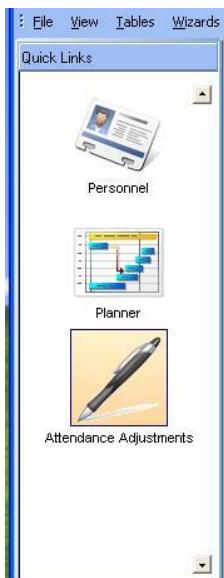




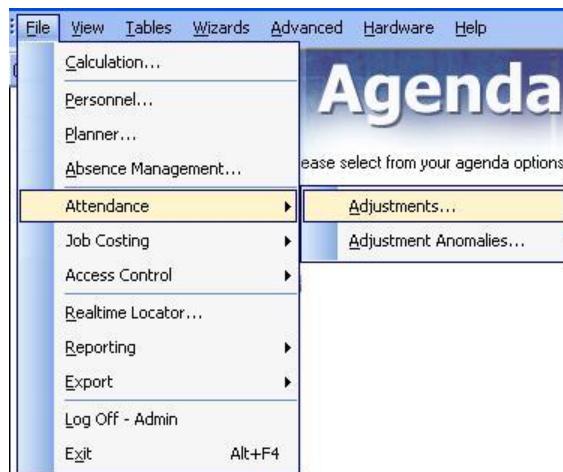
Module: m/04/120

'timeware® adjustments...''

1. Click on the adjustment Quick Link,



or select File, then Attendance, then Adjustments... from the menu.





