

DAPREX, INC.

Specialists in Data Processing

Presents...

TIME CLOCK

For The IBM AS/400 (R)

**DAPREX Inc.
860 Canal Street
Stamford, CT 06902
(203) 324-2474**

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INTRODUCTION TO THE TIME CLOCK/400 SYSTEM

The DAPREX Time Clock/400 system uses an AS/400 terminal as a clock in/out device for employees. It is meant to work together with the ACTFast/400 system for the transfer of the attendance data to the Payroll. This section outlines the general purpose of each menu option on the Time Clock menu. Each of these is then examined in detail in subsequent sections of the manual.

OPERATIONS - Contains programs for clocking in/out, supervisory maintenance of time card records, and for printing time card reports.

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

FILE LISTINGS - Contains programs to list out the master files.

FILE INQUIRIES - Contains inquiry programs for all of the master files.

JOB COSTING MENU - Contains report programs pertaining to the Job Tracking functions in the system.

EMPLOYEE LEVEL ACCESS MENU - Provides access to the clock in/out program as well as to the allowed employee inquiries.

SCHEDULING MENU - Contains the programs to create regular and override schedules.

PAYROLL PREPARATION MENU - Contains the programs for creating payroll records.

EMPLOYEE INFORMATION - Provides access to the allowed employee inquiries.

SPECIAL FUNCTIONS - Contains jobs that are run outside of the normal processing.

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.

F2= TOP	Displays the first record in the file and from there forward.
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#.
F11= MORE/LESS INFO.	Displays additional information.
F12= PREVIOUS	Go back to the previous screen.
F15= CONTINUE	Proceeds to the selection verification screen.
F18= BOTTOM	Displays the last record in the file.
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:			
4=DEL	LOC#	CORP#	DESCRIPTION
	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.

The other kind of file is one where each record has many associated data fields and so each record is entered 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 Time Clock 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. Please contact your DAPREX representative to assist you in setting the profile options. Once set, the Profile Options should not be changed without checking with your DAPREX representative. The Time Clock Profile Options are as follows:

1st Punch for Day – Always in ‘In’ – A ‘Y’ indicates that the first punch of the day will always be an ‘In’ punch. This should be set to ‘Y’ **only if** there are **no** employees who work over midnight. By setting this to ‘N’ the system determines whether the punch is an ‘In’ or ‘Out’ based on the last punch for the employee, regardless of day.

Suppress Auto-Enter in TC Entry – An ‘N’ causes the systems to assume the ENTER keystroke after entering the employee clock#/SS# etc. A ‘Y’ forces the operator to press the ENTER key. This must be set to ‘N’ if you are using a badge reader.

Use Clock# in Clocking In/Out (Dft=SS#) - A ‘Y’ allows employees to use their employee#/clock# for entry rather than social security#.

Use Badge# in Clocking In/Out (Dft=SS#) - A ‘Y’ allows employees to use their badge# for entry rather than social security#.

Badge# Is DAPREX DXCUST# + Clock – A ‘Y’ uses the DAPREX customer# for you and the employee# as the badge# when using badges to clock in/out. The resulting Badge # does NOT need to be entered in the Employee Master.

Badge# is DAPREX DXCUST# + Card# - A ‘Y’ uses the DAPREX customer# for you and the card# as the badge# when using badges to clock in/out. The resulting Badge# does NOT need to be entered in the Employee Master.

Force Badge# for Hourly Employees – A ‘Y’ requires entry of a badge# for hourly employees. An ‘N’ allows a blank badge# for hourly employees. A blank badge # is always allowed for salaried employees. This profile option is in effect only when use of badges is in effect - Profile #77 is set to -Y-.

Use Fingerprints for Employee ID –A ‘Y’ indicates that employees will be identified to the system using a Fingerprint reading device.

For Fingerprints, Type Clock# (Dft=SS#) – A ‘Y’ indicates that employees enter their Clock# to identify themselves to the Fingerprint device. An ‘N’ indicates that employees enter their Social Security # instead.

At Clocking/Inq - Show Clock/SS/Badge # - A ‘Y’ displays the clock/badge/SS# when clocking in/out. Set to ‘N’ if you do not want the clock/badge/SS# to show.

After Emp. Clocking Sound a Beep - A ‘Y’ indicates that a beep is sounded at the conclusion of each employee clock in/out transaction.

After Emp. Clocking Display Thank You - A 'Y' indicates that 'Thank You' is displayed at the conclusion of each employee clock in/out transaction.

After Emp. Clocking: Instant Clocking - A 'Y' indicates that once the employee# is entered the system will immediately be ready for the next employee. This will happen only if the employee is NOT on Job Costing and NOT on Multiple Codes and is NOT allowed to enter an Override Department. If you want employees to simply clock in/out with no other capabilities, (with or without a coded badge), this profile should be set to activated, (If other settings so indicated, the system will immediately re-display the Operations Menu rather than the employee# prompt.)

Allow Continuous Clocking In/Out, All W/S - A 'Y' indicates that ALL terminals used for clocking in/out are to be set for continuous clocking, meaning that the terminal stays at the clock in/out screen rather than returning to the menu after each entry. An 'N' indicates that *some* terminals may not be set for continuous clocking. This causes an extra field to appear in the Valid Workstations so that you can select continuous clocking for individual terminals and not others.

Scheduling is Used & Verified - A 'Y' indicates the scheduling system is used and validated. If set to 'Y', a schedule# cannot be assigned or changed in the Employee Master File; however, the existing schedule# is displayed there. You must use the Scheduling menu options to assign employees to a schedule#. If you simply want to be able to enter a schedule# (without any more information as to days and hours worked), in the Employee Master file, key 'N' here.

Use Split Schedules - Not Used.

When No Job Cost, Deduct Scheduled Lunch - A 'Y' indicates that scheduled lunch time should be automatically deducted from an employee's hours if the employee's schedule# is set to do so (a 'D' in the **DEDUCT LUNCH FROM HOURS** field). In addition to the profile setting and the 'D', an out code is required in the 10 Character Profile field #300: Out Code - Deduct Scheduled Lunch. In order to activate this option, Job Costing cannot be used and employees should not be clocking in/out for lunch. Lunchtime will be deducted from only those employees who are assigned to a schedule# that has scheduled lunch times. In order for the lunchtime to be deducted, the employee's clock-in time must be *prior to* the start time of the scheduled lunch and his clock-out time must be *later than* the end time of scheduled lunch.

Deduct Lunch Only After Min. Hours Worked - A 'Y' indicates that a scheduled lunch should be automatically deducted only after a minimum number of hours has been worked. The minimum number of hours must be entered in the 10 character profile #11 for Corp #1. If this profile is either "N" or blank, scheduled lunch will be deducted automatically when called for by the schedule and the employee has been on the premises during the scheduled lunch time.

Deduct Lunch Only if Lunch Scheduled - A 'Y' deducts the scheduled lunch **only** on those days where there is a scheduled lunch in the Schedule Master File. An 'N' deducts the scheduled lunch for all worked days if there is even just one scheduled lunch in the Schedule Master File.

Enforce Scheduled In Time for Anybody? - A 'Y' indicates that the scheduled 'In' time will be forced into employee clock-in records for some or all employees. This means that early clock-ins will result in the system recording the scheduled 'In' time rather than the actual 'In' time. If scheduled 'In' times in the Schedule Master file are informational only, key 'N' here. If there are exceptions, see the next two profile options.

If #67 is 'Y', For Everybody? - If the profile option above is set to 'Y', a 'Y' here indicates that the scheduled 'In' time for every employee will be used rather than the actual clock-in time. If specific employees only will have the scheduled 'In' time forced into their clock-in records, key an 'N' here and see the following profile option. (I.E.. the previous profile option is set to 'Y' but only warehouse employees are not allowed to clock in early If the above profile option is set to 'N', key an 'N' here as well.

If #67 is 'Y' and #68 is 'N', By Most? - If the profile option forcing the scheduled 'In' time is set to 'Y' and the 'For Everybody' option is set to 'N', key 'Y' here to indicate that *most* employees will have the scheduled 'In' time forced into their clock-in records. Key 'N' here to indicate that most employees will *not* have the scheduled 'In' time forced into their records. The 'Y' or 'N' here determines the default of whether or not to force the scheduled 'In' time. If this option is set to 'Y', those employees who *will not* have the scheduled 'In' time forced into their clock-in records must have an entry in User Defined Date field #825. If this option is set to 'N', those employees who *will* have the scheduled 'In' time forced must have an entry in User Defined Date field #825. The date entered there must be prior to the system date in order for the exception to take effect.

Enforce Scheduled Out Time for Anybody? - A 'Y' indicates that the scheduled 'Out' time will be forced into employee clock-out records for some or all employees. This means that late clock-outs will result in the system recording the scheduled 'Out' time rather than the actual 'Out' time. If scheduled 'Out' times in the Schedule Master file are informational only, key 'N' here. If there are exceptions, see the next two profile options.

If #70 is 'Y', For Everybody? - If the profile option above is set to 'Y', a 'Y' here indicates that the scheduled 'Out' time for every employee will be used rather than the actual clock-out time. If specific employees only will have the scheduled 'Out' time forced into their clock-out records, key an 'N' here and see the following profile option. (I.E... the previous profile option is set to 'Y' but only office employees are allowed to clock out early.) If the above profile option is set to 'N', key an 'N' here as well.

If #70 is 'Y' and #71 is 'N', By Most? - If the profile option forcing the scheduled 'Out' time is set to 'Y' and the 'For Everybody' option is set to 'N', key 'Y' here to indicate that *most* employees will have the scheduled 'Out' time forced into their clock-out records. Key 'N' here to indicate that most employees will *not* have the scheduled 'Out' time forced into their records. The 'Y' or 'N' here determines the default of whether or not to force the scheduled 'Out' time. If this option is set to 'Y', those employees who *will not* have the scheduled 'Out' time forced into their clock-out record must have an entry in field #826. If this option is set to 'N', those employees who *will* have the scheduled 'Out' time forced must have an entry in User Defined Date field #826. The date entered there must be prior to the system date in order for the exception to take effect.

Schedule Enforced Only During Limits - If either of the profile options indicating that the scheduled in/out times are enforced is set to 'Y', this option provides the ability to indicate a time interval within which those scheduled in/out times are enforced. For example, if the

scheduled in/out times are 8 a.m. and 5 p.m., you can indicate that if an employee clocks in less than 15 minutes **before** the scheduled in time, or clocks out no more than 15 minutes **after** the scheduled out time, you want to enforce the scheduled in/out time. If this option is set to 'Y' using this example, an employee clocking in more than 15 minutes before the scheduled in time or more than 15 minutes after the scheduled out time will have the actual time in/out recorded rather than the scheduled in/out time. (The time intervals will be set in the Schedule Master file and there can be a different interval for clocking in and out.)

Do Not Force Supervisor Attention for Forced Schedule - If you have activated any of the profile options that enforce scheduled in/out times, key a 'Y' here **NOT** to have the system place a supervisor attention flag on records for which a scheduled clock in/out time was used. Key an 'N' if you **want** the system to flag those records.

Work Status is Enabled (P/T) (F/T) Etc. - A 'Y' indicates a work status field is shown in the employee master. The Work Status master file can be built with user-defined values.

Use Job Classification for Employees - A 'Y' indicates that a Job Classification field is shown in the employee master. The Job Class master file can be built with user defined values.

Job Class Determines Differential - A 'Y' indicates that shift differentials to be added to employee hourly rates, based on their Job Classification. This allows entry of the differentials into the Job Classification Master File.

Rounding for 'Out' is same as for 'In' - If you are using the rounding feature in the system, a 'Y' indicates that the rounding option is the same for clocking in and out.

When Rounding, Exclude Union Members - A 'Y' indicates that any employee with a union card# in the Employee Master File will NOT have his time rounded.

May Anybody Use Department# Override? - A 'Y' indicates that some or all employees will be able to override the default department# during clock in/out. If activated, a **DEPT#** field appears in the time clock entry program, allowing the employee to enter a different dept# than their home dept#. If no one needs to override dept#, key 'N' here. Otherwise, see the next three profile options.

If 31=N, May Supervisor Override Dept# - If the previous profile option has been answered with an 'N', a 'Y' here allows the supervisor to override the default department# in the supervisor maintenance program.

If #31 is 'Y', May Everybody? - If the profile option regarding anybody overriding dept# is set to 'Y', a 'Y' here indicates that ALL employees will be allowed to override dept#. If specific employees only will be allowed to override dept#, key an 'N' here and see the following profile option. If the profile option regarding anybody overriding dept# is set to 'N', key an 'N' here as well.

If #31 is 'Y' and #35 is 'N', May Most? - If the profile option allowing department# override is set to 'Y' and the 'May Everybody' option is set to 'N', key 'Y' here to indicate that *most* employees may override dept#, or key 'N' to indicate that most will not be allowed to override dept#. The 'Y' or 'N' here determines the default of whether to use or not to allow dept# override. If this option is set to 'Y', those employees who *will not* be using dept# override

must have an entry in User Defined Date field #824. If this option is set to 'N', those employees who *will* be using multiple out codes must have an entry in User Defined Date field #824. The date entered there must be prior to the system date in order for the exception to take effect.

Emp. Inquiries During TC Entry - A 'Y' indicates that employees can inquire into various inquiries (ACTFast calendar, schedule and/or summary data) from within the Clock In/Out job. Access to each of the three inquiries can be allowed/prohibited by responding with a 'Y' or 'N' to the following profile options. If the majority of employees will be allowed to access these inquiries, key a 'Y' here. Individual employees can be prohibited from gaining access to ANY of the three inquiries using user-defined date #822.

Allow Calendar Inquiry during TC Entry - A 'Y' indicates that employees can inquire into their ACTFast 12 month calendar from within the Clock In/Out program.

Allow Schedule Inquiry during TC Entry - A 'Y' indicates that employees can inquire into their schedule from within the Clock In/Out program.

Allow Summary Inquiry during TC Entry - A 'Y' indicates that employees can inquire into their Time Clock summary data from within the Clock In/Out program.

Allow ACTFast Detail Inquiry during TC Entry - A 'Y' indicates that employees can inquire into the detail records in their ACTFast 12 month calendar from within the Clock In/Out program.

NOTE** Only one of the next three options can have a 'Y'. The other two must be set to 'N'.

If Shift Goes Past 2400, Split Entry - Times will be split at midnight and reported to the individual days.

If Shift Goes Past 2400, Log To "IN" - Time that crosses over midnight will be recorded to the clock in date.

If Shift Goes Past 2400, Log To "OUT" - Time that crosses over midnight will be recorded to the clock out date.

Log to 'IN' or 'OUT' Based on Shift# - Not functional at this time.

If #23=Y, Add Entries only at End of Week - If the option to split the time when a shift goes past midnight has been answered with a 'Y', do you want to split the in day/out day hours on a daily basis or only at the end of the pay week. If only at the end of the pay week, respond with a 'Y' here.

Time Clock Entries in Military Time - A 'Y' indicates that clock in/out times will be recorded, displayed and reported on in military time. Key an 'N' to use regular AM/ PM time entry.

Show Elapsed Time in Decimal Not Minutes - A 'Y' indicates that minutes are translated to decimals for reporting purposes. I.E. if an employee works 8 hours and 15 minutes, the system converts it to 8.25.

Are Multiple Out Codes Used by Anybody? - A 'Y' indicates that some or all employees will use the multiple out code feature of the system. *This option must be set to 'Y' by companies on 24 hour schedules with employees working across days, (through midnight) who are not using the Job Tracking module.* It can also be used by companies that want to track paid and/or unpaid breaks, lunch etc. If activated, a **CODE** field appears in the time clock entry program, requiring the employee to enter a valid code, i.e. I=In, O=Out, L=Lunch, B=Break. In such a situation, O=Out should only be used when the employee is clocking out for the day. If no one needs to use multiple out codes key 'N' here. Otherwise see the next two profile options.

If #20 is 'Y', By Everybody? - If the profile option above is set to 'Y' a 'Y' here indicates that ALL employees will be using multiple out codes. If specific employees only will be using multiple out codes, key an 'N' here and see the following profile option. (I.E... the previous profile option is set to 'Y' but managers are not required to clock in/out for lunch or breaks.) If the above profile option is set to 'N', key an 'N' here as well.

If #20 is 'Y' and #28 is 'N', By Most? - If the profile option allowing multiple out codes is set to 'Y' and the 'By Everybody' option is set to 'N', key 'Y' here to indicate that *most* employees will be using multiple out codes or key 'N' to indicate that most will not be using multiple out codes. The 'Y' or 'N' here determines the default of whether to use or not to use multiple out codes. If this option is set to 'Y', those employees who *will not* be using multiple out codes must have an entry in User Defined Date field #823. If this option is set to 'N', those employees who *will* be using multiple out codes must have an entry in User Defined Date field #823. The date entered there must be prior to the system date in order for the exception to take effect.

