PENTAGON 2000 SOFTWARE

ETS-TA – Time and Attendance Module

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TITLE:	Time and Attendance		
PART:	General System		
MODULE:	ETS-TA – Time and Attendance Module	**BUILD**	9.0.0.27
RESPONSIBILITY:	Procedures Specialist, Pentagon 2000	**REVISION:**	00
APPROVED BY:	Vice President, Operations, Pentagon 2000	**EFFECTIVE DATE:**	02/04/2014

Purpose

Enables complete time keeping capabilities for employees. Features include:

- Simple clock-in/clock-out system utilizing bar codes
- Assign employees to shifts and track breaks, holidays, leave and absences
- Track overtime hours
- Application may be run on stand-alone workstations
- Developed for ease of use with touch screen interface
- Administrative tools allow modification of closed sessions and the termination of open sessions by supervisors
- Generate employee time and attendance reports

Overview

This procedure outlines the steps for setup and use of the Time and Attendance module.

Required Modules/Features

- Pentagon 2000 Core
- Time and Attendance

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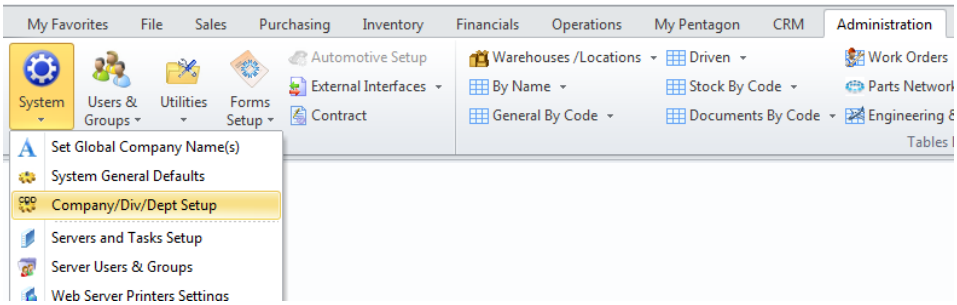
Procedure

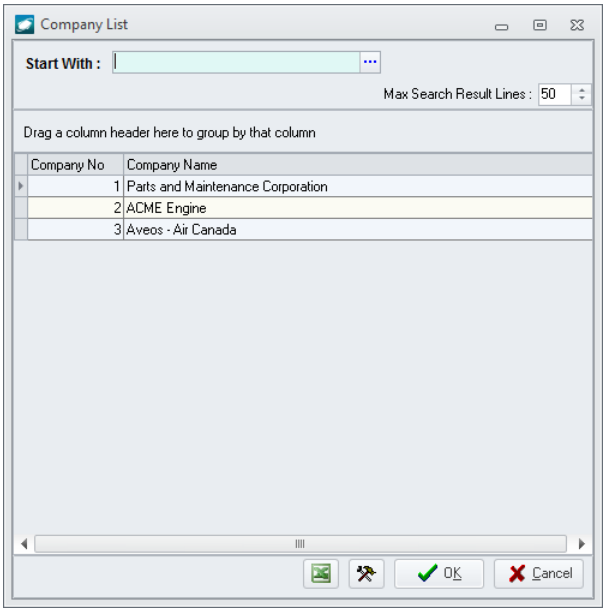
1. Company Setup

a. Identify Company Workweek

i. From the ribbon, left-click **Administration**, left-click **System** and left-click **Company/Dept/Div Setup**.

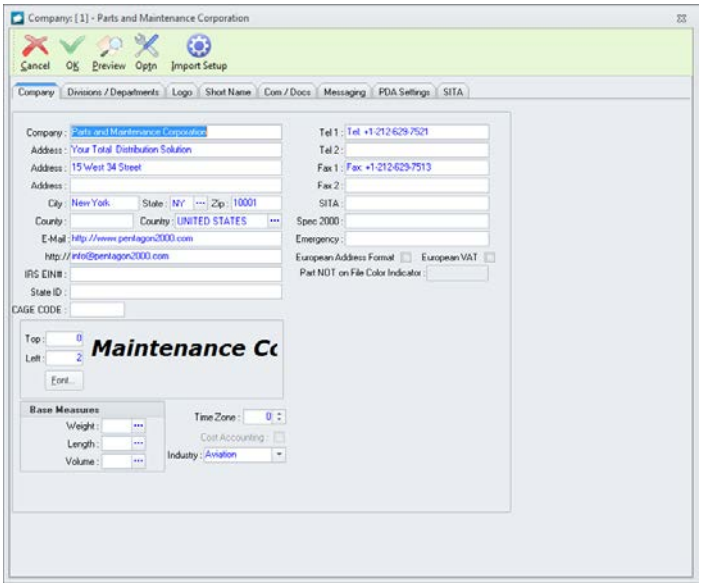


ii. The **Company List** search window will appear.

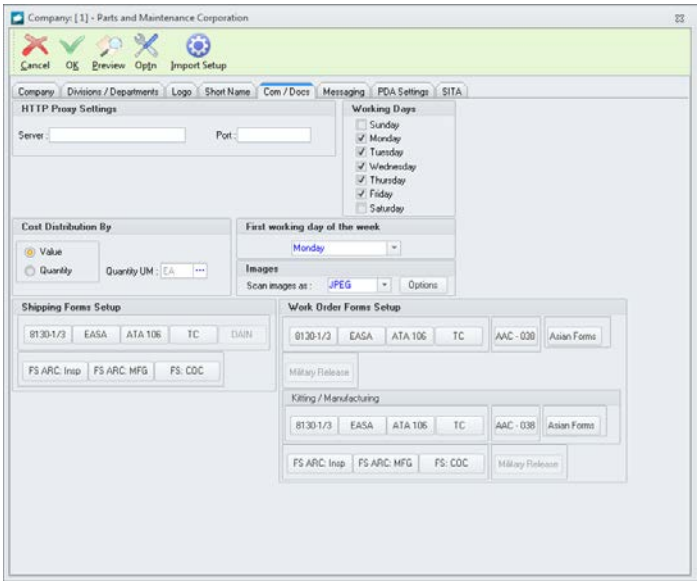


iii. Select the appropriate company (left-click the line within the search window and left-click OK; or double-click the line within the search window).

iv. The **Company** window will appear.



v. Left-click the **Com/Docs** tab.



1. **Working Days** group box – Identify the days that should be included in a normal work week.

2. **First working day of the week** field – Select the day of the week that begins the normal work week.

vi. Left-click the **OK** button on the **Company** window toolbar to save any changes and close the window.

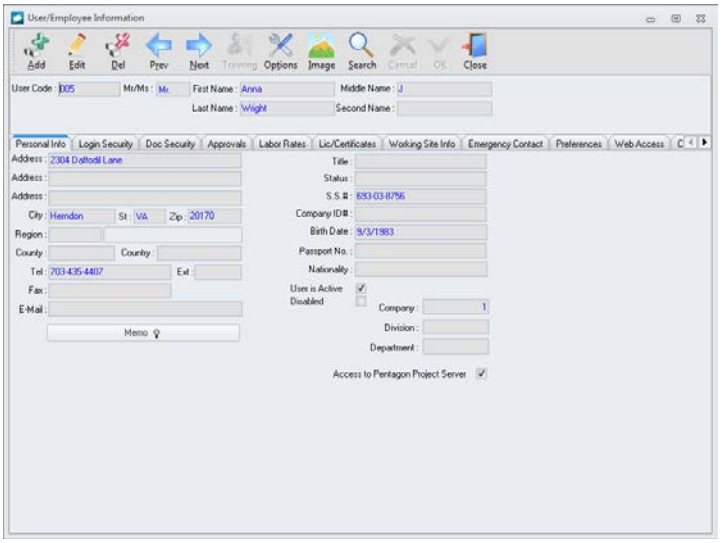
vii. A **Confirm** window will appear with the following message:

viii. Left-click the **Yes** button to confirm the changes.

b. Identify Employee Company

NOTE: Identifying the company is only necessary if your organization is utilizing a multi-company system.

i. From the **User/Employee Information** window, left-click the **Personal Info** tab.



ii. Left-click the **Edit** button on the **User/Employee Information** window toolbar.

iii. **Company** field – Identify the company with which the employee is associated.

iv. Left-click the **OK** button on the **User/Employee Information** window toolbar to save the record.

END OF SECTION

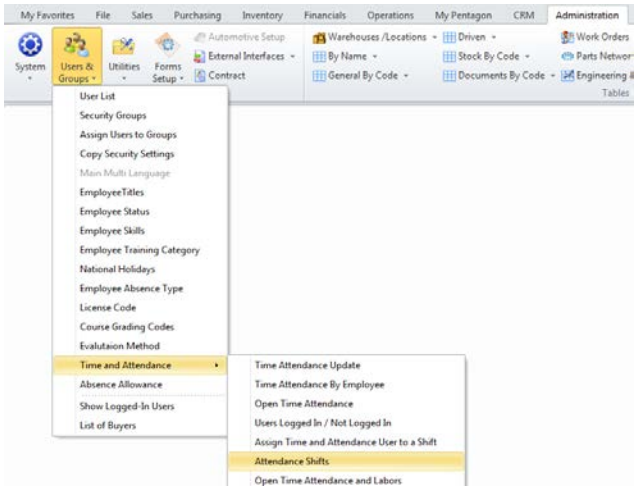
2. Shift Setup

Shifts may be setup in order to identify when an employee is scheduled to work. Some reports will compare scheduled work with actual work.

a. Create Shifts

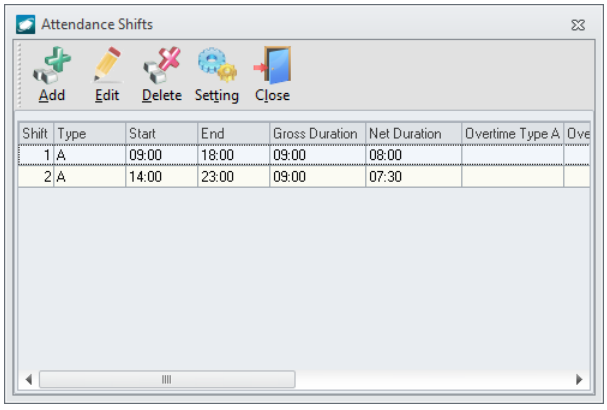
i. *Attendance Shifts Window*

1. From the ribbon, left-click **Administration**, left-click **Users & Groups**, select **Time and Attendance** and left-click **Attendance Shifts**.

