Employee Calender 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** <u>OK</u>. **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.

mp No: Employee	Name or Sur	name:	Given Na	me:	Middle Name:	Initial	Cu	rrent Shift:	i				
25 - FERRIS			FRED				Sh	ift 1	- 1				
etails More Info Sec	urity Emp S	iched Pictures	Notes QM	5									
Group Pos: 10	- ADMI	NISTRATION											
Emp Start D	ate:		Sales	Team:	▼	es ⊠L	unch -	Auto	_				
Position:					Ye	es 🗌 S	moko -	Auto					
Acting							/ulti Or	only / Multi	On & Off				
Position:						Rounding							
Password:	•• D	iv:				Round 15 Min +>							
						□ v	Veb Des	patch					
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	3.0				
	_	00:00:00	07.00.00	15:06:00	00:00:00	5	.50	7.60					
2 TUESDAY	5	00100100	01100100						5.0				
2 TUESDAY 3 WEDNESDAY	5	00:00:00	07:00:00	15:06:00	00:00:00	5	.50	7.60	3.0				
2 TUESDAY 3 WEDNESDAY 4 THURSDAY	5	00:00:00 00:00:00	07:00:00 07:00:00	15:06:00 15:06:00	00:00:00	5	.50 .50	7.60	3.0				
2 TUESDAY 3 WEDNESDAY 4 THURSDAY 5 FRIDAY 6 FRIDAY	5	00:00:00 00:00:00 00:00:00	07:00:00 07:00:00 07:00:00	15:06:00 15:06:00 15:06:00	00:00:00 00:00:00 00:00:00	5 5 5	.50 .50 .50	7.60 7.60 7.60	3.0 3.0 3.0				
2 TUESDAY 3 WEDNESDAY 4 THURSDAY 5 FRIDAY 6 SATURDAY 7 SUNDAY	5 5 5 0	00:00:00 00:00:00 00:00:00 00:00:00 00:00:	07:00:00 07:00:00 07:00:00 07:00:00 00:00:00	15:06:00 15:06:00 15:06:00 00:00:00	00:00:00 00:00:00 00:00:00 00:00:00	5 5 0	.50 .50 .50	7.60 7.60 7.60 .00	3.0 3.0 3.0 0.0				
2 TUESDAY 3 WEDNESDAY 4 THURSDAY 5 FRIDAY 6 SATURDAY 7 SUNDAY Address	5 5 5 0 0	00:00:00 00:00:00 00:00:00 00:00:00 00:00:	07:00:00 07:00:00 07:00:00 00:00:00 00:00:00 Othe	15:06:00 15:06:00 15:06:00 00:00:00 00:00:00 r Details	00:00:00 00:00:00 00:00:00 00:00:00 00:00:	5 5 0 0	.50 .50 .00 .00	7.60 7.60 7.60 .00	3.0 3.0 3.0 3.0 .0				
2 TUESDAY 3 WEDNESDAY 4 THURSDAY 5 FRIDAY 6 SATURDAY 7 SUNDAY Address 10 Neuman Road, Cap	5 5 5 0 0	00:00:00 00:00:00 00:00:00 00:00:00 00:00:	07:00:00 07:00:00 07:00:00 00:00:00 00:00:00 00:00:00 Othe Email	15:06:00 15:06:00 15:06:00 00:00:00 00:00:00 r Details Office: free	00:00:00 00:00:00 00:00:00 00:00:00 00:00:	5 5 0 0 vare.com.	.50 .50 .00 .00	7.60 7.60 7.60 .00	3.0 3.0 3.0 .0 .0				
2 TUESDAY 3 WEDNESDAY 4 THURSDAY 5 FRIDAY 6 SATURDAY 7 SUNDAY Address 10 Neuman Road, Cap	5 5 5 0 0	00:00:00 00:00:00 00:00:00 00:00:00 00:00:	07:00:00 07:00:00 07:00:00 00:00:00 00:00:00 Othe Email	15:06:00 15:06:00 15:06:00 00:00:00 00:00:00 r Details Office: free TP PW:	00:00:00 00:00:00 00:00:00 00:00:00 00:00:	5 5 0 0 vare.com.	.50 .50 .00 .00	7.60 7.60 7.60 .00	3.0 3.0 3.0 .0 .0				
2 TUESDAY 3 WEDNESDAY 4 THURSDAY 5 FRIDAY 6 SATURDAY 7 SUNDAY Address 10 Neuman Road, Cap	5 5 5 0 0 0 0 0 0	00:00:00 00:00:00 00:00:00 00:00:00 00:00:	07:00:00 07:00:00 07:00:00 00:00:00 00:00:00 Othe Email SM Email	15:06:00 15:06:00 15:06:00 00:00:00 r Details Office: free TP PW: Private:	00:00:00 00:00:00 00:00:00 00:00:00 00:00:	5 5 0 0 vare.com.	.50 .50 .50 .00 .00	7.60 7.60 7.60 .00	3.0 3.0 3.0 .0 .0				

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).

. (Cale	nda	r - F	RED) FEI	RRIS																						
		Ja	nua	ry			February					March								April						- Year		
S	м	Т	w	Т	F	S	S	м	Т	w	Т	F	S	S	м	Т	w	Т	F	S	S	м	т	w	т	F	S	2019 🚽 🚔
		1	2	3	4	5						1	2						1	2		1	2	3	4	- 5	6	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	Legend
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	Public
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					Shutdown
			May	,					J	une	•						July	,				August					🗌 🗖 Annual Leave	
s	М	т	w	т	F	S	М	т	w	т	F	s		S	м	т	w	т	F	s	s	м	т	w	т	F	s	🗌 🔳 Sick Leave
_			1	2	3	4						1		_	1	2	3	4	5	6	-				1	2	3	
5	6	7	8	9	10	11	3	4	5	6	7	8		7	8	9	10	11	12	13	4	5	6	7	8	9	10	Workcover
12	13	14	15	16	17	18	10	11	12	13	14	15		14	15	16	17	18	19	20	11	12	13	14	15	16	17	Training
19	20	21	22	23	24	25	17	18	19	20	21	22		21	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30	31		24	25	26	27	28	29		28	29	30	31				25	26	27	28	29	30	31	Long Service
																												🔲 🗖 School Holidays
		Sep	tem	ıbe	7				00	tob	ober				November					December						Unpaid Leave		
s	м	Т	w	Т	F	s	S	м	Т	W	Т	F	S	S	м	Т	w	Т	F	S	S	м	Т	W	Т	F	S	
1	2	3	4	- 5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7	
8	9	10	11	12	13	14	6	- 7	8	9	10	11	12	3	4	- 5	6	- 7	8	9	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	• •••••
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	🕒 Update 🛛 😣
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					



1

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.

