	899	DORIS JOAN	MARK	Tuesday	17/09/2013	16:50	OUT	EXPRESS IN	Administration	EXPRESS	SA	✓

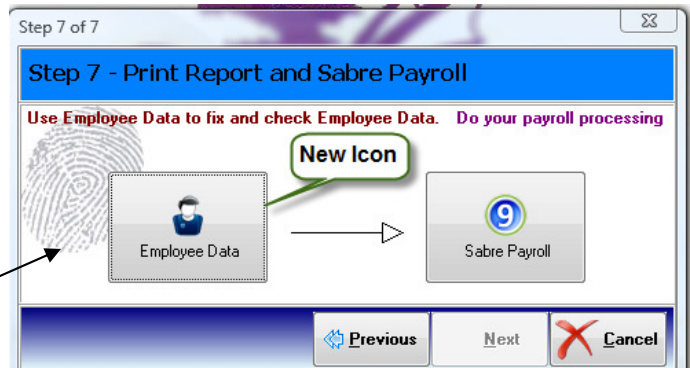
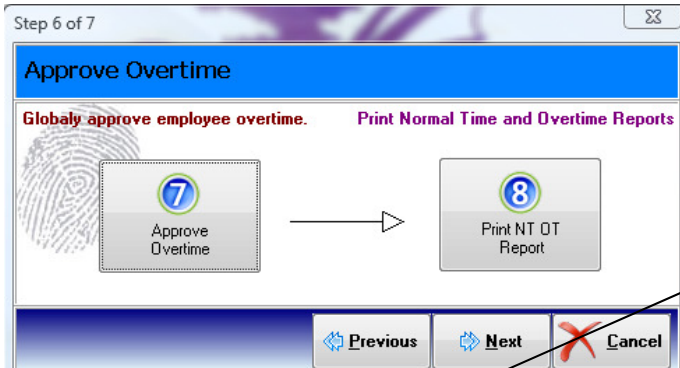
7. For our Sabre payroll clients we have inserted the hourly rate into our Payslip summary report and the sort by: in Sabre Payroll reports now works correctly.

Pervious Updates done

1. Major fix – communication to hardware devices in windows 7 and windows 8 resolved.
2. In Employee Manager the birth date is now correct dd/mm/yyyy next to it which was out of placement.

General | Payroll | Clocking Devices | Shifts and Preferences |
 Personal | Address | Fingerprints | Face |
 Employee No: 0003 Enroll ID: 3 Badge No:
 Company: Bilimoria Supply Store
 First Name: Antoinette Jo-anne
 Middle Name: Initials: A
 Surname: De bruin
 Known As: Antoinette
 ID No: 8010180138084
 Date of Birth: 18/10/1980 dd/mm/yyyy
 Gender: Female
 Job Title: Cashier /General-Ass
 Department: Monthly
 Date Started: 26/03/2011
 Spouse Name:
 Marital Status: Single Dependants: 1
 Contact No: 0842649175

3. Sabre has now included in T & A Wizard the Employee Data Icon after NT/OT Report to make clients processing easier. (See below)



How to use this Employee Data icon:

- A. After **NT/OT Report** run and if want to change or check any clockings , it can be done in this page as you select employee and click on **clocking data icon page** or if you require to enter leave or Loans you can use **Leave management** or **Loan management** functions .
- B. Now in same **Employee Data** page go into **Attendance data icon page** and check everything on that employee is correct. (**It is important that you do this every time you make individual employee changes**)
- C. Now go into the **Payroll icon page** to complete the process function into the payroll of your choice. (Sabre, pastel, VIP ...)

4. The Night shift Allowance now works giving correct hh:mm between time period set in setup/ company when NSA ticked. Can be seen in employee Data / Attendance Data.

Setting up Night shift Allowance make sure tickbox is ticked and time is set .