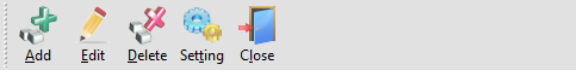


> ***NOTE:*** *You may also access this window from the **Administration** menu on the **Main Menu** toolbar (if the ribbon is not enabled) or from the **Admin** button on the **Main Menu** screen.*

2. The **Attendance Shifts** window will appear.



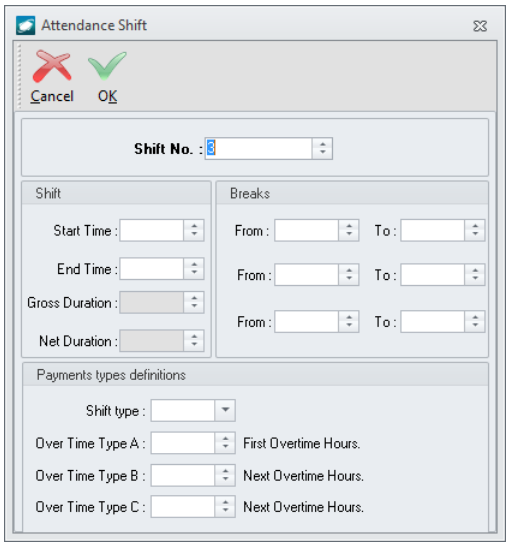
ii. *Attendance Shifts Window Toolbar*



1. **Add** button – Left-click to add a shift.
2. **Edit** button – Left-click after selecting the line that corresponds with an existing shift to edit.
3. **Delete** button – Left-click after selecting the line that corresponds with an existing shift to delete.
4. **Setting** button – Left-click to view menu options.
    a. **Save Settings** option – Left-click to save the sizing and position of the window and the column order of the grid.
    b. **Clear Settings** option – Left-click to clear the sizing and position of the window and the column order of the grid. Settings will return to the system default.
5. **Close** button – Left-click to close the **Attendance Shifts** window.

iii. *Add a Shift*

1. Left-click the **Add** button on the **Attendance Shifts** window toolbar.
2. The **Attendance Shift** window will appear.



    a. **Shift No.** field – Identify the shift number. This field will be populated with the next available consecutive number, but may be modified if necessary
    b. **Shift** group box

i. **Start Time** field – Enter the time at which the shift begins in 24-hour format.

ii. **End Time** field – Enter the time at which the shift ends in 24-hour format.

iii. **Gross Duration** field – Displays the duration of the shift (from start to finish).

iv. **Net Duration** field – Displays the gross duration of the shift minus the breaks identified in the **Breaks** group box.

c. **Breaks** group box – Identify up to three scheduled breaks

i. **From** fields – Enter the time at which the break begins in 24-hour format.

ii. **To** fields – Enter the time at which the break ends in 24-hour format.

d. **Payments types definitions** group box – Identify payment types to properly classify labor on reports for keying into third-party payroll systems

> ***NOTE:*** *Each shift may be associated with one shift type. In addition, up to three overtime premiums may be identified for each shift.*

i. **Shift Type** field – Identify a shift type that will be identified on some reports as payment types.

ii. **Over Time Type A** field – Identify the number of hours of overtime that the worker may work past the normal number of hours in a shift before the pay calculation changes.

iii. **Over Time Type B** field – Identify the number of hours of overtime hours that the worker may work past **Overtime Type A**, before the pay calculation changes.

iv. **Over Time Type C** field – Identify the number of hours of overtime hours that the worker may work past **Overtime Type B**, before the pay calculation changes.

> ***NOTE:*** *Technically the value of this field has no effect on reporting; all hours worked past* ***Overtime Type B*** *will be classified as* ***Overtime Type C****.*

e. Left-click the **OK** button on the **Attendance Shift** window toolbar to save the record and close the window.

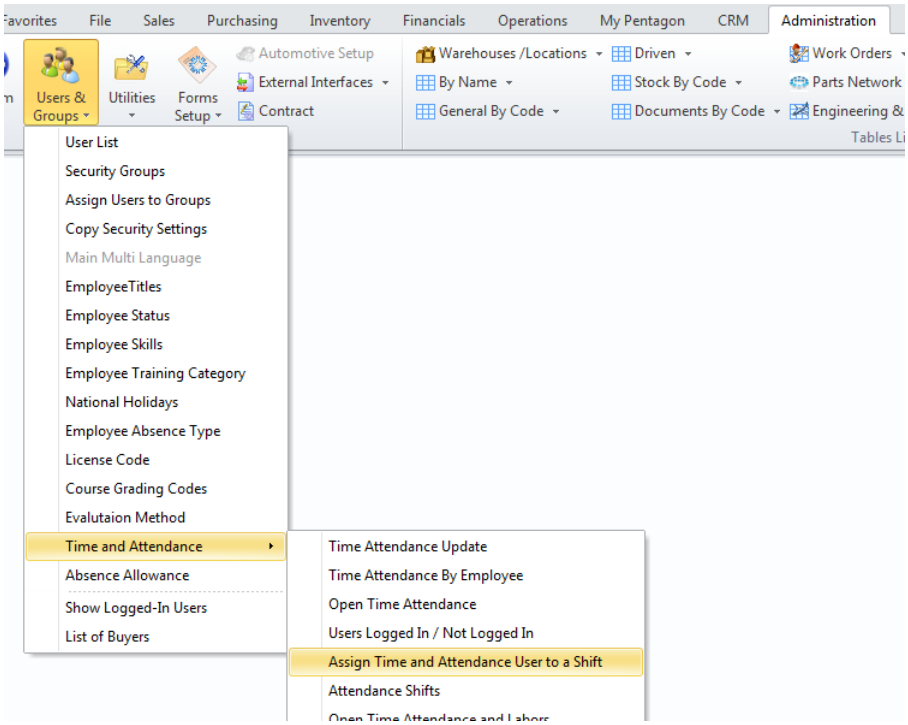
3. The shift will appear in the grid.

4. Left-click the **Close** button on the **Attendance Shifts** window toolbar to close the window.

b. Identify Employee Shift(s)

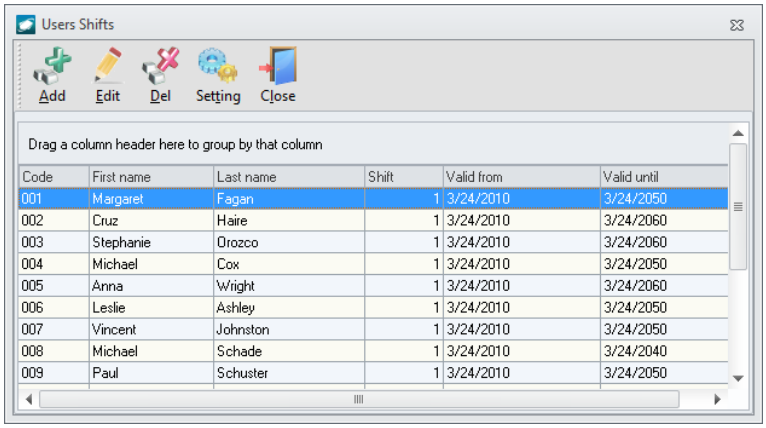
i. *Users Shifts Window*

1. From the ribbon, left-click **Administration**, left-click **Users & Groups**, select **Time and Attendance** and left-click **Assign Time and Attendance User to a Shift**.



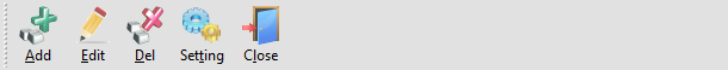
> ***NOTE:*** *You may also access this window from the **Administration** menu on the **Main Menu** toolbar (if the ribbon is not enabled) or from the **Admin** button on the **Main Menu** screen.*

2. The **Users Shifts** window will appear.



Code	First name	Last name	Shift	Valid from	Valid until
001	Margaret	Fagan	1	3/24/2010	3/24/2050
002	Cruz	Haire	1	3/24/2010	3/24/2060
003	Stephanie	Orozco	1	3/24/2010	3/24/2060
004	Michael	Cox	1	3/24/2010	3/24/2050
005	Anna	Wright	1	3/24/2010	3/24/2060
006	Leslie	Ashley	1	3/24/2010	3/24/2050
007	Vincent	Johnston	1	3/24/2010	3/24/2050
008	Michael	Schade	1	3/24/2010	3/24/2040
009	Paul	Schuster	1	3/24/2010	3/24/2050

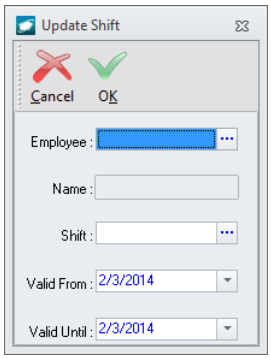
ii. *Users Shifts Window Toolbar*



1. **Add** button – Left-click to associate a user with a shift.
2. **Edit** button – Left-click after selecting the line that corresponds with an existing record to edit.
3. **Delete** button – Left-click after selecting the line that corresponds with an existing record to delete.
4. **Setting** button – Left-click to view menu options.
    a. **Save Settings** option – Left-click to save the sizing and position of the window and the column order of the grid.
    b. **Clear Settings** option – Left-click to clear the sizing and position of the window and the column order of the grid. Settings will return to the system default.
5. **Close** button – Left-click to close the **Users Shifts** window.

iii. *Associate an Employee with a Shift*

1. Left-click the **Add** button on the **Users Shifts** window toolbar.
2. The **Update Shift** window will appear.



    a. **Employee** field – Select the employee that will be associated with the shift.
    b. **Name** field – Displays the name associated with the user selected.
    c. **Shift** field – Select the shift to be associated with the employee.
    d. **Valid From** field – Select the date on which the employee began/will begin working the shift.
    e. **Valid To** field – Select the date on which the employee will finish working the shift.

f. Left-click the **OK** button on the **Update Shift** window toolbar to save the record and close the window.

