

HOW DO I ENTER TRAINING?

A screenshot of a software interface showing a dropdown menu for 'LEAVE TYPE'. The menu is open, displaying various options: Annual Leave, Compassionate Leave, Downtime, EGT Course, EGT Time / No Charge, Jury Duty, Personal Leave, Public Holiday, RDO, Training (highlighted), Unpaid Leave, Work Cover, and Work Cover - Light Duties. An orange arrow points from the 'Training' option to the text 'Training = CET / TAFE'.

Training = CET / TAFE

Scenario: apprentice attended College of Electrical Training (CET) on Tuesday

- In the **LEAVE TYPE** field, select the **'Training'** drop down option
- CET / TAFE hours must equal **7.6 hours**
- To ensure **7.6** is the calculation that appears in the HOURS field, enter a combination like this. **Start 08:00, End 16:00, Break 24, SAVE**

ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS
Tue 21 Sep 2021	Training	08:00	16:00	24	0	CET	7.6

NOTES FOR THIS ENTRY field
eg. CET or TAFE