

Module: m/03/501

'Preparing your timeware® system: absence management...'



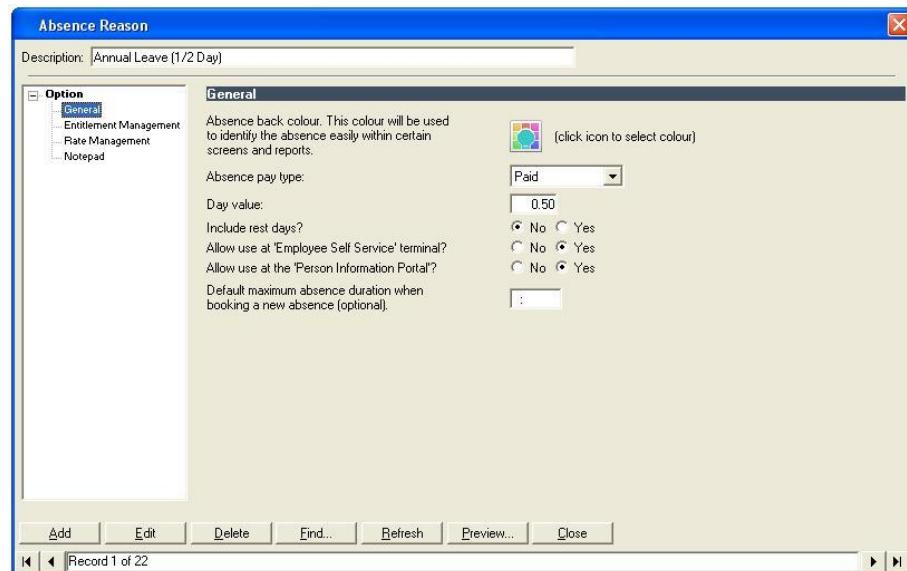
The following module should be completed for every timeware® installation.



1. To prepare timeware® Absence reasons, select the Tables menu then Company, Absences and Absence reason...

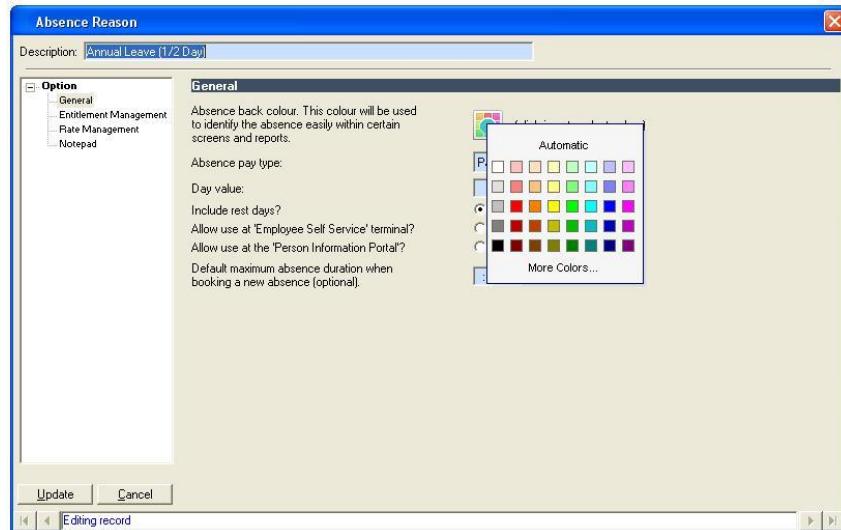


The following screen allows the user to create different absence reasons and allocate each one to an absence category.

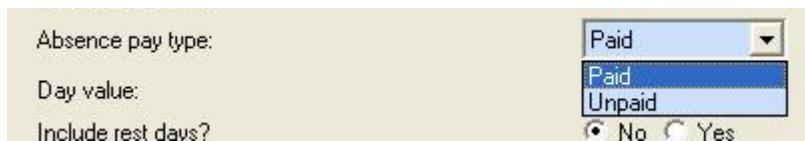




Each absence reason must be given a description and may be allocated a colour. (This colour will appear on the absence statistics and absence and holiday planner screens).



