

VTMS Minimal Setup Requirement



1.0 SETUP

- 1.1 DIVISION**
Create division code & description.
- 1.2 DEPARTMENT**
Create department code & description
- 1.3 JOB GRADE**
Use job grade to categories the employee.
- 1.4 SHIFT GROUP**
Shift group is a combination of shifts apply to a group of employees in an organisation. A shift group can consist of one or more shifts and an organisation can have more than one shift groups.
- 1.5 PAY GROUP**
Pay group is for calculating overtime. Here you enter the rate for overtime for different day like normal working day, Public holiday, rest Day and off day.
- 1.6 READER**
Add one or more fingerprint device IP address.

2.0 DATA

- 2.1 SHIFT**
Create employee shift under a shift group created earlier (1.4).
- 2.2 PAY GROUP**
Create a Pay Group for entering overtime pay rate (1.5)
- 2.3 HOLIDAY GROUP & TYPE**
First create holiday type like Public Holiday, common rest day and common off day. Then create holiday Group and choose those holiday type that applied to this holiday group.
- 2.4 NEW EMPLOYEE**
Create employee profile here, for those that has Registered on the fingerprint device. All those mark with bold title is mandatory field. The Enroll no. is the ID use on the fingerprint device and also associate the appropriate shift group, pay group and holiday group to this new employee.

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3.0 Process

