

Environment:

TK2000,TK-SQL

Valid Jobs functionality

By default, **TimeCosting-PC** allows employees to report upon any job. However, there are organizations where <u>some of the jobs can be performed only by particular employees</u> due to their training, certification, position or any other factor.

In order to address the requirement, we have developed **DEMPVALJ.EXE**.

In order to enable the validity jobs functionality, load "Time Costing Configuration file" and select the "Job Scheduling and Valid Jobs" tab.

	TC System Configuration		
	Definition of Levels	Level Relations	TC Options
Ĺ	Combined Rates	Rate Assignment Order	Job Scheduling And Valid Jobs
	 Enable Job Scheduling Enable List of Valid Jobs Per En Enable Invalid Job Authorization 	ployee	
ш	Define Job Level	Job	<u> </u>
ш	Flag a Non Scheduled Job as an	Exception	-
	TK Manual Category Indicating an U	Inscheduled\Invalid Job Has Been Authorize Job Authorization	ed 📃

Screen input parameters (i.e. with regards to Valid Job functionality ONLY)

Enable List of Valid Jobs	Enable Valid Jobs. If disabled, any job can be scheduled (and reported!) regardless of the employee.
Enable Invalid Job Authorization	Enable the operator to manually authorize an invalid job i.e. schedule job (TSM) and actual job (TCDAY).
Define Job Level	Define Job Level for valid jobs. Only one user-definable level is supported in the valid jobs mechanism.
Manual Category for Authorization	If an unscheduled job / Invalid job has been reported in the DAILY file, use a manual pay category for authorization. Note that the pay category has to be a manual TC pay category.

Load "Setup menu - Add/Edit TimeCosting Setup Files - Add/Edit Employee Valid Jobs" and select the employee for specifying valid jobs:

Job Scheduling Module



書 Va	lid Jobs Definition (P	er Employee)			_ _ _ _ ×
F	Employee Number		Last Name	- First	Name –
7		Browse MCFARLAN	E	RICHARD	
		Job	s		
	Job	Description	Start Day	Finish Day	Default
1	5412	UN SETUP LEADHND	05/14/2002	12/31/2099	No
2	5413	UN SETUP CLASS 1	01/01/2002	05/15/2002	No
3	5414	UN SETUP CLASS2	01/01/2002	12/31/2099	No
4	5418	UN SETUP CASUAL	01/01/2002	12/31/2099	No
5	6020	SERVICE DESK	05/14/2002	12/31/2099	Yes
6	6107	UN DISHWASHER	01/01/2002	12/31/2099	No
7	9999	Lost Hours	01/01/2000	12/31/2099	No
_	1				
?		<u>- 5</u>			

Adding Job In order to add a valid job simply use the "add Line" button and select the job from the list. The "Start day" and "End Date" designates the validity dates for the job.

The end-user may define one of the jobs as the employee's default. The default job will use for both scheduling and daily reporting.

Deleting Job In order to add a valid job simply use the "Delete Line" button. The job will be deleted accordingly.

Getting Results

The Validity job mechanism affects the **Scheduler** (i.e. Current Schedule / TSM Browser) and the **Daily Browser.** The affect is as follows:

Valid jobs will be **highlighted in GREEN.** Invalid jobs will be **highlighted in RED**.

Example / Daily Browser (i.e. TCDAY is the secondary file)

	TCDAY (Daily Job Transfers/TC)														
Record Date	Department		Job		Start Time	End Time	Duration	Percent	Regular)vertim	Double time	Night Premium		Costing Rate	Costing
05/17/2002	26	5413	UN SETUP CLASS 1	-	7:00	15:15	1:15	0.63	1.15			1.15	П	12.970	16.21
05/17/2002	26		NUMBER				NAM	E			-	0.45		15.120	11.34
			5405		EVENT SECURITY										
			5410		TICKET TAKERS										
			5412	UN SETUP LEADHND											
			5413				UN SETUP	CLASS 1							
			5414				UN SETUP	CLASS2							
			5418		UN SETUP CASUAL										
			6020		SERVICE DESK										
			6100		UN BUSPERSON						-				

When reporting an invalid job in the daily browser (where system is set to "Enable invalid Job Authorization") the following message will appear:



For authorizing the invalid job, set "Job Authorization" field to "1" and recalculate. The following message appear:

report.



