

National Cheng Kung University's New Clock in/out Policy

【FAQ】

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◆ Attendance regulations:

Q1: What are the attendance regulations for employees?

A1: (1) According to Article 32 of the Labor Standards Act, the sum of overtime and regular working hours of an employee shall not exceed 12 hours a day. For example, an employee must clock out and leave the office immediately if he or she has worked overtime for 4 hours on a workday or 12 hours on a flexible rest day or national holiday.
(2) According to Article 49 of the Labor Standards Act, female employees shall not work between 22:00 and 06:00 of the next day. Therefore, female employees shall not clock in before 06:00 or clock out after 22:00.

Q2: Will an employee be able to clock in and out as usual if he or she has suspended applications for business leave, missed punches, or overtime?

A2: Yes.

◆ Clock in:

Q1: What is the normal clock-in time with the 30-minute buffer?

A1: An employee's normal clock-in time is any time after 30 minutes prior to the flexible start time of his or her work shift or the start time of the applied overtime hours.

Examples:

(1) Flexible start time of individual shifts:

For an employee whose work shift starts at 08:00 with a flexible time shift of 30 minutes:

The earliest clock-in time is 07:30, which minus the 30-minute buffer is 07:00. Thus, the employee must clock in after 07:00.

For an employee whose work shift starts at 08:00 with a flexible time shift of 10 minutes:

The earliest clock-in time is 07:50, which minus the 30-minute buffer is 07:20. Thus, the employee must clock in after 07:20.

(2) Clock-in time with overtime applied:

For an employee who has applied for overtime between 06:30–07:30, the start time minus the 30-minute buffer is 06:00. Thus, the employee must clock in after 06:00.

Q2: Will an employee be able to clock in if he or she arrives at the office earlier than the normal clock-in time minus the 30-minute buffer?

A2: No. The system will display warnings such as: "You clock in too early."

◆ Clock out:

Q1: What is the normal clock-out time with the 30-minute buffer?

A1: An employee's normal clock-out time is any time before 30 minutes after his or her usual finish time or the end of applied overtime hours.

Example:

(1) Usual finishing time:

For an employee whose shift starts at 08:00 with a flexible time shift of 30 minutes:

If the employee clocks in at 08:30, he or she may clock out at 17:30, which plus the 30-minute buffer is 18:00. Thus, the employee's normal clock-out time is 17:30–18:00.

If the employee clocks in at 07:20 (the nearest flexible start time is 07:30), he or she may clock out at 16:30, which plus the 30-minute buffer is 17:00. Thus, the employee's normal clock-out time is 16:30–17:00.

For an employee whose shift starts at 08:00 with a flexible time shift of 10 minutes:

If the employee clocks in at 07:20 (the nearest flexible start time is 07:50), he or she may clock out at 16:50, which plus the 30-minute buffer is 17:20. Thus, the employee's normal clock-out time is 16:50–17:20.

(2) Clock-out time with overtime applied:

If the employee clocks in at 08:30 and has applied for overtime between 18:00 and 19:00, the normal clock-out time will be 19:00–19:30.

(3) Clock-out time with leave applied:

If an employee clocks in at 08:40 and has applied for leave between 07:40 and 08:40, he or she may clock out at 16:40, which plus the 30-minute buffer is 17:00. Thus, the employee's normal clock-out time is 16:40–17:10.

Q2: What are the total clock-in/out hours?

A2: The total clock-in/out hours are the time between the first clock-in and last clock-out of a current day, including the time periods of business leave and breaks.

If an employee clocks in at 08:00, works overtime from 18:00 to 20:00, and clocks out at 20:40, the total clock-in/-out hours are 12 hours and 40 minutes (08:00–20:40).

If an employee takes leave from 08:00 to 10:00, clocks in at 10:00, works overtime from 18:00 to 22:00, and clocks out at 22:20, the total clock-in/-out hours are 14 hours and 20 minutes (08:00–22:20, including the 2-hour leave and break hours).

If an employee is away on business from 08:00 to 17:00, clocks in at 17:40, works overtime from 18:00 to 20:00, and clocks out at 22:10, the total clock-in/-out hours are 14 hours and 10 minutes (08:00–22:10, including the 9-hour business leave and break hours).

