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Script Name:

[Absence Booking] Standard

Script Type:

Form Event

Overview

This script controls a good number of features within the Absence Booking module and is used to either set rules to enforce such as not allowing absences to be overbooked or to provide Bradford Factor information. All restrictions will be checked on saving the record and if any breaches are found warnings or blocks are presented to the user. Many of the options within this script are adjustable so can be entirely configured to match the customer's needs.

Dependencies

- Event list spreadsheet for the custom tactical absences.

Operation Example

- Manager will go to add a holiday for an employee.
- On the right-hand side of the module, it will give an entitlement breakdown saying that the employee has no entitlement left.
- If the manager still proceeds with adding the holiday, it can provide either a warning or a block on booking the holiday and gives the reason why.

Configuration

- Assigned via Advanced -> Options -> Scripting (Form Event).

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Explanation of notable fields

Private Const ENABLE_BRADFORD_FACTOR As Boolean = True	True or false statement. Enable or disable the Bradford Factor from displaying on the right-hand information panel.
Private Const BRADFORD_FACTOR_CATEGORIES As String = "1,2,3,4,5,6,7,8,9,10"	Which absence categories you want to apply for the Bradford Factor. You will want to change this as by default it includes ALL absences.
Private Const BRADFORD_FACTOR_THRESHOLD_RED As Long = 5000	The Bradford scoring threshold where the employee will appear in RED
Private Const BRADFORD_FACTOR_THRESHOLD_AMBER As Long = 3000	The Bradford scoring threshold where the employee will appear in AMBER
Private Const ENABLE_ENTITLEMENT_PERIODS As Boolean = True	True or false statement. Enable or disable the entitlement breakdowns from displaying
Private Const ENTITLEMENT_PERIOD_CATEGORIES As String = "0,1,2,3,4,5,6,7,8,9,10"	Which absence categories should have their entitlement displayed. Typically, customers have this only for holiday entitlement i.e. category 1
Private Const ENABLE_ROLLING_ABSENCE As Boolean = True	True or false statement. Display any absences within the last X months on a rolling period based on the amount set.
Private Const ROLLING_ABSENCE_CATEGORIES As String = "0,1,2,3,4,5,6,7,8,9,10"	Which categories it brings absences through for on the rolling amount.
Private Const ROLLING_ABSENCE_MONTHS As Long = 12	The number of rolling months to look back. By default this is 12 months.
Private Const ENABLE_SUFFICIENT_ENTITLEMENT_CHECK As Boolean = True	True or false statement. Enable or disable the entitlement check on saving the record. This will completely block an absence from being overbooked.

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Explanation of notable fields

Private Const SUFFICIENT_ENTITLEMENT_CATEGORIES **As String** = "0,1,2,3,4,5,6,7,8,9,10"	The categories which you want to produce the entitlement check on. These should only typically be set for holidays or Lieu days.
Private Const ENABLE_USER_OVERRIDE **As Boolean** = **True**	True or false statement. Allows you to designate which users can just receive a warning, rather than a direct block from overbooked absences.
Private Const USER_OVERRIDE_CATEGORIES **As String** = "0,1,2,3,4,5,6,7,8,9,10"	Which categories the users can override.
Private Const USER_OVERRIDE_CATEGORIES **As String** = "Admin"	The names of the users who can override and overbook absences. These are case sensitive, and comma separated!
Private Const ENABLE_TACTICAL_ABSENCES **As Boolean** = **True**	True or false statement. Enable or disable the Tactical Absence feature
Private Const ENABLE_TACTICAL_DECLINED_ABSENCES **As Boolean** = **True**	True or false statement. Show a prompt if the employee has had a declined absence but is now off work on that same day i.e. a sickness
Private Const TACTICAL_ABSENCE_CATEGORIES **As String** = "0,1,2,3,4,5,6,7,8,9,10"	Which categories should be checked for tactical absences
Private Const ENABLE_TACTICAL_BIRTHDAY_ABSENCE **As Boolean** = **True**	True or false statement. Enable or disable the display whenever an employee is off work on their birthday i.e. sickness.
Private Const TACTICAL_BIRTHDAY_CATEGORIES **As String** = "0,1,2,3,4,5,6,7,8,9,10"	Which categories should be checked for tactical absence birthdays.
Private Const ENABLE_TACTICAL_BANK_HOLIDAY_ABUSE **As Boolean** = **True**	True or false statement. Highlight any absences that are booked around a bank holiday.