2. The adjustment screen will then appear at the person and date from the previous session.

Attendance Adjustments																																																																																																																																																																																																																																																																																																																																											
Employee ID: 17		First name: Simon		Last name: Kelley		Employee Info...																																																																																																																																																																																																																																																																																																																																					
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<table border="1"> <tr> <td colspan="2">Date selected: Wed 08 Dec 2010</td> <td colspan="2">Period schedule: Flexi Eastern Group Schedule</td> <td colspan="2">Pay period selected: Wed 01 Dec 2010 to Fri 31 Dec 2010</td> <td colspan="6">Pay period</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td>Total</td> <td>Opn. Bal.</td> <td>Accumula...</td> <td>Target</td> <td>Clos. Bal.</td> <td>Overspill</td> <td>Flexi</td> <td>Rate 02...</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td>125.58</td> <td>-4.23</td> <td>121.58</td> <td>170.10</td> <td>-48.12</td> <td>0.00</td> <td>121.58</td> <td></td> </tr> </table>		Date selected: Wed 08 Dec 2010		Period schedule: Flexi Eastern Group Schedule		Pay period selected: Wed 01 Dec 2010 to Fri 31 Dec 2010		Pay period												Total	Opn. Bal.	Accumula...	Target	Clos. Bal.	Overspill	Flexi	Rate 02...							125.58	-4.23	121.58	170.10	-48.12	0.00	121.58																																																																																																																																																																																																																																																																																																			
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Bal.</td> <td>Flexi</td> <td>Rate 02...</td> </tr> <tr> <td>1 Wed</td> <td>01/12/2010</td> <td colspan="2">Eastern Group Flexi</td> <td colspan="2">...</td> <td>09:47..17:32(2)</td> <td>...</td> <td>8:00</td> <td>-4.23</td> <td>8:00</td> <td>7:25</td> <td>-3.48</td> <td>8:00</td> <td></td> </tr> <tr> <td>1 Thu</td> <td>02/12/2010</td> <td colspan="2">Eastern Group Flexi</td> <td colspan="2">...</td> <td>09:08..17:30(2)</td> <td>...</td> <td>7:37</td> <td>-3.48</td> <td>7:37</td> <td>7:25</td> <td>-3.36</td> <td>7:37</td> <td></td> </tr> <tr> <td>1 Fri</td> <td>03/12/2010</td> <td colspan="2">Eastern Group Friday</td> <td colspan="2">...</td> <td>09:08..17:00(2)</td> <td>...</td> <td>7:07</td> <td>-3.36</td> <td>7:07</td> <td>7:20</td> <td>-3.49</td> <td>7:07</td> <td></td> </tr> <tr> <td>1 Sat</td> <td>04/12/2010</td> <td colspan="2">Flexi Non Work Day</td> <td colspan="2">...</td> <td>22:22..22:22(0)</td> <td>...</td> <td>22:22</td> <td>-3.49</td> <td>0:00</td> <td>0:00</td> <td>-3.49</td> <td></td> <td></td> </tr> <tr> <td>1 Sun</td> <td>05/12/2010</td> <td colspan="2">Flexi Non Work Day</td> <td colspan="2">...</td> <td>22:22..22:22(0)</td> <td>...</td> <td>22:22</td> <td>-3.49</td> <td>0:00</td> <td>0:00</td> <td>-3.49</td> <td></td> <td></td> </tr> <tr> <td>1 Mon</td> <td>06/12/2010</td> <td colspan="2">Eastern Group Flexi</td> <td colspan="2">...</td> <td>09:33..16:13(2)</td> <td>...</td> <td>5:55</td> <td>-3.49</td> <td>5:55</td> <td>7:25</td> <td>-5:19</td> <td>5:55</td> <td></td> </tr> <tr> <td>1 Tue</td> <td>07/12/2010</td> <td colspan="2">Eastern Group Flexi</td> <td colspan="2">...</td> <td>09:15..16:42(2)</td> <td>...</td> <td>6:41</td> <td>-5:19</td> <td>6:41</td> <td>7:25</td> <td>-6:03</td> <td>6:41</td> <td></td> </tr> <tr> <td>1 Wed</td> <td>08/12/2010</td> <td colspan="2">Eastern Group Flexi</td> <td colspan="2">...</td> <td>09:14..18:02(2)</td> <td>...</td> <td>8:01</td> <td>-6:03</td> <td>8:01</td> <td>7:25</td> <td>-5:27</td> <td>8:01</td> <td></td> </tr> <tr> <td>1 Thu</td> <td>09/12/2010</td> <td colspan="2">Eastern Group Flexi</td> <td colspan="2">...</td> <td>08:46..17:30(2)</td> <td>...</td> <td>8:19</td> <td>-5:27</td> <td>8:19</td> <td>7:25</td> <td>-4:33</td> <td>8:19</td> <td></td> </tr> <tr> <td>1 Fri</td> <td>10/12/2010</td> <td colspan="2">Eastern Group Friday</td> <td colspan="2">...</td> <td>08:58..17:34(2)</td> <td>...</td> <td>7:51</td> <td>-4:33</td> <td>7:51</td> <td>7:20</td> <td>-4:02</td> <td>7:51</td> <td></td> </tr> <tr> <td>1 Sat</td> <td>11/12/2010</td> <td colspan="2">Flexi Non Work Day</td> <td colspan="2">...</td> <td>22:22..22:22(0)</td> <td>...</td> <td>4:00</td> <td>-4:02</td> <td>0:00</td> <td>0:00</td> <td>-4:02</td> <td></td> <td></td> </tr> <tr> <td>1 Sun</td> <td>12/12/2010</td> <td colspan="2">Flexi Non Work Day</td> <td colspan="2">...</td> <td>22:22..22:22(0)</td> <td>...</td> <td>22:22</td> <td>-4:02</td> <td>0:00</td> <td>0:00</td> <td>-4:02</td> <td></td> <td></td> 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Fri</td> <td>17/12/2010</td> <td colspan="2">Eastern Group Friday</td> <td colspan="2">...</td> <td>09:18..12:15(2)</td> <td>...</td> <td>2:57</td> <td>-4:03</td> <td>2:57</td> <td>7:20</td> <td>-4:03</td> <td>2:57</td> <td></td> </tr> <tr> <td>1 Sat</td> <td>18/12/2010</td> <td colspan="2">Flexi Non Work Day</td> <td colspan="2">...</td> <td>22:22..22:22(0)</td> <td>...</td> <td>22:22</td> <td>-4:03</td> <td>0:00</td> <td>0:00</td> <td>-4:03</td> <td></td> <td></td> </tr> <tr> <td>1 Sun</td> <td>19/12/2010</td> <td colspan="2">Flexi Non Work Day</td> <td colspan="2">...</td> <td>22:22..22:22(0)</td> <td>...</td> <td>22:22</td> <td>-4:03</td> <td>0:00</td> <td>0:00</td> <td>-4:03</td> <td></td> <td></td> </tr> <tr> <td>1 Mon</td> <td>20/12/2010</td> <td colspan="2">Eastern Group Flexi</td> <td colspan="2">...</td> <td>09:29..17:30(2)</td> <td>...</td> <td>7:16</td> <td>-4:03</td> <td>7:16</td> <td>7:25</td> <td>-4:12</td> <td>7:16</td> <td></td> </tr> <tr> <td>1 Tue</td> <td>21/12/2010</td> <td colspan="2">Eastern Group Flexi</td> <td colspan="2">...</td> <td>09:12..17:42(2)</td> <td>...</td> <td>7:45</td> <td>-4:12</td> <td>7:45</td> <td>7:25</td> <td>-3:52</td> <td>7:45</td> <td></td> </tr> </table>		Wk/Day Date		Schedule		Taken absence(s)		First/last swipe		Total	Opn. Bal.	Accumula...	Target	Clos. Bal.	Flexi	Rate 02...	1 Wed	01/12/2010	Eastern Group Flexi		...		09:47..17:32(2)	...	8:00	-4.23	8:00	7:25	-3.48	8:00		1 Thu	02/12/2010	Eastern Group Flexi		...		09:08..17:30(2)	...	7:37	-3.48	7:37	7:25	-3.36	7:37		1 Fri	03/12/2010	Eastern Group Friday		...		09:08..17:00(2)	...	7:07	-3.36	7:07	7:20	-3.49	7:07		1 Sat	04/12/2010	Flexi Non Work Day		...		22:22..22:22(0)	...	22:22	-3.49	0:00	0:00	-3.49			1 Sun	05/12/2010	Flexi Non Work Day		...		22:22..22:22(0)	...	22:22	-3.49	0:00	0:00	-3.49			1 Mon	06/12/2010	Eastern Group Flexi		...		09:33..16:13(2)	...	5:55	-3.49	5:55	7:25	-5:19	5:55		1 Tue	07/12/2010	Eastern Group Flexi		...		09:15..16:42(2)	...	6:41	-5:19	6:41	7:25	-6:03	6:41		1 Wed	08/12/2010	Eastern Group Flexi		...		09:14..18:02(2)	...	8:01	-6:03	8:01	7:25	-5:27	8:01		1 Thu	09/12/2010	Eastern Group Flexi		...		08:46..17:30(2)	...	8:19	-5:27	8:19	7:25	-4:33	8:19		1 Fri	10/12/2010	Eastern Group Friday		...		08:58..17:34(2)	...	7:51	-4:33	7:51	7:20	-4:02	7:51		1 Sat	11/12/2010	Flexi Non Work Day		...		22:22..22:22(0)	...	4:00	-4:02	0:00	0:00	-4:02			1 Sun	12/12/2010	Flexi Non Work Day		...		22:22..22:22(0)	...	22:22	-4:02	0:00	0:00	-4:02			1 Mon	13/12/2010	Eastern Group Flexi		...		09:00..17:12(2)	...	7:22	-4:02	7:27	7:25	-4:00	7:27		1 Tue	14/12/2010	Eastern Group Flexi		...		09:12..16:44(2)	...	6:47	-4:00	6:47	7:25	-4:38	6:47		1 Wed	15/12/2010	Eastern Group Flexi		...		09:08..17:23(2)	...	7:30	-4:38	7:30	7:25	-4:33	7:30		1 Thu	16/12/2010	Eastern Group Flexi		...		09:00..17:40(2)	...	7:55	-4:33	7:55	7:25	-4:03	7:55		1 Fri	17/12/2010	Eastern Group Friday		...		09:18..12:15(2)	...	2:57	-4:03	2:57	7:20	-4:03	2:57		1 Sat	18/12/2010	Flexi Non Work Day		...		22:22..22:22(0)	...	22:22	-4:03	0:00	0:00	-4:03			1 Sun	19/12/2010	Flexi Non Work Day		...		22:22..22:22(0)	...	22:22	-4:03	0:00	0:00	-4:03			1 Mon	20/12/2010	Eastern Group Flexi		...		09:29..17:30(2)	...	7:16	-4:03	7:16	7:25	-4:12	7:16		1 Tue	21/12/2010	Eastern Group Flexi		...		09:12..17:42(2)	...	7:45	-4:12	7:45	7:25	-3:52	7:45	
Wk/Day Date		Schedule		Taken absence(s)		First/last swipe		Total	Opn. Bal.	Accumula...	Target	Clos. Bal.	Flexi	Rate 02...																																																																																																																																																																																																																																																																																																																													
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3. Click <Find> and search for the person whose bookings you wish to view or amend.

