

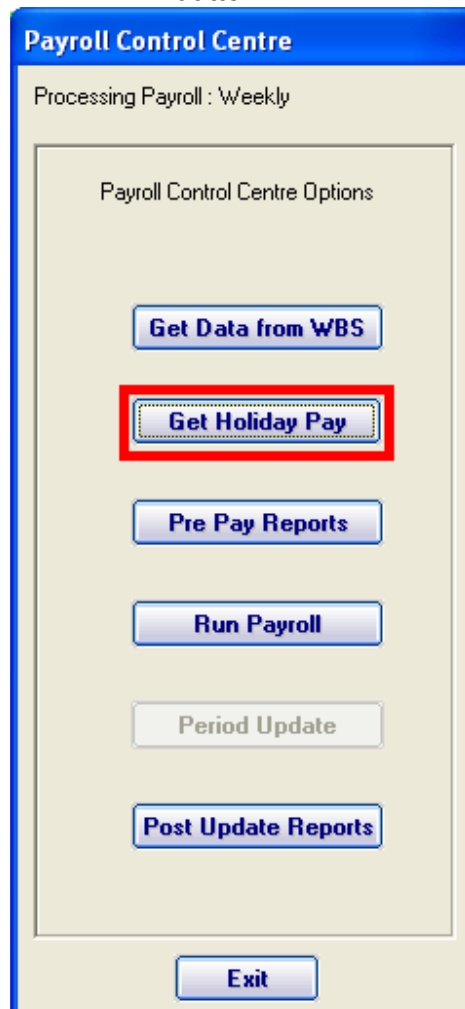


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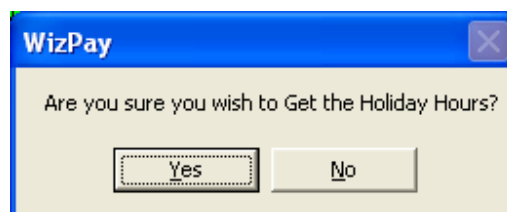
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1. Click on GET HOLIDAY PAY button.



2. Click YES to confirm.





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3. The table populated with the recorded holiday days of the next week will appear. Click on SET DEFAULTS to set the default hours.

Import Absence/Holiday Pay

Set Defaults **Ready to View Pay Elements**

Please review each section and make any correction as necessary. When you are ready, click Show Pay Elements

Absences to be paid | Absences to be deducted | Advance Holidays

Option /	Emp Num	Forenames	Surname	Date	Pay Element	Units	Cost Centre	Cost Code	Job Code
Approve	2224	Grzegorz	Kowalski	14/01/2008	Holiday Hrs	8.00	1 A/B/K/L/L		
Approve	2224	Grzegorz	Kowalski	15/01/2008	Holiday Hrs	8.00	1 A/B/K/L/L		
Approve	2224	Grzegorz	Kowalski	16/01/2008	Holiday Hrs	8.00	1 A/B/K/L/L		
Approve	2224	Grzegorz	Kowalski	17/01/2008	Holiday Hrs	8.00	1 A/B/K/L/L		
Approve	2224	Grzegorz	Kowalski	18/01/2008	Holiday Hrs	8.00	1 A/B/K/L/L		
Approve	45	AHMED	ELSAMPAN	14/01/2008	Holiday Hrs	8.00	1 A/B/K/L/L		
Approve	45	AHMED	ELSAMPAN	15/01/2008	Holiday Hrs	8.00	1 A/B/K/L/L		
Approve	45	AHMED	ELSAMPAN	16/01/2008	Holiday Hrs	8.00	1 A/B/K/L/L		
Approve	45	AHMED	ELSAMPAN	17/01/2008	Holiday Hrs	8.00	1 A/B/K/L/L		
Approve	45	AHMED	ELSAMPAN	18/01/2008	Holiday Hrs	8.00	1 A/B/K/L/L		
Approve	2265	Milan	Macek	14/01/2008	Holiday Hrs	8.00	25 B/H		
Approve	2265	Milan	Macek	15/01/2008	Holiday Hrs	8.00	25 B/H		
Approve	2265	Milan	Macek	16/01/2008	Holiday Hrs	8.00	25 B/H		
Approve	2265	Milan	Macek	17/01/2008	Holiday Hrs	8.00	25 B/H		
Approve	2265	Milan	Macek	18/01/2008	Holiday Hrs	8.00	25 B/H		
Approve	561	VOLODYMYR	KARPA	14/01/2008	Holiday Hrs	8.00	25 B/H		
Approve	561	VOLODYMYR	KARPA	15/01/2008	Holiday Hrs	8.00	25 B/H		

