ramco
Aviation Solutions

Time Management

User Guide

Version 5.5

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Table of Contents

BUSINESS PROCESS: TIME MANAGEMENT

- **Scenario I Details: Making Employee Schedule**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User creates List of Holidays so that it can be used across the organization	HR Manager	Create Holiday Master	Create Holiday Master	Create Holiday Master	• Define Holiday Master Code • Define Holiday Master Description • Give Effective From Date • Give Effective To Date • Give concerned Holiday Date • Against Date give Holiday Description • Select One of the Values from the Applicable To Combo
						• Save the Data • If in Applicable to combo value is “Selective Org. Units”, then take link and go to next page. • This page will list all the Org. Units available. Select the value “Yes” for the desired Org. Unit and save the data. The defined Holiday Master will be made available to the selected Org. Units. • If want to list specific Org. Units give Search Conditions • Among the listed OUs select the concerned OUs and map

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
2.	User Creates different shifts, indicating starting time and ending time of each shift.	HR Manager	Create Shift Details	Create Shift Details	Create Shift Details	• Define Shift Code • Define Shift Description • Give Alias for the Shift • Give Shift Start Time • Give Shift End Time • Give Tolerance Limits • Opt for Flexi Shift Yes or No • If yes then, Mandatory Working Hours can be given. • Core Start Time and Core End Time Can be give, if required • Breaks Hours can be given. • Save the Data by operating Save Button • If Flexi shifts option is No then give From Time and To Time. • Give the Time Type, like Working Time or Break Time • If required select Session No. • For the selected Session numbers give the conversion factors • Save the data by operating the Save button • If in Applicable to combo value is “Selective Org. Units”, then take link and go to next page. • This page will list all the Org. Units available. Select the value “Yes” for the desired Org. Unit and save the data. The defined Holiday Master will be made available to the selected Org. Units. • If want to list specific Org. Units give Search Conditions • Among the listed OUs select the concerned OUs and map

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
3.	User groups one or many among available shifts to form a group and associates concerned holiday list and overtime rule.	Supervisor	Edit Rota Plan	Edit Rota Plan Edit Rota Plan	Select Rota Plan Create Rota Plan	• To Create New Rota Plan take a link to the Create Rota Plan page by clicking hyperlink "Create Rota Plan" in the Select Rota Plane Page • Define Rota Plan Code • Define Rota Plan Description • Give applicable Holiday Master Code • Specify whether Shift are to be scheduled on the Holidays by selecting "Yes/No" values in the Schedule Shift Combo • If Overtime rule has to be applied then give Overtime Rule name in the Overtime rule control box • If Attendance rule has to be applied then give Attendance Rule name in the Attendance Rule Control Box. • Give applicable Shift Codes in the Shift code column of the multiline. • Save the details by operating the Save button • Set parameter pertaining to the Attendance for this Rota Plan, to do this take link to the Set Attendance Parameter Page. • Specify when the week should begin by selecting one of the values in week begins Combo • Decide whether Shift deviation is allowed or not. • Specify Whether Time deviation is allowed with relaxed hours or fixed hours or Time Deviation is not allowed by selecting values in Time Deviation Combo. • Decide whether Break Time should be inclusive or exclusive by selecting a value in Break Time Combo. • If working on weekly off is treated as Overtime then give the conversion factors.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
4.						- Specify whether Weekly Overtime limit is applicable or not. - Give Conversion factors for the range of OT hours in the Conversion Factor Table. - Select the Update or Correct options - If Opted Update give the new effective date. - Save the details by operating the Save button.
5.	User Creates required number of schedules under a defined Group. User sequences the shifts and gives the duration for each shift. This gives him the cycle of the shifts and tells where weekly Off's fall in the Cycle.	Supervisor	Edit Rota Schedule	Edit Rota Schedule	Select Rota Schedule	- To Create New Rota schedule take a link to the Create Rota Schedule page by clicking hyperlink "Create Rota Schedule" in the Select Rota Schedule Page - Select applicable Rota Plan from the Rota Plan combo

