Time & Attendance
User Manual

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Revised 7/8/2021

Time & Attendance

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Chapter 1

Getting Started

Introduction

The Samco Time and Attendance is a comprehensive software application that allows you to replace your manual punch card time clocks with an automated solution.

Relieving the time consuming and tedious task of manually calculating and entering employee time information.

What do you need ?

- Samco's Time and Attendance
- Computer system
- Automated Time Clock (optional)
- Magnetic Strip Cards (optional)
- RS-232 Cable (optional)
- Samco's Canadian Payroll (optional)
- Samco's Job Cost (optional)

All of Samco's application software packages work on hundreds of different computer hardware and operating system platforms. Including those running MS DOS, Windows, Windows NT, Linux, Unix, UnixWareIBM AIX, and DG/UX. If you have any questions about compatibility, please call our Sales and Customer Information Department at 1-800-663-2080 or 604-597-4211.

NOTE: Samco's Time and Attendance <u>does not</u> require a dedicated computer system. If you already have a computer system, a supported time clock can be attached to it via standard RS-232 cable (no longer than 500' without a repeater or signal enhancer).

How does it work ?

Very simply. The employees punch into the automated time clock using magnetic strip cards (like credit cards). The time clock stores the clock in/out, employee number, and job-id in its internal memory until retrieved by Samco's Time and Attendance (also referred to as "T/C").

The data is retrieved through the T/C software by a simple menu selection. Once retrieved, the data can then be edited, reported, and used to generate payroll transactions for the Samco Canadian Payroll or a third-party payroll service.

If you do not plan on using an automated time clock or the optional WebClock, T/C also supports the entry of time transactions through a time sheet style entry function.

Installation

Time and Attendance is installed like any other *Samco* Power Accounting module. Please refer to the section *Adding a New Module* in the *Changes After Installation* chapter of your *Installation Guide*.

Product Features

- ✓ Interfaces with Samco Canadian Payroll and Job Cost
- ✓ Handles up to 99 time clocks

- ✓ Tracks clock-in, clock-out, coffee breaks etc.
- ✓ Handles job tracking
- ✓ Utilizes magnetic employee cards (similar to credit cards)
- ✓ Allows for four levels of overtime, shift definition, and differentials
- ✓ Easy to use time entry / editing interface
- ✓ Prints a weekly summary of the hours worked per week per employee
- ✓ Prints exception report and allows editing of time clock data
- ✓ Maintains employee time history for quick access to important data.
- ✓ Relays the data to the payroll package as an open transaction file. At this point the normal payroll edit/posting/cheque creation cycle can begin.
- ✓ Interfaces with PC-Wand portable data collection devices for remote changing of job IDs. Ideal for warehouse environments or job sites where managers need to change job functions for employees on-the-fly.
- ✓ Generates AERS file for remittance to Revenue Canada.

Samco Support

The user manuals are designed to allow you to use Samco's Power Accounting application software without any additional help. However, if you encounter problems you cannot resolve by referring to these manuals, you may want to get additional assistance.   Your supplier should be able to provide such assistance, or he may be able to recommend an independent source.

Samco Help Desk
8661 – 201st Street, 2nd Floor
Langley, BC   V2Y 0G9
Canada
Phone:(604) 597 4211
E-mail: support@samco.com
Web: http://www.samco.com

Samco provides support on **a fee-for-service basis.**   Please ensure that you have the software release, serial number(s), media type, payment information (Visa or MasterCard) and other related information available when you call.

For a detailed description of Samco's support and Customer services, please check out our web site at http://www.samco.com.

You may go to your own dealer for training; however, if your dealer does not offer training, call Samco at (800) 663-2080, for information and cost.

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Chapter 2

Setting It Up

Introduction

This chapter outlines how to start and setup your Samco Time and Attendance System. Time and Attendance should be setup by an individual in the company with knowledge of both the payroll and accounting design of the company. After the system is implemented, personnel managers and payroll staff can maintain the system with ease.

Starting Time and Attendance

Samco's business applications allow you to set up data files for multiple companies. Part of setting up each company, is telling the system which modules are going to be used.

In order for each company to access the Time and Attendance module you must answer **Y** to *Time and Attendance* on the third screen of the *Company data* function. Once this is done, T/C will be available as a main menu selection.

(See *Company Data* in the *System Functions* manual for details)

Step 1 - System Installation

For installing a new Samco Time and Attendance, or to add the package to an existing company, see the *Installation Guide*. If you purchased Time and Attendance after you purchased other Samco products, the *Installation Guide* will have been included with your initial purchase.

Step 2 - Preparation

New Installation

If you are not using any existing Samco applications you will need to set up a company before setting up Time and Attendance. This is outlined in the *System Functions* User Manual.

Existing Samco Installation

If you already have existing Samco applications running, you will want to add the Time and Attendance as a menu selection. This is done through Company File Maintenance (see *Company Data* in the *System Functions* user manual).

Step 3 - Get Acquainted

To get an understanding of what is involved in the tasks ahead; briefly review each chapter of this user manual.

Step 4 - Homework

The T/C system will be installed with the least amount of frustration if the majority of the work is done on paper before sitting down at the computer console.   There is no substitute for planning.

Read the following chapters writing down on paper the company's requirements for:

- Employee Information
- Time Levels
- Departments
- Groups
- Occupations and Wages
- Status Codes
- Transaction Codes
- Government Data
- Shift Definitions
- Day Types
- Work Schedules
- Job-ID Numbers
- Pass Cards
- Clock Messages
- Statutory Holidays

If you are interfacing Time and Attendance with Samco's Job Cost and / or Canadian Payroll packages, we highly recommend that they be set up first. Much of the information listed above will have been preset if these packages are already in place.

Step 5 - Control Data

Set up the Time and Attendance control data for your company (see the chapter titled *Control Information*).

Step 6 - Detail Information

With the aid of the manual and your preparatory work, do the following menu selections in this order:

Maintain employees
Maintain system details
Maintain clock messages
Stat holiday creation
Maintain time clock history

As was mentioned in "Step 4 - Homework", users that are interfacing to Canadian Payroll may not need to set up all of these functions.

Step 7 - Download Time Clock Data

Once the Time and Attendance control and detail files are set up, you will need to download some of this information to the automated time clock (see the chapter titled *Time Clock Interface*).

Step 8 - Testing

Before entering data for all the employees within the company, it is best to do some testing. This will allow you to get familiar with T/C, establish routines, and verify that you are doing things correctly. To do this, the following steps are recommended:

1. Backup all data files.

2. Experiment with all of the programs in the sequence you will use them on a day-to-day basis.

3. Compare the results obtained from your experimentation with those you expected to get. This is particularly important if you are interfacing with Job Cost and / or Canadian Payroll.

4. Make any necessary corrections. Record these changes for later use.

5. Repeat step 2 above as often as necessary until there are no more corrections required.

6. Restore the data files from the backup made in step 1 above.

7. Make the changes you recorded in step 4.

Step 9 - Backup

Do a backup of all of your data files. You certainly do not want to do all this work again.

*** WARNING ***

No software package should replace an existing system without first being tested against the existing one and comparing the results. Only after a series of successful tests have been completed should the old system be terminated.

Regular Use

When you have finished building your data files as above, you will be ready to use Samco's Time and Attendance on a regular basis. The remaining chapters in this manual show you how to:

- Retrieve data from the time clock
- Edit clock in/out data
- Generate time clock reports
- View employee time history
- Generate a payroll transaction file

Appendix "A" explains how to initialize (create from scratch) your T/C data files. You may never need this function, but it is included just in case. If you use multiple companies, you may have to create data files for each company with this selection.

Appendix "B" explains how to use the file utilities to do ASCII backups, restore data, and rebuild your T/C data files.

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Chapter 3

Regular Operations

Introduction

This section is designed to provide you with a daily or regular checklist of things to do when using Samco's Time and Attendance. The chapter is divided into 2 sections. The first section shows T/C operations when using an automated time clock -- throughout the remainder of this manual we will be using the LIOR DCM-10 and IdeaTech IT4100 for our examples, however, you may have been provided with an addendum for operation specific to your time clock. The second sections shows T/C operations when time transactions are entered manually.

Operations with a Time Clock

This section discusses the processing of time transactions with the aid of an automated time clock.

Retreiving Data

Upload the files from the time clock on a timely basis – at least once a week - using the *Poll time clocks* function (see the chapter titled *Time Clock Interface*).

This function updates a file called **CLOCK.RAW** which is, literally, the unprocessed or raw data retrieved from the clock.

When ready to prepare the transactions for editing, run the *Load clock file* function (see the chapter titled *Time Clock Interface*).

This function breaks out the **CLOCK.RAW** file into a transaction file which can be used for editing. It is at this point that the shifts are defined and the time is broken out to the various levels. The **CLOCK.RAW** file is the purged.

Time Clock Report

Run the *Time clock report* to check for any errors such as employees clocking out but not back in, employees who clocked in but not out, etc.

Make the necessary changes through the *Time clock editing* function.

Edit List

Run a *Time clock edit list* to validate the calculated payroll transactions. These transactions will be sent over to the *Payroll transaction file* for the calculation of deductions and the generation of payroll cheques (only when used in conjunction with Samco's Payroll system).

Make the necessary changes through the *Time clock editing* function.

Post Transaction

Post the time transactions to the time clock history file and the payroll transaction file using the *Post to payroll* function.

This function also creates the earnings file for your payroll service (if turned on in the *Time clock control file*), and purges (clears out) the time clock time transaction file.

Generate AERS File

This function only applies to those in industries required to submit automated earnings files for the federal government. Run the *Create earnings file* function and send the file away for processing.

Payroll Transactions

As was mentioned earlier, the *Post to payroll* function generates the payroll transactions for Samco's Payroll system. If you are using this package, you will now be able to complete the payroll cycle using the transactions automatically created by Time and Attendance.

Job Cost Transactions

Time and Attendance interfaces with Samco's Job Costing system through Payroll. The transactions created for Payroll include job information as set up in the job-id function of T/C. When the payroll transactions are posted, the job information can be pulled into Job Cost via the interface function.

Procedures/Data Flow
(With Automated Time Clock)

POLL TIME CLOCKS

Appends CLOCK.RAW file

LOAD CLOCK FILE

Clears CLOCK.RAW file
and creates time
transactions.

PRINT TIME CLOCK REPORT

EDIT TIME TRANSACTIONS

PRINT EDIT LIST

EDIT TIME TRANSACTIONS

POST TO PAYROLL

o Clears time transaction
file

o Creates payroll trx in
Samco Payroll

o Updates T/C Clock
History file

o Creates earnings file
for payroll service

**CREATE
A.E.R.S. FILE**

Manual Time Entry Operations

This section discusses the processing of time transactions **without** the aid of an automated time clock.

Entering Transactions

Using the *Time clock editing* function, manually key in your employee's daily time transactions.

Time Clock Report

Run the *Time clock report* to check for any data entry errors.
Make the necessary changes through *Time clock editing*.

Edit List

Run a *Time clock edit list* to validate the calculated payroll transactions. These transactions will be sent over to the *Payroll transaction file* for the calculation of deductions and the generation of payroll cheques (only when used in conjunction with Samco's Payroll system).
Make the necessary changes through *Time clock editing*.

Post Transaction

Post the time transactions to the time clock history file and the payroll transaction file using the *Post to payroll* function.
This function also creates the earnings file for your payroll service (if turned on in the *Time clock control file*), and purges (clears out) the time clock time transaction file.

Generate AERS File

This function only applies to those in industries required to submit automated earnings files to the federal government.
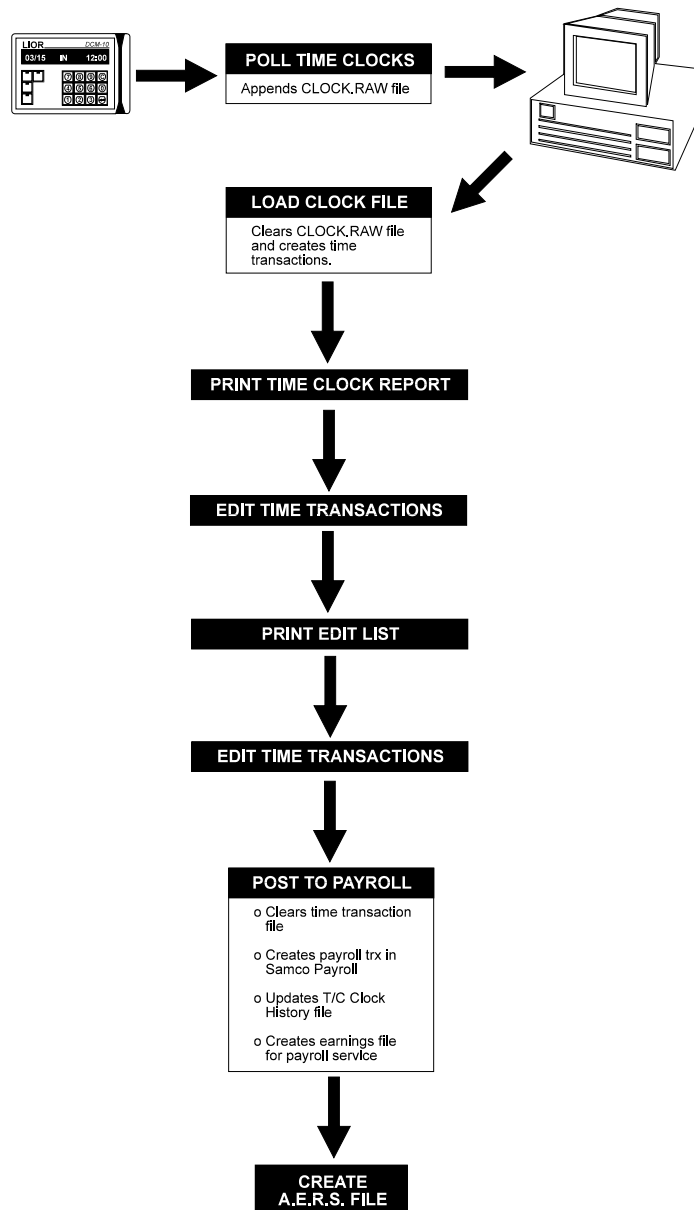Run the *Create earnings file* function and send the file away for processing.

Payroll Transactions

As was mentioned earlier, the *Post to payroll* function generates the payroll transactions for Samco's Payroll system. If you are using this package, you will now be able to complete the payroll cycle using the transactions automatically created by Time and Attendance.

Job Cost Transactions

Time and Attendance interfaces with Samco's Job Costing system through Payroll. The transactions created for Payroll include job information as set up in the job-id function of T/C. When the payroll transactions are posted, the job information can be pulled into Job Cost via the interface function.

Procedures/Data Flow
(Manual Time Entry)

```
┌─────────────────────────┐
│     MANUALLY ENTER      │
│   CLOCK TRANSACTIONS    │
│        THROUGH          │
│   TIME CLOCK EDITING    │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│ PRINT TIME CLOCK REPORT │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│  EDIT TIME TRANSACTIONS │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│     PRINT EDIT LIST     │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│  EDIT TIME TRANSACTIONS │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│     POST TO PAYROLL     │
├─────────────────────────┤
│ o Clears time transaction│
│   file                  │
│                         │
│ o Creates payroll trx in│
│   Samco Payroll         │
│                         │
│ o Updates T/C Clock     │
│   History file          │
│                         │
│ o Creates earnings file │
│   for payroll service   │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│         CREATE          │
│      A.E.R.S. FILE      │
└─────────────────────────┘
```

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Chapter 4

Control File

Introduction

This function allows you to set up some of the default information of the Time and Attendance system. The data entered into the Control File will "control" various functions through T/C, and in many cases will supply default answers.

To Begin

Select *Setup* ➔ *Maintain T/C control data* from the second page of the T/C main menu. This is the screen you see:

Enter the information as follows:

1. Interface to payroll?

Answer **Y** if you will be interfacing T/C with Canadian Payroll. Since T/C extracts information from Payroll, you have to set up your Payroll first.

If you are running Time and Attendance as a stand-alone module, answer **N**.

2. Interface to job cost?

Time and Attendance interfaces with Job Cost via Samco's Payroll. For this reason, if you set the previous field to **N** you will not be allowed to set this field to **Y**.

If you are interfacing your Samco Job Cost with the Payroll system, and want the Time and Attendance payroll transactions to include job information, answer **Y**.

Answer **N** if you are either not interfacing Payroll to Job Cost, or if you do not want job information included with the payroll transactions, or if you are not interfacing T/C with Payroll.

3. Interface to personnel ?

If you are also running the Samco Personnel Manager package, and wish the information generated by Time and Attendance to be integrated with the Personnel package, answer **Y** to this question, otherwise respond **N**.

4. Use contract numbers?

If you have employees working on different contracts on the same shifts, answer **Y**.

"Contracts" are used in most cases in union environments to indicate the particular union contract a shift applies to. If you are not a union shop, you may want to set this to **Y** for added flexibility when setting up shift definitions.

5. Late absent code
6. Leave early absent code

NOTE: These two fields are optional and can be left blank.

Enter the absent code for employees arriving late and leaving early if you will be using work schedules, or use the option:

Option: **[Enter]**   to leave the field blank if you are not using work schedules for tracking late and early arrival.

If you have not yet set up your absent codes through the *System details* function, you can leave the fields blank and return back to fill them in at a later time.

If an employee arrives late or leaves early, the transaction will have the late or leave early code attached to it. When the transactions are posted, the historical records are updated. This information will then be available for reporting purposes.

7. Absent code

Enter the absent code for employees who do not clock in. Most companies will need at least one absent code to pay sick leave.

8. Stat. holiday code

Enter the absent code which represents statutory holidays. Most companies will need at least one absent code to pay statutory holidays.

9. Time level-1 name
10. Time level-2 name
11. Time level-3 name

12. Time level-4 name

These fields are used to <u>describe</u> the levels of payment for each shift; (i.e. regular time, overtime, double time and triple time). Not all time levels have to be used.

Enter names to describe up to four levels of pay. These descriptions will appear in various functions as the <u>descriptions only</u>.

13. Posting export type

Select from the pop-up window which file format your payroll service uses.

If you are not using a payroll service, select "No export in posting".

14. Definition file name

The definition file name refers to the prefix of the time clock programming files, such as samco.01, samco.02, etc. This is used by the various downloading programs.

Unless you have had custom software designed for your time clock, please select *samco* as the default.

Chapter 5

Departments

Introduction

The term "department" is used within the Time and Attendance and Payroll systems to signify cost centres. For most companies the cost centre is termed a department, but other terms frequently used include jobs, branches, divisions, etc.

