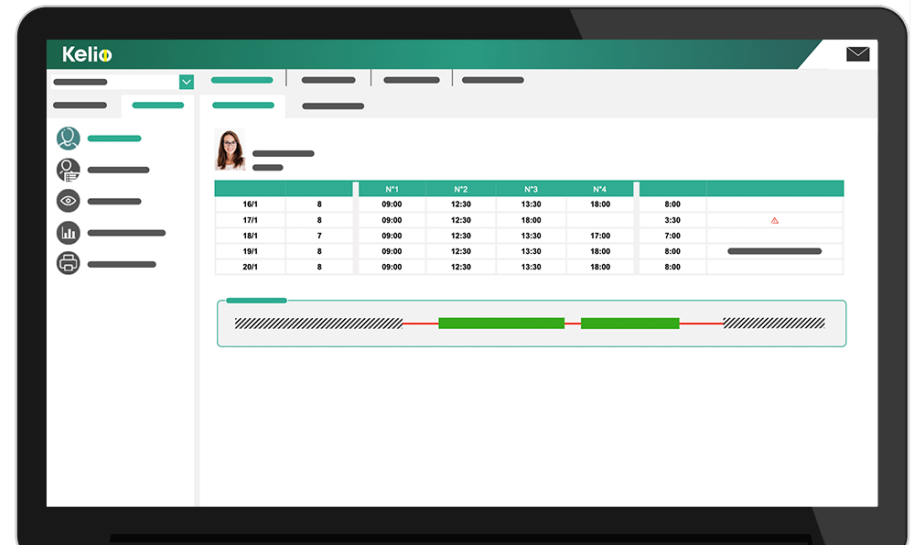




Time &  
attendance  
management for  
**HR administrators**



# 1 WHAT IS IT USED FOR?

The Time & Activities module contains the employee table. Here I can:

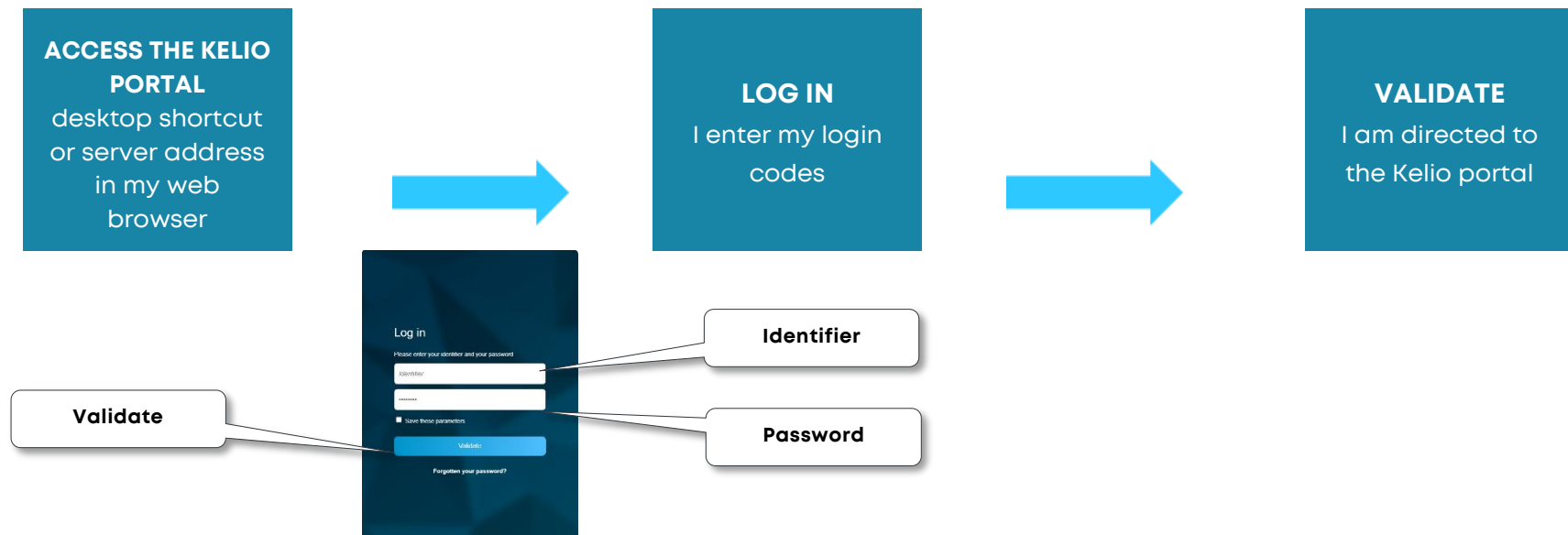
- create or configure their profiles (personal data, time management)
- perform actions on clockings, schedules or working times
- assign leave days, remote working days (optional) or indicate absences



