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RAMCO AVIATION SOLUTION

VERSION 5.9

USER GUIDE

TIME TRACKER

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ABOUT THIS MANUAL

This manual briefly describes the basic processes and functions in Ramco Aviation Solution.

WHO SHOULD READ THIS MANUAL

This manual is intended for users who are managing the Aviation industry processes and are new to Ramco Aviation Solution. This manual assumes that the user is familiar with the Aviation Industry nomenclatures and systems based software.

HOW TO USE THIS MANUAL

Ramco Aviation Solution provides extensive Online Help that contains detailed instructions on how to use the application. Users are suggested to use this manual for specific references, along with the Online Help. This manual contains enough information to help the users perform the basic tasks and points toward the Online Help for more detailed information.

HOW THIS MANUAL IS ORGANIZED

The User Guide is divided into 3 chapters and index. Given below is a brief run-through of what each chapter consists of.

Chapter 1 provides an overview of the entire **Time Tracker** business process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on the **Time Tracking Setup** sub process.

Chapter 3 focuses on the **Timesheet** sub process.

The **Index** offers a quick reference to selected words used in the manual.

DOCUMENT CONVENTIONS

- The data entry has been explained taking into account the “Create” business activity. Specific references (if any) to any other business activity such as “Modify” and “View” are given as “Note” at the appropriate places.
- **Boldface** is used to denote commands and user interface labels.

  Example: Enter **Company Code** and click the **Get Details** pushbutton.
- Italics used for references.

  Example: *See Figure 1.1.*
- The  icon is used for Notes, to convey additional information.

REFERENCE DOCUMENTATION

This User Guide is part of the documentation set that comes with Ramco Aviation Solution. The documentation is generally provided in two forms:

- The Documentation CD in Adobe® Systems’ Portable Document Format (PDF).
- Context-sensitive Online Help information accessible from the application screens.

WHOM TO CONTACT FOR QUERIES

Please locate the nearest office for your geographical area from www.ramco.com for assistance.

content

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1 INTRODUCTION

In today's trending and flexible workplace practices, managing employee's time and attendance is one of the key challenges faced by an organization. An appropriate time and attendance practice increases information accuracy and reliability. Also, the timesheet data can be used for account and payroll processing.

Specific to the aviation industry, the **Time Tracker** business component is an integrated employee time and attendance system. Time Tracker enables the management of time booking entities either independently within the Time Tracking system or by creating an interface if an integrating system already exists like for example, with the execution of Aircraft Maintenance (AME) or Shop Work Order (SWO). This functionality enables the organization to closely monitor and control labor costs, minimize compliance risk, generate employee exception reports and reduce paperwork.

The key features of this component are:

- Automatic recording of time-in and time-out through Bar code.
- Manual recording of time-in and time-out
- Real time basis of recording work start and work end time
- Manual backdated time booking
- Recording time-off requests
- Recorddig time in emails
- Authorization provisions
- Provision to assign an alternate authorizer and authorize time records through them

The **Time Tracking Setup** subprocess facilitates configuration of timesheet master information.

The **Timesheet** subprocess enables both manual and automatic recording of timesheet and attendance.

2 TIME TRACKING SETUP

The **Time Tracking Setup** business component addresses the need for configuring timesheet master information. Various parameters can be setup for the time and attendance recording process.

The key activities in this component and their purpose are as below.

2.1 Setting up time tracking parameters

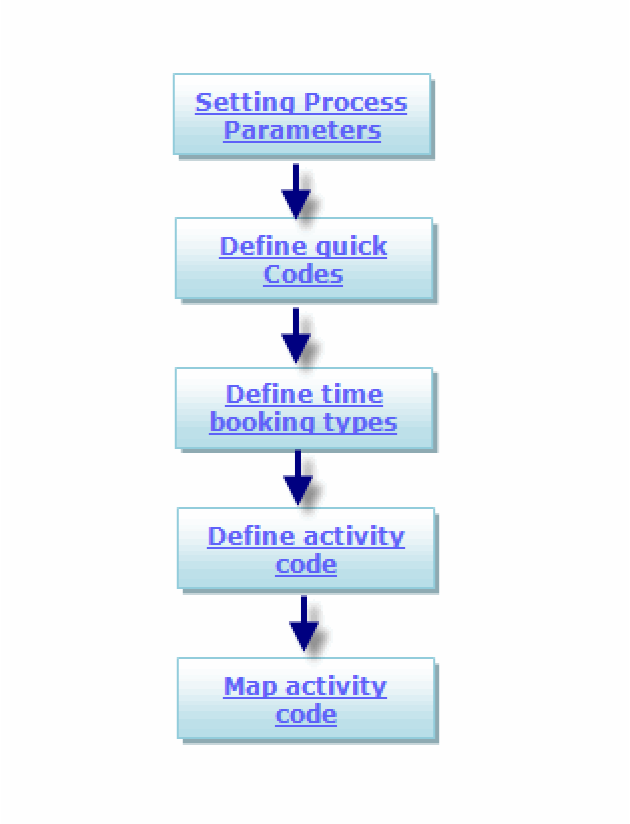

Figure 2.1 Setting up time tracking parameters

2.2 SETTING UP TIME TRACKING PARAMETERS

In this page, you can define independently various process parameter settings for individual booking types. Also, a set of common parameters applicable to all booking types are available for configuration. Set Options that drive the attendance recording and approval and other required organizational policies can be configured separately in this screen.

In this activity the parameters can be set up for the following entities:

- Common - Parameters relating to timesheet bookings like smart card login.
- Common ARS - Parameters relating to attendance report system, like rounding off factor, threshold.
- Booking Type - Parameters relating to booking type.

2.2.1 SETTING PROCESS PARAMETERS

1. Select **Set Process Parameters** activity under the **Time Tracking Setup** business component. The **Set Process Parameters** page appears. *See Figure 2.2.*

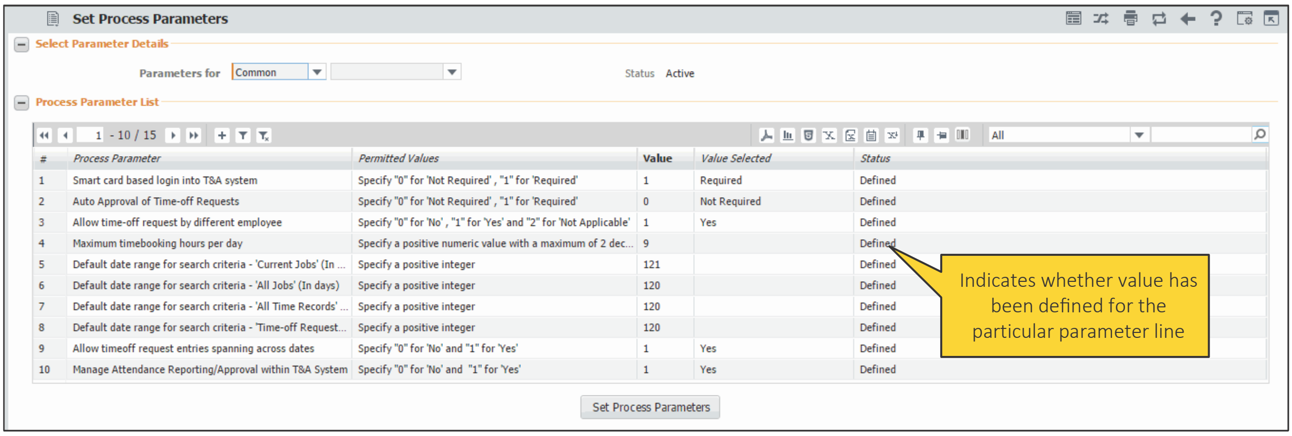

Figure 2.2 Set Process Parameters

2. Select the basis on which you wish to define the parameters the **Parameter For** drop-down list box.
3. Enter the **Value** of the parameter in the **Process Parameter List** multiline.
4. The system displays **Process Parameter**, **Permitted Values, Status** indicating whether value has been defined for the parameter in that line and a brief description of the **Value Selected** in the **Process Parameter List** multiline.
5. Click the **Set Process Parameters** pushbutton to save all the process parameter details.

2.2.2 DEFINING QUICK CODES

1. Select **Manage Quick Codes** under **Time Tracking Setup** business component. The **Manage Quick Codes** page appears. *See Figure 2.3.*

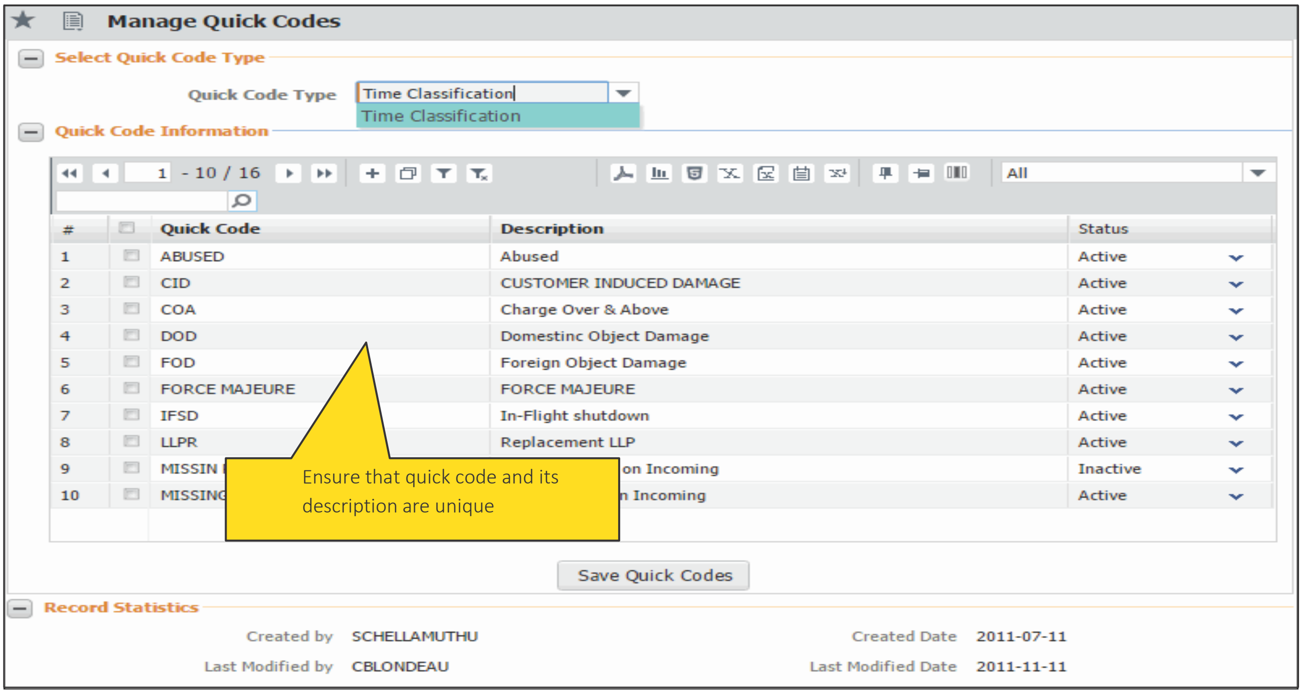

Figure 2.3 Manage Quick Codes

2. Select the type of quick code for which you wish to retrieve details in the multiline from the **Quick Code Type** drop- down list box.

3. Select a record / records in the **Quick Code Information** multiline for which you wish to save quick code details.

4. Use the drop-down list box to select the **Status** of the quick code, in the multiline, which could be active or inactive.

5. Select the **Save Quick Codes** pushbutton to save details of the quick code.

   The system creates the quick codes and sets the status of the created quick codes as "Active".

2.2.3 DEFINING TIME BOOKING TYPES

This activity allows you to define booking type as per your requirement based on which timesheet entities like projects, trucks, equipments and so on are defined, to enable employee to book his time and attendance details. In addition, you can define estimated hours and the estimated elapsed time taken to complete an activity. You can activate the booking type on setting parameters for it and control the status of the activity you have defined by choosing "Active" or "Inactive in the multiline.

