TimeTrex

User Guide

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Chapter 1: Introduction

1.1 What is TimeTrex?

Welcome to the **TimeTrex** User Guide. This guide describes the **TimeTrex Payroll and Time Management** web application and how to make best use of its features. TimeTrex is a comprehensive system, offering an extensive array of options for configuring and managing employees, company attributes, policies, and attendance. After following the easy-to-follow steps in this guide, you'll find that payroll processing is an easy task. If necessary, you also have the flexibility to make changes and quickly find information to assist you in analysis or management reporting.

With TimeTrex, you can:

- Create and manage attendance elements for all employees, including timesheets, punches, schedules, and jobs.
- Create and manage employee data such as personal data, wages, bank accounts, and job titles.
- Create, edit, and save all of the information specific to your company, such as pay period schedules, branches, departments, wage groups, currencies, and bank accounts.
- Configure and process your payroll by managing pay stubs, pay periods, amendments, pay period schedules, and taxes/deductions.
- Setup meal, overtime, premium, accrual, absence, and holiday policies.
- With the invoicing feature, easily manage clients, client contacts, payment methods, invoices, and view transaction reports.

1.2 Getting Help

If you have a problem that cannot be solved by following the procedures in this guide, please contact technical support for assistance using any of these methods:

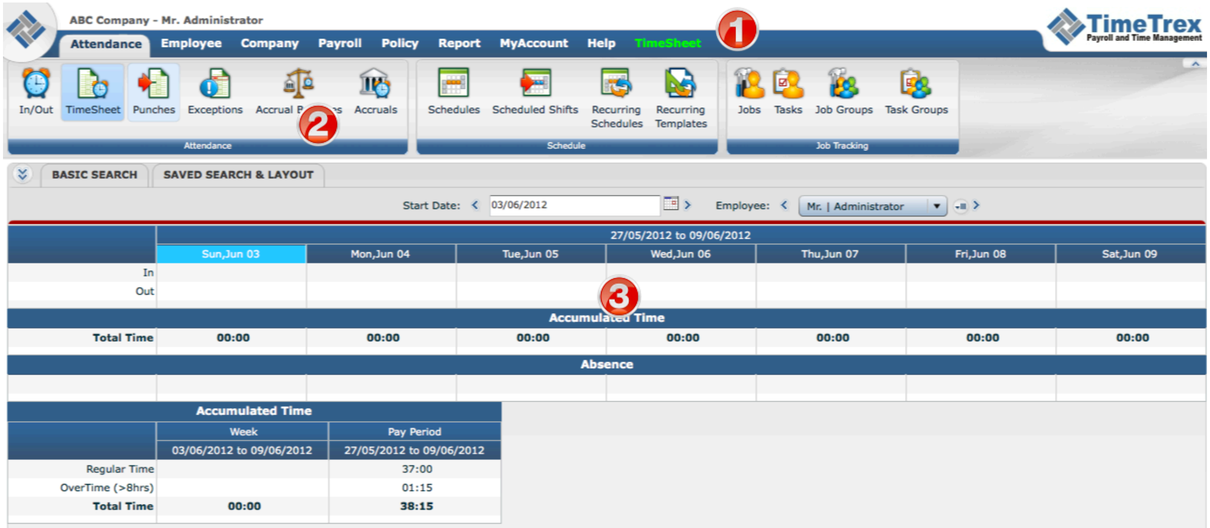
Telephone	800-714-5153
Email	support@timetrex.com

Website	http://www.timetrex.com/contactus.php

Chapter 2: Overview

2.1 User Interface

Once you login to **TimeTrex**, you'll encounter the main user interface:

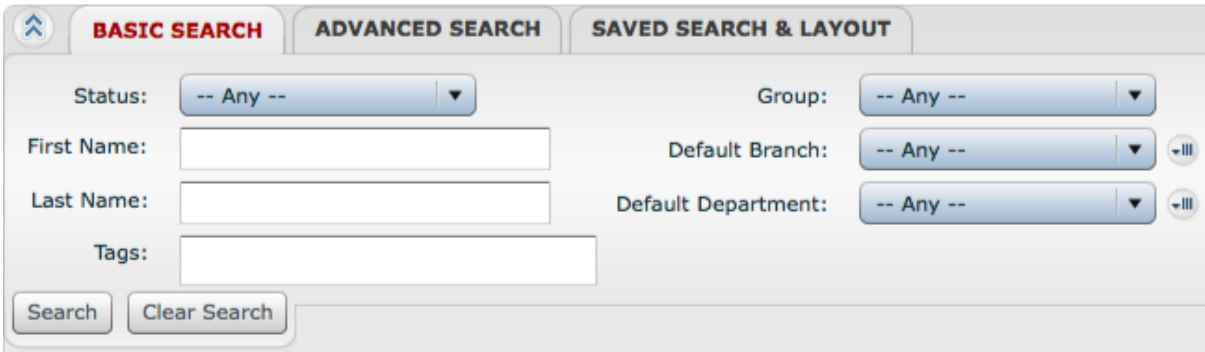


There are three major sections:

1	***Menu Bar*** – simply click any of the items here to navigate to that feature. Initially, the **Attendance** feature is shown. You can move to the Payroll feature by clicking that menu item.
2	***Icons*** – Click these to perform specific functions. Usually, there are several groups of icons. Also, these icons will often change when you chose a different item in the Menu Bar.
3	***Listing/Details*** – This section will often contain a listing or a set of fields which correspond to the selections you make in the Menu Bar and the Icons.

2.2 Search Panel

Just below the icon groups, you can reveal the **Search** panel by clicking the **Basic Search** tab:



This is the search panel for the **Employees** feature. Here, as with all search panels, you will find a number of options that correspond to search criteria for this feature. The example we display above is the **Basic Search** tab for the **Employee > Employees** feature. You can choose an employee **Status**, enter all or part of the **First Name** or **Last Name**, and choose from several other options.

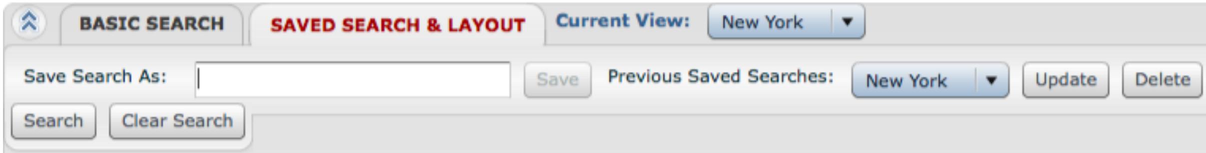
Each additional option that you specify is a AND search, which cause the search to be more restrictive. That is, as you select more options, the number of matching results will tend to be smaller since each match must contain the values of all options. This feature might be a bit confusing, since the search criteria will still apply even if you collapse the search panel. Remember to click the Clear Search button when you no longer need to restrict the results in the listing.

> **NOTE:** Click the small arrow in the upper left corner of the **Search** panel to hide it.

2.2.1 Saving a search

You can save a search so that you can readily apply it in the future. To save a search, do the following:

1. In the **Basic Search** tab, choose a value from at least one drop-down menu.
2. Click the **Saved Search & Layout** tab, just below the top menu.
3. In the **Save Search As** field, enter the name for the saved search.
4. Click the **Save** button.



2.2.2 Updating or deleting a search

You can edit or delete a saved search. To save a search, do the following:

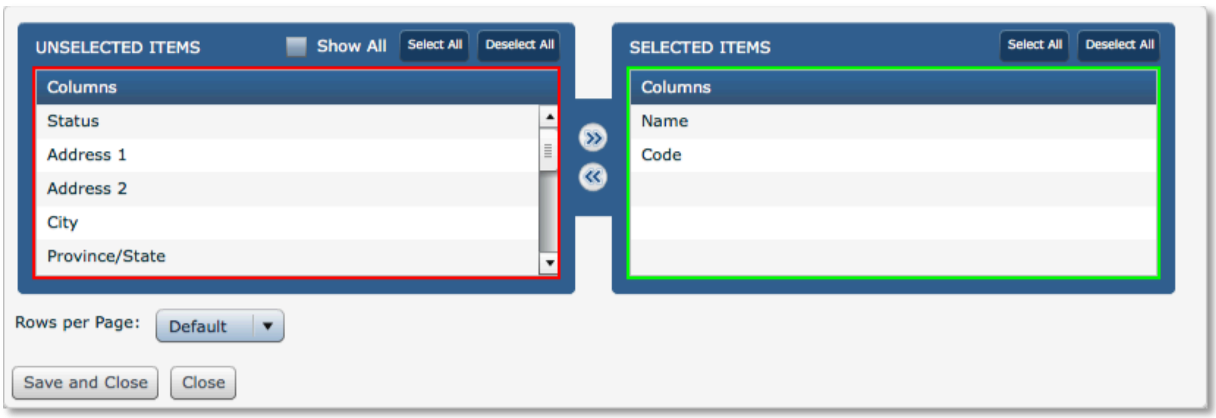
1. Click the **Saved Search & Layout** tab, just below the top menu.
2. In the **Previously Saved Search** drop-down list, choose the search that you want to edit or delete.
3. To edit the search, make changes on the **Basic Search** or **Advanced Search** tabs, then return to the **Saved Search & Layout** and click the **Update** button.
4. To delete a saved search, click the **Delete** button.

2.2.3 Choosing a view

After saving a search, the title of that search will appear in the **Current View** listing. This drop down, found to the right of the **Saved Search & Layout** tab, allows the user to switch between their saved searches and layouts, or "views".

2.3 Changing the Display of a Drop-down Menu

In the previous section, we became familiar with the drop-down menus in the **Search** panel. Throughout the application, you will find a small button adjacent to many of the drop-down menus that looks like this: . Click this button to display a panel in which you may change the listing for the drop-down menu:



In the left red panel, **Unselected Items**, you will see the fields from which you may choose. The right green panel, **Selected Items**, lists those fields already shown in the drop-down listing. Follow these steps to modify the contents of the drop-down listing:

1. To add a field, select it with the mouse pointer and then click the small right arrow. For convenience, you may click either of the **Select All** or **Deselect All** buttons. Instead of using the arrows, you may also drag-and-drop items from either the left or right side.
2. To remove a field, select it with the mouse pointer and then click the small left arrow. Again, instead of using the arrows, you may also drag-and-drop items from either the left or right side.
3. To restrict the number of rows that will appear when the drop-down listing appears, choose a value from the **Rows Per Page** drop-down.
4. To save you changes, click the **Save and Close** button; otherwise click **Close**.

IMPORTANT: If you don't click the **Save and Close** button, you will lose any of your changes.

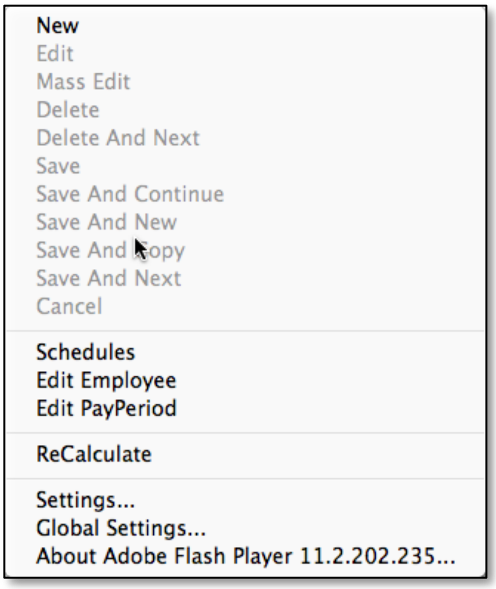
2.3.2 Selecting Multiple Items

As we note in the first step of the previous section, you may drag-and-drop items from either the left or right side (instead of clicking the item and then clicking one of the small arrow buttons).

Another convenience that you may find useful throughout the application is multiple selection of items. By holding down the CTRL key or the SHIFT key on the keyboard, you may then click on another item to include it in your selection. You can continue holding the CTRL or SHIFT key and clicking more items in succession. After you have chosen all the items you want to move, you may use the small arrows or perform a drag-and-drop to move the entire set of chosen items.

2.4 Context Menu

Many functions are also available with the context menu, which you can display by right-clicking with the mouse pointer hovering over the **Listing/Details** section of the interface. See section User Interface. Here is the context menu that appears if you right-click over the the listing/details section in the **Attendance > Timesheet** screen:



Many of the items in the top section of this menu correspond to the icons in the icon bar. We will learn more about the remaining functions in the chapters below.

Chapter 3: TimeTrex Main Features

3.1 Attendance

The **Attendance** features help you manage the scheduling and tracking of employee work time. You can view the timesheets and schedules of employees, and makes changes as necessary within the restrictions you may have set elsewhere within TimeTrex (such as

Policy). You can monitor accrual accounts (vacations or sick time), and add or subtract time from these accounts when necessary. You may also create *branches*, *departments*, **jobs** and **tasks**. You may assign employees to any of these and have them charge their time against any or all of them.

Before we explain how to use each feature, let's cover a few definitions:

Transfer punches are a means for the employee to switch between a *branch*, *department*, *job*, or *task* in a single operation without having to punch out first.

Punch pairing: To capture a period of work time for which an employee can receive pay, **Timetrex** always looks for punches in pairs. *In* punches represent time the employee is working or on the clock (receiving pay), while *out* punches represent time the employee is not working or off the clock (not receiving pay). For every *In* punch there must be a corresponding *Out* punch. For example, when employee leaves work to go for lunch, they would first punch *Out* for lunch, then when they return they would punch *In* from lunch. Naturally, the employees can think of this as "going to lunch."

Good and bad quantity: For employees that produce or inspect goods, you can track the number of items that meet a standard (good) or fail to meet that standard (bad). You can enter the values for **Good** and **Bad** in the punch record.

3.1.1 In/Out

In addition to the time clock integrations and other hardware devices that **TimeTrex** offers (http://www.timetrex.com/hardware.php), an employee can use the web interface to punch in and out.

To punch in our out in the TimeTrex web interface, do the following:

1. Click **Attendance** in the menu bar, and then click **In/Out** in the icon bar.
2. An inset page will appear, on which you will edit the information necessary for the punch event.
3. The **Time** and **Date** correspond directly to the present system time, so neither is editable.
4. Check the box if this is a **Transfer** punch.
5. Choose the **Punch Type**: ***Normal***, ***Lunch***, or ***Break***.
6. Choose whether this **Punch** is ***In*** or an ***Out***.
7. Also choose the **Branch** and **Department**. Learn more in Branches and Departments.
8. Optionally, choose a Jobs or Tasks.
9. If applicable, specify the values for **Good** and **Bad Quantity** and optionally enter a **Note**.

10. After entering all of the information, click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

3.1.2 Timesheets

If you are a supervisor or **TimeTrex** administrator, you can view employee timesheets. If an employee is given access to **TimeTrex**, then that employee may view his/her timesheets only-unless given broader access to view the timesheets of other employees.

To access a timesheet:

1. Click **Attendance** in the menu bar, and then click **TimeSheet** in the icon bar.
2. Just above the timesheet listing, choose the **Start Date** and **Employee**.

3. The timesheet beginning with the **Start Date** will appear, listing all the **In** and **Out** punches for that period.
4. You can edit the punches on the timesheet by clicking the punch and then clicking **Edit** in the icon bar. From that same context menu, you can conveniently access the underlying Schedules, Employees, or Pay Periods.

Below the current timesheet, you'll find summary data for **Accumulated Time** including any overtime and lunchtime. Below this summary, you'll find other summaries that delineate the time spent in different Branches, Departments, Jobs, or Tasks. The last summary lists any **Absence** time.

3.1.3 Punches

To the extent that you have the correct permissions as an administrator or supervisor, **TimeTrex** provides you with a tool to view and search all punches within the system. To do so:

1. Click **Attendance** in the menu bar, and then click **Punches** in the icon bar.
2. You will likely encounter a large list of punches. Use the Search Panel feature to narrow the results.

3. To view or edit a specific punch, choose **Edit** in the icon bar or right-click over that punch in the listing and choose **Edit** from the context menu.
4. You can also **Delete** or add **New** punches by using the corresponding icon in the icon bar.

3.1.4 Exceptions

Having the correct permissions as an administrator or supervisor, you can view and search all exception punches within **TimeTrex**. To do so:

1. Click **Attendance** in the menu bar, and then click **Exceptions** in the icon bar.
2. You will likely encounter a large list of exception. Use the Search Panel feature to narrow the results.
3. To view or edit the timesheet containing the exception, choose **View** in the icon bar. You can then follow the instructions in the Timesheets section to edit the punches that may be causing the exceptions.

3.1.5 Accrual Balances

Employees can accumulate time in their accrual accounts. Examples are sick time, paid time off and bank time. **TimeTrex** governs the time that adds or subtracts from these accounts by examining the Accrual Policies that apply to the employee.

To view the accrual balances of the employees to which you have access, do the following:

1. Click **Attendance** in the menu bar, and then click **Accrual Balances** in the icon bar.
2. You may encounter a large listing of employees/balances. If so, use the Search Panel feature to narrow the results.
3. To view more details, choose **View** in the icon bar or right-click over the employee in the listing and choose **View** from the context menu.
4. You can apply a positive or negative adjustment to the accrual balance by clicking **New** in the icon bar (or right-click over the employee in the listing and choose **New** from the context menu).

3.1.6 Accruals

Accrual balances result from the accumulation of individual amounts. An accrual may be positive, such as an incremental amount of additional sick time each pay period. Conversely, an accrual adjustment may also be a deduction of an entire day worth of sick time—8 hours. All of these accruals reside in the **TimeTrex** system, and are accessible to administrators and supervisors.

