

# Release Notes

for

## New Golden City Builders

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# INSYS TIMEKEEPING SYSTEM

Prepared by: Joshua B. Cordova

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Version: 1.1.45.1

Status: Draft

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## I. Document Control

### History

Below is listed the change history of this document.

Version	Date	Author	Changes
1.1.7.1	04/24/2018	Hana B. Bakun	Fix undertime after coffee break or during coffee break.
1.1.8.1	05/11/2018	Hana B. Bakun	Add column on Employee Attendance Log File Module
1.1.9.1	05/18/2018	YokuPanuelos	Add restriction on Holiday and Sunday OT.
1.1.10.1	05/23/2018	Hana B, Bakun	Must allow multiple IP Address with different Project on Log Device Module. Fix DTR and DTR 1 Report.
1.1.10.2	05/23/2018	Hana B. Bakun	Added report function.
1.1.10.3	05/29/2018	Hana B. Bakun	Updated Report Function and Report File.
1.1.11.1	05/25/2018	Hana B. Bakun	Added new module under InSys Orbit > Timekeeping Items for re-checking/validation of data that does not have the capability to reprocess or recompute the Timekeeping.
1.1.12.1	05/28/2018	Yoku E. Panuelos	Added new policy and validation for filing of leave
1.1.12.2	05/28/2018	Yoku E. Panuelos	Added new policy and validation for filing of leave(recode)
1.1.13.1	05/30/2018	Yoku E. Panuelos	Fixed bug on missed log application procedure.
1.1.14.1	06/01/2018	Remil Riel	Fixed bug on date time format issue of windows.
1.1.15.1	06/05/2018	Hana B. Bakun	Update DTR and DTR1 Report.
1.1.16.1	06/06/2018	Hana B. Bakun	Required Fields: Division and Employee Classification on Employee Template File.

1.1.17.1	06/11/2018	Hana B. Bakun	Added Validation on ETF Module.
1.1.18.1	06/11/2018	Hana B. Bakun	Policy before and after Holiday and with leave. Leave can be with or without pay.
1.1.18.2	06/19/2018	Hana B. Bakun	Policy before and after Holiday and with leave. Leave can be with or without pay.
1.1.18.3	06/27/2018	Hana B. Bakun	Update Daily Employees Special Holiday Policy.
1.1.19.1	06/14/2018	Yoku E. Panuelos	Fixed bug on date time format issue of windows again.
1.1.20.1	06/19/2018	Yoku E. Panuelos	Fixed issue on search column filter
1.1.21.1	07/03/2018	Hana B. Bakun	Display log name on Employee Time Record and Update DTR and DTR1 Report.
1.1.22.1	07/09/2018	Bruce Joshua Neyra	Added Validation for Filing Maintenance
1.1.23.1	07/12/2018	Hana B. Bakun	Timekeeping two consecutive OT for Workers update.
1.1.24.1	07/17/2018	Bruce Joshua Neyra	Added Validation for different types of leave
1.1.24.1	07/17/2018	Bruce Joshua Neyra	Added Validation for different types of leave
1.1.25.1	07/25/2018	Hana Bakun	Update DTR Report
1.1.26.1	09/14/2018	Hana Bakun	Update Employee Classification
1.1.27.1	09/19/2018	Hana Bakun	Update two consecutive day OT for Workers.
1.1.28.1	9/26/2018	Geormin Guian Salanguit	Fixed Employee template file error on applying.
1.1.29.1	9/27/2018	Geormin Guian Salanguit	Removed validation when approving zero credit leaves.

1.1.30.1	10/11/2018	Geormin Guian Salanguit	Adjust the logs for OBStraightDuty.
1.1.31.1	10/12/2018	Geormin Guian Salanguit	Change of schedule for next day when straight duty.
1.1.32.1	11/12/2018	Geormin Guian Salanguit	DTR report loading optimization
1.1.34.1	1/28/2019	Geormin Guian Salanguit	Calendar logs arrangement and sick leave error message.
1.1.35.1	02/12/2019	El John D. Montealegre	Missed Log Error
1.1.36.1	02/14/2019	El John D. Montealegre	Overtime duplicate
1.1.37.1	03/18/2019	Joshua B. Cordova	Leave Filing Policy
1.1.38.1	03/21/2019	Joshua B. Cordova	Overtime Filing – EDS
1.1.38.2	04/04/2019	Joshua B. Cordova	Overtime Filing – EDS
1.1.39.1	04/04/2019	Joshua B. Cordova	The system must not include the holidays when filing of leave and must not tagged as with pay.
1.1.40.1	04/11/2019	Joshua B. Cordova	Government Table SSS,PHIC,HDMC
1.1.41.1	04/30/2019	Joshua B. Cordova	Payroll item setup template
1.1.42.1	05/03/2019	Joshua B. Cordova	Adding EndDate in loan module and loan file
1.1.43.1	05/14/2019	Joshua B. Cordova	Leave Conversion
1.1.44.1	05/16/2019	Joshua B. Cordova	Leave Conversion report new feature
1.1.45.1	06/10/2019	Joshua B. Cordova	13 <sup>th</sup> month pay for Daily Scheme of employee

#### Related Documents

	Document	Author	Issue	From date
1.1.7.1	Redmine #628	Gian Carlo Doco	Undertime Bug	04/16/2018
1.1.8.1	Redmine #1091	Gian Carlo Doco	Log Device – Feature	05/11/2018

	Change Request				
1.1.9.1	Redmine #1019	Gian Doco	Carlo	Overtime Web IONS Policy	05/10/2018
1.1.10.1	Redmine #1159	Gian Doco	Carlo	Log Device Module	05/21/2018
1.1.10.2					
1.1.10.3					
	Redmine #1178	Gian Doco	Carlo	DTR Report	05/22/2018
1.1.11.1	Redmine #1249 Change Request	Gian Doco	Carlo	IsForChecking	05/24/2018
1.1.12.2	Redmine #1020 Change Request	Gian Doco	Carlo	Leave Filing Policy	05/10/2018
1.1.13.1	Redmine #1328	Gian Doco	Carlo	Missed Log Bug	05/29/2018
1.1.14.1	Redmine #1341	Gian Doco	Carlo	Filing of Leave Application	05/30/2018
1.1.15.1	Redmine #1391	Gian Doco	Carlo	DTR Reports	06/05/2018
1.1.16.1	Redmine #1403	Gian Doco	Carlo	ETF – Required Column	06/04/2018
1.1.17.1	Redmine #1531	Gian Doco	Carlo	NGCB – ETF	06/10/2018
1.1.18.1	Redmine #1486	Gian Doco	Carlo	Leave B&A Policy	06/07/2018
1.1.18.2					
1.1.18.3					
1.1.19.1	Redmine #1341	Gian Doco	Carlo	Filing of Leave Application	06/14/2018
1.1.20.1	Redmine#1601	Gian Doco	Carlo	Search - IONS	06/18/2018
1.1.21.1	Redmine #1677 Redmine #1678	Gian Doco	Carlo	Employee Time Record. DTR Report	06/22/2018 06/24/2018

