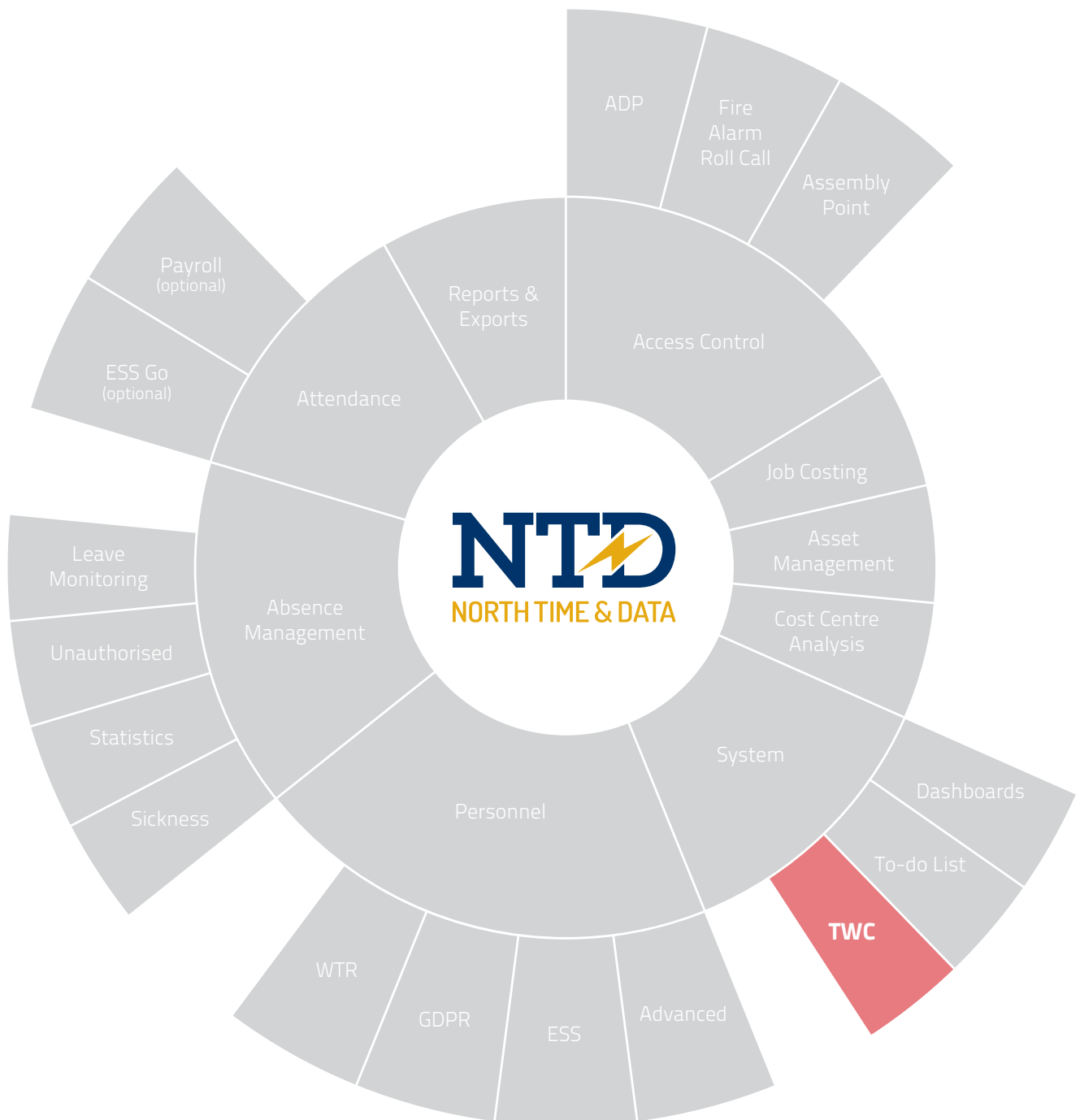


Training guide:

TWC at your mobile, tablet and PC



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

www.ntdltd.com

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North Time Pro

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



Contents

Course

Duration

tw21/op/TWC010

Approximately 30 minutes

An introduction to North Time Pro TWC at your mobile, tablet and PC

The North Time Pro TWC at your mobile, tablet or PC ...

Module	Description
m/10/101	Understanding the North Time Pro TWC
m/10/102	North Time Pro TWC – General
m/10/103	North Time Pro TWC – Personnel
m/10/104	North Time Pro TWC - Absence Management
m/10/105	North Time Pro TWC - Attendance
m/10/106	North Time Pro TWC - Job Costing & Cost Centring

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



Module:

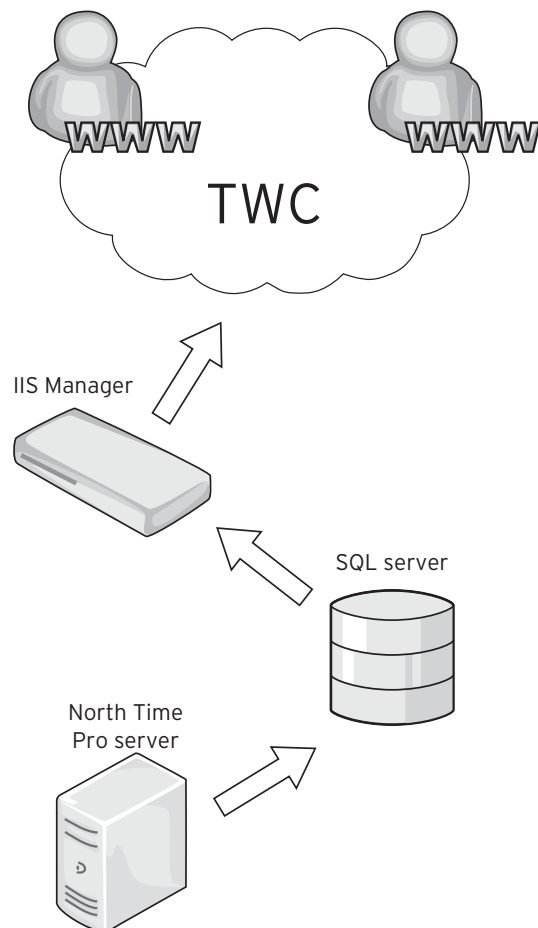
m/10/101

Understanding the North Time Pro TWC

The North Time Pro TWC is a feature that grants managers and supervisor's greater control over their employees all through an easy to use web based interface. Line managers can easily approve (or decline!) requested holidays, view the timesheets of employees, check anomalies and much more!

The TWC is designed for the managers and is a powerful tool that will give them greater control over many aspects of their departmental administration.

The basis behind the TWC involves the use of the North Time Pro servers IIS manager (Internet Information Services) and should you want to allow the use of the TWC from anywhere in the world, a DNS. For more information about the setup of the TWC, please contact North Time Pro support on +44 (0) 2892 604000.



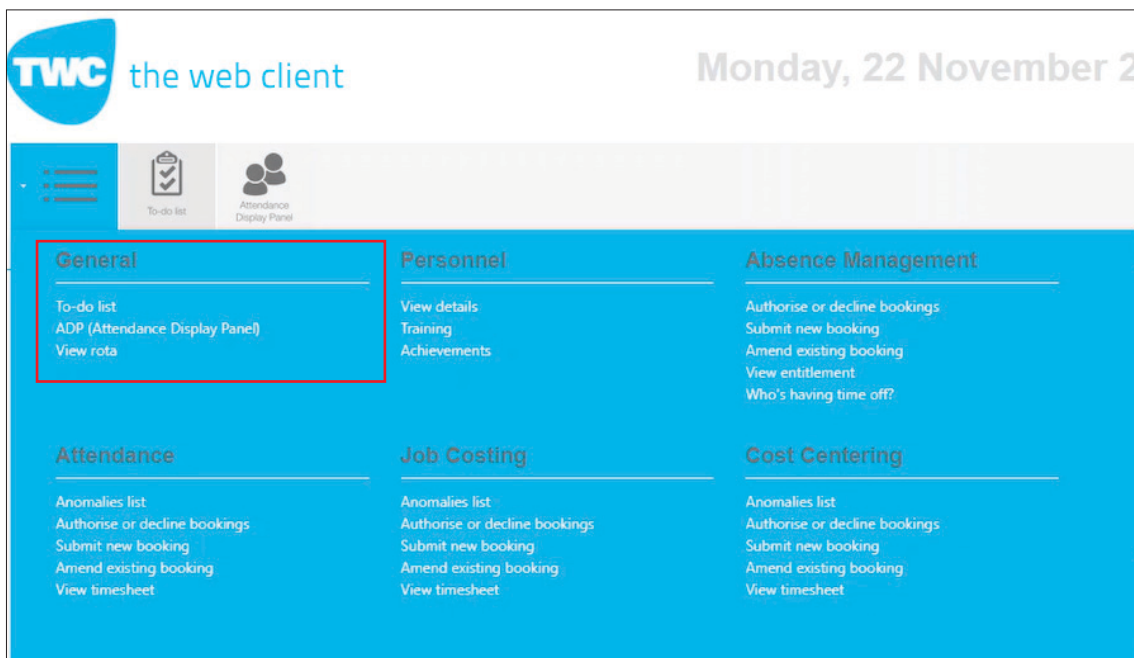


Module:


m/10/102

North Time Pro TWC - General


The General section of the TWC encompasses various features and functions ranging from viewing the upcoming rota for your staff to the live information Attendance Display Panel. Each option can be easily accessed by clicking the drop down menu and then choosing the feature you want.





Be The To-Do List is an easy to view informative section of the North Time Pro Web Client which will display any anomalies or actions that are required by the manager to process on a day to day basis. All the items on the To-Do List are able to be drilled down into to allow the manager to for instance approve or decline a requested holiday absence that has come from an employee.



the web client


Monday, 22 November 2016


Attendance


Scheduling


Achievements


To-do list


Attendance Display Panel

General

To-do list

ADP (Attendance Display Panel)

View rota

Personnel

View details

Training

Achievements

Absence Management

Authorise or decline bookings

Submit new booking

Amend existing booking

View entitlement

Who's having time off?

Attendance

Anomalies list

Authorise or decline bookings

Submit new booking

Amend existing booking

View timesheet

Job Costing

Anomalies list

Authorise or decline bookings

Submit new booking

Amend existing booking

View timesheet

Cost Centering

Anomalies list

Authorise or decline bookings

Submit new booking

Amend existing booking

View timesheet

ADP (Attendance Display Panel)

The Attendance Display Panel is a quick and easy way for a manager or supervisor to see if their staff members are currently in work or not. This information is live and is fed directly to TWC the instant the employee uses any North Time Pro hardware for clocking in or accessing a certain door. Click on the 'Attendance Display Panel' button to access this function.

TWC the web client Monday, 22 November 2021

Attendance Display Panel

General

- To-do list
- ADP (Attendance Display Panel)
- View rota

Personnel

- View details
- Training
- Achievements

Absence Management

- Authorise or decline bookings
- Submit new booking
- Amend existing booking
- View entitlement
- Who's having time off?

