

MITREFINCH SUPPORT

TMS Procedures for Public Holidays

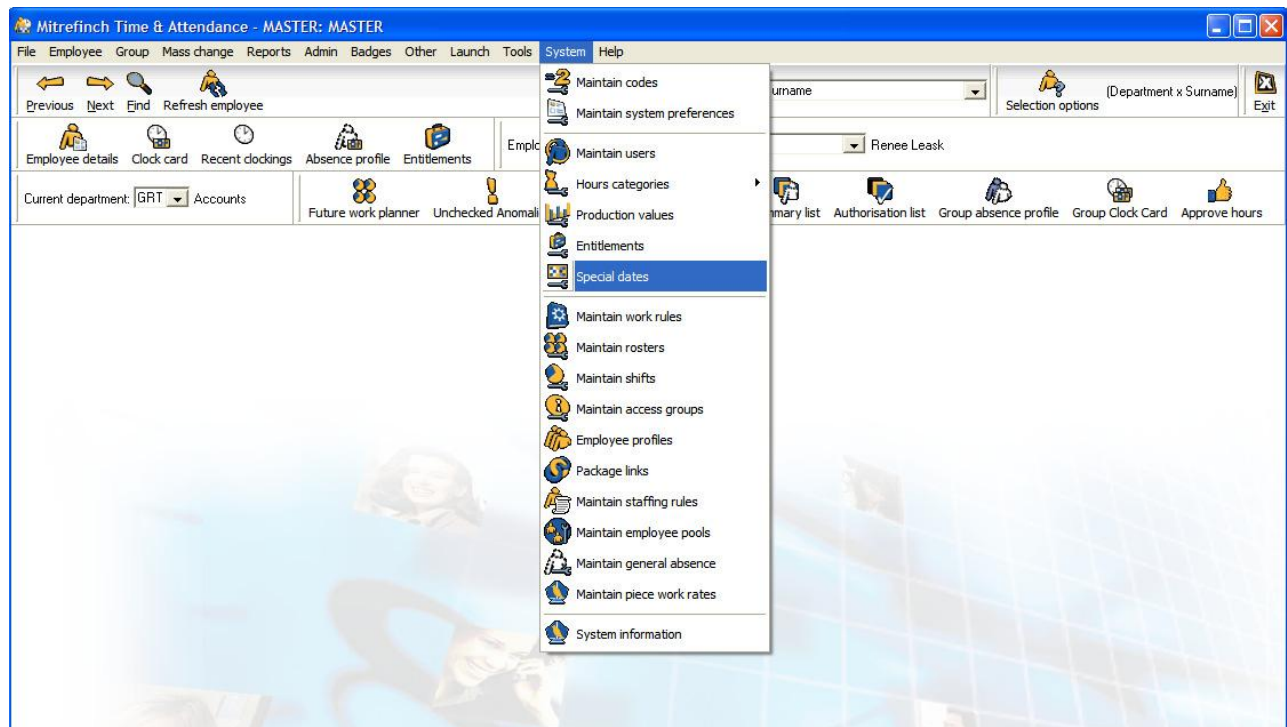
The following steps will allow you to easily configure your Mitrefinch Time and Attendance System (TMS) to process Public Holidays.

Before you begin

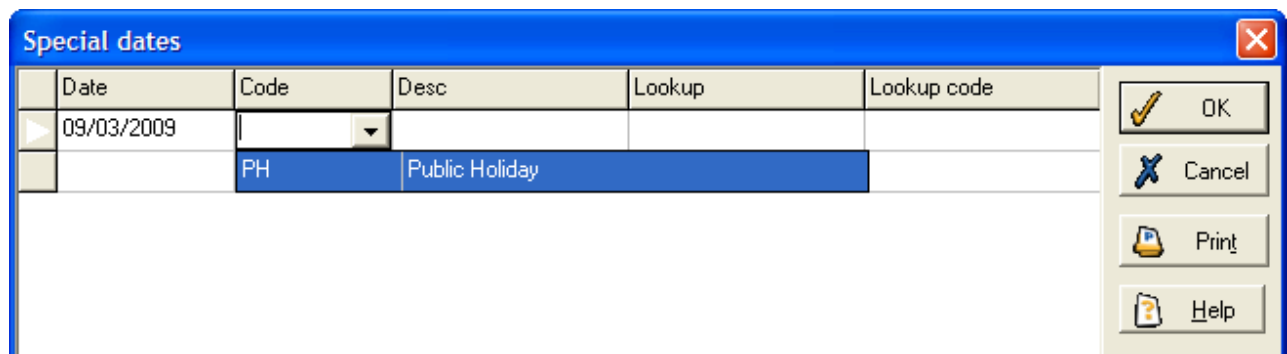
Ensure that ALL employees have a Rostered Shift for the day if they are working or are entitled to be paid for the Public Holiday.

