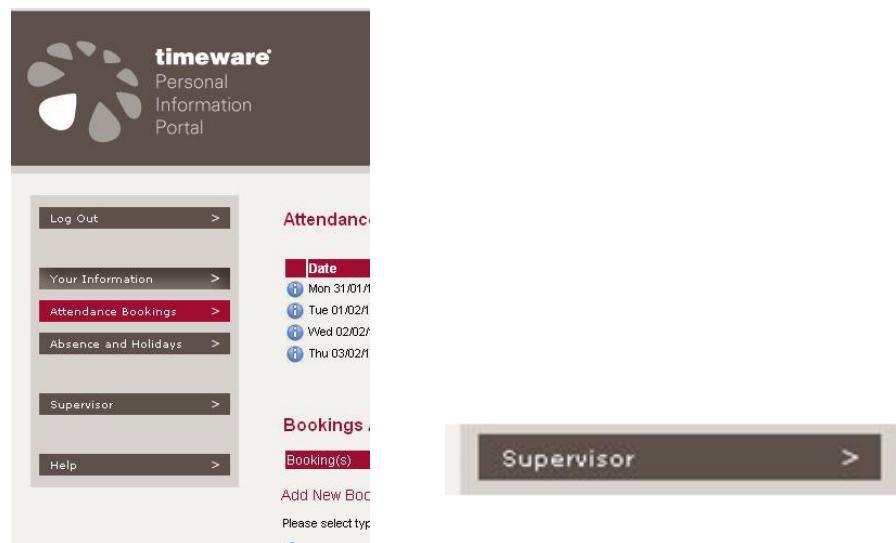




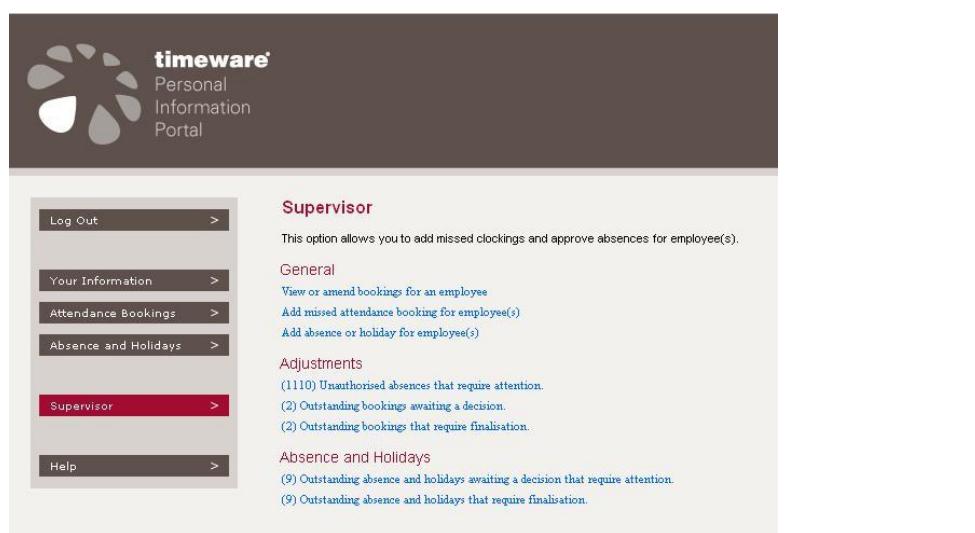
## Module: m/07/230

*'Authorising and finalising staff attendance bookings...'*

1. Log into the timeware® PIP (module m/07/110).
2. Select Supervisor from the left-hand menu.



3. The Supervisor menu will then appear.





4. On the right you will see the Adjustments heading above three possible options.

**Adjustments**

(364) Unauthorised absences that require attention.  
(2) Outstanding bookings awaiting a decision.  
(3) Outstanding bookings that require finalisation.

- a. Unauthorised absences that require attention  
This option gives the supervisor the ability to replace an unauthorised absence with an authorised absence.
- b. Outstanding bookings awaiting a decision  
This option gives the supervisor the ability to mark '*yet to be approved*' attendance bookings as declined or authorised.
- c. Outstanding bookings that require finalisation  
This option gives the supervisor the ability to mark '*approved*' or '*declined*' attendance bookings as finalised.