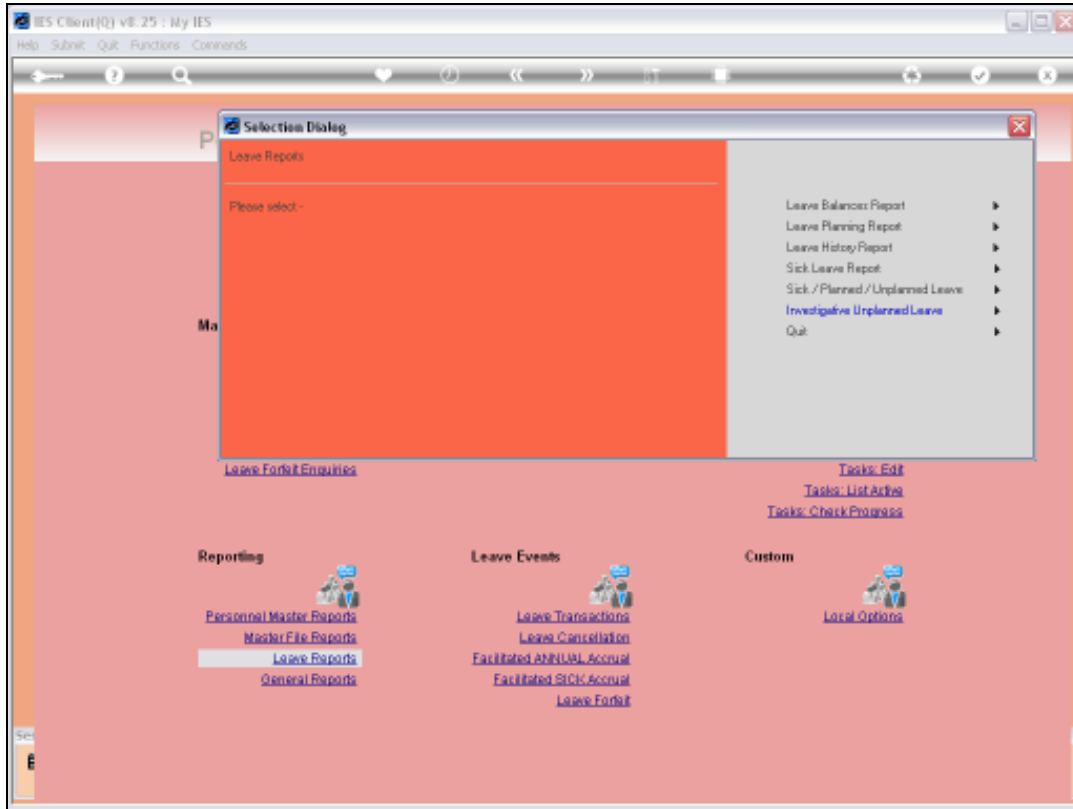


Slide 1

Slide notes: The "Investigative Leave Report" is only available if we also use the Clocking System in the linked Payroll, and it performs in-depth analysis of Unplanned Leave.



Slide 2  
Slide notes:

The screenshot shows a web application window titled 'IES Client v8.25 : My IES'. The main heading is 'Investigate Unplanned Leave'. Below the heading, there is a prompt: 'Select the criteria to apply for the investigative unplanned leave report, and then choose NEXT.'.

On the left side, there are four input fields:

- Date From: 20/01/2010
- Date To: 20/04/2010
- Day of Week: 0: select multiple
- Cycle Day: 99: select multiple

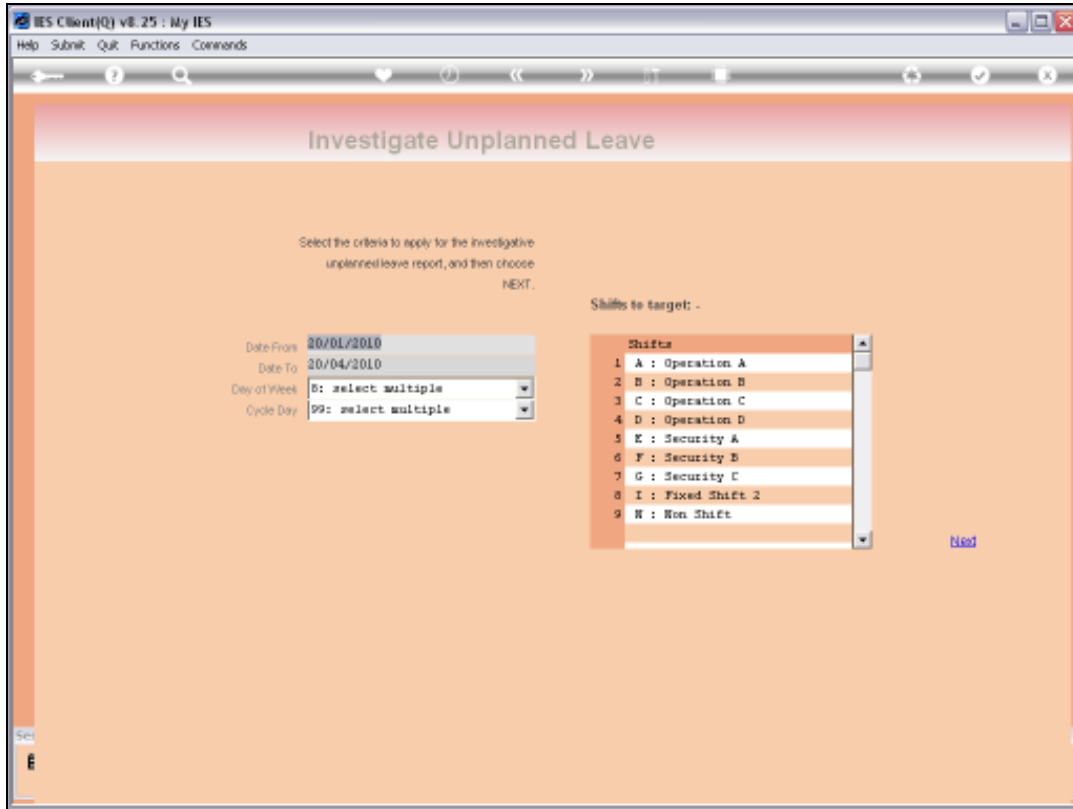
On the right side, there is a section titled 'Shifts to target: -' with a list box containing the following items:

- 1 A : Operation A
- 2 B : Operation B
- 3 C : Operation C
- 4 D : Operation D
- 5 E : Security A
- 6 F : Security B
- 7 G : Security C
- 8 I : Fixed Shift 2
- 9 N : Non Shift

A 'Next' button is located at the bottom right of the form area.

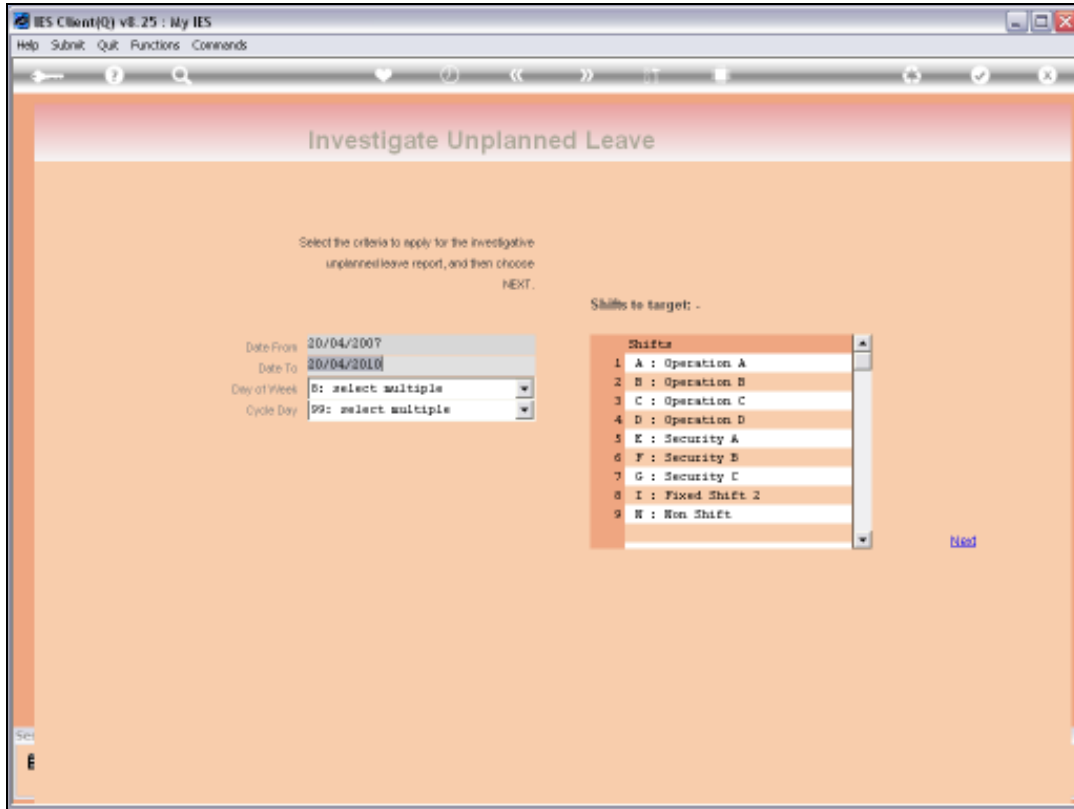
### Slide 3

Slide notes: In the 1st instance we may choose a start and end date for Unplanned Leave Analysis.

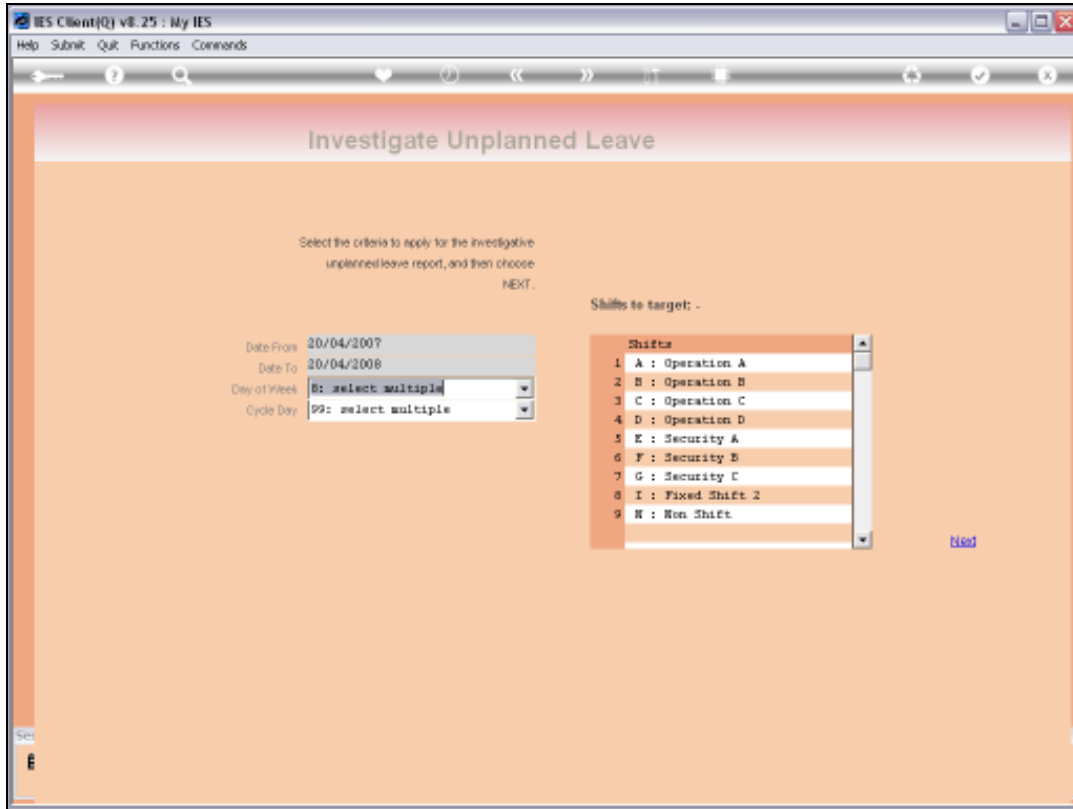


Slide 4

Slide notes:



Slide 5  
Slide notes:



Slide 6  
Slide notes:

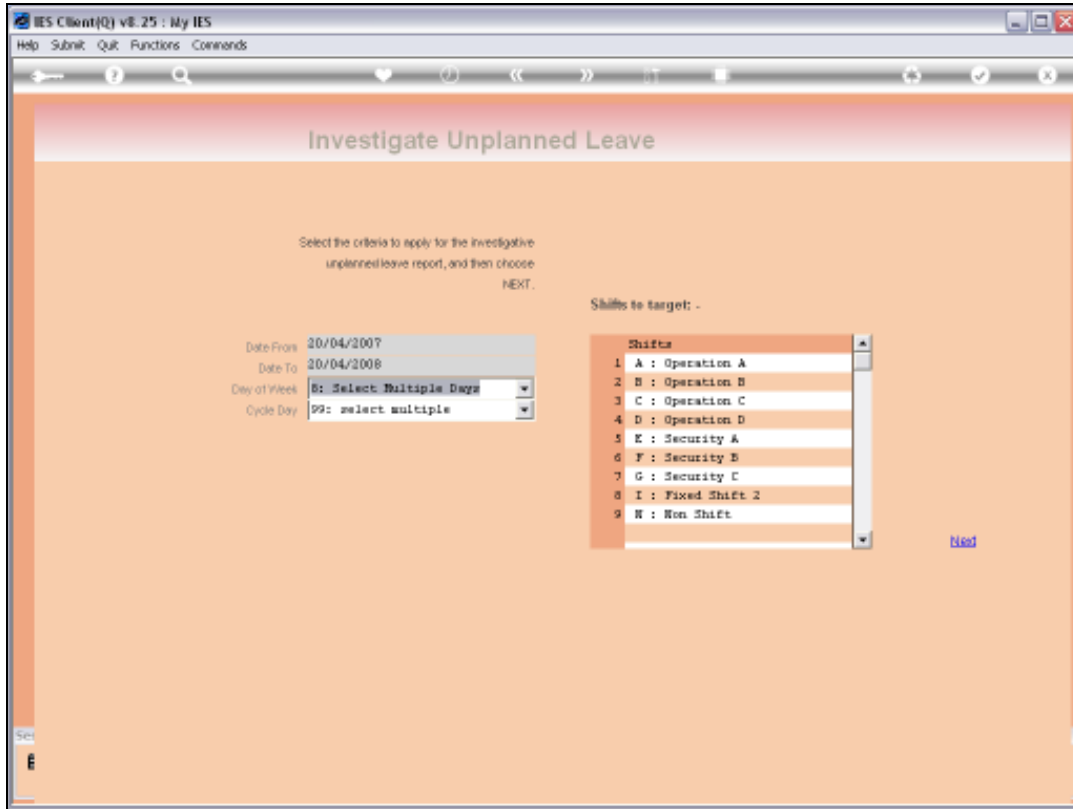
The screenshot shows a web application window titled 'IES Client v8.25 : My IES'. The main heading is 'Investigate Unplanned Leave'. Below the heading, there is a prompt: 'Select the criteria to apply for the investigative unplanned leave report, and then choose NEXT.' The interface includes several input fields and lists:

- Date From:** 20/04/2007
- Date To:** 20/04/2008
- Day of Week:** A dropdown menu with the selected option '8: Select Multiple Days'.
- Cycle Day:** A list box containing the following items:
  - 1: Monday
  - 2: Tuesday
  - 3: Wednesday
  - 4: Thursday
  - 5: Friday
  - 6: Saturday
  - 7: Sunday
  - 8: Select Multiple Days
- Shifts to target:** A list box containing the following items:
  - 1 A : Operation A
  - 2 B : Operation B
  - 3 C : Operation C
  - 4 D : Operation D
  - 5 E : Security A
  - 6 F : Security B
  - 7 G : Security C
  - 8 I : Fixed Shift 2
  - 9 N : Non Shift

A 'Next' button is visible at the bottom right of the form area.

