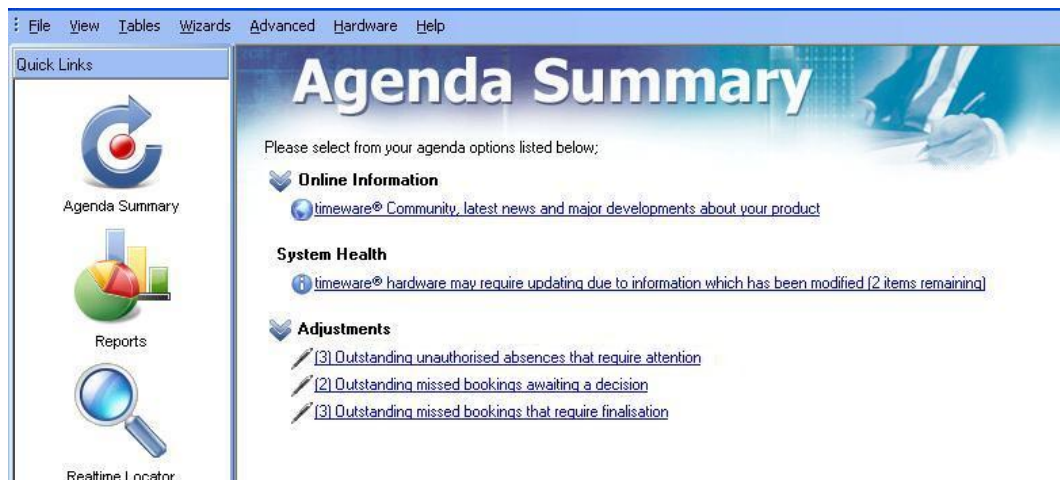




Module: m/04/130

'Adjustments on the timeware® agenda summary...'

1. A number of 'adjustment items' may appear on your agenda dependant on how the timeware® system has been configured.



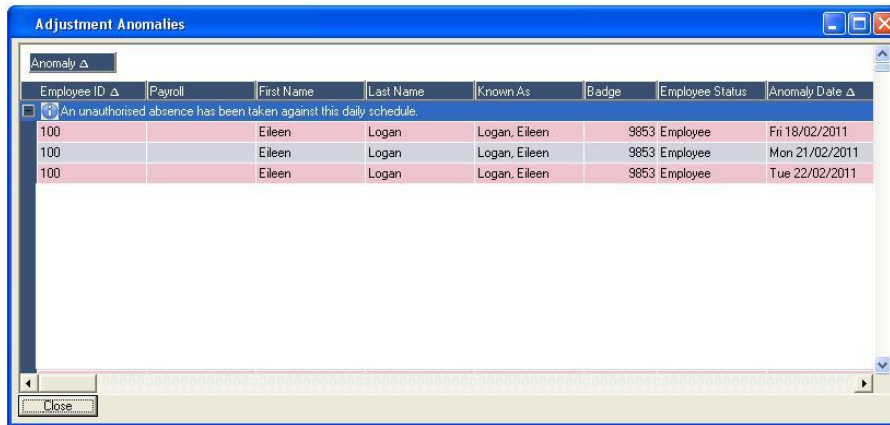
2. The three adjustment agenda items covered in this module are;
 - a. Outstanding unauthorised absences that require attention
 - b. Outstanding missed bookings awaiting a decision
 - c. Outstanding missed bookings that require finalisation



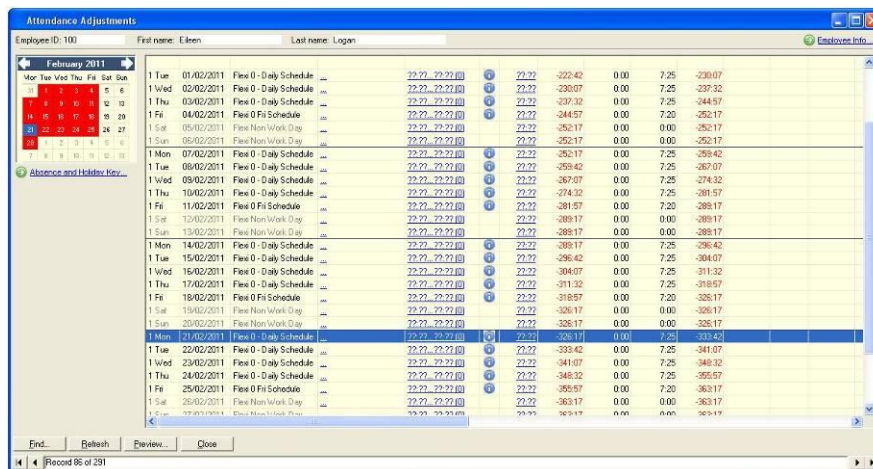
3. Outstanding unauthorised absences that require attention. This agenda item highlights days, (or parts of days), where a person has missed work without there being a pre-planned reason for the absence.



