

# TimeForce

---

TimeForce  
**@payentry.com**



**MelonPays**

Complete payroll source.

# Topics

---

- What is TimeForce
- Benefits of Using TimeForce
- Supervisor Screens
  - Time Card
  - Pay Processing
  - Reports
  - Employee
  - Schedule
  - Admin
- Employee Self Service

# What is TimeForce?

---

- ❑ Replaces Manual Punch Clocks and Time Sheets with a Simple Software System
- ❑ Allows you to chose the Time Collection Method that is right for your Company
- ❑ Overall customized system that addresses all of your Time and Attendance needs.

# Benefits of Using TimeForce

---

## □ Labor Cost Reduction

### ■ Time sheets/cards inefficient & costly

- time cards can be mispunched
- writing can be illegible
- burden for employee and payroll dept.
- problems become more acute when work schedules are more flexible

## □ Easy to Use

### ■ Once installed/setup

- Employee simply clocks in
- Time Clock collects, manages, and processes time

# Benefits of Using TimeForce

---

## □ Flexibility

- Can account for variables such as EE status or Job status
- Up-to-the-minute reporting

## □ Managers can manage

- Don't have to waste time reviewing, tabulating and approving manual time sheets
- Can spend more time analyzing data to help improve scheduling and controlling overtime costs – can be more proactive

# Time Card

TIME CARD   PAY PROCESSING   REPORTS   EMPLOYEE   SCHEDULE   ADMIN														
<a href="#">Time Card</a>   <a href="#">Daily Details</a>   <a href="#">Supervisor</a>   <a href="#">Enter Punch</a>   <a href="#">Enter Absence</a>   <a href="#">Enter Disbursement</a>   <a href="#">Requests</a>   <a href="#">Absence Requests</a>   <a href="#">Support Form</a>														
Department: All Departments   Inc Sub <input type="checkbox"/>   Employee: Brown, Katie														
View: Bi-Weekly   Sunday 11/12/2006 to Saturday 11/25/2006														
Date	S	M	T	W	T	F	S	S	M	T	W	T	F	S
11/22/2006	12	13	14	15	16	17	18	19	20	21	22	23	24	25
In		08:00*	08:00*	08:00*	08:00*	08:00*			08:00*	08:00*	08:00	08:00		
Out		12:00*	12:00*	12:00*	12:00*	12:00*			12:00*	12:00*	12:00	12:00		
In		13:00*	13:00*	13:00*	13:00*	13:00*			13:00*	13:00*	13:00	13:00		
Out		17:00*	17:00*	17:00*	17:00*	17:00*			17:00*	17:00*	17:00	17:00		
Punch Errors	2, 2, 2, 2, 13													
<b>Accumulated Hours</b>														
Total Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	0.00	0.00
Regular Hours		8.00							8.00					
Overtime 1		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00		
Department														
Benefits		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00		
Schedule Rule														
Rule 1		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00		
<b>Schedule</b>														
Start		08:00	08:00	08:00	08:00	08:00			08:00	08:00	08:00	08:00	08:00	
End		17:00	17:00	17:00	17:00	17:00			17:00	17:00	17:00	17:00	17:00	
Deductions		1.00	1.00	1.00	1.00	1.00			1.00	1.00	1.00	1.00	1.00	
Hours		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	
Pay Period: 11/12/2006 - 11/25/2006														
Verification: Supervisor <input type="checkbox"/>														
I certify that the above time card is correct.														
										Worked Hours	72.00	Regular Hours		16.00
										Total Hours	72.00	Overtime 1		56.00
												Total Hours	72.00	
												Hours Pay	\$0.00	
												Total Pay	\$0.00	

- ❑ Regular maintenance of your Time and Attendance data is performed in the Time Card screen
- ❑ Manually insert or delete punches, add absences and disbursements, and view current hour totals
- ❑ Supervisor can Verify the Time Card is correct

# Pay Processing

**TIME CARD** **PAY PROCESSING** **REPORTS** **EMPLOYEE** **SCHEDULE** **ADMIN** **Logout** **i** **?**

→Process Main •Preferences

### Select a Pay Period for Processing

Pay Period: **Bi-Weekly**

*To create a new process, click the 'New Process' button on the right to process the selected pay period for the selected date range. To edit previous pay periods, click on the name of a processed pay period below. In order to properly process a pay period, make sure you have rights to everyone in the pay period.*

#### Steps To Process A Pay Period

- Step 1** - Select Pay Period
- Step 2** - Supervisor Verification
- Step 3** - Check for Exceptions
- Step 4** - Data Verification
- Step 5** - Lock / Finish

**New Process**

**TIME REPORT: PAY PERIODS PROCESSED** Display Report  Launch in Separate Window

### Pay Periods Processed

Sorted by Date / Time Save  Print

Locked	Date Range	Pay Period	Payroll	Created By	Export
<input type="checkbox"/>	11/12/2006 - 11/25/2006	Bi-Weekly	<input type="checkbox"/>	999JS01	Export <input type="checkbox"/>

