

## Preface:

The Integrated APM-iBrowse Absence request functionality enables employees to request absences via iBrowse, managers to approve/decline requested absences with mail alerts based on APM Settings (forecasted balances and coverage "impact").

Workflow:

- (1) The employee logs into iBrowse for absence request (e.g. Vacation) and requests 3 days (Vacation) on April-2006 (specifically April 6-8).
- (2) An e-mail is being sent to the employee's supervisor (the supervisor's e-mail address is retrieved from e-mail2 field) with the request info. When APM is enabled, the e-mail being sent to the supervisor will also include forecasted balances and coverage "impact".
- (3) The supervisor can approve/decline the request either via iBrowse (i.e. supervisor screen) or via APM Browser.



#### Environment:

TK-SQL only

iBrowse-SQL(Version 5.03 or later)Absence Planning Module (APM)(Optional)Absence tracking module/Benefit Accrual Module(Optional)

#### Required program files:

<u>TK-SQL</u> :	
DcnfProfSQL.dll	14/02/2006 (or later)
ApmFixSQL.dll	23/02/2006 (or later)
DAPMSQL.dll	14/02/2006 (or later)
LavMail4SQL.dll	19/02/2006 (or later)
ApmFix.exe	23/02/2006 (or later)
RApmReqSql.dll	09/02/2006 (or later)
Jmail.dll	18/04/2002 (or later) - optional

<u>TK-SQL</u>:

IBrowse:

A full CompareDB process is needed based on SQLDATASET dated 23/02/2006 (or later). Upgrade your iBrowse system to iBrowse Version 5.03 (or later).



#### Setup steps:

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The implementation of *iBrowse - Absence Request* requires the following steps:

# (1) Enable Absence Request in iBrowse configuration profile (CNFPROF)

Configuration Profile Definitions	
Table Number	Table Description
Employee Profile	
Attendance Time Costing General	Display Dates Reports Time Sheet
Enable Break Time Display/Edit	Display Disabled
Enable Display of Daily Totals	Enabled
Records Type to Display	Al
Errors Display Mode	Character 💌 😣
Exception Display Mode	Character 💌 🔥
Manual Edits Display Mode	Character 💌 🖄
Display daily screen from another screen	No
Use comments	Active Screens
Comment for TC No	Daily Complexee Timecard
Comments are mandatory	Period Supervisor Timecard
	Reports
	Employee     Absence Request Approval
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Note: The "Absence Request" screen is designed for the user (i.e. for requesting absences). The "Absence Request Approval" screen is designed for supervisors (i.e. for approving/declining absences) and therefore it is enabled for supervisors only.

# (2) Enable Absence Request Approval in the supervisor's profile (CNFPROF)

Configuration Profil	e Definitions					>
Table Number	Super	Table Description Supervisor Profile + Vacation Request				
Attendance Tim	e Costing	General	Display	Dates	Reports	Time Sheet
Enable Break Time (	Display/Edit		Display Disabled			•
Enable Display of D	aily Totals		Enabled			•
Records Type to Dis	play		All			*
Errors Display Mode			Character		- 8	
Exception Display M	ode		Character		- 🔨	
Manual Edits Display	Manual Edits Display Mode		Character		- 🛃	
Display daily screen	from another scre	en	No		•	
Use comments Comment for TC Comments are mand	Remark No atory No	ks only 💌	Active Screens		Employee Time Supervisor Time Absence Requ	ecard ecard est
2 7 7		=  .		C	Absence Requ	est Approval



# (3) Absence Request Settings – iBrowse configuration profile (CNFPROF)

🚔 Configuration Profile Definitions	
Table Number	Table Description
6 TK Only: Updating Abs Er	nabled
Attendance Time Costing General	Display Dates Reports Time Sheet
Enable Variance Calculations	No
Static Break to Deduct From Attendance	:
Difference Between CLOCK Time And SERVER Time	+ :
Electronic Signature	Supervisor and Employee
Allow a User To Monitor and Edit Other User's Data	No
Allow Admin self confirm	No
Default Page	Daily
Default display for employees/Data	All records
Show confirm message	No
Absence codes included in admin filter	Selected Select
Allowed Absence for Abs. Request	Selected Select
When exeeding minimal coverage	Approval
When the balance is negative	Approval
? <u>=</u> <u></u>	

