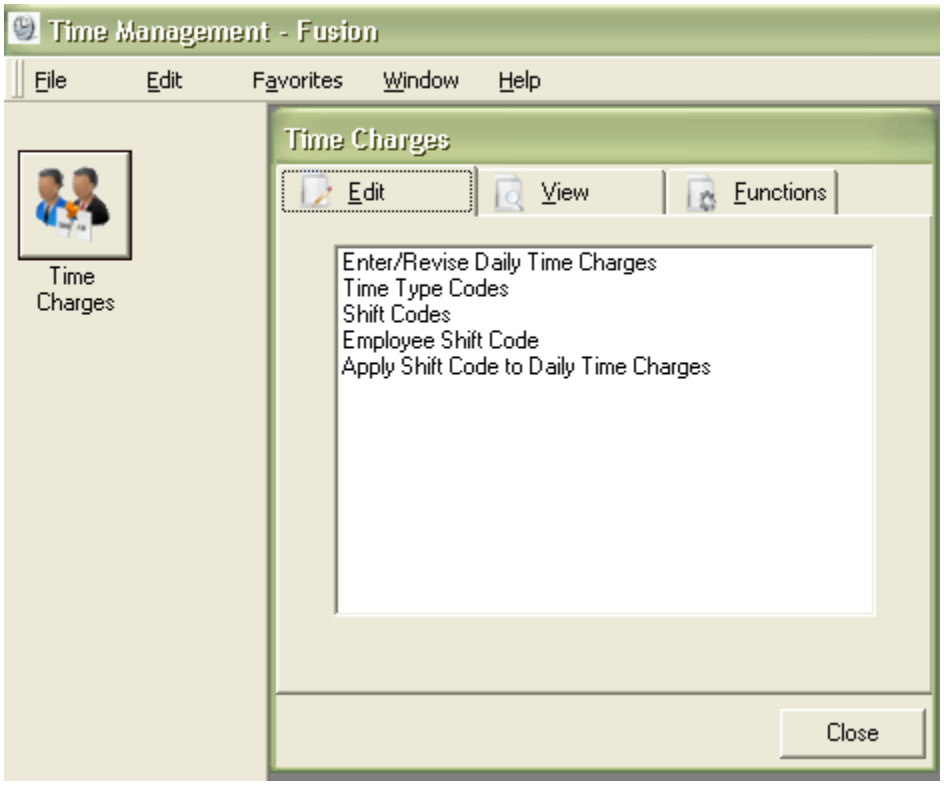
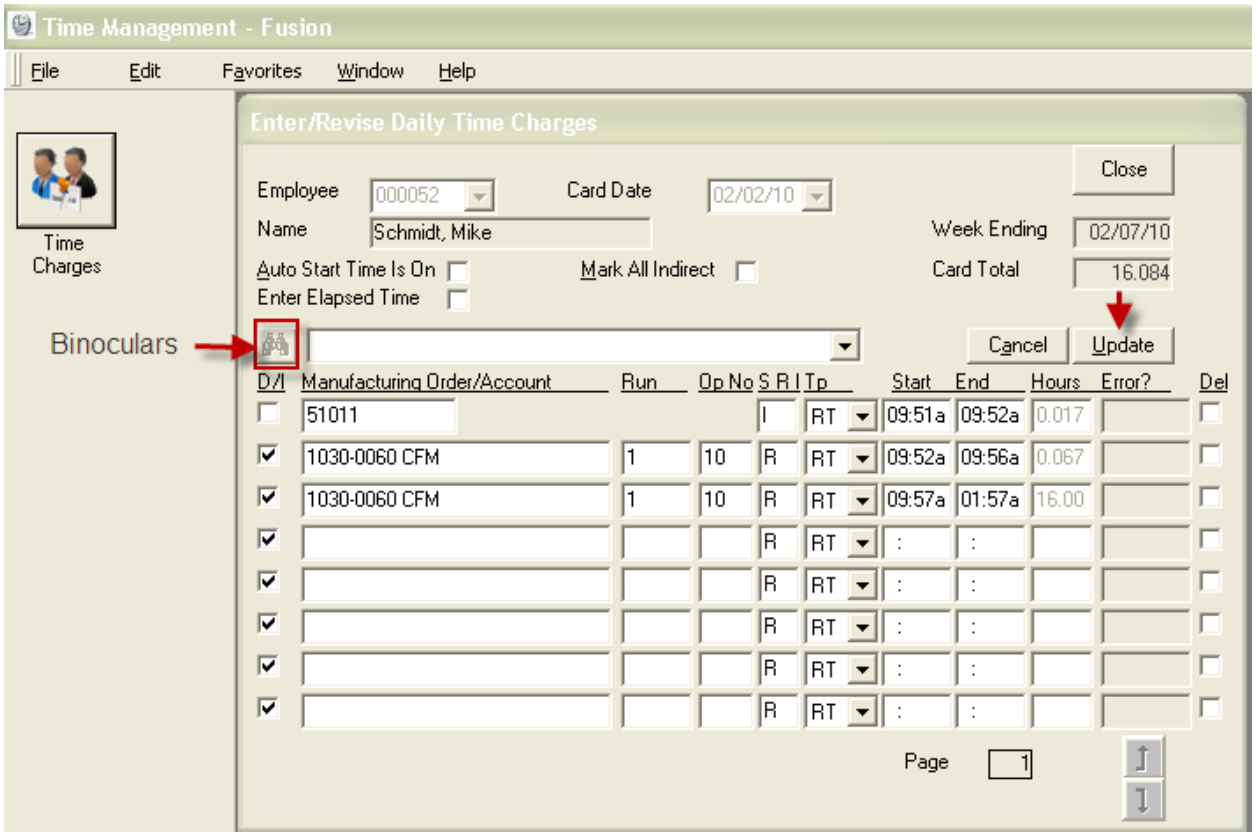
Time Management\Time Charges\Edit