<input type="button" value="Find..."/>	<input type="button" value="Refresh"/>	<input type="button" value="Preview..."/>	<input type="button" value="Close"/>
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Find: Attendance Adjustments					
Search for:	nathan		<input type="button" value="Find"/>	<input type="button" value="First"/>	<input type="button" value="Last"/>
Search through:	First Name		<input type="button" value="Search"/>		
Search type:	Contains		<input type="button" value="Search"/>		
Drag a column header here to group by that column.					
Employee ID	Payroll	First Name	Last Name	Known As	Employee
15	Nathan	Price	Price, Nathan D	Price, Nathan D	Employee
16	Elizabeth	McKenna	McKenna, Elizabeth	McKenna, Elizabeth	Employee
17	Charlene	Magill	Magill, Charlene	Magill, Charlene	Employee
18	Helen	Dawson	Dawson, Helen	Dawson, Helen	Employee
19	William	Doyle	Doyle, William	Doyle, William	Employee
20	Andrew	Pearson	Pearson, Andrew	Pearson, Andrew	Employee
21	Jennifer	Parkinson	Parkinson, Jenn	Parkinson, Jenn	Second
22	Mervyn	Fleming	Fleming, Mervyn	Fleming, Mervyn	Employee
23	John	Patterson	Patterson, John	Patterson, John	Employee



