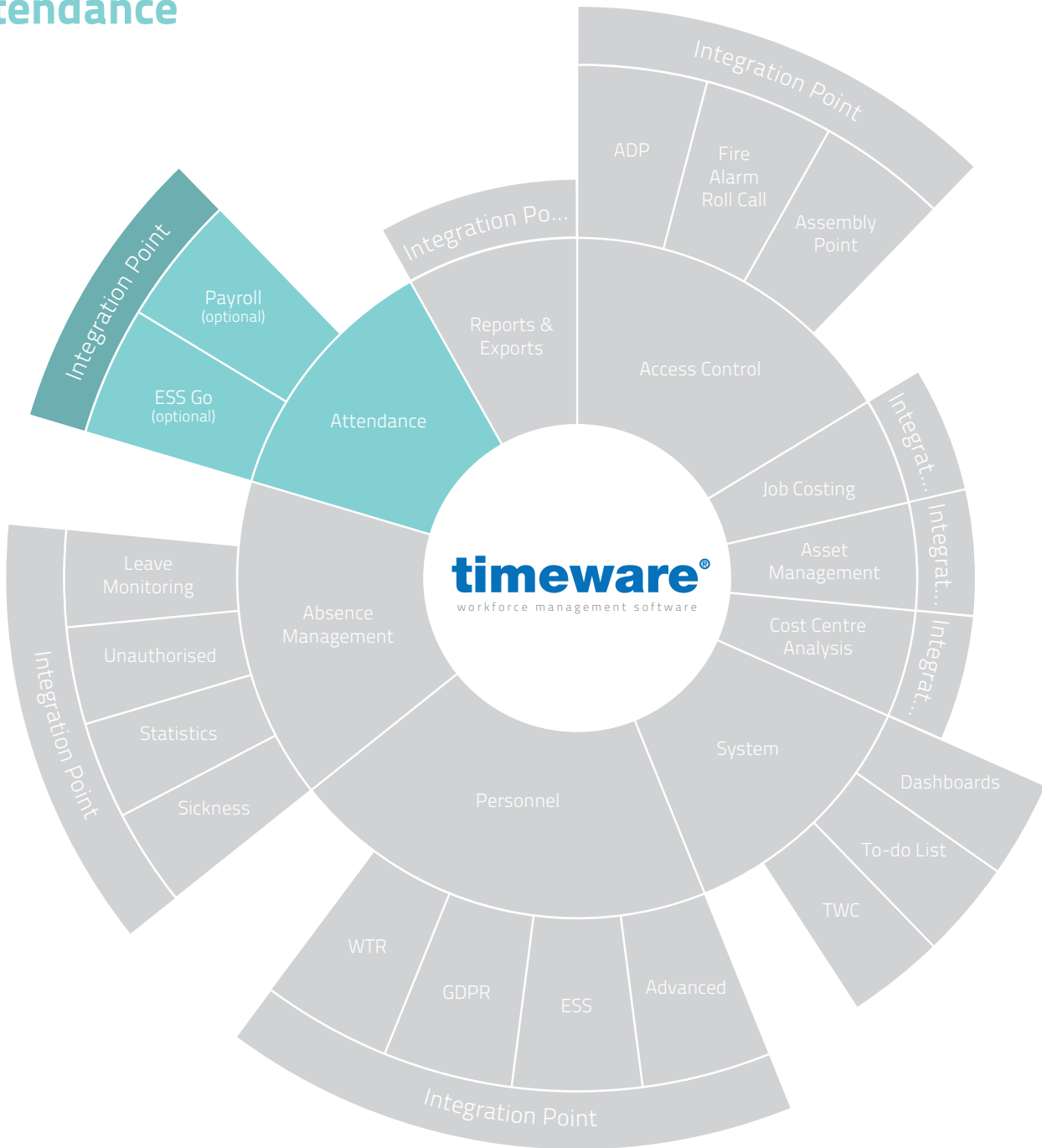


Training guide:
Attendance



For more information about timeware® products, version updates, datasheets and reports, please refer to the timeware® community website:

www.timeware.org

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Contents

Course

Duration

tw21/op/att001
An introduction to attendance

Approximately 45 minutes

Module	Description
m/04/101	understanding timeware [®] attendance
m/04/110	adjustments
m/04/120	planner
m/04/130	attendance anomalies on the 'To-Do' List
m/04/140	static register overtime

All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.



Module:

m/04/101

Understanding timeware® attendance

timeware® attendance covers the adjustment screen, planner and the attendance anomalies presented on the 'To-Do' List summary.

The screenshot displays the timeware attendance management interface. On the left is a 'Quick Links' sidebar with icons for To-do List, Personnel, Absence Management, Absence Statistics, Attendance Adjustments, and Planner. The main area is divided into three sections:

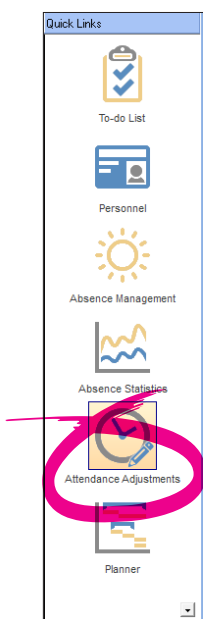
- Planner:** A calendar view for October, November, and December 2021. Below the calendar is a table showing employee attendance records for the week of October 26th to 31st. The table includes columns for Employee, and dates for Tue, 26 Oct 2021, Wed, 27 Oct 2021, Thu, 28 Oct 2021, Fri, 29 Oct 2021, and Sat. A row for 'Webb, Dave (1)' is highlighted, showing a 'Sickness Full Day Unpaid' status on Wednesday, 27 Oct 2021.
- Attendance Adjustments:** A detailed view for employee 'Webb, Dave' for the week of November 22nd to 28th, 2021. It shows a table with columns for Wk/Day, Date, Schedule, Taken absence(s), Booking(s), Authorisation, Total, Basic, and Pay period. The table lists several bookings, including a 'Sabbath Observance' on Saturday, 27/11/2021, and a 'Sunday Observance' on Sunday, 28/11/2021.



