

Scheduling

Work Schedule [Close]

Works 3 Shift System

Short Code: WSh Name: Works 3 Shift System Days: 7

	Schedule A	Schedule B	Schedule C	Schedule D	Schedule E
Monday	WKS1 00:00 to 09:00	WKS2 08:00 to 17:00	WKS3 16:00 to 01:00		
Tuesday	WKS1 00:00 to 09:00	WKS2 08:00 to 17:00	WKS3 16:00 to 01:00		
Wednesday	WKS1 00:00 to 09:00	WKS2 08:00 to 17:00	WKS3 16:00 to 01:00		
Thursday	WKS1 00:00 to 09:00	WKS2 08:00 to 17:00	WKS3 16:00 to 01:00		
Friday	WKS1 00:00 to 09:00	WKS2 08:00 to 17:00	WKS3 16:00 to 01:00		
Saturday				WKS1 00:00 to 09:00	
Sunday				WKS1 00:00 to 09:00	

Work Schedule Description

24 hour working in 3 shifts of 9 hours with 1 hour overlap
 00:00 to 09:00
 09:00 to 17:00
 16:00 to 01:00

The Scheduling system used by Focus gives you the ability to plan and manage your workforce for many months in advance.

Our system allows you to set up different rules to govern different shift patterns. So, for example, there may be one set of rules to govern office staff working 9-5, and a different set governing factory floor workers. Furthermore, you are able to set up rules for overtime, absence, breaks etc on a company wide, section wide or individual basis.

You can have different rules in place for night shifts, weekend work, bank holidays ☐ literally any changes you want to make to the way you record the attendance and pay your employees.

You can design as many different weekly rules as you wish and activate each whenever required. This feature is best used in companies where they have a strong idea of working shift patterns and wish to remove a lot of the administrative duties associated with it.

With the Work Schedule Focus will automatically choose the best shift from up to 5 shifts per day to allocate to the employee based upon the employee's start and finish times. The Rota allows you to plan more flexibly so that you can select your workforce according to need and availability.

FOCUS Pro

Time & Attendance System

Rota

T&A Rules

- Absence Reasons (12)
- Daily Rules (14)
 - No Cost Centre (2)
 - Head Office (3)
 - Flexitime Daily Rule <FX1>
 - Staff Weekdays 0900-1700 <SWD>
 - Staff Weekends 0900 - 1200 <SWE>
- Maintenance (4)
 - M1 05:00 - 10:00 <M1>
 - M2 10:00-14:00 <M2>
 - M3 14:00 - 19:00 <M3>
 - M4 19:00 - 23:00 <M4>
- Research & Development (1)
 - Research & Development <RDD>
- Works (4)
 - Nights 20:00 to 04:00 <N1>
 - WKS1 00:00 to 08:00 <WKS1>
 - WKS2 08:00 to 17:00 <WKS2>
 - WKS3 16:00 to 01:00 <WKS3>

Rota

Weekly - Mon 30 Jul 2007

	Mon 30 Jul	Tue 31 Jul	Wed 01 Aug	Thu 02 Aug	Fri 03 Aug	Sat 04 Aug	Sun 05 Aug	Hours	Cost
Michael Chauvin	M1 05:00 - 10:00	M1 05:00 - 10:00	M1 05:00 - 10:00	WKS2 08:00 to 1	WKS2 08:00 to 1			32:00	192.00
Neal Johnson			M2 10:00-14:00	M2 10:00-14:00	M2 10:00-14:00	M2 10:00-14:00		16:00	96.00
Timothy O'Hara	Nights 20:00 to 0			M1 05:00 - 10:00	M1 05:00 - 10:00	M1 05:00 - 10:00	M1 05:00 - 10:00	28:00	150.00
Alex Vania	Research & Dev	M3 14:00 - 19:00	M3 14:00 - 19:00	M3 14:00 - 19:00	M3 14:00 - 19:00			27:00	135.00
Day Hours	20:00	10:00	14:00	22:30	22:30	09:00	05:00	103:00	
Day Cost	115.00	55.00	79.00	125.00	125.00	49.00	25.00		573.00

The Rota can be custom designed weeks or months in advance, and will automatically pull any important data (such as booked time off) from employee records.

The Rota automatically creates total hours by the day and for each employee over the week. It will also tell you the cost each day. Bear in mind that you can remove the financial information for the report if you wish to print it or share it with employees.

