

2003-110a - Managing Employee Short-term Leave – All day event.

Overview:

This document describes how to record employee short-term leave for a whole day event. The leave is recorded by creating a 'Job Batch - Time Entry' on a daily basis utilising a Non-productive Part, Workcenter, a Production Orders and its Job Ticket. *Please see 'Set-up Non-productive Works'.*

When a Job Batch - Time Entry is required for a whole day event, go to the **Resources** tab in the Opto ribbon, and then **click** on the 'Job Batch' icon. Enter the appropriate employee number or **press** <F2> and select the employee from the pop-up list and **click** **OK**, **press** <TAB> to generate the window. The window will automatically generate the date and the work times for the whole day - these may be edited if necessary. **Click** in the "Leave Type" field, **press** <F2> and select the type from the pop-up list and then **click** **OK**.

The screenshot shows the 'Job Batch - Time Entry' window. The 'Leave Type' field is highlighted with a blue arrow pointing to a 'Select Type' dialog box. The dialog box contains a table with the following data:

Type	Description
1	Annual Leave
2	Sick Leave
3	Workcover
4	Training
5	Long Service
6	School Holidays
7	Unpaid Leave

The dialog box also has 'OK' and 'Cancel' buttons at the bottom.

Click in the "Job No" field, **press** <F2> and select the non-productive job ticket from the list and **click** **OK**. Now in the WC field, **press** <F2> and select the appropriate non-productive workcenter from the pop-up list and **click** **OK**. The "Start and Finish" dates and the "Start" time field will be generated.

If the non-productive time is for the whole day, enter the employees Work Finish time in the "Finish Time" field, enter the employee's normal lunch break and then **press** <F9> to save the record.

The screenshot shows the 'Job Batch - Time Entry' window with the record completed. The 'Leave Type' field is now set to 'Annual Lea'. The 'Start Time' and 'Finish Time' fields in the table are highlighted with a red box.

Job No	WC	WC Desc	A/S	Start Date	Finish Date	Start Time	Finish Time	Qty	Fin	Lun	NT	1 1/2	DT	L	Process Text
1195-1	4000	Annual Leave		01/04/19	01/04/19	07:00:00	15:00:00				480	0	0		