ScheduleSource TeamWork Enterprise Portal Guides

Part II Additional Modules

Time & Attendance Module

Version 1.0

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ScheduleSource TeamWork Enterprise Portal Guides. Part II Additional Modules: Time & Attendance Module

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Chapter 1 - Introduction to Time & Attendance

Overview

Use the Time & Attendance module of the Enterprise portal to establish pay periods and set up the projects, tasks, and activities at which employees will make time entries to be paid for hours worked. Specify pay rates and the methods employees can use to make time entries, such as clocking in or out or entering time in a time card. View reports on scheduled work versus employee time entered, see where it varies, and also have the ability to quickly estimate overtime. Develop a system for approving time in your organization, and display time-related issues, actual time worked, exceptions, and alerts. Export the payroll, and integrate TeamWork Time & Attendance data with an external payroll system.

When the Time & Attendance Module is enabled, a link to the Time section displays on the top menu. When you select Time, the following menu selections display. Each contains additional windows that you can use to perform time-related functions.

Review

The Review section provides a number of windows that quickly give you an idea of your workforce's time and attendance. Examine time-related issues, display actual time entries and make adjustments, locate and fix time entry exceptions, view the real time headcount plan, and compare it to the actual headcount. In addition, you can analyze your plan of employees scheduled at each location and compare data for a day, week pay period, or range. Information displays for the following time categories: scheduled, actual, time exceptions, headcounts, and variance. View Absent/On to track absences for locations, employees, and time periods. Monitor employees as they clock in and clock out, and export data from a number of the Review section windows to Excel or a CSV file. See Using the Review Section. Filter time data by Employee, Crew, or type of exception. Photos can be used to take a picture of the employee clocking on if clocking from a device with a camera.

Pay Period

In the Enterprise and Location, the Pay Period section provides tools for finalizing pay periods. It includes a visual summarization of hours worked, status, and time sheet data. Also included is window for Approvals that displays all time-related information for a location as well as an Action button, where you Lock, Unlock, and Approve a Pay Period. You can use a Timesheet window to locate individual employee time sheets and make adjustments to them. A Print/Sheets window allows you to print all time cards on individual sheets. The Reports window summarizes time-related data with export links.

The Enterprise portal controls creating Pay Periods and exporting final approved payroll data. There is a Payroll window from which you can perform a payroll export. To set up a payroll export, open a support case and contact ScheduleSource. See Using the Pay Period Section.

Reports

The Reports section in the Time & Attendance module provides two types of automatically-generated reports: Roll Ups and Overtime Estimator. In addition, a Design link is provided so that you can access and display time-related reports that are created in the Reports section. See Reports Overview and Creating Report Designs. For assistance with developing a report design, open a support case and send it to ScheduleSource Support. Explain the data you would like to report on, and a technician can help you develop a design that produces those results. See Using the Reports Section.

Configuration

The Configuration section provides the tools you use to set up the structure under which time and attendance can be managed. Establish pay period date ranges, set up export formats for payroll exports, define projects and tasks and deploy them to locations, create activities/tasks for employees to clock and deploy them to locations, and optionally add a variety of pay rate types for employees, time, and policies. To set up time clocks, open a support case and send it to ScheduleSource Support. See How To's for Configuring Time & Attendance.

Remember: You can perform all time-related tasks at the Enterprise portal, or you can perform tasks related to location management and scheduling in the Location portal. The role definitions you set up in the Enterprise portal and assign to Location portal users control the Time & Attendance operations those users can perform in the Location portal. See Role Definitions for Time & Attendance.

See Also

- Time & Attendance Workflow
- Understanding Time & Attendance
- Navigating in the Time & Attendance Section
- How To's for Setting Up TeamWork for Time & Attendance
- How To's for Using the Time & Attendance Module
- Using Filter and Find Tools

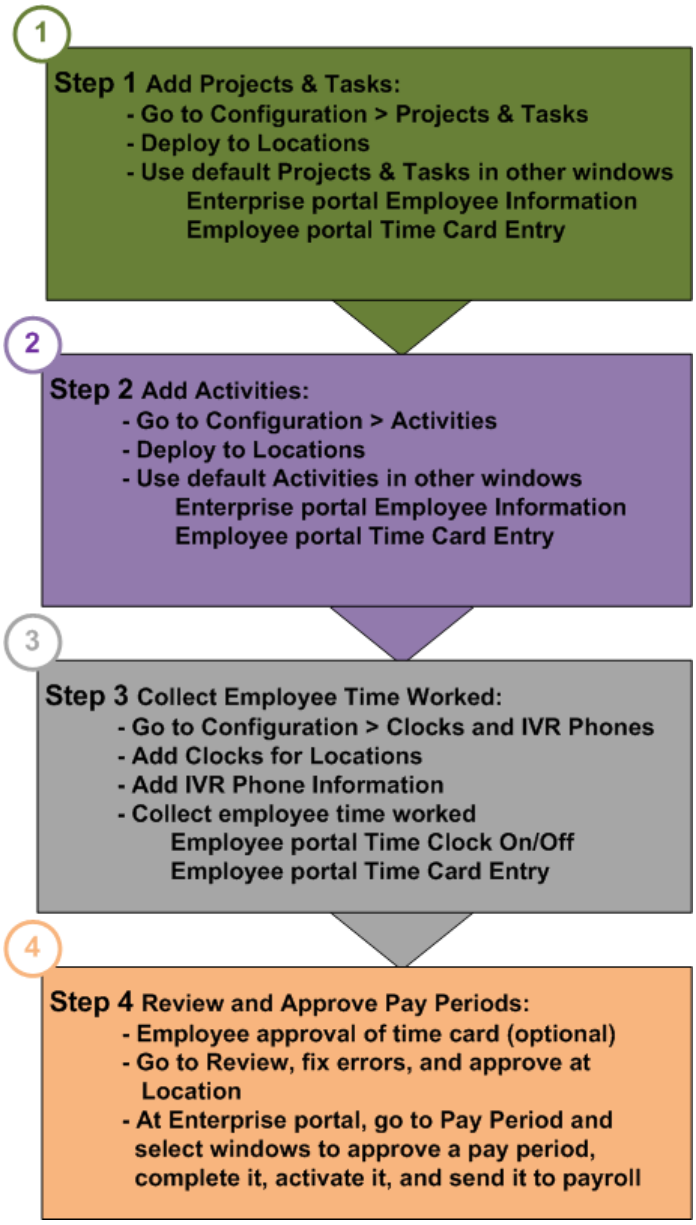
Time & Attendance Workflow

The Time & Attendance module uses the records you set up in the Enterprise portal for locations, employees, stations, and users. After you activate the Time & Attendance module:

- Establish pay periods as containers for collecting time-related information.
- Create projects, tasks, and activities. Assign them as default in the Enterprise portal using Locations > Time > Default Project & Task. Codes should match your payroll codes.
- Assign them as default to Employees in the Enterprise portal using Employee Information > Time & Attendance.
- Allow employees to submit entries for time worked using a time card or clocking on and off in the application or a dedicated Kiosk.
- Review employee time entries submitted, resolve problems, and approve a pay period so that payroll can be exported and employees can be paid.

Workflow Steps

The following workflow shows steps for setting up and using the Time & Attendance module.



See Also

- How To's for Configuring Time & Attendance
- How To's for Setting Up TeamWork for Time & Attendance
- How To's for Using the Time & Attendance Module

Chapter 2 - Understanding Time & Attendance

Overview of Features and Windows

When you add the Time & Attendance module to the Core Scheduling Package, additional windows display in the Enterprise portal in the Locations and Employees sections, and there is a new section on the Enterprise portal top menu bar for Time. There are also additional role definitions.

To gain a better understanding of the Time & Attendance Module features, see:

- Introduction to Time & Attendance
- Role Definitions for Time & Attendance
- Navigating in the Time & Attendance Section
- How To's for Configuring Time & Attendance
- How To's for Setting Up TeamWork for Time & Attendance
- How To's for Using the Time & Attendance Module
- Locations Windows for Time & Attendance
- Employees Window for Time & Attendance
- Time & Attendance Module Windows

The following shows the new windows that are added and provides a brief description of their use.

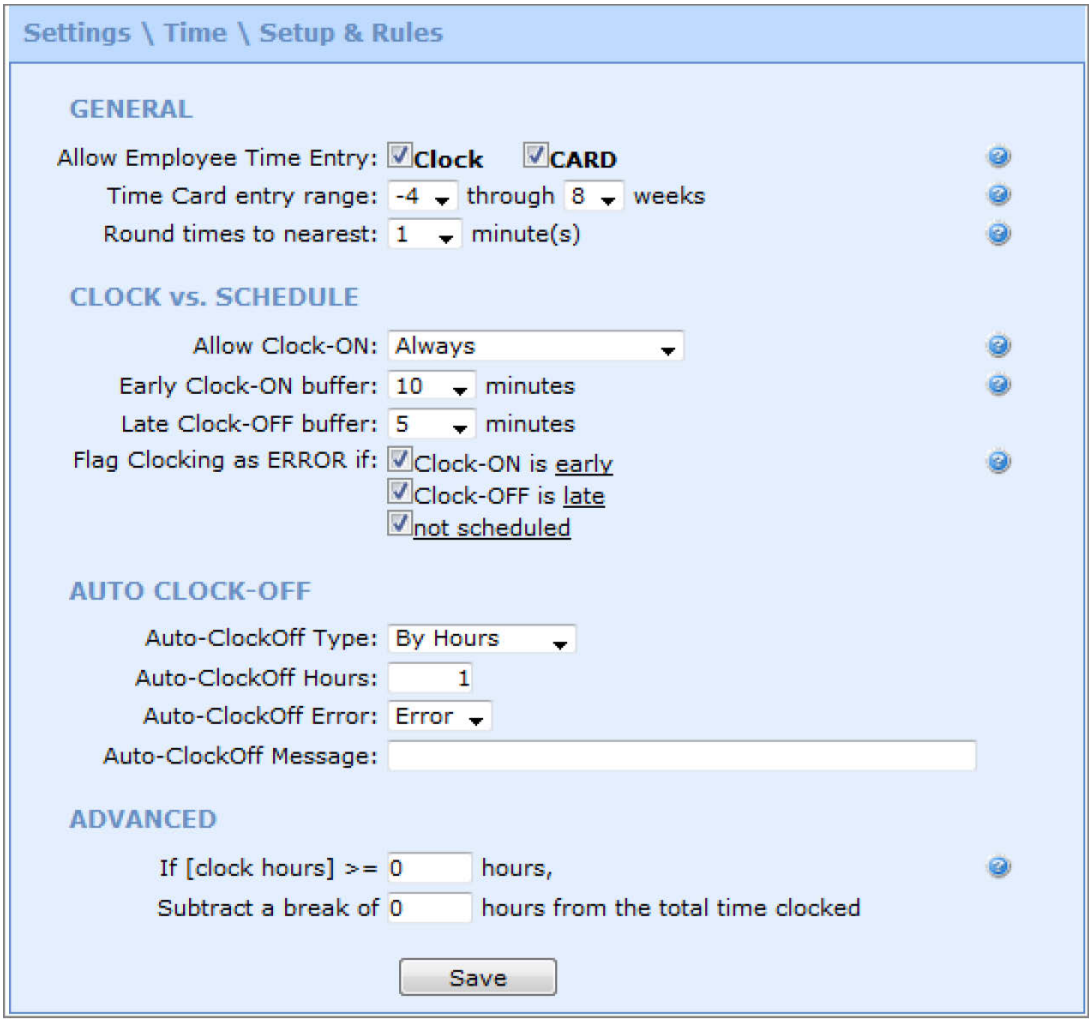
Locations Windows for Time & Attendance

When you set up a location in the Enterprise portal and the Time & Attendance module is active, you define a variety of time-related employee procedures. They include general time entry procedures, clocking practices, auto clock-off, and other advanced timekeeping functions such as scheduling breaks, assigning projects and activities, and identifying shift differentials. The following windows display under Location > Time.

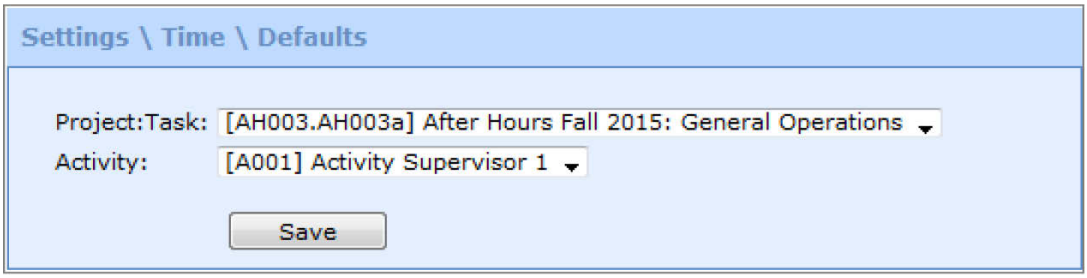
- Setup Time & Rules — Use the Setup & Rules window to configure time settings such as time entry, clocking practices, and auto clock-off.
- Default Project & Task — Use the Project & Task window to identify the default project, task, and activity for a location.
- Valid IP Address — Use the Valid IP Address window to limit access to the time system to the IP addresses specified.
- Projects — Use the Projects window to assign available projects and tasks to a location.
- Activities — Use the Activities window to assign available activities to a location.

For more information on using the Locations windows for Time & Attendance, see How To's for Setting Up TeamWork for Time & Attendance.

