Module: m/03/501

*'Preparing your timeware® system: absence management...'*

The following module should be completed for every timeware® installation.

1. To prepare timeware® Absence reasons, select the Tables menu then Company, Absences and Absence reason...

The following screen allows the user to create different absence reasons and allocate each one to an absence category.
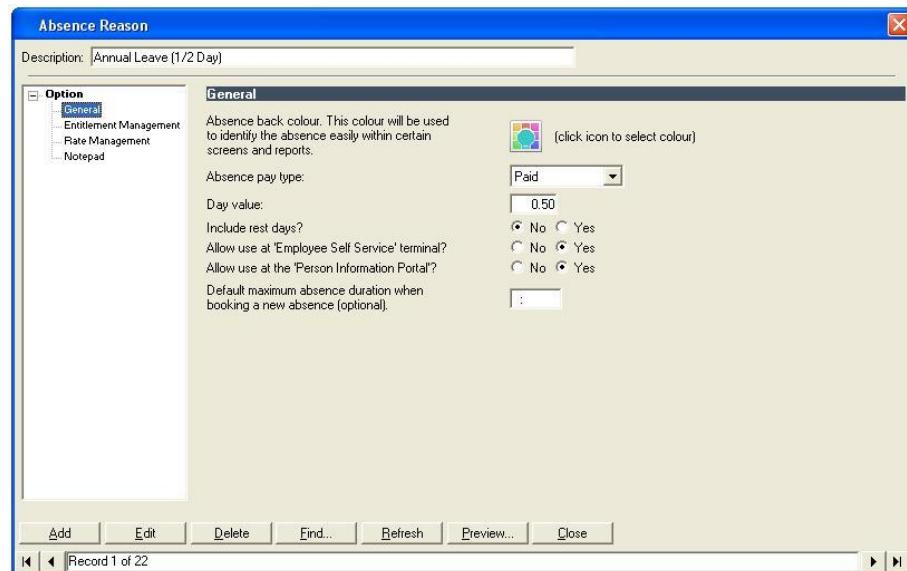
Each absence reason must be given a description and may be allocated a colour. (This colour will appear on the absence statistics and absence and holiday planner screens).
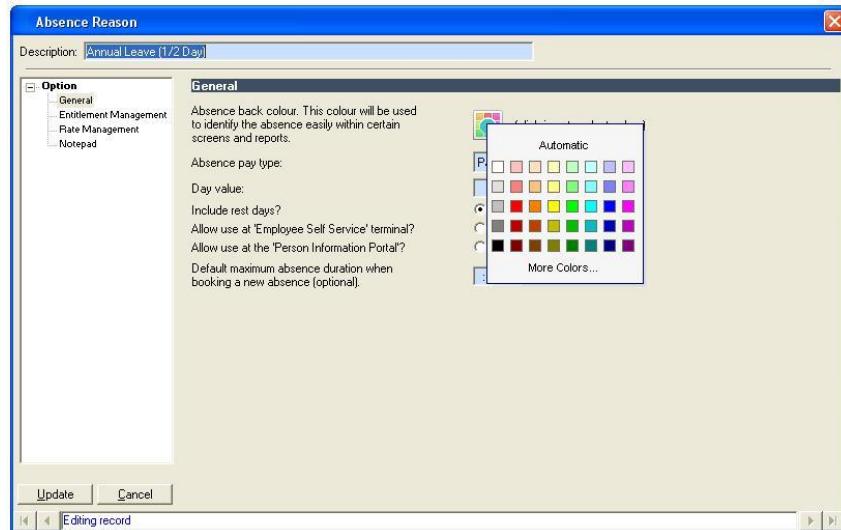
Next, select if the absence reason is paid or unpaid.
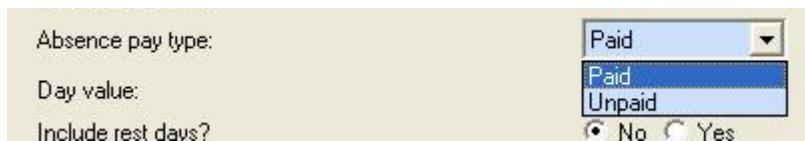
Now, select which category the absence reason should fall under.

