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## 1.1. Calculation rules

### 1.1.1. Built in Salary types (Inconvenient time, overtime and extra pay for shift)

QL Time has three different kind of built in salary types that follow specific rules in addition to ordinary (worked) hours:

1. Inconvenient time
2. Overtime
3. Shift pay

This is the built in salary types that can not be changed. Of course as many salary codes or absence codes that may be needed can be added, but they are not calculated automatically.

To use the built in salary types, a formula starting with preferred salary type should be entered and then the day defined within brackets.

Example: Rule: OT(d) with a value of 30% yields 30% extra pay on all ordinary work days (in case when employee is entitled to overtime according to other rules, for example day rule).

The input forms examples are described in the next section.

Rules are applied in the following order:

1. Specific day rule, (S) (after you add the S you are enabled to add a date)
2. Holiday (H)
3. Week day rule (1, 2, 3, 4, 5, 6, 7) (1=Monday)
4. Normal work day (D) Monday to Friday

**Note! Saturday, Sunday and Holidays gives only ordinary pay if they are not defined**

Each of them may result in use of several different salary accounts, for example that overtime 40% and overtime 100% are paid due to special rules.

When it comes to overtime and inconvenient time, three other rules may be configured separately:

- Day rule overtime
- Week rule overtime
- Minimum worked time before inconvenient time or overtime is calculated.

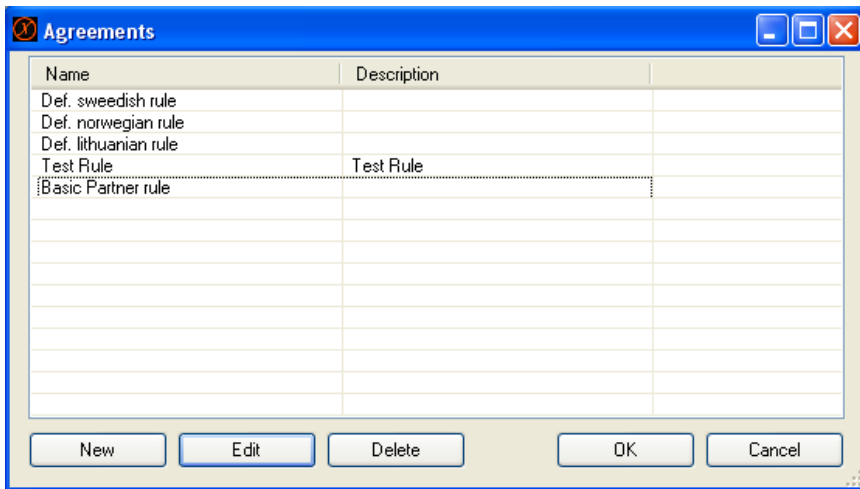
The rules described above are used in the conjunction with the work agreement.

### 1.1.2. Work agreement rule

A work agreement rule is a collection of different calculation rules for inconvenient time, overtime and shift pay.

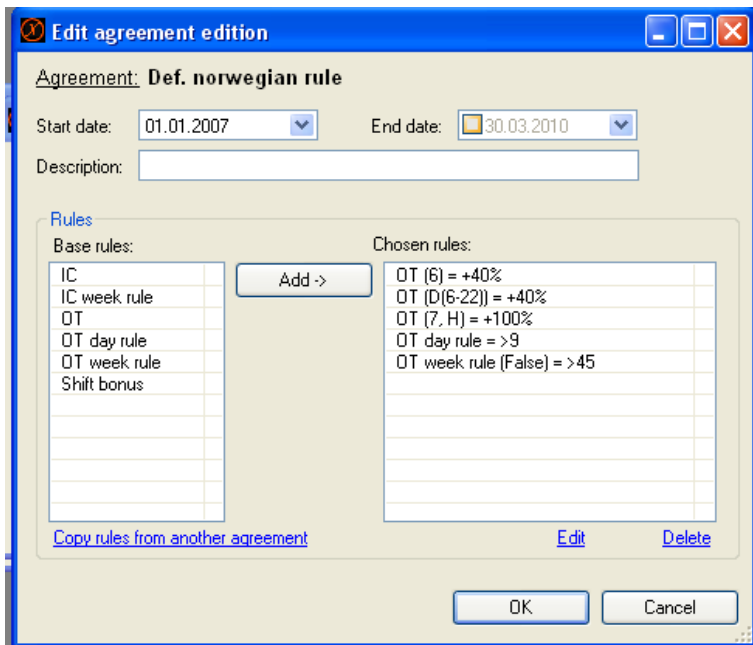
To create or edit 'Work Agreement' rules click on 'Setup' at the top menu and then select 'Validation rules' or pres short cut key 'Ctrl' + 'Shift' + 'R'.

The example below explains how to create an agreement and declare special rules to be used. As shown in the form below, several work agreements may exist within one company.



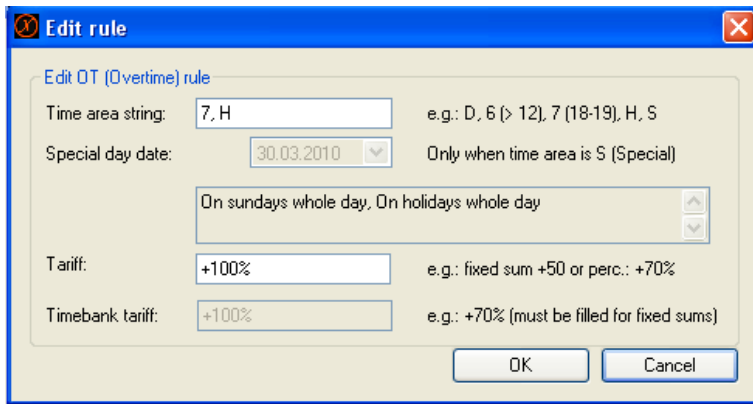
The example below shows some different rules regarding overtime. It is important to notice that each rule may exist in different timeframes with different rules or parameters. This makes it possible to change calculation on the fly and even in a middle of a period.

**Note! Changing day rule and week rule may give unexpected results**



Double clicking on a rule in the right grid or clicking on 'Edit' gives access to edition of each single rule.

The rule in the example below shows that every Sunday and all holidays will be paid with extra overtime of 100%.



If inconvenient time is related to employee work schedule, e.g. IC is 2 hours before and 2 hours after normal work hours, then formula should look like IC= D(-2), D(+2):

The screenshot shows a 'New rule' dialog box with the following fields and options:

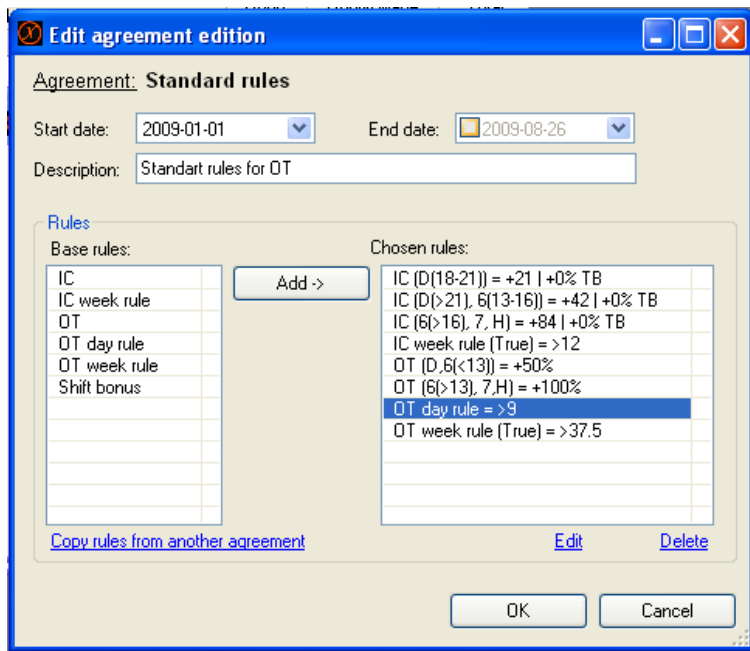
- Time area string:**  e.g.: D, 6 (> 12), 7 (18-19), H, S
- Special day date:**  Only when time area is S (Special)
- Time area details:** On workdays 02:00 before normal working time, On workdays 02:00 after normal working time
- Tariff:**  e.g.: fixed sum +50 or perc.: +70%
- Timebank tariff:**  e.g.: +70% (must be filled for fixed sums)

Buttons: OK, Cancel

### 1.1.3. Day Rule – How it works

A day rule describes how many hours an employee can work during a day before overtime is triggered.

This rule must be defined in the setup menu together with other calculation rules for overtime.



QL Time calculates overtime on periods that exceeds the agreed work schedule. This principle makes the calculation accurate, fast and in most scenarios correct. To perform a manual calculation of overtime in a similar way is both time consuming and tricky to achieve.

With an agreed work schedule of 8-16 and with a break scheduled from 12 to 12.30 the following could happen if any extra worked hour should be calculated as overtime:

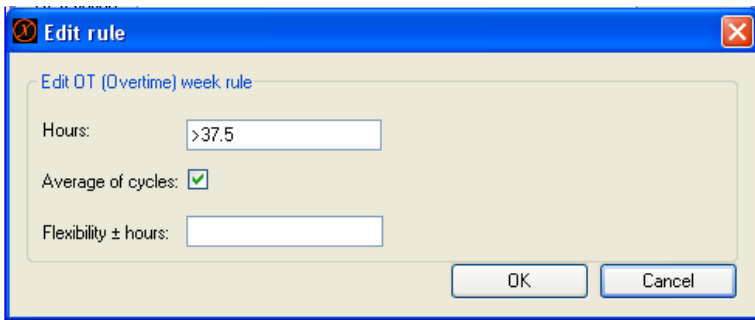
- Work time 7-16 gives overtime from 7-8 = 1 hour
- Work time 7-17 gives overtime from 7-8 and 16-17 = 2 hours
- The break is reduced to 15 minutes and taken from 12.00-12.15 gives overtime 15 minutes from 12.15 to 12.30

If the scenarios above happen overtime could in fact be given with three different rates.

QL Time's way of calculation also influence on week rules regarding overtime. For example if the employee (a) is entitled to overtime after 37.5 hours in the week, (b) has a work schedule that also is 37.5 hours, (c) worked extra hour the first day in the week, he will get overtime on the first day in the week.

### 1.1.4. Week Rule – How it works

The week rule describes how many hours an employee must work during a week before overtime is triggered, so it is necessary set the preferred number of hours for overtime calculation.  
NB! The day rule will always be applied first.



**Comment [MR1]:** This picture will be changed dome how

**Comment [UT2]:** Monika / Paulius  
Flexibility how does it work?

**Comment [MR3]:** Ulf, Average of cycle is always calculated.  
Flexibility option is moved from this window to Validation/Work agreement rules.

Example:

#### Employee's work schedule

Monday	8-17:030	8.5 hours
Tuesday	8-17:030	8.5 hours
Wednesday	8-17:030	8.5 hours
Thursday	8-17:030	8.5 hours
Friday	8-17:030	3.5 hours
TOTAL:		37.5 hours

This gives a total of 37.5 hours and if the week rule is set to 37.5 all extra time will be calculated as overtime. If the employee works extra on Monday for example half hour from 7.30 to 8.00 this will be considered as a half hour overtime because the week exceeds 37.5 hour and the overtime period will be from 7.30 to 8.00.

If two, free or more weeks work cycle is defined, QL Time **counts the average of weeks**, and overtime is only calculated if worked hours more than 37.5 multiplied by number of weeks during the cycle.

To define several weeks work cycle is done from employee card, under the 'Work Agreement' view, for more detailed examples [click here](#).

**Comment [MR4]:** should be changed to WA schedule ?

### 1.1.5. Extra payment – How it works

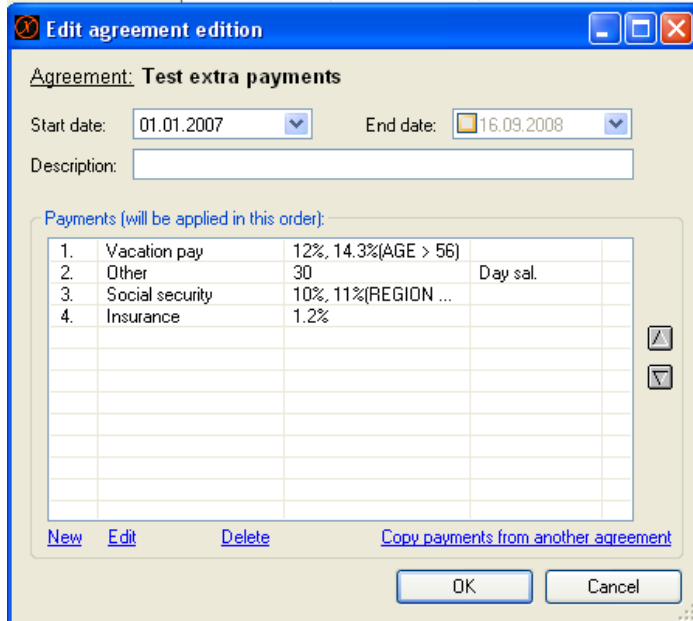
The extra payment rule describes what payment will be calculated on top of the ordinary pay. Everything that are in addition to the salary cost and based on worked hours may be calculated in this function.

QL Time does not export any extra cost calculation by default but it aims to give the opportunity to calculate almost everything.



The example below shows that extra payment may be specified with parameters that enhance the use of this cost calculation.

The calculations are done in the sequence that is displayed in the grid, but user may change the order and thereby the result changing the sequence of the calculation.



Change the order of calculation by clicking on UP and DOWN arrows on the right side of the window.

Pressing the 'New' hyperlink gives access to the window similar as below:

Note! Parameters may be specified to enhance the calculation logic.

There are only a few variables to determine:

- The 'Type' parameter. When it clicked, a drop down box with predefined types is given in order to indicate what kind of parameter you are creating. The type text will be used for grouping in the work plan, registration and period result windows.
- The text field 'Payment' must be filled in because this is the formula that does the real calculation. Useful hints how to input the formula is shown below this field.

Each payment may be calculated based on:

- age or
- municipality tax code related to employees
  - o living address or
  - o the registered municipality of the business
- Calculate on:
  - Check box 'Daily salary'. When fixed amount is in use, it should be specified if the amount is based on worked days or the whole month,
  - Check box 'Base salary'. There is also a possibility to do the calculation based on base salary instead of the accumulated sum of salary plus calculated work cost. Base salary is salary without inconvenient, overtime or shift pay.

### 1.1.6. Flexitime and time bank

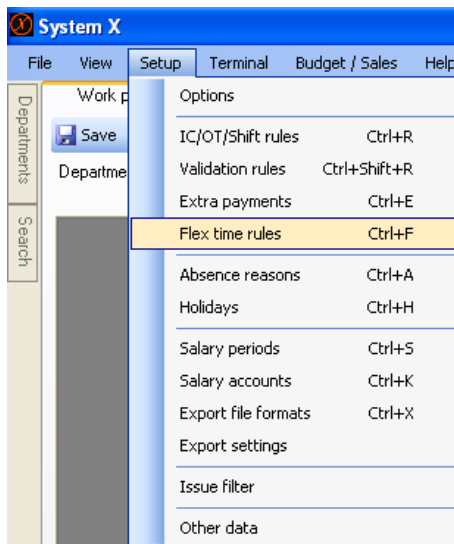
The term *Flexitime* is used when an employee can choose within limits when to start working or finish working on a given day.

The term *Time bank* is used when the manager decides that hours should be stored in the time bank account instead of paying for the hours right away or redrawing it from the payroll.

The difference between flex time and time bank is minimal from a system point of view and the real difference is between data that is treated automatically or not.

- The basic idea of flextime function is to give each employee or a group of employees more influence on their own work schedule planning. The employee should in fact have the possibility to plan in advance their own schedule, for example, through a web interface.
- Employers motivation for the solution are:
  - Less cost (employee takes responsibility to do the right issues at the right time);
  - More flexibility in staff administration;
  - Employers are also forced by new governmental laws;
- According to some country laws overtime, inconvenient time and shift must be paid and not stored in the time bank and QL Time supports this possibility too..

To define a flexitime / time bank rule press the ‘Setup’ choice on the top menu and select the item ‘Flex time rules’ in the menu or just press shortcut key ‘Ctrl’+’F’:



The same input screen is also used for time bank functionality.

Defining flex time rules in company, user should leave the ‘Fixed Time’ button clicked like example below shows:

Defining flexibility, user chose to enter:

- ‘*Time span*’ is a time in which limits employee may be flexible regarding his work plan. According to the example above, it is 7.00-17.00, and
  - ‘*Core time*’ is a time when employee must present at work, and according to the same example, it is from 9.00 to 15.00;
- or
- ‘*Arrival*’ - it means time period in which limits employee have start working (example 7.00-9.00), and
  - ‘*Departure*’ - it means time period in which limits employee should finish working (example 15.00-17.00).
- The result will be the same in both ways.

If you check the box ‘Do not use timebank’, the time bank solution will not be used at all, and in fact this is the only way to prevent QL Time from using the time bank functionality.

At the bottom of the ‘Edit Flexitime rule’ form you will find a drop down list box that lets select from rules of how to manage hours with special calculation in selected limits: to pay for it or to add to time bank account.

**Comment [UT5]:** If you input the total string it yields errors in input. To achieve the ‘Core time’ you must add 10-15 and press enter

**Comment [MR6]:** If I enter Time span, then core time and press ENTER – that window is CLOSED

**Comment [UT7]:** Missing Total account value and Total minus value in definition plus account binding

Default IC (inconvenient time) and OT (overtime) handling:

Pay out

Pay out

Add OT to timebank

Add both to timebank

**Note! Default for both flextime and time bank functionality is that cost are calculated and arise when somebody work extra or outside plan.**

The possibilities for IC (Inconvenient time) and OT (overtime) handling are:

1. Pay out.
2. Add OT to time bank
3. Add (convert) both (IC and OT) to time bank
  - o According to Norwegian law the overtime and *inconvenient time (no law definition)* must be paid

**Comment [UT8]:** If we add inconvenient time and overtime to the flex total and convert it this rise a problem if times are removed from the account do we remove overtime and inconvenient time at the same time?

In this version of QL Time you can not change the default rule.

**Comment [MR9]:** This text is for user or a note for us

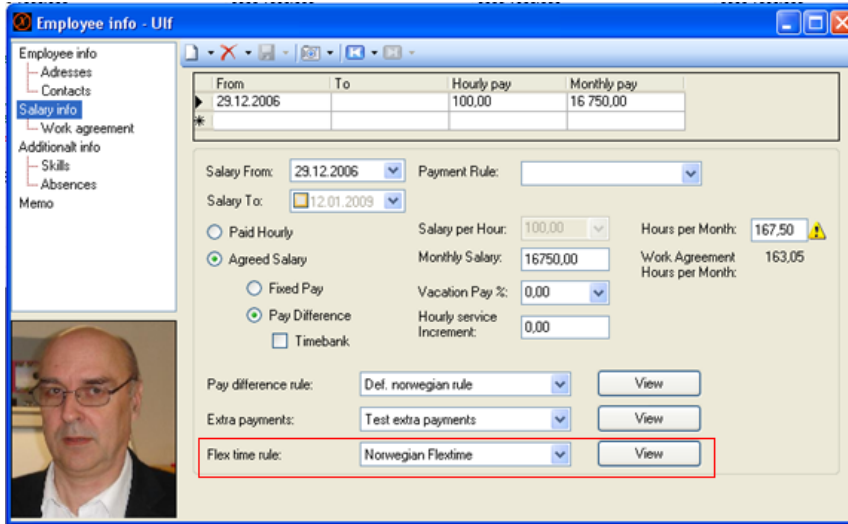
The above mentioned difference between flextime and time bank is not big from a technically point of view. The hours from the flex bank is calculated in exactly the same way. We could say that when flex time is in use, the employee is in charge and can determine when to come and go within some limits. When the time bank functionality is in use, the user (manager) (but not each employee) decides when hours should or shouldn't go into the time bank.

Describing flex bank and the time bank solutions the basic principle is that the Time bank is relative to each employee's work schedule and the handling is based on an individual schedule / plan instead of a general work time.

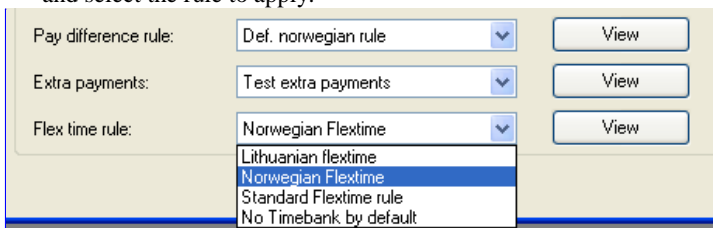
If to take a closer look at the definitions, it is only core time that differs.

To put a flex time or time bank rule into an action user must also add the appropriate rule to each single employee:

1. open the "Employee info" form and click 'Salary info'. A 'Flex time rule' drop down box is at the bottom of the page, like example below shows:



2. press the “Flex time rule” drop down box in order to find the right rule (example bellow). Click on it and select the rule to apply.



**Comment [MR10]:** If no rule is selected, perhaps VIEW button should be blank/inactive

**Comment [MR11]:** More flexibility would be if “flex time – agreement” form would be possible to reach from “VIEW” form. Because sometimes rules with a bit different setting can be applied to each employee and possibility to change/create rule for selected employee from here would save time. Of course, perhaps this change would call other problems.

Rule’s exact settings can be checked by pressing on “View” button nearby. If any flex time rule should not be applied, text in “Flex time rule” drop down box should be deleted.

### 1.1.6.1. Enhancement on a single day for a single employee

**Comment [UT12]:** Not implemented for a single employee Chapter to be revised

**This functionality is not implemented in QL Time yet.**  
**Note! The same result may be achieved using a flex time rule**

To be able to allow some employees to arrive before or depart later than normally with automatic payment is possible to enhance the string parameter for example like this:

- Plan 9-19:030 is enhanced to 9-19:030:010:015 which says that if the employee arrive 10 minutes before it is automatically paid and also 15 minutes later is automatically paid
- The rest of the time is not paid if not approved.

This functionality is the opposite of the normal use of 'Walk Time'.

'Walk Time' and 'Enhancement on a single day' can be set up with parameters as follow:

- Paid
- Not paid

and the functionality is built to be used on a single day action (from plan) then it may be considered as the same functionality.

NB! This functionality is more or less used on special occasions and **on a day level**.

