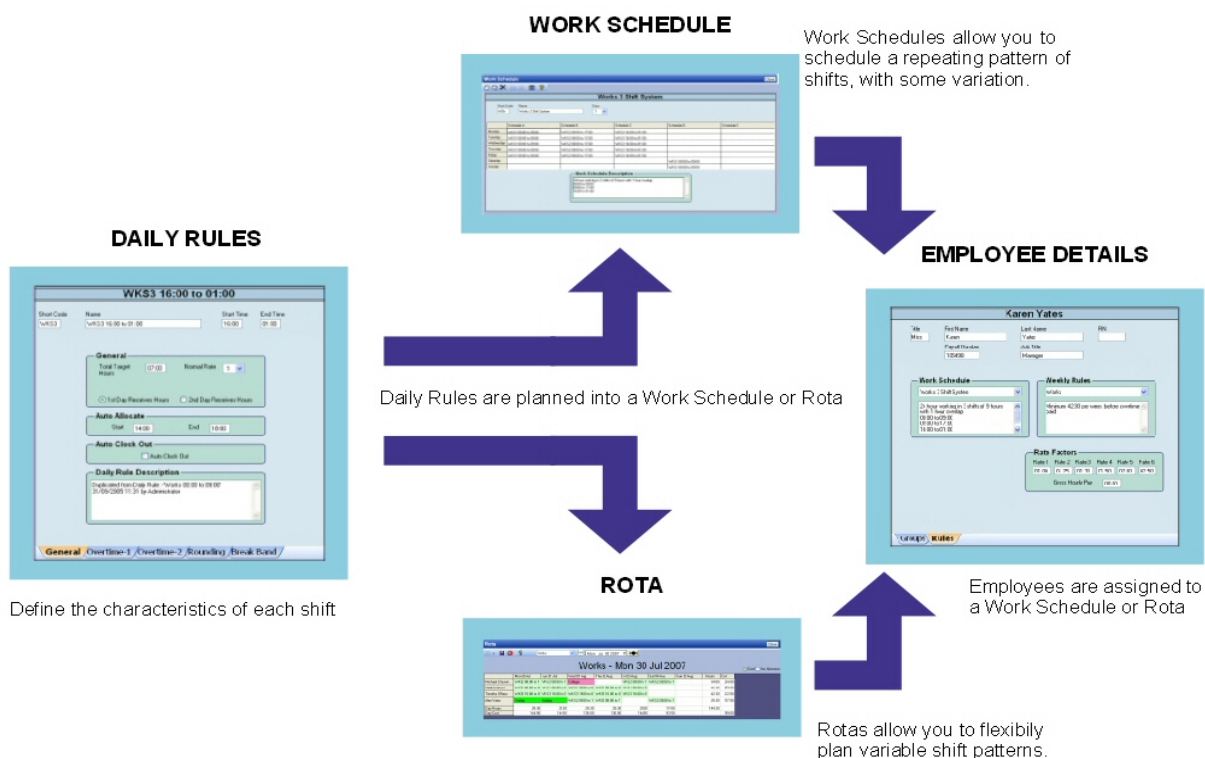


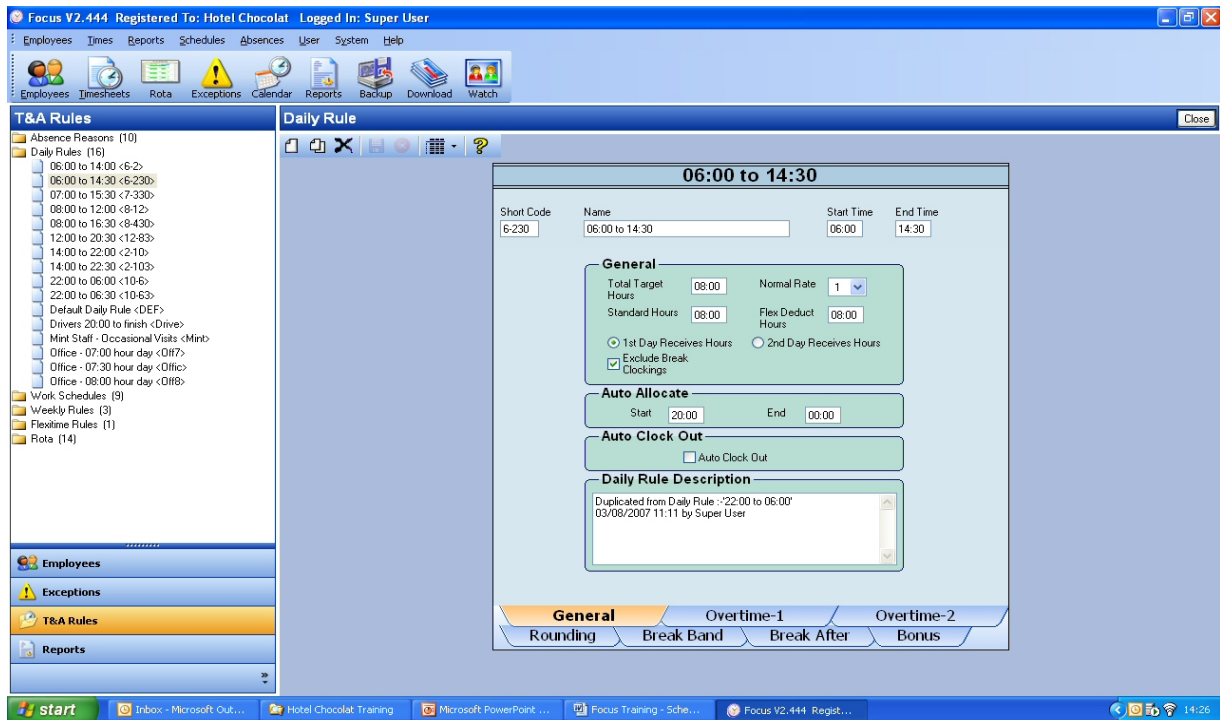
Focus Time & Attendance System with Handpunch Terminal

- Calculates hours worked for payroll & monitoring purposes
- Applies rules to automatically determine overtime, lateness, absence, insufficient time worked etc...
- Provides reports for monitoring employee's attendance, producing a payroll extract & determining running costs
- Provides tools for managing holidays and other absences
- Provides a repository for HR information
- Keeps track of who's where for producing a fire muster report

