



# On-Time Web™

Version 1.5.X

Understanding the concepts and features of On-Time Web.



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## Overview

On-Time Web<sup>®</sup> is a flexible and scalable time-gathering solution for companies of all sizes. With both Basic and Pro editions, we can find the right solution for your company.

On-Time Web<sup>®</sup> is a robust Software as a Service (SaaS) package. This means there is no software to install, which saves you time and money and allows us to provide a flexible and scalable product solution. We also backup our servers daily and employ multiple levels of security, so you can trust us with your data.

On-Time Web<sup>®</sup> utilizes PHP—Hypertext Preprocessor as its server language and MySQL as its database engine, making it a powerful package now and in the future. MySQL will allow us to continue to develop new features that will benefit many organizations.

## *System Requirements*

To use On-Time Web you need an active Internet connection, a modern JavaScript-enabled web browser (Internet Explorer 7+, Google Chrome, Mozilla Firefox, Apple Safari), and a PDF document reader for reporting.

In order to view On-Time Web Mobile a smart mobile device is required.

There is no On-Time Web software to install on any computer.

## Accessing the Login Screen

Our office will create a unique URL (web address) for your company upon signup. This URL will be similar to <http://www.on-timeweb.com/companyid>. From this URL you can access the Login screen. The Company Administrator or Provider will create Employee logins.

The first time this screen is accessed you may notice the logo in the header is not associated with your company. This is company specific and will be setup later, as will the welcome message and footer.



The screenshot shows a web browser window with a blue border. At the top left is the Customware, Inc. logo with the tagline "Solutions that Work!". To the right of the logo is the text "Demo Company". Below the logo and company name is the heading "Employee Login". In the center of the page is the message "Welcome to On-Time Web!". Below this message are two input fields: "Employee ID:" followed by a text box containing "SHI001", and "Password:" followed by a text box with seven dots. To the right of the password field is a blue "Login" button. At the bottom of the page is a grey footer area containing the text "Demo Company Footer" and "On-Time Web © 2009 Customware, Inc.".

Definitions of the fields on this screen:

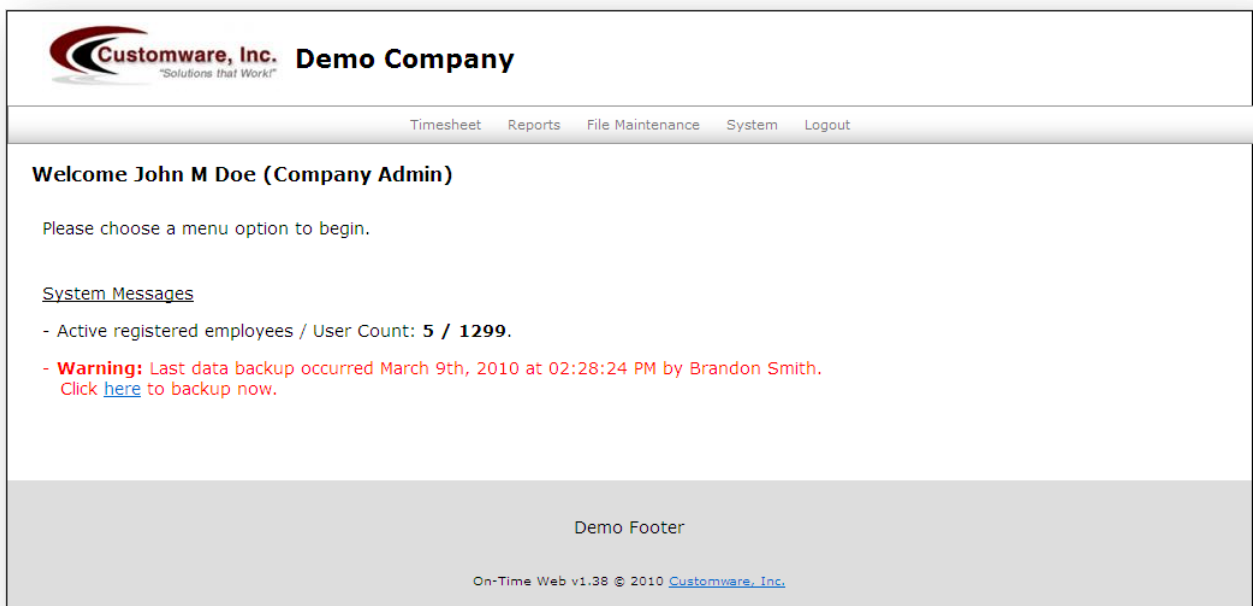
**Employee ID** – Identification or username of the employee

**Password** – Password for the employee

**Login** – Click to login to your On-Time Web site

### *After Successful Login*

The type of employee logging in determines where you are directed after login. Employees and Supervisors will be directed immediately to their timesheet page. Management logins, such as Super Admins, Company Admins and Providers, will be directed to the page below. The welcome page displays the name and login type of the person logged in to the system. Important system messages such as the last time a backup was completed and how many active employees/employee count displays.



## File Maintenance

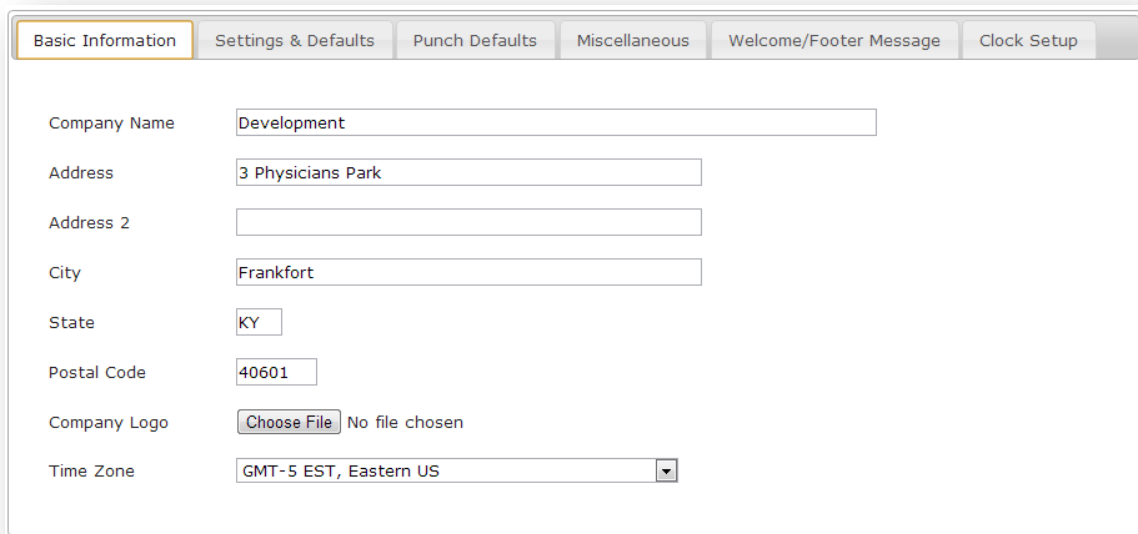
The **File Maintenance** menu contains the forms that are typically used during the initial configuration. The menu items are Company Information, Employee Information, Earning Types, Supervisor Groups, Departments, Divisions, Jobs/Phases and Validation.

The screenshot displays the On-Time Web Development interface. At the top left is the logo "On-Time Web" with the tagline "Your Logo Here". The word "Development" is centered at the top. On the top right, it says "Logged in as: SA". Below the header is a navigation bar with tabs: "Timesheet", "Reports", "File Maintenance" (which is active), "System", and "Logout". The main content area on the left is titled "Welcome Customware Admin (Super Admin)" and includes the text "Please choose a menu option to begin." and a "System Messages" section. A warning message states: "Warning: Last data backup occurred September 8th, Click [here](#) to backup now." On the right, a dropdown menu for "File Maintenance" is open, listing the following options: Company Info, Employee Info, Supervisor Groups, Punch Overrides, Earning Types, Departments, Divisions, Jobs/Phases, Validation, Timesheet Types, and Login Types. To the right of the dropdown menu, the text "by Customware Admin." is visible.

## Company Info

The *Company Info* screen is for setting basic options and settings for how the company will use On-Time Web. Below is an overview of each tab and what the settings are on each.

### Basic Information Tab



The screenshot shows a web application window with a tabbed interface. The 'Basic Information' tab is selected and highlighted with an orange border. The other tabs are 'Settings & Defaults', 'Punch Defaults', 'Miscellaneous', 'Welcome/Footer Message', and 'Clock Setup'. The 'Basic Information' tab contains the following fields:

- Company Name:** A text input field containing 'Development'.
- Address:** A text input field containing '3 Physicians Park'.
- Address 2:** An empty text input field.
- City:** A text input field containing 'Frankfort'.
- State:** A text input field containing 'KY'.
- Postal Code:** A text input field containing '40601'.
- Company Logo:** A button labeled 'Choose File' followed by the text 'No file chosen'.
- Time Zone:** A dropdown menu showing 'GMT-5 EST, Eastern US'.

Definitions of the fields on this screen:

**Company Name** – The name of your company

**Address** – The address of your company

**Address 2** – A secondary address such as suite number, P.O. Box, etc. (optional)

**City/State/Postal Code** – City, state, and postal/zip code of your company

**Company Logo** – Browse to upload a new logo to be displayed on the page headers and reports. This must be a JPEG, GIF, or PNG type of file, with a size of less than 3MB.

**Time Zone Offset** – Time zone of your company's physical location

## Settings & Defaults Tab

### Company Defaults

The screenshot shows a software interface with a tabbed menu at the top. The 'Settings & Defaults' tab is selected. On the left, a sidebar lists settings categories: 'Company Defaults' (selected), 'New Employee Defaults', 'Earnings & Overtime Settings', 'Work Schedules Settings', 'Timesheet Summary Settings', and 'Export Settings'. The main area displays three settings for 'Company Defaults': 'First Day of Week' with a dropdown menu showing 'Wednesday', 'Use Jobs' with a dropdown menu showing 'Yes', and 'Paid Breaks' with a dropdown menu showing 'No'.

Definitions of the fields on this screen:

**First Day of Week** – Day of the week on which your payroll period begins

**Use Jobs** – Check this box to use Jobs and Phases in the system.

**Paid Breaks** – Set whether or not employee breaks are paid.

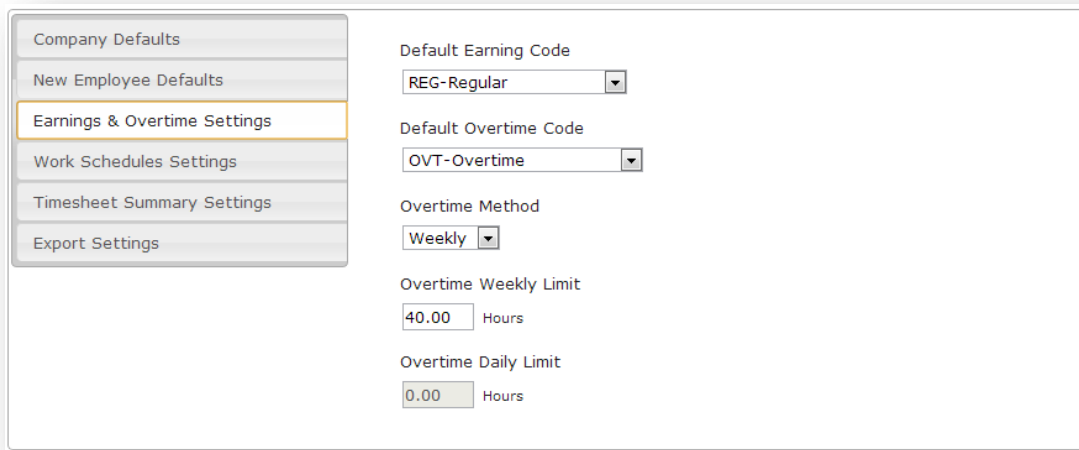
### New Employee Defaults

The screenshot shows the same software interface, but now the 'New Employee Defaults' category is selected in the sidebar. The main area displays two settings: 'Default Employee Timesheet Type' with a dropdown menu showing 'Punch', and 'Default Employee Cut Off Time' with a text input field showing '02:00' and a label '(HH:MM)'.

**Default Employee Timesheet Type** – Defaults in the specified timesheet type when setting up new employees.

**Default Employee Cut Off Time** – Defaults in the specified shift cut off time when setting up new employees.

### *Earnings & Overtime Settings*



Company Defaults	Default Earning Code
New Employee Defaults	REG-Regular
<b>Earnings &amp; Overtime Settings</b>	Default Overtime Code
Work Schedules Settings	OVT-Overtime
Timesheet Summary Settings	Overtime Method
Export Settings	Weekly
	Overtime Weekly Limit
	40.00 Hours
	Overtime Daily Limit
	0.00 Hours

**Default Earning Code** – Defaults in the specified earning code when setting up new employees

**Default Overtime Code** – Defaults in the specified overtime code when setting up new employees

**Overtime Method** – Choose the method for overtime calculations: Weekly, Daily, Both, or None.

**Overtime Weekly Limit** – Number of hours each week an employee must work before overtime calculate

**Overtime Daily Limit** – Number of hours an employee must work each day before overtime calculates.

## Work Schedule Settings

Company Defaults	Work Schedules
New Employee Defaults	Enabled ▾
Earnings & Overtime Settings	Allow supervisors to create master work schedules
Work Schedules Settings	No ▾
Timesheet Summary Settings	Allow supervisors to create and edit their employees' work schedules
Export Settings	Yes ▾
	Allow employees to view and print work schedules
	Yes ▾

**Work Schedules** – Enable or Disable work schedules globally.

**Allow supervisors to create master work schedules** – Allows supervisors to create master daily shift records to assign to employees' work schedules.

**Allow supervisors to create and edit their employees' work schedules** – Allows supervisors to create and edit work schedules for their employees.

