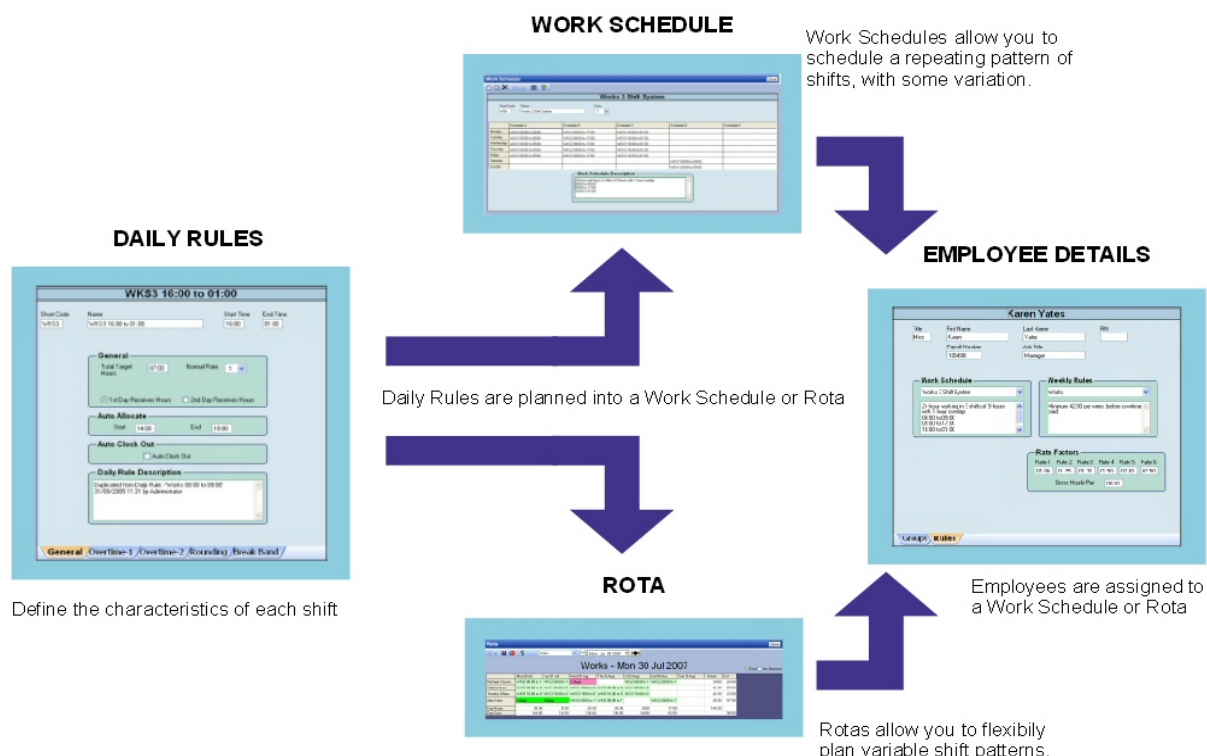


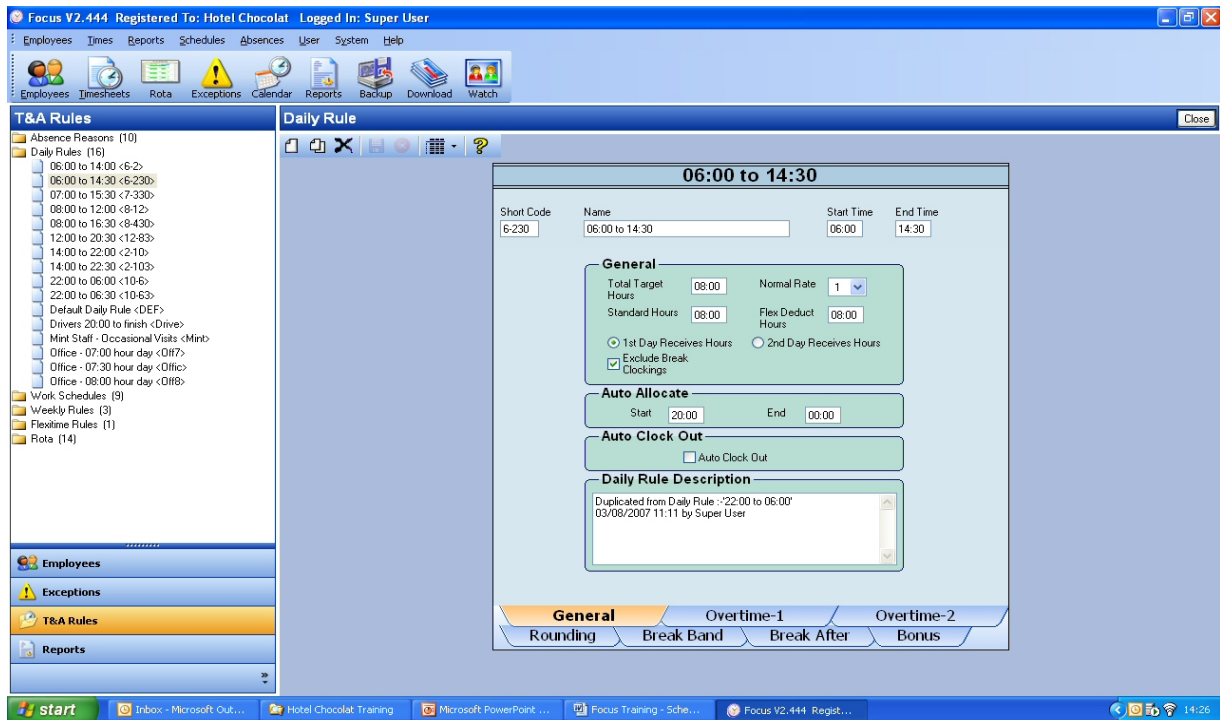
Focus Time & Attendance System with Proximity Terminal

- 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



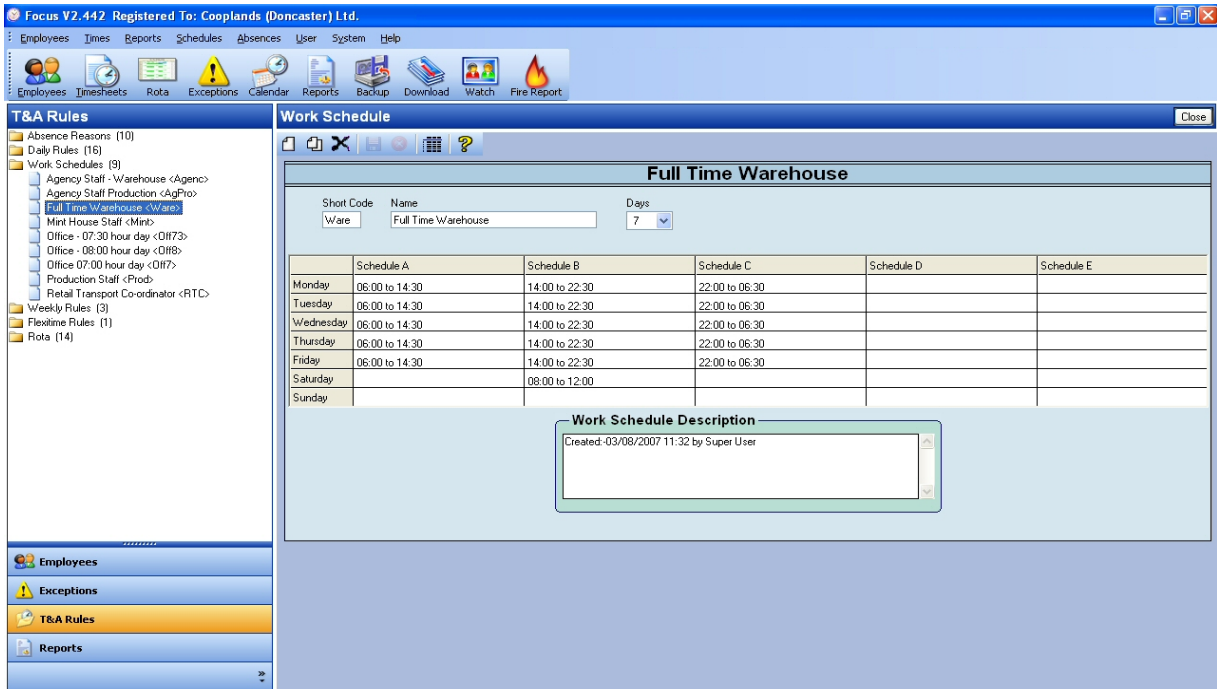
Daily Rules



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.'. The left sidebar shows a tree view of 'T&A Rules' with 'Full Time Warehouse <Ware>' selected. The main area displays a table of shifts for each day of the week, with a 'Work Schedule Description' box below it.

