

Matrix Technical Support Mailer-31

OT-COFF Policy

Dear Friends,

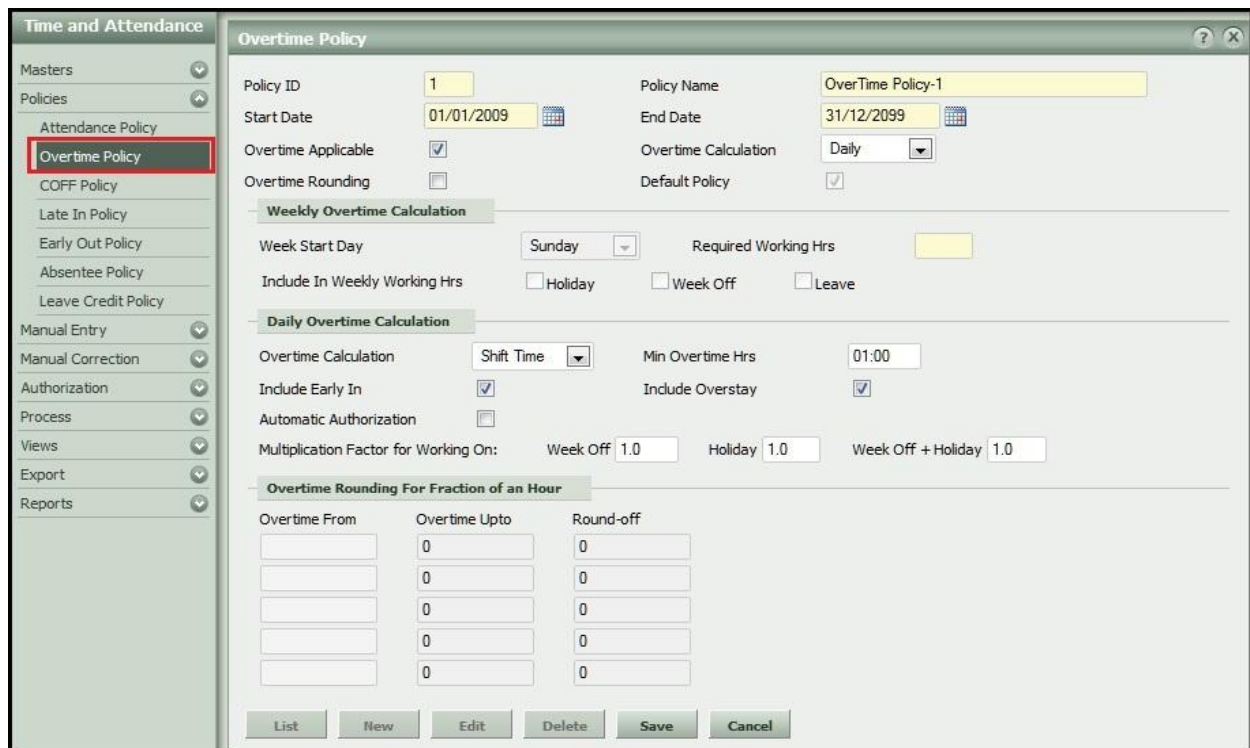
This technical mailer will help you in the understanding OT-COFF policies.

1.) OT Policy:

Overtime Policy allows the user to configure the various overtime parameters and group them into different overtime policies. This will allow application user to allocate these defined overtime policies to individual users or group of users.

To define Overtime Policy go to Time & Attendance → Policies → Overtime Policy.

The following Overtime Policy Master page appears.



The screenshot shows the 'Overtime Policy' configuration window. On the left is a navigation pane with 'Overtime Policy' selected. The main area contains the following fields and options:

- Policy ID:** 1
- Policy Name:** OverTime Policy-1
- Start Date:** 01/01/2009
- End Date:** 31/12/2099
- Overtime Applicable:**
- Overtime Calculation:** Daily
- Overtime Rounding:**
- Default Policy:**
- Weekly Overtime Calculation:**
 - Week Start Day:** Sunday
 - Required Working Hrs:** [Empty field]
 - Include In Weekly Working Hrs:** Holiday Week Off Leave
- Daily Overtime Calculation:**
 - Overtime Calculation:** Shift Time
 - Min Overtime Hrs:** 01:00
 - Include Early In:**
 - Include Overstay:**
 - Automatic Authorization:**
 - Multiplication Factor for Working On:** Week Off 1.0, Holiday 1.0, Week Off + Holiday 1.0
- Overtime Rounding For Fraction of an Hour:**

Overtime From	Overtime Upto	Round-off
	0	0
	0	0
	0	0
	0	0
	0	0

At the bottom are buttons for List, New, Edit, Delete, Save, and Cancel.

