

HUMAN RESOURCES

EMPLOYEES - OVERTIME AND HOLIDAYS

The Overtime and Holidays tile in the **Employees** listing screen will direct you to the **Availability Exceptions** listing screen.

Availability Exceptions are any changes to an employee's <u>standard</u> availability: time that the employee is <u>un</u>available when usually available or time when the employee is <u>available</u> when usually unavailable.

In Nucleus Service, employee **Availability Exceptions** can be used to specify:

- The number of <u>un</u>available labour hours for each day that an employee will <u>not</u> be present or available during their usual working hours.
 - An Unavailable exception may be used to reflect an employee taking annual leave or compassionate leave.
- The number of labour hours for each day that the employee <u>will</u> be available and present outside of their usual working hours.
 - An Available exception may be used to reflect an employee being able to work when they are not usually available or required, e.g. on a public holiday.

These exceptions can be recorded from the **Employees** listing screen.

<u>Availability Exceptions</u> for employees who are also <u>Technicians</u> can also be recorded in the Nucleus Service **Service** module - click on the links for further information.

If an employee is also a Technician, any edits made to the Availability Exceptions from either the **HR** module or the **Service** module will reflect in the other module screens.



Ribbon Access: Finance / HR Employees



The **Employees** listing screen will display.

VIEW EMPLOYEE AVAILABILITY EXCEPTIONS

SELECT EMPLOYEE

- Select the **row** of the employee whose availability exceptions schedule you wish to **view**.
- Click on the **Overtime and Holidays** tile in the **Links** panel.

© -			Employees - Nucleus Service: Version 2023.11.0			⊞ – ø ×
	uipment / Locations	Contract Finance / HR Ir	iventory Maintenance / Projects Man	ufacturing Procurement	Sales Service Reporting	Utilities – σ ×
Add Edit Delete V	ew Save Layout Worksp	vaces Reports Export Refresh Print				
Maintenance	Format	View Curre Print				^
						0
Links #						
		FulName	EmailAddress		DepartmentName	
	▼ = s⊡c	k∏c	*[]c	4[]c	*[]:	
Addresses	623 LAN902	Alana Lang	alana.lang@attexampledomain.coza	Timothy Palacios	Stock Control	
	825 ROB989	Alanna Robertson	alanna.robertson@attexampledomain.coza	Sofia Simmons	Sales	
	▶ 115 SHE636	Alanna Sheppard	alanna.sheppard@attexampledomain.coza	Dulce Nixon	Development	
Overtime and	872 PER713	Alaric Perkins	alaric.perkins@attexampledomain.coza	Sofia Simmons	Sales	
Holidays	101 GUE261	Alaya Guerrero	alaya.guerrero@attexampledomain.coza	Dulce Nixon	Service Centre	
	300 HEN531	Albert Henson	albert.henson@attexampledomain.coza	Harley Briggs	Quality Assurance	
Compateore	19 SIN261	Aleena Singh	aleena.singh@attexampledomain.coza	Ellianna Pugh	Human Resources	
Management	291 WAR246	Aleena Ware	aleena.ware@attexampledomain.coza	Rory Schneider	Marketing	
	400 BAR 109	Alex Barron	alex.barron@attexampledomain.coza	Corbin McConnell	Projects	
	724 COL656	Alexander Coleman	alexander.coleman@attexampledomain.coza	Roman Simpson	Service Centre	
Payrol Data	287 SHE787	Alexandra Sheppard	alexandra.sheppard@attexampledomain.coza	Aislinn Clay	Maintenance	
	643 AGU269	Alexandria Aguirre	alexandria.aguirre@attexampledomain.coza	Timothy Palacios	0	
	559 DAU006	Alexandria Daugherty	alexandria.daugherty@attexampledomain.coza	Violeta Spence	Sales	
Banking Details	179 HUY032	Alexandria Huynh	alexandria.huynh@attexampledomain.coza	Lesle Mles	Implementations	
	181 SAL398	Alexis Salas	alexis.salas@attexampledomain.coza	Lesle Miles	0	
	152 NGU219	Alfred Nguyen	alfred.nguyen@attexampledomain.coza	Duice Nixon	Service Centre	
Custom Details	349 BRA879	Alia Branch	alia.branch@attexampledomain.coza	Malaysia Price	Administration	
	3 FOX967	Alianna Fox	alianna.fox@attexampledomain.coza	Antonio Gordon	Accounts	
	1011 DRE001	Alice Drew		Eden Rowan	Development	
10205	869 CAM534	Alisson Camacho	alisson.camacho@attexampledomain.coza	Sofia Simmons	Administration	
	175 ZAM565	Alisson Zamora	alisson.zamora@attexampledomain.coza	Leslie Miles	Engineering	
	239 EST969	Alle Estrada	alie.estrada@attexampledomain.coza	Averi Alvarado	Projects	
	481 CUE036	Allison Cuevas	alison.cuevas@attexampledomain.coza	Bella Chase	Contracts	
Organisation Chart	463 BEN946	Allyson Bender	allyson.bender@attexampledomain.coza	Zavier Patton	Service Centre	
	51 DUR589	Alma Duran	alma.duran@attexampledomain.coza	Ansley Skinner	Sales	
	587 JAR933	Alma Jarvis	alma.jarvis@attexampledomain.coza	Lucy Knapp	Development	

- The Availability Exceptions for : [] screen will open where you can view the selected employee's details in the data grid.
- To view the employee's availability exceptions you will need to open the data sub grid.

To do this, click on the **expand** button in the row of the employee.



Note: In this example, the employee has <u>no</u> exceptions currently linked. The **expand** button in front of the employee name appears **feint**, indicating that <u>no</u> data has been recorded yet in the sub grid.
 If the **expand** button is **bold**, then content is available

for viewing.



- The **Availability Exceptions** sub grid will open. This sub grid will list all of the exceptions currently linked to the employee.
- You can see in this example that there is <u>no</u> content in this sub grid.

ADD EMPLOYEE AVAILABILITY EXCEPTION

• Click on Add.

