

Release Notes

for

New Golden City Builders

INSYS TIMEKEEPING SYSTEM

Prepared by: Joshua B. Cordova

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Version: 1.1.43.1

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. |

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|----------|------------|-------------------------|--|
| 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 |

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 Change Request | Gian Carlo Doco | Log Device – Feature | 05/11/2018 |
| 1.1.9.1 | Redmine #1019 | Gian Carlo Doco | Overtime Web IONS Policy | 05/10/2018 |
| 1.1.10.1 | Redmine #1159 | Gian Carlo | Log Device Module | 05/21/2018 |

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|----------|---------------------------------|--------------------|--|--------------------------|
| 1.1.10.2 | | Doco | | |
| 1.1.10.3 | | | | |
| | Redmine #1178 | Gian Carlo Doco | DTR Report | 05/22/2018 |
| 1.1.11.1 | Redmine #1249 Change Request | Gian Carlo Doco | IsForChecking | 05/24/2018 |
| 1.1.12.2 | Redmine #1020 Change Request | Gian Carlo Doco | Leave Filing Policy | 05/10/2018 |
| 1.1.13.1 | Redmine #1328 | Gian Carlo Doco | Missed Log Bug | 05/29/2018 |
| 1.1.14.1 | Redmine #1341 | Gian Carlo Doco | Filing of Leave Application | 05/30/2018 |
| 1.1.15.1 | Redmine #1391 | Gian Carlo Doco | DTR Reports | 06/05/2018 |
| 1.1.16.1 | Redmine #1403 | Gian Carlo Doco | ETF – Required Column | 06/04/2018 |
| 1.1.17.1 | Redmine #1531 | Gian Carlo Doco | NGCB – ETF | 06/10/2018 |
| 1.1.18.1 | Redmine #1486 | Gian Carlo Doco | Leave B&A Policy | 06/07/2018 |
| 1.1.18.2 | | | | |
| 1.1.18.3 | | | | |
| 1.1.19.1 | Redmine #1341 | Gian Carlo Doco | Filing of Leave Application | 06/14/2018 |
| 1.1.20.1 | Redmine#1601 | Gian Carlo Doco | Search - IONS | 06/18/2018 |
| 1.1.21.1 | Redmine #1677 Redmine #1678 | Gian Carlo Doco | Employee Time Record. DTR Report | 06/22/2018 06/24/2018 |
| 1.1.22.1 | Redmine #1769 Redmine #1838 | Gian Carlo Doco | Time Limit and Allowed Current Work Date Bugs on IONS Filing Maintenance | 07/09/2018 07/08/2018 |

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|----------|---------------------------------|--------------------|--|------------|
| | | | Overtime File | |
| 1.1.23.1 | Redmine #1906 | Gian Carlo Doco | Timekeeping | 07/11/2018 |
| 1.1.24.1 | Redmine #1769 | Gian Carlo Doco | Time Limit and Allowed Current Work Date Bugs on IONS Filing Maintenance | 07/09/2018 |
| 1.1.24.1 | Redmine #1769 | Gian Carlo Doco | Time Limit and Allowed Current Work Date Bugs on IONS Filing Maintenance | 07/09/2018 |
| 1.1.25.1 | Redmine #1985 | Gian Carlo Doco | Report – DTR | 07/20/2018 |
| 1.1.26.1 | Redmine #2490 Change Request | Gian Carlo Doco | Timekeeping – Overtime | 09/05/2018 |
| 1.1.27.1 | Redmine #2490 | Gian Carlo Doco | Timekeeping – Overtime | 09/05/2018 |
| 1.1.28.1 | Redmine #2853 | Gian Carlo Doco | Error upon applying ETF. | 9/25/2018 |
| 1.1.29.1 | Redmine #2902 | Gian Carlo Doco | All the Leave Item must not require Leave Credits | 9/27/2018 |
| 1.1.30.1 | Redmine #3044 | Gian Carlo Doco | OB-Straight duty cannot be computed | 10/09/2018 |
| 1.1.31.1 | Redmine #3078 | Gian Carlo Doco | Change of schedule not automatically executed when straight duty. | 10/12/2018 |
| 1.1.32.1 | Redmine #3301 | Gian Carlo Doco | Payslip report access | 11/06/2018 |
| 1.1.34.1 | Redmine#3972,3974 | Gian Carlo Doco | 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 |

Authorised signature

| Name | Title | Signature | Date of Signature |
|------|-------|-----------|-------------------|
| | | | |
| | | | |
| | | | |

II. INTRODUCTIONS

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

III. New Features & Enhancement

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 |

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.

[illegible]

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* | 05/29/2018 | Approval History | | | |
| End Date* | 05/29/2018 | Previous Comment | | | |
| Days | | | | | |
| Days w/ Pay | | | | | |
| Reason* | TEST1TEST1TEST1TEST1TEST1TEST1TEST1TEST1 | | | | |

You need 1 day 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 | 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* | TEST1TEST1TEST1TEST1TEST1TEST1TEST1TEST1 | | | | |

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

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

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.

1.1.13.1

- Fixed bug on missed log application procedure

The screenshot displays a web browser window with multiple tabs open, including 'Insys HRMS', 'w3school locale java da', 'How can I format date', 'Date Format with Local', 'JavaScript toLocaleString', and 'History'. The browser's address bar shows the URL 'localhost:5162/Index.aspx#/Missed-Log-Application/At5'. The page header features the 'New World Makati Hotel' logo and navigation links for 'IDMS' and 'INSYS PAYROLL'. The main content area is titled 'Missed Log Application' and contains a form with the following fields:

- General** (selected tab):
 - ID**: 2898
 - Date Filed**: 05/30/2018
 - Work Date**: 05/30/2018
 - Reason**: 2121321
 - Posted**: Toggle switch (on)
 - Filing Status**: Filed
 - Approver Status**: 1
 - Approval History**: General
 - Previous Comment**: (empty)
- Missed Log Detail** (tab)
- Attachments** (tab)

A notification box in the bottom right corner states 'Record posted.' The browser's taskbar at the bottom shows various application icons and the system clock indicating 3:13 PM on 5/30/2018.

1.1.14.1

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

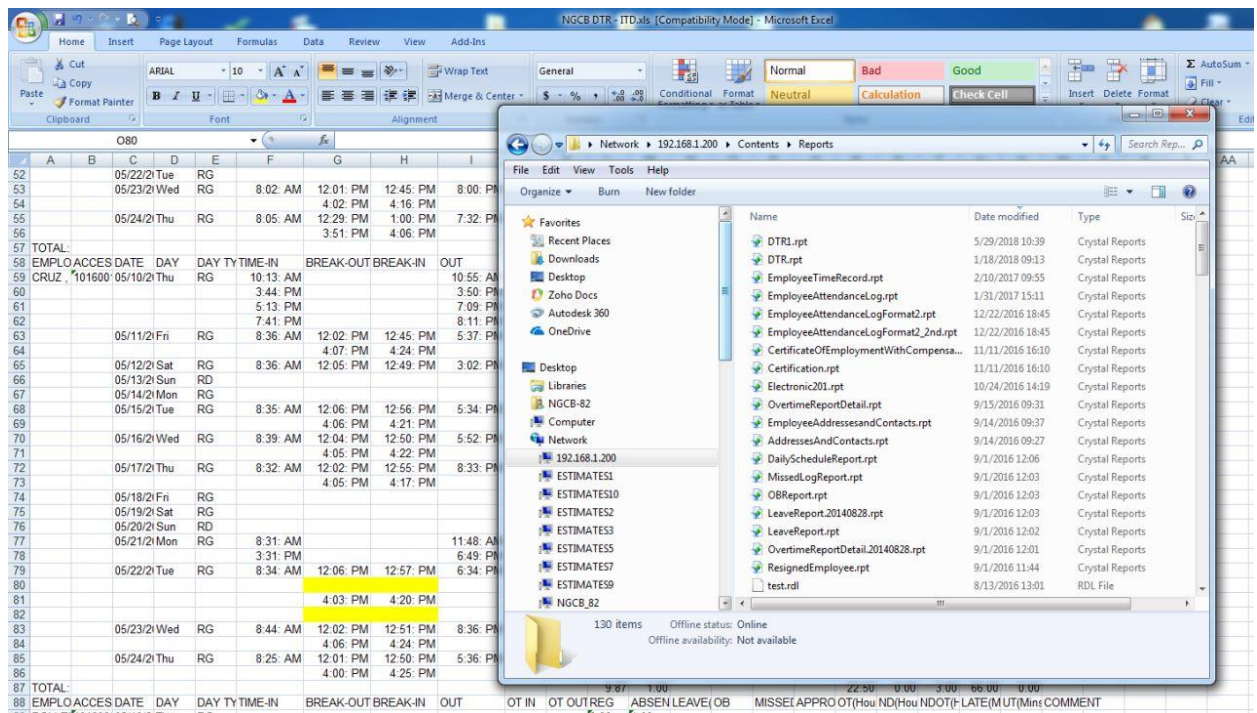
1.1.15.1

- 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.