4. Click on the setting you would like to change and you will be presented with a drop down menu of all the available options. Click on OK to save any changes you made.

Default Hours

Pay Element	Paid Abs	Unpaid	Deduct from	Adv Week.
Basic Hrs	Approve	Skip		0
Holiday Hrs	Approve	Skip		1
Time + 1/5	Approve	Skip		0
Time + 1/2	Approve	Skip		0
Time + 3/4	Approve	Skip		0
Gen Bonus	Approve	Skip		0
Hol Bonus	Approve	Skip		0
Back Pay	Approve	Skip		0
Service Pay	Approve	Skip		0
Double Time	Approve	Skip		0
Dummy	Approve	Skip		0
Early Start	Approve	Skip		0
Bank Hol	Approve	Skip		0

Dropdown menu for 'Deduct from' (selected for 'Time + 1/5'): Basic Hrs, Holiday Hrs, Time + 1/5, Time + 1/2, Time + 3/4, Gen Bonus, Hol Bonus

OK **Cancel**



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5. Click on the ADVANCE HOLIDAYS tab. This will show you the holidays entered onto the system. You can change the status of the day by clicking on the relative cell in the option column.

Import Absence/Holiday Pay

Please review each section and make any correction as necessary. When you are ready, click Show Pay Elements

Option /	Emp Num	Forenames	Surname	Date	Pay Element	Units	Cost
Approve	2224	Grzegorz	Kowalski	21/01/2008	Holiday Hrs	8.00	1 A/B KILL
Approve	2224	Grzegorz	Kowalski	22/01/2008	Holiday Hrs	8.00	1 A/B KILL
Approve	2226	Adam	LaBuc	06/02/2008	Holiday Hrs	8.00	1 A/B KILL
Wait	2226	Adam	LaBuc	07/02/2008	Holiday Hrs	8.00	1 A/B KILL
Wait	2226	Adam	LaBuc	08/02/2008	Holiday Hrs	8.00	1 A/B KILL
Approve	45	AHMED	ELSAMMAN	21/01/2008	Holiday Hrs	8.00	1 A/B KILL
Approve	45	AHMED	ELSAMMAN	22/01/2008	Holiday Hrs	8.00	1 A/B KILL
Approve	45	AHMED	ELSAMMAN	23/01/2008	Holiday Hrs	0.00	1 A/B KILL
Approve	2265	Milan	Macek	21/01/2008	Holiday Hrs	8.00	25 B/H
Wait	2285	Vladimir	Srdos	08/02/2008	Holiday Hrs	8.00	25 B/H
Approve	676	JACEK	GUGALA	21/01/2008	Holiday Hrs	8.00	32

6. When you are ready and satisfied with the data click on READY TO VIEW PAY ELEMMENTS.

Import Absence/Holiday Pay

Please review each section and make any correction as necessary. When you are ready, click Show Pay Elements

Option /	Emp Num	Forenames	Surname	Date	Pay Element	Units	Cost Centre
Approve	2224	Grzegorz	Kowalski	14/01/2008	Holiday Hrs	8.00	1 A/B KILL
Approve	2224	Grzegorz	Kowalski	15/01/2008	Holiday Hrs	8.00	1 A/B KILL
Approve	2224	Grzegorz	Kowalski	16/01/2008	Holiday Hrs	8.00	1 A/B KILL
Approve	2224	Grzegorz	Kowalski	17/01/2008	Holiday Hrs	8.00	1 A/B KILL
Approve	2224	Grzegorz	Kowalski	18/01/2008	Holiday Hrs	8.00	1 A/B KILL
Approve	45	AHMED	ELSAMMAN	14/01/2008	Holiday Hrs	8.00	1 A/B KILL



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7. Three new tabs appear on screen; displayed below. Click on them to get further pay details.