Also, you can define key identifiers called "User Identifier Types" like for example "Component ID" or "Work Center" in this screen.

1. Select **Manage Time Booking Types** activity under **Time Tracking Setup** business component. The **Manage Time Booking Types** page appears. *See Figure 2.4*.

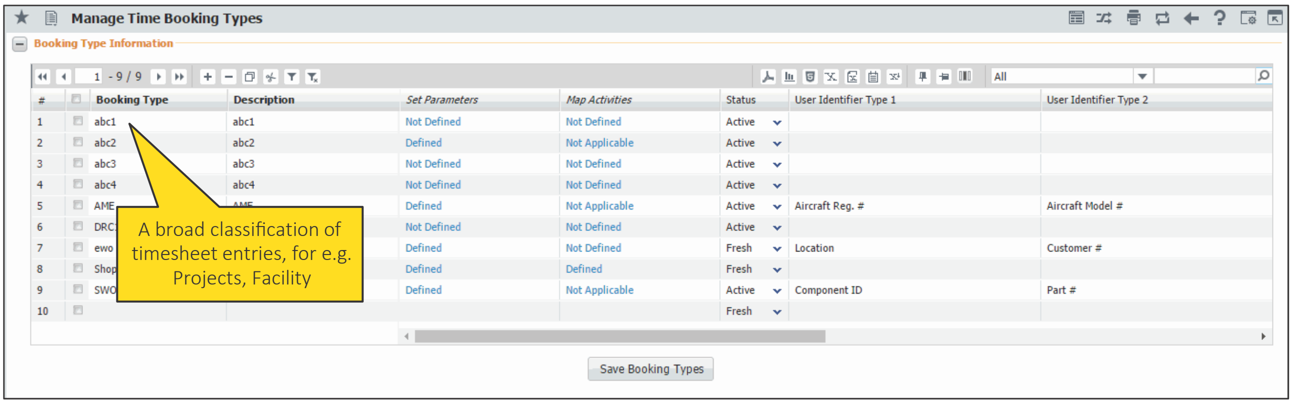

Figure 2.4 Manage Time Booking Types

In the **Booking Type** Information multiline,

2. Enter the **Booking Type** and provide a textual description of the booking type in the **Description** field.
3. Specify the **Status** of the booking type and provide the **User Identifier Types**.
4. Click the **Save Booking Type** pushbutton to save details against the booking type selected in the multiline.

2.2.4 DEFINING TIME BOOKING CODES

In the Time Tracking system, there are timesheet entries like for example Projects, Trucks & Equipments which are defined as "Booking Types". In this page, you can define individual elements under each of the Booking Types like for example, Project #, Truck # and so called Booking codes.

1. Select the **Manage Time Booking Codes** activity under the **Time Tracking Setup** business component. The **Manage Time Booking Codes** page appears. *See Figure 2.5.*

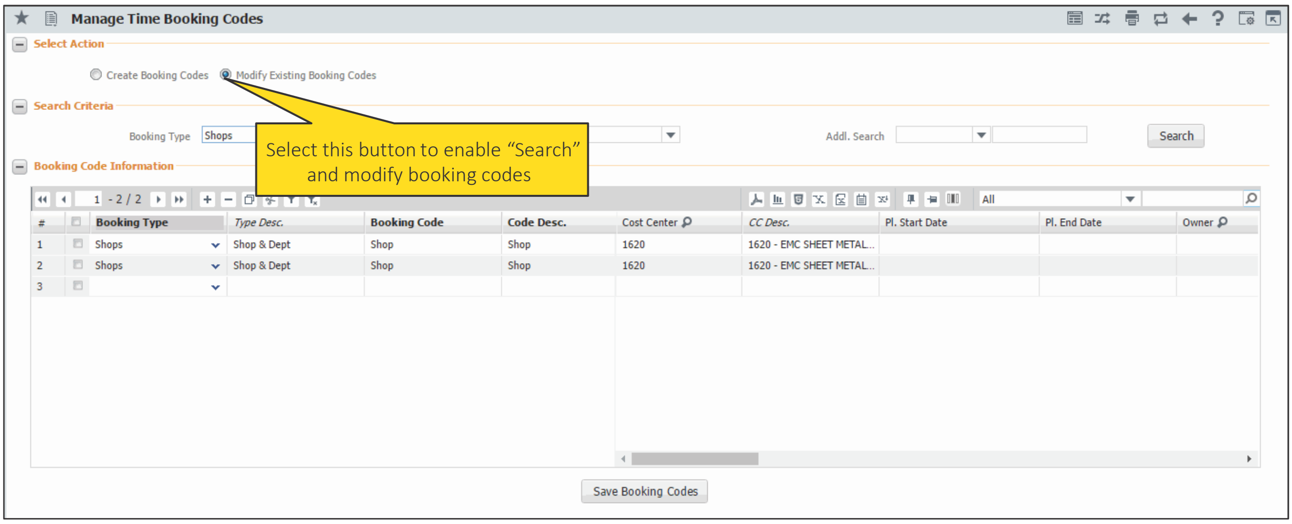

Figure 2.5 Manage Time Booking Codes

2. Select the **Create Booking Codes** radio button to create a booking code.

Or

3. Select the **Modify Existing Booking Codes** radio button to modify an already existing booking code.

*Note: The system enables **Search Criteria** on selection of the **Modify Existing Booking Codes** radio button.*

In the **Search Criteria** group box,

4. Enter the **Booking Type** and the **Mapping Status** based on which you wish to retrieve details in the multiline.

5. Enter / Modify details in the **Booking Code Information** multiline.

6. Select the **Save Booking Codes** pushbutton to save the booking code details.

2.2.5 DEFINING ACTIVITIES

This page enables you to define activity information against which time details are recorded to enable the time and attendance function. In addition, you can define estimated hours and the estimated elapsed time taken to complete an activity. Also, you can assign activities to an activity type or code from the **Map Activity** link in this page. You can control the status of the activity you have defined by choosing "Active" or "Inactive in the multiline.

1. Select the **Manage Activities** activity under the **Time Tracking Setup** business component. The **Manage Activities** page appears. *See Figure 2.6.*

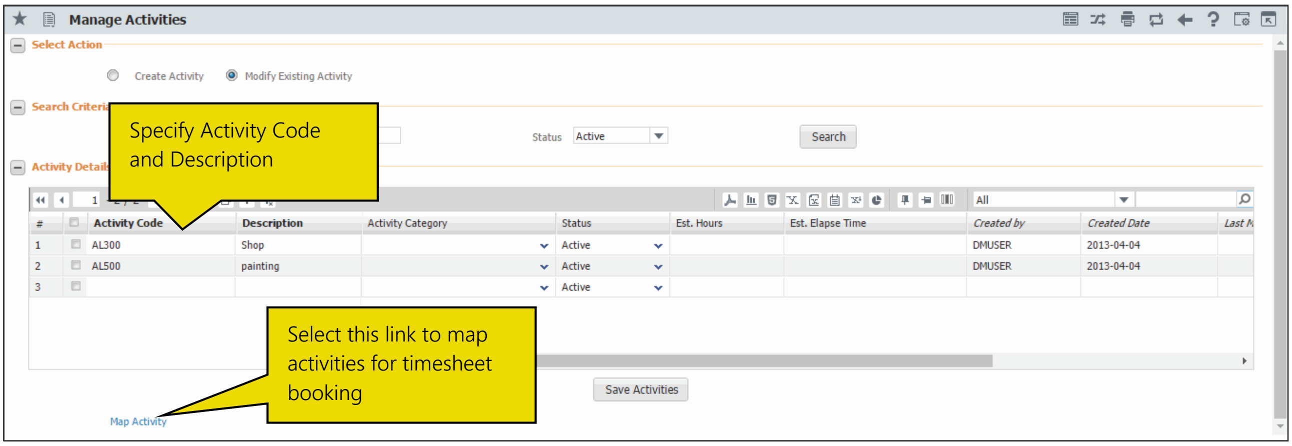

Figure 2.6 Manage Activities

In the Select Action group box,

2. Select the **Create Activity** radio button to create an activity code.

Or

3. Select the **Modify Existing Activity** button to details of any an already existing activity code.

   *Note: The system enables **Search Criteria** on selection of **Modify Existing Activity** radio button.*

In the **Search Criteria** group box,

4. Enter the **Activity Based** and the **Status** of the activity code based on which you wish to retrieve details in the multiline.

5. Enter / Modify details in the **Activity Details** multiline.

6. Select the **Save Activities** pushbutton to save details of the activity against the activity code.

To proceed,

- Select the **Map Activity** link at the bottom of the page to map an activity to a booking type, booking code or a booking type- booking code combination.

2.2.6 MAPPING ACTIVITIES

This page helps you to map activities to enable timesheet recording. You have the provision to map activities at booking type or booking code level.

1. Select the **Map Activity** under the **Time Tracking Setup** business component. The **Map Activity** page appears. *See Figure 2.7.*

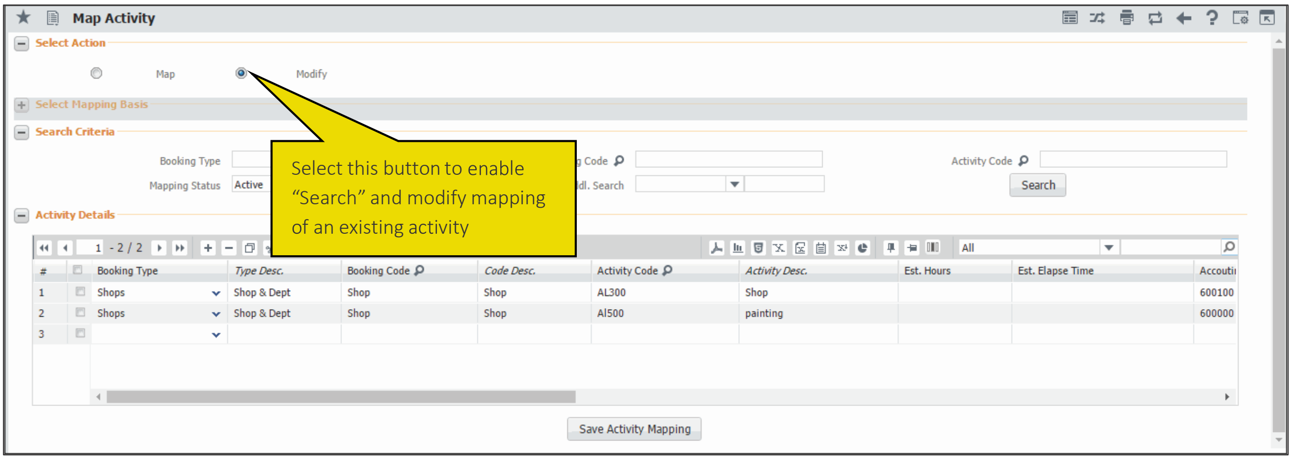

Figure 2.7 Map Activities

In the **Select Action** group box,

2. Select the **Map** radio button to map a new activity to a booking type and or booking code.

   *Note: The system enables the **Select Mapping Basis** group box when you select the **Map** radio button from the **Select Action** group box.*

Or

3. Select the **Modify** radio button to modify the mapping of an existing activity.

   *Note: The system enables the **Search Criteria** group box when you select the **Modify** radio button.*

In the Select Mapping Basis group box,

4. Select the **Mapping Basis, Booking Type, Booking Code** and **Activity Code** which you wish to map.

In the **Search Criteria** group box,

5. Provide the search details and click the **Search** pushbutton to retrieve the details in the multiline.
6. Select a record / records in the **Activity Details** multiline for which you wish to create or modify mapping details.
7. Click the **Save Activity Mapping** pushbutton to save details of the activity mapping.

   Note: You can change the status of an activity code from active to inactive.

3 TIMESHEET

The **Timesheet** business component provides a complete time and attendance clocking system to record actual time and attendance based on the booking type and booking code as per the processes you setup in the **Time Tracking Setup** master.

You can record both attendance and timesheet details as an employee, ie for self, or as a supervisor for your reportees, or for Other Employees like for example you can record for your colleague in case of his / her absence.