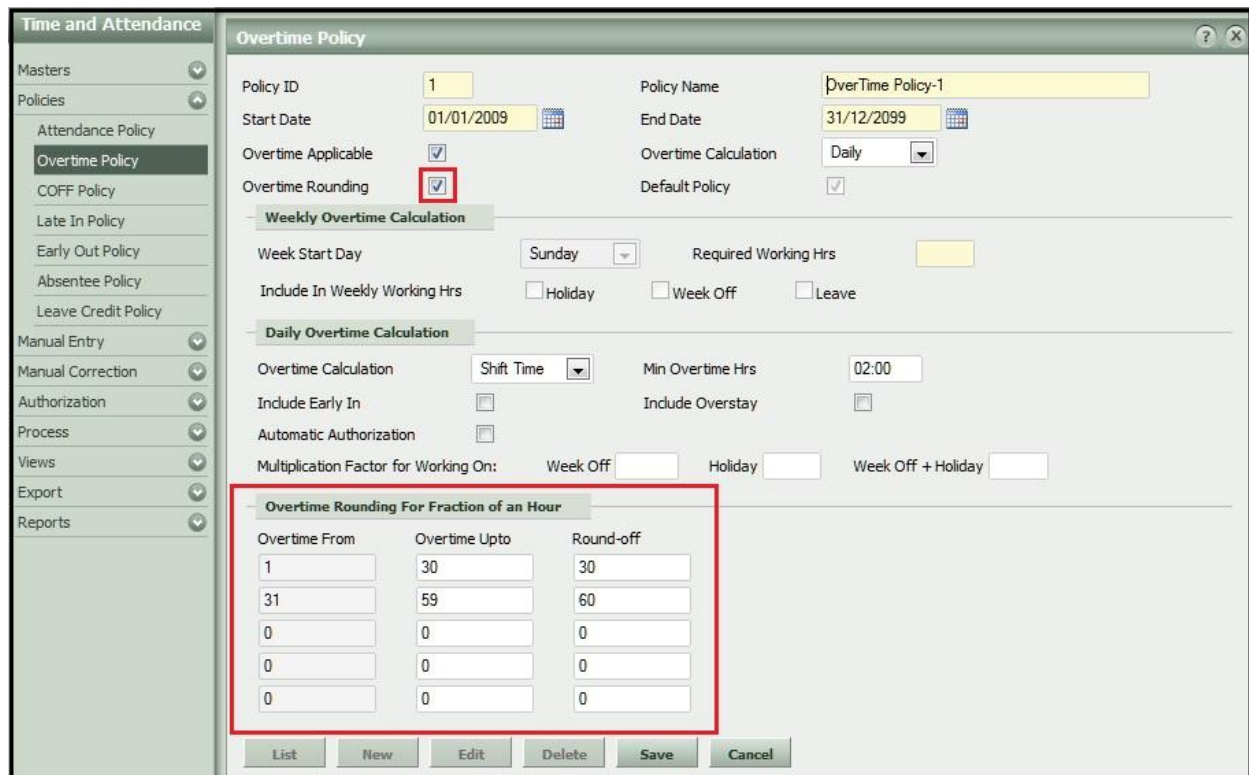
Note: Each time the user edits the date fields in an existing policy the system creates a new level for the policy. The system thus maintains a record of the existing policy as well as edited one.

Each Overtime policy will have a unique ID for identification which is automatically generated by the system at the time of a new Overtime Policy Definition.

Following parameters need to fill while creating the policy:

Date: This would specify the period of validity for the Overtime Policy.

Overtime Rounding: These options allow the rounding off option and define the slabs for the round off.



The screenshot shows the 'Overtime Policy' configuration window. The 'Overtime Rounding' checkbox is checked. Below it, the 'Weekly Overtime Calculation' section is visible. The 'Daily Overtime Calculation' section is also visible. A red box highlights the 'Overtime Rounding For Fraction of an Hour' section, which contains a table for defining rounding slabs.

