

Time & Attendance Solution

Quick Start Guide

Overview:

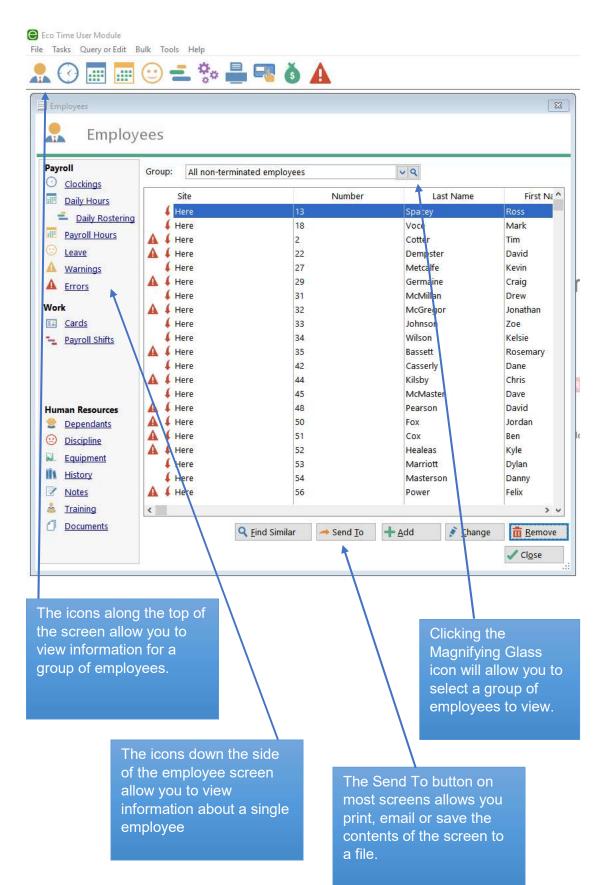
The aim of this document is to provide you with an introduction to the Eco Time product. It will supply you with the information you require to use the system on a daily basis, adding employees, viewing time and attendance data, rostering employees and generating payroll reports.

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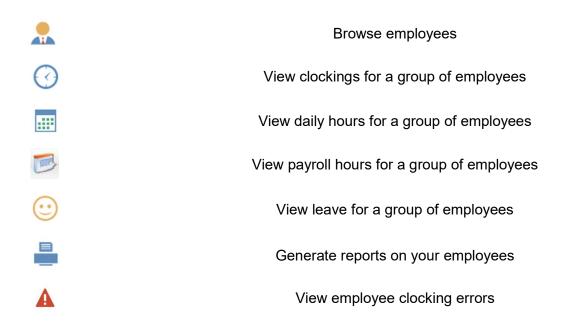
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- 3. Viewing and changing employee clockings and hours
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Please note that this guide may cover some elements from additional modules that are not included in all versions of Eco Time.

1. Finding your way in Eco Time



The most used icons at the top of the screen are as follows:



Eco Time Terminology

Clockings: These are the raw clocking in and out times that are collected from the clocking terminals. For example, an employee may have clocked in at 8:00 and out at 17:00 on a given day.

Daily Hours: Once the clockings have been collected they are processed against the shifts to generate daily hours. For example, on a given day an employee may have worked 8 hours. Rules such as daily overtime and lunch breaks are applied here.

Payroll Hours: At the end of the week or payroll period all the Daily Hours are added together to give you a payroll total. Rules such as weekly overtime or bonuses are applied here.

Warnings: If an employee deviates from their working pattern you will get a Warning, for example if an employee comes in late, outside any grace time, you will see a warning telling you this. Warnings do not require any action; if the employees come in late, they will be paid from when they clock in or rounded to the next quarter (if applicable).

Errors: When employees forget to clock out you will get an error. So, if an employee clocks in at 8:00 and doesn't clock out Eco Time will flag this as an error. Errors must be fixed by adding clockings if required otherwise no daily and payroll hours can be generated.

2.1 How to add a new employee

1: In the User Module click on the Employee Icon.



2: You will now see a list of your existing employees, click the Add button.

Clockings	Group: All non-termin	nated employees	~ Q	
Daily Hours	Site	Number	Last Name	First Na
Daily Rostering	🖌 Here	13	Spacey	Ross
- Duly Hostering	🖌 Here	18	Voce	Mark
Payroll Hours	🛕 🖡 Here	2	Cotter	Tim
🙂 Leave	🛕 🖡 Here	22	Dempster	David
A Warnings	🗸 Here	27	Metcalfe	Kevin
A Errors	🛕 🖡 Here	29	Germaine	Craig
	🖡 Here	31	McMillan	Drew
Work	🛕 🧯 Here	32	McGregor	Jonathan
Cards	🖡 Here	33	Johnson	Zoe
Payroll Shifts	🖌 Here	34	Wilson	Kelsie
	🛕 🖡 Here	35	Bassett	Rosemary
	🖡 Here	42	Casserly	Dane
	🛕 🧍 Here	44	Kilsby	Chris
	🖡 Here	45	McMaster	Dave
Human Resources	A 4 Here	48	Pearson	David
🔮 Dependants	🛕 🖡 Here	50	Fox	Jordan
Discipline	🛕 🖡 Here	51	Cox	Ben
Equipment	🛕 🖡 Here	52	Healeas	Kyle
and and and and and	🖡 Here	53	Marriott	Dylan
History	4 Here	54	Masterson	Danny
Notes	🛕 🧯 Here	56	Power	Felix
🛓 Training	<			>
1 Documents		🔍 Eind Similar 🛛 🛹 Send To	🕂 Add 📝 Change	Bernov

3: On the Company tab you can enter the new employee's details, as a minimum you need to enter your employee's payroll number, first name and last name.

