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Time Implementation
Requirement Specification

Template

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Time Management
Configuration

**Service Provider:**     Elko Systems cc

**Signed**

**Date**                    2024-11-14

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Time Management Configuration

**Template**

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*Author:*          *J.K van der Watt*

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Time Management Configuration

**Template**

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# **TABLE OF CONTENTS**

Time Management Configuration

**Template**

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# 1 OVERVIEW

This document deals with the ACTA time implementation for Template.

A detailed breakdown regarding shift implementation in conjunction with specific business rules is discussed in the following categories;

**TIME:**

Normal Time (referred to as NT),

Unpaid over Time (referred to as UT),

Late / Night Shift Allowance Time (referred to as AT)

Overtime 1.5 (referred to as OT),

Sunday Time (referred to as ST),

Public Holiday Time (referred to as HT),

Late coming & early leaving or Short Time (referred to as ZT),

**LEAVE / ABSENTEEISM:**

Annual Leave (referred to as AL).

Maternity Leave (referred to as ML).

Injury on duty (IOD) Leave (referred to as IL).

Sick Leave (referred to as SL).

Compassionate / Family Responsibility Leave (referred to as FL).

Paid Leave (referred to as PL).

All calculated hours as per the Elko Systems Time Management System results may optionally be uploaded to a payroll system. The file layout and type is to be confirmed and configured accordingly.

Once the Time calculations are confirmed, the person responsible for exporting the payroll upload needs to be informed. This person then selects the "Export to Payroll" button on the Time Management application. The exported file copy is placed in a location suitable for payroll import. Typically, a single batch needs to be imported.

**Template**

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**OPTIONAL FEATURES:**

Special requirements selected for this installation may include:
**(Cross out / Delete options not required)**

- E-mail notification based on

    a) Clock events

    b) Time Calculation criteria

- Rest-day functionality - Rest day payment options are described in Section 3 – [TIME BUSINESS RULES – calculation, accumulations & rounding]

- Fields and functionality for Short Hours. This feature allows shift configuration with start -and end times specifying minimum on-site presence.

- Mid-month work hours. Flexible usage of personnel whereby they may be required to works less hours in some weeks and more on others within a specific Time period. PERIOD rounding is customized to top up the hours for the period from additional hours worked in other periods.

- Double penalty for Late Coming and Early Leaving up to the configurable limit

- Absenteeism payroll export (VIP)

- Dual exports (VIP & MS-Excel) on Time Results and optionally Absenteeism

- Overtime Authorization

- Dynamic Shift allocation (Based on first clock in for the day)

- Rotating shifts (Shifts worked in a specific pattern)

- Absenteeism booking

- WEB reporting

- WEB interface for Absenteeism & Overtime booking and clock event corrections

## 2 TYPICAL VIP PREMIER BATCH FILES

VIP Batch layout: VIP01 (Time):

1) FILE HEADER: (Always D)
2) Company Code
3) Employee Number
4) NT             - Normal Time Shortfall
5) AT             - Night Shift Allowance time
6) OT             - Overtime (1.5)
7) ST             - Day off time (2.0)
8) HT             - Holiday time
9) 'Z'

VIP Batch layout: VIP02 (Absenteeism):

1) FILE HEADER: (Always D)
2) Company Code
3) Employee Number
4) AL             - Annual Leave
5) SL             - Sick Leave
6) ML             - Maternity Leave
7) FL             - Family Responsibility Leave / Compassionate Leave
8) PL             - Paid Leave (Defined with various sub-categories to be specified)
9) 'Z'

Both files are created on use of the 'Export Payroll Data' button (Time Processing TAB).

On completion of file creation the file contents are converted to and displayed in MS-Excel.

The MS-Excel file may be saved for re-use and manual payroll import.

## 3    TIME BUSINESS RULES – CALCULATION, ACCUMULATIONS & ROUNDING

### TIME - ACCUMULATIONS

### NORMAL TIME

NT is accumulated on a day by day basis according on the shift definition as stated in section 10.

NT is accumulated as worked but is subject to **penalties, rounding and grace calculations**. In the event that penalties and rounding is applied the employee CLOCK-IN and or CLOCK-OUT will be temporally adjusted for the duration of the Time Run. (Not visible to any user)

NT may be substituted / topped up **by booking of absenteeism** (as previously defined) for the person. Booked absenteeism will used to substitute NT up to the shift limit for NT for the day.

### UNAUTHORIZED OVERTIME (UNPAID TIME)

Unless authorized or otherwise configured, hours worked before the shift start time is not taken into account for NT but accumulated as unauthorized overtime (UT), if the amount exceeds the LIMIT.

Unless configured as automatically authorized, hours worked after the shift is likewise accumulated as UT if the amount exceeds the LIMIT. Accumulation of both early and late overtime is subject to limits as configured for the shift.

(Overtime Limit & Early Overtime Start Limit)

### SHORT TIME

Short Time (ST) is accumulated on a day by day basis as follows:

1) The amount by which an employee clock in later than his / her designated shift start time
2) The amount by which an employee clocks out earlier than his / her designated shift end time
3) Any other amount of time for which an employee is absent from work during his shift

### OVERTIME

Paid Overtime (OT), if booked or automatically authorized, is converted from available UT hours for the day and shown as OT.

OT has to be authorized for each applicable day. This can be done with ease either for a period or of a group of people or a combination thereof.

If so configured, unconverted Authorizations of OT are accumulated for the week / period and re-considered for conversion on a week / pay period basis.

Authorized OT are converted using the following priorities:

1) On a day to day basis, Authorized OT is first used to top up any short hours for the day.
2) Any remainder of hours booked are then converted to paid OT (Typically x 1.5)

If not authorized (automatically or by user), overtime is accumulated as UT until authorized.

**Template**

## WEEKLY ADJUSTMENTS

At the end of each week the system may make the following adjustment

ALL SEVEN DAYS WORKED

If the person worked on all 7 days in a particular week, the least amount of Normal Time (NT) hours worked on any day during this period will be paid as Day-off time (DT). This effectively pays the person double for any day that has the least hours.

NT ROUNDING
Hours worked in excess of the configured shift hours to a maximum configured as WEEK HOURS (typically 45 hours) are converted from UT hours available to NT.
Normal Shift hours in this case implies the sum of (NT)

OVERTIME
Overtime worked, in excess of the amount specified by WEEK HOURS, are automatically paid as overtime at the rate defined in the shift parameters.

## PERIOD ADJUSTMENTS

At the end of each time / payroll period the system may make the following adjustment

~~NT ROUNDING~~
Hours worked in excess of the configured shift hours to a maximum, as calculated for the chosen period, are converted from UT hours available to NT. To compensate for months with 5 vs. 4 weeks, Expected hours are accumulated / calculated for the Time Period specified.
Normal Shift hours in this case implies the accumulated (NT + ST)

**To ensure proper weekly / period rounding, all time Periods / Time Runs have to start at the first day of a week (as defined) and end on the last day (as defined) of a future week. (Typically from the first Monday to the last Sunday of the period)**

## EXAMPLES

**Normal Time deviation**
Employee X arrives 30 minutes late for his shift. He knows that time will be deducted from his NT hours as Short hours (ZT). He tries to solve this by clocking out 30 minutes later than his shift ends.

If agreed between the employer and the employee, the issue can be resolved by authorizing the employee OT for 30 minutes for the day in question. The Time system processes the OT and determines that a NT shortfall is to be topped up for the current day. In this case no OT is deducted from OT hours booked on other days for this employee.

## AVERAGING

Normal time paid for any Time Period is based on the average expected hours for the person in the period. Let us assume a Time / Payroll period is for weeks. Even though the actual amount of days for this period is 28 days (24 work days), the employee will be paid as if he / she has worked 195 hours which is the monthly average for the year.

The time system is configured to determine unpaid absenteeism or overtime worked based on the actual work hours for this period.

**Template**

If a person works exactly the right amount of hours he / she will be paid for the actual hours but rather for 195 hours in order to get the full salary for the month. Likewise, if absenteeism based on the actual hours for the period comes to 5 hours, the person is entitled to 190 (195 - 5) hours for the month.

## EXPORTS AND FINALIZATION

On export, the Time system provides the user with data in two formats for each export type

1) Payroll
2) MS- Excel – spreadsheet

## TIME EXPORTS – Export type 1

Both file types will at least contain the following information per employee:

1) Normal Time hours (NT) – Hours worked as per shift definition (including conversion from unauthorized OT)
2) Short Time Hours (ZT) – Total hours for late coming and early leaving
3) Unauthorized OT (UT) – Hours worked in addition to hours defined in the shift
4) Authorized OT (OT) – UT hours that has been authorized for payment as OT

This information is also available in reports such as the Timesheet report.

## ABSENTEEISM EXPORTS – Export type 2

Both file types will at least contain the following information per employee:

1) Annual Leave (AL) – Captured absenteeism in this category
2) Sick Leave (SL) – Captured absenteeism in this category
3) Maternity Leave (ML) – Captured absenteeism in this category
4) Family Resp. / Compassionate  Leave (FL) – Captured absenteeism in this category
5) Paid Leave (PL) – Captured absenteeism in this category

## NOTES:

1) The Time Administrator / Management have the opportunity to review and adjust the time results before export to payroll. Adjustments can either be in the form of clock data corrections or booking of overtime and absenteeism.
2) In some instances, a final time run may be required before the final export and import into the payroll system.
3) The reports indicated are available for both HOURLY and SALRY time groups
4) Export for a specific group is possible once the record for any person in that group is selected.
5) Both export types specified are exported at the same. Exports are initiated in Time Management through:
   a. Selecting an employee in the group for which exports are required
   b. Activation by means of the "Payroll Export" icon

**Template**

## 4 PENALTIES (LATE ARRIVAL AND EARLY LEAVING)

If an employee arrives late or leaves early, certain penalties apply, depending on the time the employee left or arrived.

Penalties applicable are configured in the shift definition as:

STARTGRACE - Shift start grace (14)

ROUNDSTART - Late start rounding (Y / 2 / N)

> (Option '2') is customized as follows:

> Late arrival 1 ~ 14 minutes

> > – Clock IN time (after grace adjustments) remains as is

> Late arrival 15 ~ 59 minutes

> > – Clock-IN time adjusted by 2 minutes for each minute late for time calculations

> Example: Person arrives at 08:20 for shift starting at 08:00.

> > Result:  Start time is adjusted to 08:40

ENDGRACE – Early leaving grace   (Works exactly opposite to STARTGRACE)

ROUNDEND – Early Leaving rounding (Y / 2 / N) (Works exactly opposite to ROUNDSTART)

LATE START – In the event of late coming, the system deducts the calculated minutes of early leaving early and adds this to Short Time (ZT)

EARLY LEAVING - In the event of an employee leaving earlier than his shift end time, the system deducts the calculated minutes of early leaving early and adds this to Short Time (ZT)

**NOTE:**

Start – and end time adjustments are done during time calculations and is not shown on employee time sheet.

**Template**

## 5    PAYROLL IMPORT CATEGORIES

This implementation has two main categories

- **Time**
- **Leave / Absences**

## 6    PUBLIC HOLIDAYS

Public holiday dates are administered through the Absenteeism management utility. This utility can be made available to all Time Administrators and IT staff with appropriate authorization. Any date may be selected as a Public Holiday but as standard, all known public holiday types are pre-defined on the system and may to be linked to a specific date. Pre-defined Public Holiday may not be allocated to more than one date in a calendar year.

The special holiday type named 'Public Holiday' however may be allocated more than once in a calendar year. This category makes provision for ad-hoc public holidays e.g. Election Day …

Public holidays must be captured before the Time Management calculation process is initiated. If not, the Public Holiday hours may not be taken into account.

NOTE:

For implementations / shifts where Public Holidays are not paid different from other work days, public holiday administration is irrelevant.

**Template**

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| 7 | LEAVE AND ABSENTEEISM |
|---|---|

**Leave and Absenteeism Breakdown:**

Leave and Absenteeism (referred to as L&A), is captured via the relevant software utility. This tool is available to all Time Administrators with appropriate authorization.

L&A must be captured per employee. The amount of hours allocated to the specific L&A type must also be specified when capturing the data.

The following leave / absenteeism types are pre-configured for this installation:

- Annual Leave (referred to as AL).

- Sick Leave (referred to as SL).

- Maternity Leave (referred to as ML).

- Compassionate Leave (referred to as FL).

- Paid Leave (referred to as PL).

L&A hours are capture using the Absenteeism Allocation module designed for this purpose.

L&A hours can be captured at any time before the final time run calculation and export to payroll.

L&A hours assigned to an individual before the Time Management calculation process is initiated, will be taken into account. For example, employee X worked on a shift from Monday to Thursday. His NT hours total 34. On Friday he was on Sick Leave for 6 hours. On Saturday 8 hours OT hours were worked, but only 6 hours booked.

Hours exported to payroll are as follows: NT (Deviation) = -4, OT = 6, SL = 6.

**\*It is very important to remember to always book L&A before the final Time Management calculation process is initiated.**

**Template**

## 8  EMAIL NOTIFICATION

The ACTA System may optionally send out an email notification to the specified recipients based on the following customized conditions:

- When an employee exceeds the monthly expected monthly hours worked.
- When an employee clocks in early.
- When an employee clocks out late.

E-mail notification is sent to employees as defined (See Notification Manager conditions below)

E-mail notification may be also be customized by the user to be applicable to individuals and / or a variety of group selections as indicated below.

**Exceeding expected hours**
The monthly hours worked gets calculated on a daily basis. Once the expected hours is exceeded an email will sent to the specified recipients. This email will only be sent once a month per employee when the expected hours are exceeded.

**Early / late clock in**
Clock data are frequently gathered from the readers. At this time, Clock data is validated for early and late arrival based on the shift the employee is assigned to. An email will be generated daily per individual when an early / late clock condition is encountered.

A dedicated application (Notification Manager) is used to specify the email recipients per condition. The same application may be used to create a condition using though specifying one or more of the following conditions:

- A specific employee.
- A group within a specified Cost Code.
- A group within a specified Department code.
- A group within a specified Job code.
- A group within a specified Payroll area.
- A group within a specified Labor category.
- Allowed time to be late or early.

Note:

The biometric clock point will not prevent the employee from clocking. It is the responsibility of the manager receiving the e-mail to take any action required.

**Template**

## 9 DVR INTEGRATION

Integration with Secuscan DVR equipment is customized as follows:

**1) SITE LEVEL**

- Integration between site readers and reader monitoring cameras

  Each Time Event is communicated to the DVR via TCP/IP for synchronized recording purposes

**2) CENTRAL DVR**

- Integration between Time Management application and central DVR for provision of Time Results to the Secuscan software

  The result of each Time Run is communicated to the DVR via a file interface for reporting purposes

## 10   REST DAYS

Two functions are provided to accommodate this requirement.

In every calendar week an employee is typically entitles to one day off.

This rest Day may to be managed in order to prevent:

- Too many people in a department being off on the same day
- Individuals having preference to certain days off
- Persons persistently not having and days off

The Rest Day functionality implemented addresses the problem of Rest Day abuse by means of e-mail notification to a list of management personnel, as configured. Management is informed of the following:

- A report indicating the next weeks rest day designations. For ease of distribution, the report may either be printed by shop or be grouped by shop
- E-mail notification of persons clocking IN or OUT on their designated rest day
- E-mail notification of persons not clocking (absenteeism) on a work day

As there are currently no tools available for Rest Day management the system is designed to be self healing. For instance:

1) In the beginning when no knowledge of rest day assignments is known, the system will not make alarm on absenteeism. When a day of is encountered the system assumes it to be a rest day and synchronize with this event
2) Off days on days not expected to be Rest days are firstly alarmed by e-mail and then used to re-synchronize the Rest day pattern for this person
3) When a person worked on a Rest day the system alarms management and then waits for the next day off to trigger re-synchronization.

**CONFIGURATION:**

Rest days patterns are driven by shift configuration. Each shift has designated rest days assigned.

The following new parameters are available:

1) OFF DAYS (Rest days applicable to this shift)
2) FIRST_IN_ROT_LIST (Trigger Rest days to re-start at the first day in the list)

**Template**

## 11  SHIFTS & SHIFT DEFINITIONS

Each employee is assigned to either a Shift or a Dynamic Shift until changed by the user.

Sub-shift allocations are automatic and are normally not assigned directly to any user. Sub-shifts are assigned by the Time System according either the time rules configured for the dynamic.

Sub-shift allocations may also be as a result of Friday, Saturday, Sunday and Holiday override parameters of normal shift definition. In this case the override is only for that day of the week or if the calculation date is specified as a Public Holiday.

### DYNAMIC SHIFTS (Where used) - Graphical Representation
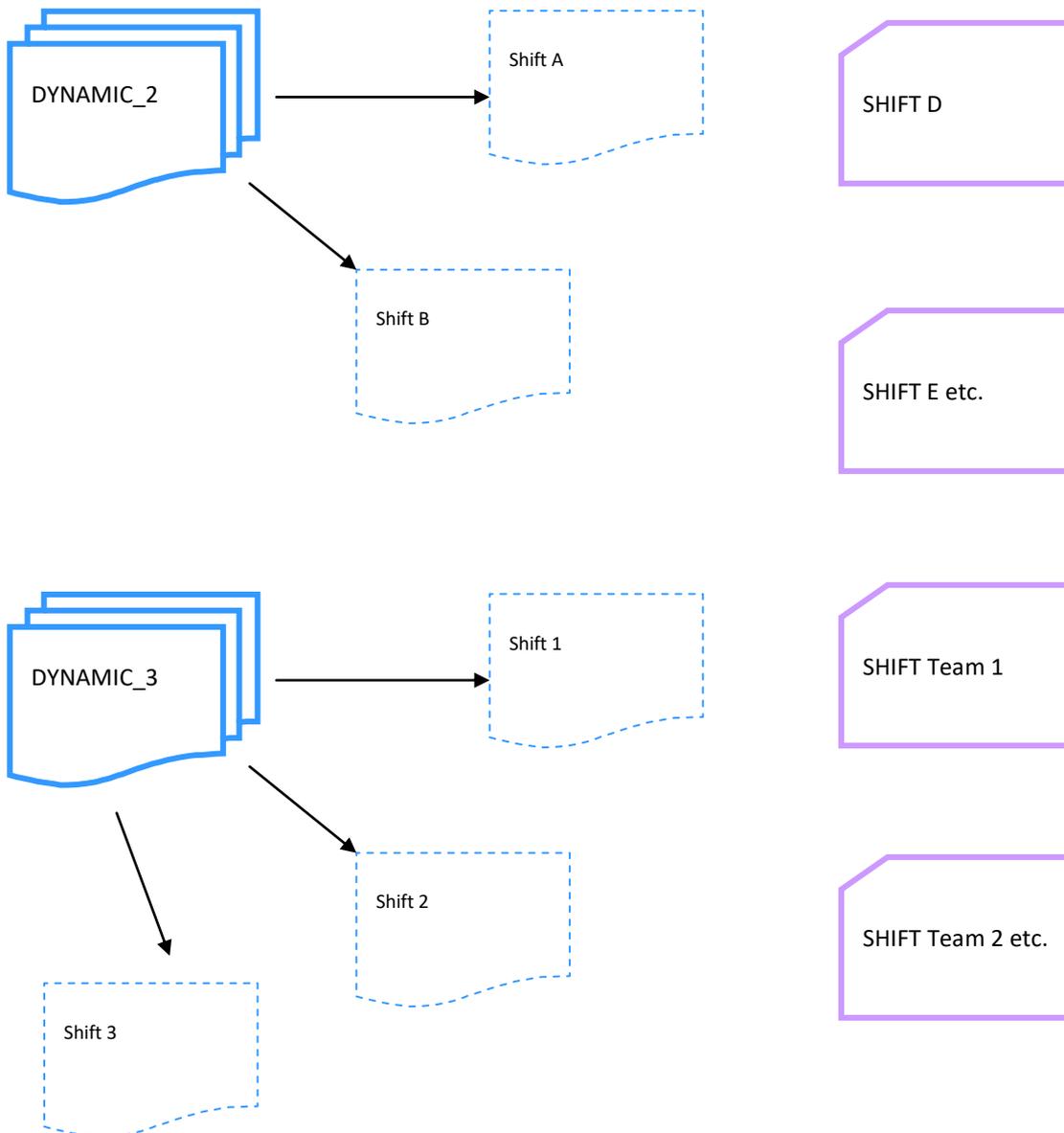
## SUB-SHIFT Implementation

SUB-Shifts are typically not assigned to employees as a primary shift.

SUB-Shifts are called from allocated shifts and used as required.

Rotating shifts on the other hand are assigned to employees. Rotating shifts are itself are by definition simple shifts defining time windows for the first employee clock in of the day. Based on the employee first clock time event a proper sub-shift is allocated.

For this implementation the dynamic shift patterns are named Shift A, Shift B, and Shift C for the salaried staff members and Shift WA, Shift WB and Shift WC for the wages staff.

Plain shifts are labeled Shift D etc. as specified.


Documentation supplied by RGB East London has accordingly been updated.


Example of some shift definitions required for the salaried staff are documented below.

**Following the acceptance of this document**, the remaining shifts will be defined in the Time Management system according to the documentation attached and printed directly from the Time System.

| SHIFT - 'DYNAMIC 2' | | |
|---|---|---|
| **PARAMETER** | **UNITS** | **VALUE** |
| Window 1 start | **time** | 05:00 |
| SUB-Shift 1 | **String** | Shift A |

| | | |
|---|---|---|
| Window 2 start | **time** | 15:00 |
| SUB-Shift 2 | **String** | Shift C |

| | | |
|---|---|---|
| Window 3 start | **hours** | |
| SUB-Shift 3 | **hours** | |

| | | |
|---|---|---|
| Window 4 start | **String** | |
| SUB-Shift 4 | **Shift Name** | |

| SHIFT - 'DYNAMIC 3' | | |
|---|---|---|
| **PARAMETER** | **UNITS** | **VALUE** |
| Window 1 start | **time** | 04:00 |
| SUB-Shift 1 | **String** | Shift 1 |

| | | |
|---|---|---|
| Window 2 start | **time** | 13:00 |
| SUB-Shift 2 | **String** | Shift 2 |

| | | |
|---|---|---|
| Window 3 start | **hours** | 19:30 |
| SUB-Shift 3 | **hours** | Shift 3 |

| | | |
|---|---|---|
| Window 4 start | **String** | |
| SUB-Shift 4 | **Shift Name** | |

## SHIFT 'SHIFT_A' part of 'DYNAMIC_2' and 'DYNAMIC_3'

| PARAMETER | UNITS | VALUE |
|---|---|---|
| Shift start time | time | 08:00 |
| Shift start grace | minutes | 5 |
| Late start rounding | Y / 2 / N | N |
| Early OT Start Limit – (Ignore OT if less) | minutes | 30 |
| Shift end time | time | 17:00 |
| Shift end grace | minutes | 0 |
| Early leaving rounding | Y / 2 / N | N |
| Late OT Start Limit  - (Ignore OT if less) | minutes | 30 |
| Auto OT authorization amount | minutes | 600 |
| Lunch / Tea deduction | minutes | 30 |
| Expected hours for the day | hours | 8.5 |
| Expected hours per week | hours | 40 |
| Expected hours per period | hours | 40 |
| Shift type (EARLY / LATE etc) | String | EARLY |
| Positive (+) or Negative (-) time | time | + |
| Friday  Shift | Shift Name | FRIDAY_A |
| Saturday Shift | Shift Name | SS_PH |
| Sunday Shift | Shift Name | SS_PH |
| Holiday Shift | Shift Name | SS_PH |
| Saturday rate multiplier | Decimal value | 1 |
| Sunday rate multiplier | Decimal value | 1 |
| Holiday rate multiplier | Decimal value | 1 |
| Is Holiday OT to be booked | Y / N | N |
| Interval for NT top-up from OT | Weekly / Monthly | WEEKLY |
| Late Allowance start -from start of shift | hours | 0 |
| Late Allowance end - from start of shift | hours | hours |
| Late / Shift Allowance % | Decimal | 10 |
| Typical shift for the following week | String | SHIFT C |
| First shift in shift rotation list | Y / N | |
| Mid Month start (From period start) | days | |
| Mid Month end (From period start) | days | |
| Mid Month start time | Time | |
| Mid Month end time | time | |
| Message for excessive hours worked | String | |
| Message for work  on Rest day | String | |

## SUB-SHIFT – 'FRIDAY A'

| PARAMETER | UNITS | VALUE |
|---|---|---|
| Shift start time | **time** | 08:00 |
| Shift start grace | **minutes** | 5 |
| Late start rounding | **Y / 2 / N** | N |
| Early OT Start Limit – (Ignore OT if less) | **minutes** | 30 |
| Shift end time | **time** | 14:00 |
| Shift end grace | **minutes** | 0 |
| Early leaving rounding | **Y / 2 / N** | N |
| Late OT Start Limit  - (Ignore OT if less) | **minutes** | 30 |
| Auto OT authorization amount | **minutes** | 600 |
| Lunch / Tea deduction | **minutes** | 0 |
| Expected hours for the day | **hours** | 6 |
| Expected hours per week | **hours** | 40 |
| Expected hours per period | **hours** | 40 |
| Shift type (EARLY / LATE etc) | **String** | EARLY |
| Positive (+) or Negative (-) time | **time** | **+** |
| Friday  Shift | **Shift Name** | |
| Saturday Shift | **Shift Name** | SS_PH |
| Sunday Shift | **Shift Name** | SS_PH |
| Holiday Shift | **Shift Name** | SS_PH |
| Saturday rate multiplier | **Decimal value** | 1 |
| Sunday rate multiplier | **Decimal value** | 1 |
| Holiday rate multiplier | **Decimal value** | 1 |
| Is Holiday OT to be booked | **Y / N** | N |
| Interval for NT top-up from OT | **Weekly / Monthly** | WEEKLY |
| Late Allowance start -from start of shift | **hours** | |
| Late Allowance end - from start of shift | **hours** | |
| Late / Shift Allowance % | **Decimal** | |
| Typical shift for the following week | **String** | |
| First shift in shift rotation list | **Y / N** | |
| Mid Month start (From period start) | **days** | |
| Mid Month end (From period start) | **days** | |
| Mid Month start time | **Time** | |
| Mid Month end time | **time** | |
| Message for excessive hours worked | **String** | |
| Message for work  on Rest day | **String** | |

## SUB-SHIFT 'SS_PH'

| PARAMETER | UNITS | VALUE |
|---|---|---|
| Shift start time | **time** | 05:00 |
| Shift start grace | **minutes** | 5 |
| Late start rounding | **Y / 2 / N** | N |
| Early OT Start Limit – (Ignore OT if less) | **minutes** | 0 |
| Shift end time | **time** | 5:00 |
| Shift end grace | **minutes** | 0 |
| Early leaving rounding | **Y / 2 / N** | N |
| Late OT Start Limit  - (Ignore OT if less) | **minutes** | 0 |
| Auto OT authorization amount | **minutes** | 6000 |
| Lunch / Tea deduction | **minutes** | 0 |
| Expected hours for the day | **hours** | 0 |
| Expected hours per week | **hours** | 0 |
| Expected hours per period | **hours** | 0 |
| Shift type (EARLY / LATE etc) | **String** | OT |
| Positive (+) or Negative (-) time | **time** | + |
| Friday  Shift | **Shift Name** | |
| Saturday Shift | **Shift Name** | |
| Sunday Shift | **Shift Name** | |
| Holiday Shift | **Shift Name** | |
| Saturday rate multiplier | **Decimal value** | 1 |
| Sunday rate multiplier | **Decimal value** | 1 |
| Holiday rate multiplier | **Decimal value** | 1 |
| Is Holiday OT to be booked | **Y / N** | N |
| Interval for NT top-up from OT | **Weekly / Monthly** | WEEKLY |
| Late Allowance start -from start of shift | **hours** | |
| Late Allowance end - from start of shift | **hours** | |
| Late / Shift Allowance % | **Decimal** | |
| Typical shift for the following week | **String** | |
| First shift in shift rotation list | **Y / N** | |
| Mid Month start (From period start) | **days** | |
| Mid Month end (From period start) | **days** | |
| Mid Month start time | **Time** | |
| Mid Month end time | **time** | |
| Message for excessive hours worked | **String** | |
| Message for work  on Rest day | **String** | |

## SHIFT 'SHIFT_B' part of 'DYNAMIC_3' only

| PARAMETER | UNITS | VALUE |
|---|---|---|
| Shift start time | time | 15:30 |
| Shift start grace | minutes | 5 |
| Late start rounding | Y / 2 / N | N |
| Early OT Start Limit – (Ignore OT if less) | minutes | 30 |
| Shift end time | time | 22:30 |
| Shift end grace | minutes | 0 |
| Early leaving rounding | Y / 2 / N | N |
| Late OT Start Limit  - (Ignore OT if less) | minutes | 30 |
| Auto OT authorization amount | minutes | 600 |
| Lunch / Tea deduction | minutes | 0 |
| Expected hours for the day | hours | 7 |
| Expected hours per week | hours | 35 |
| Expected hours per period | hours | 35 |
| Shift type (EARLY / LATE etc) | String | AFTERNOON |
| Positive (+) or Negative (-) time | time | + |
| Friday  Shift | Shift Name | FRIDAY_B |
| Saturday Shift | Shift Name | SS_PH |
| Sunday Shift | Shift Name | SS_PH |
| Holiday Shift | Shift Name | SS_PH |
| Saturday rate multiplier | Decimal value | 1 |
| Sunday rate multiplier | Decimal value | 1 |
| Holiday rate multiplier | Decimal value | 1 |
| Is Holiday OT to be booked | Y / N | N |
| Interval for NT top-up from OT | Weekly / Monthly | WEEKLY |
| Late Allowance start -from start of shift | hours | |
| Late Allowance end - from start of shift | hours | |
| Late / Shift Allowance % | Decimal | |
| Typical shift for the following week | String | |
| First shift in shift rotation list | Y / N | |
| Mid Month start (From period start) | days | |
| Mid Month end (From period start) | days | |
| Mid Month start time | Time | |
| Mid Month end time | time | |
| Message for excessive hours worked | String | |
| Message for work  on Rest day | String | |

