

Systems Design, Inc.

Food Service Management Systems

**TimeCard II
System User
Manual**

Systems Design, Inc.

TimeCard II System User Manual

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Chapter 1 – Information about the TimeCard II System

Section 1.1 – Overview

The Systems Design TimeCard II system consists of the functions necessary to track the time worked for employees as well as non-worked hours, automatically categorize those hours, allow supervisory personnel to check in realtime for up to the minute labor hours and costs for their departments, produce audit reports, timecards, employee ID cards, expense reports and error reports. The system has options to interface with other payroll accounting systems.

The functions of the TimeCard System are:

- Maintain employee account masters with support for multiple Budget Accounting Codes.
- Provide an interface for employees to clock in and out. Both dedicated as well as via the Food Service system.
- Print Employee ID cards.
- Print Employee timecards with selection by Campus, Department, or Selected Employees.
- Provide Supervisor Audit, Expense, and Error reports.
- Maintain timecard history.
- Allow entry of exception (non-worked) time. (Jury Duty, Vacation, Personal Leave, etc.)

The User Manual will provide complete instructions on the usage and operation of this system.

Section 1.2 – Using this User's Guide

This user's guide describes how to use the TimeCard II System, which includes both technical and general tasks. The more technical tasks assume some in depth knowledge of the system. Every step has been taken to tell you exactly what values you should use. If this is your first time using the TimeCard II system or this guide, please read the rest of this chapter carefully.

If the TimeCard Parameters file has not been setup, you must do so before you can begin using the system. See Chapter [2](#) (pg. [9](#)) to setup this record..

If you want to import Budget Accounting codes, go to Section [4.21](#) (pg. [77](#)).

If you want to maintain Budget Accounting codes, go to Section [4.2](#) (pg. [26](#)).

If you want to import Employee Masters, go to Section [4.22](#) (pg. [78](#)).

If you want to maintain Employee Masters, go to Section [4.3](#) (pg. [29](#)).

If you want to produce reports or timecards, go to chapter [7](#) (pg. [91](#)).

If you need instructions for any of the TimeCard II tasks, consult the Table of Contents, Quick Reference, or Index.

Some style conventions used in this guide are described next.

Section 1.2.1 – Headings

Headings are shown in the left margin of the pages. Other information in the left margin include reminders, hints, and sub-headings. Symbols may appear as well:

Section 1.2.2 – Symbols



The hand points out important information and hints so you do not overlook them.



This symbol signals a CAUTION! Cautions warn you of steps that may result in damage to your data or system if you do not follow them correctly. Please heed all cautions.

Section 1.2.3 – Characters, Digits and Decimals

Items that you must enter on the screen will be digits or characters. For characters, you can use any letter or number, and this guide indicates the maximum number of characters you can enter.

A digit is strictly a number. Items such as quantities are digits, and this guide indicates the maximum number of digits that you can use.

When a number has decimals, the number of digits and decimals allowed is shown in the form (4.2). In this example, you can enter up to 4 digits and 2 decimals. The format is (4.2-) if a negative number is allowed.

Section 1.3 – Organization of this Guide

This user's guide is organized into 7 chapters, plus an index and quick reference. It is set up in the same basic order as the utilities are listed on the menus, with a few exceptions. The chapters are:

Chapter 1 – Information about the TimeCard II System.

This chapter provides an overview of the TimeCard II System. Additionally general information about the operation of the system is provided here.

Chapter 2 – Setting Up the Time Card System.

This chapter describes the process necessary to prepare the TimeCard II system for use.

Chapter 3 – Passwords

This chapter describes the password system used by the TimeCard II system.

Chapter 4 – File Maintenance.

This chapter describes the File Maintenance menu options. Budget Account Codes, Employee Masters, TimeCard Transactions, Exception Time Transactions and import routines are covered here.

Chapter 5 – TimeCard Input.

This chapter describes the TimeCard input option where employees will clock in and clock out.

Chapter 6 – Employee TimeCard Inquiry.

This chapter describes the TimeCard inquiry where employees or managers may review an employee's TimeCard transactions.

Chapter 7 – TimeCard Reports.

This chapter describes the various procedures and options for printing timecards, as well as producing the input, exception, audit, expense, and campus worked reports produced by the system. Also described here are the procedures for interfacing with payroll systems.



***** SECURITY ALERT *****

The Password Section should be removed and kept in a secure location to help prevent unauthorized access to the system.

Section 1.4 – Using the TimeCard II System

This section describes basic information that you must know to use the TimeCard II System. It describes the menus, keys, passwords, and print devices.

Section 1.4.1 – Keys

There are several keys on the keyboard that you will use in addition to the normal alphabet and numeric keys. These keys are described below.

The ENTER Key

After typing information on the screen, you must press the ENTER key to tell the system you are finished. Throughout the instructions in this guide, you are reminded of this by the symbol .  means you should press the ENTER key. *Note that on some keyboards, the ENTER key is labeled RETURN.*

Capital Letters

Lock your keyboard to the uppercase characters (using the Caps Lock key ) while using the TimeCard II System. In Yes or No responses, the system accepts only a capital Y or N. Although you can use upper and lower case letters in other situations, doing so can cause confusion. If you use capital letters continuously,

you will avoid problems.

Backspace/ Delete

To erase information in a field, press the Backspace key . This key erases one character at a time, starting at the end.

Section 1.4.2 – Menus

The TimeCard II System options are organized into menus from which you can choose the task you want. Each item on a menu is preceded by two letters or two numbers. To select an item, just type the letters or numbers and press the  key.

Main Menu

There are several levels of menus in the system. The first menu is the main menu: it contains an item for each system you have, such as Food Service and Inventory, as well as one item for the TimeCard II system. The position of the items on this menu vary depending on the number of systems you have. To use the TimeCard II system, type the characters that precede TimeCard System (usually ) , and press . *This guide assumes you have already selected the TimeCard System when starting the instructions.*

TimeCard Main Menu After selecting the TimeCard System from the system menu, you will see the TimeCard main menu, as shown below.

```

MAY 19, 2003          D E M O   TimeCard II          CRT506 (XX=FS)  MEN301--24
                    TIMECARD SYSTEM MENU

01 = TIMECARD MAINTENANCE MENU
02 = TIMECARD INPUT
03 = EMPLOYEE TIMECARD INQUIRY
04 = TIMECARD REPORTS MENU
05 = MILEAGE OPTIONS

                    99 = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[      ]

Last Selection: TM-01-02      ***  EMPLOYEE MASTERFILE MAINTENANCE  ***
Computer Systems Design, Inc.

```

Figure 1 - TimeCard II System Main Menu

To choose an option from this menu, type the number that precedes it, and press . A sub-menu appears.

Sub-Menus

The sub-menu lists the tasks available for the chosen option. The three sub-menus are shown next.

```

MAY 19, 2003          D E M O   TimeCard II          CRT506 (XX=FS)  MEN301--24

                    TIMECARD MAINTENANCE MENU

01 = BUDGET CODE MASTER MAINTENANCE          13 = BUDGET CODE MASTERFILE PRINT
02 = EMPLOYEE MASTERFILE MAINT              14 = ADJUSTMENT PASSWORD MAINT
03 = TRANSACTION FILE MAINTENANCE
04 = EMPLOYEE EXCEPTION TIME MAINT          16 = EXCEPTION TIME POSTING
                                           17 = MASS DELETE EXCEPTION TIME

06 = PRINT EMPLOYEE MASTER (SHORT)
07 = PRINT EMPLOYEE MASTER (FULL)

                                           20 = EXTRACT OE CODES FROM EDP P/R

11 = MASS SET TRANX BUD BY DEPT              23 = MERGE EDP EMPLOYEES TO TIMECAR
12 = MASS SET PAY RATE BY DEPT

                                           99 = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[      ]

Last Selection: TM-01-02    ***  EMPLOYEE MASTERFILE MAINTENANCE  ***
Computer Systems Design, Inc.

```

Figure 2 - TimeCard II Maintenance Menu

```

MAY 19, 2003          D E M O   TimeCard II          CRT506 (XX=FS)  MEN301--24

                    TIME CARD REPORTS MENU

01 = TIMECARD AUDIT REPORTS MENU            13 = TIMECARD ERROR REPORT
02 = TIMECARD INPUT REPORT SUMMARY          14 = CAMPUS WORKED SUMMARY REPORT

04 = TIMECARD PRINT                          16 = EXTRACT TIMECARD TO EDP P/R
05 = EXCEPTION TIME REPORT BY DEPT          17 = PRINT TIMECARD EXTRACT
                                           18 = COPY REG/OT TO EDP (TYPE 2)
                                           19 = COPY O/EARNES TO EDP (TYPE 3)
08 = EMPLOYEE ID CARD PRINT MENU            20 = COPY OE/RATE TO EDP (TYPE 4)
09 = TIMECARD EXPENSE REPORTS MENU          21 = EMPLOYEE STATUS REPORT

12 = RATED TIMECARD

                                           99 = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[      ]

Last Selection: TM-01-02    ***  EMPLOYEE MASTERFILE MAINTENANCE  ***
Computer Systems Design, Inc.

```

Figure 3 - TimeCard II Reports Menu

```

MAY 19, 2003          D E M O   TimeCard II          CRT506 (XX=FS)  MEN301--24
                      MILEAGE OPTION MENU

01 = MILEAGE INQUIRY/REPORT
02 = MILEAGE TRANSACTION MAINT.

                      99 = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[   ]

Last Selection: TM-01-02      ***  EMPLOYEE MASTERFILE MAINTENANCE  ***
Computer Systems Design, Inc.

```

Figure 4 - TimeCard II Mileage Menu

To select a task from one of the sub-menus, type the number that precedes the task, and press . When you do, the instructions for the task appear.

Other Ways to Use Menus

To see a higher (previous) menu, you can enter    at the ENTER MENU OPTION prompt and the higher level menu will appear. If you want to quickly go to the System Main Menu you can type:    and you will be taken to your System Main Menu.

Section 1.4.3 – Passwords

Each item on the TimeCard System menu can be protected to control access by passwords to keep unauthorized persons from using the options. If your company wants to use passwords, an authorized person or "administrator" can assign them. Chapter 3 (pg. 15) discusses how to do this, but the password section may have been removed from that chapter to keep the password procedures secure.

Not all of the options have passwords. For example, you might want to protect only the Maintenance and Reports option. Thus anyone who runs the TimeCard II System could use the other main menu options. However, a few special options, such as Employee Maintenance, may have passwords even if none of the main menu options do.

Any time you select an option from a protected menu, you are asked to "Enter Password". Type the password and . To keep the password secure, it will not appear as you type it. If the password is correct, you will be allowed to continue. If it is incorrect, the system returns to the main menu. You can try again if you had made a mistake.

If you forget the password, see the TimeCard II system administrator.

Section 1.4.4 – Printer

Everyone using the TimeCard II System should have a printer where their reports are to print. This printer indicates the printer to be used and the print style.

When you see:

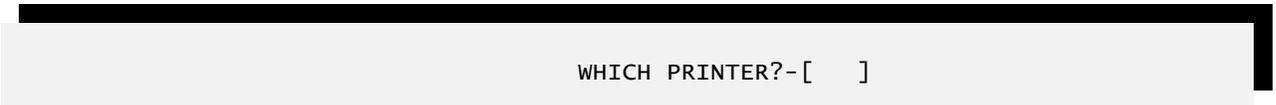


Figure 5 - Printer Selection

enter the number for the printer you want to use. Press  to use the default printer assigned to you. You will be asked to confirm the printer number to be used:

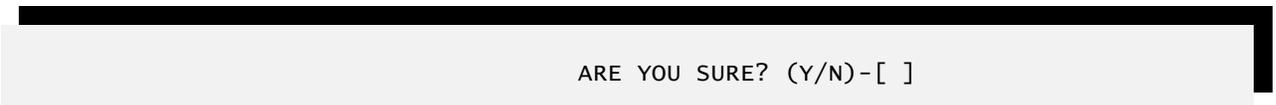


Figure 6 - Printer Selection Confirmation

Type Y if your choice was correct, other wise type N and you will be taken back to the Which Printer option.



If the an incorrect default printer number comes up for you, contact Systems Design and talk with a support person about changing your default printer number.

Section 1.5 – Glossary

This section defines some of the terminology used in this guide.

ALPHANUMERIC	A character set that contains numbers, letters, and special symbols, such as *,+.
CURSOR	A small square or dash that appears on the screen, marking your place.
DATA	Information that you enter into the computer.
DELETE	The process used to erase data.
FIELD	One piece of information within a record, such as an employee number, the total hours worked in a period, or a Budget Account Code.

FILE	A collection of information about a specific subject, such as personnel information or invoices.
FORMAT	A specific arrangement of data.
KEY	A key is used by the computer to access a specific record. It is the name or number by which a record is referenced when stored in a file, such as a budget account code or employee number.
NUMERIC	A character set that contains only numbers.
RECORD	A unit of information within a file, or a collection of fields within a file that uniquely describes a single item, such as Sam Smith's Employee Record or Invoice #302. Every record has a corresponding record number and is also referenced by a KEY.

Chapter 2 – Setting up the TimeCard System

Section 2.1 – Overview

This chapter contains information about setting up the Systems Design TimeCard II System. This chapter contains the options for setting the TimeCard options. Use these options to control how the system operates.

The tasks discussed in this chapter are:

- Overview of the setup and conversion process.
- Maintain TimeCard Parameters -- to create, modify, and delete the TimeCard System parameters.
- Password Files -- to password the system so only authorized persons can use it.

Section 2.2 – TimeCard Parameter Maintenance

This chapter instructs you on how to set up the parameters files for the TimeCard II System. Please read this chapter carefully before setting up or changing any of the parameters.

The parameters are setup in the System Parameter File. To access this you will enter  for System Maintenance at any Enter Menu Option prompt. The following screen will appear.

```
MAY 19, 2003          D E M O   TimeCard II          CRT506 (XX=FS)  MEN301--24
                    SYSTEM MAINTENANCE

01 = SCREEN / JCL / MESSAGE MAINT.          13 = ITX PRINTER EVFU PROGRAMMER
02 = MENU CONTROL/PASSWORD OPTIONS
03 = PRINT MENU DATA
04 = SYSTEMS LOG OPTIONS

                                17 = JCL'S & PROGRAMS BACKUP

08 = SYSTEM PARAMETER FILE MAINT           20 = UNIX COMMANDS MENU
09 = PRINT SYSTEM PARAMETER FILE
10 = HOLIDAY CALENDER MAINTENANCE          22 = DISPLAY PROCESS STATUSES
                                23 = ABORT PROCESSES
12 = CREATE CRT CONTROL STRINGS           24 = UNLOCK A TERMINAL

                                99 = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[      ]

Computer Systems Design, Inc.
```

Figure 7 - System Maintenance Menu

From this screen you will select System Parameter File Maint by entering

at the Enter Menu Option prompt. The following screen will appear.

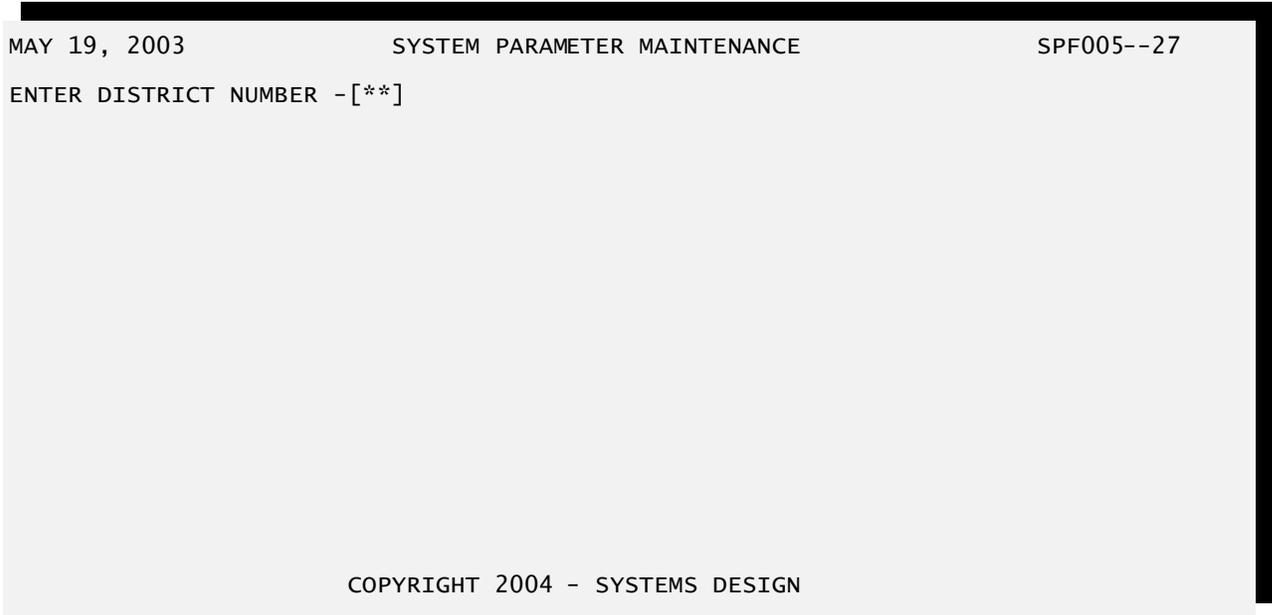


Figure 8 - TimeCard System Parameter Maintenance District Selection

You will enter the District Number you are working with. If you only work with one district, then you will usually use 1 as the district number. Press after entering the district number. When a valid district number is entered a selection screen such as the following will display.

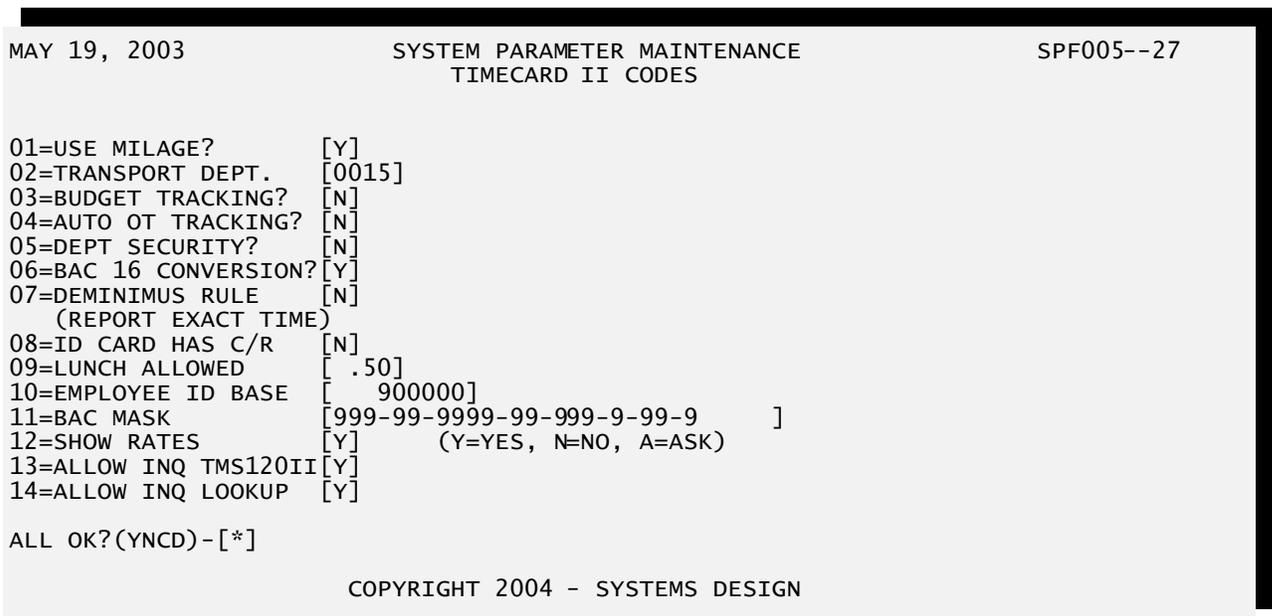


Figure 9 - TimeCard System Parameter Maintenance Menu

You will then select TimeCard II Codes by entering . If the TimeCard II Codes record does not exist you will be asked:

DO YOU WISH TO ADD TIMECARD II CODES (Y/N)? *

Figure 10 - TimeCard System Parameter Maintenance, TimeCard II Codes Addition Confirmation

Enter Y to setup the codes. If you do not want to setup the codes at this time then enter N.

If you are upgrading from an earlier version of TimeCard some values will already be filled in. You will have the option to change these values.

If the codes exist or you selected to create the codes the following screen will display.

```

MAY 19, 2003                SYSTEM PARAMETER MAINTENANCE                SPF005--27
                             TIMECARD II CODES

01=USE MILAGE?              [Y]
02=TRANSPORT DEPT.         [0015]
03=BUDGET TRACKING?        [N]
04=AUTO OT TRACKING?       [N]
05=DEPT SECURITY?          [N]
06=BAC 16 CONVERSION?     [Y]
07=DEMINIMUS RULE         [N]
    (REPORT EXACT TIME)
08=ID CARD HAS C/R        [N]
09=LUNCH ALLOWED           [ .50]
10=EMPLOYEE ID BASE       [ 900000]
11=BAC MASK                [999-99-9999-99-99-9 ]
12=SHOW RATES              [Y]          (Y=YES, N=NO, A=ASK)
13=ALLOW INQ TMS120II    [Y]
14=ALLOW INQ LOOKUP      [Y]

ALL OK?(YNCD)-[*]

                             COPYRIGHT 2004 - SYSTEMS DESIGN

```

Figure 11 - TimeCard System Parameter Maintenance, TimeCard II Codes

The options control the way the TimeCard II System behaves. Be sure you have a through understanding of the effects of changing an option before you change its value.

FIELD	FORMAT	EXPLANATION
01=USE MILAGE	1 character.	This option control whether the inter face with the mileage tracking system is activated.
02=TRANSPORT DEPT.	4 characters.	This is the Department Number associated with transportation employees who record their vehicle's mileage when they clock in or out.
03=BUDGET TRACKING	1 character.	This option controls whether Budget Accounting Codes are used for categorizing employee time.

- Y indicates that the interface is active and will require Budget Accounting Codes.
- N indicates that the interface is not active and will not use or accept Budget Accounting Codes.

04=AUTO OT TRACKING *1 character.*

This options controls whether the Default Overtime Accounts will be included in Budget Account Code File Maintenance. Additionally this will control whether or not the Default Overtime Accounts from the Budget Account Code File are reported on the TimeCard Audit Report.

05=DEPT SECURITY *1 character.*

This option controls whether security is implemented at a Departmental Level. Enabling this option causes the system to limit access only to the Department that is specified in the operator's password record.

- Y indicates Department Security will be used throughout the system.
- N indicates that department level security is not active for the system.

06=BAC 16 CONVERSION *1 character.*

This option indicates if the employee file has been converted to support the 16 Budget Accounts and Hourly Rates.

- Y indicates the conversion has been performed.
- N indicates the conversion process has not been performed. When an operator enters a program this flag will be checked and if it does not contain a Y then the operator will be informed that the necessary conversion routine has not been ran.



Use extreme caution when changing this switch. Running the conversion process a second time will corrupt the Employee Master file! There is not an "UNDO" for this option.

07=DEMINIMUS RULE (REPORT EXACT TIME) *1 character.*

This option indicates if the time is to be reported exactly or if it should be rounded.

If time is to be rounded it will be rounded to the nearest quarter of an hour on a daily basis. i.e. 7 minutes or less is rounded down and 8 minutes or more are rounded up.

- Y indicates that exact time will be reported.
- N indicates that the time will be rounded.

08=ID CARD HAS C/R 1 character.

This option indicates if the employee ID card has a carriage return programmed as part of the employee number.

- Y indicates the ID card contains a carriage return.
- N indicates the ID card does not contain a carriage return.

09=LUNCH ALLOWED 1.2 numeric.

This is the system default amount of time an employee is allowed for lunch. This is used when **Lunch Flag** (see page 33) is set to N and **Lunch Allowed** (see page 34) is set to zero.

10=EMPLOYEE ID BASE 9.0 numeric.

This value will be added to the Employee Number of the records imported from the EDP systems. See Section 4.22 (pg. 78) for further information.



Example: The EDP system employee number is 7056 and the value of the EMPLOYEE ID BASE is 900000, the Employee Number in the TimeCard system will be 907056 (7056 + 900000).

11=BAC MASK 30 characters.

This is the format for the Budget Account Number used by the Budgetary Account Codes (see Section 4.2 (pg. 26)).

When this field is selected for editing a window will appear along the valid codes. The field is input using the following characters:

- 9 a digit (0 - 9)
- A a letter (A - Z)
- D will be replaced by one character of the Department ID for the employee (Department IDs are 4 characters so you should insert DDDD to indicate all four positions of the Department ID)
- C will be replaced by one character of the Campus ID where the employee clocked in (Campus IDs are 3 characters so you should insert CCC to indicate all three positions of the Campus ID)
- (hyphen) a hyphen or dash will be inserted at this point in the Budget Account Number. This is used for formatting.
- .
- (period/decimal) a period or decimal will be inserted at this point in the Budget Account Number. This is used for formatting.
- (space) a space will be inserted at this point in the Budget Account Number. This is used for formatting.

12=SHOW RATES *1 character.*

This option indicates if the employee pay rates should be displayed on selected reports.

Y indicates the rates are always to be printed

N indicates the rates are never to be printed

A indicates the operator should be asked if the rates are to be printed

13=ALLOW INQ *1 character.*
TMS120II

This option indicates if inquiry is allowed by the employee in the TimeCard Input (see Section [5.2](#), pg. [81](#))

Y indicates that inquiry is allowed

N indicates that inquiry is not allowed

14=ALLOW INQ *1 character.*
LOOKUP

This option indicates if employee lookup is allowed by the employee in the TimeCard Input (see Section [5.2](#), pg. [81](#))

Y indicates that employee lookup is allowed

N indicates that employee lookup is not allowed

Chapter 3 – Passwords

Section 3.1 – Overview

This chapter contains the options for maintaining the Password controls used by the TimeCard II System. Use these options to control access to maintenance routines as well as reports.

The tasks discussed in this chapter are:

- Maintain Password Records – to create, modify, and delete password controls records for the TimeCard System
- Inquire Password Records - to display the passwords on file for the TimeCard System.
- Print Password Records - to produce a report of the passwords on file for the TimeCard System.



SECURITY ALERT!

THIS SECTION SHOULD BE REMOVED AND PLACED IN A SECURE LOCATION TO PREVENT UNAUTHORIZED USERS FROM HAVING ACCESS TO THESE INSTRUCTIONS.

For security purposes, it is recommended that you DO NOT WRITE PASSWORDS or SECURITY CODES IN THIS DOCUMENT.

Section 3.2 – Adjustment Password Maintenance

Purpose: To maintain passwords for control of the system.

Menu Selection: From the TimeCard System Main Menu,

TM-01-14

1. Type to choose TimeCard Maintenance Menu.
2. Type to choose Adjustment Password Maintenance.
3. You will be prompted for which printer to output the report:

WHICH PRINTER?-[]

Press and your default printer number will be displayed and used, otherwise enter the number of the printer to receive the report.



This function has the option of printing reports. Even though you may not plan to print the reports, it is necessary for you to enter the printer number. Be sure to select a printer in a secure location so unauthorized people do not have access to the report.

4. You will be asked to confirm the printer number to be used:

ARE YOU SURE? (Y/N)-[]

Type Y if your choice was correct, otherwise type N and you will be taken back to the *Which Printer* option.

5. You will be prompted to enter your password:

ENTER PASSWORD _____

Figure 12 - Adjustment Password Maintenance, Enter Password

Enter the password provided to you and press

Entering an invalid password will terminate this task.

6. You will be prompted to enter your Security Access Code:

Enter Security Access Code.. _____

Figure 13 - Adjustment Password Maintenance, Enter Security Access Code

Enter the Security Access Code provided to you and press

Entering an invalid Security Access Code will report:

Security Access Error_

Figure 14 - Adjustment Password Maintenance, Security Access Error

If you received this error, press to clear the error and you will be prompted to reenter your Security Access Code.

7. After entry of a valid Password and Security Access Code you will be presented with the Security Password Maintenance menu:



Figure 15 - Security Password Maintenance Menu

8. Enter the Number for the function you want to perform.

Enter to exit this menu.

After entry of the information one of several things will occur depending which function you select. Go to the appropriate step as noted:

- Add - Go to Section [3.3](#) (pg. [17](#)).
- Change - Go to Section [3.4](#) (pg. [19](#)).
- Delete - Go to Section [3.5](#) (pg. [20](#)).
- Display - Go to Section [3.6](#) (pg. [21](#)).
- Print - Go to Section [3.7](#) (pg. [22](#)).

Section 3.3 – Adjustment Password Maintenance, Add

Purpose: To add passwords for control of the system.

