

## Module: m/04/501

### 'Preparing your timeware<sup>®</sup> system: Attendance...'



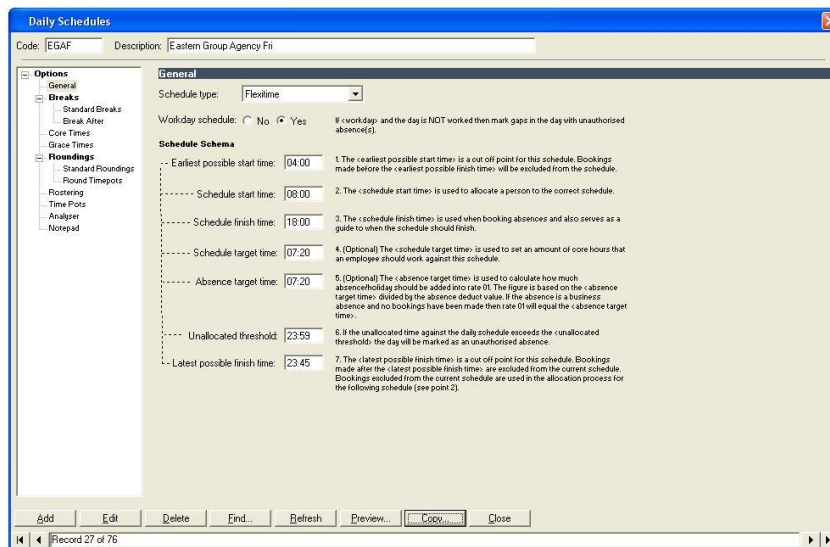
The following module should be completed for every timeware<sup>®</sup> installation implementing attendance.



1. To prepare timeware<sup>®</sup> attendance daily schedules, select the Tables menu, Company, then Daily Schedules.



The daily schedule screen will appear.



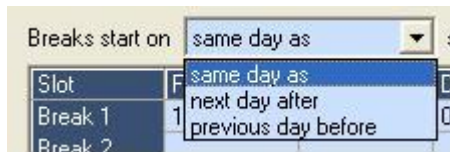


Click <Add>, enter a code and description and select the schedule type, (either standard or flexitime).

Next enter the earliest possible start time, the schedule start and finish times, the schedule target time and the latest possible finish time.



Next click on Standard Breaks and ensure that the 'Break start on the same day' is selected.



Create up to twelve breaks throughout the schedule.

**Daily Schedules**

Code: D001    Description: 06:00-14:00 morning schedule

**Options**

- General
- Breaks**
  - Standard Breaks
  - Break After
- Core Times
- Grace Times
- Roundings**
  - Standard Roundings
  - Round Timepots
- Rostering
- Time Pots
- Analyser
- Notepad

**Standard Breaks**

Standard breaks award or deduct specified periods within the day, whether the break is worked or not depending on the breaks rules specified.

Breaks start on  schedule start time.

Slot	From	To	Duration	Type
Break 1	10:00	10:30	00:30	Auto Deduct
Break 2				
Break 3				
Break 4				
Break 5				
Break 6				
Break 7				
Break 8				
Break 9				
Break 10				
Break 11				
Break 12				



Next click on Core Times and create the core time bands for the schedule.

**Daily Schedules**

Code: D001 Description: 06:00-14:00 morning schedule

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**Core Times**

Core times are used for infringement monitoring. E.g. arriving late or leaving early. Please note that the core time ranges are inclusive, if monitoring starts at 9:01, then anyone swiping from 9:01 onwards will be marked with an infringement.

Core times start on  schedule start time.

Slot	From	To
Core Time 1	06:01	13:59
Core Time 2		
Core Time 3		
Core Time 4		
Core Time 5		
Core Time 6		
Core Time 7		
Core Time 8		
Core Time 9		
Core Time 10		
Core Time 11		
Core Time 12		

Now repeat the same process for the schedule grace times.

**Daily Schedules**

Code: D001 Description: 06:00-14:00 morning schedule

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- General
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**Grace Times**

Grace times start on  schedule start time.

