

## INTRODUCTION FOR *BIDVEST* PROTEA COIN

### PURPOSE OF THIS DOCUMENT

This document has been created for Bidvest Protea Coin and provides detailed information on all Workforce Management components. It explains how the WFM policies have been implemented and applied. Any company's systems and procedures are adjusted from time-to-time to accommodate not only the needs of the policies but also to ensure that statutory and other requirements are being met. It is much easier to update a document or pages of a document and to distribute it, than to communicate these changes to an individual or a group of individuals, one at a time.

Each individual that interacts directly with the WFM will receive a copy of this document and it will be his/her responsibility to read through it and to stay up-to-date with any changes made to it.

### BASIC COMPANY INFORMATION FOR *BIDVEST* PROTEA COIN

The employees of this company are all monthly paid.

#### Company detail for *Bidvest* Protea Coin:

|                         |   |
|-------------------------|---|
| Payment Cycle:          | Monthly   |
| Physical Address:       | 222 Witch Hazel Avenue<br>Highveld Techno Park<br>Centurion<br>0169         |
| Tel:                    | 012 – 665 8000  |
| Website:                | <a href="http://www.proteacoin.co.za">http://www.proteacoin.co.za</a>       |
| SETA Information:       | SASETA (Safety & Security)  |
| Workforce Manager link: | <a href="https://calm.proteacoin.co.za/">https://calm.proteacoin.co.za/</a> |

#### General Information:

|                                   |   |                                |
|-----------------------------------|---|--------------------------------|
| Chief Executive Officer           | : | Mr. Costa Diavastos            |
| Chief Operating Officer           | : | Mr. Waal de Waal               |
| Chief Financial Officer           | : |                                |
| Group Operational Payroll Manager | : |                                |
| Financial Manager – Payroll       | : | Ms. Marthie Janse van Rensburg |

|   |   |                                 |
|---|---|---------------------------------|
| Payroll Supervisors   | : | Ms. Susan Beets                 |
|   | : | Ms. Liana van Drimmelen         |
|   | : | Ms. Marianne Botes              |
|   | : | Ms. Martha Mojela               |
| Divisional Executive -<br>Guarding  | : | Mr. Joe de Beer                 |
| Financial Manager -<br>Guarding   | : |                                 |
| Divisional Executives -<br>Mining   | : | Mr. Kallie Engelbrecht          |
|   | : | Mr. Henry Blou                  |
| Financial Manager -<br>Mining   | : |                                 |
| Divisional Executive -<br>Aviation / Banking / Estates /<br>Hotel & Leisure | : | Mr. Danie Jordaan               |
| Financial Manager -<br>Aviation / Banking / Estates /<br>Hotel & Leisure    | : | Ms. Manuela de Bie              |
| Roster Co-ordinators (HQ)<br>(All Divisions)                                | : | Ms. Michelle Janse van Rensburg |
|   | : | Ms. Anne-Marie Nauschutz        |
|   | : | Ms. Lucia Raputsoe              |

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## **ADDENDUMS**

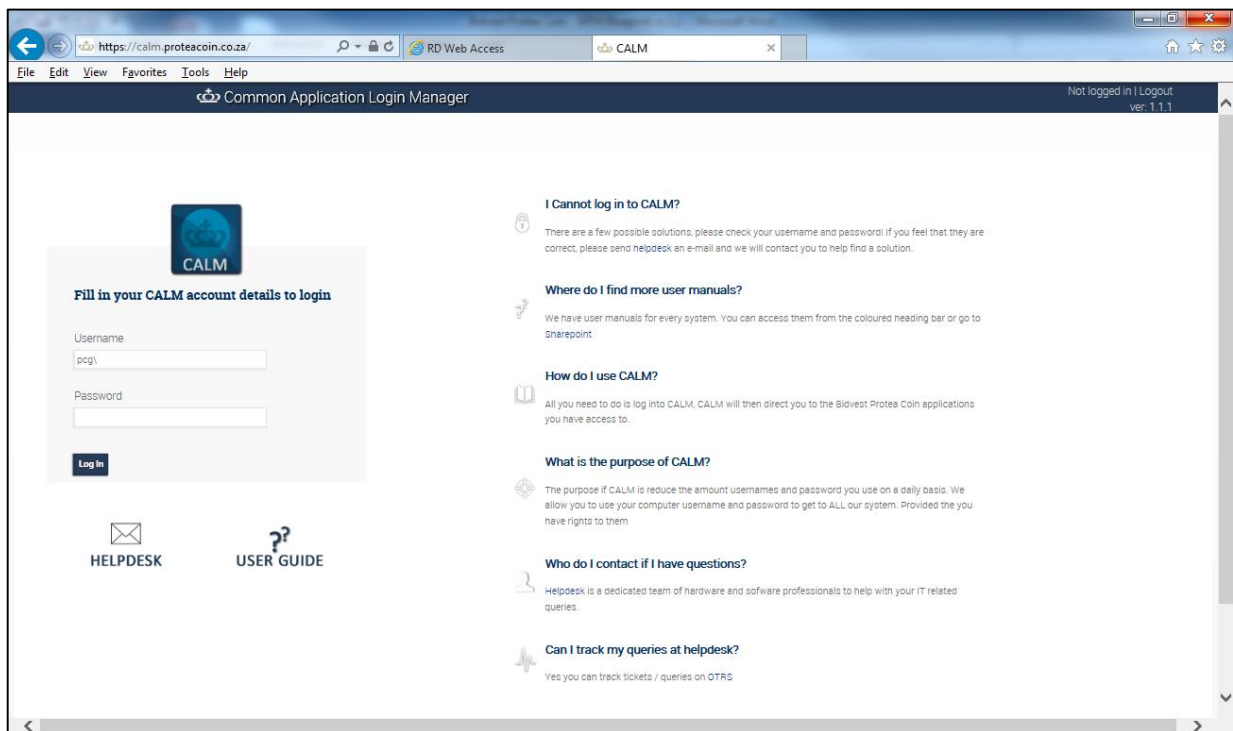
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## LOGGING IN

WFM link = <https://calm.proteacoin.co.za/>

When clicking on the above link, the following screen/page will open up:



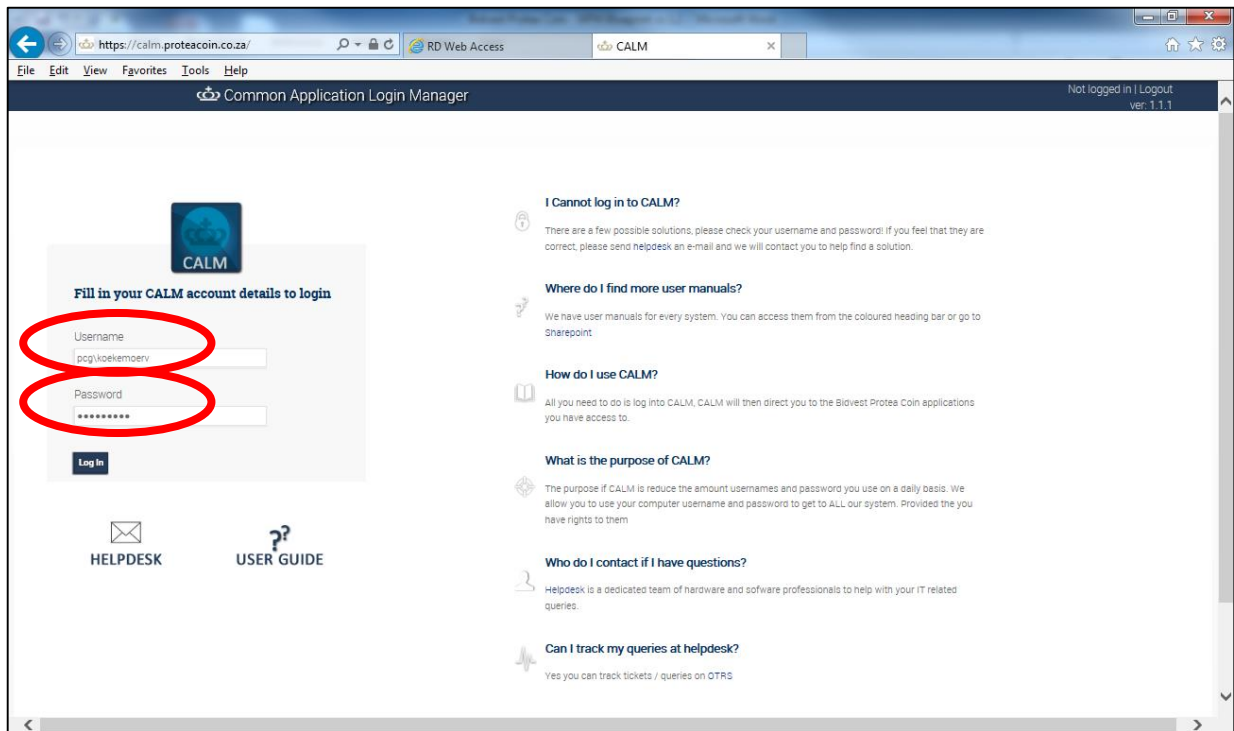
In the “Username” and “Password” fields, your Protea Coin domain or external username and password need to be entered. A separate username and password will no longer be supplied by Head Office as in the past.

### **Example:**

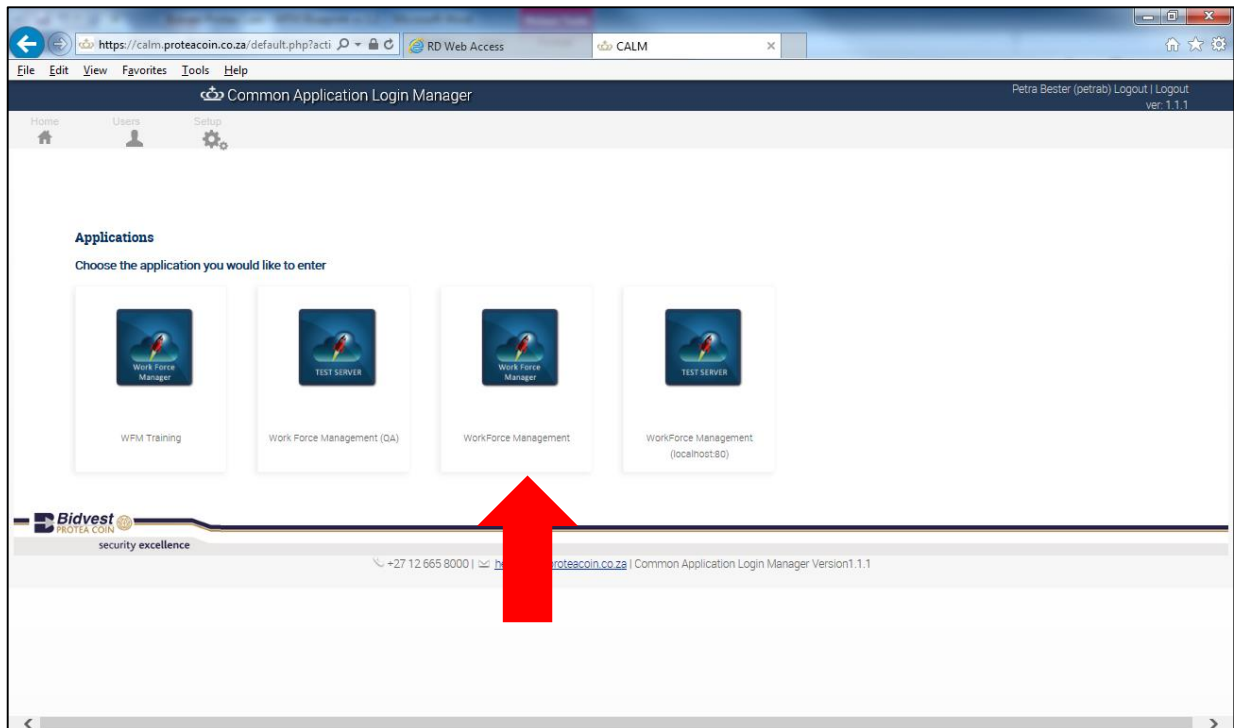
Username = pcg\koekemoerv

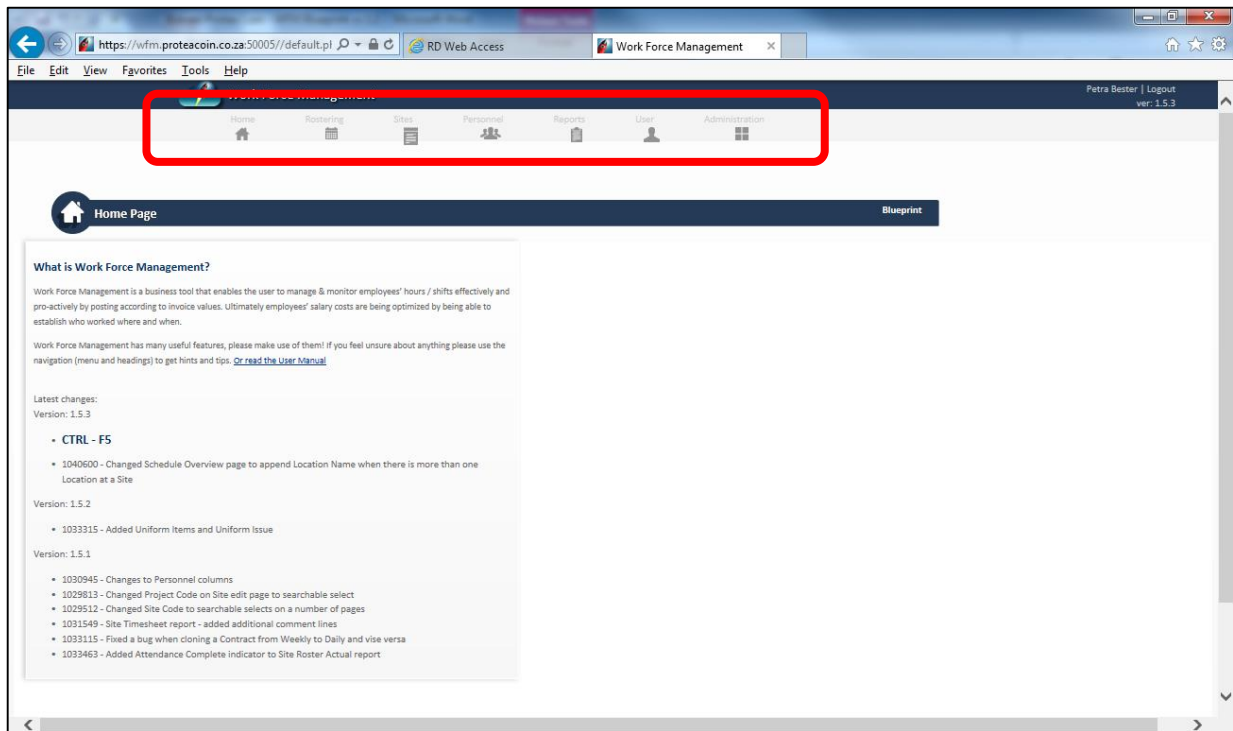
Password = Bennie126

See below print screen:



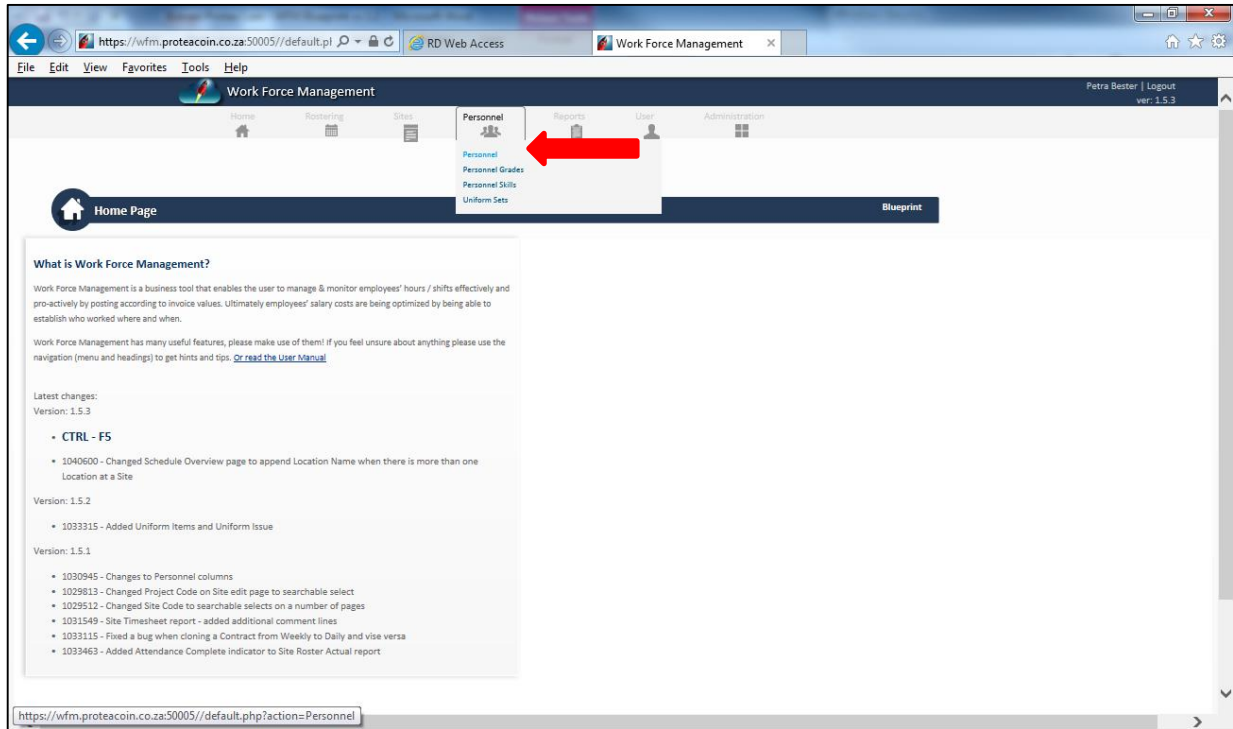
Once you have clicked on the “Log In” button, the following screen/page will appear, after which you can click on “Workforce manager”. (All applications will appear that you have access to.)





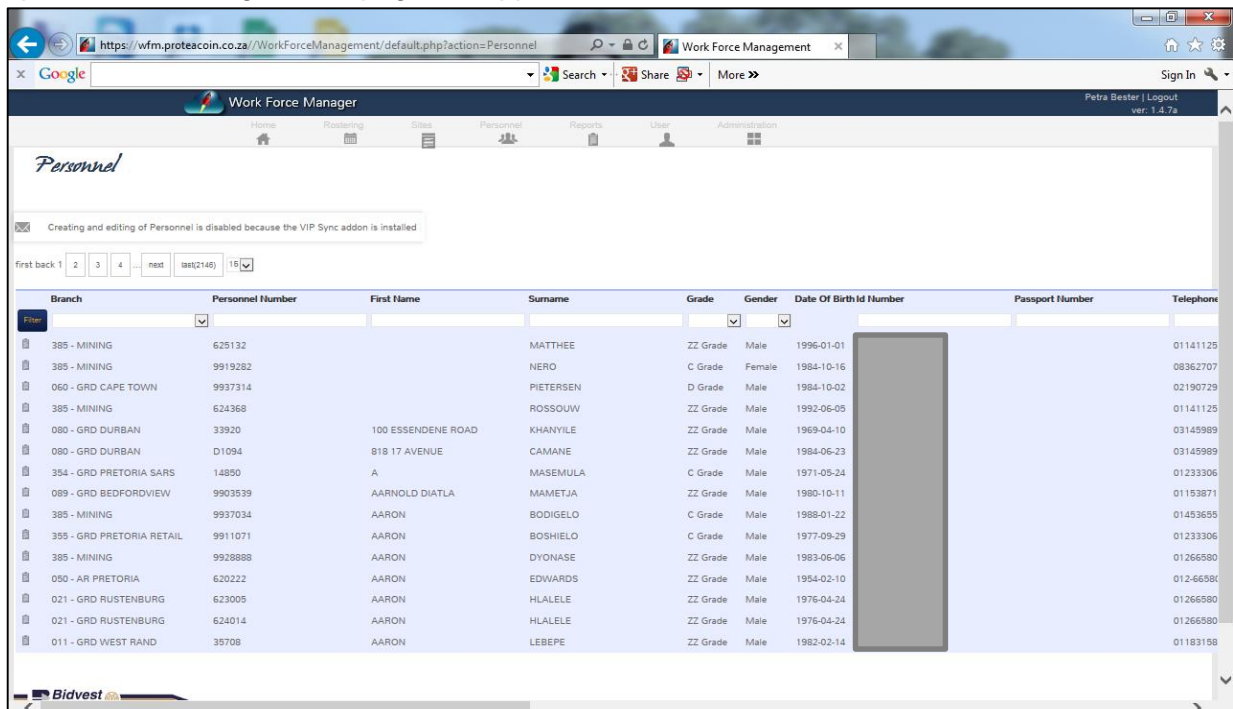
The “Menu Bar” is at the top of the screen/page – as soon as you move your mouse over the menu options, the particular option will be hi-lighted. Should you not have access to a particular menu option; the option will be “greyed out”.

## PERSONNEL



When moving your mouse over the “Personnel” menu option the options appear as in the print screen above.

You will have access to the “Personnel” sub-menu option and when clicking on the sub-menu option the following screen/page will appear:



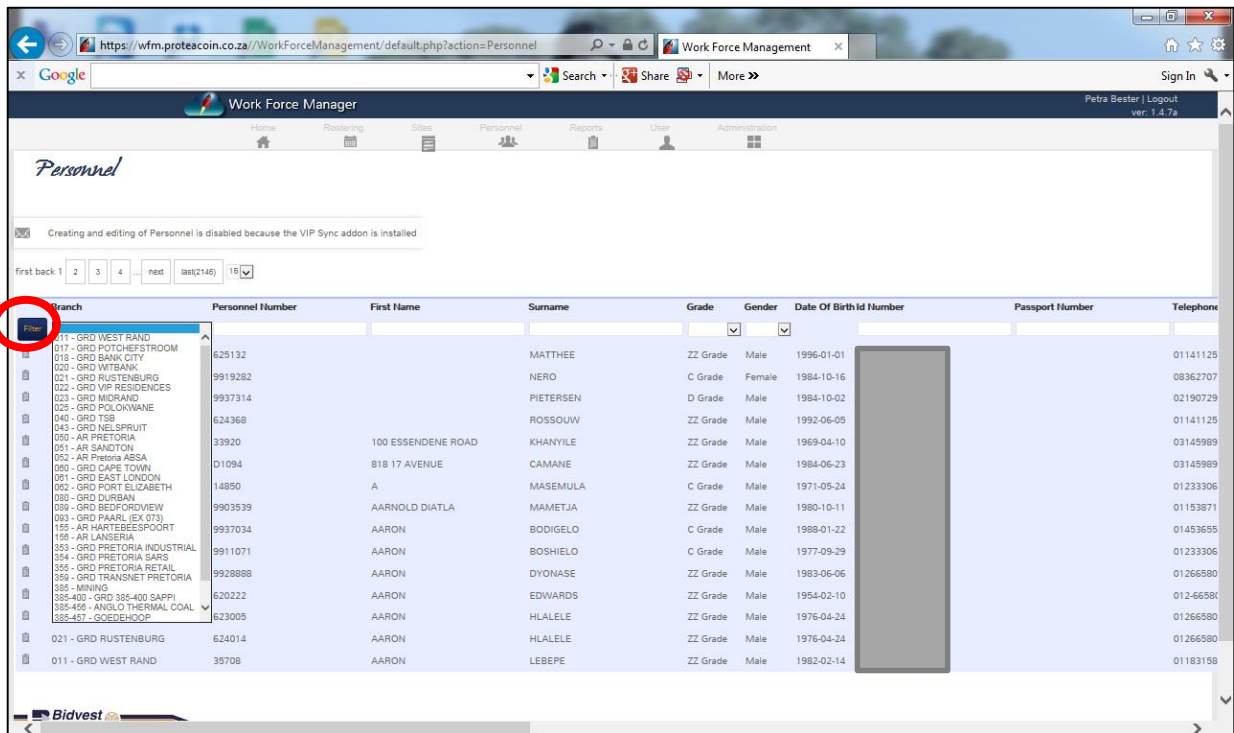
The screenshot shows the 'Personnel' page in the Work Force Manager application. The page displays a list of personnel records with the following columns: Branch, Personnel Number, First Name, Surname, Grade, Gender, Date Of Birth, Id Number, Passport Number, and Telephone. A message at the top indicates that creating and editing of personnel is disabled due to the VIP Sync addon being installed. A search bar and pagination controls are also visible.

| Branch                    | Personnel Number | First Name         | Surname   | Grade    | Gender | Date Of Birth | Id Number | Passport Number | Telephone |
|---------------------------|------------------|--------------------|-----------|----------|--------|---------------|-----------|-----------------|-----------|
| 385 - MINING              | 625132           |                    | MATTHEE   | ZZ Grade | Male   | 1996-01-01    |           |                 | 01141125  |
| 385 - MINING              | 9919282          |                    | NERO      | C Grade  | Female | 1984-10-16    |           |                 | 08362707  |
| 060 - GRD CAPE TOWN       | 9997314          |                    | PIETERSEN | D Grade  | Male   | 1984-10-02    |           |                 | 02190729  |
| 385 - MINING              | 624368           |                    | ROSSOUW   | ZZ Grade | Male   | 1992-06-05    |           |                 | 01141125  |
| 090 - GRD DURBAN          | 33920            | 100 ESSENDENE ROAD | KHANYILE  | ZZ Grade | Male   | 1969-04-10    |           |                 | 03145989  |
| 090 - GRD DURBAN          | D1094            | 818 17 AVENUE      | CAMANE    | ZZ Grade | Male   | 1984-06-23    |           |                 | 03145989  |
| 384 - GRD PRETORIA SARS   | 14850            | A                  | MASEMULA  | C Grade  | Male   | 1971-05-24    |           |                 | 01233306  |
| 099 - GRD BEDFORDVIEW     | 9903539          |                    | MAMETJA   | ZZ Grade | Male   | 1980-10-11    |           |                 | 01153871  |
| 385 - MINING              | 9937034          | AARON              | BODIGELO  | C Grade  | Male   | 1988-01-22    |           |                 | 01453655  |
| 395 - GRD PRETORIA RETAIL | 9911071          | AARON              | BOSHIELO  | C Grade  | Male   | 1977-09-29    |           |                 | 01233306  |
| 385 - MINING              | 9928888          | AARON              | DYONASE   | ZZ Grade | Male   | 1983-06-06    |           |                 | 01266580  |
| 090 - AR PRETORIA         | 620222           | AARON              | EDWARDS   | ZZ Grade | Male   | 1954-02-10    |           |                 | 012-6658  |
| 021 - GRD RUSTENBURG      | 623005           | AARON              | HLALELE   | ZZ Grade | Male   | 1976-04-24    |           |                 | 01266580  |
| 021 - GRD RUSTENBURG      | 624014           | AARON              | HLALELE   | ZZ Grade | Male   | 1976-04-24    |           |                 | 01266580  |
| 011 - GRD WEST RAND       | 35708            | AARON              | LEBEPE    | ZZ Grade | Male   | 1982-02-14    |           |                 | 01183158  |

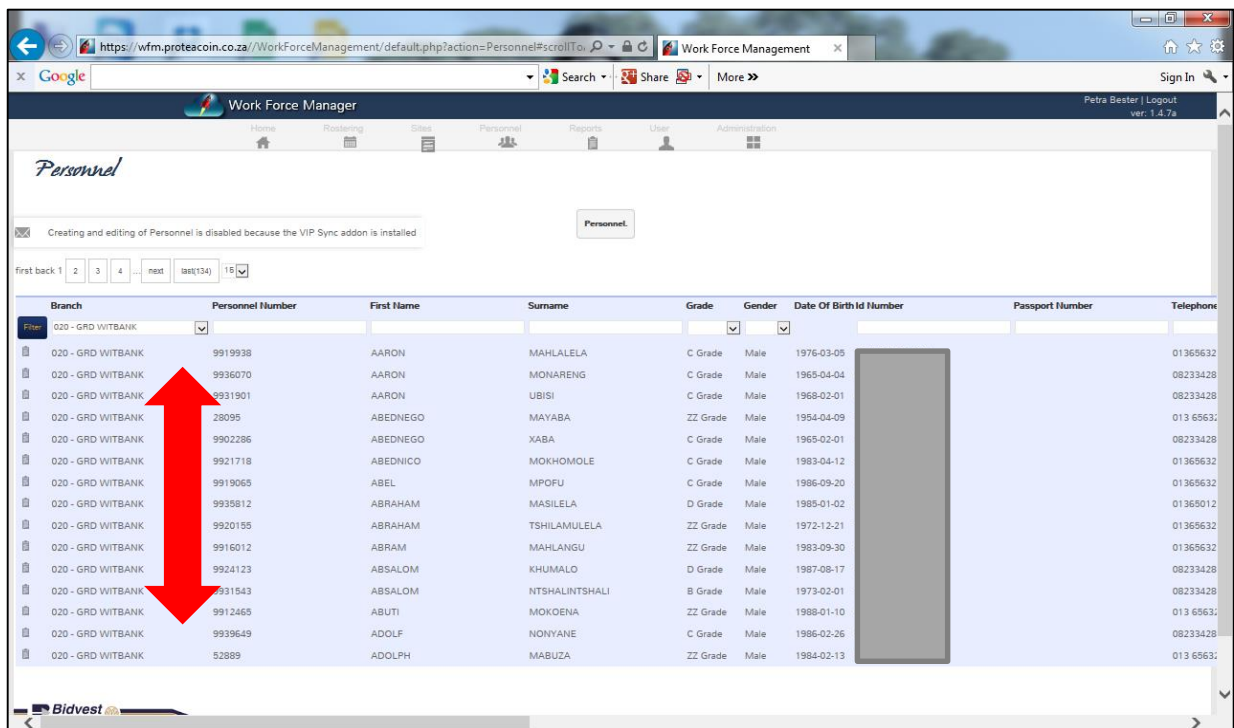
The above print screen does not show all the detail available on the provided print screen – the following information will be available for your perusal:

- Branch
- Personnel Number
- First Name
- Surname
- Grade
- Gender
- Date of Birth
- Id Number
- Passport Number
- Telephone Number
- PSIRA Number
- Date Started (Engagement Date)
- Date Terminated
- Hourly Rate
- Employee Status
- VIP Company Number
- Hours per Day (as originally appointed)
- Annual Leave day Balance
- Sick Leave day Balance
- Active / Inactive

The detail on this screen/page can also be filtered – see below print screen. Should you have access to more than one branch, click on the “drop down list” under “Branch” and select the branch’s personnel you would like to see, and then click on the “Filter” button:



Only the selected branch's personnel will now show:



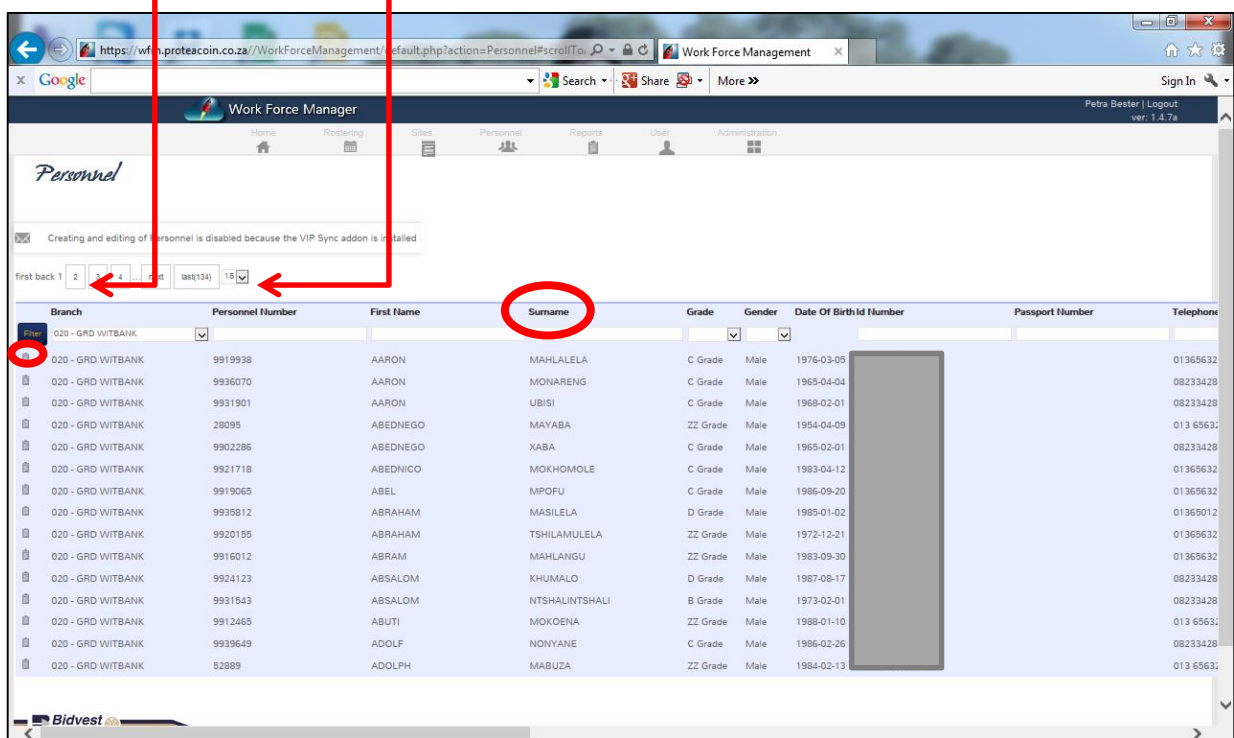
This can be done for any menu option with a "drop down list".



