Gid Inisyasyon Rapid

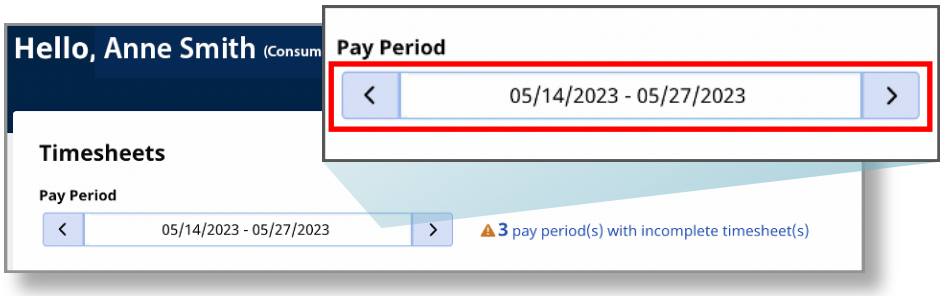
Pou Kreye yon Orè Travay PTO

Pou kreye yon orè travay PTO, tanpri swiv etap sa yo:

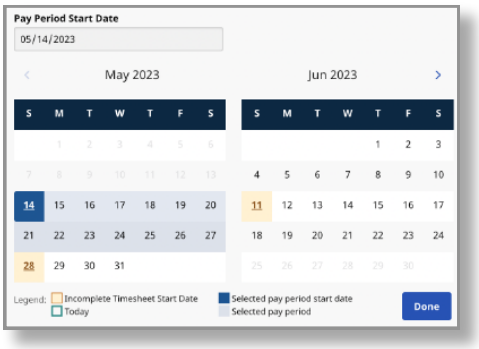
1 Etap 1 - Jwenn yon Orè pou Ranje

Paj kontwòl tan an montre kòmansman nan Peryòd Pewòl aktyèl la. Si ou bezwen wè yon peryòd diferan, ou kapab jwenn paj kontwòl tan ou vle a lè w swiv konsiy ki anba a:

1. Klike sou **dat** nan bwat Peryòd Pewòl la pou wè yon kalandriye epi jwenn peryòd ou vle a.



2. Lè kalandriye a parèt, chwazi **dat** Peryòd Pewòl w ap chèche a.



Remak: “Lejann” ki anba bwat la di ou kisa chak dat kolore vle di.

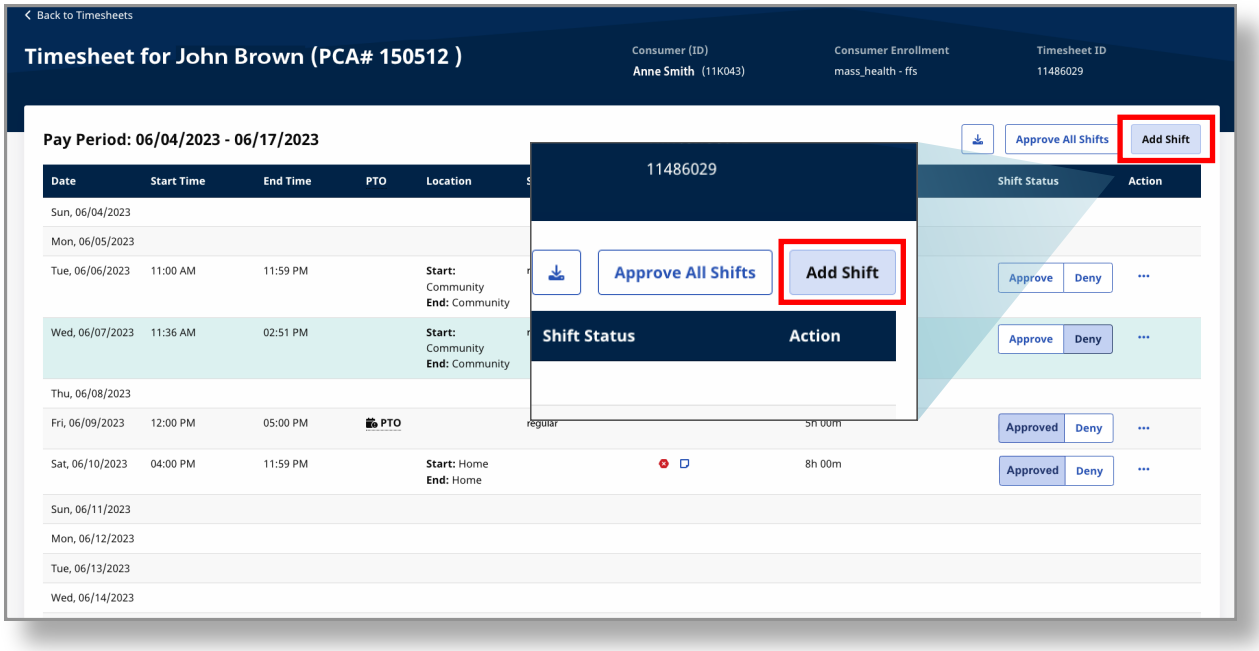
3. Klike sou bouton **Done** (Fini) ki anba kalandriye a.
4. Pou yon fason pi rapid, klike sou flèch agoch oswa adwat yo pou pakouri Peryòd Pewòl yo.
   Remake sa limite pou de Peryòd Pewòl.
5. Klike sou ikòn **Edit** (Modifye) a nan kolòn Action (Aksyon) an.
6. Ou kapab wè jou ki nan Peryòd Pewòl ki seleksyone a.