The next 4 options determine which fields appear in the Overtime Tiers by Location File.

Overtime (O/T) Use Tier 1 Daily Overage - A 'Y' indicates that you will use the overtime table to enter a daily amount of hours over which employees will receive overtime.

O/T Use Tier 1 Weekly Over (Ex: 40 Hrs) - A 'Y' indicates the overtime table will be used to enter a weekly amount of hours over which employees will receive overtime.

O/T Use Tier 2 Daily Over (Ex: 12 Hrs) - A 'Y' indicates that a second rate of overtime will apply if an employee works more than the daily amount entered into the overtime table.

O/T Use Tier 2 Weekly Over (Ex: 60 Hrs) - A 'Y' indicates that a second rate of overtime will apply if an employee works more than the weekly amount entered into the overtime table.

Is Job Costing Used by Anybody? - A 'Y' indicates that some or all employees will be using the job costing features during clock in/out. If activated, a Job Cost window appears in the time clock entry program, requiring the employee to enter valid job codes. If no one needs to use job costing, key 'N' here. Otherwise, see the next two profile options.

If #6 is 'Y', By Everybody? - If the profile option above is set to 'Y' a 'Y' here indicates that ALL employees will be using job costing. If specific employees only will be using job costing, key an 'N' here and see the following profile option. If the above profile option is set to 'N', key an 'N' here as well.

If #6 is 'Y' and #7 is 'N', By Most? - If the profile option allowing job costing is set to 'Y' and the 'By Everybody' option is set to 'N', key 'Y' here to indicate that *most* employees will be using job costing, or key 'N' to indicate that most will not be using job costing. The 'Y' or 'N' here determines the default of whether to use or not to use job costing. If this option is set to 'Y', those employees who *will not* be using job costing must have an entry in User Defined Date field #821. If this option is set to 'N', those employees who *will* be using job costing must have an entry in User Defined Date field #821. The date entered there must be prior to the system date in order for the exception to take effect.

J/C Level 1 Numeric to Payroll Job# - A 'Y' indicates that the level 1 job# field is to be transmitted to the Job# field in the DAPREX Payroll.

Job Costing - Validate Levels 1 - 4 - These 4 options are only to be used by those customers using the Job Cost module. Indicate with a 'Y' which of the four levels are being used. If you only require a single level of tracking, key a 'Y' at the level 1 option and an 'N' at levels 2, 3 and 4. Set all to 'N' if not using the job tracking feature.

J/C - Level 1 is Alphanumeric - A 'Y' indicates that the level 1 job# field is alphanumeric. An 'N' indicates that it is numeric only.

J/C - Level 2 is Alphanumeric - A 'Y' indicates that the level 2 job# field is alphanumeric. An 'N' indicates that it is numeric only.

J/C - Level 3 is Alphanumeric - A 'Y' indicates that the level 3 job# field is alphanumeric. An 'N' indicates that it is numeric only.

J/C - Level 4 is Alphanumeric - A 'Y' indicates that the level 4 job# field is alphanumeric. An 'N' indicates that it is numeric only.

In Edit Summaries, No New Page for Dept – A 'Y' indicates NOT to page break on a new department# when printing the summarized time clock edit reports. Key 'N' to break to a new page for each department#.

In Edit Summaries, Print 198 Character List – A 'Y' prints a 198 character version of the edit, showing the changes made by the supervisor.

Print Edit Summaries By Name – A 'Y' prints the Time Clock Edit Summaries in Location/Department/Employee Name sequence. An 'N' prints the summaries in Location/Department/Employee Clock # sequence.

Save Edit Lists as Spool Files – A 'Y' saves the Time Clock Edit Lists as spool files after they are printed, until manually deleted. An 'N' clears the edits from the spool file after printing.

Display SS# on Supervisor Screen - Will show the supervisor social security number when being typed in the 'Supervisor Maintenance of Time Card Entries' program. Set to 'N' if you do not want the SS# to show.

Allow Posting of Batch with Future Dates - A 'Y' allows the entry and posting of batches that contain entries for future dates. (If set to 'N', future date entries can be keyed into the system but they cannot be posted.) This DOES NOT allow interactive clocking by employees to future dates or supervisory maintenance to create entries for future dates.

Only Supervisors May Enter Batches – A ‘Y’ indicates that supervisors ONLY are allowed to enter Batch records, and only for those employees whom they are supervising. An ‘N’ indicates that any employee who is authorized to the Batch Entry menu option may enter Batch records.

Allow Delete on Supervisor Selection – A ‘Y’ indicates that supervisors are allowed to delete Time Clock entries while on the Selection Screen (in addition to the Supervisor Maintenance screen).

Disallow F8 in Supervisor Time Card Maintenance – A ‘Y’ indicates that supervisors CANNOT use the F8=Unscheduled Days function key in the Supervisor Maintenance screen.

Flag Supervisor Attention on Warnings – A ‘Y’ flags the Supervisor Attention field when the system detects WARNINGS (non-serious problems that will not prevent posting). In all cases the Supervisor Attention field is flagged for ERRORS (serious problems that will prevent posting).

Hold Timecard Batch edit List on Update – A ‘Y’ puts the timecard batch edit list on HOLD when running option #8 to update the batch. An ‘N’ leaves the edit on its normal print status.

Do Not Use WS ID For Employee Validation - A ‘Y’ indicates that the Valid Workstation File is NOT used to determine whether a specific workstation can be used for clocking in/out. It must be set to ‘N’ if workstations never have the same workstation ID and/or if you have an ‘N’ in the profile option ‘Allow Continuous Clocking In/Out, All W/S’ and you want only certain workstations to be set for continuous clocking

TC Batch Entry Used for ‘I’ Exclusively - A "Y" indicates that non-worked time (i.e. sick, vacation etc.) which counts toward overtime **must** be entered using the Time Clock Batch Entry program rather than through the Calendar Entry programs in the ACTFast system. Those entries will be posted to both the Time Clock and ACTFast systems but will be posted to the Payroll files from the Timeclock system rather than the ACTFast system. This ‘Y’ prevents ACTFast entry/update of the calendar codes that have Job Level numbers and out codes and an "I" in the "Include for overtime calculations" field in the Calendar Code Master file. If you are **not** using the Job Cost module of the system, the calendar codes for the non-worked time to be entered in T/C Batch Entry must have unique ‘Out’ codes in the Out Codes Master File. Refer to the Calendar Code File Maintenance section of the ACTFast manual for further information.

Clock#’s > 998999 Are Temporary - A ‘Y’ indicates that a temporary employee# can be assigned to a new employee to allow him to clock in/out before being assigned a permanent employee# in the Employee Master file. If activated, employee numbers 900000-999999 are reserved for system assigned temporary employee#s.

Time Clock is Not Used - Always set to ‘N’.

Allow Archiving When Errors in Batch – A ‘Y’ allows the archiving of a batch of Time Clock records through the cut-off date even when the system finds errors in the selected batch. An ‘N’ allows archiving only when the batch has been found error free by the edit process.

Are T/C Records Converted to P/R (Any) - Indicates that records will be created for transmission to some payroll system, DAPREX or any other. By activating this option the user has the option to create a payroll transmittal file. If it is not activated, the user must run the program that flags the records as having been posted to payroll. Both of these options are found on the Reporting & Payroll Preparation sub-menu off the Operations menu. In order to archive data, one of these two must have been run.

DAPREX Payroll Installed but Not Used - A 'Y' indicates that the DAPREX Payroll system exists on your system but is not being used.

Is January 1st a Holiday – A 'Y' indicate that January 1st is always considered a Holiday. (even if some employees may be working on that date).

Use Override Dept. for Creating PR Record - Use the override department# rather than the home department# when creating records to be posted to payroll.

Interface Create Unpacked Payroll Data - See your DAPREX representative.

Offer Option of 80 Columns to 132 Screen –A 'Y' indicates that the user is offered the option of an 80 or 132 character screen where such programs exist.

System Date is DDMMYY - A 'Y' indicates that the system date is in DD/MM/YY format rather than MM/DD/YY.

Use Department for Time Zone Variance – A 'Y' indicates that time zones variances are maintained at the department level rather than at the Location level. Enter an 'N' if you do not have different time zones or if they are at the location level.

Customized O/T Hours Cut-Off is Used - A 'Y' indicates that custom work was performed for calculating overtime.

List Needing Attention Only for This Supervisor - A 'Y' indicates that the T/C Entries Needing Attention listing shows only those entries for employees who are under the supervision of the requesting user (whose SS# is entered in the first screen). Key 'N' and the listing will include entries needing attention for ALL employees in the selected locations/departments.

GUI Screen Display - Not Applicable.

Use Rate Table - For future use.

Capture Rates at Clock In Only - For future use.

Capture Rates at Payroll Posting Only - For future use.

Rates Required in order to Post Payroll - For future use.

Y To Use Great Lakes Premium Pay - Not Applicable.

Show Errors to Employees When Clocking - Key a 'Y' to show potential errors to the employee at the time of clocking In/Out.

Is This TAB - Thomas & Betts installations only.

10 CHARACTER PROFILE VALUES

When the DAPREX Time Clock system is installed at your location, the installer will assist you in setting up the necessary entries to this file as applicable. In order to access the 10 Character Profile values, key **GO DXPROF** at a command line and press **ENTER**. Select option #4 from the menu and key the Corp# 001 and an area code of **TC**. Select option #4 from the menu and key the Corp# and an area code of **AF**. If you have 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. (If Corp# 001 does not exist in your files, you must build it for the purposes of entering these records.) The following screen appears.

DXFM54		CORP PROFILE FILE MAINTENANCE	
CORPORATION (*)..		1	DAPREX INC.
AREA		TC	TIME CLOCK
DLT REC	DESCRIPTION	VALUE	NOTES
1	JOB COSTING LEVEL 1 (TOP) (10A)		
2	JOB COSTING LEVEL 2 (10A)		
3	JOB COSTING LEVEL 3 (10A)		
4	JOB COSTING LEVEL 4 (BOTTOM) (10A)		
11	MIN.HRS FROM WHICH TO DED AUTO LUNCH (2)		
15	NUMBER OF DAYS FOR AUTO-ARCHIVE (2.0)		
20	MAXIMUM WORK HOURS WITHOUT WARNING (4.2)		
21	MAXIMUM IDLE HOURS WITHOUT WARNING (4.2)		
22	MAXIMUM HOURS PER SESSION (4.2)		
23	MINIMUM MINUTES BETWEEN PUNCHES (2,0)		
24	MINIMUM MINUTES FOR LUNCH (2,0)		
100	NAME OF OUTPUT QUEUE FOR EDIT LISTS (10)		
300	OUT CODE: DEDUCTED SCHEDULED LUNCH (1A)		

Simply enter the appropriate data into the **VALUE** field as applicable.

Job Costing Levels 1-4 - If you are using the Job Costing features of the system, you can assign a 10 character description to each level that you plan to use, i.e. Workorder#, Operation# etc. These names will then appear on all screens/reports where the data fields are used.

Minimum Hours From Which to Deduct Auto Lunch - If TC Profile #82, 'Deduct Lunch Only After Min. Hours Worked' is set to 'Y', enter the minimum number of hours that must be worked in order to automatically deduct the scheduled lunchtime as defined in the Schedule Master file. Use two digits. I.E enter 6 hours as "06" and 10 hours as "10". This number of hours applies to ALL schedules.

#Days for Auto-Archive - Enter the number of days to be subtracted from current date, to determine cutoff date for automatic archiving.

Maximum Work Hours Without Warning - A warning on the time card edit reports will appear for any interval that exceeds the amount of time entered here. For example, if any time worked in excess of 12 hours should be highlighted on those reports, enter 1200 here. Do not use decimals. This is

helpful if company policy dictates that an employee cannot work more than a specified amount of hours without a break or if you just want to see employees that work for long periods without a break.

Maximum Idle Hours Without Warning - A warning on the time card edit reports will appear for any interval of non-worked time that exceeds the amount of time entered here. For example, to see employees that took a break for more than 1:15 enter 0125 here. Do not use decimals. This is helpful if company policy dictates that an employee can only take a certain amount of time for a break and you want to see those that exceeded this amount. It can also help detect other exceptions, (forgetting to clock in).

Maximum Hours Per Session - When the system must decide Start/End of a session (employees work around midnight but don't use Out-Codes), this is the maximum number of hours that the system will consider a single session.

Minimum Minutes Between Punches - Enter the minimum number of minutes that must elapse between timeclock punches. If an employee attempts to punch in before this number of minutes has elapsed, the system will not allow it. Enter 5 minutes as 05.

Minimum Minutes for Lunch - Enter the minimum number of minutes that must elapse after an 'L' out punch (Lunch) before the employee will be allowed to punch back in. Enter 30 minutes as 30.

Name of Outq for Edit Lists - Enter the name of the output queue to which the Time Clock Edit Lists are to be directed.

Out Code: Deducted Scheduled Lunch - Enter a one character code to be used when the system is automatically creating the scheduled lunchtime transaction. TC profile option #66 must be set to 'Y' and at least one schedule in the Schedule Master File must be set with scheduled lunch times and the 'D' to deduct that time from employees on that schedule. The code entered here should also be entered into the Multiple Out Codes File.

FILE MAINTENANCE

The File Maintenance menu contains all of the Master file entry/update programs. The menu appears as below.

1. VALID WORKSTATIONS
2. AUTHORIZED SUPERVISORS

5. TIME CLOCK MESSAGES
6. TIME CLOCK ROUNDING
7. DATE MASK
8. JOB COSTING LEVELS FILE

10. OUT CODES TABLE
11. SETUP OVERTIME TIERS BY LOCATION
12. SETUP ANNUAL TIMECLOCK CALENDAR
13. SIGNATURE BLOCK

21. CORPORATION MASTER
22. LOCATION STANDARD WEEK
23. LOCATION STANDARD WEEK
24. DEPARTMENT MASTER
25. EMPLOYEE MASTER
26. EMPLOYEE STANDARD WEEK
27. DEPARTMENT SECURITY
28. WORK STATUS CODES
29. TERMINATION CODES
30. USER DEFINED DATE ENTRY
31. USER DEFINED FIELDS ENTRY
32. JOB CLASSIFICATIONS

55. ASSIGN PERMANENT CLOCK NUMBERS

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

VALID WORKSTATIONS

This program allows you to set up the workstation ID/location/department code combinations that are valid for employee clocking in/out. (If all workstations are valid for all employees clocking in/out, it is not necessary to make any entries into this file. Read on for further details.) Any terminal/PC can be used for any or all location/department combinations, but an entry must exist for each workstation ID and location where clocking in/out is allowed. If a single terminal is to be used by every location and department, simply make an entry for each location and/or department in combination with the workstation ID. If the profile option 'Allow Continuous Clocking In/Out, All W/S' is set to 'N', specific terminals can be designated for continuous clocking by keying a 'Y' in the **CONT. Y/N** field. If you do not want to specify all the valid workstations for clocking in/out, you may activate the profile option, 'Do Not Use WS ID For Employee Validation'. This tells the system NOT to use this file to determine whether a specific workstation can be used for clocking in/out.

WORKSTATIONS IN EACH LOCATION/DEPARTMENT MAINTENANCE							
4= DEL	WORK STATION	LOC #(*)	DPT #(*)	CONT. Y/N	EXCEPTION EMPLOYEE (*)	EXCEPTION I OR O	HRS VAR
	W1	1		Y			0
	W1	2		Y			0
	W1	3		Y			0

If a different terminal is to be used for each location (and all of its departments) the screen would look like that below.

WORKSTATIONS IN EACH LOCATION/DEPARTMENT MAINTENANCE							
4= DEL	WORK STATION	LOC #(*)	DPT #(*)	CONT. Y/N	EXCEPTION EMPLOYEE (*)	EXCEPTION I OR O	HRS VAR
	W1	1		Y			0
	W2	2		N			0
	W3	3		Y			0

In some situations, multiple departments within the same or different location may clock in/out at different terminals, or several departments may share the same terminal. See sample screen below.

WORKSTATIONS IN EACH LOCATION/DEPARTMENT MAINTENANCE							
4= DEL	WORK STATION ID	LOC #(*)	DPT #(*)	CONT. Y/N	EXCEPTION EMPLOYEE (*)	EXCEPTION I OR O	HRS VAR
	W1	1	1	Y		0	
	W1	1	3	Y			0
	W2	1	2	N		0	
	W2	2	2	N			0

Any combination of these methods is allowed. Another level of clock in/out designation is to **include** or **omit** a specific employee(s) from his normal workstation/location/department assignment. This can be used to allow a person to clock in/out at another workstation, or to prevent a person from clocking in/out at a workstation. See sample screen on the following page.

