

Training guide:

Attendance



For more information about North Time Pro products, version updates, datasheets and reports, please refer to the North Time Pro website:

www.ntdltd.com

We acknowledge the intellectual property rights of third parties, trade marks and brand names used within this document.

North Time Pro

www.ntdltd.com
+44 (0) 2892 604000



Contents

Course

Duration

tw21/op/att001
An introduction to attendance

Approximately 45 minutes

Module	Description
m/04/101	understanding North Time Pro attendance
m/04/110	adjustments
m/04/120	planner
m/04/130	attendance anomalies on the 'To-Do' List
m/04/140	static register overtime

All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.



Module:

m/04/101

Understanding North Time Pro attendance

North Time Pro attendance covers the adjustment screen, planner and the attendance anomalies presented on the 'To-Do' List summary.

Quick Links

- To-do List
- Personnel
- Absence Management
- Absence Statistics
- Attendance Adjustments
- Planner

Planner

Display range(s): [Select...](#)

Employee	Tue, 26 Oct 2021	Wed, 27 Oct 2021	Thu, 28 Oct 2021	Fri, 29 Oct 2021	Sat, 30 Oct 2021
Webb, Dave (1)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00
Coope, Michael (2)	[P] 14:00-22:00/00	[P] 14:00-22:00/00	[P] 14:00-22:00/00	[P] 14:00-22:00/00	[P] 14:00-22:00/00
Birchall, Simon (3)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60	[P] 06:00-18:00/60	[P] 06:00-18:00/60
Wilkinson, Matt (4)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Broadhurst, Liz (5)	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...
Zellem, George (6)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Wilkinson, Lesley (7)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Briggs, Philip (8)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Shaw, Hannah (11)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60	[P] 06:00-18:00/60
Oldham, Thomas (12)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Pice, George (13)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00
Kennedy, William (14)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60	[P] 06:00-18:00/60
Page, Denise (16)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Nicholson, Tullia (17)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Silva, Piere (18)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00
Joy, Mary (19)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Gibbons, Ronald (20)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Traville, James (21)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60
Rice, Katie (22)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00
Flintoff, Andrew (23)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00
Grealish, Jack (24)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00
Ramsey, Gordon (25)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00
Watkins, Charlotte (26)	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...
Cooper, Hannah (27)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Marrison, Naomi (28)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60

Attendance Adjustments

Employee ID: 1 First name: Dave Last name: Webb

Date selected: Mon 22 Nov 2021
Period schedule: 06:00-14:00/00:22:00-06:00/00
Pay period selected: Mon 22 Nov 2021 to Sun 28 Nov 2021

Wk/Day	Date	Schedule	Taken absence(s)	Booking(s)	Authorisation	Total	Basic	x1.23	x1.50	x2.00
3 Mon	22/11/2021	06:00-14:00/00		05:55-14:00/00		8.00	8.00			
3 Tue	23/11/2021	06:00-14:00/00		06:00-14:00/00		7.45	7.45			
3 Wed	24/11/2021	06:00-14:00/00		06:00-14:00/00		8.00	8.00			
3 Thu	25/11/2021	06:00-14:00/00		06:05-14:00/00		7.45	7.45			
3 Fri	26/11/2021	06:00-14:00/00		06:54-14:00/00		8.00	8.00			
3 Sat	27/11/2021	Saturday Overtime		22:22-22:22/00		22.22				
3 Sun	28/11/2021	Sunday Overtime		22:22-22:22/00		22.22				

Booking(s) awaiting calculation

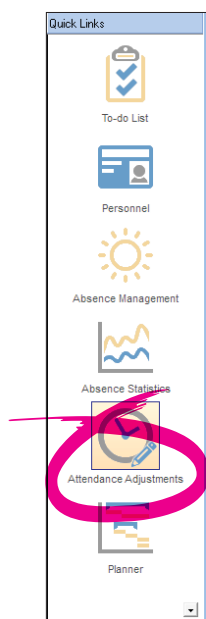
Day Date Time Type Authorisation



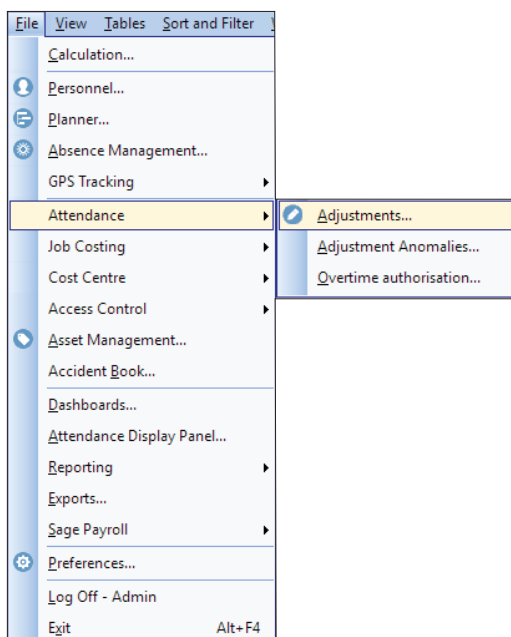
Module:

m/04/110 Adjustments

1. Click on the Attendance Adjustment Quick Link,



or select <File>, then <Attendance> then <Adjustments>... from the menu.



