On-Time Web™

Version 1.5.X

Understanding the concepts and features of On-Time Web.

Updated: 03/13/2013

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1

Overview

On-Time Web© 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© 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© 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.

Chapter
2

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.

Definitions of the fields on this screen:

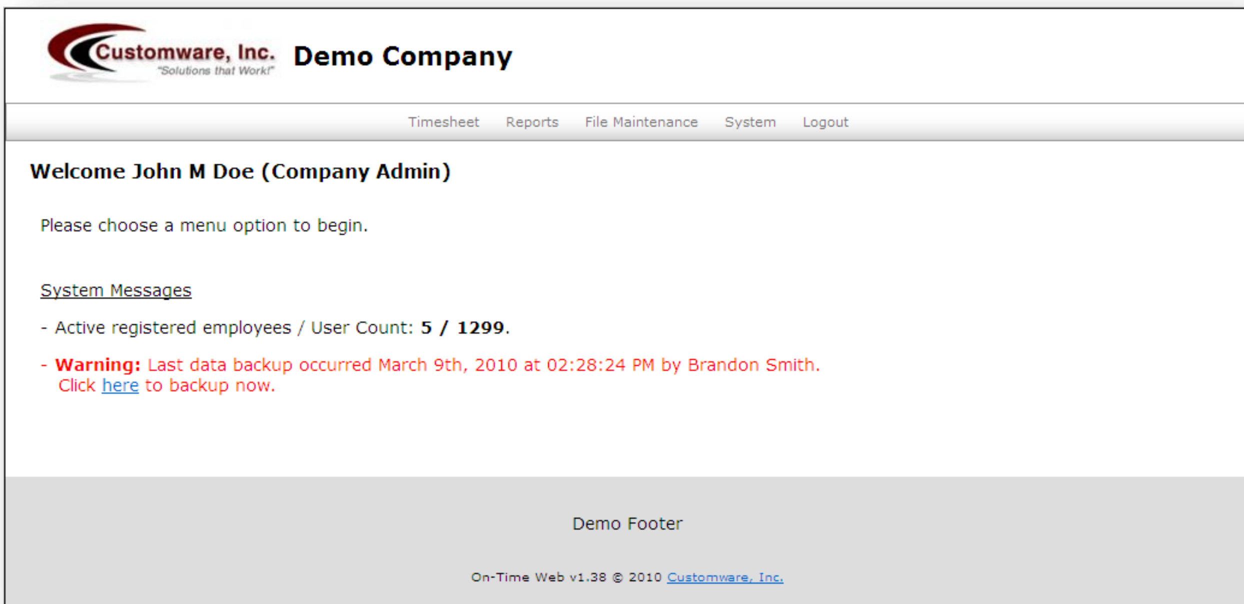
Employee ID – Identification or username of the employee

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.

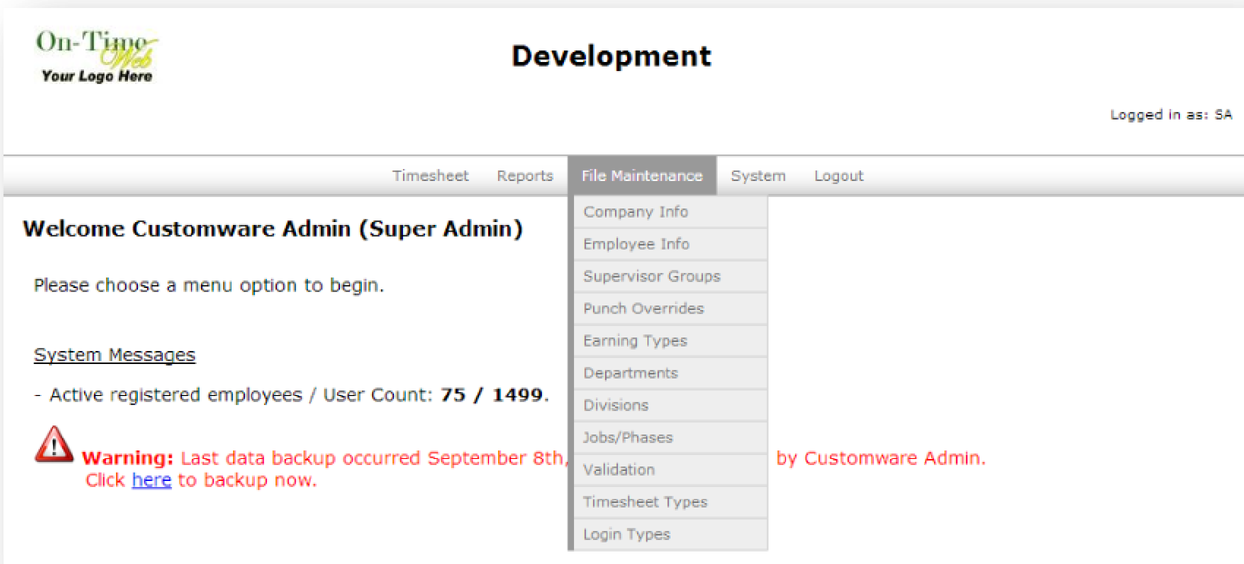


Chapter

3

File Maintenance

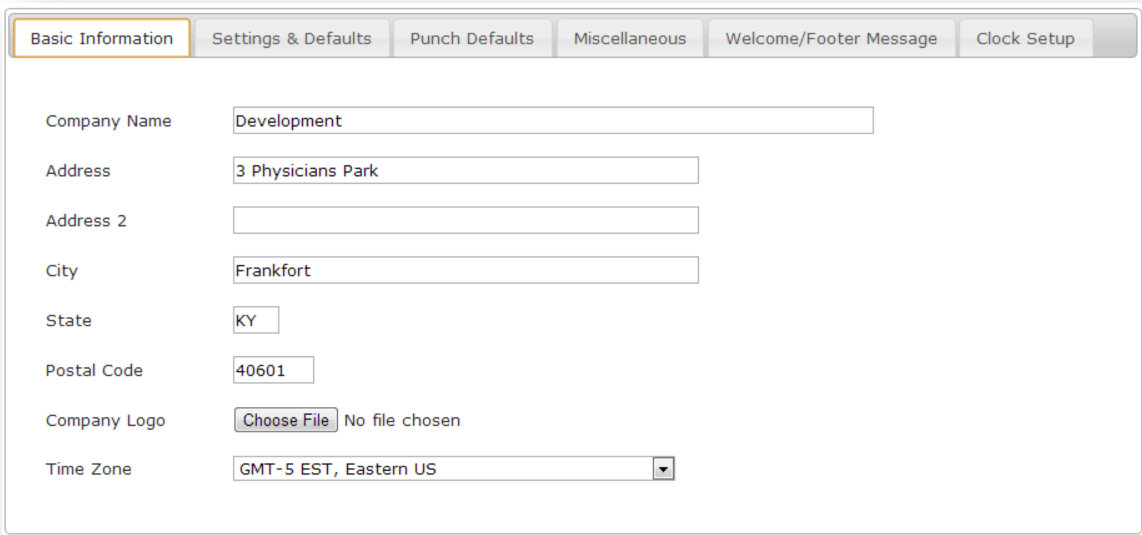
The ***File Maintenance*** menu contains the forms that are typically used during the initial configuration. The menu items are Company Information, Employee Information, Earning Types, Supervisor Groups, Departments, Divisions, Jobs/Phases and Validation.



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



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)

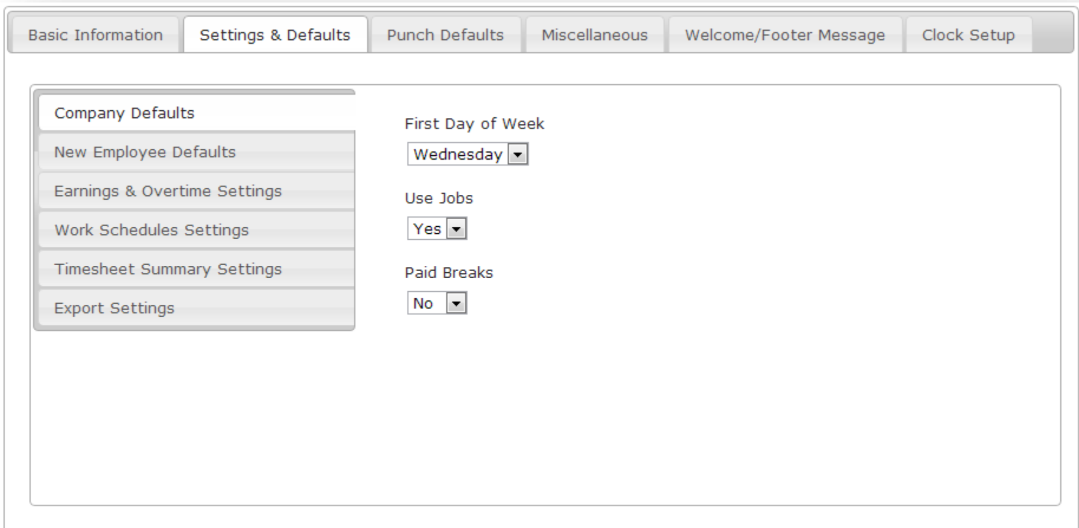
City/State/Postal Code – City, state, and postal/zip code of your company

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



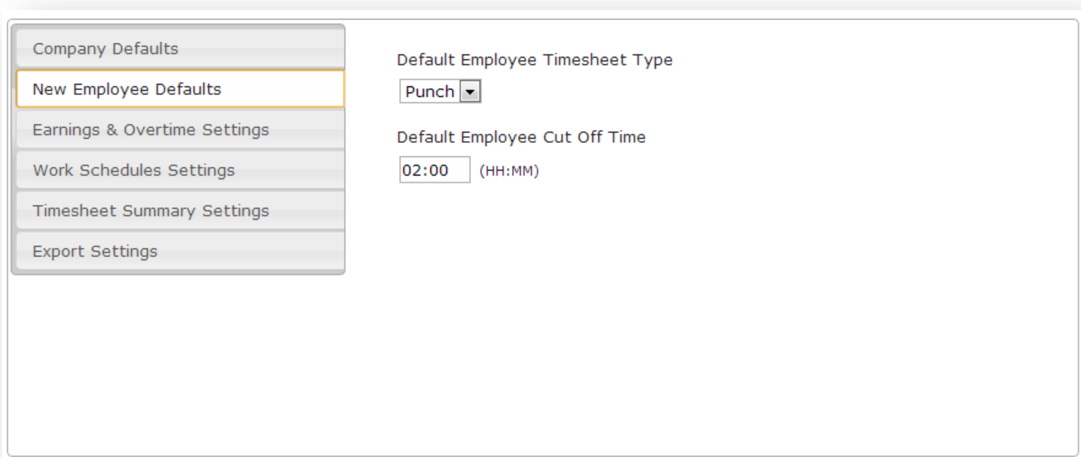
Definitions of the fields on this screen:

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.

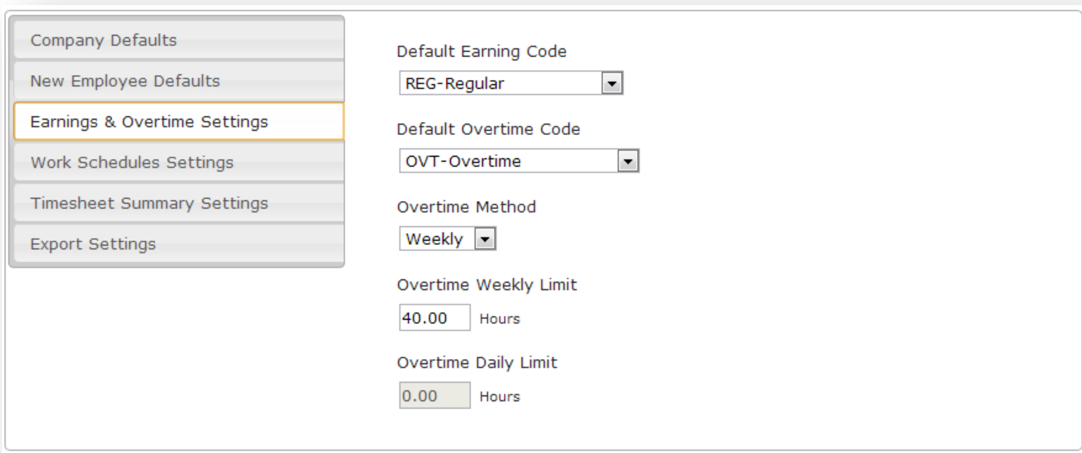
New Employee Defaults



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



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

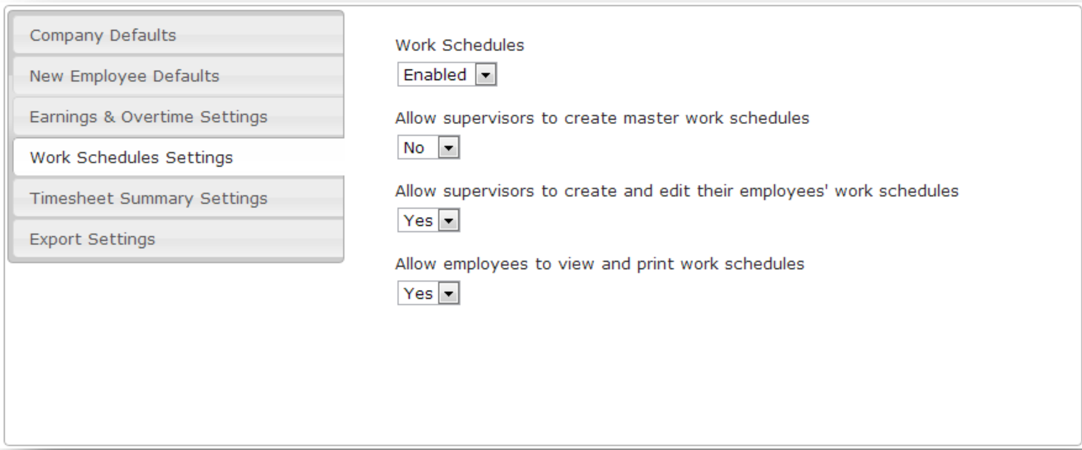
Default Overtime Code – Defaults in the specified overtime code when setting up new employees

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



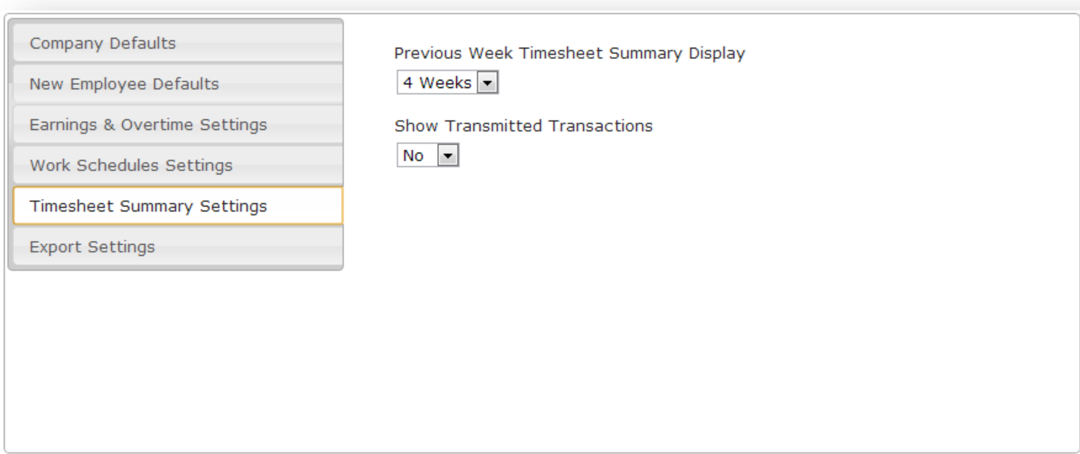
Work Schedules – Enable or Disable work schedules globally.

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.

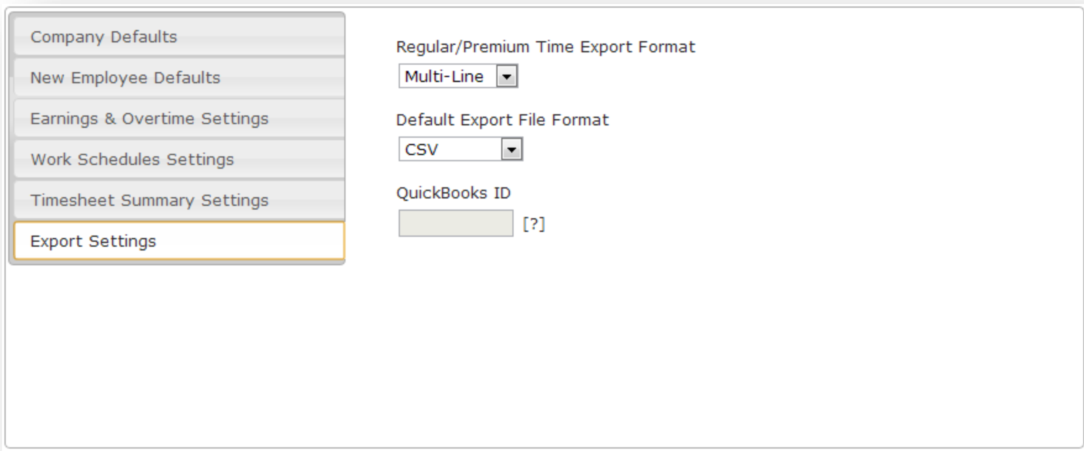
Timesheet Summary Settings



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

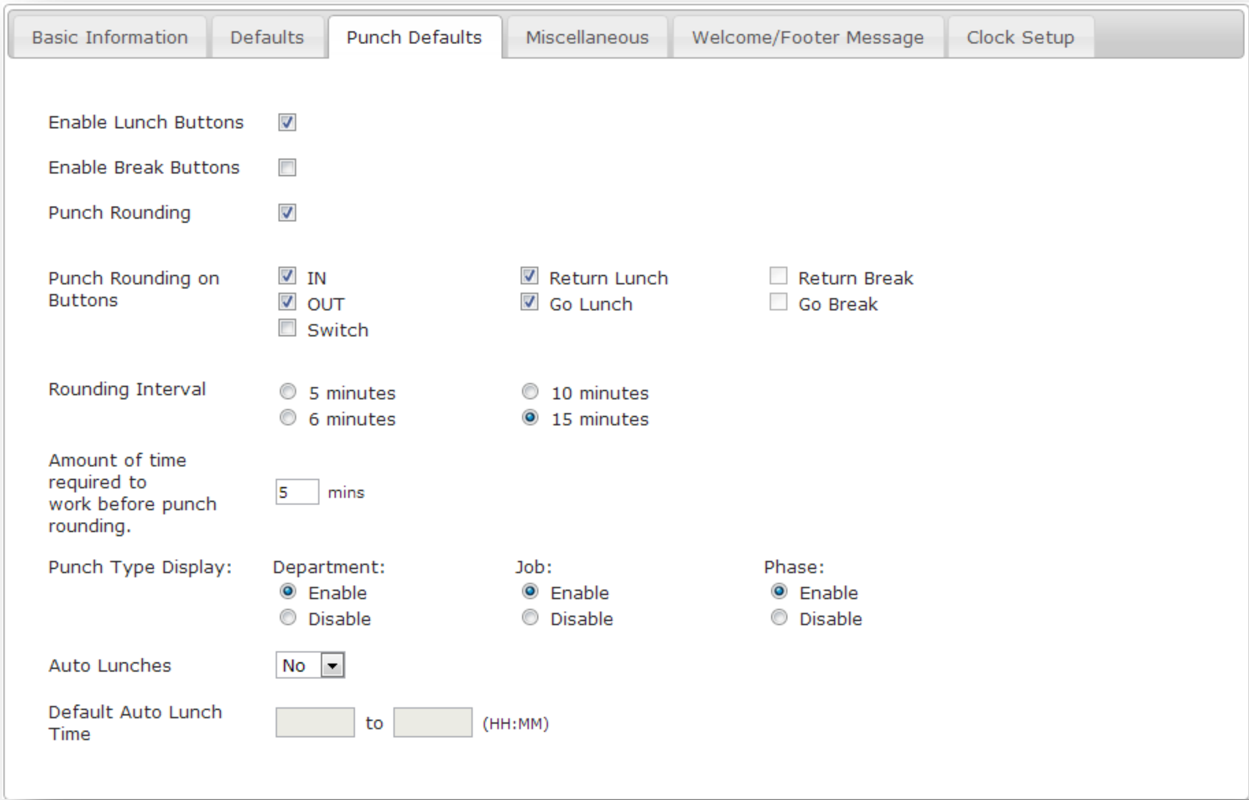


Regular/Premium Time Export Format – Choose how to export regular and premium hours to file. **Multi-Line** places the regular and premium time for a single transaction on separate lines. **Single Line** places the regular and premium time for a single transaction all on the same line.