WORKSTATIONS IN EACH LOCATION/DEPARTMENT MAINTENANCE						
4=	WORK	LOC	DPT	EXCEPTION	EXCEPTION	HRS
DEL	STATION ID	#(*)	#(*)	EMPLOYEE (*)	I OR O	VAR
	W1	1	1	100032	O	
	W1	1	3			
	W2	1	2			
	W2	2	2			1-
	X4	2	1	100032	I	

The last field on the screen, **HRS VARIANCE**, can be used when certain workstations are in different time zones than the host AS/400. For example, if the AS/400 is in New York and workstation W2 is in Chicago, an entry of '1-' would be made to that field (use the **FIELD-** key), indicating that Chicago is one hour behind the host system. If the reverse were true with New York being the remote site, an entry of '1' would be made using the **FIELD+** key, (one hour ahead).

****NOTE**** If the profile option regarding continuous clocking for all workstations is set to 'N', an additional field, **CONT. Y/N**, appears allowing you to indicate whether each valid workstation is to be set for continuous clocking.

AUTHORIZED SUPERVISORS

This file contains information about Time Clock supervisors and their scope of authorization. The designation of an employee as a supervisor gives him access to the employee time clock records of the locations/departments to which he is authorized. Similarly to the Valid Workstation ID file, one supervisor may have authorization to one or several locations/departments, several supervisors may have authorization to the same locations/departments, and certain employees can be omitted or included from a supervisor's authority (i.e. a supervisor is excluded from working with his own clock in/out records). Each Supervisor **MUST** have an entry in department security maintenance for each department to be accessed if department security profile is set to Y. See sample screen below.

LOCATION/DEPARTMENT SUPERVISORS FILE MAINTENANCE						
POSITION TO LOCATION/DEPARTMENT . . . /						
4=	SUPERVISOR	LOC	DPT	EXCEPTION		
DLT	EMPLOYEE # (*)	#(*)	#(*)	EMPLOYEE (*)	I OR O	
210	SARA CLINTON	1	1			
105	MICHAEL JEROME	1	2	105	I	
14	JANE SMITH	1	33	13	O	

TIME CLOCK MESSAGES

This file contains messages that can appear on the employee clock in/out screen. (If the Profile Option is set for Instant Clocking, this option should not be used.) An unlimited number of messages can be entered, each with its own priority, start and end date. In addition, there are 4 levels of messages that can be used, depending on to whom the message is intended. A 'Universal' message intended for all employees. An 'Individual' message is intended for a specific employee. A 'Departmental' message is intended for everyone in a specific department of a location. A 'Location' message is intended for everyone in a specific location, regardless of department. Each message can also be assigned a screen attribute of 'H', 'R' or 'B', (High intensity, Reverse Image or Blink).

The different message levels are determined by the accompanying data that is input; i.e. a 'universal' message is entered with a sequence# and message text, but an 'individual' message is entered with an employee# and a sequence#. A 'location' message is entered with a location# and sequence#. A 'department' message is entered with a location#, department#, and sequence#. The function of the sequence# is to prioritize/order the messages within the given message level. There can be up to 999 message lines for any record (i.e. a **specific** employee, department or location) within a message level. See the sample screen below.

MULTI-LEVEL MESSAGE FILE MAINTENANCE								
4=DELETE (LOC, DEPT, CLOCK# OPTIONAL)								
DL	LOC	DPT	CLOCK#	SEQ	START	END	MESSAGE	ATTR
								H/R/B
				1	1/01/96	12/31/99	***UNIVERSAL MESSAGE LEVEL ***	R
				2	1/01/96	01/15/96	HAPPY NEW YEAR!!	
				3	1/01/96	01/15/96	PLEASE REPORT ANY NAME OR ADDRESS	
				4	1/01/96	01/15/96	CHANGES TO PAYROLL DEPT. PRIOR TO	
				5	1/01/96	01/15/96	15TH SO W2 FORMS WILL BE CORRECT.	
			1	1	1/01/96	12/31/99	***INDIVIDUAL MESSAGE LEVEL ***	
			1	2	1/01/96	01/31/96	PLEASE SUBMIT NEW W4 FORM ASAP	
			2	1	1/01/96	01/31/96	YOU ARE NOW ELIGIBLE FOR 401K PLAN	
			2	2	1/01/96	01/31/96	PLEASE CONTACT PAYROLL DEPT. ASAP	
	1			1	1/01/96	12/31/99	***DEPARTMENTAL MESSAGE LEVEL ***	
	1			2	1/01/96	12/31/99	NEW DAILY HOURS ARE 8:30 - 5:00 WITH	
	1			3	1/01/96	12/31/96	45 MINUTES FOR LUNCH - BREAKS ARE AT	
	1			4	1/01/96	12/31/96	SUPERVISOR'S DISCRETION.	
	1			1	1/01/96	12/31/99	***LOCATION MESSAGE LEVEL ***	
1				2	1/01/96	12/31/99	THIS LOCATION WILL BE CLOSED FOR	
1				3	1/01/96	12/31/99	PHYSICAL INVENTORY 1/15-1/18	

Each message can be comprised of multiple sequence numbers as shown here. The message field for each line is 38 characters long.

TIME CLOCK ROUNDING

Time Clock rounding allows the time administrator to designate the rounding method and calculation to be used, if any. For example; in the table shown below, no rounding will occur until a time of 8 minutes after the hour and at that time the time will round to 15 minutes after the hour. The way minutes are rounded may be the same or different for clocking in and out. If they are the same, profile option #15 must be activated. There are several rounding codes that determine how the entries will be rounded. Only one may be used for a location. See below. (There is a profile option that allows you to indicate that union employees are not subject to rounding.)

1=Round each clock entry (in and out) - calculates the rounding for each time clock entry. I.E. An employee who clocks in at 8:07 may have that entry rounded to 8:15.

2=Round time elapsed between each clock in/out - calculates and rounds based on the time elapsed from clock in to clock out. I.E. An employee clocks in at 8:07 and out for lunch 12:25 actually worked 4 hours and 18 minutes. The time may be rounded to 4 hours and 15 minutes.

3=Round elapsed time for each day - calculates the daily time duration. I.E. An employee clocks in at 8:07, out for lunch at 12:25, back in at 1:15 and out for the day at 5:10. The total time worked for that day is 8 hours and 8 minutes, which may be rounded to 8 hours and 15 minutes.

4=Round total time worked for the week - calculates cumulative time for the week I.E. If the employee works 40 hours and 49 minutes, it may be rounded to 41 hours.

5=Round total time worked for the pay period - calculates cumulative time for the pay period. I.E. If the employee works 82 hours and 16 minutes, it may be rounded to 82 hours and 15 minutes.

ROUNDING FILE MAINTENANCE			
LOCATION#	1		
ROUNDING CODE	...	1	EACH ENTRY
MINUTES	ROUND TO:	IN	OUT
1		0	0
2		0	0
3		0	0
4		0	0
5		0	0
6		0	0
7		0	0
8		15	15
9		15	15
10		15	15
11		15	15
12		15	15
13		15	15
14		15	15
15		15	15

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.

OUT CODES TABLE

This file **must** be used in the following situations: by those companies that use the Multiple Out codes feature (whereby each clock in/out record has a code, I=In, O=Out, L=Lunch, B= Break etc.), by those that use the Job Cost feature, (each clock in/out has a job# rather than an out code), by those that automatically deduct scheduled lunch time from an employees hours worked and by those who plan to use T/C Batch Entry to enter non-worked hours (that may or may not affect overtime) into the Timeclock system and have those hours update both Timeclock and ACTFast systems, and ultimately Payroll.

When using the multiple out codes feature, an employee is required to enter a code when clocking in/out, (i.e. I=In, O=Out, L=Lunch, B=Break, etc.) Not only do these codes tell the system what type of record being created, but they calculate the time interval for worked time, lunch etc. Additionally, that time may be considered as paid or unpaid time depending on company policy. First of all, determine the types of time that you want to track such as lunch, breaks etc. and assign a code for each that employees can use when clocking out. Indicate whether it is considered as paid time, 'Y', or unpaid time, 'N'. A 'Y' in the Y=COMM. MAND. field forces the employee to enter a comment when using a particular code. The LITERAL field is a 12 character description that is used to identify this time on all reports and the DESCRIPTION is a 30 character field for entering a fuller description. (When you are automatically deducting lunchtime from an employee's day based on his schedule, you must have a code in this file that the system can use when creating the automatic lunch. That code must also be entered into the 10 Character Profiles. See the section entitled 10 Character Profile Values for further details.) If you are using the Job Cost features of the Timeclock/400 system, there must be a corresponding job code for the one character out code used to identify lunch, break, etc. Enter the job cost level# (1-4 depending on which levels you use) and the specific job code# that has been designated for lunch, break, etc. (These job codes must exist in the appropriate Job Cost Level master file prior to entry here.) In the example below, an employee will enter code '000000001' for lunch, code '000000009' for end of day, code '000000008' for a paid break and code '000000007' for an unpaid break. All of these codes will be entered into the JOB LEVEL 2 field.

OUT CODES TABLE MAINTENANCE								
Y=								
4=	OUT	Y=	COMM.			- LEVEL -		VP
DEL	CODE	PAID	MAND.	LITERAL	DESCRIPTION	#	ITEM	CODE
	L	Y		PD. LUNCH	PAID LUNCH TIME	2	00000001	
	O	N		END DAY	OUT FOR THE DAY	2	00000009	
	P	Y		PD. BREAK	PAID BREAK TIME	2	00000008	
	U	N		UNPD. BRK	UNPAID BREAK TIME	2	00000007	
	1	Y		VAC.-SAL	SAL. EMP. VAC.		VAC001	
	2	Y		SICK-SAL	SAL. EMP. SICK		SIC001	

3	Y	HOL.-SAL	SAL. EMP. HOL.	HOL001
---	---	----------	----------------	--------

If you are *not* using the Job Cost module of the system but are using the ACTFast system and want to enter non-worked hours, (i.e. vacation, sick) into the T/C Batch Entry program so that overtime can be correctly calculated, you must have an out code here and a corresponding calendar code/sub-code from the ACTFast Calendar Code File for each type of non-worked time you plan to enter, (i.e. Sick, Vacation, Personal Day etc.). That way the system can translate a Timeclock record to an ACTFast record. See the last 3 examples on the previous example. Additionally, the Calendar Code file must contain the appropriate 'Out' code to link the two systems together.

The last field shown above, **VP CODE**, is used only for those using the VeriPrint fingerprint identification device. If any of the out codes correspond to entries coming in from a VeriPrint device, the VeriPrint transaction code must be entered in this field.

OVERTIME TIERS BY LOCATION

This file is used to designate thresholds for the automatic calculation of overtime and/or double-time hours based on the total hours worked in a week and/or day. For example, any hours in excess of 8 per day or 40 per week may be considered overtime. Along the same lines, any hours in excess of 10 per day or 50 per week may be considered double-time. Your policy may be consistent across all departments and schedule#s within a location or it may vary by department and/or schedule#. This file can handle both situations. If you want the system to automatically calculate overtime for even a single department, this file must be used. The fields that appear on your screen may vary based on the profile settings that have been activated. See following sample screen.

DEPARTMENTAL OVERTIME CUT-OFFS												
4=DELETE FREQUENCY: W=WEEKLY B=BI-MONTHLY S=SALARIED M=MONTHLY												
					* TIER 1 *		* TIER 2 *		PAYROLL			
					WK	DLY	WK	DLY	CODES			
DLT	LOC	DPT	DESCRIPTION	FRQCY	SCH#	O.T.	O.T.	O.T.	REG	TIER1	TIER2	
	(*)	(*)	ALL DEPTS	W		40.00	8.00	50.00	10.00	1	2	3
1		2	WAREHOUSE	W		37.50	7.50	57.50	10.50	1	2	3
1		3	DELIVERY	W		40.00	10.00	65.00	12.00	1	2	3
2			ALL DEPTS	W		37.50	7.50	55.00	9.50	1	2	3

After entering the location# for which to create these records, you may enter a specific department# and its information or leave the department# field blank to apply to **all** departments for which there is no specific record here. You may also enter a specific schedule# or leave the schedule# field blank to apply to **all** schedules for which there is no specific record here. The frequency field should be keyed as applicable along with the daily and weekly cutoff hours. (Daily and/or weekly cutoff hours can be used - only one is required.) Tiers 1 and 2 can be used to break the excess hours into 2 groups with the hours being applied to different earning codes in payroll, i.e. overtime and double-time. If there is

no double-time use the Tier 1 fields only. On the far right, enter the earnings codes for regular pay, Tier 1 (overtime) and Tier 2 (double-time) as applicable.

ANNUAL TIMECLOCK CALENDAR

This program allows you to set up the calendar year for each location using the Timeclock system. (A calendar must be created for each year for which time card entries are to be created.) If all departments within a location are on the same pay frequency, the calendar is created once for the entire location. If each department is different, a calendar must be set up for each. The calendar must be created PRIOR to the first payroll of the new year. Upon selection of this option, the following screen appears.

LOCATION			
DEPARTMENT (BLANK=LOC DEFAULTS)			
PAYROLL YEAR TO CREATE ... 1996			
FIRST ACTUAL PAYCHECK DATE 1 1 1996			
			PAYCHECKS
PAYROLL FREQUENCY	CODE	FREQUENCY	PER YR.
	W W=WEEKLY	ONE PER WEEK	52 OR 53
	M=MONTHLY	ONE PER MONTH	12
	B=BI-WEEKLY	EVERY OTHER WEEK	26
	S=SEMI-MTHLY	TWO PER MONTH	24

Enter the location# for which to create the calendar, the department as necessary, the year, the first check date, and the pay frequency. Press **ENTER** to proceed. If a pay frequency of weekly is entered, the following screen appears.

CREATING CALENDAR RECORDS FOR TIMECLOCK SYSTEM PAYROLL FOR YEAR 1996	
LOCATION 1 BOSTON	DEPT. 5 DATA PROCESSING
FIRST ACTUAL PAYCHECK DATE IS 1 1 1996	
THIS PAYCHECK INCLUDES REGULAR TIME WORKED IN THE SEVEN DAY PERIOD	
ENDING: _____	(SUN MON TUE WED THU FRI SAT)
<u> </u> / <u> </u> / <u> </u>	
THIS PAYCHECK INCLUDED OVERTIME WORKED IN THE SEVEN DAY PERIOD ENDING:	
_____	(SUN MON TUE WED THU FRI SAT)
<u> </u> / <u> </u> / <u> </u>	
WHEN PAYDAY IS A HOLIDAY, PAY BEFORE OR AFTER ?	

Enter the pay period ending day of the week and the actual date of that first period ending day. Repeat this for overtime even if the day and date are the same as for regular pay. Finally, indicate whether you pay before of after a holiday assuming payday is a holiday.

If a pay frequency of monthly is entered, the following screen appears.

CREATING CALENDAR RECORDS FOR TIMECLOCK SYSTEM PAYROLL FOR YEAR 1996
LOCATION 1 BOSTON DEPT. 5 DATA PROCESSING
FIRST ACTUAL PAYCHECK DATE IS 1 1 1996

WORK DAYS ARE MAINTAINED IN 1 WEEK BLOCKS TO PROVIDE ACCURATE REPORTS.
THIS PAYCHECK INCLUDES REGULAR TIME WORKED IN SEVEN DAY PERIODS.
ENTER THE CUT-OFF FOR THE FIRST WEEK TO APPEAR IN THIS PAYCHECK:

____ (SUN MON TUE WED THU FRI SAT)
_ / _ / _

THIS PAYCHECK INCLUDES OVERTIME WORKED IN SEVEN DAY PERIODS.
ENTER THE CUT-OFF FOR THE FIRST WEEK TO APPEAR IN THIS PAYCHECK:

____ (SUN MON TUE WED THU FRI SAT)
_ / _ / _

KEY THE DAY OF THE MONTH FOR PRINTING CHECKS (KEY 31 FOR LAST OF MONTH)

WHEN PAYDAY IS A SATURDAY, PAY ON FRI OR MON ?
WHEN PAYDAY IS A SUNDAY, PAY ON FRI OR MON ?
WHEN PAYDAY IS A HOLIDAY, PAY THE DAY BEFORE OR AFTER ?

Enter the cutoff day for the end of the first week (the first of the 4 weeks) and the corresponding date. Repeat this for overtime even if the day and date are the same as for regular pay. Enter the day of the month for printing paychecks, and finally, indicate how to handle a payday that falls on a Saturday, Sunday or a holiday.

If a pay frequency of bi-weekly is entered, the following screen appears.

