


Step to initialize 2018 calendar and create 2018 public holidays

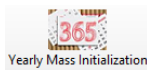
Initialize 2018 calendar using Yearly Mass Initialization.

- To mass generate working shift for multiple teams with various month range. By using this function, the Overtime, Working and Allowance Rules that tie with the Shift Code will also be generated.
- Use this function at :
 - End of each calendar year before the start of the new calendar year.
 - New Team Code being created.

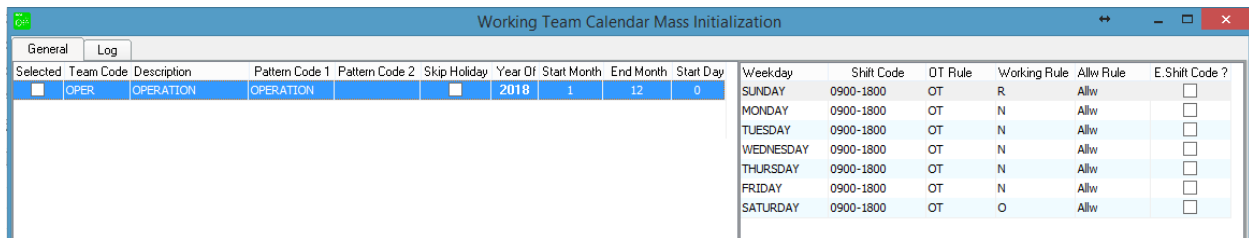
Below are the steps to perform yearly mass initialization:-

Step1: Go to Easy Time system.

Step2: Click on 'Roster Calendar'. 

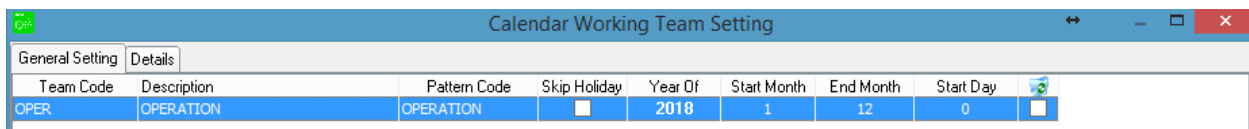
Step3: Click on 'Yearly Mass Initialization'. 

Step4: Right click on the team code.



Selected	Team Code	Description	Pattern Code 1	Pattern Code 2	Skip Holiday	Year Of	Start Month	End Month	Start Day	Weekday	Shift Code	OT Rule	Working Rule	Allow Rule	E. Shift Code ?
<input type="checkbox"/>	OPER	OPERATION	OPERATION		<input type="checkbox"/>	2018	1	12	0	SUNDAY	0900-1800	OT	R	Allow	<input type="checkbox"/>
										MONDAY	0900-1800	OT	N	Allow	<input type="checkbox"/>
										TUESDAY	0900-1800	OT	N	Allow	<input type="checkbox"/>
										WEDNESDAY	0900-1800	OT	N	Allow	<input type="checkbox"/>
										THURSDAY	0900-1800	OT	N	Allow	<input type="checkbox"/>
										FRIDAY	0900-1800	OT	N	Allow	<input type="checkbox"/>
										SATURDAY	0900-1800	OT	O	Allow	<input type="checkbox"/>

Step5: Choose the team code from Calendar working team setting.



Team Code	Description	Pattern Code	Skip Holiday	Year Of	Start Month	End Month	Start Day
OPER	OPERATION	OPERATION	<input type="checkbox"/>	2018	1	12	0

Step6: Choose the New Year 2018 → Choose the start month and end month for calendar initializing → Click on 'Save team' button → close the window.

Working Team Code

Team Code: OPER Mark as History

Description: OPERATION

Pattern: OPERATION

Year Of: 2018 **Pattern Type: WEEK**

Start Month: 1 End Month: 12

Weekday	Shift Code	OT Rule	Working Rule	Allw Rule	E.Shift Code ?
SUNDAY	0900-1800	OT	R	Allw	<input type="checkbox"/>
MONDAY	0900-1800	OT	N	Allw	<input type="checkbox"/>
TUESDAY	0900-1800	OT	N	Allw	<input type="checkbox"/>
WEDNESDAY	0900-1800	OT	N	Allw	<input type="checkbox"/>
THURSDAY	0900-1800	OT	N	Allw	<input type="checkbox"/>
FRIDAY	0900-1800	OT	N	Allw	<input type="checkbox"/>
SATURDAY	0900-1800	OT	O	Allw	<input type="checkbox"/>

Team Details

Pattern 1

Save Team Cancel Close

Step7: Go back to 'working team calendar mass initialization' window → double click on the selected checkbox for the working team → tick on 'Overwrite shift calendar if already exist' → 'Click on 'start initialize' button.