The record will be calculated ONLY when selecting "Yes".

(1) Job Scheduling Module (TSM / TC Integration)

1 - Preface

TimeKeeper's Job Scheduling module enables pre-plan employee activities based on the scheduled attendance. Job Scheduling fully integrates **Time Costing** with **Time Scheduling (TSM)** in two major levels: Firstly, the list of jobs will be retrieved from TimeCosting. Second, the valid jobs ("Employee Valid Jobs") will be used in both sub-systems.

Job Scheduling includes the following components:

- 1.1 Job scheduling browser (enhanced Daily Schedule Browser) Schedule jobs dynamically using the same browser for T&A scheduling, on a daily basis or on a weekly basis.
- 1.2 **Support in a recurring pattern of scheduled job(s)** If your employees has a scheduled jobs with a recurring pattern, simply pre-set it and let our system work for you.
- 1.3 **Default job functionality** Enables allocate a non-scheduled time to a default job per employee, for user-definable date range.
- 1.4 **Job validation capability** Enables validating the scheduled jobs vs. a pre-defined list of jobs per employee with an option of manual override (optional).
- 1.5 **Planned Jobs Vs. Actual report** Identify the exceptions (i.e. differences between the scheduled jobs to the actual) in terms of employee, group with the ability to specify time intervals.
- 1.6 A report that was designed to enable a comprehensive overview of
- 1.7 To identify the errors and exceptions.



<u>2 - Setup</u>

Load "Time Costing Configuration File (TCCNF)", and select "Job Scheduling and Valid Jobs" tab:

E TC System Configuration		
Definition of Levels	Level Relations	TC Options
Combined Rates	Rate Assignment Order	Job Scheduling And Valid Jobs
 Enable Job Scheduling Enable List of Valid Jobs Per Em Enable Invalid Job Authorization Define Job Level Flag a Non Scheduled Job as an TK Manual Category Indicating an U 	Job Exception Job Has Been Authoriz Job Authorization	red

Screen setup parameters

Parameter		Used for (sub	systems)
		Job Scheduling	Valid Jobs
Enable Job Scheduling	Enable/Disable Job Scheduling	Yes	No
Enable List of Valid Jobs	Enable Valid Jobs. If disabled, any job can be scheduled (and reported!) regardless of the employee	Yes	Yes
Enable Invalid Job Authorization	Enable the operator to manually authorize an invalid job i.e. schedule (TSM) and actual (DAILY).	Yes	Yes
Define Job Level	Define Job Level	Yes	Yes
Flag a non-Scheduled Job as an			
Manual Category for Authorization	If an unscheduled job / Invalid job has been reported in the DAILY file, use a manual pay category for authorization. Note that the pay category has to be a manual TC pay category.	Yes	Yes



3 – Maintenance

The scheduling process is mostly performed through the Daily Scheduling Screen (TSM). When job scheduling is enabled, shifts without a job scheduling will be highlighted (**PINK**).

	🖁 Group Schedules																	
	Group No 26 Image: Event Service						First Day of Week 05/26/2002											
	6	Predefined Sort Sort According to a Sort Pr	ofile	Scd.gro	up\Emp.	#		•					_					
	Emp No	Emp Name	Telephone	Base	Su	05/26	Mo	05/27	Tu	05/28	Wa	05/29	Th	05/30	Fr	05/31	SA	06/01 : : : 17:00 17:00
7	empino	MCFARLANE RICHARD	204-897-8606	10	:	:	7:00	15:00	7:00	15:00	7:00	15:00	7:00	15:00	7:00	15:00	:	:
12	2	BRENNENSTUHL DAVID	204-487-0588	10	:	:	15:00	23:00	7:00	15:00	7:00	15:00	7:00	15:00	7:00	15:00	:	:
13	}	BRENNENSTUHL JOHN	204-222-3572	10		1	7:11	15:22	7:00	15:00	7:00	15:00	7:00	15:00	7:00	15:00		:
26	3	KING KEN	204-334-7605	10			7:00	15:00	7:00	15:00	7:00	15:00	7:00	15:00	7:00	15:00		:
81		FRIESEN SCOTT	204-654-1529	20			1.0	1	9:00	17:00	1.0	1.0	9:00	17:00	1	1	9:00	17:00
97	1	BLACKMORE JAMES	204-255-4985	20	:		1	:	9:00	17:00	:	1	9:00	17:00	:	1	9:00	17:00
13	35	EASTMAN JASON	204-889-6416	20			1.	1	8:00	17:00	1.	1.	9:00	17:00	1	1.1	9:00	17:00