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



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.

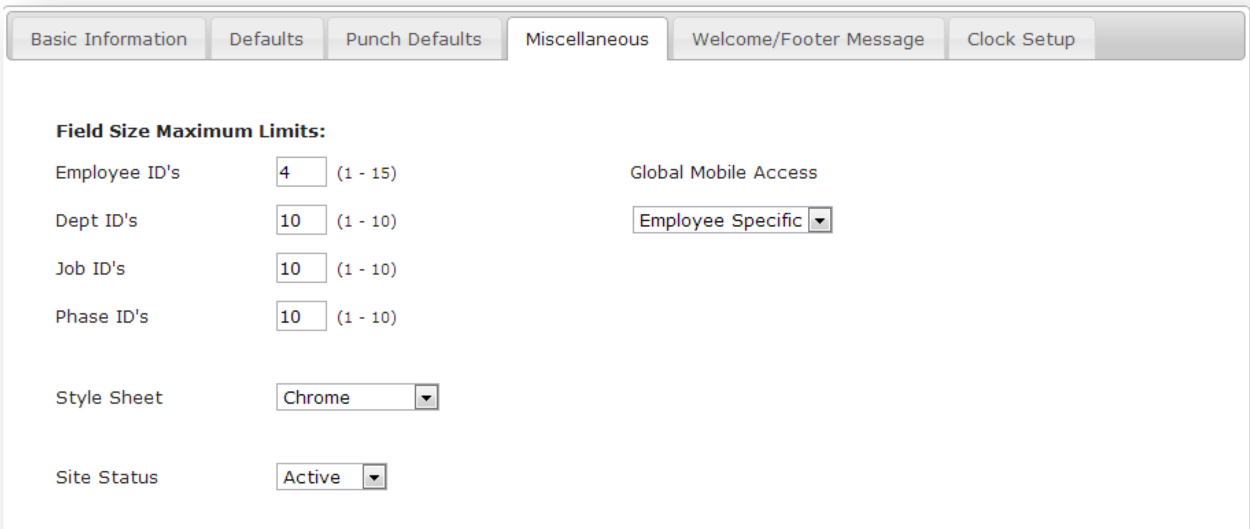
Amount of time required to work before punch rounding – Enter how long an employee must work before the next rounding interval.

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



Definitions of the fields on this screen:

<u>Field Size Maximum Limits</u>

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).

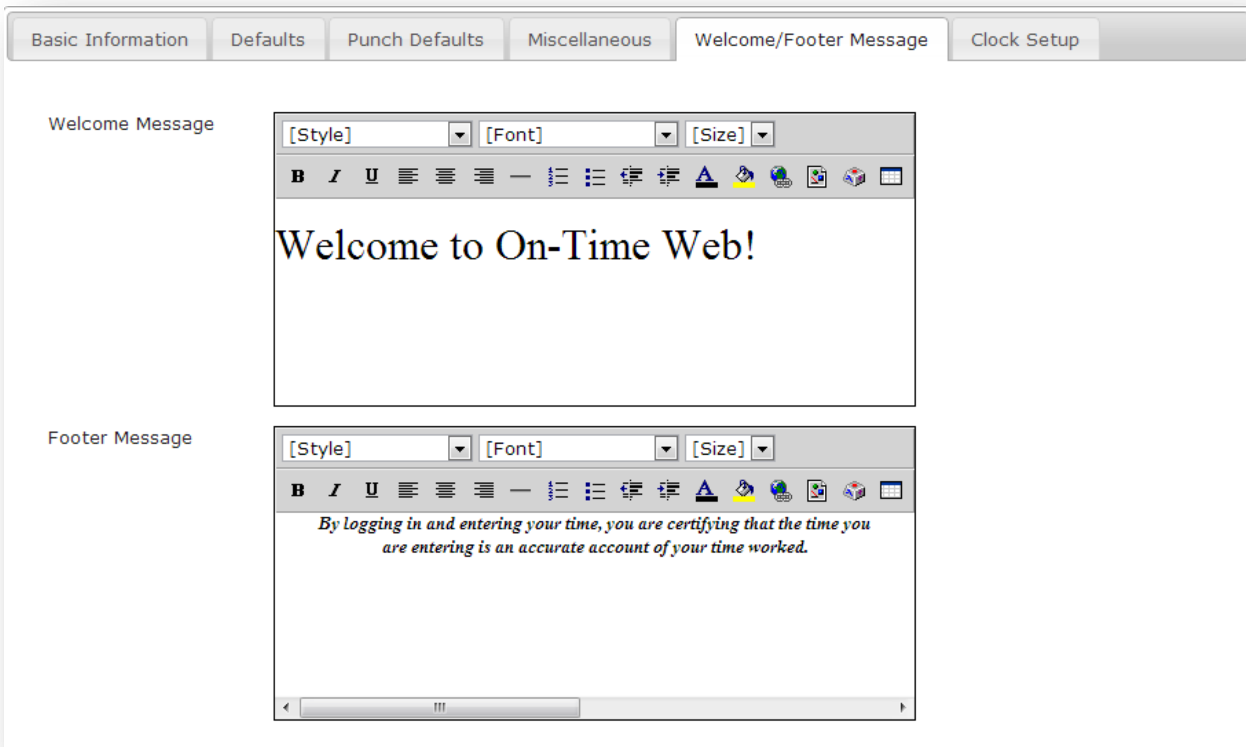
Phase ID's – Select the character size limit for Phase ID's (if applicable).

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



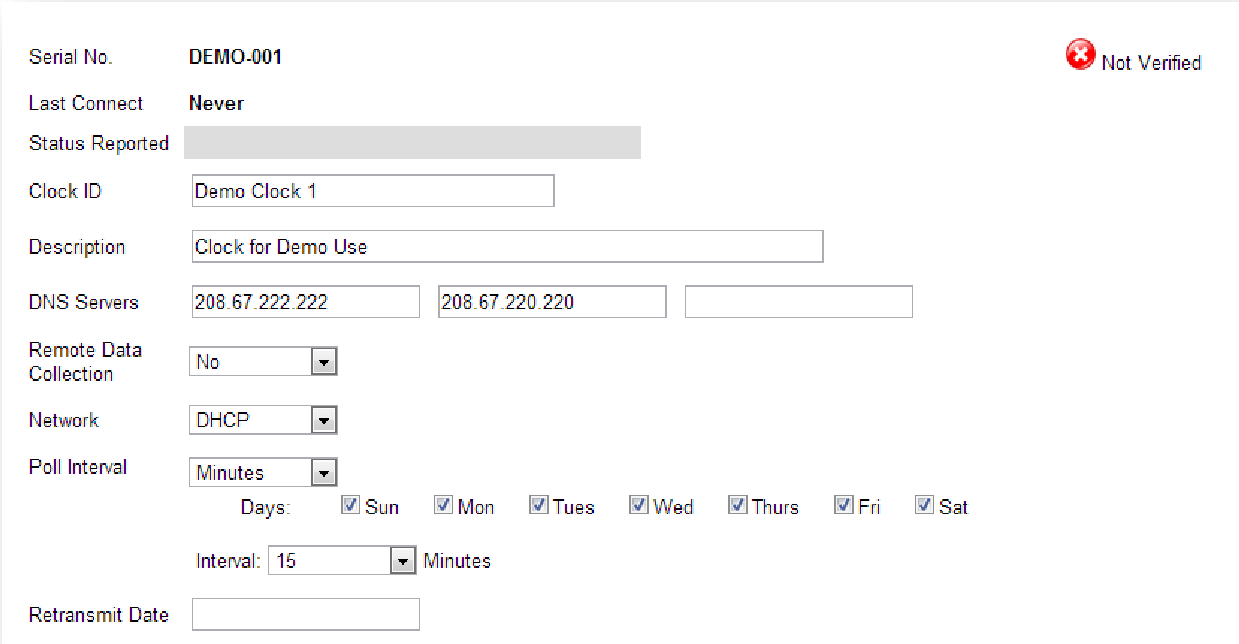
Definitions of the fields on this screen:

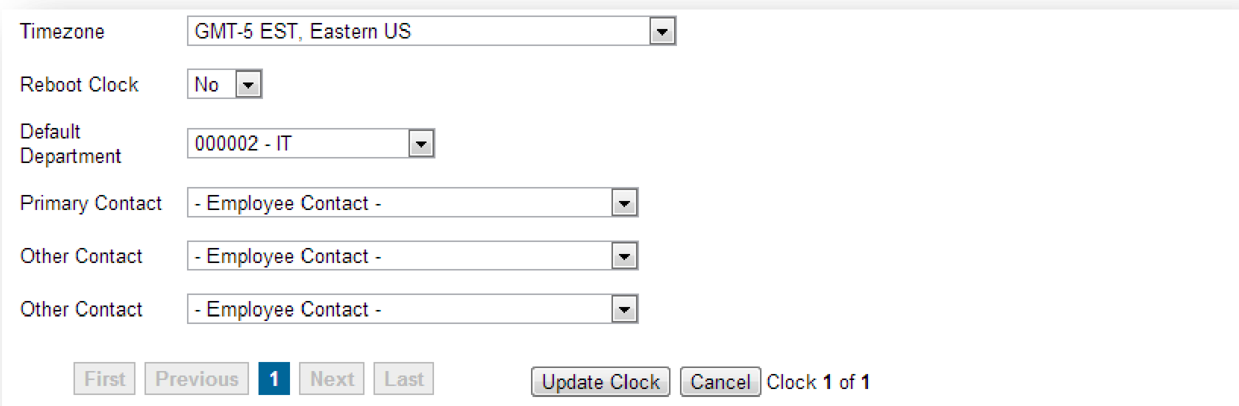
Welcome Message – Enter the welcome message you wish to display on the Login screen.

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.





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.

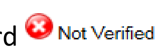
Time zone– Set the time zone of the clock.

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.

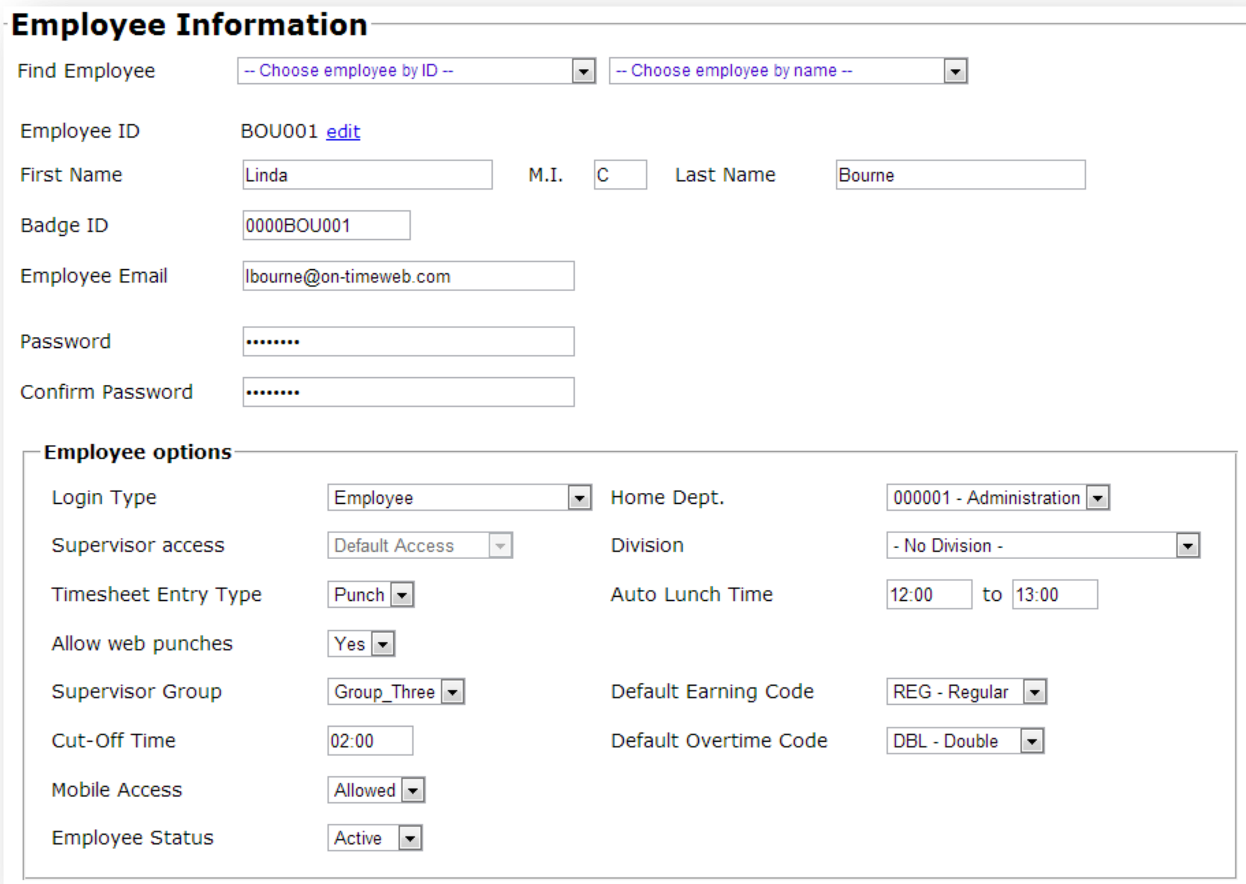
Other Contact – Secondary contacts that will receive clock notifications.

When a clock has not yet been verified, a red icon will be seen on the record 

. 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.



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.

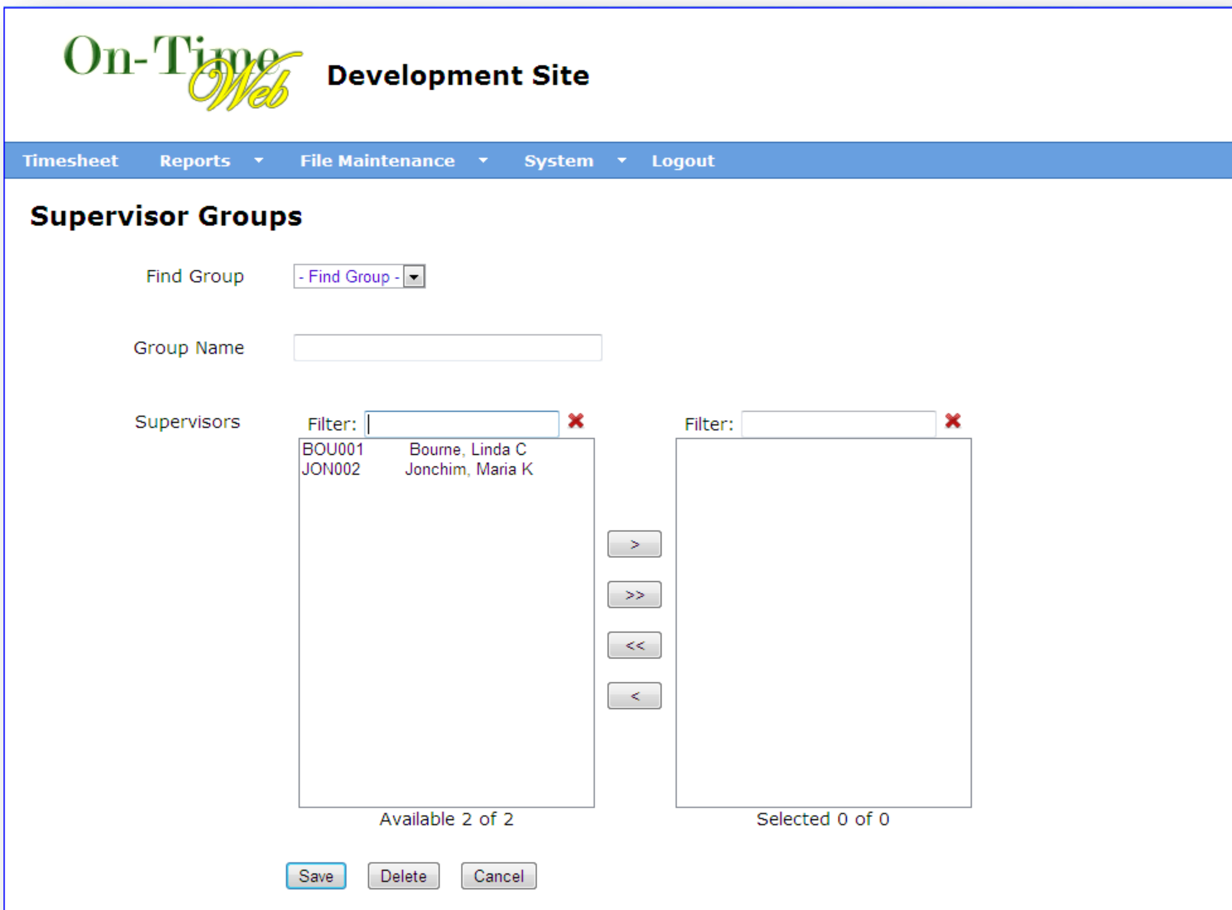
Delete – Click to **Delete** this employee's record.

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.