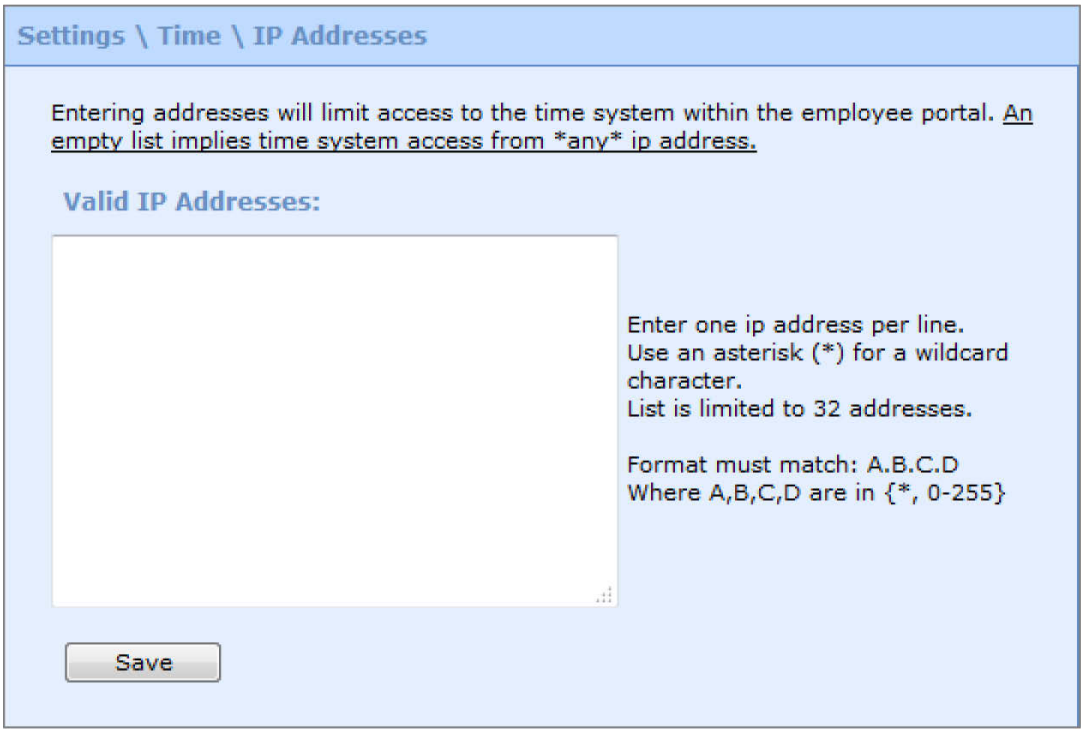
Setup Time & Rules



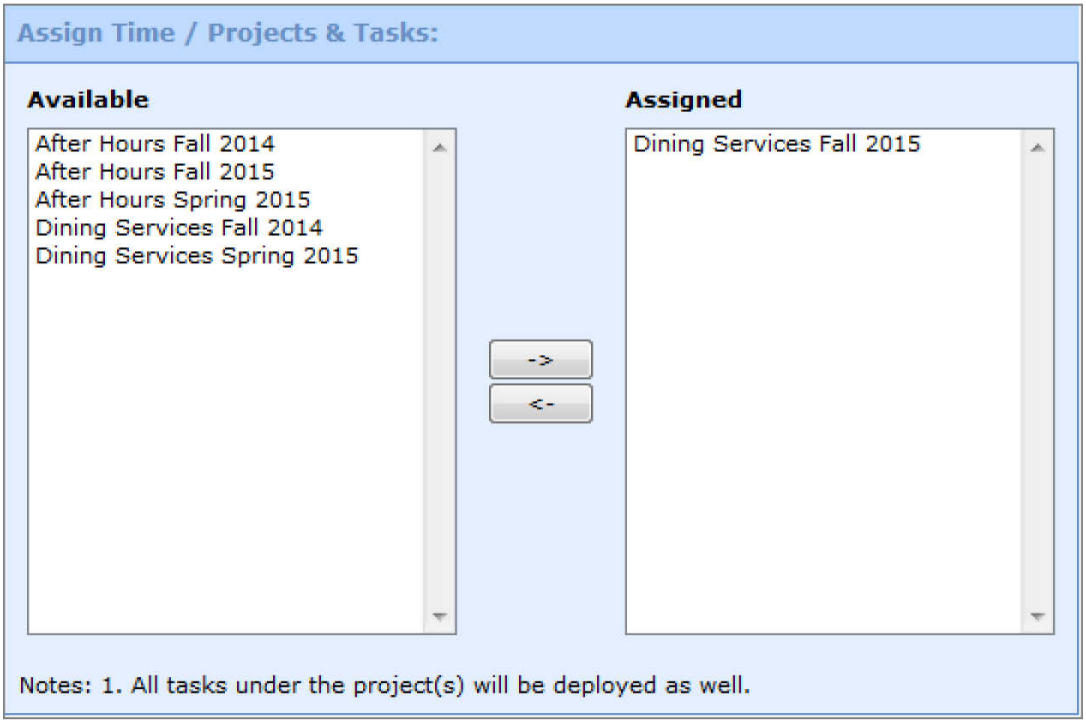
Default Project & Task



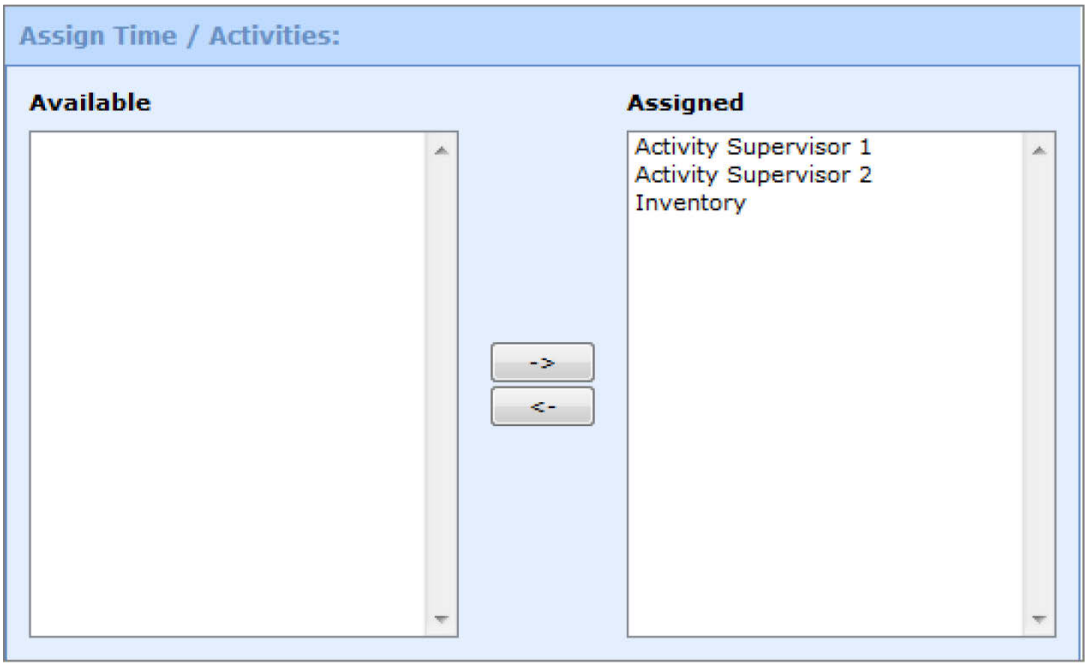
Valid IP Addresses



Projects



Activities

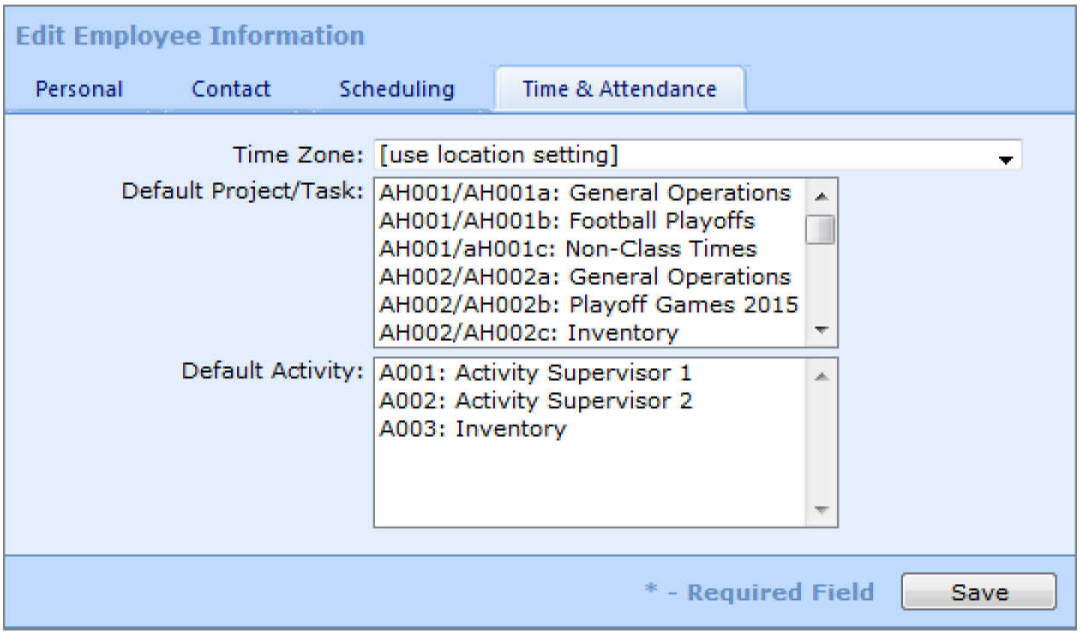


Employees Window for Time & Attendance

When you set up employees in the Enterprise portal and the Time & Attendance module is active, there is an additional tab in the Employee Information window for Time & Attendance. Use it to select the employee time zone (usually you use the location setting) and select both the default project/task and activity. Then, the default project/task and activity automatically display on the employee time clock, time card, and time sheet. If the employee has other projects available to clock to, they can choose a project to clock to other than the default. Go to Employees > Edit > Time & Attendance.

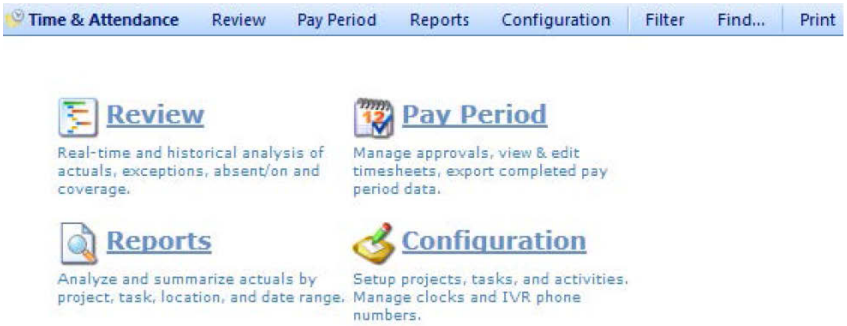
For more information on using the Employees window for Time & Attendance, see How To's for Setting Up TeamWork for Time & Attendance.

Time & Attendance



Time & Attendance Module Windows

When you select the Time section, Time & Attendance functions display groups of windows you use to perform timekeeping operations. Windows provide review and analysis, pay period summaries and approvals, rules, reports, configuration of pay periods, and everything associated with collecting information about time worked and paying employees.



See the following Time & Attendance sections:

- Review
- Pay Period
- Reports
- Configuration

- Windows Available from Many Sections
  - Filter
  - Find
  - Edit Entry
  - Add Entry
  - Assign

For more information, see How To's for Using the Time & Attendance Module.

See Location Portal Help Card #1 for a printable index of menu contents under each section in the Time & Attendance module: http://www.schedulesource.net/support/TimeLocv3_1SectionIndex.pdf

Review

Use the Review section to review issues related to time, errors, exceptions, and attendance. View actual time entries, exceptions, headcounts, variance, list absences and attendance on a shift-by-shift basis, review variance, absences, and photos. The following windows display under Time > Review.

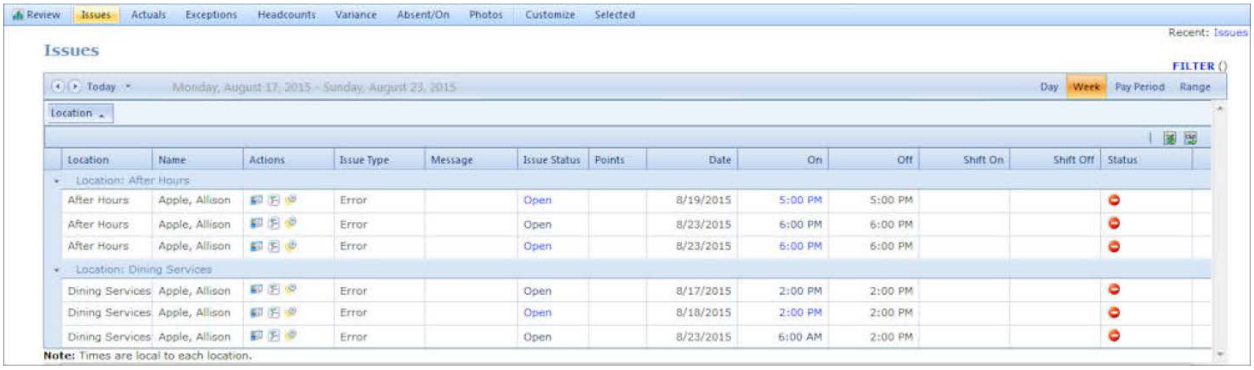
- Issues — Use the Issues window to display all time clocking for a day, week, or pay period. Provides a list of clocking with issues that need review.
- Actuals — Use the Actuals window to display all clocking for a day, week, or pay period. Provides real time and historical analysis of actual time clocking.
- Exceptions — Use the Exceptions window to display all time entries that have an exception to be reviewed. Provides a filter for viewing exceptions by type.
- Headcounts — Use the Headcounts window to display headcounts for locations in 60- 30- and 15-minute intervals. View by variance, schedule, and time. Display only the schedule or 24-hours.
- Variance — Use the Variance window to display employee scheduled, actual and variance information for each location. Display a day, week, pay period, or range of time. Included schedule only or schedule and Leave.
- Absent/On — Use the Absent/On window to display employee actual time to their scheduled time in each location. Allows you to quickly identify problems in schedules or actuals. Select values such as all attendance, any exception, still on, absent, and a variety of other time-related factors.
- Photos — Use the Photos window to display pictures of employees as they clock in and clock out if clocking from a camera equipped device.

For more information, see Using the Review Section.

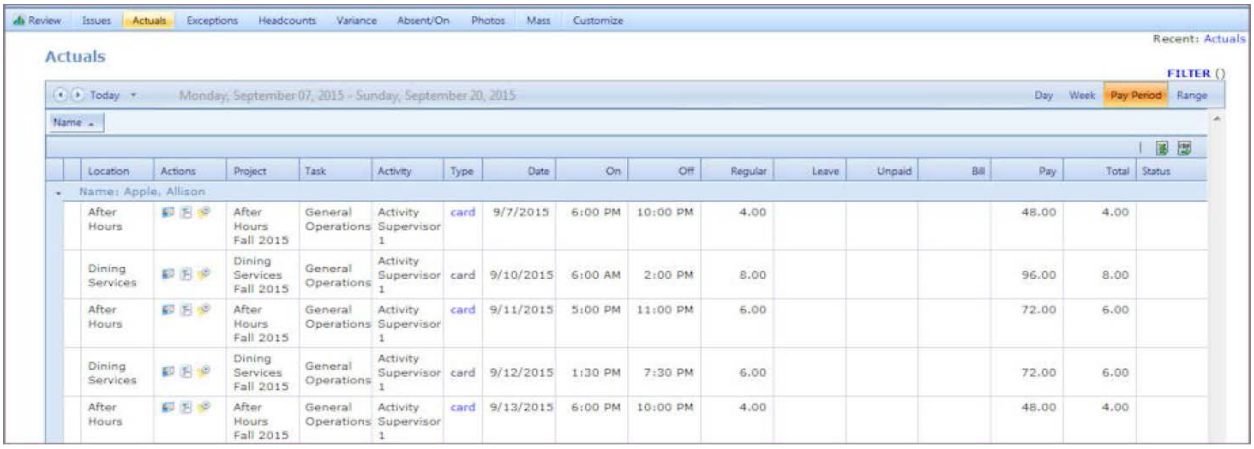
See also the Location Portal Help Card #4 for in-depth assistance on Review > Issues: http://www.schedulesource.net/support/TimeLocv3_4ReviewIssues.pdf

Launch Review

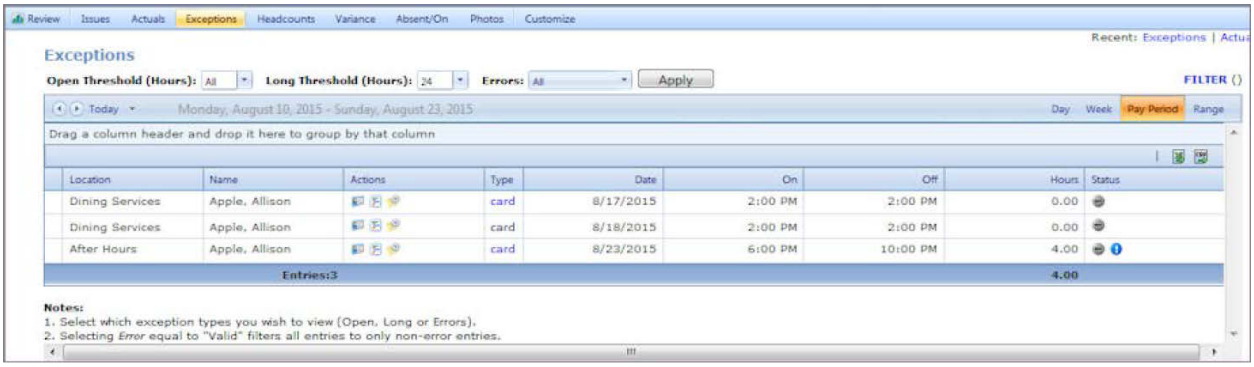
Issues



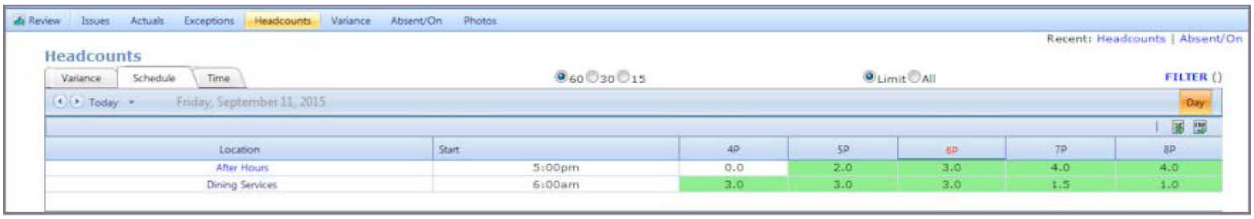
Actuals



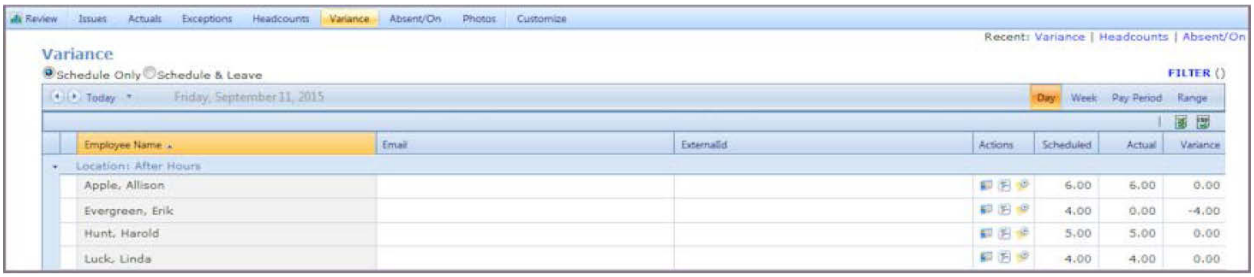
Exceptions



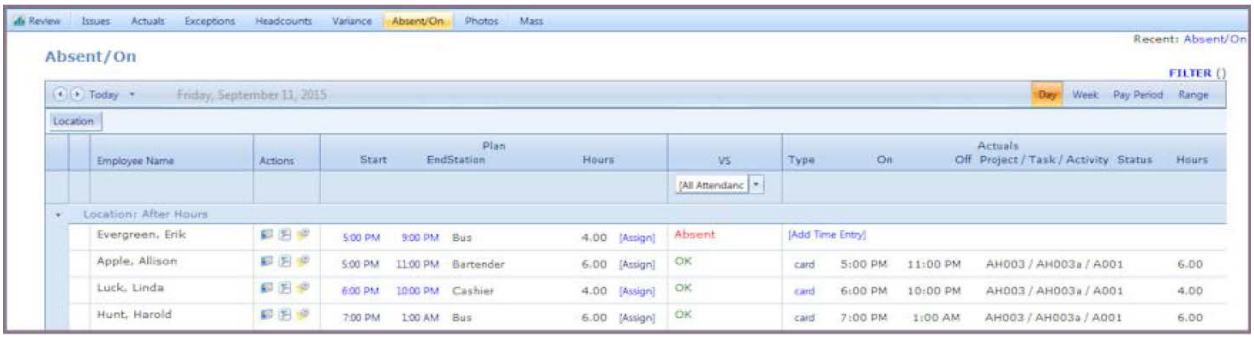
Headcounts



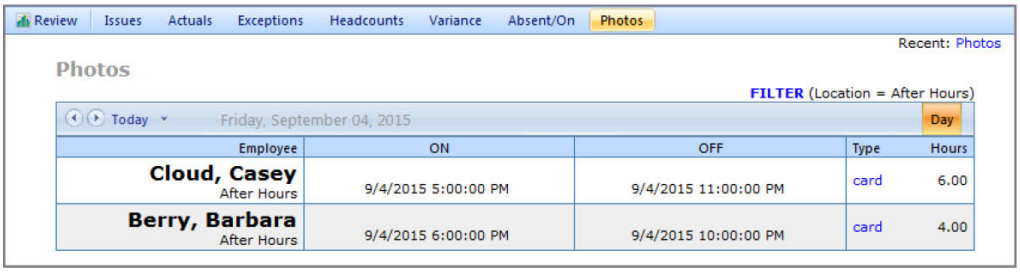
Variance



Absent/On



Photos



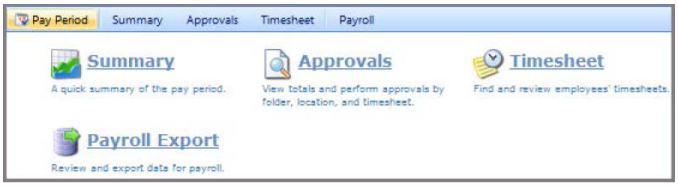
Pay Period

Use the Pay Period section to finalize pay periods. The following windows display under Time > Pay Period.

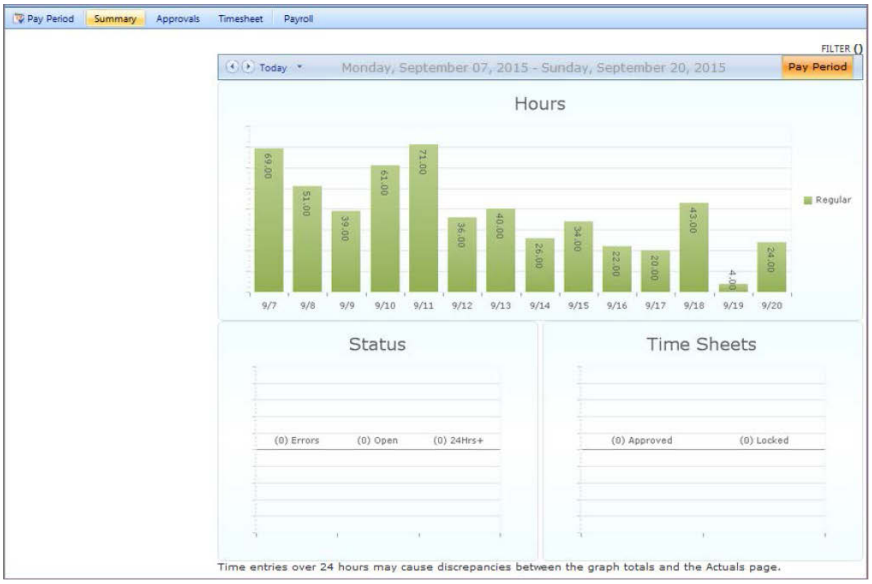
- Issues — Use the Summary window to get a quick snap shot of hours, status, and time sheets.
- Approvals — Use the Approvals window to perform individual approvals by time sheet and location, as well as mass lock and approvals.
- Timesheet — Use the Timesheet window to view and edit individual time sheets.
- Payroll — Use the Payroll window to set up a payroll export. To set up payroll export processes for your company, open a support case and send it to ScheduleSource Support.

For more information, see Using the Pay Period Section.

