

timeQplus Version 4 Work Code Implementation



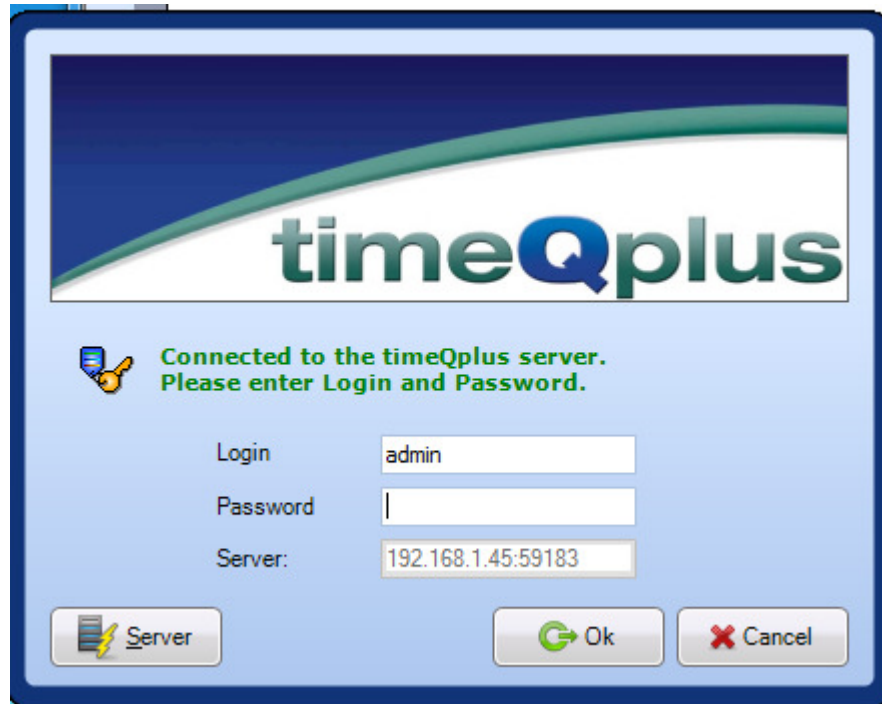
Welcome to timeQplus Time and Attendance Software Version 4.

This document provides an overview of the new Work Code features and functions of timeQplus Version 4.

This document includes some introductory product Help information about the implementation and usage of the timeQplus Work Codes. It is designed to quickly advise users of the new features and functions as well as their functional characteristics.

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Log in as Administrator



The screenshot shows a login dialog box for timeQplus. At the top, the timeQplus logo is displayed. Below the logo, a message reads: "Connected to the timeQplus server. Please enter Login and Password." There are three input fields: "Login" with the value "admin", "Password" which is empty, and "Server:" with the value "192.168.1.45:59183". At the bottom, there are three buttons: "Server" (with a server icon), "Ok" (with a green arrow icon), and "Cancel" (with a red X icon).

After timeQplus is installed and the Setup is completed enter your Login id and password. The default Login id is "admin". Please remember to record any new passwords that you use for the installation.

Note: On this Login screen if the Server IP address is not shown press the Server button to find the server on your network. Then on the new screen click the Connect button and log in.

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Work Codes Overview

The Work Code function is designed to capture and assign the labor hours worked by hourly workers whose time worked is recorded in timeQplus. The Work Codes can be departments, projects, activities, or any other segmentation associated with labor hours. The administrator will enter the list of Work Codes into the timeQplus system and there are two modes of operation to manage Work Code entries. The system can be set up so that the master list of Work Codes is available to all employees and they can select any work code on the list. The other mode is assigning work codes to individual hourly employees and the employee can only select assigned work codes.

Work Code activity can be monitored by management using several functions provided in the timeQplus application. The IN/OUT Board authorized users can see the active Work Code for each employee who is punched in by displaying the IN/OUT Board. Please note that the IN/OUT board needs to be refreshed periodically because the time clocks used by employees require a polling cycle to get current live information. The frequency of the polling cycle can be set by the timeQplus Administrator, and the default value is polling every sixty minutes. There are also standard reports that will show how the labor hours are recorded for the assigned Work Codes.

Work Code Setup

To load the master list of Work Codes log into timeQplus Version 4 as Administrator. Go to the Setup screen and click on the Work Codes tab.

The data fields are:

Code – A Work Code number from 1 to 32767 can be entered.

Name – a brief name of the Work Code

Description - a brief description of the work code

Write to terminal – click on this box to enable the employees to use the work code. This enables both Time Clock Terminals and the Virtual Clock.

The first Work Code entered into the list is initially the default Work Code for **all** hourly employees. After entering all Work Codes if you do not assign any Work Codes to employees, the employees can select any Work Code in the master list providing the “Write to terminal” box is checked on the Work Code setup screen.

If you are using and TQ600 time clock terminals and also using Work Codes you need to set up each terminal to activate the Work Code features. On the terminal select **Menu → Options → System Opt → Adv Option → Work Code**. Then select Mode 3 if you want to assign Work Codes to Employees. Select Mode 4 if you want employees to choose Work Codes from the Master List. Mode 3, assigning Work Codes to each

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employee, takes more Administrator time, but provides a more accurate and reliable output.

