

# TIMEGATE & TEMPLA

## TIME & ATTENDANCE INTEGRATION WITH TIMESHEETS

Customer Name



# COMMERCIAL STATEMENT

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# INTRODUCTION

TemplaCMS offers a time and attendance (T&A) interface with the Timegate application.

The T&A interface is designed so that TemplaCMS is the 'master' and Timegate is the 'slave', in other words, the maintenance data (sites, employees, etc.) is managed in TemplaCMS and passed automatically to Timegate.

This interface is affected by populating a set of interim tables in the Timegate data warehouse MS-Azure SQL database.

TemplaCMS populates the interface tables with:

- New and amended employee details as they are changed
- New and amended site details on a defined schedule (normally hourly)
- Shift details within the shift advance, on a defined schedule (normally 7-day advance, extended hourly)

Timegate populates the interface tables with:

- Log in and out details as they happen

Both TemplaCMS and Timegate are responsible for checking the relevant interface tables for new/amended data for integration to their respective databases. In the case of TemplaCMS, this results in new 'TA log' entries which can then be validated and optionally integrated to timesheets.

# CONFIGURATION & OUTBOUND PROCESSING

## Interim SQL Tables

As above, the interim tables reside within the Timegate data warehouse hosted within an MS-Azure SQL database. It is therefore the responsibility of the Timegate implementor to configure these tables and provide the necessary connection details for use within TemplaCMS.

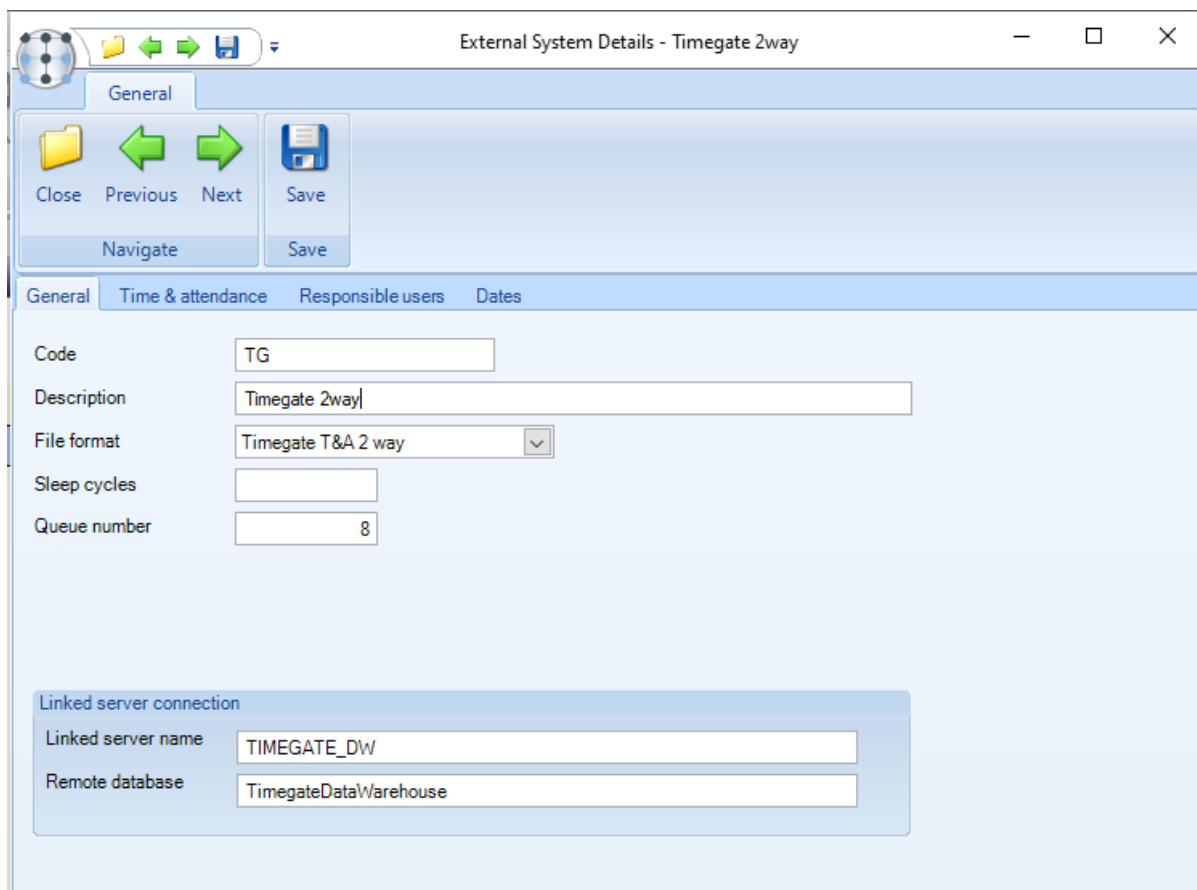
Note that access to this database is normally secured to a single IP address. The externally visible IP address of the TemplaCMS SQL Server will therefore need to be supplied to the implementor.