CREATING CALENDAR RECORDS FOR TIMECLOCK SYSTEM PAYROLL FOR YEAR 1996
LOCATION 1 BOSTON DEPT. 5 DATA PROCESSING
FIRST ACTUAL PAYCHECK DATE IS 1 1 1996

WORK DAYS ARE MAINTAINED IN 1 WEEK BLOCKS TO PROVIDE ACCURATE REPORTS.
THIS PAYCHECK INCLUDES REGULAR TIME WORKED IN SEVEN DAY PERIODS.
ENTER THE CUT-OFF FOR THE FIRST WEEK TO APPEAR IN THIS PAYCHECK:

____ (SUN MON TUE WED THU FRI SAT)
_ / _ / _

THIS PAYCHECK INCLUDES OVERTIME WORKED IN SEVEN DAY PERIODS.
ENTER THE CUT-OFF FOR THE FIRST WEEK TO APPEAR IN THIS PAYCHECK:

____ (SUN MON TUE WED THU FRI SAT)
_ / _ / _

WHEN PAYDAY IS A HOLIDAY, PAY THE DAY BEFORE OR AFTER ?

Enter the cutoff day for the end of the first week (the first of the 2 weeks) and the corresponding date. Repeat this for overtime even if the day and date are the same as for regular pay. Finally, indicate how to handle a payday that falls on a holiday.

If a pay frequency of semi-monthly is entered, the following screen appears.

CREATING CALENDAR RECORDS FOR TIMECLOCK SYSTEM PAYROLL FOR YEAR 1996
LOCATION 1 BOSTON DEPT. 5 DATA PROCESSING
FIRST ACTUAL PAYCHECK DATE IS 1 1 1996

WORK DAYS ARE MAINTAINED IN 1 WEEK BLOCKS TO PROVIDE ACCURATE REPORTS.
THIS PAYCHECK INCLUDES REGULAR TIME WORKED IN SEVEN DAY PERIODS.
ENTER THE CUT-OFF FOR THE FIRST WEEK TO APPEAR IN THIS PAYCHECK:

____ (SUN MON TUE WED THU FRI SAT)
_ / _ / _

THIS PAYCHECK INCLUDES OVERTIME WORKED IN SEVEN DAY PERIODS.
ENTER THE CUT-OFF FOR THE FIRST WEEK TO APPEAR IN THIS PAYCHECK:

____ (SUN MON TUE WED THU FRI SAT)
_ / _ / _

KEY THE DAY OF THE MONTH FOR 1ST ____ AND 2ND ____ PAYCHECK
WHEN PAYDAY IS A SATURDAY, PAY ON FRI OR MON ?
WHEN PAYDAY IS A SUNDAY, PAY ON FRI OR MON ?
WHEN PAYDAY IS A HOLIDAY, PAY THE DAY BEFORE OR AFTER ?

Enter the cutoff day for the end of the 1st week and the corresponding date. Repeat this for overtime even if the day/date is the same as for regular pay. Enter the 2 days of the month for printing paychecks, and indicate how to handle a payday that falls on a Saturday, Sunday or a holiday.

SIGNATURE BLOCK

This option can be used to create text lines to be printed on the Employee Time Report with Signature Block, #27 on the Operations menu. See sample below.

TCFM26 SIGNATURE BLOCK MAINTENANCE 5/15/07

DT LOC TEXT

10 MY SIGNATURE ON THIS TIMESHEET CERTIFIES THAT DURING THIS PAY PERIOD:
20
30 1. I APPROVE THE HOURS AS LISTED.
40 2. I SUSTAINED NO ACCIDENT OR INJURY WHILE WORKING OR IF THERE WAS AN
50 ACCIDENT OR INJURY I HAVE REPORTED IT TO THE WAREHOUSE MANAGER.
60 3. I HAVE TAKEN A TEN-MINUTE BREAK FOR EVERY FOUR HOURS WORKED,
70 WHETHER ON SITE OR IN ROUTE.
80 4. I HAVE TAKEN THE MEAL BREAK(S) AS SPECIFIED BY LAW IN THE STATE I
90 AM EMPLOYED, WHETHER ON SITE OR IN ROUTE OR I HAVE NOTIFIED THE
100 WAREHOUSE MANAGER IN WRITING IF I HAVE NOT.
120 BE SURE TO NOTE ANY APPLICABLE COMMENTS TO THE ABOVE CERTIFICATION:
130 _____
140 _____
210
220 EMPLOYEE SIGNATURE: _____

230

240 WAREHOUSE MANAGER SIGNATURE: _____

When creating the signature block text, enter a sequence# in the **LOC** field, using an increment of 5 or 10 to allow for insertion of additional lines as needed. For each sequence#, 70 characters of text can be keyed. For blank lines, assign a sequence# and leave the text area blank.

CORPORATION MASTER

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

```
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
```

