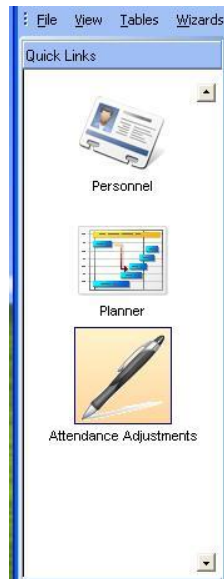




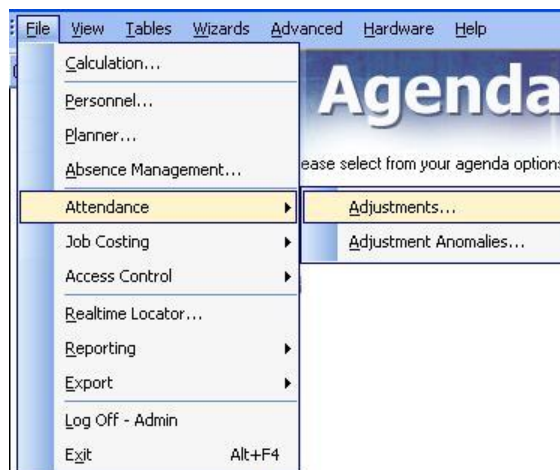
## Module: m/04/120

*'timeware® adjustments...'*

1. Click on the adjustment Quick Link,



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





- 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

Date selected: Wed 08 Dec 2010  
 Period schedule: Flexi Eastern Group Schedule  
 Pay period selected: Wed 01 Dec 2010 to Fri 31 Dec 2010

		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	

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		08:47_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		08:33_16:13(2)	5.55	-3.49	5.55	7.25	-5.19	5.55	
1 Tue	07/12/2010	Eastern Group Flexi		09:16_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_17:50(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)	7.27	-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	-3.65	7.45	

Find... Refresh Preview... Close

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- Click <Find> and search for the person whose bookings you wish to view or amend.

Find... Refresh Preview... Close

**Find: Attendance Adjustments**

Search for: nathan

Search through: First Name

Search type: Contains

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	Employee
16		Elizabeth	McKenna	McKenna, Elizabe	Employee
17		Charlene	Magill	Magill, Charlene	Employee
18		Helen	Dawson	Dawson, Helen	Employee
19		William	Doyle	Doyle, William	Employee
20		Andrew	Pearson	Pearson, Andrew	Employee
21		Jennifer	Parkinson	Parkinson, Jenn	Seconde
22		Mervyn	Fleming	Fleming, Mervyn	Employee
23		John	Patterson	Patterson, John	Employee



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

Attendance Adjustments

Employee ID: 15 First name: Nathan Last name: Price

November 2010

Date selected: Thu 10 Nov 2010

Period schedule: Flexi Eastern Group Schedule

Pay period selected: Mon 01 Nov 2010 to Tue 30 Nov 2010

Wk/Day	Date	Schedule	Taken absence(s)	First/last swipe	Total	Opn. Bal.	Accumula...	Target	Clos. Bal.	Overspill	Flexi	Rate 02
1 Mon	01/11/2010	Eastern Group Flexi	...	07:53...18:03 (2)	9:15	1:32	9:15	7:25	3:22		9:15	
1 Tue	02/11/2010	Eastern Group Flexi	...	07:59...18:02 (2)	9:15	3:22	9:15	7:25	5:12		9:15	
1 Wed	03/11/2010	Eastern Group Flexi	Sickness Part Day (P...	09:49...11:42 (2)	1:53	5:12	1:53	7:25	-0:20		1:53	
1 Thu	04/11/2010	Eastern Group Flexi	...	08:00...16:43 (2)	7:58	-0:20	7:58	7:25	0:13		7:58	
1 Fri	05/11/2010	Eastern Group Friday ...	Annual Leave (Full Day)	??:??...??:?? (0)	7:20	0:13	7:20	7:20	0:13		7:20	
1 Sat	06/11/2010	Flexi Non Work Day	...	??:??...??:?? (0)	??:??	0:13	0:00	0:00	0:13		??:??	
1 Sun	07/11/2010	Flexi Non Work Day	...	??:??...??:?? (0)	??:??	0:13	0:00	0:00	0:13		??:??	
1 Mon	08/11/2010	Eastern Group Flexi	...	07:59...16:42 (2)	7:57	0:13	7:57	7:25	0:45		7:57	
1 Tue	09/11/2010	Eastern Group Flexi	...	07:55...17:47 (2)	9:02	0:45	9:02	7:25	2:22		9:02	
1 Wed	10/11/2010	Eastern Group Flexi	...	07:55...17:24 (2)	8:39	2:22	8:39	7:25	3:36		8:39	
1 Thu	11/11/2010	Eastern Group Flexi	...	09:26...18:14 (2)	7:50	3:36	7:50	7:25	4:01		7:50	
1 Fri	12/11/2010	Eastern Group Friday ...	...	08:00...16:25 (2)	7:38	4:01	7:38	7:20	4:19		7:38	
1 Sat	13/11/2010	Flexi Non Work Day	...	??:??...??:?? (0)	??:??	4:19	0:00	0:00	4:19		??:??	
1 Sun	14/11/2010	Flexi Non Work Day	...	??:??...??:?? (0)	??:??	4:19	0:00	0:00	4:19		??:??	
1 Mon	15/11/2010	Eastern Group Flexi	...	08:07...16:54 (2)	8:02	4:19	8:02	7:25	4:56		8:02	
1 Tue	16/11/2010	Eastern Group Flexi	Training (Full Day)	??:??...??:?? (0)	7:25	4:56	7:25	7:25	4:56		7:25	
1 Wed	17/11/2010	Eastern Group Flexi	...	07:56...17:03 (2)	8:18	4:56	8:18	7:25	5:49		8:18	
1 Thu	18/11/2010	Eastern Group Flexi	...	08:05...17:42 (2)	8:07	5:49	8:07	7:25	6:31		8:07	
1 Fri	19/11/2010	Eastern Group Friday ...	...	07:57...15:33 (2)	6:48	6:31	6:48	7:20	5:59		6:48	
1 Sat	20/11/2010	Flexi Non Work Day	...	??:??...??:?? (0)	??:??	5:59	0:00	0:00	5:59		??:??	
1 Sun	21/11/2010	Flexi Non Work Day	...	??:??...??:?? (0)	??:??	5:59	0:00	0:00	5:59		??:??	

End... Refresh Preview... Close

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




- 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)	??:??



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



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



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



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

