



# **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
<b>RESPONSIBILITY:</b>	Procedures Specialist, Pentagon 2000	<b>REVISION:</b>	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.

🗾 Company Li	st	— Ξ Σ
Start With :		
		Max Search Result Lines : 50
Drag a column h	eader here to group by that column	
Company No	Company Name	
•	Parts and Maintenance Corporation	
2	ACME Engine	
3	Aveos - Air Canada	
4		
		AS OK

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.

ompany Unitions / Departments Logo Sho	Name Com / Docs M	lessaging PDA Settings SITA		
HTTP Proxy Settings	ot.	Working Days Sunday Wonday Wonday Wednesday Wednesday Finangy Finday		
Cost Distribution By	First working day	of the week		
() Value	Monday	(m)		
Quantity UM : EA	Images Scan images as :	JPEG • Options		
Shipping Forms Setup	Work Ore	der Forms Setup		
8130-1/3 EASA ATA 106 TC	ELAIN 8130-1/3	EASA ATA 106 TC	AAC - 038	Asian Forms
FS ARC: Inip   FS ARC: MFG   FS: CDC	Milary Re	lease		
	Kitting / M	lanufacturing		
	8130-1/3	EASA ATA 106 TC	AAC - 038	Asian Forms

- 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.

			Last Name :	Wright Sec	ond Name :					
Personal le	Info Login S	ecurity Doc	Security Approva	Is Labor Rates Lic/Certi	icates Working	Site Info Eme	rgency Contact	Preferences	Web Access	C 4
Address : 2	2304 Dalfodil L	ane		Title						
Address :				Status						
Address :				S.S.#	633-03-8756					
City : H	femdon	St: VA	Zip: 20170	Company ID#						
Region :				Birth Date :	9/3/1983					
County		Country :		Passport No. :						
Tel: 7	703-435-4407		Ext	Nationality						
Fax:				User is Active	× ·					
E-Mail .				Unabled	Company		1			
		Memo 💡			Division :					
					Department :					
				Acce	ss to Pentagon Pro	iect Server 🛛	i i			

- 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.



# 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.

줄 Attendance Shift	Σ
Cancel OK	
Shift No.	:8
Shift	Breaks
Start Time :	🗧 From : 🗢 To : 🗢
End Time :	÷ From : ÷ To :
Gross Duration :	÷ From : + To : 4
Payments types definitions	
Shift type :	Ŧ
Over Time Type A :	First Overtime Hours.
Over Time Type B :	Next Overtime Hours.
Over Time Type C :	Next Overtime Hours.

- 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.

av	orites	Fi	le Sal	es Pur	chasing	Inventory	Financials	Operations	My Pent	agon	CRM	Administration
n	Use Grou	Find the second	Utilities Utilities List ity Groups n Users to Security S Multi Lan- oyee Titles oyee Statu oyee Statu oyee Skills oyee Train nal Holida oyee Abse se Code se Grading	es Pur Forms Setup × Groups ettings guage is ing Catego iys nce Type (Codes	rchasing	Inventory motive Setup nal Interfaces  + tract	Financials Mareh By Nar Genera	Operations ouses /Locations ne + al By Code +	My Pent • • I Dri I Sto Do	agon ven + ck By Coc cuments B	le +	Administration
		Evalu	taion Metl	hod								
		fime	and Atten	dance	•	Time Atte	ndance Updat	e				
		Abser	nce Allowa	ance		Time Atte	ndance By Em	ployee				
		Show	Logged-I	n Users		Open Tim	e Attendance					
		List o	f Buyers			Users Log	ged In / Not L	ogged In				
	_					Assign Tin	ne and Attend	ance User to a Sł	nift			
						Attendanc	e Shifts					
						Onen Tim	e Attendance	and Labors				

**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.

🗾 Users	; Shifts				:
<b>∦</b> <u>A</u> dd	<u>/</u> Edit <u>D</u> el	Gine Close			
Drag a i	column header here t	o group by that column	CL:0	Marked Games	57-15-1 50
101e	Margaret	Eagan	Stillt	1 3/24/2010	3/24/2050
002	Cruz	Haire		1 3/24/2010	3/24/2060
003	Stephanie	Orozco	)rozco 1 3/24/2010		3/24/2060
)04	Michael	Сох	Cox 1 3/24/2010 3/24/2		3/24/2050
)05	Anna	Wright	Vright 1 3/24/2010 3/24/2		3/24/2060
)06	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
4	i	İ		i	



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.

