Work Records

Payroll Windows · https://cclearninghub.co.uk/docs/work-records/

Work Records

This guide will cover how to access and amend a staff members Work Records for a payroll period. This is part of the advanced payroll system on Care Control Windows and replaces Timesheets.





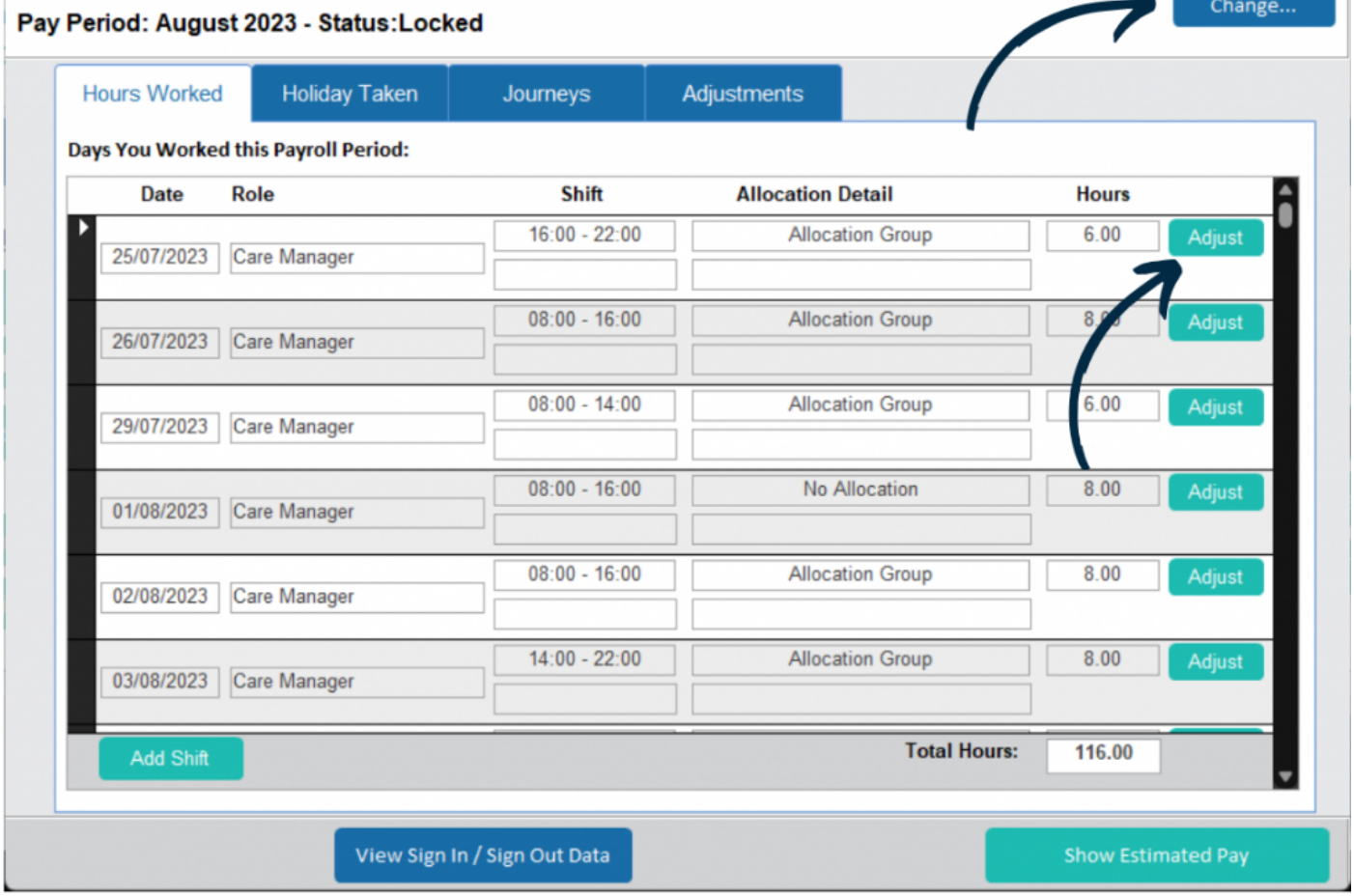
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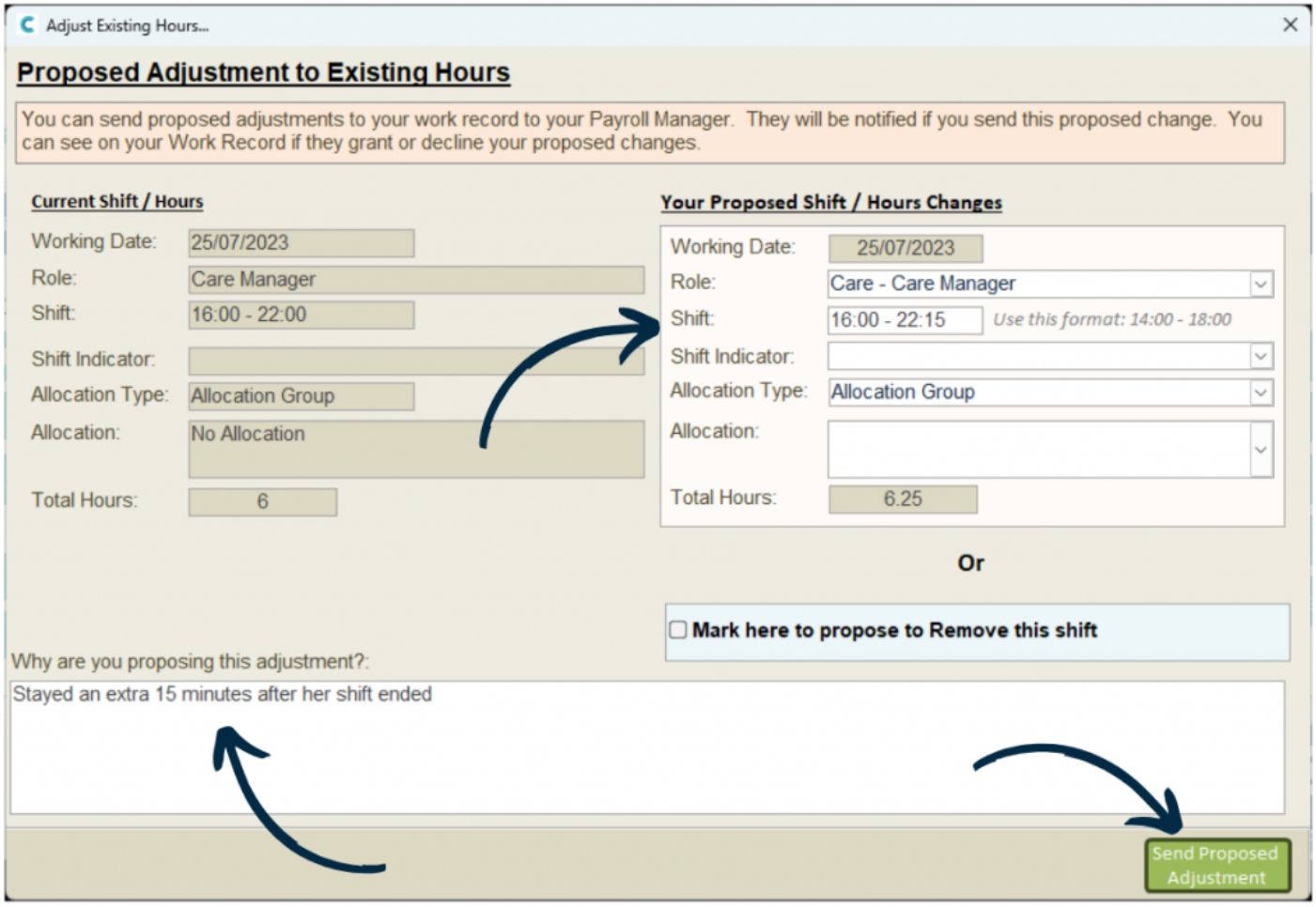
In the Administration of Care Control Windows, navigate to the **Work Records** tool, which can be found under the Time & Attendance tab.

