

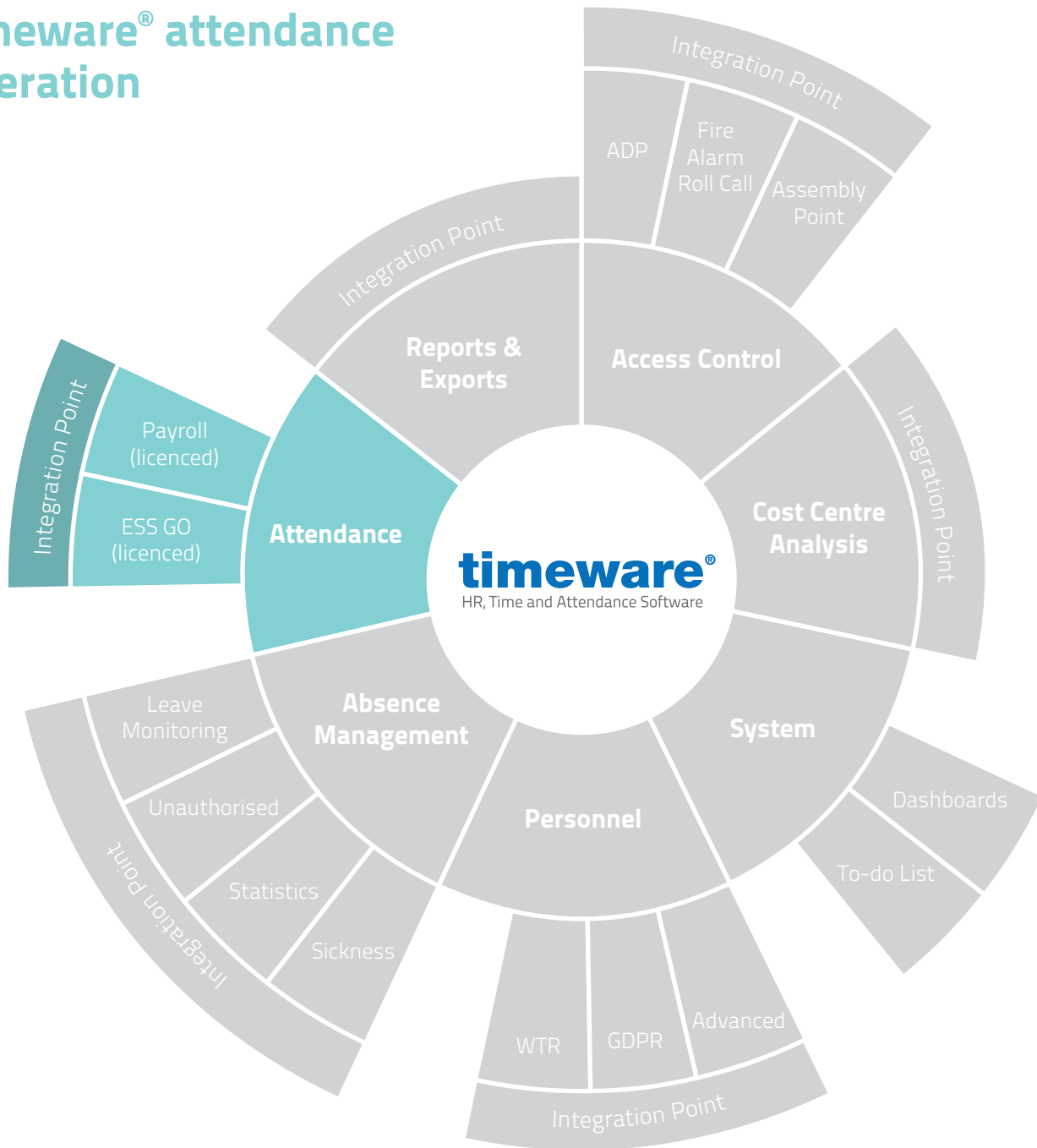
# timeware®

HR, Time and Attendance Software

ON PREMISE SOFTWARE

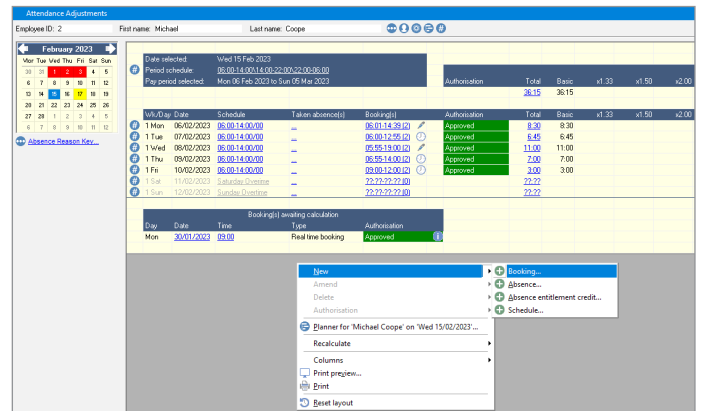
Training guide:

## timeware® attendance operation

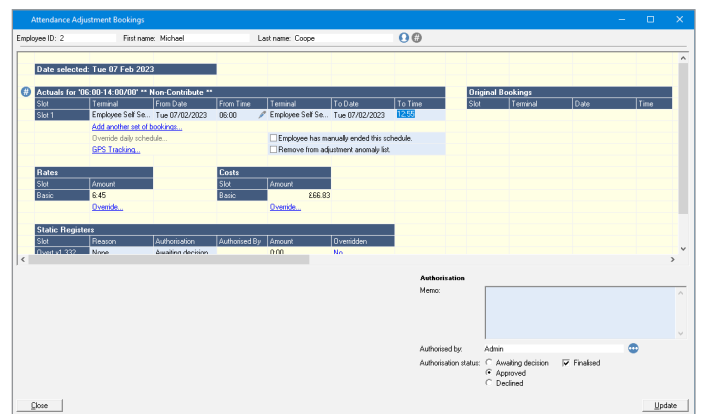


Duration approximately:  
**1.5-2 hours**

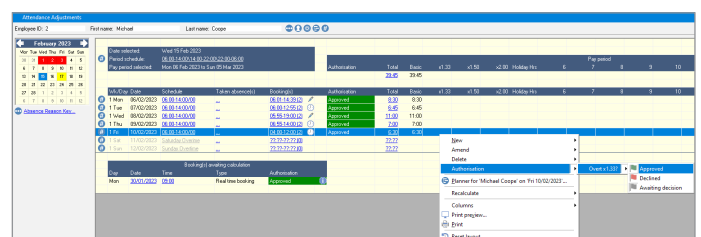
## 4.1 How to add a booking



## 4.2 How to edit existing bookings



## 4.3 How to approve/decline overtime





## 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.