

North East Time Recorders Limited

INFINITY

TIME AND ATTENDANCE SYSTEM

Absence Management



INTERESTED?

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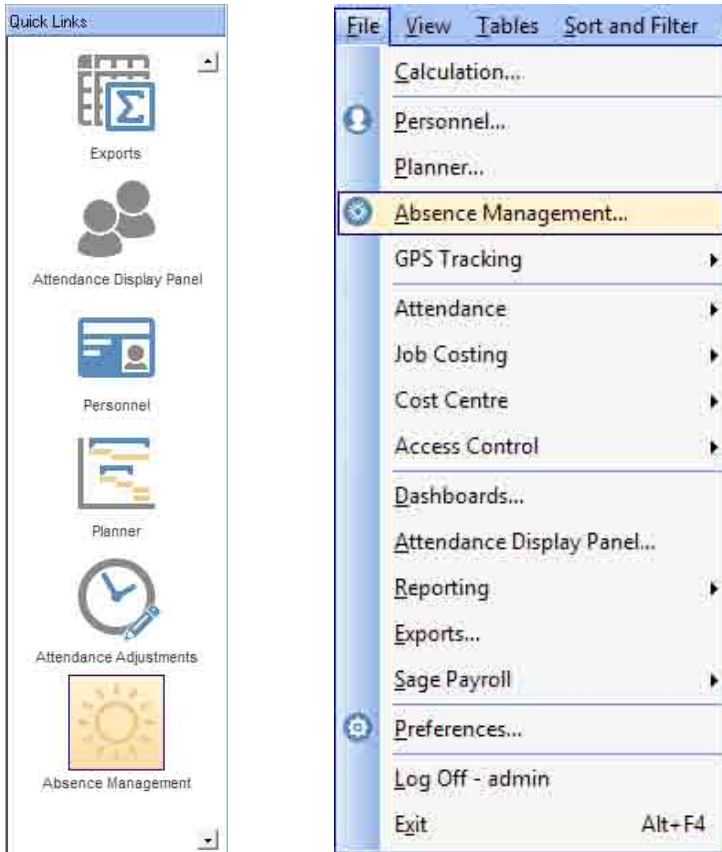
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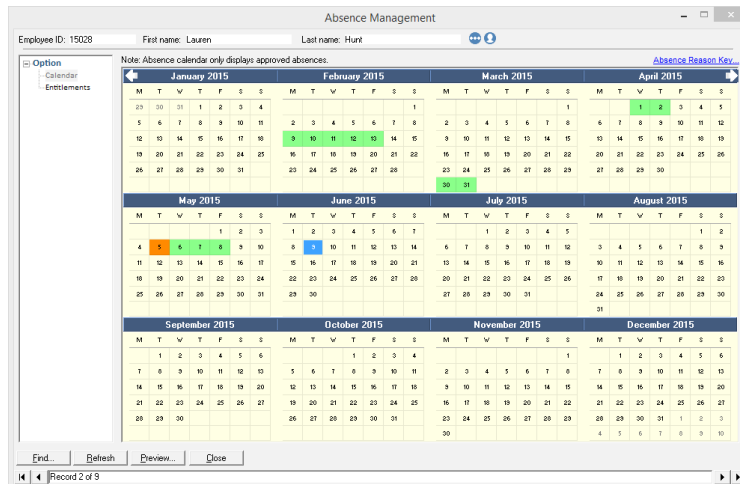
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What is Infinity absence management

One of the key features of the Infinity Premium system is the absence management module. The module enables the monitoring and recording of an employee's holidays, sickness or any other type of absence you can think of. This is paired with the ability to instantly view and edit an employee's entitlement.



The absence management module is split in to two sections. A calendar view which displays all absences booked against the employee, and an entitlement view. All absences that appear on the calendar are editable (with the correct permissions!) making it extremely easy to process holidays etc. The entitlement view allows you to see all existing entitlements the employee has, how many holidays have been taken, how many they have planned and more all controlled by an absence entitlement policy.



A quick summary of the features

Calendar

New Absence – Add a new absence for the employee

New Absence Entitlement Credit – Add a credit (or debit) for an employee

Amend – Amend the selected absence

Delete – Delete the selected absence

View details – View the details of the specified absence

Absence statistics – Statistical information relating to absences

Absence list – A list of all absence for the employee

Absence entitlement credits – A list of all credits/debits the employee has had

Example screen: **Absence booking screen**

Employee ID: 15028 First name: Lauren Last name: Hunt

Options

- Caller Information
- Essential
- Return to Work
- Interview
- Notepad

Essential

General information

Absence category? (optional)

Absence to be taken? (optional)

Take absence from? up to?

Entitlement

Entitlement deduction: (day)

Absence restrictions (optional)

Absence can only be taken between? and

Maximum absence duration?

Force absence duration to paid at a specified rate (optional)

Absence duration? Absence rate?

