

Preface

The OverTime Equalization Module (OTE) was developed in order to answer a demand coming from the Car Industry Union of Ontario, Canada and was created according to its specifications.

Environment

TK-SQL only. Database should be upgraded with the latest stored procedure from SQLDATASET. For that purpose it is necessary to import all stored procedures from SQLDATASET into the database in question prior to installing OTE.

Required Programs

RDOTESQL.DLL	June	21 2004 or later
DOTEDAYSQL.DLL	February	24 2005 or later
DOTEWEEKSQL.DLL	August	9 2004 or later
DOTECNF.DLL	November	15 2004 or later
DOTESUPERSQL.DLL	August	9 2004 or later
DOTECLASSSQL.DLL	August	9 2004 or later

Step 1: OTE Configurations

📉 Overtime Equalization: Configu	iration.	
General	Ĺ	Additional Parameters
Overtime Equalization Enabled Set Classification by Classification by Group Table Level 1 EMPLOYEE (Level 2 EMPLOYEE (Level 3 Not Active	Field Site Department	Yes Classification Classification by Supervisor Table EMPLOYEE (Employee Field OTE-Supervisor
?	⊞ <u>n</u>	

OTE – Configuration File Parameters (General Tab):

- Overtime Equalization Enabled: Yes/No.
- Set Classification by:
- Classification by Group:

Supervisor/Classification, this will set the work mode. unlike the "BY Supervisor" classification, that enables a single grouping (i.e. by a single selected field from the employee master file), the "classification by group" has been <u>specifically designed to</u> <u>group employees by multiple factors</u>:

In the following example the classification group is set to site and Department: each subset of site and department is classified as a group (Group A, Group B, etc.):

	S Classification	Groups		
Select Site from the 'Site' Selection Button		Number Site Department	Group A Selection Selection	
Select Site from the 'Department' Selection Button				
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Lavie *Time*TECH Ltd.

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Date: June 20, 2005





File: Employee, Field: Int1 (OTE-Supervisor): 📑 Employee yee Number Last Name First Na Mid Init 💌 📎 🛛 Burns 1006 ▼ Dave General Additional Key Fields Premium & Part Time Seniority Data Overtime Equalization In this field we assign this employee to 1101 TE-Supervisor Supervisor In this example: Employee 1006 is assign to Supervisor 1101. ? 📟 🔢 🙈 🕰 👫 🔩 🖪 🔺 א 🖭 🔅 🖤 Ŀ



OTE – Configuration File Parameters (Additional Tab):

•	🗙 Overtime Equalization: Configurati	on.			
ĺ	General		Additional Pa	rameters	
	Overtime Difference between highest to lowest within group (hours)	20:00	Enable OT separation weekdays/weekends	No	.
	Minimal notice time for weekdays	04:00	Employee field for excluding OTE c	alculation	
	Minimal notice time for weekend	08:00			<u> </u>
	New group member will be assigned	Group avarag	e 💌		
	Selecting out of class, employees by	All Employees	. ▼		
	Overtime value	Nominal	•		
	Beginning of year initialization	Zero Hour Va	lue 💌		
	Sequential absence hours towards OT priority	00:00	Sort by "YTD in"		
	Day Types for weekend	Select	Select non-group members by	Se	elect
	?	I			I t•

-	Overtime Difference between highest	to lowest within group (hours): Maximum difference between
		and employee within group with lowest overtime accumulation
_	Minimal notice time for weekdays:	Informative Field in OTE – Daily screen
	Minimal notice time for weekadys.	Informative Field in OTE – Daily screen.
-	New group member will be assign.	When now member is assigned to a group/supervisor, should
-	New group member will be assign.	s/he be assigned with the group average or with the highest
		number + 1 (meaning assigned to the end of the list).
-	Selecting out of class. Employee by:	Categories for selection of employee out of classification.
-	Overtime value:	Should it calculate overtime value as nominal or real (according
		to category evaluation in TableA).
-	Beginning of year initialization:	General value for initialization of year: New accumulation
		starting at Zero hours, Initializing based on previous year
		average, Moving difference from the lowest employee.
-	Sequential absence hours towards OT	priority: Number of sequential Absence hours which credits
		the employee to be entitled to get not less than group average.
-	Day Types for weekend:	Selection of Day type for weekend from TableB.
-	Enable OT separation weekdays/week	ends: Yes/NO. Yes- will make all calculations and accumulations
		run separately for weekdays and for weekends.
-	Employee field for excluding OTE calc	ulation: any field from the employee screen that will exclude
		employees from participating in OTE calculations even when all
		other categories fit.
-	Sort by "YTD in":	Sort the OTE – Daily screen by "YTD in" field.
-	Select non – group members by:	Active only if working according to supervisor and will allow to
		select none-group members according to different order.