Wage expenses are charged to the department specified by the operator. Benefit expenses and computer generated deductions are allocated to departments if the correct transaction code procedure is followed within Canadian Payroll.

The departments entered here are the only departments which may be referenced by other programs.

IMPORTANT NOTE: This particular function shares the same data file with the Samco Canadian Payroll system. If your Payroll is already set up you do not have to re-enter department information.

To Begin

Select *Setup* ➔ *Maintain System details* ➔ *Maintain departments* from the 2nd page of the T/C main menu.

Once departments are setup the screen may look something like the following:

Use the following editing functions:

[Enter]	To change a highlighted department
[F2]	To add a new department
[F3]	To delete a highlighted department

Department

Enter an alphanumeric code for the department.

Description

Enter a description for the department.
When through entering departments, press **[Tab]**.

Chapter 6

Groups

Introduction

Use this selection to enter "groups". Group is the term used by Time & Attendance to classify employees who have similar deductions and benefits. Each classification is determined by the facts of your payroll.

Do you need groups ?

If you can answer "No" to each of the following questions, the answer is probably no.

1. Do I have more than one work contract?
2. Do I have union and non-union staff ?
3. Do some employees have different deductions than other employees ?
4. Do some employees receive benefits that others do not ? e.g. management and clerical.
5. Is there a probationary period before any benefits or deductions begin ?

The group number is used to determine the correct transaction amount when two or more groups have the same transaction code but different methods of calculation within payroll.

This particular function shares the same data file with the Samco Canadian Payroll system. If your payroll is already set up you do not have to re-enter group information. Check the section in your Samco Canadian Payroll user manual for more detailed information on the affects of groups within the Payroll and Time & Attendance systems.

To Begin

Select *Setup* ➔ *Maintain system details* ➔ *Maintain groups* from the menu.

Adding Groups

Select *Add groups* from the *Maintain groups* menu. A screen appears for you to enter a group number and a description for the group.

You can work with both new and existing groups. If a group has already been entered for the group number you specify, it will appear and be available for changes.

Enter the following data:

? **1. Group**

Enter the number which identifies this group.

2. Description

Enter the description for the group.

When you are through adding groups, press [**Tab**].

Changing Groups

Select *Change/inquire groups* from the *Maintain groups* menu.

Enter the number of the group you want to change or inquire into, or use the option:

Option: [F1]   to scan through the groups on file
Make any necessary changes. When you are through, press [**Tab**].

Deleting Groups

Select *Delete groups* from the *Maintain groups* menu.

Enter the number of the group you want to delete, or use the option:

Option: [F1]   to scan through the groups on file

You will be asked "OK to delete record ?". Answer **Y** to delete the group, or type **N.**

If there are no more groups to be deleted, press [**Tab**].

Printing Groups

Select *Print groups* from the *Maintain groups* menu.

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Chapter 7

Occupations & Wages

Introduction

Every employee must have an occupation code which determines the following:

1. Job description on master record.
2. The hourly wage rate.

Although an employee has only one occupation code in their employee record, it may be changed at transaction entry. This is often referred to as the employee's "home" occupation.

If you wish to enter a rate that varies from the standard occupation codes, you will need an occupation code with a zero rate. This will allow you to enter a "miscellaneous" rate directly on the employee's master record (see the chapter *Employees*).

This particular function shares the same data file with the Samco Canadian Payroll system. If your payroll is already set up you do not have to re-enter occupation and wage information. Check the section in your Samco Canadian Payroll user manual for more detailed information on the affects of Occupations and Wages within the Payroll and Time & Attendance system.

To Begin

Select *Setup* ➔ *Maintain system details* ➔ *Maintain occupations and wages* from the 2nd page of the Time & Attendance main menu.

Adding Occupations

Select *Add occupations* from the *Maintain occupations and wages* menu. A screen appears for you to enter an occupation number, a description, and a wage rate.

You can work with both new and existing occupations. If an occupation has already been entered for the number you specify, it will appear and be available for changes.

Enter the following data:

?1. Occupation code

Enter the number which identifies this occupation.

2. Description

Enter the description for the occupation.

3. Hourly rate

Enter the default hourly wage rate for this occupation.

If an occupation has a variety of wage rates you can enter 0 here to signify that it varies. Only employees with occupation codes that default to .00 can have their wage rate changed through the *Maintain employee* function.
When you are through adding occupations, press [**Tab**].

Changing Occupations

Select *Change/inquire occupation* from the *Maintain occupations and wages* menu. Enter the number of the occupation you want to change or inquire into, or use the option:

Option: [**F1**]   to scan through the occupations on file
Make any necessary changes. When you are through, press [**Tab**].

Deleting Occupations

Select *Delete occupation* from the *Maintain occupations and wages* menu. Enter the number of the occupation you want to delete, or use the option:

Option: [**F1**]   to scan through the occupations on file

You will be asked "OK to delete record ?" Answer **Y** to delete the occupation, or type **N**.

If there are no more occupations to be deleted, press [**Tab**].

Printing Occupations

Select *Print occupations* from the *Maintain occupations and wages* menu.

From the *Printer Selection* window, choose the printer destination for this report.

Chapter 8

Status Codes

Introduction

Use this selection to enter employee status codes. These codes describe the status of an employee regarding his/her eligibility to be paid. Codes are determined by your individual requirements. Each code is one character in length. The codes range from 0 to 9, and A to Z.

> **NOTE:** *You may want to make the codes correspond to the codes found on the Record of Employment form.*

If you use the Canadian Payroll module to produce your ROE's, this status will print in the appropriate box on the separation slip, "Reason for issuing this ROE".

If an employee has a status code that indicates the employee is not eligible to be paid, then any transaction entered for this employee will produce an entry on the error report.

This particular function shares the same data file with the Samco Canadian Payroll system. If your payroll is already set up you do not have to re-enter status code information. Check the section in your Samco Canadian Payroll user manual for more detailed information on the affects of status codes within the Payroll and Time & Attendance systems.

To Begin

Select *Setup* ➔ *Maintain System details* ➔ *Maintain status codes* from the 2nd page of the T/C main menu. A screen similar to the following will appear:

Entering Status Codes

Enter the status code, or if there are existing status codes on file you may use one of these options:

Options: ↑↓   to move among the codes entered

              [**Enter**] to change a highlighted code

              [**F2**]   to add a new code

              [**F3**]   to delete a highlighted code

              [**F4**]   to print a listing of status codes

2. Description

Enter a description for the status code.

3. Active ?

Answer **Y** if the employee is still eligible for payroll transactions.

When through entering status codes, press [**Tab**].

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Chapter 9

Transaction Codes

Introduction

The transaction code maintenance function is used by Time & Attendance to create the earnings file for your banking institution. It also plays a vital role in generating actual earnings codes for Samco's Canadian Payroll system.

If you are interfacing Time & Attendance with Canadian Payroll, please refer to the section in your payroll manual for setting up this area. Time & Attendance will only allow you to view and print a streamlined edit list of transaction codes.

*** WARNING ***

Do not continue on with this section if you are interfacing with the Canadian Payroll module.

To Begin

Select Setup ➔ *Maintain system details* ➔ *Maintain transaction codes* from the 2nd page of the T/C main menu.

Adding transaction codes

Select *Add transaction code* from the *Maintain transaction codes* sub-menu.

This is the screen you see:
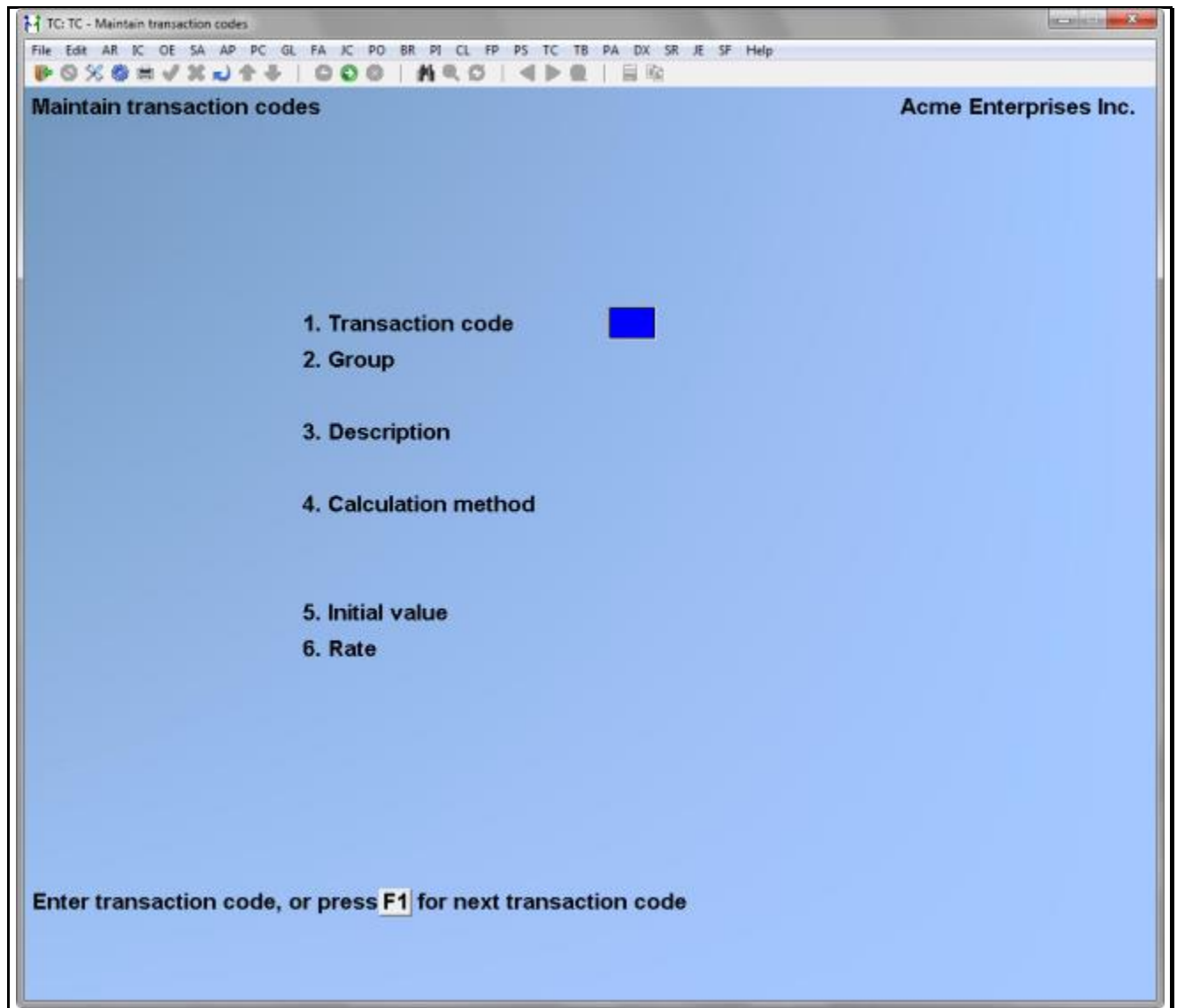
Enter the following data:

? 1. Transaction code

Enter the number which identifies this transaction code.

You can work with both new and existing codes. If a code has already been entered for the transaction number you specified, it will appear and be available for changes.

2. Group

Enter the group number that this transaction code applies to, or use one of these options:

Options: **[Enter]**   to set the field to "All" groups

             [F1]   to scan through the groups on file

3. Description

Enter the description of the transaction code.

4. Calculation method

Enter the calculation method, from the list below, used by this transaction code.

Number Formula

01	Operator entered amount + Initial value
02	(Units X rate) + Initial value
08	[(Rate/100) X Previous amount] + Initial value
09	[(Rate/100) X Wage rate X 1] + Initial value
10	[(Rate/100) X Wage rate X Units] + Initial value
13	[(Initial value + Wage rate) X (Rate/100) X 1]
14	[(Initial value + Wage rate) X (Rate/100) X Units]
17	[((Rate/100) X Wage rate) + Initial value] X 1
18	[((Rate/100) X Wage rate) + Initial value] X Units

5. Initial value

You will notice that some of the above formulas include an "initial value variable". This can be used for workers that receive a base wage plus an hourly rate, shift differentials which increase with overtime, or shift differentials that do not increase with overtime.

Enter the initial value to be used by the calculation method selected in the previous field.

NOTE: Negative values must be entered with either a trailing or leading "-" sign; i.e. -99,999.99 or 99,999.99-.

6. Rate

Enter the rate used in the selected calculation method - this is NOT the employee's wage rate.

Changing Transaction Codes

Select *Change/Inquire trans. code* from the *Maintain transaction codes* menu.

Enter the number of the transaction code you want to change or inquire into, or use the option:

Option: [**F1**]   to scan through the transaction codes on file

Make any necessary changes. When you are through, press [**Tab**].

Deleting Transaction Codes

Select *Delete transaction code* from the *Maintain transaction codes* menu.

Enter the number of the transaction code you want to delete, or use the option:

Option: [**F1**]   to scan through the transaction codes on file

You will be asked "OK to delete record ?". Answer **Y** to delete the code, or type **N**.

If there are no more transaction codes to be deleted, press [**Tab**].

Printing Transaction Codes

Select *Print transaction code list* from the *Maintain transaction codes* menu.

From the *Printer Selection* window, choose the printer destination for this report.

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Chapter 10

Day Types

Introduction

This function allows you to define day types for each month. Defaults are provided for each month, but you should adjust each month for your company's set up.

Day types are used to differentiate between a normal work day, a day that pays double time, and a statutory holiday. The codes you use should be consistent as they are required when setting up the shift definitions (see the following section).

To Begin

Select *Setup➔Maintain system details ➔ Maintain day types* from 2nd page of the T/C main menu.

Enter the following data:

Year:

Enter the year for the month you are setting day types, or use the option:

Option: **[Enter]**   to default to the current year maintained by your
                         computer system.

Month:

Enter the month you are setting day types for, or use the option:

Option: **[Enter]** to default to the current month maintained by your
                         computer system.

The system defaults are S = Saturday, D = double time, W = Weekday. The day type can be changed to any alphanumeric character. For example you could change a holiday Monday to "H".

To modify the data, enter a day type character in conjunction with the following key options:

Option: ↑↓   to cursor between fields

            [Tab]   to edit a new month

            [Esc]   to exit editing without saving the changes

When you are finished editing day types, press **[Tab]** from the *Year* field.

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Chapter 11

Shift Definitions

Introduction

Use this function to set up the various shifts for different contracts and day types.

NOTE: *Be sure that you have set up your day types properly before tackling this function.*

To Begin

Select *Setup* ➔ *Maintain system details* ➔ *Maintain shift definitions* from the 2nd page of the T/C main menu.

Adding Definitions

Select *Add shift definition* from the *Maintain shift definitions* menu.

You then see the following screen:

Maintain shift definitions   **Acme Enterprises**

Add

                                                    Payment information
                                                    Code   Time or Hours   Trx-codes

    1. Day type   ☐   13. RT
    2. Shift#   14. OT

    3. Entry from   to
    4. Shift from   to
    5. Hours/shift
                                                    Breaks
       Modify clock time   Time or Hours   Bonus? Skip?   Hours
          from   to   becomes   15.
    6.   16.
    7.   17.
    8.   18.
    9.   19.
   10.

   11. Clock in roundoff min.
   12. Clock out roundoff min.

Enter the following data:

1. Contract#

This field only displays if you answered **Y** to using contract numbers in the *Time & Attendance control file*.

Enter the contract number this shift definition applies to.

2. Day type

Enter the day type this shift definition applies to. It should correspond to one of the day types that have been established in the day type definitions and is usually "W", "D", or "S".

3. Shift#

Enter a unique number that identifies the shift for that contract number and/or day type.

4. Entry from   to

Enter the expected entry time range for this particular shift, or use the option:

Option: [**Enter**]   to leave the fields blank

This is the range of time allocated to actually clocking in for this shift.

NOTE: *Times are in 24 hour format (e.g. 1400 = 2:00pm, 0800 = 8:00am).*

5. Shift from   to

This field is used to track employees clocking in late or clocking out early. When an employee comes in late or leaves early the system will create both the transaction for their shift worked, as well as, a transaction indicating they arrived late or left early.

If you are not tracking late arrival or early leave times, this field can be left blank.

Enter actual shift cycle (starting and ending time), or use the option:

Option: [**Enter**]   to leave the fields blank

NOTE: *Times are in 24 hour format (e.g. 1400 = 2:00pm, 0800 = 8:00am).*

6. Hours/shift

This field is used to track the amount of time an employee should be working during this shift.   If an employee clocks into this shift and then clocks out for a couple of hours, the Time and Attendance system will notice that they left for a couple of hours.   Creating a transaction for the actual time worked and a transaction for the time they were absent.

If you are not tracking net shift time, this field can be left blank.

Enter in the actual length of time the shift should calculate over and undertime for, or use the option:

Option: [**Enter**]   to leave the field blank

7. to 11. Modify clock time / from   to   becomes

These fields allow you to have a clock in/out range to take
care of "bottlenecks" at the time clock.

From   Enter in the starting time in 24 hour time format. Any clock in or clock

out times   between this and the next field will be changed to the **becomes** time.

To   Enter in the ending time in 24 hour time format. Any clock in or clock out times between this and the previous field (**From**) will be changed to the **becomes** time.

Becomes   Enter in the replacement time in 24 hour time format. Any clock in or clock out times which fall between the previous **From** and **To** fields will be changed to this.

For example, if this shift has a normal clock out time of 1700 (or 5:00pm), you may want to set these fields to handle clock outs between 1700 and 1715 to become 1700. Any clock outs between 5:00pm and 5:15pm will become 5:00pm. As was mentioned earlier this is for those situations where you have a number of employees clocking out, which may take some time.

12. Clock in roundoff min.
13. Clock out roundoff min.

These roundoff times are used for those times that fall outside of the "Modify clock times".

Enter in the nearest digit to roundoff to. The roundoff minutes may be one of 1,2,3,4,5,6,10,15,20,30, or 60 (whole divisables of 60 minutes). This is used most commonly in circumstances where you only pay in increments of 5 minutes, 10 minutes, 15 minutes, 30 minutes, or hourly.

For example, if you set the clock in roundoff to 15 and an employee clocked in at 0809, their clock in time would be rounded up to 0815 (the nearest 15th minute). Or, if the same employee clocks in at 0807, their clock in time would be rounded down to 0800 (the nearest 15th minute).