💽 Update Shift 🛛 💈	3
Cancel OK	
Employee :	
Name :	
Shift :	
Valid From : 2/3/2014 -	
Valid Until : 2/3/2014 🔹	

- 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.



# 3. Holidays Setup

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

		L	sat Name :	Wight		Seco	nd Name :						
Personal Info Log	in Security	Doc Security	Approva	a L	abor Rates	Lic/Certif	cates Working Sit	e Info	Errerg	ency Contact	Preferences	Web Access	CA
Monthlu Salar		0.00100	nours .	He:	Half Day	00.00 Hrs	Date Hired						
O Weekly Salar				Her:	FullDay	00.00 Hrs	Commission 2		0000				
🧿 Daily Salary		130.00 08	00	Ha			Maximum hours						
							allowed in a week	00.00		Ha.			
								Absend	101				
Include National	Holder in	Labor Shift	Rates										
Payrol Report		Add	E.	£ ::	Delete								
Standard Houly R	de .	Cost Code	Shift	F	Reg. Cost	Reg (	harge Over	time Cost	Ove	ntime Charge			
Cost :	0.00												
Charge :	0.00						a destada de						
OverTime Hourly R	bhb					-140 0918	to definition						
Cash	0.00												
CON:	0.00										-		

- 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.



#### 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.

Absence All	owance List			- • ×
Start With :		•••		
				Max Search Result Lines : 50
)rag a column h	neader here to group by that colu	imn		
User	Absence Code	Allowance	From Date	To Date
001	003	08:00	Mar-10-2010	Mar-24-2010
)01	001	70:00	Nov-16-2007	Dec-16-2007
)05	001	24:00	Jan-01-2014	Dec-31-2014
		10		



- 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.

20022							Server Info		
Search Fo	x: [0 -]						Server ID :	Main	
Drag a colum	in header here to group by that	et column					Server Address :	CHRIS	PC
Server ID		Server Name	Server Add	Listening Pox	Active	Reliesh	Listening Port :		39000 :
Main		Main	CHRIS-PC	39000	- 105	3	Server Name :	Main	
ETSTA_01		ETS-TA_01	CHRIS-PC	40000	18	3	Server Description :		
							Set Server As M Clear Setup Cas	lan :he	Send Log Files To Support Scheduled History
							Glossary		
							Server Is Ru	ming	Server is not Running
							Man Server		
Scheduled Ta	aska						Man Server		

**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.



#### 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.

PENTAGON 2000SQL <sup>TM</sup>								
Station Setup								
ETS Server IP Address:	172.20.10.4							
ETS Server Port:	40000							
Company No:	1							
Administrator Password:	***							
ОК	Cancel							

- 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.



# 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

PENTAGON 2000SQL™							
TIME	& ATTENDANCE						
[1] Parts	and Maintenance Corporation						
	1						
	ADE						
17:15:03	1/30/2014 Thursday						

- b. <u>Log-in</u>
  - 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.



#### 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.

na con pos	BUZZ	Last N	ame : Wig	n.	Seco	nd Name :						
Personal Info	ain Security	Doc Security Ap	provals	Labor Rates   Li	c/Certifi	cates Working Site	s Info E	mergency Contact	Preferences	Web Access	C	4
alary	Re	te \$ Hour		Holiday Hes		Date Hired :			11			
Monthly Sala     Monthly Sala	ay	0.00[[00.00		Half Day 00	00 Hrs	Date Terminated :						
<ul> <li>Daily Salary</li> </ul>	w	130.00 08.00	Hes	Full Day	OC PHI	Commission % : Maximum hours	0.0	000				
		10000 0000				allowed in a week :	a week : 00.00 Hrs		Ha			
							Absences					
Include Nation	Holdess in	Labor Shift Rate	()									
Payroll Report		Add	Edit	Delete								
Standard Hourly F	Late	Cost Code	Shift	Reg Cost	Reg C	harge Overt	ime Cost	Overtime Charge				
Cost	0.00											
Charge :	0.00				la dala 1	n dentari						
OverTime Hourly	Rate	1				or card and a						
Cost:	0.00											
Charge :	0.00											

- 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.