In order to schedule jobs, the operator may report either on a daily basis or on a weekly basis, by [right click] on the record:

Report using the Daily Job Scheduling Screen

Select the employee and the date for update, Right click and select [Jobs – Daily]

<u>B</u> ands <u>A</u> dditional Data	F5 F6
Jobs (<u>D</u> aily)	F11
Jobs (Weekly)	F12

The following screen appears:

📑 So	chedule	ed Jobs Per	Employee					×
Empl	loyee	1:	2 BRENNE	NSTUHL DAVID				
Date		м	o 05/27/20	002				←
Start	Time	1!	5:00	End Time		23:00		
Job				Description			End Time	
0	5412		UN SETUP LEADHND			15:00	20:00	
1	5418		UN SETUR	P CASUAL	20:00	23:00		
A	∖dd Line	<u>D</u> ele	te Line			<u>0</u> k	<u>C</u> ancel	

Employee Name, Number including the current date, start time and end time are displayed at the top of the screen.

In order to add a record, select the [Add Line] button, and choose the Job number from the list. If "Valid Jobs" mechanism is enabled, invalid jobs will be **highlighted in RED** while valid jobs will be **highlighted in GREEN**.

When scheduling an invalid job for the employee and the system is set to "Enable invalid Job Authorization", the following message will appear:

Scheduled Jobs Per Employee								
8	Invalid Job For This Employee! Save Anyway?							
	Yes No							

Note that if the "Invalid Job authorization" is disabled, the operator will view ONLY the list of valid jobs for each employee.



Report using the Weekly Job Scheduling Screen

Select the employee for update, Right click and select [Jobs – Weekly]

The following screen appears:

🎒 Schedule	ed Jobs Per Emplo	yee		
Employee	12 BRENNENS	TUHL DAVID		
	Job	Description	Start Time	End Time
05/26 Su			:	:
05/27 Mo			15:00	23:00
<1>	5412	UN SETUP LEADHND	15:00	20:00
<2>	5418	UN SETUP CASUAL	20:00	23:00
05/28 Tu			7:00	15:00
<1>	5414	UN SETUP CLASS2	7:00	15:00
05/29 We			7:00	15:00
<1>	5414	UN SETUP CLASS2	7:00	10:00
<2>	5412	UN SETUP LEADHND	10:00	12:00
<3>	6922	UN SETUP CLASS 4	12:00	15:00
05/30 Th			7:00	15:00
<1>	6922	UN SETUP CLASS 4	7:00	15:00
05/31 Fr			7:00	15:00
<1>	6922	UN SETUP CLASS 4	7:00	15:00
06/01 SA			:	:
Job Bases		-		
Add Line	<u>D</u> elete Line		<u>0</u> k	<u>C</u> ancel

Operation

Firstly, the attendance Entry and Exit (retrieved from the main screen / TSM Browser) will be displayed in each day's header e.g. in Monday may 27th the employee is scheduled to start at 15:00 to 23:00.

In order to add a scheduled job to a selected day, setting the cursor on a day's header and choose the **[Add Line]** button.

a) Schedule Jobs through list of Jobs

Assigning Job is available from the list or by simply by typing the job number. Similarly to the daily scheduling screen, invalid jobs will be **highlighted in RED** while valid jobs will be **highlighted in GREEN** i.e. if "Valid Jobs" mechanism is enabled.

When scheduling an invalid job for the employee and the system is set to "Enable invalid Job Authorization", the following message will appear:



Note that if the "Invalid Job authorization" is disabled, the operator will view ONLY the list of valid jobs for each employee.



b) Schedule Jobs through Job bases

A Job Base is a schedule job template. Each template specifies a weekly sequence of scheduled jobs, used to simplify the scheduling process.

How does the process work?

Firstly, the operator creates the templates within "Job Bases" program (Setup Menu – Add/Edit TSM Set up files – Add/Edit Job Schedule templates).