## Linked Server

Once the interim tables are created, it is the responsibility of the TemplaCMS implementor to create a 'linked server' in the main TemplaCMS SQL Server instance to the data warehouse.

## External Systems

All T&A systems supported by TemplaCMS are configured as an authorised 'external system' by selecting the relevant file format:



The screenshot shows a configuration window titled "External System Details - Timegate 2way". The window has a "General" tab selected. Below the tab are navigation buttons: "Close", "Previous", "Next", and "Save". The main configuration area has four sub-tabs: "General", "Time & attendance", "Responsible users", and "Dates". The "General" sub-tab is active, showing the following fields:

- Code: TG
- Description: Timegate 2way
- File format: Timegate T&A 2 way (dropdown menu)
- Sleep cycles: (empty text box)
- Queue number: 8

Below these fields is a "Linked server connection" section with two fields:

- Linked server name: TIMEGATE\_DW
- Remote database: TimegateDataWarehouse

**Note:** a gateway sub-folder matching the T&A external system code (i.e. Timegate in this example) must be manually created with both Export and Import and their associated Done and Error sub-folders.

*Sleep cycles* – the import or export processes may be performed less frequently – based on the number of 'sleep cycles' defined, for example, if set to '3', the import/ export process will run and then skip the next 3 cycles before running again (where each cycle is 1 minute).

*Queue number* – the gateway that the external system runs under; this will be setup by **Templa** and should not be changed. To prevent conflicts with other systems Templa will normally set this up on its own queue.

## TIME & ATTENDANCE TAB

External System Details - Timegate 2way

General

Close Previous Next Save

General Time & attendance Responsible users Dates

Reconcile log entries by task?
  Prevent reassess of auto generated TA absences?

Apportion log entries across tasks?
  Apply cover only on non-contracted days?

Reconcile log entries by employee type?
  Recalculate auto-adjustments on contract fix up?

Auto generate TA absences?
  Restrict timesheet adjustment amendments to payroll users?

Geofence radius (metres)

Shift export advance  Days

Default shift

Default non-contracted employee type

Shift buffer details

start  (minutes) end  (minutes)

Management structure BA levels

Level 1

Level 2

Level 3

Level 4

Level 5

Branch

Log import

Tolerance % above  Tolerance % below

Tolerance mins above  Tolerance mins below

Rounding mins above  Rounding mins below

Overnight shift matching max mins

Auto-log out details

Maximum log duration  (hours)

Auto-log out time  (minutes)

Auto-log out penalty  (minutes)

Max cover on ctr day  (minutes)

Employee PIN length

Shift history  Months

ExternalSystemDetail © 2020 Templa Computer Systems Ltd

**Reconcile log entries by task?** – TemplaCMS will send shift details to Timegate including the task number to which the shift relates. When confirmed work (a log) in Timegate can be matched to a planned shift, the log will be returned to TemplaCMS with the relevant task number. It is therefore recommended that this option be ticked.