- The adjustment screen will then appear at the person from the users last log in.

Attendance Adjustments

Employee ID: 1 First name: Dave Last name: Webb

Date selected: Mon 22 Nov 2021
Period schedule: 06:00:14:00:14:00:22:00:22:00:06:00
Pay period selected: Mon 22 Nov 2021 to Sun 28 Nov 2021

Wk/Day	Date	Schedule	Taken absence(s)	Booking(s)	Authorisation	Total	Basic	x1.33	x1.50	x2.00
3 Mon	22/11/2021	06:00:14:00:00	---	06:56:14:00:12		8.00	8.00			
3 Tue	23/11/2021	06:00:14:00:00	---	06:04:14:00:12		7.45	7.45			
3 Wed	24/11/2021	06:00:14:00:00	---	06:00:14:00:12		8.00	8.00			
3 Thu	25/11/2021	06:00:14:00:00	---	06:05:14:00:12		7.45	7.45			
3 Fri	26/11/2021	06:00:14:00:00	---	06:54:14:00:12		8.00	8.00			
3 Sat	27/11/2021	Saturday Overtime	---	22:22:22:22:00		22.22				
3 Sun	28/11/2021	Sunday Overtime	---	22:22:22:22:00		22.22				

Find... Refresh... Preview... Close

Record 1 of 31

- Click <Find> and search for the person whose bookings you wish to view or amend.

Find: Attendance Adjustments

Search for:

Search through: Employee ID

Search type: Contains

Drag a column header here to group by that column.

Employee ID	Payroll	First Name	Last Name	Known As	Emplo
1 1		Dave	Webb	Webb,Dave	Emplo
2 2		Michael	Coope	Coope,Michael	Emplo
3 3		Simon	Birchall	Birchall,Simon	Emplo
4 4		Matt	Wilkinson	Wilkinson,Matt	Emplo
5 5		Liz	Broadhurst	Broadhurst,Liz	Emplo
6 6		George	Zelem	Zelem,George	Emplo
7 7		Lesley	Wilkinson	Wilkinson,Lesley	Emplo
8 8		Phillip	Briggs	Briggs,Phillip	Emplo
9 9		Marie	Tree	Tree Marie	Fmnln

4. The person's bookings will then appear for the current period.

Attendance Adjustments

Employee ID: 2 First name: Michael Last name: Coope

December 2021

Date selected: Fri 26 Nov 2021
Period schedule: 06:00-14:00;14:00-22:00;22:00-06:00
Pay period selected: Mon 22 Nov 2021 to Sun 28 Nov 2021

Wk/Day	Date	Schedule	Taken absence(s)	Booking(s)	Authorisation	Total	Basic	x1.33	x1.50	x2.00
# 3 Mon	22/11/2021	22:00-06:00/00	---	22:01-06:30(2)		8:00	8:00			
# 3 Tue	23/11/2021	22:00-06:00/00	---	21:59-06:48(2)		8:00	8:00			
# 3 Wed	24/11/2021	14:00-22:00/00	---	22:??-??:??(0)		??:??				
# 3 Thu	25/11/2021	22:00-06:00/00	---	22:02-07:02(2)		8:00	8:00			
# 3 Fri	26/11/2021	22:00-06:00/00	---	21:58-07:02(2)		8:00	8:00			
# 3 Sat	27/11/2021	Saturday Overtime	---	??:??-??:??(0)		??:??				
# 3 Sun	28/11/2021	Sunday Overtime	---	??:??-??:??(0)		??:??				

Bookings(s) awaiting calculation

Day	Date	Time	Type	Authorisation
-----	------	------	------	---------------

Find... Refresh Preview... Close

Record 2 of 91

5. To navigate to a different date use the calendar control.

December 2021

Mor	Tue	Wed	Thu	Fri	Sat	Sun
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

6. Click on the booking to view/amend the actual bookings for the selected day.

#	Wk/Day	Date	Schedule	Taken absence(s)	Booking(s)	Authorisation	Total	Basic	x1.33	x1.50	x2.00
#	3 Mon	22/11/2021	22:00-06:00/00	---	22:01-06:30(2)		8:00	8:00			
#	3 Tue	23/11/2021	22:00-06:00/00	---	21:59-06:48(2)		8:00	8:00			
#	3 Wed	24/11/2021	14:00-22:00/00	---	22:??-??:??(0)		??:??				
#	3 Thu	25/11/2021	22:00-06:00/00	---	22:02-07:02(2)		8:00	8:00			
#	3 Fri	26/11/2021	22:00-06:00/00	---	21:58-07:02(2)		8:00	8:00			
#	3 Sat	27/11/2021	Saturday Overtime	---	??:??-??:??(0)		??:??				
#	3 Sun	28/11/2021	Sunday Overtime	---	??:??-??:??(0)		??:??				

