


## Module 3 –Creating/Managing Staff Records and Adding a New User

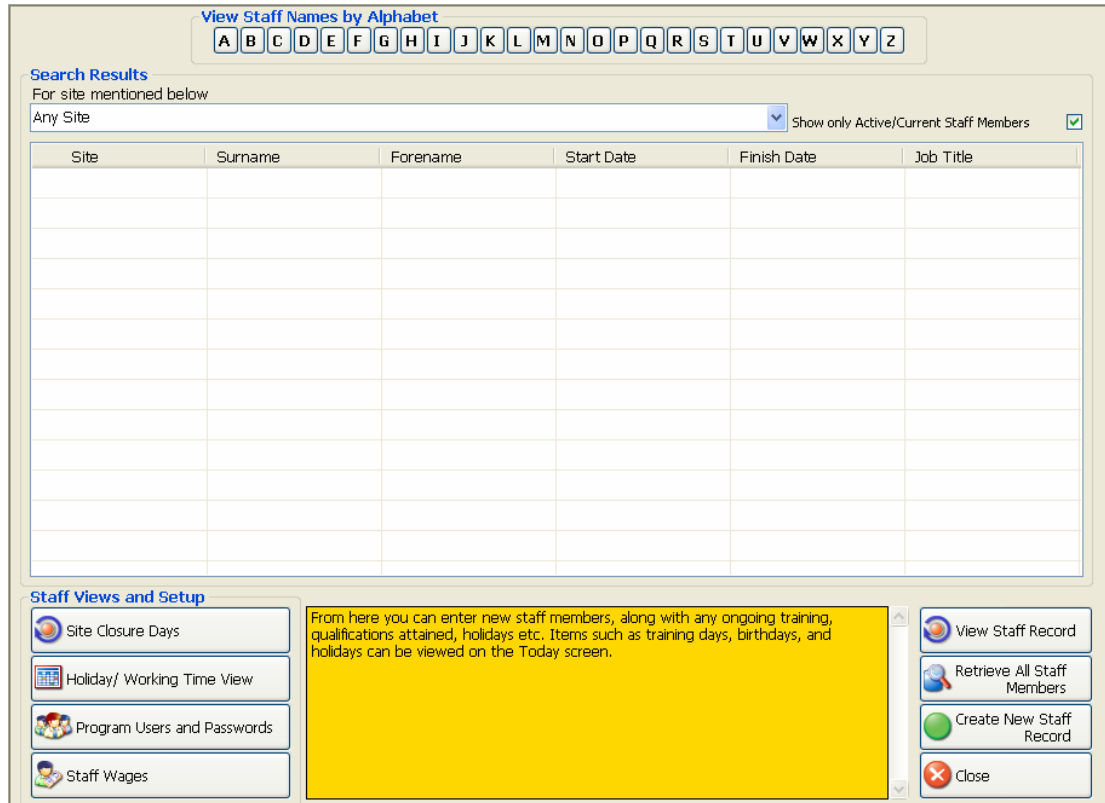
### Objectives:

Upon successful completion of this exercise the student will be able to:

- Create a new **Staff Record**
- Enter **Staff Member** details
- Configure **Staff Details** tab
- Configure **Usual Working Hours** tab
- Configure **Holidays/Year View** tab
- Configure **Timesheet** tab
- Configure **Training** tab
- Configure **Staff Development** tab.
- Retrieve **All Staff Members**
- View a **Staff Record**
- Configure **Staff Wages**
- Configure **View/Add Company Holidays and Bank Holidays**
- Configure **Annual Holiday/Working Time View with Dates of Note**
- Create a **New User**

## Create a new Staff Record

1. Select the **Staff**  icon button. You will now see the **Search Results** screen, as displayed below.



The screenshot shows a web interface for managing staff records. At the top, there is a navigation bar with the text "View Staff Names by Alphabet" and a row of buttons labeled with letters A through Z. Below this is a section titled "Search Results" with a dropdown menu for "For site mentioned below" set to "Any Site" and a checkbox for "Show only Active/Current Staff Members" which is checked. The main area is a table with the following columns: Site, Surname, Forename, Start Date, Finish Date, and Job Title. The table is currently empty. At the bottom, there is a "Staff Views and Setup" section with four buttons: "Site Closure Days", "Holiday/ Working Time View", "Program Users and Passwords", and "Staff Wages". To the right of this section is a yellow box containing the text: "From here you can enter new staff members, along with any ongoing training, qualifications attained, holidays etc. Items such as training days, birthdays, and holidays can be viewed on the Today screen." To the right of the yellow box are four buttons: "View Staff Record", "Retrieve All Staff Members", "Create New Staff Record", and "Close".


- a) Select the **Create New Staff Record**  button. You will now see the **Create New Staff Record** window, as displayed below.

