

DAPREX, INC.

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ACTFast

For The IBM AS/400 (R)

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INTRODUCTION TO THE ACTFast SYSTEM

The DAPREX ACTFast (Attendance Calendar Tracking) system provides the means to track employee attendance/leave/sick/vacation etc. This section outlines the general purpose of each menu option on the ACTFast menu. Each of these is then examined in detail in subsequent sections of the manual.

CALENDAR ENTRY - Contains all of the programs for making regular and mass calendar entries.

INQUIRIES & REPORTS - Contains all of the calendar and conflict checking inquiries, as well as all reports that can be run off the employee calendar.

FILE MAINTENANCE - Contains all of the master file entry/update programs used in the calendar system.

FILE LISTINGS AND INQUIRIES - Contains all of the master file listings and inquiries.

SCHEDULING - This menu is only active if you have purchased the scheduling module.

CUSTOM ACCRUALS - This menu is only active if you have purchased customized accrual work.

CUSTOM FUNCTIONS - Provides access to any custom programs that may have been written for you.

RECURRING BENEFITS/ACCRUALS - Contains all of the programs for setting up automatic and manual recurring benefits/accruals.

PAYROLL POSTING - This menu contains the programs for posting ACTFast data to payroll.

FUNCTION KEYS

Throughout the system, various function keys are utilized for special purposes. This section provides a brief overview of these keys and their functions. While ALL of the functions are described here, only those that are listed at the bottom of a particular screen are available from that screen. It is therefore important to read the screens and use the available **HELP** text to determine which keys can be used in each job. We have tried to be consistent with the use of these function keys and hope that this enables our users to adapt quickly and easily to our systems.

F3= EXIT	Exit the screen and return to the menu.
F4= SCAN	Scan on any input field for which there is a master file. I.E. - employee#.
F5= ENABLE MONTH#	Acts as a toggle switch allowing or preventing access to the Month# field in Employee Detail Entry.
F11= MORE/LESS INFO.	Displays additional line information when pressed. Press again to return to the original display.
F12= PREVIOUS	Go back to the previous screen.
F15= CONTINUE	Proceeds to the selection verification screen.
F20= ACCEPT/PROCESS	Accepts entries/changes made to a file. It also proceeds to the update portion of a program after selections have been made.

USING THE DAPREX FILE MAINTENANCE UTILITY

When performing File Maintenance, there are several types of files. The most frequently used first kind is a table file where multiple records can be entered onto the same screen. These files have relatively few fields, all of which fit on the screen. The Location Master File is an example of this type of file. See below.

LOCATION MASTER FILE			
POSITION TO:			
<u>4=DEL</u>	<u>LOC#</u>	<u>CORP#</u>	<u>DESCRIPTION</u>
	001	001	STAMFORD, CT
	002	001	HARTFORD, CT
	003	002	WHITE PLAINS, NY
	004	003	BOSTON, MA

When first building this file type, simply key in the necessary data. When all records have been entered or the first screen is full, press **ENTER** to proceed. Press **F20** to accept the new or changed records or **F12** to cancel the new or changed entries. If you have filled the first screen and now want to add more records, type '999' (or as many nines are required to fill the field) at the **POSITION TO** field. This takes you to the end of the file, displaying a blank or partially blank screen on which to make the additional entries. Continue as previously described. When adding records to the file at a later time, either move the cursor to the first blank line and key the new data or enter nines at the **POSITION TO** field. To change/update an existing record, move the cursor to the field in question and key the new data over the old. Press **ENTER** when all changes have been made, and **F20** to accept the changes. To delete a record, key a '4' in the **DLT** field and **ENTER**. Again, press **F20** to confirm the delete. on its own screen. The Corporation Master file is this type of file. After entering a corporation#, another screen appears with the data entry fields. After keying all of the necessary fields, press **ENTER** to accept the record or **F12** to cancel and start again. Continue with the next record to be added.

PROFILE OPTIONS

When the DAPREX ACTFast system is installed at your location, the installer needs to identify which Profile Options are to be active. Profile Options are system instructions regarding certain types of processing and depending on whether an option is active or not, the system handles certain situations differently. Once set, the Profile Options should not be changed without checking with your DAPREX representative. The ACTFast Profile Options are as follows:

State is in Department File - A 'Y' indicates that there is a state code associated with each department. The only reason to respond with a 'Y' is if you are using the DAPREX Timeclock/400 system and different departments are in different time zones.

Non-Display Non-Allowed Menu Options – A 'Y' indicates that menu options that a user is not authorized to will not appear on the menu for that user.

Daily, Auto-Run Chronology Code Changes - If this profile is set to "Y" the system will automatically apply any ACTFast Chronology Code Changes that are in the Chronology Change Code file.

Multi Location - A 'Y' indicates that multiple locations are used in the system. A location can be used to differentiate a group of employees, i.e. a separate corporation, a physical location, executive vs. hourly employees.

Assign Clock#'s Automatically - A 'Y' indicates that the system assigns sequential employee numbers when building the Employee Master file. Key an 'N' to assign your own employee numbers.

Date of Birth Not Required in Emp. Master - A 'Y' indicates that the date of birth field is NOT required in the Employee Master File.

Sex (M/F) Not Required in Emp. Master - A 'Y' indicates that the sex field is NOT required in the Employee Master File.

Default Name Scan to Alpha - For future use. Set to 'N'

Show SS# in Employee Lookup Window - A 'Y' indicates that the SS# is displayed next to each employee when viewing the employee lookup window. Key an 'N' not to show SS#.

Allow Add, Update, Delete in Calendar Window - A 'Y' indicates that additions, modifications, and/or deletions can be made to existing calendar records within the calendar display program. A 'N' indicates that the records are available for inquiry only.

Uses Loc/Department Security by User –A 'Y' indicates that the Department User Security is used to limit users to specific departments within a location(s). Department Security on the File Maintenance Menu MUST be completed. If interfacing with the Timeclock system ALL authorized supervisors must have an entry in Department Security Maintenance.

Has Time Clock Installed - If the DAPREX Time Clock/400 system is installed at your site, this should be set to 'Y'.

User Defined Dates 800-899 Reserved – User-defined dates 800-899 are reserved for specific accrual functions and customized functions. This should be set to 'Y'.

ACTFast is Not Used - Always set to 'N'.

ACTFast Data Used to Feed Payroll - A 'Y' indicates that some or all ACTFast data will be posted to Payroll. Check with your DAPREX representative regarding this option.

From T/C Batch Entry- Update ACTFast? - Timeclock entries made using the Time Clock Batch Entry program will update both the Timeclock and ACTFast files for those records that can be translated to ACTFast calendar codes based on entries in the Calendar Code Master File. (i.e. Vacation, Sick, Holiday etc.) Refer to the section on Calendar Codes for further details. Also refer to the Batch Entry documentation in the Timeclock manual.

10 CHARACTER PROFILE VALUES

When the DAPREX ACTFast system is installed at your location, the installer will assist you in setting up the necessary entries to this file as applicable. If you have the DAPREX ACTFast and Timeclock systems, key **GO DXPROF** at a command line and press **ENTER** to access the 10 Character Profile values. Select option #4 from the menu and key the Corp# and an area code of **AF**. The following screen appears. If you have ACTFast, Timeclock **and** Payroll, they must be accessed through the DAPREX Main Menu by selecting #1, General Functions, #1 again, File Maintenance and #22, Values by Corp/Application.

DXFM54	CORP PROFILE FILE MAINTENANCE		1
	1		
	CORPORATION (*).. 1 DAPREX INC.		
	AREA AF ACTFAST ATTENDANCE AND CALENDAR		
<u>DLT</u>	<u>REC</u>	<u>DESCRIPTION</u>	<u>VALUE</u> <u>NOTES</u>
	1	TEMP	
	2	TEMP	
	3	TEMP	
	5	MINIMUM # OF MONTHS TO SAVE DETAILS	
	400	MAJOR CODE FOR WORK SCHEDULING	
	500	MAJOR CODE FOR VACATION	
	501	CODE & SUB CODE FOR VACATION ACCRUAL	
	502	UDD# FOR VAC TIME ACCR	
	600	MAJOR CODE FOR SICK TIME	
	601	CODE & SUB CODE FOR SICK ACCRUAL	
	602	UDD# FOR SICK TIME ACCR	
	700	MAJOR CODE FOR PERSONAL TIME	
	701	CODE & SUB CODE FOR PERSONAL ACCRUAL	
	702	UDD# FOR PERSONAL TIME ACCR	
	800	MAJOR CODE FOR HOLIDAY TIME	
	801	CODE & SUB CODE FOR HOLIDAY ACCRUAL	
	802	UDD# FOR HOLIDAY TIME ACCRUAL	

You must first build the Calendar Code Master file and then enter the appropriate data into the **VALUE** fields as applicable.

Minimum # of Months to Save Details - Enter the minimum number of months ACTFast details should be saved. When archiving is called, records older than this minimum will be moved from the active detail file to the archive file. The lowest number allowed is 18 months. Any entry lower than 18 months, (or no entry) will be interpreted as 18 months.

Major Code for Work Scheduling - Enter the 3 character calendar code you have assigned to represent scheduled work time, if any.

Major Code for Vacation - Enter the 3 character calendar code you have assigned to Vacation Time if you plan to have the system automatically calculate and post vacation accruals. Leave blank otherwise.

Code & Sub-Code for Vacation Accrual - Enter the 3 character calendar code and 3 character sub-code you have assigned to Accrued Vacation Time if you plan to have the system automatically calculate and post vacation accruals. Leave blank otherwise.

UDD# for Vacation Time Accrual - User Defined Date# 831 should already exist in the User Defined Date file with a description of '*Vacation Accrual Start Date - Override Hire or Benefit Date*' here. You may use 831 here or any other designated date# of your choice. This is the User Defined Date # that specifies the overriding start date for automatically accruing vacation time. Leave blank if not automatically accruing vacation time.

Major Code for Sick Time - Enter the 3 character calendar code you have assigned to Sick Time if you plan to have the system automatically calculate and post sick accruals. Leave blank otherwise.

Code & Sub-Code for Sick Accrual - Enter the 3 character calendar code and 3 character sub-code you have assigned to Accrued Sick Time if you plan to have the system automatically calculate and post sick accruals. Leave blank otherwise.

UDD# for Sick Time Accrual - User Defined Date# 832 should already exist in the User Defined Date file with a description of '*Sick Accrual Start Date - Override Hire or Benefit Date*' here. You may use 832 here or any other designated date# of your choice. This is the User Defined Date # that specifies the overriding start date for automatically accruing sick time. Leave blank if not automatically accruing sick time.

Major Code for Personal Time - Enter the 3 character calendar code you have assigned to Personal Time if you plan to have the system automatically calculate and post personal accruals. Leave blank otherwise.

Code & Sub-Code for Personal Accrual - Enter the 3 character calendar code and 3 character sub-code you have assigned to Accrued Personal Time if you plan to have the system automatically calculate and post personal accruals. Leave blank otherwise.

UDD# for Personal Time Accrual - User Defined Date# 834 should already exist in the User Defined Date file with a description of '*Personal Accrual Start Date - Override Hire or Benefit Date*' here. You may use 834 here or any other designated date# of your choice. This is the User Defined Date # that specifies the overriding start date for automatically accruing personal time. Leave blank if not automatically accruing personal time.

Major Code for Holiday Time - Enter the 3 character calendar code you have assigned to Holiday Time if you plan to have the system automatically calculate and post holiday accruals. Leave blank otherwise.

Code & Sub-Code for Holiday Accrual - Enter the 3 character calendar code and 3 character sub-code you have assigned to Accrued Holiday Time if you plan to have the system automatically calculate and post holiday accruals. Leave blank otherwise.

UDD# for Holiday Accrual - User Defined Date# 833 should already exist in the User Defined Date file with a description of '*Holiday Accrual Start Date - Override Hire or Benefit Date*' here. You may use 833 here or any other designated date# of your choice. This is the User Defined Date # that specifies the overriding start date for automatically accruing holiday. Leave blank if not automatically accruing holiday time.

FILE MAINTENANCE

The File Maintenance Menu contains all the master entry/update programs used in the ACTFast/400 system. The menu appears as below.

1. CORPORATION MASTER
2. LOCATION MASTER
3. LOCATION STANDARD WEEK
4. DEPARTMENT MASTER
5. EMPLOYEE MASTER
6. EMPLOYEE STANDARD WEEK
7. CALENDAR CODE MASTER
8. DATE MASK ENTRY
9. CALENDAR CODE DAILY DURATIONS
10. DEPARTMENT SECURITY BY USER
11. USER DEFINED DATES DEFINITIONS
12. WORK STATUS CODES
13. TERMINATION CODES
14. CALENDAR CHECK PRINT CODES
15. CALENDAR CODE CHANGES
16. USER DEFINED DATE ENTRY

Each of these files is discussed in detail in this section. Refer to the On-line HELP text for further explanations of individual fields.

