

HOW DO I ENTER A ROSTERED DAY OFF (RDO)?

ENTRY DATE	LEAVE TYPE	START
Mon 20 Sep 2021	-select- ▼	00:00
Tue 21 Sep 2021		
Wed 22 Sep 2021		
Thu 23 Sep 2021		
Fri 24 Sep 2021		
Sat 25 Sep 2021		
Sun 26 Sep 2021		



Scenario: apprentice had an RDO on Tuesday

- In the **LEAVE TYPE** field, select the 'RDO' drop down option
- RDO 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 07:00, End 15:00, Break 24, SAVE**

ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS
Tue 21 Sep 2021	RDO ▼	07:00 ⌚	15:00 ⌚	24	0	RDO	7.6