Also, the supervisor has a provision to record, edit, authorize or reject the attendance, timesheet and time off records of his reportees as and when required.

In this component, there are various activities that enable you to record time. *Figure 3.1.*

Time Tracking

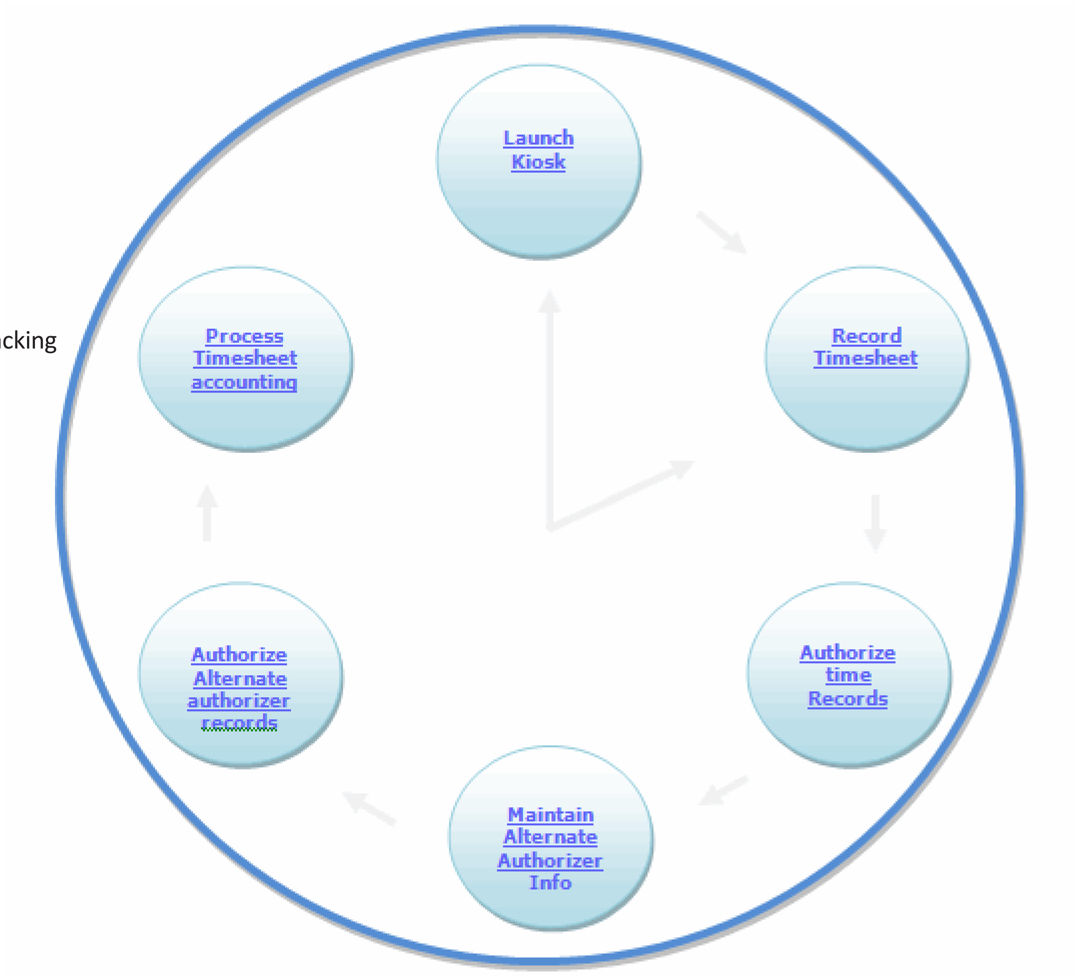

Figure 3.1 Time Tracking

3.1 RECORDING TIMESHEET

The **Timesheet** business component enables both manual and automatic recording of timesheet and attendance.

3.1.1 LAUNCHING KIOSK

The **Launch Kiosk** activity enables the employee to record their attendance automatically via Barcode, Smart Card login or Manual login.

Employees can login and logout to record his / her everyday attendance and timesheet details. For recording attendance details, employee can make use of the Bar Code, smart card or manual login provided by the company, which he is required to place a smartcard accepting machine and the use the Smart Card button provided in this screen to login. Also, the employee has an option to login using the “Manual” button in circumstances were it is required to do so, like for example, if the company policy does not support smart card login / Bar Code login or if the employee failed to bring his smart card to work.

This page also enables the user to use the “Manual in / out” button to record attendance and timesheet details.

You can record both attendance and timesheet details as an employee, ie for self, or as a supervisor for your reportees, or for Other Employees like for example you can record for your colleague in case of his absence.

Also, the supervisor has a provision to record, edit, authorize or reject the attendance, timesheet, time-off records of his reportees as and when required.

1. Select **Launch Kiosk** activity in the **Timesheet** business component. The **Launch Kiosk** page appears. *See Figure 3.2.*

Figure 3.2 Launch Kiosk

2. Select the **Launch Kiosk** link. The **Time Tracking** page appears. *See Figure 3.3.*

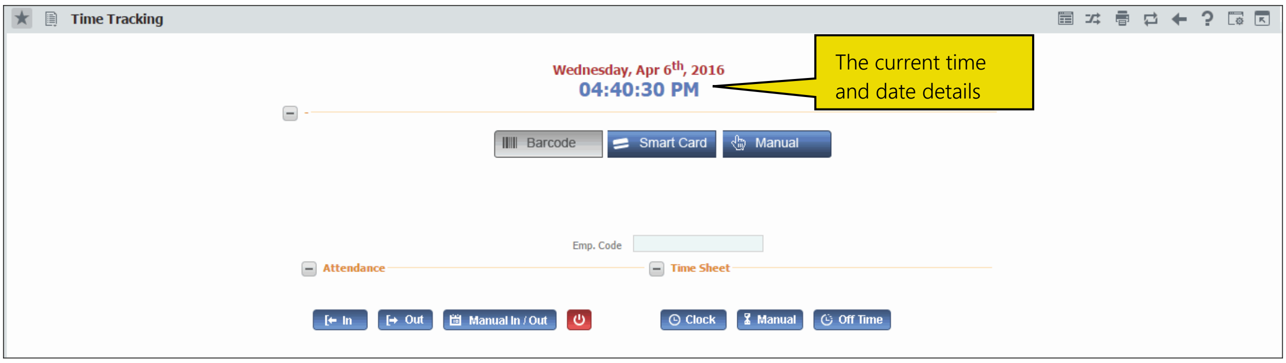

Figure 3.3 Time Tracking

How to login using barcode

> *Note: The process parameter “Bar Code based login into T&A system for the parameter “Common” in the “Set Process Parameters” activity of the “Time Tracking Setup” business component must be set as “Required”. Else the Barcode tab remains disabled.*

3. Select the  tab to login to record time and attendance details using a barcode.

The system automatically displays the **Employee Code** and **Employee Name.**

How to login using smart card

> *Note: The process parameter "Smart Card Based Login into T&A" for the parameter "Common" in the "Set Process Parameters" activity of the "Time Tracking Setup" business component must be set as "Required". Else the Smart Card tab remains disabled.*

4. Select the **Smart Card** to login to record time and attendance details using a smartcard.
5. Enter the **Pin** or password and click **Ok** pushbutton.
6. Use the **Attendance** group box to record attendance details.
7. Use the **Timesheet** group box to record timesheet details

How to login manually

> *Note: You can choose to have a manual login to record time and attendance details if you forget the Bar Code ID or the smart card.*

8. Select the **Manual** button to login time and attendance details manually.
9. Enter the **Emp. Code** and **Pin** number.
10. Use the **Attendance** group box to record attendance details.
11. Use the **Timesheet** group box to record timesheet details

Recording attendance

12. Click the **In** button to record in time.
13. Click the **Out** button to record out time.
14. Click the **Manual In / Out** button to record in and out time manually when system login was not done while entering work place.

The **Time Tracking** screen appears.

Recording timesheet

15. Click the **Clock** button to record the start and end time of work.
16. Click the **Manual** button to record time manually ie for a time period for which you have already commenced work.
17. Click the **Off Time** button to record time for a period for which you are not required to report to work.

How to Logout

18. Click the icon in the **Attendance** group box to logout.

3.1.2 MANUALLY RECORDING TIMESHEET / TIME OFF DETAILS

This activity enables you to record direct and indirect time against work performed, time-off requests and manual attendance bookings.

1. Select the **Time Tracking** activity in the **Timesheet** business component. The **Time Tracking** page appears. *See Figure 3.4.*

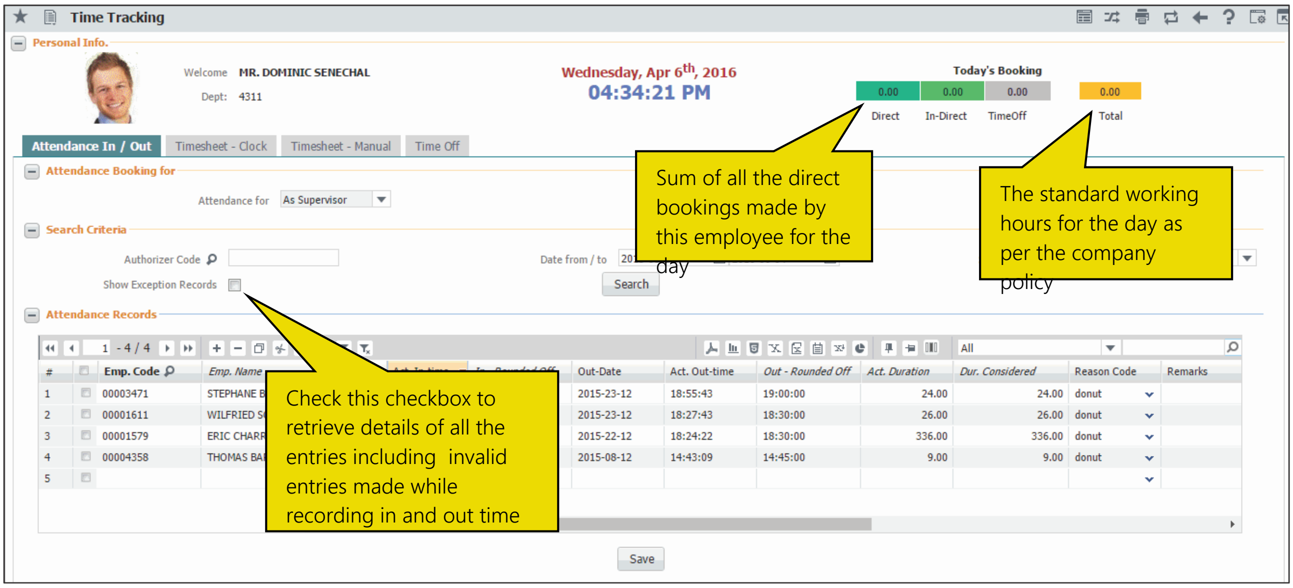

Figure 3.4 Time Tracking

In the **Personal Info.** group box, the system displays the photograph and name of the login user and the department to which the login user belongs.

In the **Today's Booking** section you can view details of the time booking of the employee for the given day

To proceed,

- Select the Attendance In / Out tab to record time and attendance details manually.
- Select the Timesheet - Clock tab record direct or indirect booking hours
- Select the Timesheet - Manual tab to record booking hours for work that has already been completed.
- Select the Time Off tab page to record time-off details.

Recording time and attendance manually

The "Attendance In / Out" tab page appears by default on launch of the "Time Tracking" activity in the "Timesheet" business component.

This tab enables the employee to record his 'In time' or 'Out time' manually.

