CLOCK ON / OFF

Select: Employee Name

- When user selects employee name
    - If employee has a shift or split today the "Clock on" button appears
    - If employee has already clocked on a "clock off" button appears
    - If employee does not have a shift today a "Why are you here?" select box appears

Button: Clock On

- When user clicks "Clock On"
    - The current time is recorded
    - If the time 30 mins before rostered time "no warning"
    - If the time is after rostered time "Why are you late?" select box appears

Button: Clock Off

- When user clicks "Clock Off"
    - The current time is recorded
    - If the time is within 30 mins after rostered time "no warning"
    - If the time is before rostered finish time "Why are you leaving early?" select appears
    - If the time is after 30 mins rostered finish time "Why are you here so late?" select appears

"Why are you here?"

- Was called in by manager
    - Display text box to enter managers name
    - Display clock on button
        - The "status" should be pending
- Just thought I would work today
    - Display message "Please, get managers approval to start"

"Why are you late?"

- Just running late
    - Real_start = closest 15 mins
    - Status "late"
- Forgot to clock on, was here on time
    - Status "pending"
    - Real_start = timesheet start time
- Forgot to clock on, was here at xxxx
    - Real_start = Allow to enter time
    - Status "pending"

"Why are you leaving early?"

- Finished / Nothing for me to do
    - Real_finish = closest 15 mins
    - Status "approved"
- Going home early – Sick
    - Real_finish = closest 15 mins
    - Status "pending"

"Why are you here so late?"

- I love my work
    - Real_finish = end of shift time
    - Status "approved"
- I was asked to stay back

     o Display text box to enter managers name
     o Real_finish = closest 15 mins
     o Status "Pending"

Table: clock
Id
Staff_id
Clock_on_time (actual time clock on is clicked)
Clock_off_time (actual time clock off is clicked)
real_start
real_finish
reason
status

TIMESHEET APPROVAL

Same as managers view except showing times from the clock table.
- Approved shifts are Green
- Pending shifts are Orange
- Late shifts are Red

When the shift is clicked you can edit "Clock" table fields

You can also manually add shifts to clock table