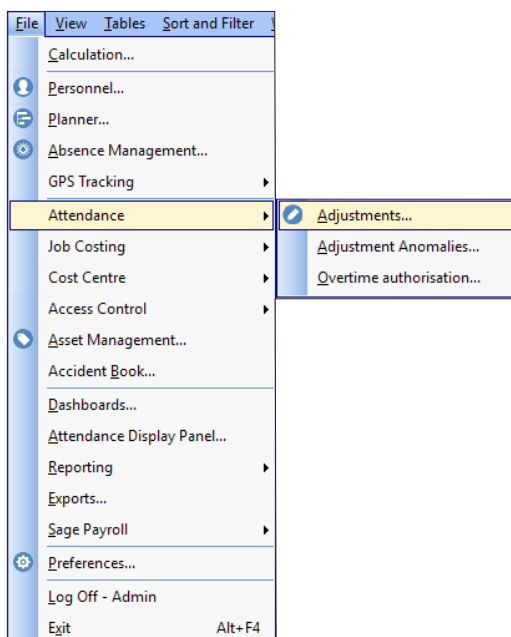
Module:

m/04/110 Adjustments

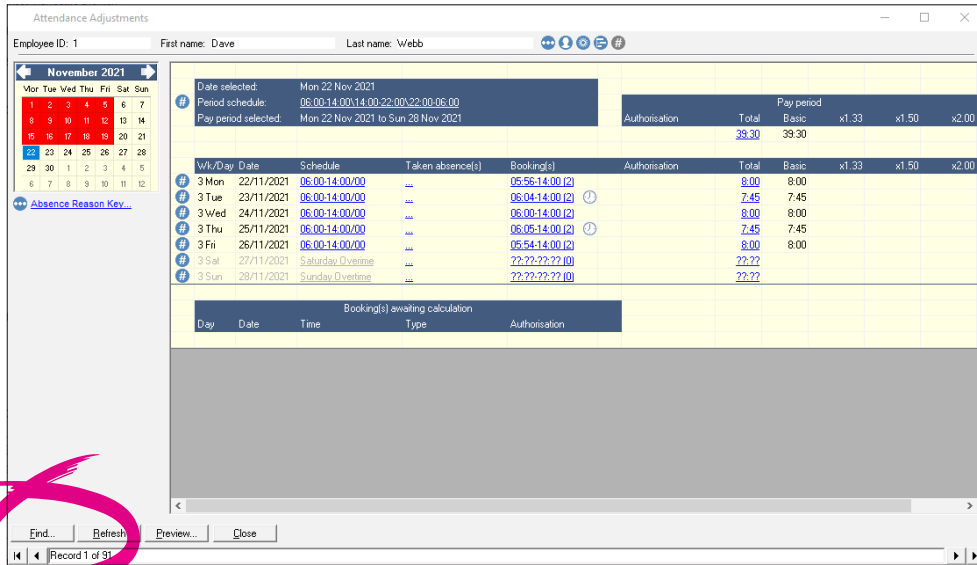
1. Click on the Attendance Adjustment Quick Link,



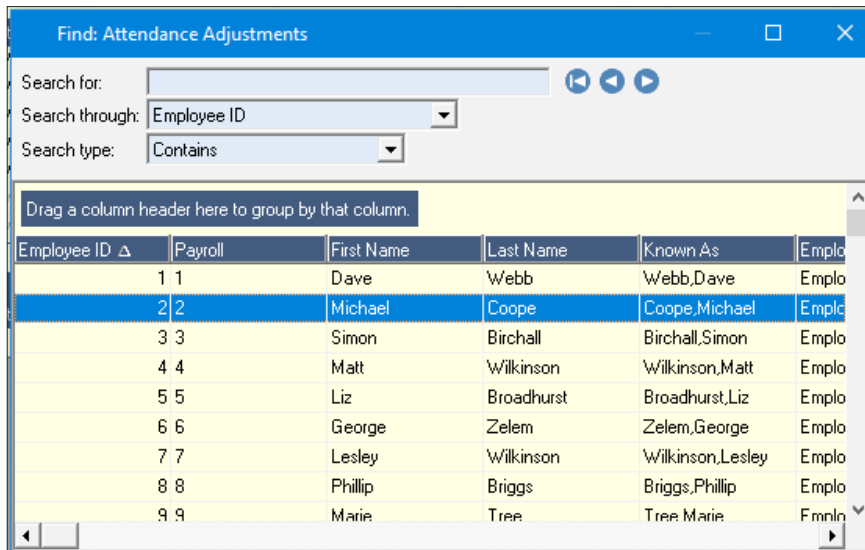
or select <File>, then <Attendance> then <Adjustments>... from the menu.



