

Absence Planning Module

Planning absences is one of the challenges that companies deal-with on a daily basis: in many cases, when a manager authorizes a vacation, s/he may not be aware to the impact of the future absence in terms of operational needs (coverage) and in terms of the corporate policy (whether the employee's forecasted available balance will allow the absence).

The Absence Planning Module (APM) is a powerful planning & presentation tool that provides managers (supervisors/department heads etc) the "entire picture" in terms of the both the operational needs (coverage) and corporate policy (employee balance), so they may intelligently decide whether to approve, decline or offer alternative dates.

In terms of operational needs, the module supports defining "Coverage Groups": Any group of employees can be defined as Coverage Groups e.g. a department, team or even people (from separate departments) with a certain field of expertise.



Note: Individual employees can be associated with <u>multiple</u> Coverage Groups.

In terms of the corporate policy, the module supports "virtual" calculation of employees' <u>forecasted balance</u> as in accordance with requested future dates.

Key-features

- Schedule individual employees or entire groups
- Plan Full and Partial absences
- Prompted Alerts for insufficient forecasted balance and under coverage
- Automatic updating of absence balance as absences are accrued.

Graphical presentation

- Multiple drill-down views: yearly (calendar & user defined), monthly, weekly & daily with an easy navigation in between the views.
- Multiple views by absence type: actual, planned, actual & planned
- Multiple selection and filtering options.
- Graphical presentation of absences with color-coded absences
- Graphical presentation of exceptions & warnings
- Built-in flag for Public Holidays/Statutory Holidays (corporate/group specific)

Seamless Integration

- Actual absences are automatically populated as they occur (<u>TimeKeeper</u>)
- Easy to use Planned vs. Actual absence display (<u>TimeKeeper</u>)



- Actual Absence data can be exported to payroll/HR systems (<u>TimeKeeper</u>)
- The <u>forecasted</u> Balances are calculated based on <u>actua</u>l corporate Benefit Policies (<u>Absence Tracking Module</u> and/or <u>Benefit Accrual Module</u>)
- The available balance is automatically updated on the "due date" (<u>Benefit Accruals</u> <u>Module</u>)

Benefits

Better Use of Resources

- Managers see the "entire picture" before they approve/decline an absence. No more "last minute surprises"!
- Integration with <u>Absence Tracking</u> and <u>Benefit Accruals</u> allows real forecasting based on actual corporate policies and the employee's seniority (if applied).
- Integration with <u>TimeKeeper</u> ensures no unnecessary duplication of data

Easy to Use

- Straight-forward, "Drag & Drop" schedule interface
- Coverage and negative balance alerts pop-up dynamically



Environment:

TK-SQL Only

Required Program Files:

CALCPERSQL.DLL	May-29 th , 2005 (or later)
APMFIX.EXE	Mar-15 th , 2005 (or later)
APMEXP.DLL	May-30 th , 2004 (or later)
APMFIXSQL.DLL	Mar-23 rd , 2005 (or later)
DAPMCOVESQL.DLL	Apr-18 th , 2005 (or later)
DAPMSQL.DLL	May-25 th , 2005 (or later)
DAPMVECSQL.DLL	May-25 th , 2005 (or later)
FIXAPMWSQL.DLL	Mar-30 th , 2005 (or later)

Note:

- The APM programs are already part of TimeKeeper-SQL Install set.
- Other components (i.e. tables & stored procedures) are already embedded within Lavie's formal DATA-SET (Blank TK database).

Implementation: Setup steps

- 1. Enable Absence Planning and specify the Coverage mode (SYSCNF)
- 2. Create User policies (i.e. allow negative balances & exceeding coverage)
- *3. Creating coverage groups (including coverage standards)*
- 4. Settings the Absence Status Verifier (ASV)
- 5. Setting the Daily Browser to re-summarize the PP Upon absence code changes

Absence Planning Browser – Operator's Guide

Absence Planning Reports



Step 1: Enable Absence Planning and specify the Coverage mode (SYSCNF)

1.1 Enable Absence Planning in "System configuration" Tab

System Configuration	
Time <u>C</u> lock (Polling) Payroll <u>I</u> nterface	Y-T-D Definitions Program Extensions Absences
Printer & Printing File Daily, Employee	Impro System Key Fields <u>F</u> ormat BackUp/iBrowse
General Configuration Dealer	ecurity & Authorization Language Date & Time
User Name DEMO SYSTEM	
Software ID 1	Installation Date 20/05/1997 Version 5.01
Maximum Employees 9999	🔲 Using Module ESHEL 👘 iBrowse Module Support
Current No. of Emp. 23	TimeCosting-PC Module Statutory Holidays Module
Contract Offset for Day Off 0	Dep-Allocation-PC Module Year-To-Date Module CanteenKeeper/PC Module Schedule Manager Module
Absence Code for Day Off	TAKSHIR Installed
Historical Retention Period (Week: 0	PARTTIME Installed Absence Planning Module
Hotel Staff Costing Module No	Madan Options Not In Use
🔽 Use Punch File	Punches Saved for (No. of Days) 999 Calculation
Use Retroactive Payroll Retro Only	Number of Periods for Retroactive Calculations 99 More
?	