- Final hour totals for a completed pay period are calculated
- Hour totals are exported to Millennium from here
- Pay Periods can be locked to prevent editing
- Reports can be printed directly from here, ex. Exception and Verification Reports

# Reports

**Employee Reports**

- Absence History
- Accrual
- Accrual History
- Anniversary
- Available Card Number
- Birthday
- Department List
- Employee Info
- Hours Based Accrual
- Mailing List
- Pay Policies
- Salary History
- Turnover

**Schedule Reports**

- Assignment Shifts
- Employee Schedule
- Monthly Schedule
- Overtime Equalization
- Schedule
- Schedule Punch Variance
- Schedule Variance
- Unscheduled Employees
- Unscheduled Hours

**Time Reports**

- Approaching Overtime
- Average Hours
- Daily Summary
- Department Summary
- Disbursement Details
- Disbursement Summary
- Hours and Earnings
- Hours Summary
- Overtime Summary
- Pay Breakdown
- Pay Period Adjustments
- Pay Period Summary
- Time Card
- Under Hours
- Weekly Hours Detail
- Weekly Hours Type Summary
- Weekly Summary
- Yearly Calendar

**Audit Reports**

- Allocated Hours
- Audit Trail
- Break Summary
- Clock Profile
- Clock Virtual Hours
- Error Point Summary
- Exception Variance
- Exceptions
- Inactivity
- Punch Detail
- Punch Variance
- User Last Log In
- Verification Audit
- Who's In

- ❑ Print Reports containing your Employee, Time Card, Schedule, and Audit information
- ❑ Reports are generated using the report list or the report bar
- ❑ Favorite reports can be created allowing you to view the reports that you use regularly on one screen

# Employee

**TIME CARD** **PAY PROCESSING** **REPORTS** **EMPLOYEE** **SCHEDULE** **ADMIN** X Logout i ?

→Employee Main •Accruals •Pay Policies •Position And Salary •Error Monitoring •Clocks •Preferences

Department: All Departments  Inc Sub Employee: Brown, Katie

**Employee Identification - Katie Brown**

Salutation

First  \*

Middle

Last  \*

Employee ID  \*

Card #  Add Photo

**Contact Information**

Address Line 1

Address Line 2

City

State

Zip

Email

Work Phone  Ext

Home Phone

Cell Phone

Pager

**Employee Status** Add Employee >

Status

Hire Date

Termination Date

Type

Department

Supervisor

**Schedule Defaults**

Schedule Rule  (Default Schedule Rule)

**IQ 1000**

Password

Class

Finger Template

Door Access

Message  (Persistently displays a message.)

**Additional Info**

Disciplinary

Update Employee

- ❑ Easily view and maintain your Employee profiles
- ❑ Filter list of Employees by Department
- ❑ Quickly Search for Employees by Last Name, Employee ID, or Social Security Number
- ❑ Add Employee Photos

# Schedule

The screenshot shows a web-based scheduling application interface. At the top, there are navigation tabs: TIME CARD, PAY PROCESSING, REPORTS, EMPLOYEE, SCHEDULE, and ADMIN. The SCHEDULE tab is active. Below the tabs is a menu bar with options: Schedule, Create Schedule, Spreadsheet Schedule, Schedule Rules, Assignment Shifts, Rotating Template, Enter Absence, Mass Entry, and Preferences. The main interface includes a 'Schedule' dropdown set to 'Weekly', a 'Start Date' field with a calendar icon, and an 'Employees' field set to 'Will use all employees'. There are also fields for 'Supervisor' and 'Sort by' (Department then Employee Name). A 'Legend' section at the bottom left defines color-coded status: blue for 'Scheduled to work', red for 'Absent without a replacement', grey for 'Absent with a replacement', and green for 'Called in to work for an absentee'. The main area displays a grid of employee schedules for the week of Nov 22-28. Employees listed include Murray, John; Test, Test; Brown, Katie; and Stevens, Mary. Hours are shown as 08:00 - 17:00. Summary rows at the bottom of each column indicate the number of employees and total hours for that day.

Wed 22, Nov	Thu 23, Nov	Fri 24, Nov	Sat 25, Nov	Sun 26, Nov	Mon 27, Nov	Tue 28, Nov
<b>ACCOUNTING</b> Murray, John 08:00 - 17:00 Test, Test 08:00 - 17:00 <b>BENEFITS</b> Brown, Katie 08:00 - 17:00 Stevens, Mary 08:00 - 17:00	<b>ACCOUNTING</b> Murray, John 08:00 - 17:00 Test, Test 08:00 - 17:00 <b>BENEFITS</b> Brown, Katie 08:00 - 17:00 Stevens, Mary 08:00 - 17:00	<b>ACCOUNTING</b> Murray, John 08:00 - 17:00 Test, Test 08:00 - 17:00 <b>BENEFITS</b> Brown, Katie 08:00 - 17:00 Stevens, Mary 08:00 - 17:00	0 Employees - 0 Hrs	0 Employees - 0 Hrs	<b>ACCOUNTING</b> Murray, John 08:00 - 17:00 Test, Test 08:00 - 17:00 <b>BENEFITS</b> Brown, Katie 08:00 - 17:00 Stevens, Mary 08:00 - 17:00	<b>ACCOUNTING</b> Murray, John 08:00 - 17:00 Test, Test 08:00 - 17:00 <b>BENEFITS</b> Brown, Katie 08:00 - 17:00 Stevens, Mary 08:00 - 17:00
6 Employees - 54.0 Hrs	6 Employees - 54.0 Hrs	6 Employees - 54.0 Hrs	0 Employees - 0 Hrs	0 Employees - 0 Hrs	6 Employees - 54.0 Hrs	6 Employees - 54.0 Hrs