CORPORATION MASTER

This file contains all of the corporations whose locations and employees will be tracked in the ACTFast system. See sample screen below. Refer to the on-line **HELP** text for individual field explanations.

```

CAF07          ENTER/UPDATE CORPORATION MASTER

CORP # .....:  1

CORP NAME ...   DAPREX INC.
STREET ADDRESS . 860 CANAL ST.
ADDRESS LINE 2 .
CITY ..... STAMFORD      STATE CT ZIP 06902 -
ADDRESS LINE 4 .
TELEPHONE # ..  203 324-2474
TELEX .....
FAX .....      203-348-8228
FEDERAL ID# ..  123456789
STATE ID# ...   310537004

ENTER F3=EXIT F12=PREVIOUS
    
```

LOCATION MASTER

This file contains all of the active locations that will be tracked in the ACTFast system. A location can be one of several physical sites within the same corporation or it can be a separate corporation. Each employee will be assigned to a location and that location's standard workweek will be used unless overridden for a specific employee. You have the option of keying a payroll cutoff day and time for regular pay and for overtime (if different). A schedule# can be entered when the cutoff day/time differs for individual schedule#s. See the sample screen below. Refer to the on-line **HELP** text for individual field explanations.

```

CAF08          LOCATION MASTER MAINTENANCE
4=DELETE
POSITION TO LOCATION # .....
    
```

<u>DLT</u>	<u>LOC</u>	<u>CORP</u>	<u>DESCRIPTION</u>	<u>P/R CUTOFF</u>	<u>O/T CUTOFF</u>	<u>SCHED#</u>
				<u>DAY</u>	<u>TIME</u>	
	1	1	BOSTON	FRI	24.00	
	2	1	STAMFORD	TUE	4.59	
	3	1	NEW YORK	MON	5.00	
	4	1	CHICAGO	MON	4.15	1
	5	1	SAN FRANCISCO			
	6	1	DENVER	FRI	24.00	1

LOCATION STANDARD WEEK

The Location Standard Week file allows you to define the workweek for each location for a given calendar year. Simply key an 'X' under each day that is to be considered a day off. The standard workweek entered here can be overridden on an employee basis in the Employee Standard Week file.

DEPARTMENT MASTER

This file contains all of the active departments for each location that will be tracked in the ACTFast system. Each employee will be assigned to a department#. Refer to the on-line **HELP** text for individual field explanations.

CAFMO6 DEPARTMENT MASTER FILE MAINTENANCE		
LOCATION	1	BOSTON
CORPORATION	1	DAPREX INC.
POSITION TO		(DEPARTMENT #)
<u>4=DLT</u>	<u>DEPT #</u>	<u>DESCRIPTION</u>
	1	ADMINISTRATION
	2	DATA PROCESSING
	3	SHIPPING

EMPLOYEE MASTER

This file contains all of the employees who will be tracked in the ACTFast system. Basic non-financial data is stored for each employee, including name and address, social security#, location#, department# and more. If you are using the DAPREX Payroll system, this file does NOT need to be recreated here. If the ACTFast profile to automatically assign employee numbers has been activated, simply press **F10=ADD** when the initial screen appears. The next available employee# is assigned. See sample screen that follows. Refer to the on-line **HELP** text for individual field explanations.

EMPLOYEE MASTER MAINTENANCE			
EMPLOYEE NUMBER ..	1		
EMPLOYEE NAME ...	TIMOTHY R JONES	(FIRST, MI, LAST)	
ADDRESS LINE 1 ..	222 ASHFORD ST		
ADDRESS LINE 2 ..			
CITY	SCARSDALE	STATE NY	ZIP 10583
COUNTRY			FOREIGN ZIP

TELEPHONE NUMBER .	203-267-2222 EXT 42		
DATE OF BIRTH ...	9 15 1954 (MM,DD,YEAR)	SEX	M
SOCIAL SECURITY # .	040-50-7978	BADGE NUMBER .	12021

DATE OF EMPLOYMENT.	12 17 1979	BENEFIT START DATE ..	12 17 1979
LOCATION (*) ...	1 BOSTON 1 1987		
DEPARTMENT (*)..	2 FINANCE	WORK STATUS (*) .	F
JOB CLASS (*)..			
STANDARD HOURS ..	40.00	SCHEDULE # ...:	1
PAY FREQUENCY ...	W	UNION CARD # ..	
HOURLY/SALARY ..	S (H=HOURLY, S=SALARY)	TERMINATION CODE (*) ...	
		TERMINATION DATE	

If you are using the Time Clock system and the profile option indicating that employee#s 999000-999999 have been reserved as temporary employee#s and you wish to use a temporary number, enter the temporary# and press **ENTER**. The following screen appears requiring entry of minimal data in order for the new employee to be able to clock in/out using the Time Clock system. Once the employee's permanent information is added to the Employee Master file, a job can be run to transfer all history from the temporary employee# to the permanent employee#. See the section entitled "Enter Permanent Clock#s" for further information. Temporary employee#s can be reused if desired.

EMPLOYEE NUMBER:	999001
EMPLOYEE NAME	DUNCAN R DRAPER
SOC SEC #	410-88-9999
LOCATION ... (*)..	1
DEPARTMENT .. (*)..	3

Once the name/address data has been keyed for a permanent (non-temporary) employee, you may press **F15** to enter employee specific date information. The reserved 800-899 codes and descriptions appear along with any other user defined date definitions that have been created in the User Defined Date Definition file. See the sample screen that follows.

EMPLOYEE DATES FOR USER DEFINED EVENTS
DATES FOR: 040-50-7978 DAVID TURNER

EMPLOYEE

<u>#</u>	<u>EVENT (DATE STATEMENT DEFINITION)</u>	<u>DATE</u>
1	LAST REVIEW DATE	10/12/96
2	LAST PROMOTION DATE	10/31/95
3	SUSPENSION BEGIN DATE	
4	SUSPENSION END DATE	
5	LEAVE OF ABSENCE START DATE	
6	LEAVE OF ABSENCE END DATE	
800	PROBATIONARY ENDING DATE	
811	LAST DATE SICK ACCRUAL WAS RUN FOR. FORCES "01" INTO DAY.	
812	LAST DATE VAC. ACCRUAL WAS RUN FOR. FORCES "01" INTO DAY	
813	LAST DATE PERS. ACCRUAL WAS RUN FOR. FORCES "01" INTO DAY	
821	REVERSE DEFAULT FOR JOB COSTING AS SET IN TC PROFILE # 49	
822	DATE EMPLOYEE IS ELIGIBLE FOR REVERSAL OF EMP.INQ. PROFILE	
823	REVERSE DEFAULT FOR MULTIPLE OUT CODES AS SET IN PROFILE #44	
824	REVERSE DEFAULT FOR DEPT OVERRIDE AS SET IN PROFILE # 47	
825	REVERSE DEFAULT FOR FORCE SCHEDULE START TIME AS SET IN #69	
826	REVERSE DEFAULT FOR FORCE SCHEDULE END TIME AS SET IN #72	
831	VACATION ACCRUAL START DATE - OVERRIDE HIRE OR BENEFIT DATE	
832	SICK TIME ACCRUAL START DATE - OVERRIDE HIRE OR BENEFIT DATE	
833	HOLIDAY TIME ACCRUAL START DATE - OVERRIDE HIRE/BENEFIT DATE	
834	PERS. TIME ACCRUAL START DATE- OVERRIDE HIRE/BENEFIT DATE	

If you plan to or are using the Auto-Accrual function of the system, you can access the Auto-Accrual data by pressing **F16** from the Employee Master screen. **When adding employees to the file during initial installation of this system, this screen will be blank. In order to add records for auto-accruals, read through the documentation sections on the Calendar Code Master File and the Recurring Benefits/Accruals first.** If you are already using the Auto-Accruals, each calendar code/sub-code for which automatic accrual has been established in the Recurring Benefits Entry file will appear here. You can assign an auto-accrual formula code to each as shown or do it for groups of employees using the Recurring Benefits Entry program. See that section of the manual for further details.

EMPLOYEE AUTO-ACCRUAL CODES

CODES FOR: 040-50-7978 DAVID TURNER

<u>ACTFAST</u>			<u>AUTO-ACCRUAL (*)</u>	
<u>CODE</u>	<u>SUB</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
PER	ACC	HOLIDAY ACCRUAL	3	ANNUAL ACCRUAL FORMULA 2
SIC	ACC	ANNUAL SICK ACCRUAL	1	ANNUAL ACCRUAL FORMULA 1
VAC	ACC	VACATION ACCRUAL	2	MONTHLY VAC. FORMULA

EMPLOYEE STANDARD WEEK

The Employee Standard Week file allows you to override the location standard week record for individual employees in a given calendar year. Simply key an 'X' under each day that is to be considered a day off for the specified employee.

CALENDAR CODE MASTER

The Calendar Code file contains all of the attendance codes that are to be tracked in the ACTFast system. You can create optional sub-codes for each major category code to further delineate the category if desired. The code and sub code are each 3 characters alphanumeric. By keying an asterisk (*) into the last position of the **DESCRIPTION** field, the system automatically creates a record in the 'Calendar Code Daily Duration' file for the purpose of entering starting and ending times. This can be useful for the scheduling of work shifts etc. If you have a major category being broken into multiple sub-codes, (i.e. Late, Sick, Vacation Time), and you want to be able to summarize and net out all of the sub-codes, you must create a record in this file with the major code and a blank in the **SUB-CODE** field. This will cause the system to include that code and the net amount of its sub-codes on the calendar inquiry screen when you press **F15=Net Balance** from the total hours window.

Upon selection of the option, all existing calendar codes are displayed. Press **F10** to add a new one. See sample entry screen on the following page

CALENDAR CODE MASTER FILE MAINTENANCE				
CODE	SIC	SUB-CODE ...	001	
DESCRIPTION ...	SICK TIME - PAID (NON T/C EMPLOYEE)			
SCREEN ATTRIBUTE ...	BL	(UL, HI, RI, BL)		
REPLACE DAY WITH ..	SP			
HOURS CALCULATION ..	S	(A, S, O)		
OVERTIME CALCULATION .	O	(I, O)		
	REGULAR TIME	TIER 1 OVERTIME	TIER 2 OVERTIME	EARNING CD TO DEDUCT FROM
P/R EARN. CODES->	5			
AUTO-ACCRUAL POSTING ->	FREQUENCY CODE ..	FIRST DATE .		
ANNIVERSARY ->	CODE	OR	DATE .	
CONNECT TO TIME CLOCK->	JOB LEVEL (1 - 4).	# (*)		
	OR OUT CODE (*) 4			

In addition to the calendar code, sub-code and description, you can indicate the screen attribute to be used when displaying occurrences of the particular code/sub-code in the employee calendar. For

example, an occurrence of an attendance code can be displayed in reverse image (RI), underlined (UL), blinking (BL), or highlighted (HI). You can also replace the actual code with a two character alphanumeric abbreviation for the code, i.e. *HO* for Holiday time. The 2 character abbreviation will then be used in the display of the employee's calendar. The **HOURS CALCULATION** field is used when inquiring on the totals for a calendar code and all its sub-codes; i.e. Sick Time - Accrued, Paid Sick and Unpaid Sick. Key an 'A' to add the hours associated with the calendar code/sub-code, (as with Accrued Sick Time), an 'S' to subtract the hours (as with Paid Sick Time) or an 'O' to only display the hours (as with Unpaid Sick Time). Using this example, the following calculation of remaining sick time would be made.

SIC= SICK TIME	
ACCRUED SICK TIME	20.00
PAID SICK TIME	7.50
UNPAID SICK TIME	<u>3.00</u>
TOTAL	12.50

The **OVERTIME CALCULATION** field should be used only when this calendar code time needs to affect payroll, (i.e. sick, vacation etc.). Key an 'I' if hours entered for the calendar code count towards the overtime calculation or an 'O' if not. ****NOTE**** If certain calendar codes for non-worked hours, (i.e. vacation, sick etc.) count towards overtime AND you are using the Timeclock system, you *must* use the Time Clock Batch Entry program to enter hours for those codes in order for overtime to be computed correctly. Contact your DAPREX representative for further details.

If any Payroll system is installed and you wish to update payroll with hours captured in the ACTFast system, you will use the Payroll Earning Code fields. If the hours entered for a calendar code need to be added to payroll earnings, key the corresponding payroll earning code in the **REGULAR TIME** field. If those hours are included in the overtime calculation, enter an earning code in the **TIER 1 OVERTIME** field to which those hours should be posted if all or any of them are determined to be overtime. Do the same for the **TIER 2 OVERTIME** field (double-time). If the hours keyed under the calendar code need to be deducted from a payroll earnings code, key that code in the **DED** field. (i.e. adding hours to holiday pay and deducting those same hours from regular pay.) In certain cases separate codes for salaried people and for hourly people are required. For example, the vacation, sick and/or holiday hours may be subtracted from salaried employees' regular pay, (since the payroll may automatically pay them for a 40 hour week), but not from hourly employees since only their hours worked are being reported to Payroll.

The **AUTO-ACCRUAL POSTING FREQUENCY CODE** and **FIRST DATE** fields should only be used if you are having the system automatically accrue vacation, sick etc. Enter a posting frequency code; *M=Monthly, Q=Quarterly, S=Semi-annually, Y=Yearly or A=Annually* (at employee anniversary date) to designate how often the accruals should be posted to the employee calendar. Also enter the first date on which to run the automatic accrual posting, in MMDD format. The posting will occur on the same day of the month as entered here based on the designated frequency. I.E. if the frequency is quarterly and the date entered is 01/15, the posting will run on 1/15, 4/15, 7/15 and 10/15. If the frequency is semi-annually and the date entered is 03/01, the posting will run on 3/01 and 9/01. If the frequency code is *A= Annually*, leave this date field blank as the posting will run whenever an employee's anniversary date occurs. If you are not running any automatic accrual posting, leave all of these fields blank. If you want to post on the LAST day of whatever month it is scheduled to run, use the last day# in the first month, (01/31, 0630 etc.). This will direct the system to use the last day

in the RUN month. If the frequency code is 'A' where no first date is needed, still enter 31 for the day to force subsequent postings to the last day of their respective months.