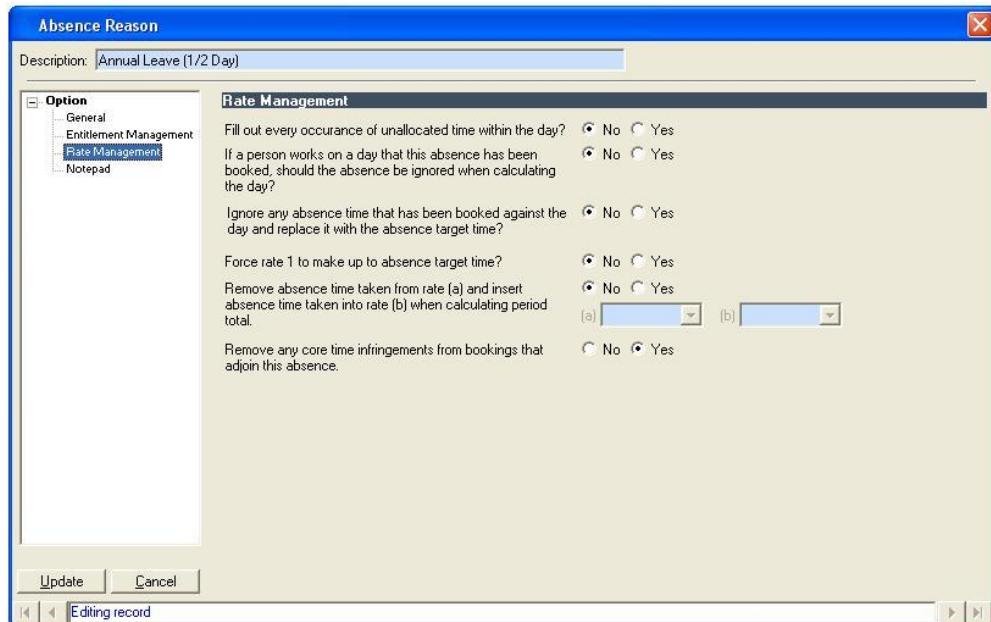
Next, select if the absence reason is paid or unpaid.



Now, select which category the absence reason should fall under.



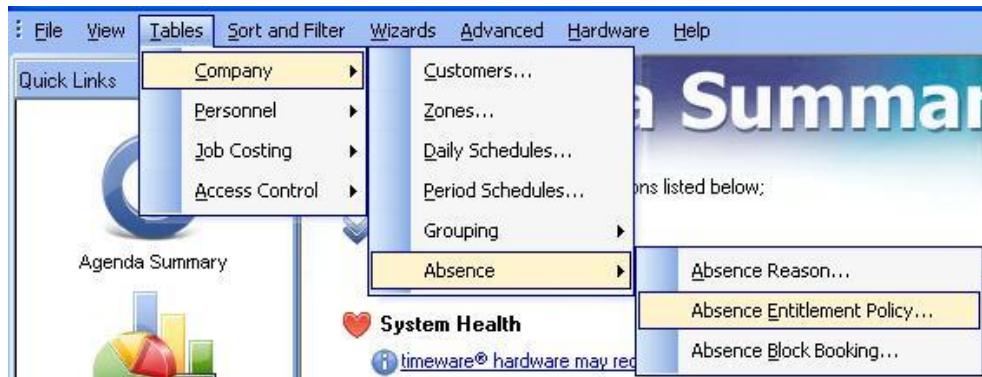
Finally, define the absence rate management.



Remember that there are many pre-defined absence & holiday reasons and that additional reasons may be added by the user.



2. To prepare timeware® absence entitlement policies, select the Tables menu then Company, Absences and Absence entitlement policy.



Use this screen to create Absence and Holiday Entitlement policies.

