



# Feature Description Document

## IXM TIME Policies



## Purpose

This document outlines the process of configuring IXM TIME policies.

## Applies to

TITAN	TFACE	TOUCH 2	SENSE 2	MERGE 2	MYCRO
All Devices	All Devices	All Devices	All Devices	All Devices	All Devices

## Description

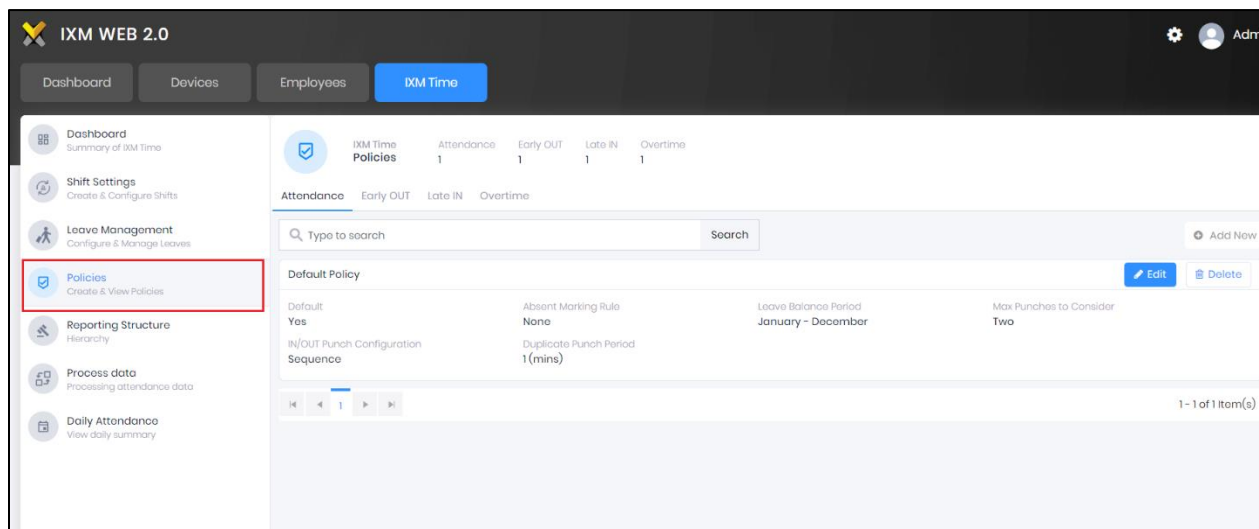
IXM TIME policies allow users to manage company policies related to workforce management. Users can create, update or delete policies.

IXM TIME policies are the set of rules which are applied to the users of an organization that will use biometric time and attendance. Through these policies, an organization can define the specific rules and assign them to the user(s) for time and attendance. Some policies that can be configured are – late coming time, early out time, rules regarding overtime, penalties upon breaking these rules, etc.



## Understanding IXM TIME Policies

1. From **Home** >> Click the **IXM Time** tab at the top >> Click **Policies** tab to configure IXM TIME policies.

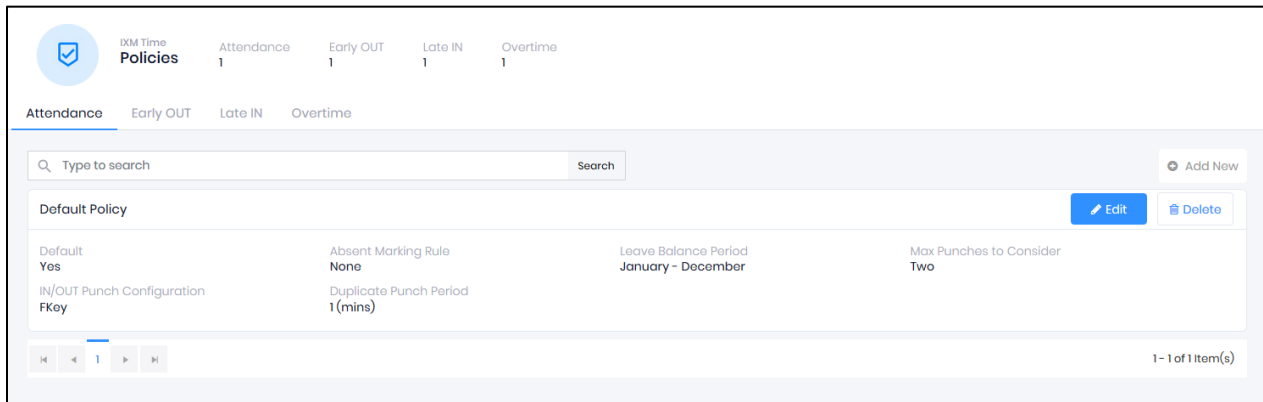


2. On the Policies window, there are 4 types of policies: Attendance Policy, Early Oot Policy, Late In Policy, and Overtime Policy.



