

TIME AWAY FROM WORK CALCULATION

Please see below references to explain the TAFW table presented in EV People. The figures used in this are examples and yours will appear differently, referencing your holiday allowance.

Please access your TAFW table, through the Home Screen and 'Balances'

<div> <div>Events</div> <div>Actions</div> <div>Earnings</div> <div>Bookmarks</div> <div>Balances</div> </div>								
Balances								View Time Away From Work
Type	Grant	Accrued	Approved	Pending	Remaining Grant	Remaining	Exceeded	Unit
CSP 100% - Wks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Weeks - Weekly Hours
CSP 50% - Wks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Weeks - Weekly Hours
Holiday - Days	25.00	14.58	-15.00	0.00	10.00	-0.42	0.00	Days - Daily Hours
Holiday Carry Over - Days	0.00	5.00	-4.50	0.00	0.00	0.50	0.00	Days - Daily Hours
Unpaid Sick - Wks	0.00	52.00	0.00	0.00	0.00	52.00	0.00	Weeks - Weekly Hours
SSP - Wks	0.00	28.00	-1.40	0.00	0.00	26.60	0.00	Weeks - Weekly Hours
Bereavement	0.00	3.00	0.00	0.00	0.00	3.00	0.00	Days - Daily Hours

Key

Holiday Days = H

Holiday Carry Over Days = HCO

Grant – Highlighted in green

Total Grant (30) = H Grant (25) + HCO Accrued (5)

Booked – Highlighted in orange

Total Booked (19.5 Days) = H Approved (15 Days) + HCO Approved (4.5 Days)*

*This will include any adjustments made by a System Admin to the carryover allowances. This was part of the initial data loading.

Balance – Highlighted in blue

Total Balance (10.5 Days) = H - Remaining Grant (10 Days) + HCO Remaining (0.5 Days)

Calculation Example:

30 Days – 19.5 Days = 10.5 Days

This will match the view you see when requesting new Time Away From Work as below:

* When booking a new Holiday, the system will default to deducting from your Carryover Days allowance before your Holiday allowance.


** As you manipulate the dates below, the circled values will automatically update


Create Time Off Request

Time Requested: 7.5000 Hours**Status: + Pending**

Reason

Select a Reason... !

Start
19/08/2022 

End
19/08/2022 


Type of Request

All Day

Partial Day

Type	Remaining	Unit
Holiday - Days	10.00Days	Daily Hours
Holiday Carry Over - Days	0.50Days	Daily Hours

Employee Comments

Balances 

Submit

Close

If any of the above Information is not correct (Grant, Carryover Balance, Booked leave etc) please contact evpeople@evcargo.com for assistance