

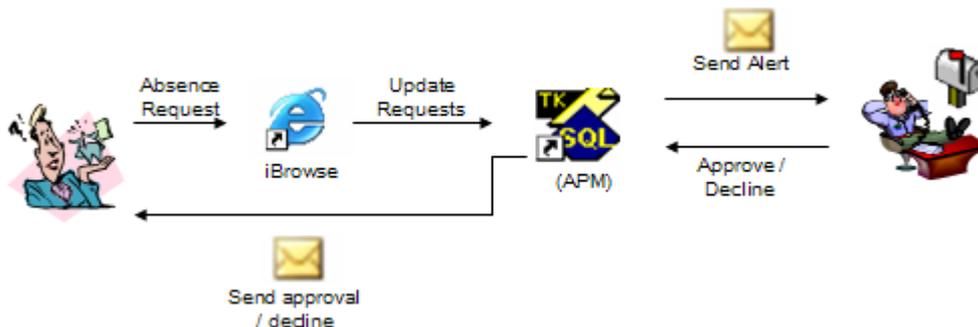


Preface:

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:

TK-SQL:	
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

TK-SQL: A full CompareDB process is needed based on SQLDATASET dated 23/02/2006 (or later).

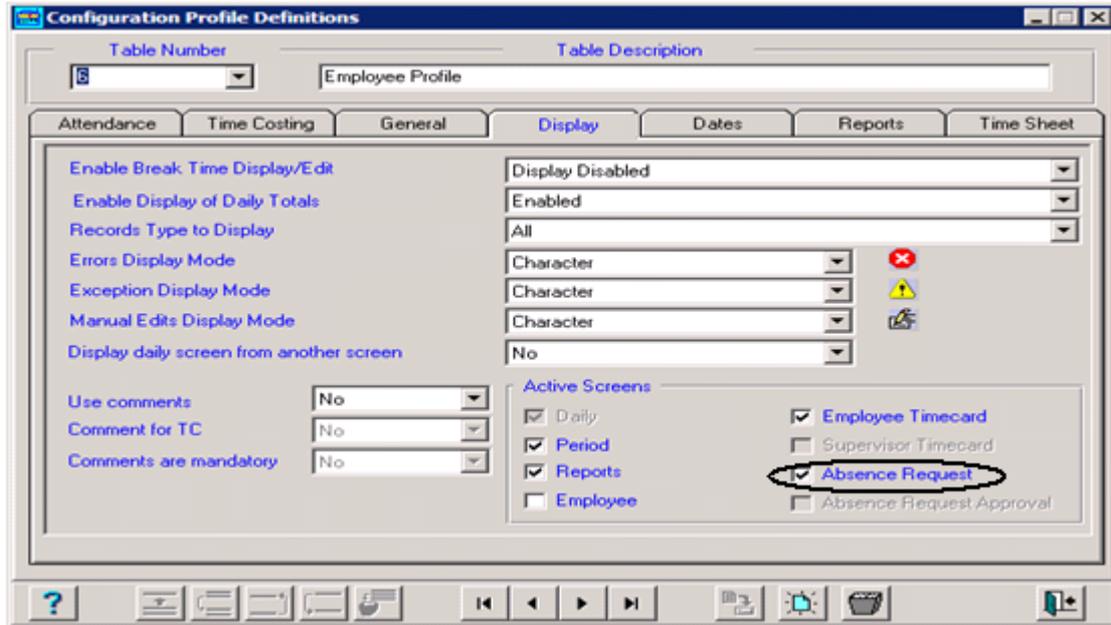
iBrowse: Upgrade your iBrowse system to iBrowse Version 5.03 (or later).