Working Team Calendar Mass Initialization

General Log

Selected	Team Code	Description	Pattern Code 1	Pattern Code 2	Skip Holiday	Year Of	Start Month	End Month	Start Day
<input checked="" type="checkbox"/>	OPER	OPERATION			<input type="checkbox"/>	2018	1	12	0

Weekday	Shift Code	OT Rule	Working Rule	Allw Rule	E.Shift Code ?
SUNDAY	0900-1800	OT	R	Allw	<input type="checkbox"/>
MONDAY	0900-1800	OT	N	Allw	<input type="checkbox"/>
TUESDAY	0900-1800	OT	N	Allw	<input type="checkbox"/>
WEDNESDAY	0900-1800	OT	N	Allw	<input type="checkbox"/>
THURSDAY	0900-1800	OT	N	Allw	<input type="checkbox"/>
FRIDAY	0900-1800	OT	N	Allw	<input type="checkbox"/>
SATURDAY	0900-1800	OT	O	Allw	<input type="checkbox"/>

Team

Employee No.	Employee Name	Status	Resigned Date	Department	Section	Category	Card CSN	Card Type	Job Title
<No data to display>									

0%

Start Initialize Overwrite Shift Calendar if already Exist Status: Close

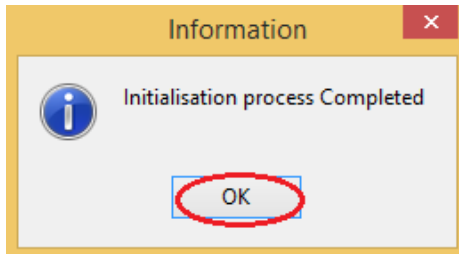
Step8: Click on 'Yes' when system prompted with 'Initialize shift calendar for All the selected working team' message.

Confirm

Initialise Shift Calendar for All Selected Working Team ?

Yes No

Step9: Click on 'ok' when system prompted with 'Initialization process completed' message.

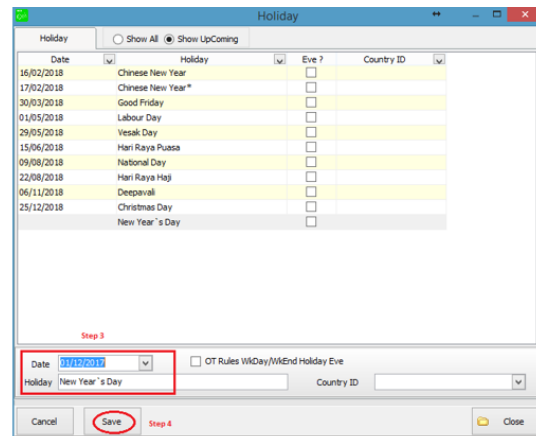
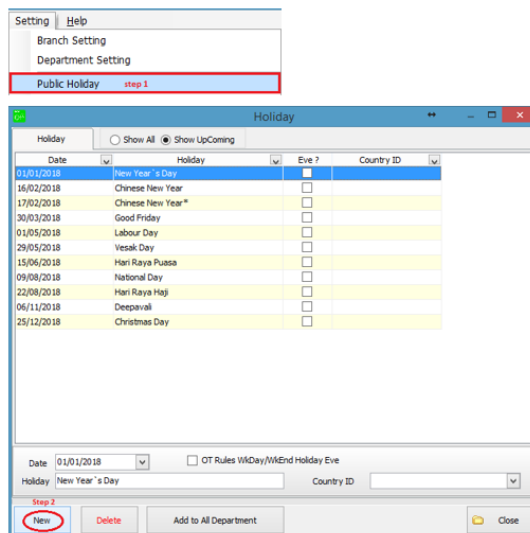


Step10: Close the window.

Create 2018 public holidays

- This is to set the public holidays in a calendar year.

Below are the steps to create public holidays:-



Step 1: Go to **Setting** → **Public Holiday**.

Step 2: Click **New** to create a holiday.

Step 3: Select the holiday **Date** and type in the holiday.

Step 4: Click **Save**.

After creating the public holidays as above, then kindly assign the holidays accordingly based on the system parameters setting.

* Please do not create the 2018 public holidays as above from Sage EasyTime system if your public holiday setting is synchronize from Sage Easy Pay system.