

### Preface:

iBrowse has been enhanced with Duration-oriented reporting (TK), in order to support organizations/employees that prefer specifying the total time worked instead of IN & OUT punches:

TK's Internet Gateway	Daily Period Period Reports Edits Sheet Reports	Help Logoff		LAVIE Timetech
Employee 1110 MASTERS STEVE		Date 🕑 12	/26/2005	Monday
Report       Attendance       Attendance       Absence       Part Absence       Call Back       On Call       On Duty	Absence Code	Duration           05:00           00:00           00:00           00:00           00:00	Note	TK Total 05:00 TC Total 00:00 Variance 00:00
Order	Process	Duration	Deleted	

#### Environment:

TK-SQL only	
iBrowse-SQL	(Version 5.02 or later)

#### Required program files:

TK-SQL:

DcnfProfSQL.dll	23/11/2005 (or later)
LAVLBSQL.dll	06/11/2005 (or later)
MES40_LANGUAGE MES80_LANGUAGE	04/12/2005 (or later) via CompareDB or file conversion 04/12/2005 (or later) via CompareDB or file conversion

iBrowse:

Upgrade your iBrowse system to iBrowse Version 5.02 (or later).

#### Setup steps:

The implementation of duration-oriented requires the following setup steps:

- (1) Create manual Pay-category for each duration-field (Attendance, call-back, on-call and on-duty total).
- (2) Set the pay-categories in the configuration profile. This is obviously required ONLY for the duration-oriented profile. You can set several profiles (e.g. a profile for duration oriented reporting and another profile for punches-oriented reported) to support "versatile" organizations).
- (3) Create TableD for populating IN/OUT fields with punches (i.e. based on the reportedduration).



<u>Step 1: Create a manual Pay-category for each duration-field</u>

iBrowse has been enhanced with multiple duration fields (Attendance duration, call-back duration, on-call duration, on-duty duration). Each duration-field is stored in a different pay-category (manual pay-category).

1.1 Set the "number of manual categories" in the system configuration file (SYSCNF)

System Configuration	
General Configuration Dealer Security & Auth	orization Language Date & Time
Time <u>C</u> lock (Polling) Payroll <u>Interface</u> Y-T-D Definitio	ons Program Extensions Absences
Printer & Printing File Daily, Employee Impro System	Key Fields <u>F</u> ormat BackUp/iBrowse
Daily File Configuration         Number of Manual Categories         Maximum in/out pairs of Punches per Employee per Day         Maximum number of activity codes         Save Clock No. in each Punch         History         Image: Display Employee Picture	Medium       Medium       14       0       0       No       TSM Definitions
?	i i i i i i i i i i i i i i i i i i i

1.2 Set the pay-categories in TableA:

🏋 Ta	ble A - Gene	eral Data Definitions	;							
	Standard <u>P</u> a <u>G</u> eneral	ay-Period Definitions Parameters	<u>N</u> on Stan Date I	dard Pay-Period De Change Parameters	<u>Category Definitio</u>	ns ]]				
	System Pay Categories									
	No	Name	Value %	Trim Mode	Print Mode	Update Code	<u> </u>			
	32 33 34 35 36 37	Duration	100.000	Nominal	Nominal	0				
	38	CallBk	100.000	Nominal	Nominal	0				
	39	OnCall	100.000	Nominal	Nominal	0				
	40	OnDuty	100.000	Nominal	Nominal	0				
?		2					Ŀ			



### Step 2: Set the pay-categories in the configuration profile

Load the configuration profile (CNFPROF), create a new profile and set the "IN/OUT Punches or Duration" mode to "Duration":

🚟 Configuration Profile Definitions										
Table Number Table Description										
ID         Duration Profile for Employees										
Attendance Time Costing General Display Dates Reports Time Sheet										
Time and Attendance Display Mode         In/Out Punches - Read/Write!										
Time and Attendance Display Options       Rows Per Day On Period Edits Screen       Bows Per Day On Daily Edits Screen       Sows Per Day On Daily Edits Screen										
Absence Display Options All Select										
In/Out Punches + Duration										
Manual pay categories for duration										
Possible Punch Types										
Full Absence     ✓ On Call     ✓ Partial Absence     ✓ On Dutu     Apply In\Out Pairs Check     Yes										

Once the duration mode is set, assign the manual pay-categories that were created in TableA (via SELECT under "Manual pay-categories for duration":

📧 Manual pay categories for duratio	n 🗙
Manual pay category for attendance dur.	Duration
Manual pay category for call back dur.	CallBk
Manual pay category for on call dur.	OnCall 💌
Manual pay category for on duty dur.	OnDuty 💌
<u>0</u> k	Cancel



Reporting using the CLOCK BUTTON ("CLOCK Mode") is disabled when the reporting mode is set to duration.

The DURATION field supports 48 hours.



