



Administrator Guide

Contents

1	Introduction	4
2	Getting Started	4
2.1	Company Information	4
2.2	Branches / Locations	4
2.3	Pay Period Schedule	5
2.4	Stations	6
2.5	Pay Stub Accounts	8
2.6	Pay Stub Account Linking	9
2.7	Tax / Deductions	9
2.8	Authorization Hierarchy	11
3	Policies	12
3.1	Policy Group	12
3.2	Schedule Policy	13
3.3	Rounding Policy	13
3.4	Meal Policy	15
3.5	Accrual Policy	16
3.6	Overtime Policy	17
3.7	Premium Policy	18
3.8	Absence Policy	20
3.9	Exception Policy	20
3.10	Holiday Policy	21
4	Adding Employees	22
4.1	New Hire Defaults	22
4.2	Wages	23
4.3	Taxes	23
4.4	Authorization Hierarchy	23
4.5	Carry over Vacation/Taxes	24

5	Miscellaneous	25
5.1	Authorizing Requests	25
5.2	Record Of Employment (ROE) (Canada)	25
5.3	Recurring Schedule Templates	26
5.4	Recurring Schedule	26
5.5	Pay Stub (PS) Amendments	27
5.6	Recurring Pay Stub (PS) Amendments	27
5.7	End Of Pay Period Procedure	28
5.8	Making Adjustments to a Closed Pay Period	28

1 Introduction

TimeTrex's primary navigation method is the drop down menu bar along the top of the screen. Therefore, when you see the following line:

Menu: Admin → Company → Company Information

in this document it is explaining how to find the specific item in the menu. In the above example it would mean clicking "Admin" in the menu bar along the top, then when the menu drops down, click on "Company" and then finally click on Company Information.

The secondary navigation method is the "breadcrumb" bar slightly below the drop down menu. With each page you visit, TimeTrex drops a "breadcrumb" and the breadcrumb bar displays the last 5 breadcrumbs that you have dropped. This allows you to very quickly switch back and forth between pages by simply clicking on the page in the breadcrumb bar.

2 Getting Started

The following instructions are intended to aid in configuring TimeTrex for the first time.

2.1 Company Information

Menu: Admin → Company → Company Information

This page contains all the information specific to your company, as well as certain company wide settings. It is important that this information be kept up to date at all times, specifically the contacts.

2.2 Branches / Locations

Menu: Admin → Company → Branches

Branches are used to determine what location Employees are punching in/out from. TimeTrex requires that at least one branch be added, so if your company only has one branch or location, you will need to add that here. If your company has more than one branch or location, you can add them all here.

2.3 Pay Period Schedule

Menu: Admin → Payroll → Pay Period Schedules

Pay period schedules are critical to the operation of TimeTrex. They determine when pay periods start, end, and the date when employees are paid (transaction date). Most companies have a single pay period schedule, however there is no limit to the amount of pay period schedules that you can have configured.

It is important to note that pay period schedules are constantly repeating themselves, similar to recurring schedules for employees. Therefore when adding a new pay period schedule, all you need to do is describe one or two full pay period start/transaction dates, TimeTrex will then automatically determine the pattern and repeat it in to the future indefinitely.

Another important factor is that in most cases you should have AT LEAST one day between the end of the pay period, and the transaction date if you pay by check, and at least two business days if you pay by direct deposit. This is to give supervisors and employees enough time to submit requests and complete any out standing authorizations before payment is finalized. The more breathing room between the end of the pay period and transaction date the better, due to weekends and holidays falling at the end of a pay period, we recommend that if possible you use between 5 and 7 days.

For example if you wanted to create a Bi-Weekly pay period schedule that starts on Monday and has a transaction date on Friday following the end of the pay period you would select the “Bi-Weekly” pay period “Type”, then select “Pay Period Starts On” Monday and “Transaction Date” is 5 days after the end of the pay period.

If you want to create a Semi-Monthly pay period schedule, it is slightly different. For this pay period type you need to tell TimeTrex which day of the month the primary and secondary pay period starts on and which day the transaction occurs on for both. For example if the primary pay period starts on the 1st of every month, and the transaction date is the first of the FOLLOWING month, you would select “1” for the primary “Pay Period Start Day Of Month” as well as for the “Transaction Day Of Month”. The transaction date is always the selected day of the month AFTER the pay period ends, so having them both set to 1 will cause the transaction date to

be the 1st of the following month. The secondary “Pay Period Start Day Of Month” you would set to the 16th and the “Transaction Day Of Month” to the 15th. This is what the final pay period schedule will look like:

Start	End	Transaction
01-Nov-05	15-Nov-05	01-Dec-05
16-Nov-05	30-Nov-05	15-Dec-05

“Overtime Week” is the week used by overtime policies when calculating weekly overtime.

“Daily Start Time” specifies the hours from midnight that each day will start. So if your company is a 24-hour operation and your “day” starts at 6am, you would set this to 06:00.

“Continuous Time” defines the amount of time after midnight where punches may be considered to be part of the previous day. For example, if an employee punches in at 11pm, out again at 3am for lunch, in at 4am, and out for the day at 7am, assuming the continuous time is set to 8 hours, TimeTrex will consider all of these punches to be on the same day as the 11pm punch. Because they all fall within 8 hours of midnight and the last punch of the previous day was also within 8 hours of the In punches. If the continuous time was set to 3 hours, TimeTrex would split up the shift on to two days. This can greatly affect how overtime policies are calculated.

“Transaction Always on Business Day” ensures that the transaction date is always on a business day. If the transaction date happens to fall on a weekend or a holiday TimeTrex will automatically move the transaction date back (earlier) until it falls on a regular business day.

“Create Initial Pay Periods From” tells TimeTrex what date to start creating pay periods from when you first create the pay period schedule. This is useful if you want to import historical data in to TimeTrex.

Once the pay period schedule is created, you can click “View” beside it to see the dates for each pay period related to it.

2.4 Stations

Menu: Admin → Company → Stations

TimeTrex considers a station to be any device that can be used to punch in or out with. A computer, telephone, iButton readers, fingerprint readers, proximity card readers, barcode readers and stand-alone time clocks are all stations.

Each station is given a unique Station ID, and a “source” address, in the case of computers, iButton readers, fingerprint readers and stand-alone time clocks the source is an internet IP address, or an internet domain name. For computers the Station ID is stored in a browser cookie, and the Station ID for other devices are electronically embedded in the device itself. For telephones both the station ID and the source are set to the caller ID number sent by the telephone company.

This allows employers very fine grained control over where their employees are able to punch in/out from. Note that stations ONLY restrict punching in/out, employees can carry out any other action (check schedules, view pay stubs, submit requests, etc...) within TimeTrex from any location they wish.

To create a “wild card” station that allows all computers behind a company firewall or router to punch in/out without having to specifically assign access to each computer, you can manually add a new station, set the type to “PC”, the Station ID to “ANY” (without quotes), and the source to the internet IP address of the firewall/router (ie: 204.174.1.1). Each station has “Employee Criteria” that you can set to limit which employees are allowed to punch in/out from this specific station.

If you want to allow all employees the ability to punch in/out from any telephone, you would again manually add a new station, set the type to “Phone”, set the Station ID to “ANY” (without quotes) and the source to “ANY” as well. If on the other hand you want to restrict employees so they can only punch in/out from the company telephone, you would set both the Station ID and source to the company’s telephone number without dashes or brackets. (ie: 6045551234)

Setting the Station ID, or source to “ANY” acts as a wild card, and tells TimeTrex to accept any value.

2.5 Pay Stub Accounts

Menu: Admin → Payroll → Pay Stub Accounts

Before pay stubs can be generated or policies can be properly configured you must setup pay stub accounts. Pay Stub accounts are similar to accounts in a general ledger, employee earnings are deposited into earning pay stub accounts and deductions into deduction accounts.

“Status” determines if the pay stub account is enabled or disabled. Since pay stub accounts that are in use can not be deleted, if you no longer want to use a pay stub account you can mark it as disabled.

“Type” specifies the type of account, whether or not its earnings, deductions, or accruals.

“Order” is the order in which the accounts are displayed on the pay stub. The lower the order, the higher up on the pay stub the account will appear in its own section.

“Accrual” is the pay stub account all amounts are deposited to or withdrawn from for the purposes of keeping a running balance. Earning accounts withdraw from accruals, and deduction accounts deposit into accruals. This is commonly used for keeping track of accrued vacation pay. To do this you would simply create a “Vacation Accrual” account of type “Accrual” and a “Vacation Accrual Release” account of type “Earning” with “Vacation Accrual” set as the accrual account. Then “Vacation Accrual Release” amounts are automatically withdrawn from “Vacation Accrual”. This method can also be used to keep track of employee loans.

“Debit/Credit Account” is where you map TimeTrex accounts to account numbers in your accounting software’s general ledger (GL). If you want to combine two or more TimeTrex accounts into a single GL account, you can simply enter the same account number for both. For example if you want Provincial/State and Federal income tax to be combined into a single GL account, you would give them the same account number. (ie: 2330) Not all TimeTrex accounts need to be mapped to a GL account, for example if you want to combine all the TimeTrex earnings accounts into a single GL account number of 2300, you would simply enter 2300 for the TimeTrex “Total Gross” account.

Once you have mapped the accounts you want, you can go to Report → General Ledger Summary, select any filter criteria that you want, select the export format that you want at the bottom of the screen, and press the "Export" button. Save this file to your hard disk, and import it in to your accounting software accordingly.

2.6 Pay Stub Account Linking

Menu: Admin → Payroll → Pay Stub Account Linking

Pay Stub Account Linking specifies which pay stub accounts are designated for special purposes. For instance it tells TimeTrex which pay stub account to use for "Total Gross" amounts, "Regular Time" amounts, etc. Accounts must be linked before pay stubs can be generated.

2.7 Tax / Deductions

Menu: Admin → Payroll → Taxes / Deductions

Taxes / Deductions define recurring taxes such as federal, state, provincial, county/district or recurring deductions such as social security, unemployment, EI or CPP that are calculated every pay period. You can define individual settings for each employee by going to Admin → Employee Administration → Payroll Functions → Tax.

"Calculation" is the type of calculation that occurs.

Percent — A basic percentage.

Advanced Percent — A more complex percentage calculation that offers a maximum annual limit to calculate the percentage on ("Annual Wage Base") and also a maximum annual exemption amount ("Annual Exempt Amount"). For example, if wage base is set to \$40,000, the percentage will only be calculated on the first \$40,000 each year. Once an employee has earned more than \$40,000 for the year this calculation will effectively be disabled. If the annual exempt amount is set to \$5,000, the percentage amount calculated will be reduced by this amount on an annual basis.

Advanced Percent (Tax Bracket) — A complex percentage calculation designed to calculate custom tax brackets. ("Annual Wage Base") is the maximum annual amount that this calculation will take in to account and

(“Annual Exempt Amount”) is the annual amount that will be exempt/ignored for this calculation. Here is an example of how to use multiple Tax / Deduction entries to calculate several tax brackets:

Name	Exempt Amount	Wage BaseAmount	Percent
Bracket 1	\$1,000	\$9,999	8.0%
Bracket 2	\$10,000	\$19,999	7.5%
Bracket 3	\$20,000	\$0	7.0%

This will cause TimeTrex to not calculate any amount if the employee is projected to earn less than \$1,000 for the entire year. If they earn more than that it will then calculate 8% on any amounts between \$1,000-9,999, 7.5% on any amounts between \$10,000-19,999 and 7.0% on any amounts over \$20,000.

Fixed Amount — A basic fixed amount.

Federal Income Tax — The federal income tax formula based on the country you choose. Each country may have different additional fields to fill out. All Settings such as filing status or claim amounts can be set separately for each employee by going to Admin → Employee Administration → Payroll Functions → Tax. The values set here are used as defaults.

Province/State Income Tax — The income tax formula based on the province or state you choose. Each province may have different additional fields to fill out.

District/County Income Tax — The income tax formula based on the district or county you choose. Each district may have different additional fields to fill out.

“Pay Stub Account” specifies the pay stub account which calculated amounts are assigned to.

“Calculation Order” is the order in which taxes or deductions are calculated in. This can be very important if you have a percentage deduction based off the federal income tax, the federal income tax must have a lower calculation order value then any deductions based on it. In many situations things like social security or unemployment insurance needs to be calculated before taxes, so taxes can be reduced by the same amounts. For example, the calculation order for federal income tax would

be 200, and the calculation order for social security would be a lower value such as 100 so it is calculated first. TimeTrex will automatically try and determine the proper calculation order on its own, but it may fall back to this value if a conflict occurs.

“Include Pay Stub Accounts” defines which pay stub accounts to base the calculation on. In most cases this will just be the Total Gross pay stub account, but if you select multiple accounts, the amounts are added together before they are passed on to be calculated. For example you might want to calculate taxes on only the Regular Time and Over Time 1 pay stub accounts.

“Exclude Pay Stub Accounts” defines which pay stub accounts to be excluded from the calculation. For example if you want to exclude all bonus amounts from a calculation, you would select all the bonus pay stub accounts. Calculations are based on the amounts of all “Include Pay Stub Accounts” minus the amounts of all “Exclude Pay Stub Accounts”.

“Employees” specifies which employees are assigned to this tax or deduction.

2.8 Authorization Hierarchy

Menu: Admin → Company → Authorization Hierarchy

Authorization Hierarchies define the path in which requests take before they are authorized. Normally this path mimics the hierarchy (or pecking order) within your company. For instance, an employee submits a request to their supervisor, then once it is authorized by their supervisor it is sent to the payroll administrator for final approval.

To create an authorization hierarchy, click the “Add” button, give the hierarchy a name and description, then select the object(s) that are affected by this hierarchy. In most cases you will select all the objects. Click the “Submit” button when you’re done.

Now that the hierarchy is created, you need to define its structural (tree) layout. Click the “View” link to the right of the hierarchy you just created. Then click “Add”. The first employee you add to the hierarchy is the “top level” employee, the person who has the final say in authorizing or declining requests (usually the payroll administrator), we will call this person “John

Doe”. The parent of the top level employee is always “Root”. At each “level” in the hierarchy, one or more employees can share authorization responsibilities, to do this you must select the “Shared Authorization” check box. It is important to note that only one person at each level is required to authorize an amendment for it to move to the next level. Whenever an authorization is declined, the request is immediately marked as declined, and it no longer travels up the hierarchy.

Once you have selected the top level employee, click the “Submit” button to see the current “tree” layout so far. You will notice that “John Doe” has “(1)” beside his name, this represents the level at which he is in the hierarchy, level 1 is always the top and final level. Now you can add each employee that is below “John Doe” to the hierarchy. Click “Add” again, and this time you will notice that the “Parent” drop down box contains two options, “Root” and “John Doe”. Select “John Doe”, and select however many employees you wish to be directly below this person in the hierarchy, then press “Submit”. Now you will see the “tree” layout has changed, there are now two levels, with one or more employees below “John Doe”. TimeTrex allows you to have any number of hierarchical levels, all you need to do is add employees below a different “Parent”.

Keep in mind that even though an employee may have other employees below them in a hierarchy, they must at least have “Supervisor” level permissions before they are able to authorize requests.

3 Policies

TimeTrex allows you to define policies that can be automatically applied to one or more employees in your company. Policies such as overtime, premium and holiday can all be easily defined and automatically applied so no manual intervention is required.

3.1 Policy Group

Menu: Admin → Policies → Policy Group

Since TimeTrex allows you to have an unlimited number of policies, policy groups allow you to define which set of policies are applied to which individual employees. For example if you had employees who work just the night shift, and employees who work just the day shift, you could create

two separate policy groups, and define different policies (such as overtime, or premium) for each. Another common policy group configuration would be employees exempt from overtime and non-exempt from overtime.

3.2 Schedule Policy

Menu: Admin → Policies → Schedule Policies

Schedule Policies allow you to define policies specific to one or more schedules. For instance if you created a “Day Shift” schedule template, and you wanted to assign a 1 hour meal policy for all day shifts, you could do so by creating a “Day Shift” schedule policy.

“Under time Absence Policy” is the absence policy to use when an employee works less than they are scheduled to. This is mostly used for salary employees who get paid the same amount every pay period, but if they work less then their schedule, you can use this setting to dock them time.

“Overtime Policy” defines one specific overtime policy that will be applied when an employee works more then their schedule. This is commonly used to bank time worked over an employees schedule.

“Start/Stop Window” is the time window to check when TimeTrex is trying to find a schedule to associate with a punch. If the start/stop window is set to 1 hour, and an employee is scheduled to start work at 8am, but doesn't punch in until 9:30am, (1.5 hours after their schedule) TimeTrex will not apply the schedule policy, because the punch is not within the Start/Stop window. This setting is important for split shift situations, where an employee might be scheduled 8am to 12pm then 2pm to 6pm, TimeTrex needs to know which schedule applies to which punches.

3.3 Rounding Policy

Menu: Admin → Policies → Rounding Policies

Rounding Policies define how shift times are rounded when employees punch in/out. Rounding policies can greatly affect payroll expenses, as well as how much time employees are docked for coming in late, or leaving early.

Rounding Policy Theory

The theory behind rounding is to offer a method in which employees are only paid for the time they are at work, or ready to work. For instance if an employee is scheduled to start work at 8am, walking through the front door at 7:59am might not be acceptable, since they still have to turn on the lights/computers/machines, remove their jacket, go to the bathroom, and grab a coffee before they actually begin real work. Employers may not want to pay them for this non-productive time, therefore a rounding policy may be put into affect.

“Punch Type” specifies which punches this rounding policy applies to.

“Interval” is the value in which rounding takes place. If the value is set to 1 minute, times will be rounded to 1 minute. If it is 15 minutes, times will be rounded to 15 minutes. The “Round Type” (Down/Average/Up) determines the direction in which rounding takes place. If the round type is set to up, and the round value set to 15 minutes, times will be rounded up to the next 15minute interval. (ie: 7:34am would be rounded to 7:45am, or 7:45am would be rounded to 8:00am) A round type set to “Average” will round to the nearest interval. (ie: 7:34am would be rounded down to 7:30am, and 7:41am would be rounded up to 7:45am)

“Grace Period” is the amount of time allowed before rounding is applied. In some cases employers may not be concerned about employees coming in slightly past their scheduled time on occasion, but they don’t want it to get out of control. Therefore they might impose a 5 minute grace period at the beginning of shifts. The way this works is that times within the grace period are snapped to the schedule time. So if an employee was scheduled to start their shift at 8am, but they punch in at 8:05am, TimeTrex would record it as if they arrived on time, at 8:00am. However if the employee punched in at 8:06am, then the time will be rounded according to the round interval and type. Employees must be scheduled for grace periods to be effective.

“Strict” means that the employees schedule times are strictly enforced. If an employee is scheduled to start their shift at 8am, and they punch in at 7:48am, but strict is set, TimeTrex will record the time as their schedule time, 8am. If they punch in AFTER their schedule time, then the time is rounded normally. The opposite is true for setting strict at the end of a shift, if an employee punches out AFTER their schedule end time of 5pm, TimeTrex records it as their scheduled time, 5pm. If they punch out before their schedule end time, 4:50pm, TimeTrex will round the time accordingly.

Strict is mainly used when the employer does not want to pay overtime unless it is pre-authorized and scheduled ahead of time.

“Total” rounding such as “Lunch Total” or “Day Total” completely changes how rounding is handled. What total rounding does is it takes the total lunch time, or total day time, and rounds only that. This is especially useful if it does not matter to the employer when employees take their lunch as long as it is no longer than what is scheduled. If this is the case, you can set the lunch out round value to 1 minute, with no grace period, then set the lunch in round value to 15 minutes, round type to up, and the grace period of 5 minutes, enable strict. Now with these settings, if an employee is scheduled to take lunch from 12:00pm to 1:00pm, what this will do is record to the minute when an employee starts lunch (ie: 12:04pm), then if they were to end lunch at 12:55pm, due to strict TimeTrex will record it as 1:04pm, because the lunch time can’t be less than their scheduled one hour. If the employee ends lunch at 1:09pm, it will be recorded as 1:04pm (one hour) due to the grace period of 5 minutes. But if the employee ends lunch at 1:10pm, it will round the total lunch time UP by 15 minutes, so it would be 1:19pm. (12:04pm to 1:04pm equals one hour, so 1:19pm equals one hour plus 15 minutes.)

3.4 Meal Policy

Menu: Admin → Policies → Meal Policies

Meal Policies serve several purposes, the first of which is to tell TimeTrex when to expect an employee will be taking lunch, so it knows to default the punch type to Lunch. The second purpose meal policies serve is to determine how long the meal time should be, or if the meal time is automatically deducted from an employee’s shift.

“Type” is the type of meal policy, Auto-Deduct, Auto-Add or Meal Window. Auto-Deduct meal policies will automatically deduct the specified time from the employees shift. So if you do not want your employees to punch in/out for lunch, but you do not pay them for lunch, you would use an auto-deduct meal policy to handle this scenario. Auto-Add meal policies are the opposite, they will automatically add the specified time to the employees shift. This is useful if you want to pay an employee for their lunch time, but still have them punch in/out for their lunch, because when they do this TimeTrex will deduct their lunch time from their daily total, then the meal policy will automatically add back the time you specify.

“Active After” specifies the minimum amount of time that an employee must be punched in before this meal policy is applied. In cases where an employee might punch in for only 4 hours, then punch out to go home sick, you may not want to deduct 1 hour for lunch from their shift. By setting the active after time to 5 hours, this won’t happen until they have worked at least 5 hours.

“Deduction / Addition / Meal Time” is the amount of time to auto-deduct/auto-add, or the amount of time the meal is expected to be.

“Start Window” is how many hours after a employee punches in to start looking for a lunch punch. If an employee punches in at 8am, and usually goes for lunch between 11am and 1pm, setting the start window to 3 hours would tell TimeTrex that any punch that happens 3 hours after the in punch, default to the “Lunch” type.

“Window Length” specifies how long to continue looking for lunch punches, if the employee normally starts their lunch within a 2 hour window (between 11am and 1pm), you would set this to 2 hours.

“Include Any Punched Time for Lunch” determines if TimeTrex will include the employees lunch time in the auto-deduct/auto-add calculation. For example, if the meal policy was set to auto-deduct 1 hour with this flag enabled and the employee punched out for lunch for a total of 45 minutes, TimeTrex will only deduct the remaining 15 minutes of their lunch time so it totals 1 hour. The opposite is true for a auto-add meal policy, if you wanted to pay employees for a 1 hour lunch and no more, if the employee punches out for lunch for a total of 1 hour and 15 minutes, TimeTrex will only add back 1 hour of time to their daily total resulting in 15 minutes being unpaid.

3.5 Accrual Policy

Menu: Admin → Policies → Accrual Policies

Accrual Policy defines a separate place to accrue time in. Common accrual policies would be for banking time, keeping track of sick time, or vacation time. Overtime and absence policies can be setup to automatically deposit or withdraw time from accrual policies.

“Type” specifies the type of accrual policy, standard or calendar based. Calendar based accruals can be setup to automatically deposit time into accruals based on specific milestones that you configure.

“Frequency“ is how often time is applied to each employee’s accrual account. If this is set to each Pay Period time will be applied at the end of each pay period.

”After Minimum Employed Days“ defines how long the employee must be employed before they are eligible for this accrual policy.

”Employees Hire Date“ specifies a point in time to calculate when milestones rollover. If you specify a fixed month and day for all employees, the year will be the same year that that each employee was hired.

WARNING: If you specify a fixed month and day, for example June 1st, and an employee is hired on February 1st, they will not get any accrual time until they have been employed past June 1st of the year they were hired.

”Length Of Service Milestones“ allow you to specify separate accrual rates based on how long an employee has been employed.

”Length Of Service“ is the minimum time an employee has to be employed (based on the milestone rollover date) before they are eligible to receive this accrual rate.

”Accrual Rate/Year“ is the time accrued per year.

”Accrual Total Maximum“ is the maximum accrual balance that is allowed at this milestone. If the accrual balance exceeds this TimeTrex will stop accruing time until their balance falls below this amount. This is often used as a cap to keep employees from accruing too much time.

3.6 Overtime Policy

Menu: Admin → Policies → Overtime Policies

Overtime Policies allow you to define specific criteria that must be met before an employee is given overtime pay.

“Type” specifies the time frame that TimeTrex will use to calculate overtime. For instance with a Daily overtime policy, TimeTrex only looks

at worked time in a single day. If it is a Weekly policy, TimeTrex will look at the entire week.

“Active After” is the amount of time that must pass before this policy is activated. For a daily policy, if you want any time worked over 8 hours to be considered overtime, you would set active after to 8 hours. For a weekly policy, you might set this to 40 hours.

“Rate” is the rate in which employees are paid for time attributed to this policy. 1.00 is their regular rate, “1.50” is time and half, “2.00” is double time.

“Pay Stub Account” defines which pay stub account overtime will show up as on employee Pay Stubs. If you have multiple overtime policies, it is useful to use different accounts for each so they are broken out on pay stubs and reports. It is recommended to use a different account for each overtime policy that has a different “Rate” of pay.

“Deposit to Accrual Policy” specifies which accrual policy overtime hours are deposited to. So if you wanted to bank overtime, you would specify your bank time accrual policy here. If you do not want to pay out overtime, and only accrual it, set the “Rate” to “0.00”. Overtime can be partially paid out and accrued at the same time.

“Accrual Rate” is the rate in which time is accrued. To bank time at double time (instead of paying it out) you would set the accrual rate to “2.00”, and the “Rate” to “0.00”.

3.7 Premium Policy

Menu: Admin → Policies → Premium Policies

Premium Policies offer the ability to change employee pay rates based on an advanced set of criteria. Most commonly used for paying extra to employees who work the night shift, or employees who switch from one department to another during a shift.

“Start Date” is the date in which the policy begins to take effect.

“End Date” is the date in which the policy ceases to take effect.

“Start Time”, all shifts that start after this time and before the End Time are considered to be part of this premium policy.

“Active After Daily (Regular) Hours” defines how many regular hours the employee must work in the day before they are eligible for the premium policy.

“Active After Weekly (Regular) Hours” defines how many regular hours the employee must work in the week before they are eligible for the premium policy.

“Effective Days” are the days of the week in which this policy is in effect.

“Differential Criteria” allows you to define criteria that activates the premium policy if the employee punches into the specified branches, departments, jobs or tasks. The “Exclude Default Branch” and “Exclude Default Department” flag tells TimeTrex not to activate this premium policy if the employee is punching into their default branch or department.

“Minimum Time” is the minimum time applied if the employee meets all the criteria.

“Maximum Time” is the maximum time applied if the employee meets all the criteria.

“Include Meal Policy in Calculation” specifies that TimeTrex should include meal policy time when calculating the premium time. For example if this flag is enabled and an employee has an auto-deduct meal policy set to 1 hour, this time will also be deducted from their premium time as well. Conversely if they have an auto-add meal policy, the meal policy time will be added to their premium time.

“Pay Type” defines the formula that time meeting the policy criteria will be paid out at. “Pay Multiplied by Factor” is the rate (ie: 1.50, or 2.00) in which their regular wage will be multiplied by. “Pay + Premium” is an hourly amount that will be added to employees regular wage (ie: \$0.50 or \$0.75). “Flat Hourly Rate” is the flat rate that the employee will be paid instead of their regular wage.

“Rate / Premium” is the rate/premium value that applies to the pay type of this policy.

“Pay Stub Account” defines which pay stub account premium time will show up as on employee Pay Stubs. If you have multiple premium policies, it is useful to use different accounts for each so they are broken out on pay stubs and reports. It is common to use a different account for each premium policy that has a different “Rate” of pay.

3.8 Absence Policy

Menu: Admin → Policies → Absence Policies

Absence Policies track time in which employees are not working. Time such as vacation, holiday, or sick time. Employees can either have this time paid, unpaid, or docked from their pay.

“Type” is either Paid, Unpaid, or Docked. Unpaid is commonly used to just track time, such as sick time, and docked is often used for employees on salary who get paid a set amount each pay period, minus any docked time.

“Withdraw from Accrual Policy” defines which accrual policy absence time is withdrawn from.

“Pay Stub Account” is the pay stub account paid absence time is assigned to, or docked time is deducted from. Usually this is Earnings Regular Time.

3.9 Exception Policy

Menu: Admin → Policies → Exception Policies

Exception Policies specify which exceptions TimeTrex will look for at the end of each shift, and what there severity level is. This makes it much easier for supervisors to find issues in employee timesheets, because TimeTrex will alert the supervisor to them, instead of the supervisor having to look through every employee timesheet and pick them out manually.

“Severity” - Low is black, Medium is Blue and High is Red.

“Grace” specifies the grace period allowed before the exception is triggered. For example if you don’t want an exception to be triggered unless an employee is more then 30mins late, you would set the grace period to

30mins.

“Watch Window” defines how long before or after an employees scheduled time that TimeTrex will watch for this exception. Employees must be scheduled before exceptions with watch windows can be triggered.

3.10 Holiday Policy

Menu: Admin → Policies → Holiday Policies

Holiday Policies define criteria which must be met before an employee automatically receives holiday time.

“Default Schedule Status” is the schedule status that TimeTrex will default shifts to that meet this policy criteria. For instance if employees usually get holidays off, you would set this to Absence, so TimeTrex will automatically schedule them off.

“Minimum Employed Days” defines the minimum days that an employee must be employed before they are eligible for this policy. This is based on the employees hire date.

“Employee Must Work at Least” defines the minimum amount of days out of the last X days that an employee must work before they are eligible for this policy.

“Days to Average Time Over” specifies the days prior to the holiday that TimeTrex will use to average the employees time over.

“Minimum Time” is the absolute minimum time that will be given to any employee.

“Maximum Time” is the absolute maximum time that will be given to any employee. Set to 0 for no maximum.

“Always Apply Over Time Policy” allows employees that are not eligible for holiday time to still be eligible for holiday overtime if they work on a holiday.

“Include Paid Absence Time in Average” specifies if TimeTrex will include paid absence time in the holiday time average. Commonly used if you want

to include vacation time in the average.

“Absence Policy” defines the absence policy that holiday time will show up as on timesheets.

“Round Policy” defines which round policy is applied to the employees average holiday time.

“Recurring Holidays” specifies which recurring holidays are included in this policy.

At anytime supervisors can enter holiday time manually for individual employees regardless if the day is a holiday or not.

4 Adding Employees

Menu: Admin → Employee Administration

The Employee Administration page has two sets of functions, Employee and Payroll. To select each function set, you must click the link in the table header, just below the word Functions. TimeTrex automatically saves your selection and uses it the next time you visit this page.

When adding employees for the first time, only a minimal amount of information is required, these fields are denoted with a red asterisk “*”.

Once the employee logs in to TimeTrex for the first time, he or she will be required to fill out the remainder of the information before any other action can be carried out.

4.1 New Hire Defaults

Menu: Admin → Company → New Hire Defaults

New hire defaults allow you to set default values that each new employee is automatically assigned to. Important things such as which time zone, pay period schedule, permission group and policy group that the new employee will be assigned to. Setting the new hire defaults before you begin adding employees can save you a great amount of time and effort.

4.2 Wages

Menu: Admin → Employee Administration → Payroll Functions → Wage

TimeTrex keeps track of all wage changes an employee has gone through. So it is recommended that you do not delete or modify wage entries, but simply add new ones with different effective dates.

To setup an employees wage, click the “Wage” link to the right of the specific employee that you want, then click the “Add” button. Select the wage type (hourly/salary) and enter the appropriate wage based on that type, if you selected salary you must also specify the average number of hours the employee will work, so TimeTrex can calculate the annual hourly wage. Labor burden percent is an amount over and above the employee’s standard wage that is used to calculate employee costs to your company more accurately, if you have a burden percent you can enter it here, or just use 0% if you are unsure. Finally enter the date this wage becomes effective. The effective date can be in the past, or the future, however TimeTrex does not automatically calculate wage changes retroactively, so if you add or modify a wage entry with an effective date prior to a date that the employee has already been paid, it will only take effect for current or future pay periods.

4.3 Taxes

Menu: Admin → Employee Administration → Payroll Functions → Tax

Here you specify which taxes or deductions are assigned to each employee, as well as settings specific to each employee.

4.4 Authorization Hierarchy

Menu: Admin → Company → Authorization Hierarchy Administration

In order for authorization of requests to function properly, all employees must be assigned to an authorization hierarchy for each type of objects. Click “View” beside each Authorization Hierarchy, then click “Add”.

4.5 Carry over Vacation/Taxes

Menu: Admin → Employee Administration → Payroll Functions → PS Amendment

If you are just getting started with TimeTrex and you are migrating employees to it, you will need to tell TimeTrex the amount of taxes/ CPP/EI that the employee has paid so far this year, as well as how much vacation they have accrued overall. It is also recommended that you enter the employees gross wages earned to date.

To do this simply enter separate PS amendments for each item, with the effective date set to the start date of the employees first pay period within TimeTrex. Be sure to select the “Year to Date (YTD) Adjustment” check box.

For Example:

Employee: John Doe
Type: Regular Time (Earnings)
Amount: \$15,245.56
Description: “Carry over regular time earnings”
Year to Date (YTD) Adjustment: Yes
Effective Date: 01-Jun-05

Employee: John Doe
Type: CPP (Employee Deductions)
Amount: \$124.56
Description: “Carry over CPP”
Year to Date (YTD) Adjustment: Yes
Effective Date: 01-Jun-05

Employee: John Doe
Type: EI (Employee Deductions)
Amount: \$62.21
Description: “Carry over EI”
Year to Date (YTD) Adjustment: Yes
Effective Date: 01-Jun-05

Employee: John Doe
Type: Vacation Accrual (Other)

Amount: \$592.16
Description: "Carry over Vacation Accrual"
Year to Date (YTD) Adjustment: Yes
Effective Date: 01-Jun-05

5 Miscellaneous

5.1 Authorizing Requests

Menu: Admin → Authorization

All requests that require authorization will be listed on this page. The level in which you reside in the authorization hierarchy will be selected by default for each object (highlighted with light blue). If there are any levels below you, you can select them and TimeTrex will display pending requests at that level. This is especially useful if the person at a level below you is away or unable to carry out authorizations.

If you are at the final level of authorization (level 1) the instant you authorize a request it is considered finalized and removed from this list. If you are for example at level 2 in the authorization hierarchy, once you authorize a request it simply moves it up one level and waits for that person to authorize it as well. If any ONE person in the hierarchy declines a request, the employee who submitted it is notified and the request is immediately marked as declined and stopped from moving further up the hierarchy.

5.2 Record Of Employment (ROE) (Canada)

Menu: Admin → Employee Administration → Payroll Functions → ROE

Any employee can have one or more records of employment, for cases where an employee takes multiple leaves of absence or other long term absences during the course of employment.

To add an ROE simply press the "Add" button, and fill out the form accordingly. Once you are done you can press "View" or "Print" beside the ROE you just entered to see the result.

WARNING: If the employee does not have at least one year of

schedule/attendance data in TimeTrex, the ROE will ONLY calculate the insurable hours/earnings based off the amount of data that TimeTrex does have.

If TimeTrex detects that an employee has an ROE while it is generating their pay stub, it will automatically use the ROE's "Last day for which paid" as the end of the pay period on the pay stub.

Once an ROE is entered for an employee, in most cases that employee should be set "INACTIVE" so their recurring schedule and login abilities are disabled.

5.3 Recurring Schedule Templates

Menu: Schedule → Recurring Schedule Template

Recurring schedules are simply schedules that repeat themselves at some interval. The interval can be anything you wish, but is typically one week. (ie: 9am-5pm, five days/week)

To create a new recurring schedule template, click the "Add" button at the bottom of the Recurring Schedule Template List page. From there you can give the schedule any name or description you wish. Each row after that defines a schedule for one week, however two or more rows with the same week number can be added to define split shifts, or multiple shifts on the same day. Simply select each day of the week that the In/Out times apply to, and select the appropriate policies, branches and departments. Press "Add Week" to add another week, or "Submit" to save the current template.

5.4 Recurring Schedule

Menu: Schedule → Recurring Schedule

Once "Recurring Schedule Templates" are created, you must tell TimeTrex which employees they apply to by creating "Recurring Schedules". To create a new recurring schedule, click the "Add" button at the bottom of the Recurring Schedule List page. Then select the template that you want to use with this recurring schedule and specify which week of the template you want this to start on. Next specify the start date and end date (leave blank for no end date) for this schedule and whether or not you want this

schedule to be on “Auto-Pilot” or not. Auto-pilot will automatically punch employees in/out based on their schedule, so they don’t have to. Press the “Submit” button to finalize it the recurring schedule.

5.5 Pay Stub (PS) Amendments

Menu: Admin → Payroll → Pay Stub Amendments

Pay Stub (PS) Amendments are essentially modifications to employee pay stubs. They are most often used for paying out advances, bonuses, or commissions to employees. Anything that TimeTrex does not already calculate for you automatically. You can also use PS amendments to make adjustments to amounts that TimeTrex automatically calculates. For example if TimeTrex calculated \$200 as the Federal Income Tax that an employee should pay, you could add a PS Amendment to increase or decrease that amount.

To add a PS Amendment simply click the “Add” button at the bottom of the PS Amendment List page. Select the type that you want; earnings accounts (regular time, over time, etc...) are automatically added to an employees gross wage, and deduction accounts (advances, taxes, etc...) are automatically deducted from the employees gross wage. Once you have selected the type, you can enter the units and rate per unit or just enter the amount that you wish, leaving the units/rate blank. Then if you want you can enter a detailed description that will be displayed on the employees pay stub notifying them of the PS amendment. The effective date is very important, as it is the date when this PS amendment is activated.

Whichever pay period the effective date falls into is the pay period which you will see it on the employees pay stub. You can set the effective date to any date within a pay period that is NOT closed, or any date in the future.

Post dated PS amendments are especially useful for things like employee loans, where the employee may have \$100 deducted from his or her pay for the next three pay periods. You could enter all three PS amendments at the same time setting the effective date one month apart on each.

TimeTrex will automatically deduct the \$100 on the specified dates.

5.6 Recurring Pay Stub (PS) Amendments

Menu: Admin → Payroll → Recurring PS Amendments

Recurring PS amendments are simply scheduled PS amendments that are automatically inserted at a specific frequency, most often each pay period. They are especially useful for recurring earnings/deductions such as employee contributed group benefit plans or union dues.

It is important to note that when using the “per Pay Period” frequency, the pay stub amendments will have an effective date of the last day of the pay period. When using the “Monthly” frequency, the effective date will be the same day as the start date for each month.

5.7 End Of Pay Period Procedure

Menu: Admin → Payroll → End of Pay Period

Follow the steps described on this page to finalize and close pay periods.

5.8 Making Adjustments to a Closed Pay Period

Once you have closed a pay period it can not be fully re-opened. However at times it is required to make minor adjustments to a closed pay period after the fact. In order to allow for such cases, TimeTrex offers its “Post Adjustment” functionality.

To set a pay period to the “Post Adjustment” state, go to Admin → Payroll → Pay Period Schedules, click View beside the pay period schedule that contains the target pay period, then click “View” again beside the specific “Closed” pay period you want to make adjustments to. Select “Post Adjustment” in the status drop down box, then press “Submit”. You can now proceed to make adjustments to employee timesheets for this particular pay period.

Once you have made the necessary adjustments to an employee’s timesheet, you may select “Calculate PS Adjustment” from the “Action” drop down box at the bottom of their timesheet, then press “Submit”. TimeTrex will determine the difference between the employee’s earnings on their already paid pay stub and the adjustments that you just made. Once TimeTrex has done this it will also automatically create pay stub amendments to reflect these adjustments for both positive and negative amounts, then you be taken to the pay stub amendment list page to review the newly created amendments. These pay stub amendments will be dated the last day of the pay period currently in progress so they will automatically be included on

the next pay stubs you generate, however you may modify these dates by editing the pay stub amendments themselves if you wish. Proceed to each individual employee and repeat the above steps as necessary.

In summary what you did was modify the employee's timesheet to reflect the proper hours, then created pay stub amendments to adjust their pay appropriately in the upcoming pay period.

Once you have finished making all your adjustments, go back to Admin → Payroll → Pay Period Schedules, click View beside the pay period schedule that contains the modified pay period, then click "View" again beside the pay period you just made adjustments to. Select Closed in the status drop down box and press "Submit", closing the pay period once again.

WARNING: If you have made changes to any policies between the time you originally generated employee pay stubs, and when you modified an employee's timesheet, the modified policies may affect your adjustments.