Split shifts are covered too - the small red arrow in the corner denoted more than one shift for that employee on that day. Hovering the mouse over it will display the extra shift details.

The Rota screen is used for companies who have work schedules that change on a weekly basis. Rather than set up general rules for employees, it allows you to enter specific shifts and times, and is printable so that it can be used as your staff rota.

FOCUS Pro

Time & Attendance System

Housekeeping

Exceptions 05/02/2007 -

- Absences (2)
 - All (2)
 - Payroll (2)
 - Ackerman, Virginia. 107345
 - 06/02/2007
 - 07/02/2007
 - Canteen (0)
 - Cleaners (0)
 - Driver (0)
 - First Aider (0)
 - Hotel Chocolat (0)
 - Leaver (0)
 - Maintenance (0)
 - Manager (0)
 - Monthly (2)
 - Office Fixed Hours (2)
 - Office Flexitime (0)
 - Starter (0)
 - Weekly (0)
 - Works (0)
 - Ungrouped (0)
- Targets (13)
- Worked Bank Holiday (0)
- Worked Default Shift (10)

Timesheet Mon 05 Feb 2007

107345 Virginia Ackerman (Schedule: Staff 09:00 AM to 05:00 PM, Weekly Rule: Staff)

Date	In	Out	In	Out	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6	Shift
Mon 05 Feb	08:55i	12:59	14:01	19:53	x01.00	x01.25	x01.33	x01.50	x02.00	x02.50	SWD
Tue 06 Feb	Absent (System)				00:00						
Wed 07 Feb	Absent (System)				00:00						
Thu 08 Feb	08:54i	12:57	14:00	17:33	06:20	01:00					SWD
Fri 09 Feb	08:58i	13:01	14:02	17:32	06:30	01:00					SWD
Sat 10 Feb	10:02	12:17					02:15				SWE
Sun 11 Feb											
Weekly Hours	25:25				19:10	04:00	02:15				
Weekly Rules Applied	25:25				25:25						
Weekly Gross Totals	25:42				25:42	0.00	0.00	0.00	0.00	0.00	

Maintaining the information that our terminals record is a lot more straightforward than you might think. Almost everything is done automatically by the system, and all that is required from you is a couple of minutes a day to check on the Exceptions that the system has picked up, and amend them where necessary. Smaller companies find that this maintenance process only takes a couple of minutes each week.

The Exceptions Menu is easily accessible from the selection of options in the bottom left corner of the screen.

Once activated and a date range selected, it will then create a list of every exception, by staff member. This may be someone forgetting to clock in or out, it could be that someone didn't come in to work at all, or it could be something that you set up yourself. For example, if an employee works less than seven hours in a day you may wish to create an exception to draw your attention to this.

Once you select the individual employee, you are presented with their timesheet, with the Exception highlighted. From here you can let the system know how you want to handle the Exception. Whatever adjustment you make will be highlighted in red and have a user ID 'tag' added to it, to prevent any potential fraudulent misuse.

Timesheet - with Flexitime

Timesheet

Close

Mon 29 Jan 2007

Unlocked

Show Cash

Flexitime: 4 Weekly Flexitime. Period Start 29/01/2007

Start (29/01/2007) Balance: 00:00

End (25/02/2007) Balance: 00:15

Period Start Balance=00:00

Balance this Week=-00:45

End of Week Balance=-00:45

109224 William Russell (Schedule: Flexitime Work Schedule, Weekly Rule: Default)

Date	In	Out	In	Out	Rate 1	Rate 2	Rate 3	Deduc	Daily	Balance	Shift
					x01.00	x01.25	x01.33				
Mon 29 Jan	08:50	13:01	14:02	17:34	07:30			07:30	00:00	00:00	FX1
Tue 30 Jan	08:56	13:03	14:00	17:33	07:30			07:30	00:00	00:00	FX1
Wed 31 Jan	08:50	12:55	14:04	17:27	07:00			07:30	-00:30	-00:30	FX1
Thu 01 Feb	08:55	13:01	13:57	17:26	07:15			07:30	-00:15	-00:45	FX1
Fri 02 Feb	08:59	13:03	13:55	17:29	07:30			07:30	00:00	-00:45	FX1
Sat 03 Feb									00:00	-00:45	
Sun 04 Feb									00:00	-00:45	
Weekly Hours	36:45				36:45			37:30	-00:45		
Weekly Rules Applied	36:45				36:45			37:30	-00:45		
Weekly Gross Totals	36.75				36.75	0.00	0.00	37.50	-00.75	0.00	