There are several types of accruals:

- ***Initial Balance*** – choose this type when entering initial balances from other records into **TimeTrex**. For example, if your company starts with **TimeTrex** half way through the year and an employee has accrued 1 week of vacation, you may enter that as the value for the ***Initial Balance***; **TimeTrex** will add future accrual amounts to this initial amount.
- ***Gift/Awarded/Unawarded*** – Use this type to award employees with additional accrual as a bonus. You may deduct from the accrual balance using ***Unawarded***.
- ***Paid Out*** – with this type, you may manually withdraw time from an accrual when it is paid out. Typically, you would use absence policies and entering time on schedules/timesheets to automatically withdraw time from an accrual balances.
- ***Rollover Adjustment*** – this type is available for manually adjusting accruals at the end of the year or a specific term. For example, many companies give employees 2 weeks of vacation per year, but do not permit carryovers into the next year. In this example, a manual rollover adjustment can be made to remove the extra time for the start of the next year.

To view the individual accrual amounts of the employees to which you have access, do the following:

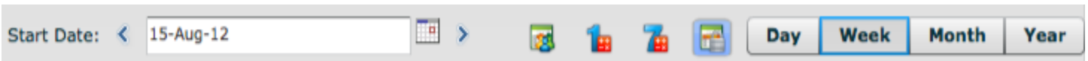
1. Click **Attendance** in the menu bar, and then click **Accruals** in the icon bar.
2. If you encounter a large list of accruals, use the Search Panel feature to narrow the results.
3. To edit an accrual, choose **Edit** in the icon bar or right-click over the employee in the listing and choose **Edit** from the context menu. Make your changes and then click **Save** in the icon bar.
4. You can add a new accrual by using the **New** icon in the icon bar. Choose the **Employee**, select the **Accrual Policy** and **Type**, enter the **Amount** and choose a **Date**. Make your changes and then click **Save** in the icon bar. Click **Cancel** to exit.
5. Need the text for the following, or a telephone call to explain: [Explain the accrual types, specifically Initial Balance (used when migration existing accrual balances to

TimeTrex). Types that withdraw from the accrual (unawarded, paid out) must be negative, and types that add to the accrual (awarded, gift) must be positive)

3.1.7 Schedules

At a glance, you can view a table that lists the schedules of many employees at once. To view the schedules of the employees to which you have access, do the following:

1. Click **Attendance** in the menu bar, and then click **Schedules** in the icon bar.
2. Just above the schedule listing, choose the **Start Date** for the schedule range. You may also check the boxes to display **Daily Totals** and **Weekly Totals**, and decide if you want to change the calendar display to **Day**, **Week**, **Month**, or **Year**.



3. You may encounter a large list of schedules. If so, use the Search Panel feature to narrow the results.
4. To edit an accrual, choose **Edit** in the icon bar or right-click over the employee in the listing and choose **Edit** from the context menu. Make your changes and then click **Save** in the icon bar.
5. You can conveniently add a new schedule for an employee by clicking an **Employee** name in the listing and then clicking the **New** icon in the icon bar. Make your changes and then click Save in the icon bar. Click Cancel to exit.
6. If you want to delete a schedule, click an **Employee** name in the listing and then click the **Delete** icon in the icon bar. Click **Yes** to confirm; otherwise click **No**.

3.1.8 Scheduled Shifts

You can manage the scheduled shifts for an employee. If any have been setup, you can choose the Schedule Policies to which the schedule must conform.

> **IMPORTANT:** We provide this function to search through schedules or viewing them in a listing—as a search alternative the Schedule view in the previous section. In practice, you may find that you rarely use this function.

To view the scheduled shifts of the employees to which you have access, do the following:

1. Click **Attendance** in the menu bar, and then click **Scheduled Shifts** in the icon bar.
2. You may encounter a large list of schedule shifts. If so, use the Search Panel feature to narrow the results.
3. To edit a scheduled shift, choose **Edit** in the icon bar or right-click over the employee in the listing and choose **Edit** from the context menu. Make your changes and then click **Save** in the icon bar.
4. You can add a new scheduled shift by using the **New** icon in the icon bar. Choose the **Employee**, select the **Status**, **Date**, and the **In** and **Out** times. You may optionally choose a **Schedule Policy**, **Branch**, **Department, Job** and/or **Task**. Make your changes and then click **Save** in the icon bar. Click **Cancel** to exit.
5. If you want to delete a scheduled shift, click an **Employee** name in the listing and then click the **Delete** icon in the icon bar. Click **Yes** to confirm; otherwise click **No**.

3.1.9 Recurring Schedules

As with individual Scheduled Shifts, you can manage the recurring schedules for an employee. To view the recurring schedules of the employees to which you have access, do the following:

1. Click **Attendance** in the menu bar, and then click **Recurring Schedules** in the icon bar.
2. You may encounter a large list of schedules. If so, use the Search Panel feature to narrow the results.
3. To edit a recurring schedule, choose **Edit** in the icon bar or right-click over the employee in the listing and choose **Edit** from the context menu. Make your changes and then click **Save** in the icon bar.
4. You can add a new recurring schedule by using the **New** icon in the icon bar. Choose a recurring schedule **Template**, and then enter the **Start Week**, **Start Date**, **End Date**. You may leave the **End Date** blank so that the the schedule continues on indefinitely**.**
5. Check the **Auto-Pilot** box to have the system automatically punch the employees in and out in correspondence with their respective schedules—they won't have to do it manually. This is useful for cases in which you want to track hours and absences for salary employees or other employees that may not have access to a computer or any other method for punching in and out.
6. From **Employees**, select the employees to which you want to apply this schedule.
7. Make your changes and then click **Save** in the icon bar. Click **Cancel** to exit.

If you want to delete a recurring schedule:

1. Click an **Employee** name in the listing.
2. Click the **Delete** icon in the icon bar.
3. Click **Yes** to confirm; otherwise click **No**.

3.1.10 Recurring Schedule Templates

For convenience in configuring Recurring Schedules, you can prepare a recurring schedule template. Recurring schedule templates are used to define specific shifts or shift rotations that employees may common work. Examples may include a morning shift, afternoon shift, evening shift, or even shift rotations such as one week on mornings, one week on afternoons and one week on evenings.

To manage recurring schedule template, do the following:

1. Click **Attendance** in the menu bar, and then click **Recurring Templates** in the icon bar.
2. You can add a new recurring schedule template by using the **New** icon in the icon bar. Enter a **Name** and **Description**. Then, choose the days of the week and enter **In** and **Out** times. Optionally, choose a Schedule Policies, Branches, Departments, Jobs, and Tasks.
3. With respect to schedule templates, a ***week*** defines a shift rotation or different shift times for each day of the week. You may add additional weeks with a different number for each week rotation, or use the same week number for daily rotations and different shift hours for specific days in the week. To add another week to the template, choose the small **+** button on the far right and repeat. Make your changes and then click **Save** in the icon bar. Click **Cancel** to exit.
4. To edit a template, choose **Edit** in the icon bar or right-click over the template in the listing and choose **Edit** from the context menu. Make your changes and then click **Save** in the icon bar.
5. If you want to delete a template, click a template in the listing and then click the **Delete** icon in the icon bar. Click **Yes** to confirm; otherwise click **No**.

3.1.11 Jobs

You can create and manage a large number of jobs, to which you may then assign employees. After creating some jobs, you may combine them into Job Groups.

To ***add*** a job, do the following:

1. Click **Attendance** in the menu bar, and then click **Jobs** in the icon bar.
2. An inset page will appear which contains several tabs: **Job**, **Employee Criteria**, and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. On the **Job** tab, there are many self-explanatory settings that you may configure.
4. Optionally, move to the **Employee Criteria** tab, where you may configure the **Employee Groups**, **Branches**, and **Departments** that may or may not participate in this job. You may also specify whether to **Include Employees** or **Exclude Employees**.

> **IMPORTANT:** By default, all employees may work on the job. You only need to change these settings if you need to apply restrictions.

5. You may also choose to configure the options on the **Task Criteria** tab. There you may specify which **Task Groups** may or may not participate in this job. You may also specify whether to **Include Tasks** or **Exclude Tasks**.
6. After entering all of the information, click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** a job, do the following:

1. In the listing, select a job from the listing and then click the Edit icon.
2. An inset page will appear which contains several tabs: **Job**, **Employee Criteria**, and **Audit**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another job.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** a job, do the following:

1. In the listing, select the job from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

3.1.12 Tasks

You can create and manage tasks, to which you may then assign employees. After creating some task, you may combine them into Task Groups.

To ***add*** a task, do the following:

1. Click **Attendance** in the menu bar, and then click **Jobs** in the icon bar.
2. An inset page will appear which contains two tabs: **Task** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. On the **Task** tab, there are many self-explanatory settings that you may configure.

> **IMPORTANT:** By default, all employees may work on the task. You only need to change these settings if you need to apply restrictions.

4. After entering all of the information, click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** a task, do the following:

1. In the listing, select the task from the listing and then click the Edit icon.
2. An inset page will appear which contains two tabs: **Task** and **Audit**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another job.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** a job, do the following:

1. In the listing, select the job from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.
3. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

3.1.13 Job Groups

You may group Jobs into classifications that are sensible for your company. Examples might be *Internal Projects* and *External Projects*. Below, we explain how manage job groups.

To ***add*** a job group, do the following:

1. Click **Attendance** in the menu bar, then click **Job Groups** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains only one tab, **Job Group**.
3. If this is your first group entry, you will only be able to choose ***Root*** from the **Parent** drop down. Later, as you add job groups, you can choose to have one group be the **Parent** for another. You can continue to add and nest these groups beneath one another to reflect your organization. You can also drag-and drop the groups.
4. Enter the **Name** of the group.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** a job group, do the following:

1. In the listing, select the group from the listing and then click the **Edit** icon.
2. An inset page will appear which contains only one tab, **Job Group**.
3. For convenience, you may click the drop-down list in the upper right to edit another group.
4. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** a job group, do the following:

1. In the listing, select the group from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.
3. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

3.1.14 Task Groups

You may group Tasks into classifications that are sensible for your company. Examples might be *Estimating* and *Costing*. Below, we explain how manage task groups.

To ***add*** a task group, do the following:

1. Click **Attendance** in the menu bar, then click **Task Groups** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains only one tab, **Task Group**.
3. If this is your first group entry, you will only be able to choose ***Root*** from the **Parent** drop down. Later, as you add job groups, you can choose to have one group be the **Parent** for another. You can continue to add and nest these groups beneath one another to reflect your organization. You can also drag-and drop the groups.
4. Enter the **Name** of the group.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** a task group, do the following:

1. In the listing, select the group from the listing and then click the **Edit** icon.
2. An inset page will appear which contains only one tab, **Task Group**.
3. For convenience, you may click the drop-down list in the upper right to edit another group.
4. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** a task group, do the following:

5. In the listing, select the group from the listing and then click the **Delete** icon.
6. Click **Yes** to confirm; otherwise click **No** to cancel.
7. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

3.2 Employee

The **Employee** feature allows you to manage employee data such as personal data, wages, bank accounts, and job titles. Since this information supports so many other features, we recommend that you make it an early step in your overall payroll configuration. It's important that this information be kept current and accurate so that time and payroll processes will run properly.

3.2.1 Employees

There are many elements of information available for each employee profile. Many of these elements are selections that are driven by other features within **TimeTrex**.

To ***add*** an employee, do the following:

1. Click **Employee** in the menu bar, then click **Employees** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains several tabs: **Employee**, **Contact Info**, **Hierarchy**, **Wage**, **Tax**, **Attachments**, and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. On the **Employee** tab, you'll see that the company name is shown.
4. The default selection for **Status** is ***Active***, which is the typical setting for a new employee. Later, you might return to change the status to one of the ***Leave*** settings, or ***Terminated***.
5. Next, choose a Permission Groups, Pay Period Schedules, Policy Groups, and Currenciesy.
6. Enter a **Username** and **Password**, and confirm the password.
7. Enter an **Employee Number**.
8. Enter a **First Name**, **Last Name**, **Quick Punch ID**, and **Quick Punch Password**.
9. Choose a Branches, Departments, **Group**, and **Title**.
10. Choose a **Hire Date**.
11. Later, it may be necessary to choose a **Termination Date**.
12. Enter any **Tag** that might help further identify this employee and facilitate a search in the future.
13. In the **Contact Info** tab, enter all the personal and contact information for this employee.
14. Later, when any Hierarchy have been setup, you can view them in the **Hierarchy** tab.

15. To add a wage for this employee, click the **Wage** tab and then click **New** in the icon bar. Edit the information and then click **Save**. The new wage will appear in the listing on the **Wage** tab.
16. To add applicable taxes for this employee, click the **Tax** tab and then click **New** in the icon bar. Choose an item from the **Taxes/Deductions** drop-down. The items here have been setup in the Taxes / Deductions feature. Click **Save** and then look for the new tax to appear in the listing on the **Tax** tab.
17. To add a document attachment to the profile for this employee, click the **Attachment** tab. Enter a **Name** and **Revision** for the document, then click the **Choose File** button to locate the file on your computer. Optionally, enter the other information and then click **Save**.
18. After entering all of the information for the employee, click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an employee, do the following:

1. In the listing, select the employee from the listing and then click the **Edit** icon.
2. An inset page will appear which contains several tabs: **Employee**, **Contact Info**, **Hierarchy**, **Wage**, **Tax**, **Attachments**, and **Audit**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another employee.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an employee, do the following:

1. In the listing, select the employee from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.
3. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

3.2.2 Preferences

You can configure a number of other settings for the employee, such as language, time zone, email notifications, and schedule synchronization with external calendars or mobile devices.

IMPORTANT: Preferences only affects a specific employee and how that employees views data. These settings do not affect any other employee.

To ***add*** a preference, do the following:

1. Click **Employee** in the menu bar, then click **Preferences** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains several tabs: **Preference**, **Schedule Synchronization**, and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. On the **Preference** tab, you may choose an alternate **Language**, **Date Format**, and configure several time settings.
4. Choose which **Email Notifications** the employee should receive.
5. Move to the **Schedule Synchronization** tab and edit the duration for the alarms that cover **Shifts Scheduled to W**ork, **Shifts Schedule Absent**, and **Modified Shifts**. See Advanced Options Pay Period Schedules for more information.
6. After entering all of the information, click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** a preference, do the following:

1. In the listing, select the a preference from the listing and then click the **Edit** icon.
2. An inset page will appear which contains several tabs: **Preference**, **Schedule Synchronization**, and **Audit**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing preference.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** a preference, do the following:

1. In the listing, select the preference from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.
3. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

3.2.3 Wages

The first wage entry for an employee must have an effective date that occurs on or before the employee hire date. If a wage entry does not cover a period of time, the result will be that the employee will not be paid for time they work within that period.

To ***add*** a wage for an employee, do the following:

1. Click **Employee** in the menu bar, then click **Wages** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains several tabs: **Wage**, **Attachments**, and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. On the **Wage** tab, choose the **Employee** for whom you want to configure the wage.
4. Choose a **Wage Group**. Learn more in Second Wage Groups.
5. Choose a **Type** of wage-either hourly or one of the salary types.
6. Enter an amount for the **Wage** and an **Average Time** per week. If you chose one of the salary options as the **Type**, the **Annual Hourly Rate** field will display the equivalent hourly rate for that salary amount that you input into the **Wage** field.

> **IMPORTANT:** It is critical that you specify an hourly rate for salary employees. Otherwise, **TimeTrex** can't calculate any adjustments to the employees salary

7. Enter the **Labor Burden Percent**, choose the **Effective Date**, and optionally enter a **Note**.
8. To add a document attachment to the profile for this employee, click the **Attachment** tab. Enter a **Name** and **Revision** for the document, then click **the Choose File** button to locate the file on your computer. Optionally, enter the other information and then click **Save**.
9. After entering all of the information, click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing wage, do the following:

1. In the listing, select the wage from the listing and then click the **Edit** icon.
2. An inset page will appear which contains several tabs: **Wage**, **Attachments**, and **Audit**.

3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit the wage for another employee.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** a wage, do the following:

1. In the listing, select the wage from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.
3. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

3.2.4 Bank Accounts

You can add a bank account to the employee profile, and the system will use this account information when exporting direct deposit transactions for paying employees.

To ***add*** a bank account, do the following:

1. Click **Employee** in the menu bar, then click **Bank Account** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains two tabs: **Bank Account** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. On the **Bank Account** tab, choose the **Employee** for whom you want to add bank account information.
4. For US accounts, enter the **Routing Number** and the **Account Number** for the account; for Canadian accounts, enter the **Institution Number**, **Bank Transit Number**, and **Account Number**.
5. After entering all of the information, click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** a bank account, do the following:

1. In the listing, select the account from the listing and then click the **Edit** icon.
2. An inset page will appear which contains two tabs: **Bank Account** and **Audit**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing preference.

5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** a bank account, do the following:

1. In the listing, select the bank account from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.
3. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

3.2.5 Job Titles

You can setup job titles or positions to better categorize employees. Such categorization can facilitate searches and reporting. You specify these titles in the **Title** drop-down of the Employees profile.

To ***add*** a title, do the following:

1. Click **Employee** in the menu bar, then click **Job Titles** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains two tabs: **Job Title** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. On the **Job Title** tab, enter the **Name** for of the title (such as "Carpenter.")
4. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** a title, do the following:

1. In the listing, select the title from the listing and then click the **Edit** icon.
2. An inset page will appear which contains two tabs: **Job Title** and **Audit**.
3. For convenience, you may click the drop-down list in the upper right to edit another title.
4. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** a title, do the following:

1. In the listing, select the title from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.
3. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

3.2.6 Employee Groups

Groups are another means by which to classify employees. Groups are different from Departments, and are typically meant to classify a cross-functional type of employee. Examples are *Executives*, *Human Resources*, or *Non-Exempt*. In **TimeTrex**, you can place groups within other groups. Below, we explain how to do so.

