

Slide notes: We capture Man Attendance records, among other reasons, for use with Man Journals and Payroll.



Slide notes: Attendance records are captured as Month records, by Man Gang.

























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Morth Year     07: July 2014     July 2014-07     Division Group     01 Estate Div 1 Group     July 01 Nursery       Last Updated By     18/06/2014 Infolab     History     July     J	Morth Yer   2014   2014-07   Group 01. Nursery     Last Updated By   18/06/2014   History   Cut   Cut   Cut   Saxe     1004 Chan Lisa Nancy   K		Attendance for F	< >> Physicals	* •		*		0	3		
Last Updated By     18/06/2014 Infolab     History     Save       Image: Stress Stres	Ast Updated   18/06/2014   Hator   Like Torona   See     Infolab   Hator   Image: Torona   See   See     1004 Chan Lies Nancy   K	Month Year	07: July 2014	2014-07			Division 01 Group 01	Estate Nurserv	Div 1			
Employee     1     2     3     4     5     6     7     8     9     100       1     1004 Chan Liss Nancy     K	Employee     1     2     3     4     5     6     7     8     9     107       1     1004 Chan Liss Nancy     K	Last Updated By	18/06/2014 Infolab	History						<u>Quit</u> (		Save
1     1004 Chan Lias Nanoy     K	1   1004 Chan Lia Nanoy   K		Employee	· 1 ·	2 <sup>:</sup> 3	<sup>:</sup> 4	<sup>:</sup> 5	: 6	· 7	: 8	: 9	<sup>+</sup> 10 <sup>+</sup>
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41     1007 Hill Walter James     K     K     K     K     K     K     K     HM     K     M     K     M     K <td>41 1007 Hill Walker James   K   K   K   K   K   H   H   K   M   K   K     5 1101 Wilson Laura   K   K   K   K   K   K   H   H   K   K   K     6 1102 Ray Chatopher Dani   K   K   K   K   K   H   K   K   K   K     7 1103 Cooper David Richard   K   K   K   K   K   H   K   K   K   K     8 1109 Chan Kenneth Steven   K   K   K   K   K   H   K   K   K   K     9 1112 Taylo Scott Eine   K</td> <td>3</td> <td>3 1006 Peterson Edward Bria</td> <td>кк</td> <td>к</td> <td>к</td> <td>к</td> <td>HM</td> <td>ĸ</td> <td>P1</td> <td>К</td> <td>к</td>	41 1007 Hill Walker James   K   K   K   K   K   H   H   K   M   K   K     5 1101 Wilson Laura   K   K   K   K   K   K   H   H   K   K   K     6 1102 Ray Chatopher Dani   K   K   K   K   K   H   K   K   K   K     7 1103 Cooper David Richard   K   K   K   K   K   H   K   K   K   K     8 1109 Chan Kenneth Steven   K   K   K   K   K   H   K   K   K   K     9 1112 Taylo Scott Eine   K	3	3 1006 Peterson Edward Bria	кк	к	к	к	HM	ĸ	P1	К	к
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6     1102 Ray Christopher Dani     K     K     K     K     K     K     HM     K </td <td>6 (1102 Ray Christopher David Richard)   K   K   K   K   H   H   K   K   K   K     8 (1109 Chark Knetch Steven)   K   K   K   K   K   H   H   K   K   K   K     9 (1112 Taylor Scott Eric   K   K   K   K   K   H   K   K   K   K     10 (1115 Philips Dennis Wat   K</td> <td>5</td> <td>5 1101 Wilson Laura</td> <td>кк</td> <td>к</td> <td>К</td> <td>К</td> <td>HM</td> <td>ĸ</td> <td>K</td> <td>К</td> <td>к</td>	6 (1102 Ray Christopher David Richard)   K   K   K   K   H   H   K   K   K   K     8 (1109 Chark Knetch Steven)   K   K   K   K   K   H   H   K   K   K   K     9 (1112 Taylor Scott Eric   K   K   K   K   K   H   K   K   K   K     10 (1115 Philips Dennis Wat   K	5	5 1101 Wilson Laura	кк	к	К	К	HM	ĸ	K	К	к
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Slide notes: Once we have selected the Month and the Gang, the record is automatically populated with default work attendance and Sunday codes, for the entire month.







Slide notes: That means we only have to change attendance codes for any persons where the code is not as expected on a particular day, and we can return to the Attendance record any day of the month to perform updates.



Slide notes: In this example, the "K" code means at work, and the "HM" code is used for Sundays when regular work is not expected. The Codes are locally defined.





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8 P3	Marriage					
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2 Hm	Sunday					
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<b>4</b> K2	At Work, Halfday					
5 M	Absent					
6 P1	Personal Leave					
7 P2	Maternity Leave					
8 P3	Marriage					
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10 S2	Sick - Hospitalized					
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Slide notes: When an Employee is absent on an expected work day, we can select the code to indicate that.







Slide notes: The History option will reveal to us any changes that have been made to the Month Attendance record during the course of time.

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