Is it possible that we will run into a situation where it is used as a rule with 'Walk Time' and at the same time we want to 'Enhance plan on a single day'?

*According to Robert the answer is 'Yes' because this is a way to force extra payment for full time employees but is not the best way to do it.*

It could be a solution that if used on fixed paid employees on a day level we force the hours directly to time / flex bank without acknowledge.

**Comment [UT13]:** Not relevant. Paying extra for full time must be solved in another way.

**Comment [UT14]:** Not implemented for a single employee Chapter to be revised

### 1.1.6.2. Walk time

**This functionality is not implemented in QL Time yet.**

### 1.1.7. Absences

**Comment [MR15]:** To change terms – from absence to Event?

Definition of “Events” includes any absence from the ordinary workspace. Event includes sickness, child care or vacations, as well as external meetings, travelling and likewise.

To create an event code, select ‘Setup’ from the top menu and then press ‘Absence reasons’. A form as shown in the example below will appear displaying all the absence codes that are available.

**Comment [MR16]:** To change to Enepts in the app. as well

To edit an existing code, the appropriate line should be clicked and then pressed the ‘Edit’ button.

The screenshot shows a window titled "Absence reasons" with a table of absence codes for Lithuania. The table has four columns: Country, Code, Name, and Pay plan. The data is as follows:

Country	Code	Name	Pay plan
<b>Lithuania</b>			
LT	AL	Absence - other law enforced	0
LT	AP	Absence with permission	0
LT	AW	Absence without important reason	0
LT	BD	Blood donation days	100
LT	BT	Business trip	100
LT	CD	Care time - disabled or 2 children < 12 years	100
LT	CC	Child care until 3 years	0
LT	DU	Country duties	0
LT	CV	Creative vacation	50
LT	HW	Home watch	100
LT	IL	Illness	100,0(>2)
LT	MS	Military service	0

At the bottom of the window, there are five buttons: "New", "Edit", "Delete", "OK", and "Cancel".

All information registering event should be entered to the form similar to bellow:



First of all absences are classified by the field type. Pressing the down arrow to the right of the list box a pop up list will show which categories are available.

The absence codes are also divided per country. This flag is used in conjunction with the selected country for each employee. If an employee is categorized as 'Norwegian' then can only be entered absences that are categorized as 'Norway'

**Note! Removing the filter allows you to use other absence codes**

The example below shows how the rules are created. the percentage of what should be paid (i.e. 100 percent) should be entered.

In the example below it is in fact entered three rules (separated by comma (,)) for the same absence:

**Note! Start with the default payment rule and then add additional parameters.**

The first part of the formula '**0**,100(>2),0(>16)' is the '**0**' before the first comma, marked in bold and this is the default pay for the absence code, so:

- no salary is calculated for first two days of absence

The second parameter is '100(>2)' which means that it will be paid

- 100% salary for absence from day number three

The third parameter is '0(>16)' which means that this parameter overwrite the second parameter therefore salary is not calculated from the sixteenth day of absence.

Keep in mind that the calculation is based on work days and holiday is considered as work days. The rules regarding which days that are counted may vary from country to country, for example Norway and Sweden counts calendar days and Lithuania work days.

To be able to export the absences to i.e. a salary system see the chapter 'Salary accounts'.

**Comment [MR17]:** According to me, LT also calculate calendar days.

**Comment [UT18]:** What about Saturday and Sunday

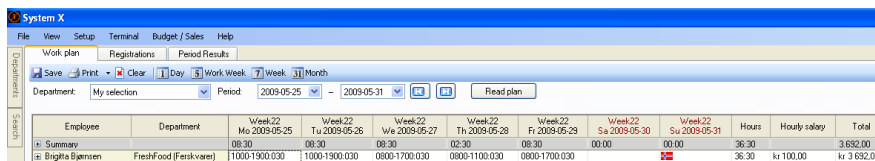
**Comment [MR19]:** Is this correct title?

**Note! Important: Number of rules entered here must match an appropriate internal account if you want to keep a correct track of the result of every calculation rule for example to be able to export to a salary system.**

The user can add absences in different ways from several different places like:

- Plan module
- Registration module
- Employee card
- *Web module (not included in basic package)*
- *Mobile phones (not included in basic package)*

The most common way to add absences (like illness or business trip) is from Plan module or Registration module:



The screenshot shows the 'System X' interface with a menu bar (File, View, Setup, Terminal, Budget / Sales, Help) and a toolbar (Save, Print, Clear, Day, Work Week, Week, Month). Below the toolbar, there are dropdown menus for 'Department: My selection' and 'Period: 2009-05-25 - 2009-05-31'. A 'Read plan' button is also visible. The main area contains a table with columns for Employee, Department, and weekly time slots (Week 22) for Monday through Sunday, along with 'Hours', 'Hourly salary', and 'Total' columns.

Employee	Department	Week 22 Mo 2009-05-25	Week 22 Tu 2009-05-26	Week 22 We 2009-05-27	Week 22 Th 2009-05-28	Week 22 Fr 2009-05-29	Week 22 Sa 2009-05-30	Week 22 Su 2009-05-31	Hours	Hourly salary	Total
Summary		08:30	08:30	08:30	02:30	08:30	00:00	00:00	36:30	kr 100,00	kr 3 692,00
Bigitta Bjansen	FreshFood (Fersk-vare)	1000-1900:030	1000-1900:030	0800-1700:030	0800-1100:030	0800-1700:030					

If you at this stage want to know more about absence registration [click here](#).

## 1.1.8. Holidays

QL Time has predefined national holidays. To check out what predefined holidays the system use, user should select 'Setup' from the top menu and then 'Holidays'.

In addition to the predefined holidays user can also add special dates to the list.



**Comment [MR20]:** If rule regarding holiday move to next workday is changed tick should be removed. But in this case all previous data will be changes and -x hours will be instead of past moved holiday. It will change total worked hours. So before removing tick, registrations should be locked.

It is important to keep in mind that a holiday may be only part of a day, i.e. Christmas Eve or New Years Eve.

Properly registered holiday in this form is the base for correct use of holiday calculation rule (using the 'H' parameter).

**Comment [MR21]:** What do you mean???

When an employee has a work schedule and the expected working day is on a holiday he/she is entitled to a salary even if they do not work. This is the standard solution. They are also entitled to extra pay for inconvenient time and if it is planned overtime (it should not be planned) QL Time looks at a holiday as an ordinary work day and pay according to ordinary rules even if there are no work done.

**Note! The only way to avoid paying is to register a null plan on the day.**

A holiday gives only ordinary pay if work is scheduled unless a holiday rule is used.

**NOTE! A special day definition (S) does not overwrite holiday definition and if holiday payment is not defined only ordinary time is calculated**

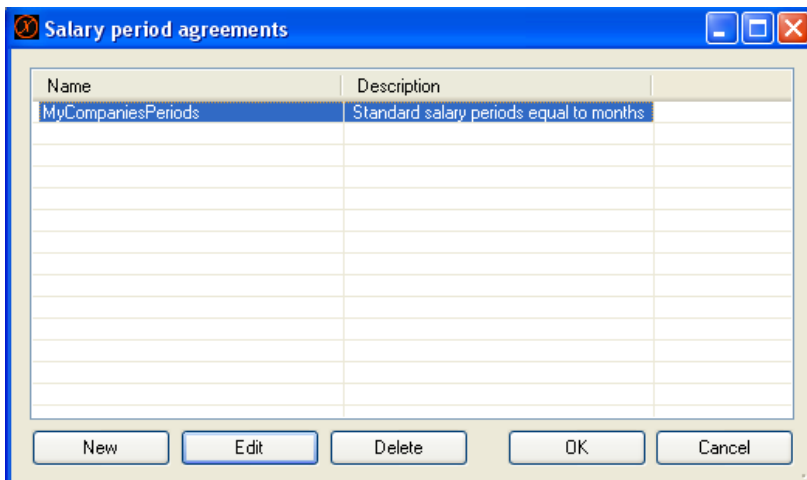
### 1.1.9. Export period definition

**Comment [UT22]:** Export period instead of Salary period. Change in application too, see example

An export period defines which time periods will be:

- Exported and how
- Locked up for further editing
- Stored in the statistical database

This window may be opened by pressing 'Setup' from the top menu and then 'Salary periods' or just pressing shortcut key 'Ctrl' + 'S':

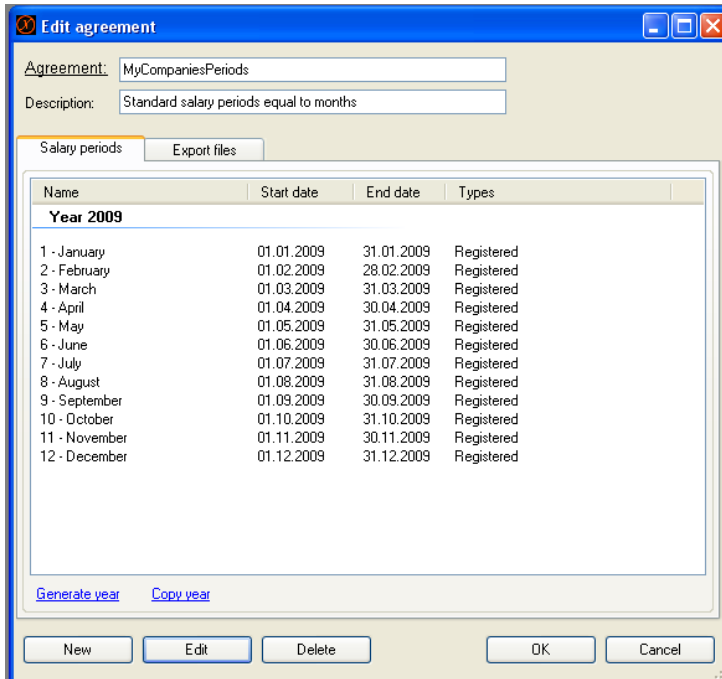


Pressing the 'New' button or double clicking on an existing appointment the 'Edit agreement' form as in the example below is opened.

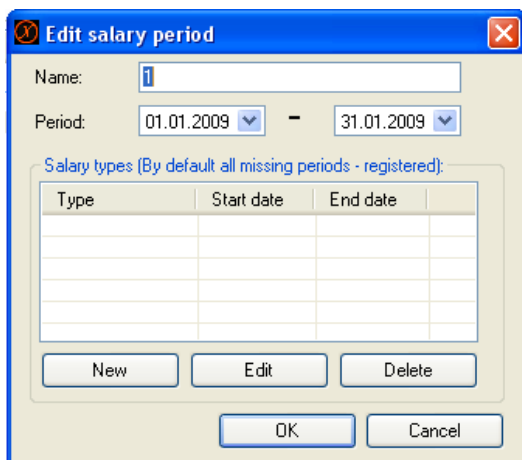
Two tabs in the form is available:

- The tab 'Salary Periods' refers to the time period within this agreement.
- The 'Export files' refers to what kind of export file name(s) we will use if we want to export the data to another data system.

#### Tab 'Salary Periods'



Pressing the 'New' button or double clicking on an existing period gives access to the 'Edit salary period' form, see example below:



It is possible to set up three different export types:

- Registered
- Plan

- Differences

Default is 'Registered' and this is the type that is used in most situations.

If it is necessary to make some more advanced export for example at the end of the year it is possible to split a period into several time periods.

Click on the 'New' button or 'Edit' button to open the 'New salary period type' form. See example below.

**Note! You can mix registered and plan data in one export**

This form lets user split an existing period into several sub periods with different types of export setup. As the text in the form below shows all sub periods that are not defined is equal to registered time.

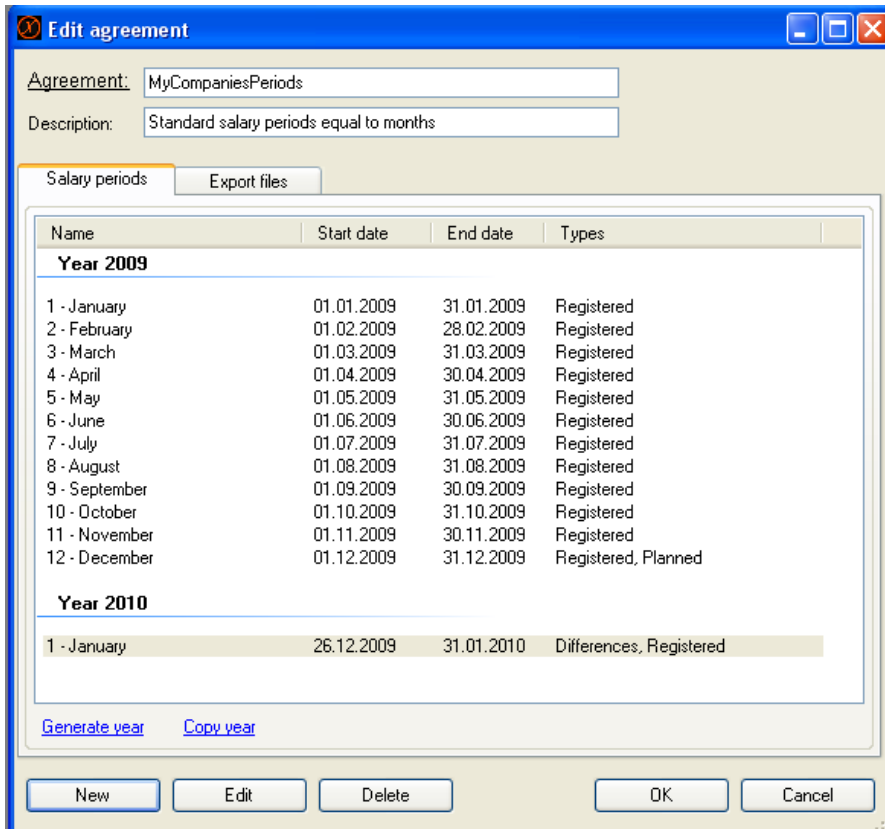
Type	Start date	End date
Planned	26.01.2009	31.01.2009

The idea is that most of the registration for December will be registered data but the last few days will be based on the **plan**.

The logical thing to do, after using a feature like the one above, is to create the next salary period like the example below.

When a period is reported based on plan the same period should in the next session be corrected and the plan should be compared with registrations and only the differences reported.

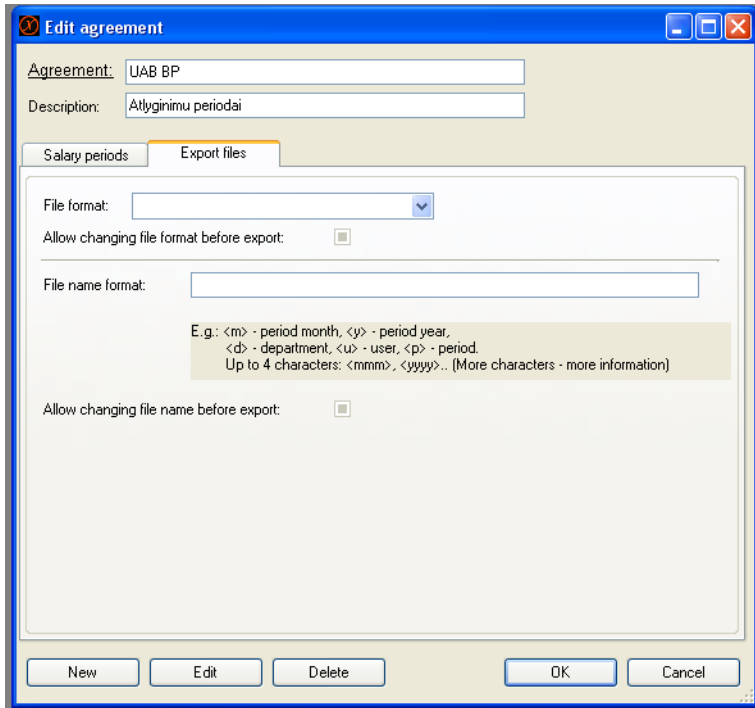
**Comment [UT23]:** Plan or work schedule? Check



### Tab 'Export files'

Clicking on the tab 'Export files' which is in the 'Edit agreement' window under 'Export period' opens the form similar to below.





In this view user may select file format that will be used exporting data. Pressing the down arrow to the right of the list box a pop up list will show which file formats are available. For more information of how to store file formats [click here](#).



Using the parameter that is shown in the form in the file format name gives the possibility to automatically define file names for export and **remove the hazel it is to tamper with the filenames when the export procedure is run.**

**Comment [MR24]:** Unclear the end of this sentence

Before we leave this topic we want emphasize on the importance how to bind this export functionality to each employee. Read the following chapters to make sure that the whole topic is understood.

### 1.1.10. Relation between export functionality and each employee

For information of how to open and work with employee info [click here](#).

- There are two relation points between export functionality and each employee:
1. Define Salary Period for each employee. In the example below the Salary Period **Type** is named 'Salary Periods'

**Comment [MR25]:** TYPE or AGREEMENT

The screenshot shows the 'Employee info - Frank Fristad' window. The 'Salary period agreement' section is active, showing a table with columns 'From', 'To', 'Hourly pay', and 'Monthly pay'. The first row shows '01.01.2009', '14.10.2009', '100,00', and '16 305,00'. Below the table, there are fields for 'Salary From' (01.01.2009), 'Salary To' (14.10.2009), and 'Pattern'. There are also radio buttons for 'Paid Hourly', 'Agreed Salary', 'Fixed Pay', and 'Pay Difference'. The 'Agreed Salary' option is selected. Other fields include 'Salary per Hour' (100,00), 'Hours per Month' (163,05), 'Monthly Salary' (16305,00), and 'Work Agreement Hours per Month' (163,05). At the bottom, there are dropdown menus for 'Work agreement rule' (Standard detaljhandel), 'Cost calculation rule' (Norske tilleggsgregler - 4 ukers ferie), and 'Flex time rule' (No timebank), each with a 'View' button.

2. Define export reference number (salary number) for each employee. In the example below it is set to: 1234

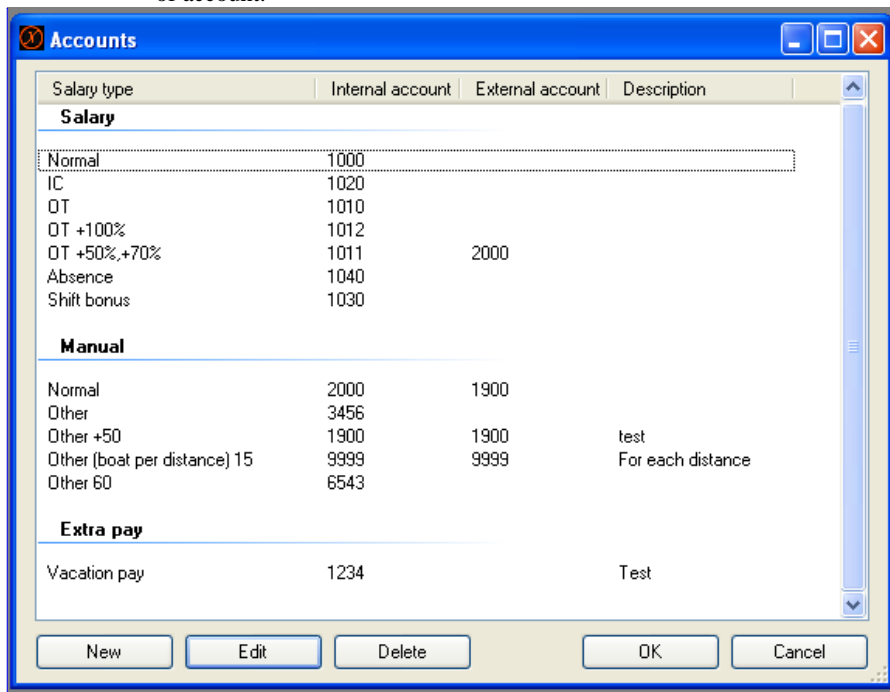
The screenshot shows the 'Employee info - Frank Fristad' window. The 'Employee info' section is active, showing fields for 'ID' (5), 'Table No.', 'First Name' (Frank), 'Gender' (Male), 'Last Name' (Fristad), 'Marital Status' (Single), 'Country' (Norway), 'Birth date' (01.01.1970), 'Soc Security', 'Cost Center' (Bakery (Tarrvarer)), 'Bank Account', 'Position' (Store assistant), 'Tax region', 'Hired From' (1. januar 2009), 'Payroll Tax', 'Hired To', 'Card ID', and 'Salary No.' (1234).

### 1.1.11. Internal account definition

All accounts should be given a proper description and specified in the form for accounts. This form is opened selecting 'Salary accounts' under 'Setup' from the top menu or using shortcut key 'Ctrl' + 'K'. It is basically three different types of accounts:

- Salary
  - The salary accounts are basically something you describe by adding the shift, overtime and inconvenient rules with parameter. In addition you must describe how each account should be exported.
- Manual
  - This is meant to give you the opportunity to do manual registrations that more or less override the automatic salary types.
- Extra Pay
  - This is a special type of accounts that may be calculated based on other accounts. They are used to give you the exact cost level and normally we do not export any figures from this type of account.

**Comment [MR26]:** Since there is internal and External accounts should ne mentioned both. But the title of this chapter should be ~Salary account definition or just Account definition



**Comment [UT27]:** The name field must be enabled so that it is possible to link one specific absence code to and export account number  
Discussion the 27<sup>th</sup>. Of October

**Comment [MR28]:** Columns Salary type to change to Account type???

**Comment [UT29]:** The header 'Salary type should change to 'Description'

User may add new, edit or delete selected existing account by clicking on appropriate buttons at the bottom of Account form.

Here entries are grouped by account type. Selecting one of the presenting accounts types, user may select preferred salary type.

**Note! Clicking on ‘Select absence reason’ links directly to absence codes**

**Remember to define external account number for export purposes**

There is in a one to many relations between an absence code and accounts. So the parameter field below gives possibility to add several other parameters.