**Apportion log entries across tasks?** - where “Auto-apply” is being used (see “Sites” below), and this is ticked and an employee has multiple shifts/tasks on a single site, TemplaCMS will apportion the overall time across each shift/ task based on the following rules:

- Time is first applied to the task with the lowest pay rate
- When the log time assigned to a task equals the contracted hours assigned to the task, time is then applied to the task with the next lowest pay rate
- The above process continues across all tasks until all of the “logged in” time has been apportioned across all available tasks for the employee/site

- If the time applied from a T&A log to a task does not cover all the contracted hours, the timesheet will indicate that the T&A details are outside of tolerance with a red cross, where applicable
  - Auto adjustment will therefore also take place on this task
- If no hours have been applied to a task then a stop sign will be displayed on the timesheet
  - Auto adjustment will therefore also take place on this task

*Reconcile log entries by employee type?* – If employees work as multiple employee types (e.g. cleaner, supervisor, etc.) it is recommended that this option be ticked. As logs are returned from Timegate, TemplaCMS will identify the shift to which it relates, and therefore the employee work type. This makes reconciliation within timesheets more accurate.

*Auto generate TA absences?* – where “Auto-apply” is being used (see “Sites” below), then if this is ticked and an employee has failed to clock in or out for their contracted hours, so that the T&A ‘Missing Records’ icon is displayed on the timesheet, a timesheet adjustment for absence will be added to their timesheet.

*Prevent reassess of auto generated TA absences?* – If an absence adjustment is manually removed by a user, TemplaCMS will not reapply it when next running the batch job to insert absences for missing T&A logs.

*Apply cover only on non-contracted days?* – TemplaCMS will only apply a cover adjustment to employees who have zero contracted hours on a day where their T&A log exceeds their expected (contracted) working hours.

*Recalculate auto-adjustments on contract fix-up?* – TemplaCMS will re-evaluate all adjustments which have been added to determine if they still apply based on any hour alterations which may have been made.

*Restrict timesheet adjustment amendments to payroll users?* – if checked only users with the ‘**Timesheet.PayrollAmend**’ function will be authorised to add, amend or remove adjustments on sites associated with a T&A system.

*Geofence radius (metres)* – the number of metres away from the geographic point defined on the site, that an employee can log in and be considered as on the site; further details on this are available on request from TemplaCMS.

*Shift Export Advance* – this is used to determine how far in advance of an employee’s shift start time should TemplaCMS send out the expected working time details to the T&A system, for example, 7 days in the above example.

*Default Shift* – each employee assigned to a contract task can ultimately define the shift(s) that the employee is expected to work (see “Shifts” below); however, where an employee assignment is not given a specific shift, the default shift defined here will be used instead.

*Default non-contracted employee type* – when T&A logs are built and the employee type is determined from the contract, the ‘Default non-contracted employee type’ will be used; if this field has not been filled in, the Employee type flagged as default will instead be used.

## Management Structure BA levels

TemplaCMS offers the ability to define the management structure (i.e. the Business Analysis) against each site for its purposes, e.g. access security, workflow decision processing and analytical reporting. So, the 'Management structure BA levels' here enable definition of which of the already defined management tiers on a site should be used by the T&A system. When sending site details to Timegate, the employee associated with the analysis code at each of these levels will be communicated in preference to the BA code.

In addition to the hierarchical management structure, a single level can also be nominated for the 'branch'. Unlike the management structure, this does not relate to an employee code.

## Tolerances

*Tolerance % above* – will be used to determine the **status** of a T&A log when hours over those contracted are done, i.e. within or over tolerance

*Tolerance % below* – will be used to determine the **status** of a T&A log when hours under those contracted are done, i.e. within or under tolerance

*Tolerance mins above* – will be used to determine the **status** of a T&A log when hours over those contracted are done, i.e. within or over tolerance; if this is set to a maximum (e.g. 9999) then no excess working time will be considered and only contracted hours will be paid

*Tolerance mins below* – will be used to determine the **status** of a T&A log when hours under those contracted are done, i.e. within or under tolerance; if this is set to a maximum (e.g. 9999) then no excess working time will be considered and only contracted hours will be paid

**NOTE:** either tolerance % or tolerance minutes must be used (not both)

*Rounding mins above* – how many minutes the log duration will be rounded **down** when it is above tolerance when "auto-apply" is used (see "Sites" below)

*Rounding mins below* – how many minutes the log duration will be rounded **down** when it is below tolerance when "auto-apply" is used (see "Sites" below)

