

## HOW TO SETUP LATE RANGE?

Late by default is computed by the System in minutes. Late Range can be used in order to setup the minutes in range, to have its equivalent time period such as accumulation of 15 minutes can have an equivalent of 30 minutes computation or as company's own discretion.

Under Maintenance, click Late Range, where user can set up the company's own policy for late deduction.

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Allowance	e Banks	Deductions D	epartments)	Job Positions	GL Codes	Deminimis Benefit	Adjustments	Loan Categories	Late Range	Undertime Range	Overtime Range	Work Place	Location	Cost Center	
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## Late Range window will show, click New then system will automatically enable Details tab.

🔜 Late Range (in MINUTES)			×
New Edit Delete Cancel Save			
Late Range Code LRC1 Range From Range To Late Equivalent	1 30 30	1.00 ( ).00 (	

Input,

- Late Range Code short term or unique code for each late range type created in the system
- **Range From/To** field where to define the start and end of a specific late range in minutes

Late Equivalent – field where to define how many late, in minutes, should a particular employee will be deducted in payroll process

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Once done, you can see all created Late Range under List tab.

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	Dra	ag a column header here to	a column header here to group by that column								
		code 🔺	range From	range To		late Equivalent					
	>	LRC1	1.00		30.00		30.00				
		LRC2	31.00		60.00		60.00				
		LRC3	61.00		90.00		90.00				
		LRC4	91.00		120.00	120.00					

## As stated in the sample Late Range,

If you have 1 – 30 minutes Late, you will have total Late Equivalent of 30 minutes.

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