2

A new window will open. First choose the staff member to view via the **Change** button in the top right.

A list of shifts worked within the current payroll period will be displayed. If one needs adjusting, for example if the staff member stayed an extra 15 minutes, press **Adjust**.


Pay Period: August 2023 - Status:Locked
Change...
Hours Worked
Holiday Taken
Journeys
Adjustments
Days You Worked this Payroll Period:
Date
Role
Shift
Allocation Detail
Hours
25/07/2023
Care Manager
16:00 - 22:00
Allocation Group
6.00
Adjust
26/07/2023
Care Manager
08:00 - 16:00
Allocation Group
Adjust
29/07/2023
Care Manager
08:00 - 14:00
Allocation Group
6.00
Adjust
01/08/2023
Care Manager
08:00 - 16:00
No Allocation
8.00
Adjust
02/08/2023
Care Manager
08:00 - 16:00
Allocation Group
8.00
Adjust
03/08/2023
Care Manager
14:00 - 22:00
Allocation Group
8.00
Adjust
Add Shift
Total Hours:
116.00
View Sign In / Sign Out Data
Show Estimated Pay


Adjust Existing Hours...
Proposed Adjustment to Existing Hours
You can send proposed adjustments to your work record to your Payroll Manager. They will be notified if you send this proposed change. You can see on your Work Record if they grant or decline your proposed changes.
Current Shift / Hours
Working Date: 25/07/2023
Role: Care Manager
Shift: 16:00 - 22:00
Shift Indicator:
Allocation Type: Allocation Group
Allocation: No Allocation
Total Hours: 6
Your Proposed Shift / Hours Changes
Working Date: 25/07/2023
Role: Care - Care Manager
Shift: 16:00 - 22:15
Use this format: 14:00 - 18:00
Shift Indicator:
Allocation Type: Allocation Group
Allocation:
Total Hours: 6.25
Or
Mark here to propose to Remove this shift
Why are you proposing this adjustment?:
Stayed an extra 15 minutes after her shift ended
Send Proposed Adjustment