1.1.22.1	Redmine #1769 Redmine #1838	Gian Doco	Carlo	Time Limit and Allowed Current Work Date Bugs on IONS Filing Maintenance  Overtime File	07/09/2018   07/08/2018
1.1.23.1	Redmine #1906	Gian Doco	Carlo	Timekeeping	07/11/2018
1.1.24.1	Redmine #1769	Gian Doco	Carlo	Time Limit and Allowed Current Work Date Bugs on IONS Filing Maintenance	07/09/2018
1.1.24.1	Redmine #1769	Gian Doco	Carlo	Time Limit and Allowed Current Work Date Bugs on IONS Filing Maintenance	07/09/2018
1.1.25.1	Redmine #1985	Gian Doco	Carlo	Report – DTR	07/20/2018
1.1.26.1	Redmine #2490 Change Request	Gian Doco	Carlo	Timekeeping – Overtime	09/05/2018
1.1.27.1	Redmine #2490	Gian Doco	Carlo	Timekeeping – Overtime	09/05/2018
1.1.28.1	Redmine #2853	Gian Doco	Carlo	Error upon applying ETF.	9/25/2018
1.1.29.1	Redmine #2902	Gian Doco	Carlo	All the Leave Item must not require Leave Credits	9/27/2018
1.1.30.1	Redmine #3044	Gian Doco	Carlo	OB-Straight duty cannot be computed	10/09/2018
1.1.31.1	Redmine #3078	Gian Doco	Carlo	Change of schedule not automatically executed when straight duty.	10/12/2018

1.1.32.1	Redmine #3301	Gian Doco	Carlo	Payslip report access	11/06/2018
1.1.34.1	Redmine#3972,3974	Gian Doco	Carlo	Calendar logs and Sick leave filing error.	1/10/2019
1.1.35.1	Redmine#4329	Gian Doco	Carlo	Missed Log Error	02/08/2019
1.1.36.1	Redmine#4360	Gian Doco	Carlo	Overtime Duplicate	02/14/2019
1.1.37.1	Redmine#4522	Gian Doco	Carlo	Leave Filing Policy	03/08/2019
1.1.38.1	Redmine#4496	Gian Doco	Carlo	Overtime Filing – EDS	03/05/2019
1.1.38.2	Redmine#4496	Gian Doco	Carlo	Overtime Filing – EDS	04/04/2019
1.1.39.1	Redmine#4781	Gian Doco	Carlo	Leave During Holiday	04/03/2019
1.1.40.1	Redmine #4635	Gian Doco	Carlo	Government tables	04/11/2019
1.1.41.1	Redmine #4988	Gian Doco	Carlo	Payroll Item setup template	04/29/2019
1.1.42.1	Redmine #4637	Gian Doco	Carlo	Loan/Loan File	05/03/2019
1.1.43.1	Redmine #4639	Gian Doco	Carlo	Leave Conversion	3/21/2019
1.1.44.1	Redmine #4650	Gian Doco	Carlo	Leave Conversion Report	3/21/2019
1.1.45.1	Redmine # 4641	Gian Doca	Carlo	13 <sup>th</sup> month pay	3/21/2019

Authorised signature

Name	Title	Signature	Date of Signature



## II. INTRODUCTIONS

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### 1.1.7.1

- The purpose of this release is to fix the bugs that have been seen during the checking for Undertime.

### 1.1.8.1

- The purpose of this release is to add a “Log Device” Column on Employee Attendance Log File Module to populate the “Souce” column when the Attlog(.dat) File is uploaded.

### 1.1.9.1

- The purpose of this release is to fix the issue on Overtime Web IONS Policy. In case employee will take the OT for holiday and Sunday Duty. He/She will need to have an advance filing date between 3-7 days before the work date.

### 1.1.10.1

#### 1.1.10.2

#### 1.1.10.3

- The purpose of this release is to update restriction on the Log Device Module it must allow to add another log device with the same IP address but different Project and fix DTR and DTR 1 report.

### 1.1.11.1

- The purpose of this release is to add a Module that will display data that needs to be re-check or revalidate and does not have the capability to recompute or reprocess the Timekeeping.

### 1.1.12.1

#### 1.1.12.2

- The purpose of this release is to add a new policy which will take to those whom may file leave earlier in accordance with the new filing of leave policy.

### 1.1.13.1

- The purpose of this release is to fixed the bug on missed log application process.

### 1.1.14.1

- The purpose of this release is to fixed the bug of date time format caused by windows updates.

**1.1.15.1**

- The purpose of this release is to remove extra rows on exported Excel file from DTR 1 Reports.

**1.1.16.1**

- The purpose of this release is to update required fields on the Employee Template File.

**1.1.17.1**

- The purpose of this release is to add new validation on the Employee Template File Module.

**1.1.18.1****1.1.18.2****1.1.18.3**

- The purpose of this release is to update the Holiday Policy.

**1.1.19.1**

- Fixed the date time format bug of windows update causes an error to file an application for leave of employees.

**1.1.20.1**

- Fixed error (404 error) issue on search column filter.

**1.1.21.1**

- The purpose of this release is to display the Log Device Name and update the DTR and DTR1 Report that does not display some filings.

**1.1.22.1**

- Added Validation for Filing Maintenance
- Fixed the error in Overtime

**1.1.23.1**

- The purpose of this update is to fix the comment for Workers with two consecutive overtime.

**1.1.24.1**

- Added Validation for different types of Leave

**1.1.24.2**

- Added Validation for different types of Leave
- Fixed Script Error

#### **1.1.25.1**

- The purpose of this release is to remove the logs that are not from the Mother Bio on DTR Reports.

#### **1.1.26.1**

- The purpose of this release is to update and add a new employee classification.

#### **1.1.27.1**

- The purpose of this release is to update the computation for two consecutive day OT for Workers.

#### **1.1.28.1**

- Fix Employee template file error on applying.

#### **1.1.29.1**

- Remove the validation of leave approval for zero leave credit items.

#### **1.1.30.1**

- Adjust the logs for Ob-Straight duty scenario.

#### **1.1.31.1**

- Fix the employee change of schedule when straight duty.

#### **1.1.32.1**

- Optimize the DTR report module when loading.

#### **1.1.34.1**

- Fix the arrangement of logs on calendar and fix the popup error message upon applying of sick leave.

#### **1.1.35.1**

- Fix missed log upon approval for log type.

#### **1.1.36.1**

- Fix overtime duplicate.

#### **1.1.37.1**

- Update Scripts – Change Request

#### **1.1.38.1**

- Update Scripts in arrange logs

#### **1.1.38.2**

- Sub query error

#### **1.1.39.1**

- the system must not include the holidays when filing of leave and must not tagged as with pay

#### **1.1.40.1**

Government tables updates

#### **1.1.41.1**

- fix batch uploading of payroll item setup

#### **1.1.42.1**

- Adding end date on loan file and loan module in payroll module

#### **1.1.43.1**

- And new features in Leave conversion in payroll module

#### **1.1.44.1**

- Creating a new module and report contents, to view those employee have remaining balance on leave credits

#### **1.1.45.1**

- Creating 13<sup>th</sup> month pay for daily scheme of employee

### III. New Features & Enhancement

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#### 1.1.7.1

Name	Description
Undertime Bug	Fix undertime after coffee break or during coffee break.

#### 1.1.8.1

Name	Description
Log Device	Add column on Employee Attendance Log File Module as per request.

#### 1.1.9.1

Name	Description
Overtime Web IONS Policy	Add restriction on OT For Holiday and Sunday Duty.

#### 1.1.10.1

##### 1.1.10.2

##### 1.1.10.3

Name	Description
Log Device Module	allow to add another log device with the same IP address but different Project
DTR Report	Remove duplicated OB and Additional Row Space once exported to Excel.

#### 1.1.11.1

Name	Description
Employee Attendance Log View	Add Module under InSys Orbit > Timekeeping Items

#### 1.1.12.1

#### 1.1.12.2

Name	Description
Leave Web IONS Policy	New policy for filing of leave Orbit > Timekeeping Items

#### 1.1.13.1

Name	Description
Missed Log Bug	Fixed missed log bug on application process > Timekeeping Items

#### 1.1.14.1

Name	Description
Filing of Leave Application error	Fixed leave application error caused by windows updates > Timekeeping items

#### 1.1.15.1

Name	Description
DTR Reports	Remove extra rows on exported Excel file from DTR 1 Report.