Slot	From	To	Type
Grace Time 1	06:00	06:03	In
Grace Time 2	13:58	14:00	Out
Grace Time 3			
Grace Time 4			
Grace Time 5			
Grace Time 6			
Grace Time 7			
Grace Time 8			
Grace Time 9			
Grace Time 10			
Grace Time 11			
Grace Time 12			

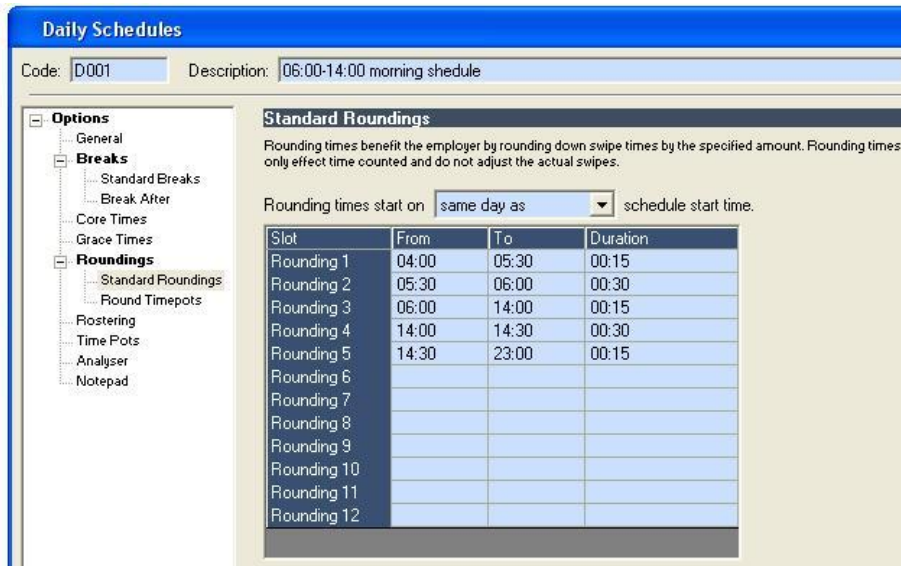
Global grace times start on  schedule start time.

Slot	From	To	In	Out
Global Grace Time 1				
Global Grace Time 2				
Global Grace Time 3				
Global Grace Time 4				

Grace times benefit people arriving late or leaving early. When people swipe within a grace period, time is counted from the start or the end of the grace period in favour of awarding time to the person. Grace periods only effect time counted and do not adjust the actual swipes.

Global grace times benefit people arriving late or leaving early on a schedule that incorporates rounding times. Any rounding times that fall within the global grace from and to times will have the specified grace time attached according to the global grace in and out values specified.

Next click on Standard Roundings and create the rounding bands for the schedule.