**Allow employees to view and print work schedules** – Allows employees to view and print their own work schedule.

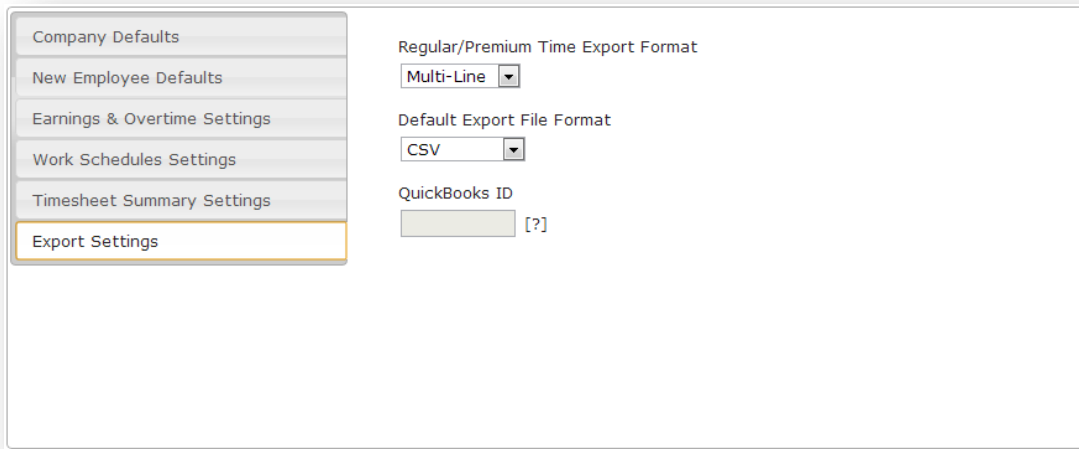
## Timesheet Summary Settings

Company Defaults	Previous Week Timesheet Summary Display
New Employee Defaults	4 Weeks ▾
Earnings & Overtime Settings	Show Transmitted Transactions
Work Schedules Settings	No ▾
Timesheet Summary Settings	
Export Settings	

**Previous Week Timesheet Summary Display** – Select the number of weeks to display on the timesheet summary screen: none, 1, 2, 3, 4 or 5.

**Show Transmitted Transactions** – Choose whether to show or hide transmitted transactions that fall in the Previous Week Summary Display setting.

### *Export Settings*



Company Defaults

New Employee Defaults

Earnings & Overtime Settings

Work Schedules Settings

Timesheet Summary Settings

Export Settings

Regular/Premium Time Export Format

Multi-Line

Default Export File Format

CSV

QuickBooks ID

[?]

**Regular/Premium Time Export Format** – Choose how to export regular and premium hours to file. **Multi-Line** places the regular and premium time for a single transaction on separate lines. **Single Line** places the regular and premium time for a single transaction all on the same line.

**Default Export File Format** – Choose the default export format: CSV, Excel, or QuickBooks.

**QuickBooks ID** – The unique company ID created by QuickBooks.

## Punch Defaults Tab

Basic Information	Defaults	Punch Defaults	Miscellaneous	Welcome/Footer Message	Clock Setup
<b>Enable Lunch Buttons</b> <input checked="" type="checkbox"/>					
<b>Enable Break Buttons</b> <input type="checkbox"/>					
<b>Punch Rounding</b> <input checked="" type="checkbox"/>					
<b>Punch Rounding on Buttons</b> <input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input type="checkbox"/> Switch					
<b>Return Lunch</b> <input checked="" type="checkbox"/> <b>Return Break</b> <input type="checkbox"/>					
<b>Go Lunch</b> <input checked="" type="checkbox"/> <b>Go Break</b> <input type="checkbox"/>					
<b>Rounding Interval</b> <input type="radio"/> 5 minutes <input type="radio"/> 6 minutes <input type="radio"/> 10 minutes <input checked="" type="radio"/> 15 minutes					
<b>Amount of time required to work before punch rounding.</b> <input type="text" value="5"/> mins					
<b>Punch Type Display:</b> <b>Department:</b> <input checked="" type="radio"/> Enable <input type="radio"/> Disable <b>Job:</b> <input checked="" type="radio"/> Enable <input type="radio"/> Disable <b>Phase:</b> <input checked="" type="radio"/> Enable <input type="radio"/> Disable					
<b>Auto Lunches</b> <input type="text" value="No"/>					
<b>Default Auto Lunch Time</b> <input type="text"/> to <input type="text"/> (HH:MM)					

Definitions of the fields on this screen:

**Enable Lunch Buttons** – Enable/disable the Return Lunch and Go Lunch buttons on the timesheet form.

**Enable Break Buttons** – Enable/disable the Return Break and Go Break buttons on the timesheet form.

**Punch Rounding** – Check this box to enable Punch types to use time rounding.

**Punch Rounding on Buttons** – Enable/disable punch rounding on each button on the timesheet form.

**Rounding Interval** – Select the number of minutes by which an actual punch is to be rounded up/down: 5, 6, 10, or 15 minute intervals.

**Amount of time required to work before punch rounding** – Enter how long an employee must work before the next rounding interval.

**Punch Type Display** – Show/Hide the Department, Job or Phase combo boxes for Punch type on the timesheet form.

**Auto Lunches** – Enable/Disable auto lunch option. (Auto lunches are created only for punch employees who have an IN punch before the employee auto lunch start time and an OUT punch after the auto lunch end time.)

**Default Auto Lunch Time** – The default start and end time to default into new employees on the employee info screen.

### *Miscellaneous Tab*

Basic Information Defaults Punch Defaults **Miscellaneous** Welcome/Footer Message Clock Setup

**Field Size Maximum Limits:**

Employee ID's	<input type="text" value="4"/>	(1 - 15)	Global Mobile Access
Dept ID's	<input type="text" value="10"/>	(1 - 10)	<input type="text" value="Employee Specific"/>
Job ID's	<input type="text" value="10"/>	(1 - 10)	
Phase ID's	<input type="text" value="10"/>	(1 - 10)	
Style Sheet	<input type="text" value="Chrome"/>		
Site Status	<input type="text" value="Active"/>		

Definitions of the fields on this screen:

#### **Field Size Maximum Limits**

**Employee ID's** – Select the character size limit for Employee ID's.

**Dept ID's** – Select the character size limit for Department ID's.

**Job ID's** – Select the character size limit for Job ID's (if applicable).

**Phase ID's** – Select the character size limit for Phase ID's (if applicable).

**Style Sheet** – Choose from a variety of style sheets that will be used company wide.

**Site Status** – Enable or disable the status of the site. If marked inactive only admins may log in to the site.

**Global Mobile Access** – Choose between employee specific, which allows admin to control which employees have mobile access to the site. Deny all disables mobile access completely. Allow all will allow all employees to have mobile access.

### *Welcome/Footer Message Tab*

The screenshot shows a web application interface with a tabbed menu at the top. The tabs are: Basic Information, Defaults, Punch Defaults, Miscellaneous, Welcome/Footer Message (which is the active tab), and Clock Setup. The main content area is divided into two sections: 'Welcome Message' and 'Footer Message'. Each section has a text editor with a toolbar containing options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and image. The 'Welcome Message' field contains the text 'Welcome to On-Time Web!'. The 'Footer Message' field contains the text 'By logging in and entering your time, you are certifying that the time you are entering is an accurate account of your time worked.' in an italicized font. A horizontal scrollbar is visible at the bottom of the footer message field.

Definitions of the fields on this screen:

**Welcome Message** – Enter the welcome message you wish to display on the Login screen.

**Footer Message** – Enter the footer message you wish to display at the bottom of every screen.

### *Clock Setup Tab (required hardware: OT1000)*

On-Time Web has the ability to communicate with the exclusive OT1000 time clock offered by Customware, Inc. The OT1000 is ready to hang on the wall out of the box. The information shown on this tab will not be seen until a clock has been issued to the company.

Serial No.
DEMO-001

Not Verified

Last Connect
Never

Status Reported

Clock ID
Demo Clock 1

Description
Clock for Demo Use

DNS Servers
208.67.222.222
208.67.220.220

Remote Data Collection
No

Network
DHCP

Poll Interval
Minutes

Days:
☒ Sun
☒ Mon
☒ Tues
☒ Wed
☒ Thurs
☒ Fri
☒ Sat

Interval:
15
Minutes

Retransmit Date

Timezone
GMT-5 EST, Eastern US

Reboot Clock
No

Default Department
000002 - IT

Primary Contact
- Employee Contact -

Other Contact
- Employee Contact -

Other Contact
- Employee Contact -

First
Previous
1
Next
Last

Update Clock
Cancel
Clock 1 of 1

Definitions of the fields on this screen:

**Serial No** – The serial number of the physical clock. This cannot be changed.

**Last Connect** – The last time the time clock connected to the server.

**Status Reported** – Basic information that came from the clock such as number of new transactions and IP information.

**Clock ID** – An ID to identify a specific clock. Especially useful in a multi-clock installation.

**Description** – A unique description to help identify the clock or its location.

**Callback Servers** – This is the address that the clock will communicate with.

**DNS Servers** – Enter the welcome message you wish to display on the Login screen.

**Remote Data Collection** – Tells the system that this clock uses the Remote Data Collection feature, which means that data is collected from the clock using a USB thumb drive instead of being sent automatically via the Internet.

**Network** – Choose between DHCP for a dynamic network and Static for a dedicated IP address.

**IP Address** – If the Network is static enter the IP address here.

**Subnet Mask** – If the Network is static enter the subnet mask

**Gateway** – If the Network is static enter the gateway address here.

**Poll Interval** – Tells the system when to poll the clock for new transactions. Options include minutes, daily and weekly. Each option allows you to specify the days of the week, the time interval between polls, or time of day of each poll.


**Time zone**– Set the time zone of the clock.

**Reboot Clock** – This option will reboot the clock.

**Default Department** – departments can be assigned to individual clocks. When an employee makes an IN type punch the department assigned to the device will be assigned. The employee can override this by manually entering a department ID on the clock. If no department is assigned to the clock then the department will come from the employee's home department.

**Primary Contact** – The primary contact that will receive clock notifications.

**Other Contact** – Secondary contacts that will receive clock notifications.

When a clock has not yet been verified, a red icon will be seen on the record  Not Verified . Once verified by our servers, the icon will change to a checkmark and say verified.

## Employee Info

The **Employee Information** screen is used to enter information about your employees. Before employees can login they must be setup here. Either the Provider or Company Admin may add, edit or delete employees. **NOTE:** If an employee assigns a supervisor group that he/she is a part of, then that employee will be able to approve his own timesheet records on the Timesheet page.

### Employee Information

Find Employee

-- Choose employee by ID --

-- Choose employee by name --

Employee ID

BOU001 [edit](#)

First Name

Linda

M.I.

C

Last Name

Bourne

Badge ID

0000BOU001

Employee Email

lbourne@on-timeweb.com

Password

\*\*\*\*\*

Confirm Password

\*\*\*\*\*

#### Employee options

Login Type

Employee

Home Dept.

000001 - Administration

Supervisor access

Default Access

Division

- No Division -

Timesheet Entry Type

Punch

Auto Lunch Time

12:00 to 13:00

Allow web punches

Yes

Supervisor Group

Group\_Three

Cut-Off Time

02:00

Default Earning Code

REG - Regular

Mobile Access

Allowed

Default Overtime Code

DBL - Double

Employee Status

Active

Definitions of the fields on this screen:

**Find Employee** – Select an existing Employee from the drop-down list to view or edit.

**Employee ID** – Unique identification of each employee. May be alpha, numeric, or a combination of both.

**First Name** – Employee's first name

**M.I.** – Employee's middle initial

**Last Name** – Employee’s last name

**Employee Email** – Employee’s email address

**Password** – The employee’s password to login to On-Time Web. May be alpha, numeric, symbols, or a combination.

**Password Confirmation** – Type the Password a second time in this field for validation. **NOTE:** If this field does not match the Password field, you will receive an error message when you click Save and will have to re-enter the Password Confirmation before you may Save your entries/changes.

**Login Type** – Select the employee’s login type from the drop-down list.

**Home Dept.** – Select the employee’s default Home Department from the drop-down list.

**Supervisor Access** – If the employee Login Type is set to supervisor then admin may set the supervisor to have the default access or read-only access. Read-only supervisors may not change employee time records.

**Division** – Select the employee’s division from the drop-down list.

**Auto Lunch Time** – The start and end times for the auto lunch option. If these fields are left blank, the employee will not use the auto lunch feature.

**Timesheet Entry Type** – Select either Sheet or Punch for the timesheet mode for selected employee (Punch mode in Pro version only)

**Allow Web Punches** – Allow/Deny timesheet entries to be made on the web if a punch employee is using the OT1000 time clock. **(Required hardware: OT1000 time clock)**

**Default Earning Type** – Select the employee’s default earning type from the drop-down list.

**Supervisor Group** – Select the employee’s supervisor group from the drop-down list. **NOTE:** In order to have their timesheet approved, an employee must be assigned a to Supervisor group. If they are allowed to approve their own time, they may be assigned to their own group.

**Cut-Off Time** – The employee’s absolute cut-off time for in punches for grouping on the previous day. For example, an employee’s cut-off time is set to 03:00 (3:00 am) and they clock in at 2:30 am. Instead of the transaction being grouped on the date the transaction was made, it will group on the previous day. If the employee was to clock in at 3:01 am then the transaction would group on the current date.

**Badge ID** – The employee’s badge identification (not required unless you are using a time clock)

**Inactive** – Check this box if the employee’s status is Inactive (i.e., employee is on leave and a temp employee is in place, employee has been terminated)

**Save** – Click to **Save** your entries/changes.

**New** – Click to bring up a blank form to enter a **New** employee.

**Delete** – Click to **Delete** this employee’s record.

**Cancel** – Click to **Cancel** your entries/changes.

## Supervisor Groups

**Supervisor Groups** allow administrators to organize supervisors into groups for monitoring of employees. Supervisors may be in more than one group. Multiple supervisors in a single group share employees and those supervisors are allowed to approve employee time on their behalf.

**Tip:** For easy setup, group names can be the same as the supervisor's employee ID.


The screenshot shows the 'Supervisor Groups' interface in the 'On-Time Web Development Site'. The top navigation bar includes 'Timesheet', 'Reports', 'File Maintenance', 'System', and 'Logout'. The main title is 'Supervisor Groups'. Below the title, there is a 'Find Group' dropdown menu with '- Find Group -' selected. A 'Group Name' text input field is also present. The 'Supervisors' section features two side-by-side lists. The left list has a 'Filter:' input and shows two entries: 'BOU001 Bourne, Linda C' and 'JON002 Jonchim, Maria K'. Below this list is the text 'Available 2 of 2'. The right list is currently empty with the text 'Selected 0 of 0'. Between the two lists are four buttons: '>', '>>', '<<', and '<'. At the bottom of the screen are three buttons: 'Save', 'Delete', and 'Cancel'.





