



YOUR LINK BETWEEN TECHNOLOGY AND CHILD NUTRITION

***Employee Time Card Application***

operators manual



***SYSTEMS DESIGN***

FOOD SERVICE MANAGEMENT SYSTEMS  
CORPUS CHRISTI, TEXAS



### **Welcome to the Systems Design Employee Time Card Application**

This program is designed to function as program to capture the hours worked by employees in the food service department of public school districts. It may also be used by other hourly employees of the school district with slight modifications and procedural changes.

The program replaces the requirement for the manual recording of time worked by permitting the employee to clock in on the same terminals as are used by the point of sale programs. Employees may use a printed and bar coded ID card or they may enter the designated employee number on the terminals key pad. Regardless of the method of entry— the time is recorded in an accurate fashion because there are no manual entries, all time entries are recorded by the computer.

Accurate and uniform time is facilitated because the time clocked in and out data is captured at the central server. All employees, regardless of location, are essentially using the same time clock. There is only one time standard used by all employees of the district. Since the time is recorded at one central location regardless of where the employee records their time, they can clock in at one campus and clock out at another and the time will still be recorded accurately.

Employee time may be edited or changed at the central office at the direction of the food service office staff. Someone may forget to clock in or out in which case the correction entries may be made in a very simple operation. The program accommodates pay for various non work days such as sick days, jury duty, personal days, vacation pay, and many others as may directed by the district.

Overtime hours are accommodated and are calculated base on the method and hours directed by the policy of the district.

The management of time and hours worked are simplified by the program in that there are numerous reports available to the department. These reports are, of course, illustrated and explained in this manual. Sorting of data, by employee, by campus, by department, and other sorts make the presentation and interpretation of the time card data useful and meaningful to those responsible for the collection and reporting of time data to the payroll department of the district.

One should note that this program is a time capture application and is indeed separate from the payroll computation and payroll check writing that is done by the district administration. It is designed, as stated, to automate the collection and to enhance the accuracy of employee hours worked that is reported to the district.

Systems Design is confident that the Employee Time Card Application will be an asset to the food service department of your school district. The program should assist in the more timely and accurate reporting of all employee time data.



<b>Subject or Operation</b>	<b>Page</b>
Introduction	
Standard Conventions	1
Get Into the System	2
Time Card System Menu (Select Maintenance)	3
Time Card Maintenance	4
Employee Masterfile Maintenance (Screen)	5
Employee Masterfile Maintenance (Fields)	6
Transaction File Maintenance	7
Employee Time Card Master Print	8
Employee Exception Time Maintenance	9
Employee Exception Time Posting (By Campus)	10
Employee Exception Time Posting (By Individual)	11
Time Card System Menu (Select Time Card Input)	12
Time Card Input	13
Time Card System Menu (Select Inquiry)	14
Time Card Inquiry	15
Time Card System Menu (Select Reports)	16
Time Card Reports Menu	17
Time Card Audit Report	18
Time Card Input Report Summary	19
Time Card Print Selected Employee	20
Exception Time Report By Department	21
Time Card Print By Department	22
Time Card Print By Campus	23
Employee ID Card Print Individual	24
Employee ID Card Print By Department	25
Time Card Expense Report	26
Time Card Error Report	27
Campus Worked Summary Report	28
Operator Notes	29



## Systems Design uses certain standard conventions in all applications

This means that some key strokes and answers to questions presented on the screen are repetitive and are used in the pathways to different functions and programs within the applications. Some of those are listed below. The understanding of these conventions will speed up the understanding of elements of this manual.

When asked for the district number it will be 01 unless there are multiple districts operating on the same central server. Some systems do not present this option.

the cursor blinks in the block  
**ENTER MENU OPTION (            )**  
 which is the prompt for the operator to enter the appropriate selection of programs. If the selection has an = sign it may be selected.

Most of the time the operator will be presented with a selection of  
**ALL OK (Y,N,C)** or  
**ARE YOU SURE (Y,N)**  
 which gives one the opportunity to indicate Y for yes( accept the entry, N for no (go back and re-enter data) at which time it will take you to the indicated field, or C for cancel (everything goes away)

Most selections present a subsequent sequence of options which are generally are sorts that are available to the operator either in the way that screens will call up data or in the way that data will be printed. This manual may not list all sort available but they are easily understood in a logical process as the various selections are made.

One will notice that the 99=RETURN TO PREVIOUS MENU prompt appears on most screens. 99 is the escape entry and is also used when the programs as for the district number when the operator wishes to return to the previous menu.

When printing options are selected the printer number will be asked for and it should be remembered that in a real time system that print jobs may be sent to any printer attached to the system. Care should be exercised in selecting a printer. Once the printer is selected and the print job sent, then the screen will return to the menu from which selected and a brief message "end of listing" will appear on the screen.

A menu driven system is very easy and logical to operate. One may just read the present screen to determine what operation to select. If the desired operation is not displayed then the entry 99 will return to the previous menu where the search for the desired operation may be found.

Explore the system. It's the best way to learn. You will be given the opportunity to cancel any operation or entry that you do not wish to affect.