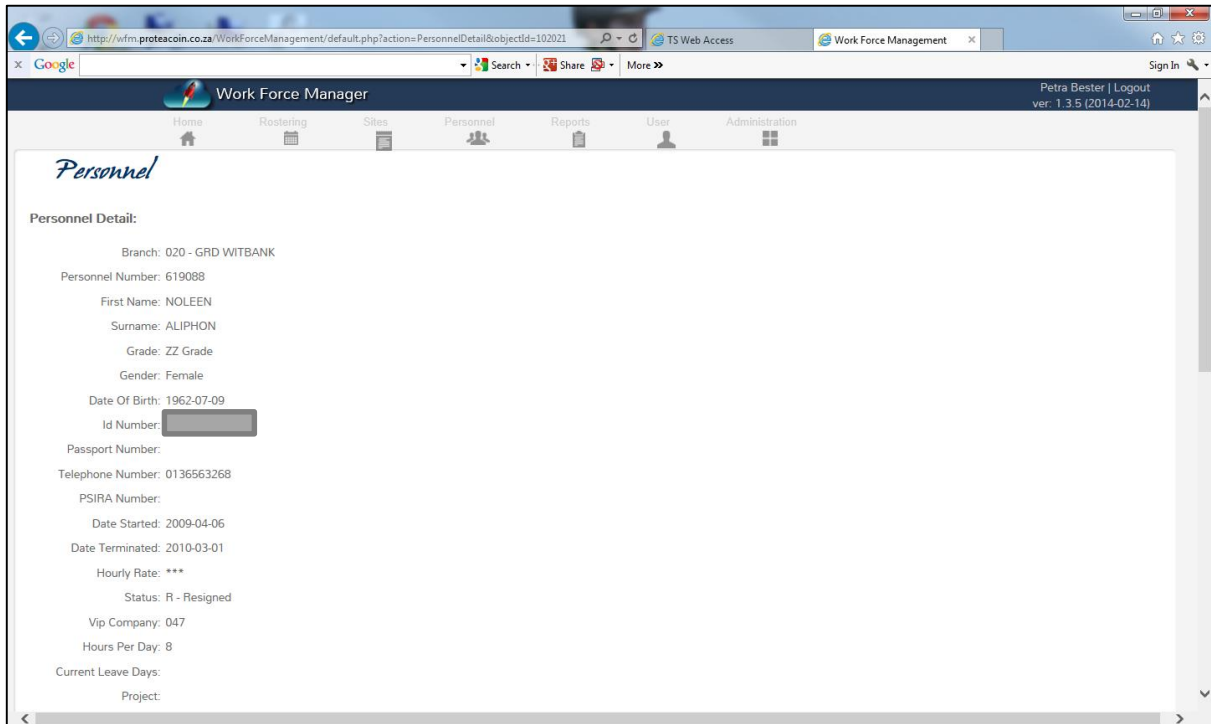
Detail can also be sorted in either alphabetical or numerical order on this screen by clicking on the applicable menu option you would like to sort it according to – see below print screen.

Should the data return a blank page, simply click on the “Filter” button again.

**Note:** The number of records to show/print per page as well as the number of pages



Should you need to access the detail of a particular guard, simply click on the “clipboard” to the far left hand side of the screen in line with a guard’s name – you will then be rerouted to the following screen/page:



Work Force Manager

Personnel

Personnel Detail:

Branch: 020 - GRD WITBANK

Personnel Number: 619088

First Name: NOLEEN

Surname: ALIPHON

Grade: ZZ Grade

Gender: Female

Date Of Birth: 1962-07-09

Id Number: [REDACTED]

Passport Number:

Telephone Number: 0136563268

PSIRA Number:

Date Started: 2009-04-06

Date Terminated: 2010-03-01

Hourly Rate: \*\*\*

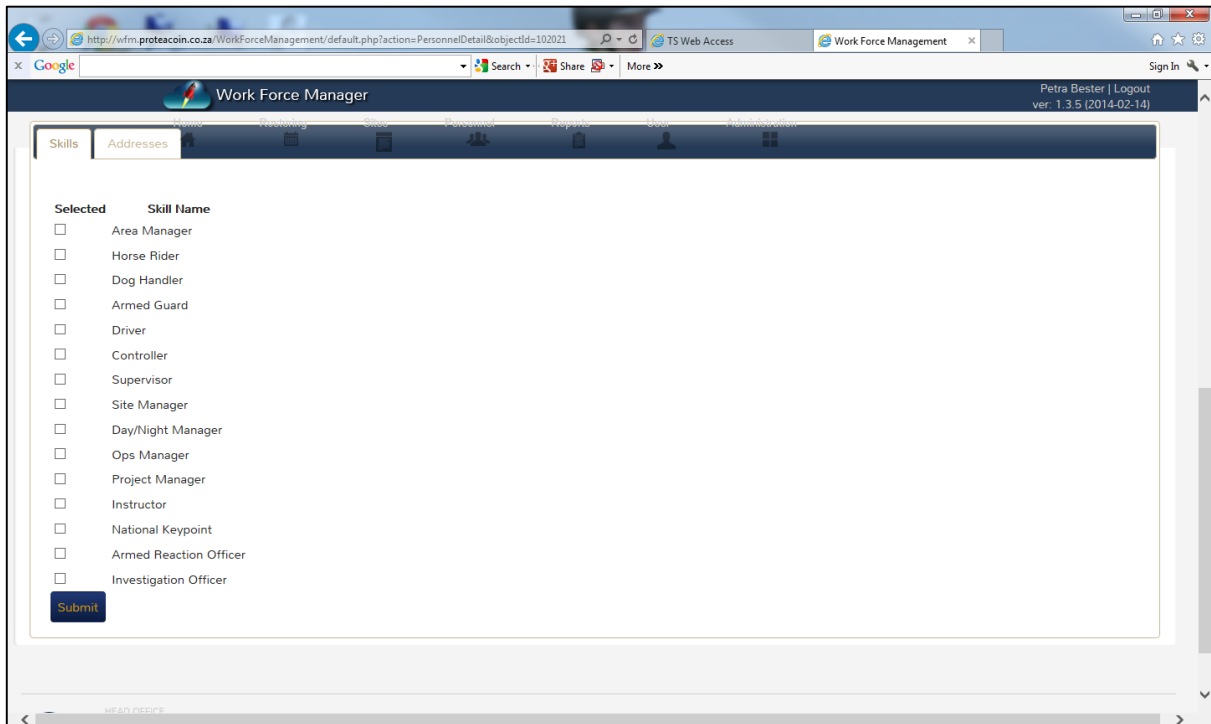
Status: R - Resigned

Vip Company: 047

Hours Per Day: 8

Current Leave Days:

Project:



Work Force Manager

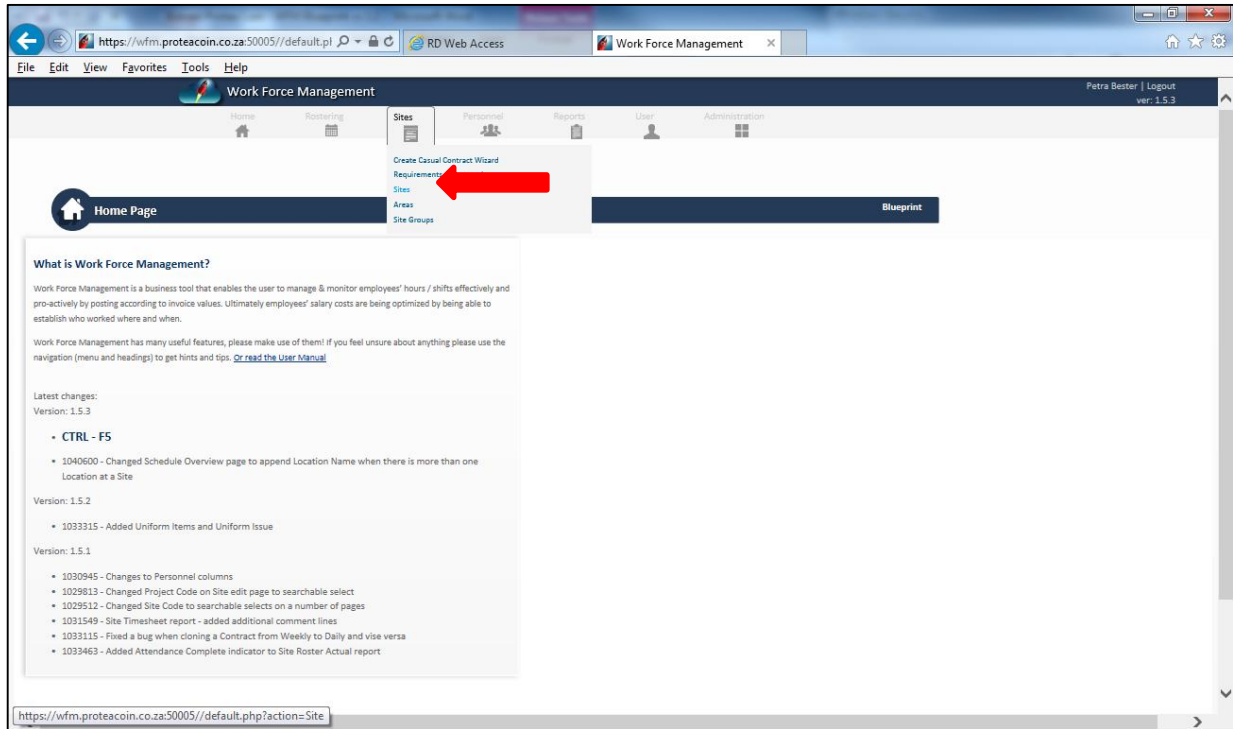
Skills

| Selected                 | Skill Name             |
|--------------------------|------------------------|
| <input type="checkbox"/> | Area Manager           |
| <input type="checkbox"/> | Horse Rider            |
| <input type="checkbox"/> | Dog Handler            |
| <input type="checkbox"/> | Armed Guard            |
| <input type="checkbox"/> | Driver                 |
| <input type="checkbox"/> | Controller             |
| <input type="checkbox"/> | Supervisor             |
| <input type="checkbox"/> | Site Manager           |
| <input type="checkbox"/> | Day/Night Manager      |
| <input type="checkbox"/> | Ops Manager            |
| <input type="checkbox"/> | Project Manager        |
| <input type="checkbox"/> | Instructor             |
| <input type="checkbox"/> | National Keypoint      |
| <input type="checkbox"/> | Armed Reaction Officer |
| <input type="checkbox"/> | Investigation Officer  |

Submit

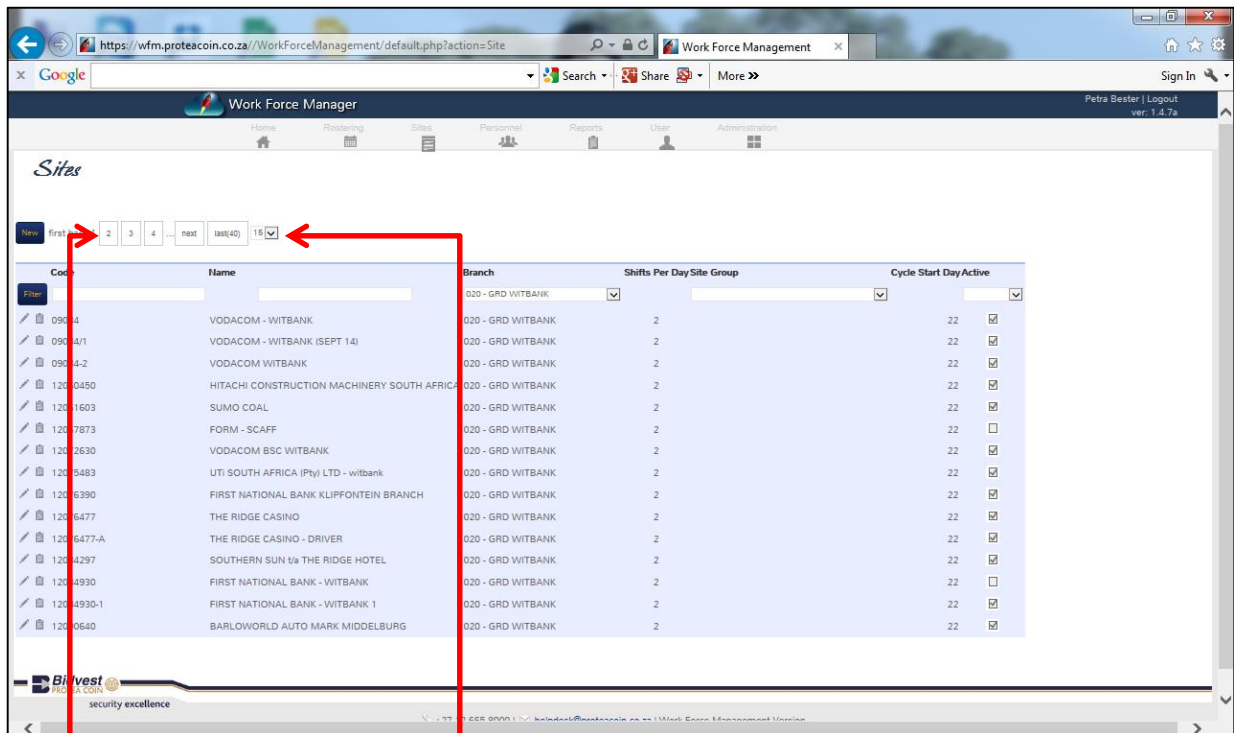


## SITES



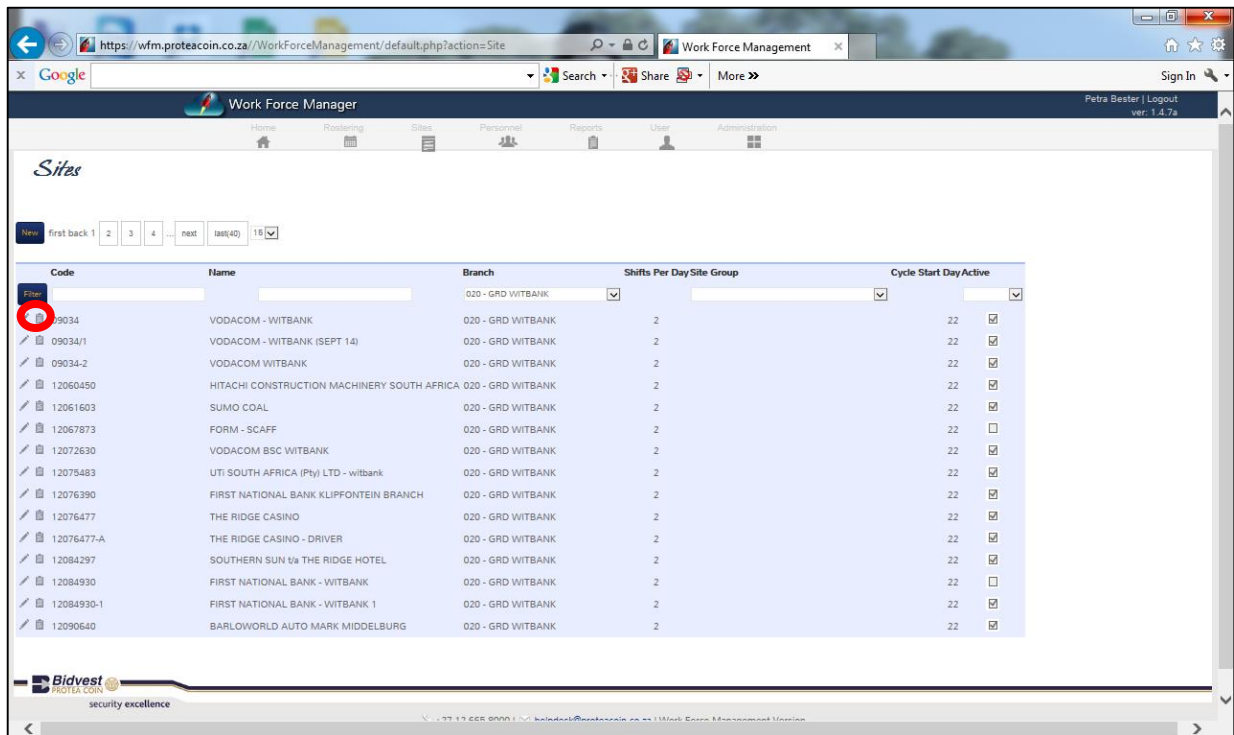
When moving your mouse over the “Sites” menu option the options appear as in the print screen above.

Should you click on the “Sites” sub-menu option, you will be re-routed to your particular branch’s site list where you will have the same filter and sorting options as on the “Personnel” sub-menu screen/page.

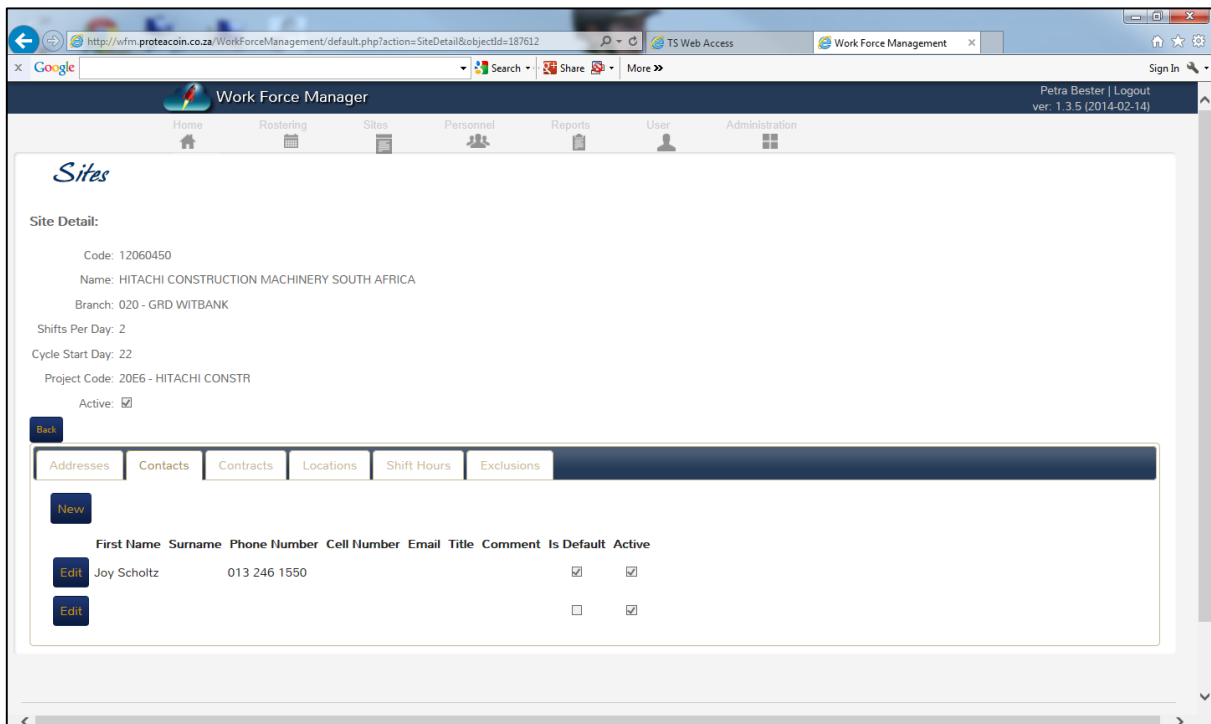


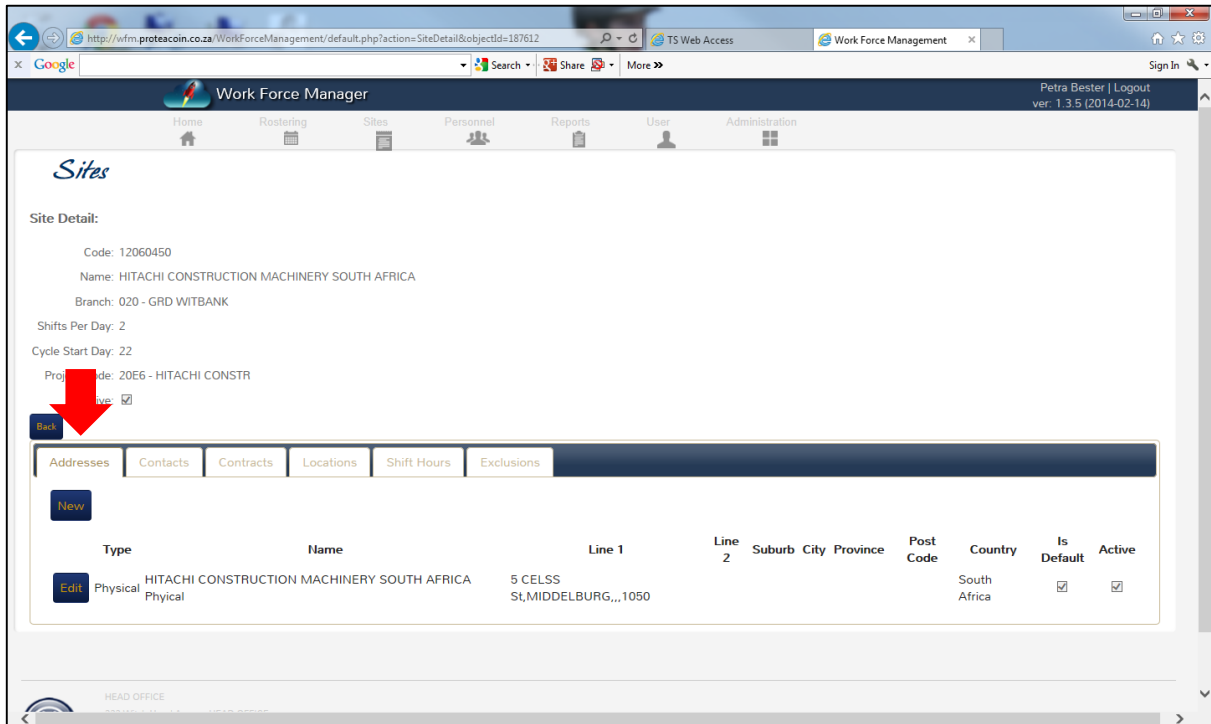
**Note:** The number of records to show/print per page as well as the number of pages

When on the “Sites” sub-menu screen/page and in need to check the site detail – click on the clipboard to the far left hand side of the screen/page in line with the particular site name – see below print screen:



This will take you to sub-pages where further detail pertaining to the particular site you have selected can be viewed – note the different tabs below:





**Sites**

Site Detail:

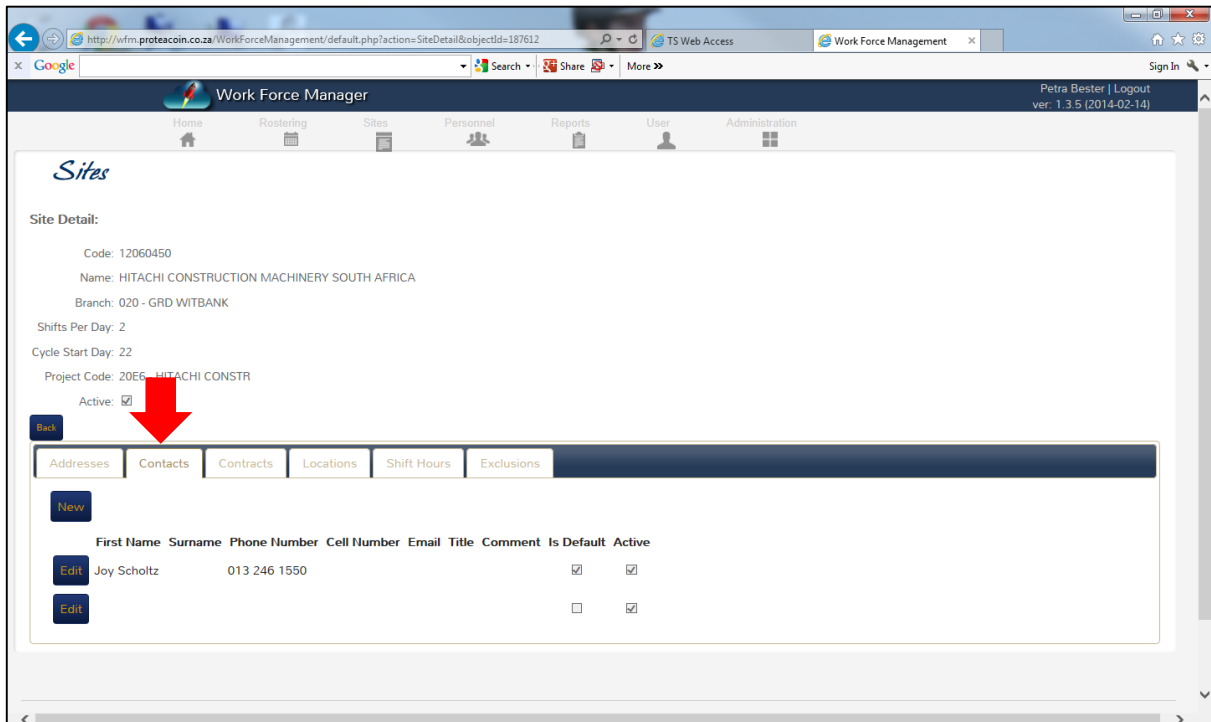
Code: 12060450  
 Name: HITACHI CONSTRUCTION MACHINERY SOUTH AFRICA  
 Branch: 020 - GRD WITBANK  
 Shifts Per Day: 2  
 Cycle Start Day: 22  
 Project Code: 20E6 - HITACHI CONSTR  
 Active:

[Back](#)

Addresses | Contacts | Contracts | Locations | Shift Hours | Exclusions

[New](#)

| Type                          | Name  | Line 1  | Line 2          | Suburb | City | Province | Post Code | Country      | Is Default                          | Active                              |
|-------------------------------|---|---------|-----------------|--------|------|----------|-----------|--------------|-------------------------------------|-------------------------------------|
| <a href="#">Edit</a> Physical | HITACHI CONSTRUCTION MACHINERY SOUTH AFRICA | 5 CELSS | St,MIDDELBURG,, |        |      |          |           | South Africa | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |



**Sites**

Site Detail:

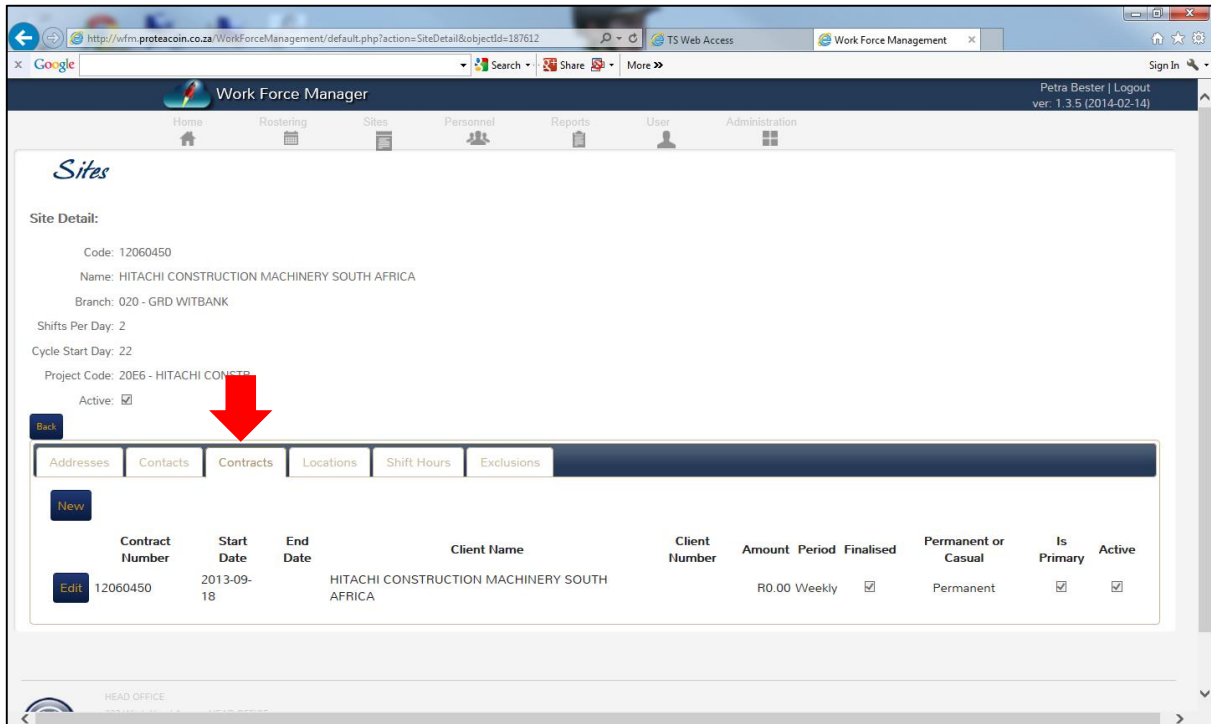
Code: 12060450  
 Name: HITACHI CONSTRUCTION MACHINERY SOUTH AFRICA  
 Branch: 020 - GRD WITBANK  
 Shifts Per Day: 2  
 Cycle Start Day: 22  
 Project Code: 20E6 - HITACHI CONSTR  
 Active:

[Back](#)

Addresses | **Contacts** | Contracts | Locations | Shift Hours | Exclusions

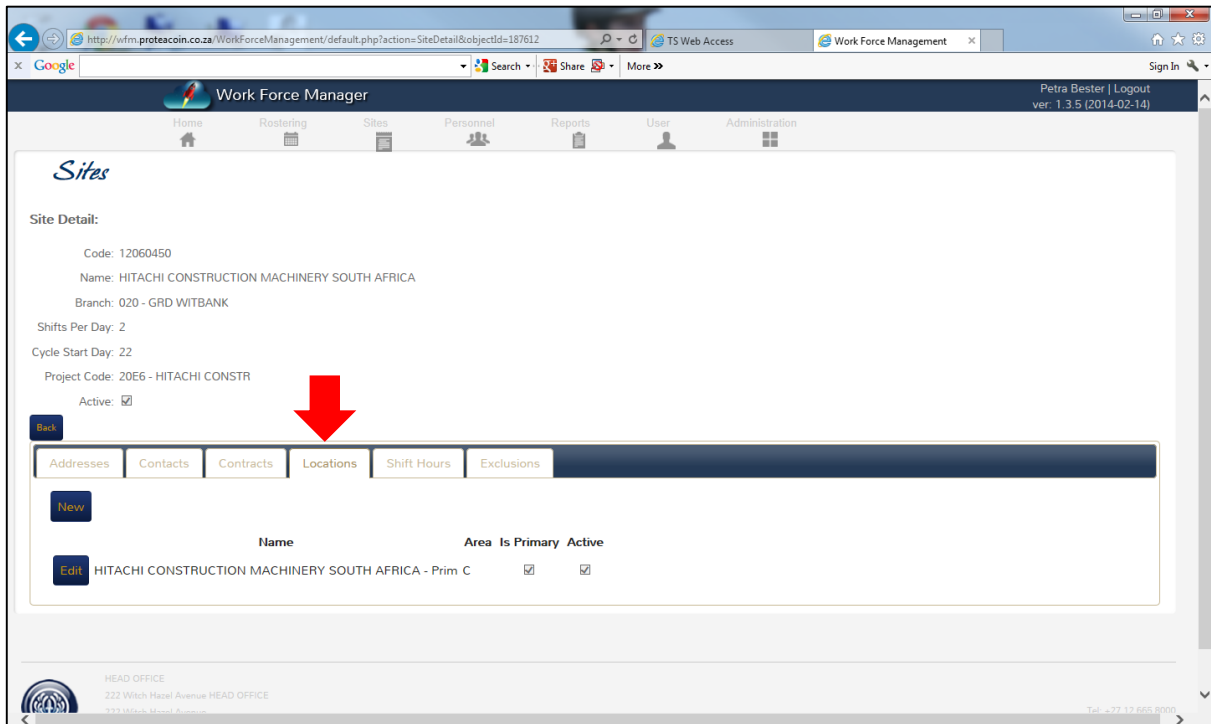
[New](#)

| First Name           | Surname     | Phone Number | Cell Number | Email | Title | Comment | Is Default                          | Active                              |
|----------------------|-------------|--------------|-------------|-------|-------|---------|-------------------------------------|-------------------------------------|
| <a href="#">Edit</a> | Joy Scholtz | 013 246 1550 |             |       |       |         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <a href="#">Edit</a> |             |              |             |       |       |         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |



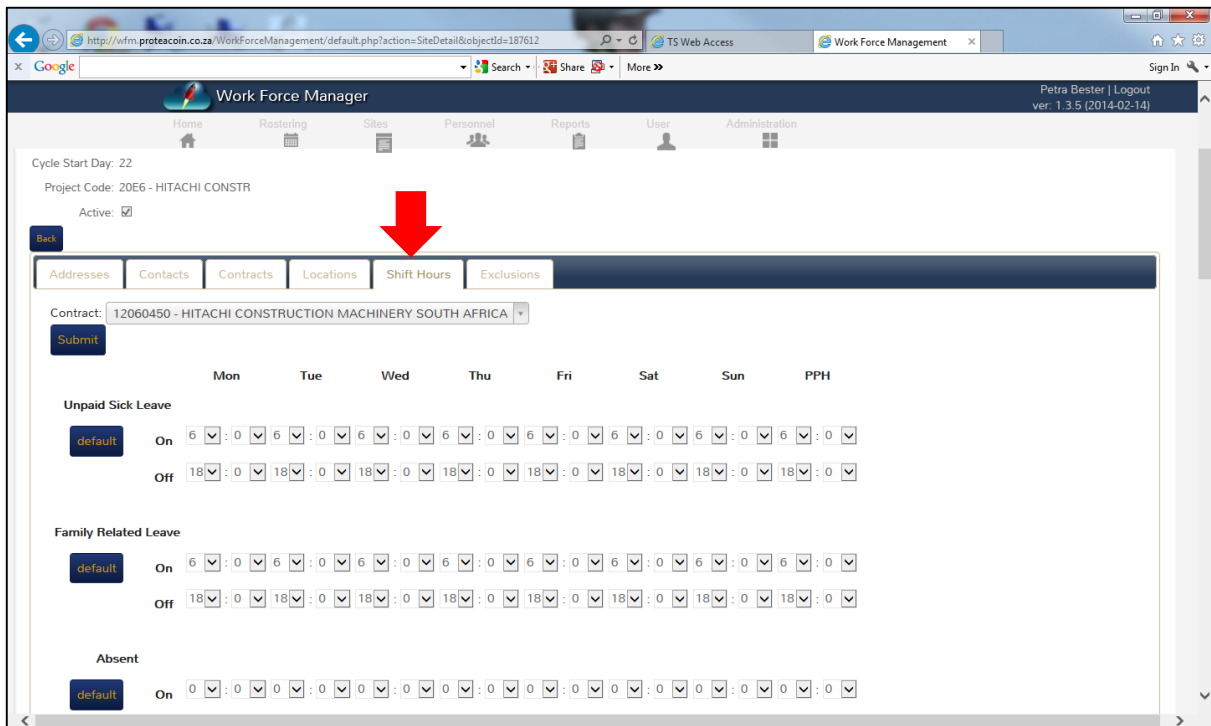
The screenshot shows the 'Contracts' tab selected in the 'Sites' section. A red arrow points to the 'Contracts' tab. The table below displays contract details for site 12060450.