From Time: 17:00
To Time: 18:00

NSA NT Hrs OT1 Hrs OT2 Hrs Sat Hrs Sun Hrs PPH Hrs NSA Hrs

<input type="checkbox"/>	+06:16	00:00	00:00	00:00	00:00	00:00	00:00
<input type="checkbox"/>	00:00	00:00	00:00	00:00	00:00	00:00	00:00
<input checked="" type="checkbox"/>	+08:31	00:00	00:00	00:00	00:00	00:00	+00:45
<input checked="" type="checkbox"/>	+08:37	00:00	00:00	00:00	00:00	00:00	+00:45
<input checked="" type="checkbox"/>	+08:14	00:00	00:00	00:00	00:00	00:00	+00:45
<input type="checkbox"/>	+05:10	00:00	00:00	00:00	00:00	00:00	00:00
<input checked="" type="checkbox"/>	+08:12	00:00	00:00	00:00	00:00	00:00	+01:00

This shows NSA in Attendance Data

NORMAL TIME AND OVERTIME REPORT

Bilimoria Supply Store

From Date: 31/08/2013

To Date: 06/09/2013

Basic Summary
Report shows NSA
results also

Calculation Method:
red IN and OUT Clockings

Employee No	Employee Name	NT	OT1	OT2	SAT	SUN	Worked PPH	NSA	Shift Count
ZEN008	Zenani, Lunga	+45:00	00:00	00:00	00:00	+04:27	00:00	+03:15	7
Total:		+45:00	00:00	00:00	00:00	+04:27	00:00	+03:15	7

5. In Leave management page when deleting a leave period goes into delete folder and is removed from all reports including Attendance data.
6. In Employee Data/ leave management/ set employee leave cycle/ change/ leave cycle page you can change the leave taken days to more than 99 days now.

Absentee Data For Josslyn Butler...

Leave Type	From Date	From Time	To Date	To Time	Note	Days Taken	Cycle
Public Holiday	09/08/2013	08:00	09/08/2013	16:00		0	1

Setup Employee's Leave Cycles...

Leave Type	Cycle
Annual	1
Sick	1
Absent Unpaid	1
Compassionate	1
Contract ended	1
Family Responsibility	1

Current/Not Active/Deleted
1 of 1 records

Leave Cycle...

Leave Type: Annual
Cycle: 1
From Date: 2013/05/09
To Date: 2014/05/09
Factor: 1.75
Leave Days: 21.00
Leave Taken: 0.00

This has been changed to allow for three digits

Leave Taken Available

0.00	7.00
0.00	36.00
0.00	0.00
0.00	3.00
0.00	0.00
0.00	0.00

0.00 Days

Expand Note Change Capture Delete Calculate Days Taken

Filter Print Print Leave Form Employee's Leave Cycles

7. New NTOT report called XL comprehensive Report and found in NTOT report and Shows all selected employees with their following columns in hh:mm and decimals. They are: NT,OT1,OT2,Sat,sun,PPH,Sick L, Annual leave, unpaid leave, FRL, Other Leave, NSA, Arrive Late, Leave Early, Shift Count.

This information is for a date period and has totals for week or month or fortnightly.

Also in XL you can edit XL spread sheet to show what Columns' you require.

XL report which can be changed to show you what you require in XL.

