

## Module: m/03/501

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



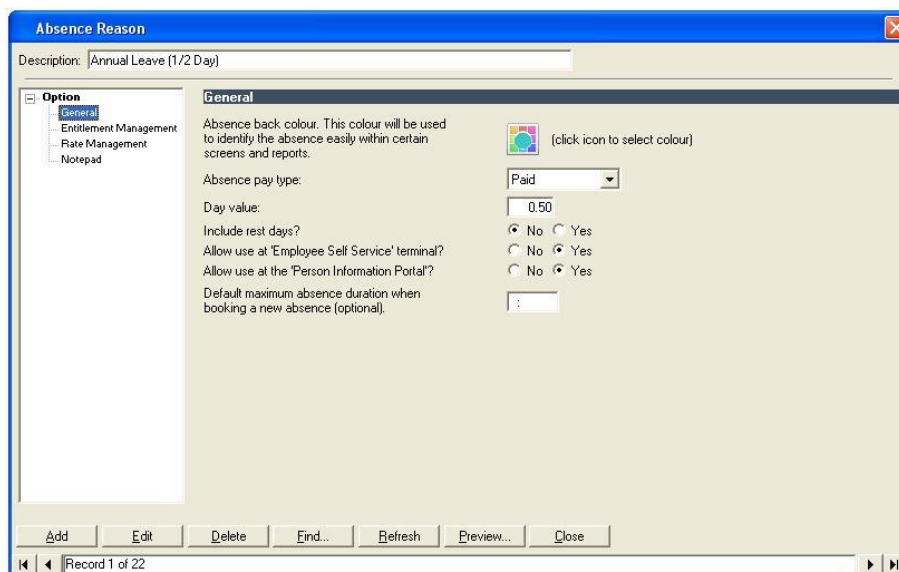
The following module should be completed for every timeware® installation.



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.



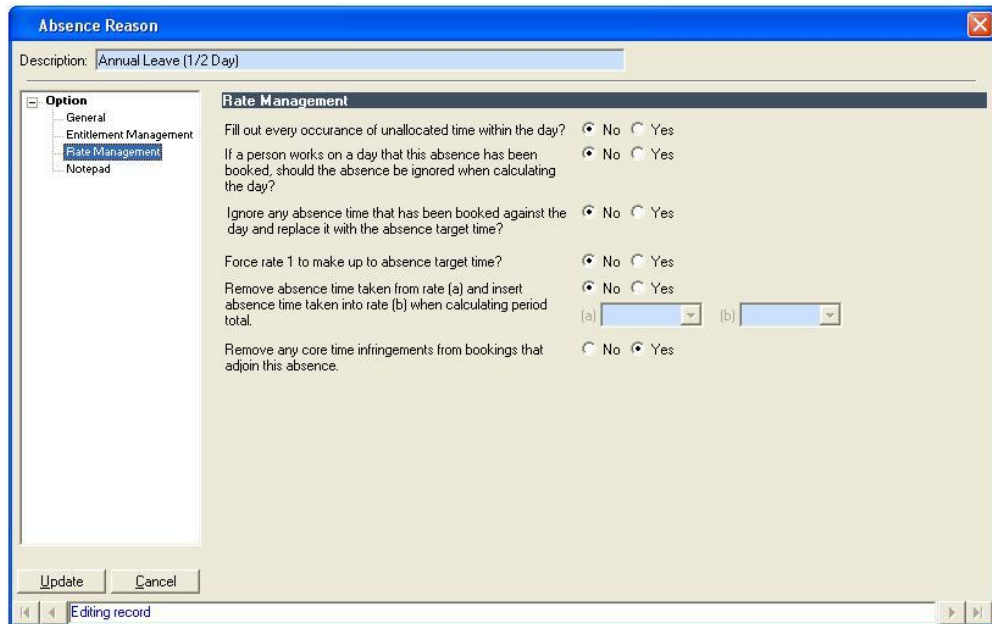


Each absence reason must be given a description and may be allocated a colour. (This colour will appear on the absence statistics and absence and holiday planner screens).

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 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.

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					

First, define the absence year start date:



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

**Categories**

- Holiday Absences**
- Sickness

**Holiday Absences**

Entitlement type: ☒ Days ☐ Hours and minutes

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.