Step 2: OTE Daily screen

Image: Control of the state of the	🔄 ОТ	Equalization - Daily Screen										
Total 0T hours planned 21/06/2005 Tuesday YTD In Group 3 Group C Unlimited Total Hours 6:00 Offered 0T 10:00 Unlimited Average Hours 0:23 Minimal Notice 4:00 Sott According to a Sott Profile Image Hours 0:23 Employee Adjustment Offered & Accepted Accepted Accepted Refused Accepted No Show Reason YTD Notice 1023 JORDAN ANDREW 0:00 2:00 0:00 0:00 0:00 2:00 Yes 1043 PARRA LUISA 0:00 2:00 0:00 0:00 0:00 0:00 Yes 1141 HILLMAN JAKE 0:00 0:00 0:00 0:00 0:00 0:00 Yes 1144 SAMPAT ORLANDO 0:00 0:00 0:00 0:00 0:00 Yes 1106 Burns Dave 0:00 0:00 0:00 0:00 0:00 0:00 Yes 11016 MILLMAN JAKE 0:00 0:00 0:00	?			jei	<i>i</i> 🖅	🔤 🖪	V	د				I
Total 0T hours planned 21/06/2005 Tuesday YTD In Group 3 Group C Internet Fotal Hours 6:00 Offered 0T 10.00 Unlimited Average Hours 0:23 Minimal Notice 4:00 Sot According to a Sort Profile Image: Construction of the state of the stat												
Group 3 Group C Total Hours 6:00 Offered 0T 10:00 Unlimited Average Hours 0:23 Sort According to a Sort Profile ✓ ✓ Sort According to a Sort Profile ✓ Employee Adjustment Offered & Offered & Actual No Show Reason YTD Notice 1023_JORDAN ANDREW 0.00 2.00 2.00 0.00 0.00 2.00 Yes 1043_PARPA LUISA 0.00 2.00 0.00 0.00 0.00 2.00 Yes 1133_SMITH JOSEPH 0.00 0.00 0.00 0.00 0.00 Yes 1144_HILLMAN JAKE 0.00 0.00 0.00 0.00 0.00 Yes 1144_SAMPAT ORLANDD 0.00 0.00 0.00 0.00 0.00 Yes 10158_BURD JANICE 0.00 0.00 0.00 0.00 0.00 Yes 1144_SAMPAT ORLUND 0.00 0.00 0.00 0.00 0.00 Yes 10105		Total OT hours planned	21/06/2005		Tuesday	7						YTD In
Offered 0T 10.00 Unlimited Average Hous 0:23 Minimal Notice 4.00	Group 3 Group C								Total H	lours 6:00		
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Sort According to a Sort Profile Employee Adjustment Offered Accepted Refused Actual No Show Reason YTD Notice Given 1023 JORDAN ANDREW 0.00 2.00 2.00 0.00 0.00 2.00 Yes 1043 PARRA LUISA 0.00 2.00 0.00 0.00 0.00 2.00 Yes 1133 SMITH JOSEPH 0.00 0.00 0.00 0.00 0.00 2.00 Yes 1144 HILLMAN JAKE 0.00 0.00 0.00 0.00 0.00 Yes 11599 ZHAO RUJIN 0.00 0.00 0.00 0.00 0.00 Yes 1005 Burns Dave 0.00 2.00 0.00 0.00 0.00 2.00 Yes 1016 MONROE JANICE 0.00 0.00 0.00 0.00 0.00 2.00 Yes 1035 SEINFELD TED 0.00 0.00 0.00 0.00 0.00 Yes Yes 1036 SEINFELD TED 0.00 0.00		Minimal Notice	4.00									
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Site 1 × Department 3 Electrical 1023 JORDAN ANDREW 0.00 2.00 2.00 0.00 0.00 0.00 2.00 Yes 1043 PARRA LUISA 0.00 2.00 0.00 2.00 0.00 0.00 2.00 Yes 1133 SMITH JOSEPH 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1141 HILLMAN JAKE 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1144 SAMPAT ORLANDO 0.00 0.00 0.00 0.00 0.00 0.00 Yes 11599 ZHAO RUJIN 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1006 Burns Dave 0.00 2.00 0.00 0.00 0.00 2.00 Yes 1016 MONROE JANICE 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1036 SEINFELD TED 0.00 0.00 0.00 0.00 0.00 0.00 Y		Employee	Adjustment	Urrered	Accepted	Refused	Actual	NO Show	Heason	In	Given	