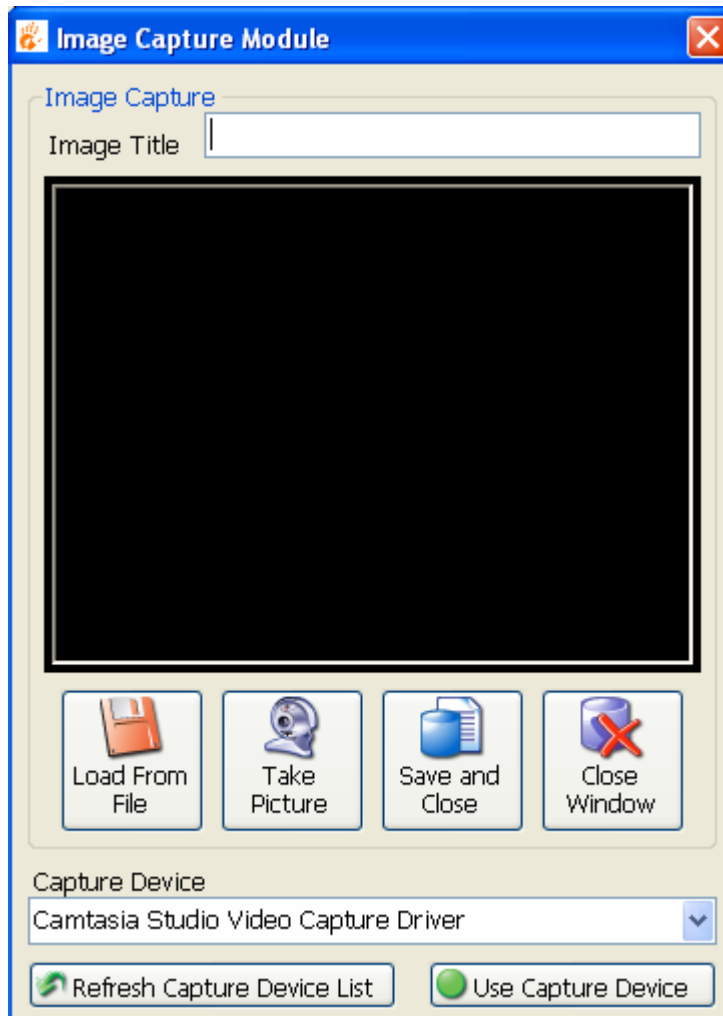
## Enter Staff Member Details

2. Under the **Staff Member** area, carry out the following.
  - a) **Surname**: enter **TR1 #** (# is your Surname).
  - b) **Forename**: enter **TR1 #** (# is your Forename).
  - c) **Title**: drop the menu down and select your **Title**.
  - d) **Sex**: drop the menu down and select **your Sex**.
  - e) **Site**: field drop the menu down and select the **Training Nursery Site 1**.
  - f) Leave the **Active** tick box selected.
  - g) **Job Title**: enter **Test**.
  - h) **Payroll Number**: For this exercise leave blank.
  - i) **RFID Tag**: For this exercise leave blank.
  - j) **Security Card**: For this exercise leave blank.

## Configure Staff Details Tab

3. Under the **Staff Details** tab enter the following.
  - a) **Postcode**: Enter a fictitious postcode.
  - b) **Address**: Enter a fictitious address.
  - c) **Tel**: Enter a fictitious telephone number.
  - d) **Fax**: Enter a fictitious fax number.

e) Select the **Alter Image**  button and a hint message will appear on the use of the feature. Select OK. You will now see the **Image Capture Module** window, as displayed below.



- f) Select the **Load From File** button. You will now see the **My Pictures** area.
- g) Locate and highlight a picture, select **Open**.
- h) Enter **Test** in the **Image Title** field. *Note: If you do not enter a title in the Image Title field, the system will prompt you with a warning Program Message.*
- i) Select the **Save and Close** button. *You will now see that the image you selected has been inputted into the staff record. If you have made a mistake and wish to change the image repeat the process selecting the desired image.*
- Under the **Extra Information** area carry out the following.
- j) **Date of last CRB check**: Un-tick the **Not Applicable** option then left clicking the down arrow to the right of the date field and a calendar will appear, select any date.
- Food Hygiene Certificate**: Un-tick the **Not Applicable** option then left clicking the down arrow to the right of the date field and a calendar will appear, select any date.
- First Aid Certificate**: Un-tick the **Not Applicable** option then left clicking the down arrow to the right of the date field and a calendar will appear, select any date.
- l) Left click under the **Notes** area and enter **Notes**.
- m) Left click the down arrow to the right of the **Start Date** field and select the first day of the previous Month.

- n) In the **Finish Date** field leave, as selected.
- o) In the **Date of Birth** field manually change the **Date of Birth** by left clicking into the day section and inputting **09**. Left click into the **Month** section and input **10**.
- p) Left click into the **Year** section and input **1970**, you will now see in the box to the right of the **Date of Birth** field the staff member's age.
- q) Select the **Alter**  button under the **List Icon**. You will now see the **Select Icon for Staff Member** window, as displayed below.



This facility allows you to allocate a specific icon to a member of staff.

- r) Select one of the icons and select the **Use Selected Icon button**. *Note if you do not wish to change the Icon you can select the **Cancel Changing Icon button**.*
- Under the **Other Important Details** area, carry out the following.
- s) **Has a disability**: For this exercise leave blank.
  - t) **New deal placement**: For this exercise leave blank.
  - u) **Ethnic Minority Staff Member**: For this exercise leave blank.
  - v) **Work Hours**: Select the **Fulltime 35+Hours** option.
  - w) **Work Type**: Select the **Childcarer** option.

## Configure Usual Working Hours tab

4. Select the **Usual Working Hours** tab. You will now see the **Standard Staff Work Hours** view, as displayed below.

The screenshot shows a software interface for configuring staff work hours. At the top, there are navigation tabs: **Staff Details**, **Usual Working Hours** (selected), **Holidays/Year View**, **Timesheet**, **Training**, and **Staff Development**. Below the tabs, the title is **Standard Staff Work Hours**. On the left, there is a **Reset Hours** button. In the center, the **Total Work Hours** is displayed as **0 hrs**. The main area is a grid with days of the week (Sunday to Saturday) on the vertical axis and hours (1 to 12) on the horizontal axis. Large blue text 'AM' and 'PM' are overlaid on the grid. Below the grid, there are input fields for **Day** (set to Sunday), **Time start** (09:00), and **Time end** (12:30). There are two buttons: **Add to Work Hours** (with a green plus icon) and **Remove Selected** (with a red minus icon). At the bottom right, there is an **Update Year View** button. A yellow text box at the bottom left contains instructions: "To enter a period of work for the day, select the day directly above, enter the time start and time end hours, then press the 'add as new work hour period' button. To remove a work hour period, select the item from the graphical weekly view, then press the 'remove selected' button directly above."

- Under the **Day** field drop the menu down and select **Monday**.
- Under the **Time start** field left click into the **09:** and use the down spin button to select **08:**.
- Under the **Time end** field click into the **12:** and use the up spin button to select **17:**.
- Now click into the **:30** and manually input **:00**.

e) Select the **Add as New work Hour Period** button and the data will now be transferred to your work sheet, as displayed below.

