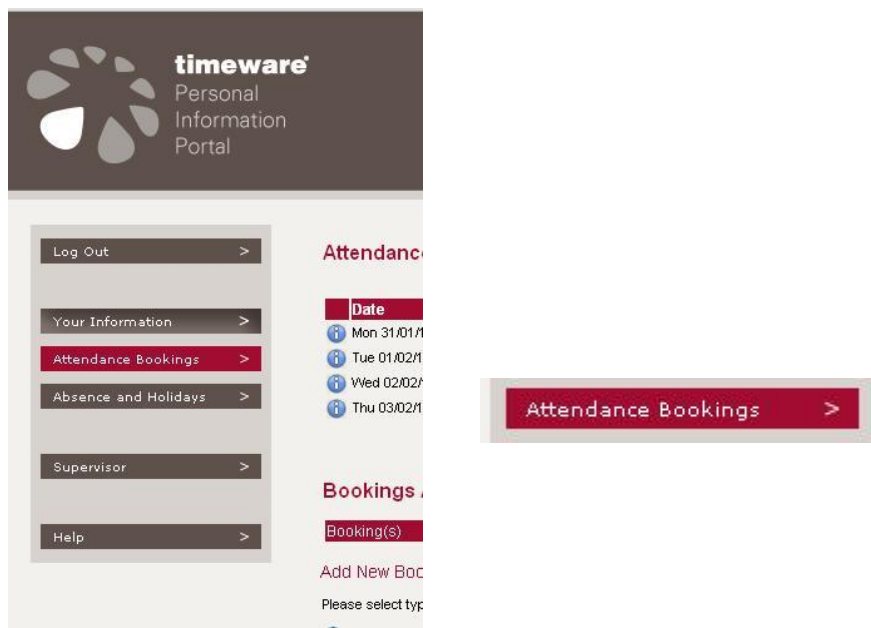




Module: m/07/125

'Submitting an attendance booking...'

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



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

The screenshot displays the 'Attendance Bookings' table for the period Mon 31 January 2011 to Sun 06 February 2011. The table includes columns for Date, Schedule, Booking(s), Absence(s), Total, Flex, Rate 02, Toil, OT 1.5, OT 2, and Toil Bal. The data shows four days of bookings for Nathan Price (Mon-Fri) with zero values across all metrics. A 'Period End Totals' row shows all zeros. Below the table, there is a section for 'Bookings Awaiting Calculation' with a table for Booking(s), Type, Authorisation, and Memo. At the bottom, there is a link to 'Add New Booking(s)'.

| Date | Schedule | Booking(s) | Absence(s) | Total | Flex | Rate 02 | Toil | OT 1.5 | OT 2 | Toil Bal |
|----------------------|------------------------|------------|------------|-------|------|---------|------|--------|------|----------|
| Mon 31/01/11 | Nathan Price (Mon-Fri) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Tue 01/02/11 | Nathan Price (Mon-Fri) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Wed 02/02/11 | Nathan Price (Mon-Fri) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Thu 03/02/11 | Nathan Price (Mon-Fri) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Period End Totals >> | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |



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 '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:

Please enter from time:

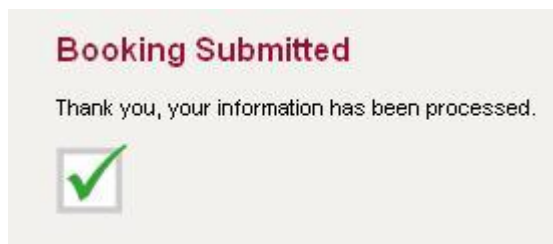
Please enter to time:

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.



4. 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:

1. The booking is awaiting authorisation or finalisation by a manager. Once this has been completed, the booking will be automatically processed.
2. 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



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



Notes