



Module: m/07/125

'Submitting an attendance booking...'

1. Log into the PIP and select Attendance Bookings from the left-hand menu.

The screenshot shows the Timeware PIP interface. The left sidebar contains links: Log Out, Your Information, Attendance Bookings (which is highlighted in red), Absence and Holidays, Supervisor, and Help. The main content area is titled 'Attendance Bookings' and shows a table of attendance bookings for the period Mon 31/01/11 to Thu 03/02/11. The table has columns for Date, Schedule, Booking(s), Absence(s), and various time-related metrics. A red box highlights the 'Attendance Bookings' link in the sidebar and the 'Attendance Bookings' section in the main content.

2. The attendance information for the current period is then displayed.

The screenshot shows the Timeware PIP interface with the 'Attendance Bookings' section displayed. The left sidebar is identical to the previous screenshot. The main content area shows a table of attendance bookings for the period Mon 31 January 2011 - Sun 06 February 2011. The table includes columns for Date, Schedule, Booking(s), Absence(s), and various time-related metrics. Below the table, a section titled 'Bookings Awaiting Calculation' is shown, with a table for 'Booking(s)', 'Type', 'Authorisation', and 'Memo'. A red box highlights the 'Attendance Bookings' link in the sidebar and the 'Attendance Bookings' section in the main content.



3. Beneath the current period information, you will see the 'Add New Bookings' section.

Select 'Real time booking' and click on the <Submit Booking> button.

Bookings Awaiting Calculation

Booking(s)	Type	Authorisation	Memo
Tue 08/02/11 06:45	[delete] Booking	Awaiting a decision	[memo] 'Lost my badge on the way to work!'

Add New Booking(s)

Please select type of booking:

Real time booking Booking Pair of bookings Lunch break

Please select date: [Select](#)

Please enter from time:

Please enter to time:

Use the space below to make any relevant comments:

NB: It is the responsibility of the employee to ensure all information recorded is totally accurate.

Declaration

On submission of this adjustment request I confirm all information to be wholly accurate. I accept that any information submitted which is subsequently proven not to be accurate will be dealt with in accordance with the disciplinary procedure.

[Submit Booking](#)



- Once submitted, the booking is visible under the heading 'Bookings Awaiting Calculation'

Bookings Awaiting Calculation

Booking(s)	Type	Authorisation	Memo
Tue 08/02/11 06:45	[delete] Booking	 Awaiting a decision	 'Lost my badge on the way to work!'

The booking will remain here until it is processed by the calculation service.



If the booking remains in this section indefinitely, there are two possible reasons:

- The booking is awaiting authorisation or finalisation by a manager. Once this has been completed, the booking will be automatically processed.
- It is possible that the calculation service has been stopped. Please inform your system administrator if this occurs. Once the calculation service is restarted, all bookings awaiting calculation will be processed



- Once processed by the calculation agent, the booking will appear in the top section of the page, alongside other bookings from the same period.
- You have successfully submitted a booking! To log out of the timeware® PIP, follow module m/07/135.



Notes