1.2 Load "Absences" tab, and select the "Absence Planning" button for additional settings:

System Configur	ation				
Printer & Print	ing File Daily, Employe	e Impro System	Key Fields <u>F</u> ormat	BackUp/iBrowse	
System Configural	ion <u>D</u> ealer	Security & Authorization	Language	Date & Time	
Time <u>C</u> lock (Polling) Payroll <u>I</u> nterface	Y-T-D Definitions	Program Extensions	Absences	
Automatic Accru	Automatic Accruals And Absence Tracking Automatic Accruals & Absence Tracking Enabled				
	Automat	tic Absence Code Assignme	nt		
Day Type	Day Type Name	Absence Code For Day	Absence Code N	Name	
Absence Planning					
?	Q			<u></u>	



Absence planning button:

Absence Planning					×
Coverage Mode			Ву соч	erage group/profe	ess 💌
Consider Partial Absence a	s		Absent		•
Update DAILY when a plan	nned abs. is not app	roved	No (Up	date only Approv	ed 💌
	<u>0</u> k	<u>C</u> ano	el		

(1) <u>Coverage mode</u>:

The Coverage functionality has been designed to alert the supervisor that s/he is understaffed (on a specific day) and he may need to reconsider planning the absence and suggest alternate dates.

The coverage can be based on department, profession, team or even individuals (from separate departments) with a certain field of expertise. The following coverage modes are available:

- **Inactive**: Coverage alerts are not required.
- **<u>By department</u>**: Every Department has its own staffing requirements (per day type). These staffing requirements are set in the "Coverage Group standards" as follows:

Coverage Group Standarts	_ 🗆 🗙
Coverage Group Number Coverage Group Name	•
2 Select Customer Service	
Day Type Day Type Day Type Name	
0 Default Day	
Minimum Employees Per Day	4

 <u>By Department/Profession</u>: Every combination of Department & Profession has its own staffing requirements (per day type). These staffing requirements are set in the "Coverage Group standards" as follows:

Coverage Group Standarts	_ 🗆 🗡
Coverage Group Number Coverage Group Name	
2 Select Customer Service	
Profession Number Profession Name	
2 System Engineer	
Day Type Day Type Day Type Name	
0 Default Day	
Minimum Employees Per Day	3



- **<u>By Coverage Group</u>**: Every coverage group has its own staffing requirements (per day type). These requirements are set in the "Coverage Group standards" as follows:

Coverage Group Standarts	_ 🗆 🗡
Coverage Group Number Coverage Group Nam	e
10 Select Dave's Team	
Day Type Day Type Day Type Name -	
0 Default Day	
Minimum Employees Per Day	8

- **<u>By Coverage Group/Profession</u>**: Every combination of coverage group & profession has its own staffing requirements (per day type). These staffing requirements are set in the "Coverage Group standards" as follows:

Coverage Group Standarts		- 🗆 🗵
Coverage Group Number	Coverage Group Name	
10	Select Dave's Team	
Profession Number —	Profession Name	
2	System Engineer	
Day Type	Day Type Name	
0	Default Day	
Minimum Employees Per Day		6

<u>Example</u>: The coverage mode is set to "By Department. There are 10 employees in "Customer Service" Department. The customer's policy requires at least 4 people in customer services from Monday to Friday. In this scenario, when a supervisor plans absences for 6+ employees (on the same date), the system will alert upon a coverage exception (as this department is short on employees).

(2) <u>Consider Partial absence as</u> (Absent or Attended)

This parameter determines how to apply a partial absence with respect to coverage e.g. when an employee takes a half-day vacation, should the coverage calculation apply this day as an absence or as attendance.

(3) Update DAILY when a planned absence is not approved

The Absence Planning Module is entirely integrated with Timekeeper's DAILY Activity file; hence planned absences are carried over into the daily table once the DAILY table is being created.

Updating the daily table is rather straightforward once the employee has "enough" days/hours available on his absence balance (e.g. Vacation Balance). Updating the daily is also acceptable for approved planned absences (i.e. in these cases, the employee



does not have "enough" days/hours available on his balance, however it has been approved by the supervisor).

The real challenge arrives when a planned absence is **<u>not approved</u>**: Should unapproved absences be carried-over into the daily or should it remain in the Absence Planning Browser?

The options are:

- No (Update only approved absences): Only approved absences will be carried over into the DAILY Table (Strict mode).
- Yes (APM Browser only): Unapproved absence that has been inserted in the APM Browser will be carried-over into the daily table regardless of the fact that they are not approved.
- <u>Yes (Status Verifier only)</u>: In theory, absences are taken only after they were approved by the supervisor i.e. An employee requests a vacation, the vacation is being approved by supervisor and when the time comes the employee takes the scheduled day(s) off.

In real life, circumstances may require taking "unexpected" days off before the "planned" vacation. This can be a problem, as the employee may no longer have the "enough" days/hours in the vacation balance.

This is exactly the problem that the Absence Status Verifier (ASV) is designed to address: The Absence Status Verifier is responsible for **changing the absence status and alerting (via e-mail) that the status has been changed** (by running the Absence Status Verifier every night via the OS scheduler).

Using this option, absences that have been disapproved (due to the Absence Status Utility) will be carried-over into the daily table regardless of the fact that they are not approved.