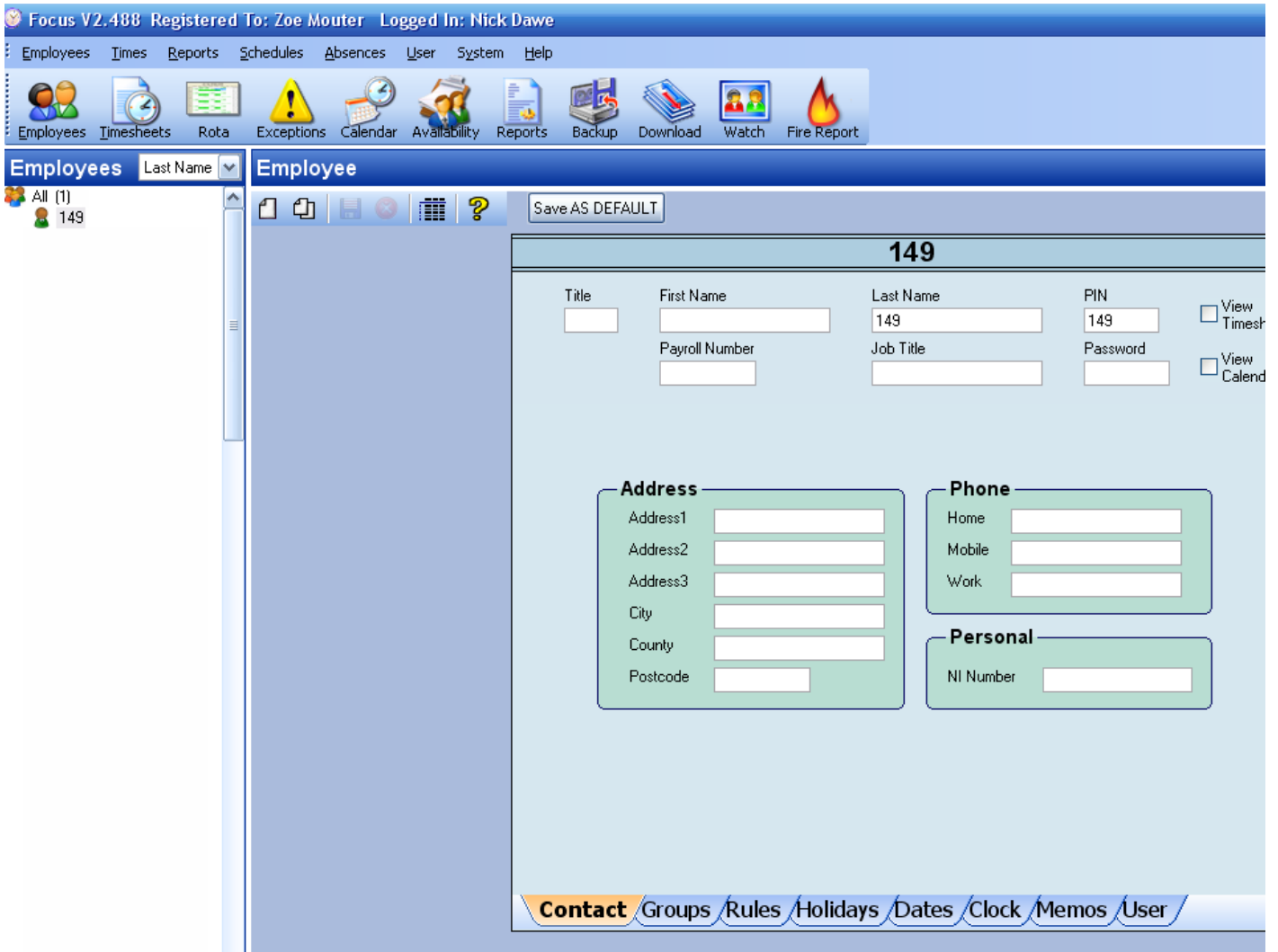
	Schedule A	Schedule B	Schedule C	Schedule D	Schedule E
Monday	06:00 to 14:30	14:00 to 22:30	22:00 to 06:30		
Tuesday	06:00 to 14:30	14:00 to 22:30	22:00 to 06:30		
Wednesday	06:00 to 14:30	14:00 to 22:30	22:00 to 06:30		
Thursday	06:00 to 14:30	14:00 to 22:30	22:00 to 06:30		
Friday	06:00 to 14:30	14:00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