[Add] Employee's Absence	23
/ 🖑 🄀 🗸 🗐	
<u>Edit</u> <u>D</u> elete <u>C</u> ancel O <u>K</u> C <u>l</u> ose	
Date :	-
Description :	
Absence Tune :	_
Paid Hours :	
W/D Assignments MNT Assign	ments
mit Assignments	mento

- 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



#### 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>2</b>	S Authorized Daily Overtime Σ								
	dd ∦dd	<u>È</u> dit <u>D</u> el	Filter Default Clos	e					
A	ctive Filt	er							
Er	nployee	: All Employees							
A	lowed ov	vertime for the follow	wing day(s) : From 2/2/20	14					
Dr	ag a col	lumn header here to	o group by that column						
Co	de	First Name	Last Name	Working Start Date	Working End Date	Allow Early Sign In	Allow Late Sign Out	Authorized by	
003	}	Stephanie	Orozco	1/1/2014	2/28/2014	<b>V</b>	<b>V</b>	Anna Wright	
005	i	Anna	Wright	1/1/2014	2/28/2014	$\checkmark$	$\checkmark$	Anna Wright	



- 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.

🗾 Authorized Daily	/ Overtime		23
$\times$			
<u>C</u> ancel O <u>K</u>			
Employee			
OverTime Date From	-	OverTime Date To :	
Authorized By	005	Anna Wright	
	Allow Early Sign In : 🔲 Allow Late Sign Out : 🔲	Authorized Date : 2/3/2014	
OverTime Date From Authorized By	:	OverTime Date To :  Anna Wright Authorized Date :  2/3/2014	

- 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.



#### 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.

🗾 Time Attendance Update				8				
Edit Delete Setting Close								
Employee Code : Employee Nan	ne :							
Working Dates, From : 2/3/2014	To: 2/3/2014							
Code First name Last name	Start Time	End Time	Total	Total Time Without Breaks				
Attendance Changes	<no data="" display="" to=""> Attendance Changes</no>							
Start Time End Time	Total		Reason					
<no data="" display="" to=""></no>								



- 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.

💽 Update worked date	23
$\times$	
<u>C</u> ancel O <u>K</u>	
Start : 1/30/2014 - 17:18:05	÷
End: 1/30/2014 T7:21:02	÷
Total : 00:02:57	
Reason :	

- 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.



# 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.

🗾 Time Atte	endance By Employe	e					23
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<u>A</u> dd <u>D</u> e	elete Save Set <u>t</u> in	ig C <u>l</u> ose					
	101 /001 4		(appr	Anna McCala			
Work Date :	73172014 👻	User Code :	UU5 J ····	Anna Wright			
User Code	First Name	Last Name	Work Date	Start Time	End Time	Total Time	Total Time Without Breaks
005	Anna	Wright	1/31/2014	15:47	15:47	00:00:00	00:00:00



- 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.



#### 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.

💋 Options	_ D
Working Dates Employee	Variant Date Range From: 1/1/2014 V To: 1/31/2014 V From: C Days Report Running To: Days Report Running
	Filtering Description
Range Selections	Range Values
Working Dates	Between "1/1/2014" And "1/31/2014"
Employee	User Code : (005)
	□ □ <u>□</u> <u>□</u> <u>□</u> <u>□</u> <u>□</u> <u>□</u> <u>□</u>



- 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.

🗾 Open Tin	Open Time Attendance Working Dates: [ From Jan-03-2014 To Feb-03-2014 ] 🛛 🕅							
Close <u>A</u> ll N	Iew <u>D</u> ate <u>U</u> pd Time	Filter Export	- [ose					
User Code	First Name	Last Name	Start Time	End Time	Total Time			
005	Anna	Wright	2/3/2014 3:53:50 PM	4				

- 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.