Set-up Overview



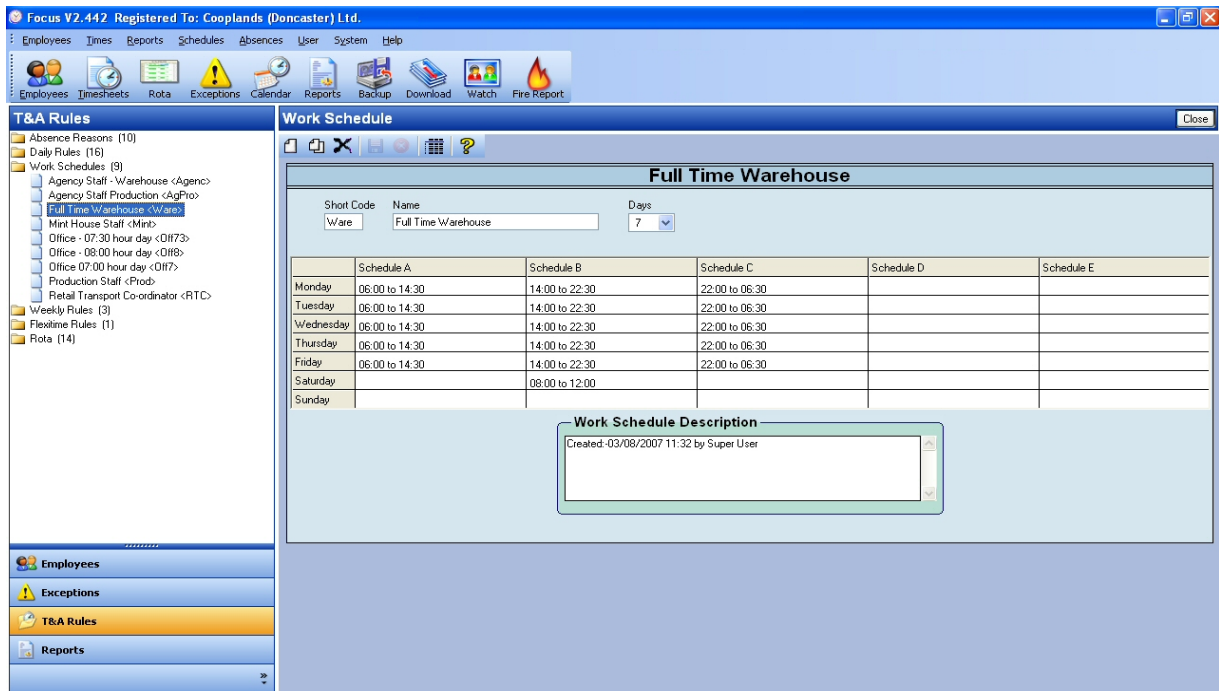
Daily Rules



The Daily Rules define the characteristics of a single shift:

- The start and end times of the shift
- The number of 'target hours' an employee is expected to work on the shift
- How hours worked and overtime is calculated
- Paid and unpaid breaks
- Daily Rules are planned into a Work Schedule or a Rota

Work Schedule



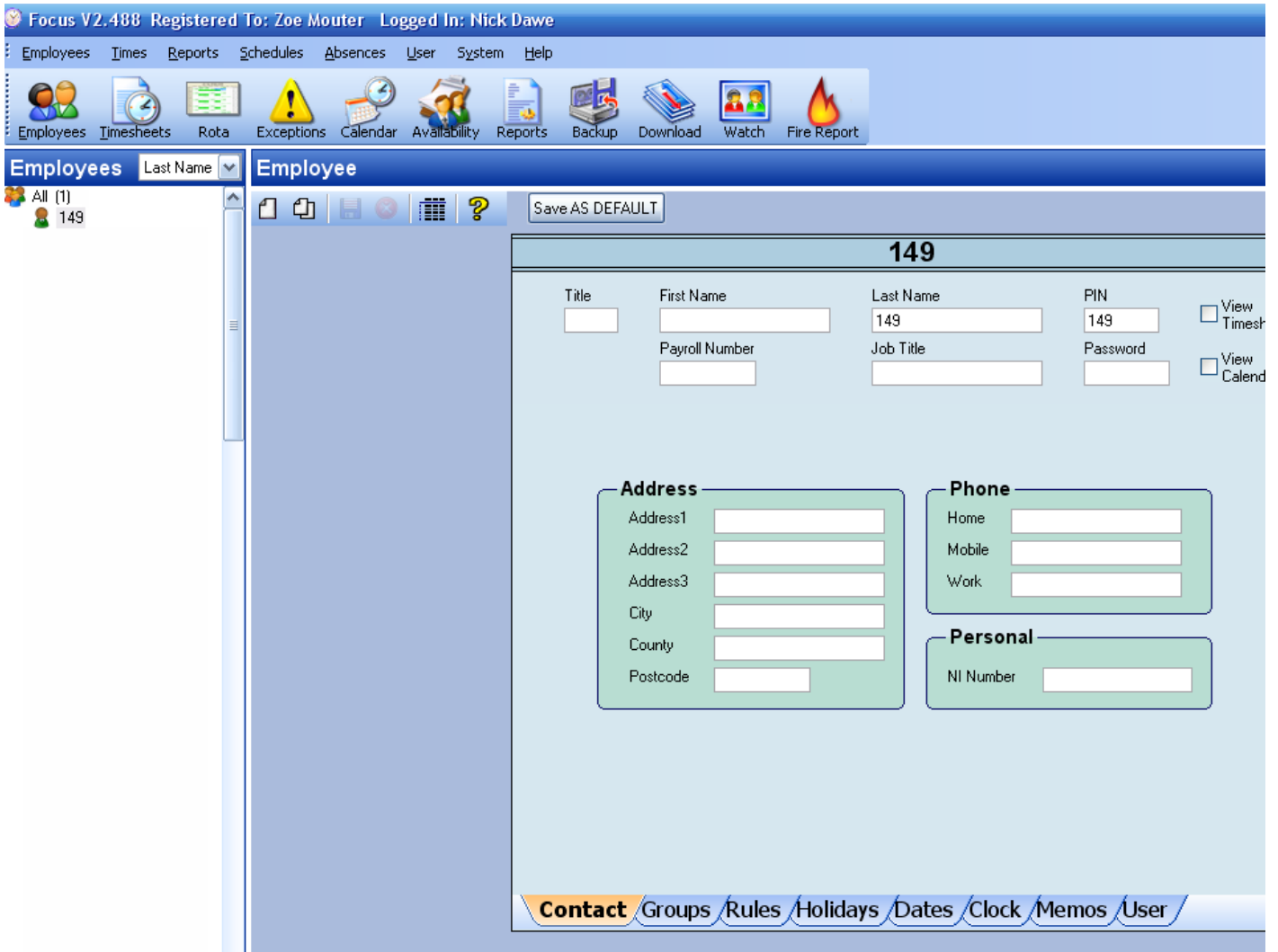
The screenshot shows the 'Work Schedule' configuration window for 'Full Time Warehouse'. The window title is 'Focus V2.442 Registered To: Cooplands (Doncaster) Ltd.' and it has a menu bar with 'Employees', 'Times', 'Reports', 'Schedules', 'Absences', 'User', 'System', and 'Help'. A toolbar contains icons for 'Employees', 'Timesheets', 'Rota', 'Exceptions', 'Calendar', 'Reports', 'Backup', 'Download', 'Watch', and 'Fire Report'. On the left, a 'T&A Rules' tree shows a hierarchy of rules, with 'Full Time Warehouse <Ware>' selected. The main area displays the 'Full Time Warehouse' configuration with a 'Short Code' of 'Ware', 'Name' of 'Full Time Warehouse', and 'Days' set to '7'. Below this is a table showing five alternative shifts (Schedule A to E) for each day of the week. A 'Work Schedule Description' box at the bottom indicates it was created on 03/08/2007 at 11:32 by Super User.