To ***add*** a group, do the following:

1. Click **Employee** in the menu bar, then click **Job Titles** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains only one tab, **Employee Group**.
3. If this is your first group entry, you will only be able to choose ***Root*** from the **Parent** drop down. Later, as you add groups, you can choose to have one group be the **Parent** for another. You can continue to add and nest these groups beneath one another to reflect your organization. You can also drag-and drop the groups.
4. Enter the **Name** of the group (such as "Non-Exempt").
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** a group, do the following:

1. In the listing, select the group from the listing and then click the **Edit** icon.
2. An inset page will appear which contains only one tab, **Employee Group**.
3. For convenience, you may click the drop-down list in the upper right to edit another group.
4. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** a group, do the following:

1. In the listing, select the group from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.
3. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

3.2.7 New Hire Defaults

You may configure many of the default settings that are made available during the creation of a new employee profile. By doing so, the process of data entry for each new employee can be much more efficient. Though these are default settings, you may change them at the time of profile creation.

To edit these default settings, do the following:

1. Click **Employee** in the menu bar, then click **New Hire Defaults** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains several tabs: **Employee Identification**, **Contact Information**, **Employee Preferences**, **Email Notifications** and **Employee Tax/Deductions**.
3. The options in the **Employee Identification** and **Contact Information** tabs correspond to the **Employee** and **Contact Info** tabs in the Employees profile feature. Making selections from the drop-downs or entering default data into the fields will cause these values to preload into the **Employee** and **Contact Info** tabs when you create new employees in the future.
4. The options in the **Employee Preferences** and **Email Notifications** tabs correspond to the **Preferences** tab in the Employees profile feature. Making selections from the drop-downs or entering default data into the fields will cause these values to preload into the **Preferences** tab when you create new employees in the future.
5. The **Tax / Deductions** drop-down in the **Employee Tax / Deductions** tab corresponds to the **Tax / Deductions** drop-down in the **Wages** tab of the Employeess profile feature. Making a selection from this drop-down will cause that choice to preload into the **Tax / Deductions** drop-down when you create new employees in the future.
6. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

3.3 Company

The **Company** feature allows you to edit and save all of the information specific to your company, including . It's important that this information be kept current and accurate at all times-especially the contacts. To edit company information, follow these steps:

1. In the menu bar, click **Company**, and then click **Company Information** in the icon bar.
2. An inset page will appear which contains four tabs: **Company**, **Password Policy**, **LDAP Authentication**, and **Audit**.
3. As appropriate for your company, complete the fields in each of these tabs. Some of the fields may be mandatory.

4. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

3.3.2 Pay Period Schedules

Pay period schedules are critical to the operation of **TimeTrex**, since they define when a pay period begins and ends. It also defines the transaction date, which is the date when employees are paid. While most companies will use only a single pay period schedule, **TimeTrex** allows for multiple pay period schedules. However, it's important to realize that you may only assign an employee to a single pay period schedule at a time.

Pay period schedules are constantly repeating themselves, very much like recurring schedules for employees. So, when you add 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 schedule pattern and repeat it in to the future indefinitely.

In most cases, if you pay by check, we recommend that you set at least one day between the end of the pay period and the transaction date. Or, if you pay by direct deposit, we recommend that you allow two business days. The intent here is to give supervisors and employees enough time to submit requests and complete any outstanding authorizations before payment finalizes. It's better to leave as much buffer as possible, to accommodate weekends and holidays. If a holiday falls at the end of a pay period, we recommend a buffer of 5 to 7 days.

Let's consider some examples. Let's say you want to create a ***Bi-Weekly*** pay period schedule that starts on Monday and has a transaction date of Friday following the end of the pay period. You would perform these steps:

1. In the menu bar, click **Company**, and then click **Pay Period Schedules** in the icon bar.
2. An inset page will appear which contains four tabs: **Pay Period Schedule**, **Advanced**, **Pay Periods**, and **Audit**.
3. Enter a **Name** and **Description**.
4. Choose ***Bi-Weekly*** for **Type**.
5. For **Pay Period Starts On**, choose ***Monday***.
6. For **Transaction Date**, choose ***5*** (days after end of pay period).
7. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

The procedure is slightly different if you need to create a semi-monthly pay period schedule. 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 do the following:

1. In the menu bar, click **Company**, and then click **Pay Period Schedules** in the icon bar.
2. An inset page will appear which contains four tabs: **Pay Period Schedule**, **Advanced**, **Pay Periods**, and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Enter a **Name** and **Description**.
4. Choose ***Semi-Monthly*** for **Type**.
5. In the **Primary** section, for **Pay Period Start Day of Month**, choose ***1***.
6. For **Transaction Day of Month**, choose ***1***. (The transaction date is always the selected day of the month AFTER the pay period ends, so setting these both to ***1*** will cause the transaction date to be the 1st of the following month.)
7. In the **Secondary** section, for **Pay Period Start Day of Month**, choose ***16***, and then choose ***15*** for **Transaction Day of Month**.
8. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

Here is the resulting final pay period schedule:

Start	End	Transaction
1-NOV-12	15-NOV-12	1-DEC-12
16-NOV-12	30-NOV-12	15-DEC-12

Optionally, you may also modify these settings:

Transaction Always On Business Day - specifies how to handle the cases where the transaction date falls on a weekend or holiday. Make your selection to cause **TimeTrex** to do nothing (***No***), or automatically move the transaction date to the ***Previous Business Day***, ***Next Business Day*** or ***Closest Business Day***.

Employees – You may designate some employees as exceptions by clicking on the **Employees** drop-down listing and moving some employees into the **Unselected** column.

Advanced Options

If you want more precision and flexibility, there are a number of pay period schedule options you may configure on the **Advanced** tab:

Overtime Week - defines the start and end of a week in with respect to overtime or premium policies. For example, if an employee is eligible for overtime after working 40 hours, this setting specifies the day on which the overtime hours will begin. This does not need to coincide with your pay period dates, unless that is your preference.

> **NOTE:** This setting is entirely different from the **Start Weeks On** setting found in **MyAccount > Preferences**. That setting is simply a display option for each employee, and it doesn't affect the calculation of overtime.

Time Zone - is the time zone used for this pay period schedule. **TimeTrex** is a 24-hour system, capable of operating in any country around the world. This is important for a company having locations in different time zones, in which they need to define the exact time that overtime—and each pay period—starts and ends.

Minimum Time-Off Between Shifts - specifies the minimum amount of time that must occur between out and in punches before **TimeTrex** will start a new shift for an employee, but only for shifts that span midnight.

Here's an example: If an employee punches out on 15-Jan-12 at 11:30 PM for lunch and punches back in on 16-Jan-12 (the next day) at 12:30 AM, in order to combine these two sets of times into a single shift, the **Minimum Time-Off Between Shifts** must be set to at least 1 hour. If your employees work split shifts around midnight, or leave for extended breaks, this setting should be high enough to include the longest break that any employee may take and still continue their shift.

> **NOTE:** This setting can significantly affect overtime calculations, so use it with care.

Maximum Shift Time - the maximum time that a single shift can extend. It also defines how many hours back **TimeTrex** will search when trying to pair punches, so it is important that this setting is not too high, or too low.

If this option is set too high (for example 24:00), there could be confusion in some circumstances. Consider the example where an employee punches in at 8:00 AM and forgets to punch out at 5:00 PM, then comes in the next morning at 8:00 AM, **TimeTrex** will search back up to 24 hours to see if there is an in-punch without a matching out-punch. If it finds one, it would incorrectly think that the employee is simply punching out for a long shift and cause the timesheet for that employee to be incorrect. Therefore, it is important that **Maximum Shift Time** be set to a value that is no more than one hour longer than the longest possible shift an employee may work, which is commonly no more than 16 hours.

> **A training suggestion:** We recommend a suggestion for training

employees concerning punching in/out. At the point of making the punch, the employee is are given the opportunity to set the punch type/status. So, if they are paying attention, they could actually avoid the situation given in the example above by forcing the punch status to ***In*** rather then leaving the default that **TimeTrex** specified as ***Out***.

Assign Shifts To – here you specify the day to which a shift is assigned when it spans midnight. There are several choices here:

- ***Day They Start On*** – the shift is assigned to the day on which the first in punch occurs.
- ***Day They End On*** - the shift is assigned to the day on which the last in punch occurs.
- ***Day With Most Time Worked*** – the shift is assigned to the day in which most of the hours worked occurs.
- ***Each Day (Split At Midnight)*** – the shift is split, such that any time worked is assigned to the day in which it actually occurred.

NOTE: This setting can greatly affect overtime calculations, so use it with care.

TimeSheet Verification – this is the time window inside of which employees may verify their timesheets. You must first choose who will do the verification: ***Employee***, ***Superior***, or both ***Employee & Superior***. Next, you need to specify the start and end of the window. By default, employees may only verify timesheets after the pay period ends and before it is paid (transaction date). However, if you prefer, you can specify the number of days for **Verification Window Starts** and **Verification Window Ends**. You may use negative values here to extend the window in either direction.

3.3.3 Branches

A **Branch** identifies the location in which employees are punching in or out. For time recording to function, **TimeTrex** recommends that a company have at least one branch. So, if your company only has one branch or location, you will need to add it. Of course, you can add multiple branches (locations).

To ***add*** a branch, do the following:

1. Click **Company** in the menu bar, then click **Branches** in the icon bar, then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains two tabs: **Branch** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Complete the fields in each of these tabs. Some of the fields may be mandatory.
4. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing branch, do the following:

1. In the menu bar, select the branch from the listing and then click the **Edit** icon.
2. An inset page will appear which contains two tabs: **Branch**, and **Audit**.
3. Edit the fields, and remember that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing branch.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing branch, do the following:

1. In the menu bar, select the branch from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

You may want to save time in creating a similar branch/location. To ***copy*** an existing branch, do the following:

1. In the menu bar, select the branch from the listing and then click the **Copy** icon.
2. Find the item in the listing having the name "Copy of…"
3. Select that item and click the **Edit** icon.
4. Follow the guidance above for editing branches.

3.3.4 Departments

A **Department** identifies a functional unit within your company. You can assign employees to departments that match their work roles. You may add one or more departments.

To ***add*** a department, do the following:

1. In the menu bar, click **Departments**, then right-click over the listing at the bottom of the page and select **New** from the context menu.

2. An inset page will appear which contains two tabs: **Department** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Enter a **Name** and unique **Code** for this department.
4. Optionally, add one or more **Tags**—which would help you search for this department in the future.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing department, do the following:

1. In the listing, select the department from the listing and then click the **Edit** icon.
2. An inset page will appear which contains two tabs: **Department** and **Audit**.
3. Edit the fields, and remember that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing department.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing department, do the following:

1. In the listing, select the department from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

You may want to save time in creating a similar department. To ***copy*** an existing department, do the following:

1. In the listing, select the department from the listing and then click the **Copy** icon.
2. Find the item in the listing having the name "Copy of…"
3. Select that item and click the **Edit** icon.
4. Follow the guidance above for editing departments.

3.3.5 Hierarchy

A hierarchy defines a relationship between a superior and subordinates within your company. You may establish a hierarchy for several different types of objects including **Requests**, **Exception Notifications**, **Timesheet Verification** and **Permissions**. By establishing a hierarchy, superiors may only view data for subordinates which the administrator assign to them.

Here's an example: if an employee submits a request to their supervisor, their supervisor authorizes the request and it is then passed on the payroll administrator for the final approval. In **TimeTrex**, the supervisor for this employee is found in the hierarchy definition.

To create a hierarchy, do the following:

1. Click **Company** in the menu bar, and then click the **Add** button that appears.
2. An inset page will appear which contains two tabs: **Hierarchy** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Enter a **Name** and **Description**.
4. In the **Objects** drop-down, choose the items that will be part of the restrictions in this hierarchy. In most cases you will want to select all the objects.
5. In the **Subordinates** drop-down, choose one or more subordinate employees that belong in this hierarchy. Find the name(s) and move them to the **Selected** Items column.
6. After choosing subordinates, you need to define the structural (tree) layout of the superiors in the hierarchy. For the first **Superior**, choose a name from the drop down. If there are more superiors to add, click the small **+** icon next to the first drop-down. Then choose a name for that superior.
7. You may specify one or multiple superiors to be at the same **Level**. For example, you might set one superior to have a **Level** of 1, and then three superiors to be at level 2, and so on.
8. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

You might, for example, setup a superior hierarchy as follows:

Level = 1: Payroll Administrator

Level = 2: Department Manager

Level = 2: Team Supervisor

Level = 3: Supervisor

Here, the Payroll Administrator is at level 1, or the top level in the hierarchy, and this level will be the final authorization level. The Department Manager and Team Supervisor are both sharing responsibilities at level 2. So, if a subordinate were to submit a request, either of these two employees could authorize it. The Supervisor is at level 3, the lowest level in this hierarchy. This Supervisor will be the first one to receive each request (or exception). Each time a request gets a lower-level of authorization, it moves up a level in the hierarchy until the superior at level one authorizes it. Of course, the request may be declined by any of the superiors.

> **NOTE:** Superiors at lower levels are not considered subordinates to superiors in the same hierarchy at higher levels. Therefore, you ***must*** assign employees to the subordinate list to be considered a subordinate. Remember that you can create additional hierarchies to define the superior/subordinate relationship between supervisors or managers.

Keep in mind that, although a superior may have subordinates below them in a hierarchy, they must at least have **Supervisor** level permissions before they are able to authorize requests.

> **NOTE:** Superiors can be assigned to multiple hierarchies. However, subordinates can only be in one hierarchy with the same objects assigned to it. For example, you can't have the same subordinate assigned to two hierarchies which both have the **Request** object assigned to them, as that would cause a conflict.

3.3.6 Second Wage Groups

With secondary wage groups, you can assign multiple employee Wages for each wage group that you define. You may then reference wage groups directly by certain policies such as Overtime Policies, Premium Policies , and Absence Policies. Doing so gives you complete flexibility in paying employees precisely for the time that they work. This is most useful in cases where you might need to pay each employee their own specific rate that you can not otherwise determine using a policies **Rate** multiplier on the employee's default wage.

> **NOTE:** This is a potential point of confusion, since some tend to think wage groups are like employee groups for categorizing employees. But this is not the case. You should create secondary wage groups only if you pay employees different rates for performing different positions or jobs/tasks.

For example, consider the case where an employee gets paid $10/hour for most of the time they work, but gets $11.27/hour for working in "Department A" and $12.33/hour for working in "Department B." You could setup two wage groups, one for each department. In addition you would also configure two shift differential premium policies that specify that when an employee works in a specific department, they get paid the rate that you associate with the alternative wage group(s) instead of the default wage.

To ***add*** a wage group, do the following:

1. Click **Company** in the menu bar, then click **Secondary Wage Groups** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. In the inset page that appears, enter a **Name** for the wage group.
3. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

3.3.7 Stations

Stations allow employers to have precise control over the location in which their employees are able to punch in and out. **TimeTrex** considers a station to be any device on which a user can punch in or punch out. Examples of a stations are these: a computer with a web browser, iButton readers, fingerprint readers, proximity card readers, barcode readers, touch-tone telephone, mobile phones, and stand-alone time clocks.

Each station is given a unique **Station ID** and a "source" address. For computers, iButton readers, fingerprint readers, and stand-alone time clocks, the source is one or more Internet IP addresses separated by a comma (such as 192.168.1.100, 192.168.1.101, 192.168.1.102,and so on), a range of IP addresses (192.168.1.0/24 or 192.168.0.0/16), or an Internet domain name. For computers, the **Station ID** is stored in a browser cookie; for other devices, the **Station ID** is electronically embedded in the device itself. For telephones, both the **Station ID** and the source are set to the caller ID number given by the telephone company.

> **NOTE:** The use of stations is only for punching in and out. Employees can carry out any other functions, such as checking schedules, viewing pay stubs, submitting requests, from other locations where the **TimeTrex** application is accessible.

To ***add*** a station, do the following:

1. Click **Company** in the menu bar, then click **Stations** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.

> **IMPORTANT:** By default, all employees are allowed to punch in and out on any station. You only need to change these settings if you need

to apply restrictions.

2. An inset page will appear which contains three tabs: **Station**, **Employee Criteria**, and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. For **Type**, choose a value from the listing that matches the device you want to add as a station.
4. Enter a **Station ID**, the format of which depends on the value you choose for **Type**. If appropriate, you can enter “ANY”.
5. Enter the **Source**, which will often be an IP address or a telephone number.
6. Enter a **Description**, and then choose a **Default Branch** and **Default Department** for this station.
7. Optionally, enter a **Default Job** and **Default Task**.
8. Switch to the **Employee Criteria** tab, and decide what additional constraints you want to apply to this station. By default, all employees may use a station. Adjust the settings in this tab only you want to restrict some types of employees.
9. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

NOTE: Setting the **Station ID** or **Source** to "ANY" acts as a wild card, and directs **TimeTrex** to accept any value.

Here are some common scenarios for configuring stations:

You can create a "wild card" station, which allows all computers behind a company firewall or router to punch in/out without having to specifically assign access to each computer. Add a new station in **TimeTrex** and set the **Type** to ***PC***, the **Station ID** to ***ANY***, and the **Source** to one or multiple internet IP address(es) of the firewalls/routers (such as 204.174.1.1, 204.174.1.1, or 24.2.1.3). Each station has the **Employee Criteria** tab, in which you may restrict or exclude particular employees who may use this station.