Time Management\Time Charges\Enter/Revise Daily Time Charges



In order to use the Time Manager feature, you must first setup Employees; this can be done in Administration\Time Management\Employees module.

Once an Employee has been established, the user can begin using Time Manager.

Enter an Employee number or select from the drop down list, tab to the applicable fields that you wish to revise, once your revision has been made, click the <u>Update</u> button complete the process.

D/I = Direct Labor

Manufacturing Order/Account = Manufacturing Order (D) and Account (I)

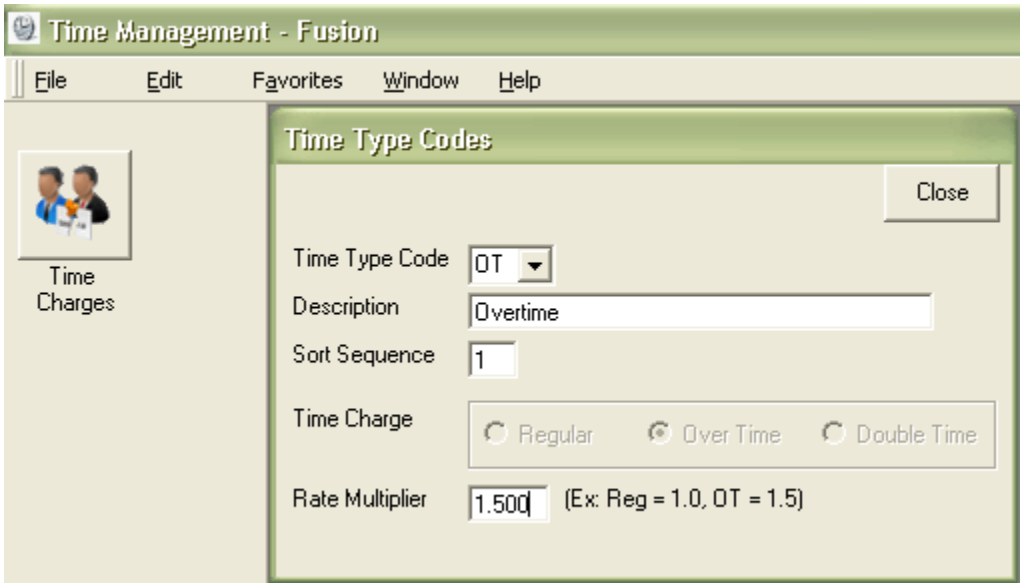
Run = Run Number if Manufacturing Order

Op No = Operation Number if Manufacturing Order

SR = Setup, Run, Tooling or Indirect

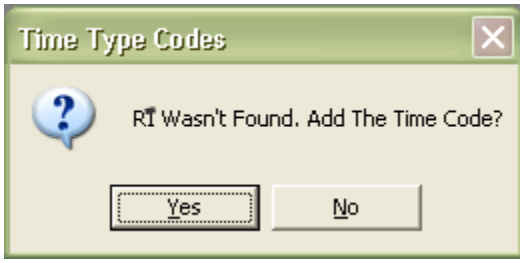
TP = Type Code

Time Management\Time Charges\Time Type Codes



This feature is used in Time Card Entry to determine the rate for each Time Charge.

To enter a Time Type Code, in the drop down field enter RT for Regular Time and click the tab button on the key board, you will be prompted with the following message:



Select Yes to add the New Time Code.

The standard recommendation for the setup is as follows:

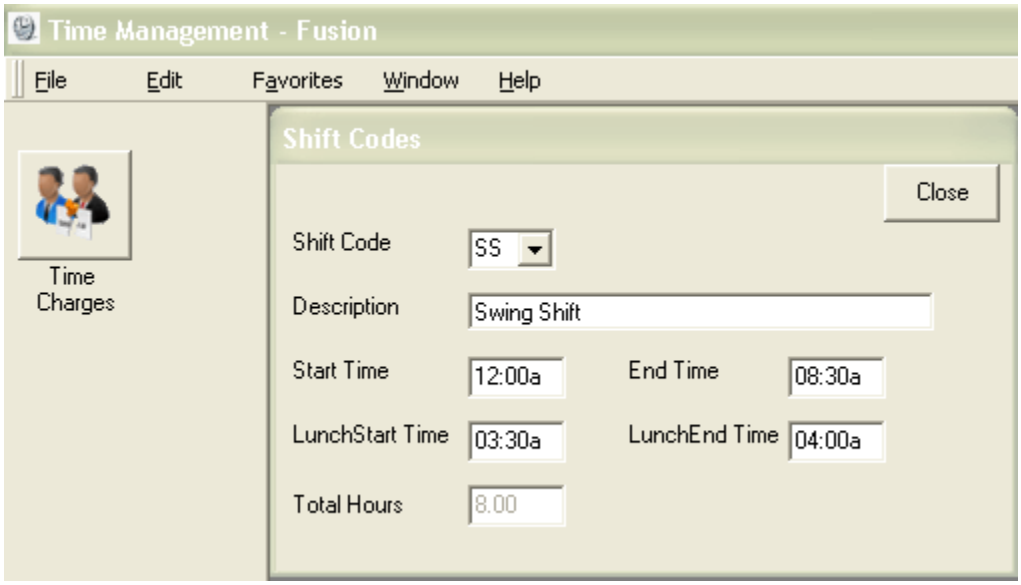
RT = Regular Time (1.00 Rate Multiplier)

OT = Overtime (1.500 Rate Multiplier)

DT = Double Time (2.00 Rate Multiplier)

Note: Be sure to set the correct Rate Multiplier for each Time Charge

Time Management\Time Charges\Shift Codes



In this feature you can setup Shift Codes, to enter a Shift Code, select the code and click the Tab button on the key board, if the code does not exist, you will be prompted to add it and populate the remaining fields.