Employee Time Card Application



operators log onto the Systems Design Food Service program in the usual manner using the back office password.

the operator will then be at the Master Menu

```
MAY 28, 1999      CUSTER ISD FOOD SERVICE  CRT31 (XX=0X) MEN301-  
  
      M A S T E R  M E N U  
FS = FOOD SERVICES SYSTEM          LA = LUNCH APPLICATION SYSTEM  
IN = INVENTORY SYSTEM  
TM = TIME CARD SYSTEM  
SM = SYSTEM MAINTENANCE           EM = E-MAIL MENU  
  
      99 = TERMINATE MASTER MENU  
ENTER MENU OPTION-[ ]
```

**select**  
TM  
which is the time card system

this selection will take the operator to the Time Card Menu



the selection of the Time Card System will bring the operator to the Time Card System Menu

various main functions of the Time Card System may then be selected

```
MAY 27, 1999      CUSTER ISD FOOD SERVICE  CRT31 (XX=0X) MEN301-  
TIME CARD SYSTEM MENU  
01 = TIME CARD MAINTENANCE MENU  
02 = TIME CARD INPUT  
03 = EMPLOYEE TIME CARD INQUIRY  
04 = TIME CARD REPORTS MENU  
  
99 = RETURN TO PREVIOUS MENU  
ENTER MENU OPTION-[  ]  
Last Selection: TM-01-01  *** EMPLOYEE MASTERFILE MAINTENANCE ***
```

**select**  
01  
the TIME CARD MAINTENANCE MENU

this selection will take the operator to the MAINTENANCE MENU



the selection of the Time Card System will bring the operator to the Time Card System Maintenance Menu

this selection takes you to the screens where you can enter new files and enter change information as may be required

```

MAY 27, 1999      CUSTER ISD FOOD SERVICE  CRT31 (XX=0X) MEN301--19

                TIME CARD MAINTENANCE MENU

01 = EMPLOYEE MASTER MAINTENANCE
02 = TRANSACTION FILE MAINTENANCE
03 = EMPLOYEE MASTER PRINT
04 = EMPLOYEE EXCEPTION TIME MAINT    16 = EXCEPTION TIME POSTING

                99 = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[  ]

Last Selection: TM-01-01    *** EMPLOYEE MASTERFILE MAINTENANCE ***

```

**HERE IS WHAT EACH SELECTION DOES**

**01= EMPLOYEE MASTER MAINT**  
Enter new employees into the system or change data on exiting files

**02= TRANSACTION MAINT**  
Edit existing time card input entered by employees and also allows the entry of data when someone forgets to clock in or out

**03= EMPLOYEE MASTER PRINT**  
Causes a complete listing of employees and associated data to be printed on the system printer.

**04= EMPLOYEE EXCEPTION TIME MAINTENANCE**  
Permits the entry of paid days where the employee does not clock in —ie sick days, jury duty, etc.

**16= EXCEPTION TIME POSTING**  
Permits the same as above but for all employees at the same time.

go to each selection for more detailed information

01= on page 5  
02= on page 7  
03= on page 8  
04= on page 9  
16= on page 10

Employee Time Card Application



This is where the operator may add a new employee to the system or where data on existing employees may be changed

```
MAY 28, 1999      EMPLOYEE MASTERFILE MAINTENANCE      TMS005W-20

EMPLOYEE NO -[000001001]

01=EMP LAST NAME-[JONES      ]
02=EMP FRST NAME-[JOHN      ]
03=EMP MDDL NAME-[J      ]
04=EMP ADDRESS -[2345 STATE ST      ]
05=EMP CITY/STA -[SAN ANTONIO      ]
06=EMP ZIP CODE -[000078522]
07=EMP PHONE   -[0004526663]
08=SOC SEC NO  -[521286932]
09=DIST EMP NO -[000001001]
10=CAMPUS ID   -[0002]
11=DEPARTMENT # -[FS ]
12=CURR STATUS -[O]
13=ACTIVE?(Y/N) -[Y]
14=LUNCH FLAG  -[Y]
15=TEMP-EMPL  -[N]

16=WORK CYCLE  -[W]
17=DOCK YTD HRS -[ .00 ]
18=ALLOWABLE HRS-[40.00 ]
19=HOURS DATE  -[05/28/1999]
20=SICK ALLOW  -[ .00 ]
21=VAC ALLOW   -[ .00 ]
22=SICK ACCUM  -[ .00 ]
23=VAC ACCUM   -[ .00 ]
24=PRIMARY RATE -[ 8.5300 ]
25=RATE CNG DATE-[05/28/1999]
26=SECONDRY RATE-[ 8.5300 ]
27=RATE CNG DATE-[05/28/1999]
28=LUNCH ALLOWED-[ .00 ]
29=OT THRESHOLD -[40.00 ]

ALL OK?(YNC)-[*]

COPYRIGHT 1999 - SYSTEMS DESIGN
```

These are the elements of the employee masterfile.  
Explanations of each field will be found on the next  
page

## Employee Time Card Application



## Explanations of the various masterfile fields

the first prompt is for the employee number—if you enter an existing number then the data will be called —if you enter a number not in the data base you will be asked if you wish to enter a new employee