- <u>Yes (All unapproved absences)</u>: All unapproved absences will be carried to the DAILY Table <u>regardless of the fact that they are not approved</u> (relaxed mode).

Note: Planned Absences are saved in the Employee Vector Table (EMPVEC) and therefore absences can be accessed from the employee master file.



Step 2: <u>Create User policies</u>

There are two settings in the users definition screen:

3	🦟 Users			
		User Name		
		ERIC		
	General Parameters	Functions	Screen Builders	
	Data Base Access by	Impro System	Absence Planning (APM)	
	Allow Exceeding MINIMAL COVERAG Allow Planning when Balance is NEG/	E Yes I		
	?		🚊 🖱 🕨 🗈 📭	

Allow exceeding minimal coverage:

Is the user allowed to authorize absences when the coverage is lower than the minimum? (Yes/No selection)

Allow Planning when the Balance is negative:

Is the user allowed to authorize absences when the employee's balance is negative? (Yes/No selection)



Step 3: Creating coverage groups (including coverage standards)

The Coverage functionality has been designed to alert the supervisor that s/he is understaffed (on a specific day) and s/he may need to reconsider planning the absence and/or suggest alternate dates.

The coverage can be based on department, profession, team or even individuals (from separate departments) with a certain field of expertise, as per the setting in the system configuration file.

<u>Settings</u>

(a) <u>Creating coverage groups (Add/Edit APM Setup Files/Coverage Groups)</u>

Creating coverage groups is required ONLY when "coverage mode" in the "System Configuration File/Absences/Absence Planning" is set to "By Coverage Group" or "By Coverage Group/Profession".

Coverage Group	
Coverage Group	Coverage Group Name
? 📑 🕨 🗸	🕨 🕨 🖺 🎽 🖤 📭

(b) <u>Creating coverage standards (APM Setup Files/Coverage Standards)</u>

The coverage standards specify the minimum staffing requirements for a single daytype. The coverage standards screen is generated based on "Coverage Mode" setting in the System Configuration File/APM

- **<u>By department</u>**: Every Department has its own staffing requirements (per daytype). These staffing requirements are set in the "Coverage Group standards" as follows:

Coverage Group Standarts	
Coverage Group Number Coverage Group N	ame
2 Select Customer Service	
Day Type Day Type Day Type Name	
0 Default Day	
Minimum Employees Per Day	4



- **<u>By Department/Profession</u>**: Every combination of Department & Profession has its own staffing requirements (per day-type). These staffing requirements are set in the "Coverage Group standards" as follows:

Coverage Group Standarts	×
Coverage Group Number	Coverage Group Name
2 Selec	Customer Service
Profession Number	Profession Name
2	System Engineer
Day Type	Day Type Name
0	Default Day
Minimum Employees Per Day	3

- **<u>By Coverage Group</u>**: Every coverage group has its own staffing requirements (per day-type). These requirements are set in the "Coverage Group standards" as follows:

Coverage Group Standarts	
Coverage Group Number Cover	rage Group Name
10 Select Dave's Team	
Day Type Day	y Type Name
0 Default Day	
Minimum Employees Per Day	8

<u>By Coverage Group/Profession</u>: Every combination of coverage group & profession has its own staffing requirements (per day-type). These staffing requirements are set in the "Coverage Group standards" as follows:

Coverage Group Standarts		
Coverage Group Number	Coverage	Group Name
10	Select Dave's Team	
Profession Number	Professi	on Name
2	System Engineer	
Day Type —	——————————————————————————————————————	be Name
D	▼ Default Day	
Minimum Employees Per Day		6



Step-by-Step illustration

ABC Corporation has recently purchased APM. In ABC Corporation, coverage groups are set to department (hence every department has its own staffing standards).

John (one of the supervisors in the company) has three departments under his supervision: Electrical, Painting and Assembly. There are (6) employees in the Electrical Department, (5) employees in the Painting Department and (6) employees in Assembly.

From an operational perspective, the company requires at least (2) employees in the Electrical Department, (2) employees in the Painting Department and (4) employees in Assembly:

Department	Total Employees	Minimum employees Required (per day)
Dept 3 – Electrical	6	2
Dept 5 – Painting	5	2
Dept 6 – Assembly	6	4

(1) In January-2005, Janice (Employee #1016) requested 3 vacation days in August. John (her supervisor) approved her Vacation and updated the system accordingly:

📔 Plan Absen	ices								<u>_ ×</u>
Table Display	Display Mode Options H	Help							
Ø									
Selections	Veek 35	22/08/2005 - 3	28/08/2005	Calendar					
(Mar)	Planned Absence Code 4	VACATION PAID							
I		Mo 22	Tu 23	We 24	Th 25	Fr 26	Sa 27	Su 28	
View Planned		Department							<u> </u>
		5 Painting							
View Actual	1006								
	Burns Dave								
	1016 MONROE JANICE		VACATION PAID	VACATION PAID	VACATION PAID				
View Planned and Actual	1021								
	WATSON BRENDAN								
Coverage	1036								
Exceptions	SEINFELD TED								
Calendars	1078								
Calcinatio	CLARK ARTHUR								
K	1129 CARTIER CURLEY								
Select Absence	LARTIER SHIRLET	Department							- 11
		6 Assembly							
	1017								
Plan Absences	DOUGLAS TOWSEND								
07	1122								
Absence	PERRICELLI JOANNE								
balances	1138								
	MASTERS SAIRA								
	SWANSON NICHOLAS								
	SWARSON NICHOLAS								-