| Contract Number | Start Date | End Date | Client Name                                 | Client Number | Amount | Period | Finalised                           | Permanent or Casual | Is Primary                          | Active                              |
|-----------------|------------|----------|---|---------------|--------|--------|-------------------------------------|---------------------|-------------------------------------|-------------------------------------|
| 12060450        | 2013-09-18 |          | HITACHI CONSTRUCTION MACHINERY SOUTH AFRICA |               | R0.00  | Weekly | <input checked="" type="checkbox"/> | Permanent           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

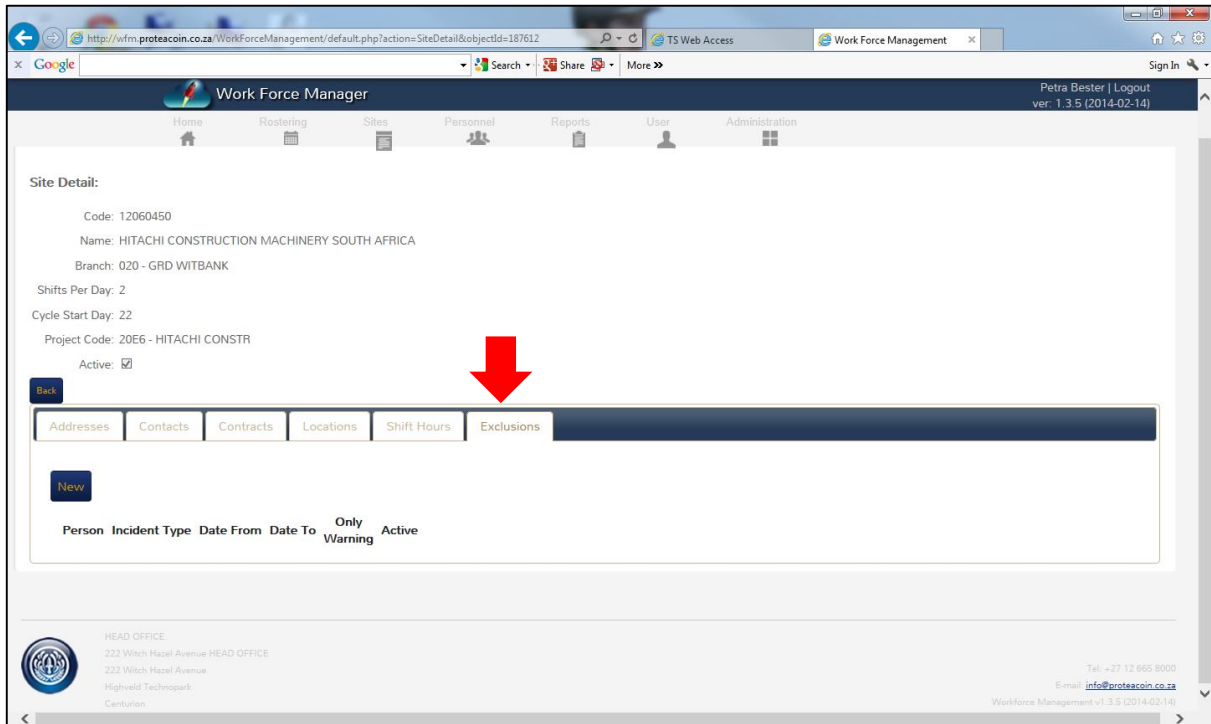


The screenshot shows the 'Locations' tab selected in the 'Sites' section. A red arrow points to the 'Locations' tab. The table below displays location details for site 12060450.

| Name   | Area | Is Primary                          | Active                              |
|--|------|-------------------------------------|-------------------------------------|
| HITACHI CONSTRUCTION MACHINERY SOUTH AFRICA - Prim C |      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |



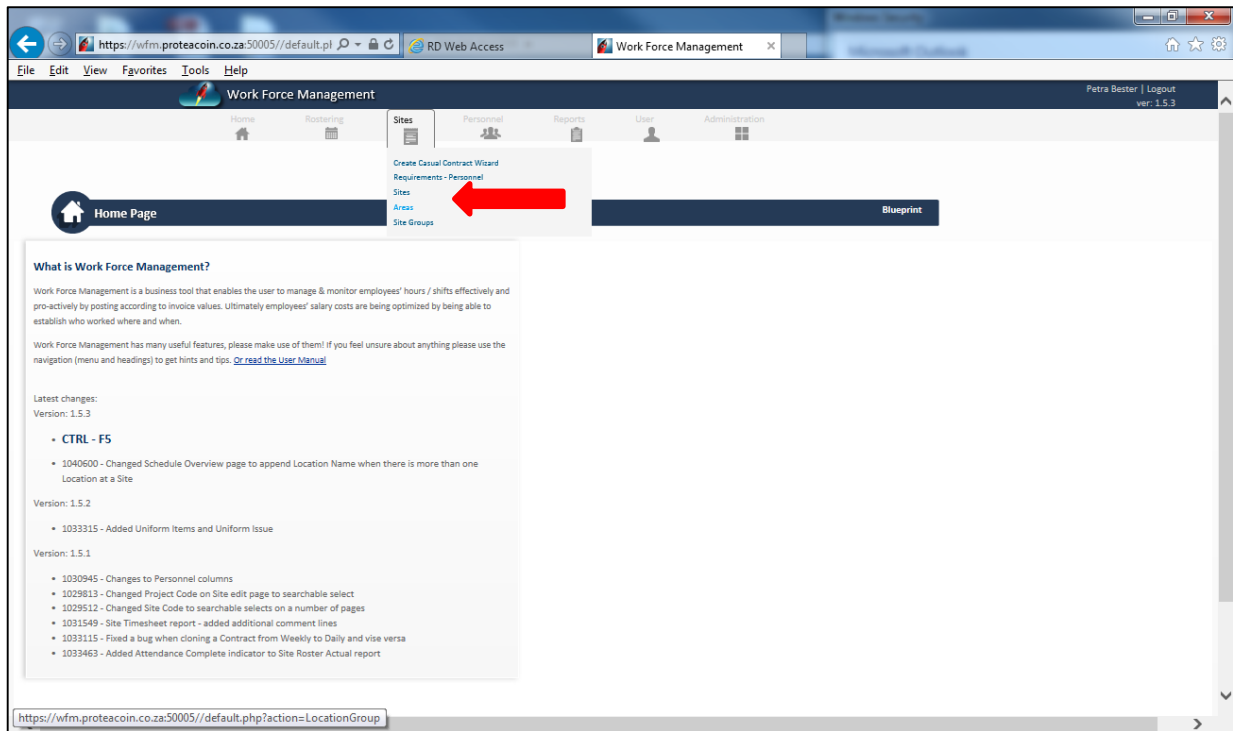
Unlike the previous Online Roster software, with WFM each different shift option's "Hours & Times" can be defined per site. This is done according to contract/client specifications by the Head Office Roster Co-ordinators – Michelle Janse van Rensburg, Anne-Marie Nauschutz or Wimpie Stone. Should you not agree with the shift hours, please contact either Michelle or Anne-Marie ASAP – all shift options are listed at the end of this document.



As previously, a guard may be excluded from being booked on a particular site – this is done here.

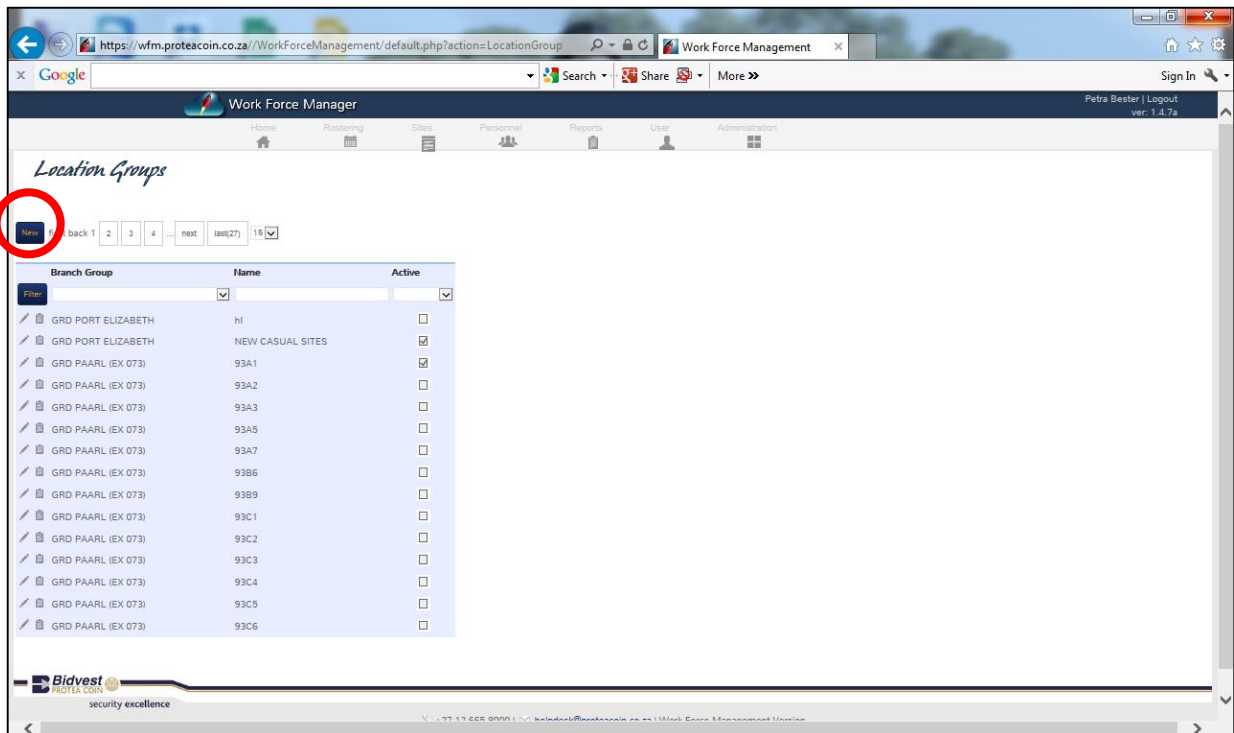
## AREAS

### Adding a new Area

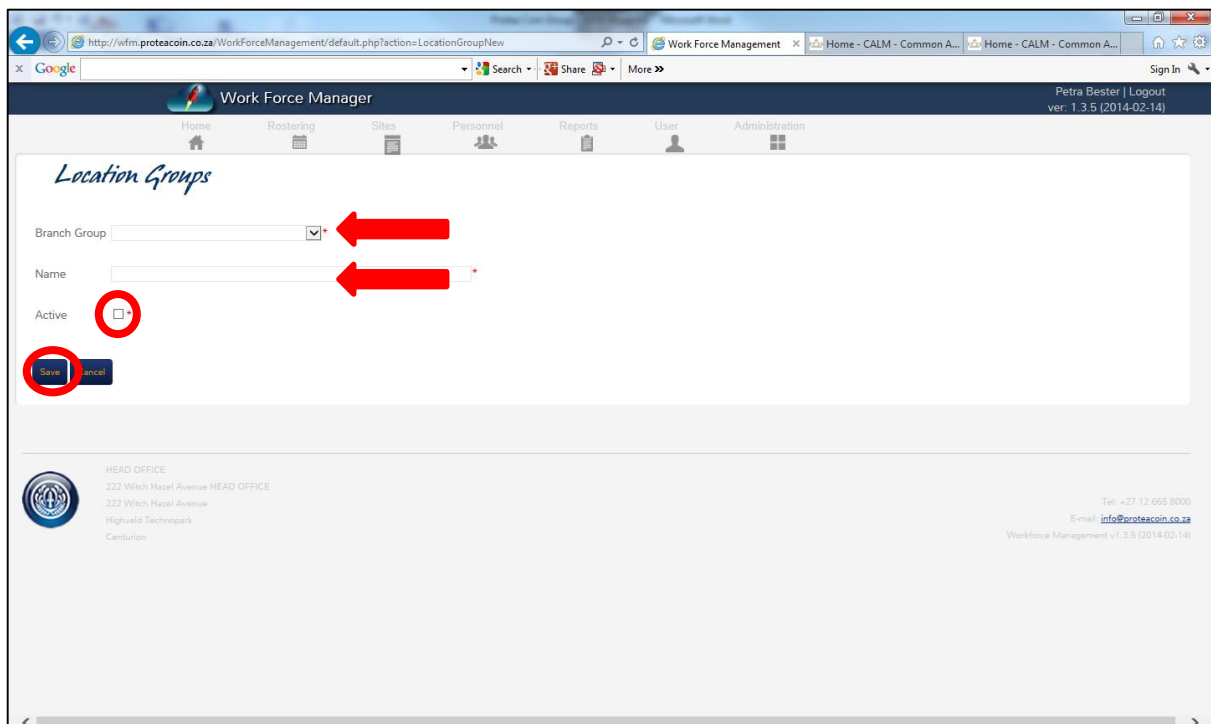


To add a new area to your branch, follow the links as shown above. The screen/page as shown in the print screen below will appear:





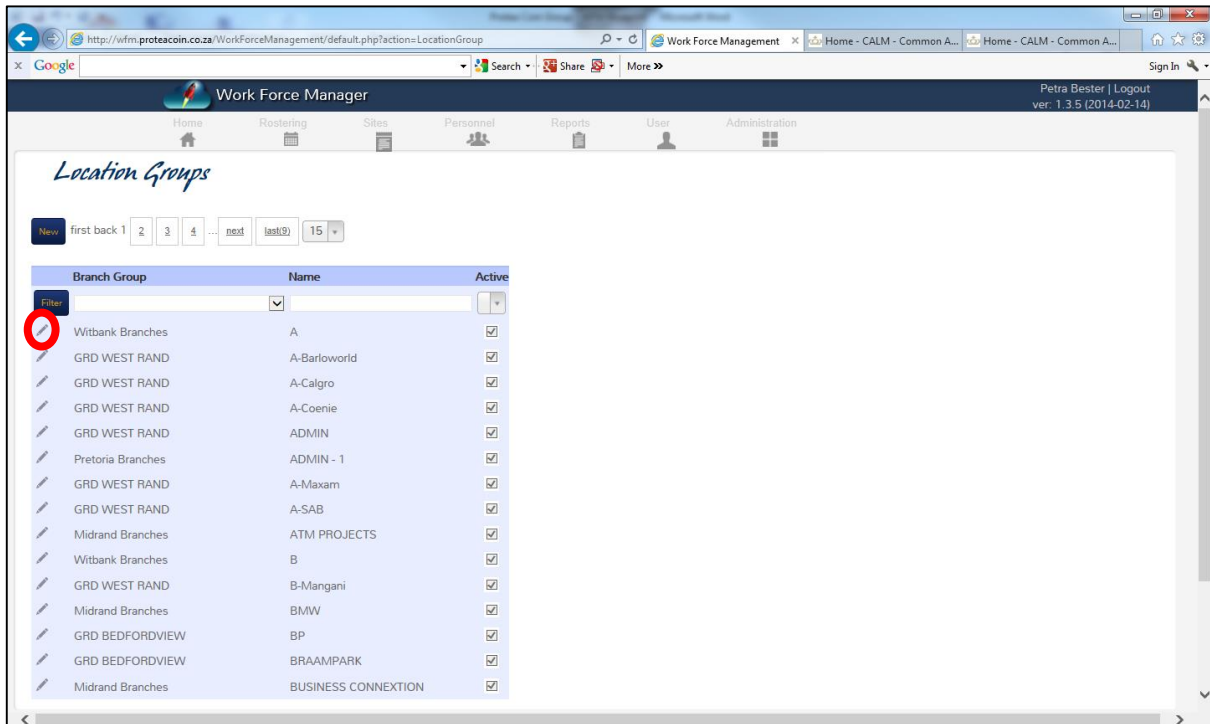
Click on the “New” button and you will be rerouted to the following screen/page:



Select the branch group the area should fall under, the name of the new are and “tick” the “Active” box, then click on “Save”.

## Editing an existing Area

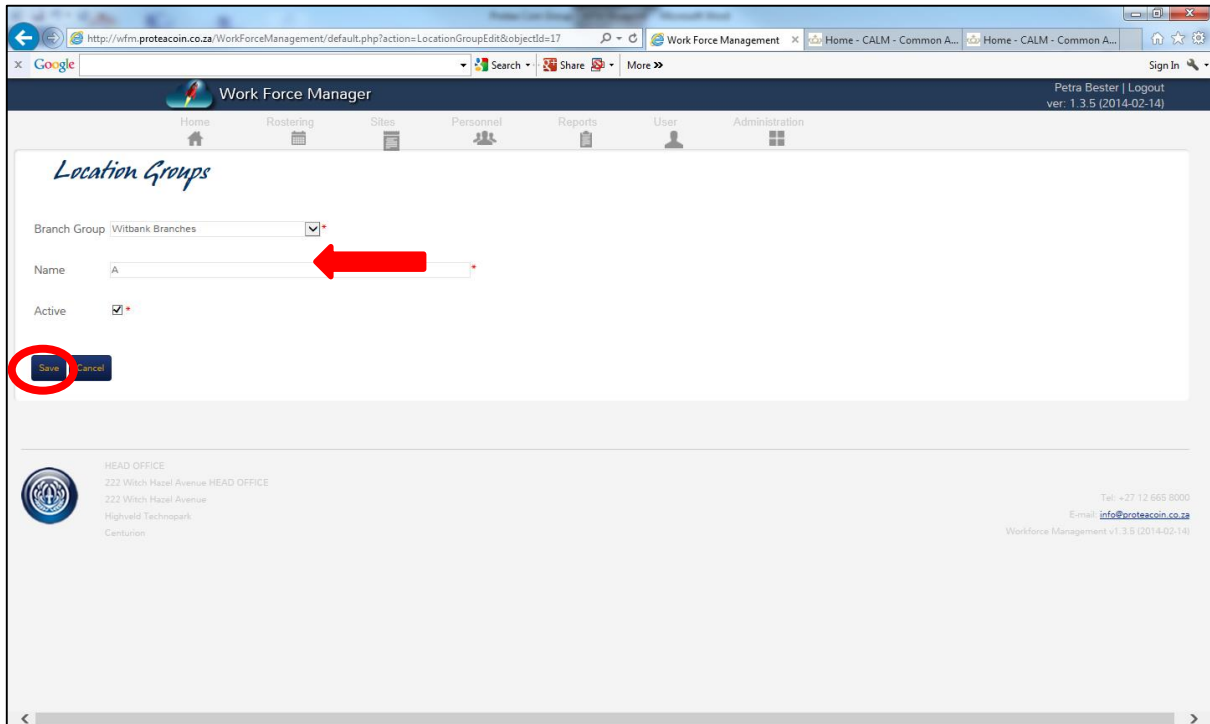
Should an existing area be edited, click on the edit button next to the particular, existing area's name:



The screenshot displays the 'Location Groups' interface in the Work Force Manager. At the top, there are navigation tabs for Home, Rostering, Sites, Personnel, Reports, User, and Administration. Below the tabs, the page title 'Location Groups' is shown. A 'New' button and a pagination control (first back 1, 2, 3, 4, ..., next, last 15) are visible. The main content is a table with the following data:

| Branch Group      | Name               | Active                              |
|-------------------|--------------------|-------------------------------------|
| Witbank Branches  | A                  | <input checked="" type="checkbox"/> |
| GRD WEST RAND     | A-Barloworld       | <input checked="" type="checkbox"/> |
| GRD WEST RAND     | A-Calgro           | <input checked="" type="checkbox"/> |
| GRD WEST RAND     | A-Coenie           | <input checked="" type="checkbox"/> |
| GRD WEST RAND     | ADMIN              | <input checked="" type="checkbox"/> |
| Pretoria Branches | ADMIN - 1          | <input checked="" type="checkbox"/> |
| GRD WEST RAND     | A-Maxam            | <input checked="" type="checkbox"/> |
| GRD WEST RAND     | A-SAB              | <input checked="" type="checkbox"/> |
| Midrand Branches  | ATM PROJECTS       | <input checked="" type="checkbox"/> |
| Witbank Branches  | B                  | <input checked="" type="checkbox"/> |
| GRD WEST RAND     | B-Mangani          | <input checked="" type="checkbox"/> |
| Midrand Branches  | BMW                | <input checked="" type="checkbox"/> |
| GRD BEDFORDVIEW   | BP                 | <input checked="" type="checkbox"/> |
| GRD BEDFORDVIEW   | BRAAMPARK          | <input checked="" type="checkbox"/> |
| Midrand Branches  | BUSINESS CONNEXION | <input checked="" type="checkbox"/> |

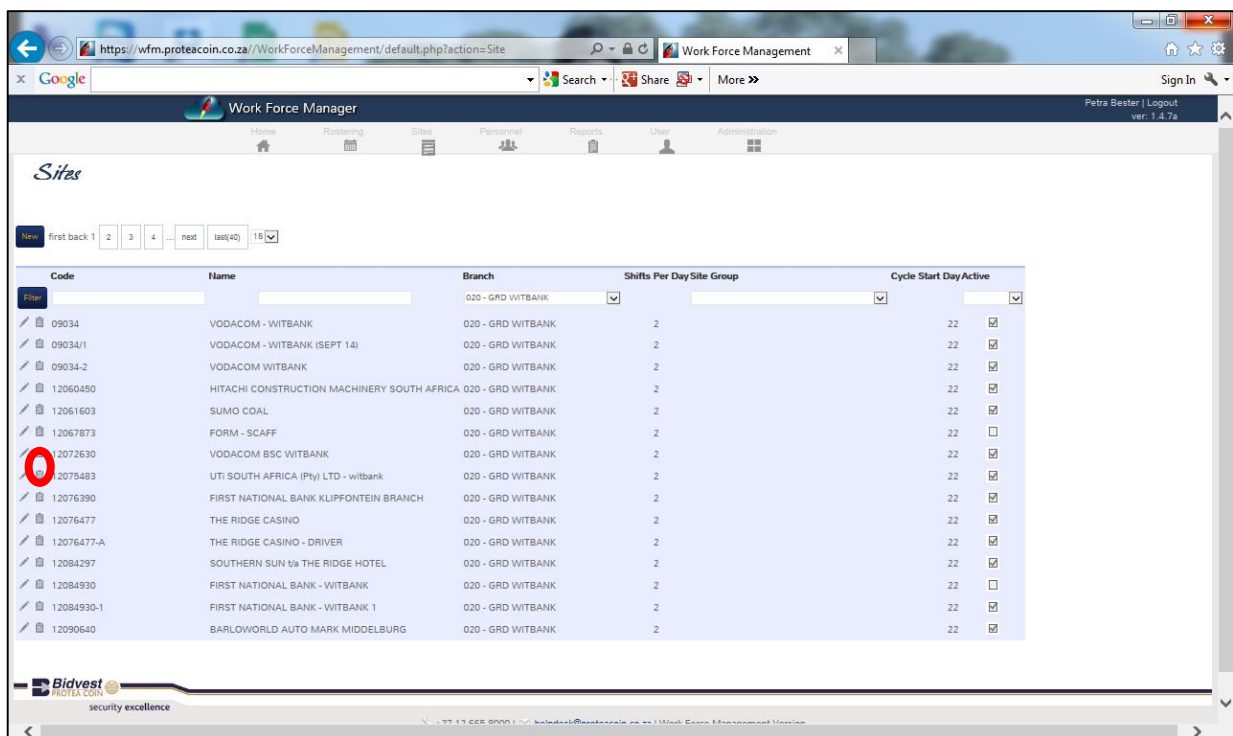
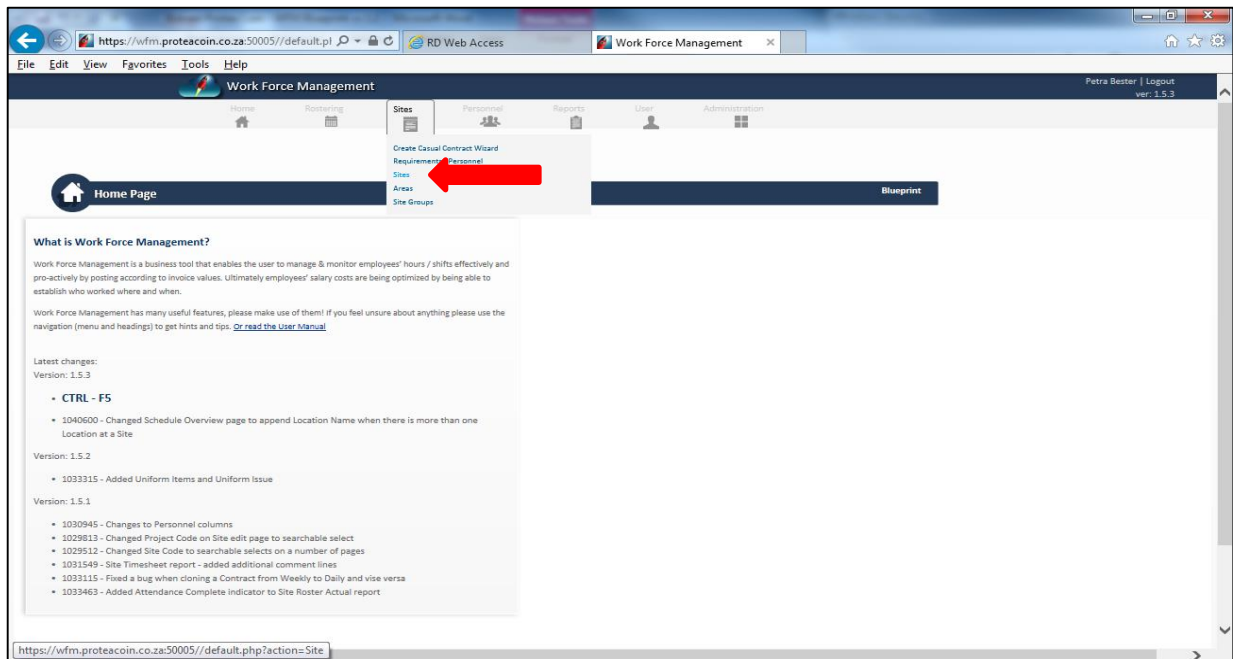
Edit the name and click on "Save" – don't unnecessarily create a new area.



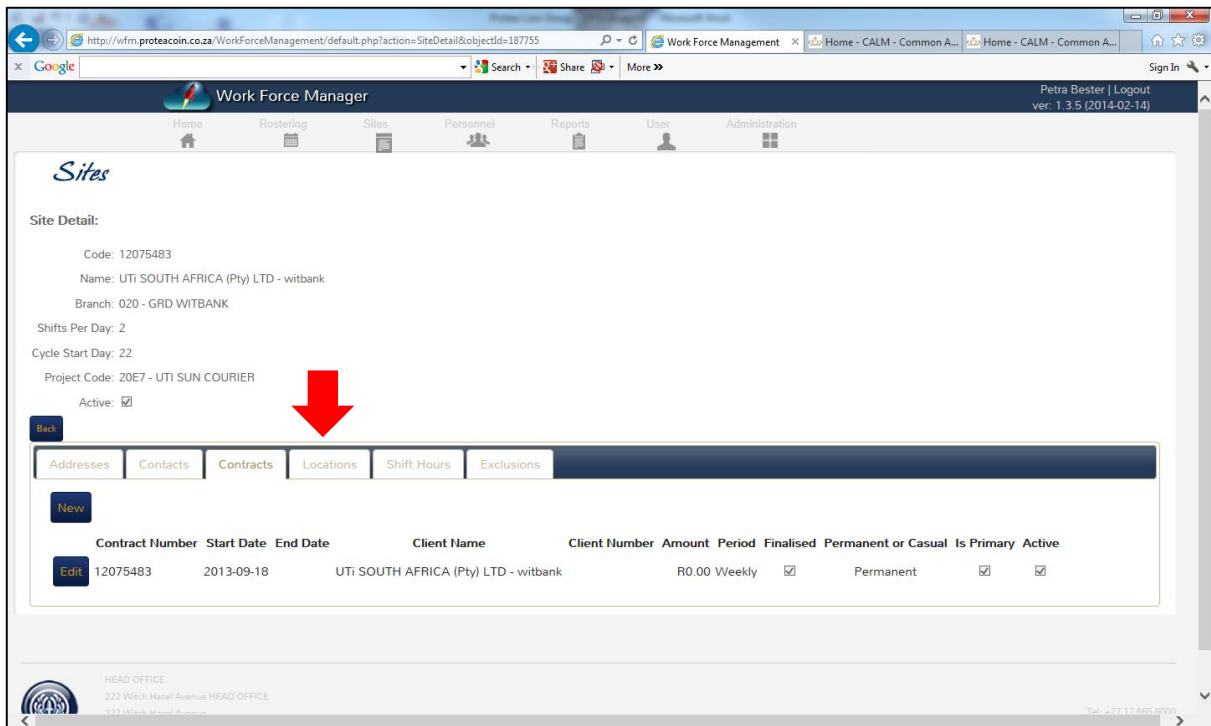
### Linking a Site to an Area

To link a particular site to a particular area, simply follow these print screens:

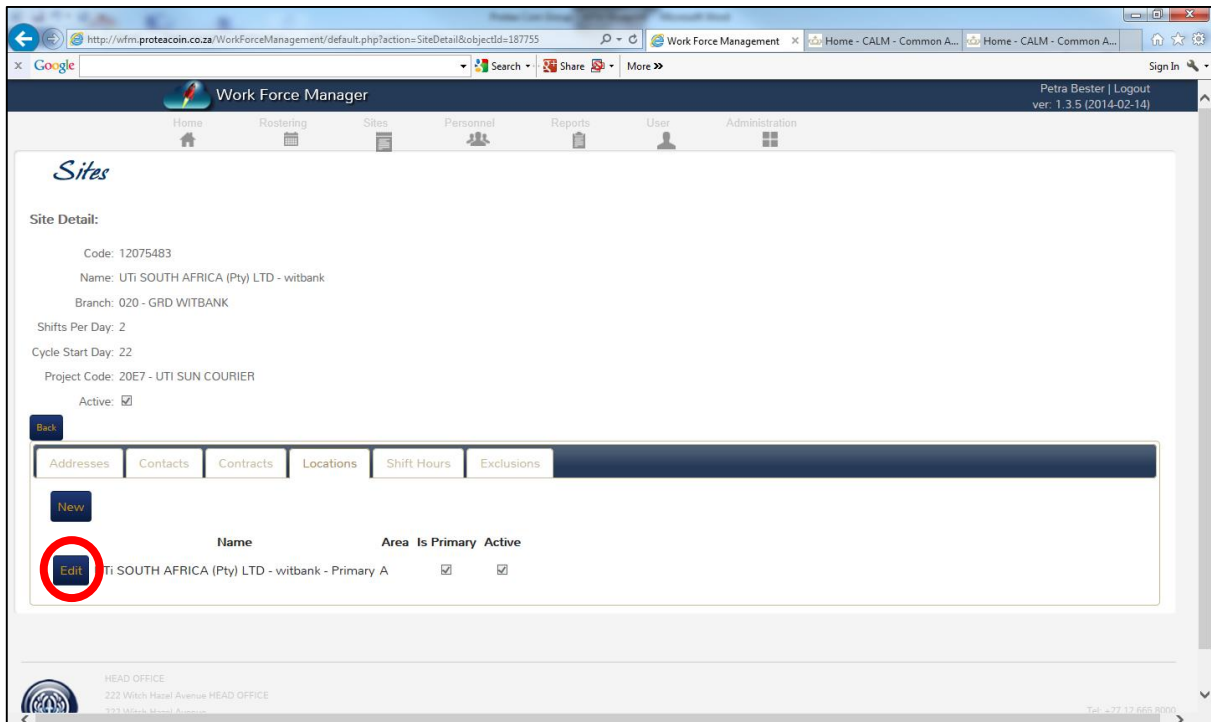
Click on the “Sites” sub-menu option and reroute to the Site List/Sites screen/page. Once there, select the particular site you need to link to an area and click on the “clipboard” next to this site which is on the far left hand side of the screen/page:



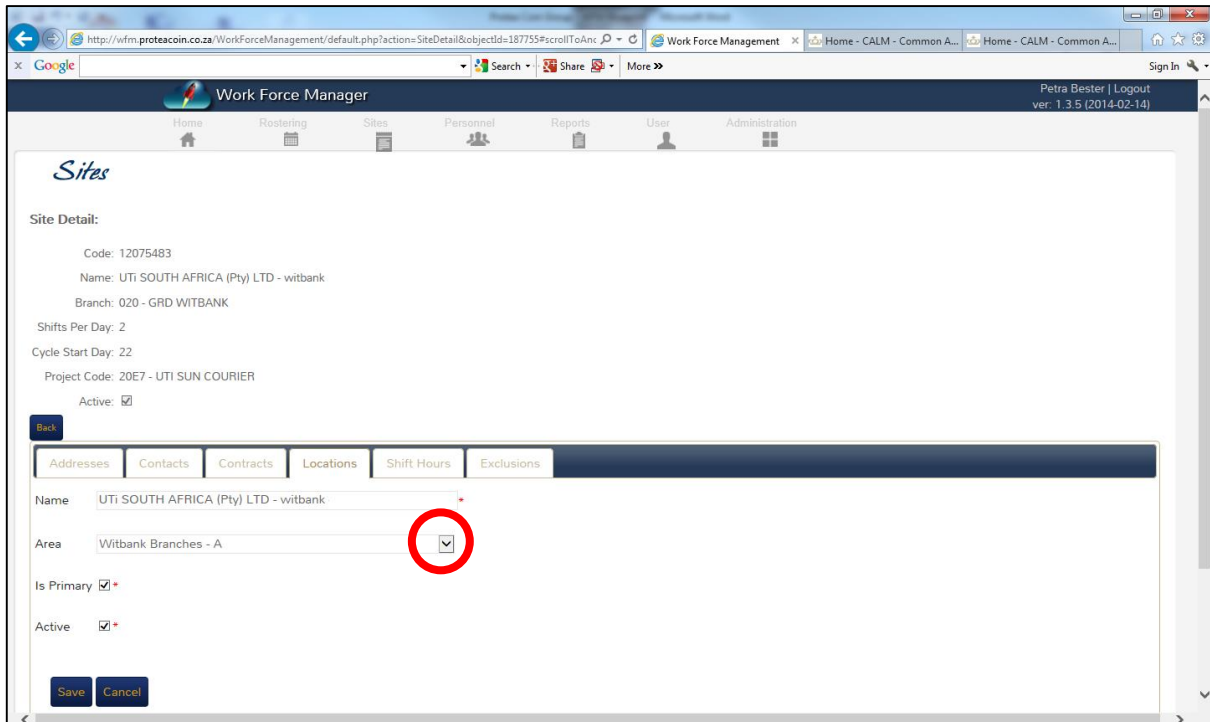
Once rerouted to the particular site's sub-pages, click on the "Locations" tab where you will be able to either link the site to a new area or change an existing area to another:



Once on the "Locations" tab, click on the "Edit" button:

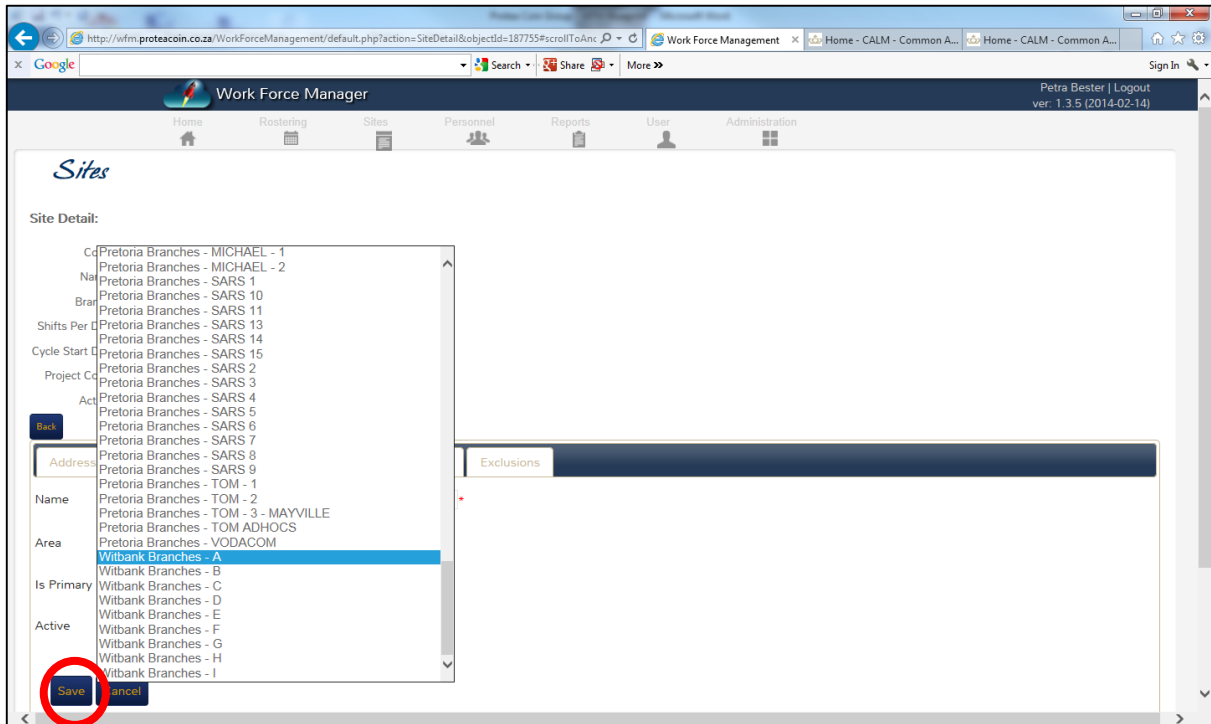


The “Area” option will have a “drop down list” from which you will be able to select any area linked to your branch.