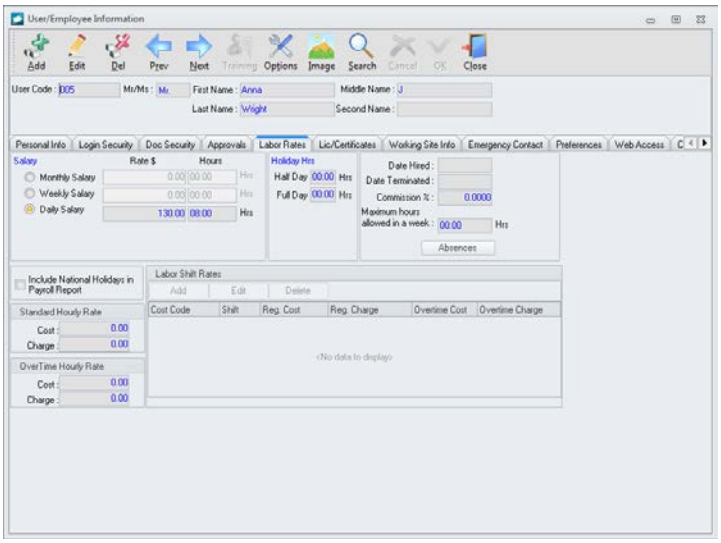
3. The record will appear in the grid.

4. Left-click the **Close** button on the **Users Shifts** window toolbar to close the window.

END OF SECTION

3. Holidays Setup

a. From the **User/Employee Information** window, left-click the **Labor Rates** tab.



b. Left-click the **Edit** button on the **User/Employee Information** window toolbar.

c. **Holiday Hrs** group box

   i. **Half Day** field – Enter the number of hours that the employee is paid for half-day holidays.

   ii. **Full day** field – Enter the number of hours that the employee is paid for full-day holidays.

d. **Include National Holidays in Payroll Report** flag – Mark the flag as checked to show defined holidays on the employee's payroll reports.

e. Left-click the **OK** button on the **User/Employee Information** window toolbar to save the record.

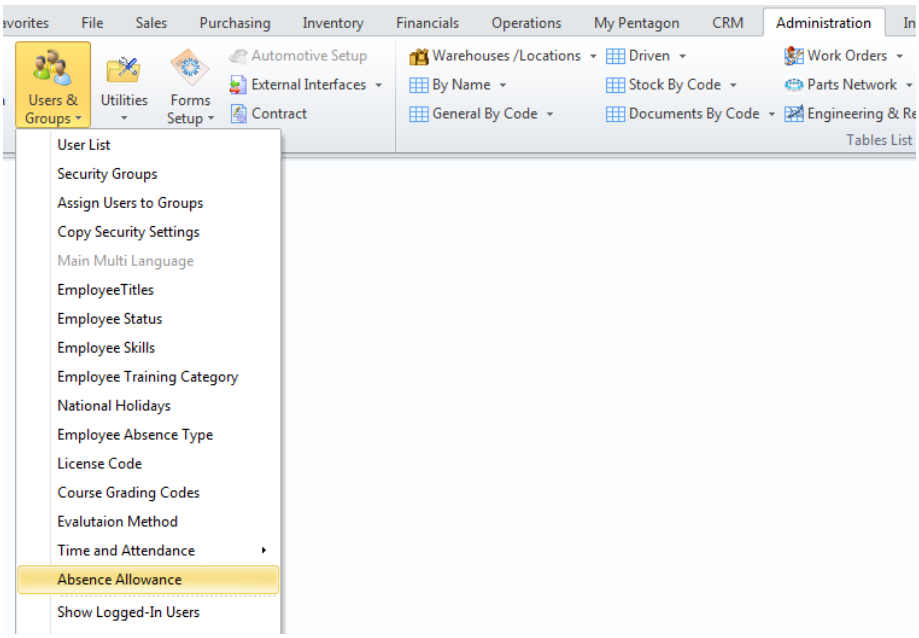
END OF SECTION

4. Absence/Leave Program Setup

Absence allowances may be set up for vacation, sick or any other type of absence/leave.

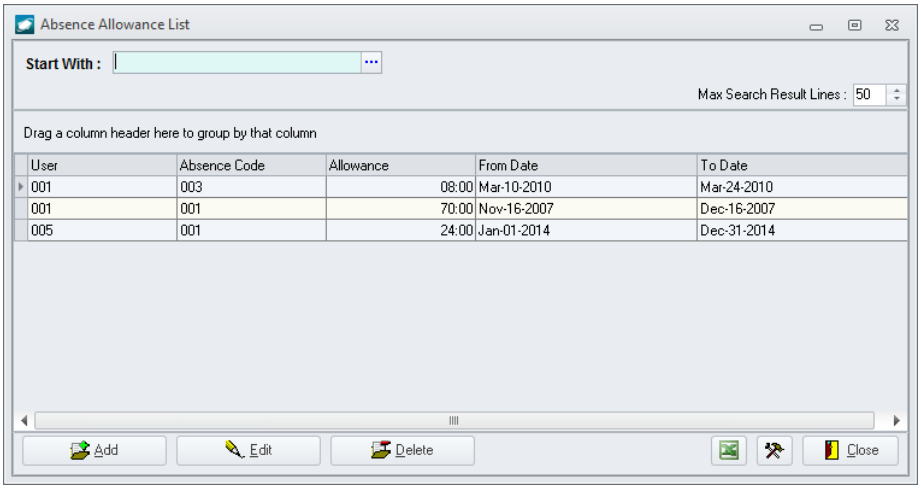
a. *Absence Allowance Window*

i. From the ribbon, left-click **Administration**, left-click **Users & Groups**, left-click **Absence Allowance.**



> ***NOTE:*** *You may also access this window from the* ***Administration*** *menu on the* ***Main Menu*** *toolbar (if the ribbon is not enabled) or from the* ***Admin*** *button on the* ***Main Menu*** *screen.*

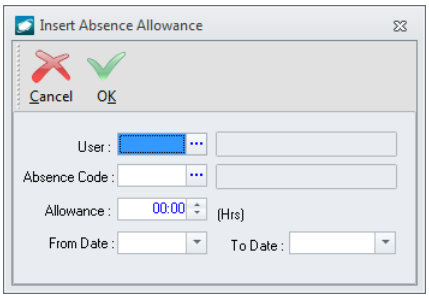
ii. The **Absence Allowance List** search window will appear.



b. *Add an Absence Allowance*

i. Left-click the **Add** button at the bottom of the **Absence Allowance List** search window.

ii. The **Insert Absence Allowance** window will appear:



1. **User** field – Select the user for whom the absence allowance is being set up
2. **Absence Code** field – Select the appropriate absence type
3. **Allowance** field – Enter the number of hours allowed for the employee in the range that will be identified.
4. **From Date** field – Enter the date on which the absence allowance begins.
5. **To Date** field – Enter the date on which the absence allowance ends.
6. Left-click the **OK** button on the **Insert Absence Allowance** window toolbar to save the record and close the window.

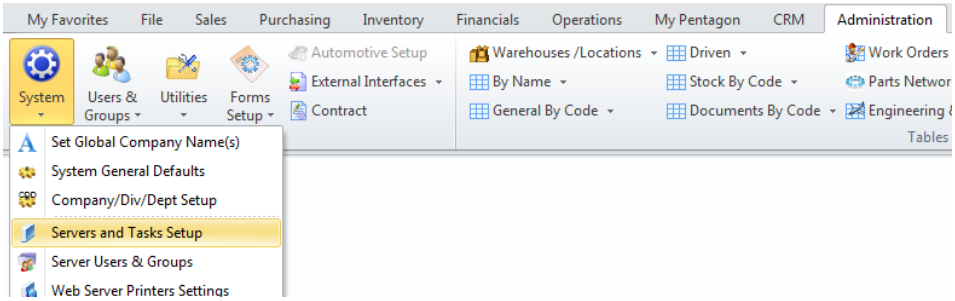
iii. The absence allowance will appear in the grid

iv. Left-click the **Close** button.

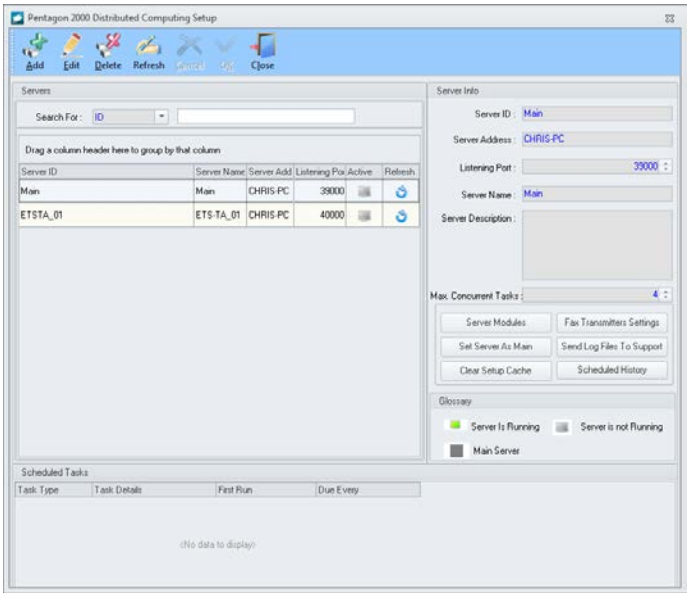
5. Task Server Setup

ETS-TA must be associated with a task server within **Administration** in order to operate.

a. From the ribbon, left-click **Administration**, left-click **System** and left-click **Servers and Tasks Setup**.



b. The **Pentagon 2000 Distributed Computing Setup** window will appear.



