



SQL HRMS

E-TMS Module

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1.0 Payroll Setup

1.1 Maintain Branch

Step 1: Human Resource | Maintain Branch... | Select a Branch / Create New

Code	----	<input checked="" type="checkbox"/> Active
Description	Default Branch	This is default record
Coordinate	<input type="text"/> Map	
Radius (meter)	<input type="text" value="60"/>	

Step 2: Map | Enter Branch address | Search | Confirm

Address

Coordinate: 3.106907, 101.467867
Address: 3, Jln Setia Dagang AK U13/AK, Setia Alam, 40170 Shah Alam, Selangor, Malaysia

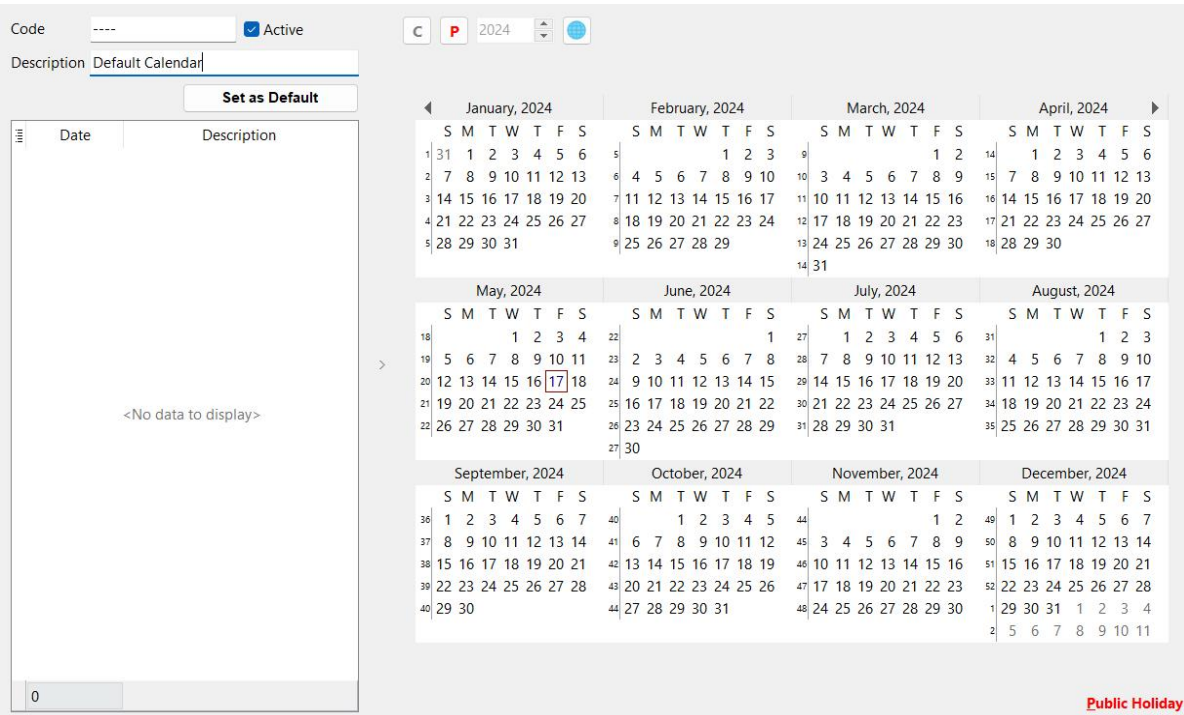
Note: User may click on the map to get a more accurate position

Step 3: Enter radius (by default is 60m) | Save

Code	----	<input checked="" type="checkbox"/> Active
Description	Default Branch	This is default record
Coordinate	<input type="text" value="3.106907, 101.467867"/> Map	
Radius (meter)	<input type="text" value="60"/>	

1.2 Maintain Public Holiday

Step 1: Leave | Maintain Public Holiday Calendar... | Select a Public Holiday Calendar / Create New

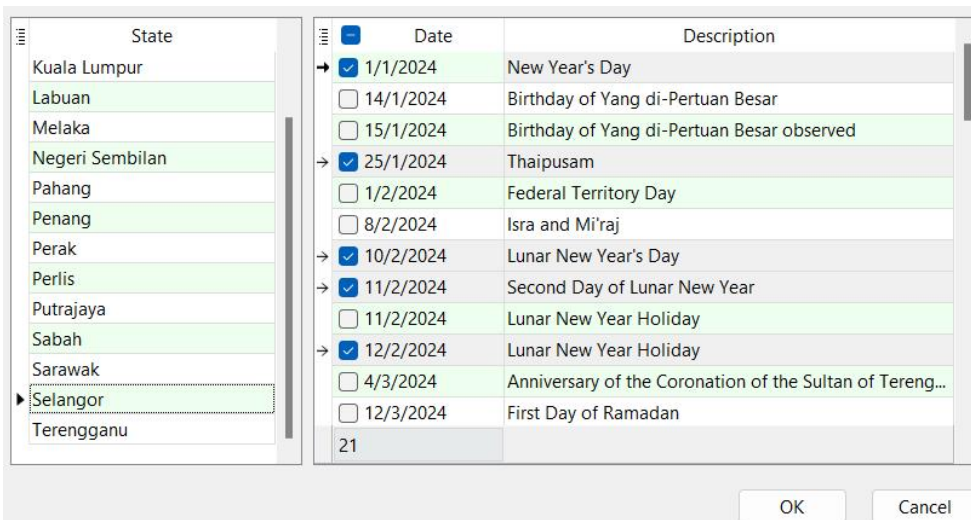


Step 2: Set public holidays

User may import default Malaysia public holiday calendar or set manually

Option 1:

Global Icon | Select a State | OK



Note: User may check or uncheck the dates

Option 2: Click on 'P' button | Select date

Code: ---- Active

Description: Default Calendar

This is default record

#	Date	Description
1/1/2024	New Year's Day	
25/1/2024	Thaipusam	
10/2/2024	Lunar New Year's Day	
11/2/2024	Second Day of Lunar New Year	
12/2/2024	Lunar New Year Holiday	
28/3/2024	Nuzul Al-Quran	
10/4/2024	Hari Raya Puasa	
11/4/2024	Hari Raya Puasa Day 2	
1/5/2024	Labour Day	
22/5/2024	Wesak Day	
3/6/2024	The Yang di-Pertuan Agong's Birt...	
17/6/2024	Hari Raya Haji	
7/7/2024	Muharram/New Year	
8/7/2024	Muharram Holiday	
31/8/2024	Malaysia's National Day	
16/9/2024	The Prophet Muhammad's Birthda...	
17/9/2024	Day off for Malaysia Day	
31/10/2024	Diwali/Deepavali	
11/12/2024	Birthday of the Sultan of Selangor	
25/12/2024	Christmas Day	

January, 2024							February, 2024							March, 2024							April, 2024																																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																										
1	2	3	4	5	6						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												
7	8	9	10	11	12	13	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13						
14	15	16	17	18	19	20	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27					
21	22	23	24	25	26	27	18	19	20	21	22	23	24	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
28	29	30	31				25	26	27	28	29			12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

May, 2024							June, 2024							July, 2024							August, 2024																																	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																											
	1	2	3	4	5	6					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31													
18	19	20	21	22	23	24	2	3	4	5	6	7	8	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
5	6	7	8	9	10	11	9	10	11	12	13	14	15	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
12	13	14	15	16	17	18	16	17	18	19	20	21	22	30	31	18	19	20	21	22	23	24	25	26	27	28	29	30	31	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
19	20	21	22	23	24	25	23	24	25	26	27	28	29	21	22	23	24	25	26	27	28	29	30	31	19	20	21	22	23	24	25	26	27	28	29	30	31	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
26	27	28	29	30	31		30	31	28	29	30	31	28	29	30	31	25	26	27	28	29	30	31	22	23	24	25	26	27	28	29	30	31																					

September, 2024							October, 2024							November, 2024							December, 2024																																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																										
	1	2	3	4	5	6	7			1	2	3	4	5					1	2	3	4	5	6	7					1	2	3	4	5	6	7																	
14	15	16	17	18	19	20	21	6	7	8	9	10	11	12	3	4	5	6	7	8	9	10	11	12	13	14	15	16	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
21	22	23	24	25	26	27	28	13	14	15	16	17	18	19	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
28	29	30	31				20	21	22	23	24	25	26	17	18	19	20	21	22	23	24	25	26	27	28	29	30	22	23	24	25	26	27	28	29	30	31																
							27	28	29	30	31	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

Public Holiday

Step 3: Save

1.3 Maintain Work Session

Step 1: Time Attendance | Maintain Work Session... | Select a Work Session / Create New

Code	----	<input checked="" type="checkbox"/> Active
Description	Default Work Session	This is default record
Color	No color selected ...	
Work Start	09:00 AM	Late In Buffer (Min) 0 <input type="button" value="Set as Unlimited"/>
Work End	06:00 PM	Early Out Buffer (Min) 0 <input type="button" value="Set as Unlimited"/>
Break Time		
	Start	End
1st Break	01:00 PM	02:00 PM <input type="button" value="Delete"/>
2nd Break		
3rd Break		
Rules		
<input checked="" type="checkbox"/> Clock In / Clock Out <input type="checkbox"/> GPS Monitoring (Work Hour) <input checked="" type="checkbox"/> Site Photo		
Leave Rules		

Step 2: Enter Work Start, Work End and Buffer (by default is 0 min)

- **'Late In Buffer'**: Can be late by how many minutes
- **'Early Out Buffer'**: Can leave early by how many minutes

Step 3: Enter Break Time

- May add up to 3 break times

Step 4: Select Rules

- **'Clock In / Clock Out' checkbox**: Requires to clock in / out in SQL HRMS app
- **'GPS Monitoring' checkbox**: Post status update if employee left work location
- **'Site Photo' checkbox**: Requires to take photo before clock in / out
 - User cannot upload picture from album

Step 5: Save

Optional

- User may select **'Leave Rules'** if applicable

1.4 Maintain Work OT

Step 1: Time Attendance | Maintain Work OT... | Select a Work OT / Create New

Code: OFFICE

Description: Office Work

Active Set as Default

+ -

Day Type	OT Period	Work Session	OT Rule
<No data to display>			

Step 2: Click on **'+' button** | Select Day Type

Step 3: Select OT Period

Step 4: Select Work Session

Day Type	OT Period	Work Session
1. Rest Day 2. Rest Day (Special Rate 1) 3. Rest Day (Special Rate 2) 4. Rest Day (Special Rate 3) 5. Public Holiday	All Day	-
Work Day	1. Before Work 2. Break Time 3. After Work	<Select a Work Session>

Step 5: Set OT Rule by clicking on the **'...' button**

Standard Rule - Clock Time

Standard Rule

Type

Min OT Allow AdHoc OT

Max OT

Period	OT Start	OT
1	06:00 PM	----
2	07:00 PM	HW15
3		

Description

Custom Rule

OK Cancel

- **'Min OT'**: Require to have at least 30 minutes of OT to be eligible for this rule
- **'Max OT'**: Maximum claimable OT minutes is 180 minutes (3 hours)
- **'Allow AdHoc OT'**: Any OT before 6:00pm will also be calculated

Period	OT Start	OT	Explanation
1	6:00pm	----	6:00pm - 7:00pm, Entitled to OT Code ----
2	7:00pm	HW15	From 7:00pm onwards, Entitled to OT Code HW15

Explanation: If employee start OT at 7:00pm, employee is entitled to OT Code HW15 and can claim up to 180 minutes

Standard Rule - Tier

Standard Rule

Type:

OT Start: Allow AdHoc OT:

Min OT:

Tier	Max OT	OT
1	120	DR15
2	240	DR20
3	240	DR25

Description:

Custom Rule

OK Cancel

- **'OT Start'**: Allow to start OT at 9:00am
- **'Min OT'**: Require to have at least 60 minutes of OT to be eligible for rule
- **'Allow AdHoc OT'**: Any OT before 9:00am will also be calculated