The screenshot shows the 'Site Detail' form in the Work Force Manager application. The form includes fields for Code (12075483), Name (UTi SOUTH AFRICA (Pty) LTD - witbank), Branch (020 - GRD WITBANK), Shifts Per Day (2), Cycle Start Day (22), Project Code (20E7 - UTI SUN COURIER), and Active status (checked). Below these fields is a navigation bar with tabs for Addresses, Contacts, Contracts, Locations, Shift Hours, and Exclusions. The 'Area' dropdown menu is currently set to 'Witbank Branches - A' and is highlighted with a red circle. The 'Is Primary' and 'Active' checkboxes are also checked. 'Save' and 'Cancel' buttons are located at the bottom of the form.

Select the particular area the site must be linked to and click on “Save”.





## ROSTERING

Rostering can be done from two (2) different places/screens/pages in WFM – it depends which route/option you feel more comfortable with. Find the one that makes the most sense to you however, one thing has not changed. You have to schedule/plan your sites after which you have to attend your sites.

**SCHEDULING = PLANNING FOR THE FOLLOWING MONTH**  
(You **ALWAYS** PLAN to post according to 100% of the site's requirements)

**REMEMBER:** Scheduling needs to be done for all fixed term contracts and for all contracts created as casuals because the fixed term invoice has not been loaded yet or in order to load subdivisions as the client gets recurring invoices.

**REMEMBER:** Scheduling will not allow you to over post **OR** to short post – requirements need to be met 100%.

**REMEMBER:** Once Scheduling is done and all requirements have been met, exceptions need to be done on Attendance on a daily basis.

**REMEMBER:** Attendance will allow you to short post **BUT** will **NOT** allow you to over post.

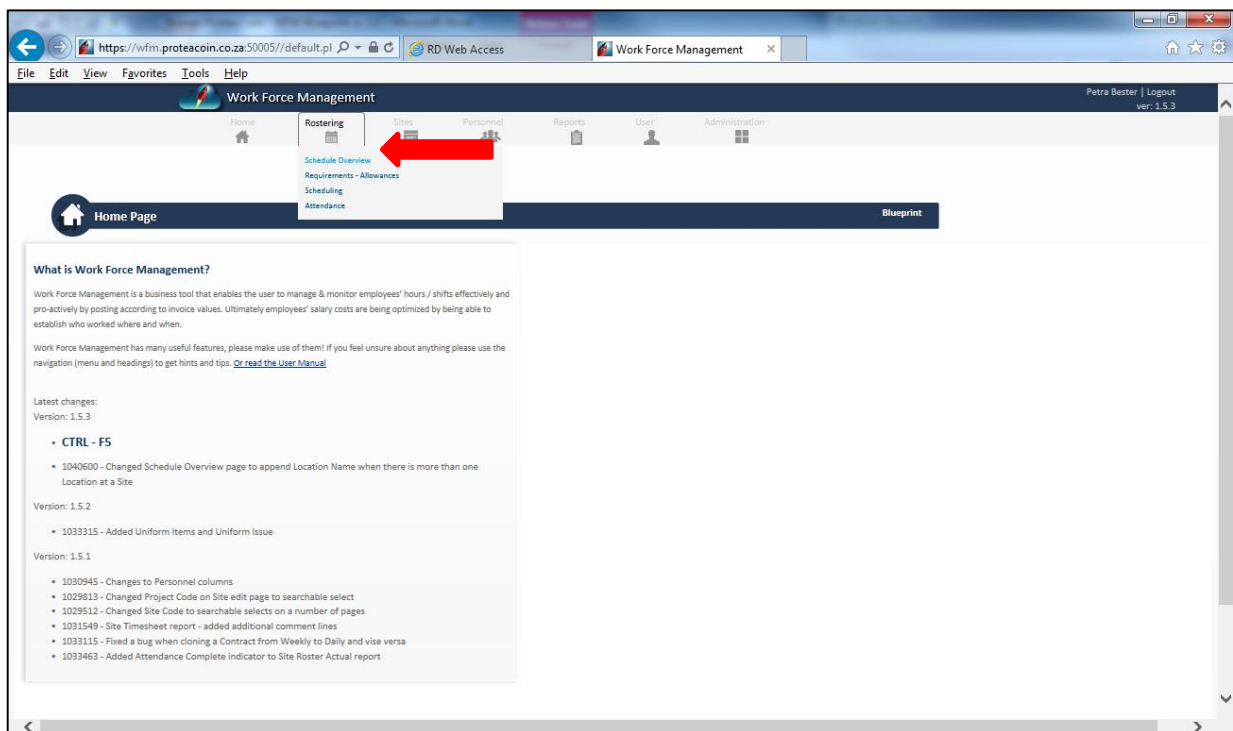
**REMEMBER:** Once Scheduling and Attendance have been done for a site and you go back into Scheduling to make changes for whatever reason, your Attendance will be **DELETED** and you will have to **REDO** the Attendance for the particular site.

**REMEMBER:** True casual contracts do **NOT** have to be Scheduled **BUT ONLY** Attended – keep in mind however, that Attendance will have to be redone every month for each individual on the particular site. The pattern will not “roll over” into the following month.



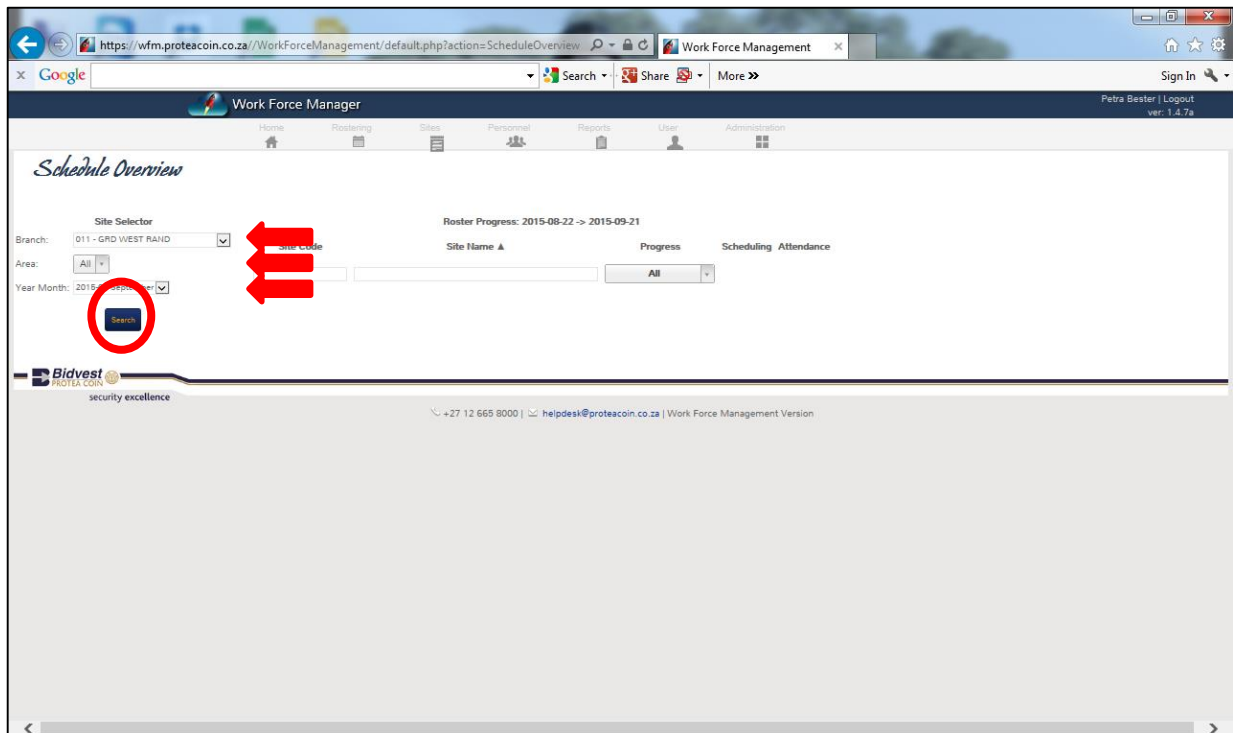
**REMEMBER:** All individuals / guards on the roster MUST have a shift routine. When a guard works no particular routine and a routine is manually selected every single month, a shift routine of “o” and a start position of “1” WILL be selected.

## Scheduling



The first route to follow in order to Schedule a site is to move your mouse over the “Rostering” menu option after which several sub-menu option will be available. Click on the first sub-menu option, “Schedule Overview” – see above print screen.

Once you have clicked on this sub-menu option, you will be rerouted to the following screen/page:

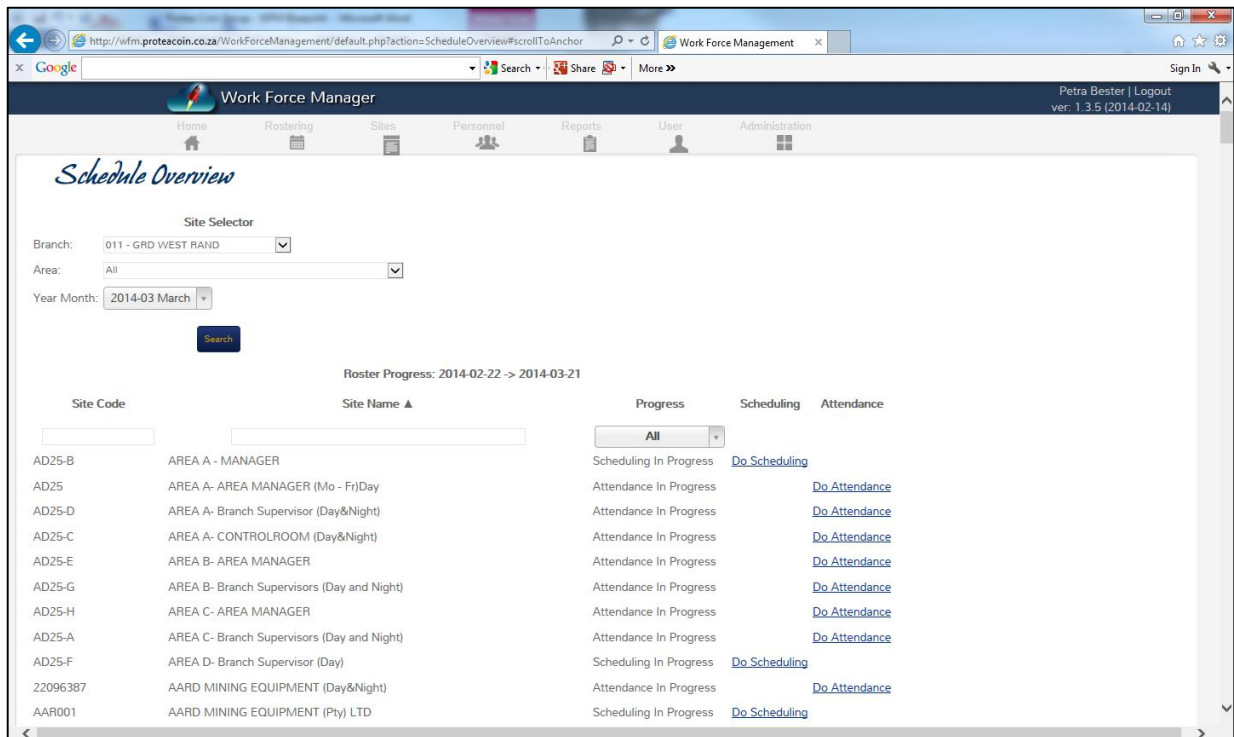


You will now have make selections from the “drop down lists” for the following:

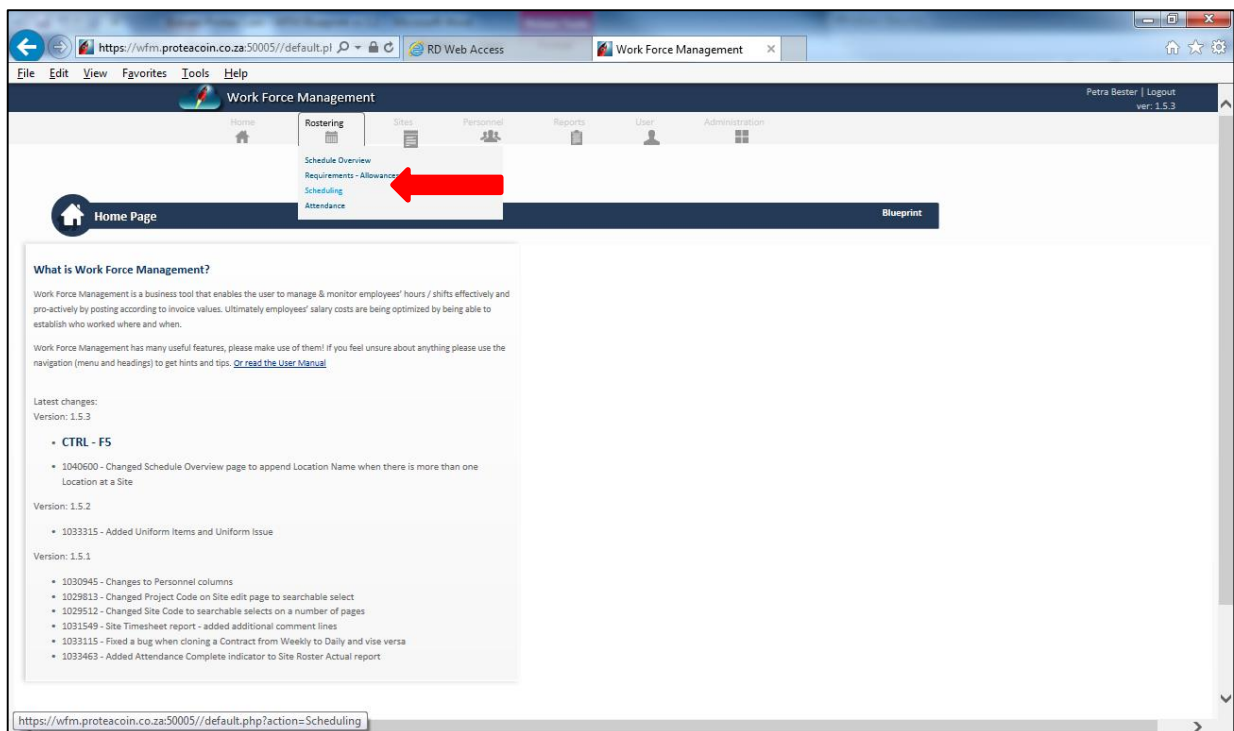
- Branch
- Area
- Year / Month

Once you have made your selections, click on the “Search” button – the screen/page should now look like this (see below print screen), listing whether you sites have been Scheduled and / Attended.

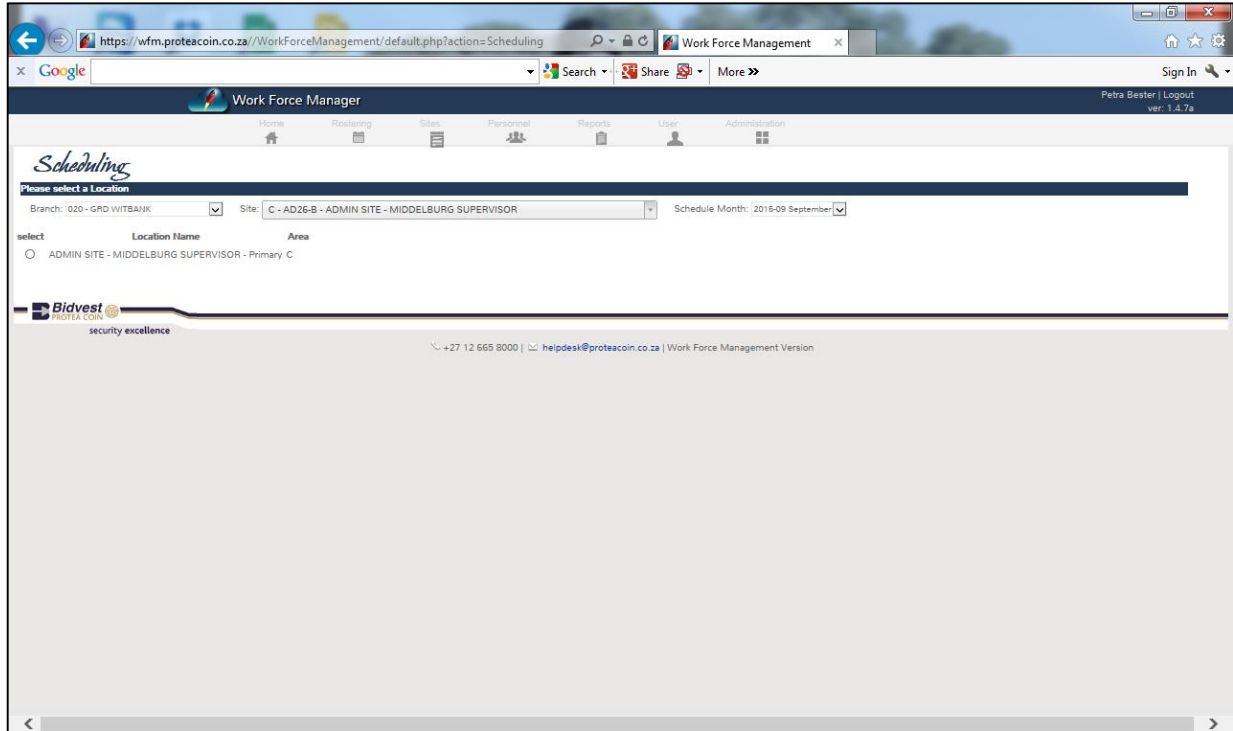
You will be able to access any of your sites’ Scheduling or Attendance screens/pages from here.



Another route to follow in order to Schedule a site is to click on “Rostering” on the menu bar. Once the sub-menu options have appeared, click on “Scheduling” – see print screen below:



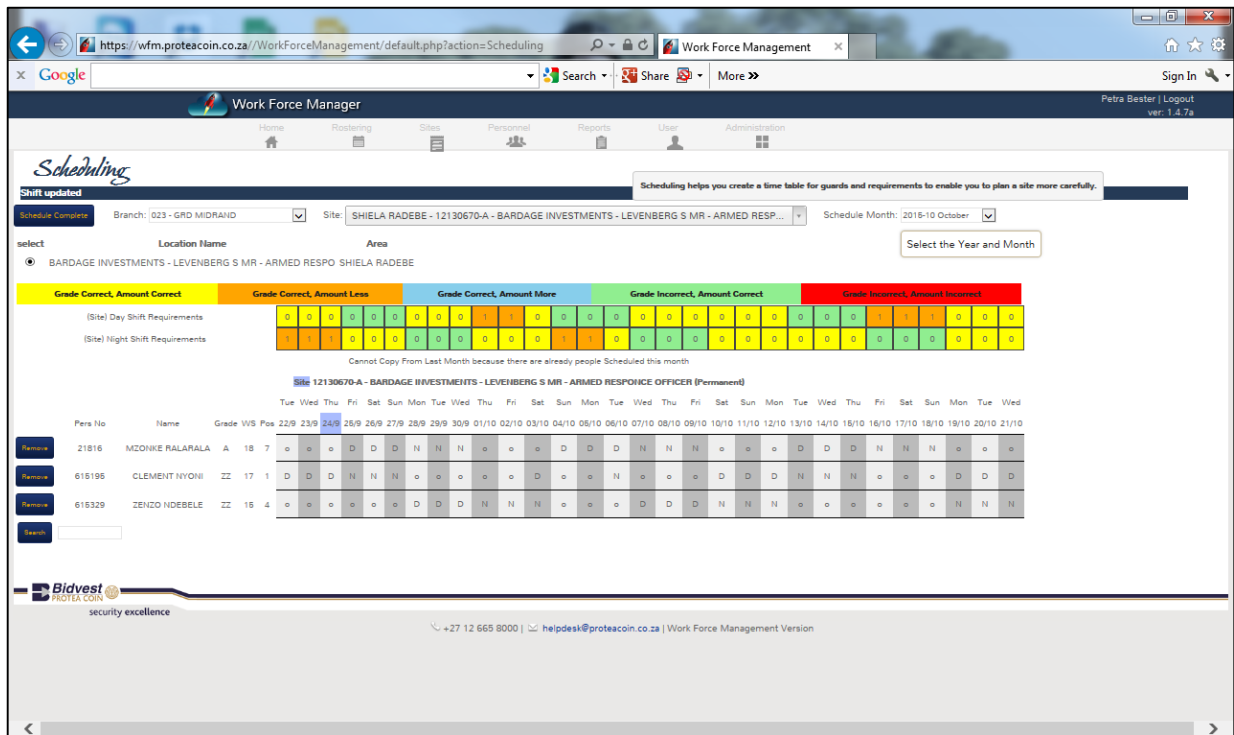
Once this has been done, you will be rerouted to the following screen/page:



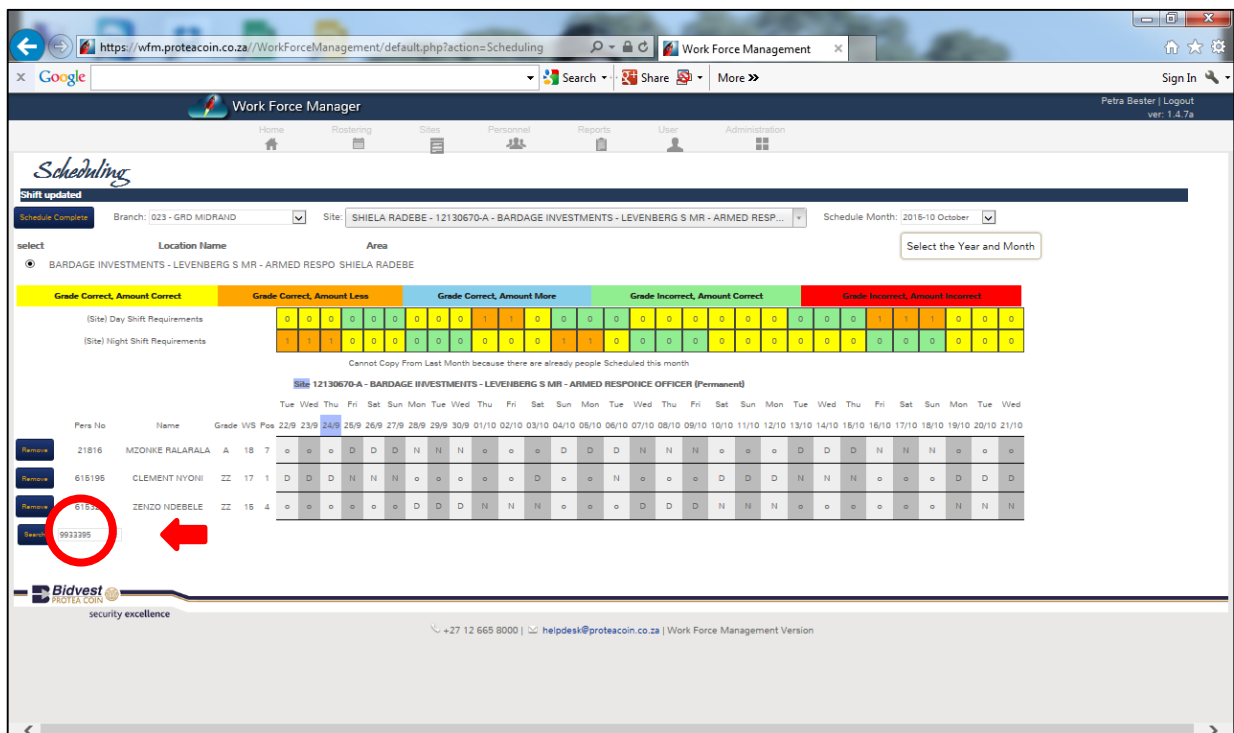
The following selections now have to be made in order for data to reflect:

- Branch
- Site
- Schedule Month
- Location

Once the above selections have been made, you will be rerouted to the following screen/page:

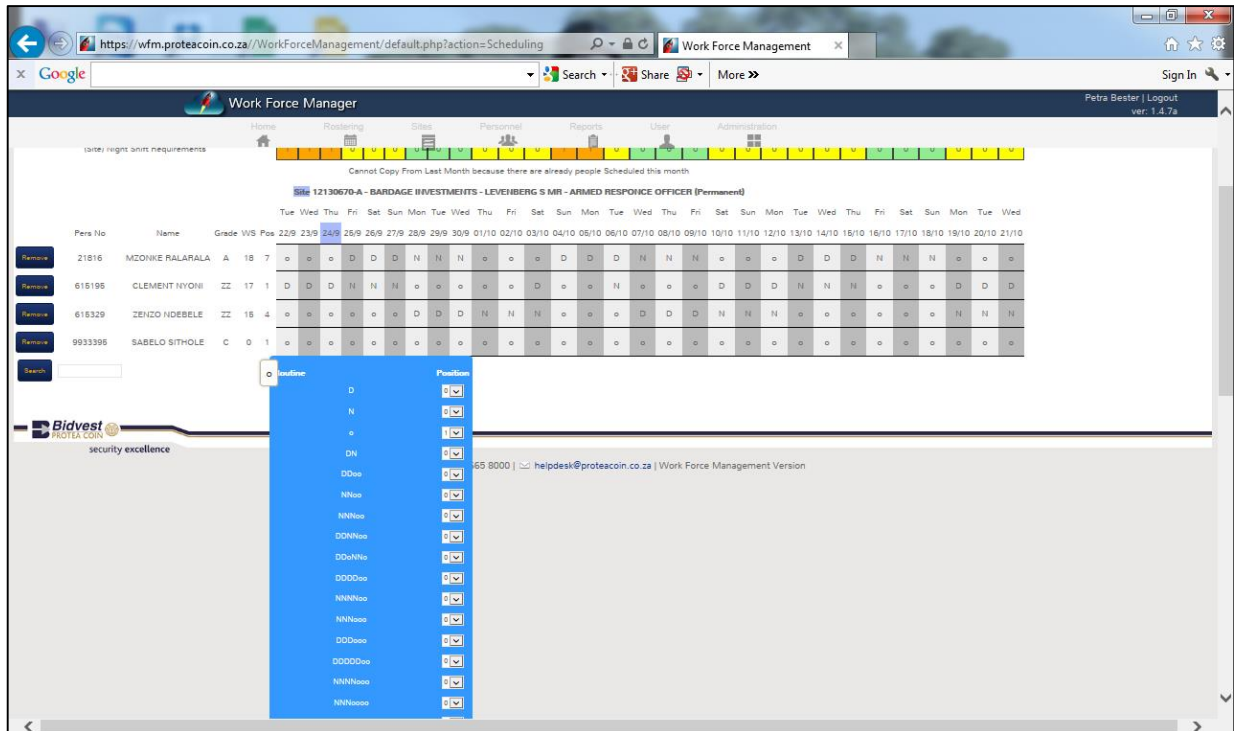


Should the site need additional guards in order for you to complete the Scheduling and meet the requirements, you can follow one of two (2) different routes to add a guard to the site. You can either type in the guard's number in the available space next to "Add", should you know the guard's personnel number that you would like to add – see below print screen:





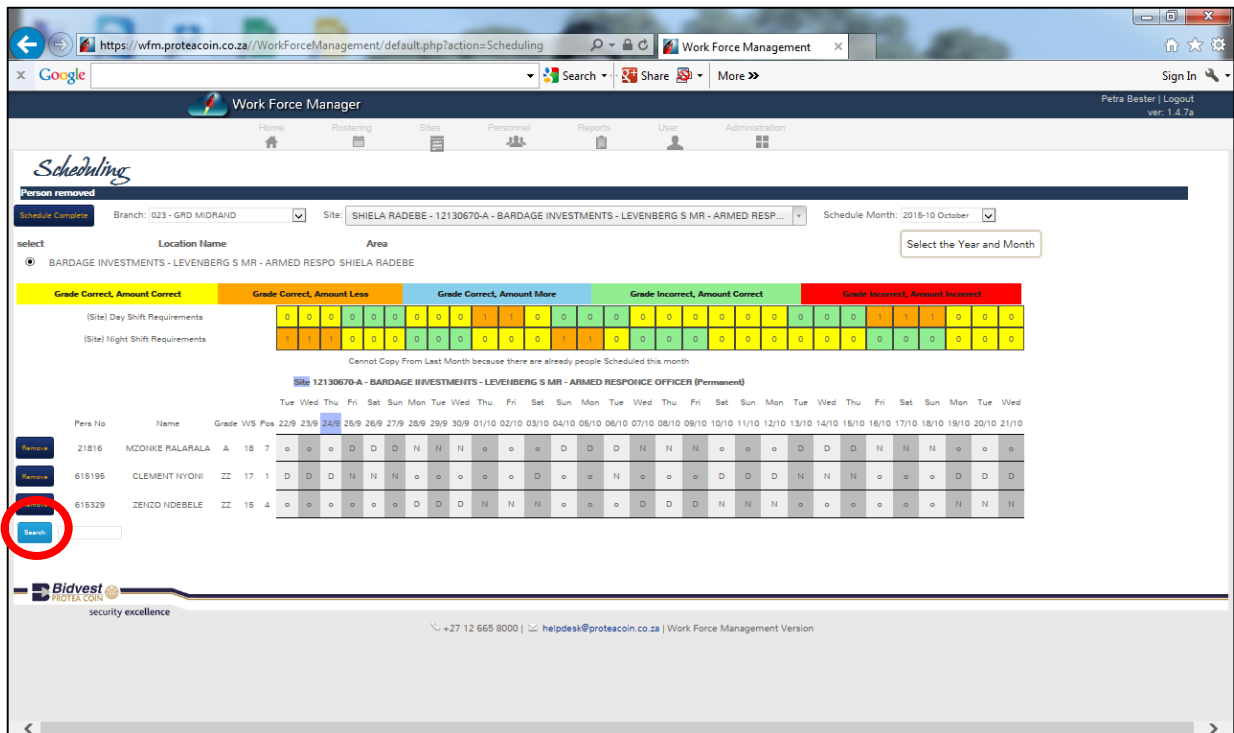
A drop down box will appear with the different “shift routines” and a “start position drop down” selection next to each. Make your particular selection and click on the “Submit” button.