۵																				×
E	3	Home	Equipment / Locatior	ns Co	ontract	Finance / H	R Inven	tory Maint	enance	/ Projects	Manufac	turing	Procure	ement Sale	is Service Ri	porting	Utilities		ø	×
4	2	Car Dece	Back Save Layout W	orkspaces	R efresh	Excel														
		Maintenance	Format		Curre	View														^
Dra	g a col	umn header here	to group by that column																	Q
	Emple	yeeNumber	FirstName		LastName		FullName	Initia	ıls	Manager		lepartmer	ntName	EmailAddress		BirthDate	Status			
٣	a∏c		∎∐c		a∐c	a∏c		n[]c		[]c		a∏c		-	#[]c					
÷.		SHE636	Alanna		Alanna Sheppa	d AS		Dulce Nixon	0	levelopm	ent	alanna.sheppard	@attexampledomain.coza	22 Aug 2023	A					
		Availability Exce	ptions																	
		& Description ExceptionReason ExceptionDate StartTe				StartTime	EndTime	UnAvailableTime	Increa	aseDecrease	IsUnavailable	Cre	ateUser	CreateDate						
		T III:	10: 		•D:	*D:	-	-		•D•	-		-							

- Or right-click on any row in the data grid.
- A Process menu will pop up.
- Click on Add New Shift Exception.



¢																				
0	3	Home	Equipn	nent / Locations	Contract	Financ	e / HR	Inventory	Maintenance	/ Projects	Manufacturing	Procureme	ent Sales	Service	Reporting	Utilities			ø	×
		idt Delete	Process Proces Proces Process Process Process Process Pro																	
	N	Maintenance Format Curre Vew a column header here to group by that column																		^
Dra	g a colur	m header her	Format Cure																	Q
	Employ	Juminheder here to group by the column Dyself Linder / Li																		
т	n[]c			n[]c	∎⊡c		a[]c		a 🗌 c	n[]c	a∐c	1)c		-	n]]c				
÷	⊞ S	HE636	Process		Sheppar	d	Alan	ma Sheppard	AS	Duice Nixon	Developme	nt al	anna.sheppard@at	texampledomain.c	oza 22 Aug 202	3 A				
			Add Add	New Shift Exception																
			Edit Edit	Shift Exception																
			X Dele	te te Shift Exception																
			ta Clea	r r Filter																

• The Availability Exception screen will open.

۰ ی																
۲	Auditative December Numericana December December <t< th=""><th>ø</th><th>×</th></t<>														ø	×
H)	3	Employee Name Constants Contract Planter, File Strends Program														
Process	and 19 Employee Hame [darse Science] at of the exception [0 Jan 2024 • 1*															^
	Employee Nam	e Alanna Sheppard														
Start d	ate of the exception	n 09 Jan 2024 👻 *														
End d	ate of the exception	n 09 Jan 2024 👻 *														
	Cod	e	*	•												
	Exception Reaso	n		* *												
	xception Start Tim	e 08:00:00 🗘														
	Exception End Tim	e 17:00:00 🗘														

ADD EXCEPTION DETAILS

- Select from the drop-down menus or type directly into the fields, the availability exception details:
 - **Employee Name:** This will be populated with the name of the employee initially selected.
 - **Start date of the exception:** This will auto populate with the current date.
 - Either type in or click on the drop-down arrow and use the calendar function to select an <u>alternative</u> start date, if required.
 - End date of the exception: This will auto populate with the current date.
 - Either type in or click on the drop-down arrow and use the calendar function to select an <u>alternative</u> end date, if required.



- Code: Click on the drop-down arrow and select from the list, the appropriate exception reason code, e.g. 'Annual Leave'.
- Exception Reason: Type in this text box, the detail as to why this exception is occurring.
- Exception Start Time: This will auto populate with the 'normal' working day start time (08:00:00).
 - Either type in or click on the drop-down arrow and use the calendar function to select an <u>alternative</u> exception start time, if required.
- Exception End Time: This will auto populate with the normal working day end time (17:00:00).
 - Either type in or click on the drop-down arrow and use the calendar function to select an <u>alternative</u> exception end time, if required.

۰		Avaidabily Exception - Nucleus Bender: Version 2023.11.0.10 - All Thrup Example Company Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities Allynee Name Allensia Stresgard e ecception @ Jan 2024 - * *														
۲	Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		- 0	×	
H	8															
Save	Back															
Proce	ssing														^	
	empy Employee Rame (Alarva Sreppord date of the exception (9 Jan 3224 • • •															
Start	date of the	Employee Name Alarva Sheppord tes of the exception (9) Jan 2024 - •														
End	date of the	exception 09 Jan 2024 - •														
		Code	-	·												
	Excepti	ion Reason		* * *												
	Exception	Start Time 08:00:00 🗘														
	Exceptio	n End Time 17:00:00 0														

SAVE EXCEPTION DETAILS

- When all the Availability Exception **dates**, **times** and **reasons** have been added -
- Click on Save.
- Note that in this example, the availability exception period (**Start** and **End Date**) is for **4** consecutive 'normal' labour days.





- An Exception Complete message box will pop up informing you -
 - Availability Exception has been saved.
- Click on OK.

۰ م					Availability	Exception - Nucleus Service: Versi	on 2023.11.0.10 - All Thi	ngs Example Company							×
۲	Home Equip	ment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		- 0	×
H	0														
Save	Back														
Descent															
Process	eccessrg Employee Rame Airra Shspord														
	Employee Name Alarna Singpurd tart date of the exception 09 Jan 2024 - *														
Start	Emplyve ham (Arran Stepart) and date of the exception (2.2m 224 - "														
End o	late of the exception	12 Jan 2024 👻 *				Exception Complete		~							
	Code	Business Trip	* *			^									
	Code Business fro														
						Availability Exc	eption has been saved.								
	Charles Charles Time	[00-00-00 Å]													
	exception Start Time	00:00:00					ОК								
	Exception End Time	17:00:00 0													

- You will return to the **Availability Exceptions for :** [] screen where the recent exceptions will appear in the **Availability Exceptions** sub grid.
- You will note that **each day** of the exception period is recorded on a <u>separate</u> line.

