

## Matrix Technical Support Mailer – 73 C-OFF Policy Configuration in COSEC

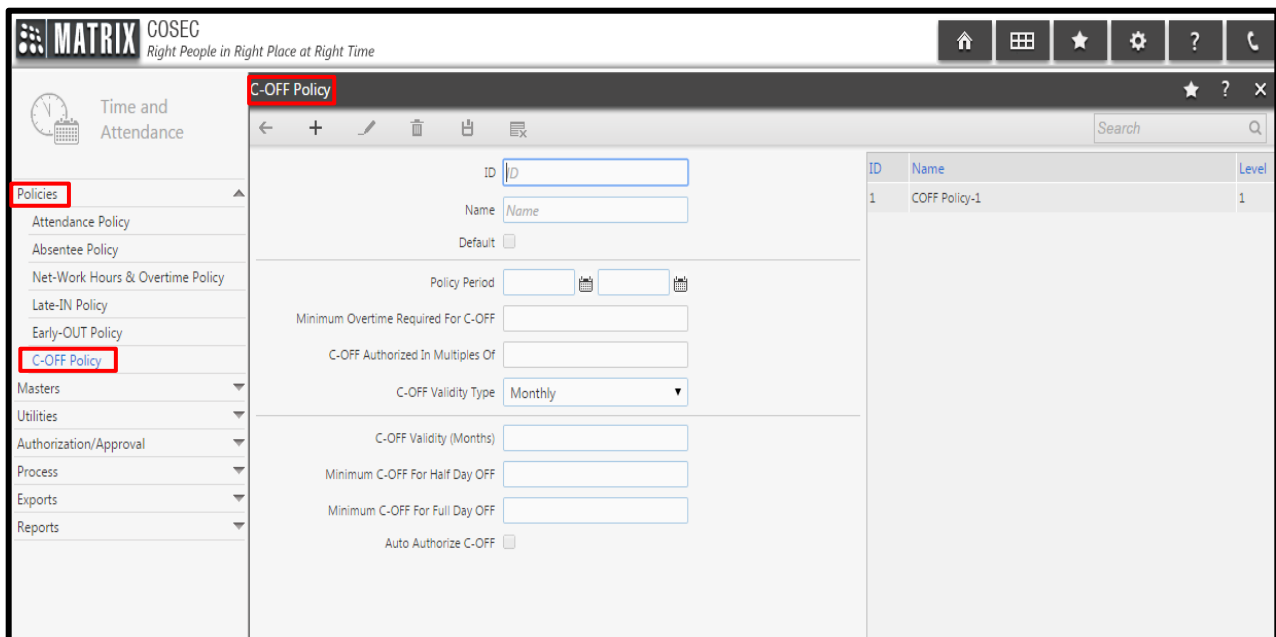
Dear Friend,  
This mailer will help you to Configure C-OFF Policy in COSEC.

C-OFF stands for compensatory off, i.e. user has done Overtime and he is being given Compensatory Off for the same.

Overtime of any User can be Authorized either as Authorized Overtime or as Authorized C-OFF.

When User`s Overtime has been Authorized as C-OFF then he is eligible to get a C-OFF.

C-OFF Policy is available under Time and Attendance Module > Policies > C-OFF Policy.



The screenshot displays the COSEC web application interface for configuring a C-OFF Policy. The sidebar on the left shows the 'Time and Attendance' module with 'Policies' selected, and 'C-OFF Policy' highlighted. The main configuration area includes the following fields:

- ID:
- Name:
- Default:
- Policy Period:
- Minimum Overtime Required For C-OFF:
- C-OFF Authorized in Multiples Of:
- C-OFF Validity Type:
- C-OFF Validity (Months):
- Minimum C-OFF For Half Day OFF:
- Minimum C-OFF For Full Day OFF:
- Auto Authorize C-OFF:

On the right, a table displays the current policy configuration:

ID	Name	Level
1	COFF Policy-1	1

Click on '+' button to configure new C-OFF Policy.

The screenshot shows the 'C-OFF Policy' configuration window. The top toolbar contains a '+' button, which is highlighted with a red box. Below the toolbar, the 'Name' field is highlighted with a red box and contains the text 'Test'. The 'ID' field contains '/D'. The 'Policy Period' is set from 01/01/2009 to 31/12/2099. The 'C-OFF Validity Type' is set to 'Monthly'. The 'Minimum Overtime Required For C-OFF' field is empty. The 'C-OFF Authorized In Multiples Of' field is empty. The 'C-OFF Validity (Months)' field is empty. The 'Minimum C-OFF For Half Day OFF' is 04:00. The 'Minimum C-OFF For Full Day OFF' is 08:00. The 'Auto Authorize C-OFF' checkbox is unchecked. On the right side, there is a table with the following data:

ID	Name	Level
1	COFF Policy-1	1

ID will be generated by the System. We just need to mention the name of the Policy.