- <u>Allowed Absence for Absence Request</u> Specify which absence can be requested for this profile (select absences from the list). This parameter is designed both for users and supervisors.
- When Exceeding Minimal Coverage (Parameter is available for Supervisor's only)
  - Approve: Approve request (i.e. supervisor is authorized to approve absence request even when the day is understaffed).
  - Decline: Decline request (i.e. supervisor is NOT authorized to approve absence request when the day is understaffed).
  - Based on TK's Security Settings: The system will use the security settings under USERS table.
- When the Balance is negative (Parameter is available for Supervisor's only)
   Approve: Approve request (i.e. supervisor is
  - **Approve**: Approve request (i.e. supervisor is authorized to approve absence request even when the forecasted balance is NEGATIVE.
  - Decline: Decline request (i.e. supervisor is NOT authorized to approve absence request when the forecasted balance is negative.
  - Based on TK's Security Settings: The system will use the security settings under "USERS".



(4) Enable/Disable e-mail Alerts (SYSCNF & IBROWSE.INI File Modifications)

- a. Register the Jmail.dll on the server (it is not done by the auto registration).
- b. Open the system configuration, choose the "Security & Authorization" tab and click on the "E-Mail" button.

System Configuration				
Time Clock (Polling)	Payroll Interface	Y-T-D Definitions	Program Extensions	Absences
Printer & Printing	File Daily, Employee	Impro System	Key Fields Format	BackUp/iBrowse
General Configuration	Dealer Security	& Authorization	Language	Dgte & Time
🔽 Security	Hasp Type	Me	mo Hasp	Y
M Audit Trail	Menu Type	Sta	andard	Y
	DB Update Mode		ndard Mode / SU	¥.
ILOG File	File with Clocks Nu	mbers SIT	ES (Site Codes/Shared)	Y
SAP Logical Name	E-Mai		-	
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- c. Enter the following details:
  - 1. Email Type: Jmail, Outlook, MAPI or Lotus Notes.
  - 2. Mail server name.
  - 3. Sender email address

creater i ype	JMai		-
Mail Server	LAVIE-EX2K	LAVIE-EX2K	
Mail Sender	amip@lavietin	netech.com	

**Note:** If the mail server does not use authentication, the "Mail Sender" field may contain any string (e.g. "Administrator").



d. In order to enable/disable e-mail alerts, add the APMFIX parameter to the iBrowse.INI file as follows:





E-mail alerts require having either OUTLOOK or JMAIL installed on TK server.

When e-mail alerts are disabled, online request authorization can also be run via the OS scheduler (see *APPENDIX B: Absence Status Verifier Auto-process settings*).

# (5) Set the Supervisors for Absence Approval

The supervisor for absence approval is determined in the E\_MAIL2 field in the employee master file (this is due to the fact that in many cases the supervisor that approves the absences is not the supervisor that approves overtime hours (and/or other job costing data).

🗮 Employee Screen Builder Index Fi	aployee Screen Builder Index Fields Area ( Not Editable)				
Scheduling & Costing Data General	Pay-Rules / Table Additional Key Fields	es Advanced Premium & Part Time			
Employment Start (HIRE_FR	OM V D )	Seniority (SENIORITY \ N.7.3)			
Employment End ( HIRE_TI		9			
email2 ( email2 \_N 1024	email2 ( email2 \ N 1024 . 0 ) 10				
	Employee Type (SORT2 \ C 6 )				
	Benefit Policy (ABS_GROUP \ N 10.0)				
	EMPLU02 ( EMPLU02 \\ N 10 \ 0 )				
	Province (SORTO \ C 8	6)			
?		12 (M) 🖾 🕅			



## Step-by-Step Illustration

#### Illustration Step 1: Employee absence request

The employee logs into iBrowse/absence request. The screen has two sections: The left-hand section (designed for requesting absences) and the right-hand section displays the requested absences and current request(s) status:

Absence request Version 5.03 - 22/02/2006 - Microsoft Internet Explorer										
Eile Edit View Fa	Ele Edit View Favorites Iools Help						Ar			
	🕞 Back 🔹 📀 🖌 📓 🏠 🔎 Search 🤺 Favorites 🤣 🔗 - چ 🕋 - 🛄 🕄 🎲 📟									
Address 🙆 http://10.0.0	0.64/ibrowse/abs/ab	srequest.aspx						🔽 🔁 Go 🛛 Links 🎽		
<b>Browse</b> TK's Internet G	iateway	Daily Edits	Period Per Edits Sh	iod eet	Reports /	Absence Request	elp Logoff	<i>LAVIE</i> <i>Tême</i> tech		
Employee : 3 Jon	Dow Supervi	isor : BURNS DA	VE							
From date	To date	Absence code	Note			Exi	sting planning And Re	quests		
05/16/2006	(16/2006 🔲 🕅 🕅	VACATION PAID								
			TO	H	From date	To date	Absence code	Status		
			10		03/14/2006	03/15/2006	VACATION PAID	Request Declined by supervisor		
							03/23/2006	03/24/2006	VACATION PAID	Request Declined by supervisor
					03/27/2006	03/28/2006	VACATION PAID	Valid Planning		
					03/29/2006	03/29/2006	VACATION PAID	Planning Exception not valid		
Direct supervisor's ema	ail address: internat	tional.support@lavietim	etech.com		03/30/2006	03/30/2006	VACATION PAID	Request approved		
E-mail address:					03/31/2006	04/01/2006	VACATION PAID	Planning Exception not valid		
	,				04/03/2006	04/05/2006	VACATION PAID	Valid Planning		
					04/10/2006	04/10/2006	VACATION PAID			
					04/12/2006	04/12/2006	VACATION PAID			
					04/25/2006	04/25/2006	VACATION PAID			
					04/28/2006	04/29/2006	VACATION PAID	Valid Planning		
					05/05/2006	05/05/2006	VACATION PAID	Valid Planning		
					05/07/2006	05/09/2006	VACATION PAID			
					05/12/2006	05/12/2006	VACATION PAID	Planning Exception not valid		
					06/13/2006	06/13/2006	VACATION PAID	Valid Planning		
					07/02/2006	07/02/2006	VACATION PAID			
				-	07/24/2006	07/24/2006	VACATION PAID	Planning Exception valid		
		1	Update&Email D	ata 🦳	Update data	Clear				
ど Done								📑 📄 🔮 Internet		

Additional explanations concerning requests status:

- **Request Approved:** The absence request has been approved by the supervisor.
- **Request not yet Approved**. The absence request for has not yet been approved.
- **Request Declined by Supervisor**: The request for absence has been declined
- **Planned Absence**: The request has been approved by the supervisor and updated in TimeKeeper (i.e. the Absence Status Verifier has verified coverage exceptions & forecasted balance requirements).
- **Request Declined (Coverage):** The request has been originally approved by the supervisor HOWEVER it was declined by the Absence Status Verifier due to its impact on minimal coverage requirements.
- **Request Declined (Negative Balance):** The request has been originally approved by the supervisor HOWEVER it was declined by the Absence Status Verifier due to the fact that the forecasted balance for the selected date is NEGATIVE.



Note that only ONE request can be submitted for the same date. Modifying a request that has already been submitted can be done ONLY by the supervisor i.e. via the iBrowse "Absence Approval" screen or APM Browser.



		(HTML)	הודעה - (Absence Requests - TimeKeeper's Absence Status Ve	rifier (APM 📃 🗆 🗙
			וגה <u>ה</u> וספה עיצוב <u>כ</u> לים <u>פ</u> עולות ע <u>ז</u> רה	<u>קובץ עריכה ת</u> צ
ב לכול <u>ם 🤮  </u> הש <u>ב </u>	העב <u>ר 😂</u>   השנ   🚑 השנ	s   🔻   🖄   🚰 🗙   🐟 🔹 🛷 🔸 🗚   🏤  .	💿 🖕	
Thu 2/23/0	נשלח: 06 6:18 PM		Tk - Admin	מאת:
			Burns Dave	אל:
			Absence Requests - TimeKeeper's Absence Status Verifier (A	עותק: וושא: (MP
To:				
BURNS DAVE (E	Employee # 1006)			
TimeKeeper was u	pdated with the following A	absence Request information for Jon Dow	(Employee # 3)	
From:	To:	Absence Code	Forecasted Balance	
02/27/2006	02/27/2006	4 VACATION PAID	-41.34 hours	
I need one day off	F			
* Plagsa nota that	t while the forecasted half	men takes into consideration planned a	provides it door not take the request(r) above into corre	doration as
* Please note that they are not yet a	t while the jorecastea ball pproved.	ince takes into consideration planned ac	ssences, it does not take the request(s) doove into consi	aeration, as
nioj al chier jer aj	pp or our			
				-

Once the absence request has been submitted, an e-mail will be sent to BOTH the supervisor and the employee:

Please note that if approval is done via TK-SQL only, than in order to remove the iBrowse link (see above) set the following ApmNoLink=1 (instead of 0) in the iBrowse.ini file.