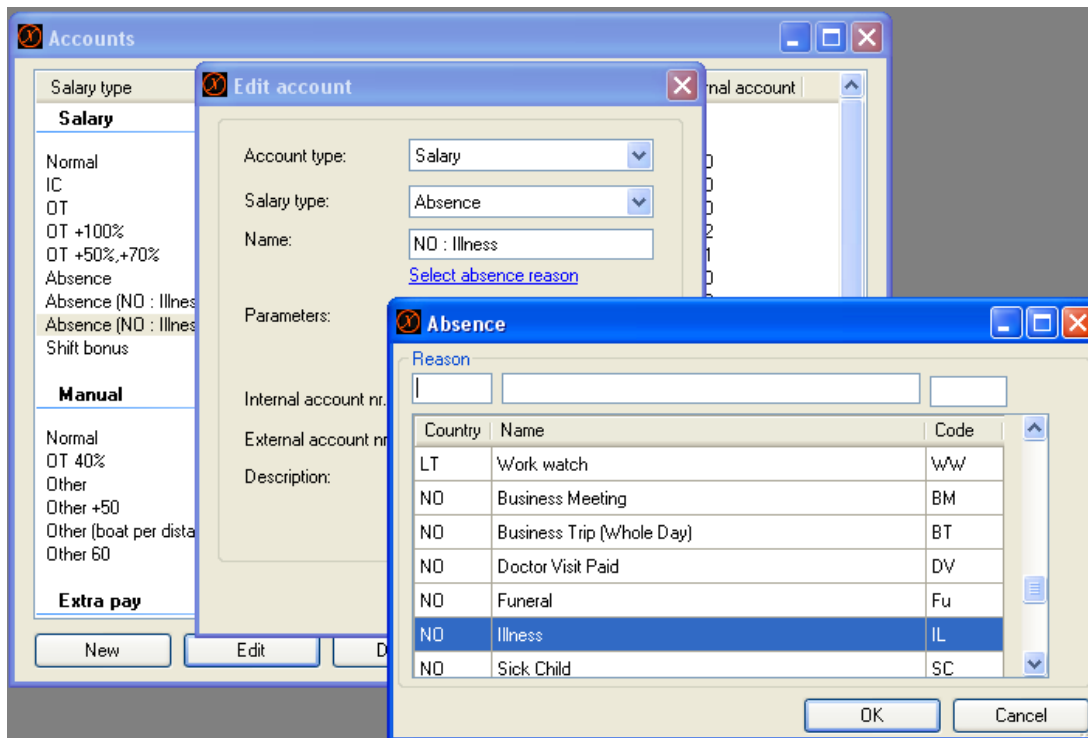
**Comment [MR30]:** Event??

**Comment [UT31]:** This will cause some problems setting up the system and I guess we need some tools to print out all setups and show relations. How do we know that everything is exported?

In this case records marked as salary type and are calculated with 50% and 70% overtime is exported to the same export account and the idea is that the receiving system handles the difference in the right way.

Clicking on ‘Select absence reason’ gives a list box of absences that you can link to. For more information related to absences [click here](#).

To make it possible to store all results from the calculation formulas for later use it is necessary to link each work agreement rule to an account.



If more than one parameter for an absence code regarding how to pay is specified, the same number of accounts should be specified too and each parameter linked to the account code.

Example:

Absence 0% pay (not paid by company)

Absence 100% (100% of ordinary pay from company)

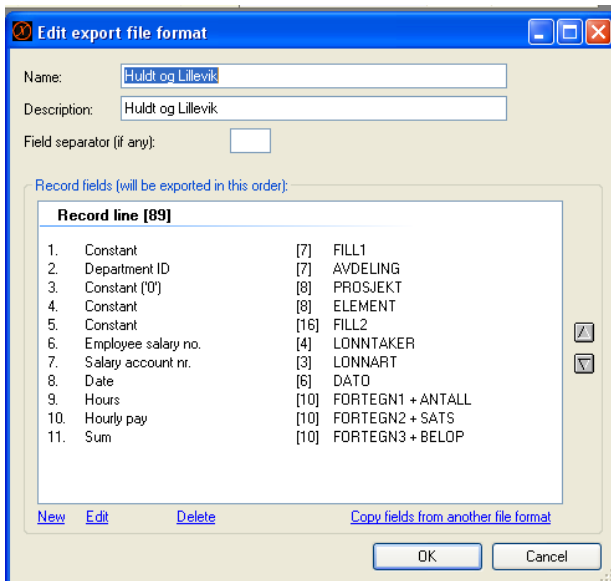
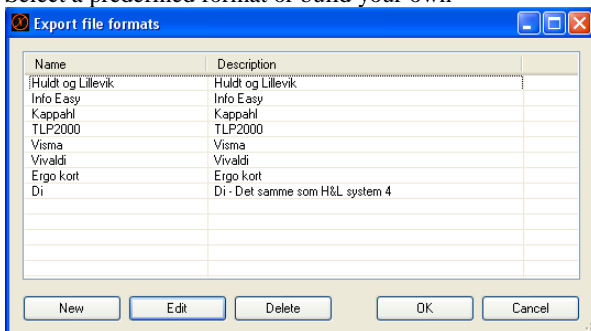
Link 'Absence 0%' to account 'Absence not paid' with adding the parameter 0% and

Link 'Absence 100%' to account 'Absence paid' with adding the parameter 100%.

**CRITICAL: Check and double check your links between absence codes and accounts.**

## 1.1.12. Define the Export file format

Select a predefined format or build your own



## 1.1.13. Define what should be exported

There are several ways the information regarding one employee can be exported and it is important that the information is exported in such a way that it fits with the system that will use the data.

It is basically three different export types:

- Export all registrations (normally hourly paid) – QL Time terminology = Full time
- Export the difference between the registrations and the work agreements schedule (Agreed Salary) – QL Time terminology = Only differences
- Only manual registrations = (Fixed pay) - QL Time terminology = Nothing
  - In addition special marked absence codes

**Comment [UT32]:** This is not implemented



#### 1.1.14. Issues to consider

Export of sickness on holidays will be treated according to the absence definition.

Vacation on holidays will not be exported and written to the database because it is actually not workday

- This must be checked with Robert
- Vacation is normally calculated as weeks

**Comment [UT33]:** Robert Her må du ta stilling til hva som skal skje

### 1.1.15. Converting to salary codes

As example in the previous chapter describes it is three different compensations for overtime:

- 1<sup>st</sup>.of April = NOK 120
- Ordinary days = + 30% of hourly pay per hour
- Ordinary days but outside work plan (two hours before and two hours after) +50%

Since it is three different solutions for how to pay it also requires to set up three different salary accounts for export.

QL Time automatically detects that you define a new salary code and try to save it. At the same time you are forced to define the account number in QL Time's account table.

Without a proper definition of account number and a definition of export account you will not be able to lock up salary periods.



## 2. Setup for Period result

The goal of this chapter is to describe in more details the prerequisites needed for export. We suggest that you skip this chapter now and return after you have taken a look at the system configurations chapters. The export procedure is a one click solution when everything is set up and ready to export.

This is the place where user may do the export when the period is finished. But before the export functionality can be put to work, several parameters must be set up and checked in order to export the appropriate information correctly, such as:

- Define Salary Type Export and break it down to time periods (normally months)
- If the information is going to be used in a salary system, check that all necessary information is correct.
  - Export account numbers must be the same as used in the salary system.
  - Employees Salary number must be the same as used in the salary system.
- Check that overtime and inconvenient time will be handled in a correct way and matching the salary systems requirements
- Set up file name that will be used for export and export type:
  - Ascii file transfer
  - XML
  - Excel
  - Database
- Define what will be exported
  - Define export settings (if everything, differences or nothing should be exported) for the different salary types:
    - Fixed Salary
    - Agreed Salary
    - Hourly Pay

The 'Period result' can be run in two different ways.

- Ordinary mode
- Debug mode

Access to debug mode is only given to users with administrator rights and may be selected when the 'period result' tab is clicked.

**Comment [UT34]:** This is not implemented yet

### 2.1.1. Ordinary mode

In the example below the user should select 'Department'. This automatically will give all Salary Period agreements related to selected department.

If the selected department has sub departments that also belongs to the user all departments will be loaded at the same time if this option is selected in the setup.

**Comment [UT35]:** This is not implemented yet

After selecting departments it will possible to select the corresponding 'Salary Period agreement' from the drop down list.

In the example below the 'Fresh food' department is selected and the 'Period' selected is "Salary periods" with period 2009 10A (2009-10-01...2009-10-06).

After selecting parameters the 'Read Data' button must be pressed in order to get requested information:

Export of period results can not be done if some of the employees in the department that belongs to the same salary period have some issues.

A message regarding issues will be displayed and the export procedure will not be allowed to run before all issues are solved.

The export is a one click solution and the only result the user will see is a log of the export saved in a pdf file and possible to view at a later stage.

**Comment [UT36]:** This log has to be built

### 2.1.2. Debugging mode

The view below will only be displayed in debugging mode and it is important that the user has a very good understanding on how to read this view in a correct way.

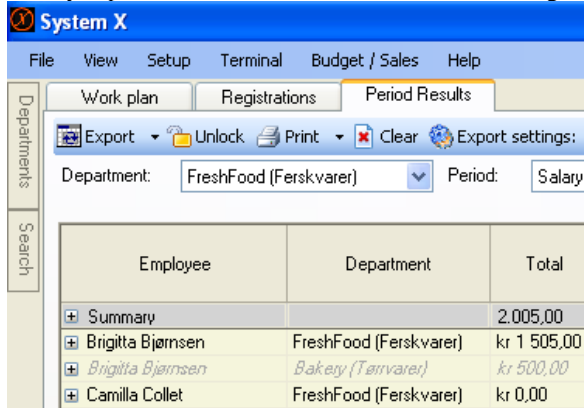
Employee	Department	Total	Week40 Th 2009-10-01 Registered	Week40 Fr 2009-10-02 Registered	Week40 Sa 2009-10-03 Registered	Week40 Su 2009-10-04 Registered	Week41 Mo 2009-10-05 Registered	Week41 Tu 2009-10-06 Registered	Hours	Hourly salary
Summary		2005,00	00:00	05:00	00:00	00:00	07:36	07:30	20:06	
Brigitta Björnson	FreshFood (Ferskvara)	kr 1 505,00					0800-1145, 1215-1600, 1730-1736	0800-1145, 1215-1600	15:06	kr 100,00
Brigitta Björnson	Bakery (Tarrvara)	kr 500,00		1200-1700					05:00	kr 100,00
Camilla Collet	FreshFood (Ferskvara)	kr 0,00							00:00	kr 100,00

**Comment [MR37]:** It is necessary to finish describing this view. All settings are moved to Chapter 7.2.

This view gives information of what will be locked and exported to other systems.

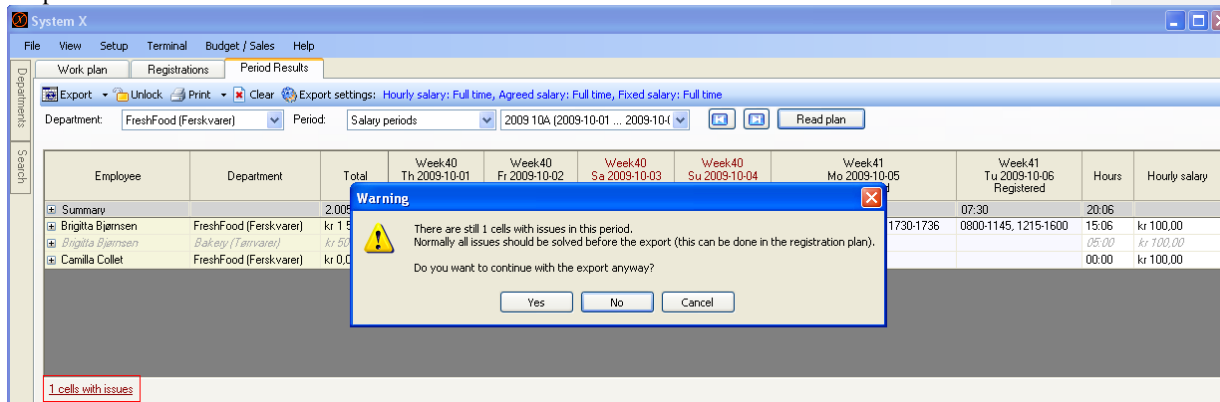
Example below shows that Brigitta is supposed to work in two departments (Fresh Food and Bakery). Since in this case user has access just to Fresh Food department, information related to Brigitta's work in

Bakery department is inaccessible and it is shown in light gray color in *Italic*.



User can't modify that data.

If there is any not fixed issues left, system will give notification messages when the user presses button 'Export'



If user has limited access to company structure and data has been exported already, it will not be possible to undo without administrator rights. The user with administrator rights must unlock the appropriate period before export can be done for the second time.

### 2.1.2.1. Export procedure in debug mode

If you are a super user then you will be able to see some extra forms during the export procedure.

The first window shows you exactly what will be exported for each employee.

Remember that QL Time never works with amounts, only with hours and minutes.

What you see is depending on how the periods are defined and the settings for each type of salary (fixed pay, agreed salary and hourly pay).

Work plan Registrations Salaries					
Export Lock Print Clear Settings					
Department: FreshFood (Ferskvarer)		Period: Salary Export One Day 2009 1 (01.09.2009 ... 01.09.2009)			
Employee	Department	Total	Week36 Tu 01.09.2009 Registered	Hours	Hourly wage
[-] Summary		5,00	00:06	09:06	
	Worked time		09:06		09:06
	Paid time		00:00		
	Sum	5,00		5,00	
[-] Budget					
	Turnover				
	Work cost				
	Work cost %				
+ Anders Andersen	FreshFood (Ferskvarer)	kr 5,00	+ 1730-1736	09:06	kr 100,00
[-] Brigitta Bjørnsen		kr 0,00		00:00	kr 100,00
	Time				
	Registered				
	Planned		0800-1300		
	Agreed		0800-1300		
	Issues				
	Salary	kr 0,00	No registrations		
			Agr. week 1 of 1 = kr 0,00		
[-] Brigitta Bjørnsen	Bakery (Tørrvarer)	kr 0,00		00:00	kr 100,00
	Time				
	Registered				
	Planned		1630-1800		
	Agreed		1630-1800		
	Issues				
	Salary	kr 0,00	No registrations		
			Agr. week 1 of 1 = kr 0,00		

The window below gives you three different grids. The grid on the top shows you details per day. The second (middle) grid shows you what will be exported (summary for the whole period).

The third grid is what will be written to the statistical database.

RESULT_ID	EMPLOYEE_ID	EMPLOYEE_NAME	SALARY_NR	COUNTRY_CODE	DEP_ID	DEP_NAME	SALARY_PERIOD	DATE	IS_CORRECTION	IS_HOLIDAY	AGREE
▶ 1	1	Anders Andersen		NO	2	FoodFood (Forsk...)	2009 1 (01.09.20...	01.09.2009	<input type="checkbox"/>	<input type="checkbox"/>	0800-16
2	2	Brigitta Bjarnsen		NO	2	FoodFood (Forsk...)	2009 1 (01.09.20...	01.09.2009	<input type="checkbox"/>	<input type="checkbox"/>	0800-13
3	2	Brigitta Bjarnsen		NO	3	Bakery (Tærvarer)	2009 1 (01.09.20...	01.09.2009	<input type="checkbox"/>	<input type="checkbox"/>	1630-18



Details:

RESULT_DETAIL	RESULT_ID	ACCOUNT_DESC	ACCOUNT_ID	EXPORT_ACCOUNT	MINUTES	INTERVAL	PAY_PER_HOUR	PAY_SUM
▶ 1	1	OT (+50%)			6	00:06 (1730-1736)	50	5

Stat details:

RESULT_DETAIL	RESULT_ID	ACCOUNT_DESC	ACCOUNT_ID	EXPORT_ACCOUNT	MINUTES	INTERVAL	PAY_PER_HOUR	PAY_SUM
▶ 1	1	Normal	2	002	546	09:06 (0800-114...)	100	910
2	1	OT (+50%)			6	00:06 (1730-1736)	50	5

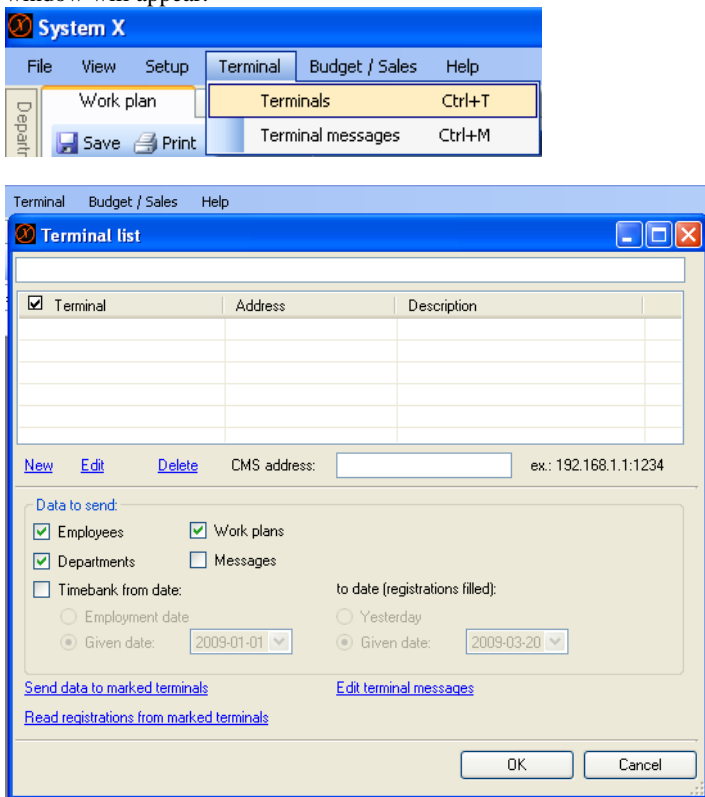
### 3. Terminal configuration and Messages

#### 3.1.1.1. Communication Management Service (CMS)

Communication Management Service (CMS) is the main engine of data exchange. It is using for synchronizing Terminal's database with main database. CMS sends data table to CReg and CReg sends clockings to CMS.

CMS Client is the application used to manage data exchange between WinCE terminal and main databases. CMS Client connects to CMS and set what data should be sent.

After pressing on "Terminal" in the top menu or press shortcut key 'CTRL' + 'T', Terminals list window will appear:



First of all it is necessary to add terminals that will be used for data caption in the company. The follow steps should be carried out:

1. Press hyperlink "New" and window named "Edit terminal" appears. User should enter necessary terminal information: terminal name, IP address, description, and then we select if terminal will be

used for concrete department or for all company. If few terminals are entered user may select terminal to replicate it to another one.

Name: Firma - Store

Address: 192.168.1.1:1234 ex.: 192.168.1.1:1234

Description: Main entry


Departments to send Terminals to replicate to

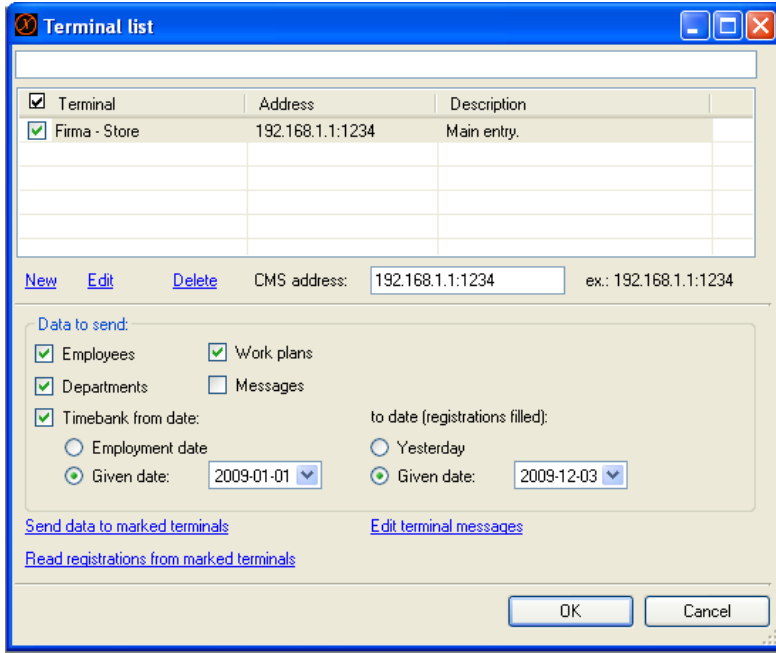
All  Only marked ones:

- Bakery (Tørvarer)
- FreshFood (Ferskvare)

Mark all

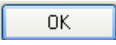
OK Cancel

2. Then press  button to save entered information.
3. Enter CMS address,



4. This tool is actually ready to **send and/or collect data**:

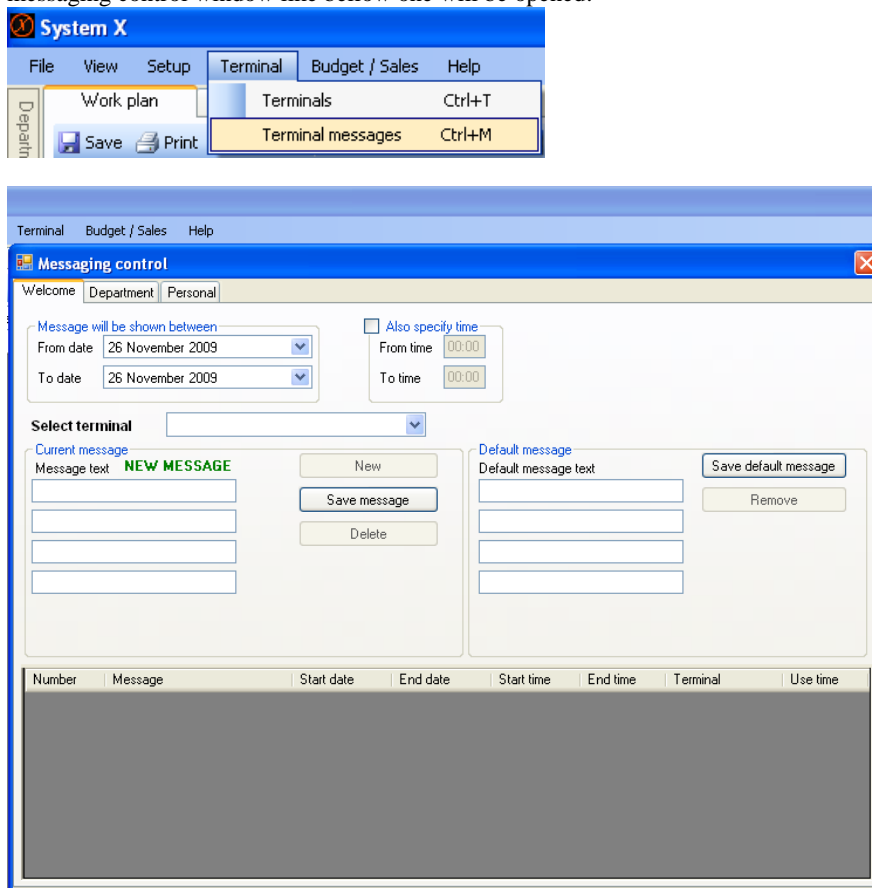
- a. User should just select what information (Employees, departments, Time banks for different period, work plans and / or messages) should be sent to terminal. User may work with messages just pressing on hyperlink 'Edit terminal messages'. How to define messages in the messaging control window [click here](#).  
Press 'Send data to marked terminals' and after some time message about successfully (or not successfully) sent data will appear.  
Unsuccessful data sent may be for example because of internet connection instability or wrong entered terminal information.
- b. Or user may get information – registrations - from terminals pressing on hyperlink 'Read registrations from marked terminals'. All registrations will be places in the database and will be shown in the Registration window.