Company Company Shifts Shift Pattern Shift List Classification Employment Medical Personal HR Pension Hierarchy Clocks Hanvon Biometrics	Employee Number:	No Photo Available	A Scan
--	------------------	--------------------	--------

4: Next, select Shifts \rightarrow Shift Pattern from the left-hand menu, use the Q button to select the employee's initial working pattern from the list. Please also refer to section 6 if you use Rostering.

Update Employee				23
💂 Updat	e Employe	e - R	loss Spacey	
Company Shifts Shift Patter Shift List Classification	Payroll Shift Override Override Default Dail	Default Daily Sl		
Employment Medical Personal HR Pension Hierarchy Clocks Hanvon Biometrics	Day Night 1 Night 2 Night 3 Night 4 Night 5 Night 6 Night 7	Shift D02 D02 D00 D00 D00 D00	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	
	<		✓ <u>O</u> k ¥ Canc	> el

5: The next tab Employment allows you to enter the employees hired date and leave entitlements. These tabs are the minimum required for Eco Time to work successfully; the other tabs are optional.

Update Employee					8
💂 Update Em	ployee - Ros	s Spacey			
	red Date: [emarks:]] No Public Holidays] Terminate Employee mit Code: nnual Leave: nnual Leave: nnual Sick Leave: pected Hours:	05/03/2007 Q	12 YRS	1/01/2015 Q Weekly: 0	
				✓ <u>O</u> k X <u>C</u> ar	cel

To Save the new employee click the Ok button.



6: The final step is to assign the new employee a Card or PIN to use on the clocking terminal(s). To do this **make sure your new employee is highlighted** in the employee screen, then click Cards from the left-hand menu.

PLEASE NOTE, IF YOU ARE USING FACIAL RECOGNITION, YOU WILL NOT NEED TO ASSIGN CARDS TO EMPLOYEES, **UNLESS** YOU ALSO OPERATE A FIRE ALARM ROLL CALL PRINTER TOO. THIS WILL BE SPECIFIED UPON INSTALL.

yroll Clockings	Group: All non-termin	nated employees		v Q		
Daily Hours	Site	inter-	Number	Last Name	First Na ^	
Daily Rostering	4 Here	13		Spacey	Ross	
Payroll Hours	Employee Cards					
Leave	E Emplo	ovee Cards	s - [13] Ross	Spacev		4
Warnings	Emplo	syce curus	. [io] ((055	opacey	3	
Errors	Card Number	Site	Emp Numb	er	+ Assign Another (Card
ork					T Unassign card	
Cards					U Onassign card	
Payroll Shifts					💷 Assign Temporar	y Card
iman Resources						
Dependants						
Discipline						
Equipment						/ Close
History Notes	A + Here				ļ.	0.000
		50		Power	Felix	

Next, click Assign Another Card and select a card number from the list. If you are using a proximity card terminal this is the number written on the card, if you are using a Handreader this is the PIN.

1	Lookup Card	E3	•
Care	📧 Lookup Card	+ As	sign Another Card
			assign card
	Card Number 0000000001 0000000002 0000000003		ssign Temporary Card
	0000000004 0000000005 0000000006 0000000007		
_	000000007 000000008 000000009		✓ Close

2.2 How to change an employee's details

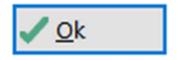
1: To change an employee's details first click on the Employee icon.



2: On the employee list you can either double click on the chosen employee to open the employee details screen or highlight them and click Change.

🔜 Employ	/ees			
Payroll	Group: All non-termin	ated employees	~Q	
 <u>Clockings</u> Daily Hours 	Site	Number	Last Name	First Na
	↓ Here	13	Spacey	Ross
Daily Rostering	4 Here	18	Voce	Mark
Payroll Hours	🛕 🖡 Here	2	Cotter	Tim
🙂 <u>Leave</u>	🛕 🖡 Here	22	Dempster	David
Marnings	🖌 Here	27	Metcalfe	Kevin
A Errors	🛕 🖡 Here	29	Germaine	Craig
and a second second	🖡 Here	31	McMillan	Drew
Vork	🛕 🖡 Here	32	McGregor	Jonathan
Cards	🖡 Here	33	Johnson	Zoe
Payroll Shifts	🖡 Here	34	Wilson	Kelsie
	🛕 🖡 Here	35	Bassett	Rosemary
	4 Here	42	Casserly	Dane
	A 4 Here	44	Kilsby	Chris
	🖡 Here	45	McMaster	Dave
Human Resources	A 4 Here	48	Pearson	David
Dependants	A 4 Here	50	Fox	Jordan
Discipline	A 4 Here	51	Cox	Ben
Equipment	A 4 Here	52	Healeas	Kyle
	4 Here	53	Marriott	Dylan
History	4 Here	54	Masterson	Danny
Notes	A 4 Here	56	Power	Felix
		L	1	>

3: You can then update the required fields on the employee details screen and press Ok the save.



2.3 How to change an employee's shift

1: To update an employee's shift click on the Employee icon.

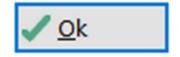


2: On the employee list highlight the chosen employee by single clicking on them and then click Payroll Shifts from the left hand menu.

vroll Clockings	Group: All non-termi	inated emplo	yees	~ Q		
<u>Daily Hours</u> <u>Daily Rostering</u>	Site		Number 13	Last Name Spacey	First Na ^ Ross	
Payroll Hours	Here Here		18 2	Voce Cotter	Mark Tim	
Leave Warnings	Shift History		-h.			
Errors rk Cards	Shift	History	- [18] Mark Vo	oce		
	Date	Shift		Description	Î.	
Payroll Shifts	9/12/2014	P01 P02	lans Shift Daves Shift			
man Resources						
Dependants						
Dependants Discipline						
<u>Dependants</u> <u>Discipline</u> Equipment						
<u>Discipline</u>	¢					

3: On the shift history screen click the Add button and then on the update screen use the Q buttons to enter the date the employee start works on the new shift and then the new shift, you can leave until date blank.