| | Schedule A | Schedule B | Schedule C | Schedule D | Schedule E |
|-----------|----------------|----------------|----------------|------------|------------|
| Monday | 06:00 to 14:30 | 14:00 to 22:30 | 22:00 to 06:30 | | |
| Tuesday | 06:00 to 14:30 | 14:00 to 22:30 | 22:00 to 06:30 | | |
| Wednesday | 06:00 to 14:30 | 14:00 to 22:30 | 22:00 to 06:30 | | |
| Thursday | 06:00 to 14:30 | 14:00 to 22:30 | 22:00 to 06:30 | | |
| Friday | 06:00 to 14:30 | 14:00 to 22:30 | 22:00 to 06:30 | | |
| Saturday | | 08:00 to 12:00 | | | |
| Sunday | | | | | |

The Work Schedule determines which shifts an employee is scheduled to work on each day:

- It contains is a revolving pattern that is defined for a specific number of days. This pattern repeats
- It allows you to define up to 5 alternative shifts that an employee could work on any one day
- Focus will determine the most appropriate shift for calculating the number of hours worked based upon the first and last clocking made by an employee
- A Work Schedule can be assigned to one or more employees

Adding Employees to Focus



Focus V2.488 Registered To: Zoe Mouter Logged In: Nick Dawe

Employees Times Reports Schedules Absences User System Help

Employees Timesheets Rota Exceptions Calendar Availability Reports Backup Download Watch Fire Report

Employees Last Name Employee

All (1)
149

Save AS DEFAULT

149

| | | | | |
|----------------------|----------------------|----------------------|----------------------|---|
| Title | First Name | Last Name | PIN | <input type="checkbox"/> View Timesheet |
| <input type="text"/> | <input type="text"/> | 149 | 149 | |
| | Payroll Number | Job Title | Password | <input type="checkbox"/> View Calendar |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | |

Address

| | |
|----------|----------------------|
| Address1 | <input type="text"/> |
| Address2 | <input type="text"/> |
| Address3 | <input type="text"/> |
| City | <input type="text"/> |
| County | <input type="text"/> |
| Postcode | <input type="text"/> |

Phone

| | |
|--------|----------------------|
| Home | <input type="text"/> |
| Mobile | <input type="text"/> |
| Work | <input type="text"/> |

Personal

| | |
|-----------|----------------------|
| NI Number | <input type="text"/> |
|-----------|----------------------|

Contact Groups Rules Holidays Dates Clock Memos User

- An employee record will be automatically added to Focus when a new employee is enrolled on the HandPunch
- Click on the *Employees* button and select the new record from the tree view (labelled with the employee's PIN)
- Edit the first name, last name and payroll number
- Go to the *Groups* tab and select up to 5 groups for the employee
- Go to the *Rules* tab and select a Working Schedule and then a weekly rule if applicable
- Save the record

Enrolling Supervisors on the HandPunch



- Press the **Clear** and **Enter** buttons together
- Type in the PIN of an existing supervisor
- Place Hand as instructed (existing supervisor)
- At **Enter Password** prompt, Press the **4** button
- Press the **Enter** button
- At **Add Employee** prompt Press the **No** button
- At **Add Supervisor** prompt Press the **Yes** button
- Type in the PIN of new supervisor
- Press the **Enter** button
- Place Hand as instructed (new supervisor)
- Press the **Clear** button to return to the normal display

Enrolling Employees on the HandPunch



- Press the **Clear** and **Enter** buttons together
- Type in the PIN of a supervisor
- Place Hand as instructed (supervisor)
- At **Enter Password** prompt Press the **4** button
- Press the **Enter** button
- At **Add Employee** prompt Press the **Yes** button
- Type in the PIN of new employee
- Press the **Enter** button
- Place Hand as instructed (new employee)
- Press the **Clear** button to return to the normal display

Rota

- The rota is used to flexibly plan which shift an employee will work on each day
- If the rota is being used for an employee all of the employee's shifts must be planned in advance. The rota does not repeat
- More than one shift can be planned for an employee on each day
- Focus will apply the shift(s) planned for the employee to calculate the number of hours worked
- If no shift has been planned into the rota for the day but the employee clocks in for work the default rule will be used to calculate the number of hours worked
- The rota will display holidays and other absences book in advance

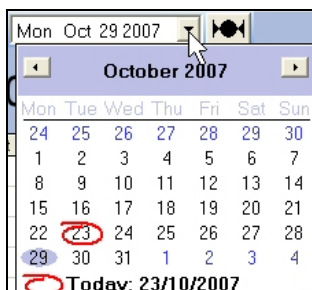
Using the Rota



- Click on the **Rota** button to display the rota view



- Select the group you wish to plan a rota for from the drop-down list (only employees set to **Use Rota** in their Employee Details will be included in the list)

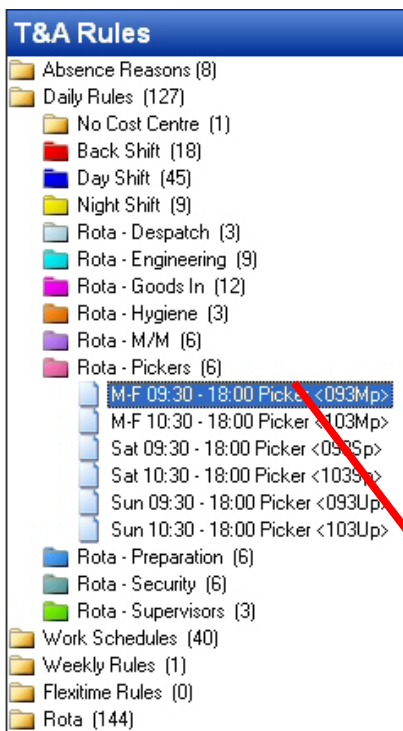


- Select the week you wish to plan

Using the Rota



- Ensure that the T&A Rules are shown in the left hand tree-view by clicking on **T&A Rules**

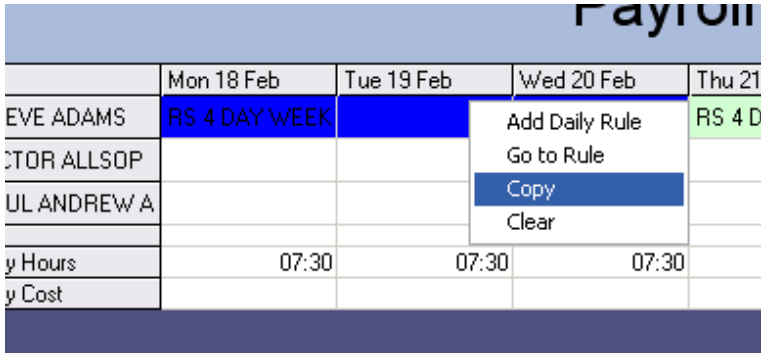


- Expand the **Daily Rules** folder in the tree view to show the daily rules (if you are using cost centres expand the appropriate cost centre(s) too)

