

## HOW TO CHANGE DAY SCHEDULE IN DAILY TIME RECORD (DTR) USING SHIFT POPUP?

Go to Payroll Menu Bar > View then click Daily Time Record.



DTR window will show, click Edit to modify the schedule per day.

J	Home	View	Maintenance	Transactions	Rates	Tools											9
Add A Active	Edit	Cancel Save	Import Export	🐞 Search Filt	rers Refresh	Load Default Load Defaults Single	Sync to Online HR	us At	Preview Daily Cl tendance Report	Se Se							
Daily	Daily Time Record																
\$	Schedule In	formation						D	TR Details for M20170	101							
Sd	nedules								Period	Time IN	Time OUT	Lates	ர	ОТ	Day Type	Work Place	
D	rag a column	header here to	group by that colum	n				2	> 🖃 Date: 01/01/2017 Sunday								
	Pay Contro	ol No	Start Date		End Date	Holidays			1st						Restday and Holiday		=
3	M2017010	1	1/1/2017		1/31/2017		1		2nd						Restday and Holiday		
								Date: 01/02/20	17 Monday								
Schedule Summary Reg. Work Summary Rd. / Hol. Work Summary				1	1st	09:00	12:00	V	V	V	Worked						
					2nd	13:00	18:00	V	V	V	Worked						
Da	ys Worked 22.00 🗘 Leaves 0.00 🇘						Date: 01/03/2017 Tuesday										
Но	urs Worked		176	5.00 🗘 Abser	nts	(	<b>0.00</b> ‡		1st	09:00	12:00	V	V	V	Worked		
0	ertime Hours		(	0.00 <sup>^</sup> Late (	Mins)		0.00		2nd	13:00	18:00	V	V	V	Worked		
NC	Claim   Claim <th< td=""><td></td><td colspan="8">Date: 01/04/2017 Wednesday</td><td></td></th<>					Date: 01/04/2017 Wednesday											
	0.00 -			J.UU - Under				1st	09:00	12:00	V	V	V	Worked			
Employee List						il 🗆	2nd	13:00	18:00	V	V	V	Worked				
						1	Date: 01/05/20	Date: 01/05/2017 Thursday									
Drag a column header here to group by that column							1st	09:00	12:00	<b>V</b>	<b>V</b>	$\checkmark$	Worked				

QPS-KB2018-002

Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines Tel. No.: +63 2 567-4248, +63 2 567-4253 Fax No.: +63 2 567-4250 Website: <u>www.qne.com.ph</u> Facebook: <u>https://www.facebook.com/QnEPH</u>

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$\begin{tabular}{ c c c } \hline lat & 01/01/2017 Sunday \\ \hline lat & 1 & 0 & 0 & 0 & 0 & 0 & 0 & 0 & 0 & 0$	Period	Time IN	Time OUT	Lates	UT	ОТ	Day Type	Work Place
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2nd   Image: Constraint of the second sec	1st						Restday and Holiday	
Date: 01/02/2017 Inday   1st 0:00 12:00 I I I I IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	2nd						Restday and Holiday	
1st   09   12:00   Image: Constraint of the state of t	Date: 01/	02/2017 <mark>Monday</mark>						
2nd   13:00   18:00   Image: Constraint of the state o	1st	09:00	12:00				Worked	
Ist 09:00 12:00 IV IV Vorked   2nd 13:00 18:00 IV IV Vorked   Ist 09:00 12:00 IV Vorked IV   Ist 09:00 12:00 IV Vorked IV   Ist 09:00 12:00 IV Vorked IV   2nd 13:00 18:00 IV Vorked IV	2nd	13:00	18:00	<b>V</b>	<b>V</b>	V	Worked	
1st   09:00   12:00   Image: Constraint of the const	🖃 Date: 01/	03/2017 Tuesday						
2nd   13:00   18:00   Image: Constraint of the state o	1st	09:00	12:00	<b>V</b>	<b>V</b>	V	Worked	
Date: 01/04/2017 Wednesday     1st   09:00   12:00   Image: Colspan="5">Image: Colspan="5">Worked     2nd   13:00   18:00   Image: Colspan="5">Image: Colspan="5">Worked	2nd	13:00	18:00	<b>V</b>	<b>V</b>	<b>V</b>	Worked	
1st   09:00   12:00   Image: Constraint of the state o	🖃 Date: 01/	04/2017 Wednesday						
2nd 13:00 18:00 📝 📝 Worked	1st	09:00	12:00	<b>V</b>	<b>V</b>	<b>V</b>	Worked	
	2nd	13:00	18:00	<b>V</b>	<b>V</b>	$\checkmark$	Worked	
	1st	09:00	12:00	$\checkmark$	$\checkmark$	1	Worked	

In the DTR Details, <u>double click</u> Date or  $1^{st}/2^{nd}$  Shift to show the DTR Pop-up.

DTR - Shift Popup will appear.



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