

Clocking Transactions Report

Report Filters

Section Reference Range: 0202 > 0202
 Staff Reference Range: ECM01 > ECM01
 Date Range: 01/04/2002 > 30/04/2002

0202 Committee Services Section (Continued)

ECM01 Alan Dent, Cttee Serv Officer (Continued)

<u>Date</u>	<u>Morning</u>		<u>Afternoon</u>		<u>Code</u>	<u>Absences</u>		<u>Time</u>	<u>Daily Total</u>
	<u>In</u>	<u>Out</u>	<u>In</u>	<u>Out</u>		<u>Time</u>	<u>Code</u>		

0202 Committee Services Section

ECM01 Alan Dent, Cttee Serv Officer

<u>Date</u>	<u>Morning</u>		<u>Afternoon</u>		<u>Code</u>	<u>Absences</u>		<u>Time</u>	<u>Daily Total</u>
	<u>In</u>	<u>Out</u>	<u>In</u>	<u>Out</u>		<u>Time</u>	<u>Code</u>		
01/04/2002	09:00	12:30	13:30	17:00					7:00
02/04/2002	09:00	12:30	13:30	17:00					7:00
03/04/2002	09:00	12:30	13:30	17:30					7:30
04/04/2002	09:00	12:30	13:30	17:30					7:30
05/04/2002	09:00	12:30	13:30	16:30					6:30
08/04/2002	09:00	12:30	13:30	17:00					7:00
09/04/2002	09:00	12:30	13:30	17:00					7:00
10/04/2002	09:00	12:30	13:30	17:30					7:30
11/04/2002	09:00	12:30	13:30	17:30					7:30
12/04/2002	09:00	12:30	13:30	16:30					6:30
15/04/2002					SD	07:00			7:00
16/04/2002					SD	07:00			7:00
17/04/2002					SD	07:00			7:00
18/04/2002					SD	07:00			7:00
19/04/2002					SD	07:00			7:00
22/04/2002	09:00	12:30	13:30	17:00					7:00
23/04/2002	09:00	12:30	13:30	17:00					7:00
24/04/2002	09:15	13:00	13:45	16:30					6:30
25/04/2002	10:00	12:30	13:30	17:15					6:15
26/04/2002	08:30	12:40	14:00	16:45					6:55
29/04/2002	08:40	12:55	13:45	17:15					7:45
30/04/2002	09:05	12:15	13:00	17:00					7:10

Period End Summary Report

Report Filters

Department Reference Range: 02 > 02
Section Reference Range: 0202 > 0202
Staff Reference Range: ECM01 > ECM02
List Staff Using Flexi-Rule Profile: F1
Flexi Period(s): 01/04/2002 > 28/04/2002, 16/09/2002 > 13/10/2002
Absence Codes: AF, AH, C, D, E, FF, FH, O, P, R, SD, SP, T

Department: 02 Chief Executives Department

Section: 0202 Committee Services Section

Staff: ECM01 Alan Dent, Cttee Serv Officer

Flexi Period: 01/04/2002 > 28/04/2002

<u>Absence Code</u>	<u>Duration</u>
SD Sick Day	5 days
<u>Balance at the end of this period (01/04/2002 > 28/04/2002)</u>	
Flexi Hours:	+2:30
Annual Leave:	6 days

Total hours recorded this period: 139:40
Total flexi leave taken this period: 0 days
Total annual leave taken this period: 0 days

Working Time Directive Report

Report Filters

Section Reference Range: 0202 > 0202
Staff Reference Range: ECM01 > ECM01
Run For: 17 Weeks From: 01/04/2002

0202	Committee Services Section (Continued)	<u>Total Hours Worked</u>	<u>Average Total Hours Worked Per Week</u>
0202	Committee Services Section		
ECM01	Alan Dent, Cttee Serv Officer	611:20	35:57

Absence & Sickness Report

Report Filters

Section Reference Range: 0202 > 0202
Staff Reference Range: ECM01 > ECM01
Date Range: 01/04/2002 > 29/06/2002

0202 Committee Services Section (Continued)

ECM01 Alan Dent, Cttee Serv Officer (Continued)

<u>Date</u>	<u>Absence Code</u>	<u>Description</u>	<u>Total Time</u>
-------------	---------------------	--------------------	-------------------

