

www.timeware.co.uk support@timeware.co.uk +44 (0) 1706 658222



# Contents

#### Course

An introduction to attendance

#### Description

Understanding timeware® attendance

Adjustments

Planner

Attendance anomalies on the 'To-Do' List

Static register overtime

Duration

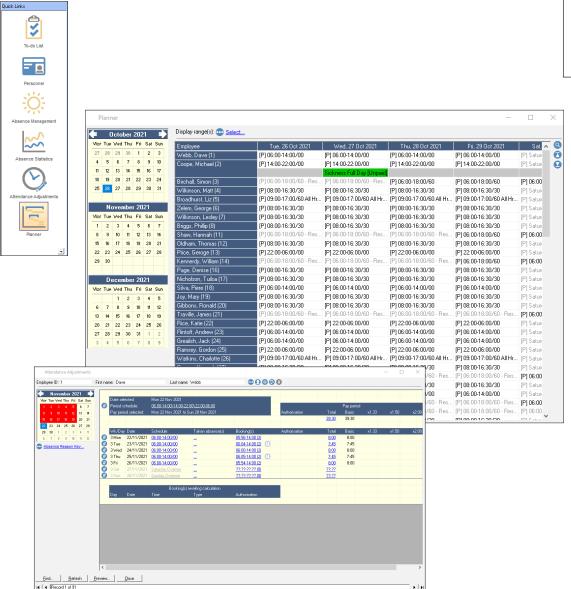
Approximately 45 minutes

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



#### Understanding timeware® attendance

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





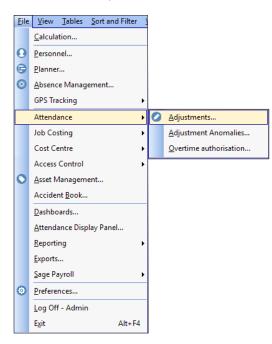


## Adjustments

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.

Employee ID: 1	First n	ame: Dave	Last name	Webb	••••	•				
November 2021										
Mor Tue Wed Thu Fri Sat		Date selected:	Mon 22 Nov 2021							
1 2 3 4 5 6	7 🖸	Period schedule:	06:00-14:00\14:00-22					Pay period		
8 9 10 11 12 13	14	Pay period selected:	Mon 22 Nov 2021 to :	Sun 28 Nov 2021		Authorisation	Total	Basic	x1.33	×1.50
15 16 17 18 19 20	21						<u>39:30</u>	39:30		
22 23 24 25 26 27										
<b>29 30</b> 1 2 3 4		Wk/Day Date	Schedule	Taken absence(s)	Booking(s)	Authorisation	Total	Basic	x1.33	x1.50
6 7 8 9 10 11					05:56-14:00 (2) 06:04-14:00 (2)		8.00	8:00 7:45		
Absence Reason Key			1 06:00-14:00/00		06:04-14:00 [2] 05		7:45 8:00	7:45		
			1 06:00-14:00/00		06:05-14:00 (2)		7:45	7:45		
	ĕ				05:54-14:00 (2)		8:00	8:00		
	Ğ		1 Saturday Overime	-	22:22:22:22:22:22:22:22:22:22:22:22:22:		22.22	0.00		
	ĕ				72:72-72:72 [0]		27:22			
				-						
			Booking(s)	awaiting calculation						
		Day Date	Time	Туре	Authorisation					
	_									
	_									
	_									
	_									
	_									
	_									
	_									
	_									
	<									
	<u> </u>									_
	Preview	w Close								

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

Find: Atten	idance Adjustments			— [	) X
Search for: Search through: Search type:	Employee ID Contains	•	00	0	
Drag a column h	header here to group by l	that column.			^
Employee ID $\Delta$	Payroll	First Name	Last Name	Known As	Emplo
1	11	Dave	Webb	Webb,Dave	Emplo
t	2 2	Michael	Сооре	Coope,Michael	Emple
	3 3	Simon	Birchall	Birchall,Simon	Emplo
	4 4	Matt	Wilkinson	Wilkinson,Matt	Emplo
	55	Liz	Broadhurst	Broadhurst,Liz	Emplo
	66	George	Zelem	Zelem,George	Emplo
	7 7	Lesley	Wilkinson	Wilkinson,Lesley	Emplo
	8 8	Phillip	Briggs	Briggs, Phillip	Emplo
•	9 9	Marie	Tree	Tree Marie	Emplo Y