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

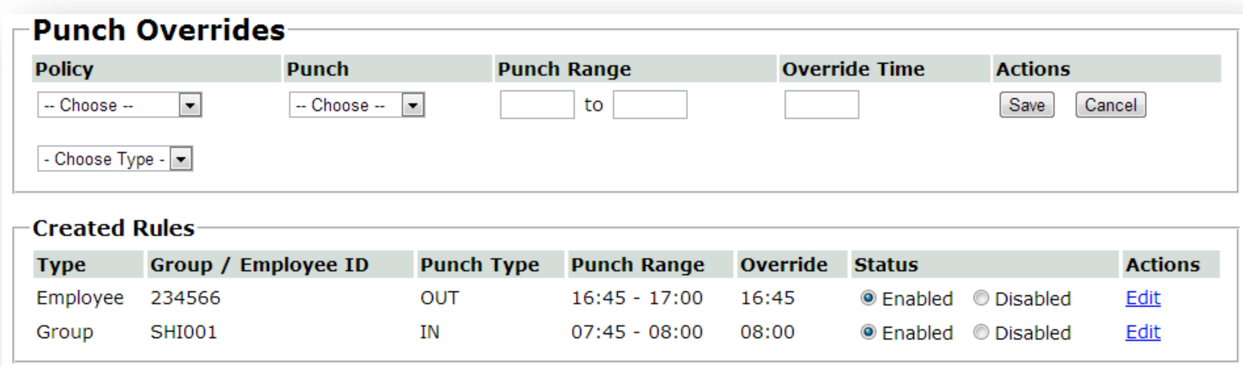
Update – Click to **Update** an existing record.

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.



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.

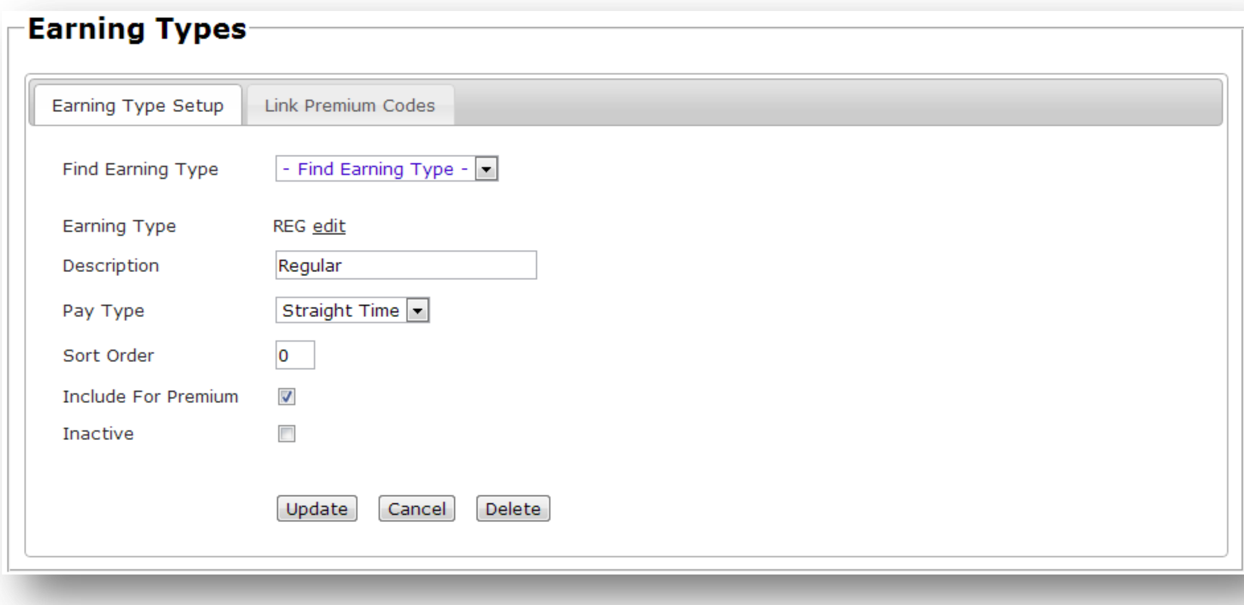
Override Time – The set time to replace any employee punch that falls in the punch range.

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.



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.

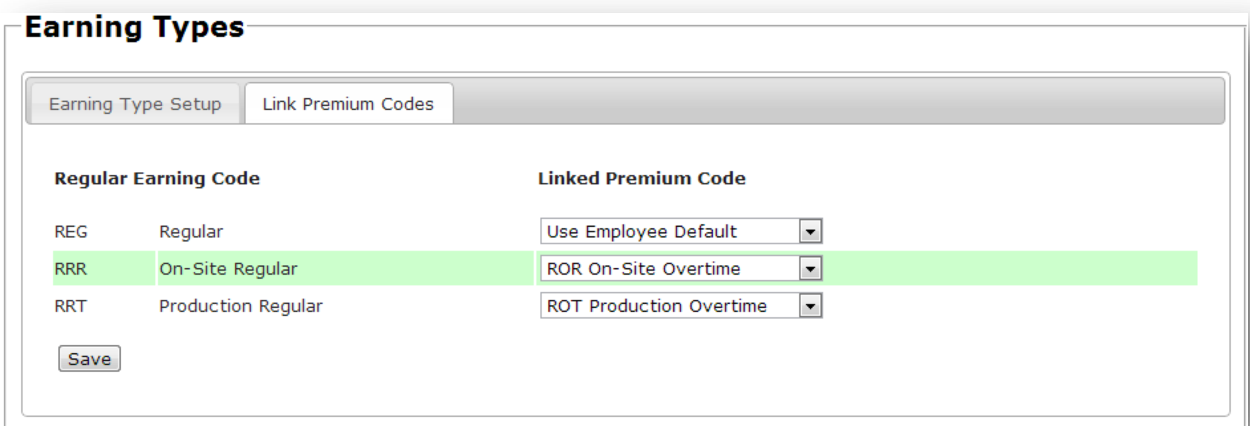
New – Click to bring up a blank form to enter a **New** Earning Type.

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.



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.

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.

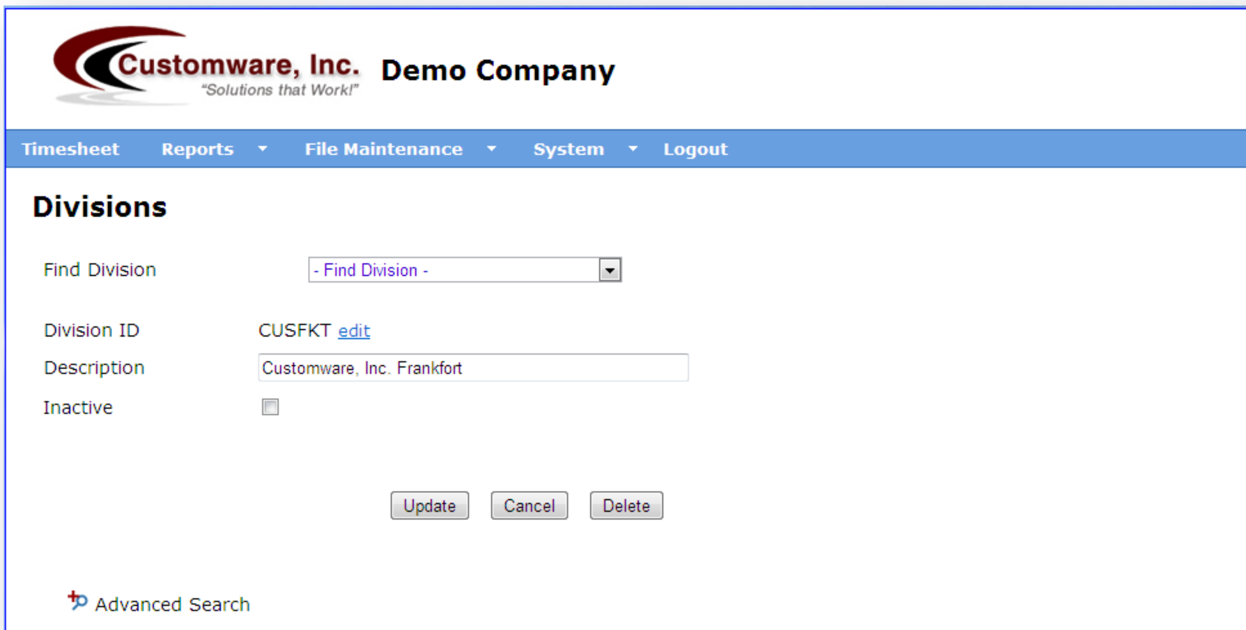
New – Click to bring up a blank form to enter a **New** Department.

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.



Definitions of the fields on this screen:

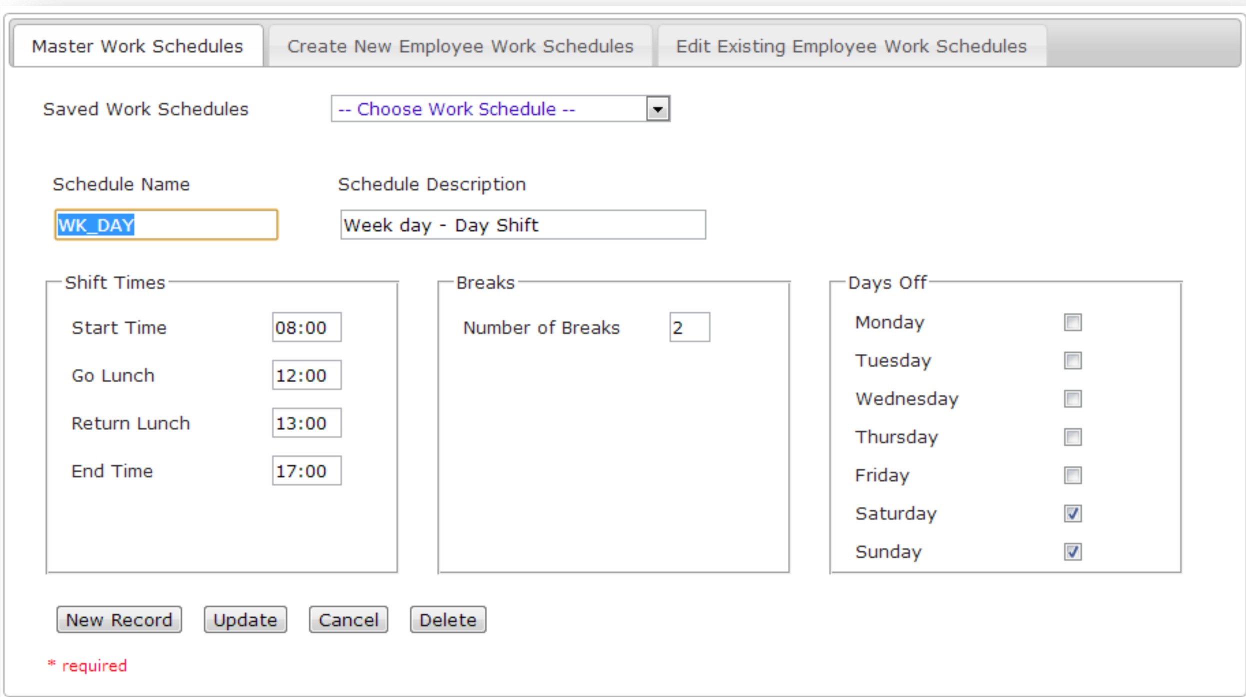
Division ID – The ID of the created division.

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



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.

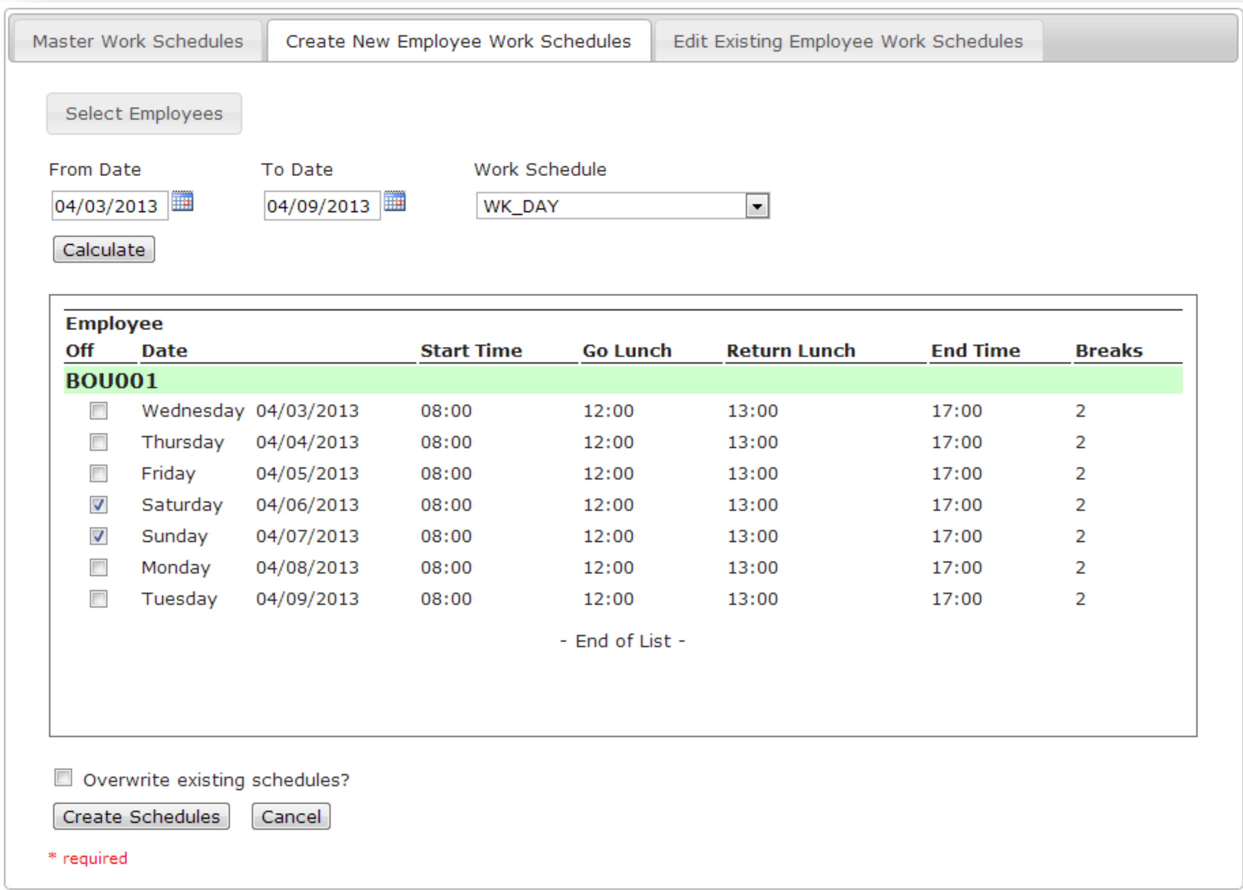
Schedule Description– The description of the saved work schedule.

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



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.

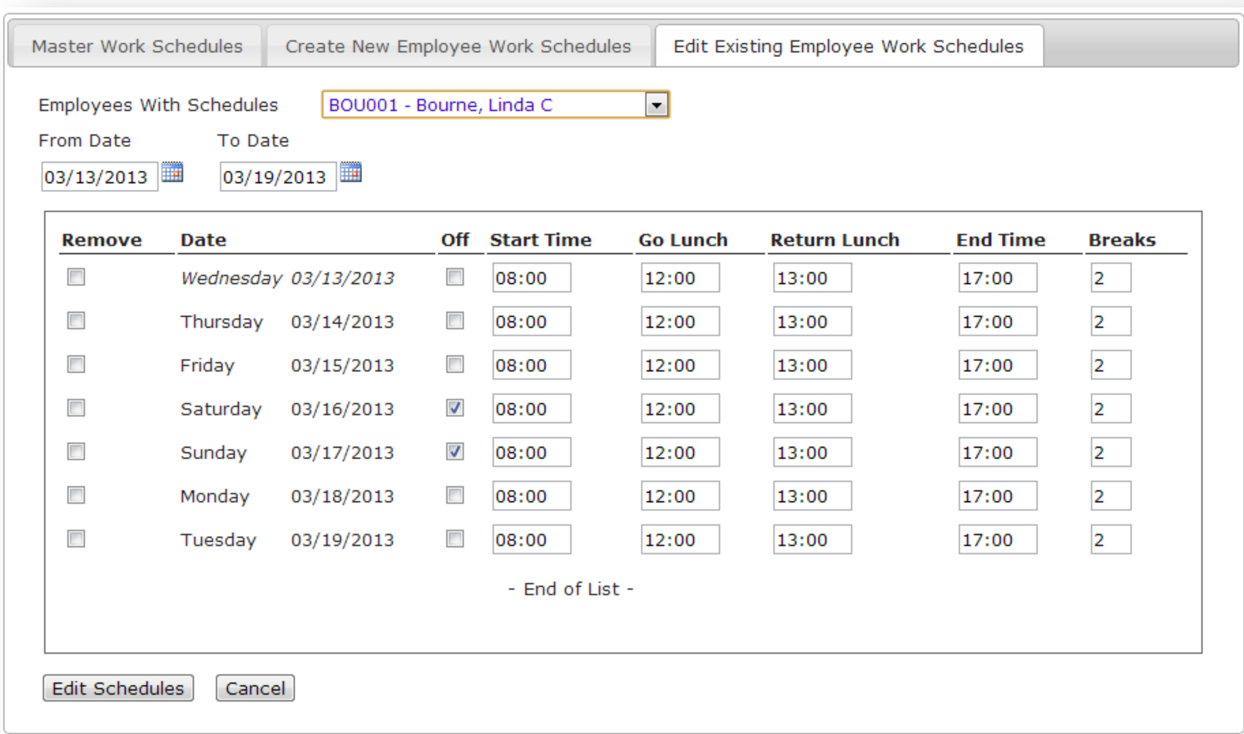
Calculate – Once all the above criteria desired is completed press *Calculate* to display the work schedules to be created.

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



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.

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 **Phase**s 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.

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.

Chapter 4

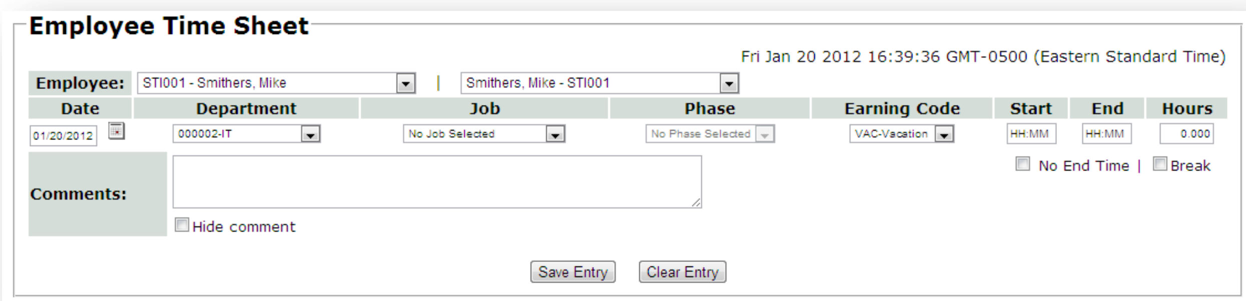
Timesheet Entry

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.