Definitions of the fields on this screen:

**Find Group** – Select an existing Group from the drop-down list to view or edit.

**Group Name** – Unique name of each group. May be alpha, numeric, or a combination of both.

**Supervisors** – A listing of the employee ID's and names of all supervisors in the system.

Use the **Filter** boxes to filter the list of supervisors containing the characters typed. To cancel the filter click the  icon.

To add supervisors click on the name (**ctrl + click** or **shift + click** to select multiple supervisors) and click the  button to move them to the selected box. Click the  button to select all supervisors. To unselect a supervisor or range of supervisors click the name in the selected box and click the  button. To unselect all supervisors click the  button.

**Save** – Click to **Save** the new entry

**Update** – Click to **Update** an existing record.

**Delete** – Click to **Delete** the existing record.

**Cancel** – Click to **Cancel** your entries/changes.

## Punch Overrides

**Punch Overrides** are punch rules created to override employee punches on the web and through the OT1000 clock. There are 3 policies that can be configured; global, employee specific, or by supervisor group. The policy looks at the time range set and replaces the specific punch type time with the override time set. There is no need to delete the record in order to disable the policy. Saved policies can be enabled or disabled by clicking the appropriate radio button.

**Punch Overrides**

Policy	Punch	Punch Range	Override Time	Actions
-- Choose --	-- Choose --	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
- Choose Type -				

**Created Rules**

Type	Group / Employee ID	Punch Type	Punch Range	Override	Status	Actions
Employee	234566	OUT	16:45 - 17:00	16:45	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	<a href="#">Edit</a>
Group	SHI001	IN	07:45 - 08:00	08:00	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	<a href="#">Edit</a>

Definitions of the fields on this screen:

**Policy** – Global, meaning company wide, employee specific, or supervisor group options. If employee or supervisor group is chosen choose employee or group from bottom drop down list.

**Punch** – The type of punch to set the policy for. The options are In, Out, Return Lunch, and Go Lunch.

**Punch Range** – The beginning and end time range for employee punches.

**Override Time** – The set time to replace any employee punch that falls in the punch range.

## Earning Types

**Earning Types**, also known as Earning Codes, are the pay codes used for employee timesheets. The system comes standard with Straight, Premium, and Double Pay Type codes.

### Earning Type Setup

This tab is used for creating, editing, and deleting earning codes. Below are the descriptions of the fields on this tab.

**Earning Types**

Earning Type Setup    Link Premium Codes

Find Earning Type    - Find Earning Type -

Earning Type    REG [edit](#)

Description    Regular

Pay Type    Straight Time

Sort Order    0

Include For Premium    ☒

Inactive    ☐

Update    Cancel    Delete

Definitions of the fields on this screen:

**Find Earning Type** – Select an existing Earning Type from the drop-down box to view or edit.

**Earning Type** – Identification for this Earning Type (i.e., OVT for Overtime, DBL for Double time)

**Description** – Description of this Earning Type

**Pay Type** – Defines what the multiplier should be. Choose from 1-Straight, 2-Premium, or 3-Double.

**Sort Order** – Determines the order in which the earning codes are displayed in the timesheet earning code drop down boxes and timesheet summary.

**Include for Premium** – Check this box to allow Straight Pay Type codes to “roll-over” to Premium codes.

**Inactive** – Check this box to disable this Pay Type. **NOTE:** A Pay Type can only be inactivated if it is not any employee’s Default Earning Type.

**Save** – Click to **Save** your entries/changes.

**New** – Click to bring up a blank form to enter a **New** Earning Type.

**Delete** – Click to **Delete** this Earning Type record.

**Cancel** – Click to **Cancel** your entries/changes.

### Link Premium Codes

This tab is used to link a specific straight time code to a specific premium code if multiple codes of each exist. This allows employees who use different straight time codes to not have to rely on the employee default overtime code when calculating overtime. Below are the descriptions of the fields on this tab.

Regular Earning Code		Linked Premium Code
REG	Regular	Use Employee Default
RRR	On-Site Regular	ROR On-Site Overtime
RRT	Production Regular	ROT Production Overtime

Save

Definitions of the fields on this screen:

**Regular Earning Code** – Shows the regular straight time earning codes that are marked as *included in premium* and marked as *active*.

**Linked Premium Code** – The premium code that is linked to the straight time earning code. By default straight time earning codes are set to use the employee default overtime code.

## Departments

The **Departments** screen allows management to create the departments used for employees' timesheet entries.

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### Departments

Find Department

Department ID

Description

Inactive ☐

Advanced Search

Definitions of the fields on this screen:

**Find Department** – Select from the drop-down box for an existing Department to view or edit.

**Department ID** – Unique identification for this Department. May be alpha, numeric, or a combination.

**Description** – Description of this Department

**Inactive** – Check this box to disable the selected Department. **NOTE:** A Department can only be disabled if it is not the Default Department for any employee.

**Save** – Click to **Save** your entries/changes.

**New** – Click to bring up a blank form to enter a **New** Department.

**Delete** – Click to **Delete** this Department record.

**Cancel** – Click to **Cancel** your entries/changes.

## Divisions

The **Divisions** screen allows management to setup different divisions in a company. The employee may then be assigned to a division in the employee file maintenance page.

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### Divisions

Find Division

Division ID CUSFKT [edit](#)

Description

Inactive ☐

[Advanced Search](#)

Definitions of the fields on this screen:

**Division ID** – The ID of the created division.

**Description** – The description or name of the created division.

## Work Schedules

The **Work Schedules** screen contains all the functions needed to create full work schedules for company employees.

### Master Work Schedules

The screenshot shows a web application interface for managing work schedules. At the top, there are three tabs: "Master Work Schedules" (active), "Create New Employee Work Schedules", and "Edit Existing Employee Work Schedules". Below the tabs, there is a "Saved Work Schedules" section with a dropdown menu currently showing "-- Choose Work Schedule --". Below this, there are two input fields: "Schedule Name" with the value "WK\_DAY" and "Schedule Description" with the value "Week day - Day Shift". Below these fields are three main sections: "Shift Times" with four time inputs (Start Time: 08:00, Go Lunch: 12:00, Return Lunch: 13:00, End Time: 17:00), "Breaks" with a "Number of Breaks" input set to 2, and "Days Off" with a list of days (Monday through Sunday) each with a checkbox. The checkboxes for Saturday and Sunday are checked. At the bottom, there are four buttons: "New Record", "Update", "Cancel", and "Delete". A red asterisk followed by the text "\* required" is located at the bottom left of the form area.

Definitions of the fields on this screen:

**Saved Work Schedules**– Select an existing work schedule/shift saved from the drop-down box to view or edit.

**Schedule Name**– The name or ID of the saved work schedule.

**Schedule Description**– The description of the saved work schedule.

**Shift Times**– The expected start time, go to lunch time, return from lunch time, and end of shift time the employee should follow.

**Breaks**– The number of breaks allowed for an employee during the work schedule shift.

**Days Off**– The days of the week to default to off when creating employee work schedules.

## Create New Employee Work Schedules

Master Work Schedules

Create New Employee Work Schedules

Edit Existing Employee Work Schedules

Select Employees

From Date

To Date

Work Schedule

04/03/2013

04/09/2013

WK\_DAY

Calculate

Employee	Off	Date	Start Time	Go Lunch	Return Lunch	End Time	Breaks
BOU001							
<input type="checkbox"/>	Wednesday	04/03/2013	08:00	12:00	13:00	17:00	2
<input type="checkbox"/>	Thursday	04/04/2013	08:00	12:00	13:00	17:00	2
<input type="checkbox"/>	Friday	04/05/2013	08:00	12:00	13:00	17:00	2
<input checked="" type="checkbox"/>	Saturday	04/06/2013	08:00	12:00	13:00	17:00	2
<input checked="" type="checkbox"/>	Sunday	04/07/2013	08:00	12:00	13:00	17:00	2
<input type="checkbox"/>	Monday	04/08/2013	08:00	12:00	13:00	17:00	2
<input type="checkbox"/>	Tuesday	04/09/2013	08:00	12:00	13:00	17:00	2
- End of List -							

☐ Overwrite existing schedules?

Create SchedulesCancel

\* required

Definitions of the fields on this screen:

**Select Employees**– Opens a modal with the appropriate list of employees to create work schedules for. Select the desired employees from the list.

**From Date** – Choose the beginning date for the work schedule (Tip: This would usually be the first day of the pay period).

**To Date** – Select the end date for the work schedule (Tip: Short or long work schedules can be created depending on the date range given).

**Work Schedule** – Choose the master work schedule to use during employee work schedule creation.

**Calculate** – Once all the above criteria desired is completed press *Calculate* to display the work schedules to be created.

**Off** – In the work schedule detail section check the *Off* checkboxes on the days that the employee will not be scheduled to work.

**Overwrite existing schedules** – Overwrites any existing schedules during the date range selected and replaces them with the new schedules.

**Create Schedules** – Once the work schedule detail looks correct this will create the employee work schedules.

### *Edit Existing Employee Work Schedules*

Remove	Date	Off	Start Time	Go Lunch	Return Lunch	End Time	Breaks
<input type="checkbox"/>	Wednesday 03/13/2013	<input type="checkbox"/>	08:00	12:00	13:00	17:00	2
<input type="checkbox"/>	Thursday 03/14/2013	<input type="checkbox"/>	08:00	12:00	13:00	17:00	2
<input type="checkbox"/>	Friday 03/15/2013	<input type="checkbox"/>	08:00	12:00	13:00	17:00	2
<input type="checkbox"/>	Saturday 03/16/2013	<input checked="" type="checkbox"/>	08:00	12:00	13:00	17:00	2
<input type="checkbox"/>	Sunday 03/17/2013	<input checked="" type="checkbox"/>	08:00	12:00	13:00	17:00	2
<input type="checkbox"/>	Monday 03/18/2013	<input type="checkbox"/>	08:00	12:00	13:00	17:00	2
<input type="checkbox"/>	Tuesday 03/19/2013	<input type="checkbox"/>	08:00	12:00	13:00	17:00	2

- End of List -

Edit Schedules Cancel

Definitions of the fields on this screen:

**Employees With Schedules** – Only displays those employees who have work schedules created. Choose the employee to show their schedules.

**From Date** – Choose a begin date to filter the employee work schedules.

**To Date** – Choose an end date to filter the employee work schedules.

**Remove** – Check the remove checkbox next to the day that needs to be deleted.

Edit any of the editable values listed each day. Once the new value has been entered click **Edit Schedule** to save the employee work schedule. (Note: Dates shown italicized in the detail section are the first days of the pay periods.)

## Jobs/Phases

The **Jobs/Phases** screen is used to create the different Jobs and/or Phases to be used on employees' timesheet entries.

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### Jobs / Phases

Find Job/Phase ID

Job ID

Phase ID

Job/Phase Description

Use Phase ☐

Completed ☐

Advanced Search

Definitions of the fields on this screen:

**Find Job/Phase ID** – Select an existing Job/Phase from the drop-down box to view or edit.

**Job ID** – Enter an identification for this Job. May be alpha, numeric, or a combination. **NOTE:** If this Job will have Phases, you must first setup and **Save** the Job without phases (see below).

**Phase ID** – Enter an identification for this Phase of this Job. May be alpha, numeric, or a combination. **NOTE:** If this is a new Job that will have phases, do not enter anything in this field.

You must first setup and **Save** the Job without phases. To setup **Phases** for a Job, select **New**, enter the Job ID already setup for which you wish to add a Phase, then enter a Phase ID in this field.

**Job/Phase Description** – Description of the Job. **NOTE:** If you are setting up a **Phase** for a Job, the Job description will default in and you may add a Phase description to it.

**Use Phase** – Check this box to require this Job to use Phases. **NOTE:** If you are setting up a new **Job** for which Phases will be required, you must check this box.

**Completed** – Check this box if this Job or Phase is complete and can no longer be used for employee time.

**Save** – Click to **Save** your entries/changes.

**New** – Click to bring up a blank form to enter a **New** Job or Phase.

**Delete** – Click to **Delete** this Job or Phase record.

**Cancel** – Click to **Cancel** your entries/changes.

## *Validation*

**Validations** are used to limit the Jobs or Phases to which an employee may enter time on their timesheet. When used, only those Jobs/Phases for which Validations are setup will be available for the employee to put time to. When Validations are not used, all Jobs/Phases you setup will be available to employees.

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### Validation

Find Validation ID - Find Validation ID - ▾

Validation ID

Employee ID - Choose Employee - ▾

Job ID No Job Selected ▾

Phase ID - No Phase Selected - ▾

Completed ☐

Save New Delete Cancel

Advanced Search

Definitions of the fields on this screen:

**Find Validation ID** – Select an existing Validation from the drop-down box to view or edit.

**Validation ID** – Number automatically created by the system and assigned to each Validation entered. This field is view only and cannot be edited by the user.

**Employee ID** – Select the Employee from the drop-down box for which you wish to setup a Validation.

**Job ID** – Job ID to which this employee may enter time

**Phase ID** – Phase ID of the Job to which this employee may enter time. **NOTE:** You do not need to setup a separate Validation for both the Job and its Phase, only for the Phase desired. If they may enter time to different Phases for the same Job, you must enter a Validation for each Phase allowed.

**Completed** – Check this box if this Job/Phase is complete and cannot be used any longer for employee time.

**Save** – Click to **Save** your entries/changes.

**New** – Click to bring up a blank form to enter a **New** Validation.

**Delete** – Click to **Delete** this Validation record.

**Cancel** – Click to **Cancel** your entries/changes.



## Timesheet Entry

The **Employee Time Sheet** screen allows for employees to key in or punch their daily time transactions. Supervisors can enter time, as well as view/edit their employees' timesheets, approve/unapprove the entries, and make comments that the employee will see.

There are two types of timesheets, depending on the version of On-Time Web you are using and how the employee is setup.

### Sheet Style

The **Sheet** style employee has complete control over their timesheet entries. An employee may enter/select the Date, Department, Job, Phase, Earning Code, Start time, and End time.

**Employee Time Sheet**

Fri Jan 20 2012 16:39:36 GMT-0500 (Eastern Standard Time)

Employee: STI001 - Smithers, Mike | Smithers, Mike - STI001

Date	Department	Job	Phase	Earning Code	Start	End	Hours
01/20/2012	000002-IT	No Job Selected	No Phase Selected	VAC-Vacation	HH:MM	HH:MM	0.000

Comments:

☐ Hide comment

☐ No End Time | ☐ Break

Definitions of the fields on this screen:

**Employee** – Employee for whom the entry is being made. Employees only have access to their own records. Supervisors have a drop-down box from which to choose the employees that have been assigned to them. The first employee combo box is sorted by employee ID. The second combo box is sorted by employee's last name.

**Date** – Date for which the entry is being made. This field defaults to the current date but may be changed.

**Department** – This field defaults to the employee’s Home Department, or you may select a Department for this time entry from the drop-down list of Departments in the system.

**Job ID** – Select a Job for this time entry from the drop-down list. **NOTE:** If Validations are being used, this list will only contain Jobs on which this employee is allowed to enter time.

**Phase ID** – Select a Phase for this time entry from the drop-down list. The list will only contain the Phases setup for the Job ID selected above. If no Job ID is selected this field will not be active.

**NOTE:** If Validations are being used, this list will only contain Phases on which this employee is allowed to enter time.

**Earning Code** – This field defaults to the employee’s Default Earning Type, or you may select an Earning Code from the drop-down list of Earning Codes in the system.

**Start** – Beginning time for this timesheet entry

**End** – Ending time for this timesheet entry

**Hours** – Auto-fills with the total number of hours based on the Start and End times entered

**No End Time** – Clears the end time and only leaves the “in” time in an employee’s time transaction. This checkbox is used by supervisors.

**Break** – Make the transaction a break.

**Comments** – Supervisors and admin can leave comments on the transaction for the employee to view unless the hide comment checkbox is marked

**Hide Comment** – Hide a comment on a transaction if you do not want the employee to see the comment.

**Save Entry** – Click this button to **Save** the timesheet information you just entered.

**Clear Entry** – Click this button to delete the timesheet information you just entered.

## *Punch Style*

The **Punch** style employee uses a real-time “time clock” style system. Rather than manually entering exact time, employees click a button to begin and end entries. Lunch buttons are also available, if enabled in company setup. Lunch buttons are best used if the company does not want punch rounding enabled during lunch. The system will use actual time if configured correctly. The employee cannot change the Date field in this mode. However, they can select a Department, Job, and Phase, if applicable.

## Employee Time Sheet

Monday, May 24, 2010 4:51:10 PM

Employee: JON002 - Jonchim, Maria K OUT 03/12/2010 EST 16:10

Date	Department	Job	Phase	Punches	Hours
05/24/2010	000001-Administration	No Job Selected	No Phase Selected	IN OUT Switch Return Lunch Go Lunch	0.000

### Summary

Date	Department	Job	Phase	Earning Code	In	Out	Hours	Refresh	Approve
No Transactions on file for the past 1 business weeks.									

This page was served: Monday, May 24, 2010 4:50 pm EDT

On-Time Web v1.25 © 2010 Customware, Inc.

Definitions of the fields on this screen:

**Employee** – Employee for whom the entry is being made. Employees only have access to their own records. Supervisors have a drop-down box from which to choose the employees that have been assigned to them.

**Date** – The current date. It cannot be changed.

**Department** – This field defaults to the employee's Home Department, or you may select a Department for this time entry from the drop-down list of Departments in the system.

**Job ID** – Select a Job for this time punch from the drop-down list. **NOTE:** If Validations are being used, this list will only contain Jobs on which this employee is allowed to punch.

**Phase ID** – Select a Phase for this time punch from the drop-down list. The list will only contain the Phases setup for the Job ID selected above. If no Job ID is selected this field will not be active.

**NOTE:** If Validations are being used, this list will only contain Phases on which this employee is allowed to punch.

**IN** – Use this button to punch In and automatically save your entry.

**OUT** – Use this button to punch Out and automatically save your entry.

**Switch** – Use this button to immediately punch Out of one Job/Phase and In on another Job/Phase and automatically **Save** your entry. For example, if you are punched In on a Department, Job or Phase and want to switch to a different one, you would:

- Login as usual.
- Select the new Department, Job, and/or Phase you wish to punch In on.

- Select **Switch**. The system will automatically punch you **Out** of the previous Department, Job and/or Phase and **In** on the new one. **NOTE:** An **Out** punch (i.e., to go to lunch, at the end of the day, etc.) will automatically punch you Out of a Job/Phase. To resume working in a Job/Phase, you must select them from the drop-down boxes when you punch “IN” again.

**Return Lunch** – Use this button to return from lunch and automatically create an “IN” punch for the selected department, job, phase or none of the above. (Optional)

**Go Lunch** – Use this button to go to lunch. (Optional)

**Return Break** – Use this button to return from break and automatically create an “IN” punch for the selected department, job, phase or none of the above. (Optional)

**Go Break** – Use this button to go to break. (Optional)







**Hours** – Total hours of this timesheet entry. This field cannot be changed.

## Supervisor Edits and Comments


Supervisors may make changes or add comments to their employees’ timesheet records directly from the timesheet entry screen. The supervisor will have a drop-down box with all of their employees listed, including their self, for regular timesheet entries.


In order to view each employee’s timesheet record, select the employee name from the drop-down box. A new field is displayed for adding **Comments** to the record being created or edited. Supervisors now have the option for this employee of creating new entries, deleting entries, editing existing entries, or adding comments. (**NOTE:** Supervisors may delete an employee’s entry, but a record is kept of the original transaction.)

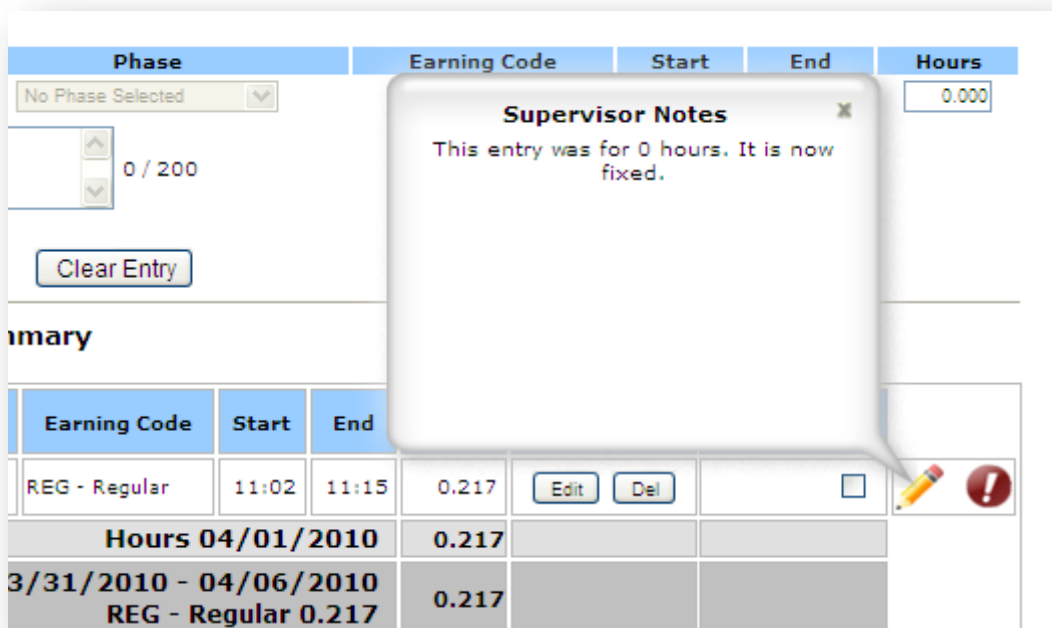
To edit an entry, click the **Edit** image in the refresh column on the **Summary** section that needs to be edited.

Date	Department	Job	Phase	Earning Code	Start	End	Hours	Refresh	Approve		
<b>JON002 - Jonchim, Maria K</b>											
02/27/2012	000001-Administration	No Job Selected	No Phase Selected	REG - Regular	10:00	11:00	1.000	 			
02/27/2012	000001-Administration	No Job Selected	No Phase Selected	REG-Regular	08:00	09:00	No End	Break	1.000	 	
<input type="checkbox"/> Force Prev Day											
Notes: <input type="text"/> <input type="checkbox"/> Hide comment											
<b>Hours 02/27/2012</b>							<b>2.000</b>				
<b>Week 02/22/2012 - 02/28/2012</b>							<b>2.000</b>				
<b>REG - Regular 2.000</b>											

The selected entry is loaded into the timesheet entry fields. (**NOTE:** Supervisor edits are always done in sheet mode, even when editing punch style employees.) Make the desired changes then click the

save/disk image in the Refresh column to complete the transaction. You will now see this icon  in the summary screen beside the transaction. This means the record has been changed by a supervisor. Click the icon to view the original entry created by the employee.

If a comment was added to a transaction, you will see this pencil icon  in the summary screen. Click the icon to display a bubble with the comment shown. Comments should be under 200 characters.



The screenshot shows a 'Supervisor Notes' dialog box with the text: 'This entry was for 0 hours. It is now fixed.' The dialog is positioned over a timesheet entry. The timesheet has columns for Phase, Earning Code, Start, End, and Hours. The entry for 'REG - Regular' shows a start time of 11:02 and an end time of 11:15, with 0.217 hours recorded. The 'Hours' column shows 0.000. The 'Summary' section shows a table with columns for Earning Code, Start, End, and Hours. The entry for 'REG - Regular' shows a start time of 11:02 and an end time of 11:15, with 0.217 hours recorded. The 'Hours' column shows 0.000. The 'Summary' section also shows a table with columns for Earning Code, Start, End, and Hours. The entry for 'REG - Regular' shows a start time of 11:02 and an end time of 11:15, with 0.217 hours recorded. The 'Hours' column shows 0.000.

Definitions of the fields on this screen:

**Force Prev Day** – If the employee clocks in after the designated employee cut-off time the date can be forced to group on the previous day.

Please refer to the **Chapter 4 – Sheet Style** for definitions of timesheet fields.

## Supervisor Approvals

Supervisors will need to approve employee records before they can be transmitted (exported on the data output page).

After verifying that the records are correct, check each checkbox in the **Approve** column and click the **“Approve Entries”** button at the bottom of the screen to save.

You may also check the “**Select All**” checkbox in the column header to select all unapproved entries, and then click the “**Approve Entries**” button at the bottom of the screen to save.

Summary						
Phase	Earning Code	Start	End	Hours	Refresh	Approve Select All <input checked="" type="checkbox"/>
	REG - Regular	11:02	11:15	0.217	Edit Del	<input checked="" type="checkbox"/>
Hours 04/01/2010				0.217		
Week 03/31/2010 - 04/06/2010				0.217		
REG - Regular 0.217						
	REG - Regular	11:02	11:15	4.800	Transmitted	<input type="checkbox"/>

Approve [1] Entries

Approvals can be undone if they have not been transmitted. Once an entry is approved, there will be an **undo** button beside the checkbox. Click the button to reopen the entry for editing, comments, or deletion. **NOTE:** Once an approved entry has been transmitted, you may not make any changes to that timesheet record.

Summary						
Phase	Earning Code	Start	End	Hours	Refresh	Approve Select All <input type="checkbox"/>
	REG - Regular	11:02	11:15	0.217	Edit Del	undo Approved <input checked="" type="checkbox"/>
Hours 04/01/2010				0.217		
Week 03/31/2010 - 04/06/2010				0.217		
REG - Regular 0.217						

## Bulk Transactions

Supervisors and admin can access the *Bulk Transactions* under the timesheet menu. This function allows for supervisors to insert a timesheet entry for multiple dates for any number of their employees. Admin can run the same function for any number of all company employees.

Bulk Transactions

Select Employees

Date

12/21/2012

add

Transaction

Start Time	End Time	Earning Code	Department	Job	Phase
		REG-Regular	-No Dept Selected-	- No Job Selected -	- No Phase Selected -

View Transactions

Transactions

Click the *Select Employees* button to open a modal where a list of employees will be shown. A supervisor is limited to their employees while the admin may select from all or filter to specific supervisor groups. Select the employees and then click the Select Employees button on the popup to return to the main screen.

Bulk Transactions

Select Employees

Date

12/21/2012

add

Transaction

Start Time	End Time	Earning Code	Department	Job	Phase
		REG-Regular	-No Dept Selected-	- No Job Selected -	- No Phase Selected -

View Transactions

Transactions

Select Employees

Filter by Supervisor Group

- No Supervisor Group -

Select All	Employee ID	First Name	Last Name
<input type="checkbox"/>	123456	Brandon	Shifflet
<input checked="" type="checkbox"/>	234566	John	Doe
<input type="checkbox"/>	236566	Jane	Doe
<input checked="" type="checkbox"/>	BOB001	dsfsfsdfvbgfb	Bearding
<input type="checkbox"/>	BOU001	Linda	Bourne
<input type="checkbox"/>	CA	Brandon	Shifflet

Select Employees

Cancel

Enter or select a date from the date field and click add to create that date in the transaction list. Enter as many dates as needed. If you want to remove a date click the red X next to the date in the list. Complete the transaction properties (start time, end time, earning code, department, job, and phase) and click *View Transactions*. If there are existing transactions, a list of conflicts will display in the transactions area. These must be edited or deleted before the bulk transaction will insert a transaction for the conflicting employee.

{ 40 }

## Bulk Transactions

Select Employees

Date

01/25/2013

add

Monday 01/21/2013

Tuesday 01/22/2013

Wednesday 01/23/2013

Thursday 01/24/2013

Friday 01/25/2013

Transaction

Start Time	End Time	Earning Code	Department	Job	Phase
08:00	16:00	REG-Regular	000001 - Administration	- No Job Selected -	- No Phase Selected -

View Transactions

If there are no conflicts the list of new transactions will display. Click the *Create Bulk Transactions* to create the new transactions.