Absence Entitlement Policy

Description: Standard Holiday Entitlement

Renewal type: Fixed (dd/mm) Calendar date and month: 8th February

Holiday Absences

Entitlement type: Days Hours and minutes

Slot	Year service from	Year service to	Maximum amount that can be brought forward from the previous year	Amount that can be taken before the end of the absence period	Script
Less than one year	N/a	N/a	0	22	Award Amount Based on Day Formula
Band 1	1	5	5	22	Award Full Amount
Band 2	6	10	5	23	Award Full Amount
Band 3	11	99	5	24	Award Full Amount
Band 4					
Band 5					
Band 6					
Band 7					
Band 8					
Band 9					

Change category descriptions

Update Cancel

Editing record

First, define the absence year start date:

Absence Entitlement Policy

Description: Standard Holiday Entitlement

Renewal type: Fixed (dd/mm) Calendar date and month: 8th February

Categories

Person start date (dd/mm)



Next, choose either days or hours and minutes for the absence category:



Finally, select the entitlement script that applies to the year service band.

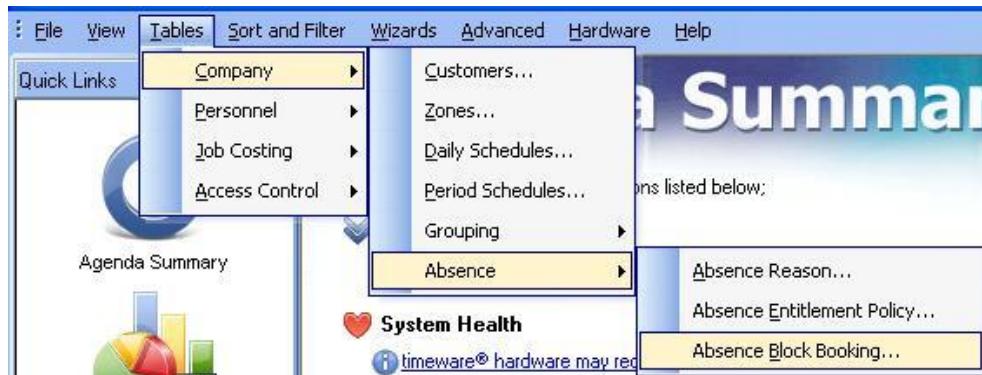
Slot	Year service from	Year service to	Maximum amount that can be brought forward from the previous year Days	Amount that can be taken before the end of the absence period Days	Script
Less than one year	N/a	N/a	0	22	Award Amount Based on Day Formula
Band 1	1	5	5	22	Award Full Amount
Band 2	6	10	5	23	Award Full Amount
Band 3	11	99	5	24	Award Full Amount
Band 4					

Once all of the absence categories have been defined, select the update button to save your changes.





3. To prepare timeware® absence management Block Bookings, select the Tables menu then Company, Absences and Absence and Holiday Block Bookings...



To create a new 'block-booking' <Right-click> on the grid and select New...

Absence and Holiday Block Bookings

Overview
This screen displays a list of absence and holiday block bookings. These may be viewed, amended or deleted by right clicking on the selected block booking and choosing the appropriate option. Please note that block bookings are handled by the 'System Maintenance' event within the Event Handler, so there could be a delay from the block booking being entered until the absence getting inserted against an employee.