LOCATION MASTER

This file contains all of the active locations that will be tracked in the Timeclock 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 work week 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 schedules. See the sample screen below. Refer to the on-line **HELP** text for individual field explanations.

```
CAFM08          LOCATION MASTER MAINTENANCE
4=DELETE
POSITION TO LOCATION # . . . . .

  DLT LOC CORP DESCRIPTION          P/R CUTOFF  O/T CUTOFF
----- DAY TIME  DAY TIME SCHED#
    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
4	1	CHICAGO	MON	12.00	2

****NOTE**** - If the profile option 'Do Not Use WS ID For Employee Validation' is set to 'Y', an additional field, **HOURS VARIANCE**, appears in this file allowing you to enter the number of hours behind or ahead of the AS/400 this location is. It is meant to be used when a location is in different time zone than the host AS/400. For example, if the AS/400 is in New York and location 2 is in Chicago, an entry of '1-' would be made to that field (use the **FIELD-** key), indicating that Chicago is one hour behind the host system. If the reverse were true with New York being the remote site, an entry of '1' would be made using the **FIELD+** key, (one hour ahead).

LOCATION STANDARD WEEK

The Location Standard Week file allows you to define the work week 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 work week entered here can be overridden on an employee basis in the Employee Standard Week file.

LOCATION STANDARD WEEK							
LOCATION.....: 1 BOSTON							
YEAR.....: 1998							
	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>
	X						X

DEPARTMENT MASTER

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

CAFM06	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 using the Time & Attendance 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. Once the name/address data has been keyed you may press **F15** to enter employee specific date information. Press **F17** to enter the User Defined field information. Press **F16** to access the accrual formula data if you are accruing such things as vacation sick etc. (The ACTFast system must also be installed in order to accrue such time.) See the following sample screens. Refer to the on-line **HELP** text for individual field explanations.

****NOTE**** Entries to the **SCHEDULE#** field can only be made if profile option #43, Scheduling is Used and Verified, is set to 'N'. If set to 'Y', schedule#s must be assigned to employees via menu option # 11, Employee Scheduling Change, on the Scheduling menu.

CAF009		EMPLOYEE MASTER MAINTENANCE	
EMPLOYEE NUMBER . .	1		
EMPLOYEE NAME . . .	TIMOTHY	R JONES	
ADDRESS LINE 1 . .	222 ASHFORD ST		
ADDRESS LINE 2 .			
CITY	STAMFORD	STATE. CT	ZIP 06902 0000
COUNTRY		FOREIGN ZIP	

TELEPHONE NUMBER .	203-267-2222 EXT 42		
DATE OF BIRTH . . .	10 22 1956	(MM,DD,YEAR)	
SOCIAL SECURITY # .	040-50-7978		
SEX	M		
BADGE#	5544471558		

EMPLOYMENT DT.	10/15/92	BENEFIT START DT.	12/15/92
LOCATION (*)	1	BOSTON	
DEPARTMENT # (*) .	1	WEST SIDE	
JOB CLASS (*) . . .	4	CLASS 4	
STANDARD HOURS . .	40.00		
PAY FREQUENCY . . .	S		
HOURLY/SALARY . . .	H		
SCHEDULE#			
WORK STATUS			
UNION CARD#			
TERMINATION CODE . .			
TERMINATION DATE . .			

To access the User Defined Date information, press **F15**. See the following screen.

EMPLOYEE DATES FOR USER DEFINED EVENTS

DATES FOR: 444-55-6666 SANTO SILVA

#	EVENT (DATE STATEMENT DEFINITION)	EMPLOYEE DATE
800	PROBATIONARY ENDING DATE	
811	LAST DATE SICK ACCRUAL WAS RUN FOR. FORCES "01" INTO DAY.	
812	LAST DATE VACATION ACCRUAL WAS RUN FOR. FORCES "01" INTO DAY	
813	LAST DATE PERSONAL 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	
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	

Unless you have custom programs and have been instructed to make entries to certain records here, the only items that may need responses are #821, 823 and 824. Refer to the 'Profile Option' section of the manual for further details regarding these items. Entries into those records have to do with using Multiple Out codes, Department# Override capability and Job costing. To access the Auto-Accrual information, press **F16**. This screen shows the types of time being accrued for the employee as well as the user-defined formula# that is used for calculation. See sample screen below.

CAIA18 EMPLOYEE AUTO-ACCRUAL CODES

CODES FOR: 444-55-6666 SANTO SILVA

ACTFAST	AUTO-ACCRUAL (*)
CODE SUB DESCRIPTION	CODE DESCRIPTION
VAC ACC ACCRUED VACATION	001 ANNUAL VACATION ACCRUAL
SIC ACC ACCRUED SICK TIME	005 MONTHLY SICK ACCRUAL
PER ACC ACCRUED PERS. TIME	010 MONTHLY PERSONAL ACCRUAL

If you are using the Time Clock system and the profile option indicating that employee#s 999000-999999 have been reserved as temporary employee numbers and you wish to use a temporary number, enter it here 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 MASTER MAINTENANCE

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

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.

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	DPT #(*)	DEPARTMENT
	CLINTON	1	BOSTON	1	ADMINISTRATION
	LISA	1	BOSTON	2	SALES
	SALLY	1	BOSTON	999	ALL

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. The work status code can be used in automatic benefit accruals.

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.

TERMINATION CODE TABLE FILE MAINTENANCE			
POSITION TO . .		BY CODE	
4=			PERMANENT
DLT	CODE	DESCRIPTION	Y/N
	A	LEAVE OF ABSENCE	N
	L	LAI D OFF	N
	T	TERMINATED	Y

USER DEFINED DATE ENTRY

This program can be used to enter employee values for a specific user defined date for a large number of employees at once; i.e. vacation accrual start date. A default date can be used or individual dates can be keyed by 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. (This is the same program that exists in the ACTFast system.)

ENTRY/UPDATE BY USER-DEFINED DATE					
TYPE SELECTION, PRESS ENTER.			DATE#:	1	VAC. ACC. START DATE
1=SELECT			DEFAULT DATE: 01/01/96		
POSITION TO			BY LOC/DEPT/CLOCK#		
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	
	DAVID KRAMER	36	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 following sample screen.

TYPE DATE, PRESS ENTER.		DATE#: 1		
VACATION ACCRUAL START DATE				
POSITION TO		BY LOC/DEPT/CLOCK#		
<u>DATE</u>	<u>NAME</u>	<u>CLOCK#</u>	<u>LOC</u>	<u>DPT</u>
3/15/96	DAVID Q. TURNER	1	1	1
3/15/96	SANTO SILVA	3	1	1
3/15/96	DENIS O. CASTELLI	5	1	1
	DAVID KRAMER	36	1	1

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

USER DEFINED FIELDS ENTRY

This menu option allows you to create user-defined fields for tracking additional employee data not included in the Employee Master file. There are 999 available field records, each with its own code (001-999) and corresponding description. Since the field 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 fields 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.

User defined fields are assigned a field# and a description. When all records have been keyed, press **ENTER** and **F20** to add the records to the file. To delete a previously entered record, key a '4' in the **CODE** field to the left of the record and **ENTER** and **F20**.

USER DEFINED FIELDS	
<u>FIELD#</u>	<u>DESCRIPTION</u>
001	MAIDEN NAME
002	EMERGENCY CONTACT #1
003	EMERGENCY CONTACT #1 PHONE

JOB CLASSIFICATIONS

The Job Classification File contains the job class codes and descriptions assigned to employees in the Employee Master File. This field is not used by the system for anything specific in the Time Clock system

ASSIGN PERMANENT CLOCK#'S

This job is used to transfer current pay period detail data from a temporary employee# to a permanent employee#, clearing the temporary employee# and allowing it to be reused. Both employee#s must exist in the master file in order to perform this function. (Temporary employee#s are 999000-999999.) Simply enter the from and to clock#s and press **ENTER**. The system displays the To employee# and name and indicates that the employee will no longer be using the temporary number. Press **F20** to approve or **F12** to cancel. If the social security numbers on the temporary and permanent employee numbers do not match, the screen below is displayed. If you press **F20** to approve, the SS# in the permanent employee# record is retained and that in the temporary employee# is deleted along with that number. See the sample screen below.

**EMPLOYEE # 654000 MICHAEL BACON
HAS SOCIAL SECURITY # 147-85-4598 , BUT
HAD SOCIAL SECURITY # 112-36-5458 AS TEMPORARY
EMPLOYEE # 999011 . PLEASE CONFIRM THE CHANGE.**

FILE LISTINGS

The File Listings menu contains master file listings. The menu appears as below.

1. **VALID WORKSTATIONS**
2. **AUTHORIZED SUPERVISORS**

6. **TIME CLOCK ROUNDING**
7. **JOB CLASSIFICATIONS**
8. **JOB COSTING LEVELS FILE**
9. **USER DEFINED FIELD DEFINITIONS**

11. **EMPLOYEE MASTER**
12. **EXCALIBUR EXCEPTIONS**

Refer to the On-line HELP text for further explanations of individual fields.

FILE INQUIRIES

The File Inquiry menu contains inquiries into the master files. The menu appears as below.

1. **VALID WORKSTATIONS**
2. **AUTHORIZED SUPERVISORS**

6. **TIME CLOCK ROUNDING**
7. **JOB CLASSIFICATIONS**
8. **JOB COSTING LEVELS**
9. **USER DEFINED FIELD DEFINITIONS**
10. **OUT CODES TABLE**

Refer to the On-line HELP text for further explanations of individual fields.

OPERATIONS MENU

The Operations menu contains programs for clocking in/out, supervisory maintenance of time card records, archiving and purging time card data. The menu appears as below.

1. TIME CARD ENTRY
2. TIME CARD BATCH ENTRY
3. TIME CARD ENTRIES NEEDING ATTENTION
4. SUPERVISOR MAINTENANCE OF TIME CARD ENTRIES
5. TIME CLOCK AUDIT REPORT
6. SUPERVISOR T/C SUMMARY (INQUIRY OR REPORT)
7. SUPERVISOR VARIANCES INQUIRY/REPORT
8. EMPLOYEES WITHOUT HOURS REPORT
9. EMPLOYEE LOCATOR
10. SUPERVISOR INQUIRY OF ALL ENTRIES
11. SUPERVISOR GENERATION OF AUTO-BATCH
12. VERIPRINT EXCEPTIONS REPORT/CLEAR
13. REPOST EXCALIBUR EXCEPTIONS
- 14.
15. UNION REPORT
16. EMPLOYEE DAYS IN REQUESTED PERIOD
21. REPORTS SUB-MENU
22. TIME CARD BATCH ENTRY BY SUPERVISOR
24. REPOST XPI EXCEPTIONS
25. PURGE XPI EXCEPTIONS
27. EMPLOYEE REPORT W/SIGNATURE BLOCK
29. EMPLOYEES NOT CLOCKED IN
74. FLAG TIMECLOCK ENTRIES AS POSTED
75. UNFLAG POSTED ENTRIES
76. ARCHIVE TIMECLOCK ENTRIES
77. UN-ARCHIVE TIMECLOCK ENTRIES
79. PURGE ARCHIVED FILE

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

TIME CARD ENTRIES

This program is used for employee clock in/out, using either social security# or employee#. It can be accessed via the Time Clock menu or can be set up as the initial program to call at user sign-on time. After keying in the SS# or employee#, press **FIELD EXIT** or **ENTER**. (If the Profile Option for Instant Clocking has been activated, *and* the employee is not set for Job Costing, Multiple Out Codes or Dept# override, the system automatically redisplay the SS#/Employee# prompt, allowing the next person to clock in/out. None of the other features described below will be available in this case. If the employee *is* set for Job Cost, Multiple Out Codes and/or Dept# override, the features below apply.) If the Time Clock messaging is being used, a screen displaying any messages for the employee appears at this time. Simply press **ENTER** to proceed. If the messaging is not being used, the clock in/out screen appears. Depending on the profile settings regarding multiple out codes, the employee may or may not be required to enter a **CODE** indicating the type of entry, (I=In, O=Out, L=Lunch, B=Break etc.) If multiple out codes are *not* used, the system alternates between clocking the employee in or out based on the previous entry. (The first entry for the day is always an 'in' record) Depending on the profile settings regarding dept# override, a **DEPT#** field may appear allowing the employee to enter an override dept#. Any in/out records since the close of the last pay period are displayed. Simply press **ENTER** to clock in/out or **F12** to exit without clocking in/out. If the employee wishes, he can enter a comment to accompany the in/out record. All records entered with a comment are automatically designated as requiring the supervisor's attention by an 'X' in the **ATT** field. (Any records flagged for supervisory attention can be accessed via report/inquiry on the Operations menu.) See sample screen below.

Regular Entry - Alternating In/Out

TCFM05		TIME CARD ENTRIES					
JAMES DRAKE							
DAY	DATE	TIME	I/O	ELAPSED	COMMENT	ATT	
TUE	8/21	8:12 AM	IN	0:00			
TUE	8/21	5:01 PM	OUT	8:49			
WED	8/22	11:45 AM	IN	0:00	IN LATE - IBM SEMINAR IN A.M.	X	
WED	8/22	5:14 PM	OUT	6:29			
THU	8/23	8:46 AM	IN	0:00			
THU	8/23	4:02 PM	OUT	7:16	DOCTOR'S APPT.	X	
COMMENT							
	8/24	1:17 PM			_____		

If the profiles have been set to use multiple out codes, those codes must first have been created in the Multiple Out Codes file. 'I' is the only valid 'In' code but there may be several other codes as designated in that file, i.e. L=Lunch, B=Break, O=Out for the Day). Press **F4** to look up the valid values. **THERE SHOULD ONLY ONE O=OUT CODE FOR THE DAY.** When clocking out for lunch, breaks etc., (ONLY when there is no automatic lunch time deduction), use the appropriate 'L' or 'B' code, and 'I' when returning. All other functions as previously described apply here as well. See the sample screen that follows.

Regular Entry - Multiple Out Codes

TCFM05		TIME CARD ENTRIES					
JAMES DRAKE							
DAY	DATE	TIME	I/O	ELAPSED	COMMENT	ATT	
TUE	8/21	8:12 AM	IN	0:00			
TUE	8/21	11:58 AM	L	3:46			
TUE	8/21	12:36 PM	IN	:38			
TUE	8/21	5:01 PM	OUT	4:25			
WED	8/22	11:45 AM	IN	0:00	IN LATE - IBM SEMINAR IN A.M.	X	
WED	8/22	5:14 PM	OUT	6:29			
THU	8/23	8:46 AM	IN	0:00			
THU	8/23	11:10 AM	B	2:24			
THU	8/23	11:30 AM	IN	:20			
THU	8/23	4:02 PM	OUT	4:32	DOCTOR'S APPT.	X	
			CODE	COMMENT			
8/24	1:17 PM		—	_____			

If the profiles have been set to use job tracking, (those job codes must first have been created in the Job Costing Levels and the level descriptions must exist in the 10 character profiles), the clock in/out screen looks just like the Regular Entry - Alternating In/Out screen as seen below. When the employee presses **ENTER**, a pop-up window appears requesting the appropriate job data (There are 4 available job levels - only those that have been defined in the 10 character profile appear in the window.) Press **F4** at any level to display the valid field values. See the following page for the Job Data pop-up window.

TCFM05		TIME CARD		SANTO Q. SILVA		
ELAPSED						
DAY	DATE	TIME	I/O	TIME	ACTIVITY	
TUE	11/25	8:22 AM	IN	0:00	502	
TUE	11/25	9:43 AM	OUT	1:21	502	
TUE	11/25	9:43 AM	IN	0:00	501	
TUE	11/25	11:36 AM	OUT	1:53	501	
TUE	11/25	11:36 AM	IN	0:00	3	
TUE	11/25	12:20 PM	OUT	0:44	3	
TUE	11/25	12:20 PM	IN	0:00	501	
TUE	11/25	2:38 PM	OUT	2:18	501	
TUE	11/25	2:38 PM	IN	0:00	502	
TUE	11/25	4:19 PM	OUT	1:41	502	
			COMMENT	_____		
11/24	2:06 PM			-		

JOB COSTING DATA	
JOB LEVEL 1(*) -	_____
JOB LEVEL 2(*) -	_____
JOB LEVEL 3(*) -	_____
JOB LEVEL 4(*) -	_____

After keying the appropriate job data, press **ENTER** to proceed or **F12** to cancel. The first transaction is always an 'In'. Subsequent clock in/out transactions are processed in the following manner. On the first transaction the employee enters a job code. The system assumes he is now working on that activity until the next transaction. On the second transaction the employee enters a different job code, indicating that he is moving to a new activity. The system creates 2 records; an 'Out' for the first job code and an 'In' for the new job code. This happens each time an employee goes to the clock in/out screen until he uses a designated job code indicating a final 'Out' for the day. See the example on the previous page.

If the profile options to allow access to the employee inquiries have been activated, **F15** allows the user to view selected data from the Timeclock and/or ACTFast systems. Upon pressing **F15**, the following screen appears with the allowed options.

SANTO Q. SILVA SELECT INQUIRY TO BE DISPLAYED. .	
A=ACTFAST DETAILS C=CALENDAR E=EMPLOYEE SCHEDULE S=SUMMARY M=MASTER DATA	

The ACTFast Details screen provides access to the detailed calendar records that exist for the employee. The Calendar screen displays the 12 month calendar summary. The Employee Schedule displays the employee's current daily work schedule or override schedule. The Summary provides a summary of the current pay period time worked. The Master data displays the Employee Master file data.

TIME CLOCK BATCH ENTRY

This option can be used to create time clock entries for employees who are not present to physically clock in/out. For example: an employee works offsite for any portion of the pay period and has submitted a written record of time worked to a supervisor. The supervisor can use this program to enter the clock in and out times for the employee. Additionally, non-worked hours, (i.e. vacation, sick, late etc.) can be entered using designated job codes (if using the Job Cost module) or ACTFast calendar codes that automatically post these non-worked hours to the ACTFast system as well as the Timeclock system, (only when ACTFast profile option #13, From TC Batch Entry, Update ACTFast? is set to 'Y'). The designated job codes and/or calendar must exist in the Job Cost or Calendar Codes files. If you are using Job Cost module, the Job Codes **must** be assigned to the appropriate calendar codes in the Calendar Code master file. If not using the Job Cost module, the Calendar Codes must be assigned to the appropriate out codes in the Calendar Code file. Refer to the ACTFast Calendar Code and the Timeclock Multiple Out Code documentation for further details.

Non-worked hours entered using the Batch Entry program post to **both** the Timeclock and ACTFast systems, and ultimately to Payroll if desired. The hours records that count towards overtime (their corresponding calendar codes have an 'I' in the **INCLUDE IN OVERTIME** field in the Calendar Code Master File), will ultimately post to Payroll via the Timeclock system. Those hours records that do not count towards overtime will ultimately post to Payroll via the ACTFast system. Upon selection of this menu option, the following screen appears.

TIME CLOCK BATCH ENTRY			
OPTION	BATCH #	DATE	# OF RECORDS
	5	6/01/97	25
	6	6/10/97	14
OPT: 2=CHANGE < (ONE EMPLOYEE) > F10=ADD NEW BATCH			
5=CHANGE < (MULT. EMP.) > F13=ADD NEW BATCH			
6=PRINT EDIT 8=POST BATCH F3=EXIT			

If any batches exist for the user, you will see a line for each as shown above. To add entries for a specific employee, press **F10**. To add entries for multiple employees, press **F13**. Entries for current and/or future dates can be created in any batch, but future date entries can only be posted if Profile Option #74 - Allow Posting of Batch with Future Dates, is set to 'Y'. Each method will be described on the following pages.

Single Employee Batch Entry and Changes

Enter the employee# and the date range of the entries to be created and press **ENTER** and **F20** to proceed. The entry screen varies slightly if you are not using the Job Cost module in that the job# fields are replaced by the calendar code and sub-code fields. See the examples that follow. Enter a separate line for each time card entry with the date worked, the from and to times, am/pm indicator, job level codes or calendar codes and override department# as necessary. You may leave the **WORK DATE** field blank to use the same date as the previous line. If the start time for a line is the same as the end time for the previous line, leave the **START TIME** field blank.

Job Cost version:

TIME CARD BATCH ENTRY		BATCH #: 7						
WORK TIME FOR: 3 SANTO SILVA								
LOCATION . . : 1 BOSTON								
DEPARTMENT . : 22 MARKETING								
PERIOD . . . : 6/01/97 - 6/15/97								
4=	WORK	- WORK TIME -	(*)	(*)	(*)	(*)	O/R	
DEL	DATE	FROM	TO	LEVEL1	LEVEL2	LEVEL 3	LEVEL4	DPT
	060197	900 A	1149 A	100	661			
	060197	1149 A	1258 P	101	661			
	060197	1258 A	1322 P	101	663			
	060197	1322 P	458 P	100	662			

Non-Job Cost version:

TIME CARD BATCH ENTRY		BATCH #: 7		
WORK TIME FOR: 3 SANTO SILVA				
LOCATION . . : 1 BOSTON				
DEPARTMENT . : 22 MARKETING				
PERIOD . . . : 6/01/97 - 6/15/97				
4=	WORK	- WORK TIME -	TOTAL	ACTFAST
DEL	DATE	FROM	TO	CODE/SUB
	060197	900 A	500 P	SIC / 001
	060297	900 A	500 P	PER / 001

The non-Job Cost version has an additional entry field, **TOTAL HOURS**, as seen in the above example. It can be used to facilitate data entry when entering non-worked time and not wanting to enter a specific from/to time. For example, when an employee has 8 hours of sick time, you can simply enter the date, the 8 hours and the appropriate calendar code. The system first looks for the employee's scheduled work hours and automatically feeds in from/to times to match the 8 hours. If a schedule is not found, 9:00 am is used as a start time and the calculation of the to time is made from there. In a situation where the employee works part of the day and then has 4 hours of sick time, enter the date, the from time (when the sick time started) and the total hours. The system will calculate the end time accordingly. Remember that any automatic lunch deduction calculations may cause this time to be further reduced. In that situation, enter 8.5 hours knowing that the system takes away additional time based on the calculations built into the system. Contact your DAPREX representative if you have any questions regarding this feature.

When all entries for the employee have been keyed, press **ENTER** and **F20** to accept or **F12** to start over. Once the lines have been accepted, you may delete a line by keying a '4' in the **DELETE** field. The only fields that can be changed are the **TO TIME**, the **AM/PM** indicator, the **JOB LEVEL CODES** or **CODE/SUB** and the **OVERRIDE DEPARTMENT#**. When all entries for the employee have been accepted, press **F12** to return to the employee# and date range screen. Enter the next employee# and change

the date range if necessary. Continue as previously described. When all entries have been completed, press **F3** to exit to the screen on the following page. From this screen you may choose to work with existing time clock entries for a specific employee by keying a '1' in the **SEL** field, or to add a new employee by pressing **F10**.

TIME CLOCK BATCH ENTRY			
USER . . . : LISA		BATCH # : 7	
1=			
SEL	EMPLOYEE#	EMPLOYEE NAME	DAYS
	3	SANTO SILVA	2
	8	DAVID CHARLES	4
	4	CATHERINE DAVIS	5

Once all employee time clock records have been added, press **F3** at the above screen to return to the batch selections screen. See the following example.

TCIA22 TIME CLOCK BATCH ENTRY			
OPTION	BATCH #	DATE	# OF RECORDS
	7	6/02/97	3
	8	6/0397	16
OPT: 2=CHANGE < (ONE EMPLOYEE) > F10=ADD NEW BATCH			
5=CHANGE < (MULT. EMP.)) > F13=ADD NEW BATCH			
6=PRINT EDIT 8=POST BATCH F3=EXIT			

You may add/change or delete batch entries for a *selected* employee by keying a '2' in the **OPT** field and pressing **ENTER**. (The next screen displays all employees from which you can select.) Select the desired employee by keying a '1' in the **SEL** field and press **ENTER**. Make the necessary additions/changes/deletions.

Multiple Employees Batch Entry and Changes

After pressing **F13** to create batch entries for multiple employees, you are prompted to enter the period start and end dates for the batch. Press **ENTER** to proceed. A blank screen appears allowing you to enter records for multiple employees. Enter a separate line for each time card entry with the employee#, date worked, the from and to times, am/pm indicator, job level codes or calendar codes and override department# as necessary. You may leave the **WORK DATE** field blank to use the same date as the previous line. If the start time for a line is the same as the end time for the previous line, leave the **START TIME** field blank. The **DUP** key may be used in the job level fields to duplicate data from the previous entry. See the following example.

Job Cost Version

TIME CLOCK BATCH ENTRY							
4=	WORK	- WORK	TIME -	(*)	(*)	O/R	
DEL	DATE	FROM	TO	JOB LVL 1	JOB LVL 2	DPT	
	EMPLOYEE # (*)	. . 3 SANTO SILVA					
	9/12/97	8:42 A	12:30 P	501	101		
	EMPLOYEE # (*)	. . 3 SANTO SILVA					
	9/12/97	12:30 P	16:10 P	501	102		
	EMPLOYEE # (*)	. . 5 JASON CONNOR					
	9/12/97	8:45 A	11:16 P	602	101		
	EMPLOYEE # (*)	5 JASON CONNOR					
	9/12/97	11:16 A	12:19 P	603	101		
	EMPLOYEE # (*)	5 JASON CONNOR					
	9/12/97	12:19 P	12:52 P	10			
	EMPLOYEE # (*)	5 JASON CONNOR					
	9/12/97	12:52 A	16:39 P	603	101		

Non-Job Cost Version

TIME CLOCK BATCH ENTRY							
4=	WORK	- WORK	TIME -				
DEL	DATE	FROM	TO	CODE	/	SUB	
	EMPLOYEE # (*)	. . 3			VAC		001
	11598	830 A	430 P				
	EMPLOYEE # (*)	. . 2			SIC		001
	11698	830 A	500 P				

After all entries have been made, press **ENTER** and **F20** to accept, or **F12** to start over. Press **F3** to return to the batch selection screen. You may add/change or delete entries for *all* employees in that or any batch by keying a '5' in the **OPT** field and pressing **ENTER**. Make the necessary additions/changes/deletions.

From that batch selection screen key a '6' to print an edit listing of a batch or an '8' to post a batch. If errors are found in the edit listing, return to this screen to add/change/delete entries. If you take the option to post a batch, the batch confirmation screen appears. Key 'YES' to confirm the posting of the batch. Again, those non-worked hours records that correspond to specific calendar codes will be posted to both systems. If errors are found after the batch has been posted, they can be corrected/deleted using 'Supervisor Maintenance of Time Card Entries'.

TIME CLOCK ENTRIES NEEDING ATTENTION

This option prints a listing of all those time clock entries that have been flagged as needing supervisory attention for a specific location. This report can then be used in the "Supervisor Maintenance" job to fix time clock entries. The report shows the employee# and name, date, day, time in/out and comment for each of these records See following sample.

TIME CLOCK RECORDS NEEDING ATTENTION						
LOCATION: 1 BOSTON						
CLOCK	NAME	DATE	DAY	TIME	COMMENT	
10005	WALLACE CABA	1/23/96	TUE	11:05 AM IN	IN CAR ACCIDENT	
10020	ERICA JAMES	1/24/96	WED	4:30 PM OUT	DR. APPT. @ 5:15	
10001	JAMES DRAKE	2/08/96	THU	8:26 AM IN	FORGOT TO CLK OUT	
20520	PHYLLIS BURNS	2/08/96	THU	8:45 AM IN	TWO 'INS' IN A ROW	

SUPERVISOR MAINTENANCE OF TIME CARD ENTRIES

This option allows a supervisor to view, change, delete or add time card entries for an entire location, a specific department within a location or a specific employee. Each supervisor MUST also have an entry in Department Security File Maintenance if Department Security profile is set to 'Y'. Those entries that have been flagged as needing supervisory attention must be attended to using this job.

The supervisor is prompted for his own social security #, and may choose from among the options listed. See following sample screen.

```
SUPERVISOR SOCIAL SECURITY # . .
SELECT EMPLOYEE TO WORK WITH:
  EMPLOYEE CLOCK # (*) . . . . .

OR SELECT ALL ENTRIES FOR THE FOLLOWING:
  LOCATION (*) . . . . .
  DEPARTMENT (*) . . . . .
  SEQUENCE TO SHOW ENTRIES (A/N) .   (A=BY NAME
                                       N=BY CLOCK #)

FOR EITHER SELECTION:
  DATE RANGE (OPTIONAL) . . . . . FROM:      TO:
  SHOW ONLY ENTRIES NEEDING ATTENTION (Y/N)? . . N
```

The initial selection must be of a specific employee or specific location and/or department. After indicating the order in which to view the entries, additional selections by date range or attention records only can be made. If a single employee is selected, all his clock in/out records since the last

pay period are displayed. If the date range or attention records only option has been selected, only those entries for the employee are displayed. See following sample screen.