Option: **[Enter]**   to leave the fields blank

Payment information

These fields are used to define the payment information for this shift. Each shift can have up to four levels of pay. This is usually used for regular time, supper breaks, regular overtime, and double time.

Code   The time level code description as entered in the *Time and Attendance Control File*. It corresponds to the various levels of time for your company; (i.e. regular time, overtime, double time and triple time).

Time or Hours   Enter in the **Time** (in 24 hour format) at which this time level should start being paid, or after the number of **Hours** worked, or both.

As this is a rather complicated field to explain in brief, we have provided an example in the paragraphs following the field descriptions.

Trx codes   Enter the transaction codes that apply to this time level of this shift. As many as three transaction codes may be entered here.

<u>Example</u>:   Below is an example of the **Payment information** for a standard 8 hour shift which begins at 8:00am and ends at 5:00pm:

Payment information

Code	Time or Hours		Trx codes	
14. STAND	08:00	.00	100	
15. OVER1	17:30	9.50	200	
16. DINNR	18:30	10.50	220	300
17. OVER2	20:30	12.50	400	

In the above employees are paid payroll transaction code **100** for either work commencing at 8:00am, or whenever they clock in (whichever comes first).

The next level pay (**OVER1**) uses payroll transaction code **200** and commences at 5:30pm or after they have worked a total of 9.5 hours (whichever comes first).

The third level of pay (**DINNR**) is the employees paid supper break. This level uses payroll transaction codes **220** and **300**, and commences at 6:30pm or after 10.5 hours (whichever comes first).

The final pay level (**OVER2**) uses payroll transaction code **400** and commences at 8:30pm or after 12.5 hours.

The reason the system asks you to enter a **Time** and the **Hours** are to allow for employees who clock in early.

18. - 22. Breaks

These fields are used to define the break schedule (lunch, dinner etc.) for this shift. Each shift can have up to 5 breaks.

Time or Hours   Enter in the **Time** (in 24 hour format) at which this break should start, or after the number of **Hours** worked, or both.

Bonus?   Answer "Y" if the time should be added to the employee's hours for the shift. For example, if the employee works a supper break, the employee would be paid for it. Answer "N" if the break should be subtracted from the shift.

Skip?   This field is only useful when employees clock in and out for their breaks. Basically, when it is set to "Y", the system looks to see if the employee has clocked in or out for a break. If the employee has not clocked out for a period of time which is relatively close to what he/she should the break is skipped.

Also, if the field is set to "Y", and the employee clocks out earlier or later than the **Time** or **Hours** are set to, the Time and Attendance system has the intelligence to notice that they did take a break. The employee will then only have his/her time deducted for the actual break they took.

If this field is set to "N" and the employee clocks in and out for their break earlier or later, the system will deduct both the clock out time and the time allocated to the break.

Hours   The length of the break.

The system is also smart enough to understand that employees may clock out for personal reasons (dental appointment, family emergency etc.). Basically, when the system calculates breaks it only charges breaks to employees who are actually clocked in at the time the break is supposed to occur.

So, for example, if an employee is supposed to have a 30 minute lunch break which is deducted from their time at 12:00pm, and they clock out at 11:00am and clock back in at 1:30pm for a dental appointment, the system sees that they were not clocked in for the lunch break and does not deduct it from their time.

Here are a couple of examples of how the system uses the **Skip ?** field.

Example #1: Using the break schedule below:

Time or Hours   Bonus ?   Skip ?   Hours
12:00   3.00   N   Y   .5

If an employee clocks out at 11:00am and back in at 11:28am, the system sees that they are supposed to have a 12:00pm lunch break, and only deducts 30 minutes for the actual time they were clocked out.

Example #2:   Using the break schedule below:

Time or Hours   Bonus ?   Skip ?   Hours
12:00   3.00   N   N   .5

If the same employee clocks out at 11:00am and back in at 11:28am, the system will deduct both their 30 minute mandatory break and the 28 minutes they were clocked out.

Note: It is unusual to define coffee breaks if the company pays the employee for

the time.   An exception would be if employees were expected to clock out for the coffee break, however this is not usually the case.   Clocking in and out for coffee breaks can be confusing and cause a great deal more work when working with the daily clock in/out files generated by the time clock.

When you are through adding shift definitions, press [**Tab**] at the first field.

Changing Shift Definitions

Select *Change/Inquire shift defn.* from the *Maintain shift definitions* menu.

Enter the contract number, day type, and shift number of the shift definition you want to change or inquire into, or use the option:

Option: [**F1**]   to scan through the shift definitions on file

Make any necessary changes. When you are through, press [**Tab**] at the first field.

Deleting Shift Definitions

Select *Delete shift definition* form the *Maintain shift definitions* menu.

Enter the contract number, day type, and shift number of the shift definition you want to delete, or use the option:

Option: [**F1**]   to scan through the shift definitions on file

You will be asked "OK to delete record ?".   Answer **Y** to delete the shift, or type **N**.

If there are no more shifts to be deleted, press [**Tab**] at the first field.

Printing Shift Definitions
Select *Print shift definition list* from the *Maintain shift definitions* menu.

If you are using contract numbers (see *Maintain T/C Control File*), you will be prompted to enter the following:

1. Start contract #
2. End contract #

Enter the range of contract numbers you wish to print the shift definitions for. Follow the screen instructions.

_____

Chapter 12

Absent Codes

Introduction

Use this selection to enter the absent codes. These codes are used by Time & Attendance to track absenteeism and lateness. Every company will need at least one absent code to enter statutory holiday transactions, even if absenteeism is not being tracked.

To Begin

Select *Setup* ➔ *Maintain system details* ➔ *Maintain absent codes* from the 2nd page of the T/C main menu.

Adding Absent Codes

Select *Add absent code* from the *Maintain absent codes* menu.

You then see the following screen:
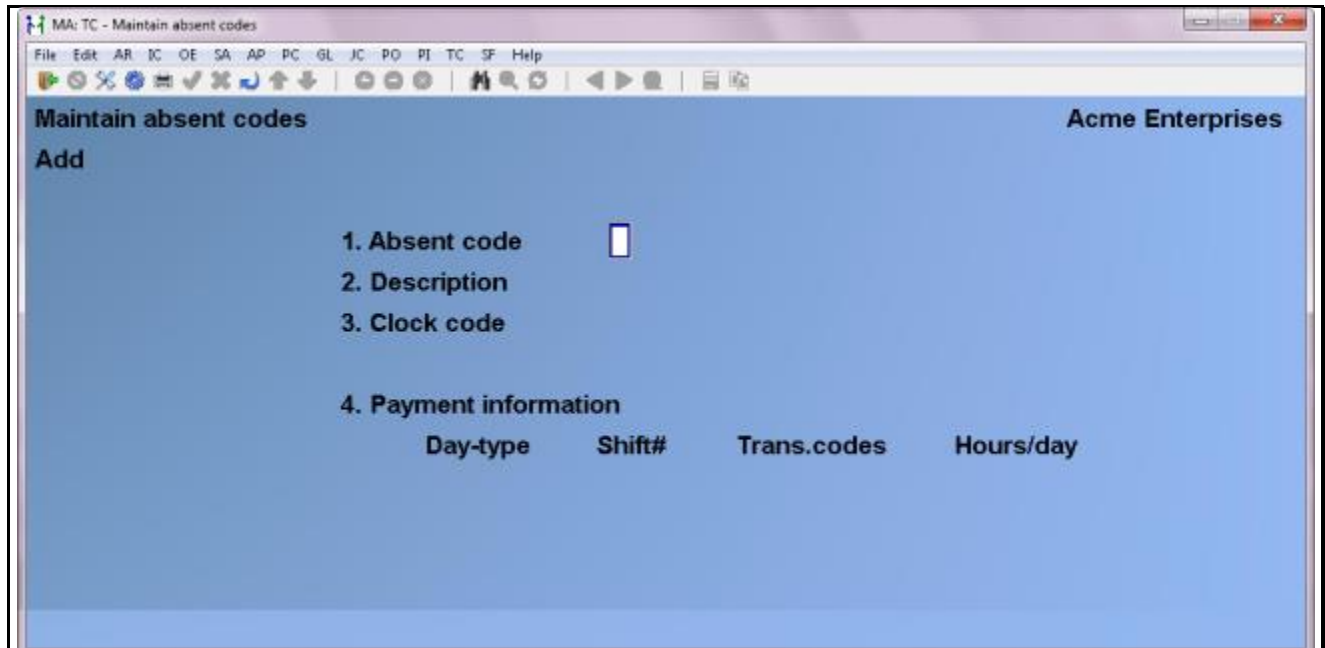
You can work with both new and existing absent codes. If an absent code has already been entered for the number you specify, it will appear and be available for changes.

Enter the following information:

1. Absent code

Enter the character which identifies this absent code.

Here are some typical absent codes with descriptions:

            A   Absent without leave
            H   Statutory holiday
            J   Jury duty
            W   WCB claim
            D   Doctor's appointment
            S   Sick leave
            L   Late clock in
            O   Other

2. Description

Enter the description for the absent code.

3. Clock code

Enter in the clock code numeric equivalent. Since the time clock has only a numeric keypad, a supervisor entering an absent transaction for an employee would enter the numeric equivalent. If using a time clock, a supervisor enters the absent code else it

is entered by someone in the office.

For example, if the union contract stipulates that the company will pay for employee emergencies, and an employee leaves for such an emergency, the employee would clock out, and the supervisor could then enter directly into the time clock the absent entry using the numeric equivalent.

So if the absent code for personal emergencies was P, and the **Clock Code** was 17, the supervisor would enter the absent code as 17.

For more information on transactions manually entered by a supervisor directly into the time clock, see the chapter titled *Time Clocks*.

3. Payment information

Enter in the payment information which applies to this absent code, or if there are existing payment entries, you can use the following options:

Option:　　↑↓　　　　　　　to move among the payment information entered

　　　　　　[**Enter**]　　　　to change the highlighted payment information

　　　　　　[**F2**]　　　　　to add new payment information

　　　　　　[**F3**]　　　　　to delete the highlighted payment information

Below are a couple examples of how these codes might apply to certain situations.

Example #1: Statutory Holiday

Contract#	Day type	Shift#	Trans. Code	Hours/day
1	H	1	RT	8

In this example the employee is being paid **RT** for 8 hours on day types **H** (holidays).

Example #2: Left Early

Contract#	Day type	Shift#	Trans. Code	Hours/day
1	W	1		

In this example, if the employee arrives late, they are not paid because the transaction code is left blank.

Changing Absent Codes

Select *Change/Inquire absent code* from the *Maintain absent codes* menu.

Enter the absent code you want to change or inquire into, or use the option:

Option: [**F1**]   to scan through the absent codes on file

Make any necessary changes, when you are through, press [**Tab**] at the first field.

Deleting Absent Codes

Select *Delete absent code* from the *Maintain absent codes* menu.

Enter the absent code you want to change or inquire into, or use the option:

Option: [**F1**]   to scan through the absent codes on file.

You will be asked "OK to delete record ?". Answer **Y** to delete the absent code, or type **N**.

If there are no more codes to be deleted, press [**Tab**] at the first field.

Printing a List of Absent Codes

To print a list of the absent codes select *Print absent codes list* from the *Maintain absent codes* menu.

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Chapter 13

Work Schedules

Introduction

Use this function to set up basic work schedules. Work schedules list which days of a given period of time to work on. Each employee is given a work schedule code, from which a work schedule report can be generated.

A company may need only one work schedule, typically a 7 day week with five days worked. A company involved in seasonal work may have a number of work cycles.

To Begin

Select *Maintain system details* ➔ *Maintain work schedules* from the 2nd page of the T/C main menu.

Adding Work Schedules

Select *Add work schedules* from the *Maintain work schedules* menu.

This is the screen you see:
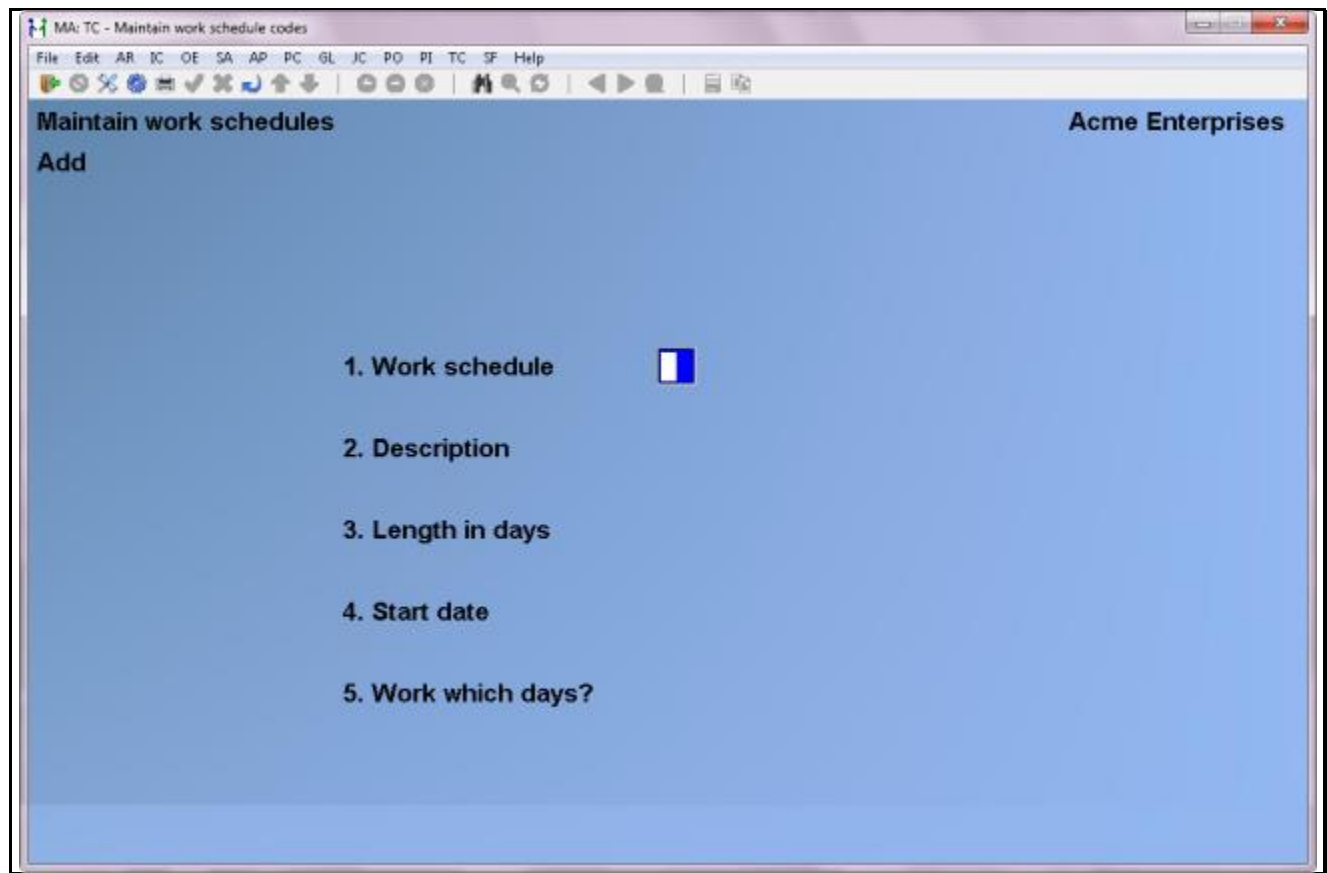
You can work with both new and existing work schedules. If a work schedule has already been entered for this number you specify, it will appear and be available for changes.

Enter the following information:

1. Work schedule

Enter the code which identifies this work schedule.

2. Description

Enter the description of the work schedule.

3. Length in days

Enter the number of days for this work cycle (between 1 and 31).

4. Start date

Enter the start date for this work schedule. This is a sample start date so the program will know where to start its calculations. If your work cycle is Monday to Friday, use a date that is a Monday.

5. Work which days?

Enter **Y** for the days worked and a blank for the days in the cycle never worked.

When through entering work schedules, press [**Tab**] at the first field.

Change/Inquire Work Schedules

Select *Change/Inquire work schedule* from the *Maintain work schedules* menu.

Enter the code of the work schedule you want to change or inquire into, or use the option:

Option: [**F1**]   to scan through the work schedules on file

Make any necessary changes. When you are through, press [**Tab**].

Deleting Work Schedules

Select *Delete work schedule* from the *Maintain work schedule* menu.

Enter the code of the work schedule you want to delete, or use the option:

Option: [**F1**]   to scan through the work schedules on file

You will be asked "OK to delete record ?". Answer **Y** to delete the schedule, or type **N**.

If there are no more work schedules to be deleted, press [**Tab**].

Printing Work Schedules

Select *Print work schedule list* from the *Maintain work schedules* menu.

From the *Printer Selection* window, choose the printer destination for this report.

Chapter 14

Job ID Numbers (Without Job Cost)

Introduction

This section is designed for those not interfacing Time & Attendance with the Samco Job Cost module. If you are using Time & Attendance to transfer Job Cost information through Canadian Payroll, please refer to the next chapter titled *Job ID Numbers (with Job Cost)*.

Use this function to set up job ID's. When an employee clocks in, they can either manually enter in the job they will be working on (see the chapter titled *Time Clocks*), or the T/C system can automatically set this for them (see the chapter *Pass Cards*).

To Begin

Select *Maintain Job-id Numbers* from the *Maintain System details* menu on the 2nd page of the T/C menu.

Adding Job-IDs

Select *Add job-id* from the *Maintain job-id numbers* menu.

You then see the following screen:

You can work with both new and existing job-id's. If a job-id has already been entered for this number you specify, it will appear and be available for changes.

Enter the following information:

1. Job-id

Enter a number for the job-id.

2. Short description

Enter a short description to title the job. This description will appear both on the time clock display and on most reports.

3. Long description

Enter a detailed description of this job.

4. Active?

Answer **Y** if this job-id is currently active, or **N** if the job is inactive.

A job may be inactive if your company is involved in seasonal work. You may want to set up a number of jobs, but only a few would be active at a time.

5. Department

Enter the department associated with this job-id, or use the option:

Option: [**Enter**]   If the employee's department doesn't change for a job, leave this blank. The time transactions for the employee will then use the department in the employee's record.

6. Occupation code

Enter the employee's occupation code for this job-id, or use the option:

Option: [**Enter**]   If the employee's rate of pay doesn't change for a job, leave this blank. The time transactions for the employee will then use the occupation code and corresponding rate of pay in the employee's master file.