Finally, define the absence rate management.
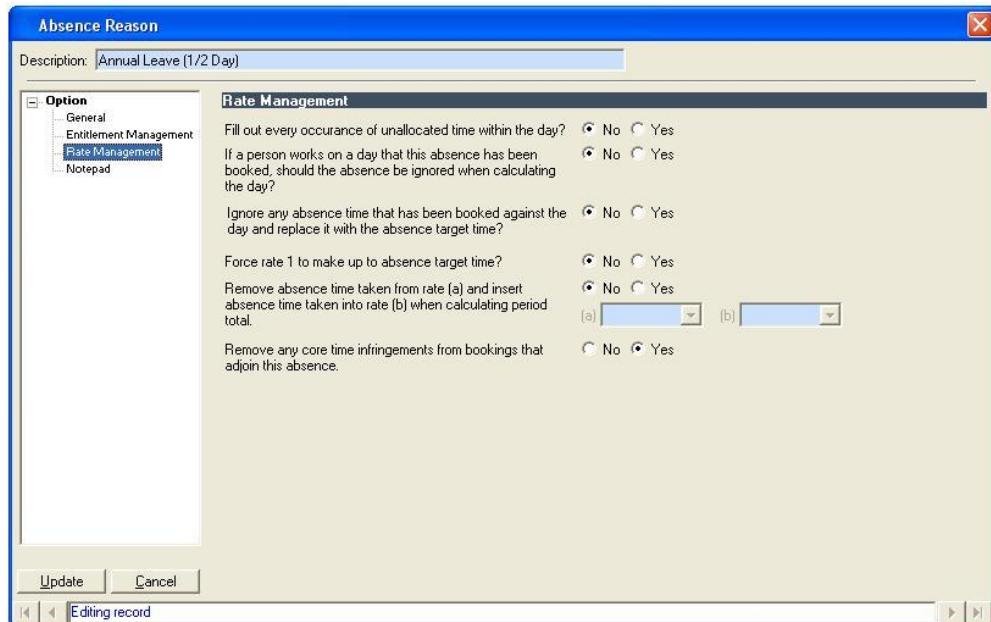
Remember that there many pre-defined absence & holiday reasons and that additional reasons may be added by the user.

2. To prepare timeware® absence entitlement policies, select the Tables menu then Company, Absences and Absence entitlement policy.
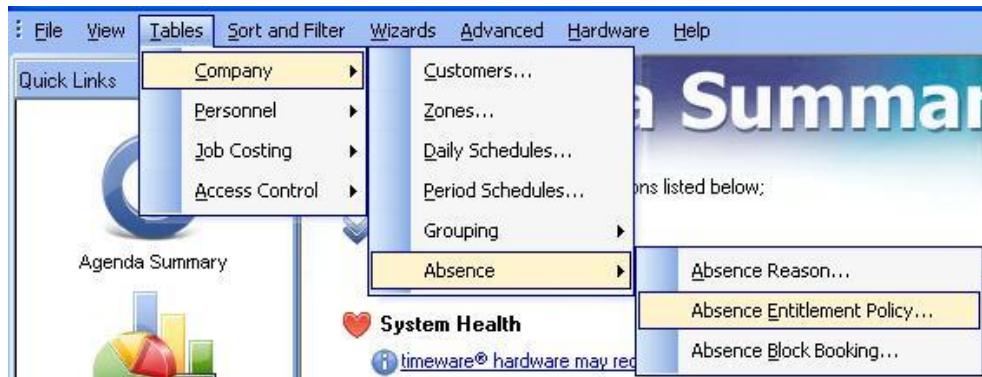
Use this screen to create Absence and Holiday Entitlement policies.

First, define the absence year start date:

Next, choose either days or hours and minutes for the absence category:

Finally, select the entitlement script that applies to the year service band.