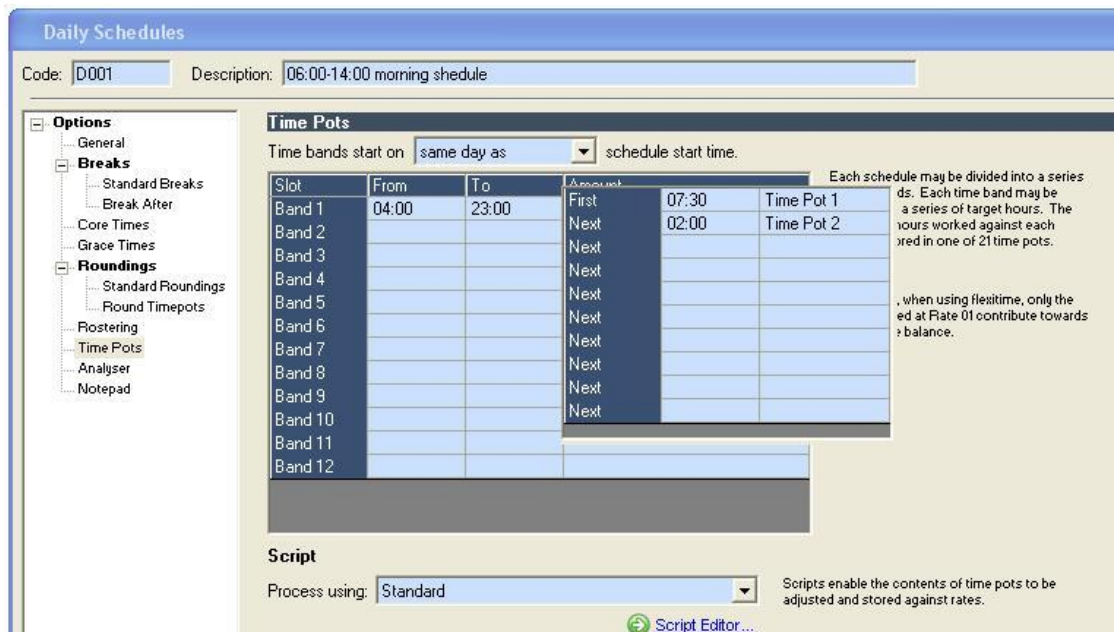


**Daily Schedules**  
Code: D001 Description: 06:00-14:00 morning schedule

**Standard Roundings**  
Rounding times benefit the employer by rounding down swipe times by the specified amount. Rounding times only effect time counted and do not adjust the actual swipes.  
Rounding times start on  schedule start time.

Slot	From	To	Duration
Rounding 1	04:00	05:30	00:15
Rounding 2	05:30	06:00	00:30
Rounding 3	06:00	14:00	00:15
Rounding 4	14:00	14:30	00:30
Rounding 5	14:30	23:00	00:15
Rounding 6			
Rounding 7			
Rounding 8			
Rounding 9			
Rounding 10			
Rounding 11			
Rounding 12			

Now click on Time Pots and define how the hours worked are allocated to the 'Time Pots'.



**Daily Schedules**  
Code: D001 Description: 06:00-14:00 morning schedule

**Time Pots**  
Time bands start on  schedule start time.

Slot	From	To	Allocation	Time Pot
Band 1	04:00	23:00	First	07:30 Time Pot 1
Band 2			Next	02:00 Time Pot 2
Band 3			Next	
Band 4			Next	
Band 5			Next	
Band 6			Next	
Band 7			Next	
Band 8			Next	
Band 9			Next	
Band 10			Next	
Band 11				
Band 12				

Each schedule may be divided into a series of time pots. Each time band may be divided into a series of target hours. The hours worked against each time pot are recorded in one of 21 time pots.

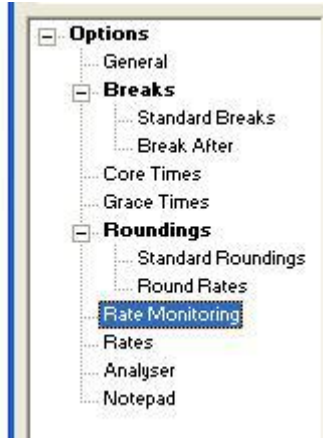
When using flexitime, only the hours worked at Rate 01 contribute towards the flexitime balance.

**Script**  
Process using:  [Script Editor...](#)

Scripts enable the contents of time pots to be adjusted and stored against rates.

Finally, select the daily schedule script that applies to this schedule.

Next, select the Rate Monitoring option:



Enter the maximum number of hours that may be worked at each rate before the daily schedule is highlighted for overtime authorisation.

**Rate Monitoring**

This option is used to mark any rate that exceeds the threshold which may then require further investigation and for authorisation.

Rate	Threshold
Flexi	07:00
Rate 02	01:00
Toil	
OT 1.5	
OT 2	
Rate 06	
Rate 07	
Rate 08	
Rate 09	
Rate 10	
Rate 11	
Rate 12	
Rate 13	
Rate 14	
Rate 15	
Rate 16	
Rate 17	
Rate 18	
Rate 19	
Toil Bal	



Click on <Update> to save the record.

Finally, use the analyser option to test the schedule that you have created.

**Daily Schedules**

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**Analysr**

Analysr displays results after passing swipes through the daily schedule.