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

imployee ID: 2	First nam	e: Mich	ael	Last name:	Coope	••••	0					
Mor         Tue         Wed         Thu         Fri         Sat           29         30         1         2         3         4           6         7         8         9         10         11           13         14         15         16         17         18	5 (f) 12 19	Date sel Period s Pay peri		Fri 26 Nov 2021 06:00-14:00\14:00-22 Mon 22 Nov 2021 to \$			Authorisation	Total <u>32:00</u>	Payperiod Basic 32:00	×1.33	×1.50	x2
20         21         22         23         24         25           27         28         29         30         31         1           3         4         5         6         7         8           Absence Reason Key	2 3 4 4 4 4 4 4 4 4 4 4 4	Wk/Day 3 Mon 3 Tue 3 Wed 3 Thu 3 Fri 3 Sat 3 Sun	22/11/2021 23/11/2021 24/11/2021 25/11/2021 26/11/2021 26/11/2021	Schedule 22:00:06:00:00 22:00:06:00:00 14:00:22:00:00 22:00:06:00:00 22:00:06:00:00 Solutidae Overtime Sunday Overtime	Taken absence(s)       	Booking(s) 22.01-06.30 (2) 21.59-06.48 (2) 22.02-07.02 (2) 21.58-07.02 (2) 21.58-07.02 (2) 77.77-72.72 (0) 77.77-72.72 (0)	Authorisation	Total 800 8200 77.77 800 800 77.77 77.77 77.77	Basic 8:00 8:00 8:00 8:00	x1.33	×1.50	x2
		Day	Date	Booking(s). Time	awaiting calculation Type	Authorisation						
	٤											

**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
Ð	3 Mon	22/11/2021	22:00-06:00/00	<u></u>	22:01-06:30 (2)		<u>8:00</u>	8:00			
#	3 Tue	23/11/2021	22:00-06:00/00		21:59-06:48 (2)		<u>8:00</u>	8:00			
#	3 Wed	24/11/2021	14:00-22:00/00	Sickness Full Day [Un	<u>??:??-??:?? (0)</u>		22:22				
<b>#</b>	3 Thu	25/11/2021	22:00-06:00/00		22:02-07:02 (2)		<u>8:00</u>	8:00			
<b>#</b>	3 Fri	26/11/2021	22:00-06:00/00		21:58-07:02 (2) 🖉		<u>8:00</u>	8:00			
<b>#</b>	3 Sat	27/11/2021	Saturday Overime		<u>??:??-??:?? (0)</u>		22:22				
#	3 Sun	28/11/2021	Sunday Overtime		<u>??:??-??:?? [0]</u>		22:22				



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

Attendance Adjustment Bookings, edit in progress					- 🗆 ×		
ployee ID: 2 First name: Michael	Last name: Coope	00					
Date relected: Non 22 Nov 2021 Actuals for "22.00-06:00/00" ** Contribute ** Stat Terminal From Date From Date Stat Terminal From Date F	rom Time Terminal To Dele 201 Shop Picor Tue 23/11/2 Enployee has marually ended t Benove from adjuzment anonu		Date Time	Actual Bookings Alter Calculation           Std         Dale         Trace         Type           Std         Dale         Trace         Type           Std         Dale         Trace         Type           Std         Two 2011/2021         200         Paid           Stdr 2         Two 2011/1/2021         06:30         Paid	Peofit		
x1.33? None Awaiting decision	otte Ansunt Overide_ uthorised By Ansunt Overidden 0:30 No						
1507 None Awaling decision 1200 None Awaling decision	0.00 <u>No</u> 0.00 <u>No</u>						
				Authorisation Monic	>		
[erot				Autroniced by Autrolisation status: C Average C Declined	inn 🔽 Frankel		
							6
All amendmen	its are aud	ited by time	ware®. T	he 🖊 🛛 icon d	enotes a mar	iual change.	

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

<u>F</u> ind <u>R</u> efresh	<u>P</u> review	<u>C</u> lose
------------------------------	-----------------	---------------



#### Planner

1. Click on the <Planner> Quick Link,



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

<u>F</u> ile	<u>V</u> iew <u>T</u> ables <u>S</u> ort and Filter <u>V</u>										
	<u>C</u> alculation										
0	<u>P</u> ersonnel										
6	<u>P</u> lanner										
$\odot$	<u>A</u> bsence Management										
	GPS Tracking										
	Attendance •										
	Job Costing										
	Cost Centre										
	Access Control										
0	<u>A</u> sset Management										
	Accident <u>B</u> ook										
	<u>D</u> ashboards										
	<u>A</u> ttendance Display Panel										
	Reporting										
	<u>E</u> xports										
	Sage Payroll										
٢	Preferences										
	Log Off - Admin										
	E <u>x</u> it Alt+F4										