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

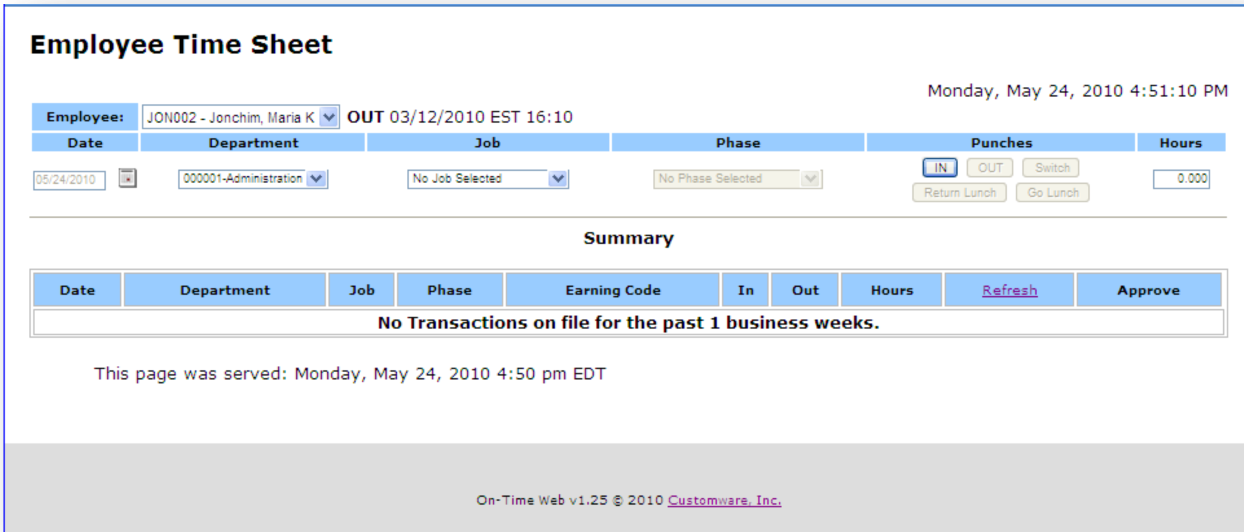
Hide Comment – Hide a comment on a transaction if you do not want the employee to see the comment.

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.



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)

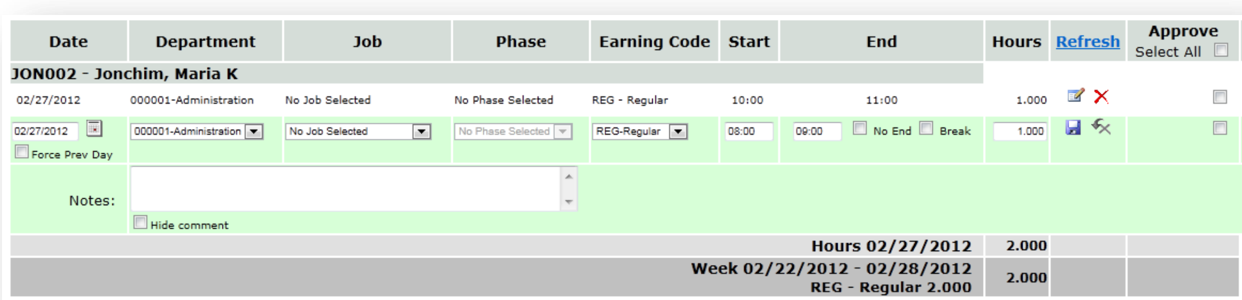
Hours – Total hours of this timesheet entry. This field cannot be changed.

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.

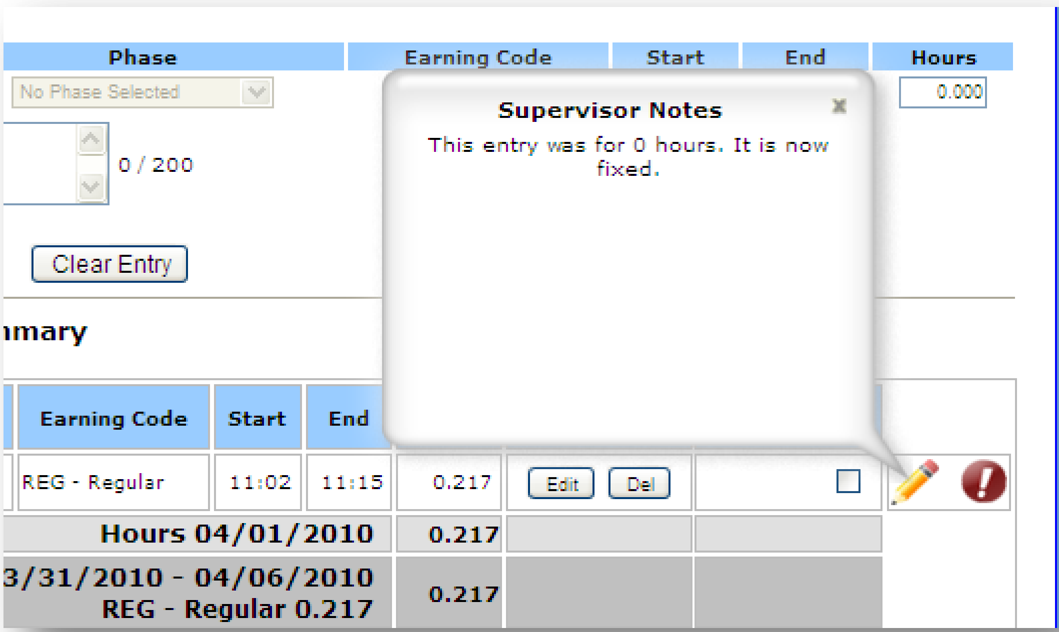
In order to view each employee's timesheet record, select the employee name from the drop-down box. A new field is displayed for adding **Comments** to the record being created or edited. Supervisors now have the option for this employee of creating new entries, deleting entries, editing existing entries, 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.



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.



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.

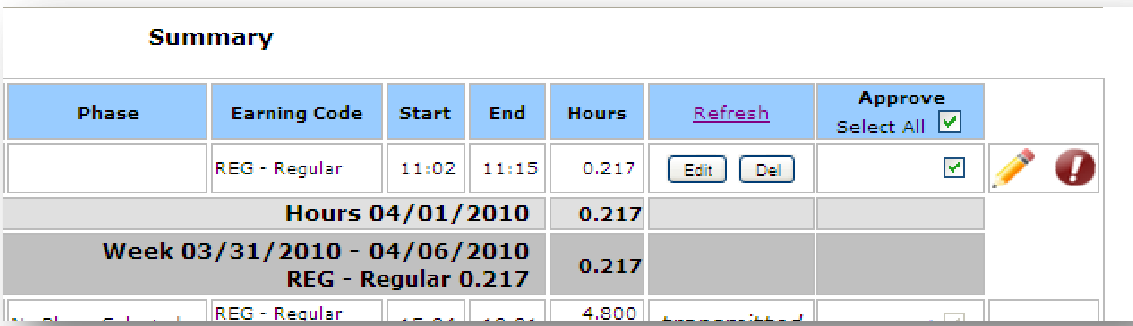
Please refer to the **Chapter 4 – Sheet Style** for definitions of timesheet fields.

Supervisor Approvals

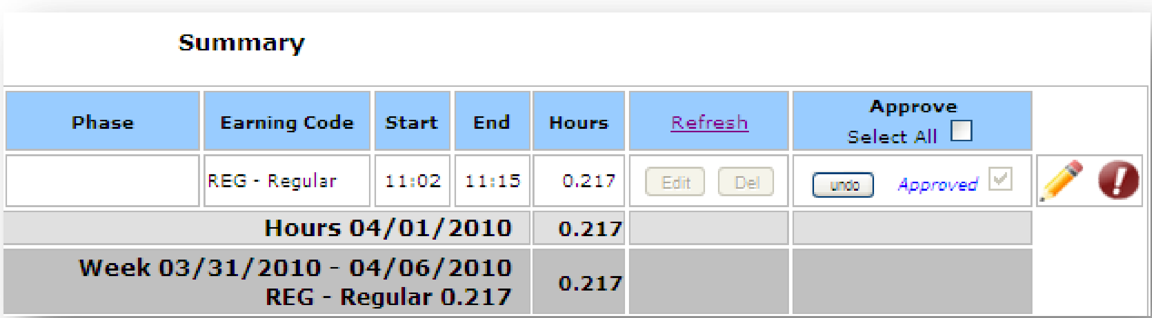
Supervisors will need to approve employee records before they can be transmitted (exported on the data output page).

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.

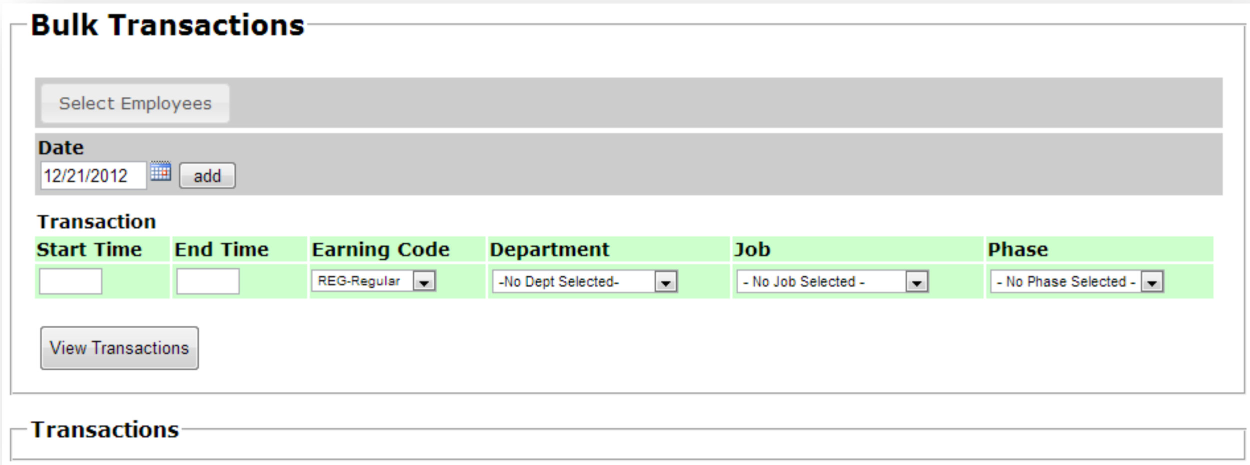


Approvals can be undone if they have not been transmitted. Once an entry is approved, there will be an **undo** button beside the checkbox. Click the button to reopen the entry for editing, comments, or deletion. **NOTE:** Once an approved entry has been transmitted, you may not make any changes to that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

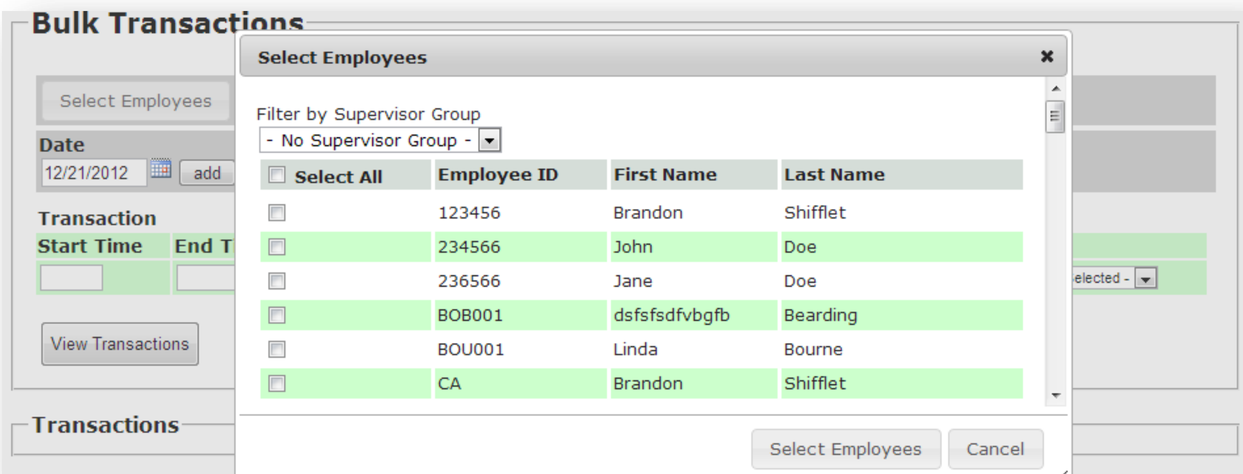


Bulk Transactions

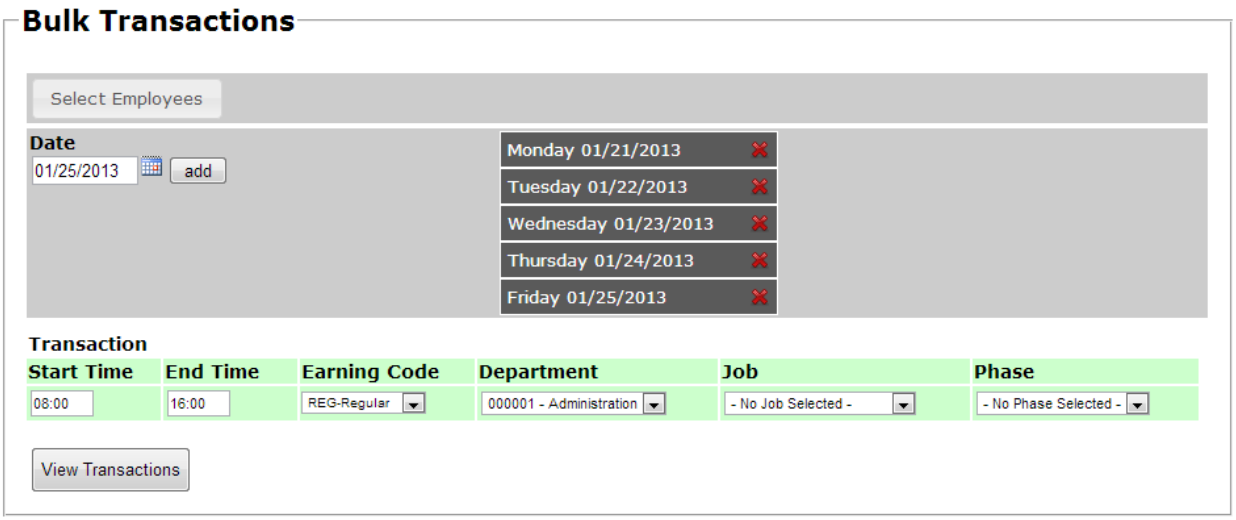
Supervisors and admin can access the *Bulk Transactions* under the timesheet menu. This function allows for supervisors to insert a timesheet entry for multiple dates for any number of their employees. Admin can run the same function for any number of all company employees.



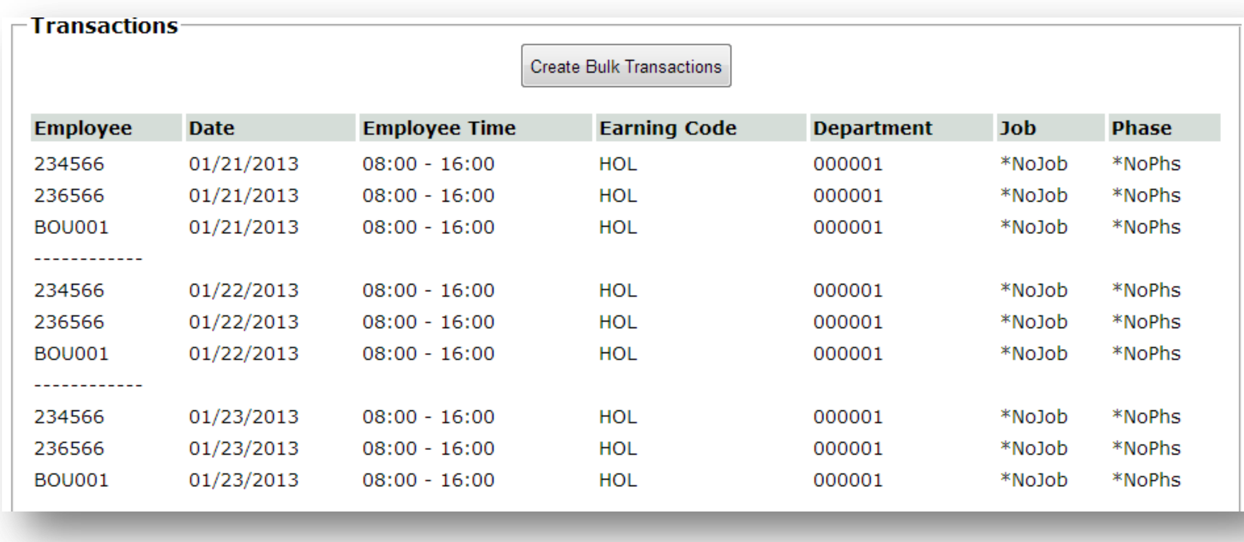
Click the *Select Employees* button to open a modal where a list of employees will be shown. A supervisor is limited to their employees while the admin may select from all or filter to specific supervisor groups. Select the employees and then click the Select Employees button on the popup to return to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



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.