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
6.				Edit Rota Schedule	Create Rota Schedule	- Give Rota schedule Code - Give Rota Schedule Description - Give Effective From Date in the effective from date control box - Give Effective To Date in the effective to date control box - Select Shift from the Shift column of the multiline. - Make sure that you have selected weekly off Shift also. - Give Durations in days to the selected Shift in the Duration (Days) column of the multiline - Save the details by operating the Save button.
7.	User maps concerned employees to the Schedule	Supervisor	Map Employee to Rota Schedule	Map Employee to Rota Schedule	Map Employee to Rota Schedule	- Select Org. Unit from the Scheduling Unit combo - This will list Employment Units in the Employment Unit Combo. - Select one Employment Unit - Give Rota Schedule in the Rota Schedule Control box - Give Employee(s) Code for whom mapping is to be done in the Employee code column of the multiline - Give assignment number of the specified employee code - Give effective dates in the effective dates column of the multiline, if Effective dates for the said Employee code needs to be different from that of the given Rota Schedule, otherwise leave it blank, the given Rota Schedule Effective Dates will be taken as Employee Mappings effective dates by default. - To map select Yes/No in the Map column of the multiline - Save the details by operating Save button
8.	Once User map concerned employees to	Supervisor	Generate Employee Schedule	Generate Employee Schedule	Generate Employee Schedule	- Select a Rota Plan from the Rota Plan Combo - Operate the Get Button to get all concerned Rota Schedules of the Rota plan in the Multiline

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	the concerned Schedules, their Time Table is to be generated. This gives all employees schedule, which provides details of Weekly offs, and Holidays. To this Leave details and Training details will be embedded					▸ Select the value Yes/No from the Process Yes/No column of the Multiline ▸ Operate the Save Parameter button to generate Session Id number for preparing processing batch ▸ Operate Generate button to get employee schedule.

- **Scenario 2 Details: HR Executive wants to allot schedule to the new recruit in the organization. The schedule already exists and is in operation, with a set of employees mapped to it. The new recruit is to join that schedule.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User maps new recruit to the existing schedule	HR Executive	Quick Map – Employee Rota Schedule	Quick Map – Employee Rota Schedule Help on Employee	Quick Map – Employee Rota Schedule	▸ The user selects the relevant org unit in the org unit list, enters a Rota Schedule code (via Rota schedule help if needed), employee code (via Employee help if needed), assignment no. and effective from date. ▸ The user submits the data using the Save button.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						- The user enters the search criteria (employee code from and to, function, position, category, grade, job, role, assignment no., and competency element) and presses Search to get the employees in the multiline. - He selects employee and then presses OK to select and move the employee to the Quick Map - Employee Rota schedule page.
				Help on Rota Schedule		- The user enters the search criteria (Rota schedule code and description, Rota plan code and description and Effective from date) and presses Search to get the Rota schedules in the multiline. - He selects Rota schedules and then presses OK to select and move the employee to the Quick mapping page.

- **Scenario 3 Details: Making Employee Time Deviation**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	UI TRAVERSAL STEPS
1.	Employee makes request for time deviation	Employee	Time Management Employee Self-Service	Request Time Deviation	Request Time Deviation	- The employee selects the assignment no. and date for which time deviation needs to be recorded. On using Get button, applicable shift details are displayed. - The user enters the new (deviant) time details (start and end time and deviation reasons), and submits the

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	UI TRAVERSAL STEPS
						data using Save button.
2.	Supervisor vets the request and approves it.	Supervisor	Time Management Employee Self-Service	Select Request to Authorize	Select Request to Authorize	- The user enters the search criteria (employee code and name, deviation from and to dates) and presses Search button to display the records to be authorized. - The user may enter start time and end time, and rejection reason and use the Select column in the multi line to authorize or reject (using Authorize/Reject button) on this page, or use the Authorizer time deviation link, view the details of the record selected and then authorize/reject.
				Authorize Time Deviation	Authorize Time Deviation	- For the employee selected, the user enters the Date of deviation, and presses Get to display the shift code and start and end times (scheduled). - The user enters the start and end time, the time from and to, time type details, and rejection reason (if rejected), and submits data by pressing Authorize or Reject.

- **Scenario 4 Details: Supervisor wants to make Time deviation in the scheduled shift of Different Employees for a particular day. This need may have arisen due to Shift Transportation vehicle coming late to the Organization.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Supervisor consolidates the list of employees for whom Time deviation has to be carried out	Supervisor	Record Employee Bulk Time Deviation	Record Employee Time Deviation	Record Employee Time Deviation	▸ The user selects the relevant Org Unit and Rota Plan, and gets Rota Schedules ▸ He selects a value in the Rota Schedule list, enters a value in the Date of Deviation field and operates Get to display scheduled shift and in the multiline, the time details for the date entered. ▸ The user then enters the Deviation Time Details (Start and End Time) and the timing details (time from and to, time type and session), and deviation reason. ▸ He then enters the employee code (also possible thru the Employee help page) and assignment details, and Maps (using the Map list), and submits the data using the Save button. The save details will get a Transaction Number. ▸ To retrieve the save details specify the Transaction Id and get the details. Using this modification can be done.

