

HOUSE OF FRASER

1.0 REGISTERING ATTENDANCE ON THE TILL BASED CLOCKING APPLICATION

All Staff and Managers based within a House of Fraser store should now be registering their attendance on the shop floor via the Time and Attendance (T&A) Application on the till point.

In order to be able to Swipe on to T&A each member of staff must:

- Have a valid COPOS Till Swipe Card
- Ensure that the HR Administrator at the Store is informed of all changes to Staff contracts in regards to hours worked, promotion from staff level to management level , or to the name of the Concession Brand contracted to.
- Ensure that the HR Administrator is informed of the correct Date Of Birth of each member of staff
- That all Starters and Leavers information is passed as soon as possible to the HR Administrator

1.1 Accessing the T&A Clocking Screens

The T&A clocking application sits on the front screen of the Sales Transaction page and is the yellow button on the screen as shown below.

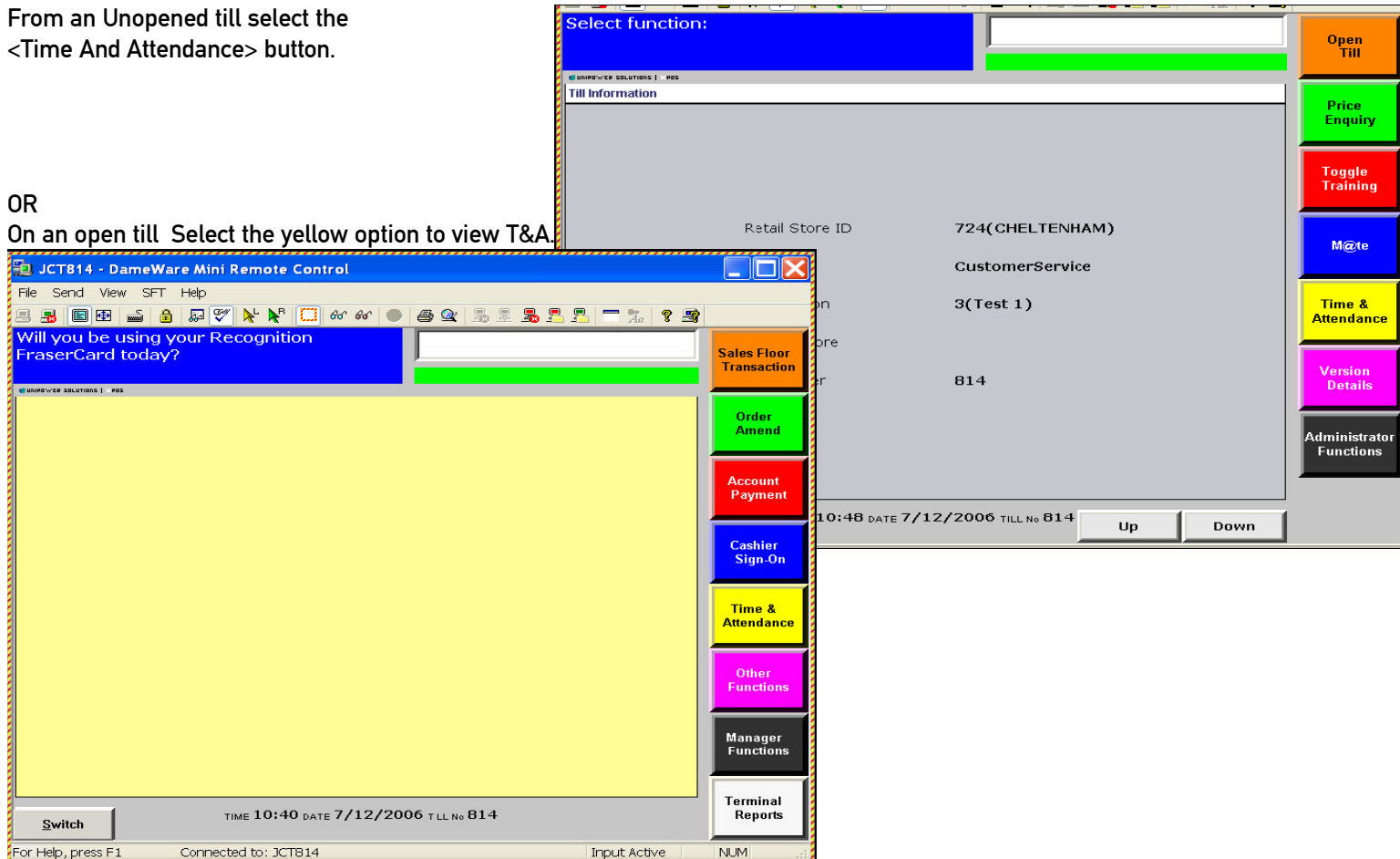
The application can be accessed from any till point. It is however a requirement that staff use a till within their own department to access T&A.