5.  button should be pressed after user finished work with terminals.



### 3.1.1.2. Message Control Application (MCA)

If shortcut key 'Ctrl' +'M' or "Terminal messages" under "Terminal" in the top menu is pressed, messaging control window like bellow one will be opened:



MCA is useful to manage Messages.

Three levels are available:

- Welcome.
- Department
- Individual

Welcome Message can be set to each terminal individually or default to all terminals. Message can be set by date, time or can be used constantly.

Department and / or Personal Messages department or personal message can be shown to employee after employee Clocks in. It can be used for informing Employee with important events or can be used like notification.

**Key Benefits:**

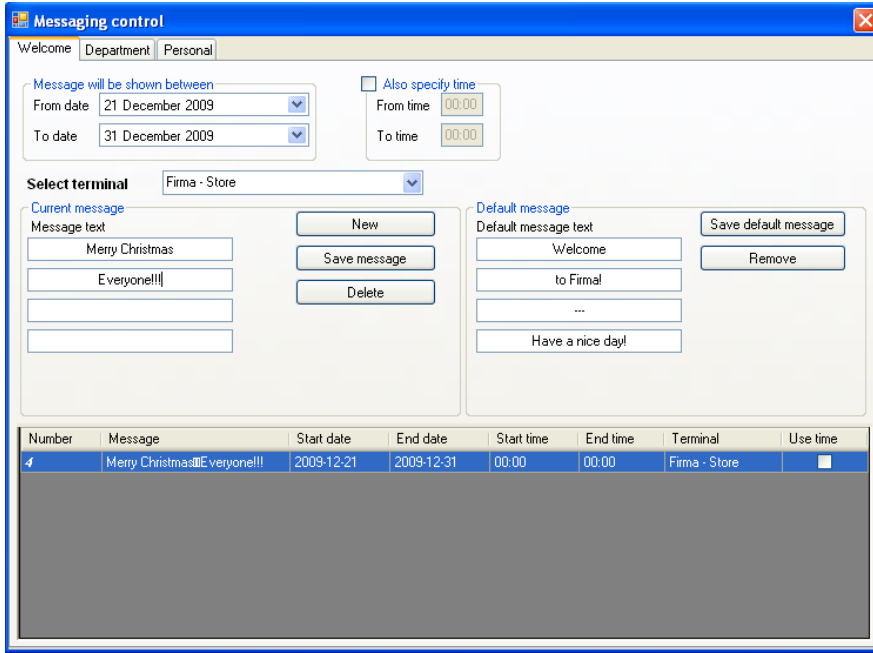
- CMS scans network for Terminals connection
- All Terminals are not allowed to get data directly from main database, they are getting data through CMS
- Employees get all necessary information while clocking
- Easier to manage Employees by setting individual messages
- Possibility to clock on the different Terminals
- Information about Employees are shown in real time

**New Employee Management:**

- CMS is always running and has direct access to main database
- CMS sending Data to Terminals and getting clocking from them automatically or by CMS Client request
- Employee swipes the card to clock. He can check work schedule, breaks, time bank, read Manager Messages, change Department, check who is working now
- Terminal holds all clocking data and at the same time is synchronizing clocking database to another Terminals
- Employee can clock in on the one Terminal and Clock out on another one
- Synchronization between Terminals' databases and main database is running constantly using CMS
- If connection to one or more Terminals lost then CMS marks Terminals as offline and synchronize data when connection will appear

**To use of this tool is quite simple:**

1. first of all user should define time period (and hours if needed) for message display in one of free level (Welcome, department or Personal),
2. Select terminal, department or person that the message is aimed for from the drop down list,
3. Then message should be entered. There is four lined to enter messages and it will be displayed exactly the same on the terminal. Then press 'Save Message' in order to save it and message will appear in the bottom part of this window. Also default message may be defined and it will be shown on the terminal after current message expires. User can create as much messages as it is needed or delete existing messages.
4. It is left to send messages to terminal collect clocking from there. User should use CMS Client for this purpose. For more information how to do it [click here](#).



## PART THREE – DETAILED EXAMPLES



## 4. Employee Information

All information regarding an employee is stored in the Employee card. It is one of the key components in QL Time. You can access it by left double click or right click and then OPEN on selected employee.

In the example below you see the first page on the employee card.

Employee info - Brigitta Bjørnsen			
ID:	2	Table No:	
First Name:	Brigitta	Gender:	Female
Last Name:	Bjørnsen	Marital Status:	Single
Country:	Norway	Birth date:	1980-05-08
Soc Security:		Cost Center:	FreshFood (Ferskvarer)
Bank Account:		Position:	Store Manager
Tax region:		Hired From:	13 February 2000
Payroll Tax:		Hired To:	
Card ID:	252	Salary No:	

On the page above there are some fields that are mandatory and some that are not. Below you get a more detailed description on some of the fields and how they are intended to be used.

### Country

This is not nationality but the country rules used for holiday calculations.

### ID

The field is QL Time's internal numbering system and this number can never be changed or altered in any way. Automatically created by QL Time when pressing the 'New' icon.

### Table No

This number is used to give a special sort order for the absence report used in Lithuania.

### Card ID

The number is used to create identification codes for magnet stripe readers and is the number sent to clocking terminals.

### Salary No

Salary number is used for exchanging data between a salary system and QL Time. It is used both for import and export purposes.

**Soc Security**

Not used by QL Time, just for information

**Bank Account**

Not used by QL Time, just for information

**Tax region**

Depending on how social security should be calculated. If social security depends on the employees home address (read municipality) the calculation should / will be linked to this field.

**Cost Center**

This is the cost center (department id) that the employee belongs to and will be linked to if not otherwise specified in the contract. Keep in mind that an employee can work in more than one cost center but will only show up in the hierarchical structure together with the cost center.

**Position**

This field is linked to the 'position' table and gives you the possibility to categorize positions within your company. The field is not used in any basic reports or linked to special functionality.

**Hired From**

This is the first date that the employee will be paid at all. Work agreement schedules that starts with an earlier date will not yield any payment.

**Hired To**

If this date is set then no salary will be exported after this date even if registered hours after this time.

Some fields, for example Employee name, Cost center or position, are necessary to fill in; other fields are optional. A menu is located on the left of the form that gives you access to different pages in the form.

In this chapter we will concentrate on fields that are mandatory or highly recommended.

Let's see what we need to record to Employee card, that the system could give a precise calculation and right salary estimates:

Clicking on 'Work Agreement' gives a form page equal to the example below.

**Comment [MR38]:** QL Time does not save selected Pattern. According to Paulius, it just fill some fields automatically and is always blank

On the top of the page is shown 'Salary period' which is combined with a drop down list box to select from. This field sets how export and locking up transactions will be calculated. In most system setups there will only exist one possibility since people belong to the same salary system and that they are paid in the same intervals.

Each employee must have a **valid work agreement** contract and you create the work agreement on this page of the employee card.

**Comment [MR39]:** Work in this window is quite problematical (table and separate fields are not synchronized, testing different scenarios errors appear or app. not responding)

First step is to add a new contract which is done by clicking on the asterisk in the grid and then add required information.

There is no limit to how many agreement you can have per employee but they can't be overlapping in time.

It is possible to change the work agreement or add a new work agreement, but keep in mind that changing a working period that points back in time will influence on calculations dramatically. We recommend adding a new agreement instead of changing an existing.

There are basically two types of ways user can set pay for an employee:

1. add the salary as **pay per hour** or
2. as a **monthly** pay with a specified amount of hours (See radio button 'Agreed salary').  
When the radio button 'Agreed salary' is clicked there are two choices:
  - 'Fixed pay' or
  - 'Pay difference'.

To distinguish between fixed pay and pay difference do not matter if you are not going to export or import data from a salary system because the calculation is equal. This split is only used if you later specify to export data in separate ways.

Normally fixed pay is in use for manager's who has a kind of built in compensation for overtime and inconvenient time but in QL Time you create this by specifying different work agreement rules.

It is also necessary to bind some calculation rules to each employee. These rules are often considered as agreements with unions.

The field 'Hours Per Month' is used in a special way. Basically it is set if you use automatically import from a salary system. Then the salary system updates this field based on the contract information in the salary system. If you do not have an automatic upgrade this information is input from you based on the agreement done with the employee. For example full time position could equal 162.5 hours in an hourly month.

This field is again measured against 'Work Agreements Hours per Month' which is the sum of all hours in the underlying work agreements schedule. If there are any discrepancies between the two fields a warning triangle is displayed to the right of the field 'Hours per Month'.  
A contract of 162.5 hour per month and a work agreement schedule of for example 158.5 hours is bad business for the company and if the figures are switched are equal to cheating the employee.

At the bottom of the page there are three drop down list boxes:

- 'Work Agreement Rule'
- 'Cost Calculation Rule'
- 'Flex Time Rule'

To achieve any cost calculation at all it is necessary to select values for each field from the drop down box. The rules in the option list are declared in the 'Setup' menu.

The **Work Agreement Rule** defines how the worked hours should be treated regarding how:

- Overtime is calculated
- Shift pay is calculated
- Inconvenient time is calculated

In addition to salary calculation, there may be additional calculation of work cost.

The **Cost Calculation rule** calculates additional cost such as:

- Vacation pay;
- Social Security Cost;
- Insurance cost;
- Other cost that should be calculated.

The '**Flex Time Rule**' must be defined if time bank functionality is not going to be used. The Flex Time Rule definitions can be used to handle flex time and time bank too. See how to set up flex time.

There are no limits on how many additional types of extra cost that can be calculated on top of the salary cost.

NB! Normally these cost types are not exported to a salary system.



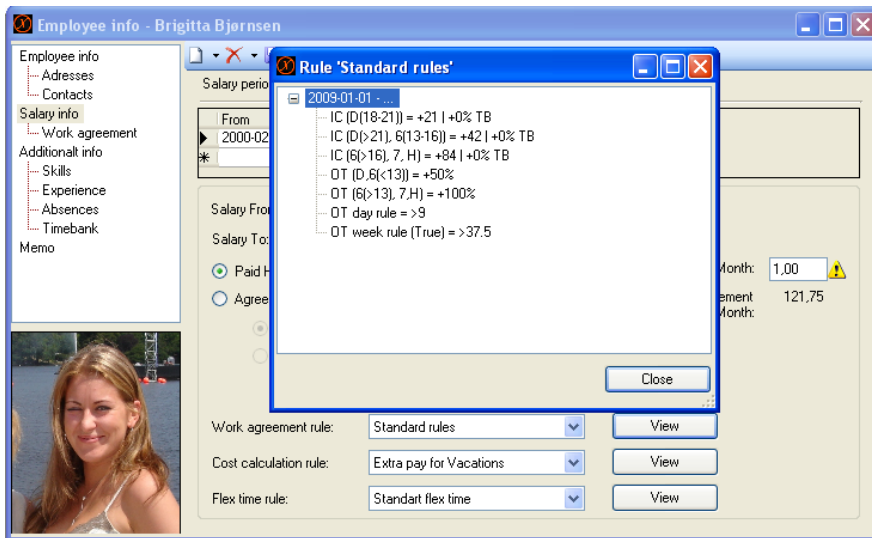
The definitions we use throughout this document are:

- Salary Cost - the cost that you pay based on the monthly salary and the rules regarding overtime / shift pay and inconvenient pay.
- Work Cost - the extra cost that you must add to the salary cost to see your total cost for the worked hour, such as social fee or insurance cost.

The rules user have created in the rule section will now be applied for this employee.

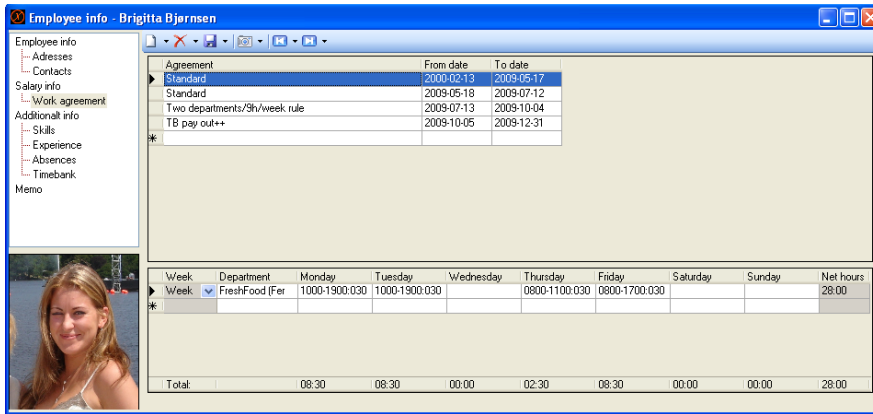
Flex time rules determines rules for flex time and use of time bank.

Clicking on one of the buttons named 'View' on the right of the definitions, pops up the rules that are selected and activated., see example below.



For more detailed rules explanation please refer to the section 'System Configuration'. Rules setup are normally done once or twice a year and done by the system administrator.

In addition to create a work agreement a work schedule agreement should also be created. Clicking on 'Work Schedule Agreement' gives a form page equal to the example below:



One of the fundamental ideas within QL Time is that each employee should have a work schedule even if it is not absolutely necessary and this is also regulated by law in many countries.

*A Work Agreement is a collection of different rules and it, basically, describes how the worked hours (and the plan) should be calculated.*

In the example below the employee should work:

*'Monday',  
'Tuesday',  
Thursday',  
'Friday' and  
'Saturday'*

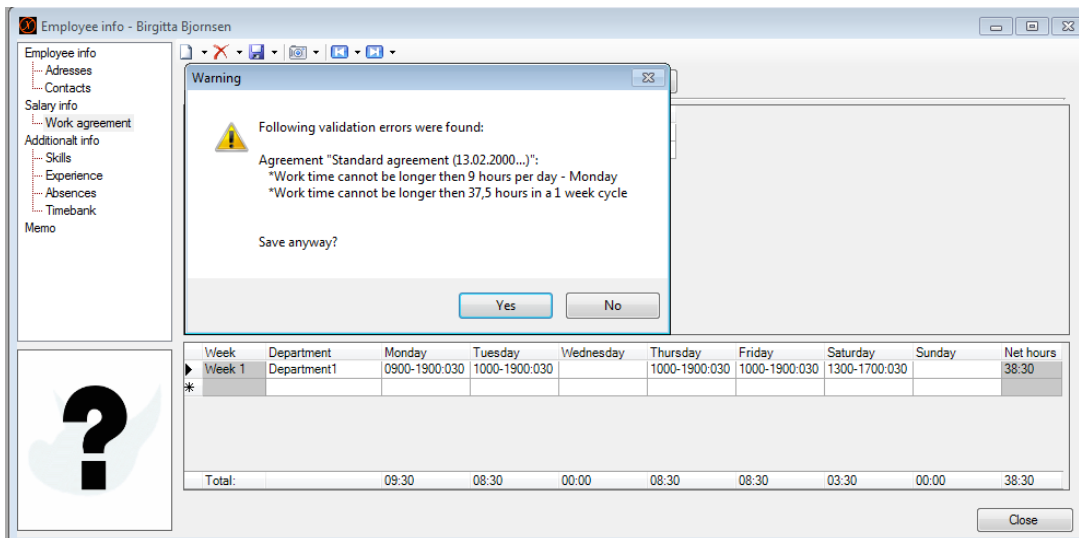
*together 38.30 hours.*

Since this is more than allowed for the rules used a warning message pops up to guide the user on illegal contracts.

In the case below that work hours on Monday exceed 9 hours and that the week is more than 37.5 hour.

Since this is a continuous contract it is basically forbidden by law to plan with overtime.

If we need to plan overtime for a week this should be done in the 'plan' section instead.



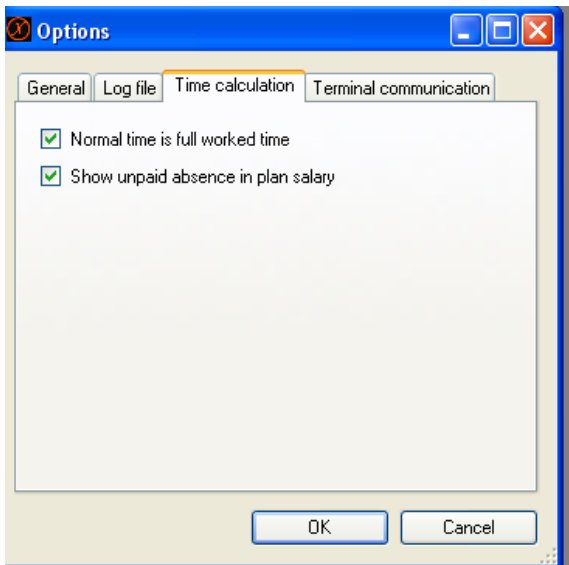
Please notice that it is only registered a one week schedule and that the hours will be counted on 'Department 1'.

We strongly recommend that the number of cycles is reduced as much as possible and if you use a large number of cycles make sure that it is necessary from the business point of view. Increasing number of work cycles makes it a little bit harder for users to understand calculations based on average of several weeks.

If you add a second week then you automatically get a two week cycle. If the employee is supposed to work in different departments then create a schedule for each department.

## 5. What is normal time?

If ordinary work time includes overtime and inconvenient time



Example:

Work time 10-21 with half hour break

Worked time = 10.00-14.00 and 14.30 to 21.00 = 10.30 hours  
1 and a half hour will be overtime.

Export possibilities:

Ordinary time 10.30

+ Overtime 1.50 (in salary system 50% of hourly pay)

Or

Ordinary time 9.00

+ Overtime 1.50 (in salary system 150% of hourly pay)

## 6. Absence Registrations

**Comment [MR40]:** Should be moved to PART TREE

**Comment [UT41]:** Hilde is responsible for testing out and outline this chapter All 'Issue' should be substituted and structured according to the document rules

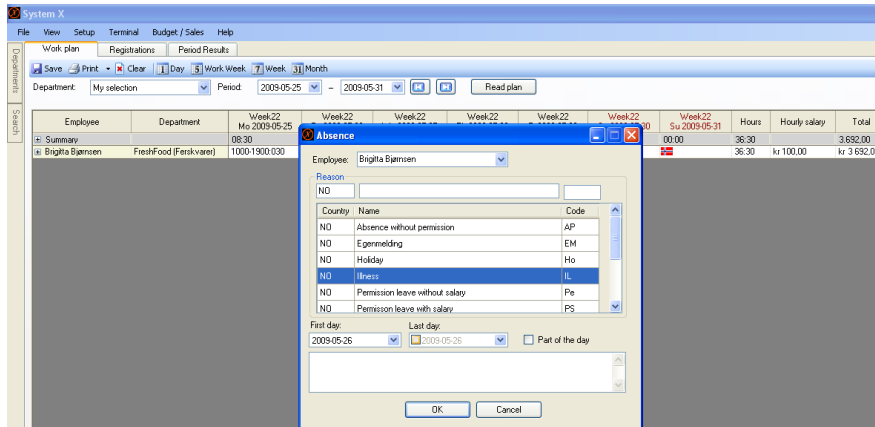
Employee	Department	Week22 Mo 2009-05-25	Week22 Tu 2009-05-26	Week22 We 2009-05-27	Week22 Th 2009-05-28	Week22 Fr 2009-05-29	Week22 Sa 2009-05-30	Week22 Su 2009-05-31	Hours	Hourly salary	Total
Summary		08:30	08:30	08:30	02:30	08:30	00:00	00:00	36:30		3 692,00
Brigitta Bjørnsen	FreshFood (Ferskvare)	1000-1900:030	1000-1900:030	0800-1700:030	0800-1100:030	0800-1700:030			36:30	kr 100,00	kr 3 692,00

If you at this stage want to know more about absence registration [click here](#).

For example: In our example we have got the information that ‘Brigitta’ caught a cold and she will be on sick leave from Tuesday to Friday (to start with). Working in the plan window, we Right click with mouse on valid field -in our case it is Tuesday (the start of the absence) and we get the context menu, where we select “Absence” and then “Add”.

Employee	Department	Week22 Mo 2009-05-25	Week22 Tu 2009-05-26	Week22 We 2009-05-27	Week22 Th 2009-05-28	Week22 Fr 2009-05-29	Week22 Sa 2009-05-30	Week22 Su 2009-05-31	Hours	Hourly salary	Total
Summary		08:30	08:30	08:30	02:30	08:30	00:00	00:00	36:30		3 692,00
Brigitta Bjørnsen	FreshFood (Ferskvare)	1000-1900:030	1000-1900:030	0800-1700:030	0800-1100:030	0800-1700:030			36:30	kr 100,00	kr 3 692,00

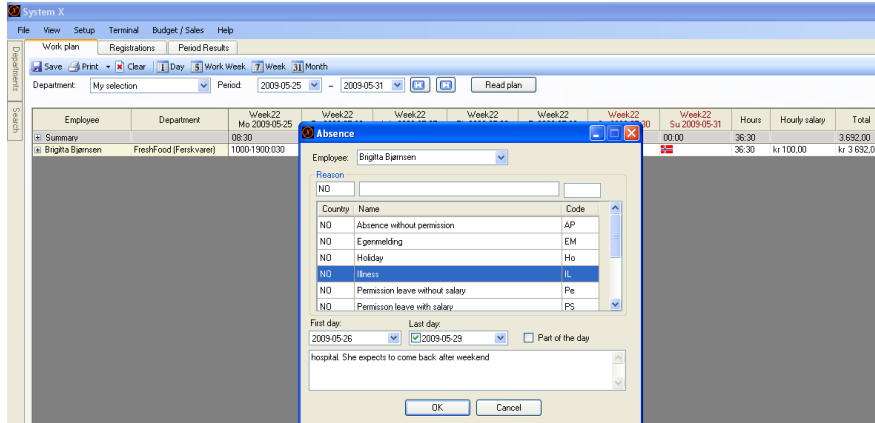
We get a view displaying all the absence codes we can select from and then register details for the absence.