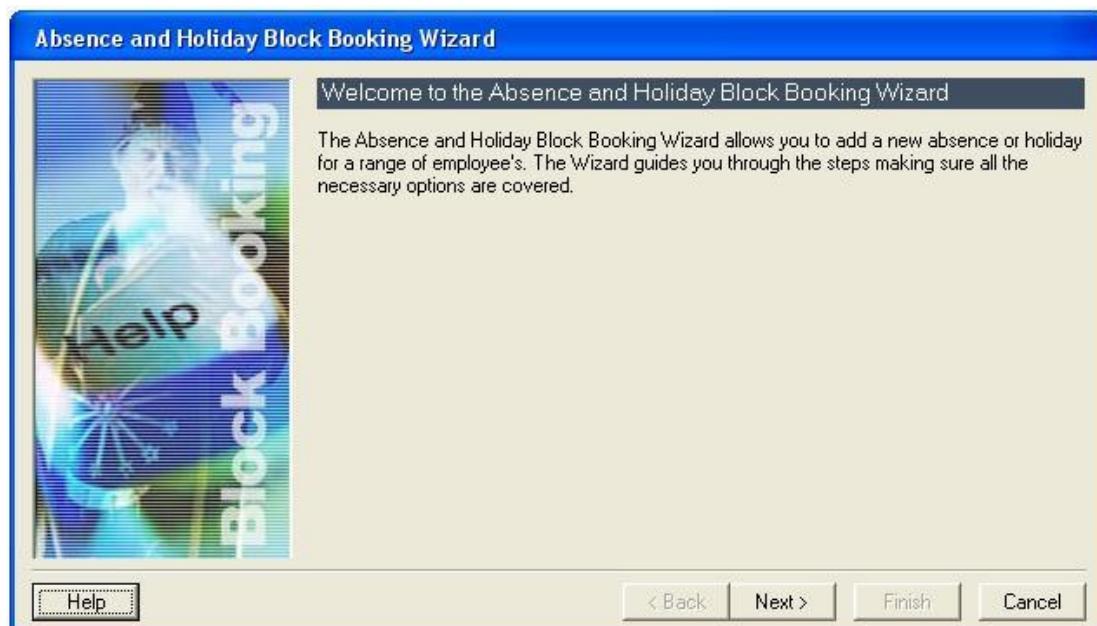
Absence From	Absence To	Absence	Authorisation	Finalised	Awaiting Deletion	Handled
Fri 02/04/2010	Fri 02/04/2010	Statutory Holidays	Approved	True	No	Yes
Mon 05/04/2010	Tue 06/04/2010	Statutory Holidays	Approved	True	No	Yes
Mon 03/05/2010	Mon 03/05/2010	Statutory Holidays	Approved	True	No	Yes
Mon 31/05/2010	Mon 31/05/2010	Statutory Holidays	Approved	True	No	Yes
Mon 12/07/2010	Tue 13/07/2010	Statutory Holidays	Approved	True	No	Yes
Mon 30/08/2010	Mon 30/08/2010	Statutory Holidays	Approved	True	No	Yes
Mon 30/08/2010	Mon 30/08/2010	Statutory Holidays	Approved	True	No	Yes
Mon 30/08/2010	Mon 30/08/2010	Statutory Holidays	Approved	True	No	Yes
Mon 27/12/2010	Tue 28/12/2010	Statutory Holidays	Approved	True	No	Yes
Mon 03/01/2011	Mon 03/01/2011	Statutory Holidays	Approved	True	No	Yes

Actions

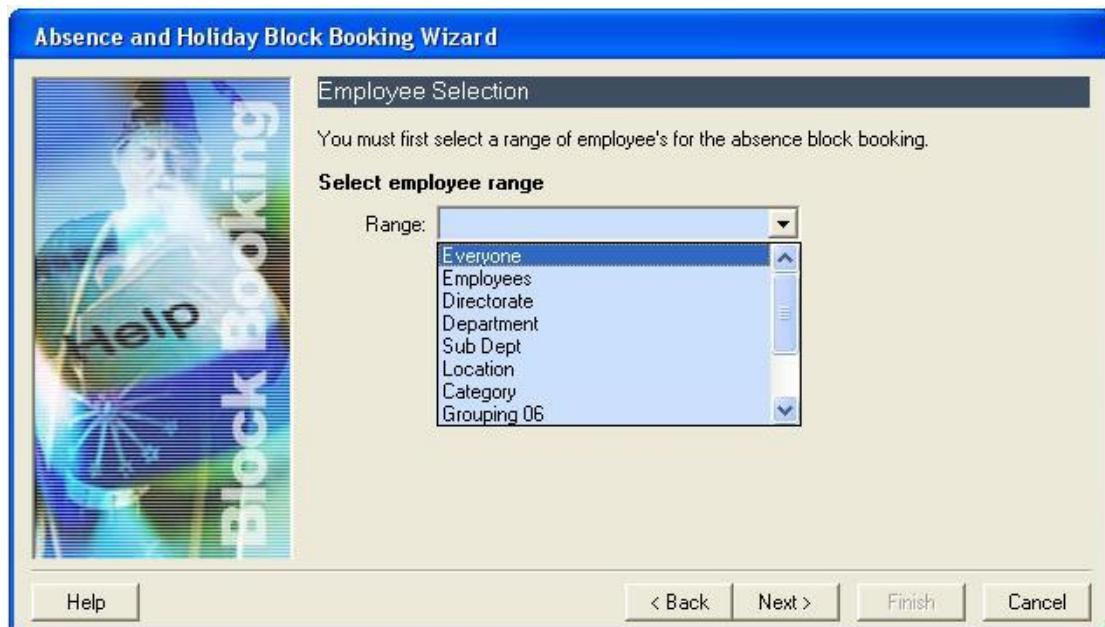
- New...
- Amend...
- Delete
- View details...
- Print preview...
- Print
- Reset grid