- From this screen, the user may add new bookings, amend or delete existing bookings, or simply override the total hours worked for the day.

Attendance Adjustment Bookings, edit in progress...

Employee ID: 2 First name: Michael Last name: Cooper

Date selected: Mon 22 Nov 2021

Actuals for 22.09.06.00/0000 ** Contribute **


Slip	Terminal	From Date	From Time	Terminal	To Date	To Time	Original Bookings	Actual Bookings After Calculation				
							Slip	Date	Time	Type	Flight	
Slip 1		Mon 22/11/2021	22:01	Ship Floor	Tue 23/11/2021	06:30		Slip 1	Mon 22/11/2021	22:00	Pad	-
								Slip 2	Tue 23/11/2021	06:30	Pad	-

Buttons: Add another set of bookings, Override daily schedule, GPS Tracking, Employee has manually ended this schedule, Remove from adjustment anomaly list

Static Ranges

Slip	Terminal	Authorisation	Authorised By	Amount	Overridden
at 22?	None	Awaiting decision		0.00	No
at 50?	None	Awaiting decision		0.00	No
at 100?	None	Awaiting decision		0.00	No

Buttons: Cancel, Update

All amendments are audited by North Time Pro. The  icon denotes a manual change.



- Click on <Update> to save and recalculate the changes, and then return to the adjustments screen.
- Finally, to leave the adjustments screen, click <Close>.

Find... Refresh Preview... Close

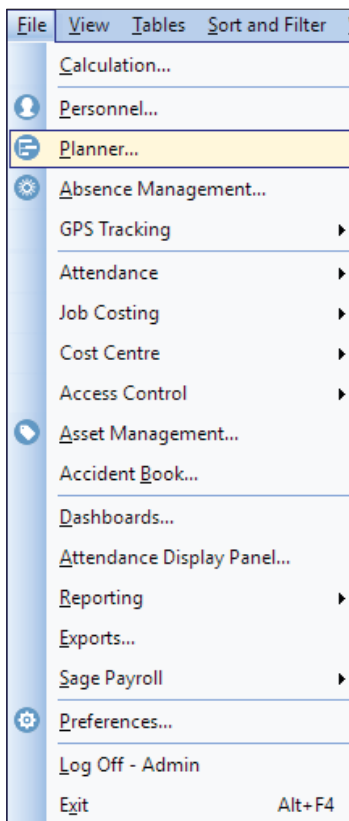
Module:

m/04/120 Planner

1. Click on the <Planner> Quick Link,



or select File, then Planner... from the menu.



- The planner screen will then appear at the same date from the users last log on.

Planner

Display range(s): [Select...](#)

Employee	Tue, 26 Oct 2021	Wed, 27 Oct 2021	Thu, 28 Oct 2021	Fri, 29 Oct 2021	Sat, 30 Oct 2021
Webb, Dave (1)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00
Coope, Michael (2)	[P] 14:00-22:00/00	[P] 14:00-22:00/00	[P] 14:00-22:00/00	[P] 14:00-22:00/00	[P] 14:00-22:00/00
Birchall, Simon (3)	[P] 06:00-18:00/60 - Res...	Sickness Full Day [Unpaid]	[P] 06:00-18:00/60	[P] 06:00-18:00/60	[P] 06:00-18:00/60
Wilkinson, Matt (4)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Broadhurst, Liz (5)	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...
Zelen, George (6)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Wilkinson, Lesley (7)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Briggs, Philip (8)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Shaw, Hannah (11)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...
Oldham, Thomas (12)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Price, George (13)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00
Kennedy, William (14)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...
Page, Denise (16)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Nicholson, Tulsia (17)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Silva, Piere (18)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00
Joy, Mary (19)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Gibbons, Ronald (20)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Traville, James (21)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...
Rice, Katie (22)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00
Flintoff, Andrew (23)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00
Grealish, Jack (24)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00
Ramsey, Gordon (25)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00
Watkins, Charlotte (26)	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...
Cooper, Hannah (27)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Marrison, Naomi (28)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...
Cooper, Rachel (29)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Hale, George (30)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00
Tomlinson, Oliver (31)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...
Khan, Mohammed (32)	[P] 06:00-18:00/60	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...

- To add a daily schedule for a person, <Right-click> on the planner and select <Add>, then <Schedule>...

Planner

Display range(s): [Select...](#)

