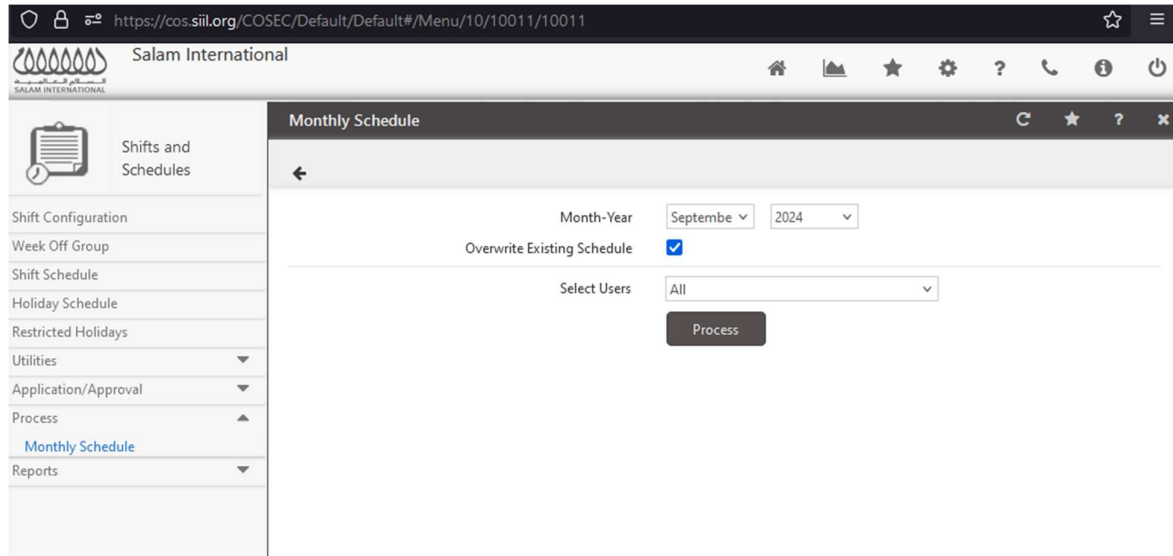


COSEC Time and Attendance

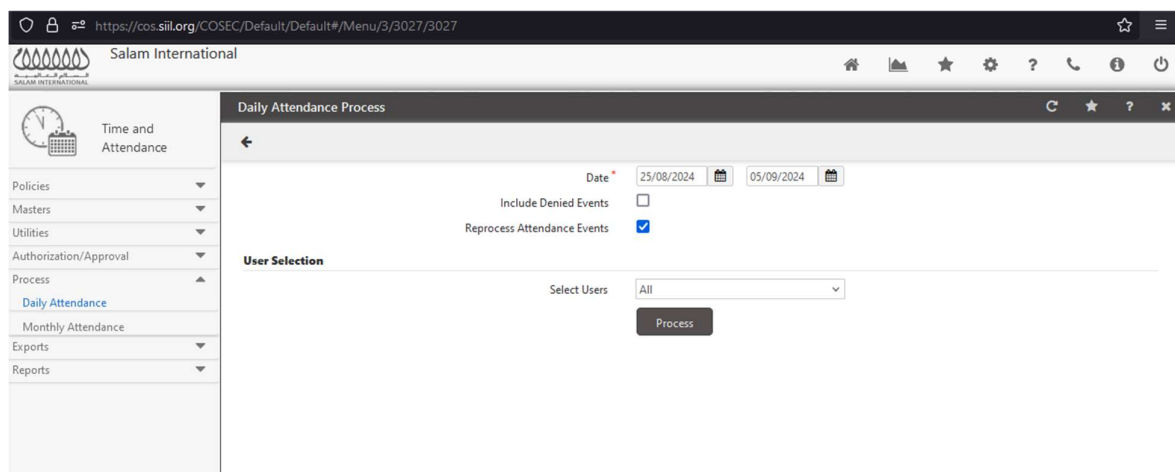
If you make any changes to the shift configuration or shift schedules, and/or if the 'Daily Attendance View' for a user or users is not showing their shift and punch details then you will need to follow the process below to activate and apply to the relevant users.

1. From the 'Shifts and Schedules' section, select 'Process' and 'Monthly Schedule'



The screenshot shows the 'Monthly Schedule' process screen in the COSEC system. The left sidebar is titled 'Shifts and Schedules' and includes options like 'Shift Configuration', 'Week Off Group', 'Shift Schedule', 'Holiday Schedule', 'Restricted Holidays', 'Utilities', 'Application/Approval', 'Process', 'Monthly Schedule', and 'Reports'. The main content area is titled 'Monthly Schedule' and contains the following fields: 'Month-Year' set to 'Septembe' and '2024', 'Overwrite Existing Schedule' checked, and 'Select Users' set to 'All'. A 'Process' button is visible at the bottom.

2. Select the current month, tick the 'Overwrite Existing Schedule' and 'Select Users' – 'All'
3. Click process and it will apply the changes to all users
4. Next, go to the "Time and Attendance" section, select 'Process' and 'Daily Attendance'

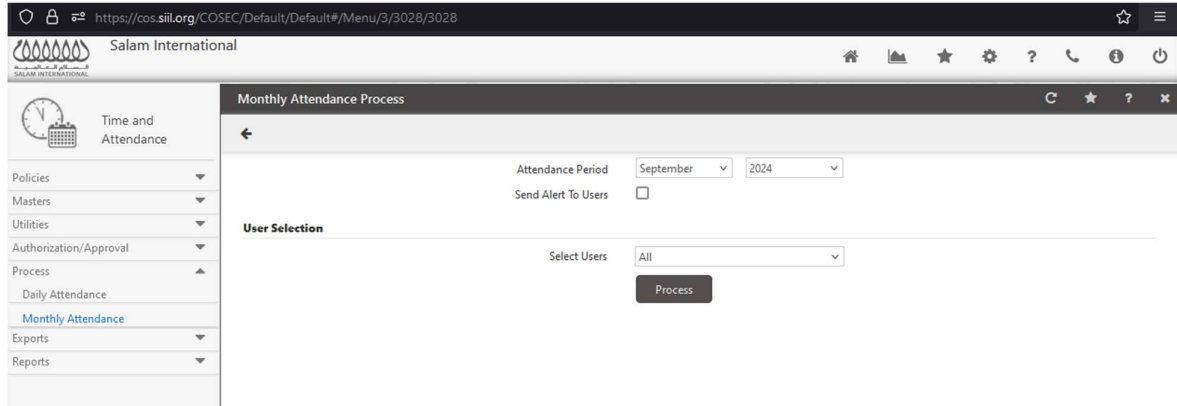


The screenshot shows the 'Daily Attendance Process' screen in the COSEC system. The left sidebar is titled 'Time and Attendance' and includes options like 'Policies', 'Masters', 'Utilities', 'Authorization/Approval', 'Process', 'Daily Attendance', 'Monthly Attendance', 'Exports', and 'Reports'. The main content area is titled 'Daily Attendance Process' and contains the following fields: 'Date' set to '25/08/2024' and '05/09/2024', 'Include Denied Events' unchecked, 'Reprocess Attendance Events' checked, and 'User Selection' set to 'All'. A 'Process' button is visible at the bottom.

5. Select the dates for the current "payroll" month and also select 'Reprocess Attendance Events'. Select 'All' users and process.

NOTE: if you have made manual changes to a persons T&A, this will remove them, and you will need to re-add

6. Then run the 'Monthly Attendance' for 'All' users



7. The 'Daily Attendance View' will then show the time and attendance plus shift information for the users