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1043 PARRA LUISA 0.00 2.00 0.00 2.00 0.00 2.00 9.00 9.00 9.00 Yes 1133 SMITH JOSEPH 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1141 HILLMAN JAKE 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1144 SAMPAT ORLANDO 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1144 SAMPAT ORLANDO 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1599 ZHAO RUJIN 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1006 Burns Dave 0.00 2.00 0.00 Painting		1023 JOBDAN ANDREW	0.00	2.00	2.00	0.00	0.00	0.00		2.00	Yes	
1133 SMITH JOSEPH 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1141 HILLMAN JAKE 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1144 SAMPAT ORLANDO 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1144 SAMPAT ORLANDO 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1599 ZHAO RUJIN 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1006 Burns Dave 0.00 2.00 0.00 0.00 0.00 2.00 Yes 1016 MONROE JANICE 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1021 WATSON BRENDAN 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1036 SEINFELD TED 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1078 CLARK ARTHUR 0.00 0.00 0.00 0.00 0.00		1043 PARRA LUISA	0.00	2.00	0.00	2.00	0.00	0.00		2.00	Yes	
1141 HILLMAN JAKE 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1144 SAMPAT ORLANDO 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1599 ZHAO RUJIN 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1006 Burns Dave 0.00 2.00 0.00 0.00 0.00 2.00 2.00 0.00 2.00 Yes 1016 MONROE JANICE 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1021 WATSON BRENDAN 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1036 SEINFELD TED 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1078 CLARK ARTHUR 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1129 CARTIER SHIRLEY 1146 0.00 0.00 0.00 0.00 0.00 Yes 100 Site 1 Vepatment		1133 SMITH JOSEPH	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1144 SAMPAT ORLANDO 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1599 ZHAO RUJIN 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1006 Burns Dave 0.00 2.00 0.00 0.00 0.00 2.00 Yes 1016 MONROE JANICE 0.00 0.00 0.00 0.00 0.00 0.00 Yes 10116 MONROE JANICE 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1021 WATSON BRENDAN 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1036 SEINFELD TED 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1078 CLARK ARTHUR 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1129 CARTIER SHIRLEY 1146 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1129 CARTIER SHIRLEY 1146 0.00 0.00 0.00		1141 HILLMAN JAKE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1599 ZHAD RUJIN 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1 * Departmeni 5 Painting		1144 SAMPAT ORLANDO	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
Site 1 * Department 5 Painting ▶ 1006 Burns Dave 0.00 2.00 0.00 1/2.00 0.00 2.00 Yes ■ 1016 MONROE JANICE 0.00 0.00 0.00 0.00 0.00 0.00 1000 Yes ■ 1016 MONROE JANICE 0.00 0.00 0.00 0.00 0.00 0.00 Yes ■ 1016 MONROE JANICE 0.00 0.00 0.00 0.00 0.00 0.00 Yes ■ 1016 MONROE JANICE 0.00 0.00 0.00 0.00 0.00 Yes ■ 1036 SEINFELD TED 0.00 0.00 0.00 0.00 0.00 Yes ■ 1078 CLARK ARTHUR 0.00 0.00 0.00 0.00 0.00 Yes ■ 1129 CARTIER SHIRLEY 1146 0.00 0.00 0.00 0.00 0.00 Yes ■ Site 1 * Department 10		1599 ZHAO RUJIN	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
