



Module: m/03/101

'Understanding timeware® absence management...''

timeware® absence management covers entitlements, company and individual statistics, absence tracking and trend reporting. Absence management may be used for all people in the company, not just those who clock-in at a terminal or the PIP.

The screenshot displays the timeware® software interface with the following components:

- Top Navigation Bar:** File, View, Tables, Wizards, Advanced, Hardware, Help.
- Quick Links:**
 - Agenda Summary (selected)
 - Reports
 - Realtime Locator
- Agenda Summary:** A large banner with the text "Agenda Summary". Below it, a message says "Please select from your agenda options listed below:" followed by "Online Information" and "Absence and Holidays".
- Absence and Holiday Management:** A detailed calendar view for the year 2010 and early 2011. The calendar shows various colored cells representing different types of absences and holidays. A tooltip for the "Absence and Holiday Key" is visible, defining symbols for different absence types like System Unchecked Absence, AnnualLeave (FullDay), AnnualLeave (PartDay), Bereavement, BusinessLeave, FamilyLeave, and SickLeave.
- Absence and Holiday Statistics:** A grid-based report showing absence and holiday statistics for employees from September 2010 to March 2011. The grid uses color-coding to represent different absence categories. A tooltip for the "Absence and Holiday Key" is also visible here.
- Absence and Holiday Entitlement:** A table showing entitlement details for the period from April 1, 2010, to March 31, 2011. It includes columns for Entitlement category, Amount of days that can be taken, Amount of days that have been taken, Amount of days booked, and Amount of days remaining. A note at the bottom states: "Note: Absence and holiday entitlement only takes into account approved absences."



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