If, for example, you want to allow all employees the ability to punch in and out from any telephone, you would add a new station in **TimeTrex**, set the **Type** to ***Phone***, and set both the **Station ID** and **Source** to ***ANY***. If, on the other hand you want to restrict employees so they can only punch in/out from a *company* telephone, you would set both the **Station ID** and **Source** to the company's telephone number—without dashes or brackets (for example, ?6045551234?).

To ***edit*** an existing station, do the following:

1. In the listing, select the station from the listing and then click the **Edit** icon.
2. An inset page will appear which contains three tabs: **Station**, **Employee Criteria**, and **Audit.**
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing station.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing station, do the following:

1. In the listing, select the station from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

You may want to save time in creating a similar station. To ***copy*** an existing station, do the following:

1. In the listing, select the station from the listing and then click the **Copy** icon.
2. Find the item in the listing having the name "Copy of…"
3. Select that item and click the **Edit** icon.
4. Follow the guidance above for editing station.

3.3.8 Permission Groups

Permission groups allow employers to grant or restrict access to **TimeTrex** features for the employees that you assign to that group. You may want to restrict access to documents so that employees can read them, but not edit them. You may grant edit access to supervisors only.

When creating a permission group, you may specify a **Level** for that group. **Level** is extremely important for security, because any employee having access to modify a permission group can change their permission group to any that has a lower level than their own. For example, a supervisor having a permission group of level 10 can assign their subordinates to any level of 10 or less. We recommend that permission levels should start at level 1 for the lowest-level of access (Regular Employee) and go to level 25 for the highest-level access (Administrator).

TimeTrex has a very finely-granular permissions system with many hundreds of different permissions that all intertwine with one another. So, we don't recommend that you modify the permissions unless you are speaking with a support representative. Or, perhaps you might venture to make only small adjustments, and then verify the results to ensure that your changes don't adversely affect your overall system configuration.

To ***add*** a permission group, do the following:

1. Click **Company** in the menu bar, then click **Permission Groups** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains two tabs: **Permission Group** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Enter a **Name** and **Description**.
4. Next, choose a permission **Level**.
5. In the **Employee** drop-down, choose the employees that belong to this permission group. Move the names of the employees into the **Selected Items** column.
6. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing permission group, do the following:

1. In the listing, select the permission group from the listing and then click the **Edit** icon.
2. An inset page will appear which contains three tabs: **Permission Group** and **Audit.**
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing permission group.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing permission group, do the following:

1. In the listing, select the permission group from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

You may want to save time in creating a similar permission group. To ***copy*** an existing station, do the following:

1. In the listing, select the station from the listing and then click the **Copy** icon.
2. Find the item in the listing having the name "Copy of…"
3. Select that item and click the **Edit** icon.

4. Follow the guidance above for editing permission group.

3.3.9 Currencies

You will need to setup at least one currency for your payroll. If you pay employees in more than one country, you may need to add multiple currencies. Currencies also apply to invoices and expenses. After adding a currency, you can specify it as the pay currency when you create a Error! Reference source not found. for the employee.

To ***add*** a currency, do the following:

1. Click **Company** in the menu bar, then click **Currencies** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains two tabs: **Permission Group** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Choose and **ISO Currency** from the drop-down listing, and enter a **Name** for this currency.
4. If this will be the base currency for your company, check the box for **Base Currency** and set the **Conversion Rate** to 1.00.
5. If this is not your base currency, leave the box for **Base Currency** empty and specify a **Conversion Rate** that is greater than 1. This is the constant multiplier that will go into the calculation for converting from your base currency to the target currency. **NOTE**: You need to establish at least one base currency.
6. If you want this to be the currency that is the default setting when setting up employee pay stubs, then check the box for **Default Currency**.
7. If you are configuring multiple currencies (for example, both US and Canadian), checking the box for **Auto-Update** will cause **TimeTrex** to automatically download the latest currency exchange rate each day to keep it current.
8. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing currency, do the following:

1. In the listing, select the currency from the listing and then click the **Edit** icon.
2. An inset page will appear which contains three tabs: **Permission Group** and **Audit.**
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing currency.

5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing currency, do the following:

1. In the listing, select the currency from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.3.10 Bank Account

You will need to setup at least one bank account so that you can provide support to your direct deposit accounts.

To ***add*** a bank account, do the following:

1. Click **Company** in the menu bar, then click **Bank Account** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. Enter both the **Routing Number** and **Account Number**.
3. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing bank account, do the following:

1. In the listing, select the bank account from the listing and then click the **Edit** icon.
2. An inset page will appear which contains three tabs: **Bank Account** and **Audit.**
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing account.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing bank account, do the following:

1. In the listing, select the bank account from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.3.11 Import

You may import data into **TimeTrex** by using a step-by-step tool that we call the *Import Wizard*. The source data must reside in a comma-separated value (CSV) text file—which you may then export to Excel and most other spreadsheet software. During the process, you will need to know the location of the file, and then specify how much of the data you want to import.

To import data, do the following:

1. Click **Company** in the menu bar, then click **Import** in the icon bar.
2. An inset page will appear containing a progress bar at the top and a drop-down menu from which you may choose which type of data to import.
3. After choosing the type of data, click the right arrow and then follow the remaining steps in the wizard.

3.4 Payroll

The **Payroll** features allow you to configure edit and save all of the information specific to payroll for your company. You can create and manage pay stubs and amendments. You can enter pay periods on a regular, manual schedule, or you can setup recurring pay period schedules. You can also configure taxes, deductions, and establish pay stub accounts. After making all of your payroll configurations, you can use the Process Payroll wizard to simplify the generation of your payroll.

3.4.1 Processing Payroll

The most prominent **Payroll** feature is processing payroll, so we place the icon for this feature as the first one from the left when you click the **Payroll** menu. You process payroll by in **TimeTrex** by using a step-by-step tool that we call a wizard. Of course, you'll need to ensure that you configure all aspects of a payroll correctly before you process it. We discuss each of these aspects in the sections below.

To process payroll, do the following:

1. Click **Payroll** in the menu bar, and then click **Process Payroll** in the icon bar.
2. An inset page will appear containing a progress bar at the top and a drop-down menu from which you may choose which payroll you want to process.
3. After choosing the payroll you want to process, click the right arrow and then follow the remaining steps in the wizard.

3.4.2 Pay Periods

To pay your employees with regularity, we recommend that you establish a Pay Period Schedules. If you would rather create pay periods manually, then it is critical that there are no gaps between pay periods. Otherwise, any employee punches that occur in such gaps won't be assigned to any pay period and this will result in inaccurate reporting.

Here we guide you in the manual creation of pay periods. A pay period consists simply of a start date, pay end date, and payment date. After creating a pay period, you can then Processing Payroll.

To ***add*** a pay period, do the following:

1. Click **Payroll** in the menu bar, then click **Pay Periods** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.

2. An inset page will appear which contains several tabs, **Pay Period** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Choose dates for both **Start Date** and **End Date**. This will define the period for which the payment is made.
4. Enter a **Transaction Date**, the date on which the employee is to receive the pay.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing pay period, do the following:

1. In the listing, select the pay period and then click the **Edit** icon.
2. An inset page will appear which contains only one tab, **Pay Period.**
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing pay stub.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing pay period, do the following:

1. In the listing, select the pay period from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

You may want to save time in creating a similar pay stub. To ***copy*** an existing paystub account, do the following:

1. In the listing, select the station from the listing and then click the **Copy** icon.
2. Find the item in the listing having the name "Copy of…"
3. Select that item and click the **Edit** icon.
4. Follow the guidance above for editing a pay stub.

3.4.3 Pay Stub Amendments

Pay Stub Amendments provide a method to make specific, individual changes to employee pay stubs that you can't perform automatically with the The **Taxes / Deductions** feature allows you to define specific calculations or formulas apply to employee pay stubs. Actually, this feature encompasses more than taxes or deductions, to include many other aspects of employee pay stubs such as earnings, employer deductions and accruals. It is important to realize that, by default, **Taxes / Deductions** apply to every pay period. However, you may assign them to individual employees. Also, they may also be ignored if the eligibility criteria are not met or if the calculation formula results in a zero value. feature. Examples of such changes are: issuing bonuses, pay advances, employee loans, and reimbursements such as petty cash.

To ***add*** a pay stub amendment, do the following:

1. Click **Payroll** in the menu bar, then click **Pay Stub Amendments** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains two tabs: **Pay Stub Amendment** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. In the **Employee** drop-down list, choose one or more names to which this pay stub amendment will apply. Move names to the **Selected Items** column.
4. Choose the **Pay Stub Account** that will be affected by this amendment.
5. For **Amount Type**, decide whether the **Amount** is to be ***Fixed*** or a ***Percentage***.
6. Specify the **Rate** of pay this amendment will use.
7. Enter **Units**, which is value that will be multiplied by the **Rate** to get the total **Amount** of this amendment. In most cases, **Units** would usually refer to hours, but it can refer to anything else, such as miles traveled or items purchased.
8. **Amount** is the total amount for this amendment. If you enter **Rate** and **Units**, then an automatic calculation of **Amount** is done for you. Otherwise, you must specify a value for **Amount**.
9. Enter a **Description** for this amendment, which will appear on the pay stub of each employee chosen in **Employee**.
10. Choose an **Effective Date**, which specifies when this amendment will become effective. This date can be any date in the current pay period or the future.
11. Check the box for **Year to Date (YTD) Adjustment** if you only want this amendment to modify the year-to-date amount for the pay stub(s).
12. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

NOTES:

1. Post dating **"Pay Stub Amendments"** is common practice and can be extremely useful as, for example, when you enter a holiday bonus several weeks or months in advance. When generating pay stubs, any amendments having effective dates set between the pay period start and end date will be used.
2. **Year to Date Adjustment** is most commonly put to use when you are first migrating from another payroll package in the middle of the year and you want to carry over year-to-date amounts for tax or deduction purposes. We recommend that you only use this only once for each employee per pay stub account. Also the effective date must fall between the start and end date of the employee's **first** pay period.

WARNINGS:

1. Anytime you add or modify paystub amendments, you **must** recalculate employee pay stubs for those changes to take effect. Under normal circumstances, we recommend that you enter all paystub amendments for all employees at once and then generate pay stubs when you finish. However, you may also enter them individually or generate pay stubs multiple times.
2. Also, since **TimeTrex** is a 24-hour system, we don't recommend that you create paystub amendments that are effective on the first or last day of any pay period. If a pay period starts on 01-Oct-12 at 12:01 AM and a paystub amendment is effective on 01-Oct-12 at 12:00 AM, it may not appear in the pay period that you expect. It is important to be mindful of employees in multiple time zones. So, we recommend that you allow at least one day after the start of the pay period, or one day before the end of the pay period, or set it to a day in the middle of the pay period.

To ***edit*** an existing paystub amendment, do the following:

1. In the listing, select the paystub amendment from the listing and then click the **Edit** icon.

2. An inset page will appear which contains three tabs: **Pay Stub Amendment** and **Audit.**
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing amendment.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing paystub amendment, do the following:

1. In the listing, select the station from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

You may want to save time in creating a similar paystub amendment. To ***copy*** an existing station, do the following:

1. In the listing, select the station from the listing and then click the **Copy** icon.
2. Find the item in the listing having the name "Copy of…"
3. Select that item and click the **Edit** icon.
4. Follow the guidance above for editing paystub amendment.

3.4.4 Recurring Pay Stub Amendments

Recurring paystub amendments are simply amendments that you configure to occur at a specific frequency-most commonly at each pay period. They are especially useful for recurring earnings or deductions, such as employee contributions to group benefit plans or union dues.

> **NOTE:** Taxes / Deductions offers a similar, yet more advanced calculation options. However, the frequency of recurrence is only each pay period.

To ***add*** a recurring pay stub amendment, do the following:

1. Click **Payroll** in the menu bar, then click **Recurring PS Amendments** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains two tabs: **Recurring PS Amendment** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.

3. Enter a **Name** and **Description** for this amendment, which will appear on the pay stub of each employee chosen in **Employee**.
4. Select a **Frequency** for the this recurring amendment.
5. Choose both a **Start Date** and **End Date** for this recurring amendment.
6. In the **Employee** drop-down list, choose one or more names to which this pay stub amendment will apply. Move names to the **Selected Items** column.
7. Choose the **Pay Stub Account** that will be affected by this amendment.
8. For **Amount Type**, decide whether the **Amount** is to be ***Fixed*** or a ***Percentage***.
9. Specify the **Rate** of pay this amendment will use.
10. Enter a value for **Units**, which is value that will be multiplied by the **Rate** to get the total **Amount** of this amendment. In most cases, **Units** would usually refer to hours, but it can refer to anything else, such as miles traveled or items purchased.
11. **Amount** is the total amount for this amendment. If you enter **Rate** and **Units**, then an automatic calculation of **Amount** is done for you. Otherwise, you must specify a value for **Amount**.
12. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

> **NOTE:** It's important to realize the effect of choosing ***each Pay Period*** for the **Frequency**. In this case, the pay stub amendments will be effective on the last day of the pay period. When using the ***Monthly*** frequency, the effective date will be the first day of each month.

To ***edit*** an existing recurring paystub amendment, do the following:

1. In the listing, select the recurring paystub amendment from the listing and then click the **Edit** icon.
2. An inset page will appear which contains three tabs: **Recurring PS Amendment** and **Audit.**
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing recurring paystub amendment.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing recurring paystub amendment, do the following:

1. In the listing, select the amendment from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

You may want to save time in creating a similar recurring paystub amendment. To ***copy*** an existing amendment, do the following:

1. In the listing, select the station from the listing and then click the **Copy** icon.
2. Find the item in the listing having the name "Copy of…"
3. Select that item and click the **Edit** icon.
4. Follow the guidance above for editing a paystub amendment.

3.4.5 Pay Period Schedules

> **NOTE:** You may access this feature either by choosing **Company > Pay Period Schedules** or **Payroll > Pay Period Schedules** from the menu. All aspects are the same, regardless of the path that you choose to access this feature.

Pay period schedules are critical to the operation of **TimeTrex** since they define when pay periods begin and end. They also include the transaction date, which is the date when employees are paid. Most companies will have use for only a single pay period schedule, but **TimeTrex** allows for multiple pay period schedules. However, it's important to realize that you may only assign an employee to a single pay period schedule at a time.

Pay period schedules are constantly repeating themselves, very much like recurring schedules for employees. So, when you add 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 schedule pattern and repeat it in to the future indefinitely.

In most cases, if you pay by check, we recommend that you set at least one day between the end of the pay period and the transaction date. Or, if you pay by direct deposit, we recommend that you set allow two business days. The intent here is to give supervisors and employees enough time to submit requests and complete any outstanding authorizations before payment finalizes. It's better to leave as much buffer as possible, to accommodate weekends and holidays. If a holiday falls at the end of a pay period, we recommend a buffer of 5 to 7 days.

Let's consider some examples. Let's say you want to create a ***Bi-Weekly*** pay period schedule that starts on Monday and has a transaction date of Friday following the end of the pay period. You would perform these steps:

1. In the menu bar, click **Company**, and then click **Pay Period Schedules** in the icon bar.

2. An inset page will appear which contains four tabs: **Pay Period Schedule**, **Advanced**, **Pay Periods**, and **Audit**.
3. Enter a **Name** and **Description**.
4. Choose ***Bi-Weekly*** for **Type**.
5. For **Pay Period Starts On**, choose ***Monday***.
6. For **Transaction Date**, choose ***5*** (days after end of pay period).
7. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

The procedure is slightly different if you need to create a semi-monthly pay period schedule. 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 do the following:

1. In the menu bar, click **Company**, and then click **Pay Period Schedules** in the icon bar.
2. An inset page will appear which contains four tabs: **Pay Period Schedule**, **Advanced**, **Pay Periods**, and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Enter a **Name** and **Description**.
4. Choose ***Semi-Monthly*** for **Type**.
5. In the **Primary** section, for **Pay Period Start Day of Month**, choose ***1***.
6. For **Transaction Day of Month**, choose ***1***. (The transaction date is always the selected day of the month AFTER the pay period ends, so setting these both to ***1*** will cause the transaction date to be the 1st of the following month.)
7. In the **Secondary** section, for **Pay Period Start Day of Month**, choose ***16***.
8. In the **Secondary** section, for **Transaction Day of Month**, choose ***15***.
9. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

Here is the resulting final pay period schedule:

Start	End	Transaction
1-NOV-12	15-NOV-12	1-DEC-12
16-NOV-12	30-NOV-12	15-DEC-12

Optionally, you may also modify these settings:

Transaction Always On Business Day - specifies how to handle the cases where the transaction date falls on a weekend or holiday. Make your selection to cause **TimeTrex** to do nothing (***No***), or automatically move the transaction date to the ***Previous Business Day***, ***Next Business Day*** or ***Closest Business Day***.

Employees – By default, the payroll schedule setting will apply to all of the employees in the company. You may make exceptions by click on the **Employees** drop-down listing and moving some employees into the **Unselected** column.

Advanced Options

If you want more precision and flexibility, there are a number of schedule options you may configure on the **Advanced** tab:

Overtime Week - defines the start and end of a week in regard overtime or premium policies. For example, if an employee is eligible for overtime after working 40 hours, this setting specifies the day on which the overtime hours will begin. This does not need to coincide with your pay period dates, unless that is your preference.

> **NOTE:** This setting is entirely different from the **Start Weeks On** setting found in **MyAccount > Preferences**. That setting is simply a display option for each employee, and it doesn't affect the calculation of overtime.

Time Zone - is the time zone used for this pay period schedule. **TimeTrex** is a 24-hour system, capable of operating in any country around the world. This is important for a company having locations in different time zones, in which they need to define the exact time that overtime for each pay period starts and ends.