Attendance

- Anomalies list
- Authorise or decline bookings
- Submit new booking
- Amend existing booking
- View timesheet

Job Costing

- Anomalies list
- Authorise or decline bookings
- Submit new booking
- Amend existing booking
- View timesheet

Cost Centering

- Anomalies list
- Authorise or decline bookings
- Submit new booking
- Amend existing booking
- View timesheet

Attendance Display Panel

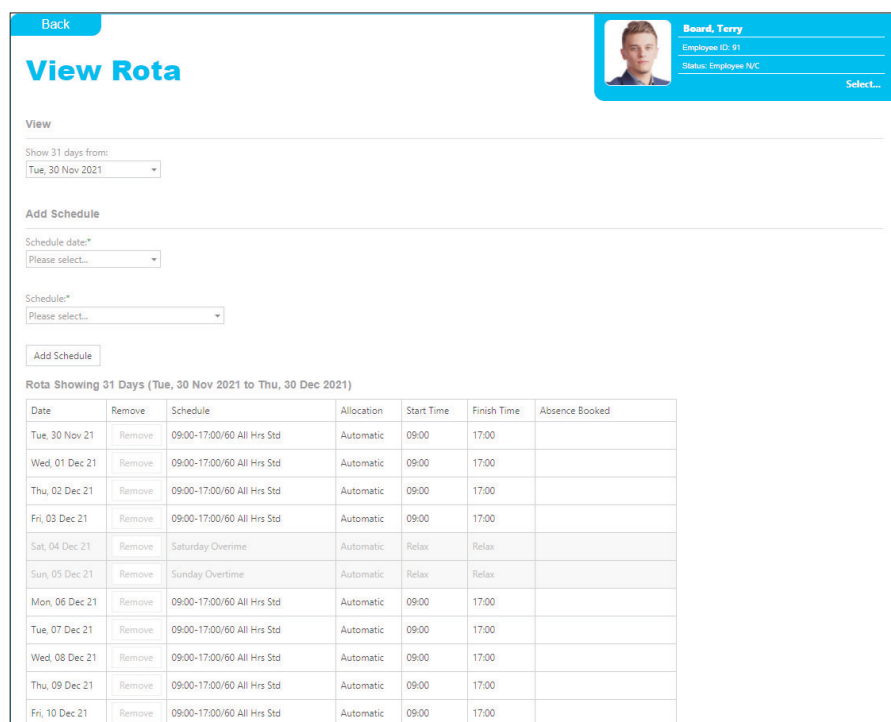
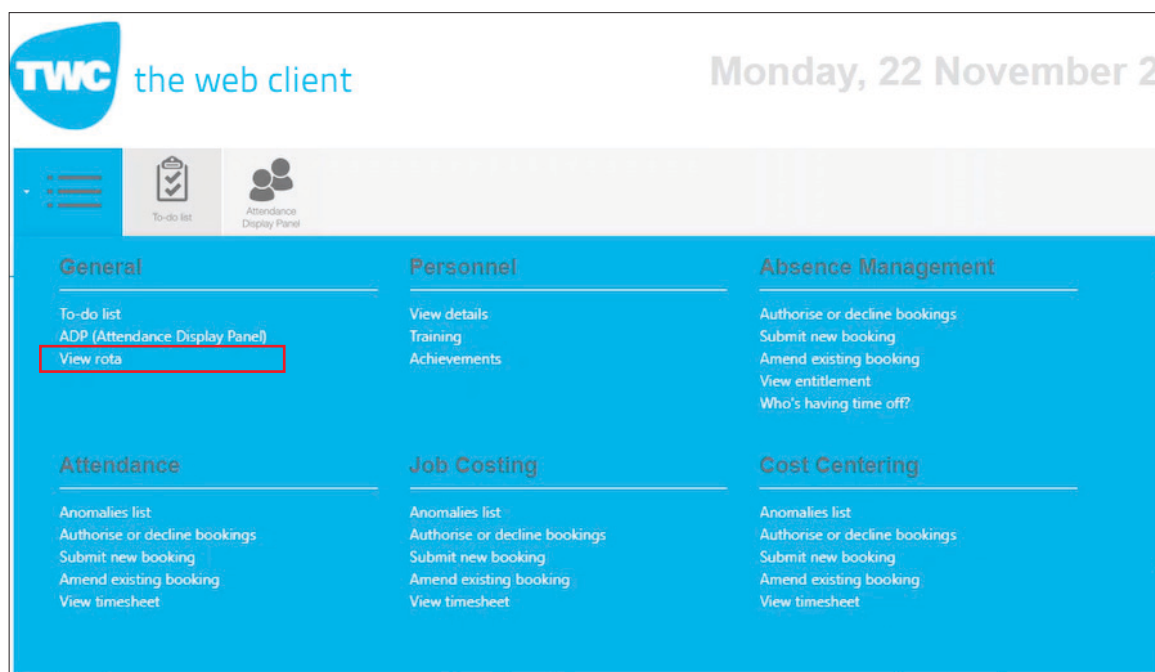
Drag a column header here to group by that column

Employee ID	First Name	Last Name	Badge	Person Status	Department	Sub Dept	Location	Category	Bookings	Zone	Reader
									11/30/2021		
Information Tue, 30 Nov 21 16:30		Name Briggs, Phillip (8)	Badge	Person Status Employee	Groupings A & B Manufacturing, Stores, Supervisor, Hourly Paid,						
Information Tue, 30 Nov 21 16:30		Name Oldham, Thomas (12)	Badge	Person Status Employee	Groupings A & B Manufacturing, Paint, Powder Coater, Monthly,						
Information Tue, 30 Nov 21 18:00		Name Shaw, Hannah (11)	Badge	Person Status Employee	Groupings A & B Manufacturing, General Office, Supervisor, Hourly Paid,						
Information Tue, 30 Nov 21 16:30		Name Wilkinson, Lesley (7)	Badge	Person Status Employee	Groupings A & B Manufacturing, General Office, Accounts Trainee, Hourly Paid,						

⚙ [Bookings] Is greater than or equal to 'Tue_30 Nov 2021 00:00' And [Bookings] Is less than 'Wed ...' [Clear](#)

View Rota

The ability to view the rotation an employee is set to work is essential for any manager to know. The "View Rota" option does just that. It will provide the planned rota for employees over the next month. Click the 'View Rota' button to use this function.

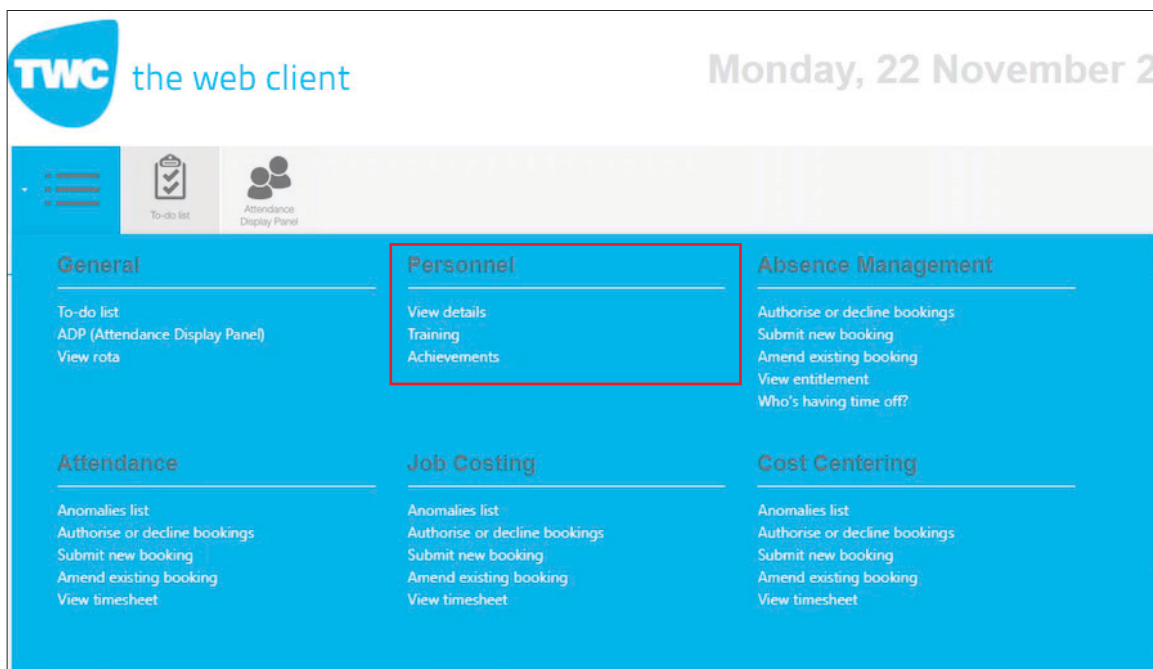


Module:

m/10/103

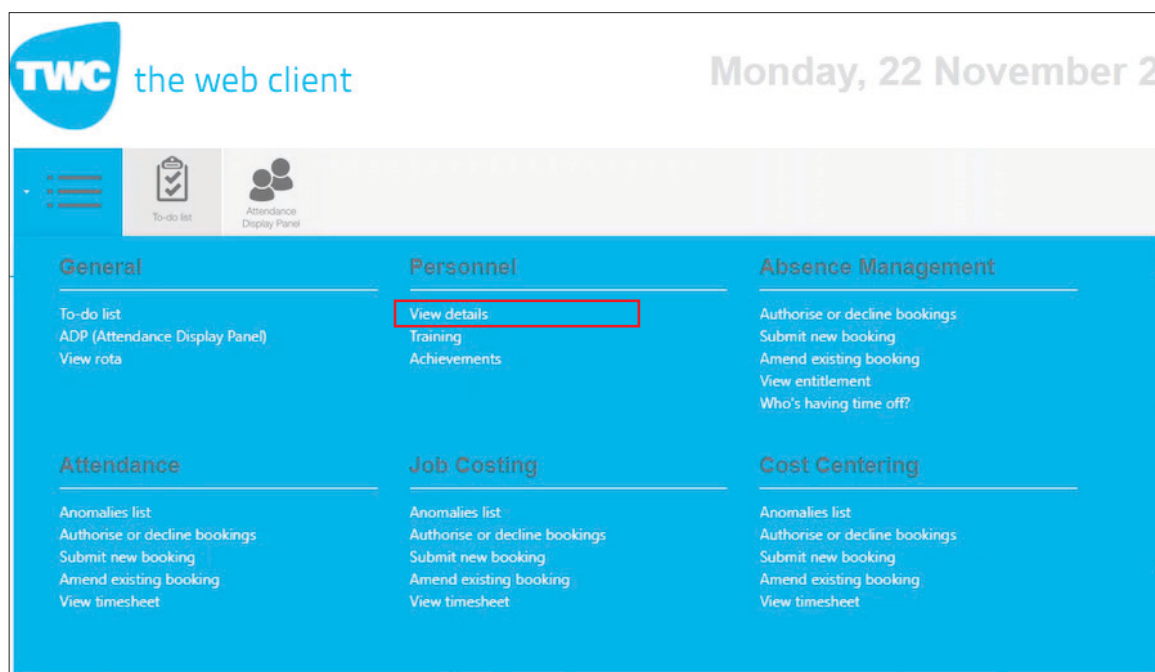
North Time Pro TWC - Personnel

The Personnel section of the North Time Pro Web Client allows managers to check the personnel details of an employee, any training and qualifications they've had and any achievements they've gained while working for the company.




