

ScheduleSource Release Self Training: Release 2015.1

New Features & Enhancements

Enterprise Portal:

1. Time Module

Summary

- Start of Day Timesheet time split
 - > Timesheet will show split based on the Enterprise/time start of day entry.
 - > Prior setting split time at midnight and it will continue if no different start of day is entered.

Example below has 7:00 am set as Start of Day in the Enterprise.

0) 🕑 То	oday 🔹 Sur	nday, Fe	ebruary 1, 2015 -	Saturda	y, Febru	uary 14, 2015								Pay P	Period
Lc	cation			Local	Mana	ger	Enterprise	0	rganization	Open	Erro	or Void	Valid	Regular	Total	
Nur	rsing			[Lock]	[Appro	ove]	[Lock]	No	t Approved	0		0 0) 8	53.97	53.97	
Reh	nab			[Lock]	[Appro	ove]	[Lock]	No	t Approved	0		2 (0 0	0.00	0.00	
										0		2 () 8	53.97	53.97	
_	Details	Differentials									-	dd Time En		alc Time 🏢	Show Ca	lculati
	Type	Location		Project		Task			On		Off	Regular	Bill	Pay	Total	State
•	Date:	Feb/02/2015 (Mon); E	Entries: 1	Total Hours: 6.75 +												
	admin	Nursing		AIDES/ORDERLIES	- REHAB	Hourly			9:00 AM	4:15	5 PM	6.75	0.00	0.00	6.75	۲
	Date:	Feb/03/2015 (Tue); Er	ntries: 1;	Total Hours: 7.78 +												
	admin	Nursing		AIDES/ORDERLIES	- REHAB	Hourly			8:22 AM	4:39	PM	7.78	0.00	0.00	7.78	
	Date:	Feb/05/2015 (Thu); E	ntries: 1;	Total Hours: 8.00 +												
	admin	Nursing		AIDES/ORDERLIES	- REHAB	Hourly			8:00 AM	4:30	PM	8.00	0.00	0.00	8.00	
٣	Date:	Feb/06/2015 (Fri); Ent	tries: 1; T	otal Hours: 6.80 +												
	admin	Nursing		AIDES/ORDERLIES	- REHAB	Hourly			8:57 AM	4:15	5 PM	6.80	0.00	0.00	6.80	
•	Date:	Feb/09/2015 (Mon); E	Entries: 1	; Total Hours: 7.38 +												
		Nursing		AIDES/ORDERLIES	- REHAB	Hourly			8:33 AM	4:26	5 PM	7.38	0.00	0.00	7.38	
•		Feb/10/2015 (Tue); Er	ntries: 3;													
		Nursing		AIDES/ORDERLIES					8:15 AM			7.25	0.00		7.25	
	clock	Rehab		AIDES/ORDERLIES	- REHAB	Hourly			4:30 PM	4:30	PM		0.00	0.00		0
	clock	Rehab		AIDES/ORDERLIES	- REHAB	Hourly			4:30 PM	4:30	PM		0.00	0.00		0
-	Date:	Feb/12/2015 (Thu); E	ntries: 1;	Total Hours: 8.00 +												
	admin	Nursing		AIDES/ORDERLIES	- REHAB	Hourly			11:00 PM	7:00	AM	8.00	0.00	0.00	8.00	
-	Date:	Feb/13/2015 (Fri); Ent	tries: 1; T	otal Hours: 2.00 +												
	admin	Nursing		AIDES/ORDERLIES					7:00 AM	9:00	AM I	2.00	0.00	0.00	2.00	
						Entries	: 10					53.97	0.00	0.00	53.97	

2. Organization Section: Policies Module

•

- New Options below: If not enabled, the system will work as before.
 - New Policy Component: Shift Differentials & Overtime
 - Related to shift differentials. Employees can be paid overtime by working more than a set number of shifts in a week, even if the hours are lower than the weekly or daily threshold for earning overtime

Shift based overtime		
*Name: Versions:	Union Default	- Bill Hammers V
*Effective Date: Shift Based Overtin Shift definition:		, 400
Start - End 7:00 AM - 3:00 PI		Differential Holiday Regular ✔ Regular ✔
3:00 PM - 11:00 F		Diff0 V Diff0 V
11:00 PM - 7:00 A	м	Diff0 V Diff0 V
Start Time - End Ti	me	Regular V Regular V
Shift bu	ffer: 15	Minutes before after shift.
Daily Shifts for Overti	ime:	shift/week
Weekly Shifts for Overti	ime: 5.0	shift/week
Daily Overti	ime:	hours/day.
Weekly Overti	ime: 37.5	hours/week.
		* - Required Field Save
		[DELETE]



Configuration to elect to not pay both Shift Differential and Overtime on the same shift. You can now configure the shift differential component to mark Overtime hours with the default differential (usually as Regular Hours).