### SHIFT 'SHIFT_c' part of 'DYNAMIC_2' and 'DYNAMIC_3'

| PARAMETER | UNITS | VALUE |
|---|---|---|
| Shift start time | time | 14:30 |
| Shift start grace | minutes | 5 |
| Late start rounding | Y / 2 / N | N |
| Early OT Start Limit – (Ignore OT if less) | minutes | 30 |
| Shift end time | time | 00:00 |
| Shift end grace | minutes | 0 |
| Early leaving rounding | Y / 2 / N | N |
| Late OT Start Limit  - (Ignore OT if less) | minutes | 30 |
| Auto OT authorization amount | minutes | 600 |
| Lunch / Tea deduction | minutes | 30 |
| Expected hours for the day | hours | 9 |
| Expected hours per week | hours | 45 |
| Expected hours per period | hours | 45 |
| Shift type (EARLY / LATE etc) | String | LATE |
| Positive (+) or Negative (-) time | time | + |
| Friday  Shift | Shift Name | FRIDAY_C |
| Saturday Shift | Shift Name | SS_PH |
| Sunday Shift | Shift Name | SS_PH |
| Holiday Shift | Shift Name | SS_PH |
| Saturday rate multiplier | Decimal value | 1 |
| Sunday rate multiplier | Decimal value | 1 |
| Holiday rate multiplier | Decimal value | 1 |
| Is Holiday OT to be booked | Y / N | N |
| Interval for NT top-up from OT | Weekly / Monthly | WEEKLY |
| Late Allowance start | Time | 20:00:00 |
| Late Allowance end | Time | 05:00:00 |
| Late / Shift Allowance % | Decimal | 10 |
| Typical shift for the following week | String | SHIFT A |
| First shift in shift rotation list | Y / N | |
| Mid Month start (From period start) | days | |
| Mid Month end (From period start) | days | |
| Mid Month start time | Time | |
| Mid Month end time | time | |
| Message for excessive hours worked | String | |
| Message for work  on Rest day | String | |

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| SHIFT – 'SHIFT D' | | |
|---|---|---|
| **PARAMETER** | **UNITS** | **VALUE** |
| Shift start time | **time** | 07:00 |
| Shift start grace | **minutes** | 5 |
| Late start rounding | **Y / 2 / N** | N |
| Early OT Start Limit – (Ignore OT if less) | **minutes** | 30 |
| Shift end time | **time** | 17:00 |
| Shift end grace | **minutes** | 0 |
| Early leaving rounding | **Y / 2 / N** | N |
| Late OT Start Limit  - (Ignore OT if less) | **minutes** | 30 |
| Auto OT authorization amount | **minutes** | 600 |
| Lunch / Tea deduction | **minutes** | 30 |
| Expected hours for the day | **hours** | 9.5 |
| Expected hours per week | **hours** | 45 |
| Expected hours per period | **hours** | 45 |
| Shift type (EARLY / LATE etc) | **String** | EARLY |
| Positive (+) or Negative (-) time | **time** | + |
| Friday  Shift | **Shift Name** | FRIDAY_D |
| Saturday Shift | **Shift Name** | SS_PH |
| Sunday Shift | **Shift Name** | SS_PH |
| Holiday Shift | **Shift Name** | SS_PH |
| Saturday rate multiplier | **Decimal value** | 1 |
| Sunday rate multiplier | **Decimal value** | 1 |
| Holiday rate multiplier | **Decimal value** | 1 |
| Is Holiday OT to be booked | **Y / N** | N |
| Interval for NT top-up from OT | **Weekly / Monthly** | WEEKLY |
| Late Allowance start -from start of shift | **hours** | 0 |
| Late Allowance end - from start of shift | **hours** | hours |
| Late / Shift Allowance % | **Decimal** | 10 |
| Typical shift for the following week | **String** | |
| First shift in shift rotation list | **Y / N** | |
| Mid Month start (From period start) | **days** | |
| Mid Month end (From period start) | **days** | |
| Mid Month start time | **Time** | |
| Mid Month end time | **time** | |
| Message for excessive hours worked | **String** | |
| Message for work  on Rest day | **String** | |

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| SHIFT – 'SHIFT | (Template - print this page) | |
|---|---|---|
| **PARAMETER** | **UNITS** | **VALUE** |
| Shift start time | **time** | |
| Shift start grace | **minutes** | |
| Late start rounding | **Y / 2 / N** | |
| Early OT Start Limit – (Ignore OT if less) | **minutes** | |
| Shift end time | **time** | |
| Shift end grace | **minutes** | |
| Early leaving rounding | **Y / 2 / N** | |
| Late OT Start Limit  - (Ignore OT if less) | **minutes** | |
| Auto OT authorization amount | **minutes** | |
| Lunch / Tea deduction | **minutes** | |
| Expected hours for the day | **hours** | |
| Expected hours per week | **hours** | |
| Expected hours per period | **hours** | |
| Shift type (EARLY / LATE etc) | **String** | |
| Positive (+) or Negative (-) time | **time** | |
| Friday  Shift | **Shift Name** | |
| Saturday Shift | **Shift Name** | |
| Sunday Shift | **Shift Name** | |
| Holiday Shift | **Shift Name** | |
| Saturday rate multiplier | **Decimal value** | |
| Sunday rate multiplier | **Decimal value** | |
| Holiday rate multiplier | **Decimal value** | |
| Is Holiday OT to be booked | **Y / N** | |
| Interval for NT top-up from OT | **Weekly / Monthly** | |
| Late Allowance start -from start of shift | **hours** | |
| Late Allowance end - from start of shift | **hours** | |
| Late / Shift Allowance % | **Decimal** | |
| Typical shift for the following week | **String** | |
| First shift in shift rotation list | **Y / N** | |
| Mid Month start (From period start) | **days** | |
| Mid Month end (From period start) | **days** | |
| Mid Month start time | **Time** | |
| Mid Month end time | **time** | |
| Message for excessive hours worked | **String** | |
| Message for work  on Rest day | **String** | |

## 12  SALARIED STAFF SHIFTS - 1

Shift A

| | | |
|---|---|---|
| 08:00 | 17:00 | 8.5 |
| 08:00 | 17:00 | 8.5 |
| 08:00 | 17:00 | 8.5 |
| 08:00 | 17:00 | 8.5 |
| 08:00 | 14:00 | 6 |
| | | 40 |

Shift C

| | | |
|---|---|---|
| 14:30 | 00:00 | 9 |
| 14:30 | 00:00 | 9 |
| 14:30 | 00:00 | 9 |
| 14:30 | 00:00 | 9 |
| 14:30 | 00:00 | 9 |
| | | 45 |

Shift D

| | | |
|---|---|---|
| 07:00 | 17:00 | 9.5 |
| 07:00 | 17:00 | 9.5 |
| 07:00 | 17:00 | 9.5 |
| 07:00 | 17:00 | 9.5 |
| 07:00 | 14:00 | 7 |
| | | 45 |

Shift E

| | | |
|---|---|---|
| 07:30 | 17:00 | 9 |
| 07:30 | 17:00 | 9 |
| 07:30 | 17:00 | 9 |
| 07:30 | 17:00 | 9 |
| 07:30 | 14:00 | 6.5 |
| | | 42.5 |

Shift F

| | | |
|---|---|---|
| 05:30 | 15:00 | 9 |
| 05:30 | 16:00 | 9 |
| 05:30 | 17:00 | 9 |
| 05:30 | 18:00 | 9 |
| 05:30 | 19:00 | 9 |
| | | 45 |

## 13   WAGE STAFF SHIFTS

**Option 2.3**   **RG Brose Shift model with 1 Short (Labour brokers) and 2 Long shifts (own Wage employees)**

**MBSA Shift Model**

| MBSA Shift 1   (06h00 - 14h15) | MBSA Shift 2   (14h15 - 22h30) |
|---|---|

| (175)   Shift 1 (06h00-15h30) | (90)   Shift 2 (15h30-22h30) | (175) |
|---|---|---|

**RGB JIS Shift Model (Wage) From CW28**

| (220)   Shift 1 (06h00-15h30) | (220)   Shift 3 15h30 -01h00 |
|---|---|

| (175)   Shift 1 (06h00-15h30) | (90)   Shift 2 (15h30-22h30) | (17 |
|---|---|---|

**RGB NON-JIS Shift Model (Wage) CW25 - CW30**

| Shift Team 1 (06h00-14h30) | |
|---|---|
| | Shift Team 2 (14h00-22h30) |

T3

40 Hr week with 5hr Short

| RGB Line Rep. at MBSA   (06h00 - 14h15) | RGB Line Rep. at MBSA   (14h15 - 22h30) | RG |
|---|---|---|

**RGB NON-JIS Shift Model (Wage) CW31 onwards**
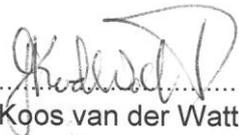
RGB
Shift
Mode
l
(Salar
y)

## 14  NOTES:

Elko Systems will, to the best of our ability configure the ACTA Time System correctly and according to the rules as documented before. Despite detailed planning and thorough workmanship, it remains the responsibility of our customer to test and ensure that the system complies with their rules and requirements.

Elko Systems can under no circumstances be held responsible for errors, deviations or loss, be it directly or otherwise incurred, as a result of the use of our products.

## 15  ACCEPTANCE:

Yours sincerely,                                   Signed on   ........./........./.........

...............................................
Name

....................................                ...............................................
Koos van der Watt
for                                                 for
Elko Systems cc.                                    Customer