View Details

The view details option is designed to allow the manager to quickly view any personal information they may need for the employee ie contact number, or date started with the company right through to the terminal policy they are assigned to.



[Back](#)



Coope, Michael
Employee ID: 2
Status: Employee
[Select...](#)

Personnel Details

Essential

General

Date started: Wed, 24 Jan 2007
Badge:
Known as: Coope, Michael
Employment status: Employee
Absence entitlement policy: 06:00-14:00/14:00-22:00/22:00-06:00
Period schedule: 06:00-14:00/14:00-22:00/22:00-06:00
Terminal policy: All Terminals

Groupings

Department: A & B Manufacturing
Sub Dept: Engineering
Location: Engineer
Category: Monthly

Miscellaneous

Personal

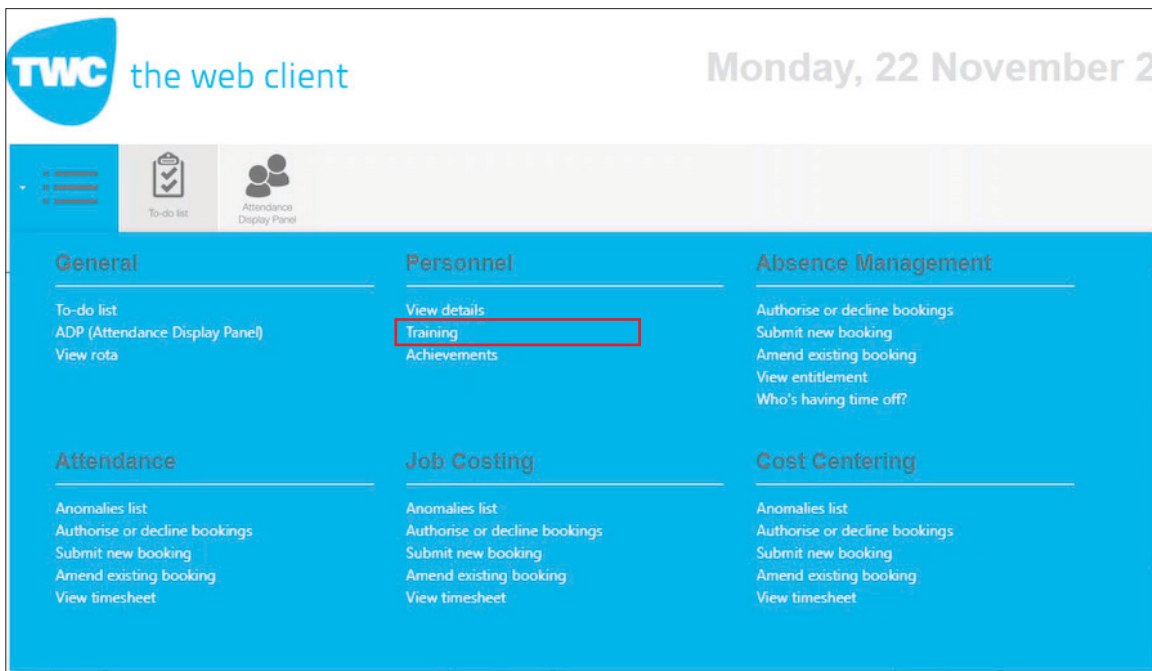
Title: Mr
Middle name: Paul
Date of birth: Wed, 21 Aug 1991
Gender: Male
Marital status: With partner
Ethnic origin: White British
Religion: Christian
Nationality: British
NI Code: JC010203D
Passport number: 45698754
Visa number: 1236

Contact Details

Address: 10 Chesterfield Road
Chelmsley
Sandbach
Postcode: NP982R0
Telephone: 01799652387
Mobile: 07895465235
E-mail: webbdj@blueyonder.co.uk
Next of kin name: Miss Hayley Coope
Telephone: 07963254125
Relationship: Spouse

Training

Training and qualifications have been a big part of the North Time Pro development and we've added in the option to see any training that an employee has had to make it easier for managers to know who is qualified to do what job roles etc.



TWC the web client Monday, 22 November 2022

General
To-do list
ADP (Attendance Display Panel)
View rota

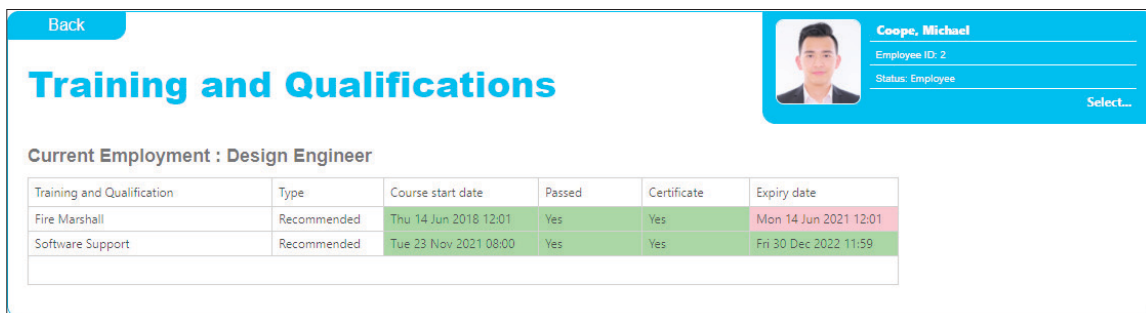
Personnel
View details
Training
Achievements

Absence Management
Authorise or decline bookings
Submit new booking
Amend existing booking
View entitlement
Who's having time off?

Attendance
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Job Costing
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Cost Centering
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet



Back

Training and Qualifications

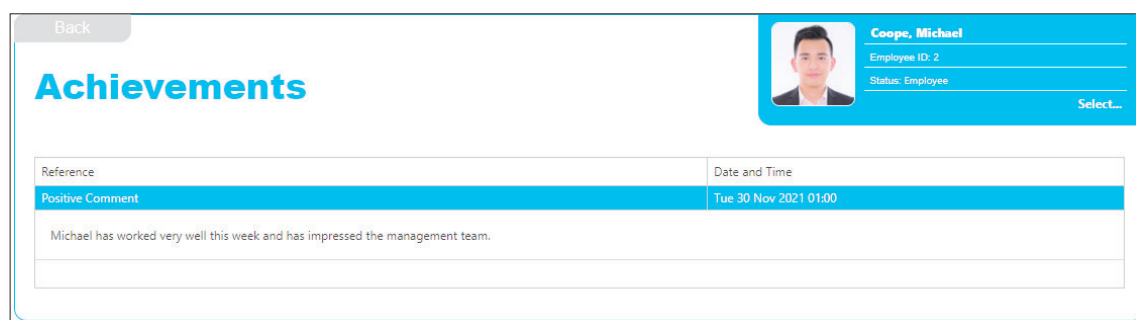
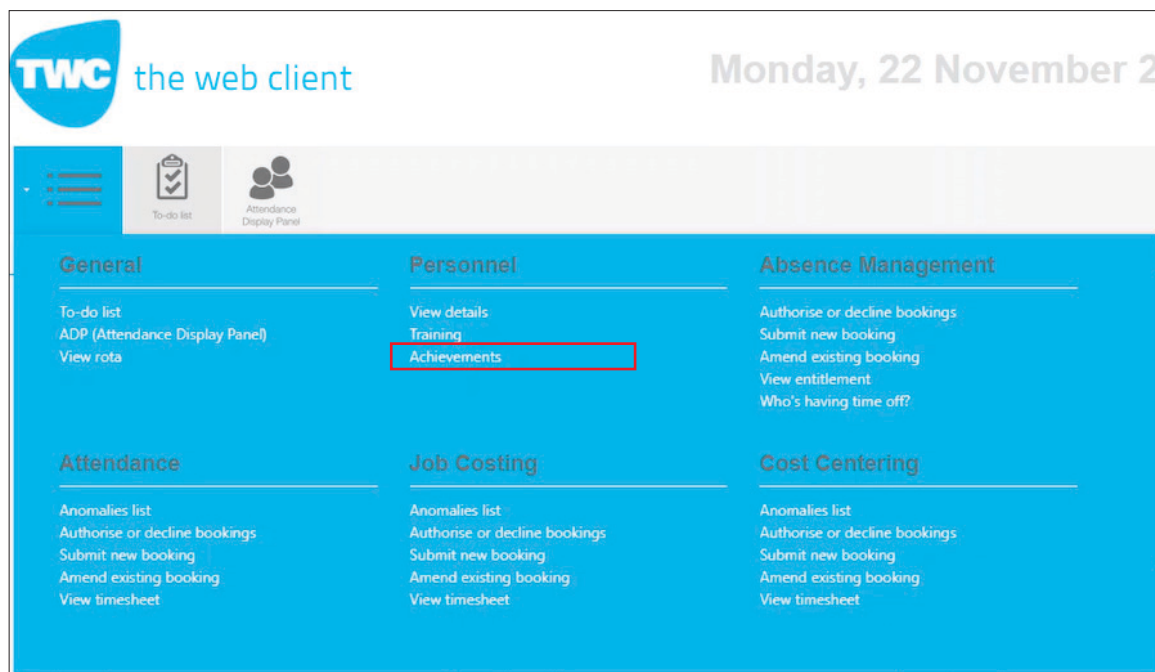
Coope, Michael
Employee ID: 2
Status: Employee
Select...

Current Employment : Design Engineer

Training and Qualification	Type	Course start date	Passed	Certificate	Expiry date
Fire Marshall	Recommended	Thu 14 Jun 2018 12:01	Yes	Yes	Mon 14 Jun 2021 12:01
Software Support	Recommended	Tue 23 Nov 2021 08:00	Yes	Yes	Fri 30 Dec 2022 11:59

Achievements

The achievements module is designed to highlight any positive or negative notes made against an employee while they have been working at the company.