#### 1.1.16.1

Name	Description
Employee Template File	Added "Valid" Column on Employee Template File to identify if any record is invalid.

#### 1.1.17.1

Name	Description
Employee Template File	Added validation on Employee Template File Module.

#### 1.1.18.1

#### 1.1.18.2

#### 1.1.18.3

Name	Description
Holiday Policy	Employee must be present before and after holiday. If they have an approved leave, with or without pay, holiday will still be paid.

#### 1.1.19.1

Name	Description
Filing of Leave Application error	Fixed leave application error caused by windows updates > Timekeeping items

#### 1.1.20.1

Name	Description
Fixed error on search	Fixed error (404 error) issue on search column filter> Timekeeping items

#### 1.1.21.1

Name	Description
DTR Report	Display missing approved filing on the DTR and DTR1 Report.
Employee Time Record	Display Log Device Names regardless if the logs are from other Biometric.

#### 1.1.22.1

Name	Description
Filing Maintenance	Added Time Limit Validations for Filing Maintenance
Overtime File	Fixed the error in Overtime, regarding new records

#### 1.1.23.1

Name	Description
Timekeeping	Fix comment on workers with two consecutive overtime.

#### 1.1.24.1

Name	Description
Filing Maintenance	Added Validations for Leave Types in Filing Maintenance

#### 1.1.24.2

Name	Description
Filing Maintenance	Added Validations for Leave Types in Filing Maintenance

#### 1.1.25.1

Name	Description
DTR Report DTR1 Report	Update reports.

#### 1.1.26.1

Name	Description
Time and Attendance Processing	Processing of each Employee Classification.
Employee Classification	Add and update Classification.

#### 1.1.27.1

Name	Description
Time and Attendance Processing	Computation for two consecutive day Overtime for Workers – Employee Classification.

#### 1.1.28.1

Name	Description
Employee Template File	Applying Employee Template File error fixed.



#### 1.1.29.1

Name	Description
Leave approval	No validation for leave approval

#### 1.1.30.1

Name	Description
OB-Straight duty	OB to Straight duty supported.

#### 1.1.31.1

Name	Description
Change of schedule	Automatically change of schedule when straight duty.

#### 1.1.32.1

Name	Description
DTR report	DTR report optimized.

#### 1.1.34.1

Name	Description
Sick Leave application	Fixed error upon posting.
Calendar logs	Rearrange logs.

#### 1.1.35.1

Name	Description
Missed Log	Log type upon approval in Missed Log.

#### 1.1.36.1

Name	Description
Overtime duplicate	Validate filed OT if have duplicate

#### 1.1.37.1

Name	Description
Leave Filing Policy	Updated script for the version of 1.1.12.2

#### 1.1.38.1

Name	Description
Overtime filing – EDS	Update script in arrange logs

#### 1.1.38.2

Name	Description
Overtime filing – EDS	Modify query procedure in arrange logs

#### 1.1.39.1

Name	Description
Leave during Holiday	the system must not include the holidays when filing of leave and must not tagged as with pay

#### 1.1.40.1

Name	Description
Government Tables	Update PHIC Table, SSS table and Income Tax table based on mandatory Government tables

#### 1.1.41.1

Name	Description
Payroll Item setup Template	Batct uploading of payroll item setup  General rule: the payroll item code, set option ,amount, and periods can be overwrite, once the user re- import the same payroll item

#### 1.1.42.1

Name	Description
Loan / Loan file	Add end Date at loan Module and loan file template

#### 1.1.43.1

Name	Description
Leave Conversion	Anniversary accruing of leave credit Leave conversion is dependent on the date hired of employees

#### 1.1.44.1

Name	Description
Leave Conversion Report	New report Contents

#### 1.1.45.1

Name	Description
13 <sup>th</sup> month pay	13th Month Pay Computation for Workers - days of work * rate /12 months. 13th Month Pay Computation for NGCB Main - Monthly Rate affected by tardiness, undertime, and absences  Mid-Rate (13th Month Pay) - Monthly Rate affected by tardiness, undertime, and absences * 2 (the employee must have 2 years in the company to avail this (Date Hired and End Date - will be the cut-off))

## IV. Fixed Issue

### 1.1.7.1

- Undertime Bug

Once the employee TIME OUT is less than equal to 4:30pm the employee will have 120 UT

Once the employee TIME OUT is greater than equal to 4:31pm the employee will have 59 UT

Schedule: 8:30am-5:30pm

8am IN

12pm BO

1pm BI

3:30pm BO

3:45pm BI

4:30 OUT

Expected Output: REG 7 UT 60

Insys Output: REG 6 UT 120

\*Incorrect Output:

**Employee Daily Schedule**

Reference ID: 6192  
 Employee: CAUTIVERIO, KEN ROZEN V.  
 Date: Oct-02-2017  
 Daily Schedule: 8:30 AM - 5:30 PM MAIN  
 Cost Center: [Dropdown]  
 REG: 6.00  
 OT: 0.00  
 ND: 0.00  
 NDOT: 0.00  
 TARDY: 0  
 UT: 120  
 Absences: 0.00  
 Leave: [Dropdown]  
 Rest Day: ☐  
 Straight Duty: ☐  
 Absent: ☐

**EMPLOYEEATTENDANCELOG (6 records found)**

ID	Source	AccessNo	EmployeeCode	DateTime	AttendanceLogType	Emp
25591	192.168.1.250	10150065	NGCB-15-0065	08:30 AM Oct 02, 2017	In	Defa
25592	192.168.1.250	10150065	NGCB-15-0065	12:07 PM Oct 02, 2017	Break Out	Defa
25593	192.168.1.250	10150065	NGCB-15-0065	12:37 PM Oct 02, 2017	Break In	Defa
25582	192.168.1.250	10150065	NGCB-15-0065	03:33 PM Oct 02, 2017	Break Out	Defa
25583	192.168.1.250	10150065	NGCB-15-0065	03:43 PM Oct 02, 2017	Break In	Defa
25584	192.168.1.250	10150065	NGCB-15-0065	04:30 PM Oct 02, 2017	Out	Defa

Attendance Comment COS Detail EmployeeAttendanceLog EmployeeDailySchedule Detail Leave Detail  
 OB Detail Offset Overtime

Data saved

\*Correct Output:

**Employee Daily Schedule**

Reference ID: 6192  
 Employee: CAUTIVERIO, KEN ROZEN V.  
 Date: Oct-02-2017  
 Daily Schedule: 8:30 AM - 5:30 PM MAIN  
 Cost Center: [Dropdown]  
 REG: 7.02  
 OT: 0.00  
 ND: 0.00  
 NDOT: 0.00  
 TARDY: 0  
 UT: 59  
 Absences: 0.00  
 Leave: [Dropdown]  
 Rest Day: ☐  
 Straight Duty: ☐  
 Absent: ☐

**EMPLOYEEATTENDANCELOG (6 records found)**

ID	Source	AccessNo	EmployeeCode	DateTime	AttendanceLogType	Emp
25591	192.168.1.250	10150065	NGCB-15-0065	08:30 AM Oct 02, 2017	In	Defau
25592	192.168.1.250	10150065	NGCB-15-0065	12:07 PM Oct 02, 2017	Break Out	Defau
25593	192.168.1.250	10150065	NGCB-15-0065	12:37 PM Oct 02, 2017	Break In	Defau
25582	192.168.1.250	10150065	NGCB-15-0065	03:33 PM Oct 02, 2017	Break Out	Defau
25583	192.168.1.250	10150065	NGCB-15-0065	03:43 PM Oct 02, 2017	Break In	Defau
25584	192.168.1.250	10150065	NGCB-15-0065	04:31 PM Oct 02, 2017	Out	Defau

General | Data saved

### 1.1.8.1

- Log Device – Feature

Add another Source field/column on Employee Attendance Log File to populate the Source/IP Address when the AttLog(.dat File) that came from the Biometric Device was import.

