

FREQUENTLY ASKED QUESTIONS

COSEC PE/GE/ME/LE

What
When
Which
Where
How
Who
Why



Date: 9th January 2014

Version: V1R1

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Restricted Holiday Configuration

Yesterday there was heavy snowfall due to which many of our employees were not able to come. We need to find a solution to fix their yesterday's attendance.

Let me check COSEC. I am sure there must be some solution to overcome such emergency situations.



There is an option in COSEC called 'Restricted Holiday'. I am sure it will help me out . Let me configure it.



MATRIX COSEC
Right People in Right Place at Right Time

Shifts and Schedules

- Shift Configuration
- Week Off Group
- Shift Schedule
- Holiday Schedule
- Restricted Holidays**
- Utilities
- Process
- Reports

Restricted Holidays

← [edit] [delete] [refresh] [search]

ID:

Schedule Name:

Configured Restricted Holidays:

Configure Holidays

Date: [calendar icon]




Holiday Name:

No.	Date	Restricted Holiday	
No Data			

ID	Name	No. Of Restricted Holidays
1	Schedule 1	0
2	Schedule 2	0
3	Schedule 3	1
4	Schedule 4	0
5	Schedule 5	0
6	Schedule 6	0
7	Schedule 7	0
8	Schedule 8	0
9	Schedule 9	0
10	Schedule 10	0
11	Schedule 11	0
12	Schedule 12	0
13	Schedule 13	0
14	Schedule 14	0
15	Schedule 15	0
16	Schedule 16	0

1 2 3

Restricted Holidays


←    Search

ID

Schedule Name

Configured Restricted Holidays

Configure Holidays

Date 

Holiday Name

No.	Date	Restricted Holiday	
No Data			

ID	Name	No. Of Restricted Holidays
1	Schedule 1	0
2	Schedule 2	0
3	Schedule 3	0
4	Schedule 4	0
5	Schedule 5	0
6	Schedule 6	0
7	Schedule 7	0
8	Schedule 8	0
9	Schedule 9	0
10	Schedule 10	0
11	Schedule 11	0
12	Schedule 12	0
13	Schedule 13	0
14	Schedule 14	0
15	Schedule 15	0
16	Schedule 16	0

1 2 3

Got it! Now I will add yesterday's date and add it into Restricted Holiday's list.



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Shifts and Schedules

Shift Configuration
Week Off Group
Shift Schedule
Holiday Schedule
Restricted Holidays
Utilities
Process
Reports

Restricted Holidays ✔ Saved Successfully

ID:

Schedule Name: Schedule 1

Configured Restricted Holidays: 3

Configure Holidays

Date: 20/12/2014

Holiday Name: Sand Storm

Add

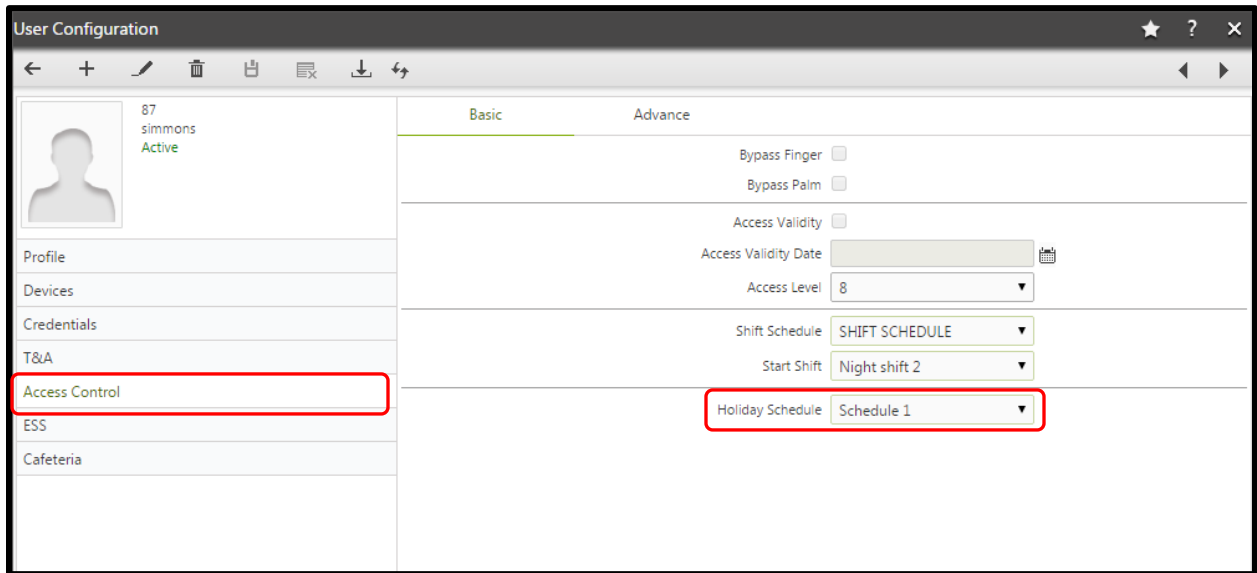
No.	Date	Restricted Holiday	
1	05/11/2014	Heavy Snowfall	
2	20/12/2014	Sand Storm	