Shift Differentials			
*Name:	Diff		
Versions:	Default - Bill Hamm	ners 🗸	
*Effective Date:	5/30/2015		
Shift Differentials Turn on Shift Differentials Use Location Shift Differentials Will fallback to this definition if no	ntial	n is configured on the lo	cation.
Default Differentials Regul Mark overtime as default Su Mo Tu We Th Fr Sa	differential.		
	Start Time - End	Time Diff0	-
WeekDays	Start	End Diff	Hol

Can now exempt a Project/Task from Overtime.

[Add Pr	oject]												
Project		Task			Allow Ent	ry	Attributes						
Code	Name	Code	Name		Clock	Card	Leave	Billable	Paid	Overtime Exempt	t I	Break	Enabled
aaa	aaa	[Add Task]											Yes
		aa	aa		Yes	Yes			Yes	Yes			Yes
BBB	BBB	[Add Task]		📰 Edi	t Task					S	×		Yes
		Break	Break									Yes	Yes
		Vacation	Vacati		roject: a *Code: a					~			Yes
				,		Clock Leave	✓Card Billable exempt * -	e ☑Paid • Required	Ē	reak			

- New Policy Component: Leave Rules
 - When an employee is taking leave, they receive the Differential that is earned on those hours as well.

as well.	
Leave Rules	
*Name:	Union
Versions:	Default - Bill Hammers 🗸
*Effective Date:	2/17/2015
Holiday Rules	s
	* - Required Field Save
	[DELETE]



- Holiday Rules: New option
 - A location Holiday calendar, is a new option. Different locations can have different holidays.

*Name:	Union
Versions:	Default - Bill Hammers 🗸
*Effective Date:	2/17/2015
Holiday Rules	dar Holiday Calendar definition is configured on the location. Union V

• Station/Time link

> Link has been moved to the Project/Tack/Activity component from the Time Settings

Project/Task/Activity	Component			
	est 1/15/2015 - Bill Hamr	ners 🗸		
*Effective Date: 2	2/15/2015	1		
✓ Use Station\Time Se Project/Task Activ				
Project	Task	Deployed	Default	
BB&T TOWER	HOLIDAY WORKED - BB&T TOWER		0	
DEAT TOUES	RECUR TRAINING -	-	~	

- Policy Component assignments for locations Moved to Location Section
 - Has been moved and renamed, it was under Time and was called shift differentials. This is where you can assign a policy component to a location for location-based Shift Differentials or Holiday rules.

	ization	🏼 🖉 ບ	isers Ro	les 🤞 A	dmin Colli	aboration 🦉	1401	B 🗎 9	Rec
mployees	🗋 C	redenti	als – 📶 For	ecasts 🔋	Templates	푿 Local	🧐 Time	📑 Repo	rts
	٠	Locati	ions \ BB&	&T TOWER	R Print				
	Edit	Setti	ngs for: 🗾	ocation	Employee	Schedule	Time	Assign:	Us
•	S	etting	js \ Loc	Globall	Days & Busine y Unique ID (Components				
	S	ort / F	Rank	I Olicy C		ess Days/H	lours		
	Fir	st Day	Day	Rar		ay Start Tim	ie 🥝 En	d Time 🥝	
		۲	Monday	1 4		Start Tim	e -	End Time	_
		0	Tuesday	1 🗸		Start Tim	e -	End Time	
Туре		Name		Start	End	Act	tion		
No record	is to dis	piay.							
Assign:									
	nent T	ype: Si	elect Componen	t Type_		•			

Save * - Required Field

*Effective Date:



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Location Portal:

1. Time: (See Screen Shots in Enterprise – same functionality)

- Start of Day Timesheet time split
 - Timesheet will show split based on the Enterprise/time start of day entry.
 - Prior timesheets always split time at midnight and still will if no different start of day is entered.

Employee Portal:

- CAPTCHA Enforcement (OPTIONAL)
 - A new setting (Set by ScheduleSource) to limit automated scripting of the SwapBoard. Views are counted and when the view limit, a CAPTCHA pop-up will appear. The count is maintained between all logon sessions.
 - A second setting resets the count to zero after so many idle minutes. This helps prevent normal users, with idle time between sessions, from seeing the CAPTCHA.
 - When the employee enters CAPCHA text correctly, they will be redirected back to the page they were requesting. Entry of text is not case sensitive.
 - If configured, these pages will enforce CAPTCHA: Swapboard, Claim Shift Pop-Up, My Calendar (when showing Swapboard shifts/counts)
- A CAPTCHA (an acronym for "Completely Automated Public Turing test to tell Computers and Humans Apart") is a type of challenge-response test used in <u>computing</u> to determine whether or not the user is human.
 - ➢ Example:

