

Frequently Asked Questions

TMS Module

Q. If I made any changes in TMS, Time Entry, do I need to run Process Attendance for all employees?

A. NO.

Q. The standard steps for TMS in thinkHR system.

A. *Setup (Occasionally)* -Monthly Setup>Shift Setup >
Setup (Frequently) -Employee Badge No>Personal Schedule
Process - Clock Data Upload> Confirmed Data in Time Entry> Checked OT Approval> Process Transaction > Reports >Payroll Posting

Q. The OT showed in the Time Entry is different with the results in the OT approval.

A. After the data has been uploaded into the Time Entry, the system will calculate the OT automatically and will be shown in the OT Approval. If you have checked the OT in the OT Approval screen, then do the necessary changes in the to the data in the Time Entry, the OT that was checked earlier will not reflect the changes that you have done in the Time Entry. Therefore, you will need to uncheck the OT in the OT Approval and save the changes in the Time Entry so that the results will reflect in the OT Approval.

Q. The first in clock data did not fall in the 1st column as it is in the Time Entry, but falls into the 2nd column of the Time Entry after entering the In and Out time.

A. This scenario will happen when you have entered the Out time is in the next morning and you did not check for the checkbox for the Out Time. No check on Out Time:

In1	Out1	In2
In3	Out3	In4
In5	Out5	In6
In7	Out7	In8
In9	Out9	In10

<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="0800"/>	<input type="checkbox"/>	<input type="text" value="2000"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

After checked on Out Time

In1	Out1
In3	Out3
In5	Out5
In7	Out7
In9	Out9

<input type="checkbox"/> 2000	<input checked="" type="checkbox"/> 0800
<input type="checkbox"/>	<input type="checkbox"/>

Q. How to sort out employees that are having Absent or Irregular records?

A. You may sort the employees with 2 ways. Firstly, from the Time Entry, you may use the TMS Attendance Filter to filter the employees who are absent or having irregular records. Secondly, you may generate reports by using the Absenteeism report and also the Employee Irregular report.

Q. Can the staff be allowed to key-in the details himself (in TMS) through the internet & data to be approved by superior before captured into system?

A. We do not have workflow integration or ESS in the TMS system. We will only allow TMS administrator to maintain the data currently.

Q. How do I filter employees with Absent or Irregular records?

You can filter employees by using 2 methods.

- i) From Time Entry, where you can use TMS Attendance Filter to filter Employee who are Absent or having Irregular records.
- ii) From reports, there are Absent Report and Irregular Report, which enable you to generate that information accordingly.

Q. Will the Leave information reflects directly into Time Management System?

Yes, once you apply leave or cancel leave in thinkHR Leave system, it will automatically integrate leave information with TMS data. Leave Information will show in the Time Entry screen, even without clock data, it will not show absent. However, if there is no clock in or out data, it will show as absent.

Q. If the employee comes to work OT at least 2 hours, then entitle for meal allowance RM5.

A: Can set the shift allowance /deduction under the TMS shift setup, with your condition or formula attach, system able to calculate on the employee's allowance/deduction entitle.

Q. How to handle if the employee suddenly changes the shift on the few days only.

A: You can go to “time entry” screen, manually change the employee shift to the correct shift, then system will process the attendance based on the latest shift.