By default the absence is open, because normally we do not know the length of the absence. But we must set the 'First day' and the assumed (if possible) 'Last day'.

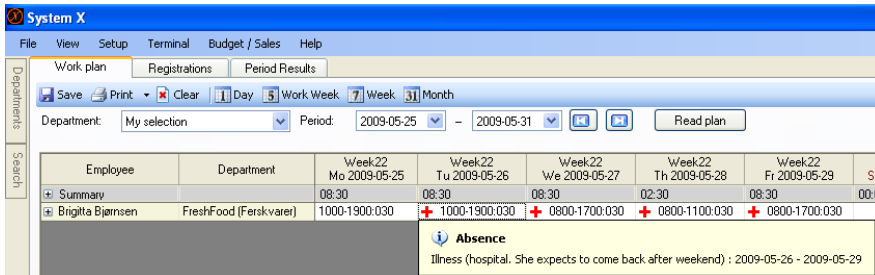
Absence may also be registered for only a part of the day if we check the mark 'Part of the day'.

We also point out that it is useful to add a comment. Just remember that the comment will be displayed as tooltip in Work Plan and the Registration Schedule in the edit field and user should therefore be careful with confidential comments.

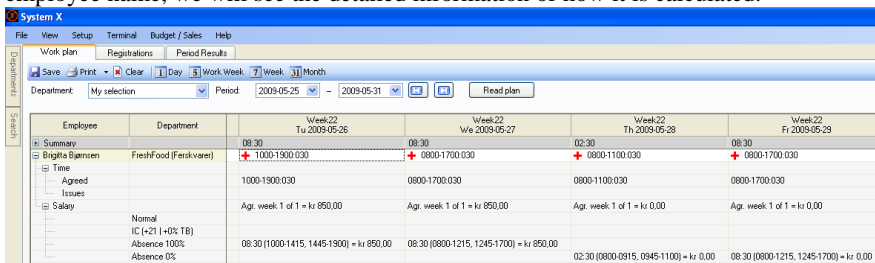


When the data is entered correctly, press the 'OK' to save the information.

Since this is a sick leave, the plan will show a red cross, and if we hover over one of the fields with a cross we will get details of registered information.



Remember, that we defined the rule how we pay for illness. If we press the plus sign on the left of the employee name, we will see the detailed information of how it is calculated.



We can add absence from the Registration window exactly the same as we did it from the Plan window.

Here we have 2 possibilities after right click on selected field 25<sup>th</sup> of May. From context menu we can choose:

- Absence like we did it before, or
- select 'Edit' and open a new detailed window. Here we have the Absence part and we can add new or modify existing absence from here too:

**Actual Time Details**

Employee: **Brigitta Bjørnsen**

Department: **FreshFood (Ferskvarer)**

Date: **25 May 2009, Monday**

Planned: **1000-1900:030**

Absences (1)    Manual payments (0)

<a href="#">New</a>	1000-1100	Permission leave without salary (at the dentist)
<a href="#">Edit</a>		
<a href="#">Delete</a>		

Registered: **1100-1900:030(1415-1445)**    [Update](#)  
[Insert planned breaks](#)

Active registrations    Original registrations

Code	Time	Reg. time	Source
In	11:00:00	2009-06-15 13:40	superuser
BreakOut	14:15:00	2009-06-15 13:40	superuser
BreakIn	14:45:00	2009-06-15 13:40	superuser
Out	19:00:00	2009-06-15 13:40	superuser

[Restore original](#)    [Adjustment](#)

Registration issues:

Payed for:     Planned time     Registered time     Manual time

**1100-1900:030(1415-1445)**

Note:

Approval:   

Change IC (inconvenient) and OT (overtime) handling:

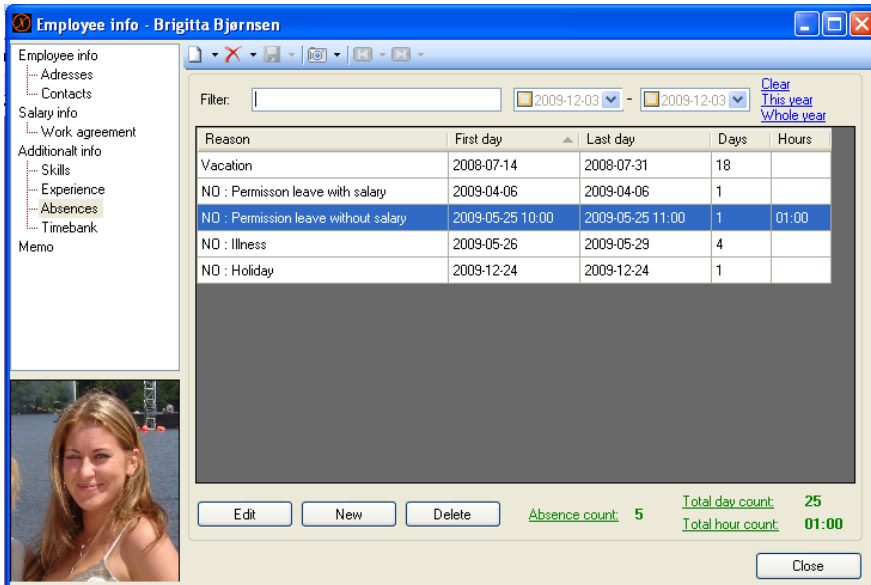
Pay out

OK    Cancel

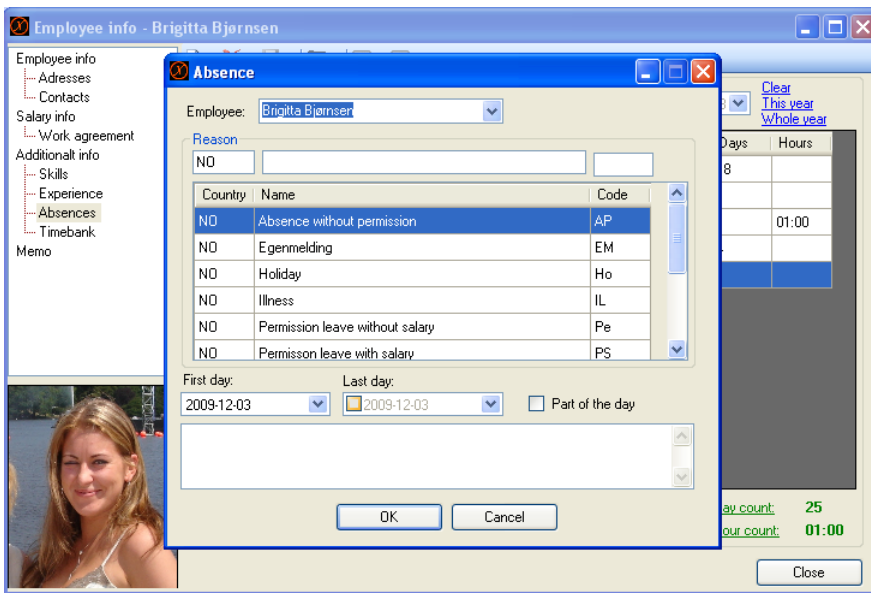
This way is quite handy when we want to combine absence (for example: employee's visit to dentist) with registrations.

The 3rd and the most important way adding absence is from the Employee card. Open the employee card by double clicking on the employee name. Then select 'Absences' from the menu on the left side:





Pressing the 'New' button gives a view displaying all the absence codes user can select from.



To each absence user should add a comment or a reference to i.e. the papers from the doctor.

When data is correct press button 'OK' in order to save the information. This way is very handy adding absences for longer period: for example planning vacations' periods for next year. In this window we

**Comment [UT42]:** Paulius we should prevent the user from overwriting earlier registrations. It has happened several times with me.

**Comment [UT43]:** Track information of who is creating note or changing/creating the record.

get a list of all registered absences from the work place for selected employee. The view that shows all absence gives user a handy and quick overview of the employee's absence history. Absence data can also be printed for statistical purposes.

We can also add several absences on the same day, as long as they don't overlap. It is also possible to use a separate registration module aimed for web to register absence.

Eventually, the user must decide which way to add absence is the most suitable.

Below are some examples showing how the calculation will be displayed and how cost is calculated.

The rule used is: 100,50(>2),0(>4) as you can see from the list.

NO	EM	Egenmelding	100,50(>2),0(>4)
NO	Fe	Ferie	0
NO	SM	Sykemelding	100,0(>16)

Ansatt	Avdeling	Uke46 Ma 12.11.2007	Uke46 Ti 13.11.2007	Uke46 On 14.11.2007	Uke46 To 15.11.2007	Uke46 Fr 16.11.2007	Timer
Ulf Teie	NST Administration	0745-1615:030	0815-1700:030	+ 0800-1700:030	+ 0800-1400:030	+ 0800-1600:030	37:45
Avtalt tid		0800-1600:030	0800-1600:030	0800-1700:030	0800-1400:030	0800-1600:030	
Feil							
Lønn		Mer enn avtalt (+00:30) Avt. uke 1 av 1 08:00 (0745-1145, 1215-1615)	Mer enn avtalt (+00:45) Avt. uke 1 av 1 08:15 (0815-1145, 1215-1700)	Avt. uke 1 av 1 08:30 (0800-1215, 1245-1700)	Avt. uke 1 av 1 05:30 (0800-1045, 1115-1400)	Avt. uke 1 av 1 07:30 (0800-1145, 1215-1600)	16:15 14:00 07:30
Alminnelig							
Fravær 100%							
Fravær 50%							

The result for Wednesday and Thursday is recorded on its own line with 'Fravær 100%' and then 'Friday' with 50%.

The rule also says that it should not be paid anything from day 5 so let's take a look at next week.

Ansatt	Avdeling	Uke47 Ma 19.11.2007	Uke47 Ti 20.11.2007	Uke47 On 21.11.2007	Timer
Ulf Teie	NST Administration	+ 0800-1600:030	0800-1600:030	0800-1700:030	08
Avtalt tid		0800-1600:030	0800-1600:030	0800-1700:030	08
Feil					
Lønn		Avt. uke 1 av 1	Avt. uke 1 av 1	Avt. uke 1 av 1	Av
Alminnelig			07:30 (0800-1145, 1215-1600)	08:30 (0800-1215, 1245-1700)	05
Fravær 50%		07:30 (0800-1145, 1215-1600)			

**Comment [UT44]:** Rules regarding working days and absence should be checked for all countries.

As you see, on Monday it will be calculated 'Absence 50%' according to the rule-

**NB! Absence is always related to calendar days (not working days), so in the case above both Saturday and Sunday should be counted when it is absence (sick leave).**

**When we count vacation days it is the calendar period that is used (but it is not relevant since we manually set the date).**

**Comment [UT45]:** Check this functionality. I guess we still have the wrong approach and what if it differs from one country to another.

**Comment [UT46]:** This must be checked again with Robert

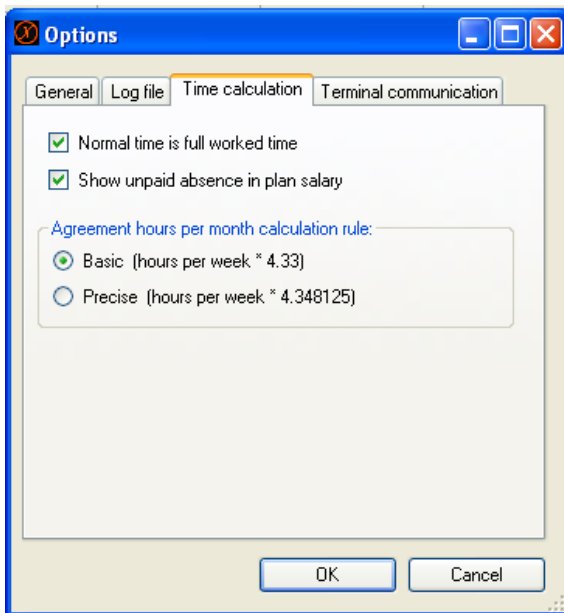
If we change the absence date to Tuesday the result will be:

Avdeling: Mine utvalgte    Periode: 19.11.2007 - 23.11.2007    Les plan

Ansatt	Avdeling	Uke47 Ma 19.11.2007	Uke47 Ti 20.11.2007	Uke47 On 21.11.2007	
Ulf Teie	NST Administration	+ 0800-1600:030	+ 0800-1600:030	0800-1700:030	0800
Tid					
	Avtalt tid	0800-1600:030	0800-1600:030	0800-1700:030	0800
Fell					
Lønn		Avt. uke 1 av 1	Avt. uke 1 av 1	Avt. uke 1 av 1	Avt.
	Alminnelig			08:30 (0800-1215, 1245-1700)	05:3
	Frvær 50%	07:30 (0800-1145, 1215-1600)			
	Frvær 0%		07:30 (0800-1145, 1215-1600)		

An extra line is added and informing us that there is not calculated any cost for Tuesday due to the rule settings.

User can turn off the parameter that allows seeing rows that do not trigger cost. User should select **TOOLS** from the top menu, then **OPTIONS** and chose **TIME CALCULATION**. User should uncheck the second parameter 'Show unpaid absence in plan salary' and click 'OK'



Examples below show when:

- a) "Show unpaid absence in plan salary" is checked:

Employee	Department	Week 22 Mo 2009-05-25	Week 22 Tu 2009-05-26	Week 22 We 2009-05-27	Week 22 Th 2009-05-28
Brigitta Bjarnsen	FreshFood (Ferskvara)	08:30	08:30	08:30	02:30
Summary		1000-1900:030	+ 1000-1900:030	+ 0800-1700:030	+ 0800-1100:030
Time		1000-1900:030	1000-1900:030	0800-1700:030	0800-1100:030
Agreed					
Issues					
Salary		Ag. week 1 of 1 = kr 771.00, +01:00 TB	Ag. week 1 of 1 = kr 850.00	Ag. week 1 of 1 = kr 850.00	Ag. week 1 of 1 = kr 0.00
Normal		07:30 (1100-1415, 1445-1900) = kr 750.00			
IC (+21   +0% TB)		01:00 (1800-1900) = kr 21.00			
Absence 100%			08:30 (1000-1415, 1445-1900) = kr 850.00	08:30 (0800-1215, 1245-1700) = kr 850.00	
Absence 0%		01:00 (1000-1100) = kr 0.00			02:30 (0800-0915, 0945-1100) = kr 0.00

b) "Show unpaid absence in plan salary" is unchecked:

Employee	Department	Week 22 Mo 2009-05-25	Week 22 Tu 2009-05-26	Week 22 We 2009-05-27	Week 22 Th 2009-05-28
Brigitta Bjarnsen	FreshFood (Ferskvara)	08:30	08:30	08:30	02:30
Summary		1000-1900:030	+ 1000-1900:030	+ 0800-1700:030	+ 0800-1100:030
Time		1000-1900:030	1000-1900:030	0800-1700:030	0800-1100:030
Agreed					
Issues					
Salary		Ag. week 1 of 1 = kr 771.00	Ag. week 1 of 1 = kr 850.00	Ag. week 1 of 1 = kr 850.00	Ag. week 1 of 1 = kr 0.00, -02:30 TB
Normal		07:30 (1100-1415, 1445-1900) = kr 750.00			
IC (+21   +0% TB)		01:00 (1800-1900) = kr 21.00			
Absence 100%			08:30 (1000-1415, 1445-1900) = kr 850.00	08:30 (0800-1215, 1245-1700) = kr 850.00	

## 6.1. Several absences at the same day

**Comment [MR47]:** I think this part is not needed, because we wrote above: "We can also add several absences on the same day, as long as they don't overlap"

Employee	Department	Week 14 Mo 2010.03.29	Week 14 Tu 2010.03.30	Week 14 We 2010.03.31	Week 14 Th 2010.04.01	Week 14 Fr 2010.04.02	Week 14 Sa 2010.04.03
Liza Smith (A)	BT-Administration	08:00	08:00	08:00	08:00	08:00	00:00
Summary		+ 0830-1700:030	0830-1700:030	0830-1700:030	+ 0830-1200:030	0830-1700:030	
		<b>Absence 100% (Total : 100%)</b> Illness : 2010.03.29 - 2010.03.29			<b>Absence 62,5% (Total : 62,5%)</b> Illness - Rest of day : 2010.04.01 - 2010.04.01		

**Comment [UT48]:** This strike true solution must be explained instead of the illustration we use

QL Time allows several absences at the same day and we will show you how it will be treated in some situations.

Uke46 Ti 13.11.2007	Uke46 On 14.11.2007	Uke46 To 15.11.2007	Uke46 Fr 16.11.2007	Uke46 Le 17.11.2007	Uke46 So 18.11.2007	Uke47 Ma 19.11.2007	Uke4 Ti 20.11.
0815-1700:03	0800-1700:03	0800-1400:03	0800-1600:03	+	+	0800-1600:03	0800-1600:03
<b>Fraever</b> Ferie : 13.11.2007 00:00 - 15.11.2007 12:00 Egenmelding (Sick. Called 14.11 and said that he would visit the doctor if things got worse. Expects to be back after							

In the example above a vacation is recorded from Tuesday and to Thursday at 12 o'clock. Unfortunately the employee got sick after the vacation started and could not return to his position on Thursday.

As you see a sun illustrates a holiday, a red cross illustrates sickness and the flag is used if there is a mix of information. If you hover over the field with the mouse detailed information pops up.

Uke46 To 15.11.2007	Uke46 Fr 16.11.2007	Uke47 Ma 19.11.2007	Uke47 Ti 20.11.2007
0800-1400:03	+ 0800-1600:03	+ 0800-1600:03	0800-1600:03
0800-1400:03	0800-1600:03	0800-1600:03	0800-1600:03
Avt. uke 1 av 1	Avt. uke 1 av 1	Avt. uke 1 av 1	Avt. uke 1 av 1
02:00 (1200-1400)	07:30 (0800-1145, 1215-1600)	07:30 (0800-1145, 1215-16	07:30 (0800-1145, 1215-1600)
03:30 (0800-1045, 1115-1200)			

**Comment [UT49]:** This situation must be reconsidered.  
The example is not clear enough

The result is more interesting and shows that the first and second day of absence is paid 100%, the third day (Monday) 50% and the fourth day nothing.

-----test

The illustration below shows the form used for registering absence. Select the right absence type in the list box (grid) and then make sure that the time span is set according to the length of the sick leave using the calendar drop down list boxes.

Registering absence the whole day (default) will result in an absence equal to the underlying work agreement.

In the plan section you will see an icon for absence that match the absence type and the time from the underlying work agreement schedule.

**Note! If you do not set the end date of an absence it will last for ever.**

A comment may also be added but remember that the comment will be visible in the plan and registration section so it is important to keep a strict line regarding comments.

If this is a 100% sick leave or a 100% absence for other reason this is all that is needed.

Country	Name	Code
NO	Business travel	TJ
NO	Holiday	Ho
NO	Permission leave without salary	Pe
NO	Permission leave with salary	PS
NO	Sick	SY
NO	Sick Child	SC

It is important to keep in mind that **absence is equal to absence from the ordinary work space** and therefore may be equal to ordinary work. In other word it is also possible to add hours using absence codes.

By checking the box 'Part of the day' and then click on 'Rest of day' gives a different kind of calculation. Time specified in plan is now recognized as the time that should be worked and the cell is showed with a special fill.

The difference between time in plan and the time in the underlying work agreements is considered as absence time.

Using this functionality allows the user to enter the expected work time for people with part time absence and then in the plan get the accumulated absence percentage from the time the absence started to the end of the plan or registration period.

This information is displayed in the tool tip box as you see in the example below

The first line in the tool tip box reads Absence 75% (Total:66,67%) and the information actually tells that Tuesday the employee will work only two hours (from 1400-1600) while the agreement is 8 hours (800-1600) and the absence percentage of the day is  $100\% * 2 \text{ hours} / 8 \text{ hours} = 75\%$ . The Total 66.67% is for the whole absence period which is Monday, Tuesday and Wednesday.

The second line in the toolbox reading Illness (50%) – Rest of day: 15.03.2010-17.03.2010) is information of what kind of absence that is registered and that the accumulated absence percentage should be close to 50%.

Employee	Department	Week12 Mo 15.03.2010	Week12 Tu 16.03.2010	Week12 We 17.03.2010
Summary		36:30	38:00	38:00
Anders Andersen	FreshFood (Ferskvarer)	+ 1000-1600	+ 1400-1600	+
Time			<b>Absence 75% (Total : 66,67%)</b> Illness (50%) - Rest of day : 15.03.2010 - 17.03.2010	
Agreed		0800-1600		
Issues				
Salary		Agr. week 1 of 1 = kr 600,00	Agr. week 1 of 1 = kr 800,00	Agr. week 1 of 1 = kr 800,00
	Normal	06:00 (1000-1600) = kr 600,00	02:00 (1400-1600) = kr 200,00	
	IC (+21   +0% TB)			
	Absence 100%		06:00 (0800-1400) = kr 600,00	08:00 (0800-1600) = kr 800,00
	Absence 0%	02:00 (0800-1000) = kr 0,00		

Absence may occur in several ways and we will look into some basic scenarios

- Absence the whole day
- Absence part of the day
  - Specified time
  - The rest of the time

The examples below show some basic principles for how the calculation will be performed when only discrepancies will be exported.

#### Absence the whole day

If absence is registered for a whole day the absence will be registered according to the plan.

A break will also be placed hence to the way the break is scheduled.

As default the plan equals the underlying work agreement.

Example 1:                    a)                                    b)

Plan and registration section:

Work agreement	8-16:030	8-16:030
Plan	8-17:030	8-15:030
Absence	8-17:030	8-15:030

Export (export differences):

Ordinary hours	- 7.5	- 7.5
Absence	+8.5	+6.5

#### Absence part of the day (rest of day)

Absence defined as a whole day with registrations part of day.

The rule is: Plan minus registrations equals absence.

Example 2:	a)	b)
Work agreement	8-16:030	8-16:030
Plan/registration	8-12	7-12
Ordinary hours	8-12	7-12
Absence	12-16.30:030	12-16:030

Export (export differences):

Ordinary hours	- 3.5	- 2.5
Absence	+3.5	- 3.5

#### **Absence part of the day (specified time)**

Example 3:	a)	b)
Work agreement	8-16:030	8-16:030
Plan/registration	8-16:030	8-17:030
Absence	8-13	8-13

Export (export differences):

Ordinary hours	- 4.5	- 3.5
Absence	+4.5	+ 4.5

#### **General rule:**

If it is punching or registrations on a day this will be treated as worked time even with absence set to full time.