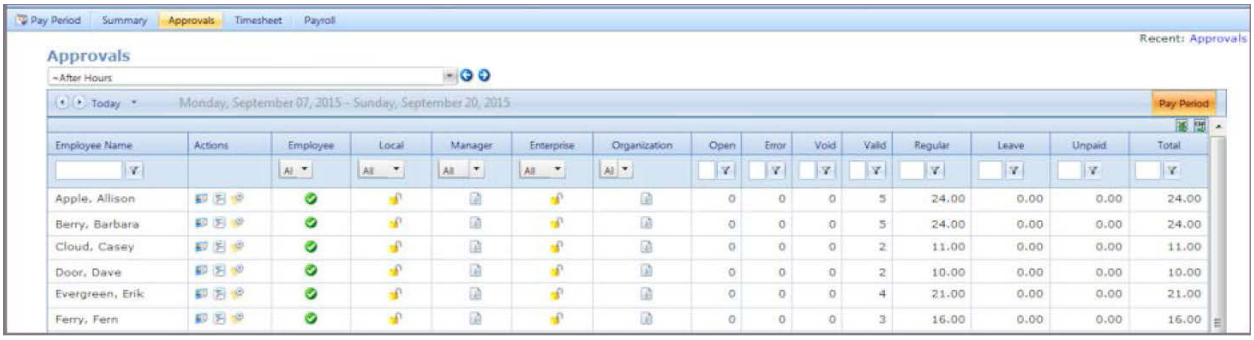
Launch Pay Period



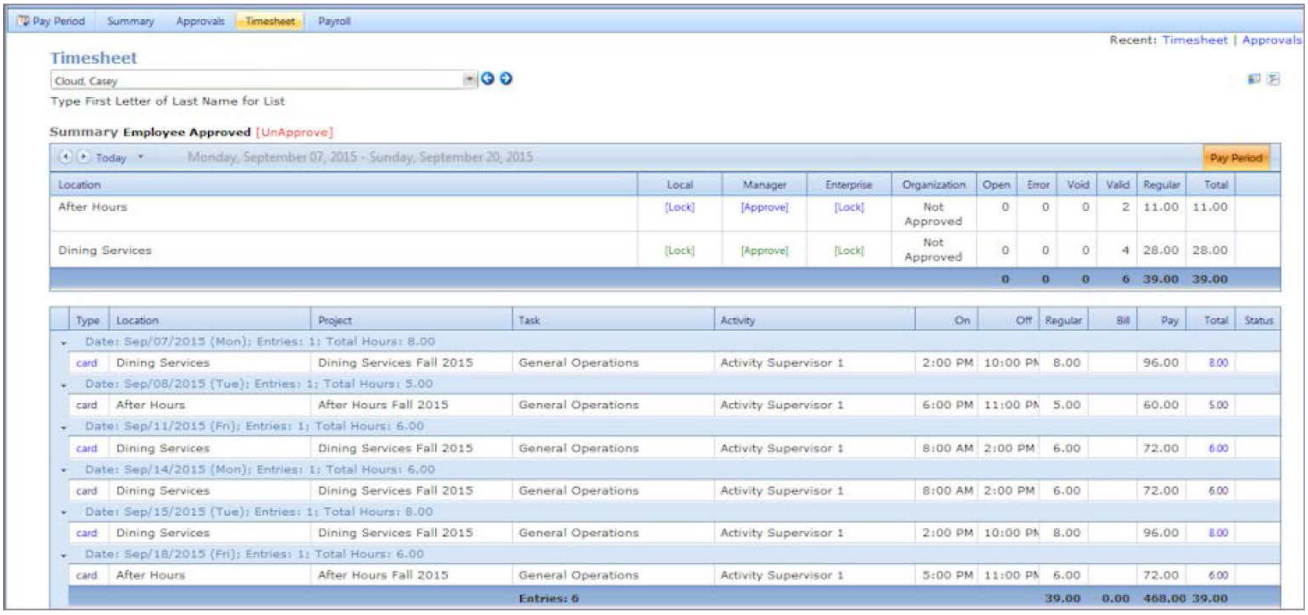
Summary



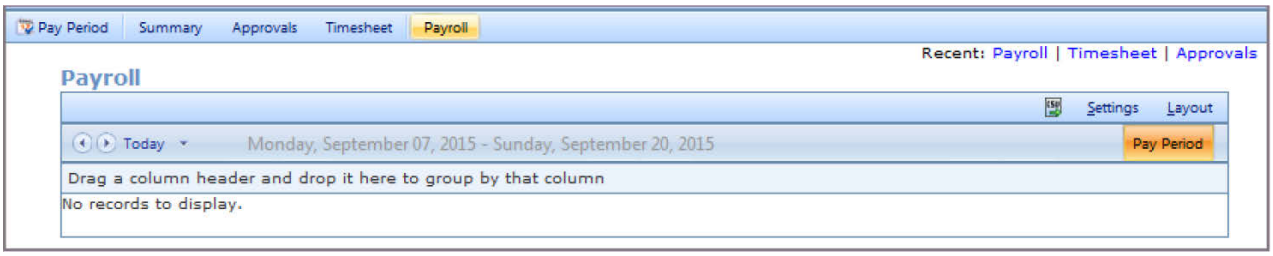
Approvals



Timesheet



Payroll



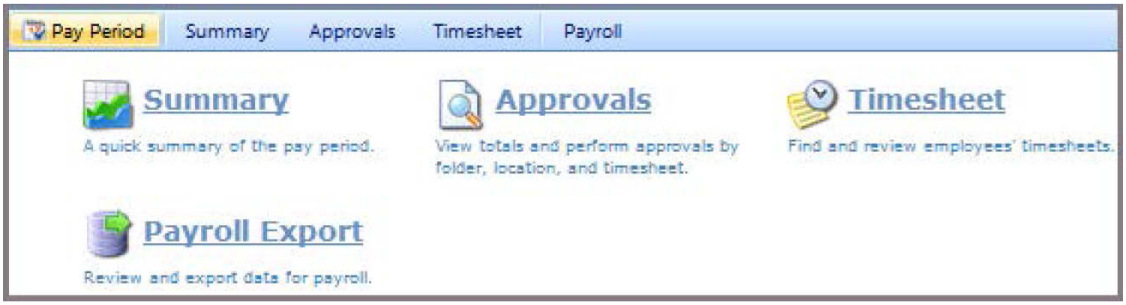
Reports

Use the Reports section to quickly display time-related data for specific dates. The following windows display under Time > Reports.

- Roll Ups — Use the Roll Up window to display entry hours or calculated hours for a project, project and task, activity, day, or employee.
- Overtime Estimator — Use the Overtime Estimator window to display work hours for the day.
- Designs — Use the Reports window to run the time-related reports. For more information about creating reports, see Understanding Report Designs in the Enterprise Portal Guide.

For more information, see Using the Reports Section.

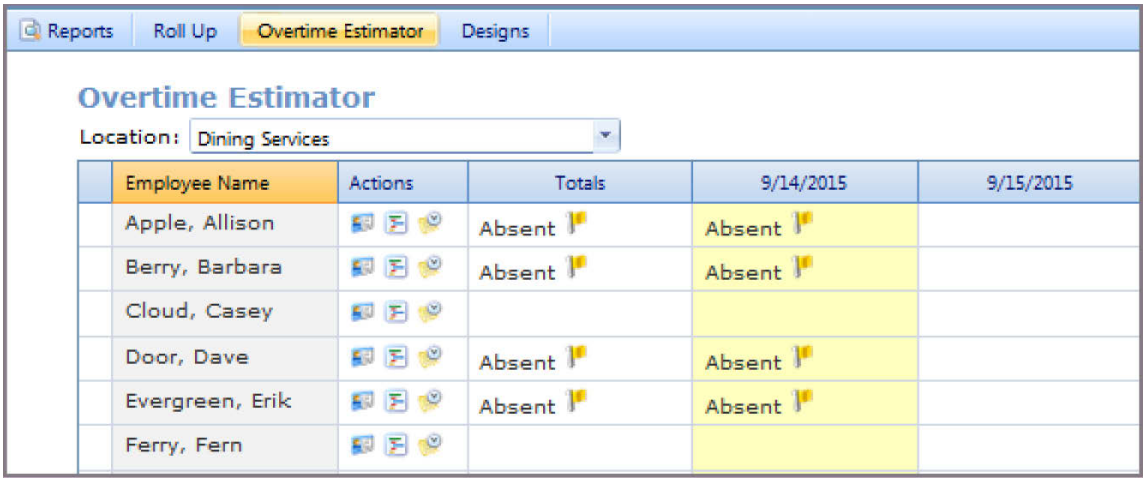
Launch Reports



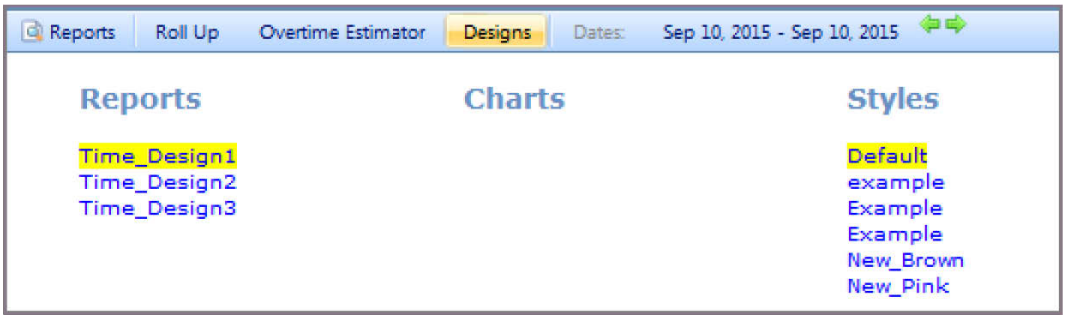
Roll Up

Employee	Regular	Leave	Billable	Paid	Total
Apple, Allison	8.00	0.00	0.00	8.00	8.00
Berry, Barbara	8.00	0.00	0.00	8.00	8.00
Door, Dave	8.00	0.00	0.00	8.00	8.00
Gate, Gary	7.00	0.00	0.00	7.00	7.00
Jump, Joan	6.00	0.00	0.00	6.00	6.00
Luck, Linda	12.00	0.00	0.00	12.00	12.00
Zabowski, Zach	8.00	0.00	0.00	8.00	8.00
	57.00	**0.00**	**0.00**	**57.00**	**57.00**

Overtime Estimator



Designs



Configuration

Use the Configuration section to establish the framework for the Time & Attendance module. The following windows display under Time > Configuration.

- Pay Periods — Use the Pay Periods window to add pay periods and to view all time during that pay period.
- Payroll Exports — Use the Payroll Exports window to set up payroll exports.
- Projects & Tasks — Use the Projects & Tasks window to add projects and tasks and deploy them to locations.
- Activities — Use the Activities window to add activities and deploy them to locations.
- Pay Rates — Use the Pay Rates window to add pay rate calculations and assign them to employees, specific time periods, and policies.
- Clocks — Use the Clocks window to add hardware clocks.

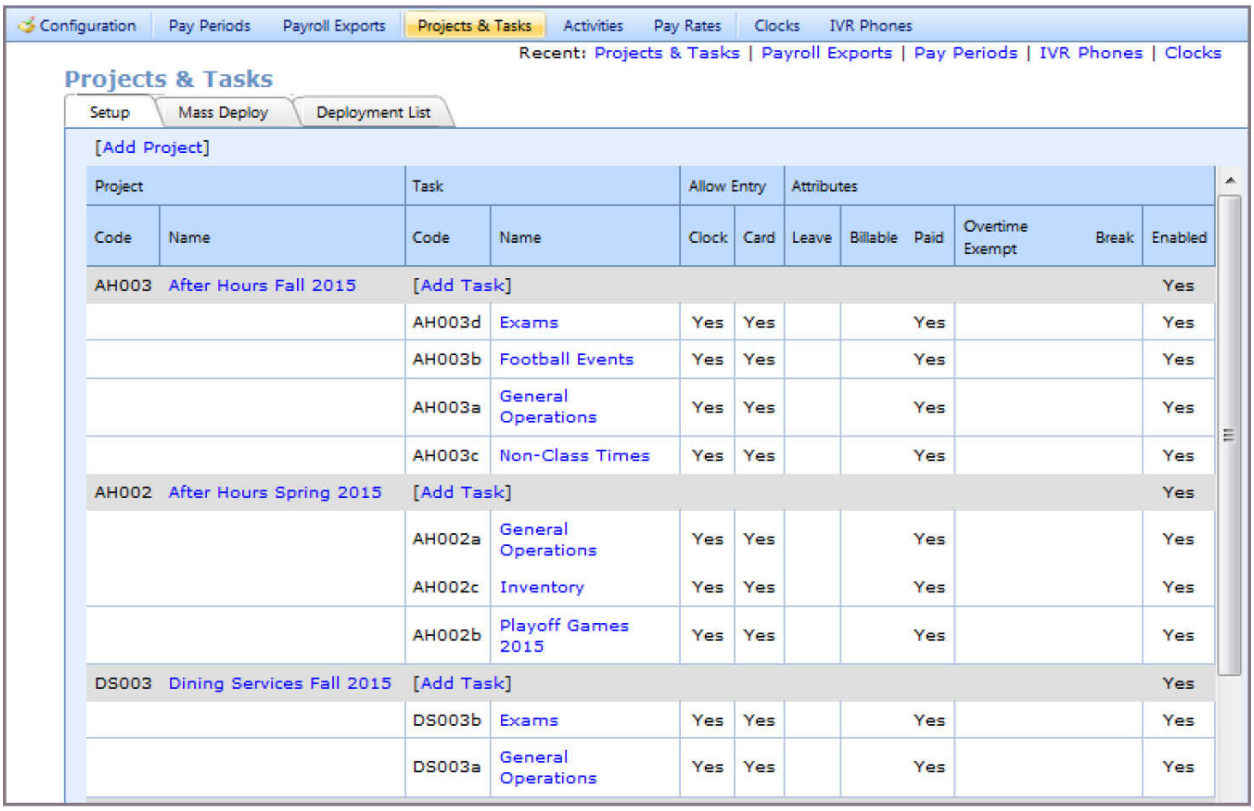
For more information, see How To's for Configuring Time & Attendance.

Launch Configuration

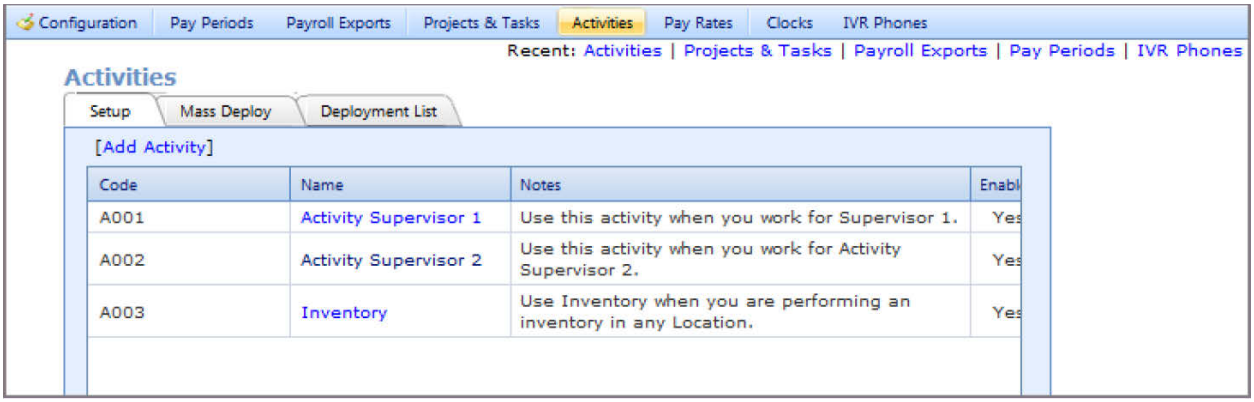
Pay Periods

Payroll Exports

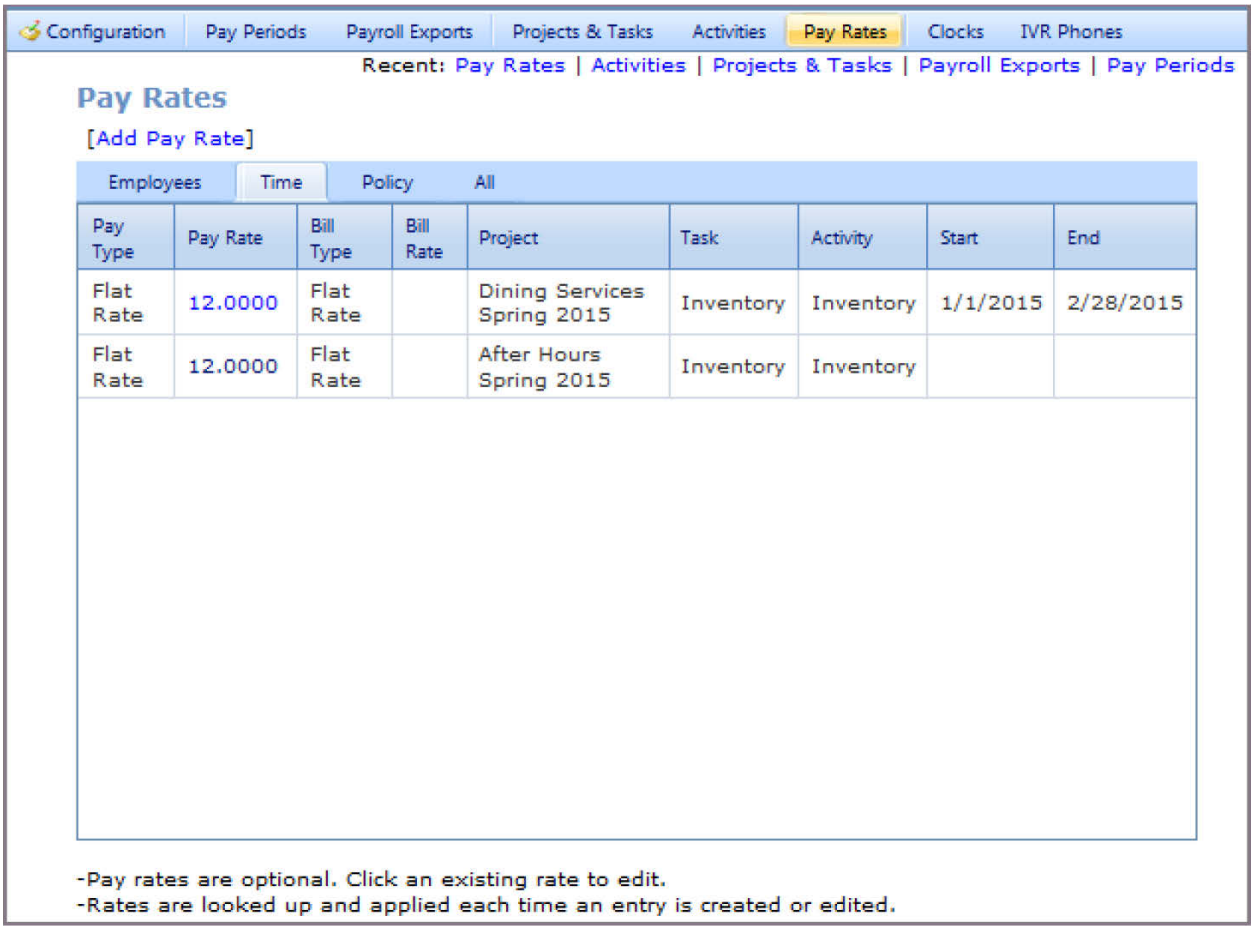
Projects & Tasks



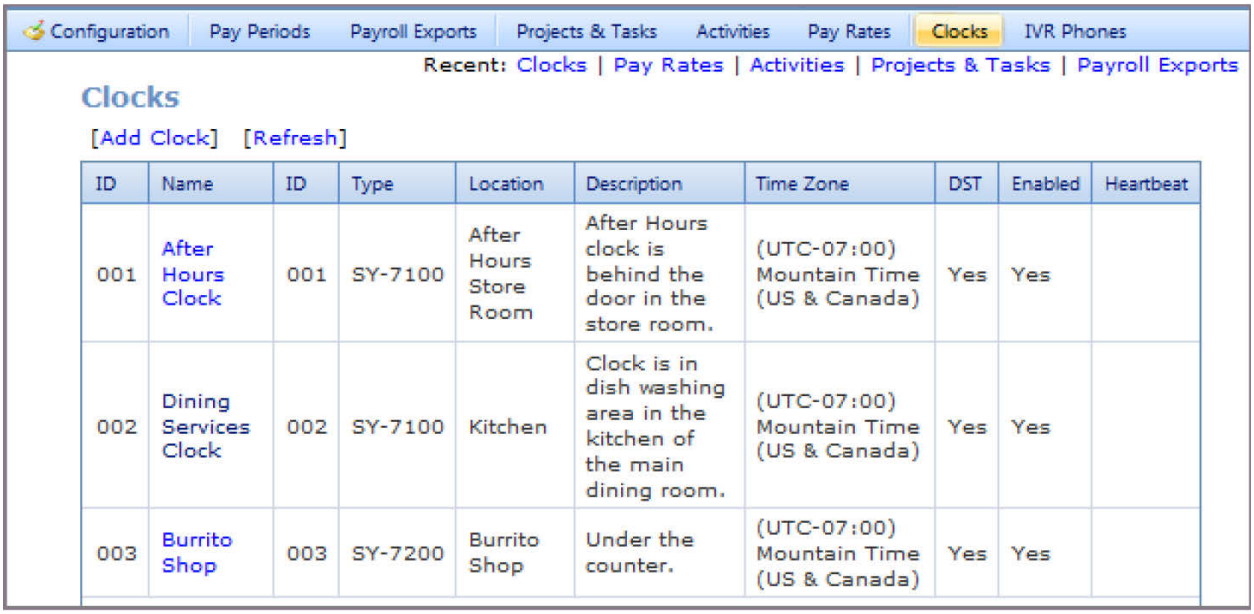
Activities



Pay Rates



Clocks



ID	Name	ID	Type	Location	Description	Time Zone	DST	Enabled	Heartbeat
001	After Hours Clock	001	SY-7100	After Hours Store Room	After Hours clock is behind the door in the store room.	(UTC-07:00) Mountain Time (US & Canada)	Yes	Yes	
002	Dining Services Clock	002	SY-7100	Kitchen	Clock is in dish washing area in the kitchen of the main dining room.	(UTC-07:00) Mountain Time (US & Canada)	Yes	Yes	
003	Burrito Shop	003	SY-7200	Burrito Shop	Under the counter.	(UTC-07:00) Mountain Time (US & Canada)	Yes	Yes	

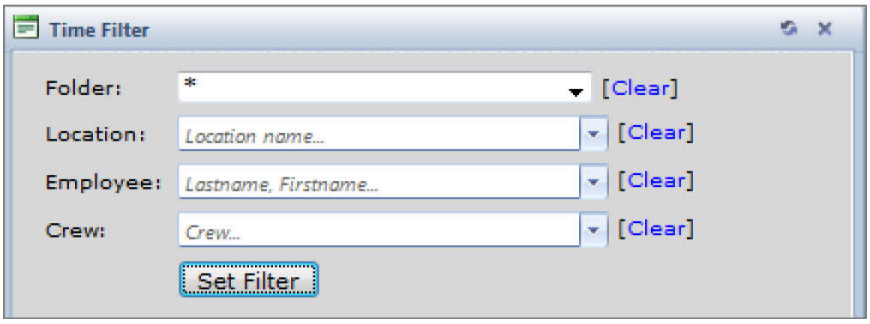
Windows Available from Many Sections

The Time & Attendance Module uses a user-friendly interface that provides multiple levels of access to key windows from all sections. You can find what you are looking for quickly using the time filter and find windows. In addition, active clock and card links display employee time clock or time card entries from multiple windows. Using these windows, you can correct time entries or the status. You can also mark and entry as an error or void it. See:

- Filter
- Find
- Edit Entry
- Add Entry
- Assign

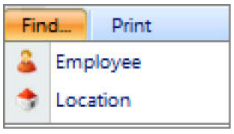
Filter

Use the Time Filter window to locate specific information quickly.