- Pick the Daily Rule (shift) you wish to plan in for a day – click the daily rule (using the left hand mouse button) and drag onto the appropriate cell in the Rota

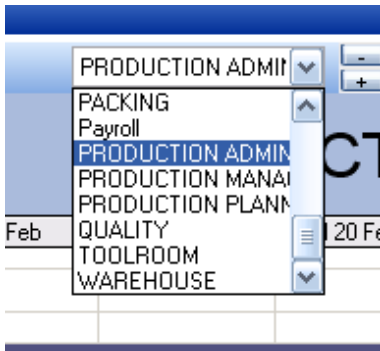
| | Mon 29 Oct | Tue 30 Oct | Wed 31 Oct | Thu 01 Nov | Fri 02 Nov | Sat 03 Nov | Sun 04 Nov |
|---------------|-------------------|----------------|------------|------------|------------|------------|------------|
| STEWART BOLES | | | | | | | |
| MICHAEL CAIN | M-F 10:30 - 18:00 | | | | | | |
| STEVEN GRANT | Holiday | Holiday | Holiday | | | | |
| DANIEL POTTS | | Rota - Pickers | | | College | | |
| ROBERT SHORT | | | | | | | |
| STEPHEN WATSC | | | | | | | |
| Day Hours | | 07:00 | | | | | |
| Day Cost | | | | | | | |

The Daily Rules planned into the Rota can also be copied and pasted into other Rotas:

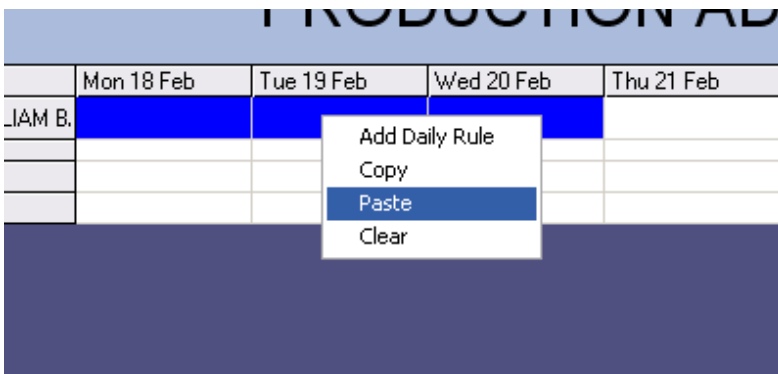


| | Mon 18 Feb | Tue 19 Feb | Wed 20 Feb | Thu 21 Feb |
|-------------|---------------|------------|------------|------------|
| EVE ADAMS | RS 4 DAY WEEK | | | RS 4 D |
| CTOR ALLSOP | | | | |
| UL ANDREW A | | | | |
| y Hours | 07:30 | 07:30 | 07:30 | |
| y Cost | | | | |

- Select the Rows, Columns or Cells you wish to copy by clicking on the appropriate Column or Row headings, or by clicking and dragging to select a group of Cells
- Right click the selection and select **Copy**



- Navigate to the Rota you wish to copy into



| | Mon 18 Feb | Tue 19 Feb | Wed 20 Feb | Thu 21 Feb |
|---------|------------|------------|------------|------------|
| LIAM B. | | | | |
| | | | | |
| | | | | |

- Select the same number of Rows, Columns or Cells into which you wish to paste the selection
- Right click the selection and select **Paste**

Timesheet Overview

To view an employee Timesheet, right click on the Employee in the tree and select **Timesheet**.

Timesheet

Mon 06 Aug 2007

Unlocked
 Show Cost

12 DARREN KARL ASHMAN (Schedule: B SHIFT, Weekly Rule: SHIFTS)

| Date | In | Out | In | Out | Basic | Third | Half | Double | SA | OSA | Shift |
|----------------------|----------------|-------|-------|-------|--------|--------|--------|--------|--------|--------|-------|
| | | | | | x01.00 | x01.33 | x01.50 | x02.00 | x01.00 | x01.00 | |
| Mon 06 Aug | 14:00 | 22:00 | | | 08:00 | | | | 08:00 | | AFT |
| Tue 07 Aug | 14:00 | | 15:06 | 02:14 | 08:00 | 02:45 | | | 08:00 | 02:45 | AFT |
| Wed 08 Aug | 13:50 | 22:00 | | | 08:00 | | | | 08:00 | | AFT |
| Thu 09 Aug | Holiday (3/15) | | | | 08:00 | | | | | | |
| Fri 10 Aug | 13:55 | 02:00 | | | 08:00 | 04:00 | | | 08:00 | 04:00 | AFT |
| Sat 11 Aug | | | | | | | | | | | |
| Sun 12 Aug | | | | | | | | | | | |
| Weekly Hours | 46:45 | | | | 40:00 | 06:45 | | | 32:00 | 06:45 | |
| Weekly Rules Applied | 46:45 | | | | 40:00 | 06:45 | | | 32:00 | 06:45 | |
| Weekly Gross Totals | 48.98 | | | | 40.00 | 8.98 | 0.00 | 0.00 | 32.00 | 6.75 | |

07/08/2007 14:00:00 Original: Blank Edited: 15/08/2007 15:57:37 (User:Jan Fiers)
 Edit Reason: Forgot to Clock

General Controls

-
+

Mon 11 Feb 2008

- Print Timesheet
- Recalculate Timesheet
- Show Grid
- Help
- Calendar Navigation

IN/OUT Times

| In | Out | In | Out |
|-----------------|-------|----|-----|
| 08:43 | 15:45 | | |
| 08:46 | 18:00 | | |
| Absent (System) | | | |
| 10:28i | 17:30 | | |
| 09:32i | 15:48 | | |
| | | | |
| | | | |

- **Times in black:** Clocking downloaded from terminal
- **Times in grey (i):** Clocking downloaded from terminal with infringement
- **Times in blue:** Edited clocking
- **Times in blue (i):** Edited clocking with infringement
- **Text:** Edit reason or absence reason

Daily Hours

| Basic | Third | Half | Double | SA | OSA |
|--------|--------|--------|--------|--------|--------|
| x01.00 | x01.33 | x01.50 | x02.00 | x01.00 | x01.00 |
| 07:00 | | | | | |
| 07:00 | 02:15 | | | | |
| 00:00 | | | | | |
| 05:15 | 01:45 | | | | |
| 06:15 | | | | | |
| | | | | | |
| | | | | | |

- **Hours in black:** Hours calculated according to the criteria defined in the daily rule
- **Hours in red:** Calculated hours with an exception
- **Hours in blue:** Edited hours

Shift

| Shift |
|-------|
| 35HRS |
| 35HRS |
| 35HRS |
| 35HRS |

Short code for the daily rule used to calculate the daily hours, infringements and exceptions

Weekly Totals

| | | | | | | | | | | |
|----------------------|-------|--|--|--|-------|-------|------|------|------|------|
| Weekly Hours | 29:30 | | | | 25:30 | 04:00 | | | | |
| Weekly Rules Applied | 29:30 | | | | 29:30 | | | | | |
| Weekly Gross Totals | 29.50 | | | | 29.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

- **Weekly Hours:** The total number of hours calculated for the entire week
- **Weekly Rules Applied:** The total number of hours calculated for the week re-adjusted according to the weekly rule applied
- **Weekly Gross Totals:** The total number of hours in decimal format multiplied by the rate

Infringements

Infringements are determined based upon the criteria defined in the daily rule allocated to this shift.