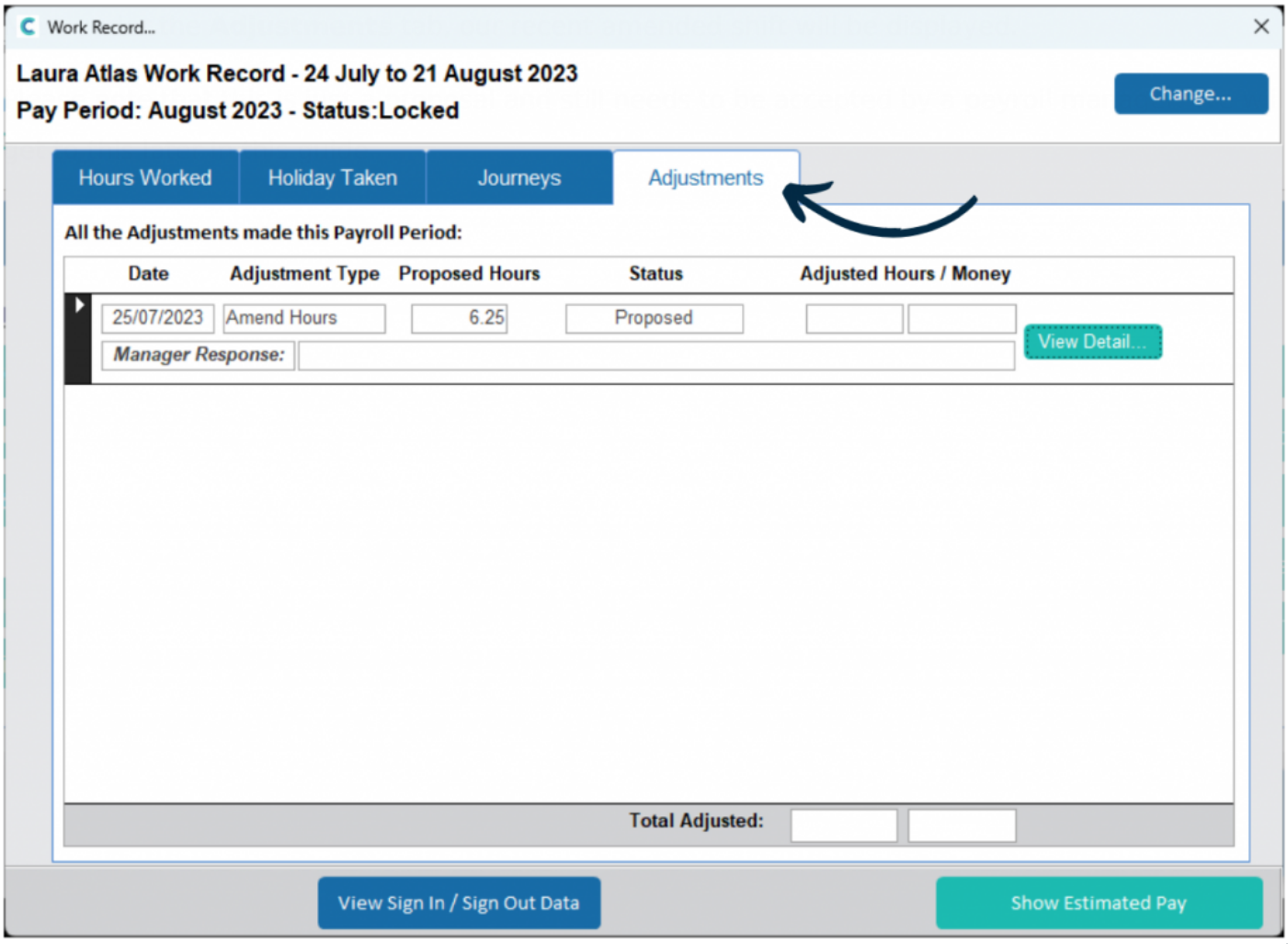
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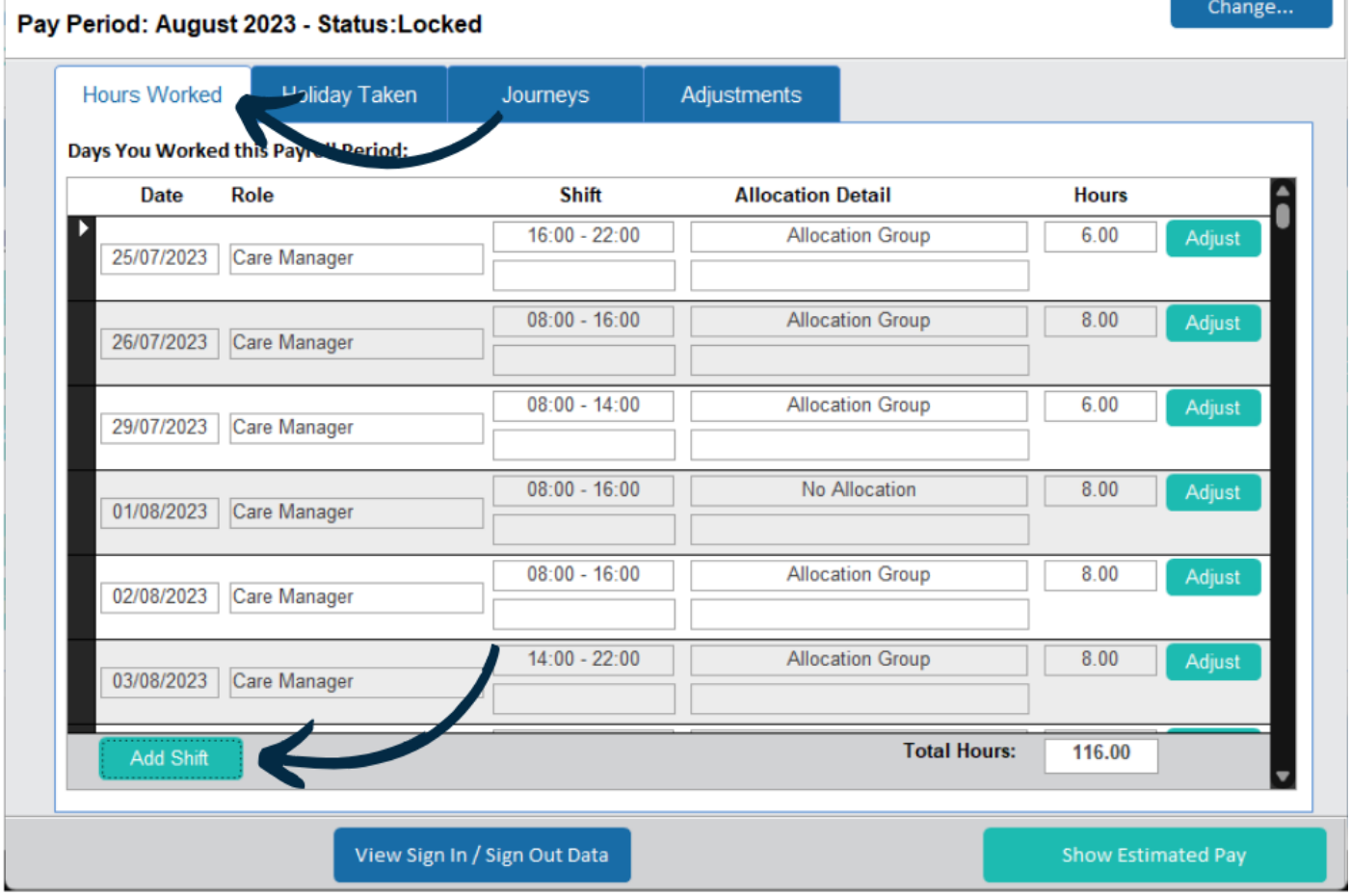
The shift will open in a new window. On the left hand side is the current information for the shift. This can be amended on the right hand side.