**Note:** Must be in browse mode before analyser is used.

Slot	From	To
Swipe Set 1	06:00	14:31
Swipe Set 2		
Swipe Set 3		
Swipe Set 4		
Swipe Set 5		
Swipe Set 6		
Swipe Set 7		
Swipe Set 8		

When is first swipe?

Day before schedule start  
 Same day as schedule start  
 Day after schedule start

[Analyse](#)

**Adjusted times**

Slot	Swipe	Type	Flag(s)
1	From 06:00	Paid	Manual Entry
2	To 10:00	Paid	None
3	From 10:00	Non-Paid Break	None
4	To 10:30	Non-Paid Break	None
5	From 10:30	Paid	None
6	To 14:30	Paid	Manual Entry

Time pot totals after band/amount conditions have been applied.

Time Pot 0	Time Pot 1	Time Pot 2	Time Pot 3
0:00	7:30	0:30	0:00

Rate totals after script has been applied.

Rate 00	Flexi	Rate 02	Toil
0:00	7:30	0:30	0:00

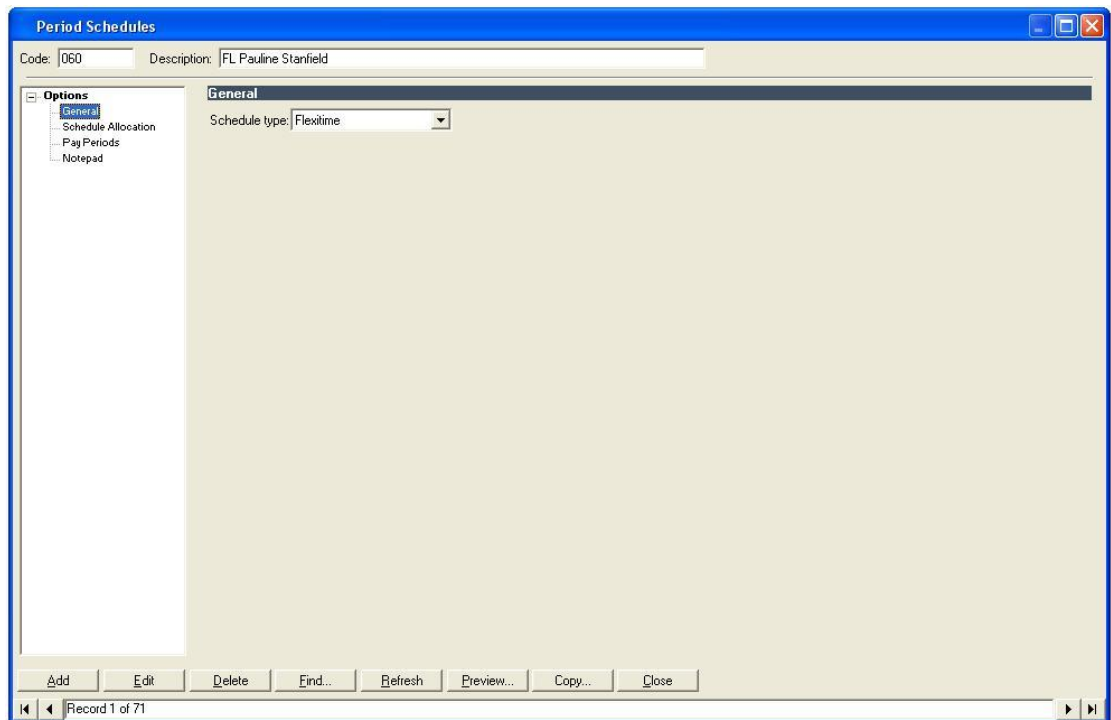
Record 26 of 76



2. To prepare timeware® attendance period schedules, select the Tables menu, Company, then Period Schedules.

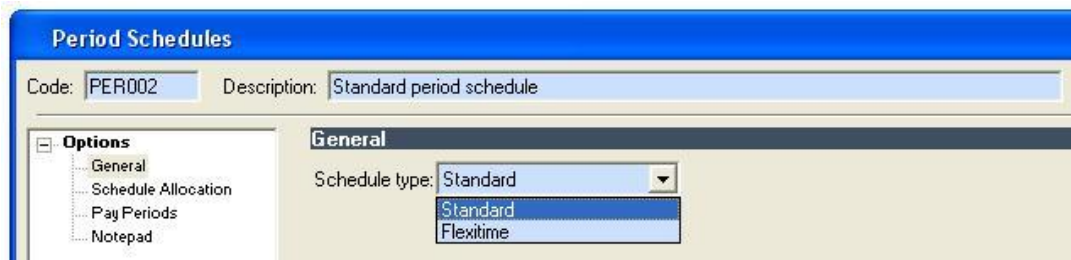


The period schedule screen will appear.

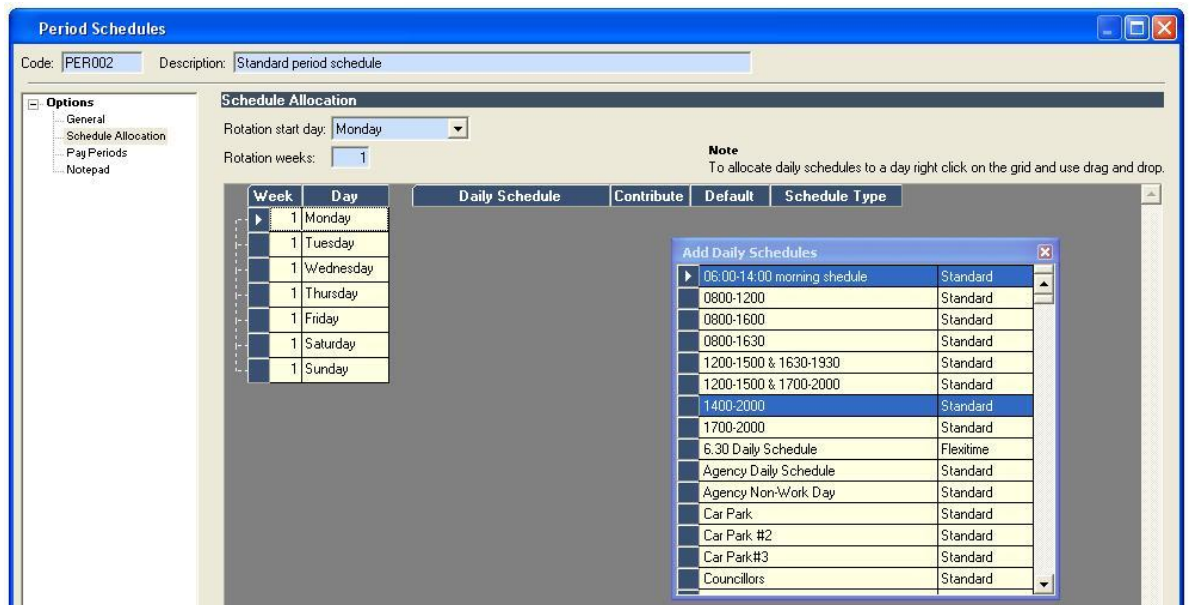




Click <Add> and enter a period code and description. Then select the schedule type (either standard or flexitime).