4. The person's bookings will then appear for the current period.

Wk/Day Date		Schedule	Taken absence(s)	First/last swipe	Total	Open Bal.	Accumula...	Pay period					
Mon	Tue	Wed	Thu	Fri	Sat	Sun		Target	Clos. Bal.	Overspill	Flexi	Rate 02...	
1	2	3	4	5	6	7		168:24	1:32	168:24	5:06	0:00	168:24
8	9	10	11	12	13	14							
15	16	17	18	19	20	21							
22	23	24	25	26	27	28							
29	30	1	2	3	4	5							
6	7	8	9	10	11	12							

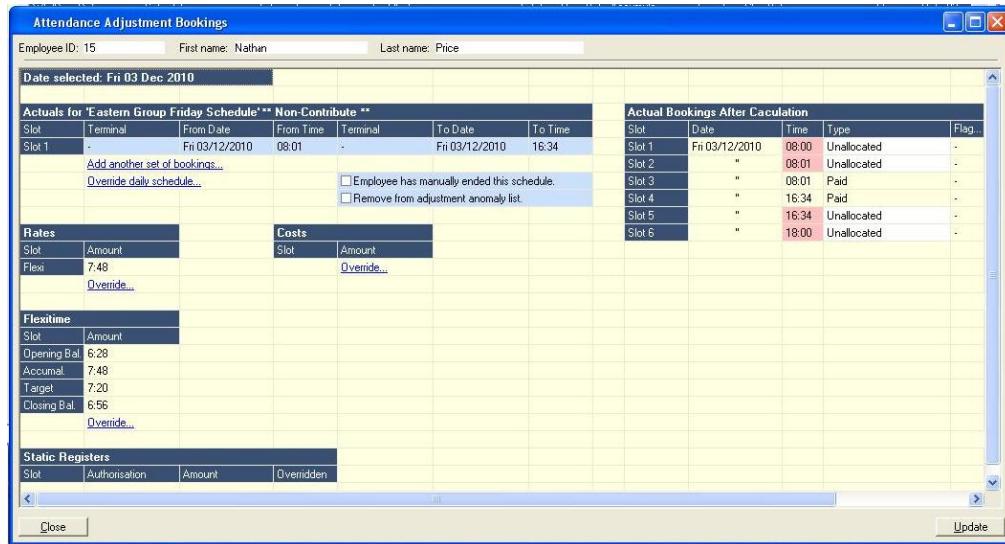
5. Jump to a different date by using the calendar control.