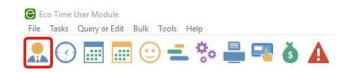
4: Press Ok and then Close to save the changes.



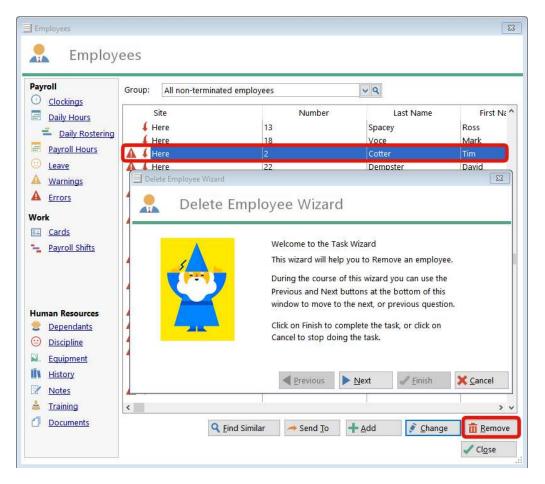
Please also refer to section 6 if you use Rostering.

2.4 How to terminate an employee

1: To terminate an employee first click on the Employee icon.



2: Then on the Employee screen highlight your chosen employee and click remove.



3: Run through the Delete Employee Wizard to terminate the employee, you may enter the termination date and a reason. Please keep in mind, if you wish to COMPLETELY delete an employee from the system, you must select "Remove". This will delete everything, and anything ever put in to the system by the employee and CANNOT be recovered. We always recommend using Terminate as it is still able to recover data or reinstate the employee at a later date.

4: To complete the wizard click.



3.1 Viewing an employee's clockings

1: To view an employee's clockings first click on the Employee icon.



2: Select the employee you wish to view and click the Clockings button on the left-hand side.



3: You will be presented with a screen showing clockings over a date range. If you want to change the date range simply click on the Q buttons and pick the chosen dates.

From Date	15/05/2019	9 Q To	Date: 15/05/2	019 9		Shi	ft : P01	
	Card	Area	Day	Date	Time	Device	Dir	Re
۵ 🍟			Wednesday	15/05/2019 15/05/2019	8:00:00		In	
< Ø 🚺		Process	1 Info	→ <u>S</u> end To	+ ≙dd 💽	Change 💼	<u>R</u> emo	> ve

In some cases Eco Time is setup with additional modules that allow different types of clockings to be collected. This includes clockings for job costing, departmental tracking and access control, all of which can be viewed in this screen.

You can however choose which clockings you want to view by clicking the buttons in the bottom left of the window.

The green icon shows time and attendance clockings, this is the most popular option and will be selected by default. If you have access control the pink icon will show you these clockings and if you have job or department clockings these will be shown with an orange symbol.

3.2 Viewing an employee's daily hours

1: To view an employee's daily hours first click on the Employee icon.



2: Select the employee you wish to view and click Daily Hours on the left side.



3: You will be presented with a screen showing daily hours over a date range. If you want to change the date range simply click on the Q buttons and pick your new dates.

📃 Daily Em	nployee Hours	1									83
	Daily I	Emplo	yee H	lours - [2	2] Tim Cott	er					• •
From Dat	te: 15/05/201	19 9	To Date:	15/05/2019	Shift : P01	Show: 🗌 Blar	nks				
		Date	Sh	ift Name	Leave	Clockings	Total	Excess	+ Normal	+ OTx1.5	+ OTx2
1-	+ 🗄 🕬 15/	/05/2019	Wedneso	day		I-8:00 O-16:00	8:00	0:00	8:00	0:00	0:00
<											>
						Process 🚺 Info	<u>→ S</u> end To	<u>∔ A</u> dd	💉 <u>C</u> ha	nge 🚺 💼	<u>R</u> emove
				n Ove	r <u>t</u> ime <u></u> R <u>o</u> ste	ring 🕑 Leave	A Warnings	<u>Errors</u>	Clocki	ngs 🧹 (Cl <u>o</u> se

3.3 Adding employee daily hours

1: If you need to make an adjustment to an employee's daily hours you can simply click the Add button.

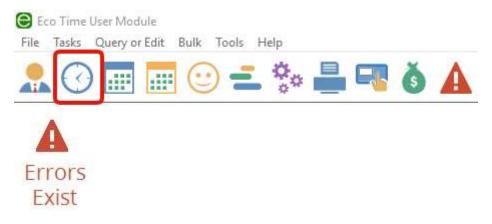
om Date: 15/05/2019 🔍	To Date: 15/05/2019	Shift : P01	Show: Blanks					
Date	Shift Name	Leave	Clockings	Total	Excess	+ Normal	+ OTx1.5	+ OT)
📅 🧶 🐢 15/05/2019	Wednesday			1:00	0:00	1:00		0:00
+ 🥑 🐢 15/05/2019	Wednesday			0:30	0:00	0:30	0:00	0:00
✓ 🕂 🚦 🕬 15/05/2019	Wednesday		I-8:00 O-16:00	8:00	0:00	8:00	0:00	0:00

2: Select the correct date, whether you want to make an addition, subtraction of override the hours all to together and then enter the hours against the appropriate category. If you wish you can add a comment and click Ok to save.

Update Daily Hours		x
🔢 Update	Daily Hours - Tim Cotter	
▶ General	✓	
	Employee: 2 Date: 15/05/2019 Status: + • Add - O Subtract O O C Leave Type: 0 Q This counts as a completed shift ? C Comment:)verride
	Hours Category 0:00 Excess 0:30 Normal 0:00 OTx1.5 0:00 OTx2 0:00 Holidays	Q
	✓ <u>Q</u> k ¥⊆a	ancel

3.4 How to view clockings for a group of employees

1: Click on the Browse Clockings icon from the top of the screen.



