



**Texas Skyward User Group Conference**

# **True Time-Bells and Whistles**

**John Golden**



# Session Title



This session will focus on some of the newer features in True Time, including a discussion about tracking comp time, Timesheet Colors, Schedule Maintenance and Detailed Schedules.

- **Objective: Comp Time Tracking**
  - Review Configurations & Processing of Comp Time.
- **Objective: New Options**
  - Schedule Maintenance & Detailed Schedules
  - Non-work days
  - Timesheet Colors
  - Early Out
  - IP restrictions

## Setting up Comp time option.

Maintain Timekeeping Rule - WH\TT\PS\CF\TR - 8757 - 05.16.02.00.10 - Internet Explorer

Maintain Timekeeping Rule (152)

Timekeeping Rule Name: Professor(07/05/2014 - )

**Comp Time Options**

**Comp Time Hours**

Allow employees to submit request for Comp Time to supervisor  
 Track Comp Time based on Hours per Day. (This is only available when Daily OT is used)  
 Base comp time thresholds on employees schedule. (This is only available when Annual Pay based on Schedule is used)

| Allow Comp Time when clock hours are in excess of | Comp Time Factor | Comp Time Factor         | Allow Employee to modify the | Comp Time will be assigned to this 'Hours' type Time Off code | Comp Time will be assigned to this 'Days' type Time Off code |
|---|------------------|--------------------------|------------------------------|---|--|
| Scheduled Hours up to 40h 00m                     | 1                | <input type="checkbox"/> | <input type="checkbox"/>     | COMP1 - Compensation  | COMP - COMPENSATION TIME OFF                                 |
| 40 h 0 m  | 1.5              | <input type="checkbox"/> | <input type="checkbox"/>     | COMP1 - Compensation  | COMP - COMPENSATION TIME OFF                                 |

When Holiday hours are to be allocated for comp time use a factor of 0  
 When Time Off hours are to be allocated for comp time use a factor of 1  
 When Doubletime hours are to be allocated for comp time use a factor of 0  
 When Non-Work hours exist on a time sheet use a factor of 0  
 When Guaranteed hours are to be allocated for comp time use a factor of 0

**Comp Time Maximums**

Time Off Maximum balance for Comp Time Codes:

Comp Time Balance: 0 h 0 m (0h 0m = No Maximum)  
 Comp Time Earned: 0 h 0 m (0h 0m = No Maximum)

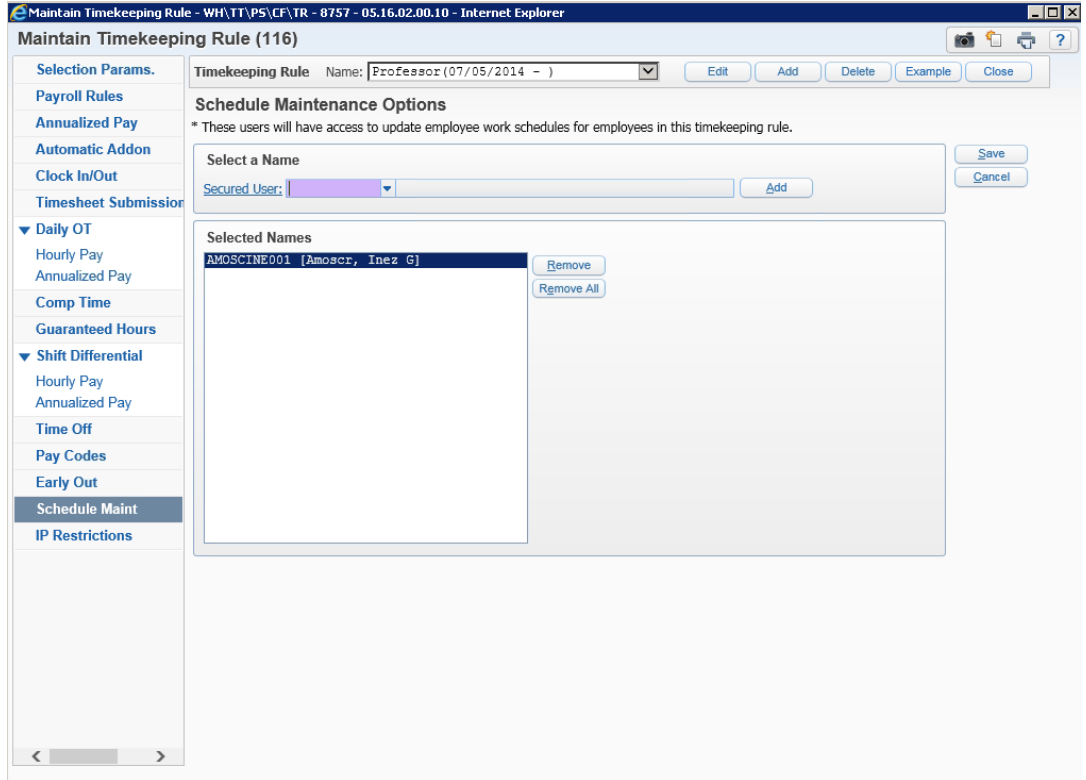
Maximum Yearly balance starts at the beginning of