4																				×
1	3	Home I	Equipme	ent / Locati	ions Co	ntract	Finance / H	R Inventory	Maintenance ,	/ Projects	Manufa	icturing F	rocuremen	t Sales	Service F	Reporting	Utilities		0	×
4		Edit Delete	Back 5	Save Layout	Workspaces	2 Refresh	Excel													
		Maintenance		Form	nat	Curre	View													^
Dra	g a co	umn header here	to group b	y that column																Q
	Empl	veeNumber		FirstName		LastName		FullName	Initials	Manager		DepartmentName	Ema	lAddress		BirthDate	Status			
٣	∎∐c			∎⊡c		a∏c		e⊡c	R∐c	∎⊡c		R∐¢	∎∏c			-	8[]C			
÷.		SHE636		Alanna		Sheppard		Alanna Sheppard	AS	Duice Nixon		Development	alan	na.sheppard@att	texampledomain.coza	22 Aug 2023	A			
		Availability Except	otions																	
		S Description	Except	ionReason	ExceptionD	StartTime	EndTime	UnAvailableTime	IncreaseDecrease	IsUnavailable	CreateUse	CreateDate								
		T IC	•Oc		-	e@c	∎C	-	-	•@c	-	-								
		 Business Trip 	Trainin	9	09 Jan 2024	08:00:00	17:00:00	9.00	-1	Yes	100	011 09 Jan 2024								
		Business Trip	Trainin	9	10 Jan 2024	08:00:00	17:00:00	9.00	-1	Yes	100	011 09 Jan 2024								
		Business Trip	Trainin	9	11 Jan 2024	08:00:00	17:00:00	9.00	-1	Yes	100	011 09 Jan 2024								
		Business Trip	Trainin	9	12 Jan 2024	08:00:00	17:00:00	9.00	-1	Yes	100	011 09 Jan 2024								

• Click on **Back** to return to the Employees listing screen.

۰															
	Home Equipr	nent / Locations 0	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		0	×
Add	Edt Delete Back	Save Layout Workspaces	R efresh	Excel											
	Maintenance	Format	Curre	View											^



VIEW EXCEPTION DETAILS

SELECT EMPLOYEE

- In the Employees listing screen,
- Select the **row** of the employee whose availability exceptions schedule you wish to **view**.
- Click on the **Overtime and Holidays** tile.

© -			Employees - Nudeus Service: Ve	sion 2023.11.0.10 - All Things Example Comp	апу	⊞ – ¤ ×
I Home Eq	uipment / Locations	Contract Finance / Hi	R Inventory Maintenance / Projec	ts Manufacturing Procurer	ment Sales Service Report	ting Utilities – 🖉 🗙
Add Edit Delete Vie	w Save Layout Workspa	ces Reports Export Refresh	Print			
Maintenance	Format	View Curre	Print			^
Links *	Drag a column header here					م
Enter text to search	fldEm EmployeeN	FullName	 EmailAddress 	Manager	DepartmentName	
	▼ = ∗ ⊡ι	n⊡c	a 🗌 c	*[] :	*[] c	
Addresses	623 LAN902	Alana Lang	alana.lang@attexampledomain.coza	Timothy Palacios	Stock Control	
	825 ROB989	Alanna Robertson	alanna.robertson@attexampledomain.co	za Sofia Simmons	Sales	
	▶ 115 SHE636	Alanna Sheppard	alanna.sheppard@attexampledomain.co	a Dulce Nixon	Development	
Overtime and	872 PER713	Alaric Perkins	alaric.perkins@attexampledomain.coza	Sofia Simmons	Sales	
Holidays	101 GUE261	Alaya Guerrero	alaya.guerrero@attexampledomain.coza	Dulce Nixon	Service Centre	
	300 HEN531	Albert Henson	albert.henson@attexampledomain.coza	Harley Briggs	Quality Assurance	
	19 SIN261	Aleena Singh	aleena.singh@attexampledomain.coza	Ellianna Pugh	Human Resources	
Competence Management	291 WAR246	Aleena Ware	aleena.ware@attexampledomain.coza	Rory Schneider	Marketing	
	400 BAR 109	Alex Barron	alex.barron@attexampledomain.coza	Corbin McConnell	Projects	
	724 COL656	Alexander Coleman	alexander.coleman@attexampledomain.	oza Roman Simpson	Service Centre	
Payrol Data	287 SHE787	Alexandra Sheppard	alexandra.sheppard@attexampledomain	coza Aislinn Clay	Maintenance	
	643 AGU269	Alexandria Aguirre	alexandria.aguirre@attexampledomain.c	Timothy Palacios	0	
	559 DAU006	Alexandria Daugherty	alexandria.daugherty@attexampledoma	n.coza Violeta Spence	Sales	
Banking Details	179 HUY032	Alexandria Huynh	alexandria.huynh@attexampledomain.co	za Leslie Miles	Implementations	
	181 SAL398	Alexis Salas	alexis.salas@attexampledomain.coza	Leslie Miles	0	
	152 NGU219	Alfred Nguyen	alfred.nguyen@attexampledomain.coza	Dulce Nixon	Service Centre	
Custom Details	349 BRA879	Alia Branch	alia.branch@attexampledomain.coza	Malaysia Price	Administration	
	3 FOX967	Alianna Fox	alianna.fox@attexampledomain.coza	Antonio Gordon	Accounts	
	1011 DRE001	Alice Drew		Eden Rowan	Development	
	869 CAM534	Alisson Camacho	alisson.camacho@attexampledomain.coz	a Sofia Simmons	Administration	
Loans	175 ZAM565	Alisson Zamora	alisson.zamora@attexampledomain.coza	Leslie Miles	Engineering	
	239 EST969	Allie Estrada	allie.estrada@attexampledomain.coza	Averi Alvarado	Projects	
	481 CUE036	Allison Cuevas	allison.cuevas@attexampledomain.coza	Bella Chase	Contracts	
Organisation Chart	463 BEN946	Allyson Bender	allyson.bender@attexampledomain.coza	Zavier Patton	Service Centre	
	51 DUR589	Alma Duran	alma.duran@attexampledomain.coza	Ansley Skinner	Sales	
	587 JAR933	Alma Jarvis	alma.jarvis@attexampledomain.coza	Lucy Knapp	Development	

- The Availability Exceptions for : [] screen will open.
- View the exception by clicking on the **expand** icon to display the Availability Exceptions sub grid.