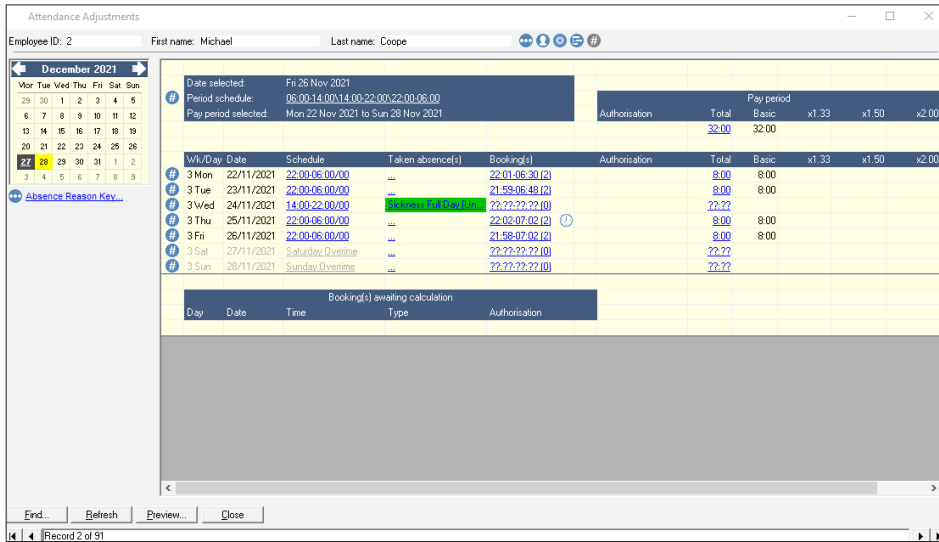
2. The adjustment screen will then appear at the person from the users last log in.



3. Click <Find> and search for the person whose bookings you wish to view or amend.



4. The person's bookings will then appear for the current period.



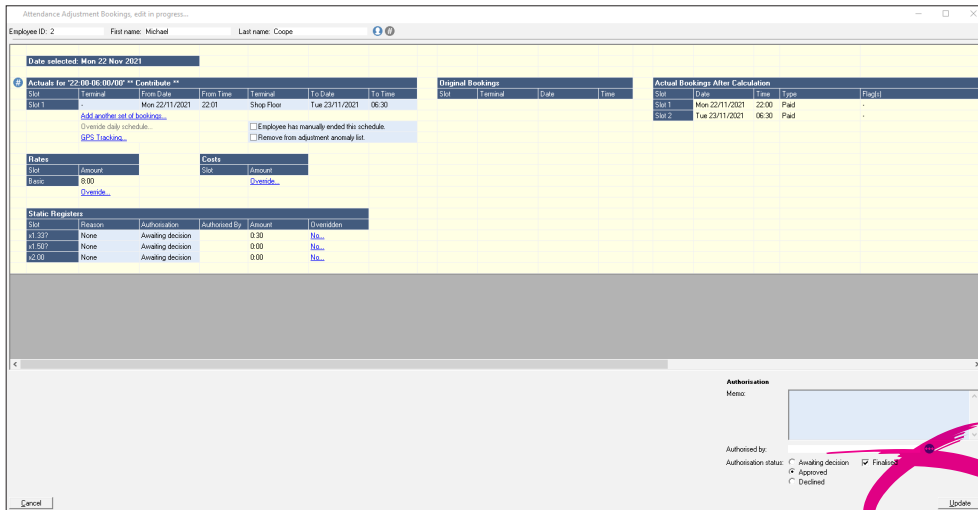
5. To navigate to a different date use the calendar control.




6. Click on the booking to view/amend the actual bookings for the selected day.

#	Wk/Day	Date	Schedule	Taken absence(s)	Booking(s)	Authorisation	Total	Basic	x1.33	x1.50	x2.00
#	3 Mon	22/11/2021	22:00-06:00/00	---	22:01-06:30 (2)		8:00	8:00			
#	3 Tue	23/11/2021	22:00-06:00/00	---	21:59-06:48 (2)		8:00	8:00			
#	3 Wed	24/11/2021	14:00-22:00/00	System Down (1)	??-??-??-?? (0)		??-??				
#	3 Thu	25/11/2021	22:00-06:00/00	---	22:02-07:02 (2)		8:00	8:00			
#	3 Fri	26/11/2021	22:00-06:00/00	---	21:58-07:02 (2)		8:00	8:00			
#	3 Sat	27/11/2021	Saturday Overtime	---	??-??-??-?? (0)		??-??				
#	3 Sun	28/11/2021	Sunday Overtime	---	??-??-??-?? (0)		??-??				

- From this screen, the user may add new bookings, amend or delete existing bookings, or simply override the total hours worked for the day.



All amendments are audited by timeware®. The  icon denotes a manual change.

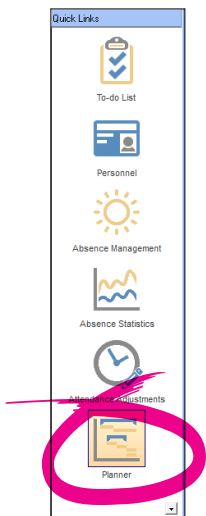
- Click on <Update> to save and recalculate the changes, and then return to the adjustments screen.
- Finally, to leave the adjustments screen, click <Close>.