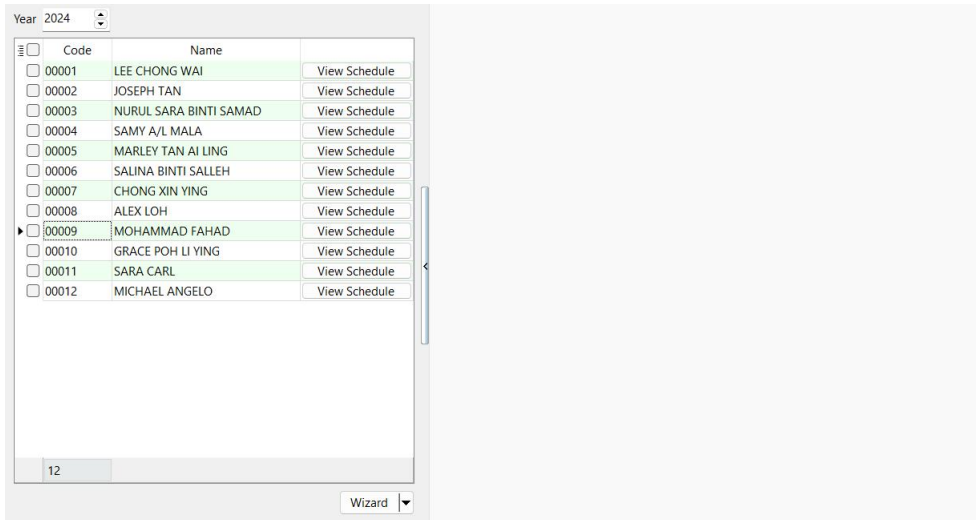
Tier	Max OT	OT	Explanation	Example
1	120	DR15	First 120 minutes, Eligible to OT Code DR15	9:00am - 11:00am
2	240	DR20	Next 240 minutes, Eligible to OT Code DR20	11:00am - 3:00pm
3	240	DR25	Last 240 minutes, Eligible to OT Code DR25	3:00pm - 7:00pm

Note: For Custom Rule, may contact SQL Support for customization

Step 6: Save

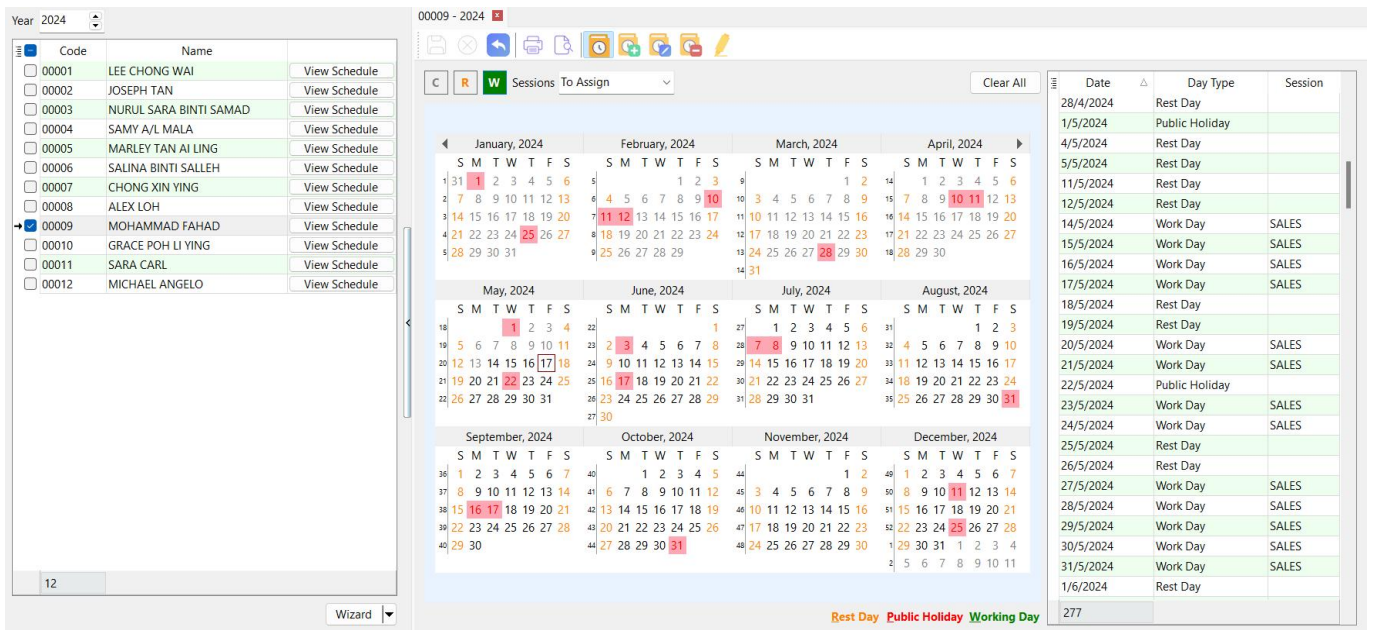
1.5 Maintain Calendar

Step: Time Attendance | Maintain Calendar...



1.5.1 View Schedule

Step: Click 'View Schedule' button



Work Session Calendar

- **Red box:** Public Holiday assigned from Maintain Public Holiday Calendar
- **Orange font:** Rest Day
- **Black font:** Work Day with Session
- **Grey font:** No schedule is assigned

Set Work Session

- User may click on **'R' button** or **'W' button** | Select date from calendar
- **'C' button** to clear Work Session / Rest Day
 - Alternatively, user may use **'Clear All' button** to clear all Rest Day and Work Session within the date range
- User cannot assign work sessions or change work sessions on past dates

1.5.2 Wizard

Step 1: Select Employee(s) | Wizard

Rest Day
 Work Schedule

Set **Rest Day**

Schedule To Assign ▾

Delete & Replace Schedule

Next Cancel

- **'Delete & Replace Schedule' checkbox:** Any previously assigned Work Session will be deleted and replace
 - Only apply to assigned work session on future dates
- Hover **'Rest Day'** for more rest day options:
 - Special Rate 1
 - Special Rate 2
 - Special Rate 3

Step 2: Select a schedule

Schedule	Explanation
By Months	Assign to every selected days of every selected week of every selected months
Custom	Assign to selected dates

Step 3: Next | Select a Session

Rest Day
 Work Schedule

Session
 Schedule

Skip Rest Day Delete & Replace Schedule

- **'Skip Rest Day' checkbox:** Previously assigned Rest Day will not be replaced with Work Session
 - Only apply to assigned work session on future dates
- **'Delete & Replace Schedule' checkbox:** Any previously assigned schedule will be deleted and replace
 - Only apply to assigned work session on future dates

Step 4: Select schedule type

Schedule	Explanation
By Months	Assign to every selected days of every selected week of every selected months
By Days of Month	Assign to every selected days of every selected months
By Weeks	Assign to every selected days of every selected weeks of the year
Custom	Assign to selected dates

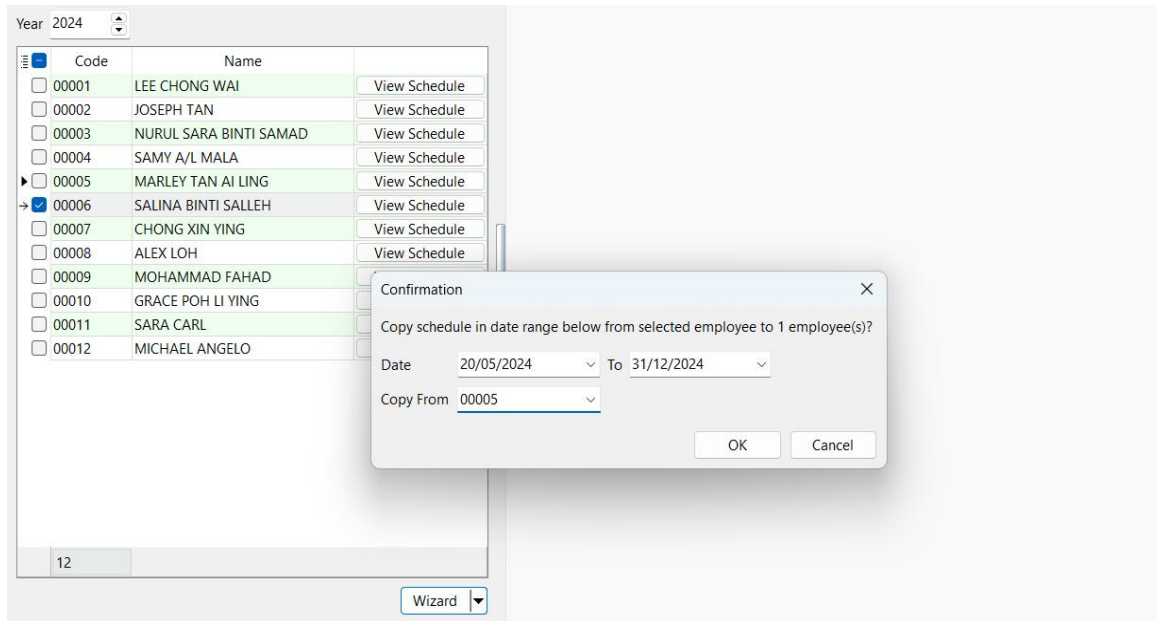
Step 5: Process

Note: User cannot assign work sessions or change work sessions on past dates

1.5.3 Copy Calendar from Employee

Step 1: Select employee(s) | Wizard dropdown | Copy From

Step 2: Select date range and employee to copy from | OK



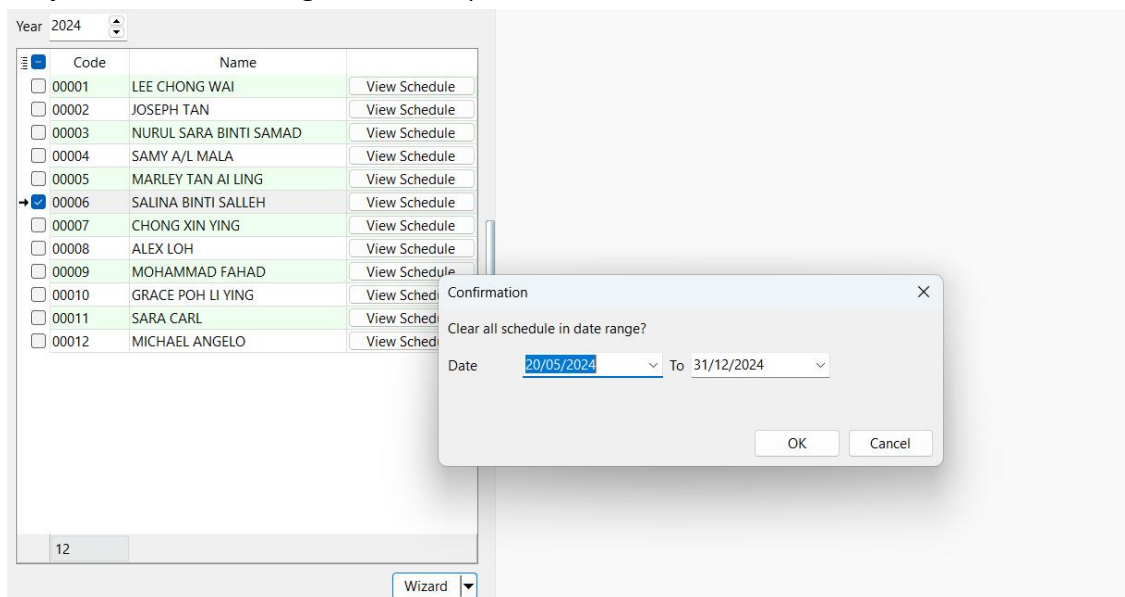
Explanation: Copy Employee 00005 schedule (Work Session and Rest Day) from 20/5/2024 to 31/12/2024 to Employee 00006

Note: Date From need to be current date to future dates (past dates are not allowed to copy)