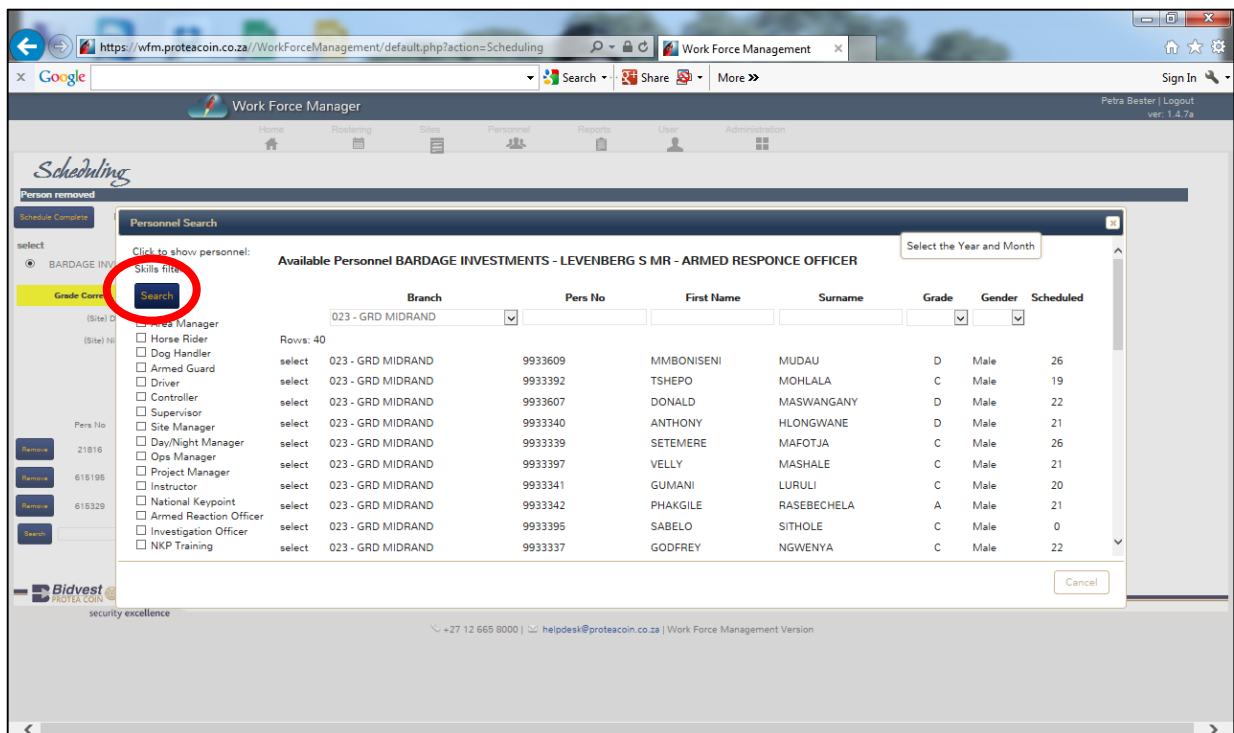
The guard will now have a shift pattern with a start position.

Another option to add a guard to a site, should you not be familiar with his/her personnel number, is to click on the “Search” button at the bottom of the page:



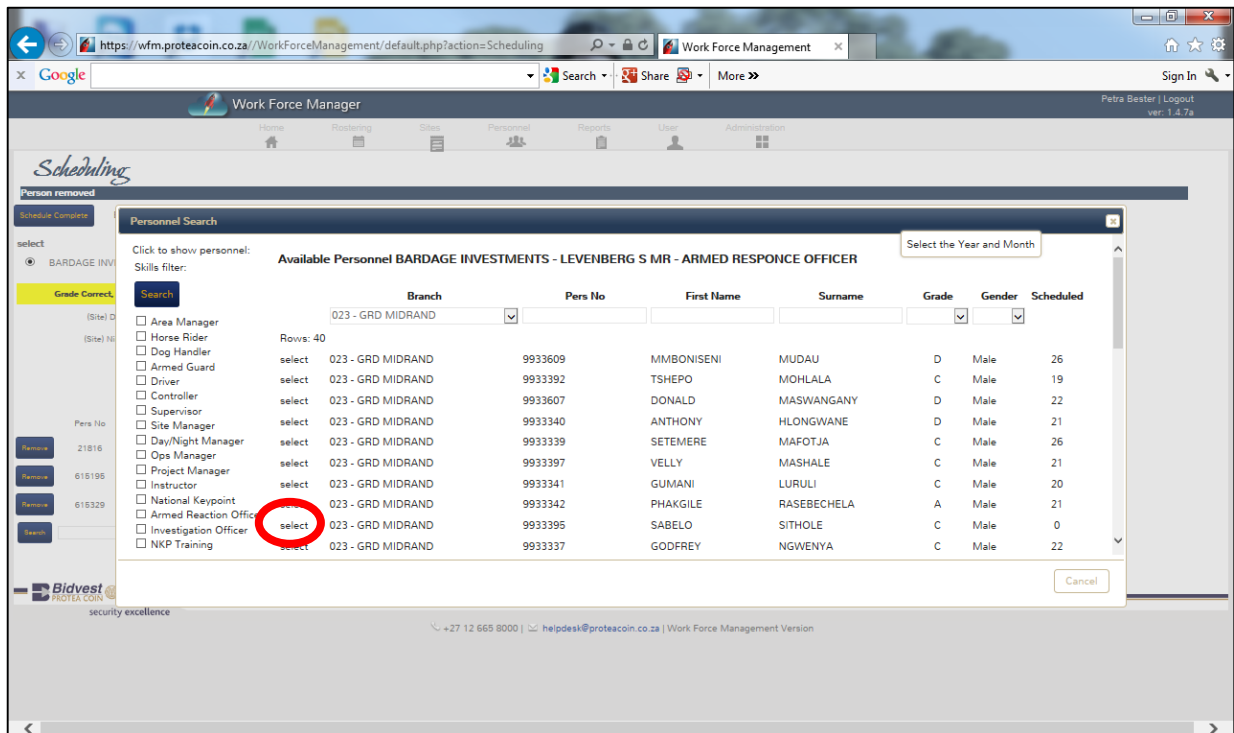


You will be rerouted to the following screen/page:



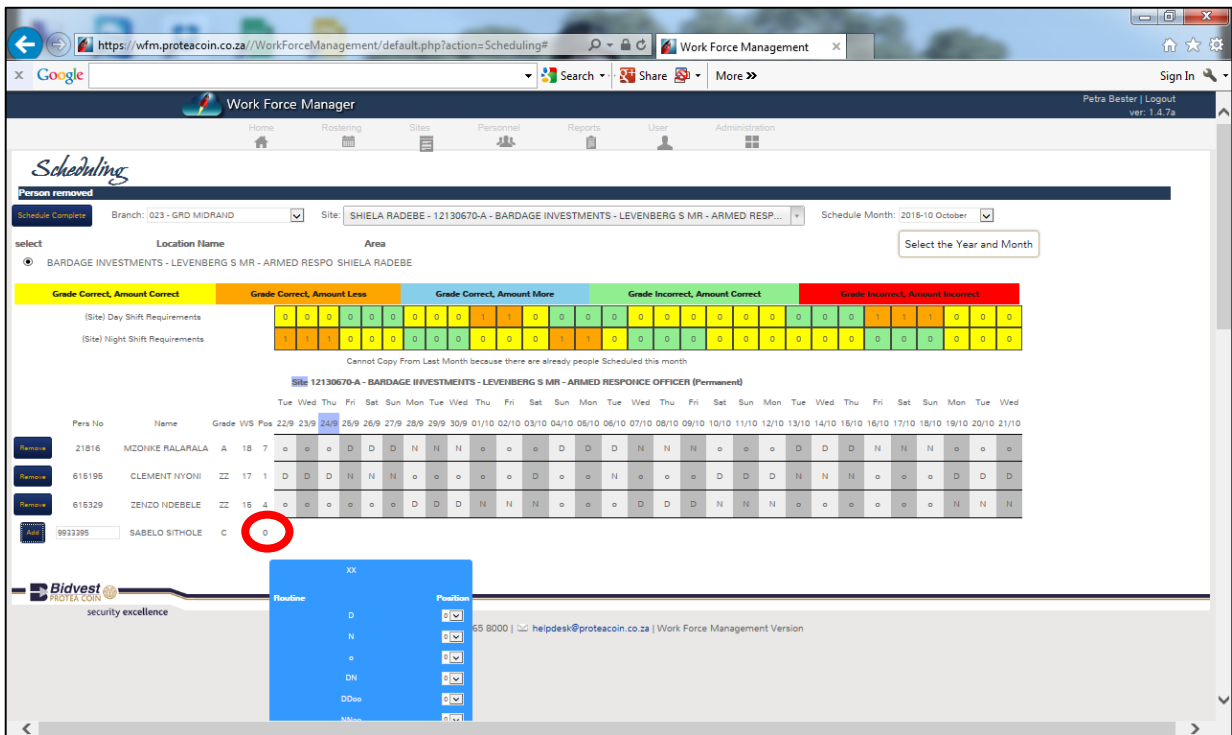
Here you can search according to any of the options available on the screen/page by selecting from the “drop down lists” and clicking on the “Search” button after which the data will be displayed:





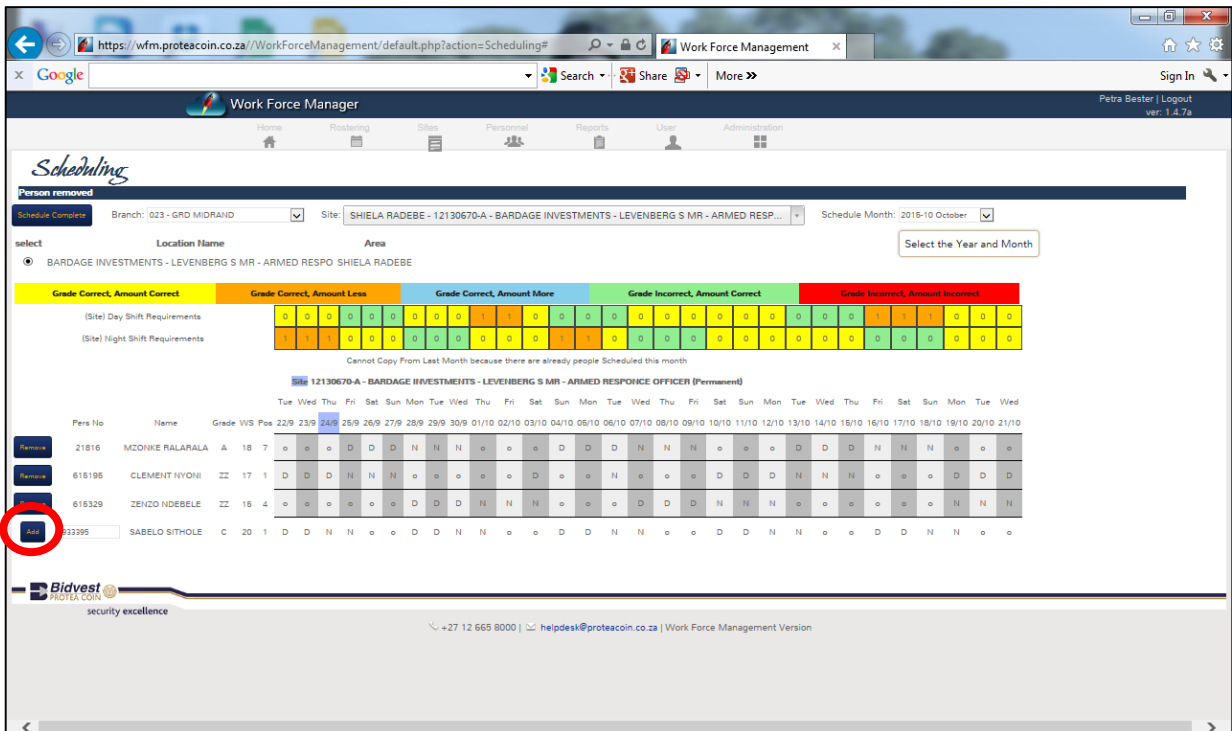
A guard can now be selected by clicking on the “select” option next to the particular guard as shown above.

The selected guard will be moved to the “Scheduling” screen/page and can immediately be linked to a “shift routine” and “start position” by simply moving your mouse over the “start position” field.

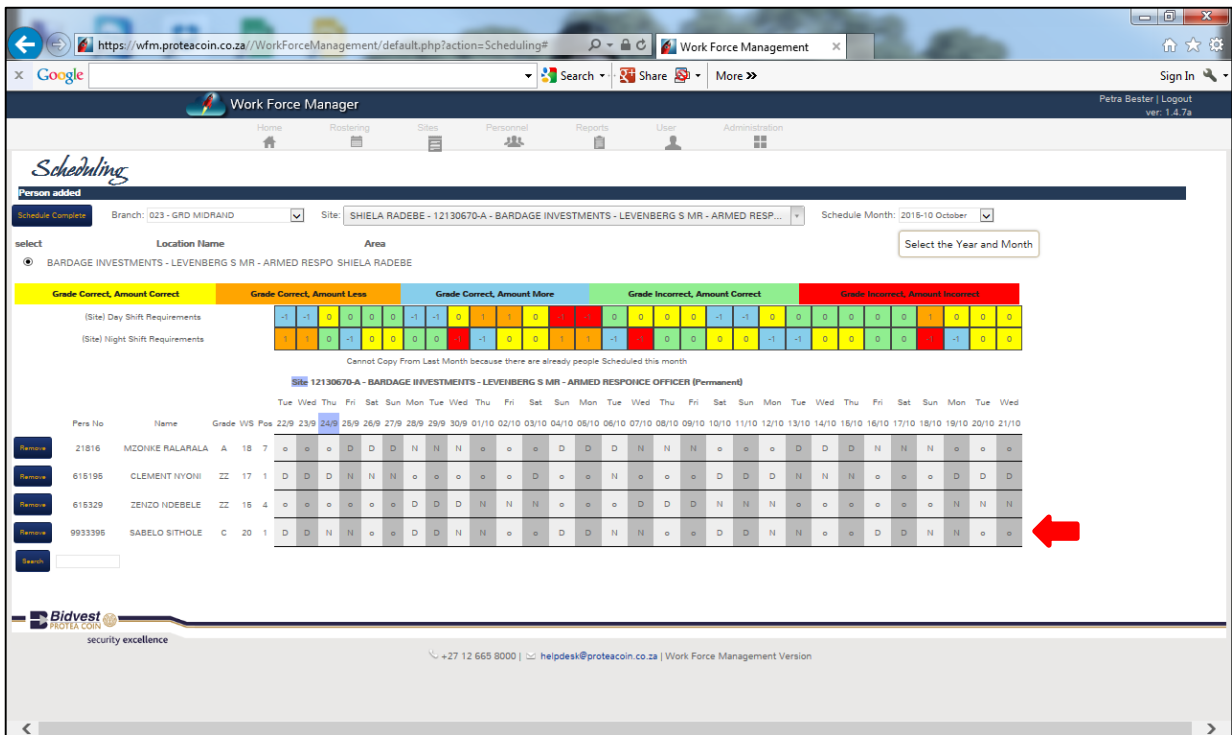


The screenshot shows the 'Scheduling' page in the Workforce Manager application. The interface includes a navigation bar with 'Home', 'Planning', 'Sites', 'Personnel', 'Reports', 'User', and 'Administration'. The main content area displays a scheduling grid for 'BARDAGE INVESTMENTS - LEVENBERG S MR - ARMED RESPO SHIELA RADEBE'. The grid shows dates from 22/9 to 21/10. A dropdown menu is open over the 'Add' button for the entry 'SABELO SITHOLE', showing options for 'Routine' and 'Position'. The 'Add' button is circled in red.

Note though, that after a “shift pattern” and “start position” have been selected and submitted, the guard still needs to be added to the site by clicking on the “Add” button as seen in the print screen below:

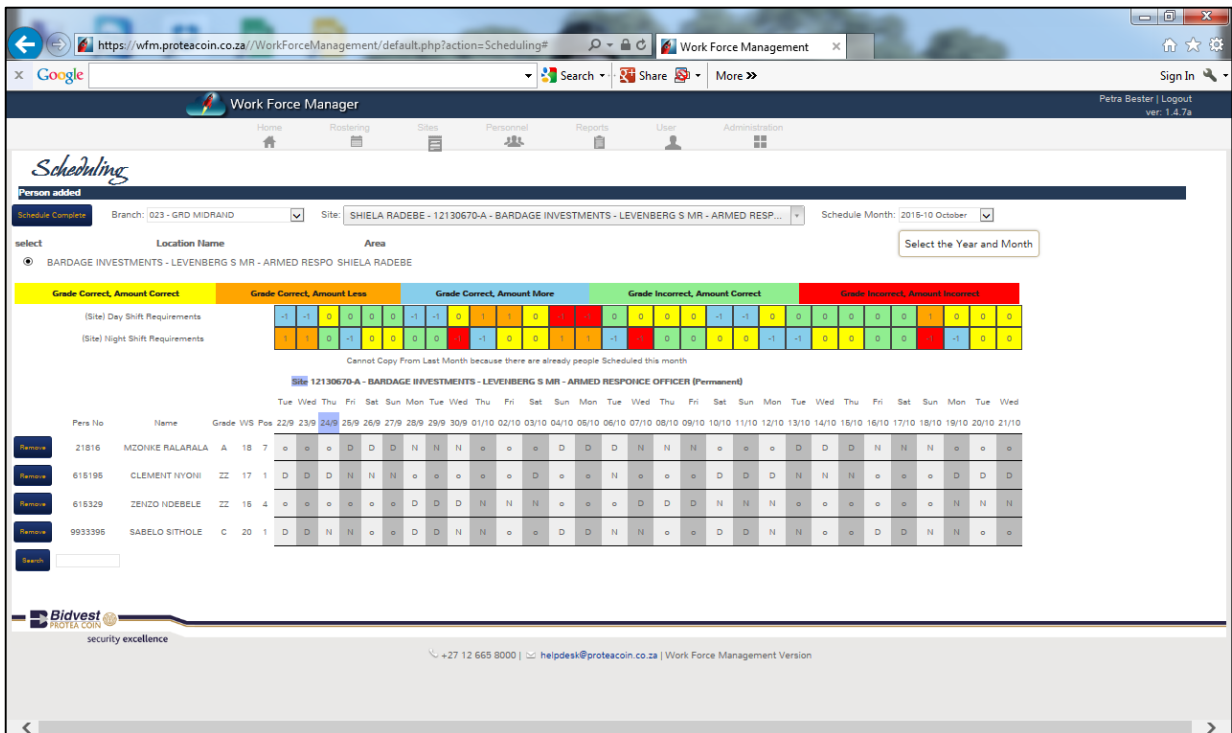


This screenshot is similar to the one above, showing the same scheduling grid. In this view, the 'Add' button for the entry 'SABELO SITHOLE' is circled in red, indicating the next step in the process.



The screenshot displays the 'Scheduling' page in the Workforce Manager application. At the top, there are navigation tabs for Home, Rostering, Sites, Personnel, Reports, User, and Administration. The main content area includes a 'Person added' section with dropdown menus for Branch (023 - GRD MIDRAND) and Site (SHIELA RADEBE - 12130670-A - BARDAGE INVESTMENTS - LEVENBERG S MR - ARMED RESP...). Below this is a 'select' section for Location Name and Area. The central part of the page features a calendar grid with columns for days of the week and rows for dates. A legend at the top of the grid defines color-coded cells: Grade Correct, Amount Correct (yellow); Grade Correct, Amount Less (orange); Grade Correct, Amount More (blue); Grade Incorrect, Amount Correct (green); and Grade Incorrect, Amount Incorrect (red). A red arrow points to a cell in the grid for the 24th of October, which is currently empty. The bottom of the page shows the Bidvest Protea Coin logo and contact information.

Continue adding enough guards to the site until all the requirements are met.



This screenshot is identical to the one above, showing the same Workforce Manager Scheduling interface. The primary difference is that the 'Schedule Complete' button, located at the top left of the main content area, is now highlighted in blue, indicating it is the active or selected option.

Once all requirements have been met and you are happy with the site's "Scheduling", you can click on the "Scheduling Complete" button, next to the "Save" button at the top of the screen/page.

**How to calculate the Start Position of a Shift Routine:**

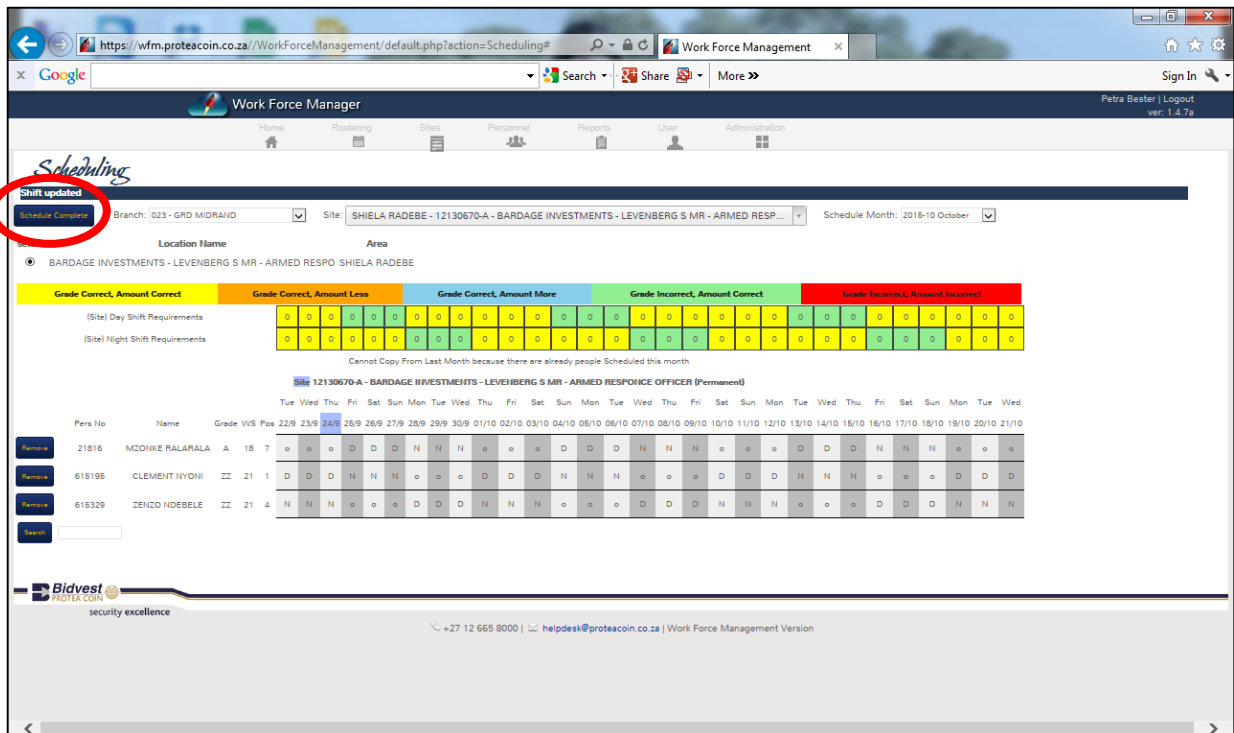
|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| D | D | N | N | o | o |

OR

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| D | D | D | N | N | N | o | o | o |

**REMEMBER:** Scheduling will not allow you to over post OR to short post – requirements need to be met 100%.

**REMEMBER:** Once Scheduling is done and all requirements have been met and you have clicked on the “Scheduling Complete” button, any exceptions will have to be done on Attendance on a day-to-day basis as the Scheduling screen/page will be “locked”.

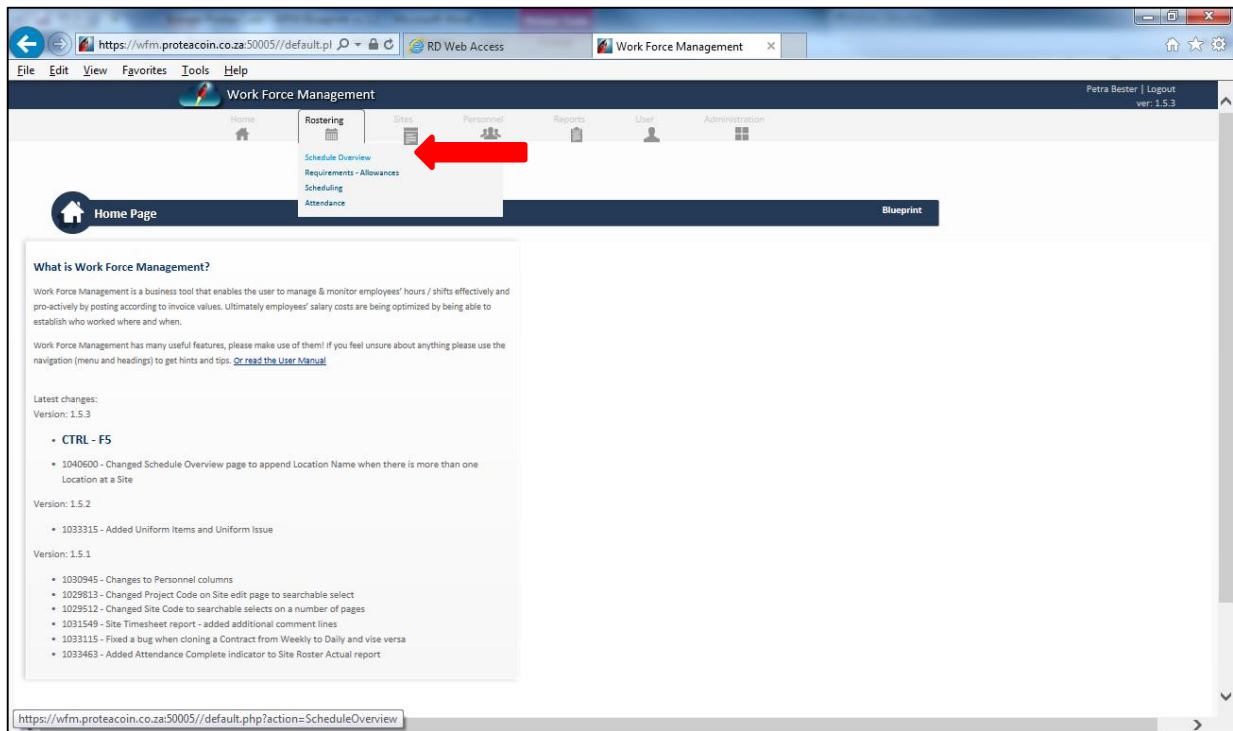


Once you have clicked on the “Scheduling Complete” button, the particular site will be “locked” for any further input and / changes which will now have to be done on the site’s “Attendance” screen/page.

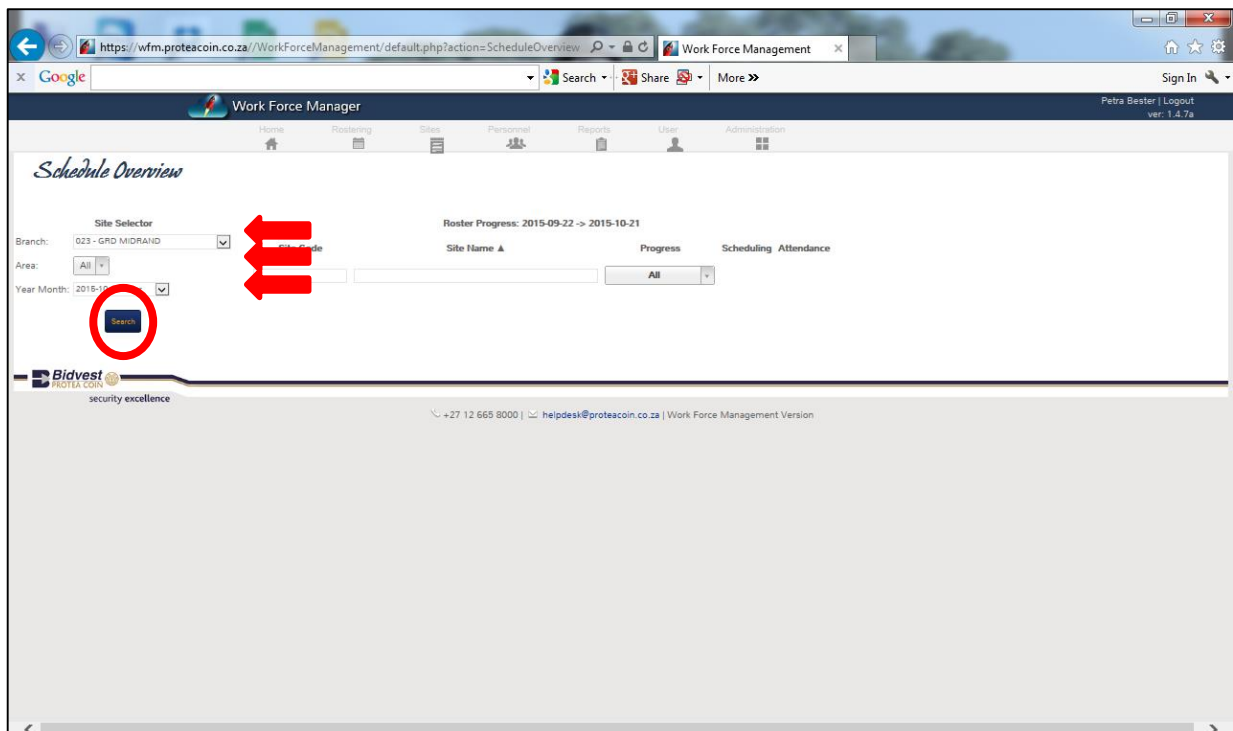
**REMEMBER:** If you would like to allocate a shift routine that is not available on WFM, mail us with the routine and we will add it for you

## Attendance

As with Scheduling there is more than one that can be followed in order to do the Attendance for a site. As in the print screen below when moving your mouse over the “Rostering” menu option, click on “Scheduling Overview”:



Once you have clicked on this sub-menu option, you will be rerouted to the following screen/page:

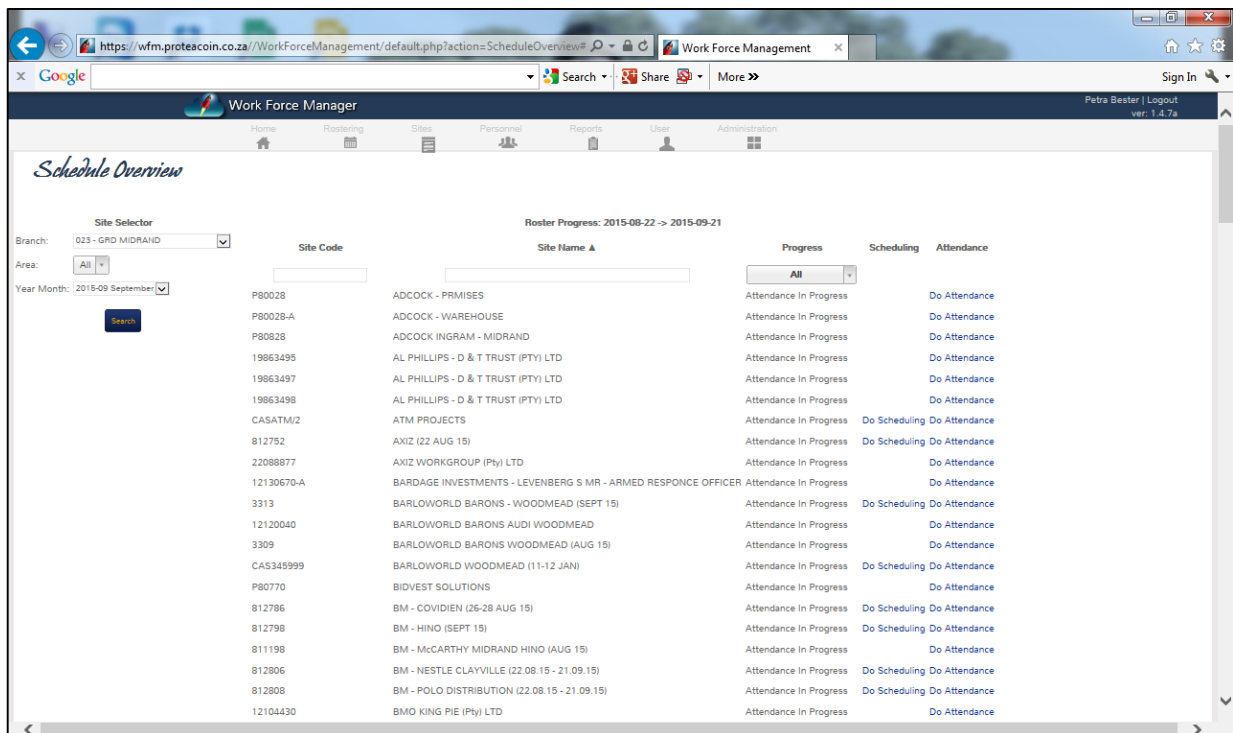


You will now have make selections from the “drop down lists” for the following:

- Branch
- Area
- Year / Month

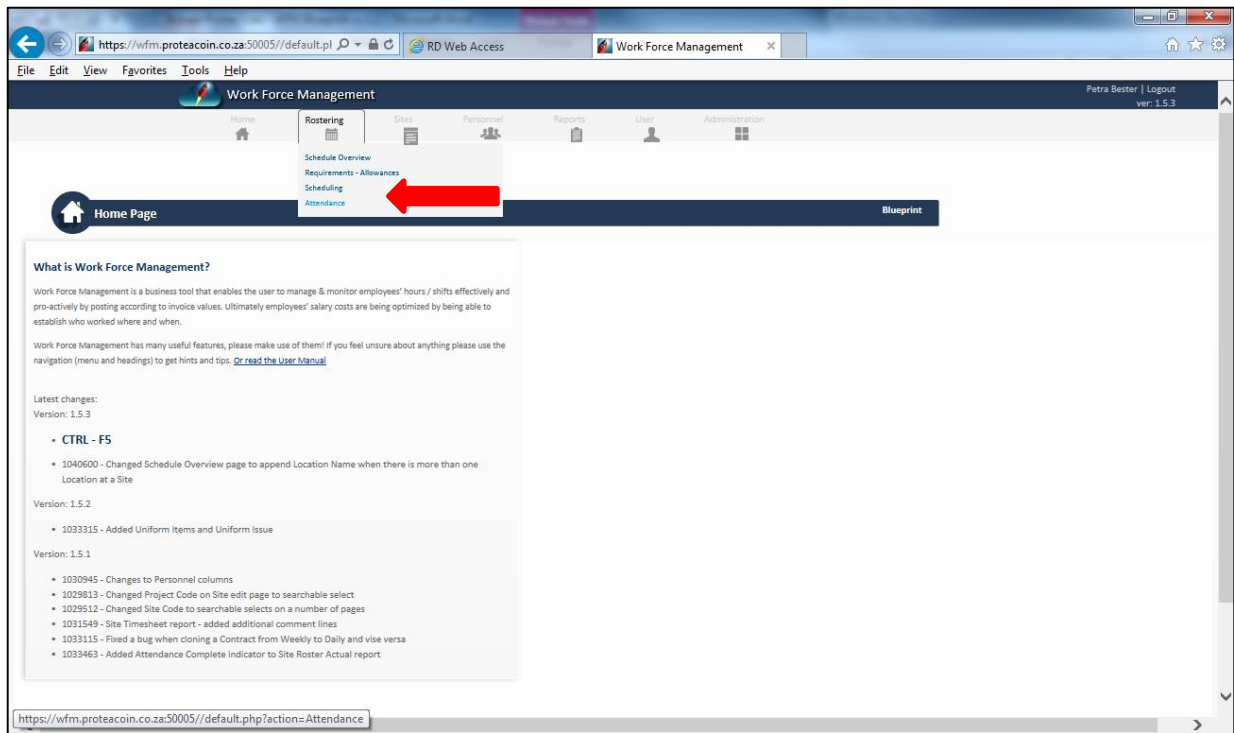
Once you have made your selections, click on the “Search” button – the screen/page should now look like this (see below print screen), listing whether your sites have been Scheduled and / Attended.