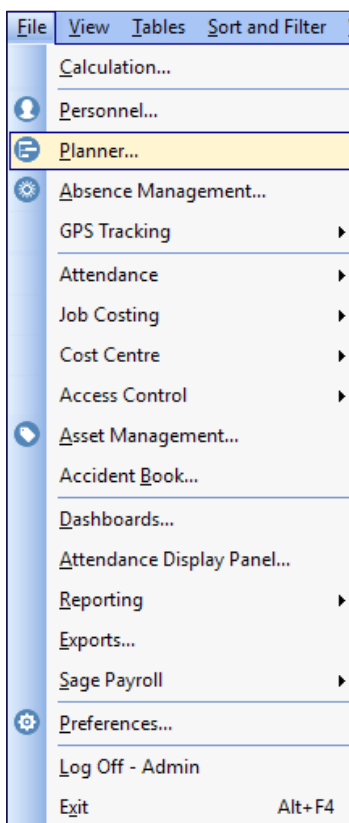
Module:

m/04/120 Planner

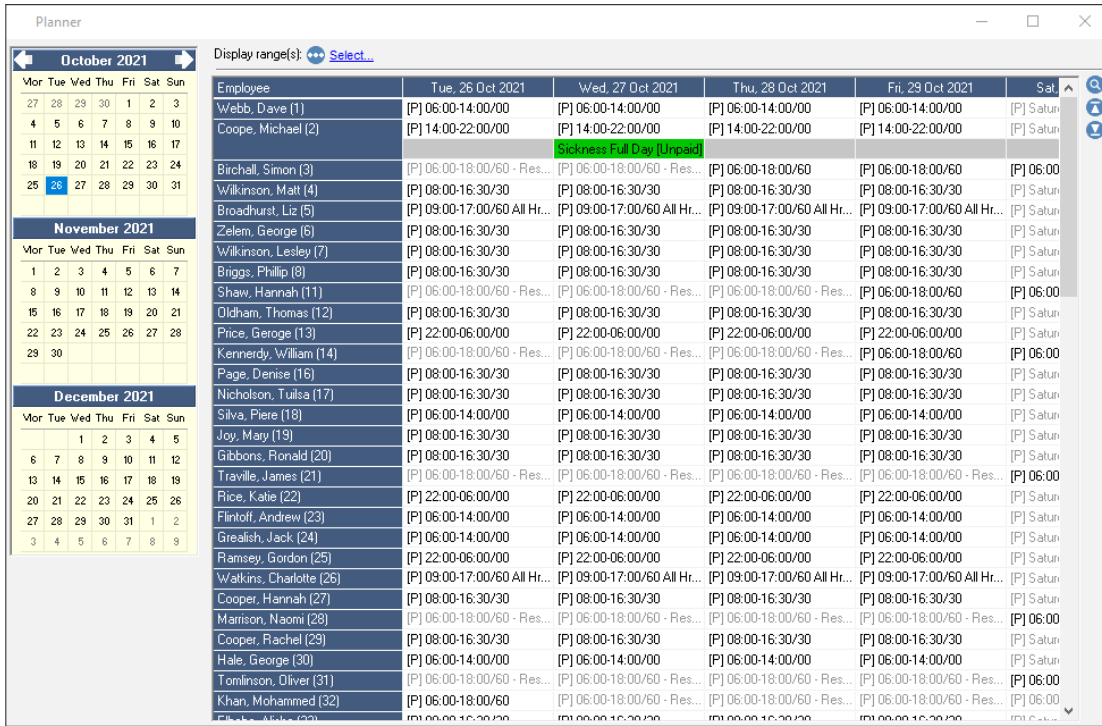
1. Click on the <Planner> Quick Link,



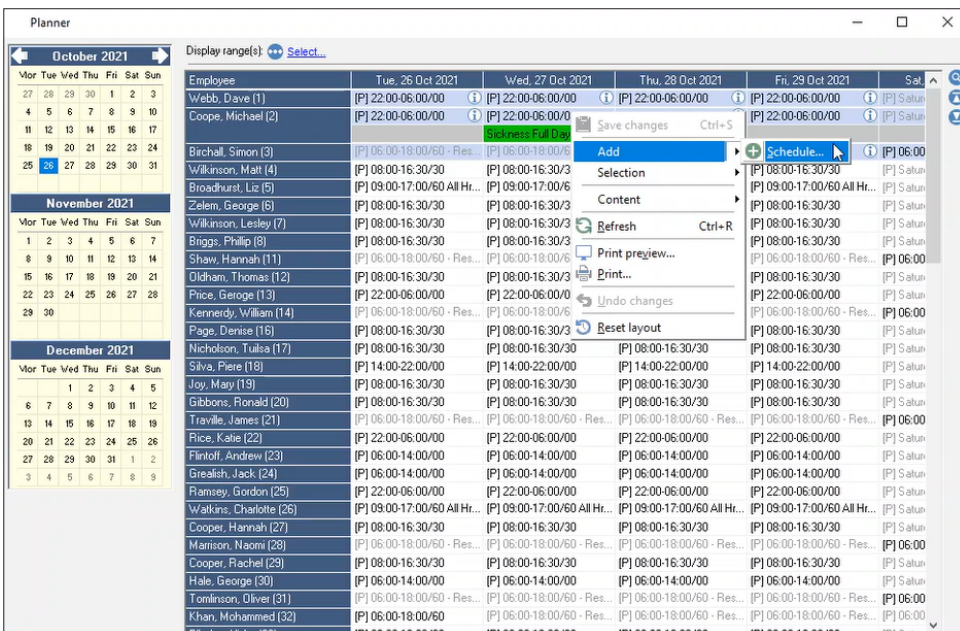
or select File, then Planner... from the menu.