Ι	۲	Home	Equipm	nent / Locations	Contract	Finance / I	HR Inventory	Maintenance	/ Projects M	lanufacturing	Procurem	ent Sales	Service Re	porting	Jtilities		ø	×
(Add		B ack	Save Layout Workspace	es Refresh	Excel												
Ш		Maintenance		Format	Curre	View												^
D	irag a c	column header her	e to group	by that column														Q
	Emp	ployeeNumber		FirstName	LastNa	ne	FullName	Initials	Manager	Department	Name E	mailAddress		BirthDate	Status			
	r •00			∎[]c	#∏c		n∏c	a 🛛 c	n∏c	∎∐c		E c		-	#[]c			
IF	• •	SHE636		Alanna	Sheppa	rd	Alanna Sheppard	AS	Dulce Nixon	Developmen	nt ai	lanna.sheppard@att	exampledomain.coza	22 Aug 2023	A			

- The Availability Exceptions sub grid will open.
- Click on **Back** to return to the Employees listing screen



۲																
۲		Home E	quipment / Local	tions Co	ntract	Finance / H	R Inventory	Maintenance	/ Projects	Manufact	uring Pr	rocurement Sales Service	Reporting	Utilities		ø ×
G	Б	idit Delete B	3 ack Save Layout	Workspaces	2 Refresh	Excel										
	М	laintenance	For	mat	Curre	View										1
Drag	Home Equipment / Locations Contract Finance / HR Inventory Manufacturing Procurement Sales Service Reporting Utilities - - × Image: Service Image: Service <td< td=""></td<>															
	implo yi	eeNumber	FirstName		LastName		FullName	Initials	Manager	D	partmentName	EmailAddress	BirthDate	Status		
T I	[]c		∎⊡c		a∏c		#∐c	#∐c	a∐c	•(le .	s∐c	-	a∏c		
Þ.	🗆 S	HE636	Alanna		Sheppard		Alanna Sheppard	AS	Dulce Nixon	D	velopment	alanna.sheppard@attexampledomain.coz	a 22 Aug 2023	A		
	A	Availability Except	ions													
	2	C Description	ExceptionReason	ExceptionD	StartTime	EndTime	UnAvailableTime	IncreaseDecrease	IsUnavailable	CreateUser	CreateDate					
	1	T IOC	4 0 ¢	-	s⊡c	∎C .	-	-	a∏c	-	-					
		Business Trip	Training	09 Jan 2024	08:00:00	17:00:00	9.00	-1	Yes	10011	09 Jan 2024					
		Business Trip	Training	10 Jan 2024	08:00:00	17:00:00	9.00	-1	Yes	10011	09 Jan 2024					
		Business Trip	Training	11 Jan 2024	08:00:00	17:00:00	9.00	-1	Yes	10011	09 Jan 2024					
	L P	Business Trip	Training	12 Jan 2024	08:00:00	17:00:00	9.00	-1	Yes	10011	09 Jan 2024					

EXPORT TO EXCEL

- In the Availability Exceptions for : [] screen.
- Click on **Excel**.

							Availability Exceptions	🐨 : Alanna Shep	pard - Nucleus Service: W	rsion 2023.11.0.10 -	All Things Exam	ple Company				Œ			
	٥	Home	Equipm	ent / Locations	Contract	Finance / H	R Inventory	Maintenance	/ Projects Manu	facturing Pr	ocurement	Sales	Service Re	porting	Utilities		-	0	×
(Ð	Edit Delete	B ack	Save Layout Workspa	tes Refresh	Excel													
		Maintenance		Format	Curre	Wew													^
D	ag a c	olumn header her	e to group	by that column															Q
		loyeeNumber		FirstName	LastNa	me	FullName	Initials	Manager	DepartmentName	EmailA	ddress		BirthDate	Status				
7	∎∐c			∎C .	a∏c		•[]:	ø∐c	4[]c	e 🛛 c	∎⊡c			-	A[]C				
ŀ	Ŧ	SHE636		Alanna	Shepp	ard	Alanna Sheppard	AS	Duice Nixon	Development	alanna	.sheppard@atte	xampledomain.coza	22 Aug 2023	A)			

- This will open MS Excel with a new spreadsheet and load all the data from the data grid into that spreadsheet.
- You can then save, view, search for data, prepare it for printing, etc, as required.

Ę	AutoSave Off						13-4 ~ 🔎	Search			
	File <u>Home</u> Insert	Page Layou	t Formulas	Data Review V	'iew Aut	omate Help					
	Paste	 <u>U</u> ↓ ⊞ 、	1 → A^ A` - <u>A</u> ~ <u>A</u> ~		י ¢¢ v ≖ ≣ м	Vrap Text Nerge & Center 🗸	General	v 00. 00 0€ 00.	Conditional Format as Cell Formatting × Table × Styles ×	Insert Delete Fo	Trimat Σ Σ Σ Φ
	Clipboard 🛛	Font	12	i v	Alignment		Number	L2	Styles	Cells	
A	1 v) I (X v	/ fx Emp	loyeeNumber								
	А	В	с	D	E	F	G		Н	1	J
1	EmployeeNumber 💌	FirstName 💌	LastName 💌	FullName 🔹	Initials 💌	Manager 🛛 💌	DepartmentName	EmailAd	dress	 BirthDate 	Status 💌
2	SHE636	Alanna	Sheppard	Alanna Sheppard	AS	Dulce Nixon	Development	alanna.	sheppard@attexampledomain.co	za 22 Aug 2023	A
3											



EDIT EMPLOYEE AVAILABILITY EXCEPTION

SELECT EMPLOYEE

- In the **Employees** listing screen.
- Select the **row** of the employee whose availability exception you wish to **change**.
- Click on the **Overtime and Holidays** tile.