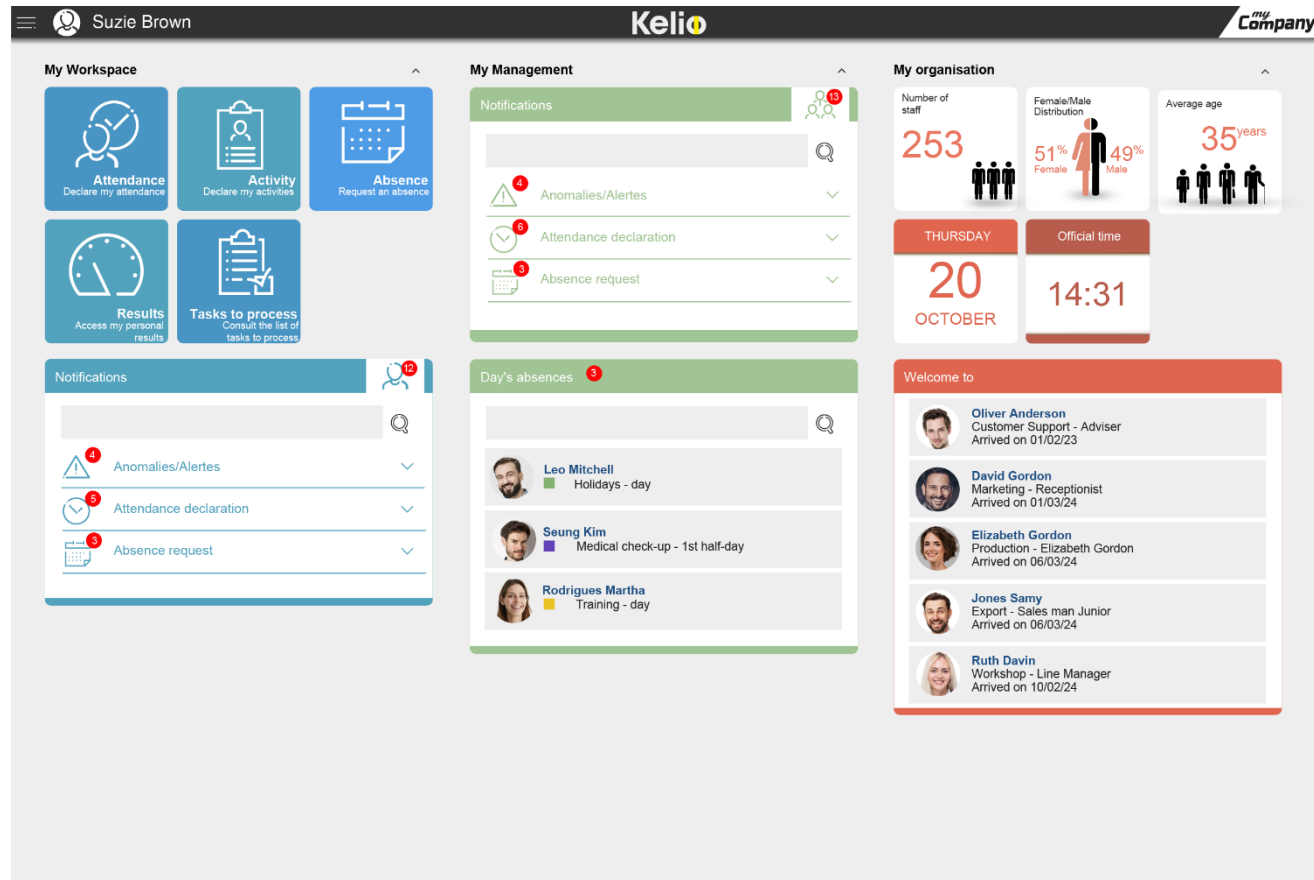
There is a gateway with the Staff administration and Planning modules (sales option) that allows me to open my employees' files from these modules.