It does not matter if absence is registered first followed by registration of clocking or the other way around that registration is done first followed by a registration of absence.

#### **Sick leave for part of the day or part of the week.**

A 50% sick leave may be accomplished by selecting absence part of day and then click on the button 'Rest of the day'. This will force QL Time to check absence against the underlying work schedule agreement. Then the plan section can be changed to the agreed work hours for the sick leave period. As mentioned above a percentage will guide you regarding the total accumulated sick leave.

#### **Active sick leave**

In some countries, for example Norway a sick leave where the employee comes and go as he please and where the government pays for the whole absence is possible.

This gives a challenge regarding how to calculate payment for what is worked and also to be able to plan hours.

There is no straight forward solution and the best solution seems to regulate salary to zero in the period and then use the solution for sick leave part of the day.



Flextime can basically be used in different ways.

One possible solution is that the employee can move the start of the normal day and then arrive earlier or later than the normal start of the day. Still the worked hours should be equal to the agreed hours of the day.

The other solution is that the employee can enhance the day with a certain amount of hours and use the same hours another day to shorten the work day.

The idea is to give the employee more influence on their own work situation and add flexibility.

The 'most' normal way to handle the situation is to set up a core time where everybody should be present.

SystemX offers the possibility to set the core time to fixed hour of the day or set it relative to the employees contract.

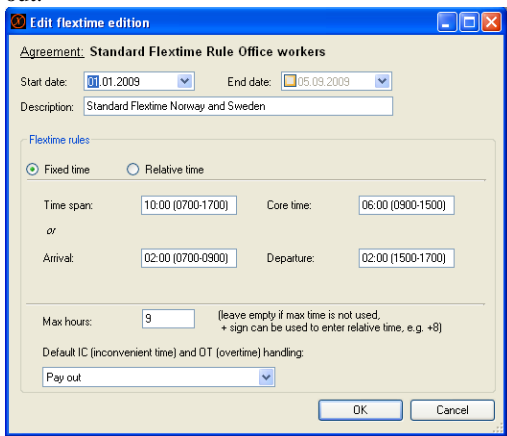
Each employee must be bind to the flex time rule and the rule is defined true the setup.

Selecting 'Setup' and then 'Flex time rule' gives access to the form for defining flextime and time bank.

## 7. Flextime Registrations

**Note! It is also important to be aware of that enhancing the work hours or decrease work hours may give some special problems regarding absence.**

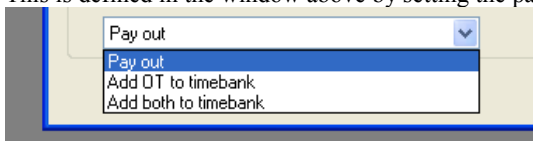
This section discuss different kind of setup regarding use of flextime and how the calculations are carried out.



It is several issues that decide how flextime will be handled and stored in time bank.

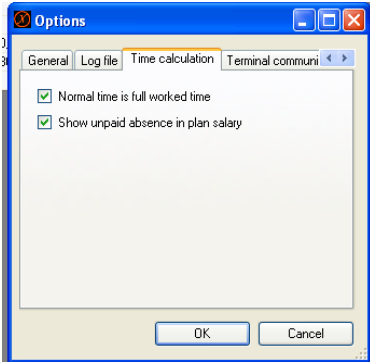
One of the most important parameters to be aware of is the parameter that tells if the extra cost for overtime should be paid immediately or not.

This is defined in the window above by setting the parameter to 'Pay out'



In this section we will take a look at how this influence on the calculation.

The other important parameter is the one set in the option menu and that defines if all worked hours (included the time for overtime will be displayed as ordinary hours) or if the time for overtime is removed from ordinary time.



In the section 'Detailed examples' different kind of setups and how they are supposed to work is explained.

If we check the box 'Normal time is full work time' then we get the result displayed as you see in the example below.

Employee	Department	Week36 Tu 01.09.2009	Hours	Hourly wage	Total
+ Summary					
		09:06	09:06		915,00
Anders Andersen	FreshFood (Ferskvarer)	0800-1736:030(1145-1215)	09:06	kr 100,00	kr 915,00
- Time					
Registered		0800-1736:030(1145-1215)			
Planned		0800-1600:030			
Agreed		0800-1600:030			
Paid time		0800-1145, 1215-1736			
- Issues					
		More then planned (+01:36)			
		Late departure (+01:36)			
- Salary					
	Normal	Agr. week 1 of 1 = kr 915,00, +01:36 TB			kr 915,00
		09:06 (0800-1145, 1215-1736) = kr 910,00	09:06	kr 100,00	kr 910,00
	OT (+50%)	00:06 (1730-1736) = kr 5,00	00:06	kr 50,00	kr 5,00

If the check box 'Normal time is full work time' is unchecked then we get the result displayed as you see in the example below.

Employee	Department	Week36 Tu 01.09.2009	Hours	Hourly wage	Total
Summary		09:06	09:06		915,00
Anders Andersen	FreshFood (Ferskvarer)	0800-1736:030(1145-1215)	09:06	kr 100,00	kr 915,00
Time					
Registered		0800-1736:030(1145-1215)			
Planned		0800-1600:030			
Agreed		0800-1600:030			
Paid time		0800-1145, 1215-1736			
Issues					
		More then planned (+01:36)			
		Late departure (+01:36)			
Salary		Agr. week 1 of 1 = kr 915,00, +01:36 TB			kr 915,00
	Normal	09:00 (0800-1145, 1215-1730) = kr 900,00	09:00	kr 100,00	kr 900,00
	OT (+50%)	00:06 (1730-1736) = kr 15,00	00:06	kr 150,00	kr 15,00

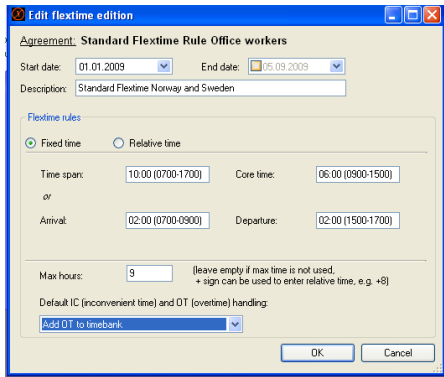
As you see from the example above the normal work time is reduced to 9 hours instead of 9 hours and 6 minutes and the amount cost reduced to NOK 900. The overtime is still 6 minutes but the pay for overtime is increased to NOK 15 instead of NOK 5.

What you see is an exact cost calculation showing the total calculated salary for this work. Since we use the flextime solution and a time bank this is not equal to what we pay the employee. In fact we still pay only the ordinary agreed work time which is 7.5 hours plus the extra pay for overtime which is the hourly pay for 6 minutes multiplied with the overtime rule which is 50% of full time. The only thing that will be reported to the salary system is in fact the NOK 5 that is the extra pay for overtime.

This is the basic rule for handling flextime and according to how rules should be implied in Norway.

From the examples above you see that both calculations calculates the salary cost for the company to NOK 915 and that 1 hour and 36 minutes will be stored in the time bank.

Changing the rule for handling overtime to: 'Add overtime to time bank'



Rule 'Add OT to time bank' and 'Normal time include over time hours'

Employee	Department	Week	Hours	Hourly wage	Total
Summary		09:06 Tu 01.09.2009	09:06		910,00
Anders Andersen	FreshFood (Ferskvarer)	0800-1736:030(1145-1215)	09:06	kr 100,00	kr 910,00
Time					
Registered		0800-1736:030(1145-1215)			
Planned		0800-1600:030			
Agreed		0800-1600:030			
Paid time		0800-1145, 1215-1736			
Issues					
		More then planned (+01:36)			
		Late departure (+01:36)			
Salary		Ag. week 1 of 1 = kr 910,00, +01:39 TB			kr 910,00
	Normal	09:06 (0800-1145, 1215-1736) = kr 910,00	09:06	kr 100,00	kr 910,00
	OT (+50%)	00:06 (1730-1736) = +00:03 TB	00:06		kr 0,00

The time bank is now changed from 1:36 minutes to 1:39.

The reason is that the overtime period 6 minutes is increased with 50% which equals 3 minutes and this is added to the time bank instead of paid as a salary.

**Paulius: Still the result should be NOK 915. The overtime line should yield NOK 5**

Rule 'Add OT to timebank' and 'Normal time do not include over time hours'

Employee	Department	Week36 Tu 01.09.2009	Hours	Hourly wage	Total
Summary		09:06	09:06		900,00
Anders Andersen	FreshFood (Ferskvarer)	0800-1736:030(1145-1215)	09:06	kr 100,00	kr 900,00
Time					
Registered		0800-1736:030(1145-1215)			
Planned		0800-1600:030			
Agreed		0800-1600:030			
Paid time		0800-1145, 1215-1736			
Issues					
		More then planned (+01:36)			
		Late departure (+01:36)			
Salary		Aggr. week 1 of 1 = kr 900,00, +01:39 TB			kr 900,00
	Normal	09:00 (0800-1145, 1215-1730) = kr 900,00	09:00	kr 100,00	kr 900,00
	OT (+50%)	00:06 (1730-1736) = +00:09 TB	00:06		kr 0,00

Paulius: Still the result should be NOK 915. The overtime line should yield NOK 15

**Edit flexitime edition**

Agreement: **Standard Flexitime Rule Office workers**

Start date: 01.01.2009 End date: 05.09.2009

Description: Standard Flexitime Norway and Sweden

Flexitime rules

Fixed time  Relative time

Time span: 10:00 (0700-1700) Core time: 06:00 (0900-1500)

or

Arrival: 02:00 (0700-0900) Departure: 02:00 (1500-1700)

Max hours: 9 (leave empty if max time is not used, + sign can be used to enter relative time, e.g. +8)

Default IC (inconvenient time) and OT (overtime) handling:  
Add both to timebank

OK Cancel

Ordinary time includes all work time

Save Print Clear 1 Day 5 Work Week 7 Week 31 Month Issue filter: Break, Outside flex time, Not approved

Department: My selection Period: 01.09.2009 - 01.09.2009 Read plan

Employee	Department	Week36 Tu 01.09.2009	Hours	Hourly wage	Total
Summary		09:06	09:06		965,00
Anders Andersen	FreshFood (Ferskvarer)	0800-1736:030(1145-1215)	09:06	kr 100,00	kr 965,00
Time					
Registered		0800-1736:030(1145-1215)			
Planned		0800-1600:030			
Agreed		0800-1600:030			
Paid time		0800-1145, 1215-1736			
Issues					
		More then planned (+01:36)			
		Late departure (+01:36)			
Salary		Agr. week 1 of 1 = kr 965,00, +02:09 TB			kr 965,00
	Normal	09:06 (0800-1145, 1215-1736) = kr 910,00	09:06	kr 100,00	kr 910,00
	IC (+50%)	01:00 (0800-0900) = +00:30 TB	01:00	kr 50,00	kr 50,00
	OT (+50%)	00:06 (1730-1736) = +00:03 TB	00:06	kr 50,00	kr 5,00

The calculation is correct 2:39 goes to time bank and salary cost 965,-

Ordinary time do not include inconvenient time or overtime.

Employee	Department	Week36 Tu 01.09.2009	Hours	Hourly wage	Total
+ Summary		09:06	09:06		965,00
Anders Andersen	FreshFood (Ferskvarer)	0800-1736:030(1145-1215)	09:06	kr 100,00	kr 965,00
- Time					
Registered		0800-1736:030(1145-1215)			
Planned		0800-1600:030			
Agreed		0800-1600:030			
Paid time		0800-1145, 1215-1736			
- Issues					
More then planned (+01:36)					
Late departure (+01:36)					
- Salary					
Normal		08:00 (0900-1145, 1215-1730) = kr 800,00	08:00	kr 100,00	kr 800,00
IC (+50%)		01:00 (0800-0900) = +01:30 TB	01:00	kr 150,00	kr 150,00
OT (+50%)		00:06 (1730-1736) = +00:09 TB	00:06	kr 150,00	kr 15,00
Agr. week 1 of 1 = kr 965,00, +02:09 TB					kr 965,00

The calculation is correct 2:39 goes to time bank and salary cost 965,-



Rule 'Add OT to time bank' and 'Normal time include over time hours'

Employee		Department	Week36 Tu 01.09.2009	Hours	Hourly wage	Total	
+		Summary	09:06	09:06		900,00	
-		Anders Andersen	FreshFood (Ferskvarer)	0800-1736:030(1145-1215)	09:06	kr 100,00	kr 900,00
-		Time					
-		Registered	0800-1736:030(1145-1215)				
-		Planned	0800-1600:030				
-		Agreed	0800-1600:030				
-		Paid time	0800-1145, 1215-1736				
-		Issues					
-		Salary					
-		Normal	09:00 (0800-1145, 1215-1730) = kr 900,00	09:00	kr 100,00	kr 900,00	
-		OT (+50%)	00:06 (1730-1736) = +00:09 TB	00:06		kr 0,00	

Rule 'Add OT to timebank' and 'Normal time do not include over time hours'

Employee		Department	Week36 Tu 01.09.2009	Hours	Hourly wage	Total	
+		Summary	09:06	09:06		900,00	
-		Anders Andersen	FreshFood (Ferskvarer)	0800-1736:030(1145-1215)	09:06	kr 100,00	kr 900,00
-		Time					
-		Registered	0800-1736:030(1145-1215)				
-		Planned	0800-1600:030				
-		Agreed	0800-1600:030				
-		Paid time	0800-1145, 1215-1736				
-		Issues					
-		Salary					
-		Normal	09:00 (0800-1145, 1215-1730) = kr 900,00	09:00	kr 100,00	kr 900,00	
-		OT (+50%)	00:06 (1730-1736) = +00:09 TB	00:06		kr 0,00	

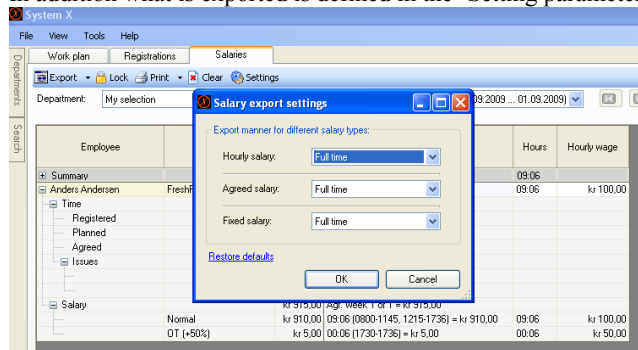
What happens in the export module?

The first two examples below is correct calculated except for time bank hours  
It is basically two possibilities to correct this:

- Reduce normal hours with the amount for time bank
- Export the amount placed in time bank as a separate account
  - May be preferred solution because this account can still be merged with ordinary hours in the export if necessary

Setup: Normal time is full worked time and overtime is set to default: Pay out.

In addition what is exported is defined in the 'Setting parameter for the 'Salary period agreement.



Anders Andersen is defined with hourly pay and that the export should be 'Full time' which means that all time is exported.

Pay out overtime and inconvenient time is set to true.

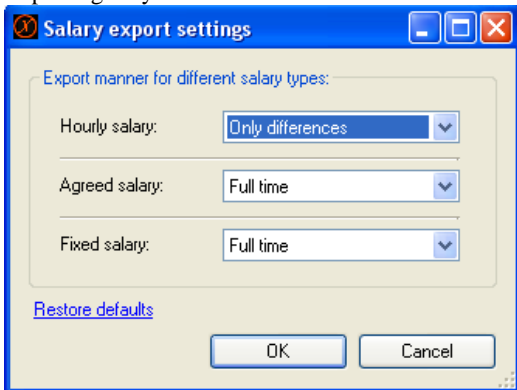
In this case only time that exceeds the agreed time 9:06 minus 7:30 should be exported.

This scenario cant be used in POK since hourly paid do not have an agreement.

In the example below ordinary hours should have been reduced with 1:36 minutes since they are already stored in the time bank.

Employee	Department	Total	Week:36 Tu 01.09.2009 Registered	Hours	Hourly wage
+ Summary		755,00	00:00	09:06	
- Anders Andersen	FreshFood (Ferskvarer)	kr 755,00	0800-1145, 1215-1600, 1730-1736	09:06	kr 100,00
- Time					
Registered			0800-1736:030(1145-1215)		
Planned			0800-1600:030		
Agreed			0800-1600:030		
- Issues					
More then planned (+01:36)					
Late departure (+01:36)					
- Salary		kr 755,00	Agr. week 1 of 1 = kr 755,00		
Normal		kr 750,00	07:30 (0800-1145, 1215-1600) = kr 750,00	07:30	kr 100,00
OT (+50%)		kr 5,00	00:06 (1730-1736) = kr 5,00	00:06	kr 50,00

1:36 is added to time bank. Paulius can we add that information regarding time bank?  
Exporting only differences between worked and work agreement schedule



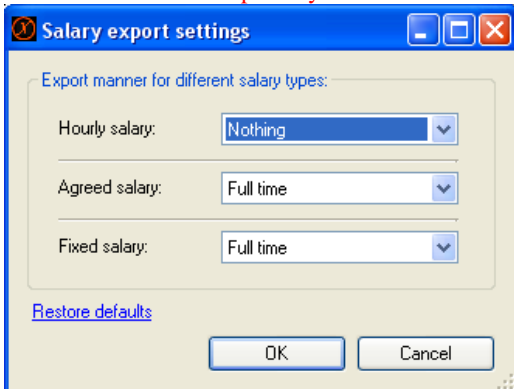
Exporting only differences between work agreement and worked time.  
Since 1:36 is going to time bank and the only thing we should pay out is the 6 minutes over time the result should be over time 0:06 with a cost of NOK 5,-

Employee	Department	Total	Week36 Tu 01.09.2009 Registered	Hours	Hourly wage
Summary		5,00	00:06	09:06	
Anders Andersen	FreshFood (Ferskvarer)	kr 5,00	1730-1736	09:06	kr 100,00
Time					
Registered			0800-1736:030(1145-1215)		
Planned			0800-1600:030		
Agreed			0800-1600:030		
Issues					
			More then planned (+01:36)		
			Late departure (+01:36)		
Salary		kr 5,00	Ag. week 1 of 1 = kr 5,00		
OT (+50%)		kr 5,00	00:06 (1730-1736) = kr 5,00	00:06	kr 50,00

The calculation above is correct.

The third scenario is exporting nothing which means only manual payment types and absence codes.

**This should be tested separately**



Normal time includes over time and inconvenient time.

Employee	Department	Total	Week36 Tu 01.09.2009 Registered	Hours	Hourly wage
+ Summary					
Anders Andersen	FreshFood (Ferskvarer)	kr 0,00		09:06	kr 100,00
Time					
Registered			0800-1736:030(1145-1215)		
Planned			0800-1600:030		
Agreed			0800-1600:030		
Issues					
			More then planned (+01:36)		
			Late departure (+01:36)		
Salary		kr 0,00	Agr. week 1 of 1 = kr 0,00		

Nothing is exported.

Employee	Department	Total	Week36 Tu 01.09.2009 Registered	Hours	Hourly wage
+ Summary					
Anders Andersen	FreshFood (Ferskvarer)	kr 750,00	0800-1145, 1215-1600	09:06	kr 100,00
Time					
Registered			0800-1736:030(1145-1215)		
Planned			0800-1600:030		
Agreed			0800-1600:030		
Issues					
			More then planned (+01:36)		
			Late departure (+01:36)		
Salary		kr 750,00	Agr. week 1 of 1 = kr 750,00		
	Normal	kr 750,00	07:30 (0800-1145, 1215-1600) = kr 750,00		

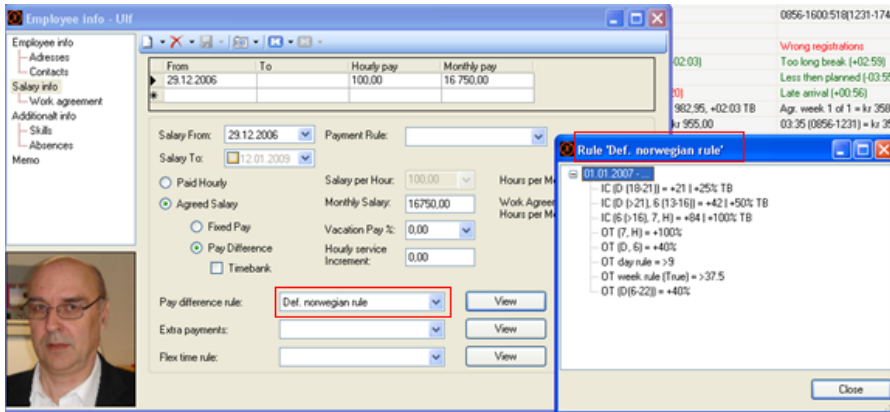
Changing the rule to export differences

### 7.1.1.1. More about Time Bank

Automatic use of time bank is default in QL Time.

In the example below the employee is only bound to 'Def Norwegian rule' regarding IC and OT. The standard work agreement says: Monday to Friday from 8.00 to 16.00 with 30 minutes break.

**Comment [MR50]:** Should be moved to PART TREE



The example below shows the calculations in the registration window. One hour and 26 minutes are added to the time bank. The reason is that nothing have to be defined, because time bank is the default value.

Department: My selection    Period: 06.01.2009 - 06.01.2009    Read plan

Employee	Department	Week 2 Tu 06.01.2009	Hours	Hourly wage	Total
<b>Summary</b>					
		08:56	08:56		893,33
	Worked time	08:56			08:56
	Payed time	08:56			08:56
	Sum		893,33		893,33
UIF Teie	NST Administration	0800-1656	08:56		kr 893,33
<b>Time</b>					
Registered		0800-1656			
Planned		0800-1600.030			
Agreed		0800-1600.030			
Payed time		0800-1656			
<b>Issues</b>					
		Missing break			
		More then planned (+01:26)			
		Late departure (+00:56)			
Salary		Aggr. week 1 of 1 = kr 893,33	+01:26 TB		kr 893,33
	Normal	08:56 (0800-1656) = kr 893,33	08:56	kr 100,00	kr 893,33
Extra pay		= kr 0,00			kr 0,00

Since the break is missing, the total number of worked hours is 8 hours and 56 minutes. And more important that the cost in the example is NOK 100 per hour multiplied by 8 hours and 56 minutes. The cost reported to the salary system will of course only be 750 for 7.30 minutes that is the plan.

If the default time bank functionality (to calculate TB or pay out for TB) is not preferred to use, then time bank rule defining that no discrepancies towards plan is allowed should be added.