1.5.4 Clear All Schedule

Step 1: Select employee(s) | Wizard dropdown | Clear All

Step 2: Select date range to delete | OK

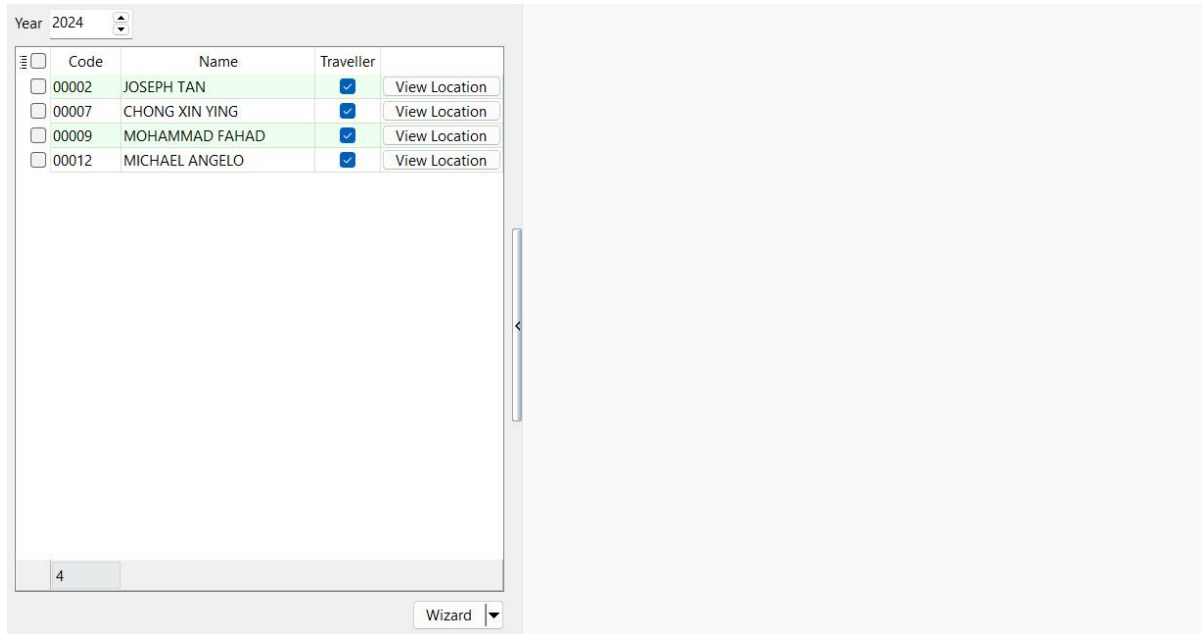


Explanation: Delete all schedule (Work Session and Rest Day) of Employee 00006 from 20/5/2024 to 31/12/2024

Note: Date From need to be current date to future dates (past dates are not allowed to delete)

1.6 Maintain Traveller Location

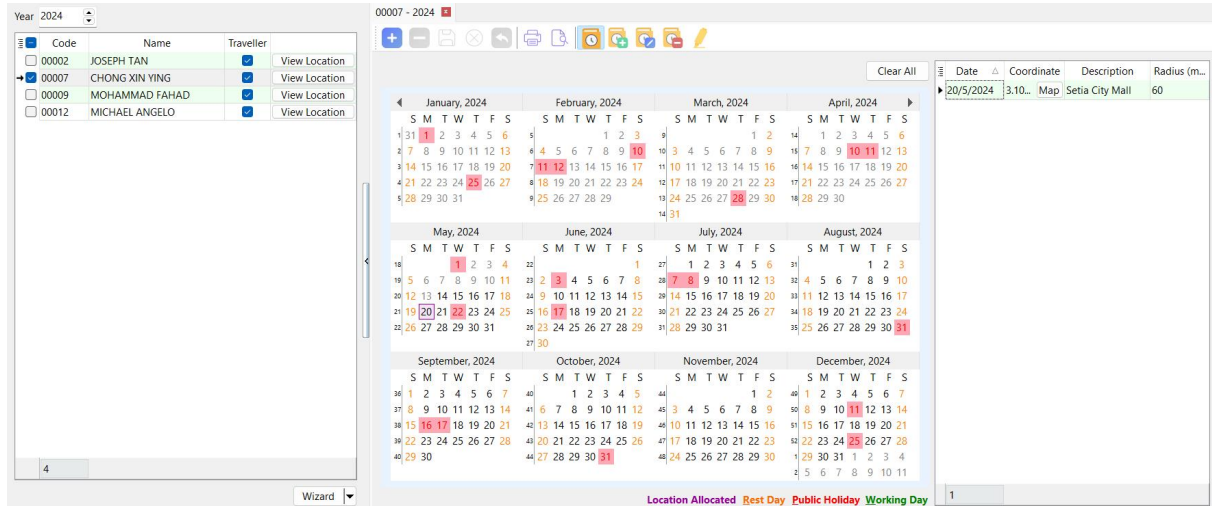
Step: Time Attendance | Maintain Traveller Location...



Note: Only employees who is a **'Traveller'** will be listed (refer [Maintain Employee](#))

1.6.1 View Location

Step: Click View Location



- **Red box:** Public Holiday assigned from Maintain Public Holiday Calendar
- **Orange font:** Rest Day
- **Black font:** Work Day with session
- **Grey font:** No schedule is assigned
- **Purple box:** Work locations allocated
- To clear a work location, focus a record on the grid and click **'-' button**
 - User may click on **'Clear All' button** to clear all work locations within the date range

1.6.2 Wizard

Step 1: Select Employee(s) | Wizard

Options: By Months ▾

Months: All selected ▾
 Weeks: All selected ▾
 Days: All selected ▾

Coordinate	Description	Radius (meter)
<No data to display>		

Process Cancel

Step 2: Select a Schedule

Schedule	Explanation
By Months	Assign to every selected days of every selected week of every selected months
By Days of Month	Assign to every selected days of every selected months
By Weeks	Assign to every selected days of every selected weeks of the year
Custom	Assign to selected dates

Step 3: Click on '+' button | Map

Step 4: Select a GPS Type | Enter radius (by default, 60m) and description | Confirm

GPS Type	Explanation
Branch	Select from a list of branches created in Maintain Branch
Custom	Search by address

GPS Type: Custom

Radius: 60

Description: Setia City Mall

Address: 7, Persiaran Setia Dagang Bandar Setia Alam, Seksyen, U13 Shah Alam, 40170 Shah Alam, Selangor

Search

Coordinate: 3.108951, 101.461341

Address: 7, Persiaran Setia Dagang, Setia Alam, 40170 Shah Alam, Selangor, Malaysia

Confirm Cancel

Note: User may pin on the map to get a more accurate position

Step 6: Process

Options: Custom

May, 2024

S	M	T	W	T	F	S
18	28	29	30	1	2	3
19	5	6	7	8	9	10
20	12	13	14	15	16	17
21	19	20	21	22	23	24
22	26	27	28	29	30	31

June, 2024

S	M	T	W	T	F	S
22						1
23	2	3	4	5	6	7
24	9	10	11	12	13	14
25	16	17	18	19	20	21
26	23	24	25	26	27	28
27	30	1	2	3	4	5

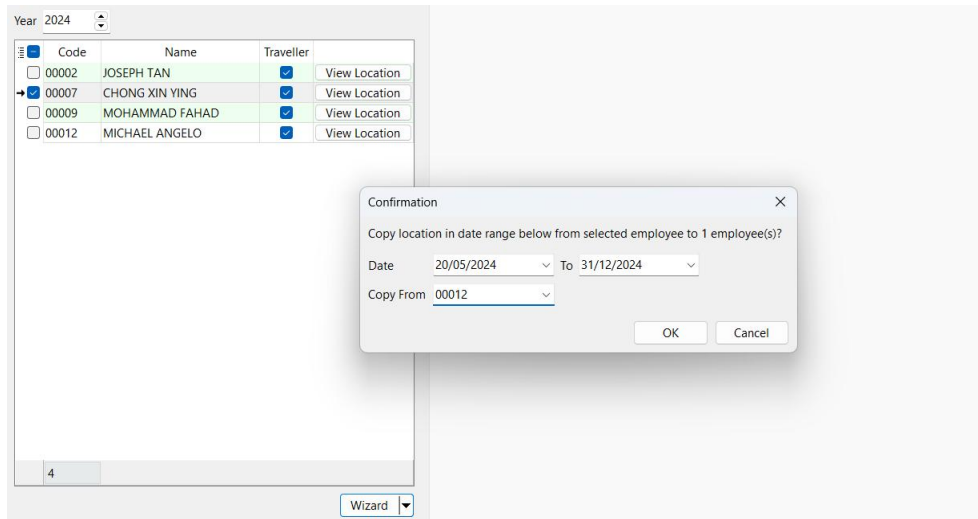
Date	Coordinate	Description	Radius (meter)
20/05/2024	3.108951, 101.4...	Map Setia City Mall	60

Process Cancel

1.6.3 Copy Work Location from Employee

Step 1: Select Employee(s) | Wizard dropdown | Copy From

Step 2: Select date range and employee to copy from | OK

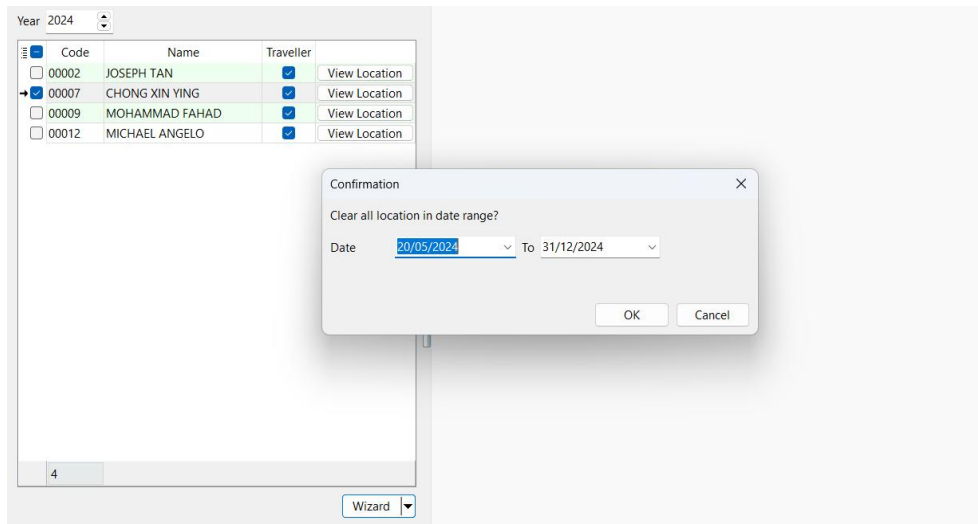


Explanation: Copy Employee 00012 locations from 20/5/2024 to 31/12/2024 to Employee 00007

Note: Date From need to be current date to future dates (past dates are not allowed to copy)

1.6.4 Clear All Work Locations

Step 1: Select Employee(s) | Wizard Dropdown button | Clear All



Step 2: Select Date Range | OK

Explanation: Delete all locations of Employee 00007 from 20/5/2024 to 31/12/2024

Note: Date From need to be current date to future dates (past dates are not allowed to delete)

1.7 Maintain Employee

Step 1: Human Resource | Maintain Employee... | Select an Employee / Create New | Personal tab | Enter email

Step 2: Grouping | Select a Branch

Step 3: Select a Public Holiday Calendar

Step 4: Select a Work OT

Step 5: Save

Optional

- Employees who are entitled to Attendance Reward, may select an **'Attendance Reward'**
- Employees who are travellers (Eg. Salesperson / Delivery Person / Doctor), may check the **'Traveller' checkbox**

1.8 Sync Cloud

Step: Cloud Icon | Sync Cloud... | Sync All

Note: Make sure to always **'Sync Cloud'** after all maintenance are done or if there are any changes to the Time Attendance Setup to ensure settings on both Payroll and SQL HRMS app are in sync with one another

2.0 Payroll Report

2.1 Work Schedule Summary

Step: Time Attendance | Print Work Schedule Summary...

Year 2024 Month 5

Employee: Project:

Branch: Job:

Department: Task:

HR Group: Session:

Category: Show without schedules only

Work Schedule Summary - May 2024

Weekly View

Employee	Name	Mon 20/5/2024	Tue 21/5/2024	Wed 22/5/2024	Thu 23/5/2024	Fri 24/5/2024	Sat 25/5/2024	Sun 26/5/2024
00001	LEE CHONG WAI	----	----	PH	----	----	Rest	Rest
00002	JOSEPH TAN	SALES	SALES	PH	SALES	SALES	Rest	Rest
00003	NURUL SARA BINTI SAMAD			PH				
00004	SAMY A/L MALA			PH				
00005	MARLEY TAN AI LING	OT	OT	PH	OT	OT	Rest	Rest
00006	SALINA BINTI SALLEH			PH				
00007	CHONG XIN YING	SALES	SALES	PH	SALES	SALES	Rest	Rest
00008	ALEX LOH			PH				
00009	MOHAMMAD FAHAD	SALES	SALES	PH	SALES	SALES	Rest	Rest
00010	GRACE POH LI YING			PH				
00011	SARA CARL			PH				
00012	MICHAEL ANGELO	SALES	SALES	PH	SALES	SALES	Rest	Rest
Count=12								

Rest Day Public Holiday

- Types of views:
 - Daily View
 - Weekly View
 - Monthly View
- **Red box:** Public holiday
- **Orange box:** Rest day
- Blank: No session assigned
- Others: Work day with session (font color based on settings in Maintain Session)
- **'Create Schedule' button:** Direct user to Maintain Calendar
- **'Today' button:** Focus on today's date if within date range

2.2 Time Attendance Summary

Step: Time Attendance | Print Time Attendance Summary...