01= last name  
 02= first name  
 03= middle name  
 04= address  
 05= city and state  
 06= zip code  
 07= phone number  
 08= social security number  
 09= district employee number  
 10= campus ID number – this is a four digit campus number or a number above 800 that will indicate an activity such as catering or other activity that will be separated from the primary work.  
 11= department – the normal department will be FS (food service) you may have others for maintenance, custodial, etc.  
 12= current status – clocked in (I) or out (O).  
 13= active? - enter Y for active and N for not active.  
 14= lunch flag – enter a Y if the employee has to manually clock out-leave blank and the system will deduct the amount of time in field 28  
 15= temp employee – Y if a part time or N if a full time employee.  
 16= work cycle – enter D for daily, W for weekly, or M for monthly-most entries are for W weekly because of overtime calculations.  
 17= Dock YTD hours – manual entries for hours docked during the year.  
 18= allowable hours – hours normally worked during the work cycle as indicated in 16-any hours over this will be overtime.  
 19= hours date – the date that the hours were set-entered from system.

20= sick allow – allowable sick hours-a manual entry-system does not track.  
 21= vac allows – allowable vacation time-a manual entry-system does not track.  
 22= sick accum – accumulated sick hours-manual entry-system does not track.  
 23= vac accum – accumulated vacation hours-manual entry system does not track.  
 24= primary rate – the primary hourly rate of pay-also overtime computed at 1 1/2 times this rate.  
 25= rate change date – the date this pay rate is effective-entered by system.  
 26= secondary rate – the rate paid for an activity other than the primary job.  
 27= rate change date – the date this pay rate is effective-entered by the system.  
 28= lunch allowed – this is the time stated in minutes that the employee may take for lunch-this is only entered if an N is placed in field 14.  
 29= OT threshold – the number of hours that must be worked per work cycle before and at which time the system will begin accumulating overtime hours and calculate expense at 1 1/2 times the primary rate of pay.

Note: The masterfile controls most of the computations that affect the collection and manipulation of time card data. Periodic reviews for accuracy of employee records should be ac-

## Employee Time Card Application



There are times when an employee forgets to clock in or out or when they forget and clock in or out at a time other than when they actually worked. The back office operator may change or edit the recorded entries in this program.

The program assigns a transaction code to each clock in or clock out. The first time an employee clocks in during the day will result in a transaction code of 10, clock out for lunch 20, clock back in 30, clock out to go home 40, and so on. One may have many clock in's and clock out's during the day. You may notice that there should be a final clock out code containing an even number.

```
JULY 1 2002  EMPLOYEE TIME CARD TRANS MAINT ADD
```

```
EMPLOYEE NO -[000001001] JOHN JONES
TRANS DATE  -[05/28/1999]
SEQ NUMBER  -[020]
```

```
01=HOUR (01-24) -[11]
02=MINUTES  -[30]
03=TYPE     -[O] O=OUT I=IN
04=LOCATION CODE-[0002]  KENNEDY HIGH SCHOOL
05=LUNCH FLAG -[Y]
```

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

```
COPYRIGHT 1998 - SYSTEMS DESIGN
```

When entering this program the operator is given the choice of the following:

- A-ADD – permits the adding of a new time sequence
- C-CHANGE – lets the operator change an existing entry
- D-DELETE – one may delete the entire entry
- I-INQUIRY – lets the operator view a list of clock ins and clock outs by a date range.
- E-RETURN TO DISTRICT OPTION – returns the operator to the previous menu.

The various entries are as follows:

EMPLOYEE NO= enter the applicable employee number.  
 TRANS DATE= enter the date you wish to effect  
 SEQ NUMBER= enter the sequence number, ie 10, 20, 30, 40, etc as explained above  
 01= HOUR – the hour effected in military time  
 02= MINUTES – minutes  
 03= TYPE – I for in and O for out  
 04= LOCATION CODE – the campus to which assigned or at which work is performed.  
 05= LUNCH FLAG – Y if they manually clock in and out for lunch-blank otherwise.

Employee Time Card Application



This selection provides the method to print out a listing of the employee master file. Please note the sample print out attached

```
JUL 1 2002      EMPLOYEE TIME CARD MASTER PRINT      TMS500W-0
ENTER DISTRICT NUMBER-[01]  CUSTER ISD FOOD SERVICES

ENTER RUN DATE--[07/01/2002]
DO YOU WANT TO PRINT BY NAME ORDER?(Y/N)-[Y]
DO YOU WANT DEPT OR CAMPUS ORDER?(D/C)-[ D
ENTER DEPT/CAMPUS NO-[0002]
  ZZZZ = ALL

ALL OK?(YNC)-[*]

COPYRIGHT 1998 - SYSTEMS DESIGN
```

The field entries for this operation are as follows

RUN DATE – enter the appropriate date  
NAME ORDER – entering a Y will result in printing the list in alpha order – enter N and the list will print by employee number  
CAMPUS ORDER – enter a D and the list will print by department order – enter a C and the list will print the employees by campus  
DEPT/CAMPUS NO – the operator will enter the department or the campus number to print – note that ZZZZ will print all categories for all campuses

**Note:**

When you initially select this option from the TIME CARD MAINTENANCE MENU the operator will be prompted to enter the appropriate printer number