Menu Selection: From the Security Password Maintenance Menu (TM-01-14),

TM-01-14-1

1. Type to choose Add New Password.
2. The screen displays:

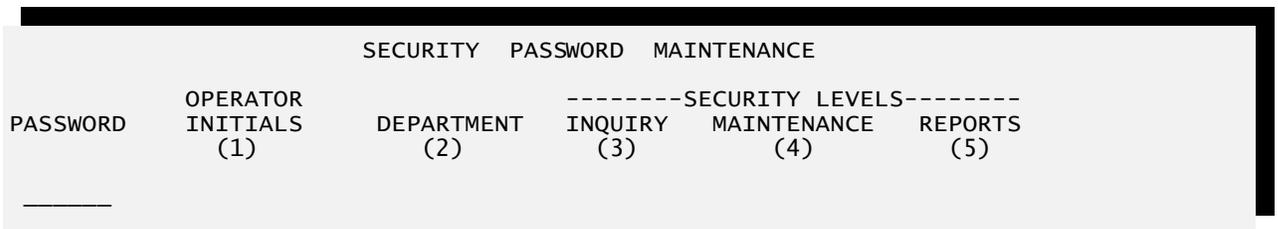


Figure 16 - Adjustment Password Maintenance, Add Screen

3. Enter the password that you want to add.

If you press without entering a password, the task will terminate and return you to the Security Password Maintenance Menu.

If the password is already on file, the message displays:

**ALREADY ON FILE, PRESS <ENTER>

Press to clear the message and you will be allowed to enter another password.

4. Enter the operator initials as associated with this password.
5. Enter the Department to be associated with this operator. If the operator is authorized to work in all Departments enter .
6. Enter if the operator is authorized to perform Inquiries, otherwise enter .
7. Enter if the operator is authorized to perform Maintenance, otherwise enter .
8. Enter if the operator is authorized to perform Reports, otherwise enter .
9. After entry of the above fields an ANY CHANGES ? (Y OR N) prompt displays.

If the entries are correct, press .

If you want to change any of the fields, press and you will be prompted for the field number to change.

Field	Format	Purpose
Password	6 characters.	Unique password for a user. <i>Case insensitive.</i>
Initials	3 characters.	Initials of the operator this password is assigned to. <i>Case Insensitive. This ID will be stored in the system log as the author of any changes authorized with this password. These should be unique so it will be clear who performed changes in your system.</i>
Department	4 characters.	This is the Department ID this password user is authorized to work with. <i>Enter 9999 to authorize a user for ALL departments.</i>
Inquiry	1 character.	This field indicates if the user is authorized to perform inquiries for the Department. <ul style="list-style-type: none">• Y User can perform inquiries.• N User is not allowed to perform inquiries.

Maintenance	<i>1 character.</i>	This field indicates if the user is authorized to perform maintenance for the Department. <ul style="list-style-type: none"> • Y User can perform maintenance. • N User is not allowed to perform maintenance.
Reports	<i>1 character.</i>	This field indicates if the user is authorized to perform reports for the Department. <ul style="list-style-type: none"> • Y User can perform reports. • N User is not allowed to perform reports.

Section 3.4 – Adjustment Password Maintenance, Change

Purpose: To change information related to a password for control of the system.

Menu Selection: From the Security Password Maintenance Menu (TM-01-14),

TM-01-14-2

1. Type **2** to choose Change Existing Password.
2. The screen displays:

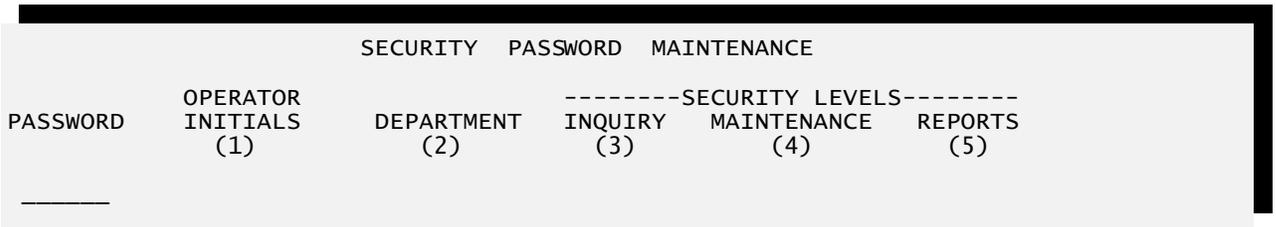
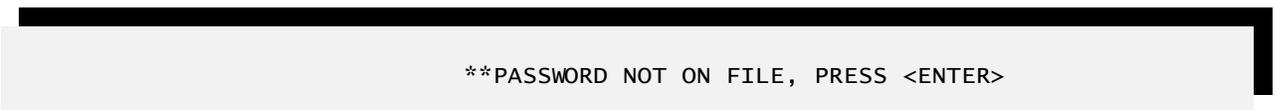


Figure 17 - Adjustment Password Maintenance, Change Screen

3. Enter the password that you want to change related information for.
If you press **↵** without entering a password, the task will terminate and return you to the Security Password Maintenance Menu.
If the password is not on file, the message displays:



Press **↵** to clear the message and you will be allowed to enter another password, otherwise the record will display:

SECURITY PASSWORD MAINTENANCE					
PASSWORD	OPERATOR INITIALS (1)	DEPARTMENT (2)	INQUIRY (3)	SECURITY LEVELS MAINTENANCE (4)	REPORTS (5)
ENCAJE	RKM	9999	Y	N	Y
ANY CHANGE ? (Y OR N) _					

Figure 18 - Adjustment Password Maintenance, Change Screen Sample

See page 18 for explanations about the fields.

- After the record is displayed you will be at the ANY CHANGE ? (Y OR N) prompt.

If the entries are correct or no changes need to be made, press **N**.

If you want to change any of the fields, press **Y** and you will be prompted for the number of the field you wish to change. Enter the number of the field and press **↵**. You will be positioned at the field where you may enter the new value and press **↵** to return you to the ANY CHANGE ? (Y OR N) prompt.

Section 3.5 – Adjustment Password Maintenance, Delete

Purpose: To delete a pass word from control of the system.

Menu Selection: From the Security Password Maintenance Menu (TM-01-14),

- TM-01-14-3
- Type **3** to choose *Delete Existing Password*.
 - The screen displays:

SECURITY PASSWORD MAINTENANCE					
PASSWORD	OPERATOR INITIALS (1)	DEPARTMENT (2)	INQUIRY (3)	SECURITY LEVELS MAINTENANCE (4)	REPORTS (5)

Figure 19 - Adjustment Password Maintenance, Delete Screen

3. Enter the password that you want to delete.

If you press without entering a password, the task will terminate and return you to the Security Password Maintenance Menu.

If the password is not on file, the message displays:

```
**PASSWORD NOT ON FILE, PRESS <ENTER>
```

Press to clear the message and you will be allowed to enter another password, otherwise the record will display:

SECURITY PASSWORD MAINTENANCE					
PASSWORD	OPERATOR INITIALS (1)	DEPARTMENT (2)	INQUIRY (3)	SECURITY LEVELS MAINTENANCE (4)	REPORTS (5)
ENCAJE	RKM	9999	Y	N	Y
OK TO DELETE ? (Y OR N) _					

Figure 20 - Adjustment Password Maintenance, Delete Screen Sample

See page [18](#) for explanations about the fields.

4. After the record is displayed you will be at the OK TO DELETE ? (Y OR N) prompt.

If you do not want to delete this record, press and you will be allowed to enter another password.

If you want to delete this record, press and the record will be deleted.

Section 3.6 – Adjustment Password Maintenance, Display

Purpose: To display the passwords on file for the TimeCard System.

Menu Selection: From the Security Password Maintenance Menu (TM-01-14),

TM-01-14-4

1. Type to choose *Display Passwords*.
2. The screen displays the records:

PASSWORD	OPERATOR INITIALS (1)	DEPARTMENT (2)	SECURITY PASSWORD MAINTENANCE		
			INQUIRY (3)	MAINTENANCE (4)	REPORTS (5)
ENCAJE	RKM	0016	Y	N	Y
FECHE	GJG	0025	Y	N	Y
KANT	JSD	9999	Y	Y	Y
TADS	TWH	0087	Y	N	Y
EMERAL	KB	0023	Y	N	Y
SUGAR	NPH	0025	Y	N	Y
MEI	JVO	0036	Y	N	Y
PHJP	PH	0058	Y	N	Y
LOKK	VEE	0089	Y	N	Y
JULI	EEN	0032	Y	N	Y
SALT	DLH	0017	Y	N	Y
MONDE	FRA	0079	Y	N	Y
GENES	DS	0053	Y	N	Y

<ENTER> FOR NEXT PAGE OR <E> TO END
ENTER RESPONSE *

Figure 21 - Adjustment Password Maintenance, Display Passwords Sample

- If there are more password entries than can display on the screen, you will be prompted <ENTER> FOR NEXT PAGE OR <E> TO END.

Press  and the next page of entries will display.

Press  and you will return to the Security Password Maintenance Menu.

If there are no more password entries to display, you will be prompted <ENTER> TO END.

Press  and you will return to the Security Password Maintenance Menu.

Section 3.7 – Adjustment Password Maintenance, Print

Purpose: To list the passwords on file for the TimeCard System.

Menu Selection: From the Security Password Maintenance Menu (TM-01-14),

TM-01-14-5

- Type  to choose Print Passwords.
- The report will print on the specified printer and will return to the Security Password Maintenance Menu.

PASSWORD	OPERATOR INITIALS (1)	DEPARTMENT (2)	-----SECURITY LEVELS-----		
			INQUIRY (3)	MAINTENANCE (4)	REPORTS (5)
ENCAJE	RKM	0016	Y	N	Y
FECHE	GJG	0025	Y	N	Y
KANT	JSD	9999	Y	Y	Y
TADS	TWH	0087	Y	N	Y
EMERAL	KB	0023	Y	N	Y
SUGAR	NPH	0025	Y	N	Y
MEI	JVO	0036	Y	N	Y
PHJP	PH	0058	Y	N	Y
LOKK	VEE	0089	Y	N	Y
JULI	EEN	0032	Y	N	Y
SALT	DLH	0017	Y	N	Y
MONDE	FRA	0079	Y	N	Y
GENES	DS	0053	Y	N	Y
KANT1	GS	0059	Y	N	Y
DENTEL	JJJ	9999	Y	Y	Y
IVORY	LMH	0034	Y	N	Y

Figure 22 - Adjustment Password Maintenance, Print, Sample Report

Chapter 4 – File Maintenance

Section 4.1 – Overview

This chapter contains the options for maintaining the TimeCard II System files and records. Use these options to define Budget Accounting Codes, maintain employee records and edit TimeCard transactions, among others.

The tasks discussed in this chapter are:

- Maintain Budget Accounting Code Records – to create, modify, and delete records in the Budget Accounting Code file.
- Maintain Employee Masterfile Records – to create, modify, and delete records in the Employee Masterfile.
- Maintain Employee TimeCard Transactions – to create, modify and delete TimeCard transactions.
- Maintain Employee Exception TimeCard Transactions – to create, modify and delete Exception TimeCard transactions (Jury Duty, Holiday, Leave, etc).
- Print Employee Master (Short) – to produce a report listing basic employee information.
- Print Employee Master (Long) – to produce a report listing all information for employees.
- Mass Set Trans Bud By Dept – to set the Employee Masterfile Budget Accounting Code to records with the missing BAC in the Transaction file based on Date Range and Department.
- Mass Set Pay Rate By Dept – to set Pay Rates, Budget Accounting Code and Employee Type in the Employee Masterfile based on Department.
- Budget Code Masterfile Print – To print the Budget Account Codes and related information.
- Adjustment Password Maintenance – to password the Employee TimeCard Maintenance so only authorized persons can use it.
- Exception Time Posting – to create Exception TimeCard transactions by Campus or Specific Employees.
- Mass Delete Exception Time – to delete Exception TimeCard transactions by Campus, Transaction Date and Exception Code.
- Extract OE Codes from EDP P/R – to extract EDP Other Earnings Codes and create corresponding Budget Accounting Codes.
- Merge EDP Employees to TimeCard – to extract EDP Personnel Masters and create corresponding Employee Masters.

Section 4.2 – Budget Code Master Maintenance

Purpose To add, change or delete account information in the Budget Code Master File.



These records are only used to validate the entry of codes in various sections of the TimeCard II system. The information DOES NOT feed back into the EDP system.



These records should be imported directly from the EDP Personnel System. This will be the quickest as well as most accurate way of setting up the accounts. See Section 4.21 (pg. 77) for further information.

Menu Selection: From the TimeCard System Main Menu,

TM-01-01

1. Type to choose TimeCard Maintenance Menu.
2. Type to choose Budget Code Master Maintenance.
3. The screen displays:

```

MAY 19, 2003          BUDGET ACCOUNT CODE MAINTENANCE          TMS004II-22
BUDGET ACCOUNT CODE-[ ]    PRESS <ENTER> TO QUIT
  
```

Figure 23 - Budget Account Code Maintenance, Account Code Entry Screen

4. Enter the Budget Account Code and for the record you want to create, edit, or delete. The Budget Account Code identifies a record in the file.
 - Entering without entering a Budget Account Code will exit you from this task.
 - Entering will bring up a window with a list of Budget Account Codes. You may use the and keys to move the cursor up and down in the list. To select the highlighted code press . To exit the lookup and not select a record press any other key.
 - If you see a screen similar to:

```

+-----+
|          ** RECORD IN USE **          |
| FILE NAME: BA005MST                   |
| PROCESS ID: 0022344                   |
| USER ID:  rkmtms                      |
| Press <Enter> To Retry                 |
| Press <CTRL C> To Abort                |
+-----+
  
```

Figure 24 - Budget Account Code Maintenance, Record In Use Screen

This means you requested a record being edited by someone else. Only one person can edit a record at a time. The person who has the record locked is identified by USER ID which is their login ID.

Press to retry retrieving the record.

You may break out of the record lock screen by pressing . You will then have the option to log out of the system by press or press to return you to a menu.

- If no records exists for the code you entered, you will be prompted with:

DO YOU WANT TO ADD NEW ACCOUNT? - *

Figure 25 - Budget Account Code Maintenance, New Account Confirmation

Enter to create a record for this code, otherwise enter to enter a different Budget Account Code.

If you choose to create a new record, a blank screen will be presented for you to fill in the information for each field.

- If the record exists, it will be displayed as shown below and you can edit, or delete it, as described below.

```

MAY 19, 2003          BUDGET ACCOUNT CODE MAINTENANCE          TMS004II-22
  BUDGET ACCOUNT CODE-[A01]
01=ACCT DESCRIPTION-[AIDE SALARY ]
02=BUDGET ACCT NUM  -[199-11-6129-00-110-3-11-A    ]
03=ACCOUNT ACTIVE  -[M]
05=EXTRA PAY ACCT  -[  ]
06=ACCOUNT TYPE    -[M]
07=ACCESS          -[  ]

ALL OK?(YNC)-[*]

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```

Figure 26 - Budget Account Code Maintenance, Edit Screen

5. To edit the record:

At the ALL OK? (YNC) prompt type and you will be prompted for the number of the field you wish to change. Enter the number of the field and press . You will be positioned at the field where you may enter the new value and press to return you to the field number prompt. Press at the field number prompt when you have completed your changes. You will then be returned to the All OK prompt where you may type to keep the changes.

6. To delete the record, type . You will be asked to confirm your decision to delete the record. At the ALL OK? (YN) prompt type to keep the record. If you are sure you want to delete the record you can enter .



CAUTION: Be sure you want to delete the record. There is NO way to bring it back.

Field	Format	Purpose
Budget Account Code	3 characters.	Uniquely identifies a single record
Account Description	12 characters.	Describes the purpose of the account. <i>Reference Only</i>
Budget Account Number	18 characters.	This is the Budget Account number associated with this account. <i>Reference Only</i>
Account Active	1 character.	This field indicates if this record is active for use. <ul style="list-style-type: none"> • Y indicates the Budget Account Code is available for use. • N indicates the Budget Account Code is not available for use.
Default Overtime Account	3 characters.	This field indicates a different account code to be used for overtime hours.
		This field is only available if the Auto OT Tracking option is turned on. See Auto OT Tracking in Section 2.2 (pg. 12).
Extra Pay Account	3 characters.	This field indicates a different account code to be used for extra hours. Extra hours are hours worked in excess of the scheduled or allowed hours but less than the Overtime Threshold (See Allowable Hours, pg. 34 , Scheduled Hours, pg. 36 , OT Threshold, pg. 34).
Account Type	1 character.	This field is informational only. <i>Reference Only</i>



Access *1 character.* This field is informational only. *Reference Only*

Section 4.3 – Employee Master Maintenance

Purpose: To add, change or delete employee information in the Employee Master File.



These records are only used to validate the entry of codes in various sections of the TimeCard II system. The information DOES NOT feed back into the EDP system.



These records should be imported directly from the EDP Personnel System. This will be the quickest as well as most accurate way of setting up the accounts. See Section [4.22](#) (pg. 78) for further information.

Menu Selection: From the TimeCard System Main Menu,

TM-01-02

1. Type to choose *TimeCard Maintenance Menu*.
2. Type to choose *Employee Master Maintenance*.
3. The screen displays:

MAY 19, 2003	EMPLOYEE MASTERFILE MAINTENANCE	TMS005II-22
EMPLOYEE NO - [*****]		

Figure 27 - Employee Master Maintenance, Employee Number Entry Screen

4. Enter the Employee Number and for the record you want to create, edit, or delete. The Employee Number identifies a record in the file.
 - Pressing without entering an Employee Number will exit you from this task.
 - Entering will bring up an employee search window. You will be prompted to enter **LAST NAME:**. Press without entering part of an employee name will exit you from the lookup. After entering the last name information, you will be prompted for the **FIRST NAME:**. You may enter none, all, or part of a first name to refine your search. Press when you have entered the first name and the list of employees will display. You may use the and keys to move the cursor up and down in the list. To select the highlighted employee press . To exit the lookup and not select a record press any other key.
 - If you see a screen similar to:

```

+-----+
| ** RECORD IN USE ** |
| FILE NAME: EM005MST |
| PROCESS ID: 0022344 |
| USER ID:  rkmtms    |
| Press <Enter> To Retry |
| Press <CTRL C> To Abort |
+-----+

```

Figure 28 - Employee Master Maintenance, Record In Use Screen

This means you requested a record being edited by someone else. Only one person can edit a record at a time. The person who has the record locked is identified by USER ID which is their login ID.

Press  to retry retrieving the record.

You may break out of the record lock screen by pressing  . You will then have the option to logout out of the system by press  or press  to return you to a menu.

- If no records exists for the employee number you entered, you will be prompted with:

```

DO YOU WANT TO ADD NEW EMPLOYEE?- *

```

Figure 29 - Employee Master Maintenance, New Employee Confirmation

Enter  to create a record for this employee, otherwise enter  to enter a different Employee Number.

If you choose to create a new record, a blank screen will be presented for you to fill in the information for each field.

- If the record exists, it will be displayed as shown below and you can edit, or delete it, as described below.

```

MAY 19, 2003          EMPLOYEE MASTERFILE MAINTENANCE          TMS005II-22

EMPLOYEE NO  -[000101741]

01=EMP LAST NAME-[SMITH           ]          16=WORK CYCLE  -[ ]
02=EMP FRST NAME-[LINDA           ]          17=DOCK YTD HRS -[ .00 ]
03=EMP MDDL NAME-[                 ]          18=ALLOWABLE HRS-[ .00 ]
04=EMP ADDRESS  -[1810 SILVER SANDS DRIVE ]  19=HOURS DATE   -[10/10/2000]
05=EMP CITY/STA -[CORPUS CHRISTI, TX ]      20=SICK ALLOW   -[ .00 ]
06=EMP ZIP CODE -[000078413]                21=VAC ALLOW    -[ .00 ]
07=EMP PHONE    -[3612445555]                22=SICK ACCUM   -[ .00 ]
08=SOC SEC NO   -[645708339]                23=VAC ACCUM    -[ .00 ]
09=DIST EMP NO  -[000101741]                24=LUNCH ALLOWED-[ .00 ]
10=CAMPUS ID    -[0114]                      25=OT THRESHOLD -[ 2.02 ]
11=DEPARTMENT # -[0114]
12=CURR STATUS  -[I]
13=ACTIVE?(Y/N) -[Y]
14=LUNCH FLAG   -[Y] Y=CLOCKS OUT AT LUNCH
15=TEMP-EMPL    -[Y]

ALL OK?(YNCR)-[*]
R=Change Rates

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```

Figure 30 - Employee Master Maintenance, Edit Screen

- To edit the record:

At the ALL OK? (YNCR) prompt type **N** and you will be prompted for the number of the field you wish to change. Enter the number of the field and press **↵**. You will be positioned at the field where you may enter the new value and press **↵** to return you to the field number prompt. Press **↵** at the field number prompt when you have completed your changes. You will then be returned to the All OK prompt where you may type **Y** to keep the changes.

- To Review or Edit the Employee's rates, type **R** and a secondary window will display with the Employee's Rates, Dates, Budget Account Codes and Scheduled Hours.

```

MAY 19, 2003+-----EMPLOYEE RATES & BUDGET CODES-----+
EMPLOYEE | HOURLY | RATE | CHANGE | BUDGET | SCHEDULED
           | RATE   | DATE  | DATE    | CODE   | HOURS
01=EMP LAST |01=[ 7.5000 ] |02=[11/12/2003] |03=[A01] | [AIDE SALARY ] |04=[ .00]
02=EMP FRST |05=[ 8.7500 ] |06=[11/12/2003] |07=[B02] | [SUMMER SCH   ] |08=[ .00]
03=EMP MDDL |09=[10.5000 ] |10=[01/10/2000] |11=[A03] | [BUS DUTY-REG] |12=[ .00]
04=EMP ADDRE|13=[ 7.0000 ] |14=[01/01/2003] |15=[A98] | [STAFF MEETG.]|16=[ .00]
05=EMP CITY/|17=[ 8.1000 ] |18=[02/20/2003] |19=[B89] | [HS VOE DRIVE]|20=[ .00]
06=EMP ZIP C |21=[ 0.0000 ] |22=[00/00/0000] |23=[    ] | [                ] |24=[ .00]
07=EMP PHONE |25=[ 0.0000 ] |26=[00/00/0000] |27=[    ] | [                ] |28=[ .00]
08=SOC SEC N |29=[ 0.0000 ] |30=[00/00/0000] |31=[    ] | [                ] |32=[ .00]
09=DIST EMP  |33=[ 0.0000 ] |34=[00/00/0000] |35=[    ] | [                ] |36=[ .00]
10=CAMPUS ID |37=[ 0.0000 ] |38=[00/00/0000] |39=[    ] | [                ] |40=[ .00]
11=DEPARTMEN|41=[ 0.0000 ] |42=[00/00/0000] |43=[    ] | [                ] |44=[ .00]
12=CURR STAT |45=[ 0.0000 ] |46=[00/00/0000] |47=[    ] | [                ] |48=[ .00]
13=ACTIVE?(Y|49=[ 0.0000 ] |50=[00/00/0000] |51=[    ] | [                ] |52=[ .00]
14=LUNCH FLA|53=[ 0.0000 ] |54=[00/00/0000] |55=[    ] | [                ] |56=[ .00]
15=TEMP-EMPL|57=[ 0.0000 ] |58=[00/00/0000] |59=[    ] | [                ] |60=[ .00]
           |61=[ 0.0000 ] |62=[00/00/0000] |63=[    ] | [                ] |64=[ .00]
ALL OK?(YNCR|
R=Change Rat|FIELD-[**]
+-----+

```

Figure 31 - Employee Master Maintenance, Rates & Budget Codes

To edit the Rates, Dates, Budget Codes or Scheduled Hours:

At the FIELD prompt you are prompted for the number of the field you wish to change. Enter the number of the field and press . You will be positioned at the field where you may enter the new value and press . You will return to the field number prompt.

To exit this screen Press at the field number prompt when you have completed your changes or viewing.

- To delete the record, type . You will be asked to confirm your decision to delete the record. At the ALL OK? (YN) prompt type to keep the record. If you are sure you want to delete the record you can enter .



CAUTION: Be sure you want to delete the record. There is NO way to bring it back.

Field	Format	Purpose / Notes
Employee No	9 characters.	Uniquely identifies an employee's record.
Emp Last Name	20 characters.	Employee's Last Name. <i>Required - non-blank.</i>
Emp Frst Name	15 characters.	Employee's First Name or Initial. <i>Required - non-blank.</i>
Emp Mddl Name	15 characters.	Employee's Middle Name or Initial. <i>Optional.</i>

Emp Address	25 characters.	Employee's Address. <i>Reference Only.</i>
Emp City/Sta	20 characters.	Employee's City, State. <i>Reference Only.</i>
Emp Zip Code	9 digits.	Employee's Zip Code. <i>Reference Only.</i>
Emp Phone	10 digits.	Employee's Telephone Number. <i>Reference Only.</i>
Soc Sec No	9 digits.	Employee's Social Security Number. <i>Reference Only.</i>
Dist Emp No	9 digits.	Employee's District Employee Number. This number is used when interfacing to other payroll systems.
Campus ID	4 characters.	Employee's Primary Campus ID. <i>Used for ordering employees.</i>
Department #	4 characters.	Employee's Primary Department Number. <i>Used for ordering employees.</i>
Curr Status	1 character.	Employee's Current TimeCard Status. <ul style="list-style-type: none"> • I indicates the employee is currently clocked in. • O indicates the employee is currently clocked out.
Active?(Y/N)	1 character.	Employee's TimeCard Access Status. <ul style="list-style-type: none"> • Y indicates the employee is allowed to use the TimeCard System. • N indicates the employee is not allowed to use the TimeCard System.
Lunch Flag	1 character.	Employee's Lunch Clock Out flag. <ul style="list-style-type: none"> • Y indicates the employee clocks out during lunch. • N indicates the employee does not clock out during lunch. The time specified in Lunch Allowed will be automatically deducted from this employee's daily hours.
Temp-Emp	1 character.	Employee's Temporary Status. <i>Reference Only.</i> <ul style="list-style-type: none"> • Y indicates the employee is a temporary employee.

		<ul style="list-style-type: none"> • N indicates the employee is not a temporary employee.
Work Cycle	<i>1 character.</i>	<p>Employee's Work Cycle.</p> <ul style="list-style-type: none"> • D indicates the employee works a daily schedule. • W indicates the employee works a weekly schedule.
Dock YTD Hrs	<i>3.2- numeric.</i>	Number of hours has been Docked YTD. <i>Not Editable.</i>
Allowable Hrs	<i>3.2- numeric.</i>	<p>Number of Hours is scheduled to work.</p> <ul style="list-style-type: none"> • Hours above this limit will be reported as Excess Hours on the Audit report and posted to the EXTRA PAY ACCT specified in the Budget Account Code. • When exception time is entered, this is the default number of hours. • This field does not cause the SCHEDULED HOURS OVER AND UNDER to print on the timecard. Use the Scheduled Hours field for that purpose.
		This field does not cause the SCHEDULED HOURS OVER AND UNDER to print on the timecard. Use the Scheduled Hours field (pg. 36) for that purpose.
		This field is not used if ANY Scheduled Hours (pg. 36) are specified for the employee.
		This field is used for automatic posting of exception time (e.g. holidays), see Exception Time by Campus - Section 4.17 (pg. 69), Exception Time by Individuals - Section 4.18 (pg. 71).
Hours Date	<i>6 digits.</i>	Date the Allowable Hours field was last changed.
Sick Allow	<i>3.2- numeric.</i>	Number of sick hours allowed per work period. <i>Reference Only.</i>
Vac Allow	<i>3.2- numeric.</i>	Number of vacation hours allowed per work period. <i>Reference Only.</i>
Sick Accum	<i>3.2- numeric.</i>	Number of sick hours available for use. <i>Reference Only.</i>
Vac Accum	<i>3.2- numeric.</i>	Number of vacation hours available for use. <i>Reference</i>

Only.

Lunch Allowed	<i>1.2- numeric.</i>	Number of hours an employee is allowed for lunch. This is used when Lunch Flag is set to N. If the amount is set to zero, then the amount specified in the TimeCard System Parameter File (see LUNCH ALLOWED on page 13) will be used.
OT Threshold	<i>3.2- numeric.</i>	Number of hours an employee can work before being raised to overtime.
Employee Type	<i>1 character.</i>	Indicator of how an employee's hours are calculated. <ul style="list-style-type: none"> • P Prescheduled Hours - Indicates the employee's regular hours are not to be reported. This may indicate a para-professional employee or someone who is salaried. • D Dual Rate - Indicates an employee has multiple rates, otherwise all time is based on the primary (first) pay rate. • S Salaried - Indicates an employee's Allowable hours aren't to be reported to the payroll interface.



e.g. An employee is contracted to work 30 hours a week for a fixed amount of money. The employee master is set up with the following fields:

Work Cycle W

Allowable Hours 30.00

OT Threshold 40.00

Employee Type S

Scenario 1: The employee works 28.00 hours.

No time will be reported to the payroll system since he worked less hours than his salary requires. The payroll system will pay the base salary.

Scenario 2: The employee works 35.00 hours.