**For example:** with rounding above and below set to 15 minutes each, tolerance below as 0 minutes and above as 15 minutes, then if an employee is set to work a two-hour shift from 5.00am to 7.00am and clocks in at 5.00am but then:

- Clocks out at 6.59am (i.e. one minute below tolerance so they work 1 hour 59 minutes) then TemplaCMS will *round down* to the nearest 15 minutes interval and the employee will be paid 1.75 hours
- Clocks out at 7.16am (i.e. one minute above tolerance so they work 2 hours 16 minutes) then TemplaCMS will *round down* so that the employee will be paid 2.25 hours

*Overnight shift matching max mins* – When an overnight login T&A log is being built, the external system's 'Overnight shift matching max mins' will be taken into account. Where the value is set to 0, no matching to a shift on the next day will be performed so the log date will remain as the login date. Where the value is set above 0, each contracted shift on the date of login will be checked to make sure that the start time is not further forward than the login time by the defined number of minutes. For example, if an employee logs in at 23:00 and logs out as 03:00 the next day for a shift that should have started at 01:30, and the external system 'Overnight shift matching max mins' is set at 120 minutes, the shift will not match to the next day and thus the login date will remain on the start date. In the same circumstance, were the maximum minutes set at 180 minutes, the shift the next day would have been matched and the login date would have been set to the date of the shift on the log out day.

## Auto-log out details

- Maximum log duration - this will define the maximum number of hours an employee can be logged in before Timegate will automatically close their log, i.e. auto-logs them out → This is only applied if an employee has no shift times defined.
- Auto log out time - this will allow users to define the system wide number of minutes which must elapse after an employee's shift before they should be automatically logged out by Timegate
- Auto-log out penalty - this will allow users to define the amount of time which will be deducted from an employee's contracted hours when a T&A log which has a status of auto-log out is integrated to a timesheet, e.g. 15 minutes.
- Max cover – The maximum amount of cover which will be applied on contracted days

*Employee Pin Length* – the length of the employee code which will be sent to Timegate to be used as the log in/out code, e.g. if an employee has a code of 1234 and the employee pin length is set to 6, the code will be exported as 001234



**NOTE:** this length is set by TemplaCMS during the initial set up and should not be altered without first consulting TEAM Software

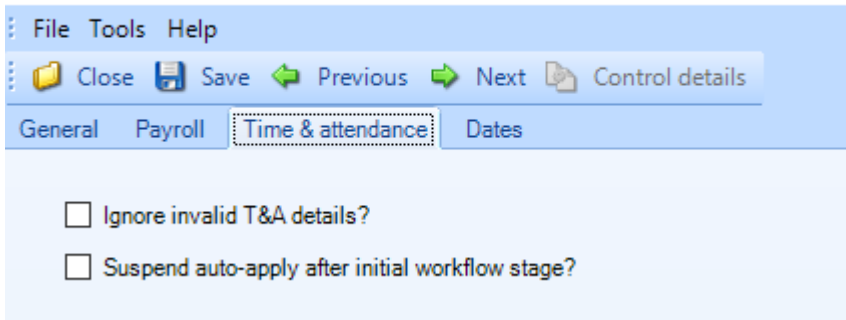
*Shift History* – this allows the user to define how long the shift data is held. For example, if the ‘Shift history’ is set to 1 month, when the automatic housekeeping routine is run it will remove all shifts from the integration database that are over 1 month of age.

## RESPONSIBLE USERS TAB

These are those **TemplaCMS users** who should receive alerts when invalid T&A system data has been received from the T&A system into TemplaCMS.

# Datasources (Payroll)

## Datasource Details - Operatives Payroll



From the “Time & attendance” tab of each payroll data source that is being used for T&A, the following options can be set:

*Ignore invalid T&A details?* - where ticked this will allow for a pay batch to be posted even if invalid T&A details exist.

*Suspend auto-apply after initial workflow stage?* - when the new option is flagged, any T&A logs which would have auto-applied to a timesheet will not do so when the timesheet has left the initial timesheet stage. Any T&A logs for the period will still import but the integration to the timesheet will set their integration status to ‘Not applicable’. On the timesheet, any variances will still be visible but users will have to manually add adjustments.