## Transactions

Create Bulk Transactions

Employee	Date	Employee Time	Earning Code	Department	Job	Phase
234566	01/21/2013	08:00 - 16:00	HOL	000001	*NoJob	*NoPhs
236566	01/21/2013	08:00 - 16:00	HOL	000001	*NoJob	*NoPhs
BOU001	01/21/2013	08:00 - 16:00	HOL	000001	*NoJob	*NoPhs
-----						
234566	01/22/2013	08:00 - 16:00	HOL	000001	*NoJob	*NoPhs
236566	01/22/2013	08:00 - 16:00	HOL	000001	*NoJob	*NoPhs
BOU001	01/22/2013	08:00 - 16:00	HOL	000001	*NoJob	*NoPhs
-----						
234566	01/23/2013	08:00 - 16:00	HOL	000001	*NoJob	*NoPhs
236566	01/23/2013	08:00 - 16:00	HOL	000001	*NoJob	*NoPhs
BOU001	01/23/2013	08:00 - 16:00	HOL	000001	*NoJob	*NoPhs

## Reallocate Time

Supervisors and admin have an extra menu item under Timesheet that opens the reallocation of time page. This function allows for a mass update or reallocation of time entries for a given supervisor group. The following scenario is when this function would be useful. A group is punched in on a factory line department, but the line went down for 30 minutes. The supervisor may need to change the employees' punches for those 30 minutes to a direct labor department. They can come to this screen

and reallocate the transactions for that time. Supervisors are limited to their groups while admin may choose any group. Exceptions for the edited and added transactions will be made and shown on the Exception report.

**Reallocate Time**

**Search for Transactions**

**Supervisor Group**  
SUP123

**Date**  
11/02/2012

**Start Time**  
10:00

**End Time**  
11:00

**New Entry**

Start Time	End Time	Department	Job	Phase
10:00	10:30	000003 - Accounting	- No Job Selected -	- No Phase Selected -

Get Employee Transactions

First thing to do on this screen is to filter for a specific time range on a date for the selected supervisor group. Enter the new time entry with the new department, job, or phase that needs to be allocated in for the employees. Press the **Get Employee Transactions** button to see a list of current employee transactions below the form.

Search for Transactions

Supervisor Group

SUP123

Date

11/02/2012

Start Time

10:00

End Time

11:00

New Entry

Start Time	End Time	Department	Job	Phase
10:00	10:30	000003 - Accounting	- No Job Selected -	- No Phase Selected -

Get Employee Transactions

Transactions

Review New Entries

<input type="checkbox"/> Select All	Employee	Date	Employee Time	Department	Job	Phase
<input type="checkbox"/>	COL6491	11/02/2012	10:00 - 11:00	000001	*NoJob	*NoPhs
<input type="checkbox"/>	COL7799	11/02/2012	10:00 - 11:00	000001	*NoJob	*NoPhs
<input type="checkbox"/>	COL1841	11/02/2012	10:00 - 11:00	000001	*NoJob	*NoPhs
<input type="checkbox"/>	FCN8612	11/02/2012	10:00 - 11:00	000001	*NoJob	*NoPhs
<input type="checkbox"/>	FCN3959	11/02/2012	10:00 - 11:00	000001	100001	A
<input type="checkbox"/>	LFM6892	11/02/2012	10:00 - 10:30	000001	*NoJob	*NoPhs
<input type="checkbox"/>	COL8007	11/02/2012	10:00 - 11:00	000001	*NoJob	*NoPhs

Check all transactions that need to be reallocated with the new entry and click the **Review New Entries** button.

Transactions

Reallocate Employee Time

\* New entries are in bold.

Employee	Date	Employee Time	Hours	Department	Job	Phase
COL6491	11/02/2012	10:00 - 10:30	0.50	000003	*NoJob	*NoPhs
<b>COL6491</b>	<b>11/02/2012</b>	<b>10:30 - 11:00</b>	<b>0.50</b>	<b>000001</b>	<b>*NoJob</b>	<b>*NoPhs</b>
COL7799	11/02/2012	10:00 - 10:30	0.50	000003	*NoJob	*NoPhs
<b>COL7799</b>	<b>11/02/2012</b>	<b>10:30 - 11:00</b>	<b>0.50</b>	<b>000001</b>	<b>*NoJob</b>	<b>*NoPhs</b>
COL1841	11/02/2012	10:00 - 10:30	0.50	000003	*NoJob	*NoPhs
<b>COL1841</b>	<b>11/02/2012</b>	<b>10:30 - 11:00</b>	<b>0.50</b>	<b>000001</b>	<b>*NoJob</b>	<b>*NoPhs</b>
FCN8612	11/02/2012	10:00 - 10:30	0.50	000003	*NoJob	*NoPhs
<b>FCN8612</b>	<b>11/02/2012</b>	<b>10:30 - 11:00</b>	<b>0.50</b>	<b>000001</b>	<b>*NoJob</b>	<b>*NoPhs</b>
LFM6892	11/02/2012	10:00 - 10:30	0.50	000003	*NoJob	*NoPhs

The grid will now show the supervisor what the employees' time entries will look like with the new allocated time inserted in. If the transactions look correct press the Reallocate **Employee Time button** to write the new changes.

## Reports Menu

On-Time Web comes standard with nine reports. The header of each report contains your company logo, name, and address information. Some reports are prepared in portrait style and others are in landscape.

**Employees** – may only run the **Timesheet Report** for themselves.

**Supervisors** – may run the **Timesheet Report**, **Simple Time Card Report**, and the **Exception Report** for themselves and the employees assigned to them.

**Company Admin** – may run every report for every employee.

### *Timesheet Report*

The **Timesheet Report** shows the details of each timesheet entry for the selected employee. The records are grouped by the date the transactions occurred. For each employee the report shows subtotals for each date, their total number of hours for the date range selected, and a breakdown of their hours by Earning Code. It also shows a grand total of hours and breakdown of hours by Earning Code at the end.

### Timesheet Report

From Employee	123456 - Shifflet, Brandon		
To Employee	236566 - Doe, Jane N		
From Department	000001 - Administration	From Job	- No Job -
To Department	Default - Default Dept	To Job	100004 - PLAT 104 LOT 4
From Supervisor	- No Supervisor Group -	From Phase	- No Phase -
To Supervisor	SUP123	To Phase	P - INTERIOR/FINISHING (100004)
From Division	- No Division -	<input checked="" type="checkbox"/> Include Phases	
To Division	CUSLEX		
From Date	<input type="text"/>		
To Date	<input type="text"/>		
Orientation	Landscape		

☐ Show Actual Time  
☒ Display standard time format  
☐ Employee page break  
☐ Show supervisor notes  
☒ Show inactive employees' data.

Transaction Options  
☒ Show Approved    ☒ Show Transmitted  
☒ Show Unapproved    ☒ Show Non-Transmitted

Definitions of the fields on this screen:

**From/To Employee** – Filters the report based on the Employees selected in the From and To drop-down boxes.

**From/To Department** – Filters the report based on the Departments selected in the From and To drop-down boxes.

**From/To Supervisor** – Filters the report based on the Supervisors selected in the From and To drop-down boxes.

**From/To Division** – Filters the report based on the Divisions selected in the From and To drop-down boxes.

**From/To Job** – Filters the report based on the Jobs selected in the From and To drop-down boxes.

**From/To Phase** – Filters the report based on the Phases selected in the From and To drop-down boxes.

**Include Phases** – Box is checked by default to include the Phases from the drop-down box in the filter. Uncheck the box to only use Jobs.

**From/To Date** – Filters the report based on the date range selected in the From and To text boxes. If no date range is selected the report will print using all dates in the system that meet the criteria selected.

**Orientation** – Print in landscape or portrait orientation.

**Show Actual Time** – Show the employees' actual punch start and end times if punch rounding is enabled.

**Display standard time format** – This option will show the start and end times in standard time rather than 24-hour format.


**Employee page break** – Check this box to begin a new page on the report after each employee.

**Show supervisor notes** – Check this box to print supervisor comments if available under each transaction.

**Show inactive employees' data** – Check this box to print transactions from employees that have been marked inactive.

**Generate Report** – Prints the report into a PDF format

**Cancel** – Clears the selections you've chosen in the drop-down boxes



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### Timesheet Report

Employee ID	Department	Employee Name	Phase	Approved	Start	End	Hours	Premium
Date		Job					Straight	
<b>JON001</b>								
03/02/2010 Jonchim, Maria K								
03/02/2010	000001 - Administration	*NoJob	*NoPhs	<input type="checkbox"/>	00:15	05:15	REG 5.000	
03/02/2010	000001 - Administration	*NoJob	*NoPhs	<input type="checkbox"/>	07:15	10:45	REG 3.000	OVT 0.500
03/02/2010	000001 - Administration	*NoJob	*NoPhs	<input type="checkbox"/>	12:15			
03/02/2010 SubTotal:							8.000	0.500
Employee SubTotal:							8.000	0.500

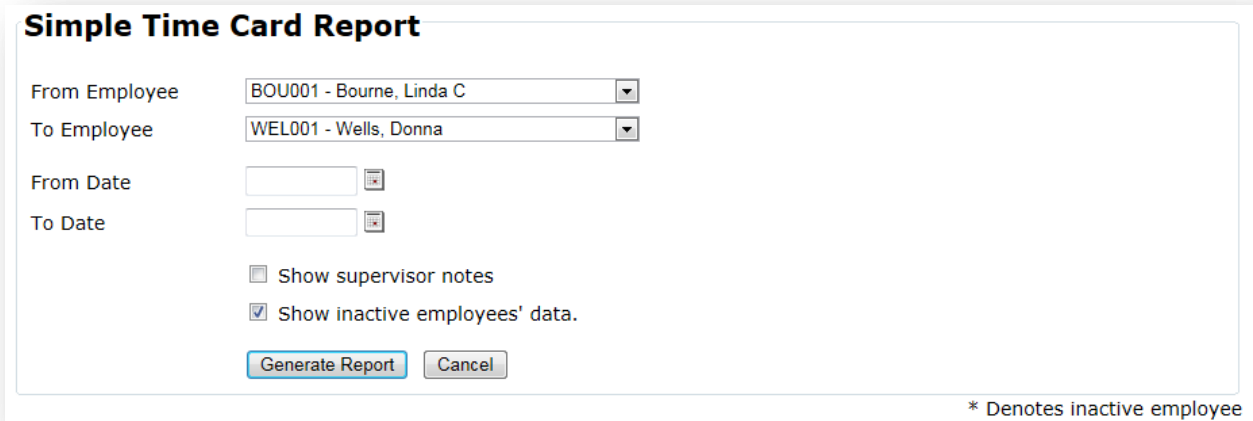
Employee Breakdown: Earning Codes	
REG - Regular	8.000
OVT - Overtime	0.500

Total Breakdown: Earning Codes	
REG - Regular	8.000
OVT - Overtime	0.500

Grand Total: 8.000 0.500

## Simple Time Card Report

The **Simple Time Card Report** gives a brief summary of the employee's timesheet entries.



The screenshot shows a web-based form titled "Simple Time Card Report". It contains the following fields and controls:

- From Employee:** A dropdown menu with the selected value "BOU001 - Bourne, Linda C".
- To Employee:** A dropdown menu with the selected value "WEL001 - Wells, Donna".
- From Date:** A text input field with a calendar icon to its right.
- To Date:** A text input field with a calendar icon to its right.
- Options:** Two checkboxes are present: "Show supervisor notes" (unchecked) and "Show inactive employees' data." (checked).
- Buttons:** Two buttons at the bottom: "Generate Report" (highlighted with a blue border) and "Cancel".
- Footnote:** A small text note at the bottom right corner of the form area: "\* Denotes inactive employee".

Definitions of the fields on this screen:

**From/To Employee** – Filters the report based on the employees selected in the From and To drop-down boxes

**From/To Date** – Filters the report based on the date range selected in the From and To text boxes. If no date range is selected the report will print using all dates in the system that meet the criteria selected.

**Show supervisor notes** – Check this box to print supervisor comments if available under each transaction.

**Show inactive employees' data** – Check this box to print transactions from employees that have been marked inactive.

**Generate Report** – Prints the report into a PDF format

**Cancel** – Clears the selections you've chosen in the drop-down boxes



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### Simple Time Card Report

Employee ID	Employee Name	Date	Earning Code/Hours			
JON001	Jonchim, Maria K	02/24/2010	REG	4.000		
		02/24/2010			OVT	4.000
		02/25/2010	REG	4.000		
		02/25/2010	REG	4.000	OVT	1.000
		02/26/2010	VAC	3.000		
		02/26/2010	REG	5.000		
		SubTotal:		20.000		5.000
		Grand Total:		20.000		5.000

## Work Schedules

The **Work Schedule Report** allows for employees, supervisors or admin to view and print employee work schedules for a date range.

### Work Schedules

From Employee	BOU001 - Bourne, Linda C
To Employee	JON003 - Doe, Jane
From Date	03/06/2013
To Date	03/12/2013
<input checked="" type="checkbox"/> Employee page break	
<input checked="" type="checkbox"/> Display standard time format	
<input type="button" value="Generate Report"/> <input type="button" value="Cancel"/>	

Definitions of the fields on this screen:

**From/To Employee** – Filters the report based on the employees selected in the From and To drop-down boxes

**From/To Date** – Filters the report based on the date range selected in the From and To text boxes. If no date range is selected the report will print using all dates in the system that meet the criteria selected.

**Employee page break** – Page break on each new employee. This makes it easier to hand out work schedules.

**Display standard time format** – Toggles between 12-hour and 24-hour format.

Work Schedules						
Employee ID	Employee Name					
Date		Start Time	Go Lunch	Return Lunch	End Time	Breaks
BOU001	Bourne, Linda C					
Friday	03/08/2013	08:00 am	12:00 pm	01:00 pm	05:00 pm	2
Monday	03/11/2013	08:00 am	12:00 pm	01:00 pm	05:00 pm	2
Tuesday	03/12/2013	09:00 am	01:00 pm	02:00 pm	06:00 pm	2
Wednesday	03/13/2013	08:00 am	12:00 pm	01:00 pm	05:00 pm	2
Thursday	03/14/2013	08:00 am	12:00 pm	01:00 pm	05:00 pm	2
Friday	03/15/2013	08:00 am	12:00 pm	01:00 pm	05:00 pm	2
** Schedule Created By: SA						

## Schedule/Actual Comparison Report

The **Schedule/Actual Comparison Report** shows the time comparisons between the employee work schedule and the actual time the employee made the associated punch.