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

📮 October 2021 🔹 🕨	Display range(s): 😳 <u>Select</u>					
Mor Tue Wed Thu Fri Sat Sun	Employee	Tue, 26 Oct 2021	Wed, 27 Oct 2021	Thu, 28 Oct 2021	Fri, 29 Oct 2021	Sat, 🔨
27 28 29 30 1 2 3	Webb, Dave (1)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] Saturi
4 5 6 7 8 9 10	Coope, Michael (2)	[P] 14:00-22:00/00	[P] 14:00-22:00/00	[P] 14:00-22:00/00	[P] 14:00-22:00/00	[P] Saturi
11 12 13 14 15 16 17			Sickness Full Day [Unpaid]			
18 19 20 21 22 23 24	Birchall, Simon (3)	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60	[P] 06:00-18:00/60	[P] 06:00
25 26 27 28 29 30 31	Wilkinson, Matt (4)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] Saturi
	Broadhurst, Liz (5)	[P] 09:00-17:00/60 All Hr	[P] 09:00-17:00/60 All Hr	[P] 09:00-17:00/60 All Hr	[P] 09:00-17:00/60 All Hr	[P] Saturi
November 2021	Zelem, George (6)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] Saturi
Mor Tue Wed Thu Fri Sat Sun	Wilkinson, Lesley (7)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] Saturi
1 2 3 4 5 6 7	Briggs, Phillip (8)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] Saturi
8 9 10 11 12 13 14	Shaw, Hannah (11)	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60	[P] 06:00
15 16 17 18 19 20 21	Oldham, Thomas (12)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] Saturi
22 23 24 25 26 27 28	Price, Geroge (13)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] Saturi
29 30	Kennerdy, William (14)	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60	[P] 06:00
	Page, Denise (16)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] Saturi
December 2021	Nicholson, Tuilsa (17)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] Satun
Mor Tue Wed Thu Fri Sat Sun	Silva, Piere (18)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] Saturi
1 2 3 4 5	Joy, Mary (19)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] Satun
6 7 8 9 10 11 12	Gibbons, Ronald (20)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] Saturi
13 14 15 16 17 18 19	Traville, James (21)	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00
20 21 22 23 24 25 26	Rice, Katie (22)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] Satun
27 28 29 30 31 1 2	Flintoff, Andrew (23)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] Saturi
3 4 5 6 7 8 9	Grealish, Jack (24)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] Satun
	Ramsey, Gordon (25)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] Saturi
	Watkins, Charlotte (26)	[P] 09:00-17:00/60 All Hr	[P] 09:00-17:00/60 All Hr	[P] 09:00-17:00/60 All Hr	[P] 09:00-17:00/60 All Hr	[P] Satun
	Cooper, Hannah (27)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] Saturi
	Marrison, Naomi (28)	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00
	Cooper, Rachel (29)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] Satun
	Hale, George (30)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] Saturi
	Tomlinson, Oliver (31)	[P106:00-18:00/60 - Res	(D) 00-00 10-00 /00 D oc	[D100-0010-00/00 Dee	[P] 06:00-18:00/60 - Res	(D) 00 00