Employee Time Card Application



This program provides for the operator to manage the time of an individual employee in regards to the paid time for which they are not present. There may be sick days, jury duty, personal time, and other categories of exception time that will need to be posted to the employee time records. Note that this program may also be used to make changes to an employees exception time.

```
JUL 01 2002      TIME CARD EXCEPTION TIME MAINT      TMS020W-02

EMPLOYEE NO -[000001001] JOHN JONES
TRANS DATE  -[07/01/2002]
TRANS CODE  -[J]  JURY DUTY
LOCATION     -[0002]  KENNEDY HIGH SCHOOL

01=TIME     -[ 8.00 ]
02=PAY RATE -[ 11.0000 _]
03=EFF DATE -[07/01/2002]
04=REASON:  -[CALLED TO JURY DUTY   ]

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

The field entries for this operation are as follows

EMPLOYEE NO – the assigned employee number  
 TRANS DATE – the date of the effective date the exception should take effect.  
 TRANS CODE – the code assigned to the various categories of exception time-see the explanations on this page.  
 LOCATION – the assigned campus or department

01=TIME – the number of hours to be paid as exception time.  
 02=PAY RATE –the pay rate if different from that in the employee masterfile. – by pressing enter and by passing this field the rate will default to that in the masterfile.  
 03=EFF DATE – same at the TRANS DATE unless the transaction may be retro-active to a previous date –in any event this is a memo entry only.  
 04=REASON – this field may be used to make a memo for reference in addition to the TRANS CODE.

Explanation of Transaction Codes

- J= Jury Duty
- H= Holiday Pay
- V= Vacation Pay
- S= Sick Pay
- D= Docked Time
- L= Leave With Out Pay
- N= Non Worked Time
- R= Retroactive Pay
- C= Comp Time
- E= Employee Discretionary Time
- B= Bereavement Time

Note:

- A. There will be a prompt asking if you would like to add a new record after completing the first four entries – indicate Y and the program will permit the entry of the exception data.
- B. At the prompt ALL OK? (YNC) and entry of Y will bring you back to the TRANS DATE so that you can enter another day. If another day is not to be entered then press enter to exit.

Employee Time Card Application



by campus

This program provides for the operator to manage the time of a group of employees in regards to the paid time for which they are not present. There may be sick days, jury duty, personal time, and other categories of exception time that will need to be posted to the employee time records. The groups may be selected by campus.

```
JUL 1 2002      TIME CARD EXCEPTION TIME POSTING  TMS130--20
ENTER DISTRICT NUMBER-[01]  EDGEWOOD ISD FOOD SERVICES

1. CREATE EXCEPTION TIME BY CAMPUS
2. CREATE EXCEPTION TIME BY INDIVIDUALS
99. END

ENTER SELECTION - [**]
```

select option 1

then the next screen is presented

The field entries for this operation are as follows

1. TRANS DATE – the date of the effective date the exception should take effect.
2. EFFECTIVE DATE – same as the TRANS DATE unless the transaction may be retro-active to a previous date –in any event this is a memo entry only.
3. EXCEPTION CODE – the code assigned to the various categories of exception time-see the explanations on this page.
4. EXCEPTION TIME – the number of hours to be paid as exception time.
5. REASON – this field may be used to make a memo for reference in addition to the TRANS CODE.

```
JUL 01 2002      TIME CARD EXCEPTION TIME POSTING  TMS130--20

1. ENTER TRANSACTION DATE - [06/01/1999]
2. ENTER EFFECTIVE DATE - [06/01/1999]
3. ENTER EXCEPTION CODE - [H]
4. ENTER EXCEPTION TIME - [ 8.00 ]
   Zero for scheduled hours
5. ENTER EXCEPTION REASON -
   MEMORIAL DAY

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

- B=Bereave
- C=Comp Time
- D=Dock
- E=Emp Descr
- H=Holiday
- J=Jury
- L=Leave/wop
- N=Nonwork
- R=Retro
- S=Sick
- V=Vacation

Explanation of Transaction Codes

- B= Bereavement Time
- C= Comp Time
- D = Docked Time
- E= Employee Discretionary Time
- H= Holiday Pay
- J= Jury Duty
- L= Leave With Out Pay
- N= Non Worked Time
- R= Retroactive Pay
- S= Sick Pay
- V= Vacation Pay

Employee Time Card Application



by individual

This variation of the exception time posting permits the operator to post exception time by a selected group of individuals. It is the same basic program as option 1 (CREATE EXCEPTION TIME BY CAMPUS) but the operator may post a select group of employees instead of the entire campus.

```
JUL 1 2002    TIME CARD EXCEPTION TIME POSTING  TMS130--20
ENTER DISTRICT NUMBER-[01]  CUSTER ISD FOOD SERVICES

1. CREATE EXCEPTION TIME BY CAMPUS
2. CREATE EXCEPTION TIME BY INDIVIDUALS
99. END

ENTER SELECTION - [**]
```