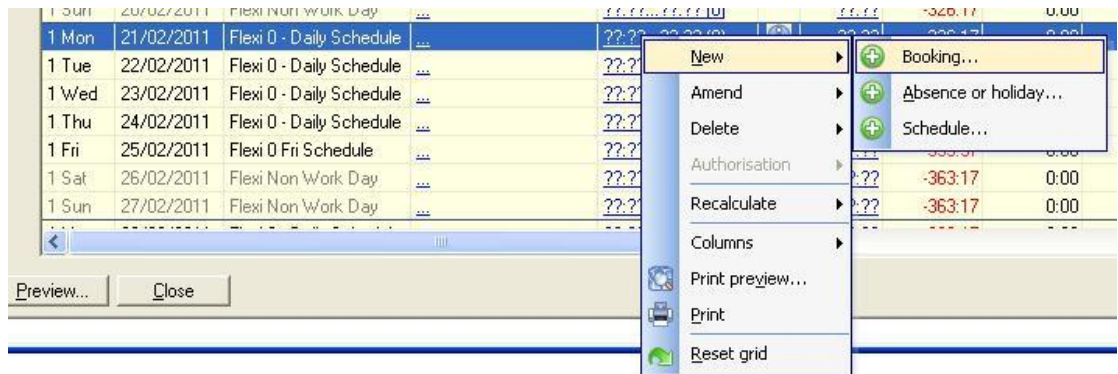
Clicking on the agenda link takes the user to the Adjustment Anomalies screen.



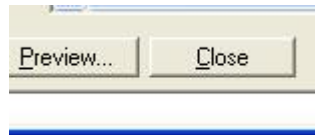
By selecting a person's Anomaly Date, the Attendance Adjustments screen will appear.



By <Right-clicking> on the highlighted date, the user can add new bookings, amend existing booking or add an absence or holiday record.



4. Click <Close> to return to the Adjustment Anomalies screen.

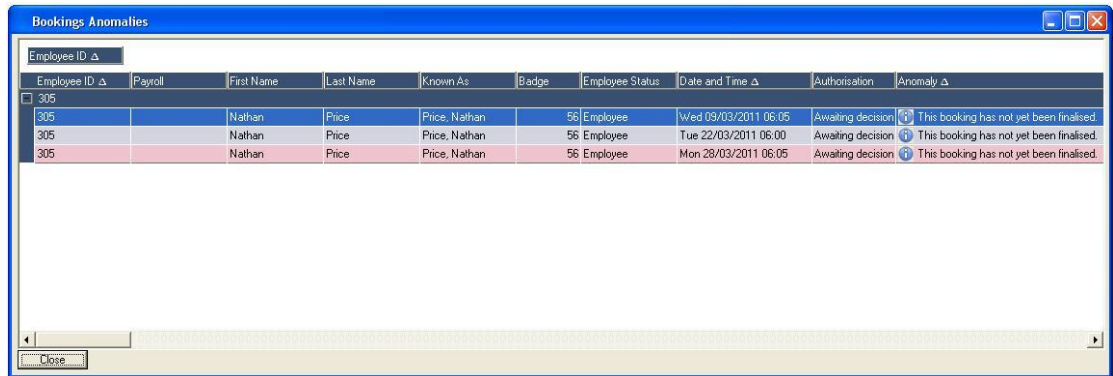




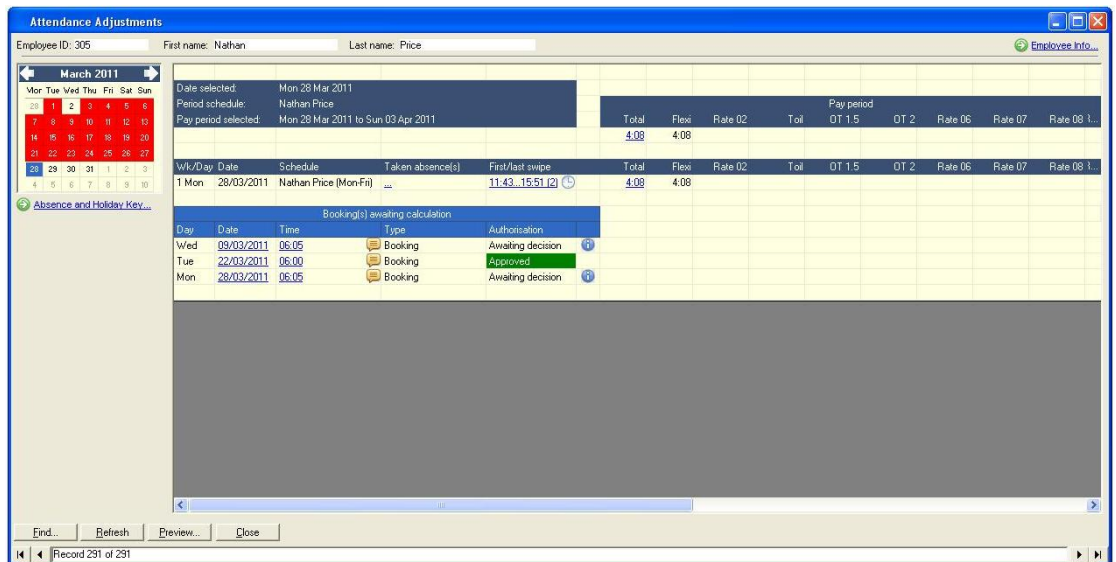
- Outstanding missed bookings awaiting a decision. This agenda item highlights days, where a person has forgotten to book in or out.