```

SUPERVISOR MAINTENANCE OF TIME CLOCK ENTRIES

EMPLOYEE. 10001 JAMES DRAKE    DATE RANGE:
LOCATION. 1 SAN FRANCISCO  FROM. :
DEPARTMENT. .1 HOUSEKEEPERS TO. . :
STANDARD HOURS: 37.50

4=
          A/  IN/
DLT DATE DAY TIME P OUT ELAPSED COMMENT X=ATT
-----
1/09/95 MON 9 30 A  IN   :00   IN ACCIDENT X
1/09/95 MON 12 00 P  OUT  2:30
1/09/95 MON 12 30 P  IN   :30
1/09/95 MON 4 32 P  OUT  4:02

F2=TOP  F14=CALENDAR  F18=BOTTOM  F9=CHANGE TIME
F3=EXIT F12=PREVIOUS  F15=ALL ENTRIES F24=SUMMARY
F10=ADD RECORD
    
```

If all entries for the employee are not displayed, you may press **F15** to display the rest of the employee's entries. From this screen, entries can be added, changed or deleted. To delete an existing entry, simply key a '4' in the **DLT** field, press **ENTER** and **F20** to accept. The fields that can be changed directly on this screen are **IN/OUT**, **COMMENT** and **X=ATTENTION**. To change any of the other fields, position the cursor on the line to be changed and press **F9** or press **ENTER**. A pop-up window as shown below. (If the Job Tracking module of the system is installed, the job code data is also included in this window) Simply key the correct data over the existing data and press **ENTER**. If no data needs to be changed, press **F12**.

```

DATE ... 1/13/97    CHG
TIME ... 10 : 14 : 05
IN/OUT ... I AM/PM .. A
O/R DEPT . 22  ATTEN...
HOME DEPT. 22

COMMENT . IN LATE DUE TO TRAFFIC

F12=PREVIOUS
    
```

Once the new data has been entered, the elapsed time will be recalculated for that record and any other record(s) as applicable. To add an entry press **F10**. The same pop-up window appears, allowing you to enter the date, time, and AM/PM IN/OUT indicators. (Entries for a future date may not be keyed.) New entries will be automatically inserted into the correct sequence. The entries flagged for supervisory attention can be attended to in this program by making changes etc. In order to let the system know that the entry has been corrected, the 'X' must be removed from the **ATTENTION** field by pressing **FIELD EXIT** at that field. Likewise, anytime the system sees more than one in or out code in a row (i.e. employee clocked in, forgot to clock out and then clocked in again the following day) the record is flagged and the 'X' needs to be removed.

If you have used the 'Time Clock Batch Entry' program to post entries for non-worked hours (i.e. vacation, sick etc.) and there are errors that would affect the data posted to ACTFast, the incorrect entries should be deleted here, (a pop-up window appears also allowing you to delete the ACTFast records) and rekeyed and posted using 'Time Clock Batch Entry'.

Press **F24** to display a daily and period (i.e. weekly) summary screen for the employee. See below.

-- SUMMARY --				
DATE	DAY	IN	OUT	TOTAL
1/03/95	TUESDAY	8:02:00 A	4:32:00 P	7:59
1/05/95	THURSDAY	8:00:00 A	4:30:00 P	7:58
1/06/95	FRIDAY	7:56:00 A	4:26:00 P	7:53
1/09/95	MONDAY	9:00:00 A	4:32:00 P	7:02
1/10/95	TUESDAY	8:05:00 A	4:35:00 P	8:00
1/13/95	FRIDAY	8:02:00 A	4:30:00 P	7:47
	*TOTAL			46.39

F16=Recompute a Day can be used in the situation where an employee forgets to clock in upon arrival, clocks out at lunch, back in after lunch and then out at the end of the day. The system assumes that the first entry of the day is a clock-in, so here the system thinks the employee has clocked in at noon, out at 1 and back in at 5. In order to fix this the supervisor would have to add an 'in' record for the morning and change all subsequent entries to reflect the actual comings and goings of the employee. By adding the morning 'in' record and then using **F16** for that date, the system automatically changes the noon 'in' to an 'out', the 1 P.M. 'out' to an 'in' and the 5 P.M. 'in' to an 'out', correctly reflecting the actual comings and goings without the supervisor having to change each record.

Press **F14** to display the employee's monthly calendar if the ACTFast/400 system is installed.

If a single location/department is selected, all records for those employees are displayed. If a date range or attention records only options have also been selected, only those entries for the employees are displayed. See following example.

SUPERVISOR MAINTENANCE OF TIME CLOCK ENTRIES					
LOCATION. 1 SAN FRANCISCO			FROM. :		
DEPARTMENT. .1 HOUSEKEEPERS			TO. . :		
POSITION TO (EMPLOYEE#)					
SEL	EMPLOYEE	DAY	DATE	TIME	COMMENT
	10000 MARY ALICE	THU	2/08/96	8:10 A	
	10000 MARY ALICE	THU	2/08/96	12:40 P	
	10000 MARY ALICE	THU	2/08/96	1:15 P	
	10000 MARY ALICE	THU	2/08/96	5:15 P	
	10000 MARY ALICE	FRI	2/09/96	8:01 A	
	10000 MARY ALICE	FRI	2/09/96	12:22 P	
	10000 MARY ALICE	FRI	2/09/96	1:00 P	
	10000 MARY ALICE	FRI	2/09/96	4:48 P	
	10001 JAMES DRAKE	MON	2/05/96	8:22 A	
	10001 JAMES DRAKE	MON	2/05/96	5:06 P	

From this screen you may select any record for update, delete etc. by keying a '1' in the **SEL** field. An employee specific screen appears showing the selected in/out record and any other records for the same date. They can be changed by pressing **F9** to display the pop-up window, deleted by keying a '4' in the **DLT** field, or records added by pressing **F10**. If you want to display ALL current in/out entries for the employee, press **F15=All Entries**. All of the same functions are available as earlier described. When changes/additions/deletions have been made, press **F12** to return to the previous screen. Finally, if attention records **only** have been selected, those records appear as shown below.

SUPERVISOR MAINTENANCE - SELECT ENTRY						
LOCATION : 001 BOSTON						
* NEED ATTENTION * POSITION TO (NAME)						
1=					IN/	
SEL	EMPLOYEE	DAY	DATE	TIME	OUT	COMMENT
	WALLACE CABA	WED	1/24/96	5:04 P	O	DR. APPT IN A.M.
	JAMES DRAKE	THU	2/08/96	8:26 A	I	FORGOT TO CLOCK OUT

From this screen you may select any record for update, delete etc. by keying a '1' in the **SEL** field. An employee specific screen appears showing the attention record. The **IN/OUT**, **COMMENT** and/or the **X=ATTENTION** fields can be changed simply by moving the cursor to the desired field. Press **F9** to display the pop-up window and change time and/or am/pm data, key a '4' to delete a record, or press **F10** to add records as previously described. If you want to display ALL current in/out entries for the employee, press **F15=All Entries**. All of the same functions are available as earlier described. To remove a time clock entry from 'Attention' status, remove the 'X' in the **ATTENTION** field. When all changes/additions/deletions have been made, press **F12** to return to the previous screen.

TIME CLOCK AUDIT REPORT

This report prints a list of any time card entries that were changed or added through the Supervisory Maintenance of Time Clock Entries job. The report shows the location, department, clock#, name, date and time, original date and time, entry time (for records added by supervisors), comment, attention flag, signon of the person who made the add/change, workstation ID where the add/change was made and the employee# of the person making the add/change.

SUPERVISOR TIME CLOCK SUMMARY (INQUIRY OR REPORT)

This option allows authorized supervisors to view the total number of hours worked by each employee within a selected date range and identifies those employees who worked OVER a specified number of hours within that time frame. This information can be produced in an inquiry or report format for one or all locations and/or departments. See sample selection screen that follows.

SUPERVISOR SOCIAL SECURITY # . .

LOCATION (*) (LEAVE BLANK FOR ALL)
DEPARTMENT (*) (LEAVE BLANK FOR ALL)

**SEQUENCE TO SHOW ENTRIES (A/N) . N (A=BY NAME;
N=BY #)**

DATE RANGE TO INCLUDE : FROM TO . .

CUTOFF NUMBER OF HOURS :00 (HHH:MM)
INQUIRY OR REPORT? I I=INQUIRY,R=REPORT

**INCLUDE ALL EMPLOYEES,
OR JUST THOSE OVER CUTOFF? . . A (A=ALL
O OVER CUTOFF)**

Each employee in the selected location/department is listed with total hours for the time period and an asterisk in the **IF OVER** field if he exceeds the cutoff hours shown above. If the option to include only those employees who are over the cutoff hours was selected, only those employees are displayed. If the period selected is greater than 7 days the following example appears.

PERIOD: 12/01/96 - 12/10/96 CUTOFF HOURS: 60:00

<u>EMP #</u>	<u>NAME</u>	<u>HOURS</u>	<u>IF OVER</u>
1	DAVID Q TURNER	52:50	
2	BILL FORESTER	60:25	*
61	CATHY SANDOR	:00	
2333	MARY ANN FERRIS	63:00	*

If the period selected is 7 days or less, a different format is used. See the following example.

PERIOD: 12/01/96 - 12/06/96 CUTOFF HOURS: 40.00

<u>NAME</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>	<u>SUN</u>	<u>TOTAL</u>	<u>OV</u>
DAVID TURNER	8:06	9:00	7:45	8:19	8:05	:00	:00	41:15	*
BILL FORESTER	6:19	7:05	6:52	9:01	7:00	:00	:00	36:17	
CATHY SANDOR	:00	:00	:00	:00	:00	:00	:00	:00	
MARY ANN FERRIS	6:20	5:00	8:30	8:10	7:50	:00	:00	35:50	

SUPERVISOR VARIANCES INQUIRY/REPORT

This option provides a means of analyzing early and late employee clock ins/outs via inquiry for a single employee or via report for multiple employees. An authorized supervisor requests to see any combination of 'In Late', 'Out Early', 'In Early' and 'Out Late' records for a single employee, one or all locations, or one or all departments for a selected date range. For each selected 'In Late', 'Out Early', 'In Early' and 'Out Late' record type the supervisor can key a corresponding # of minutes to be used in the analysis. The listing can be in employee# or name sequence. (Only those employees who have a schedule# in the Employee Master file will be considered for this inquiry/report.) See sample selection screen below.

```

SUPERVISOR SOCIAL SECURITY # . .

SELECT EMPLOYEE # (*) . . . . .      (LEAVE BLANK FOR ALL)
OR
LOCATION (*) . . . . .                  (LEAVE BLANK FOR ALL)
DEPARTMENT (*) . . . . .              (LEAVE BLANK FOR ALL)
SEQUENCE TO SHOW ENTRIES (A/N) . N   (A=BY EMPLOYEE NAME;
                                        N=BY EMPLOYEE NUMBER)
DATE RANGE TO INCLUDE . . . . : FROM . . . . .      TO . . . . .

VARIANCES TO CONSIDER:   TYPE      MINUTES  (LEAVE BLANK TO
                        IN LATE . . . . .          NOT CONSIDER)
                        OUT EARLY . . . . .
                        IN EARLY . . . . .
                        OUT LATE . . . . .
    
```

The system will display or list each instance of an 'In Late', 'Out Early', 'In Early' or 'Out Late' record (depending on your selection). See sample output that follows.

```

EMPLOYEE :   1 DAVID Q TURNER
DATE RANGE: 1/01/96 - 12/16/96
VARIANCES :           CONSIDER  TOTAL
-----
IN LATE . .         :05        1:00
OUT EARLY .         :05
IN EARLY .          :05
OUT LATE .          :05        3:27    DAYS FOUND: 1

-SCHEDULED-
DATE DAY IN  OUT  IN  OUT  IN  OUT
-----
12/10 TUE 9:00 19:27  8:00 16:00  1:00          3:27
    
```

On the single employee inquiry, press **F11** to display the comment, if any. The listing includes the comment and also includes the variances expressed as minutes and decimals (i.e. 30 minutes late would be .50). ****NOTE**** If no minutes are entered into the minutes in/out early/late fields, all employees' worked and scheduled hours will be included with the calculated early/late times based on the employee schedule.

TIME CLOCK EMPLOYEES WITHOUT HOURS

This option prints a list of employees without time clock hours for a specific location and range of dates. In addition to the location selection, some or all departments can be included. See the report selection screen below. After entering the date range (a range of no more than seven days may be used), and report sequence, key a 'Y' or 'N' for department selection. The location selection screen appears next, followed by the department selection if requested.

```
TIME CLOCK EMPLOYEES WITHOUT HOURS

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)
```

EMPLOYEE LOCATOR

The employee locator inquiry normally displays the last clock in or out entry data for a single employee or for all employees. Function keys can be used to display only those employees whose last in/out record is an 'In' or those whose last record is an 'Out when inquiring on all employees. After selection option '1=Single Employee', an employee name scan appears. Simply move the cursor to the desired employee and press **ENTER** to display the employee's last clock in/out. If you select '2=All Depts/All Employees', all employees' data is displayed in location/department/last name sequence. Press **F16** to display all employees in location/department/clock # order. Use **F18** and **F19** to view ins or outs only. See sample screen that follows.

EMPLOYEE LOCATOR							
LOC	DPT	CLK#	NAME	DATE	TIME	I/O	WRKSTN
1	1	10003	JOSE R. ACEDO	1/31/96	19:15	O	BI
1	1	10000	MARY ALICE	2/01/96	16:48	O	BI
1	1	10005	WALLACE CABA	2/01/96	16:30	O	BI
1	1	10001	JAMES DRAKE	2/01/96	16:51	O	BI
1	1	271	PHILIP LONS	2/02/96	6:32	I	SA
6	1	806	MARTINA GOMEZ	1/31/96	17:18	O	BI

SUPERVISOR INQUIRY OF ALL ENTRIES

This option allows a supervisor to inquire on **all** unarchived time card entries (both posted and unposted to payroll) for an entire location, a specific department within a location or a specific employee. The supervisor is prompted for his own social security #, and may choose from among the options listed. See following sample screen.

```

SUPERVISOR SOCIAL SECURITY # . .
SELECT EMPLOYEE TO WORK WITH:
  EMPLOYEE CLOCK # (*) . . . . .