select option 2

then the next screen is presented

The field entries for this operation are as follows

1. TRANS DATE – the date of the effective date the exception should take effect.
2. EFFECTIVE DATE – same as the TRANS DATE unless the transaction may be retro-active to a previous date –in any event this is a memo entry only.
3. EXCEPTION CODE – the code assigned to the various categories of exception time-see the explanations on this page.
4. EXCEPTION TIME – the number of hours to be paid as exception time.
5. REASON – this field may be used to make a memo for reference in addition to the TRANS CODE.

```
JUL 1 2002    TIME CARD EXCEPTION TIME POSTING  TMS130--20

1. ENTER TRANSACTION DATE - [06/01/1999]
2. ENTER EFFECTIVE DATE - [06/01/1999]
3. ENTER EXCEPTION CODE - [H]
4. ENTER EXCEPTION TIME - [ 8.00 ]
5. ENTER EXCEPTION REASON -
MEMORIAL DAY

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

- B=Bereave
- C=Comp Time
- D=Dock
- E=Emp Descr
- H=Holiday
- J=Jury
- L=Leave/wop
- N=Nonwork
- R=Retro
- S=Sick
- V=Vacation

Explanation of Transaction Codes

- B= Bereavement Time
- C= Comp Time
- D = Docked Time
- E= Employee Discretionary Time
- H= Holiday Pay
- J= Jury Duty
- L= Leave With Out Pay
- N= Non Worked Time
- R= Retroactive Pay
- S= Sick Pay
- V= Vacation Pay

```
JUL 1 2002    TIME CARD EXCEPTION TIME POSTING

ENTER LIST OF EMPLOYEES TO POST

01 000001001
02 *****
```

this screen lets you enter the list of selected employees



the selection of the Time Card System will bring the operator to the Time Card System Menu

various main functions of the Time Card System may then be selected

```
JUL 1 2002      CUSTER ISD FOOD SERVICE  CRT31 (XX=0X) MEN301-  
                TIME CARD SYSTEM MENU  
01 = TIME CARD MAINTENANCE MENU  
02 = TIME CARD INPUT  
03 = EMPLOYEE TIME CARD INQUIRY  
04 = TIME CARD REPORTS MENU  
  
99 = RETURN TO PREVIOUS MENU  
ENTER MENU OPTION-[  ]  
Last Selection: TM-01-01  *** EMPLOYEE MASTERFILE MAINTENANCE ***
```

**select**  
02  
the TIME CARD INPUT

this selection will take the operator to the TIME CARD INPUT PROGRAM

## Employee Time Card Application



This program is the standard time card input program where employees clock in and out. One notes that the time is automatically entered from the clock of the central server. The program automatically enters the clock in and clock out function. Employee identification number may be entered from a bar coded id card or by the entry of the id number on a key pad.

```
JUL 1 2002          TIME CLOCK INPUT          TMS120W
ENTER DISTRICT NUMBER-[01]  EDGEWOOD ISD FOOD SERVICES
ENTER WORK LOCATION-[0002]  KENNEDY HIGH SCHOOL

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

The first screen ask for the district number or in some variations may bypass this prompt and ask for the work location at which time the operator enters the campus ID Number. When accessing this program from the cashier's menu these entries are automatic.

```
JUL 1 2002          TIME CLOCK INPUT          TMS120W-20
EMPLOYEE ID:  01001  JOHN JONES
01=CAMPUS ID: 0002  KENNEDY HIGH SCHOOL
DATE: JUL 1 2002  TIME: 12:58-PM

      I    CLOCK IN

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

the program then ask for the following

**EMPLOYEE ID** – enter the employee number  
**CAMPUS ID** – enter the campus number

The program then displays an I CLOCK IN or an O CLOCK OUT and the date time group for which that

After the clock in or out function is accomplished – the program will ask if the time clock input is finished. If Y is indicated then the program terminates and returns to the TIME CARD SYSTEM MENU



the selection of the Time Card System  
will bring the operator to the Time Card System  
Menu

various main functions of the  
Time Card System  
may then be selected

```
JUL 1 2002          CUSTER ISD FOOD SERVICE  CRT31 (XX=0X) MEN301-  
TIME CARD SYSTEM MENU  
01 = TIME CARD MAINTENANCE MENU  
02 = TIME CARD INPUT  
03 = EMPLOYEE TIME CARD INQUIRY  
04 = TIME CARD REPORTS MENU  
  
99 = RETURN TO PREVIOUS MENU  
ENTER MENU OPTION-[  ]  
Last Selection: TM-01-01  *** EMPLOYEE MASTERFILE MAINTENANCE ***
```

**select**  
03  
EMPLOYEE TIME  
CARD INQUIRY

this selection will take the operator  
to the TIME CARD INQUIRY

## Employee Time Card Application



This program allows the back office operator to pull up an individual employee's record of time worked for a specified range of dates. The date range is determined by the operator

```
CUSTER ISD FOOD SERVICES  TIME CARD INQUIRY  TMS300W-09

ENTER DISTRICT NUMBER-[01]

ENTER EMPLOYEE ID-[ 01001]

PERIOD START DATE-[06/01/1999]
PERIOD STOP DATE--[06/02/1999]

