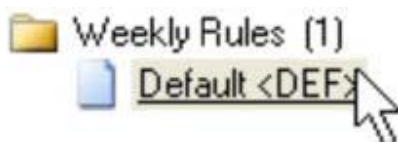


### Weekly Rules Set-up Guide

Weekly rules are adjustments to the buckets of time accumulated at the end of a week. It is not always necessary to set-up a weekly rule. Whether you set one up will depend upon your organisations requirements.



Select the default rule from the tree-view



To add a new Weekly Rule click the **New** button.

Code		Name	
WEEK		Weekly Rule	
Description			
Example Weekly Rule			
Created: -07/02/2007 17:57 by Admin			
Weekly Limit			
<input type="checkbox"/> Enabled	Flows to Rate		
Rate 1 Max	00:00	0	▼
Rate 2 Max	00:00	0	▼
Rate 3 Max	00:00	0	▼
Rate 4 Max	00:00	0	▼
Rate 5 Max	00:00	0	▼
Rate 6 Max	00:00	0	▼
Weekly Clawback			
<input checked="" type="checkbox"/> Enabled	Flows from Rate		
Rate 1 Min	38:00	2	▼
Rate 2 Min	00:00	0	▼
Rate 3 Min	00:00	0	▼
Rate 4 Min	00:00	0	▼
Rate 5 Min	00:00	0	▼
Rate 6 Min	00:00	0	▼

The *Weekly Limit* settings allow you to cap the maximum amount of time that can be worked at any one rate.

This feature can be used to determine when overtime is paid based upon all of the time worked during the week.

The *Weekly Clawback* facility allows you to ensure that enough time has been worked at a specific rate (e.g. basic) before overtime is accrued.

Other relevant Egress Systems documents are:

<b>TRAIN001-xx</b>	Focus Time & Attendance system with Handpunch Terminal
<b>TRAIN002-xx</b>	Focus Daily Rules - Step by Step Set-up Instructions
<b>TRAIN003-xx</b>	Focus Training Exercises
<b>TRAIN004-xx</b>	Answers to TRAIN003-01 Focus Training Exercise
<b>TRAIN005-xx</b>	How to Export Data from Focus into Sage
<b>TRAIN006-xx</b>	Focus Time & Attendance system with Proximity Terminal
<b>TRAIN007-xx</b>	Work Schedule Set-up Guide

Available from the Focus Users section of the website.