

DEFINE NEW TIME PROGRAMME FOR EMPLOYEE

A time programme needs to be specified at all times for a Clock worker according to which the employee will get paid.

A time programme can also be specified for a Salary worker to monitor such employee's working hours, but this is not a prerequisite as a Salaried worker does not necessarily need to clock in and out. A time programme becomes necessary only when overtime and short time need to be calculated.

To change a employee's time programme, follow the steps below:

1. Click on the Main Screen on: Fix Employee:



2. Select the correct employee by clicking on the word "LIST":

A dialog box titled "Please select an employee" with an "Employee:" label, a text input field, and a "LIST" button.

3. A Personnel List will be displayed. Double-click on the employee's name:

A dialog box titled "Select an employee" containing a table of employee data. The table has columns for Surname and initials, Employee no, Display name, Clock #, Button number, Status, and Employ. The row for GOMOMO is highlighted. Below the table is a search field and buttons for "Select" and "Close". There are also labels for "Piece workers" and "Salaried".

| Surname order | Number order | Display name order | Clock number | Show previous | | |
|----------------------|--------------|--------------------|--------------|-------------------|------------|--------|
| Surname and initials | Employee no | Display name | Clock # | Button number | Status | Employ |
| DU PLOOY | K | KARIN 0189 | 189 | | In service | TEMP-K |
| DYANTYI | M | AREN 117 | 117 | FB00001108CB8201 | In service | MELKSP |
| FICKS | A | ADAM 1 | 1 | EF00000F4653E901 | In service | KONTR/ |
| FICKS | H | HENDRIK 6 | 28 | 6D00000F468ABE01 | In service | MELKSP |
| FUNANI | MH | JOSEPH 8 | 29 | E1000016A68BESF01 | In service | DAGSPA |
| GOEDA | A | ANTHONY 0248 | 248 | FD000016955C5801 | In service | HOUTSH |
| GOMOMO | M | MBULELO 54 | 47 | 38000015BF616201 | In service | DAGSPA |
| GXEKWA | M S | MABUTHI 0226 | 226 | 630000125B477101 | In service | HOUTSH |
| HALEHALE | T J | JAN 0249 | 249 | CB000016959FCD01 | In service | KOMPO: |
| JACOBS | E | EMANUEL 185 | 185 | A4000015C0164D01 | In service | MELKSP |
| JANTJIES | I L | IVAN 0199 | 199 | 130000125D4CB801 | In service | KOMPO: |
| JORDAAN | J | JOHNNIE 0212 | 212 | 6800001694B23001 | In service | HOUTSH |
| JUBLEE | G L | GLEN 0200 | 200 | AA00000F46808001 | In service | KOMPO: |
| JURIES | J | JEROME 0210 | 210 | | In service | KONTR/ |
| JUTA | M | MERCY 107 | 107 | 2600001109544901 | In service | MELKSP |
| KHABOLI | P | PAULUS | 261 | | In service | MELKSP |

4. The employee's personal profile will open.
5. Select from the options in the yellow block: Time program.

6. The employee's current time programme will be listed in the white table on the right hand side:

Additional editing options for 054 M GOMOMO

Employee: LIST **MBULELO 54** Clock worker

4. Time programme history

| Time programme | From date | Time | To date | Time |
|----------------|-----------|-------|---------|------|
| ALGEMEEN | 7/05/2007 | 00:01 | | |

Insert Change Delete

Current time programme:
ALGEMEEN

Standard time programmes
Time programme overrides

Troubleshooting
Delete from ZKSoftware clock
Add to ZKSoftware clock
EMPLOYEE PROFILE QUIT

7. To change the time programme, click beneath the table on: Insert:

Additional editing options for 054 M GOMOMO

Employee: LIST **MBULELO 54** Clock worker

4. Time programme history

| Time programme | From date | Time | To date | Time |
|----------------|-----------|-------|---------|------|
| ALGEMEEN | 7/05/2007 | 00:01 | | |

