

# Clear Systems

## TIME+ Worksheet:

### Working Patterns and Day Codes.

The primary purpose of TIME+ is to assign Pay Rate Codes to hours worked. This is achieved by defining a table of Pay Rates, either by time of day or hours worked, and then assigning that Pay Rate Code table to a Day Code's Daily Pattern. Which Day Code is applied depends on its position within the Working Pattern and which Working Pattern an employee is working at the time.

the functions used to define this set-up are:

- [Employee Schedule](#)
- [Working Pattern](#)
- [Daily Pattern](#)
- [Clock In/Out Adjustments](#)
- [Pay Rate table](#)
- [Pay Rate Codes in Miscellaneous Descriptions](#)

### Employee Schedule

Employee Schedules enable you to specify what [Working Pattern](#) an employee is to work under from a given date. If an employee was to change jobs within a company, the change in working pattern on a particular date could be set-up in advance in the Employee Schedule. To set-up schedules, select Employee Schedule option from Initial Set-Up menu. The following screen will be displayed:

TA07		Employee Schedule		14 JUL 99	
Clock No.	9				
Name	Fotheringay	Sandy			
1) <a href="#">Pattern</a>		Start Date	Day	Dept	Shft
A1	Normal Days	01 OCT 90	1		
A1	Normal Days	05 APR 99	1		
A6	DEMO PATTERN	01 MAY 99	6		RED
LEXM	MONTHLY	01 NOV 99	1		

The entries are defines as follows:

<b>1) Pattern</b>	A list of <a href="#">working patterns</a> may be entered. At least one <a href="#">working pattern</a> must be set up. If you are not aware what has been set up, use the! look facility.
<b>Start Date</b>	is the calendar date the employee starts working this pattern.
<b>Day</b>	allows a <a href="#">working pattern</a> to be started part way through. e.g. Day 3 indicates the employee is starting on the third day in the <a href="#">working pattern</a> .
<b>Dept, Shift, etc</b>	defines employee attributes that change on the Start Date.

## Working Patterns

Working Patterns define a repeating rota of [Daily Patterns](#) and can be weekly, fortnightly or however long/short a period you wish to define, until the pattern repeats itself. Working Patterns are referenced by the [Employee Schedule](#) option.

To define a Working Pattern, select Working Pattern from the Initial Set-Up menu. The following screen will be displayed:

TA02	WORKING PATTERN	14 JUL 99
Pattern Code	A1	
1) Description	Normal Days	
2) <a href="#">Daily Pattern Codes</a>		
1 D1	DAYS-NORMAL	
2 D1	DAYS-NORMAL	
3 D1	DAYS-NORMAL	
4 D1	DAYS-NORMAL	
5 D1	DAYS-NORMAL	
6 WE	Week-end	
7 WE	Week-end	

The entries are defines as follows:

<b><a href="#">Daily Pattern Codes</a></b>	enter a list of <a href="#">day codes</a> which form the Working Pattern starting from Day 1. Entering a Day Code that exists causes the description for that code to be displayed. You are then prompted for the next <a href="#">Day Code</a> in the Working Pattern. If you enter 7 days, when you reach the 7th day and hit the enter-key the screen will scroll forward, so you will then see 8 to 14 and so on. You can continue to describe each day of a working pattern (taking however many days are required) until the pattern repeats. If you are not aware what <a href="#">Day Codes</a> have been set up, use the! look facility.
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## Daily Pattern

Allows you to describe a type of day/shift and give it an associated Day Code. Daily Patterns are reference by the [Working Pattern](#) option via their respective Day Codes.

FT09		DAILY PATTERN MAINTENANCE				14 JUL 99		
Day Code	A1							
1 Description	day code A1			11	Alternative Codes			
2 Work/Off	W			D3	Night Shift			
3 <a href="#">Adjustment Code</a>	QTR2 Quarter with 2 mins			D1	DAYS-NORMAL			
4 Maximum Hours	08:00							
5 Minimum Hours	06:00							
6 Breaks Deduction	00:30			12	Passout as Brk.			
7 <a href="#">Pay Rate Code</a>	NORM NORMAL HOURS			13	Absence Day Adj			
8 Assumed Clock				14	Absence Payable			
				15	Ignore Breaks			
----- CLOCK-IN -----      ----- CLOCK-OUT -----      ----- BREAKS -----								
9	Normal	Early	Late	Normal	Early	Late	10) Start      Finish	
	08:00	07:30	08:15	12:00	11:45	12:15	12:00      12:30	
	12:30	12:16	12:45	16:30	16:15	20:30		

The entries are defines as follows:

<b>2) Work/Off</b>	indicates whether a day is to be considered (W)orking or (O)ff-work. The system will not record absence, lost time, etc. for off-work periods. An off-work period may, however, have clock-in/out times - e.g. an optional Saturday morning overtime shift would require times, adjustment code, pay rates, etc. to cater for those employees who decide to come in on the day.
<b>3) <a href="#">Adjustment Code</a></b>	refers to a pattern of adjustments and, as such, must have been previously set up using the <a href="#">Clock-In/Out Adjustments</a> program. Adjustments are applied automatically to actual clock-in/out times when calculating payable hours. An Index enquiry is available.
<b>4 &amp; 5) Maximum and Minimum Hours</b>	are used for reporting and exception purposes. Maximum Hours is typically set to the normal working time for the day/shift.

<b>6) Break Deduction</b>	is used with Break Start & Finish times OR on its own. If no Start & Finish times exist then it defines a standing deduction. Otherwise it defines a minimum deduction.
<b>7) <u>Pay Rate Code</u></b>	refers to a matrix of <u>pay rates</u> and, as such must have been set up using <u>Pay Rate Pattern Maintenance</u> . Pay rate patterns are used in calculating hours worked at different pay rates - for subsequent input into Payroll systems, etc. An Index enquiry is available.
<b>8) Assumed Clock</b>	Enter I,O,B or null. A daily pattern with Assumed Clock set to 'T','O' or 'B' will cause the Normal Clock In, Out or whichever has not been clocked to be used as the default if an employee fails to clock.
<b>9) Normal Clock-In</b>	together with Normal Clock-Out, identifies the normal working period[s] for a day. If an employee fails to clock-in at the start of the day and the Assumed Clock-In is set to 'T' or 'B', the first Normal Clock-In time will be used automatically as a default. Early/Normal/Late Clock-In/Out times should be entered in ascending sequence, times after midnight are entered as 24:00 + hh:mm, e.g. 30:00 represents 06:00 pm tomorrow. Times entered out of sequence will be assumed to be 24:00 + hh:mm, however this will not be obvious - it is best to be explicit. Think of all times as being relative to the day when the shift starts.
<b>Early Clock-In</b>	is used to identify employees who are not working according to the planned working pattern. If an employee clocks-in prior to this time, the system will first check for alternative daily patterns - if none exist, the system will tag the clocking as Early.
<b>Late Clock-In</b>	is used to identify employees who are not working according to the planned working pattern. If an employee clocks-in after this time, the system will first check for alternative daily patterns - if none exist, the system will tag the clocking as Late.
<b>Normal Clock-Out</b>	together with Normal Clock-In, identifies the normal working period[s] for a day. If an employee fails to clock-out at the end of the day and the Assumed Clock-Out is set to 'O' or 'B', the last Normal Clock-Out time will be used automatically as a default.
<b>Early Clock-Out</b>	If an employee clocks-out prior to this time, the system will tag the clocking as Early.
<b>Late Clock-Out</b>	If an employee clocks-out after this time, the system will tag the clocking as Late.
<b>10) Break Start &amp; Finish</b>	identifies a fixed break period within the day. If an employee does not clock out for this period, the break start will be assumed automatically. See also Break Deduction.
<b>11) Alternative Day Code</b>	a list of alternative daily patterns can be set up to provide for more flexible working arrangements - for instance, change of shift at short notice, etc. An alternative daily pattern will be invoked automatically if the system detects clock-in/out outside the early/late period and a suitable alternative can be found. Alternative Day Codes must refer to existing daily patterns. An index enquiry is available.

## Clock In/Out Adjustments

The purpose of this option is to maintain details which allow actual clock in/out times to be automatically adjusted for subsequent use in calculating payable hours. This option is referenced by the [Daily Pattern](#) option. An actual time can be replaced by either a fixed adjustment time or by the result of a formula.

FT28		CLOCK IN-OUT ADJUSTMENTS		14 JUL 99
Adjustment Code	QTR2			
1 Description	Quarter with 2 mins			
2 Day Adjustment				
3 CLOCK IN TIMES				
Actual	Adjusted	Formula		
00:00	06:00			
06:00		(( \$+449-120)/900)'MR0'*900		
4 CLOCK OUT TIMES				
Actual	Adjusted	Formula		
00:00	06:00			
06:00		(( \$-449+120)/900)'MR0'*900		
22:00	22:00			

The entries are defines as follows:

<b>2) Day Adjustment</b>	allows a further level of adjustment to be applied to the accumulated time for the day/shift. An Index enquiry is available.
<b>3 &amp; 4) Clock In/Out Times</b>	a list of actual times and adjustments can be entered to accomodate different adjustment rules at different times of the day. Each actual time in the list acts as a start point for the adjustment rule to be applied - i.e. any clock in/out time equal to or greater than an actual time will be subject to the corresponding adjustment.
<b>Adjusted Time</b>	is used when an an actual time can be replaced by a fixed time - for instance, clocking in after a normal start time of 08:00 might result in an adjusted time of 08:15 being used (obviously a different rule would have to be used after 08:15).
	provides a more flexible approach to adjustments, allowing actual times to be modified, rather than replaced by fixed adjustment times. For instance, an actual time could be adjusted up or down by a number of minutes or even rounded to the nearest 15 minutes, half-hour, etc. The actual clock in/out time is referenced in the formula by \$ (the dollar sign) and is held in seconds since midnight - any adjustments to times, therefore, must use seconds. E.g. (( \$+449-120)/900)'MR0'*900, which rounds up the actual

**Formula**

clock in/out time to the next 15 minutes (900 seconds) - with 2 minutes grace, as follows:

- \$ picks up actual clock in/out time (in seconds)
- +449 adds 7.5 minutes (449 seconds) to the actual clock in/out time
- -120 explicitly allows two minutes grace, taking time back by 120 seconds
- /900 calculates the number of 15 minute (900 second) intervals
- 'MRO' is a conversion code that rounds to the nearest 15 minute interval by removing the decimal part of the result
- \*900 brings it back to a number of seconds

**Pay Rate table**

Refers to a matrix of pay rate codes that is referenced by the [Daily Pattern](#) option and is used in calculating hours worked at different [pay rates](#) - for subsequent input into Payroll systems, etc. The pay rate codes to be applied can be varied by Time of Day or Hours Worked, and can also vary by day of the week. An INDEX look is available.

FT24		PAY RATE MAINTENANCE						14 JUL 99
Id	Rate Code	37HR						
1	Description	37 Hour week						
2	Pay rates associated with Time of Day or							
3	Pay rates associated with Hours Worked							
2) Time	MON	TUE	WED	THU	FRI	SAT	SUN	
00:00	01	01	01	01	01			
07:30	BASIC	BASIC	BASIC	BASIC	BASIC			
16:30	OT1A	OT1A	OT1A	OT1A	OT1A			
20:30	01	01	01	01	01			
3) Pay rates associated with Hours Worked								
3) Hours	MON	TUE	WED	THU	FRI	SAT	SUN	
00:00	BASIC	BASIC	BASIC	BASIC	BASIC	OT1	OT2	
05:00	BASIC	BASIC	BASIC	BASIC	OT1	OT1	OT1	
08:00	OT1	OT1	OT1	OT1	OT1	OT1	OT1	

The entries are defines as follows:

<b>Either 2) Time</b>	a list of starting times for each rate of pay can be entered (in ascending order, from 00:00 to 24:00+) to accomodate different <u>pay rates</u> at different times of the day. A null entry on the first Time toggles to definition by Hours Worked.
<b>Or 3) Hours</b>	a list of the break points in accumulated Hours & Minutes during thr day/shift at which different <u>Pay Rate Codes</u> are to be applied.
<b><u>Pay Rate Code</u></b>	up to 6 characters may be entered and must be previously set up in <u>Miscellaneous Descriptions</u> using the prefix 'P'. Each pay rate is in force until the next break point (Time or Hours) is reached. An Index enquiry is available.

### Pay Rate Codes in Miscelleaneous Descriptions

Pay Rates Codes are set up in Miscellaneous Description File. These codes are referenced by Pay Rate Maintenance. The following screen will be displayed, choose a prefix of P to maintain the Pay Rate Codes:

TA04	MISCELLANEOUS DESCRIPTION	14 JUL 99
Prefix	P Pay Rates	
Code	OT1	
1) Description	Unauth Overtime 1.5	
2) User	1	
3) User	2	
4) User	3	
5) User	4	
6) Approved Cd	OT1A	

The entries are defines as follows:

<b>Prefix</b>	P- defines Pay Rate Codes. An Index enquiry is available to choose the other prefixes.
<b>1) Code</b>	enter unique codes for each different Pay Rate Code - there can be many codes relating to one Payroll element/rate. e.g. diferrent analysis codes for BASIC pay. An Index enquiry is available.
<b>2-5) User fields</b>	are reserved for usr specific functionality and/or reporting
<b>6) Approved Code</b>	Payable Hours Amendment has an Approval option that toggles between the parent code and this approved code.

If you require further information or assistance please contact [Clear Systems](#) at the address below or email us at [Service@ClearSystems.co.uk](mailto:Service@ClearSystems.co.uk)

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