Si ou bezwen èd detaye, vizite TempusUnlimited.org/EVV-support epi w ap wè Gid Inisyasyon Rapid “Gade yon Paj Kontwòl Tan” an.

2 Etap 2 - Ajoute Orè Travay

Nan kwen anwo adwat ekran an, klike sou bouton **Add Shift** (Ajoute Orè Travay) la.

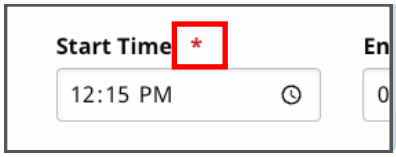
ENPÒTAN:
Avan ou kreye yon orè travay PTO, ou dwe verifye balans PTO PCA a. **Pòtay EVV a PAP di ou si yon PCA gen ase PTO pou kouvri orè travay la**, enfòmasyon sa rete nan yon lòt sistèm.

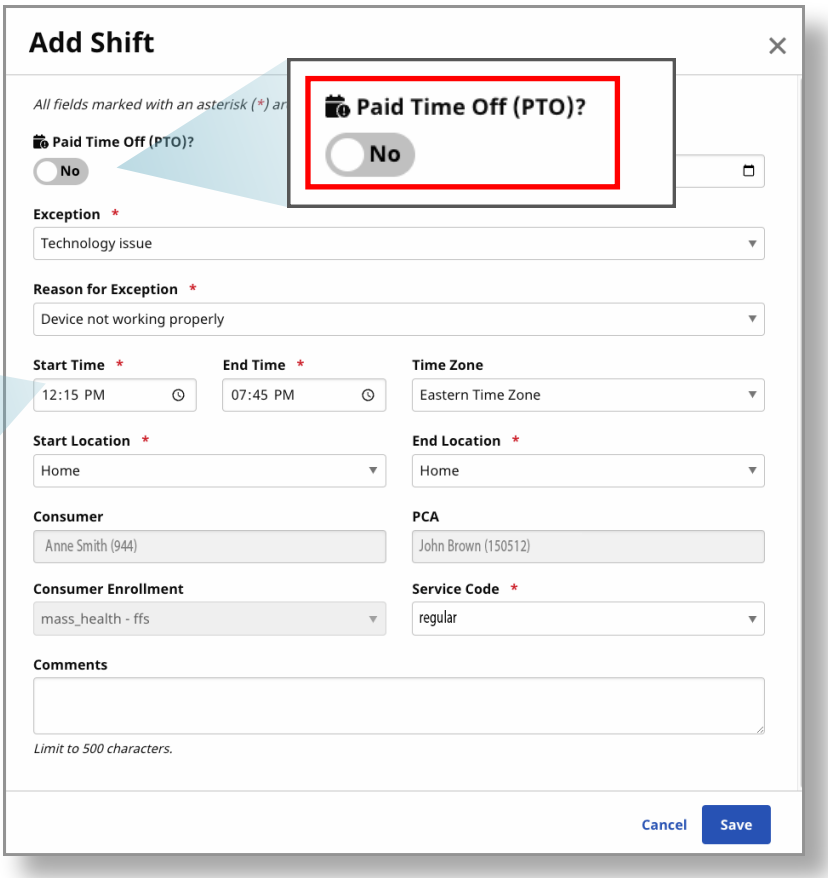


3 Etap 3 - Klike sou PTO Switch (Bouton PTO)

Klike sou bouton Tan Konje Peye (PTO) a pou li montre **Yes** (Wi).

