

Contractor`s Data and Schedule corrections

The Action Tracker system implements the functionality of making adjustments to the activity of contractors who are added to the team.

To start making adjustments, you need find the right contractor and open their calendar.

Team Schedules
 < March 2025 >

Start typing here

Filter By: RESET

NAME/NICK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Actions	
[blurred]			[orange bar]							[orange bar]																							[orange dot]
[blurred]		[orange bar]								[orange bar]																							[orange dot]
[blurred]																																	[orange dot]
[blurred]																																	[orange dot]
[blurred]																																	[orange dot]
[blurred]																																	[orange dot]
Yurii Test QA			[blue dot]																														[orange dot]
Yurii QA QA			[blue dot]																														[orange dot]

In the calendar, find the desired day, click on it.

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3 09:00:00 18:00:00	4 09:00:00 18:00:00	5 09:00:00 18:00:00	6 09:00:00 18:00:00	7 09:00:00 18:00:00	8
9	10 09:00:00 18:00:00	11 09:00:00 18:00:00	12 09:00:00 18:00:00	13 09:00:00 18:00:00	14 09:00:00 18:00:00	15
16	17 09:00:00 18:00:00	18 09:00:00 18:00:00	19 09:00:00 18:00:00	20 09:00:00 18:00:00	21 09:00:00 18:00:00	22
23	24 09:00:00 18:00:00	25 09:00:00 18:00:00	26 09:00:00 18:00:00	27 09:00:00 18:00:00	28 09:00:00 18:00:00	1

This month:

DOW RS VASLDSHLBT RW
 8 20 0 0 0 0 0 0

This Year:

DOW RS VASLDSHLBT RW
 106 258 0 0 0 1 0 0

A window opens with the parameters that can be edited. Click the "EDIT" button, the fields that can be edited are highlighted.

DATE: 2025-02-18

SCHEDULE TYPE: Regular Shift

WORK HOURS: 09:00:00 - 18:00:00

CHECK-IN DATA

Date: 2025-02-18 09:34:02 [LATE!]

Comment: Bad night

CHECK-OUT DATA

Date: 2025-02-18 18:02:37

Comment:

EXPECTED
WORKTIME

08:00:00

PAUSE TOTAL

00:58:10

ACTUAL
WORKTIME

07:30:25

OVERTIME

00:00:00

SAVE

CANCEL

The following fields are available for correcting and entering data:

- Schedule Type

DATE: 2025-02-18

SCHEDULE TYPE: Regular Shift

SCHEDULE TYPE: Day-Off

SCHEDULE TYPE: Regular Shift

SCHEDULE TYPE: Vacation

SCHEDULE TYPE: Sick Leave

SCHEDULE TYPE: Duty Shift

SCHEDULE TYPE: Holiday

SCHEDULE TYPE: Business-trip

SCHEDULE TYPE: Remote work

08:00:00

00:58:10

07:30:25

00:00:00

SAVE

CANCEL

- Work Hours - work hours of reverse day employment
- Check-in/Check-out Data
- Pause Total
- Overtime

To save the corrected data, click the "Save" button. After saving the corrected data, the system will recalculate the hours.

When generating a report, the corrected data will be used and a mark will be set on the adjustments made.

Schedule Types:



- DOW - DayOff/Weekend - absence, unpaid
- RS - Regular Shift - paid
- VA - Vacation - absence, paid
- SL - Sick Leave - absence, paid
- DS - Duty Shift - paid
- HL - Holiday - absence, paid
- BT - Business Trip - paid
- RW - Remote Work - paid, mark the day of work from home

Important! You can only correct data for previous periods.

Supervisor cannot change the data himself.

You can only edit existing data: Check-in/Check-out.

Revision #4

Created 27 February 2025 11:12:21 by ATMan

Updated 12 September 2025 12:55:36 by ATMan