Q3: If an employee stays in the office for a short time after work for personal

reasons, can he or she clock out on the way out after the short stay?

A3: No. An employee must clock out as soon as he or she finishes usual or overtime work within the 30-minute buffer to avoid future disputes.

◆ Clock-in/-out for overtime:

Q1: If an employee is required to arrive at the office early for overtime work, can he or she clock in first and apply for overtime work afterwards?

A1: No. Overtime work must be applied for in advance. Therefore, an employee shall apply for overtime first, after which he or she will be able to clock in immediately.

Q2: As above, what if the start time of overtime is moved earlier and the employee cannot clock in?

A2: The employee shall apply to change the overtime application and may clock in once the start and finish times have been changed.

Q3: If an employee does not start working overtime immediately after work, is he or she required to clock out at the time he or she gets off work?

A3: The employee is advised to clock out first and then clock in when he or she starts working overtime to record the actual working hours.

Q4: For an employee working overtime at the University on the weekend (or a flexible rest day or national holiday), are the clock-in/-out time regulations applicable to him or her? Will an employee be able to clock out if he or she did not clock in?

A4: (1) No overtime applied: the employee will not be able to clock in or out.

An employee who is on a business trip shall apply for overtime first, after which he or she will be able to clock in and out immediately.

(2) Overtime applied: the employee may clock in and out any time within the 30-minute buffer before the start time and after the finish time of the overtime hours applied for. If the employee did not clock in, he or she should submit a Missed Punch Application Form, after which he or she will be able to clock out immediately. For example, if an employee has applied to work overtime from 13:00 to 17:00 on a Saturday, he or she may clock in after 12:30 (start time of the applied-for overtime hours minus the 30-minute buffer) and clock out between 17:00 and 17:30 (finish time of the applied-for overtime hours plus the 30-minute buffer).

◆ Restrictions for female employees:

Q1: Is there a time limit for female employees working overtime?

A1: Yes. Employees who are required to work overtime shall submit the Overtime Application Form, with a maximum of 4 hours of overtime on a workday for all employees, a finish time no later than 22:00, and a start time no earlier than 06:00 for all female employees. An additional restriction was added to the new clock-in/-out system to control female employees' overtime hours as follows:

(1) Clock-in and start times for overtime: Clock-in service is available from 06:00 onwards.

Example: Female employees who apply to work overtime between 06:10 and 07:10 may clock in only after 06:00.

(2) Clock-out: Female employees must clock out and leave the office by 22:00. If a female employee clocks out after 22:00, she must tick the

box that states, “I am fully aware that female employees shall not work between 22:00 and 06:00 of the next day; however, I stayed in the office later than 22:00 for personal reasons or because it is still in the 30-minute buffer” before clocking out.

Example: A female employee who has applied for overtime hours between 17:50 and 21:50 must clock out between 21:50 and 22:00.

Q2: What if a female employee’s overtime between 22:00 and 06:00 of the next day has been approved in a meeting between the employer and employee?

A2: Please submit the Application Form for Overtime Work Between 22:00 and 06:00 for Female Employees via the Attendance System (→ Clock-in/-out operations). Once the application is approved, that instance of overtime work will not be restricted by the aforementioned regulations.

◆ Mitigation procedure for missed punches:

Q1: If an employee cannot clock in because of relevant restrictions or clock out because he or she fails to provide required reasons, can he or she provide clock-in/-out details afterwards using the Missed Punch Application Form?

A1: Yes. However, please note that the clock-in/-out details provided on the Missed Punch Application Form shall comply with the new clock-in/-out system and restrictions for female employees.

◆ Others:

Q1: How can we search for an employee’s clock-in/-out records?

A1: Please go to the Attendance System → Clock-in/-out operations → Employee attendance record and search under Clock-in/-out time, Reasons for late clock out, and Actual start/finish time.

Q2: Are Clock-in/-out times and Actual start/finish times the same thing?

A2: No. The clock-in/-out times are the times when an employee starts and finishes his or her work and do not necessarily represent the employee’s actual working time. Reasons for clocking out late must be provided to reveal the actual working time of an employee.

※The English translation thereof is for reference only and the Chinese version shall always prevail in case of any inconsistency between the Chinese version and the English translation thereof.

