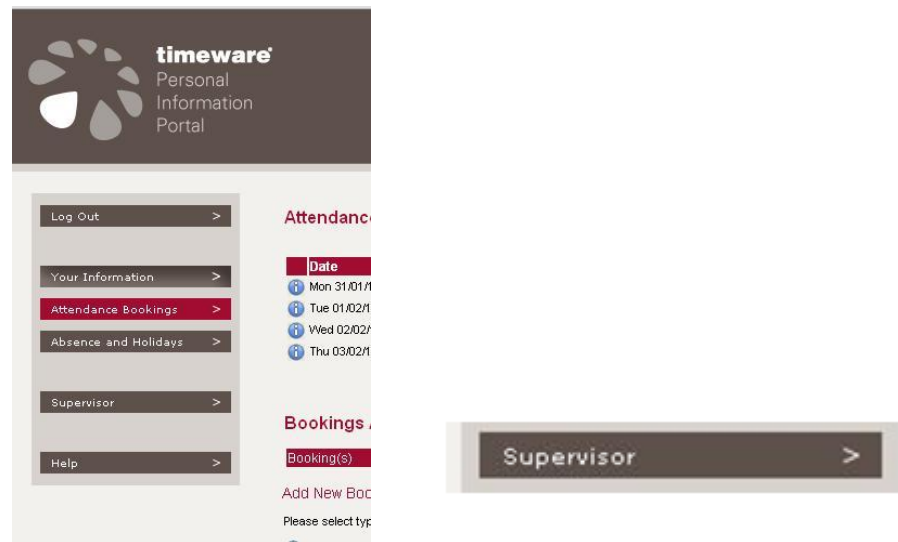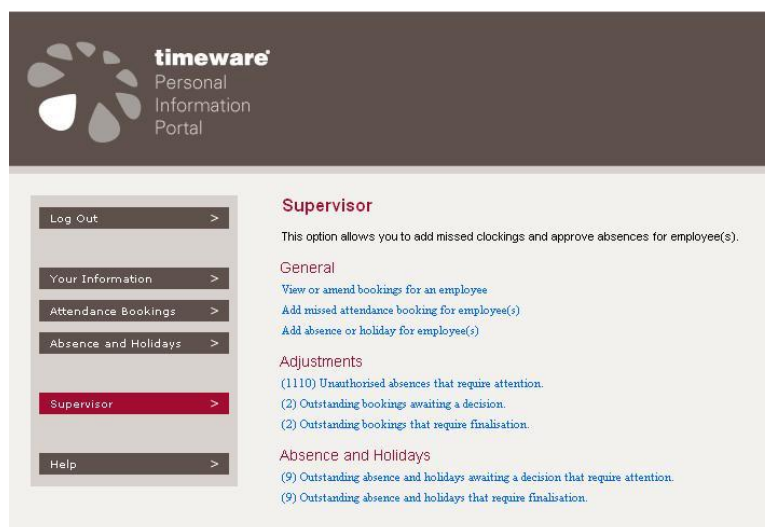# Module: m/07/215

'Viewing staff attendance information…'

1. Log into the timeware® PIP (module m/07/110).

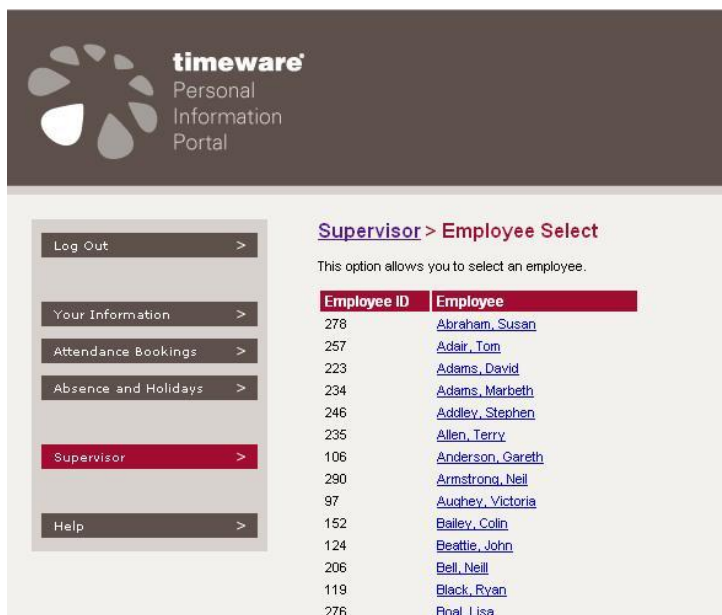2. Select Supervisor from the left-hand menu.

3. The Supervisor menu will then appear.
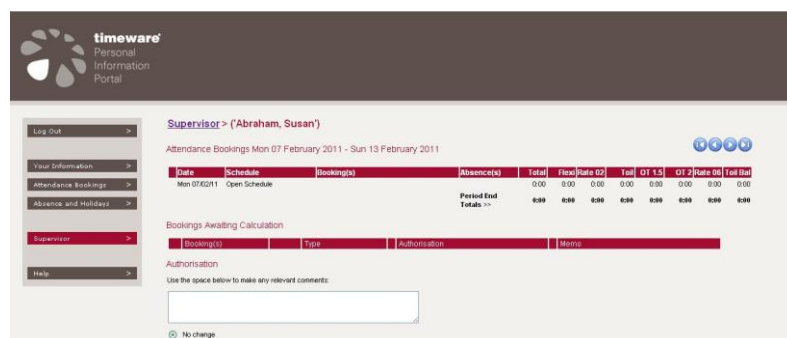
4. Next, select View or amend bookings for an employee and select the employee from the list.

5. The current period's bookings are displayed.

Use the <Previous> and <Next> buttons to view all of the employees' bookings.

6. To amend an employee booking, tick the relevant booking under the bookings Awaiting Calculation header. Next, Approve or Decline (and Finalise) the booking, (making comments if required). The booking will remain under the Awaiting Calculation header to be processed by the calculation service.

All manual bookings must be marked as finalised or they will remain under the Bookings Awaiting Finalisation header – whatever period is being viewed.
Bookings marked as Declined also remain under the Bookings Awaiting Finalisation header, but only appear when viewing the relevant period.

Supervisor > ('Abraham, Susan')

Attendance Bookings Mon 07 February 2011 - Sun 13 February 2011

Date	Schedule	Booking(s)	Absence(s)	Total	Flexi	Rate 02	Toil	OT 1.5	OT 2	Rate 06	Toil Bal
Mon 07/02/11	Open Schedule			0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
			Period End Totals >>	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Bookings Awaiting Calculation

Booking(s)	Type	Authorisation	Memo
☐ Mon 14/02/11 06:39	Real time booking	Approved and not yet finalised (Admin)	'Forgot her badge (again!) [Supervisor 'Nathan Price'] not happy [Supervisor 'Nathan Price'] discussed with Susan - assured this will not happen again...'

Authorisation

Use the space below to make any relevant comments:

[ ]

⦿ No change
◯ Approve selected booking
◯ Decline selected booking
☐ Finalised?

NB: It is the responsibility of the "Authoriser" to ensure that all reasonable effort is taken to ensure the authorised information is accurate and compliant with relevant policy and procedures.

Declaration

On approval of this adjustment request I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures.

I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

[Submit Authorisation]

7. To log out of the Timeware® PIP, click the Log Out option on the left menu. (module m/07/135).

Log Out   >

Notes