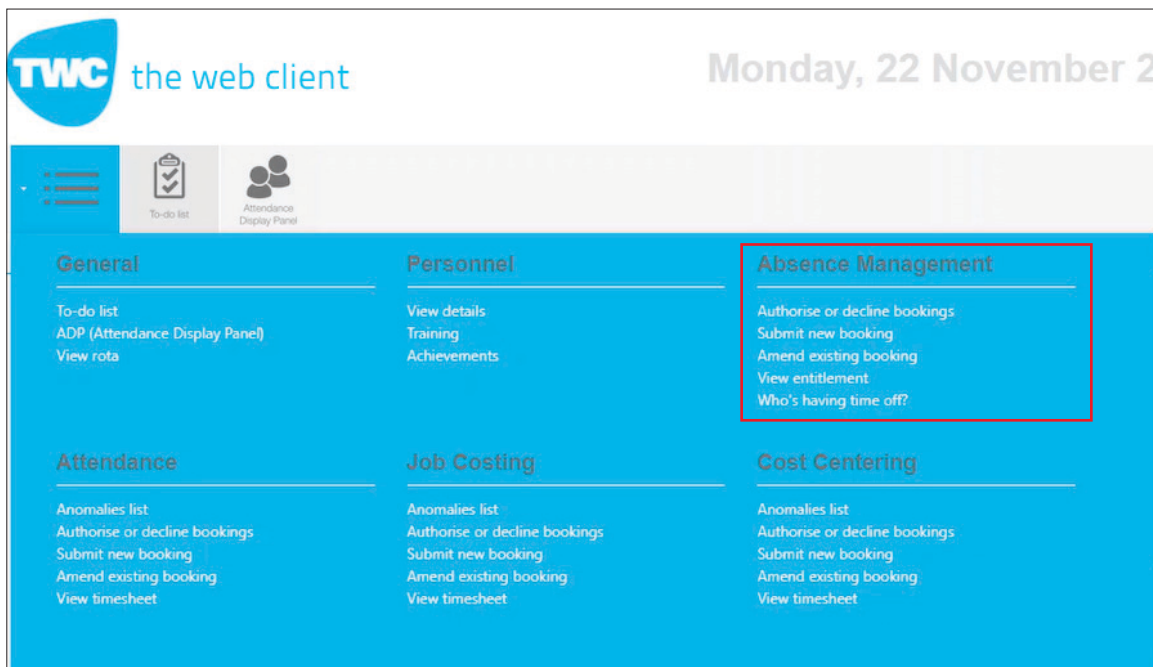


Module:

m/10/104

North Time Pro TWC - Absence Management

The Absence Management section of the North Time Pro Web Client allows managers to check on an employee's entitlement, book a holiday for them, approve or decline a requested absence and amend existing bookings. All of these functions are simple to follow and will communicate directly back into North Time Pro.



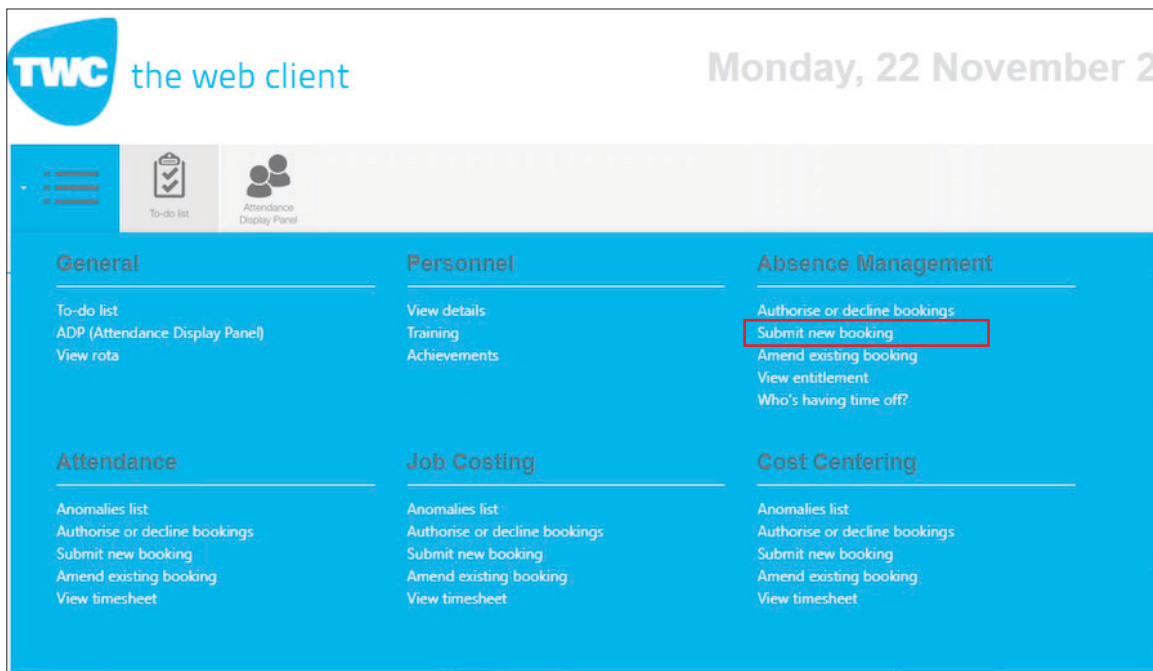
t2-0810 Training guide: North Time Pro TWC at your PC

18


[illegible]

Submit New Booking

There may be times where an employee is unable to request an absence via the ESS, so managers may have to input this absence themselves. This can all be done from the North Time Pro Web Client in an easy to book layout. Simply click the 'Submit New Booking' button and select the employee. Then input the booking as required.



[Back](#)



Coope, Michael
Employee ID: 2
Status: Employee
[Select...](#)

Absence Booking (New)

Required

Absence reason*:
Please select...

Absence start date*:
Please select...

Absence finish date*:
Please select...

[Who's having time off?](#)

Entitlement

Period: [Friday, January 1, 2021 to Friday, December 31, 2021](#)

Entitlement: 0 (days)

Taken: 0 (days)

Booked: 0 (days)

Remaining: 0 (days)

Notes

By Employee

Company (Private)

Optional

Restrict from:
hh:mm

Restrict to:
hh:mm

Restrict duration:
hh:mm

Authorisation

Declaration
On approval of this adjustment I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures. I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

☐ Incomplete booking
☐ Awaiting a decision
☒ Approved booking
☐ Declined booking
☒ Finalised?

[Submit Absence](#)

Use the space below to make any relevant comments, if any...

Amend Existing Booking

Managers are able to freely edit the details of an existing absence, or even delete it. This can all be done within the North Time Pro Web Client by clicking the 'Amend Existing Booking' button, then selecting the employee. Then amend the bookings as required.

the web client

Monday, 22 November 2021

To-do list

ADP (Attendance Display Panel)

View rota

Personnel

View details

Training

Achievements

Absence Management

Authorise or decline bookings

Submit new booking

Amend existing booking

Absence Booking List

Showing (everything)

#	From	To	Taken/Planned	Absence	Authorisation	Cancel Request
<input type="checkbox"/> Amend	Mon, 05 Apr 2021	Mon, 05 Apr 2021	1 (days)	Bank Holiday (Paid)	Approved (Unknown)	
<input type="checkbox"/> Amend	Mon, 12 Apr 2021	Thu, 15 Apr 2021	4 (days)	Holiday Full Day	Approved (Admin)	
<input type="checkbox"/> Amend	Tue, 20 Apr 2021	Fri, 23 Apr 2021	4 (days)	Holiday Full Day	Approved (Admin)	
<input type="checkbox"/> Amend	Mon, 03 May 2021	Mon, 03 May 2021	1 (days)	Bank Holiday (Paid)	Approved (Unknown)	
<input type="checkbox"/> Amend	Mon, 31 May 2021	Mon, 31 May 2021	1 (days)	Sickness Full Day [Unpaid]	Approved (Admin)	
<input type="checkbox"/> Amend	Mon, 31 May 2021	Mon, 31 May 2021	1 (days)	Bank Holiday [Paid]	Approved (Unknown)	
<input type="checkbox"/> Amend	Tue, 06 Jul 2021	Wed, 07 Jul 2021	2 (days)	Sickness Full Day [Unpaid]	Approved (stanley)	

Page 53 of 55 (381 items)

Absence Booking (Amend)

Required

Absence reason*: Bank Holiday [Paid]

Absence start date*: Mon, 05 Apr 2021

Absence finish date*: Mon, 05 Apr 2021

[Who's having time off?](#)

Optional

Restrict from: h:mm

Restrict to: h:mm

Restrict duration: h:mm

Authorisation

Declaration

On approval of this adjustment I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures. I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

☐ Incomplete booking

☐ Awaiting a decision

☒ Approved booking

☐ Declined booking

☒ Finalised?

Submit Absence

Entitlement

Period: Friday, January 1, 2021 to Friday, December 31, 2021

Entitlement: 20 (days)

Taken: 13 (days)

Booked: 2 (days)

Remaining: 5 (days)

Notes

By Employee

Company (Private)

View Entitlement

The TWC allows a HR manager to view the entitlements of all employees under their specific management group which is incredibly useful to quickly see if an employee is allowed their requested holiday or not. To view employees entitlements, click 'View Entitlement' and then select the employee.

Monday, 22 November 2021

To-do list
 Attendance Display Panel

General

To-do list
ADP (Attendance Display Panel)
View rota

Personnel

View details
Training
Achievements

Absence Management

Authorise or decline bookings
Submit new booking
Amend existing booking
View entitlement
Who's having time off?

Attendance

Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Job Costing

Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Cost Centering

Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Back

Coope, Michael
 Employee ID: 2
 Status: Employee
 Select...

View Absence Entitlement

Entitlement period:
Friday, January 1, 2021 to Friday, December 31, 2021

Entitlement Summary (Friday, January 1, 2021 to Friday, December 31, 2021)