The screenshot shows a software interface for managing staff work hours. At the top, there are navigation tabs: Staff Details, Usual Working Hours (selected), Holidays/Year View, Timesheet, Training, and Staff Development. Below the tabs, the title is 'Standard Staff Work Hours'. A 'Reset Hours' button is on the left. The 'Total Work Hours' is prominently displayed as '9 hrs'. The main area is a weekly grid with days of the week on the y-axis and hours (1-12) on the x-axis. A green bar is present on the Monday row, spanning from 08:00 to 17:00. Below the grid, there are input fields for 'Day' (set to Monday), 'Time start' (08:00), and 'Time end' (17:00). To the right of these fields are two buttons: 'Add to Work Hours' (with a green plus icon) and 'Remove Selected' (with a red minus icon). A yellow tooltip box contains instructions: 'To enter a period of work for the day, select the day directly above, enter the time start and time end hours, then press the 'add as new work hour period' button. To remove a work hour period, select the item from the graphical weekly view, then press the 'remove selected' button directly above.' At the bottom right, there is an 'Update Year View' button.

Notice that the **Total Work Hours** is now showing **9 hrs**.

At the moment you have **Day/Monday**, **Time start/08:00** and **Time end/17:00** selected.

f) Select the **Remove Selected** button. This will remove the times from the sheet. You can also highlight the hour's line of that day and then select **Remove Selected** button.

g) Now select the **Reset Hours** button. Notice the **Day** field, now has **Sunday** selected.

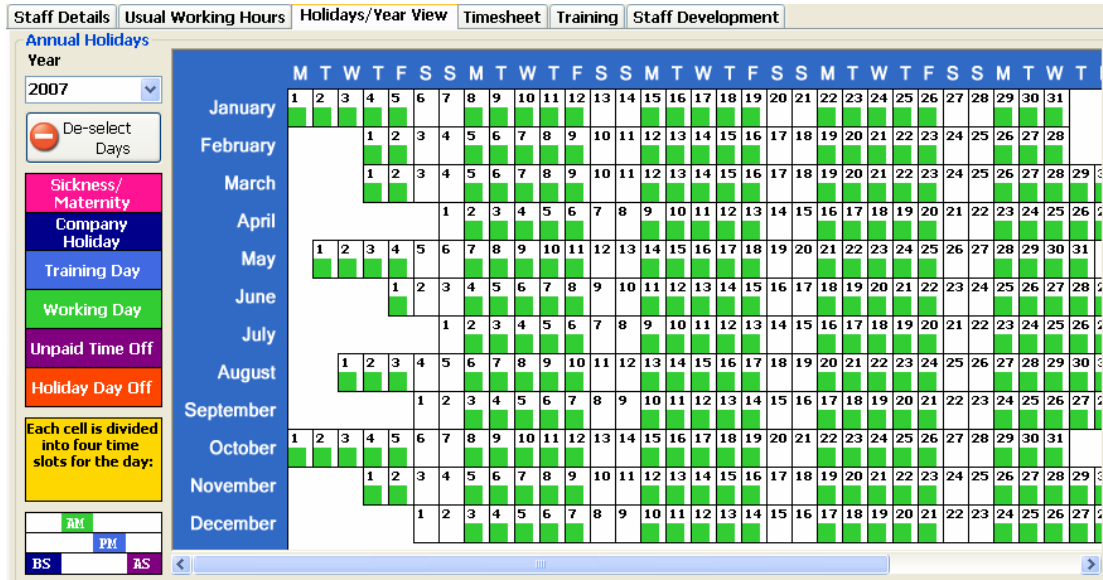
h) Re-input the **Day/Monday**, **Time start/08:00** and **Time end/17:00**. Now select the **Add as New Work Hour Period** button.

i) Enter the same working hours for **Tuesday**, **Wednesday**, **Thursday** and **Friday**.

j) Now select the **Update Year view**  button.

## Configure Holidays/Year View tab

5. Select the **Holidays/Year View** tab. You will now see the **Holidays/Year View** tab, as displayed below.



a) Left click into the **Monday, Tuesday** and **Wednesday** of the next week from the current week. This will highlight the days and allow you to change the status of them. Right click and write down the action options below.

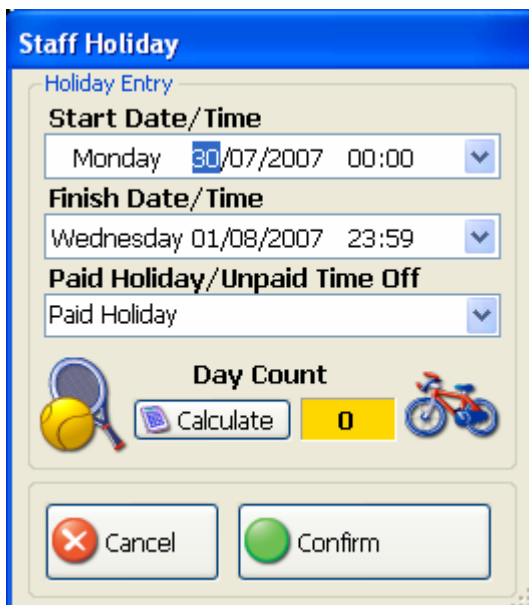
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b) Now select the **Add Holiday/Time off** option. You will now see the **Staff Holiday** window, as displayed below.



- c) In the **Start Date/Time** field, leave as selected.
- d) In the **Finish Date/Time** field leave as selected.
- e) In the **Paid Holiday/Unpaid Time Off** field drop the menu down and write down the options below.

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- f) Now select the **Paid Holiday** option.
- g) Under the **Day Count** area, select the **Calculate** button. This will now confirm the days to be taken off.
- h) Select the **Add Holiday/Time Off** button.
- i) The holidays have now been inputted onto the **Staff Record** and notice the colour of the days has changed from **Green** to **Red**.