(2) During March-2005, Shirley (Employee #1129) was selected for Jury-Duty for the entire week of August-22nd. John (Shirley's supervisor) approved the absence and entered the required information into the APM Browser:

Plan Absen	ices								_ 🗆 ×
Table Display	Display Mode Options H	lelp							
Selections	Week 35	22/08/2005 -	28/08/2005	Calendar					
	Planned Absence Code 1	8 JURY DUTY PAID							
		Mo 22	Tu 23	We 24	Th 25	Fr 26	Sa 27	Su 28	
		Department							-
<u>R</u>		5 Painting							
View Actual	1006 Ruma Dava								
Lan	1016								
	MONROE JANICE		VACATION PAID	VACATION PAID	VACATION PAID				
and Actual	1021								
	WATSON BRENDAN								
Coverage	1036								
Exceptions	SEINFELD TED								
Calendars	1078								
	LLARK ARTHUR								
S	CARTIER SHIRLEY	JURY DUTY PAID	JURY DUTY PAID	JURY DUTY PAID	JURY DUTY PAID	JURY DUTY PAID			
Select Absence		Department							
		6 Assembly							
Plan Absences	1017								
	DOUGLAS TOWSEND								
1	1122 PERRICELLI JOANNE								
Absence balances	1138								
	MASTERS SAIRA								
	1140								
	SWANSON NICHOLAS								-

(3) In the beginning of July, Ted asked to take two days off (Monday August 22nd and Tuesday August-23rd). Since Ted had already cashed-out his vacation hours, he asked taking Unpaid Vacation in these dates. John (Ted's supervisor) approved his Vacation and updated the system accordingly:

🛃 Plan Absen	ces								_ 8 ×
Table Display	Display Mode Options H	Help							
2									1
Selections	Veek 35	22/08/2005 - 2	28/08/2005	Calendar					
	Planned Absence Code 5	VACATION UNPAID							
View Planned		Mo 22	Tu 23	We 24	Th 25	Fr 26	Sa 27	Su 28	
		Department 5 Dejution							-
<u>×</u>	1006	o Fainung		_					
View Actual	Burns Dave								
	1016		VACATION PAID						
View Planned	MONROE JANICE		VACATION PAID	VACATION PAID	VACATION PAID				
	1021 WATSON BRENDAN								
Coverage Exceptions	1036 SEINFELD TED	VACATION UNPAID	VACATION UNPAID						
<u>₿</u>	1078								
Calendars	CLARK ARTHUR								
S	1129 CARTIER SHIRLEY	JURY DUTY PAID	JURY DUTY PAID	JURY DUTY PAID	JURY DUTY PAID	JURY DUTY PAID			
Select Absence		Department							
	1017	6 Assembly							
Plan Absences	1017 DOLIGLAS TOWSEND								
C.	1122								
	PERRICELLI JOANNE								
balances	1138								
	MASTERS SAIRA								
	1140 Chicanicon Nicuol Ac								
	SWANSON NICHULAS								_
	Year Month Week	Day							



(4) On July-14th, Arthur requested taking Monday (August-23rd) off. Under normal circumstances (i.e. without having the APM) John would have approved his vacation. The APM Browser however, alerts the supervisor that he is understaffed that day:

Plan Absences		
	er coverage: The selected dates are UNDE	RSTAFFED
Approve All	Skip understaffed dates	Cancel

The Supervisor therefore has three options:

APPROVE ALL	Approve the day off anyway i.e. regardless of the fact that he is understaffed that day.
SKIP UNDERSTAFFED DATES	When planning an absence for several days and/or several employees; this option enables to plan absences without causing coverage/staffing problem.
	In this case, since the supervisor planned Vacation "only" for a single employee for a one day – selecting this option will cancel the planning.
CANCEL	Cancel planning for the selected employee(s)and Date/(s)

Once "Approve All" is selected the Vacation day is scheduled in the Browser:

📔 Plan Absen	ices								_ 8 ×
Table Display	Display Mode Options H	lelp							
Selections	Week 35	22/08/2005 - 2	28/08/2005	Calendar					
	Planned Absence Code 4	VACATION PAID							
		Mo 22	Tu 23	We 24	Th 25	Fr 26	Sa 27	Su 28	
view Fianneu		Department							
	1000	5 Painting							
View Actual	Burns Dave								
Manu Disco and	1016 MONROE JANICE		VACATION PAID	VACATION PAID	VACATION PAID				
and Actual	1021 WATSON BRENDAN								
Coverage Exceptions	1036 SEINFELD TED	VACATION UNPAID	VACATION UNPAID						
Calendars	1078 CLARK ARTHUR		VACATION PAID						
S	1129 CARTIER SHIRLEY	JURY DUTY PAID	JURY DUTY PAID	JURY DUTY PAID	JURY DUTY PAID	JURY DUTY PAID			
Select Absence		Department 6 Assembly							
Plan Absences	1017 DOUGLAS TOWSEND								
Absence	1122 PERRICELLI JOANNE								
balances	1138 MASTERS SAIRA								
	1140 SWANSON NICHOLAS								•
	Year Month Week	Day							