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

Planner						
📁 October 2021 🔹	Display range(s): 😳 <u>Select</u>					
Mor Tue Wed Thu Fri Sat Sun	Employee	Tue, 26 Oct 2021	Wed, 27 Oct 2021	Thu, 28 Oct 2021	Fri, 29 Oct 2021	Sat, 🔺
27 28 29 30 1 2 3	Webb, Dave (1)	[P] 22:00-06:00/00 (1)	[P] 22:00-06:00/00 (i	(P) 22:00-06:00/00	(P) 22:00-06:00/00	[P] Satur
4 5 6 7 8 9 10 11 12 13 14 15 16 17	Coope, Michael (2)	[P] 22:00-06:00/00 ①	(P) 22:00-06:00/0	ve changes Ctrl+S	(P) 22:00-06:00/00 ①	[P] Saturi
18 19 20 21 22 23 24	Birchall, Simon (3)	[P] 06:00-18:00/60 · Res	[P] 06:00-18:00/6 Ac	ld 🕨	G Schedule	[P] 06:00
25 26 27 28 29 30 31	Wilkinson, Matt (4)	(P) 08:00-16:30/30	(P) 08:00-16:30/3 Se	lection +	[P] 08:00-16:30/30	[P] Satun
	Broadhurst, Liz (5)	[P] 09:00-17:00/60 All Hr			[P] 09:00-17:00/60 All Hr	[P] Saturi
November 2021	Zelem, George (6)	[P] 08:00-16:30/30	(P) 08:00-16:30/3 Co	ontent •	[P] 08:00-16:30/30	[P] Saturi
Mor Tue Wed Thu Fri Sat Sun	Wilkinson, Lesley (7)	[P] 08:00-16:30/30	(P) 08:00-16:30/3 😋 Re	fresh Ctrl+R	[P] 08:00-16:30/30	[P] Satun
1 2 3 4 5 6 7	Briggs, Phillip (8)	[P] 08:00-16:30/30	(P) 08:00-16:30/3		[P] 08:00-16:30/30	[P] Saturi
8 9 10 11 12 13 14	Shaw, Hannah (11)	[P] 06:00-18:00/60 · Res	[1.] 00.00-10.00/0	int preview	[P] 06:00-18:00/60 - Res	[P] 06:00
15 16 17 18 19 20 21	Oldham, Thomas (12)	(P) 08:00-16:30/30	(P) 08:00-16:30/3 🖶 Pri	int	[P] 08:00-16:30/30	[P] Satun
22 23 24 25 26 27 28	Price, Geroge (13)	[P] 22:00-06:00/00	[P] 22:00-06:00/0	ido changes	[P] 22:00-06:00/00	[P] Saturi
29 30	Kennerdy, William (14)	[P] 06:00-18:00/60 · Res	[P] 06:00-18:00/6	iuo changes	[P] 06:00-18:00/60 - Res	[P] 06:00
	Page, Denise (16)	(P) 08:00-16:30/30	(P) 08:00-16:30/3 💟 Re	set layout	[P] 08:00-16:30/30	[P] Satun
December 2021	Nicholson, Tuilsa (17)	[P] 08:00-16:30/30	(P) 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] Saturi
Mor Tue Wed Thu Fri Sat Sun	Silva, Piere (18)	[P] 14:00-22:00/00	[P] 14:00-22:00/00	[P] 14:00-22:00/00	[P] 14:00-22:00/00	[P] Saturi
1 2 3 4 5	Joy, Mary (19)	[P] 08:00-16:30/30	(P) 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] Satun
6 7 8 9 10 11 12	Gibbons, Ronald (20)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] Saturi
13 14 15 16 17 18 19	Traville, James (21)	[P] 06:00-18:00/60 · Res	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00
20 21 22 23 24 25 26	Rice, Katie (22)	(P) 22:00-06:00/00	(P) 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] Satun
27 28 29 30 31 1 2	Flintoff, Andrew (23)	[P] 06:00-14:00/00	(P) 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] Saturi
3 4 5 6 7 8 9	Grealish, Jack (24)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] Satun
	Ramsey, Gordon (25)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] Satun
	Watkins, Charlotte (26)	[P] 09:00-17:00/60 All Hr	[P] Saturi			
	Cooper, Hannah (27)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] Saturi
	Marrison, Naomi (28)	[P] 06:00-18:00/60 · Res	(P) 06:00-18:00/60 · Res	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00
	Cooper, Rachel (29)	[P] 08:00-16:30/30	(P) 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] Saturi
	Hale, George (30)	[P] 06:00-14:00/00	(P) 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] Satun
	Tomlinson, Oliver (31)	[P] 06:00-18:00/60 · Res	(P) 06:00-18:00/60 - Res.	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00
	Khan, Mohammed (32)	(P) 06:00-18:00/60	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - Res	[P] 06:00
	Fib.4. All.6. (20)	101.00.00 10.00/20	101.00.00 10.00/00	101.00.00 10.00/00	101.00.00 10.00.00	101 C Y



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

Employee	Tue, 26 Oct 2021	Wed, 27 Oct 202	1   Thu	u, 28 Oct 2021	Fri, 29 Oc	t 2021
Webb, Dave (1)		[P] 22:00-06:00/00	(P) 22:0		) [P] 22:00-06:00	
Coope, Michael (2)	[P] 22:00-06:00/00 🛛 🕕	[P] 22:00-06:00/00	[P] 22:0	0-06:00/00 🤅 👔	) [P] 22:00-06:00	1/00
		Sickness Full Day [Un	Add Diana	ner Schedule		
Birchall, Simon (3)	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - F	Add Plant	ter schedule		
Wilkinson, Matt (4)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	Drag a colur	mn header here to	group by that colu	umn.
Broadhurst, Liz (5)	[P] 09:00-17:00/60 All Hr	[P] 09:00-17:00/60 Al		1		
Zelem, George (6)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		Description <b>A</b>		Туре
Wilkinson, Lesley (7)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	06001400	06:00-14:00/00		Work
Briggs, Phillip (8)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	06001800	06:00-18:00/60		Work
Shaw, Hannah (11)	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - F	0600180R	06:00-18:00/60 -	Rest Day	Restd
Oldham, Thomas (12)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	08001630	08:00-16:30/30		Work
Price, Geroge (13)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	09001700	09:00-17:00/60 A	ll Hrs Std	Work
Kennerdy, William (14)	[P] 06:00-18:00/60 - Res	[P] 06:00-18:00/60 - F	14002200	14:00-22:00/00		Work
Page, Denise (16)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	22000600	22:00-06:00/00		Work
Nicholson, Tuilsa (17)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	NON01	Non Working Day	,	Restd
Silva, Piere (18)	[P] 14:00-22:00/00	[P] 14:00-22:00/00	SAT01	Saturday Overime	•	Restd
Joy, Mary (19)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	SUN01	Sunday Overtime		Restd
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 🕕



