

# TIMEPEACE

## STANDARD OPERATING PROCEDURE

Subject: Managing Leave & Stat  
Holidays etc.

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**This SOP relates to the new Away leave and Adjustment Window only**

### **General:**

- From version 50.1.25: All leave can now be recorded in advance and updated to the log file before sending the weekly wages. (See SOP)
- During the week, the “Adjustment Browse” button in the “Leave and Adjustment Window” can be used to check entries.
- **For stat days that are worked**, that Stat Day must be set up in the Stat Day File (see below) and staff members clock in and out as normal on that day.

### **Annual Leave:**

1. In TimePeace main screen, push the “Record Away, Leave and Adjustments” button.
2. Enter the date, select the employee and enter the **hours they would have worked**, start time and tick “Confirm Times”. End time will display (not accounting for lunch breaks).
3. Tick “Pay anyway, if no sick/Annual leave owing” This ensures that the staff member will get paid for the day even if they have no A/L or S/L left. Agar Crombie will assess and pay accordingly.
4. Dot the correct “Annual Leave”, option.
5. Push the “Accept and record into Temp File” button, NOT the “Update Log File with Adjustments” option.

### **Sick Leave:**

1. This is normally limited to 1/2 or full days off sick (or a minimum of 1/4 hour blocks if absolutely necessary).
2. In “Record Away, Leave and Adjustments”, Follow procedure as for annual leave, choosing the sick leave option instead, remembering to tick “pay S/L & A/L anyway” box.

## PTO

### Statutory Holidays (If any staff working on the day):

1. Set up a stat holiday in TimePeace.
2. From TimePeace main screen, choose Browse, Statutory Day File, “Insert” button
3. Enter date AND name of the holiday including the year, eg: “Queens Birthday 2009” & push “OK”
4. Close.
5. Staff log in and log out as per usual. See instructions for lunchbreaks on the Statutory Day file on screen

### Stat day Entitlements (if pharmacy is closed):

1. For all staff who would have worked that day, record the hours they would have worked using the Leave and adjustment Window.
2. Follow procedure as for Annual Leave dotting the Stat Day Entitlement option instead. The “Pay anyway...” option can be ignored here.

### To check and/or correct any mistakes made entering Leave:

1. Edit/Delete the leave entry in the Browse Leave file.
2. Edit/Delete in the Leave File: In MT Admin, Browse, Leave Detail, highlight the incorrect record and amend/delete.
3. If deleted, Re-enter correctly as appropriate.

Created by: Grant Penwarden	Date : 25 Feb 2011
Approved by: Richard Illingworth	Date : 25 Feb 2011
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