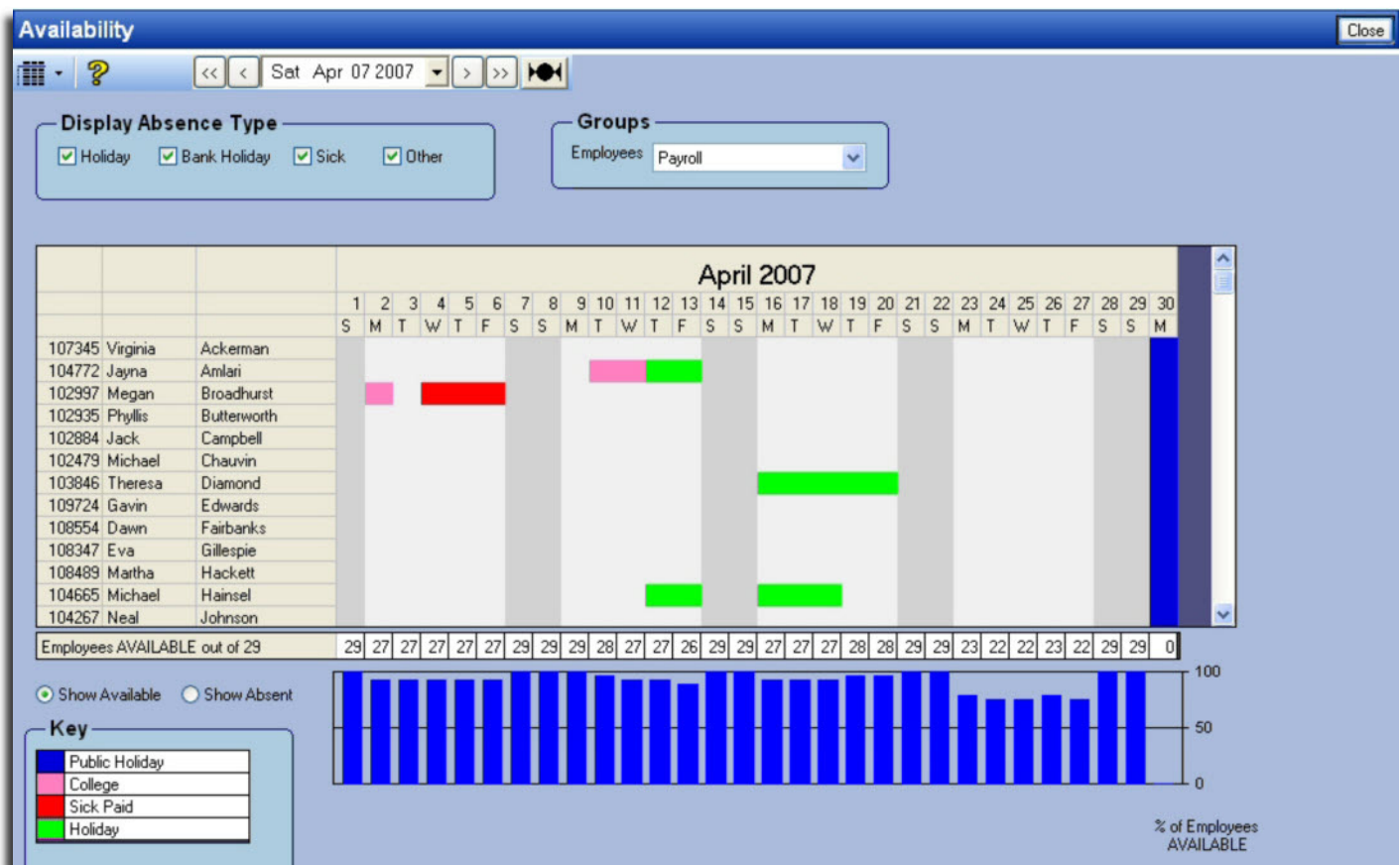
You may need to adjust the Timesheet from time to time if, for example, somebody forgets to clock in. To prevent misuse all manual adjustments are highlighted in blue and when you hover the mouse over the entry it will tell you who made the adjustment and why.

The Timesheet is one of the main features of Focus. This is automatically created by your employees clocking in and out, and works out pay rates, highlights infringements and follows the rules that you create for it.