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

P	lanı	ner											
+	(	Dcto	ber	202	21		Display range(s): 😳 <u>Select</u>						
Mor	Tue	Ved	Thu	Fri	Sat	Sun	Employee	Tue, 26 Oct 202	21	Wed, 27 0	ct 2021	Thu, 28 Oct 2021	Fri,
27	28	29	30	1	2	3	Webb, Dave [1]	[P] 22:00-06:00/00	G	[P] 08:00-16:30	)/30	[P] 22:00-06:00/00	<ol> <li>[P] 22:00</li> </ol>
4	5	6	7	8	9	10				[P] 22:00-06:00			
11	12	13	14	15	16	17	Coope, Michael (2)	[P1 22:00-06:00				(P) 22:00-06:00/00	D [P] 22:00
18	19	20	21	22	23	24		(F) 22:00-06:00	Save	changes	Ctrl+S		
25	26	27	28	29	30	31	Birchall, Simon (3)	[P] 06:00-18:00	Add		•	P] 06:00-18:00/60 - Res	P) 06:00
							Wilkinson, Matt (4)	(P) 08:00-16:30	Selec	tion	•	Copy	Ctrl+C
	N	ove	mbe	r 20	121		Broadhurst, Liz (5)	IP109-00-17-00		all, Simon (3)		Paste	Ctrl+V
Mor	Tue	Wed	Thu	Fri	Sat	Sun	Zelem, George (6)	[P] 08:00-16:30	Diren	all, simon (s)			
1	2	3	4	5	6	7	Wilkinson, Lesley (7)	(P) 08:00-16:30	Block	c	•	😢 <u>D</u> elete	DELETE
8	9	10	11	12	13	14	Briggs, Phillip (8)	[P] 08:00-16:30	Cont	ant		Contribute	Ctrl+P
15	16	17	18	19	20	21	Shaw, Hannah (11)	[P] 06:00-18:00				Non-contribute	Ctrl+D
22	23	24	25	26	27	28	Oldham, Thomas (12)	[P] 08:00-16:30 Ġ	<u>R</u> efre	sh	Ctrl+R	JL=106.00-16.30730	1-100.00
29	30						Price, Geroge (13)	[P] 22:00-06:00	Drint	preview		[P] 22:00-06:00/00	[P] 22:00
							Kennerdy, William (14)	(P) 06:00-18:00				[P] 06:00-18:00/60 - Res	[P] 06:00
	D	ece	mbe	r 20	121		Page, Denise (16)	[P] 08:00-16:30 💆	Print			[P] 08:00-16:30/30	(P) 08:00
Mor	Tue	Ved	Thu	Fri	Sat	Sun	Nicholson, Tuilsa (17)	[P] 08:00-16:30 🥎	Unde	changes		[P] 08:00-16:30/30	[P] 08:00
_		1	2	3	4	5	Silva, Piere (18)	IP114:00-22:00	-	-		[P] 14:00-22:00/00	(P) 14:00
0	7	8			11	12	Joy, Mary (19)	IP1 08:00-16:30 🍑	Reset	layout		[P] 08:00-16:30/30	[P] 08:00

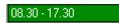
The schedule will then be marked with a (P) to denote 'contributes to period'.