TimeKeeper was updated with the following Absence Request information for TEST (Employee # 2)

From:	To:	Absence Code	Forecasted Balance
07/29/2008	07/29/2008	9 Jury Duty	0.00 hours
10/14/2008	10/14/2008	9 Jury Duty	0.00 hours

To approve or deny these requests, please use TimeKeeper SQL.



## Illustration Step 2: Request Approval/Decline via iBrowse

The Supervisor logs into iBrowse/absence approval. The supervisor views all FUTURE requests (i.e. approved requests, requests that have not yet approved and requests that have been declined) so s/he can further advise:

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/E EC	inks H
EC	inks H
EC	H (?
EC	H (?
<b>1</b>	*
	_
	-
	-

The supervisor can approve a specific request (or approve all), decline a request (or decline all), delete requests and even submit request (for employees that does not have immediate access to iBrowse).

*Every request holds an individual memo (optional). This memo is submitted by the employee during the request.* 

🚰 Comments Web Page Dialog	×
For my birthday	×
Exit	

Absences requests posted for consequent days for the same absence code will appear on the same line. In order to approve selective dates in the absence sequence, click on the "SEPARATE LINES" button.

Important! Once the supervisor approves the absence request, the Absence Status Verifier is the one that determines whether the request is indeed approved (i.e. based on the coverage settings and the forecasted balance limitations).

VBScript: Absence approval	×
Note! Final approval of request will be completed after balance & coverage check on Timekeeper syste	em
OK	



# Illustration Step 3: Request Approval/Decline via APM Browser (Optional)

The absence requests can also be approved via APM Browser. Absence request(s) are flagged with a request flaged and therefore these requests can be approved or declined.

Plan Absen	ices							
Table Display	Display Mode Options	Help						
9								
Selections	Week 24	▶ 06/05/2006 -	06/11/2006	Calendar				
	Planned Absence Code	7 SICK PAID						
View Planned		Mo 5	Tu 6	We7	Th 8	Fr 9	Sa 10	Su 11
		1 Management						
View Actual	3		VACATION PAID					
Late	Jon Dow	Go to D	ay Tab	0				
View Planned		Dedine						
and Actual		Absenc	e balances					
Coverage Exceptions								
a di se di s								
Calendars								
5								
Select Absence		-						
Absence balances								



# APPENDIX A: Absence Request Report

<u>Purpose:</u> To display requests including request statuses (sorted by employee number and date).

## Report Layout:

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						-	TimeKeener DF	MO			<b>_</b>
	Absence Remes	t Report		01/25/2006		- 03/25/2006	Timenceper DL		Page No.	1	
	- counce reques	( Insport		01/25/2000			-		Production Date Production Time	02/26/2006 2:00P	
									1 roddenon 1 mie	2.001	Π
	Plant: 1 LTT				Site:	1 HQ		Department: 1 Management			
	Employee: 3 Jo	on Dow									
	Date	Day	Absen	ce Code		Request Status					
	03/14/2006	Tu	4	VACATION PA	D	Declined(Supervisor)					
	03/15/2006 03/23/2006	We Th	4	VACATION PA VACATION PA	Ш	Declined(Supervisor) Declined(Supervisor)					
	03/24/2006	Fr	4	VACATION PA	ш. Ш.	Declined(Supervisor)					
	Department: 5	Painting		NACATION DA	Emp.	loyee: 2001 Arik F					
	03/01/2006	We	4	VACATION PA	Ш						
											-
											Page1 of1



## APPENDIX B: Absence Status Verifier Auto-process settings

The Absence Status Verifier is designed for validate coverage requirements and negative balance limits. The absence status verifier is triggered automatically when the request and its approval/decline is done via iBrowse. However, when the approvals/decline is done via APM Browser (in TimeKeeper) – the Absence Status Verifier is not triggered.

As to the above, the verifier needs to be scheduled to run on a daily basis. Following is the command line:

\TK-SQL Path	Apmfix.exe	Execution Mode	[/I:link]	[/a:Email Address]

EXECUTION MODE:

REQUESTALL :	=	Send requests via mail
AUTHORIZEALL	=	Send approvals/decline messages via mail

Examples:

d:\tksql\Apmfix.exe /requestAll /l:htpp://10.0.0.35/ibrw/dpage.aspx?user=john /a:admin@tk.com

#### APPENDIX C: Menu Entries

Menu Description	Program Name	Parameter
Plan Absences (APM)	DAPM	
Absence Requests Report	RAPMREQ	
Absence Status Verifier	FIXAPMW	