Follow the instructions on the next eight screens to create a block booking for many people.

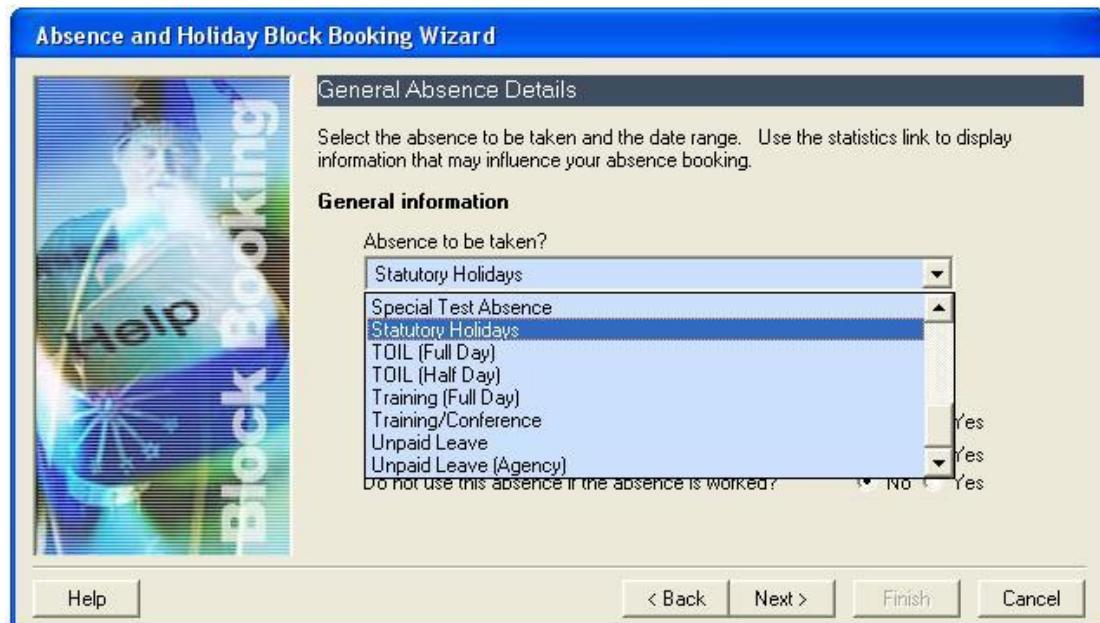


Select the range of people.