#### [P] 08.30 - 17.30

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

	PI	ann	er											
K		0	) cto	ber	202	1		Display range(s): 💀 <u>Select</u>						
1	lor		Wed		Fri		Sun	Employee	Tue, 26 Oct 20	21	Wed, 27 Oct	2021	Thu, 28 Oct 2021	Fri, 29
	27	28	29	30	1	2	3	Webb, Dave (1)	[P] 22:00-06:00/00	(	[P] 08:00-16:30/3	30	[P] 22:00-06:00/00	<ol> <li>[P] 22:00-06</li> </ol>
	4	5	6	7	8	9	10				[P] 22:00-06:00/0	0 🛈		
	11	12	13	14	15	16	17	Coope, Michael (2)	[P] 22:00-06:00/1	5	ve changes	Ctrl+S	22:00-06:00/00	<ol> <li>[P] 22:00-06</li> </ol>
	18	19	20	21	22	23	24			20	ve enunges	curro		
	25	26	27	28	29	30	31	Birchall, Simon (3)	[P] 06:00-18:00/	Ac	id		] 06:00-18:00/60 · R	es [P] 06:00-18
					_			Wilkinson, Matt (4)	[P] 08:00-16:30/	Se	lection	,	Copy	Ctrl+C
		N	oven	nbe	20	21		Broadhurst, Liz (5)	[P] 09:00-17:00/	Bi	rchall, Simon (3)	,	Paste	Ctrl+V
1	lor	Tue	Wed	Thu	Fri	Sat	Sun	Zelem, George (6)	[P] 08:00-16:30/: -				C Delete	DELETE
	1	2	3	4	5	6	7	Wilkinson, Lesley (7)	[P] 08:00-16:30/	Ble	ock	'		P
	8	9	10	11	12	13	14	Briggs, Phillip (8)	[P] 08:00-16:30/	Co	ontent	,	Contribute	Ctrl+P
	15	16	17	18	19	20	21	Shaw, Hannah (11)	[P] 06:00-18:00/(				Non-contribut	e 💦 Ctrl+D
	22	23	24	25	26	27	28	Oldham, Thomas (12)	[P] 08:00-16:30/: 🖯			Ctrl+R	7108:00-16:30/30	[P] 08:00-T6
	29	30						Price, Geroge (13)	[P] 22:00:06:00/I	Pr	int preview		?] 22:00-06:00/00	[P] 22:00-06
								Kennerdy, William (14)			int		] 06:00-18:00/60 · R	es [P] 06:00-18
		D	есеп	nbe	20	21		Page, Denise (16)	[P] 08:00-16:30/:	0" <u>E</u> 1			2] 08:00-16:30/30	[P] 08:00-16
1	lor	Tue	Wed	Thu	Fri	Sat	Sun	Nicholson, Tuilsa (17)	[P] 08:00-16:30/: 🔨				2] 08:00-16:30/30	[P] 08:00-16
-			1	2	3	4	5	Silva, Piere (18)	[P] 14:00-22:00/	Re	ret lavout		P] 14:00-22:00/00	[P] 14:00-22
-	8	7	٥		10	11	12	Jov, Marv (19)	[P] 08:00-16:30/	17e	seciayout	•	1 08:00-16:30/30	(P) 08:00-16

The (P) marker will disappear.



**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.



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

Mor To 27 2	'ue ₩	of The				Display range(s): 😳 <u>Select</u>			
27 2		ru in	Fri	Sat	Sun	Employee	Tue, 26 Oct 202	21	Wed, 27 Oct 2021
	28 2	9 30	1	2	3	Webb, Dave (1)	[P] 22:00-06:00/00	G	[P] 08:00-16:30/30
4	5	5 7	8	9	10				[P] 22:00-06:00/00 (i
11 1	12 1	3 14	15	16	17	Coope, Michael (2)	[P] 22:00-06:00/C		
18 1	19 2	0 21	22	23	24			<u>S</u> av	e changes Ctrl+S
25 2	26 2	7 28	29	30	31	Birchall, Simon (3)	[P] 06:00-18:00/6	Add	4
						Wilkinson, Matt (4)	(P) 08:00-16:30/(	Sele	ection
	Nov	embe	er 20	121		Broadhurst, Liz (5)	[P] 09:00-17:00/{		
Mor Te	'ue V	ed The	ı Fri	Sat	Sun	Zelem, George (6)	(P) 08:00-16:30/( -	BIR	hall, Simon (3)
1 3	2	3 4	5	6	7	Wilkinson, Lesley (7)	[P] 08:00-16:30/(	Blo	ck
8	9 1	0 11	12	13	14	Briggs, Phillip (8)	[P] 08:00-16:30/(	Car	ntent
15 1	16 1	7 18	19	20	21	Shaw, Hannah (11)	[P] 06:00-18:00/6 _	Cor	itent
22 2	23 2	4 25	26	27	28	Oldham, Thomas (12)	(P) 08:00-16:30/: 🖯	Ref	resh Ctrl+F
29 3	30					Price, Geroge (13)	[P] 22:00-06:00/(	Dele	t preview
						Kennerdy, William (14)	[P] 06:00-18:00/6		-
	Dec	embe	er 20	121		Page, Denise (16)	(P) 08:00-16:30/;	Prir	it
Mor T	ue W	ed The	Fri	Sat	Sun	Nicholson, Tuilsa (17)	(P) 08:00-16:30/( <		

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

Cancel Confirmation	X
Are you sure yo	ou want to abandon any changes?
	Yes No

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





# 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.

<u>File View Tables Sort a</u>	and Filter <u>W</u> izards <u>A</u> dvanced <u>H</u> ardware <u>H</u> elp
Quick Links	`To-do' List
To-do List	Solution Community, latest news and major developments about your product
	System Health A timeware® has been unable to collect any bookings from your terminal(s) since '8:27am on Thu 21 August 2014'
Dashboard	😻 Attendance Adjustments
	<ul> <li>[43] Outstanding missed bookings that require attention</li> <li>[217] Outstanding unauthorised absences that require attention</li> <li>[11] Full day absences have been worked that may require attention</li> </ul>