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|--------------------|-------------|----------|------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|------|--------|----------|----------|--------------------|-----------|---------|-----------|-----------|---------|---------|---------------|
| 320 | TOTAL: | | | 07/05/2018 | Fri | RG | 7:48: AM | 12:03: PM | 12:40: PM | 5:06: PM | 5:54: PM | | 1.00 | | | | 6:00PM-8:00AM | 7.00 | 19.00 | 0.00 | 3.00 | 0.00 | 0.00 | Straight Duty |
| 321 | | | | | | | | | | | | | | | | | | | | | | | | |
| 322 | EMPLOYEE NAME | ACCESS DATE | DAY | DAY TYPE | TIME IN | REAK-OUT | BREAK-IN | OUT | OT IN | OT OUT | REG | ABSEN | LEAV | OB | Missed | APPROVED | OT | OT(Hours) | ND(Hrs) | ND(OT) | LATE(Min) | U(Min) | COMMENT | |
| 323 | PAMIGUAS, CARLO A. | 06/29/2018 | Fri | RG | 7:31: AM | 12:06: PM | 12:31: PM | 5:04: PM | 5:42: PM | 3:00: AM | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6:00PM-3:00AM | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 324 | | 06/30/2018 | Sat | RG | 7:23: AM | 12:01: PM | 12:37: PM | 5:01: PM | 5:53: PM | 6:00: AM | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6:00PM-3:00AM | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 325 | | 07/01/2018 | Sun | RD | | | | | | 2:00: AM | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6:00PM-3:00AM | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 326 | | 07/02/2018 | Mon | RG | 7:41: AM | 12:05: PM | 12:23: PM | 5:03: PM | 5:55: PM | 10:00: PM | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6:00PM-3:00AM | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| | | 06/30/2018 | Sat | RG | | | | | | | | 0.00 | 0.00 | 1.00 | | | | | | | | | | |
| | | 07/01/2018 | Sun | RD | | | | | | | | 0.00 | 0.00 | | | | | | | | | | | |
| | | 07/02/2018 | Mon | RG | | 7:55: AM | 12:00: PM | 12:57: PM | 5:01: PM | | 1.00 | 0.00 | 0.00 | | | | 6:00PM-10:00PM | | | | | | | |
| | | 07/03/2018 | Tue | RG | | 7:57: AM | 12:03: PM | 12:58: PM | 5:05: PM | 5:51: PM | 10:04: PM | 1.00 | 0.00 | 0.00 | | | 6:00PM-10:00PM | | | | | | | |
| | | 07/04/2018 | Wed | RG | | 7:50: AM | 12:00: PM | 12:53: PM | 5:04: PM | 5:52: PM | 10:00: PM | 1.00 | 0.00 | 0.00 | | | 6:00PM-10:00PM | | | | | | | |
| | | 07/05/2018 | Thu | RG | | 7:52: AM | 12:02: PM | 12:49: PM | 5:04: PM | 5:55: PM | 1.00 | 0.00 | 0.00 | | | | 6:00PM-8:00AM | | | | | | | |
| | | 07/06/2018 | Fri | RG | | | | | | | 8:00: AM | 0.00 | 1.00 | 0.00 | | | ONLY OT OUT 6:00AM | | | | | | | |
| | | | | | | | | | | | | 5.00 | 2.00 | | | | | | | | | | | |
| TOTAL: | | | | | | | | | | | | | | | | | | | | | | | | |
| EMPLOYEE NAME | ACCESS DATE | DAY | DAY TYPE | TIME IN | REAK-OUT | BREAK-IN | OUT | OT IN | OT OUT | REG | ABSEN | LEAV | OB | Missed | APPROVED | OT | OT(Hours) | ND(Hrs) | ND(OT) | LATE(Min) | U(Min) | COMMENT | | |
| NIEBRES, BERNABE P. | 16150166 | 06/29/2018 | Fri | RG | 7:37: AM | 12:00: PM | 12:46: PM | 5:01: PM | 5:50: PM | 3:00: AM | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6:00PM-3:00AM | 14.00 | | | | | | |
| | 06/30/2018 | Sat | RG | | 7:45: AM | 12:00: PM | 12:50: PM | 5:01: PM | 5:52: PM | 6:00: AM | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6:00PM-4:00AM | 14.00 | | | | | | |
| | 07/01/2018 | Sun | RD | | | | | | | | | | | | | | 6:00PM-10:00PM | 14.00 | | | | | | |
| | 07/02/2018 | Mon | RG | | 7:49: AM | 12:00: PM | 12:54: PM | 5:00: PM | 5:57: PM | 10:02: PM | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6:00PM-3:00AM | 8.00 | | | | | | |
| | 07/03/2018 | Tue | RG | | 7:36: AM | 12:01: PM | 12:55: PM | 5:02: PM | 5:55: PM | | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6:00PM-3:00AM | 8.00 | | | | | | |
| | 07/04/2018 | Wed | RG | | 7:46: AM | 12:00: PM | 12:53: PM | 5:00: PM | 5:52: PM | 3:00: AM | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6:00PM-10:00PM | 8.00 | | | | | | |
| | 07/05/2018 | Thu | RG | | 7:51: AM | 12:00: PM | 12:57: PM | 5:00: PM | 5:55: PM | | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6:00PM-12:00AM | 12.00 | | | | | | |
| TOTAL: | | | | | | | | | | | | | | | | | | | | | | | | |
| DEPARTMENT | | | | | | | | | | | | | | | | | | | | | | | | |
| LABOR | | | | | | | | | | | | | | | | | | | | | | | | |
| EMPLOYEE NAME | ACCESS DATE | DAY | DAY TYPE | TIME IN | REAK-OUT | BREAK-IN | OUT | OT IN | OT OUT | REG | ABSEN | LEAV | OB | Missed | APPROVED | OT | OT(Hours) | ND(Hrs) | ND(OT) | LATE(Min) | U(Min) | COMMENT | | |
| ABALOS, ORLANDO V. | 16150002 | 06/29/2018 | Fri | RG | 7:31: AM | 12:00: PM | 12:48: PM | 5:01: PM | 5:47: PM | 10:02: PM | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6:00PM-10:00PM | 0.00 | | | | | | |
| | 06/30/2018 | Sat | RD | | 7:46: AM | 12:01: PM | 12:48: PM | 5:02: PM | | | | | | | | | 6:00PM-10:00PM | 0.00 | | | | | | |
| | 07/01/2018 | Sun | RD | | | | | | | | | | | | | | | | | | | | | |