2. The planner screen will then appear at the same date from the users last log on.



3. To add a daily schedule for a person, <Right-click> on the planner and select <Add>, then <Schedule>...



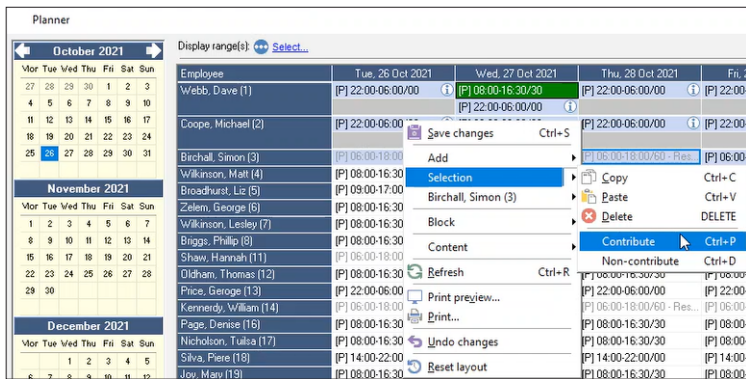
4. Next, drag the schedule, (or schedules), and drop onto the day.

Employee	Tue, 26 Oct 2021	Wed, 27 Oct 2021	Thu, 28 Oct 2021	Fri, 29 Oct 2021
Webb, Dave (1)	[P] 22:00-06:00/00 ⓘ	[P] 22:00-06:00/00 ⓘ	[P] 22:00-06:00/00 ⓘ	[P] 22:00-06:00/00 ⓘ
Coope, Michael (2)	[P] 22:00-06:00/00 ⓘ	[P] 22:00-06:00/00 ⓘ	[P] 22:00-06:00/00 ⓘ	[P] 22:00-06:00/00 ⓘ
Birchall, Simon (3)	[P] 06:00-18:00/60 - Res...	Sickness Full Day [Un...]	Add Planner Schedule	
Wilkinson, Matt (4)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	Drag a column header here to group by that column.	
Broadhurst, Liz (5)	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All		
Zelem, George (6)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		
Wilkinson, Lesley (7)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		
Briggs, Phillip (8)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		
Shaw, Hannah (11)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - F		
Oldham, Thomas (12)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		
Price, George (13)	[P] 22:00-06:00/00	[P] 22:00-06:00/00		
Kennerdy, William (14)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - F		
Page, Denise (16)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		
Nicholson, Tuilsa (17)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		
Silva, Piere (18)	[P] 14:00-22:00/00	[P] 14:00-22:00/00		
Joy, Mary (19)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		
Gibbons, Ronald (20)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		
Traville, James (21)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - F		

The new schedule will appear in green...

Employee	Tue, 26 Oct 2021	Wed, 27 Oct 2021
Webb, Dave (1)	[P] 22:00-06:00/00 ⓘ	[P] 08:00-16:30/30
		[P] 22:00-06:00/00 ⓘ

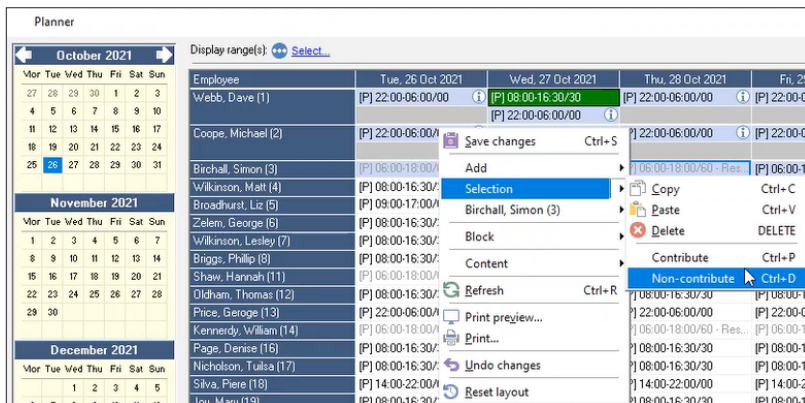
- If you wish the schedule to contribute to the period overtime, Right-click on the schedule, then click Selection, then Contribute.



The schedule will then be marked with a (P) to denote 'contributes to period'.

[P] 08.30 - 17.30

- To remove the 'contributes to period' marker, repeat the process, but this time selecting Non-contribute.



The (P) marker will disappear.

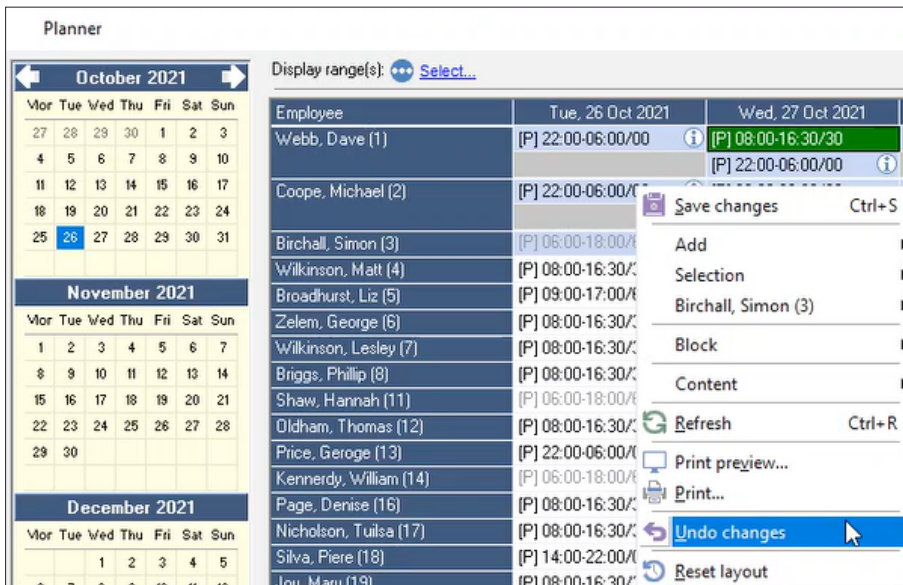
08.30 - 17.30



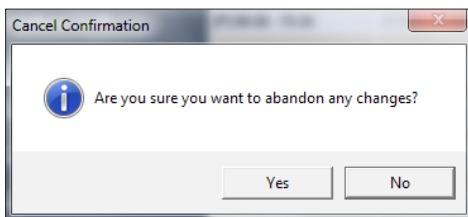
Contribute - This is when an employees hours contribute towards a target for the week before overtime e.g. 40:00 basic required before overtime x1.5 can be earned.