The **ANNIVERSARY CODE**, and **DATE** fields can only be used on lines where there *is* a calendar code and the sub-code is *blank*, as previously described for netting all sub codes under a calendar code. These fields are to be used when the totals for these calendar codes (and all their sub-codes) are to be computed on something OTHER THAN a calendar year (Jan-Dec.) basis. If the employee start date in the Employee Master file is to be used to compute the total for a calendar code and its sub-codes, an 'A' should be entered into the **ANNIVERSARY CODE** field. (In such a case that actual date will be different for each employee.) If a **specific date** (MMDD only) is to be used for **all** employees for the summary computation, enter that month and day in the **DATE** field. If the total for a calendar code and its sub-codes is to be computed based on the calendar year, leave both of these fields blank.

****NOTE**** Once all of the setup has been done for auto-accruals (in this and all other pertinent files), contact your DAPREX representative for assistance in scheduling the job (job name is CABT32C) that calculates and posts these accruals. If you fail to schedule this job, accrued hours will not be posted to the employee calendar files.

If ACTFast Profile Option #13, 'From T/C Batch Entry - Update ACTFast' is set to 'Y', the three fields **LEVEL**, **#**, and **OUT CODE** appear at the bottom of the screen. The first two are used to indicate the Job Cost level number and code that will be used for the posting of those non-worked hours through the T/C Batch Entry program, (used only if you are using the Job Cost module of the Timeclock system). Valid values for the **LEVEL** field are '1', '2', '3', or '4' depending on which of the 4 available job cost levels you will use to indicate sick, vacation etc. The **#** field should contain the job cost code# that has been designated as meaning sick, vacation etc. In the examples shown previously, job cost level '2' is used and job codes '901', '902' and '903' are used for paid late, sick and vacation time respectively. If you are not using the Job Cost module of the system, but still wish to use the T/C Batch Entry program to enter non-worked hours, you must enter a valid 'Out' code into the **OUT CODE** field. (The Out Codes File can be found on the T/C File Maintenance menu.) This allows the system to translate a time clock record to an ACTFast record. For example, use 'S' for sick time, a 'V' for vacation, etc. Each calendar code that will be used in T/C Batch Entry this way must have a unique out code. Refer to the Out Codes Master File in the Timeclock manual for further details.

DATE MASK ENTRY

The Date Mask file allows you to define the legal holidays for each calendar year. I.E.- Christmas, New Year's Day, Memorial Day etc.

CALENDAR CODE DURATIONS

Calendar code records are automatically added to this file as a result of entering an asterisk (*) in the last position of the **DESCRIPTION** field in the Calendar Code Master file. Simply enter the starting and ending time for this calendar code in military time format. See the following sample screen.

CAF21		CALENDAR CODE DAILY DURATIONS					
DL	COD	SUB	DESCRIPTION		STR	END	DUR
	WRK	SS1	SCHEDULED WORK SHIFT 1	*	8:00	16:30	8:30
	WRK	SS2	SCHEDULED WORK SHIFT 2	*	16:00	:30	8:30
	WRK	SS3	SCHEDULED WORK SHIFT 3	*	24:00	8:30	8:30
	WRK	S01	SHIFT A - 8 HOURS NON-CON	*	7:00	15:15	8:15
	WRK	S02	SHIFT B - 8 HOURS NON-CON	*	15:00	23:15	8:15
	WRK	S03	SHIFT C - 8 HOURS NON-CON	*	23:00	7:15	8:15

DEPARTMENT SECURITY BY USER

This option allows you to create departmental security for specific users by entering each location# and department# to which they may have access. A '999' in the **LOC#** field authorizes the user to ALL locations. A '999' in the **DEPT#** field authorizes the user to ALL departments within the specified location. See sample screen below.

DEPARTMENT SECURITY BY USER FILE MAINTENANCE					
4= DEL	USER	LOC#	LOCATION NAME	DEPT#(*)	DEPARTMENT
	CLINTON	1	BOSTON	1	ADMINISTRATION
	LISA	1	BOSTON	1	ADMINISTRATION
	BRYANT	1	BOSTON	999	ALL
	FRANK	999	ALL	999	ALL

USER DEFINED DATES

This menu option is used to create user defined date fields (MMDDYY FORMAT) for tracking additional employee data not included in the Employee Master file. There are 999 available dates, each with its own code (001-999) and corresponding description. Codes 800-899 are reserved and may not be used (see their functions in the sample screen that follows). Since the date records are displayed in code sequence within each employee record, it is important to give some thought to the manner in which the codes are assigned. You may want to group similar or related dates together so

that the entry and inquiry functions follow a logical path. It might also be wise to space out the numbering of related groups in the event that additional records need to be added at a later time.

<u>DATE#</u>	<u>DESCRIPTION</u>
003	INS. COVERAGE ELIGIBILITY DATE
004	FIRST ANNUAL REVIEW DATE
005	LAST REVIEW DATE
006	LAST PROMOTION DATE
007	LEAVE OF ABSENCE START DATE
008	LEAVE OF ABSENCE END DATE
800	PROBATIONARY ENDING DATE
811	LAST DATE SICK ACCRUAL WAS RUN FOR. FORCES "01" INTO DAY.
812	LAST DATE VAC. ACCRUAL WAS RUN FOR. FORCES "01" INTO DAY
813	LAST DATE PERS. ACCRUAL WAS RUN FOR. FORCES "01" INTO DAY
821	REVERSE DEFAULT FOR JOB COSTING AS SET IN TC PROFILE # 49
822	DATE EMPLOYEE IS ELIGIBLE FOR REVERSAL OF EMP.INQ. PROFILE
823	REVERSE DFLT FOR MULTIPLE OUT CODES AS SET IN PROFILE #44
824	REVERSE DEFAULT FOR DEPT OVERRIDE AS SET IN PROFILE # 47
825	REVERSE DFLT FOR FORCE SCHEDULE START TIME AS SET IN #69
826	REVERSE DEFAULT FOR FORCE SCHEDULE END TIME AS SET IN #72
831	VAC. ACCRUAL START DATE - OVERRIDE HIRE/BENEFIT DATE
832	SICK TIME ACCRUAL START DATE - OVERRIDE HIRE/BENEFIT DATE
833	HOL. TIME ACCRUAL START DATE - OVERRIDE HIRE/BENEFIT DATE
834	PERS. TIME ACCRUAL START DATE- OVERRIDE HIRE/BENEFIT DATE

WORK STATUS CODES

This file should contain any work status codes that you want to assign to individual employees, i.e. full time, part time, seasonal, etc. Valid codes are A-Z and 1-9. . See the following sample screen.

WORK STATUS FILE MAINTENANCE		
<u>4=DLT</u>	<u>STATUS</u>	<u>DESCRIPTION</u>
	A	FULL TIME
	B	PART TIME
	C	FULL TIME SEASONAL
	D	PART TIME SEASONAL
	T	TEMPORARY

TERMINATION CODES

This menu option allows you to enter the termination/layoff codes that can be assigned in the Employee Master File. Valid termination/layoff codes are A-Z and 1-9. A code can be designated as permanent or temporary. See example on following page.

TERMINATION CODE TABLE FILE MAINTENANCE

<u>4=DLT</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>PERMANENT</u> <u>Y/N</u>
	A	LEAVE OF ABSENCE	N
	L	LAID OFF	N
	T	TERMINATED	Y

CALENDAR CHECK PRINT CODES

This menu option controls the ACTFast code and sub-code whose description and hours print on the DAPREX Payroll/400 checks. If there is an entry in the **CODE** field, i.e. SIC, and a blank **SUB-CODE** next to it and the **CUM** field is blank, each sub-code entry, (i.e. SIC/ACC, SIC/001, SIC/002 etc.) will print with a total for that code/sub-code and additionally print a line with the words **NET BAL** after that code description. If a code, I.E. SIC, has a blank **SUB-CODE** entry and the **CUM** field has a 'Y', the code/sub-code totals are *not* printed, only the **NET BAL** total. If there is an entry in the **CODE** field with something in the **SUB-CODE** field, each sub-code listed that way for that code will print without accumulating.

CALENDAR CODE CHANGES

This file can be used to automatically change one calendar code/sub-code to another based on date. I.E. An employee is scheduled for vacation from 8/1/97-8/5/97 and has entries in the calendar under code VAC-SCD (Vacation scheduled), for those days. Instead of the supervisor having to manually change the entries to VAC-001 (Paid vacation Time) the system will automatically do so based on entries in this file. When the system date matches the transaction date for a scheduled vacation day, (VAC-SCD), an entry in this file tells the system to change it to a paid vacation day (VAC-001). Simply enter the from and to codes/sub-codes as shown below.

CHRONOLOGY CODE CHANGES FILE MAINTENANCE

<u>DLT</u>	<u>FROM CODE/SUB-CODE</u>	<u>TO CODE/SUB-CODE</u>
	VAC SCD	VAC 001

USER DEFINED DATE ENTRY

This program is used to enter employee values for a specific user defined date for a large number of employees at once; i.e. date of last vacation accrual. A default date can be used or individual dates can be keyed for each employee. If a default date is used, the operator can select the employees to whom he wants to assign that date by keying a '1' in the SEL field. See sample screen below.

ENTRY/UPDATE BY USER-DEFINED DATE					
TYPE SELECTION, PRESS ENTER.		DATE#:	1	LAST VAC. ACCRUAL	
1=SELECT		DEFAULT DATE: 3/15/96			
SEL	NAME	CLOCK#	LOC	DPT	DATE
	DAVID Q. TURNER	1	1	1	6/17/91
	SANTO SILVA	3	1	1	
	DENIS O. CASTELLI	5	1	1	

If there is an existing date in the file for an employee, that date is shown on the right-hand side of the screen. When all employees have been selected, press **ENTER** and **F3** to exit. The selected employees have now been updated. If no default date is used, the screen below appears allowing the operator to enter the employee specific date for the selected user defined date. Again, if there is an existing date for the employee it is shown in the left-hand column and can be updated by keying the new date right over it. See sample screen that follows.

ENTRY/UPDATE BY USER-DEFINED DATE					
TYPE DATE, PRESS ENTER.		DATE#:	1	VACATION ACCRUAL START DATE	
DATE	NAME	CLOCK#	LOC	DPT	
3/15/96	DAVID Q. TURNER	1	1	1	
3/15/96	SANTO SILVA	3	1	1	
	DENIS O. CASTELLI	5	1	1	

When all employees have been selected, press **ENTER** and **F3** to exit. The selected employees have now been updated.

FILE LISTINGS

The File Listings Menu contains all the programs necessary to list the master files. The menu appears as below.

FILE LISTINGS	
1.	VALID WORKSTATIONS
2.	AUTHORIZED SUPERVISORS
6.	TIME CLOCK ROUNDING
7.	JOB CLASSIFICATIONS
8.	JOB COSTING LEVELS FILE
9.	U/D FIELD DEFINITIONS
11.	EMPLOYEE MASTER
12.	EXCALBUR EXCEPTIONS

Each of these programs is discussed in detail in this section. Refer to the On-line HELP text for further explanations of individual fields.

EMPLOYEE MASTER LISTING

This option prints a master listing of **all** employees or just the active employees for selected locations and/or departments.

DEPARTMENT SECURITY (BY USER)

This option prints a list of the user/location/department security records in user name sequence.

DEPARTMENT SECURITY (BY LOCATION)

This option prints a list of the user/location/department security records in location# sequence.

CALENDAR CODE MASTER LISTING

This option prints a master listing of all calendar codes/sub-codes.

WORK STATUS CODES LISTING

This option prints a master listing of all work status codes

EMPLOYEE LIST - INCOMPLETE DATA

This option prints a list of employees that are missing data that is necessary for the ACTFast system to function properly. This lack of crucial data is most likely to occur when a conversion from a non-DAPREX Employee file has been done. The report can be run for **all** employees or just the active employees.

EMPLOYEE LIST - SHORT VERSION

This option prints a one line per employee including name, city, state, zip, dept#, telephone#, SS#, sex, start date, resides code, birthday, standard hours, hourly/salary termination date and code etc. The report can be run for **all** employees or just the active employees for selected locations and/or departments.

DEPARTMENT MASTER INQUIRY

This option allows inquiry into the valid department codes for a selected location.

DEPARTMENT SECURITY INQUIRY

This option displays the user/location/department security records that exist in the master file.

CALENDAR ENTRY

The Calendar Entry Menu contains all the programs necessary to create entries to the employee calendar files. The menu appears as below.

