



Personal Option for the Web

The Personal Option is the Web Browser component of *Open Options* that enables employees to access their personal Time and Attendance information concerning hours worked, holiday entitlement and pay. It also enables employees to enter daily clocking details, maintain certain personal details, request holidays and enter Timesheet details if required.

Web browser

The web browser provides a simple means for employees to access information about their own personal records. A unique logon-id and password is used to allocate functional rights to each employee.

Employee Enquires

Employees may use a number of enquiry functions, which include

Flexi-Balance Enquiry displays the daily debit/credit hours for the previous 30 days, along with a graphical representation of the rolling balance

Holiday Card displays details of the employee's Holiday Entitlements, along with dates of all Holidays taken and Planned

Clockcard displays comprehensive details of all Attendance and Absence periods during the specified Pay/Tax week, Hours worked, showing Standard (Expected) Hours and Actual Worked Hours

Work Rosters, where Roster Planning is in use.

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Attendance & Absence Recording

Employees are able to record Clock In/Out details for any day during the specified working week. Absence request for holidays and other absences may also be submitted for supervisory approval.

Employee Self Administration

Employees may also be empowered to maintain various personal details such as name, address, family and bank information.

Timesheet Entry

If Activity Management is in use, employees may use the Personal Option to enter Timesheet details.

Personal Option at a glance

- Real time clocking entry via a web browser
- Access to personal information reducing employee queries
- Holiday request & authorisation process
- Employee self-administration of personal details
- Timesheet Entry for project or activity time recording