

Employee Calendar Activities

Overview:

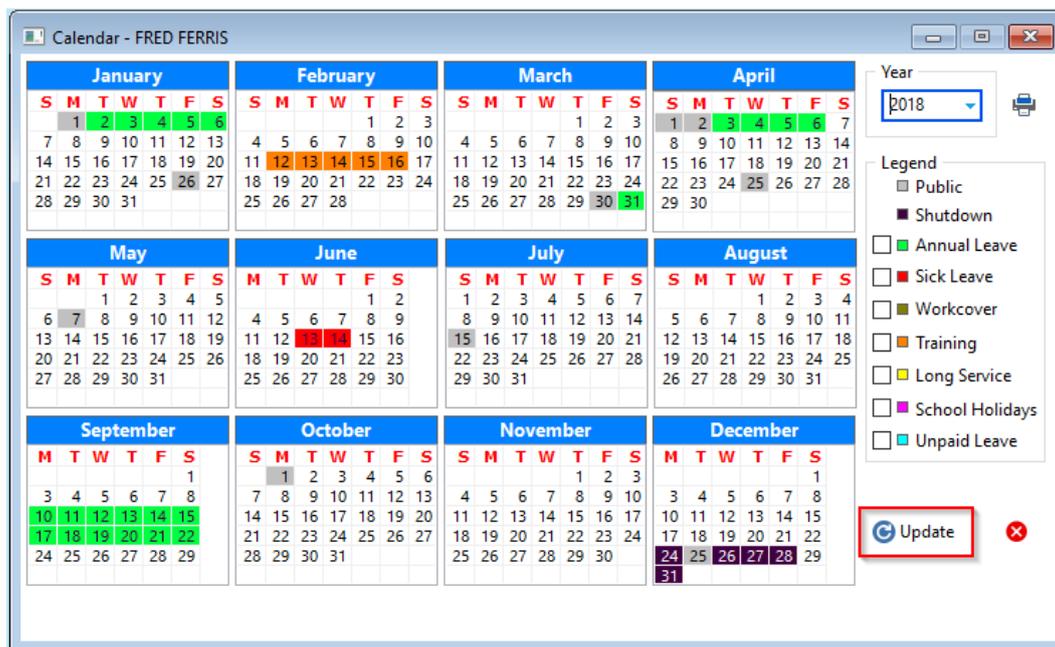
The Employee Calendar can be used to record activities like Annual and Long Service Leave, Sick Leave, Rostered Days Off, Training, etc. The USER must be logged onto OPTO as the USER: admin to be able to complete this set-up. Public Holidays and Christmas/New Year Shut Downs are displayed on the calendar but is set up in a different window.

To Apply Leave Activity to an Employee – Open the **Resources** Tab on the Opto Ribbon and select the 'New/Edit Employee' icon. Enter an employee number or **press <F2>** and select an employee from the pop-up list and then **click OK**. **Click** on the Employee Calendar icon – see circled below. The Calendar Activities need only to be set up in any one of the employee's record but will be available in all employees' records after the set-up is completed and saved.

N	Day	<<-	Early Start	Std Start	Std Finish	Late Finish	->>	Break	Norm Time	Over Time
1	MONDAY	5	00:00:00	07:00:00	15:06:00	00:00:00	5	.50	7.60	3.00
2	TUESDAY	5	00:00:00	07:00:00	15:06:00	00:00:00	5	.50	7.60	3.00
3	WEDNESDAY	5	00:00:00	07:00:00	15:06:00	00:00:00	5	.50	7.60	3.00
4	THURSDAY	5	00:00:00	07:00:00	15:06:00	00:00:00	5	.50	7.60	3.00
5	FRIDAY	5	00:00:00	07:00:00	15:06:00	00:00:00	5	.50	7.60	3.00
6	SATURDAY	0	00:00:00	00:00:00	00:00:00	00:00:00	0	.00	.00	.00
7	SUNDAY	0	00:00:00	00:00:00	00:00:00	00:00:00	0	.00	.00	.00

With the calendar window open, select the year from the drop-down and **click** on the box for the leave type on the right such as Holiday or Sick leave. **Click** on each day within the calendar to apply the leave type. (The date will appear according to the leave type colour).

Click on the Update icon when finished.



To remove any leave type from the employee calendar, with no leave type selected in the legend on the right-side of the window, **click** on each of the dates which are to be reset. **Click** update when finished.