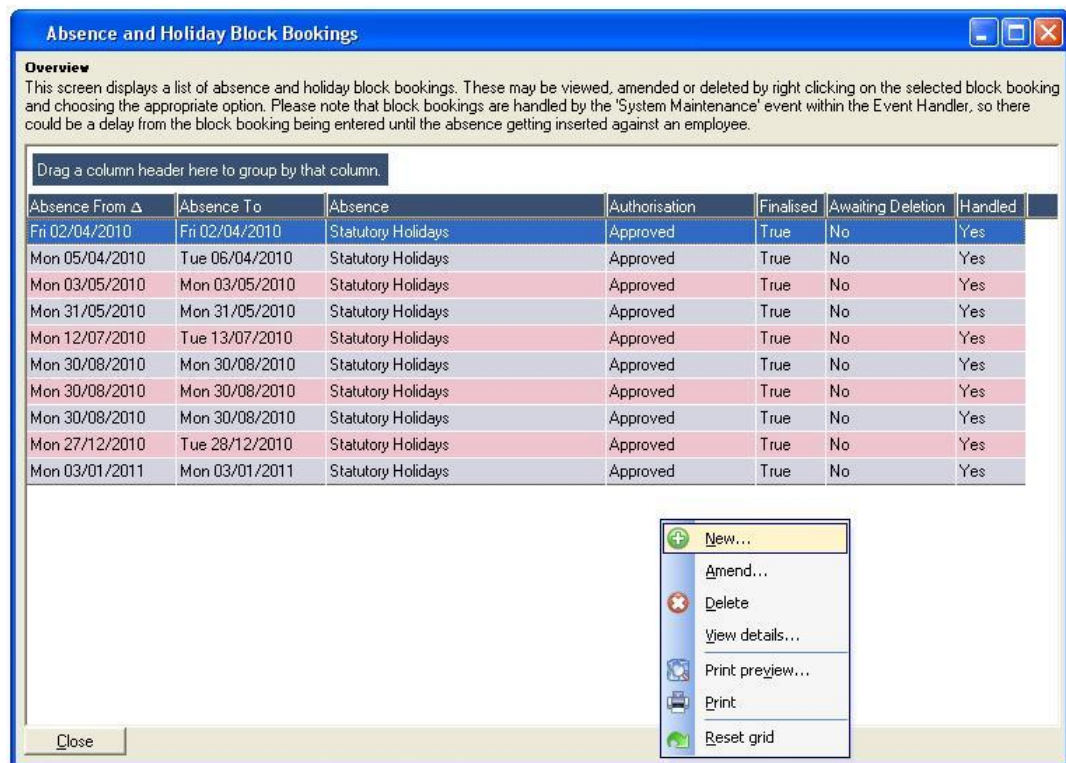
**Update**



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...





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

**Absence and Holiday Block Booking Wizard**

Welcome to the Absence and Holiday Block Booking Wizard

The Absence and Holiday Block Booking Wizard allows you to add a new absence or holiday for a range of employee's. The Wizard guides you through the steps making sure all the necessary options are covered.

Help

< Back Next > Finish Cancel

Select the range of people.

**Absence and Holiday Block Booking Wizard**

**Employee Selection**

You must first select a range of employee's for the absence block booking.

**Select employee range**

Range:

- Everyone
- Employees
- Directorate
- Department
- Sub Dept
- Location
- Category
- Grouping 06

Help

< Back Next > Finish Cancel

Next, select the absence to be taken.

**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

Special Test Absence

Statutory Holidays

TOIL (Full Day)

TOIL (Half Day)

Training (Full Day)

Training/Conference

Unpaid Leave

Unpaid Leave (Agency)

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

Help < Back Next > Finish Cancel

Now specify the date range (from and to).