There are six types of infringement:

- Late In
- Early Out
- Late In from Break
- Early Out to Break
- Break Overrun
- Forgot to Clock Out

Infringements can be viewed for a range of dates and groups of employees using the Infringements reports.

Infringements are marked on the timesheet with an **(i)**. Infringements on edited times are highlighted in **blue**. Infringements on clocked times are highlighted in **grey**.

| 35 TRACY ANN DARI (Schedule: 35 HOURS , Weekly Rule: 35 HOUR WEEK) | | | | | | | | | | | |
|--|------------------|-------|----|-----|--------|--------|--------|--------|--------|--------|-------|
| Date | In | Out | In | Out | Basic | Third | Half | Double | SA | OSA | Shift |
| | | | | | x01.00 | x01.33 | x01.50 | x02.00 | x01.00 | x01.00 | |
| Mon 06 Aug | 08:43 | 15:45 | | | 07:00 | | | | | | 35HRS |
| Tue 07 Aug | 08:46 | 18:00 | | | 07:00 | 02:15 | | | | | 35HRS |
| Wed 08 Aug | Absent (System) | | | | 00:00 | | | | | | |
| Thu 09 Aug | 10:28 | 17:30 | | | 05:15 | 01:45 | | | | | 35HRS |
| Fri 10 Aug | 09:32 | 15:48 | | | 06:15 | | | | | | 35HRS |
| Sat 11 Aug | 10:30 (3/15) | | | | | | | | | | |
| Sun 12 Aug | | | | | | | | | | | |
| Weekly Hours | 29:30 | | | | 25:30 | 04:00 | | | | | |
| Weekly Rules Applied | 29:30 | | | | 29:30 | | | | | | |
| Weekly Gross Totals | 29:50 | | | | 29:50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Late IN (Time lost 01:45) 09/08/2007 10:28:58 - Terminal: 1 | | | | | | | | | | | |

Status bar

Details are shown in the status bar when the mouse is moved over the time with the infringement.

Rounding

- When a timesheet is calculated rounding rules are used to determine what times are used for the calculation. The rounding rules are defined on the daily rule
- To see the times that Focus has used for calculation hover the mouse cursor over a time. A box will appear containing the rounded time and a summary of the rounding rule used in brackets
- The first number in the brackets indicates the number of minutes grace that has been allowed (e.g. 5 minutes grace before time is rounded) and the second number indicates the number of minutes the time will be rounded to (e.g. 15 minute rounding means time will be rounded to the quarter of an hour)

IN Times Rounding - Late In

Times will be rounded back when the employee clocks on within the grace period (e.g. up to 5 minutes late)

| In | Out |
|-------|-------|
| 21:01 | 00:55 |
| 20:56 | 01:04 |
| 21:02 | 02:33 |

Times will be rounded forward when the employee clocks on late (e.g. over 5 minutes late)

| In | Out |
|-------|-------|
| 15:53 | 20:33 |
| 16:15 | 20:31 |
| 16:30 | 20:30 |

OUT Times Rounding - Early Out

Times will be rounded forward when the employee clocks out early within the grace period (e.g. up to 5 minutes early)

| Out | In |
|-------|-------|
| 20:33 | 21:01 |
| 20:31 | 21:00 |
| 20:30 | 21:02 |

Times will be rounded back when the employee clocks out early (e.g. over 5 minutes early)

| Out | Rate 1 |
|-------|--------|
| 00:55 | 08:30 |
| 01:04 | 08:15 |
| 02:01 | 01:00 |

Editing Clocking Times

| 35 TRACY ANN DARI (Schedule: 35 HOURS , Weekly Rule: 35 HOUR WEEK) | | | | | | | | | | | |
|--|-----------------|-------|----|-----|--------|--------|--------|--------|--------|--------|-------|
| Date | In | Out | In | Out | Basic | Third | Half | Double | SA | OSA | Shift |
| Mon 06 Aug | 08:43 | 15:45 | | | x01.00 | x01.33 | x01.50 | x02.00 | x01.00 | x01.00 | 35HRS |
| Tue 07 Aug | 08:46 | 18:00 | | | 07:00 | 02:15 | | | | | 35HRS |
| Wed 08 Aug | Absent (System) | | | | 00:00 | | | | | | |
| Thu 09 Aug | 10:28 | 17:30 | | | 05:15 | 01:45 | | | | | 35HRS |
| Fri 10 Aug | 09:32 | 15:48 | | | 06:15 | | | | | | 35HRS |
| Sat 11 Aug | | | | | | | | | | | |
| Sun 12 Aug | | | | | | | | | | | |
| Weekly Hours | | | | | | | | | | | |
| Weekly Rules Applied | | | | | | | | | | | |
| Weekly Gross Totals | | | | | | | | | | | |

Edit Clocking Time

Edit Detail

Date: 10/08/2007 Terminal: Reception

New Time: 15:48 In Out

Reason:

Comment:

Buttons: Save, Cancel Edit, Delete Clocking

| | | |
|---------|-----------|-----------------------|
| Group | Absent | Detail |
| Payroll | 21 of 125 | <input type="radio"/> |
| PACKING | 3 of 12 | <input type="radio"/> |

- Click on the cell of the time you wish to add or edit to bring up the **Edit Clocking Time** box
- To add more than 4 clocking times for a single day, click on the date and a new row will be created

35 TRACY ANN DARI (Schedule: 35 HOURS , Weekly Rule: 35 HOUR WEEK)

| Date | In | Out | In | Out | Basic | Third | Half | Double | SA | OSA | Shift |
|------------|-----------------|-------|----|-----|--------|--------|--------|--------|--------|--------|-------|
| | | | | | x01.00 | x01.33 | x01.50 | x02.00 | x01.00 | x01.00 | |
| Mon 06 Aug | 08:43 | 15:45 | | | 07:00 | | | | | | 35HRS |
| Tue 07 Aug | 08:46 | 18:00 | | | 07:00 | 02:15 | | | | | 35HRS |
| Wed 08 Aug | Absent (System) | | | | 00:00 | | | | | | |
| Thu 09 Aug | 10:28i | 17:30 | | | 05:15 | 01:45 | | | | | 35HRS |
| Fri 10 Aug | 09:32i | 15:48 | | | 06:15 | | | | | | 35HRS |
| Sat 11 Aug | | | | | | | | | | | |
| Sun 12 Aug | | | | | | | | | | | |