You will be able to access any of your sites’ Scheduling or Attendance screens/pages from here.

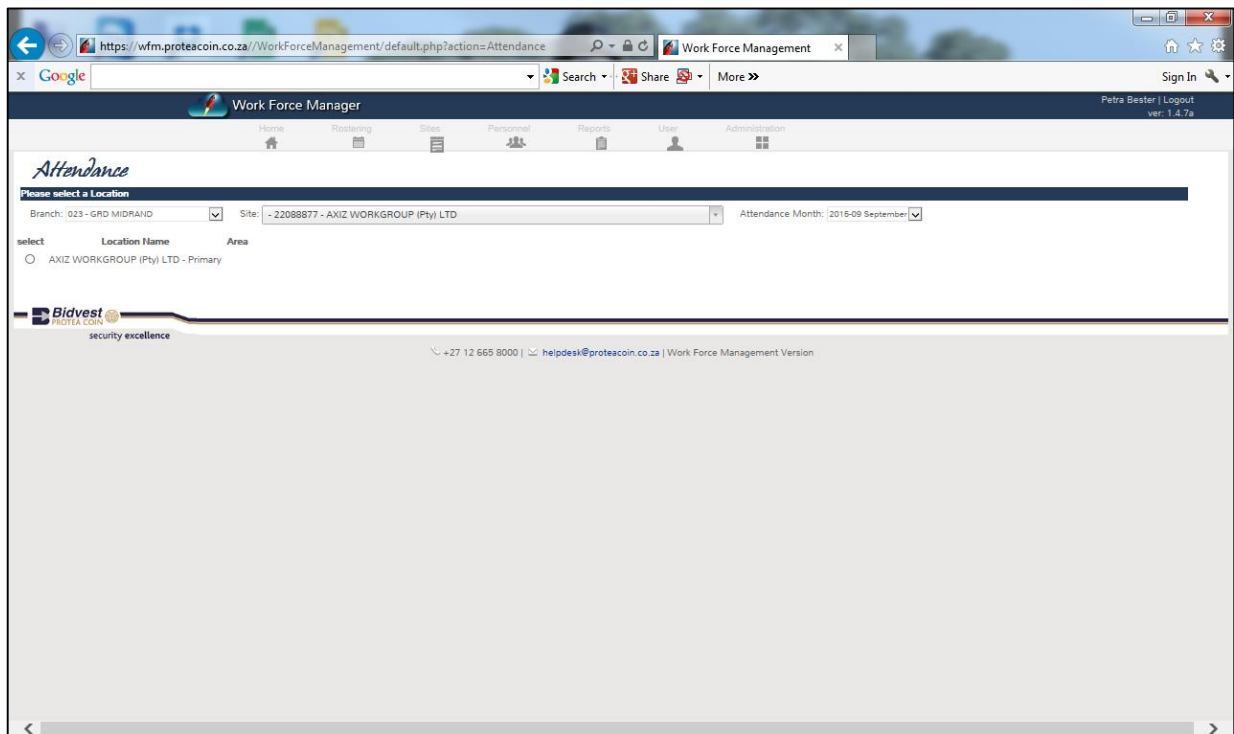


Another route to follow in order to Attend a site is to click on “Rostering” on the menu bar. Once the sub-menu options have appeared, click on “Attendance” – see print screen below:





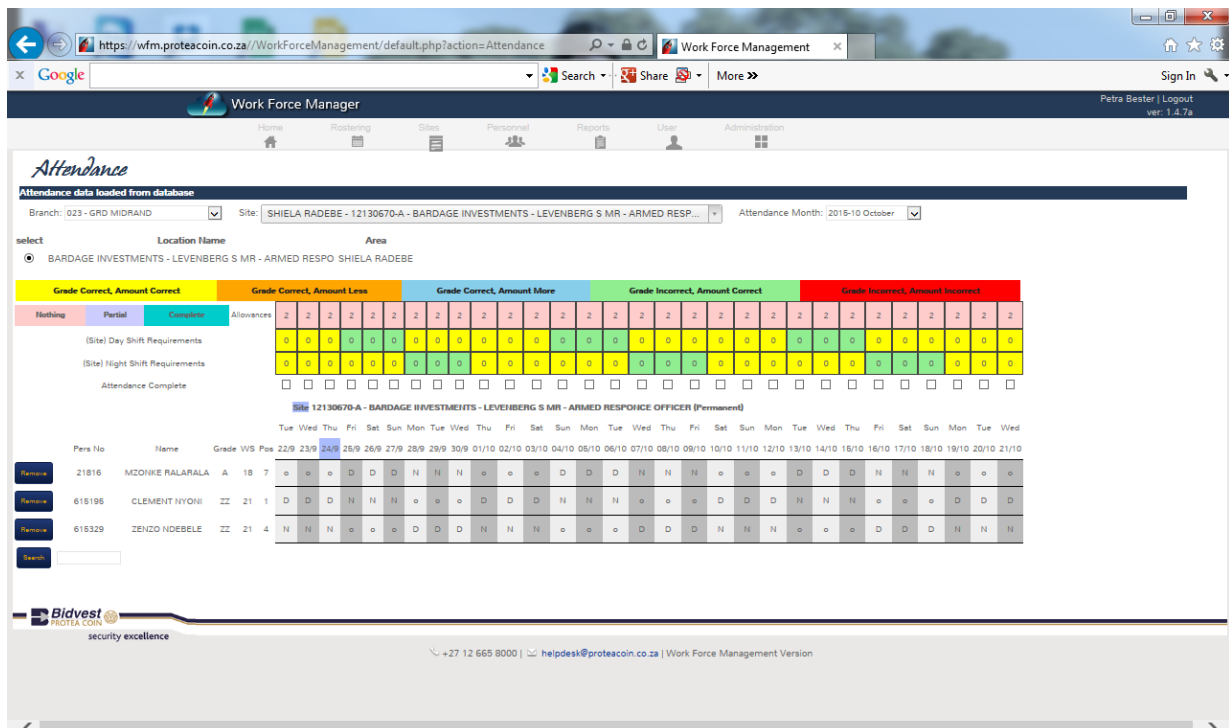
Once this has been done, you will be rerouted to the following screen/page:



The following selections now have to be made in order for data to reflect:

- Branch
- Site
- Attendance Month
- Location

Once the above selections have been made, you will be rerouted to the following screen/page:

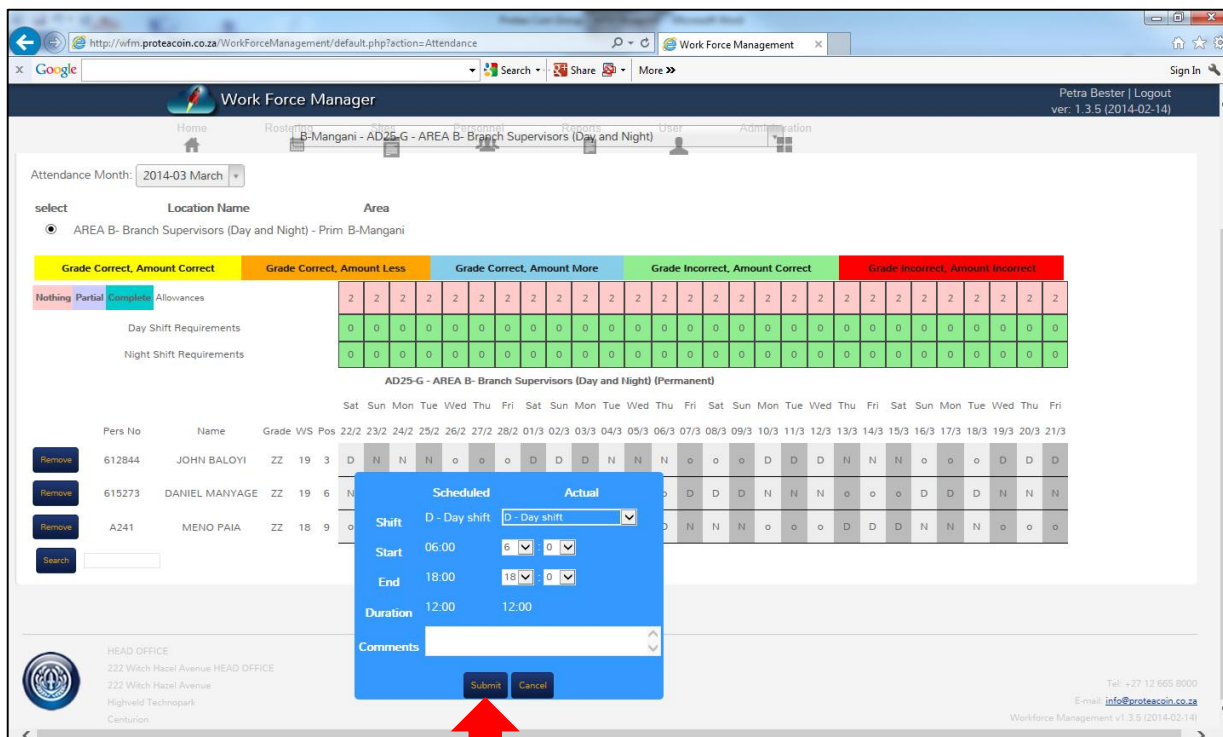


You can now start with your daily exceptions, by either clicking on the particular day and shift, after which the “shift pattern” will change. The alternative is to “right click” on the day and shift, after which small sub-screen will “pop up” with the detail for that particular day’s shift – see below print screen

This detail can now be altered either by:

- Shift type
- Start hours (time)
- End hours (time)
- A comment can be inserted that will reflect on the individual’s “Personnel Timesheet” report.

**REMEMBER:** To save the detail you have changed on this pop-up screen



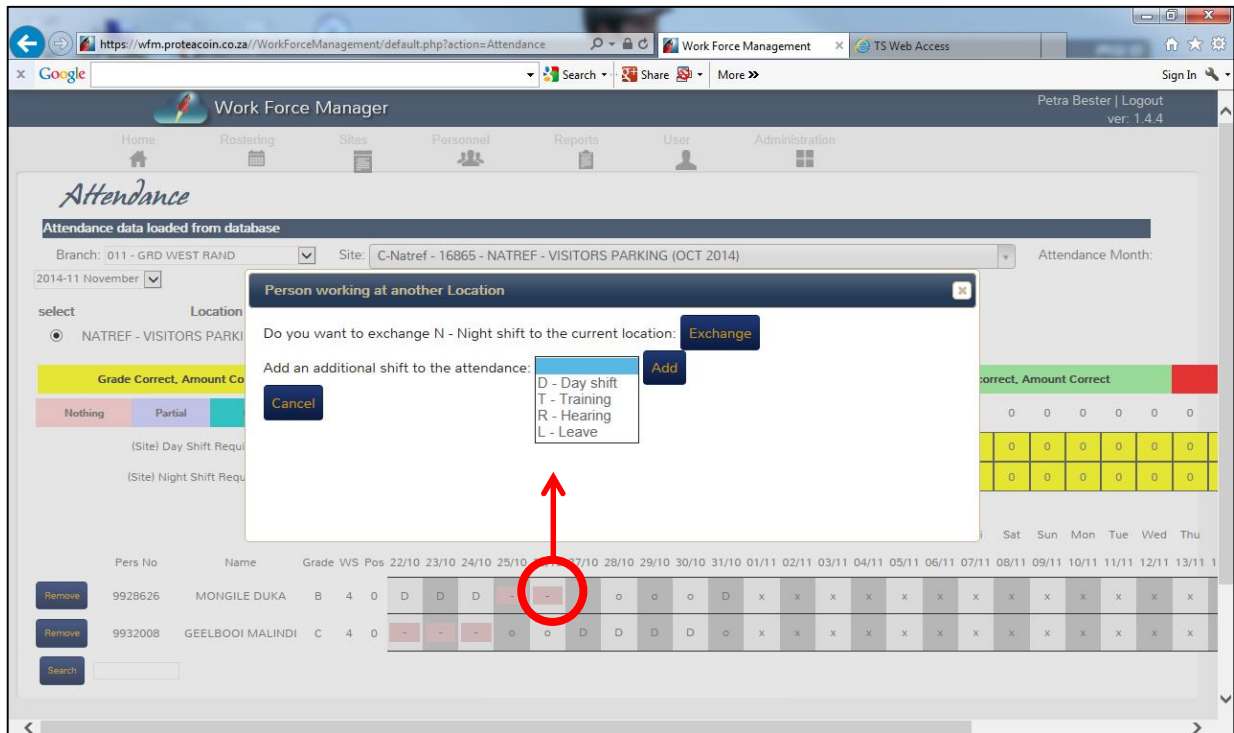
Individuals can also be removed and added to a site – exactly the same way as in “Scheduling”.

**REMEMBER:** Any changes made on a site’s Scheduling or Attendance screen, save automatically however, changes made in terms of shift routines and hours in a pop-up on a Scheduling or Attendance screen will only save if you click on the pop-up screen’s save button first.

**REMEMBER:** Attendance will allow you to short post BUT will **NOT** allow you to over post.



When clicking on the particular shift where a guard is working on another location, a pop-up will appear where you can either exchange the shift to the current location or add an additional shift to the his/her attendance – a list of shift options will be listed:



The screenshot shows the 'Attendance' page in the Workforce Manager system. A pop-up window titled 'Person working at another Location' is displayed over the attendance data table. The pop-up contains the following text and options:

- Do you want to exchange N - Night shift to the current location: **Exchange**
- Add an additional shift to the attendance: **Add**
- Cancel
- A dropdown menu with the following options:
  - D - Day shift
  - T - Training
  - R - Hearing
  - L - Leave

A red circle highlights the cell in the attendance table for MONGILE DUKA on 25/10, which contains a red minus sign. A red arrow points from this cell to the 'Add' button in the pop-up.

| Pers No | Name             | Grade | WS | Pos | 22/10 | 23/10 | 24/10 | 25/10 | 26/10 | 27/10 | 28/10 | 29/10 | 30/10 | 31/10 | 01/11 | 02/11 | 03/11 | 04/11 | 05/11 | 06/11 | 07/11 | 08/11 | 09/11 | 10/11 | 11/11 | 12/11 | 13/11 |
|---------|------------------|-------|----|-----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 9928626 | MONGILE DUKA     | B     | 4  | 0   | D     | D     | D     | -     |       |       |       |       |       | D     | x     | x     | x     | x     | x     | x     | x     | x     | x     | x     | x     | x     | x     |
| 9932008 | GEELBOOI MALINDI | C     | 4  | 0   | -     | -     | -     | o     | D     | D     | D     | D     | o     | x     | x     | x     | x     | x     | x     | x     | x     | x     | x     | x     | x     | x     | x     |

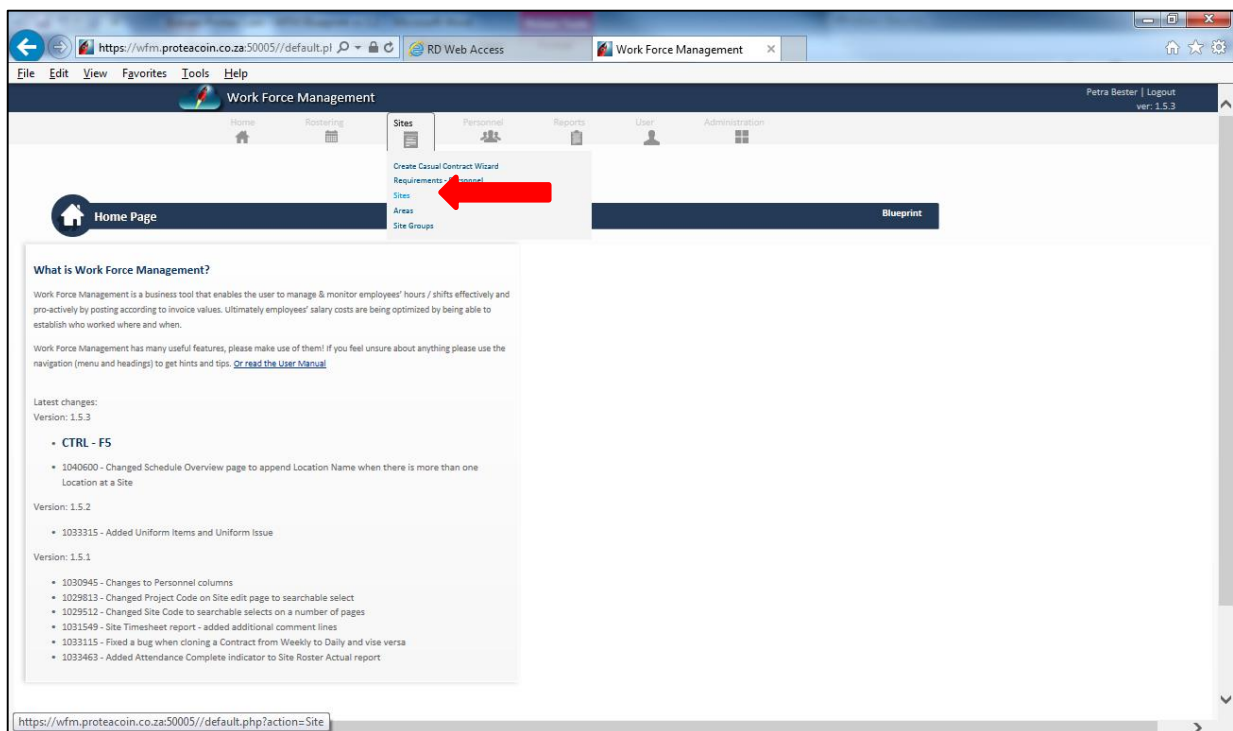
## SITE GROUPS

This functionality is where the different sites' specifications / requirements are allocated to the group that these sites "belong" / have been linked to and not to the individual sites as in a "normal" situation.

This was designed specifically for our Mining Division, for larger sites with multiple posts or where guards are regularly reshuffled from one post to another – **keeping in mind that the cost code should be the same between the different posts within the group.**

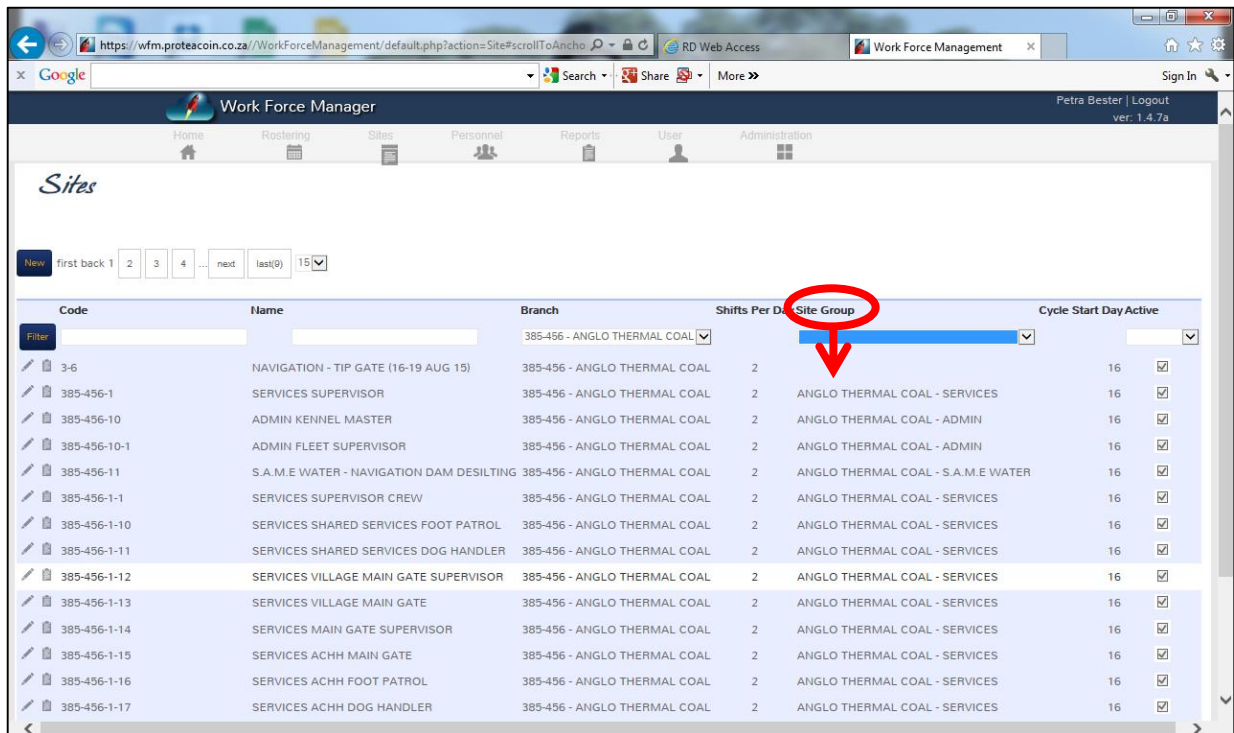
When making use of Site Groups, the different sites belonging to the particular group may be over – and / short scheduled keeping in mind that the total Site Group's requirements are NOT over scheduled. The requirements may however, be short scheduled.

The actual daily attendance rules apply to Site Groups as in a "normal" situation – NO over posting allowed however, short postings may be done.



From the "Home" page, when clicking on "Sites", select the sub-menu "Sites". You will be rerouted to the following page/screen:





| Code         | Name                                     | Branch                       | Shifts Per Day | Site Group                         | Cycle Start Day Active                 |
|--------------|--|------------------------------|----------------|------------------------------------|--|
| 3-6          | NAVIGATION - TIP GATE (16-19 AUG 15)     | 385-456 - ANGLO THERMAL COAL | 2              | ANGLO THERMAL COAL - SERVICES      | 16 <input checked="" type="checkbox"/> |
| 385-456-1    | SERVICES SUPERVISOR                      | 385-456 - ANGLO THERMAL COAL | 2              | ANGLO THERMAL COAL - SERVICES      | 16 <input checked="" type="checkbox"/> |
| 385-456-10   | ADMIN KENNEL MASTER                      | 385-456 - ANGLO THERMAL COAL | 2              | ANGLO THERMAL COAL - ADMIN         | 16 <input checked="" type="checkbox"/> |
| 385-456-10-1 | ADMIN FLEET SUPERVISOR                   | 385-456 - ANGLO THERMAL COAL | 2              | ANGLO THERMAL COAL - ADMIN         | 16 <input checked="" type="checkbox"/> |
| 385-456-11   | S.A.M.E WATER - NAVIGATION DAM DESILTING | 385-456 - ANGLO THERMAL COAL | 2              | ANGLO THERMAL COAL - S.A.M.E WATER | 16 <input checked="" type="checkbox"/> |
| 385-456-1-1  | SERVICES SUPERVISOR CREW                 | 385-456 - ANGLO THERMAL COAL | 2              | ANGLO THERMAL COAL - SERVICES      | 16 <input checked="" type="checkbox"/> |
| 385-456-1-10 | SERVICES SHARED SERVICES FOOT PATROL     | 385-456 - ANGLO THERMAL COAL | 2              | ANGLO THERMAL COAL - SERVICES      | 16 <input checked="" type="checkbox"/> |
| 385-456-1-11 | SERVICES SHARED SERVICES DOG HANDLER     | 385-456 - ANGLO THERMAL COAL | 2              | ANGLO THERMAL COAL - SERVICES      | 16 <input checked="" type="checkbox"/> |
| 385-456-1-12 | SERVICES VILLAGE MAIN GATE SUPERVISOR    | 385-456 - ANGLO THERMAL COAL | 2              | ANGLO THERMAL COAL - SERVICES      | 16 <input checked="" type="checkbox"/> |
| 385-456-1-13 | SERVICES VILLAGE MAIN GATE               | 385-456 - ANGLO THERMAL COAL | 2              | ANGLO THERMAL COAL - SERVICES      | 16 <input checked="" type="checkbox"/> |
| 385-456-1-14 | SERVICES MAIN GATE SUPERVISOR            | 385-456 - ANGLO THERMAL COAL | 2              | ANGLO THERMAL COAL - SERVICES      | 16 <input checked="" type="checkbox"/> |
| 385-456-1-15 | SERVICES ACHH MAIN GATE                  | 385-456 - ANGLO THERMAL COAL | 2              | ANGLO THERMAL COAL - SERVICES      | 16 <input checked="" type="checkbox"/> |
| 385-456-1-16 | SERVICES ACHH FOOT PATROL                | 385-456 - ANGLO THERMAL COAL | 2              | ANGLO THERMAL COAL - SERVICES      | 16 <input checked="" type="checkbox"/> |
| 385-456-1-17 | SERVICES ACHH DOG HANDLER                | 385-456 - ANGLO THERMAL COAL | 2              | ANGLO THERMAL COAL - SERVICES      | 16 <input checked="" type="checkbox"/> |

As seen above there is a column where you can view to which Site Group a site/contract has been linked to/belong to. The personnel requirements for the particular site will be added to the group.

Site Groups can be used in conjunction with Areas.



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## ALLOWANCES

### Dog Allowance

As the Dog Allowance amount has not been standardised across all the PCG Divisions yet, this allowance cannot be processed on WFM – for now branches will have to continue processing this particular allowance as per Head Office’s Payroll Department’s specifications.

### Night Shift Allowance

Night Shift Allowance is a “given” on WFM and an individual working a night shift will automatically receive this allowance.

Night Shift Allowance is paid at a rate of R5.50 per night shift.

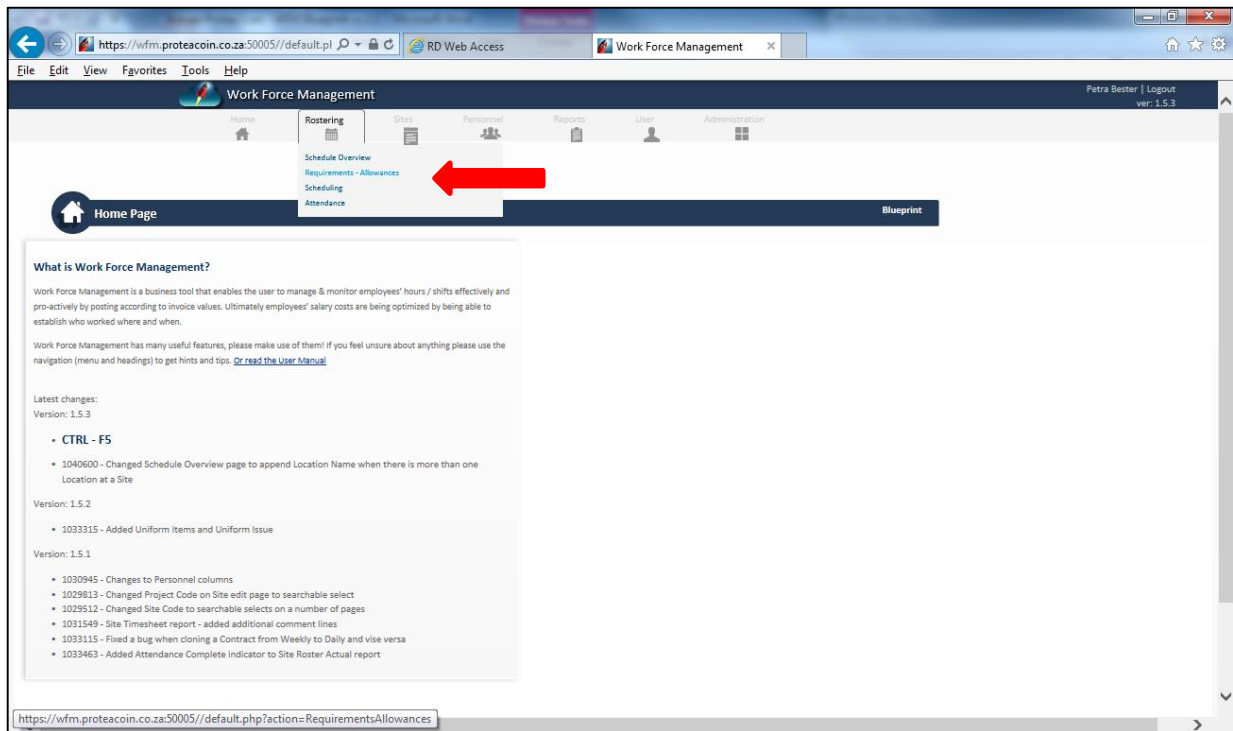
### Special Allowances

There are five (5) special allowances that can be processed on WFM:

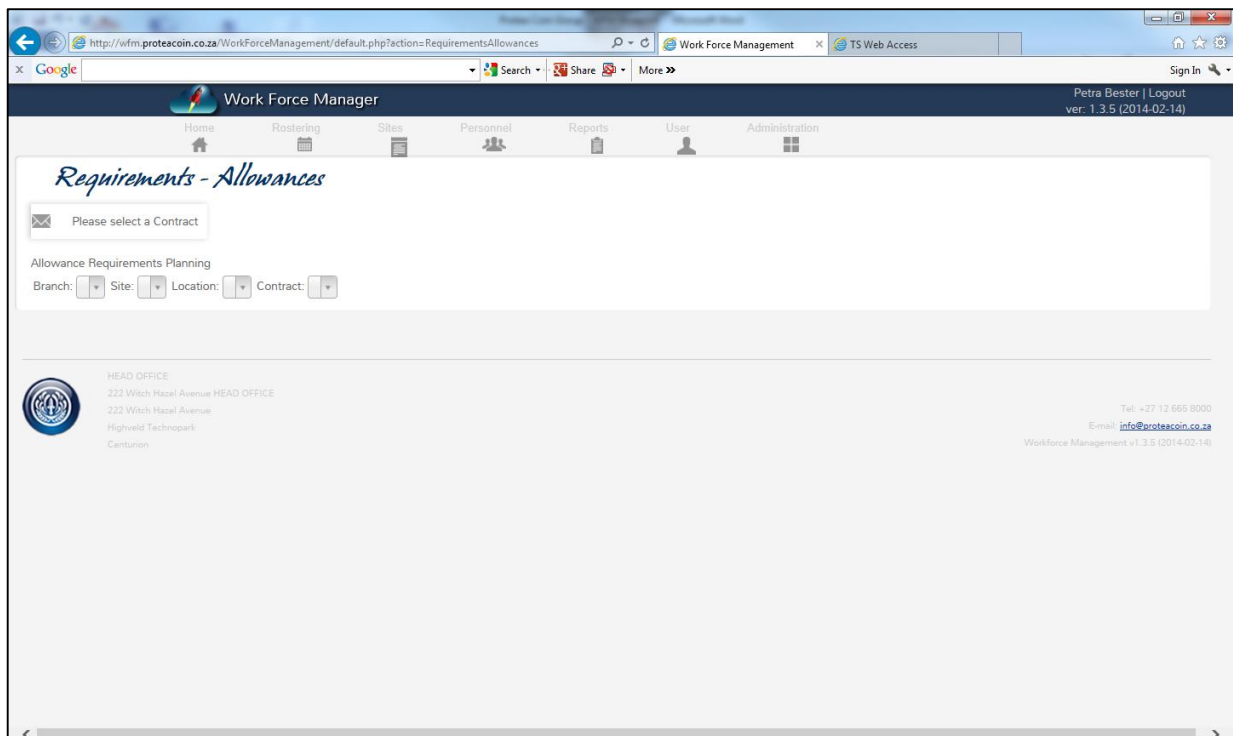
1. National Key Point Allowance
2. Armed Reaction Officer’s Allowance
3. Armed Security Officer’s Allowance
4. Control Centre Operator Allowance
5. Mobile supervisor’s Allowance

All of the above mentioned allowances are paid out at a rate of R8.50 per shift however a **maximum** of only two (2) allowances per individual per shift are allowed.