5 hours of Excess time will be reported to the payroll system since he worked 5.00 more hours than his salary requires. The

payroll system will pay the base salary plus 5 hours. The extra hours will be associated with the Extra Pay Account specified in the Budget Account Master. If no code is specified, the hours will be associated with the Budget Account Code.

Scenario 3: The employee works 45.00 hours.

10 hours of Excess time and 5 hours of overtime will be reported to the payroll system since he worked more hours than his salary requires.

45 total hours worked - 40 hours (OT Threshold) = 5 hours overtime.

40 regular hours worked - 30 hours (Allow Hours) = 10 hours Excess time.

The payroll system will pay his base salary plus 5 hours overtime plus 10 excess hours at the hourly rate.

Hourly Rate	<i>3.4- numeric.</i>	The hourly rate for this employee for time associated with the Budget Account Code.
		The first rate (Field 01) is the default rate. If an Hourly Rate is not specified for a Budget Accounting Code, then the first rate will be used for all calculations.
Rate Change Date	<i>6 digits.</i>	Date the Hourly Rate field was last changed.
Budget Acct Code	<i>3 characters.</i>	A Budget Account Code authorized for this employee.
Scheduled Hours	<i>2.2 numeric.</i>	The number of hours the employee is scheduled to work for the Budget Acct Code.
		This field causes the SCHEDULED HOURS OVER AND UNDER to print on the timecard.
		This field OVERRIDES the Allowable Hours (pg. 34) for the employee.

Section 4.4 – Transaction File Maintenance, Inquiry

Purpose: To add, change, delete or inquire TimeCard transactions in the Transaction File.



Exception time transactions are not accessed with this program. See Section [4.9](#) (pg. [50](#)) for further information on Exception Time.



Add, Change, and Delete functions are covered in sections [4.6](#) (pg. [44](#)), [4.7](#) (pg. [48](#)), and [4.8](#) (pg. [49](#)) respectively. An overview of these functions are described in Section [4.5](#) (pg. [42](#))

Menu Selection:

From the TimeCard System Main Menu,

TM-01-03

1. Type to choose *TimeCard Maintenance Menu*.
2. Type to choose *Transaction File Maintenance*.
3. The screen displays:

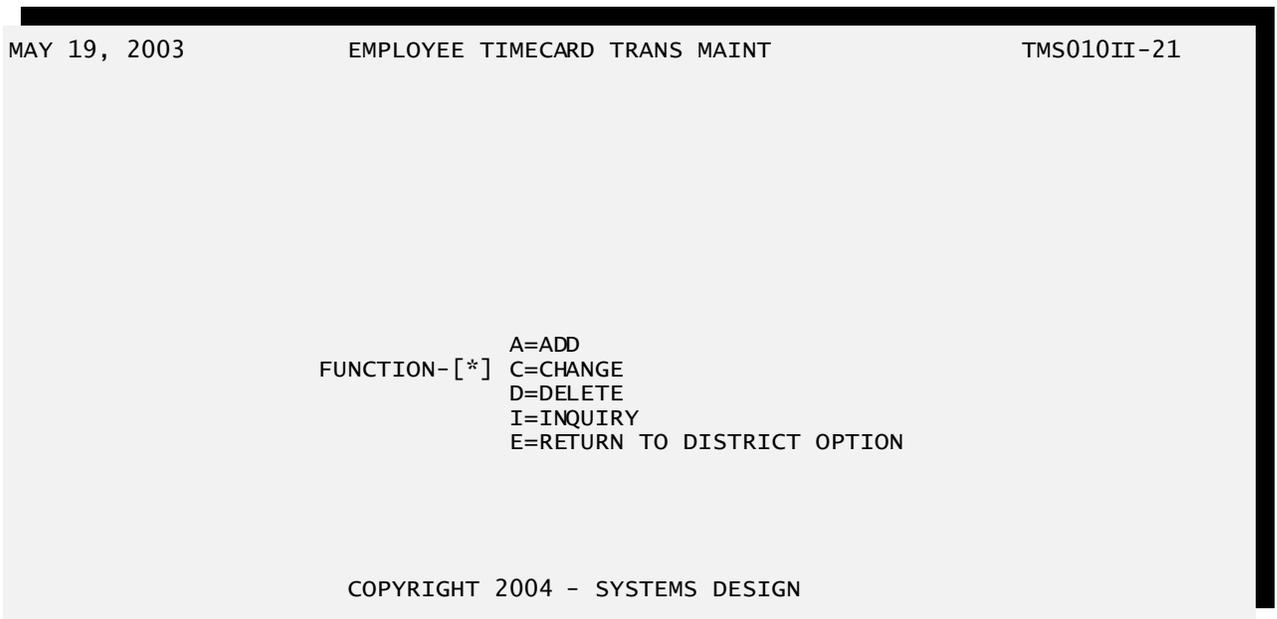


Figure 32 - Transaction File Maintenance, Menu Screen

4. From this menu you select which function you wish to perform.
 - A Add TimeCard entries to the transaction file.
 - C Change TimeCard entries in the transaction file.
 - D Delete TimeCard entries from the transaction file.
 - I Inquire TimeCard entries in the transaction file.
 - E Exit from Transaction File Maintenance



To help facilitate understanding TimeCard Transactions will first look at the Inquiry option since it will show some concepts that it is necessary to understand for the Add/Change/Delete functions.

5. Type and the TimeCard Inquiry screen will display:

MAY 19, 2003

EMPLOYEE TIMECARD TRANS MAINT

TMS010II-21

```

FUNCTION- [*]
A=ADD
C=CHANGE
D=DELETE
I=INQUIRY
E=RETURN TO DISTRICT OPTION

```

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Figure 33 - TimeCard Maintenance, TimeCard Inquiry

6. Enter the Employee Number and  for the employee you want to inquire. The employee's name will display to the right.
 - Pressing  without entering an Employee Number will exit you from this task.
 - Entering   will bring up an employee search window. You will be prompted to enter **Last Name:**. Press  without entering part of an employee name will exit you from the lookup. After entering the last name information, you will be prompted for the **First Name:**. You may enter none, all, or part of a first name to refine your search. Press  when you have entered the first name and the list of employees will display. You may use the  and  keys to move the cursor up and down in the list. To select the highlighted employee press . To exit the lookup and not select a record press any other key.

After entering an employee number the screen will display:

```

PERIOD START DATE-[***** ]

```

Figure 34 - TimeCard Maintenance, TimeCard Inquiry, Period Start Date

7. Enter the Start Date (MMDDYY) of the period you want to inquire. Transactions before this date will not display.

After entering the Period Start Date the screen will display:

```
PERIOD STOP DATE--[***** ]
```

Figure 35 - TimeCard Maintenance, TimeCard Inquiry, Period Stop Date

8. Enter the Stop Date (MMDDYY) of the period you want to inquire. Transactions after this date will not display.
After entry of the information you will be asked to confirm your entries.

```
MAY 19, 2003                TIMECARD INQUIRY                TMS301II-21

ENTER EMPLOYEE ID-[ 559437] LOGAN, OCTAVIA
PERIOD START DATE-[03/01/2003]
PERIOD STOP DATE--[03/07/2003]

ALL OK?(YNC)-[*]

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```

Figure 36 - TimeCard Maintenance, TimeCard Inquiry, Confirmation

9. If you want to change your choices enter N and the entry will restart at the employee number. Enter Y and the inquiry will display.

```

MAY 19, 2003                                TIMECARD INQUIRY                                TMS301II-21
REPORTING PERIOD: 03-01-2003 TO 03-07-2003
DEPT: 0016  EMPL#  559437 LOGAN, OCTAVIA

  DATE      SEQ IN    SEQ OUT    TIME      DATE      SEQ IN    SEQ OUT    TIME
03-03-03   010 05:56   020 12:50
              030 13:19   040 14:19
              8.00
03-04-03   010 05:57   020 12:47
              030 13:16   040 14:20
              8.00
03-05-03   010 05:56   020 12:47
              030 13:16   040 14:15
              7.75
03-06-03   (0041)--- SICK PAY  8.00
03-07-03   010 05:57   020 12:49
              030 13:16   040 14:25
              8.00

** TOTAL DIST-ID# 654321 39.75 **
'ENTER' TO CONTINUE

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```

Figure 37 - TimeCard Inquiry, Sample Inquiry without Budgetary Accounting I/F

```

MAY 19, 2003                                TIMECARD INQUIRY                                TMS301II-21
REPORTING PERIOD: 03-01-2003 TO 03-07-2003
DEPT: 0016  EMPL#  559437 LOGAN, OCTAVIA

  DATE      SEQ IN    SEQ OUT    TIME      DATE      SEQ IN    SEQ OUT    TIME
03-03-03   010 05:56   020 12:50   03-06-03 (0041)--- SICK PAY  8.00
              BUDGET: A39=REG RATE PAY 03-07-03 010 05:57 020 12:49
              030 13:19 040 14:19   BUDGET: A39=REG RATE PAY
              BUDGET: A39=REG RATE PAY           030 13:16 040 14:25
              8.00                               BUDGET: A39=REG RATE PAY
03-04-03   010 05:57   020 12:47   ** TOTAL DIST-ID# 654321 39.75 **
              BUDGET: A39=REG RATE PAY 'ENTER' TO CONTINUE
              030 13:16 040 14:20   BUDGET: A39=REG RATE PAY
              BUDGET: A39=REG RATE PAY           8.00
              8.00
03-05-03   010 05:56   020 12:47
              BUDGET: A39=REG RATE PAY
              030 13:16 040 14:15
              BUDGET: A39=REG RATE PAY
              7.75

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```

Figure 38 - TimeCard Inquiry, Sample Inquiry with Budgetary Accounting I/F

FIELD	EXPLANATION
REPORTING PERIOD	The range of dates requested for this inquiry.
DEPT	Primary Department ID for this employee.
EMPL#	Employee Number and name.
DATE	Date the employee worked.

SEQ	The sequence number of the Clock In transaction.
IN	The time the employee Clocked-In.
SEQ	The sequence number of the Clock Out transaction.
OUT	The time the employee Clocked-Out.
TIME	The amount of time an employee worked.
DIST-ID#	The District (other payroll system) ID.
TIME	The total amount of time the employee worked.



Note that the sequence numbers are assigned automatically in increments of 10 (i.e. 10, 20, 30, ...) so as to allow room for insertion of additional clock in and clock out transactions. The transactions are processed in sequence number order.

It is easiest to insert a missing transaction before any subsequent transactions (clock in/out) are created (i.e. fix it now, before the next clock in/out for this employee occurs). It is easiest to continue the same sequence number and increment for missing transactions (i.e. if only a clock in transaction exists with sequence number 010 it is easy to use the subsequent sequence numbers to keep things orderly (020, 030, ...).

If the missing transaction(s) must be placed between two existing transactions it is necessary to select sequence numbers that would place the transactions into the proper order. e.g. An employee clocks in and out as usual, but didn't clock out for a medical visit but does clock out when their work day is complete.

Assuming we are using the transactions example for 03/04/03 shown on page [40](#). Let's assume the employee left at 9:15 and returned at 10:00. We would need to insert two transactions (a clock out at 9:15 and a clock in at 10:00). We pick two numbers between 010 and 020. Let make the clock out at 9:15 transaction # 13 and the clock in transaction # 16. After the corrections the screen would show:

```

MAY 19, 2003                TIMECARD INQUIRY                TMS301III-21
REPORTING PERIOD: 03-01-2003 TO 03-07-2003
DEPT: 0016  EEMPL#      559437 LOGAN, OCTAVIA

  DATE      SEQ IN      SEQ OUT      TIME      DATE      SEQ IN      SEQ OUT      TIME
03-03-03    010 05:56    020 12:50
              030 13:19    040 14:19
                        8.00
03-04-03    010 05:57    013 09:15 <-----Inserted Clock out transaction
+----->    016 10:00    020 12:47
|           030 13:16    040 14:20
+-----+-----7.25----Inserted Clock In Transaction
03-05-03    010 05:56    020 12:47
              030 13:16    040 14:15
                        7.75
03-06-03    (0041)--- SICK PAY      8.00
03-07-03    010 05:57    020 12:49
              030 13:16    040 14:25
                        8.00

** TOTAL DIST-ID#      654321      39.00 **
'ENTER' TO CONTINUE

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```

Figure 39 - TimeCard Inquiry, Sample Updated Inquiry without Budgetary Accounting Interface

```

MAY 19, 2003                TIMECARD INQUIRY                TMS301III-21
REPORTING PERIOD: 03-01-2003 TO 03-07-2003
DEPT: 0016  EEMPL#      559437 LOGAN, OCTAVIA

  DATE      SEQ IN      SEQ OUT      TIME      DATE      SEQ IN      SEQ OUT      TIME
03-03-03    010 05:56    020 12:50    03-06-03    (0041)--- SICK PAY      8.00
              BUDGET: A39=REG RATE PAY
              030 13:19    040 14:19    03-07-03    010 05:57    020 12:49
              BUDGET: A39=REG RATE PAY
              BUDGET: A39=REG RATE PAY      030 13:16    040 14:25
                        8.00      BUDGET: A39=REG RATE PAY
03-04-03    010 05:57    013 09:15 <-----Inserted Clock Out Transaction 8.00
              BUDGET: A39=REG RATE PAY
+----->    016 10:00    020 12:47    ** TOTAL DIST-ID#      654321      39.00 **
|           BUDGET: A39=REG RATE PAY 'ENTER' TO CONTINUE
|           030 13:16    040 14:20
|           BUDGET: A39=REG RATE PAY
+-----+-----7.25----Inserted Clock In Transaction
03-05-03    010 05:56    020 12:47
              BUDGET: A39=REG RATE PAY
              030 13:16    040 14:15
              BUDGET: A39=REG RATE PAY
                        7.75

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```

Figure 40 - TimeCard Inquiry, Sample Updated Inquiry with Budgetary Accounting Interface

Section 4.5 – Transaction File Maintenance, Add, Change, Delete

Purpose: To add, change, delete or inquire TimeCard transaction in the Transaction File.



Exception time transactions are not accessed with this program. See Sections [4.9](#) (pg. [50](#)), [4.17](#) (pg. [69](#)) and [4.18](#) (pg. [71](#)) for further information on Exception Time.



The inquiry feature is explained in Section [4.4](#) (pg. [36](#)).


```

MAY 19, 2003          EMPLOYEE TIMECARD TRANS MAINT  ADD          TMS010II-21
                      EMPLOYEE NO -[******]      ^^^^^^^
                      TRANS DATE  -[          ]      |
                      SEQ NUMBER  -[          ]      + Function will show here
                                                    (ADD, CHARGE OR DELETE)

```

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Figure 42 - TimeCard Maintenance, TimeCard Transaction Maintenance

6. Enter the Employee Number and  for the employee you want to add, change, or delete transactions. The employee's name will display to the right.
 - Pressing  without entering an Employee Number will exit you from this task.
 7. Enter the Transaction Date (MMDDYY) for the transaction you want to maintenance.
 8. Enter the Sequence Number of the transaction you want to maintenance.
- After entry of the information one of several things will occur depending which function you selected in step 4. Go to the appropriate step as noted:
- Add - continue with Section [4.6](#) (pg. [44](#)).
 - Change - Go to Step [4.7](#) (pg. [48](#)).
 - Delete - Go to Step [4.8](#) (pg. [49](#)).

Section 4.6 – Transaction File Maintenance, Add

1. If a transaction exists which matches the parameters you entered, a message will display:

```
* ERROR 04 TRANSACTION ALREADY ON FILE
```

Figure 43 - TimeCard Maintenance, Transaction already on file

and you will be taken back to Employee Number.

otherwise the entry screen will display:

- The entry screen will display for you to enter the information for the new transaction:

```

MAY 19, 2003          EMPLOYEE TIMECARD TRANS MAINT  ADD          TMS010II-21

EMPLOYEE NO  -[000559437]  OCTAVIA LOGAN
TRANS DATE   -[03/03/2003]
SEQ NUMBER   -[050]

01=HOUR (00-23) -[*]
02=MINUTES    -[ ]
03=TYPE       -[ ]          O=OUT I=IN
04=LOCATION CODE-[0041]      BERTA CABAZA JUNIOR HIGH
05=LUNCH FLAG -[Y]
06=BUDGET CODE-[A03]      BUS DUTY-REG
07=RATE       -[ 6.5000 ]

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```

Figure 44 - TimeCard Maintenance, New Transaction Entry

FIELD	FORMAT	EXPLANATION																																
01=HOUR (00-23)	2 digits.	The hour of the current transaction. This is stored in 24-hour format. Hours after 12:00 noon have 12 added to them. Note the hour for Midnight is 0.																																
<table border="1"> <thead> <tr> <th>Time</th> <th>Hour</th> <th>Time</th> <th>Hour</th> <th>Time</th> <th>Hour</th> <th>Time</th> <th>Hour</th> </tr> </thead> <tbody> <tr> <td>1 pm</td> <td>13</td> <td>4 pm</td> <td>16</td> <td>7 pm</td> <td>19</td> <td>10 pm</td> <td>22</td> </tr> <tr> <td>2 pm</td> <td>14</td> <td>5 pm</td> <td>17</td> <td>8 pm</td> <td>20</td> <td>11 pm</td> <td>23</td> </tr> <tr> <td>3 pm</td> <td>15</td> <td>6 pm</td> <td>18</td> <td>9 pm</td> <td>21</td> <td>12 pm</td> <td>00</td> </tr> </tbody> </table>			Time	Hour	Time	Hour	Time	Hour	Time	Hour	1 pm	13	4 pm	16	7 pm	19	10 pm	22	2 pm	14	5 pm	17	8 pm	20	11 pm	23	3 pm	15	6 pm	18	9 pm	21	12 pm	00
Time	Hour	Time	Hour	Time	Hour	Time	Hour																											
1 pm	13	4 pm	16	7 pm	19	10 pm	22																											
2 pm	14	5 pm	17	8 pm	20	11 pm	23																											
3 pm	15	6 pm	18	9 pm	21	12 pm	00																											
02=MINUTES	2 digits.	The minutes of the current transaction. This must be in the range of 0 to 59.																																
03=TYPE	1 character.	The type identifies the transaction type. <ul style="list-style-type: none"> I Indicates a Clock In transaction. O Indicates a Clock Out transaction. 																																
04=LOCATION CODE	4 characters.	The campus code for this transaction. The name of the campus will be display to the right.																																

05=LUNCH FLAG	1 character.	This flag is retrieved automatically from the Employee Master. This indicates if the employee clocks out for lunch or if a lunch period is automatically deducted from the employee's time. See LUNCH FLAG on page 33 for further explanation.
06=BUDGET CODE	3 characters.	The Budget Accounting Code associated with this transaction.
07=RATE	3.4- numeric.	The Pay Rate associated with this transaction. This field is retrieved from the Employee Master when the Budget Accounting Code is selected. <i>Reference only.</i>

After entry of the above fields an ALL OK (YNC) prompt display.

If the entries are correct, press . Continue with Step 3.

If you want to change any of the fields, press and you will be prompted for the field number to change.

If you want to abandon this entry, press .

```

MAY 19, 2003          EMPLOYEE TIMECARD TRANS MAINT  ADD          TMS010II-21
EMPLOYEE NO  -[000559437]  OCTAVIA LOGAN
TRANS DATE   -[03/03/2003]
SEQ NUMBER   -[050]

01=HOUR (00-23) -[16]
02=MINUTES    -[00]
03=TYPE       -[1]          O=OUT I=IN
04=LOCATION CODE-[0041]      BERTA CABAZA JUNIOR HIGH
05=LUNCH FLAG -[Y]
06=BUDGET CODE-[A03]      BUS DUTY-REG
07=RATE       -[ 6.5000 ]

+--BUDGET CODE CHOICES--+
| A03 BUS DUTY-REG |
| A07 LIB. SETUP   |
| A57 EXTRA DAYS  |
| A72 TECHNOLOGY   |
| A77 BUS MONITOR  |
| AA6 PEIMS CLERK  |
| B02 SUMMER SCH   |
| B05 SP ED DRIVER |
| B08 9TH SP. ED. |
| B10 HS SP ED.   |
| A39 REG RATE PAY |
+-----+

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```

Figure 45 - TimeCard Maintenance, Budget Code Selection

If a different Budget Code is selected you will be prompted with a message:

```

SHOULD I UPDATE THE RATE?(Y/N) [*]

```

Figure 46 - TimeCard Maintenance, Update Transaction Rate

The prompt lets you know the rate for this Budget Code may be different than the primary rate. Enter N if the rate is correct and you don't want to change it. Enter Y if the rate is incorrect and you want it to be updated accordingly.

```

MAY 19, 2003          EMPLOYEE TIMECARD TRANS MAINT   ADD          TMS010II-21

EMPLOYEE NO -[000559437]  OCTAVIA LOGAN
TRANS DATE  -[03/03/2003]
SEQ NUMBER  -[050]

01=HOUR (00-23) -[16]
02=MINUTES  -[00]
03=TYPE     -[I]           O=OUT I=IN
04=LOCATION CODE-[0041]     BERTA CABAZA JUNIOR HIGH
05=LUNCH FLAG -[Y]
06=BUDGET CODE -[A39]     REG RATE PAY
07=RATE     -[ 7.0000 ]

ALL OK?(YNC)-[*]

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```

Figure 47 - TimeCard Maintenance, Completed New Transaction Entry

3. After storing the transaction you will be prompted with a message:

```

CURRENT STATUS IS CLOCKED IN
CHANGE THIS STATUS? (Y/N) - *

```

Figure 48 - TimeCard Maintenance, Update Clock In/Out Status

The prompt lets you know the current actual Clock In/Out status for this employee from their Employee Master record and gives you the option of updating it. If the employee is gone for lunch or the day then it should indicate they are clocked out. If they are on duty then it should indicate they are clocked in. Enter N if the status is correct and you don't want to change it. Enter Y if the status is incorrect and you want it to be updated accordingly.



You will only be asked this question once if you are entering a series of transactions for an employee. To update the flag manually use Employee Master Maintenance - Current Status on page [33](#).

Section 4.7 – Transaction File Maintenance, Change

1. If a transaction does not exist which matches the parameters you entered, a message will display:

```
* ERROR 05 TRANSACTION NOT ON FILE
```

Figure 49 - TimeCard Maintenance, Transaction not on file

and you will be taken back to Employee Number, otherwise the Transaction Maintenance screen will display:

```
MAY 19, 2003      EMPLOYEE TIMECARD TRANS MAINT  CHANGE      TMS010II-21
EMPLOYEE NO  -[000559437]  OCTAVIA LOGAN
TRANS DATE   -[03/03/2003]
SEQ NUMBER   -[010]

01=HOUR (00-23) -[05]
02=MINUTES    -[56]
03=TYPE       -[I]           O=OUT I=IN
04=LOCATION CODE-[0041]      BERTA CABAZA JUNIOR HIGH
05=LUNCH FLAG -[Y]
06=BUDGET CODE-[A39]      REG RATE PAY
07=RATE       -[ 7.0000 ]

ALL OK?(YNC)-[*]

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```

Figure 50 - TimeCard Maintenance, Edit Transaction Screen

See page [45](#) for explanations about the fields.

2. After the record is displayed you will be at the ALL OK (YNC) prompt.

If the entries are correct or no changes need to be made, press Y.

If you want to abandon the changes, press C for cancel.

If you want to change any of the fields, press N and you will be prompted for the number of the field you wish to change. Enter the number of the field and press ↵. You will be positioned at the field where you may enter the new value and press ↵ to return you to the field number prompt. Press ↵ at the field number prompt when you have completed your changes. You will then be returned to the All OK prompt where you may type Y to keep the changes.

- After storing the transaction you will be prompted with a message:

```
CURRENT STATUS IS CLOCKED IN
CHANGE THIS STATUS? (Y/N) - *
```

Figure 51 - TimeCard Maintenance, Update Clock In/Out Status

The prompt lets you know the current actual Clock In/Out status for this employee from their Employee Master record and gives you the option of updating it. If the employee is gone for lunch or the day then it should indicate they are clocked out. If they are on duty then it should indicate they are clocked in. Enter N if the status is correct and you don't want to change it. Enter Y if the status is incorrect and you want it to be updated accordingly.



You will only be asked this question once while working with a series of transactions for an employee. To update the flag manually use Employee Master Maintenance - Current Status on page [33](#).

- After storing the transaction you will be prompted if you would like to work with the next transaction for this employee:

```
DO YOU WANT TO ACCESS THE NEXT TRANSACTION? (Y/N) - *
```

Figure 52 - TimeCard Maintenance, Next Transaction

Enter Y to access the next transaction for this employee; otherwise enter N and you'll be taken back to the Employee Number prompt.

Section 4.8 – Transaction File Maintenance, Delete

- If a transaction does not exist which matches the parameters you entered, a message will display:

```
* ERROR 05 TRANSACTION NOT ON FILE
```

Figure 53 - TimeCard Maintenance, Transaction not on file

and you will be taken back to Employee Number.

otherwise the Transaction Maintenance screen will display:

```

MAY 19, 2003          EMPLOYEE TIMECARD TRANS MAINT  DELETE          TMS010II-21

EMPLOYEE NO  -[000559437]  OCTAVIA LOGAN
TRANS DATE   -[03/03/2003]
SEQ NUMBER   -[050]

01=HOUR (00-23) -[16]
02=MINUTES   -[00]
03=TYPE      -[I]          O=OUT I=IN
04=LOCATION CODE-[0041]     BERTA CABAZA JUNIOR HIGH
05=LUNCH FLAG -[Y]
06=BUDGET CODE -[A39]     REG RATE PAY
07=RATE      -[ 7.0000 ]

ALL OK?(YNC)-[*]

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```

Figure 54 - TimeCard Maintenance, Delete Transaction Screen

After the record is displayed you will be at the ALL OK (YNC) prompt.

If you do not want to delete the record, enter and you will be taken back to the Employee Number prompt.

If you want to abandon deleting the transaction, press for cancel. You will be prompted to confirm your decision to cancel deleting this transaction. Enter and you will be taken back to the Employee Number prompt; otherwise enter and you will be taken back to the ALL OK (YNC) prompt.

If you are sure you want to delete this record, press and you will be asked to confirm your decision to delete this record:

```

ALL OK?(YNC)-[Y]          ARE YOU SURE?(YN)-[*]

```

Figure 55 - TimeCard Maintenance, Delete Transaction confirmation

If you are sure you want to delete this record, press ; otherwise enter and you will be taken back to the ALL OK (YNC) prompt.

Section 4.9 – Employee Exception Time Maintenance

Purpose: To add, change, and delete Exception TimeCard Transactions to the Transaction File.



See Sections [4.16](#) (pg. [68](#)), [4.17](#) (pg. [69](#)), [4.18](#) (pg. [71](#)), [4.19](#) (pg. [75](#)), and [4.20](#) (pg. [75](#)) for further information on Exception Time.



TimeCard transactions are covered in Sections [4.4](#) (pg. [36](#)), [4.5](#) (pg. [42](#)), [4.6](#) (pg. [44](#)), [4.7](#) (pg. [48](#)), and [4.8](#) (pg. [49](#)).

Menu Selection:

From the TimeCard System Main Menu,

TM-01-04

1. Type to choose TimeCard Maintenance Menu.
2. Type to choose Employee Exception Time Maintenance.
3. The screen displays:

MAY 19, 2003	TIMECARD EXCEPTION TIME MAINT	TMS020W-20
EMPLOYEE NO	- [*****]	
TRANS DATE	- []	
TRANS CODE	- []	
LOCATION	- []	
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Figure 56 - Exception Time Maintenance, Entry Screen

4. Enter the Employee Number and press for this Exception Transaction. The employee's name will display to the right.
 - Pressing without entering an Employee Number will exit you from this task.
 - Entering will bring up an employee search window. You will be prompted to enter **Last Name:**. Press without entering part of an employee name will exit you from the lookup. After entering the last name information, you will be prompted for the **First Name:**. You may enter none, all, or part of a first

name to refine your search. Press  when you have entered the first name and the list of employees will display. You may use the  and  keys to move the cursor up and down in the list. To select the highlighted employee press . To exit the lookup and not select a record press any other key.

- Entering   will bring up the TimeCard Inquiry screen. See Section [4.4](#) (pg. [36](#)) for instructions on how to use the Inquiry feature.
5. Enter the Date (MMDDYY) for this Exception Transaction.
 6. Enter the Transaction Code for this entry.

CODE	EXPLANATION
J	Jury Duty
H	Holiday
S	Sick Pay
V	Vacation Pay
D	Dock Pay
R	Retroactive Pay
N	Non-Worked Hours
L	Leave Without Pay
C	Comp Time
B	Bereavement
P	Personal Leave

Figure 57 - Exception Transaction Codes

7. Enter the Campus ID for this transaction.



This would usually be the primary campus for this employee. See Campus ID in Employee File Maintenance on page [33](#) for further information.

If a record doesn't exist matching the fields you entered (Employee Number, Transaction Date, Transaction Code, and Campus ID), you will be given the option to create a new record:

DO YOU WISH TO ADD NEW RECORD-Y/N

Figure 58 - Exception Time Maintenance, Addition Confirmation

Enter  if you wish to create a new transaction and you will be given a screen with fields to create the transaction. If you do not wish to create a

new transaction enter .

