

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 Highveld Techno Park Centurion 0169
Tel:	012 – 665 8000
Website:	http://www.proteacoin.co.za
SETA Information:	SASETA (Safety & Security)
Workforce Manager link:	https://calm.proteacoin.co.za/

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



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WORKFORCE MANAGER COMPONENTS & OPERATION



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

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

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pcg\ Password	í.		Ű	How do I use CALM? All you need to do is log into CALI you have access to.	M, CALM will then direct y	ou to the Bidvest Protea Coin applicatic	ms	
Log In	~	23			e amount usernames an	I password you use on a daily basis. We o get to ALL our system. Provided the y		
HELI	PDESK USE	R GUIDE	2	Who do I contact if I have Helpdesk is a dedicated team of I queries.	10	ofessionals to help with your IT related		
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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:



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HELPDESK USER GUIDE	3	Who do I contact if I have questions? Hepdeck is a dedicated team of hardware and software professionals to help with your IT related queries.	
	Jу.	Can I track my queries at helpdesk? Yes you can track tickets / queries on OTRS	v
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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.)

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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".



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PERSONNEL

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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:

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080 - GRD DURBAN D1094 B18 17 AVENUE CAMANE ZZ Grade Male 1984-06-23 354 - GRD PRETORIA SARS 14800 A MASEMULA C Grade Male 1971-05-24 099 - GRD BEDFORDVIEV 903539 AARNOLD DIATLA MAMETJA Z Grade Male 1980-10-11 385 - GRD PRETORIA RETAIL 991071 AARON BODIGELO C Grade Male 1980-17-23 385 - GRD PRETORIA RETAIL 9911071 ARRON BOSHIELO C Grade Male 1983-01-22 385 - MINING 928880 AARON BOSHIELO C Grade Male 1983-01-22 385 - MINING 921071 ARON BOSHIELO C Grade Male 1983-01-22 385 - MINING 921888 AARON DOVIASE Z Grade Male 1983-06-26 930 - AR PRETORIA 62022 AARON EDWARDS Z Grade Male 1983-06-26	385 - MINING	624368		ROSSOUW	ZZ Grade	Male	1992-06-05		01141
334 - GRD PRETORIA SARS 14850 A MASE MULA C Grade Male 1971-05-24 089 - GRD BEDFORDVIEW 9903539 AARNOL DIATLA MAMETJA ZZ Grade Male 1980-10-11 385 - MINING 997034 AARON BODIGELO C Grade Male 1988-01-22 385 - GRD PRETORIA ERAIL 9911071 AARON BOSHELO C Grade Male 1987-07-29 385 - MINING 928880 AARON DONASE ZG rade Male 1983-06-26 080 - AR PRETORIA 62022 AARON EDWARDS ZZ Grade Male 1983-06-26	080 - GRD DURBAN	33920	100 ESSENDENE ROAD	KHANYILE	ZZ Grade	Male	1969-04-10		03145
OB9- GRD BEDFORDVIEW 9903539 AARNOLD DIATLA MAMETJA ZZ Grade Male 1980-10-11 385 - MINING 937034 AARON BODIGELO C Grade Male 1988-01-22 385 - GRD PRETORIA RETAIL 911071 AARON BOSHIELO C Grade Male 1977-09-29 385 - MINING 923888 AARON DYONASE ZZ Grade Male 193-06-06 090 - AR PRETORIA 62022 AARON EDWARDS ZZ Grade Male 193-06-06	080 - GRD DURBAN	D1094	818 17 AVENUE	CAMANE	ZZ Grade	Male	1984-06-23		03145
385 - MINING 937034 AARON BODIGELO C Grade Male 1988-01-22 355 - GRD PRETORIA RETAIL 911071 AARON BOSHIELO C Grade Male 1977-09-29 365 - MINING 922888 AARON DYONASE ZZ Grade Male 1983-06-06 050 - AR PRETORIA 620222 AARON EDWARDS ZZ Grade Male 1984-02-10	354 - GRD PRETORIA SARS	14850	A	MASEMULA	C Grade	Male	1971-05-24		01233
359 - GRD PRETORIA RETAIL 991071 AARON BOSHIELO C Grade Male 1977-09-29 385 - MINING 92888 AARON DYONASE ZZ Grade Male 1983-06-06 050 - AR PRETORIA 620222 AARON EDWARDS ZZ Grade Male 1984-02-10	089 - GRD BEDFORDVIEW	9903539	AARNOLD DIATLA	MAMETJA	ZZ Grade	Male	1980-10-11		01153
386 - MINING 992888 AARON DYONASE ZZ Grade Male 1983-06-06 050 - AR PRETORIA 620222 AARON EDWARDS ZZ Grade Male 1983-06-06	385 - MINING	9937034	AARON	BODIGELO	C Grade	Male	1988-01-22		01453
050 - AR PRETORIA 620222 AARON EDWARDS ZZ Grade Male 1954-02-10	355 - GRD PRETORIA RETAIL	9911071	AARON	BOSHIELO	C Grade	Male	1977-09-29		01233
	385 - MINING	9928888	AARON	DYONASE	ZZ Grade	Male	1983-06-06		01266
021 - GRD RUSTENBURG 623005 A&RON HI & F 77 Grane Male 1976-04-24	050 - AR PRETORIA	620222	AARON	EDWARDS	ZZ Grade	Male	1954-02-10		012-6
	021 - GRD RUSTENBURG	623005	AARON	HLALELE	ZZ Grade	Male	1976-04-24		01266
021 - GRD RUSTENBURG 624014 AARON HLALELE ZZ Grade Male 1976-04-24	021 - GRD RUSTENBURG	624014	AARON	HLALELE	ZZ Grade	Male	1976-04-24		01266
011- GRD WEST RAND 39708 AARON LEBEPE ZZ Grade Male 1982-02-14	011 - GRD WEST RAND	35708	AARON	LEBEPE	ZZ Grade	Male	1982-02-14		01183