1. Select **Attendance In / Out** tab in the **Time Tracking** page of the **Timesheet** business component.. *See Figure 3.5.*

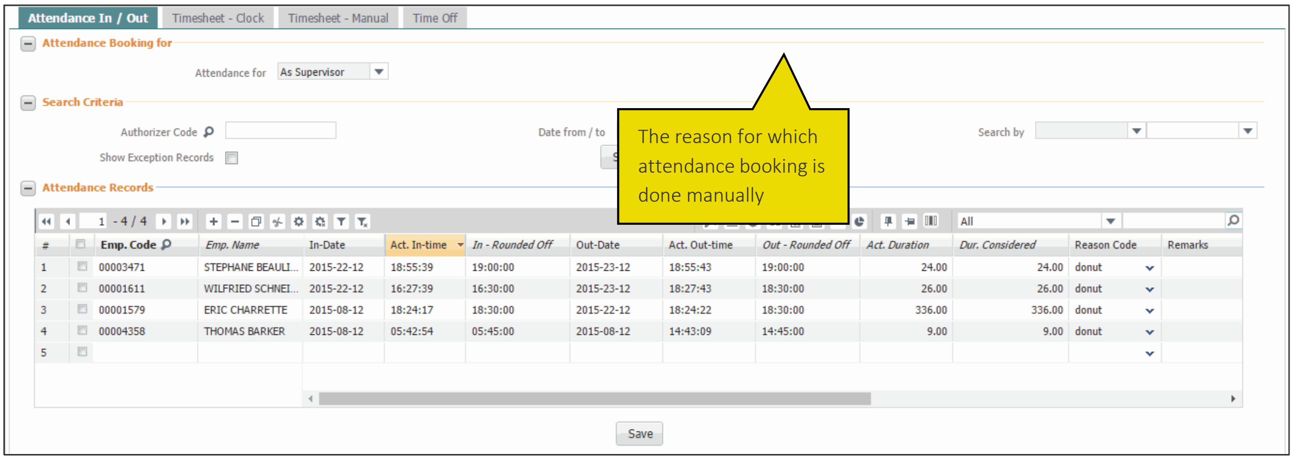

Figure 3.5 Attendance In / Out

In the **Attendance For** group box,

2. Use the **Attendance For** drop-down list box to specify for whom or by whom the timesheet entry is booked, whether as **Self**, **As Supervisor** or as **Other Employee**

    Note: The system lists the "Other Employee" option only if the process parameter "Attendance Booking by different employees" is set as "Allowed" in the "Set process parameters" activity of the "Time Tracking Setup" business component.

    If the "Attendance In / Out" tab is launched with the context of the Alternate Authorizer, the drop-down list box displays only the value "Supervisor", thus enabling to record time and attendance details on behalf of primary Authorizer's reportees.

In the **Search Criteria** group box.

3. Enter the **Authorizer Code**, the **Date from / to**, the basis on which you wish to retrieve details in the **Search by** field, check the **Show Exception Records** checkbox if you wish to retrieve details of all the entries including timesheet invalid entries and click the **Search** pushbutton.

In the Attendance Records group box,

4. 4Enter the date on which attendance is recorded in **In-Date**, the actual log in and log out time in the **Act. In-time, Out- Date** and **Act.Out-time** fields, the **Reason Code** and **Remarks** pertaining to the attendance records.
5. 5Click **Save** to save the attendance details.

    Note: If the "Attendance In / Out" tab is launched with the context of the Alternate Authorizer (.i.e. through the respective hyperlink in "Authorize Time Records" screen), Primary Authorizer's context will be passed on to the "Time Tracking" screen, thus enabling the Alternate Authorizer to record time on behalf of primary Authorizer's reportees.

    The system validates if the 'In-Date' and 'Out-Date' specified are beyond the effectivity period of the logged in Alternate Authorizer, when the process parameter "Allow attendance reporting by Alternate authorizer beyond effectivity period" is set as "No" in the "Set Process Parameters" activity of the "Time Tracking Setup" business component.

Recording direct and indirect booking hours

This tab facilitates a clocking system in which the employees can clock in their Direct or Indirect timesheet entries.

1. Select **Timesheet - Clock** tab in the **Time Tracking** page of the **Timesheet** business component. The **Timesheet - Clock** page appears. *See Figure 3.6.*

    Note: The system does not allow the user record time in 'Time Sheet – Clock' tab when the "Time Tracking" screen is launched with the context of the alternate authorizer.

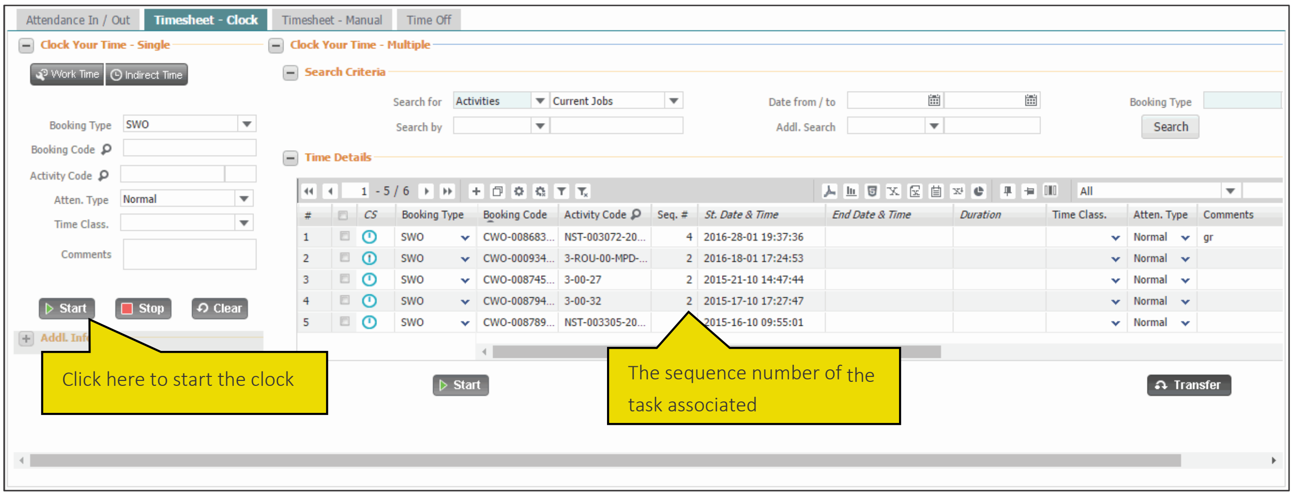

Figure 3.6 Timesheet-Clock

In the Clock Your Time - Single group box,

2. Select Work Time and enter the **Booking Type**, **Booking Code**, **Activity Code**, the type of attendance in **Attn.Type**, and the classification of time of the activity for which you wish to clock time in the **Time Class.**

3. Enter any remarks associated with the work time recording in the **Comments** field**.**

Or

4. Select the Indirect Time and enter the **Booking Type**, **Booking Code** and **Comments**.

5. Click Start to start running the clock.

6. Click the Stop to stop the clock that has been running. As you start a clock in the single window it automatically shows up in the multiple window ML, you can stop the clock there. At any point, all the running clocks will be displayed in the ML in the multiple box.

7. Click the Clear to clear off data entered in the in the **Clock Your Time – Single** group box.

In the Clock Your Time - Multiple group box,

8. Enter the **Search Criteria** details based on which you wish to retrieve details in the multiline to record time details and click the **Search** pushbutton.

In the **Time Details** multiline,

9. Enter the **Booking Type**, **Booking Code**, **Seq. #**, and other details for which you wish to record time details.

10. Click Start to start running the clock.

11. Click the Stop to stop the clock that has been running.

12. Click the Transfer to transfer the selected records to the Timesheet – Manual tab in order to modify.

Recording time details manually

This section enables backdated time booking that is booking timesheet for previous date manually against direct and indirect booking types.

1. Select the **Timesheet - Manual** tab in the **Time Tracking** page of the **Timesheet** business component. The **Timesheet - Clock** page appears. *See Figure 3.7.*

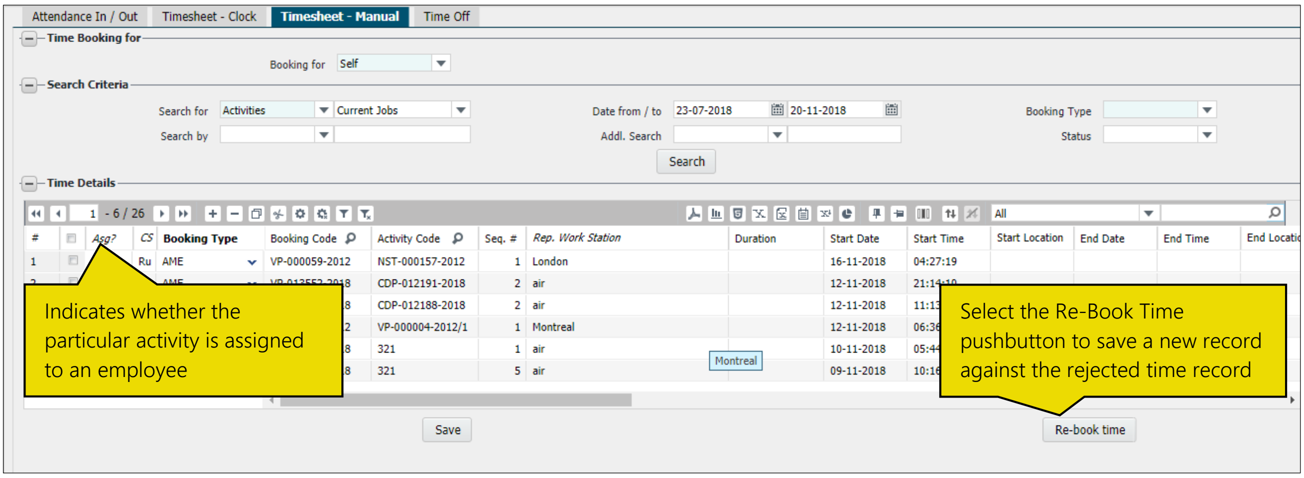

Figure 3.7 Timesheet-Manual

2. Use the drop-down list box to select by whom or for whom the time booking is to be done from the **Booking For** drop-down list box.

> Note: If the "Timesheet-Manual" tab is launched with the context of the Alternate Authorizer, the drop-down list box displays only the value "Supervisor", thus enabling to record time on behalf of primary Authorizer's reportees.

In the **Search Criteria** group box,

3. Enter the search details based on which you wish to retrieve details in the multiline and click the **Search** pushbutton.

In the Time Details multiline,

4. Enter the **Booking Type**, **Booking Code**, **Activity Code**, **Seq. #** of the task performed and other details for which you wish to record time details.
5. Click the **Save** pushbutton to save the timesheet records.

> *Note: If the "Timesheet - Manual" tab is launched with the context of the Alternate Authorizer (.i.e. through the respective hyperlink in "Authorize Time Records" screen), Primary Authorizer's context will be passed on to the "Time Tracking" screen, thus enabling the Alternate Authorizer to record time on behalf of primary Authorizer's reportees.*

> *The system validates if the 'Start Date' and 'End Date' specified are beyond the effectivity period of the logged in Alternate Authorizer, when the process parameter "Allow attendance reporting by Alternate authorizer beyond effectivity period" is set as "No" in the "Set Process Parameters" activity of the "Time Tracking Setup" business component.*

6. Click the **Re-Book** pushbutton to save the timesheet record against the rejected time record.

> *Note that the fresh time record will contain the reference of the original rejected record under the 'Re-book Ref.' column.*

Recording time off details

This tab deals with the recording time off requests.