Minimum Time-Off Between Shifts - specifies the minimum amount of time that must occur between out and in punches before **TimeTrex** will start a new shift for an employee, but only for shifts that span midnight.

Here's an example: If an employee punches out on 15-Jan-12 at 11:30 PM for lunch and punches back in on 16-Jan-12 (the next day) at 12:30 AM, in order to combine these two sets of times into a single shift, the "Minimum Time-Off Between Shifts" must be set to at least 1 hour. If your employees work split shifts around midnight, or leave for extended breaks, this setting should be high enough to include the longest break that any employee may take and still continue their shift.

> **NOTE:** This setting can significantly affect overtime calculations, so use it with care.

Maximum Shift Time - the maximum time that a single shift can extend. It also defines how many hours back **TimeTrex** will search when trying to pair punches, so it is important that this setting is not too high, or too low.

If this option is set too high (for example 24:00), there could be confusion. Consider the example where an employee punches in at 8:00 AM and forgets to punch out at 5:00 PM, then comes in the next morning at 8:00 AM, **TimeTrex** will search back up to 24 hours to see if there is an in-punch without a matching out-punch. If it finds one, it would incorrectly think that the employee is simply punching out for a long shift and cause the employee timesheet to be incorrect. Therefore, it is important that **Maximum Shift Time** be set to a value that is no more than one hour longer than the longest possible shift an employee may work, which is commonly no more than 16 hours.

Assign Shifts To – specifies the day to which a shift is assigned when it spans midnight. There are several choices here:

- ***Day They Start On*** – the shift is assigned to the day on which the first in punch occurs.
- ***Day They End On*** - the shift is assigned to the day on which the last in punch occurs.
- ***Day With Most Time Worked*** – the shift is assigned to the day in which most of the hours worked occurs.
- ***Each Day (Split At Midnight)*** – the shift is split, such that any time worked is assigned to the day in which it actually occurred.

> **NOTE:** This setting can greatly affect overtime calculations, so use it with care.

TimeSheet Verification – this is the time window inside of which employees may verify their timesheets. You must first choose who will do the verification: ***Employee***, ***Superior***, or both ***Employee & Superior***. Next, you need to specify the start and end of the window. By default, employees may only verify timesheets after the pay period ends and before it is paid (transaction date). However, if you prefer, you can specify the number of days for **Verification Window Starts** and **Verification Window Ends**.

3.4.6 Pay Stub Accounts

Before you can generate pay stubs or properly configure policies, you must first 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 go in to deduction accounts.

As you prepare to configure your pay stub accounts, remember that earning accounts withdraw from accruals, and deduction accounts deposit into accruals. This is commonly used for keeping track of accruing 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.

You will also need to enter values for **Debit Account** and **Credit Account.** These are the identifiers for mapping the **TimeTrex** accounts to account numbers in your general ledger (GL) of your accounting software. If you want to combine two or more **TimeTrex** accounts in to 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 in to a single GL account, you would give them the same account number (such as 2330). You don't need to map all **TimeTrex** accounts to a GL account. You could, for example, combine all the **TimeTrex** earnings accounts in to a single GL account number of 2300. Simply enter 2300 for the **TimeTrex** "Total Gross" account.

To ***add*** a pay stub account, do the following:

1. Click **Payroll** in the menu bar, then click **Pay Stub Accounts** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains two tabs: **Pay Stub Account** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Choose a **Type**, which specifies whether the account is for earnings, deductions, totals, or accruals.
4. Enter a **Name** for this pay stub account.
5. Enter a value for **Order**, which determines how the accounts display on the pay stub. The lower the order, the higher up on the pay stub the account will appear in its own section.
6. Choose an **Accrual**. This is the pay stub account into which all amounts are deposited or withdrawn for the purposes of keeping a running balance.
7. Enter the identifiers for **Debit Account** and **Credit Account**.
8. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

Once you map the accounts you want, you can go to **Report > Payroll Reports > General Ledger Summary**. There, you may select any filter criteria that you want, select the export format that you want at the bottom of the screen, and then press the **Export** button. Save this file to your hard disk, and import it in to your accounting software accordingly.

To ***edit*** an existing paystub account, do the following:

1. In the listing, select the paystub account and then click the **Edit** icon.
2. An inset page will appear which contains two tabs: **Pay Stub Account** and **Audit.**
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing paystub account.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing paystub account, do the following:

1. In the listing, select the paystub account from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

You may want to save time in creating a similar paystub account. To ***copy*** an existing paystub account, do the following:

1. In the listing, select the station from the listing and then click the **Copy** icon.
2. Find the item in the listing having the name "Copy of…"
3. Select that item and click the **Edit** icon.
4. Follow the guidance above for editing a paystub account.

3.4.7 Taxes / Deductions

The **Taxes / Deductions** feature allows you to define specific calculations or formulas apply to employee pay stubs. Actually, this feature encompasses more than taxes or deductions, to include many other aspects of employee pay stubs such as earnings, employer deductions and accruals. It is important to realize that, by default, **Taxes / Deductions** apply to every pay period. However, you may assign them to individual employees. Also, they may also be ignored if the eligibility criteria are not met or if the calculation formula results in a zero value.

These taxes and deductions that you configure here will apply to your employees, and will appear in the **Tax** tab for each employee in the Employees listing (**Employee > Employees)**.

Before outlining the steps to configure a tax / deduction item, we provide the definitions of the **Calculation** types:

Percent – a simple percentage, such as 1.00% or 5.00%.

Advanced Percent – a complex calculation with additional criteria. Two additional factors will be necessary, **Annual Wage Base/Maximum Earnings** and **Annual Deduction Amount**:

- **Annual Wage Base** - The maximum annual limit that to which the percentage will apply. For example, setting this value to $40,000 will cause this calculation to disable once the employee has earned this amount during the year.
- **Annual Deduction Amount** - The annual amount that deducts from the calculation. For example, if you set this value to $5,000, this calculation will not apply to the first $5,000 of the employee's earnings.

Advanced Percent (Range Bracket) – a complex percentage calculation that requires additional factors: **Annual Deduction Amount**, **Annual Amount Greater Than**, **Annual Amount Less Than**, and **Annual Fixed Amount**. This calculation will only apply when the annual amount is higher than the value given in **Annual Amount Greater Than** and lower than the **Annual Amount Less Than** value. You may employ multiple **Advanced Percent (Range Bracket)** deductions together to calculate amounts for one or more brackets, such as:

Greater Than	Less Than	Percent
$5,000	$10,000	1%
$10,000	$20,000	2%
$20,000	$30,000	3%

Advanced Percent (Tax Bracket) – a complex percentage calculation similar to the ***Advanced Percent (Range Bracket)*** calculation. The difference here is that this calculation is always done as long as the value for **Deduction Amount** exceeds the value for **Annual Exempt Amount**. And again, you may employ multiple ***Advanced Percent (Tax Bracket)*** deductions to act as a complete tax formula. Here is an example:

Name	Exempt Amount	Wage Base Amount	Percent
Bracket 1	$1,000	$9,999	8.0%
Bracket 2	$10,000	$19,999	8.5%
Bracket 3	$20,000	$0	9.0%

This configuration will cause **TimeTrex** to forego calculation if the estimate is that the employee will earn less than $1,000 for the entire year. If the employee actually earns more, then a calculation of 8% will apply against any amounts between $1,000-9,999, 8.5% on any amounts between $10,000-19,999, and 9.0% on any amounts over $20,000.

Advanced Percent (Tax Bracket Alt.) – this is another complex tax bracket calculation, which only applies when the calculation amount less the **Annual Deduction Amount** is higher than the **Annual Amount Greater Than** value and lower then the **Annual Amount Less Than** value. The value for **Annual Fixed Amount** is added to the end result.

This is different from the **Advanced Percent (Tax Bracket)** such that only a single bracket in a group may apply to an employee. Each individual bracket is designed to be the entire tax formula and essentially function on its own. The final result is the same as an **Advanced Percent (Tax Bracket)**, but it is just a different way to get there. For example:

Name	Greater Than	Less Than	Percent	Fixed Amount
Bracket 1	$0	$10,000	5.0%	$0
Bracket 2	$10,001	$20,000	10.5%	$500
Bracket 3	$20,001	$999,999	15.0%	$1,500

In this example, **TimeTrex** will calculate 5% if the employee earned between $0 and $10,000. If the employee earns more than this, there will be no calculation for the first bracket and **TimeTrex** moves on to the next bracket. If the employee earns between $10,001 and $20,000, then 10% would be calculated on the amount earned between 10,000 and $20,000 with the **Fixed Amount** being added at the end. It's important to realize that the **Fixed Amount** is always the total tax amount that would be calculated from all previous brackets. This is why only a single bracket is ever applied, because the fixed amount accounts for all previous bracket tax amounts.

Fixed Amount – with this calculation type, you simply enter an **Amount**.

Fixed Amount (Range Bracket) – a complex fixed amount calculation. Here, you enter an **Amount**, **Annual Deduction Amount**, **Annual Amount Greater Than**, and **Annual Amount Less Than**. The fixed amount only applies when the **Amount** minus the **Annual Deduction Amount** is higher than the value of **Annual Amount Greater Than** and lower than the **Annual Amount Less Than** value.

Fixed Amount (w/Target) – a complex fixed amount calculation that only applies when the value of the year-to-date for the included pay stub accounts does not equal or exceed the value of **Target Balance/Limit**. This is useful for automatically processing of loans, for example. If, say, you want to deduct $100 from an employees pay stub until the **Loan Accrual** value reaches $0. Another example would be for uniform reimbursements, in which you want to reimburse each employee $10 on each pay stub until they have been paid a total of $100.

Federal Income Tax Formula – a specific formula based on the country that you choose. Depending on the choice of **Country**, there may be additional fields (such as **Marital Status** or **Allowances**) that that require input. However, you may configure these fields separately for each employee. All settings such as filing status or claim amounts can be set separately for each employee by going to Wages. The values set here are used as defaults.

Province/State Income Tax - is the specific formula based on the province or state that you choose. Depending in the choice of **Province / State**, there may be additional fields that that require input.

District/County Income Tax – this is a specific formula that depends on the choice of district, county or city that you choose. Depending on the choice of **District**, **County** or **City**, there may be additional fields that that require input.

To ***add*** a tax / deduction type, do the following:

1. Click **Payroll** in the menu bar, then click **Taxes / Deductions** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains several tabs: **Taxes / Deductions**, **Eligibility**, **Employee Settings**, and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Choose a **Type**, which specifies whether the account is for earnings, deductions, totals, or accruals.
4. Enter a **Name**.
5. Choose a **Calculation** type.
6. Depending on the **Calculation** type chosen, there will be additional drop-downs and fields to you will need to configure. See the definitions above for an explanation of each.
7. Click on the **Eligibility** tab. Optionally, enter the **Start Date** and **End Date**, specify the **Length of Service** constraints, and/or enter the constraints for **Employee Age**.
8. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing tax / deduction type, do the following:

1. In the listing, select the tax / deduction type from the listing, and then click the **Edit** icon.
2. An inset page will appear which contains three tabs: **Taxes / Deductions**, **Eligibility**, **Employee Settings**, and **Audit.**

3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing tax / deduction type.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing tax / deduction type, do the following:

1. In the listing, select the tax / deduction type from the listing, and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

You may want to save time in creating a similar tax / deduction type. To ***copy*** an existing tax / deduction type, do the following:

1. In the listing, select the station from the listing and then click the **Copy** icon.
2. Find the item in the listing having the name “Copy of…”
3. Select that item and click the **Edit** icon.
4. Follow the guidance above for editing the tax / deduction type.

3.5 Policy

The set of **Policy** features allows you to configure, edit, and save a variety of policy types. We explain each of these features in this section.

3.5.1 Policy Groups

You can employ policy groups to apply specific policies to one or more employees. Later, you can decide to reconfigure the application of these policies to new employees, or a different mix of employees. There is no limit to the number of policy groups that you may create and manage. However, you may only assign an employee to a single policy group at any given time.

For example if you had employees who only work on a night shift, and other employees who work exclusively on the day shift, you could create two separate policy groups, and define different policies (such as overtime or premium) that apply to each distinct group. Another common policy group configuration would be to designate a number of employees exempt from overtime pay.

> **WARNING**: Modifying policies or policy groups will only affect data that users add or modify *after* the you commit the policy changes. To apply policy changes retroactively, you must recalculate employee timesheets using the **Attendance > TimeSheet**, click on a punch cell to bring up the context menu and then click **Recalculate TimeSheet** item.

To ***add*** a policy group:

1. Click **Policy** in the menu bar, then click **Policy Groups** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains two tabs: **Policy Group** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. From the **Employee** drop-down list, choose the employees to which the policy group applies. Move employees from the **Unselected Items** over to the **Selected Items** column.
4. There are many settings here, all of which are self-explanatory. For the remaining settings, click the drop-down listing and move the policy types that you want to apply into the **Selected Items** column.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing policy group, do the following:

1. In the listing, select the policy group from the listing and then click the **Edit** icon.
2. An inset page will appear which contains three tabs: **Policy Group** and **Audit**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing policy group.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing policy group, do the following:

1. In the listing, select the policy group from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.5.2 Schedule Policies

Schedule policies provide a means of restricting employee work shifts. Of particular importance is are meal and break policies. Any policy that you specify here will override the same type of policies that may be setup in Policy Groups.

Here are the definitions for the settings within this policy type:

Meal Policy – sets the meal policy that will apply to any shift that is set to conform to this policy.

Break Policies – defines one or more break policies that will apply to any shift which is set to conform to this policy.

Under time Absence Policy – this policy will trigger the recording of the difference between scheduled time and recorded work time when the scheduled time exceeds the recorded work time. For example, if an employee was on the schedule to work 8 hours on a shift, and yet they only work 7 hours, then this setting would cause the recording of the 1 hour difference as an absence. Consequently, this absence would be paid, unpaid or docked depending on Absence Policies settings. The primary use for this policy is for salary employees whose work time is less than their schedule minimum and such differences should result in a docking of their pay. Another use is for drawing time drawn from the timebank of an employee who works less than what is on their schedule

Overtime Policy – this policy will trigger the recording of the difference between scheduled time and actual work time worked when the work time exceeds the scheduled time.

Start/Stop Window – sets the amount of time that **TimeTrex** will search for an employee schedule if they happen to punch in before their schedule starts, or punch out after their schedule ends. This is especially important if employees work split shifts. We recommend using a value between 1 and 2 hours if possible. For example, an employee might be on schedule to work from 8:00 AM to 12:00 PM as well as 4:00 PM to 8:00 PM, and yet they punch in at 7:00 AM and punch out at 1:00 PM. In this case, the **Start/Stop Window** would need to be at least 1 hour for **TimeTrex** to associate those punches with the 8:00 AM to 12:00 PM scheduled shift.

To ***add*** a schedule policy:

1. Click **Policy** in the menu bar, then click **Schedule Policies** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains two tabs: **Schedule Policy** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. From the drop-down lists, choose a **Meal Policy**, one or more **Break Policies**, **Undertime Absence Policy**, and **Overtime Policy**.
4. In HH:MM format, enter the duration for **Start / Stop Window**.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing schedule policy, do the following:

1. In the listing, select the schedule policy from the listing and then click the **Edit** icon.
2. An inset page will appear which contains three tabs: **Schedule Policy** and **Audit**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing schedule policy.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing schedule policy, do the following:

1. In the listing, select the schedule policy from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.5.3 Rounding Policies

Rounding policies define the direction and interval that employee punches are rounded to. 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 actually working. If the shift start is 8:00AM, then walking through the front door at 7:59 AM might not be acceptable, since they still have to a coffee before they actually begin work. Employers may not want to pay them for this non-productive time.

> **WARNING**: Please check your local labor laws to determine what if any rounding policies are legally applicable.

Here are the definitions for the settings within this policy type:

Punch Type – specifies which types of punches that **TimeTrex** will round in this policy. It's important to realize the significance of setting a **Punch Type** to *Lunch Total*, *Break Total*, or *Day Total*. Each of these will induce a total rounding that applies to the total lunch, break or day time and rounds out the interval between the punches. This is especially useful if it does not matter to the employer when employees punch in/out as long as the total punch time is rounded to the specified interval.

In **TimeTrex**, every punch must pair with another punch. For every IN punch, there must be a corresponding OUT punch in order to calculate the total amount of work time. Consequently, Lunch/Break/Day total rounding simply rounds the last punch in the pair so that the over all total time of the pair will round to the interval that you specify.

For example, take the following punches with no rounding:

In: 8:03AM **Out**: 5:05AM **Total Time:** 9:02 (9 hours and 2 minutes)

If you were to apply *Day Total* and *Average* rounding, with a 15-minute interval, the same punches would look like this:

In: 8:03AM **Out**: 5:03AM <-- changed from 5:05AM to 5:03AM

Total Time: 9:00 (9hrs exactly)

As you can see, only the OUT punch modifies to a value that would result in the total time rounding to the nearest (average) 15 minutes—in this case 9 hours exactly. However, each individual punch can be a value that itself will not round (5:03AM is obviously not to the nearest 15 minutes).

Round Type - sets the direction toward which punches will round. *Average* rounding will split the interval in half and round values in the lower half down and values in the upper half up by the specified **Interval**.

Interval – defines the amount of time by which punches will round. For example, if this value is set to *00:01* (1 minute), all times will round to the closest minute. If this value is set to *00:15* (15 minutes), times will round to the closest quarter hour. It's important to see the relation of **Interval** with **Round Type**. If the R**ound Type** is set to *Up*, and **Interval** set to 15 minutes, all times will round up to the next 15-minute interval. (For example, 7:34 AM will round to 7:45 AM; 7:46 AM will round to 8:00 AM). Another example: if you set **Round Type** to *Average*, all times will round to the nearest interval. (7:34 AM will round down to 7:30 AM; 7:41 AM will round up to 7:45 AM).