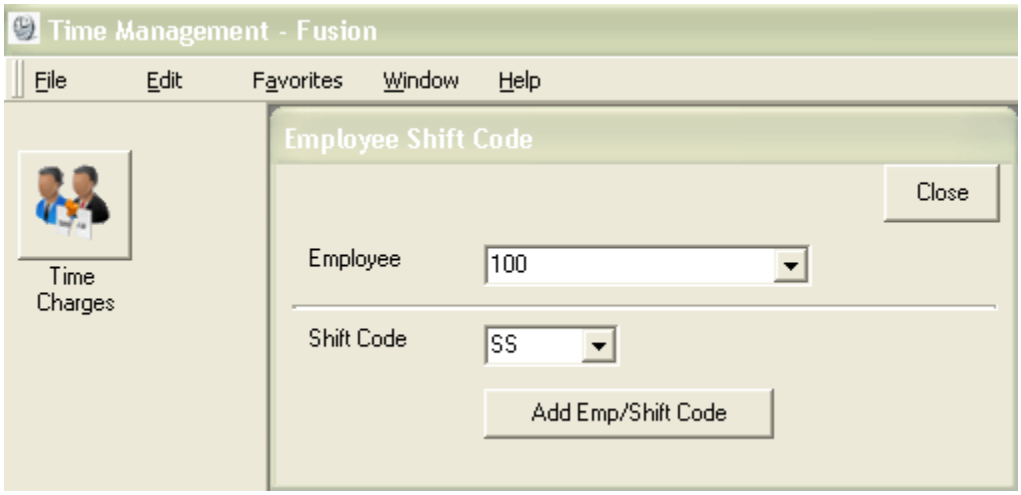
Examples of Shift Codes:

DS = Day Shift

NS = Night Shift

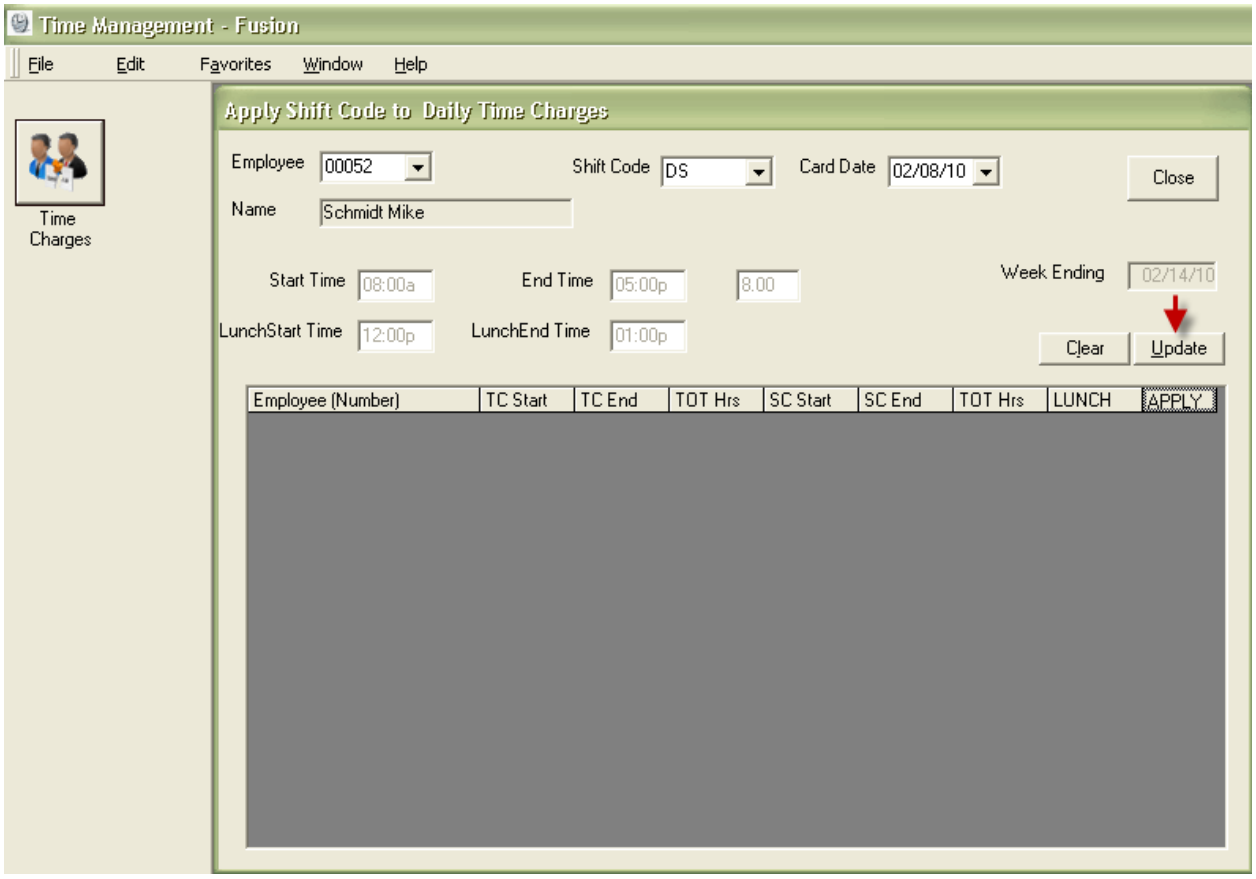
SS = Swing Shift

Time Management\Time Charges\Employee Shift Code



In this feature the user is able to add an Employee from the Employee drop down menu to one of the available Shift Codes and click the Add <u>Emp/Shift Code button</u> to complete process.

