

General Information

This set of instructions is designed to outline the basic operations required to set up the Time Clock II Program. The instructions are presented in an abbreviated format for you to follow and should be in a sequence that is representative of the order in which one would complete the operations necessary to begin using the system. You should become familiar with the complete Time Card II manual which will detail all the program functions and operations with which a manager and administrator should become familiar. This manual is available from the Systems Design website www.computersdi.com under the support tab. The instructions below consider that you are and know how to log onto the system and that you will start at the Time Card System Menu represented by the initials TM. The entries are indicated by the example of TM which is the Time Card Menu, the symbol > which means to select the subsequent menu item such as 01 which will direct the operator to the desired action.

Initial Set-up

1. Create the Employee Masterfile
 - For EDP sites and extract will be completed. Action = go to TM>01:>20 this will extract the employee budget codes from EDP
 - For non EDP users the Budget Code Masterfile must be set up.
2. EDP users Extract the personnel master. This is not the payroll master file. Action = go to TM>01>23.
3. Non EDP users must set up the employee budget codes. Action = go to TM>01>01.
4. Print out the Employee Master short form Action = go to TM>06
5. Look over the Employee Masterfiles by employee and look for incorrect entries and budget codes or omissions. Make correcting entries in the employee masterfiles Action = go to TM>01>02
6. Run the Budget Code Master Code Print and check the accuracy of the budget account codes (BAC).
7. Add the appropriate information to each employees masterfile as required. Be sure to have all the applicable budget accounting codes, the associated allocated hours, and the associated pay rates the budget accounting codes. The employee masterfile Action = TM>01>02. Note that in the employee masterfile, the R selection at the All Ok? Prompt brings up a pop up box and permits the entry of this data. If you have employees that work over the midnight hour, contact our software support office so that we may set a flag in the program to this effect.
8. Print Employee ID Cards considering that your employees will use them Action go to TM>04>08
9. Set up passwords for managers security. Action go to TM>01>14

Managers Operations

Managers are primarily concerned with printing out certain reports that assist in the management of the employees time worked. These reports may also assist in detecting errors that may have been made due to not clocking in or out. Managers may also control exception time.

1. Print the Time Card Audit Report which will indicate the weekly clock in and clock out activity Action go to TM>04>01
2. Print the Time Card Input Summary Report which indicates the same information as above but in a different format Action go to TM>04>02
3. Print the Time Card Error Report which only lists the errors made in clocking in and clocking out and the omissions of clock in or out Action go to TM>04>13
4. Print the Campus Hours Worked Summary Report which indicates the hours worked by a campus sort Action = go to TM.04>14
5. Maintain the exception time for employees named Exception Time Maintenance. This is where the manager may keep up with vacation time, jury duty, sick time, etc. Action = go to TM>01>04

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6. Print the Exception Time Report which indicates the employees exception time Action = go to TM>04>05
7. Print Employee Time Cards. The time cards may be printed in various sorts as indicated below.
 - Selected Employee Time Card Action = go to TM>04>04
 - Time Card By Department Action = go to TM>04>06
 - Time Card By Campus Action = go to TM>04>07
 - Time Card By School and Department Action = TM>04>10
 - Time Cards Rated (that is with dollar amounts) Action = TM>04>12
8. Print Employee Expense Report which indicates the hours worked and the dollar amount associated with the hours sorted by managers options Action = TM>04>09

Administrators Operations

1. For EDP users run the New Employee Merge which imports new employees from the personnel files Action = TM>01>23. Non EDP users will enter the new employees manually.
2. For EDP users Run the New Other Earnings Codes Action = TM>01>20.
3. Enter any new budget codes that may be added in the Budget Code Maintenance Action = TM>01>01
4. Maintain the Employee Master Files for any data changes that may occur Action = TM>01>02
5. Print Employee Status report which indicates if employees are clocked in or out Action = TM>04>21

Please note that there are many other actions that may be taken that will enable the manager and administrator to maintain an efficient and comprehensive time card system. As stated, please refer to the Master Manual for all the features available. You may also contact the software support office for additional information and assistance.