Date: 1/5/2024 to 31/5/2024

Employee: Category: Clock Status: Late In;Early Out;Tit

Branch: Project:

Department: Job:

Group: Task:

Time Attendance Summary - 1/5/2024 till 31/5/2024 Attendance Reward

Date	Day Ty...	Name	Clock Status	Session	Leave	Leave De...	Session 1		Session 2		Session 3		Session 4		No Session		Overtime		Remark	
							In	Out	In	Out	In	Out	In	Out	In	Out	In	Out		Claim...
13/5/2...	Work D...	LEE CHONG WAI	Absent	----																
14/5/2...	Work D...	LEE CHONG WAI	Absent	----																
14/5/2...	Work D...	JOSEPH TAN	Absent	SALES																
14/5/2...	Work D...	CHONG XIN YING	Absent	SALES																
14/5/2...	Work D...	MOHAMMAD F...	Absent	SALES																
14/5/2...	Work D...	MICHAEL ANGE...	Absent	SALES																
15/5/2...	Work D...	LEE CHONG WAI	Absent	----																
15/5/2...	Work D...	JOSEPH TAN	Absent	SALES																
15/5/2...	Work D...	CHONG XIN YING	Absent	SALES																
15/5/2...	Work D...	MOHAMMAD F...	Absent	SALES																
15/5/2...	Work D...	MICHAEL ANGE...	Absent	SALES																
16/5/2...	Work D...	LEE CHONG WAI	Leave, Time off, ...	----	MC	[1st Half] ...														
							12:32 PM ...			3:32 PM										
16/5/2...	Work D...	JOSEPH TAN	Traveller, Time ...	SALES			-	-	3:34 PM (...)	*6:00 PM										
16/5/2...	Work D...	MARLEY TAN AI...	Time off	OT			-	-	4:38 PM (...)	6:24 PM										
														12:44 PM	2:10 PM					
16/5/2...	Work D...	CHONG XIN YING	Absent	SALES										2:15 PM	3:15 PM					
16/5/2...	Work D...	MOHAMMAD F...	Time off (2)	SALES			-	-	-	-				6:36 PM	*8:00 PM					
16/5/2...	Work D...	MICHAEL ANGE...	Time off	SALES			-	-	2:00 PM (...)	*6:00 PM										
17/5/2...	Work D...	LEE CHONG WAI	Absent	----																

- Shows all log pairs processed in Sync Cloud
- **'*' symbol:** Adjusted log
- **'(by mgr)' label:** Log is clocked by manager through SQL HRMS app
- Overtime pairs will only list those OT records that has been confirm by HR and posted to Pending Overtime with claimable more than 0
- **'-' symbol:** Employee do not have any clock in/clock out records for that session

Note: If there are log pairs with missing Clock In / Clock Out time which are within the date range, user is not allow to view the report until those log pairs are fix in Sync Cloud

SQL Payroll Enterprise Edition - E STREAM SDN BHD [2024] ✕



Cannot view report. There are still records with error from 1/5/2024 to 31/5/2024. Please fix the errors in Sync Cloud.

OK

2.2.1 Attendance Reward

Step 1: Click on Attendance Reward (Make sure all Clock Status are checked)

Allowance Code: ----

Post Date	Employee	Name	Code	Description	Work Unit	Rate	Amount
▶ 16/5/2024	00005	MARLEY T...	----	OT meal allowance	1.00	20.00	Use default..


1

Save Cancel

- Employee who are entitled to **Attendance Reward** (set in [Maintain Employee](#)) and fulfilled the conditions will be listed
- Once **'Save'**, the reward will be posted to Pending Allowance

Step 2: Select an Allowance Code | Save

Step 3: Payroll | Open Pending Payroll... | Allowance



Trans Date	Post Date	Employee	Code	Description	Work Unit	Rate	Amount
▶ 16/5/2024	16/5/2024	00005	----	OT meal allowance	1.00	20.00	20.00

Count = 1 20.00

Note: By default Meal Allowance is RM20, may contact SQL Support for customization

2.3 Time Attendance Unassigned Listing

Step: Time Attendance | Print Time Attendance Unassigned Listing...

Date: 1/5/2024 to 31/5/2024

Employee: Category: Reason:

Branch: Project: Action: Unassigned

Department: Job:

Group: Task:

Time Attendance Unassigned - 1/5/2024 till 31/5/2024

Trans Date	Post Date	Name	Reason	Start Time	End Time	OT Break Time	Claimable / De...	Action	Code
13/5/2024	13/5/2024	LEE CHONG WAI	Absent	09:00 AM	06:00 PM	0	480	Unassigned	
14/5/2024	14/5/2024	LEE CHONG WAI	Absent	09:00 AM	06:00 PM	0	480	Unassigned	
15/5/2024	15/5/2024	LEE CHONG WAI	Absent	09:00 AM	06:00 PM	0	480	Unassigned	
16/5/2024	16/5/2024	LEE CHONG WAI	Late in	09:00 AM	12:32 PM	0	212	Unassigned	
16/5/2024	16/5/2024	LEE CHONG WAI	Time off	03:32 PM	03:34 PM	0	2	Unassigned	
17/5/2024	17/5/2024	LEE CHONG WAI	Absent	09:00 AM	06:00 PM	0	480	Unassigned	
14/5/2024	14/5/2024	JOSEPH TAN	Absent	09:00 AM	06:00 PM	0	480	Unassigned	
15/5/2024	15/5/2024	JOSEPH TAN	Absent	09:00 AM	06:00 PM	0	480	Unassigned	
16/5/2024	16/5/2024	JOSEPH TAN	Late in	02:00 PM	04:38 PM	0	158	Unassigned	
16/5/2024	16/5/2024	JOSEPH TAN	Time off	09:00 AM	01:00 PM	0	240	Unassigned	
17/5/2024	17/5/2024	JOSEPH TAN	Late in	09:00 AM	10:32 AM	0	92	Unassigned	
17/5/2024	17/5/2024	JOSEPH TAN	Early out	10:55 AM	01:00 PM	0	125	Unassigned	
17/5/2024	17/5/2024	JOSEPH TAN	Time off	02:00 PM	06:00 PM	0	240	Unassigned	
16/5/2024	16/5/2024	MARLEY TAN AL...	OT	12:44 PM	02:10 PM	0	86	Unassigned	HW15
16/5/2024	16/5/2024	MARLEY TAN AL...	Time off	08:00 AM	10:00 AM	0	120	Unassigned	
17/5/2024	17/5/2024	MARLEY TAN AL...	Absent	08:00 AM	10:00 AM	0	120	Unassigned	
Count = 28							9315		

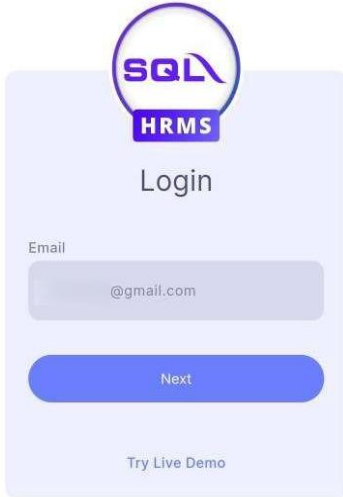
- Shows all OT and Leave records processed in Sync Cloud

Note: If there are log pairs with missing Clock In / Clock Out time which are within the date range, user is not allowed to view the report until those log pairs are fixed in Sync Cloud

3.0 Login

3.1 Login

Step 1: Enter email | Next



Step 2: Enter OTP sent to your email | Login



Developer <no-reply@sql.com.my>
to me ▾

Hi,

Are you trying to sign in?
If so, use this code to finish signing in.

464695

Thank you.
SQL

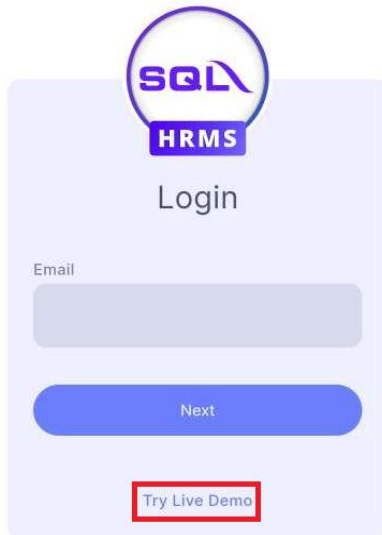


The OTP code has been sent to your email
@gmail.com

3.2 Try Live Demo

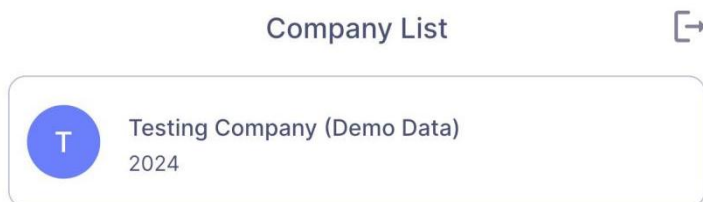
User may try out all the modules (E-TMS, E-Leave, E-Claim, E-Payroll) as manager

Step 1: Try Live Demo



The screenshot shows the login interface for the SQL HRMS application. At the top, there is a logo with 'SQL' in a purple circle and 'HRMS' in a blue box. Below the logo, the word 'Login' is centered. Underneath, there is a text input field labeled 'Email'. Below the input field is a blue button labeled 'Next'. At the bottom of the screen, there is a red-bordered button labeled 'Try Live Demo'.

Step 2: Testing Company (Demo Data)



The screenshot shows the 'Company List' screen. At the top, the text 'Company List' is displayed next to a square icon containing a right-pointing arrow. Below this, there is a rounded rectangular card containing a blue circular icon with the letter 'T' inside. To the right of the icon, the text 'Testing Company (Demo Data)' is displayed, with '2024' below it.

- Logout icon (top right): Logout from SQL HRMS app

4.0 App Usage

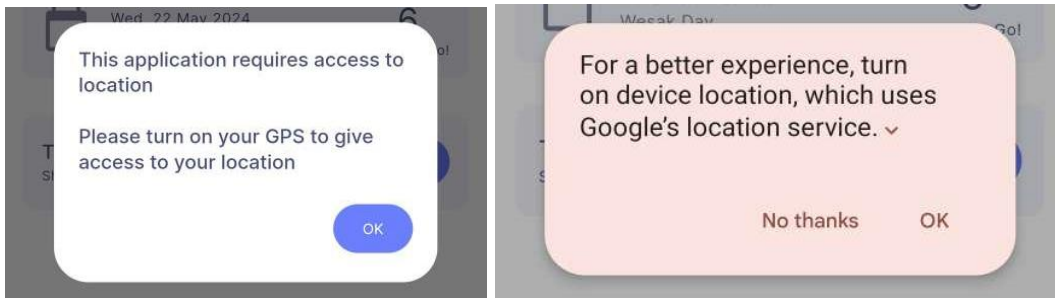
4.1 Permission

This module requires Location Service permission.

