

# Staff Records T&A on CoolCare

This guide will cover the T&A staff area on CoolCare, including holidays, absence, individual timesheets and iButton settings.

## Holidays

The Holidays section is where Holiday Entitlement is monitored and where a record of all holidays taken is kept. Holiday Entitlement is controlled by the Staff Position and calculated based on their hours per week and what their Holiday Entitlement is. Any Holidays brought forward are entered in the Holidays tab and you can amend or insert a new contract on the Hours History tab as well as in the Positions and Hours section

**Refer to the HR guide and Positions and Hours section for more information.**

- Navigate to the staff record
- Click T&A dropdown on the top bar
- Click Holidays

General T&A H.R. Payroll Training Documents Vaccination

### Holidays

General Hours History

Holiday Year Start Required 01/01/2022

Holiday Entitlement (days) 29.00

Hours Per Week Required 40.00

Current Contract Entitlement (hours) 136.02

Holiday Brought Forward (hours) 12.00

Previous Hours Accrued (hours) 76.59

Future Hours Accrued (hours) 0

Total Entitlement (hours) 224.61

Accrued to Date (hours) 99.40

Booked (hours) (Authorised) 100.00

Accrued Entitlement Remaining (hours) -0.60

Total Entitlement Remaining (hours) 124.61

[F1 Save](#)

Date	Hours	Authorised By
11/05/2022	11.0	Sam Reynolds
12/05/2022	11.0	Sam Reynolds
23/05/2022	11.0	Sam Reynolds
24/05/2022	11.0	Sam Reynolds
20/06/2022	11.0	Sam Reynolds
21/06/2022	11.0	Sam Reynolds
22/06/2022	11.0	Sam Reynolds
23/06/2022	11.0	Sam Reynolds
04/07/2022	0.0	Sam Reynolds
05/07/2022	0.0	Sam Reynolds
06/07/2022	0.0	Sam Reynolds
07/07/2022	0.0	Sam Reynolds
08/07/2022	12.0	Sam Reynolds
09/07/2022	0.0	Sam Reynolds

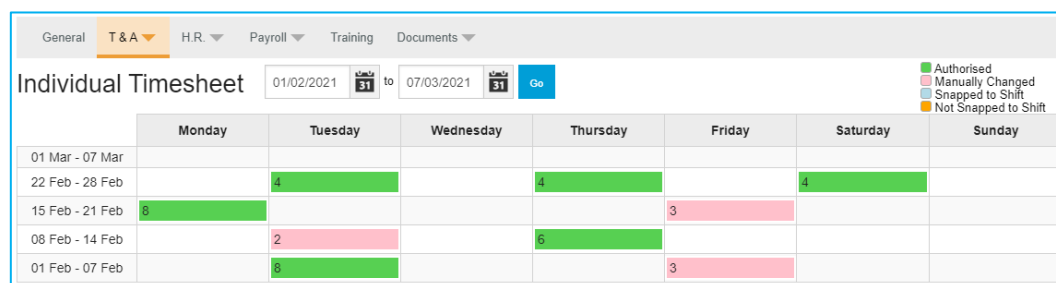
## Absences

This section is where you can view and monitor any absences, within this section you can select a date range to view the absences from and to and it will give a list of all the recorded absences within this date range. This section is not where absences are recorded.