## Attendance Policy

1. Click on the **Attendance** policy tab to configure the related settings.
2. One policy will be created by default in the software. You can either modify the available policy or add a new policy.



3. Click **Edit** to modify any of the existing policies or click **Add New** to create a new policy.



4. The various fields in the popup to add/edit attendance policies are described below:

a. **Absent Marking Rule:**

The system will mark the employee absent based on the following rules:

1. None: There is no additional rule defined to mark employees absent. An employee will be absent only if he/she has not completed the minimum hours required for half day or full day as defined in the shift configuration.

**Edit Attendance Policy**

Name \*  
Default Policy  Default

**ABSENT MARKING RULE**  
 None  Check for Irregularity  Less Working Hours Check

**LEAVE BALANCE PERIOD**  
From: January To: December

**PUNCH CALIBRATION**  
Max Punches to Consider: Two IN/OUT Punch Configuration: Sequence

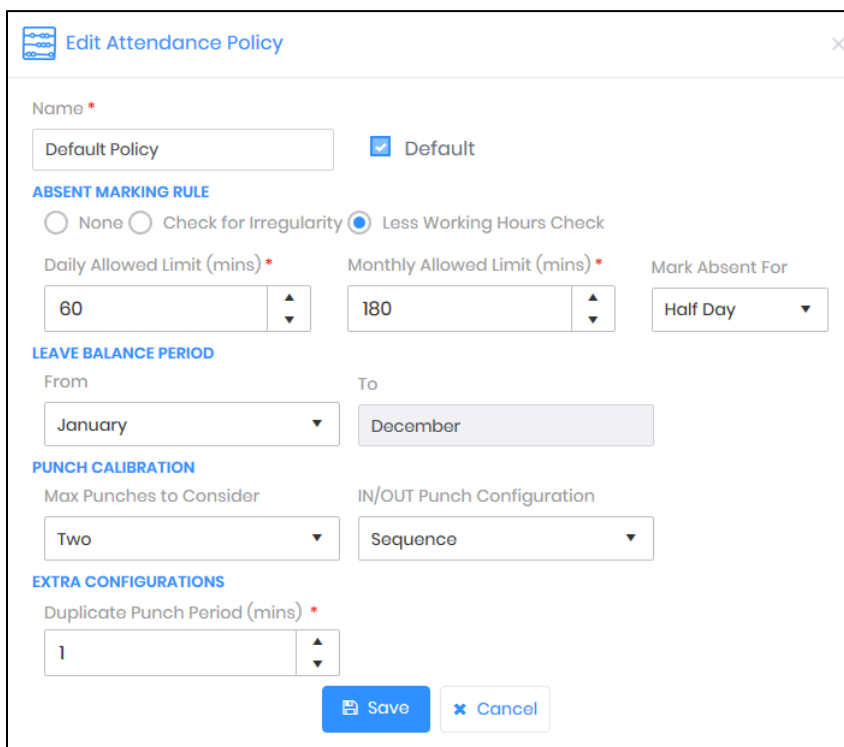
**EXTRA CONFIGURATIONS**  
Duplicate Punch Period (mins) \*  
1



- 2. Check for Irregularity: This rule will mark employees absent based on irregularity (Late-In and Early-Out)

- Mark Absent As Per: Consider irregularity as per monthly count or duration.
- Max Allowed Count: Maximum allowed count in days or duration in minutes for irregularity.
- Mark Absent For: Mark absent as full-day or half-day in case of irregularity.
- Irregularity Deduction: Select Continuous or Slab wise:
  - Continuous: The system will mark absent on every Late-In or Early-Out occurrence once max allowed count has been reached.
  - Slab Wise: The system will mark absent after every max occurrence count. Then the count will reset.