Step 1

Select **“System”** from the main TMS menu bar and **“Special Dates”** from the associated drop down menu



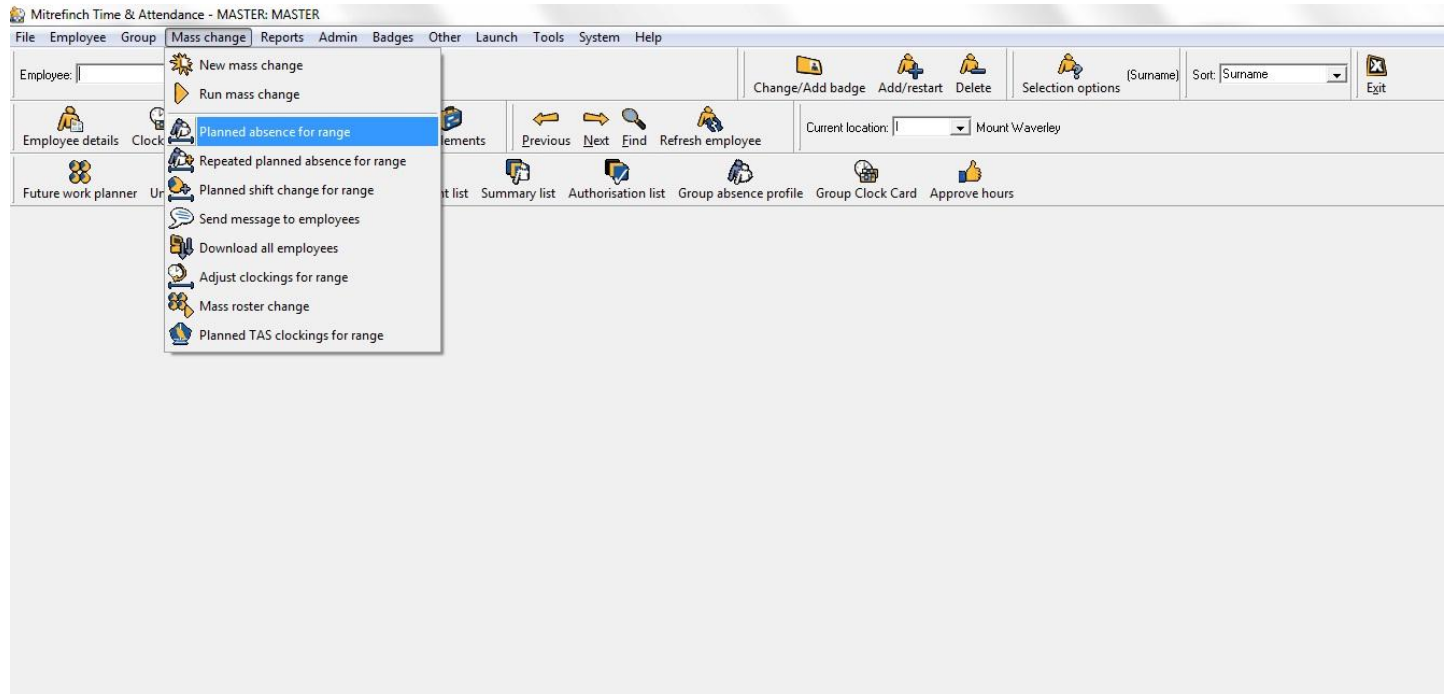
Enter the relevant date and PH as the Code:



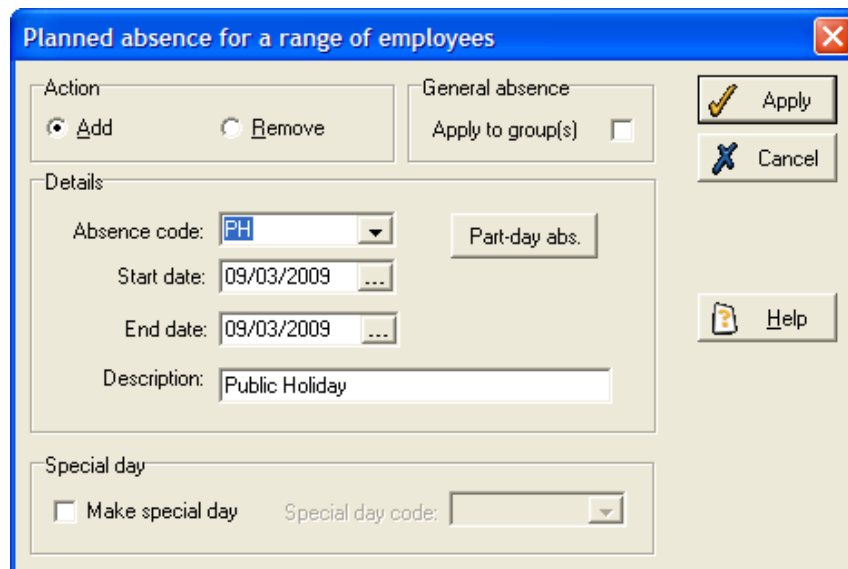
Step 2

Next you must enter the PH Absence Code for employees who are not working and are entitled to be paid for the Holiday

Select **“Mass Change”** from the TMS menu bar and **“Planned Absence for Range”** from the associated drop down menu



Select the **PH Absence Code** and add the relevant date - Click **“Apply”**



Planned absence for a range of employees

Action: Add Remove

General absence: Apply to group(s)

Apply Cancel Help

Details:

Absence code: PH

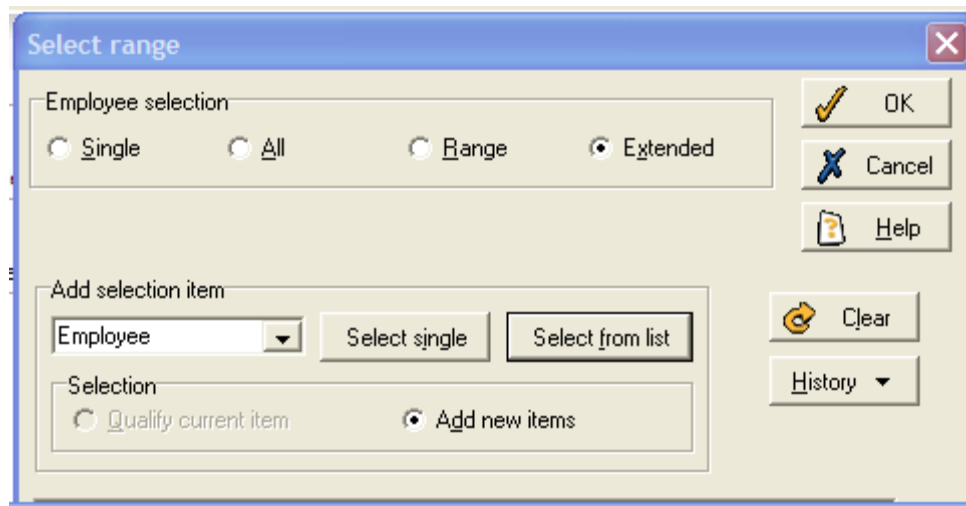
Start date: 09/03/2009

End date: 09/03/2009

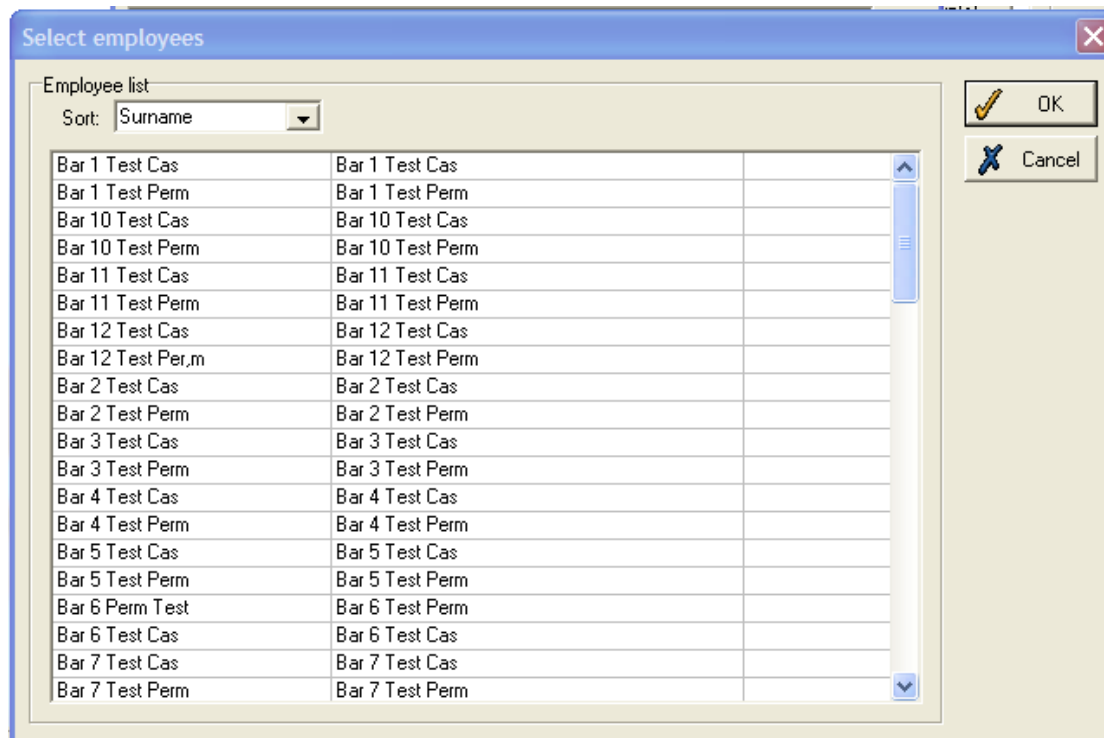
Description: Public Holiday

Special day: Make special day Special day code:

When the **Employee Selection** is displayed – select **<Extended>** and **<Select from list>**



This displays an **Employee List** (as per below). By holding down the **<CTRL>** button on your keyboard you can select the required employees.



Employee list	
Sort: Surname	
Bar 1 Test Cas	Bar 1 Test Cas
Bar 1 Test Perm	Bar 1 Test Perm
Bar 10 Test Cas	Bar 10 Test Cas
Bar 10 Test Perm	Bar 10 Test Perm
Bar 11 Test Cas	Bar 11 Test Cas
Bar 11 Test Perm	Bar 11 Test Perm
Bar 12 Test Cas	Bar 12 Test Cas
Bar 12 Test Perm	Bar 12 Test Perm
Bar 2 Test Cas	Bar 2 Test Cas
Bar 2 Test Perm	Bar 2 Test Perm
Bar 3 Test Cas	Bar 3 Test Cas
Bar 3 Test Perm	Bar 3 Test Perm
Bar 4 Test Cas	Bar 4 Test Cas
Bar 4 Test Perm	Bar 4 Test Perm
Bar 5 Test Cas	Bar 5 Test Cas
Bar 5 Test Perm	Bar 5 Test Perm
Bar 6 Perm Test	Bar 6 Test Perm
Bar 6 Test Cas	Bar 6 Test Cas
Bar 7 Test Cas	Bar 7 Test Cas
Bar 7 Test Perm	Bar 7 Test Perm

Once the required employees have been selected, click **<OK>** on all screens until you return to the Planned Absence Screen. Then click **<Cancel>**.