When through entering job-id's, press [**Tab**] at the first field.

Change/Inquire Job-ID Numbers

Select *Change/Inquire job-id* from the *Maintain job-id numbers* menu.

Enter the code of the job-id you want to change or inquire into, or use the option:

Option: [**F1**]   to scan through the job-id's on file

Make any necessary changes. When you are through, press [**Tab**] from the first field.

Deleting Job-ID Numbers

Select *Delete job-id* from the *Maintain job-id numbers* menu.

Enter the code of the job-id you want to delete, or use the option:

Option: [**F1**]   to scan through the job-id's on file

You will be asked "OK to delete record ?". Answer **Y** to delete the job-id, or type **N**.

If there are no more job-id's to be deleted, press [**Tab**].

Print Job-ID List

This function generates a detailed report on all job-id number information.

Select *Print job-id list* from the *Maintain job-id numbers* menu.

Enter the following information:

1. Start job-id ?

Enter the number of the first job-id you want printed, or use the option:

Option: [**F1**]   to begin printing from the first job-id on file.

2. End job-id ?

Enter the number of the last job-id you want printed, or use the option:

Option: [**F1**]   to end printing from the last job-id on file.

3. Print clock message ?

Answer **Y** if you want the short description (which is displayed on the time clock) included on this report, **N** to exclude it.

Print Job-ID Descriptions

This function generates a simplified report showing only the job-id number and the long description.

Select *Print job-id descriptions* from the *Maintain job-id numbers* menu.

From the *Printer Selection* window, choose the printer destination for this report.

Download job-ids to clocks

This function is used to download the job-id numbers and descriptions to the time clock. Select *Download job-ids to clocks* from the *Maintain job-id numbers* menu.

A message appears for you to confirm that you want to download the new job information.

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Chapter 15

Job ID Numbers (With Job Cost)

Introduction

This section is designed for those interfacing Time & Attendance with the Samco Job Cost module via Canadian Payroll. If you are not using Time & Attendance to transfer Job Cost information through Canadian Payroll, please refer to the previous section titled *Job-id Numbers (without Job Cost)*.

Use this function to set up job ID's and the corresponding Job Cost information. When an employee clocks in, they can either manually enter in the job they will be working on (see the chapter titled *Time Clocks*), or T/C can automatically set this for them (see the chapter *Pass Cards*).

To Begin

Select Setup ➔ *Maintain system details* ➔ *Maintain Job-id Numbers* from the 2ⁿᵈ page of the T/C main menu.

Adding Job-IDs

Select *Add job-id* from the *Maintain job-id numbers* menu.

You then see the following screen:

File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR JE SF Help

Maintain job-id numbers   **Acme Enterprises Inc.**

Add

```
            1. Job-id
            2. Short description
            3. Long description




            4. Active?
            5. Department
            6. Occupation code

            7. Job number
                Status
            8. Cost item#
                Sub-job
                Chng-job
            9. Reference
```

You can work with both new and existing job-id's. If a job-id has already been entered for this number you specify, it will appear and be available for changes.

Enter the following information:

1. Job-id

Enter a number for the job-id.

2. Short description

Enter a short description to title the job. This description will appear both on the time clock display and on most reports.

3. Long description

Enter a detailed description of this job.

4. Active?

Answer **Y** if this job-id is currently active, or **N** if the job is inactive.

A job may be inactive if your company is involved in seasonal work. You may want to set up a number of jobs, but only a few would be active at a time.

5. Department

Enter the department associated with this job-id, or use the option:

Option: **[Enter]** If the employee's department doesn't change for a job, leave this blank. The time transactions for the employee will then use the department in the employee's record.

6. Occupation code

Enter the employee's occupation code for this job-id, or use the option:

Option: **[Enter]**   If the employee's rate of pay doesn't change for a job, leave this blank. The time transactions for the employee will then use the occupation code and corresponding rate of pay in the employee's master file.

7. Job number

Enter the valid Job Cost job number this job-id is for.

The job's status is automatically displayed.

8. Cost item#

Enter the valid cost item number this job-id relates to.

Sub-job
Chng-job

If you are using sub and change jobs, enter their numbers now. Otherwise these fields will be skipped.

9. Reference

Enter a cross reference description that relates to this job-id. When a transaction is posted in Canadian Payroll and Job Cost, this information will be available for future reference.

When through entering job-id's, press **[Tab]** at the first field.

Change/Inquire Job-ID Numbers

Select *Change/Inquire job-id* from the *Maintain job-id numbers* menu.

Enter the code of the job-id you want to change or inquire into, or use the option:

Option: [**F1**]   to scan through the job-id's on file

Make any necessary changes. When you are through, press [**Tab**] from the first field.

Deleting Job-ID Numbers

Select *Delete job-id* from the *Maintain job-id numbers* menu.

Enter the code of the job-id you want to delete, or use the option:

Option: [**F1**]   to scan through the job-id's on file

You will be asked "OK to delete record ?". Answer **Y** to delete the job-id, or type **N**.

If there are no more job-id's to be deleted, press [**Tab**].

Print Job-ID List

This function generates a detailed report on all job-id number information.

Select *Print job-id list* from the *Maintain job-id numbers* menu.

Enter the following information:

1. Start job-id ?

Enter the number of the first job-id you want printed, or use the option:

Option: [**F1**]   to begin printing from the first job-id on file.

2. End job-id ?

Enter the number of the last job-id you want printed, or use the option:

Option: [**F1**]   to end printing from the last job-id on file.

3. Print clock message ?

Answer **Y** if you want the short description (which is displayed on the time clock) included on this report, **N** to exclude it.

Print Job-ID Descriptions

This function generates a simplified report showing only the job-id number and the long description.

Select *Print job-id descriptions* from the *Maintain job-id numbers* menu.

From the *Printer Selection* window, choose the printer destination for this report.

Download job-ids to clocks

This function is used to download the job-id numbers and descriptions to the time clock.

Select *Download job-ids to clocks* from the *Maintain job-id numbers* menu.
A message appears for you to confirm that you want to download the new job information.

_____

Chapter 16

Pass Cards

Introduction

Samco's Time & Attendance works in conjunction with automated time clocks. Employee's clock in using pass card's that look like credit cards. Each pass card has a strip on the back which magnetically retains the 7 digit card number. Before using these cards, you must first tell Time & Attendance who is using which card number. This information is then downloaded to the time clock(s) so that it knows who is using which card number.

When the card is run through the time clock, the 7 digit number, which is encoded on the strip of the card, is read by the time clock. The clock then looks at the information you downloaded to it and then recognizes who is clocking in or out. This information is then stored in its memory banks until you upload it into your computer for processing.
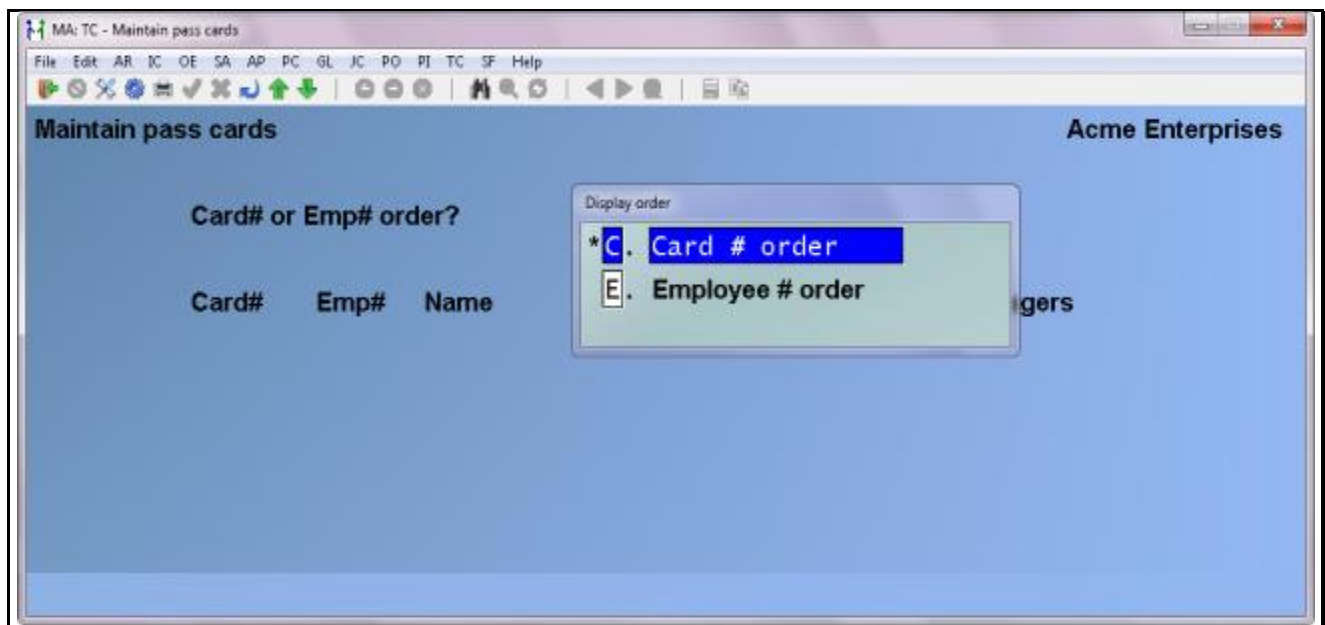
To Begin

Select Setup ➔ *Maintain system details* ➔ *Maintain pass cards* from the 2nd page of the T/C main menu.

Editing Pass Cards

This function is used to edit the information which will be both downloaded to the time clock(s), and retained for tracking who uses which pass card.

Select *Maintain pass cards* from the *Pass cards* menu.

This is the screen you see:

Enter the following information:

Card# or Emp# order?

Select which order you want this function to display:

Options: **C**   Card number order

           E   Employee number order

Start card#:
Start emp#:

Enter in the starting number to display, or use the option:

Option: **[Enter]** to begin displaying from the first employee or card number

Card #
Employee #

Enter the card number (this is located on the actual pass card itself) or employee number - depending on your previous display preference - or if there are existing pass cards on file you may use one of the options:

Options: ↑↓   to move among the cards entered

           [Enter]   to change a highlighted card

[F2]	to add a new pass card
[F3]	to delete a highlighted pass card
[F4]	to print a listing of pass cards

Job-ID

Enter in a valid job-ID, or use the option:

Option: [**Enter**] to leave the field blank

This field is optional and is only applicable if the employee is working on one job for an extended period of time, or if they will be entering their job-ID manually.

Managers

Enter up to three different manager's employee numbers, or one of the options:

Option: [**Enter**]   to leave the field blank

[**F1**]   To specify that this employee has manager status. Manager status allows them to do certain functions from the LIOR time clock that a regular employee cannot due; i.e change an employee's job-ID, clock people in or out without a pass card, etc.

For more information on where the manager's employee number is used, see the function on *Time Locks* in the chapter titled *Time Clocks*.

Cont #

This field only displays if you are using contract numbers (see the chapter titled *Control File*).

Enter in the contract for this pass card.

The contract number entered here is associated with the contract number in shift definitions. When Time & Attendance is calculating who belongs to which shift, it first pulls the contract number, and then matches up the time. It is imperative that the contract number entered here be used as a contract number in the shift definition and that they match up to the employees work schedule.

When through entering pass cards, press [**Tab**].

Printing a Pass Card List

Select *Print pass card list* from the *Maintain pass cards* menu.

From the screen displayed enter the following criteria for the report:

1. Sort order

Enter from the options below, how this report should be sorted.   Sorting means in what order (employee name, employee number, or card number).

Options: **E**   to sort by employee name

N   to sort by employee number

C   to sort by pass card number

2. Start
3. End

Enter the starting and ending key (employee name, employee number, or pass card number) to print, or use the option:

Option: **[F1]**   to print beginning from the first, and/or ending with the last

From the *Printer Selection* window, choose the printer destination for this report

3. Download Manager List to Clock

This function is used to download, from the pass cards entered, a listing of the pass cards set to "Manager" down to the time clock(s).

Select *Download manager list to clock* from the *Maintain pass cards* menu.

A message will appear on the screen advising you of what you are about to do, and to confirm (**Y** or **N**) whether or not to continue.

Once the manager information has been downloaded to the clock(s), those managers who run their pass cards through the time clock will now be able to do more advanced functions directly from the clock itself.

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Chapter 17

Clock Mode and Bells

Introduction

This chapter discusses how to set the times the time clock changes its default mode (clock-in, clock-out, etc) and when it rings the optional buzzer / horn.

Default Modes

When an employee goes to clock in, the display on the time clock will show the date, mode (or default key), and the time - the mode or default key being equal to clock in, clock out, job-ID change, or a supervisory function. If the display shows clock in, they only have to run the card through the clock. Otherwise they press the key assigned to change modes.

Sounding the Horn / Buzzer
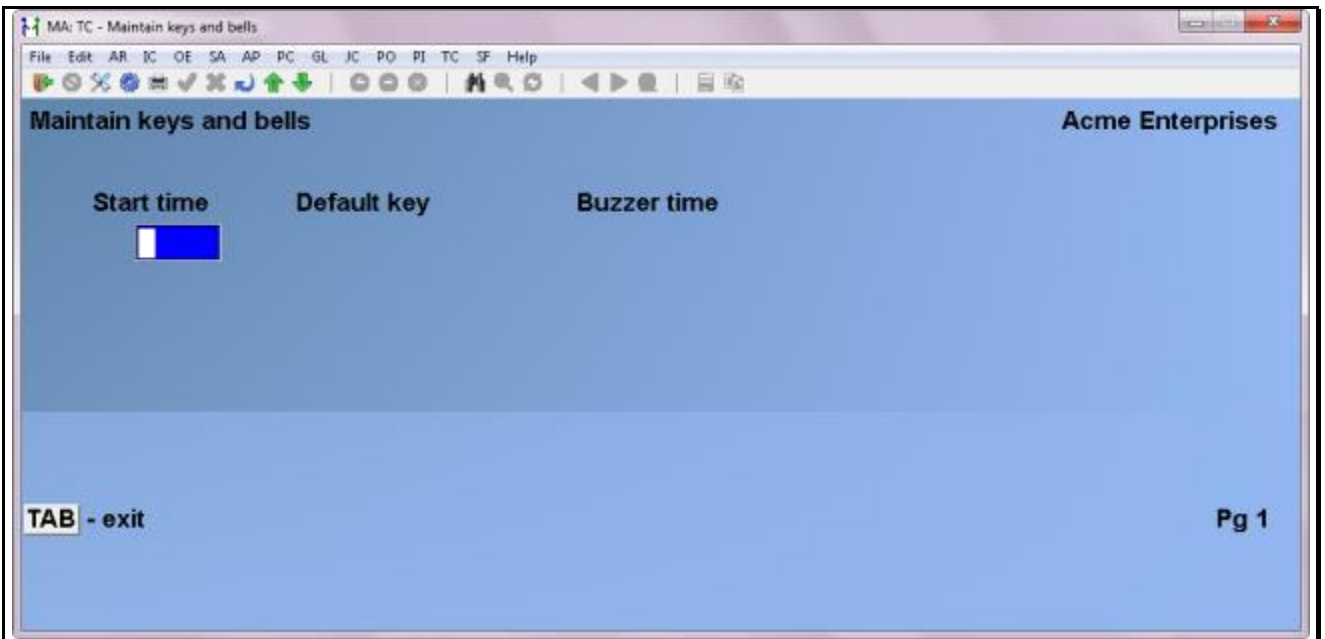
Most time clocks offer an optional relay for attaching to a horn or buzzer. This is most commonly used for sounding the start of work, breaks, or the end of the day.

To Begin

Select *Setup* ➔ *Maintain system details* ➔ *Maintain keys and bells* from the 2nd page of the T/C main menu.

Editing Keys and Bells

Select *Edit keys and bells* from the *Maintain keys and bells* menu.

This is the screen you see:

Enter in the following information:

Start time

Enter the time the clock should change modes or sound the buzzer, or if there are existing times on file you can use one of these options:

Options: ↑↓ To move among the times entered

[**Enter**] to change a highlighted time

[**F2**] to add a new time

[**F3**] to delete a highlighted time

Default key

Enter the mode the default key should change to, from the following options:

Options: **1** Change to clock-in mode

2 Change to job-id change mode

3 Change to supervisor mode

4 Change to clock-out mode

Buzzer time

Enter the length of time in seconds the buzzer should sound for, or use the option:

Option: [**Enter**] to leave blank if no buzzer is to sound

When finished editing keys and bells, press [**Tab**].

Downloading Keys/Bells to Clock

Before any changes you make to the bells and keys file are available, you must first download the changes to the clock(s). To do this select *Download keys/bells to clock* from the *Maintain keys and bells* menu.

A message will appear on the screen advising you of what you are about to do, and to confirm (**Y** or **N**) whether or not to continue.

Once the time information has been downloaded to the clock, the changes will take place immediately.

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Chapter 18

Employees

Introduction

Use this function to create and maintain basic employee information. Including:

- Group
- Department
- Occupation
- Wage Rate
- Work schedule
- Pay Frequency

Interfacing with Canadian Payroll

The Samco Canadian Payroll system maintains its own employee data which Time and Attendance draws upon. For this reason the ability to add or delete employees when interfaced with Canadian Payroll has been removed. In order to add, change or delete an employee you must do this through the *Maintain employee data* function within Canadian Payroll.

To Begin

Select *Setup* ➔ *Maintain employees* from the 2nd page of the T/C main menu.

Adding Employees

Select *Add employees* from the *Maintain employees* menu.

This is the screen you see:

You can work with both new and existing employee records. If an employee record has already been entered for the number you specify, it will appear and be available for change.

NOTE: This function is only available if you are <u>not</u> interfacing Time and Attendance to Samco's Canadian Payroll

Enter the following information:

?1. Employee code

Enter the number which identifies this employee.

2. Name

Enter the employee's name (usually last name first).

3. Status

Enter the status code for this employee, or use the option below:

Option: [F1]   to scan through the status codes on file

This code must have already been set up in the *System details*. If the employee no longer works for you, be sure to use a status code which indicates the employee is "inactive".

4. Social Ins.

Enter the employee's social insurance number (S.I.N. #). If the number is not known, the field will accept a blank. Since the government regulations for the recording of each employee's S.I.N.# are very strict, it is strongly recommended that any blank numbers be only a temporary measure.

5. Birth date

Enter the birth date for the employee. If this is not known at the time of entry, this field may be left blank and filled in at a later time.