Non-Contribute - Any hours worked on the day including overtime will be paid at that rate at the end of the period e.g. 08:00 basic and 02:00 overtime x1.5 earned on Monday, that would pay that amount at the end of the period or week.

- To undo the changes made during this session, <Right-click> on the planner and select Undo changes.



Confirm your intention to undo and all the schedule changes made during this session will return to the previous state.



- Finally, select the exit button to leave the planner.

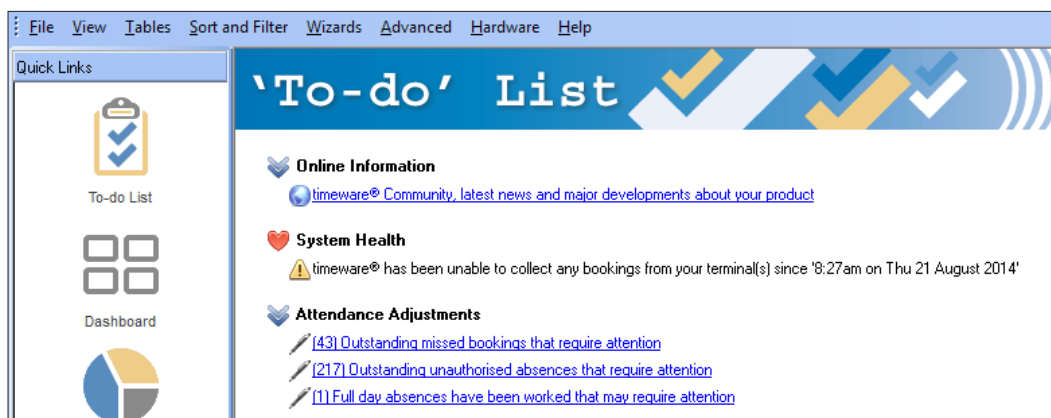


Module:

m/04/130

Adjustments on the 'To-Do' list

1. A number of 'adjustment items' may appear on your 'To-Do' List dependant on how the timeware® system has been configured.

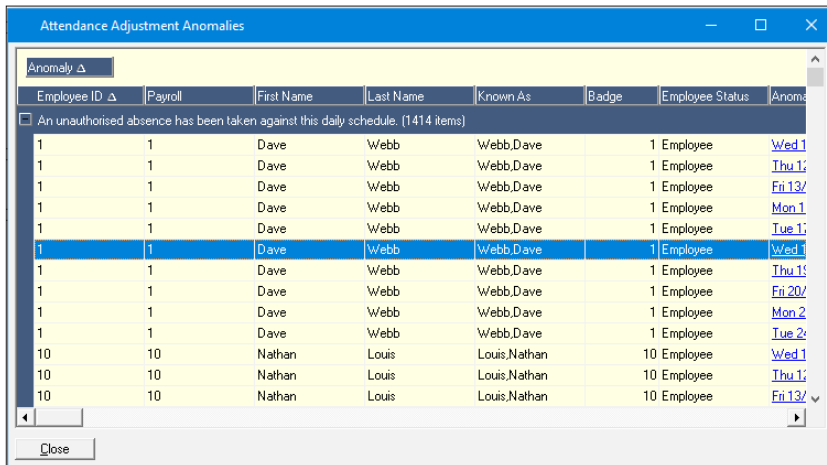


2. The three adjustment 'To-Do' items covered in this module are;
 - a. Outstanding unauthorised absences that require attention
 - b. Outstanding missed bookings that require attention
 - c. Outstanding missed bookings awaiting a decision

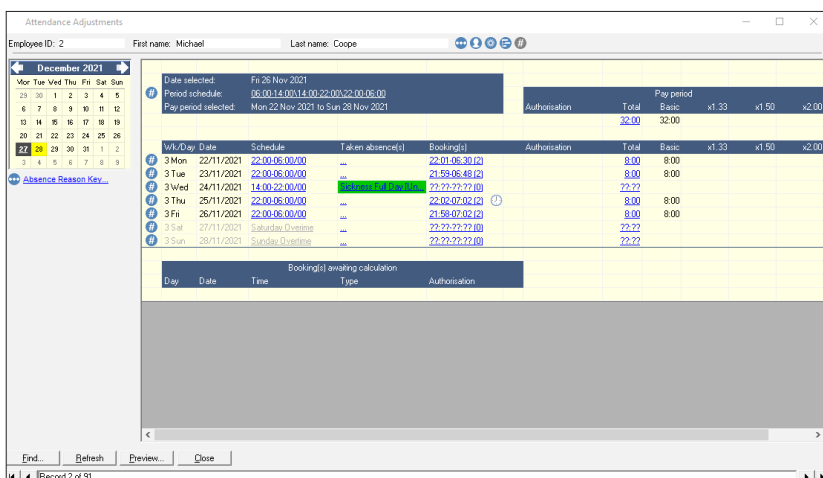
- Outstanding unauthorised absences that require attention. This 'To-Do' item highlights days, (or parts of days), where a person has missed work without there being a pre-planned reason for the absence.