1. Select the **Time Off** tab in the **Time Tracking** page of the **Timesheet** business component. The **Time Off** page appears. *See Figure 3.8.*

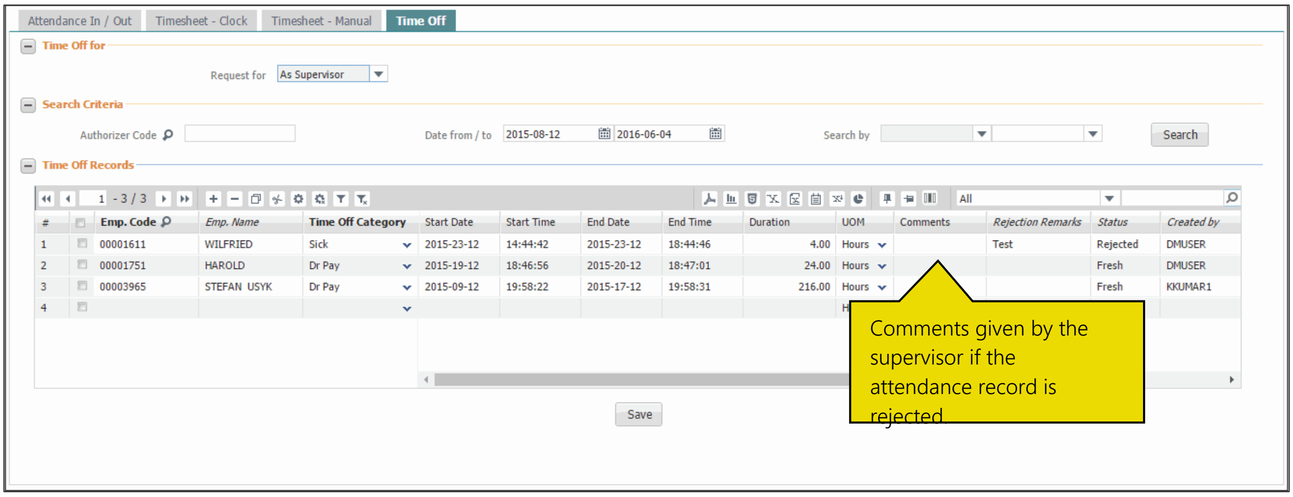

Figure 3.8 Time Off details

In the **Time Off** for group box.

2. Enter for whom the time-off is requested in the **Requested For** drop-down list box.

> *Note: If the "Time Off" tab is launched with the context of the Alternate Authorizer, the drop-down list box displays only the value "Supervisor", thus enabling to record time-off on behalf of primary Authorizer's reportees.*

In the **Search Criteria** group box.

3. Enter the **Authorizer Code** and other details based on which you wish to retrieve details in the multiline and click the **Search** pushbutton.

In the **Time Off** multiline,

4. Enter the time to which the time-off belongs in the **Time Off Category**, the **Duration, UOM** in hours and other details.
5. Click **Save** pushbutton to save the time-off record.

    - *Note: If the "Time Off" tab is launched with the context of the Alternate Authorizer (.i.e. through the respective hyperlink in "Authorize Time Records" screen), Primary Authorizer's context will be passed on to the "Time Tracking" screen, thus enabling the Alternate Authorizer to record time off details on behalf of primary Authorizer's reportees.*
    - *The system validates if the 'Start Date' and 'End Date' specified are beyond the effectivity period of the logged in Alternate Authorizer, when the process parameter "Allow attendance reporting by Alternate authorizer beyond effectivity period" is set as "No" in the "Set Process Parameters" activity of the "Time Tracking Setup" business component.*

3.2 TIME BOOKING IN MICROSOFT OUTLOOK–EMAIL

The aircraft mechanics can now book / update their time sheets against tasks by means of their official email account in Microsoft Outlook thru desktop app/mobile app. As and when an user sends an email to the BOT “ramco assistant” with subjects, such as My Jobs, Book Time, Running Jobs, Manual Booking, Indirect Booking or similar terms or synonyms, an email is automatically sent to the official email account in MS-Outlook of the employee with the subject: "Employee Time Sheet Booking". Here, the official email refers to the email of the employee whose employee code is mapped to the login user. The circumstances that trigger the email with the Adaptive Time Sheet Card to the employee

- On sending mail to the BOT “ramco assistant” requesting for a view of the user’s “My Jobs” with specific key words
- On using specific words, such as running, clock, review or view in the Adaptive Card itself
- On click of the Refresh icon in the Adaptive Card itself

3.2.1 Time Booking with Adaptive Card

The Timesheet card comprises four tabs namely, My Jobs, Running, Manual and Review. The Timesheet card displays a maximum of three pages with five time records in each page. The functionality of these tabs is explained next.

The My Jobs tab

1. On assignment of the job to the employee, the assigned task is added to the **My Jobs** list. *See Figure 3.9.*

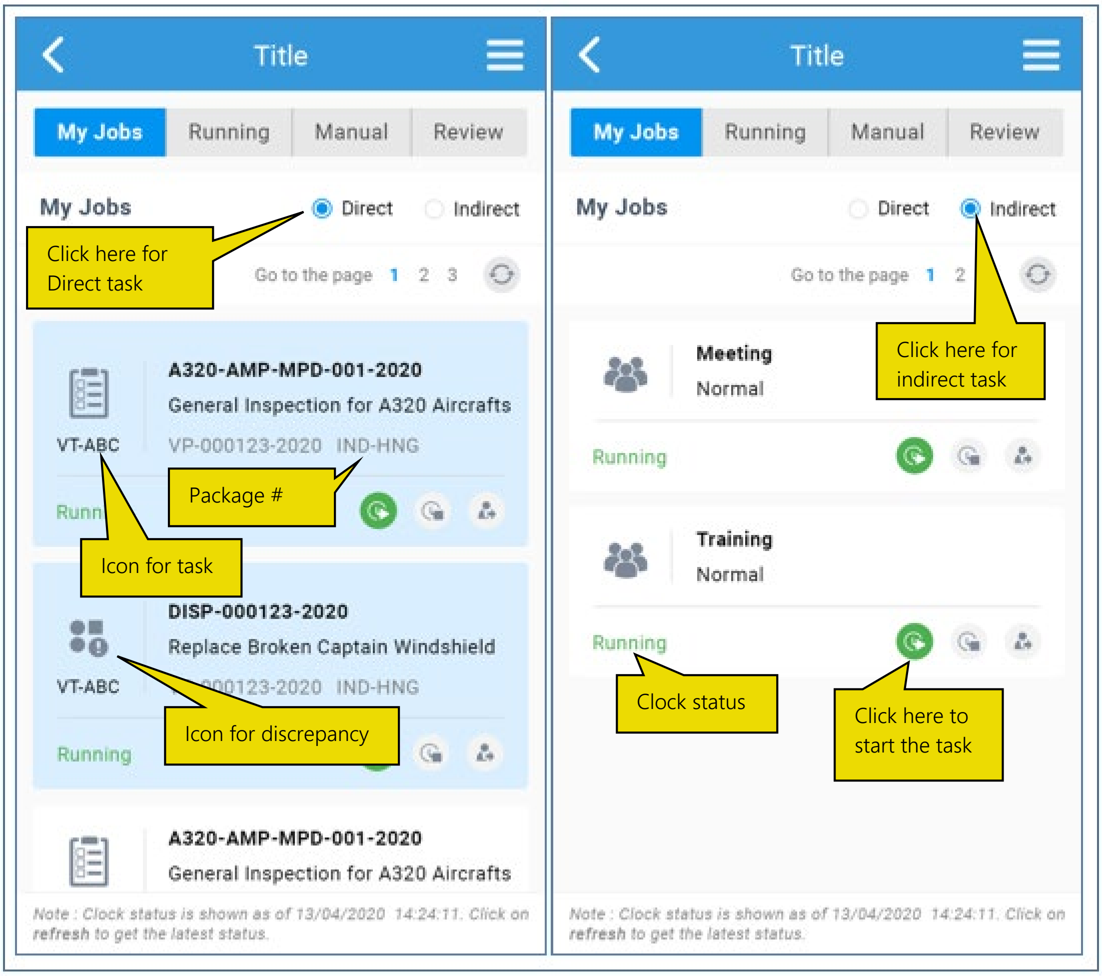

Figure 3.9 List of assigned jobs in Timesheet Adaptive Card

2. Click  to refresh the data in the page. On clicking , the latest Adaptive card is also sent to the email of the employee.

3. Click to start the clock for the particular job. The **Start** button turns indicating that the clock is running for the task.

4. Click to stop the clock for the selected task. The **Stop** button turns indicating that the clock for the task has been stopped.

5. To book time against a task/discrepancy manually, click the button. The details of the selected task appear in a new page called **My Jobs** as the next image shows.

6. Use **the Attendance** drop-down list box to select the attendance type for the clocked time. The drop-down list box displays the Active quick codes defined for the quick code type “Attendance Type” in the “Manage Quick Code” activity of the Time Tracker business component.

7. Use the **Time Class** drop-down list box to select the classification of time for the activity code for which you are booking time. The drop-down list box displays the Active quick codes defined for the quick code type “Time Class” in the **Manage Quick Code** activity of the Time Tracker business component.

8. Enter additional details of the time you are updating for the task in the **Comments** input box.

9. You can enter words, such as review, view, running or clock to trigger emails to the official email accounts in MS-Outlook.

The Running tab

1. Select the **Running** tab to view the tasks with running clocks, meaning tasks that are currently ongoing execution. *See Figure 3.10.*

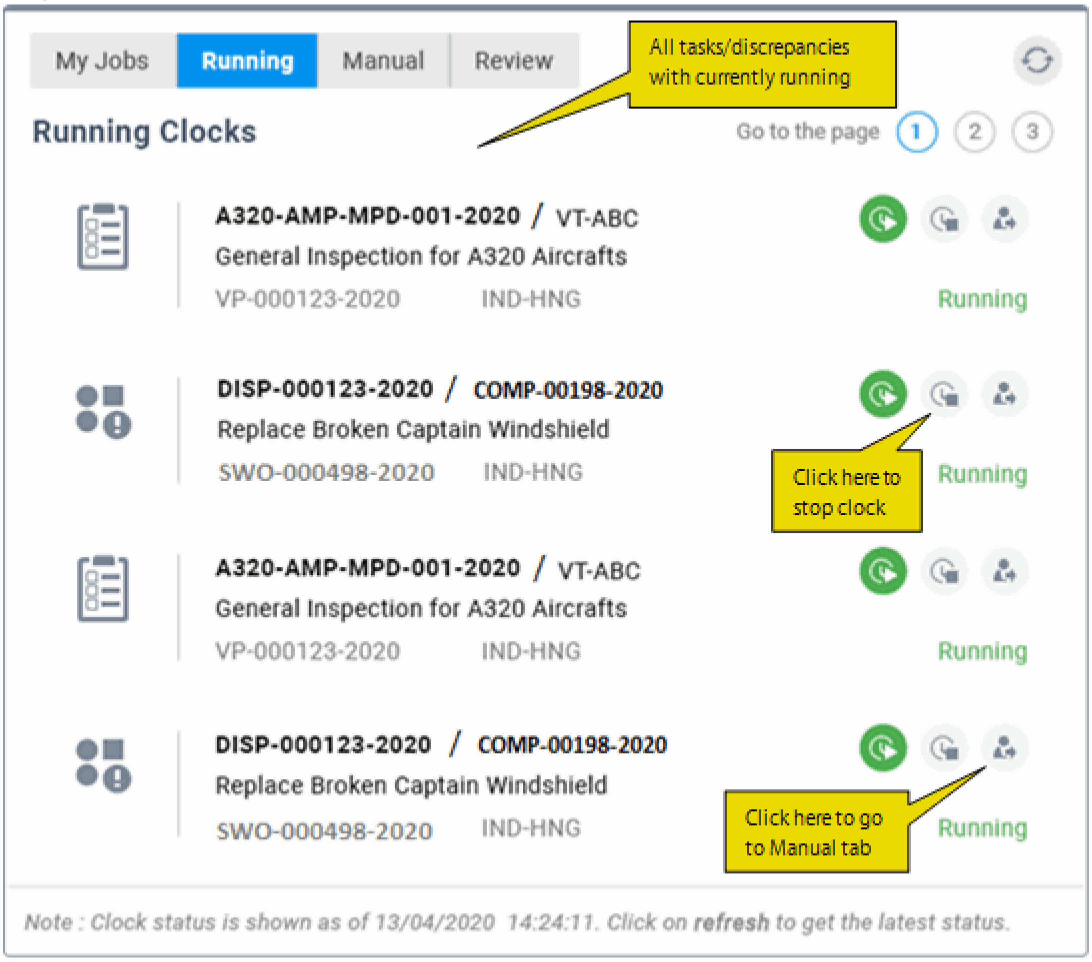

Figure 3.10 List of jobs with running clocks

2. Select the task for which you want to start clock, stop clock or manually work with and then:

3. Click to start the clock for the selected task. The icon turns  .

4. Click  to stop the clock for the selected task. The icon turns  .

5. Click  to manually start/stop clock for the task. On click of the icon, the Manual tab appears for the selected task appears as the next image shows.