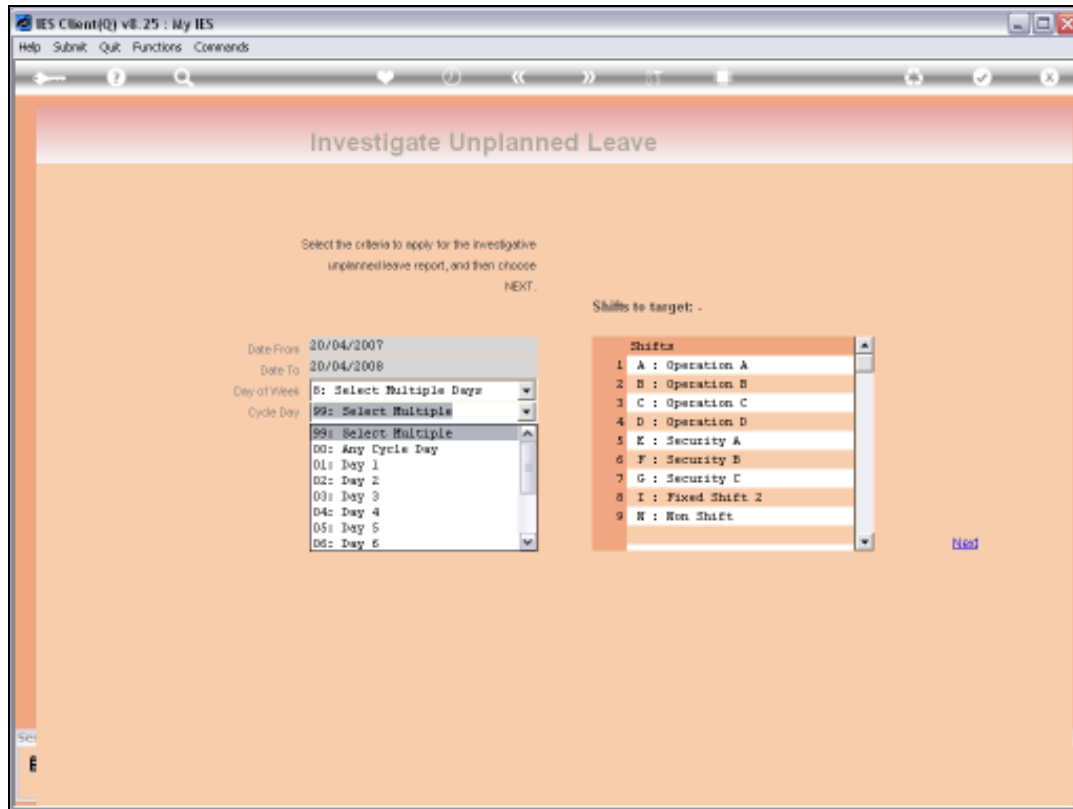
## Slide 7

Slide notes: We may then target 1 or more specific days of the week for 'unplanned leave taken'. Unplanned Leave is leave that was not arranged beforehand.



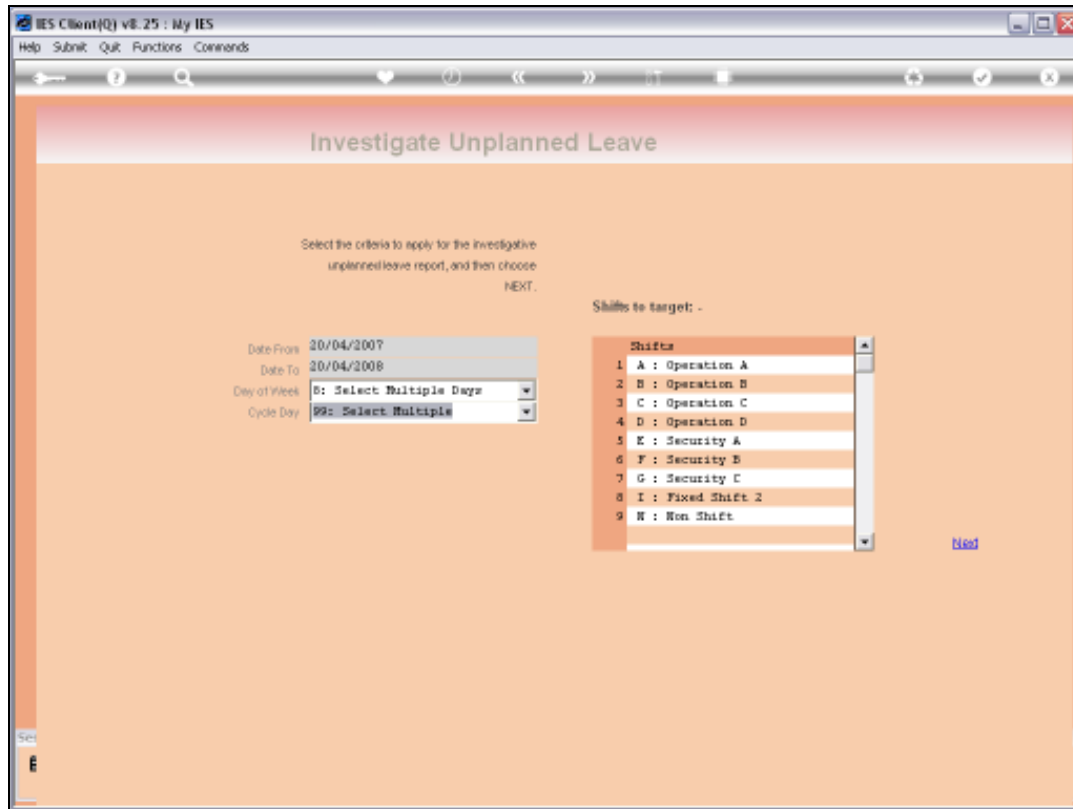
Slide 8  
Slide notes:





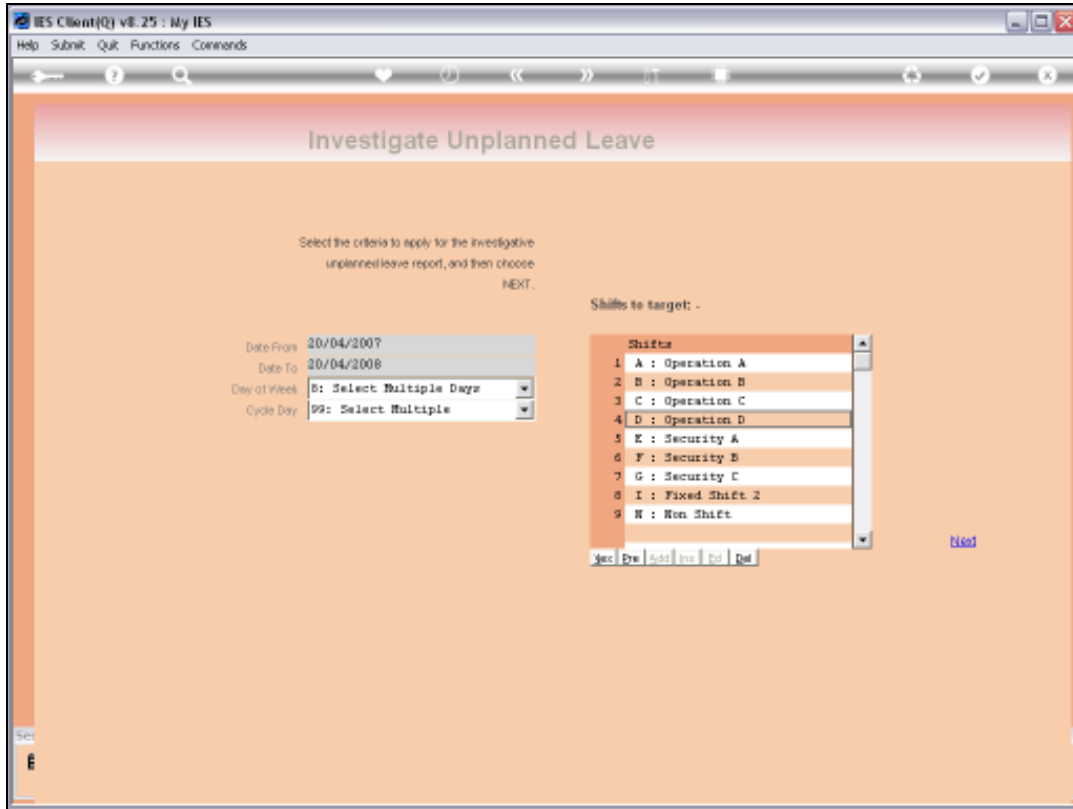
## Slide 9

Slide notes: We may also target 1 or more Shift Cycle Days, i.e. days in the cycle of a Shift.



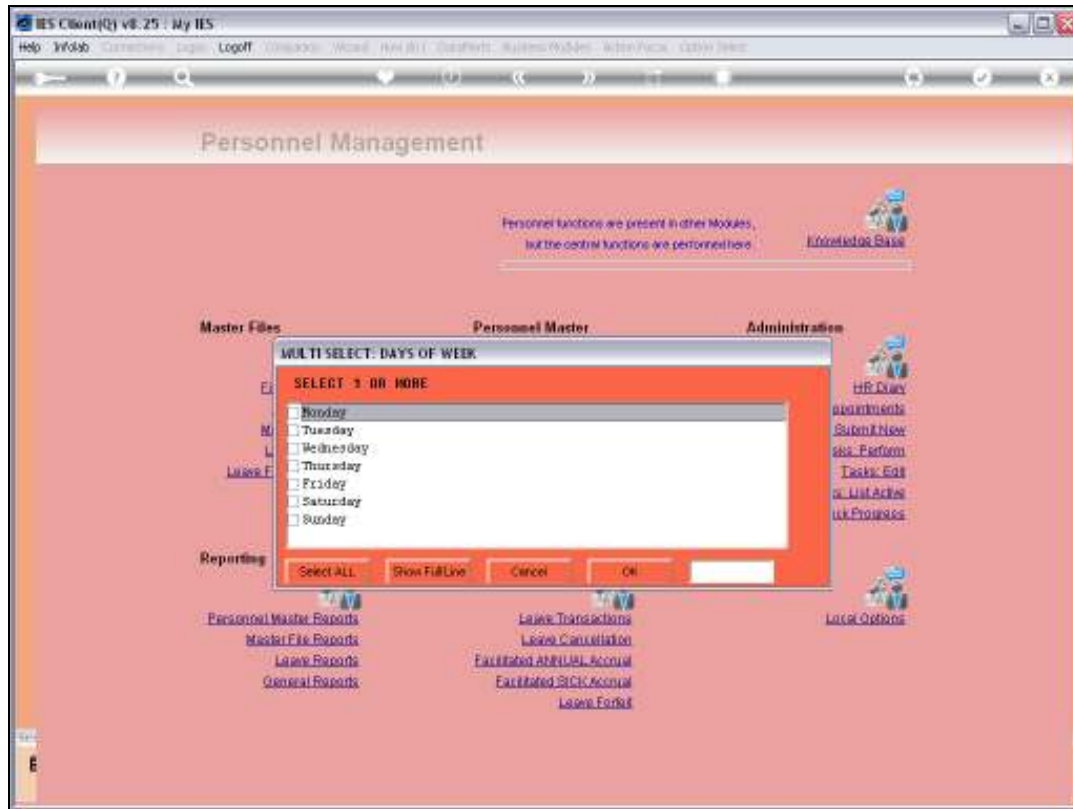
## Slide 10

Slide notes: And we may target all or specific Shifts in our Shift set up - we can just remove any Shift lines here if we do not wish to include those in the analysis.