1. **EMPLOYEE DETAIL ENTRY (SHORT)**
2. **REMOVE DETAIL ENTRIES**
3. **EMPLOYEE CALENDAR INQUIRY, WITH ENTRY**

21. **EMPLOYEE DETAIL ENTRY (ANY)**
22. **UNIVERSAL EVENT ENTRY**
23. **UNIVERSAL EVENT EDIT**
24. **UNIVERSAL EVENT UPDATE**

27. **FLAG CALENDAR DETAILS AS POSTED**
28. **UNFLAG POSTED DETAILS**

30. **ARCHIVE CALENDAR DETAILS**
31. **UN-ARCHIVE CALENDAR DETAILS**
32. **PURGE CALENDAR ARCHIVE**

Each of these programs is discussed in detail in this section. Refer to the On-line HELP text for further explanations of individual fields.

EMPLOYEE DETAIL ENTRY (SHORT)

This program provides the means to enter the employee attendance details for a specific location# and specific date or date range. By entering default attendance code, sub-code and comment values, the operator can quickly post records to multiple employees for the given attendance code with a minimum of keying. (Use menu option #21 when entering balances for things such as accrued vacation/sick/etc. and a large number of hours.) An option exists to have the system send a warning to the operator when an entry will cause a calendar code to have a negative balance; i.e. an employee has 30 hours of vacation time remaining and an entry is made for 40 hours. In order to activate this feature, key a 'Y' at the **WARNING WHEN NEGATIVE NET HOURS** field.

```

CAFM04          CALENDAR DETAIL FILE ENTRY

LOCATION (*) . . . . .  001  STAMFORD
FROM DATE . . . . .   050195
TO DATE . . . . .    053195

DEFAULTS:

CODE / SUB-CODE (*) SIC / 001  SICK TIME - PAID
COMMENT . . . . .           SICK DAY
WARNING WHEN NEGATIVE NET HOURS?      N
F3=EXIT          F4=SEARCH (*)
    
```

After keying the location#, enter a **FROM DATE** and **TO DATE**, (a date range of no more than 35 days is allowed). If all of the entries to be made are for the same date, enter a **FROM DATE** only. (The **TO DATE** defaults to the same date.) You may now enter a default calendar code and sub-code, if applicable. This is especially useful if all or the majority of the entries to be made are to the same code/sub-code. i.e. Paid Sick Time. If all of the entries are to the same code but a variety of sub-codes, you may leave the sub-code field blank. Finally, a default comment may be keyed, if applicable. After all entries have been keyed, press **ENTER** to proceed to the following screen.

```

CAFM04          CALENDAR DETAIL FILE ENTRY

LOCATION . . . . .  1 BOSTON
FROM DATE . . . . . 5/01/95  TO DATE . . . . . 5/31/95
CODE / SUB-CODE : SIC / 001  COMMENT . . . . . SICK DAY
SICK TIME - PAID

MONTH
NO.          --DAY-- HOURS/          (*)  (*)
(1/2) EMPLOYEE# FROM TO DAY COMMENT      CODE SUB
-----
1          1          1          1          SICK DAY      SIC 001
1          1          1          1          SICK DAY      SIC 001
1          1          1          1          SICK DAY      SIC 001
1          1          1          1          SICK DAY      SIC 001

ENTER  F4=SELECT (*)  F11=MORE/LESS INFO.
F3=EXIT  F5=ENABLE MONTH #  F12=PREVIOUS
    
```

In the previous sample screen, a date range was used along with a default calendar code/sub-code and a comment. Since those were entered on the initial screen, the operator can simply enter the **EMPLOYEE#**, the **FROM** and **TO DATES** (i.e. 01-02) and the **#HOURS** (this is hours per day and cannot exceed 24). If the **FROM** and **TO** dates are the same for an entry, key in the **FROM DATE** and press the **DUP** key in the **TO DATE** field.) If a single date was entered in the **FROM DATE** field on the initial screen, the cursor skips over the date fields here. The system will use the default code, sub-code and comment for each employee unless overridden. After the first line is keyed, continue until all entries have been made. If the **FROM**, **TO DATE** and/or **#HOURS** fields are left blank on any line after the first one, the values from the previous line will be used.

F5=Enable Month allows access to the **MONTH#** field. (**NOTE** If the date range entered on the initial screen is such that a day# occurs more than once, i.e. 010595 - 021095, (the 5th-10th could be in either January or February) the **MONTH#** field must be used. A '1' in that field indicates that it is the first occurrence (01/05/95) and a '2' that it is the second occurrence (02/05/95) of that day# within the given range. The default value for this **MONTH#** field is '1'.) When entering attendance and using a range of dates, the **#HOURS** field must represent the number of hours PER DAY. If the number of hours varies by day, each day must be entered separately for that employee. Press **ENTER** and then **F11=More/Less Info** to verify that the total number of hours over a range of dates is correct. The system calculates and displays the total hours for each line entry. See sample screen below.

CAFMO4		CALENDAR DETAIL FILE ENTRY						
LOCATION . . . : 1 BOSTON								
FROM DATE . . . : 5/01/95 TO DATE . . : 5/31/95								
CODE / SUB-CODE : SIC / 001 COMMENT . . : SICK DAY								
SICK TIME - PAID								
MTH #	EMPLOYEE#	FROM	TO	HRS/DAY	COMMENT	CODE	SUB	
1	234-56-9988	1	3	8.00	SICK DAY	SIC	001	
	RICK CAVANAUGH			24.00	HRS SICK TIME - PAID			
1	040-50-7978	4	4	8.00	SICK DAY	SIC	001	
	TIMOTHY JONES			8.00	HRS SICK TIME - PAID			
1	012-34-5678	9	9	4.00	SICK DAY	SIC	001	
	DENIS CASTELLI			4.00	HRS SICK TIME - PAID			

If you do not want to use a default calendar code, sub-code and comment, those fields will be copied from the previous line when left blank. On each line at least ONE of the following fields must be keyed in order for the system to copy blank fields from the previous line; **EMPLOYEE#**, **FROM DATE**, **TO DATE**, **#HOURS**.

F15=Employee Calendar can be used on a line-by-line basis to inquire into the specific employee's calendar summary and detail records.

Once all of the data has been keyed, press **ENTER** to verify. If there are no errors, press **F20** to accept. These records are then automatically updated to the employee calendar file and can be viewed or deleted using the Employee Calendar menu option. If there are errors, press **F12** to return and make the necessary changes/additions. If an employee#/SS# is blinking or displayed in red, it is

because the employee is terminated or inactive. If the data is accepted, records will be added to a terminated/inactive employee. In the case where the option to send a warning to the operator when a negative net hours situation occurs has been activated, an error window is displayed for each entry. See the following example.

MARY FRANKLIN CODE: VAC 001
TOTAL HOURS ON FILE: 16.00
TRYING TO USE NOW : 22.00

Here you can see the employee has 16 hours remaining for vacation but an entry for 22 hours has been keyed. Press **ENTER** to continue. The system will continue to search for any other entries with negative net hours and display the error window for each entry that it finds. You may change the original entry or leave it if it is acceptable to send the balance into a negative situation.

****NOTES**** If the Time Clock System is installed and you are using the Time Clock Batch Entry program to enter non-worked hours (i.e. sick, vacation) **AND** those records are attributed to a calendar code that counts toward overtime, you will not be able to make entries to that calendar code/sub-code in this program. Contact your DAPREX representative for further details.

EMPLOYEE DETAIL ENTRY (ANY)

This program provides means to enter the employee attendance details for a specific location# for **any** dates. (It also allows entry of any number of hours on a given day which can be helpful when initially adding in balances for things such as accrued vacation, sick etc.) By entering default from/to date, attendance code, sub-code and comment values, the operator can quickly post records to multiple employees for the same date(s) and attendance code/sub-code with a minimum of keying. Here the from/to dates must be keyed as MMDDYY. The system assumes that non-work days are not to be included when creating records for a range of dates, unless specifically instructed to include them (on the first screen). A warning message is given if the from-date is not in the current year, (to direct attention to possible keying errors), but allows it once the user approves. Otherwise, this job is identical to Employee Detail Entry (Short) as described in the previous section.

****NOTE**** If the Time Clock System is installed and you are using the Time Clock Batch Entry program to enter non-worked hours (i.e. sick, vacation) **AND** those records are attributed to a calendar code that counts toward overtime, you will not be able to make entries to that calendar code/sub-code in this program. Contact your DAPREX representative for further details.

REMOVE DETAIL ENTRIES

This option allows you to delete detail calendar entries that were posted in error. After entering the desired date range, the operator can choose ALL or selected locations, departments and/or

employees from which to delete specific calendar code/sub-code(s) detail transactions. A detailed listing of the hours removed from the calendar is printed.

EMPLOYEE CALENDAR INQUIRY WITH ENTRY

This menu option displays an employee's 12 month calendar indicating attendance/absence, either by calendar code alpha abbreviation or designated screen attribute of the date. (There are 80 and 132 column versions of this inquiry. Those users with 132 character capable screens can access the 80 column version by pressing **F20** when prompted.) This program is identical to the calendar inquiry on the Inquiries & Reports menu except that it allows the user to add/change or delete records. Refer to that section of the manual for further details.

****NOTE**** If the Time Clock System is installed and you are using the Time Clock Batch Entry program to enter non-worked hours (i.e. sick, vacation) **AND** those records are attributed to a calendar code that counts toward overtime, you will not be able to change or add entries to that calendar code/sub-code in this program. Contact your DAPREX representative for further details.

UNIVERSAL EVENT ENTRY

This program allows the user to enter hours against a calendar code/sub-code for all employees in a selected location/department for a specific date. For example, the application of 8 hours for a national holiday or 80 hours of accrued vacation time as of January 1st. All or selected departments within the location can be selected and the hours applied to all or specific employees. Records for **ONLY ONE** calendar code/sub-code can be entered into the file at the same time. The same calendar code/sub-code can be used repeatedly for different dates and/or default hours but the entries **must** be posted prior to adding records for another calendar code/sub-code. The operator must first enter the location#, department (leave blank for all departments) and calendar code/sub-code for which to enter hours for a specific date. A default number of hours may also be keyed when a large number of employees are to be assigned the same number of hours as well as the specific event date. (If you prefer to enter specific hours for individual employees, leave the **HOURS** field here blank.) If you want to prevent the default hours from being assigned to employees who are ineligible by virtue of being within a certain number of days from their benefits start date, enter the number of exclusion days in the field provided. The system adds this number of days to an employee's Benefit Start Date and compares that with the date entered on this screen. If the event date is greater than the Benefits Start Date plus the # of exclusion days, the employee is eligible; if not, he is ineligible and the default hours are not automatically assigned. That does not however, prevent hours from being assigned on the next screen.

UNIVERSAL EVENT ENTRY

TYPE LOCATION, CODE, SUB-CODE, PRESS ENTER.
DEPARTMENT ENTRY IS OPTIONAL - LEAVE BLANK TO SELECT ALL)

LOCATION (*). . . .
DEPARTMENT (*). . .
CODE/SUB CODE (*). /

DEFAULT HOURS ... (OPTIONAL)
 DATE
 EXCLUSION DAYS ...

After entering the data and pressing **ENTER**, a window appears asking that the date be verified by pressing **F20**. If default hours were keyed on this first screen, the following screen appears. Blank out or change the hours next to individual employees as necessary and press **ENTER** and **F20** to accept.

UNIVERSAL EVENT ENTRY

1=SELECT
 LOCATION ...: 1 SAN FRANCISCO DATE: 07/04/96
 DEPARTMENT ..: 1 HOUSEKEEPERS
 CODE/SUB ...: HOL / 001 PAID HOLIDAY
 POSITION TO .. BY CLOCK#

HOURS	NAME	CLOCK#	LOC	DPT	WORK STATUS	BENEFIT DATE
8.00	TIMOTHY R. JONES	1	1	1	FT	01/01/92
8.00	DENIS O. CASTELLI	5	1	1	FT	09/10/95
8.00	WOODROW F. CALL	48	1	1	FT	03/26/87
8.00	JOHN A. DOE	100	1	1	PT	11/07/93

If any employee is not eligible to the default hours based on his benefits start date, the hours field will be blank but an entry can be made if desired. Multiple passes can be made to use different dates for the same calendar code. If default hours are not keyed on the first screen, the following screen appears allowing the operator to enter specific hours by employee.

UNIVERSAL EVENT ENTRY

TYPE HOURS, PRESS ENTER.
 LOCATION ...: 1 SAN FRANCISCO DATE: 07/04/96
 DEPARTMENT ..: 1 HOUSEKEEPERS
 CODE/SUB ...: HOL/001 PAID HOLIDAY

HOURS	NAME	CLOCK#	LOC	DPT	WORK STATUS	BENEFIT DATE
	TIMOTHY R. JONES	1	1	1	FT	01/01/92
	DENIS O. CASTELLI	5	1	1	FT	09/10/95
	WOODROW F. CALL	48	1	1	FT	03/26/87
	JOHN A. DOE	100	1	1	PT	11/07/93

After all entries have been made, press **ENTER** and **F20** to accept. An edit list should be run prior to posting. If errors/omissions are found on the edit, changes can be made using this program. If erroneous entries have been made to the file but not yet updated, they can be deleted using **F23** from the initial screen. For example, if the wrong location, department, and/or code/sub-code was selected, the user has the opportunity to clear the file before updating. After **F23** is pressed the user is asked for confirmation of the delete. Press **F20** to delete or **F12** to cancel. (When using **F23**, remember that ALL of the entries in the file will be deleted.)