The Manual tab

1. Click the **Manual** tab to key in start and stop clock details. The Manual tab page appears as the next image shows. *See Figure 3.11.*

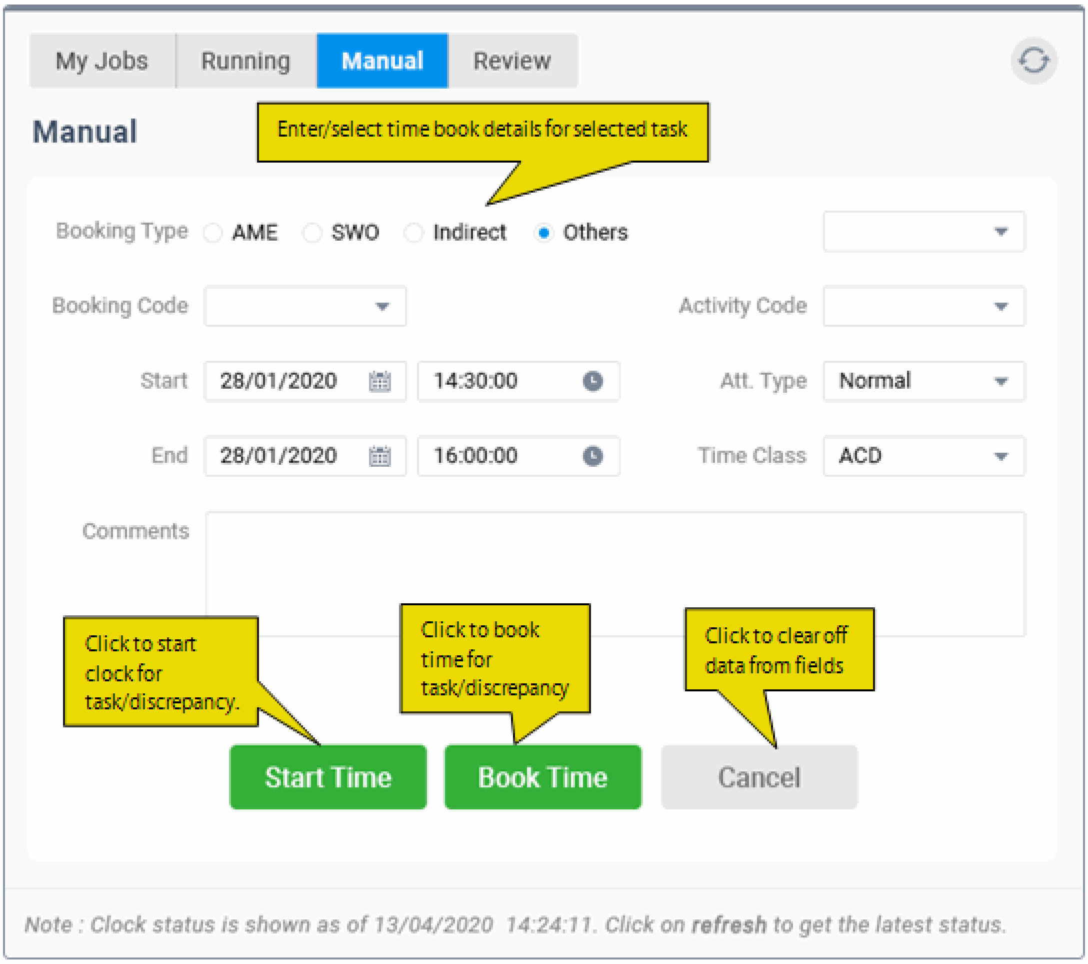

Figure 3.11 Manual recording of timesheets

3.3 AUTHORIZING TIME RECORDS

This page enables the supervisor to authorize or reject the attendance, timesheet, and time-off records of his reportees. Authorization can be done on a day-wise basis in the "Day-wise summary" tab or can be done at an individual level in the "Timesheet Details", Time-Off Details" and "Attendance Details" tab respectively.

3.3.1 AUTHORIZING TIME RECORDS

1. Select **Authorize Time Records** activity in the **Timesheet** business component. The **Authorize Time Records** page appears. *See Figure 3.12.*

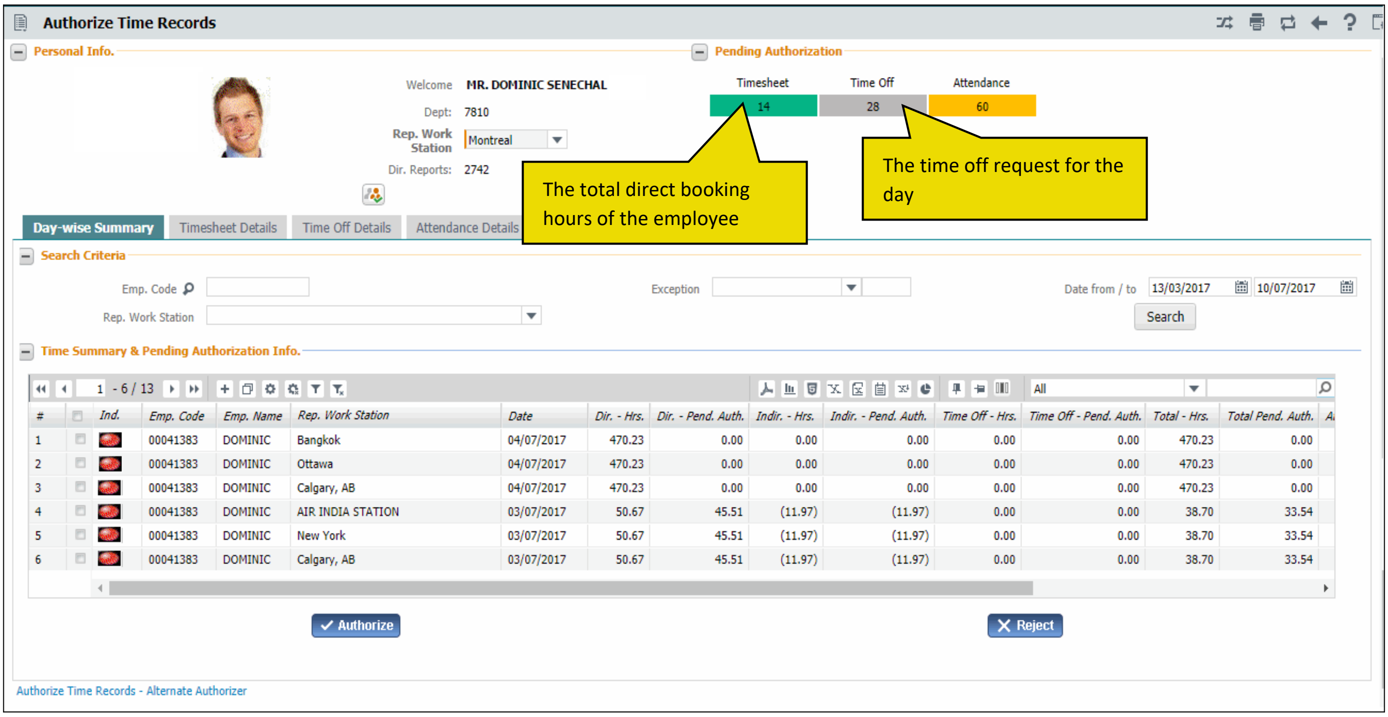

Figure 3.12 Authorize Time Records

In the **Personal Info.** group box, the system displays the photograph and name of the login user along with the department.

In the **Pending Authorization** group box you can view details of the time booking of the employee for the given day.

To proceed,

- Select the Day-wise Summary tab to authorize both direct and indirect timesheet, time off and attendance records day wise.
- Select the Timesheet Details tab to authorize timesheet records.
- Select the Time Off Details tab to authorize time-off requests.
- Select the Attendance Details tab to authorize attendance records.
- Select the **Authorize Time Records – Alternate Authorizer** link at the bottom of the page to alternate authorizer to view the timesheet records pending for authorization.

Authorizing or rejecting day-wise summary

The **Day-Wise Summary** tab page appears by default on launch of the **Authorize Time Records** activity in the **Timesheet** business component.

This section lists down the day-wise time record details of the reportees.

1. Select the **Day-wise Summary** tab page in the **Authorize Time Records** activity of the **Timesheet** business component. The **Select Customer Record** page appears. *See Figure 3.13.*

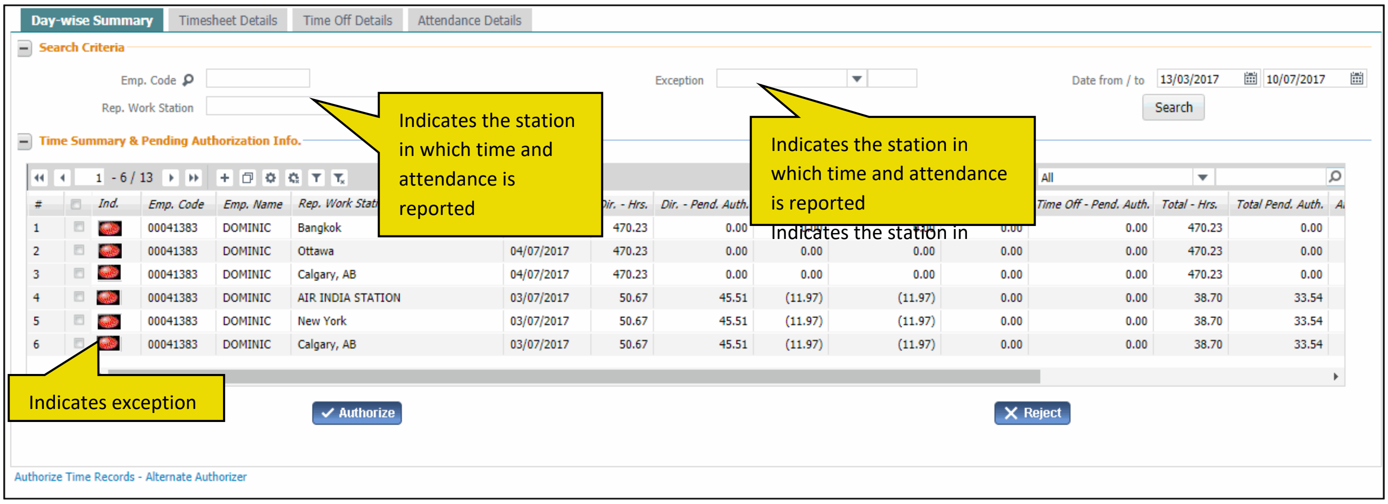

Figure 3.13 Authorize Time Records – Day-wise summary

In the **Search Criteria** group box,

2. Enter the **Emp. Code** of the employee whose details you wish to retrieve in the multiline and give the station in which the actual time and attendance is reported by the employee in the **Rep. Work Station** field. Provide the **Exception** along with the period for which you wish to retrieve the records in the **Date from / to** field.

3. Click the **Search** pushbutton to retrieve the search results.

In the Time Summary & Pending Authorization Info. group box,

4. Select record / records in the multiline which you wish to authorize or reject.

5. Click the **Authorize** pushbutton to authorize pending timesheet records.

6. Click the **Reject** pushbutton to reject the timesheet record / records.

Authorizing or rejecting timesheet details

This section lists down the timesheet records of the reportees for authorizing / rejecting.