▶ 1006 Burns Dave 0.00 2.00 0.00 12.00 0.00 0.00 2.00 Yes 1016 MONROE JANICE 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1010 MONROE JANICE 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1010 VATSON BRENDAN 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1036 SEINFELD TED 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1078 CLARK ARTHUR 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1129 CARTIER SHIRLEY 1146 0.00 0.00 0.00 0.00 0.00 0.00 Yes Site 1 * Department 10 Quality Ves			Site	1	×	Department	5	Painting				
1016 MONROE JANICE 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1021 WATSON BRENDAN 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1036 SEINFELD TED 0.00 0.00 0.00 0.00 0.00 Yes 1078 CLARK ARTHUR 0.00 0.00 0.00 0.00 0.00 Yes 1129 CARTIER SHIRLEY 1146 0.00 0.00 0.00 0.00 0.00 Yes Site 1 * Department 10 Quality Vers	►	1006 Burns Dave	0.00	2.00	0.00	12.00	0.00	0.00		2.00	Yes	
1021 WATSON BRENDAN 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1036 SEINFELD TED 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1078 CLARK ARTHUR 0.00 0.00 0.00 0.00 0.00 Yes 1129 CARTIER SHIRLEY 1146 0.00 0.00 0.00 0.00 0.00 Yes 1129 CARTIER SHIRLEY 1146 0.00 0.00 0.00 0.00 0.00 Yes 1129 CARTIER SHIRLEY 1146 0.00 0.00 0.00 0.00 0.00 Yes		1016 MONROE JANICE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1036 SEINFELD TED 0.00 0.00 0.00 0.00 0.00 Yes 1078 CLARK ARTHUR 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1129 CARTIER SHIRLEY 1146 0.00 0.00 0.00 0.00 0.00 0.00 Yes Site 1 * Department 10 Quality		1021 WATSON BRENDAN	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1078 CLARK ARTHUR 0.00 0.00 0.00 0.00 0.00 0.00 Yes 1129 CARTIER SHIRLEY 1146 0.00 0.00 0.00 0.00 0.00 0.00 Yes Site 1 * Department 10 Quality Yes		1036 SEINFELD TED	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1129 LARTIER SHIRLEY 1146 0.00 0.00 0.00 0.00 0.00 0.00 Yes Site 1 * Department 10 Quality 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 10 0.00<		1078 CLARK ARTHUR	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
Site I ^ Department 10 Quality		1129 CARTIER SHIRLEY 1146	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1051 CMITH CUDIC 0.00 0.00 0.00 0.00 0.00 0.00 V		1051 CNITH CUDIC	Site	1	^ 	Department	10	Quality		0.00	V.,	
		1051 SMITH CHRIS	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes Ver	
110 MADIERS STEVE U.00 0.00 0.00 0.00 0.00 0.00 0.00 Yes		110 MASTERS STEVE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1131 HOCK CHAR 0.00 0.00 0.00 0.00 0.00 0.00 0.00 100 1		1136 EAZIO MERCEDES	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
Total Have 2 10 400 400 400 400 400 400 600 600 800 185		Total Hours	0.00	0.00	2:00	4:00	0.00	0.00		6:00	165	
Average Hours 0.00		Average Hours			2.00	4.00				0:23		
		Avoidgo Hours								0.20		

