

BioTime Face **TotalTime Plus**

Software Guide

Toolbar Icons Used In BioTime / TotalTime



Run BioTime / TotalTime by double clicking the BioTime / TotalTime icon. The default user ID is '1ttadmin' and password is 'concorde123', both in lower case. More users may be added in **Set Up/Users**



Collect clockings from terminals: Use this to collect clockings from the terminal(s).



Employee screen: Enter employees names as you wish them to appear on reports, then enter the clock number they are going to use. Employees are assigned to the **first** Pay Period, Company, Department and Week Setup in the system



View/Amend Screen: Used to view and amend all clockings etc before printing reports.



Holiday Planner: Employee booked absence is best booked/unbooked from here



Booking absences: If booking all employees i.e. Bank holidays, use this method.



Report Viewer: Show all available reports.



Output to Payroll: Outputs files to payroll packages.



Calculate Period Data: Calculates all employees for the period selected.



Set Up: Contains all the general system settings plus screens for **Terminals, Rates of Pay, Pay Periods** and **Users**. A 'rate of pay' and 'pay period' must be set before any employees may be added.



Departments and Companies: One of each must be set before employees may be added.



Absence Codes: are set here, these are used to book employees holidays, sick or any notified absence.



Working Schedules: This section contains all the rules for employee shifts. A week setup must be set before any employees may be added. The default one called 'Open all A' maybe used to start



Backup database: Backs up the database to the backup folder



Information screen: Shows technical information about BioTime / TotalTime



Computer regional settings: Shows the PC regional settings that are used by BioTime / TotalTime



Help file:



Registration system: Used to register your BioTime / TotalTime to work fully

BioTime / TotalTime User Guide

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DAY TO DAY (or WEEKLY) OPERATIONS

Step 1. Collect the data from the terminal(s)



Collect the data from your terminal(s). When data has been collected BioTime / TotalTime will calculate all employees for all periods for which clockings have just been collected.


Step 2. Viewing clocking




Go to the **View/Amend Period Data** screen and taking each employee in turn, check the clockings for the period. Fix any errors by adding or deleting clockings in 'Actual clockings', remember to recalculate after any changes. You may filter the employees with the **Filter Employees by** option.

Step 3. Booking/Unbooking Absence

There are three ways to book or unbook absences. In the **View/Amend Period Data** screen when showing 'Rounded clockings' select a day and right click, then select 'Book absence', select the absence required and the correct date(s) and follow the wizard instructions. The last screen of the wizard gives the option to **Book** or **Unbook**.

If you need to book (or unbook) for everybody, e.g. Bank holidays go to **Book absences**  this allows you to select multiple employees.


Holiday and absence planner Click on the Holiday planner,  find the employee, select the holiday start day and right click to book/unbook a holiday or absence.

Step 4. Adding new Employee



In the **Employee file** and click the 'add employee' icon, enter the name followed by enter, then the employee number followed by enter, the 'Card number' (this is the number of the card or fob the employee clocks with) is given the same number. If the card number is in use by another employee you will be asked to change it before moving on. Employees are assigned the first Pay period, Company, department and Week Setup in the system, these may need to be changed later.

Step 5. Deleting/Archiving an employee

Go to the **Employee file** and find the employee to be deleted/archived, set the 'Status' to delete or archive. Exit the employee screen and go to 'System maintenance'  select 'delete old data' or 'Archive data' and follow the screen instructions.

Step 6. At the end of a week



Having checked all the employees' clockings etc, print out the required report from the report wizard.

Set Up



System Settings

This screen shows the system settings where you can set the following:

- Top screen picture
- Set the employees to be shown in number or name order
- Show large or small toolbar icons
- System anomaly codes (Not normally changed)
- Display duration in hours and minutes or decimal
- Select the Archive or Demo database (set to archive for viewing archived data)
- Days worth in hours is the number of hours used in the employee file when adding new employees for their 'Days worth in hours' value.
- Set system number range used (e.g. clock number to 1 to 9999)
- Set data history (Usually set to 52 weeks but may be set to up to 520). This is the number of weeks **after** which data is deleted when 'Delete old data' is run.

Terminals

All the terminal configuration is done here. See page 12 for further details.

Rates of Pay

Under 'Available rates of pay' all the rates that are set are shown. Under 'Add or Amend a Rate of Pay' you may set up to 3 rates to appear on reports, these should be rate A,B, and C. Select the rate code you want, add the name and set the rate factor e.g. 1.25, 1.33. Always save each new rate. To amend a rate, select it, and then amend it.