6. Click on the 'first/last swipe' field to view/amend the actual bookings for the selected day.

Wk/Day	Date	Schedule	Taken absence(s)	First/last swipe	Total
1 Mon	01/11/2010	Eastern Group Flexi	...	07:53...18:03 (2)	9:15
1 Tue	02/11/2010	Eastern Group Flexi	...	07:59...18:02 (2)	9:15
1 Wed	03/11/2010	Eastern Group Flexi	Sickness Part Day (P...	09:49...11:42 (2) (⌚)	1:53
1 Thu	04/11/2010	Eastern Group Flexi	...	08:00...16:43 (2)	7:58
1 Fri	05/11/2010	Eastern Group Friday ...	Annual Leave (Full Day)	??:??...??:?? (0)	7:20
1 Sat	06/11/2010	Flexi Non Work Day	...	??:??...??:?? (0)	??:??
1 Sun	07/11/2010	Flexi Non Work Day	...	??:??...??:?? (0)	??:??
1 Mon	08/11/2010	Eastern Group Flexi	...	07:58...16:42 (2)	7:57
1 Tue	09/11/2010	Eastern Group Flexi	...	07:55...17:47 (2)	9:02
1 Wed	10/11/2010	Eastern Group Flexi	...	07:55...17:44 (2)	8:39
1 Thu	11/11/2010	Eastern Group Flexi	...	09:25...18:14 (2) (⌚)	7:50
1 Fri	12/11/2010	Eastern Group Friday	08:02...16:25 (2) (⌚)	7:38
1 Sat	13/11/2010	Flexi Non Work Day	...	??:??...??:?? (0)	??:??
1 Sun	14/11/2010	Flexi Non Work Day	...	??:??...??:?? (0)	??:??
1 Mon	15/11/2010	Eastern Group Flexi	...	08:07...16:54 (2)	8:02
1 Tue	16/11/2010	Eastern Group Flexi	Training (Full Day)	??:??...??:?? (0)	7:25
1 Wed	17/11/2010	Eastern Group Flexi	...	07:56...17:03 (2)	8:18
1 Thu	18/11/2010	Eastern Group Flexi	...	08:05...17:42 (4) (⌚)	8:07
1 Fri	19/11/2010	Eastern Group Friday	07:57...15:33 (2) (⌚)	6:48
1 Sat	20/11/2010	Flexi Non Work Day	...	??:??...??:?? (0)	??:??
1 Sun	21/11/2010	Flexi Non Work Day	...	??:??...??:?? (0)	??:??

7. From this screen, the user may add new bookings, amend or delete existing bookings, or simply override the total hours worked for the day.



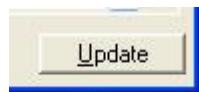
The screenshot shows the 'Attendance Adjustment Bookings' window for Employee ID: 15, First name: Nathan, Last name: Price. The date selected is Fri 03 Dec 2010. The window displays 'Actuals for Eastern Group Friday Schedule*** Non-Contribute **' and 'Actual Bookings After Calculation' for Slot 1 through Slot 6. It includes sections for Rates, Costs, Flexitime, and Static Registers, with various buttons like 'Add another set of bookings...', 'Override daily schedule...', 'Employee has manually ended this schedule.', 'Remove from adjustment anomaly list.', 'Override...', 'Update', and 'Close'.



All amendments are audited by timeware®. The  icon denotes a manual change.



8. Click on <Update> to save and recalculate the changes, and then return to the adjustments screen.



9. Finally, to leave the adjustments screen, click <Close>.