**Comp Time Setup Options**

Do Not Include Holiday hours in clock hour totals  
 Require Employee to submit Comp Time when clock hours are greater than the scheduled hours and less than 0h 00m  
*\* Time worked over cannot be used for Comp Time and will be paid using the payroll rules setup in this timekeeping rule.*  
 Round Comp Time to the nearest 15 minutes

100%

Schedule Maintenance allows non approvers and employee that you shouldn't have access to entry by employee to put in schedule.



Mass Assign work schedules allows you add work schedule to all employees in a timekeeping rules.

Mass Assign Work Schedules - WH\TT\PS\UT\MA - 10440 - 05.16.02.00.10 - Internet Explorer

### Mass Assign Work Schedules (7141)

**Employee Selection**  
 Timekeeping Rule:

**Selected Employees**

Views:  Filters:

| Select                              | Employee Key | Employee Name       | Current Scheduled Hours |
|-------------------------------------|--------------|---------------------|-------------------------|
| <input checked="" type="checkbox"/> | CARTEMIC000  | Carter, Michael     | 40h 00m                 |
| <input checked="" type="checkbox"/> | CASADSHE001  | Casadoscr, Shelly I | 2h 15m                  |

2 records displayed      Name:

**New Workweek Schedule to Mass Assign**

Effective Start Date:

Effective End Date:

Current Schedule

After 12/31/2999, this schedule should revert to the employee's previous schedule  
 End schedule - After 12/31/2999, Work Day will not be checked for this employee.  
 Use a Detailed Schedule

| Week Day     | Work Day                 | Work Start | Work End | Lunch Start | Lunch End | Hours |
|--------------|--------------------------|------------|----------|-------------|-----------|-------|
| Saturday     | <input type="checkbox"/> | 12:00 AM   | 12:00 AM | 12:00 AM    | 12:00 AM  | 00:00 |
| Sunday       | <input type="checkbox"/> | 12:00 AM   | 12:00 AM | 12:00 AM    | 12:00 AM  | 00:00 |
| Monday       | <input type="checkbox"/> | 12:00 AM   | 12:00 AM | 12:00 AM    | 12:00 AM  | 00:00 |
| Tuesday      | <input type="checkbox"/> | 12:00 AM   | 12:00 AM | 12:00 AM    | 12:00 AM  | 00:00 |
| Wednesday    | <input type="checkbox"/> | 12:00 AM   | 12:00 AM | 12:00 AM    | 12:00 AM  | 00:00 |
| Thursday     | <input type="checkbox"/> | 12:00 AM   | 12:00 AM | 12:00 AM    | 12:00 AM  | 00:00 |
| Friday       | <input type="checkbox"/> | 12:00 AM   | 12:00 AM | 12:00 AM    | 12:00 AM  | 00:00 |
| Total Hours: |                          |            |          |             |           | 00:00 |

*Note: The Break Time Option is not enabled for this timekeeping rule and therefore the break time field is not available.*

Non Work days will allow you to not dock employee on inactive days.