> ***NOTE:*** *You may also access this window from the **Administration** menu on the **Main Menu** toolbar (if the ribbon is not enabled) or from the **Admin** button on the **Main Menu** screen.*

c. ETS-TA may be run on any existing task server or you may create a new task server.

> ***NOTE:*** *Instructions for creating and installing a new task server may be found in the procedure "Task Server Setup" in the Administration section of this manual.*

d. Left-click the line that corresponds to the ETS-TA task server and then left-click the **Refresh** button on the **Pentagon 2000 Distributed Computing Setup** window toolbar.

   i. If the task server is running, the computer icon in the **Active** column will display with a green screen.

ii. If the server is not running, open the **Utility Manager** to start the task server.

> ***NOTE:*** *Instructions for starting a task server may be found in the procedure "Task Server Setup" in the Administration section of this manual.*

e. Record or note the **Server Address** and **Listening Port** for terminal setup.

END OF SECTION

6. Terminal Setup

ETS-TA may run on any terminal that is connected to your organization's network on which Pentagon 2000 runs.

a. Create a shortcut to the ETS-TA application (ETSTA.exe) from the directory where the Pentagon application (Pentgon.exe) exists.

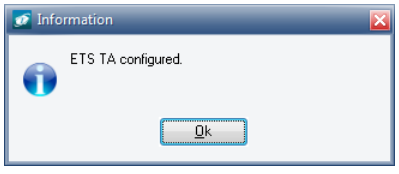
b. ETS-TA Initial Setup

> ***NOTE:*** *The following must only be performed once, provided that all terminal shortcuts are pointed to the same network instance of Pentagon.*

i. Double-click the ETS-TA shortcut.

ii. The **Time and Attendance** configuration window will appear.

1. **ETS Server IP Address** field – Enter the **Server Address** from the task server setup.
2. **ETS Server Port** field – Enter the Listening Port from the task server setup.
3. **Company** field – Identify the company for which the terminal will be used.
4. **Administrator Password** field – Enter the ADM password for the identified company.
5. Left-click the **OK** button to save the changes.
6. An Information window will appear with the following message:



7. Left-click the **OK** button.

END OF SECTION

7. ETS-TA Terminal Interface

a. Open Terminal Interface

i. Left-click the ETS-TA shortcut to open the application on the terminal.

ii. The **Time and Attendance** terminal interface will appear

b. Log-in

i. *Using a Barcode*

1. Scan employee badge.

2. The employee name will appear and the word “Welcome” will appear in green.

ii. Using a Keyboard

1. Type employee number and press the **Enter** key.

2. The employee name will appear and the word “Welcome” will appear in green.

c. Log-out

i. *Using a Barcode*

1. Scan employee badge.
2. The employee name will appear and the word “Goodbye” will appear in red.

ii. Using a Keyboard

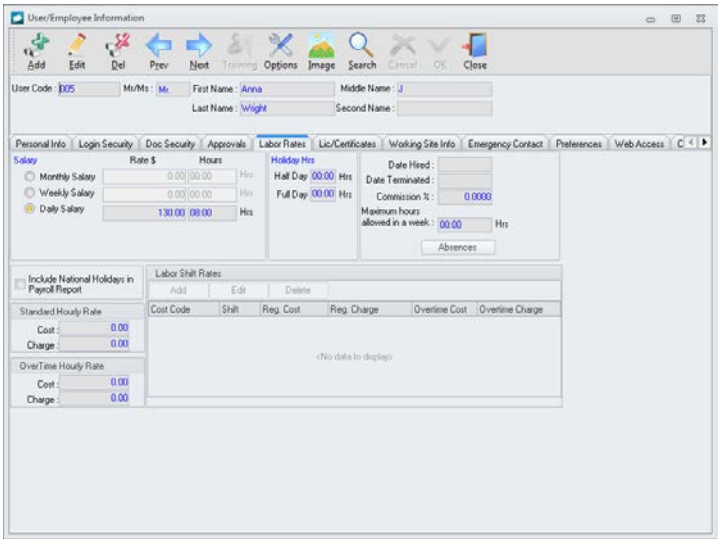
1. Type employee number and press the **Enter** key.
2. The employee name will appear and the word “Goodbye” will appear in red.

END OF SECTION

8. Schedule Employee Absences/Leave

Authorized absences may be identified and tracked for pay and leave program purposes.

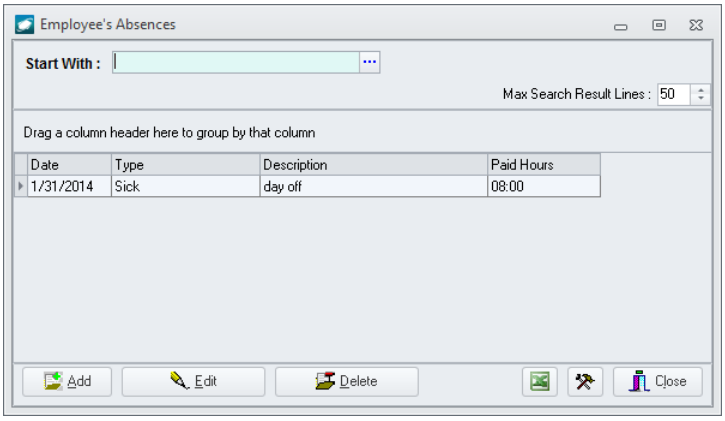
a. From the **User/Employee Information** window, left-click the **Labor Rates** tab.



b. *Add a Scheduled Absence*

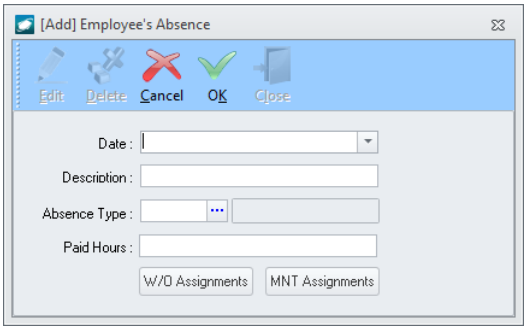
i. Left-click the **Absences** button.

ii. The **Employee's Absences** search window will appear.



iii. Left-click the **Add** button

iv. The **Employee's Absence** window will appear.



1. **Date** field – Select the date for which the absence is applicable.
2. **Description** field – Enter a description for the absence.
3. **Absence Type** field – Select the appropriate absence type.
4. **Paid Hours** field – Enter the number of hours of leave.
5. Left-click the **OK** button on the **Employee's Absence** window toolbar to save the record.
6. Left-click the **Close** button on the **Employee's Absence** window toolbar to close the window.

v. The absence will appear on the grid

vi. Left-click the **Close** button

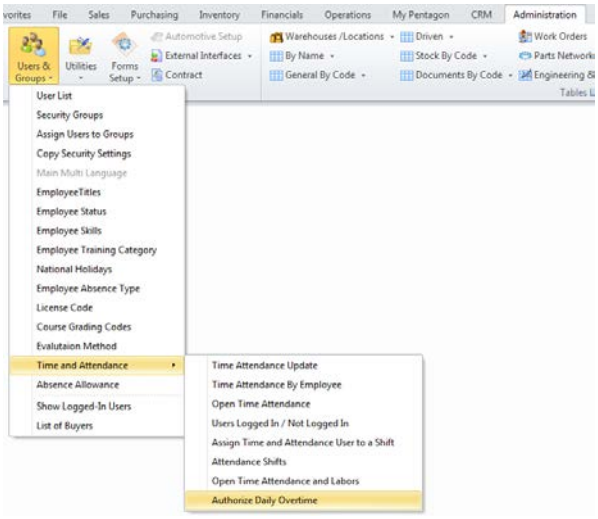
END OF SECTION

9. Authorize Employee Overtime

Overtime authorizations may be created and managed.

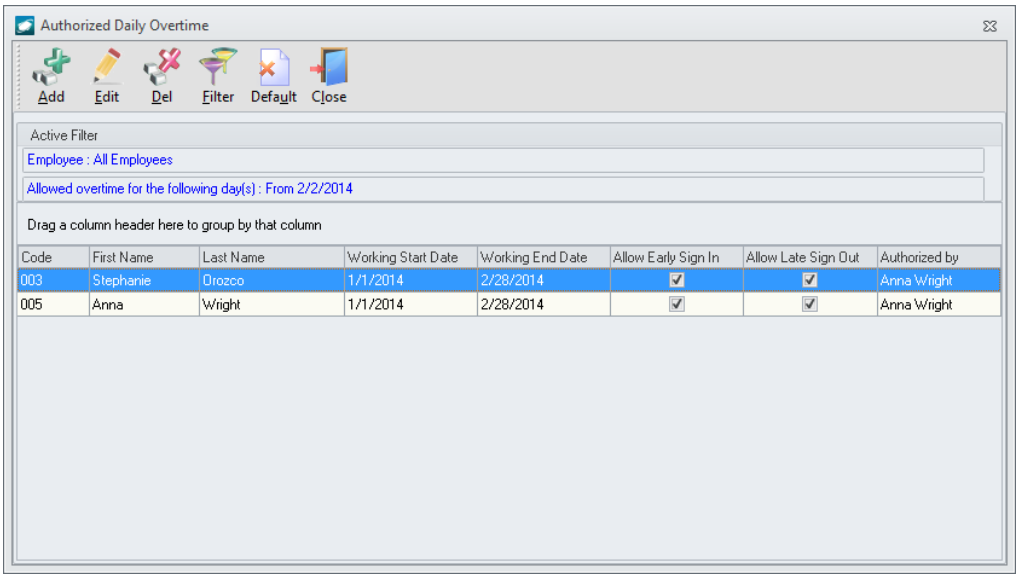
a. *Authorized Daily Overtime Window*

i. From the ribbon, left-click **Administration**, left-click **Users & Groups**, select **Time and Attendance** and left-click **Authorized Daily Overtime**.



