

















ALTERNATE DAYS

Alternate Days	Opening Balance in Days	Number of Statutory Holidays Worked	Alternate Days taken	Alternate Days Paid Out	Balance to Date in Days
	Employee	Opening Balance(days)	Statutory Holiday Worked(days) 	Time in Lieu(days) 	Paid Out(days)
George Hamilton Farm Manager Waihou Farm	6	1 	0 	0	7
Jane Smith Farm Assistant Farm 1	-1	1 	0 	0	0
Lisa Glass Farm Assistant Farm 1	2	0 	2 	0	0

To view the *Alternate Days Report* for an employee, click on an employee's name or their *Balance(days)*:

Alternate Days					
Employee	Opening Balance(days)	Statutory Holiday Worked(days) 	Time in Lieu(days) 	Paid Out(days)	Balance(days)
George Hamilton Farm Manager Waihou Farm	6	1 	0 	0	7
Jane Smith Farm Assistant Farm 1	-1	1 	0 	0	0
Lisa Glass Farm Assistant Farm 1	2	0 	2 	0	0

This will bring up the following screen:

Alternate Days Report :: George Hamilton Print + add paid out leave

Team Member :

Alternate Days Report for George Hamilton

Employment Start Date : Jun 20 2018
 Cut-off date of Alternate Days : Jun 20 2018
 Checked From Date : ▶
 Checked To Date : ▶

Balances from Jun 01 2019 to Aug 07 2019

Opening Balance : 6

Statutory Holiday Worked : 1
 Time in Lieu : 0
 Paid Out : 0
 Days Covered : 68

Closing Balance : 7.0000

To view a breakdown of the *Statutory Days* worked, click on the underlined figure for an employee under the *Statutory Holiday Worked (days)* column:

Alternate Days 					
Employee	Opening Balance(days)	Statutory Holiday Worked(days)	Time in Lieu(days)	Paid Out(days)	Balance(days)
<u>George Hamilton</u> Farm Manager Waihou Farm	6	<u>1</u> 	<u>0</u> 	0	<u>7</u>
<u>Jane Smith</u> Farm Assistant Farm 1	-1	<u>1</u> 	<u>0</u> 	0	<u>0</u>
<u>Lisa Glass</u> Farm Assistant Farm 1	2	<u>0</u> 	<u>2</u> 	0	<u>0</u>

This will bring up the following screen:

Activity Report

Print

Activity : Statutory Holiday Worked (SHW)
User : George Hamilton
Date Range : Jun 01 2019 to May 31 2020

Date	Activity	Hours	Days
Jun 03 2019	Statutory Holiday Worked	9.5000	0.9500
Total :		9.5000	0.9500

Date worked

Total hours worked

Total days worked

To view a breakdown of the *Alternate Days* taken, click on the underlined figure for an employee under the *Time in Lieu(days)* column:

Employee	Opening Balance(days)	Statutory Holiday Worked(days) ■	Time in Lieu(days) ■	Paid Out(days)	Balance(days)
<u>George Hamilton</u> Farm Manager Waihou Farm	6	<u>1</u> ↻	<u>0</u> ↻	0	7
<u>Jane Smith</u> Farm Assistant Farm 1	-1	<u>1</u> ↻	<u>0</u> ↻	0	0
<u>Lisa Glass</u> Farm Assistant Farm 1	2	<u>0</u> ↻	<u>2</u> ↻	0	0

This will bring up the following screen:

Activity Report Print

Activity : Time in Lieu (TIL)
User : Lisa Glass
Date Range : Jun 01 2019 to May 31 2020

Date	Activity	Hours	Days
Jun 02 2019	Time in Lieu	10.0000	1.0000
Jun 12 2019	Time in Lieu	10.0000	1.0000
Total :		20.0000	2.0000

Callouts:

- Period covered (points to the Date Range)
- Hours taken (points to the Hours column)
- Days taken (points to the Days column)
- Date taken (points to the Date column)
- Total hours taken (points to the Total Hours)
- Total days taken (points to the Total Days)