۰ -			Employees - Nucleus Service: Version			a – a ×
Home E	quipment / Locations	Contract Finance / HR	Inventory Maintenance / Projects	Manufacturing Procurement	Sales Service Reporting	Utilities – σ ×
Add Edit Delete	iew Save Layout Workspa	ces Reports Export Refresh	Vint			^
Links #	Drag a column header here	to group by that column				م
	fidEm EmployeeN	FullName	EmailAddress	Manager	DepartmentName	
	P = s⊡c	*[]c	*[]c	*D:	*[]c	×
Addressee	623 LAN902	Alana Lang	alana.lang@attexampledomain.coza	Timothy Palacios	Stock Control	
Houreasea	825 ROB989	Alanna Robertson	alanna.robertson@attexampledomain.coza	Sofia Simmons	Sales	
	▶ 115 SHE636	Alanna Sheppard	alanna.sheppard@attexampledomain.coza	Dulce Nixon	Development	
Counting and	872 PER713	Alaric Perkins	alaric.perkins@attexampledomain.coza	Sofia Simmons	Sales	
Holidays	101 GUE261	Alaya Guerrero	alaya.guerrero@attexampledomain.coza	Dulce Nixon	Service Centre	
	300 HEN531	Albert Henson	albert.henson@attexampledomain.coza	Harley Briggs	Quality Assurance	
	19 SIN261	Aleena Singh	aleena.singh@attexampledomain.coza	Ellianna Pugh	Human Resources	
Competence Management	291 WAR246	Aleena Ware	aleena.ware@attexampledomain.coza	Rory Schneider	Marketing	
	400 BAR 109	Alex Barron	alex.barron@attexampledomain.coza	Corbin McConnell	Projects	
	724 COL656	Alexander Coleman	alexander.coleman@attexampledomain.coza	Roman Simpson	Service Centre	
Payroll Data	287 SHE787	Alexandra Sheppard	alexandra.sheppard@attexampledomain.coza	Aislinn Clay	Maintenance	
	643 AGU269	Alexandria Aguirre	alexandria.aguirre@attexampledomain.coza	Timothy Palacios	0	
	559 DAU006	Alexandria Daugherty	alexandria.daugherty@attexampledomain.co:	violeta Spence	Sales	
Banking Details	179 HUY032	Alexandria Huynh	alexandria.huynh@attexampledomain.coza	Leslie Miles	Implementations	
	181 SAL398	Alexis Salas	alexis.salas@attexampledomain.coza	Leslie Miles	0	
	152 NGU219	Alfred Nguyen	alfred.nguyen@attexampledomain.coza	Dulce Nixon	Service Centre	
Custom Details	349 BRA879	Alia Branch	alia.branch@attexampledomain.coza	Malaysia Price	Administration	
	3 FOX967	Alianna Fox	alianna.fox@attexampledomain.coza	Antonio Gordon	Accounts	
	1011 DRE001	Alice Drew		Eden Rowan	Development	
10305	869 CAM534	Alisson Camacho	alisson.camacho@attexampledomain.coza	Sofia Simmons	Administration	
LUGIS	175 ZAM565	Alisson Zamora	alisson.zamora@attexampledomain.coza	Leslie Miles	Engineering	
	239 EST969	Alle Estrada	allie.estrada@attexampledomain.coza	Averi Alvarado	Projects	
	481 CUE036	Allison Cuevas	allison.cuevas@attexampledomain.coza	Bella Chase	Contracts	
Organisation Chart	463 BEN946	Allyson Bender	allyson.bender@attexampledomain.coza	Zavier Patton	Service Centre	
	51 DUR589	Alma Duran	alma.duran@attexampledomain.coza	Ansley Skinner	Sales	
	587 JAR933	Alma Jarvis	alma.jarvis@attexampledomain.coza	Lucy Knapp	Development	

- The Availability Exceptions for: [] screen will open.
- Important Note: Upon opening, the Edit and Delete buttons are <u>inactive</u> (greyed out) in this screen.

The Availability Exceptions **sub grid** must be opened first and then the **Edit** and **Delete** buttons will be <u>activated</u> (bold).

• Click on the **expand** button in the row of the employee.





• The Availability Exceptions sub grid will open.

SELECT EXCEPTION TO EDIT

- Select the **row** of the exception that you wish to change.
- Click on **Edit**.



- Or right-click on the row you wish to edit.
- A Process menu will pop up.
- Click on Edit Shift Exception.

۲																		
E	1	Home E	iquipment / Loca	tions Co	ontract	Finance / Hi	R Inventory	Maintenance	/ Projects	Manufa	cturing F	rocurement	t Sales	Service Re	porting	Utilities	- L -	ØX
G		Edit Delete	Sack Save Layout	Workspaces	Refresh E	xcel												
		Maintenance	For	rmat	Curre V	fiew (^
Drag	a co	umn header here t	o group by that colum	nn														Q
	Emple	yeeNumber	FirstName		LastName		FullName	Initials	Manager		DepartmentNam	Emai	Address		BirthDate	Status		
٣	()c		a[]c		#[]c		a∏c	a 🗌 c	e[]c		a∏c	∎∐c			-	e 🛛 c		
Þ.	⊟ ,	SHE636	Alanna		Sheppard		Alanna Sheppard	AS	Dulce Nixon		Development	alanı	na.sheppard@at	texampledomain.coza	22 Aug 2023	A		
		Availability Excep	tions															
		30 Description	ExceptionReason	ExceptionD	StartTime	EndTime	UnAvailableTime	IncreaseDecrease	IsUnavailable	CreateUser	CreateDate							
		Ψ a∏c	ND:	-	a∏c	n[]c	-	-	n[]:	-	-							
		 Business Trip 	Training	09 Jan 2024	Process		9.00	-1	Yes	100	11 11 Jan 2024							
		Business Trip	Training	10 Jan 2024	= = Add		9.00	-1	Yes	100	11 11 Jan 2024							
		Business Trip	Training	11 Jan 2024	Add New	Shift Exception	n 9.00	-1	Yes	100	11 11 Jan 2024							
		Business Trip	Training	12 Jan 2024	k≓ Edit Edit Shift	Exception	9.00	-1	Yes	100	11 11 Jan 2024							
					Delete St	hift Exception												
					Clear Clear Filt	er												

• The Availability Exception screen will open.

EDIT EXCEPTION DETAILS

- You can edit <u>any</u> of the details in this screen <u>apart from</u> the Employee Name.
- In this example, the Exception Start Time is to be changed to 12:00.00.



SAVE EDITED DETAILS

• When you have finished making the required changes, click on **Save**.

۰ -				Availabi	Ity Exception - Nucleus Service: Ver	sion 2023.11.0.10 - All Th	ings Example Company					E	- 0	×
B Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		- o	9 ×
HO														
Save Back														
Processing														^
Employ	yee Name Alanna Sheppard													
Start date of the e	exception 09 Jan 2024 -													
End date of the e	exception 09 Jan 2024 -													
	Code Business Trip	-	•											
Exceptio	n Reason Training		* * *											
Exception S	itart Time 🔢 00:00 🗘													
Exception	End Time 17:00:00 🗘													

- An Exception Complete message box will pop up informing you -
 - Availability Exception has been saved.
- Note that the Exception Start Time is now 12:00:00.
- Click on **OK**.

© -													×
🕘 Home Equ	oment / Locations Contr	act Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		0	×
HO													
Save Back													
Processing													~
Employee Nan	a Alanna Shannard												
Employee han	e Marina Shepparu												
Start date of the exception	n 09 Jan 2024 👻 *												
End date of the exception	n 09 Jan 2024 👻 *			Exception Complete		×							
Cor	e Business Trip	* *											
Exception Reaso	n Training	* *		Availability E	cception has been saved								
Exception Start Tin	e 12:00:00 🗘				ОК								
Exception End Tin	e 17:00:00 🗘												

VIEW EDITED EXCEPTION

- You will return to the Availability Exceptions for: [] screen.
- The changes can be viewed in the sub grid.
- Click on **Back** to return to the **Employees** listing screen.