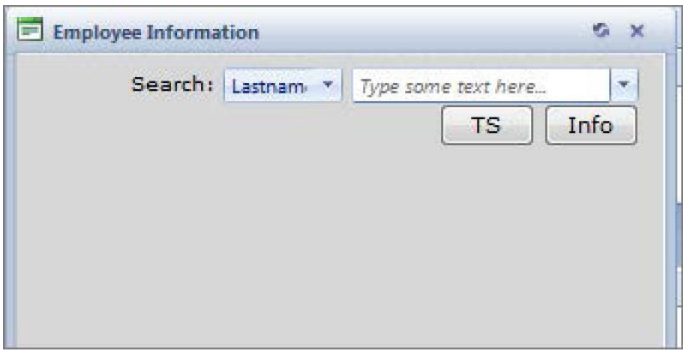


Find

Use the Find windows to access specific employee or location information.



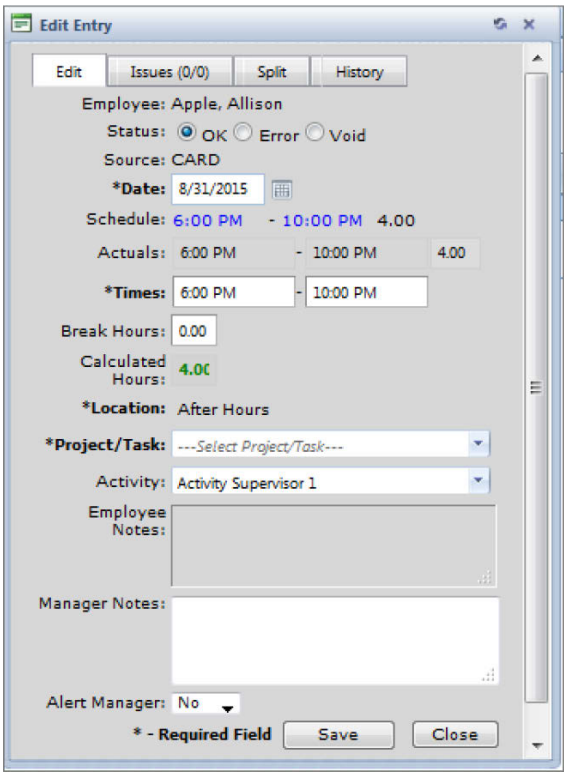
Find Employee



Find Location

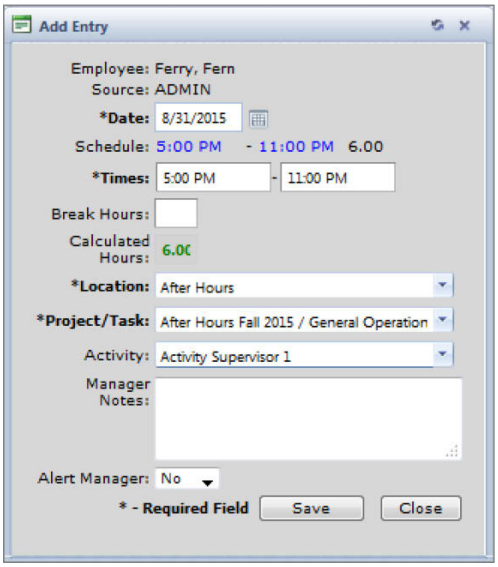
Edit Entry

The Edit Entry window displays when you select a card or clock link on many of the Review windows such as Actuals, Exceptions, Headcounts, and Absent/On and on the Timesheet window under the Pay Period section.



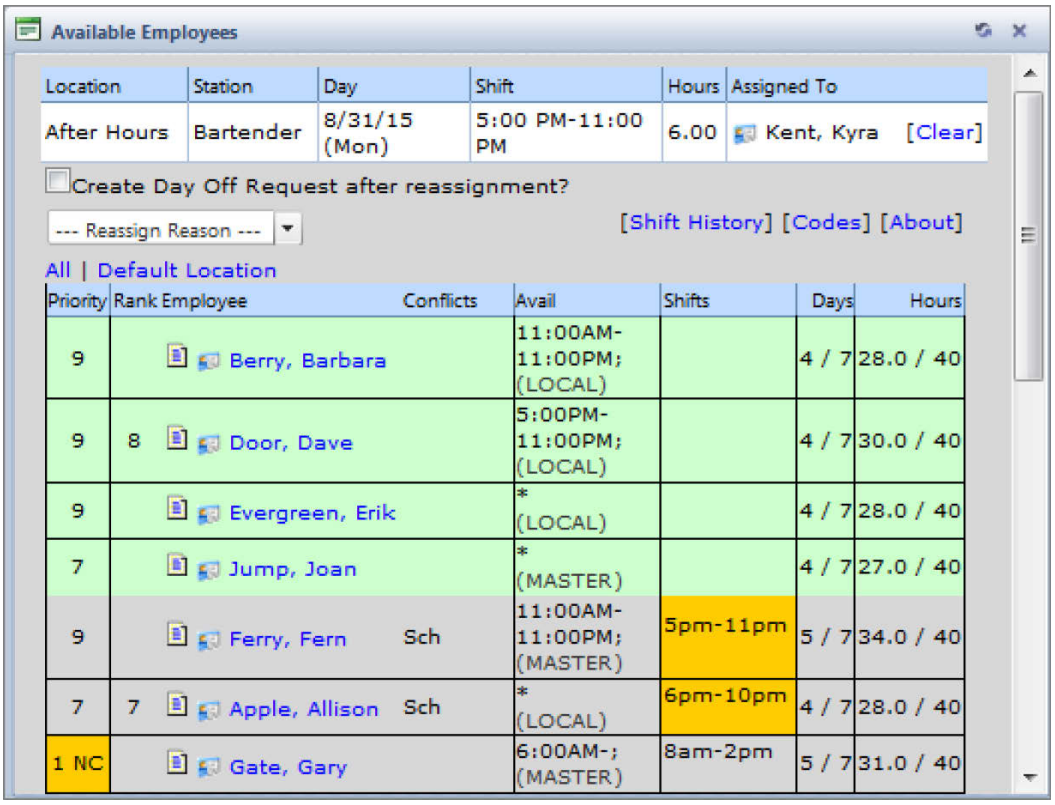
Add Entry

The Add Entry window displays when you select the Add Time Entry link from the Review > Absent/On window. If an employee forgot to clock on or add a time entry, you can do it for them.



Assign

The Assign window displays in the Review section when you click the Assign link on Review > Absent/On window. You are also directed to the Absent/On window from the Variance window tabs.



Chapter 3 - Role Definitions for Time & Attendance

Overview

There are role definitions for the Time & Attendance Module that apply to the Enterprise portal and the Location portal. Each section and the actions available are defined below:

- Time Section Access for Enterprise Portal
- Time Section Access for Location Portal

Time Section Access for Enterprise Portal

Action	Permission description...
View	allows information in the Time section to be viewed; no editing
Manage Project/Task/Activities	allows full access to the Project, Task, and Activity links
Manage Pay Rate	allows full access to the Pay Rates Folder including the set up link
Manage Clocks	allows full access to the Clocks folder including the set up link
Manage IVR	allows full access to the IVR link for managing clocking on by telephone
Time Approver	allows for the approval of the time entries at the enterprise
Time Reviewer	allows for viewing the local time entries at the enterprise
Time View Coverage Report	allows access to the Coverage Report in the Time section
View Pay Periods	allows viewing the pay periods; no editing
Add Pay Periods	allows the addition of pay periods
Complete Pay Periods	allows for the completion of pay periods by locking and approving them
Edit Pay Periods	allows pay periods to be edited
Clock in Employees	adds ability to clock in an employee; link added on the employee Timesheet

Edit Payroll	allows access to the Time/Configuration/ “Payroll Exports page”; enables ability to set-up and design a custom payroll export
Export Payroll	allows access to the Time/Pay Period/ “Payroll page”; enables ability to download the pay period data from the fixed or the custom exports
View Pay Rates	adds pay rate data to the Review/Actuals & Pay Period/Time Sheet pages; displays the Total Dollars for Pay Rate for the time entry
View Bill Rates	adds bill rate data to the Review/Actuals & Pay Period/Time Sheet pages; displays the Total Dollars for Bill Rate for the time entry
View Time Issues*	adds the ‘Issues Tab’ to the Review Section for view only
Edit Time Issues*	adds ability to Edit Time Issues
Mark Time Issues Void*	adds ability to Change Status of Time Entry to Void
Mark Times Issues Open*	adds ability to Change Status of Time Entry to Open
* indicates	these are also known as Attendance issues

Time Section Access for Location Portal

Action	Permission description...
View	allows viewing of the Time section data; no editing
Edit	allows full editing of the time data, but not the ability to clock an employee in
Clock in Employees	adds ability to clock in an employee; link added on the employee Timesheet
Lock	allows a timesheet to be locked to prevent changes
UnLock	allows a timesheet to be unlocked for changes
Mass Lock	allows all timesheets to be locked at once
Approve	allows a timesheet to be locked and approved
UnApprove	allows for a timesheet being unapproved for changes
View Pay Rates	adds pay rate data to the Review/Actuals & Pay Period/Time Sheet pages; displays the Total Dollars for Pay Rate for the time entry

View Bill Rates	adds bill rate data to the Review/Actuals & Pay Period/Time Sheet pages; displays the Total Dollars for Bill Rate for the time entry
View Time Issues*	adds the 'Issues Tab' to the Review Section for view only
Edit Time Issues*	adds ability to Edit Time Issues
Mark Time Issues Void*	adds ability to Change Status of Time Entry to Void
Mark Times Issues Open*	adds ability to Change Status of Time Entry to Open
* indicates	these are also known as Attendance issues

Chapter 4 - Navigating in the Time & Attendance Section

Overview

The Time & Attendance section provides many user-friendly features such as icons and tools that make navigation easy. These enhancements help you do your job quickly and efficiently. See:

- Using Icons to Access Information
- Using Icons to Display Time Sheet Status
- Using Grid Features
- Using Review Window Features
- Filtering Data
- Customizing Review Windows
- Using Design Mode
- Using Filter and Find Tools

Using Icons to Access Information

Use icons in the Time & Attendance section to quickly access related information.

- When you hover over the icon, a description displays.
- When you select the icon, it launches the related information.

The following table shows the icons and describes the information they provide.

Select Icon	to...
	display employee's contact information
	display employee's three-week schedule
	display employee's time sheet
	filter data. Enter a number, letter, or word and then select the filtering option you want to apply.
	export data in a window to an Excel file
	export data in a window to a CSV file
	display employee's time entry in error status

Select Icon	to...
	display employee's time entry in void status
	display employee's entry with note. Hover over the icon to view the note contents.
	display employee's time entry selected to alert the manager
	display ScheduleSource Helpdesk to enter a new ticket

Using Icons to Display Time Sheet Status

Use icons in the Pay Period section to quickly determine time sheet status for each employee. Launch the Approvals window to display employee time sheet status.

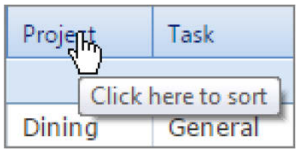
The following table shows the icons and describes the information they provide.

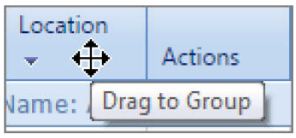
Icon displays	when time sheet status is
	Locked
	Not Locked
	Approved
	Not Approved

Using Grid Features

Use grid features to configure windows in the Time & Attendance section so that you can quickly find the information you are looking for. Sort, reorder, resize, or filter columns.

The following table shows the grid features and summarizes how they work.

Feature	description of how it works
	Hover over column header to get finger pointer. Click to sort. Arrow switches between ascending and descending order. **Note:** Some grids have static column headers.

Feature	description of how it works
	Hover over the arrow in a group header bar and click to collapse a group. The arrow points to the right, indicating the group is collapsed. Click on the arrow again to expand the group.
	Hover over column header to get cross pointer and drag column header to new location. To ungroup, drag from header bar back to grid and place it in the position you want it.
	Display time-related data by Day, Week, Pay Period, or in some windows, specify a Range

Using Review Window Features

Several Review windows provide access to additional features. They are in the Mass and Customize tabs.

- **Mass** — allows you to quickly make changes to employee time in the Actuals and Absent/On windows. Focus on time-related information for a few employee or all employees.
- **Customize** — allows you to filter the information that displays on a window, save it and retrieve it at another time, and make it available to other users to load. Once you customize a window, you can use it over and over to quickly display desired information.
- **Customize > Design Mode** — allows you to design your own grid view in the Actuals and Exceptions window. Choose the columns you want to display and then make desired changes such as grouping, sorting, and adding filters. See Using Design Mode.

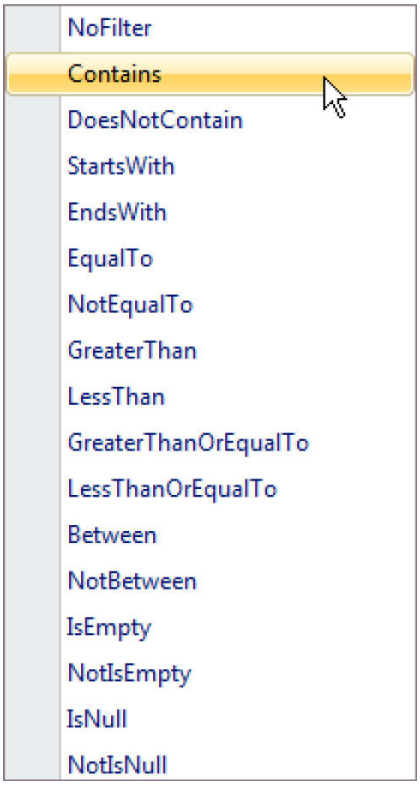
The following describes customizing windows. See:

- Filtering Data
- Customizing Review Windows
- Using Design Mode

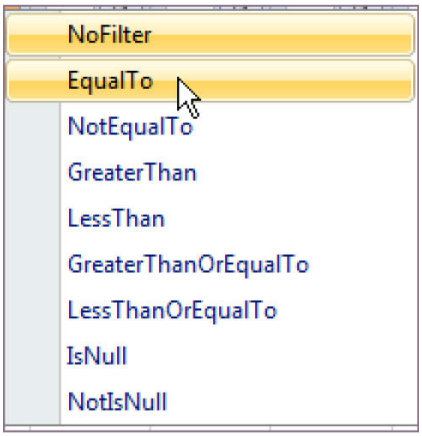
Filtering Data

There are built-in filters you can select for alphanumeric and numeric data. Once you identify the information you are looking for in the text box provided, expand the column by moving its width to display the additional filtering options. See the filtering options for each type of data below.

Alphanumeric Data



Numeric Data



Customizing Review Windows

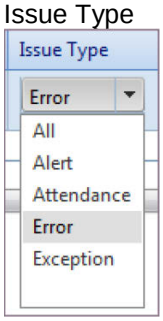
Refer to the following to see a summary of filtering options available in each of the following Review windows.

- Issues Window
- Actuals Window
- Exceptions Window
- Variance Window

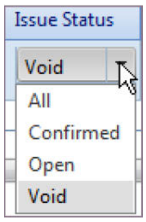
Issues Window

Use the **Customize** tab to **Show Filter** and display additional filtering options. When you want to view different values, change the filtering information or select Hide Filter. Columns that can be filtered include the following options:

- Issue Type



- Message - message contents
- Issue Status

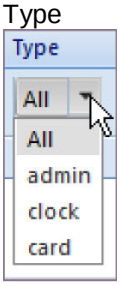


- Points - numeric amount of points for the attendance record, as defined on the attendance setup in a policy. See the Time Attendance window in Policy Management.
- Date - calendar date plus filter selection
- On - numeric, time on plus filter selection
- Off - numeric, time off plus filter selection
- Shift On - numeric, shift on plus filter selection
- Shift Off - numeric, shift off plus filter selection

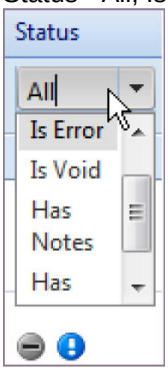
Actuals Window

Use the **Customize** tab to **Show Filter** and display additional filtering options. When you want to view different values, change the filtering information or select Hide Filter. Columns that can be filtered include the following options:

- Project - alphanumeric project name plus filter selection
- Task - alphanumeric project name plus filter selection
- Activity - alphanumeric project name plus filter selection
- Type



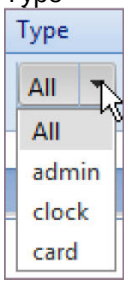
- Date - calendar date plus filter selection
- On - numeric, time on plus filter selection
- Off - numeric, time off plus filter selection
- Regular - numeric, regular hours plus filter selection
- Overtime - numeric, overtime hours
- Premium - numeric, premium hours plus filter selection
- Leave - numeric, leave hours plus filter selection
- Unpaid - numeric, unpaid leave hours plus filter selection
- Bill - numeric, bill type hours plus filter selection
- Pay - numeric, pay type hours plus filter selection
- Total - numeric, total hours plus filter selection
- Status - All, Is Error, Is Void, Has Notes, Has Alert



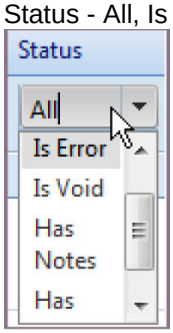
Exceptions Window

Use the **Customize** tab to **Show Filter** and display additional filtering options. When you want to view different values, change the filtering information or select Hide Filter. Columns that can be filtered include the following options:

- Type



- Date - calendar date plus filter selection
- On - numeric, time on plus filter selection
- Off - numeric, time off plus filter selection
- Hours - numeric, hours plus filter selection
- Status - All, Is Error, Is Void, Has Notes, Has Alert



Variance Window

Use the **Customize** tab to **Show Filter** and display additional filtering options. When you want to view different values, change the filtering information or select Hide Filter. These options include:

- Scheduled - numeric, number of scheduled hours plus filter selection
- Actual - numeric, number of actual hours plus filter selection
- Variance - numeric, number of hours difference between scheduled and actual plus filter selection

Using Design Mode

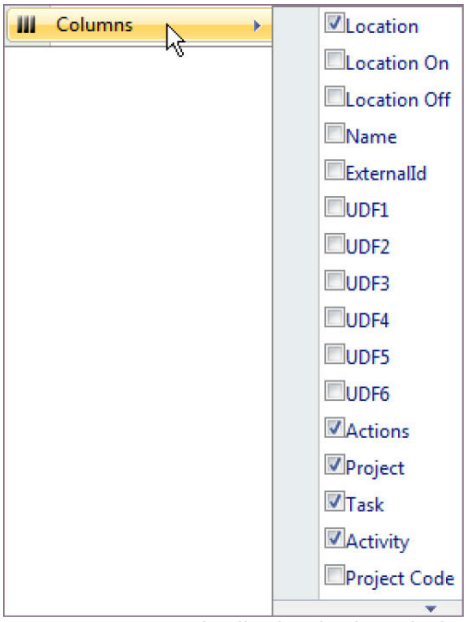
The Design Mode is available under the Customize tab in the Actuals and Exceptions windows. It allows you to choose the columns you want to display and then make desired changes such as grouping, sorting, and adding filters. You can redesign a window to display the specific information you want to see. Ten records display in the redesigned window.