2.	After consolidation of employees list is made, supervisor allots the new Timings for the listed employees.					- The user selects the relevant Org Unit and Rota Plan, and uses the Get button to display Rota Schedules - He selects a value in the Rota Schedule list, enters a value in the Date of Deviation field and operates Get to display scheduled shift and in the multiline, the time details for the date entered. - The user then enters the Deviation Time Details (Start and End Time) and the timing details (time from and to, time type and session), and deviation reason. - He then enters the employee code (also possible thru the Employee help page) and assignment details, and Maps (using the Map list), and submits the data using the Save button.

- **Scenario 5 Details: Making Employee Shift Deviation**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Employee makes request for shift deviation	Employee	Time Management Employee Self-Service	Request Shift Deviation		▶ Employee specifies the assignment no. and the effective dates for which shift deviation needs to be recorded. On using Get button Deviate Shift to combo is loaded with all the defined Shifts. ▶ The user specifies the deviate shift to, and deviation reason details, and saves the data.
2.	Supervisor vets the request and approves it.	Supervisor	Time Management Employee Self-Service	Authorize Shift Deviation		▶ The user selects a selects relevant Org unit and enters search criteria (employee code and name, effective from and to dates). On Search employee details are displayed in the multiline. ▶ User enters the Effective from and to dates and presses Authorize or Reject (depending on the action the user wants carried out for the set of employees using the select column)

- **Scenario 6 Details: Supervisor wants to make deviation in the scheduled shifts of Different Employees for a particular day or for a particular period. This need may have arisen due to Training Programs.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Supervisor consolidates the list of employees for whom shift deviation has to be carried out	Supervisor	Record Employee Bulk Shift Deviation	Record Employee Shift Deviation- Bulk	Record Employee Shift Deviation-Bulk	▸ Selects the relevant Scheduling and Employment Unit and Rota Plan, and uses the Get button to display Rota Schedules and Shifts (in the Deviate shift to List). ▸ He selects values in the Deviate shift to & Rota Schedule lists, enters values in the Deviation Reason, Effective from and to date fields and presses Get to display Employee details for whom he wants to record Bulk shift deviation. ▸ List or enter Employees in the multiline for which corresponding shift deviation is applicable and submits the details by pressing save button. The save details will get a Transaction Number. ▸ To retrieve the save details specify the Transaction Id and get the details. Using this modification can be done.
				Help on Employees		▸ The user enters the search criteria (employee code from and to, function, position, category, grade, job, role, assignment no., and competency element) and presses Search to get the employees in the multiline. ▸ He selects employee and then presses OK to select and move the employee to the Ad hoc schedule-mapping page.

2.	After consolidation of employees list is made, supervisor allots the new shift for the listed employees. This he will do for a particular day or for a particular Period, as per the business need	Supervisor	Record Employee Shift Deviation- Bulk	Record Employee Shift Deviation- Bulk		• The user selects the relevant Org Unit and Rota Plan, and uses the Get button to display Rota Schedules and Shifts (in the Deviate shift to List). • He selects values in the Deviate shift to & Rota Schedule lists, enters values in the Deviation Reason, Effective from and to date fields and presses Get to display Employee details for whom he wants to record Bulk shift deviation. • Using the select column in the multiline user decides the employees for whom corresponding shift deviation is applicable and submits the details by pressing save button.

- **Scenario 7 Details: Ad-hoc Scheduling of Employees**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Supervisor consolidates the list of employees for whom Ad hoc scheduling has to be carried out	Supervisor	Time Management Scheduling	Set Ad-Hoc Schedule	Set Ad-Hoc Schedule	▸ Select Scheduling and Employment. Unit, and enters the Ad hoc schedule code and description. ▸ Select a Rota Plan ▸ Select Year and Month and presses Display calendar to display the relevant calendar, relevant shifts and Employees for the Rota Plan selected. ▸ Employees can then be mapped to specific shifts on specific days by selecting shifts in the Calendar. ▸ The employees may also be fetched in the multiline via Employee Help. ▸ The ad hoc schedule details are submitted using the Save button.
				Help on Employees		▸ Enter the search criteria (employee code from and to, function, position, category, grade, job, role, assignment no., and competency element) and presses Search to get the employees in the multiline. ▸ Select employee and then presses OK to select and move the employee to the Ad hoc schedule-mapping page.
2.	After employees list is consolidated, supervisor allots the shifts for the listed employees. This he will do for one or more days as per the business need	Supervisor	Ad Hoc Scheduling	Employee Ad Hoc Schedule Mapping		▸ User selects Org. Unit, and enters the Ad hoc schedule code and description (which may be done via Ad hoc schedule help if needed). ▸ The user selects a Rota Plan for selecting the employees to map to Ad hoc schedule. ▸ He then selects a Year and Month and presses Display calendar to display the relevant calendar, relevant shifts and Employees for the Rota Plan selected. ▸ Employees can then be mapped to specific shifts on