# 13. View Users Logged In

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

vorites File Sales Purchasing	Inventory	Financials	Operations	My Penta	gon CRM	Administration
Users & Utilities Forms & Auto Users & Utilities Forms & Exter Groups & Exter Security Groups Assign Users to Groups Copy Security Settings Main Multi Language Employee Trilles Employee Status Employee Status Employee Training Category National Holidays Employee Absence Type License Code Course Grading Codes	motive Setup nal Interfaces  + ract	📫 Wareh	ouses /Locations ne + 1 By Code +	Driv     Driv     Doc	- en + :k By Code + uments By Code	<ul> <li>Work Orders</li> <li>Parts Network</li> <li>Engineering &amp; Tables I</li> </ul>
Evalutaion Method	Time Atter	idance Undati		_		
Absence Allowance	Time Atter	idance By Em	ployee			
List of Buyers	Users Logg	jed In / Not Lo	ogged In			
	Assign Tim	ne and Attend	ance User to a Sh	ift		

**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.

	Users Logo	ged In \ Not Logg	ed In						23
	- Close								
	Users Logge	dln			Users Not Logged In				
l	Jser Code	First Name	Last Name	Date/Time Logged In	User Code	First Name	Last Name	Last Date/Time Logged Out	
0	05	Anna	Wright	2/3/2014 3:53:50 PM	001	Margaret	Fagan	5/22/2012 7:45:56 PM	
					002	Cruz	Haire	1/31/2014 2:08:00 PM	
					003	Stephanie	Orozco	7/18/2005 8:03:48 PM	
					004	Michael	Сох		≣
					006	Leslie	Ashley		
					007	Vincent	Johnston		
					008	Michael	Schade		
					009	Paul	Schuster		
					010	James	Franks		
					011	Brian	Brown		
					012	Nathan	Lee		
					013	Louis	Morel		
					014	Iris	Smith		-

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



# 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



#### Attendance Updates Report f.

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
  - 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.

💽 Reports Menu	23
🚊 👩 Operations	
🕀 🗊 🗊 Work Orders	
😟 🕀 🔂 Maintenance	
🕀 ஞ Flight Operation	
😟 👜 🚰 FBO	
🖶 🗊 Record Keeping	
🕀 👘 Exchanges	
😟 👘 🗊 Employee / Security	
😥 👘 Employee Attendance(ETS/ETSA)	
😑 👘 Employee Attendance(ETS T.A)	
Daily Activity	_
Employee Attendance	-
🔚 🦾 Employee Assignment	
🔲 🕀 🚰 Employee Training	
📄 🕀 👜 Tools	
🔲 🕀 👜 Lot Management	•

- 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.

💽 Reports Menu	23
🖨 👩 Operations	
🕀 🗊 Work Orders	
🚊 🚰 Maintenance	
🗄 👘 Flight Operation	
🗄 💼 FBO	
🗄 🗊 Record Keeping	
🗄 🗊 Exchanges	
🗄 👘 Employee / Security	
🗄 👘 Employee Attendance(ETS/ETSA)	
😑 👘 Employee Attendance(ETS T.A)	
	-
Labor Schedule	
Employee Assignment	
🗄 👘 Employee Training	
🚊 💼 🚮 Tools	
🗄 🗊 Lot Management	•

- 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



# I. Attendance Balances Report

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

💽 Reports Menu	83
🚊 👘 Operations	
😟 🗊 Work Orders	
😟 🕀 🗊 Maintenance	
🖶 👜 🌆 Flight Operation	
📄 💮 🗊 FBO	
😟 👜 🚰 Record Keeping	
🕀 🗊 Exchanges	
🖶 👜 Employee / Security	
🖶 👜 Employee Attendance(ETS/ETSA)	
😑 👘 Employee Attendance(ETS T.A)	
	_
Schedule vs Actual	
Hours Worked Summary	
Attendance Balances	
Employee Listing	
Employee Scheduling Task	
Employee Assignment	
E gui Employee I raining	
I ools	
E Cot Management	•

- 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