🚰 JobBases - Template for Scheduled Jobs									
		Number							
222	Security 0700 - 1500 Monday T	o Friday							
	l n n	T'							
Job	Description	Start Lime	End lime	Week Day					
5405	EVENT SECURITY	7:00	15:00	MONDAY					
5405	EVENT SECURITY	7:00	15:00	TUESDAY	-				
5405	EVENT SECURITY	7:00	15:00	WEDNESDAY					
5405	EVENT SECURITY	7:00	15:00	THURSDAY					
5405	EVENT SECURITY	7:00	15:00	FRIDAY					
?	<u></u>	H	B	7	I •				

In order to add a scheduled job use the "Add Line" button and specify the job number. In addition, assign the scheduled start time, end time and the weekday. A day could have more than one job scheduled, as long as the start/End times do not overlap.

Note that this is only a "first time" setup. Once the job template had been set up, it may be assigned to <u>any employee anytime</u> through TSM browser.

In the following example the employee is scheduled to work Sunday to Saturday 07:00 - 15:00 (excluding Monday where he is scheduled 15:00 - 23:00). Currently there are no scheduled jobs for employee 13.

😹 Schedule	ed Jobs Per Employ	vee		_ D ×
Employee	13 BRENNENS	TUHL JOHN		
	Job	Description	Start Time	End Time
05/26 Su			7:00	15:00
05/27 Mo			15:00	23:00
05/28 Tu			7:00	15:00
05/29 We			7:00	15:00
05/30 Th			7:00	15:00
05/31 Fr			7:00	15:00
06/01 SA			7:00	15:00
Job Bases		▼		
Add Lin	e <u>D</u> elete Line		<u>0</u> k	<u>C</u> ancel



The operator may either schedule jobs individually (using the "Add Line" as described in section (a)) or selecting the most suitable "job base" in order to "cover" most of the cases:

If the operator wishes to schedule this employee for "Event Security" all week, then the closest template available is "Event Security – Monday to Friday / 07:00 – 15:00" (Base 222):

Job Bases	Description
111	MO 1600 - 2400 Weekly
112	MO 0700 - 1600 Weekly
113	Completely Open
222	Security 0700 - 1500 Monday To Friday
223	Security 1500 - 2300 Monday To Friday
1112	

Once the base had been selected, the scheduled jobs will be loaded to the Weekly Job Schedule screen relatively.

🎒 Schedule	ed Jobs Per Emplo	yee		
Employee	13 BRENNENS	TUHL JOHN		
	Job	Description	Start Time	End Time
05/26 Su			7:00	15:00
05/27 Mo			15:00	23:00
<1>	5405	EVENT SECURITY	7:00	15:00
05/28 Tu			7:00	15:00
<1>	5405	EVENT SECURITY	7:00	15:00
05/29 We			7:00	15:00
<1>	5405	EVENT SECURITY	7:00	15:00
05/30 Th			7:00	15:00
<1>	5405	EVENT SECURITY	7:00	15:00
05/31 Fr			7:00	15:00
<1>	5405	EVENT SECURITY	7:00	15:00
06/01 SA			7:00	15:00
Job Bases	222	Security 0700 - 1500 M	onday To Frida	зу
<u>A</u> dd Line	e <u>D</u> elete Line		<u>0</u> k	<u>C</u> ancel

Now, there are only two issues that require further user intervention: Sunday May 26th (i.e. adding a scheduled job) and Monday may 27th (i.e. modifying the start and end times for the scheduled job).

Once the jobs had been modified accordingly, the user will be able to save the schedule ("OK"). In any other case an error message will appear accordingly:

Schedule	d Jobs Per Employee
	Date: 05/27 Mo Job: 1
	Start Time In First Job Must Be 15:00

Notes:



Default jobs will be created automatically with the shift start time and it's end time. No further intervention is required

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The Job Scheduling system supports only a sequential shifts. In other words, jobs cannot be scheduled for split shifts.

Copying scheduled jobs

Once the schedule had been created, the end-user may copy the schedule to another day, week or any user definable date range) per employee or per group.

