SFT guidelines:

<u>Encoding daily hours</u>

- Under tab "**your hours**", click on "**enter hours**".
- Click on the desired week of the specific month and fill in your hours worked for the specific day. You can chose from:
    - *SCx – yourname* section: to encode **hours** worked under your specific contract
    - *General* section: to encode **hours** for Vacation (V), Sickness (S), Take-over (TO) or Training (t)
    - Make sure that you encode the correct amount of worked **hours** for a specific day
    - Click on the "**Store**" button at the bottom right of your screen.
    - This task should be performed daily, as the "last thing you do" that day. Next morning, the previous day will be locked and you won't be able to fill it in, except by sending an email to servicedesk@eurodyn.com and requesting it.