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						specific days by selecting shifts in the Calendar. ▸ The employees may also be fetched in the multiline via Employee Help. ▸ The ad hoc schedule details are submitted using the Save button.

- **Scenario 8 Details: Processing Employee Attendance**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User can consolidate /summate the attendance record and attendance related allowances applicable for a process period in a presentable format.	HR Executive	Employee Attendance Processing	Time Management Consolidation	Time Management Consolidation	▸ Enter the Process period, Payroll code, range of Employee code for which the consolidation is to be done. ▸ Click on the “Consolidate” button to summarize existing data in a presentable format for payroll processing ▸ Click on the “Revoke” button to undo the consolidation that is already done.
2.	Attendance will be recorded for employees in the form of Time In and Time Out for every day of the Processing Period	HR Executive	Employee Attendance Processing	Attendance Entry- Employee Wise	Attendance Entry- Employee Wise	▸ User enters the Employee code for which attendance entry has to be entered, for a number of dates. ▸ User enters the assignment number and date range (in the Effective From and Effective To fields), and presses Get. ▸ The scheduled attendance details are displayed in the multi line, and the user modifies/adds to them, and submits the data by pressing the Save button. ▸ If the user wants to enter attendance data date wise, he uses the Get Attendance Entry Date wise link.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
				Attendance Entry- Date Wise		- The user selects a Rota Schedule from the Rota Schedule list, and enters the relevant date. - On press of Get, Employees of the Rota Schedule selected and their attendance details are displayed in the multi line. - The user then adds/modifies the time from/time to details. - The user may also enter Employee Code details via Employee help page, and attendance details. - The data is then submitted by the user on press of Save button.
3.	Once Attendance recording is done for the processing period, user processes the data so that employee actual attendance can be matched with the respective schedules. This will give the output which includes, Actual attendance, leave status, absenteeism of the employees	HR Executive	Employee Attendance Processing	Process Employee Attendance		- The user selects a Rota Plan for which he wants Attendance processing carried out. - He enters the Process From and To dates in the respective fields, to specify the date range for the Attendance processing. On press of the Get button, Session ID is displayed, and Rota Schedule details are displayed in the multi line. - He then presses Save Parameters for Processing to validate the data entered. - After validation, the user presses the Process button to carry out the overtime processing.
4.	HR Manager vets the Processed Attendance units and authorizes.	HR Manager	Authorize Employee Attendance	Authorize Employee Attendance		- The user selects a selects a Rota Plan for which he wants attendance processing authorization carried out. On Selection of a Rota Plan, Rota Schedules are displayed in the Rota Schedule list. - User selects the relevant Rota Schedule, and effective

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						dates and presses Get. ▸ The Employee attendance details are displayed. ▸ The user selects the records using the select column (depending on the action the user wants carried out for the set of employees) and presses Authorize or Reject