If you choose to give several people access to the Timesheets (you may wish to let all staff see how much they have worked) then you can lock it against editing. You can also remove the financial information and have the sheet only display the hours worked.

The Timesheet makes it clear what pay rate the employee is on. Again, this is worked out automatically based upon the rules you give it. The system knows exactly which conditions make the pay rate change, for overtime or other reasons.

Workforce Availability



The Availability Screen within the Focus Software lets you see at a glance who has been absent and for what reason. It also allows you to plan ahead, entering details of holidays booked or other absences that you are aware of.

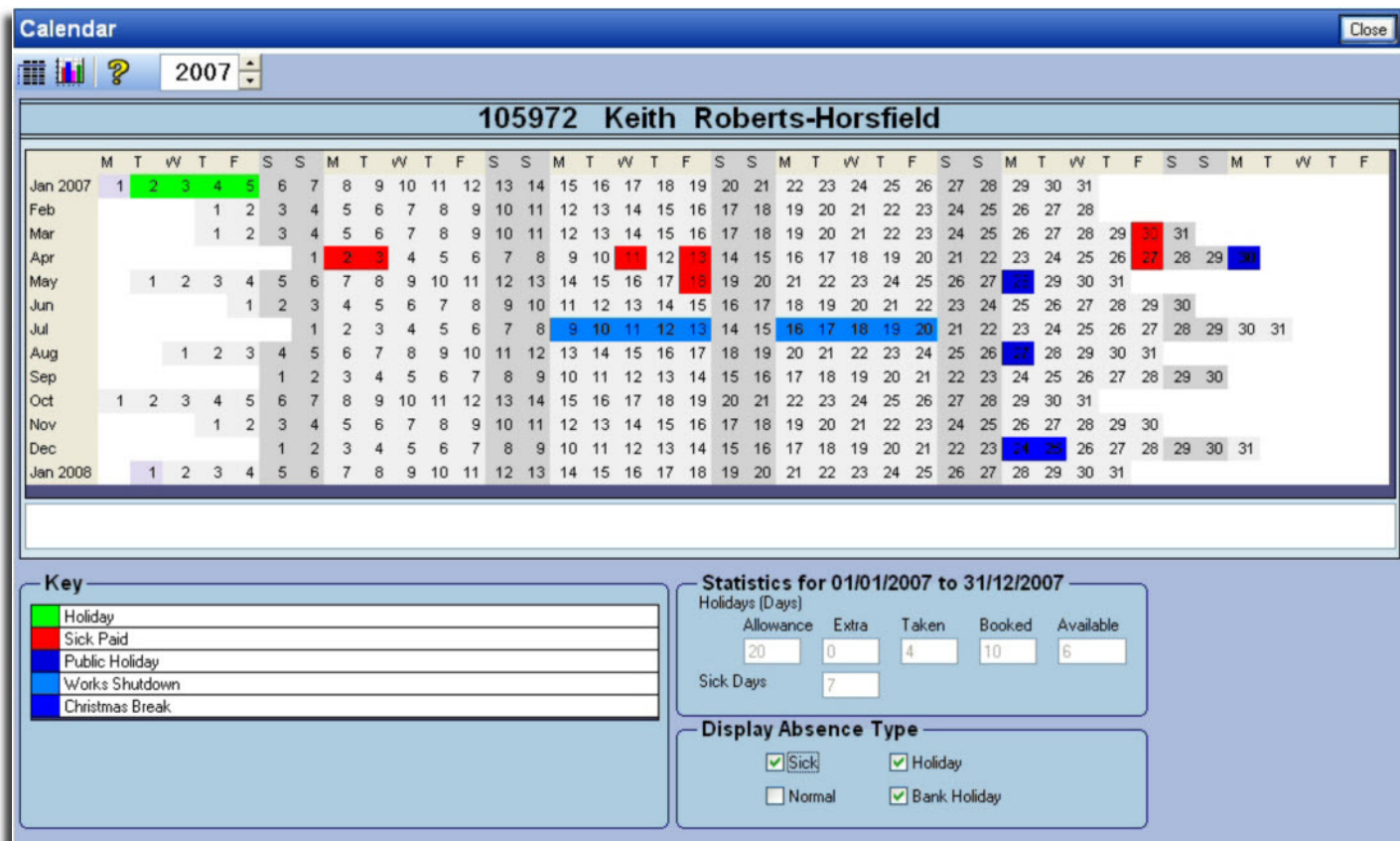
You can set the Availability Screen to show specific types of absences. For example you may wish to view only the holidays that are currently booked by your staff.