- 3. **Less Working Hours Check:** The system will mark employees absent when they are late by more than the daily allowed limit. The maximum shortfall in working hours should not be more than the daily allowed limit per day and monthly allowed limit in attendance per month.



- **Daily Allowed Limit:** Maximum number of minutes allowed per day for which the employee won't be marked absent.
- **Monthly Allowed Limit:** Maximum number of minutes allowed per month for which the employee won't be marked absent.



- b. **Leave Balance Period:** Leave balance calculation will be defined based on the starting and ending months specified for the calendar year.

### Edit Attendance Policy

Name \*

Default Policy  Default

**ABSENT MARKING RULE**

None  Check for Irregularity  Less Working Hours Check

**LEAVE BALANCE PERIOD**

From: January To: December

**PUNCH CALIBRATION**

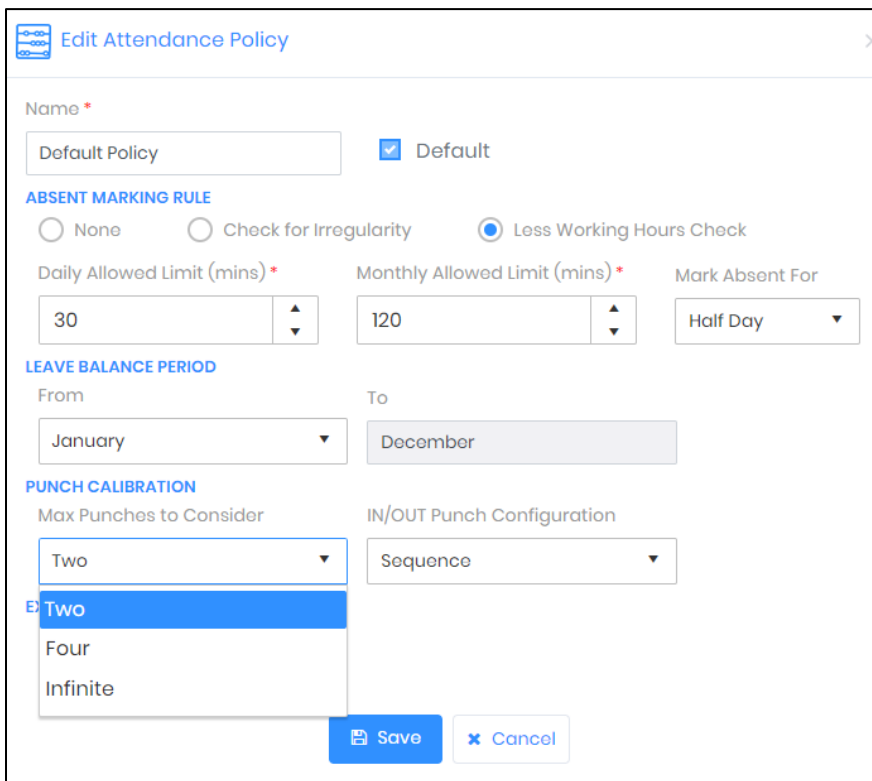
Max Punches to Consider: Two IN/OUT Punch Configuration: Sequence

**EXTRA CONFIGURATIONS**

Duplicate Punch Period (mins) \*: 1



- c. **Punch Calibration:** Punch (Clock In/Clock Out) calibration is used to define how many punches from an employee should be considered when tracking their time. Based on this configuration, an employee’s total time will be calculated every day.



1. Max Punches to Consider: IXM WEB users can define the maximum number of punches to be considered per day for attendance calculation.
  - Two punch policy: First-In and Last-Out will be considered for attendance. Out Time will not be deducted from working hours
  - Four punch policy: Four Punches: First-In, Break Start, Break End, and Last-Out will be considered for attendance calculation. Break duration will be deducted from working hours as per the break policy defined in a shift.
  - Infinite punch policy: All punches will be considered for attendance calculation. Out time will be deducted from working hours.



