

Work Categories

These are predefined categories set up by Profile.

BHOL Bank Holiday

FOR Force Majeure Leave

HOL Holiday

MAT Maternity Leave

OT Overtime

OTH Other Leave

OTL Leave For Overtime

PAT Paternity Leave

SICK Sick Leave

STD Standard Hours

UNP Unpaid Leave

WB Work Break

Work Types

These types are set up by the user – they are a way of defining which types of work qualify for holidays, you can set up more than one type of “Holidays”, etc. The category is from the work categories.

Code	Description	Accumulate For Hols	Deduct From Hols	Category	Pay Code
B001	Bank Holiday	Y	N	BHOL	SALAR
H001	Holidays	Y	Y	HOL	SALAR
O001	Overtime	N	N	OT	
O002	Leave for Overtime	N	N	OTL	
S001	Standard	Y	N	STD	SALAR
S002	Sick Leave	Y	Y	SICK	
U001	Unpaid Leave	N	N	UNP	
WB01	Work Break	N	N	WB	

Company Holidays

This is the list of company holidays for the year – it is set up by the user – for Profile – it is the list of bank holidays where the company is closed. The work type is set to “B001” which is for Bank Holidays so these hours are accumulated for holiday purposes.

Date	Description	Work Type
2013-01-01	New Year's Date	B001
2013-03-18	Bank Hol for St. Patricks Day	B001
2013-04-01	Easter Monday	B001
2013-05-06	May Bank Holiday	B001
2013-06-03	June Bank Holiday	B001
2013-08-05	August Bank Holiday	B001
2013-10-28	October Bank Holiday	B001
2013-12-25	Christmas Day	B001
2013-12-26	St. Stephen's Day	B001

Shift Types

This is the list of shifts that is worked in a company – you can define the start / end time and the number of minutes will be calculated or just enter in the number of hours/minutes if you do not want to define a start / end time.

Code Description

SHF01 Day Shift

Start Time	End Time	Work Type		Number Minutes
09:00	13:00	S001	Standard	240
14:00	17:30	S001	Standard	210

Code Description

SHF02 Morning Shift

Start Time	End Time	Work Type		Number Minutes
09:00	12:45	S001	Standard	225