



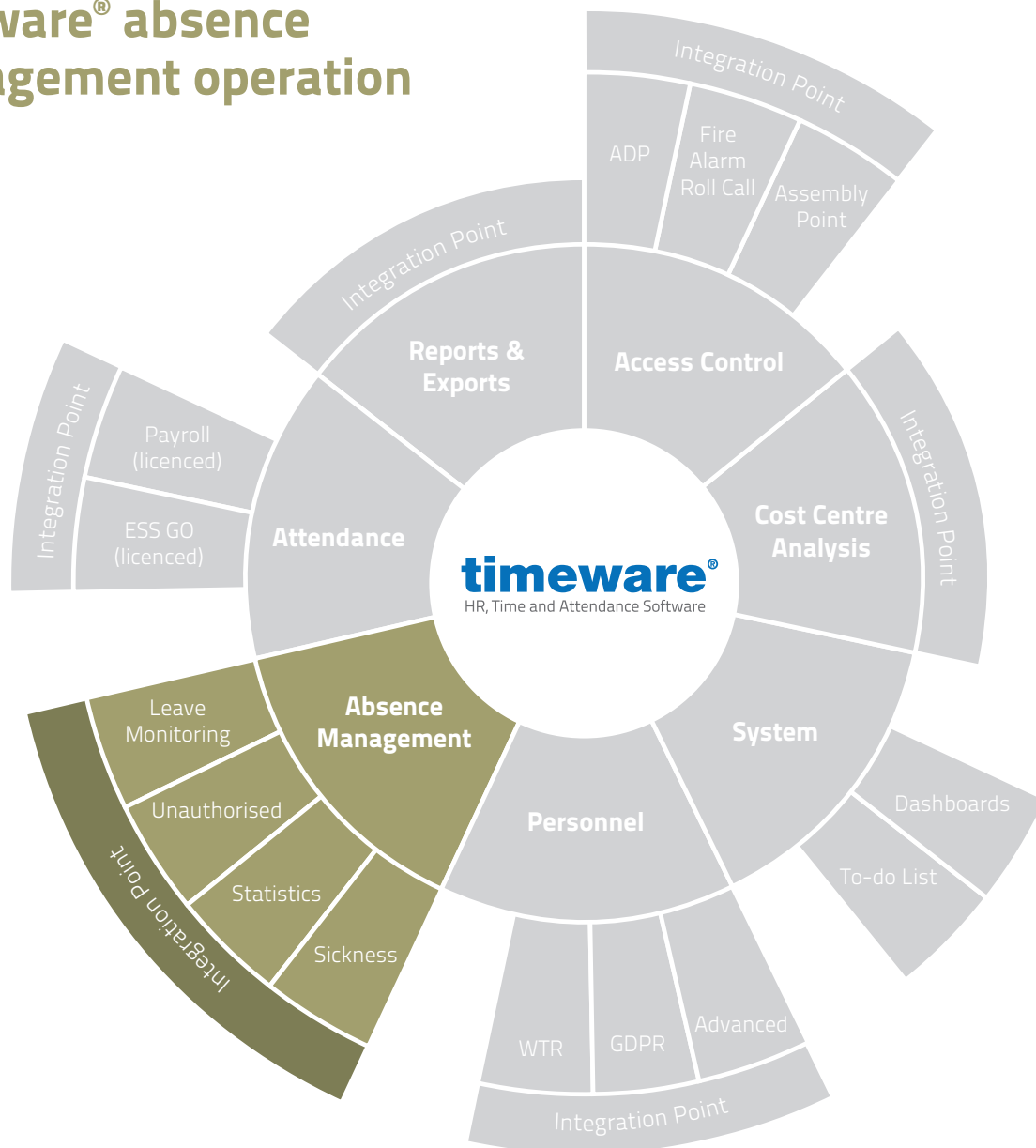
timeware®

HR, Time and Attendance Software

ON PREMISE
SOFTWARE

Training guide:

timeware® absence management operation



Duration approximately:
1.5-2 hours



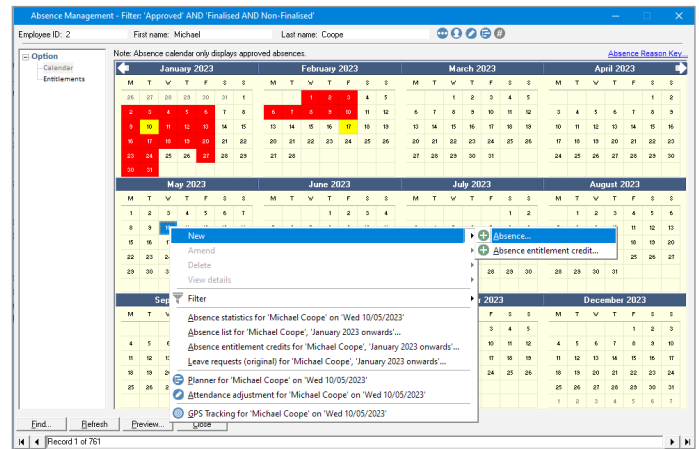
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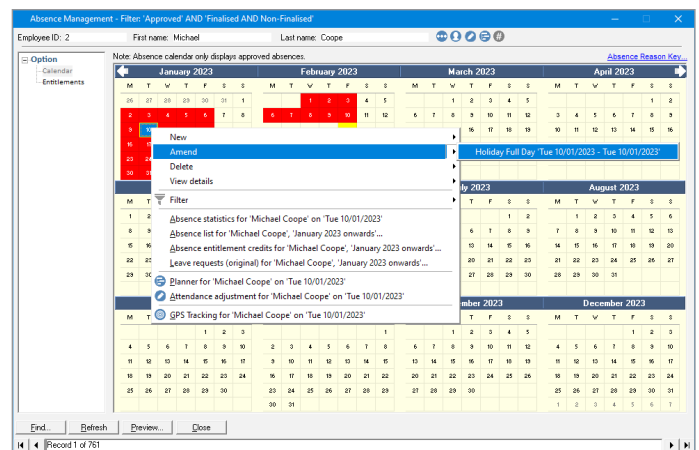
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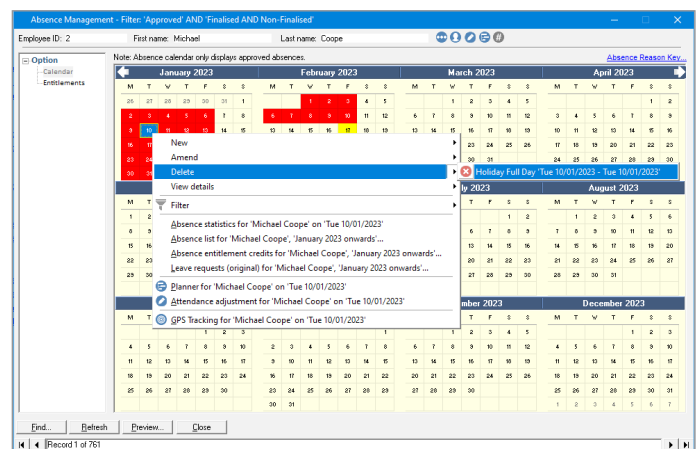
3.1 How to create a new absence



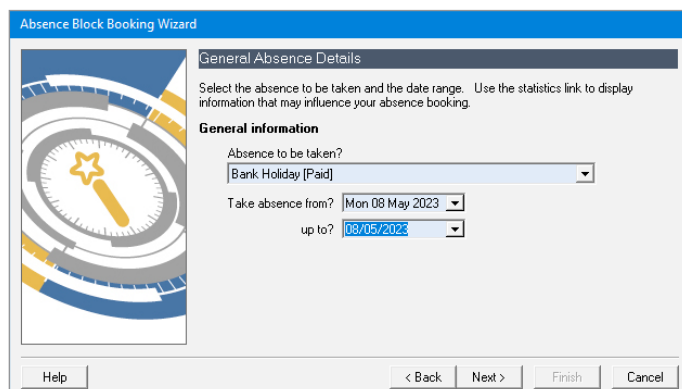
3.2 How to amend an existing absence



3.3 How to delete an absence



3.4 How to create block bookings



Absence Block Booking Wizard

General Absence Details

Select the absence to be taken and the date range. Use the statistics link to display information that may influence your absence booking.

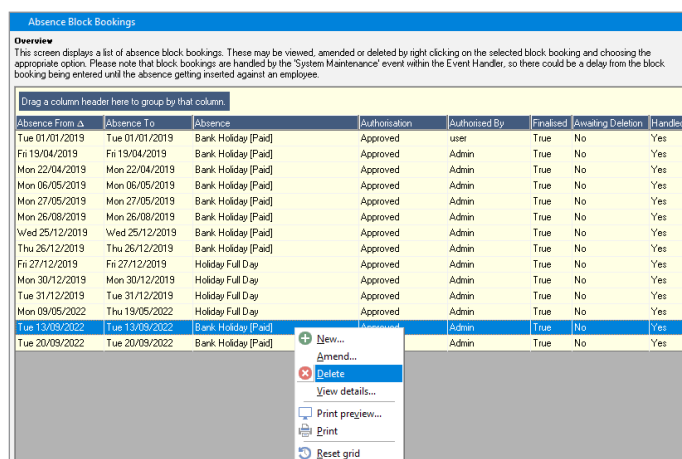
General information

Absence to be taken?
Bank Holiday [Paid]