UNIVERSAL EVENT EDIT

This option prints a list of all unposted universal event entries that are in the workfile. This report should be used to verify that the entries are correct prior to posting those entries to the employee calendars.

UNIVERSAL EVENT UPDATE

This program posts the universal event entries to the individual employee calendars. A pop-up window notifies the user that they will update individual employee records if they proceed by pressing **F20**. Pressing **F12** will stop the program from updating the employee calendars.

FLAG CALENDAR DETAILS AS POSTED

This option allows you to flag calendar entries as having been posted to payroll. It should only be used under the supervision of DAPREX. Upon selection of the menu option, the following screen appears. Enter the date through which to flag the entries as already posted to payroll and press **ENTER** and **F20** to proceed or **F12** to cancel and reenter the date.

<p>FLAG CALENDAR DETAIL RECS. AS POSTED TO PAYROLL</p> <p>TYPE CUTOFF DATE FOR FLAGGING RECORDS, PRESS ENTER.</p> <p>FLAG RECORDS UP UNTIL (MM/DD/YY)</p>
--

After pressing **F20**, the following message appears. Type a 'Y' to proceed or **F12** to return to the date entry screen, or **F3** to cancel and exit to the menu.

<p>ALL ENTRIES THROUGH THE DATE YOU SELECTED WILL BE FLAGGED HAVING BEEN POSTED TO PAYROLL. DO YOU WANT TO PROCEED?</p> <p>TYPE Y TO CONTINUE OR F12 TO RETURN TO THE PROMPT SCREEN. ____</p>

UNFLAG POSTED DETAILS

This option allows you to unflag calendar entries as having been posted to payroll. It should only be used under the supervision of DAPREX. Upon selection of the menu option, the following screen appears. Enter the date range of the entries to be unflagged and press **ENTER** and **F20** to proceed or **F12** to cancel and reenter the date.

```
UNFLAG CALENDAR DETAIL RECS. POSTED TO PAYROLL

TYPE FROM AND TO DATES FOR UNFLAGGING RECORDS,
PRESS ENTER.

UNFLAG RECORDS FROM ..... (MM/DD/YY)
UNFLAG RECORDS THRU ..... (MM/DD/YY)
```

After pressing **F20**, the following message appears. Type a 'Y' to proceed or **F12** to return to the date entry screen, or **F3** to cancel and exit to the menu.

```
UNFLAG CALENDAR DETAIL RECS. POSTED TO PAYROLL

ALL ENTRIES IN THE SELECTED DATE RANGE WILL BE
FLAGGED AS NOT HAVING BEEN POSTED TO PAYROLL.
DO YOU WANT TO PROCEED?

TYPE Y TO CONTINUE OR F12 TO RETURN TO THE PROMPT
SCREEN.
```

ARCHIVE CALENDAR DETAILS

This program moves historical calendar details from the active file to an archive file for all locations. Historical calendar details are any data older than 18 months or older than the number of months specified in the 10 character profile field #5-Minimum Number of Months to Save Details. This job runs automatically upon selection of this menu option.

UN-ARCHIVE CALENDAR DETAILS

This program moves historical calendar details from the archived file to the active file for a specific location#. The operator is prompted for a start date for which to unarchive data and whether or not to clear the 'Posted to Payroll' flag on the unarchived records so that they are eligible again for posting to payroll. Reply with an 'N' to that prompt in order for the records to remain flagged as having already been posted to payroll, but still being available for reporting.

PURGE CALENDAR ARCHIVE

This program deletes historical records from the archive file as of a specific cutoff date for all locations. All records prior to the cutoff date are removed from the archive file.

INQUIRIES AND REPORTS

The Inquiry and Reports Menu contains all the programs for inquiring and reporting on the employee calendar. The menu appears as below.

	INQUIRIES
1.	EMPLOYEE CALENDAR
2.	EMPLOYEE TIME MATRIX
	REPORTS
11.	EMPLOYEE DETAILS FOR SELECTED CODES
12.	EMPLOYEE HOURS FOR SELECTED CODES
13.	EMPLOYEE GRAPHICAL WITH CODES
15.	CONFLICT CHECK REPORT
16.	EMPLOYEE SCHEDULE REPORT

Each of these programs is discussed in detail in this section. Refer to the On-line HELP text for further explanations of individual fields.

EMPLOYEE CALENDAR

This menu option displays an employee's 12 month calendar indicating attendance/absence, either by calendar code alpha abbreviation or designated screen attribute of the date. (There are 80 and 132 column versions of this inquiry. Those users with 132 character capable screens can access the 80 column version by pressing **F20** when prompted.)

After selecting the location for which to view an employee calendar, enter the employee# or social security# if known. To scan for an employee by name, press **ENTER** and key the first few characters of the last name. Once the desired employee is displayed, move the cursor to the line showing the correct employee and press **ENTER**. (If the employee was hired during the year being viewed, 'YY' appears on the days prior to and including the hire date. If terminated during the year, 'XX' appears on the day of termination and all following days for that year. If an employee has been terminated in the calendar year, the employee name and number blink on a monochrome screen and are displayed in red on a color screen.) Now that the employee's calendar is displayed, the operator can display totals for all attendance codes/sub-codes by pressing **F15=Total Hours**. The displayed totals are based on the anniversary dates shown on the right side of each line. (The date will be either the employee start date, a specific start date for ALL employees or January 1st if the total is computed on a calendar basis. Refer to the section on setting up calendar codes for further information.) To view cumulative totals and annual average hours for each code press **F20**. (Cumulative totals are since the employee's hire date.) See sample screen below.

TOTAL HOURS DISPLAY		F15=NET DISPLAY		
(!)	(!)			
CODE	SUB	DESCRIPTION	HRS	ANN. DATE
CRT	001	CPR CERTIFICATION	6.00	1/01
HOL	001	HOLIDAY	16.00	1/01
LAT	001	LATE TIME - PAID	1.25	1/01
LAT	002	LATE TIME - NOT PAID	3.75	1/01
PER	001	PERSONAL TIME	32.00	5/12
SIC	001	SICK TIME - PAID	16.00	5/12
SIC	002	SICK TIME - UNPAID	2.00	5/12

To view the net balance for each major (i.e. *SIC=Sick*), press **F15=Net Display**. See sample screen below.

F12=PREVIOUS		F24=EXIT	
CODE	DESCRIPTION	HOURS	ANN. DATE
HOL	HOLIDAY	8.00	1/01
LAT	LATE TIME	2.00	1/01
LOA	LEAVE OF ABSENCE	8.00-	1/01
SIC	SICK TIME	6.00	5/12
VAC	VACATION TIME	48.00	1/01

Only those codes that have the calendar code along with a blank sub-code in the master file will appear on this net total screen. This is for the purpose of netting out several sub-codes under the same calendar code. For example: a general code of SIC can be used to net accrued sick time, paid sick time taken, unpaid sick time taken.

The '!' symbol over the **CODE** and **SUB-CODE** fields indicates that the records in those fields, (i.e. *CRT* and *001* on the first line shown above) are cursor sensitive. This means that by placing the cursor on any record in that field, another pop-up window appears displaying additional data. For example, by placing the cursor on *SIC* and pressing **ENTER**, all attendance detail records with a code of *SIC* are displayed in another pop-up window. This provides the supporting detail for the summary totals in the previous window. Depending on the anniversary date for the selected code, detail records from the previous or following year may be included here. See following example.

SIC = SICK TIME			
5/12	(!)	F12=PREVIOUS	*=HRS NOT IN TOTAL
DATE	SUB	COMMENT	HOURS
01/22/93	001	P/U SICK CHILD	6.00
04/03/93	001	MIGRAINE HEADACHE	8.00
05/11/93	001	TONSILS - CHILD	8.00
05/12/93	001	TONSILS - CHILD	8.00
08/14/93	002	DOCTOR VISIT	3.00 *
		TOTAL:	30.00

In this window the '!' symbol over the **SUB-CODE** field indicates that the records in that field, (i.e. *001* and *002*) are cursor sensitive. This means that by placing the cursor on any record in that field, two more pop-up windows appear displaying additional data. For example, by placing the cursor on *001* and pressing **ENTER**, the attendance detail records with a sub-code of *001* are displayed as well as a summary by day window. See following examples below.

SIC 001 = SICK TIME - PAID		ANV. DATE 5/12	
F12=PREVIOUS	F17=HOURS BY DAYS		
DATE	DAY	COMMENT	HOURS
01/22/93	MON	P/U SICK CHILD	6.00
04/03/93	TUE	MIGRAINE HEADACHE	8.00
05/11/93	TUE	TONSILS - CHILD	8.00
05/12/93	WED	TONSILS - CHILD	8.00
		TOTAL:	30.00

SIC 001 = SICK TIME - PAID	
SUN	0.00
MON	6.00
TUE	16.00
WED	8.00
THU	0.00
FRI	0.00
SAT	0.00

To exit any pop-up window, press **F12=Previous**.

Aside from the inquiry functions that have already been described, this menu option can be used to add, change and delete attendance detail records for an employee. In order to perform any of these functions, key a starting date in MMDD format into the **DATE** field and press **ENTER**, or position the cursor on the day of the month desired and press **ENTER**. All calendar records from that date forward are displayed in the pop-up window. See following example.

4=DELE F4=SELECT(*) F5=SUMMARY F12=PREVIOUS F15=TOTAL HOURS F20=MONTH DETAIL					
POSITION TO:					
DATE	CODE	SUB-CODE			
2/3	(*)	(*)			
4	DATE	CODE	SUB	HRS	COMMENT
	01/01/93	HOL	001	8.00	NEW YEAR'S DAY
	01/22/93	SIC	001	6.00	P/U SICK CHILD
	01/24/93	HOL	001	8.00	PRESIDENT'S DAY
	03/05/93	PER	001	8.00	PERSONAL DAY
	04/03/93	SIC	001	8.00	MIGRAINE HEADACHE
	05/11/93	SIC	001	8.00	TONSILS - CHILD
	05/12/93	SIC	001	8.00	TONSILS - CHILD
	08/14/93	SIC	002	3.00	DOCTOR VISIT
	08/19/93	VAC	001	8.00	ONE WEEK VACATION
	08/20/93	VAC	001	8.00	ONE WEEK VACATION
	08/21/93	VAC	001	8.00	ONE WEEK VACATION
	08/22/93	VAC	001	8.00	ONE WEEK VACATION
	08/23/93	VAC	001	8.00	ONE WEEK VACATION

Use the **ROLL** keys or the **POSITION TO** fields (**DATE**, **CODE** and/or **SUB-CODE**) to quickly find the desired record(s). An existing record can be deleted by keying a '4' into the field entitled **2/3/4**. A record can be changed by keying a '2' into the **2/3/4** field. A pop-up window appears allowing any of the fields to be changed. Press **F20** to accept the change. The calendar code/sub-code and comment can be changed for multiple records at a time, (i.e. change scheduled vacation time to paid vacation time). Key a '3' in the **2/3/4** field next to the entries to be changed and press **ENTER**. A

second window appears allowing entry of a new code and sub-code. The comment belonging to the first selected record is displayed and may be changed if necessary. Press **ENTER** to accept. Records can be added by placing the cursor on an empty line and keying the attendance code, sub-code if any, #hours and comment. (Use **F4** to scan for valid codes and sub-codes.) When all records have been added for the employee, press **ENTER** and **F20** to accept. From within the pop-up window you can access daily detail for each month by pressing **F20**. The month detail screen shows each day of the month along with its calendar code activity, if any. Up to 3 separate records can be displayed for each day. Use the **ROLL UP/DOWN** keys to move from month to month. Press **F9=Comments** to view the comment associated with each calendar record. To exit the pop-up window press **F12**.

****NOTE**** If the Time Clock System is installed and you are using the Time Clock Batch Entry program to enter non-worked hours (i.e. sick, vacation) **AND** those records are attributed to a calendar code that counts toward overtime, you will not be able to change or add entries to that calendar code/sub-code in this program. Contact your DAPREX representative for further details.

EMPLOYEE TIME MATRIX

This inquiry option displays all employee records for a given calendar code/sub-code combination within all or one specific Location and Department. This can be used to search for possible conflicts, i.e. vacation scheduled at the same time or on overlapping days. Simply key the desired **CALENDAR CODE**, **SUB-CODE**, **LOCATION**, (leave blank for ALL locations), **DEPARTMENT**, (leave blank for ALL departments), **STARTING DATE** and press **ENTER** to display the pertinent employee/day occurrences. Three weeks of consecutive data is displayed for review.

EMPLOYEE DETAILS FOR SELECTED CODES

This option prints a listing of the detailed calendar entries for a range of dates. It can be run for all or selected departments, employees and calendar codes/sub-codes. See the selection options below.

DAPREX CALENDAR SYSTEM	
FROM DATE	(MM/DD/YY)
TO DATE	(MM/DD/YY)
REPORT ORDER A	(A,N,D,E)
	A=ALPHA ORDER (BY NAME)
	D=DEPT#/ALPHA ORDER
	N=EMPLOYEE # ORDER
	E=DEPT#/EMPLOYEE# ORDER
SELECT DEPARTMENTS?	N (Y/N)
SELECT EMPLOYEES?	N (Y/N)

SEPARATE PAGE FOR EACH EMPLOYEE? . . Y (Y/N)

The report shows the employee#, name, department, code, sub-code, date, hours and comment for each selected calendar code, summarized by major code.