(5) In addition to the on-line under-coverage alert, APM's "Coverage Exceptions" screen will "allert" the user that there is a coverage problem on August-23rd:

Yearly View (the supervisor can see all the under-coverage exceptions on one screen)

📑 Plan Absen	es																											_	82
Table Display	Displa	/ Mode	e Opt	tions	Help																								
Selections		4	2	005	Þ	F	rom Mor	nth					Oh	'ear Ba	ick.	© 1	'ear For	word											
View Planned	Absence Code 4 VACATION PAID , Department 5 Painting , 6 Assemt Employee 0 - 393939393939 Planned Absence Code 4 VACATION PAID								TION	UNPA	ID , 6 L	EAVE	OF AB	ISENC	E , 7 SI(CK PAI	D,8S	ICK UI	NPAID	<i></i>									
<u>1</u>				Januar	y					F	ebruar	y						March							April				
View Actual	Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
						1	2		1	2	3	4	5	6		1	2	3	4	5	6					1	2	3	
	3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
View Planned	10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
and Actual	17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
	24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30		
	31																												
Exceptions		Мау								June				July										Aunust					
<u>6</u> 7	Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	
Calendars	2	3	4	5	6	7	8			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7	
	9	10	11	12	13	14	15	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
See	16	17	18	19	20	21	22	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
Select Absence	23	24	25	26	27	28	29	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
	30	31						27	28	29	30				25	26	27	28	29	30	31	29	30	31					
Plan Absences			Se	entemb	er					(lctobe	r					N	ovemh	er					D	ecemb	er			
	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
22				1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	4	
Absence	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	
balances	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
	26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		
								31																					
	Year	Mon	th V	/eek	Day																								

(Drill-down to) Monthly View



The monthly view (similar to the yearly view) enables identifying the understaffed days. In order to identify how many employees are short (by coverage group), drill-down to the weekly (or the daily) view:



(Drill-down to) Weekly View

🗿 Plan Absen	ces							_	_ 6
Table Display	Display Mode Options H	Help							
Selections	Week 35	22/08/2005 - 2	28/08/2005	Calendar					
8	Planned Absence Code 4	VACATION PAID							
View Planned	Department	M0 22	Tu 23	We 24	1h 25	Fr 26	5a2/	5u 28	
<u>R</u>	5 Painting	1	-1	1	1	2			
View Actual	Department 6 Assembly	2	2	2	2	2			
/iew Planned									
and Actual									
Coverage Exceptions									
Calendars									
S									
elect Absence									
an Absences									
Absence									
balances									
	Year Month Week	Day		TimeKeeper SQL 5.01					

The weekly view displays the coverage-exceptions (Yellow) and specifies the number of people short per day in Red (i.e. on August 23rd, we are one employee short). The rest of the days (where there are no coverage exceptions) show how many employees can (potentially) be planned without being understaffed.

(Drill-down to) Daily View

📔 Plan Absen	ces					 x
Table Display	Display Mode	Options He	elp			
Selections	1 23/	08/2005		alendar		
View Planned	Department	Total Employees in Group	Minimal Coverage	Total Employees Planned	Employees "Left" for Planning	
-	5 Painting	6	3	4	-1	
	6 Assembly	6	4	0	2	
View Actual						

The Daily View displays more details that the Yearly/Monthly and Weekly views: It shows the coverage groups, how many employees are assigned to each group, what is the minimal coverage required, how many employees were planned and how many employees are "left" for planning (how many absences can be scheduled without causing under-coverage problem).



Step 4: <u>Setting the Absence Status Verifier</u>

In theory, absences are taken only after they have been approved by the supervisor i.e. an employee requests a vacation, the vacation is approved by supervisor and when the time comes - the employee takes the scheduled day(s) off.

In real life, circumstances may require taking "unexpected" days off before the "planned" vacation. This can be a problem, as the employee may no longer have the "enough" days/hours in the vacation balance:

Action	<i>Current Balance</i>	"Forecasted" Balance in August-2005
An employee requests 3 vacation days in August. The Vacation is approved by the supervisor (= keyed-into the APM Browser, negative balance is approved)	11.00 Hours	21.00 Hours
A few days after the vacation was requested (and approved), the employee takes an unexpected day off during July (i.e. before his planned Vacation)	3.00 Hours	13.00 Hours
What Should the system do? The supervisor (based on the "old" balance) has already approved the Vacation in August; however the "new" balance does not allow taking three vacation days	3.00 Hours	-11.00 Hours

This is exactly the type of scenario that the Absence Status Verifier has been designed to address: The Absence Status Verifier is responsible for **changing the absence status and alerting (via e-mail) that the status has been changed** (by running the Absence Status Verifier every night via the OS scheduler).

Once the supervisor is made aware of the new status, s/he may approve/decline or suggest alternative dates:





Step-by-Step illustration:

(1) An employee requests 3 vacation days in August. The supervisor approves the Vacation (i.e. it is keyed-into the APM Browser, negative balance is approved):

Dave's Current Vacation Balance is 11.00 hours:

E	mpla	iyee :	1006 Burns Dave						Display	Absence Balance F	rom: 07/07/2005
<i>6</i> 9		Year	Absence Code	Tracking Start Date	Tracking End Date	Balance (Hours)	Previous Balance (Hours)	Initial Allowance (Hours)	Total Accrual (Hours)	Total Used (Hours)	Initial Allowance F
		2005	4 VACATION PAID	01/01/2005	31/12/2005	11.00	12.10	130.00	75.00	76.10	01/01/2005

Dave has requested three vacation days in the beginning of August (i.e. $Aug-8^{th}$, 9^{th} and 10^{th}). Dave's supervisor logs into the APM Browser, selects August 8^{th} and checks his forecasted balance (by right-clicking on August- 8^{th}).