Work Schedule Description
Created: 03/08/2007 11:32 by Super User

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



The screenshot shows the Focus V2.488 software interface. The top menu bar includes: Employees, Times, Reports, Schedules, Absences, User, System, Help. Below the menu is a toolbar with icons for Employees, Timesheets, Rota, Exceptions, Calendar, Availability, Reports, Backup, Download, Watch, and Fire Report. The main window is titled 'Employee' and shows a form for PIN 149. The form fields are:

149			
Title	First Name	Last Name	PIN
<input type="text"/>	<input type="text"/>	149	149
	Payroll Number	Job Title	Password
	<input type="text"/>	<input type="text"/>	<input type="text"/>

There are also checkboxes for 'View Timesheet' and 'View Calendar'. Below the main form are sections for 'Address' and 'Phone'.

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"/>
-----------	----------------------

At the bottom of the form, there are tabs for: Contact, Groups, Rules, Holidays, Dates, Clock, Memos, User. The 'Contact' tab is currently selected.

- 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

Adding Employees to the HRX Proximity Terminal

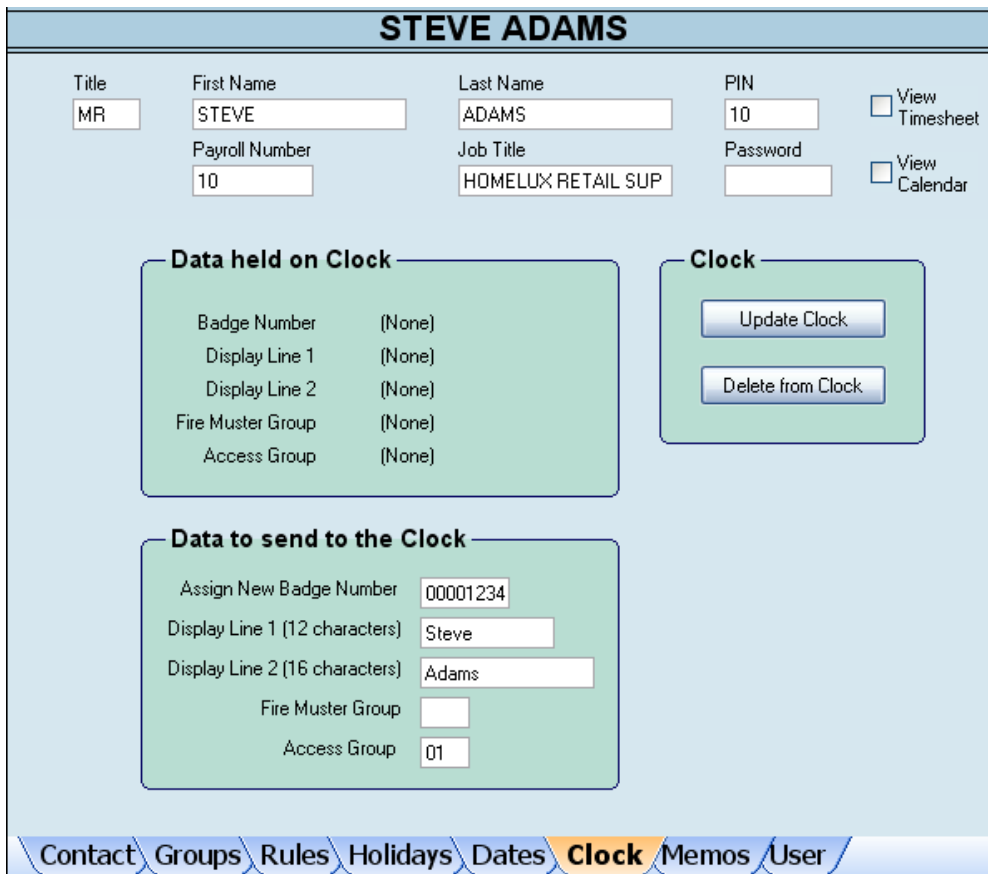


When an employee record is added to Focus they will also need a card ID assigned

- Click on the *Clock* tab under *Employee* details

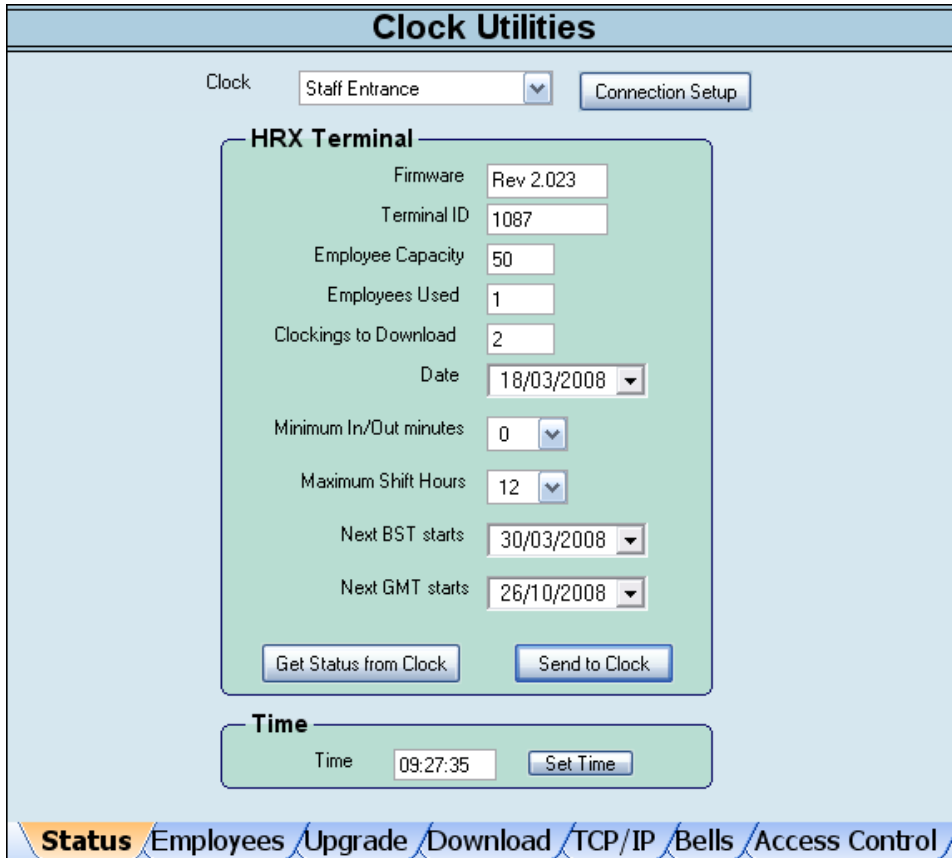
STEVE ADAMS					
Title	First Name	Last Name	PIN	<input type="checkbox"/> View Timesheet	