If you are the first person of the day to use T&A you must start up the T&A application: This can be actioned prior to putting in the till float.

From an Unopened till select the <Time And Attendance> button.

OR

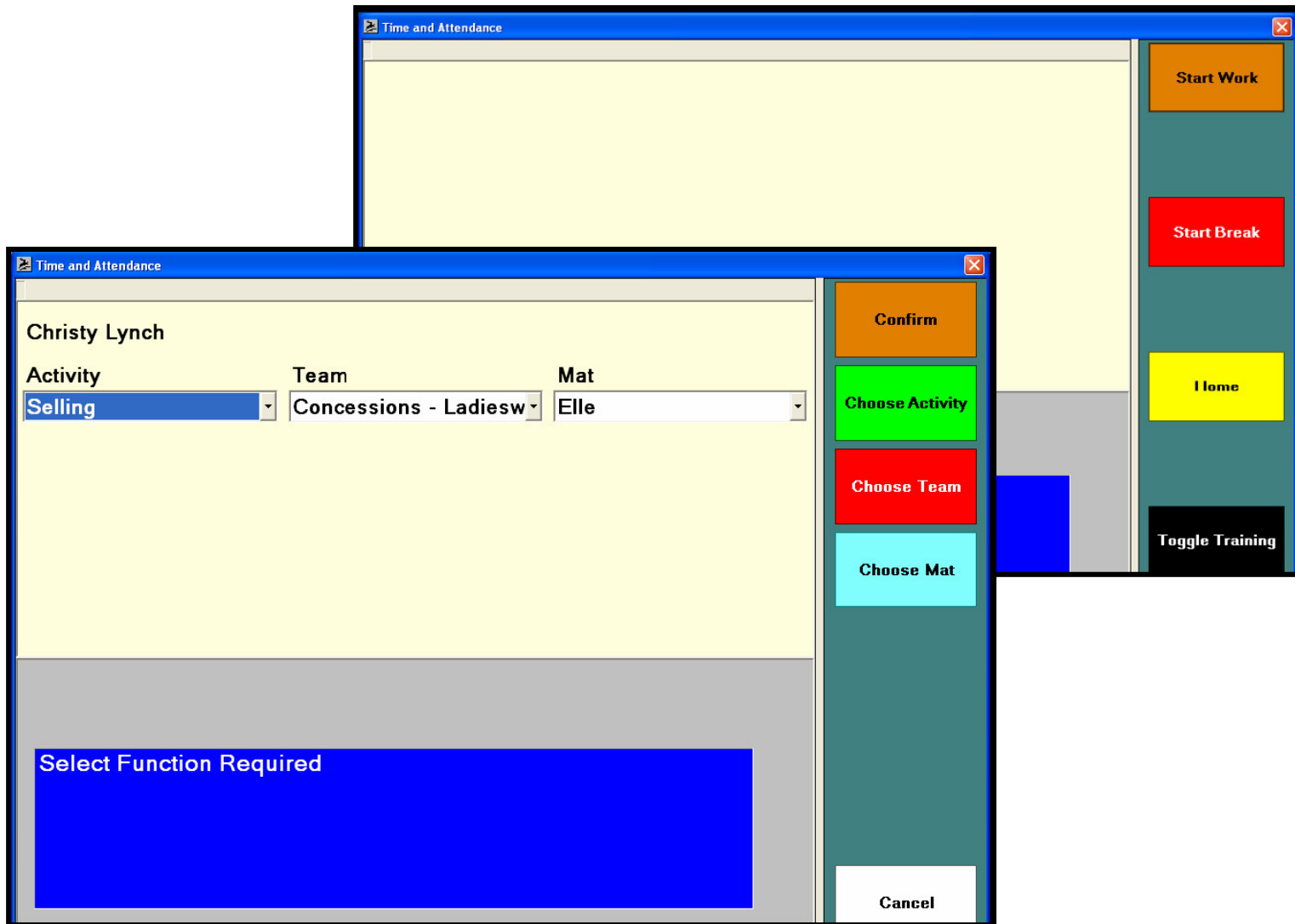
On an open till Select the yellow option to view T&A.