The screenshot shows a web-based form titled "Schedule/Actual Comparison Report". It contains several dropdown menus and text input fields for filtering the report. The fields are: "From Employee" (123456 - Shifflet, Brandon), "To Employee" (WEL001 - Wells, Donna), "From Department" (000001 - Administration), "To Department" (Default - Default Dept), "From Supervisor" (- No Supervisor Group -), "To Supervisor" (SUP123), "From Division" (- No Division -), "To Division" (CUSLEX), "From Date" (empty), "To Date" (empty), and a checkbox for "Employee page break". At the bottom are "Generate Report" and "Cancel" buttons.

Definitions of the fields on this screen:

**From/To Employee** – Filters the report based on the employees selected in the From and To drop-down boxes

**From/To Department** – Filters the report based on the Departments selected in the From and To drop-down boxes.

**From/To Supervisor** – Filters the report based on the Supervisors selected in the From and To drop-down boxes.

**From/To Division** – Filters the report based on the Divisions selected in the From and To drop-down boxes.

**From/To Date** – Filters the report based on the date range selected in the From and To text boxes. If no date range is selected the report will print using all dates in the system that meet the criteria selected.

**Employee page break** – Page break on each new employee.

### Schedule/Actual Comparison Report

Employee Date	---- Start Shift ----		---- Start Lunch ----		---- End Lunch ----		---- End Shift ----		---- Hours ----	
	Sched	Act	Schd	Act	Schd	Act	Schd	Act	Schd	Act
<b>BOU001</b>	<b>Bourne, Linda C</b>									
Wednesday 03/13/2013	08:00		12:00		13:00		17:00		8.00	0.00
Thursday 03/14/2013	08:00		12:00		13:00		17:00		8.00	0.00
Friday 03/15/2013	08:00		12:00		13:00		17:00		8.00	0.00
Saturday 03/16/2013	OFF		OFF		OFF		OFF		0.00	0.00
Sunday 03/17/2013	OFF		OFF		OFF		OFF		0.00	0.00
Monday 03/18/2013	08:00	08:00	12:00		13:00		17:00		8.00	0.00
Tuesday 03/19/2013	08:00		12:00		13:00		17:00		8.00	0.00
<b>Employee Totals</b>	<b>Early 0 time(s)</b>		<b>Early 0 time(s)</b>		<b>Early 0 time(s)</b>		<b>Early 0 time(s)</b>		<b>40.00</b>	<b>0.00</b>
	<b>Late 0 time(s)</b>		<b>Late 0 time(s)</b>		<b>Late 0 time(s)</b>		<b>Late 0 time(s)</b>			
	<b>Absent 4 time(s)</b>				<b>0 short lunches</b>		<b>1 short day(s)</b>			
					<b>0 long lunches</b>		<b>0 long day(s)</b>			

### Missed Punch Report

The **Missed Punch Report** shows which employees did not complete or missed a single punch transaction from the timesheet.

#### Missed Punch Report

From Employee

To Employee

From Department

To Department

From Supervisor

To Supervisor

From Division

To Division

From Date

To Date

☒ Show inactive employees' data.

\* Denotes inactive employee

Definitions of the fields on this screen:

**From/To Employee** – Filters the report based on the Employees selected in the From and To drop-down boxes.


**From/To Department** – Filters the report based on the Departments selected in the From and To drop-down boxes.

**From/To Supervisor** – Filters the report based on the Supervisors selected in the From and To drop-down boxes.

**From/To Division** – Filters the report based on the Divisions selected in the From and To drop-down boxes.

**From/To Date** – Filters the report based on the date range selected in the From and To text boxes. If no date range is selected the report will print using all dates in the system that meet the criteria selected.

**Show inactive employees' data** – Check this box to print transactions from employees that have been marked inactive.



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Missed Punch Report

Date	Employee	Dept. ID	Start Time	End Time
03/02/2010	JON002	Jonchim, Maria K	13:15:00	

## Exception Transaction Report

The **Exception Transaction Report** shows any changes, deletions or additions made by the supervisor compared to the original timesheet entry created by the employee. A user may choose the **type** Punch Rounding/Actual Time to see the difference between the rounded times saved compared to the actual times they punched.

The screenshot shows a web-based form titled "Exception Transaction Report". The form is organized into two main columns. The left column contains dropdown menus for "From Employee", "To Employee", "From Department", "To Department", "From Supervisor", "To Supervisor", "From Division", "To Division", "From Date", and "To Date". The right column contains a "Show Type" section with radio buttons for "Regular Exceptions" (selected) and "Punch Rounding/Actual Time", followed by dropdown menus for "From Job", "To Job", "From Phase", and "To Phase". There is also a checkbox for "Include Phases" which is checked. At the bottom left, there is a checkbox for "Show inactive employees' data." and two buttons: "Generate Report" and "Cancel". At the bottom right, there is a footnote: "\* Denotes inactive employee".

Field	Value
From Employee	BOB001 - Bearding, dsfsdfvbgfb
To Employee	BOB001 - Bearding, dsfsdfvbgfb
From Department	000001 - Administration
To Department	Default - Default Dept
From Supervisor	1234
To Supervisor	Group_Two
From Division	- No Division -
To Division	CUSLEX
From Date	
To Date	
Show Type	Regular Exceptions
From Job	- No Job -
To Job	100004 - PLAT 104 LOT 4
From Phase	- No Phase -
To Phase	P - INTERIOR/FINISHING (100004)
Include Phases	<input checked="" type="checkbox"/>
Show inactive employees' data.	<input checked="" type="checkbox"/>

Definitions of the fields on this screen:

**From/To Employee** – Filters the report based on the Employees selected in the From and To drop-down boxes.

**From/To Department** – Filters the report based on the Departments selected in the From and To drop-down boxes.

**From/To Supervisor** – Filters the report based on the Supervisors selected in the From and To drop-down boxes.

**From/To Division** – Filters the report based on the Divisions selected in the From and To drop-down boxes.

**From/To Job** – Filters the report based on the Jobs selected in the From and To drop-down boxes.

**From/To Phase** – Filters the report based on the Phases selected in the From and To drop-down boxes.

**Include Phases** – Box is checked by default to include the Phases from the drop-down box in the filter. Uncheck the box to only use Jobs.


**From/To Date** – Filters the report based on the date range selected in the From and To text boxes. If no date range is selected the report will print using all dates in the system that meet the criteria selected.

**Show Type** – Choose the report type you want to view. Regular exceptions or punch rounding compared to actual time punched.

**Show inactive employees' data** – Check this box to print transactions from employees that have been marked inactive.

**Generate Report** – Prints the report into a PDF format

**Cancel** – Clears the selections you've chosen in the drop-down boxes



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Exception Transaction Report

Employee ID	Date	Dept	Employee Name	Job	Phase	Type	Start	End	Date	Dept	Job	Original Phase	Type	Start	End
JON001			Jonchim, Maria K												
	03/02/2010														
EDITED	000001		*NoJob		*NoPhs	REG	00:15	05:15	03/02/2010	000001	*NoJob	*NoPhs	REG	12:14	13:19

## Employee Master Report

The **Employee Master Report** displays all basic information and configuration settings about employees.

### Employee Master List

From Employee: BEA001 - Bearding, Richard

To Employee: STI001 - Smithers, Mike

Sort By:

- ☒ Employee ID
- ☐ Last Name
- ☐ Department

Print:

- ☐ Active Employees Only
- ☐ Inactive Employees Only
- ☒ Both

Generate Report Cancel

Definitions of the fields on this screen:


**From/To Employee** – Filters the report based on the Employees selected in the From and To drop-down boxes

**Sort By** – Select whether you wish to sort the report data by Employee ID, Last Name, or Department. Defaults to Employee ID.

**Print** – Select whether to print Active Employees, Inactive Employees, or Both on the report. Defaults to Both.

**Generate Report** – Prints the report into a PDF format

**Cancel** – Clears the selections you’ve chosen in the drop-down boxes



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### Employee Master List

<b>JON001</b>	<b>Jonchim, Maria K</b>	Status:	Active
Badge ID:	0000JON001		
Login Type:	SUP - Supervisor		
Earning Type:	REG - Regular		
Entry Method:	Punch		
Supervisor ID:	BOU001		
Home Dept:	000001 - Administration		

## Supervisor Groups Master Report

The **Supervisor Groups Master Report** displays the supervisor group name and lists the supervisors assigned to the group. A list of employees who have the group assigned to them are shown also.

**Supervisor Groups Master Report**

From Group

Group\_One ▾

To Group


Group\_Two ▾

Generate Report

Cancel

Definitions of the fields on this screen:

**From/To Groups** – Filters the report based on the Groups selected in the From and To drop-down boxes

Your Logo Here

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**Supervisor Groups Master Report**

**Group:** Group\_One

**Supervisors**  
BOU001 Bourne, Linda C

**Employees**  
BEA001 Bearding, Richard  
JON002 Jonchim, Maria K

**Group:** Group\_Three

**Supervisors**  
BOU001 Bourne, Linda C  
JON002 Jonchim, Maria K

## Earning Types Report

The **Earning Types Report** lists the current Earning Types setup in the system.

**Earning Types Report**  
  


Print  
☐ Active Earning Types Only  
☐ Inactive Earning Types Only  
☒ Both

Definitions of the fields on this screen:

**Print** – Select whether to print Active Earning Types, Inactive Earning Types, or Both on the report. Defaults to Both.

**Generate Report** – Prints the report into a PDF format

**Cancel** – Clears the selections you’ve chosen in the drop-down boxes



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Earning Types			
Earning Type	Pay Type	Include Premium	Status
DBL - Double	3 - Double	No	Active
HOL - Holiday	1 - Straight	No	Active
OVT - Overtime	2 - Premium	No	Active
REG - Regular	1 - Straight	Yes	Active
VAC - Vacation	1 - Straight	No	Active

## Departments Report

The **Departments Report** lists the current Departments setup in the system.

**Departments Report**  
  


Print  
☐ Active Departments Only  
☐ Inactive Departments Only  
☒ Both

Definitions of the fields on this screen:

**Print** – Select whether to print Active Departments, Inactive Departments, or Both on the report.  
Defaults to Both.

**Generate Report** – Prints the report into a PDF format

**Cancel** – Clears the selections you’ve chosen in the drop-down boxes



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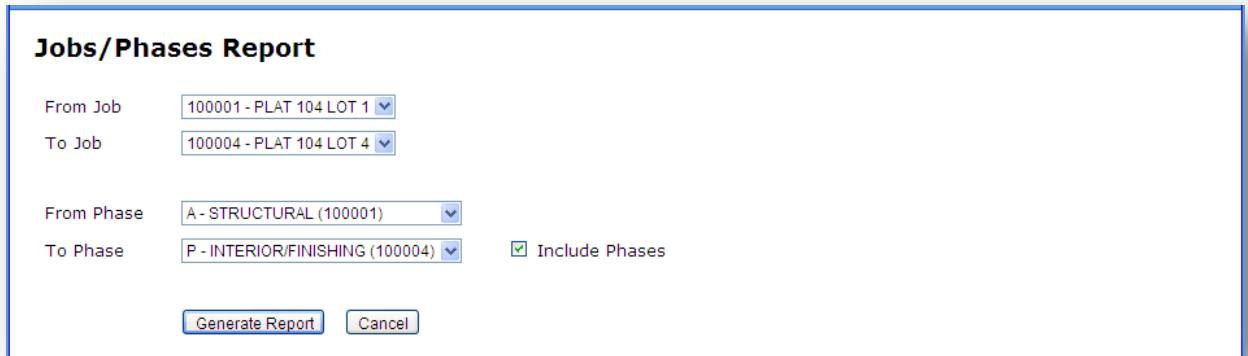
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**Departments**

Department	Status
000001 - Administration	Active
000002 - IT	Active
000003 - Accounting	Active

## Jobs/Phases Report

The **Jobs/Phases Report** lists the current Jobs and Phases used in the system.



The screenshot shows a dialog box titled "Jobs/Phases Report". It contains four drop-down menus: "From Job" (100001 - PLAT 104 LOT 1), "To Job" (100004 - PLAT 104 LOT 4), "From Phase" (A - STRUCTURAL (100001)), and "To Phase" (P - INTERIOR/FINISHING (100004)). There is a checkbox labeled "Include Phases" which is checked. At the bottom, there are two buttons: "Generate Report" and "Cancel".

Definitions of the fields on this screen:

**From/To Job** – Filters the report based on the Jobs selected in the From and To drop-down boxes

**From/To Phase** – Filters the report based on the Phases selected in the From and To drop-down boxes

**Include Phases** – Box is checked by default to include the Phases from the drop-down box in the filter. Uncheck the box to only use Jobs.

**Generate Report** – Prints the report into a PDF format

**Cancel** – Clears the selections you've chosen in the drop-down boxes



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### Jobs/Phases

Job Phase	Use Phase	Completed
100001 - ##### - PLAT 104 LOT 1	Yes	
A - STRUCTURAL		No
B - MECHANICAL		No
C - EXTERIOR		No
D - INTERIOR/FINISHING		No
100002 - ##### - PLAT 104 LOT 2	Yes	
E - STRUCTURAL		No

## Validation Report

The **Validation Report** lists the current Validation records used in the system.

### Validation Report

From Employee

BEA001 - Bearding, Richard

To Employee

STI001 - Smithers, Mike

From Job

- No Job -

To Job

100004 - PLAT 104 LOT 4

From Phase

- No Phase -

To Phase

P - INTERIOR/FINISHING (100004)

☒ Include Phases

Generate Report

Cancel

Definitions of the fields on this screen:

**From/To Employee** – Filters the report based on the Employees selected in the From and To drop-down boxes


**From/To Job** – Filters the report based on the Jobs selected in the From and To drop-down boxes

**From/To Phase** – Filters the report based on the Phases selected in the From and To drop-down boxes

**Include Phases** – Box is checked by default to include the Phases from the drop-down box in the filter. Uncheck the box to only use Jobs.

**Generate Report** – Prints the report into a PDF format

**Cancel** – Clears the selections you’ve chosen in the drop-down boxes



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**Validation**

Employee ID	Employee Name	Job	Phase	Status
DOE001	Doe, John M	100001 - EXTERIOR	C - EXTERIOR	Active

## Company Info Report

The **Company Information** report lists the current settings entered in the Company Setup screen.

