

ROSTERED TIME OFF

Employee	Entitlement To Date(Days)	Taken To Date(Days)	Balance(days)
George Hamilton (1 Day = 10.00 hours) Farm Manager Waihou Farm	13	5	8
Lisa Glass (1 Day = 10.00 hours) Farm Assistant Farm 1	15	3	12

Rostered Days Off Entitlement

Rostered Days Off Taken

Balance to Date in Days

To view the *Rostered Time Off Report* for an employee, click on the applicable name:



Employee	Entitlement To Date(Days)	Taken To Date(Days)	Balance(days)
George Hamilton (1 Day = 10.00 hours) Farm Manager Waihou Farm	13	5	8
Lisa Glass (1 Day = 10.00 hours) Farm Assistant Farm 1	15	3	12

This will bring up the following screen:

Team member name : ▾
 Team member start date : Jun 20 2018
 Start of financial Year : ▾
 Date checking to : Aug 08 2019
 No of days covered : 69




Roster days on : 4.08
 Roster days off : 1
 Roster days total : 5.08

[Show Results >>](#)

Annual Data  

Period	Date		Rostered Days			Actual Days			Difference Days
	Start	End	On	Off	Total	On	Off	Total	
1	Jun 01 2019	Jun 14 2019	11	3	14	12	2	14	1
2	Jun 15 2019	Jun 28 2019	11	3	14	14	0	14	3
3	Jun 29 2019	Jul 12 2019	11	3	14	14	0	14	3
4	Jul 13 2019	Jul 19 2019	6	1	7	6	1	7	0
5	Jul 20 2019	Jul 26 2019	6	1	7	6	1	7	0
6	Jul 27 2019	Aug 02 2019	6	1	7	5	2	7	-1
7	Aug 03 2019	Aug 09 2019	6	1	7	5	1	6	0

To view a breakdown of the *Rostered Days Off Taken*, click on the underlined figure for the applicable employee under the *Taken To Date (Days)* column:

Rostered Time Off (For employees who have an Annual Roster)   

Employee	Entitlement To Date(Days)	Taken To Date(Days)	Balance(days)
<u>George Hamilton</u> (1 Day = 10.00 hours) Farm Manager Waihou Farm	13	<u>5</u>	8
<u>Lisa Glass</u> (1 Day = 10.00 hours) Farm Assistant Farm 1	15	<u>3</u>	12

This will bring up the following screen:

The screenshot shows an 'Activity Report' for 'Rostered Time off (RTO)' by user 'George Hamilton' from 'Jun 01 2019 to May 31 2020'. The report includes a table with columns for Date, Activity, Hours, and Days. A 'Print' button is visible in the top right. Callouts highlight specific data points: 'Date taken' points to the Date column, 'Period covered' points to the date range, 'Hours taken' points to the Hours column, 'Days taken' points to the Days column, and 'Total hours taken' and 'Total days taken' point to the summary row.

Date	Activity	Hours	Days
Jun 01 2019	Rostered Time off	10.0000	1.0000
Jun 02 2019	Rostered Time off	10.0000	1.0000
Aug 01 2019	Rostered Time off	10.0000	1.0000
Aug 02 2019	Rostered Time off	10.0000	1.0000
Aug 03 2019	Rostered Time off	10.0000	1.0000
Total :		50.0000	5.0000