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

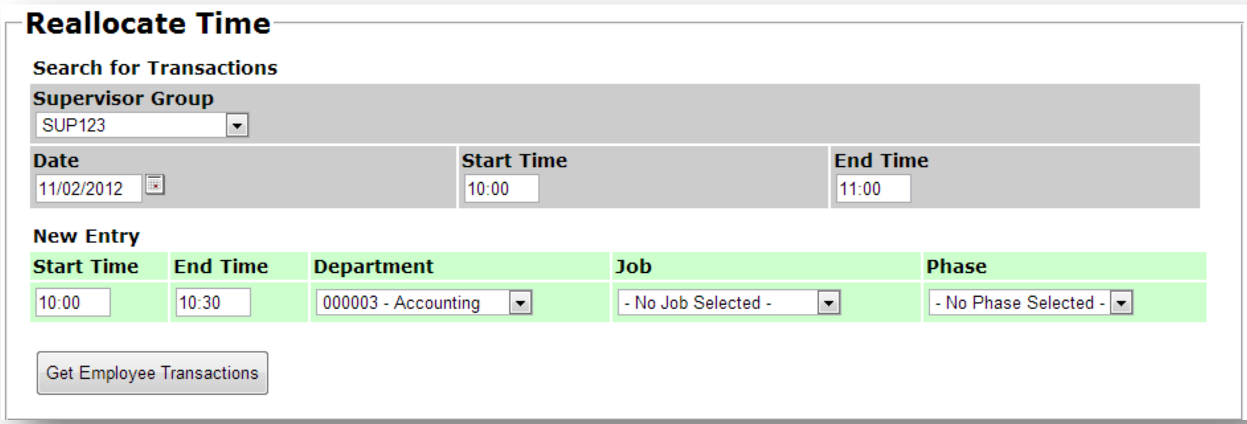
Employee	Date	Employee Time	Earning Code	Department	Job	Phase
234566	01/21/2013	08:00 - 16:00	HOL	000001	*NoJob	*NoPhs
236566	01/21/2013	08:00 - 16:00	HOL	000001	*NoJob	*NoPhs
BOU001	01/21/2013	08:00 - 16:00	HOL	000001	*NoJob	*NoPhs

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

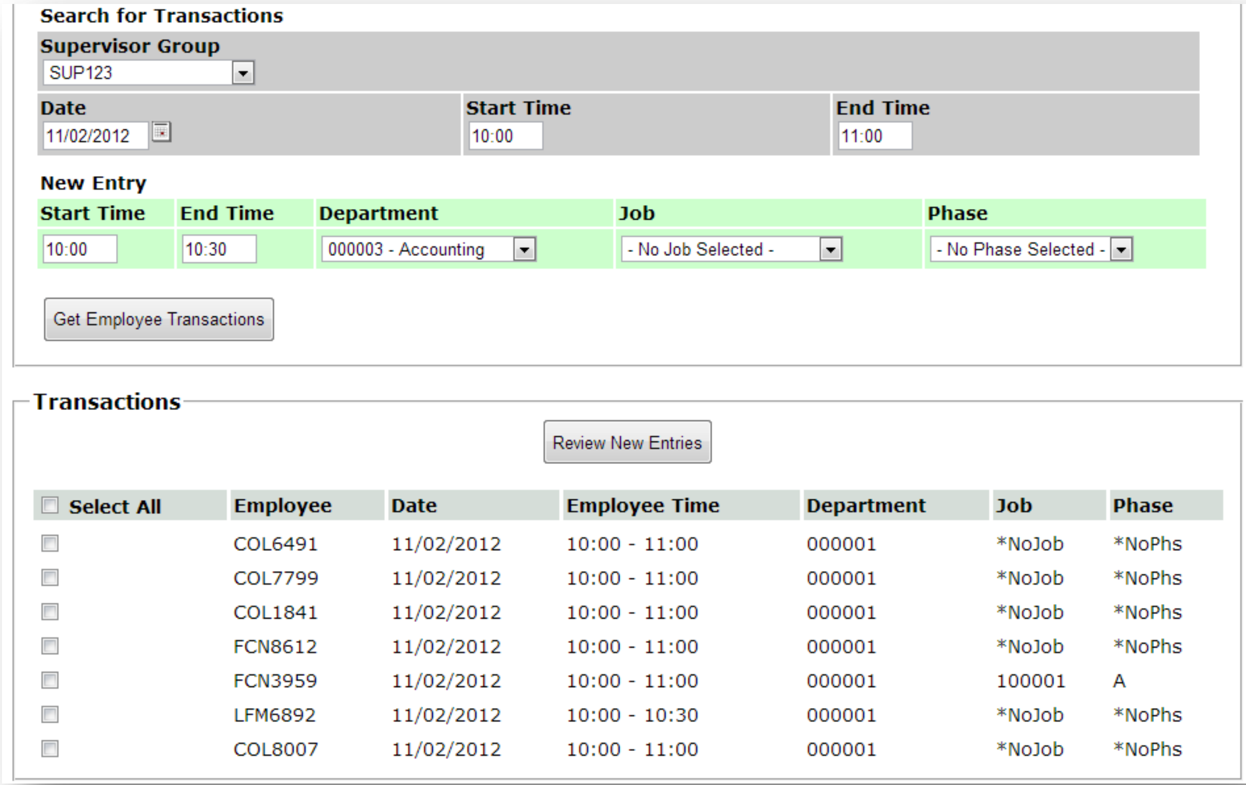
234566	01/23/2013	08:00 - 16:00	HOL	000001	*NoJob	*NoPhs
236566	01/23/2013	08:00 - 16:00	HOL	000001	*NoJob	*NoPhs
BOU001	01/23/2013	08:00 - 16:00	HOL	000001	*NoJob	*NoPhs

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.

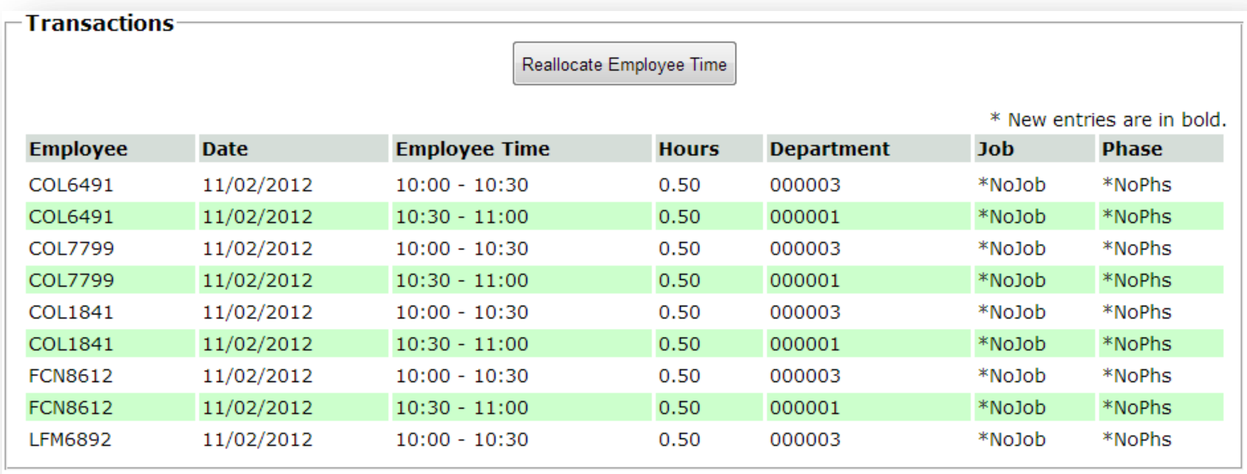


First thing to do one this screen is to filter for a specific time range on a date for the selected supervisor group. Enter the new time entry with the new department, job, or phase that needs to be allocated in for the employees. Press the **Get Employee Transactions** button to see a list of current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



Select All	Employee	Date	Employee Time	Department	Job	Phase
	COL6491	11/02/2012	10:00 - 11:00	000001	*NoJob	*NoPhs
	COL7799	11/02/2012	10:00 - 11:00	000001	*NoJob	*NoPhs
	COL1841	11/02/2012	10:00 - 11:00	000001	*NoJob	*NoPhs
	FCN8612	11/02/2012	10:00 - 11:00	000001	*NoJob	*NoPhs
	FCN3959	11/02/2012	10:00 - 11:00	000001	100001	A
	LFM6892	11/02/2012	10:00 - 10:30	000001	*NoJob	*NoPhs
	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.



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

Chapter

5

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.

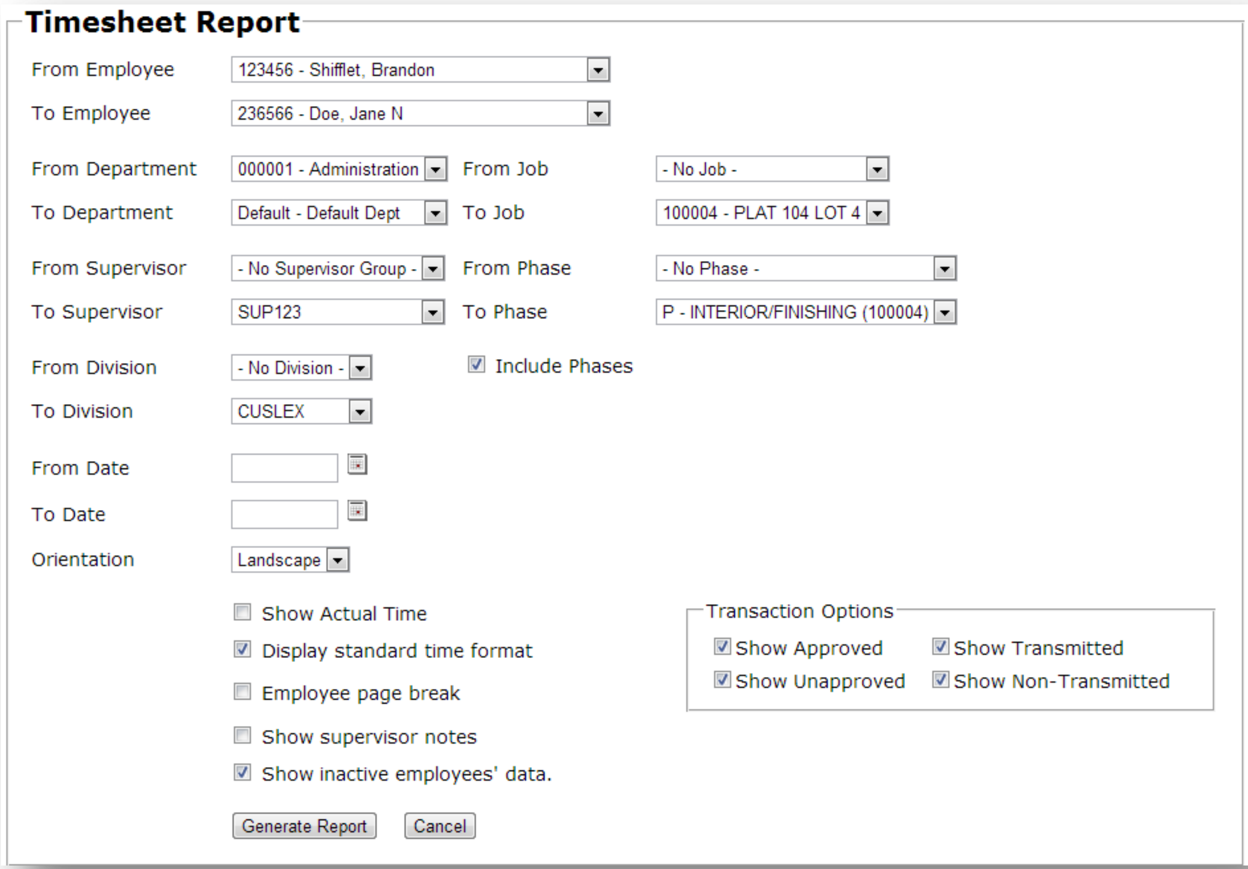
Employees – may only run the **Timesheet Report** for themselves.

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.



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.

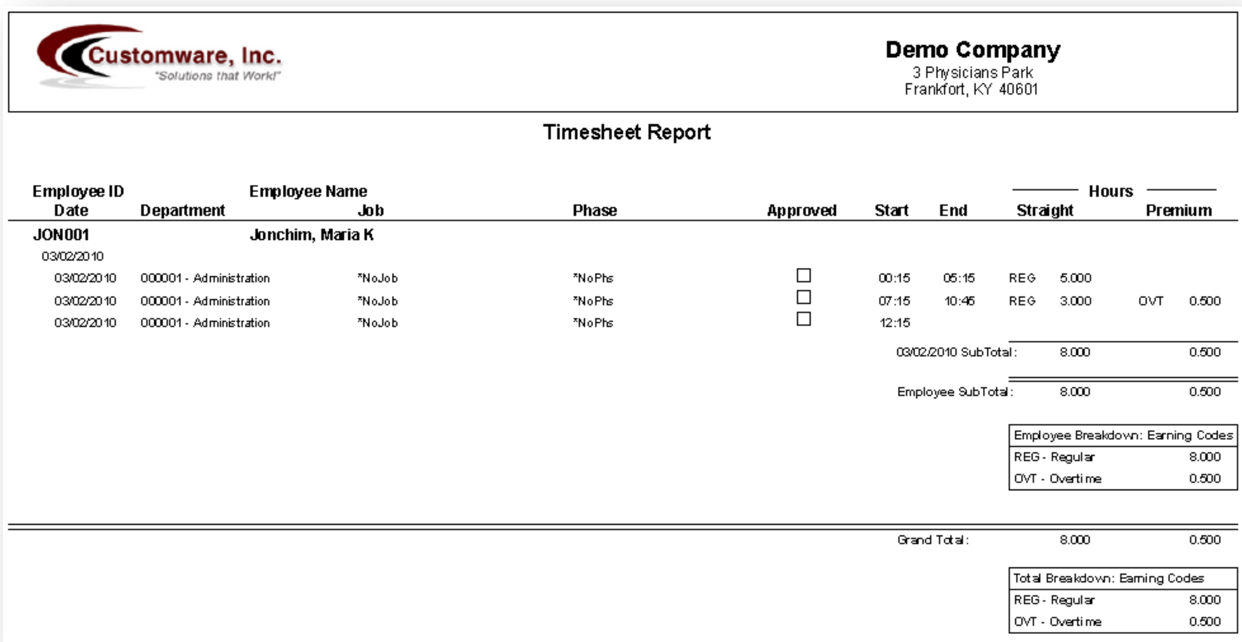
Employee page break – Check this box to begin a new page on the report after each employee.

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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Demo Company
3 Physicians Park
Frankfort, KY 40601

Timesheet Report

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

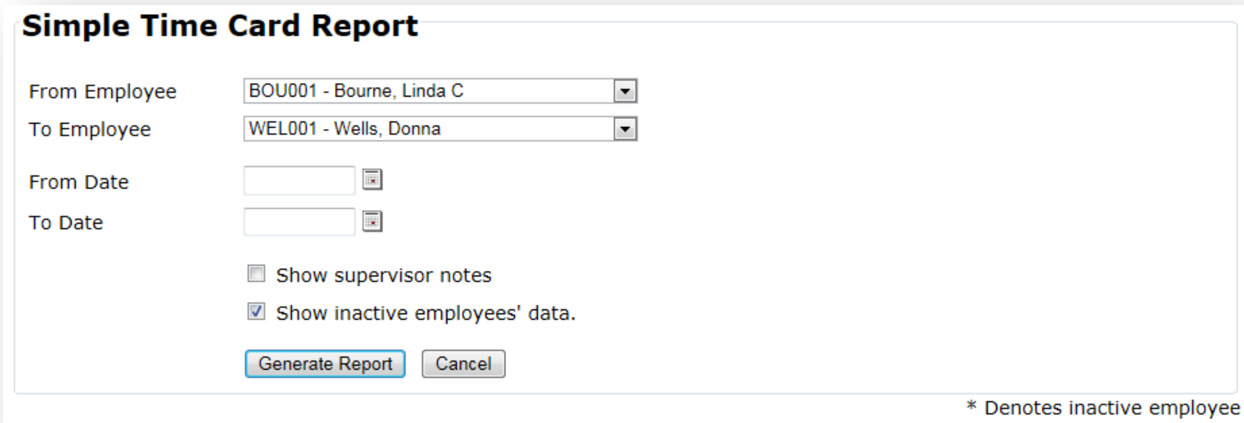
Employee Breakdown: Earning Codes	
REG - Regular	8.000
OVT - Overtime	0.500

Grand Total: 8.000 0.500

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

Simple Time Card Report

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



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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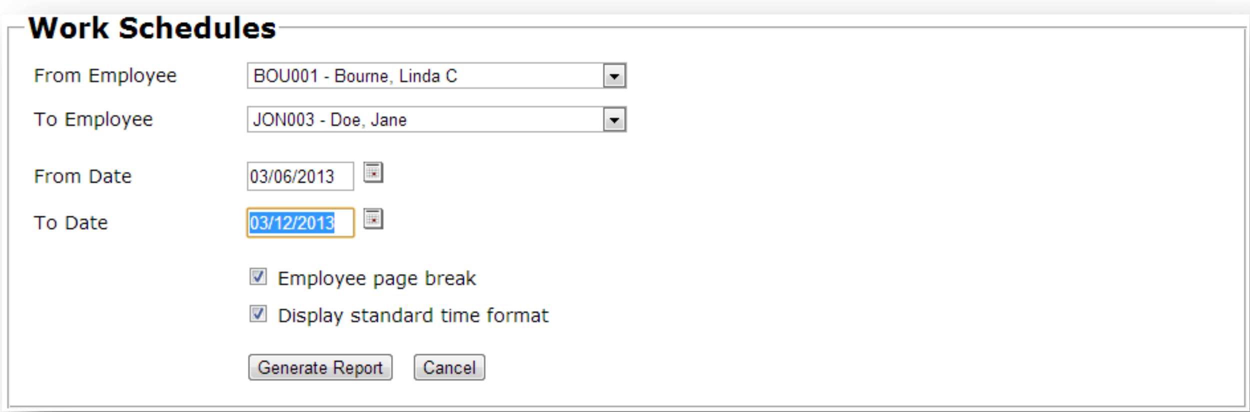
Frankfort, KY 40601

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.



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.

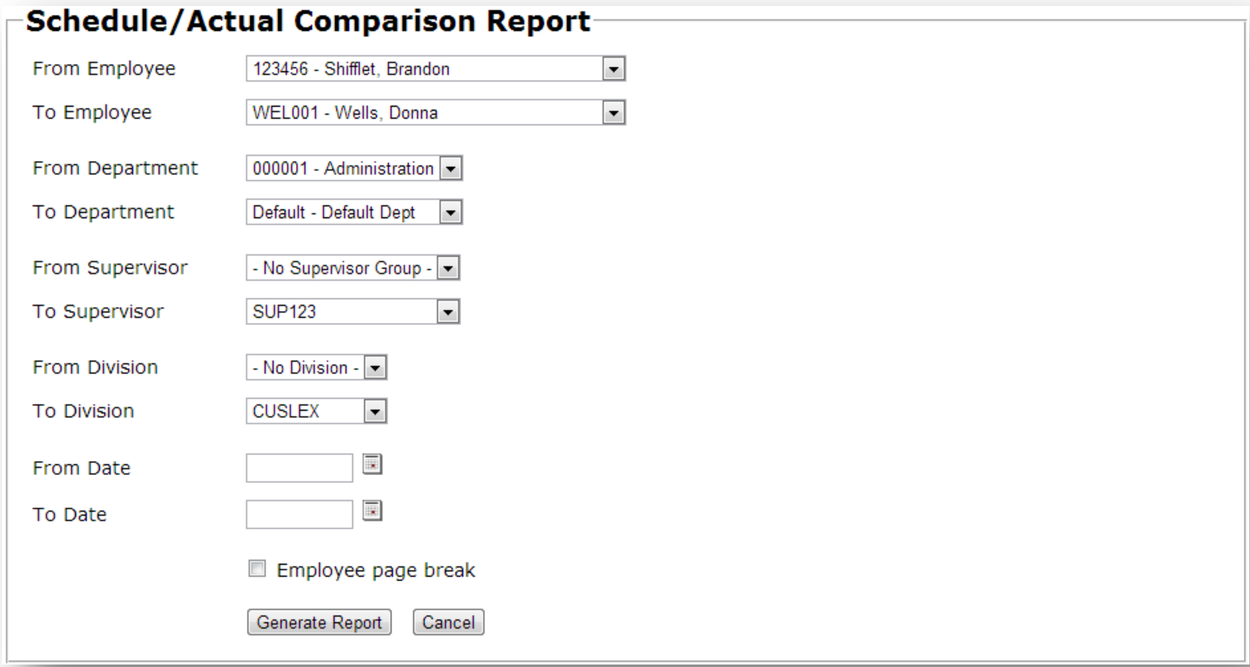
Work Schedules

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.



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.