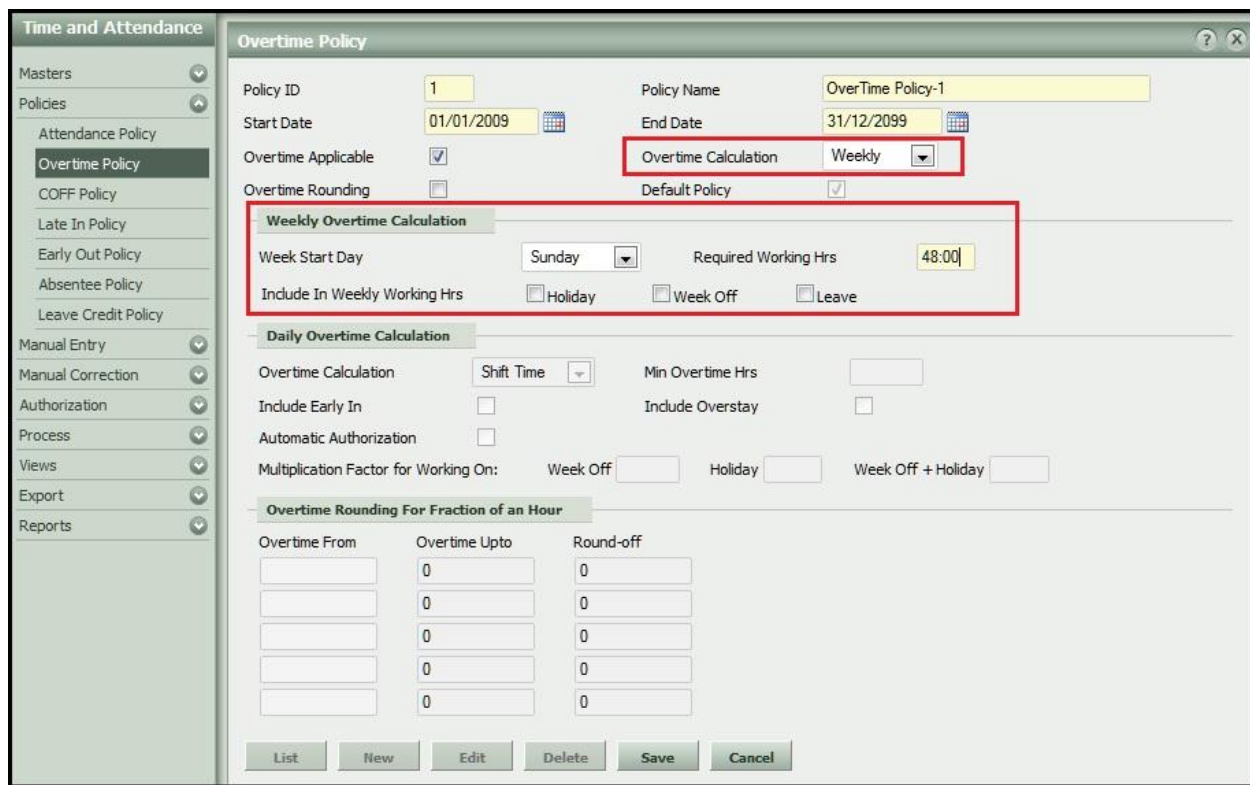
Overtime From	Overtime Upto	Round-off
1	30	30
31	59	60
0	0	0
0	0	0
0	0	0

Default Policy: On enabling this option users will be linked with this Overtime Policy by default in the event of a user not being linked to any

Overtime Policy. Therefore, it is mandatory to define one default Overtime Policy.

Overtime Calculation: This option allows the user for specifying whether the overtime calculation would be on a daily or a weekly basis. Based on your selection the respective fields will be enabled as below:

Weekly:



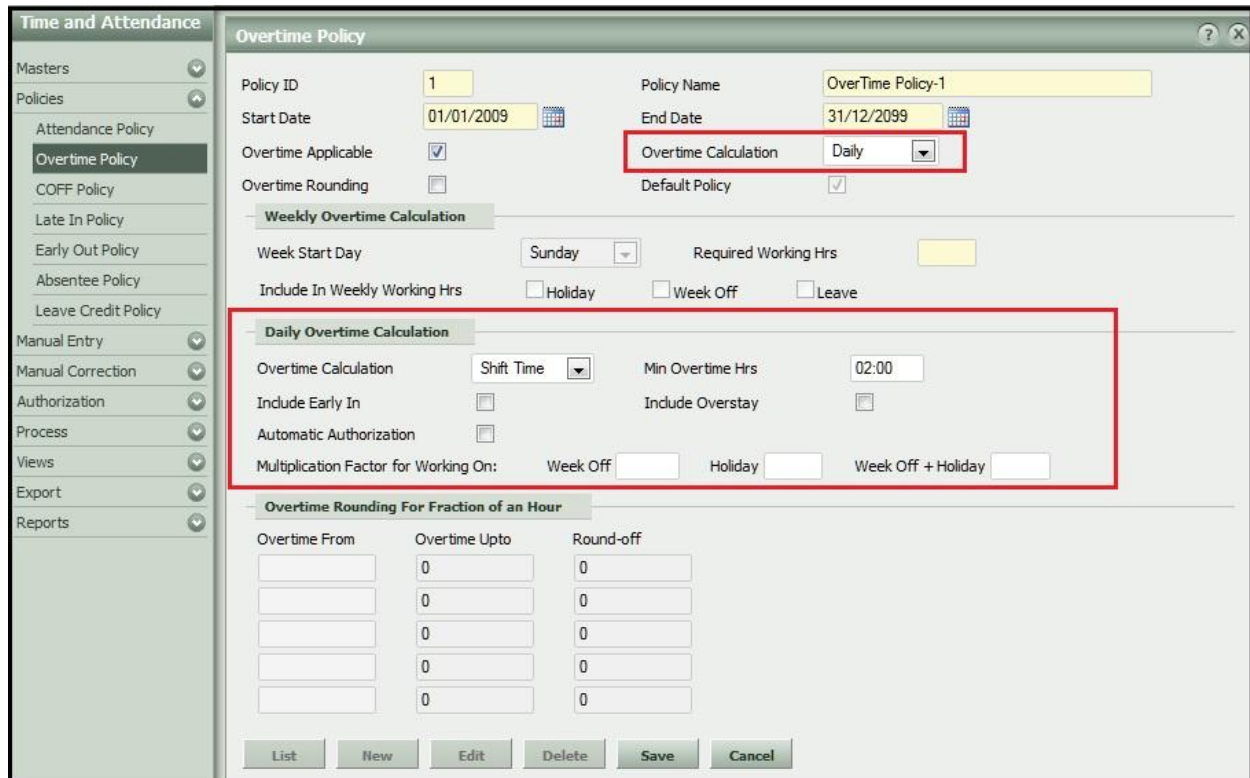
The screenshot shows the 'Overtime Policy' configuration window. The 'Overtime Calculation' is set to 'Weekly'. The 'Weekly Overtime Calculation' section is highlighted with a red box, showing 'Week Start Day' as 'Sunday' and 'Required Working Hrs' as '48:00'. There are also checkboxes for 'Include In Weekly Working Hrs' for 'Holiday', 'Week Off', and 'Leave'. Other sections include 'Daily Overtime Calculation' and 'Overtime Rounding For Fraction of an Hour'.