From Date 2013/08/31																		
To Date: 2013/09/06																		
Employee	Employee Nam	NT	NT Dec	OT1	OT1 Dec	OT2	OT2 Dec	SAT	SAT Dec	SUN	SUN Dec	PPH	PPH Dec	SL	SL Dec	Unpaid	Unpaid Dec	AL
28	Butler, Josslyn	31:15	31.25	00:00	0	00:00	0	00:00	0	03:00	3	00:00	0	00:00	0	00:00	0	00:00
13	Damesi, Andisi	44:28	44.47	00:00	0	00:00	0	00:00	0	00:00	0	00:00	0	00:00	0	00:00	0	00:00
6	Plaatjies, Veronika	43:16	43.27	00:00	0	00:00	0	00:00	0	03:00	3	00:00	0	00:00	0	00:00	0	00:00
Clau	Saunders, Clau	45:00	45	03:26	3.43	00:00	0	00:00	0	00:00	0	00:00	0	00:00	0	00:00	0	00:00
1	Shaw, Roxanne	45:00	45	00:31	0.52	00:00	0	00:00	0	03:00	3	00:00	0	00:00	0	00:00	0	00:00
30	Tyutwani, Phun	39:04	39.07	00:00	0	00:00	0	00:00	0	03:00	3	00:00	0	00:00	0	00:00	0	00:00
110	Yawa, Zuko	45:00	45	01:42	1.7	00:00	0	00:00	0	00:00	0	00:00	0	00:00	0	00:00	0	00:00
ZEN008	Zenani, Lunga	45:00	45	00:00	0	00:00	0	00:00	0	04:27	4.45	00:00	0	00:00	0	00:00	0	00:00
	TOTAL	338:03	338.05	05:39	5.65	00:00	0	00:00	0	16:27	16.45	00:00	0	00:00	0	00:00	0	00:00

AL Dec	FR	FR Dec	Other Lea	OL Dec	NSA	NSA Dec	Arrive Lat	Late Dec	Leave Ear	Early Dec	Shift Count
0	00:00	0	00:00	0	00:00	0	00:09	0.15	00:00	0	7
0	00:00	0	00:00	0	00:00	0	00:00	0	03:48	3.8	7
0	00:00	0	00:00	0	00:00	0	03:07	3.12	01:34	1.57	7
0	00:00	0	00:00	0	00:00	0	00:00	0	00:00	0	7
0	00:00	0	00:00	0	00:00	0	00:00	0	02:55	2.92	7
0	00:00	0	00:00	0	00:00	0	00:07	0.12	00:00	0	7
0	00:00	0	00:00	0	00:00	0	00:39	0.65	00:54	0.9	7
0	00:00	0	00:00	0	00:00	0	00:00	0	03:50	3.83	7
0	00:00	0	00:00	0	00:00	0	04:02	4.03	13:01	13.02	

8. The Absent/ present report in reports now works correctly and we have add a input for no clockings if no schedule has been allocated.

You can do reports for individual employees or summary report for weekly/fortnightly or monthly.

ABSENT/ PRESENT TIME REPORT										Bilimoria Supply Store					
From:		31/08/2013													
To:		06/09/2013													
Employee	Emp Key	1 31/08	2 01/09	3 02/09	4 03/09	5 04/09	6 05/09	7 06/09			Absent	Sick	Loa	Pres ent	No Clock
Butler, Josslyn	28	P	P	P	P	A	A	P			2	0	0	5	0
Damesi, Anelise	0013	P	A	P	P	P	P	P			1	0	0	6	0
Plautjes, Veronique	6	P	P	P	P	P	P	P			0	0	0	7	0
Saunders, Claudene	Clau	P	A	P	P	P	P	P			1	0	0	6	0
Shaw, Rosamund	1	P	P	P	P	P	P	P			0	0	0	7	0
Tyutwani, Phumisa Cynthia	30	P	P	P	P	A	P	P			1	0	0	6	0
Willard, Chantell	CHAN001										0	0	0	0	0
Yawa, Zuko	110	P	A	P	P	P	P	P			1	0	0	6	0
Zerani, Lunga	ZEN006	P	P	P	P	P	P	P			0	0	0	7	0

U Unscheduled Day
S Sick Day
L Leave
A Absent
P Present
NC No Clockings

9. In Leave management page when deleting a leave period goes into delete folder and is removed from all reports including Attendance data.

10. Also in leave manager setup page the include sat and include Sunday works.

IE: if you don't tick include sat/sun over a 7 days then it only gives 5 days but if you tick them it includes sat/sun giving 7 days.

11. DMS issues with incorrect time for 24 hrs and ADMS device info not showing In Access Log fixed.