

TIME TAKEN OFF : PAID HOURS

In the event where employees were allowed to take TIME OFF from work, employees can still be paid by following the steps below:

1. Click on the Main Screen on: Attendance.
2. Select the second last option on the right hand side at the bottom of the screen that reads: Insert time-off:

The screenshot shows the 'Attendance administration' window. On the left, there is a yellow sidebar with a tree view containing the following items: 'Attendance: Date order' (highlighted), 'Attendance: One employee', 'Data processing', 'Printouts: routine', and 'Printouts: exceptions'. The main area contains a table with the following headers: 'Button used', 'Employee', 'Date/Time in', and 'Date/Time out'. Below the table, there are two date fields: 'Start date: 01/09/2014' and 'End date: 09/09/2014'. At the bottom, there are five buttons: 'Insert', 'Change', 'Delete', 'Insert time-off' (highlighted with a red arrow), and 'Close'.

3. A screen will be displayed where the date and times during which the employee was given off, can be recorded:

The screenshot shows the 'Adding time-off' dialog box. It contains the following fields and controls: 'Record created using button: Time-off' (in green); 'Employee:' with a red-bordered input field and a 'LIST' button; 'Date clocked in:' with an empty input field; 'Time clocked in:' with an empty input field and '(hh:mm)' label; 'Date clocked out:' with an empty input field; 'Time clocked out:' with an empty input field and '(hh:mm)' label; 'Standard time worked: 00:00' (in red); 'Overtime worked: 00:00' (in red); 'Remarks:' with a large empty text area; 'OK (Save)' button; 'Quit without saving' button; and 'Last update:' label. At the bottom, there is a green text box that says 'Please provide an employee number for this transaction'.

4. Complete the required fields, as requested:

Record created using button: **Time-off**

Employee: LIST J BABERS

Date clocked in:
Friday

Time clocked in: (hh:mm) Standard time worked: **06:00**

Date clocked out:
Friday

Time clocked out: (hh:mm) Overtime worked: **02:30**

Remarks:

Last update:

You may enter any remarks connected to this working session or attendance record, such as "John went to town to work at Mrs Smith's house"

5. To save changes, click on: OK (Save).

6. A report will be available showing the times off taken by employees over a specific period.

7. In order to print the report, select from the options in the yellow block: Printouts: Exceptions.

8. Select the option on the right hand side in pink/blue: Time-off given:

9. Select the dates (period) for which the report is required.

10. The report will be displayed. See example below:

TIME_OFF OVER THE PERIOD 29/07/2014 UP TO AND INCLUDING 9/09/2014 :ALL EMPLOYEE GROUPS

Employee name	Date	Time in	Time out	Standard time	Overtime	Remarks
J BABERS (0133)	1/08/2014	07:30	16:00	06:00	02:30	Going to town with Mrs Smit
Totals:				6.00	2.50	