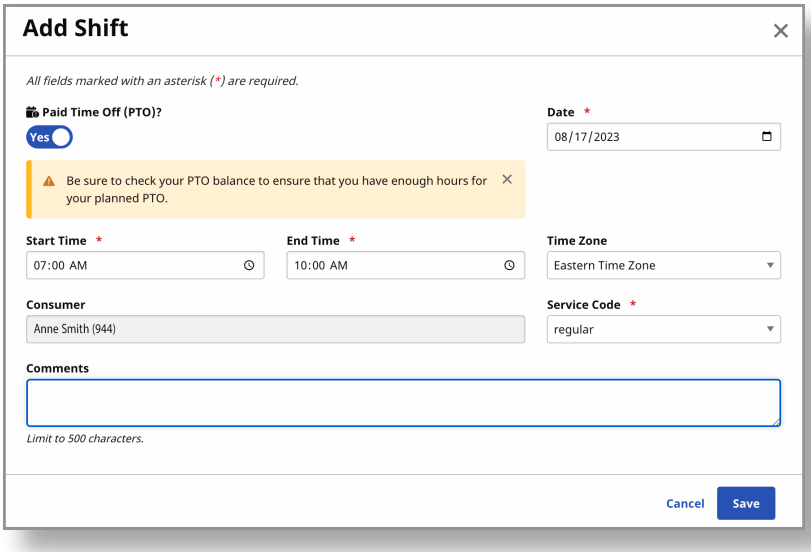
Remak: Chan ki obligatwa yo gen yon asterisk wouj sou kote yo.





4 Etap 4 - Ranpli Espas Obligatwa yo

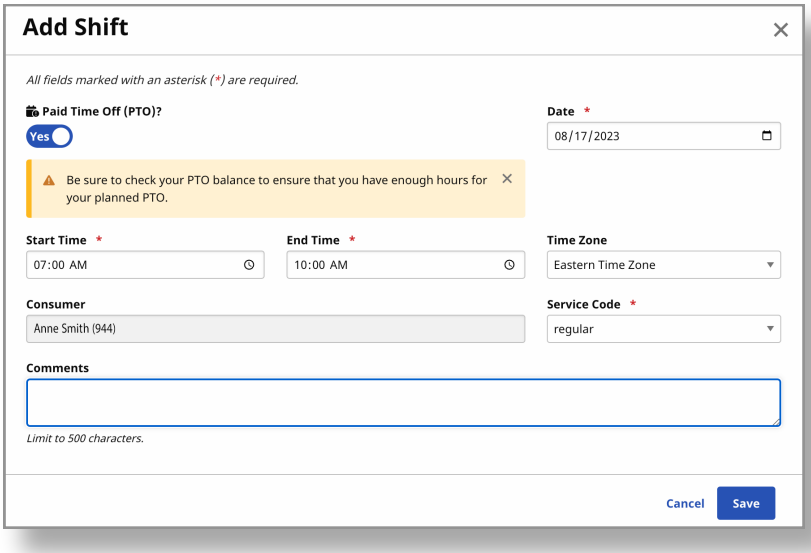
Chwazi oswa ranpli tout enfòmasyon nesesè yo nan espas obligatwa yo.



5 Etap 5 - Klike Save (Anrejistre)

Lè ou fin ranpli espas obligatwa yo, chwazi **Save** (Anrejistre).

Remak: Ou dwe kreye yon orè travay PTO pou chak jou yon PCA pran yon PTO. Paregzanp, si yon PCA pran senk jou konje, ou dwe kreye senk orè travay PTO.



Ou kapab kreye yon orè travay PTO nan Pòtay EVV a kounye a.