Edit Clocking Time

Edit Detail

Date: 11/08/2007

New Time: 00:30 In Out Terminal: None

Reason: Shift Swap

Comment: Off Site Meeting, SC Sick, SC Sick -Unpaid, Shift Swap, Shopping for HN, Territory Visits, Training, Went Home Sick ½ day

Group: Payroll (21 of 125), PACKING (3 of 12)

- Edit the date if the time is over midnight
- Type in the new time
- Select the edit reason (if required)
- Click on the **Save** button

| 35 TRACY ANN DARI (Schedule: 35 HOURS , Weekly Rule: 35 HOUR WEEK) | | | | | | | | | | | | |
|---|-------------------|--------------|----|-----|--------|--------|--------|--------|--------|--------|-------|-------|
| Date | In | Out | In | Out | Basic | Third | Half | Double | SA | OSA | Shift | |
| | | | | | x01.00 | x01.33 | x01.50 | x02.00 | x01.00 | x01.00 | | |
| Mon 06 Aug | 08:43 | 15:45 | | | 07:00 | | | | | | | 35HRS |
| Tue 07 Aug | 08:46 | 18:00 | | | 07:00 | 02:15 | | | | | | 35HRS |
| Wed 08 Aug | Absent (System) | | | | 00:00 | | | | | | | |
| Thu 09 Aug | 10:28i | 17:30 | | | 05:15 | 01:45 | | | | | | 35HRS |
| Fri 10 Aug | 09:32i | 15:48 | | | 06:15 | | | | | | | 35HRS |
| Sat 11 Aug | 00:30i | | | | 00:00 | | | | | | | DEF |
| Sun 12 Aug | | | | | | | | | | | | |
| | | 00:30 (3/15) | | | | | | | | | | |
| Weekly Hours | 29:30 | | | | 25:30 | 04:00 | | | | | | |
| Weekly Rules Applied | 29:30 | | | | 29:30 | | | | | | | |
| Weekly Gross Totals | 29.50 | | | | 29.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| Forget to Clock OUT 11/08/2007 00:30:00 Original: Blank Edited: 26/02/2008 15:18:31 (User:Nick Dawe) Edit Reason: Shift Swap | | | | | | | | | | | | |

- The timesheet is updated with the edited time and the rate totals amended accordingly
- The edit reason is recorded along with the original value of the cell, user, date and time of the edit

Editing Hours

| 35 TRACY ANN DARI (Schedule: 35 HOURS , Weekly Rule: 35 HOUR WEEK) | | | | | | | | | | | |
|--|-----------------|-------|----|-----|-------|-------|------|--------|----|-----|-------|
| Date | In | Out | In | Out | Basic | Third | Half | Double | SA | OSA | Shift |
| Mon 06 Aug | 08:43 | 15:45 | | | 07:00 | | | | | | 35HRS |
| Tue 07 Aug | 08:46 | 18:00 | | | 07:00 | 02:15 | | | | | 35HRS |
| Wed 08 Aug | Absent (System) | | | | 00:00 | | | | | | |
| Thu 09 Aug | | | | | | | | | | | |
| Fri 10 Aug | | | | | | | | | | | |
| Sat 11 Aug | | | | | | | | | | | |
| Sun 12 Aug | | | | | | | | | | | |
| Weekly Hours | | | | | | | | | | | |
| Weekly Rules Applied | | | | | | | | | | | |
| Weekly Gross Totals | | | | | | | | | | | |

Edit Daily Total

Edit Detail

07/08/2007

Add 00:15 Third (x01.33)

Add to Hours Worked
 Replace Hours Worked

Reason: Food Run

Comment:

| Group | Absent | Detail |
|---------|-----------|-----------------------|
| Payroll | 18 of 125 | <input type="radio"/> |
| PACKING | 3 of 12 | <input type="radio"/> |

1. Click on the cell of the hourly total you wish to edit.
2. Select the edit reason first (this will populate the new total with the default value)
3. Type in the required number of hours
4. Select **Add to Hours Worked** to add the number of hours to the existing total or select **Replace Hours Worked** to replace the existing total
5. Click on the **Save** button

| 35 TRACY ANN DARI (Schedule: 35 HOURS , Weekly Rule: 35 HOUR WEEK) | | | | | | | | | | | |
|--|-----------------|-------|----|-----|--------|--------|--------|--------|--------|--------|-------|
| Date | In | Out | In | Out | Basic | Third | Half | Double | SA | OSA | Shift |
| | | | | | x01.00 | x01.33 | x01.50 | x02.00 | x01.00 | x01.00 | |
| Mon 06 Aug | 08:43 | 15:45 | | | 07:00 | | | | | | 35HRS |
| Tue 07 Aug | 08:46 | 18:00 | | | 07:00 | 02:30 | | | | | 35HRS |
| | Food Run | | | | | | | | | | |
| Wed 08 Aug | Absent (System) | | | | 00:00 | | | | | | |
| Thu 09 Aug | 10:28i | 17:30 | | | 05:15 | 01:45 | | | | | 35HRS |
| Fri 10 Aug | 09:32i | 15:48 | | | 06:15 | | | | | | 35HRS |
| Sat 11 Aug | 00:30i | | | | 00:00 | | | | | | DEF |
| Sun 12 Aug | | | | | | | | | | | |
| Weekly Hours | 29:45 | | | | 25:30 | 04:15 | | | | | |
| Weekly Rules Applied | 29:45 | | | | 29:45 | | | | | | |
| Weekly Gross Totals | 29:75 | | | | 29:75 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | |
| Calculated Total=02:15 Edited: 28/02/2008 10:43:19 (Nick Dawe) Edit: Added 00:15 Food Run | | | | | | | | | | | |

- The cell will be updated. If a reason was selected this will appear in a new row
- Details of the edit can be found in the status bar

Approving Overtime

- Click on the cell of the time you wish to approve:

| Date | In | Out | In | Out | M-F | Sat | Sun | BHol | PreU | PostU | Shift |
|------------|-------|-------|----|-----|--------|--------|--------|--------|--------|--------|-------|
| | | | | | x01.00 | x01.00 | x01.00 | x01.00 | x01.00 | x01.00 | |
| Sun 28 Oct | 06:00 | 15:00 | | | | | 07:30 | | | 01:00 | 060U |
| Mon 29 Oct | | | | | | | | | | | |