To use Design Mode:

1. Go to **Customize > Design Mode**.
   DESIGN MODE displays in bold on top navigation bar.
2. Select a column title and right-click to change the sort. Options include:

3. To change the grouping, right-click and select group options.

4. To change the columns that display, right-click and select Columns. Scroll to the window that displays on the right and select the check boxes of the column names you want to display. For example, project-related columns might include the following.



   Note: Ten records display in the window. To change the records that display, change the column names that display and the associated filters.
5. To save the design for future use, go to **Customize > Save**.
   Save Grid Settings window displays.
6. Type the **Name** of the design.
7. Select the check boxes to designate it as **Default** and/or **Shared**.
   Note: If you select Default, it becomes the default display for the window. If you select Shared, other users can display the design of this window.

8. Select **Save**.
   The designed window is available under Customize > Load > name you gave the design.
9. To change the design or its designation, load the design and select **Customize > Save**.
   Save Grid Settings window displays.
10. Make the desired changes and select **Save**.
11. To save the design under another name, load the design and select **Customize > Save As**.
    Save Grid Settings window displays.
12. Make the desired name or settings changes and select **Save As**.

Using Filter and Find Tools

Use the filter window to identify a subset of information you would like to view. You can access it either using the Filter tab or selecting the Filter link on the top right of the grid window. Once you select information and click the Set Filter button, all windows in the Time & Attendance section display the filtered data. To remove the filter, use the [Clear] feature available in the Filter window.

To Find an employee or location and the related information, select the Find tab and select either Employee or Location.

For more information, see Using Filter and Find Tools.

Chapter 5 - How To's for Configuring Time & Attendance

Overview

Use the Configuration section to set up the framework you use in the Time & Attendance module. Once these key records are established, go back into your Enterprise portal and add the Time & Attendance information to windows in the Locations and Employees sections. See How To's for Setting Up TeamWork for Time & Attendance.

A brief explanation of the Configuration section windows follows.

- **Setting Up Pay Periods** — allows you to set up pay periods and maintain time sheets for the employees in your organization. You can update names, add time sheets, and delete time sheets.
- **Setting Up Payroll Exports** — allows you to define payroll exports, including the export name, layout, and description. Pay period information can be downloaded as a CSV file to upload into payroll systems.
- **Setting Up Projects & Tasks** — allows you to define projects and associated tasks, mass deploy them to locations, and review the deployment list. When you no longer need a project or task, make it inactive.
- **Setting Up Activities** — allows you to define activities, mass deploy them to locations, and review the deployment list. When you no longer need an activity, delete it.
- **Setting Up Pay Rates** — allows you to define pay rates and bill rates for specific employees, projects, tasks, activities, and policies as well as differentials based on employment laws, employee agreements, and overtime systems regulated by different industries.
- **Setting Up Clocks** — allows you to define time clocks for collecting employee work time. You can provide identifying information, describe the clock location, identify the time zone and whether or not it uses daylight savings time, and enable or disable its use.

Refer to the following How To's.

Setting Up Pay Periods

Use the Configuration section under Time to set up pay periods. You can set up one pay period and then repeat it multiple times. Pay periods are used in both the Location portal and Employee portal. They provide the containers for viewing time-related information. All time data is stored in UTC.

To set up Pay Periods:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Configuration > Pay Periods**.
   Pay Periods window displays.
3. On the Pay Periods window, select **Add Pay Period**.
   Add Pay Period window displays to the right.
4. Select the **Start**.

5. Type the number of **Days**.
6. Select the **End**.
7. Type the number of times to repeat this pay period to add multiple pay periods at one time.
8. Select **Save**.
   Pay Periods display on the left under the year they apply.

   Note: If the pay period is incorrect, you can delete it and add the correct dates for the pay period. This does not affect the actual time data. It only affects the period in which you view the data.

Setting Up Payroll Exports

Use the Configuration section under Time to set up payroll exports. You can identify the name, format, whether or not it is compact, and enter a description.

To set up Payroll Exports:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Configuration > Payroll Exports**.
   Payroll Exports window displays.
3. On the Payroll Exports window, select **Add new record**.
   Add new Payroll window displays.
4. Type the **Name**.
5. Select the **Format**: Comma Separated is default.
6. Select whether or not it is **Compact**: Yes or No
7. Type a Description if desired.
8. Select **Save**.
   New record displays in Payroll Exports window.
9. To specify Payroll Export settings, select the new export name.
   Payroll Export - Setup window displays.
10. Make any desired changes to the Name, Compact, or Description.
11. Select the check boxes next to the headers you want to group the export by: Date, Project, Task, Activity, and Pay Rate.
12. To add additional column names, select **Add new record**.
    Add new Payroll Column window displays.
13. Use the drop-down list to select a new **Data Field** from the available list. See Time & Attendance Data Sources for more information.
14. Select the format. See References for Formatting Dates and Numbers.
15. Type a **Description** if desired.
16. Select **Save**.

Setting Up Projects & Tasks

Use the Configuration section under Time to set up projects and tasks. Once you establish them, enable them and deploy them to locations so they can be used for employees to clock on to.

To set up Projects & Tasks:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Configuration > Projects & Tasks**.
   Projects & Tasks window displays. Setup tab is active.
3. On the Projects & Tasks window, select **Add Project**.
   Add Project window displays.
4. Type a project **Code**.
   Note: It is important for this code to match your payroll code so that exported data can be loaded into your payroll system.
5. Type a project **Name**.
6. Add notes as desired.
7. Select the Attributes check box **Enabled**.
   Note: If not enabled, the project does not display in the list of projects for employee assignment. On the Projects & Tasks window, it displays in the project list as crossed-off, with a line through it.
8. Select **Save**.
9. Under the project name, select **Add Task**.
   Add Task window displays. Project name is filled in.
   Note: Every project must have at least one task.
10. Type **Code** and **Name**.
11. Select check boxes for time keeping Access: **Clock** and/or **Card**.
12. Select the check boxes of Attributes that apply to time accrual: Leave, Billable, Paid, and Break.
13. Select check box **Enabled** to make this task active.
14. Select **Save**.
    Note: You cannot edit a project code. You must delete it and start over to make a change. However, you can edit the name, notes, and attributes.
15. Select the **Mass Deploy** tab.
16. Select **Locations** and **Projects** this project and tasks are deployed to.
17. Select **Deploy**.
    A number displays to indicate the number of combinations the location and project are deployed to.
18. To remove a project and the related tasks from being used at a location, select the **Deployment List** tab.
19. Select the ✖ next to project you would like to remove.
    Window prompts: Delete this Deployment?
20. To remove the project from the deployment list, select **OK**.
    Note: This does not delete the project, but it does remove it from use at that location.

Setting Up Activities

Use the Configuration section under Time to set up activities. Once you establish them, enable them and deploy them to locations so they can be used.

Activities cross all projects/tasks and can be used for additional buckets you want to view time by, however, they are not needed for payroll purposes. For example, you may want to see the amount of time spent working at a specific station or activity within a department. The employee then clocks on to the specific project/task and the activity they are working on.

To set up Activities:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Configuration > Activities**.
   Activities window displays. Setup tab is active.
3. On the Activities window, select **Add Activity**.
   Add Activity window displays.
4. Type an activity **Code**.
5. Type an activity **Name**.
6. Add notes as desired.
7. Select the Attributes check box **Enabled**.
   Note: If not enabled, the activity does not display in the list of activities for employee assignment.
8. Select **Save**.
9. Select the **Mass Deploy** tab.
10. Select **Locations** and **Projects** this project and tasks are deployed to.
11. Select **Deploy**.
    A number displays to indicate the number of combinations the location and activities are deployed to.
12. To remove an activity from being used at a locat, select the **Deployment List** tab.
13. Select the ✖ next to activity you would like to remove.
    Window prompts: Delete this Deployment?
14. To remove the activity from the deployment list, select **OK**.
    Note: This does not delete the activity, but it does remove it from use at that location.

Setting Up Pay Rates

Use the Configuration section under Time to set up pay rates. Once you establish pay rates, they provide the hourly rate of pay for employee time associated with the project, task, or activity you designate. This pay rate applies to all employees, however, you can set up a pay rate for one employee in this window or assign the employee a specific rate of pay in the Employee Information window in the Location portal.

Note: If your organization is using the Policies Management module, you can deploy the pay rate to a policy, and then can also designate a pay differential.

To set up Pay Rates:

1. Select the **Time** link on the top menu.

2. On the toolbar, select **Configuration > Pay Rates**.
   Pay Rates window displays.
3. Select the tab for the type of Pay Rate you are interested in: Employees, Time, Policy (if used), or All.
4. On the Pay Rates window, select **Add Pay Rate**.
   Add Pay Rate window displays.
5. Select the **Pay Type/Rate** using the drop-down list: Flat Rate, Add To Rate, Multiply Rate.
6. Type an hourly dollar amount.
7. Select the **Bill Type/Rate** using the drop-down list: Flat Rate, Add To Rate, Multiply Rate, and type a hourly dollar amount.
   Note: This Bill Type/Rate is often used when you are directly billing clients.
8. Select a **Date Range**.
9. Enter Notes as desired.
10. Select **Save**.
    New pay rate displays in Pay Rates table with the information you selected.

Setting Up Clocks

Use the Configuration section under Time to set up clocks. Employees use physical or virtual machines to indicate when they start and stop working their shifts. To set up clocks, open a support case and contact ScheduleSource.

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Configuration > Clocks**.
   Clocks window displays.
3. On the Clocks window, select **Add Clock**.
   Add Clock window displays.
4. Type a **Clock Id** and **Name**.
5. Select a **TimeZone** using the drop-down list.
6. Select the check box for **DST** if your organization recognizes Daylight Savings Time.
7. Type a clock **Location** and a **Description**.
8. Select the check box for **Enabled** to indicate whether the clock can be used.
9. Select **Save**.
   New clock displays in Clocks table with the information you selected.

Chapter 6 - How To's for Setting Up TeamWork for Time & Attendance

Overview

There are a few records to put in place as you implement the Time & Attendance module. Generally, ScheduleSource Support guides you with the implementation. Tasks include:

- Reviewing Enterprise System Settings for Time
- Configuring Locations Section Settings for Time
- Editing Employee Information for Time

Note: Before you set up TeamWork with the additional Time & Attendance module information, we recommend that you review How To's for Configuring Time & Attendance and perform the necessary tasks.

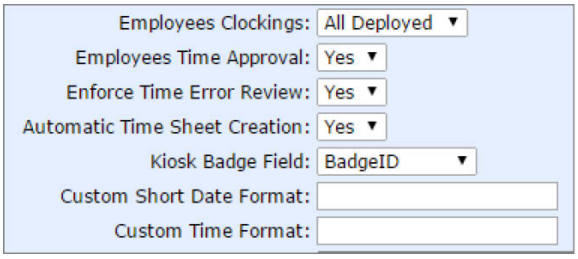
Refer to the following How To's.

Reviewing Enterprise System Settings for Time

When you enable the Time & Attendance module, there are a number of settings to review in the Admin > System window under the Enterprise tab. For a description of each field and an explanation of the settings, see Configuring the Enterprise System Window.

Admin > System > Enterprise Window Settings

The following displays a portion of the Admin system window that relates specifically to the Time & Attendance module.
Remember: Enterprise portal system settings apply to ALL locations.



Configuring Locations Section Settings for Time

Once the Time & Attendance module is enabled, you can specify time, project-related options, and valid IP addresses. The Locations section provides a Time link on the right toolbar. This section allows:

- Using Setup Time & Rules
- Using Default Project & Task
- Using Valid IP Addresses
- Using Projects
- Using Activities

Using Setup Time & Rules

You can configure setup time and rules for a location. This establishes general time entry procedures, clocking practices, auto clock-off, and other advanced timekeeping functions such as scheduling breaks.

To configure Setup Time & Rules for a location:

1. Select the **Locations** link on the top menu.
2. On the left navigation under Menu > Locations, select the Location you want to configure. Edit Location Information window displays in the right pane.
3. On the right toolbar, select **Time > Setup Time & Rules** from the drop-down list.
4. On the Settings \ Time \ Setup & Rules window, select the check boxes to **Allow Employee Time Entry**: Clock and/or Card. This specifies how employees can enter time into the system. Clock allows punching in and out in real time. The Card allows manual entries, for both past and future time.
5. If allowing Time card entry, select the **Time Card entry range** using the drop-down lists. This specifies the number of weeks before and after the current week in which employees can enter time.
6. Select the **Round times to nearest** minute using the drop-down list. This rounds exact time stamps to the nearest minute specified and are used for hours calculations. Time card entry will allow times only on the rounded minute values.

   Important: The following **Clock vs. Schedule, Auto Clock Off, and Advanced** break features apply only to Clocked time. They do not apply to Time card entries.
7. Enter **Clock vs. Schedule** options to conform to your organization's policies. They include when you allow employees to clock on and clock off, and when you flag clocking as an error.
8. Enter **Auto Clock-Off** options to conform to your organization's policies.
9. Enter **Advanced** clocking options relative to Auto-Breaks to conform to your organization's policies.
10. Click **Save**.

Using Default Project & Task

You can configure the default project and task for a location. This establishes the default project and task for all employees and displays on the employee drop-down Clock On list, unless you have given an employee a different default.

To configure default project & task settings for a location:

1. Select the **Locations** link on the top menu.
2. On the left navigation under Menu > Locations, select the Location you want to configure. Edit Location Information window displays in the right pane.
3. On the right toolbar, select **Time > Default Project & Task** from the drop-down list.
4. Select the **Project:Task** using the drop-down list.
   Note: You enter the Projects and Tasks in the Time section. If you have not done so yet, go to Setting Up Projects &Tasks.
5. Select the **Activity**.
   Note: You enter the Activities in the Time section. If you have not done so yet, go to Setting Up Activities.
6. Click **Save**.

Using Valid IP Addresses

You can configure valid IP addresses. This restricts the Clock On feature in the Employee portal so that it only displays if the employee logs in from one of the IP Addresses specified as a valid IP address.

To configure valid IP addresses for a location:

1. Select the **Locations** link on the top menu.
2. On the left navigation under Menu > Locations, select the Location you want to configure. Edit Location Information window displays in the right pane.
3. On the right toolbar, select **Time > Valid IP Addresses** from the drop-down list.
4. Enter the **Valid IP Addresses** employees can use to access the time system within the Employee portal. Do not enter any IP addresses if you are not restricting access. In other words, no entry means that employees can access the time system from any IP address.
5. Click **Save**.

Using Projects

You can configure projects. When you set up projects and tasks under Time > Configuration, you can use Mass Deploy to deploy them to one or many locations. Then, they display as available projects, and you can add them to a location using the Projects window. See Setting Up Projects & Tasks.

To configure projects for a location:

1. Select the **Locations** link on the top menu.
2. On the left navigation under Menu > Locations, select the Location you want to configure. Edit Location Information window displays in the right pane.
3. On the right toolbar, select **Time > Projects** from the drop-down list.
4. Select the Project from the Available list. Click the **Add** arrow to move the Project into the Assigned list.
   Note: Projects you add in this window also display in the Time & Attendance section under Configuration > Projects > Mass Deploy

Using Activities

1. You can configure activities. When you set up activities under Configuration in the Time section, you can use Mass Deploy to deploy them to one or many locations. They display as available activities and you can add them to a location using the Activities window. See Setting Up Activities.
2. Select the **Locations** link on the top menu.
3. On the left navigation under Menu > Locations, select the Location you want to configure. Edit Location Information window displays in the right pane.
4. On the right toolbar, select **Time > Activities** from the drop-down list.
5. Select the Activities from the Available list. Click the **Add** arrow to move the Activity into the Assigned list.
   Note: Activities you add in this window also display in the Time & Attendance section under Configuration > Activities > Mass Deploy.

Configuring Employee Section Settings for Time

Use the Employees section in the Enterprise portal to edit employee information and assign a default project/task and activity. You can also change the time zone if you want to use a setting other than the location setting.

To assign a default Project/Task and Activity:

1. Select the **Employees** link on the top menu.
2. On the left navigation under Menu > Employees, select the Employee you want to configure. Edit Employee Information window displays in the right pane.
3. Select the **Time & Attendance** tab.
4. Select the **Time Zone**. We recommend the following setting: **[use location setting]** unless the employee is working in a different time zone than the location.
5. Select the **Default Project/Task**.
   Note: This displays as the first project in the drop-down list when the employee goes to Clock On. Unless they choose a different project, time is clocked to the default project/task.

   Note: If you do not have any Projects and Tasks, see Setting Up Projects & Tasks.
6. Select the **Default Activity**.
   Note: If you do not have any Activities, see Setting Up Activities.
7. Select **Save**.

Chapter 7 - How To's for Using the Time & Attendance Module

Overview of the Time & Attendance Module

Once you have set up the Time & Attendance module, you can use the menu selections to perform a number of time-related functions.

- Using the Review Section — The Review section provides tools you can use to review time entries daily. It provides real-time and historical analysis of actuals, exception, absent/on, and coverage. From every window, you can click on Filter and use the Time Filter window to change from one location to another location, find a specific employee or crew, or a folder. Use the time arrow buttons to change the day from today to a previous or next day. View time by day, week, pay period, or range.
- Using the Pay Period Section — The Pay Period section allows you to view and edit time sheets, approve a pay period, complete it, and export the data to payroll. To accomplish this, you can display a quick summary of the pay period that includes hours, status of time entries such as unresolved errors and open clocks, and the number of time sheets that are locked and/or approved. You can also lock and approve time sheets for an individual or by a location. Links allow you to Lock, Approve, and Unlock time sheets. Errors are flagged so you can fix them.
- Using the Reports Section — The Reports section provides access to time-related data using a pre-defined Roll Up report and Overtime Estimator. You can analyze and summarize actuals by project, task, location, and date range. Display time-related reports that are created in the Reports section, or copy them and make changes using the Design functionality in the Reports section.
- Using the Configuration Section — The Configuration section provides tools for setting up and managing the framework for time entry. For more information on this section, see How To's for Configuring Time & Attendance and the Configuration section in Understanding Time & Attendance.
- Using Filter and Find Tools — Quickly access the information you are looking for using the Time Filter window and the Find windows for Locations and Employees.

Using the Review Section

The Review section is the same in the Enterprise portal and the Location portal. Depending on your role permissions for the Time section, you can use either portal to perform time-related tasks.

The Review section provides tools you can use to review time entries daily. How To's include:

- **Using the Issues Window** — allows you to manage issues that display when employees fail to clock off or make other time clock errors. Issues also display when an employee incorrectly completes a time card entry. These issues can also be generated when an employee enters a Yes in the Alert Manager field on an Add or Edit Entry window. Issues are system-generated when an error, exception, or attendance-related problem occurs. A grid identifies the issue type and issue status, and you can click on the issue status as well as time to launch an Edit Entry window. Add or edit time entries, or change issue status from this window. View issues by day, week, pay period, or range.