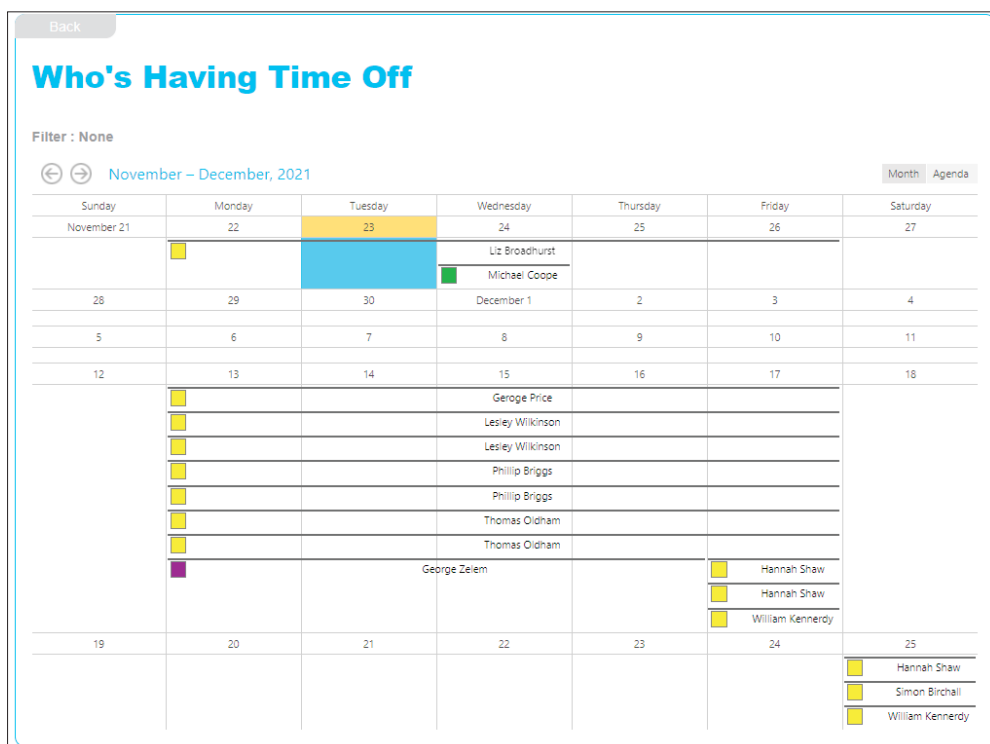
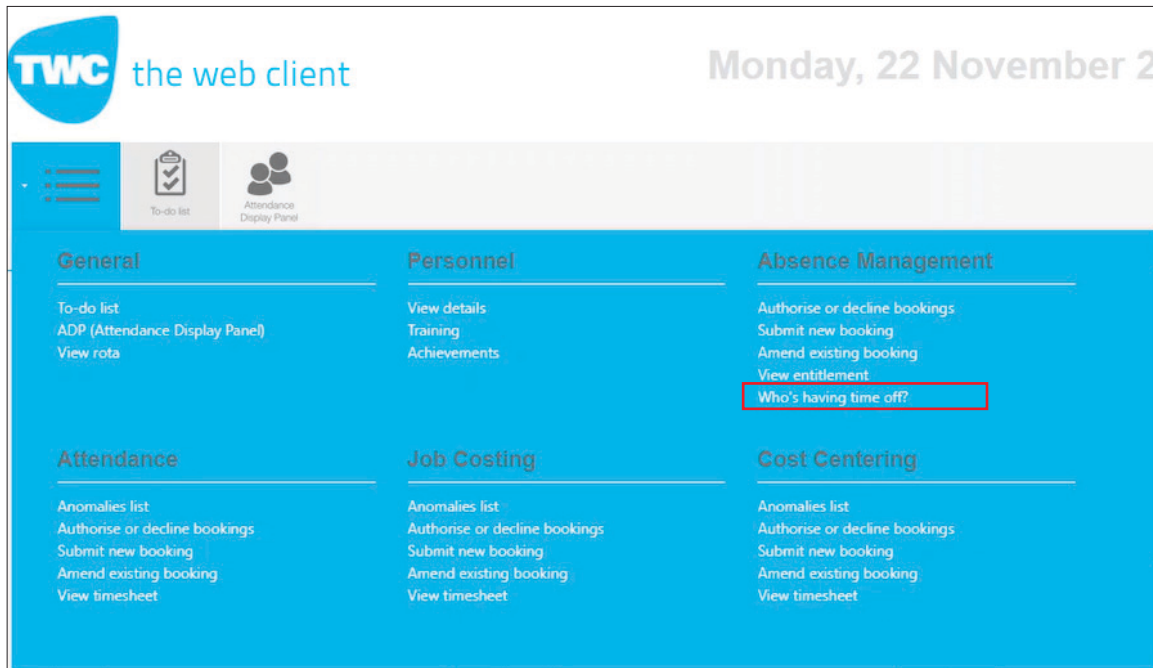
Category	Entitlement	Taken	Booked	Remaining
Holiday (days)	20	13	2	5
Sickness (days)	0	8	1	-9
Medical (days)	0	0	0	0
Authorised (days)	0	6	2	-8
Unauthorised (days)	0	0	0	0
Compassionate (days)	0	0	0	0
Maternity/ Paternity (days)	0	0	0	0
Business Absence (days)	0	0	0	0
Educational / Training (days)	0	0	0	0
Time in Lieu (days)	0	0	0	0

Absences (Friday, January 1, 2021 to Friday, December 31, 2021)

From	To	Taken / Planned	Absence	Authorisation	Cancellation
Fri, 01 January 2021	Fri, 01 January 2021	1 (days)	Bank Holiday (Paid)	Approved (Unknown)	
Tue, 12 January 2021	Tue, 12 January 2021	1 (days)	Sickness Full Day (Unpaid)	Approved (Admin)	
Mon, 15 February 2021	Wed, 17 February 2021	0 (days)	Authorised Absence (Paid)	Approved (Admin)	
Tue, 16 March 2021	Tue, 16 March 2021	1 (days)	Sickness Full Day (Unpaid)	Approved (Admin)	
Fri, 02 April 2021	Fri, 02 April 2021	1 (days)	Bank Holiday (Paid)	Approved (Unknown)	
Mon, 05 April 2021	Mon, 05 April 2021	1 (days)	Bank Holiday (Paid)	Approved (Unknown)	
Mon, 12 April 2021	Thu, 15 April 2021	4 (days)	Holiday Full Day	Approved (Admin)	
Tue, 20 April 2021	Fri, 23 April 2021	4 (days)	Holiday Full Day	Approved (Admin)	
Mon, 03 May 2021	Mon, 03 May 2021	1 (days)	Bank Holiday (Paid)	Approved (Unknown)	
Mon, 31 May 2021	Mon, 31 May 2021	1 (days)	Sickness Full Day (Unpaid)	Approved (Admin)	
Mon, 31 May 2021	Mon, 31 May 2021	1 (days)	Bank Holiday (Paid)	Approved (Unknown)	
Tue, 06 July 2021	Wed, 07 July 2021	2 (days)	Sickness Full Day (Unpaid)	Approved (stanley)	
Mon, 09 August 2021	Mon, 09 August 2021	1 (days)	Sickness Full Day (Unpaid)	Approved (stanley)	
Mon, 30 August 2021	Mon, 30 August 2021	1 (days)	Bank Holiday (Paid)	Approved (Unknown)	
Mon, 04 October 2021	Fri, 08 October 2021	5 (days)	Holiday Full Day	Approved (Admin)	
Mon, 18 October 2021	Mon, 18 October 2021	1 (days)	Sickness Full Day (Unpaid)	Approved (stanley)	
Wed, 27 October 2021	Wed, 27 October 2021	1 (days)	Sickness Full Day (Unpaid)	Approved (Admin)	

Who's Having Time Off?

The Who's Having Time Off feature has proved an instant success in the ESS module, so we decided to include it in to the TWC. It is designed to show you as a manager who under your supervision is having time off all displayed in a simple to understand calendar.

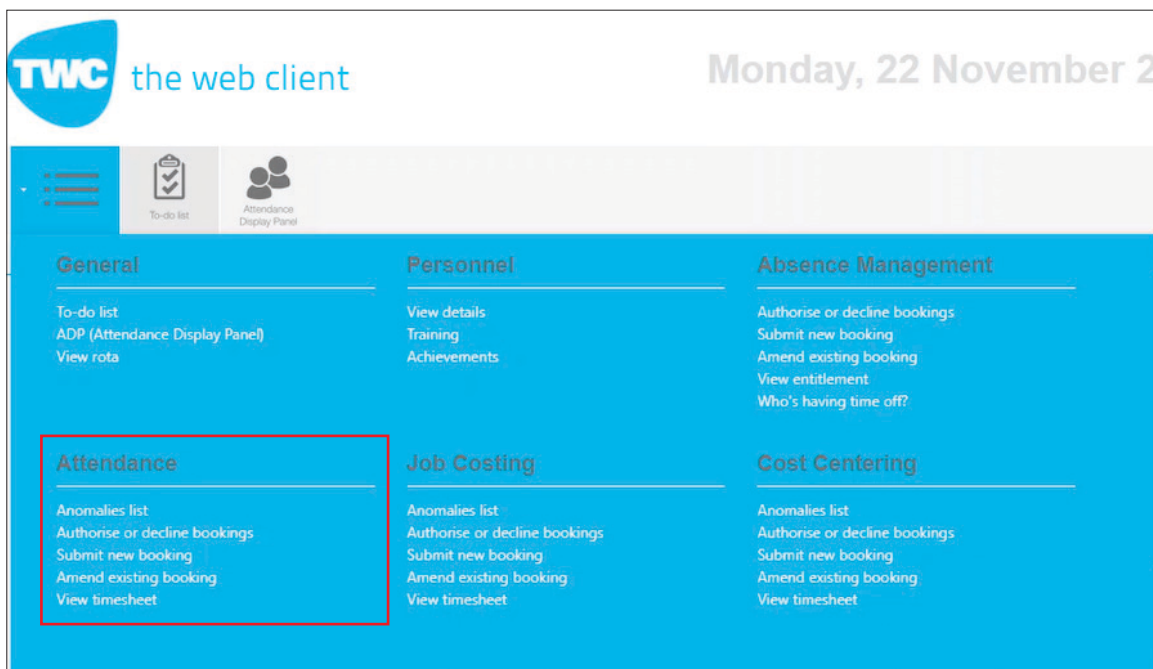


Module:

m/10/105

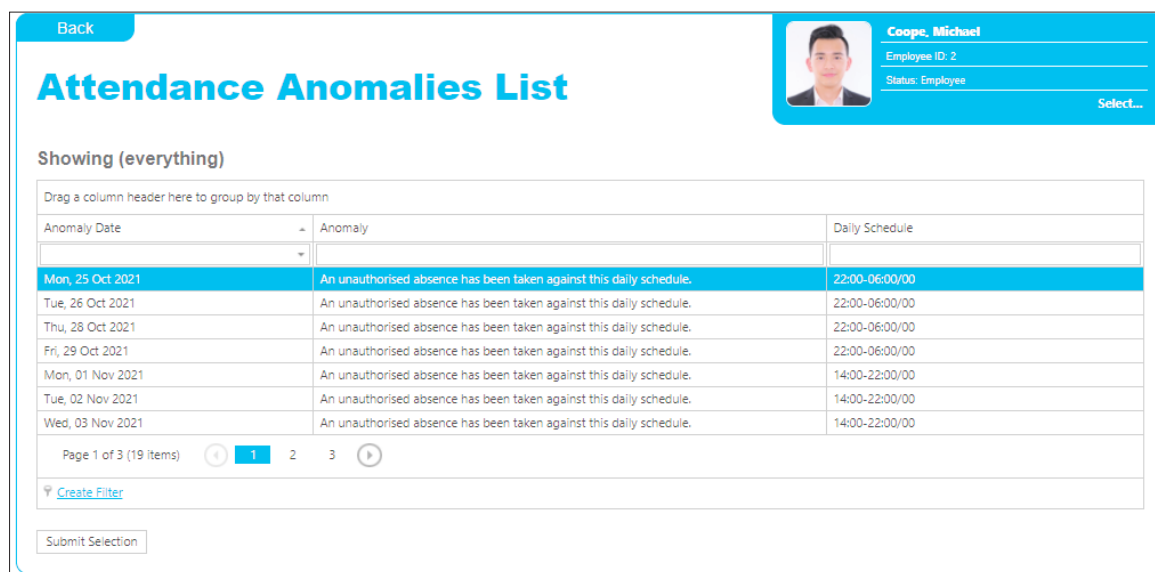
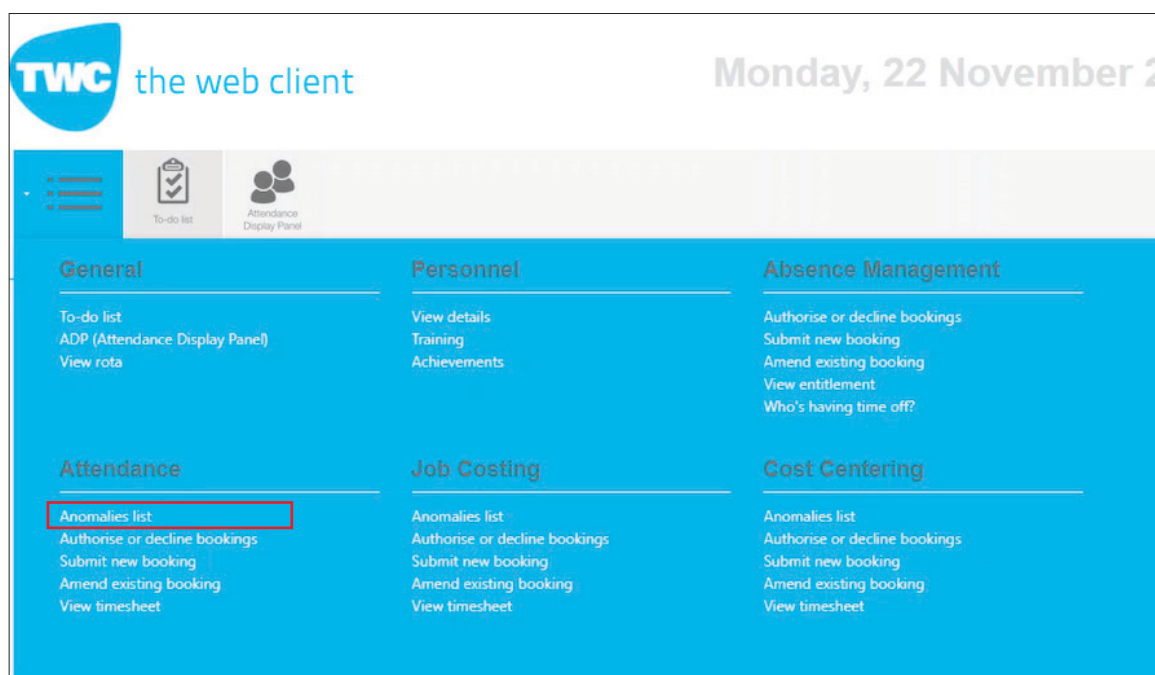
North Time Pro TWC - Attendance

The North Time Pro Web Client incorporates a detailed yet simplistic attendance layout that will allow managers to view the timesheet of an employee under their management group, check and adjust any anomalies that may occur, manually add in any clocking times that may be missing, and amend any existing bookings.



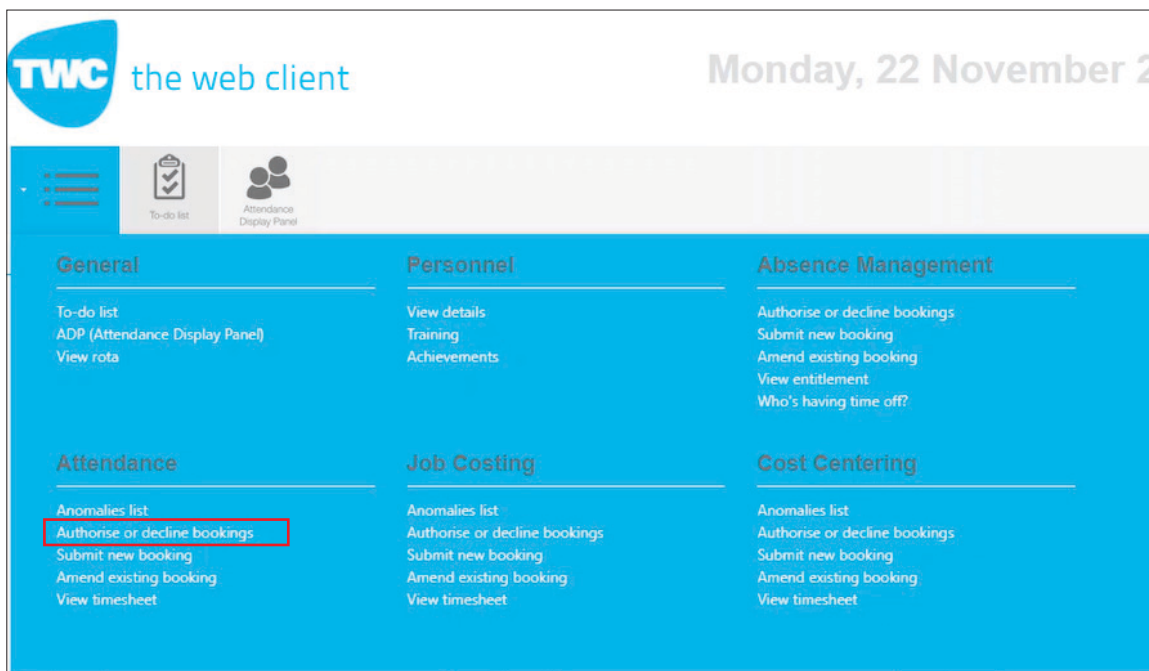
Anomalies List

The anomalies list displays any clockings (or lack of clockings!) that may occur during the day to day running that do not appear to be correct. This includes when an employee misses a booking, has clocked in late, hasn't come in at all or even if they have exceeded a set threshold of hours worked. All of this is within a simply laid out menu that is easy to follow. Simply click on the 'anomalies list' and select the employee. You will be presented with a list of all the anomalies for that employee.



Authorise or Decline Bookings

Whenever an employee books an attendance clocking manually, there of course needs to be a manager that gets the final say on whether or not this is a booking to place into the system. The North Time Pro Web Client contains the ability to do just that. A booking will come through and the manager can freely approve or decline the booking. To access these bookings, click the 'Authorise or Decline Bookings' button and select the employee.



TWC the web client Monday, 22 November 2016

General
To-do list
ADP (Attendance Display Panel)
View rota

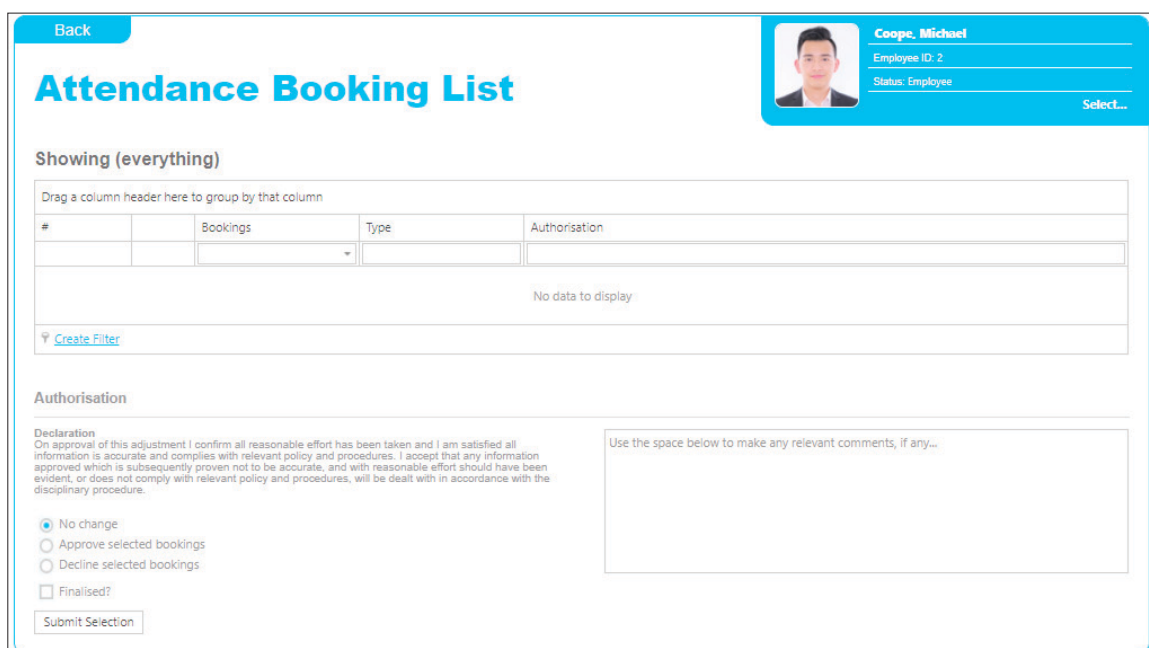
Personnel
View details
Training
Achievements

Absence Management
Authorise or decline bookings
Submit new booking
Amend existing booking
View entitlement
Who's having time off?

Attendance
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Job Costing
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Cost Centering
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet



Back

Attendance Booking List

Coope, Michael
Employee ID: 2
Status: Employee
Select...

Showing (everything)

Drag a column header here to group by that column

#	Bookings	Type	Authorisation
No data to display			

[Create Filter](#)

Authorisation

Declaration
On approval of this adjustment I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures. I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

☒ No change
☐ Approve selected bookings
☐ Decline selected bookings
☐ Finalised?

Use the space below to make any relevant comments, if any...

Submit New Booking

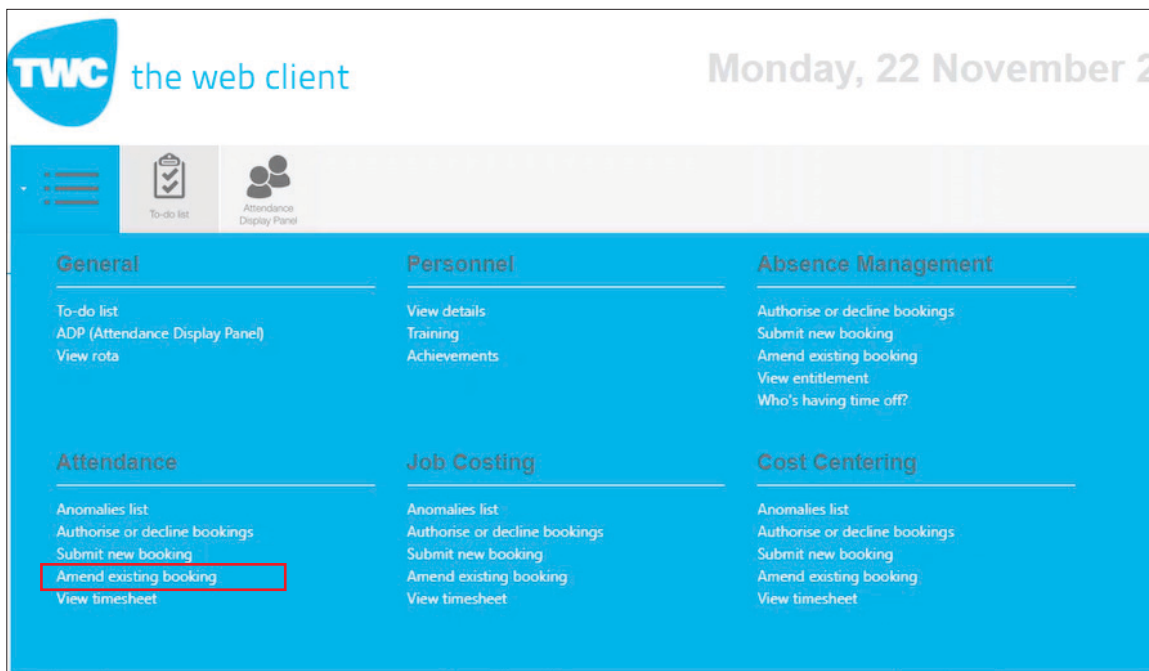
There may be times where an employee comes to you saying they have missed a clocking in the morning due to unforeseen circumstances. This booking may be vital for payroll purposes, so the manager can input this clocking for the employee and automatically approve it. Simply click the 'Submit New Booking' button, then select the employee.