Time Management\Time Charges\Apply Shift Codes to Daily Time Charges



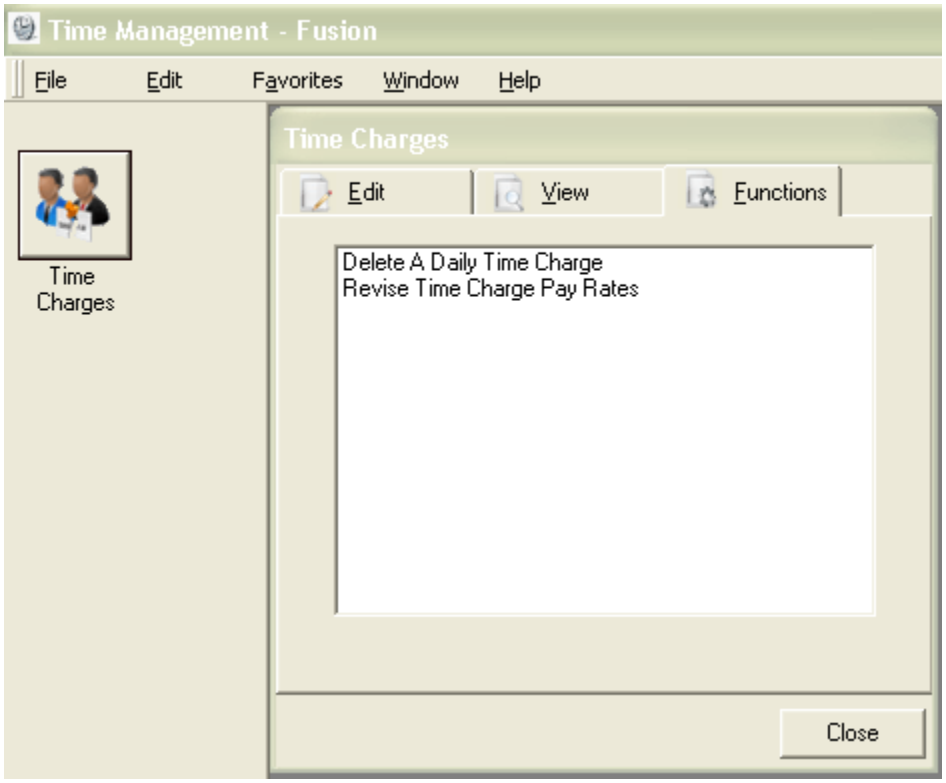
This feature allows the user to Apply a Shift Code in the Daily Time Charges.

Select the Employee from the drop down menu, tab over to the Shift Code field and select a code, click the <u>Update</u> button to complete the process.