Slot	Year service from	Year service to	Maximum amount that can be brought forward from the previous year Days	Amount that can be taken before the end of the absence period Days	Script
Less than one year	N/a	N/a	0	22	Award Amount Based on Day Formula
Band 1	1	5	5	22	Award Full Amount
Band 2	6	10	5	23	Award Full Amount
Band 3	11	99	5	24	Award Full Amount
Band 4					

Once all of the absence categories have been defined, select the update button to save your changes.

3. To prepare timeware® absence management Block Bookings, select the Tables menu then Company, Absences and Absence and Holiday Block Bookings...
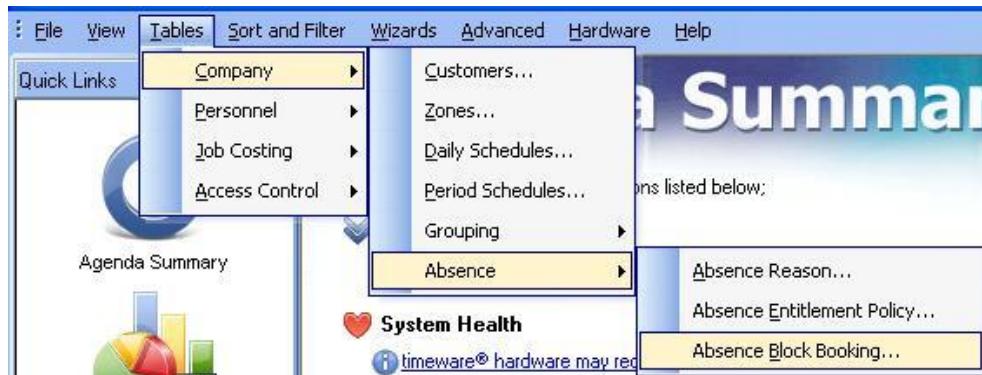
To create a new 'block-booking' <Right-click> on the grid and select New...

