

## Matrix Technical Support Mailer-29 Late In/Early Out Policy

Dear Friends,

This technical mailer will help you to configure Late In/Early Out policy in the COSEC software, as every organization has a set of protocols and policies for employees which are to be strictly followed. COSEC Software comes with wide variety of policy definitions. One of them is Late In/Early out Policy.

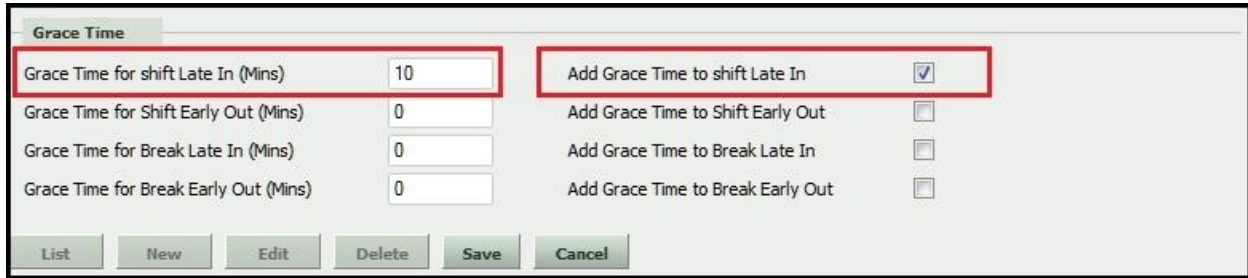
### 1.) Late In Policy:

Late From	Late Upto	Round-off
	0	0
	0	0
	0	0
	0	0
	0	0

To activate the Late In policy, one needs to go to **Time and Attendance Module** → **Policies** → **Late In Policy**. Check the flag **Late in Applicable**. Specify the Late In minutes in **Max Late In Allowed**.

Case 1: If 30mins is specified in Max late In Allowed and if the Shift start time is 09:00 AM, Users (with this late in policy) will be marked as Late In from 09:01 to 09:30. For e.g. If User arrives at 09:25, he will be marked as late in by 25mins.

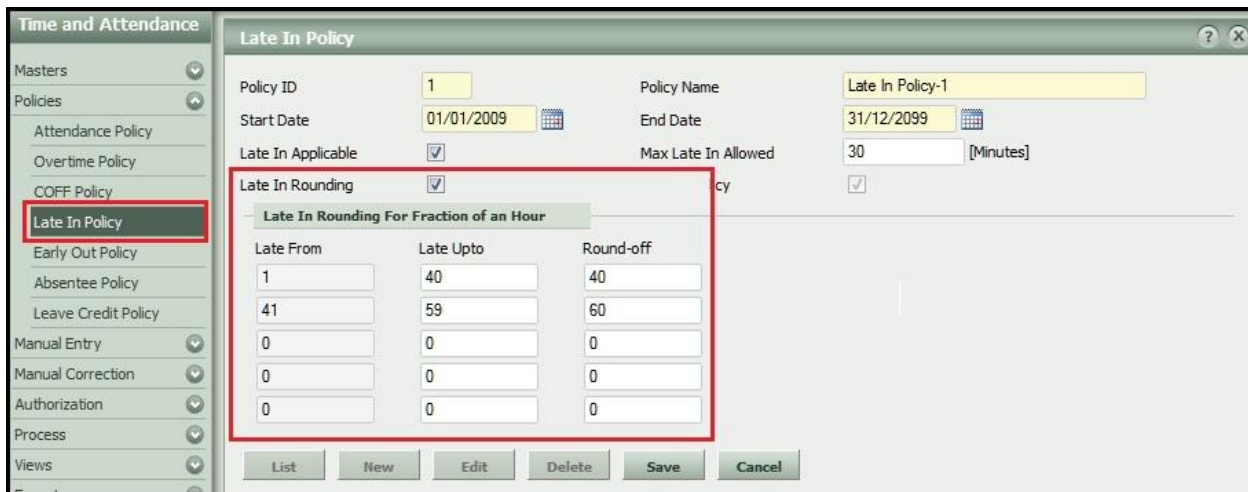
Case 2: If 10mins is specified in Grace period in Shift definition, 30mins in Late In policy and the Shift start time is 09:00 AM, Users (with this late in policy) will be marked as present from 09:00 to 09:10 and from 09:11 to 09:40 as Late In.