> ***NOTE:*** *You may also access this window from the **Administration** menu on the **Main Menu** toolbar (if the ribbon is not enabled) or from the **Admin** button on the **Main Menu** screen.*

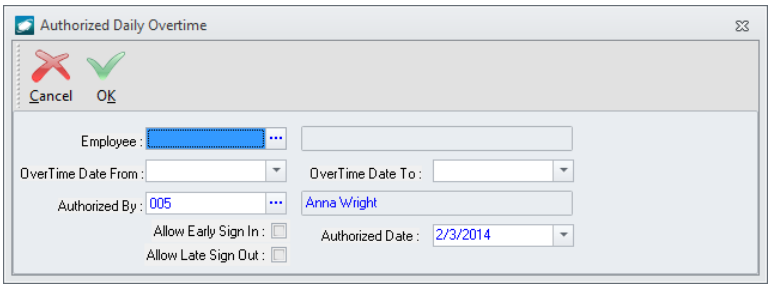
ii. The **Authorized Daily Overtime** window will appear.



b. *Add an Authorized Employee Overtime Record*

i. Left-click the **Add** button from the **Authorized Daily Overtime** window toolbar.

ii. The **Authorized Daily Overtime** window will appear.



1. **Employee** field – Select the user for whom the overtime will be authorized.
2. **Overtime Date From** field – Select the date on which overtime authorization begins.
3. **Overtime Date To** field – Select the date on which overtime authorization ends.
4. **Authorized By** field – Select the user who authorizes the overtime.
5. **Allow Early Sign In** flag – check as “marked” to allow the user to sign-in early.
6. **Allow late Sign Out** flag – check as “marked” to allow the user to sign out late.
7. **Authorized Date** flag – Select the date that the overtime is authorized.
8. Left-click the **OK** button on the **Authorized Daily Overtime** window toolbar to save the record and close the window.

iii. The overtime authorization will appear in the grid.

iv. Left-click the **Close** button on the **Authorized Daily Overtime** window toolbar to close the window.

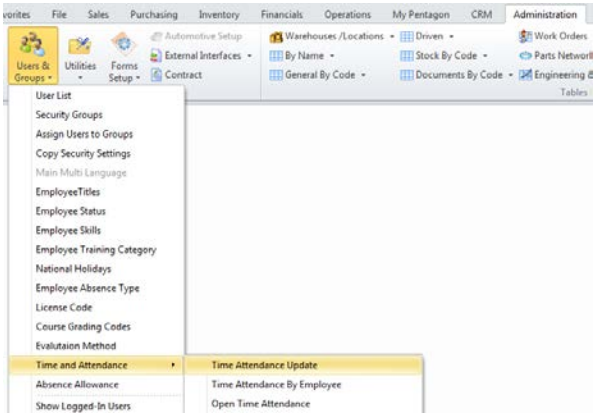
END OF SECTION

10. Time and Attendance Update

From time to time, it may be necessary to manually update a time and attendance record entered through the ETS-TA terminal interface or otherwise.

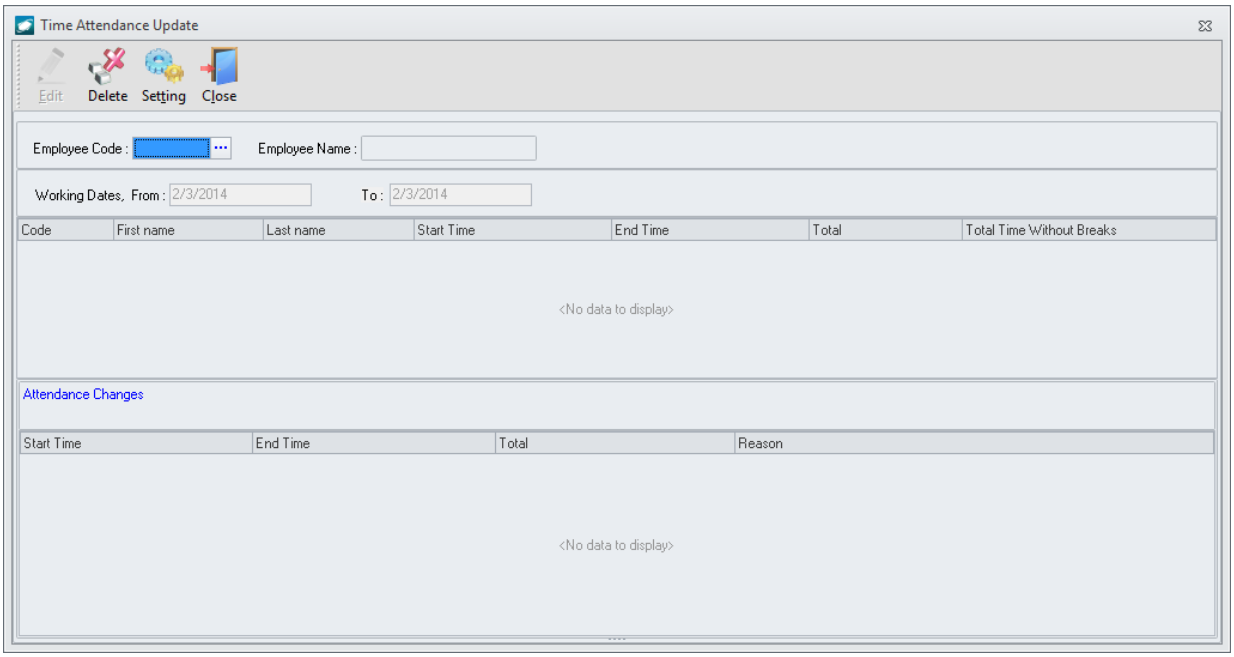
a. *Time Attendance Update Window*

i. From the ribbon, left-click **Administration**, left-click **Users & Groups**, select **Time and Attendance** and left-click **Time Attendance Update**.



> ***NOTE:*** *You may also access this window from the* ***Administration*** *menu on the* ***Main Menu*** *toolbar (if the ribbon is not enabled) or from the* ***Admin*** *button on the* ***Main Menu*** *screen.*

ii. The **Time Attendance Update** window will appear.



b. *Perform a Time Attendance Update*

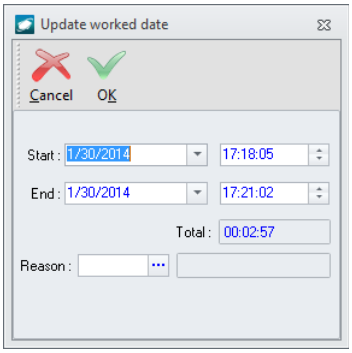
i. Select an employee and working date range.

ii. A list of all applicable records will appear.

iii. Select the record to edit.

iv. Left-click the **Edit** button on the **Time Attendance Update** window toolbar.

v. The **Update worked date** window will appear.



1. Adjust the start and end dates and times as required

2. **Reason** field –Identify a reason for the change.

3. Left-click the **OK** button on the **Update** worked date to save the record and close the window.

vi. The change will show up in the grid.

vii. Left-click the **Close** button on the **Time Attendance Update** window to close the window.

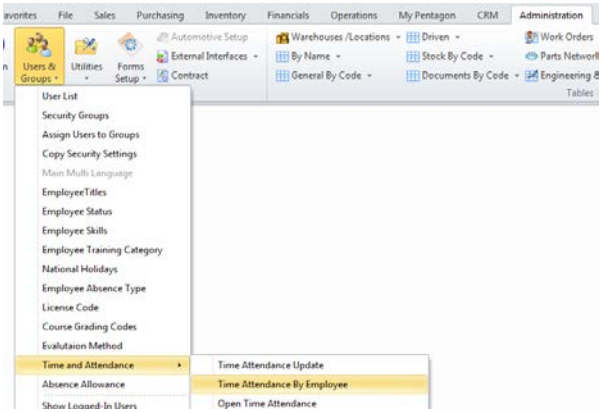
END OF SECTION

11. Manual Time Attendance Input

In some instances, it may be necessary to manually input time and attendance data instead of using the ETS-TA terminal interface.

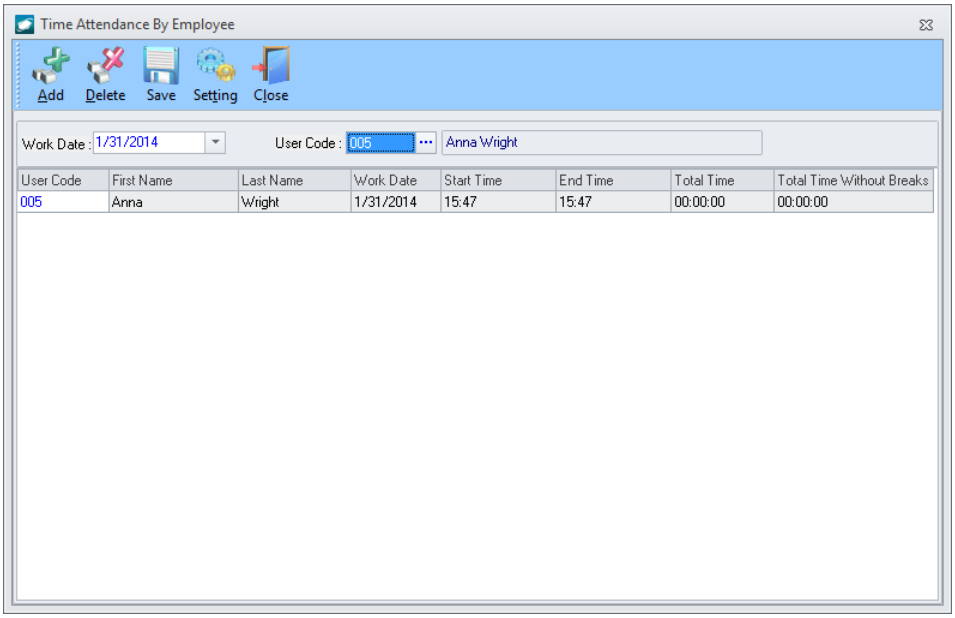
a. *Time Attendance By Employee Window*

i. From the ribbon, left-click **Administration**, left-click **Users & Groups**, select **Time and Attendance** and left-click **Time Attendance By Employee**.