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:



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t back 1 2 3 4 next last	(2146) 15							
Branch	Personnel Number	First Name	Surname	Grade	Gender	Date Of Birth Id Number	Passport Number	Tele
111 - GRD WEST RAND	^				· ·			
017 - GRD POTCHEFSTROOM 018 - GRD BANK CITY	625132		MATTHEE	ZZ Grade	Male	1996-01-01		011
020 - GRD WITBANK 021 - GRD RUSTENBURG 022 - GRD VIP RESIDENCES	9919282		NERO	C Grade	Female	1984-10-16		083
022 - GRD VIP RESIDENCES 023 - GRD MIDRAND 025 - GRD POLOKWANE	9937314		PIETERSEN	D Grade	Male	1984-10-02		021
040 - GRD TSB 043 - GRD NELSPRUIT	624368		ROSSOUW	ZZ Grade	Male	1992-06-05		011
050 - AR PRETORIA 051 - AR SANDTON	33920	100 ESSENDENE ROAD	KHANYILE	ZZ Grade	Male	1969-04-10		031
052 - AR Pretoria ABSA 060 - GRD CAPE TOWN	D1094	818 17 AVENUE	CAMANE	ZZ Grade	Male	1984-06-23		031
061 - GRD EAST LONDON 062 - GRD PORT ELIZABETH	14850	A	MASEMULA	C Grade	Male	1971-05-24		012
080 - GRD DURBAN 089 - GRD BEDFORDVIEW	9903539	AARNOLD DIATLA	MAMETJA	ZZ Grade	Male	1980-10-11		011
093 - GRD PAARL (EX 073) 155 - AR HARTEBEESPOORT 158 - AR LANSERIA	9937034	AARON	BODIGELO	C Grade	Male	1988-01-22		014
353 - GRD PRETORIA INDUSTRIAL 354 - GRD PRETORIA SARS	9911071	AARON	BOSHIELO	C Grade	Male	1977-09-29		012
355 - GRD PRETORIA RETAIL 359 - GRD TRANSNET PRETORIA	9928888	AARON	DYONASE	ZZ Grade	Male	1983-06-06		012
385 - MINING 385-400 - GRD 385-400 SAPPI	620222	AARON	EDWARDS	ZZ Grade	Male	1954-02-10		012
385-456 - ANGLO THERMAL COAL 385-457 - GOEDEHOOP	623005	AARON	HLALELE	ZZ Grade	Male	1976-04-24		012
021 - GRD RUSTENBURG	624014	AARON	HLALELE	ZZ Grade	Male	1976-04-24		012
011 - GRD WEST RAND	35708	AARON	LEBEPE	ZZ Grade	Male	1982-02-14		011

Only the selected branch's personnel will now show:

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							-		
020 - GRD V			AARON	MAHLALELA	C Grade	Male	1976-03-05		0136
020 - GRD V 020 - GRD V			AARON	MONARENG	C Grade	Male Male	1965-04-04		0823
020 - GRD V			ABEDNEGO	MAYABA	ZZ Grade	Male	1954-04-09		0023
020 - GRD V	and a state of the		ABEDNEGO	XABA	C Grade	Male	1965-02-01		0823
020 - GRD V			ABEDNICO	MOKHOMOLE	C Grade	Male	1983-04-12		0136
020 - GRD V	an and a second		ABEL	MPOFU	C Grade	Male	1986-09-20		0136
020 - GRD V			ABRAHAM	MASILELA	D Grade	Male	1985-01-02		0136
020 - GRD V			ABRAHAM	TSHILAMULELA	ZZ Grade	Male	1972-12-21		01365
020 - GRD V	VITBANK 9910	5012	ABRAM	MAHLANGU	ZZ Grade	Male	1983-09-30		0136
020 - GRD V	VITBANK 9924	4123	ABSALOM	KHUMALO	D Grade	Male	1987-08-17		08233
020 - GRD V	VITBANK 931	1543	ABSALOM	NTSHALINTSHALI	B Grade	Male	1973-02-01		0823
020 - GRD V	VITBANK 991	2465	ABUTI	MOKOENA	ZZ Grade	Male	1988-01-10		0136
020 - GRD V	VITBANK 9939	9649	ADOLF	NONYANE	C Grade	Male	1986-02-26		08233
	VITBANK 5288	39	ADOLPH	MABUZA	ZZ Grade	Male	1984-02-13		0136

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

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020 - GRD WITBANK	~			- E	-	-		
020 - GRD WITBANK	9919938	AARON	MAHLALELA	C Grade	Male	1976-03-05		0136
020 - GRD WITBANK	9936070	AARON	MONARENG	C Grade	Male	1965-04-04		082
020 - GRD WITBANK	9931901	AARON	UBISI	C Grade	Male	1968-02-01		082
020 - GRD WITBANK	28095	ABEDNEGO	MAYABA	ZZ Grade	Male	1954-04-09		013
020 - GRD WITBANK	9902286	ABEDNEGO	XABA	C Grade	Male	1965-02-01		082
020 - GRD WITBANK	9921718	ABEDNICO	MOKHOMOLE	C Grade	Male	1983-04-12		013
020 - GRD WITBANK	9919065	ABEL	MPOFU	C Grade	Male	1986-09-20		013
020 - GRD WITBANK	9935812	ABRAHAM	MASILELA	D Grade	Male	1985-01-02		013
020 - GRD WITBANK	9920155	ABRAHAM	TSHILAMULELA	ZZ Grade	Male	1972-12-21		013
020 - GRD WITBANK	9916012	ABRAM	MAHLANGU	ZZ Grade	Male	1983-09-30		013
020 - GRD WITBANK	9924123	ABSALOM	KHUMALO	D Grade	Male	1987-08-17		082
	9931543	ABSALOM	NTSHALINTSHALI	B Grade	Male	1973-02-01		082
020 - GRD WITBANK	9912465	ABUTI	MOKOENA	ZZ Grade	Male	1988-01-10		013
020 - GRD WITBANK 020 - GRD WITBANK		ADOLF	NONYANE	C Grade	Male	1986-02-26		082
	9939649	ABOE!						

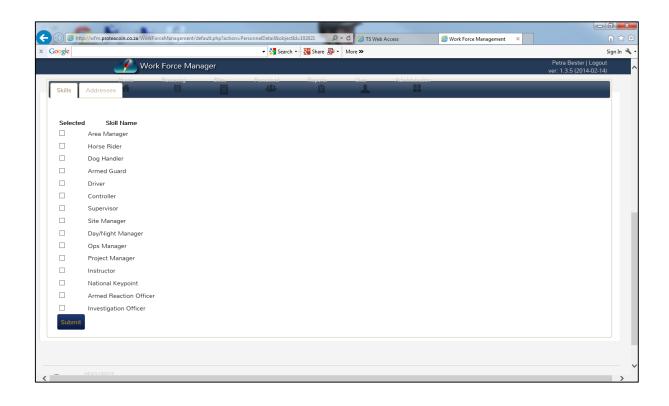
Should you need to access the detail of a particular guard, simply click on the "clipboard" to the far left hand side of the screen in line with a guard's name – you will then be rerouted to the following screen/page:



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Version 3.5

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Personnel									
ersonnel Detail:									
Branch:	020 - GRD WITE	BANK							
Personnel Number:	619088								
First Name:	NOLEEN								
Sumame:	ALIPHON								
Grade:	ZZ Grade								
Gender:	Female								
Date Of Birth:	1962-07-09								
Id Number:									
Passport Number:		-							
Telephone Number:	0136563268								
PSIRA Number:									
Date Started:	2009-04-06								
Date Terminated:	2010-03-01								
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Status:	R - Resigned								
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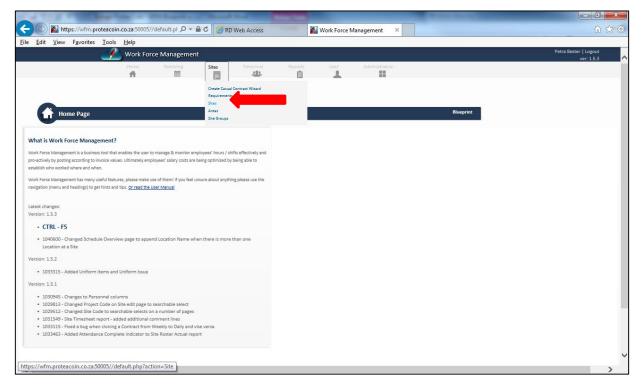




Workforce Manager Blueprint – 2018 / 2019

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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.



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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:



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Version 3.5

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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:

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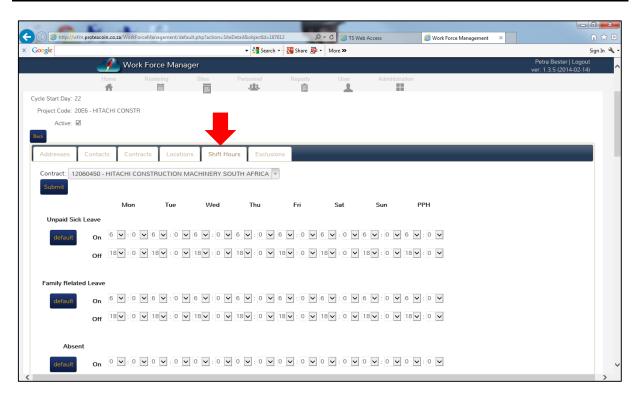
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Unlike the previous Online Roster software, with WFM each different shift option's "Hours & Times" can be defined per site. This is done according to contract/client specifications by the Head Office Roster Co-ordinators – Michelle Janse van Rensburg, 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.



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



AREAS

Adding a new Area

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Work Force Management		Petra Bester Logout ver: 1.5.3
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Requirem Size Areas Stee Group	ts - Personel	Blueprint
What is Work Force Management?		
Work Force Management is a business tool that enables the user to manage & monitor employees' hours, pro-actively by posting according to invoice values. Ultimately employees' salary costs are being optimized establish who worked where and when. Work Force Management has many useful features, please make use of them! If you feel unsure about an mayingtion (menu on beading) to go within sand tips. <u>Or read the User Manage</u>	by being able to	
Latest changes: Version: 15.3		
• CTRL - F5		
 1040600 - Changed Schedule Overview page to append Location Name when there is mo Location at a Site 	e than one	
Version: 1.5.2		
1033315 - Added Uniform Items and Uniform Issue		
Version: 1.5.1		
 1030945 - Changes to Personnel columns 		
1029813 - Changed Project Code on Site edit page to searchable select 1029512 - Changed Site Code to searchable selects on a number of pages		
 1031549 - Site Timesheet report - added additional comment lines 1033115 - Fixed a bug when cloning a Contract from Weekly to Daily and vise versa 		
1033463 - Added Attendance Complete indicator to Site Roster Actual report		
https://wfm.proteacoin.co.za:50005//default.php?action=LocationGroup		~
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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:



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

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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:

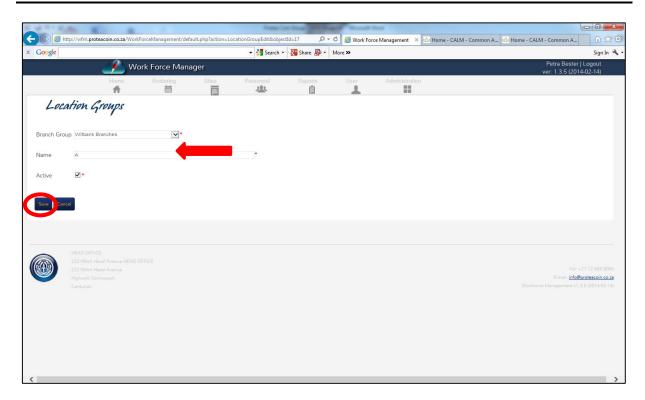
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	Midrand Branches	BMW					
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Edit the name and click on "Save" – don't unnecessarily create a new area.