- 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

nt 'To-Do' items covered in this



**Youlube** 

Link to Adjustments on the 'To-Do' list



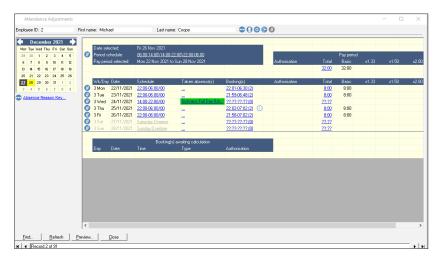
**3.** Outstanding unauthorised absences that require attention. This 'To-Do' item highlights days, (or parts of days), where a person has missed work without there being a pre-planned reason for the absence.

🐳 Attendance Adjustments	
[217] Outstanding unauthorised absences that require attention	<u>m</u>

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

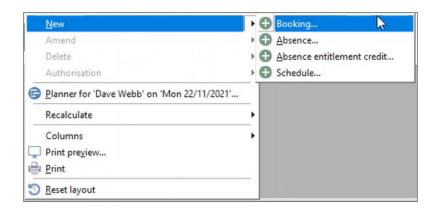
nomaly $\Delta$						
Employee ID $\Delta$	Payroll	First Name	Last Name	Known As	Badge Employee Status	Anoma
An unauthorised a	absence has bee	n taken against this dail	y schedule. (1414 iter	ns)		
1	1	Dave	Webb	Webb,Dave	1 Employee	Wed 1
1	1	Dave	Webb	Webb,Dave	1 Employee	Thu 12
1	1	Dave	Webb	Webb,Dave	1 Employee	Fri 13/
1	1	Dave	Webb	Webb,Dave	1 Employee	Mon 1
1	1	Dave	Webb	Webb,Dave	1 Employee	Tue 1
1	1	Dave	Webb	Webb,Dave	1 Employee	Wed 1
1	1	Dave	Webb	Webb,Dave	1 Employee	<u>Thu 1</u>
1	1	Dave	Webb	Webb,Dave	1 Employee	Fri 20/
1	1	Dave	Webb	Webb,Dave	1 Employee	Mon 2
1	1	Dave	Webb	Webb,Dave	1 Employee	Tue 24
10	10	Nathan	Louis	Louis,Nathan	10 Employee	Wed 1
10	10	Nathan	Louis	Louis,Nathan	10 Employee	Thu 12
10	10	Nathan	Louis	Louis,Nathan	10 Employee	Fri 13/
						•

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.

<u>F</u> ind	<u>R</u> efresh	Preview	<u>C</u> lose
--------------	-----------------	---------	---------------



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

Attendance Adjustments
<u>(1) Outstanding missed bookings awaiting a decision</u>

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

Attendance Adj	ustment Anom	alies				-	⊐ ×
Anomaly $\Delta$							
Employee ID $\Delta$	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Anomaly [
🗖 An uneven numbe	er of swipes are a	issigned to this daily sch	nedule. (1 item)				
1	1	Dave	Webb	Webb,Dave		1 Employee	Sun 05/01
•							Þ
Close							
<u>Finse</u>							

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

Attendance Adjustments							×
Employee ID: 1	First name: Dave	Last name: Webb	••••				
November 2021           Vtor Tue Ved Thu Fri Sat Sun           1         2         3         4         5         6         7           8         9         10         11         12         3         4         5         6         7           8         9         10         11         12         13         4         5         6         7           8         5         17         19         19         20         21         22         23         4         25         8         27         28         27         28	Date selected: Period schedule: Pay period selected:	Mon 22 Nov 2021 <u>06:00-14:00:14:00-22:00:02:00-06:00</u> Mon 22 Nov 2021 to Sun 28 Nov 2021	Authorisati	on Total <u>39:30</u>	Payperiod Basic x1 39:30	.33 ×1.50	×2.00
23 30 1 2 3 4 5 6 7 8 9 10 11 12 Absence Reason Key	Wk/Day         Date           #         3 Mon         22/11/2021           #         3 Tue         23/11/2021           #         3 Tue         23/11/2021           #         3 Thu         25/11/2021           #         3 Thu         25/11/2021           #         3 Thu         25/11/2021           #         3 Thu         25/11/2021           #         3 Sat         27/11/2021           #         3 Sun         28/11/1/2021	Schodule         Taken absence(s)           08:00:14:00:00	Booking(s)         Authorisati           05:55:14:00:12         0           06:04:14:00:12         0           06:05:14:00:12         0           05:55:14:00:12         0           27:27:27:20         27:27:27:20	on Total 8:00 7:45 8:00 7:45 8:00 22:22 22:22	Basic ×1 8:00 7:45 8:00 7:45 8:00	.33 x1.50	×2.00
	Day Date	Booking(s) awaiting calculation Time Type	Authorisation				
	<						>
Eind <u>R</u> efresh	Preview Close						F H



Click on one of the dates awaiting a decision.

