



**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%



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: Professor (07/05/14 - )

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**Selected Employees**

Views: General Filters: \*All Staff Select All Unselect All

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

20 records displayed Name:  A B C

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**New Workweek Schedule to Mass Assign**

Effective Start Date: 06/09/2016 Thursday  
 Effective End Date: 12/31/2999 Tuesday

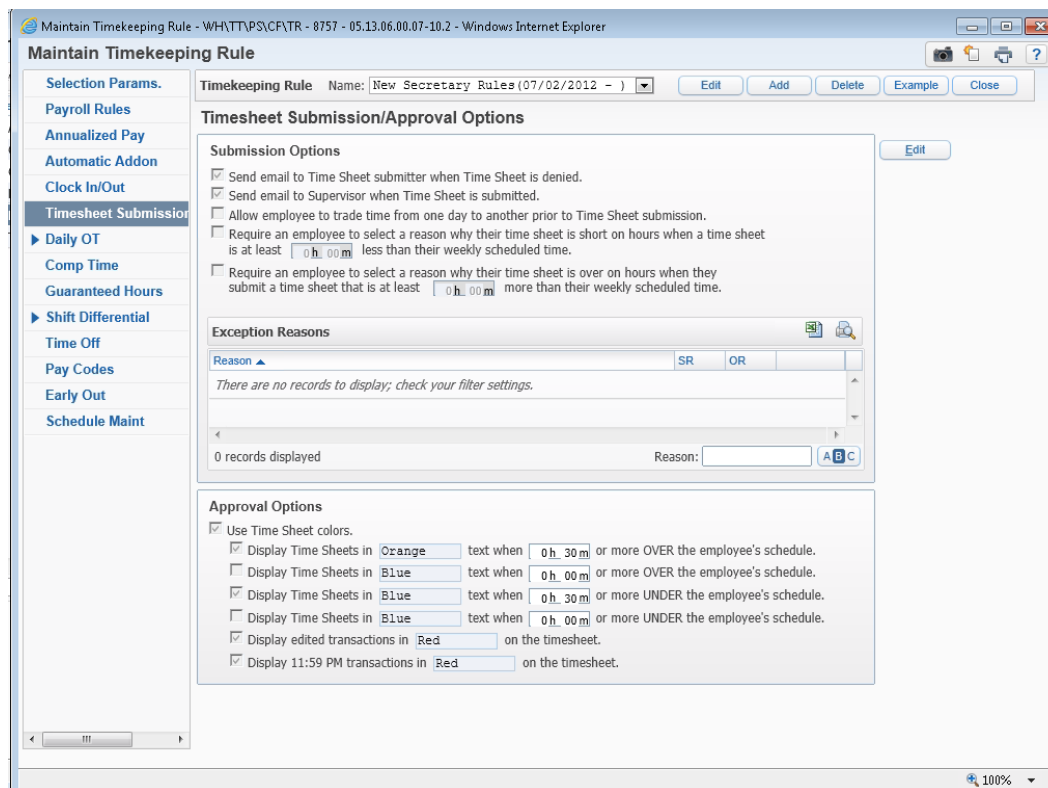
Current Schedule  
 After 12/31/2999, this schedule should revert to the employee's previous schedule  
 End schedule - After 12/31/2999, Work Day will not be checked for this employee.  
 Use a Detailed Schedule

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.*



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 ▲ SR 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.

IP restriction can be setup by timekeeping rule.

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

**Maintain Timekeeping Rule (127)**

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

**IP Restrictions**

If IP Ranges are not selected, users in this Timekeeping Rule can change their True Time Status from any IP Address. If IP Ranges are selected then the users can only change their True Time Status from an IP Address within one of the selected IP Ranges.

**IP Address Ranges** [Select IP Ranges](#)

Select	Low IP Address Value	High IP Address Value
<input checked="" type="checkbox"/>	10.01.17.1	10.01.17.1
<input type="checkbox"/>	10.101.15.15	10.101.15.15
<input checked="" type="checkbox"/>	10.102.15.15	10.102.15.20
<input type="checkbox"/>	10.103.15.15	10.103.15.15
<input type="checkbox"/>	10.104.15.15	10.104.15.15
<input type="checkbox"/>	10.106.15.15	10.106.15.15
<input type="checkbox"/>	10.200.15.15	10.200.15.20
<input type="checkbox"/>	10.41.15.15	10.41.15.15

< 8 records displayed >

- 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**







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**THANK YOU FOR ATTENDING!**