Pay Periods

The pay periods that are set are shown under 'Available Pay Periods'. There is usually only one needed, if you need another then under 'Add or Amend a Pay Period' select the next number, give it a name and select the next four items as required. Always save the pay period as it's made.

Users

The Users screen allows you, if you have 'System maintenance' permission, to add, delete or change users. To add a new user select 'Add new user' and fill in the blue * fields and save

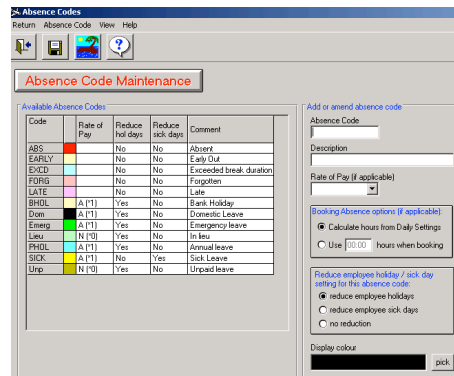
Maintenance Maintenance

Departments and Companies

All employees are assigned to a Company and Department in the 'Employee File'. These are used for filtering reports and the 'View/Amend data' screen. If you don't need any, just add one of each so that employees may be entered into the system.

Absence Codes

This is where all booked absence codes are set. The first five shown are the system codes and only the colour can be changed here. To add a new one e.g. Paid sick, on the right under 'Absence Code' enter PSICK, it is best to use capitals and no more than five characters. Under 'Description' add 'Paid sick' and in this case we are going to pay at rate 'A' so under 'Rate of Pay' select A. The hours booked may be set to be calculated from the 'Daily Setting' in use for the days being booked or you may select to book a fixed number of hours. If you select fixed hours you can only book those hours, if you use the first option you can when booking, change the time being booked. Select to automatically reduce the sick leave taken if required, select the colour and save using the save icon. To remove a code, select it, then select 'Absence Code' (Above the save icon) and select 'Remove'.



Code	Rate of Pay	Reduce half days	Reduce sick days	Comment
ABS		No	No	Absent
EARLY		No	No	Early Out
EXCD		No	No	Exceeded break duration
FURD		No	No	Forgotten
LATE		No	No	Late
BHOL	A (1)	Yes	No	Bank Holiday
Dom	A (1)	Yes	No	Domestic Leave
Emerg	A (1)	Yes	No	Emergency leave
Lieu	N (1)	Yes	No	In lieu
PHOL	A (1)	Yes	No	Annual leave
SICK	A (1)	No	Yes	Sick Leave
Unp	N (1)	Yes	No	Unpaid leave

Working Schedules

Working schedules consist of four parts, the first two, 'Daily settings' and 'Overtime Rules' go together to make a 'Week Setup'. Employees are assigned to a 'Week Setup' in the 'Employee file'. If employees work rotating shifts then a selection of 'Week Setups' go together to make a 'Rotating shift' and employees are assigned to it in the 'Employee file'.

A 'Daily setting' is made for each day that has a different set of rules, e.g. you might work 0900 to 1700 Monday to Thursday and 0900 to 1600 on Friday, all with a 30 minute lunch, Saturday 0900 to 1200 and Sunday is any time. So you would make four 'Daily Settings: ' 0900-1700, 0900-1600, 0900-1200 and one called Open.

If your overtime is calculated daily Mon to Fri you would make one 'Overtime rule' for 7:30 hours per day, and one for 6:30 hours per day. For Saturday you might have all hours at time and a half and Sunday all at double, so you would make one called All C and one called All D.

The following paragraph shows how to make a 'Week Setup' to cover the schedule called '0900-1700/1600'.

Daily Settings



Select Working Schedules. The first screen is 'Daily Settings'. To create a new 'Daily Setting' select 'Create new' then the Wizard, the first screen selects 'Basic' only, go *next* to the 'name page' and enter the name (usually the start and finish time is used) so in this example it's called 0900-1700. If any rounding (other than the start and finish times which are set on next screen) is required, add it here along with any grace time.

Go *next* to 'Core rules' and set 'start time' to 0900, above this is a 'Round forward zone' this is the number of minutes before the start time that any clocking made would be rounded forward to the start time. This is normally set to 29 or 30 minutes. Set 'Employee is late after' to the grace allowed before lateness is recorded and tick the top box to the right 'First clocking of the day marked as Late' if you want late clocking shown as 'Late'. Set the finish time to 1700, then the 'Round back zone' is normally set to 14 minutes e.g. for 14 minutes past the finish time round back the clocked time to the finish time, this will remove the odd few minutes you don't need to see. If you do want to pay for all minutes clocked then the 'Round forward zone' and 'Round back zone' would be set to zero.

