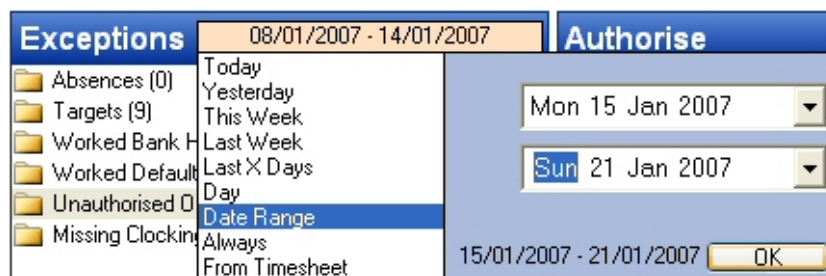


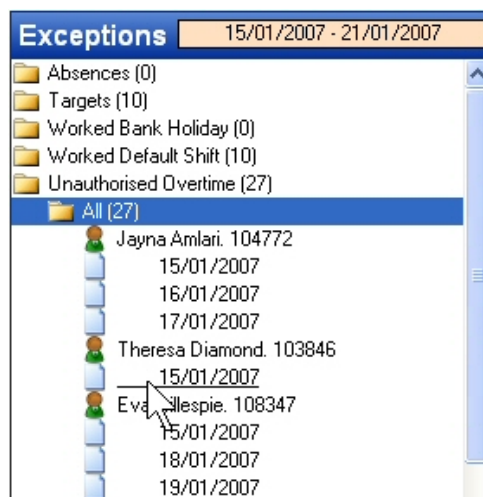
AUTHORISING OVERTIME – ANSWERS FOR TRAINING EXERCISES

Answers are applicable to exercises A, B & C

1. Go to the exceptions facility and amend the date range to the date range indicated in the question by clicking on the pink box:



- Expand the *Unauthorised Overtime* folder and the *All* group and find the employee indicated in the question. Click on the date to go to the timesheet:



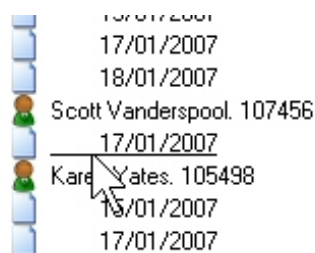
Right click on the unauthorised overtime and select the *Quick Authorise Rate 1* option:

103846 Theresa Diamond (Schedule: Works 3 Shift System, Weekly Rule: Works)											
Date	In	Out	In	Out	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6	Shift
Mon 15 Jan	15:51	20:28	21:02	03:00	08:30	02:30					WKS3
Tue 16 Jan	15:55	20:30	20:55	01:01	08:30						WKS3
Wed 17 Jan	15:53	20:34	21:03	01:02	08:30						WKS3
Thu 18 Jan	15:46	20:28	21:01	01:00	08:30						WKS3
Fri 19 Jan	15:53	20:32	20:57		04:30						WKS3
Sat 20 Jan											

The overtime will be added to the time accrued at rate 1:

103846 Theresa Diamond (Schedule: Works 3 Shift System, Weekly Rule: Works)											
Date	In	Out	In	Out	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6	Shift
Mon 15 Jan	15:51	20:28	21:02	03:00	10:30	00:00					WKS3
Tue 16 Jan	15:55	20:30	20:55	01:01	08:30						WKS3

- The correct date range should already be showing in the *Exceptions* facility so find the employee in the tree view and click on the date to go to the timesheet:



Left click on the unauthorised overtime to bring up the *Authorise* box. Select a reason and set amount to authorise to zero. Click *save*:

107456 Scott Vanderspool (Schedule: Works 3 Shift System, Weekly Rule: Works)												
Date	In	Out	In	Out	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6	Shift	
					x01.00	x01.25	x01.33	x01.50	x02.00	x02.50		
Mon 15 Jan	15:56	20:27	20:58	00:58	08:30						WKS3	
Tue 16 Jan	15:58	20:30	20:59	01:04	08:30						WKS3	
Wed 17 Jan	15:45	20:31	21:02	02:37	08:30	01:30					WKS3	
Thu 18 Jan	15:52	20:34	21:00	00:56	08:30						WKS3	
Fri 19 Jan	15:57	20:33	20:57		04:30						WKS3	
Sat 20 Jan												
Sun 21 Jan												
Weekly Hours												
Weekly Rules Applied												
Weekly Gross Totals									0.00	0.00		