The operator may copy the schedule with (or without) the scheduled jobs as follows:

🔡 Group 🤉	chedules																	
	Group No										First	Day of V	Veek					
	26	 Event Service 								05	/26/200	2		1				
	Predefined Sort		So	d.group	Emp. #			-										
	Sort According to a Sort F	Profile																
Emp No	Emp Name	Telephone	Base	Su	05/26	Mo	05/27	Tu	05/28	We	05/29	Th	05/30	Fr	05/31	SA	06/01	
7	MCFARLANE RICHARD	204-897-8606	10	15:00	23:00	7:00	15:00	7:00	15:00	7:00	15:00	7:00	15:00	7:00	15:00			
12	BRENNENSTUHL DAVID	204-487-0588	10	:	:	15:00	23:00	7:00	15:00	7:00	15:00	7:00	15:00	7:00	15:00	:	:	
13	BRENNENSTUHL JOHN	204-222-3572	10	7:00	15:00	15:00	23:00	7:00	15:00	7:00	15:00	7:00	15:00	7:00	15:00	7:00	15:00	
26	KING KEN	204-334-7605	10	:		7:00	15:00	7:00	15:00	7:00	15:00	7:00	15:00	7:00	15:00		:	
81	FRIESEN SCOTT	204-654-1529	20	1.00		1.0	1.0	9:00	17:00	1.0	1.	9:00	17:00	1.0	1.0	9:00	17:00	
97	BLACKMORE JAMES	204-255-4985	20	:		:	:	9:00	17:00		1	7:00	19:00	:	:	9:00	17:00	
135	EASTMAN JASON	204-889-6416	111	:	:	:	:	8:00	17:00	1	:	14:00	21:00	13:22	23:22	9:00	17:00	
		? 🔎	II II	I			8 1		Σ		Þ			₽ •				
			/ ``															

Copy Schedule for Employee Copy Schedule for group

Copying an employee's schedule e.g. copy this week schedule (may 26th) to the following week including the scheduled jobs:

88 Copy Schedule per Employee	×
Employee Number Employee Name 13 Image: State St	
Source Data From Date 05/26/2002 Kall Till Date 05/31/2002 Kall	
Start Date for Target From Date 06/02/2002	
<u>B</u> un <u>E</u> xit	

Copying a Group's Schedule e.g. copy Monday may 27th schedule to the following Sunday (June 2nd) including the scheduled jobs for the entire group:

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Job Scheduling Module



Group Number	Group Description
Source Data From Date 05/27/2002	2 111 Date 05/27/2002
Start Date for Target From Date 06/04/2002	Copy With Job Bases
Γ	Bun Exit

(2) Time Costing

Global Rates Update

The program was designed in order to globally update rates. Global rates update is required when a large-scale rate change is required e.g. 6% increase etc.

- Menu Global Rate Update program is located in "Maintenance / Global Update TC / Global Rates Update". Menu definition: GLOB_UPD, program parameter = 24.
- **Select** Define the date for update, select which rates should be updated and specify the update value i.e. adding a constant value or multiplying by a constant. In the following example, all rates will be updated in addition of 6%:

	RATE C	Create/	'Upda	ate			
I	ile Date	Rate	<u>B</u> egii	n			
	Date Fo	or <u>05/26</u>	/2002	1			
I	Rate 0 - 9	999999					
I	, 			Simple Expression	○ <u>E</u> xtende	d Expression	
Ш	Field T	o Upda	te	Multiply by Constant	Add Constant	From Value	To Value
Ш	RATE			1.06	0.00	-9999999999,99	9999999999.99
Ш							
Ш							
Ш							
Ш							
Ш							
Ш							
Ш							
Ш							
Ш							
L							

Results Original rates i.e. BEFORE the rate update:

Job Scheduling Module



_ 🗆 🗵 😐 Rate Number From Date Name 01/01/2001 EVENT SECURITY 1 • Rate 7.750 <u>,</u> М 4 ы ٦t

After the rate update a new record will be created for the issued date and with the new rate e.g. 7.750 X 1.06 = 8.215

🚾 Rate		
Number —	From Date	Name
	05/26/2002 EVE	ENT SECURITY
	Rate 8.215	
?		• 🖹 🖄 🝘 📭