Enter the minimum required Overtime to be considered for C-OFF.

The screenshot shows the 'C-OFF Policy' configuration window. The 'Minimum Overtime Required For C-OFF' field is highlighted with a red box and contains the text '02:00'. The 'Name' field contains 'Test'. The 'ID' field contains '/D'. The 'Policy Period' is set from 01/01/2009 to 31/12/2099. The 'C-OFF Validity Type' is set to 'Monthly'. The 'C-OFF Validity (Months)' field is empty. The 'Minimum C-OFF For Half Day OFF' is 04:00. The 'Minimum C-OFF For Full Day OFF' is 08:00. The 'Auto Authorize C-OFF' checkbox is unchecked. On the right side, there is a table with the following data:

ID	Name	Level
1	COFF Policy-1	1

In the above scenario, if the User's Overtime is less than 02:00 Hours then it cannot be Authorized as C-OFF. If Overtime is more than 02:00 Hours then only that Overtime can be Authorized as C-OFF.

When Overtime is to be Authorized we need to mention the multiplication factor to be considered while Authorizing the Overtime.

The screenshot shows the 'C-OFF Policy' configuration window. The 'C-OFF Authorized In Multiples Of' field is highlighted with a red box and contains the value '01:00'. Other fields include ID, Name, Default, Policy Period (01/01/2009 to 31/12/2099), Minimum Overtime Required For C-OFF (02:00), C-OFF Validity Type (Monthly), C-OFF Validity (Months), Minimum C-OFF For Half Day OFF (04:00), Minimum C-OFF For Full Day OFF (08:00), and Auto Authorize C-OFF (unchecked).

ID	Name	Level
1	COFF Policy-1	1

In this case Overtime can be Authorized as C-OFF only in the multiples of 01:00 hour, i.e. we cannot Authorize 01:30 Hours as C-OFF. The Authorized C-OFF should be in the multiples of 01:00 hour.

C-OFF Validity type can also be chosen among Monthly, Yearly and number of days.

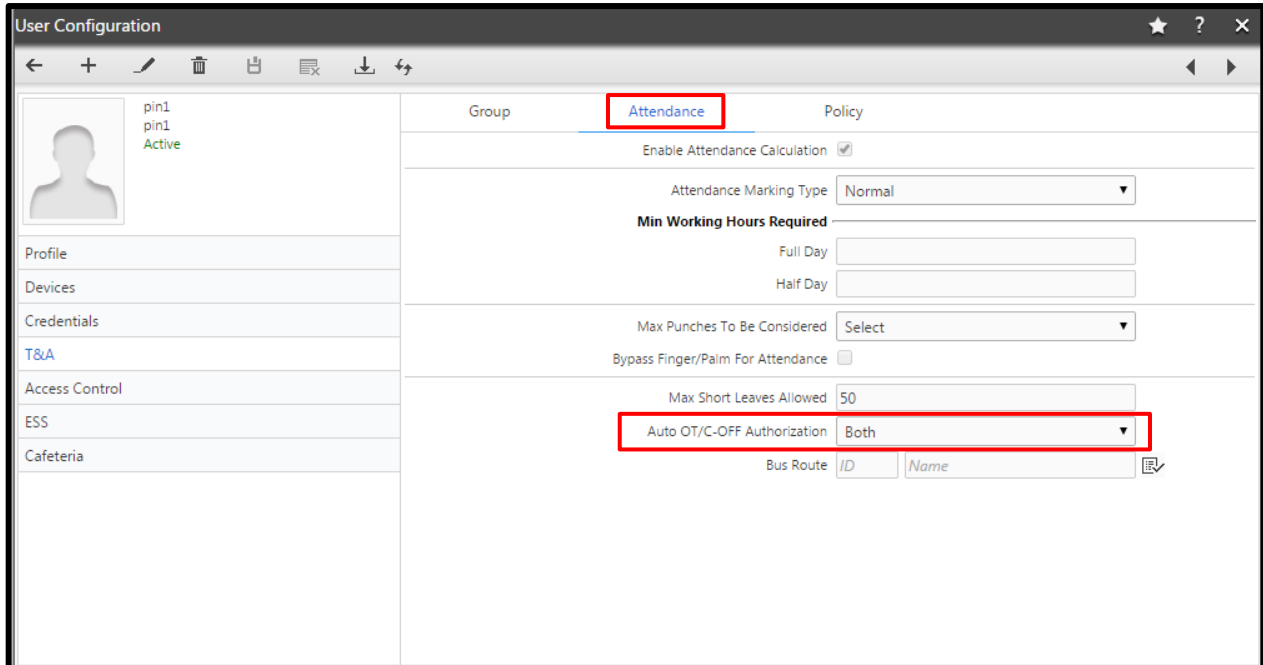
The screenshot shows the 'C-OFF Policy' configuration window. The 'C-OFF Validity Type' dropdown menu is highlighted with a red box and set to 'Monthly'. Other fields include ID (ID), Name (test), Default (checkbox), Policy Period (01/01/2009 to 31/12/2099), Minimum Overtime Required For C-OFF (02:00), C-OFF Authorized In Multiples Of (01:00), C-OFF Validity (Months) (3), Minimum C-OFF For Half Day OFF (04:00), Minimum C-OFF For Full Day OFF (08:00), and Auto Authorize C-OFF (checkbox).