Maintain Timekeeping Rule - WH\TT\PS\CF\TR - 8757 - 05.16.02.00.10 - Internet Explorer

### Maintain Timekeeping Rule (415)

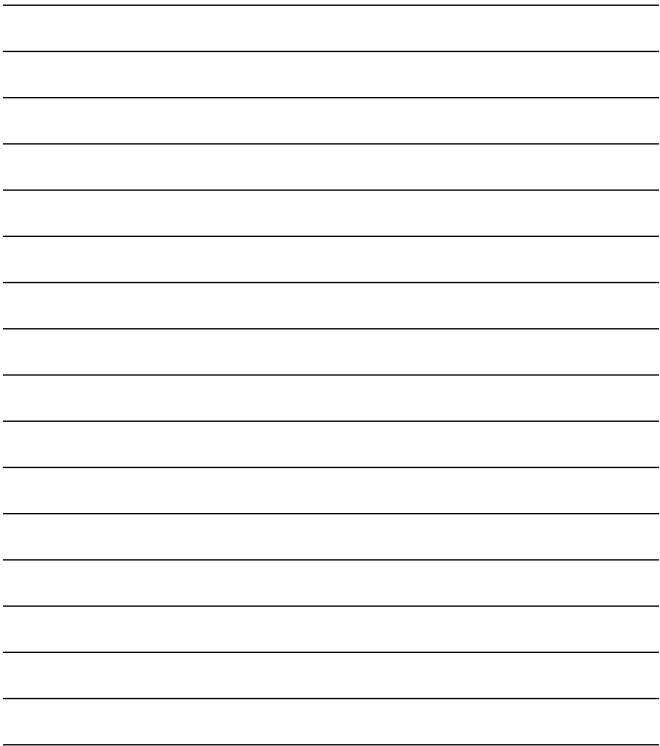
Timekeeping Rule Name: **Professor (07/05/2014 - )** Edit Add Delete Example Close

- Selection Params.
- Payroll Rules
- Annualized Pay**
- Automatic Addon
- Clock In/Out
- Timesheet Submission
- Daily OT
  - Hourly Pay
  - Annualized Pay
  - Comp Time
  - Guaranteed Hours
- Shift Differential
  - Hourly Pay
  - Annualized Pay
- Time Off
- Pay Codes
- Early Out
- Schedule Maint
- IP Restrictions

#### Annualized Pay

- Regular hours not booked; exceptions only** Edit
  - Based on Entered Values
  - Based on Employee's Schedule
  - Book overages
    - Use pay code selected on Pay Codes tab for overages when present ?
    - Overage time greater than  employee's scheduled hours pay using this code
    - Overage time greater than  pay using this code
    - Overage time equal to or less than holiday hours will be paid using this pay code
    - If time off hours are not included in overtime calculations, pay them using this pay code
    - \* Overage time remaining will be paid based on the standard overage breakdown*
    - \*\* If holiday and time off occur on the same week and overages need to be paid out, the holiday pay code will be used before the time off code.*
  - Book shortages
    - Shortage time less than employee's scheduled hours pay using this code
    - Automatically create a Time Off record for any shortages using this Time Off code
    - and this reason  ?
  - Read Non-Work days from calendar option selected on the Timekeeping Rule's Time Off tab ?

100%



Changing colors will prevent mass approving. To force approvers to look at timesheets with issue.

Maintain Timekeeping Rule - WH\TTVPS\CF\TR - 8757 - 05.13.06.00.07-10.2 - Windows Internet Explorer

### Maintain Timekeeping Rule

Timekeeping Rule Name: **New Secretary Rules (07/02/2012 - )** [Edit] [Add] [Delete] [Example] [Close]

**Timesheet Submission/Approval Options** [Edit]

**Submission Options**

- Send email to Time Sheet submitter when Time Sheet is denied.
- Send email to Supervisor when Time Sheet is submitted.
- Allow employee to trade time from one day to another prior to Time Sheet submission.
- Require an employee to select a reason why their time sheet is short on hours when a time sheet is at least  less than their weekly scheduled time.
- Require an employee to select a reason why their time sheet is over on hours when they submit a time sheet that is at least  more than their weekly scheduled time.

**Exception Reasons**

Reason  OR

*There are no records to display; check your filter settings.*

0 records displayed Reason:  [A] [B] [C]

**Approval Options**

- Use Time Sheet colors.
  - Display Time Sheets in  text when  or more OVER the employee's schedule.
  - Display Time Sheets in  text when  or more OVER the employee's schedule.
  - Display Time Sheets in  text when  or more UNDER the employee's schedule.
  - Display Time Sheets in  text when  or more UNDER the employee's schedule.
  - Display edited transactions in  on the timesheet.
  - Display 11:59 PM transactions in  on the timesheet.









Texas Skyward User Group Conference

**THANK YOU FOR ATTENDING!**