Screen Buttons:



TK-SQL



Screen Body Fields:

-	Employee:	Number of employee and Name
-	Adjustment:	Free data entry, which will affect YTD_IN
-	Offered:	Free data entry of overtime which will enable to update employees with lowest
		YTD_IN up to the maximum difference as defined in OTECNF.
-	Offered & Accepted:	Data entry for OT hours that Accepted by the employee.
-	Offered & Refused:	Data entry for OT hours that Refused by the employee.
-	Actual:	Actual overtime performed by employee (summation of categories specified in
		Parameter file – 'CALCOTE').
-	No Show:	Difference between offered overtime and actual overtime.
-	Reason:	Lookup on TableH.
-	YTD IN:	Accumulated overtime from beginning of year for employees within classification
		Group ('Offered' + 'Refused' + 'Adjustment' + 'Init Val' + 'No Show').
-	Notice Given:	Yes/No.



Step 3: OTE Weekly screen (Informative Only)

						at 100 177		Autorite	IN OTE start	ing		
						21/06/20	05	Week	IV UTE start	ing		
	Previo	ous Balance	Previous B	alance Week	Adiustmen	t Week Davs	Adjustmen	t Week End		Mor	ndav	
Employee	In	Out	In	Out	In	Out	In	Out	In Yes	In No	Out Yes	Out No
1599 ZHAO RUJIN												
	Site	1	×	Department	6	Assembly						
1142 CURRAN NANCY												
										1.00		
										0.08		
	2	Group B										
	Site	1	×	Department	6	Assembly						
1017 DOUGLAS BOGDAN												
1122 PERRICELLI JOANNE												
1138 BAIG SAIRA												
1140 PUGLIESE NICHOLAS												
1146 HUSTON GRACE												
	3	Group C										
	Site	1	×	Department	5	Painting						
1006 Burns Dave										2.00		
1016 MONROE JANICE										2.00		
1021 WATSON BRENDAN										2.00		
1036 SEINFELD TED										2.00		
1078 CLARK ARTHUR										2.00		
1129 CARTIER SHIRLEY										2.00		
	Site	1	×	Department	10	Quality						
1051 SMITH CHRIS										2.00		
1110 MASTERS STEVE										2.00		
1131 ROCCA LUISA										2.00		
1136 FAZIO MERCEDES										2.00		
Fotal										20.00		
Verage										2.00		

Screen Field: - Employee:

Employee Number and Name.

-	Previous Balance week days	When separating accumulations for weekdays and weekends, displays accumulation of 'YTD IN' for week days only. When not separating, only one column of accumulations will appear
-	Previous Balance week ends	: When separating accumulations for weekdays and weekends, displays accumulation of 'YTD IN' for weekends only. When not separating, only one column of accumulations will appear
-	Adjustment week days:	When separating accumulations for weekdays and weekends, displays accumulation of Adjustment for week days only. When not separating, only one column of accumulations will appear.
-	Adjustment week ends:	When separating accumulations for weekdays and weekends, displays accumulation of Adjustment for weekends only. When not separating, only one column of accumulations will appear.
-	Monday – Sunday: In Yes In No Out Yes Out No	 Offered + Refused within classification group Refused hours within classification group Offered + Refused out of classification group Refused hours out of classification group
-	Weekly Totals week days:	In-Accumulation of 'In Yes' + 'In No' + 'Adjustment In' for week days. Out-Accumulation of 'Out Yes' + 'Out No' + 'Adjustment Out' for week days.
-	Weekly Totals week ends:	In-Accumulation of 'In Yes' + 'In No' + 'Adjustment In' for week ends. Out-Accumulation of 'Out Yes' + 'Out No' + 'Adjustment Out' for week ends.
-	Running Totals week days:	In-Accumulation of 'Previous Balance YTD_IN' + 'Weekly Totals In' for week days. Out- Accumulation of 'Previous Balance YTD_OUT' + 'Weekly Totals OUT' for week days.
-	Running Totals week ends:	In-Accumulation of 'Previous Balance YTD_IN' + 'Weekly Totals In' for week ends. Out- Accumulation of 'Previous Balance YTD_OUT' + 'Weekly Totals OUT' for week days.

TK-SQL



Step 4: OTE Reports:

- 1. Description: OTE Daily Report By Employee. Report Name: RDOTEQ1.
- 2. Description: OTE Daily per Classification Group. Report Name: RDOTEQ2.
- 3. Description: OTE Weekly Report By Employee. Report Name: ROTWEEK1.
- 4. Description: OTE Weekly per Classification Group. Report Name: ROTWEEK2.

