BDS Timecard Software

BDS Timecard Software is an add-on module designed to work in conjunction with BDS Payroll Software. It allows employees to enter their own timecard at their personal computer. It can also be setup as a timecard clock where employees can log their punch-in/punch-out hours. Timecard information then can be verified by group supervisor for correctness prior to submission for calculation. Ultimately, with proper setup, this software will eliminate timecard entry in payroll cycle entirely.

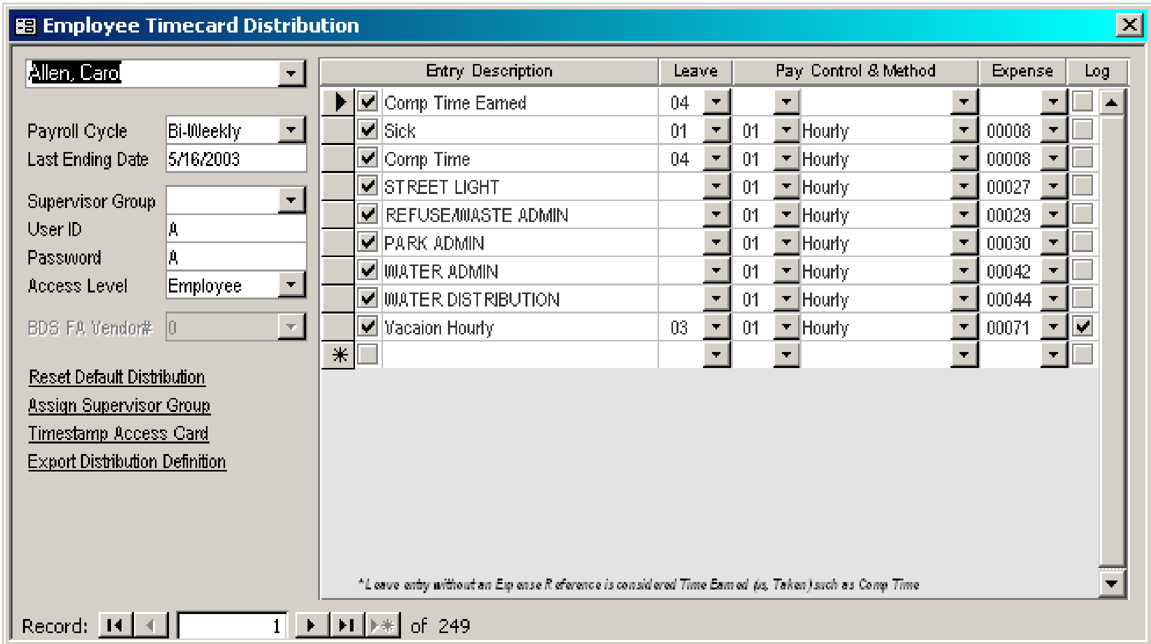
Software Installation

At the Payroll PC, install both Payroll and Timecard Software to local C drive.
At employee PC, install only Timecard Software to the C drive.
Do not run Timecard Software until Setup is completed by Payroll personnel.

Setup at Payroll PC

Open Payroll Software, click tools, setup options, and then timecard connection
On the Locate Timecard screen, browse to select folder for timecard database. By default, it will direct you to the current location for Payroll data. Though you can change its location, it is recommended you keep it the same.

In order to pay employees out of the correct expense accounts, setup for timecard distribution is required. To access the Timecard Distribution screen, click on Tools on the Payroll Menu, select Setup Option, and then Timecard Distributions. Below is a sample setup screen.



Setup a timecard distribution for each employee that will be using the timecard software. The employee must be in a regular Pay Cycle for the system to generate a proper calendar for the timecard. Currently, available pay cycles are weekly, bi-weekly, and semi-monthly. A correct Last Pay Period Ending is necessary for the system to start the first timecard for your employees.

Supervisor Group is used when there is an immediate supervisor other than the payroll clerk to sign off the timecards before they are submitted to the payroll. Each Fire, Police Department, for instance may want to manage their own group of employees to ease the work load off the payroll clerk.

To assign employees to a Supervisor Group, click on Assign Supervisor Group. There is already one default group called Payroll. Follow instruction on screen to create additional group(s), and to add/remove employee to/from a supervisor group.

Note: Do not use slash (/) in the supervisor group name.

User ID and Password are needed to access the timecard software. The User ID is unique to each employee – password does not have to be. Together with the three Access Level settings, the employee may be able to see only his/her own timecard information (employee access level), or all timecards belonging to his/her group (supervisor access level), or even all timecards in the system (admin access level). There may be more than one employee with supervisor access in any one group. Admin Access level however should be reserved for payroll clerk(s).

Timecard distribution data will be automatically loaded for you from existing info from Pay Control and Timecard Entry Screens. Whatever is displayed on this table can be edited, added, or removed to best fit each employee's use. If the pre-loaded Entry Description appears cryptic, you may want to make it more descriptive to the employees.

Leave taken and Comp Time earned may also be recorded on the timecard. A Leave entry is signified by the presence of a leave code in the Leave column. A leave entry is considered time taken if there is an attached Expense; it is time earned if the Expense column is left blank.

Submitted time earned and taken will be updated to reflect new leave balance.

Pay Control and Pay Method are important fields. System uses this information to determine the appropriate pay amount. If the pay method is hourly based, the pay amount will be rate * hours (shift differential may be applied). If the pay method is salary based, a percentage pay amount will be computed accordingly.

Important: In order for an entry to be submitted for payment, information about pay control, pay method, and expense account must be provided.

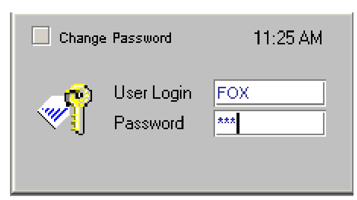
When the Timecard Software is setup as a timecard clock, by which employees log their in/out time, the Log field determines which default work (or expense) to record the hours under. The employee, before turning in the timecard, can split the original logged hours into different tasks (expenses) if desired.

Note: There are criteria and constraints by which system uses to track login/logout time and figure the hours worked. This will be discussed in the later section.

Employee can log their time by entering their employee number at login screen. Alternately, you can create barcode access cards that can be scanned in. Click on Timestamp Access Card for instruction to print access cards for selected employees.

Setup at Employee PC

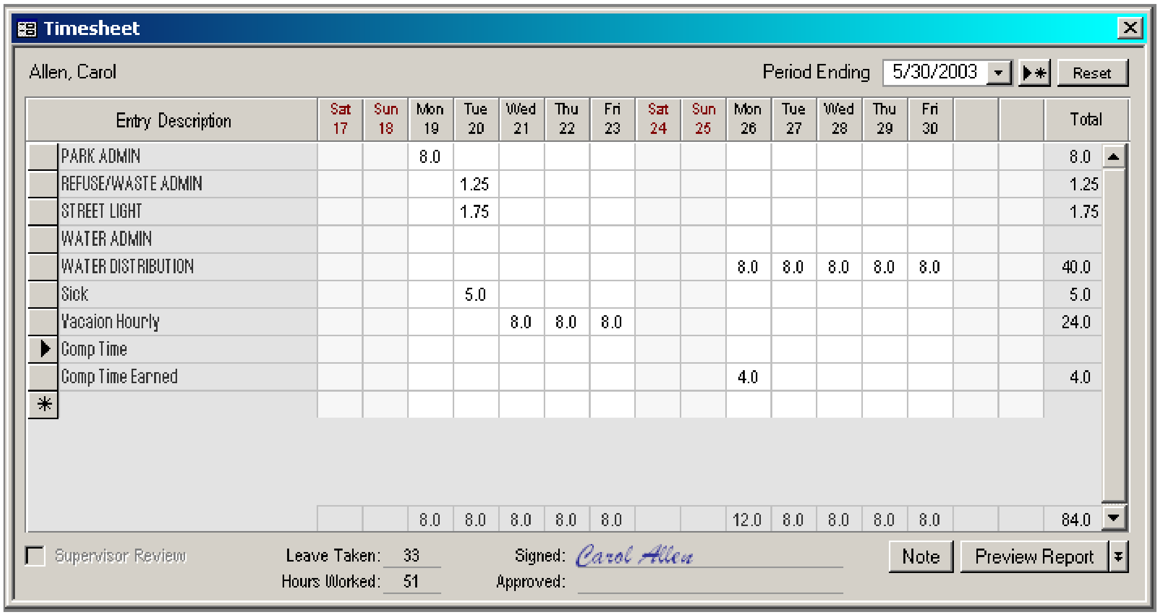
Install Timecard Software to local C drive on PC that allows access to the timecard information. The same is applied to remote PCs. On initial use of the software, system will prompt to locate the central timecard database, presumably on a server drive. Once connection is established, depending on login access level, one can view current and past timecard information for oneself and/or others.



