

ISSUE OF BUTTON TO EMPLOYEE AS WELL AS CLOCK RULES

A printout setting out the clock rules is available to hand out to employees. The replacement costs of buttons must be determined beforehand and will reflect accordingly on the printout.

Button replacement cost must be completed by following the steps below:

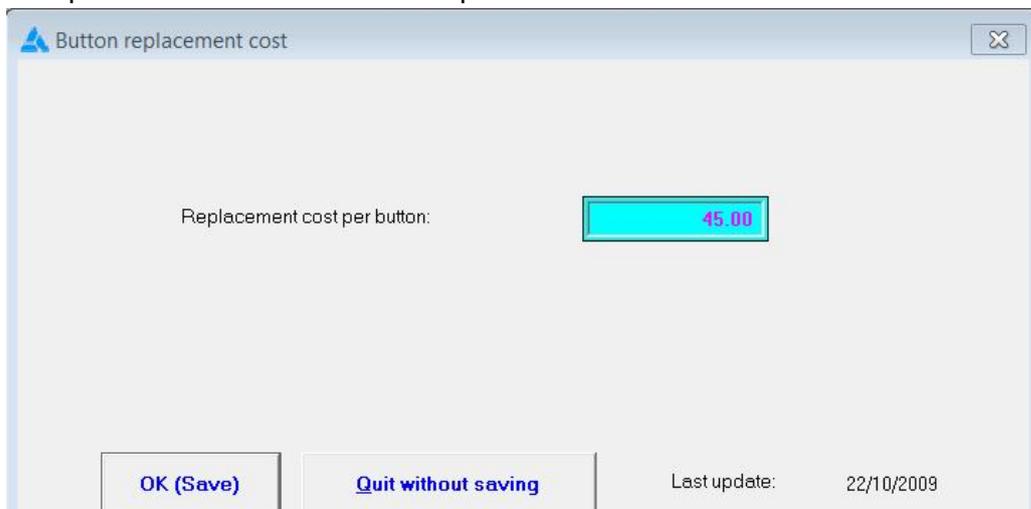
1. Click on the Main Screen on: Tables:



2. Nr. 1 - General will be highlighted in green.
3. Select from the options on the right hand side in pink/blue: Button replacement cost:



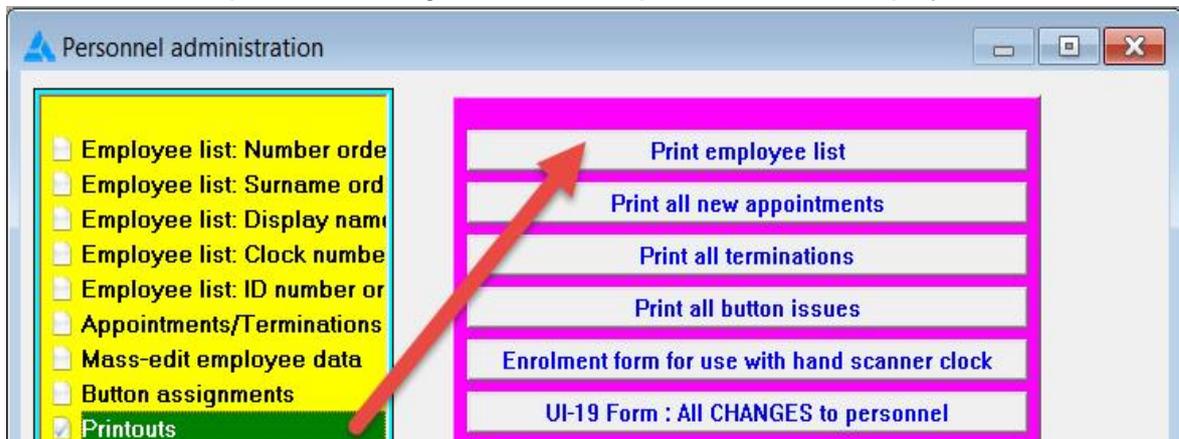
4. Complete the field for the button replacement cost:



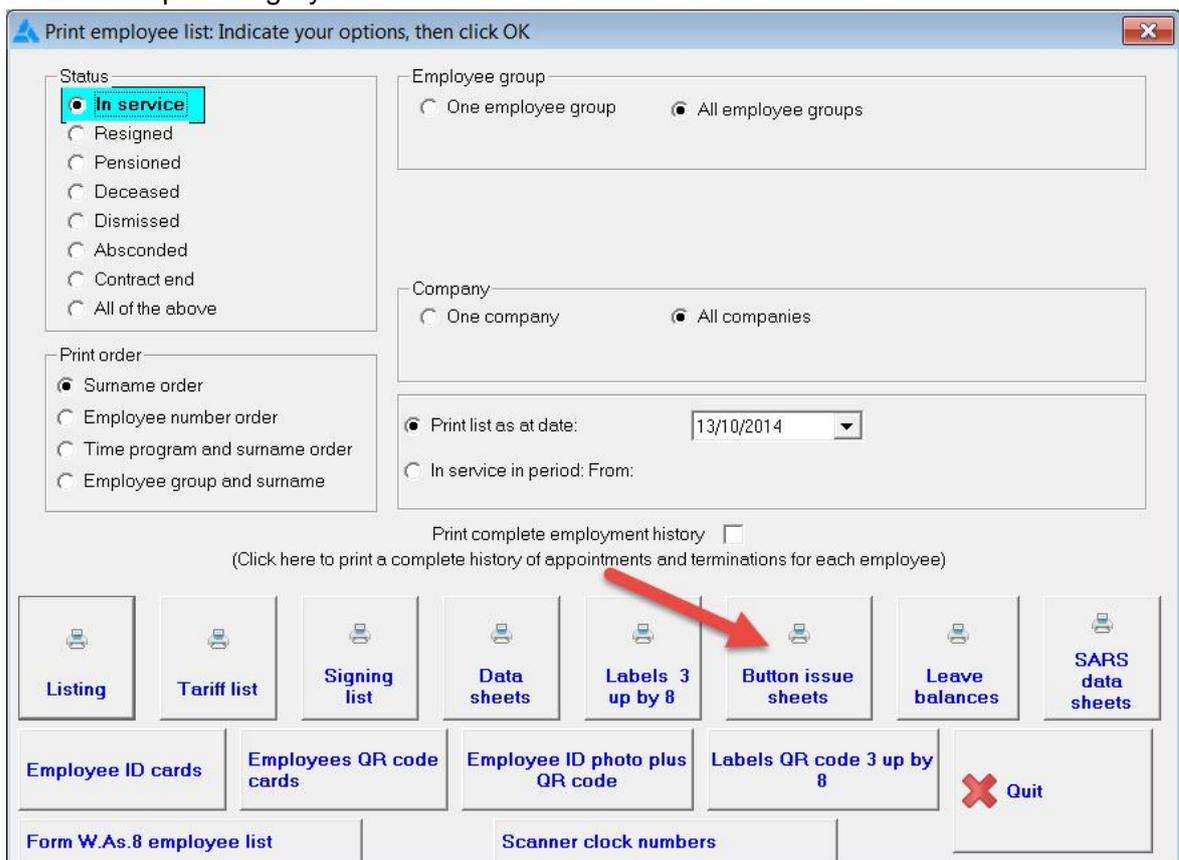
5. Click on: OK (Save).

