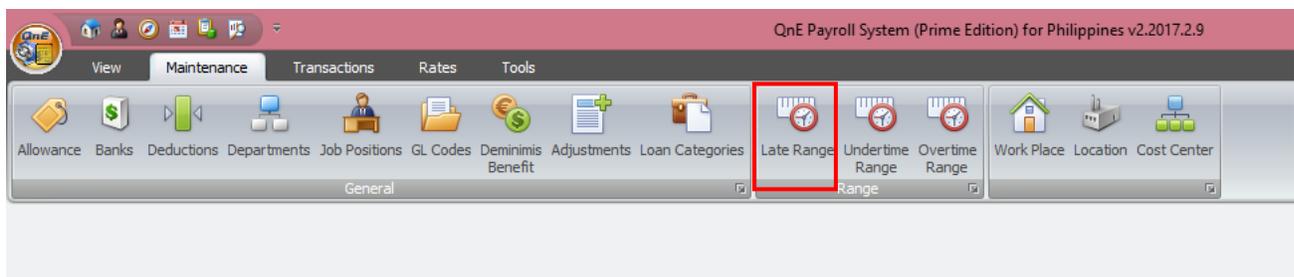




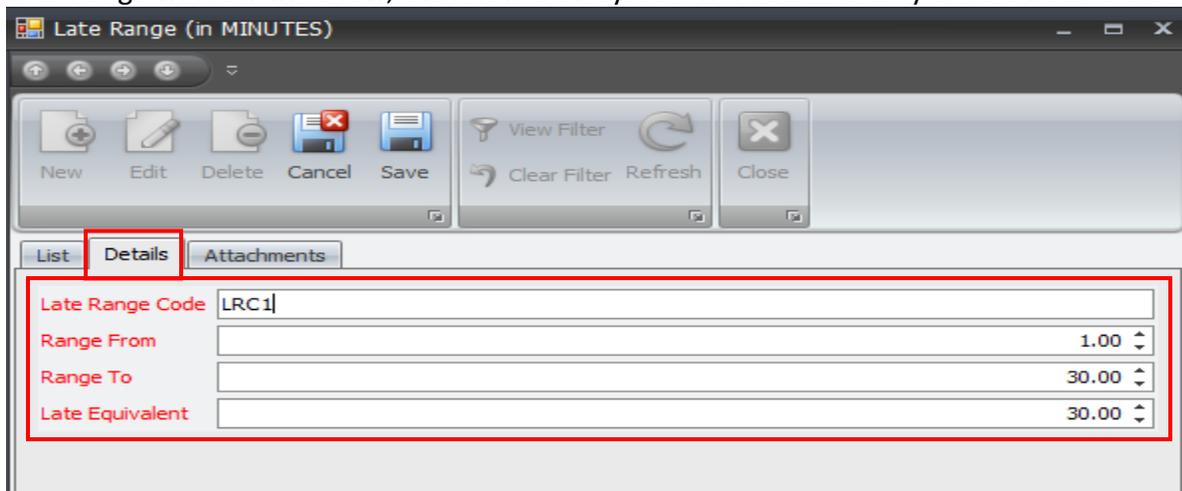
## HOW TO SETUP LATE RANGE?

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.



Late Range window will show, click New then system will automatically enable Details tab.

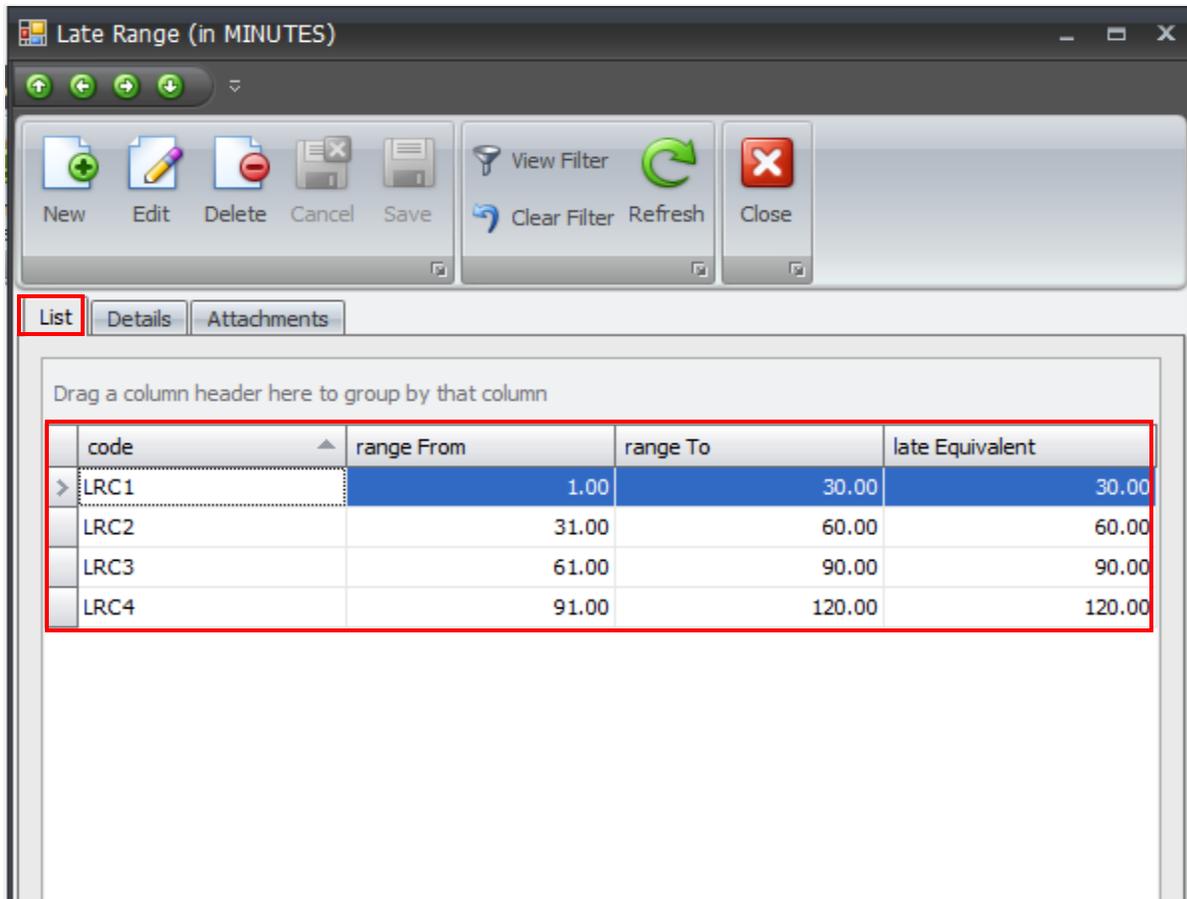


Late Range Code	LRC1
Range From	1.00
Range To	30.00
Late Equivalent	30.00

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

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



As stated in the sample Late Range,  
If you have 1 – 30 minutes Late, you will have total Late Equivalent of 30 minutes.