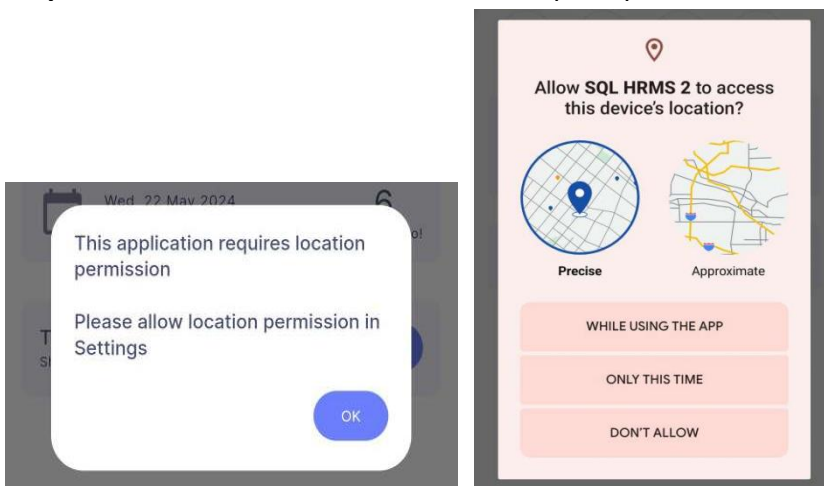
4.1.1 Android

From SQL HRMS app

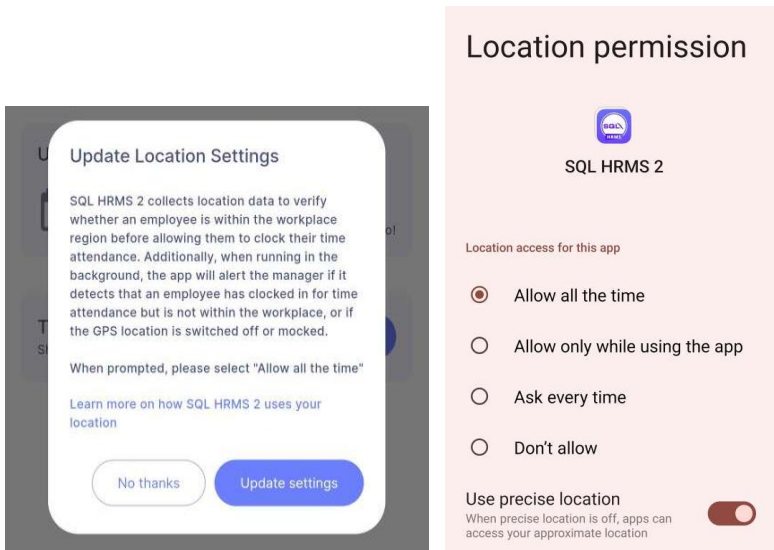
Step 1: Turn on Location Service



Step 2: Allow Location Permission. When prompted, select 'While using the app'



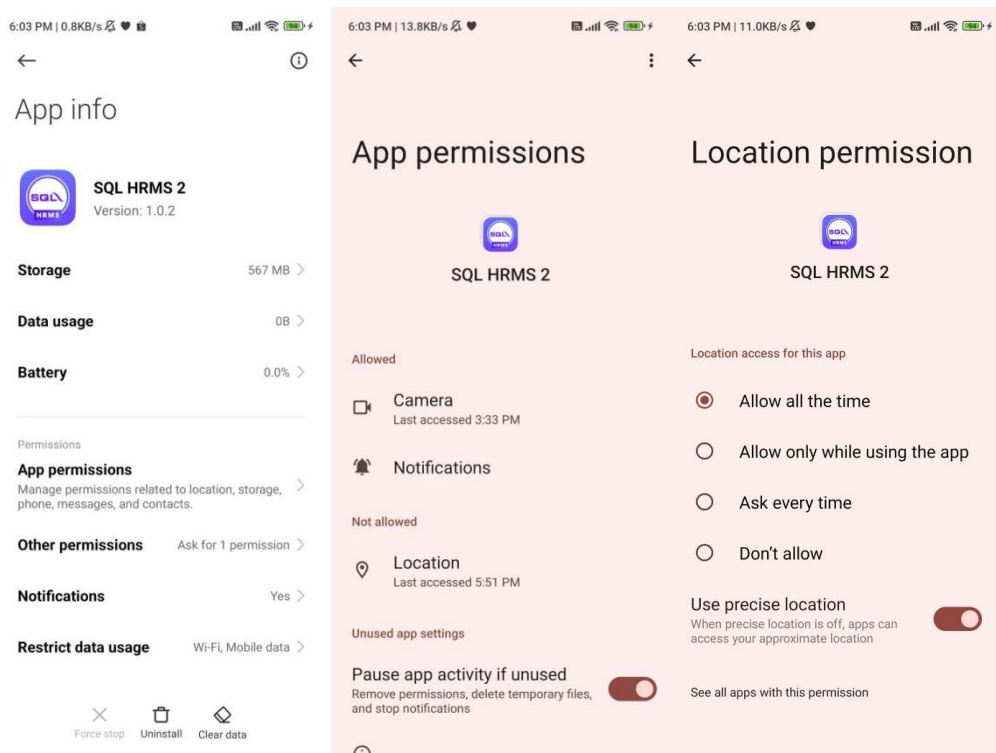
Step 3: Select 'Update settings' and choose 'Allow all the time' when the app prompts the following dialog box



From Device Settings

User can manually allow the permission through device settings page

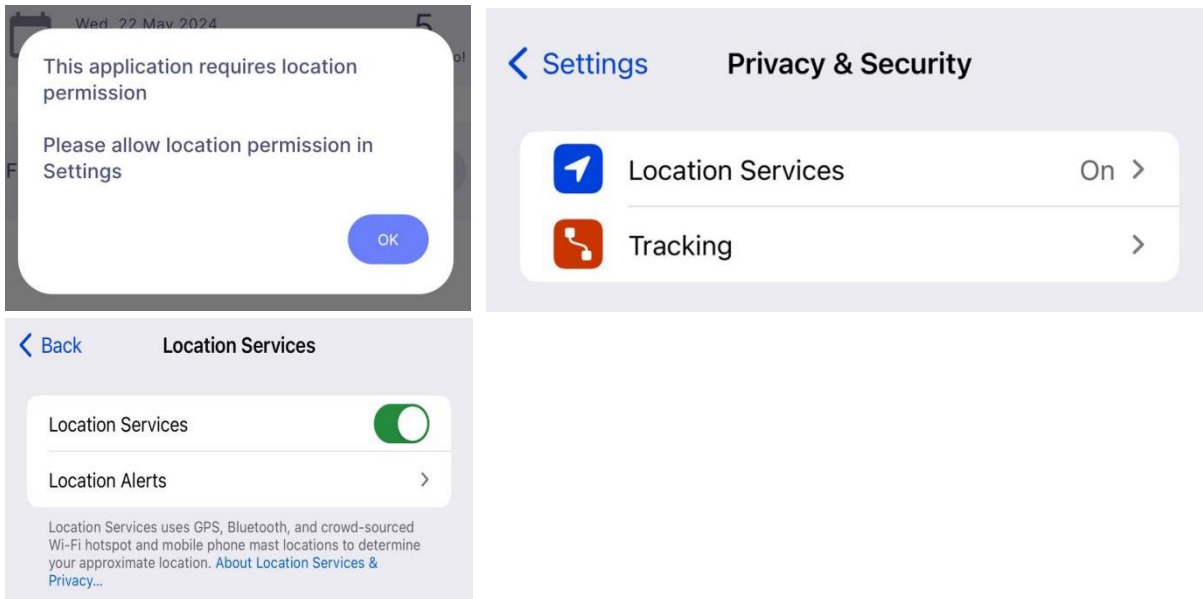
Step: App Info | App permissions | Location



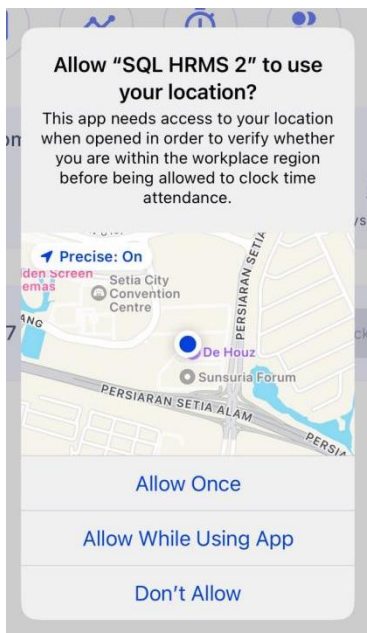
4.1.2 iOS

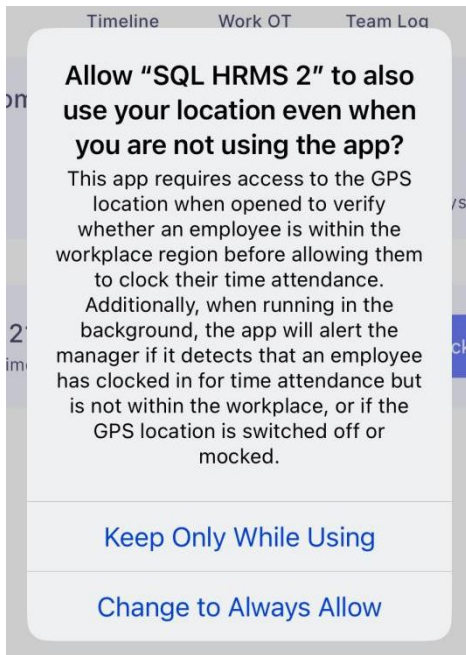
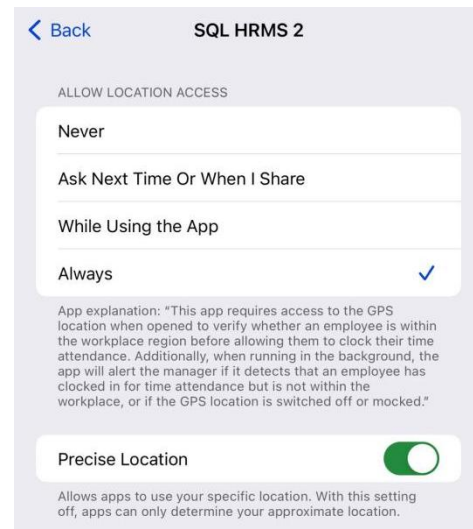
From SQL HRMS app

Step 1: Settings | Privacy & Security | Location Service

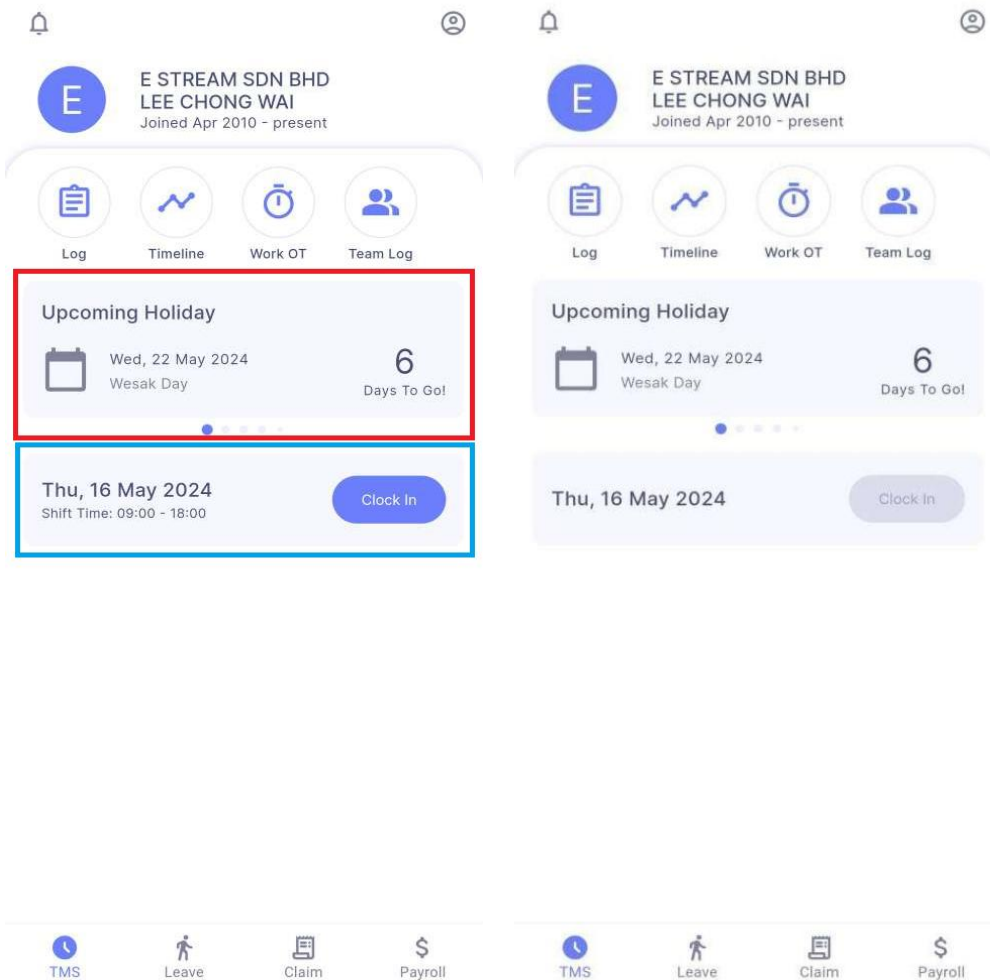


Step 2: Allow Location Permission. When prompted, select 'While using the app'



