Preface

Currently the job-scheduling module does not support the "standard" default jobs mechanism. Default jobs are currently retrieved from the "Valid Jobs" table, regardless of the "standard" defaults (**TCDEF**). In other words, the default jobs mechanism is entirely inactive for customers who do not utilize the valid jobs mechanism.

The requirement

Enhancing job-scheduling environment with a comprehensive support in all forms of default jobs i.e. either default from **EMPVALJ** (valid jobs) or default from **TCDEF** (standard default jobs) as follows:

- Firstly, the entire process of assigning default jobs (i.e. when there are no jobs reported) will be optional when utilizing job scheduling as they may be environments where the employee is required to report at all times.

- Second, unlike a "standard" TC environment, where the system always assigns the default jobs (i.e. for non-allocated reported time), job-scheduling environment holds another issue: The decision of which job should be assigned; Should the system assign the scheduled job (i.e. for that day) or should it assign the employee's default job? The solution must cater for both options.

- Third, the system should also support the default jobs per absence code if an absence was reported i.e. when a predefined job number is assigned to an absence code. This refers to both full and partial absences.

Suggested solution

(1) The following fields will be added to TC Configuration file

Screen input parameters

Field no	Field name	Type	Description	Possible Values
59	SCHED_DEFLT	N (1)	Default Jobs Active/Inactive	0 – Active 1 – Inactive
60	DEFLT_CHK	N (1)	Assign default jobs from	0 – Default Jobs (TCDEF) 1 – Valid jobs (EMPVALJ)

Note

- "Default jobs Active/Inactive" will be enabled only when "job scheduling" is enabled.

- "Assign Default jobs from" will be enabled only when "Default jobs Active/Inactive" is enabled.

Clarifications

- When "Default jobs Active/Inactive" is set to "inactive", default jobs will not be created in TCDAY. The initial value of this field is "Active".

- The process of default job assignment kicks-in only if the employee's occupation-type is a default-job occupation type. If the employee's occupation-type is not a default-job occupation-type, the system will assign the scheduled job (i.e. JOBCRNC table) for that day.

- In some cases, employees are required to report jobs at all times i.e. without having the system to assign the default jobs or scheduled job. In this case, set "default jobs" to "inactive".

(2) TC-Daily calculation: Default job assignment when the occupation-type is w/o default jobs

"Assign default jobs from" is set to:	Required calculation
Either Default Jobs (**TCDEF**) or Valid jobs (**EMPVALJ**)	**Hours will be allocated to the employee's scheduled job (JOBCRNC)** • Default-job records (record type = 3) will be created according to the employee's scheduled jobs (JOBCRNC) having start-time and end-time per job. • The process of scheduled-job-assignment kicks-in <u>when no jobs are reported or when jobs were partially reported</u> (i.e. total attendance exceeds the total costing). • Duration is calculated according to job-start time and job-end time • If the total attendance (reported) exceeds the scheduled costing, records for unscheduled time intervals will be created separately (i.e. before the first scheduled job and after the last scheduled job). In such cases, if the "early entry" or the "late exit" is unpaid, the total duration and the pay-category values will be equal to "0".

Examples

Example (1)

Schedule: (TK) 08:00 – 17:00
          (TC) 08:00 – 12:00 Job #1
          (TC) 12:00 – 17:00 Job #2

Reported: (TK) 07:30 – 17:30
          No jobs were reported
          Early entry/late exit is unpaid

Expected results:

Job	Start	End	Duration	Rate	Regular	OT
1	07:30	08:00				
1	08:00	12:00	4.00	10.00	4.00	
2	12:00	17:00	4.00 *	15.00	4.00	
2	17:00	17:30				

Example (2)

Same schedule as in Example (1).

Reported: (TK) 07:30 – 17:30
          No jobs were reported
          Early entry is paid

Expected results:

Job	Start	End	Duration	Rate	Regular	OT
1	07:30	08:00	0.30	10.00		0.30
2	08:00	12:00	4.00	10.00	4.00	
3	12:00	17:00	4.00 *	15.00	4.00	
4	17:00	17:30				

* A 1-hour break was deducted.