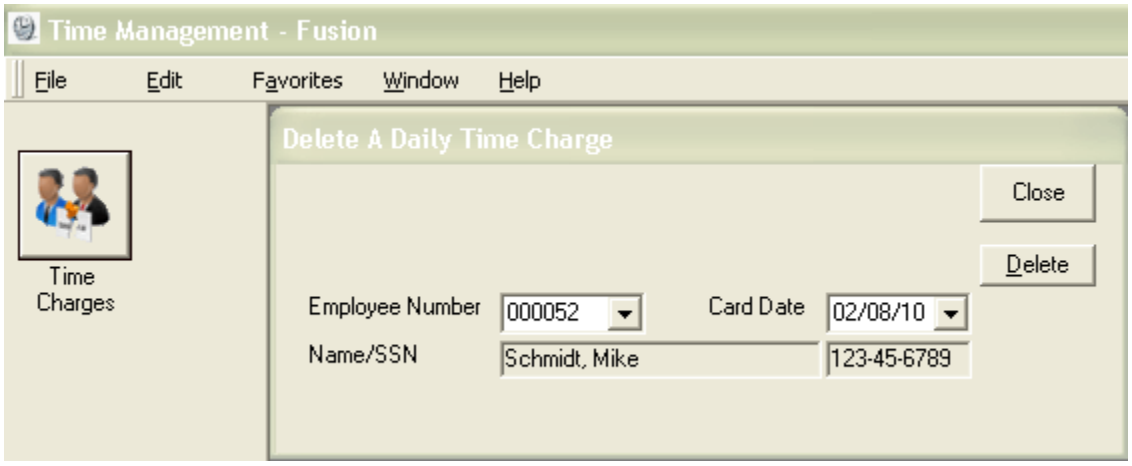
Time Management\Time Charges\View

Displays a list of Reports available within the Time Management Module.

Time Management\Time Charges\Functions



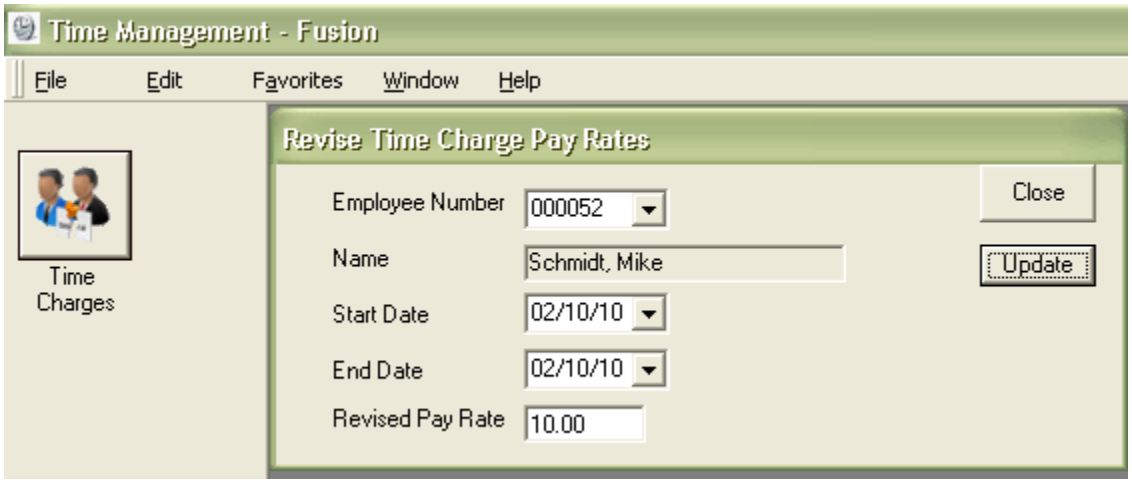
Time Management\Time Charges\Delete a Daily Time Charge



This feature allows the user to Delete a Daily Time Charge.

Select the Employee from the Employee drop down menu, enter or select the Card Date, click the <u>Delete</u> button to remove the Charge.

Time Management\Time Charges\Revise Time Charge Pay Rates



This feature allows the user to Revise the Pay Rate of an employee.

Select or enter the Employee from the drop down menu, you can make the change for one day or multiple days, enter the Revised Pay Rate and click the <u>Update</u> button to complete the process.