**Edit flexitime edition**

Agreement: **No Timebank by default**

Start date: 01.01.2009 End date: 12.01.2009

Description: Normal handling

**Flexitime rules**

Fixed time  Relative time

Arrival (00:00):  
Before plan start (-): 00:00 After plan start (+): 00:00

Departure (00:00):  
Before plan end (-): 00:00 After plan end (+): 00:00

Max hours: (leave empty if max time is not used)

Default IC (inconvenient time) and OT (overtime) handling:  
Pay out

OK Cancel

Adding rule to the employee card will apply this rule to selected employee.

Department: My selection    Period: 06.01.2009 - 06.01.2009    Reac

Employee	Department	Week2 Tu 06.01.2009	Hours	Hourly wage	Total
[-] Summary					
	Worked time	08:56	08:56		800,00
	Payed time	08:00			08:00
	Sum		800,00		800,00
Ulf Teie	NST Administration	0800-1656	08:56		kr 800,00
[-] Time					
	Registered	0800-1656			
	Planned	0800-1600:030			
	Agreed	0800-1600:030			
	Payed time	0800-1600			
[-] Issues					
		Missing break			
		More then planned (+01:26)			
		Late departure (+00:56)			
		Outside flex time (+00:56)			
[-] Salary					
	Normal	Agr. week 1 of 1 = kr 800,00, +00:30 TB			kr 800,00
		08:00 (0800-1600) = kr 800,00	08:00	kr 100,00	kr 800,00
	Extra pay	= kr 0,00			kr 0,00

Example above shows that there are 56 minutes outside the flex bank definition. In this case 30 minutes are automatically added to time bank and the rest of the time is removed.

### 7.1.1.2. Flex time handling

**Comment [u51]:** This section is revised by Monika but not changed

**Comment [MR52]:** Should be moved to PART TREE

Flexitime can basically be used in different ways.

One possible solution is that the employee can move the start of the normal day and then arrive earlier or later than the normal start of the day. Still the worked hours should be equal to the agreed hours of the day.

The other solution is that the employee can enhance the day with a certain amount of hours and use the same hours another day to shorten the work day.

**The idea is to give the employee more influence on their own work situation and add flexibility.**

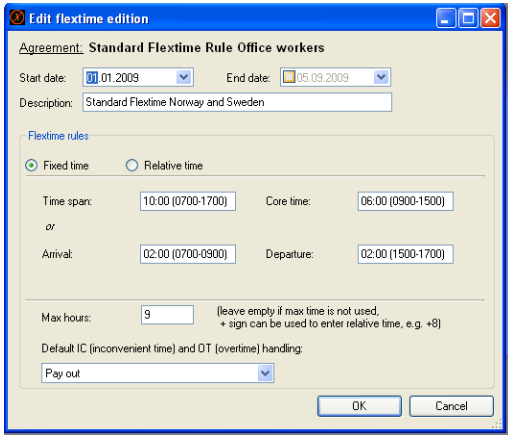
The 'most' normal way to handle the situation is to set up a core time where everybody should be present. QL Time offers the possibility to set the core time to fixed hour of the day or set it relative to the employee's contract.

Each employee must be bind to the flex time rule and the rule is defined through the 'Setup' menu. Selecting 'Setup' and then 'Flex time rule' gives access to the form for defining flexitime and time bank.

**Note! It is also important to be aware of that enhancing the work hours or decrease work hours may give some special problems regarding absence.**



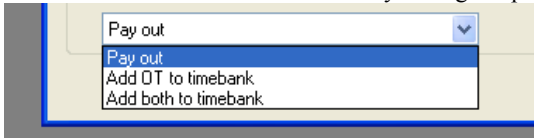
The problem related to this topic is discussed in ‘Appendix C’



It is several issues that decide how flexitime will be handled and stored in time bank.

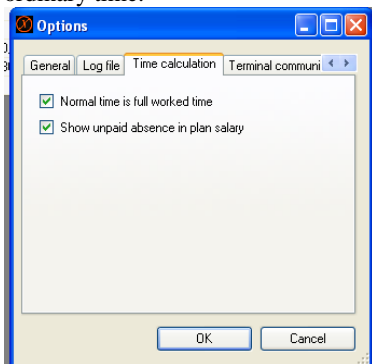
One of the most important parameters to be aware of is the parameter that tells if the extra cost for overtime should be paid immediately or not.

This is defined in the window above by setting the parameter to ‘Pay out’



In this section we will take a look at how this influence on the calculation.

The other important parameter is the one set in the option menu and that defines if all worked hours (included the time for overtime will be displayed as ordinary hours) or if the time for overtime is removed from ordinary time.



If we check the box ‘Normal time is full work time’ then we get the result displayed as you see in the example below.

Employee	Department	Week	Hours	Hourly wage	Total
		Week36 Tu 01.09.2009			
+ Summary		09:06	09:06		915,00
Anders Andersen	FreshFood (Ferskvarer)	0800-1736:030(1145-1215)	09:06	kr 100,00	kr 915,00
- Time					
Registered		0800-1736:030(1145-1215)			
Planned		0800-1600:030			
Agreed		0800-1600:030			
Paid time		0800-1145, 1215-1736			
- Issues					
		More then planned (+01:36)			
		Late departure (+01:36)			
- Salary					kr 915,00
		Ag. week 1 of 1 = kr 915,00, +01:36 TB			
	Normal	09:06 (0800-1145, 1215-1736) = kr 910,00	09:06	kr 100,00	kr 910,00
	OT (+50%)	00:06 (1730-1736) = kr 5,00	00:06	kr 50,00	kr 5,00

If the check box 'Normal time is full work time' is unchecked then we get the result displayed as you see in the example below.

In the section 'Detailed examples' several different kind of setups and how they are supposed to work is explained.

## 8. Several weeks work cycles

In this section we take a closer look at how the system calculates a work cycle that is more than one week.

To create a work cycle that is more than one week must be done in the employee card.

The screenshot shows the 'Employee info - Anders Andersen' window. On the left is a navigation tree with categories like 'Employee info', 'Addresses', 'Contacts', 'Salary info', 'Work agreement', 'Additional info', 'Skills', 'Experience', 'Absences', 'Timebank', and 'Memo'. The main area displays a table of work agreements:

Agreement	From date	To date
Fresh food manager	2004-03-12	2009-05-31
Two Week Cycle	2009-06-01	2009-08-31
Allowed to work flextime	2009-09-01	

Below the table is a weekly schedule grid:

Week	Department	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Net hours
Week 1	FreshFood (Fers)	0800-1600:03	0800-1600:03	0800-1600:03	0800-1600:03	0800-1130:03			33:00
Week 2	FreshFood (Fers)	0800-1600:03	0800-1600:03	0800-1600:03	0800-1600:03	0800-1600:03	0800-1300:03		42:00
Total:		15:00	15:00	15:00	15:00	10:30	04:30	00:00	75:00

In the example above the first week is only 33 hours and the second week the cycle is 42 hours. It is 75 hours in total and there for no overtime because we on the week rule definition checked the box 'Average'.

The 'Edit rule' dialog box is titled 'Edit OT (Overtime) week rule'. It contains the following fields:

- Hours: >37.5
- Average of cycles:
- Flexibility ± hours: (empty field)

Buttons for 'OK' and 'Cancel' are at the bottom right.

When we move-on to the work plan for the first week, the basic work agreement is used as the plan and we can't modify the plan to fit the week's expected activities.

We want to enhance the work plan on Monday with one hour from 8 to 7.

Employee	Department	Week25 Mo 2009-06-15	
Summary		08:30	07:30
Anders Andersen	FreshFood (Ferskvarer)	0700-1600:030	0800
Time			
Agreed		0800-1600:030	0800
Issues			
Salary		More then agreed (+01:00)	
	Normal	Agr. week 1 of 2 = kr 900,00, +01:00 TB	Agr. week 1 of 2 = kr 900,00, +01:00 TB
	OT (+50%)	08:30 (0700-1145, 1215-1600) = kr 850,00	07:30 (0700-0800) = kr 50,00

As you see from the salary calculation, the result is one hour overtime from 7 o'clock to 8 o'clock in the morning. The reason is that we pass 75 hours during the two weeks period. Since we are placing extra hour on Monday morning compared to the work agreement, the overtime will also be paid for this hour.

In our example the employee works from 8.00 to 16.00 and with a 30 minutes break. This gives 37.5 hour per week and no overtime.

Ansatt	Avdeling	Uke43 Ma 22.10.2007	Uke43 Ti 23.10.2007	Uke43 On 24.10.2007	Uke43 To 25.10.2007	Uke43 Fr 26.10.2007	Timer
Ulf Teie	NST Admi	0800-1600:030	0800-1600:030	0800-1600:030	0800-1600:030	0800-1600:030	37:30
Tid							
Avtalt tid		0800-1600:030	0800-1600:030	0800-1600:030	0800-1600:030	0800-1600:030	
Feil							
Lønn		Avt. uke 1 av 1	Avt. uke 1 av 1	Avt. uke 1 av 1	Avt. uke 1 av 1	Avt. uke 1 av 1	
	Alminnelig	07:30 (0800-1145, 1215-1600)	07:30 (0800-1145, 1215-1600)	07:30 (0800-1145, 1215-1600)	07:30 (0800-1145, 1215-1600)	07:30 (0800-1145, 1215-1600)	37:30

Changing the plan on Monday adds 50% overtime for 1 hour on Monday.

The reason is that we during the week exceed the 37.5 hour rule for the week.

Ansatt	Avdeling	Uke43 Ma 22.10.2007	Uke43 Ti 23.10.2007	Uke43 On 24.10.2007	Uke43 To 25.10.2007	Uke43 Fr 26.10.2007	Timer
Ulf Teie	NST Admi	0800-1700:030	0800-1600:030	0800-1600:030	0800-1600:030	0800-1600:030	38:30
Tid							
Avtalt tid		0800-1600:030	0800-1600:030	0800-1600:030	0800-1600:030	0800-1600:030	
Feil							
Lønn		Mer enn avtalt (+01:00)	Avt. uke 1 av 1	Avt. uke 1 av 1	Avt. uke 1 av 1	Avt. uke 1 av 1	
	Alminnelig	08:30 (0800-1145, 1215-1700)	07:30 (0800-1145, 1215-1600)	07:30 (0800-1145, 1215-1600)	07:30 (0800-1145, 1215-1600)	07:30 (0800-1145, 1215-1600)	38:30
	OT (+50%)	01:00 (1600-1700)					01:00

Changing the day with one extra hour to Tuesday and adding the hour from 7.00 to 8.00 gives 50% overtime on Tuesday.

Ansatt	Avdeling	Uke43 Ma 22.10.2007	Uke43 Ti 23.10.2007	Uke43 On 24.10.2007	Uke43 To 25.10.2007	Uke43 Fr 26.10.2007	Timer
Ulf Teie	NST Admi	0800-1600:030	0700-1600:030	0800-1600:030	0800-1600:030	0800-1600:030	38:30
	Tid						
	Avtalt tid	0800-1600:030	0800-1600:030	0800-1600:030	0800-1600:030	0800-1600:030	
	Feil						
	Lønn	Avt. uke 1 av 1	Mer enn avtalt (+01:00)	Avt. uke 1 av 1	Avt. uke 1 av 1	Avt. uke 1 av 1	
	Alminnelig	07:30 (0800-1145, 1215-1600)	08:30 (0700-1145, 1215-1600)	07:30 (0800-1145, 1215-1600)	07:30 (0800-1145, 1215-1600)	07:30 (0800-1145, 1215-1600)	38:30
	OT (+50%)		01:00 (0700-0800)				01:00

In the next example we have changed both Monday and Tuesday. Removing one hour on Monday and adding one hour on Tuesday. The result is no overtime since we do not exceed 37.5 hour.

Ansatt	Avdeling	Uke43 Ma 22.10.2007	Uke43 Ti 23.10.2007	Uke43 On 24.10.2007	Uke43 To 25.10.2007	Uke43 Fr 26.10.2007	Timer
Ulf Teie	NST Admi	0800-1500:030	0700-1600:030	0800-1600:030	0800-1600:030	0800-1600:030	37:30
	Tid						
	Avtalt tid	0800-1600:030	0800-1600:030	0800-1600:030	0800-1600:030	0800-1600:030	
	Feil						
	Lønn	Avt. uke 1 av 1	Mindre enn avtalt (-01:00)	Mer enn avtalt (+01:00)	Avt. uke 1 av 1	Avt. uke 1 av 1	
	Alminnelig	06:30 (0800-1145, 1215-1500)	08:30 (0700-1145, 1215-1600)	07:30 (0800-1145, 1215-1600)	07:30 (0800-1145, 1215-1600)	07:30 (0800-1145, 1215-1600)	37:30

Our last example shows what will happen if we add one hour on Tuesday, one on Wednesday and remove one on Thursday. As you see there is a split between Tuesday and Wednesday where both get a half hour.

Ansatt	Avdeling	Uke43 Ma 22.10.2007	Uke43 Ti 23.10.2007	Uke43 On 24.10.2007	Uke43 To 25.10.2007	Uke43 Fr 26.10.2007	Timer
Ulf Teie	NST Admi	0800-1600:030	0700-1600:030	0800-1700:030	0800-1500:030	0800-1600:030	38:30
	Tid						
	Avtalt tid	0800-1600:030	0800-1600:030	0800-1600:030	0800-1600:030	0800-1600:030	
	Feil						
	Lønn	Avt. uke 1 av 1	Mer enn avtalt (+01:00)	Mer enn avtalt (+01:00)	Mindre enn avtalt (-01:00)	Avt. uke 1 av 1	
	Alminnelig	07:30 (0800-1145, 1215-1600)	08:30 (0700-1145, 1215-1600)	08:30 (0800-1145, 1215-1700)	06:30 (0800-1145, 1215-1500)	07:30 (0800-1145, 1215-1600)	38:30
	OT (+50%)		00:30 (0730-0800)	00:30 (1630-1700)			01:00

The result will be displayed in the plan as seen below.

Avdeling	Uke43 Ma 22.10.2007	Uke43 Ti 23.10.2007	Uke43 On 24.10.2007	Uke43 To 25.10.2007	Uke43 Fr 26.10.2007	Timer
NST Administration	0800-1600:030	0800-1600:030	0800-1700:030	0800-1600:030	0800-1600:030	38:30
	0800-1600:030	0800-1600:030	0800-1700:030	0800-1600:030	0800-1600:030	
	Avt. uke 1 av 1	Avt. uke 1 av 1	Avt. uke 1 av 1	Avt. uke 1 av 1	Avt. uke 1 av 1	kr 3 900,00
Alminnelig	07:30 (0800-1145, 1215-1600)	07:30 (0800-1145, 1215-1600)	08:30 (0800-1215, 1245-1700)	07:30 (0800-1145, 1215-1600)	07:30 (0800-1145, 1215-1600)	38:30 kr 3 850,00
OT (+50%)			01:00 (1600-1700)			01:00 kr 50,00

**Comment [UT53]:** NB! Paulius the example above should show one hour on Friday since it will be the day we exceed the 37.5 hour rule. See the explanation below

## 9. How to enter time strings

To work with QL Time is quite easy since you can enter time strings directly into the cells. The format for adding a time string is 'date from' and 'date to' with a minus sign in the middle, for example: '10-19' gives a working plan from 10 o'clock a.m. to 7 o'clock p.m.

The string '1000-1900' is equal to '10-19' where the two last digits represents the minutes. You could also add '10-1930' if the period should be half minute past seven p.m.

To add a break for example 30 minutes you add a hyphen in addition to the time string and the length of the break, for example '10-19:30' will calculate a 30 minutes break in the middle of the day.

If you want to add a specific time for the break you can write '10-19:(13-1330)' instead and the break is automatically calculated from one o'clock p.m. to half our past one p.m.

To add two work sequences instead of one you can write '10-14,17-23' witch gives two separate sessions. To add two break to a session you can add comma after the first break and then add the second break for example like this: 10-19:(13-1330,17-1710) and the displayed string will be 10-19:040(13-1330,17-1710). Note that QL Time automatically calculates the total length of the breaks.

The last issue to cover is the format for entering breaks, which is 'hhmm' where 'h' equals hours and 'm' minutes. This means that entering a break of one and a half hour should be entered as '130' where '1' equals one hour and '30' represents minutes.

This is in fact all rules regarding how to enter time strings and you use it in the work agreement schedule, plan and registration forms.

In some situations, for example in plan and registration the field will be colored brown if you enter the data directly into the cell. This is to emphasize that you have done a change to underlying work agreement schedule (in the 'Plan' section) or overwrite automatic data collection or clocking (in the 'Registration' section).

If the field is displayed in red color this signals that the value entered in the field do not match the string rules and must be corrected.

## PART FOUR – REPORT EXAMPLES



## 10. Reports

There are some basic reports that you can print from QL Time several forms of registration. In this section we will tell you about the most common reports

- Plan
  - Week Plan
  - Work Report
  - Weekly Report
  - Absence sum report
- Registration
  - Registrations
  - Cost
  - Work Report
  - Weekly Report
  - Absence sum report

When data is exported (locked), after each salary period, the data is stored in a statistical database that can be accessed through special user customized systems.

In the section that follows you will find examples of the different types of reports that may be printed out.

Some of the reports can be tailored to suit each department or employees special needs. If 'Parameter' is selected from the print menu a form with selectable parameters will be displayed.

Notice that a special logo may be inserted for the reports.

The reports are entirely built on the .net report object.



**Work report parameters**


Company:

Department:

Sort by table no.  
 Show all absence codes if same country       Show absence names  
 Show todays date       Show last workday

Version text

Creator  
Position:   
Name:

Logo  


Path:

Don't show this dialog again

## 10.1. Week Plan

The week plan is meant to be distributed and shows how each department is planned staffed for the selected period.

The screenshot shows a report viewer window titled "Report view" with a toolbar and a search field. The main content area displays two tables representing weekly workplans for BP Programming. The first table is for week 40 (29.09.2008 - 05.10.2008) and the second is for week 41 (06.10.2008 - 12.10.2008). Both tables list four employees: Andrej Gorbatniov, Jurgita Riekašienė, Maksim Venediktov, and Paulius Lukoševičius. Each employee's schedule is shown for Monday through Friday, with all entries being "0830-1700:030". Saturday and Sunday columns are empty. The footer of the report indicates "BP Programming workplan (29.09.2008 - 12.10.2008)" and "Page 1 of 1".

Employee	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Andrej Gorbatniov	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030		
Jurgita Riekašienė	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030		
Maksim Venediktov	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030		
Paulius Lukoševičius	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030		

Employee	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Andrej Gorbatniov	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030		
Jurgita Riekašienė	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030		
Maksim Venediktov	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030		
Paulius Lukoševičius	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030	0830-1700:030		

BP Programming workplan (29.09.2008 - 12.10.2008) Page 1 of 1

## 10.2. Weekly Report

The week report also shows information about how the departments are staffed but gives additional information regarding cost and budgets.

**FreshFood (Ferkvarer) Week 27 plan report**

Employee	Wednesday 01.07.2009	Thursday 02.07.2009	Friday 03.07.2009	Saturday 04.07.2009	Sunday 05.07.2009	Worked time	Paid time	Work cost
Anders Andersen	08:00-16:00	08:00-16:00	08:00-11:30			18:00	18:00	2065,32
Brigitta Bjerssen	08:00-17:00	08:00-11:00	08:00-17:00			19:30	19:30	1950,00
Camilla Collet								
David Davidsen								
Eva Elboth								
<b>Total:</b>	16:00	10:00	11:30			37:30	37:30	4015,32
Work cost:	1710,55	1110,55	1194,22					4015,32
Percentage:	42,60%	27,66%	29,74%					

**FreshFood (Ferkvarer) Week 28 plan report**

Employee	Monday 06.07.2009	Tuesday 07.07.2009	Wednesday 08.07.2009	Thursday 09.07.2009	Friday 10.07.2009	Saturday 11.07.2009	Sunday 12.07.2009	Worked time	Paid time
Anders Andersen	08:00-16:00	08:00-16:00	08:00-16:00	08:00-16:00	08:00-16:00	08:00-13:00		42:00	42:00
Brigitta Bjerssen	10:00-19:00	10:00-19:00	08:00-17:00	08:00-11:00	08:00-17:00			36:30	36:30
Camilla Collet									
David Davidsen									
Eva Elboth									
<b>Total:</b>	16:00	16:00	16:00	10:00	16:00	04:30		78:30	78:30
Work cost:	1710,55	1710,55	1710,55	1110,55	1710,55	516,33			
Percentage:	20,20%	20,20%	20,20%	13,11%	20,20%	6,10%			

**FreshFood (Ferkvarer) Week 29 plan report**

Employee	Monday 13.07.2009	Tuesday 14.07.2009	Wednesday 15.07.2009	Thursday 16.07.2009	Friday 17.07.2009	Saturday 18.07.2009	Sunday 19.07.2009	Worked time	Paid time
Anders Andersen	08:00-16:00	08:00-16:00	08:00-16:00	08:00-16:00	08:00-11:30			33:00	33:00
Brigitta Bjerssen	08:00-12:00	08:00-13:00	09:00-18:00					17:00	28:00
Camilla Collet									
David Davidsen									
Eva Elboth									
<b>Total:</b>	11:00	12:30	16:00	07:30	03:00			50:00	61:00
Work cost:	1660,55	1510,55	1710,55	860,55	844,22				
Percentage:	25,21%	22,93%	25,97%	13,07%	12,82%				

	Work cost	Work cost %	Turnover	Articles
Budget:	4000,00	40,00%	10000,00	
Planned:	5586,43	45,86%		
Difference:	-2586,43	-25,86%		

**FreshFood (Ferkvarer) Week 30 plan report**



## 10.4. Registration report

Example below shows a work schedule for one department and two weeks.  
NB! It is optional if work cost should be printed or not.