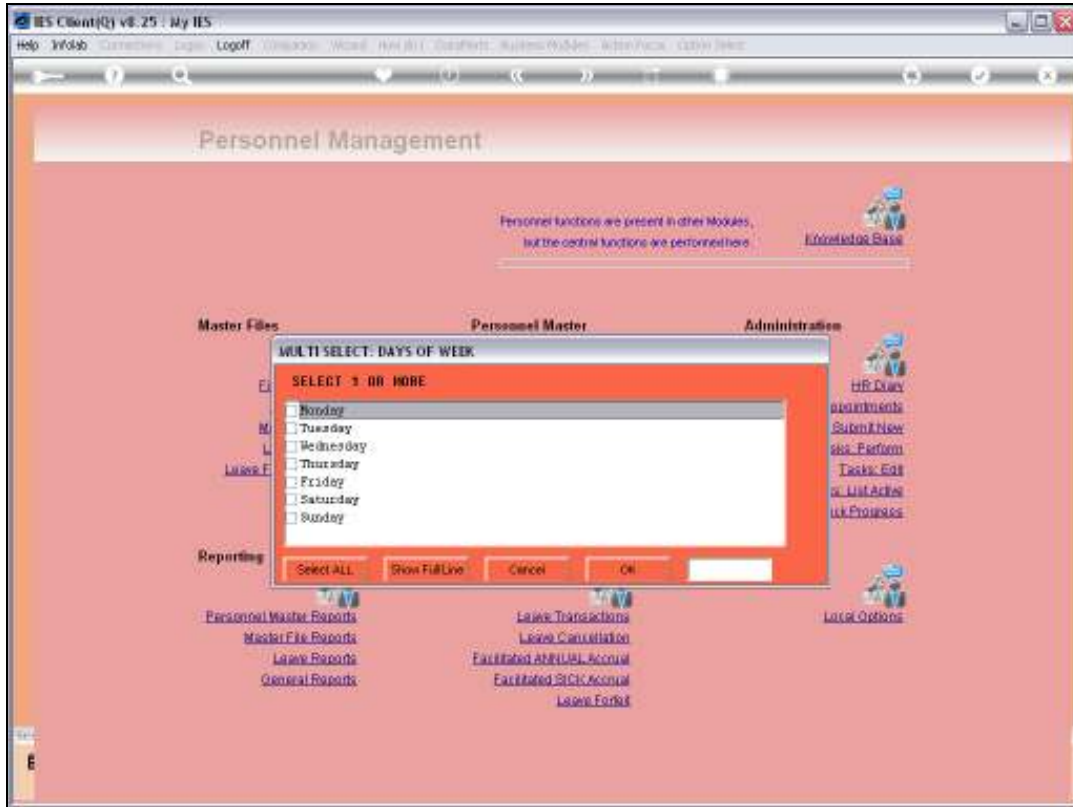
Slide 11

Slide notes:

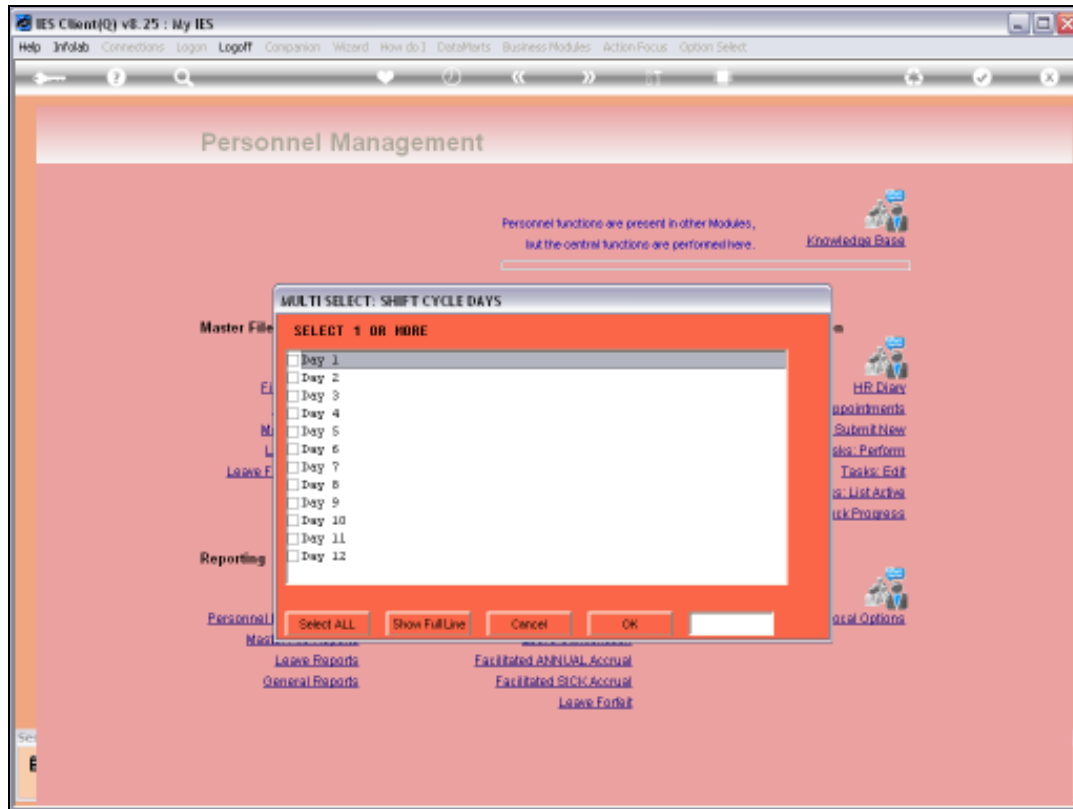


Slide 12

Slide notes: If we selected the choice of 'multiple days of the week' then we may now select which days we have in mind, i.e. 1 or more.

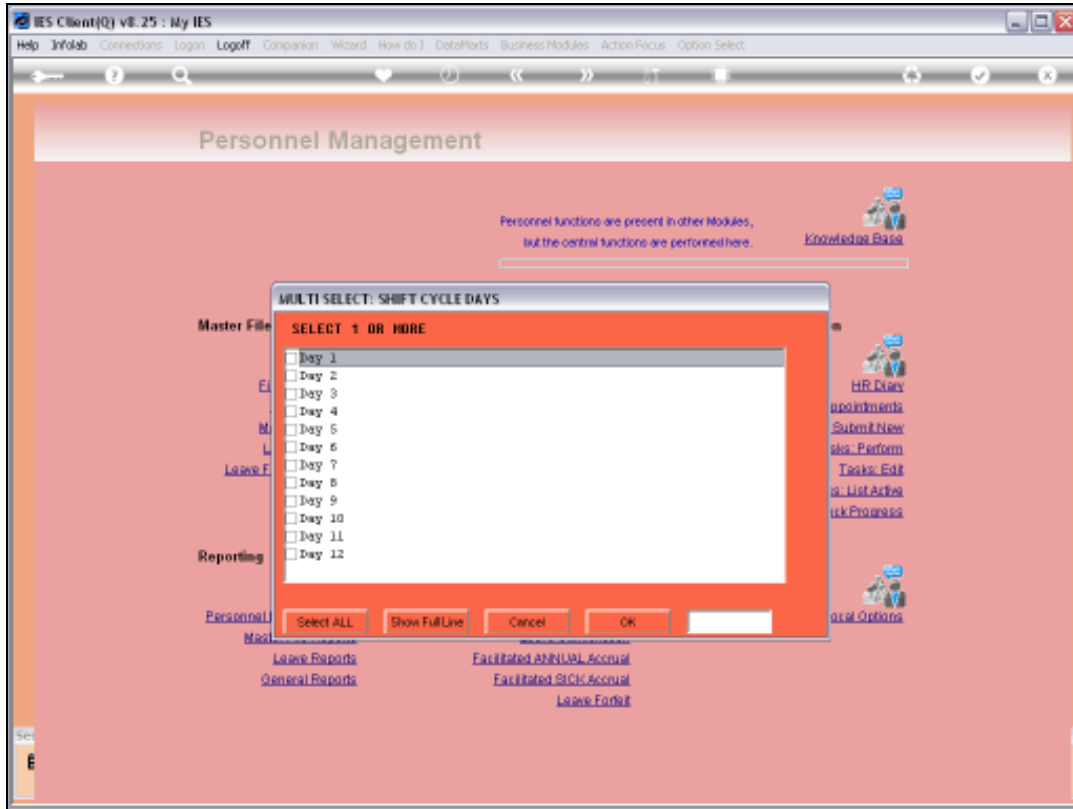


Slide 13  
Slide notes:

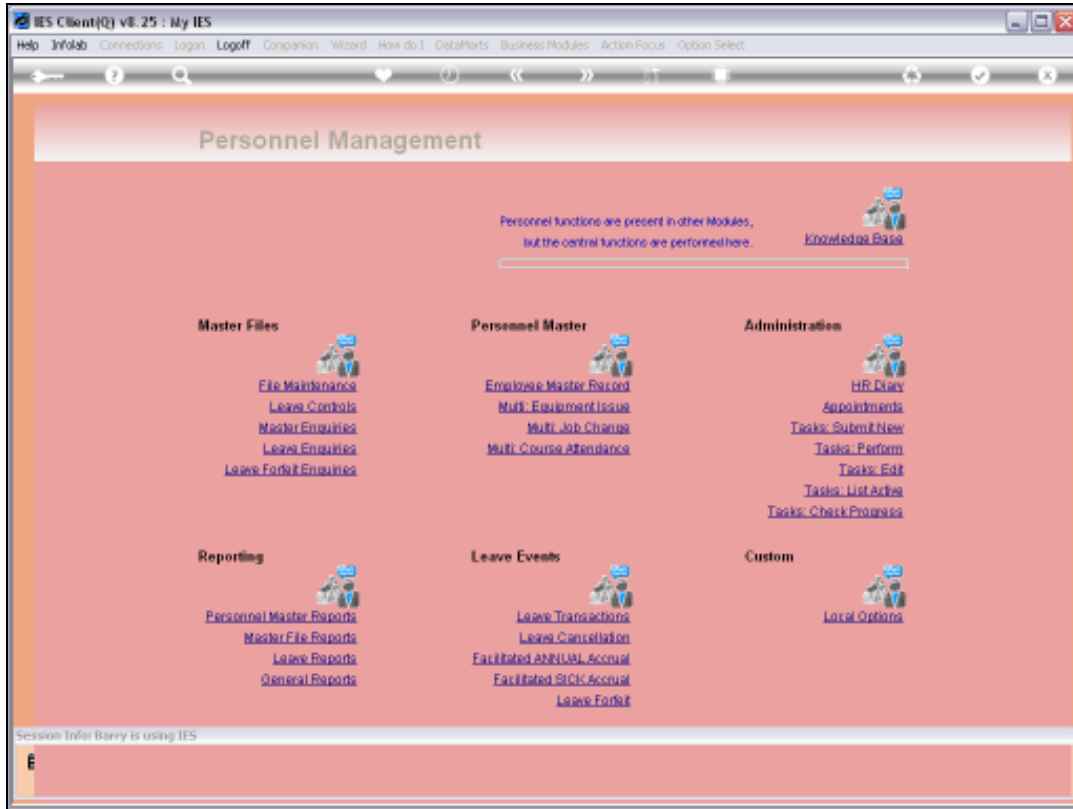


Slide 14

Slide notes: And if we selected the 'multiple' option for Shift Days, then we may now select 1 or more Shift Days to target.

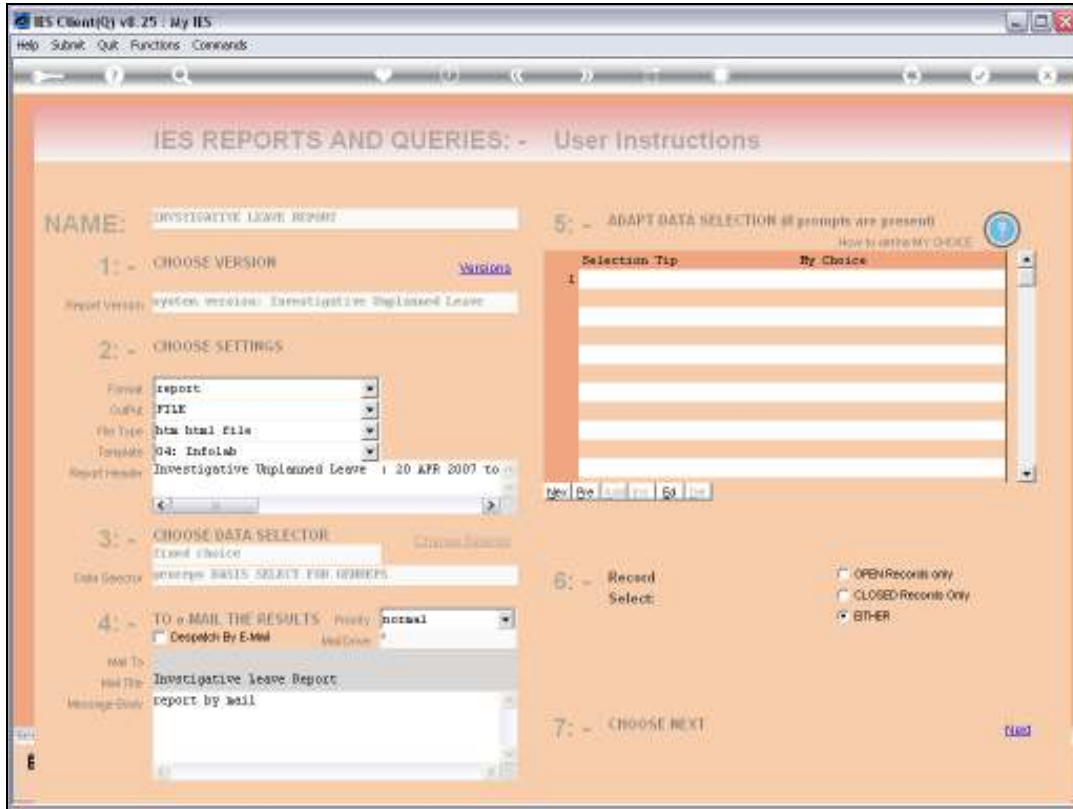


Slide 15  
Slide notes:



Slide 16  
Slide notes:





Slide 17  
Slide notes:

10:43:47 20 APR 2010 page 1

Investigative Unplanned Leave : 20 APR 2007 to 20 APR 2008, day = sun tue wed thu fri sat sun, cycle = 01 02 03 04 05 06 07 08 09 10 11 12, 30

Employee.....	Shift	leave Type...	Unplanned.	.....Date	Day.....	Cycle Day
[1035] Anderson Gregory Jerry **	D	sick	yes	31/01/2008	THURSDAY	3
[1117] Bailey Eric Stephen **	C	annual	yes	30/01/2008	WEDNESDAY	5
[3010] Bamford Larry Jeffrey **	G	sick	yes	29/01/2008	TUESDAY	4
[3040] Morris Joss Larry **	F	sick	yes	30/01/2008	WEDNESDAY	3
[3054] Bailey William David **	I	sick	yes	30/01/2008	WEDNESDAY	1
[3054] Bailey William David **	I	sick	yes	31/01/2008	THURSDAY	2
[3056] Adams Andrew Gregory **	I	sick	yes	31/01/2008	THURSDAY	2

7 record(s) listed

## Slide 18

Slide notes: And here we have a result, showing for each Employee the kind of Unplanned Leave that was taken, the Date, the Day of the Week and the Day within the Shift Cycle.