<b>Company Information</b>
<a href="#">Generate Report</a>

Definitions of the fields on this screen:

**Generate Report** – Prints the report into a PDF format



## Demo Company

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### Company Information

Company ID: **DEMO**

Company Name: Demo Company

Address: 3 Physicians Park  
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Time Zone Offset: GMT-5 EST, Eastern US

First Day of Week: Wednesday

Default Earning Code: REG

Default Overtime Code: OVT

Use Jobs: Yes

Overtime Method: Daily

Overtime Daily Limit: 8.00 hours

Punch Rounding: No

Rounding Interval: N/A

Time Required to work  
before punch rounding: N/A

Punch Type Display: Dept: Disabled  
Job: Enabled  
Phase: Disabled

Timesheet Summary Display: 5 Weeks

Default Export Format: quickbooks

QuickBooks ID: 1258753524

#### Field Size Maximum Limits:

Employee ID's: 15

Dept ID's: 10

Job ID's: 10

Phase ID's: 10

## System Menu

The **System** menu contains system functions that are used by Supervisors, Company Administrators, Super Administrators and Providers.

**Employees** – Every employee, no matter what their login type is, may view the On-Time Web manual.

**Supervisors** – may also view the Send Message option.

**Company Administrators, Super Administrators and Providers** – may view everything.

The screenshot displays the On-Time Web Development interface. At the top left is the logo "On-Time Web Your Logo Here". The title "Development" is centered at the top. On the top right, it says "Logged in as: SA". Below the title bar is a navigation menu with options: Timesheet, Reports, File Maintenance, System (highlighted), and Logout. The main content area is divided into two columns. The left column contains a welcome message for the Customware Admin (Super Admin), a prompt to choose a menu option, a link to System Messages, and a status report showing 70 active registered employees out of a total user count of 1499. A warning icon and message indicate that the last data backup occurred on September 8th, 2011, at 04:59, with a link to click here to backup now. The right column contains a dropdown menu for the System menu, listing options: Data Output, Backup/Restore Data, Import Data, Purge Records, Send Message, Label Maker, Allowed IP Addresses, Contact Provider, and On-Time Web Manual. The word "Admin." is visible to the right of the dropdown menu.

## Data Output

The **Data Output** page is the transmittal process that allows management to output timesheet records to a CSV, Microsoft® Excel, or QuickBooks format. This makes it easier to import these records into your company's payroll software. **NOTE:** Once the timesheet entries have been transmitted they are marked "Transmitted" and can no longer be changed.

### Data Output

Transmit

☒ New Approved Transactions  
☐ All Approved Transactions

Output Format

☐ CSV  
☐ MS Excel  
☒ QuickBooks

QuickBooks ID  [?]

From Employee

To Employee

From Department

To Department

From Job

To Job

From Phase

To Phase

☒ Include Phases

From Date

To Date

Print Column Headers

☒ Headers On  
☐ Headers Off

Definitions of the fields on this screen:

**Transmit** – Select whether to transmit only **New Approved Transactions** or **All Approved Transactions**. Defaults to New Approved Transactions. **NOTE:** Selecting All Approved Transactions will re-transmit all previously transmitted transactions as well as any New Approved Transactions.

**Output Format** – Format in which your data will be transmitted. Choose from: **CSV** (comma-separated value) text file, **Microsoft Excel** spreadsheet, or **QuickBooks** .IIF file.

**QuickBooks ID** – Company specific identification number found in QuickBooks

**From/To Employee** – Select the Employee range for data output from the drop-down boxes.

**From/To Department** – Select the Department range for data output from the drop-down boxes.

**From/To Job** – Select the Job range for data output from the drop-down boxes.

**From/To Phase** – Select the Phase range for data output from the drop-down boxes.

**Include Phases** – (Checked by default.) Uncheck this box if you do not wish to include Phases in your transmitted data.

**From/To Date** – Select the Date range for data output from the drop-down boxes.

**Print Column Headers** – Select whether or not to show the column headers in the generated file. Headers On (selected by default) will show the column headers. Select Headers Off if you do not want the column headers to show.

**Export Data** – Click to transmit your data.

### *Backup/Restore Data*

The **Backup/Restore Data** screen allows Administrators to backup the data stored in the database tables. The frequency of backups will vary from company to company. However, it is recommended that the Company Admin run the backup procedure weekly, if not daily, at the very minimum.

**NOTE: Backing up your data is the responsibility of your Company admin. Any data not backed up may be lost in the event of a system failure or other catastrophic event.**

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Reports ▾ File Maintenance ▾ System ▾ Logout

### Backup/Restore Data

Warning: Last data backup occurred January 13th, 2010 at 04:04:05 PM by Brandon Smith.

Table List:

- CompanyInfo
- DataBackup
- EarningTypes
- LoginTypes
- Registration
- TimesheetEntryTypes
- department
- employee
- jobphase
- timesheet
- timezones
- validation

☒ Select All (recommended)

---

Restore File

Definitions of the fields on this screen:

**Table List** – Choose the table(s) to include in a single backup file. If you only want to backup a certain table, you can choose it or you can Ctrl + Click for multiple selections.

**Select All (recommended)** – Is checked by default and selects all of the tables in your list for a single backup. **NOTE: We highly recommend that you always backup all tables.**

**Restore File** – The file path of the zip or SQL backup file.

## Import Data

The **Import Data** screen allows Company Admins and Providers to easily move their data into On-Time Web by downloading a CSV template and uploading the completed file. The system will import the values into either the Employee table, Department table, Jobs/Phases table based on the template used; or into the Transactions table if a Remote Data Collection file is uploaded.

The screenshot shows the 'On-Time Web Development Site' interface. At the top, there is a navigation bar with links: Reports, File Maintenance, System, and Logout. Below this, the 'Import Data' section is displayed. It includes a 'Download Templates' area with three radio buttons: 'Employees Template' (selected), 'Departments Template', and 'Jobs/Phases Template'. A 'Download Template' button is located below these options. The 'Import Data' section features a text input field for the file path, a 'Browse...' button, and a 'Get data' button. At the bottom of the page, a footer indicates 'On-Time Web v1.21 © 2010 Customware, Inc.'.

*For Employee, Department, or Job/Phase data:*

Definitions of the fields on this screen:

**Download Template** – Select the template you wish to download: **Employees**, **Departments**, or **Jobs/Phases**. Once downloaded, the CSV file can be saved to disk for future imports if necessary.

**Import Data** – Path for the CSV file to be uploaded for the data import

Once the CSV file has been saved to the local disk you may import it in by choosing the **Browse** button or typing the path on the **Import Data** screen.

Click **Get data** to load the file.

Double check the values in the generated table view and click the **"Import Data"** button when ready to begin the import process.

CSV file ready for import.

Import Data

Employee ID	First Name	Middle Initial	Last Name	Email Address	Home Dept. ID	Regular Earning Code	Overtime Earning Code	Time Entry Type (Punch, Sheet)	Login Type (EMP, SUP, CA)	Supervisor Group	Badge ID	Password	
EXAONE	Example A	One		example@email.com		REG	OVT	Punch	EMP		54321	12345	✓
EXATWO	Example B	Two		example2@email.com	10001	REG	OVT	Sheet	SUP		12345	54321	✓
EXATHR	Example C	Three		example3@email.com	10001	REG	DBL	Punch	EMP	John_Doe	12345	54321	✓

**NOTE:** You may import data as often as you need. This process will not overwrite data currently in On-Time Web; it will only enter new data. If data already in On-Time Web is uploaded, you will receive a message showing the entries already in the system marked with a red **"X."** These duplicate entries must be deleted before the new data can be imported successfully.

*For Data gathered using Remote Data Collection:*

1. First, insert the USB flash drive into an available USB port on the computer.
2. In the **"Import Data"** section, click the **Browse** button to open a file selection dialog.
3. Navigate to the drive letter assigned to the USB flash drive, then click to select one of the available OnTimeWebRemoteData....txt files. The file names will contain the clock's Digital ID and a timestamp.
4. Click **"Open."**
5. Click the **"Get Data"** button to upload and pre-scan the selected file.
6. If the file contents are not in a supported format, a warning message will be shown; repeat this process from step 2.
7. If the file contents are in a supported format, a message will be shown indicating what type of file has been recognized.
8. Click the **"Import"** button to proceed with processing the data. Answer **"Yes"** to confirm that you want to do this.
9. When the process is complete, a message will be shown indicating if the function was successful. If any "bad data" was encountered, it will be displayed on screen for review (and will also be emailed to the contacts configured for the device).
10. If you need to import data from another Remote Data Collection device, repeat this process from step 4.

**NOTE:** Before unplugging the USB flash drive from the computer, be sure to go through the correct process to make the device safely removable.

*Using the Templates*

The templates' layouts are basic CSV files, useful for importing Employee, Department, and Job/Phase data. If you have looked at the File Maintenance screens, you can see that the fields listed in the CSV are the same. The CSV files can be edited in any text editor or in Microsoft Excel (*Figure 6-1*). However, if you use Microsoft Excel you may need to format the cells to 'Text' to prevent loss of numerical data.

When the template is opened there will be headers along the first row. **Do not change these values or the template will become corrupt.**

Starting on the 2<sup>nd</sup> row, add the data under the column headers. For true or false fields such as "Inactive," "Completed," or "Use Phase," use 0 for false and 1 for true.

Figure 6-1: Below is the same Department CSV file in Microsoft Excel and a text editor.

	A	B	C	D
1	Dept ID	Description	Inactive	
2	000006	Technical	0	
3	000007	Accounting	0	
4	000008	Office	1	
5				
6				
7				
8				
9				
10				

DepartmentsImport

1	Dept ID,Description,Inactive
2	000006,Technical,0
3	000007,Accounting,0
4	000008,Office,1
5	

Figure 6-1 shows what the Department CSV file looks like. The Employee and Job/Phase files are similar. Below are sample CSV files for Employee and Job/Phase.

Figure 6-2: Employee CSV file

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	EMP ID	First Name	MI	Last Name	Email	Home Dept.	Dflt Earning Code	Dflt OVT Code	Entry Type	Login Type	SUP ID	Badge ID	Password	Inactive
2	SHI001	Brandon	T	Smith	LBS@otw.com	000003	REG	OVT	Sheet	EMP	DUN001		abcd1234	0
3	DOE001	John		Doe	JohnD@otw.com	000002	REG	OVT	Punch	EMP	DUN001		4321dcba	0
4	DOE002	Jane	M	Doe	JaneD@otw.com	000006	COM	DBL	Sheet	SUP	DOE002	000DOE002	abcdef23	0
5														

Figure 6-2: Jobs/Phases CSV file

	A	B	C	D	E	F
1	Job ID	Phase ID	Job/Phase Description	Use Phase	Completed	
2	100001	#####	Job 1	1	0	
3	100001	A	Phase I-A		0	
4	100001	B	Phase I-B		0	
5	100003	C	Phase I-C		0	
6	100002	#####	Job 2	0	0	
7	100003	#####	Job 3	1	0	
8	100003	A	Phase III-A		0	
9						
10						

The Jobs/Phases CSV file is slightly different from the other files. Certain values in each row determine if the record is a Job or a Phase under a Job. If we look at row 2 in the above figure, you will see that

under Phase ID the value is '#####.' This value always triggers the record to be a job. The "Use Phase" field is a true/false field and only needs a value if it is on a job record.

## Purge Records

The **Purge Records** screen allows company admins to purge out timesheet records of inactive employees. A date range can be used to purge specific records if needed.

**Purge Records**

From Date

To Date

Inactive Employees

Filter:

COL0411	BORGERSON, COZETTE M
COL1769	HAUCH, TINA J
FCN4125	LUNA, SHANNON M
URO0868	LOS-VAN ANTWERP, ANGELA

Available 4 of 4

Filter:

Selected 0 of 0





Purge Records Cancel

Definitions of the fields on this screen:

**From/To Date** – Filters the records based on the date range selected in the From and To text boxes. If no date range is selected all records for the selected inactive employees will be purged.

**Inactive Employees** – A listing of the employee ID's and names of all inactive employees in the system.

Use the **Filter** boxes to filter the list of employees containing the characters typed. To cancel the filters click the icon.

