

FACTIVITY

Time & Attendance Module

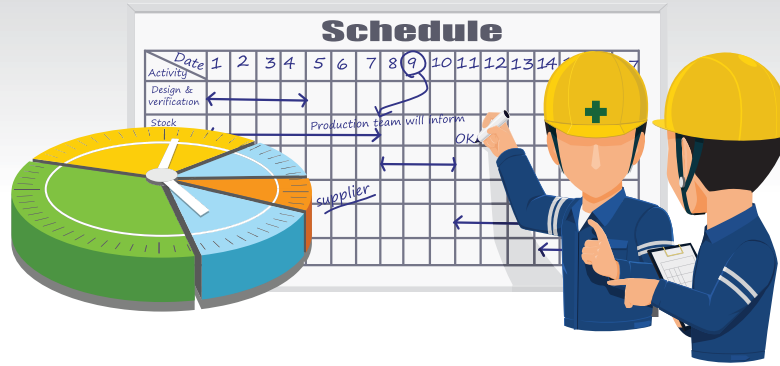
Module Objectives

The FACTIVITY Time & Attendance software module is designed to improve the accuracy and reduce the expense associated with processing clock and job card records (optional). Review, editing and authorization of employee records are accomplished quickly on one screen.

Operation Overview

This system highlights any discrepancies between employee time clock “punch” hours and their “scheduled” hours. A summary screen provides for approval by shift, group or individual employee with drill down to detail job and clock data for editing.

The supervisor has the option of approving the entire shift in one easy click or to investigate individual employees further before approval. Any discrepancies noted may be investigated and corrected by drilling down to the detail of reporting activity. Clock Card and Job Card information may be modified, added or deleted to reflect the supervisors’ interpretation of the situation. The original information is maintained at all times for comparison and final supervisor approval.



Clock Card Edit Rules

The primary purpose of the Clock Card Edit Rules is to make it simple to enforce policy in determining adjusted clock and job time from the actual in and out times posted on Clock and Job cards. A single rule may be established to apply to all shifts or different rules may be specified for each shift.

Clock Card Edits rules adjust actual clock punches to payroll policy rules.

The Clock Card Edit Rules are actual times to conform to payroll policies.

- Leeway and grace periods for clocking in and out of the shift
- The rounding rules for early and late clock in/out
- Pay and rounding ER break and lunch periods
- Conditions required for supervisor authorization
- Adjusted clock card times that affect job card data



Pay Period Processing Overview

Processing a pay period is made easy by Pay Period Rules. The primary purpose of Pay Period Rules is to enforce policy governing overtime/double time calculations on a pay period basis. One or more rules should be established for each defined pay period. The module supports weekly, biweekly, semimonthly and monthly pay periods.

Weekly and Bi-Weekly global settings are used to determine the beginning and ending dates of the period. The Pay Summary screen displays all employees designated for the pay type, total approved clock hours and the daily pay code distribution set at shift approval. The daily detail for any questionable distribution may be viewed by double clicking the summary line. System edits enforce that the distribution must equal approved clock hours. After validation and approval, a file is automatically created for export to any payroll system. ■