Assign Work Codes to Hourly Employees (Mode 3 only)

Employees using Time Clock terminals:

Go to the Employee screen to begin assigning Work Codes to employees. First, select an employee by clicking anywhere on the employee data line. After the line is highlighted click on the **Work Codes** button. Initially all Work Codes will be unassigned. Assign the employee's default Work Code first, and then add other optional Work Codes for this employee.

When you complete assigning this employee's Work Codes Choose the Pay Period when the change should be started, Current or Previous pay period. Then press the **Next** button. The **Default Work Code** screen provides you the option to change the employee Default Work Code. When finished click on Next and a screen will appear showing the terminals that are being updated with the Work Code changes. Click the **Finish** button, this employee's Work Codes are ready to use.

When the Work Codes are all entered the Administrator should go to the Time Clock screen in timeQplus. Then press the **Update Statuses** button which will load all of the newly assigned Work Codes to the Time Clock Terminals.

Employees using Virtual Clock:

If you have an employee that will be using the Virtual Clock they will have access to the Master List until you assign at least one Work Code to the employee. The Work Code assignments for the Virtual Clock are the same process used for the Time Clock terminals.

Once the Work Codes are set up employees can punch IN using their default work code. However, if they need to punch in on a different Work Code and they are using a terminal they would press the F2 button, then press their finger or swipe their badge or enter their UserID and password. When accepted they can select with the Up/Down arrows on the keyboard the Work Code from the list of codes displayed on the terminal.

If an employee needs to change to a different project they simply transfer to the new project by entering a transaction at any of the clocks and selecting their new Work Code. This transaction will not be recorded as an In/Out Punch, but instead will be recorded as a transfer to a different Work Code

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Work Code Setup

The steps to set up the Work Code functions after the system installation are:

1. Management Decision: You can assign specific work codes to every employee (Mode 3) Or, you can make the Master List of Work Codes available to every employee who would choose Work Codes from the master list of codes (Mode 4).
 - a. Note: There is more administrative overhead to assigning each employee their list of assigned work codes (Mode3), but the accuracy of the Work Code labor would be significantly better than the other option.
 - b. There is less administrative work to set up the master list of Work Codes (Mode4) that are not assigned and the employees choose from the Master List of Work Codes for each IN punch or for Work Code transfers.

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2. Define, document and input the Work Codes into the timeQplus *Setup → Work Codes*.
 - a. The first Work Code that is entered into the master list of work codes will initially be the default for ALL employees. When a different work code is assigned to an employee it will then be the first work code assigned to that employee and therefore will be the default work code for that employee.
 - b. The Administrator can input all work codes without checking the box “Write on terminal” to ensure the data is correct prior to placing it online. Once the box is checked it will be activated in the database and automatically loaded into the affected time clocks.
 - i. Employees using the *Virtual Clock* must have a UserID and password to log in. The administrator can load their password in the *Employee → Detail → Password* field. After logging employees can either press the *Punch* button to automatically log their default Work Code, or select from the pull-down list a different approved Work Code.
 - c. The timeQplus administrator will need to set up the TQ600 time clocks to enable Work Codes. Log in to the TQ600 as Administrator and press *Menu → Options → System Opt → Adv Option → Work Code*.
 - i. Press the Up or Down arrow to select *Mode3* if each employee will have only their assigned Work Codes to choose from, or
 - ii. Select *Mode4* if all employees can select any Work Code in the Master List of work codes.
 - iii. **NOTE:** Mode1 and Mode2 are not used by timeQplus.
 - iv. Now Press ESC one time, press OK to save the setting, then Press ESC (F1) until you are back to the home screen.
3. Punching IN on TQ600 Time Clock:
 - a. If you are punching in on your default Work Code you just punch like you would normally punch with badge or fingerprint.
 - b. If you are punching in and going to work on a different project (Work Code) press the F2 button, then when requested press your fingerprint, or swipe your badge, or enter UserID and Password.
 - c. When the Work Code list is shown scroll up/down to select the proper Work Code from the list, and then press OK (F4).
 - d. Transferring to a different Work Code during the shift is just like a normal punch. Press the F2 button, then when requested press your fingerprint, or swipe your badge, or enter your UserID and password. Select the new work code and timeQplus will transfer you to the new Work Code.
 - e. Punching Out for Lunch will not change your Work Code unless you go through the preceding procedure which will transfer you to another Work Code or back to your default Work Code.

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4. Work Code Reports:
 - a. **Who's IN, Who's OUT Report** - This report shows a list of the employees who are working, and also the Work Code that they are currently using. NOTE: the data is not real time except for the punches from the Virtual Clock. The terminals are set by default to retrieve the punches every hour. If needed the timeQplus Administrator can poll the clocks to update the status. Also, depending on the system resources the polling time could be changed to a smaller interval.
 - b. **Work Codes Totals By Work Code Report** - This report shows by Pay Period each Work Code and the number of labor hours assigned to the Work Code.
 - c. **Work Codes Totals By Employee Report** - This report shows by employee the hours recorded against each work code during the selected Pay Period.
 - d. **Raw Transaction Report** – This flexible report can be used to review one or several employees, a work shift of employees, or all employees to help validate and review the employee use of Work Codes.