> ***NOTE:*** *You may also access this window from the **Administration** menu on the **Main Menu** toolbar (if the ribbon is not enabled) or from the **Admin** button on the **Main Menu** screen.*

ii. The **Time Attendance By Employee** window will appear.



b. *Enter Time Attendance for Employees*

i. Select the **Work Date** and **User Code**.

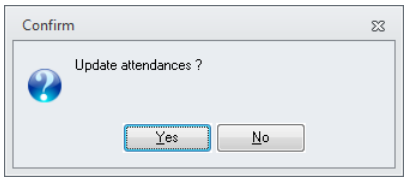
ii. Left-click the **Add** button on the **Time Attendance By Employee** window toolbar.

iii. A record will appear in the grid.

1. Adjust **Work Date**, **Start Time**, and **End Time** as necessary.

2. Left click the **Save** button on the **Time Attendance By Employee** window toolbar to save the record.

3. A **Confirm** window will appear with the following message:



4. Left-click the **Yes** button.

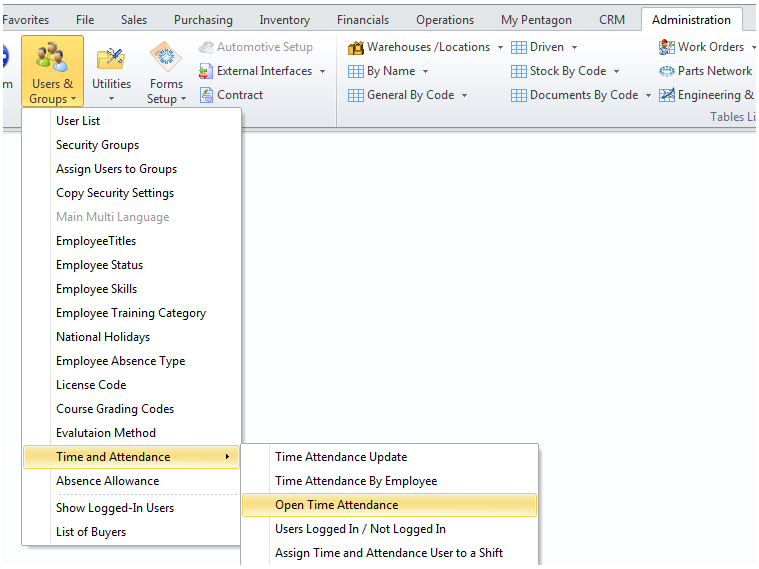
iv. Left-click the **Close** button on the **Time Attendance By Employee** window to close the window.

END OF SECTION

12. View Open Time and Attendance Records

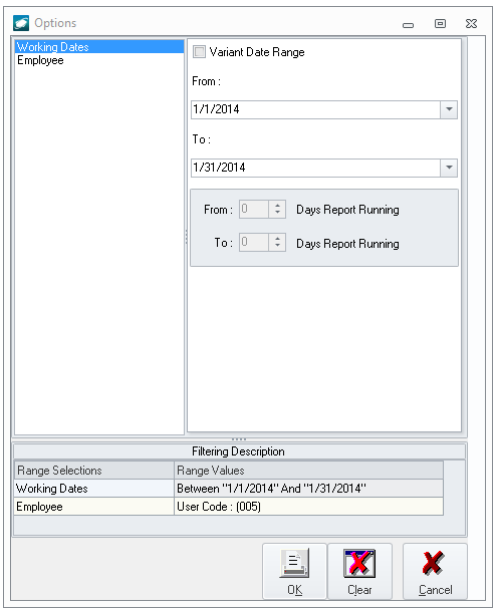
a. *Open Time Attendance Working Dates Window*

i. From the ribbon, left-click **Administration**, left-click **Users & Groups**, select **Time and Attendance** and left-click **Open Time Attendance**.



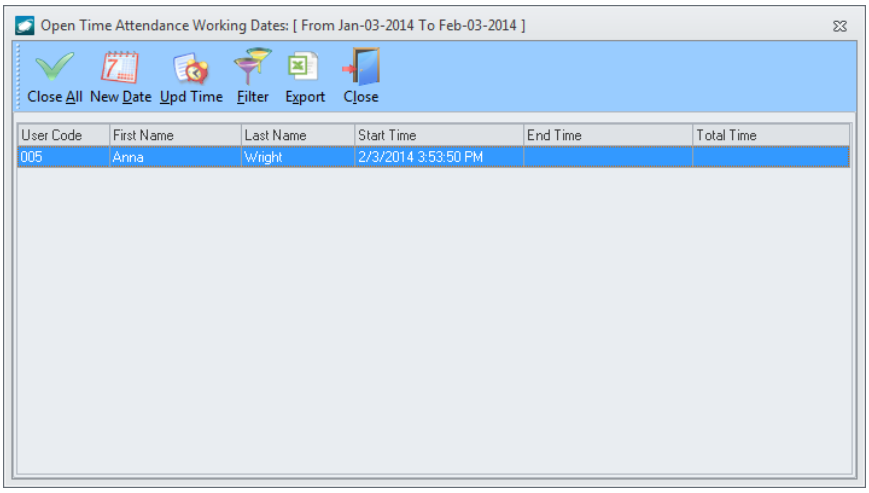
> ***NOTE:*** *You may also access this window from the **Administration** menu on the **Main Menu** toolbar (if the ribbon is not enabled) or from the **Admin** button on the **Main Menu** screen.*

ii. The **Options** window will appear.



1. Available filters:
    a. Working Dates – Identify the date range for which you would like view open records.
    b. Employee – Identify the list of employees to include on the report.
2. Left-click the **OK** button.

iii. The **Open Time Attendance Working Dates** window will appear.



b. *Attendance Shifts Window Toolbar*

i. **Close All** button – Left-click to close all open time and attendance records at the current time.

ii. **New Date** button – Left-click to change the date range that is displayed.

iii. **Upd Time** button – Left-click to identify the date and time that the record should be closed. A reason may also be identified.

iv. **Filter** button – Left-click to reopen the **Options** window.

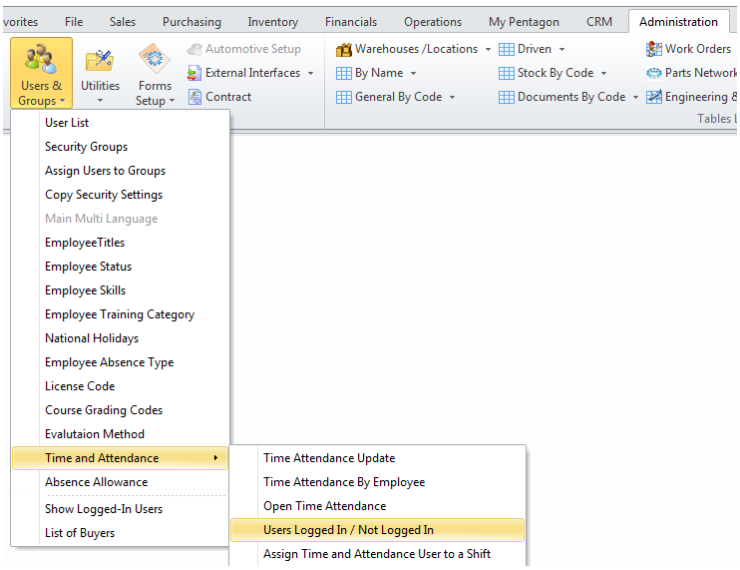
v. **Export** option – Left-click to save the grid to a .csv file.

vi. **Close** button – Left-click to close the **Attendance Shifts** window.

END OF SECTION

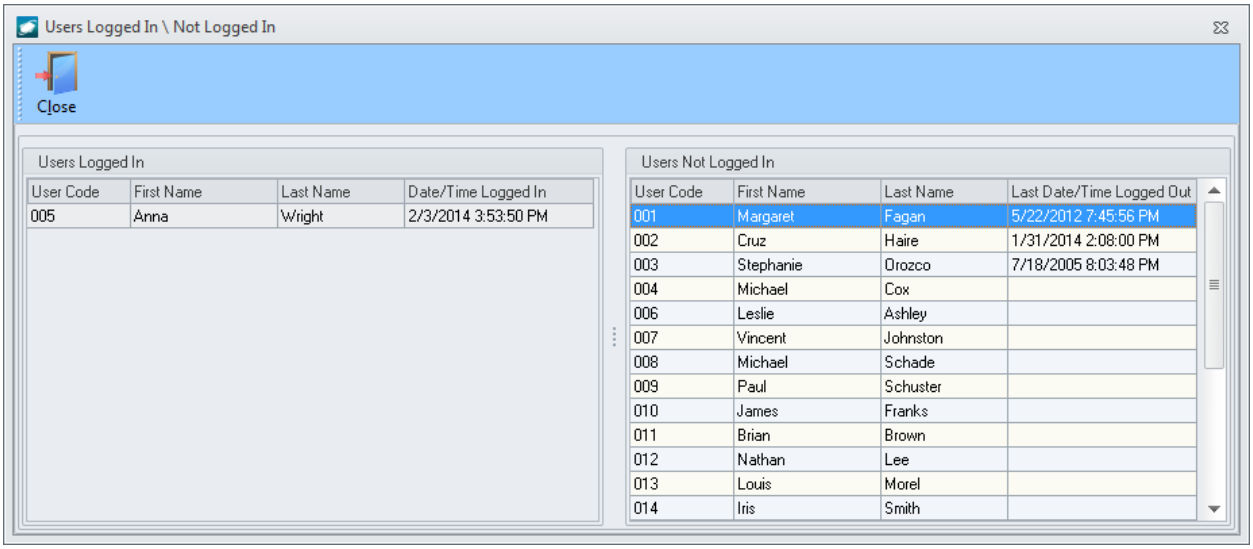
13. View Users Logged In

a. From the ribbon, left-click **Administration**, left-click **Users & Groups**, select **Time and Attendance** and left-click **Users Logged In / Not Logged In**.



