

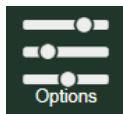
Employee Self Service

Login

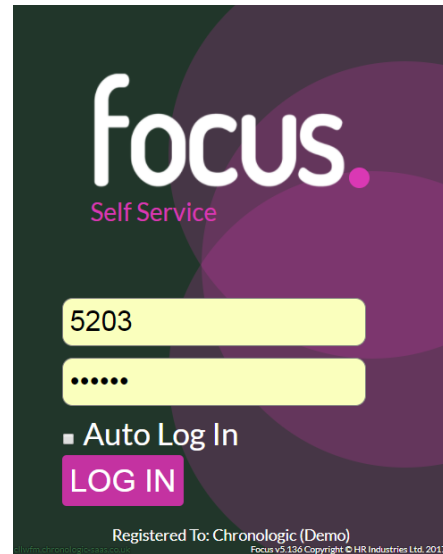
Use the URL provided by your company to visit the website for Focus using your browser screen and log on using the credentials provided.

Password Management

If this is your first login with a new temporary password please visit the Options menu item if you are not automatically taken there and use the Change Password option to enter a unique password that only you know.



Change Password

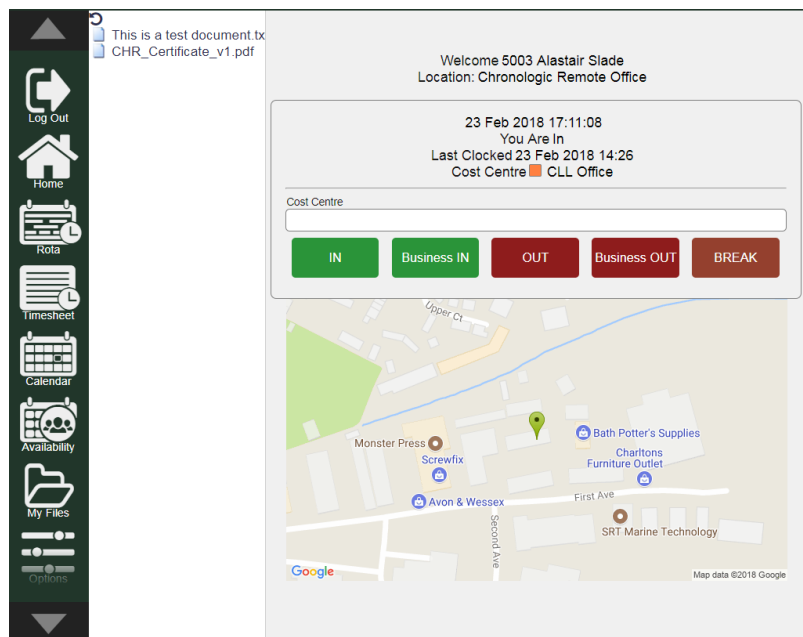


Your password must be between 6 and 20 characters, have one upper and one lower case letter and a number.

Clocking

If you have been set up so that you can clock In and Out then use the appropriate buttons to do so. You can choose a Cost Centre before clocking if you need to by clicking on the white box under the words Cost Centre.

Access the other areas using the Menu items.



Business In would be clocked when you have been out on business prior to arriving at the office.

Business Out would be clocking as you leave the business to keep accruing time. On returning to the office you would clock In on the portal or on a clocking terminal.

Rota

View your Rota here:

February 2018						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1 0830-1700 Flexi	2 0830-1700 Flexi	3 TOIL Earned	4
5 Line Leader 0830-1700 Flexi	6 0830-1700 Flexi	7 0830-1700 Flexi	8 0830-1700 Flexi	9 0830-1700 Flexi	10	11
12 0830-1700 Flexi	13 0830-1700 Flexi	14 0830-1700 Flexi	15 0830-1700 Flexi	16 0830-1700 Flexi	17	18
19 0830-1700 Flexi	20 0830-1700 Flexi	21 0830-1700 Flexi	22 0830-1700 Flexi	23 0830-1700 Flexi	24	25
26 0830-1700 Flexi	27 0830-1700 Flexi	28 0830-1700 Flexi	1	2	3	4

Timesheet

View your Timesheet here is you have the rights to do so:

Timesheet																			
19 Feb 2018 Cost Centre Colours																			
Flexitime: Standard 7:24 per day flex. Period Start 29 Jan 2018																			
Start (29 Jan 2018) Balance: -37:20 Balance From Last Week: -50:20																			
End (25 Feb 2018) Balance: -59:50 Balance this Week: -09:30																			
End of Week Balance: -59:50																			
Alastair Slade																			
19 Feb 2018	In	Out	In	Out	Basic	OT 1	OT 2	Hols	Sick	UAOT	NSA	Flexi	TOIL	Extra	Deduct	Daily	Balanc	Money	Shift
					x01.00	x01.00	x01.00	x01.00	x01.00	x01.00	x01.25	x01.00	x01.00	x01.00				x01.00	
Mon 19 Feb	08:20	13:04	13:19	17:14	07:30										07:30	00:00	-50:20		DR01
Tue 20 Feb	08:58i	11:57i	12:21	17:45	06:45	00:45									07:30	-00:45	-51:05		DR01
Wed 21 Feb	08:23	12:08	12:08	13:00	07:15										07:30	-00:15	-51:20		DR01
	13:56i	17:02																	
Thu 22 Feb	13:13i	13:33	13:42i	17:19	02:45										07:30	-04:45	-56:05		DR01
Fri 23 Feb	08:23	12:24	14:26i		03:45										07:30	-03:45	-59:50		DR01
Sat 24 Feb															00:00		-59:50		
Sun 25 Feb															00:00		-59:50		
Weekly Hours	28:45				28:00	00:45									37:30	-09:30	-59:50		
Weekly Rules Applied	28:45				28:45										37:30	-09:30	-59:50		
Weekly Gross Totals	28:75				28:75	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	37:50	-09:50	-59:83	0:00	
Version 3.304																			
Cost Centre	Basic	OT 1	OT 2	Hols	Sick	UAOT	NSA	Flexi	TOIL	Extra	Deduct	Daily	Balanc	Money					
CLL Office	28:00	00:45																	