Setup steps:

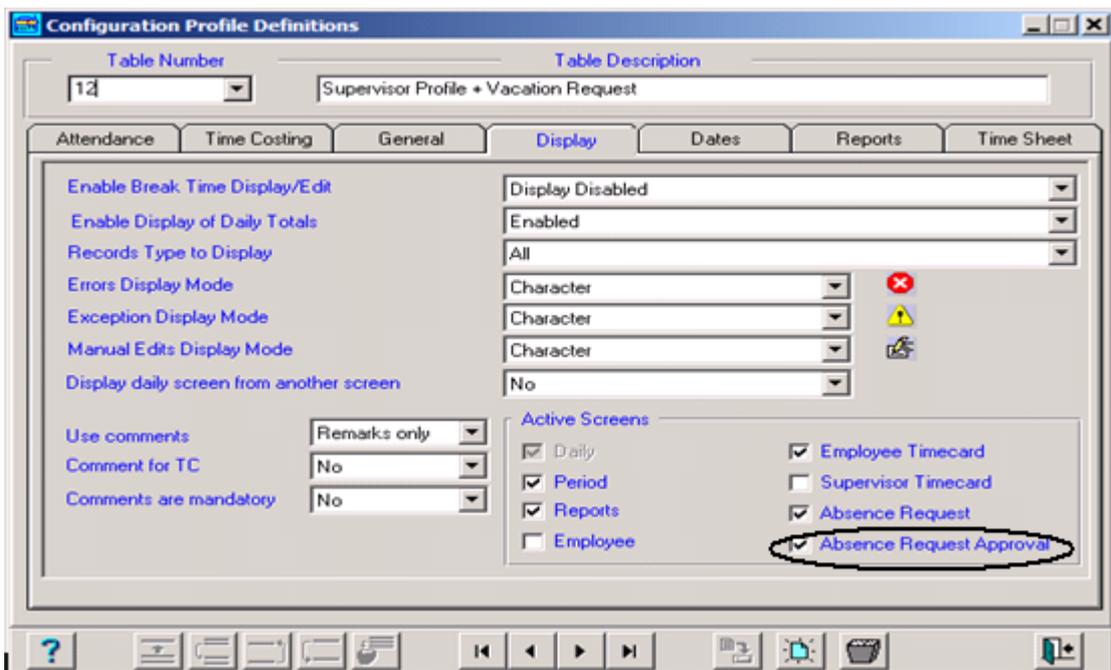
The implementation of **iBrowse - Absence Request** requires the following steps:

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



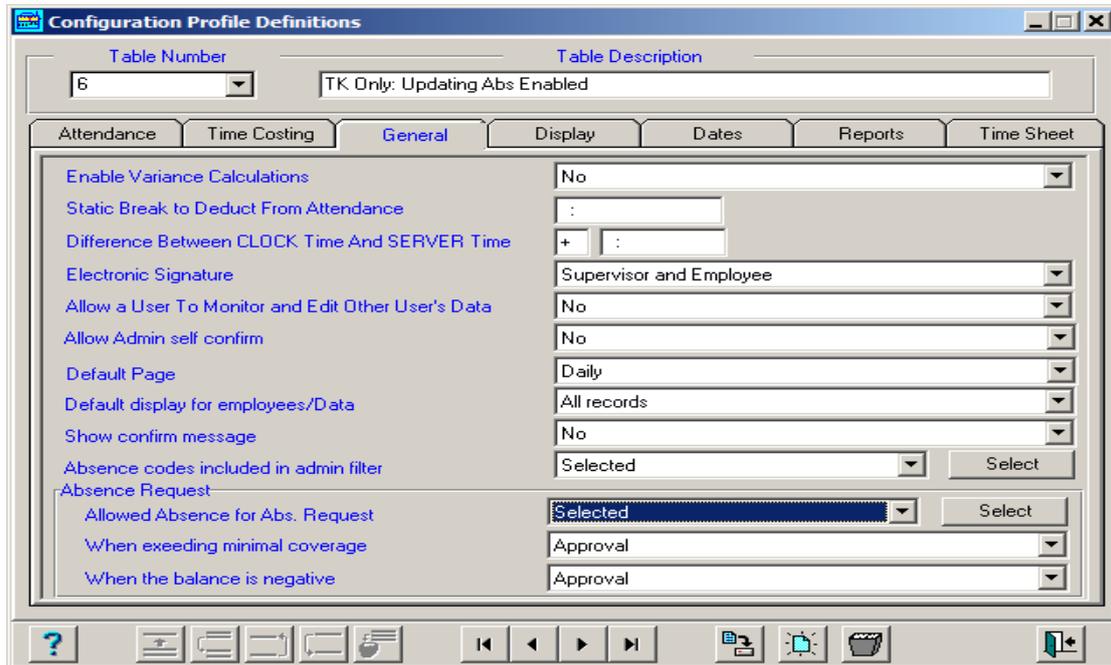
Note: The "Absence Request" screen is designed for the user (i.e. for requesting absences). The "Absence Request Approval" screen is designed for supervisors (i.e. for approving/declining absences) and therefore it is enabled for supervisors only.