Take absence from? Mon 08 May 2023
up to? 08/05/2023

Buttons: Help, < Back, Next >, Finish, Cancel

3.5 How to remove a block booking



Absence Block Bookings

Overview

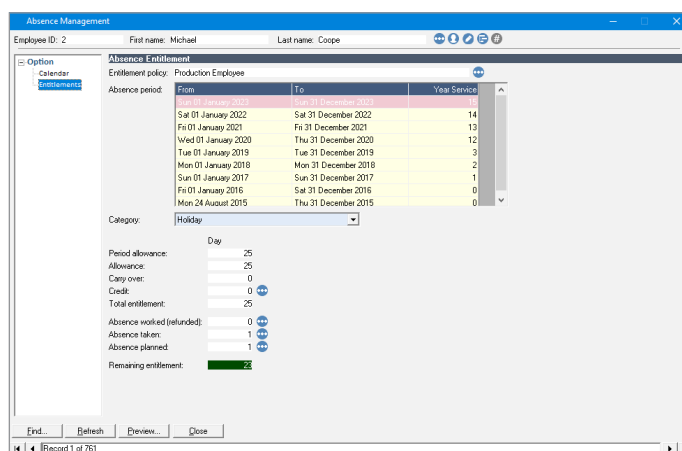
This screen displays a list of absence block bookings. These may be viewed, amended or deleted by right clicking on the selected block booking and choosing the appropriate option. Please note that block bookings are handled by the 'System Maintenance' event within the Event Handler, so there could be a delay from the block booking being entered until the absence getting inserted against an employee.

Drag a column header here to group by that column.

Absence From	Absence To	Absence	Authorisation	Authorised By	Finalised	Awaiting Deletion	Handed
Tue 01/01/2019	Tue 01/01/2019	Bank Holiday [Paid]	Approved	user	True	No	Yes
Fri 19/04/2019	Fri 19/04/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Mon 22/04/2019	Mon 22/04/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Mon 06/05/2019	Mon 06/05/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Mon 27/05/2019	Mon 27/05/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Mon 26/08/2019	Mon 26/08/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Wed 25/12/2019	Wed 25/12/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Thu 26/12/2019	Thu 26/12/2019	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Fri 27/12/2019	Fri 27/12/2019	Holiday Full Day	Approved	Admin	True	No	Yes
Mon 30/12/2019	Mon 30/12/2019	Holiday Full Day	Approved	Admin	True	No	Yes
Tue 31/12/2019	Tue 31/12/2019	Holiday Full Day	Approved	Admin	True	No	Yes
Mon 09/05/2022	Thu 19/05/2022	Holiday Full Day	Approved	Admin	True	No	Yes
Tue 13/09/2022	Tue 13/09/2022	Bank Holiday [Paid]	Approved	Admin	True	No	Yes
Tue 20/09/2022	Tue 20/09/2022	Bank Holiday [Paid]	Approved	Admin	True	No	Yes

Context menu options: New..., Amend..., Delete, View details..., Print preview..., Print, Reset grid

3.6 How to view an employee's holiday entitlement



Absence Management

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

Absence Entitlement

Entitlement policy: Production Employee

From	To	Year Service
Sat 01 January 2022	Sat 31 December 2022	14
Fri 01 January 2021	Fri 31 December 2021	13
Wed 01 January 2020	Thu 31 December 2020	12
Tue 01 January 2019	Tue 31 December 2019	9
Mon 01 January 2018	Mon 31 December 2018	2
Sun 01 January 2017	Sun 31 December 2017	1
Fri 01 January 2016	Sat 31 December 2016	0
Mon 24 August 2015	Thu 31 December 2015	0

Category: Holiday

Day: 25

Period allowance: 25

Allowance: 25

Carry over: 0

Credit: 0

Total entitlement: 25

Absence worked (refunded): 0

Absence taken: 1

Absence planned: 1

Remaining entitlement: 23

Buttons: End..., Refresh, Preview..., Close

Record 1 of 761

Test 1

Please complete the following:

Book a Full day Holiday for Matt Wilkinson for 17th – 21st July this year.

Book a Full day sickness for Michael Coope for 22nd August this year.

Add a block booking for the Support department for 21st December this year.

Add a holiday for Michael Coope for 7th June this year. This holiday has been approved but needs to be finalised by Simon.

Add a 2-day credit to Matt's entitlement as he worked over the weekend.