**Configure Timesheet tab**

6. Select the **Timesheet** tab. You will now see the **Timesheet** tab, as displayed below.

The screenshot shows the 'Timesheet' tab interface. At the top, there are navigation tabs: Staff Details, Usual Working Hours, Holidays/Year View, Timesheet (selected), Training, and Staff Development. Below the tabs is a 'Work Hours Entered' section with a calendar grid for the week of July 23-29, 2007. The calendar shows days 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31. Days 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 are highlighted in yellow. Days 1, 29, 30, 31 are highlighted in white. To the right of the calendar is a 'Date selected' dropdown menu showing 'Monday 23/07/2007'. Below the date selected is a green button 'Attendance Entered For Day', a yellow button 'Entry Required', and a white button 'No Entry Required'. To the right of these buttons are several action buttons: 'Set as Full Day Off Sick', 'Set as Full Week Off Sick', 'Set as Full Day Off On Maternity Leave', 'Set as Full Week Off On Maternity Leave', 'Set as Full Day Working Contracted Hours', 'Set as Full Week Working Contracted Hours', and 'Add a specific Timesheet Entry for the Selected Date'. Below the calendar and buttons is a summary section showing 'Contracted Work Hours 45 hrs' and 'Total Hours Entered For The Week 0 hrs'. Below the summary is a table with columns: Day of the Week, Time From, Time To, Hours, and Type. The table is currently empty. At the bottom right of the interface is a button 'Remove Entry From List'.

a) Note down below the full description of all the action buttons available to you, within the **Timesheet** tab.

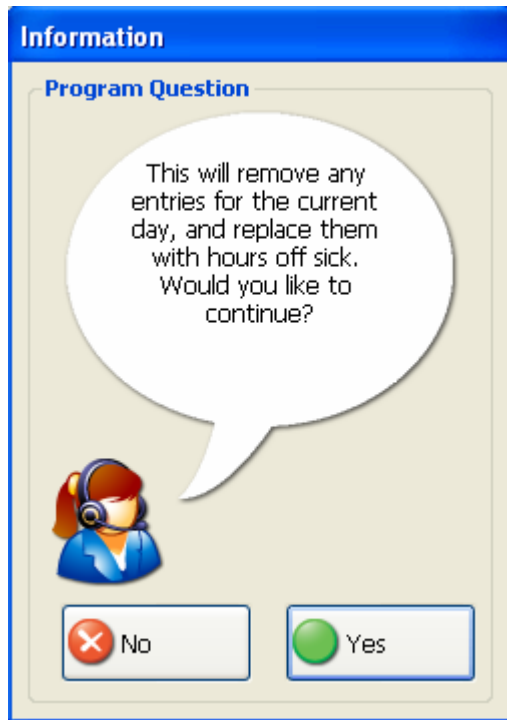
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b) Under the **Work Hours Entered** area, note and carry out the following. *In this section you have to confirm the hours that were actually done by the member of staff. We already know what the contracted hours are. The days that are highlighted in white are the weekends, along with the 3 days you have already*

selected as holidays for this staff member. The remaining days will be highlighted in yellow, as they are days that require an entry i.e. need confirmation of attendance and hours done.

c) In the **Date Selected** field note that the day already selected, is the current day, leave as selected.

d) Select the **Set as Full Day Off Sick** button. You will now see the **Program Question** window, as displayed below.



e) Select the **Yes** button. **Note:** If you have selected a day that is currently selected for a holiday the system will generate a warning window informing you that this entry will overlap do you still wish to go ahead? You would have to remove the holiday option in the **Holidays Year View** tab in order to show that day off, as a sick day in the **Time Sheet** tab.

f) Select the **Holiday/Year View** tab. You will now see that the current day is highlighted in **Pink** indicating that this day is either a **Sickness** or **Maternity** day.

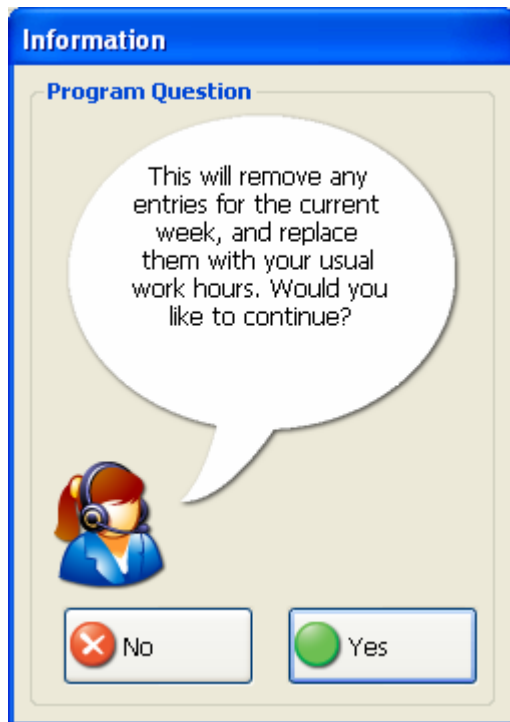
g) Note down below the other colour codes and their descriptions, from the right hand side of the **Holiday/Year View** tab.

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h) Select the **Timesheet** tab.

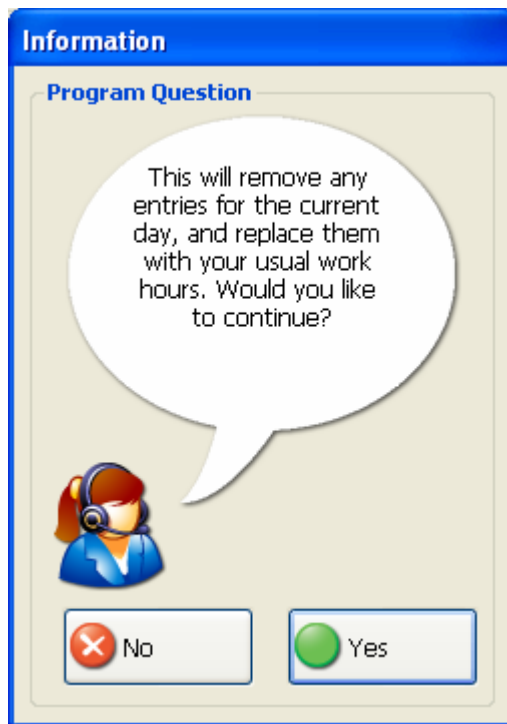
You are now going to confirm that this member of staff has carried out all hours from the last month up to and including yesterday, as today you have shown them off sick.