Grace Period – is the amount of time given to the employee before rounding takes place. For example, if **Round Type** is set to *Up* and Interval is set to *00:15* with a Grace Period of *00:03*, and the employee punches in at 8:02 AM. In this case, the punch will round down to 8:00 AM since the punch is within the **Grace Period** window. We recommend that you set this to ***0*** when using the ***Average*** rounding type.

Strict Schedule – if you check this box, punch times will round to the scheduled time of each employee. When you specify this option, **TimeTrex** will never record time that exceeds the schedule for any employee. This is also known as *pre-authorized overtime*. However, if the employee punches in late, or punches out early, those punches will round normally according to this policy. For strict rounding to work, the employee **must** be scheduled on that day and also have a schedule policy applied to their schedule that defines a proper start/stop window. Here is an example: if an employee is scheduled to start their shift at 8:00 AM, and they punch in at 7:48 AM, but **Strict Schedule** is enabled, **TimeTrex** will record the time as their schedule time of 8:00 AM. If they punch in **after** their schedule time, then the time will round normally. The opposite is true for setting **Strict Schedule** at the end of a shift: if an employee punches out **after** their schedule end time of 5:00 PM, **TimeTrex** records it as their scheduled time of 5:00 PM. If they punch out before their schedule end time, 4:50 PM, **TimeTrex** will round the time accordingly. When using ***Lunch***, ***Break*** or ***Day Total*** rounding with ***Strict Rounding***, the total time cannot exceed the scheduled total time.

> **NOTE:** With each punch, **TimeTrex** also records the actual punch time (before rounding). This allows supervisors to make manual adjustments at a later time if the employee does actually work overtime.

To ***add*** a rounding policy:

1. Click **Policy** in the menu bar, then click **Rounding Policies** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains two tabs: **Rounding Policy** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Enter a **Name** for this policy.
4. From the drop-down lists, choose a **Punch Type**, and **Round Type**.
5. In HH:MM format, enter an **Interval** and **Grace Period**.
6. If you prefer, check the box for **Strict Schedule** to enable this setting.
7. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing rounding policy, do the following:

1. In the listing, select the rounding policy from the listing and then click the **Edit** icon.
2. An inset page will appear which contains three tabs: **Rounding Policy** and **Audit**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing rounding policy.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing rounding policy, do the following:

1. In the listing, select the rounding policy from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.5.4 Meal Policies

Meal policies may serve several purposes. The primary purpose is to define when to expect an employee to take lunch, so it knows to set the default **Punch Type** to *Lunch*. The second purpose is to specify the duration of the mealtime, or if the mealtime should automatically add to or subtract from the shift time for the employees to which the meal policy applies.

Here are the definitions for the settings within this policy type:

Type – specifies either (a) if this meal policy defines a default window for **Punch Types** = *Lunch*, or (b) if it will be used to modify the total time for the day for employees to whom the policy applies.

Setting **Type** to *Auto-Deduct* type will automatically deduct the **meal time** from employees time once their shift exceeds the **Active After** interval; this is useful in cases where employees are not paid for lunch and they won't be punching in or out for lunch either. Setting **Type** to *Auto-Add* will cause an automatic addition of the **Meal Time** to the employee time once their shift exceeds the **Active After** interval, which is useful for cases where employees **are** paid for lunch but you also want to have them punch in/out for tracking purposes. Setting **Type** to *Normal* simply means that meal policies are simply used to determine the lunchtime an employee is expected to take for scheduling purposes.

Setting **Type** to either *Auto-Deduct* or *Auto-Add* will also reveal two other settings:

- **Include Any Punched Time for Meal –** checking this box will cause **TimeTrex** to adjust the mealtime by the difference between what an employee punches and what the meal policy defines. This is useful for cases where you pay employees for a 30-minute lunch, but still have them punch in and punch out so you can track if they take more then 30 minutes but do not want to pay them for any time that exceeds the 30-minute interval. Consider this example: you want to pay employees for a maximum 30-minute lunch. With a 30-minute *Auto-Add* meal policy, when an employee punches out for a 30-minute lunch, they will not (by default) be paid for that time. However, **TimeTrex** will then add 30 minutes to their total paid time, so that they are paid for a lunch. Subsequently, if the employee punches out for separate 45-minute lunch, **TimeTrex** will still only add 30 minutes of paid time, so they will **not** be paid for an extra 15 minutes that they took for lunch.
- **Deduction/Addition Time –** this is the amount of time that will *Auto-Add* or *Auto-Deduct.*

Active After – this is the amount of time that a shift must exceed before this meal policy is activated. For example, an employee might punch in for only 4 hours and then punch out to go home sick, you may not want to deduct the usual 1-hour lunch from their shift. In such as case, you could set the **Active After** to *5:00* (5 hours), so that a lunch deduction won't occur unless an employee works at least 5 hours. As with an Overtime Polic, you can also specify multiple meal policies, each having a different **Active After** interval. You can configure it such that employees who work 4-hour shifts will only receive a 30-minute lunch, and employees who work 6-hour+ shifts may receive a 1-hour lunch.

Meal Time – when **Type** is set to *Auto-Add* or *Auto-Deduct***,** this interval defines the length of time that will add or deduct from the total shift time for all employees to whom this policy applies.

Auto-Detect Meals By – this setting determines how **TimeTrex** will attempt to auto-detect meals. Choosing *Punch Time* means that **TimeTrex** will use a minimum and maximum value to constrain the interval that an employee may take for a meal. You must then specify two additional values, **Minimum Punch Time** and **Maximum Punch Time**. Choosing *Time Window* will cause a meal deduction relative to the first punch of the shift for an employee. You must then specify two additional values:

- ***Start Window –*** is the amount of time that must elapse after the employees' first punch before their next punch is defaulted to lunch. For example if an employee punches in at 8:00 AM and usually goes for lunch between 11:00 AM and 1:00 PM, setting the start window to *03:00* (3 hours) would cause **TimeTrex** to interpret any punch that happens 3 hours after the first punch as being a *Lunch* type.
- ***Window Length –*** this is the length of time after the *Start Window* that **TimeTrex** continues to default punches to lunch. Once outside this window, punches will default to **"Normal"**. For example if an employee normally starts their lunch within a 2-hour window (say, between 11:00 AM and 1:00 PM), then you would set this value to 02:00 (2 hours).

To ***add*** a meal policy:

1. Click **Policy** in the menu bar, then click **Meal Policies** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains two tabs: **Meal Policy** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Enter a **Name** for this policy.
4. From the drop-down list, choose a **Type**.
5. From the drop-down list, choose a **Type**. If you leave **Type** as *Normal* then, in HH:MM format, enter values for **Active After** and **Break Time**.
6. If you choose Auto-Deduct or Auto-Add for **Type**, then, in HH:MM format, enter values for **Active After** and **Deduction/Addition Time**.
7. From the drop-down list, make a selection for **Auto-Detect Meals By**.
8. In HH:MM format, enter values for **Start Window** and **Window Length**.
9. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing meal policy, do the following:

1. In the listing, select the meal policy from the listing and then click the **Edit** icon.
2. An inset page will appear which contains three tabs: **Meal Policy** and **Audit**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing meal policy.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing meal policy, do the following:

1. In the listing, select the meal policy from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.5.5 Break Policies

Break Policies have several uses. Among these, the primary use is to indicate when the **TimeTrex** system should expect an employee to take one or more breaks, and then it will set the **Punch Type** to *Break*. The second use for break policies is to determine how long the break time should be, or specify that the break time will automatically add or deduct from the shift time for employees to whom the policy applies.

Break policies function almost identically to Meal Polic. The one difference is this: if you specify multiple break policies, each one activates once actual break time matches the **Active After** interval. (With multiple meal policies, **TimeTrex** will only use the one that exceeds the **Active After** time.) This feature gives you the flexibility of configuring multiple breaks, each having a different interval.

Please see the Meal Polic section for more details on each settings, all of which have an explanation in that section.

To ***add*** a break policy:

1. Click **Policy** in the menu bar, then click **Break Policies** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains two tabs: **Break Policy** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Enter a **Name** for this policy.

4. From the drop-down list, choose a **Type**. If you leave **Type** as *Normal* then, in HH:MM format, enter values for **Active After** and **Break Time**.
5. If you choose Auto-Deduct or Auto-Add for **Type**, then, in HH:MM format, enter values for **Active After** and **Deduction/Addition Time**.
6. Also make a selection for **Auto-Detect Meals By**.
7. In HH:MM format, enter values for **Start Window** and **Window Length**.
8. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing break policy, do the following:

1. In the listing, select the break policy from the listing and then click the **Edit** icon.
2. An inset page will appear which contains two tabs: **Break Policy** and **Audit**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing break policy.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing break policy, do the following:

1. In the listing, select the break policy from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.5.6 Overtime Policies

Overtime policies define the number of hours or consecutive days that an employee can work before they are paid at a different rate.

Here are the definitions for the settings within this policy type:

Type – specifies the interval in which the overtime calculations are done. For instance, if you set a *Daily* overtime policy, **TimeTrex** only looks at the work time in a single 24-hour day. If it is a *Weekly* policy, **TimeTrex** will calculate against a 7-day week.

Active After – the amount of time an employee must work within the interval set in **Type** before this overtime policy triggers. For a **Type** = *Daily* policy, if you want any work time that exceeds 8 hours to count as overtime, you would set this value of **Active After** to 8:00 (8 hours). For a *Weekly* policy, you might set this value to 40:00 (40 hours).

> **NOTE:** If you set **Type** to *Weekly* overtime policy, the overtime week (such as Sun-Sat, or Mon-Sun) is defined in the Pay Period Schedules as *Overtime Week*.

Rate – the pay rate that the employee will receive for any hours matching the overtime policy criteria. Examples: *1.00* is their regular rate, *1.50* is time and half, *2.00* is double time.

Wage Group – specifies the wage group to use when calculating the overtime rate for cases in which you may want to specify a custom rate for each employee, or a rate completely separate from the default rate for an employee.

Pay Stub Account – this is Pay Stub that supports the pay stub for any hours that match this overtime policy. If you have multiple overtime policies, we recommend that you use different accounts for each so they clearly itemize on pay stubs and reports.

Deposit to Accrual Policy – sets the Accrual Policies by which overtime hours will deposit, which is especially important where time banks are in place. Overtime can be simultaneously paid out and deposited into an accrual policy. If you only want to deposit overtime hours to an accrual policy, simply set the **Rate** to *0*, which will cause **TimeTrex** to not pay out any overtime that might match this criteria.

Accrual Rate – the rate in which hours deposit to the accrual policy. To bank time at double time (instead of paying it out), you would set **Accrual Rate** to *2.00* and set **Rate** to *0.00*.

To ***add*** an overtime policy:

1. Click **Policy** in the menu bar, then click **Overtimes Policies** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains two tabs: **Overtime Policy** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Enter a **Name** for this policy.
4. From the drop-down list, choose a **Type**.
5. In HH:MM format, enter a value for **Active After**.
6. Enter a **Rate** in XX.XXXX format.
7. Make choices from the drop-down lists for **Wage Group**, **Pay Stub Account**, and **Deposit to Accrual Policy**.
8. Enter a **Accrual Rate** in XX.XXXX format.
9. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing overtime policy, do the following:

1. In the listing, select the overtime policy from the listing and then click the **Edit** icon.
2. An inset page will appear which contains two tabs: **Overtime Policy** and **Audit**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing overtime policy.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing overtime policy, do the following:

1. In the listing, select the overtime policy from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.5.7 Premium Policies

Premium policies provide a method for tracking time separately according to specific critertia, usually for the purposes of paying employees at a different rate. Such criteria can be specific days of the month, the time of day that an employee may work, or specific branches, departments, jobs and tasks that an employee may work on. A common example of premium policies is paying employees who work evening or weekend shifts more for special circumstances or work types, such as hazard or danger pay.

> **NOTE:** Unlike overtime policies, where overtime evaluates exclusively against a single overtime policy at a time, premium policies are non-exclusive. For example, if you have a weekend premium policy and an evening premium policy, and if an employee works an evening shift on a weekend, then they could have double the number of premium time hours than they actually work.

Below we will explain the different **Types** of premium policies and the settings for each. Here are the definitions for the settings on the **Premium Policy** tab:

Minimum Time – The minimum amount of premium time that the employee will receive. For example if you set the minimum to 04:00 (4 hours) and an employee only punches in for 2 hours, they will still receive 4 hours of premium time.

Maximum Time – The maximum amount of premium time that the employee will receive. For example if you set this to 01:00 (1 hour) and an employee punches in for 4 hours, they will only receive 1 hour of premium time.

Include Meal Policy in Calculation – Check this box to specify that any meal policy time will be part of the premium time calculation. For example, if you enable this option and a meal policy automatically deducts 30 minutes of lunchtime from each employee, that 30 minutes will also deduct from any premium time that the employee receives.

Include Break Policy in Calculation – Check this box to specify that any break policy time will be part of the premium time calculation.

Pay Type – Here you can choose the formula to use when paying employees for premium time. If you choose *Pay Multiplied By Factor*, you also enter a **Rate** that is the multiplier for the regular hourly rate of the employee. If instead you choose *Pay + Premium*, you also enter a **Premium** amount that adds to the regular hourly rate of the employee. Choosing *Flat Hourly Rate* will mean that a flat hourly rate will replace the regular rate for the employees to which this policy applies. Since employees always get their regular rate regardless of premium time, the flat hourly rate is relative to their regular rate. So, if you set this value to be less than the regular rate, there may be a negative line item amount on their pay stub to account for the difference. If this is set to a value higher than regular rate, the premium line item on the employees pay stub will only show the difference between the two rates. For example, if the employee is paid $10/hour as their regular rate and the flat hourly rate for the premium is $15/hour, **TimeTrex** will calculate $5/hour as the premium rate. For the *Flat Hourly Rate* setting, you will also need to choose a **Wage Group**.

Pay Stub Account – This is where you set the account for the pay stub to cover any hours that match this premium policy. We recommend that you use a different pay stub account for each premium policy that uses a different rate of pay.

Accrual Policy – You can choose an accrual policy that governs the depositing of premium hours. This is primarily useful for time banks. Premium time can both pay out and deposit to an accrual policy at the same time. If you wish to only deposit premium hours to an accrual policy, simply set the **Rate** to 0, which will cause **TimeTrex** to cancel the pay out of any premium time that matches this criteria.

There are many types of premium policies: **Date/Time**, **Shift Differential**, **Meal/Break**, **Callback**, **Minimum Shift Time**, **Holiday**, and **Advanced**. When you choose a **Type**, there are options (on the main tab and the other tabs) that you should consider.

Date/Time

- ***Start Date* – T**he date on which this policy becomes active. If you don't specify a date, then the policy is always active with respect to start and end dates.
- ***End Date* – T**he date on which this policy becomes inactive. If you don't specify a date, then the policy is always active with respect to start and end dates.
- ***Start Time* –** The time at which this policy becomes active. This is especially useful for setting evening shift premiums. Enter the value in HH:MM format.
- ***End Time* –** The time at which this policy becomes inactive.
- ***Include Partial Lunches* –** Check this box to allow partial punches to match this policy. For example, consider a case where the start time is set to 6:00 PM and an employee punches in at 10:00 AM and then punches out at 7:00 PM. If you don't enable this feature then the employee punch will not match the criteria for this policy and employee will not receive any premium time. However, if you do enable this feature, then partial punches may count towards premium time, such that the employee would receive premium time from 6:00 PM to 7:00 PM only, or one hour in total.
- ***Active After Daily (Regular) Hours* –** The minimum amount of regular time that an employee must work in a given day before this policy activates. Enter the value in HH:MM format.
- ***Active After Weekly (Regular) Hours* –** The minimum amount of regular time that an employee must work in a given week before this policy activates. Enter the value in HH:MM format.
- ***Effective Days* –** Here you will check off the days of the week for which this policy is to be active. This is especially useful for weekend premiums.

Shift Differential

Shift differential policies enable you to pay employees different rates depending on which branch, department, job, job group, task or task group they work.

- ***Selection Type* –** defines the selection criteria for each field. Either **"All"**, **"Only Selected"**, or **"All Except Selected"**. If you choose either **"Only Selected"** or **"All Except Selected"** you should also select one or more items in the select boxes directly below.

***Exclude Default Branch* –** Check the box to enable this option, which set **TimeTrex** to ignore the **Default Branch** (which is set in

- Employee feature). For example, if you want all employees who work outside their default branch to receive this premium, you can simply enable this option and set the selection type to *All Branches*.

Meal Break

Choosing this type allows you to define the maximum time that an employee may work without a break before they receive additional compensation.

- ***Active After Daily Hours –*** The minimum amount of regular time that an employee must work in a given day before this policy activates. Enter the value in HH:MM format.
- ***Maximum Time Without a Break –*** The maximum amount of time that an employee can work without lunch or a break. Enter the value in HH:MM format.
- ***Minimum Time Recognized As a Break –*** The minimum amount of time that an employee must take for lunch or break before it counts as a lunch or break and excludes the employee from this policy. For example for this policy to define that if an employee doesn't take at least a 30 minute break after working 4 hours, they get paid for one additional hour, you can set this value to 30 minutes so if they only take a 15 minute break they will still get paid for one additional hour. Enter the value in HH:MM format.

Callback

Choosing this type will mean that you can compensate employee for callbacks to work before the amount of time you specify elapses between two successive shifts.