### 1.1.9.1

- Overtime Web IONS Policy

OT for Holiday and Sunday Duty

Minimum of seven (7) days before its effectivity

Maximum of three (3) days on or before 12nn before its effectivity

NOTE: This is a different set-up for the REGULAR days, and this set-up is also included on the BFRD.

You may see the attached BFRD on FTP, for your reference.



TIMEKE:	May 01 COMPA:		NEW GOLDEN CITY BUILDERS AND DEVELOPMENT CORPORATION																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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#### 1.1.11.1

- IsForChecking

Additional module at Insys Orbit > Timekeeping Items and it will be name as "Employee Attendance Log View".

The purpose of this is that, it can be sort the "IsForChecking" column by the user, to identify which of the employee is for re-checking/re-validation of its Timekeeping.

\*NOTE: The new module does not have the capability to compute the Timekeeping Record nor Edit of all employee records, this is to avoid the conflicts on our TK Process.

\*NOTE: This report can be printed also.

You may see the signed Change Request on FTP Server.

#### 1.1.12.1

#### 1.1.12.2

- New Leave Policy with certain validations

Any types of Leave must have the same policy of this:

For 1 day LOA must be filed 1 day prior to its effectivity (CAN BE SET ON IONS FILING MAINTENANCE) For 2-7 consecutive days; LOA form must be filed 3 Days prior to its effectivity (VALIDATION UPON POSTING on IONS Web) For 8 days & up; LOA form must be filed 30 Days prior to its effectivity (VALIDATION UPON POSTING on IONS Web)

NEW GOLDEN CITY BUILDERS AND DEVELOPMENT CORPORATION

RYAN MICHAEL Avatar

IONS

Leave Application

New Refresh Generate Date Save

General		Leave Detail		Attachments	
ID	0	Posted	<input type="checkbox"/>		
Date Filed	05/28/2018	Filing Status	Filed		
Leave Item*	SL	Approver Status			
Start Date*	05/29/2018	Approval History			
End Date*	05/29/2018	Previous Comment			
Days					
Days w/ Pay					
Reason*	TEST1TEST1TEST1TEST1TEST1TEST1TEST1TEST1TEST1				

You need 1 day for advance filing of leave.

NEW GOLDEN CITY BUILDERS AND DEVELOPMENT CORPORATION

RYAN MICHAEL Avatar

IONS

Leave Application

New Refresh Generate Date Save Post

General		Leave Detail		Attachments	
ID	39	Posted	<input type="checkbox"/>		
Date Filed	05/28/2018	Filing Status	Filed		
Leave Item*	SL	Approver Status	1		
Start Date*	05/30/2018	Approval History			
End Date*	05/30/2018	Previous Comment			
Days	0				
Days w/ Pay	0				
Reason*	TEST1TEST1TEST1TEST1TEST1TEST1TEST1TEST1TEST1				

Record saved.



NEW GOLDEN CITY BUILDERS AND DEVELOPMENT CORPORATION

RYAN MICHAEL 

IONS

Leave Application

New Refresh Generate Date Save

General Leave Detail Attachments

ID	0	Posted	<input type="checkbox"/>
Date Filed	05/28/2018	Filing Status	Filed
Leave Item*	SL	Approver Status	
Start Date*	05/30/2018	Approval History	
End Date*	05/31/2018	Previous Comment	
Days			
Days w/ Pay			
Reason*	ASASA		

You need 3 days for advance filing of leave.

NEW GOLDEN CITY BUILDERS AND DEVELOPMENT CORPORATION

RYAN MICHAEL 

IONS

Leave Application

New Refresh Generate Date Save Post

General Leave Detail Attachments

ID	47	Posted	<input type="checkbox"/>
Date Filed	05/28/2018	Filing Status	Filed
Leave Item*	SL	Approver Status	1
Start Date*	05/31/2018	Approval History	
End Date*	05/31/2018	Previous Comment	
Days	0		
Days w/ Pay	0		
Reason*	ASASA		

=

NEW GOLDEN CITY BUILDERS AND DEVELOPMENT CORPORATION

RYAN MICHAEL Avatar

IONS

Leave Application

New Refresh Generate Date Save Post

General Leave Detail Attachments

ID	48	Posted	<input type="checkbox"/>
Date Filed	05/28/2018	Filing Status	Filed
Leave Item*	VL	Approver Status	1
Start Date*	06/30/2018	Approval History	
End Date*	07/10/2018	Previous Comment	
Days	0		
Days w/ Pay	0		
Reason*	LASTTEST.....		

Record saved.

NEW GOLDEN CITY BUILDERS AND DEVELOPMENT CORPORATION

RYAN MICHAEL Avatar

IONS

Leave Application

New Refresh Generate Date Save

General Leave Detail Attachments

ID	0	Posted	<input type="checkbox"/>
Date Filed	05/28/2018	Filing Status	Filed
Leave Item*	SL	Approver Status	
Start Date*	05/30/2018	Approval History	
End Date*	06/09/2018	Previous Comment	
Days			
Days w/ Pay			
Reason*	ASA		

You need 30 days for advance filing of leave.



#### 1.1.14.1

- Fixed the date time format bug of windows update causes an error to file an application for leave of employees.

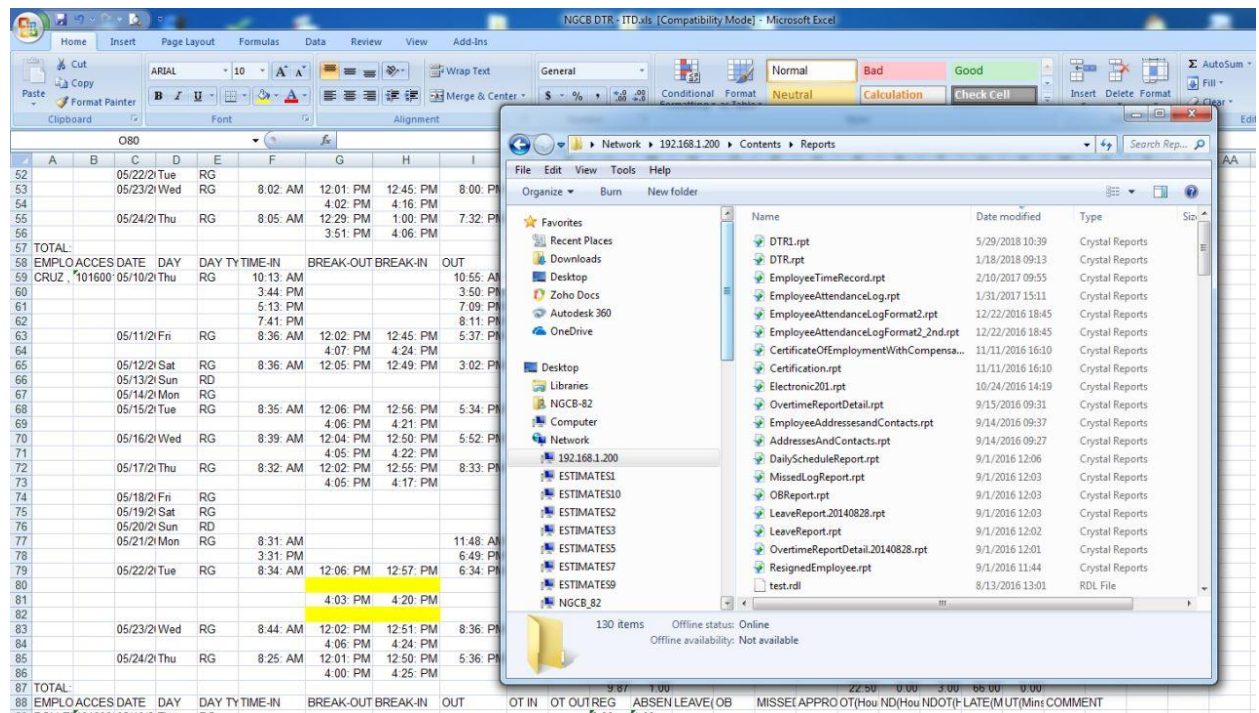
#### 1.1.15.1

- There's an Additional Row on DTR

Please see the attached photo, for your reference.