- i) In the **Date Selected** field, select the first day of the previous month.
- j) Select the **Set as Full Week Contracted Hours** button. You will now see the **Program Question** window, as displayed below.



- k) Select the **Yes** button. Notice you will now see under the **Work Hours Entered** area the full hours worked for that week.
- l) Select the **Monday** of the next week and select the **Set as Full Week Contracted Hours** button.
- m) Select the **Yes** button on the **Program Question** screen. Continue to do this for every week until you come to the beginning of the current week. **NB: If you are carrying out this exercise on a Monday, then carry out the following instructions for the **Tuesday** of the current week.**
- n) Select the **Monday** for the current week.

o) Select the Set as **Full Day Working Contracted Hours** button. You will now see the **Program Question** window, as displayed below.



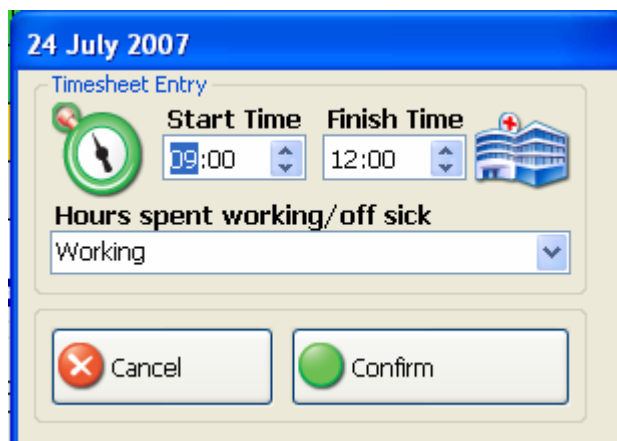
p) Select the **Yes** button.

q) Select and highlight the first working day, under the **Work Hours Entered** area.

r) Select the **Remove Selected Entry From List**  button. Notice that the day, has now been removed from the list.

s) Select and highlight the first working day for next week, under the **Date Selected** field.

t) Select the **Add a Specific Timesheet Entry for the Selected Date** button. You will now see the **Timesheet Entry** window, as displayed below.



- u) In the **Start Time** field highlight the **09:** and use the up spin button to select **11**.
- v) In the **Finish Time** field highlight the **12:** and manually enter **16**.
- x) In the **Finish Time** field highlight the **:00** and manually enter **30**.
- y) Drop the menu down of the **Hours spent working/off sick** filed and write down the options available to you below.

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- z) Select the **Working** option. If this is a holiday select the **Holiday Time Off** option.
- a) Select the **Add Timesheet Entry** button. The **Program Question** window will appear and ask you to **Confirm Hours Entry**.
- b) Select the **Yes** button.

*What you have done is changed the working hours for that particular day. Notice in the **Work Hours Entered** area, under the **Hours** column, one of the days is now showing 5.5.*

### Configure Training tab

7. Select the **Training** tab. You will now see the **Training** tab view, as displayed below.

**Staff Details Usual Working Hours Holidays/Year View Timesheet Training Staff Development**

**Attained Qualifications**

Qualification	Achieved On	Grade

**Ongoing Training**


Completed	Qualification	Day of We...	Location	Date From	Date To	Times	Paid

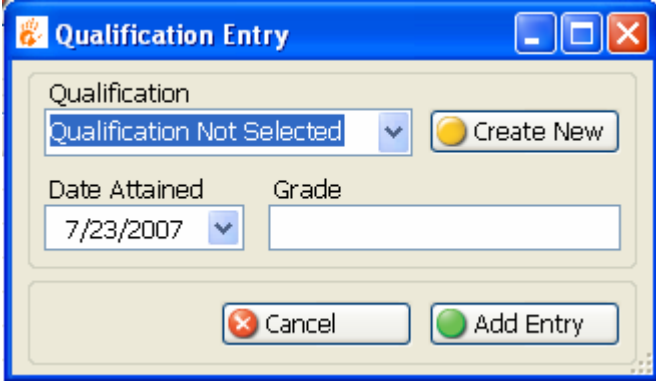
**Extra Details**

This staff member is allowed to look after children between the following ages:

**Age From**  Yr  Mnth **Age To**  Yr  Mnth  **Any Age**

Notes


a) Under the **Attained Qualifications** area, select the **Add**  button. You will now see the **Qualification Entry** window, as displayed below.