## 2 LOG IN

Access to the portal is controlled by the user's login and password. All modules and suggested features depend on individual user rights.



### 3 ACCESS THE KELIO SOFTWARE PORTAL



This portal provides you with access to the different software modules.

- available on all devices
- fully customisable
- with real-time indicators
- and a to-do list

Two portals are suggested by default, according to your user profile - employee or manager/administrator.  
**A high level of personalisation is possible!**

## 4 ACCESS THE EMPLOYEE FILES



- 1 I select the Time & Activities module by clicking on the tile or going through the navigation menu  
**Administrator workspace > Time & Activities .**
- 2 The list of employees opens (in most cases, it is already set up for my account)
- 3 I can refine the filter by selecting:

**The population**

**An employee whose name begins with a certain letter**

**The section, the work cycle, etc.**

**Add other columns with data from the employee file**

**Sort the column by clicking on the header**

**Group the table elements**

**Summary**

**Identity**

Surname: Jenkins, First name: David

Middle name: , Abbreviated name: Jenkins David

Title: Mr, Gender: Male

**Contact information**

Office phone: , Business mobile: , Recipient email:

**Activities**

Default Task, Cost Centres and customer(s): No current or future assignment

**Terminal rights**

Badge 1 no: , Last read: , Biometric user: ☐

☐ Terminal use profile

☐ Customised rights

Reader group: No current or future assignment

☒ Access profile

**Portal and employee rights**

☒ Portal use profile: Profil salarié (1)

☐ Employee profile - Self-Service

☐ Employee profile - Mobile Self-Service

**User**

Language: French

**Line management**

ID number: 54, Identification number code:

Section(s): Physio since 01/01/2008

**Employee registration**

Employee registration: since 01/01/2008

☒ Employee managed in the HR workspace

**Time contract**

Time contract: Time contract since 01/01/2008

Work duration: finished on 31/12/2020

Work cycle: 3 Week Rotating 3WR Cyclic since 01/10/2017

Calculation configuration: London Office since 01/01/2008

End-of-period calendar: Monthly since 01/01/2008

Periodic overtime: No current or future assignment

**Filter the employees**

by organisation chart

My Company

UK

Disponible Production

Floor 1

Floor 2

Floor 3

Ground Floor

Kitchen

Breakroom

From 11/03/2024 To 06/12/2026

**Table:**

Section(s)	Surname	First name	Badge 1 No	ID number	Work cycle
Offices (11)					
Physio (5)	Allen	Richard	5555555	4444	3 Week Rotating (Week no.3)
	Flanders	Simon		53	3 Week Rotating (Week no.1)
	Jenkins	David		54	
	Osbourne	Jane		61	3 Week Rotating (Week no.3)
	Smith	Ruth		63	3 Week Rotating (Week no.1)
Ground Floor (7)					
Floor 1 (1)					

## 5 CREATE A NEW EMPLOYEE

An employee can be created from any screen in the *Administrate* section.

**1** I can create a new employee file by clicking . Then:

- I either start with an empty file,
- or I duplicate an existing file.

**2** I enter the **time management** data:  
the registration date, the last name and first name, the section, the public holiday and payroll calendar, a weekly reference schedule, etc.

**3** I enter the **user rights**:

- if he/she clocks, I activate the clocking rights in the *Terminal rights* and select the employee profile
- if the system is used to manage leave and absences and/or attendance indications, I limit the access to the Employee/Mobile Self-Service. I add the name of the absence validators and, if applicable, the remote working and attendance declaration validators.



**To save time, I assign the Time contract that best matches his/her time management data!**

I save even more time with the various dates that need adjusting by using the **Date wizard** option!

## 6 EMPLOYEE FILE (CONFIGURE)

**Summary:** Here I can consult and change the main information about the employee (such as email address for receiving notifications regarding requests, work cycle, etc.).

**Personal data:** information about identity, family, means of transport, health

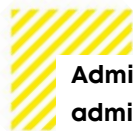
**Professional data:** general information about the employee and his job (line managers, PPE, medical appointments, etc.)