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Menu Changes / Additions

Employee Valid Jobs

<u>A</u> ctivities Edit/ <u>V</u> iew <u>R</u> eports & Graphs <u>M</u> aintenanc	e <u>S</u> et-Up <u>W</u> indow <u>H</u> elp	
📀 · 🗇 · 🖪 · 🚯 · 😽 · 🐴 · 🕅	, Add/Edit <u>Shared Set-Up Files</u>	•
	Add/Edit TimeKeeper Set-Up Files	>
🔜 TC System Configuration	Add/Edit Time <u>C</u> osting Set-Up Files	Add/Edit <u>T</u> C Configuration File
Definition of Levels	Add/Edit Dep-Allocation Set-Up Files	 Add/Edit Category Evaluation Parameters
Combined Rates R4	te Add/Edit <u>T</u> SM (Scheduling Module) Set-Up Files	Add/Edit Department
· · · · · · · · · · · · · · · · · · ·	Add/Edit <u>B</u> enefit Accrual Set-Up Files	 Add/Edit Batch
🔽 Enable Job Scheduling	Add/Edit System Security & Audit Trail Files	► Add/Edit Part
Enable List of Valid Jobs Per Employee	Add/Edb. Conferences Eller	Add/Edit Job
Enable Invalid Job Authorization		Add/Edit <u>R</u> ates
Define Job Level	Joh	Add/Edit Departmental Rate
Fire a New Calculated to be an		Add/Edit Combined Rates
Flag a Non Scheduled Job as an		Add/Edit Cost Center
TK Manual Category Indicating an Unscheduled	Job Has Been Autorized Job Authorization	Add/Edit Machine
		Add/Edit Cell
Daily Variance Rules (Table I)		Add/Edit Employee Default Job Assignment
		Add/Edit Employee <u>V</u> alid Jobs (Scheduling)

Job Template and Job Schedule

🗲 TimeKeeper 2000 V20.03		
Activities Edit/View Reports & Graphs Maintenance	<u>S</u> et-Up <u>W</u> indow <u>H</u> elp	
🔞 • 🗿 • 🐘 • 😼 • 🚇 • 🛣 •	Add/Edit <u>S</u> hared Set-Up Files	•
	Add/Edit Time <u>K</u> eeper Set-Up Files Add/Edit Time <u>C</u> osting Set-Up Files Add/Edit <u>D</u> ep-Allocation Set-Up Files	<pre></pre>
	Add/Edit <u>T</u> SM (Scheduling Module) Set-Up Files	Add/Edit Schedule <u>G</u> roups
	Add/Edit <u>B</u> enefit Accrual Set-Up Files	Add/Edit Schedule <u>T</u> emplates
	Add/Edit System Security & <u>A</u> udit Trail Files	Add/Edit <u>S</u> chedules
	Add/Edit Configuration Files	Add/Edit Job Schedule <u>T</u> emplates
		Add/Edit Job Schedules
		Add/Edit Time- <u>B</u> and Definitions

Monthly Schedule Report (i.e. see TK Daily reports section)

Report Name	<u> </u>	<u>0</u> k
TK - Daily Summary		<u>C</u> ancel
TK - Default Daily Activity Report		
TK - Customized daily activity report		
TK - Employee CallBack		
TK - Onduty Exits		
TK - Auxiliary Payroll Data		
TK - Weekly Average Working Time Report		
TSM - Weekly Group Schedule Report		
TSM - Monthly Scheduling Report (WCC)		



Reports

Monthly Schedule report / Report layout

1.5.11-Periodic Group Schedule Report For- 5/2002

Schedule Group: 26 Event Service

Employee No. & Name Day Type	We 5/1	Th 5/2	Fr 5/3	SA 5/4	Su 5/5	Мо 5/б	Tu 5/7	We 5/8	Th 5/9	Fr 5/10	SA 5/11	Su 5/12
7 MCFARLANE RICHARD	ы	D	и			D	ы	D	ы	D		
12 BRENNENSTUHL DAVID	D	D	D									
13 BRENNENSTUHL JOHN	И	И	D			И	И	N	И	ы		

Selection Screen

	M - Monthly Scheduling R	eport (WCC)	미×
File Year Schedule Group Employe	e <u>O</u> utput Options <u>S</u> tart Rep	ort	
? 🧏 🐴 🖹	50 🕨		
Year 2002			
Year 2002 Schedule Group <u>26 - 26</u>	Month	5	
Year 2002 Schedule Group 26 - 26 Employee 3 - Records Selected	Month Page Break On Change Of	5 Schedule Group	
Year 2002 Schedule Group 26 - 26 Employee 3 - Records Selected	Month Page Break On Change Of Report by Employee Index-	5 Schedule Group Schedule Group,Employee Number	
Year 2002 Schedule Group <u>26 - 26</u> Employee <u>3 - Records Selected</u>	Month Page Break On Change Of Report by Employee Index- Send Report To	5 Schedule Group Schedule Group,Employee Number Screen	
Year 2002 Schedule Group <u>26 - 26</u> Employee <u>3 - Records Selected</u>	Month Page Break On Change OI Report by Employee Index- Send Report To Use Parameters File	5 Schedule Group Schedule Group,Employee Number Screen RWCCSCHD Param file for RWCCSCHD report	
Year 2002 Schedule Group <u>26 - 26</u> Employee <u>3 - Records Selecter</u> Number Of Copies <u>1</u>	Month Page Break On Change Of Report by Employee Index- Send Report To Use Parameters File	5 Schedule Group Schedule Group,Employee Number Screen RWCCSCHD Param file for RWCCSCHD report	

