## 2003-110b - Managing Employee Sick Leave – Part day event.

Overview:

This document describes how to manage sick leave when the employee clocks off early for the shift. Never edit an employee record on the day of the issue; this is to ensure that all the necessary time is allocated to the record. A Non-productive Part, and Workcenter will need to be set-up, and a Production Order with a Job Ticket will need to be created for sick leave. *Please see 'Setup and Utilise Non-productive Time'.*

Scenario – Employee number 11 Joel Johnstone clocks on as normal for the day. As the day progresses he find he is unwell and cannot continue to work. He clocks off the job he is doing and he clocks off for the day. The following day, the user responsible for maintaining employee clock records will create a 'Job Batch – Time Entry' for the time to be allocated to Sick Leave for the employee 11 Joel Johnstone's shift. This time will be allocated to a Non-productive Part, Workcenter and job ticket.

Open the **Resources** tab in the Opto ribbon and **click** on the 'Show Employee Times' icon. Use the calendar button to select. **Dbl-click** on the employee who took sick leave – Employee 11 Joel Johnstone, this opens their Time Clock record for the required date. Take note of the finish time on this record as this will be entered onto the Job Batch entry to record the sick leave. Close the 'Employee Time Clock' record, and the 'Daily Employee Records' window.
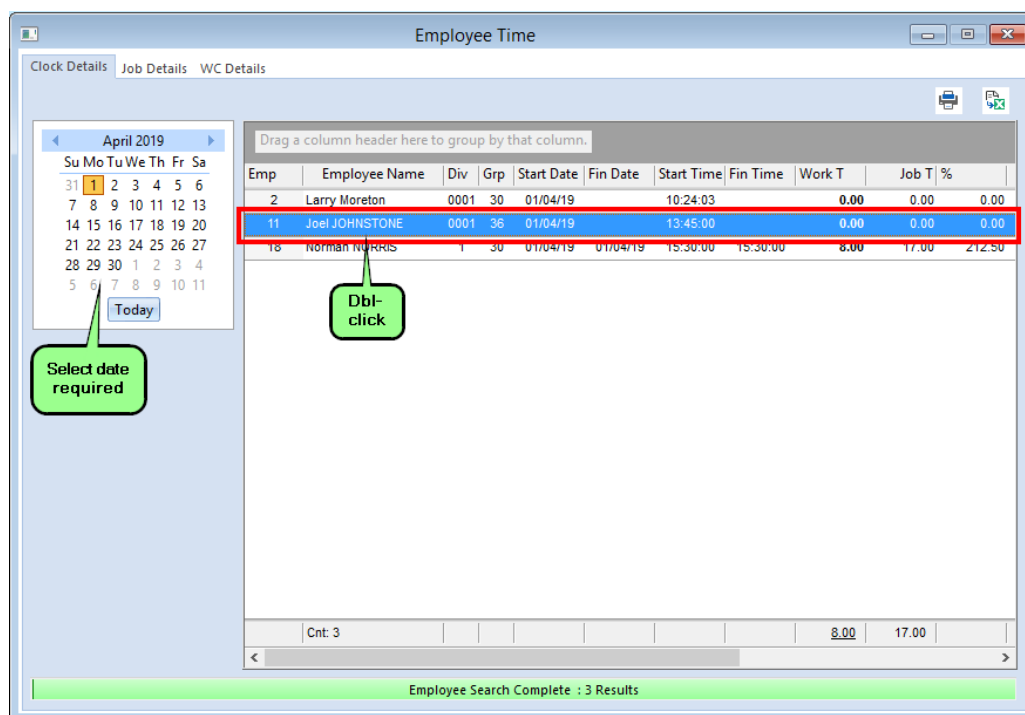
From the **Resources** tab in the Opto ribbon, click on the 'Job Batch' icon to open the ' Job Batch – Time Entry' window. From there, enter the employee number and then **press** <TAB>, edit the date fields to the required date.

Click in the "Leave Type" field, **press** <F2> and select the code for 'Sick Leave' from the pop-up list, **click** OK and **press** <TAB>. Edit the "Work Start" field, this start time will be the time the employee clocked off on the day of the sick leave, whereas the finish time, is the normal time the employee clocks off of the shift, so this stays the same. If the employee is setup for Auto Lunch, do not edit the "Lunch Start or Finish" fields. If the "Lunch" fields are blank, leave them blank.

Click in the "Job No" field, **press** <F2> and select the appropriate job ticket for the sick leave and **click** OK. In the "WC" field, **press** <F2> and selected the code for the Sick Leave workcenter - a pop-up message appears, **click** OK. The "Date" and "Start Time" fields will generate, **click** in the "Finish Time" and enter the normal finish time for the employee. **Press** <TAB> to move to the "Lunch" field and enter the time in minutes for the normal lunch break entitlement for the employee.

Press <F9> to save the record.

When the time comes to print the Payroll Report for that period, the times are allocated accordingly.