Authorise

17 Jan 2007

Amount To Authorise: Rate 2:

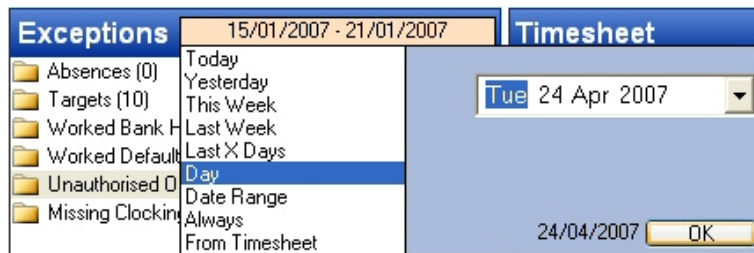
Reason:

Comment:

The overtime is removed from the timesheet:

107456 Scott Vanderspool (Schedule: Works 3 Shift System, Weekly Rule: Works)												
Date	In	Out	In	Out	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6	Shift	
					x01.00	x01.25	x01.33	x01.50	x02.00	x02.50		
Mon 15 Jan	15:56	20:27	20:58	00:58	08:30						WKS3	
Tue 16 Jan	15:58	20:30	20:59	01:04	08:30						WKS3	
Wed 17 Jan	15:45	20:31	21:02	02:37	08:30	00:00					WKS3	
Thu 18 Jan	15:52	20:34	21:00	00:56	08:30						WKS3	

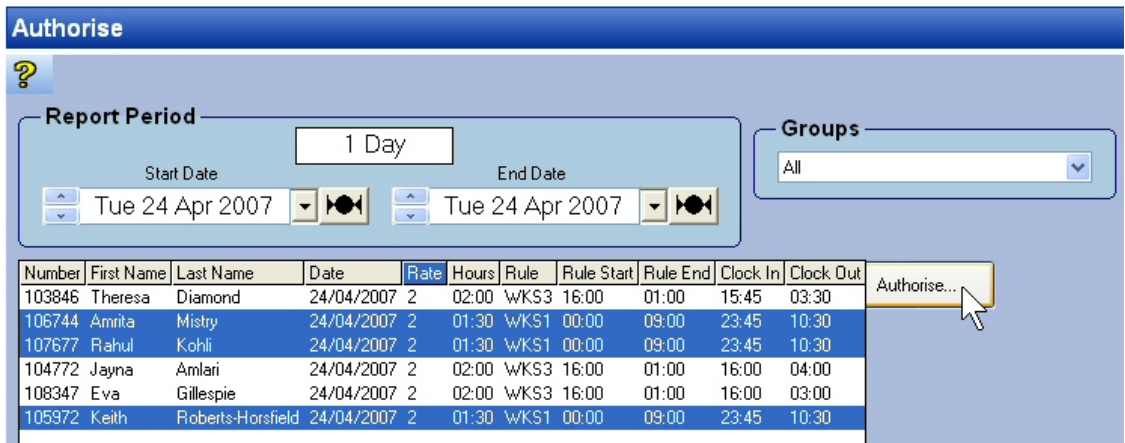
3. Amend the date to the date indicated in the question by clicking on the pink box:



Expand the *Unauthorised Overtime* folder, right click on the *All* group and select *Authorise* to open up the *Bulk Authorisation* window:



Check that the correct date and group are showing and click on the employees who worked the WKS1 shift to highlight. Click on the *Authorise* button to bring up the *Authorise* box:

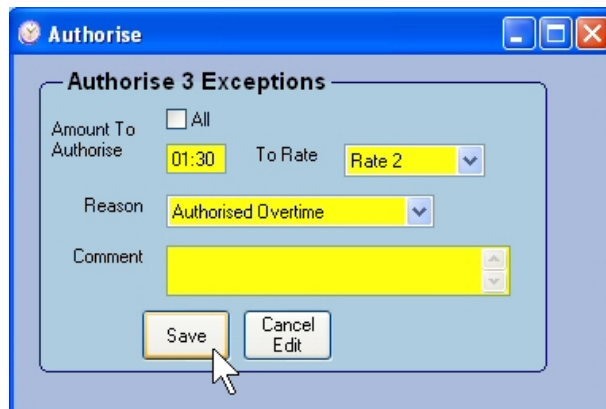


Authorise

Report Period: 1 Day
Start Date: Tue 24 Apr 2007
End Date: Tue 24 Apr 2007
Groups: All