> ***NOTE:*** *You may also access this window from the **Administration** menu on the **Main Menu** toolbar (if the ribbon is not enabled) or from the **Admin** button on the **Main Menu** screen.*

b. The **Users Logged In / Not Logged In** window will appear.



c. Left-click the **Close** button to close the window.

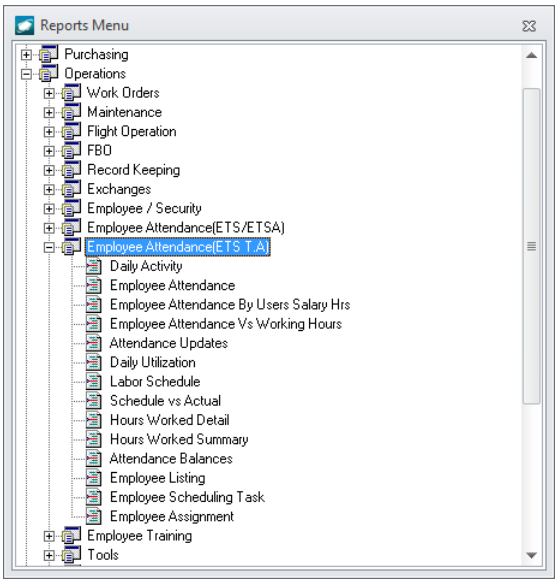
END OF SECTION

14. Reports

a. Open the Report Menu

i. From the **Main Menu** screen, left-click the **Reports**.

ii. The **Reports Menu** window will appear.

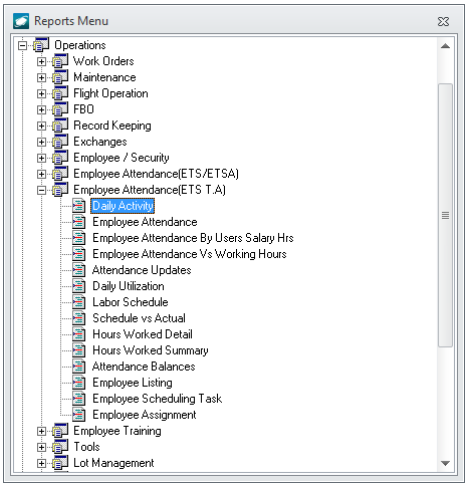


iii. Left-click **Operations** to expand the tree.

iv. Left-click **Employee Attendance (ETS TA)** to expand the tree.

b. Daily Activity Report

Reports summary activity for a particular day.



i. Available filters:

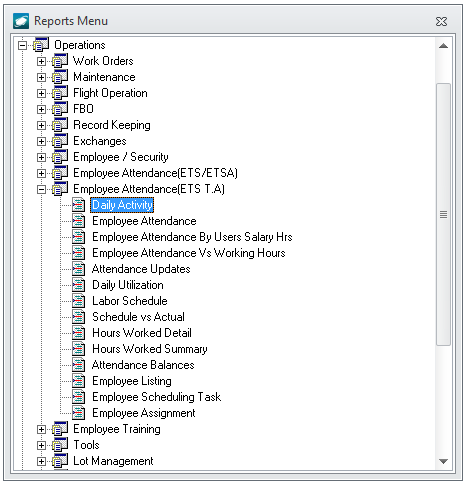
1. Working Day – Identify the day for which the report is applicable
2. Employee – Identify the list of employees to include on the report
3. Employee Company – Identify a Company, Division, and Department

ii. Column Definitions

1. **Name** – Displays employee name
2. **EMP ID** – Displays employee Number
3. **Start** – Displays the first time the employee logged in for the day
4. **End** – Displays the last time the employee logged out for the day
5. **Daily Reg Hrs** – Displays the total regular hours for the day (not including breaks)
6. **Daily OT Hrs** – Displays the overtime hours if the user works more than the assigned shift.
7. **Weekly Reg Hrs** – Displays the total regular hours from the beginning of the week until the selected date.
8. **Weekly OT Hrs** – Displays overtime hours from the beginning of the week until the selected date.
9. **Exception** – Displays remarks such as “Early In” and “Late Out”

c. Employee Attendance Report

Reports login and logout detail for a range of dates and compares to the hours required for the shift worked.



i. Available filters:

1. Report Settings

   a. Choose to subtract breaks

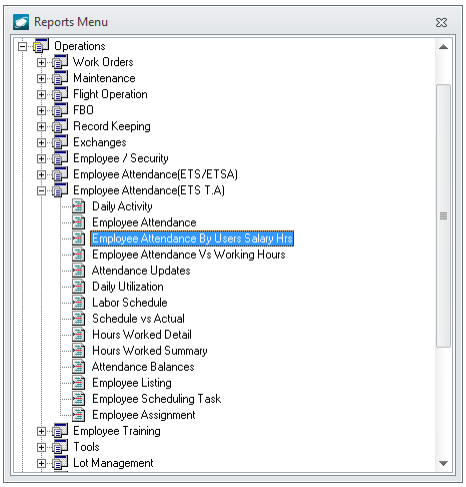
2. Work Dates – Identify the date range for which the report is applicable

3. Employee – Identify the list of employees to include on the report

4. Employee Company – Identify a Company, Division, and Department

d. Employee Attendance Report By Users Salary Hours Report

Reports login and logout detail for a range of dates and compares to the salary hours identified in the employee's user file.



i. Sort options:

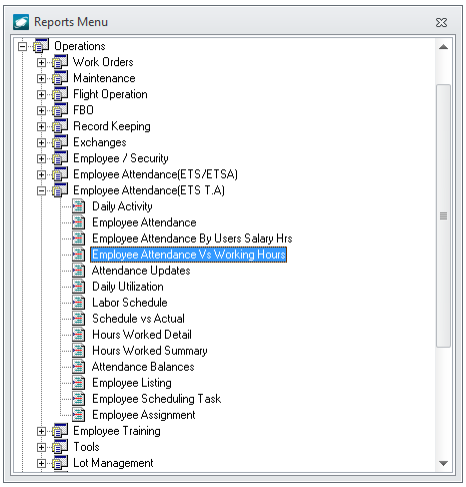
1. Employee Number
2. Company/Div/Dept

ii. Available filters:

1. Report Settings
   a. Include absent days as regular paid hours
   b. Show value as decimals
2. Work Dates – Identify the date range for which the report is applicable
3. Employee – Identify the list of employees to include on the report

e. Employee Attendance Report Vs Working Hours Report

Reports login and logout detail for a range of dates and compares to the hours logged in ETS against work orders.

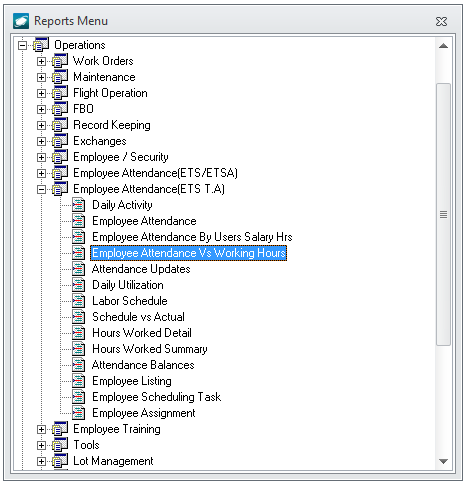


i. Available filters:

1. Report Settings
    a. Subtract breaks
2. Work Dates – Identify the date range for which the report is applicable
3. Employee – Identify the list of employees to include on the report
4. Employee Company – Identify a Company, Division, and Department

f. Attendance Updates Report

Reports manual updates made to time and attendance.



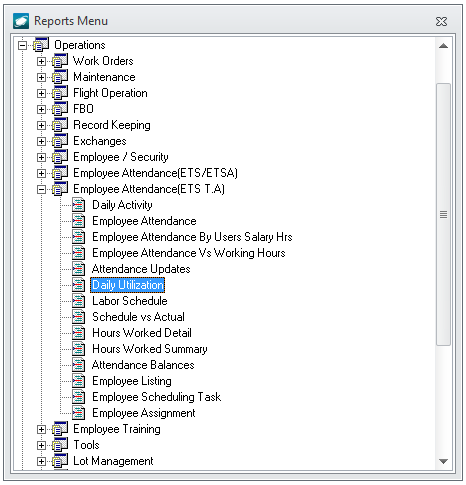
i. Available filters:

1. Work Dates – Identify the date range for which the report is applicable

2. Employee – Identify the list of employees to include on the report

g. Daily Utilization Report

Reports summary activity for a particular day in comparison to scheduled shift hours.



i. Available filters:

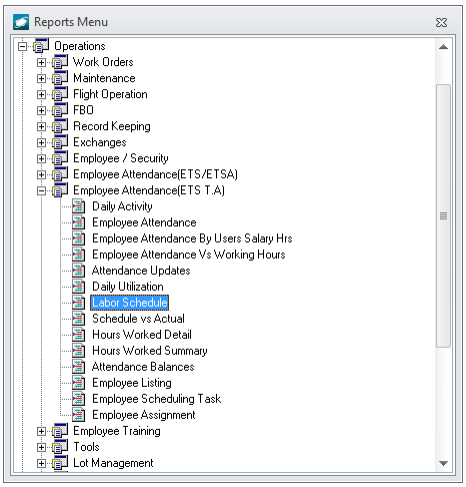
1. Working Day – Identify the day for which the report is applicable
2. Employee – Identify the list of employees to include on the report
3. Employee Company – Identify a Company, Division, and Department

ii. Column Definitions

1. **Name** – Displays employee name
2. **EMP ID** – Displays employee number
3. **Schedule** – Displays the start time and end time of the shift(s)
4. **Start** – Displays the first time the employee logged in for the day
5. **End** – Displays the last time the employee logged out for the day
6. **Hours Worked** – Displays the total number of hours worked for the day
7. **Sched vs. Actual +/-** – Displays the difference between scheduled shift hours and actual hours worked
8. **Exception** – Displays remarks such as “Early In” and “Late Out”

h. Labor Schedule Report

Reports schedule for a particular workweek based upon shifts to which the employees are assigned, scheduled absences and holidays.



