

**Purpose:**

Sometimes there is a need for employees who are assigned to a default job, to be assigned to a different default when reported to an Absence Code (full absence or partial). Just like any other work day, on which employee did not report any job and their default job filled out their attendance, when an Absence Code will be assigned to a Daily record, the default job which will fill out the daily attendance, will be the one related to the Absence Code (and not to the employee).

**Environment:**

TK6, TK2000, TK-SQL

**Programs and Files required:**

..\TK6win\DTCABSDE.EXE  
 ..\TK6win\CLSTCW.DLL  
 ..\TK6win\DTABLEH.EXE

..\TK2000\DTCABSDE.EXE  
 ..\TK2000\CLSTC32.DLL  
 ..\TK2000\DTABLEH.EXE

..\DATA\TCABSDEF.\*  
 ..\DATA\ENGLISH\MES\*.\*  
 ..\DATA\ENGLISH\SYSNAMES.\*

**Setup steps**

1. Copy all programs and files to relevant directories. TCABSDEF.\* is a new data file.
2. Upgrade the SYSNAMES.\* file.
3. Add the DTCABSDE.EXE to menu.
4. An employee should be assigned to any TC occupation type. The program will consider all occupation types except 'TK Employee only' and 'DA Employee'
5. The TC Configuration file/TC Options tab should be assigned to 'Calc absence according to Abs. Code Def.

**TC System Configuration**

Definition of Levels | Level Relations | **TC Options** | Combined Rates | Rate Assignment Order

Use Sort Code: First Sort [v] | **Allow Manual Record** [x] | Manual Record NOT IN Use [v]

Calculate Absence/Default Job: Calc. absence according to Abs. Code Def [v] | Manual Categories [0]

Auto Calculate Type: According to Total Duration [v]

Auto Build By Clock Data: Without Validity Check + TK Incomplete [v]

TK - Entry (In-Punch) is used: Also As A Beginning of Job [v]

TK - Exit (Out-Punch) is used: Only For TK [v]

TC - Job Start: Not In Use [v]

TC - Job End: End of Job Starts New Job [v]

Call Back Transactions: Call Back Transactions are used for TK Only [v]

Daily Variance Rules (Table I): Yes [v]

Daily Rounding Rules (Table R): Yes [v]

Daily Break Rules (Table N): Yes [v]

Minimal Allocation Value (Minutes): 0



6. In TableH all relevant codes must be 'Paid Flexible' or 'Paid Fixed' and the 'Pay Abs. For TC/DA' assigned to 'Absences are Linked to Default Job'.

**Table H - Absence Type Definitions**

Group No	Group Name	Absence Type	Description	Short Description
1	Standard	2	Vac. Paid	V

Tracking Period Parameters      Accruals Credit Parameters      Rounding Options

Basic Parameters      Absence Properties      Tracking Control Parameters

Full Absence Value (%)      100.00

Partial Absence Value (min.)      0

Partial Absence Value (%)      100.00

Std. Absence Day Value      0

Absence Payment Mode      Paid Flexible

Completion Calculation Mode      Not Limited

Pay Absence for TC/DA      Absences are Linked to      Not Paid

Accum. in Pay-Category - 1      Abs+ Hours

Accum. in Pay-Category - 2     

Aggregate Code      0      Regular Work Day

Absence Tracking Mode      Enabled with Automatic Accruals

Pays Breaks / Meals     

Absence Code Color     

Ignore  
TK Paid Intervals are paid in TC/DA

7. Assign each relevant Absence Code to its relevant default Jobs. You may assign each code to be good for full absence only or for both partial and full absence. Also it can be assigned to specific occupation type only or to all occupation types. TableH number 0 will play as default when no specific definitions are assigned to other TableH.

**Default Jobs For Absences**

Table H Number      Absence Code      From Date

0      Select      Default Absence Table      2      Sick Paid      01/01/2000

	Work Order	Batch	Process	Department	Cost Center	Profession	Assignm
1	ABC	133120	100	0	0	0	60.000
2	ABC	133120	113	0	0	0	40.000
3		0	0	0	0	0	0.000
4		0	0	0	0	0	0.000
5		0	0	0	0	0	0.000
6		0	0	0	0	0	0.000
7		0	0	0	0	0	0.000
8		0	0	0	0	0	0.000
9		0	0	0	0	0	0.000
10		0	0	0	0	0	0.000

Handle Absences      ☒ Full Absence Only      ☐ Full and Partial Absence

Occupation Types      ☒ All      ☐ Selected      Select



8. The end result will be as follows:

Each daily record that will be assigned to an Absence Code that is on the list of Default jobs will create a default record with the relevant work-order for that Absence Code.

**Edit/View Daily Activity File**

File Record Records Type Options Second File Help

Employee: 1698 Aime Gilbert From Date: 02/04/2002

Date	Day Type	Absence Code	Contract	In 1	Out 1	In 2	Out 2	In 3	Out 3	Total Attn	Paid Attn	Paid Abs.	Abs. Reg	Unc Abs
02/04/2002	1 Mo	3 Vac. Paid	100	:	:	:	:	:	:			8.00		
02/05/2002	2 Tu	2 Sick Paid	100	:	:	:	:	:	:			8.00		

  

TCDAY (Daily Job Transfers/TC)

Record Date	Absence Code	Work Order	Batch	Process	Start Time	End Time	Duration	Percent	Costing Rate	Billing Rate	Costing	Billing
02/04/2002	3 Vac. Paid	ABC	132520	4008800	:	:	8:00	1.00	14.530	14.530	116.24	

**Edit/View Daily Activity File**

File Record Records Type Options Second File Help

Employee: 1698 Aime Gilbert From Date: 02/04/2002

Date	Day Type	Absence Code	Contract	In 1	Out 1	In 2	Out 2	In 3	Out 3	Total Attn	Paid Attn	Paid Abs.	Abs. Reg	Unc Abs
02/04/2002	1 Mo	3 Vac. Paid	100	:	:	:	:	:	:			8.00		
02/05/2002	2 Tu	2 Sick Paid	100	:	:	:	:	:	:			8.00		

  

TCDAY (Daily Job Transfers/TC)

Record Date	Absence Code	Work Order	Batch	Process	Start Time	End Time	Duration	Percent	Costing Rate	Billing Rate	Costing	Billing
02/05/2002	2 Sick Paid	ABC	133130	100	:	:	4:48	0.60				
02/05/2002	2 Sick Paid	ABC	133120	113	:	:	3:12	0.40				