Week Start Day: Select the week start day.

Required Working Hours: Min Required Hours per week for the user to become eligible for the Overtime pay.

You can also include the **Holidays**, **Week Offs** and the Leaves in the working hour calculation.

Daily:



Overtime Calculation: User need to specify whether the calculation is to be based on the ShiftTime or Working Hours.

Here working hours will be the shift duration of that particular shift.

Min Overtime Hrs: User need to specify the Min Overtime Hours per day for the user to become eligible for the Overtime in HH:MM format.

Multiplication Factor: User need to define the rate factor to be used in calculating the overtime pay for working on Weekly Offs and Holidays in the fields provided.

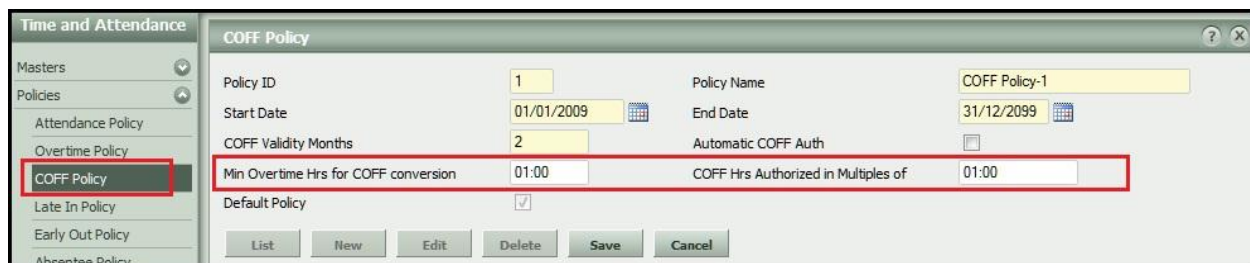
2.) COFF Policy

Compensatory Off/Leave (COFF) is paid time off for an eligible employee having worked additional hours in an attendance period.

Compensatory leave may be used to provide time off from work at a later date but within the valid time period.

To define the COFF policies, go to Time & Attendance --> Policies --> COFF Policy in the left pane.

The following COFF Policy Master page appears. The policies already defined will appear in the list.



Policy ID	1	Policy Name	COFF Policy-1
Start Date	01/01/2009	End Date	31/12/2099
COFF Validity Months	2	Automatic COFF Auth	<input type="checkbox"/>
Min Overtime Hrs for COFF conversion	01:00	COFF Hrs Authorized in Multiples of	01:00
Default Policy	<input checked="" type="checkbox"/>		

Each time the user the date fields in an existing policy the system creates a new level for the policy.

The system thus maintains a record of the existing policy as well as the edited one.

Each policy will have a unique ID for identification and this is generated by the system automatically at the time of new COFF Policy definition.

COFF Validity months: Number of months within which the COFF has to be adjusted before it lapses.

Automatic COFF Auth: Enable this option to authorize the COFF automatically.

Min Overtime Hrs for COFF conversion: Min overtime hrs to convert overtime hrs into COFF

COFF Hrs Authorization in Multiples of: Specify the no. of Hrs in multiple of which more than one COFFs will be credited.

Thanks & Regards,

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