- Enter the amount of time you wish to approve
- Enter a reason (select the reason before the rate)
- Enter the rate you wish the approved time to be added to
- Enter a comment (optional)
- Click on the **Save** button



| Date | In | Out | In | Out | M-F | Sat | Sun | BHol | PreU | PostU | Shift |
|------------|-------|-------|---------------|-----|--------|--------|--------|--------|--------|--------|-------|
| | | | | | x01.00 | x01.00 | x01.00 | x01.00 | x01.00 | x01.00 | |
| Sun 28 Oct | 06:00 | 15:00 | | | | | 08:00 | | | 00:30 | 060U |
| | | | Finished Late | | | | | | | | |

The approved time will be added to the rate selected and the unapproved time will be left in the original cell. The reason selected will be displayed on the timesheet

Changing the Shift

Occasionally you may wish to change the daily rule being used for the timesheet calculation. This may be because the employee worked a different shift to the one planned or because the time has been assigned to the default rule.

| 35 TRACY ANN DARI (Schedule: 35 HOURS , Weekly Rule: 35 HOUR WEEK) | | | | | | | | | | | |
|--|-----------------|-------|----|-----|--------|--------|--------|--------|--------|--------|-------|
| Date | In | Out | In | Out | Basic | Third | Half | Double | SA | OSA | Shift |
| | | | | | x01.00 | x01.33 | x01.50 | x02.00 | x01.00 | x01.00 | 35HRS |
| Mon 06 Aug | 08:43 | 15:45 | | | 07:00 | | | | | | 35HRS |
| Tue 07 Aug | 08:46 | 18:00 | | | 07:00 | 02:30 | | | | | 35HRS |
| | Food Run | | | | | | | | | | |
| Wed 08 Aug | Absent (System) | | | | 00:00 | | | | | | |
| Thu 09 Aug | 10:28i | 17:30 | | | 09:00 | | | | | | |
| Fri 10 Aug | 09:32i | 15:48 | | | 08:00 | | | | | | |
| Sat 11 Aug | 00:30i | | | | 00:00 | | | | | | |
| Sun 12 Aug | | | | | | | | | | | |
| Weekly Hours | 29:45 | | | | 29:45 | | | | | | |
| Weekly Rules Applied | 29:45 | | | | 29:45 | | | | | | |
| Weekly Gross Totals | 29.75 | | | | 29:45 | | | | | | |

Edit Shift Allocation

Edit Detail

- 8-4 - 8-4 40 HOUR WEEK
- 35HRS - 35 HOUR WEEKS
- 37.5 - 37.5 NON PRODUCTION
- 40NPa - 40 HOURS NON PROD
- 45 HR - 45 HRS PACK/ASSEMB
- 48 HR - 48 HOURS DAYS
- 48HRS - 48 HOURS NIGHTS
- 8-4 - 8-4 40 HOUR WEEK
- AFT - AFTERS SHIFT

Show Rule

Delete Edit

- To change the shift click on the **Shift** short code
- Select the desired daily rule from the list
- Click on the **Save** button
- The time sheet will be recalculated to according to the rule selected

| Rule: 35 HOUR WEEK) | | | |
|---------------------|--------|--------|-------|
| Double | SA | OSA | Shift |
| x02.00 | x01.00 | x01.00 | 8-4 |
| | | | 35HRS |
| | | | 35HRS |
| | | | 35HRS |

Exceptions

There are four types of Exception:

- **Absences**
The employee was planned into a working schedule or rota and no absence was booked
- **Targets**
The target hours defined in the daily rule were not met
- **Worked Bank Holiday**
An employee worked on a booked absence with a type of 'public holiday'
- **Worked Default Shift**
Focus could not determine which daily rule to allocate

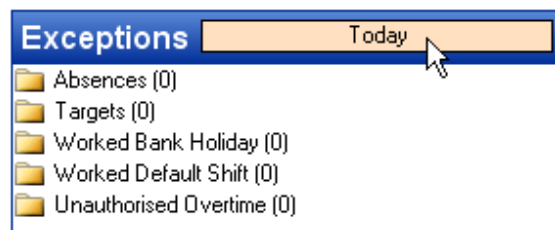
An employee's time is normally allocated to the default shift for three reasons:

- When the employee is not allocated to a working schedule or the rota
- When the employee clocked in outside the 'auto allocate period' defined on the daily rule (applicable only when the employee is allocated to a working schedule)
- When the employee was not planned onto a shift in the rota (applicable only when an employee is allocated to the rota)

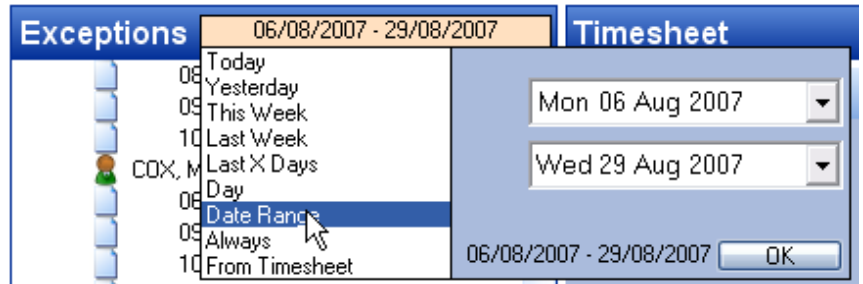
- Ensure that the Exceptions are shown in the left hand tree-view by clicking on **Exceptions**



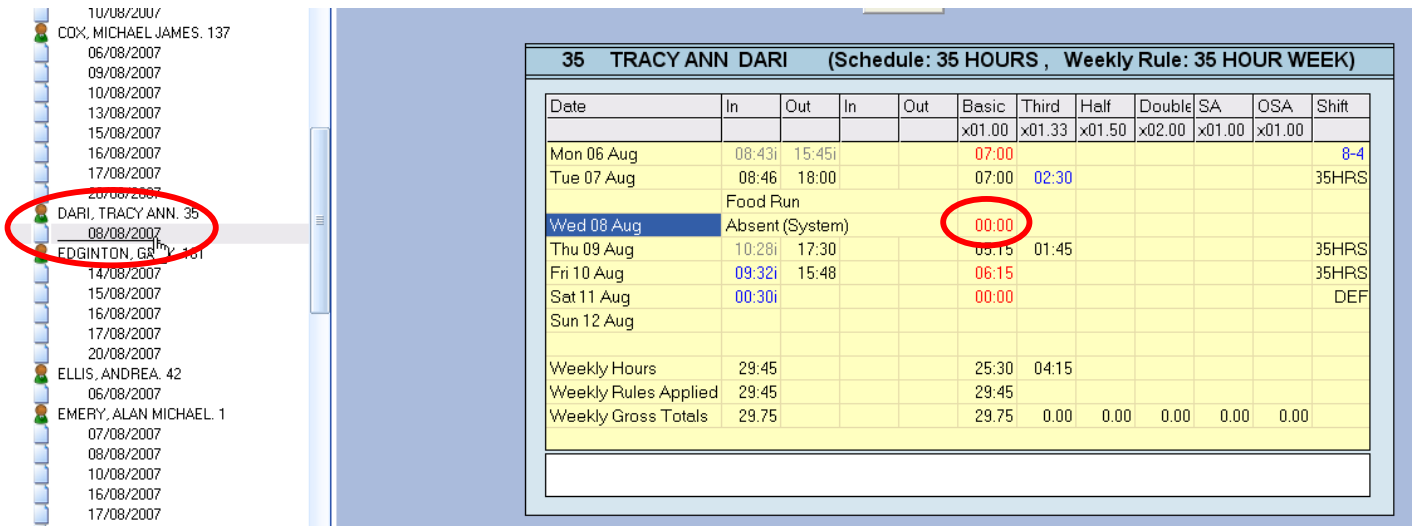
- Select the time period you wish to review by clicking on the pink box