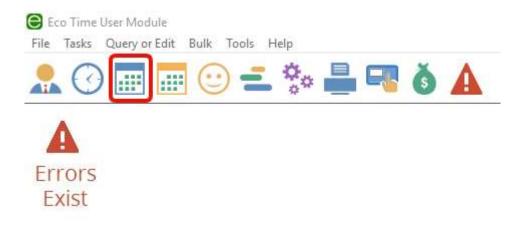
2: You will be presented with a screen showing all the clockings for the select group over the given date range. If you want to change the date range simply click on the Q buttons and pick your new dates.

Clockings									×		
\bigcirc	Clockin	gs									
From Date:	From Date: 15/05/2019 Q To Date: 17/05/2019 Q Group: All non-terminated employees										
	Card	Employee	Day	Date	Time	Device	Dir	Original Date/Time/Dir			
🖐 🕬		2 Cotter, Tim	Wednesda	15/05/19	8:00:00		In				
₩ @		2 Cotter, Tim	Wednesda	15/05/19	16:00:00		Out				
<							_		>		
1		Process	1 Info	0 🦰	Send To	+ <u>A</u> dd	1	<u>C</u> hange <u><u>m</u>emove</u>			
Only sho	w bad		<mark>≟</mark> R <u>o</u> ste	ring 🛕	<u>W</u> arnings	<u>Errors</u>	1	<u>F</u> ix ✓ Cl <u>o</u> se			

The clockings on this screen are displayed in the same way as before on the Employee Clockings screen. This screen is useful to view the clocking in times for your employees on a specific day.

3.5 How to view daily hours for a group of employees

1: Click on the Browse Daily Hours icon from the top of the screen.



2: As with the group clocking screen you will now be shown a list of daily hours for your chosen group of employees.

📃 Daily Ho	ours											×		
	🔠 Daily Hours													
From Date	From Date: 15/05/2019 Q To Date: 17/05/2019 Q Group: All non-terminated employees VQ Show: Blanks													
		nployee	Date	Shift Name	Leave	Clockings	Total	Excess	+ Normal	+ OTx1.5	+ OTx2	+ Holidays		
- +	= 🕬 2 Cotter,	, Tim	15/05/2019	Wednesday			0:30	0:00	0:30	0:00	0:00	0:00		
ī			15/05/2019	Wednesday			1:00		1:00	0:00		0:00		
V +	= 🚦 🕬 2 Cotter,	Tim	15/05/2019	Wednesday		I-8:00 O-16:00	8:00	0:00	8:00	0:00	0:00	0:00		
<												>		
					Proc	ess 🚺 Info	-	Send To	+ <u>A</u> dd	💉 <u>C</u> ha	inge 👖	<u>R</u> emove		
				🕞 Over <u>t</u> ime	🛋 Roste	ring 🙂 Leave	4	<u>W</u> arnings	<u>Errors</u>		kings 🗸	Cl <u>o</u> se		

4.1 How to view warnings for a single employee

1: Click on the Browse Employees icon from the top of the screen.



2: Select the employee you wish to view and click



3: You will be presented with a screen showing any warnings over a date range. If you want to change the date range simply click on the Q buttons and pick your new dates.

Employee Warnings - [2] Tim Cotter											
🛕 Emp	oloyee Warnir	ngs - [2] Tim Cotter		•						
▶ List	From Date: 15/05/201	9 Q 1	To Date: 17/05/2019 🔍 🗌 S	how Excused							
Calendar	Date	Time	Details	nm	📴 Absent						
	16/05/2019	8:00:00	Employee Clocked IN late, expecte	ed at 6:00	📴 Arrived Late						
					🗳 Avg Night-Hours Exceeded						
					📴 Avg Payroll-Hours Exceeded						
					📴 Break Length Too Long						
					Break Length Too Short						
					🗳 Early In						
					🗳 Late Out						
					🔄 Left Early						
					📴 Missed Break						
					C No Out Clocking						
					🖻 Reserved						
					Unexpected Clockings						
					Unexpected Direction						
					👺 Work Too Long						
	<	1		>							
L			🛹 Send To	o 🔮 <u>C</u> hange							
					✓ Cl <u>o</u> se						

There are two ways of viewing an employee's warnings either a list view or a yearly calendar.

The list view opens as default where you can define the date range you are interested using the Q buttons and on the right-hand side of the screen you can tick the warning types you wish to display.

The calendar view can be selected from the left-hand menu which allows you to see any patterns of employee warnings such as if the employee is always late in on a Monday morning etc.

You do not need to do anything with this information as the shift pattern will only pay the employee for the work they have done.

For example, if they are late, they will lose the first fifteen minutes, although this depends on your exact configuration.

4.2 How to view warnings for all employees

1: Click on "Query or Edit" on the top bar on the left, then select "Processor Warnings" on the dropdown box.

File Tasks	User Module Query or Edit Bulk Tools Help	
Errors Exist	Employees Clockings Clocking Cards Daily Hours Payroll Hours Leave Human Resources Daily Hours Overtime Authorisations Set Payday for Variable Length Shifts	I Š A
	Processor Errors	

2: You will be presented with a screen showing the employee warnings over the given date range. If you want to change the date range simply click on the Q buttons and pick your new dates, you can tick the warning types if you wish to display from the list on the right.