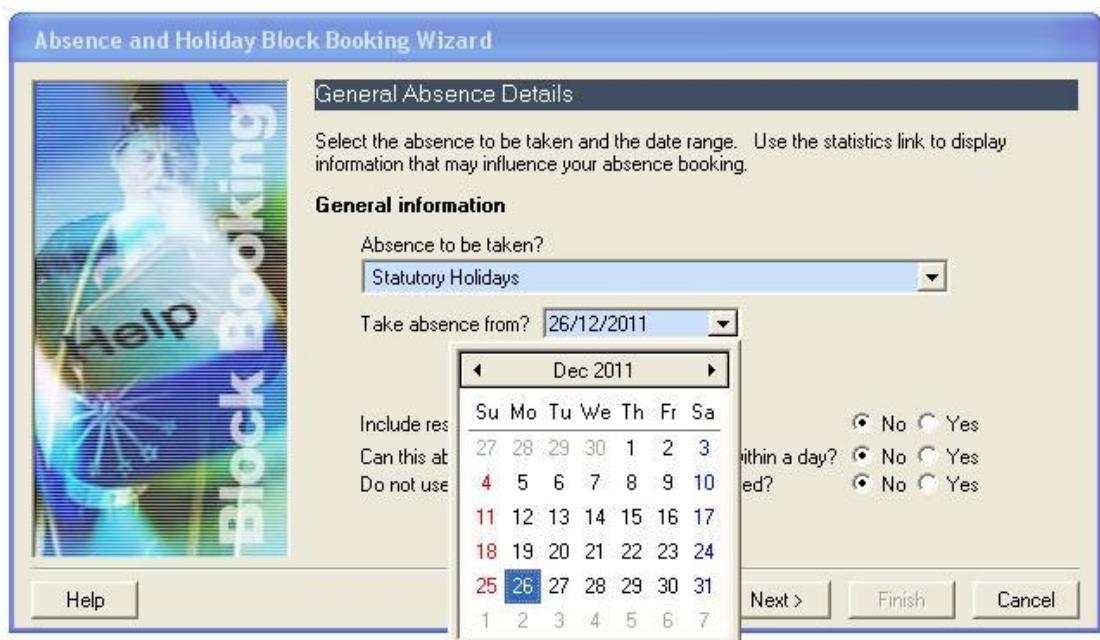




Next, select the absence to be taken.



Now specify the date range (from and to).





Include rest days? *set to No*

Can the absence be used to fill multiple gaps within the day? *set to No*

Do not use this absence if the absence is worked? *set to No*

Absence and Holiday Block Booking Wizard

General Absence Details

Select the absence to be taken and the date range. Use the statistics link to display information that may influence your absence booking.

General information

Absence to be taken?

Statutory Holidays

Take absence from?

up to?

Include rest days? No Yes

Can this absence be used to fill multiple gaps within a day? No Yes

Do not use this absence if the absence is worked? No Yes

Buttons: Help, < Back, Next >, Finish, Cancel

Leave the absence restrictions blank.

Absence and Holiday Block Booking Wizard

Absence Restrictions (Optional)

Next, specify which time of the day the absence can be taken and its maximum duration. Leaving these fields blank enables the absence to be taken throughout the entire schedule.

Absence restrictions (optional)

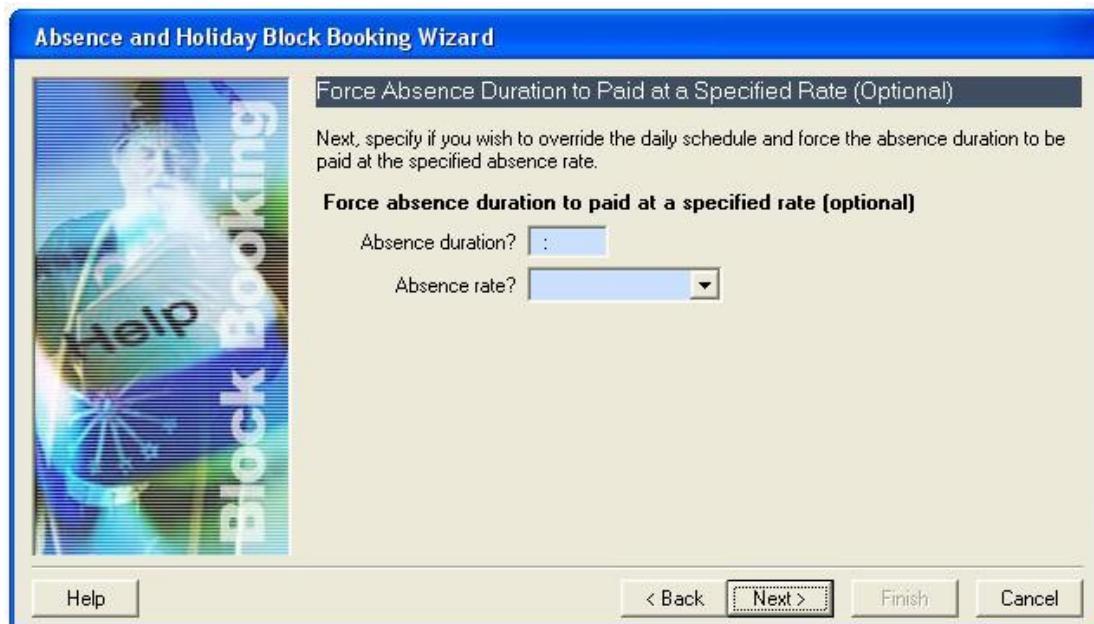
Absence can only be taken between? and .