OR SELECT ALL ENTRIES FOR THE FOLLOWING:
  LOCATION (*) . . . . .
  DEPARTMENT (*) . . . . .
  SEQUENCE TO SHOW ENTRIES (A/N) .   (A=BY NAME
                                         N=BY CLOCK #)

FOR EITHER SELECTION:
  DATE RANGE (OPTIONAL) . . . . . FROM:      TO:
  
```

The initial selection must be of a specific employee or specific location and/or department. After indicating the order in which to view the entries, enter the desired date range or leave those fields blank to see all entries. The selected records are displayed in reverse chronological sequence (most recent first). See following sample screen.

SUPERVISOR INQUIRY OF ALL ENTRIES						
DATE RANGE: FROM. .: 1/13/97 TO. . .: 1/14/97						
EMPLOYEE#/NAME	DAY	DATE	TIME	IN/ OUT	COMMENT	FLAG ?
1 DAVID TURNER	TUE	1/14/97	4:32 P	O		
1 DAVID TURNER	TUE	1/14/97	8:02 A	I		
1 DAVID TURNER	MON	1/13/97	4:31 P	O		
1 DAVID TURNER	MON	1/13/97	8:01 A	I		
37 JOHN STEELE	MON	1/13/97	4:28 P	O		
37 JOHN STEELE	MON	1/13/97	12:33 P	I		
37 JOHN STEELE	MON	1/13/97	12:03 P	L		
37 JOHN STEELE	MON	1/13/97	5:56 A	I		
10000 MARY ALICE	MON	1/13/97	12:00 A	O		
10000 MARY ALICE	MON	1/13/97	11:59 P	I		
10000 MARY ALICE	MON	1/13/97	5:00 P	O		
10000 MARY ALICE	MON	1/13/97	9:28 A	I		
10000 MARY ALICE	MON	1/13/97	9:28 A	O		

To view a summary of the displayed records for an employee, position the cursor on any line for that employee and press **ENTER**.

SUPERVISOR GENERATION OF AUTO-BATCH

This option can be used to generate T/C Batch entries for employees who do not use the clock in/out program but whose daily time records need to be included in the file that is ultimately sent to payroll. The records are created for a selected locations/departments and/or employees

VERI-PRINT EXCEPRIONS REPORT /CLEAR

CONTACT DAPREX.

REPOST EXCALIBUR EXCEPTIONS

CONTACT DAPREX.

PURGE EXCALIBUR EXCEPTIONS

CONTACT DAPREX.

UNION REPORT

CONTACT DAPREX.

EMPLOYEE DAYS IN REQUESTED PERIOD

This option generates a report of the number of days worked per employee in a specific date range. The report can include all employees in a selected location or department, or it can be run for specific employees only.

REPORTS SUB-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. Option #7 appears only if TC Profile option #29, 'Records Created For Conversion to P/R' is set to 'N', meaning you are simply going to take the data from the Timeclock system and manually enter it into your own payroll system. Respond with a 'Y' to #7 ONLY when you are ready to approve a pay period's timeclock records and assign them a 'Used for Payroll' status, meaning that they have been 'posted' to payroll and are no longer considered as part of the current period data.

1. TIME CLOCK EDIT LISTING - ALL ENTRIES	Y
TIME CLOCK EDIT LISTING - EXCEPTIONS ONLY	
2. TIME CLOCK EDIT W/ JOB COSTING - ALL ENTRIES	N
TIME CLOCK EDIT W/ JOB COSTING - EXCEPTIONS ONLY .	
3. TIME CLOCK DAILY SUMMARY (1 LINE PER-PERSON PER-DAY)	N
4. TIME CLOCK WEEKLY SUMMARY (1 LINE PER-PERSON PER-WK). ...	N
5. TIME CLOCK EMPLOYEE SUMMARY (1 LINE PER-PERSON TIME-FRAME)	
7. FLAG RECORDS "USED FOR PAYROLL"	

After pressing **ENTER**, the following screen appears.

TIME CLOCK REPORT OPTIONS	
TO DATE	4/28/00 MM/DD/YY
SELECT DEPARTMENTS	N Y=YES, N=NO
SELECT EMPLOYEES	N Y=YES, N=NO
SELECT EMPLOYEE TYPE (H/S/B)	H=HOURLY ONLY
	S=SALARIED ONLY
	B=BOTH
PRINT AT OUTQ	P1
FOR DETAIL REPORTS, PLEASE SPECIFY:	
PRINT SEQUENCE WITHIN DATE	D A=BY EMPLOYEE NAME
	N=BY EMPLOYEE #
	D=BY DEPT/EMP.NAME
	E=BY DEPT/EMP.#
START EACH DEPARTMENT ON NEW PAGE ...	N Y=YES, N=NO
PAGE BREAK ON DATE	N Y=YES, N=NO
INCLUDE FLAGGED FOR PAYROLL	N Y=YES, N=NO

Enter the period ending date for the current payroll period in the **TO DATE** field and complete the remaining options as desired. All Y/N responses (except **INCLUDE FLAGGED FOR PAYROLL**, which will always default to 'N'), will be saved and redisplayed whenever the user returns to this screen in the

future. (If you responded 'Y' to the **'Flag Records "Used for Payroll"** prompt on the previous screen, make sure that the period ending date is correct. All transactions up to and including that date will be flagged as 'posted', and are no longer part of the current period data.) After all selections have been made, press **ENTER** to proceed to the location selection screen. Key a '1' next to each desired location and press **ENTER, F15** and **F20** to accept. If the department and/or employee selection options were requested, those selection screens appear next. Make the desired selections and press **ENTER, F15** and **F20** to accept. If you want to include records that have been previously posted to payroll, you may respond with a 'Y' to the **'Include Flagged for Payroll'** prompt at the bottom of the screen shown above.

The Time Clock Edit List can be used by supervisors needing to check or make changes to employee time card records. The report shows each entry for an employee indicating the workstation, date, time in/out, explanation, elapsed time, idle time (lunch, breaks etc.), daily and weekly regular, overtime and double-time hours. Any errors such as two 'In' records without an 'Out' record are noted on the report. The Time Clock Edit List with Job Costing is the same report except that includes job cost data.

The Daily Summary report shows the first 'In' and last 'Out' entry for each day with daily, weekly and period totals. The Weekly Summary report shows weekly hours totals for each employee. The Employee Summary shows hourly totals for the selected period.

TIME CARD BATCH ENTRY BY SUPERVISOR

This option allows a supervisor to access all unposted time card batches, regardless of user. Using this program the supervisor can add, change, edit, post and delete batches as necessary. The program looks identical to the regular Time Clock Batch Entry except that when the existing batches are displayed, the user name that created the batch appears as well

REPOST XPI EXCEPTIONS

CONTACT DAPREX.

PURGE XPI EXCEPTIONS

CONTACT DAPREX.

EMPLOYEE REPORT w/SIGNATURE BLOCK

This option prints a separate report for all time clock entries in a specific date range for each selected employee. At the end of each employee's entries, the signature block information is printed for the employee to sign off on the hours shown. The report can be run for all or selected locations/departments/employees as needed.

EMPLOYEES NOT CLOCKED IN

This option prints a report of all employees who have not clocked in since a time cutoff of the current date (determined by system date). Enter the cutoff time and AM/PM indicator and press ENTER to generate the report.

FLAG TIMECLOCK ENTRIES AS POSTED

This option allows the user to flag all timeclock entries through a specific date as 'Posted to Payroll' so that they do not show up on timeclock reports or in the supervisor maintenance screen. Simply enter the desired location# and the ending date of records to be flagged.

UNFLAG POSTED ENTRIES

This option allows the user to unflag all timeclock entries for a specific date range as NOT 'Posted to Payroll' so that they do show up in the timeclock reports and in the supervisor maintenance screen.

ARCHIVE TIME CLOCK ENTRY FILES

The archive program allows you to save time clock entries into the history files for a selected location as of a user specified cutoff date. All entries that have been flagged for payroll (either using the flag option or the create payroll batch option in the previous job) up to and including the cutoff date will be saved into the historical files.

UN-ARCHIVE TIME CLOCK ENTRY FILES

The un-archive program allows you to retrieve time clock entries from the history files for a selected location and start date. All entries that have been archived on or since the start date will be retrieved from the historical files.

PURGE TIME CLOCK ENTRY FILES

The purge program allows for the removal of archived time clock entries from the system for a selected location and cut off date. All entries prior to the cutoff date will be dropped from the system upon running this job. This job runs interactively and therefore no one else should be using the system when it is run.

EMPLOYEE LEVEL ACCESS MENU

The Employee Level Access Menu provides access to the employee time card entry program along with calendar and schedule inquiries. The menu appears as below.

1. **TIME CARD ENTRY**
2. **EMPLOYEE INQUIRIES**

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

TIME CARD ENTRY

This program is used for employee clock in/out, using either social security# or employee#. After keying in the SS# or employee#, press **ENTER**. The system alternates between clocking the employee in or out based on the previous entry. Any in/out records since the close of the last pay period are displayed. Simply press **ENTER** to clock in/out or **F12** to exit without clocking in/out. If the employee wishes, he can enter a comment to accompany the in/out record. All comments entered by employees are automatically flagged for the supervisor's attention. Any records flagged for supervisory attention can be accessed via report on the menu. See sample screen below.

TCFM05 TIME CARD ENTRIES							
KEY COMMENT, ATTENTION, PRESS ENTER.							
JAMES DRAKE							
DAY	DATE	TIME	I/O	ELAPSED	COMMENT	ATT	
TUE	8/21	8:12 AM	IN	0:00			
TUE	8/21	5:01 PM	OUT	8:49			
WED	8/22	11:45 AM	IN	0:00	IN LATE - IBM SEMINAR IN A.M.	X	
WED	8/22	5:14 PM	OUT	6:29			
THU	8/23	8:46 AM	IN	0:00			
THU	8/23	4:02 PM	OUT	7:16	DOCTOR'S APPT.	X	
COMMENT							
	8/24	1:17 PM	_____				

Refer to the section entitled 'Time Card Entries' in the Operations section of the manual for further details.

EMPLOYEE INQUIRIES

This menu option allows to any or all of the following inquiries for an employee - ACTFast details (i.e. absences), 12 month calendar, scheduled work hours and/or summarized pay period hours. After entering the employee# and selecting the desired inquiry, press **ENTER**. (There are 80 and 132 column versions of some of these inquiries, and those users with 132 character capable screens can access the 80 column version by pressing **F20** as prompted.) If the ACTFast detail is selected, any current ACTFast entries pertaining to the employee are displayed - see sample below. These would be entries made into the calendar system recording time or events NOT entered in the Timeclock system.

EMPLOYEE ACTFAST DETAILS					
DATE	DAY	CODE	HOURS	COMMENT	
1/15/97	WED	SICK TIME - PAID	8.00	OUT SICK	

1/17/97	FRI	SICK TIME - PAID	2.00	DR. APPT
---------	-----	------------------	------	----------

If the employee's calendar is selected and 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.) See the following sample screen.

TOTAL HOURS DISPLAY				
(!)	(!)			
CODE	SUB	DESCRIPTION	HRS	ANV. 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

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

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

If the employee's schedule is selected, his regular scheduled work hours (or override schedule) are displayed as shown below.

EMPLOYEE SCHEDULE			
SCHEDULE#.....:	1	EMPLOYEE...:	MARY ALICE
DESCRIPTION...:	FIRST SHIFT		
HOURS	START	END	#
STARTING DAY ..:	SUN		
	MON	8:00	16:00
	TUE	8:00	16:00
	WED	8:00	16:00
	THU	8:00	16:00
	FRI	8:00	16:00
	SAT		
	TOTAL HOURS	40.00	

Finally, if the Employee Summary is selected the following is displayed showing clock in/out time, total hours and overtime hours for each day of the current pay period. See sample below.

-- SUMMARY --					
<u>DATE</u>	<u>DAY</u>	<u>IN</u>	<u>OUT</u>	<u>TOTAL</u>	<u>O/T</u>
1/13/97	MONDAY	8:22:08 A	5:11:12 P	8:06	:06
1/14/97	TUESDAY	8:32:25 A	4:35:10 P	8:03	:03
1/15/97	WED.	8:15:45 A	5:12:00 P	8:08	:08
1/16/97	THURSDAY	7:58:25 A	5:22:36 P	8:17	:17
1/17/97	FRIDAY	9:29:00 A	5:36:00 P	7:44	:00
* PERIOD:				40:18	:18

SCHEDULING MENU

The Scheduling Menu provides access to all the programs having to do with employee schedules. The menu appears as below.

1. SCHEDULE MASTER MAINTENANCE
2. SCHEDULE MASTER INQUIRY
3. SCHEDULE MASTER LISTING

6. SCHEDULE EXCEPTIONS - MAINT.
7. SCHEDULE EXCEPTIONS - VIEW
8. SCHEDULE EXCEPTIONS - LIST

11. EMPLOYEE SCHEDULING CHANGE
12. EMPLOYEE SCHEDULING VIEW
13. EMPLOYEE SCHEDULING LISTING

16. OVERRIDE SCHEDULES - MAINTENANCE
17. OVERRIDE SCHEDULES - VIEW
18. OVERRIDE SCHEDULES - LIST

21. TEXT OF EMPLOYEE MESSAGES

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

SCHEDULE MASTER

This program allows you to define any standard 7 day work schedules that may be in use. Up to 999 unique schedules may be created, each with its own starting day, start and end times and optional lunch start and end times for each day. (The *daily* lunch time start and end times must be entered if employees will not be clocking in/out for lunch but you want the system to automatically deduct a certain amount of time for lunch each day. Also see notes below.) If Profile Option #73, Schedule Enforced Only During Limits, is activated, you can enter time intervals during which scheduled in and out times are to be enforced, i.e. clocking in up to 15 minutes before the scheduled in time or up to 15 minutes after the scheduled out time. (See the Profile Options section of the manual for further details.)

Simply enter a schedule#, description, the enforcement time limits for clocking in and/or out, a 'D' if the lunch times are to be automatically deducted from the daily hours, the three character abbreviation for the starting day and the start and end work time (and lunch time if applicable) for each day in military time format, (an 8 to 5 shift is entered as 800 to 1700). After all hours have been keyed, press **ENTER** to calculate the total hours and **F20** to accept. See sample below.

STANDARD SCHEDULE FILE MAINTENANCE						
SCHEDULE# : 1						
DESCRIPTION FIRST SHIFT						
ENFORCEMENT TIME LIMIT: IN						
OUT						
WHEN LUNCH DATA IS ENTERED:						
TYPE "D" IF USED TO DEDUCT FROM DAILY HOURS						D
	WORK			LUNCH		
	START	END	# HRS	START	END	#HRS
START DAY . .	SUN					
MON	8:00	16:00	8:00	12:00	13:00	1:00
TUE	8:00	16:00	8:00	12:00	13:00	1:00
WED	8:00	16:00	8:00	12:00	13:00	1:00
THU	8:00	16:00	8:00	12:00	13:00	1:00
FRI	8:00	16:00	8:00	12:00	13:00	1:00
SAT						
	TOTAL HOURS		40:00	TOTAL HOURS		5:00

An existing schedule may be deleted by pressing **F14**, assuming that no employees are currently assigned to that schedule. If employees are assigned to a schedule you are trying to delete, a message appears allowing you to print a list of those employees.

****NOTES**** If you plan to use the automatic deduction for lunch time, you must also activate profile option #66-'When No J/C, Deduct Scheduled Lunch', create a code in the Multiple Out Codes file that will be used to designate lunch, **and** enter that out code in the 10 Character Profiles. If you want to deduct the lunch only after a minimum number of hours have been worked, activate profile option #82- 'Deduct Lunch Only After Min. Hours Worked', and set the minimum number of hours in the 10 Character Profiles, #11-Min. Hours From Which to Deduct Auto Lunch.

SCHEDULE MASTER INQUIRY

This program provides inquiry into an existing schedule master record.

SCHEDULE MASTER LISTING

This program prints a master listing of all existing schedule numbers.

SCHEDULE EXCEPTIONS - MAINTENANCE

This option allows you to create schedule exceptions for specific employees/days for the purpose of overriding the automatic lunch calculation. Simply enter the employee#(s) and dates for which to have the system ignore/override the lunch calculation. See sample below.

TCFM23		SCHEDULE EXCEPTIONS FILE MAINTENANCE		
POSITION TO . . .		(EMPLOYEE) (DATE)		
4=			(LEAVE BLANK FOR NO LUNCH)	
DEL	EMPLOYEE (*)	DATE	LUNCH:	START END
1	JONES Z. TIMOTHY	5/12/02		
2	DON JUAN DAVIS	5/16/02		

SCHEDULE EXCEPTIONS - VIEW

This option displays all of the records in the Schedule Exception file.

SCHEDULE EXCEPTIONS - LIST

This option prints a list of all of the schedule exceptions.

EMPLOYEE SCHEDULING CHANGE

Employee scheduling allows for a schedule to be attached to individual employees now or as of a future date. First select the employee type, location#, department# and/or schedule# for whom to make schedule entries/changes. Enter a default schedule# and start date if you want to assign those values to a large number of employees within the selected location/department. (You can always override the defaults on an employee-by-employee basis on the employee selection screen.) Leave these fields blank if you wish to assign variable schedule#s and starting dates to the employees. (If a default schedule# is entered but the date field is left blank on this screen, the system defaults to the system date.)

EMPLOYEE SCHEDULING MAINTENANCE

EMPLOYEES TO INCLUDE ... **A (A=ACTIVE ONLY;
L=ACTIVE + LAID-OFF;
T=ALL EMPLOYEES,
INCLUDING TERMINATED.)**

LOCATION (*)

DEPARTMENT (*) **(OPTIONAL)**

SCHEDULE # (*) **(OPTIONAL)**

DEFAULT SCHEDULE (*) .. **(OPTIONAL)**

DEFAULT START DATE ... **(IF NOT ENTERED, NEW
SCHEDULES WILL BE IN
EFFECT AS OF TODAY)**

If a default schedule# and date are entered, the following screen appears with the default values in the **ASSIGN SCHED#** and **DATE** fields. Key a '1' in the **SEL** field next to each employee who is to be assigned that data. The **SCHEDULE#** and **DATE** fields are accessible for overriding the displayed schedule# and/or date for individual employees. (The current schedule# and date are shown in the current columns and a future schedule# and date, if any, are shown in the future fields.) After making all of your entries press **ENTER** and **F20** to accept. The newly assigned schedule# and start date now appear in the current or future columns based on the start date. See the following example.

EMPLOYEE SCHEDULING MAINTENANCE

TYPE SELECTION, PRESS ENTER.

1=SELECT **DEFAULT DATE ... : 6/01/96**

LOCATION **1 SAN FRANCISCO**

DEPARTMENT

DEFAULT SCHEDULE .. : **1 FIRST SHIFT**

POSITION TO **ASSIGN** **CURRENT** **FUTURE**

SEL	CLOCK#/NAME	SC#	DATE	SC#	DATE	SC#	DATE
1	TIMOTHY R. JONES	1	06/01/96				
5	DENIS O. CASTELLI	1	12/31/95	2	08/15/96		
48	WOODROW F. CALL	1	04/15/96				
100	JOHN A. DOE	2	03/19/96				
101	HENRY A. DOW	2	05/12/96				

If the default schedule# and start date are left blank on the initial screen, the screen below appears allowing you to enter the schedule# and start date for each employee as applicable. Again, the start date defaults to the system date unless overridden.

EMPLOYEE SCHEDULING MAINTENANCE						
TYPE SELECTION, PRESS ENTER.						
LOCATION: 1 SAN FRANCISCO						
DEPARTMENT						
DEFAULT SCHEDULE .						
CLOCK#/NAME		ASSIGN		CURRENT		FUTURE
		SC#	DATE	SC#	DATE	SC# DATE
1	TIMOTHY R. JONES			1	06/01/96	
5	DENIS O. CASTELLI			1	12/31/95	2 08/15/96
48	WOODROW F. CALL			1	04/15/96	
100	JOHN A. DOE			2	03/19/96	
101	HENRY A. DOW			2	05/12/96	

Make the desired entries and press **ENTER** and **F20** to accept.

EMPLOYEE SCHEDULING VIEW

This program allows a supervisor to determine which employees are working a particular schedule# as of a certain date. After indicating whether to include active employees only or including all but the terminated employees, simply enter the location#, (optional entries can be made for department#, schedule# and schedule start date) and press **ENTER**. See sample screen below.

EMPLOYEE SCHEDULING FILE INQUIRY						
LOCATION#: 1						
CLOCK#	NAME	DPT	SC#	DATE	SC#	DATE
1	DAVID Q. TURNER	1	1	5/01/97	2	8/15/97
8	TOM THOR	1				
36	DAVID KRAMER	1	3	6/01/97		
37	JOHN STEELE	1	1	5/01/97		

EMPLOYEE SCHEDULING LISTING

This program prints an employee scheduling list including the schedule#, start date, employee number and name and home dept#.

OVERRIDE SCHEDULES - MAINTENANCE

This menu option is used to allow daily schedule changes for employees for a specific week. (At the end of that week system reverts to the normal schedule.) You can override the start and/or end time for any or all days as needed. The supervisor is prompted for his own social security #, and may choose from among the options listed. See following screen.