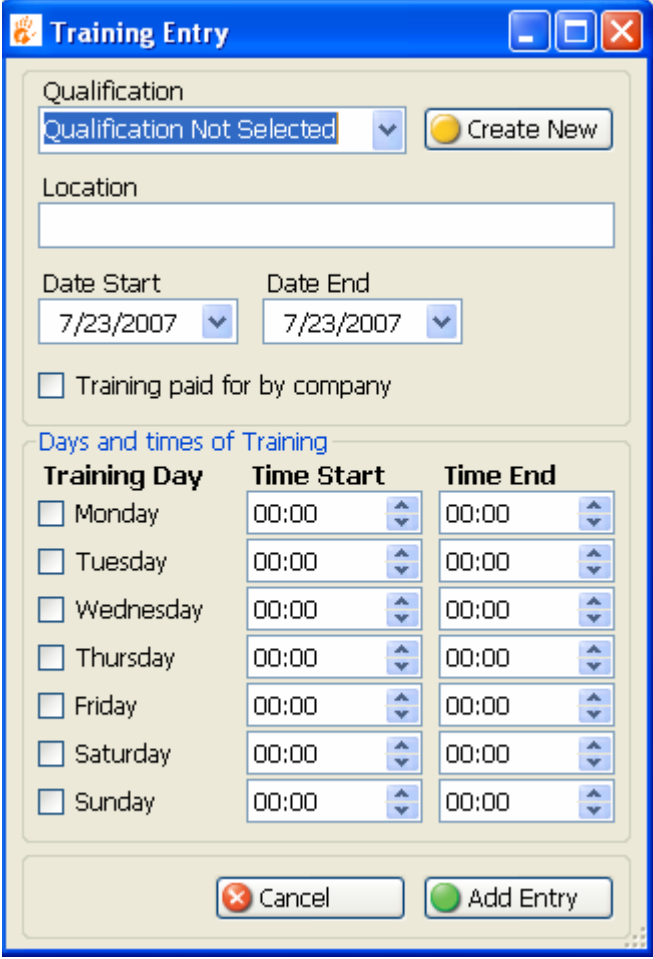


The image shows a software window titled "Qualification Entry". It has a blue title bar with standard window controls (minimize, maximize, close). The main area contains a "Qualification" dropdown menu with "Qualification Not Selected" selected, a "Create New" button with a yellow circle icon, a "Date Attained" dropdown menu with "7/23/2007" selected, and an empty "Grade" text field. At the bottom, there are "Cancel" and "Add Entry" buttons.

- b) Select the **Create New** button. You will now see the **Add a New Qualification** window.
- c) Enter **First Aid** into the **Qualification** field. Now select the **Add Entry** button.
- d) You will now see the **Program Question** window, asking you to confirm the addition of the new qualification. Select the **Yes** button. You will now be brought back to the **Qualification Entry** window.
- e) Drop the menu down in the **Qualification** field and select the entry you have just created, of **First Aid**.
- f) In the **Date Attained** field enter leave **Today's Date**, as the selection.
- g) In the **Grade** field enter **Pass**. (*Note you have to enter a Grade in the grade field even though it may not be applicable*)
- h) Now select the **Add Entry** button. The entry has now been inputted into the list under the **Attained Qualifications** area.
- i) Select the **First Aid** qualification you have just entered and select the **Remove from List** button under the **Attained Qualifications** area. You have now removed the qualification.
- j) Re-enter the qualification, by following the above instructions but do not remove it this time.

k) Under the **Ongoing Training** area, carry out the following.

l) Select the **Add**  **Add** button. You will now see the **Training Entry** window, as displayed below.



Training Day	Time Start	Time End
<input type="checkbox"/> Monday	00:00	00:00
<input type="checkbox"/> Tuesday	00:00	00:00
<input type="checkbox"/> Wednesday	00:00	00:00
<input type="checkbox"/> Thursday	00:00	00:00
<input type="checkbox"/> Friday	00:00	00:00
<input type="checkbox"/> Saturday	00:00	00:00
<input type="checkbox"/> Sunday	00:00	00:00

m) Select the **Create New** button. You will now see the **Add a New Qualification** window.

n) Enter in the **Qualifications** field **Advanced First Aid**. Now select the **Add Entry** button. The **Program Question** window will ask you to confirm this action. Select the **Yes** button. *Note: If you have already created this Qualification description the system will warn you.*

o) In the **Location** field enter **College**.

p) Under the **Date Start** field enter the date of the first **Monday** of your next month.

q) Under the **Date End** field enter the date of two days forward from the **Date Start** date.

r) Select the **Training paid for by company** check box.

s) Under the **Days and times of Training** area, carry out the following.

t) Under the **Training Day** column, select the check boxes for **Monday**, **Tuesday** and **Wednesday**.

u) Under the **Time Start** column in the field opposite **Monday** enter **09:00**.

v) In the field opposite **Tuesday** enter **09:00**.

w) In the field opposite **Wednesday** enter **09:00**.

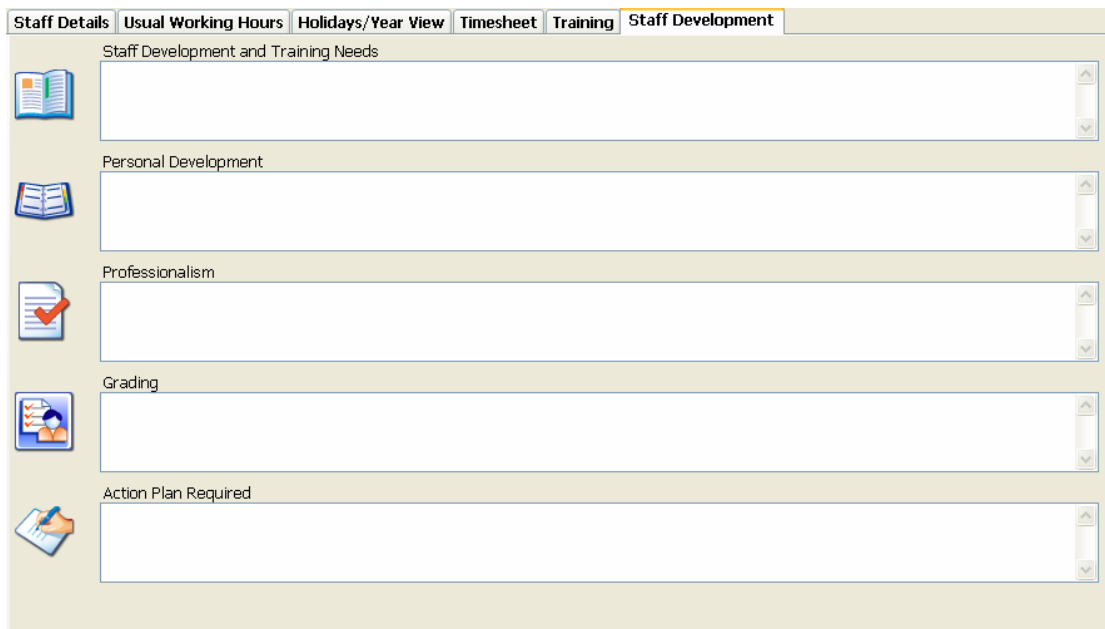
x) Under the **Time End** column in the field opposite **Monday** enter **17:00**.

y) In the field opposite **Tuesday** enter **17:00**.