U Warnings									×
<u>Λ</u> \	Warning	S							
From Date:	15/05/2019	Q To Date:	17/05/2019	Group: All	non-termi	nated em	ploy	rees 🗸	٩
Site	Employee	Last Name	First Name	Date	Time	Details		Absent	^
Here	2	Cotter	Tim	16/05/2019	8:00:00	Emplo		Arrived Late	
							-	Avg Night-Hours Exceeded	
								Break Length Too Long	
							G	Break Length Too Short	
								Early In	
							E		
								Left Early	
							C	inissed break	
<						>		No Out Clocking	~
Show Exc	used					Hours		→ <u>S</u> end To ✓ <u>C</u> hange	
								·	

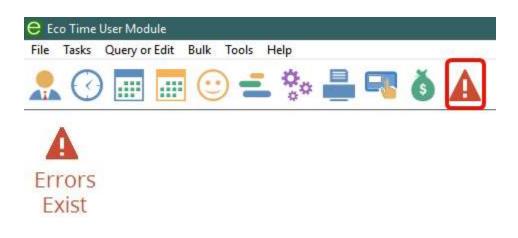
ECO TIME ENTERPRISE EDITION ONLY:

As a further step you can use the Analysis button that allows you to look at the total number of warnings per employee or per classification such as department. The Analysis screen works in a similar manor to this one, select your employees, classification, dates and warning types and then hit the calculate button to generate the data.

5: How to fix clocking errors

An employee will generate a clocking error if they do not clock IN and OUT correctly. Usually an error is created when an employee clocks IN but fails to clock out at the end of their shift. You will also get the same problem if an employee fails to clock IN, but clocks OUT. It is important that these errors are identified and fixed to ensure that the employee is paid correctly.

1: Click on the Errors icon from the top of the screen (if you see a green go sign there are no errors).



2: The Browse Errors screen will give you a list of all the employees who have got missing clockings. You can use the the Q buttons to change the date range and select your group of employees.

Errors					×
🛕 Err	ors				
From Date: 16/0	5/2019 Q To Date:	17/05/2019	Group: All nor	-terminated employees	~Q
Site Em	ployee Na	ame	Date	lime .	Error
Here 2	Cotter, Tim	16/0	5/2019 8:00:	00 Employee dic	I not clock out by 3:
<		1	1		>
	Re-Proces	s all Errors 🦂	Send To 🚺	Info 🥕 <u>F</u> ix	Remove
Number of errors	5: 31				✓ Cl <u>o</u> se

3: To fix the error, highlight the chosen record then click Fix.

🖌 🥂

You will now see the clockings on and around the error; the alert icon to the left side shows where the clocking in question is. In this example the employee worked on Wednesday clocking in and out correctly but on Thursday, they clocked in but forgot to clock out. To fix the error we need to add an out clocking for the Tuesday to fix the error.

A 🖐 🥗		Thursday	16/05/2019	8:00:00	In
4: Click the Add	button				
		+	Add		

5: You can now add the missing clocking. You need to enter the correct date, clocking time and direction. When you press OK the clocking will be added to the clockings list, closing the clockings screen will automatically re-process the hours and remove the error.

Adding a Clockings Record	×
O Update Clocking - Tim Cotter	
✓ ● Approved ? ○ Pending × ○ Deleted	
Employee Number: 2	
Date: 16/05/2019	
Time: 16:00:00	
ø 🗹 Pay Clocking 🛛 In 💿 Out	
🚺 🗌 Info Clocking	
Reference:	
Comment:	
Q	
	✓ <u>O</u> k X <u>C</u> ancel

If the employee has clocked extra times or has got clockings mixed up i.e. in when they should be out and vice versa you may have to change more than one clocking. If necessary, you can change a clocking by highlighting it and clicking Change, the screen looks the same as the above.

Essentially, when fixing errors, it is important you restore the clockings to follow the in, out pattern throughout the shift.

6.1 How to prepare employee rosters

Eco Time has 2 different ways to use employee rostering; both require your system to have been setup to allow this style of working. The first method allows you to create random patterns or overrides that do not repeat. We call this method "Daily Rostering" as you can override which daily shift the employee works on the assigned day.

Method 1

1: Click on the "View Daily Roster" icon at the top of the page (shown below).



2: This screen will list all of the Daily Shifts your employees are set to work on the selected days. If a shift is marked as "Open" generally, the given start and finish times can be ignored. The system just requires the fields to be filled in.

You can change the start date you want to view the rosters from and select your group of employees using the Q buttons.

Calendar	From Date: 13/05/20	19 Q Days 5	Group :	All non-terminated e	mployees	~ Q	Include Leave Hours
List	Employee	Mon 13/05/2019	Tue 14/05/2019	Wed 15/05/2019	Thu 16/05/2019	Fri 17/05/2019	Worked So Far
	Bassett, Rosemary (35)	Open No Sched	1800-2400 18:00 >> 0:00	Open 6:00 >> 18:00	0600-1800 6:00 >> 18:00	0600-1800 6:00 >> 18:00	Total: 0:00 +Normal:0:00+OTx1.5
	Casserly, Dane (42)	0600-1800 6:00 >> 18:00	0600-1800 6:00 >> 18:00	0600-1800 6:00 >> 18:00	Open 6am 6:00 >> 18:00	Open 6am 6:00 >> 18:00	Total: 0:00 +Normal:0:00+OTx1.5:
	Cotter, Tim (2)	Open No Sched	Open 6:00 >> 18:00	Open 6:00 >> 18:00	0600-1800 6:00 >> 18:00	0600-1800 6:00 >> 18:00	Total: 16:30 +Normal:16:30+OTx1.!
	Cox, Ben (51)	0900-1700 9:00 >> 17:00	Total: 0:00 +Normal:0:00+OTx1.5:				
	Dempster, David (22)	0800-1600 8:00 >> 16:30	Total: 0:00 +Normal:0:00+OTx1.5:				
	Fox. Jordan (50)	0600-1800	0600-1800	0600-1800	Open 6am	Open 6am	Total: 0:00

3: To roster an employee to a shift, right click on the chosen employee and day.

