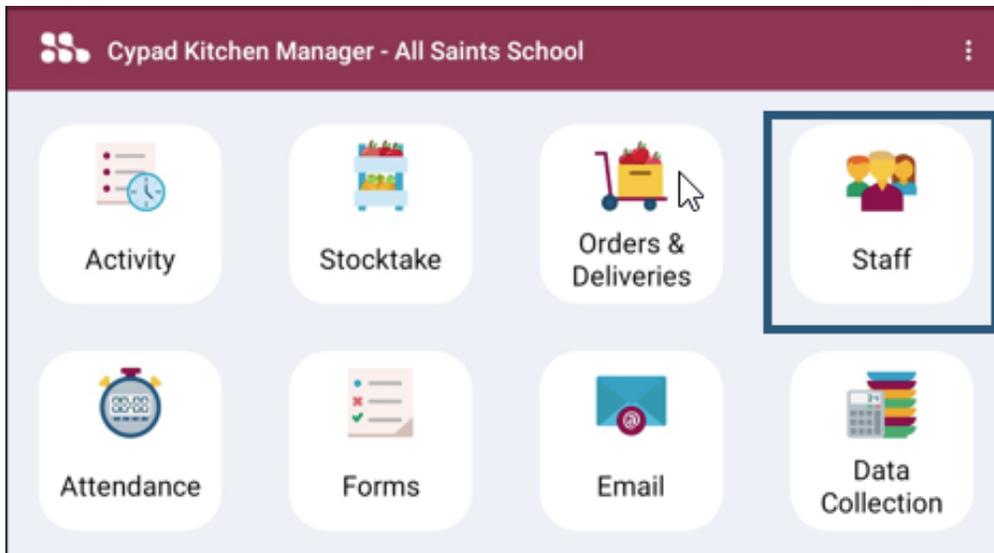


How to record staff hours

Quick reference sheet



1. Select the **'Staff' app** on the home screen.



2. Before you add any information, you can use **2 extra functions** at the bottom of the screen
3. Select **'Copy yesterday's hours' [1]** if all employees worked the same number of hours as yesterday.
4. Select **'All staff worked contracted hours' [2]** if all employees worked contracted hours.



Staff - All Saints School

Staff hours for the w/e 27Jan23

Name	Mo	Tu	We	Th	Fr	Total
Amelia Green 11	5:00					5:00
	5:00	5:00	5:00	5:00	5:00	25:00
Jack Davies 13	4:00		5:00			9:00
	4:00	4:00	4:00	4:00	4:00	20:00
Oliver Smith 15	7:00		8:00			15:00
	8:00	8:00	8:00	8:00	8:00	40:00
Olivia Brown 10	4:00		4:00			8:00
	4:00	4:00	4:00	4:00	4:00	20:00
Total	20:00		17:00			37:00
	21:00	21:00	21:00	21:00	21:00	105:00

Click name to view training record - Rotate display to see weekend

Copy yesterday's hours 1

All staff worked contracted hours 2

5. To record or edit staff hours select **the cell** on the cross of the date and employee's name.

Staff - All Saints School

Staff hours for the w/e 27Jan23

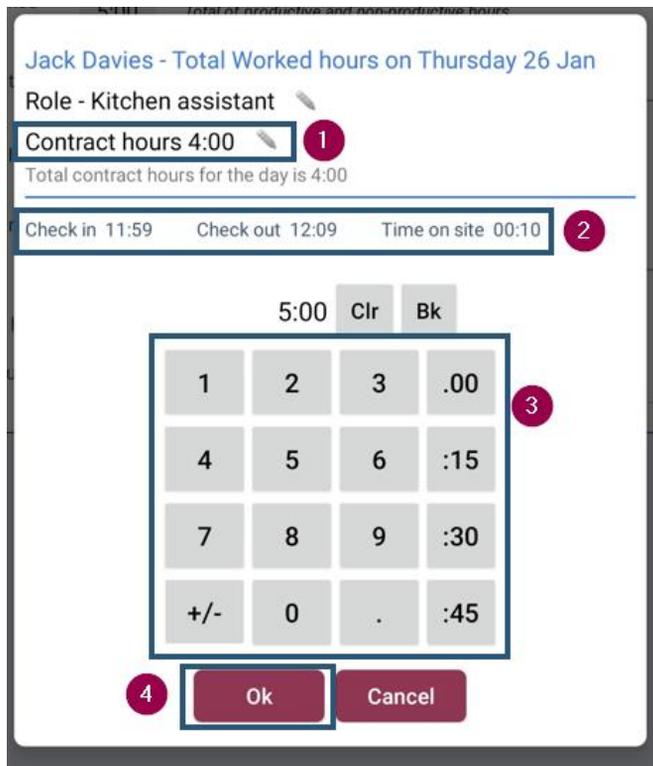
Name	Mo	Tu	We	Th	Fr	Total
Amelia Green 11	5:00					5:00
	5:00	5:00	5:00	5:00	5:00	25:00
Jack Davies 13	4:00		5:00			9:00
	4:00	4:00	4:00	4:00	4:00	20:00
Oliver Smith 15	7:00		8:00			15:00
	8:00	8:00	8:00	8:00	8:00	40:00



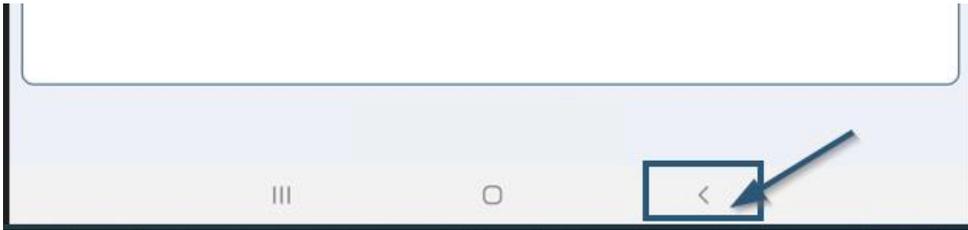
6. Tap next to total worked hours.



