

TURBO TIME ADVANCED TRAINING - INSURING BCEA COMPLIANCE

WITH REFERENCE TO WORKING HOURS (1-Day)

Course Design and Objectives

This course teaches attendees how to systematically set-up and implement an effective and successful work schedule that not only meets regulatory compliance, but becomes part of a company's everyday operations.

This course examines the specific BCEA requirements for working hours for each of the shift requirements incorporating day, afternoon, nights, weekends and holidays.

Case histories and examples of various allowances, such as, shift, taxi and travelling.

Your working hours will be reviewed to identify weaknesses in compliance, and specific guidance will be given on building a compliant work schedule program.

The course goes beyond BCEA working hours compliance and examines the role and importance of an effective labour policy in the workplace, the procedures prior to running payroll in order to minimise payroll queries and so maintain a happy and productive workforce.

The course includes interactive exercises to promote group discussion to develop a better understanding of Turbo Times' capabilities. Each attendee will receive the course material, - a full manual on memory stick including how to videos, and handouts of example forms and other information that can be immediately used by the attendees.

What You Will Learn:

1. Shortcuts to save time and do big tasks quickly.
2. What, where and how to use Rounding
3. Shift Set-up - where you can set-up your shifts to calculate the hours exactly the way you want them too
4. Working Weeks
5. When it's advantageous to use flexi time
6. Working weeks vs scheduling
7. Auto detect – pros' and cons
8. Schedules i.e. Day, afternoon and night shift.
9. How to set-up user rights for assistants when you're not available.
10. What Multi-user software is capable of and when to upgrade.
11. Reports - need a report - we will show you more reports not commonly used yet saves the company time and money
12. Absenteeism - More uses and how to make it work for you
13. Photo link - have a name/number but don't know what they look like? we show you how to match a number to a face

Who Should Attend

Anyone responsible for the calculation of hours worked and the subsequent processing into payroll for salaries and wages.

Course Outline

Turbo Time Overview

- Supervisor users
- Change Passwords
- Set-up Printer
- Exit
- Set-up Overtime Rate
- Pay Bonus Rates
- Absentee Reasons
- Holiday
- Shifts
- Working Week
- Work Cycles
- Employees
 - Add
 - Edit
 - Delete
- Print - by: -
 - Department
 - Cost Centre
 - Report Centre
- Work Cycle
- Working Week
- Departments
- Cost Centres
- Report Centres
- Recalculate Clocks
- Delete Clocks
- When to and why shorten clocking's
- Authorise Early Overtime
- Authorise Paid Lunch
- Authorise Late Overtime
- Override - Grace Time
- Report Wizard F3
- Auditing.
- View audit trail
- Purge audit trail
- View online status
- Backup/Restore
- Custom tools
- Override flexi/carry forward
- Auto Clocking
- **Trade Secrets**

BCEA Overview

- Legal Requirements
- Minimum and maximum hours of work
- Fatigue shifts
- Night work
- Overtime rates on Sundays and Public holidays
- Sectorial determinations
- Trade Secrets

What you need to bring

- A backup of Turbo Time (TT)
- If possible the PC/Laptop where TT is installed

BCEA Overview

Beyond Compliance: A better understanding of Legal requirements of working hours

- Establishing a culture of systemisation.
- Development of effective processes
- Introduction to inherent safe labour practises

Competency Test

Course Evaluation Feedback Form

Price:

Price: R 950.00 (10% discount for 2 or more delegates)

Course Dates – 2017

February 9

May 10

August 16

November 8

Course Presenters

Richard Wegerle-



Btech Sec.Sys.

Richard has been installing and configuring Turbo Time sites for the last 8 years and is a certified trainer of Turbo Time systems. Richard has been doing our in-house training for the past 2 years. Richard is also a key person who works closely with the programme developers and is part of the Turbo Time Test and Development team. richard@instruman.co.za

Buks Badenhorst

Dip Lab. Rel.



Buks has a Diploma in Labour Relations, MDP, Human Resources Management and Services and is a director of Witbank GPM, but more importantly has more than 40 years' experience in the HR and the Labour Relations field. buks@gpmanagement.co.za