Sample Scenario

Cruz, Ryan - April 26



#### 1.1.16.1

- Both Division and EmployeeClassification column must be a required field to avoid no computation of timekeeping.

#### 1.1.17.1

- Off-site support importing of ETF  
 \*\*ETF for the workers (Payroll Scheme - Daily)

### 1.1.18.1

### 1.1.18.2

### 1.1.18.3

- If the employee approved leave was either, with or without pay on before or after the holiday, the system must still pay the holiday of the employee.

You may see the attached scenario here and FTP Server, also the signed Change Request.

### 1.1.19.1

- Fixed the date time format bug of windows update causes an error to file an application for leave of employees.

### 1.1.20.1

- Fixed error (404 error) issue on search column filter.

### 1.1.21.1

- Employee Time Record

Logs from other Biometric(other project) must also be seen at Log Device Name in Employee Time Record.

Please see the attached photo, for your reference.

Start Page  Time and Attendance Processing  NGCB DTR1  Employee Time Record						
Employee Time Record						
New Open Requery Print X						
ID	Source2	AccessNo	DateTime	Employee	Log Device Name	Log Type
148352	FSCAN	10160020	05:50 PM Jun 08, 2018	LEYNES , MAE ANTONETTE O.	The Florence-158 NGCB	In
153364	FSCAN	10160020	05:01 PM Jun 08, 2018	LEYNES , MAE ANTONETTE O.		Out
153363	FSCAN	10160020	12:44 PM Jun 08, 2018	LEYNES , MAE ANTONETTE O.		Break In
153362	FSCAN	10160020	12:03 PM Jun 08, 2018	LEYNES , MAE ANTONETTE O.		Break Out
153361	FSCAN	10160020	10:13 AM Jun 08, 2018	LEYNES , MAE ANTONETTE O.		In
148351	FSCAN	10160020	09:22 AM Jun 08, 2018	LEYNES , MAE ANTONETTE O.	The Florence-158 NGCB	Out
148350	FSCAN	10160020	07:44 AM Jun 08, 2018	LEYNES , MAE ANTONETTE O.	The Florence-158 NGCB	In
148349	FSCAN	10160020	09:02 PM Jun 07, 2018	LEYNES , MAE ANTONETTE O.	The Florence-158 NGCB	Overtime OUT
148360	FSCAN	10160020	08:02 PM Jun 07, 2018	LEYNES , MAE ANTONETTE O.	The Florence-158 NGCB	In
153360	FSCAN	10160020	05:20 PM Jun 07, 2018	LEYNES , MAE ANTONETTE O.		Out
153359	FSCAN	10160020	12:21 PM Jun 07, 2018	LEYNES , MAE ANTONETTE O.		Break In
153370	FSCAN	10160020	12:02 PM Jun 07, 2018	LEYNES , MAE ANTONETTE O.		Break Out
153369	FSCAN	10160020	09:46 AM Jun 07, 2018	LEYNES , MAE ANTONETTE O.		In
148359	FSCAN	10160020	08:51 AM Jun 07, 2018	LEYNES , MAE ANTONETTE O.	The Florence-158 NGCB	Out
148358	FSCAN	10160020	07:34 AM Jun 07, 2018	LEYNES , MAE ANTONETTE O.	The Florence-158 NGCB	In
148357	FSCAN	10160020	10:01 PM Jun 06, 2018	LEYNES , MAE ANTONETTE O.	The Florence-158 NGCB	Overtime OUT
148356	FSCAN	10160020	07:16 PM Jun 06, 2018	LEYNES , MAE ANTONETTE O.	The Florence-158 NGCB	In
153368	FSCAN	10160020	06:34 PM Jun 06, 2018	LEYNES , MAE ANTONETTE O.		Out
153367	FSCAN	10160020	05:32 PM Jun 06, 2018	LEYNES , MAE ANTONETTE O.		Overtime In
153366	FSCAN	10160020	05:08 PM Jun 06, 2018	LEYNES , MAE ANTONETTE O.		Out
153365	FSCAN	10160020	12:20 PM Jun 06, 2018	LEYNES , MAE ANTONETTE O.		Break In
153376	FSCAN	10160020	12:00 PM Jun 06, 2018	LEYNES , MAE ANTONETTE O.		Break Out
153375	FSCAN	10160020	08:36 AM Jun 06, 2018	LEYNES , MAE ANTONETTE O.		In
161258	Missed Log File		08:00 AM Jun 06, 2018	LEYNES , MAE ANTONETTE O.		Out
148355	FSCAN	10160020	07:53 AM Jun 06, 2018	LEYNES , MAE ANTONETTE O.	The Florence-158 NGCB	In
[25]						



- DTR Report

Approved OB and OT does not reflect on the DTR even if the system computes correctly.

Please see the attached DTR sample, for your reference.

#you may get a copy of DB at FTP server

### 1.1.22.1

- Added Validation regarding Time Limit and Allowed Current Date
- Fixed Overtime Module

### 1.1.23.1

- Timekeeping

1. Wrong computation of OT
2. Two consecutive days OT

please see the attached photo, for your reference.

### 1.1.24.1

- 31

## 1.1.24.2

- Added Validation for Leave Types regarding Time Limit and Allowed Current Date

## 1.1.25.1

- It reflects the logs from another Biometric Device. Please refer on the Log OUT. For your checking pls



Start Page						
NGCB DTR1						
Employee Time Record						
Employee Time Record						
New Open Requery Print						
ID	Source2	AccessNo	DateTime	Employee	Log Device Name*	Log Type
282357	FSCAN	15170057	06:42 AM Jul 07, 2018	EGIDO, RUBEN V.	The Florence-162 ARBB	In
286219	FSCAN	15170057	12:01 PM Jul 07, 2018	EGIDO, RUBEN V.	The Florence-162 ARBB	Break Out
286220	FSCAN	15170057	12:20 PM Jul 07, 2018	EGIDO, RUBEN V.	The Florence-162 ARBB	Break In
286221	FSCAN	15170057	05:05 PM Jul 07, 2018	EGIDO, RUBEN V.	The Florence-162 ARBB	Out
282739	FSCAN	15150076	06:12 AM Jul 07, 2018	EGIDO, MELVIN V.	The Florence-161 ARBB	In
285445	FSCAN	15150076	12:09 PM Jul 07, 2018	EGIDO, MELVIN V.	The Florence-161 ARBB	Break Out
285446	FSCAN	15150076	12:35 PM Jul 07, 2018	EGIDO, MELVIN V.	The Florence-161 ARBB	Break In
285447	FSCAN	15150076	06:56 PM Jul 07, 2018	EGIDO, MELVIN V.	The Florence-161 ARBB	Overtime OUT
286020	FSCAN	15160576	12:21 PM Jul 07, 2018	EGIDO, EARL VICTOR V.	The Florence-161 ARBB	Break Out
286021	FSCAN	15160576	12:41 PM Jul 07, 2018	EGIDO, EARL VICTOR V.	The Florence-161 ARBB	Break In
284322	FSCAN	15150076	05:17 PM Jul 07, 2018	EGIDO, MELVIN V.		Out
282260	FSCAN	15160576	02:00 AM Jul 07, 2018	EGIDO, EARL VICTOR V.		Overtime OUT
282261	FSCAN	15160576	07:36 AM Jul 07, 2018	EGIDO, EARL VICTOR V.		In
[13]						

### 1.1.26.1

- Timekeeping – Overtime

Help us for a work-around on Overtime if the policy of monitoring on OT In and OT Out was implemented.