Each employee must have a unique User Login. The employee can change the password if desired. To change the password, check the Change Password box before login.

Below is a sample Employee Timecard screen. The Period Ending allows you to view timecard from current and past pay periods. To create a new calendar cycle, click on the star button to the right of the Period Ending. To clear all entered hours for currently displayed pay period, click Reset.

When hours were logged as opposed to being directly entered, clicking Reset will load them in the designated entry (or expense) on the timecard. Click on the calendar heading to display the login/logout log for that day.



Hours are entered as military time or in fraction of hundredths (2 decimals). A fifteen minute is entered as 0.25; one and a half hours would therefore be 1.50.

Note: As for leave, use positive numbers to record both time taken and earned.

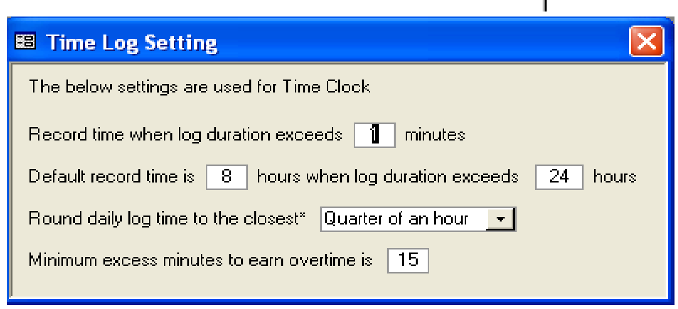
If you have worked on a task not described by one of the pre-defined entries, you can add additional lines at the bottom of the timecard.

Time Log Settings

There are settings that determine how logged times are converted into hours for those using the timecard software as a timestamp clock. To access this option, click on Tools, Setup Options, and then Setup Time Log. If Tools is not available, you do not have Supervisor/Admin Access.

From the picture on the right, time is rounded to nearest quarter hour:

Log-Out Within	Recorded Hours
0-15 minutes	0.00
16-22 minutes	0.25
23-42 minutes	0.50
43-52 minutes	0.45
53-62 minutes	1.00
1 hour 25 minutes	1.50
8 hours 55 minutes	9.00
Over 10 hours	8.00



Overtime is computed when there is a work schedule for the employee. Refer to Employee Work Scheduler in later section for details.

When access level is other than "Employee", the Supervisor Check box will be enabled. Click it to review timecard info for other employees that belong to your own group. Any employee can sign his/her own timecard. Approval signature is only available to supervisor and admin access level.

Note: Signatures are actual employee names that appear in a hand-written font.   If they do not look the same on your screen, that means such font is not available on your computer.

Employees should check and sign their timecard so the supervisor knows they have been completed. To sign, click on the signature area. Once the timecard has been approved, employee can no longer make changes to that timecard unless he/she has Supervisor or Admin Access.

You can attach a memo to the timecard by clicking on the Note button at the bottom right corner. The word Note will show in red if there is an attached note.

To print a hard copy of the timecard for personal filing, click on preview/print timecard button.

Options for Off-Site Installation

Timecard Software can be setup at remote site that has no direct access to the main timecard database. Timecard information can be synchronized via internet email or diskette.

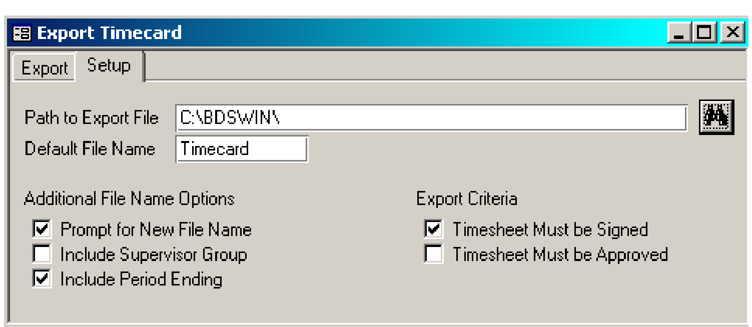
Since the timecard distribution or timecard entry description is controlled by the Payroll Software, it needs to be first created within payroll and then exported to the off-site PC. To export this information, access the Timecard Distribution via Tools, Setup Options.