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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:



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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:



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

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

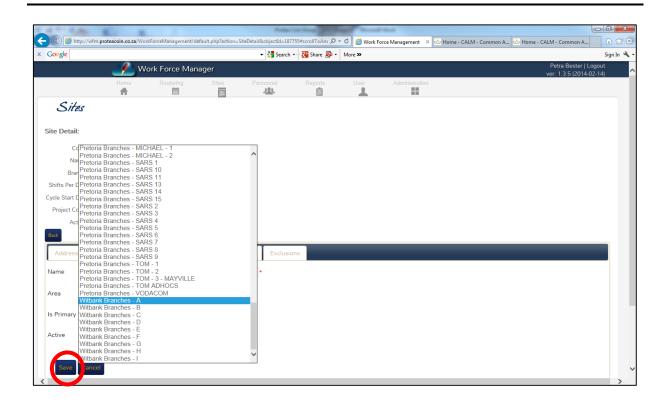
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Select the particular area the site must be linked to and click on "Save".



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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

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What is Work Force Management?		
Work Force Management is a business tool that enables the user to manage & monitor employees' hours / shifts effectively and		
pro-actively by posting according to invoice values. Ultimately employees' salary costs are being optimized by being able to		
establish who worked where and when.		
Work Force Management has many useful features, please make use of them! If you feel unsure about anything please use the		
navigation (menu and headings) to get hints and tips. Or read the User Manual		
Latest changes:		
Version: 1.5.3		
• CTRL - F5		
 1040600 - Changed Schedule Overview page to append Location Name when there is more than one 		
Location at a Site		
Version: 1.5.2		
1033315 - Added Uniform Items and Uniform Issue		
Version: 1.5.1		
1030945 - Changes to Personnel columns		
 1029813 - Changed Project Code on Site edit page to searchable select 1029512 - Changed Site Code to searchable selects on a number of pages 		
 1031549 - Site Timesheet report - added additional comment lines 		
 1033115 - Fixed a bug when cloning a Contract from Weekly to Daily and vise versa 		
1033463 - Added Attendance Complete indicator to Site Roster Actual report		
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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:



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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.



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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:

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

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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:



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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:

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Once you have inserted the guard's personnel number, click on the "Search" button – the guard will automatically be added to the site with no "shift pattern".

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A "shift pattern" can be allocated by clicking on the "start position" field of the newly added guard.

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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.

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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:



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You will be rerouted to the following screen/page:

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	Controller Supervisor	select	023 - GRD MIDRAND	9933607	DONALD	MASWANGANY	D	Male	22	
Pers No	Site Manager	select	023 - GRD MIDRAND	9933340	ANTHONY	HLONGWANE	D	Male	21	
21816	Day/Night Manager	select	023 - GRD MIDRAND	9933339	SETEMERE	MAFOTJA	С	Male	26	
	Ops Manager Project Manager	select	023 - GRD MIDRAND	9933397	VELLY	MASHALE	С	Male	21	
615195	Instructor	select	023 - GRD MIDRAND	9933341	GUMANI	LURULI	С	Male	20	
615329	National Keypoint Armed Reaction Officer	select	023 - GRD MIDRAND	9933342	PHAKGILE	RASEBECHELA	А	Male	21	
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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:



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Pers No	Site Manager	select	023 - GRD MIDRAND	9933340	ANTHONY	HLONGWANE	D	Male	21	
21816	Day/Night Manager Ops Manager	select	023 - GRD MIDRAND	9933339	SETEMERE	MAFOTJA	С	Male	26	
615195	Project Manager	select	023 - GRD MIDRAND	9933397	VELLY	MASHALE	С	Male	21	
	Instructor National Keypoint	select	023 - GRD MIDRAND	9933341	GUMANI	LURULI	С	Male	20	
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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.



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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:

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

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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.



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How to calculate the Start Position of a Shift Routine: 2 3 4 5 6 D D Ν Ν 0 0 OR 4 5 7 8 1 2 3 6 9 D D D Ν Ν Ν 0 ο 0

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".