- z) In the field opposite **Wednesday** enter **17:00**.
- a) Now select the **Add Entry** button. The **Program Question** window will ask you to confirm this action. Select the **Yes** button. You will now see the Ongoing Training area, has been populated with the training details.
- b) In the **Completed** column, for this exercise leave the check boxes blank.
- c) In the **Extra Details** area, under the **This Staff Member is allowed to look after children of the following ages**, select the **Any Age** check box.
- d) Under the **Age From** area, for this exercise leave blank.
- e) Under the **Age To** area, for this exercise leave blank.
- f) The Notes area is for
- g) Now create **4 more Staff Members** inputting fictitious information. **NB: This part of the exercise is optional.**

**Configure the Staff Development tab**

**8.** Select the **Staff Development** tab. You will now see the Staff Development tab, as displayed below. This area is for manually entering notes under the relevant headings.




- a) Left click into the **Staff Development and Training Needs** text box and enter **Training**.
- b) Below write down the description of all the other areas that can have notes added to.

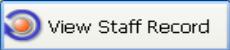
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- c) Select the **Save Details and Close** button.

## Retrieve All Staff Members

9. Select the **Staff** button. You will now see the **Search Results** window.
  - a) In the **For Site Mentioned Below** field, drop the menu down and select the **Training Nursery Site 1** option.
  - b) Now select the **Retrieve All Staff Members**  button.
  - c) You will now see the **Staff Member** you have just created and any others for this Site, available for selection

## View a Staff Record


10. Once you have carried out the above, highlight the Staff Member you have just created and select the **View Staff Record**  button. You will now see the selected **Staff Members** record.



f) Select the **Create Wage Run**  button. You will now see the **Program Question** window, as displayed below.



g) Select the **Yes** button. You will now see under the **Select Wage Run** field the dates you have just created. **Note:** *The dates you have inputted will now be available for selection any time you wish. To access wage runs longer than 12 months ago, you would have to select the **View Wage Runs older than 12 Months** button and that will bring up a list of all wage runs to date.*

h) Highlight the dates you have just created in the **Select Wage Run** field and select the **View Wage Run**  button.



j) Highlight the TR1 entry under the **Staff Member** column.  
 Select the **View/ Modify Wage Details** button. You will now see the Wage Details window for TR1, as displayed below.

Wage Details		TR1 Amanda TR1 Randall		
01 June 2007 30 June 2007				
<p>The data opposite has been taken directly from the timesheet entries that staff members have entered.</p> <p>Any changes to the standard hourly rate and overtime boxes at the top of the form will propagate down to the wage calculations below these boxes.</p> <p>You can also add an extra payment or deduction type and amount on the form opposite. For example, you may want to enter an extra deduction for a company medical scheme.</p> <p>The 'Re-load Wage' button is provided for when a staff member has had their wage calculated from incomplete timesheet data, and upon realisation have entered timesheet entries after the wage run has been calculated. The Wage is re-calculated with the new timesheet entries.</p>	Standard hourly rate	<input type="text" value="0.00"/>	Weekday overtime rate	<input type="text" value="0.00"/>
	Tax Code	<input type="text"/>	Weekend overtime	<input type="text" value="0.00"/>
	Holiday rate	<input type="text" value="0.00"/>	Working Holiday Rate	<input type="text" value="0.00"/>
	<b>Totals For Wage Run Period</b>		<b>Time Sheet Entries</b>	
	<b>Payments</b>		Hours	Pay (£)
	Standard Hours Worked	<input type="text" value="199"/>	<input type="text" value="30"/>	<input type="text" value="0.00"/>
	Holiday Hours Off	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
	Sickness Hours Off	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
	Weekday Overtime Worked	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
	Weekend Overtime Worked	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Holiday Overtime Worked	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	
Maternity Leave Taken	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	
		Extra Payment Amount	<input type="text" value="0.00"/>	
<b>Total Payments</b>		<b>£0.00</b>		
<b>Deductions</b>				
Pension	<input type="text" value="0.00"/>	National Insurance	<input type="text" value="0.00"/>	
Childcare Cost	<input type="text" value="0.00"/>	Tax Deductions	<input type="text" value="0.00"/>	
		Extra Deduction Amount	<input type="text" value="0.00"/>	
<b>Total Deductions</b>		<b>£0.00</b>		
<b>TOTAL</b>				
<b>£0.00</b>				
<input type="button" value="Close Form without Saving"/>		<input type="button" value="Re-load Wage"/>		
		<input type="button" value="Save and Continue"/>		
<b>Training Nursery Site 1</b>				

The top area is confirming the Staff Members name and the dates of the wage run.

- k) In the **Standard hourly rate** field enter **6.10**.
- l) In the **Tax code** field, for this exercise leave blank
- m) In the **Holiday rate** field enter **6.10**.
- n) In the **Weekday overtime rate** field enter **6.10**.
- o) In the **Weekend overtime rate** field, for this exercise leave Blank.
- p) In the Working **Holiday Rate** field enter **6.10**.

**Note:** Once you have entered this data the Pay column is now showing figures, relevant to this particular months wages.

Note down below the heading descriptions under the Payments area.

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**Note:** If you had an **Extra Payment Amount** to enter you would quantify this by entering a reason in the field to the right.

q) Under the **Deductions** area, enter the following.

**Pension:** For this exercise leave blank.

**Childcare Cost:** For this exercise leave blank.

**National insurance:** Enter 89.00.


**Tax Deductions:** Enter 165.45.

**Extra Deduction Amount:** For this exercise leave blank.

**Note:** *If you were to enter extra deductions you would quantify that in the field to the right.*

You will now see the final Totals have been configured, as displayed below. *Please not that the figures you have may be slightly different from the ones shown.*