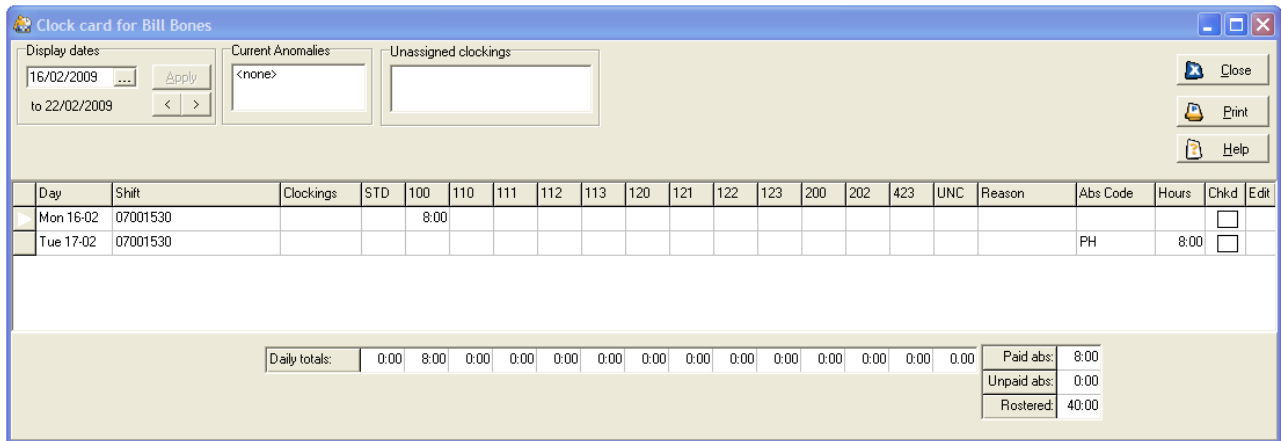
The process is now complete.

Public Holidays can be added in advance but it is advisable to wait until closer to the day before selecting the employees.

The following Screen Shots show the results of Public Holiday processing for 2 employees. For the purposes of this example February 17th was setup as a Public Holiday.

The first employee did not work and was selected as above. The second employee was expected to work and was not selected as above.

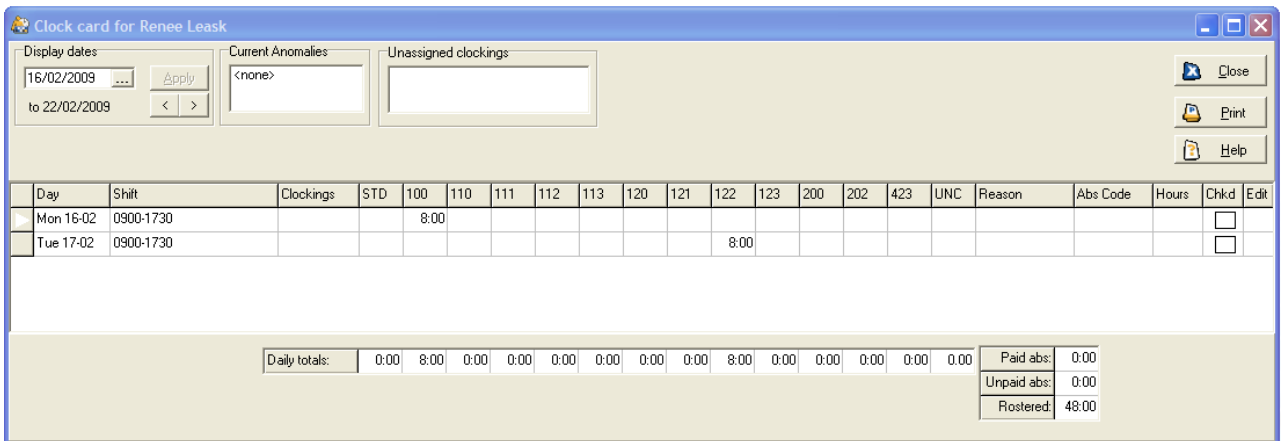
Employee 1:



Day	Shift	Clockings	STD	100	110	111	112	113	120	121	122	123	200	202	423	UNC	Reason	Abs Code	Hours	Chkd	Edit
Mon 16-02	07001530			8:00																	<input type="checkbox"/>
Tue 17-02	07001530																	PH	8:00		<input type="checkbox"/>

Daily totals:	0:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00		Paid abs:	8:00
																		Unpaid abs:	0:00
																		Rostered:	40:00

Employee 2:



Day	Shift	Clockings	STD	100	110	111	112	113	120	121	122	123	200	202	423	UNC	Reason	Abs Code	Hours	Chkd	Edit
Mon 16-02	0900-1730			8:00																	<input type="checkbox"/>
Tue 17-02	0900-1730										8:00										<input type="checkbox"/>

Daily totals:	0:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00	0:00	0:00	0:00	0:00	0:00		Paid abs:	0:00
																		Unpaid abs:	0:00
																		Rostered:	48:00

As a result, 8 Hours will be sent to Employee 1 to be paid as ORD PERM 150%

If you require any further assistance please do not hesitate to contact the Mitrefinch Support Department on 1300 884 817 or support@mitrefinch.com.au