																		×
Н	ome Eq	uipment / Loca	tions Co	ntract	Finance / H	R Inventory	Maintenance	/ Projects	Manufac	turing Pr	ocurement	Sales	Service R	eporting	Utilities		- 6	9 X
Edt	Delete	save Layout	Workspaces	Refresh	ixcel													
Mair	itenance	For	mat	Curre	hew													^
olumn	header here to	group by that colum	m															Q
loyee	Number	FirstName		LastName		FullName	Initials	Manager		epartmentName	EmailAc	ddress		BirthDate	Status			
		a∏c		#[]c		a∏c	* 🗆 c	a∏c]c	a∏c			-	8[]C			
SHE	636	Alanna		Sheppard		Alanna Sheppard	AS	Duice Nixon	D	evelopment	alanna	.sheppard@atte	xampledomain.coza	22 Aug 2023	A			
Ava	ilability Exception	ns																
×	Description	ExceptionReason	ExceptionD	StartTime	EndTime	UnAvailableTime	IncreaseDecrease	IsUnavailable	CreateUser	CreateDate								
т	a∏c	eDc	-	∎c .	* 0 ¢	-	-	∎C	-	-								
•	Business Trip	Training	09 Jan 2024	12:00:00	17:00:00	5.00	-1	Yes	1001	1 09 Jan 2024								
	Business Trip	Training	10 Jan 2024	08:00:00	17:00:00	9.00	-1	Yes	1001	1 09 Jan 2024								
	Business Trip	Training	11 Jan 2024	08:00:00	17:00:00	9.00	-1	Yes	1001	1 09 Jan 2024								
	Business Trip	Training	12 Jan 2024	08:00:00	17:00:00	9.00	-1	Yes	1001	1 09 Jan 2024								
	Hi Edit Mair olumn SHE SHE Xva X X	Home Edit Delete Edit Auntenance SHE636 Availabity Excepto 31 Description 92 Business Trip Business Trip Business Trip	Home Equipment / Local Ext: Deter into Ext: Deter into	Home Equipment / Locations CC Ext Deter Sol Ext D	Home Equipment / Locations Contract Example Con	Home Equipment / Locations Contract Priance / H Ext Deter Society 10/04/papers Referent Contract Ext Deter Society 10/04/papers Referent Contract Manchander Personal Contract Contract Contract Manchander Personal Contract Co	Home Ext Equipment / Locations Contract Ext Finance / HR Inventory Ext Deter Ext Ex	Home Equipment / Locations Contract Finance / HR Inventory Mantenance Ext Deles Ext Ext	Home Equipment / Locations Contract Finance / HR Inventory Mantenance / Projects Ext Delse Delse<	Home Equipment / Locations Contract Fnance / HR Inventory Mantenance / Projects Manufact Ext Deter Soc Bine Largot Workspaces Refmin Ext Bine Largot Workspaces Bine Largot	Home Equipment / Locations Contract Fnance / HR Inventory Mantenance / Projects Manufacturing Projects Est Delete See Largest Workspaces Refere Est Est See Largest Workspaces Refere Est Est See Largest Workspaces Refere Est Est See Largest Workspaces Refere Est See Largest Workspaces Refere Politives See Largest Workspaces Refere Politives See Largest Workspaces Refere Politives See See Largest Workspaces Refere Politives See See Largest Workspaces Refere Politives See	Home Equipment / Locations Contract Fnance / HR Inventory Mantenance / Projects Manufacturing Procurement Ext Delete Ext Ext	Home Equipment / Locations Contract Fnance / HR Inventory Mantenance / Projects Manufacturing Procurement Sales Ext Delse D	Home Equipment / Locations Contract Fnance / HR Inventory Mantenance / Projects Manufacturing Procurement Sales Service Refer Ext Delse Ext Delse Ext Delse Del	Home Equipment / Locations Contract. Prance / HR Inventory Mantenance / Projects Manufacturing Procurement Sales Service Reporting Ext Dels Service Referent Dels Dels </th <th>Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities Ext Delse Service Retent Ext Ext</th> <th>Equipment / Locations Contract Fnance / HR Inventory Mantenance / Projects Manufacturing Procurrement Sales Service Reporting Utilities Ext Delse Service Reporting Utilities Ext Ext<!--</th--><th>Home Equipment / Locations Contract Fname / HR Inventory Mantfancturing Procurement Sales Service Reporting Utilities Ext Delete Sale Sarvice Reporting Utilities -</th></th>	Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities Ext Delse Service Retent Ext Ext	Equipment / Locations Contract Fnance / HR Inventory Mantenance / Projects Manufacturing Procurrement Sales Service Reporting Utilities Ext Delse Service Reporting Utilities Ext Ext </th <th>Home Equipment / Locations Contract Fname / HR Inventory Mantfancturing Procurement Sales Service Reporting Utilities Ext Delete Sale Sarvice Reporting Utilities -</th>	Home Equipment / Locations Contract Fname / HR Inventory Mantfancturing Procurement Sales Service Reporting Utilities Ext Delete Sale Sarvice Reporting Utilities -

DELETE EMPLOYEE AVAILABILITY EXCEPTION

SELECT EMPLOYEE

- In the Employees listing screen -
- Select the **row** of the employee whose availability exception you wish to **delete**.
- Click on the **Overtime and Holidays** tile.