Follow the instructions on the next eight screens to create a block booking for many people.
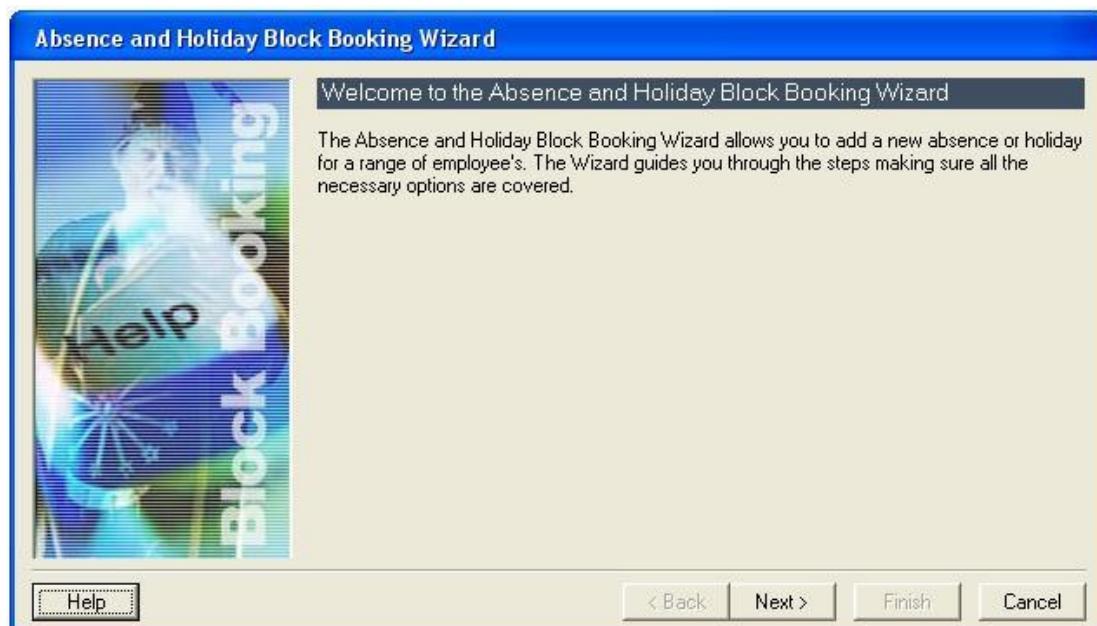
Select the range of people.
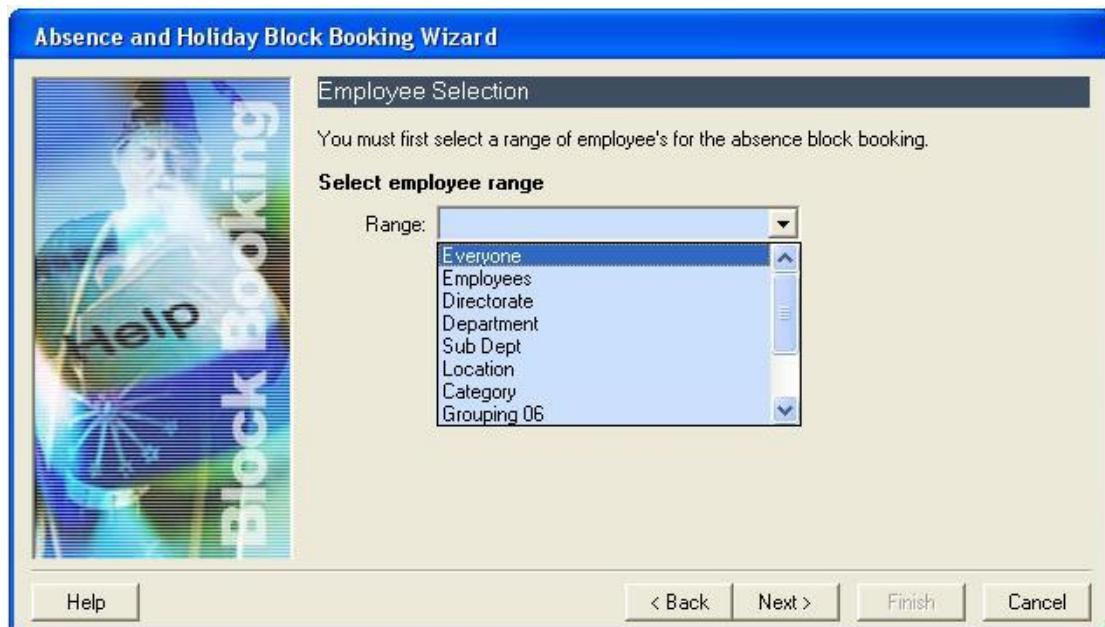
Next, select the absence to be taken.
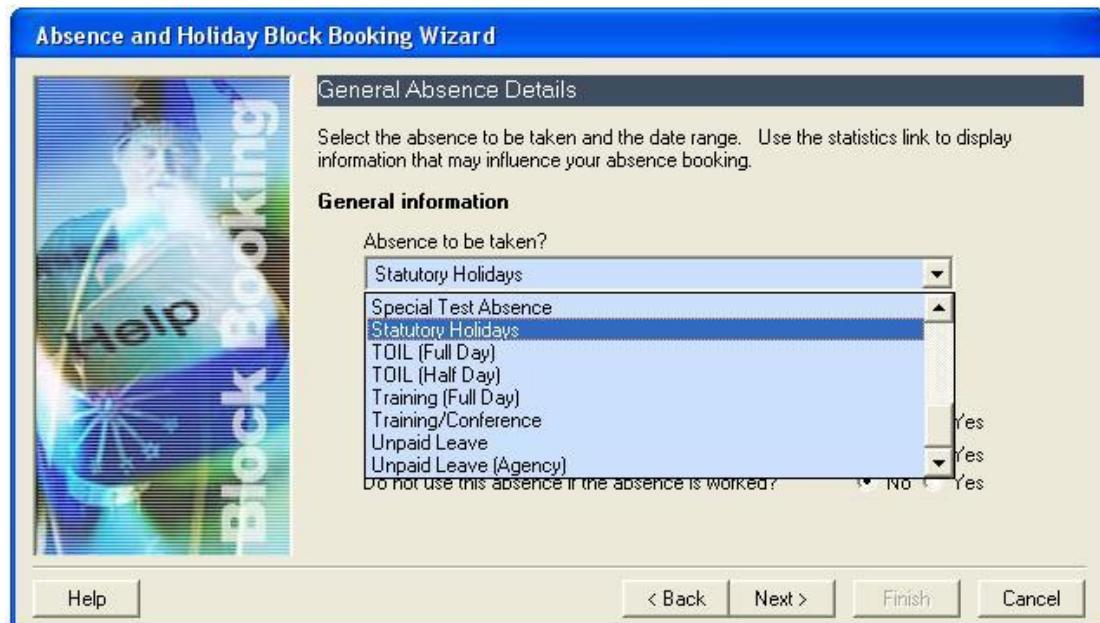