Wage Details																												
01 June 2007 30 June 2007	<b>TR1 Amanda TR1 Randall</b>																											
<p>The data opposite has been taken directly from the timesheet entries that staff members have entered.</p> <p>Any changes to the standard hourly rate and overtime boxes at the top of the form will propagate down to the wage calculations below these boxes.</p> <p>You can also add an extra payment or deduction type and amount on the form opposite. For example, you may want to enter an extra deduction for a company medical scheme.</p> <p>The 'Re-load Wage' button is provided for when a staff member has had their wage calculated from incomplete timesheet data, and upon realisation have entered timesheet entries after the wage run has been calculated. The Wage is re-calculated with the new timesheet entries.</p>	<b>Standard hourly rate</b> <input type="text" value="6.10"/> Weekday overtime rate <input type="text" value="6.10"/> Tax Code <input type="text"/> Weekend overtime <input type="text" value="0.00"/> <b>Holiday rate</b> <input type="text" value="6.10"/> Working Holiday Rate <input type="text" value="6.10"/>																											
	<b>Totals For Wage Run Period</b> <b>Time Sheet Entries</b>																											
	<table border="1"> <thead> <tr> <th>Payments</th> <th>Hours</th> <th>Pay (£)</th> </tr> </thead> <tbody> <tr> <td>Standard Hours Worked</td> <td>199 30</td> <td>1216.95</td> </tr> <tr> <td>Holiday Hours Off</td> <td>0 0</td> <td>0.00</td> </tr> <tr> <td>Sickness Hours Off</td> <td>0 0</td> <td>0.00</td> </tr> <tr> <td>Weekday Overtime Worked</td> <td>0 0</td> <td>0.00</td> </tr> <tr> <td>Weekend Overtime Worked</td> <td>0 0</td> <td>0.00</td> </tr> <tr> <td>Holiday Overtime Worked</td> <td>0 0</td> <td>0.00</td> </tr> <tr> <td>Maternity Leave Taken</td> <td>0 0</td> <td>0</td> </tr> <tr> <td><input type="text"/></td> <td>Extra Payment Amount</td> <td><input type="text" value="0.00"/></td> </tr> </tbody> </table>	Payments	Hours	Pay (£)	Standard Hours Worked	199 30	1216.95	Holiday Hours Off	0 0	0.00	Sickness Hours Off	0 0	0.00	Weekday Overtime Worked	0 0	0.00	Weekend Overtime Worked	0 0	0.00	Holiday Overtime Worked	0 0	0.00	Maternity Leave Taken	0 0	0	<input type="text"/>	Extra Payment Amount	<input type="text" value="0.00"/>
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<b>Total Deductions</b> <b>£254.45</b>																												
<b>TOTAL</b> <b>£962.50</b>																												
<input type="button" value="Close Form without Saving"/> <input type="button" value="Re-load Wage"/> <input type="button" value="Save and Continue"/>																												
<b>Training Nursery Site 1</b>																												

**Note:** *The **Re-load Wage**  button is available, if required, to delete all the information you have just inputted.*

r) Select the **Save and Continue** button. You will now see the **Program Question** window asking you to **Confirm Saving of Modified Wage** Details.

s) Select the **Yes** button. You will now see the **TR1** has their wage details inputted into the **Staff Wages** window.




## Configure Annual Holiday/Working Time View with Dates of Note

13. Select the **Annual Holiday/Working Time View with Dates of Note** button. You will now see the **Annual Holidays** window, as displayed bellow.

- a) Under the **Select site to view** field, drop the menu down and select the **Training Nursery Site 1** option. You will now see the **Company Holiday** of **May Bank Holiday** you configured earlier, highlighted in **Yellow**.
- b) In the **Annual Holidays** field, leave the selection, as the current year.
- c) In the **Selected Staff Members** field drop the menu down and select **TR1 #** (*# is your surname*), **TR1 #** (*# is your first name*). You will now see the **Holiday** you configured earlier in this exercise, highlighted in **Orange**.
- d) Under the **Dates of Note** area carry out the following.
- e) Under the **Date From** field, select the date for **Mothering Sunday**, for the current year.
- f) Under the **Date to** field, select the date for **Mothering Sunday**, for the current year.
- g) In the **Description** field enter **Mothering Sunday**.
- h) Under the **For site mentioned below** field, drop the menu down and select the **Training Nursery Site 1** option.
- i) Select the **Add New** button. The **Program Question** window will appear and ask you to **Please confirm the addition of a new date of note**.
- j) Select the **Yes** button. You will now see the entry has been inputted into the **Dates of Note** area. Highlighted in blue and white is the same entry, entered in the **Annual Holidays** area.



b) Select the **Add New**  icon button. You will now see the **User Details** window, as displayed below.

- c) Under the field description **Login Name** enter **Training User 1**
- d) Under the field description **Password** enter **training1** (*Please type this all in lower case, no gaps*).
- e) Under the field description **Confirm Password** enter **training1**.
- f) Under the field description **Account Type** drop the menu down and write down the options below.

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- g) Now select the **Company Administrator** option. *Notice the moment you do that all the available options under the **Permissions** area have been selected.*
- h) Note down below what **Permissions** are allowable for a **Company Administrator**.

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i) Drop the menu down in the **Account Type** field and select the **Site Administrator** option. Now note down below what **Permissions** are allowable for a **Site Administrator**.

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j) Drop the menu down in the **Account Type** field and select the **Standard User** option. Now note down below what **Permissions** are allowable for a **Standard User**.

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*Note within the permissions for a Site Administrator Account Type or a Standard User, it is possible to customise the permissions by selecting any of the unselected permissions boxes. This will allow the permissions to be saved for that user only.*

- k) Re-select the **Company Administrator** under the **Account Type** field.
- l) Under the **This user is allowed to access data regarding the following Site** field, drop the menu down and Select **Training Nursery Site 1**.
- m) Under the **This user is allowed to modify details in their own Staff Record for the purpose of entering work hours change of address etc.** Select **Staff member below:** field drop the menu down and select **TR 1 # (# is your Surname), TR 1 # (# is your first name.)**



- n) Select the **Confirm Changes** button. You will now see the **Program Question** window asking you too, **Please Confirm Changes of User Login**.
- o) Select the **Yes** button. You will now see the **Users Names and Passwords** window, with the new user entered on the list of users.
- p) Note down below the descriptions of the other action buttons, you have available within the **Users Names and Passwords** window.

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*In order to access any of these other actions, you would first have to highlight the user in question.*

q) Now select the **Close Window** button.

**This concludes the exercises for Module 3.**