· •			Employees - Nucleus Service: Version 2023.11.0			
B Home E	uipment / Locations	Contract Finance / HR In	ventory Maintenance / Projects Man	ufacturing Procurement	Sales Service Reporting	Utilities – Ø X
6 A X 2	3 🗐 🔡	💼 🚠 🕂 🚔				
Add Edit Delete Vi	ew Save Layout Workspa	ces Reports Export Refresh Print				
	- · · ·	, , , , , , , , , , , , , , , , , , ,				
Maintenance	Format	View Curre Print				^
Links #	Drag a column header here	to group by that column				Q
Enter text to search	fldEm EmployeeN	FulName	EmailAddress	Manager	DepartmentName	
	T = s∐c	x⊡c	a∏c	k∐c	*D:	
Addresses	825 ROB989	Alanna Robertson	alanna.robertson@attexampledomain.coza	Sofia Simmons	Sales	
	▶ 115 SHE636	Alanna Sheppard	alanna.sheppard@attexampledomain.coza	Dulce Nixon	Development	
	872 PER713	Alaric Perkins	alaric.perkins@attexampledomain.coza	Sofia Simmons	Sales	
Ouertime and	101 GUE261	Alaya Guerrero	alaya.guerrero@attexampledomain.coza	Dulce Nixon	Service Centre	
Holidays	300 HEN531	Albert Henson	albert.henson@attexampledomain.coza	Harley Briggs	Quality Assurance	
	19 SIN261	Aleena Singh	aleena.singh@attexampledomain.coza	Ellianna Pugh	Human Resources	
	291 WAR246	Aleena Ware	aleena.ware@attexampledomain.coza	Rory Schneider	Marketing	
Competence Management	400 BAR 109	Alex Barron	alex.barron@attexampledomain.coza	Corbin McConnell	Projects	
	724 COL656	Alexander Coleman	alexander.coleman@attexampledomain.coza	Roman Simpson	Service Centre	
	287 SHE787	Alexandra Sheppard	alexandra.sheppard@attexampledomain.coza	Aislinn Clay	Maintenance	
Payrol Data	643 AGU269	Alexandria Aguirre	alexandria.aguirre@attexampledomain.coza	Timothy Palacios	0	
	559 DAU006	Alexandria Daugherty	alexandria.daugherty@attexampledomain.coza	Violeta Spence	Sales	
	179 HUY032	Alexandria Huynh	alexandria.huynh@attexampledomain.coza	Leslie Miles	Implementations	
Banking Details	181 SAL398	Alexis Salas	alexis.salas@attexampledomain.coza	Leslie Miles	0	
	152 NGU219	Alfred Nguyen	alfred.nguyen@attexampledomain.coza	Dulce Nixon	Service Centre	
	349 BRA879	Alia Branch	alia.branch@attexampledomain.coza	Malaysia Price	Administration	
Oustom Dataile	3 FOX967	Alianna Fox	alianna.fox@attexampledomain.coza	Antonio Gordon	Accounts	
COSTON DC COID	1011 DRE001	Alice Drew		Eden Rowan	Development	
	869 CAM534	Alisson Camacho	alisson.camacho@attexampledomain.coza	Sofia Simmons	Administration	
	175 ZAM565	Alisson Zamora	alisson.zamora@attexampledomain.coza	Leslie Miles	Engineering	
Loans	239 EST969	Allie Estrada	allie.estrada@attexampledomain.coza	Averi Alvarado	Projects	
	481 CUE036	Allison Cuevas	allison.cuevas@attexampledomain.coza	Bella Chase	Contracts	
	463 BEN946	Allyson Bender	allyson.bender@attexampledomain.coza	Zavier Patton	Service Centre	
Organisation Chart	51 DUR.589	Alma Duran	alma.duran@attexampledomain.coza	Ansley Skinner	Sales	
	587 JAR933	Alma Jarvis	alma.jarvis@attexampledomain.coza	Lucy Knapp	Development	
	75 DYE318	Alondra Dyer	alondra.dyer@attexampledomain.coza	Duice Nixon	Implementations	

- The Availability Exceptions for: [] screen will open.
- Important Note: Upon opening, the Edit and Delete buttons are inactive (greyed out) in this screen. The Availability Exceptions sub grid must be opened first and then the Edit and Delete but-



tons will be <u>activated</u> (bold).

• Click on the **expand** button in the row of the employee.

¢				Availability Exceptions f	for : Alanna Shep	pard - Nucleus Service: Vei	sion 2023. 11.0. 10 - All Thin	gs Example Company				•	- 0	×
E	Home Equipm	nent / Locations Co	ntract Financ	e / HR Inventory	Maintenance	/ Projects Manul	acturing Procure	ment Sales	Service Re	porting	Utilities		- 0	×
	dd X Back	Save Layout Workspaces	Refresh Excel											
	Maintenance	Format	Curre View											^
Dra	g a column header here to group	by that column												Q
	EmployeeNumber	FirstName	LastName	FullName	Initials	Manager	DepartmentName	EmailAddress		BirthDate	Status			
٣	#∐c	n⊡c	#[]c	a∐c	∎C .	a∏c	#[]¢	a∏c		-	#[]c			
÷.	⊞ SHE636	Alanna	Sheppard	Alanna Sheppard	AS	Duice Nixon	Development	alanna.sheppard@att	exampledomain.coza	22 Aug 2023	A			

• The Availability Exceptions sub grid will open.

SELECT EXCEPTION TO DELETE

- Select the **row** of the particular exception that you wish to remove.
- Click on Delete.

0																		
E	3	Но	ome Eq	uipment / Loca	tions Co	ntract	Finance / H	IR Inventory	Maintenance	/ Projects	Manufac	uring Pro	ocurement S	ales Service	Reporting	Utilities		ØX
)	Edit	Delete Ba	3 Save Layour	t Workspaces	P Refresh	Excel											
		Maint	tenance	Fo	rmat	Curre	View											^
Dra		olumn h	neader here to	group by that colur	nn													Q
	Emp	loyeeN	lumber	FirstName		LastName		FullName	Initials	Manager		epartmentName	EmailAddress		BirthDate	Status		
т	∎∐c			*[]c		a 🗌 c		•[]:	e[]c	∎⊡c	1]c	s∏c		-	n∐c		
÷.	Ξ	SHE6	536	Alanna		Sheppard		Alanna Sheppard	AS	Duice Nixon	D	evelopment	alanna.shepp	ard@attexampledomain.coz	a 22 Aug 2023	A		
		Avail	lability Exception	ons														
		38 0	Description	ExceptionReason	ExceptionD	StartTime	EndTime	UnAvailableTime	IncreaseDecrease	IsUnavailable	CreateUser	CreateDate						
		T	∎[]c	∎⊡c	-	n[]c	#[]c	-	-	∎⊑c	-	-						
		+	Business Trip	Training	09 Jan 2024	12:00:00	17:00:00	5.00	-1	l Yes	1001	11 Jan 2024						
		E	Business Trip	Training	10 Jan 2024	08:00:00	17:00:00	9.00	-1	l Yes	1001	11 Jan 2024						
		E	Business Trip	Training	11 Jan 2024	08:00:00	17:00:00	9.00	-1	Yes	1001	11 Jan 2024						
		E	Business Trip	Training	12 Jan 2024	08:00:00	17:00:00	9.00	-1	l Yes	1001	11 Jan 2024						

- Or right-click on the row you wish to delete.
- A Process menu will pop up.
- Click on **Delete Shift Exception**.

