ibcoscomputers
gold fact sheet

Time and Attendance

Time and attendance allows a job to be set up for each employee to record their entire working day/week including any non-chargeable or unproductive time.

The engineer then records their time spend on individual jobs as normal.

Set Up

A workshop job is created for the engineer to record their clock on and off times.

The job number should be created manually using the depot code, a Z and the engineer number. For example, employee 1 (0001) at depot 1 needs a workshop job numbered 1Z0001.

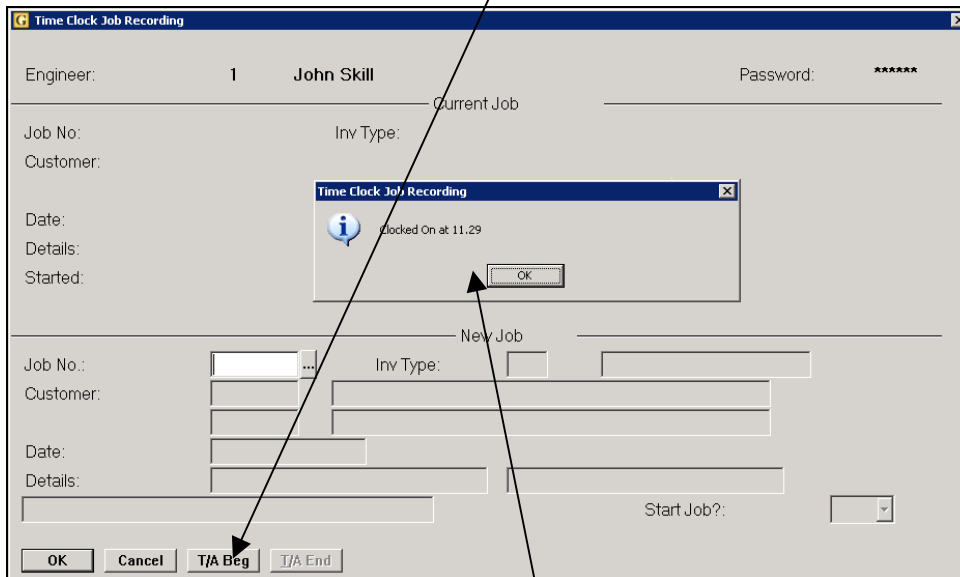An internal invoice type should be used.

Clocking On
(Workshop, Batch Entry/Time-Clock, Time Clock Entry)

Enter the engineer number and password (if any).

At the job number field use the option T/A Beg (F7) to start the attendance job.

A message is displayed to show the time clocked on.

The engineer then clocks on and off the various jobs worked on as required using the normal procedure.

If the workshop keyfob barcoding system is in use a job card can be printed for the Time and Attendance job and the start and end bar codes scanned to record the Clock On and Clock Off times.

Clocking Off

At the end of the day, when all jobs are complete, the option T/A End (F7) is used to complete the attendance record.

A message displays the time clocked on and time clocked off for information.

The engineers' unique time & attendance job will hold a complete record of all hours worked in addition to the chargeable hours recorded on the various customer jobs.

Reporting

When running the Labour Analysis Report, the Time and Attendance jobs are automatically excluded.