Before a Special Allowance can be allocated to an individual on a site, the “Allowance Requirements” for a site first need to be specified. This is done as follows:



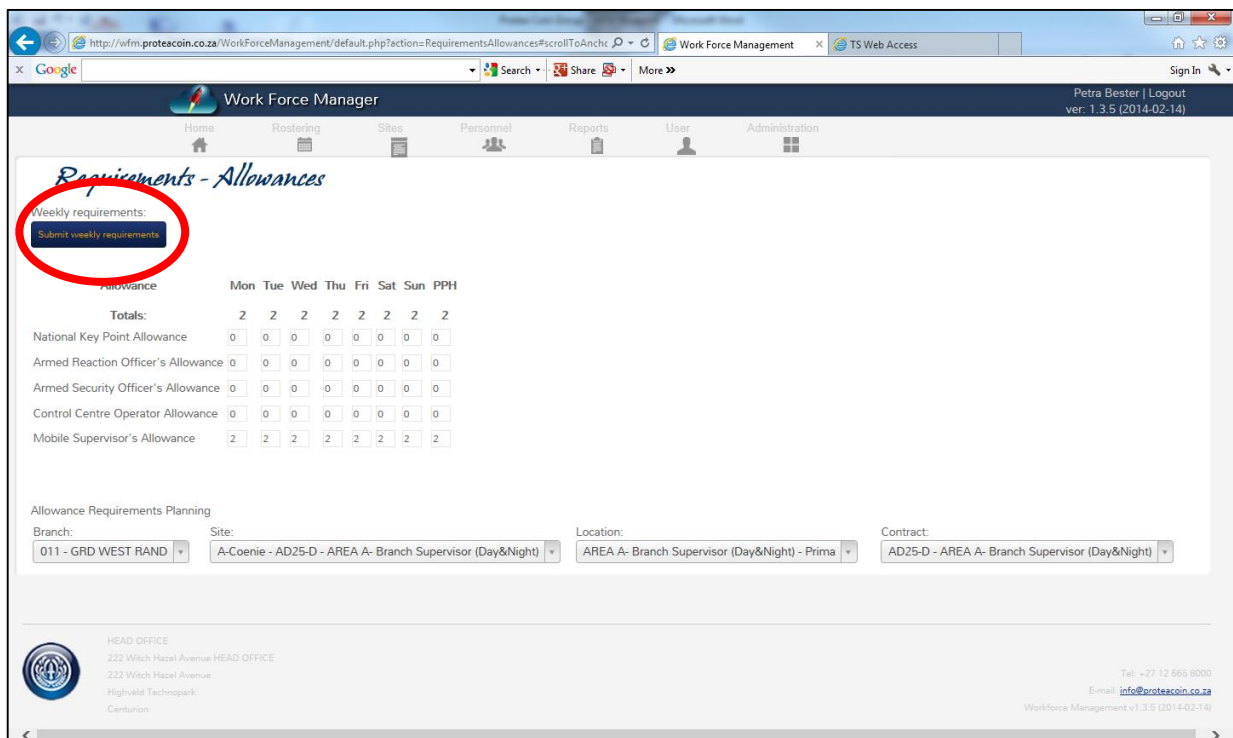
When moving your mouse over the “Rostering” menu option, then clicking on the “Requirements – Allowances” sub-menu option.



You will be rerouted to the screen/page as in the print screen above.

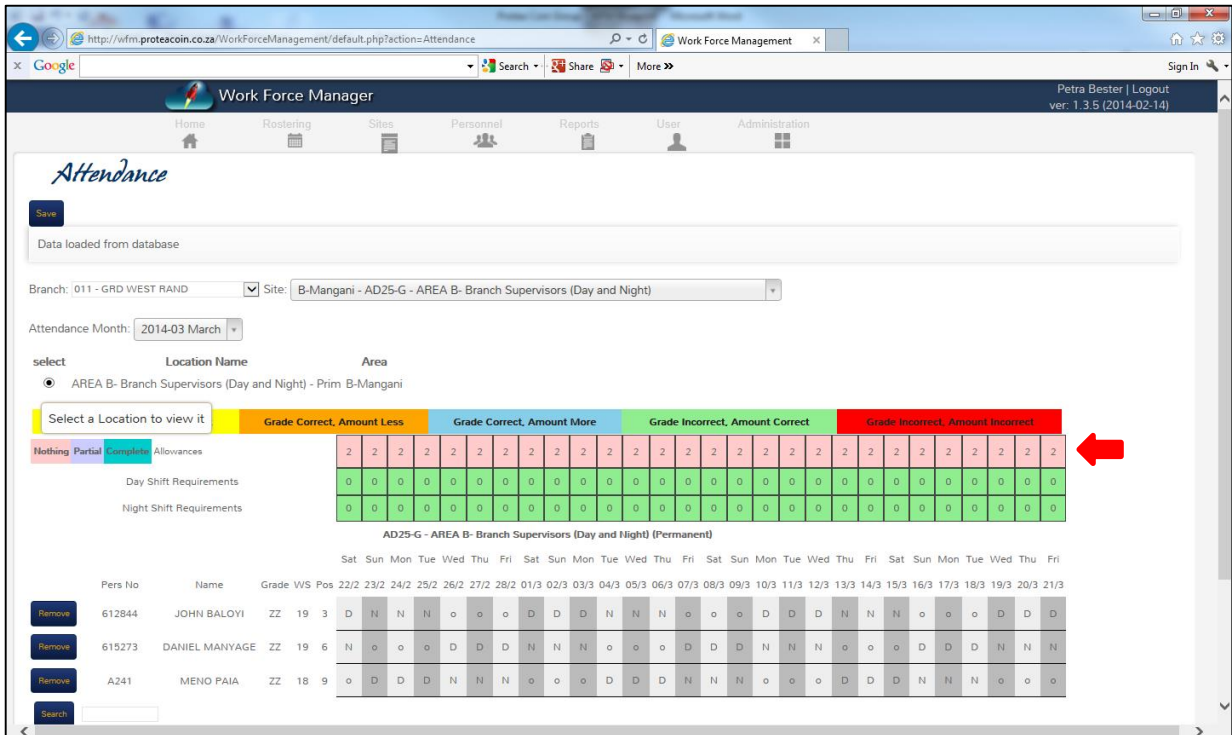
The following selections need to be made in order for the Special Allowances for the particular selection criteria to show:

- Branch
- Site
- Location
- Contract



The Allowance Requirements can either be changed or completed, should there be no requirements after which the “Submit weekly requirements” button must be clicked in order for the requirements to save.

Now only can an allowance be allocated to an individual on a site. This is done on a site’s “Attendance” screen/page:



Work Force Manager  
 Petra Bester | Logout ver: 1.3.5 (2014-02-14)

Attendance

Data loaded from database

Branch: 011 - GRD WEST RAND Site: B-Mangani - AD25-G - AREA B- Branch Supervisors (Day and Night)

Attendance Month: 2014-03 March

select Location Name Area  
 AREA B- Branch Supervisors (Day and Night) - Prim B-Mangani

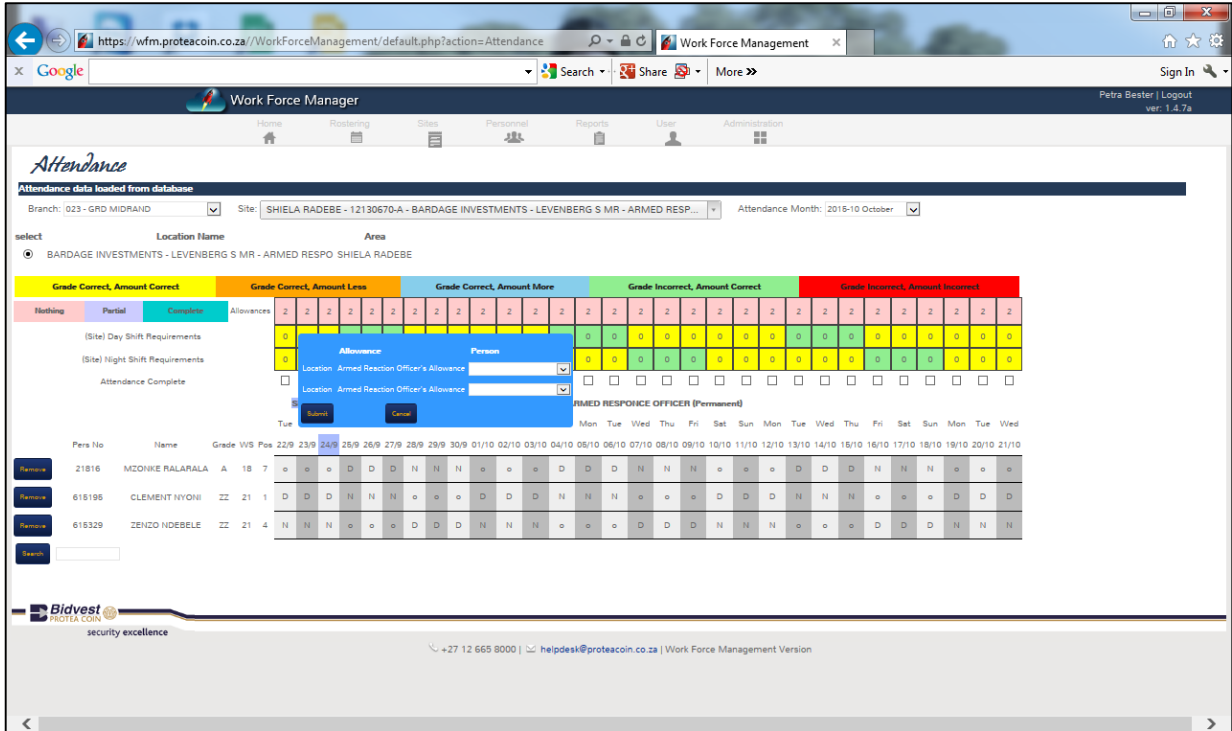
Select a Location to view it

|                                     | Grade Correct, Amount Less | Grade Correct, Amount More | Grade Incorrect, Amount Correct | Grade Incorrect, Amount Incorrect |
|-------------------------------------|----------------------------|----------------------------|---------------------------------|-----------------------------------|
| Nothing Partial Complete Allowances | 2                          | 2                          | 2                               | 2                                 |
| Day Shift Requirements              | 0                          | 0                          | 0                               | 0                                 |
| Night Shift Requirements            | 0                          | 0                          | 0                               | 0                                 |

AD25-G - AREA B- Branch Supervisors (Day and Night) (Permanent)

| Pers No | Name           | Grade | WS | Pos | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |   |   |   |   |   |   |   |
|---------|----------------|-------|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---|---|---|---|---|---|---|
| 612844  | JOHN BALOYI    | ZZ    | 19 | 3   | D   | N   | N   | N   | o   | o   | o   | D   | D   | D   | N   | N   | N   | o   | o   | o   | D   | D   | D   | N   | N   | o | o | o | D | D | D |   |
| 615273  | DANIEL MANYAGE | ZZ    | 19 | 6   | N   | o   | o   | o   | D   | D   | D   | N   | N   | N   | o   | o   | o   | D   | D   | D   | N   | N   | N   | o   | o   | o | D | D | D | N | N | N |
| A241    | MENO PAIA      | ZZ    | 18 | 9   | o   | D   | D   | D   | N   | N   | N   | o   | o   | o   | D   | D   | D   | N   | N   | N   | o   | o   | o   | D   | D   | D | N | N | N | o | o | o |

As soon as you move your mouse over the “Allowances” on a specific date, a small sub-screen will “pop up” – see below print screen:



Work Force Manager  
 Petra Bester | Logout ver: 1.4.7a

Attendance

Attendance data loaded from database

Branch: 023 - GRD MIDRAID Site: SHIELA RADEBE - 12130670-A - BARDAGE INVESTMENTS - LEVENBERG S MR - ARMED RESP...

Attendance Month: 2015-10 October

select Location Name Area  
 BARDAGE INVESTMENTS - LEVENBERG S MR - ARMED RESPO SHIELA RADEBE

Grade Correct, Amount Correct Grade Correct, Amount Less Grade Correct, Amount More Grade Incorrect, Amount Correct Grade Incorrect, Amount Incorrect

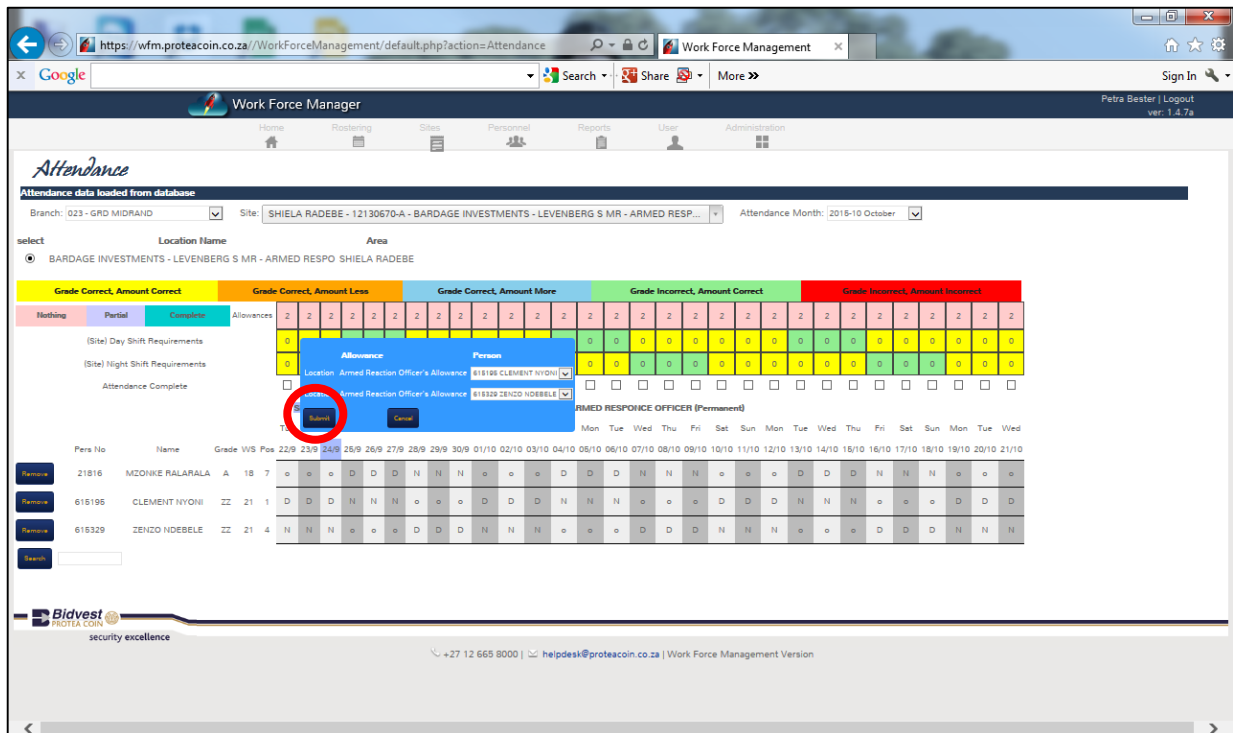
Nothing Partial Complete Allowances

(Site) Day Shift Requirements  
 (Site) Night Shift Requirements  
 Attendance Complete

Allowance Person  
 Location: Armed Reaction Officer's Allowance  
 Location: Armed Reaction Officer's Allowance

ARMED RESPONSE OFFICER (Permanent)

| Pers No | Name            | Grade | WS | Pos | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |   |   |   |   |   |
|---------|-----------------|-------|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---|---|---|---|---|
| 21816   | MZONKE RALARALA | A     | 18 | 7   | o   | o   | o   | D   | D   | D   | N   | N   | N   | o   | o   | o   | D   | D   | D   | N   | N   | N   | o   | o   | o   | D   | D   | D   | N   | N | N | o | o | o |
| 615195  | CLEMENT NYONI   | ZZ    | 21 | 1   | D   | D   | D   | N   | N   | N   | o   | o   | o   | D   | D   | D   | N   | N   | N   | o   | o   | o   | D   | D   | D   | N   | N   | N   | o   | o | o | D | D | D |
| 615329  | ZENZO NDEBELE   | ZZ    | 21 | 4   | N   | N   | N   | o   | o   | o   | D   | D   | D   | N   | N   | N   | o   | o   | o   | D   | D   | D   | N   | N   | N   | o   | o   | o   | D   | D | D | N | N | N |



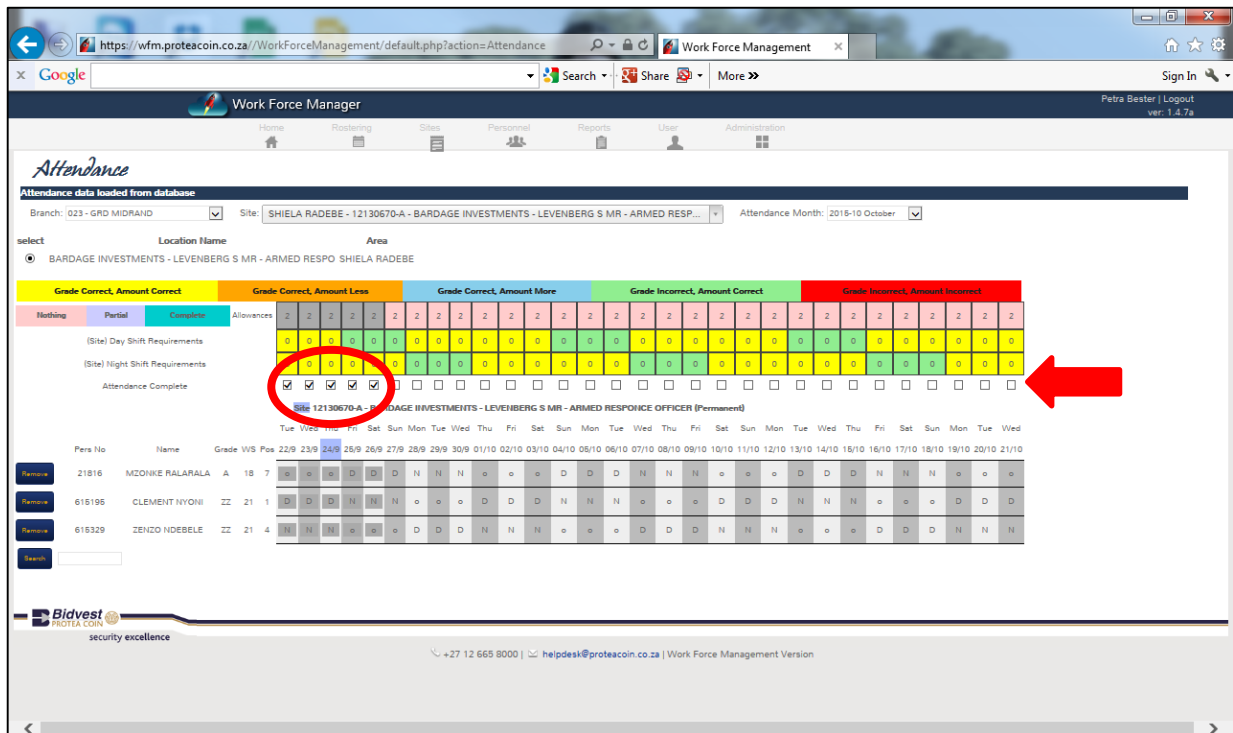
When clicking on the “drop down list” next to one of the Special Allowances in the sub-screen, only the individuals on a **working shift** will be available for allocation. You then have to select the individual the allowance must be allocated to after which you must click on the “Submit” button. This needs to be repeated for each Special Allowance that needs to be allocated for the particular day until all individuals have been allocated their Special Allowances.

**REMEMBER:** Special Allowances are ALWAYS to be allocated AFTER shift exceptions have been done.

## ATTENDANCE EXCEPTIONS

On a Site's "Attendance" page the "Attendance Exceptions" check boxes need to be checked as the Site's daily exceptions and allowance allocations have been completed – this in order for Top Management to track how far a branch is with their exceptions during the course of the month. Note that once these check boxes have marked, the exceptions for a particular day / period will be locked however, should exceptions need to be changed or comments be added, the check box for this day can simply be checked again. This day will be "unlocked", the exception can be changed or the comment added and the "Attendance Exception" box then rechecked.

See below print screen.



The screenshot displays the 'Attendance' page in the Workforce Manager system. The page shows a calendar grid for the month of October 2018. The grid is color-coded by status: yellow for 'Grade Correct, Amount Correct', orange for 'Grade Correct, Amount Less', blue for 'Grade Correct, Amount More', green for 'Grade Incorrect, Amount Correct', and red for 'Grade Incorrect, Amount Incorrect'. A red circle highlights the 'Attendance Complete' row for the first few days (22/9, 23/9, 24/9, 25/9), where the checkboxes are checked. A red arrow points to the right side of the grid, indicating the direction of the page or the location of the 'Attendance Complete' row.

| Grade Correct, Amount Correct   | Grade Correct, Amount Less          | Grade Correct, Amount More          | Grade Incorrect, Amount Correct     | Grade Incorrect, Amount Incorrect   |
|---------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Nothing                         | Partial                             | Exempt                              | Allowances                          |                                     |
| (Site) Day Shift Requirements   |                                     |                                     |                                     |                                     |
| (Site) Night Shift Requirements |                                     |                                     |                                     |                                     |
| Attendance Complete             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Site: 12130670-A - BARDAGE INVESTMENTS - LEVENBERG S MR - ARMED RESPONSE OFFICER (Permanent)

| Pers No | Name            | Grade | WS | Pos | 22/9 | 23/9 | 24/9 | 25/9 | 26/9 | 27/9 | 28/9 | 29/9 | 30/9 | 01/10 | 02/10 | 03/10 | 04/10 | 05/10 | 06/10 | 07/10 | 08/10 | 09/10 | 10/10 | 11/10 | 12/10 | 13/10 | 14/10 | 15/10 | 16/10 | 17/10 | 18/10 | 19/10 | 20/10 | 21/10 |
|---------|-----------------|-------|----|-----|------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 21816   | MZONKE RALARALA | A     | 18 | 7   |      |      | D    | D    | D    | N    | N    | N    | N    |       |       |       | D     | D     | D     | N     | N     | N     |       |       |       | D     | D     | D     | N     | N     | N     |       |       |       |
| 615195  | CLEMENT NYONI   | ZZ    | 21 | 1   |      |      | D    | D    | N    | N    | N    | N    |      |       |       |       | D     | D     | D     | N     | N     | N     |       |       |       | D     | D     | D     | N     | N     | N     |       |       |       |
| 615329  | ZENZO NDEBELE   | ZZ    | 21 | 4   |      |      | N    | N    | N    |      |      |      |      |       |       |       | D     | D     | D     | N     | N     | N     |       |       |       | D     | D     | D     | N     | N     | N     |       |       |       |

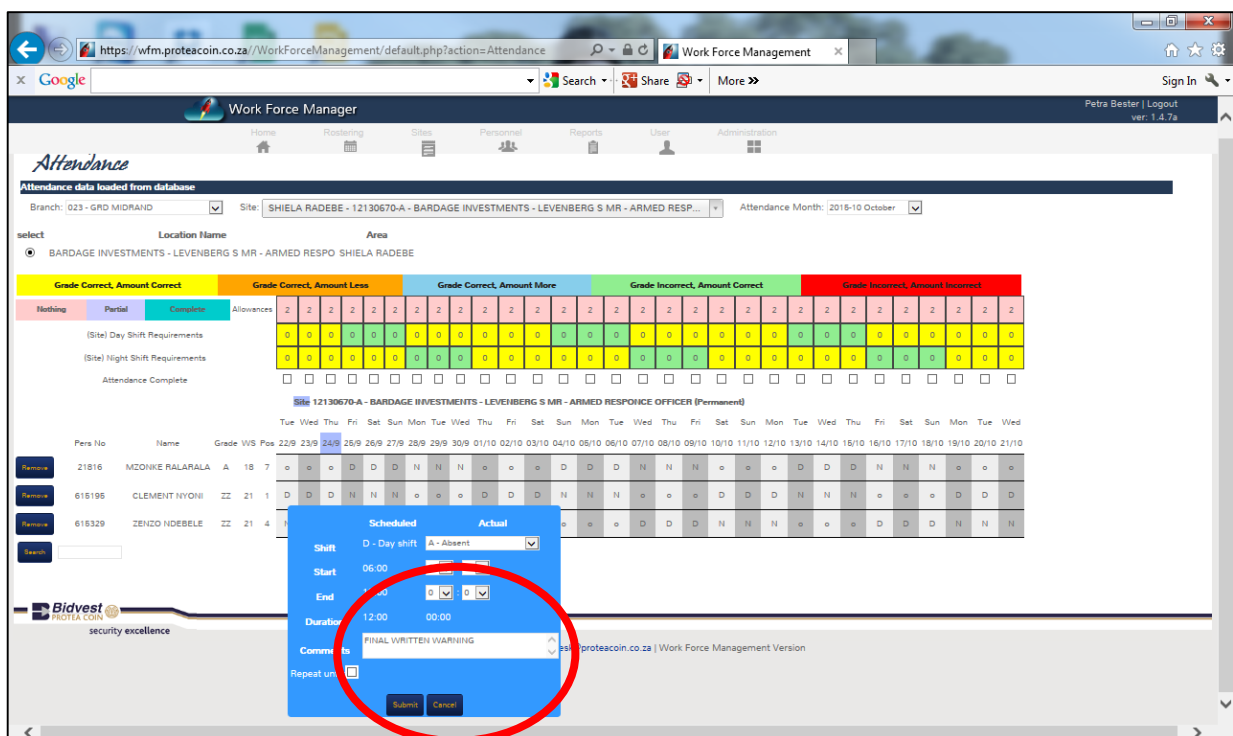
## ABSENTEEISM SHIFTS & CAPTURING THEREOF

It is IMPERATIVE that branches and / mines capture ALL absenteeism shifts correctly and as accurately as possible. Bidvest Protea Coin’s HR Department will be checking this data monthly and branches will be penalised should:

1. The captured data not correspond with their paperwork
2. The data not be captured correctly and / accurately on WFM
3. The absenteeism processes not be followed as prescribed by the HR Department

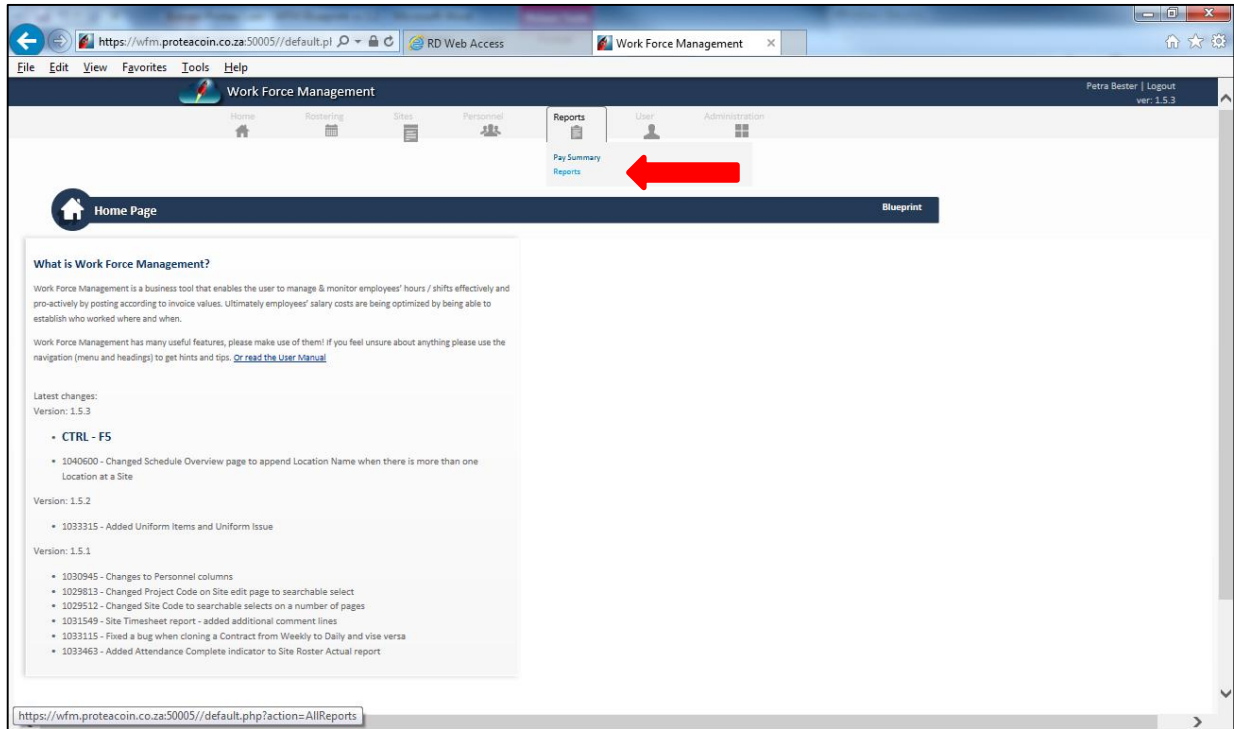
For every “Absent” shift type a comment should be added on WFM stating as to either the reason for the particular shift, the process being followed or the outcome of the process.

**REMEMBER:** A guard is ONLY absent should he / she not be at work – NOT if he or she is working on another site at the same branch  
 A guard cannot be booked an “Off” shift if he or she is in fact absent

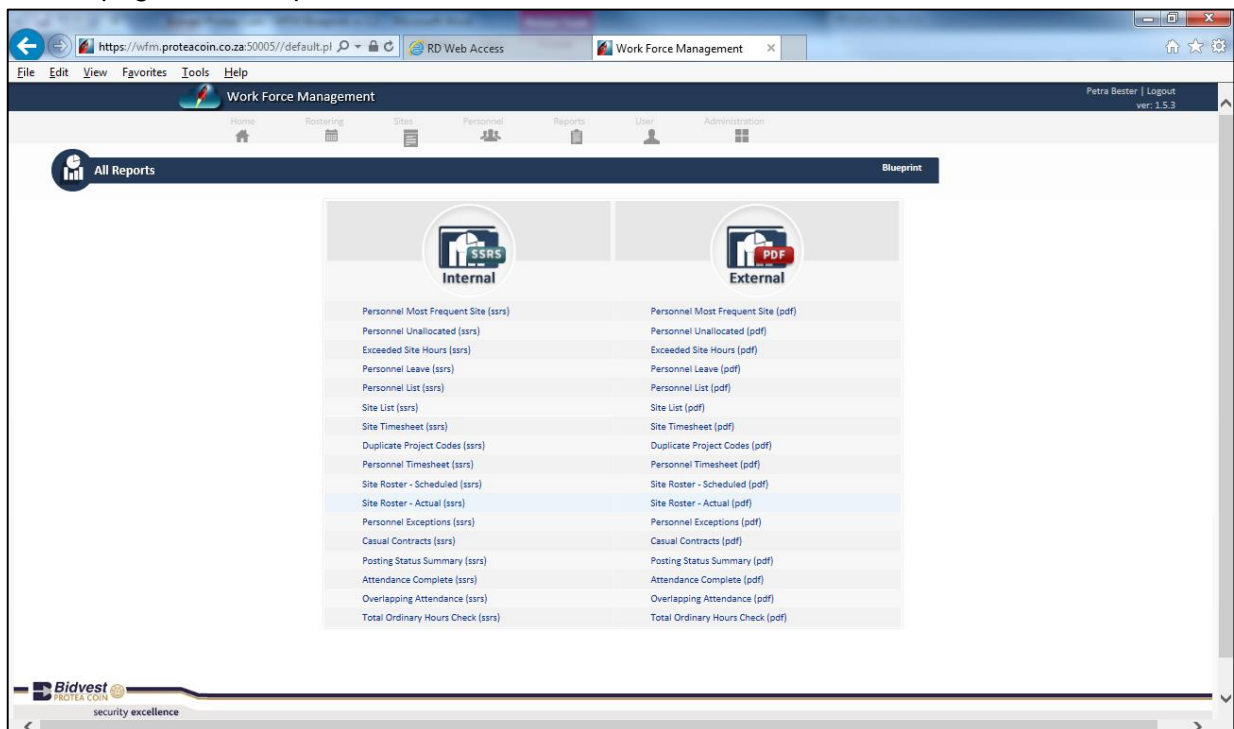




## REPORTS



When moving your mouse over the “Reports” menu option the options appear as in the print screen above. When clicking on the “Reports” sub-menu option you will be rerouted to the screen/page as in the print screen below:



Note that external users will NOT be able to print the “Internal – SSRS” version of the WFM reports but only the “External – PDF” version.