To make the Availability Screen more accessible, you can choose to view your employees by groups. These can be anything you want, such as departments, managers, job types or even things like First Aiders.

The system uses a colour coded key system which can be defined by the user. This makes it easy to see patterns of absence, such as group holidays, bank holidays or regular college days.

At the bottom of the screen is an automatically updated tally of how many of your workforce are available on each day. This is particularly useful for forward planning and authorising time off.

Calendar



The Calendar shows an employee's year, taking into account all holidays booked and taken, all absences and reasons for each. It also keeps track of how many holiday days have been accrued and used, and all sick days. The holiday start date can be set for individual employees in their records.

From the options at the top of the report you can change the year that you wish to view, or select a text only or full colour print out of the calendar.

The colour coded key automatically adds to itself as you introduce new absence types to the calendar. The possible absence types are defined by you.

You can set the screen to only display certain absences as you wish, so you can easily scan through your employee records for specific details of, for example, holidays or sickness.

At the bottom of the screen is a real time account of the employee's holiday days taken and remaining, and also any sick days taken within this year.

FOCUS Pro

Time & Attendance System

Watch Window - See who's in NOW



			Out	In	Clocked
102466	Timothy	O'Hara			
102479	Michael	Chauvin		●	Thu 05:00:00
102884	Jack	Campbell		●	Thu 05:02:00
102997	Megan	Broadhurst		●	Thu 07:45:00
103374	Thomas	Mahoney			
103846	Theresa	Diamond	●		Wed 15:30:00
104267	Neal	Johnson		●	Thu 09:01:00
104628	Bettina	Smith	●		Wed 17:02:00
104772	Jayna	Amlari		●	Thu 07:28:00

Who's In Report - See who WAS in

Who's In

Employees clocked in on Thu 11 Jan 2007 at 13:16
All Employees Ordered by Last Name

Number	First Name	Last Name	Clock	Time
102874	Susan	Aitken	255	11/01/2007 12:59:38
102997	Megan	Broadhurst	255	11/01/2007 12:59:38
102884	Jack	Campbell	255	11/01/2007 13:00:56
103846	Theresa	Diamond	255	11/01/2007 13:04:00
103374	Thomas	Mahoney	255	11/01/2007 13:03:42
107873	Anthony	Melcher	255	11/01/2007 13:01:36
105624	Bruce	Palmer	255	11/01/2007 12:58:54
105972	Keith	Roberts-Horsfield	255	11/01/2007 13:01:48
105498	Karen	Yates	255	11/01/2007 13:04:48

Access Control

The HRX5000 proximity terminal adds access control to the extensive feature list of the HRX series. Employees have a unique proximity card which they can use to clock in and out as normal. In addition to this, the same card can be used to grant or deny access to any number of areas within your business.

You may define as many different security groups as you wish, or customise an employee's access options on an individual basis.

You may also set rules that affect access control; for example, specify which days and between which times the employee may have access to a certain area.

Focus Access Control also links to your fire alarm, and maintains a real-time overview of who is in which area of your premises.

Management Reporting - Cost Variance Report

Cost Variance

Mon 15 Jan 2007 to Sun 11 Feb 2007 (28 Days)
Employees in Maintenance Ordered by Last Name