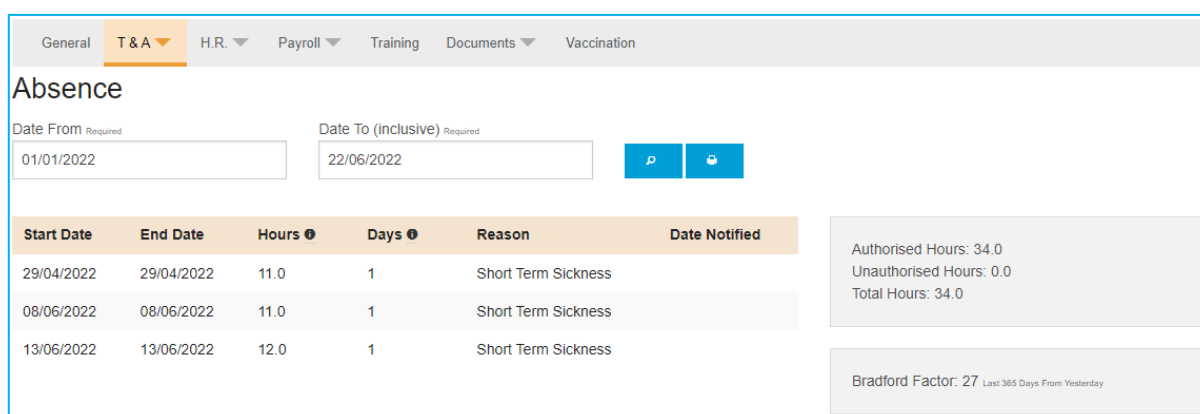
## Individual Timesheets

This is where you can view a staff member's individual timesheets, showing multiple weeks' worth of timesheets on one page. The default date range is set to the last 5 weeks, however you can select any date range you wish to view up to 15 weeks. You cannot amend hours in the Individual Timesheets page. For more information, please see the Managing Your Timesheets guide.

- Navigate to the Staff Record
- Click on the T&A dropdown on the top bar
- Click Individual Timesheets



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
01 Mar - 07 Mar							
22 Feb - 28 Feb		4		4		4	
15 Feb - 21 Feb	6				3		
08 Feb - 14 Feb		2		6			
01 Feb - 07 Feb		8			3		



Start Date	End Date	Hours	Days	Reason	Date Notified
29/04/2022	29/04/2022	11.0	1	Short Term Sickness	
08/06/2022	08/06/2022	11.0	1	Short Term Sickness	
13/06/2022	13/06/2022	12.0	1	Short Term Sickness	

Authorised Hours: 34.0  
Unauthorised Hours: 0.0  
Total Hours: 34.0

Bradford Factor: 27 Last 365 Days From Yesterday

## iButton Settings

An iButton is the device used by the staff members to clock in and out using the clocking in machine you have in your care home. This iButton must be assigned to them in their Staff Record, follow the steps below to do this.

- You will need to get an iButton that is not currently assigned to a staff member and the iButton Keyboard
- Plug the iButton Keyboard into your computer via USB.

**Please Note:** if this is the first time plugging it into your computer it will take a couple of minutes to install the driver.

- Navigate to the Staff Member's record
- Once in the Staff Record click on the T&A dropdown on the top bar
- Click iButton Settings
- Click into the iButton Number text box
- Touch the iButton to the sensor on the iButton Keyboard
- If successful you will see an alphanumerical code appear in the text box.



- Click save

The iButton number should be no longer than 16 characters long, if it is longer then it may have double scanned. Simply delete everything in the text box and rescan it.

General
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### iButton Details

Last clocked **IN** at 22/06/2022 06:55 in Sam's Home

iButton Number:  Save

Manually Clock In/Out

### Clock History

Clock Time	Direction	iButton	Home	Manual
22/06/2022 06:55:00	IN	2020202020202020	Sam's Home	Manual

## Manually Clocking Staff

Once a staff member has an iButton registered, you will be able to add manual clocks for them using this Manually Clock In/Out button. This can be used if a staff member forgets to clock in or out to add in the missed clock, ensuring their timesheet hours are correct.

Manually Clock In/Out

### Clock History

Clock Time	Direction	iButton	Home	Manual
22/06/2022 06:55:00	IN	2020202020202020	Sam's Home	Manual

### Archived Clocks

These clocks will not be included on the timesheet.

Info - No Archived Clocks Available

Date

Time

Home

Save Cancel

Please view our Manual Clocking mini guide for full instructions on adding manual clocks.