Clicking on the agenda link takes the user to the Adjustment Anomalies screen.



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



Click on one of the dates awaiting a decision.

Day	Date	Time	Type	Authorisation
Wed	09/03/2011	06:05	Booking	Awaiting decision
Tue	22/03/2011	06:00	Booking	Awaiting decision
Mon	28/03/2011	06:05	Booking	Awaiting decision

Next, select Approve or Decline. Depending on how the timeware system has been configured, it may not be possible to Finalise the booking at this stage.

Booking Awaiting Calculation - (Amend)

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: Personal Information Portal
Date: Tue 22 Mar 2011 Time: 06:00
Memo:
Left my badge on the bus!

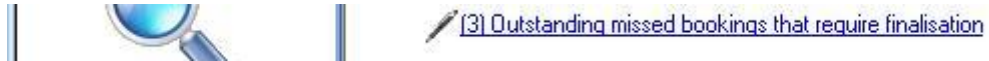
Authorisation
Authorised by: Admin
Authorisation status: Awaiting decision Finalised
 Approved
 Declined

Cancel Update

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.



- Outstanding missed bookings that require finalisation. This agenda item highlights bookings not made at a terminal that require finalisation by a manager before timeware will attempt to calculate.



Clicking on the agenda link takes the user to the Adjustment Anomalies screen.

Bookings Anomalies									
Employee ID Δ	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Date and Time Δ	Authorisation	Anomaly Δ
305		Nathan	Price	Price, Nathan	56	Employee	Wed 09/03/2011 06:05	Awaiting decision	This booking has not yet been finalised
305		Nathan	Price	Price, Nathan	56	Employee	Tue 22/03/2011 06:00	Approved	This booking has not yet been finalised
305		Nathan	Price	Price, Nathan	56	Employee	Mon 28/03/2011 06:05	Awaiting decision	This booking has not yet been finalised

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

Attendance Adjustments																																																																																																			
Employee ID: 305		First name: Nathan		Last name: Price		Employee Info...																																																																																													
<div style="display: flex; justify-content: space-between;"> <div> <p>March 2011</p> <table border="1"> <tr><td>28</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> </table> </div> <div> <p>Date selected: Mon 28 Mar 2011</p> <p>Period schedule: Nathan Price</p> <p>Pay period selected: Mon 28 Mar 2011 to Sun 03 Apr 2011</p> </div> </div> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Wk/Day</th> <th>Date</th> <th>Schedule</th> <th>Taken absence(s)</th> <th>First/last swipe</th> <th>Total</th> <th>Flexi</th> <th>Rate 02</th> <th>Toil</th> <th>OT 1:5</th> <th>OT 2</th> <th>Rate 06</th> <th>Rate 07</th> <th>Rate 08 1</th> </tr> </thead> <tbody> <tr> <td>T Mon</td> <td>28/03/2011</td> <td>Nathan Price (Mon-Fri)</td> <td></td> <td>11:43...15:51 (2)</td> <td>4:08</td> <td>4:08</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <p>Booking(s) awaiting calculation</p> <table border="1"> <thead> <tr> <th>Day</th> <th>Date</th> <th>Time</th> <th>Type</th> <th>Authorisation</th> </tr> </thead> <tbody> <tr> <td>Wed</td> <td>09/03/2011</td> <td>06:05</td> <td>Booking</td> <td>Awaiting decision</td> </tr> <tr> <td>Tue</td> <td>22/03/2011</td> <td>06:00</td> <td>Booking</td> <td>Approved</td> </tr> <tr> <td>Mon</td> <td>28/03/2011</td> <td>06:05</td> <td>Booking</td> <td>Awaiting decision</td> </tr> </tbody> </table> </div>										28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	Wk/Day	Date	Schedule	Taken absence(s)	First/last swipe	Total	Flexi	Rate 02	Toil	OT 1:5	OT 2	Rate 06	Rate 07	Rate 08 1	T Mon	28/03/2011	Nathan Price (Mon-Fri)		11:43...15:51 (2)	4:08	4:08								Day	Date	Time	Type	Authorisation	Wed	09/03/2011	06:05	Booking	Awaiting decision	Tue	22/03/2011	06:00	Booking	Approved	Mon	28/03/2011	06:05	Booking	Awaiting decision
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Mon	28/03/2011	06:05	Booking	Awaiting decision

Next, select Approve or Decline and then Finalise.

Booking Awaiting Calculation - (Amend)

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: Personal Information Portal
Date: Tue 22 Mar 2011 Time: 06:00
Memo: Left my badge on the bus!

Authorisation
Authorised by: _____
Authorisation status: Awaiting decision Finalised Approved Declined

Cancel Update

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.



Notes