Maximum absence duration?

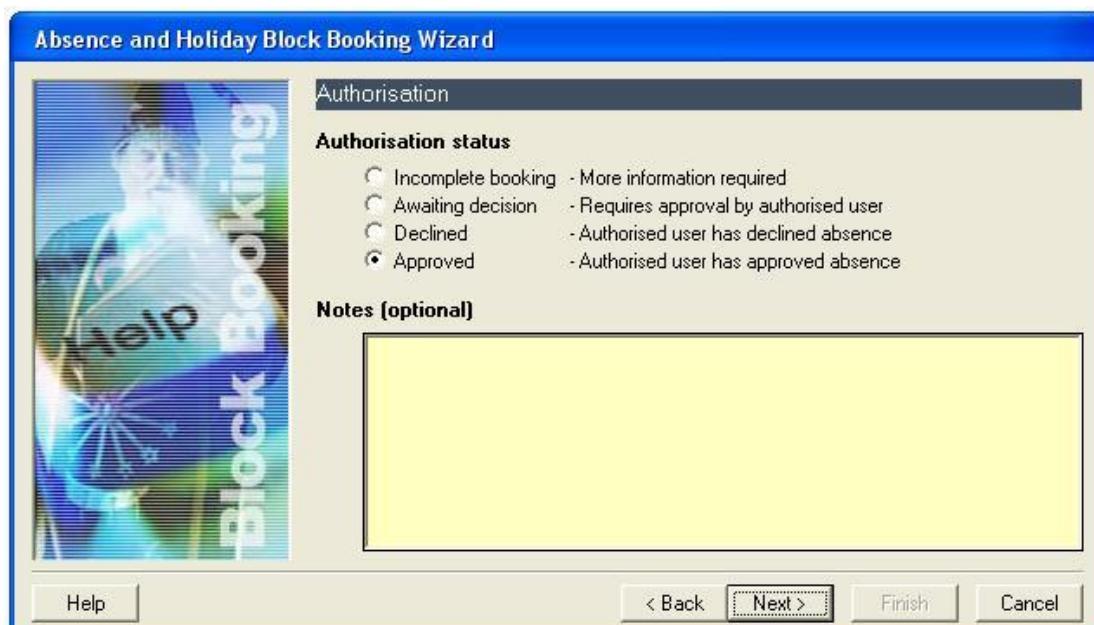
Buttons: Help, < Back, Next >, Finish, Cancel



Leave the Force absence duration... fields blank.



Set the Authorisation status to Approved.





Finally, Press <Finish> and the block-booking will be saved by timeware, (but not yet allocated to the select people).



The block booking will be applied to all selected people during the next system maintenance event within the event handler. If the event handler is not running, the block booking will not be applied!





Notes

Training module: m-03-501 *Preparing your timeware® system:
absence management...*

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OPERATOR