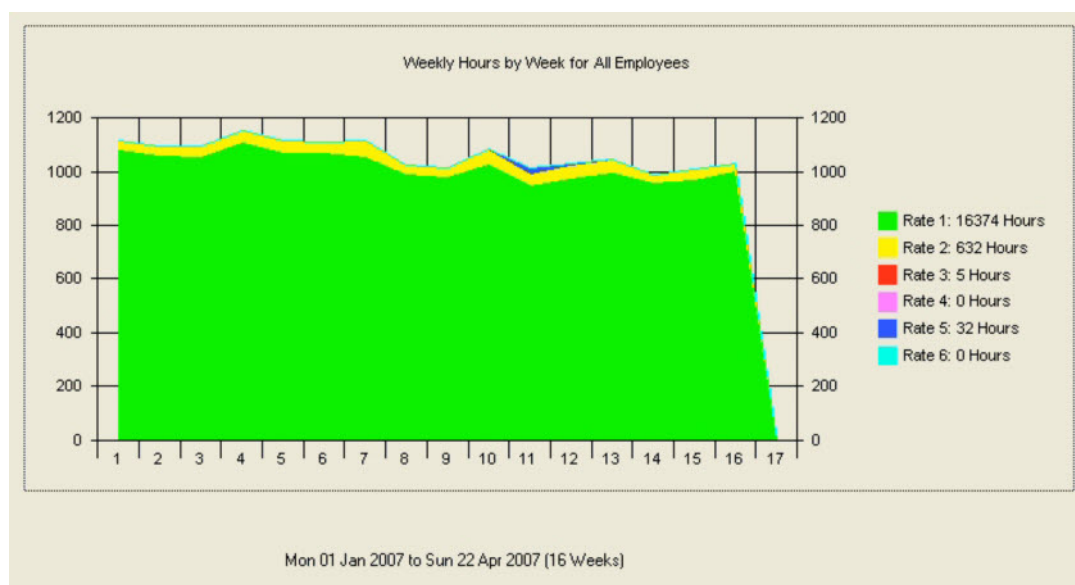
Maintenance

Number	Title	First Name	Last Name	Planned Hours	Actual Hours	Variance Hours	Planned Cost	Actual Cost	Variance Cost
102479	Mr.	Michael	Chauvin	51:00	38:45	-12:15	306.00	232.50	-73.50
104267	Mr.	Neal	Johnson	49:00	37:45	-11:15	294.00	226.50	-67.50
102466	Mr.	Timothy	O'Hara	37:00	40:30	03:30	185.00	202.50	17.50
108924	Mr.	Alex	Varia	63:00	49:45	-13:15	315.00	248.75	-66.25
				200:00	166:45	-33:15	1,100.00	910.25	-189.75
				200:00	166:45	-33:15	1,100.00	910.25	-189.75

Focus offers a range of management reports including the Cost Variance Report allowing you to compare planned hours and costs against actual figures. Data may be reported by cost centre and/or employee groups.

Graphical options are available on selected reports, such as the Weekly Hours area chart, which shows hours worked at the different pay rates across a selected number of weeks. This helps you to plan for future staffing requirements based on past trends.

Management Reporting - Weekly Hours



Attendance Management - Bradford Factor Report

Bradford Factor

Mon 01 Jan 2007 to Sat 30 Jun 2007 (181 Days)
All Employees Ordered by Bradford (Descending)
Absence Types: Sick Paid, Sick Unpaid

Number	First Name	Last Name	Bradford
102997	Megan	Broadhurst	225
105972	Keith	Roberts-Horsfield	175
107345	Virginia	Ackerman	36
102874	Susan	Aitken	32
105498	Karen	Yates	8
104772	Jayna	Amlari	4
106862	Mark	Stanford	4
109224	William	Russell	2
102466	Timothy	O'Hara	2
109724	Gavin	Edwards	1
104267	Neal	Johnson	0
102935	Phyllis	Butterworth	0
107445	Karen	Miller	0

It has been recognised as a result of research at Bradford University that several short periods of absence are more disruptive to a business than one long period, given the same number of total days absent. The Bradford Factor is a method of quantifying the disruption caused by a pattern of absence.

The definition of the Bradford Factor is **$S \times S \times D = \text{Bradford Factor}$**

Where **S** is the number of occasions of absence in a period and

D is the total number of days' absence in the period

This report uses the Bradford Factor formula to produce an score for each employee across a selected period of time. Focus allows you to nominate Sick Paid and/or Sick Unpaid as the absence types for Bradford Factor Analysis.

Bradford Factor reports can be used in a number of ways. You may wish to set a 'trigger' amount, a number that if reached will action a meeting or even disciplinary action with the employee. You can also use Bradford Factor ratings to assist in back to work interviews after absences, and as part of an employee's development meeting or pay review.