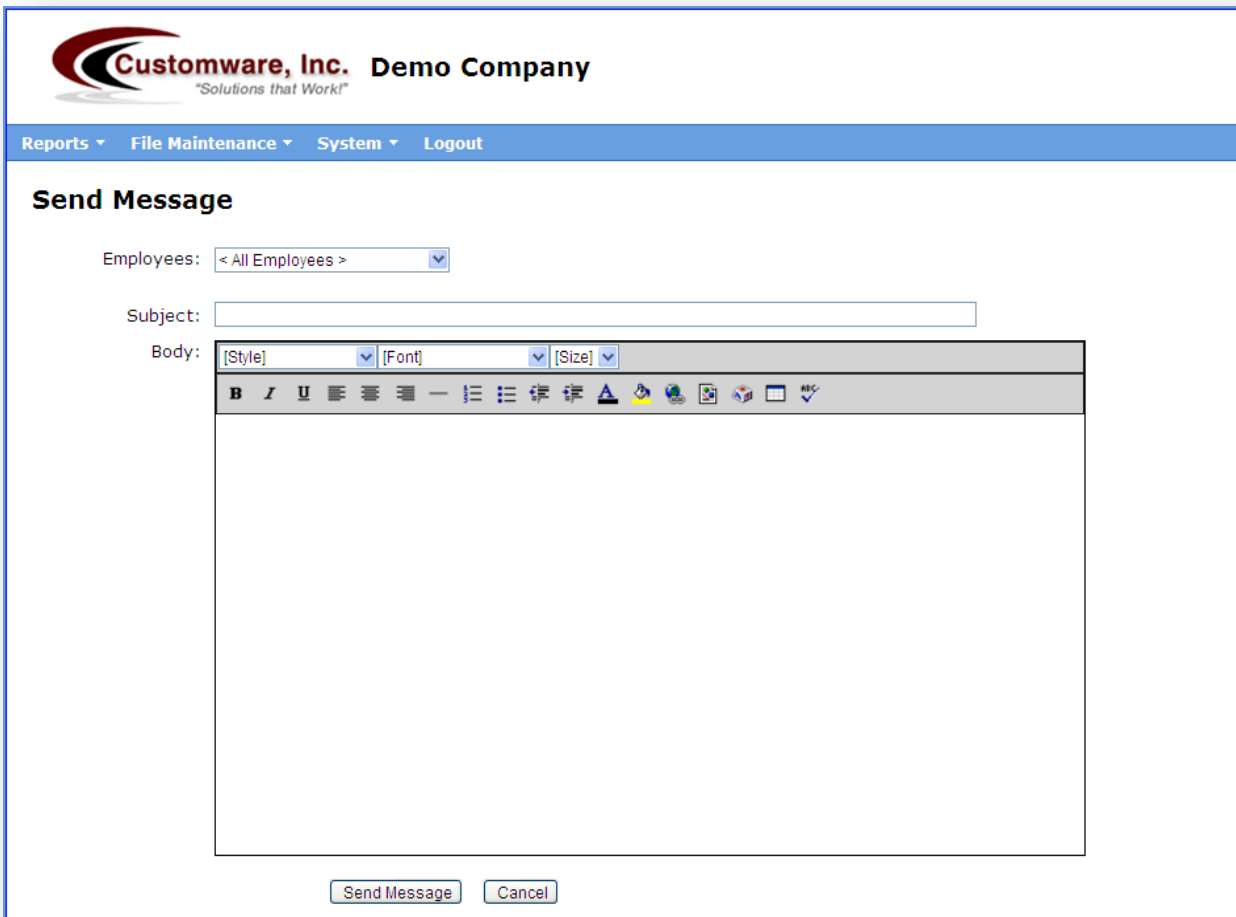
To add employees click on the name (**ctrl + click** or **shift + click** to select multiple employees) and click the  button to move them to the selected box. Click the  button to select all employees. To unselect a employee or range of employees click the name in the selected box and click the  button. To unselect all employees click the  button.

**Purge Records** – Start the purging process.

**Cancel** – Resets the fields on the page.

## *Send Message*

The **Send Message** screen allows supervisors and company admins to send an email to their employees. This is very useful when you need to communicate with your employees about things such as their timesheet entries.



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Reports ▾ File Maintenance ▾ System ▾ Logout

### Send Message

Employees: < All Employees > ▾

Subject:

Body: 

[Style] ▾ [Font] ▾ [Size] ▾

**B** *I* U

Definitions of the fields on this screen:

**Employees – Supervisors** can choose to send to an individual employee or all of the employees assigned to them. **Company Admins** can choose to send to an individual employee or all employees.

**Subject** – Enter the subject of the message.

**Body** – Enter your message here.

**Send Message** – Sends the email to the employee(s) selected.

**Cancel** – Clears the information you've entered.

### *Label Maker*

The **Label Maker** screen allows administrators to create Avery labels for the OT1000 time clock proximity cards. Specific employee badges can be printed or the entire employee database. There are 3 label types compatible with the Label Maker; **Avery 5390** pocket insert, **Avery 6871** adhesive label, and **Avery 5160** adhesive label. Options that can be placed on the label are the company logo, employee's ID, employee's name, employee's badge ID, and employee's home department.

**Note:** The items are automatically placed on the label in a specific order. Items cannot be arranged by administrators.

### Label Maker

Employees

Filter:  ✖

123456	Shifflet, Brandon
234566	Doe, John M
236566	Doe, Jane N
BOB001	Bearding, dsfsfsdfvbgfb
BOU001	Bourne, Linda C
CA	Shifflet, Brandon
COL0411	BORGERSON, COZETTE
COL1769	HAUCH, TINA J
COL1841	GELDER, DIANE L
COL6491	PATER, LINDA J
COL7799	FORD, MISTY R
COL8007	WIGENT, JOYCE A
COL9839	FREITAG, LINDA F
CUS002	gfbfgbfb, fgbfgbfbg
DOE001	Doe, John M
DOE002	Doe, Jane B
DUN001	Dunn, Michael D
ENTR193	BRANISH, LORETTA L

Available Showing 73 of 73

Filter:  ✖

Selected Showing 0 of 0

>

>>

<<

<

Label Type

Avery 5390 3-1/2" x 2-1/4" pocket insert ▼

Print on Label

☐ Company Logo  
☐ Employee ID  
☒ Employee Name  
☒ Employee Badge ID  
☐ Employee Home Dept

Starting Position

Column  Row

Generate Employee Labels

Definitions of the fields on this screen:

**Employees** – A listing of the ID's and names of all employees in the system.

Use the **Filter** boxes to filter the list of employees containing the characters typed. To cancel the filter, click the ✖ icon.

To add employees click on the name (**ctrl + click** or **shift + click** to select multiple employees) and click the  button to move them to the selected box. Click the  button to select all supervisors. To unselect an employee or range of employees click the name in the selected box and click the  button. To unselect all employees click the  button.

**Label Type** – Choose the label type to be printed.

**Print on Label** – Choose the options to be printed on the labels. Options include: Company Logo, Employee ID, Employee Name, Employee Badge ID, and Employee Home Department.

**Starting Position** – Choose the column and row of the first good label on the sheet.

**Generate Employee Labels** – Submit the information and view the created PDF containing the labels. At this point the PDF can be printed to the appropriate printer.

## IP Address Rules

The **IP Address Rules** screen allows company admins to set up specific access rules. This is useful in preventing users from logging on and making timesheet entries outside of the company network. If no rule is set then the site is open to any location.

### IP Address Rules

Type	Group ID/Employee ID	Subnet Address	Actions
-- Choose --	- Choose Type -		<input type="button" value="Save"/> <input type="button" value="Cancel"/>

#### Created Rules

Type	Group / Employee ID	Subnet Address	Status	Actions
Employee	SHI001	123.456.789.10	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	<a href="#">Edit</a>
Group	Group_Two	123.456.789.10	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	<a href="#">Edit</a>
Global		214.205.218.73	<input type="radio"/> Enabled <input checked="" type="radio"/> Disabled	<a href="#">Edit</a>

Definitions of the fields on this screen:

**Type** – The type of policy to create a rule for. There are 3 types:

- 1) **Global** – This type controls the entire company. If a Global policy is enabled then employees will only be allowed to log in from a device inside of the subnet address associated with it.
- 2) **Employee** – This type is employee specific. If an employee policy is enabled then that single employee may only log in from a device inside of the subnet address associated with it.
- 3) **Group** – This type is supervisor group specific. If a group policy is enabled then employees belonging to that group may only log in from a device inside of the subnet address associated with it.

(Note: Multiple policies of the same type may be created.)

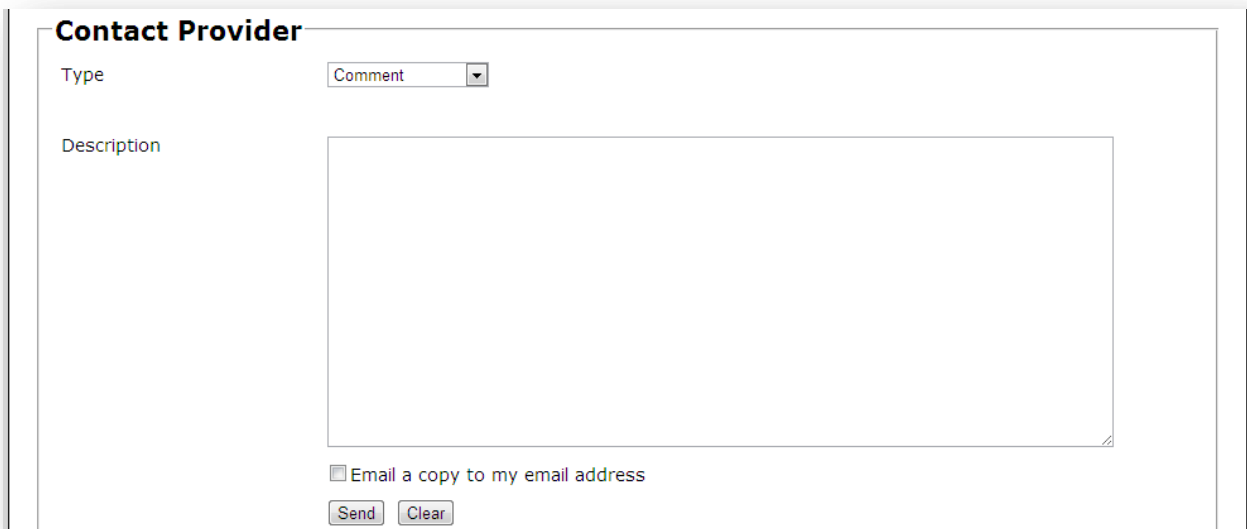
**Group ID/Employee ID** – If the Type is **Employee** or **Group** then the drop down list contains the appropriate records for selection.

**Subnet Address** – The subnet or network address where employees are allowed to log in from.

**Actions** – Save or cancel the policy record.

## Contact Provider

The **Contact Provider** screen allows company admins to send an email to their provider. This is very useful when you need to communicate with your provider about things such as questions, comments, or to report a problem.

The screenshot shows a web form titled "Contact Provider". It has two main input fields: "Type" with a dropdown menu currently showing "Comment", and "Description" with a large text area. Below these fields is a checkbox labeled "Email a copy to my email address". At the bottom are two buttons: "Send" and "Clear".

**Contact Provider**

Type

Description

☐ Email a copy to my email address

Definitions of the fields on this screen:

**Type** – The type of contact method; **Comment**, **Question**, or **Report a Problem**.

**Description** – The message body to the provider.

**Send** – Send the message.

**Clear** – Clear the fields on the screen.

## *On-Time Web Manual*

This option allows all employees to access the On-Time Web help manual.

## On-Time Web Mobile

On-Time Web Mobile<sup>1</sup> gives employees access to timesheet entry when working away from the office. The functionality is the same as standard On-Time Web. However, the timesheet summary is separate from the timesheet entry screen and there are no File Maintenance, System, or Reports options. Supervisors cannot edit their employees' records but employees can make changes to their own.



figure A) The mobile login page

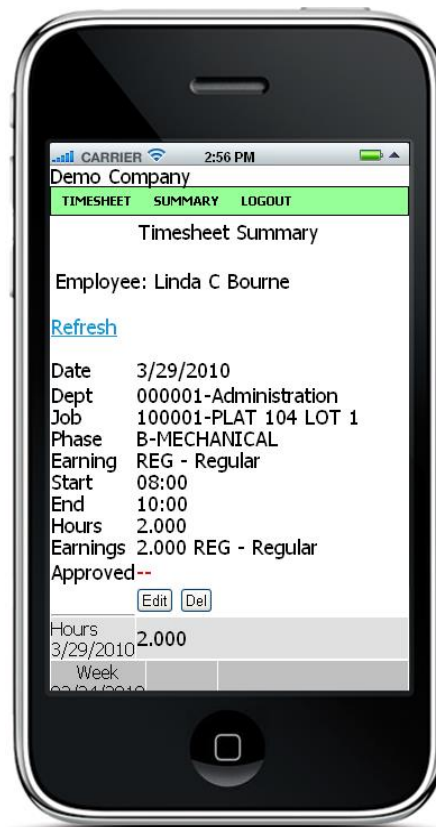


figure B) The mobile Timesheet Summary screen

<sup>1</sup> On-Time Web Mobile is only available in the Pro version.



figure C) The mobile Sheet style Timesheet entry screen      figure D) The mobile Punch style Timesheet entry screen

## OT1000 Remote Data Collection

The OT1000 Remote Data Collection feature allows you to use the OT1000 without a network or Internet connection, and to collect transaction data using a USB flash drive. The special-purpose USB flash drive is obtained from your On-Time Web Provider.

To collect the data from a Remote Data Collection device:

1. Insert the special-purpose USB flash drive into the USB port on the bottom of the time clock.
2. Watch the display and wait for the process to complete.
3. Remove the USB flash drive when indicated. After the drive is removed, the clock will reboot.

To import the gathered data into On-Time Web, refer to Import Data on page 68.

## Troubleshooting Guide

<u>Question/Issue</u>	<u>Probable Solution</u>
<b><u>Login Page</u></b>	
➤ I can't type anything in the username and password fields and the Login button appears to be disabled.	✓ The <b>trial period has expired</b> or the company has been marked inactive. Please contact your Reseller.
<b><u>File Maintenance Screens</u></b>	
➤ I am not able to upload our company logo on the Company Info screen.	✓ Make sure that the image is either a <b>jpeg</b> or <b>gif</b> file type and that the size of the image is <b>under 3 MB</b> .
➤ There are fields disabled on the Company Info screen and I'm not sure why.	✓ Certain features and functions are only available in the <b>Pro</b> version.
➤ Some of the drop-down boxes such as Departments, Divisions, Earning Codes, Jobs and Phases are empty on the screens.	✓ If you have the Pro version, there are certain options on the <b>Company Info screen</b> that affect the enabling/disabling of other fields. Double-check your settings.
	✓ Make sure you have actually <b>setup</b> Departments, Divisions, Earning Codes, Jobs and Phases in each mentioned File Maintenance screen (Chapter 3).
<b><u>Timesheet Entry</u></b>	
➤ I can't change the date field and I noticed missing combo boxes and missing information in the summary that seemed to be there before.	✓ You're set to <b>Punch</b> mode. In Punch mode, you cannot change the date. If you have missing combo boxes and summary info this means the company Admin has changed the punch settings display (Chapter 4).
➤ I forgot to punch out when I was supposed to.	✓ The employee can finish making the punch using the <b>Switch</b> button. This allows the employee to punch out of the old entry and immediately punch in to a new entry. The supervisor will have to go in and edit that

transaction before approving for the correct amount of time (Chapter 4).

- I keep getting a message about the End time occurring before the Start time.
- ✓ Check the date if you are in **Sheet** mode and adjust your time as needed.
- ✓ In **Punch** mode, you forgot to punch out of an existing punch. Twelve (12) hours after the beginning time has been entered the system warns you that the End time may have occurred before the Start time. Punch employees may have their supervisor fix the transaction in question.
- There is a blank earning code listed on a transaction on the timesheet summary.
- ✓ Make sure the earning code exists in the file maintenance screen.