ID	Name	Level
1	COFF Policy-1	1

Let us take an example to understand how the user is eligible for C-OFF and how he can Avail it.

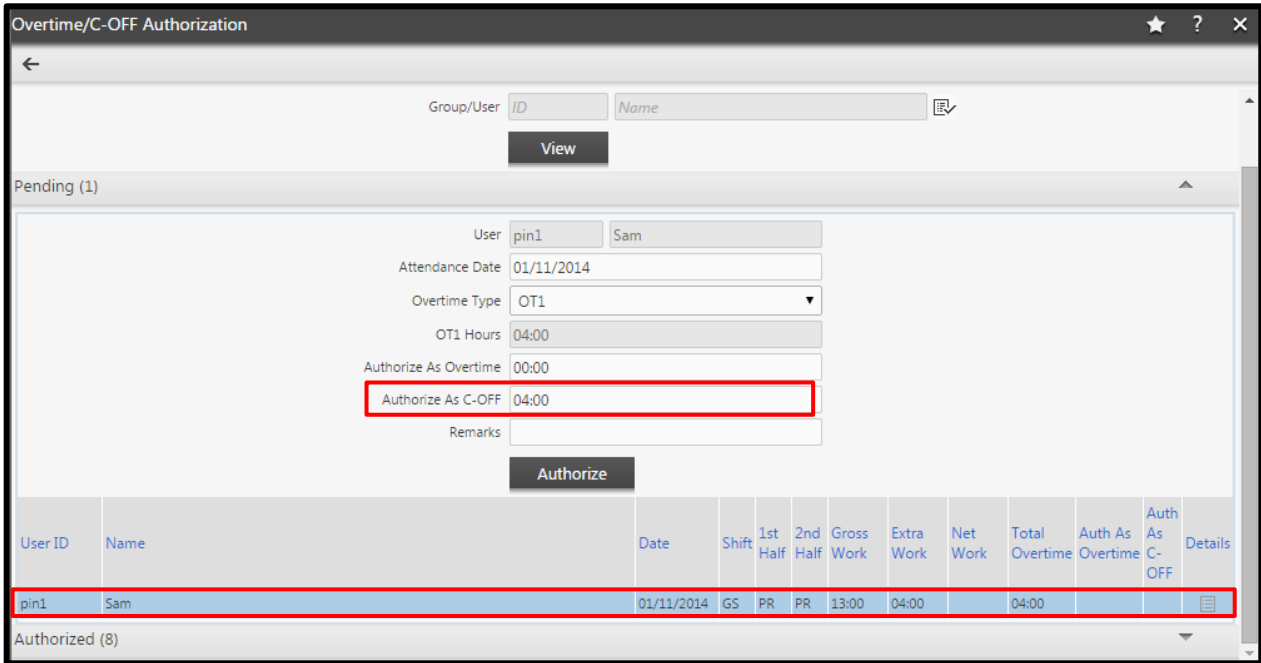
First of all we need to Enable Overtime or C-OFF for the User by selecting the appropriate option in Auto OT/C-OFF Authorization.

If we want the user to be considered for only Overtime then we can select OT as Auto OT/C-OFF Authorization.





In Overtime/C-OFF Authorization, the user's overtime can be selected and can be Authorized as C-OFF in terms of Number of Hours as shown.



Group/User:

Pending (1)

User:

Attendance Date:

Overtime Type:

OT1 Hours:

Authorize As Overtime:

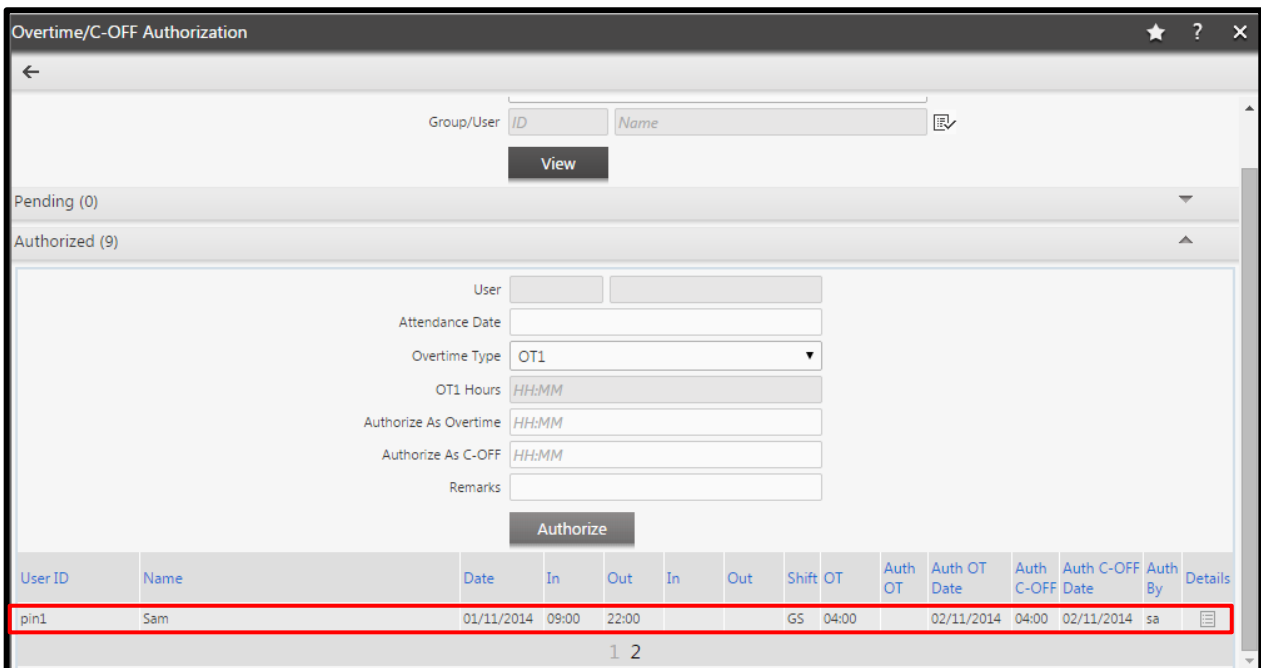
**Authorize As C-OFF:**

Remarks:

User ID	Name	Date	Shift	1st Half	2nd Half	Gross Work	Extra Work	Net Work	Total Overtime	Auth As Overtime	Auth As C-OFF	Details
pin1	Sam	01/11/2014	GS	PR	PR	13:00	04:00		04:00			

Authorized (8)

Once Overtime is Authorized it will be available under Authorized Tab.



Group/User:

Pending (0)

Authorized (9)

User:

Attendance Date:

Overtime Type:

OT1 Hours:

Authorize As Overtime:

Authorize As C-OFF:

Remarks:

User ID	Name	Date	In	Out	In	Out	Shift	OT	Auth OT	Auth OT Date	Auth C-OFF	Auth C-OFF Date	Auth By	Details
pin1	Sam	01/11/2014	09:00	22:00			GS	04:00		02/11/2014	04:00	02/11/2014	sa	

1 2

Let us Apply a leave for the user in order to Avail the C-OFF.

**C-OFF Application**

User: pin1 Sam

Application Date: 02/11/2014

From Date: 08/11/2014 FullDay

To Date: 08/11/2014 FullDay

Applied Days: 1

Posted Days:

Leave: CO - cofftype

Current Balance: 25:00

Required Balance For Leave: 08:00

**Reason And Contact Info**

Reason: 50 Char

Address: 30 Char

Contact Number: 20 Char

Selected C-OFF For Application: HH:MM

Application Date	Leave	From	To	Application Type	Status
31/10/2014	CO	07/11/2014	07/11/2014	New	Approved

All these details are to be mentioned for C-OFF Application

If the user is applying leave from his ESS then his application has to get the Approval from his Reporting In charge. But if the Application is applied from System Administrator`s Account, application will directly get Authorized. C-OFF hours must be selected for C-OFF Application under Selected C-OFF For Application

**Leave Balance Detail**

User: pin1 Sam

Attendance Period: November 2014

Leave: CO cofftype

**Balance Status**

Attendance Date	Available C-OFF	Select C-OFF
15/09/2014	18:00	04:00
16/09/2014	01:00	
29/09/2014	02:00	
01/11/2014	04:00	04:00

Select Close

No. of hours for C-OFF from Available C-OFF has to be selected

C-OFF Application Saved Successfully

Search

User:  Sam

Application Date:

From Date:  FullDay

To Date:  FullDay

Applied Days:

Posted Days:

Leave:

Current Balance:

Required Balance For Leave:

**Reason And Contact Info**

Reason:

Address:

Contact Number:

Selected C-Off For Application:

Application Status:

Apply For Cancellation

Application Date	Leave	From	To	Application Type	Status
02/11/2014	CO	08/11/2014	08/11/2014	New	Approved
31/10/2014	CO	07/11/2014	07/11/2014	New	Approved

C-OFF for the user has been applied for the selected days.

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