Although Time and Attendance does not do any payroll deduction calculations it does do some reporting and functions requiring the employee's birth date. If you do not have this information readily available, please be sure to enter it as soon as possible.

6. Started date

Enter the date this employee started working for you. If this is not known at the time of entry, this field may be left blank and filled in at a later time.

Time and Attendance uses this field for certain reports. If the information required is not currently available, please be sure to get it and update the employee record as quickly as possible.

7. Terminated date

Enter the date the employee ceased working for you.

8. Group

Enter the group number for this employee, or use the option:

Option: **[F1]**   to scan through the groups on file

Each employee must belong to a group. Even if you do not need employee groups, you should set up at least one default group (see the chapter titled *Groups*).

9. Department

Enter the department number for this employee, or use the option:

Option: **[F1]**   to scan through the departments on file

Each employee must belong to a department. Even if you do not need employee departments, you should set up at least one default department (see the chapter titled *Departments*).

10. Occupation

Enter the occupation code for the employee, or use the option:

Option: **[F1]**   to scan through the occupations on file

This is the occupation code that corresponds with the employee's rate. These rates have already been established in the *System details* earlier. If you wish to enter a rate for an employee directly you will need an occupation code with a zero rate.

11. Hourly rate

This field is automatically filled in by the occupation code. You may only enter a rate if the occupation code has a zero rate (see the chapter titled *Occupations and Wages*).

12. Pay frequency

Enter in the pay frequency for the employee (number of times a year they get paid). The choices are 10, 12, 13, 20, 22, 24, 26, or 52 periods per year.

13. Work schedule

Enter in the employees work schedule code, or use the option:

Option: **[F1]**   to leave the field blank if you are not tracking absenteeism.

Changing Employees

Select *Change/inquire employees* from the *Maintain employees* menu.

Enter the code of the employee you want to change or inquire into, or use one of the

options:

Options: **[F1]**   to scan through the employees on file

            [?]   to bring up a list of employees to choose from

Make any necessary changes. When you are through, press [**Tab**].

Deleting employees

Select *Delete employees* from the *Maintain employees* menu.

Enter the code of the employee you want to delete, or use one of the options:

Options: **[F1]**   to scan through the employees on file

            [?]   to bring up a list of employees to choose from

You will be asked "OK to delete record ?". Answer **Y** to delete the employee, or type **N**.

If there are no more employees to be deleted, press [**Tab**].

Printing a Numeric Employee List

Use this function to generate an employee listing in employee number order.

Select *Print numeric employee list* from the *Maintain employees* menu and then enter a range of employee numbers to include on the list.

Next, from the *Printer Selection* window, choose the printer destination for this report.

Printing an Alphabetic Employee List

Use this function to generate an employee listing in employee name order.

Select *Print alphabetic employee list* from the *Maintain employees* menu and then enter a range of employee names to include on the list.

Next, from the *Printer Selection* window, choose the printer destination for this report.

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Chapter 19

History

Introduction

Time and Attendance keeps a file with the complete history of all employee time transactions. A function is also provided for the manual editing of this file should you need to make a correction after a transaction has been posted or, if you are setting up T/C for the first time, you can use this function to set up information for future reporting purposes.

To Begin

Select *Maintain time clock history* from the 2nd page of the T/C main menu.

Adding History

To add historical time transactions select *Add history* from the *Maintain time clock history* menu. This is the screen you see:
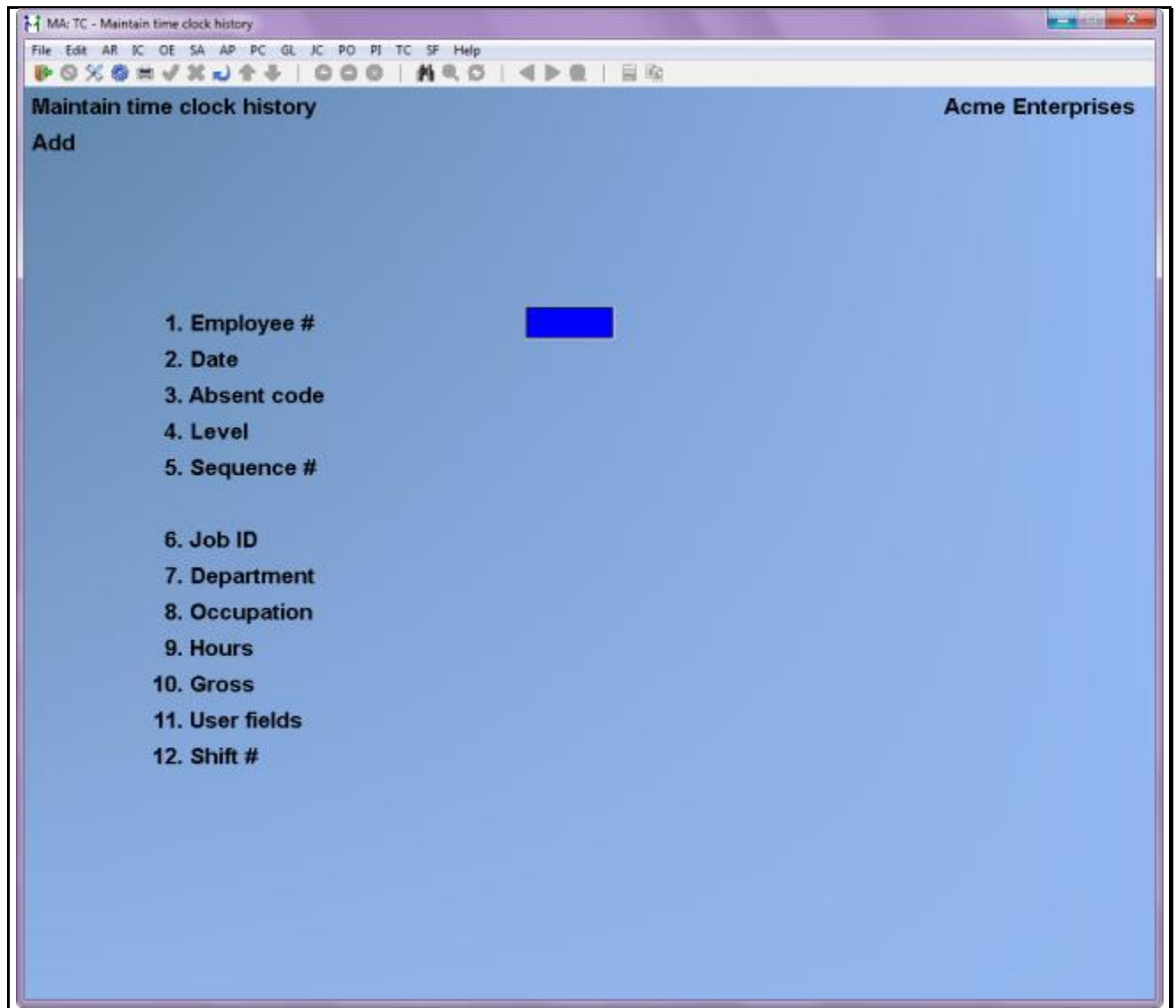
From this screen you can work with both new and existing historical information. If a historical record has already been entered for the information specified, that record will appear and be available for changes.

? 1. Employee #

Enter the ID number of the employee.

2. Date

Enter the date of the time transaction.

3. Absent code

Enter the absent code (if applicable), or use the option:

Option: [**Enter**] to leave the field blank

4. Level

Enter the order in which this historical time transaction occurred.

Since T/C does not actually archive the clock in/out times, it tracks each day's time records in a numeric sequence (0 = absent code transactions, 1 - 9 = clock in/out transactions).   When the time transactions are posted (see *Post to Payroll*) the system replaces the actual times with a number which corresponds to the order they occurred.

When entering history, you would enter absentee code transactions with a level 0, the clock in as 1, and sub-sequent clock outs or job-id changes as 2 through 9.

5. Sequence #

Enter the sequence number in which this time transaction occurred (different from the level).

This is used only when an employee changes job-ids, departments, or occupations, otherwise this field should be left blank. If an employee does not change job-id, department, or occupation over the course of the day, all of their time transactions will appear as a blank sequence. As soon as they change, the sequence becomes **01** and all subsequent time transactions become **01**. Should they change again the sequence becomes **02**, etc.

6. Job-id

Enter the job-id for this transaction.

7. Department

Enter the department this employee worked in for this time transaction.

8. Occupation

Enter the occupation this employee worked as for this time transaction.

9. Hours

Enter the number of hours.

10. Gross

Enter the gross earnings for this transaction.

11. User fields

Enter in a description for this transaction.

12. Shift #

Enter the shift number.

When you are through adding history, press [**Tab**].

Changing History

Use this function to change/inquire into existing historical time transactions that have been either manually entered or posted through normal day to day activities.

Select *Change/Inquire history* from the *Maintain time clock history* menu. Next, enter the employee #, date, absent code (if applicable), level, and sequence number of the historical transaction you wish to change or view, or use the option:

Option: [**F1**]   to scan through the time transactions on file

Make any necessary changes. When you are through, press [**Tab**].

Deleting Historical Data

Use this function to delete historical time transactions that have been either manually entered or posted through normal day to day activities.

Select *Delete history* from the *Maintain time clock history* menu. Next, enter the employee #, date, absent code (if applicable), level, and sequence number of the historical transaction you wish to delete, or use the option:

Option: [**F1**]   to scan through the time transactions on file

You will be asked "OK to delete record ?". Answer **Y** to delete the time transaction.

If there are no more time transactions to be deleted, press [**Tab**].

Print History Listing

Use this function to generate a report listing historical time transactions on file for a specified range of employees and days.

Select *Print time history list* from the *Maintain time clock history* menu.

A screen appears for you to enter the following report criteria:

? 1. Start employee #

Enter the starting number of the employee to include on this report or use the option:

Option: [F1]   to begin with the first employee on file.

? 2. End employee #

Enter the ending number of the employee to include on this report or use the option:

Option: [F1]   to end with the last employee on file.

3. Start date

Enter the starting date to include in this report or use the option:

Option: [F1]   to start with the earliest transaction date on file

4. End date

Enter the ending transaction date to include in this report or use the option:

Option: [F1]   to the latest transactions posted

From the *Printer Selection* window, choose the printer destination for this report.
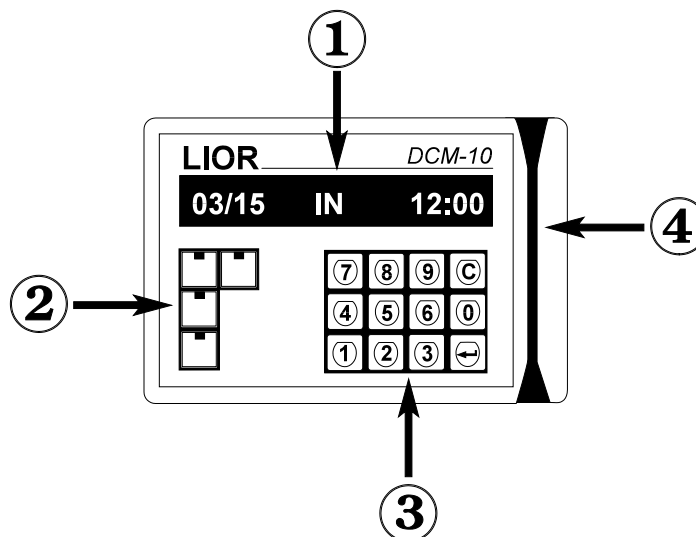
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Chapter 20

Time Clocks

Introduction

Time and Attendance supports various models of the Lior and IdeaTech automated time clocks. In this chapter we will show you how to use the Lior DCM-10 (identical to the DCM-100 model) and the IdeaTech IT4100.

About The Time clock-10 Time Clock

There are four basic areas on the face of the Lior DCM-10 time clock:

1. **LCD Display** This is where the time clock tells you what it is doing. For some functions, the display will request you for input, either from the numeric keypad, or by swiping a pass card.

2. **Function Keys** These keys are used to set the mode the clock is in (clock in, clock out, and set job-id), and for various supervisory functions.

3. **Numeric Keypad** This is used to enter in job-ids and for manual supervisory functions.

4. **Card Swipe Slot** This is where the pass cards are run through.

The time clock uses RAM (Random Access Memory) to store the clock in/out information, as well as the programs used for the supervisory functions. An internal battery maintains power to the clock should you have an interruption in power -- thus keeping the entire clock in information intact.

LCD Display

The LCD display is a one line, 16 character display (2 lines, 32 characters on the Model DCM-31). Normally, the clock will display the date (MM/DD format), the mode the clock is in (clock in, or clock out), and the time (HH:MM in 24 hour format).

The display is also used to prompt you for information.

Function Keys

The four colour coded function keys are used for the following:

Green
Clock In....Sets the clock to clock in mode. From here on this key will be referred to as the **IN** key.

Red
Clock Out....Sets the clock to clock out mode. From here on this key will be referred to as the **OUT** key.

Yellow
Job ID....Sets the current job-id for the employee. It will also clock them in if they have not already done so. From here on this key will be referred to as the **JOB-ID** key.

Grey
Manager functions....This key has five functions - lock out time, unlock time, manually clock in an employee, manually clock out an employee, and create absentee transactions. From here on this key will be referred to as the **MANAGERS** key.

Each function is explained in further detail later on in this chapter.

Numeric Keypad

This keypad is used for manager functions and for setting the job-id. There are two

special keys on this pad:

C   **Clear**....Press this key to clear the previous character entered. For example, if you wanted to enter a job-id of 0900 and entered 0901, you would press the **C** key till the display was cleared, for you to re-enter the number.

↵   **Enter**...Press this once you have finished entering data into the time clock. For example, after entering your job-id, you would press ↵ to complete the entry. From here on this key will be referred to as the **ENTER** key.

Card Swipe

To pass a card through the card swipe, place the magnetic strip side of the card at the top and to the right. Pull the card down through the swipe. Be sure that the card goes through as vertically as possible.

If the card goes through correctly, a short beep will be heard and the display will show the card number.

An incorrect pass through is noticeably identified by three loud beeps and the display will show card read error.

If, however, the magnetic strip is facing the wrong direction, no beep will be heard and the display will show nothing.

About the IdeaTech IT4100 Time Clock

Functionally, the IdeaTech and Lior time clocks are virtually identical. The only noticeable functional difference being the 2 line display and the named function keys.

1. **LCD Display** This is where the time clock tells you what it is doing. For some functions, the display will request you for input, either from the numeric keypad, or by swiping a pass card.

2. **Card Swipe Slot** This is where the pass cards are run through.

3. **LED Signals** Signal the user as to the state of power, if the battery is on, and whether the pass card swipe was successful or an error occurred.

4. **Numeric / Entry Keypad** This is used to enter in job-ids and for manual supervisory functions.

5. **Function Keys** These keys are used to set the mode the clock is in (clock in, clock out, and set job-id), and for various supervisory functions.

The time clock uses RAM (Random Access Memory) to store the clock in/out information, as well as the programs used for the supervisory functions. An internal

battery maintains power to the clock should you have an interruption in power -- thus keeping the entire clock in information intact.

LCD Display

The LCD display is a two line, 20 character display. Normally, the clock will display the date (MM/DD format), the mode the clock is in (clock in, or clock out), and the time (HH:MM in 24 hour format).

The display is also used to prompt you for information.

Card Swipe

To pass a card through the card swipe, place the magnetic strip side of the card at the top and to the right. Pull the card down through the swipe. Be sure that the card goes through as vertically as possible.

If the card goes through correctly, a short beep will be heard, the **OK** light will flash, and the display will show the card number.

An incorrect pass through is noticeably identified by three loud beeps, the **ERR** light will flash, and the display will show card read error.

If, however, the magnetic strip is facing the wrong direction, no beep will be heard and the display will show nothing.

LED Signals

These four LEDs are used for the following:

Power   When lit, identifies that power is being received through the DC power supply.

Battery   When lit, signals that the clock is working off of the battery.

OK   Lights up temporarily when a card is read successfully.

ERR   Lights up temporarily when there is an error reading the card.

Numeric / Entry Keypad

This keypad is used for manager functions and for setting the job-id. There are four special keys on this pad:

   C   **Clear**....Press this key to clear the previous character entered. For example, if you wanted to enter a job-id of 0900 and entered 0901, you would press the **C** key till the display was cleared, for you to re-enter the number.

ENTER   **Enter**...Press this once you have finished entering data into the time clock. For example, after entering your job-id, you would press **ENTER** to complete the entry. From here on this key will be referred to as the **ENTER** key.

NOTE: The two arrow keys are used clock setup functions which are described on a special sheet included with the clock itself.

Function Keys

The four function keys are used for the following:

In   **Clock In** Sets the clock to clock in mode. From here on this key will be referred to as the **IN** key.

Out   **Clock Out** Sets the clock to clock out mode. From here on this key will be referred to as the **OUT** key.

F1   **Job ID** Sets the current job-id for the employee. It will also clock them in if they have not already done so. From here on this key will be referred to as the **JOB** key.

F2   **Manager functions** This key has five functions - lock out time, unlock time, manually clock in an employee, manually clock out an employee, and create absentee transactions. From here on this key will be referred to as the **MANAGER** key.

Each function is explained in further detail later on in this chapter.

Time Clock Programs

Samco has designed specific programs which are downloaded to the time clocks. These programs are used by the clock to activate functions, and track data.

Time Clock Files

Time & Attendance has a variety of functions used to create files which are subsequently downloaded to the time clock -- either from the individual function itself, or as a batch through *Time Clock Interface*. These files provide information to the time clock on:

Job-ID's	This is a list of all the valid job-id's (see the chapter *Job ID Numbers*). A Samco program is in the clock to allow for the changing of job-id's throughout the course of a work day, or at the point of clocking in.
Manager List	Pass card numbers can be identified as belonging to supervisor's / manager's (see the chapter titled *Pass Cards*). Some functions on the time clock can only be completed with the use of a manager's card (explained in further detail later on in this chapter).
Mode and Bells	A list of times when the clock activates the buzzer, and / or changes the default mode (clock in, clock out, or job-id) on the time clock (see the chapter *Clock Mode and Bells*).
Clock Messages	A list of messages which appear on the time clock display when an employee clocks in. A birthday function is also incorporated to display a special message when an employee clocks in on their birthday (see the chapter *Clock Messages*).

Pass Cards

The pass cards used by the time clock are similar to bank or credit cards. On the back is an opaque magnetic strip which holds a 7 digit number. This number is then assigned to an employee through the *Maintain Pass Cards* function within Time and Attendance.