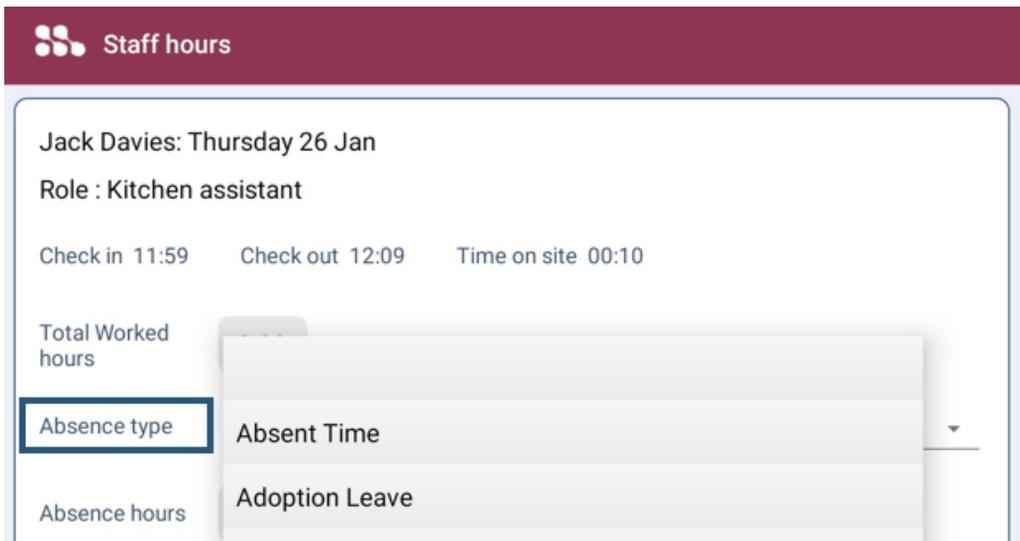
7. Check the number of contracted hours [1].
8. Use **checks in/ check out** information [2].
9. Complete **number of hours** [3]. In case it's an hour and a half select 1:30.
10. Press '**ok**' [4].



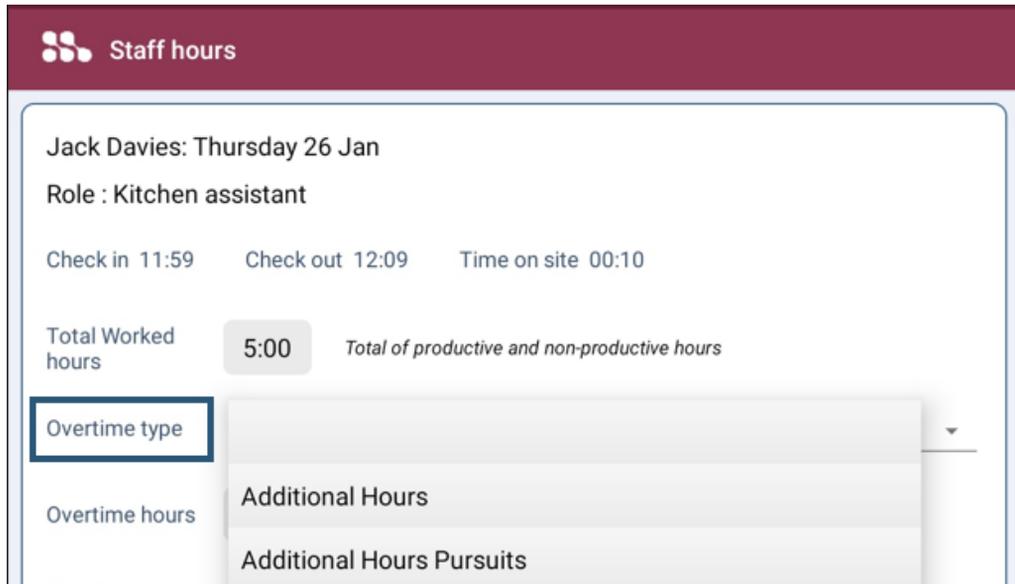
11. If worked hours correspond to contracted hours press **'back button'** at the bottom of the home screen complete information about the next member of staff.



12. If worked hours are **less than contracted hours** choose an 'absence type'.



13. If worked hours are **more than contracted hours** choose an 'overtime type'.



Staff hours

Jack Davies: Thursday 26 Jan
Role : Kitchen assistant

Check in 11:59 Check out 12:09 Time on site 00:10

Total Worked hours **5:00** *Total of productive and non-productive hours*

Overtime type

Overtime hours

- Additional Hours
- Additional Hours Pursuits

14. Continue to complete information about **other staff members**.

For further information, please visit the Cypad support page by clicking [here](#)