1. Select **Timesheet Details** tab page in the **Authorize Time Records** activity of the **Timesheet** business component. The **Timesheet Details** tab page appears. *See Figure 3.14.*

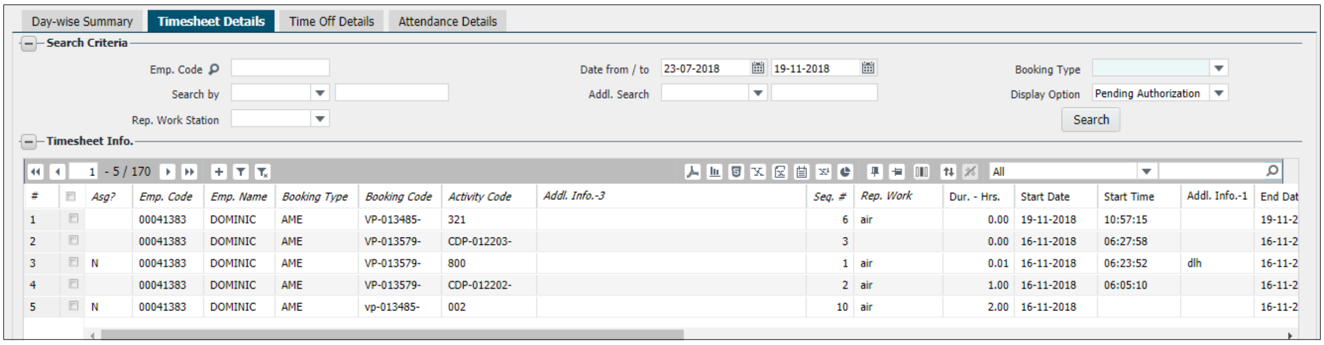

Figure 3.14 Authorize Time Records - Timesheet Details

In the **Search Criteria** group box,

2. Enter the **Emp**. **Code** of the employee whose details you wish to retrieve in the multiline and give the station in which the actual time and attendance is reported by the employee in the **Rep. Work Station** field. Provide the date range within with you wish to retrieve records in the multiline in the **Date from / to** field. Enter the Booking Type and other details and click the **Search** pushbutton.

In the Timesheet Info. multiline,

3. Select record / records in the multiline which you wish to authorize or reject.
4. Click the **Save** pushbutton to save the timesheet details entered.
5. Click the **Authorize** pushbutton to authorize the timesheet record / records.
6. Click the **Reject** pushbutton to reject the timesheet record / records.

To proceed,

- Select the **Timeshee**t **– Manual** link at the bottom of the page to modify details of timesheet entries.

Authorizing or rejecting time off details

This tab deals with the recording time off requests.

1. Select **Time Off Details** tab page in the **Authorize Time Records** activity of the **Timesheet** business component. The **Time Off Details** tab page appears. *See Figure 3.15.*

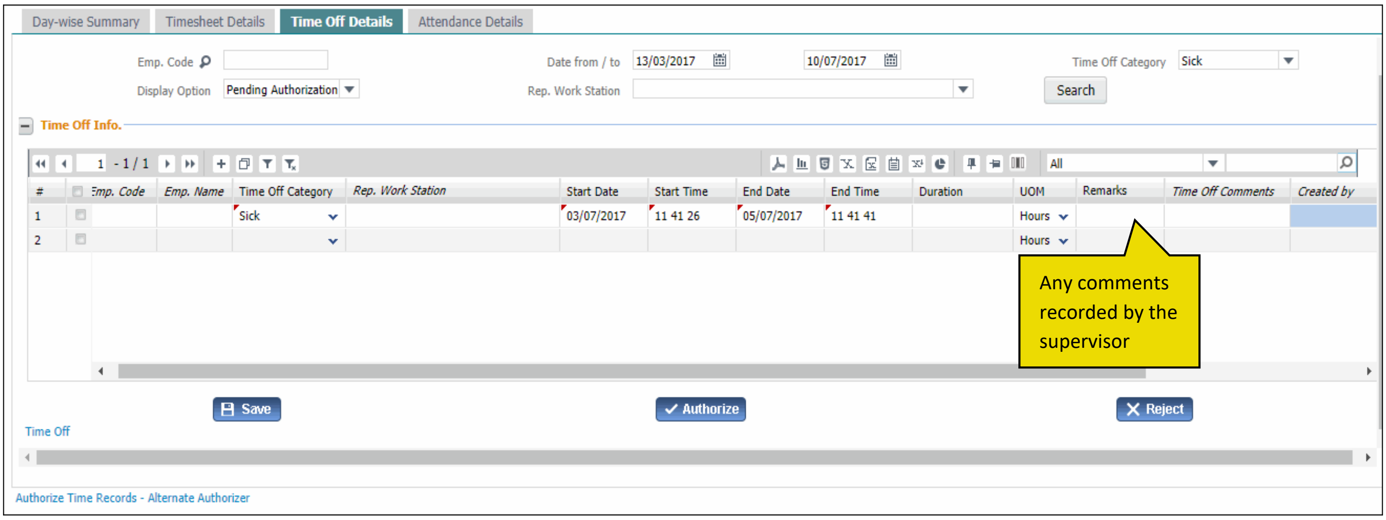

Figure 3.15 Authorize Time Records – Time Off Details

In the **Search Criteria** group box,

2. Enter the **Emp**. **Code** of the employee whose details you wish to retrieve in the multiline and give the station in which the actual time and attendance is reported by the employee in the **Rep. Work Station** field .Provide the date range within with you wish to retrieve records in the multiline in the **Date from / to** field. Enter the **Time Off Category** and the **Display Option** and click the **Search** pushbutton.

In the **Time Off Info**. multiline,

3. Enter the **Time Off Category** and other details like **UOM**, **Duration** and **Remarks** and select record / records in the multiline which you wish to authorize or reject.
4. Click the **Save** pushbutton to save the time-off requests.

   Note: The system allows modifications to approved attendance records only if "Yes" is in the "Set Process Parameter" activity of the "Time Tracking Setup" business component:

5. Click the **Authorize** pushbutton to authorize the time-off records.
6. Click the **Reject** pushbutton to reject the time-off requests.

To proceed,

- Select the **Time Off** link at the bottom of the page to modify details of the time-off booking entries.

Authorizing or rejecting attendance details

In this section, the supervisor can view the attendance records of reportees and can do modifications if any.

1. Select **Attendance Details** tab page in the **Authorize Time Records** activity of the **Timesheet** business component. The **Attendance Details** tab page appears. *See Figure 3.16.*

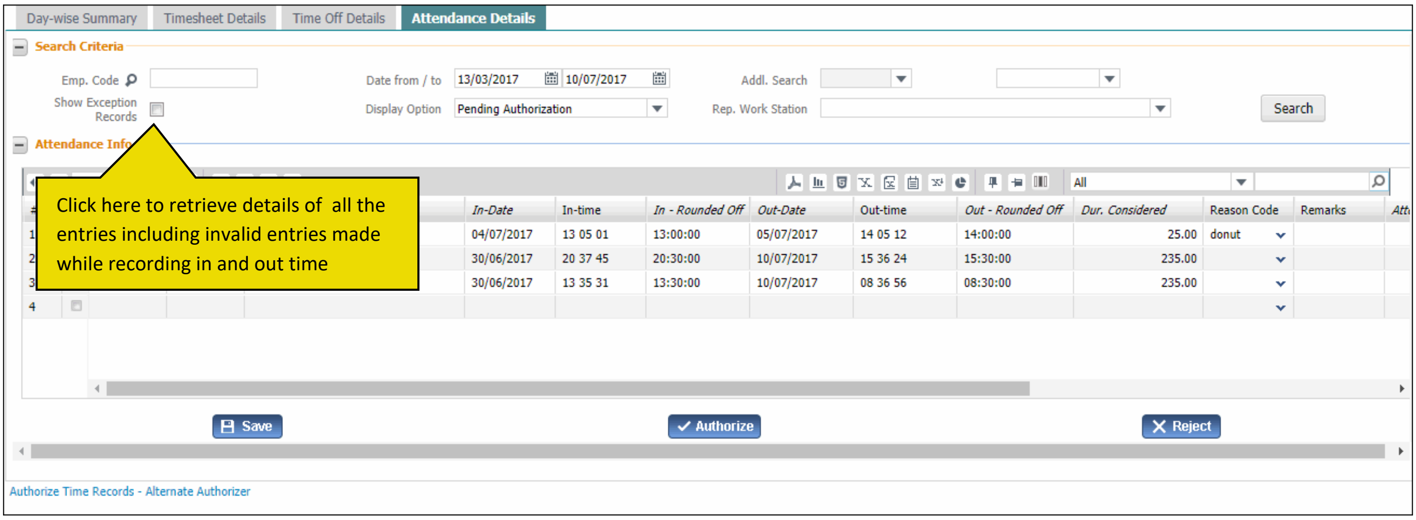

Figure 3.16 Authorize Time Records – Attendance Details

In the **Search Criteria** group box,

2. Enter the **Emp**. **Code** of the employee whose details you wish to retrieve in the multiline and give the station in which the actual time and attendance is reported by the employee in the **Rep. Work Station** field. Provide the date range within with you wish to retrieve records in the multiline in the **Date from / to** field. Provide the basis on which you wish to perform the search in the **Display Option** and **Addl**. **Search** fields and click the **Search** pushbutton.

In the Attendance Details multiline,

3. Enter the code identifying the reason for which attendance booking is done manually in the **Reason Code** field.
4. Enter the comments pertaining to the attendance records in the **Remarks** field.
5. Click the **Save** pushbutton to save the attendance details recorded.
6. Click the **Authorize** pushbutton to authorize the attendance details recorded,
7. Click the **Reject** pushbutton to reject the time-off requests.

To proceed,

- Select the **Attendance In / Out** link at the bottom of the page to modify details of the attendance bookings made.

3.3.2 MAINTAIN ALTERNATE AUTHORIZER INFORMATION

This activity enables the primary supervisor to assign his role to an alternate supervisor for authorizing timesheet records of the employees reporting to the primary supervisor in his absence Also, the period for which an alternate supervisor is effective for approving the time records can be set in this activity.

1. Select **Maintain Alternate Authorizer Info.** activity in the **Timesheet** business component. The **Maintain Alternate Authorizer Info.** page appears. *See Figure 3.17.*

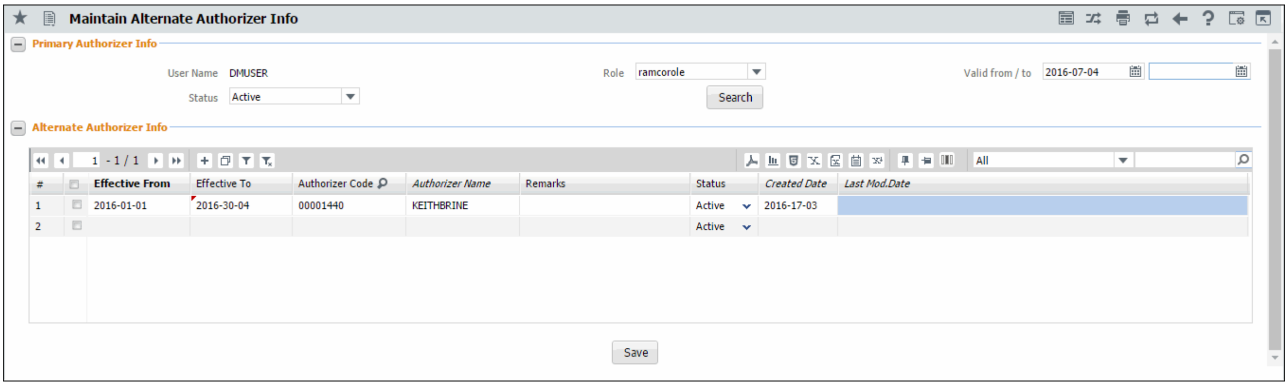

Figure 3.17 Maintain Alternate Authorizer Info.

In the Primary Authorizer Info group box,

2. Enter the **Emp**. **Code** of the employee whose details you wish to retrieve in the multiline and provide the date range within with you wish to retrieve records in the multiline in the **Date from / to** field. Provide the basis on which you wish to perform the search in the **Display Option** and **Addl**. **Search** fields and click the **Search** pushbutton.

In the Alternate Authorizer multiline,

3. Enter the range of dates within which the alternate supervisor is effective for the particular role of the login user in the **Effective From** and **Effective To** columns.

4. Enter the **Authorizer Code** for whom you wish to maintain the details.

5. Provide any comments pertaining to the alternate authorizer in the **Remarks** column and select the status of the time record whether active or inactive in the **Status** column.