Now specify the date range (from and to).
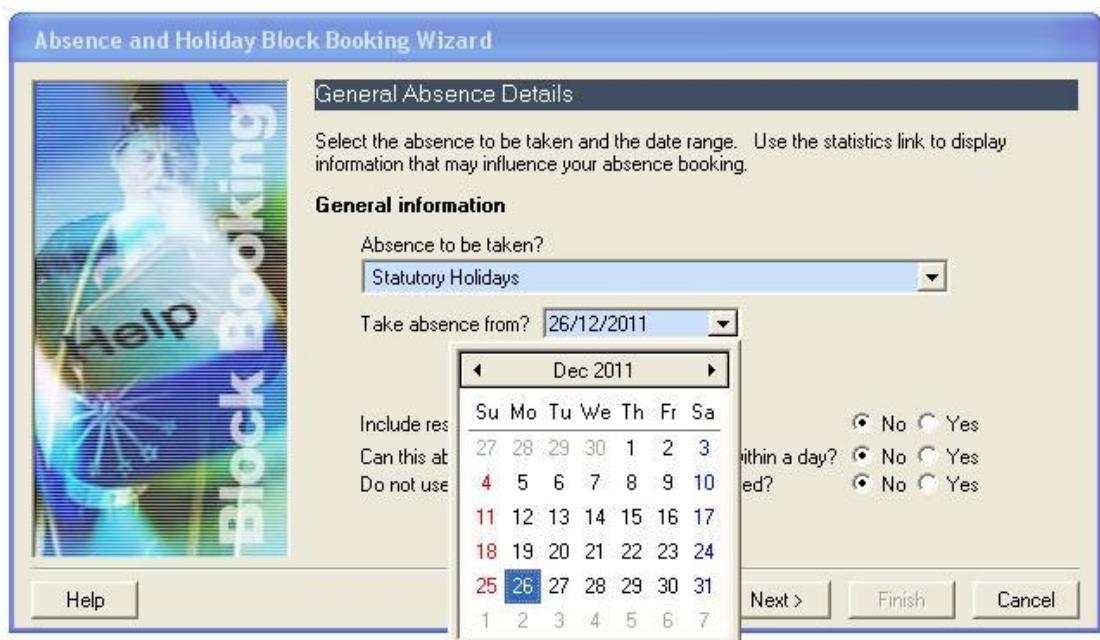
Include rest days? *set to No*
Can the absence be used to fill multiple gaps within the day? *set to No*
Do not use this absence if the absence is worked? *set to No*