Phase Hours: A 'day' in BioTime / TotalTime covers 24 hours, the 24 hours can start at any time and is set by the 'Start time' minus the 'Phase Hours'. If your employees never work through midnight, it's a good idea to set the 'day' to start at 0000, so make the phase hours the same as the start time. If they may work no later than 0200 you would (in this example) set the 'Phase Hours' to 0700 to give a 'Day phase time' of 0200.

Maximum Out Hours: This would only be used instead of 'Phase Hours' if you work very random hours and 'Rotating shifts' will not work. You don't normally need a 'start time' if you are using Maximum Out Hours so set the start time to the same as Max Out Hours (normally 4:00) is used. This means that when an employee has clocked on, however many clockings they make they will all be used for the same day's calculations until a 'in' clocking is made on a new day **and** the employee has been 'out' for more than the 'Maximum Out Hours'.

Having set the 'core rules' go *next* to 'Breaks' and set how many breaks required (normally one unpaid break for lunch), then *next*.

This shows that one unpaid break has been set and it's a fixed break of 45 minutes taken between 1200 and 1245, if it's not clocked then 45 minutes is deducted. If it was a flexible break of 30 minutes taken any time between 1200 and 1300, then 'Break duration' would be 30 and 'Finish time' 1400. The tick boxes set what would happen if a flexible break was exceeded.

Next takes you to the 'Auto-clock' front page, tick the box and set how many you require. If set to zero, *next* will finish and save the 'Daily setting'. Auto-clocks are only used if you want your employees to only clock either in or out for a break, and you need BioTime / TotalTime to do the other clocking for them. If in the example above you only wanted the employees to clock back in (at 1245) then you could set an auto-clock to clock them out at 1200. 'Apply this rule after' means that if they had already clocked out by 1200, BioTime / TotalTime would not clock them again. This completes the 'Daily Setting' section.

Overtime Rules

Select the Overtime screen. One default rule has been made 'All A' e.g. put all hours worked in to rate A. To make a new rule for Mon to Thu (7:30 hours per day) select 'Create new' and then 'Wizard' and *next* to the name screen, name it '7:30 A/B' and select the 'Use target of hours' option. (Combinations of daily and weekly methods can be selected for more complicated requirements, the more methods that are used the more screens there will be

to fill in.) Go *Next* to find the 'target of hours' screen, fill in the details as shown and 'Finish' to exit the wizard and save the new rule. One more would be needed for 6:30 hours per day (Fri). For Sat (All hours at B), on the name screen still tick 'Target of hours' but then set 'For first' 24 hours use B, and when making the one for Sun use C. If you have not already made a rate you need, just use one you have made and finish, then go to 'Set up', make the new rate, go back to overtime rules and change to the new rate. Having completed the overtime rules a 'Week Setup' can be made.

Week Setup

Seven days of 'Daily Settings' with seven days of 'Overtime Rules' makes up a 'Week Setup' (or shift). Having made the 'Daily Settings' and 'Overtime Rules' for your week, now select the 'Week Setup' tab and 'Create new', then wizard and *next* to the name screen. The shift could be called 'Normal Week' then *next* to the main page. If you tick the 'Make all Daily Settings & Overtime Rules the same as Monday' then select the Monday Daily Setting and Overtime Rule, it fills in all week. Untick and change the Fri, Sat and Sun to the correct ones and then set the weekend as rest days (a rest day means don't mark as absent if there are no clockings and don't book holidays on these days). 'Finish' to save and exit, you can pull down and view any Week Setup. Employees may now be assigned to that week setup.

	Select the required Daily Setting	Select the Overtime Rule	Rest Day?
Monday:	0900-1700	7.30 per day	<input type="checkbox"/>
Tuesday:	0900-1700	7.30 per day	<input type="checkbox"/>
Wednesday:	0900-1700	7.30 per day	<input type="checkbox"/>
Thursday:	0900-1700	7.30 per day	<input type="checkbox"/>
Friday:	0900-1600	6.30 per day	<input type="checkbox"/>
Saturday:	0900-1200	All B	<input checked="" type="checkbox"/>
Sunday:	Open	All C	<input checked="" type="checkbox"/>

Rotating Shifts

If some employees work rotating shifts eg 0600-1400, 1400-2200 and 2200-0600 then Week Setups would be made for each of the shifts and those employees would, in the Employee File, be assigned to a Rotating Shift instead of a Week Setup. To create a rotating shift, select the 'Rotating Shift' tab and 'Create new', enter the name and any comment required. The number of clocking zones will be three (for the three shifts) and 'Start time of Period' 00:00 (this time is the time on the first day of the period that BioTime / TotalTime starts looking for clockings). *Next* to the Clocking zone page, it is best to set the first 'From' zone to be mid morning (this time is also used when booking holidays, and it's best if it's not 00:00) so the first Week Setup will be the afternoon shift which starts at 1400. The 'Clocking Zone' is the time band within which employees clocking on will be assigned to the associated Week Setup. So in this example if an employee clocks in between 1000 and 1800 they would be put on to the Afternoon shift, clocking in between 1800 and 0200 would put them on the Night shift

A good guide is to start the zone 4 to 6 hours before the start of the shift.

Note that when booking holidays for employees on Rotating shifts, the hours booked are calculated from the first Week Setup. You may (if, in this example, the afternoon shift did not give the correct hours for holidays) set a 'dummy' week setup from 1000 until 1000 called 'Holidays' to give the correct hours.

This completes the Working Schedules set up.

From	Until	Select a Week Setup:
10:00	18:00	Afternoons
18:00	02:00	Nights
02:00	10:00	Early

Employee File



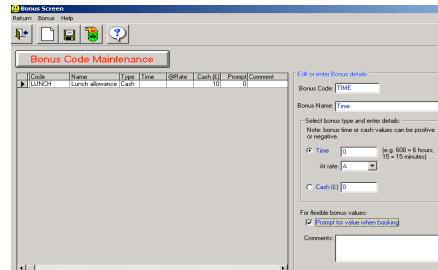
All the employee settings are set here. To enter a new employee select the new employee icon, Type the name then 'enter' followed by the employee's number then 'enter', the employee is entered into the system with the default settings. **Card number** is the number used by the employee at the terminal and is normally the same as employee number.


If you do not need to enter any more employees now select 'No' and change any 'System & General' setting that requires changing. The settings here are the only ones that are required for the system to work. If you need a 'Gross Pay' report the 'Hourly Rate' would need setting. All employees are set as 'Current' which means they will appear on the 'view/amend period data' screen and all reports, setting them to 'Management' or 'Keep' will stop them appearing. To delete or archive, set them to the status required, then go to 'System Maintenance' and run either 'Delete old data' or 'Archive Date'. Two settings are used if the Working Time Directive report needs unclocked paid breaks deducting, 'Length of an unclocked Paid Break in hours' and 'After how many hours is this taken'.

'Day worth in hours' default entry is taken from the Systems Settings page and is used when booking holidays in hours and minutes to know when a day's worth has been taken.
 'Contracted hours' is only used for reports. Booked absences are not booked on rest days (normally weekends) 'Allow booked absence on rest days' will allow this.

Bonus codes  **Bonus Codes**


These are similar to absence codes, but may be in time or cash, and may be a fixed value or the value may be set when booking. To create a bonus code select the 'new' icon and enter the Bonus Code to be used (max five digits in capitals), then the name. Next select a 'Time' or 'Cash' type, enter the value (if it's fixed) and if it's a time bonus enter the rate. Below this section is the tick box for 'Prompt for value when booking' used for 'Flexible bonus values', tick this box to enter the bonus value when booking it. ie Not a fixed value bonus. Save when complete. Bonus can only be booked through the 'View/amend period data screen'.





Data collection Normal data collection is from the  icon at the top of the main screen.


Processing  **Processing**

Holiday Planner (a better way to book or unbook individual absences)

 The holiday planner always opens with **Booked Absences** and on the setting last used. Under **Days** you can set how many weeks data is shown, from 30 to a full year. Employees may be selected by 'Pay Period', 'Company' or 'Department'. To the right the **Key** will show all your available absence codes, untick the ones you do not wish to see. To book or unbook a booked absence find the employee and click on the start day you require, right click and if it is a blank day you have the option to 'add booking', if the day has a booked absence you have the option to 'add/remove booking' and 'view the information' about the booking. The **Anomalies** screen shows all the selected anomalies in the same way.

 **Booking Absence (and Unbooking)** (This is the best way to book all employees ie for a bank holiday) Click here to Book or View absences, the first screen gives you the option to 'View' or 'next to 'Book', if you view you can filter by Date, Type, Company, Department and Pay Period. To book an absence select *next* to the 'Select employee' screen and select whom you wish to book for, (this is the only screen used to book everybody for an absence at one time), *next* to select the type of absence, day or half day and the date(s). *Next* tells you what you have selected and gives the option to 'Book' or 'Unbook', click which you require, the progress monitor shows calculating, close the monitor when it's finished and 'Finish'.

