

Employees requiring your attention								
Surname		Employee number						
Number	Surname and initials	Name/Remark	Employed	Last clocked	Last attend	Last payslip	Last fuel	ETI status
3064	BENSON PP	PAULUS	16/06/2014		06/08/2014	06/08/2014		UNKNOWN!!
3075	BRAND MM	MARGARET	18/06/2014		08/08/2014	18/07/2014		UNKNOWN!!
3096	DINTWE MJ	JULIA	04/08/2014		05/08/2014			UNKNOWN!!
3115	GAELELE LM	Permit expired!!	05/08/2014		08/08/2014			UNKNOWN!!
0399	GREYLING JJ	JOHAN	07/11/2012				09/08/2013	N/A
3101	JOTELO MN	MARTHA	04/08/2014		05/08/2014			UNKNOWN!!
3116	KATI TP	Contract expired!!	05/08/2014		06/08/2014	06/08/2014		UNKNOWN!!

The screen above is an example of a “warning message” you may get when opening AfriClock. The intention with the message is to highlight employees who need attention. Their names will be listed because of the following reasons:

1. The employee have:
 - No clock movements for a period of three months; and
 - No attendance records for a period of three months; and
 - No payslip for a period of three months; and
 - No record with regards to the usage of diesel within the previous three months
2. The employee’s residential permit has expired;
3. The employee’s contract is passed expiry date;
4. The ETI status of the employee is unknown.

To fix the above, the following options are available:

1. Terminate the employee’s services; or
2. Investigate the employee. When investigating the employee’s profile, the expiry dates of the residential permit and/or contract can be adjusted; or
3. Indicate that the employee is still in service.
4. With regards to the “UNKNOWN” ETI status, fix by clicking on the option at the bottom of the screen: “Change ETI status”.
 - Indicate if the employee is a domestic worker. If YES, mark the tick box; if NOT leave blank.
 - Indicate if the employee are related to the employer. If YES, mark the tick box; if NOT, leave blank.

- Click on: OK (Save) to save changes.

The employees' names as listed will be removed from the "warning list" when they have been investigated and fixed.