Flexitime

Flex Period Detail

Mon 01 Jan 2007 - Sun 28 Jan 2007

Ordered by Last Name

104665

4 Weekly Flexitime: Michael Hainsel

Date	IN	OUT	IN	OUT	Shift	Rate1	Deduct	Daily	Balance
									00:00
Mon 01 Jan 2007	08:53	12:56	14:04	17:33	FX1	07:00	07:30	-00:30	-00:30
Tue 02 Jan 2007	08:55	12:55	14:02	17:27	FX1	07:15	07:30	-00:15	-00:45
Wed 03 Jan 2007	08:54	12:55	14:01	17:25	FX1	07:00	07:30	-00:30	-01:15
Thu 04 Jan 2007	08:59	13:04	14:05	17:31	FX1	07:15	07:30	-00:15	-01:30
Fri 05 Jan 2007	08:58	13:04	14:01	17:26	FX1	07:15	07:30	-00:15	-01:45
Sat 06 Jan 2007						00:00	00:00	00:00	-01:45
Sun 07 Jan 2007						00:00	00:00	00:00	-01:45
Mon 08 Jan 2007	08:59	12:58	14:04	17:32	FX1	07:15	07:30	-00:15	-02:00
Tue 09 Jan 2007	08:59	13:03	14:03	17:26	FX1	07:15	07:30	-00:15	-02:15
Wed 10 Jan 2007	08:59	13:01	13:59	17:26	FX1	07:15	07:30	-00:15	-02:30
Thu 11 Jan 2007	08:53	12:57	13:58	20:26	FX1	09:00	07:30	01:30	-01:00
Fri 12 Jan 2007	08:55	12:59	13:59	17:29	FX1	07:30	07:30	00:00	-01:00
Sat 13 Jan 2007						00:00	00:00	00:00	-01:00
Sun 14 Jan 2007						00:00	00:00	00:00	-01:00
Mon 15 Jan 2007	08:56	12:57	13:57	20:21	FX1	09:00	07:30	01:30	00:30
Tue 16 Jan 2007	08:55	13:04	14:01	17:33	FX1	07:30	07:30	00:00	00:30
Wed 17 Jan 2007	08:58	13:04	14:00	17:31	FX1	07:30	07:30	00:00	00:30
Thu 18 Jan 2007	08:50	12:58	13:58	17:32	FX1	07:30	07:30	00:00	00:30
Fri 19 Jan 2007	08:58	13:04	14:01	17:32	FX1	07:30	07:30	00:00	00:30
Sat 20 Jan 2007						00:00	00:00	00:00	00:30
Sun 21 Jan 2007						00:00	00:00	00:00	00:30
Mon 22 Jan 2007	08:51	12:56	14:02	17:30	FX1	07:15	07:30	-00:15	00:15
Tue 23 Jan 2007	08:59	13:03	14:04	20:32	FX1	08:45	07:30	01:15	01:30
Wed 24 Jan 2007	08:56	12:59	14:04	17:33	FX1	07:15	07:30	-00:15	01:15
Thu 25 Jan 2007	08:57	12:55	14:04	17:31	FX1	07:00	07:30	-00:30	00:45
Fri 26 Jan 2007	08:59	13:04	13:57	17:29	FX1	07:30	07:30	00:00	00:45
Sat 27 Jan 2007						00:00	00:00	00:00	00:45
Sun 28 Jan 2007						00:00	00:00	00:00	00:45
						150:45	150:00	00:45	

Flex Period Summary

Contracted Hours this Period: 150:00
 Basic Hours this Period: 150:45
 Variance this Period: 00:45
 Balance from Previous Period: 00:00
 Hours Carried Forward: 00:45

Annual Leave Summary

Holiday Start Date: 01/01/2007
 Annual Entitlement: 20.0
 Leave Brought Forward: 20.0
 Leave Taken in Period: 0.0
 Leave Carried Forward: 20.0

Payroll Reporting

Weekly Timesheets

All Employees
Mon 15 Jan 2007

105624

Bruce Palmer

	In	Out	In	Out	Rate 1 x01.00	Rate 2 x01.25	Rate 3 x01.33	Rate 4 x01.50	Rate 5 x02.00	Rate 6 x02.50	
Mon 15 Jan	23:52	04:25	04:57	11:00	08:30	02:00					WKS1
Tue 16 Jan	23:51	04:27	04:56	08:59	08:30						WKS1
Wed 17 Jan	23:56	04:33	04:58	10:29	08:30	01:30					WKS1
Thu 18 Jan	23:50	04:31	05:03	10:55	08:30	02:00					WKS1
Fri 19 Jan	23:57	04:32	05:00	08:55	08:30						WKS1
Sat 20 Jan											
Sun 21 Jan	22:07	01:23i			06:00						WKS1
	Forgot to Clock										
Weekly Totals	54:00				48:30	05:30					
Weekly Gross	55.38				48.50	6.88	0.00	0.00	0.00	0.00	

Edit Hours

Date	Reason	Sum	Hours	Rate
21/01/2007	Forgot to Clock	Set To	06:00	1

With your employees clocking in and out electronically, the time saved in processing payroll is considerable. Industry estimates the time needed to manually enter the data from a single manual punch card is six minutes ☐ and this can be doubled if the data must then be entered into a payroll package. Our system eliminates all this time cost, sending the data automatically to your payroll package. This also eliminates any human errors made during data entry - and while employees will be only too happy to point it out if they are underpaid, they can be a little quieter if they are accidentally overpaid!