Employee	Tue, 26 Oct 2021	Wed, 27 Oct 2021	Thu, 28 Oct 2021	Fri, 29 Oct 2021	Sat, 30 Oct 2021
Webb, Dave (1)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00
Coope, Michael (2)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00
Birchall, Simon (3)	[P] 06:00-18:00/60 - Res...	Sickness Full Day	[P] 06:00-18:00/60	[P] 06:00-18:00/60	[P] 06:00-18:00/60
Wilkinson, Matt (4)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Broadhurst, Liz (5)	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...
Zelen, George (6)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Wilkinson, Lesley (7)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Briggs, Philip (8)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Shaw, Hannah (11)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...
Oldham, Thomas (12)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Price, George (13)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00
Kennedy, William (14)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...
Page, Denise (16)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Nicholson, Tulsia (17)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Silva, Piere (18)	[P] 14:00-22:00/00	[P] 14:00-22:00/00	[P] 14:00-22:00/00	[P] 14:00-22:00/00	[P] 14:00-22:00/00
Joy, Mary (19)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Gibbons, Ronald (20)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Traville, James (21)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...
Rice, Katie (22)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00
Flintoff, Andrew (23)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00
Grealish, Jack (24)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00
Ramsey, Gordon (25)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00
Watkins, Charlotte (26)	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All Hr...
Cooper, Hannah (27)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Marrison, Naomi (28)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...
Cooper, Rachel (29)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30	[P] 08:00-16:30/30
Hale, George (30)	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00	[P] 06:00-14:00/00
Tomlinson, Oliver (31)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...
Khan, Mohammed (32)	[P] 06:00-18:00/60	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - Res...

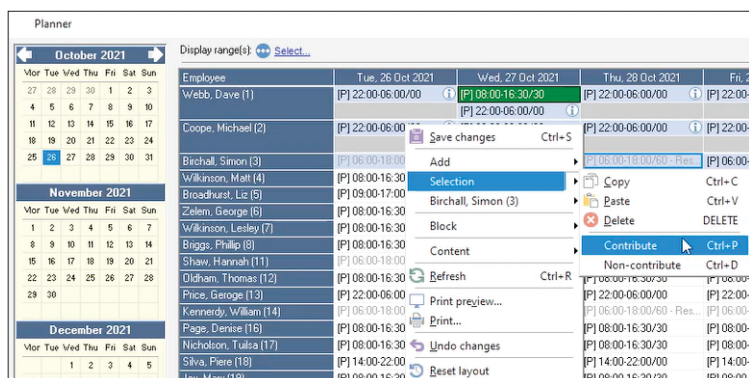
- Next, drag the schedule, (or schedules), and drop onto the day.

Employee	Tue, 26 Oct 2021	Wed, 27 Oct 2021	Thu, 28 Oct 2021	Fri, 29 Oct 2021
Webb, Dave (1)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00
Coope, Michael (2)	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00	[P] 22:00-06:00/00
Birchall, Simon (3)	[P] 06:00-18:00/60 - Res...	Sickness Full Day [Un...	Add Planner Schedule	
Wilkinson, Matt (4)	[P] 08:00-16:30/30	[P] 08:00-16:30/30	Drag a column header here to group by that column.	
Broadhurst, Liz (5)	[P] 09:00-17:00/60 All Hr...	[P] 09:00-17:00/60 All		
Zelem, George (6)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		
Wilkinson, Lesley (7)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		
Briggs, Phillip (8)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		
Shaw, Hannah (11)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - F		
Oldham, Thomas (12)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		
Price, George (13)	[P] 22:00-06:00/00	[P] 22:00-06:00/00		
Kennerdy, William (14)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - F		
Page, Denise (16)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		
Nicholson, Tuilsa (17)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		
Silva, Piere (18)	[P] 14:00-22:00/00	[P] 14:00-22:00/00		
Joy, Mary (19)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		
Gibbons, Ronald (20)	[P] 08:00-16:30/30	[P] 08:00-16:30/30		
Traville, James (21)	[P] 06:00-18:00/60 - Res...	[P] 06:00-18:00/60 - F		

The new schedule will appear in green...

Employee	Tue, 26 Oct 2021	Wed, 27 Oct 2021
Webb, Dave (1)	[P] 22:00-06:00/00	[P] 08:00-16:30/30
		[P] 22:00-06:00/00

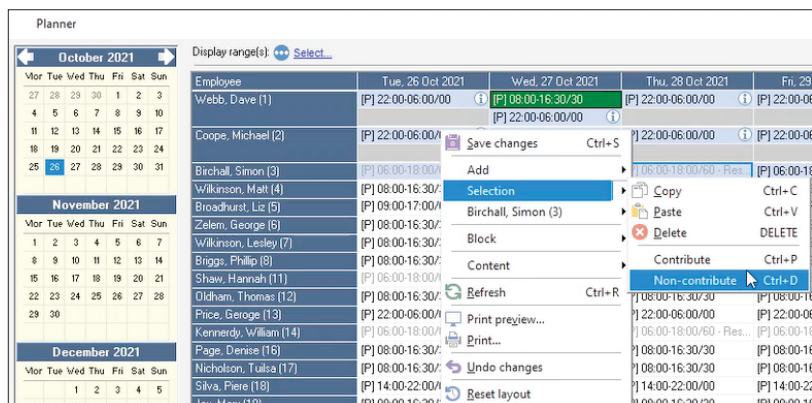
- If you wish the schedule to contribute to the period overtime, Right-click on the schedule, then click Selection, then Contribute.



The schedule will then be marked with a (P) to denote 'contributes to period'.

[P] 08.30 - 17.30

- To remove the 'contributes to period' marker, repeat the process, but this time selecting Non-contribute.



The (P) marker will disappear.