Parameter File

Job Scheduling Module



🎦 Paramete	ers' File	es Table	
	1	File Name — File Description — Report Name	
RW	ССЗСНЕ	D Param file for RWCCSCHD report RWCCSCHD	-
Add Grou	ир	Group Lines' Content In The Current Group 1 Tablec No For Day type discription 2 Cube Details - start, end, shift, code to print (MAX 50 LINE)	Remove Group
	Line	Line Contents	<u> </u>
▶	1	7,15,1,D	
	3	8.16.30.3.8	
	4	6,18,4,otD	
	5	14,26,5,otN	
	6		·
? 📼]		I

Planned Jobs Vs. Actual Jobs Report / Report Layout

Scenario 1 – There are no scheduled Jobs for the employee (all transactions)

			TTO	C - TECH.SU	PPORT		Page No Productior Productior	ı Date ı Time	1 05/22/2002 10:22
2.2.7-Schedule Jobs	Vs. Actual For-	05/19/2002	To 05/2.	5/2002			_		
Schedule Group	26 Event	Service Sort	Code	1*		Employee	7	MCFARL.	ANE RICHARD
		Scheduled Jobs					Actual		
Date Job)		Entry	Exit	Јор			Start	End
05/19/2002									
05/20/2002	6020	SERVICE DESK	7.00	15.00					
05/21/2002	6020	SERVICE DESK	7.00	15.00					
05/22/2002	6020	SERVICE DESK	15.00	23.00					
05/23/2002	6020	SERVICE DESK	15.00	23.00					
05/24/2002	6020	SERVICE DESK	15.00	23.00					

Scenario 2 – There are scheduled Jobs for the employee (all transactions)

2.2.7-Schedule Jobs	Vs. Actual For-	05/19/2002	TTC - TEC	H. SUPPC	DRT	Page No Production I Production 7	Date Time	1 05/22/2002 10:36
Schedule Group	26 Event	Service Sort C	ode 1*		Employee	7	MCFARLA	NE RICHARD
		Scheduled Jobs		_		Actual		
Date Job			Entry Exit	<u>Jo</u>	ъ		Start	End
05/19/2002					6020	SERVICE DESK	7.00	16.00
05/20/2002	6020	SERVICE DESK	7.00 15	00	6020 5418	SERVICE DESK. UN SETUP CASUAL	7.00 15.00	15.00 16.30
05/21/2002	6020	SERVICE DESK	7.00 15	00	6020	SERVICE DESK.	7.01	23.15
05/22/2002	6020	SERVICE DESK	15.00 23	00	6020	SERVICE DESK.	14.22	22.46
05/23/2002	6020	SERVICE DESK	15.00 23	00	6020	SERVICE DESK	14.56	23.08

<u>Scenario 3 – Displaying user-definable exceptions only e.g. 60 minutes before and 90 minutes after the scheduled shift:</u>



				ттс	- TECH.SI	PPORT		Page No Production I Production 7	Date Time	1 05/22/2002 10:43
2.2.7-Schedule J Schedule Group	obs Vs. Actual Fo	~ 05 vent Service	/19/2002 To Sort Code	05/25	/2002		Employee	7	MCFARLA	NE RICHARD
		Scheduled Jobs						Actual		
Date	Јођ			Entry	Exit	Јор			Start	End
05/19/2002							6020	SERVICE DESK	7.00	16.00
05/20/2002	6020	SERVICE D	ESK.	7.00	15.00		6020 5418	SERVICE DESK. UN SETUP CASUAL	7.00 15.00	15.00 16.45
05/21/2002	6020	SERVICE I	ESK.	7.00	15.00		6020	SERVICE DESK	7.01	23.15