1.1.24.1

NEW GOLDEN CITY BUILDERS AND DEVELOPMENT CORPORATION

OverTime Application

General

ID: 9915

Date Filed: 07/09/2018

Work Credit: For Payroll

Work Date: 07/09/2018

Start Time: 08:00 PM

End Time: 11:00 PM

Following Day: 3

Reason: asdasdasdasdasdas

Posted: []

Filing Status: Filed

Approver Status: 1

Approval History:

Previous Comment:

Straight Duty: []

Record saved.

Should be filed on or before 12:00PM

NEW GOLDEN CITY BUILDERS AND DEVELOPMENT CORPORATION

Leave Application

General

ID: 86

Date Filed: 07/09/2018

Leave Item: SL

Start Date: 07/12/2018

End Date: 07/13/2018

Days: 3

Days w/ Pay: 0

Reason: sdsdsfdfsdfs

Posted: []

Filing Status: Filed

Approver Status: 1

Approval History:

Previous Comment:

1: CRUZ, RYAN MICHAEL A. (07/09/18 11:44 AM Cancelled Application)

1: CRUZ, RYAN MICHAEL A. (07/09/18 11:44 AM Cancelled Application)

1: CRUZ, RYAN MICHAEL A. (07/09/18 05:35 PM Cancelled Application)

1: CRUZ, RYAN MICHAEL A. (07/09/18 05:35 PM Cancelled Application)

1: CRUZ, RYAN MICHAEL A. (07/09/18 05:35 PM Cancelled Application)

You are not allowed to apply on the current work date.

You are not allowed to apply on the current work date.

You are not allowed to apply on the current work date.

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

1.1.24.2

NEW GOLDEN CITY BUILDERS AND DEVELOPMENT CORPORATION

Overtime Application

General

ID: 9915

Date Filed: 07/09/2018

Work Credit: For Payroll

Work Date: 07/09/2018

Start Time: 08:00 PM

End Time: 11:00 PM

Following Day Computed Hours: 3

Reason: asdasdasdasdas

Posted: ☐

Filing Status: Filed

Approver Status: 1

Approval History

Previous Comment

Straight Duty: ☐

Record saved.

Should be filed on or before 12:00PM

NEW GOLDEN CITY BUILDERS AND DEVELOPMENT CORPORATION

Leave Application

General

ID: 86

Date Filed: 07/09/2018

Leave Item: SL

Start Date: 07/12/2018

End Date: 07/13/2018

Days: 3

Days w/ Pay: 0

Reason: sdsdfsdfsdfs

Posted: ☐

Filing Status: Filed

Approver Status: 1

Approval History

Previous Comment

You are not allowed to apply on the current work date.

- 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

 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:

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 | |

New Save Print Refresh Compute Hours Compute Summary

 New Save Print Refresh Compute Hours Compute Summary

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: 0.00

ND: 0.00

NDOT: 0.00

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 | 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

New Save Print Refresh Compute Hours Compute Summary



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.

| | | | |
|------------------------|---------------------------|------------------------|------------|
| Status: | For Development | Start date: | 03/05/2019 |
| Priority: | Normal | Due date: | |
| Assignee: | ITI-10893_Cordova, Joshua | % Done: | 0% |
| Target version: | - | Estimated time: | |
| | | Spent time: | 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](#)

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

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](#) [Star](#) [W](#)

Government Tables
« Previous | 13 of 13 | Ne

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

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

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.

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

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.

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

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

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

V. Known Issues

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.