

Advance Shift Management

- [Overview Video](#)

Overview Video

<https://www.youtube.com/embed/25H1e2j4N28>

Step-by-Step Tutorial Guide

Step 1: Open the Advance Shift Management Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, navigate to **Attendance Management**.
3. Click **Advance Shift Management**.
4. The **Shift Policies** page opens, displaying all configured shift policies.

This module allows administrators to create and manage advanced shift policies with customized attendance rules.

Step 2: Select or Create a Shift Policy

1. Review the list of available shift policies.
2. To modify an existing policy, click the **Edit** icon on the desired shift policy.
3. Alternatively, click **Create Shift Policy** to configure a new policy.
4. The **Update Advance Shift Policy** window opens.

This page contains multiple configuration tabs for defining shift rules.

Step 3: Configure Basic Shift Details

1. Under the **Basic** tab, enter the required shift information.
2. Configure details such as:
 - Shift Name
 - Shift Code
 - Shift Category
 - Shift Duration
 - Shift Start Time
 - Shift End Time
 - Working Hours
3. Save the basic configuration before proceeding.

These settings define the overall schedule for the shift.

Step 4: Configure Time Calculation Rules

1. Open the **Time Calculation** tab.
2. Configure the attendance calculation settings.
3. Define options such as:
 - Clock-in and clock-out rules
 - Grace period
 - Early arrival settings
 - Late arrival settings
 - Minimum working hours
4. Save the configured rules.

These settings determine how employee attendance is calculated for the selected shift.

Step 5: Configure Penalty Rules

1. Navigate to the **Penalty Rules** tab.
2. Configure rules for attendance deviations.
3. Define settings such as:
 - Late coming rules
 - Early leaving rules
 - Grace limits
 - Penalty applicability
4. Save the penalty configuration.

Penalty rules help organizations enforce attendance policies consistently.

Step 6: Configure Cross-Period Settings

1. Scroll to the **Cross Period Configuration** section.
2. Configure the required cross-period rules.
3. Specify:
 - Cross-period duration
 - Maximum allowed hours
 - Applicable conditions
4. Save the configuration.

This feature supports shifts that continue beyond a single calendar day.

Step 7: Configure Payroll Rules

1. Open the **Payroll Rules** tab.

2. Configure payroll-related attendance settings.
3. Define:
 - Payroll calculation basis
 - Attendance eligibility
 - Leave deductions
 - Payroll applicability
4. Save the payroll rules.

These settings ensure attendance data is processed correctly during payroll.

Step 8: Configure OT (Overtime) Settings

1. Navigate to the **OT Config** tab.
2. Configure overtime eligibility.
3. Specify:
 - Overtime type
 - Overtime calculation method
 - Minimum qualifying hours
 - Maximum overtime limits
 - Rounding rules
4. Save the overtime configuration.

This determines how employee overtime is calculated and processed.

Step 9: Configure OT Rule Conditions

1. Under the overtime configuration, define the applicable OT rules.
2. Select the required:
 - Attendance status
 - Working day type
 - Shift applicability
 - Holiday or weekly off conditions
3. Configure the overtime calculation method as required.
4. Save the updated settings.

These rules ensure overtime is calculated according to the organization's policy.

Step 10: Save the Shift Policy

1. Review all configured settings across each tab.
2. Verify:
 - Basic shift details
 - Time calculation rules
 - Penalty rules
 - Payroll rules
 - Overtime configuration
3. Click **Update Shift Policy** or **Save**.
4. A confirmation message is displayed after the policy is successfully updated.

The configured shift policy is now available for employee shift assignments.

Key Benefits of Advance Shift Management

- Configure multiple shift policies for different employee groups.
- Customize attendance calculation rules.
- Manage late coming and early leaving policies.
- Support overnight and cross-day shifts.
- Configure payroll-specific attendance rules.
- Automate overtime eligibility and calculations.
- Improve attendance accuracy and payroll compliance.

End of Tutorial

You have now completed the **Advance Shift Management** configuration in TankhaPay.

This module enables organizations to create flexible shift policies with customized attendance, payroll, penalty, and overtime rules, ensuring accurate workforce scheduling and streamlined

attendance management.