   ✍ *Note that the system does not allow you to delete a record. Instead you can set the record as **Inactive**.*

6. Click the **Save** pushbutton to save the details of the alternate authorizer.

3.3.3 AUTHORIZING TIME RECORDS ON ALTERNATE AUTHORIZER

This activity enables the alternate authorizer to view the timesheet records pending for authorization for the role for which he was assigned to authorize records by the primary authorizer.

1. Select the **Authorize Time Records – Alternate Authorizer** activity in the **Timesheet** business component. The **Authorize Time Records - Alternate Authorizer** page appears. *See Figure 3.18.*

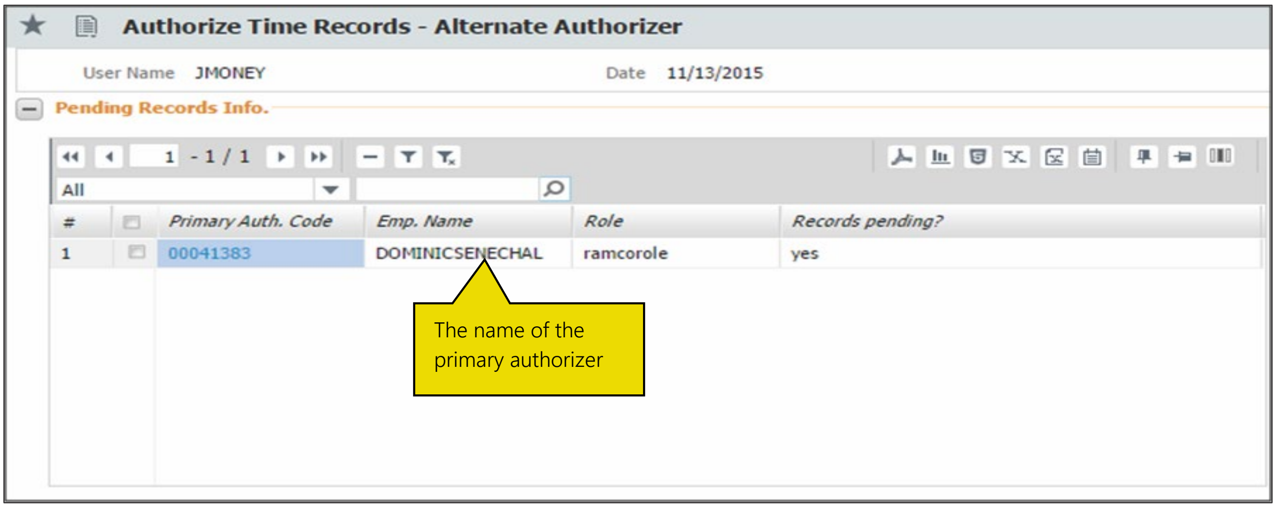

Figure 3.18 Authorize Time Records – Alternate Authorizer

In the Pending Records Info. group box,

2. Select the basis on which you wish to perform the search. In the adjacent editable box, enter the corresponding code and click the icon to retrieve details of employees for whom you are alternate authorizer for which given date range.

3. The system displays the details in the multiline.

3.4 PROCESSING TIMESHEET ACCOUNTING

This activity enables you to process accounting for the timesheet entries booked against the employee and facilities in the **Timesheet** business component of the **Time Tracker** business component. This is to facilitate the payroll department to determine the debit and credit of the various departments in an organization.

Also, the supervisor can authorize the processes and determine the errors as well as view the associated accounting information.

3.4.1 PROCESSING TIMESHEET ACCOUNTING

1. Select the **Process Timesheet Accounting** activity in the **Timesheet** business component. The **Process Timesheet Accounting** page appears. *See Figure 3.19.*

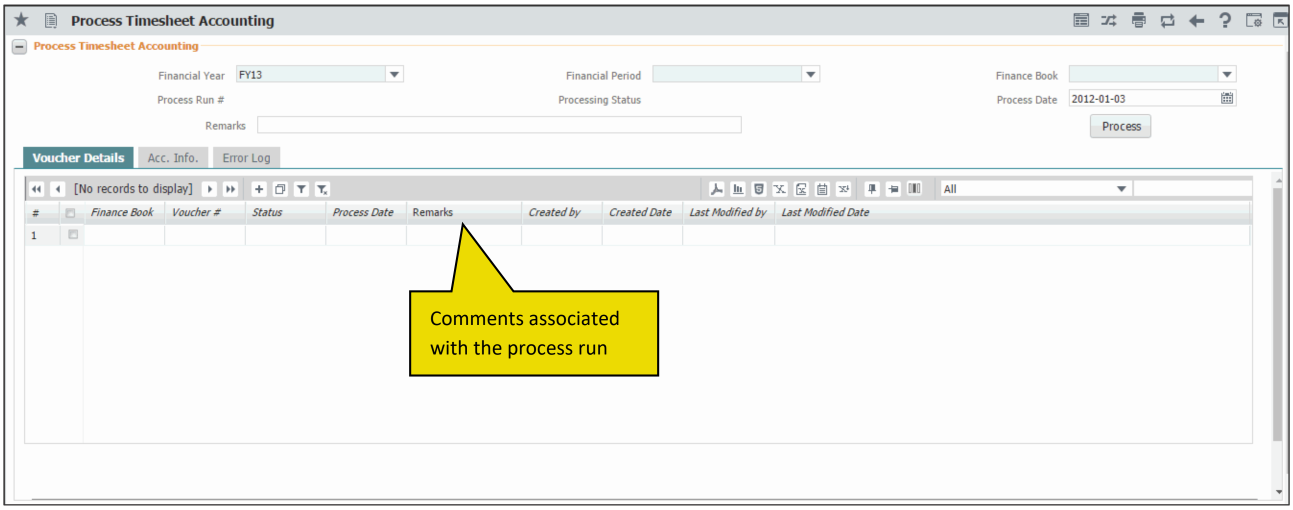

Figure 3.19 Process Timesheet Accounting

In the Process Timesheet Accounting group box,

2. Enter the **Financial Year**, **Financial Period** and the **Financial Book** for which you wish to process timesheet accounting.
3. Enter the date on which the account is processed in the **Process Date** field.
4. Provide any comments associated with the process run in the **Remarks** field.
5. Click the **Process** pushbutton to initiate a process run.
6. Select the Voucher Details tab to authorize the voucher.
7. Select the Acc. Info tab to view accounting details of the voucher.
8. Select the Error Log tab to view the error in processing the voucher.

Processing voucher details

The **Voucher Details** tab page appears by default on launch of the **Process Timesheet Accounting** activity in the **Timesheet** business component.

This section enables you to re-process, cancel or authorize a voucher.

1. Select the **Voucher Details** tab in the **Process Timesheet Accounting** screen in the **Timesheet** business component. The **Voucher Details** tab page appears. *See Figure 3.20.*

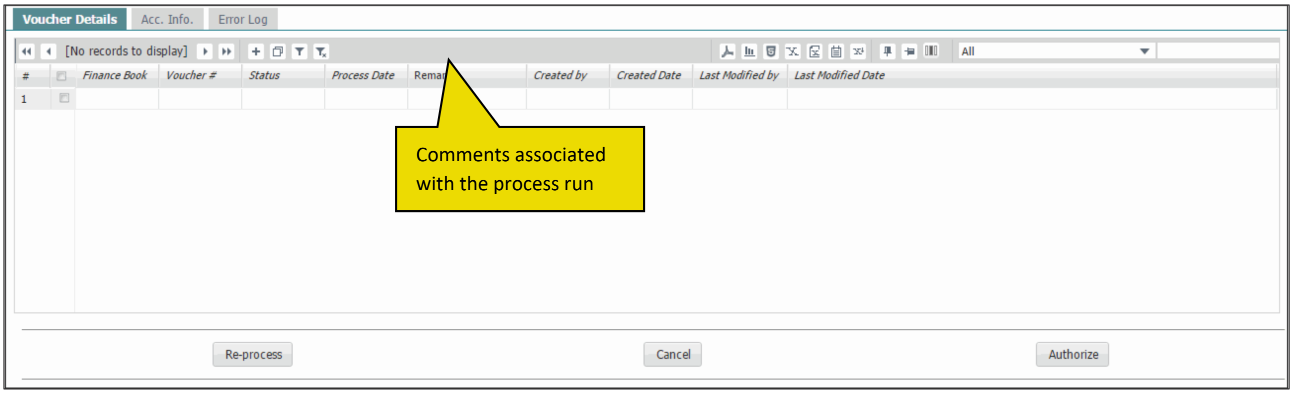

Figure 3.20 Process Timesheet Accounting – Voucher Details

2. Select the hyperlinked value in the **Status** column in the multiline, to view to reason for the error.
3. Enter any comments pertaining to the process run in the **Remarks** column in the multiline.
4. Click the **Re-Process** pushbutton to initiate reprocessing of the vouchers.

   Note: Ensure that an initiation of a new voucher or a run # is not performed while reprocessing.

5. Click the **Cancel** pushbutton to cancel the voucher.

   Note: The system allows cancellation of vouchers that are in "Fresh" or "Error" status only.

6. Click the **Authorize** pushbutton to authorize a voucher.

Viewing account information

This section helps you to view error's logged against all or a single Voucher #.

1. Select the **Acc. Info.** tab in the **Process Timesheet Accounting** screen in the **Timesheet** business component. The **Acc. Info.** tab page appears. *See Figure 3.21.*

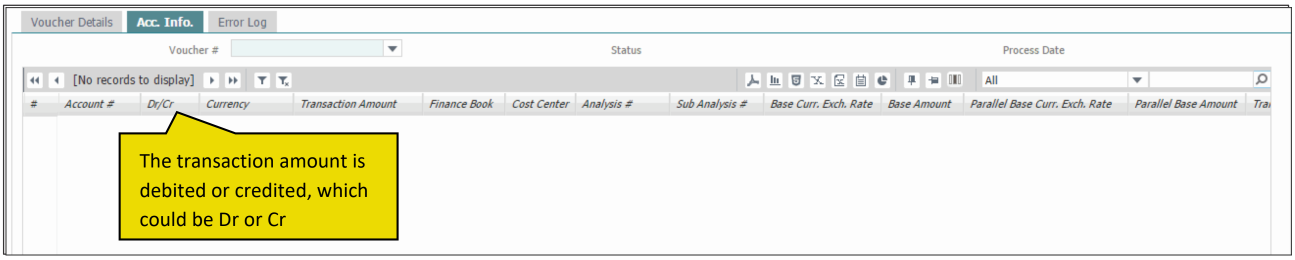

Figure 3.21 Process Timesheet Accounting – Acc. Info.

Viewing error log

This section helps you to view error's logged against all or a single Voucher #

Also, the supervisor can authorize the processes and determine the errors as well as view the associated accounting information.

1. Select the **Error Log** tab in the **Process Timesheet Accounting** screen in the **Timesheet** business component. The **Acc. Info.** tab page appears. *See Figure 3.22.*

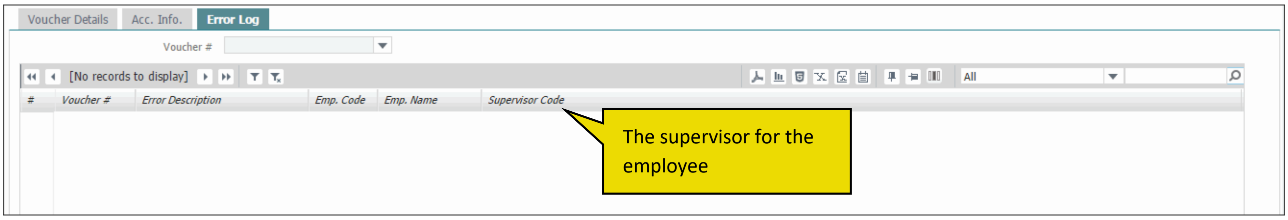

Figure 3.22 Process Timesheet Accounting – Error Log

To provide further details,

- Select the **Edit Contact Persons** link, to enter the contact person details of the customer.
- Select the **Edit Default Ship/Bill To Customer** link, to enter the inter-customer relationship information.

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