

Working Hours

User Guide v1.0

Introduction

Welcome to the Working Hours software. This web-based application is a comprehensive timesheet and pay calculator designed specifically for transport and logistics operations. It allows managers to maintain detailed, per-employee records of daily start and finish times, break durations, and special pay flags such as overtime, bank holidays, and unsocial hours.

1. Getting Started

Preparation

Before logging daily times, ensure that your employee database is up to date. You can select an existing employee from the top-left dropdown menu or click the **+ New Employee** button to add a new staff member to the system. Each employee must have their pay settings configured before the system can accurately calculate their timesheets.

Settings & Pay Configuration

Clicking on the **Settings & Pay Configuration** panel expands the employee's specific details. Here, you must define the foundational rules that the system will use to calculate pay and deductions.

Setting / Column	Description
Pay Rate	Enter the employee's basic hourly rate.
Contracted Hours	Enter the expected number of hours the employee is contracted to work per week.
Annual Salary & Tax Details	Enter these details to allow the system to perform accurate net income calculations and deduction estimates.
Unsocial Hours	Define the start and end times for unsocial hours (e.g., evening or night shifts) and specify the percentage uplift applied to the basic pay rate during these hours.
Minimum Daily Hours	Enter a value to ensure guaranteed minimum pay per shift, if applicable to the employee's contract.

2. Managing Timesheets

The main area of the application displays a comprehensive weekly grid for a selected month. Each row represents a single working day. To build the timesheet, you will interact with several specific columns for each day.

Setting / Column	Description
Start / Finish Time	Enter the exact start and finish times for the shift. The system will use these to calculate total elapsed time.
Lunch / Break	Enter the duration of any unpaid breaks taken during the shift. This time is deducted from the total elapsed time.
Band / Flag	Use the dropdown menu to mark special days. Options include standard working days, Holiday, Bank Holiday, or Night Shift.
Notes	Add any relevant notes for the shift, such as reasons for late starts or specific job references.
Calculated Fields	The system automatically calculates the total hours worked, daily pay, and any unsocial pay for that specific row based on the inputs and the employee's pay configuration.

3. Monthly Summary & Pay Calculation

At the bottom of the page, the system provides a **Monthly Summary & Pay Calculation** section. This area aggregates all the data entered in the weekly grids to provide a real-time breakdown of the employee's monthly performance and earnings.

Summary Section	Description
Hours	Displays the total hours worked, contracted hours, overtime hours, and unsocial hours for the selected month.
Pay Breakdown	Shows the calculated basic pay, overtime pay, unsocial pay, and the total gross income.
Deductions	Provides estimated Tax, National Insurance, and Pension contributions based on the employee's configured settings.
Net Income	Displays the final calculated take-home pay after all estimated deductions have been subtracted from the gross income.

4. Saving and Exporting

The system provides robust options for securing your data and generating audit-ready records.

Action	Description
Save All	Always click this button after making changes to ensure that the timesheet data is stored securely on the server.
Print / Export PDF	Click Print to generate a hard copy or PDF of the timesheet. This function formats the page specifically for printing, hiding interface elements and presenting a clean layout suitable for signing or auditing purposes.