Calendar

Look at your calendar and choose what shows by using the tick boxes at the top, see what allowances you have left and what absences are Pending, Granted or Refused:

Alastair Slade

Normal Sick Paid Public Holiday Holiday Sick Unpaid Absent System Anomalies Field Actions Flexi
 Half Day Flexi Payments Productive Hours Adjust

2018 Schedule Detail Only Select Scheduled Days

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
Jan 2018	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Feb				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
Mar				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
Apr							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25		
May		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Jun					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27		
Jul							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25		
Aug			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
Sep							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25		
Oct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Nov				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
Dec							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25		
Jan 2019	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

Key

- Holiday
- Line Leader
- Public Holiday
- TOIL Earned

Requested Absences

Pending

- 13 Aug 2018 Holiday
- 14 Aug 2018 Holiday
- 15 Aug 2018 Holiday
- 16 Aug 2018 Holiday
- 17 Aug 2018 Holiday

Granted

- 06 Aug 2018 Holiday
- 07 Aug 2018 Holiday
- 08 Aug 2018 Holiday
- 09 Aug 2018 Holiday
- 10 Aug 2018 Holiday

Refused

	Holidays (Days)	Sick Days	Paid	Unpaid	0	0	0	0
	Allowance	Brt Forward	Adjust	Taken	Booked	Available		
Personal	25	0	5	0	15	15		
Public	8	0	0	1	0	7		
Lieu	3	0	0	3	0	0		

Note that pending absences do NOT show in the Available value as they have not been authorised and are therefore not technically Booked at this time.

Availability

And check up on availability of holiday dates:

Availability

Normal Sick Paid Public Holiday Holiday Sick Unpaid Absent System

Feb 2018 Groups Chronologic Rota Order 1 Last Name Order 2 None

Show Available Show Absent Schedule Detail Only Select Scheduled Days

		February 2018																											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
		T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
John	Brown				x	x					x	x						x	x										
5010	Lynda Carter		x	x	x		x	x		x	x		x	x		x	x		x	x		x	x		x	x		x	x
5011	John Cleese				x	x						x	x						x	x									
5022	Kieran Draper				x	x						x	x						x	x									
5023	Ian Freely				x	x						x	x						x	x									
5004	Emily Grant		x	x	x		x		x		x	x		x		x		x	x		x		x		x		x		x
5012	Kylie Jones				x	x					x	x							x	x									
5555	Andrew Jones				x	x						x	x						x	x									
5002	Joe King				x	x						x	x						x	x									
5015	Flo Lloyd				x	x						x	x						x	x									
5013	Mark Perry				x	x						x	x						x	x									
5001	Daniel Redmond				x	x						x	x						x	x									
5003	Alastair Slade				x	x						x	x						x	x									
5024	Dave Smith				x	x						x	x						x	x									
5018	John Smythe		x	x	x						x	x	x						x	x	x								
5019	Julie Smythe		x	x	x						x	x	x						x	x	x								
5016	Simon Walsh				x	x						x	x						x	x									
5020	Horace Whyte				x	x						x	x						x	x									
5014	Jenny Wren				x	x	x					x	x	x					x	x	x								
5017	Angie Young		x	x	x							x	x	x					x	x	x								
Total Available of 20		20	20	19	20	19	20	20	20	20	20	20	19	20	20	20	19	20	20	19	20	20	20	20	20	20	20	20	20
% Available		100	100	95	100	95	100	100	100	100	100	100	95	100	100	100	95	100	100	95	100	100	95	100	100	100	100	100	

Absences can be booked on this screen as well by dragging across the dates required.

Holiday Requests

You can request holiday by dragging on the calendar to highlight the time they would like to take off, clicking on the drop down list and selecting the absence type you would like to request and to add a comment if appropriate then click Save:

The screenshot shows a calendar interface for requesting a holiday. The calendar highlights the dates 15 Oct 2018 to 19 Oct 2018. A modal window titled "Request Holiday" is open, showing the selected dates and a dropdown menu for the "Reason". The dropdown menu includes options: CLL On Call, Holiday, Holiday AM, Holiday PM, Hours Request, On Call, Sick Paid, and TOIL Spend. The "Holiday" option is selected. Below the calendar, there is a table showing absence allowances:

Holidays (Days)	Sick Days	Pa
Personal 25	Allowance	Brt Forw
Public 8	0	
Lieu 3	0	

The request form also includes a "New Total" field showing "00:00", a "Comment" field, and "Save" and "Cancel" buttons.

Comments and Status

And add a comment when doing so and click Save to request the absence, and then be able to see the holiday pending confirmation.

This screenshot shows the "Request Holiday" form with the following details:

- Title: Request Holiday
- Dates: 15 Oct 2018 - 19 Oct 2018 (5 days)
- Reason: Holiday
- New Total: 07:30
- Comment: Going to Jamaica!
- Buttons: Save, Delete, Cancel

Requested Absences	
Pending	
13 Aug 2018	Holiday
14 Aug 2018	Holiday
15 Aug 2018	Holiday
16 Aug 2018	Holiday
17 Aug 2018	Holiday
15 Oct 2018	Holiday
16 Oct 2018	Holiday
17 Oct 2018	Holiday
18 Oct 2018	Holiday
19 Oct 2018	Holiday