If a record exists matching the fields you entered it will be displayed and you will be taken to edit mode:

```

MAY 19, 2003          TIMECARD EXCEPTION TIME MAINT          TMS020w-20

EMPLOYEE NO          -[000559437]  OCTAVIA LOGAN
TRANS DATE           -[03/21/2003]
TRANS CODE           -[J]          JURY DUTY
LOCATION              -[0041]        BERTA CABAZA JUNIOR HIGH

01=TIME              -[ 8.00 ]
02=PAY RATE          -[ 7.0000 ]
03=EFF DATE          -[07/08/2003]
04=REASON            -[COURT RECEIPT          ]
05=BUDGET ACCOUNT CODE -[A03]          BUS DUTY-REG

ALL OK?(YNC)-[*]

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```

Figure 59 - Exception Time Maintenance, Edit Screen

FIELD	EXPLANATION
01=TIME	The number of hours the employee is to be compensated.
02=PAY RATE	The hourly rate for the employee. <i>Copied from Employee Master.</i>
03=EFF DATE	The effective date of the transaction. <i>This is usually the date the transaction was entered.</i>
04=REASON	A description about the purpose or supporting documentation or other note about this transaction. <i>Reference use only.</i>
05=BUDGET ACCOUNT CODE	The Budget Accounting Code associated with this transaction.

8. After the record is displayed you will be at the ALL OK (YNC) prompt. If the entries are correct or no changes need to be made, press .

If you want to abandon the changes, press for cancel.

If you want to change any of the fields, press and you will be prompted for the number of the field you wish to change. Enter the number of the field and press . You will be positioned at the field

where you may enter the new value and press  to return you to the field number prompt. Press  at the field number prompt when you have completed your changes. You will then be returned to the All OK prompt where you may type  to keep the changes.

9. To delete the record, type . You will be asked to confirm your decision to delete the record. At the ALL OK? (YN) prompt type  to keep the record. If you are sure you want to delete the record you can enter .



CAUTION: Be sure you want to delete the record. There is NO way to bring it back.

Section 4.10 – Print Employee Master (Short)

Purpose: To print a report listing basic employee information.

Menu Selection: From the TimeCard System Main Menu,

TM-01-06

1. Type to choose TimeCard Maintenance Menu.
2. Type to choose Print Employee Master (Short).
3. You will be prompted for which printer to output the report:

WHICH PRINTER?-[]

Press and your default printer number will be displayed and used, otherwise enter the number of the printer to receive the report.

4. You will be asked to confirm the printer number to be used:

ARE YOU SURE? (Y/N)-[]

Type if your choice was correct, otherwise type and you will be taken back to the Which Printer option.

5. You will be asked which School's (Campus's) employees to list:

```

MAY 19, 2003                EMPLOYEE TIME KEY BUILD                TMS905-20

ENTER SCHOOL TO PRINT: ****
(Press 'Enter' for All)

```

Figure 60 - Print Employee Master (Short), School Selection

You may enter a specific School ID to select only those employees assigned to the specific school or type to list employees for all schools.

6. You will be asked which Department's employees to list:

```

ENTER DEPT-NO TO PRINT: ****
(Press 'Enter' for All)

```

Figure 61 - Print Employee Master (Short), Department Selection

You may enter a specific Department ID to select only those employees assigned to the specific department or type to list employees for all departments.

7. You will be asked the order the employees are to be sorted:

```

ENTER SORT SEQUENCE: **
(S=BY SCHOOL, D=BY DEPARTMENT)
SD=BY SCHOOL/DEPT, DS=BY DEPT/SCHOOL)

```

Figure 62 - Print Employee Master (Short), Sort Selection

- Entering will sort the employees by School by Employee Name (Last, First). *Each School will start on a new page.*
- Entering will sort the employees by Department by Employee Name (Last, First). *Each Department will start on a new page.*
- Entering will sort the employees by School by Department by Employee Name (Last, First). *Each School/Department will start on a new page.*
- Entering will sort the employees by Department by School by Employee Name (Last, First). *Each Department/School will start on a new page.*

8. You will be asked if all your selections are correct:

```

ALL OK?(YNC)-[*]

```

Figure 63 - Print Employee Master (Short), Selection Confirmation

- Entering will proceed to the next option.
- Entering will take you back to the School Selection option (Step 5).
- Entering will cancel the report. You will be prompted to confirm your decision to cancel the report. Enter to confirm the cancellation, otherwise enter and you will return to the

ALL OK?(YNC) prompt.

9. You will be prompted for the Run Date:

```
ENTER RUN DATE--[***** ]
```

Figure 64 - Print Employee Master (Short), Run Date

Enter the date (MMDDYY) for the report. *Used for report headings only.*

- Pressing without entering a Run Date will use the current system date.

10. You will be asked if all your selections are correct:

```
ALL OK?(YNC)-[*]
```

Figure 65 - Print Employee Master (Short), Selection Confirmation

- Entering will cause the report to be produced.
- Entering will take you back to the Run Date option (Step 9).
- Entering will cancel the report. You will be prompted to confirm your decision to cancel the report. Enter to confirm the cancellation, otherwise enter and you will return to the ALL OK?(YNC) prompt.

```
D E M O   TimeCard II                               PAGE   1
TIMECARD MASTERFILE AT 05-19-2003                 TMS500II-21
                                                    MAY 19, 2003 06:31-PM
```

EMPLOYEE#	EMPLOYEE NAME	SOC-SEC-NUM	DIST#	CAMP	DEPT	ACT	ST	DEF BUDGET CODE	ALLOW
99282	BAKER, EMILY D	125-68-9765	00098468	0041	0016	Y	I		40.00
96389	HOUSER, PAULA	654-89-7456	00032646	0041	0016	Y	I		20.00
96373	KERR, AMELIA	563-21-8699	00321564	0041	0016	Y	I		32.00
559437	LOGAN, OCTAVIA	258-15-5817	00654321	0041	0016	Y	O		40.00
99501	MIRELEZ, MELVA	123-56-4987	08364345	0041	0016	Y	I		24.00
99504	MUNOZ, RONA	231-87-9324	00324896	0041	0016	Y	O		16.00
99506	RATLIFF, CYNTHIA	987-93-5437	00235467	0041	0016	Y	I		24.00
99500	SMITH, IRMA	215-64-8358	00085648	0041	0016	Y	O		24.00
99510	TRUJILLO, HILDE	893-12-6889	00893152	0041	0016	Y	I		24.00

Figure 66 - Print Employee Master (Short), Sample Report

You may enter a specific Department ID to select only those employees assigned to the specific department or type to list employees for all departments.

7. You will be asked the order the employees are to be sorted:

```
ENTER SORT SEQUENCE:      **
(S=BY SCHOOL, D=BY DEPARTMENT)
SD=BY SCHOOL/DEPT, DS=BY DEPT/SCHOOL)
```

Figure 69 - Print Employee Master (Full), Sort Selection

- Entering will sort the employees by School by Employee Name (Last, First). *Each School will start on a new page.*
- Entering will sort the employees by Department by Employee Name (Last, First). *Each Department will start on a new page.*
- Entering will sort the employees by School by Department by Employee Name (Last, First). *Each School/Department will start on a new page.*
- Entering will sort the employees by Department by School by Employee Name (Last, First). *Each Department/School will start on a new page.*

8. You will be asked if all your selections are correct:

```
ALL OK? (YNC) - [*]
```

Figure 70 - Print Employee Master (Full), Selection Confirmation

- Entering will proceed to the next option.
- Entering will take you back to the School Selection option (Step 5).
- Entering will cancel the report. You will be prompted to confirm your decision to cancel the report. Enter to confirm the cancellation, otherwise enter and you will return to the ALL OK? (YNC) prompt.

9. You will be prompted for the Run Date:

```
ENTER RUN DATE--[*****  ]
```

Figure 71 - Print Employee Master (Full), Run Date

Enter the date (MMDDYY) for the report. *Used for report headings only.*

- Pressing without entering a Run Date will use the current system date.

10. You will be asked if all your selections are correct:

```
ALL OK?(YNC)-[*]
```

Figure 72 - Print Employee Master (Full), Selection Confirmation

- Entering will cause the report to be produced.
- Entering will take you back to the Run Date option (Step 9).
- Entering will cancel the report. You will be prompted to confirm your decision to cancel the report. Enter to confirm the cancellation, otherwise enter and you will return to the ALL OK?(YNC) prompt.

EMPLOYEE NO - [99282]		HOURLY RATE	RATE CHANGE DATE	BUDGET ACCT CODE
01=EMP LAST NAME-[BAKER]	16=WORK CYCLE -[W]	01=[0.0000]	02=[00/00/0000]	03=[] []
02=EMP FRST NAME-[EMILY]	17=DOCK YTD HRS -[.00]	05=[0.0000]	06=[00/00/0000]	07=[] []
03=EMP MDDL NAME-[DIANE]	18=ALLOWABLE HRS-[40.00]	09=[3.0000]	10=[07/16/2003]	11=[] []
04=EMP ADDRESS -[]	19=HOURS DATE -[08/15/2002]	13=[4.0000]	14=[07/16/2003]	15=[] []
05=EMP CITY/STA -[]	20=SICK ALLOW -[.00]	17=[5.0000]	18=[07/16/2003]	19=[] []
06=EMP ZIP CODE -[000000000]	21=VAC ALLOW -[.00]	21=[6.0000]	22=[07/16/2003]	23=[] []
07=EMP PHONE -[0000000000]	22=SICK ACCUM -[.00]	25=[7.0000]	26=[07/16/2003]	27=[] []
08=SOC SEC NO -[125689765]	23=VAC ACCUM -[.00]	29=[8.0000]	30=[07/16/2003]	31=[] []
09=DIST EMP NO -[000098468]	24=LUNCH ALLOWED-[.00]	33=[9.0000]	34=[07/16/2003]	35=[] []
10=CAMPUS ID -[0041]	25=OT THRESHOLD -[40.00]	37=[10.0000]	38=[07/16/2003]	39=[] []
11=DEPARTMENT # -[0016]	26=EMPLOYEE TYPE-[]	41=[11.0000]	42=[07/16/2003]	43=[] []
12=CURR STATUS -[I]		45=[12.0000]	46=[07/16/2003]	47=[] []
13=ACTIVE?(Y/N) -[Y]		49=[13.0000]	50=[07/16/2003]	51=[] []
14=LUNCH FLAG -[Y]		53=[14.0000]	54=[07/16/2003]	55=[] []
15=TEMP-EMPL -[]		57=[15.0000]	58=[07/16/2003]	59=[] []
		61=[16.0000]	62=[07/16/2003]	63=[] []
===== S C H E D U L E D H O U R S =====				
		04=[20.20]	20=[20.20]	36=[20.20] 52=[20.20]
		08=[20.20]	24=[20.20]	40=[20.20] 56=[20.20]
		12=[20.20]	28=[20.20]	44=[20.20] 60=[20.20]
		16=[20.20]	32=[20.20]	48=[20.20] 64=[20.20]

EMPLOYEE NO - [96389]		HOURLY RATE	RATE CHANGE DATE	BUDGET ACCT CODE
01=EMP LAST NAME-[HOUSER]	16=WORK CYCLE -[W]	01=[0.0000]	02=[00/00/0000]	03=[] []
02=EMP FRST NAME-[PAULA]	17=DOCK YTD HRS -[.00]	05=[0.0000]	06=[00/00/0000]	07=[] []
03=EMP MDDL NAME-[]	18=ALLOWABLE HRS-[20.00]	09=[0.0000]	10=[00/00/0000]	11=[] []
04=EMP ADDRESS -[]	19=HOURS DATE -[08/15/2002]	13=[0.0000]	14=[00/00/0000]	15=[] []
05=EMP CITY/STA -[]	20=SICK ALLOW -[.00]	17=[0.0000]	18=[00/00/0000]	19=[] []
06=EMP ZIP CODE -[000000000]	21=VAC ALLOW -[.00]	21=[0.0000]	22=[00/00/0000]	23=[] []
07=EMP PHONE -[0000000000]	22=SICK ACCUM -[.00]	25=[0.0000]	26=[00/00/0000]	27=[] []
08=SOC SEC NO -[654897456]	23=VAC ACCUM -[.00]	29=[0.0000]	30=[00/00/0000]	31=[] []
09=DIST EMP NO -[000032646]	24=LUNCH ALLOWED-[.00]	33=[0.0000]	34=[00/00/0000]	35=[] []
10=CAMPUS ID -[0041]	25=OT THRESHOLD -[40.00]	37=[0.0000]	38=[00/00/0000]	39=[] []
11=DEPARTMENT # -[0016]	26=EMPLOYEE TYPE-[]	41=[0.0000]	42=[00/00/0000]	43=[] []
12=CURR STATUS -[I]		45=[0.0000]	46=[00/00/0000]	47=[] []
13=ACTIVE?(Y/N) -[Y]		49=[0.0000]	50=[00/00/0000]	51=[] []
14=LUNCH FLAG -[Y]		53=[0.0000]	54=[00/00/0000]	55=[] []
15=TEMP-EMPL -[]		57=[0.0000]	58=[00/00/0000]	59=[] []
		61=[0.0000]	62=[00/00/0000]	63=[] []
===== S C H E D U L E D H O U R S =====				
		04=[20.20]	20=[20.20]	36=[20.20] 52=[20.20]
		08=[20.20]	24=[20.20]	40=[20.20] 56=[20.20]
		12=[20.20]	28=[20.20]	44=[20.20] 60=[20.20]
		16=[20.20]	32=[20.20]	48=[20.20] 64=[20.20]

Figure 73 - Print Employee Master (Full), Sample Report

Section 4.12 – Mass Set Transactions Budget By Department

Purpose: To set the Budget Code in TimeCard Transactions. Only transactions with the specified Department and in the Date Range that do not have a Budget Code will be updated. The Budget Code placed in the records comes from the first Budget Code in the Employee Master.

Menu Selection: From the TimeCard System Main Menu,

TM-01-11

- Type to choose TimeCard Maintenance Menu.
- Type to choose Mass Set Tranx Bud By Dept.

3. The screen displays:

```

MAY 19, 2003          MASS SET TRANSACTIONS BUDGET BY DEPT          TMS002II-20

ENTER DEPARTMENT NUMBER - [****]
ENTER PERIOD START DATE - [          ]
ENTER PERIOD STOP DATE  - [          ]

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```

Figure 74 - Mass Set Transactions Budget by Department Selection Screen

4. Enter the Department number for the employees you want to update.
If you want to update all Departments, it will be necessary to process each Department individually.
5. Enter the Starting Date of the transactions you want to update.
6. Enter the Ending Date of the transactions you want to update.
7. You will be asked if all your selections are correct:

```
ALL OK?(YNC)-[*]
```

Figure 75 - Mass Set Transaction Budget by Department, Selection Confirmation

- Entering Y will proceed to update the transactions.
- Entering N will take you back to the Department Number selection (Step 4).
- Entering C will cancel the update and exit this routine. You will be prompted to confirm your decision to cancel the update. Enter Y to confirm the cancellation, otherwise enter N and you will return to the ALL OK?(YNC) prompt.

Section 4.13 – Mass Set Pay Rate By Department

Purpose: To set Pay Rate(1), Budget Code(1) and Employee Type in Employee Masters. Only Employee Masters with the specified Department will be updated.



Pay Rate(1) is the Hourly Rate (Field 01) in the Employee Master Rates. Budget Code(1) is the Budget Code (Field 03) in the Employee Master Rates. See Section 4.3 (pg. 29) for more information.



Use extreme caution when using this option. Running this will update ALL Employee Masters for the specified Department! There is not an “UNDO” for this option.

Menu Selection: From the TimeCard System Main Menu,

TM-01-12

1. Type to choose TimeCard Maintenance Menu.
2. Type to choose Mass Set Pay Rate By Dept.
3. The screen displays:

MAY 19, 2003	EMPLOYEE PAY RATE SET BY DEPT	TMS007--20
<p>ENTER DEPARTMENT NUMBER - [*****]</p> <p>ENTER PAY RATE (1) - []</p> <p>ENTER BUDGET CODE (1) - []</p> <p>ENTER EMPLOYEE TYPE - []</p>		
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Figure 76 - Mass Set Pay Rate by Department Selection Screen

4. Enter the Department number for the employees you want to update.
If you want to update all Departments, it will be necessary to process each Department individually.
5. Enter the Pay Rate(1) to be set in the Employee Master. If no amount is entered, then the Rate will not be updated in the selected Employee Masters.
6. Enter the Budget Code(1) to be set in the Employee Master. If no code is

entered, then the Budget Code will not be updated in the selected Employee Masters.

7. Enter the Employee Type to be set in the Employee Master. If no code is entered, then the Employee Type will not be updated in the selected Employee Masters.
8. You will be asked if all your selections are correct:

ALL OK?(YNC) - [*]

Figure 77 - Mass Set Pay Rate by Department, Selection Confirmation

- Entering Y will proceed to update the Employee Masters.
- Entering N will take you back to the Department Number selection (Step 4).
- Entering C will cancel the update and exit this routine. You will be prompted to confirm your decision to cancel the update. Enter Y to confirm the cancellation, otherwise enter N and you will return to the ALL OK? (YNC) prompt.

Section 4.14 – Budget Code Masterfile Print

Purpose: To list the Budget Code Masters.

Menu Selection: From the TimeCard System Main Menu,

TM-01-13

1. Type 0 1 ↵ to choose TimeCard Maintenance Menu.
2. Type 1 3 ↵ to choose Budget Code Masterfile Print.
3. You will be prompted for which printer to output the report:

WHICH PRINTER? - []

Press ↵ and your default printer number will be displayed and used, otherwise enter the number of the printer to receive the report.

4. You will be asked to confirm the printer number to be used:

ARE YOU SURE? (Y/N)-[]

Type Y if your choice was correct, otherwise type N and you will be taken back to the *Which Printer* option.

5. The screen displays:

```

MAY 19, 2003                BUDGET CODES MASTERFILE PRINT                TMS494II-22
ENTER DISTRICT NUMBER-[01]  D E M O   TimeCard II
ENTER RUN DATE--[*****]

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```

Figure 78 - Budget Code Masterfile Print, Entry Screen

6. Enter the Run Date:

Enter the date (MMDDYY) for the report. *Used for report headings only.*

- Pressing ↵ without entering a Run Date will use the current system date.

7. You will be asked if all your selections are correct:

- Entering Y will cause the report to be produced.
- Entering N will take you back to the Run Date option (Step 8).
- Entering C will cancel the report. You will be prompted to confirm your decision to cancel the report. Enter Y to confirm the cancellation, otherwise enter N and you will return to the *ALL OK? (YNC)* prompt.

D E M O TimeCard II PAGE 1
 BUDGET CODES MASTERFILE AT 05-19-2003 DIST: 01 TMS494II-22
 MAY 19, 2003 11:12-AM

ACCT NO	TYP	OEC	DESC	ACC	ACT	OTC	OT DSC
199-11-6112-00-042-3-11-A	M	046	SUB TEACHER		M		
199-11-6112-00-041-3-11-A	M	068	SUB TEACHER		M		
199-41-6117-00-727-3-99-A	M	727	HUMAN RESOUR		M		
199-11-6129-00-110-3-11-A	M	A01	AIDE SALARY		M	WB7	OVERTIME PAY
199-11-6129-00-101-3-23-A	M	A03	BUS DUTY-REG		M	W84	OVERTIME PAY
199-34-6129-00-933-3-23-A	M	A04	BUS DUTY-REG		M	B15	OT SP E DRIV
211-21-6129-00-803-3-24-A	F	A05	EX.EARNING'S		F		
199-32-6129-00-950-3-24-A	M	A06	AIDE SALARY		M	WC4	OVERTIME PAY
199-12-6129-00-041-3-11-A	M	A07	LIB. SETUP		M	W03	LIB. SETUP
199-32-6129-00-950-3-99-A	M	A08	REG RATE OT		M	W88	OVERTIME PAY
211-61-6129-00-950-3-24-A	F	A09	REG RATE PAY		F		
199-11-6129-00-109-3-25-A	M	A11	REG RATE PAY		M		
280-21-6129-00-809-3-24-A	F	A12	EXTRA EARN.		F		
199-11-6129-00-114-3-11-A	M	A13	AIDE SALARY		M		
199-11-6129-00-042-3-11-A	M	A14	AIDE SALARY		M	SU1	U I L
199-11-6129-00-001-3-24-A	M	A15	REG RATE PAY		M	I28	TUTORIAL
199-11-6129-27-001-3-22-A	M	A16	AIDE SALARY		M	W83	OVERTIME PAY
199-23-6129-00-042-3-99-A	M	A17	AIDE SALARY		M	W06	O/T EARNINGS
199-11-6129-00-102-1-23-A	M	A18	AIDE SALARY		M	W40	O. T. SP ED
199-23-6129-00-041-3-99-A	M	A19	REG EX EARN		M	W05	O/T EARNINGS
199-11-6129-00-102-1-23-A	M	A20	AIDE SALARY		M	W40	O. T. SP ED
224-11-6129-00-042-3-23-A	F	A21	AIDE SALARY		F		
199-23-6129-00-109-3-99-A	M	A22	AIDE SALARY		M	W13	OVERTIME PAY
199-11-6129-00-112-3-24-A	M	A23	AIDE SALARY		M	WJ1	OVERTIME PAY
199-11-6129-00-108-3-24-A	M	A24	AIDE SALARY		M	WE9	OVERTIME PAY
199-11-6129-00-103-3-11-A	M	A25	AIDE SALARY		M	WC5	OVERTIME PAY
199-11-6129-00-042-3-24-A	M	A26	AIDE SALARY		M	WG5	OVERTIME PAY
199-12-6129-00-041-3-24-I	M	A27	LIBRARY-REG.		M	W87	LIBRARY O.T.
212-11-6129-00-001-1-24-A	F	A28	AIDE SALARY		F		
211-12-6129-00-042-1-24-A	F	A29	AIDE SALARY		F		
199-41-6129-00-801-3-99-A	M	A30	REG RATE PAY		M	W68	OT - CURRIC.
199-41-6129-00-716-3-99-A	M	A31	REG RATE PAY		M	W58	OVERTIME
199-31-6129-00-042-3-24-A	M	A32	AIDE SALARY		M	W57	OVERTIME PAY
211-11-6129-00-042-2-24-A	F	A33	AIDE SALARY		F		
212-11-6129-56-042-3-24-A	F	A34	AIDE SALARY		F		
199-23-6129-00-042-3-99-A	M	A35	REG EX EARN		M	W06	O/T EARNINGS
199-21-6129-00-001-3-24-A	M	A36	REG RATE OT		M	W79	OVERTIME PAY
199-21-6129-27-001-3-22-A	M	A37	EX REG RATE		M	E36	EXTRA DAYS
199-11-6129-00-103-3-24-A	M	A38	AIDE SALARY		M	W29	OVERTIME PAY
219-61-6129-00-950-1-25-A	F	A39	REG RATE PAY		Y		
756-41-6129-00-999-3-99-A	L	A40	EX. EARNINGS		L	W22	OVERTIME PAY
211-12-6129-00-109-1-24-A	F	A41	STAFF MEETG.		F		
199-23-6129-00-109-3-99-A	M	A42	AIDE SALARY		M	W13	OVERTIME PAY
199-11-6129-00-041-3-11-A	M	A43	AIDE SALARY		M	WF3	OVERTIME PAY
199-31-6129-00-041-3-11-A	M	A44	AIDE SALARY		M	WC6	OVERTIME PAY
211-11-6129-00-042-1-24-A	F	A45	AIDE SALARY		F		
212-11-6129-56-001-3-24-A	F	A46	EXTRA PAY		F		
404-11-6129-00-106-3-24-A	S	A47	REG RATE PAY		S		
199-11-6129-00-108-3-11-A	M	A48	AIDE SALARY		M	ST8	OVERTIME PAY
199-23-6129-00-103-3-99-A	M	A50	REG RATE PAY		M	W09	OVERTIME PAY

Figure 79 - Budget Code Masterfile Print, Sample Report

Section 4.15 – Adjustment Password Maintenance

Purpose: To maintain passwords for control of the system.

Menu Selection: From the TimeCard System Main Menu,

TM-01-14

- Type to choose TimeCard Maintenance Menu.
- Type to choose Adjustment Password

Maintenance.

- The instructions for these routines has been moved and placed in Chapter [3](#) (pg. [15](#)) for security purposes.

Section 4.16 – Exception Time Posting

Purpose: To add Exception TimeCard Transactions to the Transaction File on a group basis.

Menu Selection: From the TimeCard System Main Menu,

TM-01-16

- Type to choose *TimeCard Maintenance Menu*.
- Type to choose *Exception Time Posting*.
- A sub-menu displays:

```

MAY 19, 2003          TIMECARD EXCEPTION TIME POSTING          TMS130--22
ENTER DISTRICT NUMBER-[01]  D E M O  TimeCard II

          1. CREATE EXCEPTION TIME BY CAMPUS
          2. CREATE EXCEPTION TIME BY INDIVIDUALS
          99. END
          ENTER SELECTION - [**]

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```

Figure 80 - Exception Time Posting Sub-Menu

- Type to Create Exception Time by Campus and continue with Section [4.17](#) (pg. [69](#)).
- Type to Create Exception Time by Individuals and continue with Section [4.18](#) (pg. [71](#)).
- Type to exit this task.

Section 4.17 – Create Exception Time by Campus

Purpose: To add Exception TimeCard Transactions to the Transaction File for all employees based on their Campus.

Menu Selection: From the TimeCard System Main Menu,

TM-01-16-01

1. Type to choose TimeCard Maintenance Menu.
2. Type to choose Exception Time Posting.
3. Type to choose Create Exception Time by Campus.
4. You will be asked to confirm your selection by an ALL OK? (YNC) prompt. Type to continue with your selection, otherwise type to exit this task.
5. The screen displays:

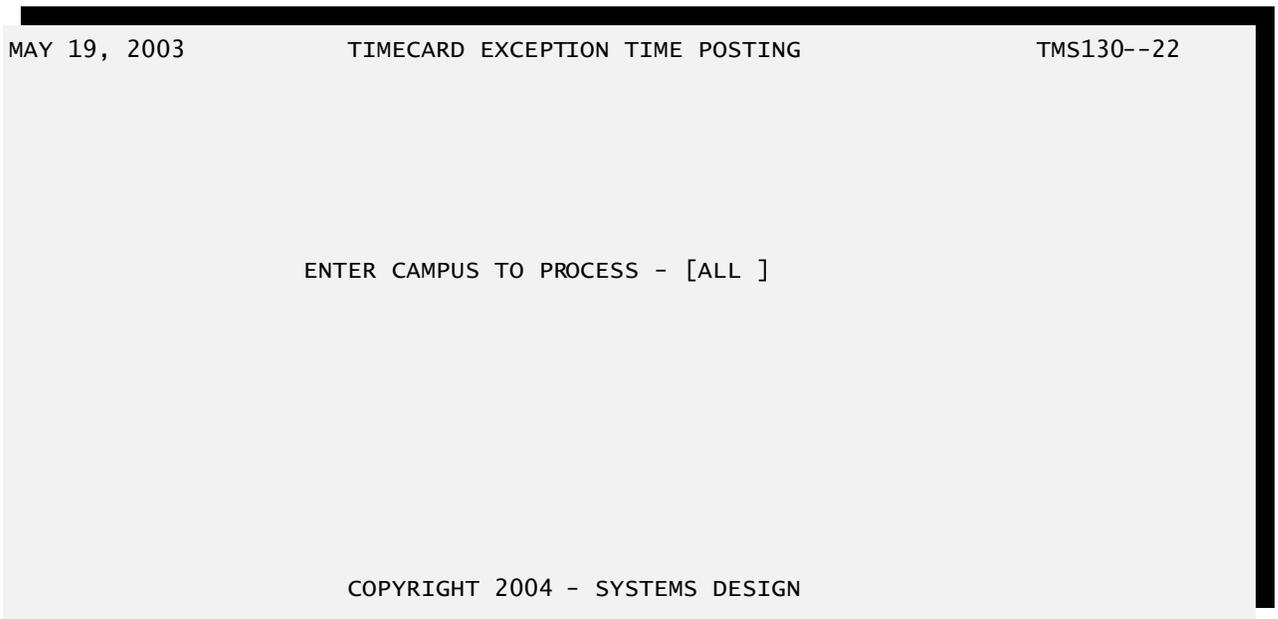


Figure 81 - Create Exception Time by Campus, Campus Selection

6. Type to select employees for ALL Campuses, otherwise enter the Campus ID and press to select a specific Campus.
7. You will be asked to confirm your Campus selection by an ALL OK? (YNC) prompt. Type to verify your selection, otherwise type to re-enter the Campus.
8. The screen displays:

MAY 19, 2003	TIMECARD EXCEPTION TIME POSTING	TMS130--22
<p>1. ENTER TRANSACTION DATE - [MMDDYY]</p> <p>2. ENTER EFFECTIVE DATE - [MMDDYY]</p> <p>3. ENTER EXCEPTION CODE - [?]</p> <p>4. ENTER EXCEPTION TIME - [000.00] Zero for scheduled hours</p> <p>5. ENTER EXCEPTION REASON -</p>		
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Figure 82 - Create Exception Time by Campus, Entry Screen

9. Enter the Transaction Date (MMDDYY) for these Transactions. *This is the date the employees are being paid for.*
10. Enter the Effective Date (MMDDYY) for these Transactions. *This is usually the date the transaction was entered.*
11. Enter the Exception Code for these Transactions. *See Exception Transaction Codes on page 52.*

Press or and a list of the current Exception Transactions Codes will display on the right side of the screen.