**Career:** for the *Employment contract*, I enter the type and nature of the contract (open-ended, temporary, etc.), in the other sections, data relating to qualifications and appraisals

**Application data:** work cycle and remote working cycle, for the *Time contract*, in addition to any previously saved elements, I add the accounts needed to calculate his/her working time and I assign a control profile (determines the anomalies that may be detected by the system): I assign the employees to the public holiday calendar of their region

**User rights:** rights assignment

- User: login and password, language
- Portal rights: selection of the customised portal (manager or employee)
- Terminal rights: (see above)
- Rights on Employee Self-Service/Mobile Self-Service: as an employee or manager. Validator rights, if the person must be asked to validate absences and/or attendances. If applicable, indicate the higher level validators (who will intervene to confirm or cancel the actions of the agent or the person who will replace the employee in his absence).
- HR rights: administration rights on Staff administration, Time & Activities, Setup and Planning



**Administration rights are usually assigned to HR and section managers. They can extend to the Staff administration, Time & Activities, Setup, User rights, Planning, Access control and Employee Self-Service modules.**

- Access rights: rights on access management
- Rights on collaborative tools: rights on the suggestions box and survey applications

## 7 ATTENDANCES (MANAGE)

I want to view my employees' clockings and their attendance indications, check the totals and acknowledge anomalies.

- 1 I can modify the clockings or add clockings directly on the relevant line <sup>1</sup>
- 2 By moving the cursor onto a date, I change the schedule applied to the day <sup>2</sup> or modify the terminals of the working period <sup>3</sup> (to take into account the hours performed beyond the fixed schedules)
- 3 I acknowledge the anomalies: when the anomaly is selected <sup>4</sup>, right-click **Acknowledge**.

The screenshot displays the 'Time & Activities' interface for Monday, 11 March 2024. The top navigation bar includes 'Attendance', 'Planning', 'Schedules', 'Absences/Business leave', 'Activities', and 'Advanced functions'. The main area shows a table for employee Anna with columns for dates, schedules, and clocking times. A calendar icon is visible in the top right. The bottom section shows a list of employees with checkboxes for selection. Red circles 1 through 7 highlight specific features: 1. Editing clockings in the table; 2. Selecting a date to change the schedule; 3. Modifying working period terminals; 4. Acknowledging anomalies; 5. Using the calendar; 6. Switching to Period view; 7. Selecting multiple employees in the list.

I can customise my results screen by adding my own columns

I can consult the results.

**Display:** To filter my search dates, I use the calendar <sup>5</sup>. I switch to Period view to see an entire month <sup>6</sup>.

To display the attendances of several people, I check them in the list at the bottom of the screen <sup>7</sup> and I validate my choice by clicking .

## 8 PLANNING (MANAGE)

I perform the basic actions for a planner, which include planning of schedules, absences, activities, remote working and comment input.

- 1 I open the planning individually or collectively with a view by the day.
- 2 I activate the elements that I want to see by clicking on the icons <sup>1</sup>. To adjust the display to suit my requirements, see below.
- 3 I assign elements to the employees using the palette <sup>2</sup>. A double-click on a cell opens the daily detail. I can navigate between the different tabs and make the necessary modifications.
- 4 I use the standard report to print the planning that I created for my employees.

The screenshot shows the Kelio Planning interface. At the top, there are tabs: Attendance, Planning (selected), Schedules, Absences/Business leave, Activities, and Advanced functions. Below the tabs, there's a header area with a selection of 3 employees, a checkbox for 'Grouped mode by default', a display period selector, and a payroll period from 01/03/2024 to 31/03/2024. A 'Modify' button is also present. The main area displays a calendar grid for three weeks: Week 9 [26-3 March 2024], Week 10 [4-10 March 2024], and Week 11 [11-17 March 2024]. The grid shows days of the week and specific dates. Employees listed on the left are Clark (Gina), Creighton (Abi), and Tailor (Ruth). Callouts point to various features: 1 points to the calendar icon; 2 points to the palette icon; 3 points to the display period selector; 4 points to the employee selection list; 5 points to the cell content; and a callout points to the 'Display/hide the results by employee' icon. Another callout points to the 'Display the key' icon. A callout points to the 'General display options' icon. A callout points to the 'Customise the contents of the cell' icon.