Step 3: Select 'Change to Always allow'From Device Settings:**Step:** Settings | Search 'SQL HRMS' | Location

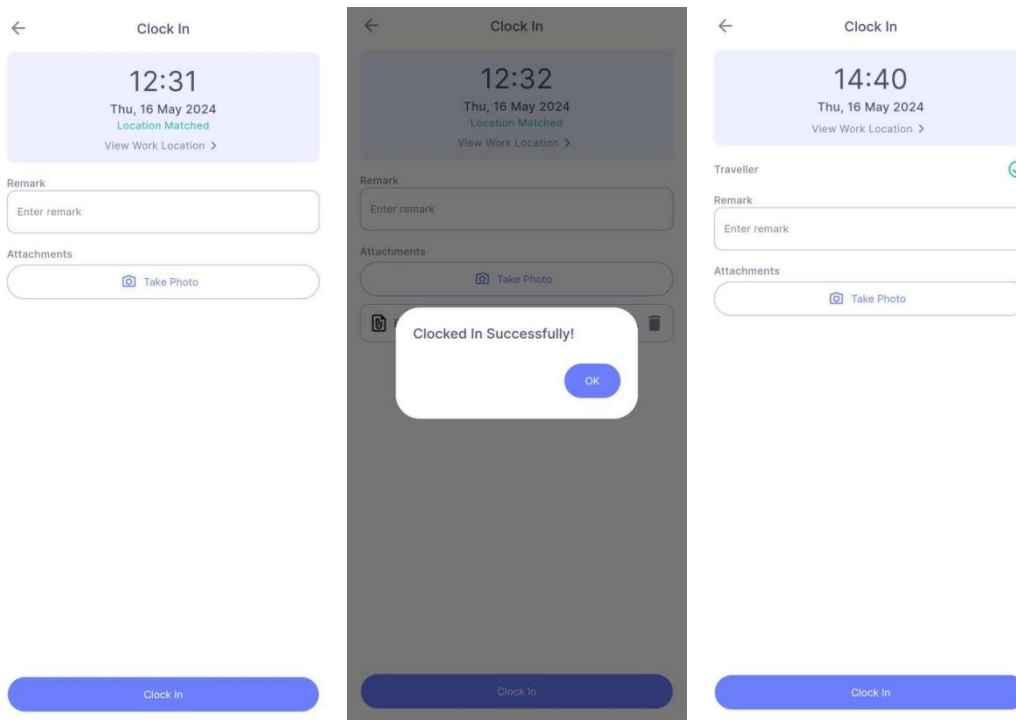
4.2 Dashboard



- **Upcoming Holiday:** User's upcoming public holidays
- **Session Card:** User's work session shift time
 - User can tap on the card to direct to Work Session Calendar
 - User can tap on the '**Clock In**' button to direct to Clock In / Clock Out page
 - If no work session is assigned, the button will be disabled

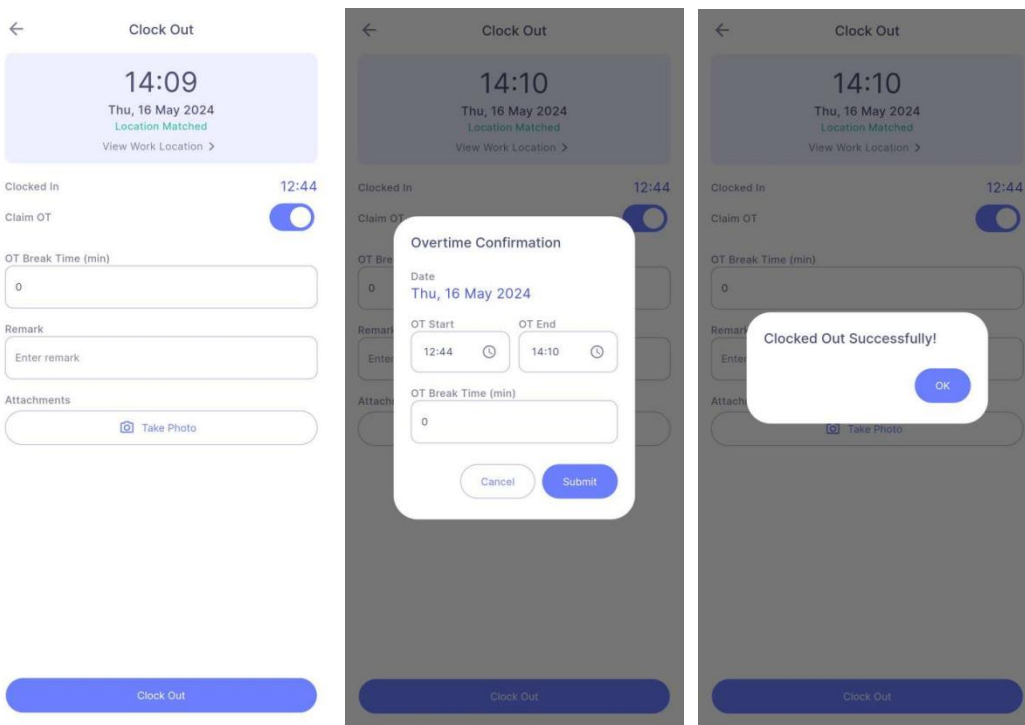
4.3 Clock In / Clock Out

Clock In



- User who is a traveller will show a '**Traveller**' with green check
- '**Location Matched**' / '**Location Unmatched**' will only visible for:
 - Normal employee (not traveller)
 - Traveller that is only allowed to clock in / out at specific places (assigned Work Location)
- The button will only enabled if the user turns on their Location Service (refer [Permission](#)) and their location is within their designated work location(s)

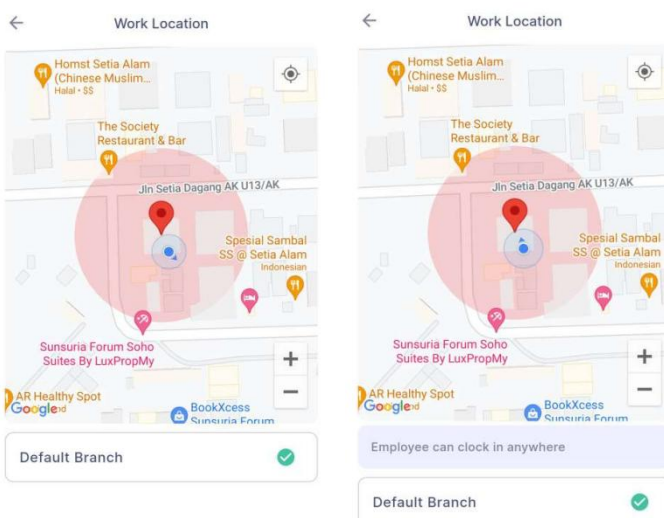
Clock Out



- If **'Claim OT' radio button** is turned on
 - The **'OT Break Time (min)'** will be visible
 - When employee tap **'Clock Out' button**, an **'Overtime Confirmation'** dialog will be prompt that allows the employee to adjust their OT time and OT break time

4.3.1 Work Location

Step: Tap **'View Work Location' label button**



- **Green Check icon:** Location that the employee is currently in

4.4 Work Session Calendar

4.4.1 My Work Session

User can view his own work session in calendar view



- **Red font with purple box:** Public Holiday
- **Purple box:** Rest Day
- **Location icon:** Direct to Work Location page to view locations where the user is allowed to clock in / clock out on that day

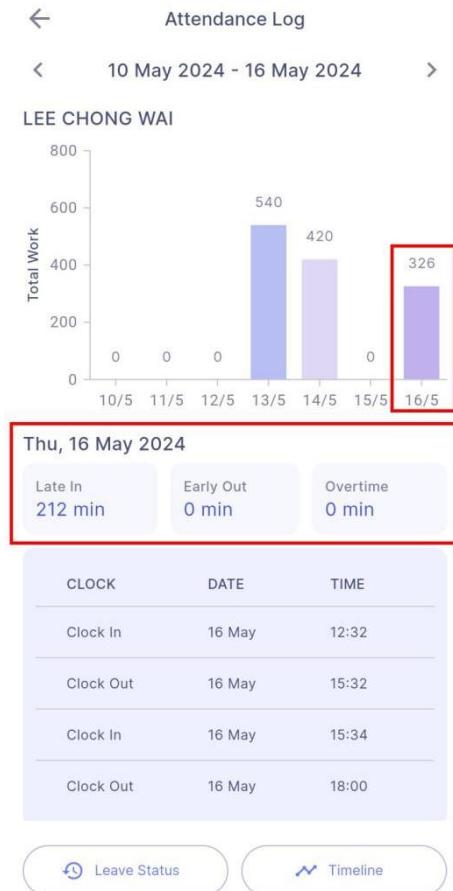
4.4.2 Team Work Session

User can view employee's team member's work session and work session of the employees that the manager is managing

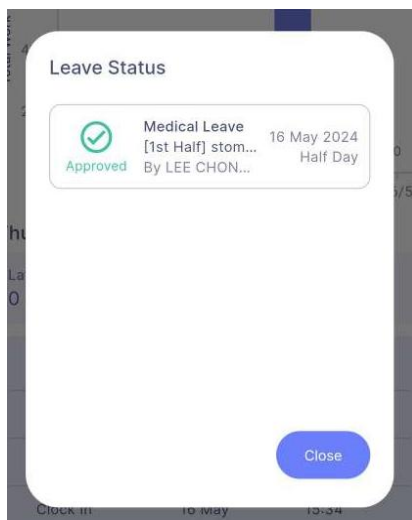
The screenshot displays the 'Calendar' application interface. At the top, there is a navigation bar with a back arrow, the title 'Calendar', and three tabs: 'Summary', 'Work Se...', and 'Leave'. Below this is a sub-header for 'May 2024' with left and right navigation arrows. The calendar grid shows days from Sunday to Saturday, with the date '16' highlighted in a blue box. Below the calendar, there are two tabs: 'Me' and 'Team', with 'Team' selected. A search bar labeled 'Search Employee' is positioned below the tabs. The main content area shows a list of team members under the heading 'Dept ----'. Each entry includes a time range, the employee's name, and an ID number, along with a location icon.