- ❑ Allows you to create and maintain schedules for your Employees
- ❑ Designed to allow maximum flexibility and ease of use
- ❑ Can decide to view schedule in daily, weekly, or monthly formats

# Admin

The screenshot displays the TimeForce Admin interface. At the top, there are navigation tabs for TIME CARD, PAY PROCESSING, REPORTS, EMPLOYEE, SCHEDULE, and ADMIN. The ADMIN tab is currently selected. In the top right corner, there are buttons for Logout, information, and help, along with a link to Preferences.

The main content area is divided into three sections:

- Administration Links:** A sidebar menu with categories: COMPANY (Company Administration, Company Information, Department Structure, Error Defaults, Error Point Setup), CLOCK CONTROLS (Clock Settings, Clock Messages, Finger Templates), POLICIES (Absence Codes, Accrual Policies, Disciplinary Scales, Holiday Lists, Meal Policies, Minimum Hours, Maximum Hours, Overtime, Pay Periods, Premium Pay Codes, Rounding, Advanced Policies), PERSONNEL (Employee, New Hire Defaults, Pay Groups), and SYSTEM TOOLS (Clock Instructions, Edit Tables, Exports, Imports, Label Replacement, Settings, Time Clock Processing, User Defined Fields, User Security).
- Contact Us:** A panel with two sections: **Corporate Headquarters** (MPAY Inc., 460 Totten Pond Road Suite 450, Waltham, MA 02451, Phone 781.810.9000, Fax 781.810.9001) and **Support Department** (Hours: 9:00am to 8:00pm EST-EDT, Monday through Friday, Phone 781.810.9009, Fax 801.281.9545, Customer Support Website, Email support@mpay.com).
- Version:** A panel showing: Version: TimeForce 1, Build: 2.6.39, Last Updated: 10/18/2006.

Copyright 2003-2006. All rights reserved.

- ❑ Create and maintain your company policy and Employee information
- ❑ Only accessible to Admin Users and Customized Users who have been given rights to this area
- ❑ Import and Export functions are found here

# Employee Self Service

**Katie Brown** In/Out X Logout i ?

→ Time Card | Employee Info | Accruals | Schedule | Reports | Edit Favorites | Requests | Absence Requests | Support Form \*Preferences

View: Bi-Weekly Print

Date: 11/22/2006 Sunday 11/12/2006 to Saturday 11/25/2006

	S	M	T	W	T	F	S	S	M	T	W	T	F	S
<b>Date</b>	12	13	14	15	16	17	18	19	20	21	22	23	24	25
<b>In</b>		08:00*	08:00*	08:00*	08:00*	08:00*			08:00*	08:00*	08:00	08:00		
<b>Out</b>		12:00*	12:00*	12:00*	12:00*	12:00*			12:00*	12:00*	12:00	12:00		
<b>In</b>		13:00*	13:00*	13:00*	13:00*	13:00*			13:00*	13:00*	13:00	13:00		
<b>Out</b>		17:00*	17:00*	17:00*	17:00*	17:00*			17:00*	17:00*	17:00	17:00		
<b>Punch Errors</b>		2, 2, 2, 2, 13												
<b>Accumulated Hours</b>														
<b>Total Hours</b>	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	0.00	0.00
<b>Regular Hours</b>		8.00							8.00					
<b>Overtime 1</b>			8.00	8.00	8.00	8.00				8.00	8.00	8.00		
<b>Department</b>														
<b>Benefits</b>		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00		
<b>Schedule Rule</b>														
<b>Rule 1</b>		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00		
<b>Schedule</b>														
<b>Start</b>		08:00	08:00	08:00	08:00	08:00			08:00	08:00	08:00	08:00	08:00	
<b>End</b>		17:00	17:00	17:00	17:00	17:00			17:00	17:00	17:00	17:00	17:00	
<b>Deductions</b>		1.00	1.00	1.00	1.00	1.00			1.00	1.00	1.00	1.00	1.00	
<b>Hours</b>		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	

**Settings** Legend Pay Period: 11/12/2006 - 11/25/2006

Worked Hours	72.00	Regular Hours	16.00
Total Hours	72.00	Overtime 1	56.00
		Total Hours	72.00
		Hours Pay	\$0.00
		Total Pay	\$0.00

**Verification:** Supervisor

I certify that the above time card is correct.

- ❑ Employees Clock In/Out for their assigned shift
- ❑ Employees can easily view their schedule, Total amount of hours worked, and their Total Pay for the Period
- ❑ Make Absence Requests and view their Accrual Balances