Field	Value	Checkbox
Grace Time for shift Late In (Mins)	10	<input checked="" type="checkbox"/>
Grace Time for Shift Early Out (Mins)	0	<input type="checkbox"/>
Grace Time for Break Late In (Mins)	0	<input type="checkbox"/>
Grace Time for Break Early Out (Mins)	0	<input type="checkbox"/>

For e.g. If a User arrives at 09:25 AM, he will be marked as Late In by 15mins if *Add Grace Time to Shift Late In* flag is unchecked. And if the flag is checked, he will be marked as Late In by 25mins (i.e. Grace Time of 10mins + Late In by 15mins).

- **Late In Rounding:**



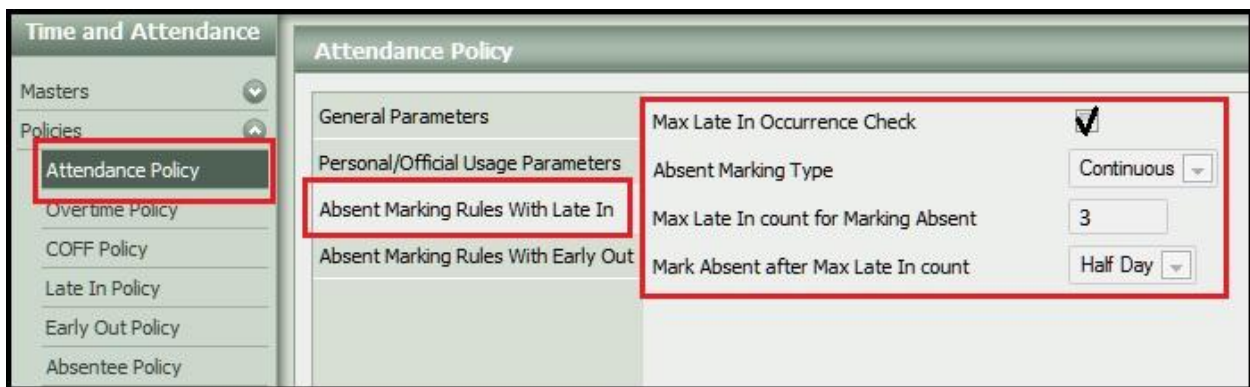
Late From	Late Upto	Round-off
1	40	40
41	59	60
0	0	0
0	0	0
0	0	0

If the Late In Rounding flag is checked, it will round-off the Late In minutes by the value specified in the table *Late In Rounding For Fraction of an Hour*.

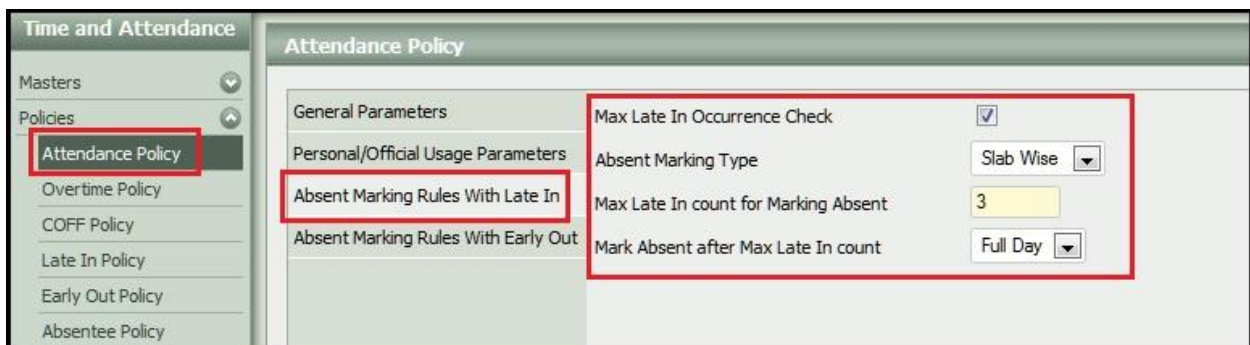
For e.g. Values specified for *Late From* is “1” and that of *Late Upto* is “40” and *Round-off* value is specified as “40”. Now if User arrives at 09:25 AM, he will be marked as 40mins late In.