Here is a simple illustration of how it works:

Within Time and Attendance, employees are assigned pass card numbers which correspond to the numbers on the front of their pass cards. When their pass card is run through the time clock's slot, the clock creates a record in its memory of the card number, date, and time (an optional job-id can also be included). This information is later polled by the Samco Time and Attendance software, uploaded, manipulated, and ready for creating payroll transactions and historical reports.

Preparing the Time Clock

Before the time clock can be used, a number of steps must be taken to set it up.

Step 1

Set up the *Time Clock Control File*, *System Details*, *Employee File*, and *Clock Messages*.   Some of this information is downloaded to the time clock in **Step 3**.

Step 2

Using a text editor such as NOTEPAD (Microsoft Windows), ed (Unix or Linux) or vi (Unix or Linux], edit the **CLOCKDEF** file and change the line which indicates the

communications port your time clock is attached to.

If you have multiple clocks, you will have to duplicate the entries for each clock, indicating each clocks appropriate communications port.

Here is a sample of what the **CLOCKDEF** file looks like:

This line specifies that clock unit 0 is on line 1 using protocol 7 clock0=1 7

This line specifies that line 1 is on COM1, 1200 baud, 8 data bits,

# 1 stop bit, no parity
line1=COM1 1200 8 1 N

Step 3

Use the *Download all time clock files* function from the *Time clock interface* menu in Time and Attendance.

Step 4

The time clock is ready to use.

The remaining sections of this chapter will explain how to:

♦ Clock in
♦ Clock out
♦ Set job-ID numbers
♦ Lock and unlock time
♦ Manually clock in and out an employee
♦ Enter absentee transactions

Clocking In and Out

Clocking in and out are the most basic functions handled by any time clock. This section explains the basics of clocking in and out. The sections on *Changing Job-IDs* and *Manual Clock In / Out* will explain more advanced ways of using these basic functions.

Time Clock Display

As was mentioned earlier, the time clock displays what mode it is currently in. By default the clock will display **"IN"**. This can be changed by pressing one of the other function keys on the clock.

Clocking In

The time clock uses a basic two step approach to clocking in:

Step 1

If the clock display is not showing **"IN"**, press the **IN** key once. The clock will now show the date, **IN**, and the time.

Step 2

Swipe the pass card through the slot.

The time clock will now store a record that the employee clocked in at a certain time.

Clocking Out

The time clock uses a basic two step approach to clocking out:

Step 1

If the clock display is not showing **"OUT"**, press the **OUT** key once. The clock will now show the date, **OUT**, and the time.

Step 2

Swipe the pass card through the slot.

The time clock will now store a record that the employee clocked out at a certain time.

Setting The Default Mode

In order to avoid confusion, and mistakes, you may want to set up the *Keys and Bells* function within Time and Attendance to automatically set the clock to default to "clock in" or "clock out" at certain times. This way, employees only have to pass their card through.

Trouble Shooting

What if an employee clocks out instead of in ?

This is not a problem. Simply have the employee re-clock in. When the person responsible loads the clock file, an error will be reported. They can then manually delete the clock out record.

This works the same if an employee clocks in instead of out.

What if an employee's pass card won't read ?

Have a manager manually clock them in, or issue them a new pass card. The person responsible for the T/C system can then enter the new pass card information into

Time and Attendance. This will not affect the payroll files at all.

Changing Job-IDs

For many companies it is important that employees be able to change job ids relatively easily. The **JOB-ID** key (yellow on the DCM-10 and **F1** on the IT4100) on the time clock is used for this exact function.

This key actually has two functions. It can be used to change the job-id of an employee who is already clocked in, and it can set both an employee's job-id and their clock in time.

The clock uses a basic three step approach to changing or setting job-ids:

<u>Step 1</u>

If the clock display is not requesting **"Job-id?"**, press the **JOB-ID** key once. The clock will now show request for a **Job-id?**.

<u>Step 2</u>

Enter in the valid 4 digit job-id number followed by the **ENTER** key. The "short" description as entered in *Job ID Numbers* will read out on the display.

If this job-id does not exist, the clock will beep, and the display won't change.

To re-enter a job-id entered in error, simply press the **JOB-ID** function key and enter in the proper job-id.

<u>Step 3</u>

Swipe the pass card through the slot.

The time clock will now store a record that the employee changed job-IDs at a certain time.

When this record is processed by Time and Attendance, it checks to confirm that the employee has been clocked in. If no clock in is detected for this employee, a clock in record is automatically created.

Trouble Shooting

What if an employee enters in a valid job-id but it is not the one they want ?

No problem. Simply have them press the **JOB-ID** function key, and they can re-enter the proper job-id.

It is not until the employee passes their card through the swipe that a record is

created.

What if an employee changes to the wrong job-id ?

This one is a little more complicated - not catastrophic - but a little more challenging. The person responsible for Time and Attendance should be notified of this mistake so that they can manually edit the employees clock record for that day from the *Time Clock Editing* function.

What if an employee presses the job-id function key by accident ?

All they have to do is press the function key they actually want to use. No damage is done.

Time Locks

Samco has incorporated a manager's "lock time" function which works something like a funnel for time. Basically, when this is turned on, all employees whose pass cards are associated to a certain manager will have their clock in times automatically changed to the "lock time". This is most useful in making sure that employees do not abusively clock in when a manager is not in to supervise.

NOTE: Only pass cards with "manager" status can use this function.

Pass Cards

When the pass cards for the employees were defined each employee was assigned up to three managers or supervisors. This function is where that comes into effect.

Lock Time

There are four steps to setting the lock time:

Step 1

If the clock is not requesting **"Lock time? _ :   "**, press the **MANAGERS** key until it displays.

Step 2

Enter in the time (HH:MM 24 hour format) you want all employee clock ins associated with this manager locked to, followed by the **ENTER** key.

To re-enter a time entered in error, simply press the **C** key until it is cleared, and input the proper time.

Step 3

Swipe the manager's pass card through the slot.

Step 4

The manager's name is displayed. Press the **ENTER** key to confirm.

The time clock will now store a record that any employee pass cards associated with this manager will have their clock in times automatically set to a predetermined time.

Unlock Time

To unlock the time do the following:

Step 1

If the clock is not requesting **"Stop lock?"**, press the **MANAGERS** key until it displays.

Step 2

Swipe the manager's pass card through the slot.

Step 3

The manager's name is displayed. Press the **ENTER** key to confirm.

The time clock will now unlock the manager's time previously set.

Manual Clock In / Out

Many times employees will forget to clock in or out. The time clock allows manager's to manually clock in and out employees quickly and easily for any day or time.

NOTE: Only pass cards with "manager" status can use this function.

Manual Clock In

To manually clock an employee in:

Step 1

If the clock is not showing **"Manual clock-in"**, press the **MANAGERS** key until it displays, and press the **ENTER** key.

Step 2

Enter in the date (MM/DD) from the numeric keypad, followed by the **ENTER** key.

Step 3

Enter in the time (HH:MM 24 hour format) from the numeric keypad, followed by the **ENTER** key.

Step 4

At this point the manager can either enter in the employee's card number from the numeric keypad followed by the **ENTER** key, or swipe the employee's pass card through the slot.

Step 5

The manager then swipes his/her pass card through, and presses the **ENTER** key when their name is displayed.

The clock will now retain a record of the employee's clock in time, and date.

Manual Clock Out

To manually clock out employees:

Step 1

If the clock is not showing **"Manual clock-out"**, press the **MANAGERS** key until it displays, and press the **ENTER** key.

Step 2

Enter in the date (MM/DD) from the numeric keypad, followed by the **ENTER** key.

Step 3

Enter in the time (HH:MM 24 hour format) from the numeric keypad, followed by the **ENTER** key.

Step 4

At this point the manager can either enter in the employee's card number from the numeric keypad followed by the **ENTER** key, or swipe the employee's pass card through the slot.

Step 5

The manager then swipes his/her pass card through, and presses the **ENTER** key when their name is displayed.

The clock will now retain a record of the employee's clock out time, and date.

Absentee Transactions

This function is used to allow managers to enter in absentee transactions for special reasons where an employee may get paid even though they are not clocked in for a period of time. For example, if an employee had jury duty, the manager could enter in an absentee transaction into the time clock for this employee. Or, if dentist appointments are paid for, the employee could clock out and back in and the manager would enter in an absentee transaction for the time away.

To enter absentee transactions:

Step 1

If the clock is not showing **"Absent code"**, press the **MANAGERS** key until it displays.

Step 2

Enter in the numeric absent code for the transaction (see the chapter *Absent Codes* for more information).

Step 3

Enter in the date (MM/DD) from the numeric keypad, followed by the **ENTER** key.

Step 4

Enter in the amount of time (99.99 format) from the numeric keypad, followed by the **ENTER** key.

Step 5

At this point the manager can either enter in the employee's card number from the numeric keypad followed by the **ENTER** key, or swipe the employee's pass card through the slot.

Step 6

The manager then swipes his/her pass card through, and presses the **ENTER** key when their name is displayed.

The clock will now retain an absentee transaction record for this employee.

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![Samco logo — Building business and technology relationships.]

Chapter 21

Time Clock Interface

Introduction

In this chapter we will discuss how to download programs and files to the time clock(s), and how to upload the clock in/out transactions collected from the time clock(s).

Before you continue be sure that you have set up the *System details*, *Employee data*, and the *Clock messages*.

To Begin

Select *Time clock interface* from the Time & Attendance main menu. A menu with various options is displayed.

Download Clock Files

Although it appears last on the menu, this is the first thing you should do before running time clock transactions. This function downloads all of the Samco programs, sets the date and time on the clock from that in your computer, and downloads the control data you set up in the previous chapters.

Select *Download all time-clock files* from the *Time clock interface* menu.

The screen will go blank and a number of lines will scroll down the screen. This is the same information that is being sent to the time clock.

If a time out error occurs, check the settings in the **CLOCKDEF** file (located in the

Samco main directory) to make sure you are communicating with the right serial port, and that the cable running to the clock is actually plugged in properly. If this doesn't solve the problem, you may have a hardware fault. Have a qualified systems technician look at your computer and clock.

Once all of the files have been downloaded you are ready to begin using the time clock.

Poll Time Clock

Select *Poll time clocks* from the *Time clock interface* menu.

This function pulls the data from the time clock(s), and appends a file called **CLOCK.RAW**. Once this is done you should run the *Load clock file* function to create time transactions.

You can poll the time clocks as often as you want before running *Load clock file* as every time you poll you are simply **adding** new records to the **CLOCK.RAW** file.

Loading The Clock File

Select *Load clock file* from the *Time clock interface* menu.

This function takes the data from the **CLOCK.RAW** file and creates time transactions. These transactions can then be edited, reported on, and used for creating payroll transactions.

Once run, all of the data in the **CLOCK.RAW** file is cleared out.

Show Clock Status

Select *Show clock status* from the *Time clock interface* menu.

This function is used to view system information about your time clock(s). When selected the system goes out and pulls information from the clock(s) and displays it as follows:

```
00   03/05/99 14:44:49 110v on   12v on    5v ok    -->03/05   IN   14:44<--   0.0%
```

The information line in this example translates as follows:

00

Clock number....if you have more than one clock, multiple lines will display. They are then identified by this number.

MM/DD/YY

System date....this is the current system date from your computer.

HH:MM:SS

System time....this is the current system time from your computer.

110v on

Outlet voltage...the voltage of the outlet the clock is plugged into. If the clock is unplugged this will display as **110v off**.

12v on

Clock on....this indicates that the internal voltage regulator is turned on. If it is not the clock is using the internal battery. This is a switch on the bottom of the time clock.

5v on

Internal backup....this indicates there is sufficient charge in the battery. If the power goes out this battery keeps the information in memory and displays (when polled) the % of battery remaining.

MM/DD

Clock date....this is the date displayed on the clock.

IN

Clock mode...this is the current mode the clock is in (**IN** = clock in, **OUT** = clock out, **JOB-ID?** = set job-id).

HH:MM

Clock time....this is the time displayed on the clock.

0.0%

Memory....this is the amount of memory currently being used by the files and programs downloaded to the clock's memory, and the clock in/out transactions.

Set Clock Date and Time

Select *Set clock date/time* from the *Time clock interface* menu.

This function resets the date and time on the time clocks to your computer system's date and time. Run this function for leap years (February 29th), if day-light savings affects your time zone, or if one of your clocks has gone out of sync.

_____

Chapter 22

Time Clock Report

Introduction

Use this function to run a report listing time clock entries for a defined period of time - usually the range of dates in the file loaded from the time clock(s). This report is used for checking for possible errors and must be run prior to posting any transactions to payroll.

It is important to note that if you have set up work schedules for the tracking of absenteeism, <u>the absent transactions are created when you run this report</u>.

To Begin

Select *Time clock report* from the Time & Attendance main menu.

The following screen appears:

Please enter

1. Start date
2. End date

3. Start employee #
4. End employee #

5. Print only errors?

6. Print only absences?

7. Print comments?

Press **F1** for "Yesterday"
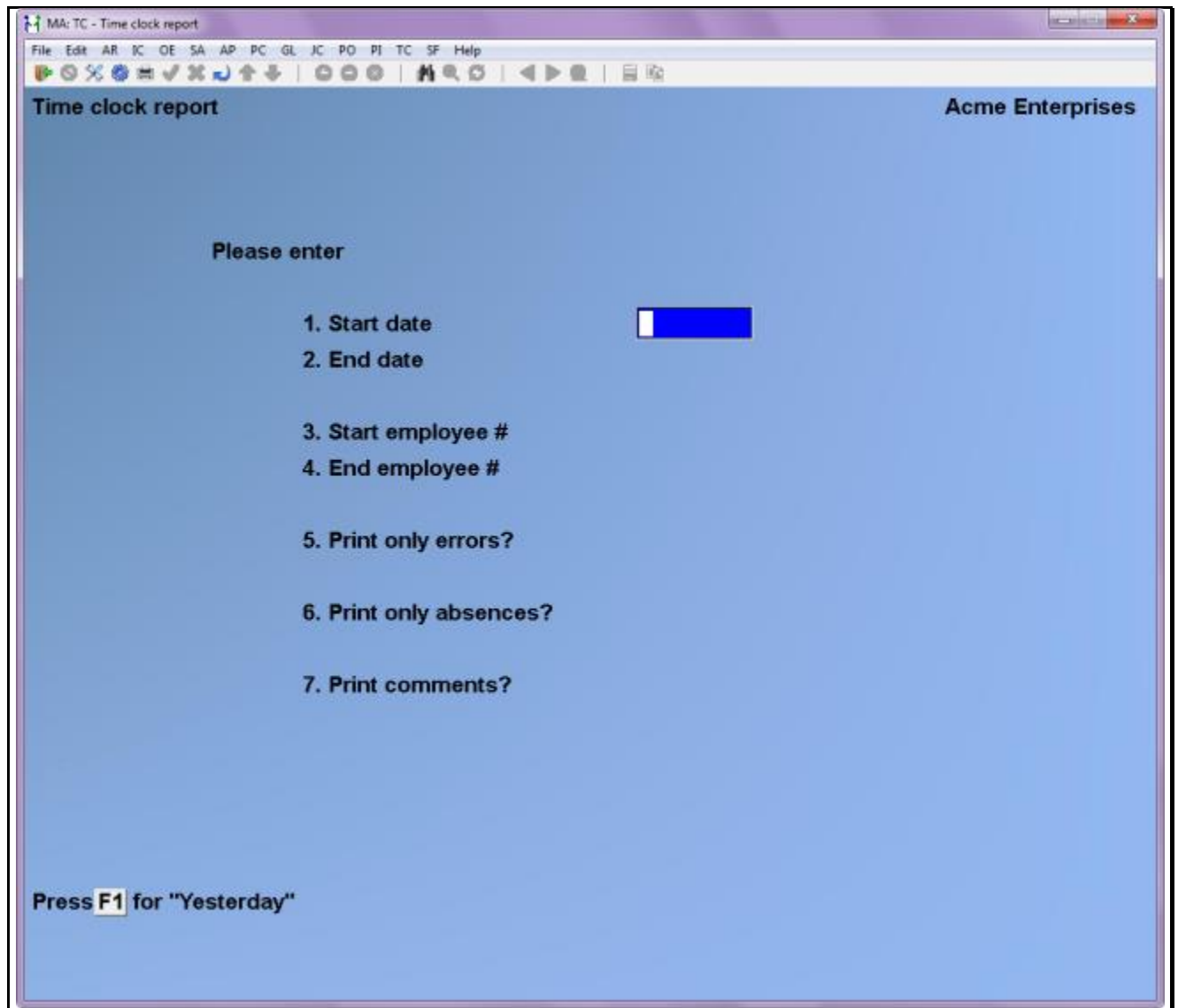
Enter the following report criteria:

1. Start date
2. End date

Enter a range of time clock entry dates to run this report for.

3. Start emp #
4. End emp #

Enter a range of employees to include on the report.

5. Print only errors ?

Answer **Y** if you want to generate a report listing only the errors, or **N** to include all transactions.

6. Print only absentees ?

Answer **Y** if you want to generate a report listing only absentee transactions.

7. Print comments ?

Answer **Y** if you want comments to be included.

_____

Chapter 23

Editing Time Transactions

Introduction

The *Time clock editing* function is used to edit the transactions uploaded from the time clocks. If you are not using time clocks you can use this function to manually enter in employee time transactions.

To Begin

Select *Time clock editing* from the Time and Attendance main menu. The following screen appears:
Editing Time Clock Entries

You can work with existing time transactions and enter new ones.

Start date

Enter the beginning date for time clock transactions you want to view, or edit.

? Employee #

Enter the number of the employee whose transactions you want to view or edit.

The employees name, department number, and occupation number are displayed from his/her employee record, along with all of the transactions from the start date entered.

Time Clock Transactions

Each time clock transaction includes the following information:

Date

This is the date the transaction occurred.

Ab

If the employee arrived late, left early, was absent, or a manager entered an absentee transaction, this field will display the appropriate absent code.

In

If this is a clock-in transaction, the entry time is displayed here.

Out

If this is a clock out transaction, the time is displayed here.

Cn

The contract number is displayed here. If the system cannot match this transaction to a specific shift, this field will appear blank.

Day

This is the day type as set in *Maintain day types* from the *System details* menu.

Sh

The shift number is displayed here. If the system cannot match this transaction to a specific shift, this field will also appear blank.

Job-id

The job-id this employee clocked into is displayed here.

Dept

By default the system uses the department from the employee's file.

Occup

By default the system uses the occupation code from the employee's file.

