
FOCUS TRAINING EXERCISES

Using the demo database (2007) complete the following exercises:

1. You have been asked to conduct a review of the Maintenance department's lateness for the first four months of 2007. Who is the worst offender and how much time has been lost as a result?
2. You have been asked to evaluate the impact of sickness in the Works department for the first half of 2007 and you've decided to use the Bradford factor to quickly identify whose pattern of sickness absence is the most disruptive to the business. Who has the worst Bradford factor score? How many days of sickness have they had and how many occurrences?
3. Karishma Singh has requested to take a two week holiday from the 8th to 19th October 2007. Review her holiday situation and book the holiday if you are happy for her to have the time off. Karishma works a 42.5 hour working week, Monday to Friday.
4. Mark Stanford has requested to take a holiday from 24th to 26th September 2007. There is a company policy that each department should have a minimum of 50% of the staff present at any time. Mark works in the Office. Should he be allowed the time off? If he should, book the holiday.
5. The Managing Director has kindly agreed to allow every employee the 31st December 2007 off as an extra day off. He is prepared to pay each employee 8 hours of pay for this day. Book the day off for all employees. (If you will be performing an administrative role with the Focus software, also try adjusting every employee's holiday entitlement by one day).
6. Virginia Ackerman decides that she no longer wishes to have a holiday on 27th December 2007. Delete the holiday booking.
7. Using the Exceptions facility review the exceptions for the period Monday 26th March to Sunday 15th April. Refresh each type of exception to ensure that the information is up to date. Clear the Absences, Worked Default Shift and Missing Clocking exceptions using values of your choice.
8. Identify the amount of time worked at Rate 1 by the Maintenance department from 1st to 31st January 2007. You may need to recalculate the timesheets. Generate a report that shows the timesheets for each employee within the Maintenance department for this period.