Daily Roster					Sunday [0:00 >> 18:00] Open Night [18:00 >> 30:00]		•••	
— Da	aily Roster				Open no rounding [6:00 >> 18:00] Open Eric [6:00 >> 18:00] Open No Sched			
Calendar	From Date: 13/05/20	19 🔍 Days 🔄	Group :		Open Eric Sunday [6:00 >> 18:00]	Q	Include Leave Hours	
List	Employee	Mon 13/05/2019	Tue 14/05/2019		Open Eric Sunday [6:00 >> 18:00] Open Ryan [6:00 >> 18:00]	/05/2019	Worked So Far	
	Bassett, Rosemary (35)	Open No Sched	<pre> 0600-1800 6:00 >> 18:00 </pre>		1800-2400 [18:00 >> 24:00] 1800-2400N [18:00 >> 30:00])600-1800 >> 18:00	Total: 0:00 +Normal:0:00+OTx1.5:1	
Casserly, Dane (42	Casserly, Dane (42)	0600-1800 6:00 >> 18:00	<pre> 0600-1800 6:00 >> 18:00 </pre>	060	0600-1800 [6:00 >> 18:00] 0600-1800 [6:00 >> 18:00]	0pen 6am ⇒> 18:00	Total: 0:00 +Normal:0:00+OTx1.5:0	
	Cotter, Tim (2)	Open No Sched	Open 6:00 >> 18:00		0600-1800 [6:00 >> 18:00] 0600-1200 [6:00 >> 12:00])600-1800 ⊳> 18:00	Total: 16:30 +Normal:16:30+OTx1.5	
	Cox, Ben (51)	0900-1700 9:00 >> 17:00	0900-1700 9:00 >> 17:00		0600-1200 [6:00 >> 12:00] 0600-1400 [6:00 >> 14:00])900-1700 >> 17:00	Total: 0:00 +Normal:0:00+OTx1.5:1	
	Dempster, David (22)	0800-1600 8:00 >> 16:30	0800-1600 8:00 >> 16:30		0600-1000 [6:00 >> 10:00] 0900-1500 [9:00 >> 15:00])800-1600 >> 16:30	Total: 0:00 +Normal:0:00+OTx1.5:1	
	Fox. Jordan (50) 0600-1800 0600-1800				0900-1700 [9:00 >> 17:00] 0900-1630 [9:00 >> 16:30]	Doen 6am Total: 0:00		
	Show: Planned Cloc	kings 🔽	× (Day Off 0830-1530 [8:30 >> 15:30]	it 🦰 Sen		
					0800-1630 [8:00 >> 16:30]		Cl <u>o</u> se	

4: You will be given a list of possible shifts for each department; simply click on the shift you wish to assign to the selected employee. Once you have completed the roster it should look something like this. Once it has been adjusted, a Hand Icon will show on the side of the new roster. In the below example, we have moved this employee to a Day Off instead of a Shift which also shows the day as grey for this employee.



Once an employee has been rostered an employee's clockings will be processed against the correct times. Allowing you to monitor which employees are arriving late or leaving early.

Rosters are best generated in the future but can be changed as required even after the event if necessary. Even though the shifts are departmentalised it is essential that the employees' clock into the correct department on the hand reader.

Method 2

The second method we call "Payroll Rostering" if you have employees who often switch their payroll shift often, this would be ideal for you. If your pay period is weekly, your shifts in turn would be set up to function weekly. If you have assigned a day shift worker to suddenly work night shifts for a fortnight, Payroll Rostering him would be a much better option than daily rostering and you can choose which date the employee works their new shift to. After the end date has passed, they will return to their default, previously assigned shift.

1: Click on the Browse Employees icon from the top of the screen.

E Ec	o Time I	User Mod	ule						
File	Tasks	Query or	Edit	Bulk	Tools	Help			
	0			6) -	¢.,		Ă	Δ
Ai			1117	E		• \$*	 	0	ALA

2: Select the employee you wish to view and click Payroll Shift on the left-hand side.

Wor	k
==	<u>Cards</u>
1	Payroll Shifts
-	Payroll Shifts

3: This will show the currently assigned shift (please refer to dates on the left) ...Click the Add button

4: Simply use the Q buttons to assign the shift the employee will be working and the from and until dates. If you do not apply a until date, the shift will be worked permanently.

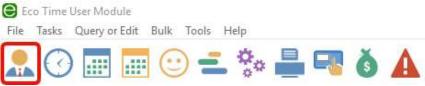
Update Employee Pa	iyroll History
📒 Up	date Employee Payroll History
Employee: Date:	18 Q Mark Voce 24/05/2019 Q
New Shift:	٩
Until Date:	
	✓ Ok X Cancel

Once finished, simply press OK and allow the data to back process if you are have selected a date before the current date.

7: How to book employee leave

There are two ways you can book employee leave; the first way is from the employee screen.

1: Click on the Browse Employees icon from the top of the screen.