- **Using the Actuals Window** — allows you to browse time entries. It provides a summarized list of all time sheets by day, week, pay period, or range. Use icons to display other sections such as employee contact information, employee schedule information, and employee time sheet. You can also click on card or clock under Type and make adjustments to actual time entries.
- **Using the Exceptions Window** — allows you to find and fix time entry exceptions. You can filter on exception type, and view exceptions by day, week, pay period, or range. Customize the window by showing or hiding items to filter by.
- **Using the Headcounts Window** — allows you to view real time headcount plan versus actuals for a day. You can view by 60-, 15-, or 15-minute time slots or view headcounts by variance, schedule, or time.
- **Using the Variance Window** — allows you to analyze your Plan versus Actual totals for Scheduled, Actual, and Variance. Select a column and sort values by the column you select. View variance by day, week, pay period, or range. Use icons to display other sections such as employee contact information, employee schedule information, and employee time sheet.
- **Using the Absent/On Window** — allows you to list Plan versus Actual totals for locations, employees, and dates. Provides a summary of employee scheduled versus actual time clocking and exceptions so you can quickly identify problems in schedules and/or time sheets. View time by day, week, pay period, or range. Sort by employee or type of exception. Use icons to display other sections such as employee contact information, employee schedule information, and employee time sheet. Use the planned Start and End time to display the Edit Shift window. Use the Assign link to navigate to the Available Employees window. You can also click on a selection under Type and make adjustments to actual time entries or add a time entry for an employee. To make adjustments to many employees at once, use the Mass add time entries window.
- **Using the Photos Window** — allows you to view the pictures of employees as they clock in and clock out. Side-by-side photos display in the Photos window to ensure the same person clocks in and out and no one employee is punching in or out for other employees. Display the shifts for locations and list of employees scheduled to work.

Note: There are tools available in windows in the Review section. You can:

- Use the Mass link to make changes to time-related information in the Actuals and Absent/On windows. See Using the Actuals Window and Using the Absent/On Window.
- Use the Customize link to filter data in the Issues, Actuals, Exceptions, and Variance windows. See Using Review Window Features.
- Use the **Filter** link to filter by Location, Employee, or Crew. See Using Filter and Find Tools.
- Use the Export data links to export information in a window to an Excel file or a CSV file.

Refer to the following How To's.

Using the Issues Window

Use the Issues window to view time for a day, week, pay period, or range. Locate the time issues that need review and resolve them so that employees can be paid.

Remember: If a time entry is flagged as an error, the employee is not paid no matter how many hours are worked. If a time entry is flagged as an alert, the employee is paid. If a time entry is flagged as void, none of the time entry is paid. However, you can void a time entry and then submit a new time entry.

To use the Issues window:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Review > Issues**.
   Issues window displays.
3. Select a time period. The default is Day. Select Week or Pay Period if desired.
   OR
   Select a Range and then use the calendar to select a From Date and a To Date. Select **Apply**.
   Issues window displays time period and lists issue types, issue status, and time information.
4. Clock Entry or Card Entry window displays.
   Remember: You set the guidelines for identifying clocking as an error in the Enterprise portal in Location > Time > Setup Time & Rules under Clock vs. Schedule. See Using Setup Time & Rules.
5. Open a time entry to make desired changes to **Dates** and **Times** and select **Save**.
6. To change an Error status, change the **Status** to **OK** and select **Save**.
   Window prompts: Undo ERROR status? This will add the hours to all roll-ups.
   If you select OK, the time entry status is OK. When you save the window, the issue no longer displays in the Issues window.
   Note: If a time entry is flagged as an error, the employee does not get paid for the hours unless the Status is OK.
   OR
   Change the status to **VOID**.
   Window prompts: Do you want to VOID this entry? This will confirm the error.
   If you select OK, the time entry is Void. When you save the window, the issue no longer displays in the Issues window.
   Remember: An employee does not get paid for a time entry that is void. Resubmit a correct time entry.
7. To view Issues, select the **Issues** tab.
   Edit Entry window displays the issue information.
8. To split the shift, select the **Split** tab.
   Edit Entry window displays an option for splitting the shift.
9. To view history, select the **History** tab.
   Edit Entry window displays the history of this time entry.
10. To view the list alphabetically by employee name, select the **Name** column heading.
11. To void or confirm attendance of all employees or selected employees, select **Selected**. Use **Toggle All** to quickly select all employees and select **Confirm** or **Void**.

Using the Actuals Window

Use the Actuals window to view all time entries for a day, week, pay period, or range. Select a card or clock type and make changes. Filter the table contents to view only specific information.

To use the Actuals window:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Review > Actuals**.
   Actuals window displays.
3. Select a time period. The default is Day. Select Week or Pay Period if desired.
   OR
   Select a Range and then use the calendar to select a From Date and a To Date. Select **Apply**.
   Actuals window displays time period and lists time by employee name. Includes time type, time information, pay, and total.
4. Select card, clock, or admin to make changes to the dates and times or other information.
   Edit Entry window displays.
   Note: If your organization requires that employees approve their time sheets, you cannot make changes to an approved time sheet unless an employee first unapproves that time sheet.
5. Select **Save**.
   Actuals window reflects the changes.
   Note: The Status column displays icons that depict time entry status. Refer to Using Icons to Access Information.
6. To customize and display other filter options in your columns, select **Customize > Show Filter**.
7. Under the **Type** column, select: All or admin, clock, or card time entries.
8. Select a specific **Date** using the calendar icon or select a specific **On** time or **Off** time using the Time Picker.
9. Select the filter symbol to get choices for hours displayed. Columns with the filter symbol include: Regular, Leave, Unpaid, Bill, Pay, and Total.
10. Type a number and then select the filtering options.
    For Example: For Paid hours, type 0 in the Regular column and select the GreaterThan filter.
11. Use the **Mass** link to add time entries to many employees in a location. Select **Mass > Add**.
    Mass Add Time Entries window displays.
12. Select a **Location** and the **Employees**. Make changes or additions to the **Date**, **Times**, and **Project/Task** and select **Save**.
13. Use the **Mass** link to toggle the Update on and off. Select Update On > Toggle All Time.
    Actual entries are highlighted in yellow and a check box displays at the end of each employee's time entry.
14. Clear the check boxes of the employees whose time is correct, i.e., time not making changes to.
15. Select **Mass > Update (On) > Update**.
    Mass Update Time Entries window displays.
16. Select **Start Time**, **End Time**, and **Break Hours** and enter time information.
17. Select **Project/Task** and **Status**.
18. Type **Manager Notes** and designate the **Alert** status.
19. Select **Save**.
    Actuals window refreshes and reflects the changes you made.
20. To redesign the information the window displays, select **Customize > Design Mode**. See Using Design Mode.

Using the Exceptions Window

Use the Exceptions window to view all time entries that have an exception and need to be reviewed. Display exceptions for a day, week, pay period, or range. Select a card, clock, or admin type of time entry and make changes. Filter the table contents to view only specific information.

To use the Exceptions window:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Review > Exceptions**.
   Exceptions window displays.
3. Select the Exceptions type: Open Threshold (Hours) for All or None, Long Threshold (Hours) for 24 or None, and Errors for All, UnResolved, Resolved, Valid, or None. Select.
   Exceptions window displays type of Exceptions.
4. Select a time period. The default is Day. Select Week or Pay Period if desired.
   OR
   Select a Range and then use the calendar to select a From Date and a To Date. Select **Apply**.
   Exceptions window displays exceptions for the time period and lists time by Location and employee Name. Includes Actions, Type, Date, On, Off, Hours, and Status.
5. Select card, clock, or admin to make changes to the dates and times.
   Edit Entry window displays.
   Note: Time entries that have already been approved cannot be edited.
6. Makes desired changes and select **Save**.
7. To redesign the information the window displays, select **Customize > Design Mode**. See Using Design Mode.

Using the Headcounts Window

Use the Headcounts window to view headcounts in real time by location. Display variance, schedule, and time for 60-, 30-, and 15-minute time slots. Limit times or show all 24 hours.

To use the Headcounts window:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Review > Headcounts**.
   Headcounts window displays.
3. Select the Headcounts type: Variance, Schedule, or Time and select a day.
   Headcounts window displays the number of employees working by location for the day you select.
4. Select a radio button for time interval: 60 minutes, 30 minutes, or 15 minutes.
   Headcounts window displays headcounts by location in the time interval you select.
5. Select the Variance tab to show variance from the schedule. If you click on the location, the Absent/On window displays.
   Headcount window displays with a negative number if headcount is less than what is scheduled, and highlights the numbers in red.
6. Select the Schedule tab to show the number of employees who worked during an interval.
   Headcount window displays the number of employees who worked, and highlights the numbers in green if they meet the schedule.
7. Select the Time tab to show the number of employees who are working at a given time.
   Headcounts window displays the number of employees who are working, and highlights the number in green if they meet the schedule.
   Note: If you select a Location, the information automatically displays in the Absent/On window.

Using the Variance Window

Use the Variance window to analyze plan versus actual totals. View displays each location by employee name. Use Action icons to quickly access information and see totals for scheduled, actual, and variance for the time period you specify. You can display schedule only or schedule and leave.

To use the Variance window:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Review > Variance**.
   Variance window displays.
3. Select a time period. The default is Day. Select Week or Pay Period if desired.
   OR
   Select a Range and then use the calendar to select a From Date and a To Date. Select **Apply**.
   Variance window displays the time period and lists employee names by location and plan versus actual totals.
4. Use the icons in the Action column to display Employee Contact information, Employee's three-week schedule, and Employee's time sheet.
5. Select a column heading to sort the table using that column.
6. To customize and display other filter options in your columns, select **Customize > Show Filter**.
   Variance window displays filters for Scheduled, Actual, and Variance columns.
7. Type a number and then select the filtering options. They are: NoFilter, Equalto, NotEqualTo, GreaterThan, LessThan, GreatThanOr EqualTo, LessThanOrEqualTo, IsNull, or NotIs Null.
   For Example: For Scheduled hours over 20 hours per week, type 20 in the Scheduled column and select the GreaterThan filter.

Using the Absent/On Window

Use the Absent/On window to list plan versus actual hours worked by each employee at a location for a day, week, pay period, or range. Sort the table by Employee Name or exception type using the drop-down list under VS (versus). Launch the Available Employees window as well as the Edit Entry window to make immediate adjustments from this window.

To use the Absent/On window:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Review > Absent/On**.
   Absent/On window displays.
3. Select a time period. The default is Day. Select Week or Pay Period if desired.
   OR
   Select a Range and then use the calendar to select a From Date and a To Date. Select **Apply**.
   Variance window displays the time period and lists employee names by location and plan versus actual totals.
4. Sort the table using either the Employee Name column or select an exception from the drop-down list under the VS column.
   Absent/On window refreshes to reflect your selection.
5. Use the icons in the Action column to display Employee Contact information, Employee's three-week schedule, and Employee's time sheet.
6. Select the employee's **Start** or **End** time.
   Edit Shift window displays.
7. Make desired changes and select **Save**.

8. Select the **Assign** link.
   Available Employees window displays.
9. Make desired changes and select **Save**.
   Note: These adjustments may also be done in the Location portal depending on role privileges.
10. Select the time entry **Type** link.
    Add Entry window displays.
11. Make desired changes and select **Save.**
12. Use the Actuals information displayed to see work on projects, tasks, and activities as well as status and hours.
13. Use the Mass link to add time entries to many employees in a location. Select **Mass > Add**.
    Mass Add Time Entries window displays.
14. Select a **Location** and the **Employees**. Make changes or additions to the **Date**, **Times**, and **Project/Task** and select **Save**.
15. Use the **Mass** link to toggle the Update on and off. You can:
    - Update On > Toggle All Shifts
      Check boxes display at the assigned hours with check marks in them. Clear the checks from the shifts you are not updating.
    - Update On > Toggle All Time
      Check boxes display at the end of each shift worked with check marks in them. Clear the checks from the time entries you are not updating.
    - Update On > Update
      Mass Update Time Entries window displays.
16. Select the check box next to the fields on the Mass Update Time Entries window you would like to update.
17. Select **Start Time**, **End Time**, and **Break Hours** as either Manual or Scheduled and enter information.
18. Select **Project/Task** and **Status**.
19. Type **Manager Notes** and designate the **Alert** status.
20. Select **Save**.
    Absent/On window refreshes and reflects the changes you made.

Using the Photos Window

Use the Photos window to view the pictures of employees as they clock in and out. Side-by-side photos display in the Photos window to ensure the same person clocks in/out, and no one employee is punching in/out for other employees. Display the shifts for locations and list of employees scheduled to work.

To use the Photos window:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Review > Photos**.
   Photos window displays with employee name, photos, clock or card time on/off, and hours.
3. Select the time entry type, card, clock, or admin.
   Edit Entry window displays.
4. Make any changes and select **Save**.

Using the Pay Period Section

The Pay Period section provides tools for finalizing pay periods. It includes:

- **Using the Summary Window** — displays a window containing bar graphs for Hours, Attendance (Location portal only), Status, and Time Sheets for the pay period. Includes hours by day, attendance exceptions by type (Location portal only), the status of unresolved errors, and the number of time sheets that have already been locked and/or approved. When you click on a bar graph, detailed information displays.
- **Using the Approvals Window** — allows you to view totals and approve time sheets of individual employees or in mass, i.e.,lock and approve all timesheets. Can view time sheets by location or folder or the entire enterprise. Use icons under the Actions column to display other sections such as employee contact information, employee schedule information, and employee time sheet. Use the Actions tab to lock, approve, and unlock all time sheets.
  Note: When time sheets are not approved due to errors on the time sheet, the following header displays on the Employee time sheet in red: Has Errors.
- **Using the Timesheet Window** — displays individual time sheets so you can view or edit them. You can choose a pay period, search for a last name, clock on or clock off for an employee, add a time entry, or use arrows to scroll or navigate through the list of employees alphabetically. When you add a time entry, the Type displays as admin in the windows in the Review section.
- **Using the Payroll Window** — exports Enterprise time-related data to an external payroll system. To set up a payroll export, contact ScheduleSource and open a support case. Also, see Setting Up Payroll Exports.

Refer to the following How To's.

Using the Summary Window

Use the Summary window to get a quick picture of the pay period. A bar chart displays hours, status, and time sheet status. In the Location portal, attendance and attendance exceptions also display.

To use the Summary window:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Pay Period > Summary**.
   Summary window displays a bar chart for each of the following: hours, status, and time sheet status.
3. The default window is **Today** to display a summary of the current pay period.
4. Use the left and right arrows to scroll back to previous pay periods or forward to subsequent pay periods.
   Remember: You set up pay periods when you configured Time & Attendance. See Setting Up Pay Periods.

Using the Approvals Window

Use the Approvals window to approve a pay period by location and time sheet. You can use the Action tab to perform the following: Lock, Unlock, and either Approve Pay Period, of if approved, Complete Pay Period. Use filters to display specific employee names, specific employee information, as well as employee time-related information.

To use the Approvals window:

1. Select the **Time** link on the top menu.

2. On the toolbar, select **Pay Period > Approvals**.
   Approvals window displays a window for displaying a summary of time sheet information for each location or folder.
3. Select the location or folder you would like to approve. Use the drop-down list to select a specific location, or use the arrows after the Approvals text box to scroll forward and backward through the list of locations.
   The window displays a summary of the time sheet for each individual employee in that location.
   Note: Time sheets can be open and edited from this page.
4. When a pay period is complete, an Actions button displays. Select the **Actions** button to perform these functions:
   - Lock - lock time sheets. No time entries can be entered or edited.
   - Unlock - unlock time sheets. Time entries can be entered or edited.
   - Approve Pay Period - approve pay period so it can be completed. Approving also Locks the time sheets. You can approve it in the Enterprise portal even if locations or employees have not approved time sheets.
   - Complete Pay Period - complete pay period so it can be exported to payroll. This action is added only when the pay period has been locked/approved.
5. Use the icons in the Actions column to display Employee Contact information, Employee's three-week schedule, and Employee's time sheet. See Using Icons to Access Information.
6. To filter time-related information, use the filter options. Type a number and then select the filtering options. They are: NoFilter, Equalto, NotEqualTo, GreaterThan, LessThan, GreatThanOr EqualTo, LessThanOrEqualTo, IsNull, or NotIs Null.
   For Example: For Regular hours over 20 hours per week, type 20 in the Regular column and select the GreaterThan filter.
7. To remove the filter, clear the number and select NoFilter.
8. To view, lock, and approve an individual employee timesheet, see Using the Timesheet Window.

Using the Timesheet Window

Use the Timesheet window to access and edit an individual employee time sheet. You can view time entries and timesheet status, edit time entries, lock the time sheet for a pay period, and approve or unapprove the timesheet.

To use the Timesheet window:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Pay Period > Timesheet**.
   Timesheet window displays a window for displaying an individual employee's time sheet information for all assigned locations.
3. Select the employee whose time sheet you would like to review. Use the drop-down list to select a specific employee, or use the arrows after the Timesheet text box to scroll forward and backward through the list of employees.
4. If you have not already locked and approved the time sheets, you can make changes to time entries and use the links under Summary to Lock and approve an individual employee time sheet.
5. If you have already locked, approved the pay period, these actions are no longer available. See Using the Approvals Window.

Using the Payroll Window

Use the Payroll window to review information for a pay period. Remember, you selected the information you see in this window in Configuration > Payroll Exports. See Setting Up Payroll Exports.

To use the Payroll window:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Pay Period > Payroll**.
   Payroll window displays for the pay period selected.
3. Select **Today** to display a summary of the current pay period or use the arrows to select previous or next pay periods.
4. Select the **Layout** you would like to use to display payroll information. Layout choices display at the top right of the Payroll table when you hover over the word Layout.
   Payroll information for the selected pay period displays in the Payroll window.
   Remember: To make changes to the information displayed, go to Setting Up Payroll Exports.
5. Select the **Settings** link at the top right of the Payroll table and select the check boxes of the items you would like to exclude or include:
   - Exclude Terminated Employees
   - Exclude Empty External Id
   - Create Regular from Differential
   - Enable Filtered Data Export
6. Select a column header to group information by. Drag and drop a column header above the table, below Today heading.
   Payroll information re-displays.
7. Use the **Print** tab to print the payroll information.
8. Use the CSV icon to export to a CSV file. See Using Icons to Access Information.

Using the Reports Section

The Reports section in the Time & Attendance module provides two types of automatically-generated reports: Roll Ups and Overtime Estimator. In addition, a Design link provides access to reports that your organization develops involving time-related Data Sources. Each is described in the following:

- **Using the Roll Up Reports Window** — allow you to summarize by project, project/task, activity, day, or employee. Shows totals for entry hours or calculated hours. Exports to Excel or CSV file.
- **Using the Overtime Estimator Window** — allows you to select a location and view specific employee information for a location. Also allows you to calculate overtime totals for each day in this week's schedule and flag absences.
- **Using the Designs Window** — allows you to access and display the results of custom-designed time-related reports that are created in the Reports section. These are read only, but you can copy them and create new designs based on them in the Reports section. See Reports Overview and Creating Report Designs. For assistance with developing a report design, open a support case and send it to ScheduleSource Support. Explain the data you would like to report on, and a technician can help you develop a design that produces those results.
- Time & Attendance Data Sources — provides you with a complete list of fields you can use to gather information, as well as a description of contents.

Refer to the following How To's.

Using the Roll-up Reports Window

Use the Roll-Up Reports window to create summaries of time-related data.

To use the Roll-Up Reports window:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Reports > Roll Up**.
   Roll-Up Reports window displays.
3. Select the time frame. Hover over the date and select: Day, Week, Month, or Pay Period.
4. Use the green arrows to scroll to a previous or next date.
5. Select the information to **summarize by:** Project, Project/Task, Activity, Day, or Employee.
6. Select the **show totals for:** Entry Hours or Calculated Hours.
7. Select the **Load** button.
   Window displays the information available for the time frame and data you select.
8. Select the column heading to change order from ascending to descending and vice versa.

Using the Overtime Estimator Window

Use the Overtime Estimator window to predict estimates of overtime.

To use the Overtime Estimator window:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Reports > Overtime Estimator**.
   Overtime Estimator window displays.
3. Select a **Location** using the drop-down list.
   Totals and absences of Employees assigned to the location display for the current week.

4. To view another Location, select it using the drop-down list.
5. Use icons to display related employee information. See Using Icons to Access Information.