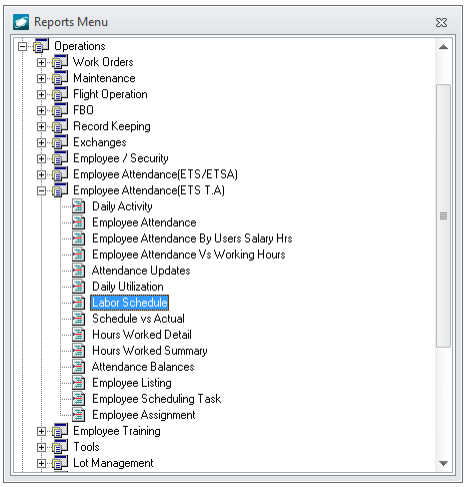
i. Available filters:

1. Start Week Day – The report will be printed for the week in which the selected date falls.

2. Employee – Identify the list of employees to include on the report

i. Schedule vs Actual Report

Reports scheduled hours for a particular workweek based upon shifts to which the employees are assigned and the actual hours worked; variance is also reported.



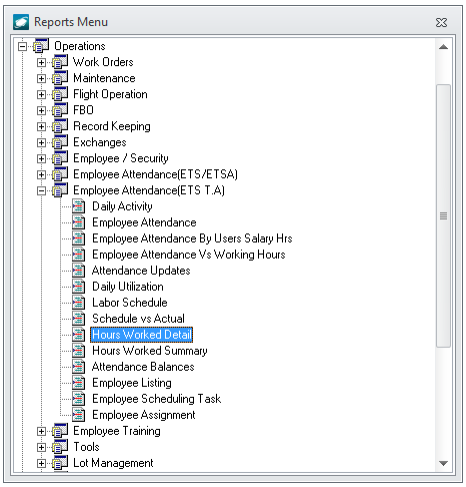
i. Available filters:

1. Start Week Day – The report will be printed for the week in which the selected date falls.

2. Employee – Identify the list of employees to include on the report

j. Hours Worked Detail Report

Reports hours worked by day and by pay type. This report may be useful if keying into a third party payroll system and you must identify different pay types by day.



i. Available filters:

1. Work Dates – Identify the date range for which the report is applicable
2. Employee – Identify the list of employees to include on the report
3. Report Settings
    a. Detailed (choose to remove detail)
4. Employee Company – Identify a Company, Division, and Department

ii. Column Definitions

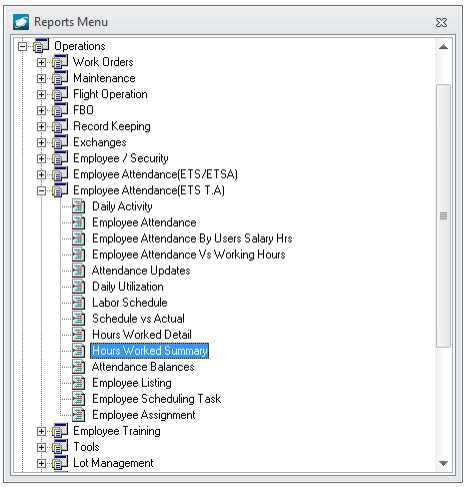
1. **Date Worked** – Displays the date
2. **Start** – Displays the first time the employee logged in for the day
3. **End** – Displays the last time the employee logged out for the day
4. **Daily Reg Hrs** – Displays the total regular hours for the day (not including breaks)
5. **Daily OT Hrs** – Displays the overtime hours if the user works more than the assigned shift.
6. **Exception** – Displays remarks such as “Early In” and “Late Out”

iii. Label Definitions

1. **Reg A** – Regular hours of pay type A
2. **Reg B** – Regular hours of pay type B
3. **Reg C** – Regular hours of pay type C
4. **Overtime A** – Overtime hours of overtime pay type A
5. **Overtime B** – Overtime hours of overtime pay type B
6. **Overtime C** – Overtime hours of overtime pay type C
7. **Overtime A (H)** – Overtime hours of overtime pay type A worked on a non-working day or holiday.
8. **Overtime B (H)** – Overtime hours of overtime pay type B worked on a non-working day or holiday.
9. **Overtime C (H)** – Overtime hours of overtime pay type C worked on a non-working day or holiday.

k. Hours Worked Detail Report

Reports hours worked for a date range by pay type. This report may be useful if keying into a third party payroll system and you must identify different pay types by period.



i. Available filters:

1. Work Dates – Identify the date range for which the report is applicable
2. Employee – Identify the list of employees to include on the report
3. Employee Company – Identify a Company, Division, and Department

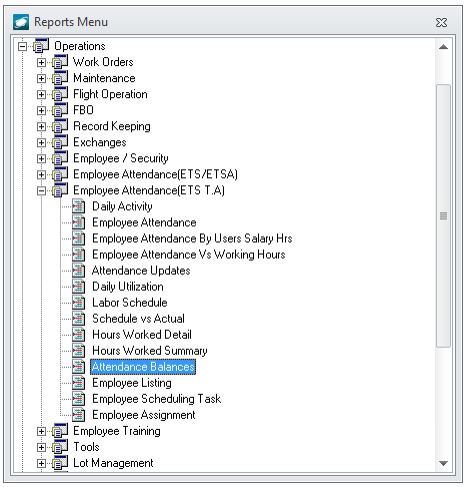
ii. Column Definitions

1. **Name** – Displays employee name
2. **EMP ID** – Displays employee number
3. **Reg A** – Displays regular hours of pay type A
4. **Reg B** – Displays regular hours of pay type B
5. **Reg C** – Displays regular hours of pay type C
6. **Overtime A** – Displays overtime hours of overtime pay type A
7. **Overtime B** – Displays overtime hours of overtime pay type B
8. **Overtime C** – Displays overtime hours of overtime pay type C
9. **Overtime A (H)** – Displays overtime hours of overtime pay type A worked on a non-working day or holiday.

10. **Overtime B (H)** – Displays overtime hours of overtime pay type B worked on a non-working day or holiday.
11. **Overtime C (H)** – Displays overtime hours of overtime pay type C worked on a non-working day or holiday.
12. **Total** – Displays total hours worked
13. **Absence** – Displays total hours of absence recorded

l. Attendance Balances Report

Reports the attendance (leave) plans to which the employee is assigned including absence hours available, hours taken and hours remaining.



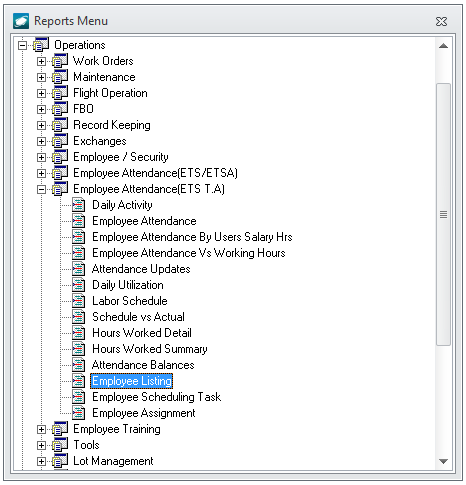
i. Available filters:

1. Employee – Identify the list of employees to include on the report

2. Attendance Date – Identify the date range for which the report is applicable

m. Employee Listing Report

Reports detailed information about employees.

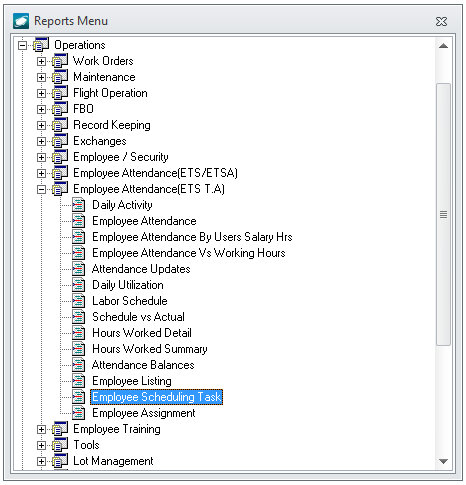


i. Available filters:

1. Employee – Identify the list of employees to include on the report
2. User is Active – Identify whether you would like to include all employees or only active employees
3. Date Hired – Identify a date range to include only employees hired in that range
4. InHouse Certificate Expires On - Identify a date range to include only employees who will have their in house certificate expire in that range
5. FAA Certificate Expires On - Identify a date range to include only employees who will have their FAA certificate expire in that range
6. Current Operation Base – Identify a list of locations to limit the report to employees assigned to those selected locations
7. Skill Code – Identify a list of skills to limit the report to employees with the selected skills
8. Employee Company – Identify a Company, Division, and Department

n. Employee Scheduling Task Report

Reports the work orders to which employees are assigned.

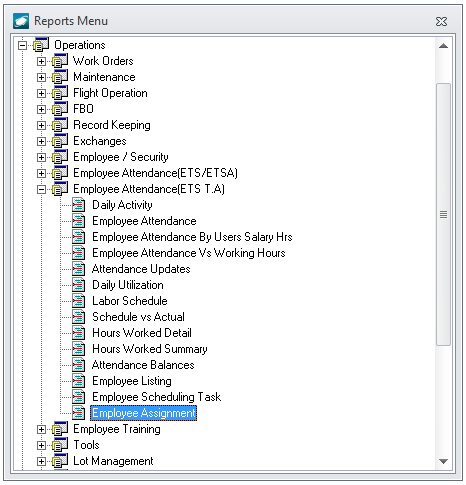


i. Available filters:

1. Document No – Identify the work orders (Component and Maintenance) that should be included in the report
2. Employee – Identify the list of employees to include on the report
3. Date – Identify the date range for which the report is applicable
4. Employee Company – Identify a Company, Division, and Department

o. Employee Assignment Report

Reports the number of assigned hours vs the number of open hours for each employee by day.



i. Available filters:

1. As of – The report will be printed for the week following the selected date (including the selected date).

2. Employee – Identify the list of employees to include on the report

3. Employee Company – Identify a Company, Division, and Department

END OF SECTION