Each payment period can be defined by you ☐ it may be weekly, monthly, calendar monthly or any variation you choose (you can just as easily pay employees every 109 days if you require).

Once set, the information is already on the system thanks to the clocking in and out, so it is a simple job to export the information to your payroll package. We support every major payroll brand, including Sage and Pegasus.

Compliance - Working Time Regulation Report

Average Weekly Worked Hours

Mon 01 Jan 2007 to Sun 22 Apr 2007 (16 Weeks)

Employees in Works Ordered by Last Name

Target Weekly Average Limit = 0 hours

Number	First Name	Last Name	Total	Average
104772	Jayna	Amlari	654.7	40.9
102997	Megan	Broadhurst	628.8	39.3
102884	Jack	Campbell	336.8	21.0
102479	Michael	Chauvin	195.5	12.2
103846	Theresa	Diamond	709.8	44.4
108347	Eva	Gillespie	708.0	44.3
108489	Martha	Hackett	696.9	43.6
104267	Neal	Johnson	197.8	12.4
107677	Rahul	Kohli	721.3	45.1
103374	Thomas	Mahoney	680.1	42.5
107873	Anthony	Melcher	712.0	44.5
107445	Karen	Miller	718.5	44.9
106744	Amrita	Mistry	721.2	45.1
102466	Timothy	O'Hara	144.0	9.0
105624	Bruce	Palmer	712.3	44.5
105972	Keith	Roberts-Horsfield	650.9	40.7
108232	Karishma	Singh	687.3	43.0
104628	Bettina	Smith	722.8	45.2
107456	Scott	Vanderspool	730.5	45.7
108924	Alex	Varia	267.8	16.7
105398	Kathryn	Warthling	683.3	42.7

The Working Time Directive came into force in October 1998, and was amended in August 2003. The main aim of the directive was to limit employees working hours to 48 per week, although they have the option to opt out if they choose.

The 48 Working Week law does not affect each individual week but rather the average of hours worked over 13 weeks. Focus reports allow you to see at a glance the average weekly hours each of your employees has worked over whatever timeframe you wish.

Glancing at this report from time to time is a simple way to ensure you remain compliant with the law.

Infringements

Infringements by Employee

Mon 01 Jan 2007 to Sun 01 Apr 2007 (13 Weeks)

All Employees Ordered by LastName

Number	First Name	Last Name	<div> <div>shift</div> <div>Late In</div> <div>Early Out</div> <div>Late In</div> <div>Break Early Out</div> <div>Over Run</div> <div>Forgot Clock Out</div> </div>	ALL
107345	Virginia	Ackerman	<div></div>	58
102874	Susan	Aitken	<div></div>	48
104772	Jayna	Amlari	<div></div>	12
102997	Megan	Broadhurst	<div></div>	2
102935	Phyllis	Butterworth	<div></div>	40
102884	Jack	Campbell	<div></div>	16
102479	Michael	Chauvin	<div></div>	3
103846	Theresa	Diamond	<div></div>	14
109724	Gavin	Edwards	<div></div>	60
108554	Dawn	Fairbanks	<div></div>	65
104399	Riam	Ghelani	<div></div>	65

Lateness (Outside Grace Time)

Mon 29 Jan 2007 to Sun 18 Feb 2007 (3 Weeks)

Employees in Manager

Number	First Name	Last Name	Date	Planned Time	Actual Time	Lost Time
102874	Susan	Aitken	02/02/2007	16:00	16:09	00:09
			08/02/2007	16:00	16:07	00:07
			14/02/2007	16:00	16:09	00:09
						00:25
						00:25

Focus captures infringements - that is when employees are not meeting the targets you set.

Report on late in, early out, late in from break, early out to break, break overrun & forgot to clock out infringements with grand totals in actual and rounded hours.

With the Lateness report you can report actual time of first clocking against the planned shift start time with the calculated time lost.