Using the Designs Window

Use the Designs window to display Reports, Charts, and Styles of reports developed to display time-related data.

To use the Designs window:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Reports > Designs**.
   Designs window displays.
3. Select a Report Design from the list of Reports.
   Report displays in the Reports window.
4. Select the **Filter** link to specify a location. See Using the Time Filter Window.
   Report information displays for that location.
5. Select the time frame. Hover over the date and select: Day, Week, Month, or Pay Period.
6. Use the green arrows to scroll to a previous or next date.
   Report information displays for that date.

Using Filter and Find Tools

The Time & Attendance module contains a great deal of specific information. Therefore, we provide several tools to help you quickly find the precise information you are looking for. They are:

- **Using the Time Filter Window** — use the Time Filter window to define a view for all windows. Once you set up this filter, it remains in effect when you navigate to other windows. To clear the filter, simply open the window, select clear, and select set filter.
- **Finding an Employee** — use the Employee Information window to search for an employee by last name or an external Id. Open a time sheet or employee information.
- **Finding a Location** — use the Location Information window to search for a location by name or an external Id. Open the Approval window for the specific location or location information.

Refer to the following How To's.

Using the Time Filter Window

Use the Filter link that displays on the toolbar as well as many of the Time & Attendance windows to launch the Time Filter window. Using this window, you can set or clear filters for a Folder, Location, Employee, and Crew.
Remember: Filters remain in effect until you clear them, even when you navigate to other windows.

To use the Time Filter window:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Filter**.
   Time Filter window displays.
3. Select one or more items you would like to use as a filter using the drop-down list.
   - Folder
   - Location
   - Employee
   - Crew
4. To clear the item from the filter, select [Clear]
5. Select **Set Filter**.

Finding an Employee

Use the Find link to locate a specific employee record. You can search for the employee by Last Name or External Id.

To use the Find an Employee window:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Find> Employee**.
   Employee Information window displays.
3. Select the employee search method, either Lastname or ExternalId. Then, select the specific name or Id.
4. Select what you are looking for: either TS (time sheet) or Info (Information).
   The employee time sheet or employee information displays, depending on your selection.

Finding a Location

Use the Find link to locate approval records or information about a location. You can search for the location by location Name or External Id.

To use the Find a Location window:

1. Select the **Time** link on the top menu.
2. On the toolbar, select **Find > Location**.
   Location window displays.
3. Select the location search method, either Name or ExternalId. Then, select the specific location name or Id.
4. Select what you are looking for: either Review (Pay Period Approvals) or Info (Location Information).
   The Pay Period Approvals or location information displays, depending on your selection. If location information, select **Open**.

References

Time & Attendance Data Sources

The following tables describe the data sources under Time & Attendance. They list the fields available and provide a brief description of contents. They include:

- Attendance
- Processed Time
- Processed Time And Shifts
- Time
- Time and Shifts
- Time Audit

Refer to the following data sources for Time & Attendance.

Attendance

See Locations and Adding and Managing Locations for more information about using these windows.

Field	Description of contents
Active	A flag that indicates whether employee is available for use in scheduling shifts. Displays on reports as True if active and False if inactive. Status is active unless an inactive date is set on Employee Status window.
Address	Employee's street address. *(Entered in Address in the Employee information window.)*
Address2	Additional information for employee address. *(Entered in Address2 in the Employee information window.)*
AgreementType	Employee's agreement type as entered in Enterprise portal employee record. (Go to Edit Employees > Agreements.)
AttendanceId	Unique ID set by ScheduleSource on attendance entries.
BirthDate	Employee's birthdate. *(Entered in Birth Date in the Employee information window.)*
City	City of the employee address. *(Entered in City in Employee information window.)*
Country	Country of the employee address. *(Entered in Country in Employee information window.)*

Field	Description of contents
Created	Timestamp of when attendance was created (UTC).
CreatedBy	If exception created manually, name of user creating it.
CreatedLocal	Timestamp of when attendance was created (Local).
Date	Date of the attendance occurring.
DefaultLocation	Name of employee's default location.
DefaultLocationExternalId	External ID of employee's default location.
DefaultLocationId	Unique ID of default location, set by ScheduleSource.
EMail	Email of the employee. *(Entered in Email in Employee information window.)*
ExternalId	Employee ID for use with an external system, such as HR or Payroll
FirstName	Employee's first name. *(Entered in First Name in Employee information window.)*
FullName	Employee full name. Displayed as "Last, First".
HireDate	Employee Start Date.
LastName	Employee last name. *(Entered in Last Name in Employee information window.)*
Location	Name of location for shift or time entry.
LocationExternalId	External ID of the location.
Minutes	For some attendance records, how many minutes they were late or early.
Note	Note on the attendance record.
OrgEmployeeId	Unique ID of employee, set by ScheduleSource.
PhoneNo	Employee's phone number.
PhoneNo2	Additional employee phone number. *(Entered in Ph2 (cell) in Employee Information window.)*
PhoneNo3	Additional employee phone number. *(Entered in Ph3 (other) in Employee Information window.)*

Field	Description of contents
Points	Points for the attendance record, as defined on the attendance setup in the policy.
Policy	Indicates policy name entered in Employee Policy window in Organization > Policies and assigned to an employee when you assign an employee agreement. Use Employees > Mass-Assign or add a new employee agreement in Employees > Agreements and designate a policy related to the agreement.
Position	Indicates position name entered into Admin > Lists > Employee Positions and assigned to an employee when you assign an employee agreement. Use Employees > Mass-Assign or add a new employee agreement in Employees > Agreements and designate a position related to the agreement.
PostalCode	Employee's zip code or postal code.
Rule	Indicating the reason for the Attendance record (Late In, Late Out).
RuleId	Unique ID for rule, generated by ScheduleSource.
State	Employee's state (from Address settings).
TermDate	Termination or Inactive date of employee. *(Entered in Inactive Date in Employee Status window.)*
TimeZoneOffset	The hour difference between UTC time and the time zone setting for the employee. (*Selected under Employee Information > Time & Attendance.*)
TimeZoneUSDay	Indicates daylight savings for time zone: 1=Yes, i.e., Auto Adjust for daylight savings time or 0=No, i.e., do not adjust for daylight savings time.
UserDefined1 - UserDefined6	Custom field(s) identified in Admin > Custom Fields > Employee. See Custom Fields Folder Overview.
UserName	Employee's username. *(Entered in Username/ID in Employee Information window.)*
Valid	Confirmed =1, Open = 0, Void = -1.
Validated	Timestamp (UTC) for validation.
ValidatedBy	Name of user validating the record.
ValidatedLocal	Local timestamp for validation.
Count	A count of the Attendance records, grouped by the other fields selected.

Field	Description of contents
MinutesAverage	Average of minutes of selected Attendance records, grouped by the other fields selected.
MinutesTotal	Sum of minutes of selected Attendance records, grouped by the other fields selected.
PointAverage	Average of points of selected Attendance records, grouped by the other fields selected.
PointTotal	Sum of points of selected Attendance records, grouped by the other fields selected.

Processed Time

Processed Time is the calculated data for payroll. It's based on time entries, but contains additional information and records depending on overtime, differentials, and other policy configurations.

You can report on processed time data. Reports gather information from the following sources:

- Employee information is specified in the Add or Edit Employee window. See Employees and Adding and Managing Employees.
- Location information is specified in the Add or Edit Location window. See Locations and Adding and Managing Locations.
- Billing information is specified in the Time > Configuration windows. See Time > Configuration and go to Pay Periods, Projects and Tasks, and Pay Rates.

Field	Description of contents
BillAmount	The product of the Bill Rate and the billable hours.
BillRate	Rate stored on the time entry. (Is set from the Time/Pay Rates configuration, with fallback to the Employee's estimated Pay Rate.)
BreakHours	Number of hours in breaks.
BusinessExternalId	External ID of location. The External Id is used to coordinate TeamWork with external systems. It is blank unless your company integrates data with an external system.
BusinessName	The name of a location. (*Entered in Name in the Location information window.*)
Crew	Name employee's crew assignment.
Date	Date of the calculated hours. If entries span the "start of day" (usually midnight) there will be a processed time record for each date.

Field	Description of contents
EmployeeFullName	Employee full name. Displayed as “Last, First”.
EmployeeId	Unique ID for the employee/location, set by ScheduleSource.
EmployeeNote	Textual note related to the Employee.
EnterpriseEmployeeId	Unique ID for employee, set by ScheduleSource.
EntryId	Unique ID for a time entry, set by ScheduleSource.
EstimatedPayAmount	Calculated Hours. Employee’s estimated Pay Rate.
EstimatedPayRate	Pay rate entered in the Employee Information window in the Location portal. Go to Edit Employee > Scheduling > Pay Rate.
ExternalId	Employee ID for use with an external system, such as HR or Payroll.
FirstName	Employee’s first name.
HolidayHours	Calculated Holiday hours.
LastName	Employee’s last name.
LeaveHours	Calculated Leave hours.
LocationUserDefined1 - LocationUserDefined6	Custom field(s) identified in Admin > Custom Fields > Location. See Custom Fields Folder Overview.
OverTimeHours	Calculated Overtime hours.
OvertimePlusPremiumours	Calculated Overtime plus double time (premium) hours.
PayAmount	Bill rate * calculated hours total. (Is set from the Time/Pay Rates configuration, with fallback to the Employee’s estimated Pay Rate.)
PayPeriodId	Unique ID for the pay period, set by ScheduleSource.
PayRate	Pay rate from calculated time hours (Is set from the Time/Pay Rates configuration, with fallback to the Employee’s estimated Pay Rate.)
PremiumHours	Calculated Double-time hours.
RegularHours	Calculated Regular hours.
RestBreakHours	Calculated Rest Break hours.
ScheduleDate	Date of the calculated hours. (Not time entry nor shift date.)

Field	Description of contents
ScheduleDateMonth	Month of the schedule date.
ScheduleDateQuarter	Quarter of the schedule date.
ScheduleDateWeek	Week of the schedule date.
ScheduleDateYear	Year of the schedule date.
ScheduleDateYearMonth	The Year/Month of the schedule date.
ScheduleDateYearQuarter	The Year/Quarter of the schedule date.
ScheduleDateYearWeek	The Year/Week of the schedule date.
TotalHours	All calculated hours, minus Rest Breaks.
UnPaidHours	Calculated Unpaid hours.
UserDefined1 - UserDefined6	Custom field(s) identified in Admin > Custom Fields > Employee. See Custom Fields Folder Overview.
BreakHoursTotal	Sum of calculated break hours.
EntryCount	Count of all processed records.
HolidayHoursTotal	Sum of calculated Holiday hours.
HoursTotal	summary of the total hours per a set filter
LeaveHoursTotal	Sum of calculated Leave hours.
OvertimeHoursTotal	Sum of calculated Overtime hours.
PremiumHoursTotal	Sum of calculated Premium hours.
RegularHoursTotal	Sum of calculated Regular hours.
RestBreakHoursTotal	Sum of calculated Rest Break hours.
TotalBillAmount	Sum of Bill Amount.
TotalCalcHours	Sum of calculated Regular, Overtime, Premium, Leave, Break, Holiday, & Unpaid hours.

Field	Description of contents
TotalCalcPaidHours	Sum of calculated Regular, Overtime, Premium, Leave, Break, & Holiday hours.
TotalCalcWorkHours	Sum of calculated Regular, Overtime, Premium, & Break hours.
TotalEstimatedPayAmount	Sum of estimated Pay Amount.
TotalPayAmount	Sum of Pay Amount.
UnPaidHoursTotal	Sum of calculated UnPaid Hours.

Processed Time And Shifts

This data source joins scheduled shifts to the time hour's data. Any shift that overlaps the time entry that is the source of the hours will be joined.
Note: There may be multiple shifts per hour and or time entry, which will produce duplicates in the report.

Use this data source for analysis, i.e., finding issues versus summarization (reporting totals). An example is to report on how many hours employees were paid (time data) by each station (schedule shift data).

Reports on Processed Time and Shifts gather information from the following sources:

- Employee information is specified in the Add or Edit Employee window. See Employees and Adding and Managing Employees.
- Location information is specified in the Add or Edit Location window. See Locations and Adding and Managing Locations.
- Billing information is specified in the Time > Configuration windows. See Time > Configuration and go to Pay Periods, Projects and Tasks, and Pay Rates.

Field	Description of contents
ActivityCode	Accounting code for a given activity entered in Time > Configuration > Activities. It is the code that identifies the activity.
ActivityName	Name of an activity entered in Time > Configuration > Activities. It is the name that identifies the activity.
ActualBreakHours	Break hours stored on the time entry.
ActualHours	Original clocked hours on time entry. (Before edits, rounding, etc.)
ActualOff	Original clock off time on time entry.
ActualOn	Original clock on time on time entry.
BillAmount	The product of the Bill Rate and the billable hours.

Field	Description of contents
BillRate	Rate stored on the time entry. Is set from the Time/Pay Rates configuration, with fallback to the Employee's estimated Pay Rate.
BreakHours	Number of hours in breaks.
BusinessExternalId	External ID of location. The External Id is used to coordinate TeamWork with external systems. It is blank unless your company integrates data with an external system.
BusinessName	The name of a location. (*Entered in Name in the Location information window.*)
ClientFirstName	First name of client assigned to shift. (Optional, only available If Client Management Module is activated.)
ClientFullName	Full name of client assigned to shift, displayed as "Last, First".
ClientLastName	Last name of client assigned to shift. (Optional, only available If Client Management Module is activated.)
ClockOffUserId	Unique ID of User who clocked the employee off.
ClockOnUserId	Unique ID of User who clocked the employee on.
CreatedDate	Date the time entry was created.
Date	Date of the shift start, or schedule date on time entry.
DiffHolidayHours	Total calculated differential Holiday hours.
DiffOTHours	Total calculated differential Overtime hours.
DiffPremiumHours	Total calculated differential Premium hours.
DiffRegHours	Total calculated Regular Holiday hours.
EmpAlert	A flag for the employee to alert manager of note.
EmployeeFullName	Employee full name. Displayed as "Last, First".
EmployeeId	Unique ID for the employee/location, set by ScheduleSource.
EmpNotes	Employee entered note on time entry.
EnterpriseRoundOff	Rounded Off time of time entry, in Enterprise time zone.
EnterpriseRoundOn	Rounded On time of time entry, in Enterprise time zone.

Field	Description of contents
EnterpriseUpdated	Timestamp of last update, in Enterprise time zone.
EntryId	Unique ID for time entry, set by ScheduleSource.
FinalHours	Final Hours on time entry, after adjustments.
FinalOff	Final (same as rounded) Off time for time entry, in UTC.
FinalOn	Final (same as rounded) On time for time entry, in UTC.
FirstName	Employee's first name.
HolidayHours	Calculated Holiday hours.
IsBillable	Flag that indicates whether the project/task used in the time entry is billable.
IsBreak	Flag that indicates whether the project/task used in the time entry is a break.
IsError	Flag that indicates if the time entry has been flagged as an error.
IsLeave	Flag that indicates whether the project/task used in the time entry is a leave.
IsPaid	Flag that indicates whether the project/task used in the time entry is paid.
IsVoid	Flag that indicates if the time entry is an error and *has* been reviewed.
LastName	Employee's last name.
LeaveHours	Calculated Leave hours.
LocalRoundOff	Rounded Off time of time entry, in Location time zone.
LocalRoundOn	Rounded On time of time entry, in Location time zone.
LocalUpdated	Timestamp of last update, in Location time zone.
LocationOff	A string that stores a value that determines where the clock Off occurred. It might be an IP address, phone number, or the ID of a physical clock.
LocationOn	A string that stores a value that determines where the clock On occurred. It might be an IP address, phone number, or the ID of a physical clock.
MgrNotes	A note added to a time entry by the manager.

Field	Description of contents
OverTimeHours	Calculated Overtime hours.
OverTimePlusPremiunHours	Calculated Overtime plus double time (premium) hours.
PayAmount	Bill rate * calculated hours total. Rate stored on the time entry. Is set from the Time/Pay Rates configuration, with fallback to the Employee's estimated Pay Rate.
PayRate	Pay rate from calculated time hours. Rate stored on the time entry. Is set from the Time/Pay Rates configuration, with fallback to the Employee's estimated Pay Rate.
PremiumHours	Calculated Double-time hours.
ProjectCode	The unique code for the Project of the time entry. *(Entered on the Add or Edit Project window under Time > Configuration > Project & Tasks.*)
ProjectName	The name for the Project of the time entry. (*Entered on the Add or Edit Project window under Time > Configuration > Project & Tasks*.)
RegularHours	Calculated Regular hours.
RestBreakHours	Calculated Rest Break hours.
SchDate	Date of the shift start, or schedule date on time entry. (This is the same as Date.)
ScheduleDate	Shift start date and time or date of time entry.
SchHours	Hours of the shift.
SchShiftBreak	Break hours of the shift.
SchShiftEnd	End time of shift. Only the time portion is returned.
SchShiftStart	Start time of shift. Only the time portion is returned.
ShiftId	Unique ID for a shift. Set by ScheduleSource.
ShiftNote	A comment added to shift.
ShiftOverlapEnd	The end time of overlapping time entry and shift segment.
ShiftOverlapHours	The hours within the time entry and shift overlapping segment.
ShiftOverlapStart	The start time of overlapping time entry and shift segment.

Field	Description of contents
StationAllowSwap	Displays True if allow swap is chosen for this station in Enterprise; False if not allowed to swap.
StationCost	Displays estimated cost of the shift based on the station's rate and shift hours.
StationId	Unique ID for station, set by ScheduleSource.
StationName	Name of Station.
StationOverlap	UNUSED
StationPayRate	Estimated pay for station.
StationRank	Priority of station versus other stations. 1-9 with 9 being the highest.
StationUserDefined1 - StationUserDefined6	Custom field(s) identified in Admin > Custom Fields > Station. See Custom Fields Folder Overview.
TaskCode	The unique code for the Task of the time entry. (Entered on the Add or Edit Project window under Time > Configuration > Project & Tasks.)
TaskName	The name for the Task of the time entry. (Entered on the Add or Edit Project window under Time > Configuration > Project & Tasks.)
TimeCost	Estimated cost of time entry, based on time entry hours.
TimePayRate	Estimated pay rate, as stored on time entry.
TimeReason	Reason code for clocking.
TotalHours	All calculated hours, minus Rest Breaks.
Type	Type of time sheet entry, either a clock, card, or admin entry.
UnPaidHours	Calculated Unpaid hours.
UpdatedDate	Date of an update to an entry in a time sheet.
UpdateUserId	User ID of the person who made the update.
⚙ActualHoursTotal	Sum of ActualHours on time entries.
⚙BreakHoursTotal	Sum of BreakHours on time entries.
⚙BusinessCount	Count of distinct locations for records selected.

Field	Description of contents
EntryCount	Count of records selected.
FinalHoursTotal	Sum of FinalHours on time entries.
HoursTotal	Sum of calculated hours.
OrgStationCount	Count of distinct stations on associated shifts.
OvertimeHoursTotal	Sum of calculated Overtime hours.
OvertimePremiumHoursTotal	Sum of calculated Premium hours.
RegularHoursTotal	Sum of calculated Regular hours.
SchHoursTotal	Sum of shift hours.
ShiftOverlapHoursTotal	Sum of the overlapping hours of time entries and shifts.
StationCostTotal	Sum of estimated cost of shifts based on station pay rate.
StationCount	Count of distinct stations/locations.
TimeCostTotal	Sum of time entry estimated cost, based on pay rate and final hours of entry.

Time

You can report on time-related entries. Reports gather information from the following sources:

- Employee information is specified in the Add or Edit Employee window. See Employees and Adding and Managing Employees.
- Location information is specified in the Add or Edit Location window. See Locations and Adding and Managing Locations.
- Billing information is specified in the Time > Configuration windows. See Time > Configuration and go to Pay Periods, Projects and Tasks, and Pay Rates.

Field	Description of Contents
ActivityCode	Accounting code for a given activity entered in Time > Configuration > Activities. It is the code that identifies the activity.
ActivityName	Name of an activity entered in Time > Configuration > Activities. It is the name that identifies the activity.