You can also remove the shift entirely by ticking the **'Mark here to propose to remove this shift**'.

Enter a **reason** for the adjustment, then, press **Send Proposed Adjustment**.

4





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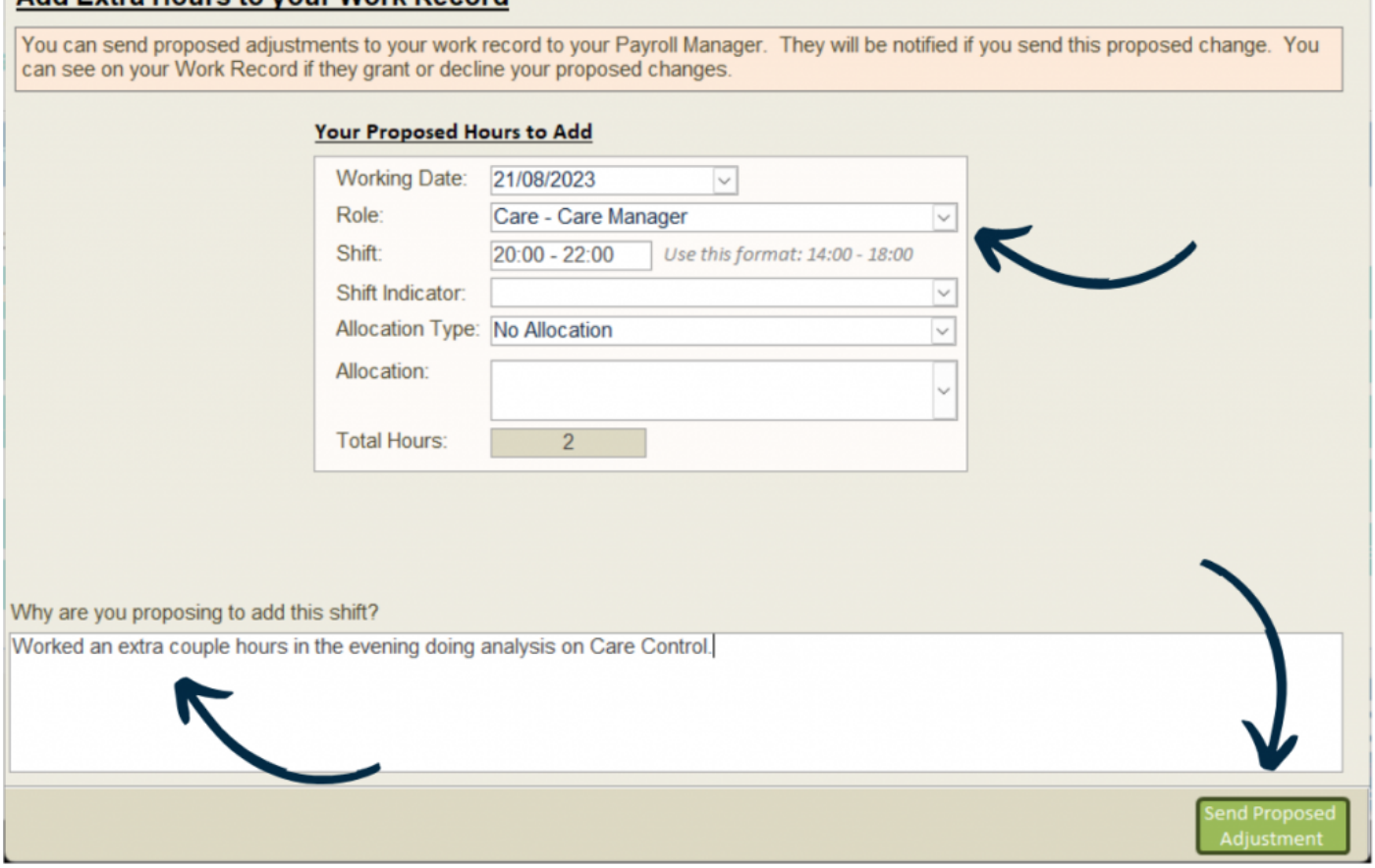
Back in the shift list, we can also add any shifts which are not currently in the work record. Press **Add Shift**.