Leave the absence restrictions blank.

Leave the Force absence duration... fields blank.
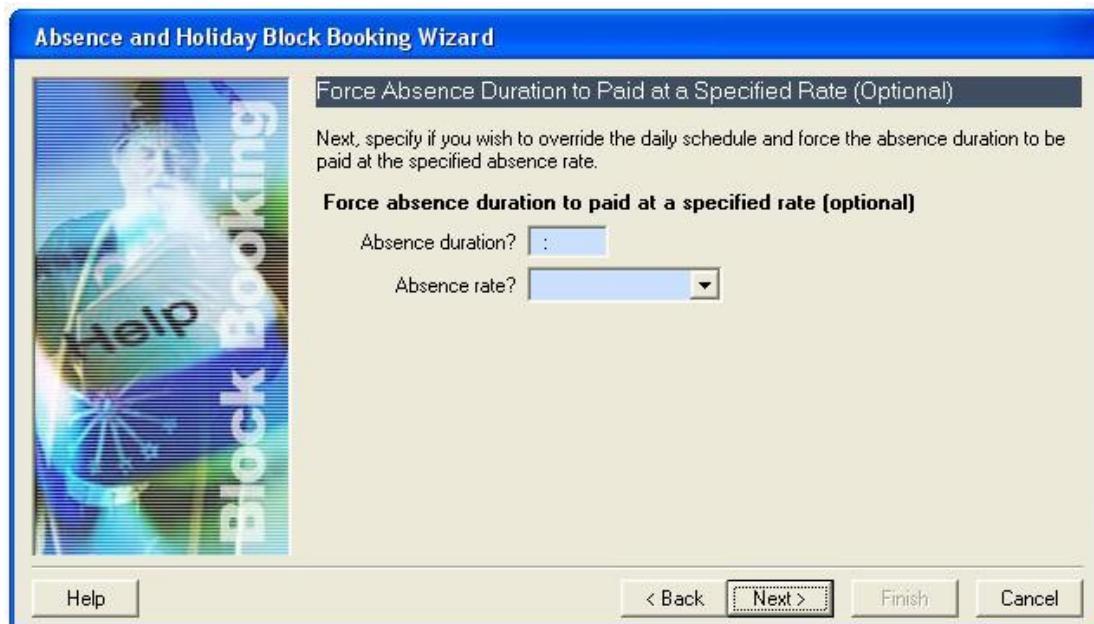
Set the Authorisation status to Approved.
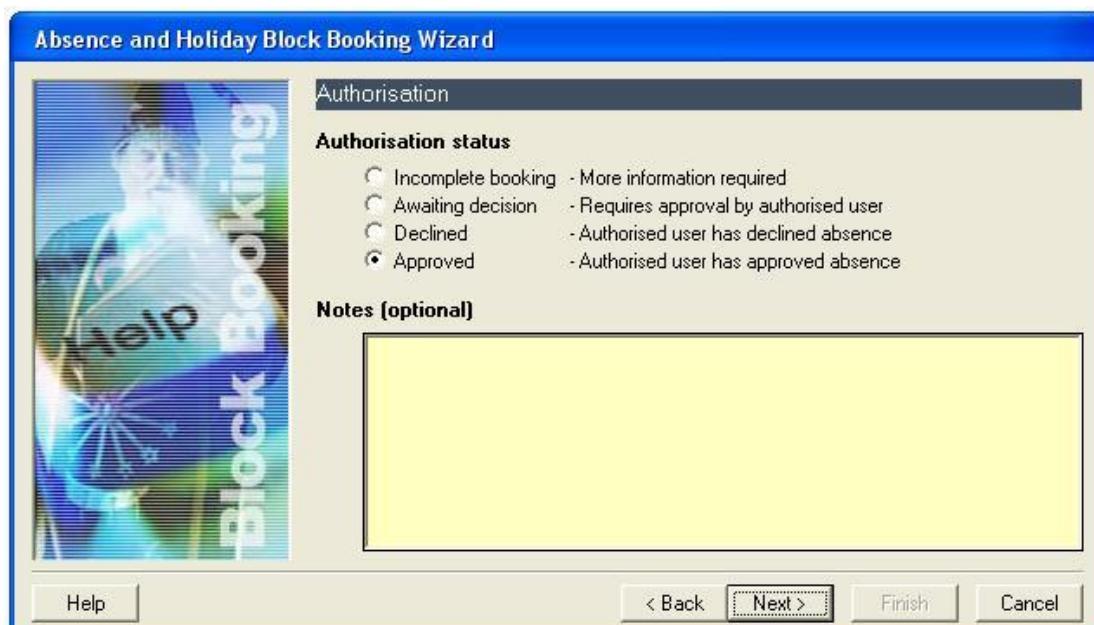
Finally, Press <Finish> and the block-booking will be saved by timeware, (but not yet allocated to the select people).

The block booking will be applied to all selected people during the next system maintenance event within the event handler. If the event handler is not running, the block booking will not be applied!

Notes