2: Select the employee you wish to view and click Leave on the left-hand side



3: You can select to view the employee leave calendar as a list or a more popular calendar. However, if you would rather see a list view of Holidays booked, remain on Used-List.

ptions	1		M	ay 20)19			_		Jui	ne 20	019	_		-		Ju	ly 20	19		1			Aug	ust	2019		1	Company Shut
Ised - List	s	М	т	w	т	F	s	s	М	Т	w	т	F	s	s	М	Т	w	т	F	s	s	М	т	w	т	F	s	Compassionat
alendar				1	2	3	4							1		1	2	3	4	5	6					1	2	3	Unpaid
cales	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
alances	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	Bank Holiday
2017-020-020-02	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	Paternity
ummary	26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	Leave Manual
								30																					Sick
	1	~	5.12		- 20	10	-	1	7	0.4	5.3	2019	ŧ,	-	-		9		201	0	- 7	1	6	Dece	22	201	0		Study
	s	M	epte	W	T 20	F	s	s	м		W	T		s	s				201: T		s	s	M		W	7201		s	☐ Study ☐ 1/2 day
	2	IVI	-	~~	18		7	3	IVI					5	3	IVI	15	vv		5	2	3			~~	-		7	Pending Appro
	8	2	10	4	5 12	6		6	7	8	2	3	4		3	4	5	6	7	8	2	8	2	5 10	4	5 12	6		Se More
	2.	9 16					1.00	S		878.	122				1.1		- 88	922	14		- 22.	1.75	- 22					- 2023	
	1221	2.72																	21						1000	-			AWOL
		30		25	20	21	20					31	25	20					28									20	Y Public Holiday
	1000	20						7.50				1.15			100			-78		100									
	1	-	Janu	Jary	2020		=	-	B	Febr	uary	202)	-	-		Mai	ch 2	020		-	-		Ap	ril 20	020		-	
	s	М	т	W	T	F	s	s	М	Т	W	т	F	s	s	М	т	w	т	F	s	s	м	т	w	т	F	5	
				1	2	3	4							1	1	2	3	4	5	6	7				1	2	3	4	
	5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
					30		111111111	1000							1.2.3	30	- 225				- 11	1000			29	1.1			

4: To add a leave booking right click on the required day on the calendar and click Add.

b)	Options	80		Ma	ay 20	19					Ju	ne 20	019				
	Used - List	s	М	т	w	т	F	s	s	М	т	W	T	F	s	s	
۲	Calendar				1	2	3	4							1		
	Scales	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	
	Balances	12	13	14	15	16	17	18	9	1		10		201	0		
	Summary	19	20	21	22	23	24	25	16	1		10.	NUN	201	9		
		26	27	28	29	30	31		23	2		Ad	d				
									30			Ch	ang	e			
			s	epte	mhe	r 201	9		-	=		Rer	nov	e			
		s	M	т	w	T		s	s	N		Cut	ŧ				
		1	2	3	4	5		7	್	1		Co	py				
		8	9	5 10	4	12	- 22	14	6	7		Pas	te				
		o 15	9		18	12			13	1		1903					
		15	10		10	19	20	21	2	1		Zoo	om				

5: You will see a booking screen allowing you to enter the type of leave, the duration and a reason for the leave.

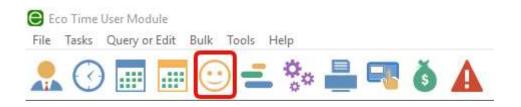
Update Leave				—
😳 Update	e Leave			
Application Approval Groups	Employee: Type: Requested On: From Date: To Date: Leave Days: Reason: Employee: Add Dai	24/05/2019 Q 10/06/2019 Q 10/06/2019 Q	Mark Voce Holiday Pending Leave Left this Year: dd Payroll Hours	198.00
				✓ <u>O</u> k X Cancel

		Jur	ne 20	19		
s	М	т	w	т	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Once you click OK the leave will appear as a colour coded block on the leave planner. The leave will also appear on the roster screens.

The second way to book employee leave is to use the group leave planner.

1: Click on the Browse Leave Icon from the top of the screen.



2: The employee leave planner will display a chosen group of employees for one month; this planner is useful to ensure you do not book too many people away on leave at the same time.

Employees Leave I	Planner							×
🙂 Emp	oloyees Lea	ave Planner						
▶ List	Month May	Vear 2019 🗘 Gro	oup: All non-tern	ninated employe	es 🗸	Type All		~
Calendar	Approved	Employee	From Date	To Date	Type	Commen	🕑 Company Shut	^
	🖌 Yes	48 Pearson, David	20/05/2019	20/05/2019	Holiday		📴 Compassionate	
	🗸 Yes	48 Pearson, David	21/05/2019	21/05/2019	Holiday		🗹 Holiday	
	🗸 Yes	48 Pearson, David	22/05/2019	22/05/2019	Holiday		Sick	
							🗹 Study	
							Unpaid	
							Pending Approval	
							-	
							a second s	
	<		1	1		>	Construction of the Association	~
			-					
			Zoom	i Send	To <u>A</u> dd) 👔	hange 👖 <u>R</u> emo	ve
							✓ Cl <u>o</u> se	
	<		Q Zoom	→ Send	To 🕇 Add		Not Approved AWOL Public Holiday ' 1/2 day Bank Holiday Leave Manual hange	ve

You can book leave from here too, simply right click on the chosen employee and date, click add and follow the instructions as before.

8. How to print reports

Eco Time contains a wide selection of reports that allow you to view / print / export information on employees, clockings, hours, warnings, errors etc.

1: Click on the Reports icon at the top of the screen.



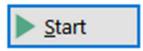
2: You then get a list of reports to choose from. The file name of the report describes what the report does. Once you have found your chosen report click Print.

Available Reports	×
Available Reports	
Description	^
🧆 🕘 Employee: Current Payroll Shift by Classification	
🕬 🖪 Employee: Current Payroll Shift by Employee	
🧆 🗂 Employee: Days Worked, Absent & Leave Report by Employee	
🧆 🗂 Employee: Hire Dates by Classification	
🧆 🗇 Employee: Hire Dates by Employee	
🥗 🗂 Employee: Name List Report by Classification	
🥬 🗂 Employee: Name List Report by Employee	
🧆 🕘 Employee: Never Clocked Report by Classification	
🧆 🕘 Employee: Never Clocked Report by Employee	
🏴 🔄 Employee: Rostered Day Shift by Classification	
🧆 📄 Employee: Rostered Day Shift by Employee	
🕐 📄 Employee: TNA In/Out Status by Classification	
🇆 🚍 Employee: TNA In/Out Status by Employee	
🅬 🗂 Hours: Daily Hours Timesheet by Classification	~
View Archived Reports	
	e:

3: You will then see a report options screen; here you can set the date range and who you want to print the report for.