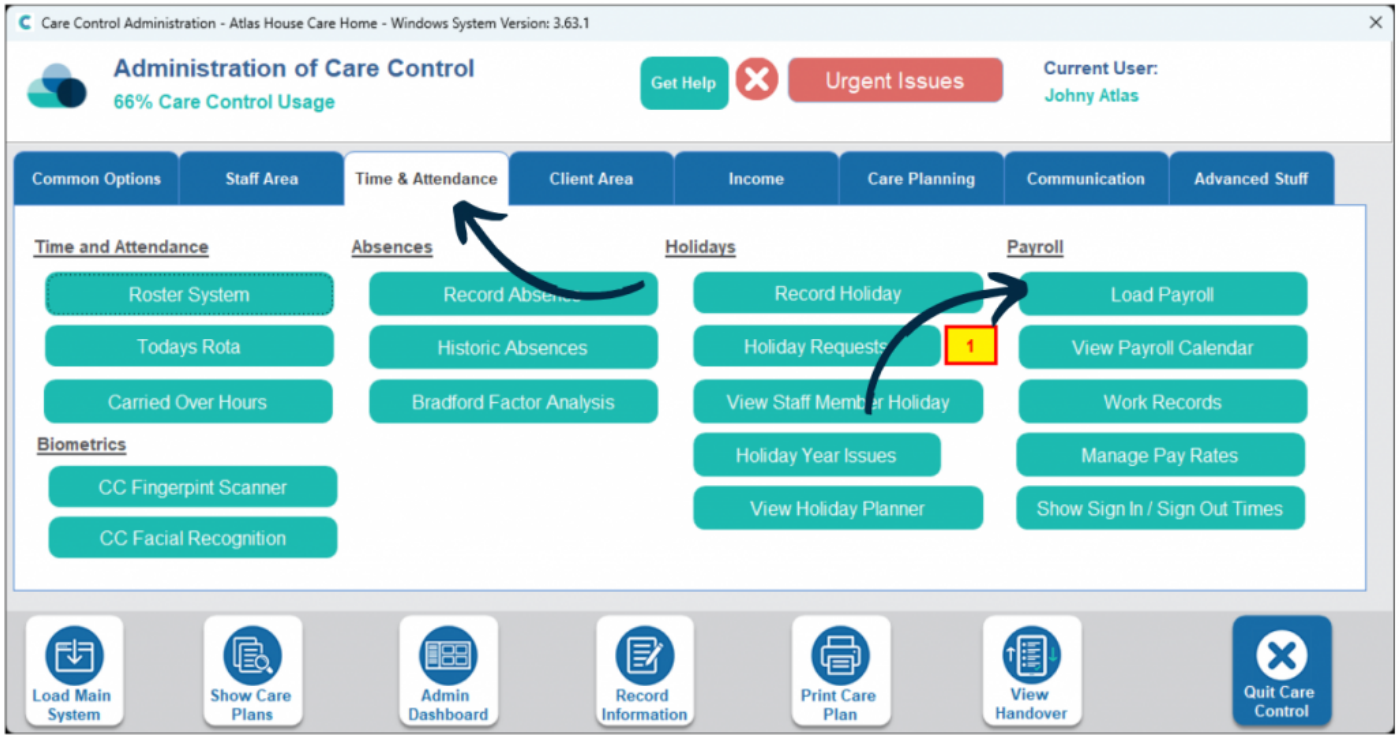
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Complete the form regarding the date, role and shift worked. This will give a figure in the **Total Hours** box.

Next, enter a **reason** and press **Send Proposed Adjustment**.

Again, this is just a proposal and will need to be accepted.





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Shift adjustments and proposals are dealt with in the payroll system. Navigate to the **Load Payroll** tool, which can be found under the Time & Attendance tab.

8

On the left hand side will be a list of system and staff payroll issues.

To view proposals and adjustments, untick '**Display System Issues**' and tick '**Display Staff Issues**'.