 **Calculate Period Data** If you wish to recalculate all employees for a period, click this icon and set any date in the required period. The same icon in the 'View/amend' screen calculates just for the selected period and employee.

 **View/Amend Period Data** This is the most used screen in the software and is where all the adjustments are made. This screen defaults to the first employee and shows the current period's 'Actual Clockings'. The top section selects the employee, Pay Period, Period start date, any filtering you might need and the type of clocking. The four types of clocking are:

'Deleted' (clocking you have deleted.

'Original' (straight from the clock and cannot be altered).

'Actual' (same as original but may be changed, deleted or added to).

'Rounded' (these are the result of the actual clockings calculated against the 'Week Setup' rules). Select the 'Period Start Date' you need and then 'Rounded' to see the clockings with totals. If you need to add, delete or change a clocking, select 'Actual', then select the clocking, and delete or change it. To add a clocking, click on a blank part of the day you need the clocking for, and type the new clocking. Clockings don't have to be entered in time order, if somebody has forgotten to clock IN you can put the IN clocking below the

	Wed 14/05/2003	Thu 15/05/2003	Fri 16/05/2003
03:12			09:00
08:12	Book Absence		12:00
12:12	Book Bonus		12:30
19:12	View clocking information		16:00
LA1	Cancel		
0	U		0
9:43		8:52	6:50
A 7:50	A 7:50		A 6:50
B 1:33	B 1:42		

OUT and it will correct itself. All other adjustments are done with 'Rounded' clockings, here you can, by clicking on the 'Adjust minutes' row, add any minutes you need (putting a minus in front will subtract them). By selecting a total in the 'Rates' row and right clicking you can change the total. By selecting a time and right clicking you get three options, 'Book Absence' will take you to the book absence screen, select the type of absence (and the dates if different from the one you have chosen). 'Book bonus' is the same but for 'Bonus Codes'. 'View clocking information' will show you which 'Daily setting' (and Day Phase time), 'Overtime Rule' and, if the employee is on 'Rotating Shifts', the Week Setup' has been used for that clocking. **Always remember to calculate after doing any changes.**



Output to Payroll is used to output data to a file, to be imported to a payroll system.

Click the icon, then *next* to select the type of output, the next screens will depend on the type of output selected. When you get to 'Prepare Export File', click it and the file will be created, *Finish* to close and return to the main screen.



Reports

This launches the report viewer application. Reports are stored in the reports folder in the BioTime / TotalTime installation folder.

System Maintenance



Delete Old Data is used to delete data of all employees whose 'Status' has been set to 'Delete' in the Employee File, at the same time it will delete all data whose date is greater than set in 'T&A History' in Setup. When selecting this there is a 'Yes/No' prompt to continue.



Archive Data is used if, when employees leave, you wish to store their data (instead of deleting it). Set their 'Status' in the Employee file to 'Archive' and then run this. It asks if you wish to copy the settings to the archive database, if you have not already done this, select 'Yes'. To see the archive database go to Setup/ 'Database this session' select 'Archive database'. **Archived employee data cannot be transferred back to the normal employee database.**



Compact Database should be run after 'Delete' to reduce the size of the database.



Backup Database should be run at least every seven days, a message shows to remind you if you have not backed up. The backup path is set in the BioTimePlus+.ini file and defaults to C:\Program files\BioTimePlus+_7\DB\Backup. **If you do not use this backup facility you must use one of your own to ensure the security of your data. Make sure that your backup system is satisfactory for your needs.**



Change Database would be used if you need to copy another database into your database folder for BioTime / TotalTime **Do not use this unless you are sure of what you are doing and the consequence of it.**



Update Terminals is used to add or change your terminal information in Setup\Terminals' using a .1tt file. **It should be only used if your supplier has sent you a .1tt file to update your terminals.**



Update Database **Do not use this unless you are sure of what you are doing and the consequence of it.** If you need this, your supplier will have sent you a file to use.



Repair Database is a Microsoft repair function for the database used in BioTime / TotalTime. If you get errors may be the database is corrupt, running this might solve the problem.



Update Table Indexes This can help with corrupt databases (see your supplier for details)



Information This screen shows information about your BioTime / TotalTime, where databases are located, the telephone number of your supplier etc. If you need to update your system this screen tells you where the BioTimePlus+.exe (program) is. If your database is **not** where it was installed ie it's been put on the server, this screen tells you where it is and what it's called. **It is important that you know where your database is if you should require help from your supplier with a database problem.**