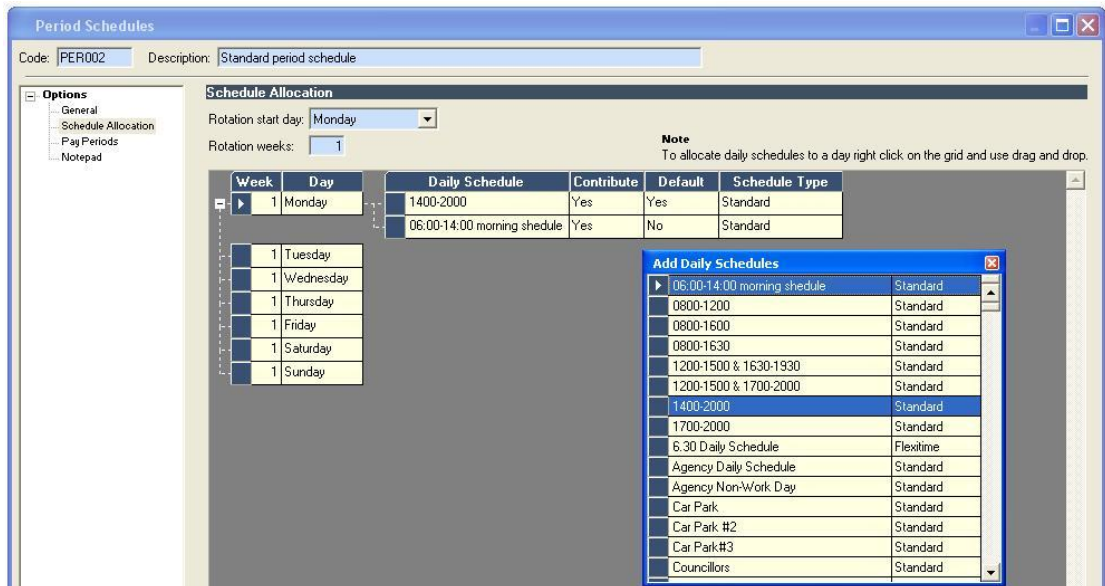


Next, select schedule allocation, <Right-click> on the grid and select Add Daily Schedules.

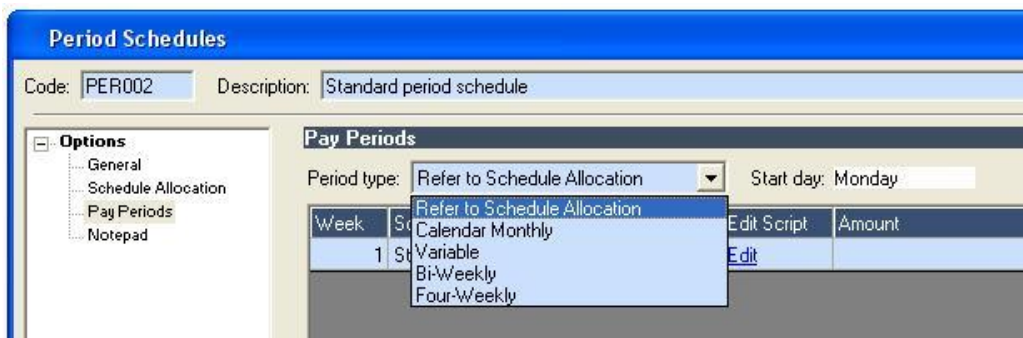




Drag the daily schedule and drop on the appropriate day.

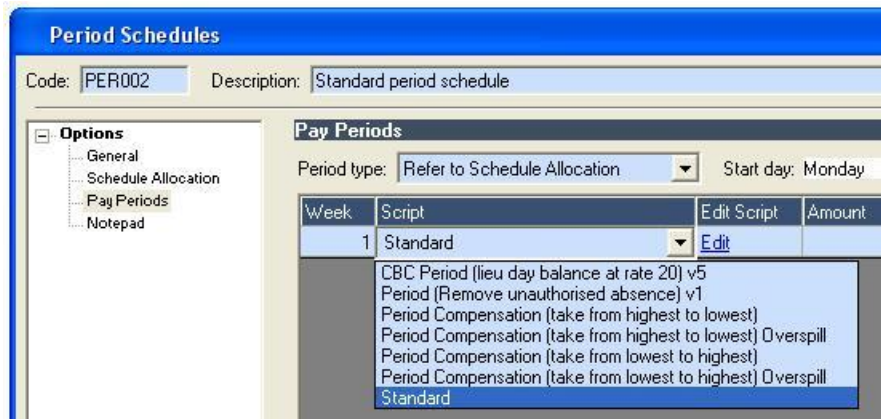


Next, select Pay periods and choose a Period type.





Finally, select the period schedule script and click <Update>.



The period schedule has now been created is available to be linked to a personnel record (see module m/02/101 section 3).



**Notes:**