```

SUPERVISOR MAINTENANCE OF SCHEDULE OVERRIDES

SUPERVISOR SOCIAL SECURITY # :.
SCHEDULE # TO OVERRIDE (*) :
OVERRIDE START DATE :
EMPLOYEE CLOCK # (*) :
  ** OR SELECT EMPLOYEES FROM THE FOLLOWING: **
LOCATION (*) .....
DEPARTMENT (*) ..... (LEAVE BLANK FOR ALL)
SEQ.TO SHOW ENTRIES (A/N) N (A=BY EMPLOYEE NAME;
                          N=BY EMPLOYEE CLOCK #)
    
```

The initial selection must be of a specific schedule#, a specific employee#, or a schedule# in conjunction with a specific location and/or department. (If you plan to work with a single employee, no entry is required in the **SCHEDULE# TO OVERRIDE** field.) Enter the date when the override schedule is to go into effect. It must be the same day of the week as the start day for the schedule it is overriding. Enter a specific employee# if desired or enter a specific location and/or department in order to work with a specific group of employees. Lastly, indicate the sequence in which to display the employee records and press **ENTER** to proceed.

Single Employee Schedule Override

After selecting an employee for schedule override, his current schedule defaults appear as shown below. Make the necessary changes to the start/end times and press **ENTER** and **F20** to accept.

```

SCHEDULE #. .... : 22          TEMPORARY SCHEDULE START : 10/27/97
DESCRIPTION ..... : WAREHOUSE SCHEDULE

WHEN LUNCH DATA IS ENTERED:
TYPE "D" IF USED TO DEDUCT FROM DAILY HOURS .....

_____
START  END # HOURS LUNCH: START END # HOURS
STARTDAY ..: MON  8:30  17:00  8:30
              TUE  8:30  17:00  8:30
              WED  8:30  17:00  8:30
              THU  8:30  17:00  8:30
              FRI  8:30  17:00  8:30
    
```

SAT			
SUN			
TOTAL HOURS	42.50	TOTAL HOURS	.00

Schedule# Override

If you want to create identical schedule changes for multiple employees, enter their current schedule# (and location and dept. if necessary). The qualifying employees are displayed as shown below. Select those employees to whom the override schedule will apply by keying a '1' in the SEL field and press **ENTER** and **F15** to continue. When the selection confirmation screen appears, press **F20** to continue, or **F12** to return to the employee selection screen, or key a '4' next to any employee who should not be included.

SUPERVISOR MAINTENANCE OF OVERRIDE SCHEDULES			
LOCATION : - ALL -			
DEPARTMENT: - ALL			
SCHEDULE : 7 ADMINISTRATION			
1=			AS
<u>SEL</u>	<u>EMPLOYEE</u>	<u>SCHEDULE</u>	<u>OF</u>
22	MICHAEL BENSON	7	10/10/97
24	DEAN WALZ	7	10/10/97
25	MARGE HODEK	7	10/10/97

After pressing **F20**, the current schedule defaults appear as shown below. Make the necessary changes to the start/end times and press **ENTER** and **F20** to accept. These schedule overrides will be applied to the selected employees.

SCHEDULE #	7	TEMPORARY SCHEDULE START :	10/27/97			
DESCRIPTION	ADMINISTRATION					
WHEN LUNCH DATA IS ENTERED:						
TYPE "D" IF USED TO DEDUCT FROM DAILY HOURS						
	<u>START</u>	<u>END</u>	<u># HOURS</u>	<u>LUNCH: START</u>	<u>END</u>	<u># HOURS</u>
STARTDAY . . :	MON	8:30	17:00	8:30		
	TUE	8:30	17:00	8:30		
	WED	8:30	17:00	8:30		
	THU	8:30	17:00	8:30		
	FRI	8:30	17:00	8:30		
	SAT					
	SUN					
	TOTAL HOURS	42.50	TOTAL HOURS			.00

OVERRIDE SCHEDULES - VIEW

This option allows you to view/inquire on the schedule overrides. See below.

OVERRIDE SCHEDULES FILE INQUIRY						
POSITION TO	(EMPLOYEE #)					
EMPLOYEE	DATE	START	END	--LUNCH--	START	END
3 SANTO SILVA	10/29/97	8:30	19:00			
3 SANTO SILVA	10/30/97	8:30	19:00			
3 SANTO SILVA	10/31/97	8:30	19:00			
3 SANTO SILVA	11/01/97					
3 SANTO SILVA	11/02/97					

Use the **POSITION** to field to find a specific employee or use **F2=Top** and **F18=Bottom** to move around the file. Press **F11** to view the enforcement intervals for clocking in/out and the lunch code as to whether lunch is automatically deducted.

OVERRIDE SCHEDULES - LISTING

This option prints a list of all schedule overrides in employee# and date sequence.

TEXT OF EMPLOYEE MESSAGES

This option is used to enter messages that appear when employees clock in earlier than their scheduled time or clock out later than their scheduled time. There is a separate message for each situation. This option is to be used by those organizations where early clock ins and/or late clock outs are not allowed. In such situations, the scheduled in/out times are to be recorded rather than the actual in/out times for some or all employees. (Profile options #67 and/or #70 must be set to 'Y'.) See sample screen below.

WHEN CLOCKING IN EARLIER THAN SCHEDULE . . .
YOU ARE CLOCKING IN EARLIER THAN YOUR SCHEDULED START TIME. YOU WILL NOT BE PAID FOR THIS EXTRA TIME!!
WHEN CLOCKING OUT LATER THAN SCHEDULE . . .
YOU ARE CLOCKING OUT LATER THAN YOUR

**SCHEDULED END TIME. YOU WILL NOT BE
PAID FOR THIS EXTRA TIME!!**

PAYROLL REPORTING MENU

The Payroll Posting menu contains the programs used to report on and post selected time clock records to the DAPREX or any other payroll system. The appearance of the menu depends on which DAPREX modules are installed and whether or not posting to a third party payroll or the DAPREX Payroll system is going to occur. (If either ACTFast or Timeclock is not installed or currently used, the relevant options are not displayed.) See the following.

This screen appears when the customer has the DAPREX Payroll and is going to post data from the Time & Attendance system to the DAPREX Payroll.

<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>DAPREX PAYROLL SYSTEM PROCESSING - START</u></p> <ol style="list-style-type: none">15. CREATE A DAPREX PAYROLL WORKFILE <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 - FINALIZE</u></p> <ol style="list-style-type: none">32. TRANSFER TRANSACTIONS TO A PAYROLL WORKFILE
--

The following screen appears when the customer posts Time & Attendance data to a third party payroll system.

<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 BATCH23. TRANSFER TRANSACTIONS TO A PAYROLL BATCH

The following screen appears when the customer does not post to any payroll system. See note 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 (PFEEDEP)</u></p> <ol style="list-style-type: none">21. REPORT OF PAYROLL TRANSACTION RECORDS22. REMOVE CURRENT PAYROLL TRANSACTION BATCH
--

****NOTE**** When the Time and Attendance data is not posted to any payroll system, menu option #2 on this must be used to flag/archive records as having been updated to payroll.

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. Option #7 appears only if TC Profile option #29, 'Records Created For Conversion to P/R' is set to 'N', meaning you are simply going to take the data from the Timeclock system and manually enter it into your own payroll system. Respond with a 'Y' to #7 ONLY when you are ready to approve a pay period's timeclock records and assign them a 'Used for Payroll' status, meaning that they have been 'posted' to payroll and are no longer considered as part of the current period data.

TIME CLOCK REPORT OPTIONS	
1. TIME CLOCK EDIT LISTING - ALL ENTRIES	Y
TIME CLOCK EDIT LISTING - EXCEPTIONS ONLY	
2. TIME CLOCK EDIT W/ JOB COSTING - ALL ENTRIES	N
TIME CLOCK EDIT W/ JOB COSTING - EXCEPTIONS ONLY .	
3. TIME CLOCK DAILY SUMMARY (1 LINE PER-PERSON PER-DAY)	N
4. TIME CLOCK WEEKLY SUMMARY (1 LINE PER-PERSON PER-WK)....	N
5. TIME CLOCK EMPLOYEE SUMMARY (1 LINE PER-PERSON TIME-FRAME)	
7. FLAG RECORDS "USED FOR PAYROLL"	

****NOTE**** - If you have already run the detail listings from the Supervisor menu, it is recommended that you request the Exception list under #1 or #2 above and the summary report under #4. If there are any data errors they will be printed in the exception list and the summary list will be canceled. If the exception list does not print but the summary does, no data errors exist and you may continue with the next step.

After pressing **ENTER**, the following screen appears.

TIME CLOCK REPORT OPTIONS	
TO DATE	MM/DD/YY
PRINT BY DEPARTMENT/DATE	N Y=YES, N=NO
PRINT SEQUENCE WITHIN DATE	A A=BY EMPLOYEE NAME N=BY EMPLOYEE # D=BY DEPT/EMP.NAME E=BY DEPT/EMP.#
START EACH DEPARTMENT ON NEW PAGE ...	N Y=YES, N=NO
PAGE BREAK ON DATE	N Y=YES, N=NO
SELECT DEPARTMENTS	N Y=YES, N=NO
SELECT EMPLOYEES	N Y=YES, N=NO
INCLUDE FLAGGED FOR PAYROLL .	N Y=YES, N=NO

Enter the period ending date for the current payroll period in the **TO DATE** field and complete the remaining options as desired. All Y/N responses (except **INCLUDE FLAGGED FOR PAYROLL**, which will always default to 'N'), will be saved and redisplayed whenever the user returns to this screen in the future. After all selections have been made, press **ENTER** to proceed to the location selection screen. Key a '1' next to each desired location and press **ENTER**, **F15** and **F20** to accept. If the department and/or employee selection options were requested, those selection screens appear next. Make the desired selections and press **ENTER**, **F15** and **F20** to accept.

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.

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=				EARN DED		FROM	TO	SEP
SEL	CODE	SUB	DESCRIPTION	CODE	CODE	DATE	DATE	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.

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.

CREATE A DAPREX PAYROLL WORKFILE

This menu option existing 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 that follows.

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.

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.

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.

TRANSFER TRANSACTIONS TO A PAYROLL WORKFILE

This program posts the payroll transactions to the newly created DAPREX 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.

TRANSFER TRANSACTIONS TO A PAYROLL BATCH

This is a custom program that posts the payroll transactions to the third party payroll system. Contact your DAPREX representative for further details.

SPECIAL FUNCTIONS

The Special Functions menu contains programs that may need to be run outside of the normal processing cycle. The menu appears as below.

TIME CLOCK

- 11. DOWN TIME RECOVERY - ENTER**
- 12. DOWN TIME RECOVERY - CANCEL**
- 13. DOWN TIME RECOVERY - POST**

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

DOWN TIME RECOVERY - ENTER

This program can be used to create Timeclock in/out records for a location for a specific date/time in a situation when the system has been down for a period of time and employees have been unable to clock in/out. (This program requires an authorized supervisor's SS#.) The system creates clock in/out records for those employees whose scheduled in/out times fall fully or partially within the date/time range that is selected. For example: The system was down from 8 AM to 1 PM on January 8th at location 2. Some employees at that location are scheduled to start work at 8:30 and end at 5:00, and others start at 7:00 and end at 12:30. Therefore the system need to create 'In' records for all employees scheduled to start work at 8:30 and create 'Out' records for all employees scheduled to end at 12:30. See sample screen below.

SUPERVISOR REQUEST FOR DOWN-TIME RECOVERY

SUPERVISOR SOCIAL SECURITY # . .

**TIME-CLOCK RECORDS ARE TO BE AUTOMATICALLY
CREATED FOR THE FOLLOWING:**

LOCATION (*) . . .

FROM DATE AND TIME

TO DATE AND TIME

After keying the SS#, location#, From/To date, (no more than a 7 day interval is allowed) and start/end times, (times MUST be entered in military format), the system creates a workfile of the newly created entries along with a report that should be checked before proceeding. Multiple passes can be made using this program for multiple locations and/or days. If more than one time interval (i.e. 8 AM -10:30 and 2 PM- 4 PM) for the same location and day must be created, the operator must create, edit and post the first time interval before the second can be created. If any errors are found on the listing, delete the file using the 'Cancel' menu option and start over.

****NOTE**** - The automatic lunch records for employees on schedules where lunch is automatically deducted are created only **after** all clock ins/outs exist in the Timeclock TIMCLP file for a day. This means that they will be created during the posting of the recovery records. If employees are set up for an automatic lunch deduction and the system is down during that time, (i.e. 11:30 - 1:30) it is not necessary to create entries for that time interval UNLESS some of those same employees have a scheduled start or end time that falls within the same interval. Otherwise the automatic lunch records will be created when **all** the data for a day exists in the file.

DOWN TIME RECOVERY - CANCEL

This program is used to delete a location's workfile of recovery entries created in the previous job. The system displays a list of the outstanding workfiles as shown below.

SELECT LOCATION TO CANCEL RECOVERY RECORDS					
1=			--- RECORDS IN FILE ---		
<u>SEL</u>	<u>LOCATION</u>		<u>FROM</u>	<u>TO</u>	<u>TOTAL</u>
1	BOSTON		1/07/98	1/08/98	68

Simply key a '1' next to each workfile you wish to delete and press **ENTER** and **F20** to accept. You may recreate recovery records using the Down Time Recover - Enter job.

DOWN TIME RECOVERY - POST

This program posts the recovery records into the Timeclock file. Simply key a '1' next to each location you wish to post and press **ENTER** and **F20** to accept. Another listing will be printed, including the applicable automatic lunch in/out records based on the employee schedule for the day(s). Once posted, all of these entries contain a comment of 'Recovery Record'.

Year End Procedures

For those clients using the FOI Timeclock and ACTfast systems, the following items are applicable:

19. 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.
20. 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.
21. Enter Date Mask holidays for the new year into option #8-Date Mask on the ACTFast File Maintenance menu.
22. Create new year Annual Calendar for each location/pay frequency needed. #12-Setup Annual TimeClock Calendar on the Timeclock File Maintenance menu.
23. Update start/end times on schedules as necessary - #1-Schedule Master Maintenance on the Timeclock Scheduling menu.

24. Update employee schedule assignments as necessary - #11-Employee Scheduling Change on the Timeclock Scheduling menu.