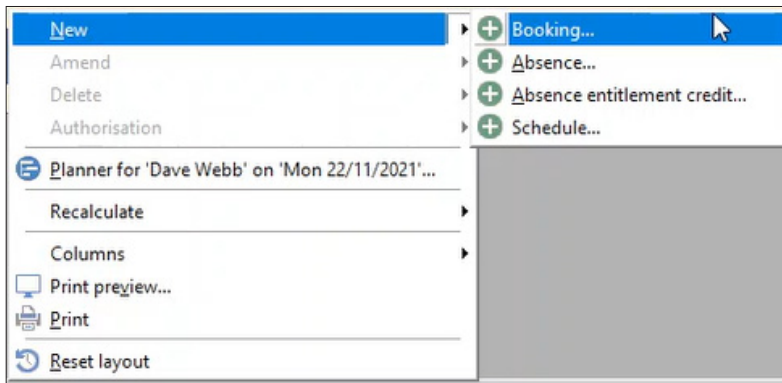
Clicking on the 'To-Do' link takes the user to the Adjustment Anomalies screen.



By selecting a person's Anomaly Date, the Attendance Adjustments screen will appear.



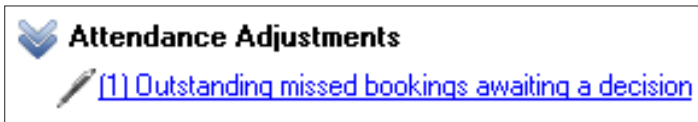
By <Right-clicking> on the highlighted date, the user can add new bookings, amend existing booking or add an absence or holiday record.



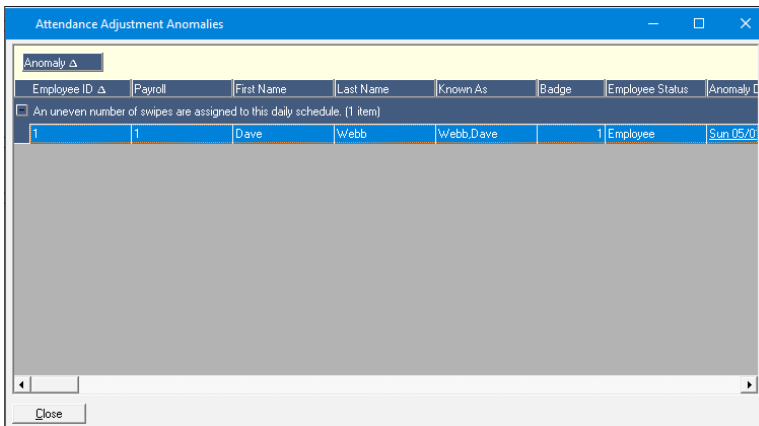
4. Jump to a different date by using the calendar control.



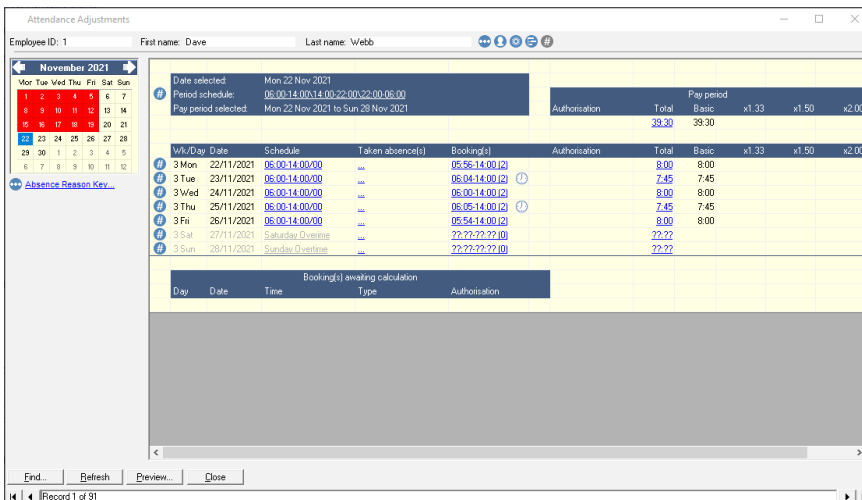
- Outstanding missed bookings awaiting a decision. This 'To-Do' item highlights days, where a person has forgotten to book in or out.




Clicking on the 'To-Do' link takes the user to the Adjustment Anomalies screen.



By selecting a person's Anomaly Date, the Attendance Adjustments screen will appear.



Click on one of the dates awaiting a decision.

Booking(s) awaiting calculation				
Day	Date	Time	Type	Authorisation
Mon	22/11/2021	14:00	Real time booking	Approved 

Next, select Approve or Decline. Depending on how the timeware[®] system has been configured, it may not be possible to Finalise the booking at this stage.

Booking Awaiting Calculation - (New) ✕

Overview
For a booking to be calculated it must be approved and finalised. If the booking does not meet this criteria it will stay in the awaiting calculation section of the screen.