- **Scenario 9 Details: Processing Employee Overtime**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Attendance will be recorded for employees in the form of Time In and Time Out for every day of the Processing Period	HR Executive	Employee Attendance Processing	Enter Attendance	Attendance Entry- Employee Wise	▸ User enters the Employee code for which attendance entry has to be entered, for a number of dates. ▸ User enters the assignment number and date range (in the Effective From and Effective To fields), and presses Get. ▸ The scheduled attendance details are displayed in the multi line, and the user modifies/adds to them, and submits the data by pressing the Save button. ▸ If the user wants to enter attendance data date wise, he uses the Get Attendance Entry Date wise link.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
				Enter Attendance	Attendance Entry- Date Wise	• The user selects a Rota Schedule from the Rota Schedule list, and enters the relevant date. • On press of Get, Employees of the Rota Schedule selected and their attendance details are displayed in the multi line. • The user then adds/modifies the time from/time to details. • The user may also enter Employee Code details via Employee help page, and attendance details. • The data is then submitted by the user on press of Save button.
2.	Once Attendance recording is done for the processing period, user processes the data so that employee's actual attendance can be matched with the respective schedules. This will give the Over time Hours of the employees for the processed period.	HR Executive	Employee Attendance Processing	Process Employee Over Time	Process Employee Over Time	• The user selects a Rota Plan for which he wants Overtime processing carried out. • He enters the Process From and To dates in the respective fields, to specify the date range for the over time processing. On press of the Get button, Session ID is displayed, and Rota plan details are displayed in the multi line. • The user enters the Employee from and to details in the respective fields, and selects the records (depending on whether he wants to process overtime or not for the employee range). • He then presses Save Parameters for Processing to validate the data entered. • After validation, the user presses the Process button to carry out the overtime processing.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
3.	HR Manager vets the Processed Over time Hours and authorizes.	HR Manager	Employee Attendance Processing	Authorize Employee Over Time	Authorize Employee Over Time	• The user selects a Rota Plan for which he wants Overtime processing authorization carried out. On selection of a Rota Plan, Rota Schedules for the Rota Plan selected are displayed in the Rota Schedule list. • User selects the relevant Rota Schedule, effective from dates and presses Get. • The user selects the records in the multiline (depending on the action the user wants carried out for the set of employees) and presses Authorize or Reject

- **Scenario 10 Details: Changing Employee Schedule**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User finds suitable replacer for the outgoing employee. The suitability may be on the basis of the outgoing employee's Function, Position, Competency, etc.	Supervisor	Time Management Scheduling	Substitute Employee	Substitute Employee	• The User selects an Org. Unit, and enters the Employee code for the employee he wants substituted. • He enters a Department, Position, Grade and or Competency count and selects the kind of competency he wants a match against in the 'Match Against' list. • On pressing Get, Employee Details are fetched in the multi line • The user may also select employee code from employee help in the ML. • If needed, user selects an Employee from the multi line, and uses the link to the View Employee Time Table.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
				Employee Schedule	View Employee Time Table	• User selects OU to which Employee belongs. The list is defaulted with the Employee selected in the above page. • User may enter employee code or via employee help. • The assignment no. also needs to be entered by the user. • On selecting Year and Month and pressing Get, the Employee's Time Table details are displayed. • If the user wants to View Shift Deviation Details, he uses the View Shift Deviation Details link. • If the user wants to View Time Deviation Details, he uses the View Time Deviation Details link.
				Employee Schedule	View Shift Deviation Details	• The Shift Deviation details are displayed for the Employee code and assignment as selected on the above page.
				Employee Schedule	View Time Deviation Details	• The Time Deviation details are displayed for the Employee code and assignment as selected on the above page.
2.	Once replacer is identified he will be mapped to replacee schedule.	Supervisor	Time Management Scheduling	Map Employee Rota Schedule	Map Employee Rota Schedule	• User selects the OU for the Rota Schedule • The user enters the Rota Schedule code (via Rota Schedule Help or otherwise) • On pressing Get, Employee details are displayed in the multiline. • The user enters the Employee code (via Employee Help or otherwise), assignment no., and Effective from date; and uses the Map list. • He then presses Save to submit the details on the page. • If needed, user selects an Employee from the multi line, and uses the link to the View Employee Time Table.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
				Employee Schedule	View Employee's Time Table	• User selects OU to which Employee belongs. The list is defaulted with the Employee selected in the above page. • User may enter employee code or via employee help. • The assignment no. also needs to be entered by the user. • On selecting Year and Month and pressing Get, the Employee's Time Table details are displayed. • If the user View Shift Deviation Details, he uses the View Shift Deviation Details link. • If the user View Shift Deviation Details, he uses the View Shift Deviation Details link. • For the employee selected, if the user wants to view the Holiday details, he uses the View holiday Master link.
					View holiday Master	• For the employee selected in the above-mentioned page, if the user wants to view the Holiday details, he uses the View holiday Master link. • •
					View Rota Schedule	• The Rota Schedule and Rota Plan details are defaulted for the employee selected in the above-mentioned page. • On selecting Year and Month and pressing Get, the Employee's Rota Schedule details are displayed. • If the user wants to View Shift Deviation Details, he uses the View Shift Deviation Details link. • If the user wants to View Time Deviation Details, he uses the View Time Deviation Details link. • View holiday list

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