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

The first screen from the inquiry option prompts the entry of the district number in some versions – the subject employee ID number and the range of dates for which the information is to be displayed. Entering the same date in both start and stop fields yields the information for that one date

```
CUSTER ISD FOOD SERVICES  TIME CARD INQUIRY
REPORTING PERIOD: 07-1-2002 TO 07-1-2002
DEPT: FS  EMPL#  01002 SMITH, JANE

  DATE      SEQ IN  SEQ OUT  TIME  DATE  SEQ IN  SEQ OUT  TIME
07-01-02   010 08:30  020 11:30  3:00
              010 08:30
07-01-02   030 12:00  040 15:30  3.50

** TOTAL DIST-ID#  000000  6.50

'ENTER' TO CONTINUE
```

The information screen displays the date, sequence number (which is clock in or clock out) the time in or out and the total time worked for that range of dates. This may be used to audit the time worked by viewing this screen or to check to see if the employee has completed the sequence of work.

The operator presses enter to exit this screen



the selection of the Time Card System will bring the operator to the Time Card System Menu

various main functions of the Time Card System may then be selected

```
JUL 1 2002      CUSTER ISD FOOD SERVICE  CRT31 (XX=0X) MEN301-  
TIME CARD SYSTEM MENU  
01 = TIME CARD MAINTENANCE MENU  
02 = TIME CARD INPUT  
03 = EMPLOYEE TIME CARD INQUIRY  
04 = TIME CARD REPORTS MENU  
  
99 = RETURN TO PREVIOUS MENU  
ENTER MENU OPTION-[  ]  
Last Selection: TM-01-01  *** EMPLOYEE MASTERFILE MAINTENANCE ***
```

```
select  
04  
TIME CARD  
REPORTS MENU
```

this selection will take the operator to the TIME CARD REPORTS MENU

Employee Time Card Application



The time card reports menu is the gateway to the out put of various information sets. By choosing the appropriate option from the menu – the operator may extract and in some routines - sort data captured by entries of the employees. Explanations of the data sets are indicated below.

```

JUL 1 2002          EDGEWOOD ISD FOOD SERVICE  CRT31 (XX=0X) MEN301--19

                TIME CARD REPORTS MENU

01 = TIME CARD AUDIT REPORT          13 = TIME CARD ERROR REPORT
02 = TIME CARD INPUT REPORT SUMMARY  14 = CAMPUS WORKED SUMMARY REPORT

04 = TIME CARD PRINT-SELECTED EMPL
05 = EXCEPTION TIME REPORT BY DEPT
06 = TIME CARD PRINT - BY DEPT
07 = TIME CARD PRINT - BY CAMPUS
08 = EMPLOYEE ID CARD PRINT MENU
09 = TIME CARD EXPENSE REPORT

                99 = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[  ]
    
```

The information that each report displays is listed as follows:

**01= TIME CARD AUDIT REPORT**  
Displays time card transactions for all employees for a specific date range.

**02= TIME CARD INPUT REPORT SUMMARY**  
Indicates the daily totals of the time worked for employees for a date range.

**04= TIME CARD PRINT-SELECTED EMPLOYEE**  
Prints a time card for an individual employee

**05= EXCEPTION TIME REPORT BY DEPARTMENT**  
Shows the exception time ie-sick pay –jury duty-etc by department.

**06= TIME CARD PRINT BY DEPARTMENT**  
Prints the time cards for each employee sorted by department

**07= TIME CARD PRINT BY CAMPUS**  
Prints the time cards for each employee sorted by campus

**08= EMPLOYEE ID CARD PRINTS MENU**  
Prints identification cards for employees

**09= TIME CARD EXPENSE REPORT**  
Indicates the value of the time worked by employees

**13= TIME CARD ERROR REPORT**  
Shows the employees who have incomplete clock in and clock out records for a given day

**14= CAMPUS WORKED SUMMARY**  
Prints a list of employees hours sorted to be shown by a particular campus

**Go to each selection for additional information:**

01= on page 18  
02= on page 19  
04= on page 20  
05= on page 21  
06= on page 22  
07= on page 23  
08= on page 24-25  
09= on page 26  
13= on page 27  
14= on page 28

## Employee Time Card Application

This program permits the printing of the time card audit report. This report prints out the clock in and clock out sequences for all employees in a given department for a given date range.



```

JUL 1 2002      EMPLOYEE TIME KEY BUILD

ENTER DEPT-NO TO PRINT: FS**
(ZZZZ FOR ALL DEPARTMENT)

ALL OK?(YNC)-[*]

COPYRIGHT 1998 - SYSTEMS DESIGN
  
```

this screen permits the selection of the departments to print or will let you print all departments by entering ZZZZ

```

JUL 1 2002      EMPLOYEE TIME CARD AUDIT REPORT
ENTER DISTRICT NUMBER-[01]  CUSTER ISD FOOD SERVICES

ENTER RUN DATE--[06/05/2002]

PERIOD START DATE-[06/03/2002]
PERIOD STOP DATE--[06/04/2002]

ALL OK?(YNC)-[*]

COPYRIGHT 1998 - SYSTEMS DESIGN
  
```

the second input screen lets the operator select the run date and the date range

## Employee Time Card Application



This report shows all the hours worked by employs that are sorted by your criteria to include the regular hours and all the exception hours. You may use this report to see the hours worked at various locations and by various departments and by sort sequence by week time periods.

```
JUL 1 2002      EMPLOYEE TIME KEY BUILD

ENTER SCHOOL TO PRINT: 0002
(ZZZZ FOR ALL SCHOOLS)

ENTER DEPT-NO TO PRINT: FS
(ZZZZ FOR ALL DEPARTMENTS)

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

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

this screen lets the operator select the sort sequence of the data to be printed.