MR	STEVE	ADAMS	10		
	Payroll Number	Job Title	Password	<input type="checkbox"/> View Calendar	
	10	HOMELUX RETAIL SUP			
Data held on Clock			Clock		
Badge Number	(None)	<input type="button" value="Update Clock"/> <input type="button" value="Delete from Clock"/>			
Display Line 1	(None)				
Display Line 2	(None)				
Fire Muster Group	(None)				
Access Group	(None)				
Data to send to the Clock					
Assign New Badge Number	<input type="text"/>				
Display Line 1 (12 characters)	<input type="text"/>				
Display Line 2 (16 characters)	<input type="text"/>				
Fire Muster Group	<input type="text"/>				
Access Group	<input type="text"/>				
Contact Groups Rules Holidays Dates Clock Memos User					

- Enter the proximity card or fob number to be used by this employee in the *Assign New Badge Number* field
- Enter the information to be displayed on the terminal when the card or fob is read in the *Display Line* fields e.g. *Line 1: Steve Line 2: Adams*
- Enter a Fire Group number into the *Fire Muster Group* field (if applicable)
- Enter an Access Group number into the *Access Group* field (if applicable)



- Click on the Save button
- To send the card or fob number to the clock immediately, click on the *Update Clock* button. **NOTE:** this relies on a particular clock having been selected first under the *Clock Utilities* option

Alternatively, continue adding employees and their card or fob details as above. Once complete, select the *Clock Utilities* option from the *System* menu.