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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":



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Requirements - Allowances					
Scheduling					
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Vhat is Work Force Management?					
Vork Force Management is a business tool that enables the user to manage & monitor employees' hours / shifts effectively and					
ro-actively by posting according to invoice values. Ultimately employees' salary costs are being optimized by being able to					
stablish who worked where and when.					
fork Force Management has many useful features, please make use of them! If you feel unsure about anything please use the					
avigation (menu and headings) to get hints and tips. Or read the User Manual					
atest changes:					
ersion: 1.5.3					
• CTRL - F5					
 1040600 - Changed Schedule Overview page to append Location Name when there is more than one 					
Location at a Site					
ersion: 1.5.2					
1033315 - Added Uniform Items and Uniform Issue					
ersion: 1.5.1					
21300.1.3.1					
 1030945 - Changes to Personnel columns 					
 1029813 - Changed Project Code on Site edit page to searchable select 					
1029512 - Changed Site Code to searchable selects on a number of pages					
 1031549 - Site Timesheet report - added additional comment lines 1033115 - Fixed a bug when cloning a Contract from Weekly to Daily and vise versa 					
 1033115 - Fixed a bug when cloning a Contract from weekly to baily and vise versa 1033463 - Added Attendance Complete indicator to Site Roster Actual report 					
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s://wfm.proteacoin.co.za:50005//default.php?action=ScheduleOverview					

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

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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.

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ear Month: 2016-09 September 🔽	P80028	ADCOCK - PRMISES	Attendance In Progress	, Do Attendance	
Search	P80028-A	ADCOCK - WAREHOUSE	Attendance In Progress	Do Attendance	
_	P80828	ADCOCK INGRAM - MIDRAND	Attendance In Progress	Do Attendance	
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	19863497	AL PHILLIPS - D & T TRUST (PTY) LTD	Attendance In Progress	Do Attendance	
	19863498	AL PHILLIPS - D & T TRUST (PTY) LTD	Attendance In Progress	Do Attendance	
	CASATM/2	ATM PROJECTS	Attendance In Progress	Do Scheduling Do Attendance	
	812752	AXIZ (22 AUG 15)	Attendance In Progress	Do Scheduling Do Attendance	
	22088877	AXIZ WORKGROUP (Pty) LTD	Attendance In Progress	Do Attendance	
	12130670-A	BARDAGE INVESTMENTS - LEVENBERG S MR - ARMED RESPONCE OFFI	-	Do Attendance	
	3313	BARLOWORLD BARONS - WOODMEAD (SEPT 15)	-	Do Scheduling Do Attendance	
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	3309 CAS345999	BARLOWORLD BARONS WOODMEAD (AUG 15)	Attendance In Progress	Do Attendance	
	P80770	BARLOWORLD WOODMEAD (11-12 JAN) BIDVEST SOLUTIONS	Attendance In Progress Attendance In Progress	Do Scheduling Do Attendance Do Attendance	
	812786	BM - COVIDIEN (26-28 AUG 15)	Attendance in Progress	Do Attendance	
	812798	BM - HINO (SEPT 15)	Attendance in Progress	Do Scheduling Do Attendance	
	811198	BM - McCARTHY MIDRAND HINO (AUG 15)	Attendance in Progress	Do Attendance	
	812806	BM - NECHTER MIDRAND HING (AGG 15) BM - NESTLE CLAYVILLE (22.08.15 - 21.09.15)	Attendance in Progress		
	812808	BM - POLO DISTRIBUTION (22.08.15 - 21.09.15)	Attendance in Progress	Do Scheduling Do Attendance	
	12104430	BMO KING PIE (Pty) LTD	Attendance In Progress	Do Attendance	

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:



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Home Page		Attendance						Blueprint	
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establish who worked where and w		,,							
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Once this has been done, you will be rerouted to the following screen/page:

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🥜 Work Force Manager	Petra Bester Logout ver: 1.4.7a
Home Rostering Sites Personnel Reports User Administration	
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Please select a Location	
Branch: 023 - GRD MIDRAND V Site: - 22088877 - AXIZ WORKGROUP (Pty) LTD + Attendance	e Month: 2015-09 September
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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:

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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



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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.



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Below is a print screen of what an Attendance page will look like if a guard is booked on more than one site. The particular shift will be hi-lighted in **pink** and marked as "-". As soon as you hover over the shift, you will be able to view details of the alternate site, the shift type and shift hours. You will also be able to book the guard – see additional print screen.

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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:

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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.

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



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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.