**Display:** To filter dates, I use the calendar <sup>3</sup>. To display the planning for several people, I check them in the list at the bottom of the screen and I validate my choice by clicking <sup>4</sup>. If I check **Grouped mode by default** <sup>4</sup>, the planning is automatically displayed for the entire selected population. I use the icon <sup>5</sup> to change the size of the cells <sup>5</sup>.



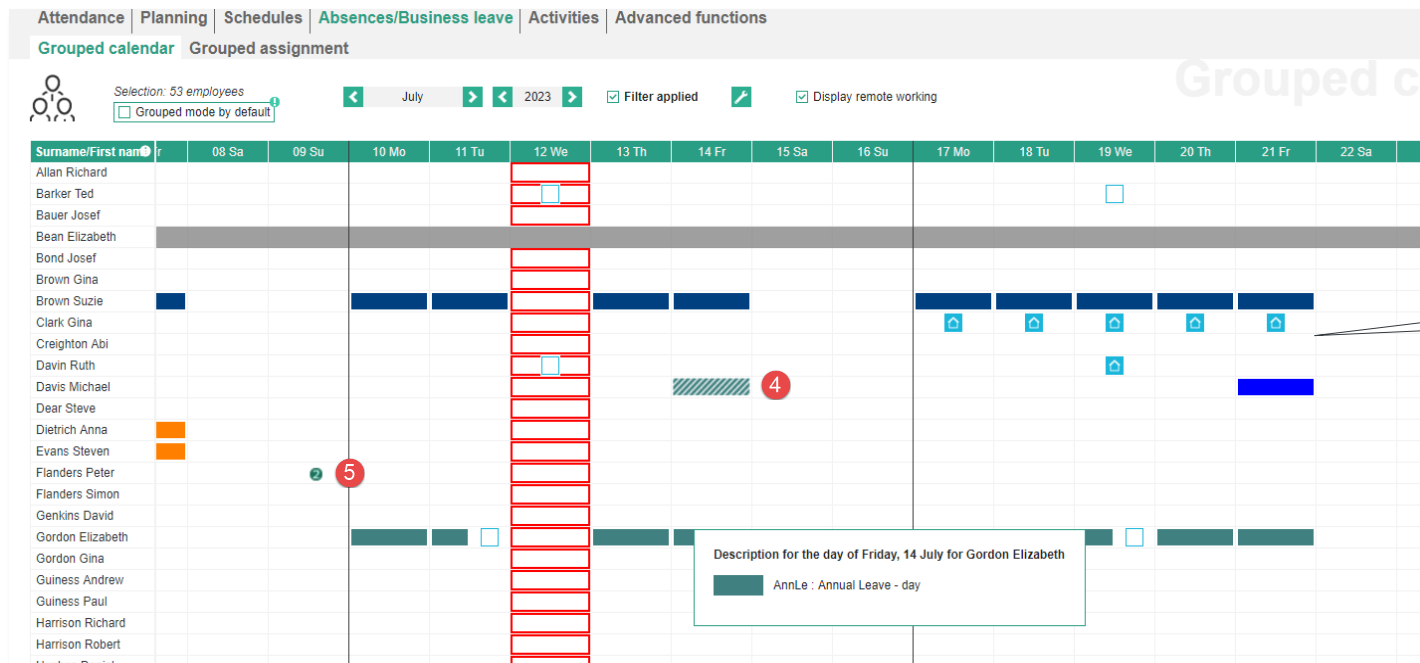
## 9 ABSENCES (MANAGE)

I want to access the calendar listing the absences and leave, enter an absence, a business leave, a training, etc.

**1** I select the absence in the palette and move it onto the calendar or I double-click on the first day of the absence. I view the balances for the current accounting year in the palette.

**2** Once the absence file is open, I select date **1** and type **2**. In the options, I can indicate the periods or the duration. If the absence is recurring, I enter the frequency and duration **3**.

**3** I view the requests pending **4** and the overlapping absences **5**.



# 10 SCHEDULES BY EXCEPTION (MANAGE)

I want to occasionally assign a different schedule to my employee.

- 1 I select the schedules displayed on the planning <sup>1</sup>.
- 2 I select the daily schedule or work cycle in the palette <sup>2</sup> and I move it onto the calendar <sup>3</sup>.
- 3 I modify the contracted time and the working periods if necessary.