- Select your date range and click on the **OK** button



- Expand the tree view to find the employees and dates with an exception:



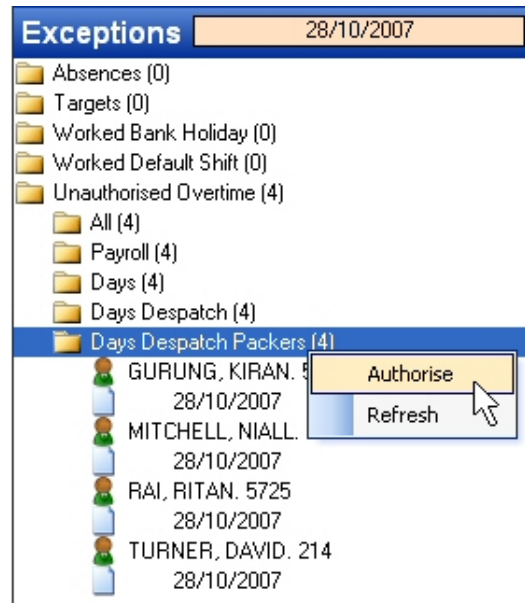
| 35 TRACY ANN DARI (Schedule: 35 HOURS , Weekly Rule: 35 HOUR WEEK) | | | | | | | | | | | |
|--|-----------------|-------|----|-----|--------|--------|--------|--------|--------|--------|-------|
| Date | In | Out | In | Out | Basic | Third | Half | Double | SA | OSA | Shift |
| Mon 06 Aug | 08:43 | 15:45 | | | x01.00 | x01.33 | x01.50 | x02.00 | x01.00 | x01.00 | 8-4 |
| Tue 07 Aug | 08:46 | 18:00 | | | 07:00 | 02:30 | | | | | 35HRS |
| | | | | | | | | | | | |
| Wed 08 Aug | Absent (System) | | | | 00:00 | | | | | | |
| Thu 09 Aug | 10:28 | 17:30 | | | 05:15 | 01:45 | | | | | 35HRS |
| Fri 10 Aug | 09:32 | 15:48 | | | 06:15 | | | | | | 35HRS |
| Sat 11 Aug | 00:30 | | | | 00:00 | | | | | | DEF |
| Sun 12 Aug | | | | | | | | | | | |
| Weekly Hours | 29:45 | | | | 25:30 | 04:15 | | | | | |
| Weekly Rules Applied | 29:45 | | | | 29:45 | | | | | | |
| Weekly Gross Totals | 29:75 | | | | 29:75 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | |

- Click on a date to bring up the timesheet. The day on which the exception occurs will be highlighted and the exception will be shown in **red**

Approving Overtime for a Group

Within the *Exceptions* Facility:

- Select the appropriate Date Range
- Open the *Unauthorised Overtime* folder
- Find the Group or Employee you wish to Authorise
- Right click on the Group or Employee
- Select **Authorise**



- Select the employees & dates you wish to approve from the list displayed
- Click **Authorise**

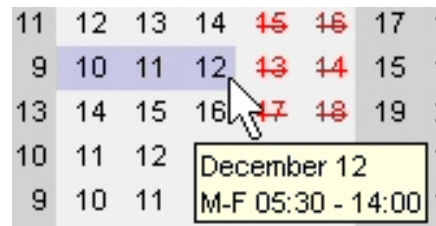
| Number | First Name | Last Name | Date | Rate | Hours | Rule | Rule Start | Rule End | Clock In | Clock Out |
|--------|------------|-----------|------------|------|-------|-------|------------|----------|----------|-----------|
| 214 | DAVID | TURNER | 28/10/2007 | 6 | 00:30 | 053U2 | 05:30 | 14:00 | 05:30 | 14:30 |
| 5626 | KIRAN | GURUNG | 28/10/2007 | 6 | 00:45 | 060U | 06:00 | 14:00 | 06:00 | 14:45 |
| 5676 | NIALL | MITCHELL | 28/10/2007 | 6 | 01:00 | 060U | 06:00 | 14:00 | 06:00 | 15:00 |
| 5725 | RITAN | RAI | 28/10/2007 | 6 | 00:30 | 053U2 | 05:30 | 14:00 | 05:30 | 14:30 |



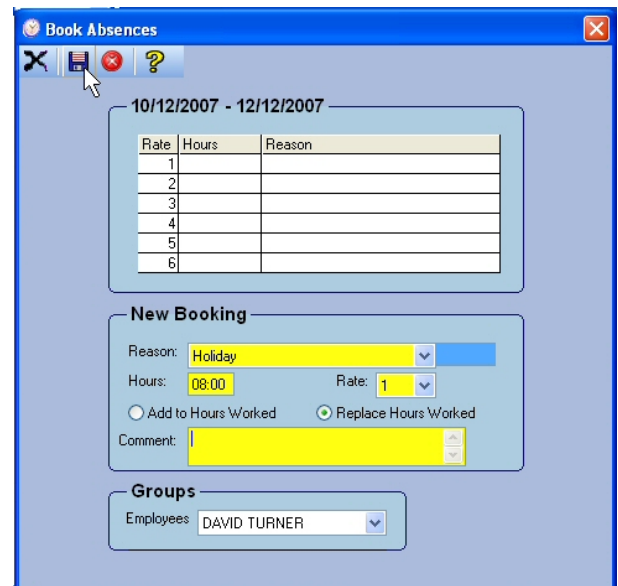
Enter:

- The amount of time you wish to approve for the whole group
- A reason (select the reason before the rate)
- The rate you wish the approved time to be added to
- A comment (optional)

Booking an Absence



- Go to the **Calendar** or **Availability** Screen
- Click and drag to select the range of dates you wish to book an absence for
- Select an absence reason
- Enter the number of hours you wish to pay / record for the absence and the pay rate
- Click on the **Save** button



| Rate | Hours | Reason |
|------|-------|--------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

New Booking

Reason: **Holiday**

Hours: **08:00** Rate: **1**

Add to Hours Worked Replace Hours Worked

Comment:

Groups

Employees: **DAVID TURNER**

Related Documents

- | | | |
|-------------------|---|--|
| INST001-xx | - | Instructions for Installing Focus on a Server / Client |
| INST004-xx | - | Instructions for Setting up a HandPunch 1000 |