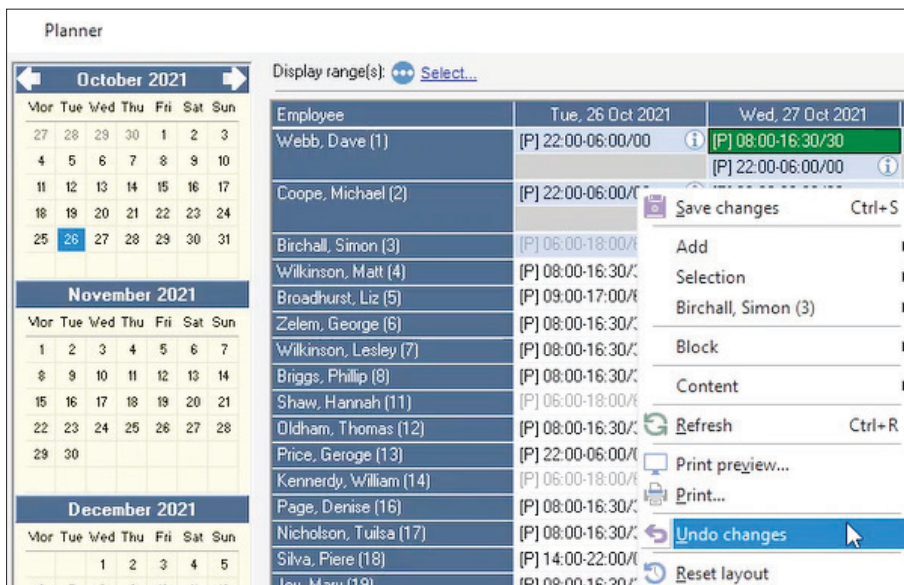
08.30 - 17.30



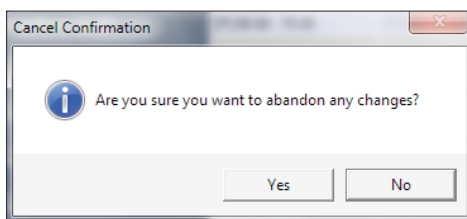
Contribute - This is when an employees hours contribute towards a target for the week before overtime e.g. 40:00 basic required before overtime x1.5 can be earned.

Non-Contribute - Any hours worked on the day including overtime will be paid at that rate at the end of the period e.g. 08:00 basic and 02:00 overtime x1.5 earned on Monday, that would pay that amount at the end of the period or week.

- To undo the changes made during this session, <Right-click> on the planner and select Undo changes.



Confirm your intention to undo and all the schedule changes made during this session will return to the previous state.



- Finally, select the exit button to leave the planner.



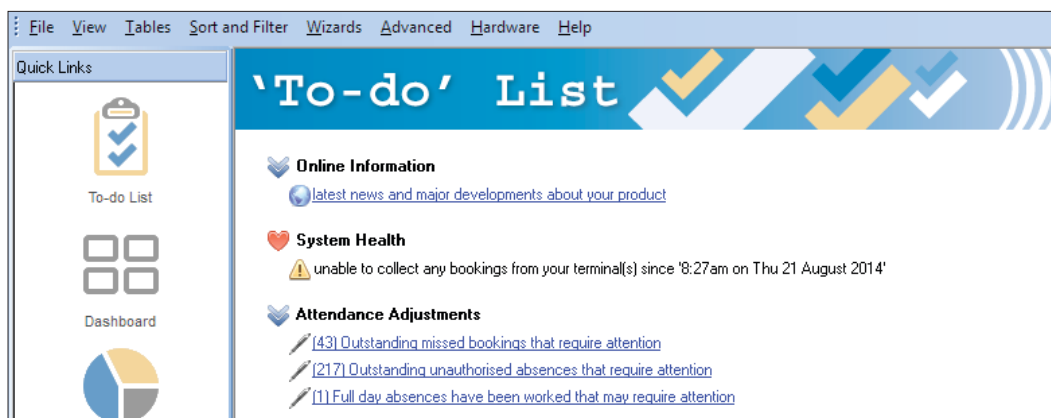


Module:

m/04/130

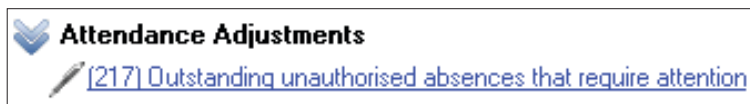
Adjustments on the 'To-Do' list

1. A number of 'adjustment items' may appear on your 'To-Do' List dependant on how the North Time Pro system has been configured.



2. The three adjustment 'To-Do' items covered in this module are;
 - a. Outstanding unauthorised absences that require attention
 - b. Outstanding missed bookings that require attention
 - c. Outstanding missed bookings awaiting a decision

3. Outstanding unauthorised absences that require attention. This 'To-Do' item highlights days, (or parts of days), where a person has missed work without there being a pre-planned reason for the absence.



Clicking on the 'To-Do' link takes the user to the Adjustment Anomalies screen.