**Absent Marking:** To avail this feature, one may go to Attendance policy, “Absent Marking Rules with Late In” parameter and check the Maximum Late In Occurrence flag.

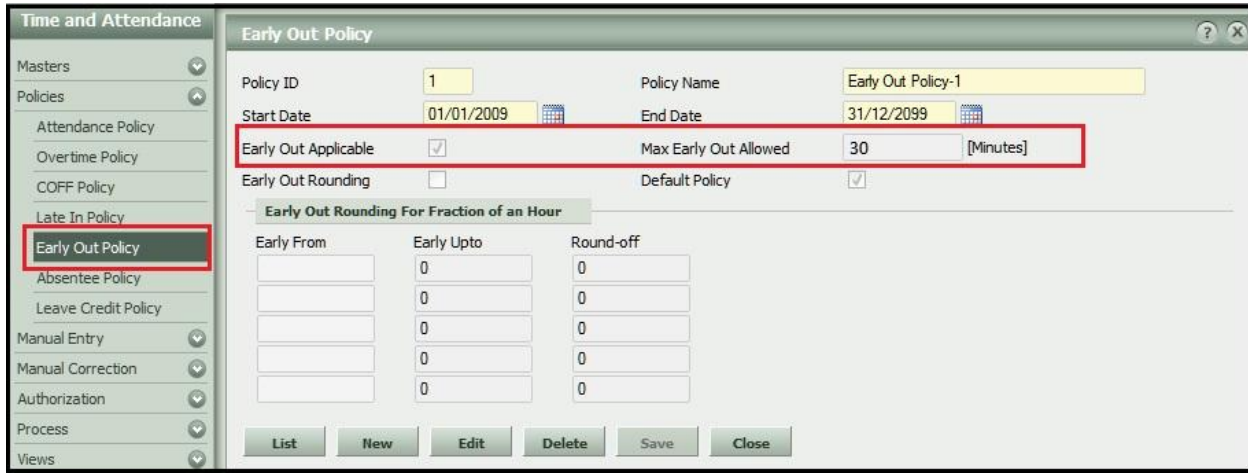
Case 1: After three Late In count, a user should be marked as Half Day absent for every later Late In occurrences. In this case *Absent marking type* should be continuous. *Max Late In Count* should be three and *Mark absent after Max Late In* should be Half Day.



Case 2: After three Late In counts, a user should be marked as Full Day absent for the fourth late occurrence; the counter will reset then, and this punishment will repeat when again the count exceeds three. In this case *Absent marking type* should be Slab-wise. *Max Late In Count* should be three and *Mark absent after Max Late In* should be Full Day.



## 2.) Early Out Policy:

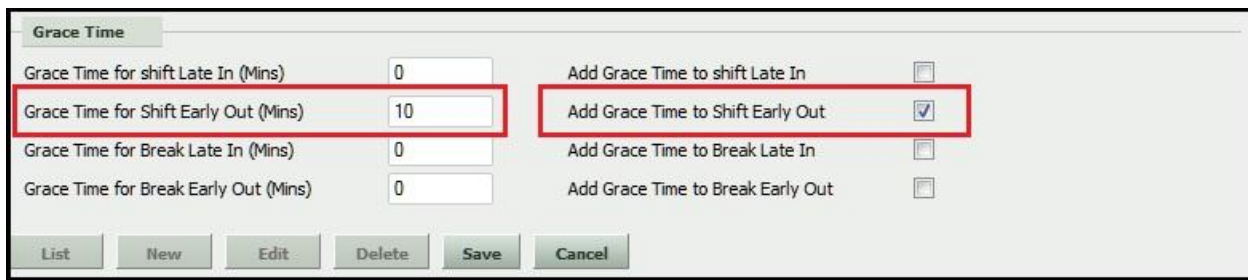


Early From	Early Upto	Round-off
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0