"Assign default jobs from" is set to:	Required calculation
Either Default Jobs (**TCDEF**) or Valid jobs (**EMPVALJ**)	**Hours will be allocated to the employee's scheduled job (JOBCRNC)** • Default-job records (record type = 3) will be created according to the employee's scheduled jobs (JOBCRNC) having start-time (i.e. scheduled start) and end-time (i.e. scheduled end) per job. • The process of scheduled-job-assignment kicks-in <u>when no jobs are reported or when jobs were partially reported</u>. • Total Duration is calculated according to "paid absence" in the daily file. • If more than one job is scheduled, hours will be allocated proportionally. • The absence code will be copied to the **TCDAY** record. **Examples** Example (1) Schedule: (TK) 08:00 – 20:00 (TC) 08:00 – 20:00 Job #1 Reported: Absence code 10 (Vacation) No jobs were reported Expected results:

Job	Start	End	Duration	Rate	Regular	OT	Vacation
1	08:00	20:00	12.00	10.00			12.00

Example (2)

Schedule: (TK) 08:00 – 20:00
(TC) 08:00 – 12:00 Job #1
(TC) 12:00 – 16:00 Job #2
(TC) 16:00 – 20:00 Job #3

Reported: Absence code 10 (Vacation)
No jobs were reported

Expected results:

Job	Start	End	Duration	Rate	Regular	OT	Vacation
1	08:00	12:00	4.00	10.00			4.00
2	12:00	16:00	4.00	15.00			4.00
3	16:00	20:00	4.00	18.00			4.00

2.3 Partial absence

"Assign default jobs from" is set to:	Required calculation
Either Default Jobs (**TCDEF**) or Valid jobs (**EMPVALJ**)	**Hours will be allocated to the employee's scheduled job (JOBCRNC)** • Default-job records (record type = 3) will be created according to the employee's scheduled jobs (JOBCRNC) having start-time (i.e. scheduled start) and end-time (i.e. scheduled end) per job. • In scenarios of partial absences, the intervals will be paid according to TK's exceptions vector i.e. "start-time" and "end-time" based on the start/end time in TK's exception and "duration" based on "paid value". • The process of scheduled-job-assignment kicks-in <u>when no jobs are reported or when jobs were partially reported</u>. **Examples** <u>Example (1)</u> Schedule: <u>(TK) 08:00 – 20:00</u> (TC) 08:00 – 20:00 Job #1 Reported: <u>(TK) 08:00 – 16:00</u> <u>(TK) Vacation</u> (TC) No jobs were reported. Expected results: *(table below)* <u>Example (2)</u> Schedule: <u>(TK) 08:00 – 20:00</u> (TC) 08:00 – 12:00 Job #1 (TC) 12:00 – 20:00 Job #2 Reported: <u>(TK) 08:00 – 16:00</u> <u>(TK) Vacation</u> (TC) No jobs were reported. Expected results: *(table below)*

Expected results (Example 1):

Job	Start	End	Duration	Rate	Regular	OT	Vacation
1	08:00	16:00	8.00	10.00	8.00		
1	16:00	20:00	4.00	10:00			4.00

Expected results (Example 2):

Job	Start	End	Duration	Rate	Regular	OT	Vacation
1	08:00	12:00	4.00	10.00	4.00		
2	12:00	16:00	4.00	15.00	4.00		
2	16:00	20:00	4.00	18.00			4.00

(3) TC-Daily calculation: Default job assignment when the <u>occupation-type is with default jobs</u>

<u>2.1 Attendance only</u>

"Assign default jobs from" is set to:	Required calculation
Default Jobs (**TCDEF**)	**Hours will be allocated to the employee's default job (TCDEF)** • Standard Default job assignment • Default-job records (record type = 3) will be created according to the employee's default jobs (TCDEF) having total duration per job. • Default-job records (record type = 3) will be created based on the employee's occupation type i.e. exactly as created when job scheduling is disabled. • The process of scheduled-job-assignment kicks-in <u>when no jobs are reported or when jobs were partially reported</u> (i.e. total attendance exceeds the total costing).
Valid jobs (**EMPVALJ**)	**Hours will be allocated to the employee's default job (EMPVALJ)** • Similar to the standard default job assignment. This option will be used when "Valid Jobs" mechanism is enabled. • Default-job records (record type = 3) will be created according to the employee's valid jobs (EMPVALJ) <u>having total duration per job</u>. • Default-job records (record type = 3) will be created based on the employee's occupation type i.e. exactly as standard default jobs are created when job scheduling is disabled. • The process of scheduled-job-assignment kicks-in <u>when no jobs are reported or when jobs were partially reported</u> (i.e. total attendance exceeds the total costing).