Click on Export Distribution Definition to bring up the Export screen. Follow instructions on this screen to proceed with export process. Timecard Definition export file will be named as BDSexpT (with mdb extension). If you are planning on communicating by e-mail using the same PC then it is best to select the local C: drive for export destination. Choose the A drive if the file will be transported by diskette. Unless there is a change in timecard definition, or additional employees are added, this step is not required for every pay cycle.

Exported distribution definition is imported into the off-site timecard database via Tools menu in Timecard Software. Select Setup Options, and then Import Timesheet Definition. The system will bring up the search screen. Look for file named BDSexpT (may also show .MDB extension) on your A drive if it is on diskette. If the file was sent as an e-mail attachment, save the attached file to your local C drive first before doing the file search.

Newer imported distribution definition may contain changes to timecard entry description. However it does not change timecard entry descriptions that are already created. To refresh entry description for current timecard (which will also zero current hours), click on Reset button on the timecard.

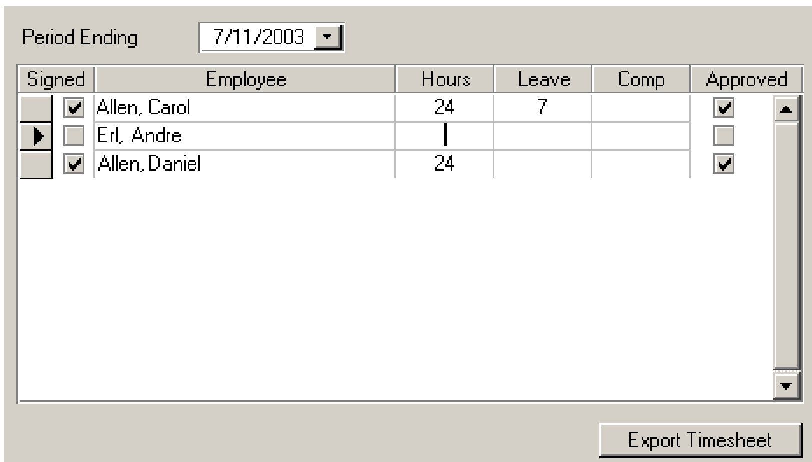
Export Timecards to Main Database



After timecards are approved by group supervisor, they are ready to be exported to the central database. From the View menu, select Data Transfer, then Export Timesheet.

Displayed on the right are setup options involving the export process. The default Path to Export File and Default File Name are required. The rest of the options are for personal preference.
It is recommended that Period Ending be included as part of export file name to minimize confusion on which pay cycle the file was for.

Below is a sample Export/Import screen. By default, the system will display timecards from most recent period ending. To select a different period ending, click on the dropdown arrow to the right of the field.



Depending on the export options in setup, unsigned and/or unapproved timecards may or may not be transferred. You can force sign and approve displayed timecards by clicking on the related check boxes. A click on the employee name will bring up that employee's timecard.

The Hours column shows total hours entered including time taken and earned. From that total, the Leave column shows total leave taken, and Comp column shows total comp time earned.

Click on Export Timesheet when you are ready to export to main database. The system will tell you where it has put the exported file.