Level 1

This is the first level of time as set up in the applicable *Shift definition* (the description comes from the *Time clock control file*). How Time and Attendance separates time is discussed later on in this chapter.

Level 2

This is the second level of time as set up in the applicable *Shift definition* (the description comes from the *Time clock control file*).

Level 3

This is the third level of time as set up in the applicable *Shift definition* (the description comes from the *Time clock control file*).

Level 4

This is the fourth level of time as set up in the applicable *Shift definition* (the description comes from the *Time clock control file*).

Editing Transactions

Use one of the following options to edit the time transactions for this employee:

Options: ↑↓   to move from one entry to another

        [Enter]   to edit the highlighted entry

        [F2]   to add a new entry

        [F3]   to delete the highlighted entry

        [F5]   to override the calculated hours

        [F6]   to split the hours between job-ids

[Tab]   to finish editing this employee's time transactions

When you are finished editing the time clock transactions, re-run the time clock report to make sure there are no more errors. Next, run the *Time clock edit list* to check the payroll transactions.

All About Time Transactions

The process of tracking employee time is extremely complex. Automating such a process becomes nearly impossible, not to mention tedious and complicated, unless the software is allowed to make a few assumptions.

Samco's Time and Attendance was designed in conjunction with companies with very demanding needs. In these environments the need to utilize a form of "artificial intelligence" was vital.

How does T/C break out time levels ?

Time and Attendance allows for four levels of time per shift (see *Maintain shift definitions*). When the times uploaded from the clocks are processed by T/C they are matched up to a shift definition. This is where the total time for the day is broken out between the time levels.

_____

Chapter 24

Edit List

Introduction

Use this function to generate an edit list for reporting time clock payroll transactions. This report **must** be run prior to running the *Post to Payroll* function.

To Begin

Select *Time clock edit list* from the *Time and Attendance* main menu.

The following screen appears:

Enter the following criteria for which transactions to report:

1. Start date
2. End date

Enter a date range for transactions to be included on the report.

?3. Start employee
?4. End employee

Enter a range of employees to include on the report.

5. Pay frequencies

Enter up to five of the employee pay frequencies to include in this report, or use the option:

Option: **[F1]**   to include all employee pay frequencies

6. Print trx detail ?

Answer **Y** if you want to print a detailed transaction listing for each employee.

_____

Chapter 25

Post to Payroll

Introduction

Use this function to post the time clock transactions to the payroll files for the generation of payroll cheques. As well, this function generates the export file for your payroll service, purges the time clock transaction entry file loaded from the clock, and creates historical records for reporting. The Time Clock Journal is also produced showing the posted transactions.

To Begin

Select *Post to Payroll* from the *Time and Attendance* main menu.

Enter the following criteria for which transactions to post:

1. Start date
2. End date

Enter a range of dates for transactions to include in this posting.

? 3. Start employee
? 4. End employee

Enter the range of employees to include in this posting.

5. Pay frequencies

Enter up to five of the employee pay frequencies to include in this posting, or use the option:

Option: **[F1]**   to include all employee pay frequencies

6. Print trx detail ?

Answer **Y** if you want the Time Clock Journal generated by this function to print a detailed transaction listing for each employee.

7. Period end date

Enter the period end date these transactions apply to.

_____

Chapter 26

Stat Holiday Creation

Introduction

Use this function to automatically generate time transactions for statutory holidays.

After the stat holiday time transactions have been created, run a time clock report to check for any errors or omissions, make any changes, run an edit list to check for the correct payroll earnings calculations, make any changes, and post the transactions to payroll.

To Begin

Select *Stat holiday creation* from the *Time and Attendance* main menu.

File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TC TB PA DX SR JE SF Help

Stat holiday creation   **Acme Enterprises Inc.**

Please enter

> 1. Start employee#   ▯

> 2. End employee#

> 3. Holiday date

> 4. Shift#

Press F1 for "First"
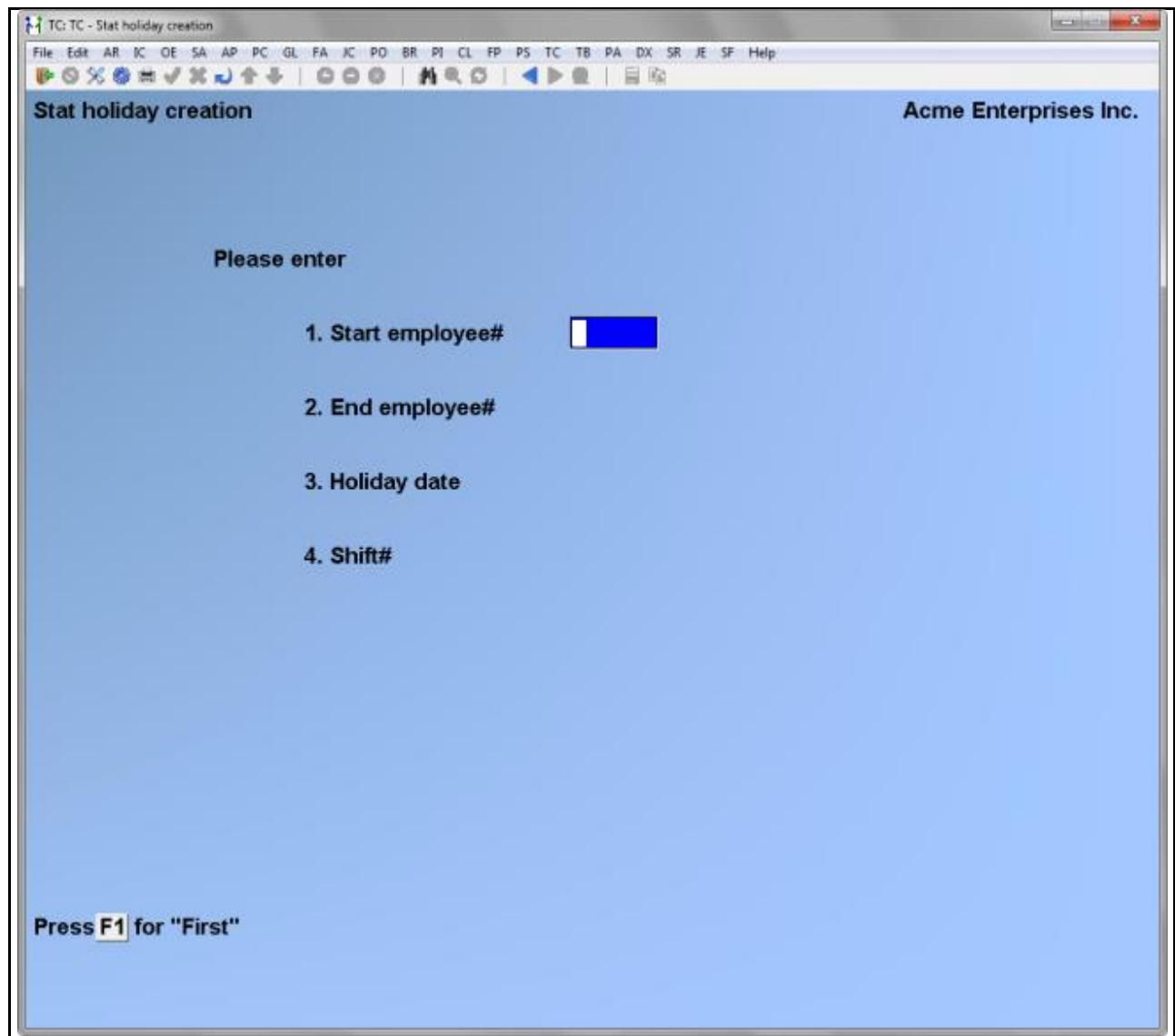
Create Holidays

Enter the following criteria for creating holidays:

? 1. Start employee #
? 2. End employee #

Enter the range of employees to create stat holiday days for.

3. Holiday date

Enter the date the holiday falls on.

4. Contract

Enter the contract number to include with this holiday creation (only appears if

turned on in the *Time clock control file*).

5. Shift #

Enter the shift number to include with this holiday creation.

Chapter 27

Reports

Introduction

This chapter covers the various reports generated using historical information retained by Time and Attendance. The reports available include:

- Weekly In/Out Summary
- Employee Work Calendar
- Employee Weekly Summary
- History by Employee
- History by Code
- First/Last Day Worked

To Begin

Select *Time clock reports* from the Time and Attendance main menu.

Weekly In/Out Summary

This report summarizes the times employees clocked in and out for one week. This information is drawn from the daily file prior to posting. Once the *Post to Payroll* function is run all detailed clock in and clock out activity is summarized and purged.

To begin, select *Weekly in/out summary* from the *Time clock reports* menu. A screen appears for you to enter the following report criteria:

? 1. Start employee #
? 2. End employee #

Enter the range of employee numbers to include on this report.

3. Start date

Enter the date to begin reporting on or use the option:

Option: **[F1]**   to default to the "Beginning of the week"

Employee Work Calendar

This report provides a detailed or summarized report listing the hours worked by an employee for either a three or twelve month period.   This information is drawn from the historical data retained by Time and Attendance, and does not include information not yet posted.

To begin, select *Employee work calendar* from the *Time clock reports* menu.   A screen appears for you to enter the following report criteria:

? 1. Start employee #
? 2. End employee #

Enter a range of employee numbers to include on this report.

3. Start date

Enter the date to begin reporting on or use the option:

Option: **[F1]**   to default to the "Beginning of the week"

4. Format

Answer **D** for a detailed three month report, or **S** for a twelve month summarized version.

Employee Weekly Summary

This report summarizes the number of hours worked and earnings on a weekly basis.

To begin, select *Employee weekly summary* from the *Time clock reports* menu. A screen appears for you to enter the following report criteria:

? 1. Start employee #
? 2. End employee #

Enter the range of employee numbers to include on this report.

3. Start date

Enter the date to begin reporting on or use the option:

Option: [F1]   to default to the "Earliest"

The system will automatically set the date on the report to the nearest starting work day for the week.

History by Employee

Use this function to generate a report showing a breakdown of hours and earnings for a specified period of time by employee. This information can be broken down by job-id, department, occupation, or shift.

To begin, select *History by employee* from the *Time clock reports* menu. Enter the following report criteria:

1. Start date
2. End date

Enter a range of transaction dates to include in this report.

? 3. Start employee #
? 4. End employee #

Enter the range of employee numbers to include on this report.

5. Sort order

Answer **E** to print this report in employee number order, or **N** to sort by employee name.

6. Detail type

Enter the type of detail you want the time transactions broken down by.

Options:	J	To break down the time and earnings by job-id
	D	To break down the time and earnings by department
	O	To break down the time and earnings by occupation
	S	To break down the time and earnings by shift
	N	No breakdown required

7. Include absences ?

Answer **Y** to include absentee transactions on this report, or **N** to exclude reporting absentee transactions separately.

History By Code

Use this function to generate a historical report showing total hours and earnings by job-id, occupation code, or department.

To begin, select *History by code* from the *Time clock reports* menu.

Enter the following criteria for this report:

1. Report by

Enter the type of code you want to report on from the options below:

Options: **J**   Job-id

          D   Department

          O   Occupation

2. Start date
3. End date

Enter the range of transaction dates to include in this report.

? 4. Start employee #
? 5. End employee #

Enter the range of employee numbers to include on this report.

6. Start
7. End

Enter the range of job-id, department, or occupation codes to include on this report.

8. Detail type

Enter the type of detail you want each code broken down by from the options listed below:

Options: **E**   Employee detail

          J   Job-id

	D	Department
	A	Date
	O	Occupation
	S	Summary only

9. Include unposted trx ?

Answer **Y** to include those transactions not yet processed by the *Post to payroll* function, or **N** to include only historical information.

10. Each code on a new page ?

Answer **Y** to put each code on a separate page, or **N** for a continuous report.

First/ Last Day Worked Report

Use this function to generate a report showing either the first days worked or the last days worked for a period of time for all employees.

To begin, select *First/last day worked report* from the *Time clock reports* menu. A screen appears for you to enter the following information:

1. First or last date ?

Enter **F** to generate a first day worked report, or **L** to generate a last day worked report.

2. Start datE
3. End date

Enter the date range to include in this report.

Chapter 28

AERS Earnings File

Introduction

Use this function to create an A.E.R.S (**A**utomated **E**arnings **R**eporting **S**ystem) earnings file for sending to the Canadian federal government.

A.E.R.S is a government program for the weekly reporting of earnings for E.I. sensitive industries such as fishing.

To Begin

Select *Create earnings file* from the second page of the *Time & Attendance* main menu. Enter the following file creation criteria on the screen displayed:

1. Start date
2. End date

Enter the range of dates to be included for creating the earnings file.

3. AERS directory

Enter the path where the AERS earnings file is to be created in, or leave blank to put it in your root Samco directory [/usr/ssi (Unix or Linux)].

Chapter 29

Purging Historical Data

Introduction

Use this function to purge out historical time transactions. This is most useful where hard disk space is needed, or the data is no longer valuable.

*** *IMPORTANT* ***

Do a complete backup of your data and archive it for future purposes before running this function. You may want to revert back to it to generate an historical report on prior information.

To Begin

Select *Purge time clock history* from the second page of the *Time & Attendance* main menu. From the screen displayed enter the following criteria for purging:

? 1. Start employee #
? 2. End employee #

Enter the range of employee numbers to be included. Follow the screen instructions.

3. Purge date

Enter the cut off date. All time transactions prior to this date will be purged out of the system <u>permanently</u>.

A purge report will then be generated._____

Appendix "A"

Initializing Data Files

Introduction

"Initialize" means to create a new data file. When you initialize a data file which already exists, any information in it is completely erased, and the file is newly created.

If you suspect you have a "corrupted" (fouled up) data file, don't initialize it without first checking with your supplier and attempting other recovery actions.

To Begin

CAUTION

Don't use this function unless you really want to initialize a data file. Any data file initialized will have all its information completely erased.

Log into your Samco top-level directory and type **tcinit**

Enter the company ID you want to initialize Time and Attendance data files for.

Enter **Y** beside each file you want to initialize, enter **N** at each file you do not want to initialize.

1. Company file

This file contains your company's name, address and various information about how your software runs and your General Ledger accounts structure.

2. Password file

This file contains the passwords and each user's right within the Samco system.

3. T/C control file

This file contains a number of parameters that define your time clock structure. Each parameter defines specific values to be used in other programs.

4. T/C codes file

This file contains the system details information specific to the operations of T/C which do not affect Payroll. These include day types, absent codes, work schedule codes, job-id numbers, and keys/bells.

5. Shift definition file

This file breaks down the various employee shifts, which are then used to calculate the time levels for payroll transactions.

6. Clock transaction file

This file contains the records uploaded from the time clock(s). Data in this file is edited, reported on, and then posted to the Payroll files, and T/C history.

7. Clock history file

This file contains historical time clock information which has been posted from the *Clock transaction file*.

8. Card file

The card file contains the pass card information for all employees.

9. Employee file

If you are interfacing with Samco Canadian Payroll, this file is shared between the two applications. It holds the primary employee information needed by both systems.

10. Employee auxiliary file

This file is an extension of the *Employee file*. If you initialize the *Employee file* you should also initialize this file.

11. Transaction code file

This file contains all of the payroll transaction codes used by T/C to calculate employee earnings.

12. Payroll codes file

This file contains the system details information shared by both T/C and P/C. These include departments, groups, occupations & wages, status codes, and government

information.

13. P/C control file

This file contains a number of parameters that define your Canadian Payroll structure. Each parameter defines specific values to be used in other programs.

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Appendix "B"

File Utilities

Introduction

In this chapter we will discuss how to:

- Repair a corrupted data file;
- Recover disk space by converting, then restoring, a data file that has been purged or compressed;
- Convert data into a format that can be used by many popular spreadsheet, word processing and data base programs.

Corrupted data files

Data file corruption does not occur very often, but you do need to be aware of it. This can occur for only a handful of reasons. The most common being:

1. The power to your computer gets turned off when you are using your Samco applications.

2. Your hard disk has developed a defect.

Corrupted data files can't be used reliably afterward, and any attempt to use them causes unusual error messages. If this occurs, or if you begin to get unusual results while using your Samco software and suspect that there may be a corrupted data file, you should get technical assistance.

Your supplier or an independent professional may be able to provide this support. If not, contact Samco's Help Desk directly (there may be a fee).

Handling Corrupted Files

Data file corruption doesn't necessarily mean that all of the data in the file is no longer usable. Usually, just a few of the records in the file have become corrupted.

In *File utilities*, the function *Rebuild a file* will take out the good records in the data file, place these in a temporary file, and then rebuild the file to a usable state.

Usually if the *File utilities* ➔ *Rebuild a file* function does not resolve the problem restoring the file from the previous day's backup is the next logical option.

Exporting a File

This section discusses how to convert a T/C file from its native format into a fixed length ASCII text file.

To begin select *File utilities* ➔ *Export a file* from the 2nd page of the T/C main menu. This is the screen you see:
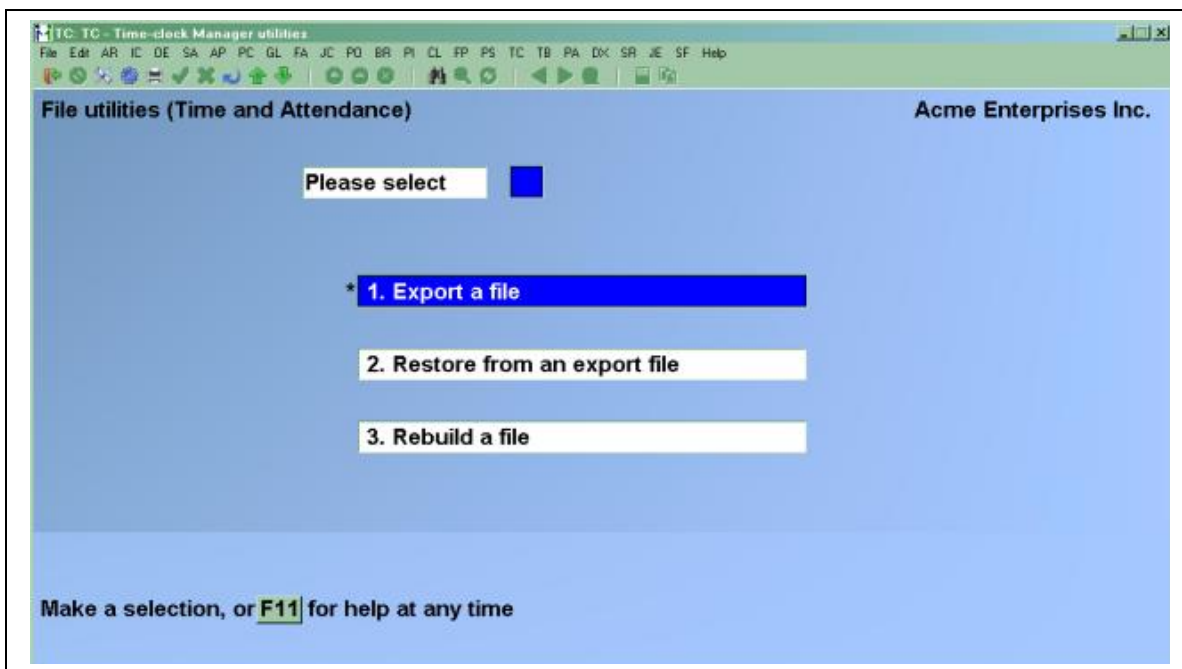
Please select file

Enter the number of the file you want to export, or use the option:

Option: [**F1**]   to select "All" of the files for conversion.