EMPLOYEE HOURS FOR SELECTED CODES							
FROM 01/01/94 - 08/31/94							
EMPLOYEE	DPT	CODE	CODE	DESCRIPTION	DATE	HOURS	COMMENT
WENDY O FARRELL	001	SIC	001	SICK TIME - PAID	1/26/94	6.50	- HOME EARLY
WENDY O FARRELL	001	SIC	001	SICK TIME - PAID	6/21/94	8.00	- SICK CHILD
WENDY O FARRELL	001	SIC	001	SICK TIME - PAID	6/22/94	8.00	- SICK CHILD
WENDY O FARRELL	001	SIC	001	SICK TIME - PAID	8/19/94	8.00	- ASTHMA
TOTAL		CODE	SIC	SICK TIME		30.50-	
WENDY O FARRELL	001	VAC	001	VACATION	4/22/94	8.00	- LONG WKND.
WENDY O FARRELL	001	VAC	001	VACATION	6/24/94	8.00	- VACATION
TOTAL		CODE	VAC	VACATION TIME		16.00-	

EMPLOYEE HOURS FOR SELECTED CODES

This menu option prints a detailed or summarized report of employee hours for selected calendar codes/subcodes within a specified date range. Up to 16 codes may be selected and a separate page (with or without a legend) may be generated for each employee if desired. The legend provides the full calendar code description along with a total number of hours for each selected calendar code/sub-code. In order to have the legend summarize by major code (i.e. SIC with a blank sub-code) that major code MUST be selected. The option to print summary totals only prints one line per employee with the total number of hours for each selected code/sub-code. The option to print monthly totals can be used in conjunction with either the detail or summary version and provides a monthly total of hours for each selected code/sub-code. After responding to the prompts below, simply select and confirm the location(s) and calendar codes/subcodes to be included in the report. (If the options to select individual departments and/or employees are chosen, screens allowing for those selections will also appear.)

SELECTED HOURS BY EMPLOYEE	
FROM DATE	MM/DD/YY
TO DATE	MM/DD/YY
SEPARATE PAGE PER EMPLOYEE W/OUT LEGEND . . .	Y=YES, N=NO
SEPARATE PAGE PER EMPLOYEE WITH LEGEND . . .	Y=YES, N=NO
REPORT ORDER	A=BY NAME
	N=BY EMPLOYEE#
	D=BY DEPT/NAME
	E=BY DEPT/EMPL#

SUMMARY TOTALS ONLY	Y=YES, N=NO
PRINT MONTH TOTALS	Y=YES, N=NO
SELECT DEPARTMENT	Y=YES, N=NO
SELECT EMPLOYEE	Y=YES, N=NO

An example of the detailed listing with monthly totals and the legend appears here.

SELECTED HOURS BY EMPLOYEE														
LOC: 1 BOSTON				FROM: 1/01/94 TO: 12/31/94				WENDY O. FARRELL						
SIC	SIC	SIC	SIC	SIC	VAC	VAC	VAC	VAC						
				DATE	***	BAL	PRD	001	002	BAL	PRD	SCD	001	
				1/01/94		22.00				16.50				
				1/17/94			8.00							
				1/26/94				6.50-						
				1/27/94				4.00-						
				1/94 TOTALS:		22.00	8.00	10.50-		16.50				
				2/17/94			8.00							
				2/94 TOTALS:			8.00							
				3/17/94			8.00							
				3/94 TOTALS:			8.00							
				4/17/94			8.00							
				4/22/94									8.00-	
				4/94 TOTALS:			8.00						8.00-	
				5/16/94								8.00-		
				5/17/94			8.00					8.00-		
				5/18/94								8.00-		
				5/19/94								8.00-		
				5/20/94								8.00-		
				5/94 TOTALS:			8.00					40.00-		
				6/17/94			8.00							
				6/21/94				8.00-						
				6/22/94				8.00-						
				6/24/94									8.00-	
				6/94 TOTALS:			8.00	16.00-					8.00-	
				7/17/94			8.00							
				7/94 TOTALS:			8.00							
				8/17/94			8.00							
				8/19/94				8.00-						
				8/94 TOTALS:			8.00	8.00-						
					SIC	SIC	SIC	SIC	SIC	VAC	VAC	VAC	VAC	
					***	BAL	PRD	001	002	BAL	PRD	SCD	001	
EMPLOYEE #	555	TOTALS:			51.50	22.00	64.00	34.50-		16.50		40.00-	16.00-	
WENDY O FARRELL				<u>CD</u>	<u>SUB</u>	<u>DESCRIPTION</u>							<u>HOURS</u>	
	NET	SIC	***	SICK TIME										51.50
		SIC	BAL	SICK - CARRY OVER FROM PRIOR YEAR										22.00
		SIC	PRD	SICK - QUARTERLY ACCRUAL										64.00
		SIC	001	SICK TIME - PAID										34.50-
	(O)	SIC	002	SICK TIME - UNPAID										
	NET	VAC	***	VACATION TIME										.50

VAC BAL	VACATION CARRY OVER FROM PRIOR	16.50
VAC PRD	VACATION - QUARTERLY ACCRUAL	
(O) VAC SCD	VACATION SCHEDULED	40.00-
VAC 001	VACATION TIME TAKEN	16.00

EMPLOYEE GRAPHICAL WITH CODES

This option prints the 12 month calendar in the same manner as it is seen in the screen inquiry. It can be printed for selected locations, departments and/or employees with hourly totals for selected calendar codes.

CONFLICT CHECK REPORT

This option can be used to report on # of actual man-days scheduled/worked during a specific time period. A period of up to 7 weeks can be selected in conjunction with a calendar code/sub code within a specific location and department. The report lists the actual days scheduled/worked along with the total number of days for each employee. Optionally, a summary of the actual, required and over/under number of man-days can be included.

EMPLOYEE SCHEDULE REPORT

This option prints a report similar to the conflict checking report except that is typically used for scheduling. A period of up to 35 days can be selected in conjunction with a calendar code/sub-code within a specific location and department. The report also includes any other calendar codes for the selected employees within that same time period, but uses only the selected code for the total days, actual and required manpower calculations.

SCHEDULING

The Scheduling Menu contains all of the programs that have to do with schedule creation and employee assignment. The menu appears as below.

SCHEDULING TEMPLATE DEFINITIONS	
1.	MAINTENANCE
2.	INQUIRY
1.	LISTING
SCHEDULING TEMPLATE CONTENTS	
11.	MAINTENANCE
12.	INQUIRY
13.	LISTING
21.	MANNING REQUIREMENTS
13.	AUTO SCHEDULING

Each of these programs is discussed in detail in this section. Refer to the On-line HELP text for further explanations of individual fields.

SCHEDULING TEMPLATE MAINTENANCE

This option allows you to create a template code and description for each schedule you wish to use. A default # of hours per day can also be entered if applicable.

SCHEDULING TEMPLATE INQUIRY

This option allows you to inquire on the existing template codes and descriptions.

SCHEDULING TEMPLATE LISTING

This option prints a listing of all existing template codes, descriptions and the default #hours per day.

SCHEDULING TEMPLATE CONTENTS MAINTENANCE

This option allows you to create the daily work days/days off detail of a specific schedule. See sample below.

SCHEDULING TEMPLATE CONTENTS MAINTENANCE							
TEMPLATE # : 3 STD. 3 MONTH 1ST SHIFT							
DEFAULT HOURS :							
POSITION TO (SEQUENCE #)							
4=	(*)	(*)				CUMM.	
DEL	SEQ	COD	SUB	DAYS	HOURS	DAYS	DESCRIPTION
	5	WRK	SS2	1	8:30	1	SCHEDULED WORK SHIFT 2
	10	WRK	SS3	4	8:30	5	SCHEDULED WORK SHIFT 3
	12			2		7	
	15	WRK	SS3	5	8:30	12	SCHEDULED WORK SHIFT 3
	20			2		14	
	22	WRK	SS3	5	8:30	19	SCHEDULED WORK SHIFT 3
	25			2		21	
	27	WRK	SS3	5	8:30	26	SCHEDULED WORK SHIFT 3
	30			2		28	
	35	WRK	SS3	5	8:30	33	SCHEDULED WORK SHIFT 3
	37			2		35	
	40	WRK	SS3	5	8:30	40	SCHEDULED WORK SHIFT 3
	42			2		42	

SCHEDULING TEMPLATE CONTENTS INQUIRY

This option allows you to inquire on the existing template codes and descriptions.

SCHEDULING TEMPLATE CONTENTS LISTING

This option prints a listing of all existing template codes, descriptions and the default #hours per day.

MANNING REQUIREMENTS

If the Calendar is going to be used for any type of advance scheduling for selected calendar codes/sub-codes, the manning requirements can be entered in this file and used in the Conflict Check report. Simply enter the code/sub-code, location, department and year for which to enter requirements and press **ENTER**. Next to each day desired, key the number of man days required (i.e. must have 10 employees scheduled - key in 10). When all entries have been made, press **ENTER** and **F20** to accept.

RECURRING BENEFITS/ACCRUALS

The Recurring Benefits/Accruals menu contains the programs used to report on and post selected time clock records to the ACTFast employee calendars. The menu appears as below.

RECURRING BENEFITS & ACCRUALS

- 1. AUTO-ACCRUALS CODE MAINTENANCE**
- 2. AUTO-ACCRUALS TABLE MAINTENANCE**

- 4. RECURRING BENEFITS ENTRY**
- 5. RECURRING BENEFITS LIST**

- 7. UPDATE RECURRING BENEFITS TO DETAIL**
- 8. BENEFIT CARRY-OVER**

- 10. CALENDAR CODE MASTER MAINTENANCE**
- 11. EMPLOYEE MASTER MAINTENANCE**

- 13. START ACCRUALS FOR NEW LOCATIONS**

GENERAL INFORMATION ON AUTO ACCRUALS CALCULATION

There are several steps that must be followed in order for the system to automatically calculate and post accrued hours for vacation, sick etc. The steps outlined here are considered a 'vanilla' version, meaning that no custom programs have been created. It may be a good idea to review your requirements with a DAPREX representative prior to performing any of the steps listed below.

SETUP PROCEDURES

1. Enter the calendar codes/subcodes that are to be used for accruals into the 10 Character Profile Values file. Refer to that section of the manual for further details. (page 7)
2. Create these same calendar codes in the Calendar Master file for those types of time to accrue, i.e. sick, vacation, personal etc. When creating the code(s) use the **AUTO-ACCRUAL POSTING FREQUENCY CODE** and **FIRST DATE** fields to indicate how often the time is to be accrued and the first date, (DD/MM), the automatic accrual should be calculated. Refer to the Calendar Code Master File section for further details.
3. Accrual formula codes along with their particulars (# of hours to accrue based on length of employment and carryover data) must be created using menu options #1 and #2 on the Recurring Benefits/Accruals menu. See those sections for details.
4. Once these steps have been completed, (and assuming that the Employee Master File already exists), run menu option #13 on the Recurring Benefits/Accruals menu. (*This job should be run only once unless you add a new location at a later date.*) This takes the calendar codes from the 10 Character Profile Values file and creates a set of default accrual code records for each active location. These accrual codes are then available for each employee in the next two steps. (You can check that this has been done by calling up an employee in the Employee Master file and pressing **F16**. If the codes do not appear on that screen, call your DAPREX representative.)
5. Use menu option #4 on the Recurring Benefits/Accruals menu to assign the appropriate formula codes for the various calendar accrual codes to groups of employees at the same time. For example, if there is only one formula code for sick accrual, it can be assigned to all employees at once using this menu option. If there are several formulas, you can assign formula codes by department or individually by employee. Refer to that section of the manual for further details (the subsection 'Assignment of Auto- Accrual codes'.)
6. The next step is to assign any override formula codes to individual employees via the Employee Master file. Once an employee master record is displayed on the screen, press F16 to display the accrual codes and make entries/changes on that screen. Remember that the accruals are calculated using the hire date, benefit start date or the override accrual start dates (the user-defined date#s as designated in the 10 Character Profile Values file), to determine length of service. If there are employees whose length of service needs to use the override accrual start date, make sure that it has been entered on the User Defined Dates screen of the Employee Master (accessed using **F15** from that master file).
7. Once these steps have been completed, go to a command line and type the following, **CALL CABT32C** and press ENTER. This calculates and posts accrual hours for the appropriate calendar accrual codes. If you go back into menu option #4, the accrued hours and posting date should appear for each employee. **Please check this information carefully before proceeding!**

8. Incorrect accrued hours, (too many, too few or no hours), may be due to errors in the calendar code master file (frequency and/or start date), the accrual tables (#months and/or hours), incorrect or no formula code(s) assigned to the employee(s), or incorrect or no hire/benefit start date(s) for the employee(s). If after checking these files you cannot determine the cause of the errors, contact your DAPREX representative.
9. If there are no errors, you should schedule the calculation and posting job (CALL CABT32C) to be run automatically using the AS400 Job Scheduler. Contact DAPREX if you are unsure how to do this.