- ***Minimum Time Between Shifts –*** The minimum amount of that must elapse between shifts. Enter the value in HH:MM format.
- ***First Shift Must Be At Least –*** The amount of time that the first shift must exceed before this policy activates. Enter the value in HH:MM format.

Minimum Shift Time

By choosing this type, you can make a simple policy of the minimum amount of time that an employee will receive each shift.

- ***Minimum Shift Time –*** The minimum shift time that an employee will receive. For example, if this value is set to 04:00 (4 hours) and the employee punches out for one hour, the employee will receive three hours of premium time to make the total work time and premium time equal to the value of the minimum shift time.

Advanced

This type is a combination of the **Date/Time** and **Shift Differential** types. You will see these two tabs appear, and you can set the options on both tabs.

To ***add*** a premium policy:

1. Click **Policy** in the menu bar, then click **Premium Policies** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which (initially) contains several tabs: **Premium Policy, Date/Time Criteria,** and **Audit**. As you choose options on the **Premium Policy** tab, other tabs may appear. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Enter a **Name** for this policy.
4. **Type:** There are several options in this drop-down list: **Date/Time, Shift Differential, Meal/Break, Callback, Minimum Shift Time, Holiday** and **Advanced**. When you choose an item, different options will appear on the **Eligibility** and **Holiday Time** tabs. You'll find an explanation of each of these options above. After making your selection, be sure to consider which options you may need to configure on these other tabs.
5. Make your choices for the other settings on the **Premium Policy** tab. You may find the explanations for each above.
6. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing premium policy, do the following:

1. In the listing, select the premium policy from the listing and then click the **Edit** icon.
2. An inset page will appear which (initially) contains several tabs: **Date/Time, Shift Differential, Meal/Break, Callback, Minimum Shift Time, Holiday** and **Advanced**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing premium policy.

5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing premium policy, do the following:

1. In the listing, select the premium policy from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.5.8 Exception Policies

You may configure exception policies to alert an employee and/or supervisor to specific events such as missing punches, early or late punches, or unscheduled absences. Here are the definitions for the columns found in this feature:

Active – This flag activates or deactivates the exception.

Code – The **TimeTrex** code for the exception.

Name – The name of the exception.

Severity – Here you may define the severity level for each type of exception. We recommend that you only use the *critical* severity level for exceptions that must get a correction before processing payroll. An example would be missing in or out punches, or missing lunch punches. If you do apply the critical setting to some key policies, it can be easier for payroll administrators to have confidence in knowing when payroll is fully ready for processing. There are four severity levels: Low, Medium, High, and Critical.

Grace – Grace periods on things like ***In Late***, and ***Out Early***. For example, if an employee is 1 minute late, he won't trigger the exception if the **Grace** period is set to 10 minutes.

Watch Window – This is the amount of time that **TimeTrex** will monitor this exception. For example if this setting for **In Early** is set to 01:00 (1 hour) and the employee is 1.5 hours early, an exception will not trigger; but if they are only 30 minutes early then the exception will not trigger.

Email Notification – Here you may choose who will receive an email alert when each an exception triggers. To receive these emails, these employees must also enable email notifications in their preferences. In order to notify a supervisor of an exception for one of their subordinates, both the employee and supervisor must be belong to a Hierarchy with the **Exception** object type.

To ***add*** a exception policy:

1. Click **Policy** in the menu bar, then click **Exception Policies** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which (initially) contains two tabs: **Exception Policy,** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Place checks in the **Active** boxes for those exceptions that you want to enable.
4. For the exceptions that you enable, choose the **Severity** that you want to apply to each, and enter the **Grace** and **Watch Window** for those exceptions that have these attributes. Also choose the employee type that you want to receive **Email Notifications**.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing exception policy, do the following:

1. In the listing, select the premium policy from the listing and then click the **Edit** icon.
2. An inset page will appear which (initially) contains two tabs: **Exception Policy,** and **Audit**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing exception policy.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing exception policy, do the following:

1. In the listing, select the exception policy from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.5.9 Accrual Policies

Accrual policies provide a mechanism for time to accrue or deposit into a time bank so employees can take time off at a later date. Commonly accrual policies are for banking time, keeping track of sick time, or vacation time. Overtime and absence policies can also be setup to automatically deposit or withdraw time from accrual policies.

There are several types of premium policies: **Standard**, **Calendar Based**, and **Hour Based**. When you choose a **Type**, there are options (on the main tab and the other tabs) that you should consider.

One option is always to be found on the **Accrual Policy** tab:

Display Balance on Pay Stub – Check this box to print the current accrual balance on the employee pay stub.

Standard

This accrual policy establishes a simple time bank where hours can deposit or withdraw.

Calendar Based or Hour Based

Choosing this type is similar to the standard accrual policy, except that time deposits into the bank on a regular interval (weekly, monthly, and so on) to correspond with the length of service milestones.

- ***Frequency*** (for **Calendar Based** only) – Your choice here will define how often time deposits into each employees accrual account. If you chose *Annually*, *Monthly* or *Weekly*, a specific date must also be set.

> **WARNING:** Consider the common case where you choose *Annual* frequency and specify a date of January 1 and an employee is hired on January 2nd. In such a case, the employee will require nearly 2 years full employment to receive the accrual rate for a 1-year service milestone because they will always be one day short of a full year on the date when time deposits into their accruals. We therefore recommend that if you use the annual frequency that you also check the box for **Employees Hire Date**, so that the time deposits on the anniversary date of each employee.

- ***After Minimum Employed Days –*** This is the amount of time that an employee must hold employment before they become eligible for this accrual policy. Once the employee has sufficient employment, **TimeTrex** will start accruing time from zero and it will not go back and calculate a larger deposit to account for lost time due to the minimum employment time.
- ***Milestone Rollover Based On –*** This is the date from which the length of service calculates. This can be either the **Employee's Hire Date**, or specific **Day** of a particular **Month**.

- ***Length of Service –*** The amount of time that an employee must maintain continuous employment, or the amount of total employee work time (total hours), after which the employee receives the accrual rate for this milestone.
- ***Accrual Rate/Year –*** This is the number of hours the employee accrues in a one year period. For a *Calendar Based* type, **TimeTrex** divides this total by the **Frequency** to calculate the number of hours that accrue per pay period, week, month or year.
- ***Accural Total Maximum –*** This sets the upper limit for the balance that employees are allowed to have in their accrual account. Once an employee reaches this limit, **TimeTrex** will no longer accrue time until their balance falls below this limit. This is most useful as a cap to keep employees from accruing too much time and motivating them to take time off before they reach the cap. We recommend that you use a value at least equal to or greater than the **Accrual Rate/Year**; otherwise, the employee can never earn the full accrual rate.
- ***Annual Maximum Rollover –*** The maximum amount of time that can roll over into the next year. The adjustment occurs on the date for **Milestone Rollover Based On**. For example, if the **Accrual Rate/Year** is set to 40 hours and the **Accrual Maximum Rollover** is set to 20 hours, an adjustment entry will automatically be made to reduce their accrual to 20 hours when the employee reaches the milestone rollover date with more than 20 hours in their accrual. If you want all time that accrues to rollover into the next year, simply set this value to something greater than (or equal to) **Accrual Total Maximum**—since a value of zero will result in no time being rolled over.

To ***add*** a premium policy:

1. Click **Policy** in the menu bar, then click **Premium Policies** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which (initially) contains several tabs: **Premium Policy, Date/Time Criteria,** and **Audit**. As you choose options on the **Premium Policy** tab, other tabs may appear. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Enter a **Name** for this policy.
4. **Type:** There are several options in this drop-down list: **Date/Time, Shift Differential, Meal/Break, Callback, Minimum Shift Time, Holiday** and **Advanced**. When you choose an item, different options will appear on the **Eligibility** and **Holiday Time** tabs. You'll find an explanation of each of these options above. After making your

selection, be sure to consider which options you may need to configure on these other tabs.

5. Make your choices for the other settings on the **Premium Policy** tab. You may find the explanations for each above.
6. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing premium policy, do the following:

1. In the listing, select the premium policy from the listing and then click the **Edit** icon.
2. An inset page will appear which (initially) contains several tabs: **Date/Time, Shift Differential, Meal/Break, Callback, Minimum Shift Time, Holiday** and **Advanced**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing premium policy.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing premium policy, do the following:

1. In the listing, select the premium policy from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.5.10 Absence Policies

Absence policies offer a method of tracking either paid or unpaid time that employees are absent from work. Typical absences may include personal time off (PTO), vacation, holidays, sick time and jury duty. Here are the definitions for the settings on the **Absence Policy** tab:

Type – The type specifies if the absence time is considered *Paid*, *Unpaid*, or in the case of salaried employees *Docked* from their salary or paid above or in addition to their salary.

Rate – the rate used to calculate the employees paid or docked wage.

Wage Group – specifies the wage group to use when calculating the absence rate for each employee to which this policy applies, or a rate completely separate from the default rate for an employee.

Pay Stub Account – This is where you set the account for the pay stub to cover any hours that match this absence policy. We recommend that you use a different pay stub account for each absence policy that uses a different rate of pay.

Accrual Policy – You can choose an accrual policy that governs the depositing of absence hours. This is primarily useful for time banks. Absent time can both pay out and deposit to an accrual policy at the same time. If you wish to only deposit absence hours to an accrual policy, simply set the **Rate** to 0, which will cause **TimeTrex** to cancel the pay out of any absence time that matches this criteria.

Accrual Rate – the rate in which absence hours will deposit to the accrual policy. To bank time at double time (instead of paying it out), you would set **Accrual Rate** to *2.00* and set **Rate** to *0.00*.

To ***add*** an absence policy:

1. Click **Policy** in the menu bar, then click **Absence Policies** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains two tabs: **Absence Policy** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Enter a **Name** for this policy.
4. From the drop-down list, choose a **Type**.
5. Also make selections for **Wage Group**, **Pay Stub Account**, and an **Accrual Policy**.
6. Enter an **Accrual Rate**.
7. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing absence policy, do the following:

1. In the listing, select the absence policy from the listing and then click the **Edit** icon.
2. An inset page will appear which contains two tabs: **Absence Policy** and **Audit**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing absence policy.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing absence policy, do the following:

1. In the listing, select the absence policy from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.5.11 Holiday Policies

You can setup holidays to support non-working time or payroll benefits, and to automatically record holiday time for employees after considering specific criteria such as the number of days in employment with the company prior to the holiday. With regular holiday policies, as we outline here, you can manually setup holidays each year. If you prefer more automation, you may setup Recurring Holidays, and then return to this feature to select from the Recurring Holidays drop-down list. **TimeTrex** allows you to enter these holidays just once and it will automatically apply them each year.

There are three types of holiday: **Standard**, **Advanced: Fixed**, and **Advanced: Average**. When you choose a **Type**, there are options (on the main tab and the other tabs) that you should consider.

Standard

- ***Default Schedule Status –*** specifies if an employee will, by default, have their time count as absent or working for the holiday.
- ***Recurring Holidays*** – defines the recurring holidays that apply to this policy. The holidays in this drop-down list are setup in Recurring Holidays.
- ***Minimum Employed Days –*** is the minimum number of days that an employee must be employed before they are eligible for the holiday time under this policy.
- ***Holiday Time –*** is the amount of time, in hours and minutes, that the employee will receive as holiday time.

> **NOTE:** You can assign multiple recurring holidays by holding the **CTRL** or **SHIFT** keys while you click on each recurring holiday in the list.

Advanced: Fixed

- ***Default Schedule Status –*** is the same as for the ***Standard*** type.
- ***Recurring Holidays*** – is the same as for the ***Standard*** type.

- ***Minimum Employed Days –*** is the same as for the ***Standard*** type.
- ***Employee Must Work At Least –*** with this setting (on the **Eligibility** tab), you specify the number of *Calendar Days*, *Scheduled Days,* or *Holiday Week Days* that the employee must work before and after the holiday. *Calendar Days* includes weekends and holidays, *Scheduled Days* only includes the days that the employee was actually scheduled to work, and *Holiday Week Days* includes only the week days that the holiday occurs on (if the holiday occurs, for example, on a Monday, then the employee will need to work at least X of the last Y Monday's).
- ***Holiday Time –*** is the same as for the ***Standard*** type.

> **NOTE:** At any time, supervisors can manually enter holiday time for individual employees—whether the day is a holiday or not.

<u>Advanced: Average</u>

- ***Minimum Employed Days –*** is the same as for the ***Standard*** type.
- ***Recurring Holidays*** – is the same as for the ***Standard*** type.
- ***Employee Must Work At Least –*** is the same as for the ***Advanced: Fixed*** type.
- ***Days to Average Time Over –*** defines the number of calendar days (including weekends and non-scheduled days) that feed into the calculation of employee average work time. Check the **Worked Days Only** box to restrict the days that feed into the calculation to days the employee actually works.
- ***Minimum Time –*** the minimum amount of time that the employee will receive on a holiday for which they are eligible.
- ***Maximum Time –*** the maximum amount of time that the employee will receive on a holiday for which they are eligible.
- ***Always Apply Over Time Policy –*** enables holiday Overtime Policies on holidays, even if the employee isn't eligible for the holiday from other criteria (such as minimum employed days or minimum days worked before or after the holiday).
- ***Include Over Time in Average –*** check this box to include over time in the average work time calculation for the employee.
- ***Include Paid Absence Time in Average –*** check this box to include any paid absence time in the average work time calculation for the employee.

- ***Rounding Policy –*** is the policy that is used to round the holiday time after the employee's average worked time is calculated.
- ***Absence Policy –*** is the policy that you choose to apply in recording holiday time. We recommend that you create an absence policy specifically for holiday time whenever possible.

To ***add*** a holiday policy:

1. Click **Policy** in the menu bar, then click **Holiday Policies** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains several tabs: **Holiday Policy, Eligibility, Holiday Time, Holiday,** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Enter a **Name** for this policy.
4. **Type:** There are several options in this drop-down list: *Standard*, *Advanced: Fixed*, and *Advanced: Average*. When you choose an item, different options will appear on the **Eligibility** and **Holiday Time** tabs. You'll find an explanation of each of these options above. After making your selection, be sure to consider which options you may need to configure on these other tabs.
5. Choose your **Recurring Holidays**. The holidays in this drop-down list are setup in Recurring Holidays. In the drop-box, move items into the **Selected Items** column. If you don't make selections here, then be sure to specify a holiday in the **Holiday** tab.
6. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing holiday policy, do the following:

1. In the listing, select the holiday policy from the listing and then click the **Edit** icon.
2. An inset page will appear which contains several tabs: **Holiday Policy, Eligibility, Holiday Time, Holiday,** and **Audit**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing holiday policy.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing holiday policy, do the following:

1. In the listing, select the holiday policy from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.5.12 Recurring Holidays

Unlike regular holidays, recurring holidays repeat annually. **TimeTrex** allows you to enter these holidays just once and it will automatically apply them each year. The holidays that you setup here feed the **Recurring Holiday** drop down list that is found when you create a Holiday Policies.

There are three types of recurring holiday, **Static**, **Dynamic – Week Interval**, and **Dynamic – Pivot Day**. When you choose a **Type**, there are options (on the main tab and the other tabs) that you should consider.

Static – this type is for a single holiday for a particular day of the month.

Dynamic – Week Interval – with this type, you specify which day of a specific week week for a particular month. For example, you might specify a Thanksgiving holiday as the 4th Thursday in January.

Dynamic – Pivot Day – with this type, you specify a day of the week that comes before or a specific day of a particular month. For example, you might configure the holiday to occur on the Friday that occurs before the 8th day of May.

To ***add*** a recurring holiday policy:

1. Click **Policy** in the menu bar, then click **Recurring Holidays** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains two tabs: **Recurring Holiday** and **Audit**. Since this is a new entry, you will be unable to access the **Audit** tab.
3. Enter a **Name** for this policy.
4. **Special Day:** The Good Friday and Easter Holiday holidays are different each year according to a known pattern that is kept in **TimeTrex**. If you are configuring for either of these, choose a **Special Day** from the first drop-down list. Then, make a choice for **Always On Weekday**. Then click the **Save** icon to commit your changes.
5. Type: There are three choices value for **Active After**.
6. Enter a **Rate** in XX.XXXX format.

7. Make choices from the drop-down lists for **Wage Group**, **Pay Stub Account**, and **Deposit to Accrual Policy**.
8. Enter a **Accrual Rate** in XX.XXXX format.
9. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing recurring holiday policy, do the following:

1. In the listing, select the recurring holiday policy from the listing and then click the **Edit** icon.
2. An inset page will appear which contains two tabs: **Overtime Policy** and **Audit**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing recurring holiday policy.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing recurring holiday policy, do the following:

6. In the listing, select the recurring holiday policy from the listing and then click the **Delete** icon.
7. Click **Yes** to confirm; otherwise click **No** to cancel.

3.6 Invoicing

TimeTrex contains a robust set of invoice features. You can manage clients, client contacts, payment methods, invoices, and view transaction reports. We explain how to use each of these features in this section.

3.6.1 Clients

To invoice clients, you first need to setup client entities and client contacts. To manage client entities, follow the steps below.