The screenshot shows the 'Schedules' tab in the Kelio software. At the top, there's a navigation bar with tabs: Attendance, Planning, Schedules, Absences/Business leave, Activities, and Advanced functions. Below this, a user profile for 'Davin Ruth' is shown. The main area displays a calendar for February 2023. Schedules are represented by colored blocks on the calendar. A callout box points to these blocks with the text: 'Schedules by exception are represented in italics.' Another callout box points to a specific day (April 24) with the text: 'Detail of the selected day'. To the right, a 'Daily schedules' palette is open, showing a list of schedules with their descriptions, abbreviations, and periods. A callout box points to this palette with the text: 'If I make a mistake, I can click on Return to... to go back to the default schedule/cycle.'


# 11 ACTIVITIES (MANAGE)

The assignment of activities is very similar to the assignment of absences and schedules by exception.

- 1 I select the schedules displayed on the planning.
- 2 I select the activity and/or cost centre in the palette and I move it onto the calendar .
- 3 I add the necessary adjustments in file mode.

## 12 ADD/DEDUCT TO CREDIT/DEBIT AN ACCOUNT (MANAGE)


All accounts (particularly TOIL, leave) can be credited or debited occasionally or repeatedly.

- 1 I click on  to add an action from the navigation menu **Advanced functions > Additions/Deductions**.
- 2 I select the date and the transaction.
- 3 I select the account to be credited and the value to be assigned and, if applicable, the interval.

It is recommended to leave a **comment** justifying these actions. A mass assignment can be made by selecting the relevant population (see filter ).

## 13 BALANCE INITIALISATION (MANAGE)

For updating balances (leave, balance)

- 1 I click on  to add an action from the navigation menu **Advanced functions > Account initialisations**.
- 2 I select the date and the balance.
- 3 I credit the required value.

Outside of annual initialisations, this is used to set up **leave allowances** for non-permanent workers and initialise their **balance** at the contract start.

## 14 ANOMALIES (SUPERVISE)

Anomalies are generated by standard or specific control programs. Their processing is further enhanced by a wide range of features:

- anomaly detection and processing in real time
- customisable search criteria and filters
- individual or collective mode management
- multi-function correction screen adapted to the anomaly processed
- individual or grouped anomaly acknowledgement
- SMS or email alert to the employee and line manager to request information about the anomaly being processed
- logging of the anomalies processed possible
- anomaly monitoring sent by email in real time or as a daily report

## 15 RESULTS (ANALYSE)

I obtain information relating to attendance time, totals and balance accounts.

## 16 REPORTS (PRINT/EXPORT)

I can output the collected data in PDF format or on an Excel® spreadsheet. My favourite reports like the end of period report can be automatically generated and sent by email to the employees. I can even send them for electronic signature (commercial option). There are a number of specific standard reports for absences, results or absentees/attendees or annual leave tracking.

# Summary for the current payroll period

My Company		Page 1	
Gordon Elizabeth		From 01/02/2023 to 24/02/2023	
Badge		ID number	66
Work cycle		3 Week Rotating	
Section(s)		Plant 1	
Sub Department		Disposable Production	
level 2		UK	
Enterprise		My Company	
		Attendance time	
		Contracted	144.00
		Actual	86.00
		Standard	144.00
		Paid	145.00
		Balance	
		Start	0.00
		Of the period	1.00
		End	1.00
		Limitation on period	0.00
		Limitation on total	0.00
		Total (limited)	1.00
<b>Accounts</b>		<b>Type</b>	<b>Period total</b>
RWD Remote working days		Bonus	2
S Allen		Bonus	11
OTT Daily Overtime		Overtime	1.00
RWH Remote working hours		Special hour	16.00
			24.00
			01/01
<b>Absence/business leave types</b>		<b>Type</b>	<b>Period total</b>
PSICK Sickness Paid		Absence	56.00
		Hours	9
		Days	9
		Number	9
		Accounting year	01/01
<b>Balance</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Attendance</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.33
		01/04	51.33
<b>Events</b>		<b>Period total</b>	<b>Accounting year total</b>
		Hours	Days
		Number	Number
		Accounting year	Start of
<b>Results</b>		<b>Start</b>	<b>Acquired</b>
Sick Sickness (Days)		0	0
L n-1 Leave left (Days)		51.33	0
L Leave (Days)		0.33	0
		0.33	0.3