ERROR RECOVERY PROCEDURES (only to be used after speaking with a DAPREX representative)

1. Drop the incorrect calendar entries from the calendar file using menu option #2 on the Calendar Entry menu.
2. Correct your errors (see step #8 on the previous page).
3. ***This step removes the formula codes data from the employee accrual code master file**.*
Go to a command line and type **CLRPFM** and press F4. Fill in the physical file name as **RCBENP** and the library name as **CALFILE** and press ENTER.
4. Take option #13 on the Recurring Benefits/Accruals menu.
5. Use menu option #4 on the Recurring Benefits/Accruals menu to reassign formula codes to employees.
6. Go to a command line and type the following, **CALL CABT32C** and press ENTER. This calculates and posts accrual hours for the appropriate calendar accrual codes. If you go back into menu option #4, the accrued hours and posting date should appear for each employee.
Please check this information carefully before proceeding!
7. If the accrued hours calculations are correct, you should schedule the calculation and posting job (CALL CABT32C) to be run automatically using the AS400 Job Scheduler. Contact DAPREX if you are unsure how to do this.

AUTO-ACCRUALS CODE MAINTENANCE

This file should contain the accrual formula codes and descriptions for any accrual calculation that will be used. The code will then designate a routine in the program that automatically calculates accrued hours in the recurring benefit file. Codes 1-99 utilize the basic periodic accrual method where accrued hours are determined by length of service. Codes 100-999 are reserved for customized routines. See the following example.

AUTO-ACCRUALS CODES MASTER MAINTENANCE	
4=	
<u>DEL CODE</u>	<u>DESCRIPTION</u>
1	VACATION LEAVE - MONTHLY FORMULA
2	VACATION LEAVE - ANNUAL FORMULA
3	SICK LEAVE - MONTHLY FORMULA
4	PERSONAL LEAVE - ANNUAL FORMULA

Once the codes and descriptions have been created in this file, use the Auto-Accruals Table Maintenance file to further define how the accrual is to be calculated.

AUTO-ACCRUALS TABLE MAINTENANCE

This file is used to define the length of service, hours to accrue and carryover information that apply to each of the accrual formula codes built in the previous step.

AUTO-ACCRUALS CODES TABLE MAINTENANCE				
4= (*)				
<u>DEL CODE</u>	<u>DESCRIPTION</u>	<u>MONTHS TO ACCRUE</u>	<u>HOURS TO ACCRUE</u>	<u>MAX CARRYOVER HOURS OR %</u>
2	VACATION - ANNUAL FORMULA		20.00	10.00
2	VACATION - ANNUAL FORMULA	12	80.00	40.00
2	VACATION - ANNUAL FORMULA	60	100.00	50.00
2	VACATION - ANNUAL FORMULA	120	160.00	80.00
3	SICK - MONTHLY FORMULA		2.00	
3	SICK - MONTHLY FORMULA	6	4.00	
3	SICK - MONTHLY FORMULA	12	5.00	
3	SICK - MONTHLY FORMULA	60	7.00	

First enter the formula code for which to create the service/hours levels. Enter the #months of service AFTER WHICH to accrue, (an employee's length of service is determined by hire date, benefit start date or the override date in the User Defined Dates file) and the appropriate number of hours to accrue. In the above example, an employee with less than 12 months of service will accrue 20 hours of vacation time. An employee with 12 to 59 months of service will accrue 80 hours of

vacation time. Remember that if the accrual formula is annual, the number of hours should be the total accrued hours for the year. If it is a monthly formula, it should be the number of hours to be accrued each month. The **MAXIMUM CARRYOVER HOURS** field should contain the maximum number of hours that can be carried forward to a new year. Any hours over the amount entered here is lost at the year end. Enter 9999.99 if **all** remaining hours can be rolled over. Where carryover is allowed, an entry must be made (as applicable) at each years/hours level for a particular formula. See the previous example. The **MAXIMUM CARRYOVER %** field is reserved for future use.

RECURRING BENEFITS ENTRY

This program can be used to manually create a file of recurring benefit hours for vacation, sick, personal etc. If used in this manner, the recurring hours (whether monthly, annual etc.) are entered and stored in this file and then posted to the Calendar Detail file as necessary using the 'Update Recurring Benefits to Detail' menu option. If you have set up accrual formula parameters in the 'Auto-Accruals Table Maintenance' the system will be automatically calculating the accrued hours and creating records in this file. In this situation this program can be used to initially assign formula codes to employees rather than having to do so through Employee Master Maintenance.

Manual Entry of Recurring Benefits

Hours for a specific location and calendar code/sub-code can be entered for some or all employees and subsequently posted to the employee calendars as previously stated. Entry is performed for one location/code at a time. The operator must first enter the location#, department (if desired) and calendar code/sub-code for which to enter benefit hours. A default number of hours may also be keyed where a large number of employees are to be assigned the same number of hours. If you prefer to enter specific hours for individual employees, leave the **DEFAULT HOURS** field blank; see below. (Leave the **DEFAULT AUTO-ACCRUALS CODE** field blank as well. The function of this field will be described under the 'Assignment of Auto-Accrual Codes' sub-section on the following pages.)

UNIVERSAL RECURRING BENEFITS ENTRY	
LOCATION (*) . . .	
DEPARTMENT (*) . . .	
CODE/SUB CODE (*) . /	
DEFAULT HOURS . . .	(OPTIONAL)
DEFAULT AUTO-ACCRUALS CODE . . .	(OPTIONAL)

If default hours are keyed on this first screen, the following screen appears. Simply key a '1' next to each employee to whom the default hours apply. When all entries have been made, press **ENTER** and **F20** to accept. Multiple passes can be made to use different default hours for different groups of employees. See the following example.

LOCATION ...: 1 SAN FRANCISCO DEFAULT HOURS
 DEPARTMENT ..: 1 HOUSEKEEPERS 8.00
 CODE/SUB ...: VAC / SCD VACATION SCHEDULED *

SEL	NAME	CLOCK#	LOC	DPT	CODE	HOURS	POSTED
	TIMOTHY R. JONES	1	1	1			
	DENIS O. CASTELLI	5	1	1			
	WOODROW F. CALL	48	1	1			
	FRANCES GRADY	61	1	1			

If default hours are *not* keyed on the first screen, the following screen appears allowing the operator to enter specific hours by employee.

UNIVERSAL RECURRING BENEFITS ENTRY

LOCATION ...: 1 SAN FRANCISCO
 DEPARTMENT ..: 1 HOUSEKEEPERS
 CODE/SUB ...: VAC / PRD VACATION - QUARTERLY ACCRUAL
 POSITION TO .. BY CLOCK#

HOURS	NAME	CLOCK#	LOC	DPT	POSTED
15.00	TIMOTHY R. JONES	1	1	1	3/01/96
8.00	DENIS O. CASTELLI	5	1	1	3/01/96
16.00	WOODROW F. CALL	48	1	1	3/01/96
16.00	JOHN A. DOE	100	1	1	3/01/96
20.00	HENRY FARRELL	101	1	1	3/01/96

If the program has been used previously, the most recent number of hours for the employee appears along with the last posting date. If any of the hours need to be changed/deleted do so at this time. If you want to use the same number of hours for this posting simply press **ENTER** and **F3** to exit. An edit list should be run prior to posting. If errors/omissions are found on the edit, changes can be made using this program. Use menu option #7 to post the accrued hours to the employee calendar file.

Assignment of Auto-Accrual Codes

During installation of the system or at some later time when the decision is made to go with system generated accruals, this program can be used to assign employees to specific accrual formulas for sick, vacation etc. without having to go through Employee Master file maintenance to do so.

A default auto-accrual code for a specific location and calendar code/sub-code can be entered for some or all employees and used for subsequent accrual calculation. Entry is performed for one location/code at a time. The operator must first enter the location#, department (if desired) and calendar code/sub-code for which to enter the accrual code. If the majority of employees that you have chosen are to have the same formula code, leave the **DEFAULT HOURS** field blank and key that formula code in the **DEFAULT AUTO-ACCRUALS CODE** field on the header screen. See the example on the following page.

UNIVERSAL RECURRING BENEFITS ENTRY

LOCATION (*)... 1
 DEPARTMENT (*)...
 CODE/SUB CODE (*) . VAC / ACC
 DEFAULT HOURS ... (OPTIONAL)
 DEFAULT AUTO-ACCRUALS CODE.. 1 (OPTIONAL)

If a default auto-accrual code is keyed on this first screen, the following screen appears. Simply key a '1' next to each employee to whom the code applies. When all entries have been made, press **ENTER** and **F20** to accept. Multiple passes can be made to use different auto-accrual code for different groups of employees. See the following example.

LOCATION ...: 1 SAN FRANCISCO
 DEPARTMENT ...: 1 HOUSEKEEPERS
 CODE/SUB ...: VAC / SCD VACATION SCHEDULED

SEL	NAME	CLOCK#	LOC	DPT	CODE	HOURS	POSTED
—	TIMOTHY R. JONES	1	1	1			
—	DENIS O. CASTELLI	5	1	1			
—	WOODROW F. CALL	48	1	1			
—	FRANCES GRADY	61	1	1			

If there is no one default formula code, leave the **DEFAULT HOURS** and **DEFAULT AUTO-ACCRUALS CODE** field blank on the header screen. After pressing **ENTER** the following screen appears allowing you to enter a formula code for each employee. When all entries have been made, press **ENTER** and **F20** to accept. Do not make any entry into the **HOURS** field on this screen.

LOCATION ...: 1 SAN FRANCISCO **DEFAULT HOURS**
 DEPARTMENT ...: 1 HOUSEKEEPERS 8.00
 CODE/SUB ...: VAC / SCD VACATION SCHEDULED *

HOURS	CODE	NAME	CLOCK#	LOC	DPT	POSTED
—	—	TIMOTHY R. JONES	1	1	1	
—	—	DENIS O. CASTELLI	5	1	1	
—	—	WOODROW F. CALL	48	1	1	
—	—	FRANCES GRADY	61	1	1	

RECURRING BENEFITS LIST

This option prints a list of all unposted recurring benefits for the selected location(s) and calendar code/sub-code(s). It should be used to verify that the entries are correct prior to posting those entries to the employee calendars.

UPDATE RECURRING BENEFITS TO DETAIL

This option should be used only if you are not having the system perform auto-accrual calculations. See note below.

This program posts the recurring benefit entries for a selected location, department(s) and calendar code/sub-code into the individual employee calendars. As part of the procedure the operator specifies the date against which to post the selected entries. (If you are using the auto-accrual function of the system where a scheduled job is automatically run daily to calculate and post accrued hours, this option can be used to recover from a day or days when the system was down and the calculation and post was NOT run. Call your DAPREX representative for further details on recovery options.)

After entering the location, department and calendar code/sub-code to post, **F17** may be used to recompute the hours prior to posting. A window appears allowing the user to enter a cutoff date to be used for the recomputation.

****NOTE**** Once all of the setup has been done for auto-accruals (in this and all other pertinent files), contact your DAPREX representative who will assist you in the daily scheduling of the job to that calculates and posts these accruals (the job name is CABT32C). If you fail to schedule this job, accrued hours will not be posted to the employee calendar files.

BENEFIT CARRYOVER

This program creates a balance forward or carryover record for the net balance of all sub codes within a calendar code, i.e. Sick Time. (The accrued hours, and hours taken are netted out to create the carryover hours.) The carryover can be created for a selected Location, Department and Calendar Code for a specified date range. The user must also specify the sub-code and date to be used when posting the carryover records.

START ACCRUALS FOR NEW LOCATIONS

This option is used to create employee records for the auto-accrual codes that have been built in the 10 Character Profile Values file. This can only be run once for location. Refer to the instructions at the beginning of this section, '**General Information on Auto-Accruals Calculation**'. After running this option, continue by assigning auto-accrual formula codes to employees using option #4 on this menu.

PAYROLL PREPARATION MENU

The Payroll Posting menu contains the programs used to report on and post selected time clock records to the DAPREX Payroll system. The menu appears as below.

<p><u>LIST TRANSACTIONS GOING TO PAYROLL</u></p> <ol style="list-style-type: none">1. ACTFAST SYSTEM REPORTS2. TIMECLOCK SYSTEM REPORTS <p><u>CREATE PAYROLL RECORDS</u></p> <ol style="list-style-type: none">11. CREATE PAYROLL RECORDS FROM ACTFAST12. CREATE PAYROLL RECORDS FROM TIMECLOCK <p><u>PROCESS FILE OF MERGED RECORDS (PFEEEDP)</u></p> <ol style="list-style-type: none">21. REPORT OF PAYROLL TRANSACTION RECORDS22. REMOVE CURRENT PAYROLL TRANSACTION BATCH <p><u>DAPREX PAYROLL SYSTEM PROCESSING</u></p> <ol style="list-style-type: none">31. CREATE A DAPREX PAYROLL WORKFILE32. TRANSFER TRANSACTIONS TO A DAPREX PAYROLL WORKFILE
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Each of these programs is discussed in detail in this section. Refer to the On-line HELP text for further explanations of individual fields.

ACTFAST SYSTEM REPORTS

This option prints a detailed report of the hours that are to be posted to payroll from the ACTFast system. The operator is prompted to enter the location# and a default cutoff date for selection of those records. (The default date can be changed on subsequent screens for particular calendar codes/sub-codes.)