0202 Committee Services Section

ECM01 Alan Dent, Cttee Serv Officer

<u>Date</u>	<u>Absence Code</u>	<u>Description</u>	<u>Total Time</u>
15/04/2002	SD	Sick Day	07:00
16/04/2002	SD	Sick Day	07:00
17/04/2002	SD	Sick Day	07:00
18/04/2002	SD	Sick Day	07:00
19/04/2002	SD	Sick Day	07:00
02/05/2002	FH	Flexi Leave - Half Day	03:30
03/06/2002	P	Public Holiday/Non Working Day	07:00
04/06/2002	P	Public Holiday/Non Working Day	07:00
10/06/2002	AH	Annual Leave - Half Day	03:30
14/06/2002	FF	Flexi Leave - Full Day	07:00

Flexi Sheet

Staff: Alan Dent, Cttee Serv Officer (ECM01)

Flexi-Sheet Period: 05/04/2002 to 02/05/2002

Date	Morning		Afternoon		Absences				Daily Total	Debit/Credit	
	In	Out	In	Out	Code	Time	Code	Time		Daily	Balance
Fri 5 Apr 02	09:00	12:30	13:30	16:30					6:30	-0:30	+3:20
Mon 8 Apr 02	09:00	12:30	13:30	17:00					7:00	0:00	+3:20
Tue 9 Apr 02	09:00	12:30	13:30	17:00					7:00	0:00	+3:20
Wed 10 Apr 02	09:00	12:30	13:30	17:30					7:30	+0:30	+3:50
Thu 11 Apr 02	09:00	12:30	13:30	17:30					7:30	+0:30	+4:20
Fri 12 Apr 02	09:00	12:30	13:30	16:30					6:30	-0:30	+3:50
Mon 15 Apr 02					SD	07:00			7:00	0:00	+3:50
Tue 16 Apr 02					SD	07:00			7:00	0:00	+3:50
Wed 17 Apr 02					SD	07:00			7:00	0:00	+3:50
Thu 18 Apr 02					SD	07:00			7:00	0:00	+3:50
Fri 19 Apr 02					SD	07:00			7:00	0:00	+3:50
Mon 22 Apr 02	09:00	12:30	13:30	17:00					7:00	0:00	+3:50
Tue 23 Apr 02	09:00	12:30	13:30	17:00					7:00	0:00	+3:50
Wed 24 Apr 02	09:15	13:00	13:45	16:30					6:30	-0:30	+3:20
Thu 25 Apr 02	10:00	12:30	13:30	17:15					6:15	-0:45	+2:35
Fri 26 Apr 02	08:30	12:40	14:00	16:45					6:55	-0:05	+2:30
Mon 29 Apr 02	08:40	12:55	13:45	17:15					7:45	+0:45	+3:15
Tue 30 Apr 02	09:05	12:15	13:00	17:00					7:10	+0:10	+3:25
Wed 1 May 02	08:30	13:15	14:00	17:15					8:00	+1:00	+4:25
Thu 2 May 02	08:00	12:00					FH	03:30	7:30	-3:00	+1:25

Absences

Date	Duration	Code	Description	Authorised	Authorising User	Date Authorised
Mon 15 Apr 02	07:00	SD	Sick Day	No		
Tue 16 Apr 02	07:00	SD	Sick Day	No		
Wed 17 Apr 02	07:00	SD	Sick Day	No		
Thu 18 Apr 02	07:00	SD	Sick Day	No		
Fri 19 Apr 02	07:00	SD	Sick Day	No		
Thu 2 May 02	03:30	FH	Flexi Leave - Half Day	No		

<u>Annual Leave</u>	<u>Flexi Sheet Summary</u>
Annual Leave Entitlement: 25	Debit/Credit From Previous Period: +3:50
Annual Leave Brought Forward: 25	Days Worked This Period: 15
Annual Leave Taken In This Period: 0	Days Annual Leave Taken This Period: 0
Annual Leave Outstanding/Carried Forward: 25	Contractual Hours For This Period: 140:00
	Hours Carried Forward (as at 25/09/2002): +1:25

Authorised By:	Date:
----------------------	-------------