Employee Daily Schedule

Reference ID: 6345

Employee: BAILON, CHERRY ANN F.

Date: Sep-25-2017

Daily Schedule: 8:00 AM - 5:00 PM SITE AI

Cost Center:

REG: 8.00

OT: 6.00

ND: 0.00

NDOT: 2.00

TARDY: 0

UT: 0

Absences: 0.00

Leave:

Rest Day: ☐

Straight Duty: ☐

Absent: ☐

EMPLOYEEATTENDANCELOG (6 records found)

ID	Source	AccessNo	EmployeeCode	DateTime	AttendanceLogType	Emp
18929	192.168.1.181	10150026	NGCB-15-0026	07:42 AM Sep 25, 2017	Break In	Defa
18932	192.168.1.181	10150026	NGCB-15-0026	12:02 PM Sep 25, 2017	Break Out	Defa
19228	192.168.1.181	10150026	NGCB-15-0026	12:57 PM Sep 25, 2017	Break In	Defa
19229	192.168.1.181	10150026	NGCB-15-0026	05:00 PM Sep 25, 2017	Out	Defa
19231	192.168.1.181	10150026	NGCB-15-0026	05:16 PM Sep 25, 2017	Overtime In	Defa
19222	192.168.1.181	10150026	NGCB-15-0026	12:09 AM Sep 26, 2017	Overtime OUT	Defa

Attendance Comment COS Detail EmployeeAttendanceLog EmployeeDailySchedule Detail Leave Detail

OB Detail Offset Overtime

Employee Daily Schedule

Reference ID: 119455

Employee: ABELLA, JESSA I.

Date: Sep-03-2018

Daily Schedule: 8:30 AM - 5:30 PM MAIN

Cost Center:

REG: 8.00

OT: 14.00

ND: 0.00

NDOT: 8.00

TARDY: 0

UT: 0

Absences: 0.00

Leave:

Rest Day: ☐

Straight Duty: ☒

Absent: ☐

EMPLOYEEATTENDANCELOG (5 records found)

ID	Source	AccessNo	EmployeeCode	DateTime	AttendanceLogType	Emp
536724	192.168.1.250	10150284	NGCB-15-0284	08:29 AM Sep 03, 2018	In	Def
536748	192.168.1.250	10150284	NGCB-15-0284	12:00 PM Sep 03, 2018	Break Out	Def
536749	192.168.1.250	10150284	NGCB-15-0284	01:00 PM Sep 03, 2018	Break In	Def
537732	192.168.1.250	10150284	NGCB-15-0284	03:30 PM Sep 03, 2018	Break Out	Def
537733	192.168.1.250	10150284	NGCB-15-0284	03:40 PM Sep 03, 2018	Break In	Def

Attendance Comment COS Detail EmployeeAttendanceLog EmployeeDailySchedule Detail Leave Detail

OB Detail Offset Overtime

## Employee Daily Schedule

Reference ID

Employee

Date

Daily Schedule

Cost Center

REG

OT

ND

NDOT

TARDY

UT

Absences

Leave

### ATTENDANCE (3 records found)

ID	TimeIn	TimeOut	Comment
172078	08:29 AM	12:00 PM	
172079	01:00 PM	03:30 PM	
172080	03:40 PM	08:00 AM	

## Employee Daily Schedule

Reference ID

Employee

Date

Daily Schedule

Cost Center

REG

OT

ND

NDOT

TARDY

UT

Absences

Leave

Rest Day ☐

Straight Duty ☐

Absent ☐

### EMPLOYEEATTENDANCELOG (6 records found)

ID	Source	AccessNo	EmployeeCode	DateTime	AttendanceLogType	Emp
18929	192.168.1.181	10150026	NGCB-15-0026	07:42 AM Sep 25, 2017	Overtime In	Defa
18932	192.168.1.181	10150026	NGCB-15-0026	12:02 PM Sep 25, 2017	Break Out	Defa
19228	192.168.1.181	10150026	NGCB-15-0026	12:57 PM Sep 25, 2017	Break In	Defa
19229	192.168.1.181	10150026	NGCB-15-0026	05:00 PM Sep 25, 2017	Out	Defa
19231	192.168.1.181	10150026	NGCB-15-0026	05:16 PM Sep 25, 2017	Overtime In	Defa
19222	192.168.1.181	10150026	NGCB-15-0026	12:09 AM Sep 26, 2017	Overtime OUT	Defa

Attendance Comment COS Detail EmployeeAttendanceLog EmployeeDailySchedule Detail Leave Detail

OB Detail Offset Overtime

General

Data saved



New Save Print Refresh Compute Hours Compute Summary



## Employee Daily Schedule

Reference ID  
119455  
Employee  
ABELLA, JESSA I.  
Date  
Sep-03-2018  
Daily Schedule  
8:30 AM - 5:30 PM MAIN  
Cost Center  
REG 8.00  
OT 14.00  
ND 0.00  
NDOT 8.00  
TARDY 0  
UT 0  
Absences 0.00  
Leave  
Rest Day ☐  
Straight Duty ☒  
Absent ☐

EMPLOYEE DAILY SCHEDULE DETAIL (6 records found)

ID	StartTime	EndTime	HourType	ComputedHours	ConsideredHours	Tardy	NDH
280652	08:30 AM	12:00 PM	BASIC	3.50		-	
280653	12:00 PM	01:00 PM	BREAK	1.00		-	
280654	03:30 PM	03:40 PM	BREAK	0.17		-	
280655	01:00 PM	03:30 PM	BASIC	2.50		-	
280656	03:45 PM	05:30 PM	BASIC	1.75		-	
280657	05:30 PM	08:00 AM	OT	14.50	14.50	-	

Attendance Comment COS Detail EmployeeAttendanceLog EmployeeDailySchedule Detail Leave Detail



## Employee Daily Schedule

Reference ID  
119456  
Employee  
ABELLA, JESSA I.  
Date  
Sep-04-2018  
Daily Schedule  
8:30 AM - 12:00 PM MAIN  
Cost Center  
REG 8.00  
OT 0.00  
ND 0.00  
NDOT 0.00  
TARDY 0  
UT 0  
Absences 0.00  
Leave  
Rest Day ☐  
Straight Duty ☐  
Absent ☐

EMPLOYEE ATTENDANCE LOG (6 records found)

ID	Source	AccessNo	EmployeeCode	DateTime	AttendanceLogType	Em
537734	192.168.1.250	10150284	NGCB-15-0284	08:30 AM Sep 04, 2018	In	Def
537735	192.168.1.250	10150284	NGCB-15-0284	12:00 PM Sep 04, 2018	Break Out	Def
537736	192.168.1.250	10150284	NGCB-15-0284	01:00 PM Sep 04, 2018	Break In	Def
537738	192.168.1.250	10150284	NGCB-15-0284	03:35 PM Sep 04, 2018	Break Out	Def
537739	192.168.1.250	10150284	NGCB-15-0284	03:45 PM Sep 04, 2018	Break In	Def
537754	192.168.1.250	10150284	NGCB-15-0284	05:30 PM Sep 04, 2018	Out	Def