The screenshot shows the TWC web client interface. The top navigation bar includes the TWC logo, the text 'the web client', and the date 'Monday, 22 November 2021'. Below the navigation bar, there are three main sections: General, Personnel, and Absence Management. The General section contains links for 'To-do list', 'ADP (Attendance Display Panel)', and 'View rota'. The Personnel section contains links for 'View details', 'Training', and 'Achievements'. The Absence Management section contains links for 'Authorise or decline bookings', 'Submit new booking', 'Amend existing booking', 'View entitlement', and 'Who's having time off?'. The Attendance section, which is highlighted with a red box, contains links for 'Anomalies list', 'Authorise or decline bookings', 'Submit new booking', 'Amend existing booking', and 'View timesheet'. The Job Costing section contains links for 'Anomalies list', 'Authorise or decline bookings', 'Submit new booking', 'Amend existing booking', and 'View timesheet'. The Cost Centering section contains links for 'Anomalies list', 'Authorise or decline bookings', 'Submit new booking', 'Amend existing booking', and 'View timesheet'.

The screenshot shows the 'Attendance Booking (New)' form. The form is divided into several sections. At the top, there is a 'Back' button and a user profile for 'Coope, Michael' with 'Employee ID: 2' and 'Status: Employee'. The main section is titled 'Attendance Booking (New)'. It contains a 'Required' section with a 'Booking type' dropdown menu (set to 'Booking'), a 'From date' dropdown menu (set to 'Please select...'), and a 'Timesheet' section with a 'Period' dropdown menu (set to 'Mon, 29 Nov 2021 to Sun, 05 Dec 2021'). Below these are 'From time' and 'To time' input fields. The 'Authorisation' section includes a 'Declaration' text area, a 'Use the space below to make any relevant comments, if any...' text area, and a 'Submit Booking' button. The form also includes radio buttons for 'Awaiting a decision', 'Approved booking', and 'Declined booking', and a checkbox for 'Finalised?'.

Amend Existing Booking

Sometimes, there could be a possibility that an employee has clocked in late, but you still want to pay them from the intended start time. You can amend any existing booking and change the times to suit the situation. To amend existing bookings, click 'Amend Existing Bookings' and then select the employee.



Back

Coope, Michael
Employee ID: 2
Status: Employee
Select...

Attendance Booking List

Showing (everything)

Drag a column header here to group by that column

#	Bookings	Type	Authorisation

No data to display

[Create Filter](#)

Authorisation

Declaration
On approval of this adjustment I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures. I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

☒ No change
☐ Approve selected bookings
☐ Decline selected bookings
☐ Finalised?

Submit Selection

Use the space below to make any relevant comments, if any...

View Timesheet

The View Timesheet option allows you to do just that, view an employee's timesheet, their hours worked and the rates they are being paid. This can all be adjusted to different periods. To view the timesheet, click the 'View timesheet' button and then select the employee. You can adjust the period by using the drop down menu.

TWC the web client Monday, 22 November 2021

General

- To-do list
- ADP (Attendance Display Panel)
- View rota

Personnel

- View details
- Training
- Achievements

Absence Management

- Authorise or decline bookings
- Submit new booking
- Amend existing booking
- View entitlement
- Who's having time off?

Attendance

- Anomalies list
- Authorise or decline bookings
- Submit new booking
- Amend existing booking
- View timesheet**

Job Costing

- Anomalies list
- Authorise or decline bookings
- Submit new booking
- Amend existing booking
- View timesheet

Cost Centering

- Anomalies list
- Authorise or decline bookings
- Submit new booking
- Amend existing booking
- View timesheet

View Attendance Timesheet

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

Timesheet (Mon, 22 Nov 2021 to Sun, 28 Nov 2021)

Date	Schedule	Bookings(s)	Absence(s)	Rate Total
Mon, 22 Nov 2021	22:00-06:00/00	Mon 22/11 22:01 - Tue 23/11 06:30	New	New 8:00
Tue, 23 Nov 2021	22:00-06:00/00	Tue 23/11 21:59 - Wed 24/11 06:48	New	New 8:00
Wed, 24 Nov 2021	14:00-22:00/00	Wed 24/11 14:00 - Wed 24/11 22:00	New	Sickness Full Day (Unpaid) New 8:00
Thu, 25 Nov 2021	22:00-06:00/00	Thu 25/11 22:02 - Fri 26/11 07:02	New	New 8:00
Fri, 26 Nov 2021	22:00-06:00/00	Fri 26/11 21:58 - Sat 27/11 07:02	New	New 8:00
Pay Period Totals : (Mon, 22 Nov 2021 to Sun, 28 Nov 2021)				40:00

Bookings Awaiting Calculation

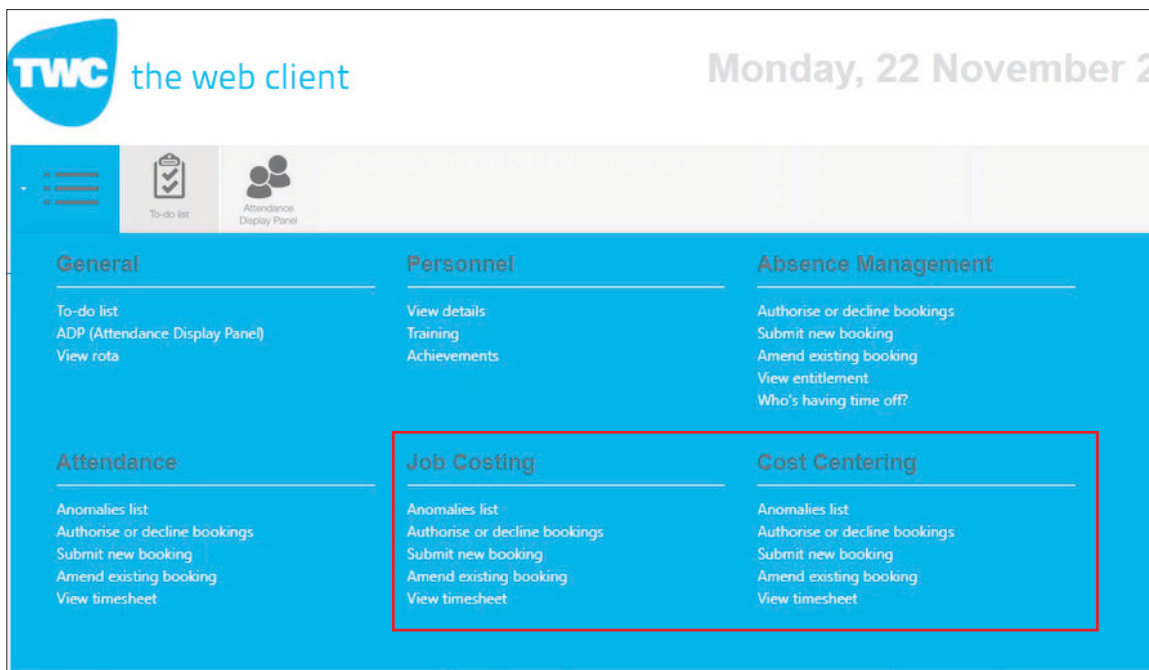
Bookings	Type	Authorisation
No data to display		

Module:

m/10/106

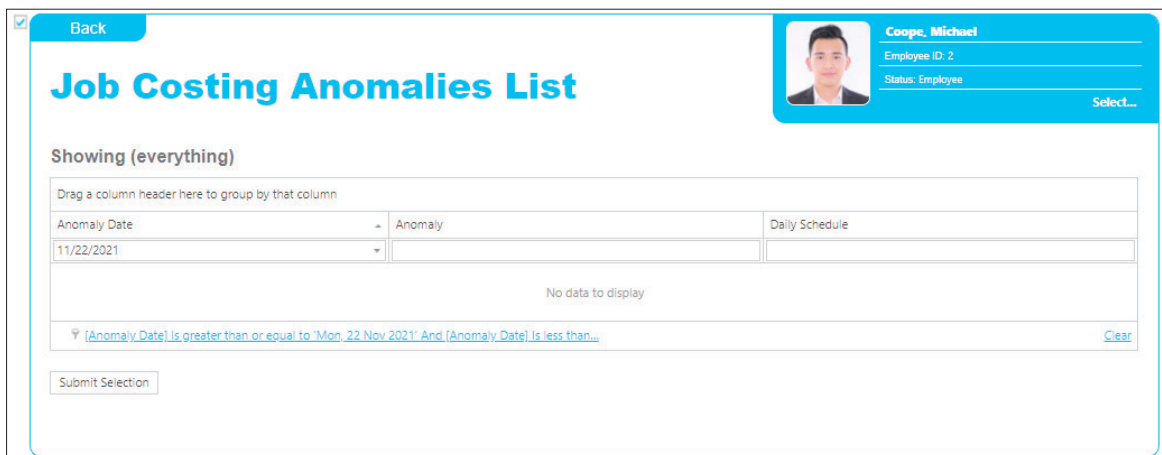
North Time Pro TWC - Job Costing & Cost Centering

The North Time Pro Web Client incorporates a Job Costing and Cost Centre feature to allow managers to access their information from any computer or tablet that has internet access. They can check submit new bookings, check existing bookings, view the anomalies list and even view the employee's timesheet.



Anomalies List

The Anomalies List details all the job costing and cost centre bookings which North Time Pro considers having a problem. To check the anomalies list, click 'Anomalies list' and select the employee you wish to view the anomalies for.



Back



Cope, Michael
Employee ID: 2
Status: Employee
Select...

Cost Centre Anomalies List

Showing (everything)

Drag a column header here to group by that column

Anomaly Date	Anomaly	Daily Schedule
11/22/2021		

No data to display

[\[Anomaly Date\] Is greater than or equal to 'Mon, 22 Nov 2021' And \[Anomaly Date\] Is less than...](#)
[Clear](#)






Submit Selection

Cancel

Select Employee

Drag a column header here to group by that column

#	Employee ID	First Name	Last Name	Badge	Person Status	Department	Sub Dept	Location	Catagory

	Employee ID 71	Name Allen, Lawrence	Badge	Person Status Employee N/C	Groupings A & B Manufacturing, General Office, Office Administrator, Monthly,
	Employee ID 44	Name Atherton, Walter	Badge	Person Status Employee N/C	Groupings A & B Manufacturing, Engineering, Engineering Manager, Monthly,
	Employee ID 73	Name Baker, Tia	Badge	Person Status Employee N/C	Groupings A & B Manufacturing, General Office, Office Administrator, Monthly,
	Employee ID 74	Name Baker, Valentina	Badge	Person Status Employee N/C	Groupings A & B Manufacturing, General Office, Office Administrator, Monthly,
	Employee ID 89	Name Ballison, Aaron	Badge	Person Status Employee N/C	Groupings A & B Manufacturing, General Office, Office Administrator, Monthly,

Page 1 of 19 (91 items) 1 2 3 4 5 6 7 ... 17 18 19

[Create Filter](#)

Submit Selection

Authorise or decline booking

The Authorise or decline booking function is designed to allow the managers to have the final say on bookings made manually by employees, whether that be approving or declining it. To authorise or decline a booking, click the 'Authorise or decline booking', and then select the relevant employee.

TWC the web client Monday, 22 November 2022

General
To-do list
ADP (Attendance Display Panel)
View rota

Personnel
View details
Training
Achievements

Absence Management
Authorise or decline bookings
Submit new booking
Amend existing booking
View entitlement
Who's having time off?

Attendance
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Job Costing
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Cost Centering
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Select Employee


Drag a column header here to group by that column

#	Employee ID	First Name	Last Name	Badge	Person Status	Department	Sub Dept	Location	Category
1	71	Allen, Lawrence			Employee N/C				
2	44	Atherton, Walter			Employee N/C				
3	73	Baker, Tia			Employee N/C				
4	74	Baker, Valentina			Employee N/C				
5	89	Ballson, Aaron			Employee N/C				

Page 1 of 19 (91 items)

[Create Filter](#)

[Back](#)



Coope, Michael
 Employee ID: 2
 Status: Employee
[Select...](#)

Job Costing Booking List

Showing (everything)

Drag a column header here to group by that column

#	Bookings	Type	Job	Operation	Qty	Authorisation

No data to display

[Create Filter](#)

Authorisation


Declaration
 On approval of this adjustment I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures. I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

☒ No change
☐ Approve selected bookings
☐ Decline selected bookings
☐ Finalised?

[Submit Selection](#)

Use the space below to make any relevant comments, if any...

[Back](#)



Coope, Michael
 Employee ID: 2
 Status: Employee
[Select...](#)

Cost Centre Booking List

Showing (everything)

Drag a column header here to group by that column

#	Bookings	Type	Cost Centre	Authorisation

No data to display

[Create Filter](#)

Authorisation

Declaration
 On approval of this adjustment I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures. I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

☒ No change
☐ Approve selected bookings
☐ Decline selected bookings
☐ Finalised?

[Submit Selection](#)

Use the space below to make any relevant comments, if any...

Submit new booking

The TWC allows the supervisor to add manual bookings for Job Costing or Cost Centring that an employee may have missed from within their management group. This can be done by clicking 'Submit new booking', and selecting the employee. Then just input the times for the booking and click submit.

TWC the web client Monday, 22 November 2022

General

- To-do list
- ADP (Attendance Display Panel)
- View rota

Personnel

- View details
- Training
- Achievements

Absence Management

- Authorise or decline bookings
- Submit new booking
- Amend existing booking
- View entitlement
- Who's having time off?

Attendance

- Anomalies list
- Authorise or decline bookings
- Submit new booking
- Amend existing booking
- View timesheet

Job Costing

- Anomalies list
- Authorise or decline bookings
- Submit new booking**
- Amend existing booking
- View timesheet

Cost Centering

- Anomalies list
- Authorise or decline bookings
- Submit new booking
- Amend existing booking
- View timesheet

Select Employee

Drag a column header here to group by that column


#	Employee ID	First Name	Last Name	Badge	Person Status	Department	Sub Dept	Location	Category
1	71	Allen, Lawrence			Employee N/C				
2	44	Atherton, Walter			Employee N/C				
3	73	Baker, Tia			Employee N/C				
4	74	Baker, Valentina			Employee N/C				
5	89	Ballson, Aaron			Employee N/C				

Page 1 of 19 (91 items)

[Create Filter](#)

[Submit Selection](#)

Back



Coope, Michael
Employee ID: 2
Status: Employee
Select...

Job Costing Booking (New)

Required

Booking type:
☒ Start booking
☐ Stop booking
☐ Pair of bookings

Start date and time:
Please select...

Job:
Please select...

Operation:
Please select...

hh:mm
Stop date and time:
Please select...

hh:mm
Quantity:
0

Timesheet

Period: [Mon, 29 Nov 2021 to Sun, 05 Dec 2021](#)

Authorisation


Declaration
On approval of this adjustment I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures. I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

☐ Awaiting a decision
☒ Approved booking
☐ Declined booking
☒ Finalised?

Submit Booking

Use the space below to make any relevant comments, if any...

Back



Coope, Michael
Employee ID: 2
Status: Employee
Select...

Cost Centre Booking (New)

Required

Booking type:
☒ Start booking
☐ Stop booking
☐ Pair of bookings

Start date and time:
Please select...

Cost centre:
Please select...

hh:mm
Stop date and time:
Please select...

hh:mm

Timesheet

Period: [Mon, 29 Nov 2021 to Sun, 05 Dec 2021](#)

Authorisation

Declaration
On approval of this adjustment I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures. I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

☐ Awaiting a decision
☒ Approved booking
☐ Declined booking
☒ Finalised?

Submit Booking

Use the space below to make any relevant comments, if any...

Amend Existing Booking

Bookings that are in the system already can be amended by a manager by going to 'Amend Existing Booking', then selecting the employee. You will be able to see the bookings and amend any bookings you choose.

TWC the web client Monday, 22 November 2016

General
To-do list
ADP (Attendance Display Panel)
View rota

Personnel
View details
Training
Achievements

Absence Management
Authorise or decline bookings
Submit new booking
Amend existing booking
View entitlement
Who's having time off?

Attendance
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Job Costing
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Cost Centering
Anomalies list
Authorise or decline bookings
Submit new booking
Amend existing booking
View timesheet

Select Employee


Drag a column header here to group by that column

#	Employee ID	First Name	Last Name	Badge	Person Status	Department	Sub Dept	Location	Category
1	71	Allen, Lawrence			Employee N/C				Groupings A & B Manufacturing, General Office, Office Administrator, Monthly,
2	44	Atherton, Walter			Employee N/C				Groupings A & B Manufacturing, Engineering, Engineering Manager, Monthly,
3	73	Baker, Tia			Employee N/C				Groupings A & B Manufacturing, General Office, Office Administrator, Monthly,
4	74	Baker, Valentina			Employee N/C				Groupings A & B Manufacturing, General Office, Office Administrator, Monthly,
5	89	Ballson, Aaron			Employee N/C				Groupings A & B Manufacturing, General Office, Office Administrator, Monthly,

Page 1 of 19 (91 items) 1 2 3 4 5 6 7 ... 17 18 19

[Create Filter](#)

[Back](#)



Coope, Michael
 Employee ID: 2
 Status: Employee
[Select...](#)

Job Costing Booking List

Showing (everything)

Drag a column header here to group by that column

#	Bookings	Type	Job	Operation	Qty	Authorisation

No data to display

[Create Filter](#)

Authorisation


Declaration
On approval of this adjustment I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures. I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

☒ No change
☐ Approve selected bookings
☐ Decline selected bookings
☐ Finalised?

[Submit Selection](#)

Use the space below to make any relevant comments, if any...

[Back](#)



Coope, Michael
 Employee ID: 2
 Status: Employee
[Select...](#)

Cost Centre Booking List

Showing (everything)

Drag a column header here to group by that column

#	Bookings	Type	Cost Centre	Authorisation

No data to display

[Create Filter](#)

Authorisation

Declaration
On approval of this adjustment I confirm all reasonable effort has been taken and I am satisfied all information is accurate and complies with relevant policy and procedures. I accept that any information approved which is subsequently proven not to be accurate, and with reasonable effort should have been evident, or does not comply with relevant policy and procedures, will be dealt with in accordance with the disciplinary procedure.

☒ No change
☐ Approve selected bookings
☐ Decline selected bookings
☐ Finalised?

[Submit Selection](#)

Use the space below to make any relevant comments, if any...


View Timesheet

A manager is able to view the cost centring and job costing timesheets of all employees under their management group by clicking in the 'View timesheet' button then select the employee. To view other weeks' timesheets, click the pay period drop down.

The screenshot shows the TWC (The Web Client) interface. The top header includes the TWC logo, the text 'the web client', and the date 'Monday, 22 November 2019'. Below the header is a navigation bar with icons for 'To-do list' and 'Attendance Display Panel'. The main content area is divided into six sections: General, Personnel, Absence Management, Attendance, Job Costing, and Cost Centering. The 'View timesheet' button in the Job Costing section is highlighted with a red box.

The screenshot shows the 'Select Employee' dialog box. It has a 'Cancel' button at the top left. Below the title is a table with columns: #, Employee ID, First Name, Last Name, Badge, Person Status, Department, Sub Dept, Location, and Category. The table lists four employees: Allen, Lawrence (Employee ID 71), Atherton, Walter (Employee ID 44), Baker, Tia (Employee ID 73), and Baker, Valentina (Employee ID 74). The 'Person Status' for all is 'Employee N/C'. The 'Groupings' for all are 'A & B Manufacturing, General Office, Office Administrator, Monthly'. The 'Submit Selection' button is at the bottom.

[Back](#)



Coope, Michael
Employee ID: 2
Status: Employee
[Select...](#)

View Job Costing Timesheet

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


Timesheet (Mon, 22 Nov 2021 to Sun, 28 Nov 2021)

Date	Schedule	Start	Stop	Job	Operation	Quantity	Time
No data to display							
Summary Totals : No Filter						0	0:00

Bookings Awaiting Calculation

Bookings	Type	Job	Operation	Quantity	Authorisation
No data to display					

[Back](#)



Coope, Michael
Employee ID: 2
Status: Employee
[Select...](#)

View Cost Centre Timesheet

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

Timesheet (Mon, 22 Nov 2021 to Sun, 28 Nov 2021)

Date	Schedule	Start	Stop	Cost Centre	Time
No data to display					
Summary Totals : No Filter					0:00

Bookings Awaiting Calculation

Bookings	Type	Cost Centre	Authorisation
No data to display			