Time Range	Employee Name	ID
08:00 - 10:00	MARLEY TAN AI LING	00005
09:00 - 18:00	JOSEPH TAN	00002
09:00 - 18:00	CHONG XIN YING	00007

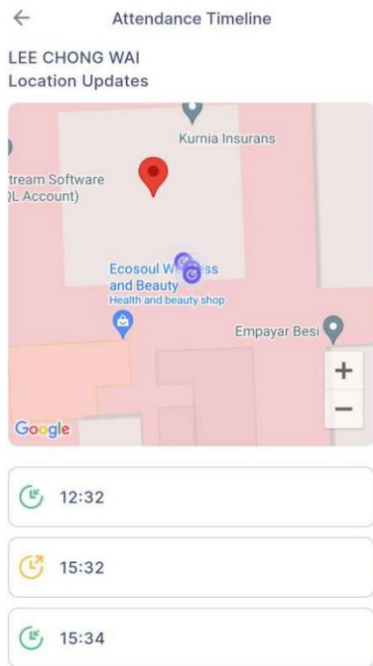
4.5 Log



- The bar chart shows employee summary of a week
 - Blue bar (540 minutes): Employee fulfilled expected work duration
 - Purple bar (326 minutes): Employee did not fulfill expected work duration
- Tap on the bar or date to view the summary and attendance logs
- **'Leave Status' button** is to view all leave applications applied on that date

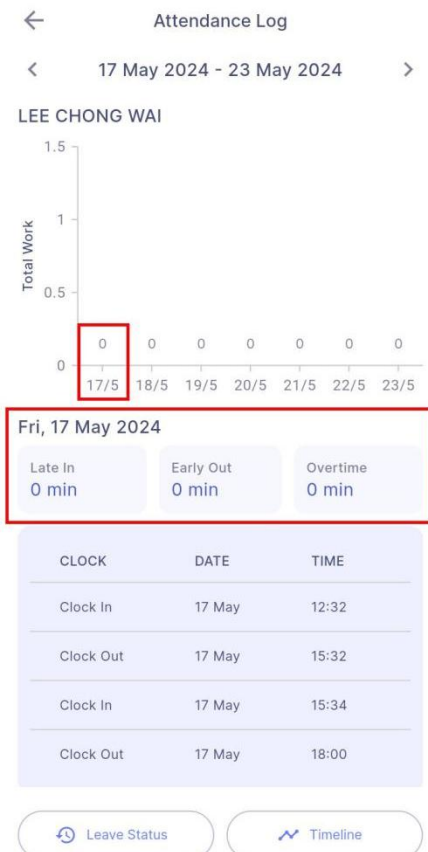


- **'Timeline' button** will direct to Attendance Timeline to view user's locations

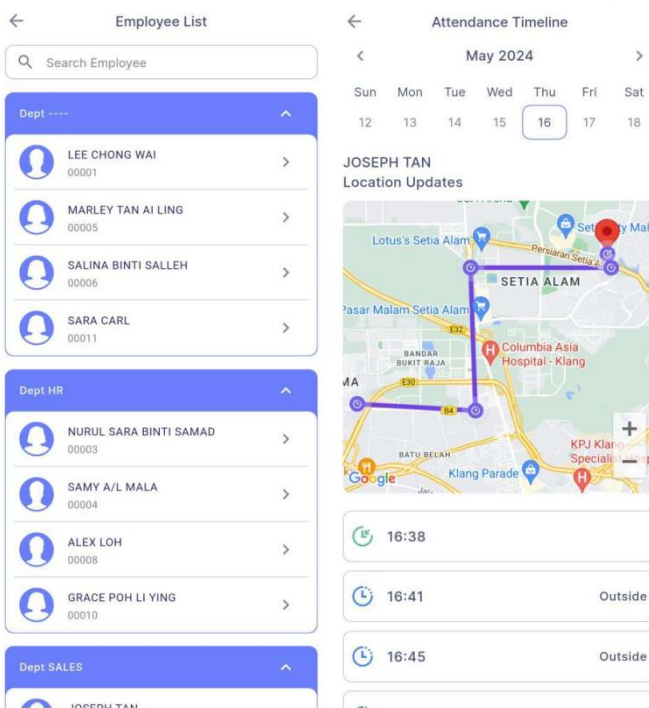


Note: Logs need to be processed in payroll first only in order to show attendance summary from the app.







The following is a sample of outcome for unprocessed attendance log:



4.6 Timeline



- **Employee List** will only be visible to managers, normal employee will be directed into the user’s own timeline
- Timeline plots the user’s clock in, clock out and status update locations on a map
- User can tap on each log card to focus on the log’s location in the map
- Icon identifiers:

	Log Icon	Map Icon
Clock In		
Status Update		
Clock Out		

4.7 Work OT

Shows the employee's OT entitlement

The screenshots show the OT Entitlement screen with three different views:

- After Work | ----**: Shows Min OT (30 min), Max OT (180 min), and a table with columns PERIOD, OT START, and OT.

PERIOD	OT START	OT
1	18:00	----
2	19:00	HW15
3		
- All Day**: Shows OT Start (09:00), Min OT (60 min), and a table with columns TIER, MAX OT, and OT.

TIER	MAX OT	OT
1	180 min	DR05
2	180 min	DR10
3	0 min	
- Before Work**: Shows OT Start (09:00), Min OT (60 min), and a table with columns TIER, MAX OT, and OT.

TIER	MAX OT	OT
1	480 min	HW15
2	0 min	
3	0 min	
- After Work | OT**: Shows OT Start (10:00), Min OT (60 min), and a table with columns TIER, MAX OT, and OT.

TIER	MAX OT	OT
1	240 min	HW15
2	0 min	
3	0 min	

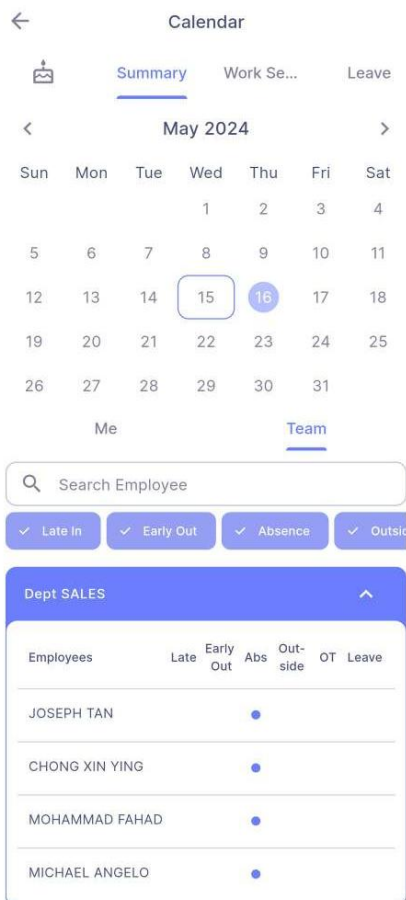
4.8 Team Log

4.8.1 My Summary

The screenshot shows the Calendar app with a summary card for May 2024. The card displays a calendar grid with dates 1 through 31. The date 15 is highlighted with a blue circle. Below the calendar, there are tabs for 'Me' and 'Team'. A blue card is visible at the bottom, showing 'Dept ----' and a list of attendance categories: Employees, Late, Early Out, Abs, Out-side, OT, and Leave. The name 'LEE CHONG WAI' is listed under the 'Employees' category with a blue dot next to it.

- User can view his own time attendance summary
- User can tap on the card to direct to **Attendance Log** to view detailed summary

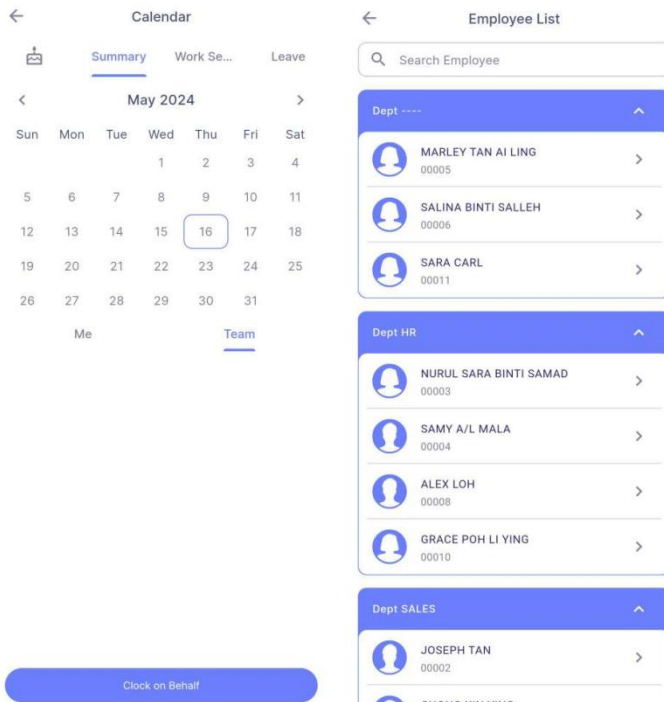
4.8.2 Team Summary



- User can view his team member's time attendance summary
- User can tap on the card to direct to **Attendance Log** to view detailed summary
- **'Clock on Behalf' button** will be visible only to manager on current date and previous dates where time attendance summaries have not been process
- Filtering chips can be used to filter the summary:
 - Late In
 - Early Out
 - Absence
 - Outside
 - OT
 - Leave

4.8.3 Clock On Behalf (Manager only)

Managers are allowed to clock in on behalf for his team by tapping on the **'Clock on Behalf' button**



Edit Log (Pencil Icon)



- After choosing an employee, the manager is directed to the **Attendance Log** where the Pencil icon on each log and a **'Clock In' button** is visible
- Pencil icon: Log is allowed to be adjusted

Clock On Behalf

Clock In

Clock Out

- Manager's location will be captured when help to clock on behalf
- **'Clock In/Clock Out' button** will be enabled only if the manager's Location Service is enabled (refer [Permission](#))
- Manager can adjust the employee's clocking time and checked **'Claim OT'** if needed

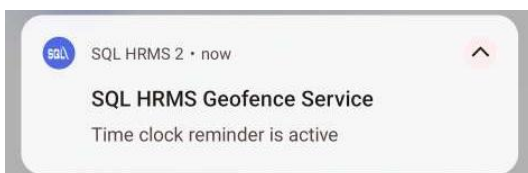
4.9 Notification

4.9.1 Geofence Service

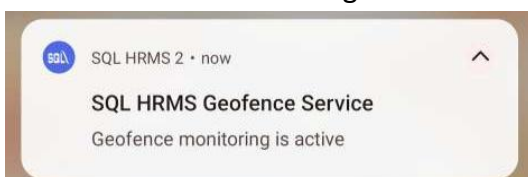
Android

There are 2 types of geofence service in Android platform:

1. Before user clock in

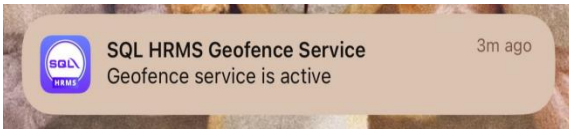


2. After user clock in with geofence service running



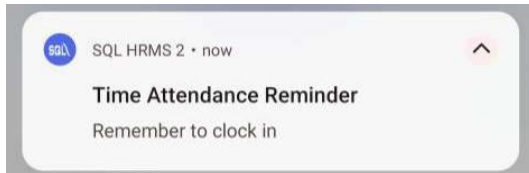
iOS

In iOS platform, only 1 type of geofence notification will be display on device

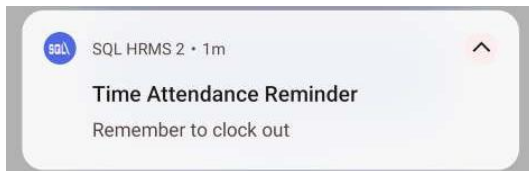


4.9.2 Clock In/Out Reminder

1. Remind user to clock in when he is within work location

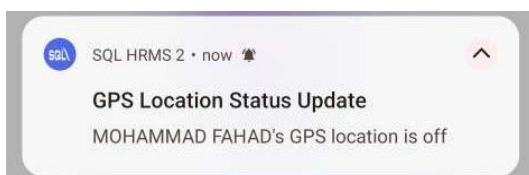


2. Remind employee to clock out when he leaves his work location



4.9.3 Clock Status Update

- There are three types of status update:
 - Location service off
 - Employee outside work location
 - Mock / Fake location
- Eg:



4.9.4 Clock on behalf

Managers managing the same employee will receive the following notifications once a manager help his team to clock on behalf:

1. App Notification



2. Email Notification

Manager Clock-In Recorded in SQL HRMS Time Attendance App for employee MICHAEL ANGELO Inbox x



Developer <no-reply@sql.com.my>
to me ▾

Dear JOSEPH TAN,

This email serves as a notification that a Clock-In action has been recorded in the SQL HRMS Time Attendance App on behalf of an employee within your department by the manager.

Please find the details of the Clock-In action below:

Clock-In:
Employee Name: MICHAEL ANGELO
Date: 16/05/2024
Time: 02:00 PM

By Manager: LEE CHONG WAI
GPS: 3.1068, 101.4679
Device: TP1A.220624.014

Thank you.

This notification is generated by SQL HRMS App

4.9.5 Employee login from a different device

Managers will receive an email notification once his team using a different device to login to the app

Employee MOHAMMAD FAHAD signed in on a new device



Developer <no-reply@sql.com.my>
to me ▾

Dear JOSEPH TAN,

This email serves as an alert that an employee have signed in on a new device.

Please find the details below:
Employee Name: MOHAMMAD FAHAD
Date: 17/05/2024 10:09 AM
Device: M2101K6G (TKQ1.221013.002)

Thank you.