To activate the Early Out policy, one needs to go to **Time and Attendance Module** → **Policies** → **Early Out Policy**. Check the flag **Early Out Applicable**. Specify the early out minutes in **Max Early Out Allowed**.

Case 1: If 30mins is specified in Max early out Allowed and if the Shift end time is 06:00 PM, Users (with this early out policy) will be marked as Early Out from 05:30 to 06:00. For e.g. If User goes out at 05:35, he will be marked as early out by 25mins.

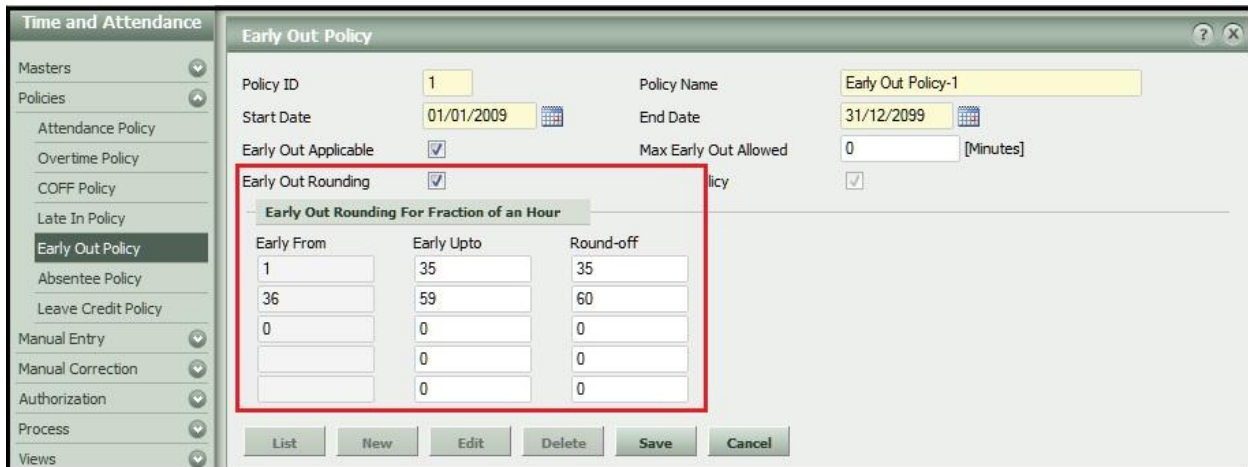
Case 2: If 10mins is specified in Grace period in Shift definition, 30mins in Early out policy and the Shift end time is 06:00 PM, Users (with this early out policy) will be marked as present from 05:50 to 06:00 and from 05:20 to 05:49 as Early out.



Grace Time for shift Late In (Mins)	0	Add Grace Time to shift Late In	<input type="checkbox"/>
Grace Time for Shift Early Out (Mins)	10	Add Grace Time to Shift Early Out	<input checked="" type="checkbox"/>
Grace Time for Break Late In (Mins)	0	Add Grace Time to Break Late In	<input type="checkbox"/>
Grace Time for Break Early Out (Mins)	0	Add Grace Time to Break Early Out	<input type="checkbox"/>

For e.g. If a User goes out at 05:35, He will be marked Early out by 15mins if *Add Grace Time to Shift Early Out* flag is unchecked. And if the flag is checked, he will be marked as Early out by 25mins (i.e. Grace Time of 10mins + Early out by 15mins).

