**Deji jadwalada/fasaxyada**

1.     Soo gal [tempushemma.se](https://www.tempushome.se/)

2.     Guji **Set schedule/leaves**

3.     Buuxi saacadaha bogosyada qoraalka cad, tusaale ahaan “*6.35 - 16:45*”.

a.     Haddii ilmahu fasax geli doono, Riix **On leave**

4.     Guji **+** haddii ilmahu saacado labba qaybood ah leeyahay maalinta oo dhan.

5.     Haddii ilmaha u imanayo iskii, sax bogoska **Arriving self.**

6.     Haddii ilmahu iskuu u tegayo, sax bogoska **Departing self.**

7.     Dooro **Home w/** haddii qof kale uu ka dooranayo ilmaha daryeelka maalinta.

8.     Ka tag fariinta u dambaysa ee lagu hagaajinayo shaqaalaha bogaska **More info**.

(waxay ma muuqan doontaataabletka daycare)

9.     Si loo naqilo jadwalka hal todobaad, Guji  **Copy…** oo dooro ilmaha todobaadyada kuwa jadwalka loo naqliyo.

10.  Wixii macluum dheeraad ah ee ku saabsan jadwalka, waxaad gujin kartaa calaamad su’aasha buluuga ah ee koonaha midig ee sare.

**Ka warbixi maqnaansho**

1.     Haddii ilmahu u baahanyahay in lagu daweeyo dareelka maalinta meel dibad ka ah, guji **Report absence**

2.     Dooro warbixintu ilmaha ay tahay.

3.     Dooro taariikhda(ha) jadwalka.

4.     Waxaad si aan khasab ahayn u dooran kartaa maqnaanshaha hoose **Absence category**  iyo/ama fariinta. (waxaa keliya loo muujin doonaa shaqaalaha loo xilsaaray).

5.     Guji batanka **Report absence**

Macluumaad dheeraad ah waxaa laga heli karaa: [tiny.cc/tempus-new-caregivers](http://tiny.cc/tempus-new-caregivers)