To ***add*** a client:

1. Click **Invoice** in the menu bar, then click **Clients** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains many tabs, but only one you can access: **Client**.
3. If this is your first client, you will enter it in the Root group. Later, you may decide to group clients.
4. Enter a **Client Name**.
5. From the drop-down list, choose a **Sales Contact** and **Support Contact** (from your company).
6. Also make selections for **Website**, **Note**, and **Tags**.
7. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an existing client, do the following:

1. Click **Invoice** in the menu bar, then click **Clients** in the icon bar, and then right-click over the listing at the bottom of the page and select **Edit** from the context menu (or click the **Edit** in the icon bar.
2. An inset page will appear which contains many tabs: **Client, Client Contacts, Payment Methods, Invoices, Transactions, Attachments,** and **Audit**. Many of these tabs contain information that is also accessible from the **Invoice** icon bar.
3. On each of the tabs, edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another existing clients.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an existing client, do the following:

1. In the listing, select the absence policy from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.6.2 Client Contacts

Once you create a Clients, you may setup client contacts. Contacts are individual persons that work at the client—and typically have a role in paying invoices. To manage client contacts, follow the steps below.

To ***add*** a client contact:

1. Click **Invoice** in the menu bar, then click **Client Contacts** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains several tabs: **Contact Information**, **Policy**, **Portal**, **Attachments**, and **Audit**. Since this is the first edit, the **Audit** tab will be inaccessible.
3. Choose the contact **Type**, such as ***Billing*** or ***Technical***.
4. Check the box if this is to be the default (primary) contact, and optionally change the **Currency**.
5. Enter a **First Name**, **Last Name**, **Address** and other contact details.
6. Optionally, move to the **Policy** tab and configure the **Tax Policy** drop-downs.
7. Optionally, move to the **Attachments** tab. Click the **New** button if you would like to upload any documents. Provide a Name and Revision number, and then click the **Choose File** button to locate the file on the local disk of your computer. If relevant, make entries for the other fields in this tab.
8. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** a client contact, do the following:

1. Click **Invoice** in the menu bar, then click **Clients** in the icon bar, and then right-click over the listing at the bottom of the page and select **Edit** from the context menu (or click the **Edit** in the icon bar.
2. An inset page will appear which contains several tabs: **Contact Information**, **Policy**, **Portal**, **Attachments**, and **Audit**.

3. On each of the tabs, edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another client contact.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** a client contact, do the following:

1. In the listing, select the client contact from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.6.3 Invoices

Once you have at least one Clients, the time will come when you need to bill them. In **TimeTrex**, you do this by sending an invoice. To prepare an invoice, you will need to setup the client and at least one Client Contacts. You will also need to setup Products in advance. To create and manage invoices, follow the steps below.

To ***add*** a invoice:

1. Click **Invoice** in the menu bar, then click **Invoices** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains several tabs: **Invoice**, **Client Contacts**, **Payment Methods**, **Transactions**, and **Audit**. Since this is the first edit, the **Audit** tab will be inaccessible.
3. On the **Invoice** tab, choose the **Client** for this invoice. This will pre-populate the contact drop-down listings.
4. If applicable, when you are first creating this invoice, choose an option other than ***Open*** in the **Status** drop-down listing.
5. Make choices from the **Billing Contact**, **Shipping Contact**, and **Other Contact** drop-down listings.
6. If necessary, change the **Currency**, and optionally enter the client **PO Number**.
7. Choose dates for **Invoice Date** and **Order Date**.
8. Choose the date for **Payment Required**—the date by which you expect payment, and optionally enter a value for **Shipped Date**.
9. Make a selection for the internal **Sales Rep**, optionally enter a **Tracking** number, and choose the correction option for **Shipping Policy** (if applicable).

10. Next, move to the Product section. Here you will choose a product from the drop-down listing, which is driven by the products that have been setup in the Products feature. After choosing from the list, a corresponding **Description** will appear. You will need to enter a value for **QTY**, which is the quantity of this particular product for which you are invoicing the client.
11. Click the **+** button if you need to add another product to this invoice, and then follow the instruction in the previous step.
12. At the bottom of the Invoice tab, you can enter a private note that won't be seen by the client. Any entry in the **Note (public)** is for the client to see.
13. Check the box for **Email Invoice To Contact(s)** if you want an email message to be sent to the contacts that contains the invoice.
14. For convenience, you may click on the **Client Contacts** tab to see all of the contacts for this client. Reviewing this list may help you choose the appropriate contact on the first tab (**Invoice**). You may also view the various methods of payment on the **Payment Methods** tab.
15. On the **Transactions** tab, you'll find individual line items on the invoice. This tab is simply another means to view the line items of an invoice—particularly debits and credits.
16. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an invoice, do the following:

1. Click **Invoice** in the menu bar, then click **Invoices** in the icon bar, and then right-click over the listing at the bottom of the page and select **Edit** from the context menu (or click the **Edit** in the icon bar.
2. An inset page will appear which contains several tabs: **Invoice**, **Client Contacts**, **Payment Methods**, **Transactions**, and **Audit**.
3. On each of the tabs, edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another invoice.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an invoice, do the following:

1. In the listing, select the invoice from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.6.4 Transactions

In the **Transactions** feature, you can view a large listing of transactions (line items) from many different invoices at a time. For example, you might want to use the search functions to view only those transactions that affect a specific product—such as the clients that purchased a telephone.

3.6.5 Payment Methods

You may add one or more payment methods for a client. These are payment methods that the client pre-authorizes in order to pay for Invoices. This is commonly done with clients who make recurring or multiple purchases. There are two types of payment methods: *credit card* and *bank transfer*. To create and manage payment methods, follow the steps below.

To ***add*** a payment method:

1. Click **Invoice** in the menu bar, then click **Payment Methods** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains several tabs: **Payment Method**, **Attachments**, and **Audit**. Since this is the first edit, the **Audit** tab will be inaccessible.
3. On the **Payment Method** tab, choose the **Client** that is authorizing this payment method.
4. Leave the **Status** as enabled, unless there is some special reason for setting it as temporarily disabled. You may, of course, return to change this setting later.
5. Choose the payment method **Type**: either ***Credit Card*** or ***Bank Transfer***. If you choose bank transfer, the fields below will change accordingly.
6. If you choose **Credit Card** for the **Type**, then also choose a **Credit Card Type**, and enter all of the credit card information.
7. If you choose **Bank Transfer** for the **Type**, then also choose a **Bank Type**, and enter all of the bank information.
8. Check the **Default** box, if this is to be the primary choice of payment. This will cause this payment method to appear first in the drop-down in the **Invoice** feature.
9. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** a payment method, do the following:

1. Click **Invoice** in the menu bar, then click **Invoices** in the icon bar, and then right-click over the listing at the bottom of the page and select **Edit** from the context menu (or click the **Edit** in the icon bar.
2. An inset page will appear which contains several tabs: **Payment Method**, **Attachments**, and **Audit**.
3. On each of the tabs, edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another payment method.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** a payment method, do the following:

1. In the listing, select the payment method from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.6.6 Products

Before you can invoice clients, you need to prepare products that will appear on the invoice. If appropriate for your business, you may choose to set a product type to ***Service***. You can also group products into Product Groups. After creating products, you can then choose products when you are editing an Invoices. There, you will specify the quantity of product for which you are billing the Clients. To create and manage products, follow the steps below.

To ***add*** a product:

1. Click **Invoice** in the menu bar, then click **Products** in the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains several tabs: **Product**, **Pricing**, **Shipping**, and **Audit**. Since this is the first edit, the **Audit** tab will be inaccessible.
3. On the **Product** tab, start by choosing the **Type**.
4. Choose the Product Groups with which you want to associate this product.
5. You must enter a **Part Number** and a **Name** for the product.
6. Optionally, enter a **Description**, and then check the **Lock Description** box if you want to prevent any edits to this description on the invoice.

7. Optionally, enter a **UPC** code number and the **Current Stock** (number of product items you have in company possession).
8. Make choices for **Include Tax Policy** and **Exclude Tax Policy**, and add any search **Tags**.
9. Move on to the **Pricing** tab. There, you can enter the **Unit Cost** and other product constraints. If you want to restrict the amount of product that a client can purchase, then specify the **Minimum Quantity** and **Maximum Quantity**. Check the box for Lock Price if you want to prevent price changes on the invoice. If you want to have variable pricing, choose ***Bracket*** or ***Progressive*** from the **Price Type** drop-down listing; enter the **Quantity** and **Unit Price** and then click the **+** button to add another price level.
10. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** a product:

1. Click **Invoice** in the menu bar, then click **Invoices** in the icon bar, and then right-click over the listing at the bottom of the page and select **Edit** from the context menu (or click the **Edit** in the icon bar.
2. An inset page will appear which contains several tabs: **Product**, **Pricing**, **Shipping**, and **Audit**.
3. On each of the tabs, edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another product.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** a product, do the following:

1. In the listing, select the product from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.6.7 District

To help with the setup of Tax Policy and Shipping Policy, we recommend that you setup geographic areas. Typically, tax and shipping rates depend on geographic region, and **TimeTrex** provides an Area feature, in which you may specify a district. To populate the **District** drop-down for an Area feature, you make entries in **District**.

To ***add*** a district:

1. Click **Invoice** in the menu bar, then click **District** in the **Policies** section of the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which only one tab, **District**.
3. Enter a **Name** for the area, such as “Vancouver Metropolitan”.
4. Choose the **Country** and then the **Province / State** to which the area belongs.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** a district:

1. Click **Invoice** in the menu bar, then click **District** in the **Policies** section of icon bar, and then right-click over the listing at the bottom of the page and select **Edit** from the context menu (or click the **Edit** in the icon bar.
2. An inset page will appear which contains only one tab, **District**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another district.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** a district, do the following:

1. In the listing, select the district from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.6.8 Client Groups

You may group Clients into classifications that are sensible for your company. Examples might be *Industrial* or *Textiles*. Below, we explain how manage client groups.

To ***add*** a client group, do the following:

1. Click **Attendance** in the menu bar, then click **Client** in the Groups section of the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.

2. An inset page will appear which contains only one tab, **Job Group**.
3. If this is your first group entry, you will only be able to choose ***Root*** from the **Parent** drop down. Later, as you add client groups, you can choose to have one group to be the **Parent** for another. You can continue to add and nest these groups beneath one another to reflect your classification preferences.
4. Enter the **Name** of the group.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** a client group, do the following:

1. In the listing, select the group from the listing and then click the **Edit** icon.
2. An inset page will appear which contains only one tab, **Product Group**.
3. For convenience, you may click the drop-down list in the upper right to edit another group.
4. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** a client group, do the following:

1. In the listing, select the group from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.
3. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

3.6.9 Product Groups

You may group Products into classifications that are sensible for your company. Examples might be *IT Consulting (Service)* or *Ceramics*. Below, we explain how manage client groups.

To ***add*** a product group, do the following:

1. Click **Attendance** in the menu bar, then click **Product** in the Groups section of the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which contains only one tab, **Product Group**.
3. If this is your first group entry, you will only be able to choose ***Root*** from the **Parent** drop down. Later, as you add client groups, you can choose to have one group to be the **Parent** for another. You can continue to add and nest these groups beneath one another to reflect your classification preferences.
4. Enter the **Name** of the group.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** a product group, do the following:

1. In the listing, select the group from the listing and then click the **Edit** icon.
2. An inset page will appear which contains only one tab, **Product Group**.
3. For convenience, you may click the drop-down list in the upper right to edit another group.
4. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** a product group, do the following:

1. In the listing, select the group from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.
3. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

3.6.10 Tax Policy

GST and PST taxes must link to a product, and will appear (if applicable) as a line item on the invoice itself. You can choose tax policies for Products, but only if you configure the policies in the **Tax** feature in advance. Tax rates—like shipping rates—depend on geographic region, so we recommend that you refer to the Area section.

To ***add*** a tax policy:

1. Click **Invoice** in the menu bar, then click **Tax** in the **Policies** section of the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which only one tab, **Tax**.
3. Enter a **Code** and a **Name** for the policy.
4. Enter the **Tax Number**, the **Percent**.
5. Check the box for **Display Number on Invoice**, if this is your preference.
6. If you have setup your Area policies, then make your selections for **Include Area**
7. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** a tax policy:

1. Click **Invoice** in the menu bar, then click **Tax** in the **Policies** section of icon bar, and then right-click over the listing at the bottom of the page and select **Edit** from the context menu (or click the **Edit** in the icon bar.

2. An inset page will appear which contains only one tab, **Tax**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another tax policy.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** a tax policy, do the following:

1. In the listing, select the tax policy from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.6.11 Shipping Policy

You may establish a shipping policy to configure automatic calculation of shipping rates to given areas. Types other than UPS and Fedex are pre-calculated, but the UPS and FedEx types actually communicate with the carrier companies to obtain real-time shipping rates based on the size and/or weight of the items that will be shipping. The **Price** field is actually the price per unit of weight.

3.6.12 Area

Typically, tax and shipping rates depend on geographic region. To help with the setup of Tax Policy and Shipping Policy, we recommend that you setup geographic areas.

To ***add*** an area:

1. Click **Invoice** in the menu bar, then click **Area** in the **Policies** section of the icon bar, and then right-click over the listing at the bottom of the page and select **New** from the context menu.
2. An inset page will appear which only one tab, **Area**.
3. Enter a **Name** for the area, such as “BC”.
4. Choose the **Country** and then the **Province / State** to which the area belongs.
5. If you have setup any District, choose one from the **District** drop-down listing.
6. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***edit*** an area:

1. Click **Invoice** in the menu bar, then click **Area** in the **Policies** section of icon bar, and then right-click over the listing at the bottom of the page and select **Edit** from the context menu (or click the **Edit** in the icon bar.
2. An inset page will appear which contains only one tab, **Area**.
3. Edit the fields that you want to change, remembering that some of the fields may be mandatory.
4. For convenience, you may click the drop-down list in the upper right to edit another area.
5. Click the **Save** icon to commit your changes; click the **Cancel** icon to discard.

To ***delete*** an area, do the following:

1. In the listing, select the area from the listing and then click the **Delete** icon.
2. Click **Yes** to confirm; otherwise click **No** to cancel.

3.7 Reports

TimeTrex also provides an extensive array of reports that correspond to the major features of the system:

- Employee Reports
- Timesheet Reports
- Payroll Reports
- Job Tracking Reports
- Invoice Reports
- Tax Reports

We explain how to create a report by using one report as an example, the **Employee Information** report:

1. Navigate to **Report > Employee Reports > Employee Information**.
2. Choose a **Template**.
3. Expand the **Display Columns** drop-down option and then choose which columns you want to display on the report.
4. Optionally, expand the **Sort By** drop-down option and apply sorting to the columns.
5. Click the **Save** icon.
6. Give a **Name** to the report.
7. Optionally, check the **Default** box if you want this to be the default report.
8. Optionally, enter a **Description** for the report.
9. Click the **Save** icon again.

The procedure is similar for creating and saving the other types of reports.

3.7.2 Report Scheduling

You may schedule a report to execute with regularity, over a specific duration and with a precise frequency. Optionally, you may send the report to your home email address and other email addresses.

To schedule a report, do the following:

1. Navigate to **Report > Saved**.
2. Locate and click on the report in the listing, then click the **Edit** icon.
3. Click the **Schedule** tab, and then click the **New** button.
4. Enter a **Name** and **Description** for the report schedule.
5. Choose a **Priority**, which sets the priority of this report schedule relative to other report schedules.

6. Specify the duration for the report schedule by choosing a **Start Date** and **End Date**.
7. Specify the time at which the report will run by choosing the **Minute**, **Hour**, **Day of Month**, and **Month**; or choose the **Day of the Week**.
8. Optionally, check the **Send Report to Home Email** box. In the **Send Report to Other Email** field, enter any additional email addresses to which you want to send the report (separate each address by a comma).
9. Click the **Save** icon.

3.8 MyAccount

There are a number of personal features in **TimeTrex**, found in the **My Account** section of the application. Here we will cover some of those features.

3.8.1 Requests

An employee can submit requests to their supervisor. There are several request types:

- Missed Punch
- Punch Adjustment
- Absence, including vacation
- Schedule Adjustments

To submit a request, do the following:

1. Navigate to **MyAccount > Requests**.
2. Choose a **Date**. This date should be the date of the event to which the request corresponds. For an absence/vacation, this would be the date of the first absence/vacation day.
3. Click the **Send** button.

3.8.2 Messages

In the **Messages** feature, an employee can correspond with other employees and their supervisor by sending and receiving messages. These are simple messages—not requests.

To send a message, do the following:

1. Navigate to **MyAccount > Messages**.
2. Choose the **Employee** to whom you will send the message.
3. Enter text for the **Subject** and a **Body** of the message.
4. Click the **Send** button.

If any messages have been sent to an employee, they will appear in the **Messages** listing.

3.8.3 Documents

Each employee has a personal document repository, in which s/he may upload personal documents, store system documents, and track revisions to documents. Examples of key documents are a company-wide policy guide, employee handbook, or a benefit plan guide.

To store a document, do the following:

1. Navigate to **MyAccount > Documents**.
2. Enter a **Name** and a **Revision** for the document.
3. Click the **Choose File** button, locate the file on your computer, and click the **Open** button.
4. Optionally, choose the **Group** into which you want to place the document.
5. Check the **Template** box if you want to flag this document as a template for other documents.
6. Check the **Private** box if you want this document to be visible only to you.
7. Optionally, enter a **Description** and any search **Tags**.
8. Click the **Save** button to store the document.

3.8.4 Requests/Timesheets

Any supervisor may view listings of all requests and timesheets that are require authorization by that supervisor.

To view pending requests, navigate to **MyAccount > Requests**.

To view pending timesheets, navigate to **MyAccount > Timesheets**.

For requests, the supervisor must manually perform the necessary action. So, for example, if an employee requests two weeks off for vacation, the supervisor must first enter the necessary information into the schedule, and only after that is complete may the supervisor authorize the request. A supervisor may also decline a request, or decline to act (**Pass**) on the request. Declining to act on a request causes a move to the next request, and leaves the previous request for later action.

[END OF USER GUIDE]