**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? 26/12/2011

Dec 2011

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Include res ☐ No ☒ Yes

Can this at ☐ No ☒ Yes

Do not use ☐ No ☒ Yes

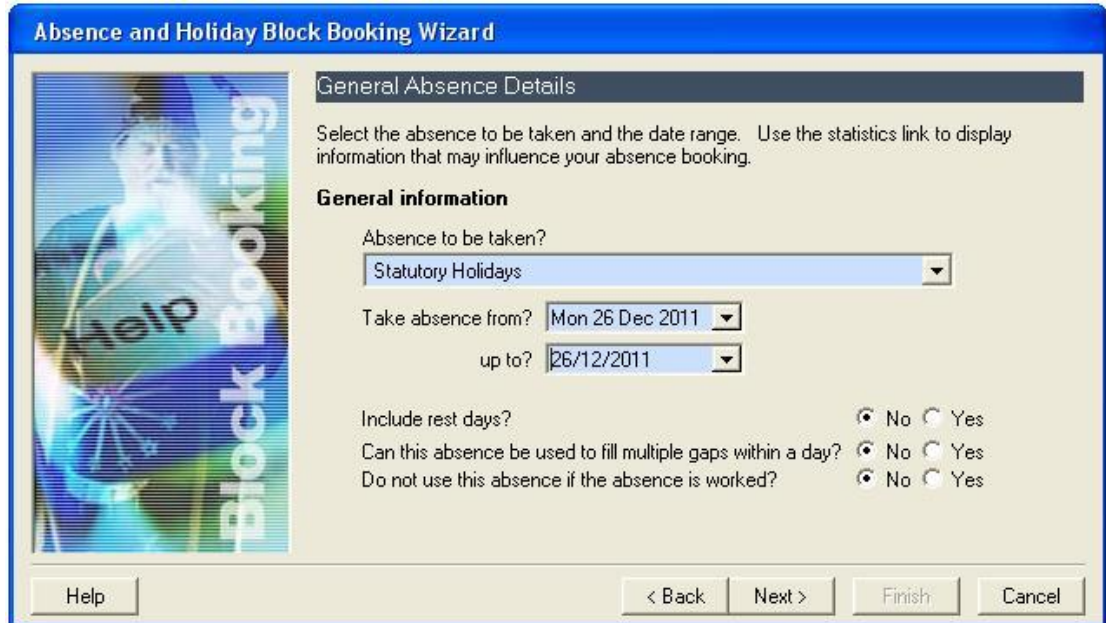
Next > Finish Cancel



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**

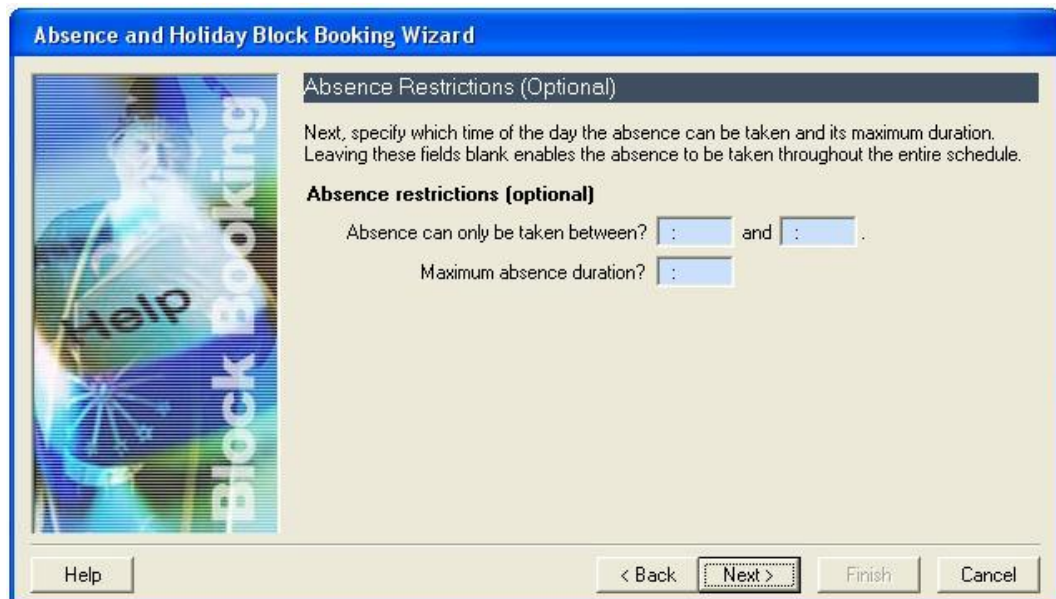
Absence to be taken?  
 Statutory Holidays

Take absence from? Mon 26 Dec 2011  
 up to? 26/12/2011

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

Help < Back Next > Finish Cancel

Leave the absence restrictions blank.