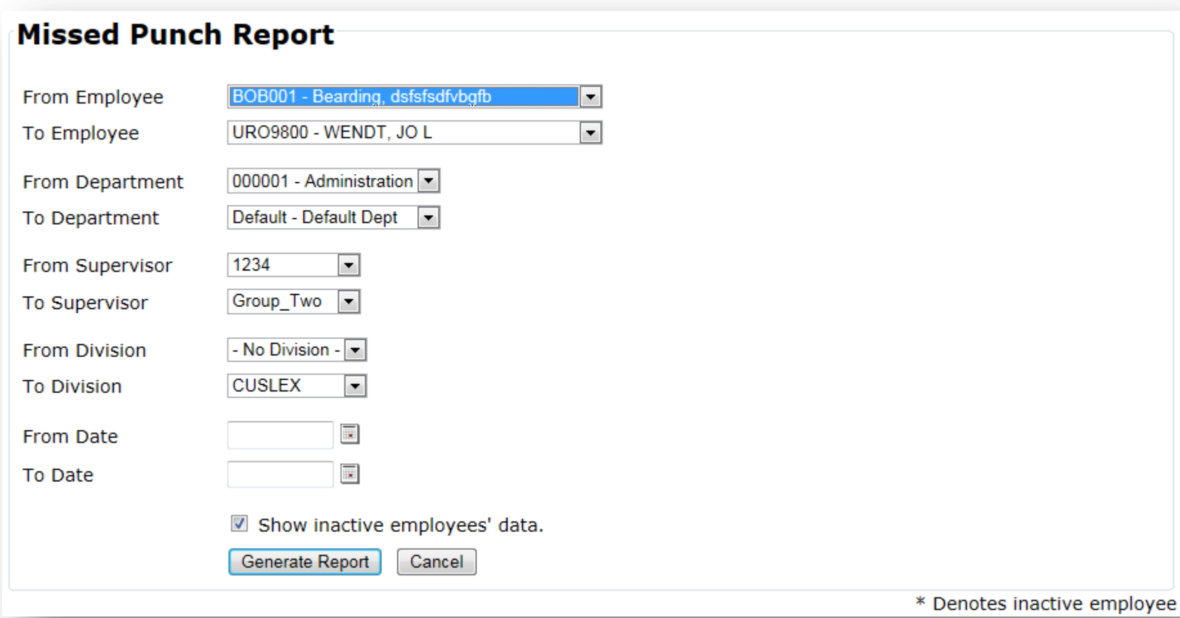
Employee page break – Page break on each new employee.

Schedule/Actual Comparison Report

Employee Date		---- Start Shift ---- Sched	Act	---- Start Lunch ---- Schd	Act	---- End Lunch ---- Schd	Act	---- End Shift ---- Schd	Act	---- Hours ---- Schd	Act
BOU001	**Bourne, Linda C**										
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
Employee Totals		**Early 0 time(s)** **Late 0 time(s)** **Absent 4 time(s)**		**Early 0 time(s)** **Late 0 time(s)**		**Early 0 time(s)** **Late 0 time(s)** **0 short lunches** **0 long lunches**		**Early 0 time(s)** **Late 0 time(s)** **1 short day(s)** **0 long day(s)**		**40.00**	**0.00**

Missed Punch Report

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



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.

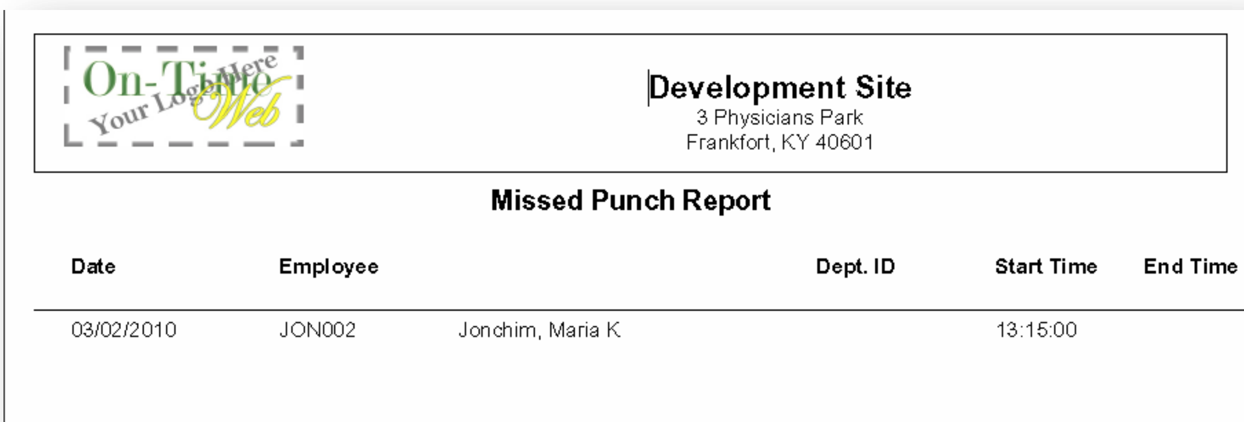
From/To Department – Filters the report based on the Departments selected in the From and To drop-down boxes.

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.



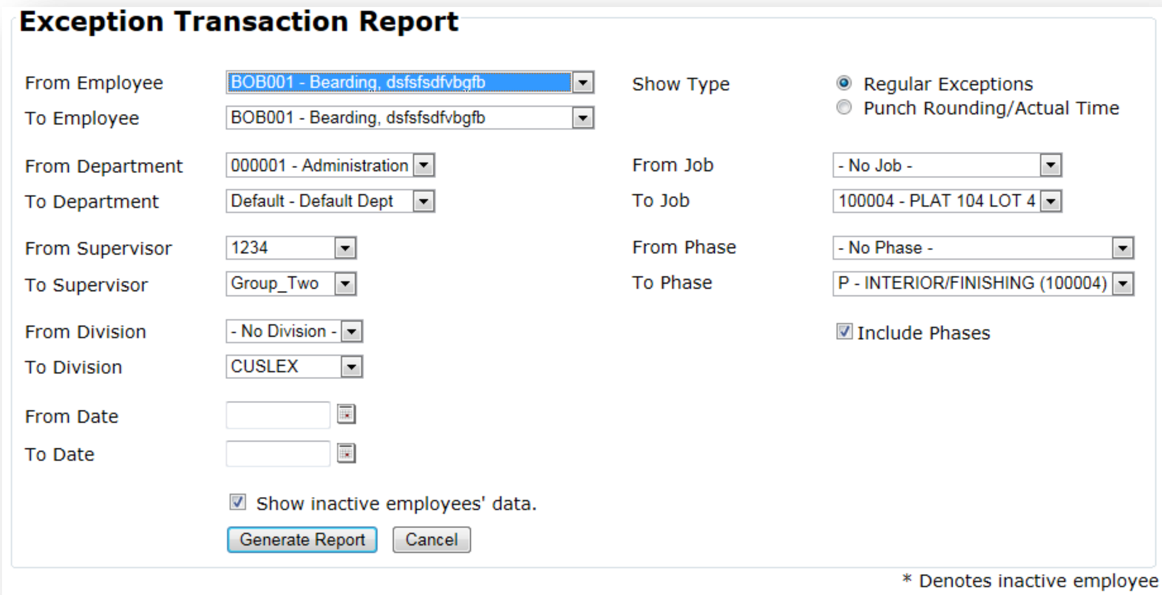
Development Site
3 Physicians Park
Frankfort, KY 40601

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.



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.

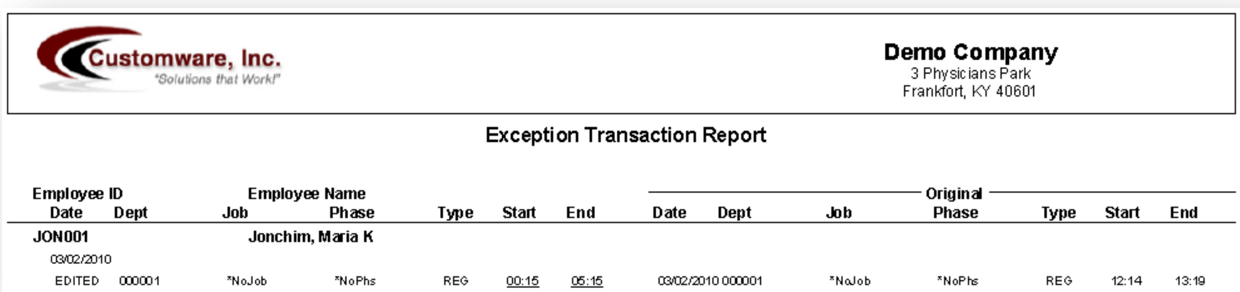
From/To Date – Filters the report based on the date range selected in the From and To text boxes. If no date range is selected the report will print using all dates in the system that meet the criteria selected.

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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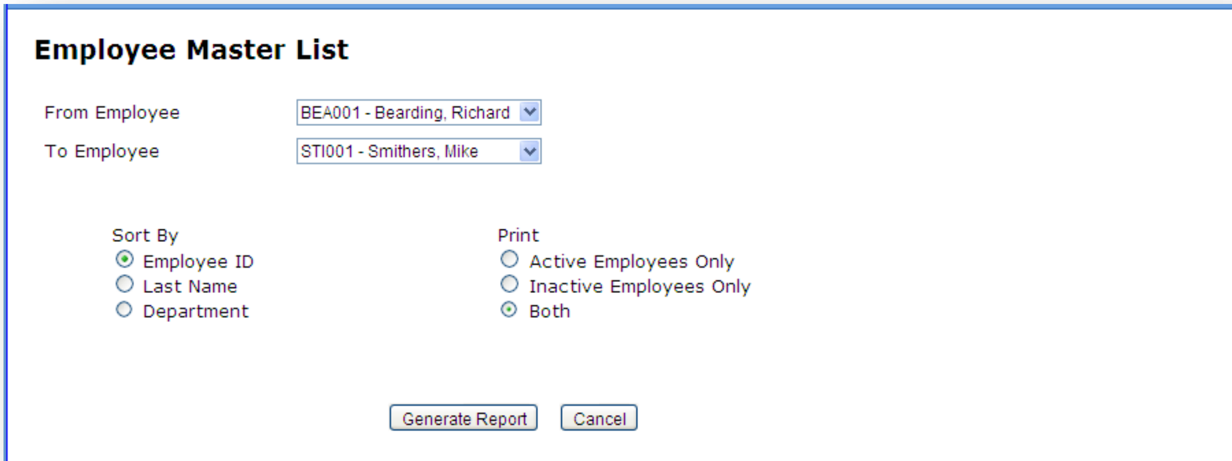
Exception Transaction Report

Employee ID / Date	Dept	Employee Name / Job	Phase	Type	Start	End	Original Date	Dept	Job	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.



Definitions of the fields on this screen:

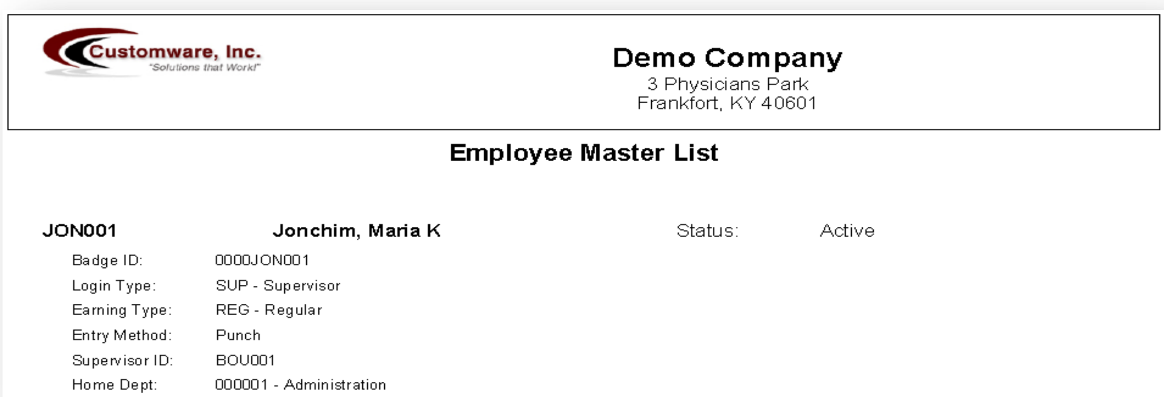
From/To Employee – Filters the report based on the Employees selected in the From and To drop-down boxes

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.

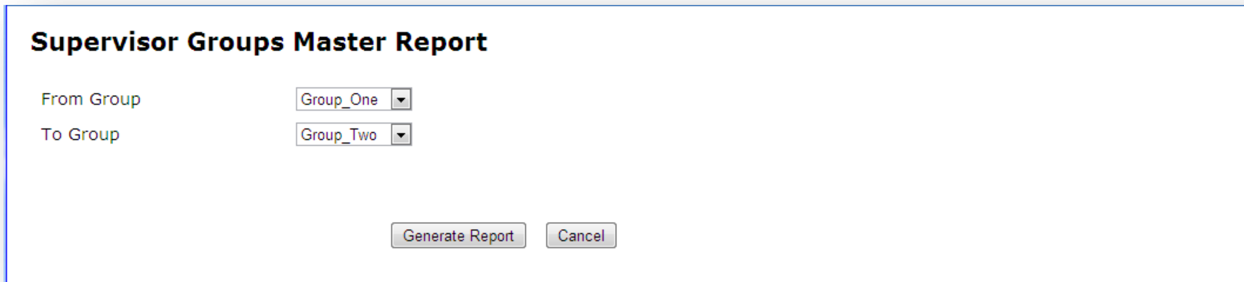
Generate Report – Prints the report into a PDF format

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



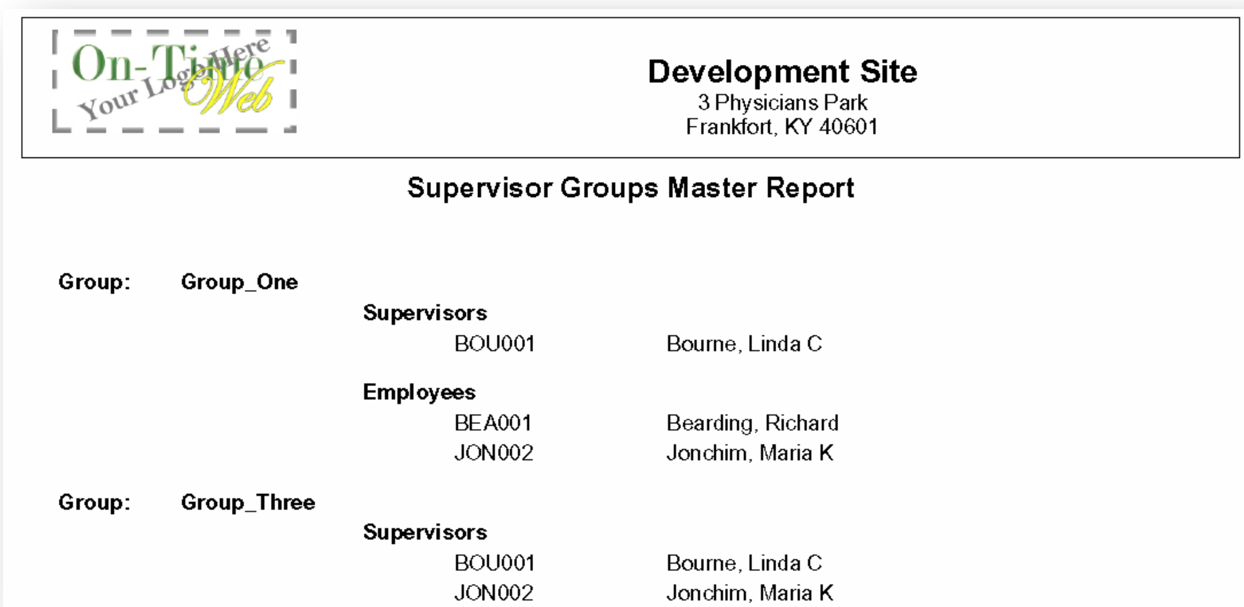
Supervisor Groups Master Report

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.



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



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Supervisor Groups Master Report

Group: **Group_One**

Supervisors

BOU001	Bourne, Linda C

Employees

BEA001	Bearding, Richard
JON002	Jonchim, Maria K

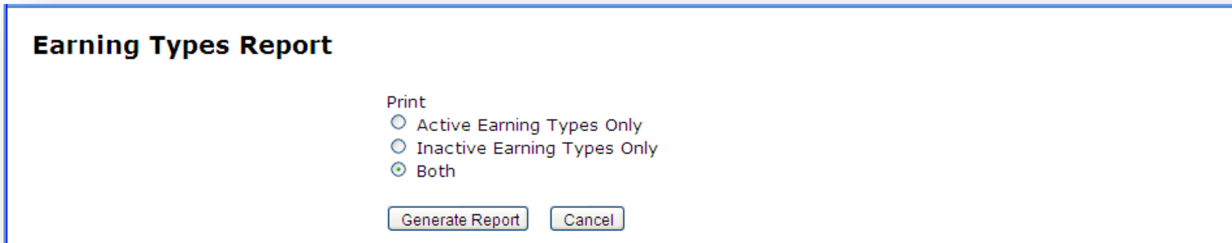
Group: **Group_Three**

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.

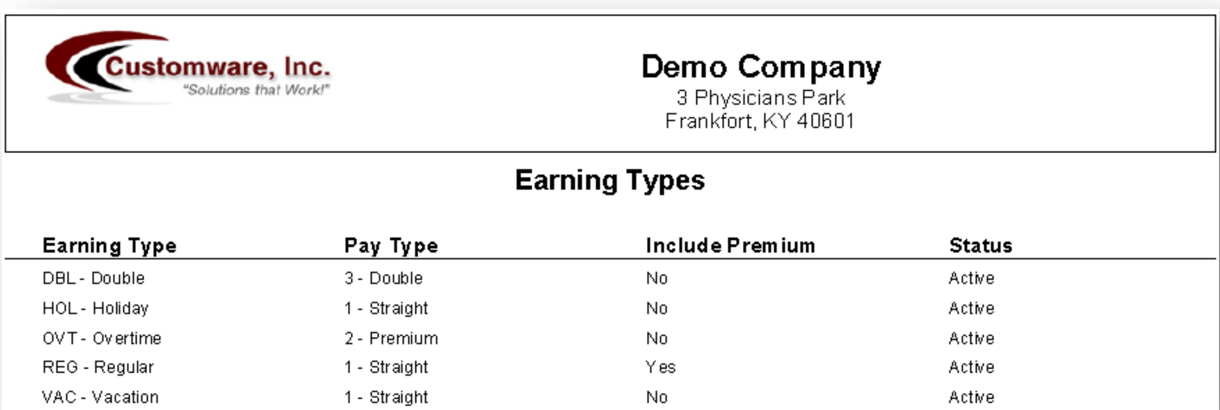


Definitions of the fields on this screen:

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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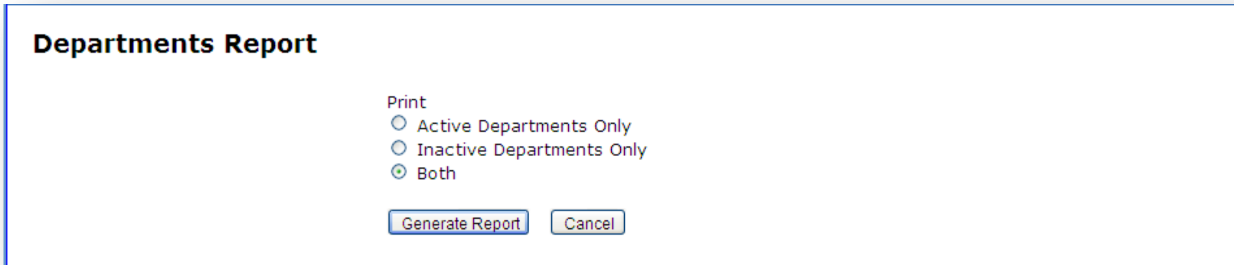
Earning Types

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.