Daily per Classification Group Report:

🚮 OTE - Daily per Cl	lassification Group						
Eile Date Classification	n <u>O</u> utput Options <u>S</u> tart	t Report					
? 🧏 🚧	2 5 6						
Date From <u>01/06/200</u>	Date From 01/06/2004 To 30/06/2004						
Classification <u>1 - 9999</u>	Print Hours In	Decimal Format					
	Page Break On Change	e Of <u>Group</u>					
	Calculation Mode	<u>All Week</u>					
	Send Report To	Screen					
	Footer Text 1						
	Footer Text 2						
Number Of Copies 1							

Lei OTE - Daily per Classification Group	
Elle Search Report	
MilMile	
1.8.2 Attendance/Overtime ReportFor 1/6/2004 - 30/6/2004 1 Production Date 19/06/2005 Production Time 4.00F	
Classification Group: 1 Specialty Fitter We Supervisor: TEST PAYROLL + TEST PAYROLL +	
Classificat 1	
Employee Worked Worked Refused Show Hours Given Reason	
TODIO 0 Bertolone 0 0.00 1.00 0.00 1.00 TODIS 0 Kungder 0 0.00 1.00 0.00 1.00 TODIS 0 Kungder 0 0.00 1.00 1.00 1.00 TODIS 0 Kungder	
P	age 1 of 5



Weekly per Classification Group Report:

💦 OTE - Weekly per Classification Group
<u>File</u> Date Classification <u>O</u> utput Options <u>S</u> tart Report
? 🥦 ½ 🖹 🧉 📭
Date From <u>21/06/2005</u> To <u>21/06/2005</u>
Classification <u>1 - 9999</u> Print Hours In <u>Decimal Format</u>
Page Break On Change Of <u>Group</u>
Classification In Group
Calculation Mode <u>All Week</u>
Send Report To Screen
Footer Text 1
Footer Text 2
Number Ut Copies 1

🖬 OTE - Weekly per Classificati	on Group																_	PX
<u>File S</u> earch <u>R</u> eport																		
? H - F - H	۶.	I •																
							Mi	kMik										
1.8.4 Weekly Attendance/Overtime Report F	or 21/6/2005	- 27/6/2005														Page	No	
Clasification: In Group			=													Prod Prod	uction Date uction Time	21/06
Classification Group: 1 Specialty Fitter We	eSupervisor	r: PAYROLL	TEST +	PAYRO	ll test	+												
Classificat 1 Specialty Fitter Wl																		
Employee	Previous Balance-Y.T.I	Adjustmen	Tuesc	lay	Wedn	esday	 Thursday		Friday		Saturday		Sunda	ay	Monday		Weekly Totals	Running Totals
			Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		
70014 0 Raponi 0	120.87																	120.87
70018 0 Augello 0	165.87																	165.87
70019 0 Facchini 0	137.87																	137.87
70034 0 Gouveia 0	124.87																	124.87
70075 0 Saunders 0	125.87																	125.87
70110 0 Garden 0	126.87																	126.87
70120 1000 Corrigan 1000	86.87		10.00														10.00	96.87
70139 0 Matthews 0	107.87																	107.87
Total	996.93		10.00														10.00	1006.93
Average	124.62		1.25														1.25	125.87
Copyright(C) 1983-2004 Lavie Time Tech	Copyright (C) 1983-2004 Lavie Time Tech Ltd. Rdoteq Sql.dll 21/06/2004 David 8 10																	
																		•
																	Page 1	of 1

TK-SQL



Detailed Example:

<u>Overtime Equalization Module – by Classification:</u>

Step 1:

- Add programs to Menu:

🕷 TimeKeeper SQL 5.01					
Activities Edit/View Reports & Graphs Maintenance	Set-Up Window Help				
🞯 • 🍠 • 🗈 • 🥪 • 🚑 • 👫 •	Add/Edit Shared Set-Up Files	•			
	Add/Edit TimeKeeper Set-Up Files Add/Edit TimeCosting Set-Up Files Add/Edit TSM (Scheduling Module) Set-Up Files)))			
	Add/Edit Absence Planning Set-Up Files Add/Edit Benefit Accrual Set-Up Files Add/Edit CanteenKeeper Set-Up Files)))			
	Add\Edit Overtime Equalization Configuration files	•	OTE Configuration file		
	Add/Edit System Security & Audit Trail Files	۲	OTE Classification Groups OTE Supervisor Definitions		
	Add/Edit Configuration Files	Ľ		-	

- 1. **OTE Configuration File**: Program name: **DOTECNF**, Parameter: **0**.
- 2. OTE Classification Groups: Program name: DOTECLAS, Parameter: 0.
- 3. **OTE Supervisor Definitions:** Program name: **DOTESUPE**, Parameter: **0**.