2. In/Out Punch Configuration: IXM WEB users can define which punches to be considered for attendance calculation.

**Edit Attendance Policy**

Name \*  
Default Policy  Default

**ABSENT MARKING RULE**  
 None  Check for Irregularity  Less Working Hours Check

Daily Allowed Limit (mins)\*: 30  
Monthly Allowed Limit (mins)\*: 120  
Mark Absent For: Half Day

**LEAVE BALANCE PERIOD**  
From: January To: December

**PUNCH CALIBRATION**  
Max Punches to Consider: Two  
IN/OUT Punch Configuration: FKey

**EXTRA CONFIGURATIONS**  
Duplicate Punch Period (mins): 1

Save Cancel

- FKey:
  - Fkey Punches (check-in, check-out, break start, break end) will be considered valid for attendance calculation.
  - Employee work hours, break duration, and out time will be calculated as per the Fkey selection.
  - The employee must select Fkey at the time of authentication to mark the attendance.
- Device Mode:
  - Attendance will be calculated based on device mode (entry or exit) defined at the time of device registration.
  - Employee's work hours and out time will be calculated as per the device mode (entry or exit).



- Sequence:
  - In and Out punches will be defined as per sequential logic. For eg: 1<sup>st</sup> punch – IN, 2<sup>nd</sup> punch - OUT, 3<sup>rd</sup> punch-IN, 4<sup>th</sup> punch-OUT, etc.
  - Employee’s work hours and out time will be calculated as per the device mode (entry or exit).

d. **Extra Configurations:** A few additional settings to help users calculate the employee time more precisely and to remove ambiguity.

1. Duplicate Punch period (mins): Specify the time in minutes between punches that would be considered as duplicate punches (in case an employee authenticates themselves twice by mistake). If the system identifies a duplicate punch then the first punch of the day will be considered as an in punch and the last punch of the day will be considered as an out punch.

**EXTRA CONFIGURATIONS**

Duplicate Punch Period (mins) \*

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▼

SaveCancel



## Early Out policy

1. Click on the **Early Out** policy tab to configure the related settings.
2. One policy will be created by default in the software. You can either modify the available policy or add a new policy.

IXM Time Policies

Attendance 1 Early OUT 1 Late IN 1 Overtime 1

Attendance Early OUT Late IN Overtime

Type to search Search Add New

Default Policy Edit Delete

Default	Policy Period	Apply Early-OUT	Max Early-OUT Allowed
Yes	01/01/2018 To 12/31/2019	Yes	10 (mins)

1 - 1 of 1 Item(s)

Edit Early-Out Policy

Name \*  
Default Policy  Default

**POLICY PERIOD**

From Date \* 01/01/2018 To Date \* 12/31/2019

Apply Early-OUT Max Early-OUT Allowed (mins) 10

Save Cancel



3. The various fields in the popup to Add/Edit Early-Out Policies are described below:
  - a. **Name:** Assign the name for the Early-Out Policy.
  - b. **Default:** Enable this flag to set this as the default Early Out Policy.
  - c. **Policy Period:** Date Range for which the Early Out policy will be applicable.
  - d. **Max Early-Out Allowed:** Punch time in minutes up to which employee will be allowed to leave early. For example, if this is set to 5 minutes and the Check-Out time is 5 PM then even if the employee leaves at 4:55 PM, he/she will not be marked absent.
  - e. **Early-OUT Applicable:** Enable this flag to put this policy into effect.
4. Once the necessary settings are configured, click **Save** to save the settings.



## Late In Policy

1. Click on the **Late In** policy tab to configure the related settings.
2. One policy will be created by default in the software. You can either modify the available policy or add a new policy.

IXM Time Policies	Attendance	Early OUT	Late IN	Overtime
1	1	1	1	1

Attendance Early OUT **Late IN** Overtime

Search Add New

Default Policy			
Default	Policy Period	Apply Late-IN	Max Late-IN Allowed
Yes	01/01/2018 To 12/31/2019	Yes	20 (mins)

1 - 1 of 1 Item(s)

**Edit Late-In policy**

Name \*  
Default Policy  Default

**POLICY PERIOD**

From Date \* 01/01/2018 To Date \* 12/31/2019

Max Late-IN Allowed (mins) 20  Late-IN Applicable

Save Cancel



3. The various fields in the Popup to Add/Edit Late-In Policies are described below:
  - a. **Name:** Assign the name for the Late In Policy.
  - b. **Default:** Enable this flag to set this as the default Late In Policy.
  - c. **Policy Period:** Date Range for which the Late In policy will be applicable.
  - d. **Max Late-IN Allowed:** Punch time in minutes up to which employee will be allowed to come late. For example, if this is set to 5 minutes and the Check-In time is 9 AM then even if the employee arrives at 9:04 AM he/she will not be marked absent.
  - e. **Late-IN Applicable:** Enable this flag to put this policy into effect.
4. Once the necessary settings are configured, click **Save** to save the settings.