Booking(s) awaiting calculation									
Day	Date	Time	Туре	Authorisation					
Mon	<u>22/11/2021</u>	<u>14:00</u>	Real time booking	Approved	i)				

Next, select Approve or Decline. Depending on how the timeware<sup>®</sup> 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: C Awaiting decision 🔽 Finalised ⓒ Approved ⓒ Declined	
<u>Cancel</u>	late

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.



**6.** 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<sup>®</sup> will attempt to calculate.

Attendance Adjustments
(1) Outstanding missed bookings that require finalisation

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

Attendance Adj	ustment Anom	alies				-	□ ×
Anomaly $\Delta$							
Employee ID $\Delta$	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Anomaly D
🗖 An uneven numbe	er of swipes are a	issigned to this daily sch	nedule. (1 item)				
1	1	Dave	Webb	Webb,Dave		1 Employee	Sun 05/01
•							Þ
Close							
<u><u><u></u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u></u>							

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

Attendance Adjustments						- 🗆 ×
Employee ID: 1	First name: Dave	Last name: Webb	••••			
November 2021           Mor Tue Vied Thu Fri Sat Sun           1         2         3         4         5         6         7           8         9         10         11         12         13         14           15         56         17         19         19         20         21           12         24         25         62         27         28	Date selected. # Period schedule: Pay period selected.	Mon 22 Nov 2021 <u>06 00-14 00:14 00-22 00:22 00-06 00</u> Mon 22 Nov 2021 to Sun 28 Nov 2021	Authorise	ation Total <u>39-30</u>	Payperiod Basic x1.33 39:30	x1.50 x2.00
23 07 1 2 3 4 5 24 00 1 2 3 4 5 6 7 8 9 10 11 12 Absence Reason Key	Wk/Day Date           # 3 Mon         22/11/2021           # 3 Tue         23/11/2021           # 3 Wed         24/11/2021           # 3 Thu         25/11/2021           # 3 Thu         25/11/2021           # 3 Fit         26/11/2021           # 3 Sun         27/11/2021           # 3 Sun         28/11/12021	06:00-14:00/00 06:00-14:00/00	Booking(s)         Authorise           05:55:14:00:12         0           05:00:14:00:12         0           05:00:14:00:12         0           05:05:14:00:12         0           05:05:14:00:12         0           05:05:14:00:12         0           27:27:27:21:00         27:27:27:22:00	ation Total 8:00 7:45 8:00 7:45 8:00 22:22 22:22	Basic         x1.33           8:00         7:45           8:00         7:45           8:00         7:45           8:00         7:45	x1.50 x2.00
	Day Date	Booking(s) awaing calculation Time Type	Authoritation			
Find   Refresh	<					>
I Record 1 of 91						) I



Click on one of the dates awaiting a decision.

Booking(s) awaiting calculation						
Day	Date	Time	Туре	Authorisation		
Mon	22/11/2021	<u>14:00</u>	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 <b>▼</b> Time: <b>14:00</b>	
Memo:	
	~
Authorisation	
Authorised by:	
Authorisation status: C Awaiting decision	
	e

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.



## 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.

😻 Static Registers	
(6 Awaiting decision) x1.33?	

**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 ∆	Date ∆	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	Tuilsa	Nicholson	Nicholson, Tuilsa		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
2	Michael	Сооре	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



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

Employee ID	First Name	Last Name	Known As	Badge	Source $\Delta$	Date ∆	Daily Schedule
16	Denise	Select	e,Denise		Daily Schedule	Thu 25/11/2021	08:00-16:30/30
1	Matt	Block	Reason	,	Daily Schedule	Thu 25/11/2021	08:00-16:30/30
2	Thomas	DIOCK			Approve	Thu 25/11/2021	08:00-16:30/30
20	Ronald	Filter (Authorisation)	Authorisa	Authorisation		Thu 25/11/2021	08:00-16:30/30
6	Denise	Print preview	Reason (A	pprove)	<u>D</u> ecline	Fri 26/11/2021	08:00-16:30/30
9	Mary	Print Print	Mary		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
1	Matt		inson,Matt		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
17	Tuilsa	<ul> <li><u>C</u>ollapse all</li> </ul>	holson, Tuilsa		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
2	Michael	+ Expand all	pe,Michael		Daily Schedule	Fri 26/11/2021	22:00-06:00/00
12	Thomas	Reset grid	ham,Thomas		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
20	Ronald	Cippons	cuppons,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