<u>Step 2:</u>

Overtime Equalization Configuration:

Define Classifications Groups.

📉 Overtime Equalization: Confi	guration.		
General)	Ad	ditional Parameters
Overtime Equalization Enabled		Yes 💌	
Set Classification by		Classification 💌	
Classification by Group Table	Field		ion by Supervisor
Level 1 EMPLOYEE (Site	Field	
Level 2	Department	•	
Level 3 Not Active			
	534	- 1	
<u> </u>	1000 C	-	

Please note: that we are working in two levels in this example (Site, Department).



Define the Additional Parameters:

E	💫 Overtime Equalization: Configurati	ion.		
	General	,	Additional I	Parameters
	Overtime Difference between highest to lowest within group (hours)	20:00	Enable OT separation	No 💌
	Minimal notice time for weekdays	04:00	Employee field for excluding OTE	calculation
	Minimal notice time for weekend	08:00		•
	New group member will be assigned	Group avarag	e 🔽	
	Selecting out of class, employees by	All Employees	•	
	Overtime value	Nominal	•	
	Beginning of year initialization	Zero Hour Val	lue 💌	
	Sequential absence hours towards OT priority	00:00	Sort by "YTD in"	
	Day Types for weekend	Select	Select non-group members by	Select
	?			I

<u>Step 3:</u>

Build Classification Groups:

Build Groups and relate to each group site and department.





Step 4:

Build Supervisor for OTE System:

Please Note:

- OTE supervisor must be Timekeeper user.
 Timekeeper user must have active employee details relate to the user profile.

😾 Users		
	User Name	
	1141 •	
Data Base Access by	Impro System	Absence Planning (APM)
General Parameters	Functions	Screen Builders
Password xxxx	Confirm F	Password XXXX
Group Name	m Administrator) IBrowse :	Supervisor
Language	English Can authorize shift ST	Dexcess in TSM No 💌
Expiration Date 01/01/2	010	
Configuration Profile 0	•	
Groups Definition		
Employee Number	Employee Last Name	Employee First Name
?		i 🖄 🗊 🕨 🛛 📭

OTE supervisor:

📉 Supervisors for OTE system		×
	OTE Supervisor	
	1141	•
Employee No.	Last Name	First Name
1006	Burns	Dave
	Dunis	Jour
Classification Group	Selection	n
	$\overline{\mathbf{A}}$	
		\mathbf{X}
? & A	H H H	
	Classifi	cation Group
	N.	umber Name Group A
	2	Group B Group C
	Clear,	All Select All OK Cancel



<u>Step 5:</u>

Login with user: **1141**.

Overtime Equalization Daily Screen:

Select update range	
	Classification
No	Name
	Group A
Update from date	26/06/2005
	Ok Cancel

		68			स्त्रा लच					
		<u> </u>								
Total OT hours planned	26/06/2005		Sunday	7						YTD In
Group	1 Group A		-	_					Total	Hours 0:0
Offered OT	0.00		- Unlim	nited					Avera	ge Hours 0:0
Minimal Notice	4 00									
Sort According to a Sort Profile		-	(
-	1		0							
Employee	Adjustment	Offered	Offered &	Offered &	Actual	No Show	Reason	YTD	Notice	
			Accepted	Refused				In	Given	
	Site	1	TimeTech	Department	1	1anagemer				
1119 SHEPPERD MATT	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
	Site	1	TimeTech	Department	3	Electrical				
1023 JORDAN ANDREW	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1043 PARRA LUISA	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1133 SMITH JOSEPH	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1141 HILLMAN JAKE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1144 SAMPAT ORLANDO	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1599 ZHAO RUJIN	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
	Site	1	TimeTech	Department	5	Painting				
1006 Burns Dave	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1016 MONROE JANICE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1021 WATSON BRENDAN	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1036 SEINFELD TED	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1078 CLARK ARTHUR	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
1129 CARTIER SHIRLEY 1146	0.00	0.00	0.00	0.00	0.00	0.00		0.00	Yes	
Total Hours			0:00	0:00				0:00		
Average Hours								0.00		