- Select the required clock from the *Clock* drop down box
- Click on the *Get Status from Clock* button. This will auto fill the other fields with the information currently held in that clock
- Click on the *Send to Clock* button. All clock numbers will be sent to the selected clock

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

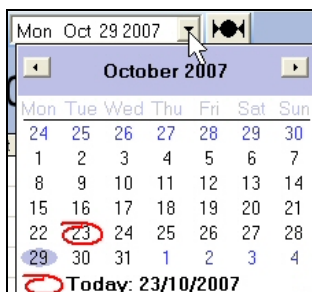
Using the Rota



- 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)

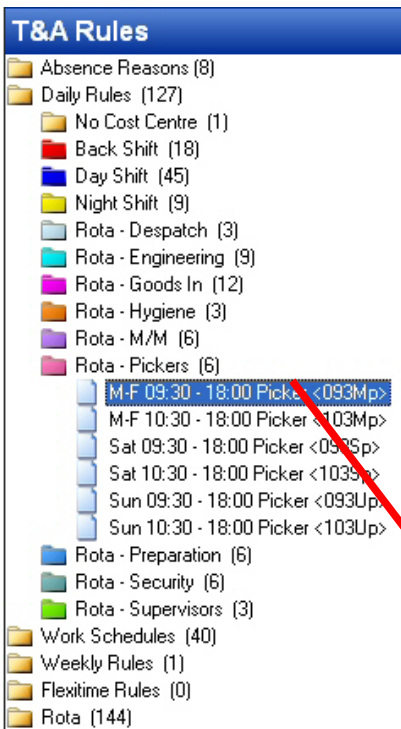


- Select the week you wish to plan

Using the Rota



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

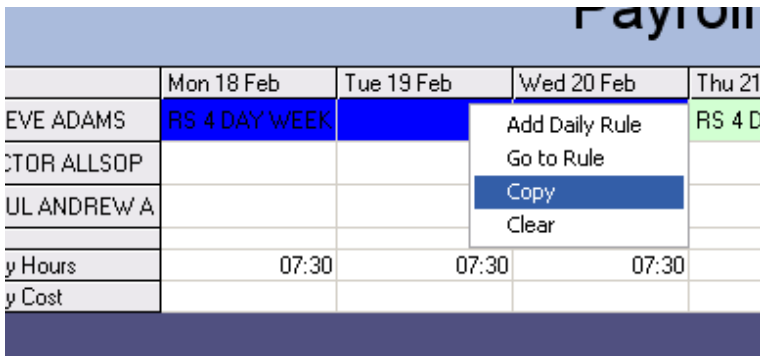


- Expand the **Daily Rules** folder in the tree view to show the daily rules (if you are using cost centres expand the appropriate cost centre(s) too)

- 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							

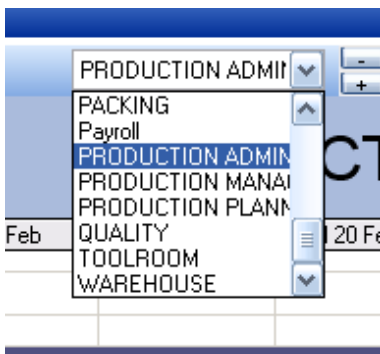
The Daily Rules planned into the Rota can also be copied and pasted into other Rotas:



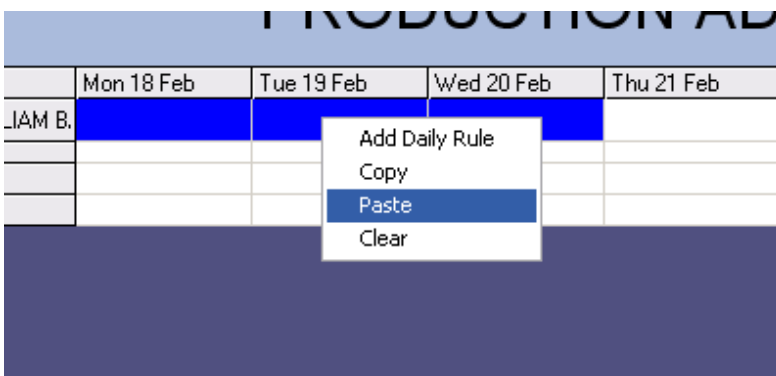
	Mon 18 Feb	Tue 19 Feb	Wed 20 Feb	Thu 21 Feb
EVE ADAMS	RS 4 DAY WEEK			RS 4 D
CTOR ALLSOP				
UL ANDREW A				
y Hours	07:30	07:30	07:30	
y Cost				