```
JUL 1 2002      EMPLOYEE TIME CARD AUDIT REPORT
ENTER DISTRICT NUMBER-[01]  CUSTER ISD FOOD SERVICES

ENTER RUN DATE--[07-01-02]

WEEK 1 START DATE-[06-25-02] WEEK 1 STOP DATE--[06/07/1999]
WEEK 2 START DATE[***** ]

ALL OK?(YNC)-[*]

COPYRIGHT 1999 - SYSTEMS DESIGN
```

the second screen permits the selection of the time set to be printed by work week.

## Employee Time Card Application

The time card print by employee prints the actual time card but lets the operator select one or more individual employees to print.



```
JUL 1 2002          EMPLOYEE TIME CARD PRINT
ENTER DISTRICT NUMBER-[01]  CUSTER ISD FOOD SERVICES

WEEK 1 START DATE-[06/25/02] WEEK 1 STOP DATE--[06/01/1999]
WEEK 2 START DATE-[***** ]

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

this screen permits the operator to print the date range representing the pay period of the time card

```
JUL 1 2002          EMPLOYEE TIME CARD PRINT
ENTER DISTRICT NUMBER-[01]  CUSTER ISD FOOD SERVICES

EMPLOYEE NO: [ 1002  ]
                SMITH, JANE

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

this second screen permits the operator to selected one or more employees to print by entering the employee ID number

## Employee Time Card Application

The exception time report prints out a listing of all the time employees are given for jury duty, sick pay, vacation time, etc. for a given department for a date range. This is a report of all time that is not actually worked.



```
JUL 1 2002      EMPLOYEE TIME KEY BUILD

ENTER DEPT-NO TO PRINT: FS**
(ZZZZ FOR ALL DEPARTMENT)

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

this screen lets the operator select one or all departments to print

```
JUL 1 2002      EXCEPTION TIME REPORT
ENTER DISTRICT NUMBER-[01]  CUSTER ISD FOOD SERVICES

ENTER RUN DATE--[07/01/2002]
PERIOD START DATE-[07/01/2002]
PERIOD STOP DATE--[07/01/2002]

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

the second screen permits the operator to specify a specific date range to print for the department or departments chosen.

## Employee Time Card Application

This program permits the operator to print out the actual time card for the employees assigned to a specific department



```
JUN 7, 1999      EMPLOYEE TIME KEY BUILD

ENTER DEPT-NO TO PRINT: FS**
(ZZZZ FOR ALL DEPARTMENT)

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

this screen lets the operator select one or all departments to print

```
JUN 7, 1999      EMPLOYEE TIME CARD PRINT
ENTER DISTRICT NUMBER-[01]  CUSTER ISD FOOD SERVICES

WEEK 1 START DATE-[06/01/1999] WEEK 1 STOPDATE--[06/06/1999]
WEEK 2 START DATE-[***** ]

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

the second screen permits the operator to specify a specific date range to print for the department or departments chosen.

## Employee Time Card Application

This program permits the operator to print out the actual time card for the employees assigned to a specific campus



```
JUN 7, 1999      EMPLOYEE TIME KEY BUILD

ENTER CAMPUS TO PRINT: 0002
(ZZZZ FOR ALL CAMPUSES)

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

this screen lets the operator select one or all campuses to print

```
JUN 7, 1999      EMPLOYEE TIME CARD PRINT
ENTER DISTRICT NUMBER-[01]  CUSTER ISD FOOD SERVICES

WEEK 1 START DATE-[06/01/1999] WEEK 1 STOPDATE--[06/06/1999]
WEEK 2 START DATE-[***** ]

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

the second screen permits the operator to specify a specific date range to print for the campus or campuses chosen.

## Employee Time Card Application

This program permits the operator to print out the bar code Identification cards for individual employees or for a group of employees.



Select option 01=PROCESS INDIVIDUAL EMPLOYEE ID

```
JUN 14, 1999      EDGEWOOD ISD FOOD SERVICE  CRT31 (XX=0X)

      EMPLOYEE ID CARD PRINT MENU

01 = PROCESS INDIVIDUAL EMPLOYEE ID
02 = PRINT ID CARDS BY DEPARTMENT

      99 = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[  ]

E D P ENTERPRISES, INC.
```

This screen permits the operator to select the printing of individual ID cards or cards by department

```
JUN 14, 1999      EMPLOYEE ID CARD PRINT

ENTER DISTRICT NUMBER-[01]  EDGEWOOD ISD FOOD SERVICES

DO YOU WISH TO ADD TO WORK FILE ALREADY STARTED? (Y/N)...N

ALL OK?(Y/N)-[*]