SELECT ACTFAST RECORDS FOR PAYROLL EDIT

LOCATION NUMBER (*)..... 1

LAST VALID DATE TO SELECT 10/31/97 MM/DD/YY

The next screen displays all of the calendar codes/sub-codes. Each has a '1' in the **SELECT** column indicating that it is to be included in the reporting. Simply blank out the '1' as applicable. The default cutoff date is also displayed for each line but may be overridden as necessary. Press **F15** and **F20** to approve and continue. The system prints a list of all calendar transactions based on the code and cutoff date selection.

SELECT ACTFAST RECORDS FOR PAYROLL EDIT

POSITION TO CODE/SUB

1= SEL	CODE	SUB	DESCRIPTION	EARN CODE	DED CODE	FROM DATE	TO DATE	SEP CHK Y/N
1	SIC	PER	SICK - PERS. LEAVE	5			10/31/97	
1	SIC	001	SICK TIME - PAID	5			10/31/97	
1	SIC	003	SICK TIME - PARTIAL PD	5			10/31/97	
1	TRN	PCS	PC TRAINING AT IBM	4			10/31/97	
1	VAC	001	VACATION -EXEMPT EE'S	4	1		10/31/97	
1	VAC	002	VACATION -NONEXEMPT	4			10/31/97	
1	VAC	004	VAC.-(T/C EMPLOYEE)	4			10/31/97	

TIMECLOCK SYSTEM REPORTS

The Time Clock reports can be used to verify employee time card records one last time before creating records to post to Payroll. These are the same reports that can be run from the Operations menu. Upon selection of this option the following screen appears. Key a 'Y' next to each report you wish to print and press **ENTER** to proceed.

CREATE PAYROLL RECORDS FROM ACTFAST

****NOTE**** If you are using DAPREX ACTFast and Timeclock systems and are converting data to a Payroll which IS NOT the DAPREX payroll, menu option #11, Create Payroll Records from ACTFast and #12, Create Payroll Records from Timeclock must be run in sequence since it is option #12 that also converts the data to the format of the third party payroll system. If you are converting to the DAPREX payroll you must also run #11 and #12 *in that sequence*.

This option creates payroll records from the ACTFast data that has been coded to affect payroll, (i.e. sick, vacation, holiday etc.). The operator is prompted to enter the location# and a default cutoff date for selection of those records. (The default date can be changed on subsequent screens for particular calendar codes/sub-codes.)

SELECT ACTFAST RECORDS FOR PAYROLL EDIT

LOCATION NUMBER (*)..... 1

LAST VALID DATE TO SELECT 10/31/97 MM/DD/YY

The next screen displays all of the calendar codes/sub-codes. Each has a '1' in the **SELECT** column indicating that it is to be included in the creation of payroll records. Simply blank out the '1' as applicable. The default cutoff date is also displayed for each line but may be overridden as necessary. The separate check flag is displayed and can also be overridden if necessary. Press **F15** and **F20** to approve and continue. The system creates payroll records as applicable.

SELECT ACTFAST RECORDS FOR PAYROLL EDIT

POSITION TO CODE/SUB

1= SEL	CODE	SUB	DESCRIPTION	EARN CODE	DED CODE	FROM DATE	TO DATE	SEP CHK Y/N
1	SIC	PER	SICK - PERS. LEAVE	5			10/31/97	
1	SIC	001	SICK TIME - PAID	5			10/31/97	
1	SIC	003	SICK TIME - PARTIAL PD	5			10/31/97	
1	TRN	PCS	PC TRAINING AT IBM	4			10/31/97	
1	VAC	001	VACATION -EXEMPT EE'S	4	1		10/31/97	
1	VAC	002	VACATION -NONEXEMPT	4			10/31/97	
1	VAC	004	VAC.-(T/C EMPLOYEE)	4			10/31/97	

CREATE PAYROLL RECORDS FROM TIMECLOCK

****NOTE**** If you are using DAPREX ACTFast and Timeclock systems and are converting data to a Payroll which IS NOT the DAPREX payroll, menu option #11, Create Payroll Records from ACTFast and #12, Create Payroll Records from Timeclock must be run in sequence since it is option #12 that also converts the data to the format of the third party payroll system. If you are converting to the DAPREX payroll you must also run #11 and #12 *in that sequence*.

This option creates payroll records from the Timeclock data for selected locations, departments and/or employees. The operator is prompted for the cutoff date and whether or not to select individual departments and/or employees. The following screen allows you to perform location/department/employee selection as indicated. The system creates payroll records as applicable.

REPORT OF PAYROLL TRANSACTION RECORDS

This option prints the data in the payroll transaction file prior to passing that information to payroll. If any errors are found, you can clear the file using the next menu option and rerun the '**Create Payroll Records from ACTFast and Timeclock**' jobs after making your changes/additions/deletions in the ACTFast and Timeclock systems. Upon selection of this menu option, enter the location#, pay period ending date and report sequence option and press **ENTER**.

REMOVE CURRENT PAYROLL TRANSACTION BATCH

This option deletes the payroll transaction file that was created as a result of running the **'Create Payroll Records from ACTFast and Timeclock'** jobs. Upon selection of this menu option, the following message appears.

RESET A PAYROLL WORK BATCH (START AGAIN)

YOU ARE ABOUT TO REMOVE THE CURRENT PAYROLL TRANSACTION BATCH.

THIS PROGRAM WILL RESET ALL OF THE RECORDS YOU HAVE SELECTED FOR THE CURRENT PAYROLL, ALLOWING YOU TO ALTER RECORDS IN ACTFAST AND/OR TIMECLOCK, OR TO ADD RECORDS THROUGH EITHER APPLICATION.

IT EMPTIES THE PAYROLL WORK-FILE (PFEDP) WHICH CONTAINS THE RECORDS YOU SELECTED.

UPON COMPLETION OF THIS JOB, THE DATA FILES WILL APPEAR AS THEY DID BEFORE YOU BEGAN SELECTION FOR THIS PAYROLL RUN.

YOU MAY THEN BEGIN THE SELECTION PROCESS AGAIN, TO INCLUDE ADDED OR ALTERED RECORDS OR TO CHANGE THE END DATE FOR PROCESSING.

KEY Y TO CONTINUE... ANY OTHER KEYSTROKE WILL CANCEL THE JOB.

As indicated here, you can then go back to the ACTFast and/or Timeclock systems to make your corrections, and then rerun the **'Create Payroll Records from ACTFast and Timeclock'** jobs.

CREATE A DAPREX PAYROLL WORKFILE

This menu option exists **ONLY** if you have the DAPREX payroll system. It is the same workfile create job found on the Payroll Daily Processing menu. This job must be run in order to transfer data from the batch file to the DAPREX Payroll system.

Essentially this job creates a workfile for the processing of a payroll. A workfile contains the employee pay records for those employees to be paid in a check run. It can contain one employee, some or ALL employees for a location. It can also contain only those employees under a certain pay frequency, (i.e. weekly, monthly, etc.), or a combination of pay frequencies. (Refer to profile options #44 and #45, if you want to include selective departments and/or job classes in a workfile.)

Multiple payroll workfiles can exist at the same time for the same location, (i.e. the weekly payroll and the monthly payroll employees can be processed separately), but an employee can exist **IN ONLY **ONE**** workfile at a time. (If you are using the Quick Entry programs for any or all employees, the

workfile **MUST** be created prior to updating the quick entries into the workfile. Any changes to the Employee Master or Direct Deposit files that would have an impact on a payroll must be made **PRIOR** to creating the workfile.) Payroll entries generated in the ACTFast/400 system can be posted to the workfile during the workfile create job if the profile has been set to do so.

CREATING A NEW WORK FILE

After selecting this menu option, key in the Location# for which to create a work file and press **ENTER**. Any existing workfiles for that location are displayed. To create a NEW work file press **F10**. Enter the workfile **DESCRIPTION** (i.e. Weekly Payroll), the **PERIOD ENDING** and **CHECK DATES** and the **PAY FREQUENCY(S)** (*W=Weekly, M=Monthly, S=Semi-monthly, B=Biweekly*) of the employees to be paid in this check run. The **# OF PAY PERIODS** defaults to 1.00 (meaning one week for weekly employees, 1 month for monthly employees, etc.), the **GLOBAL EARNING** field to 'N' (meaning that no global earnings have been selected for processing during this payroll run), and the **CHECK PRINT ORDER** to the value specified in the profile for this location. If profile option #21, 'Allow Periodic Selection for 'E' and 'D' has been set to 'Y', the field **WEEK#** appears as well. Simply enter the week# (1,2,3,4,5) to be used in determining which earnings and deductions are to be used in this pay period. *****BE SURE TO ENTER THE CORRECT WEEK#!!!***** See sample screen below.

PAYROLL RUN INFORMATION	
LOCATION #	1 SAN FRANCISCO
DESCRIPTION	WEEKLY PAYROLL
PERIOD END DATE . .	060995
CHECK DATE	060995
PAY FREQUENCIES . . W	W=WEEK, M=MONTH, B=BIWEEK, S=SEMIMONTH
# OF PAY PERIODS .	1.00
GLOBAL EARNING . .	N (Y/N)
CHECK PRINT ORDER . D	A=ALPHA BY NAME N=BY EMPLOYEE NUMBER D=BY DEPT# - ALPHA E=BY DEPT# - EMPLOYEE#
ENTER WEEK#	(1,2,3,4,5)

If you intend to process a Global Earning Code (i.e. Holiday Pay) during this check run, press **F14** after filling in all other information. The valid global earnings codes for this location and pay frequency(s) are displayed for selection. Key a '1' next to each code to be processed during this payroll run, press **ENTER** and **F20** to accept your selections. Then press **F3** to return to the previous screen. The **GLOBAL EARNING** field should now contain a 'Y'. To change your selections, simply remove the '1' next to the selected code, press **ENTER** and **F20** to accept the changes.

Now it is time to determine which employees are to be included in this work file. You have already indicated the pay frequency(s) of the employees to be considered for inclusion. To include ALL employees in this location whose pay frequency matches those selected, press **F15**. If profile option #33 has been set to 'Y', a screen appears allowing the operator to select the payroll related ACTFast calendar codes to be posted. Simply key a '1' next to each code to post to the payroll workfile, indicate any desired **FROM/TO DATES** (To Date defaults to the period ending date) and whether to issue a separate check for any or all of the selected codes. When all selections have been made,

press **F15** to continue and **F20** to accept. If profile options #44 and/or #45 have been set to 'Y', department and/or job class selection screens appear, allowing the selection of specific departments and/or job classes. Only those employees who are in the selected department(s) and/or job class(es) are added to the workfile. A message comes back to you when the workfile has been created.

To include *individual* employees press **F10**. (Any individual employees selected **MUST** have a pay frequency matching those indicated here.) The system now allows you to enter the first employee number to be added. (Use **F4** to scan by employee name.) The # OF PAY PERIODS defaults to '**1**' or whatever was entered on the previous screen. This may be changed for an individual employee when paying him for more than one pay period in the same check. I.E. Paying an employee for one week of regular pay and one week of vacation pay on the same check. Once the employee# has been keyed, press **ENTER** and **F20** to accept. Now continue with the next employee to be added. If an employee already exists in another workfile, a message notifies you of that. The employee **CANNOT** be added to more than one workfile at a time. However an employee **CAN** have more than 1 record in the **SAME** workfile for the purpose of issuing multiple checks in the same payroll run, (i.e. a separate check for vacation pay). In order to process a second check for that employee, you may press **F24** to add the employee again when the message alerting you appears on the screen. When all employees have been added to the workfile, press **F3** to return to the previous screen.

NOTES: If an employee is added to the file in error, he can be designated as NOT to get paid in the Process Payroll menu option using the 'UPDATE' feature. In order to post ACTFast entries when creating the workfile for individual employees, the stand-alone menu option #9, Add ACTFast Entries to Workfile, must be used. In order for the system to calculate Section 125 reimbursement amounts, the receipts must have already been entered and posted.

UPDATING/DELETING AN EXISTING WORK FILE

After selecting this menu option, key in the Location# for which to update/delete a work file and press **ENTER**. The existing workfiles for that location are displayed. To update/delete a workfile key a '**1**' in the SEL field and press **ENTER**. The previously entered data appears and may be changed if necessary. To add employees to the workfile, use the **F10=ADD** feature described in the previous section. To delete a workfile, key a '**D**' into the **DELETE** field. A workfile cannot be deleted once the checks have been printed.

TRANSFER TRANSACTIONS TO A PAYROLL WORKFILE

This program posts the payroll transactions to the newly created payroll workfile. Upon selection of this option, enter the location# for which to transfer the data and press **ENTER**. Key a '**1**' to select the workfile and press **ENTER** to proceed with the data transfer.

Year End Procedures

1. Update the Auto-accruals tables if accrual formulas change in the new year. #2-Auto Accruals Table Maintenance menu on the ACTFast Recurring Benefits menu.
2. Run the Benefit Carryover program if applicable to carry forward remaining hours for certain benefit codes. #8-Benefit Carryover on the ACTFast Recurring Benefits menu.
3. Enter Date Mask holidays for the new year into option #8-Date Mask on the ACTFast File Maintenance menu.
4. Create new year Annual Calendar for each location/pay frequency needed. #12-Setup Annual TimeClock Calendar on the Timeclock File Maintenance menu.
5. Update start/end times on schedules as necessary - #1-Schedule Master Maintenance on the Timeclock Scheduling menu.
6. Update employee schedule assignments as necessary - #11-Employee Scheduling Change on the Timeclock Scheduling menu.