# Step 3: Create TableD for populating IN/OUT fields with punches

While iBrowse has been enhanced with the duration-oriented reporting, TK's engine requires IN/OUT punches for T&A analysis. Use the following TableD in order to populate IN1/OUT1 based on the duration provided:

Table D - Daily Extended Calculation Rules										
Table Nu	mber	Table Des	— c	)ау Туре 👘	Day Type Name					
10 Duration					0	•	Default Day			
			_				1			
Pre Calcul	ation Duri	ng Calculation 2	Dur	ing Calculation 3	Du	iring Calculation 4	During Calcula	ition 5		
During Calcul	ation 6 Duri	ng Calculation 7	Dur	ing Calculation 8	Du	iring Calculation 9	Post Calcula	tion		
Line Appl	y Condition On	Condition Expres	ssion	Apply Calculation	n On	Calculation Expres	ssion Transfer T	0		
1 Curre	entDay 🔽	DAILY->Cat37>0		Current Day		8	ln 1			
2 Curre	ent Day	DAILY->Cat37>0		Current Day		8+DAILY->Cat37	Out 1			
7 📼	=	-1 [-1 5	14				<u>``</u>	<b>•</b>		
· ·		━╜⋟━ा◙								

Using the above settings, TK will be analyzing the total duration hours by fabrication of punches behind the scenes.



In terns of partial absences, TK will automatically fabricate punches in the absence vector hence the above TableD will be used ONLY for full/partial attendance.



## <u>Getting Results – Sample screens using DURATION-Oriented mode</u>

# DAILY SCREEN

CRS Internet Gateway	Daily Period Period Reports Edits Edits Sheet	Help Logoff		<i>Тате</i> тесн
Employee 1110 MASTERS STEVE		Date 🕙 12/2	6/2005	Monday
Report	Absence Code	Duration	Note	
			G	TK Total
Attendance		- 05 00		05:00
Attendance				TC Total
Absence		• 00 : 00		00:00
Part Absence				Variance
Call Back				00:00
On Duty		<u> </u>		
				<b>—</b>
Order	Process	Duration	Deleted	
		Q 05 : 00		<u>~</u>

## DAILY SCREEN/Partial Absences

Browse	/		5	LAVIE						
TK's Internet Gateway	Daily Edits	Daily Period Edits Edits		Reports	Help	Logoff	<i>1000</i> ECH			
Employee 1110 MASTERS	S STEVE				Date	19/12/2005	] Monday			
Report			Absence	Code		Duration				
Part Absence	~	Vacation			~	02:00				
Part Absence	~	Sickness			~	04:00	TC Total			
Attendance	~				~	00:00	00:00			

# PERIOD EDITS SCREEN

TK's Interset Gateway	Daily Period Period Reports Edits Edits Sheet Reports	Help Logoff	Ттетесн
Employee :  1006 BURNS DAVE   From Date 12/19/2005	Search Refresh Records to display :	All records/for all employees	<b>X</b>
Employee : 1006 BURNS DAVE From Dat	te : 12/19/2005 Till Date : 01/01/2006		
sds eds 🛛 Date 🛛 Note 😰 🜗 🧭 Duration	Absence Code 🛛 🥹 🥔 Order	Process Duration	on 🙁
✓ ✓ 12/19/2005	VAPORIZER SD 7300	Q Design     O5 00	
00 : 00			

## TIMECARD SCREEN

CTK'S IN	WSe	Gateway	-	Daily Edits	Period Edits	Period Sheet	Reports	s Hel	p Logoff		,	Tin	AV ne		H
Employee : 1006 BURNS DAVE  Search Refresh Records to display:															
FION Date	12/19	/2005			01/01/20	06 🕒									
Employee :	1	006 806	INS DA	/E From Date : 1	12/19/2005	TIII Date	: 01/01/2	006							
DATE	Type	Contract	Note	Abs Code	Duration	on Call	Hours	SDS EDS	OT Permit	OT Edit	Reg	125%	150%	Deff.	S
12/19/2005	Мо	41	G	-	<b>05</b> : 00				By Contract 🔹	00:00	0.00	0.00	0.00	-3.00	0.
12/20/2005	Tu	41	G	Ψ 🧕	9				By Contract 💌	00:00	0.00	0.00	0.00	0.00	0.
12/21/2005	We	41	0	<b>-</b>					By Contract	00:00	0.00	0.00	0.00	0.00	0.
12/22/2005	Th	41	G	- (	9				By Contract 💌	00:00	0.00	0.00	0.00	0.00	0.
12/23/2005	H1	41	Q	- (	A				By Contract 💌	00:00	0.00	0.00	0.00	0.00	0.
12/24/2005	Sa	41	G	- (	B				By Contract 💌	00:00	0.00	0.00	0.00	0.00	0.
12/25/2005	Su	41	0	- (	9				By Contract 💌	00:00	0.00	0.00	0.00	0.00	0.



### <u>IMPORTANT</u>!

In order to assign MULTIPLE partial absences (duration-oriented), simply select "partial absence" under "report" and specify total time per partial absence. Note that when partial absences are reported, iBrowse "fabricates" the punches automatically (i.e. it does not use the TableD set in section 3).

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When the reporting mode is set to Duration, there can be only one duration-record for every report type per day (i.e. the user can report 8.00 attendance hours and 2.00 oncall hrs, however s/he cannot report 4 attendance hrs and additional 4 attendance hrs).



When the reporting mode is set to Duration and TimeCosting is enabled, TC must be configured to duration.

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Also note that the AUDIT TRAIL holds the duration and its changes.