- 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	21:00 (5/15)

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
16:00	16:00 (5/15)

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
20:24	20:55
20:30	20:30 (5/15)

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

Out	Rate 1
	x01.00
00:55	08:30
01:04	08:15
01:00	01:00 (5/15)

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 1/2 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
					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											
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

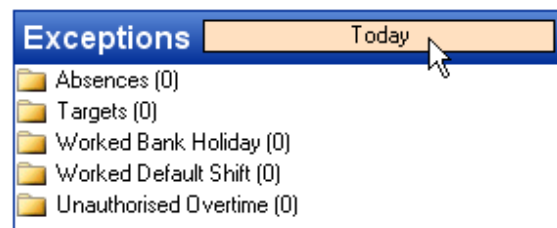
An employee's time is normally allocated to the default shift for three reasons:

- 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)

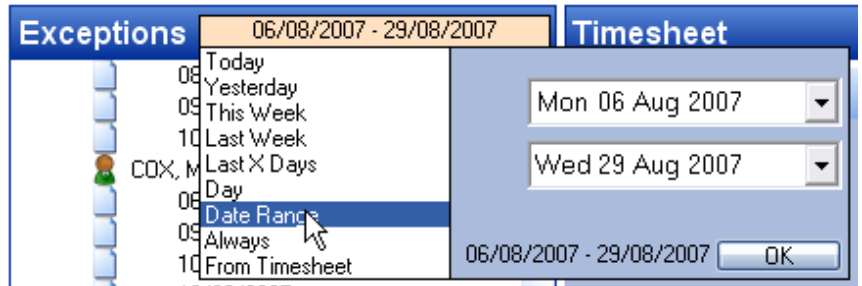
- Ensure that the Exceptions are shown in the left hand tree-view by clicking on **Exceptions**



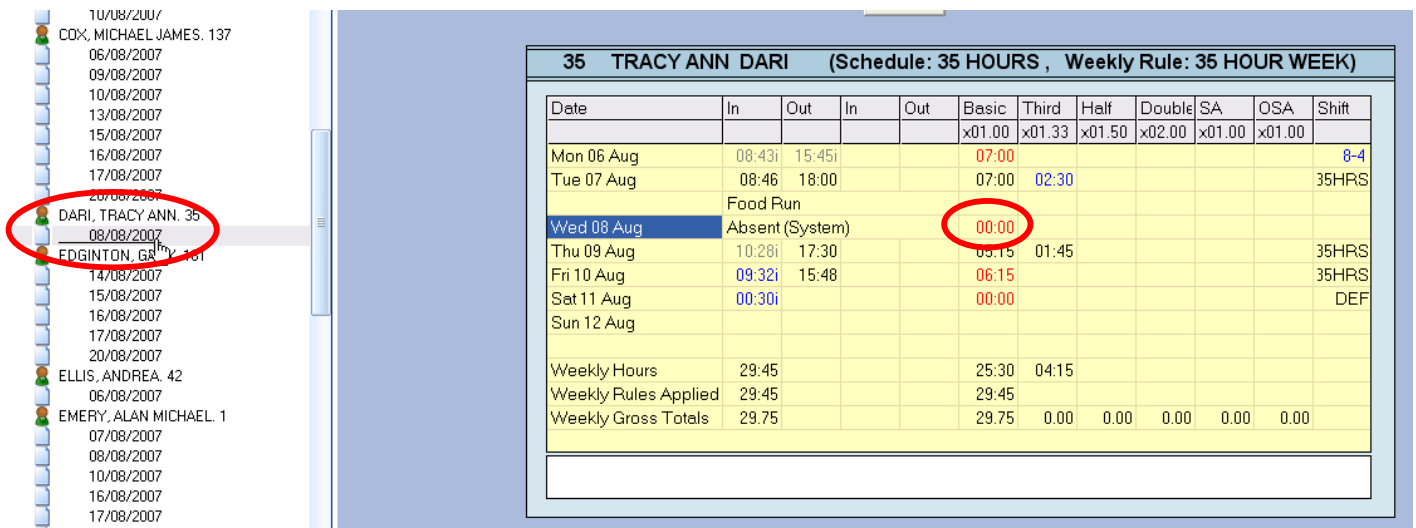
- Select the time period you wish to review by clicking on the pink box