## Overtime Policy

1. Click on the **Overtime** policy tab to configure the related settings.
2. One policy will be created by default in the software. You can either modify the available policy or add a new policy.

📅
Edit Overtime Policy

Name \*

Overtime Configuration

▼

Default

**POLICY PERIOD**

From Date \*

📅

To Date \*

📅

Enter Minimum Duration (mins)

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**RULES**

Enable Overtime
  Overtime Approval

**APPLICABLE DAYS**

Monday
  Tuesday
  Wednesday
  Thursday
  Friday
  Saturday
  Sunday

Overtime on Holiday

Overtime on WeekOff

Consider PH As

▼

Maximum Duration

Consider WO As

▼

Maximum Duration





Name \*  Overtime Configuration  Week Start Day   Default

**POLICY PERIOD**

From Date \*  To Date \*

**RULES**

Enable Overtime  Overtime Approval

**APPLICABLE DAYS**

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Overtime on Holiday  Overtime on WeekOff

Consider PH As  Maximum Duration  Consider WO As  Maximum Duration

**WEEKLY OVERTIME CONFIGURATION**

Pay Code	From	To	Minimum OT
Base Hours	<input type="text" value="000:00"/>	<input type="text" value="000:00"/>	<input type="text" value="000:00"/>
OT Hours	<input type="text" value="000:00"/>	<input type="text" value="000:00"/>	<input type="text" value="000:00"/>

3. The various fields in the popup to Add/Edit Overtime Policies are described below:

- a. **Name:** Assign the name for the Overtime Policy.
- b. **Overtime Configuration:** Select “Daily” to create a daily overtime policy and select “Weekly” to create a weekly overtime policy.
- c. **Week Start Day:** This setting will be displayed only when the “Weekly” overtime configuration is selected. Select the start day of the week for the weekly overtime policy.
- d. **Default:** Enable this flag to set this as the default overtime policy.
- e. **Policy Period:** Date Range for which the overtime policy will be applicable.
- f. **Enable Overtime:** Enable this flag to put this policy into effect.



- g. **Overtime Approval:** Enable this flag to activate a mandatory approval process for overtime requests. Disable this option for auto-approved overtime requests.
- h. **Minimum Duration Required:** Employees will have to work a minimum of these many minutes over the regular hours to consider it overtime.
- i. **Applicable Days:** Select day(s) on which overtime policy will be applicable and considered in attendance calculation.
- j. **Overtime On Holiday:** Enable this flag to consider overtime on public holidays.
- k. **Considered PH As:** This setting will be editable only if the “Weekly” overtime configuration is selected.
  - **None:** Select “None” for not considering overtime on public holidays.
  - **Fixed:** Select “Fixed” and provide “Maximum Duration” for calculating overtime on public holidays. If an employee’s overtime hours on a public holiday are less than the mentioned “Maximum Duration” then actual overtime will be calculated and if the employee’s overtime hours are greater than the mentioned “Maximum Duration” then fixed overtime (i.e the value mentioned in “Maximum Duration” field) will be calculated.
  - **Actual:** Select “Actual” for considering actual overtime based on employee’s attendance for public holidays.
- l. **Overtime on Week Off:** Enable this flag to consider overtime on week offs.
- m. **Considered WO As:** This setting will be editable only if the “Weekly” overtime configuration is selected.
  - **None:** Select “None” for not considering overtime on week offs.
  - **Fixed:** Select “Fixed” and provide “Maximum Duration” for calculating overtime on week offs. If an employee’s overtime hours on a week off are less than the mentioned “Maximum Duration” then actual overtime will be calculated and if the employee’s overtime hours are greater than



the mentioned “Maximum Duration” then fixed overtime (i.e the value mentioned in “Maximum Duration” field) will be calculated.

- **Actual:** Select “Actual” for considering actual overtime based on an employee’s attendance for a week off.

- n. **Weekly Overtime Configuration:** This setting will be displayed only if the “Weekly” overtime configuration is selected. Provide “From”, “To” and “Minimum OT” duration as per the requirement which will be considered for “Base Hours” and “OT Hours” calculation.

4. Once the necessary settings are configured, click **Save** to save the settings.



## Support

For more information relating to this Feature Description document, please contact us at [support@invixium.com](mailto:support@invixium.com)

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