Employee ID	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Anomaly
An unauthorised absence has been taken against this daily schedule. (1414 items)							
1	1	Dave	Webb	Webb,Dave	1	Employee	Wed 1
1	1	Dave	Webb	Webb,Dave	1	Employee	Thu 1
1	1	Dave	Webb	Webb,Dave	1	Employee	Fri 13/
1	1	Dave	Webb	Webb,Dave	1	Employee	Mon 1
1	1	Dave	Webb	Webb,Dave	1	Employee	Tue 1
1	1	Dave	Webb	Webb,Dave	1	Employee	Wed 1
1	1	Dave	Webb	Webb,Dave	1	Employee	Thu 1
1	1	Dave	Webb	Webb,Dave	1	Employee	Fri 20/
1	1	Dave	Webb	Webb,Dave	1	Employee	Mon 2
1	1	Dave	Webb	Webb,Dave	1	Employee	Tue 2
10	10	Nathan	Louis	Louis,Nathan	10	Employee	Wed 1
10	10	Nathan	Louis	Louis,Nathan	10	Employee	Thu 1
10	10	Nathan	Louis	Louis,Nathan	10	Employee	Fri 13/

By selecting a person's Anomaly Date, the Attendance Adjustments screen will appear.

Attendance Adjustments

Employee ID: 2 First name: Michael Last name: Coops

Date selected: Fri 26 Nov 2021

Period schedule: 06:00:14:00:14:00:22:00:22:00:06:00

Pay period selected: Mon 22 Nov 2021 to Sun 28 Nov 2021

Wk/Day	Date	Schedule	Taken absence(s)	Bookings(s)	Authorisation	Total	Basic	x1.33	x1.50	x2.00
3 Mon	22/11/2021	22:00:06:00:00	--	22:01:06:20:12		8:00	8:00			
3 Tue	23/11/2021	22:00:06:00:00	--	21:59:06:48:12		8:00	8:00			
3 Wed	24/11/2021	14:00:22:00:00	--	22:22:22:22:00		22:22				
3 Thu	25/11/2021	22:00:06:00:00	--	22:02:07:02:12		8:00	8:00			
3 Fri	26/11/2021	22:00:06:00:00	--	21:58:07:02:12		8:00	8:00			
3 Sat	27/11/2021	Saturday Overtime	--	22:22:22:22:00		22:22				
3 Sun	28/11/2021	Sunday Overtime	--	22:22:22:22:00		22:22				

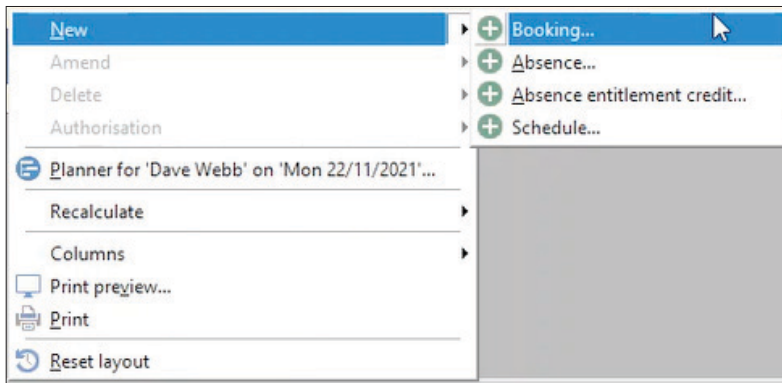
Bookings(s) awaiting calculation

Day Date Time Type Authorisation

End... Refresh Preview... Close

Record 2 of 31

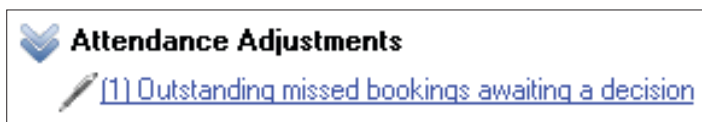
By <Right-clicking> on the highlighted date, the user can add new bookings, amend existing booking or add an absence or holiday record.



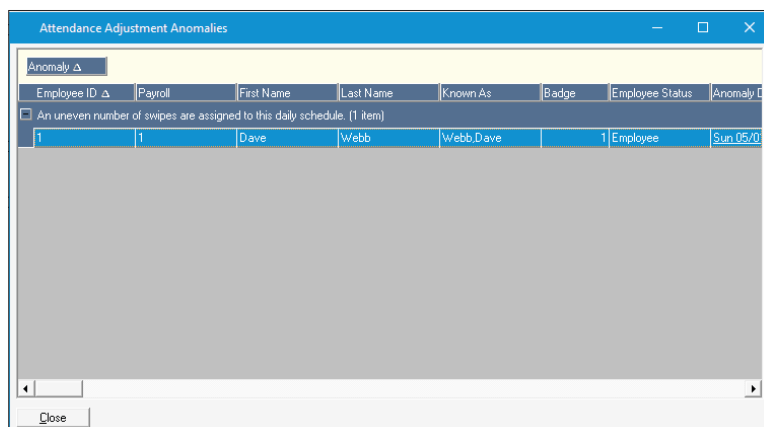
4. Jump to a different date by using the calendar control.