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Explanation of notable fields

Private Const TACTICAL_BANK_HOLIDAY_DESCRIPTION **As String** = "Bank Holiday"	The absence description for the bank holiday tactical absence
Private Const TACTICAL_BANK_HOLIDAY_ABUSE_CATEGORIES **As String** = "0,1,2,3,4,5,6,7,8,9,10"	The category to check against for the bank holiday tactical absence
Private Const ENABLE_TACTICAL_EVENT_LIST **As Boolean** = **True**	True or false statement. Enable or disable the custom tactical absences via a spreadsheet.
Private Const TACTICAL_EVENT_LIST_CATEGORIES **As String** = "0,1,2,3,4,5,6,7,8,9,10"	Which categories should get checked on this custom tactical absences via spreadsheet.
Private Const TACTICAL_EVENT_LIST_FILE_PATH **As String** = "C:\Program Files\timeware Software\ timeware\TData\Import\EventList.xls"	The file path for the spreadsheet where you can assign custom tactical absences
Private Const ENABLE_ENTITLEMENT_FORECAST **As Boolean** = **True**	True or false statement. Enable or disable the entitlement forecast
Private Const ENTITLEMENT_FORECAST_CATEGORIES **As String** = "0,1,2,3,4,5,6,7,8,9,10"	Which categories to be included in the entitlement forecast.
Private Const ENTITLEMENT_FORECAST_FIST_ALERT_MONTH **As Long** = 6	When the first prompt will appear. Default is 6 which is 6 months.
Private Const ENTITLEMENT_FORECAST_FIRST_ALERT_AMBER_ PERCENT **As Currency** = 50.00	The percentage value where an employee can breach the first forecast and display in AMBER. Default is 50.00 which is 50% remaining.
Private Const ENTITLEMENT_FORECAST_FIRST_ALERT_RED_ PERCENT **As Currency** = 75.00	The percentage value where an employee can breach the first forecast and display in RED. Default is 75.00 which is 75% remaining.

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Explanation of notable fields

Private Const ENTITLEMENT_FORECAST_SECOND_ALERT_MONTH As Long = 9	When the second prompt will appear. Default is 9 which is 9 months.
Private Const ENTITLEMENT_FORECAST_SECOND_ALERT_AMBER_ PERCENT As Currency = 25.00	The percentage value where an employee can breach the second forecast and display in AMBER. Default is 25.00 which is 25% remaining.
Private Const ENTITLEMENT_FORECAST_SECOND_ALERT_RED_ PERCENT As Currency = 50.00	The percentage value where an employee can breach the second forecast and display in RED. Default is 50.00 which is 50% remaining.
Private Const ENABLE_FORCE_DURATION_TO_ENTITLEMENT As Boolean = True	True or false statement. Useful for customers using hours and minutes format. Whatever hours you put in the forced duration will automatically be the entitlement deduct value.
Private Const FORCE_TO_ENTITLEMENT_CATEGORIES As String = "0,1,2,3,4,5,6,7,8,9,10"	Which categories the forced duration to entitlement applies.
Private Const FORCE_DURATION_REQUIRED As Boolean = False	True or false statement. Enable or disable the force duration to be mandatory.
Private Const FORCE_DURATION_MIN As Long = 0	Minimum value that can be added to the force duration
Private Const FORCE_DURATION_MAX As Long = 0	Maximum value that can be added to the force duration
Private Const FORCE_DURATION_RATE_MIN As Long = 0	Which rate can be used
Private Const FORCE_DURATION_RATE_MAX As Long = 20	Highest rate that can be used.

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Explanation of notable fields

Private Const ENABLE_MAXIMUM_DURATION_TO_ENTITLEMENT As Boolean = True	True or false statement. Enable or disable the maximum duration to entitlement.
Private Const MAXIMUM_TO_ENTITLEMENT_CATEGORIES As String = "0,1,2,3,4,5,6,7,8,9,10"	Categories for the maximum duration to entitlement
Private Const ENABLE_MAXIMUM_DURATION_TO_FORCE_ DURATION As Boolean = True	True or false statement. Enable or disable the maximum duration to force duration
Private Const MAXIMUM_DURATION_TO_FORCE_DURATION_ ENTITLEMENT_CATEGORIES As String = "0,1,2,3,4,5,6,7,8,9,10"	Categories for the maximum duration to force duration
Private Const MAXIMUM_DURATION_TO_FORCE_DURATION_RATE As Long = 1	Maximum duration rate to be used.
Private Const REFRESH_TO_DO_LIST_ON_FORM_EVENT As Boolean = False	True or false statement. Allow the to-do list to refresh while in the absence booking screen. HIGHLY advised to set to false.

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