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





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

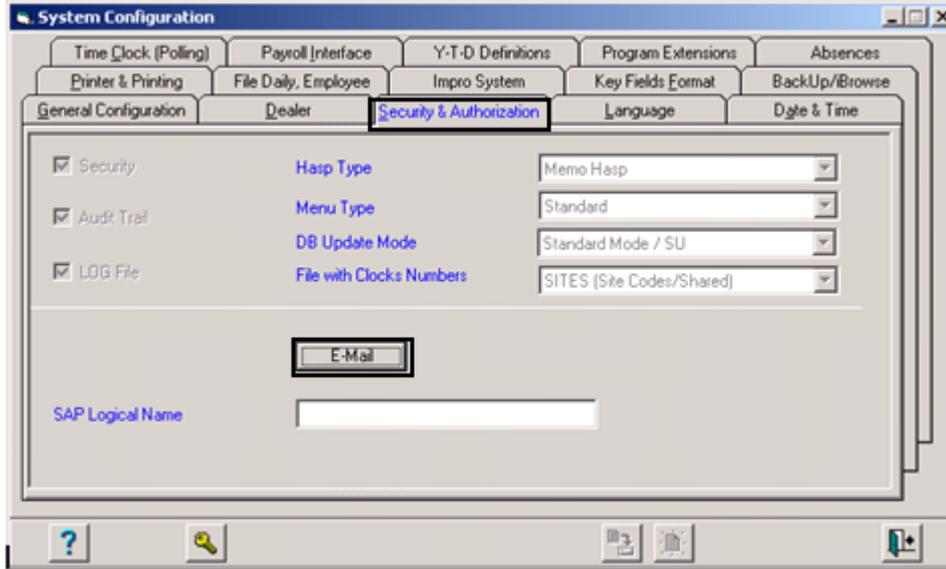


- **Allowed Absence for Absence Request** – Specify which absence can be requested for this profile (select absences from the list). This parameter is designed both for users and supervisors.
- **When Exceeding Minimal Coverage** (Parameter is available for Supervisor's only)
 - **Approve:** Approve 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 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.



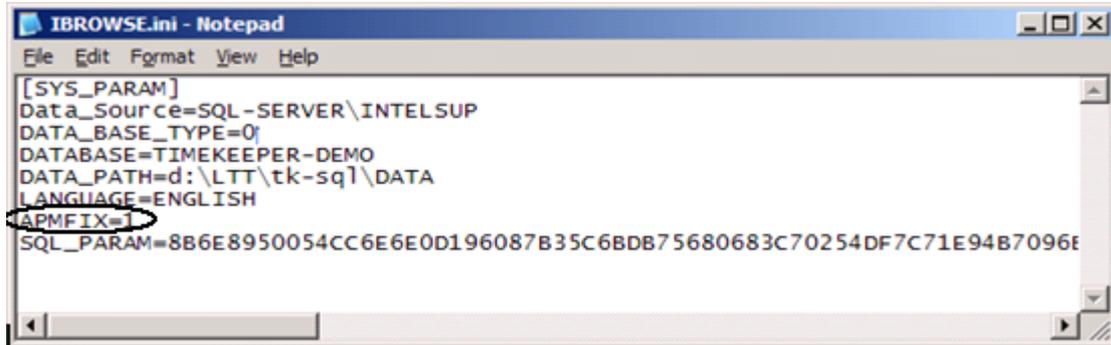
- c. Enter the following details:
 1. Email Type: Jmail, Outlook, MAPI or Lotus Notes.
 2. Mail server name.
 3. Sender email address



