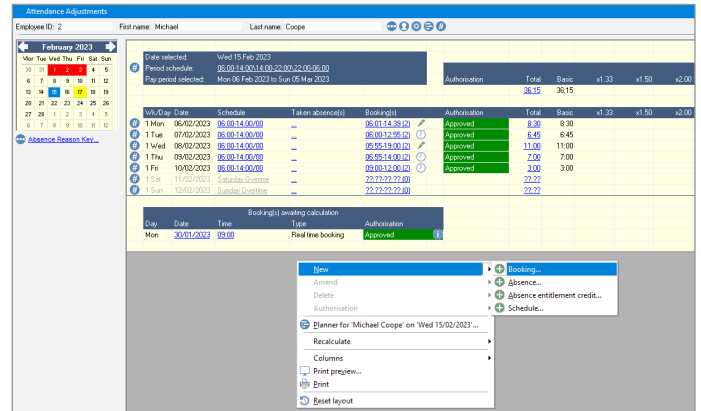
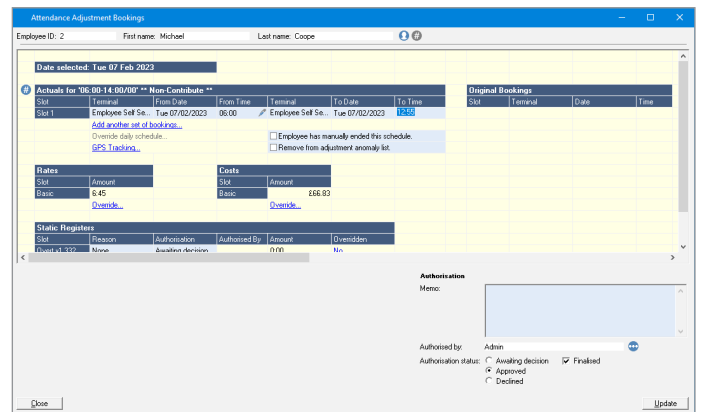




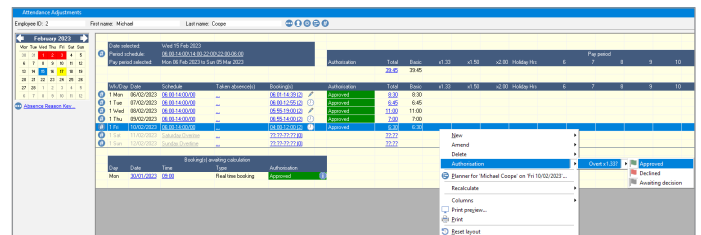
## 4.1 How to add a booking



## 4.2 How to edit existing bookings



## 4.3 How to approve/decline overtime



## 4.4 How to navigate to a specific period

Wk/Day	Date	Schedule	Taken absence(s)	Booking(s)	Authorisation	Total	Basic	Holiday
1 Mon	06/02/2023	06:00-14:00:00	--	06:00-14:00:00	Approved	8:30	8:30	
1 Tue	07/02/2023	06:00-14:00:00	--	06:00-14:00:00	Approved	8:45	8:45	
1 Wed	08/02/2023	06:00-14:00:00	--	06:00-14:00:00	Approved	11:00	11:00	
1 Thu	09/02/2023	06:00-14:00:00	--	06:00-14:00:00	Approved	7:00	7:00	
1 Fri	10/02/2023	06:00-14:00:00	--	06:00-14:00:00	Approved	6:30	6:30	
1 Sat	11/02/2023	Sunday Downtime	--	22:22-22:22:00		22:22		
1 Sun	12/02/2023	Sunday Downtime	--	22:22-22:22:00		22:22		

## 4.5 Attendance anomalies and their meanings

Wk/Day	Date	Schedule	Taken absence(s)	Booking(s)	Authorisation	Total	Basic	Holiday
1 Sat	11/02/2023	Sunday Downtime	--	22:22-22:22:00		22:22		
1 Sun	12/02/2023	Sunday Downtime	--	22:22-22:22:00		22:22		

## 4.6 What is a period/daily schedule?

**Schedule Schemes**

- 1 The calendar possible start time is a set of possible start times. Bookings made before the earliest possible start time will be considered late.
- 2 The calendar start time is used to allocate a person to the correct schedule.
- 3 The calendar finish time is used when booking absence and also serves as a guide to the calendar start time.
- 4 (Optional) The schedule target time is used to set an amount of core hours that a person must work against their schedule.
- 5 (Optional) The absence target time is used to calculate how much absencing a person must take against their schedule. The target is based on the calendar target time divided by the absence factor value.
- 6 If the unauthorised time against the daily schedule exceeds the unauthorised threshold, the day after is added as an unauthorised absence.
- 7 The calendar possible finish time is a set of possible finish times. Bookings made after the latest possible finish time are included in the calendar schedule. Bookings made after the latest possible finish time are included in the calendar schedule. Bookings made after the latest possible finish time are included in the calendar schedule. Bookings made after the latest possible finish time are included in the calendar schedule.

## Test 1

### Please complete the following tasks:

1. Dave Webb forgot to clock in on the Monday last week. I spoke to him - he started at 06:30 and finished at 14:30. Could you please add these bookings for me?
2. He also forgot to clock out on the Wednesday, he worked until 16:00 that day. Could you add that booking and approve his overtime?
3. The system is overpaying Mike Coope for last Wednesday for some reason. I have logged a call for the shift to be corrected, but could you override his hours to 3 hours for this day please?
4. Someone has also approved his overtime on the Friday, could you decline this please as he was sat eating chips and not actually working.
5. Someone has put an AWOL absence on for employee ID 5 for last Tuesday. This is incorrect as the employee worked this day. Could you remove this absence please?
6. George Zelem started work last week but we haven't issued him a card to clock in with. I'm not bothered about his daily totals, but could you override his period totals to 40 hours basic and 08:00 hours at double time.