ID	Name	No. Of Restricted Holidays
1	Schedule 1	2
2	Schedule 2	0
3	Schedule 3	1
4	Schedule 4	0
5	Schedule 5	0
7	Schedule 7	0
8	Schedule 8	0
9	Schedule 9	0
10	Schedule 10	0
11	Schedule 11	0
12	Schedule 12	0
13	Schedule 13	0
14	Schedule 14	0
15	Schedule 15	0
16	Schedule 16	0
17	Schedule 17	0

1 2 3

I have configured yesterday as my Holiday in Schedule 1. Let me check whether or not users are given proper Holiday schedule.





Now I will have to configure a new Leave with Leave Type as Restricted Holiday so that the users can apply and Avail it.



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Leave Management

Leave

Code: RH
 Name: Restricted holiday
 Leave Type: Restricted Holiday

Minimum Allowed At A Time: 0.0
 Maximum Allowed Limit: 1.0
 Maximum Allowed Limit For: Single App

Optional Restrictions

- Leave Club Rule
- Leave Application Restrictions
- Leave Balance Check
- Week-OFF/Holiday Club-Cover Rule

Code	Name
CH	testleave
CO	cofftype
EN	encashment
LO	Lay off
LP	paID LEAVE
MG	managed from PL
NW	testnew
PL	paid leave
RH	Restricted holiday
TS	testleave
UP	testunpaid

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Leave Management

Leave Group

Save Successfully

ID: 1
 Name: Leave Group-1
 Default:
 Enable Pro-rata:

Group Members

Auto Adjustment	Priority	Code	Name	Leave Type	Up/Down	
<input type="checkbox"/>	10	EN	encashment	Paid Leave	▲ ▼	🗑
<input type="checkbox"/>	11	TS	testleave	Paid Leave	▲ ▼	🗑
<input type="checkbox"/>	12	RH	Restricted holiday	Restricted Holiday	▲ ▼	🗑
<input type="checkbox"/>	13	UP	testunpaid	Un Paid	▲ ▼	🗑
<input type="checkbox"/>	14	MG	managed from PL	Paid Leave	▲ ▼	🗑

ID	Name
1	Leave Group-1
2	grp 2
3	kolkata

After adding Leave to the Leave group I need to make sure that the respective Leave Group is assigned to the Users.



User Configuration

87 simmons Active

Profile

Devices

Credentials

T&A

Access Control

ESS

Cafeteria

Group Attendance Policy

matrix	1	Organization-1	📄
Branch	1	Branch-1	📄
Department	1	Department-1	📄
Section	1	Section-1	📄
Category	1	Category-1	📄
Grade	1	Grade-1	📄
Designation	1	Designation-1	📄
Reporting Group	ID	Name	📄
Leave Group	1	Leave Group-1	📄
Week Off Group	ID	Name	📄

Now let me Credit Balance for Restricted Holiday so that Users can Avail the Leave.



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Leave Management

- Leave
- Tour
- Leave Group
- Accrual Policy
- Balance Management
 - Credit/Debit/Encashment**
 - C-OFF Encashment
 - Overflow Management
 - Import Leave Balance
- Application/Approval
- View
- Reports

Credit/Debit/Encashment ✓ Saved Successfully

Entry Type: Credit

Attendance Period: December 2014

Leave: RH Restricted holiday

Credit Mode: Fixed

Credit Value: 1

Apply Pro-rata:

Remark:

User Filter: Randomly

User ID	Name	
87	simmons	

Apply



Now I can sit back and relax. All the Employees can apply for Leaves. Thanks to COSEC.

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Leave Application

Leave Approval is pending

Application Date: 20/12/2014

From Date: 20/12/2014 Full Day

To Date: 20/12/2014 Full Day

Applied Days: 1.0

Posted Days: 1.0

Leave: RH - Restricted holiday

Current Balance: 3.00

Reason And Contact Info

Reason: 50 Char

Address: 30 Char

Contact Number: 20 Char

Application Status: Applied (20/12/2014 14:44)

Apply For Cancellation

Apply For Modification

Application Date	Leave	From	To	Application Type	Status
20/12/2014	RH	20/12/2014	20/12/2014	New	Pending

Mark Punch IN OUT

NEXT DAY:



For more information, contact
Matrix Technical Training Team
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