Authorisation

Authorised by: Admin

Authorisation: Finalised

Information

Entitlement

Absence Period: Thu 01 Jan 2015 - Thu 31 Dec 2015

Entitlement: 20.00

Taken: 12.00 (60.00%)

Planned: 0.00 (0.00%)

Remaining: 8.00 (40.00%)

Bradford Factor

Absence Period: Mon 07 Jul 2014 - Mon 06 Jul 2015

Spells: 3

Days: 12

Score: 108

12 Month Rolling Absence

Absence Period: Mon 07 Jul 2014 - Mon 06 Jul 2015

Taken Days: 12

Taken Hrs And Min: 0:00

Holiday (paid)
Mon 09 Feb 2015 - Fri 13 Feb 2015
Authorised by: Admin

Holiday (paid)
Wed 06 May 2015 - Fri 08 May 2015
Authorised by: Admin

Holiday (paid)
Mon 30 Mar 2015 - Thu 02 Apr 2015
Authorised by: Admin

BANK HOLIDAY
Tue 05 May 2015 - Tue 05 May 2015
Authorised by: Admin

Tactical Absences

Context Menu:

- New
- Amend
- Delete
- View details
- Absence statistics for 'Lauren Hunt' on 'Tue 30/06/2015'
- Absence list for 'Lauren Hunt' ...
- Absence entitlement credits for 'Lauren Hunt' ...
- Attendance adjustment for 'Lauren Hunt' on 'Tue 30/06/2015'
- GPS Tracking for 'Lauren Hunt' on 'Tue 30/06/2015'

Calendar:

M	T	W	T	F	S	S
	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	10

Entitlement

Period allowance: - The total basic allowance an employee is allowed

Allowance: - Allowance based on scripting figures (If required)

Carry over: - The entitlement carried forward (if any) from the previous year

Credit: - How much entitlement has been credited/debited.

Total entitlement: - Total entitlement after credits and carry overs have been applied

Absence worked (refunded): - If any absences are worked, they can be refunded.

Absence taken: - Any absences taken will appear here

Absence planned: - Any future absences planned.

Remaining entitlement: - Remaining entitlement after absences etc have been taken into account.

Absence Entitlement Policy

Description:

Renewal type: Calendar date and month:

Categories

- [-] Absence Category 01
- [-] Absence Category 02
- [-] Absence Category 03
- [-] Absence Category 04
- [-] Absence Category 05
- [-] Absence Category 06
- [-] Absence Category 07
- [-] Absence Category 08
- [-] Absence Category 09
- [-] Absence Category 10

Absence Category 01

Entitlement type: Days Hours and minutes

Slot	Year service from	Year service to	Maximum amount that can be brought forward from the previous year	Amount that can be taken before the end of the absence period	Script
			Days	Days	
Less than one year	N/a	N/a			20 Award Full Amount
Band 1	1	99			20 Award Full Amount
Band 2					
Band 3					
Band 4					
Band 5					
Band 6					
Band 7					
Band 8					
Band 9					

[Change category descriptions](#)

Record 1 of 1

Absence Management

Employee ID: 15028 First name: Lauren Last name: Hunt

Option

- [-] Calendar
- [-] Entitlements

Absence Entitlement

Entitlement policy: National Standard Holiday Entitlement

Absence period:	From	To	Year Service
	Thu 01 January 2015	Thu 31 December 2015	3
	Wed 01 January 2014	Wed 31 December 2014	2
	Tue 01 January 2013	Tue 31 December 2013	1
	Sun 01 January 2012	Mon 31 December 2012	0
	Mon 02 May 2011	Sat 31 December 2011	0

Category:

Day:

Period allowance:
 Allowance:
 Carry over:
 Credit:
 Total entitlement:
 Absence worked (refunded):
 Absence taken:
 Absence planned:
 Remaining entitlement:

Record 2 of 9

Absence notifications

Notifications and the 'To-Do' list...

There are many instances with the absence management module that can be flagged up on the To-Do list

'To-do' List

- Online Information**
 - [timeware® Community, latest news and major developments about your product](#)
- System Health**
 - timeware® has been unable to collect any bookings from your terminal(s) since '9:03am on Tue 09 June 2015'
 - timeware® hardware may require updating due to information which has been modified (3 items remaining)
- Newly Added**
- Absence Management**
 - [\[2\] Outstanding absences awaiting a decision](#)
 - [\[1\] Outstanding absences that require finalisation](#)
- Attendance Adjustments**
 - [\[1\] Outstanding missed bookings that require attention](#)
 - [\[782\] Outstanding unauthorised absences that require attention](#)

Absences - Filter: 'Awaiting Decision' AND 'Finalised AND Non-Finalised'

Finalised	Authorisation	Employee ID	Payroll	First Name	Last Name	Known As	Badge	Employee Status	Cancellat
Finalised									
<input type="checkbox"/> Awaiting decision									
		15028	235425	Lauren	Hunt	Hunt, Lauren	60243	Employee	No
Non-Finalised									
<input type="checkbox"/> Awaiting decision									
		15028	235425	Lauren	Hunt	Hunt, Lauren	60243	Employee	No

Absence Booking - (Amend)

Employee ID: 15028 First name: Lauren Last name: Hunt

Options

- Caller Information
- Essential
- Return to Work
- Interview
- Notepad

Essential

General information

Absence category? [dropdown] (optional)

Absence to be taken? Holiday (paid)

Take absence from? Mon 06 Jul 2015 up to? Wed 08 Jul 2015

Entitlement

Entitlement deduction: 3 (day)

Absence restrictions (optional)

Absence can only be taken between? [] and []

Maximum absence duration? 08:15

Force absence duration to paid at a specified rate (optional)

Absence duration? [] Absence rate? []

Authorisation

Authorised by: Admin

Authorisation: Awaiting decision Finalised

Information

Entitlement

Absence Period: Thu 01 Jan 2015 - Thu 31 Dec 2015

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