12. Enter the number of hours the employees are to be paid. *Enter zero and the employees will be paid the number of hours in the Allowable Hours in their Employee Master. See page 34.*
13. Enter the exception reason. This is a description about the purpose or supporting documentation or other note about this transaction. *Reference use only.*
14. After entry of the above fields an ALL OK? (YNC) prompt displays.

If the entries are correct, press and the program will create the transactions.

If you want to change any of the fields, press and you will be prompted for the field number to change.

If you want to abort the task, press and you will be returned to the menu.



If you see a message such as the following, this indicates that a transaction already exists for this employee with the same date, exception code and campus. A duplicate transaction will NOT be created. Press and processing will continue with the next employee.

* ERROR 08 RECORD NOT UPDATED
PRESS <ENTER> TO CONTINUE

Section 4.18 – Create Exception Time by Individuals

Purpose: To add Exception TimeCard Transactions to the Transaction File for specific employees.

Menu Selection: From the TimeCard System Main Menu,

TM-01-16-02

1. Type to choose *TimeCard Maintenance Menu*.
2. Type to choose *Exception Time Posting*.
3. Type to choose *Create Exception Time by Individuals*.
4. You will be asked to confirm your selection by an ALL OK?(YNC) prompt. Type to continue with your selection, otherwise type to exit this task.
5. The screen displays:

```

MAY 19, 2003                TIMECARD EXCEPTION TIME POSTING                TMS130--22

1. ENTER TRANSACTION DATE - [MMDDYY  ]
2. ENTER EFFECTIVE DATE   - [MMDDYY  ]
3. ENTER EXCEPTION CODE   - [?]
4. ENTER EXCEPTION TIME   - [000.00]
   Zero for scheduled hours
5. ENTER EXCEPTION REASON -

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```

Figure 83 - Create Exception Time by Campus, Entry Screen

6. Enter the Transaction Date (MMDDYY) for these Transactions. *This is the date the employees are being paid for.*
7. Enter the Effective Date (MMDDYY) for these Transactions. *This is usually the date the transaction was entered.*
8. Enter the Exception Code for these Transactions. *See Exception Transaction Codes on page 52.*

Press or and a list of the current Exception Transactions Codes will display on the right side of the screen.

9. Enter the number of hours the employees are to be paid. *Enter zero and the employees will be paid the number of hours in the Allowable Hours in their Employee Master. See page 34.*
10. Enter the exception reason. This is a description about the purpose or supporting documentation or other note about this transaction. *Reference use only.*
11. You will be asked to confirm your selection by an ALL OK? (YNC) prompt. Type to accept your entries, otherwise type to exit this task.
12. After entry of the above fields an ALL OK? (YNC) prompt displays.

If the entries are correct, press and proceed to the next step.

If you want to change any of the fields, press and you will be prompted for the field number to change.

If you want to abort the task, press and you will be returned to the menu.



If you see a message such as the following, this indicates that a transaction already exists for this employee with the same date, exception code and campus. A duplicate transaction will NOT be created. Press and processing will continue with the next employee.

```
* ERROR 08 RECORD NOT UPDATED
PRESS <ENTER> TO CONTINUE
```

13. The screen displays:

```
MAY 19, 2003          TIMECARD EXCEPTION TIME POSTING          TMS130--22
                      ENTER LIST OF EMPLOYEES TO POST

Employee No: [*****]

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```

Figure 84 - Create Exception Time by Individuals, Employee Entry Screen

14. Enter the employee number to be paid exception time.

Press  when you are finished entering employees. Continue with Step 15.

If you enter an invalid employee number, you will be repositioned to enter the employee number again.

If the employee number is valid, the counter will increment and position on a new line for the entry of the next employee number.



You may enter a maximum of 90 employee numbers in a batch.

15. After entry of the employee numbers an ALL OK? (YNC) prompt displays:

```

MAY 19, 2003          TIMECARD EXCEPTION TIME POSTING          TMS130--22
                      ENTER LIST OF EMPLOYEES TO POST

01 000100341
02 000100885
03 000101136
04 000101741
05 000102592
06 000152709
07 000559437
08 000644199

Employee No: [000000000]
ALL OK?(YNC)-[*]

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```

Figure 85 - Create Exception Time by Individuals, Employee Entry Screen, Sample

If the entries are correct, press **Y** and the program will create the transactions, then return you to the TimeCard System menu.

If you want to change any of the employees in the list, press **N** and you will be prompted for the field number to change. Enter the line number of the employee you want to change or remove. When prompted for the Employee Number enter the correct Employee Number or press **↓** to remove the employee from the list.

If you want to continue entering a list, press **N** and you will be prompted for the field number to change. Enter a number greater than the last line shown and you will be taken back to list entry mode.

If you want to abort the task, press **C** and you will be returned to the menu.



If you see a message similar to the following, this indicates that a transaction already exists for this employee with the same date, exception code and campus. A duplicate transaction will NOT be created. Press **↓** and processing will continue with the next employee. The employee number is shown in parenthesis.

```

*DUPLICATE RECORD NOT WRITTEN (000100341)
PRESS <ENTER> TO CONTINUE

```

Section 4.19 – Mass Delete Exception Time

Purpose: To delete Exception TimeCard Transactions from the Transaction File on a group basis.

Menu Selection: From the TimeCard System Main Menu,

TM-01-17

1. Type to choose *TimeCard Maintenance Menu*.
2. Type to choose *Mass Delete Exception Time*.
3. A sub-menu displays:

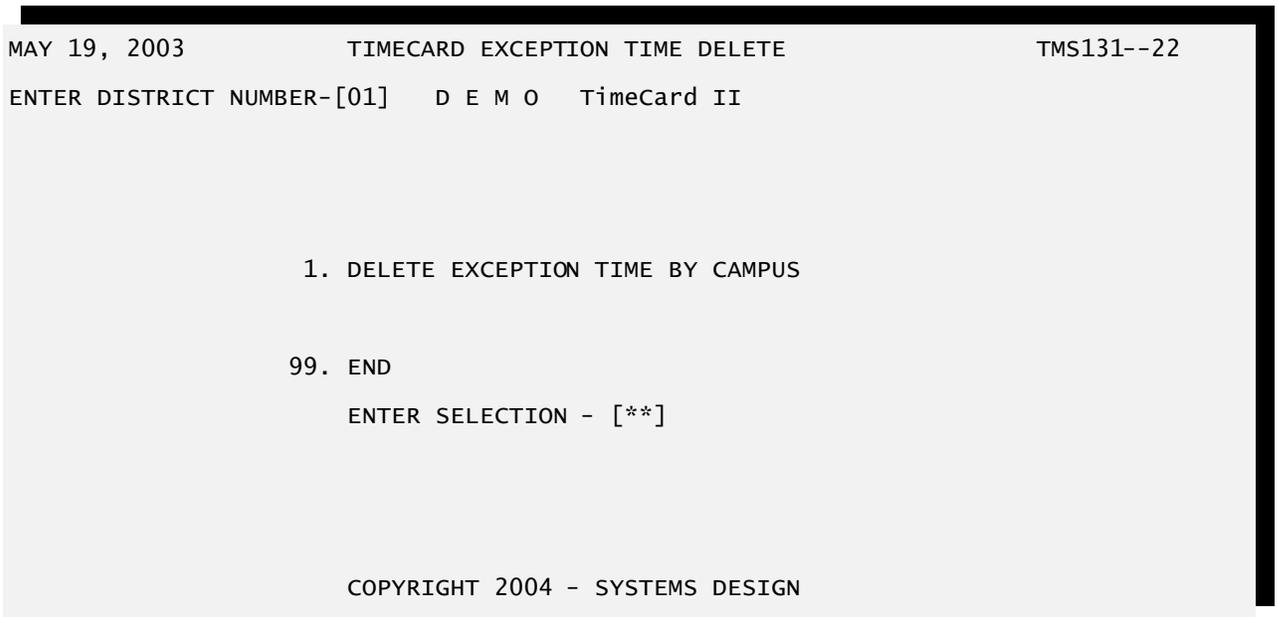


Figure 86 - Mass Delete Exception Time Sub-Menu

4. Type to Delete Exception Time by Campus and continue with Section [4.20](#) (pg. [75](#)).
- Type to exit this task.

Section 4.20 – Delete Exception Time by Campus

Purpose: To Delete Exception TimeCard Transactions to the Transaction File for all employees based on their Campus.

Menu Selection: From the TimeCard System Main Menu,

TM-01-17-01

1. Type to choose *TimeCard Maintenance Menu*.
2. Type to choose *Mass Delete Exception Time*.

3. Type to choose *Delete Exception Time by Campus*.
4. You will be asked to confirm your selection by an ALL OK?(YNC) prompt. Type to continue with your selection, otherwise type to exit this task.
5. The screen displays:

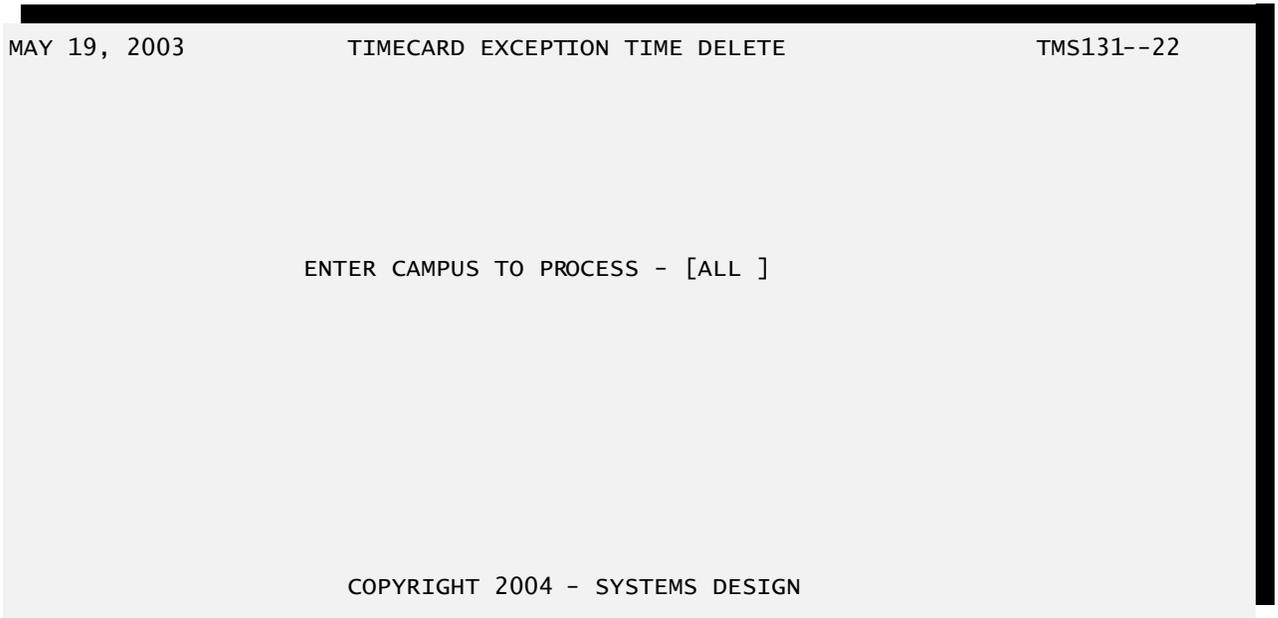


Figure 87 - Delete Exception Time by Campus, Campus Selection

6. Type to select employees for ALL Campuses, otherwise enter the Campus ID and press to select a specific Campus.
7. You will be asked to confirm your Campus selection by an ALL OK?(YNC) prompt. Type to verify your selection, otherwise type to re-enter the Campus.
8. The screen displays:

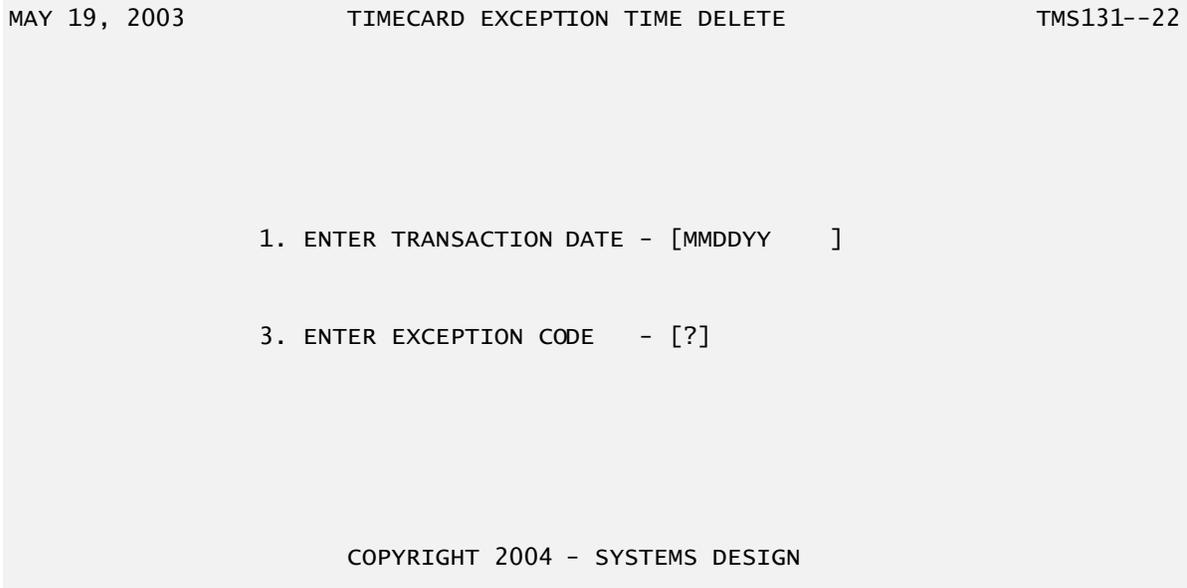


Figure 88 - Delete Exception Time by Campus, Entry Screen

9. Enter the Transaction Date (MMDDYY) for these Transactions. *This is the date the employees are being paid for.*

10. Enter the Exception Code for these Transactions. *See Exception Transaction Codes on page 52.*

Press or and a list of the current Exception Transactions Codes will display on the right side of the screen.

11. After entry of the above fields an ALL OK? (YNC) prompt displays.

If the entries are correct, press and the program will delete the specified transactions.

If you want to change any of the fields, press and you will be prompted for the field number to change.

If you want to abort the task, press and you will be returned to the menu.

Section 4.21 – Extract OE Codes From EDP P/R

Purpose: To build Budget Accounting Codes by extracting the Other Earning Codes from the EDP P/R system.

Menu Selection: From the TimeCard System Main Menu,

TM-01-20

1. Type to choose TimeCard Maintenance Menu.

2. Type to choose Extract OE Codes from EDP P/R.

3. The screen displays:

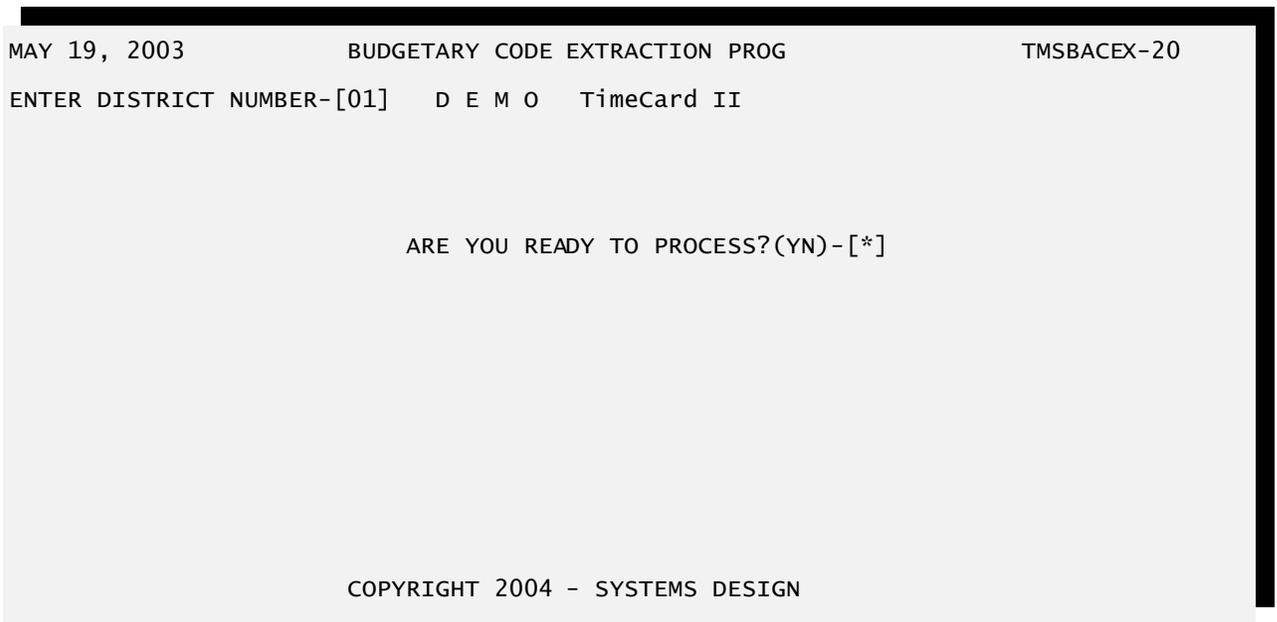


Figure 89 - Extract OE Earnings Code from EDP P/R, Entry Screen

4. You will be asked if you are ready to proceed:

- Entering Y will begin processing the OE codes and building the Budget Accounting Code records.
- Entering N will exit from this program.

Section 4.22 – Merge EDP Employees to TimeCard

Purpose: To build Employee Masters by extracting records from the EDP Personnel system.



These records can be edited after importation. See Employee Masterfile Maintenance in Section [4.3](#) (pg. [29](#)) for further information.

Menu Selection: From the TimeCard System Main Menu,

TM-01-23

1. Type to choose TimeCard Maintenance Menu.
2. Type to choose Merge EDP Employees to TimeCard.
3. The screen displays:

```
MAY 19, 2003      MERGE EDP PERSONNEL MASTERS TO TIMECARD      TMS222--23
ENTER DISTRICT NUMBER-[01]  D E M O  TimeCard II

ADD PERSONNEL RECORDS TO TIMECARD
EMPLOYEE ID BASE          [ 900000]
ARE YOU READY TO PROCESS?(YN)-[*]

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```

Figure 90 - Merge EDP Employees to TimeCard, Entry Screen



Note the **EMPLOYEE ID BASE** which will be added to the Employee Number of the records imported from the EDP systems. See **EMPLOYEE ID BASE** (pg. [13](#)) for further information or to change this value.

4. You will be asked if you are ready to proceed:
 - Entering **Y** will begin processing the Personnel records and building the Employee Master records.
 - Entering **N** will exit from this program.

Chapter 5 – TimeCard Input

Section 5.1 – Overview

This chapter contains the instructions for clocking in and out of the TimeCard II System.

The tasks discussed in this chapter are:

- How to enter and exit from TimeCard Input.
- How to Clock In and Clock Out of the system.

Section 5.2 – TimeCard Input

Purpose To Clock In and Clock Out of the TimeCard II System.

Menu Selection: From the TimeCard System Main Menu,
TM-02

1. Type to choose *TimeCard Input*.
2. The screen displays:

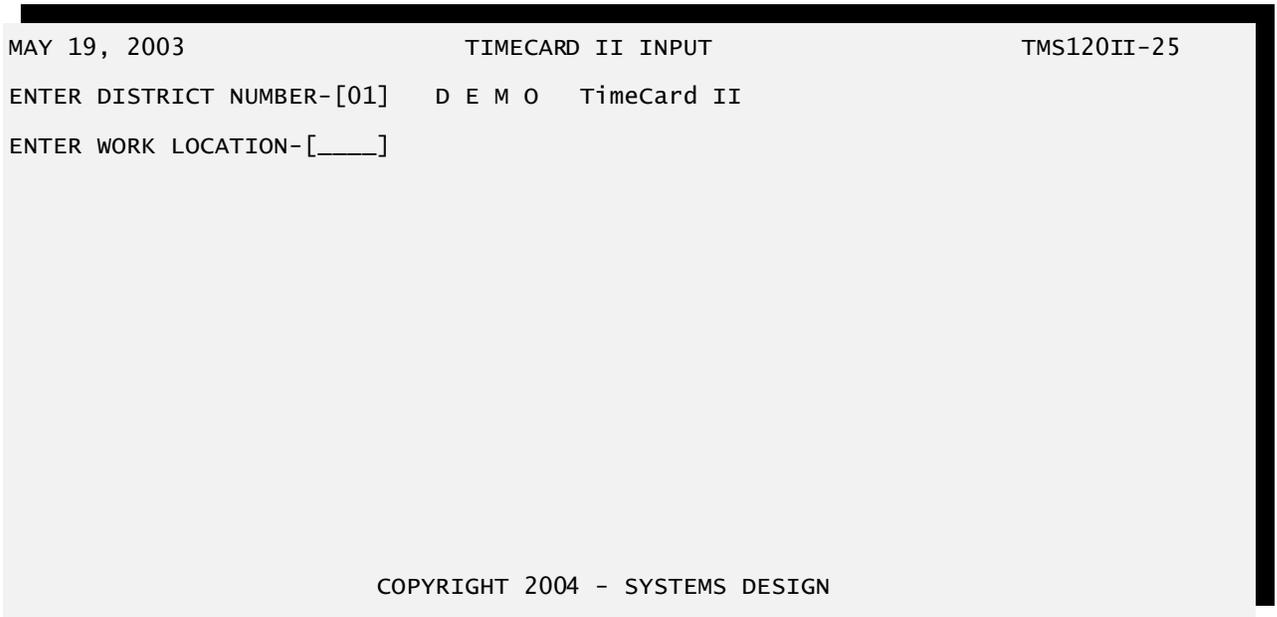


Figure 91 - TimeCard Input, Work Location Entry Screen

3. Enter the Work Location (Campus ID) for the location you are going to enter TimeCard Transactions and press . The Campus Description will display to the right for verification.

If an invalid Work Location is entered the message * CAMPUS NOT

ON FILE * displays.



Campus IDs are set up in the Food Service System (FS-01-03).

4. After entry of the Work Location an ALL OK (YNC) prompt displays.

If the Work Location is correct, press . Continue with Step 5.

If you want to change the Work Location, press and you will be taken back to the Work Location field.

If you want to abandon entering TimeCard entries, press .

5. The screen displays:

```

MAY 19, 2003  11:35                TIMECARD II INPUT                TMS120II-25

EMPLOYEE ID      - [*****]
01=CAMPUS ID     - [0001] SAN BENITO HIGH SCHOOL

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```

Figure 92 - TimeCard Input, Entry Screen

6. Enter the Employee ID to begin clocking the employee in or out.

You may enter and perform an Inquiry at this screen if this is allowed by the TimeCard System Parameter File (see Section [2 ALLOW INQ TMS120II](#), pg. [14](#).)

You may enter to perform employee lookup by name if this is allowed by the TimeCard System Parameter File (see Section [14 ALLOW INQ LOOKUP](#), pg. [14](#).)

7. Enter the Employee Number and for the employee you want to clock in or out. The Employee Number identifies a record in the file.

- Pressing without entering an Employee Number will exit you

from this task.

- Entering will bring up an employee search window. You will be prompted to enter **Last Name**:. Press without entering part of an employee name will exit you from the lookup. After entering the last name information, you will be prompted for the **First Name**:. You may enter none, all, or part of a first name to refine your search. Press when you have entered the first name and the list of employees will display. You may use the and keys to move the cursor up and down in the list. To select the highlighted employee press . To exit the lookup and not select a record press any other key.
- Entering will bring up an employee inquiry window. You will be prompted to enter an **Employee ID**. Press without entering an Employee ID will exit you from the inquiry.

8. After entering the employee number, the screen displays:

```

MAY 19, 2003  05:36                TIMECARD II INPUT                TMS120II-25

EMPLOYEE ID      -[ 559437] OCTAVIA LOGAN
01=CAMPUS ID     -[0001] SAN BENITO HIGH SCHOOL
DATE             -[MAY 19, 2003]
TIME             -[05:36-AM]
02=STATUS        -[I]   CLOCK IN
03=BUDGET ACCOUNT CODE -[A03] BUS DUTY-REG

ALL OK?(YNC)-[*]

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```

Figure 93 - TimeCard Input, Entry Sample Screen

9. The system prompts **ALL OK (YNC)** if the TimeCard Entry is correct.

If the entry is correct, press . The entry is recorded and the system prepares for the next employee to clock in/out (Step 6).

If you want to change the Campus ID, Status, or Budget Account Code, press and you will be prompted for the field number to change.

If you want to abandon this entry, press .

The system will automatically abandon this entry if a response isn't made in 30 seconds.

FIELD	FORMAT	EXPLANATION
01=Campus ID	4 characters.	This is the identifier assigned to the Campus (Work Location).
		Campus IDs are set up in the Food Service System (FS-01-03).
02=Status	1 character.	This is an indicator of the type of entry. <ul style="list-style-type: none"> I Indicates this is a clock in entry. O Indicates this is a clock out entry. <p><i>This entry is automatically determined based on the Curr Status field in the Employee Master, see page 33. If an incorrect status appears, this usually indicates an employee forgot to clock in or out. Check the transaction through an inquiry and compare the last entry against the Employee Master.</i></p>
03=Budget Account Code		This code controls how the expense is to be allocated with this time entry. See 4.2 (pg. 26) - Budget Code Master Maintenance. <i>This field is only shown for Clock In entries.</i>
		If the field is selected to edit, a list of the Budget Accounting Codes from the Employee's Master will be displayed on the right. See Figure 94. The appropriate code may be selected by using the arrow keys to move up or down through the list. Press  to select the desired Budget Code.
		This field is only available if Budget Tracking is enabled. See Budget Tracking in Section 2.2 (pg. 11).

```

MAY 19, 2003 05:36                TIMECARD II INPUT                TMS120II-25

EMPLOYEE ID      -[ 559437] OCTAVIA LOGAN
01=CAMPUS ID     -[0001] SAN BENITO HIGH SCHOOL +--BUDGET CODE CHOICES--+
DATE             -[MAY 19, 2003]          A03 BUS DUTY-REG |
TIME             -[05:36-AM]              A07 LIB. SETUP   |
02=STATUS        -[I]  CLOCK IN           A57 EXTRA DAYS  |
03=BUDGET ACCOUNT CODE -[***]             A72 TECHNOLOGY  |
                                                    A77 BUS MONITOR  |
                                                    AA6 PEIMS CLERK |
                                                    B02 SUMMER SCH  |
                                                    B05 SP ED DRIVER|
                                                    B08 9TH SP. ED. |
                                                    B10 HS SP ED.   |
                                                    A39 REG RATE PAY|
                                                    +-----+
ALL OK?(YNC)-[N]                FIELD-[03]
                                COPYRIGHT 2004 - SYSTEMS DESIGN
    
```

Figure 94 - TimeCard Input, Sample Budget Account Code field change

Chapter 6 – Employee TimeCard Inquiry

Section 6.1 – Overview

This chapter contains the instructions for performing an inquiry on employee's hours using the TimeCard II System.

The tasks discussed in this chapter are:

- How to perform an inquiry for an employee.

Section 6.2 – TimeCard Inquiry

Purpose To inquire an employee's time in the TimeCard II System.