### **List of Reports**

#### **Personnel Most Frequent Site**

Site where a guard spent the majority of his/her time during the course of the selected period

#### **Personnel Unallocated**

List of all personnel not rostered yet

#### **Exceeded Site Hours**

List of personnel whose hours exceeds that of the sites’ default hours they are booked on

#### **Personnel Leave**

Lists all personnel on leave depending on which leave types and time period are selected

#### **Personnel List**

Lists either the “active” or “inactive” personnel in a branch with their detail as well as annual – and sick leave balances

#### **Site List**

List of the branch’s loaded sites / contracts on WFM

#### **Site Timesheet**

Timesheet / Drop sheet / Posting sheet

#### **Duplicate Project Codes**

List of different sites / contracts with the same project code

#### **Personnel Timesheet**

“Mini” payslip

#### **Site Roster – Scheduled**

Sites’ planned rosters

#### **Site Roster – Actual**

Sites’ actual rosters after exceptions

#### **Personnel Exceptions**

List of selected exception types for a specific time period per individual

#### **Casual Contracts**

List of the branches’ CAS contracts as loaded on WFM

#### **Posting Status Summary**

Comparison per day between requirements, scheduled and actuals

### Attendance Complete

Lists how far a branch is with their exceptions / daily attendance for selected period

### Overlapping Attendance

This report will show a list of individuals whose shift end times and following shift start times overlap in order for the Branch Administrators to correct these

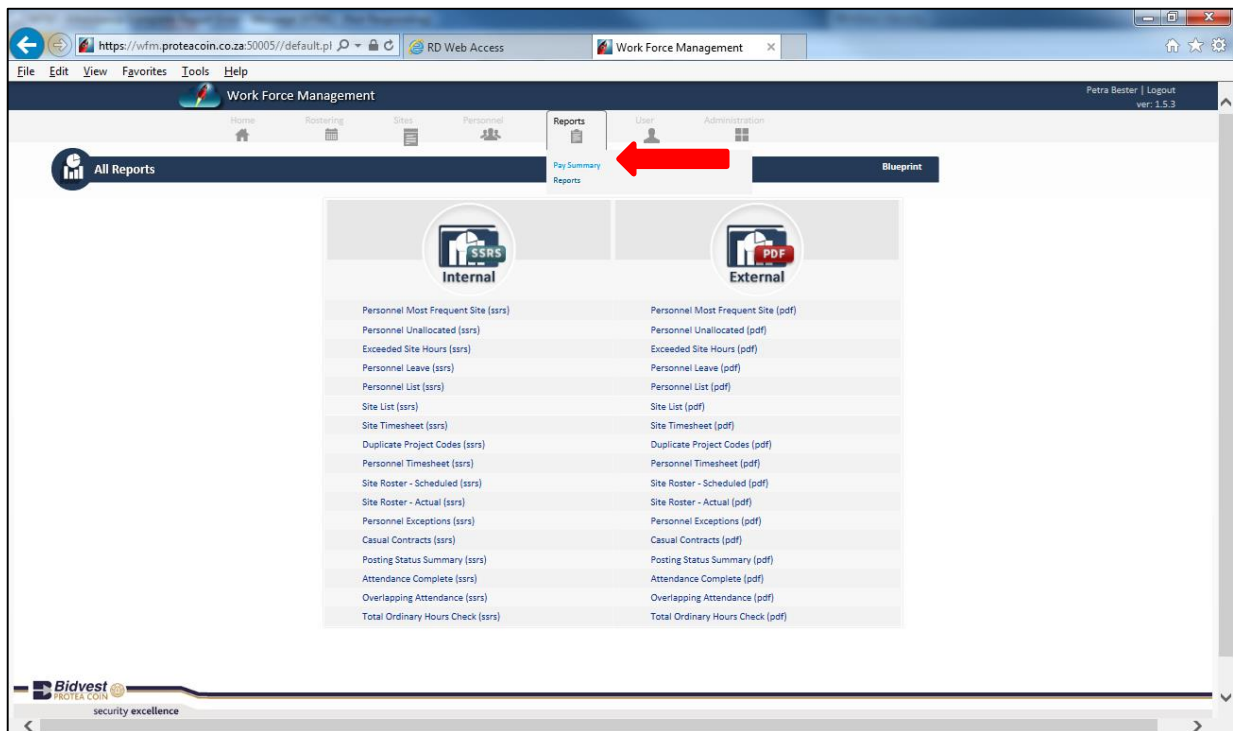
### Total Ordinary Hours Check

A list of individuals who were not scheduled for 208 hours (excluding Sundays and Public Holidays)

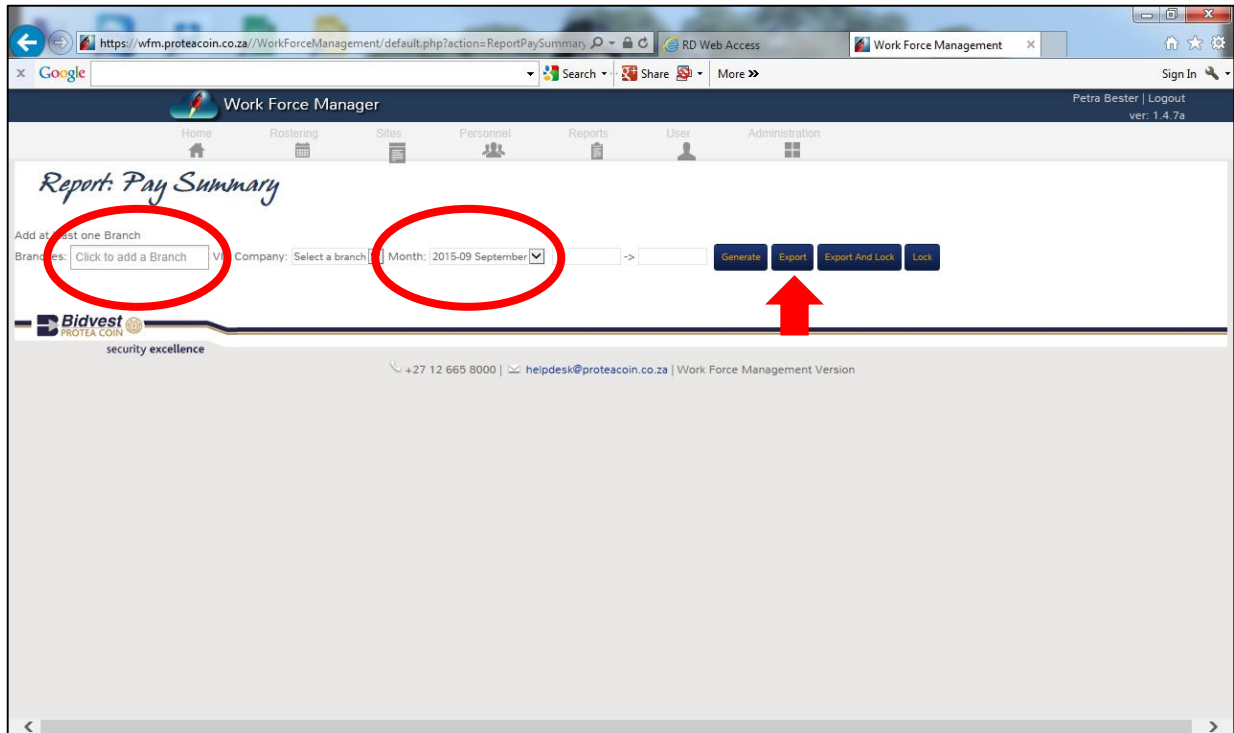
This report will automatically exclude the following:

- New appointees
- Terminations
- Scheduled less than 208 but attended more than 208
- Scheduled less than 208 but absent on actuals

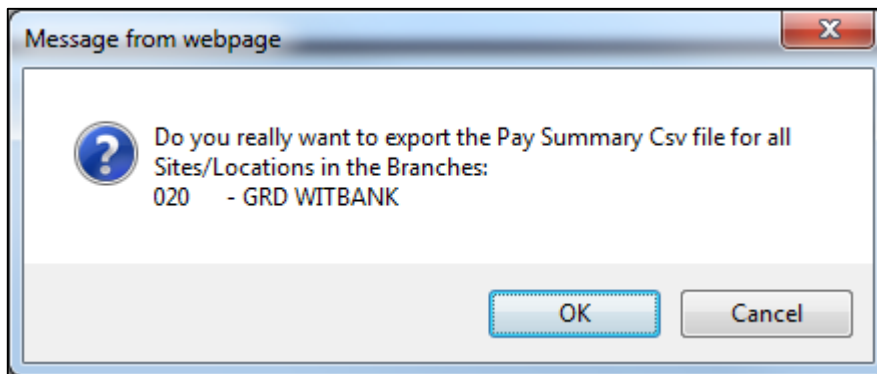
### Exporting the Pay Summary



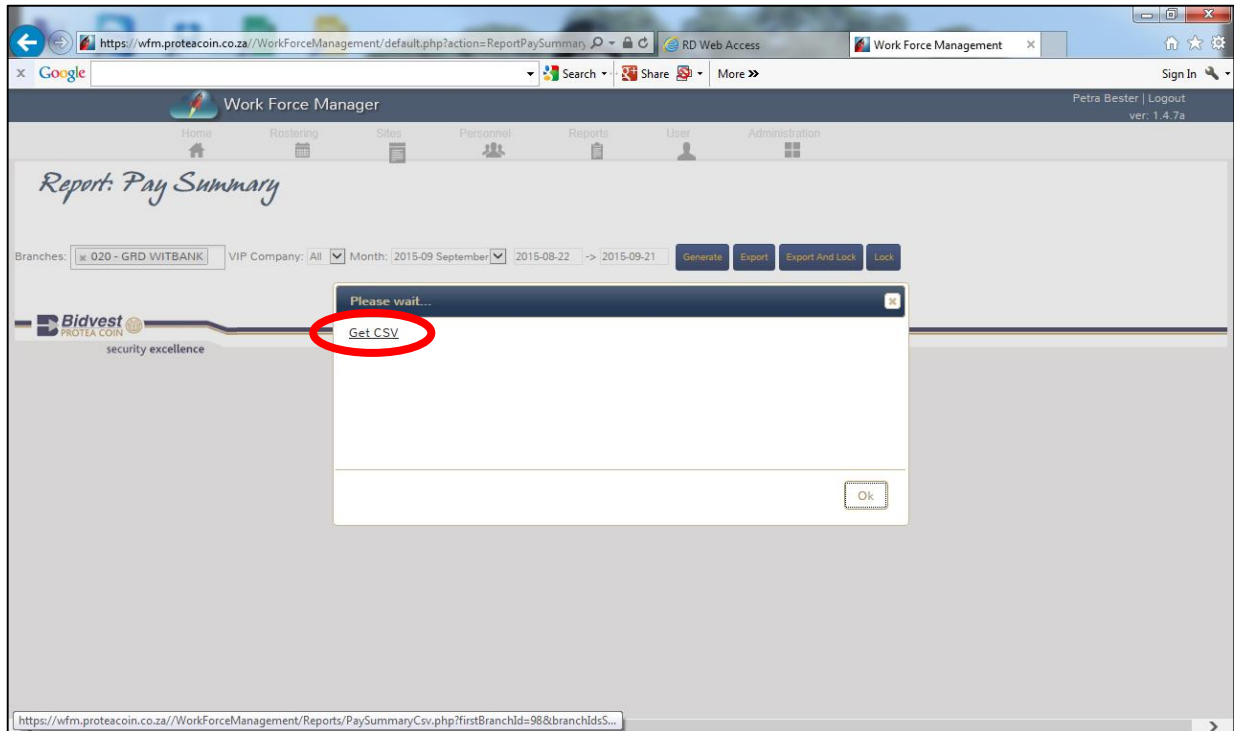
When moving your mouse over the “Reports” menu option the options appear as in the print screen above. When clicking on the “Pay Summary” sub-menu option you will be rerouted to the screen/page as in the print screen below:



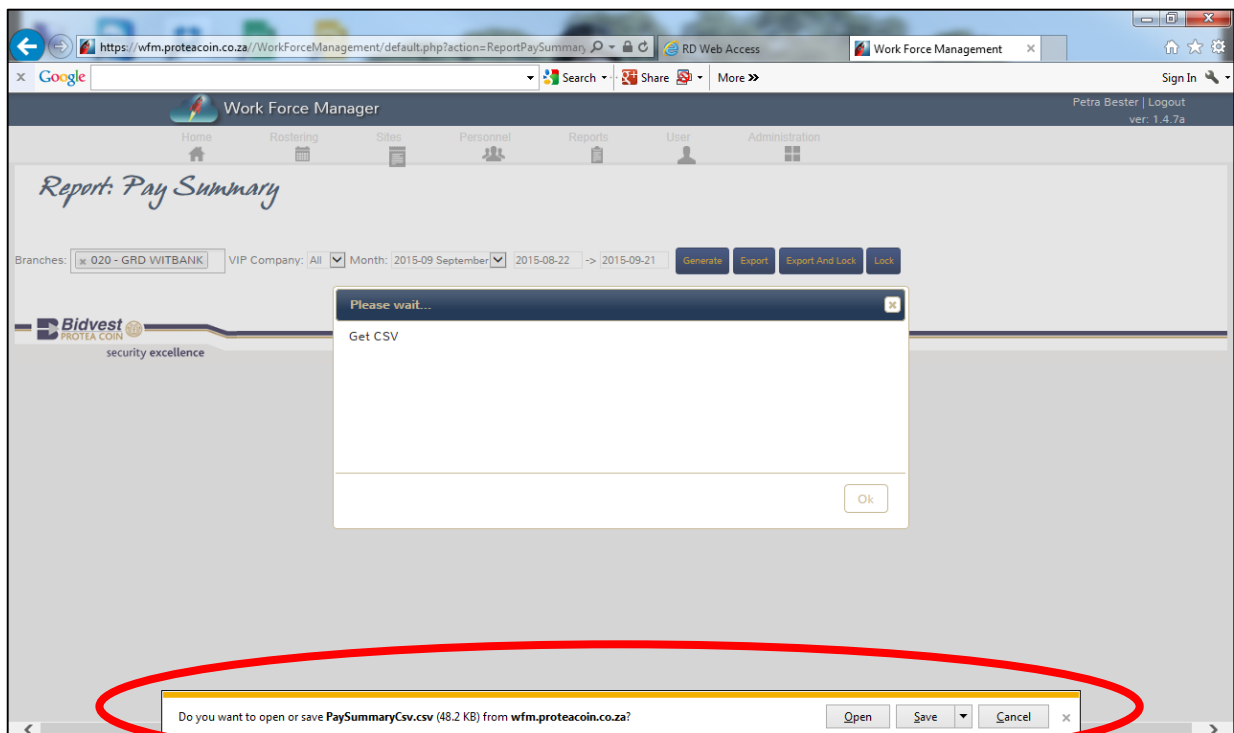
The applicable branch and correct month or time period should be selected after which you can click on “Export” – the following “pop-up” screen will appear:



Click on “OK”



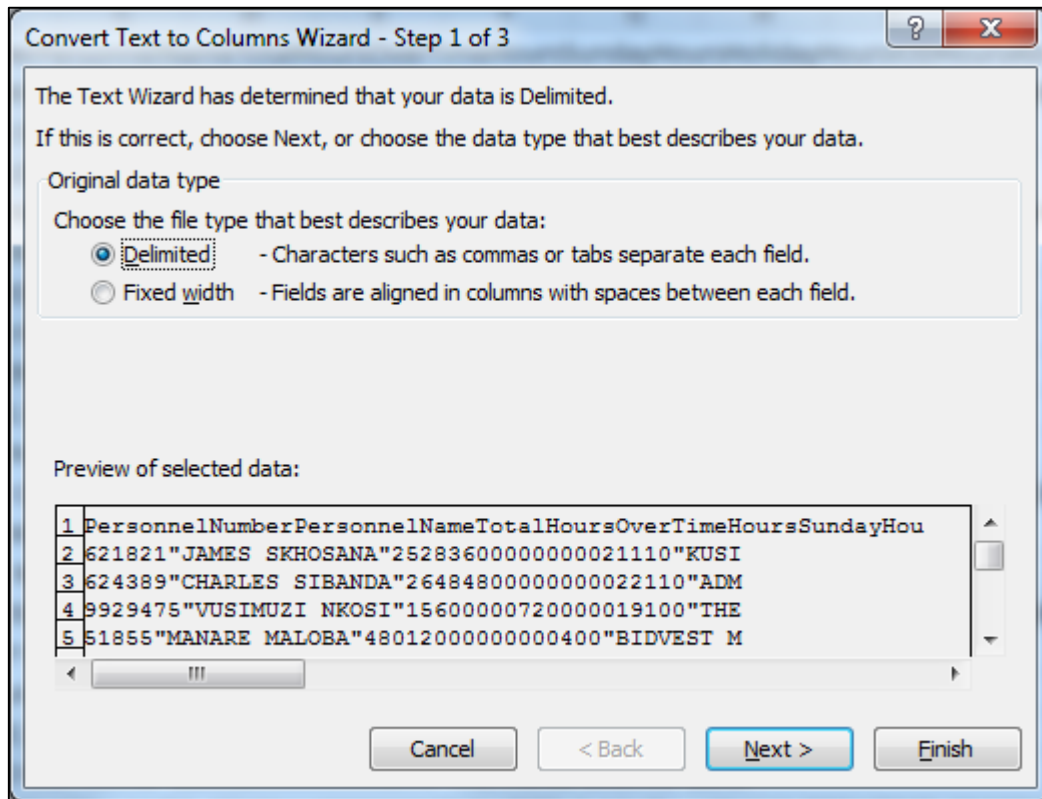
Then, click on “Get CSV”



You will be asked whether you want to open the file or whether you want to save it. If you save the file, you will have to specify the destination however, if you open the file, you will see:

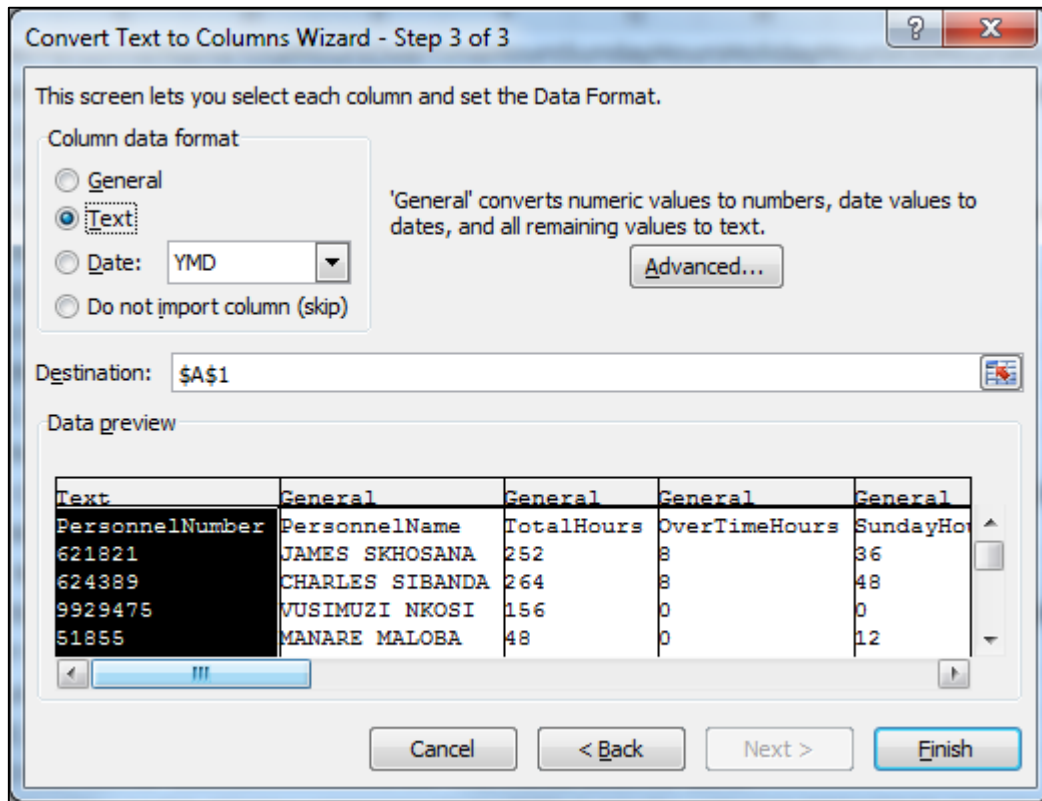




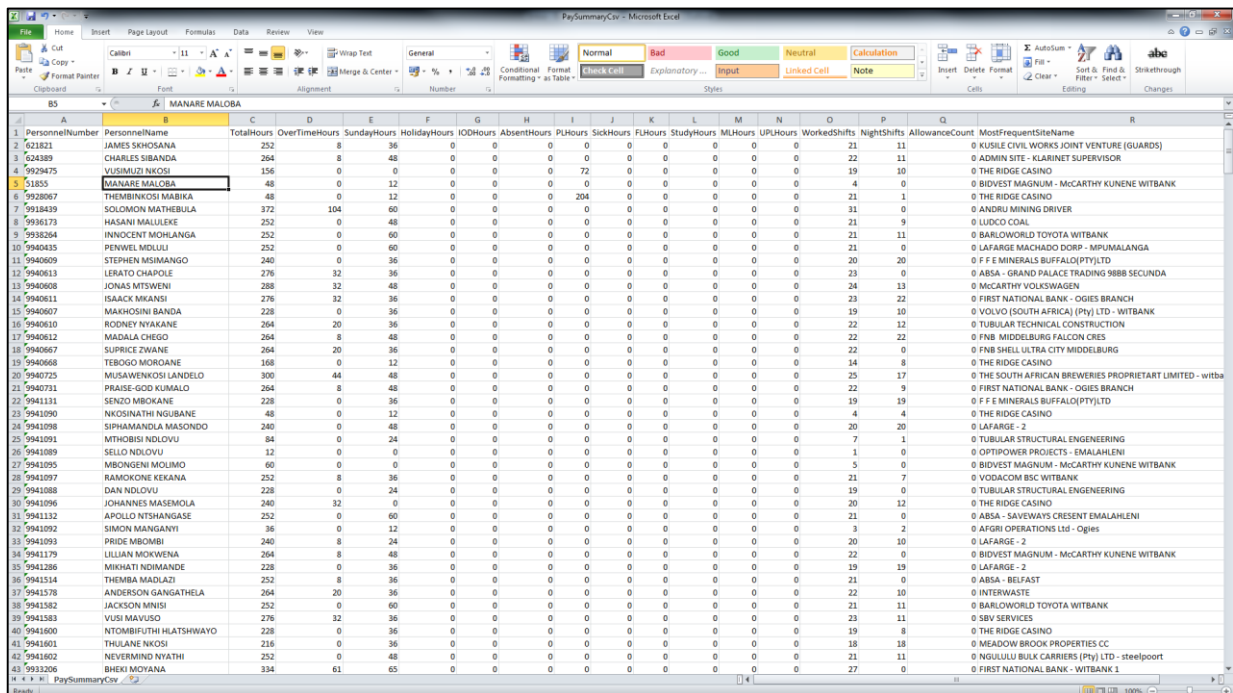


Click on “Next” and then “Next” again, then select the first and last columns as text – reason that the personnel numbers or the project codes could possibly start with a zero – see below print screen:





Click on "Finish"



| PersonnelName          | TotalHours | OverTimeHours | SundayHours | HolidayHours | IOOHours | AbsentHours | PHours | SickHours | FLHours | StudyHours | MLHours | UPLHours | WorkedShifts | NightShifts | AllowanceCount | MostFrequentSiteName                                   |
|------------------------|------------|---------------|-------------|--------------|----------|-------------|--------|-----------|---------|------------|---------|----------|--------------|-------------|----------------|--|
| JAMES SKHOSANA         | 252        | 8             | 36          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 21           | 11          | 0              | KUSILE CIVIL WORKS JOINT VENTURE (GUARDS)              |
| CHARLES SIBANDA        | 264        | 8             | 48          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 22           | 11          | 0              | ADMIN SITE - KLARINET SUPERVISOR                       |
| VUSIMUZI NKOSI         | 156        | 0             | 0           | 0            | 0        | 0           | 0      | 72        | 0       | 0          | 0       | 0        | 19           | 10          | 0              | THE RIDGE CASINO                                       |
| MANARE MALOBA          | 48         | 0             | 12          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 4            | 0           | 0              | BIDVEST MAGNUM - MCCARTHY KUNENE WITBANK               |
| THEMBINKOSI MABIKA     | 48         | 0             | 12          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 21           | 1           | 0              | THE RIDGE CASINO                                       |
| SOLOMON MATHEBULA      | 372        | 104           | 60          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 31           | 0           | 0              | ANDRU MINING DRIVER                                    |
| HASANI MALLIENE        | 252        | 0             | 48          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 21           | 9           | 0              | LUDCO COAL   |
| INNOCENT MOHLANGA      | 252        | 0             | 60          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 21           | 11          | 0              | BARLOWORLD TOYOTA WITBANK                              |
| PENWEL MDLULU          | 252        | 0             | 60          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 21           | 0           | 0              | LAFARGE MACHADO DORP - MPUMALANGA                      |
| STEPHEN MSIMANGO       | 240        | 0             | 36          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 20           | 20          | 0              | F F E MINERALS BUFFALO(PTY)LTD                         |
| LERATO CHAPOLE         | 276        | 32            | 36          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 23           | 0           | 0              | ABSA - GRAND PALACE TRADING 988B SECUNDA               |
| JONAS MTSWENI          | 288        | 32            | 48          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 24           | 13          | 0              | MCCARTHY VOLKSWAGEN                                    |
| ISAAK MKANSI           | 276        | 32            | 36          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 23           | 22          | 0              | FIRST NATIONAL BANK - OGIES BRANCH                     |
| MAKHOSINI BANDA        | 228        | 0             | 36          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 19           | 10          | 0              | VOLVO (SOUTH AFRICA) (Pty) LTD - WITBANK               |
| RODNEY NYAKANE         | 264        | 20            | 36          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 22           | 12          | 0              | TUBULAR TECHNICAL CONSTRUCTION                         |
| MADALA CHEGO           | 264        | 8             | 48          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 22           | 22          | 0              | FNB - MIDDELBURG FALCON CRES                           |
| SUPRICE ZWANE          | 264        | 20            | 36          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 22           | 0           | 0              | FNB SHELLA ULTRA CITY MIDDLEBURG                       |
| TEBOGO MORDANE         | 168        | 0             | 12          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 14           | 8           | 0              | THE RIDGE CASINO                                       |
| MUSAWEKOSI LANDELO     | 300        | 44            | 48          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 25           | 17          | 0              | THE SOUTH AFRICAN BREWERIES PROPRIETARY LIMITED - witb |
| PRAYE-GOD KUMALO       | 264        | 8             | 48          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 22           | 9           | 0              | FIRST NATIONAL BANK - OGIES BRANCH                     |
| SENZO MBOKANE          | 228        | 0             | 36          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 19           | 19          | 0              | F F E MINERALS BUFFALO(PTY)LTD                         |
| NKOSINATHI NGUBANE     | 48         | 0             | 12          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 4            | 4           | 0              | THE RIDGE CASINO                                       |
| SIPHAMANDLA MASONDO    | 240        | 0             | 48          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 20           | 20          | 0              | LAFARGE - 2  |
| MTHOBISI NDLOVU        | 84         | 0             | 24          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 7            | 1           | 0              | TUBULAR STRUCTURAL ENGINEERING                         |
| SELLO NDLOVU           | 12         | 0             | 0           | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 1            | 0           | 0              | OPTIPOWER PROJECTS - EMALAHLENI                        |
| MBONGENI MOLIMO        | 60         | 0             | 0           | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 5            | 0           | 0              | BIDVEST MAGNUM - MCCARTHY KUNENE WITBANK               |
| RAMOKONE KEKANA        | 252        | 8             | 36          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 21           | 7           | 0              | VOLKSWAGEN WITBANK                                     |
| DAN NDLOVU             | 228        | 0             | 24          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 19           | 0           | 0              | TUBULAR STRUCTURAL ENGINEERING                         |
| JOHANNES MASEMOLA      | 240        | 32            | 0           | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 20           | 12          | 0              | THE RIDGE CASINO                                       |
| APOLLO NTSHANGASE      | 252        | 0             | 60          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 21           | 0           | 0              | ABSA - SAVEWAYS CRESENT EMALAHLENI                     |
| SIMON MANGANYI         | 36         | 0             | 12          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 3            | 2           | 0              | AFRIGI OPERATIONS Ltd - Ogies                          |
| PRINX MCHOMBI          | 240        | 8             | 24          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 20           | 10          | 0              | LAFARGE - 2  |
| LILLIAN MOKWENA        | 264        | 8             | 48          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 22           | 0           | 0              | BIDVEST MAGNUM - MCCARTHY KUNENE WITBANK               |
| MIKHATI NDIMANDE       | 228        | 0             | 36          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 19           | 19          | 0              | LAFARGE - 2  |
| THEMBA MADLAZI         | 252        | 8             | 36          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 21           | 0           | 0              | ABSA - BELFAST   |
| ANDERSON GANGATHELA    | 264        | 20            | 36          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 22           | 10          | 0              | INTERWASTE   |
| JACKSON MINSI          | 252        | 0             | 60          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 21           | 11          | 0              | BARLOWORLD TOYOTA WITBANK                              |
| VUSI MAVUSO            | 276        | 32            | 36          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 23           | 11          | 0              | SBV SERVICES   |
| NTOMBIFUTHI HLATSHWAYO | 228        | 0             | 36          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 19           | 8           | 0              | THE RIDGE CASINO                                       |
| THULANE NKOSI          | 216        | 0             | 36          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 18           | 18          | 0              | MEADOW BROOK PROPERTIES CC                             |
| NEVERMIND NYATHI       | 252        | 0             | 48          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 21           | 11          | 0              | NGULULU BULK CARRIERS (Pty) LTD - steelport            |
| BHEKI MCHYANA          | 334        | 61            | 65          | 0            | 0        | 0           | 0      | 0         | 0       | 0          | 0       | 0        | 27           | 0           | 0              | FIRST NATIONAL BANK - WITBANK 1                        |

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## PAYMENT OF HOURS

The Payroll Department sends out monthly deadline dates for the export of the roster Pay Summary files.

The hours get calculated and paid as follows:

Total hours = All Normal time hours + All Overtime hours + All Sunday time hours + All PPH hours

Total hours are paid out @ 1 x Rate / hour

Overtime hours are paid out @  $\frac{1}{2}$  x Rate / hour

Sunday hours are paid out @  $\frac{1}{2}$  x Rate / hour

PPH hours are paid out @ 1 x Rate / hour

Annual Leave hours are paid out @ 1 x Rate / hour (should this be approved and authorized and providing that the individual have enough leave days available)

Sick Leave hours are paid out @ 1 x Rate / hour (should a valid sick note be provided)

Compassionate Leave hours are paid out @ 1 x Rate / hour (should valid proof be provided)

Study Leave hours are paid out @ 1 x Rate / hour (should this leave be approved and authorized)

Night Shift Allowance is paid out @ R6.00 per night shift

Special Allowances are paid out @ R8.50 per shift – an individual cannot qualify for more than two allowances per shift

A 12 hour guard should not be rostered for less than 17 shifts and not more than 21 shifts per month. A minimum of 17 shifts per month will just cover a guard's Basic Salary and minimum number of hours of 208 whereas 21 shifts per month is the maximum number of shifts allowed, including overtime, according to the Department of Labour – 252.

On a site the total number of shifts for the month should be averaged out between the number of guards working on the site.

## PAY QUERIES



Forecasting's & Pay  
Queries.pdf



BPCG PAY QUERY  
FORM.doc



FORECASTING  
SHEET.xls

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## DID YOU KNOW?

- WFM needs to be run in the “Mozilla Firefox” web browser, NOT in “Windows Explorer”.
- The “Site Time Sheet” report’s data comes from a site’s “Scheduling” screen/page - This is due the fact that Scheduling = Planning is supposed to be done as accurately as possible, once a (1) month, in advance. Any changes/exceptions to a site need to be done on the site’s “Attendance” screen/page.  
Site Supervisors and / Area Managers should be educated by both Branch – and Managers that guards should not be, as far as possible, moved back-and-forth between sites.
- Administrators have the option to “directly” exchange a guard from one site to another – a small sub-screen pops up when trying to book a guard for a shift on a site when he/she is already booked on another site for the same shift on that day. The Administrator then has the option to either book the guard for the alternate shift or to remove the guard from the other site and book him/her on the current site for the original shift selected. The system will then automatically remove the guard from the other site and book him/her on the site the Administrator is on.
- The “Hearing” shift option defaults to four (4) hours as individuals were paid too much in the past. You, as Administrator, do have the option to increase or decrease these hours though.
- The “three shift”, shift options will not be available for viewing or selection on a “two shift” site.
- It is possible to link WFM with a biometrics system.
- Monthly deadline dates are mailed to ALL Roster Administrators, branch Admin Managers as well as Branch – and General Managers. Be sure to keep to these dates as no exceptions can be made.
- Copies of new contracts (PERM & CAS), addendums and amendments should be mailed to Michelle, Anne-Marie and Wimpie continuously during the course of the month in order for these sites/contracts to be opened and / changed on WFM so that your branch’s bookings can stay up-to-date.
- Checking of hours and report analysis stays the responsibility of each individual branch / mine.

- Make sure that newly appointed individuals' contracts and supporting documentation are completed correctly and accurately according to HR and Payroll's specifications. If not, these individuals will NOT be loaded onto the payroll software, the effect of which will be that the WFM system will not be able to "trace" these personnel and you will NOT be able to book any hours for them on WFM.
- Absolutely NO "Reliever", "Standby" or "Extra" sites will be opened on WFM **without prior written approval from your Divisional Executive** (not the Branch – or General – or Regional General Manager).

## SHIFT OPTIONS AVAILABLE ON THE PCG ROSTER

|   |   |    |
|---|---|----|
| NOON  | = | n  |
| UNPAID SICK                                     | = | U  |
| FAMILY RESPONSIBILITY                           | = | F  |
| ABSENT  | = | A  |
| SICK / SICK LEAVE                               | = | S  |
| NIGHT   | = | N  |
| INJURY ON DUTY                                  | = | I  |
| TRAINING (ON-SITE)                              | = | T  |
| TERMINATED                                      | = | +  |
| SUSPENSION (paid)                               | = | X  |
| LEAVE / ANNUAL LEAVE                            | = | L  |
| MATERNITY LEAVE                                 | = | M  |
| HEARING   | = | R  |
| STUDY LEAVE                                     | = | Y  |
| DAY   | = | D  |
| OFF   | = | o  |
| DOUBLE SHIFT (same site & two/three shift site) | = | W  |
| TRIPPLE SHIFT (same site & three shift site)    | = | T3 |
| NOON/NIGHT SHIFT (same site & three shift site) | = | nN |
| DAY/NOON SHIFT (same site & three shift site)   | = | Dn |
| INDUCTION (Mining Division)                     | = | In |
| MEDICAL (Mining Division)                       | = | Me |