Import External Timecards

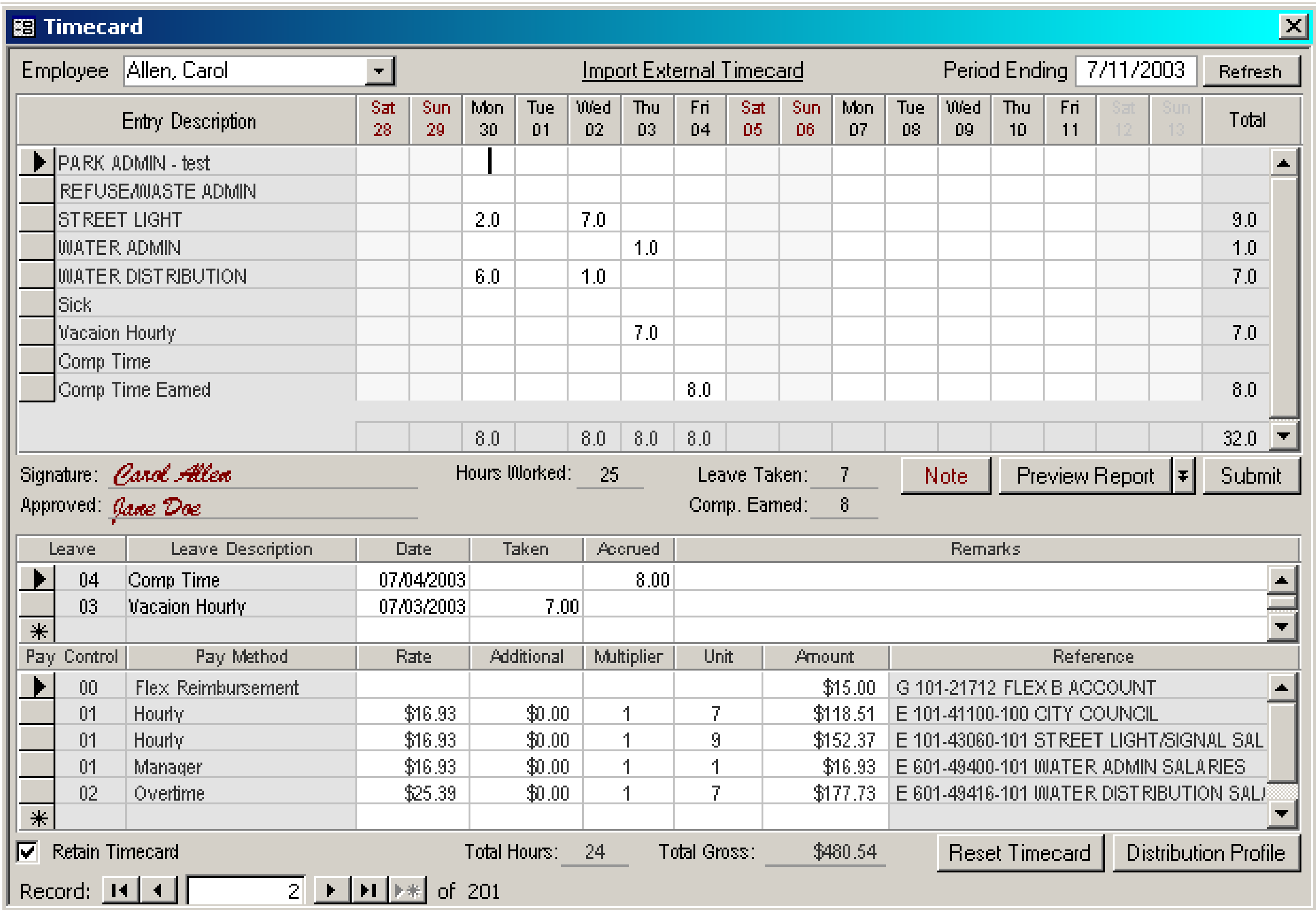
Exported timecards from off-site PC can be imported through either Timecard or Payroll Software. To import from Timecard Software, click on View, Data Transfer, and then Import Timesheet. To import from Payroll, in Payroll Calculation Option of Payroll Cycle Screen, click Timecard Entry. On Timecard Entry Screen, click on Import External Timecards.

The Timecard Import Screen looks the same as the Export Screen. Unlike the export option, information on import screen is not editable. You can preview timecard detail prior to the actual import step by clicking on the employee name – this is not available if you import through the payroll software.

Submit Timecards for Calculation

To submit employee timecards for calculation, from Payroll Cycle, select Payroll Calculation Option, then click on Timecard Entry. A sample timecard submission screen is shown on next page.

There are three parts to this screen: the employee daily hours on top, submitted leave hours in the middle, and payroll submitted hours on the bottom.



To lookup a particular employee's timecard, click on the dropdown by the Employee Name Field at top left corner. To page through each employee, click on the navigation buttons at the bottom.

The Period Ending displays the last day of timecard cycle that falls within 14 days of the current payroll pay period ending date. This date is controlled by the software and is not editable.