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:



Blueprint - 2018 / 2019

Version 3.5

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hat is Work Force Management?					
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rk Force Management is a business tool that enables the user to manage & monitor employees' hours / shifts effectively an	5				
-actively by posting according to invoice values. Ultimately employees' salary costs are being optimized by being able to ablish who worked where and when.					
rk Force Management has many useful features, please make use of them! If you feel unsure about anything please use the					
rigation (menu and headings) to get hints and tips. <u>Or read the User Manual</u>					
test changes:					
rsion: 1.5.3					
• CTRL - F5					
 1040600 - Changed Schedule Overview page to append Location Name when there is more than one 					
Location at a Site					
rsion: 1.5.2					
 1033315 - Added Uniform Items and Uniform Issue 					
rsion: 1.5.1					
 1030945 - Changes to Personnel columns 					
1030943 - Changes to resonner columns 1029813 - Changed Project Code on Site edit page to searchable select					
 1029512 - Changed Troject code of one carbog to searchable selects 1029512 - Changed Site Code to searchable selects on a number of pages 					
 1031549 - Site Timesheet report - added additional comment lines 					
 1033115 - Fixed a bug when cloning a Contract from Weekly to Daily and vise versa 					
 1033463 - Added Attendance Complete indicator to Site Roster Actual report 					

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

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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

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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:



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

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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.

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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

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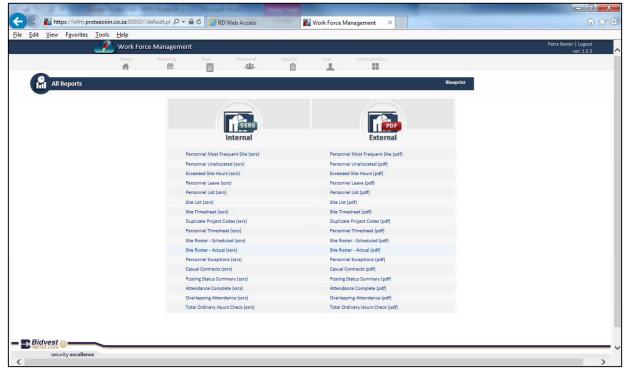


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REPORTS

https://wfm.proteacoin.co.za:50005/		TD WED ACCESS		Work Force Ma	nagement ×		
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🔬 Work For	ce Management						Petra Bester Logout ver: 1.5.3
Home	Rostering Sites	Personnel	Reports	User	Administration		
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			Pay Summary				
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U Home Page						1.5000-0100	
at is Work Force Management?							
k Force Management is a business tool that enables the user t	o manage & monitor employees' hours ;	shifts effectively and					
actively by posting according to invoice values. Ultimately emp	ployees' salary costs are being optimized	by being able to					
blish who worked where and when.							
k Force Management has many useful features, please make u		thing please use the					
gation (menu and headings) to get hints and tips. Or read the I	User Manual						
ist changes: sion: 1.5.3							
• CTRL - F5							
 1040600 - Changed Schedule Overview page to appe Location at a Site 	nd Location Name when there is mo	re than one					
sion: 1.5.2							
1033315 - Added Uniform Items and Uniform Issue							
sion: 1.5.1							
 1030945 - Changes to Personnel columns 							
 1029813 - Changed Project Code on Site edit page to 	searchable select						
 1029512 - Changed Site Code to searchable selects or 							
 1031549 - Site Timesheet report - added additional c 							
 1033115 - Fixed a bug when cloning a Contract from 1033463 - Added Attendance Complete indicator to 3 							
- assares - Added Attendance complete Indicator to :	ane market Accult report						

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

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All Reports					Pay Summary Reports			Blueprint	
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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:

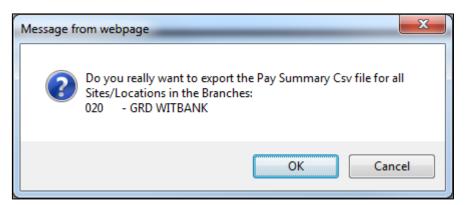


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The applicable branch and correct month or time period should be selected after which you can click on "Export" – the following "pop-up" screen will appear:



Click on "OK"



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Then, click on "Get CSV"

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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:



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In order to get the data into the correct columns you must hi-light the first column and then click on the option "Text to Columns" which is available under the "Data" tab:

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Convert Text to Columns Wizard - Step 1 of 3
The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.
Original data type
Choose the file type that best describes your data:
Delimited - Characters such as commas or tabs separate each field.
Fixed width - Fields are aligned in columns with spaces between each field.
Preview of selected data: 1 PersonnelNumberPersonnelNameTotalHoursOverTimeHoursSundayHou 2 621821"JAMES SKHOSANA"25283600000000021110"KUSI 3 624389"CHARLES SIBANDA"2648480000000022110"ADM 4 9929475"VUSIMUZI NKOSI"15600000720000019100"THE 5 51855"MANARE MALOBA"4801200000000400"BIDVEST M
Cancel < Back <u>N</u> ext > <u>F</u> inish

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:



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	RODNEY NYAKANE	264		20	36	(0	0	0				22	12					CONSTRUCTION	4	
	MADALA CHEGO	264		8	48	(0	0	0	0	0	0	0	0	22	22			0 FNB MID				
	SUPRICE ZWANE	264		20	36	(0	0	0	0	0	0	0	0	22	0					MIDDELBURG		
	TEBOGO MOROANE	168			12	(0	0	0	0	0	0	0	0	14	8			0 THE RIDG				
9940725	MUSAWENKOSI LANDELO	300		44	48	(0	0	0	0	0	0	0	0	25	17					BREWERIES PRO		TED - 1
	PRAISE-GOD KUMALO	264		8	48	(0	0	0	0	0	0	0	0	22	9					K - OGIES BRAN	СН	
9941131	SENZO MBOKANE	228		0	36	(0	0	0	0	0	0	0	0	19	19			0 F F E MIN		ALO(PTY)LTD		
9941090	NKOSINATHI NGUBANE	48		0	12	(0	0	0	0	0	0	0	0	4	4			0 THE RIDG				
	SIPHAMANDLA MASONDO	240		0	48	(0	0	0	0	0	0	0	0	20	20			0 LAFARGE				
	MTHOBISI NDLOVU	84		0	24	(0	0	0	0	0	0	0	0	7	1					LENGENEERING		
9941089	SELLO NDLOVU	12		0	0	(1	0	0	0	0	0	0	0	0	1	0					S - EMALAHLEN		
	MBONGENI MOLIMO	60		0	0	(0	0	0	0	0	0	0	0	5	0					ACCARTHY KUNE	ENE WITBANK	
	RAMOKONE KEKANA	252		8	36	(0	0	0	0	0	0	0	0	21	7			0 VODACO				
	DAN NDLOVU	228		0	24	(0	0	0	0	0	0	0	0	19	0					LENGENEERING	ì	
9941096	JOHANNES MASEMOLA	240		32	0	(0	0	0	0	0	0	0	0	20	12			0 THE RIDG				
	APOLLO NTSHANGASE	252		0	60	(0	0	0	0	0	0	0	0	21	0					ESENT EMALAH	LENI	
	SIMON MANGANYI	36		0	12	(0	0	0	0	0	0	0	0	3	2			0 AFGRI OP		td - Ogies		
	PRIDE MBOMBI	240		8	24	(1	0	0	0	0	0	0	0	0	20	10			0 LAFARGE				
	LILLIAN MOKWENA	264		8	48	(0	0	0	0	0	0	0	0	22	0					ACCARTHY KUNE	ENE WITBANK	
9941286	MIKHATI NDIMANDE	228		0	36	(0	0	0	0	0	0	0	0	19	19			0 LAFARGE				
	THEMBA MADLAZI	252		8	36	(1	0	0	0	0	0	0	0	0	21	0			0 ABSA - BE				
	ANDERSON GANGATHELA	264		20	36	(0	0	0	0	0	0	0	0	22	10			0 INTERWA				
	JACKSON MNISI	252		0	60	(0	0	0	0	0	0	0	0	21	11			0 BARLOW		A WITBANK		
	VUSI MAVUSO	276		32	36	(0	0	0	0	0	0	0	0	23	11			0 SBV SERV	ICES			
	NTOMBIFUTHI HLATSHWAYO	228		0	36	(0	0	0	0	0	0	0	0	19	8			0 THE RIDG				
	THULANE NKOSI	216		0	36	(0	0	0	0	0	0	0	0	18	18			0 MEADOW	BROOK PRO	OPERTIES CC		
	NEVERMIND NYATHI	252		0	48	(0	0	0	0	0	0	0	0	21	11			0 NGULULU	BULK CARR	ERS (Pty) LTD - :	steelpoort	
9933206	BHEKI MOYANA	334		61	65	0		0	0	0	0	0	0	0	0	27	0			0 FIRST NAT	IONAL BAN	K - WITBANK 1		



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 @ 1/2 x Rate / hour

Sunday hours are paid out @ 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









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 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	=	Α
SICK / SICK LEAVE	=	S
NIGHT	=	N
INJURY ON DUTY	=	I
TRAINING (ON-SITE)	=	т
TERMINATED	=	+
SUSPENSION (paid)	=	х
LEAVE / ANNUAL LEAVE	=	L
MATERNITY LEAVE	=	м
HEARING	=	R
STUDY LEAVE	=	Y
DAY	=	D
OFF	=	ο
DOUBLE SHIFT (same site & two/three shift site)	=	w
TRIPPLE SHIFT (same site & three shift site)	=	Т3
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