Attendance Comment COS Detail EmployeeAttendanceLog EmployeeDailySchedule Detail Leave Detail

Employee Daily Schedule

Reference ID: 120844  
Employee: ABAINZA, ARIEL O.  
Date: Jun-05-2017  
Daily Schedule: 8:00 AM - 5:00 PM WORK  
Cost Center: [Dropdown]  
REG: 4.00  
OT: 0.00  
ND: 0.00  
NDOT: 0.00  
TARDY: 0  
UT: 0  
Absences: 0.50  
Leave: [Dropdown]  
Rest Day: ☐  
Straight Duty: ☐  
Absent: ☐  
Day Type: Regular day

EMPLOYEEATTENDANCELOG (4 records found)

ID	Source	AccessNo	EmployeeCode	DateTime	AttendanceLogType	Emp
538994	192.168.1.169	16180016	RAMIO-18-0016	08:00 AM Jun 05, 2017	In	Defa
538995	192.168.1.169	16180016	RAMIO-18-0016	11:50 AM Jun 05, 2017	Break Out	Defa
538996	192.168.1.169	16180016	RAMIO-18-0016	01:00 PM Jun 05, 2017	Break In	Defa
538997	192.168.1.169	16180016	RAMIO-18-0016	05:00 PM Jun 05, 2017	Out	Defa

Attendance Comment COS Detail EmployeeAttendanceLog EmployeeDailySchedule Detail Leave Detail  
OB Detail Offset Overtime

Employee Daily Schedule

Reference ID: 6345  
Employee: BAILON, CHERRY ANN F.  
Date: Sep-25-2017  
Daily Schedule: 8:00 AM - 5:00 PM SITE AI  
Cost Center: [Dropdown]  
REG: 8.00  
OT: 0.00  
ND: 0.00  
NDOT: 0.00  
TARDY: 0  
UT: 0  
Absences: 0.00  
Leave: [Dropdown]  
Rest Day: ☐  
Straight Duty: ☐  
Absent: ☐

EMPLOYEEATTENDANCELOG (6 records found)

ID	Source	AccessNo	EmployeeCode	DateTime	AttendanceLogType	Emp
18929	192.168.1.181	10150026	NGCB-15-0026	07:42 AM Sep 25, 2017	In	Defa
18932	192.168.1.181	10150026	NGCB-15-0026	12:02 PM Sep 25, 2017	Break Out	Defa
19228	192.168.1.181	10150026	NGCB-15-0026	12:57 PM Sep 25, 2017	Overtime In	Defa
19229	192.168.1.181	10150026	NGCB-15-0026	05:00 PM Sep 25, 2017	Out	Defa
19231	192.168.1.181	10150026	NGCB-15-0026	05:16 PM Sep 25, 2017	Overtime In	Defa
19222	192.168.1.181	10150026	NGCB-15-0026	12:09 AM Sep 26, 2017	Overtime OUT	Defa

Attendance Comment COS Detail EmployeeAttendanceLog EmployeeDailySchedule Detail Leave Detail  
OB Detail Offset Overtime

Data saved



## Employee Daily Schedule

Reference ID: 6345

Employee: BAILON, CHERRY ANN F.

Date: Sep-25-2017

Daily Schedule: 8:00 AM - 5:00 PM SITE AI

Cost Center:

REG: 8.00

OT: 6.00

ND: 0.00

NDOT: 2.00

TARDY: 0

UT: 0

Absences: 0.00

Leave:

Rest Day: ☐

Straight Duty: ☐

Absent: ☐

EMPLOYEEATTENDANCELOG (6 records found)

ID	Source	AccessNo	EmployeeCode	DateTime	AttendanceLogType	Emp
18929	192.168.1.181	10150026	NGCB-15-0026	07:42 AM Sep 25, 2017	In	Defa
18932	192.168.1.181	10150026	NGCB-15-0026	12:02 PM Sep 25, 2017	Break Out	Defa
19228	192.168.1.181	10150026	NGCB-15-0026	12:57 PM Sep 25, 2017	Break In	Defa
19229	192.168.1.181	10150026	NGCB-15-0026	05:00 PM Sep 25, 2017	Break Out	Defa
19231	192.168.1.181	10150026	NGCB-15-0026	05:16 PM Sep 25, 2017	Overtime In	Defa
19222	192.168.1.181	10150026	NGCB-15-0026	12:09 AM Sep 26, 2017	Overtime OUT	Defa

Attendance Comment COS Detail EmployeeAttendanceLog EmployeeDailySchedule Detail Leave Detail

OB Detail Offset Overtime

### 1.1.27.1

- Timekeeping – Overtime

Time and Attendance Processing

New Save Print Refresh Check All UnCheck All Compute Hours Post Reset

**S0058**

TIME SHEET (14 records found)

ID	Employee	Date	Day	REG	OT	ND	NDOT	TARDY	UT	IsAbsent	Absences	IsForChecking	IsForComputation	Posted	Comment
129994	ESPLAGO, RODEL M.	Aug-31-2018	FRI	8.00	8.00	-	5.00	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
130106	ESPLAGO, RODEL M.	Sep-01-2018	SAT	8.00	-	-	-	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
130229	ESPLAGO, RODEL M.	Sep-02-2018	SUN	-	-	-	-	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
130352	ESPLAGO, RODEL M.	Sep-03-2018	MON	8.00	-	-	-	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
130475	ESPLAGO, RODEL M.	Sep-04-2018	TUE	8.00	8.00	-	4.00	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
130598	ESPLAGO, RODEL M.	Sep-05-2018	WED	8.00	6.00	-	2.00	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected by two consecutive days OT, 1.00 hour(s) excess.
130721	ESPLAGO, RODEL M.	Sep-06-2018	THU	8.00	9.00	-	5.00	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
139363	ESPLAGO, RODEL M.	Sep-07-2018	FRI	8.00	4.00	-	-	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
139472	ESPLAGO, RODEL M.	Sep-08-2018	SAT	8.00	10.00	-	6.00	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected by two consecutive days OT, 4.00 hour(s)
139595	ESPLAGO, RODEL M.	Sep-09-2018	SUN	-	-	-	-	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
139718	ESPLAGO, RODEL M.	Sep-10-2018	MON	8.00	4.00	-	-	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
139841	ESPLAGO, RODEL M.	Sep-11-2018	TUE	8.00	3.00	-	-	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
139964	ESPLAGO, RODEL M.	Sep-12-2018	WED	8.00	4.00	-	-	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
140087	ESPLAGO, RODEL M.	Sep-13-2018	THU	8.00	-	-	-	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comment: Time Sheet

Done

### 1.1.28.1

- Error on applying Employee Template File.

### 1.1.29.1

- Error message when approving zero leave credit item.

### 1.1.30.1

- OB with straight duty cannot be computed by the system.

### 1.1.31.1

- Change of schedule when straight duty is not automatically executed.

### 1.1.32.1

- Hanging when loading DTR report.

### 1.1.34.1

- Error when applying sick leave.
- Calendar logs arrangement.

### 1.1.35.1

- Wrong log type upon approval in missed log.

### 1.1.36.1

- Fix duplicate data in OT module.