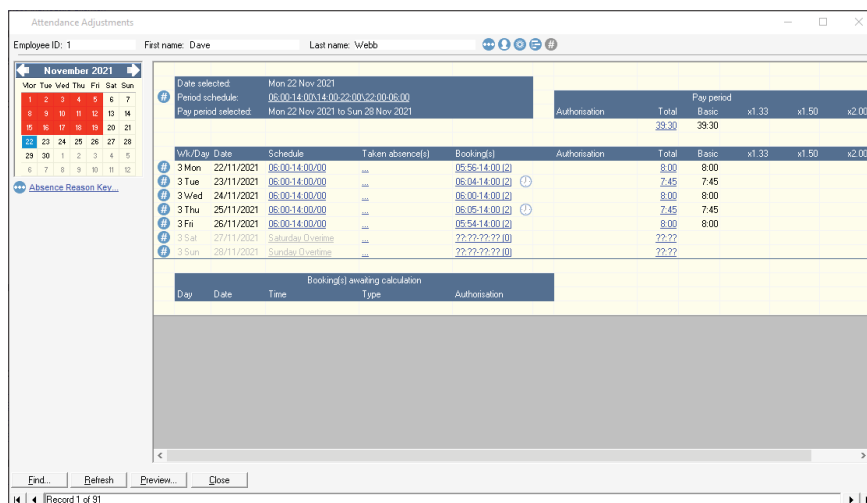
- Outstanding missed bookings awaiting a decision. This 'To-Do' item highlights days, where a person has forgotten to book in or out.




Clicking on the 'To-Do' link takes the user to the Adjustment Anomalies screen.



By selecting a person's Anomaly Date, the Attendance Adjustments screen will appear.



Click on one of the dates awaiting a decision.

Booking(s) awaiting calculation					
Day	Date	Time	Type	Authorisation	
Mon	22/11/2021	14:00	Real time booking	Approved	

Next, select Approve or Decline. Depending on how the North Time Pro system has been configured, it may not be possible to Finalise the booking at this stage.

Booking Awaiting Calculation - (New) ✕

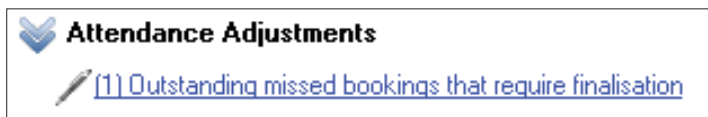
Overview
 For a booking to be calculated it must be approved and finalised. If the booking does not meet this criteria it will stay in the awaiting calculation section of the screen.

Settings
 Terminal: Employee Self Service
 Date: Mon 22 Nov 2021 Time: 14:00
 Memo:

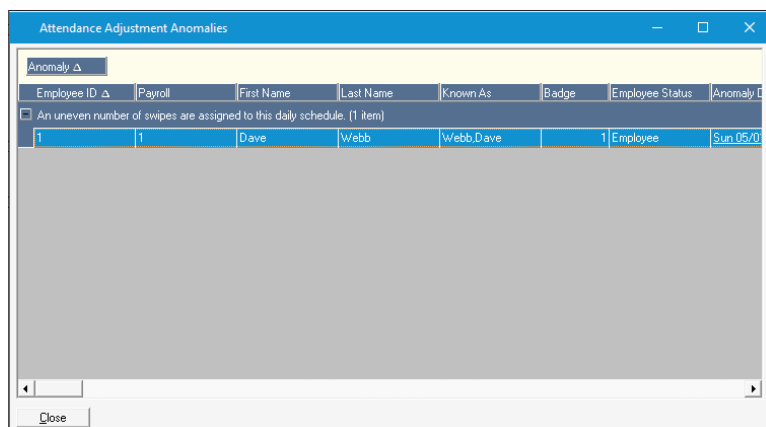
Authorisation
 Authorised by:
 Authorisation status: ☐ Awaiting decision ☒ Finalised
☒ Approved
☐ Declined

Finally click on <Update> to save the changes and return to the Attendance Adjustments screen. Selecting <Close> will return the user to return to the Adjustment Anomalies screen.