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1.2 T&A Main Menu Screen

Having accessed T&A the following main menu screen will be displayed.



1.3 Start Work Swipe

<Start Work> should be selected when a member of staff begins a period of work and if they have been requested to record their break periods, it should also be selected to record their return from that break.

Actions:-

1. Select <Start Work>

2. Swipe your COPOS swipe card as highlighted in the blue prompt box, the main menu screen will then be displayed. It is at this point that the Start work time is recorded on T&A.

From here the appropriate Activity, Team and Mat details can be selected.

The List of Teams and Mats will be store specific and dependant on the employee type swiping in

3. To access the drop down menus you can either use the till's touch screen facility and touch anywhere within the field you wish to view i.e. the Activity/Team or Mat fields.

Alternatively select the appropriate action button displayed on the right hand side of the screen.

Selecting the action button will display the corresponding list of values. The <Up> and <Down> buttons can then be used to highlight the option required.

4. Having chosen the appropriate Activity, Team & Mat select <Confirm> to complete the clocking process and return to the main menu screen.

If there is no one else wanting to use T&A after you, please <Switch> back to the main till page.

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PLEASE NOTE:

- The T&A system will record swipes and adjust paid time accordingly, in 15 minute intervals.
- For example if an employee is due to start work at 9am and they do not swipe in until 9.06 the system will calculate that they be paid from 9.15 not 9.00am or 9.06.
- There is a tolerance allowance added to all swiped times 3 minutes on the first swipe to <Start work> , 3 minutes on the <Home> swipe and a further 5 minutes on the total break time swiped for.

1.4 Start Break Swipe

If requested by your Company to also swipe out for the Lunch break each day, the <Start Break> button should be used when leaving the shop floor at the start of each break taken.

1.5 End of Break Swipe

When returning to work following a break select the <Start Work> button and the appropriate Activity, Team & Mat as outlined in section 1.3.

If you are continuing to work on the same Activity or in the same Location as you were prior to your break there will be no need to re select these details again. The clocking screens will always default to the last Activity/Team and Mat values entered.

1.6 Home Swipe

At the end of your working day it is vital that a <Home> swipe is recorded on T&A.

Select <OK> to return to the main menu.

PLEASE NOTE:

- The T&A system will record early home swipes and reduce paid time accordingly, in 15 minute intervals. For example if an employee is due to finish work at 5.30pm and they swipe out at 5.20pm the system will calculate that they be paid up to the previous 15 minute interval i.e. 5.15pm and not 5.30 or 5.20pm.

Actions:

- Following on from this training, please sign the Declaration Form attached and return it to the HR Payroll Department.
- A copy of the T & A Policy document should be issued to each staff member that has completed the training.