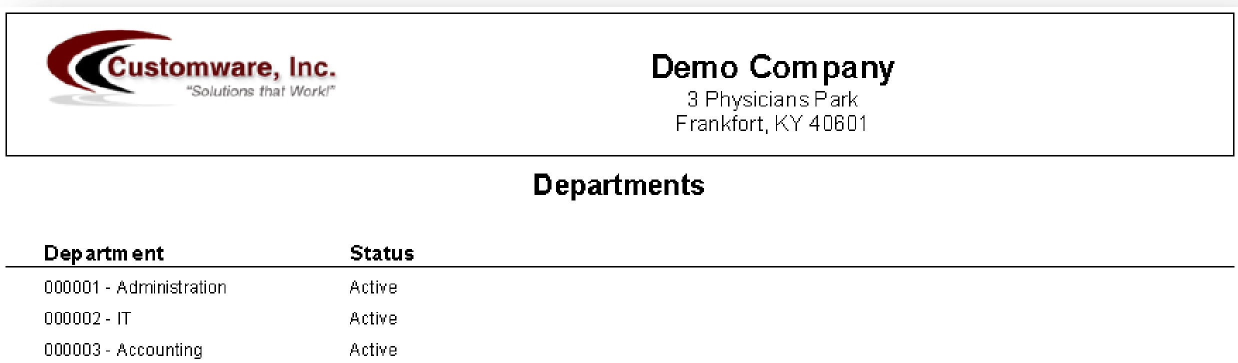


Definitions of the fields on this screen:

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

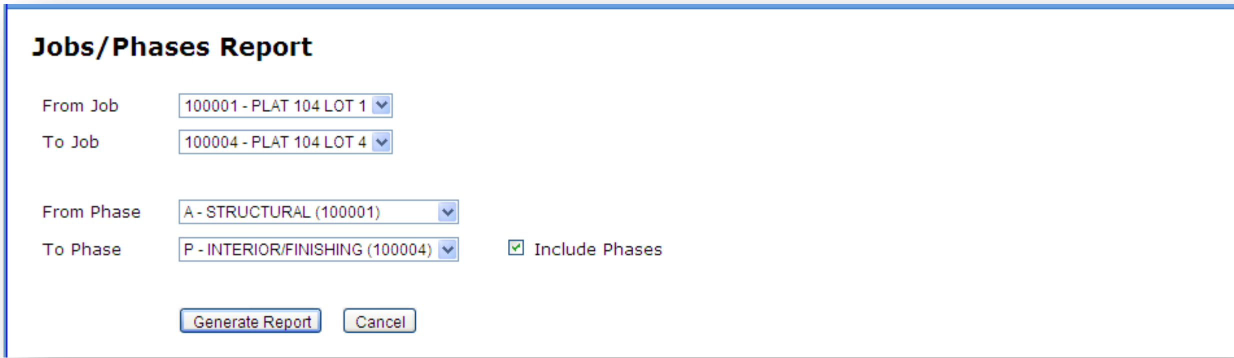
Cancel – Clears the selections you've chosen in the drop-down boxes



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.



Definitions of the fields on this screen:

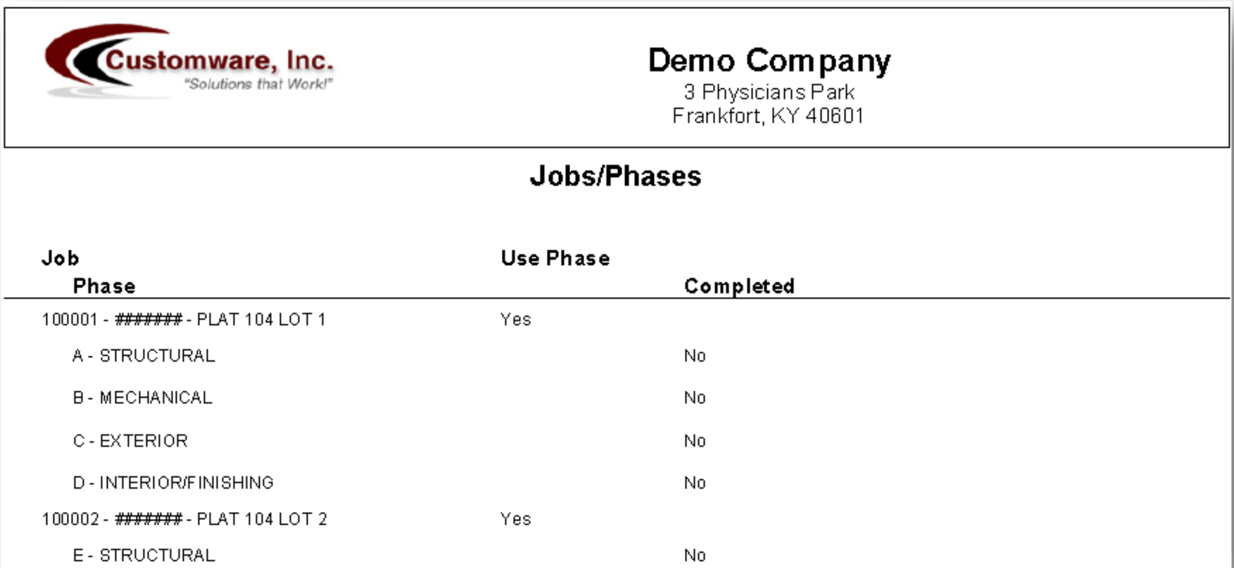
From/To Job – Filters the report based on the Jobs selected in the From and To drop-down boxes

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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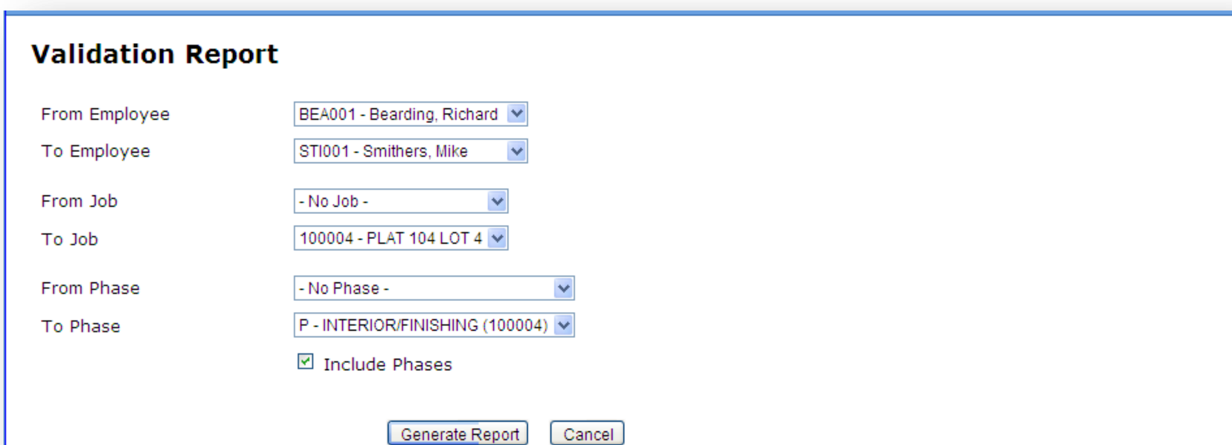
Jobs/Phases

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.



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

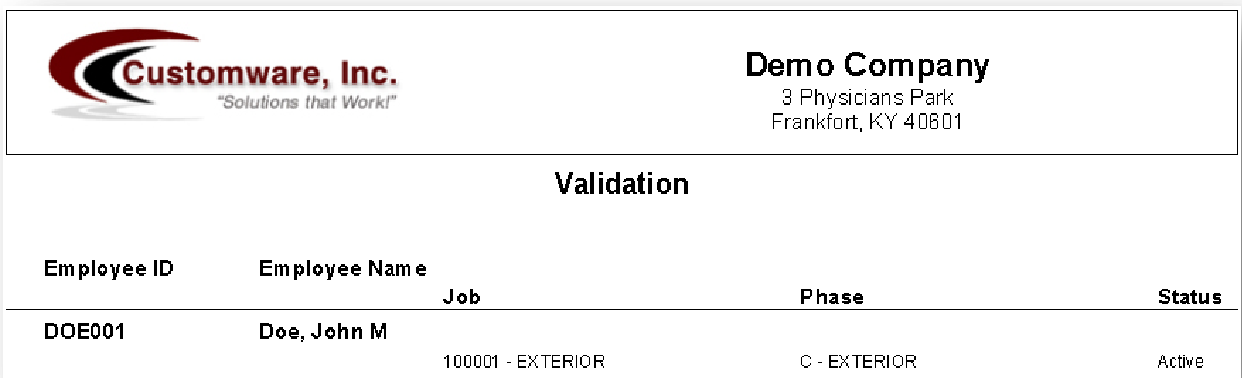
From/To Job – Filters the report based on the Jobs selected in the From and To drop-down boxes

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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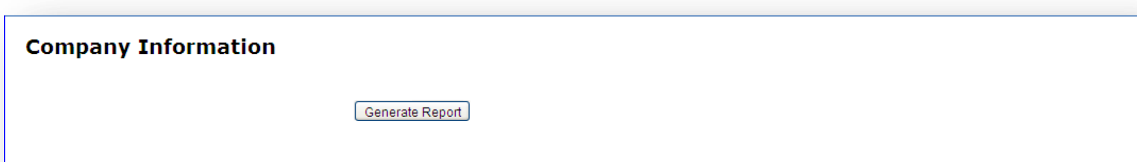
Validation

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.



Definitions of the fields on this screen:

Generate Report – Prints the report into a PDF format

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Company Information

Company ID:	**DEMO**
Company Name:	Demo Company
Address:	3 Physicians Park
	Frankfort, KY 40601

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

Chapter
6

System Menu

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

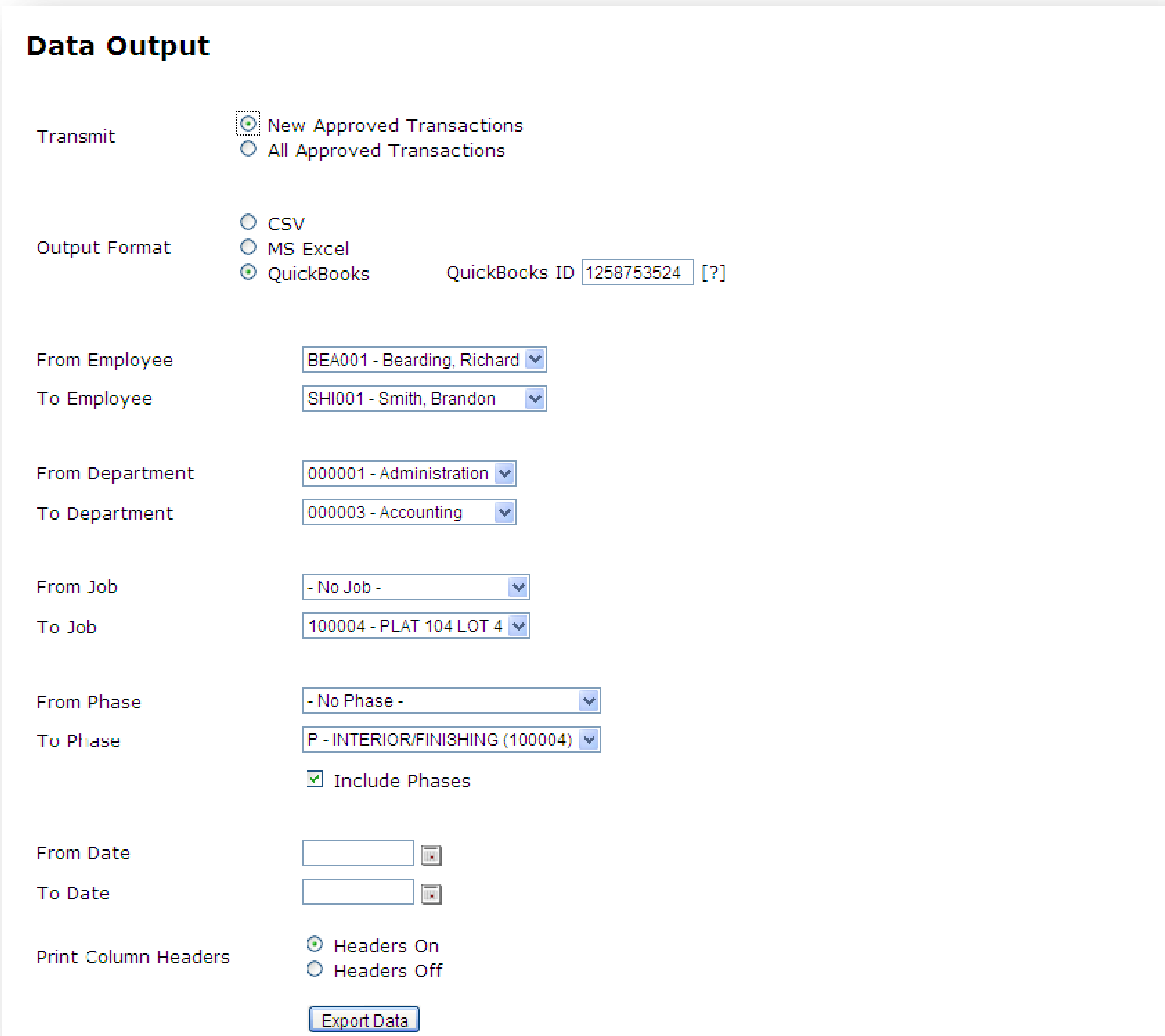
Employees – Every employee, no matter what their login type is, may view the On-Time Web manual.

Supervisors – may also view the Send Message option.

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

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.



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.

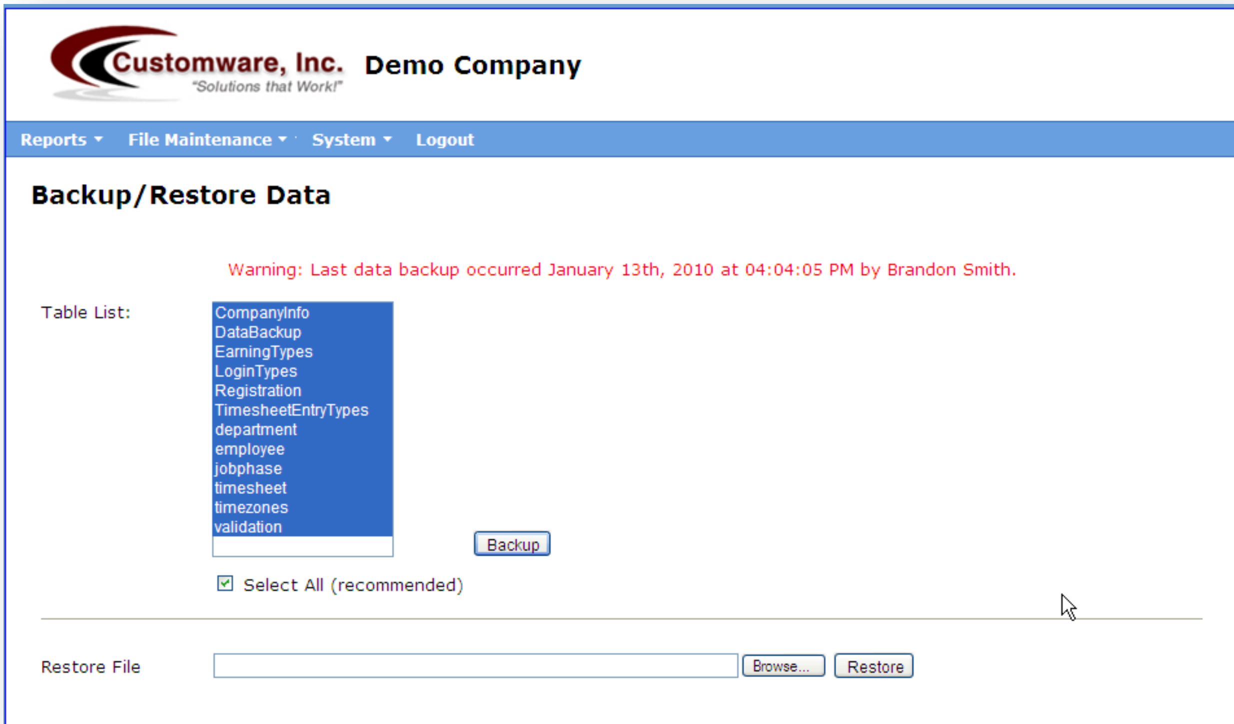
Print Column Headers – Select whether or not to show the column headers in the generated file. Headers On (selected by default) will show the column headers. Select Headers Off if you do not want the column headers to show.

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: **<u>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.</u>**



Definitions of the fields on this screen:

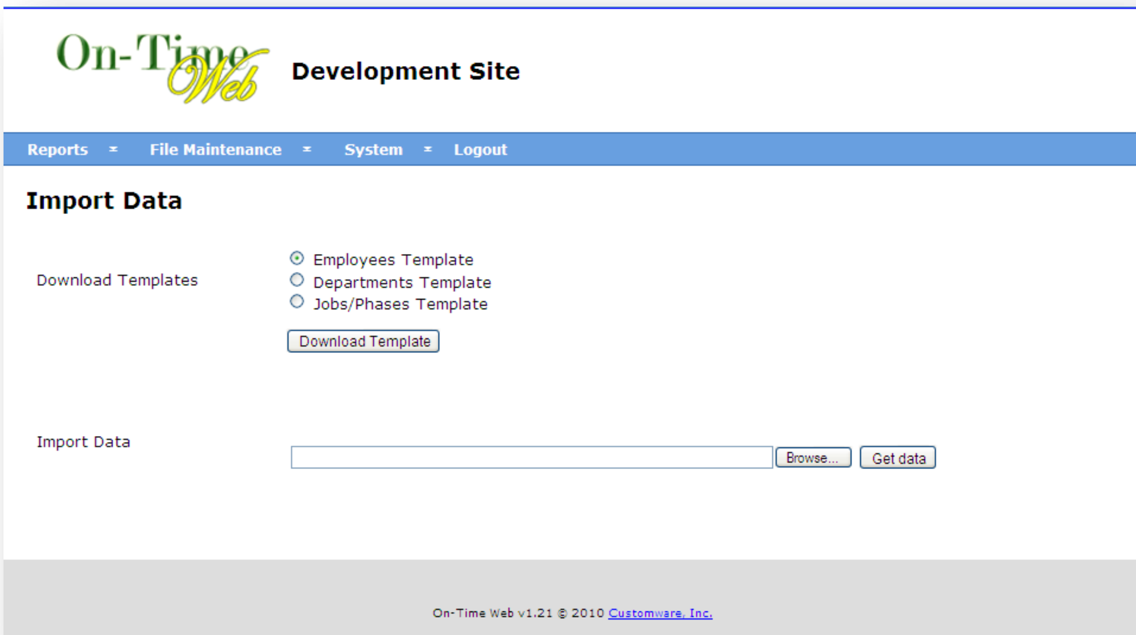
Table List – Choose the table(s) to include in a single backup file. If you only want to backup a certain table, you can choose it or you can Ctrl + Click for multiple selections.

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.