This notification is generated by SQL HRMS App

4.10 Sync Cloud

Step 1: Cloud Icon | Sync Cloud... | Time Attendance | Sync All

Update Payroll Stop Sync

Leave App Pending Claim Payroll **Time Attendance**
ETMS updated to 1/1/2024

Date 1/5/2024 to 31/5/2024

Session: Category: Clock Status: No Clock Out;Late In;I
 Employee: Project: GPS Range: Offline;In Office;Outsi
 Branch: Job:
 Department: Task:
 HR Group:

Apply

Log	OT	Leave	Date	Name	Total Late In	Total Early Out	Total OT	Session Code	Clock Status	GPS Range
▶			13/5/2024	LEE CHONG WAI	0	0	0	----	Absent	Offline
▶			14/5/2024	LEE CHONG WAI	0	0	0	----	Absent	Offline
▶			14/5/2024	JOSEPH TAN	0	0	0	SALES	Absent	Offline
▶			14/5/2024	CHONG XIN YING	0	0	0	SALES	Absent	Offline
▶			14/5/2024	MOHAMMAD FAHAD	0	0	0	SALES	Absent	Offline
▶			14/5/2024	MICHAEL ANGELO	0	0	0	SALES	Absent	Offline
▶			15/5/2024	LEE CHONG WAI	0	0	0	----	Absent	Offline
▶			15/5/2024	JOSEPH TAN	0	0	0	SALES	Absent	Offline
▶			15/5/2024	CHONG XIN YING	0	0	0	SALES	Absent	Offline
▶			15/5/2024	MOHAMMAD FAHAD	0	0	0	SALES	Absent	Offline
▶			15/5/2024	MICHAEL ANGELO	0	0	0	SALES	Absent	Offline
▶			16/5/2024	LEE CHONG WAI	212	148	0	----	Late in, Early out, No cloc...	In Office
▶			16/5/2024	JOSEPH TAN	158	0	24	SALES	Late in, Traveller, Time off	Traveller
▶			16/5/2024	MARLEY TAN AI LING	0	0	146	OT	Time off	In Office
▶			16/5/2024	CHONG XIN YING	0	0	0	SALES	Absent	Offline
▶			16/5/2024	MOHAMMAD FAHAD	0	0	0	SALES	No clock out, Traveller	Offline
▶			16/5/2024	MICHAEL ANGELO	0	0	0	SALES	No clock out	In Office

Count = 17

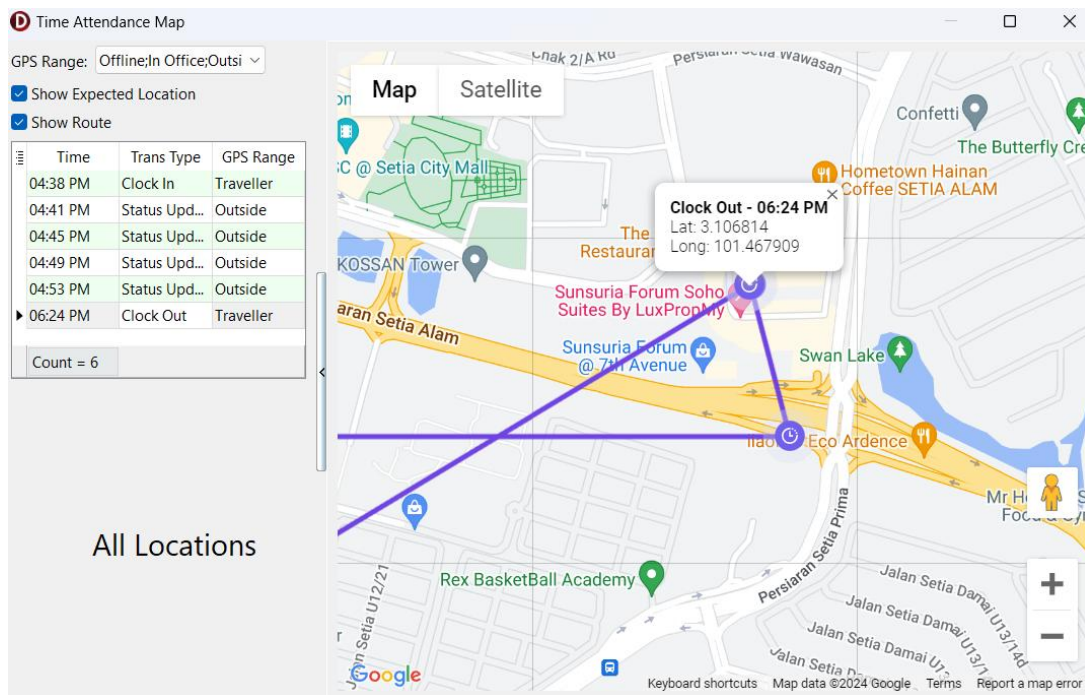
Step 2: After all necessary adjustments are made | Update Payroll

- Alternatively, user may click on the **'Update TMS' button** under **'Update Payroll' dropdown** to only update TMS data to server
- After **'Update Payroll'**, all OT / Leave trans that has been assigned action will no longer appear on the grid. User may view it under **Time Attendance Unassigned Listing report**

Note: The **'ETMS updated to dd/mm/yyyy'** is the date of the latest TMS summary processed. Any attendance logs before the updated date will no longer allowed to be adjusted from SQL HRMS app.

4.10.2.1 Location Map

User can click on the **'Map' button** in tab to show the employee's log location (Clock In, Clock Out, Status Update) on a map



- Map icon identifier:

Icon	Description
	Clock In
	Status Update
	Clock Out

4.10.2.2 Edit Mode

Step: Right-click on the grid | Edit

Date	Name	Expected Clock In	Expected Clock Out	Clock In	Clock Out	Work Duration	Is OT	Break Time
13/5/2024	LEE CHONG WAI	09:00 AM	06:00 PM			0	<input checked="" type="checkbox"/>	0
14/5/2024	LEE CHONG WAI	09:00 AM	06:00 PM			0	<input type="checkbox"/>	0
14/5/2024	JOSEPH TAN	09:00 AM	06:00 PM			0	<input type="checkbox"/>	0
14/5/2024	CHONG XIN YING	09:00 AM	06:00 PM			0	<input type="checkbox"/>	0
14/5/2024	MOHAMMAD FAHA...	09:00 AM	06:00 PM			0	<input type="checkbox"/>	0
14/5/2024	MICHAEL ANGELO	09:00 AM	06:00 PM			0	<input type="checkbox"/>	0
15/5/2024	LEE CHONG WAI	09:00 AM	06:00 PM			0	<input type="checkbox"/>	0
15/5/2024	JOSEPH TAN	09:00 AM	06:00 PM			0	<input type="checkbox"/>	0
15/5/2024	CHONG XIN YING	09:00 AM	06:00 PM			0	<input type="checkbox"/>	0
15/5/2024	MOHAMMAD FAHA...	09:00 AM	06:00 PM			0	<input type="checkbox"/>	0
15/5/2024	MICHAEL ANGELO	09:00 AM	06:00 PM			0	<input type="checkbox"/>	0
16/5/2024	LEE CHONG WAI	09:00 AM	06:00 PM	12:32 PM	03:32 PM	180	<input type="checkbox"/>	0
16/5/2024	LEE CHONG WAI	No Expected In	No Expected Out	03:34 PM		0	<input type="checkbox"/>	0
Count = 19								

Recalculate

- Editable columns:
 - Clock In
 - Clock Out
 - Is OT
 - Break Time
- **'Recalculate' button** will be enabled once changes are made to perform recalculation on the attendance logs

4.10.3 OT

Log	OT	Leave										
Date	Post Date	Name	Work Day	Day Type	Action							
16/5/2024	16/5/2024	MARLEY TAN AI LING	Work Day		Unassigned							
17/5/2024	17/5/2024	MARLEY TAN AI LING	Work Day		Overtime							
		Remark	Script	Start Time	End Time	Duration	Break Time	Claimable	OT Code			
				10:00 AM	11:00 AM	60	0	60	HW15			
				11:00 AM	01:00 PM	120	0	120	HW20			
17/5/2024	17/5/2024	MICHAEL ANGELO	Work Day		Overtime							
		Remark	Script	Start Time	End Time	Duration	Break Time	Claimable	OT Code			
				06:00 PM	08:00 PM	120	0	120				

- Editable columns:
 - Post Date
 - Action:
 - Unassigned
 - Overtime: Record will be posted to Pending Overtime
 - Cancelled: Record will be ignored
- **Red highlight:** All the nested records are assigned with an OT code (wont be posted to pending)
- **Green highlight:** Not all the nested records are assigned with an OT code
- **'Show Log' button** is to show all employee's attendance logs on that date

4.10.3.1 Edit Mode

Step: Right-click on the grid | Edit

Time Attendance Overtime									
Date	Name	Remark	Start Time	End Time	Duration	Claimable	Break Time	OT Code	
16/5/2024	MARLEY TAN AI LING		12:44 PM	02:10 PM	86	86	0	HW15	

Count = 1

Save

- Editable columns:
 - Remark
 - Claimable
 - Break Time
 - OT Code
- **'Save' button** will enabled once changes are made

4.10.4 Leave

Log	OT	Leave												
ID	Date	Post Date	Name	Clock Status	Remark	Script	Start Time	End Time	Duration	Deductible	Show Log	Action	Leave Type	
	13/5/2024	13/05/2024	LEE CHONG WAI	Absent			09:00 AM	06:00 PM	480	480	Show Log	Unassigned		
	14/5/2024	14/05/2024	LEE CHONG WAI	Absent			09:00 AM	06:00 PM	480	480	Show Log	Unassigned		
	14/5/2024	14/05/2024	JOSEPH TAN	Absent			09:00 AM	06:00 PM	480	480	Show Log	Unassigned		
	14/5/2024	14/05/2024	CHONG XIN YI...	Absent			09:00 AM	06:00 PM	480	480	Show Log	Unassigned		
	14/5/2024	14/05/2024	MOHAMMAD F...	Absent			09:00 AM	06:00 PM	480	480	Show Log	Leave	MC	
	14/5/2024	14/05/2024	MICHAEL ANGE...	Absent			09:00 AM	06:00 PM	480	480	Show Log	Unassigned		
	15/5/2024	15/05/2024	LEE CHONG WAI	Absent			09:00 AM	06:00 PM	480	480	Show Log	Unassigned		
	15/5/2024	15/05/2024	JOSEPH TAN	Absent			09:00 AM	06:00 PM	480	480	Show Log	Unassigned		
	15/5/2024	15/05/2024	CHONG XIN YI...	Absent			09:00 AM	06:00 PM	480	480	Show Log	Unassigned		
	15/5/2024	15/05/2024	MOHAMMAD F...	Absent			09:00 AM	06:00 PM	480	480	Show Log	Unassigned		
	15/5/2024	15/05/2024	MICHAEL ANGE...	Absent			09:00 AM	06:00 PM	480	480	Show Log	Unassigned		
	16/5/2024	16/05/2024	LEE CHONG WAI	Late in			09:00 AM	12:32 PM	212	212	Show Log	Unassigned		
	16/5/2024	16/05/2024	LEE CHONG WAI	Early out			03:32 PM	06:00 PM	148	148	Show Log	Unassigned		
	16/5/2024	16/05/2024	JOSEPH TAN	Time off			09:00 AM	01:00 PM	240	240	Show Log	Unassigned		
	16/5/2024	16/05/2024	JOSEPH TAN	Late in			02:00 PM	04:38 PM	158	158	Show Log	Unassigned		
	16/5/2024	16/05/2024	MARLEY TAN AL...	Time off			08:00 AM	10:00 AM	120	120	Show Log	Unassigned		
	16/5/2024	16/05/2024	CHONG XIN YI...	Absent			09:00 AM	06:00 PM	480	480	Show Log	Unassigned		
	16/5/2024	16/05/2024	MOHAMMAD F...	Time off			09:00 AM	01:00 PM	240	240	Show Log	Unassigned		
	16/5/2024	16/05/2024	MOHAMMAD F...	Time off			02:00 PM	06:00 PM	240	240	Show Log	Unassigned		
	16/5/2024	16/05/2024	MICHAEL ANGE...	Time off			09:00 AM	01:00 PM	240	240	Show Log	Unassigned		
	16/5/2024	16/05/2024	MICHAEL ANGE...	Time off			02:00 PM	06:00 PM	240	240	Show Log	Unassigned		

Count = 21

- Editable columns:
 - Post Date
 - Remark
 - Deductible
 - Action:
 - Unassigned
 - Leave: Records will be posted to Leave Application
 - Unpaid Leave: Record will be posted to Leave Application
 - Cancelled: Record will be ignored
 - Leave Type: Value changes based on chosen action
- User need to assign a leave code in order to post it to Leave Application
- **'Show Log' button:** Show all employee's logs on that date