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:



- Apmfix = 1 e-mail alerts and online requests authorization is enabled.
- Apmfix = 0 e-mail alerts and online requests authorization is disabled.

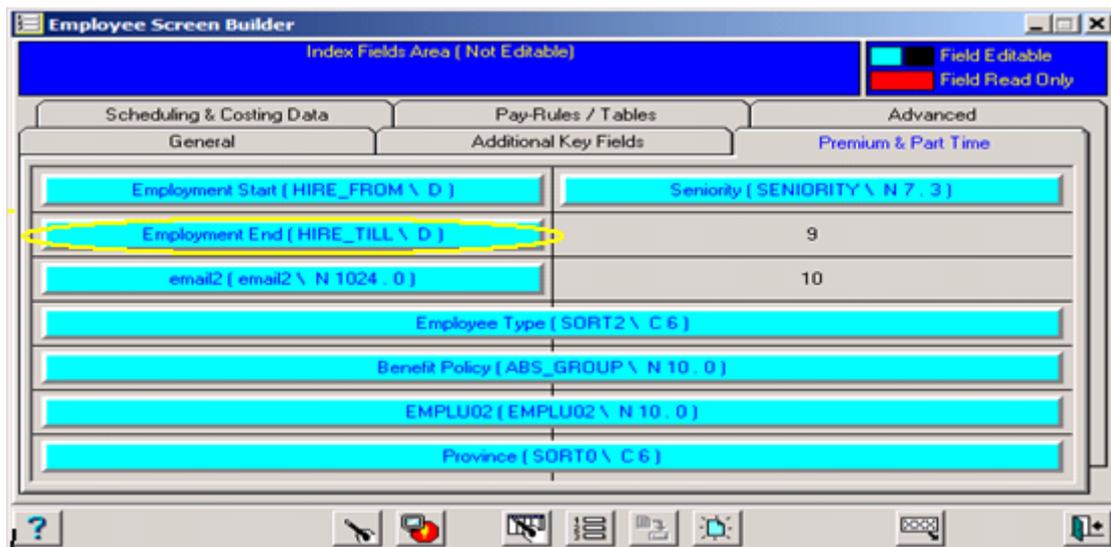


E-mail alerts require having either OUTLOOK or JMAIL installed on TK server.

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).





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:

From date	To date	Absence code	Status
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
03/30/2006	03/30/2006	VACATION PAID	Request approved
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

Additional explanations concerning requests status:

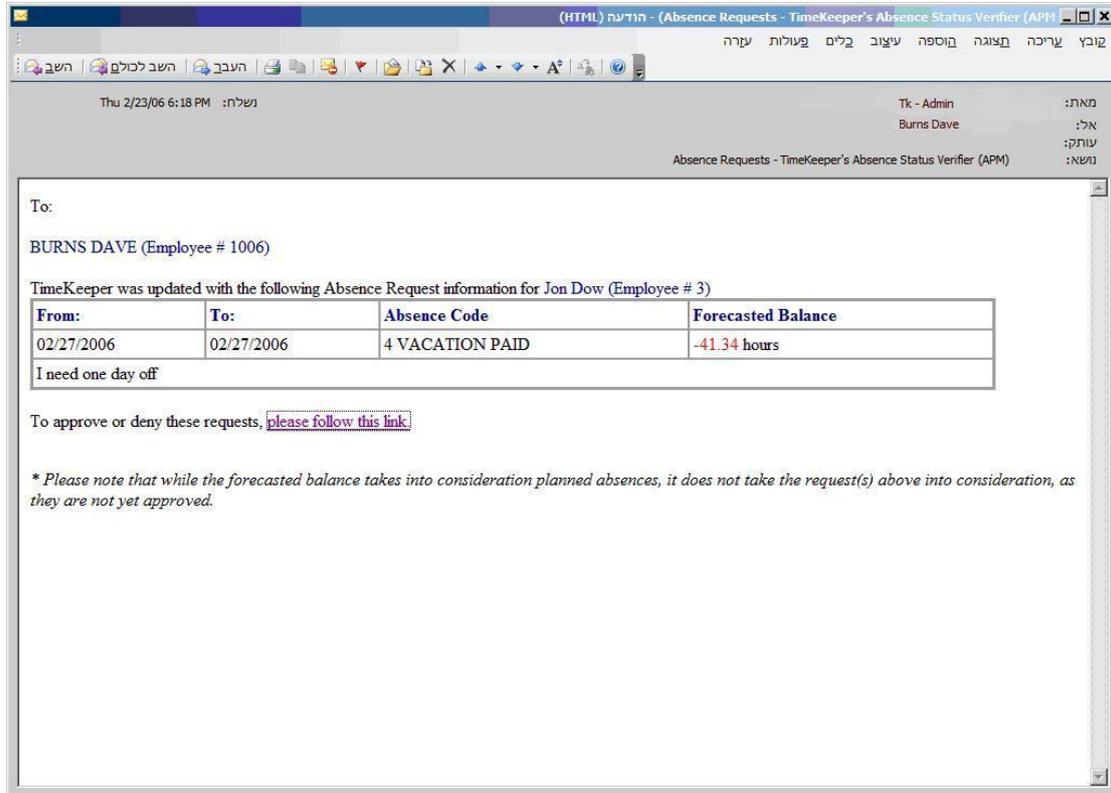
- **Request Approved:** The absence request has been approved by the supervisor.
- **Request not yet Approved:** The absence request for has not yet been approved.
- **Request Declined by Supervisor:** The request for absence has been declined
- **Planned Absence:** The request has been approved by the 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.



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 TEST (Employee # 2)

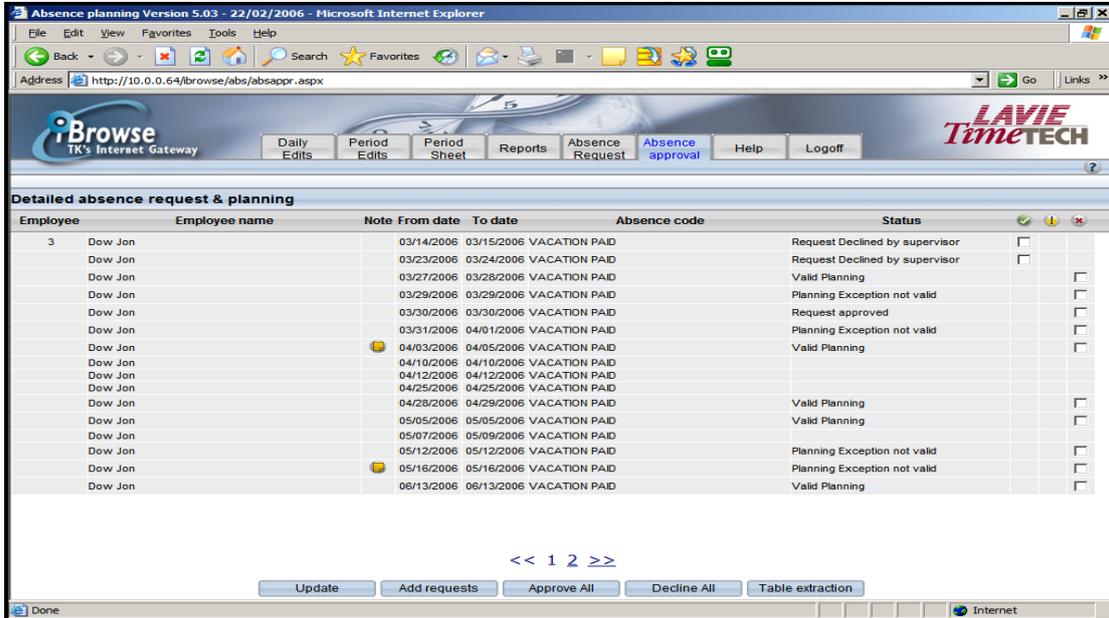
From:	To:	Absence Code	Forecasted Balance
07/29/2008	07/29/2008	9 Jury Duty	0.00 hours
10/14/2008	10/14/2008	9 Jury Duty	0.00 hours