- **Early Out Rounding:**



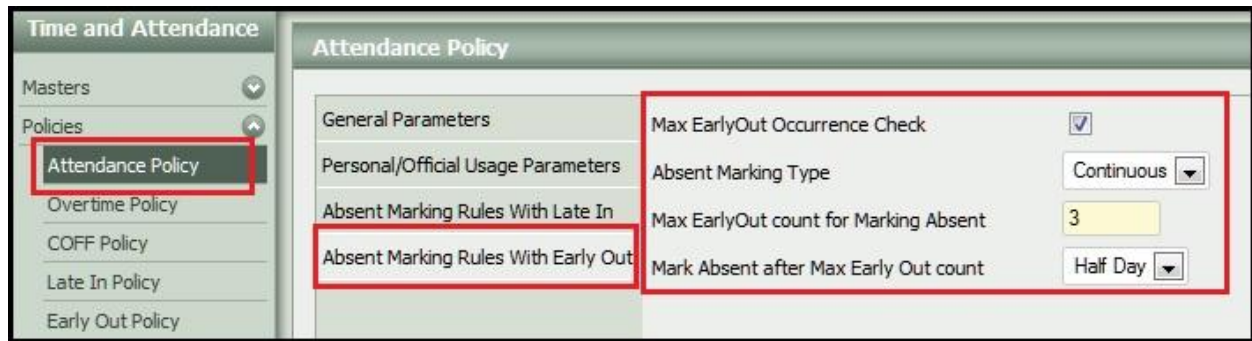
Early From	Early Upto	Round-off
1	35	35
36	59	60
0	0	0
	0	0
	0	0

If the Early out Rounding flag is checked, it will round-off the Early out minutes by the value specified in the table *Early out Rounding For Fraction of an Hour*.

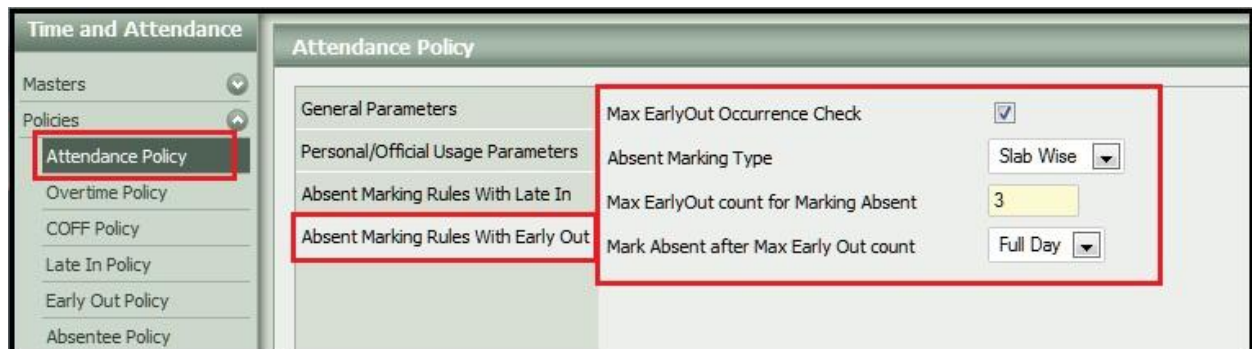
For e.g. Values specified for *Late From* is “1” and that of *Late Upto* is “35” and *Round-off* value is specified as “35”. Now if User arrives at 05:45 AM, he will be marked as 35mins early out.

**Absent Marking:** To avail this feature, one can got to Attendance policy, “Absent Marking Rule with Early Out” parameter and check the Maximum Early Out Occurrence flag.

Case 1: After three Early Out count, a user should be marked as Half Day absent for every later Early out occurrences. In this case *Absent marking type* should be continuous. *Max Early Out Count* should be three and *Mark absent after Max Early Out* should be Half Day.



Case 2: After three Early Out count, a user should be marked as Full Day absent for the fourth Early out occurrence; the counter will reset then, and this punishment will repeat when again the count exceeds three .In this case *Absent marking type* should be Slab-wise. *Max Early Out Count* should be three and *Mark absent after Max Early Out* should be Full Day.



## Thanks & Regards,

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