**Anders Andersen (Department FreshFood (Ferskvarer))**

Date	Planned	Registered	Paid time	TB	Issues	Salary acc
01.07.2009	07:30 (0800-1600:030)	08:30 (0800-1700:030)(1215-1245)	07:30 (0800-1215, 1245-1600)		00:00 Outside flex time (+01:00)	Normal
02.07.2009	07:30 (0800-1600:030)	08:30 (0800-1700:030)(1215-1245)	07:30 (0800-1215, 1245-1600)		00:00 Outside flex time (+01:00)	Normal
03.07.2009	03:00 (0800-1130:030)	08:00 (0800-1630:030)(1200-1230)	03:00 (0800-0930, 1000-1130)		00:00 Outside flex time (+05:00)	Normal
<b>04.07.2009 Sa</b>						
<b>05.07.2009 Su</b>						
06.07.2009	07:30 (0800-1600:030)	08:30 (0700-1600:030)	08:30 (0700-1145, 1215-1600)		00:00	Normal
07.07.2009	07:30 (0800-1600:030)	07:30 (0800-1600:030)	01:00 (0700-0800)		01:00 (0700-0800)	OT (+50%)
08.07.2009	07:30 (0800-1600:030)	07:30 (0800-1600:030)	07:30 (0800-1145, 1215-1600)		00:00	Normal
09.07.2009	07:30 (0800-1600:030)	07:30 (0800-1600:030)	07:30 (0800-1145, 1215-1600)		00:00	Normal
10.07.2009	07:30 (0800-1600:030)	07:30 (0800-1600:030)	07:30 (0800-1145, 1215-1600)		00:00	Normal
10.07.2009	07:30 (0800-1600:030)	03:00 (0800-1100)	03:00 (0800-1100)		- 04:30 Missing break	Normal
11.07.2009	04:30 (0800-1300:030)				- 04:30 No registrations	
<b>12.07.2009 Su</b>						
13.07.2009	07:30 (0800-1600:030)	08:30 (0800-1700:030)	08:30 (0800-1145, 1215-1700)		+ 01:00	Normal
14.07.2009	07:30 (0800-1600:030)	08:30 (0800-1700:030)	08:30 (0800-1145, 1215-1700)		+ 01:00	Normal
15.07.2009	07:30 (0800-1600:030)	08:30 (0800-1700:030)	08:30 (0800-1145, 1215-1700)		+ 01:00	Normal
16.07.2009	07:30 (0800-1600:030)	08:30 (0800-1700:030)	08:30 (0800-1145, 1215-1700)		+ 01:00	Normal
17.07.2009	03:00 (0800-1130:030)	08:00 (0800-1630:030)	08:00 (0800-0930, 1000-1630)		+ 05:00	Normal
<b>18.07.2009 Sa</b>						
<b>19.07.2009 Su</b>						
20.07.2009	07:30 (0800-1600:030)				- 07:30 No registrations	
21.07.2009	07:30 (0800-1600:030)				- 07:30 No registrations	
22.07.2009	07:30 (0800-1600:030)				- 07:30 No registrations	
23.07.2009	07:30 (0800-1600:030)				- 07:30 No registrations	
24.07.2009	07:30 (0800-1600:030)				- 07:30 No registrations	
25.07.2009	04:30 (0800-1300:030)				- 04:30 No registrations	
<b>26.07.2009 Su</b>						
27.07.2009	07:30 (0800-1600:030)				- 07:30 No registrations	
28.07.2009	07:30 (0800-1600:030)				- 07:30 No registrations	
29.07.2009	07:30 (0800-1600:030)				- 07:30 No registrations	
30.07.2009	07:30 (0800-1600:030)				- 07:30 No registrations	

## 10.5. Work Cost Report

Report view  
FreshFood (Ferskvarer) Cost report (01.07.2009 - 31.07.2009)

**FreshFood (Ferskvarer) Cost report (01.07.2009 - 31.07.2009)**

**Anders Andersen (Department FreshFood (Ferskvarer))**

Salary type	Agreed	Planned	Registered	Paid time	Salary	Time bank	Export account no.
Normal	168.00	168.00	93.00	93.00	9544.76	-75.00	2
OT (+50%)			01.00	01.00	50.77		
<b>Total salary</b>	<b>168.00</b>	<b>168.00</b>	<b>94.00</b>	<b>94.00</b>	<b>9595.53</b>	<b>-75.00</b>	
Vacation pay (13%)					1240.82		
<b>Total extra pay</b>					<b>1240.82</b>		
<b>Total</b>					<b>10836.35</b>		

**Brigitta Bjørnsten (Department FreshFood (Ferskvarer))**

Salary type	Agreed	Planned	Registered	Paid time	Salary	Time bank	Export account no.
Normal	107.00	110.00	19.16	19.16	2000.00	-87.44	2
OT (+50%)			00.44	00.44	36.67		
Manual (TB 01.00)						01.00	
<b>Total salary</b>	<b>107.00</b>	<b>110.00</b>	<b>20.00</b>	<b>20.00</b>	<b>2036.67</b>	<b>-86.44</b>	
<b>Total extra pay</b>					<b>0.00</b>		
<b>Total</b>					<b>2036.67</b>		

**Brigitta Bjørnsten (Department Bakery (Ferskvarer))**

Salary type	Agreed	Planned	Registered	Paid time	Salary	Time bank	Export account no.
Normal	33.00	41.00	18.14	18.14	1900.00	-14.46	2
OT (+50%)			00.46	00.46	38.33		
Manual (TB 02.00)						02.00	
<b>Total salary</b>	<b>33.00</b>	<b>41.00</b>	<b>19.00</b>	<b>19.00</b>	<b>1938.33</b>	<b>-12.46</b>	
<b>Total extra pay</b>					<b>0.00</b>		
<b>Total</b>					<b>1938.33</b>		

**Camilla Collet (Department FreshFood (Ferskvarer))**

## 10.6. Statistical report

When the period is finished the data will be stored in a statistical database for later use. Clicking on 'Statistic' on the main menu opens the form that allows to do selection from the database.

**Export statistics**

Departments:

- Administration
- BP Administration
- BP Programming
- BP Service
- LV
- NS Administration
- NST Administration
- NST Programming

Period: 01.01.2009 - 31.12.2009

This year     This month  
 Last year     Last month

[Check all](#)    [Uncheck all](#)

Filter: Salary

Only totals for all departments  
 Only paid periods

**Export statistics**

Departments:

- Administration
- BP Administration
- BP Programming
- BP Service
- LV
- NS Administration
- NST Administration
- NST Programming

Period: 01.01.2009 - 31.12.2009

This year     This month  
 Last year     Last month

[Check all](#)    [Uncheck all](#)

Filter: Salary

Only totals for all departments  
 Only paid periods

---

**Statistical details (01.01.2009 - 31.12.2009)**

**Total**

Salary type	Hours	Hourly pay - avg.	Salary
Normal	398:05	100,00	39808,33
OT (+100%)	00:09	100,00	15,00
OT (+40%)	01:17	40,00	51,33
<b>Total</b>	<b>399:31</b>	<b>80,0</b>	<b>39874,67</b>

Statistical details (01.01.2009 - 31.12.2009)      Page 1 of 1      19.03.2010 15:55:13

## PART FIVE – APPENDIXES





## Appendix A – Technical reference

## Appendix B – When to calculate a break

Comment [u54]: Not implemented yet

### When to calculate a break.

It is a couple of questions that must be handled:  
How many breaks and when to place the break  
Do we place the break based on plan or actual punched data

Less than 5 hours = no break  
More than 9 two breaks (60 minutes)  
Else 30 minutes

What happens if plan 8-16:030 but you start at 11 and work to the end of the day.

### Define the default breaks

Per department and for the application it must be possible to plan breaks in an accurate way. The following table may solve the problem:

Department	Include sub departments	Start or Plan	One Break	After x hours	Break 1	After x hours	Break 2
UAB Basic Partner	True / False	Start	No	4:30	0:30	6:30	0:20
		Plan	Yes	5:00	0:30	9:00	0:30

## Appendix C – Flextime and absence

When flextime is used some special situations will occur:

Example: Normal time (planned time) 8-16

What will be the results of the situation below:

Employee 1 Works from 7-12 (sick from 12)

Employee 2 Works from 9-12 (sick from 12)

Both will get paid the rest of day, but what should be consider to be the rest of the day?

Since it is flex time the system must assume that the working time in hours equals planned time.

For Employee number 1 – One hour should be added to the time bank

For Employee number 2 – One hour should be drawn from the time bank

This practice handles both employees equal to each other and seems to be a fair principle and a common solution in other systems as well.

Employee number 2 may argue that he get sick during a day and should be entitled to a whole day pay (that the system should not draw one hour from time bank). If this is the basic the two employees will not be treated equal and everybody that gets sick will benefit from starting late.

It may be important that both solutions can be handled but it must be done as a manual solution.

## Appendix D – Absence part of day followed by absence

Employee	Department	Week13 Tu 23.03.2010	Week13 We 24.03.2010	TI
[-] Summary		13:30	18:30	00:00
	Worked time	02:00	00:00	00:00
	Paid time	01:30	00:00	00:00
	Sum		191,44	0,00
[-] Gretha Grabo	Bakery (Tørrvarer)	1000-1900:030	0900-1630:030	
[-] Time				
[-] Agreed		1000-1900:030	0900-1630:030	
[-] Issues				
		More then agreed (+05:00)	More then agreed (+11:30)	
[-] Salary		Agr. week 1 of 2 = kr 150,00, -00:30 TB	Agr. week 1 of 2 = kr 0,00	Agr. week
	Normal	01:30 (1000-1045, 1115-1200) = kr 150,00		
	IC (+21   +0% TB)			
	Absence 0%	06:30 (1200-1415, 1445-1900) = kr 0,00	07:00 (0900-1230, 1300-1630) = kr 0,00	
[-] Extra pay		= kr 41,44	= kr 0,00	= kr 0,00
	Vacation pay (10,2%)		kr 15,30	
	Social security (14,1%)		kr 23,31	
	Insurance (1,5%)		kr 2,83	

In the situation above an absence is registered from 12.00 on Tuesday until 19.00 Wednesday. QL Time automatically remove the time outside the agreement on Wednesday but pay for the time before the start of the absence code on Tuesday. The absence itself is not paid because the first day of the absence is paid with 0%. In this case QL Time pays full salary for day 2.

In a situation like this a normal way to do it is to pay for the day the employee get sick and goes home and then to not pay for the first day and then again to pay for the following days.

To distinguish between sick part of the day followed by absence and sickness that start from the beginning of the day two different absence codes must be used.

## Appendix E – Currency table

In the 'Setup' and 'Other' data choice you also find the tab 'Currency'. The currency table is linked to the 'country' code for each employee. So if working in 'Norway' the currency should be 'NOK'.

You set up one default currency and all the other currencies you add must be related to the default currency.

In addition to default currency each user may define which currency he or she wants to use when looking at plans or registrations.

This currency translation will also be used for all reports.

## Appendix F – Align list

On the tool bar you will find a small icon to the right (flag) if the selection you have done contains employee working from different countries.

To be able to see which time of the day they work together it is possible to click on the icon to see a 'translated' view showing the selected time zone.

By default you get the same time zone as the language you have set up.

## Appendix G – Other data – countries

Is country code and currency code the same

## Appendix H – Absence – is a work time

In the absence registration form the checkbox '**Is work time**' can be set for each absence code.

The '**Is work time**' flag has impact in several situations:

If checked:

The time for the absence is equal to ordinary work and counted as work time in the plan and registration section.

The time is included in the week rule overtime calculation and in the day rule for overtime

If not checked:

The time is not calculated in the week rule and day rule

The absence is still displayed in the plan and registration module

If checked the flag also influence on what is displayed in the plan section

If the absence is paid it will always be included in paid time

If the type of absence is 'Sick Leave' then the time is not calculated in the 'Worked hours'.

Ansatt	Avdeling	Uke12 Ma 15.03.2010	Uke12 Ti 16.03.2010	Uke12 On 17.03.2010
Oppsummering		36:30	38:00	38:00
Arbeidet tid		36:30	38:00	38:00
Betalt tid		28:30	38:00	39:00
Sum		3 057,18	4 007,18	4 057,18
Budsjett				
Anders Andersen	FreshFood (Ferskvarer)	+ 1000-1600	+ 1400-1600	+ 0800-1600
Tid				
Avtalt tid		0800-1600	0800-1600	0800-1600
Forklaring				
Beregnet lønn				
Ord. timer		Avt. uke 1 av 1 = kr 600,00	Avt. uke 1 av 1 = kr 800,00	Avt. uke 1 av 1 = kr 850,00
UB (+50%)		06:00 (1000-1600) = kr 600,00	02:00 (1400-1600) = kr 200,00	08:00 (0800-1600) = kr 800,00
UB (+21  +0% TB)				01:00 (0800-0900) = kr 50,00
Fravær 100%			06:00 (0800-1400) = kr 600,00	* = kr 0,00
Fravær 0%		02:00 (0800-1000) = kr 0,00		
Oppgaver				
Brigitte Bjørnsen	FreshFood (Ferskvarer)	+ 1000-1600	+ 0800-1600:030	+ 0800-1600:030
Tid				
Avtalt tid		0800-1600:030	0800-1600:030	0800-1600:030
Forklaring		Mindre enn avtalt (-01:30) Pause mangler		
Beregnet lønn				
Ord. timer		Avt. uke 1 av 1 = kr 0,00, -01:30 TB	Avt. uke 1 av 1 = kr 750,00	Avt. uke 1 av 1 = kr 750,00
UB (+50%)				
Fravær 100%			07:30 (0800-1145, 1215-1600) = kr 750,00	07:30 (0800-1145, 1215-1600) = kr 750,00
Fravær 0%		06:00 (1000-1600) = kr 0,00		
Oppgaver				

Pok solution for showing absence in plan. Keep in mind that the plan must be displayed like this because work agreement schedule do not exist.

Arbeidsplan					
Kostnadssted:	Support	Uke 11	Total	ma 15.03.2010	
Fra dato:	15.03.2010	Timer	Kostnad	L	
Fra uke:	11	<b>Budsjett:</b>	0,00	0 Kr	
Antall uker:	1	<b>Planlagt:</b>	24,00	0 Kr	
År:	2010	<b>Differanse:</b>	24,00	0 Kr	
		<input type="checkbox"/> Simulert			
Personer	Uke 11: mandag 15.03.2010	Uke 11: tirsdag 16.03.2010	Uke 11: onsdag 17.03.2010	Uke 11: torsdag 18.03.2010	L
► Mons Ivar Nordvik	0800-1600:000	0800-1600:000	0800-1600:000		1

The next session is discussed with Paulius the 23<sup>rd</sup>.. of March 2010

Is work time = related to day and week rule

The field should be moved to last frame together with 'pay over agreed time' and may be change name to 'Incorporate in day/week rule'

Then it is two other issues: What should be incorporated in planned/work cost and time. This is the original fields 'Is work time' and 'Is work cost'.

On top of that we have the last problem:

**Not display or how to display time on the row. I suggest that this is a separate parameter: 'Show time in Plan'**

*According to Paulius this is tricky because we should show plan*

There may be other issues as well basically what to show in reports.

Especially the Lithuanian report must be possible to filter so that for example the code for business trip is not included.

My suggestion is that we make it possible to filter on the reports setup itself.

That each report can be setup with absence codes checked or not checked.

The last issue is that equal absence pay is listed in the same group in the plan and registration.

This case it is two different types: Other and Illness but they are listed on the same line 'Absence 100%'. The question is should it be possible to split in a different way. It also shows only one flag, the flag for 'other'

Work plan				
Registrations   Period Results				
Save   Print   Clear   1 Day   5 Work Week   7 Week   31 Month				
Department: My selection		Period: 23.03.2010 - 23.03.2010		
Employee	Department	Week13 Tu 23.03.2010	Hours	Hour
[-] Summary				
	Worked time	08:00	08:00	
	Paid time	02:00	02:00	
	Paid time	08:00	08:00	
	Sum		800,00	
[-] Anders Andersen FreshFood (Ferskvarer)				
		0800-1600	08:00	
[-] Time				
	Agreed			
	Issues			
[-] Salary				
	Absence 100%	08:00 (0800-1000, 1000-1600) = kr 800,00	08:00	

**Absence 100%**  
 Business trip : 23.03.2010 08:00 - 23.03.2010 10:00  
 Self declaration : 23.03.2010 10:00 - 23.03.2010 16:00

## Appendix I – Paid time and work time from wrong departments

Avdeling: FreshFood (Ferskvarer) | Periode: 15.03.2010 - 15

Ansatt	Avdeling	Uke12 Ma 15.03.2010
[-] Oppsummering		
	Arbeidet tid	36:30
	Betalt tid	28:30
	Sum	3 057,18
[-] Budsjett		
	Omsetning	
	Arbeidskostnad	
	Arbeidskostnad %	
	Articles per day	
	kubikk	
	antall luepauser	
+ Anders Andersen	FreshFood (Ferskvarer)	+ 1000-1600
+ Brigitta Bjørnsen	FreshFood (Ferskvarer)	+ 1000-1600
+ Camilla Collet	FreshFood (Ferskvarer)	
+ David Davidsen	FreshFood (Ferskvarer)	0900-1700:030
+ Eva Elboth	FreshFood (Ferskvarer)	0900-1700:030
+ Frank Fristad	FreshFood (Ferskvarer)	1400-1800:030(1400-1430)
+ Frank Fristad	Bakery (Tørrvarer)	1000-1400

In the example above the time for Frank Fristad working in bakery is calculated in the total.

## Appendix J – Different types of department description used

When the drop down list box for department is selected the department description is another type than the one used in department tree.

It does not seem possible to change back to default department.  
Time estimated to 2400 in the evening.

The screenshot shows a software interface with a table of employee data and a 'Department' dialog box. The table has columns for employee name, department, ID, and time. A dialog box is open, showing a list of departments for the employee 'Ulf Teie'. The 'BP Service' department is selected in the dialog box. The table shows a registration for 'Ulf Teie' with department 'BP Service' and time '1147-2400'. A red error message 'Wrong registrations' is visible below the table.

Employee	Department	ID	Time
Ulf Teie	NST Administration	0934-1147	02:13
Ulf Teie	BP Service	1147-2400	? 12:13
Time			
Registered		1147-2400	
Planned			
Agreed			
Paid time		1147-1700	
Issues			
Salary			
	Normal		
Maria Andreassen	Renhold		
Hilde Teie	NST Ser		
Marianne Killingmo	NST Ser		
Ole Birger Hestvik	NST Ser		
Robert Borch	NST Ser		
Kenneth J. Bjornstad	BP Admit		
Monika Riepšaitė	BP Admit		
Jurgita Riekašienė	BP Prog		
Maksim Venediktov	BP Programming		00:00

Wrong registrations

**Department** dialog box:  
Employee: Ulf Teie  
Department: Administration, BP Administration, BP Programming, BP Service (selected), LV, NS Administration  
Buttons: OK, Cancel




## Appendix K – Error when adding department

Department:  Period:  -

Employee	Department	Week13 Tu 23.03.2010	Hours	Hourly salary	Total
Summary		40:30	40:30		3 360,00
Hilde Teie	NST Service	+ 0800-1600:030	07:30	kr 100,00	kr 750,00
Marianne Killingmo	NST Service	0800-1600:030	07:30	kr 100,00	kr 750,00
Ole Birger Hestvik	NST Service	0800-1600:030	07:30		kr 0,00
Robert Borch	NST Service	0800-1600:030	07:30	kr 100,00	kr 750,00
Ulf Teie	NST Administration	0800-1600:030	07:30	kr 100,00	kr 750,00
Time					
Agreed		0800-1600:030			
Issues					
Salary		Agr. week 1 of 1 = kr 750,00			kr 750,00
	Normal	07:30 (0800-1145, 1215-1600) = kr 750,00	07:30	kr 100,00	kr 750,00
Ulf Teie	BP Service	1400-1700	03:00	kr 100,00	kr 360,00

**Error -> SystemX**

 Object reference not set to an instance of an object.

Possible to add overlapping hours but anyway error when saving

## Appendix L – FAQ

Q: Can an employee work in several departments?

Q: Can an employee belong to two departments?

Q: What is CPWH?

A: Cost per worked hour

Q: What is ACPH?

A: Average work cost per hour

Q: What is difference between salary cost and work cost?

A: Salary cost is the cost for what an employee work while work cost includes salary cost and additional cost for example social fee for the employee, insurance and so on

## Appendix M – Budget detail window

You will of course see the total for the period as well.

At the bottom of the page you will find a tab folder. Clicking on it and then click on the pin to make it display permanent at the bottom of the week plan.

This component displays the selected day's sales profile if the sale is imported.

- **The goal is to display as a C1 tab component the sale profile for each day.**
  - Built from sale per hour / half hour
  - Built from number of employees
    - Drag to increase/decrease time frame
    - Show planned breaks
- Displaying the week number in the budget screen
- Possible to copy week for the rest of the year
- Displaying holidays in the schedule
- Exclude movable holidays in copy functionality (closed store - option)
- Sum on totals
- View with weeks (Week one, week two, week three....)
- New table day profile
  - Today built from different criteria such as articles and sale or it may be entered as minimum number of employees normal number of employees and maximum number of employees
- In future the resources needed may come from other input variables as well
  - Trucks delivered cubic meters
  - Articles sold
  - Number of customers
- The result of the profile (min-nor-max) should be drawn on the c1.tab component at the bottom of the schedule and compared with the plan
  - Should breaks be drawn at the same time (I think if planned – yes)
    - Must be an option
  - If the plan is below minimum (with calculated breaks) then an warning should be issued (symbol – blinking – status bar text)
  - One solution is to build a day table based on fixed intervals
    - Monday
      - 8.00 - 8.15 Min = 1 Normal = 2 Max = 3

**Comment [UT56]:** Paulius The rest of this chapter is the basics of the functionality I want regarding day profile

**Note!**  
**Clickin**  
**g on**  
 Select

- 8.15 - 8.30 Min = 1 Normal = 2 Max = 3
- 8.30 – 8.45 Min = 2 Normal = 2 Max = 3
- Tuesday
- Wednesday
- Solution two is more flexible
  - Monday
    - 8.00 - 8.30 Min = 1 Normal = 2 Max = 3
    - 8.30 – 10.00 Min = 2 Normal = 2 Max = 3
    - 10.00 – 14.00 Min = 2 Normal = 3 Max = 4

Anyway it must be possible to build different profiles in addition to a traditional day profile, for example for special days or for special events.

It could be a flyer that comes every third week and always on Wednesday. This gives a special boost and some special needs this week on Wednesday afternoon and the rest of the week

## Appendix N – what happened if vacation and holiday

Vacation = not paid  
 Holiday = paid

Ulf Check this scenario

Employee	Department	Week1 Fr 01.01.2010	Week1 Sa 02.01.2010	
+	Summary	07:30	00:00	00:00
-	Kenneth Bjørnstad			
-	Time			
-	Agreed	0800-1600:030		
-	Issues			
-	Salary	Agr. week 1 of 1 = kr 0,00	Agr. week 1 of 1 = kr 0,00	Agr.
-	Normal			
-	Absence 100%			
-	Absence 0%	07:30 (0800-1145, 1215-1600) = kr 0,00		