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



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



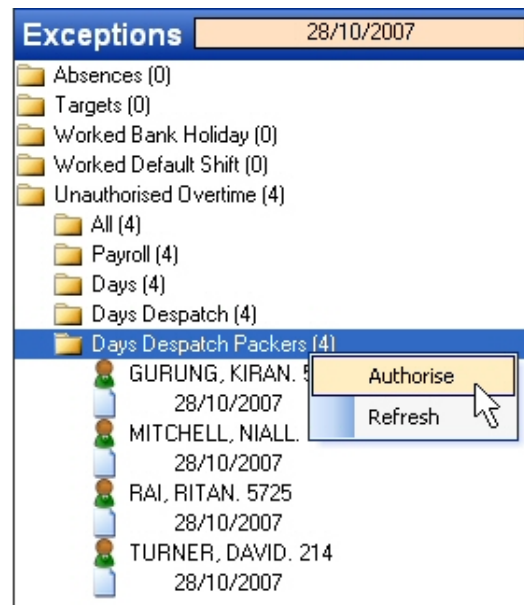
35 TRACY ANN DARI (Schedule: 35 HOURS , Weekly Rule: 35 HOUR WEEK)											
Date	In	Out	In	Out	Basic	Third	Half	Double	SA	OSA	Shift
Mon 06 Aug	08:43	15:45			x01.00	x01.33	x01.50	x02.00	x01.00	x01.00	8-4
Tue 07 Aug	08:46	18:00			07:00	02:30					35HRS
Wed 08 Aug	Absent (System)				00:00						
Thu 09 Aug	10:28	17:30			08:15	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**

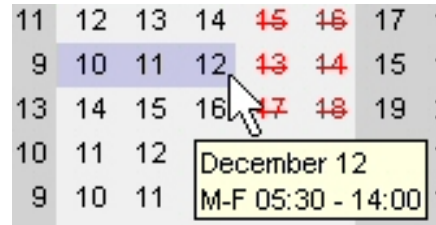
Number	First Name	Last Name	Date	Rate	Hours	Rule	Rule Start	Rule End	Clock In	Clock Out
214	DAVID	TURNER	28/10/2007	6	00:30	053U2	05:30	14:00	05:30	14:30
5626	KIRAN	GURUNG	28/10/2007	6	00:45	060U	06:00	14:00	06:00	14:45
5676	NIALL	MITCHELL	28/10/2007	6	01:00	060U	06:00	14:00	06:00	15:00
5725	RITAN	RAI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



Enter:

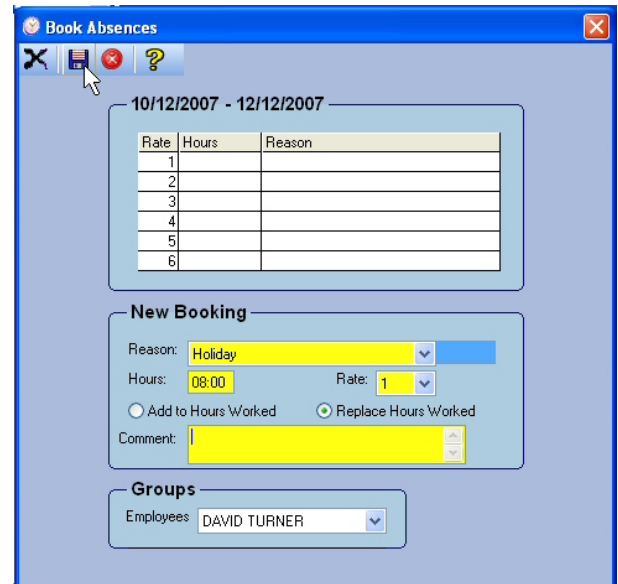
- The amount of time you wish to approve for the whole group
- A reason (select the reason before the rate)
- The rate you wish the approved time to be added to
- A comment (optional)

Booking an Absence



11	12	13	14	15	16	17
9	10	11	12	13	14	15
13	14	15	16	17	18	19
10	11	12	December 12			
9	10	11	M-F 05:30 - 14:00			

- 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**