      COPYRIGHT 1998 - SYSTEMS DESIGN
```

selecting 01 will prompt this screen which ask for the district number in some versions and to add to a work file. If you have a work file with names in it—the names entered will be added—if no is selected it will start a new file and delete any previously entered names

```
JUN 14, 1999      EMPLOYEE ID CARD PRINT

EMPLOYEE NO:-[ 01002]

EMP-FNAME: -[JANE      ]
EMP-MNAME: -[          ]
EMP-LNAME: -[SMITH    ]
DEPARTMENT#:-[FS  ]

ALL OK? (Y/N)...*
```

the third screen will prompt the entry of the employee ID number and then will display the employee data for review. Selecting ALL OK Y will result in the printing of the bar coded ID card

## Employee Time Card Application

This program permits the operator to print out the bar code Identification cards for individual employees or for a group of employees.



Select option 02=PRINT ID CARDS BY DEPARTMENT

```
JUN 14, 1999      CCUSTER ISD FOOD SERVICE  CRT31 (XX=0X)

      EMPLOYEE ID CARD PRINT MENU

01 = PROCESS INDIVIDUAL EMPLOYEE ID
02 = PRINT ID CARDS BY DEPARTMENT

      99 = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[  ]

E D P ENTERPRISES, INC.
```

This screen permits the operator to select the printing of employee ID cards by a selected department or for all departments

```
JUN 14, 1999      EMPLOYEE ID CARD PRINT

ENTER DISTRICT NUMBER-[01]  CUSTER ISD FOOD SERVICES

DO YOU WISH TO ADD TO WORK FILE ALREADY STARTED? (Y/N)...N

ENTER DEPT NBR - FS
(ZZZZ) = ALL DEPARTMENTS

ALL OK?(YNC)-[*]

      COPYRIGHT 1998 - SYSTEMS DESIGN
```

selecting 01 will prompt this screen which ask for the district number in some versions and to add to a work file. If you have a work file with names in it—the names entered will be added—if no is selected it will start a new file and delete any previously entered names

NOTE: the program will ask if you want to end entry – and will tell you how many sheets of ID CARD stock to put in the printer. If you elect not to print the cards at this time it will start a work file to witch you may add more cards at a later date.



This program prints a report that indicates the value of the time worked by employees in a specific department or by employees in all departments. Remembering that this is not a payroll program, the routine presents the gross wages associated with the clocking in and clocking out and the amounts represented by exception time posted by the back office.

```
JUL 7, 1999      EMPLOYEE TIME KEY BUILD

ENTER DEPT-NO TO PRINT: FS**
(ZZZZ FOR ALL DEPARTMENT)

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

**Note:**

A. There will be a prompt asking which department to print or if you want all departments to print

```
JUL 7, 1999      EMPLOYEE TIME CARD EXPENSE REPORT
ENTER DISTRICT NUMBER-[01] EDGEWOOD ISD FOOD SERVICES

ENTER RUN DATE--[07/15/1999]
PERIOD START DATE-[07/01/1999]
PERIOD STOP DATE--[07/15/1999]

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

**Note:**

A. The prompt is then for the run date which would be the current date.

B. The operator then enters the date range of the pay period to print or any date range selected to present the value of the time worked during that period.



A report that prints out a list of clock in and clock out errors. There are times when employees may clock in and forget to clock out– the next day is a clock in again the first time they make an entry. This report prints out a list of employees that have such an entry for that day or a date range.

```
JUNE 17, 2002      EMPLOYEE TIME KEY BUILD

ENTER DEPT-NO TO PRINT: FS**
(ZZZZ FOR ALL DEPARTMENT)

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

**Note:**

A. There will be a prompt asking which department to print or if you want all departments to print

```
JUNE 17, 2002  EMPLOYEE TIME CARD EXPENSE REPORT
ENTER DISTRICT NUMBER-[01]  EDGEWOOD ISD FOOD SERVICES

ENTER RUN DATE--[06/17/2002]
PERIOD START DATE-[06/01/2002]
PERIOD STOP DATE--[06/17/2002]

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

**Note:**

A. The prompt is then for the run date which would be the current date.

B. The operator then enters the date range of the pay period to print or any date range selected to present the value of the time worked during that period.

## Employee Time Card Application

## campus worked summary report



Prints a report that lists employees hours worked sorted to show activity on a particular campus.

```
JUL 8, 1999      EMPLOYEE TIME CARD AUDIT REPORT
ENTER DISTRICT NUMBER-[01] EDGEWOOD ISD FOOD SERVICES
ENTER SCHOOL TO PRINT: 0041
ENTER RUN DATE--[07/08/1999]
WEEK 1 START DATE-[07/01/1999] WEEK 1 STOP DATE--[07/08/1999]
WEEK 2 START DATE-[06/01/1999] WEEK 2 STOP DATE--[06/08/1999]
WEEK 3 START DATE-[***** ]
ALL OK?(YNC)-[*]
```

### Note:

A. The first prompt ask the operator to enter the school number.

B. The second prompt ask for the run date which is normally the current date.

C. The next prompt is for the week start date and the week stop date. The operator may enter additional week periods if required. After the last week is entered the enter key will move the cursor to the all ok prompt.