To print the clock rules, follow the steps below:

1. Click on the Main Screen on: Personnel.
2. Select from the options in the yellow block: Printouts.
3. Select from the options on the right hand side in pink/blue: Print employee list:



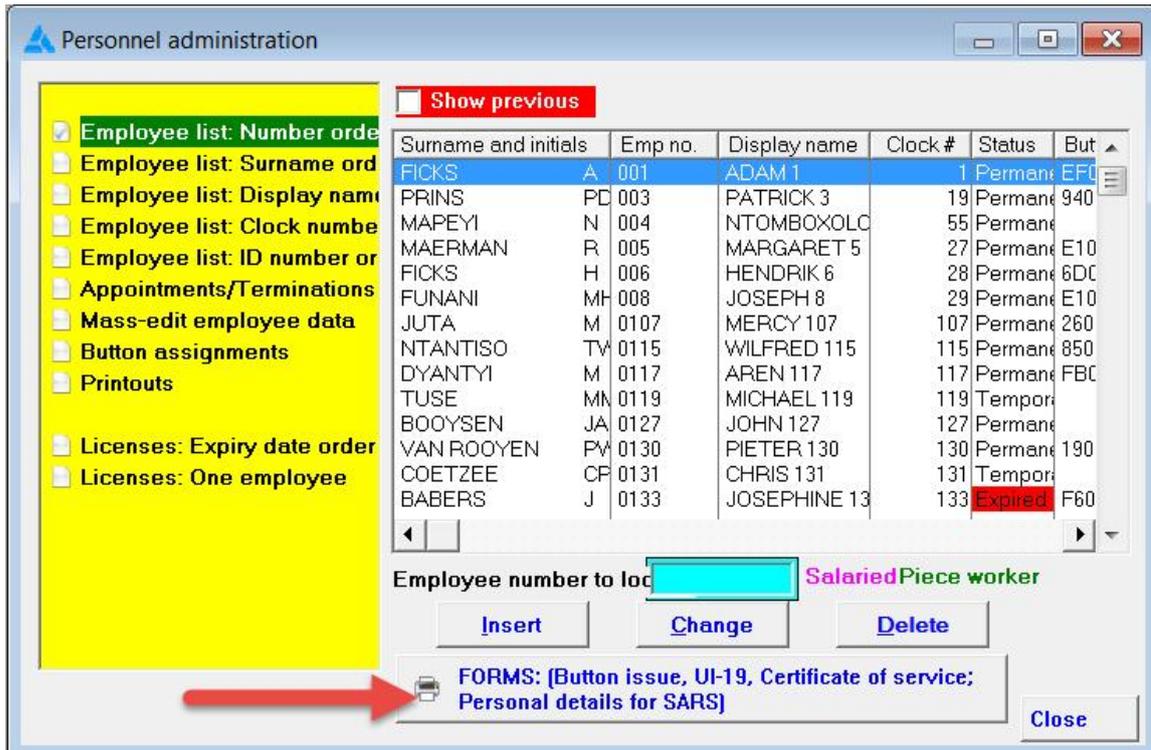
4. Select the option in grey/blue blocks at the bottom: Button issue sheets:



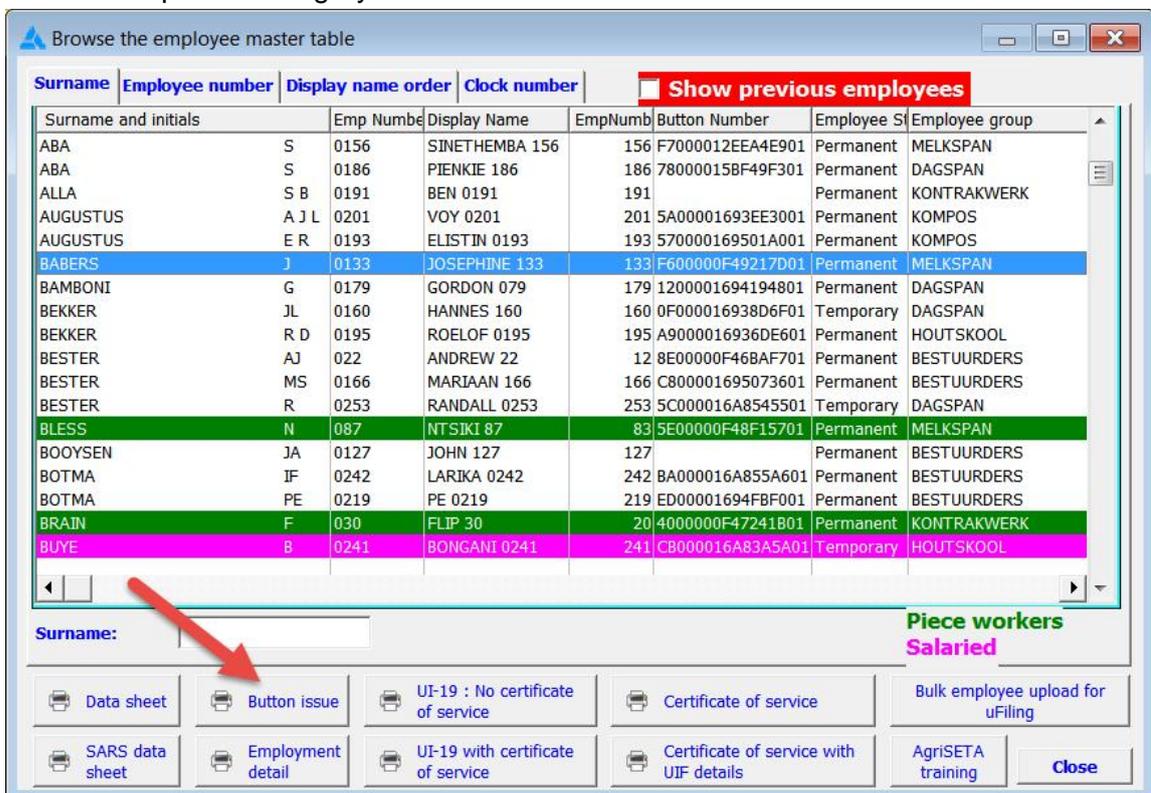
5. A printout with the clock rules applicable to all employees will be displayed on the following screen. The printout can also be printed for specified employee groups, by indicating the correct employee group beforehand.

Should the printout be required for a single individual, follow the steps below:

1. Click on the Main Screen on: Personnel.
2. A complete Employee List will be displayed.
3. Click at the bottom of the screen on the option: FORMS.



4. A second Employee List with names will open on the following screen with options in grey/blue at the bottom of the screen.
5. Highlight the employee's name for whom the clock rules need to be printed.
6. Select the option in the grey/blue blocks: Button issue:



7. A printout with the clock rules for the selected employee will be displayed on the following screen from where it can be printed:

Issue of clock button and clock rules to employee

Document printed on 13/10/2014 at 12:34

Employee number: 0133
Button number: F600000F49217D01
Initials: J
Surname: BABERS
Full names: Josephine
Name to display on clock: JOSEPHINE 133
Identity number: 8902030386089
Date of birth: 03/02/1989
Language preference: Afrikaans

Bank details:

ABSA
HUMANSDORP
63-20-05
9286931460

Payment method: Electronic
Wage frequency: Monthly

Employee group: MELKSPAN
Occupation: Algemene werker
Fuel user? No
Calculation method: Clock (hourly/monthly)
Time programme: ALGEMEEN
Conversion method: Standard

Clocking system rules:

If you lose your clock button, you will need to purchase your own. The current replacement cost is R45.00 per button.
You may not clock for anybody else. This is a serious offence in terms of labour law as it amounts to fraud, and it will be treated very strictly.
If you forget to clock, we are under no obligation to pay you for any time worked. You may be penalised for short time and/or disciplined for absence if this happens. If you do forget to clock, or forget your clocking button at home, it is YOUR responsibility to bring this to the attention of your supervisor and/or management.

If your clock record is confusing due to clocking irregularities, the proof of time worked will be your responsibility, and only regular proven time will be allocated.

I hereby confirm that I have read and understood these rules, and that I have received the button number shown above.



Signed

Date