📔 Plan Absen	ices								_ 🗆 ×
Table Display	Display Mode Options H	lelp							
Selections	Week 33	▶ 08/08/2005 - 1	4/08/2005	Calendar					
	Planned Absence Code 4	VACATION PAID							
View Planned		Mo 8	Tu 9	We 10	Th 11	Fr 12	Sa 13	Su 14	
		Department 5 Painting							
View Actual	1006								
View Planned	Burns Dave 1016 MONROE JANICE	Go to D Plan Ab Delete	lay Tab isences Absences	Absence balan	nces	VACATION PAID	X		
and Actual	1021 WATSON BRENDAN	Absenc	e balances	Number		New balance in days	New balance in hours		
Coverage Exceptions	1036 SEINFELD TED				ACATIONTAD				
Calendars	CLARK ARTHUR			I	<u>0</u> ł	<			
Select Absence	1129 CARTIER SHIRLEY								
		Department 6 Assembly							
Plan Absences	1017 DOUGLAS TOWSEND								

The APM Browser shows that on August 8th the employee's forecasted balance is 21 hours.



Why 21.00 Hours? How does the "Virtual" calculation works?

According to Dave's Policy (seniority based policy), Dave is entitled to 5 Vacation hours per pay-period (Bi-Weekly). Hence, by August 8th, Dave's forecasted Balance will be 21 hours as follows:

Current Balance (based on period #15):	11.00 Hours	+
Forecasted Accrual for period #16/2005:	5.00 Hours	+
Forecasted Accrual for period #17/2005:	5.00 Hours	
•		

Total forecasted for Period #18/2005:21.00 Hours



When planning the 3-day Vacation, the system will alert on Aug-10th as the employee "hits" negative balance (3 days require 24.00 vacation hours. Dave has only 21.00 available; hence he is 3.00 hours short):

👫 Plan Absen	ices								>
Table Display	Display Mode Options H	Help							
Selections	Week 33	08/08/2005 -	14/08/2005	Calendar					
	Planned Absence Code 4	VACATION PAID							
		Mo 8	Tu 9	We 10	Th 11	Fr 12	Sa13	Su 14	
View Planned		Department							_
<u>R</u>		5 Painting							
View Actual	1006								
	Burns Dave								
	1016		Plan Absences			×	1		
View Planned	MONROE JANICE			Employee	1000 Pures Disus				
and Actual	1021 WATSON BRENDAN			Negative E	Balance exceeds in				
Coverage	1036			Absence Cod	e : 4 VACATION PAID				
Exceptions	SEINFELD TED			New Dai Appro	ance in nours : -3 ove exception				
<u>Colordor</u>	1078								
Caleriuais	CLARK ARTHUR								
	1129			<u>N</u> o Ye	is to All No to A	All <u>C</u> ancel			
Select Absence	CARTIER SHIRLEY						_		
Select Absence		Department							
		6 Assembly							
Plan Absences	1017								
	DOUGLAS TOWSEND								

Once the Supervisor approves the Vacation on the 10th, the vacation day will be flagged as an exception that has been approved:

📔 Plan Absen	ices								_ 8 ×
Table Display	Display Mode Options H	telp							
Selections	Week 33	08/08/2005 - 1	4/08/2005	Calendar					
	Planned Absence Code 4	VACATION PAID							
		Mo 8	Tu 9	We 10	Th 11	Fr 12	Sa 13	Su 14	
view Hanned		Department							-
8		5 Painting							
View Actual	1006 Burns Dave	VACATION PAID	VACATION PAID	VACATION PAID					
	1016								
View Planned	MONROE JANICE			Ŭ					
	1021 WATSON BRENDAN								
Coverage Exceptions	1036 SEINFELD TED								
Calendars	1078								
	CLARK ARTHUR								
<u> </u>	CARTIER SHIRLEY								
Select Absence		Department 6 Assembly							
	1017				_		_		
Plan Absences	DOUGLAS TOWSEND								
97	1122								
Absence	PERRICELLI JOANNE								
balànces	MASTERS SAIRA								
	1140								
	SWANSON NICHOLAS								•
	Year Month Work	Daul							
	SWANSON NICHOLAS	Day							_



(2) A few days after the vacation was requested (and approved), the employee takes an unexpected day off during July (before his planned Vacation):

E	mpl	<mark>oyee</mark> : 1006 E	Burns D	ave																From	n Date : 04	4/07/2005
ŝŷ		Date	Day Type		Absence Code		Contract	ln 1	Out 1	ln 2	Out 2	Paid Attn	Paid Abs.	Over Time		REG HRS	0/T 150%	0/T 200%	Banked OT	Pay OT	Unpaid 0/T	Unpaid Abs
		04/07/2005	8 H1	28	STAT HOLIDAY	10	Hourly I	1	:	:	1		8.00		Π	8.00						
		05/07/2005	2 Tu			10	Hourly I	8:30	17:00	:	:	8.00			Τ	8.00						
		06/07/2005	3 W€			10	Hourly I	8:30	17:00	1	1	8.00				8.00						
	•	07/07/2005	4 Th	4	VACATION PAID	10	Hourly I	\mathbb{C}^{+}		1.0	1		8.00			8.00						
		08/07/2005	5 Fr			10	Hourly I	8:30	17:00	:	:	8.00				8.00						

Due to the unexpected vacation-day on July-7th, Dave's forecasted balance for August-8th is 13.00 hours (i.e. 21.00 hours forecasted – 8.00 hours taken on July 7th).