Settings

Terminal: Employee Self Service

Date: Mon 22 Nov 2021 Time: 14:00

Memo:

Authorisation

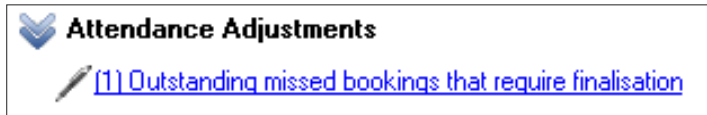
Authorised by:

Authorisation status: Awaiting decision Finalised
 Approved
 Declined

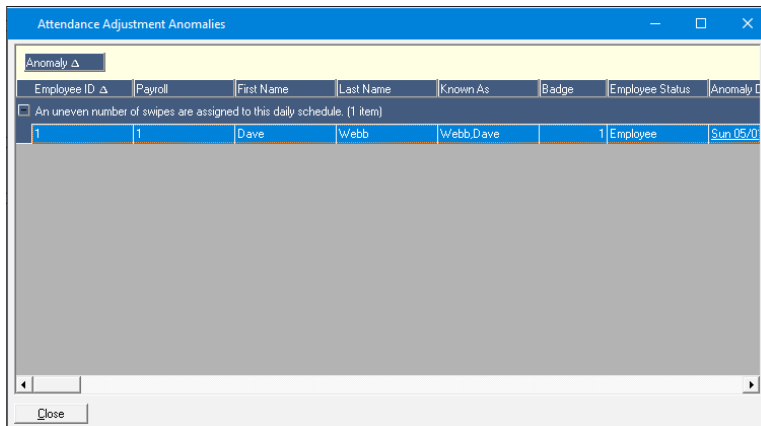
Cancel Update

Finally click on <Update> to save the changes and return to the Attendance Adjustments screen. Selecting <Close> will return the user to return to the Adjustment Anomalies screen.

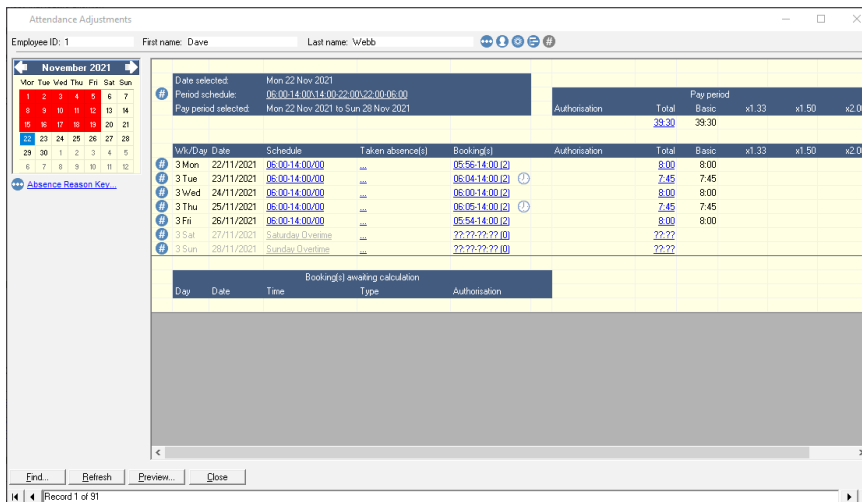
- Outstanding missed bookings that require finalisation. This 'To-Do' item highlights bookings not made at a terminal that require finalisation by a manager before timeware[®] will attempt to calculate.




Clicking on the 'To-Do' link takes the user to the Adjustment Anomalies screen.



By selecting a person's Anomaly Date, the Attendance Adjustments screen will appear.



Click on one of the dates awaiting a decision.

Booking(s) awaiting calculation					
Day	Date	Time	Type	Authorisation	
Mon	22/11/2021	14:00	Real time booking	Approved	

Next, select Approve or Decline and then Finalise.

Booking Awaiting Calculation - (New) ✕

Overview
For a booking to be calculated it must be approved and finalised. If the booking does not meet this criteria it will stay in the awaiting calculation section of the screen.

Settings

Terminal: Employee Self Service ▼

Date: Mon 22 Nov 2021 ▼ Time: 14:00

Memo:

Authorisation

Authorised by:

Authorisation status: Awaiting decision Finalised
 Approved
 Declined

Cancel Update

Finally click on <Update> to save the changes and return to the Attendance Adjustments screen. Selecting <Close> will return the user to return to the Adjustment Anomalies screen.

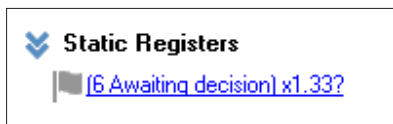
Module:

m/04/140 static register overtime



Overtime authorisation is required when an employee works more hours (at a certain rate), than the threshold specified in the daily schedule rate monitor.

1. Overtime authorisation is highlighted on the 'To-Do' screen under the static register heading.



2. Selecting the static register overtime authorisation link presents the user with the following screen:

Employee ID	First Name	Last Name	Known As	Badge	Source Δ	Date Δ	Daily Schedule
16	Denise	Page	Page,Denise		Daily Schedule	Thu 25/11/2021	08:00-16:30/30
4	Matt	Wilkinson	Wilkinson,Matt		Daily Schedule	Thu 25/11/2021	08:00-16:30/30
12	Thomas	Oldham	Oldham,Thomas		Daily Schedule	Thu 25/11/2021	08:00-16:30/30
20	Ronald	Gibbons	Gibbons,Ronald		Daily Schedule	Thu 25/11/2021	08:00-16:30/30
16	Denise	Page	Page,Denise		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
19	Mary	Joy	Joy,Mary		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
4	Matt	Wilkinson	Wilkinson,Matt		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
17	Tuisa	Nicholson	Nicholson,Tuisa		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
2	Michael	Coope	Coope,Michael		Daily Schedule	Fri 26/11/2021	22:00-06:00/00
12	Thomas	Oldham	Oldham,Thomas		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
20	Ronald	Gibbons	Gibbons,Ronald		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
3	Simon	Birchall	Birchall,Simon		Daily Schedule	Sun 28/11/2021	06:00-18:00/60

- Right click on the overtime you want to approve/decline, and then go to block then authorisation, the either approve or decline.

