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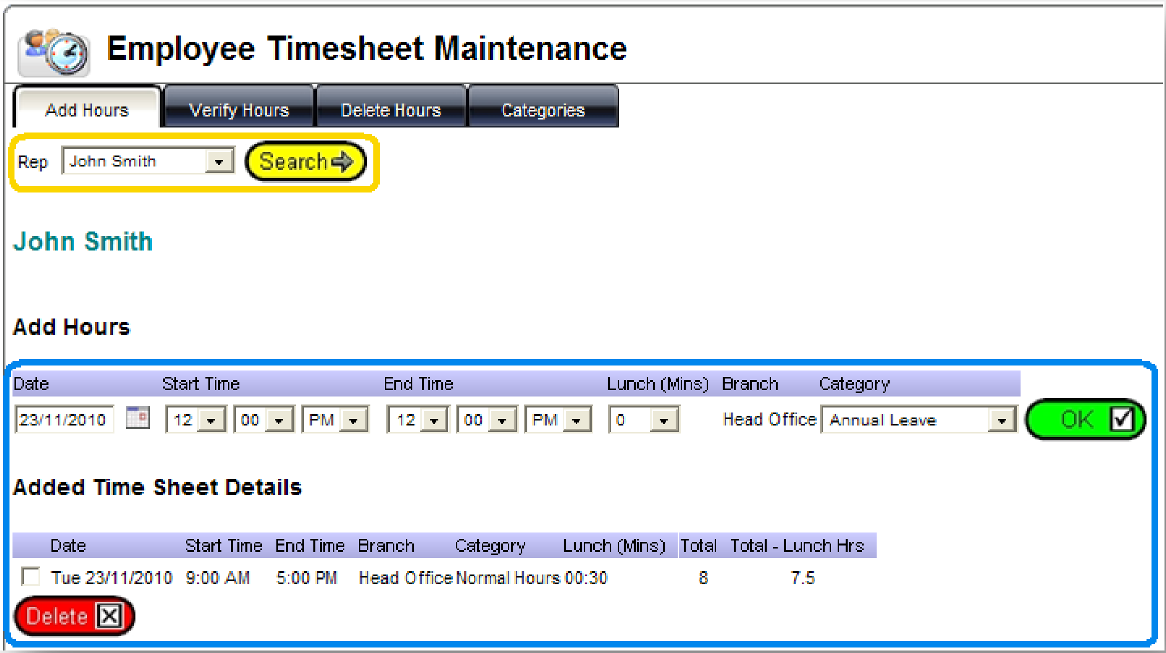
Training

Time Sheets

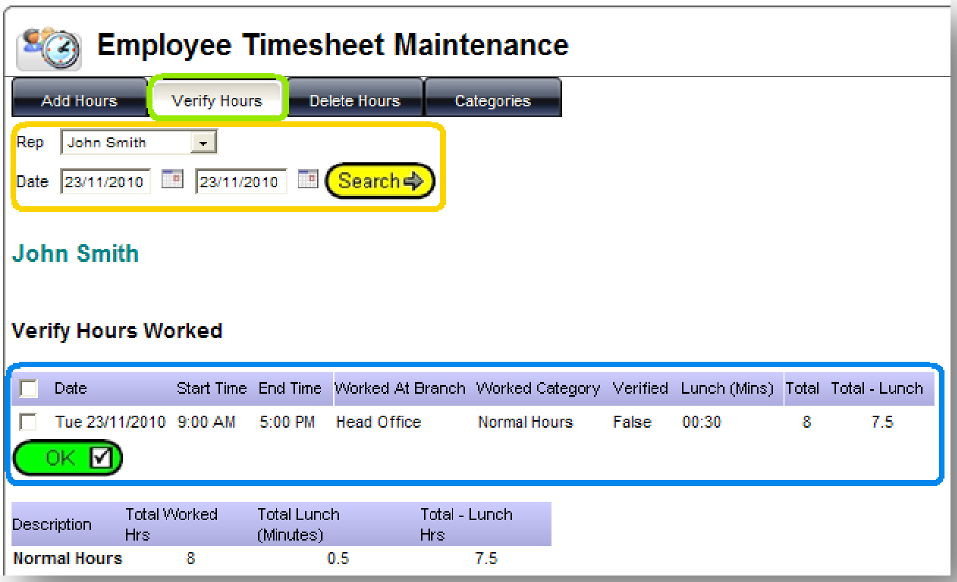
Time Sheets can be used for tracking employees working, annual leave and sick hours. You can maintain your own categories for the timesheets such as Overtime, Public holidays and Parental Leave.

Time Sheets – Video Tutorial

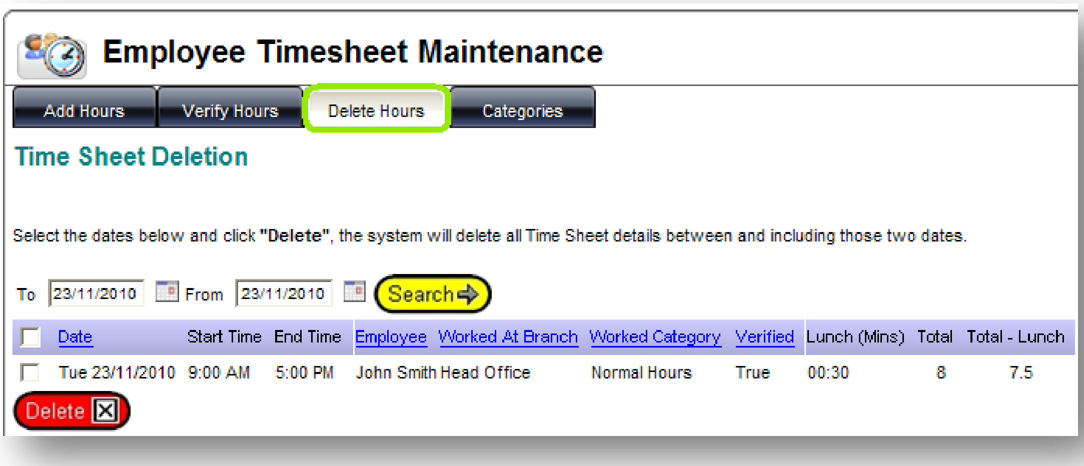
1. Navigate to **"Maintain" "Time Sheet"**. From the drop down list choose the representative you wish to add the hours to and press **"Search"**. You will now have a row where you can choose the date, time worked, time for lunch and whether the hours are towards Normal hours, sick hours etc. Once completed press **"OK"** and it will be shown towards the bottom of the screen.



2. **"Verify Hours"** tab you can choose the staff member from the dropdown list that you would like to approve the hours for and press **"Search"**. This will show all un-verified hours for that representative. Tick the checkbox next to the hours to verify and press **"OK"**.



3. **"Delete Hours"** tab you can select a date range to view and tick the checkbox next to the delete button to remove the logged hours from the system.



4. **"Categories"** tab you can maintain your own category of hours. Enter in the desired category and press **"OK"**, this will now become a field to select when adding hours.