Please enter device for converted file

Enter 1 character for the device on which the converted file is to be created.

NOTE: For Linux / Unix users it doesn't matter what letter is entered, as the file will be created in the root Samco directory of the fixed disk; i.e. /u/ssi.

Please enter device size in kilobytes

Enter up to a 5 digit number which represents the device you are backing up to in kilobytes, or use the option:

Option: [**F1**]   "Unlimited"   e.g. Hard disk

NOTE: If you choose to convert "All" files, the screen will move immediately into displaying the file and record being backed up. It skips past the "(C) CREATE NEW CONVERTED FILE OR (A) ADD RECORDS TO EXISTING CONVERTED FILE", "STARTING FILE KEY", AND "ENDING FILE KEY" prompts.

The next screen appears for you to enter a range of file keys.

1. Starting file key
2. Ending file key

Enter a file key range for the records to convert, or use the option:

Option: [**F1**]   for the "First" & "Last" records respectively.

A person who knows the exact record key layout for that file may enter the exact starting record key here, thereby enabling a partial conversion. The key would have to be entered <u>exactly</u> as it appears in the record with leading zeros or spaces.

(C) Create or (A) Add

You are asked whether to "(C) create new converted file or (A) add records to existing converted file".

If you have never converted this file before, answer **C**. A new file with the same name, but an extension of ".EXP" will be created.

If you have <u>previously</u> converted this file, and you wish to add data to it, answer **A**.

NOTE: If you choose A, records are added to the ".EXP" file regardless of the records

already there.   Be sure not to overlap file key ranges when using this method, otherwise you will get duplicates on the ".EXP" file.

The file will now be converted. The screen will show a count of the records as they are converted. The converted file will be located on the device specified earlier, and have the same name as the original file, except the extension will be .EXP.

After you have completed running the convert routine, you will be prompted to select a printer destination for the backup log. A backup log shows the file(s) converted, the number of records per file, and the date and time.

Importing an ASCII File

This selection is used to restore files that have been converted through the *Convert a file* function.   All of the data contained in the converted files will be transferred to the files which you are restoring.

To begin select *File utilities* ➔ *Restore from an export file* from the 2nd page of the T/C main menu.   This is the screen you see:
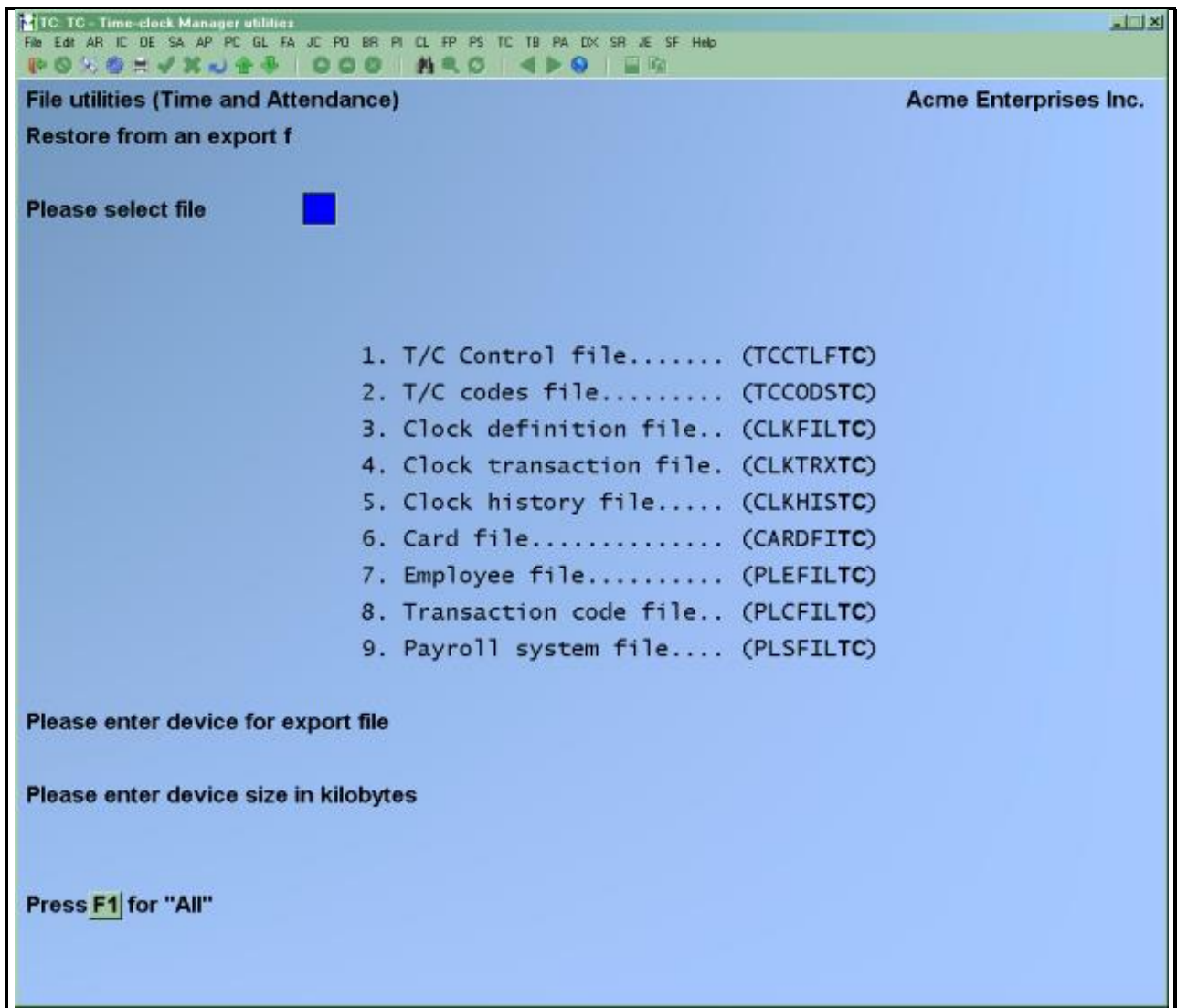
Please select file

Enter the number of the corresponding file, or use the option:

Option: [**F1**]   To select "All" files to restore.

Please enter device for converted file

Enter the drive letter for the disk or disk which contains the converted file.

NOTE: For Linux / Unix users it doesn't matter what letter is entered, as the file must always reside in the root Samco directory of the fixed disk; i.e. /u/ssi.

Please enter device size in kilobytes

Enter up to a 5 digit number which represents the device you are restoring from in kilobytes, or use the option:

Option: [**F1**]   "Unlimited"

The following table shows some of the more common devices sizes in kilobytes:

1400   Double sided high density 3 1/2" disk
Unlimited   Hard disk drive

NOTE: If you choose to restore "All" files, the screen skips past the "(C) CREATE NEW CONVERTED FILE OR (A) ADD RECORDS TO EXISTING CONVERTED FILE", "STARTING FILE KEY", AND "ENDING FILE KEY" prompts.

(C) Create or (A) Add

You are asked whether to "(C) create new data file or (A) add records to existing data file".

If you answer **C** (create new file), all of the existing data records in the original file will be destroyed, and the data records contained in the converted file will be transferred to the original file.

If you answer **A** (add records to file), all of the existing records in the original file will remain, and the data records contained in the converted file will be added to the original file.

A screen displays for you to confirm or cancel this operation.   Answer **Y** or **N**, as appropriate.

The file(s) will now be restored.   A message will be displayed on the screen showing the count of the records as they are store.

Once complete, select a printer destination for the restore log.   A restore log shows the file(s) restored, the number of records per file, and the date and time.

NOTE: You can use the *Convert* and *Restore* functions on an entire data file to recover disk space from a file that has been purged or compressed (or from a file that has had many deletions).   First do a full (first record to last record) *Convert* of the file.   then do a full *Restore* of the converted file, using the *(C) Create new data file* option.

Rebuilding Data Files

There are two reasons for rebuilding your data files; (1) one or more file has been damaged, or (2) to clean out deleted records and reorganize the files for optimum performance.

IMPORTANT: Be sure to make a backup of the data files before you run the rebuild.

To begin select *File utilities* ➔ *Rebuild a file* from the 2nd page of the T/C main menu.   This is the screen you see:
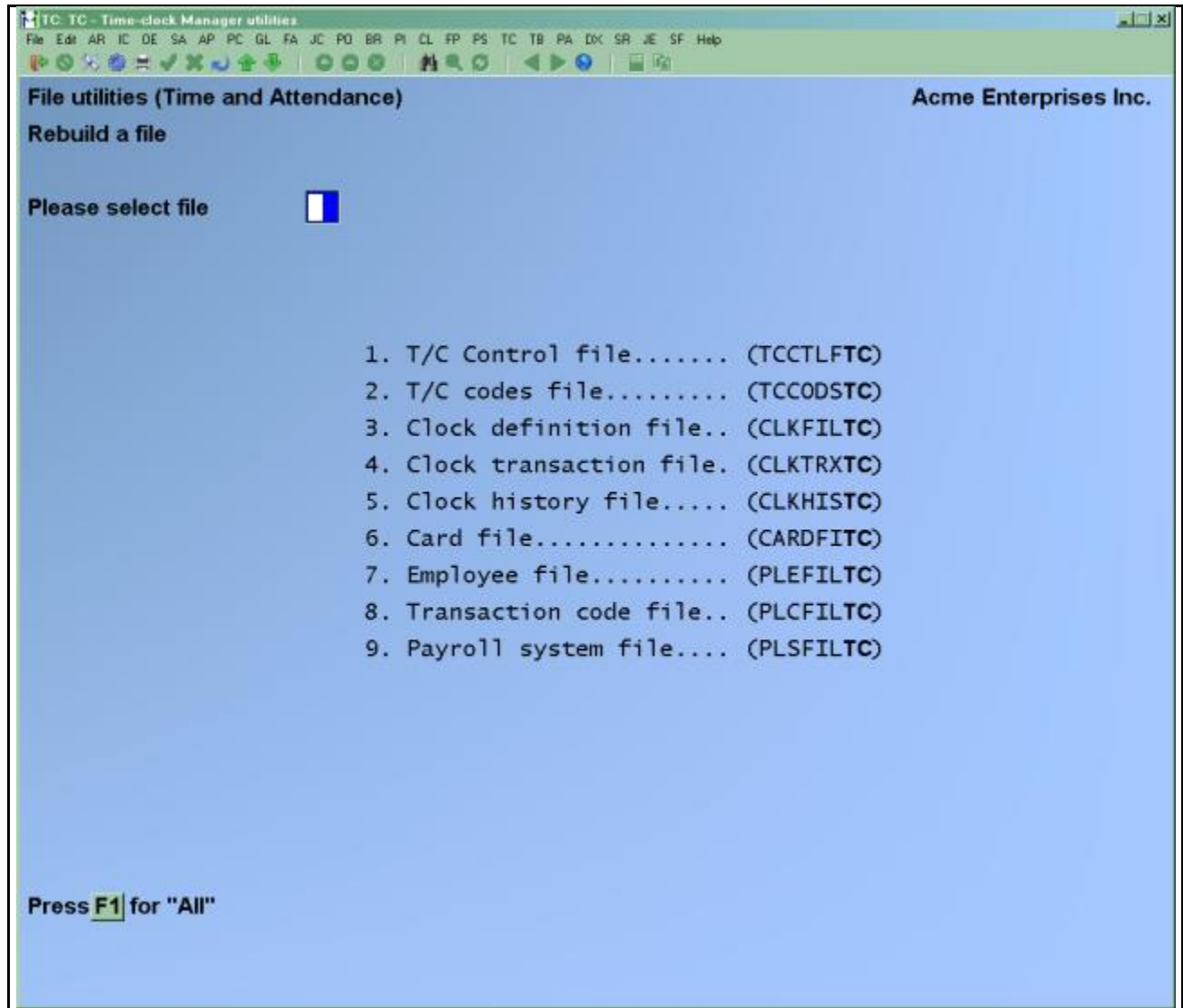
Select the file you wish to rebuild or press [**F1**] to rebuild all of the Time and Attendance data files.

After some processing you will be either returned to the file list or the *File utilities* sub-menu.

Technical Note on Rebuilding

The rebuild facility takes each data file, reads through the records, and writes out a temporary work file containing only the good records. The temporary work file then replaces the original file.

For this reason we highly recommend making a backup of the data files you are rebuilding just in case one or more bad records exist which may cause valid data to be

cleared out. This can happen in the case of a badly corrupted data file.

Appendix "C"

Interfacing with Payroll and Job Cost

Introduction

This section is designed to give you an overview of how Time and Attendance works in conjunction with Samco's Canadian Payroll and Job Costing modules.

At the end of this appendix is a diagram showing the procedures to follow when interfacing Job Cost and / or Canadian Payroll, and how data inter relates between the packages.

Canadian Payroll

Samco's Time and Attendance provides a seamless integration of data with the Canadian Payroll package. Time transactions generated in T/C, once posted, create payroll transactions in P/C. These transactions can then be edited first, or posted right away.

In review:

1. The time transactions generated by Time and Attendance are posted to the clock history and the Payroll transaction file.

2. From Payroll, the transactions generated by T/C can then be edited, or posted right away.

Job Cost

Samco's Time and Attendance utilizes job-id information to control the particular job, sub-job, change-job, and cost item information which ends up being transferred when interfacing with Samco's Job Cost module through Canadian Payroll.
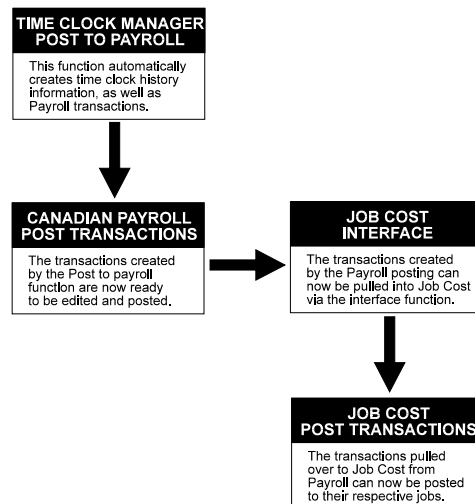
Basically, each time transaction has a corresponding job-id. Each job-id has a valid job number, sub-job number, change-job number, and cost item associated with it. When the *Post to payroll* function is run, this job-id information is transferred along with it. When the transactions are posted in Payroll, the information is then available to Job Cost for interfacing. Once the interface is run from Job Cost all of the time transactions which are associated to a job are pulled over, creating job transactions.

These transactions can then be edited, or posted directly to the job(s).

In review:

1. Time and Attendance generates time transactions which are then posted to the Payroll transaction file.

2. These payroll transactions, which also contain job information, are then permanently posted through Payroll.

3. This payroll information is then retrieved into Job Cost via its interface function.

4. The transactions generated by the interface can then be edited, or posted directly to the jobs themselves.

The following figure shows a complete flow of data from Time and Attendance through to Canadian Payroll and then to Job Cost:

TIME CLOCK MANAGER POST TO PAYROLL

This function automatically creates time clock history information, as well as Payroll transactions.

CANADIAN PAYROLL POST TRANSACTIONS

The transactions created by the Post to payroll function are now ready to be edited and posted.

JOB COST INTERFACE

The transactions created by the Payroll posting can now be pulled into Job Cost via the interface function.

JOB COST POST TRANSACTIONS

The transactions pulled over to Job Cost from Payroll can now be posted to their respective jobs.

Appendix D

Clock.raw Format

Header format (bytes 1 to 16) : uucxddmmyyhhmmxrr

    uu   clock unit number, from 00 to 99 – value ignored
    c   command type – must be 0 or 5, either ok.
    x   not used
    ddmmyy   dated created
    hhmm   time created
    x   not used
    rr   report number (see below)

rr=00 – Clock in record   (bytes 17 to 26) :   nnnnnnnnnn
    nnnnnnnnnn   card number

rr=03 – Clock out record   (bytes 17 to 26) :   nnnnnnnnnn
    nnnnnnnnnn   card number

rr=04 – Job –id change   (bytes 17 to 30) :   jjjjnnnnnnnnnn
    jjjj   new job – id
    nnnnnnnnnn   card number

rr=06 – Time lock start   (bytes 17 to 30) :   hhmmnnnnnnnnnn
    hhmm   time to lock
    nnnnnnnnnn   manager's card number

rr=07 – Time lock end   (bytes 17 to 26) :   nnnnnnnnnn
    nnnnnnnnnn   manager's card number

rr=08 – Manual Clock in   (bytes 17 to 44) :   mmddhhnnnnnnnnnnmmmmmmmmmm
    mmdd   date for clock in
    hhmm   time for clock in
    nnnnnnnnnn   employee card number to clock in
    mmmmmmmmmm   manager's card number

rr=09 – Manual Clock out (bytes 17 to 44) :   mddhhmmnnnnnnnnnnmmmmmmmmmmmm
   mmdd   date for clock out
   hhmm   time for clock out
   nnnnnnnnnn employee card number to clock out
   mmmmmmmmmm manager's card number

rr=10 – Absent entry (bytes 17 to 46) : aahhhhmmddnnnnnnnnnnmmmmmmmmmm
   aa   clock code as set up in maintain absent codes function
   hhhh   number of hours absent with two implied decimal places
   mmdd   date of absence
   nnnnnnnnnn   employee card number for absence
   mmmmmmmmmm manager's card number

Any remaining bytes in the record are ignored.

In general, card numbers are ten digits with leading zeros. Any unused characters can be any character. The clock unit number is not used by the software. The transactions should be in order of the creation date/time.

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