Number	First Name	Last Name	Date	Rate	Hours	Rule	Rule Start	Rule End	Clock In	Clock Out	Authorise...
103846	Theresa	Diamond	24/04/2007	2	02:00	WKS3	16:00	01:00	15:45	03:30	
106744	Amrita	Mistry	24/04/2007	2	01:30	WKS1	00:00	09:00	23:45	10:30	
107677	Rahul	Kohli	24/04/2007	2	01:30	WKS1	00:00	09:00	23:45	10:30	
104772	Jayna	Amlari	24/04/2007	2	02:00	WKS3	16:00	01:00	16:00	04:00	
108347	Eva	Gillespie	24/04/2007	2	02:00	WKS3	16:00	01:00	16:00	03:00	
105972	Keith	Roberts-Horsfield	24/04/2007	2	01:30	WKS1	00:00	09:00	23:45	10:30	

Select an appropriate reason, check that the pay rate is correct and enter the amount of time to authorise (01:30) before clicking *save*:



Authorise

Authorise 3 Exceptions

Amount To Authorise: All
01:30 To Rate: Rate 2

Reason: Authorised Overtime

Comment:

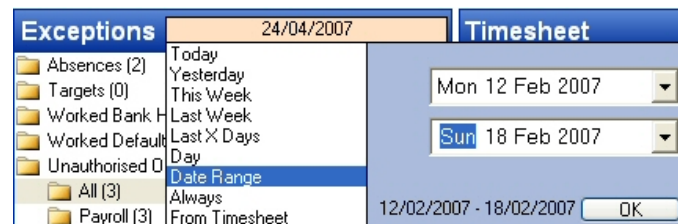
Save Cancel Edit

Repeat with the remaining employees who worked the WKS3 shift.

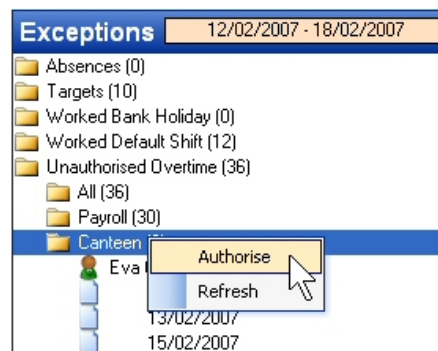
The overtime will be authorised on all selected timesheets:

106744 Amrita Mistry (Schedule: Works 3 Shift System, Weekly Rule: Works)												
Date	In	Out	In	Out	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6	Shift	
Mon 23 Apr	23:56i	04:28	05:01	09:04	08:30	x01.00	x01.25	x01.33	x01.50	x02.00	x02.50	WKS1
Tue 24 Apr	23:50i	04:32	04:57	10:35	08:30	01:30						WKS1
	Authorised Overtime											
Wed 25 Apr	23:57i	04:27	05:02	08:57	08:30							WKS1

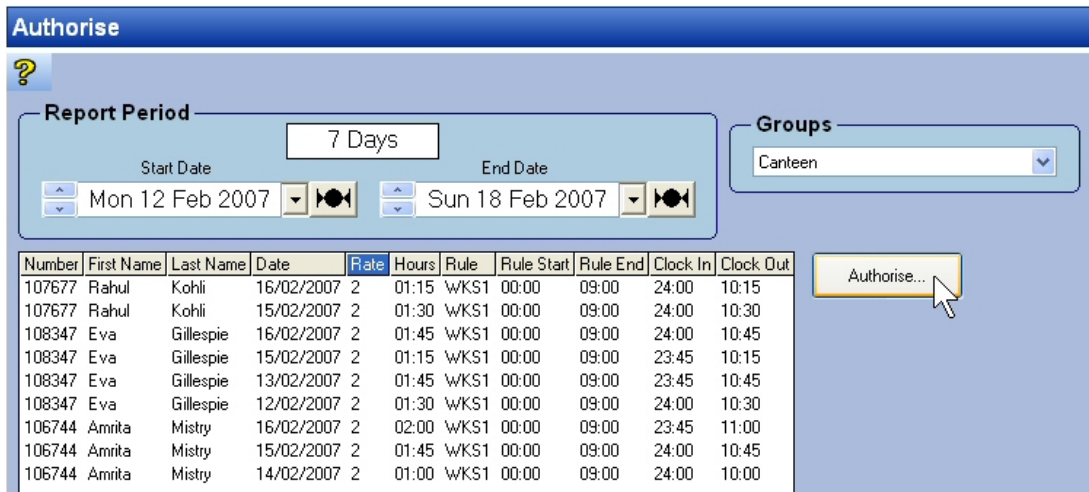
- Go to the exceptions facility and amend the date range to the date range indicated in the question by clicking on the pink box:



Expand the *Unauthorised Overtime* folder, right click on the *Canteen* group and select *Authorise* to open up the *Bulk Authorisation* window:



Check that the correct dates and group are showing click on the *Authorise* button to bring up the *Authorise* box (there is no need to highlight any employees):



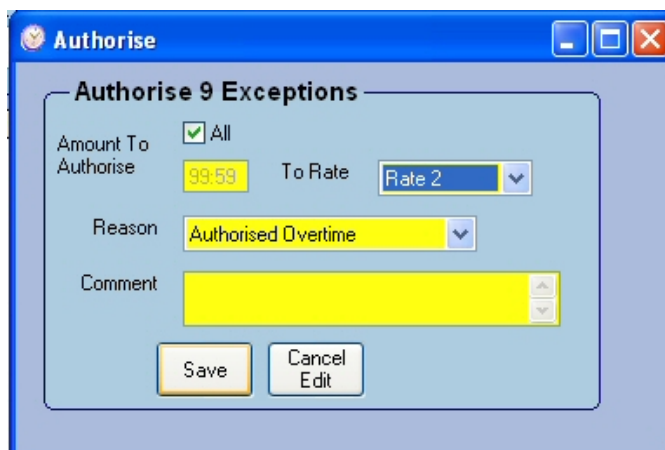
Authorise

Report Period: 7 Days
Start Date: Mon 12 Feb 2007 End Date: Sun 18 Feb 2007
Groups: Canteen

Number	First Name	Last Name	Date	Rate	Hours	Rule	Rule Start	Rule End	Clock In	Clock Out
107677	Rahul	Kohli	16/02/2007	2	01:15	WKS1	00:00	09:00	24:00	10:15
107677	Rahul	Kohli	15/02/2007	2	01:30	WKS1	00:00	09:00	24:00	10:30
108347	Eva	Gillespie	16/02/2007	2	01:45	WKS1	00:00	09:00	24:00	10:45
108347	Eva	Gillespie	15/02/2007	2	01:15	WKS1	00:00	09:00	23:45	10:15
108347	Eva	Gillespie	13/02/2007	2	01:45	WKS1	00:00	09:00	23:45	10:45
108347	Eva	Gillespie	12/02/2007	2	01:30	WKS1	00:00	09:00	24:00	10:30
106744	Amrita	Mistry	16/02/2007	2	02:00	WKS1	00:00	09:00	23:45	11:00
106744	Amrita	Mistry	15/02/2007	2	01:45	WKS1	00:00	09:00	24:00	10:45
106744	Amrita	Mistry	14/02/2007	2	01:00	WKS1	00:00	09:00	24:00	10:00

Authorise...

Select an appropriate reason, check the rate is correct and tick the *All* box to authorise the amount of time each employee has accrued rather than a set amount:



Authorise

Authorise 9 Exceptions

Amount To All
 Authorise 99.59 To Rate Rate 2
 Reason Authorised Overtime
 Comment

Save Cancel Edit

**EGRESS SYSTEMS TRAINING AID:
TRAIN012-01**



The Old Wheelhouse, Hall Farm Yard,
Main Street, Kirklington,
Nottinghamshire, NG22 8NN

The overtime is approved:

107677 Rahul Kohli (Schedule: Works 3 Shift System, Weekly Rule: Works)											
Date	In	Out	In	Out	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6	Shift
					x01.00	x01.25	x01.33	x01.50	x02.00	x02.50	
Mon 12 Feb	23:51i	04:25	04:59	09:01	08:30						WKS1
Tue 13 Feb	23:59i	04:29	05:02	09:01	08:30						WKS1
Wed 14 Feb	23:57i	04:27	05:03	08:59	08:30						WKS1
Thu 15 Feb	23:53i	04:30	05:02	10:30	08:30	01:30					WKS1
	Authorised Overtime										
Fri 16 Feb	23:56i	04:29	04:57	10:20	08:30	01:15					WKS1
	Authorised Overtime										

01/04/08