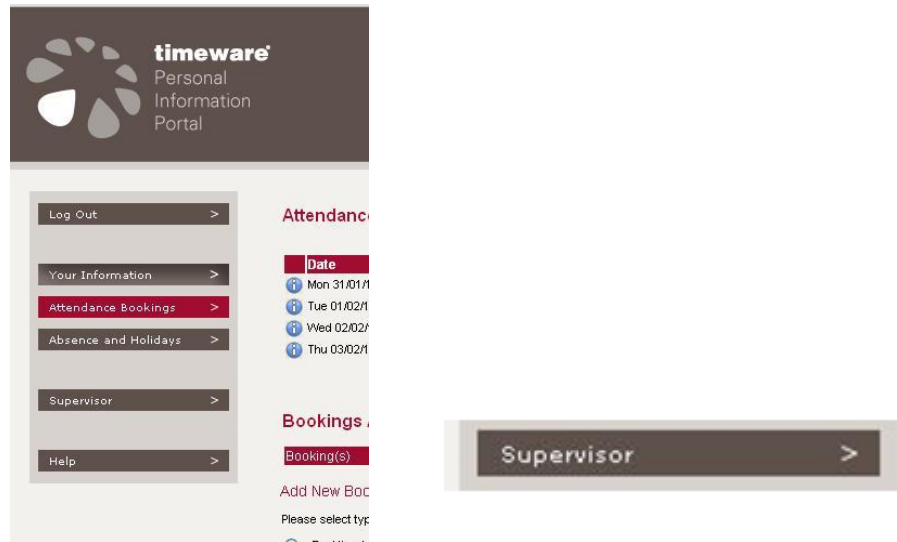




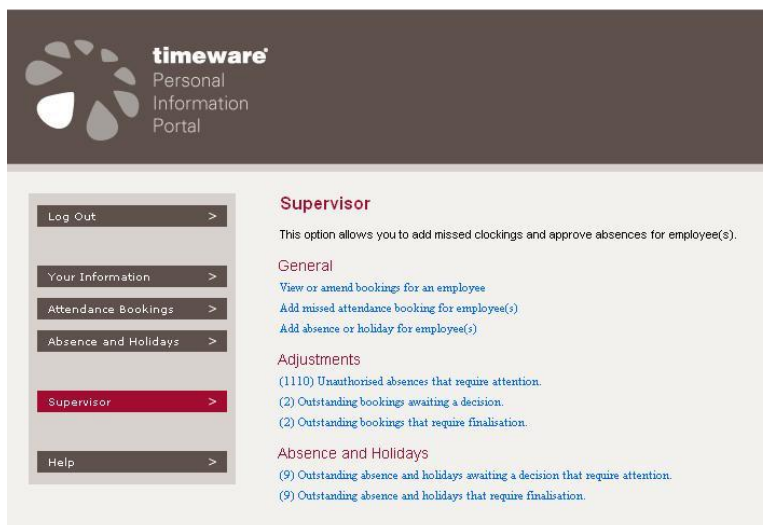
Module: m/07/220

'Submitting staff missed bookings...'

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.





- Next, select Add missed attendance booking for employee(s) and select the employee(s) from the list.

Add missed attendance booking for employee(s)

timeware
Personal Information Portal

Log Out >
Your Information >
Attendance Bookings >
Absence and Holidays >
Supervisor >
Help >

Supervisor > Employee Range
This option allows you to select a range of employee(s).

	Employee ID	Employee
<input checked="" type="checkbox"/>	278	Abraham, Susan
<input type="checkbox"/>	257	Adair, Tom
<input type="checkbox"/>	223	Adams, David
<input type="checkbox"/>	234	Adams, Marbeth
<input type="checkbox"/>	246	Addley, Stephen
<input type="checkbox"/>	235	Allen, Terry
<input type="checkbox"/>	106	Anderson, Gareth

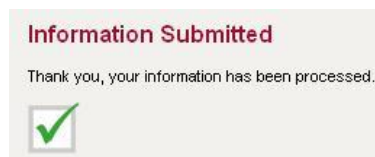
Press the <Submit Selection> button.

Submit Selection



5. Next, enter the booking for the employee(s).

Finally, press <Submit Booking>.



*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.*





Notes