(3) Absence Status Verifier (Change the absence status and e-mail alerts)

The Absence Status Verifier is responsible for changing the absence status and alerting (via e-mail) that the status has been changed. By running the Absence Status Verifier every night (via the OS scheduler), the status of August Vacation should be changed and the supervisor/employee/primary operator would receive the proper alerts (via mail):

🚔 Absence Status Verifier (APM)			_ 8 ×
Eile Edit View Tools Message Help			1
Reply Reply All Forward Print Dele	K O V V Previous Next Addresses		
From: TK Admin Date: July 13th, 2005 7:00 PM To: Dave Burns Cc: Savie Masses Subject: Absence Status Verifier (APM)			
To: Burns Dave (Employee # 1006) The Absence Status Verifier performed the	following:		×
Date Absence Code	Type of Update	Forecasted Balance	
08/08/2005 4 VACATION PAID	A Planned Absence that was approved is no longer approved	-11.00 hours	
09/08/2005 4 VACATION PAID	A Planned Absence that was approved is no longer approved	-3.00 hours	
10/08/2005 4 VACATION PAID	An Unapproved Planned Absence is now approved	5.00 hours	
3 records Read, 3 of those were updated.			

Since there are three scheduled Vacation days (August-8th to August-10th) and there are "only" 13.00 Vacation hours available, <u>the system can approve "only" one Vacation day</u> <u>out of the three</u>.

Before the unexpected Vacation day was taken, the 8th and the 9th were approved when entered (the balance was positive). In addition, August-10th was approved by the supervisor despite of the employee's negative balance.

Since the Absence Status Verifier needs to take into consideration ALL future absences, it will "reject" the 8th and the 9th (that have been previously approved) due to the insufficient balance and approve the 10th on the other hand.



Absence Status Verifier Settings:

Absence Status Verifier - A	uto Settings	<u> </u>
Email Recipients	Employee Only	
Copy Primary Operator (Mail Alert)	Yes	
Primary Operator's Email Address	msteve@demodata.com	
	N A	
<u> </u>		

- (1) <u>E-Mail recipients</u>: When an absence status has been changed, the system can be set to alert the supervisor/employee upon the change.
 - Disabled: E-mail specifying the "new" status will not be sent.

- <u>Employee Only</u>: E-mail specifying the "new" status will be sent to the employee. The employee's e-mail address is retrieved from the employee profile (EMPVAR Table, E_MAIL Field)

- <u>Supervisor Only</u>: E-mail specifying the "new" status will be sent to the supervisor. The supervisors e-mail address is retrieved from the employee profile (EMPVAR Table, E_MAIL2 Field)

- <u>Employee & Supervisor</u>: E-mail specifying the "new" status will be sent to both to the employee & his supervisor. The employee's e-mail address is retrieved from the employee profile (EMPVAR Table, E_MAIL Field). The supervisors e-mail address is retrieved from the employee profile (EMPVAR Table, E_MAIL2 Field).

(2) E-mail Copy to Primary Operator:

In addition to the employee and/or the supervisor, we can also set the verifier to send a copy to the primary system operator (or the payroll administrator) as per the e-mail address listed in "Primary Operator Mail address".

Yes – Copy the primary operator/payroll supervisor No – Do not Copy the primary operator/payroll supervisor

(3) Primary Operator's Email Address:

In addition to the employee and/or the supervisor, we can also set the verifier to send a copy to the primary system operator (or the payroll administrator). This field specifies the primary operator's/payroll administrator's e-mail address.



Settings the verifier as a scheduled task (OS Scheduler) using command line:

The program also supports executing on a batch mode or by using Task scheduler.

\TK-SQL Path	<u>Username</u>	Execution Mode	Email Address
--------------	-----------------	----------------	---------------

Example:

D:\LTT\TK-SQL\ApmFix.exe 9999 3 payroll-admin@lavietimetech.com

Execution modes:

- 0 Do not send e-mail alert
- 1 Send e-mail alert to the employee only
- 2 Send e-mail alert to the supervisor only
- 3 Send e-mail to both the employee and the supervisor

Absence Status Verifier: Log file

The Verifier's log-file ("..\TK-SQL\APMFIX.LOG") records the starting and the ending times of the program (hence users can always verify that the program indeed ran the previous night etc). The log file also records errors, if such occur.