Paid Elements Deduct Elements Extra Ins. Weeks

Import Absence/Holiday Pay

Set Defaults Ready to View Pay Elements Process Pay Elements

Please review each section and make any correction as necessary. When you are ready, click Show Pay Elements

Absences to be paid Absences to be deducted Advance Holidays **Paid Elements** Deduct Elements Extra Ins. Weeks

Option /	Emp Num	Forenames	Surname	Date	Pay Element	Units	Cost	Cost Code	Job Code
Approve	2224	Grzegorz	Kowalski	21/01/2008	Holiday Hrs	8.00	1	A/B/K/L	
Approve	2224	Grzegorz	Kowalski	22/01/2008	Holiday Hrs	8.00	1	A/B/K/L	
Wait	2226	Adani	LaBuc	06/02/2008	Holiday Hrs	8.00	1	A/B/K/L	
Wait	2226	Adani	LaBuc	07/02/2008	Holiday Hrs	8.00	1	A/B/K/L	
Wait	2226	Adani	LaBuc	08/02/2008	Holiday Hrs	8.00	1	A/B/K/L	
Approve	45	AHMED	ELSAMMAN	21/01/2008	Holiday Hrs	8.00	1	A/B/K/L	
Approve	45	AHMED	ELSAMMAN	22/01/2008	Holiday Hrs	8.00	1	A/B/K/L	
Approve	45	AHMED	ELSAMMAN	23/01/2008	Holiday Hrs	8.00	1	A/B/K/L	
Approve	2265	Milan	Macek	21/01/2008	Holiday Hrs	8.00	25	B/H	
Wait	2265	Vladimir	Srdos	06/02/2008	Holiday Hrs	8.00	25	B/H	
Approve	676	JACEK	GUGALA	21/01/2008	Holiday Hrs	8.00	32		
Approve	676	JACEK	GUGALA	22/01/2008	Holiday Hrs	8.00	32		
Approve	676	JACEK	GUGALA	23/01/2008	Holiday Hrs	8.00	32		
Approve	676	JACEK	GUGALA	24/01/2008	Holiday Hrs	8.00	32		
Approve	676	JACEK	GUGALA	25/01/2008	Holiday Hrs	8.00	32		

8. Click on the third tab, EXTRA INS. WEEKS. If you wish to alter the data click on the required cell in the extra column and select how many extra insurable weeks are required.

Import Absence/Holiday Pay

Set Defaults Ready to View Pay Elements Process Pay Elements

Please review each section and make any correction as necessary. When you are ready, click Show Pay Elements

Absences to be paid Absences to be deducted Advance Holidays Paid Elements Deduct Elements **Extra Ins. Weeks**

Emp Num /	Forenames	Surname	Extra	Days Paid		
2224	Grzegorz	Kowalski	0	2.00	21/01/2008	22/01/2008
45	AHMED	ELSAMMAN	0	3.00	21/01/2008	23/01/2008
2265	Milan	Macek	0	1.00	21/01/2008	21/01/2008
676	JACEK	GUGALA	1	5.00	21/01/2008	25/01/2008
2109	Daniel	Dubicki	0	3.00	21/01/2008	23/01/2008
2178	Maciej	Jakubowski	0	2.00	24/01/2008	25/01/2008
68	PETR	LUZA	0	1.00	24/01/2008	24/01/2008

0
1
2
3
4
5
6
7