Selected Employ	29	nmary by Employee				
Send To		Microsoft Print to PDF			Q	LandScape
O File (and so	reen)	C:\TNA_CS_Eco\CS Time1	16.11.16.01\Data\Output	1034.pdf	٩	PDF File
O E-Mail]	
Screen						
O Excel						
rom Date	17/05/2019	Q	Include Grand Tot	· 2		
		9	Constanting Constanting Constanting			
o Date	24/05/2019	4				
nclude Daily			Overtime Only			
nclude Weekly						
		mployee Number 🔗	1			

4: Once you are ready click Start.



The report will be generated to a screen viewer; you can then print the report from here by clicking Print.

Recommended Reports

Name:

Hours: Hours & Clockings Summary by Employee

Overview:

This report will give you breakdown for each employee that will include a line for each day containing clockings and hours along with totals. The employees can be ordered by either name or number order.

Hours and Clockings Summary by Employee from 06/01/2014 to 12/01/2014 Printed on: 26/02/2014 at 11:44:39 Selection: All non-terminated employees

Employee No	: T01	Name: McG	ann, Lee		Shift	: P01	
Date Ra	te	Clocking	Excess	Normal	OT 1	OT 2	Hol
6/01/2014 A	4	I-8:40 O-12:00 I-13:00 OM-17:30		6:00	1:30		
7/01/2014 A	۹.	IM-9:10 O-17:56		6:45	2:00		
8/01/2014 A	4	I-9:35 O-15:14		5:00	0:45		
9/01/2014 A	4	I-9:11 O-12:00		2:45			
10/01/2014 A	4	I-9:30 O-14:30		5:00	2.00		
11/01/2014 A	4	I-8:00 O-21:00	ž	8:30	4:30		8
12/01/2014 A	4						
		Total Daily Hours:	•	34:00	8:45	19	
		Total Payroll Hours:		34:00	8:45	÷	

Employee	No: TO	2	Name: Smith, I	Fred		Shift	: P01	
Date	Rate	Clocking		Excess	Normal	OT 1	OT 2	Hol
6/01/201	4 A	IM-7:35 OM-16:30			8:30	0:30	<i></i>	
7/01/201	4 A	IM-7:30 OM-16:30			8:30	0:30		
8/01/201	4 A	I-7:30 O-16:00			8:30			
9/01/201	4 A	I-7:30 O-16:00			8:30	•		
10/01/201	L4 A	I-7:30 O-16:00			8:30	100		
11/01/201	L4 A							
12/01/201	L4 A							
			Total Daily Hours:		42:30	1:00	•	
		1	otal Payroll Hours:		42:30	1:00	•	

```
Name:Hours: Hours & Clockings Summary by ClassificationOverview:This report is the same as the above report by allows you to breakdown a<br/>group of employees into a subgroup such as department.Name:Hours: Payroll Hours Timesheet by Employee
```

Overview: This report will give you a single line for each employee for each payroll period. This report is great when you want to just get the total hours for each employee worked. The employees can be ordered by either name or number order.

Warnings: Early, Late and Absent by Employee

Overview: Prints employees who have arrived late, left early or been absent within a date range.



Employee Early, Late & Absent Warnings Report by Employee from 6/01/2014 to 12/01/2014 Printed on 26/02/2014 at 11:53:07 Selection: All non-terminated employees

Date	Employee No	Name	Expected	Clocked	
07/01/2014	T01	McGann, Lee	9:00	9:10:00	***Late Arrival***
08/01/2014	T01	McGann, Lee	9:30	9:35:00	***Late Arrival***
09/01/2014	T01	McGann, Lee			***Absent***
10/01/2014	T01	McGann, Lee	14:30	14:20:00	***Early Departure***
06/01/2014	T02	Smith, Fred	7:30	7:35:00	***Late Arrival***
08/01/2014	Т03	Ross, Paul	9:30	9:38:00	***Late Arrival***
10/01/2014	Т03	Ross, Paul	13:00	12:45:00	***Early Departure***
08/01/2014	Т04	Jones, Peter	8:30	8:35:00	***Late Arrival***
09/01/2014	T05	Ward, Tom	9:30	9:35:00	***Late Arrival***

Name:

Leave: leave Summary by Employee

Overview: A detailed summary for each employee which shows the leave booked for your



Leave Summary/Remaining Report by Employee from 1/01/2014 to 31/12/2014 Printed on: 26/02/2014 at 11:58:09 Selection: Lee McGann

Employee No: T	01	Name : McGann, Le	e		
From Date	To Date	Application Date	No of Days		
2/01/2014	3/01/2014	16/01/2014	0.00 Compassionate		
19/02/2014	19/02/2014	19/02/2014	0.00 Sick		
17/03/2014	18/03/2014	16/01/2014	0.00 Study		
6/05/2014	9/05/2014	16/01/2014	4.00 Holiday Paid		
2/06/2014	6/06/2014	16/01/2014	5.00 Holiday Paid		
28/07/2014	31/07/2014	16/01/2014	4.00 Holiday Paid		
19/08/2014	20/08/2014	16/01/2014	0.00 Training		
12/10/2014	17/10/2014	16/01/2014	0.00 Training		
Leave Entitlement:		20			
Leave Taken To Date:		13.0	13.0		
Leave Booked To	tal:	13	13		
Entitlement Remaining:		7			

Name: Employee - Name List Report by Employee

Overview: This report will list all the employees currently in the Eco Time system along with their clocking number.

Name:

Contact Details

If you experience any problems, please log a support request at <u>http://ticket.timepg.com</u>