APMFIX - Notepad	- U ×
Ele Edit Format View Help	
07/07/2005, 15:48:30 - Beginning program run ***********************************	
07/07/2005, 16:00:43 - End of program run ***********************************	
07/07/2005, 16:24:01 - Beginning program run ***********************************	
13/07/2005, 14:52:58 – Beginning program run ***********************************	
13/07/2005, 15:03:23 - End of program run ***********************************	
13/07/2005, 15:40:36 - Beginning program run ***********************************	
13/07/2005, 16:12:29 – Beginning program run ***********************************	
13/07/2005, 16:22:43 - End of program run ***********************************	
	•
<u>र</u>	▶ //

Note: The Absence Status Verifier mail Alerts can be sent using OUTLOOK or JMAIL methods (MAPI is not supported). Configuring the mail method is available in the System Configuration File (SYSCNF) under Security/E-mail.

The program that is responsible for the e-mail alerts is ..\TK-SQL\LAVMAIL4SQL.DLL.



Step 5: Setting the Daily Browser to re-summarize the pay-period upon changes

An online (or automatic) re-summarization of the pay-period (i.e. specifically when updating TK's Daily Browser with absences) is mandatory due to the dynamic affect of the current balance on the employee's forecasted balances:

As described in the previous example (Absence Status Verifier/step-by-step illustration), when the "unexpected" vacation day is taken, the "new" forecasted balance is reflected instantly in the Absence Planning Module. This is achieved by re-summarizing the relevant pay-period (based on the vacation entered in the Daily Browser) as follows:

- (a) The user updates the "unexpected" day-off in the Daily Browser
- (b) The "relevant" pay-period is automatically re-summarized ("behind the scenes")
- (c) The "current" balance is revised in ABSFOLLOW ("behind the scenes")
- (d) The forecasted balance is calculated (by APM) based on the "new" current balance

Setting the Daily Browser to automatically re-summarize the pay-period upon changes is available via Daily Browser/Options/Absence Options/display/Recalculate the Pay-Period upon changes:

e E	dit/'	View Daily A	ctivity	File																_ [] >
File	Re	cord Record	ls Type 🛛	Options Second File Help																
?		۵	<u>.</u> 8	 Automatic Calculation Add/Edit File SALDAY 	18 🔡	%	7) 19				P I	ł							
E	mpla	yee: 1006 B	Burns D	Automatic Eixing Punches		From Date : 04/07/2005											/07/2005			
60%		Date	Day		Contract	In 1	Out 1	In 2	Out 2	Paid	Paid	Over	Π	REG	0/T	0/T	Banked	Pay	Unpaid	Unpaid
			Type	Show/Calc Abs Balance						Attn	Abs.	Time	Ш	HRS	150%	200%	OT	0Ť	0/T	Abs
		04/07/2005	8 H1	Absence Options	✓ Recalculate P	eriod O	n Chang	es			8.00			8.00						
		05/07/2005	2 Tu		 Display Message While Calculating 								#							8.00
		06/07/2005	3 We	Weekly Calculation	r rouny				-											8.00
		07/07/2005	4 Th	Display Scheduled John	Hourly I						8.00			8.00						
		08/07/2005	5 Fr	Display Scheduled Jobs	Hourly I	1.1	1.1		1.0											8.00
		09/07/2005	6 Sa	Display Scheduled Jobs	Hourly I	1	1.	1	:				Π							
		10/07/2005	7 Su	I Unauthorized Absence I	Hourly I	1	1.0	1.	1				Π							

The pay-period summary will occur when changing employees, switching between dates that "cross" different pay-periods or simply exiting the screen.

"Display message when calculating" indicates to the user that a pay-period summary is taking place as follows:

er Ec	✓ Edit/View Daily Activity File																					
File	File Record Records Type Options Second File Help																					
?	<u>? ## == = 71\$776 # @# 9.2 = • > = P</u>																					
E	mplo	yee: 1006 I	Burns D	ave																From	Date: 04	/07/2005
<i>~</i>		Date	Day Type		Absence Code		Contract	ln 1	Out 1	ln 2	Out 2	Paid Attn	Paid Abs.	Over Time	Π	REG HRS	0/T 150%	0/T 200%	Banked OT	Pay OT	Unpaid 0/T	Unpaid Abs
Ì		04/07/2005	8 H1	28	STAT HOLIDAY	10	Hourly I	1	1	:	1		8.00			8.00						
		05/07/2005	2 Tu	1	Unauthorized Absence	10	Hourly I										8.00					
[06/07/2005	3 We	1	Unauthorized Absence	10	Hourly I	Proc	essing H	'ay Perio	od Summ	ary. Wait	_ د									8.00
	▼	07/07/2005	4 Th	1	Unauthorized Absence 💌	10	Hourly I															8.00
		08/07/2005	5 Fr	1	Unauthorized Absence	10	Hourly I	1	1.0	1	1											8.00
		09/07/2005	6 Sa	1	Unauthorized Absence	10	Hourly I	1	1.0	1	1.00											
		10/07/2005	7 Su	1	Unauthorized Absence	10	Hourly I	1.0	1.0	1	1											



Appendix A: Menu Entries

Menu Description	Program Name	Parameter		
Plan Absences (APM)	DAPM			
Add/Edit &Coverage Groups	SYSFILE	22		
Add/Edit &Coverage Standards	DAPMCOVE			
Add/Edit Employees in Coverage Groups	DAPMVEC			
Absence Status Verifier	FIXAPMW			