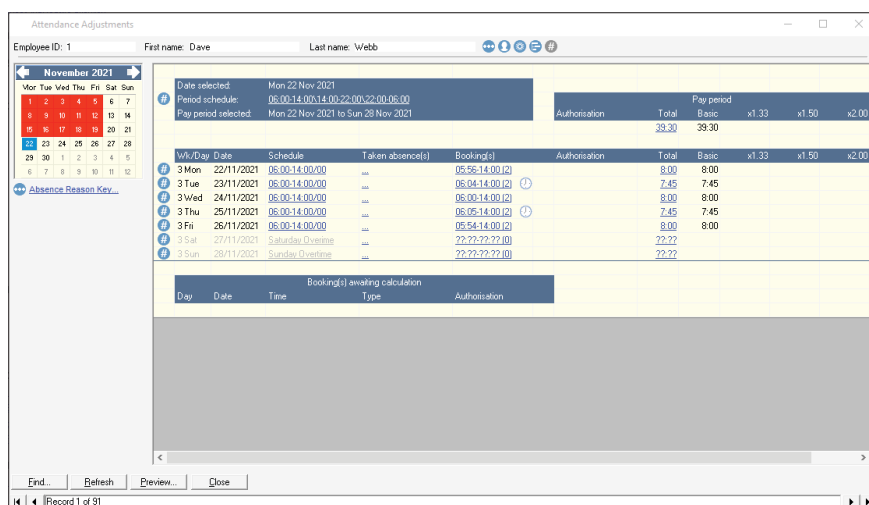
- Outstanding missed bookings that require finalisation. This 'To-Do' item highlights bookings not made at a terminal that require finalisation by a manager before North Time Pro will attempt to calculate.




Clicking on the 'To-Do' link takes the user to the Adjustment Anomalies screen.



By selecting a person's Anomaly Date, the Attendance Adjustments screen will appear.



Click on one of the dates awaiting a decision.

Booking(s) awaiting calculation					
Day	Date	Time	Type	Authorisation	
Mon	22/11/2021	14:00	Real time booking	Approved	

Next, select Approve or Decline and then Finalise.

Booking Awaiting Calculation - (New)

Overview

For a booking to be calculated it must be approved and finalised. If the booking does not meet this criteria it will stay in the awaiting calculation section of the screen.

Settings

Terminal: Employee Self Service

Date: Mon 22 Nov 2021

Time: 14:00

Memo:

Authorisation

Authorised by:

Authorisation status:

☐ Awaiting decision

☒ Finalised

☒ Approved

☐ Declined

Cancel

Update

Finally click on <Update> to save the changes and return to the Attendance Adjustments screen. Selecting <Close> will return the user to return to the Adjustment Anomalies screen.



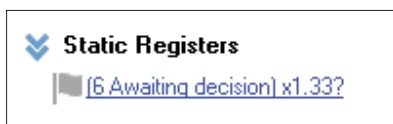
Module:

m/04/140 static register overtime



Overtime authorisation is required when an employee works more hours (at a certain rate), than the threshold specified in the daily schedule rate monitor.

1. Overtime authorisation is highlighted on the 'To-Do' screen under the static register heading.



2. Selecting the static register overtime authorisation link presents the user with the following screen:

x1.33? - Filter: 'Awaiting decision'

Drag a column header here to group by that column.

Employee ID	First Name	Last Name	Known As	Badge	Source Δ	Date Δ	Daily Schedule
16	Denise	Page	Page,Denise		Daily Schedule	Thu 25/11/2021	08:00-16:30/30
4	Matt	Wilkinson	Wilkinson,Matt		Daily Schedule	Thu 25/11/2021	08:00-16:30/30
12	Thomas	Oldham	Oldham,Thomas		Daily Schedule	Thu 25/11/2021	08:00-16:30/30
20	Ronald	Gibbons	Gibbons,Ronald		Daily Schedule	Thu 25/11/2021	08:00-16:30/30
16	Denise	Page	Page,Denise		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
19	Mary	Joy	Joy,Mary		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
4	Matt	Wilkinson	Wilkinson,Matt		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
17	Tuilsa	Nicholson	Nicholson,Tuilsa		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
2	Michael	Coope	Coope,Michael		Daily Schedule	Fri 26/11/2021	22:00-06:00/00
12	Thomas	Oldham	Oldham,Thomas		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
20	Ronald	Gibbons	Gibbons,Ronald		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
3	Simon	Birchall	Birchall,Simon		Daily Schedule	Sun 28/11/2021	06:00-18:00/60

Close

- Right click on the overtime you want to approve/decline, and then go to block then authorisation, the either approve or decline.

x1.33? - Filter: 'Awaiting decision'

Drag a column header here to group by that column.

Employee ID	First Name	Last Name	Known As	Badge	Source Δ	Date Δ	Daily Schedule
16	Denise		e,Denise		Daily Schedule	Thu 25/11/2021	08:00-16:30/30
4	Matt				Daily Schedule	Thu 25/11/2021	08:00-16:30/30
12	Thomas				Daily Schedule	Thu 25/11/2021	08:00-16:30/30
20	Ronald				Daily Schedule	Thu 25/11/2021	08:00-16:30/30
16	Denise				Daily Schedule	Fri 26/11/2021	08:00-16:30/30
19	Mary		Mary		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
4	Matt		inson,Matt		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
17	Tuilsa		olson,Tuilsa		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
2	Michael		pe,Michael		Daily Schedule	Fri 26/11/2021	22:00-06:00/00
12	Thomas		ham,Thomas		Daily Schedule	Fri 26/11/2021	08:00-16:30/30
20	Ronald		crobbons	crobbons,Ronald	Daily Schedule	Fri 26/11/2021	08:00-16:30/30
3	Simon	Birchall	Birchall,Simon		Daily Schedule	Sun 28/11/2021	06:00-18:00/60

Close