**Absence and Holiday Block Booking Wizard**

**Absence Restrictions (Optional)**

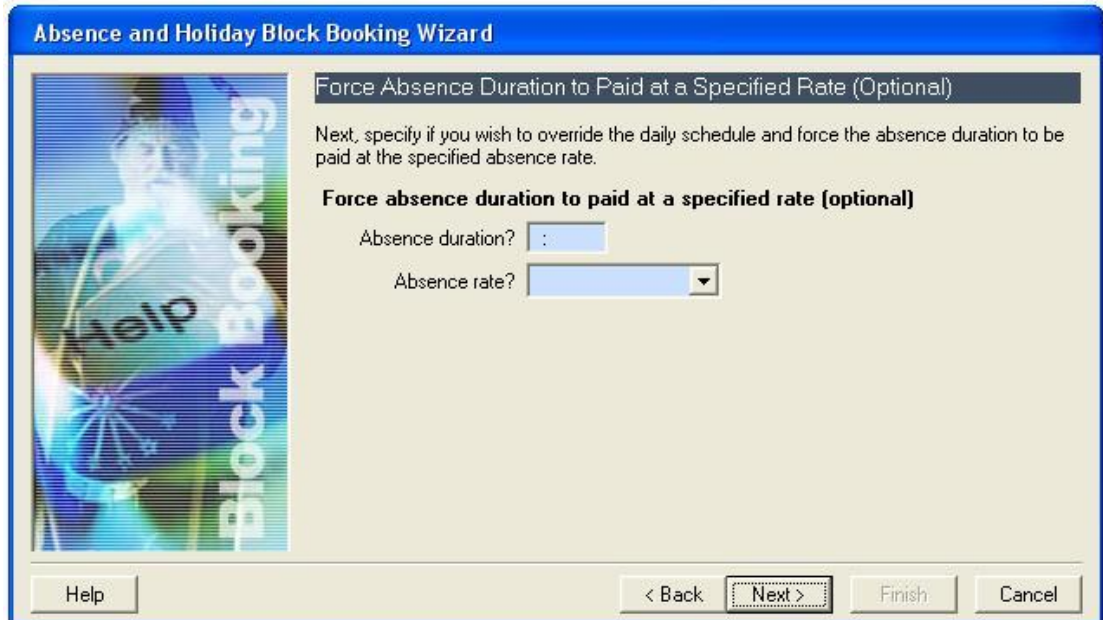
Next, specify which time of the day the absence can be taken and its maximum duration. Leaving these fields blank enables the absence to be taken throughout the entire schedule.

**Absence restrictions (optional)**

Absence can only be taken between? : and :  
 Maximum absence duration? :

Help < Back Next > Finish Cancel

Leave the Force absence duration... fields blank.



**Absence and Holiday Block Booking Wizard**

**Force Absence Duration to Paid at a Specified Rate (Optional)**

Next, specify if you wish to override the daily schedule and force the absence duration to be paid at the specified absence rate.

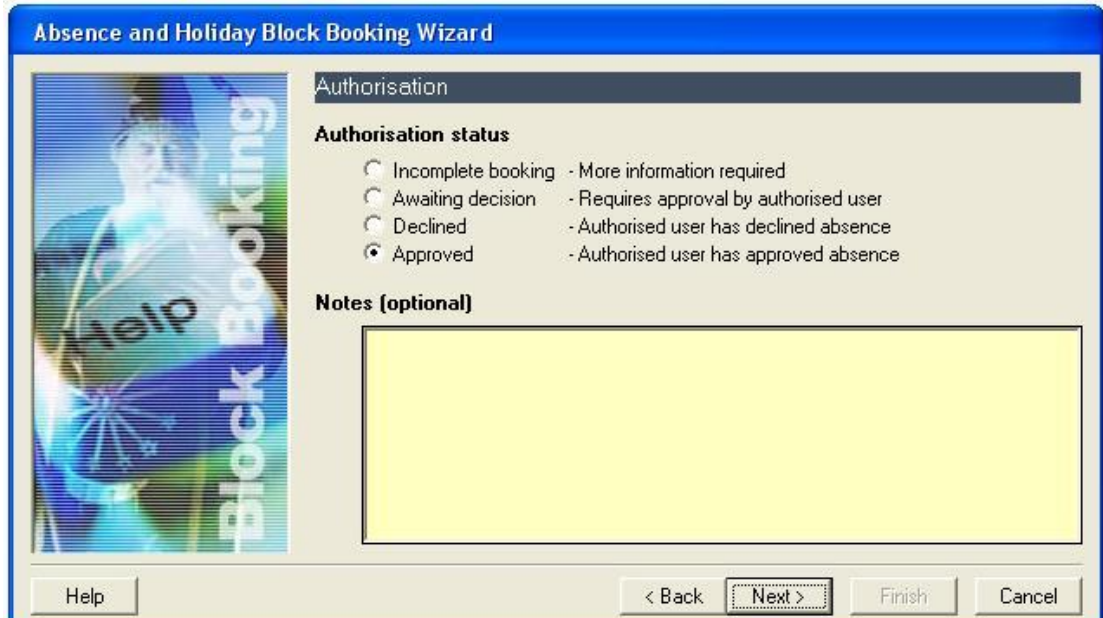
**Force absence duration to paid at a specified rate (optional)**

Absence duration? :

Absence rate?

Help < Back Next > Finish Cancel

Set the Authorisation status to Approved.



**Absence and Holiday Block Booking Wizard**

**Authorisation**

**Authorisation status**

- ☐ Incomplete booking - More information required
- ☐ Awaiting decision - Requires approval by authorised user
- ☐ Declined - Authorised user has declined absence
- ☒ Approved - Authorised user has approved absence

**Notes (optional)**

Help < Back Next > Finish Cancel



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