The Refresh Button reloads timecard information for the top section.

Employee daily hours may be edited before being submitted for calculation. Changes to employee original hours are automatically logged in the Note field. Click **Submit** button to transfer the hours to the lower sections. System does not allow submission of unsigned timecards – You can force sign a timecard if you wish to submit it anyway.

When Retain Timecard is not checked (commonly not checked), all timecard entries in lower sections are cleared and then refilled with new entries from above. Pay Rate and Shift Differential are reloaded with default values from Pay Control Screen.

When Retain Timecard is checked, lower entries that have matching pay control, pay method, and expense reference are refreshed with new hours. Pay rates and shift differentials stay the same. This is intended for those using multiple entries with the same pay control and different rates and differentials – may want to use different pay methods for clarity on employee pay check. Additional entries will be created on bottom timecard for unmatched entries from above.

Note: Any information on the bottom sections can also be edited.

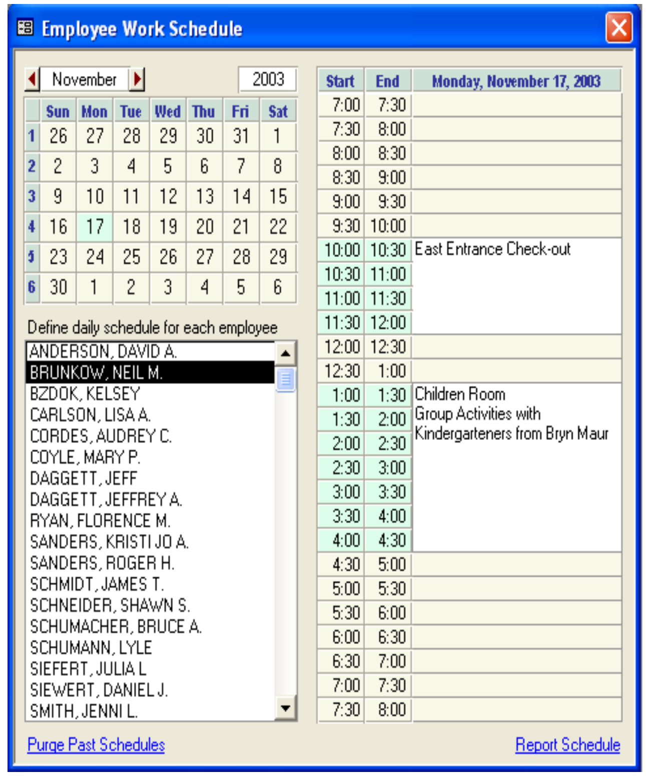
The Reset Timecard button works the same way it does on the regular timecard entry screen – it reloads default pay information from pay control screen.

The Distribution Profile button takes you to the Employee Distribution Definition Setup.

In conclusion, from the payroll clerk's point of view, if timecards are already proof read by their supervisors, all he/she needs to do is to click on the Submit button for each timecard.

Employee Timecard Scheduler

The scheduler allows supervisors to generate upcoming work schedule for their employees. The system will then verify these schedules against the employees' actual time logs to distribute worked hours and compute overtime.



The scheduler as shown on the right is accessible only to supervisors. It is found under the View Menu option. There are three sub-windows: The monthly calendar, the daily schedule, and the employee list.

By default, current month and date are loaded when it is first brought to view. You can switch to the next or previous month using the arrow buttons on either side of the month field.

The current display of the daily schedule on the right belongs to the calendar date on turquoise background and the employee highlighted in black.

The employee list displays the employee names belong to the currently logged-in supervisor. For each employee, click on different calendar date to view the schedule of that day. Vice versa, for each date, click on different employee for that employee's schedule.

A daily schedule is partitioned in half-hour color blocks: tan indicates no activity, turquoise means such time is scheduled, salmon says there is a time conflict between existing and new schedule.

To schedule time for an employee on a given day:

1. Select the employee
2. Select the date
3. Use the left mouse button, click on the starting time block and
4. Without releasing the mouse button, drag it down to the ending time block
5. Release the mouse button to activate task menu
6. Click on desired task for selected time block

If that block of time is successfully scheduled, it will be coded in turquoise and the scheduled task will appear to its right. The task description is editable and can hold up to 250 characters. Any thing longer than 250 will be truncated.