### 1.1.37.1

- Updated Scripts from changer request

### 1.1.38.1

- 1.1.38.2

#### Bug #4496

[Edit](#) [Log time](#) [Wat](#)

**Overtime Filing - EDS**  
 Added by ITI-10725\_Doco, Gian Carlo 16 days ago. Updated 6 days ago.

<b>Status:</b>	For Development	<b>Start date:</b>	03/05/2019
<b>Priority:</b>	Normal	<b>Due date:</b>	
<b>Assignee:</b>	ITI-10893_Cordova, Joshua	<b>% Done:</b>	0%
<b>Target version:</b>	-	<b>Estimated time:</b>	
		<b>Spent time:</b>	6.00 h

**Description**
[Quot](#)

di nacocompute-an ng ot si employee dahil nirerect pa rin sa eds yung disapproved or cancelled na ot. which is dapat hindi.

see attached photo

[TK Processing.JPG](#) (40.1 KB) ITI-10725\_Doco, Gian Carlo, 03/05/2019 06:41 PM [Delete](#)

### 1.1.39.1

#### Bug #4781

[Edit](#) [Log time](#) [W](#)

**Leave during Holiday**  
 Added by ITI-10725\_Doco, Gian Carlo 1 day ago. Updated 1 day ago.

[< Previous](#) | **1 of 21** | [Next](#)

<b>Status:</b>	For Development	<b>Start date:</b>	04/03/2019
<b>Priority:</b>	Normal	<b>Due date:</b>	
<b>Assignee:</b>	ITI-10893_Cordova, Joshua	<b>% Done:</b>	0%
<b>Target version:</b>	-	<b>Estimated time:</b>	

**Description**
[Quot](#)

The system must not include the holidays when filing of Leave and must not tagged as with pay.

please see sample photo for your reference

[2. Leave on Holiday \(still included with pay\).jpg](#) (139 KB) ITI-10725\_Doco, Gian Carlo, 04/03/2019 11:59 AM [Delete](#)

[1. Filing of Leave \(holiday is in between\).jpg](#) (94.1 KB) ITI-10725\_Doco, Gian Carlo, 04/03/2019 11:59 AM [Delete](#)

## 1.1.40.1

### Feature #4635

[Edit](#) [Log time](#) [W](#)

**Government Tables**
« Previous | 13 of 13 | Ne

Added by ITI-10725\_Doco, Gian Carlo 21 days ago.

<b>Status:</b>	For Dev Review	<b>Start date:</b>	03/21/2019
<b>Priority:</b>	Normal	<b>Due date:</b>	
<b>Assignee:</b>	ITI-10893_Cordova, Joshua	<b>% Done:</b>	<div></div> 0%
<b>Target version:</b>	-	<b>Estimated time:</b>	

**Description**
Qu

Update PHIC Table, SSS Table, and Income Tax Table based on mandatory Government tables

- ITI-10725\_Doco, Gian Carlo, 03/21/2019 04:53 PM
- ITI-10725\_Doco, Gian Carlo, 03/21/2019 04:53 PM
- ITI-10725\_Doco, Gian Carlo, 03/21/2019 04:53 PM

## 1.1.41.1

### Feature #4988

[Edit](#) [Log time](#)

**Payroll Item Setup Template**
« Previous | 4 of 17 |

Added by ITI-10725\_Doco, Gian Carlo 1 day ago.

<b>Status:</b>	For Dev Review	<b>Start date:</b>	04/29/2019
<b>Priority:</b>	High	<b>Due date:</b>	
<b>Assignee:</b>	ITI-10893_Cordova, Joshua	<b>% Done:</b>	<div></div> 0%
<b>Target version:</b>	-	<b>Estimated time:</b>	

**Description**

Batch uploading of payroll item setup

General Rule: The payroll item code, setupoption, amount, and periods can be overwrite, once the user re-import the same payroll item

## 1.1.42.1

**Loan/Loan File**
« Previous | 16 of 16

Added by ITI-10725\_Doco, Gian Carlo about 1 month ago.

<b>Status:</b>	For Dev Review	<b>Start date:</b>	03/21/2019
<b>Priority:</b>	Normal	<b>Due date:</b>	
<b>Assignee:</b>	ITI-10893_Cordova, Joshua	<b>% Done:</b>	<div></div> 0%
<b>Target version:</b>	-	<b>Estimated time:</b>	

**Description**

Add End Date at Loan Module and Loan File Template

**Subtasks**



### 1.1.43.1

#### Feature #4639

[Edit](#) [Log time](#)


##### Leave Conversion

Added by ITI-10725\_Doco, Gian Carlo about 2 months ago.

<< Previous | 14 of 14

<b>Status:</b>	For Dev Review	<b>Start date:</b>	03/21/2019
<b>Priority:</b>	Normal	<b>Due date:</b>	
<b>Assignee:</b>	ITI-10893_Cordova, Joshua	<b>% Done:</b>	0%
<b>Target version:</b>	-	<b>Estimated time:</b>	
		<b>Spent time:</b>	9.00 h

##### Description

Anniversary Accruing of Leave Credit  
 Leave Conversion is dependent on the Date Hired of employees  
 Example:  
 Date Hired - June 22, 2018  
 Date Accrued - June 22, 2019  
 Date Forfeited - June 21, 2020 (Based on Leave Credits - Balance)  
 NOTE:  
 10 days below are convertible to cash; the rest is forfeited (create settings for this)  
 Date Forfeited will be the basis on Payroll Processing when converting the remaining 10 days of leave (below) to amount

### 1.1.44.1

#### Feature #4650

[Edit](#) [Log](#)


##### Leave Conversion Report

Added by ITI-10725\_Doco, Gian Carlo about 2 months ago.

<< Previous | 5

<b>Status:</b>	For Dev Review	<b>Start date:</b>	03/21/2019
<b>Priority:</b>	Normal	<b>Due date:</b>	
<b>Assignee:</b>	ITI-10893_Cordova, Joshua	<b>% Done:</b>	0%
<b>Target version:</b>	-	<b>Estimated time:</b>	

##### Description

Please refer on the attached sample format, data, and computation.

[7. Leave Conversion.xlsx](#) (9.7 KB) ITI-10725\_Doco, Gian Carlo, 03/21/2019 05:44 PM

### 1.1.45.1

#### Feature #4641

[Edit](#) [Log time](#) [Wa](#)


##### 13th Month Pay

Added by ITI-10725\_Doco, Gian Carlo 3 months ago.

<< Previous | 11 of 14 | Next

<b>Status:</b>	For Dev Review	<b>Start date:</b>	03/21/2019
<b>Priority:</b>	Normal	<b>Due date:</b>	
<b>Assignee:</b>	ITI-10893_Cordova, Joshua	<b>% Done:</b>	0%
<b>Target version:</b>	-	<b>Estimated time:</b>	
		<b>Spent time:</b>	9.00 h

##### Description

13th Month Pay Computation for Workers - days of work \* rate / 12 months  
 13th Month Pay Computation for NGCB Main - Monthly Rate affected by tardiness, undertime, and absences  
 Mid-Rate (13th Month Pay) - Monthly Rate affected by tardiness, undertime, and absences \* 2 (the employee must have 2 years in the company to avail this (Date Hired and End Date - will be the cut-off))  
 Example:  
 Date Hired: May 25, 2017  
 Start Date(13th Month Pay Mid-Year): Nov. 25, 2018  
 End Date(13th Month Pay Mid-Year): May 24, 2019  
 Expected Output: The employee will not benefit this bonus. (Length of service must be 2 years to automatically \*2 the employees 13th Month Pay Mid-Year)

## V. Known Issues

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### 1.1.16.1

- Previously inserted record from Employee Template File with NULL Division and Employee Classification must be updated to be able to compute employee's timekeeping.

### 1.1.23.1

- Previously processed Timekeeping won't update the comment for workers with two consecutive days overtime.

### 1.1.26.1

- Previously processed Timekeeping will not be updated.