Field	Description of Contents
ActualHours	Original clocked hours on time entry. (Before edits, rounding, etc.)
ActualOff	Original clock off time on time entry.
ActualOn	Original clock on time on time entry.
BillAmount	The product of the Bill Rate and the billable hours.
BillRate	Rate stored on the time entry. Is set from the Time/Pay Rates configuration, with fallback to the Employee's estimated Pay Rate.
BreakHours	Number of hours in breaks.
BusinessExternalId	External ID of location. The External Id is used to coordinate TeamWork with external systems. It is blank unless your company integrates data with an external system.
BusinessName	The name of a location. *(Entered in Name in the Location information window*.)
CalcBreakHours	Calculated Break hours associated with time entry.
CalcDate	Date associated with calculated hours.
CalcHolidayHours	Calculated Holiday hours associated with time entry.
CalcLeaveHours	Calculated Leave hours associated with time entry.
CalcOverTimeHors	Calculated Overtime hours associated with time entry.
CalcOvertimePlusPremiumHours	Calculated Overtime and Premium hours associated with time entry.
CalcPremiumHours	Calculated Premium hours associated with time entry.
CalcRegularHours	Calculated Regular hours associated with time entry.
CalcUnPaidHours	Calculated UnPaid hours associated with time entry.
ClockOffUserId	Unique ID of User who clocked the employee off.
ClockOnUserId	Unique ID of User who clocked the employee on.
CreatedDate	Date the time entry was created.
Crew	Name employee's crew assignment.
EMail	Employee's email address.

Field	Description of Contents
EmpAlert	A flag for the employee to alert manager of note.
EmployeeFullName	Employee full name. Displayed as “Last, First”.
EmployeeId	Unique ID for the employee/location, set by ScheduleSource.
EmployeeNote	Employee entered note on time entry.
EmpNotes	Notes related to the Employee entered on Employee Information window
EnterpriseEmployeeId	Unique ID of employee, set by ScheduleSource.
EntryId	Unique ID for time entry, set by ScheduleSource.
EstimatedPayAmount	Final Hours times Estimated Pay Rate, for non-error entries. If error, then is zero.
EstimatedPayRate	Employee estimated hourly rate of pay. PayRate is assigned to an employee in the Location portal under the Scheduling tab in the Employee Information window.
ExternalId	Employee ID for use with an external system, such as HR or Payroll.
FinalEnterpriseOff	Rounded Off time of time entry, in Enterprise time zone.
FinalEnterpriseOn	Rounded On time of time entry, in Enterprise time zone.
FinalHours	Final Hours on time entry, after adjustments.
FinalLocalOff	Rounded Off time of time entry, in Location time zone.
FinalLocalOn	Rounded On time of time entry, in Location time zone.
FinalOff	Final (same as rounded) Off time for time entry, in UTC.
FinalOn	Final (same as rounded) On time for time entry, in UTC.
FirstName	Employee’s first name.
IsBillable	Flag that indicates whether the project/task used in the time entry is billable.
IsEmployeeApproved	Flag that indicates whether the employee has approved the time sheet.
IsError	Flag that indicates if the time entry has been flagged as an error.

Field	Description of Contents
IsLeave	Flag that indicates whether the project/task used in the time entry is a leave.
IsPaid	Flag that indicates whether the project/task used in the time entry is paid.
IsReviewed	Flag that indicates whether the time entry has been reviewed. If still an error and is reviewed, then the IsVoid flag is set.
IsSheetApproved	Flag that indicates if the employee time sheet has been approved at the location.
IsSheetEnterpriseLocked	Flag that indicates if the time sheet has been locked at the enterprise.
IsSheetLocked	Flag that indicates if the employee time sheet has been locked at the location.
IsVoid	Flag that indicates if the time entry is an error and *has* been reviewed.
LastName	Employee's last name.
LocationOff	A string that stores a value that determines where the clock Off occurred. It might be an IP address, phone number, or the ID of a physical clock.
LocationOn	A string that stores a value that determines where the clock On occurred. It might be an IP address, phone number, or the ID of a physical clock.
LocationUserDefined1 - LocationUserDefined6	Custom field(s) identified in Admin > Custom Fields > Location. See Custom Fields Folder Overview.
OuterDate	UNUSED
PayAmout	Estimated pay based on time entry pay rate and final hours.
PayPeriodEnd	End date of the pay period.
PayPeriodId	Unique ID of the pay period, set by ScheduleSource.
PayPeriodStart	Start date of the pay period.
PayRate	Rate stored on the time entry. IIs set from the Time/Pay Rates configuration, with fallback to the Employee's estimated Pay Rate.
Phone1	Employee's phone number.

Field	Description of Contents
Phone2	Additional employee phone number.
Phone3	Additional employee phone number.
ProjectCode	The unique code for the Project of the time entry. (*Entered on the Add or Edit Project window under Time > Configuration > Project & Tasks.*)
ProjectName	The name for the Project of the time entry. (*Entered on the Add or Edit Project window under Time > Configuration > Project & Tasks.*)
ScheduleDate	Date of start of time entry, in location time zone (date portion only).
ScheduleDateMonth	Month of the schedule date.
ScheduleDateQuarter	Quarter of the schedule date.
ScheduleDateWeek	Week of the schedule date.
ScheduleDateYear	Year of the schedule date.
ScheduleDateYearMonth	Year/Month of the schedule date.
ScheduleDateYearQuarter	Year/Quarter of the schedule date.
ScheduleDateYearWeek	Year/Week of the schedule date.
SchNotes	Manager entered notes on the time entry.
SheetEmployeeFullName	The full name of the employee in the time sheet.
SheetEmployeeId	Employee Id from the time sheet.
TaskCode	The unique code for the Task of the time entry. (*Entered on the Add or Edit Project window under Time > Configuration > Project & Tasks.*)
TaskName	The name for the Task of the time entry. (*Entered on the Add or Edit Project window under Time > Configuration > Project & Tasks.*)
TimeReason	Reason code for clocking.
TimeSheetId	Unique ID of time sheet, set by ScheduleSource.
TimeZoneOffset	Location's time zone number of minutes offset from UTC.
TimeZoneUsDay	Flag to indicate that the Location's time zone honors daylight savings.
Type	Type of time sheet entry, either a clock, card, or admin entry.

Field	Description of Contents
UpdatedDate	Date of an update to an entry in a time sheet.
UpdateUserId	User ID of the person who made the update.
UserDefined1 - UserDefined6	Custom field(s) identified in Admin > Custom Fields > Employee. See Custom Fields Folder Overview.
UserName	Employee's username as entered in Username/ID in Employee Information window.
BillableHoursTotal	Sum of hours on time entries for Billable tasks, not including errors.
BusinessCount	Count of distinct locations.
EntryCount	Count of time entries.
HoursTotal	Sum of all time entry hours, including errors.
LeaveHoursTotal	Sum of hours on time entries for Leave tasks, not including errors.
NotLeaveHoursTotal	Sum of hours on time entries for non-Leave tasks, not including errors.
PaidHoursTotal	Sum of hours on time entries for Paid tasks, not including errors.
SheetCount	Count of distinct time sheets the time entries are associated with.
TotalBillAmount	Sum of Billable hours times billable rate.
TotalCalcHours	Sum of calculated Regular, Overtime, Premium, Leave, Break, Holiday, & Unpaid hours.
TotalCalcPaidHours	Sum of calculated Regular, Overtime, Premium, Leave, Break, & Holiday hours.
TotalCalcWorkHours	Sum of calculated Regular, Overtime, Premium, & Break hours.
TotalEstimatedPayAmount	Sum of estimated Pay Amount.
TotalPayAmount	Sum of Pay Amount.
UnBillableHoursTotal	Sum of hours on time entries for non-Billable tasks, not including errors.
UnPaidHoursTotal	Sum of hours on time entries for non-Paid tasks, not including errors.

Field	Description of Contents
ValidHoursTotal	Sum of hours on non-Error time entries.

Time and Shifts

You can report on processed time data. Reports gather information from the following sources:

- Employee information is specified in the Add or Edit Employee window. See Employees and Adding and Managing Employees.
- Location information is specified in the Add or Edit Location window. See Locations and Adding and Managing Locations.
- Station information is specified in the Add or Edit Station window. See Stations and Adding and Managing Stations.
- Billing information is specified in the Time > Configuration windows. See Time > Configuration and go to Pay Periods, Projects and Tasks, and Pay Rates.

Field	Description of contents
ActivityCode	Accounting code for a given activity entered in Time > Configuration > Activities. It is the code that identifies the activity.
ActivityName	Name of an activity entered in Time > Configuration > Activities. It is the name that identifies the activity.
ActualHours	Original clocked hours on time entry. (Before edits, rounding, etc.)
ActualOff	Original clock off time on time entry.
ActualOn	Original clock on time on time entry.
BreakHours	Number of hours in breaks.
BusinessExternalId	External ID of location. The External Id is used to coordinate TeamWork with external systems. It is blank unless your company integrates data with an external system.
BusinessName	The name of a location. (*Entered in Name in the Location information window.*)
BusinessNow	Current time at the location, when the report is run. (Useful in formulas)
ClientFirstName	First name of client assigned to shift. (*Optional, only available If Client Management Module is activated.*)
ClientFullName	Full name of client, displayed as “Last, First”.

Field	Description of contents
ClientLastName	Last name of client assigned to shift. (*Optional, only available If Client Management Module is activated.*)
ClockOffUserId	Unique ID of User who clocked the employee off.
ClockOnUserId	Unique ID of User who clocked the employee on.
CreatedDate	Date the time entry was created.
EmpAlert	A flag for the employee to alert manager of note.
EmployeeFullName	Employee full name. Displayed as “Last, First”.
EmployeeId	Unique ID for the employee/location, set by ScheduleSource.
EmployeeRank	Rank of employee.
EmpNotes	Employee entered note on time entry.
EnterpriseRoundOff	Rounded Off time of time entry, in Enterprise time zone.
EnterpriseRoundOn	Rounded On time of time entry, in Enterprise time zone.
EnterpriseUpdated	Timestamp of last update, in Enterprise time zone.
EntryId	Unique ID for time entry, set by ScheduleSource.
FinalHours	Final Hours on time entry, after adjustments.
FinalOff	Final (same as rounded) Off time for time entry, in UTC.
FinalOn	Final (same as rounded) On time for time entry, in UTC.
FirstName	Employee’s first name.
IsBillable	Flag that indicates whether the project/task used in the time entry is billable.
IsError	Flag that indicates if the time entry has been flagged as an error.
IsLeave	Flag that indicates whether the project/task used in the time entry is a leave.
IsPaid	Flag that indicates whether the project/task used in the time entry is paid.
IsVoid	Flag that indicates if the time entry is an error and *has* been reviewed.
LastName	Employee’s last name.

Field	Description of contents
LocalRoundOff	Rounded Off time of time entry, in Location time zone.
LocalRoundOn	Rounded On time of time entry, in Location time zone.
LocationOff	A string that stores a value that determines where the clock Off occurred. It might be an IP address, phone number, or the ID of a physical clock.
LocationOn	A string that stores a value that determines where the clock On occurred. It might be an IP address, phone number, or the ID of a physical clock.
MgrNotes	A note added to a time entry by the manager.
ProjectCode	The unique code for the Project of the time entry. *(Entered on the Add or Edit Project window under Time > Configuration > Project & Tasks.*)
ProjectName	The name for the Project of the time entry. *(Entered on the Add or Edit Project window under Time > Configuration > Project & Tasks.*)
SchDate	Schedule date of the time entry.
SchShiftBreak	Hours between break start and end.
SchShiftEnd	End time of shift. Only the time portion is returned.
SchShiftStart	Start time of shift. Only the time portion is returned.
ShiftId	Unique ID for a shift. Set by ScheduleSource.
ShiftNote	A comment added to shift.
ShiftOverlapEnd	The end time of overlapping time entry and shift segment.
ShiftOverlapHours	The hours within the time entry and shift overlapping segment.
ShiftOverlapStart	The start time of overlapping time entry and shift segment.
StationAllowSwap	Displays True if allow swap is chosen for this station in Enterprise; False if not allowed to swap.
StationCost	Displays estimated cost of the shift based on the station's rate and shift hours.
StationId	Unique ID for station, set by ScheduleSource.
StationName	Name of Station.
StationOverlap	UNUSED

Field	Description of contents
StationPayRate	Estimated pay for station.
StationRank	Priority of station versus other stations. 1-9 with 9 being the highest.
StationUserDefined1 - StationUserDefined6	Custom field(s) identified in Admin > Custom Fields > Station. See Custom Fields Folder Overview.
TaskCode	The unique code for the Task of the time entry. *(Entered on the Add or Edit Project window under Time > Configuration > Project & Tasks.*)
TaskName	The name for the Task of the time entry. *(Entered on the Add or Edit Project window under Time > Configuration > Project & Tasks.*)
TimeCost	Estimated cost of time entry, based on time entry hours.
TimePayRate	Estimated pay rate, as stored on time entry.
TimeReason	Reason code for clocking.
Type	Type of time sheet entry, either a clock, card, or admin entry.
UpdatedDate	Date of an update to an entry in a time sheet.
UpdatedUserId	User ID of the person who made the update.
ActualHoursTotal	Sum of ActualHours on time entries.
BreakHoursTotal	Sum of BreakHours on time entries.
BusinessCount	Count of distinct locations for records selected.
EntryCount	Count of records selected.
FinalHoursTotal	Sum of FinalHours on time entries.
HoursTotal	Sum of calculated hours.
OrgStationCount	Count of distinct stations on associated shifts.
SchHoursTotal	Sum of shift hours.
ShiftOverlapHoursTotal	Sum of the overlapping hours of time entries and shifts.
StationCostTotal	Sum of estimated cost of shifts based on station pay rate.

Field	Description of contents
StationCount	Count of distinct stations/locations.
TimeCostTotal	Sum of time entry estimated cost, based on pay rate and final hours of entry.

Time Audit

You can report on time-related data. Reports gather information from the following sources:

- Employee information is specified in the Add or Edit Employee window. See Employees and Adding and Managing Employees.
- Location information is specified in the Add or Edit Location window. See Locations and Adding and Managing Locations.
- Billing information is specified in the Time > Configuration windows. See Time > Configuration and go to Pay Periods, Projects and Tasks, and Pay Rates.

Field	Description of contents
ActivityCode	Accounting code for a given activity entered in Time > Configuration > Activities. It is the code that identifies the activity.
ActivityName	Name of an activity entered in Time > Configuration > Activities. It is the name that identifies the activity.
ActualHours	Original clocked hours on time entry. (Before edits, rounding, etc.)
ActualOff	Original clock off time on time entry.
ActualOn	Original clock on time on time entry.
BillAmount	The product of the Bill Rate and the billable hours.
BillRate	Rate stored on the time entry. Is set from the Time/Pay Rates configuration, with fallback to the Employee's estimated Pay Rate.
BreakHours	Number of hours in breaks.
BusinessExternalId	External ID of location. The External Id is used to coordinate TeamWork with external systems. It is blank unless your company integrates data with an external system.
BusinessName	The name of a location. (*Entered in Name in the Location information window.*)
ClockOffUserId	Unique ID of User who clocked the employee off.
ClockOnUserId	Unique ID of User who clocked the employee on.

Field	Description of contents
CreatedDate	Date the time entry was created.
Crew	Name employee's crew assignment.
EMail	Employee's email address.
EmpAlert	A flag for the employee to alert manager of note.
EmployeeFullName	Employee full name. Displayed as "Last, First".
EmployeeId	Unique ID for the employee/location, set by ScheduleSource.
EmployeeNote	Employee entered note on time entry.
EmpNotes	Employee's email address.
EntryId	Unique ID for time entry, set by ScheduleSource.
EstimatedPayAmount	Final Hours times Estimated Pay Rate, for non-error entries. If error, then is zero.
EstimatedPayRate	Employee estimated hourly rate of pay. PayRate is assigned to an employee in the Location portal under the Scheduling tab in the Employee Information window.
ExternalId	Employee ID for use with an external system, such as HR or Payroll.
FinalHours	Final Hours on time entry, after adjustments.
FinalOff	Rounded Off time of time entry, in Location time zone.
FinalOn	Rounded On time of time entry, in Location time zone.
FirstName	Employee's first name.
IsBillable	Flag that indicates whether the project/task used in the time entry is billable.
IsError	Flag that indicates if the time entry has been flagged as an error.
IsLeave	Flag that indicates whether the project/task used in the time entry is a leave.
IsPaid	Flag that indicates whether the project/task used in the time entry is paid.
IsSheetApproved	Flag that indicates if the employee time sheet has been approved at the location.

Field	Description of contents
IsSheetLocked	Flag that indicates if the employee time sheet has been locked at the location.
LastName	Employee's last name.
LocationOff	A string that stores a value that determines where the clock Off occurred. It might be an IP address, phone number, or the ID of a physical clock.
LocationOn	A string that stores a value that determines where the clock On occurred. It might be an IP address, phone number, or the ID of a physical clock.
LocationUserDefined1 - LocationUserDefined6	Custom field(s) identified in Admin > Custom Fields > Location. See Custom Fields Folder Overview.
OuterDate	UNUSED
PayAmount	Estimated pay based on time entry pay rate and final hours.
PayPeriodEnd	End date of the pay period.
PayPeriodId	Unique ID of the pay period, set by ScheduleSource.
PayPeriodStart	Start date of the pay period.
PayRate	Rate stored on the time entry. Is set from the Time/Pay Rates configuration, with fallback to the Employee's estimated Pay Rate.
Phone1	Employee's phone number.
Phone2	Additional employee phone number.
Phone3	Additional employee phone number.
ProjectCode	The unique code for the Project of the time entry. *(Entered on the Add or Edit Project window under Time > Configuration > Project & Tasks.)*
ProjectName	The name for the Project of the time entry. *(Entered on the Add or Edit Project window under Time > Configuration > Project & Tasks*.)
ScheduleDate	Date of start of time entry, in location time zone (date portion only).
ScheduleDateMonth	Month of the schedule date.
ScheduleDateQuarter	Quarter of the schedule date.
ScheduleDateWeek	Week of the schedule date.
ScheduleDateYear	Year of the schedule date.

Field	Description of contents
ScheduleDateYearMonth	Year/Month of the schedule date.
ScheduleDateYearQuarter	Year/Quarter of the schedule date.
ScheduleDateYearWeek	Year/Week of the schedule date.
SchNotes	Manager entered notes on the time entry.
SheetEmployeeId	Employee Id from the time sheet.
TaskCode	The unique code for the Task of the time entry. (*Entered on the Add or Edit Project window under Time > Configuration > Project & Tasks.*)
TaskName	The name for the Task of the time entry. (*Entered on the Add or Edit Project window under Time > Configuration > Project & Tasks.*)
TimeSheetId	Unique ID of time sheet, set by ScheduleSource.
TimeZoneOffset	Location's time zone number of minutes offset from UTC.
TimeZoneUsDay	Flag to indicate that the Location's time zone honors daylight savings.
Type	Type of time sheet entry, either a clock, card, or admin entry.
UpdatedDate	Date of an update to an entry in a time sheet.
UpdateReason	Internal code for the type of update.
UpdateUserFullName	Full name of user who last updated the time entry.
UserDefined1 - UserDefined6	Custom field(s) identified in Admin > Custom Fields > Employee. See Custom Fields Folder Overview.
UserName	Employee's username. (*Entered in Username/ID in Employee Information window.*)
BillableHoursTotal	Sum of hours on time entries for Billable tasks, not including errors.
BusinessCount	Count of distinct locations.
EntryCount	Count of time entries.
HoursTotal	Sum of all time entry hours, including errors.
LeaveHoursTotal	Sum of hours on time entries for Leave tasks, not including errors.

Field	Description of contents
NotLeaveHoursTotal	Sum of hours on time entries for non-Leave tasks, not including errors.
PaidHoursTotal	Sum of hours on time entries for Paid tasks, not including errors.
SheetCount	Count of distinct time sheets the time entries are associated with.
TotalBillAmount	Sum of Billable hours times billable rate.
TotalEstimatedPayAmount	Sum of estimated Pay Amount.
TotalPayAmount	Sum of Pay Amount.
UnBillableHoursTotal	Sum of hours on time entries for non-Billable tasks, not including errors.
UnPaidHoursTotal	Sum of hours on time entries for non-Paid tasks, not including errors.
ValidHoursTotal	Sum of hours on non-Error time entries.

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