Menu Selection: From the TimeCard System Main Menu,

TM-03

1. Type to choose Employee TimeCard Inquiry.
2. The screen displays:

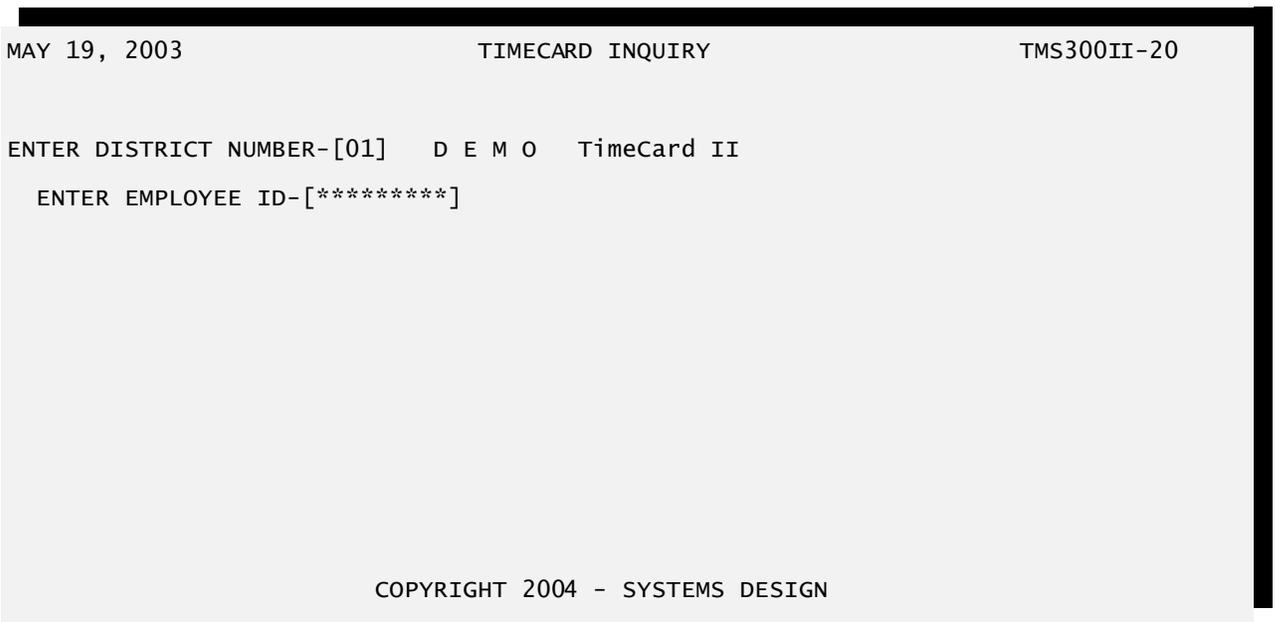


Figure 95 - Employee TimeCard Inquiry, Entry Screen

3. Enter the Employee Number and for the employee you want to inquire. The employee's name will display to the right.
 - Pressing without entering an Employee Number will exit you from this task.

- Entering   will bring up an employee search window. You will be prompted to enter **Last Name**:. Press  without entering part of an employee name will exit you from the lookup. After entering the last name information, you will be prompted for the **First Name**:. You may enter none, all, or part of a first name to refine your search. Press  when you have entered the first name and the list of employees will display. You may use the  and  keys to move the cursor up and down in the list. To select the highlighted employee press . To exit the lookup and not select a record press any other key.
4. After entering the Employee Number the screen will prompts for the Employee's Password:



Figure 96 - Employee TimeCard Inquiry, Employee Password

The Employee's Password is the last four digits of their Social Security Number.

- Entering an invalid password will cause the system to return to the **Enter Employee ID** prompt.
5. Next the system displays:



Figure 97 - Employee TimeCard Inquiry, Period Start Date

6. Enter the Start Date (MMDDYY) of the period you want to inquire. Transactions before this date will not display.

After entering the Period Start Date the screen displays:



Figure 98 - Employee TimeCard Inquiry, Period Stop Date

7. Enter the Stop Date (MMDDYY) of the period you want to inquire. Transactions after this date will not display.

After entry of the information you will be asked to confirm your entries.

```

MAY 19, 2003                                TIMECARD INQUIRY                                TMS300II-20

ENTER DISTRICT NUMBER-[01]   D E M O   TimeCard II

ENTER EMPLOYEE ID-[ 559437]           ENTER EMPLOYEE PASSWORD-[****]

PERIOD START DATE-[03/01/2003]
PERIOD STOP DATE--[03/07/2003]

ALL OK?(YNC)-[*]

                                COPYRIGHT 2004 - SYSTEMS DESIGN
    
```

Figure 99 - Employee TimeCard Inquiry, Confirmation

8. If your want to change your choices enter N and the entry will restart at the employee number. Enter Y and the inquiry will display.

```

MAY 19, 2003                                TIMECARD INQUIRY                                TMS300II-20
REPORTING PERIOD: 03-01-2003 TO 03-07-2003
DEPT: 0016  EMPL#    559437 LOGAN, OCTAVIA

  DATE      SEQ IN    SEQ OUT    TIME      DATE      SEQ IN    SEQ OUT    TIME
03-03-03   010 05:56   020 12:50   8.00      030 13:19   040 14:19
03-04-03   010 05:57   020 12:47   8.00      030 13:16   040 14:20
03-05-03   010 05:56   020 12:47   7.75      030 13:16   040 14:15
03-06-03   (0041)--- SICK PAY   8.00
03-07-03   010 05:57   020 12:49   8.00      030 13:16   040 14:25

** TOTAL DIST-ID#    654321    39.75
'ENTER' TO CONTINUE

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```

Figure 100 - Employee TimeCard Inquiry, Sample Inquiry without Budgetary Accounting I/F

```

MAY 19, 2003                TIMECARD INQUIRY                TMS300II-20
REPORTING PERIOD: 03-01-2003 TO 03-07-2003
DEPT: 0016  EMPL# 559437 LOGAN, OCTAVIA

  DATE   SEQ  IN   SEQ  OUT   TIME   DATE   SEQ  IN   SEQ  OUT   TIME
03-03-03 010 05:56 020 12:50      03-06-03 (0041)--- SICK PAY      8.00
          BUDGET: A39=REG RATE PAY 03-07-03 010 05:57 020 12:49
          030 13:19 040 14:19      BUDGET: A39=REG RATE PAY
          BUDGET: A39=REG RATE PAY      030 13:16 040 14:25
          8.00                        BUDGET: A39=REG RATE PAY
03-04-03 010 05:57 020 12:47      BUDGET: A39=REG RATE PAY      8.00
          BUDGET: A39=REG RATE PAY
          030 13:16 040 14:20      ** TOTAL DIST-ID# 654321 39.75
          BUDGET: A39=REG RATE PAY 'ENTER' TO CONTINUE
          8.00
03-05-03 010 05:56 020 12:47      BUDGET: A39=REG RATE PAY
          030 13:16 040 14:15      BUDGET: A39=REG RATE PAY
          7.75

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```

Figure 101 - Employee TimeCard Inquiry, Sample Inquiry with Budgetary Accounting I/F



For an explanation of the fields, see the Field Explanation table on page [40](#).

Chapter 7 – TimeCard Reports

Section 7.1 – Overview

This chapter contains the options for producing reports from the TimeCard II System. These reports are designed to be tools for your managers in allocating the resources of their personnel.

The tasks discussed in this chapter are:

- TimeCard Audit Reports with and without Budget Account Codes.
- TimeCard Input Report Summary
- TimeCard Print by Employee, Department, or Campus or by Campus and Department
- Rated TimeCard
- Exception Time Report
- Employee ID Card Print
- TimeCard Expense Report
- TimeCard Error Report
- Campus Worked Summary Report
- TimeCard interface to EDP P/R
- Employee Status Report

Section 7.2 – TimeCard Audit Reports

Purpose: To produce Audit Reports from the TimeCard Transaction File for a specific time period.

Menu Selection: From the TimeCard System Main Menu,

- TM-04-01
1. Type to choose TimeCard Reports Menu.
 2. Type to choose TimeCard Audit Reports Menu.
 3. A sub-menu displays:

TIME CARD AUDIT REPORTS MENU

01 = TIMECARD AUDIT WITHOUT BUDGET
 02 = TIMECARD AUDIT WITH BUDGET

99 = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[]

Last Selection: TM-03 *** EMPLOYEE TIME CARD INQUIRY ***
 Computer Systems Design, Inc.

Figure 102 - TimeCard Audit Reports Sub-Menu

4. Type to produce an Audit Report without Budget Account Codes and continue with Section [7.3](#) (pg. [92](#)).
- Type to produce an Audit Report with Budget Account Codes and continue with Section [7.4](#) (pg. [96](#)).
- Type to exit this task.

Section 7.3 – TimeCard Audit Report without Budget

Purpose: To produce Audit Reports from the TimeCard Transaction File for a specific time period without Budget Account Codes.

Menu Selection: From the TimeCard System Main Menu,

TM-04-01-01

1. Type to choose *TimeCard Reports Menu*.
2. Type to choose *TimeCard Audit Reports Menu*.
3. Type to choose *TimeCard Audit without Budget*.
4. You will be prompted for which printer to output the report:

WHICH PRINTER?-[]

Press and your default printer number will display and be used to print the report, otherwise enter the number of the printer to receive the

report.

5. You will be asked to confirm the printer number to be used:

```
ARE YOU SURE? (Y/N)-[ ]
```

Type Y if your choice was correct, otherwise type N and you will be taken back to the *Which Printer* option.

6. After entry of the printer number, you will be asked which Department range of employees to list. The screen displays:

```
MAY 19, 2003                EMPLOYEE TIME KEY BUILD                TMS900w-20

ENTER DEPT-NO TO PRINT - FROM: ****
(Press 'Enter' for All)

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```

Figure 103 - TimeCard Audit Report without Budget, Entry Screen

7. Press to select employees for ALL Departments, otherwise enter the desired starting Department ID. You will then be prompted for the ending Department ID. To print only the employees in one Department, press , otherwise enter the ending Department ID of the Department range to be printed.



See Department # in Employee File Maintenance on page [33](#).

8. You will be asked to confirm your Department selection by an ALL OK? (Y/N) prompt. Type Y to verify your selection, otherwise type N to re-enter the Department ID.



If you see a screen like the following it indicates that no employees were found for the Department ID you entered. Press and the program will terminate. *Verify the Department ID you entered has employees assigned to it.*

```
MAY 19, 2003          EMPLOYEE TIMECARD AUDIT REPORT          TMS400w-25
ENTER DISTRICT NUMBER-[01]  D E M O   TimeCard II
```

NO DATA EXTRACTED

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Figure 104 - TimeCard Audit Report without Budget, No Employees in specified Department

9. You will be prompted for the Run Date:

```
ENTER RUN DATE--[*****  ]
```

Figure 105 - TimeCard Audit Report without Budget, Run Date Entry

Enter the Run Date (MMDDYY) for the report. *Used for report headings only.*

Pressing without entering a Run Date will use the current system date.

10. You will next be prompted for the Period Start Date:

```
PERIOD START DATE-[*****  ]
```

Figure 106 - TimeCard Audit Report without Budget, Period Start Date Entry

Enter the Start Date (MMDDYY) of the period you want to report. Transactions before this date will not display.

After entering the Period Start Date the screen displays:

```
PERIOD STOP DATE--[***** ]
```

Figure 107 - TimeCard Audit Report without Budget, Period Stop Date

11. Enter the Stop Date (MMDDYY) of the period you want to inquire. Transactions after this date will not display.
After entry of the information you will be asked to confirm your entries.

```
MAY 19, 2003          EMPLOYEE TIMECARD AUDIT REPORT          TMS400w-25
ENTER DISTRICT NUMBER-[01]  D E M O   TimeCard II

ENTER RUN DATE--[05-19-2003]

PERIOD START DATE-[03/01/2003]
PERIOD STOP DATE--[03/07/2003]

ALL OK?(YNC)-[*]

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```

Figure 108 - TimeCard Audit Report without Budget, Confirmation

12. If you want to change your choices enter N and the selection will restart at Enter Run Date. Enter Y and the report will be produced.

EMP ID#	EMPLOYEE NAME	DEPT	DATE	SEQ	IN	SEQ	OUT	TIME	SCHED	EXCESS	ALLOW	O T	EXCP			
100387	GALLEGOS, DIANE	0016	03-03-2003	010	10:18	020	12:37				40.00					
				030	13:03	040	13:46	3.00	3.00							
			03-04-2003	010	10:19	020	12:35									
				030	13:02	040	13:43	3.00	3.00							
			03-05-2003	010	10:18	020	12:34									
				030	13:03	040	13:42	3.00	3.00							
			03-06-2003	010	10:19	020	12:37									
				030	13:02	040	13:31	2.75	2.75							
			03-07-2003	010	10:16	020	12:42									
				030	13:04	040	13:42	3.00	3.00							

			** TOTAL DIST-ID#					100387			14.75	14.75	0.00		0.00	0.00
			302762	GARCIA, DENISE	0016	03-03-2003	010	10:14	020	12:17				40.00		
							030	12:40	040	13:47	3.25	3.25				
03-04-2003	010	10:11				020	12:13									
	030	12:40				040	13:40	3.00	3.00							
03-05-2003	010	10:20				020	12:31									
	030	12:41				040	13:53	3.50	3.50							
03-06-2003	010	10:10				020	12:14									
	030	12:39				040	13:44	3.25	3.25							
03-07-2003	010	10:14				020	12:14									
	030	12:33				040	13:40	3.00	3.00							

** TOTAL DIST-ID#						302762			16.00	16.00	0.00		0.00	0.00		
100536	GONZALEZ, YVONNE	0016				03-03-2003	010	10:18	020	12:37				40.00		
							030	12:56	040	13:42	3.00	3.00				
			03-04-2003	010	10:19	020	12:34									
				030	12:56	040	13:43	3.00	3.00							
			03-05-2003	010	10:18	020	12:34									
				030	12:57	040	13:42	3.00	3.00							
			03-06-2003	010	10:19	020	12:33									
				030	12:55	040	13:31	2.75	2.75							
			03-07-2003	010	10:16	020	12:33									
				030	12:54	040	13:42	3.00	3.00							

			** TOTAL DIST-ID#					100536			14.75	14.75	0.00		0.00	0.00
			207351	HARRIS, CINDY	0016	03-03-2003	010	07:27	020	11:01				40.00		
							030	12:03	040	16:30	8.00	8.00				
03-04-2003	010	07:28				020	11:00									
	030	12:02				040	16:30	8.00	8.00							
03-05-2003	010	07:29				020	10:59									
	030	12:01				040	16:30	8.00	8.00							
03-06-2003	010	07:29				020	11:00									
	030	12:00				040	16:30	8.00	8.00							
03-07-2003	010	07:27				020	11:00									
	030	12:01				040	16:30	8.00	8.00							

** TOTAL DIST-ID#						207351			40.00	40.00	0.00		0.00	0.00		

Figure 109 - TimeCard Audit Report without Budget, Sample Report

Section 7.4 – TimeCard Audit Report with Budget

Purpose: To produce Audit Reports from the TimeCard Transaction File for a specific time period with Budget Account Codes.

Menu Selection: From the TimeCard System Main Menu,

TM-04-01-02

1. Type **04** to choose *TimeCard Reports Menu*.

2. Type **01** to choose *TimeCard Audit Reports Menu*.

3. Type to choose TimeCard Audit with Budget.
4. You will be prompted for which printer to output the report:

WHICH PRINTER?-[]

Press and your default printer number will display and be used to print the report, otherwise enter the number of the printer to receive the report.

5. You will be asked to confirm the printer number to be used:

ARE YOU SURE? (Y/N)-[]

Type if your choice was correct, otherwise type and you will be taken back to the Which Printer option.

6. After entry of the printer number, you will be asked which Department's employees to list. The screen displays:

MAY 19, 2003

EMPLOYEE TIME KEY BUILD

TMS900w-20

ENTER DEPT-NO TO PRINT: ****
(Press 'Enter' for All)

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Figure 110 - TimeCard Audit Report with Budget, Entry Screen

7. Type to select employees for ALL Departments, otherwise enter the desired Department ID and press to limit the report to only those employees assigned to that specific Department.



See **Department #** in Employee File Maintenance on page [33](#).

- You will be asked to confirm your Department selection by an ALL OK?(YNC) prompt. Type Y to verify your selection, otherwise type N to re-enter the Department ID.



If you see a screen like the following it indicates that no employees were found for the Department ID you entered. Press and the program will terminate. *Verify the Department ID you entered has employees assigned to it.*

```

MAY 19, 2003                EMPLOYEE TIMECARD AUDIT REPORT                TMS400II-26
ENTER DISTRICT NUMBER-[01]  D E M O   TimeCard II

                                NO DATA EXTRACTED

                                COPYRIGHT 2004 - SYSTEMS DESIGN

```

Figure 111 - TimeCard Audit Report with Budget, No Employees in specified Department

- You will be prompted for the Run Date:

```

ENTER RUN DATE--[*****  ]

```

Figure 112 - TimeCard Audit Report with Budget, Run Date Entry

Enter the Run Date (MMDDYY) for the report. *Used for report headings only.*

Pressing without entering a Run Date will use the current system date.

- You will next be asked for the start and end dates of the weeks to print for the TimeCard Audit Report. The screen displays:

ENTER DISTRICT NUMBER-[01] D E M O TimeCard II

ENTER RUN DATE--[05/19/2003]

WEEK 1 START DATE-[*****]

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Figure 113 - TimeCard Audit Report with Budget, Period Start Date Entry

The following two fields can be repeated up to 8 times.

11. Enter the Start Date (MMDDYY) of the week to be printed on the TimeCard Audit Report.

Press  when you have entered all the week dates to print on the report.

12. You will next be prompted for the End Date (MMDDYY) of the week.

These two fields (Start Date and End Date) will be repeated allowing you to enter the week date ranges to be reported on.



Press  and the date 6 days after the Start Date will automatically be used. (i.e. press  after entering a Start Date of 03/01/03 will give an End Date of 03/07/03.)



If you need to correct a previous date field, you may enter    and you will be taken back to the previous field. This may be repeated as many times as needed.

13. After entering the date ranges to be printed on the report, you may be prompted whether the rates are to be printed on the report by a PRINT RATES? (YN) prompt. Type  to have the rates printed on the report, otherwise type  to not print the rates.



The option to print the rates is controlled by the SHOW RATES option in the TimeCard System Parameter file. See SHOW RATES (pg. [14](#).)

14. Next you will be prompted whether you want Daily Totals to be printed by a PRINT DAILY TOTALS ?(YN) prompt. Type  to have the

daily totals printed on the report, otherwise type N to not print them.

15. Next you will be prompted whether you want Budget Account Totals to be printed by a PRINT BUDGET ACCOUNT TOTALS ?(YN) prompt. Type Y to have the budget account totals printed on the report, otherwise type N to not print them.
16. Next if you answered Yes to the previous question (PRINT BUDGET ACCOUNT TOTALS), you will be prompted whether you want Weekly Budget Account Totals to be printed by a PRINT WEEKLY BUDGET ACCOUNT TOTALS ?(YN) prompt. Type Y to have the weekly budget account totals printed on the report, otherwise type N to not print them.

After entry of the information you will be asked to confirm your entries.

```
MAY 19, 2003                EMPLOYEE TIMECARD AUDIT REPORT                TMS400II-26
ENTER DISTRICT NUMBER-[01]  D E M O   TimeCard II

ENTER RUN DATE--[05/19/2003]

WEEK 1 START DATE-[03/01/2003]  WEEK 1 STOP DATE--[03/07/2003]
WEEK 2 START DATE-[*****      ]

PRINT RATES?(YN)-[Y]
PRINT DAILY TOTALS?(YN)-[Y]
PRINT BUDGET ACCOUNT TOTALS?(YN)-[Y]
PRINT WEEKLY BUDGET ACCOUNT TOTALS?(YN)-[Y]
ALL OK?(YNC)-[*]

                                COPYRIGHT 2004 - SYSTEMS DESIGN
```

Figure 114 - TimeCard Audit Report with Budget, Confirmation

17. If you want to change your choices enter N and the selection will restart at Enter Run Date. Enter Y and the report will be produced.

F/S-ID#		EMPLOYEE NAME		ACTUAL				-----WORKED-----				O/T	-----EXCESS-----			
DATE	SEQ	IN	SEQ	OUT	TIME	BAC	RATE	ALLOWED LUNCH	SCHEDULED	EXCESS	OVERTIME	BAC	EXCP	BALANCE	OVER	UNDER
100387 GALLEGOS, DIANE																
03-03-2003	010	10:18	020	12:37	2.32	A39	0.00	40.00	2.32							
	030	13:03	040	13:46	0.72	A39	0.00		0.72							
DAILY TOTALS					3.00			40.00	0.00	3.00	0.00	0.00	0.00	0.00		

03-04-2003	010	10:19	020	12:35	2.27	A39	0.00		2.27							
	030	13:02	040	13:43	0.68	A39	0.00		0.68							
DAILY TOTALS					3.00			0.00	0.00	3.00	0.00	0.00	0.00	0.00		

03-05-2003	010	10:18	020	12:34	2.27	A39	0.00		2.27							
	030	13:03	040	13:42	0.65	A39	0.00		0.65							
DAILY TOTALS					3.00			0.00	0.00	3.00	0.00	0.00	0.00	0.00		

03-06-2003	010	10:19	020	12:37	2.30	A39	0.00		2.30							
	030	13:02	040	13:31	0.48	A39	0.00		0.48							
DAILY TOTALS					2.75			0.00	0.00	2.75	0.00	0.00	0.00	0.00		

03-07-2003	010	10:16	020	12:42	2.43	A39	0.00		2.43							
	030	13:04	040	13:42	0.63	A39	0.00		0.63							
DAILY TOTALS					3.00			0.00	0.00	3.00	0.00	0.00	0.00	0.00		
A39-REG RATE PAY					14.75					14.75	0.00	0.00	0.00	0.00	0.00	0.00
WEEK-1 TOTALS					14.75			40.00	0.00	14.75	0.00	0.00	0.00	0.00		
A39-REG RATE PAY					14.75					14.75	0.00	0.00	0.00	0.00	0.00	0.00

** TOTAL DIST-ID#	100387				14.75			40.00	0.00	14.75	0.00	0.00	0.00	0.00		

302762 GARCIA, DENISE																
03-03-2003	010	10:14	020	12:17	2.05			40.00	2.05							
	030	12:40	040	13:47	1.12				1.12							
DAILY TOTALS					3.25			40.00	0.00	3.25	0.00	0.00	0.00	0.00		

03-04-2003	010	10:11	020	12:13	2.03				2.03							
	030	12:40	040	13:40	1.00				1.00							
DAILY TOTALS					3.00			0.00	0.00	3.00	0.00	0.00	0.00	0.00		

03-05-2003	010	10:20	020	12:31	2.18				2.18							
	030	12:41	040	13:53	1.20				1.20							
DAILY TOTALS					3.50			0.00	0.00	3.50	0.00	0.00	0.00	0.00		

03-06-2003	010	10:10	020	12:14	2.07				2.07							
	030	12:39	040	13:44	1.08				1.08							
DAILY TOTALS					3.25			0.00	0.00	3.25	0.00	0.00	0.00	0.00		

03-07-2003	010	10:14	020	12:14	2.00				2.00							
	030	12:33	040	13:40	1.12				1.12							
DAILY TOTALS					3.00			0.00	0.00	3.00	0.00	0.00	0.00	0.00		
WEEK-1 TOTALS					15.85			40.00	0.00	16.00	0.00	0.00	0.00	0.00		

** TOTAL DIST-ID#	302762				15.85			40.00	0.00	16.00	0.00	0.00	0.00	0.00		

100536 GONZALEZ, YVONNE																
03-03-2003	010	10:18	020	12:37	2.32			40.00	2.32							

Figure 115 - TimeCard Audit Report with Budget, Sample Report

Section 7.5 – TimeCard Print

Purpose: To produce timecards from the TimeCard Transaction File.

Menu Selection: From the TimeCard System Main Menu,

- TM-04-04
1. Type to choose TimeCard Reports Menu.
 2. Type to choose TimeCard Print.
 3. You will be prompted for which printer to output the timecards:

```
WHICH PRINTER?-[ ]
```

Press and your default printer number will display and be used to print the report, otherwise enter the number of the printer to receive the report.

4. You will be asked to confirm the printer number to be used:

```
ARE YOU SURE? (Y/N)-[ ]
```

Type if your choice was correct, otherwise type and you will be taken back to the Which Printer option.

5. After entry of the printer number, you will be asked if you want to print timecards for select individuals. The screen displays:

```
MAY 19, 2003                EMPLOYEE TIME KEY BUILD                TMS904-20
ENTER DISTRICT NUMBER-[01]  D E M O  TimeCard II
SELECT INDIVIDUALS TO PRINT?(YN)-[*]
```

```
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```

Figure 116 - TimeCard Print, Entry Screen

6. Type Y if you want to print timecards for specific individuals, otherwise type N and you will be able to select by School and Department.
7. If you selected not to print individual timecards, you will be prompted for the School to print timecards. The screen displays:

```
ENTER SCHOOL TO PRINT: ****
(Press 'Enter' for All)
```

Figure 117 - TimeCard Print, School Selection

Type to select employees for ALL Schools, otherwise enter the desired School ID and press to limit the report to only those employees assigned to that specific School.

8. If you selected not to print individual timecards, you will be prompted for the Department to print timecards. The screen displays:

```
ENTER DEPT-NO TO PRINT - FROM: ****
(Press 'Enter' for All)
```

Figure 118 - TimeCard Print, Department Selection

Press to select employees for ALL Departments, otherwise enter the desired starting Department ID. You will then be prompted for the ending Department ID. To print only the employees in one Department, press , otherwise enter the ending Department ID of the Department range to be printed.

9. You will be asked the order the employees are to be sorted:

```
ENTER SORT SEQUENCE: **
(ENTER=ALPHA ONLY, S=BY SCHOOL, D=BY DEPT,
SD=BY SCHOOL/DEPT, DS=BY DEPT/SCHOOL)
```

Figure 119 - TimeCard Print, Sort Selection

- Entering will sort the employees by Employee Name (Last, First).
- Entering S will sort the employees by School by Employee Name (Last, First). *Each School will start on a new page.*
- Entering D will sort the employees by Department by Employee Name (Last, First). *Each Department will start on a new page.*

- Entering will sort the employees by School by Department by Employee Name (Last, First). *Each School/Department will start on a new page.*
- Entering will sort the employees by Department by School by Employee Name (Last, First). Each Department/School will start on a new page.

10. You will be asked to confirm your selections by an ALL OK? (YNC) prompt. Type to verify your selections, otherwise type to re-enter your selections.



If you see a screen like the following it indicates that no employees were found matching the options you specified. Press and the program will terminate. Verify the School and Department IDs you entered has employees assigned to them.

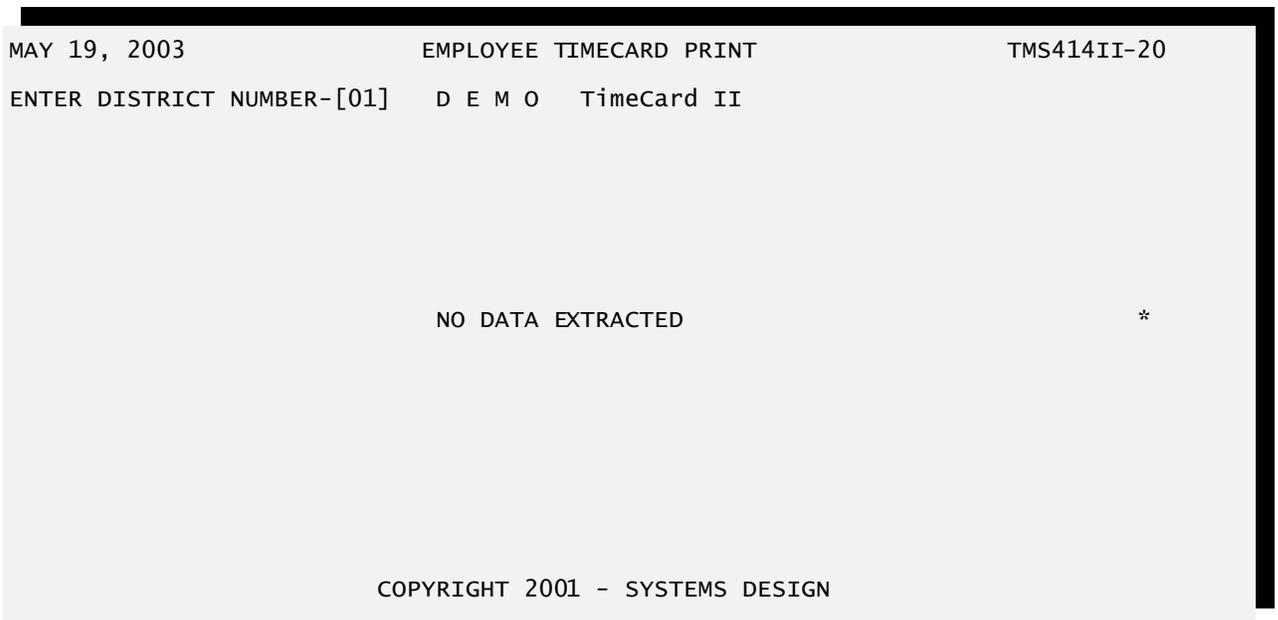


Figure 120 - TimeCard Print - by School by Department, No Employees in specified School/Department

11. If you selected to print timecards for individuals, you will be prompted to enter the Employee No:



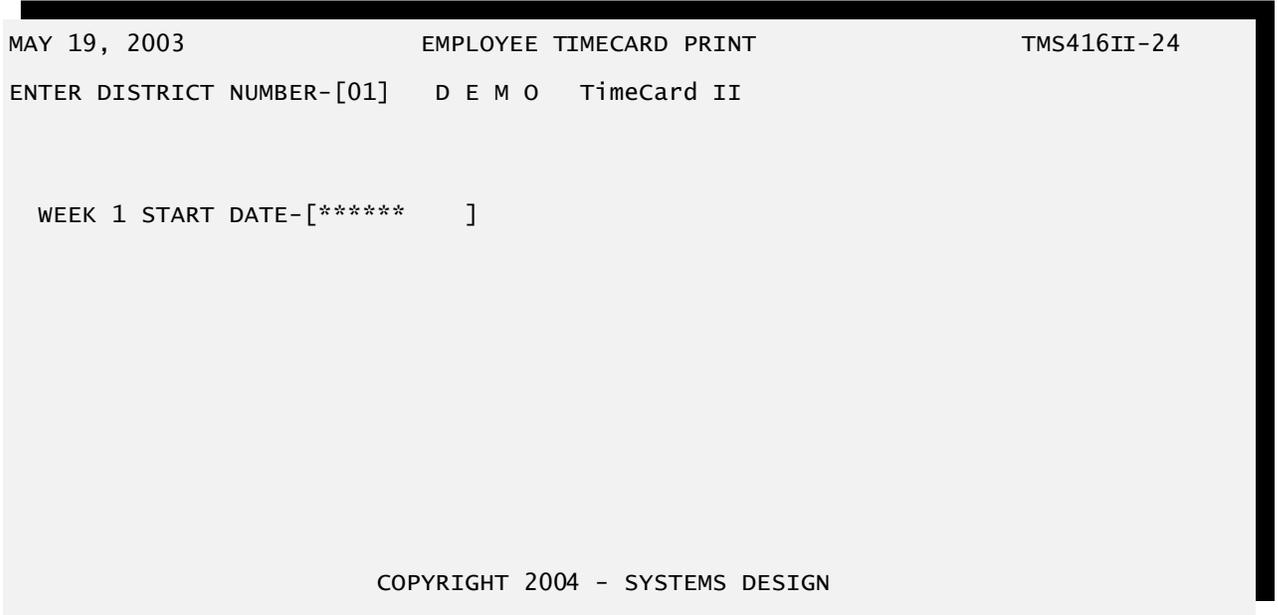
Figure 121 - TimeCard Print, Employee No. Entry Screen

After entering the Employee Number the name will display on the screen for verification. If you enter an invalid Employee Number the screen will display **EMPLOYEE NOT ON FILE.**

Continue entering the Employee Numbers that you want to print

timecards. When you are finished press 

12. You will be asked for the start and end dates of the weeks to print for the timecards. The screen displays:



```
MAY 19, 2003                EMPLOYEE TIMECARD PRINT                TMS416II-24
ENTER DISTRICT NUMBER-[01]  D E M O  TimeCard II

WEEK 1 START DATE-[***** ]

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```

Figure 122 - TimeCard Print, Week Dates Entry Screen

The following two fields can be repeated up to 8 times.

13. Enter the Start Date (MMDDYY) of the week to be printed on the timecards for the report.

Press  when you have entered all the week dates to print on the timecards.

14. You will next be prompted for the End Date (MMDDYY) of the week.

These two fields (Start Date and End Date) will be repeated allowing you to enter the week date ranges for the period to be reported on.

Press  and the date 6 days after the Start Date will automatically be used. (i.e. press  after entering a Start Date of 03/01/03 will give an End Date of 03/07/03.)



If you need to correct a Start Date and you are at the End Date field, you may enter  and you will be taken back to the Start Date field.

15. After entering the date ranges to be printed on the timecards, you will be prompted whether you want Daily Totals to be printed by a PRINT DAILY TOTALS ?(YN) prompt. Type  to have the daily totals printed on the timecards, otherwise type  to not print them.
16. Next you will be prompted whether you want Budget Account Totals to

be printed by a PRINT BUDGET ACCOUNT TOTALS ?(YN) prompt. Type Y to have the budget account totals printed on the timecards, otherwise type N to not print them.

17. Next if you answered Yes to the previous question (PRINT BUDGET ACCOUNT TOTALS), you will be prompted whether you want Weekly Budget Account Totals to be printed by a PRINT WEEKLY BUDGET ACCOUNT TOTALS ?(YN) prompt. Type Y to have the weekly budget account totals printed on the timecards, otherwise type N to not print them.

After entry of the information you will be asked to confirm your entries.

```
MAY 19, 2003                EMPLOYEE TIMECARD PRINT                TMS416II-24
ENTER DISTRICT NUMBER-[01]  D E M O   TimeCard II

WEEK 1 START DATE-[03/01/2003]  WEEK 1 STOP DATE--[03/07/2003]
WEEK 2 START DATE-[03/08/2003]  WEEK 2 STOP DATE--[03/14/2003]
WEEK 3 START DATE-[03/15/2003]  WEEK 3 STOP DATE--[03/21/2003]
WEEK 4 START DATE-[03/22/2003]  WEEK 4 STOP DATE--[03/28/2003]
WEEK 5 START DATE-[*****]

PRINT DAILY TOTALS?(YN)-[Y]
PRINT BUDGET ACCOUNT TOTALS?(YN)-[Y]
PRINT WEEKLY BUDGET ACCOUNT TOTALS?(YN)-[Y]
ALL OK?(YNC)-[*]

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```

Figure 123 - TimeCard Print, Confirmation

18. If you want to change your choices enter N and the selection will restart at WEEK 1 START DATE. Enter Y and the timecards will be produced.

EMPLOYEE NO: 559437 SCHOOL: 0041
EMPLOYEE NAME: LOGAN, OCTAVIA SSN# 258-15-5817
DEPT: 0016
PAYROLL PERIOD: 03-01-2003 TO 03-28-2003 DIST NO: 654321

DATE	CAMPUS	SEQ	CLOCK-IN TIME	CLOCK-OUT SEQ	TIME	TIME	ALLOW	LUNCH	SCHED.	EXCESS	O/TIME	EXCP HOURS	EXCESS BALANCE	BUDGET CODE	OVERTIME BUDGET		
03-03-2003	0041	010	05:56	020	12:50	7.00	40.00		7.00					A39-REG RATE PAY			
	0041	030	13:19	040	14:19	1.00			1.00					A39-REG RATE PAY			
DAILY TOTALS						8.00	40.00	0.00	8.00	0.00	0.00	0.00	0.00				
03-04-2003	0041	010	05:57	020	12:47	6.75			6.75					A39-REG RATE PAY			
	0041	030	13:16	040	14:20	1.25			1.25					A39-REG RATE PAY			
DAILY TOTALS						8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00				
03-05-2003	0041	010	05:56	020	12:47	6.75			6.75					A39-REG RATE PAY			
	0041	030	13:16	040	14:15	1.00			1.00					A39-REG RATE PAY			
DAILY TOTALS						7.75	0.00	0.00	7.75	0.00	0.00	0.00	0.00				
03-06-2003	0041	S I C K								SICK CHILD		8.00		A30-REG RATE PAY			
DAILY TOTALS						0.00	0.00	0.00	0.00	0.00	8.00	0.00					
03-07-2003	0041	010	05:57	020	12:49	6.75			6.75					A39-REG RATE PAY			
	0041	030	13:16	040	14:25	1.25			1.25					A39-REG RATE PAY			
DAILY TOTALS						8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00				
A30-REG RATE PAY						0.00			0.00	0.00	8.00	0.00	SCHD OVER	0.00	SCHD UNDER	0.00	
A39-REG RATE PAY						31.75			31.75	0.00	0.00	0.00	0.00	SCHD OVER	0.00	SCHD UNDER	0.00
WEEK-1 TOTALS						31.75	40.00	0.00	31.75	0.00	0.00	8.00	0.00				
03-10-2003	0041	010	05:57	020	12:57	7.00			7.00					A39-REG RATE PAY			
	0041	030	13:23	040	14:21	1.00			1.00					A39-REG RATE PAY			
DAILY TOTALS						8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00				
03-11-2003	0041	010	05:56	020	12:46	6.75			6.75					A39-REG RATE PAY			
	0041	030	13:08	040	15:03	2.00			2.00					A39-REG RATE PAY			
DAILY TOTALS						8.75	0.00	0.00	8.75	0.00	0.00	0.00	0.00				
03-12-2003	0041	010	05:56	020	12:48	6.75			6.75					A39-REG RATE PAY			
	0041	030	13:18	040	14:33	1.25			1.25					A39-REG RATE PAY			
DAILY TOTALS						8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00				
03-13-2003	0041	010	05:57	020	12:46	6.75			6.75					A39-REG RATE PAY			
	0041	030	13:10	040	14:17	1.25			1.25					A39-REG RATE PAY			
DAILY TOTALS						8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00				
03-14-2003	0041	010	05:56	020	12:44	6.75			6.75					A39-REG RATE PAY			
	0041	030	13:12	040	14:16	1.00			0.50		0.50			A39-REG RATE PAY	A39-REG RATE PAY		
DAILY TOTALS						7.75	0.00	0.00	7.25	0.00	0.50	0.00	0.00				
A39-REG RATE PAY A39-REG RATE PA						40.50			40.00	0.00	0.50	0.00	0.00	SCHD OVER	0.00	SCHD UNDER	0.00
WEEK-2 TOTALS						40.50	0.00	0.00	40.00	0.00	0.50	0.00	0.00				
03-17-2003	0001	010	05:55	020	12:00	6.00			6.00					A39-REG RATE PAY			
	0001	030	12:30	040	16:25	4.00			4.00					A39-REG RATE PAY			
DAILY TOTALS						10.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00				

Figure 124 - TimeCard Print, Sample TimeCard Page 1

EMPLOYEE NO: 559437
EMPLOYEE NAME: LOGAN, OCTAVIA

SCHOOL: 0041
SSN# 258-15-5817
DEPT: 0016
DIST NO: 654321

PAYROLL PERIOD: 03-01-2003 TO 03-28-2003

DATE	CAMPUS	SEQ	CLOCK-IN TIME	CLOCK-OUT TIME	TIME	ALLOW	LUNCH	SCHED.	EXCESS	O/TIME	EXCP	EXCESS	BUDGET CODE	OVERTIME	BUDGET
03-18-2003	0001	010	05:54	020	12:00	6.00		6.00					A39-REG RATE PAY		
	0001	030	12:30	040	16:24	4.00		4.00					A39-REG RATE PAY		
DAILY TOTALS					10.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00			
03-19-2003	0001	010	05:56	020	12:00	6.00		6.00					A39-REG RATE PAY		
	0001	030	12:30	040	16:34	4.25		4.25					A39-REG RATE PAY		
DAILY TOTALS					10.25	0.00	0.00	10.25	0.00	0.00	0.00	0.00			
03-20-2003	0001	010	05:54	020	12:00	6.00		6.00					A39-REG RATE PAY		
	0001	030	12:30	040	16:25	4.00		3.75		0.25			A39-REG RATE PAY	A39-REG RATE PAY	
DAILY TOTALS					10.00	0.00	0.00	9.75	0.00	0.25	0.00	0.00			
03-21-2003	0041	J U R Y										8.00	A30-REG RATE PAY		
DAILY TOTALS					0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00			
A30-REG RATE PAY					0.00			0.00	0.00	0.00	8.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00
A39-REG RATE PAY A39-REG RATE PA					40.25			40.00	0.00	0.25	0.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00
WEEK-3 TOTALS					40.25	0.00	0.00	40.00	0.00	0.25	8.00	0.00			
03-24-2003	0041	010	05:57	020	11:40	5.75		5.75					A39-REG RATE PAY		
	0041	030	12:12	040	13:31	1.25		1.25					A39-REG RATE PAY		
DAILY TOTALS					7.00	0.00	0.00	7.00	0.00	0.00	0.00	0.00			
03-25-2003	0041	010	05:57	020	12:46	6.75		6.75					A39-REG RATE PAY		
	0041	030	13:14	040	14:13	1.00		1.00					A39-REG RATE PAY		
DAILY TOTALS					7.75	0.00	0.00	7.75	0.00	0.00	0.00	0.00			
03-26-2003	0041	010	05:56	020	12:48	6.75		6.75					A39-REG RATE PAY		
	0004	030	13:14	040	14:21	1.25		1.25					A39-REG RATE PAY		
DAILY TOTALS					8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00			
03-27-2003	0041	010	05:56	020	12:50	7.00		7.00					A39-REG RATE PAY		
	0041	030	13:18	040	14:16	0.75		0.75					A39-REG RATE PAY		
DAILY TOTALS					7.75	0.00	0.00	7.75	0.00	0.00	0.00	0.00			
03-28-2003	0041	V A C A T I O N										8.00	A31-REG RATE PAY		
DAILY TOTALS					0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00			
A31-REG RATE PAY					0.00			0.00	0.00	0.00	8.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00
A39-REG RATE PAY					30.50			30.50	0.00	0.00	0.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00
WEEK-4 TOTALS					30.50	0.00	0.00	30.50	0.00	0.00	8.00	0.00			
A30-REG RATE PAY					0.00			0.00	0.00	0.00	16.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00
A31-REG RATE PAY					0.00			0.00	0.00	0.00	8.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00
A39-REG RATE PAY A39-REG RATE PA					143.00			142.25	0.00	0.75	0.00	0.00	SCHD OVER	0.00	SCHD UNDER 0.00
PERIOD TOTALS					143.00	40.00	0.00	142.25	0.00	0.75	24.00	0.00			

EMPLOYEE'S SIGNATURE										SUPERVISOR'S SIGNATURE					

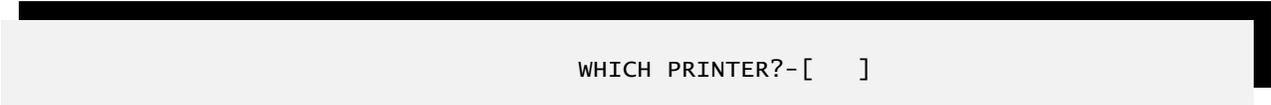
Figure 125 - TimeCard Print, Sample TimeCard Page 2

Section 7.6 – Exception Time Report by Department

Purpose: To produce a report of Exception Time from the TimeCard Transaction File for a specific or all departments.

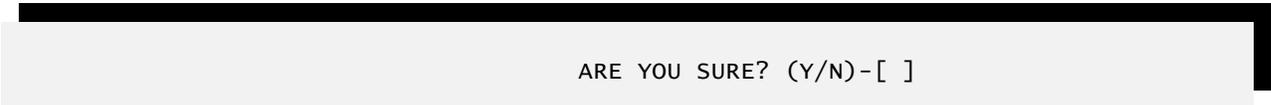
Menu Selection: From the TimeCard System Main Menu,

1. Type to choose TimeCard Reports Menu.
2. Type to choose Exception Time Report by Dept.
3. You will be prompted for which printer to output the report:



Press and your default printer number will display and be used to print the report, otherwise enter the number of the printer to receive the report.

4. You will be asked to confirm the printer number to be used:



Type if your choice was correct, otherwise type and you will be taken back to the Which Printer option.

5. You will be asked which Department's employees to list. The screen displays:

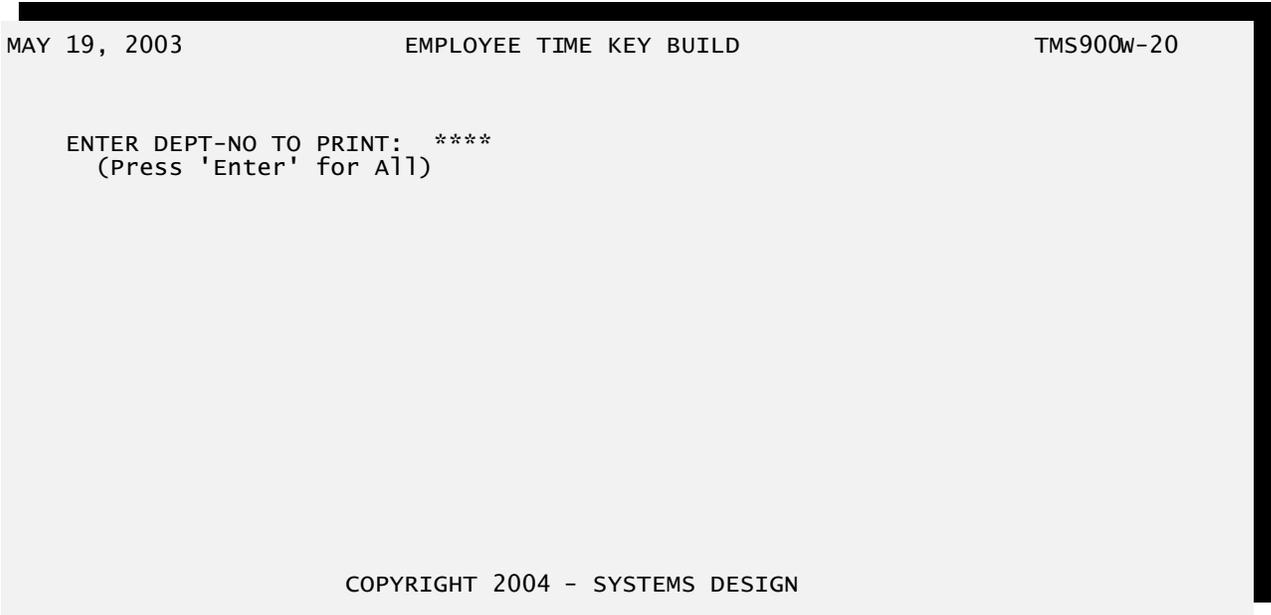


Figure 126 - Exception Time Report by Department, Entry Screen

6. Type to select employees for ALL Departments, otherwise enter the desired Department ID and press to limit the report to only those employees assigned to that specific Department.



See **Department #** in Employee File Maintenance on page [33](#).

- You will be asked to confirm your Department selection by an ALL OK? (YNC) prompt. Type Y to verify your selection, otherwise type N to re-enter the Department ID.



If you see a message like the following it indicates that no employees were found for the Department ID you entered. Press and the program will terminate. *Verify the Department ID you entered has employees assigned to it.*



Figure 127 - Exception Time Report by Department, No Employees in specified Department

- You will be prompted for the Run Date:



Figure 128 - Exception Time Report by Department, Run Date Entry

Enter the Run Date (MMDDYY) for the report. *Used for report headings only.*

Pressing without entering a Run Date will use the current system date.

- You will next be prompted for the Period Start Date:



Figure 129 - Exception Time Report by Department, Period Start Date Entry

Enter the Start Date (MMDDYY) of the period you want to report. Transactions before this date will not display.

After entering the Period Start Date the screen displays:



Figure 130 - Exception Time Report by Department, Period Stop Date

- Enter the Stop Date (MMDDYY) of the period you want to inquire.

Transactions after this date will not display.

After entry of the information you will be asked to confirm your entries.

```
MAY 19, 2003                EMPLOYEE TIMECARD AUDIT REPORT                TMS415--22
ENTER DISTRICT NUMBER-[01]  D E M O   TimeCard II

ENTER RUN DATE--[05/19/2003]

PERIOD START DATE-[03/01/2003]
PERIOD STOP DATE--[03/28/2003]

ALL OK?(YNC)-[*]

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```

Figure 131 - Exception Time Report by Department, Confirmation

11. If you want to change your choices enter **N** and the selection will restart at **Enter Run Date**. Enter **Y** and the report will be produced.

```
D E M O   TimeCard II                RUN DATE 05-19-2003                PAGE 1
EXCEPTION TIME REPORT  PERIOD: 03-01-2003 TO 03-28-2003                TMS415--22
                                                                MAY 19, 2003 05:12-PM
```

EMPL. NO.	NAME	DEPT	CAMPUS	DATE	TYPE	TIME	REASON	BUDGET CODE
100387	GALLEGOS, DIANE	0016	0115	03-14-2003	VAC	3.00	SCHEDULED	
			0115	03-17-2003	VAC	3.00	SCHEDULED	
			0115	03-18-2003	VAC	3.00	SCHEDULED	
			0115	03-19-2003	VAC	3.00	SCHEDULED	
			0115	03-20-2003	VAC	3.00	SCHEDULED	
			0115	03-21-2003	VAC	3.00	SCHEDULED	
559437	LOGAN, OCTAVIA	0016	0041	03-06-2003	SCK	8.00	SICK CHILD	A30-REG RATE PAY
			0041	03-21-2003	JUR	8.00	COURT RECEIPT	A30-REG RATE PAY
			0041	03-28-2003	VAC	8.00	SCHEDULED	A31-REG RATE PAY

Figure 132 - Exception Time Report by Department, Sample Report

Section 7.7 – TimeCard Expense Reports

Purpose: To produce Weekly Expense Reports from the TimeCard Transaction File for a specific time period.

Menu Selection: From the TimeCard System Main Menu,

TM-04-01

1. Type **04** to choose *TimeCard Reports Menu*.
2. Type **09** to choose *TimeCard Expense Reports Menu*.

3. A sub-menu displays:

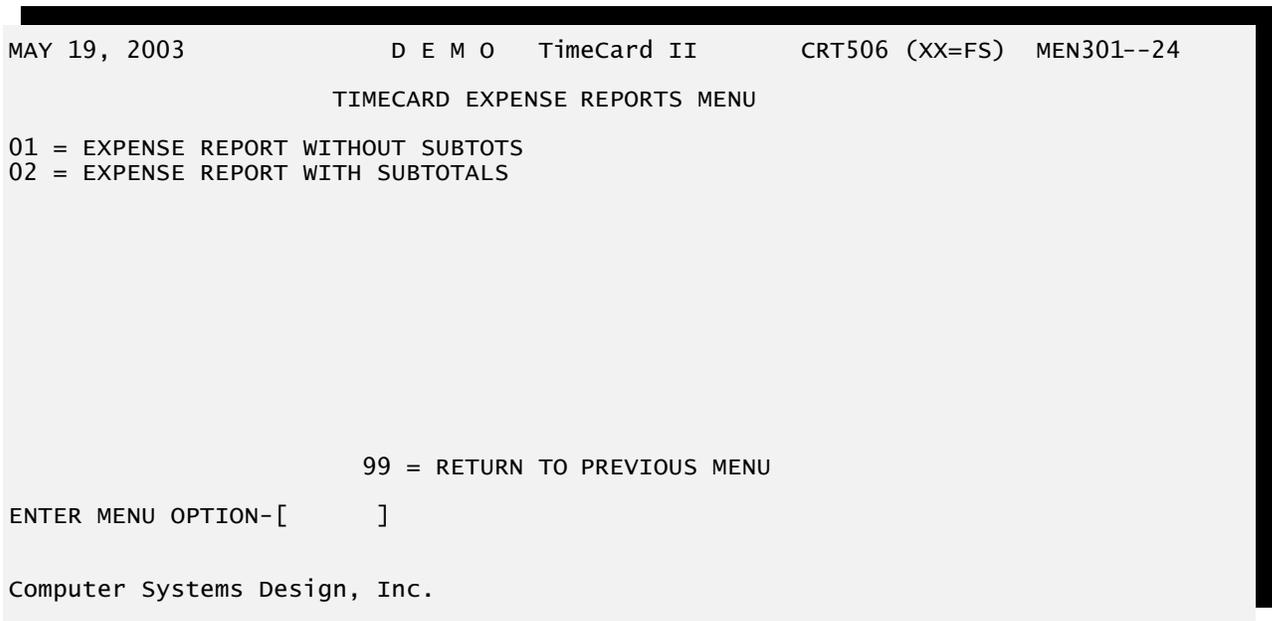


Figure 133 - TimeCard Weekly Expense Reports Sub-Menu

4. Type to produce a Weekly Expense Report without Subtotals and continue with Section [7.8](#) (pg. [112](#)).
- Type to produce a Weekly Expense Report with Subtotals and continue with Section [7.9](#) (pg. [116](#)).
- Type to exit this task.

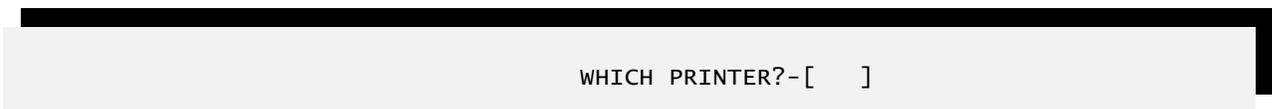
Section 7.8 – Weekly Expense Report without Subtotals

Purpose: To produce a Weekly Expense Report from the TimeCard Transaction File for a specific time period without Subtotals.

Menu Selection: From the TimeCard System Main Menu,

TM-04-09-01

1. Type to choose *TimeCard Reports Menu*.
2. Type to choose *TimeCard Expense Reports Menu*.
3. Type to choose *Expense Report without Subtotals*.
4. You will be prompted for which printer to output the report:



Press  and your default printer number will display and be used to print the report, otherwise enter the number of the printer to receive the report.

5. You will be asked to confirm the printer number to be used:

ARE YOU SURE? (Y/N)-[]

Type Y if your choice was correct, otherwise type N and you will be taken back to the *Which Printer* option.

6. After entry of the printer number, you will be asked which Department's employees to list. The screen displays:

```
MAY 19, 2003                EMPLOYEE TIME KEY BUILD                TMS900w-20

ENTER DEPT-NO TO PRINT: ****
  (Press 'Enter' for All)

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```

Figure 134 - TimeCard Weekly Expense Report without Subtotals, Entry Screen

7. Type  to select employees for ALL Departments, otherwise enter the desired Department ID and press  to limit the report to only those employees assigned to that specific Department.



See Department # in Employee File Maintenance on page [33](#).

8. You will be asked to confirm your Department selection by an ALL OK? (YNC) prompt. Type Y to verify your selection, otherwise type N to re-enter the Department ID.



If you see a screen like the following it indicates that no employees were found for the Department ID you entered. Press  and the program will terminate. *Verify the Department ID you entered has employees assigned to it.*

```
MAY 19, 2003          EMPLOYEE TIMECARD EXPENSE REPORT          TMS405II-22
ENTER DISTRICT NUMBER-[01]  D E M O   TimeCard II
```

NO DATA EXTRACTED

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Figure 135 - TimeCard Weekly Expense Report without Subtotals, No Employees in specified Department

9. You will be prompted for the Run Date:

```
ENTER RUN DATE--[***** ]
```

Figure 136 - TimeCard Weekly Expense Report without Subtotals, Run Date Entry

Enter the Run Date (MMDDYY) for the report. *Used for report headings only.*

Pressing  without entering a Run Date will use the current system date.

10. You will next be prompted for the Period Start Date:

```
PERIOD START DATE-[***** ]
```

Figure 137 - TimeCard Weekly Expense Report without Subtotals, Period Start Date Entry

Enter the Start Date (MMDDYY) of the period you want to report. Transactions before this date will not display.

After entering the Period Start Date the screen displays:

```
PERIOD STOP DATE--[***** ]
```

Figure 138 - TimeCard Weekly Expense Report without Subtotals, Period Stop Date

11. Enter the Stop Date (MMDDYY) of the period you want to inquire. Transactions after this date will not display.
After entry of the information you will be asked to confirm your entries.

```
MAY 19, 2003          EMPLOYEE TIMECARD EXPENSE REPORT          TMS405II-22
ENTER DISTRICT NUMBER-[01]  D E M O   TimeCard II

ENTER RUN DATE--[05/19/2003]

PERIOD START DATE-[03/01/2003]
PERIOD STOP DATE--[03/07/2003]

ALL OK?(YNC)-[*]

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```

Figure 139 - TimeCard Weekly Expense Report without Subtotals, Confirmation

12. If you want to change your choices enter N and the selection will restart at Enter Run Date. Enter Y and the report will be produced.

F/S-ID#	EMPLOYEE NAME	TIME	O T	RATE	EXPENSE
100387	GALLEGOS, DIANE	14.75	0.00	6.50	95.87
302762	GARCIA, DENISE	16.00	0.00	6.50	104.00
100536	GONZALEZ, YVONNE	14.75	0.00	6.75	99.56
207351	HARRIS, CINDY	40.00	0.00	10.16	406.40
559437	LOGAN, OCTAVIA	39.75	0.00	6.50	258.37
101376	LOYA, MONICA M	15.25	0.00	6.50	99.12
101537	MIRANDA, SULEMA	18.75	0.00	6.75	126.56
101532	MONTGOMERY, GERALD	8.75	0.00	6.60	57.75
101384	MONTOYA, YOLANDA Z	20.50	0.00	7.50	153.75
228419	MOTE, LOLLY	40.00	0.00	9.61	384.40
101388	ORTIZ, JESSICA	11.50	0.00	6.75	77.62
101495	PINEDA, VICTOR	12.00	0.00	6.50	78.00
628113	RAMIREZ, ARNOLDO J	40.00	0.00	6.50	260.00
294184	SONNY, VALERIE A	40.00	0.00	11.29	451.60
<< TOTALS >>		332.00	0.00		2653.00

Figure 140 - TimeCard WeeklyExpense Report without Subtotals, Sample Report

Section 7.9 – Weekly Expense Report with Subtotals

Purpose: To produce a Weekly Expense Report from the TimeCard Transaction File for a specific time period with Subtotals.

Menu Selection: From the TimeCard System Main Menu,

TM-04-09-02

1. Type **04**  to choose TimeCard Reports Menu.
2. Type **09**  to choose TimeCard Expense Reports Menu.
3. Type **02** to choose Expense Report with Subtotals.
4. You will be prompted for which printer to output the report:

WHICH PRINTER?-[]

Press  and your default printer number will display and be used to print the report, otherwise enter the number of the printer to receive the

report.

5. You will be asked to confirm the printer number to be used:

```
ARE YOU SURE? (Y/N)-[ ]
```

Type Y if your choice was correct, otherwise type N and you will be taken back to the *Which Printer* option.

6. After entry of the printer number, you will be asked which School's employees to list. The screen displays:

```
MAY 19, 2003                EMPLOYEE TIME KEY BUILD                TMS903W-20

ENTER SCHOOL TO PRINT: ****
(Press 'Enter' for All)

COPYRIGHT 2004 - SYSTEMS DESIGN
```

Figure 141 - TimeCard Weekly Expense Report with Subtotals, Entry Screen

7. Type to select employees for ALL Schools, otherwise enter the desired School ID and press to limit the report to only those employees assigned to that specific School.



See **Campus ID** in Employee File Maintenance on page [33](#).

8. Next you will be asked which Department's employees to list. The screen displays:

```
ENTER DEPT-NO TO PRINT: ****
(Press 'Enter' for All)
```

9. Type to select employees for ALL Departments, otherwise enter the

desired Department ID and press  to limit the report to only those employees assigned to that specific Department.



See Department # in Employee File Maintenance on page [33](#).



The combination of School with Department allows you to specify that you only want the employees in a certain Department who are assigned to a certain school.

10. You will be asked to confirm your selections by an ALL OK? (YNC) prompt. Type  to verify your selection, otherwise type  to re-enter the School and Department IDs.



If you see a screen like the following it indicates that no employees were found matching the options you specified. Press  and the program will terminate. *Verify the School and Department IDs you entered has employees assigned to them.*

```
MAY 19, 2003          EMPLOYEE TIME CARD EXPENSE REPORT          TMS409II-23
ENTER DISTRICT NUMBER-[01]  D E M O   TimeCard II

                                NO DATA EXTRACTED

                                COPYRIGHT 2004 - SYSTEMS DESIGN
```

Figure 142 - TimeCard Weekly Expense Report with Subtotals, No Employees in specified School/Department

11. You will be prompted for the Run Date:

```
ENTER RUN DATE--[*****  ]
```

Figure 143 - TimeCard Weekly Expense Report with Subtotals, Run Date Entry

Enter the Run Date (MMDDYY) for the report. *Used for report headings only.*

Pressing  without entering a Run Date will use the current system

date.

12. You will next be prompted for the Period Start Date:

```
PERIOD START DATE-[***** ]
```

Figure 144 - TimeCard Weekly Expense Report with Subtotals, Period Start Date Entry

Enter the Start Date (MMDDYY) of the period you want to report.
Transactions before this date will not display.

After entering the Period Start Date the screen displays:

```
PERIOD STOP DATE--[***** ]
```

Figure 145 - TimeCard Weekly Expense Report with Subtotals, Period Stop Date

13. Enter the Stop Date (MMDDYY) of the period you want to inquire.
Transactions after this date will not display.

After entry of the information you will be asked to confirm your entries.

```
MAY 19, 2003          EMPLOYEE TIME CARD EXPENSE REPORT          TMS409II-23
ENTER DISTRICT NUMBER-[01]  D E M O   TimeCard II

ENTER RUN DATE--[05/19/2003]
PERIOD START DATE-[03/01/2003]
PERIOD STOP DATE--[03/07/2003]

ALL OK?(YNC)-[*]

COPYRIGHT 2004 - SYSTEMS DESIGN
```

Figure 146 - TimeCard Weekly Expense Report with Subtotals, Confirmation

14. If you want to change your choices enter **N** and the selection will restart at **Enter Run Date**. Enter **Y** and the report will be produced.

F/S-ID#	EMPLOYEE NAME	TIME	O T	RATE	EXPENSE
302762	GARCIA, DENISE	16.00	0.00	6.50	104.00
100536	GONZALEZ, YVONNE	14.75	0.00	6.75	99.56
207351	HARRIS, CINDY	40.00	0.00	10.16	406.40
101376	LOYA, MONICA M	15.25	0.00	6.50	99.12
101537	MIRANDA, SULEMA	18.75	0.00	6.75	126.56
101532	MONTGOMERY, GERALD	8.75	0.00	6.60	57.75
101384	MONTOYA, YOLANDA Z	20.50	0.00	7.50	153.75
228419	MOTE, LOLLY	40.00	0.00	9.61	384.40
101388	ORTIZ, JESSICA	11.50	0.00	6.75	77.62
101495	PINEDA, VICTOR	12.00	0.00	6.50	78.00
628113	RAMIREZ, ARNOLDO J	40.00	0.00	6.50	260.00
294184	SONNY, VALERIE A	40.00	0.00	11.29	451.60
<< SUBTOTALS >>		277.50	0.00		2298.76

F/S-ID#	EMPLOYEE NAME	TIME	O T	RATE	EXPENSE
559437	LOGAN, OCTAVIA	39.75	0.00	6.50	258.37
<< SUBTOTALS >>		39.75	0.00		258.37

F/S-ID#	EMPLOYEE NAME	TIME	O T	RATE	EXPENSE
100387	GALLEGOS, DIANE	14.75	0.00	6.50	95.87
<< SUBTOTALS >>		14.75	0.00		95.87
<< TOTALS >>		332.00	0.00		2653.00

Figure 147 - TimeCard Weekly Expense Report with Subtotals, Sample Report

Section 7.10 – Rated TimeCard Print

Purpose: To produce Rated timecards from the TimeCard Transaction File for a specific or all departments.

Menu Selection: From the TimeCard System Main Menu,

- TM-04-12
- Type **04** to choose TimeCard Reports Menu.
 - Type **12** to choose Rated TimeCard.

3. You will be prompted for which printer to output the timecards:

```
WHICH PRINTER?-[  ]
```

Press  and your default printer number will display and be used to print the timecards, otherwise enter the number of the printer to receive the report.

4. You will be asked to confirm the printer number to be used:

```
ARE YOU SURE? (Y/N)-[  ]
```

Type Y if your choice was correct, otherwise type N and you will be taken back to the *Which Printer* option.

5. After entry of the printer number, you will be asked which Department's employees to print timecards for. The screen displays:

```
MAY 19, 2003                EMPLOYEE TIME KEY BUILD                TMS900w-20

ENTER DEPT-NO TO PRINT: ****
(Press 'Enter' for All)

COPYRIGHT 2004 - SYSTEMS DESIGN
```

Figure 148 - Rated TimeCard Print

6. Type  to select employees for ALL Departments, otherwise enter the desired Department ID and press  to limit the timecards to only those employees assigned to that specific Department.

See Department # in Employee File Maintenance on page [33](#).



7. You will be asked to confirm your Department selection by an ALL OK? (YNC) prompt. Type Y to verify your selection, otherwise type N to re-enter the Department ID.



If you see a message like the following it indicates that no employees were found for the Department ID you entered. Press ↵ and the program will terminate. *Verify the Department ID you entered has employees assigned to it.*

```
NO DATA EXTRACTED
```

```
*
```

Figure 149 - Rated TimeCard Print, No Employees in specified Department

8. You will be asked if you want to include detail for the timecards. The screen displays:

```
MAY 19, 2003                EMPLOYEE TIME CARD PRINT                TMS413IIR-21
ENTER DISTRICT NUMBER-[01]  D E M O   TimeCard II
INCLUDE DETAIL (Y/N)?-[*]
```

```
COPYRIGHT 2004 - SYSTEMS DESIGN
```

Figure 150 - Rated TimeCard Print, Entry Screen

Enter Y to include detail for these timecards, otherwise enter N to print Summary timecards.

9. You will be asked for the start and end dates of the weeks to print for the timecards. The screen displays:

```
WEEK 1 START DATE-[***** ]
```

Figure 151 - Rated TimeCard Print, Start Date Entry

The following two fields can be repeated up to 8 times.

10. Enter the Start Date (MMDDYY) of the week to be printed on the timecards.

Press  when you have entered all the week dates to print on the timecards.

11. You will next be prompted for the End Date (MMDDYY) of the week.

These two fields (Start Date and End Date) will be repeated allowing you to enter the week date ranges for the period to be reported on.

Press  and the date 6 days after the Start Date will automatically be used. (i.e. press  after entering a Start Date of 03/01/03 will give an End Date of 03/07/03.)



If you need to correct a Start Date and you are at the End Date field, you may enter  and you will be taken back to the Start Date field.

12. After entering the date ranges to be printed on the timecards, you will be asked to confirm your date entries by an ALL OK? (YNC) prompt. Type  to verify your selection and the timecards will print, otherwise type  to re-enter the Department ID. Enter  to cancel this process of printing timecards.

3. You will be prompted for which printer to output the report:

```
WHICH PRINTER?-[ ]
```

Press  and your default printer number will display and be used to print the report, otherwise enter the number of the printer to receive the report.

4. You will be asked to confirm the printer number to be used:

```
ARE YOU SURE? (Y/N)-[ ]
```

Type Y if your choice was correct, otherwise type N and you will be taken back to the *Which Printer* option.

5. After entry of the printer number, you will be asked which Department's employees to list. The screen displays:

```
MAY 19, 2003                EMPLOYEE TIME KEY BUILD                TMS900w-20

ENTER DEPT-NO TO PRINT: ****
  (Press 'Enter' for All)

COPYRIGHT 2004 - SYSTEMS DESIGN
```

Figure 156 - TimeCard Error Report, Entry Screen

6. Type  to select employees for ALL Departments, otherwise enter the desired Department ID and press  to limit the report to only those employees assigned to that specific Department.

See Department # in Employee File Maintenance on page [33](#).



7. You will be asked to confirm your Department selection by an ALL OK? (YNC) prompt. Type Y to verify your selection, otherwise type N to re-enter the Department ID.



If you see a screen like the following it indicates that no employees were found for the Department ID you entered. Press and the program will terminate. *Verify the Department ID you entered has employees assigned to it.*

```
MAY 19, 2003          EMPLOYEE TIMECARD ERROR REPORT          TMS402II-21
ENTER DISTRICT NUMBER-[01]  D E M O   TimeCard II

                                NO DATA EXTRACTED

                                COPYRIGHT 2004 - SYSTEMS DESIGN
```

Figure 157 - TimeCard Error Report, No Employees in specified Department

8. You will be prompted for the Run Date:

```
ENTER RUN DATE--[*****  ]
```

Figure 158 - TimeCard Error Report, Run Date Entry

Enter the Run Date (MMDDYY) for the report. *Used for report headings only.*

Pressing without entering a Run Date will use the current system date.

9. You will next be prompted for the Period Start Date:

```
PERIOD START DATE-[*****  ]
```

Figure 159 - TimeCard Error Report, Period Start Date Entry

Enter the Start Date (MMDDYY) of the period you want to report. Transactions before this date will not display.

After entering the Period Start Date the screen displays:

```
PERIOD STOP DATE--[*****  ]
```

Figure 160 - TimeCard Error Report, Period Stop Date

10. Enter the Stop Date (MMDDYY) of the period you want to inquire. Transactions after this date will not display.

After entry of the information you will be asked to confirm your entries.

```
MAY 19, 2003          EMPLOYEE TIMECARD ERROR REPORT          TMS402II-21
ENTER DISTRICT NUMBER-[01]  D E M O  TimeCard II

ENTER RUN DATE--[05/19/2003]

PERIOD START DATE-[03/01/2003]
PERIOD STOP DATE--[03/28/2003]

ALL OK?(YNC)-[*]

COPYRIGHT 2004 - SYSTEMS DESIGN
```

Figure 161 - TimeCard Error Report, Confirmation

11. If your want to change your choices enter **N** and the selection will restart at Enter Run Date. Enter **Y** and the report will be produced.

```
D E M O  TimeCard II
TIMECARD ERROR REPORT AT 05-19-2003  DEPT:
REPORTING PERIOD: 03-01-2003 TO 03-28-2003
PAGE 1
TMS402II-21
MAY 19, 2003 06:18-PM

-----
F/S-ID#  EMPLOYEE NAME          DATE  SEQ  IN  SEQ  OUT  TIME  SCHED  BUDGET CODE
-----
100341  GONZALEZ, NORMA H          03-05-03  010  22:58          **
              03-06-03              010  06:43          **
-----
```

Figure 162 - TimeCard Error Report, Sample Report

Section 7.12 – TimeCard Campus Worked Summary Report

Purpose: To produce a report summarizing the hours worked at a specific campus.

Menu Selection: From the TimeCard System Main Menu,

TM-04-14

1. Type to choose TimeCard Reports Menu.
2. Type to choose Campus Worked Summary Report.
3. You will be prompted for which printer to output the report:

WHICH PRINTER?-[]

Press and your default printer number will display and be used to print the report, otherwise enter the number of the printer to receive the report.

4. You will be asked to confirm the printer number to be used:

ARE YOU SURE? (Y/N)-[]

Type if your choice was correct, otherwise type and you will be taken back to the Which Printer option.

5. You will be asked which School's (Campus's) to hours to report:

```
MAY 19, 2003          TIMECARD CAMPUS WORKED SUMMARY REPORT          TMS404II-21
ENTER DISTRICT NUMBER-[01]  D E M O   TimeCard II
ENTER SCHOOL TO PRINT:      *****
```

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Figure 163 - TimeCard Campus Worked Summary Report, Entry Screen

You must enter a specific School ID to report the hours worked at that location.



- You will be prompted for the Run Date:



Figure 164 - TimeCard Campus Worked Summary Report, Run Date Entry

Enter the Run Date (MMDDYY) for the report. *Used for report headings only.*

Pressing without entering a Run Date will use the current system date.

- You will be asked for the start and end dates of the weeks to print for the timecards. The screen displays:



Figure 165 - TimeCard Campus Worked Summary Report, Start Date Entry

The following two fields can be repeated up to 8 times.

- Enter the Start Date (MMDDYY) of the week to be printed on the timecards.

Press when you have entered all the week dates to print on the timecards.

- You will next be prompted for the End Date (MMDDYY) of the week.

These two fields (Start Date and End Date) will be repeated allowing you to enter the week date ranges for the period to be reported on.

Press and the date 6 days after the Start Date will automatically be used. (i.e. press after entering a Start Date of 03/01/03 will give an End Date of 03/07/03.)



If you need to correct a Start Date and you are at the End Date field, you may enter and you will be taken back to the Start Date field.

- After entering the date ranges to be printed on the timecards, you will be asked to confirm your date entries by an ALL OK? (YNC) prompt. Type to verify your selection and the timecards will print, otherwise type to re-enter the School ID. Enter to cancel this report.



If you see a screen like the following it indicates that no TimeCard entries were found within the specified dates for the School ID you entered. Press  and the program will terminate. *Verify the School ID you entered has employees working during the reporting time period.*

TIMECARD EXTRACT FILE EMPTY

Figure 166 - TimeCard Campus Worked Summary Report, No TimeCard Entries for specified School

EMPL-NO	EMPLOYEE'S NAME	HOURS				EXCEPTION				DISTRIBUTION						DOCK	
		DATE	DESCR	ACTUAL	SCHED	EXCESS	O T	SICK	VAC	HOL	LWOP	COMP	DISC	JURY	NON-W		RETRO
117145	ALVAREZ, PATRICIA																
	03-04-2003 SICK PAY			.00	.00			.00									
	WEEK-1 TOTALS			.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	PERIOD TOTAL:			.00	.00	.00		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
122593	ARELLANO, LINDA M																
	03-03-2003 SICK PAY			.00	.00			.00									
	WEEK-1 TOTALS			.00	.00	.00	.00										
	PERIOD TOTAL:			.00	.00	.00		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
100812	BALTIERREZ, VANESSA T				0284												
	03-03-2003			.75	.00	.75	.75										
	03-04-2003			.75	.00	.75	.75										
	03-05-2003			.75	.00	.75	.75										
	03-06-2003			.50	.00	.50	.50										
	03-07-2003			.50	.00	.50	.50										
	WEEK-1 TOTALS			3.25	.00	3.25	3.25										
	03-10-2003			.50	.00	.50	.50										
	03-11-2003			.50	.00	.50	.50										
	03-12-2003			.75	.00	.75	.75										
	03-13-2003			.50	.00	.50	.50										
	03-14-2003			2.00	.00	2.00	2.00										
	WEEK-2 TOTALS			4.25	.00	4.25	4.25										
	03-25-2003			.75	.00	.75	.75										
	03-26-2003			.75	.00	.75	.75										
	03-27-2003			1.75	.00	1.75	1.75										
	03-28-2003			.75	.00	.75	.75										
	WEEK-4 TOTALS			4.00	.00	4.00	4.00										
	PERIOD TOTAL:			11.50	.00	11.50		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
148697	BENAVIDEZ, RAQUEL																
	03-07-2003 SICK PAY			.00	.00			.00									
	WEEK-1 TOTALS			.00	.00	.00	.00										
	03-14-2003 SICK PAY			.00	.00			.00									
	WEEK-2 TOTALS			.00	.00	.00	.00										
	PERIOD TOTAL:			.00	.00	.00		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
101065	CONTRERAS, IGNACIO				9361												
	03-03-2003 SICK PAY			.00	.00			.00									
	WEEK-1 TOTALS			.00	.00	.00	.00										
	PERIOD TOTAL:			.00	.00	.00		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
100387	GALLEGOS, DIANE																
	03-03-2003			.75	40.00		.00										
	03-04-2003			.75	40.00												
	03-05-2003			.75	40.00												
	03-06-2003			.50	40.00												

Figure 167 - Campus Worked Summary Report, Sample Report

Section 7.13 – Extract TimeCard to EDP P/R

Purpose: To prepare the TimeCard files for export to the EDP Payroll System.

Menu Selection: From the TimeCard System Main Menu,

TM-04-16 1. Type **04** to choose TimeCard Reports Menu.

- Type to choose Extract TimeCard to EDP P/R.
- You will be prompted for which printer to output the report:

WHICH PRINTER?-[]

Press and your default printer number will display and be used to print the report, otherwise enter the number of the printer to receive the report.

- You will be asked to confirm the printer number to be used:

ARE YOU SURE? (Y/N)-[]

Type if your choice was correct, otherwise type and you will be taken back to the Which Printer option.

- You will be asked which School's (Campus's) employees to report:

```

MAY 19, 2003                EMPLOYEE TIME KEY BUILD                TMS906-20

ENTER SCHOOL TO PRINT: ****
(Press 'Enter' for All)

```

Figure 168 - Extract Time Card to EDP P/R, School Selection

You may enter a specific School ID to select only those employees assigned to the specific school or type to report employees for all schools.



See **Campus ID** in Employee File Maintenance on page [33](#).

- You will be asked which Department's employees to report:

```

ENTER DEPT-NO TO PRINT: ****
(Press 'Enter' for All)

```

Figure 169 - Extract Time Card to EDP P/R, Department Selection

You may enter a specific Department ID to select only those employees assigned to the specific department or type to report employees for all

departments.



See Department # in Employee File Maintenance on page 33.

7. You will be asked if all your selections are correct:

```
ALL OK?(YNC)-[*]
```

Figure 170 - Extract TimeCard to EDP P/R, Selection Confirmation

- Entering Y will proceed to the next option.
- Entering N will take you back to the School # option (Step 5).
- Entering C will cancel the report. You will be prompted to confirm your decision to cancel the report. Enter Y to confirm the cancellation, otherwise enter N and you will return to the ALL OK?(YNC) prompt.

8. The screen displays:

```
MAY 19, 2003          TIMECARD/EDP INTERFACE FILE EXTRACT          TMS406II-20
ENTER DISTRICT NUMBER-[01]  D E M O  TimeCard II

      RUN DATE--[05/19/2003]
WEEK 1 START DATE-[*****  ]

                                COPYRIGHT 2004 - SYSTEMS DESIGN
```

Figure 171 - TimeCard Print - Selected Employees, Entry Screen

The following two fields can be repeated up to 8 times.

9. Enter the Start Date (MMDDYY) of the week to be printed on the timecards for the report.

Press  when you have entered all the week dates to print on the timecards.

10. You will next be prompted for the End Date (MMDDYY) of the week. These two fields (Start Date and End Date) will be repeated allowing you to enter the week date ranges for the period to be reported on.

Press  and the date 6 days after the Start Date will automatically be used. (i.e. press  after entering a Start Date of 03/01/03 will give an End Date of 03/07/03.)



If you need to correct a Start Date and you are at the End Date field, you may enter  and you will be taken back to the Start Date field.

11. After entering the date ranges to be reported, you will be asked to confirm your date entries by an ALL OK? (YNC) prompt. Type  to verify your selection and proceed with preparing the interface files, otherwise type  to re-enter starting with the Week 1 Start Date. Enter  to cancel this process.



Note that NO report is produced.

Section 7.14 – Print TimeCard Extract

Purpose: To produce a hard copy of the extract files that were prepared for export to the EDP Payroll system.

Menu Selection: From the TimeCard System Main Menu,

TM-04-17

1. Type  to choose *TimeCard Reports Menu*.
2. Type  to choose *Print TimeCard Extract*.



You will NOT be prompted for which printer to output the report. During installation of your system the printer was preset. If the printer number is no longer appropriate then contact Systems Design and request it be changed.

After selection of the menu item the report will be produced.

0000332419	REG	00028.0000
0000332419	OT2	00007.0000
0000102648	REG	00000.0000
0000102648	OT	00028.0000
0000102648	OT2	00007.0000
0000107289	REG	00028.0000
0000107289	OT2	00007.0000
0000109292	REG	00034.7500
0000109292	OT2	00008.2500
0000113726	REG	00000.0000
0000113726	OT	00036.2500
0000113726	OT2	00005.5000
0000118244	REG	00007.5000
0000126084	REG	00028.0000
0000126084	OT2	00007.0000
0000128514	REG	00000.0000

Figure 172 - TimeCard Extract Report, Type 2 Sample Report

0000109292	CB5	00004.0167	REG
0000341884	HA7	00005.3000	REG
0000370554	HA7	00005.3333	REG
0000431011	HA7	00005.3333	REG
0000511329	HA7	00005.2833	REG
0000742143	HA7	00004.6500	REG

Figure 173 - TimeCard Extract Report, Type 3 Sample Report

NO SAMPLE AVAILABLE AT THIS TIME

Figure 174 - TimeCard Extract Report, Type 4 Sample Report

Section 7.15 – Copy Reg/OT to EDP (Type 2)

Purpose: To copy the current Type 2 transaction into the intermediate file to be imported by the EDP Payroll system.

 Only one type of earnings may be transferred to the EDP at a time. After copying the file it is necessary to run the import utility on the EDP system. If you copy a file without importing the previous file, just copy the correct file and then run the import routine.

Menu Selection: From the TimeCard System Main Menu,

- TM-04-18
1. Type **04**  to choose TimeCard Reports Menu.
 2. Type **18**  to choose Copy Reg/OT to EDP (Type 2).

 You will NOT be prompted for any input. There will be no confirmation about overwriting the current intermediate file.

After selection of the menu item the file will be copied.

Section 7.16 – Copy Reg/OT to EDP (Type 3)

Purpose: To copy the current Type 3 transaction into the intermediate file to be imported by the EDP Payroll system.



Only one type of earnings may be transferred to the EDP at a time. After copying the file it is necessary to run the import utility on the EDP system. If you copy a file without importing the previous file, just copy the correct file and then run the import routine.

Menu Selection: From the TimeCard System Main Menu,

TM-04-19

1. Type to choose TimeCard Reports Menu.
2. Type to choose Copy Reg/OT to EDP (Type 3).



You will NOT be prompted for any input. There will be no confirmation about overwriting the current intermediate file.

After selection of the menu item the file will be copied.

Section 7.17 – Copy Reg/OT to EDP (Type 4)

Purpose: To copy the current Type 4 transaction into the intermediate file to be imported by the EDP Payroll system.



Only one type of earnings may be transferred to the EDP at a time. After copying the file it is necessary to run the import utility on the EDP system. If you copy a file without importing the previous file, just copy the correct file and then run the import routine.

Menu Selection: From the TimeCard System Main Menu,

TM-04-20

1. Type to choose TimeCard Reports Menu.
2. Type to choose Copy Reg/OT to EDP (Type 4).



You will NOT be prompted for any input. There will be no confirmation about overwriting the current intermediate file.

After selection of the menu item the file will be copied.

Chapter 8 – TimeCard Terminals

Section 8.1 – Overview

This chapter contains the instructions for clocking in and out of the TimeCard II System utilizing TimeCard terminals.

The tasks discussed in this chapter are:

- How to login to TimeCard terminal.
- How to Clock In and Clock Out of the system.
- How to login from EDP

Section 8.2 – TimeCard Login

Purpose To Clock In and Clock Out of the TimeCard II System.

In order for the employees to clock in and out it is necessary for the terminal to be logged into the system.

To be able to login you should have a screen similar to:

```
SCO openServer(TM) Release 5 (swisdsys) (tty4)
login:
```

Figure 175 - System login screen

At the time clock terminals the user just needs to press the  key and the terminal login id will be entered.

Next, the system prompts for the password:

```
SCO openServer(TM) Release 5 (swisdsys) (tty4)
login: tc1
Password:
```

Figure 176 - System password prompt

The user will just press  key and the password will be entered.



The user **MUST** turn on the  at this time. If this key gets turned off the system usually will NOT recognize the user's responses to questions since we only accept answers with UPPERCASE letters.

Next, the system prompts for the terminal's Work Location (Campus/School ID).

```
MAY 19, 2003          TIMECARD II INPUT          TMS120II-25
ENTER DISTRICT NUMBER-[01]  D E M O   TimeCard II
ENTER WORK LOCATION-[_____]
```

Figure 177 - Work Location entry

The user just needs to press the **F3** key and the Work Location will be entered.

The system will display the Work Location description and prompt the user to confirm this is correct. If the entries are correct, press **Y**, otherwise press **N** and the cursor will be positioned for entry of the Work Location.

Section 8.3 – TimeCard Input

The TimeCard input screen displays:

```
MAY 19, 2003  17:03          TIMECARD II INPUT          TMS120II-25

EMPLOYEE ID          - [*****]
01=CAMPUS ID         - [0001] SAN BENITO HIGH SCHOOL
```

Figure 178 - TimeCard Input, Employee ID

Section 8.3.1 – CLOCK IN/OUT

The employee will enter their Employee ID and press **↵**.

If the employee enters an invalid number the number will be erased and a message will display:

```
** EMPLOYEE NOT ON FILE **
PLEASE TRY AGAIN !!
```

Figure 179 - TimeCard Input, Invalid Employee ID

The employee may then enter their correct employee ID.

When a valid Employee ID is entered, the screen displays the appropriate CLOCK IN or CLOCK OUT screen:

```

MAY 19, 2003          TIMECARD II INPUT          TMS120II-25

EMPLOYEE ID          -[ 101741] LINDA SMITH
01=CAMPUS ID         -[0001] SAN BENITO HIGH SCHOOL
DATE                 -[SEP 17, 2004]
TIME                 -[07:10-AM]
02=STATUS            -[I]   CLOCK IN
03=BUDGET ACCOUNT CODE -[A01] AIDE SALARY

ALL OK?(YNC)-[*]

                                COPYRIGHT 2004 - SYSTEMS DESIGN

```

Figure 180 - TimeCard Input, Entry Verification

Section 8.3.2 – Entry Verification

If the In/Out status and Budget Account Code is correct, press Y.

The entry will be recorded, a confirmation message will display and then prepare for the next employee to clock in or out. Go back to section CLOCK IN/OUT.



If the employee failed to clock in or out, they should go ahead and press Y to accept the entry so the proper time is recorded. They need to notify their supervisor promptly so the appropriate corrections can be made.

If you need to change the Budget Account Code because you are working in a different capacity, press N and you will be prompted for the number of the field you wish to change. Enter 3 and a list of the Budget Accounting Codes from the Employee's Master will be displayed on the right. The appropriate code may be selected by using the arrow keys to move up or down through the list. Press to select the desired Budget Code..

```

MAY 19, 2003 07:10                TIMECARD II INPUT                TMS120II-25

EMPLOYEE ID      -[ 101741] LINDA SMITH
01=CAMPUS ID     -[0001] SAN BENITO HIGH SCHOOL  +--BUDGET CODE CHOICES--+
DATE             -[SEP 17, 2004]             A01 AIDE SALARY
TIME             -[07:10-AM]                 B02 SUMMER SCH
02=STATUS        -[I]   CLOCK IN             A03 BUS DUTY-REG
03=BUDGET ACCOUNT CODE -[***]                A98 STAFF MEETG.
                                                B89 HS VOE DRIVE
                                                +-----+

ALL OK?(YNC)-[N]                FIELD-[03]
                                COPYRIGHT 2004 - SYSTEMS DESIGN

```

Figure 181 - TimeCard Input, Budget Account Code Entry

Select the appropriate Budget Account Code and you will be taken back to the FIELD prompt. Press  and you will be returned to the ALL OK?(YNC) prompt..