

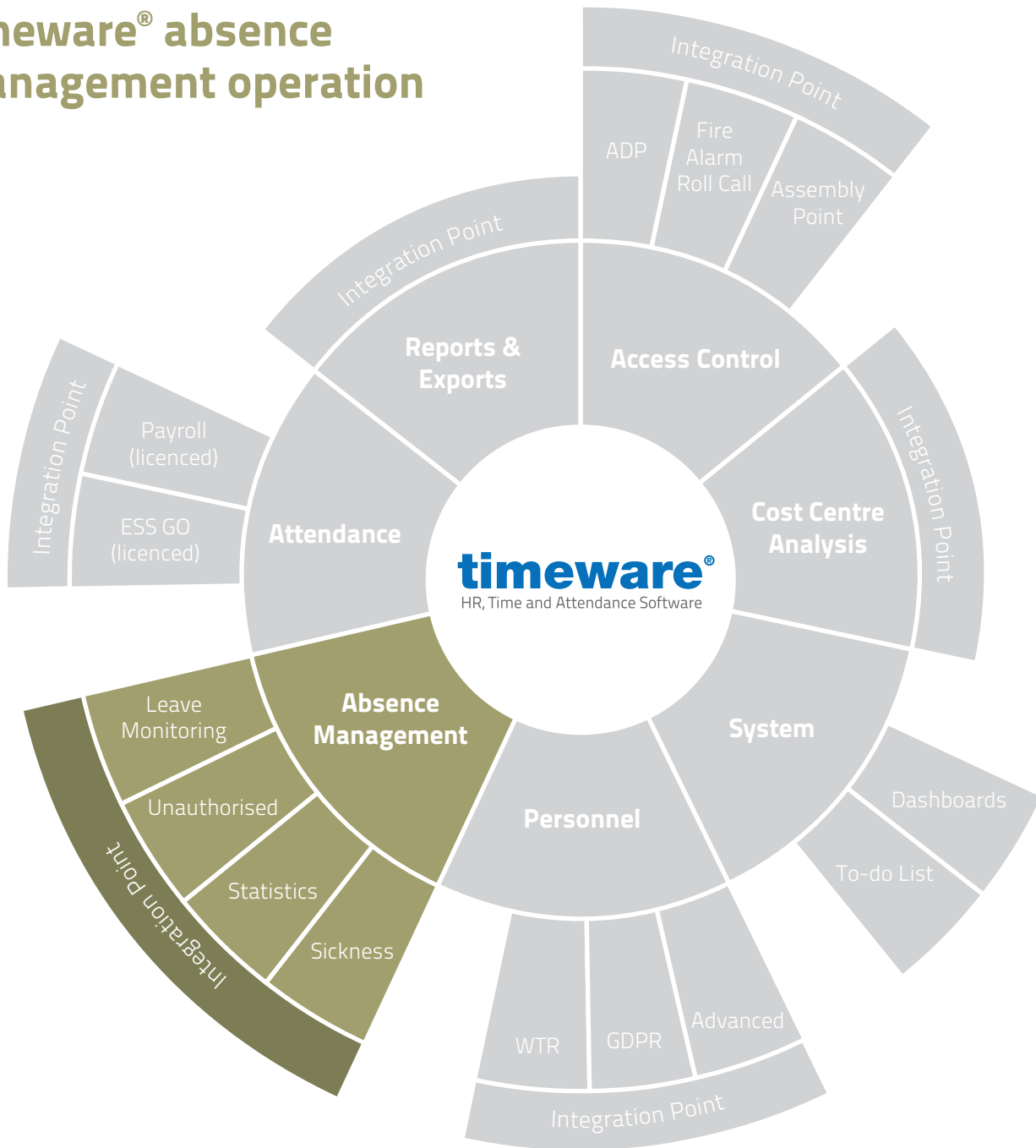
timeware®

HR, Time and Attendance Software

ON PREMISE SOFTWARE

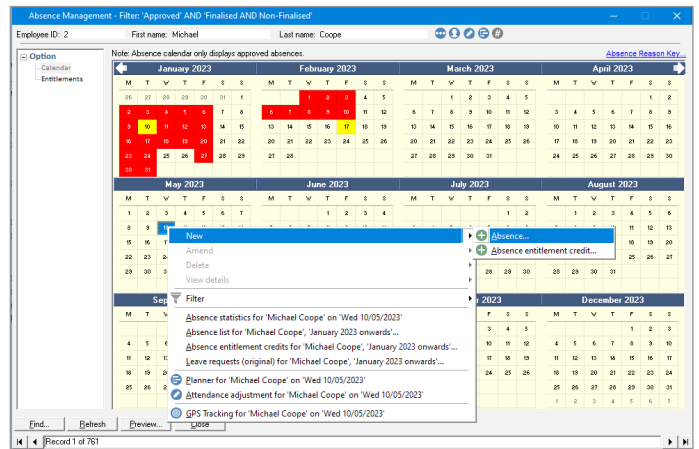
Training guide:

timeware® absence management operation

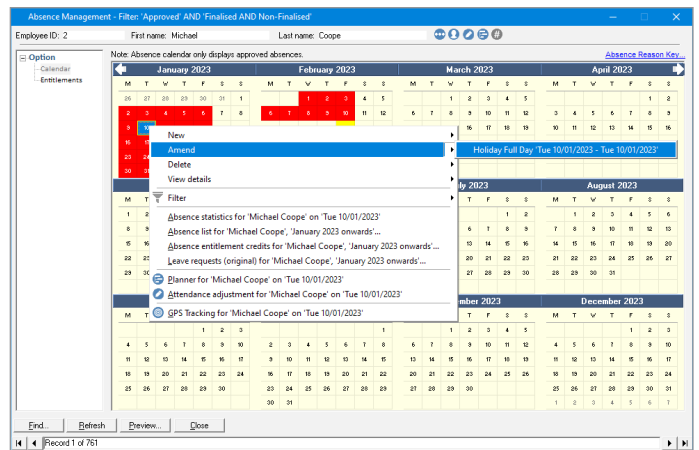


Duration approximately:
1.5-2 hours

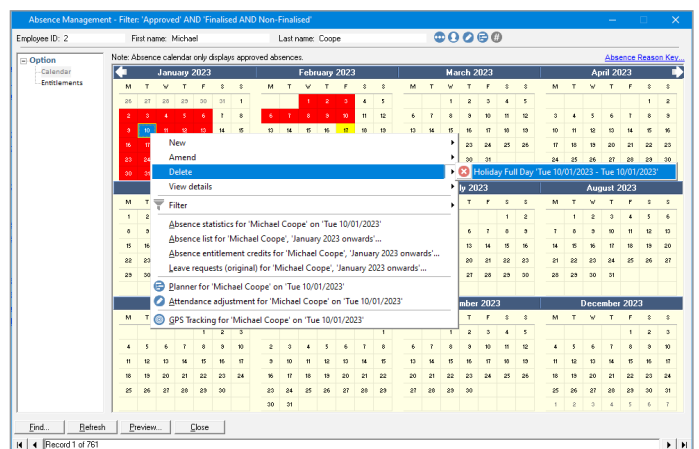
3.1 How to create a new absence



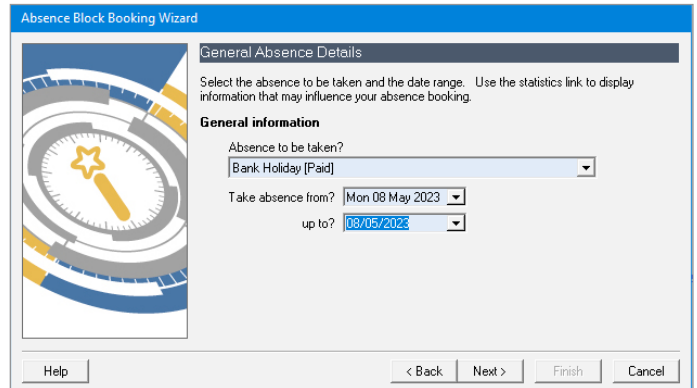
3.2 How to amend an existing absence



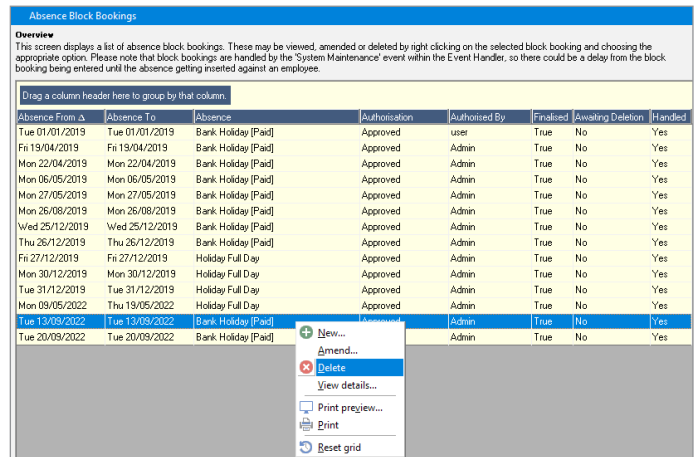
3.3 How to delete an absence



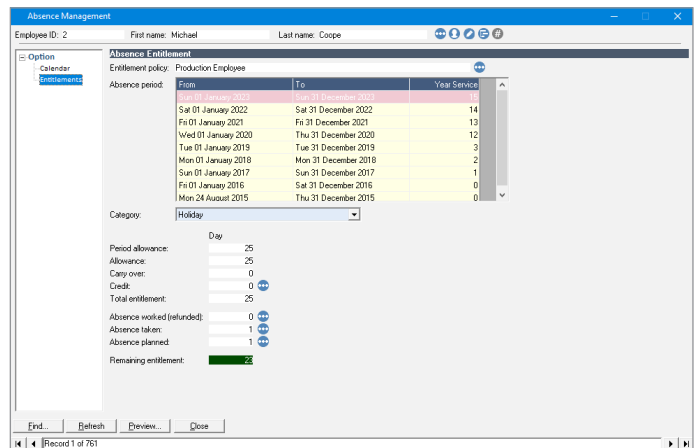
3.4 How to create block bookings



3.5 How to remove a block booking



3.6 How to view an employee's holiday entitlement



Test 1

Please complete the following:

Book a Full day Holiday for Matt Wilkinson for 17th – 21st July this year.

Book a Full day sickness for Michael Coope for 22nd August this year.

Add a block booking for the Support department for 21st December this year.

Add a holiday for Michael Coope for 7th June this year. This holiday has been approved but needs to be finalised by Simon.

Add a 2-day credit to Matt's entitlement as he worked over the weekend.