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:



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.



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).

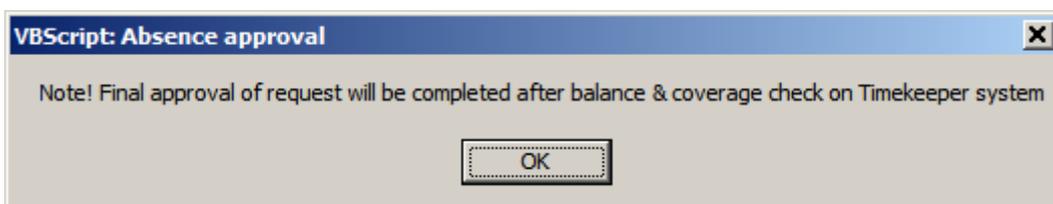




Illustration Step 3: Request Approval/Decline via APM Browser (Optional)

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

The screenshot shows the 'Plan Absences' application window. The interface includes a menu bar (Table, Display, Display Mode, Options, Help), a navigation pane on the left with icons for Selections, View Planned, View Actual, View Planned and Actual, Coverage Exceptions, Calendars, Select Absence, Plan Absences, and Absence balances. The main area displays a calendar for 'Week 24' from '06/05/2006 - 06/11/2006'. The 'Planned Absence Code' is '7 SICK PAID'. The calendar grid shows days from Monday (5) to Sunday (11). A row for 'Jon Dow' is highlighted, showing 'VACATION PAID' on Monday, Tuesday, and Wednesday. A context menu is open over the Wednesday entry, with options: 'Go to Day Tab', 'Approve', 'Decline', and 'Absence balances'. The 'Approve' option is currently selected.



APPENDIX A: Absence Request Report

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

Report Layout:

The screenshot shows a software window titled "Vacation-Request" with a menu bar (File, Search, Report) and a toolbar. The main content area displays the following information:

TimeKeeper DEMO

Absence Request Report 01/25/2006 - 03/25/2006

Page No. 1
Production Date 02/26/2006
Production Time 2:00P

Plant: 1 LTT Site: 1 HQ Department: 1 Management

Employee: 3 Jon Dow

Date	Day	Absence Code	Request Status
03/14/2006	Tu	4 VACATION PAID	Declined(Supervisor)
03/15/2006	We	4 VACATION PAID	Declined(Supervisor)
03/23/2006	Th	4 VACATION PAID	Declined(Supervisor)
03/24/2006	Fr	4 VACATION PAID	Declined(Supervisor)

Department: 5 Painting Employee: 2001 Arrik F

02/28/2006	Tu	4 VACATION PAID	
03/01/2006	We	4 VACATION PAID	

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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    [/l:link]    [/a:Email Address]
```

EXECUTION MODE:

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

Examples:

```
D:\TK-SQL\ApmFix.exe /RequestAll 9999
```

```
D:\TK-SQL\ApmFix.exe /AuthorizeAll 9999
```

```
d:\tksql\Apmfix.exe /requestAll /l:http://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	