Insert Change Delete

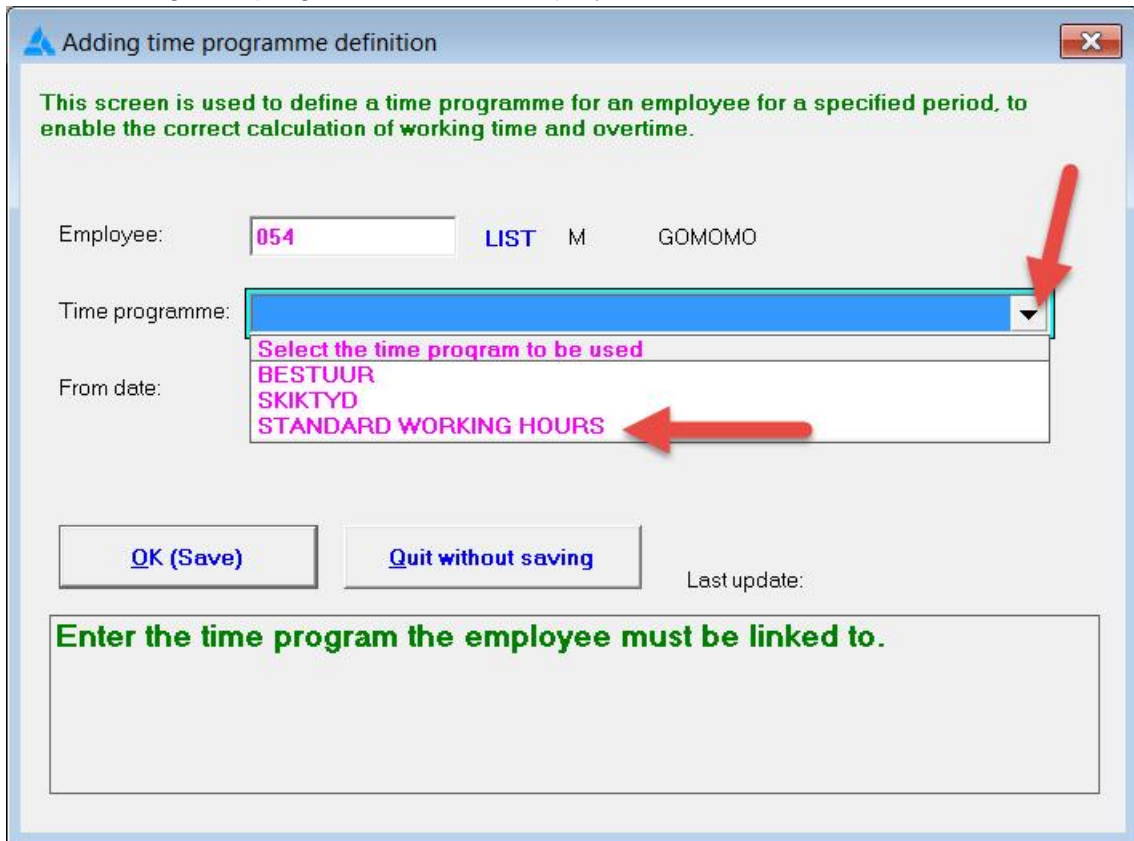
Current time programme:
ALGEMEEN

Standard time programmes
Time programme overrides

Troubleshooting
Delete from ZKSoftware clock
Add to ZKSoftware clock
EMPLOYEE PROFILE QUIT

8. A screen where changes can be done, will open.

9. Select the new time programme applicable, by clicking on the black "drop-down" arrow. A list of existing time programmes will be displayed:



Adding time programme definition

This screen is used to define a time programme for an employee for a specified period, to enable the correct calculation of working time and overtime.

Employee: 054 LIST M GOMOMO

Time programme: [dropdown menu]

From date:

Select the time program to be used

BESTUUR

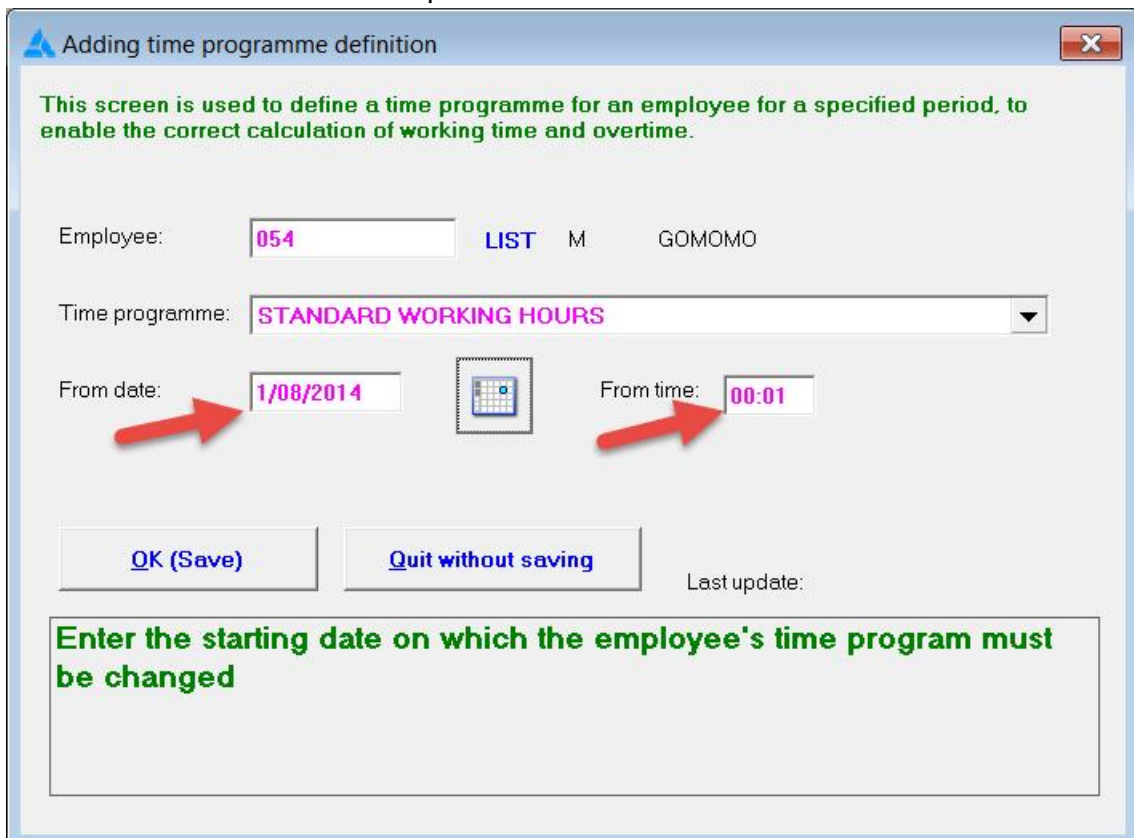
SKIKTYD

STANDARD WORKING HOURS

OK (Save) Quit without saving Last update:

Enter the time program the employee must be linked to.

10. Indicate the date and time as required:



Adding time programme definition

This screen is used to define a time programme for an employee for a specified period, to enable the correct calculation of working time and overtime.

Employee: 054 LIST M GOMOMO

Time programme: STANDARD WORKING HOURS

From date: 1/08/2014 From time: 00:01

OK (Save) Quit without saving Last update:

Enter the starting date on which the employee's time program must be changed

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