For Employee, Department, or Job/Phase data:

Definitions of the fields on this screen:

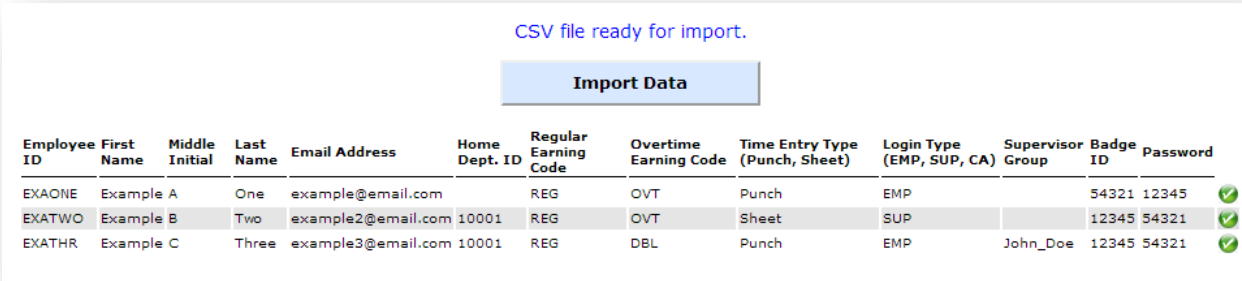
Download Template – Select the template you wish to download: **Employees**, **Departments**, or **Jobs/Phases**. Once downloaded, the CSV file can be saved to disk for future imports if necessary.

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 2nd 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.

Dept ID	Description	Inactive
000006	Technical	0
000007	Accounting	0
000008	Office	1

DepartmentsImport

```
Dept ID,Description,Inactive
000006,Technical,0
000007,Accounting,0
000008,Office,1
```

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

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
SHI001	Brandon	T	Smith	LBS@otw.com	000003	REG	OVT	Sheet	EMP	DUN001		abcd1234	0
DOE001	John		Doe	JohnD@otw.com	000002	REG	OVT	Punch	EMP	DUN001		4321dcba	0
DOE002	Jane	M	Doe	JaneD@otw.com	000006	COM	DBL	Sheet	SUP	DOE002	000DOE002	abcdef23	0

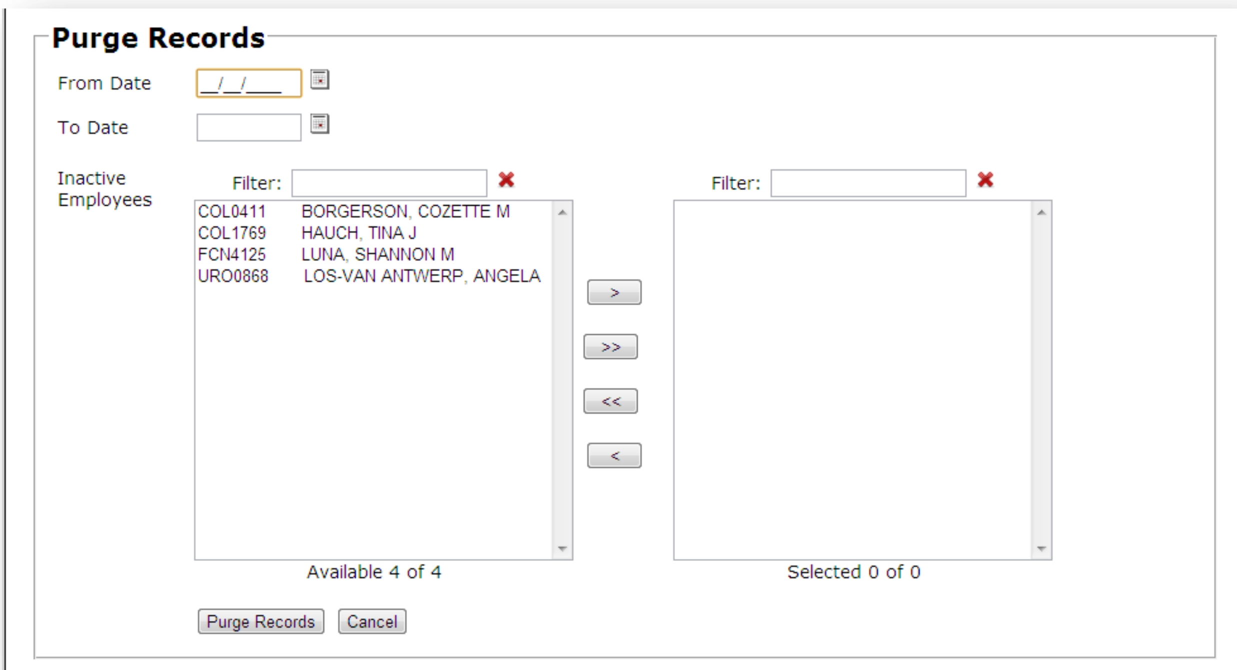
Figure 6-2: Jobs/Phases CSV file

Job ID	Phase ID	Job/Phase Description	Use Phase	Completed
100001	######	Job 1	1	0
100001	A	Phase I-A		0
100001	B	Phase I-B		0
100003	C	Phase I-C		0
100002	######	Job 2	0	0
100003	######	Job 3	1	0
100003	A	Phase III-A		0

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.



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.

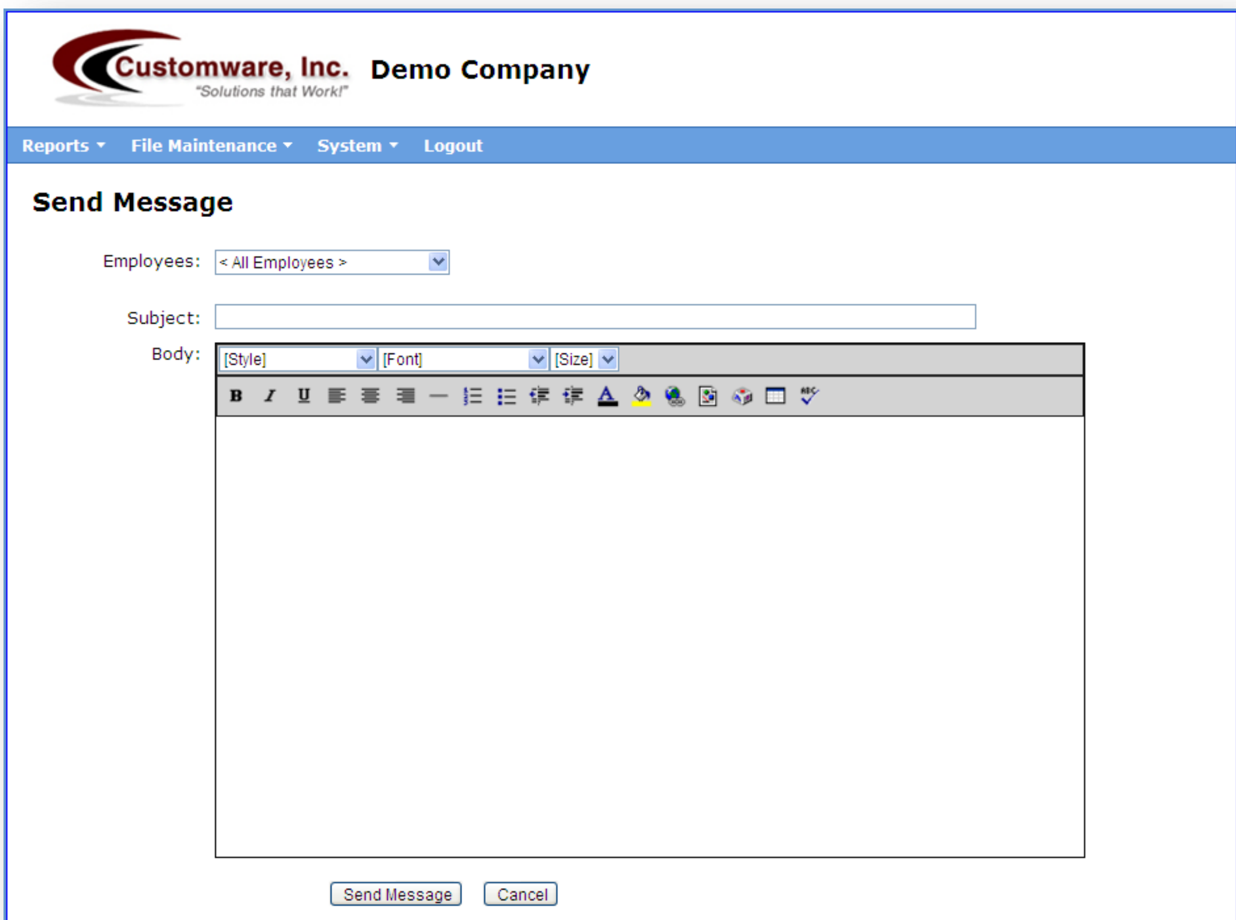
To add employees click on the name (**ctrl + click** or **shift + click** to select multiple employees) and click the > button to move them to the selected box. Click the >> button to select all employees. To unselect a employee or range of employees click the name in the selected box and click the 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



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.

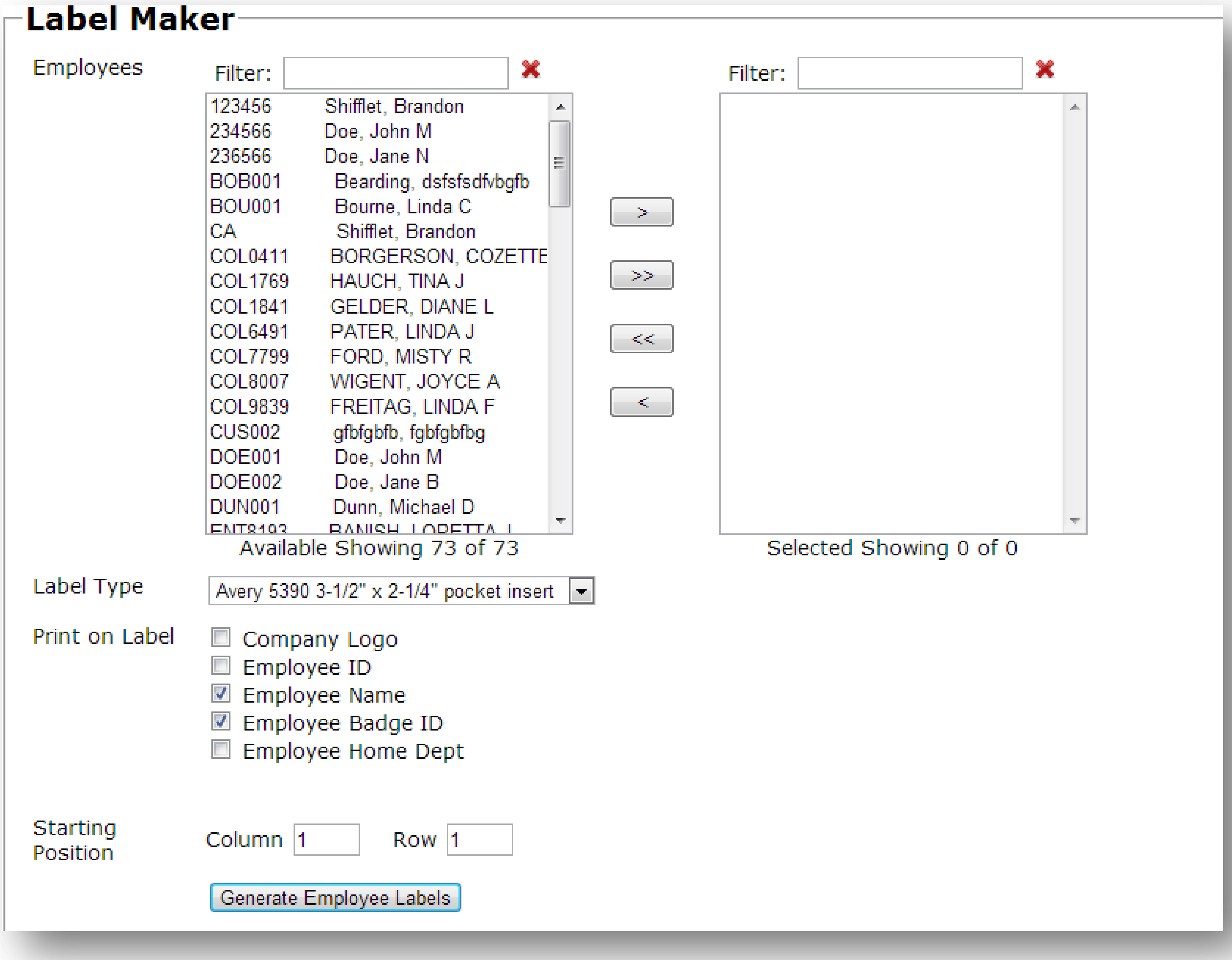
Send Message – Sends the email to the employee(s) selected.

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.



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.

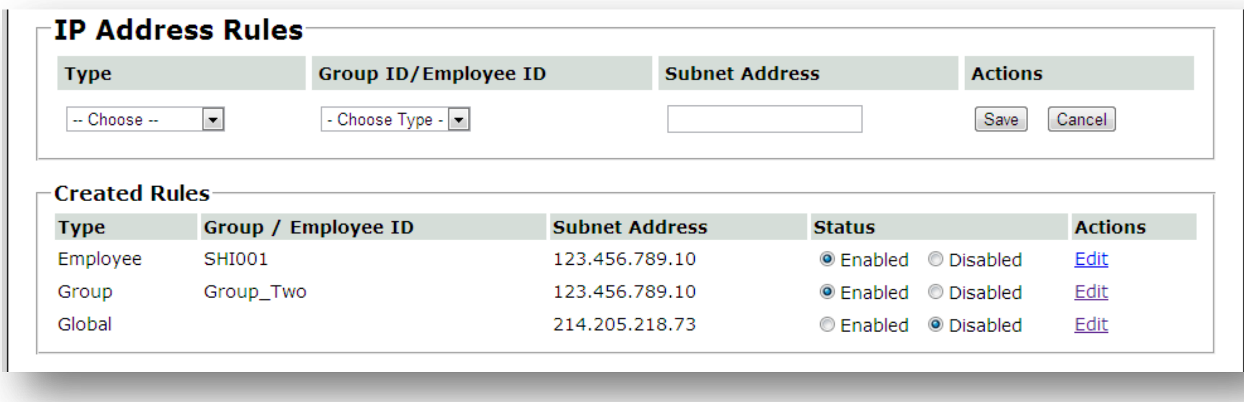
Print on Label – Choose the options to be printed on the labels. Options include: Company Logo, Employee ID, Employee Name, Employee Badge ID, and Employee Home Department.

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.



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.)

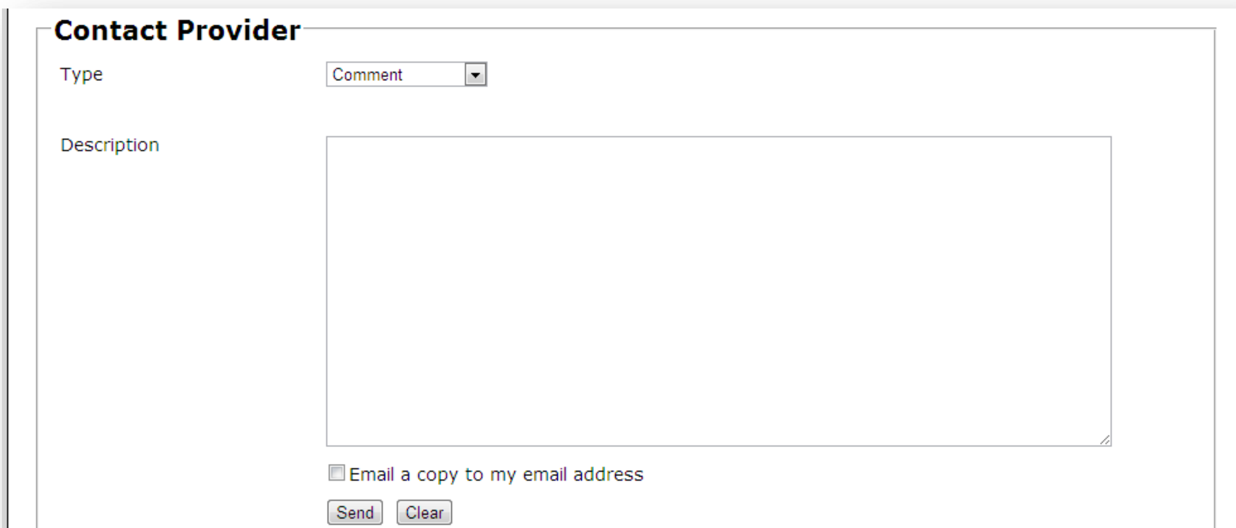
Group ID/Employee ID – If the Type is **Employee** or **Group** then the drop down list contains the appropriate records for selection.

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.



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.

Chapter

7

On-Time Web Mobile

On-Time Web Mobile[1] 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

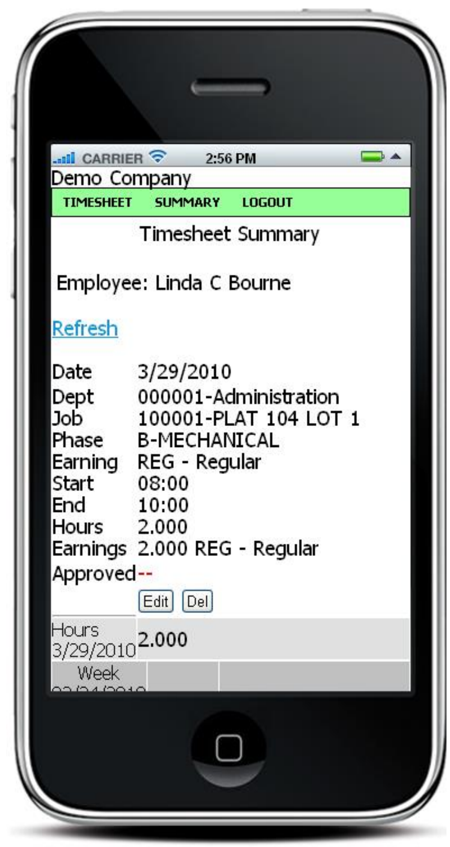


figure B) The mobile Timesheet Summary screen

[1] 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

Chapter

8

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.

Chapter

9

Troubleshooting Guide

Question/Issue	Probable Solution
Login Page	
➢ I can't type anything in the username and password fields and the Login button appears to be disabled.	✓ The **trial period has expired** or the company has been marked inactive. Please contact your Reseller.
File Maintenance Screens	
➢ I am not able to upload our company logo on the Company Info screen.	✓ Make sure that the image is either a **jpeg** or **gif** file type and that the size of the image is **under 3 MB**.
➢ There are fields disabled on the Company Info screen and I'm not sure why.	✓ Certain features and functions are only available in the **Pro** version. ✓ If you have the Pro version, there are certain options on the **Company Info screen** that affect the enabling/disabling of other fields. Double-check your settings.
➢ Some of the drop-down boxes such as Departments, Divisions, Earning Codes, Jobs and Phases are empty on the screens.	✓ Make sure you have actually **setup** Departments, Divisions, Earning Codes, Jobs and Phases in each mentioned File Maintenance screen (Chapter 3).
Timesheet Entry	
➢ 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 **Punch** 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 **Switch** 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.