4																		
E	3	Home	Equipment	/ Locations	C	ontract	Finance / H	IR Inventory	Maintenance	/ Projects	Manufac	turing Procu	irement Sales Service Rep	porting	Utilities		ø	×
		Edit Delete	Back Saw	E Layout Works	paces	∂ Refresh	Excel											
		Maintenance		Format		Curre	View											^
Dra	a co	olumn header here	to group by t	nat column														Q
	Empl	loyeeNumber		tName		LastName		FullName	Initials	Manager		lepartmentName	EmailAddress	BirthDate	Status			
Ψ	n[]c		n[]c			*[]:		a∏c	* 🗆 c	a∏c		0:	*[]t	-	#[]c			
÷.		SHE636	Alar	ma		Sheppard		Alanna Sheppard	AS	Duice Nixon	0	evelopment	alanna.sheppard@attexampledomain.coza	22 Aug 2023	A			
		Availability Exce	ptions															
		30 Description	ExceptionF	Reason Excep		StartTime	EndTime	UnAvailableTime	IncreaseDecrease	IsUnavailable	CreateUser	CreateDate						
		T a∏c	n⊡c	-		#[]c	a 🗌 c	-	-	a∏c	-	-						
		 Business Tr 	Process	00.14		12:00:00	17:00:00	5.00	-1	Yes	1001	1 11 Jan 2024						
		Business Tr	444		124	08:00:00	17:00:00	9.00	-1	Yes	1001	1 11 Jan 2024						
		Business Tr	Add N	ew Shift Exceptio	n 24	08:00:00	17:00:00	9.00	-1	Yes	1001	1 11 Jan 2024						
		Dusiness in	Edit	ift Exception	124	08:00:00	17:00:00	9.00		105	1001	1 11 381 2024						
			X Delete	Shift Exception														
				liter														



SAVE EXCEPTION REMOVAL

- A Delete Availability Exception message will pop up asking -
 - Are you sure you want to delete this availability exception?
- Click on Yes.

۲	H	Home Ec	quipment / Loc	ations (Contract	Finance / H	R Inventory	Maintena	nce	/ Projects	Manufac	turing P	rocureme	ent Sales	Service	Reporting	Utilities		0	×
G Add	Ed	it Delete Ba	ack Save Layor	ut Workspaces	R efresh	Excel														
	Mai	intenance	F	ormat	Curre	View														^
Drag a	colum	n header here to	group by that colu	mn																Q
	nployee	eNumber	FirstName		LastName		FullName	Initials		Manager		epartmentName		nailAddress		BirthDate	Status			
T I]c		#[]c		a∐c		∎⊡c	#[]c		a[]c]c	10	34		-	a∐c			
F 1	E SH	E636	Alanna		Sheppard		Alanna Sheppard	AS		Dulce Nixon	0	evelopment	ala	anna.sheppard@at	texampledomain.coz	a 22 Aug 2023	A			
	Av	alability Excepti	ions					-												
	2	Description	ExceptionReason	Exception	Delete Availa	ability Exception		×	se	IsUnavailable	CreateUser	CreateDate								
	T	1[]c	∎⊡c	-						n∐c	-	-								
	÷	Business Trip	Training	09 Jan 202	Are you sure	you want to de	lete this availability excepti	on?		1 Yes	1001	1 11 Jan 2024								
		Business Trip	Training	10 Jan 200						1 Yes	1001	1 11 Jan 2024								
		Business Trip	Training	11 Jan 202						1 Yes	1001	1 11 Jan 2024								
		Business Trip	Training	12 Jan 202			Tes N	•		1 Yes	1001	1 11 Jan 2024								

• A message will pop up informing you -

• Availability exception deleted.

• Click on OK.

۲	-							Ava	lability Exceptions f	for : Alanna Shepj	pard -	Nucleus Service: Ve	rsion 2	023.11.0.10 - A	ll Things I	Example Company				C	8	-	σ	×
٥		Home I	Equipm	ient / Local	tions Co	ontract	Finance /	/ HR	Inventory	Maintenance /	Pro	jects Manu	ifactu	ring Pro	cureme	ent Sales	Service R	eporting	Utilities				Ø	×
G	E	dit Delete	Back	Save Layout	Workspaces	2 Refresh	Excel																	
	м	aintenance		For	mat	Curre	View																	^
Drag	a colur	n header here	to group	by that colum	n																			Q
	mploy	eNumber		FirstName		LastName		FullNam	e	Initials	Mana	iger	Dep	artmentName		mailAddress		BirthDate	Status					
T I	[]c			A[]C		#[]c		a∐c		*[]c	#∐c		#[]c		4	⊡c		-	#[]c					
Þ.	🗄 S	HE636		Alanna		Sheppard		Alanna	Sheppard	AS	Dulo	e Nixon	Dev	elopment	a	lanna.sheppard@at	ttexampledomain.coza	22 Aug 2023	A					
	A	vailability Excep	otions																					
	38	Description	Excep	bionReason	ExceptionD	StartTime	EndTime	UnAv	ala		×	vailable CreateUs	ser	CreateDate										
	1	″ n∏c	n∏c		-	∎∏c	n∏c	-				-		-										
		Business Trip	Train	ing	09 Jan 2024	12:00:00	17:00:00		Availability av	rention deleted		1	0011	11 Jan 2024										
		Business Trip	Train	ing	10 Jan 2024	08:00:00	17:00:00		And a being ca	ception deleted		1	0011	11 Jan 2024										
		Business Trip	Train	ing	11 Jan 2024	08:00:00	17:00:00				_	1	0011	11 Jan 2024										
		Business Trip	Train	ing	12 Jan 2024	08:00:00	17:00:00			OK		1	0011	11 Jan 2024										

VIEW DELETION RESULTS

- You will return to the Availability Exceptions for: [] screen.
- The deleted exception has been **removed** from the Availability Exceptions sub grid.
- Click on **Back** to return to the **Employees** listing screen.





MNU.021.014

Help v2024.5.0.7/1.0 - Pg 15 - Printed: 21/08/2024

CO3 Technologies (Pty) Ltd © Company Confidential