Note: You can alter the task description and the underlying payroll expense code will not be affected. Logged hours will be distributed to the assigned expense account.

To remove/cancel the scheduled time, click within that block of time then select Remove/Cancel option.

When the part or all the desired time blocks is highlighted in salmon, such time slot is already scheduled. Any existing schedule having time conflict with the new one will be automatically and entirely removed.

To replicate an employee's schedule from one day to another, click on the date (of the calendar) to replicate from, and drag and drop it onto the designated date. Similarly, to replicate the entire week, click on the week indicator (labeled 1 through 6 on the left side of the calendar) of the week to replicate from, and drag and drop onto the week indicator of the designated week.

Note: Schedule is not replicable between employees.

Work schedules can be printed and given to employees. To report the highlighted employee(s) schedule for a selective period of time, click on Report Schedule at the bottom of the scheduler and pick Select Print Date Range. To select multiple employees, hold down the CTRL or SHIFT key as you click your left mouse button. To highlight the entire list, click on the first employee and drag the mouse towards the bottom of the list.

You can also activate the print range directly without accessing the Print Schedule menu by holding down the CTRL as you click on the calendar dates. To deactivate date selection, press Escape key.

Note: The calendar and daily schedule are disabled when more than one employee is selected. To reactivate it, simply click on an employee.

How logged time gets transposed onto timecard

System compares logged time against scheduled time to store the appropriate number of hours with the correct expense account. System will adjust the actual time frame to best fit the scheduled time frame when logged time-in/time-out is earlier/later than scheduled. Stored hours are rounded to a certain fraction of an hour as defined in the Time Log Setup.

Overtime is computed on a daily basis. Overtime is excess time between actual worked hours and scheduled hours. Overtime is given when this excess time reaches the Overtime Threshold defined in the Time Log Setup. The actual overtime transposed onto the timecard is again subjected to the fraction of the hour rounding.

Overtime Example:

The employee's schedule is 8am to 12pm and 12:30pm to 4:30pm which computes to exactly 8 hours. The actual logged time for that day is 9am to 1pm and 2pm to 6:25pm, which totals 8 hours and 25 minutes. Overtime varies depending on the setup as followed:

Threshold	Rounding	Overtime	On Timecard
30 Minutes	Doesn't Matter	None	0.00
15 Minutes	Quarter Hour	30 minutes	0.50
15 Minutes	Whole Minute	25 Minutes	0.42

In order to connect the overtime hours to a proper expense account, you will need to create a timecard distribution entry for it in the payroll. Use 'overtime' as the description so that system can recognize it. If you do not have such an entry the system will record the overtime hours under a new entry called 'overtime' as well but without a proper expense attachment. During timecard submission, the system will prompt a message reminding you to create such entry for future use.

When the employee forgets to punch out, overtime in addition to regular time, is computed only to the maximum defined daily log duration. For instance, daily logged time is 32 hours. Max duration was set to cut off at 10 hours. If scheduled time is 8 hours then the system computed overtime will only be 2 hours.

When the employee is required to log his/her time but not paid for overtime let the system compute and record the overtime hours on the timecard for record keeping. Create an overtime distribution with no rate to catch it upon timecard submission. The overtime hours will still be transferred but will not be paid because of the zero-amount rate.

Trouble Shooting

Leave taken when submitted does not get transferred to bottom section. In employee distribution definition screen, enter pay control and pay method for that leave.

Time (comp/leave) taken is recorded as time earned. In employee distribution definition screen, enter expense reference.

How to have comp time earned and taken recorded on the same timecard. In employee distribution definition screen, have two separate entries for such leave. For time taken, enter information for pay control, pay method, and expense reference. For time earned, leave those fields blank.

Employee pay is salary based and timecard needs to be the same every time but would like to use the timecard still. Let employee fill out timecard but do not submit it. If you have to submit to transfer leave taken, click reset timecard (at bottom of screen) to reload default pay info.

Period Ending does not display and no current timecard is loaded for submission. Close timecard screen. Back on pay cycle screen, enter pay period starting and ending dates.

Submit button is disabled (dim). Timecard has not been signed. Click on signature line to force sign timecard.

Getting message "Unable to submit time for …" Employee used additional lines to enter hours. Determine if such entries are needed and update the employee distribution definition accordingly.