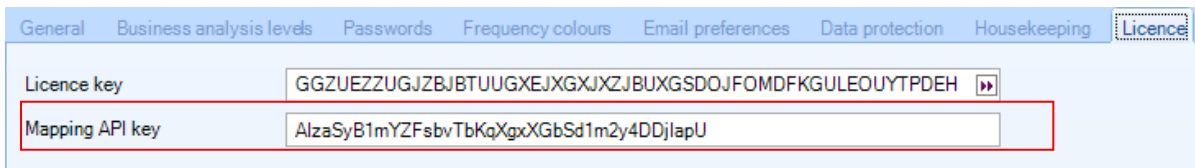
## System Control

Geofencing within TemplaCMS is solely for use with the Timegate mobile application, (see section 7), the purpose of Geofencing is to allow users to define the location and maximum radius allowed for employees to log in on a given site.

To use the Geofencing functionality within TemplaCMS a “Google Maps API Licence” will be required. This licence currently comes with a \$200 per month free use credit and equates to around 40,000 API calls per month. In effect, this should then mean that the API licence cost is zero, but this pricing structure could change at any time. It is therefore the client’s responsibility to ensure they have the appropriate licensing setup with Google - for further details please see:

<https://cloud.google.com/maps-platform/pricing/sheet/>

**Please note:** once a “Google Maps API Licence” has been obtained, the API license must have the GeoCoding API enabled via the ‘Play Store’ and then the API license code must be entered into TemplaCMS via **System Admin > System Control > License** as shown below:



## SETUP FOR T&A

To activate Timegate on a particular site, access the **Site > Time and Attendance** tab to select the relevant T&A system:

*Processing Option* – this allows for the following:

- *Memorandum* – the hours received from the T&A system will be compared to the (contracted) hours on the timesheet and visual reconciliation indicators offered to users for any variances, which then have to be resolved manually.
- *Auto-Apply* – as above, but where timesheet adjustments are automatically added by the system for any variance, e.g. absence or cover

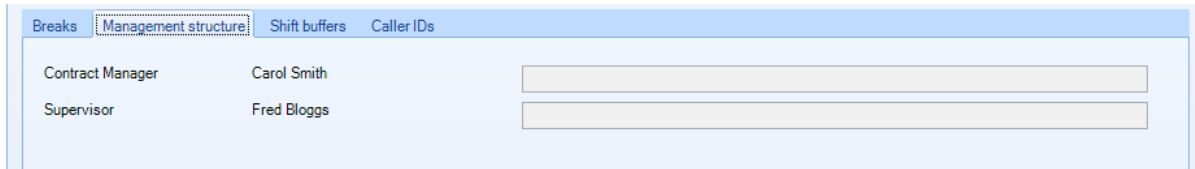
*Site Reference* – this allows the TemplaCMS site code to be overridden by the code held in Timegate when exchanging data; this should only be overridden when codes have been pre-defined in Timegate.

*Unique Site Id (SIN)* – for Timegate every site requires a ‘SIN’ (Site Identification Number) for the employee to select when logging in/out; this number should be entered and must be unique for each site - it will conform to the pin length defined on System Control when sent out to Timegate or read back in.

## Breaks

*Breaks unpaid?* – when T&A logs are imported and unpaid breaks are defined on the site (or even overridden on the employee on the contract) then TemplaCMS will automatically deduct the length of the break(s) from the total hours imported based on the rules defined here; the ‘Breaks unpaid’ flag has to be set here (even if no other values are entered) for breaks to be varied on an employee on a contract.

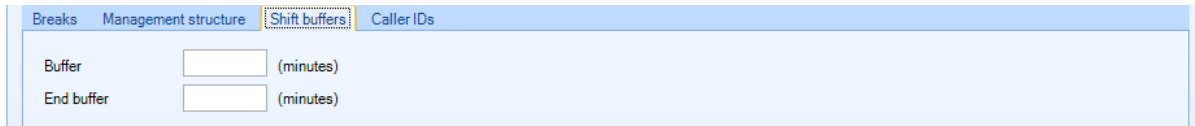
## Management Structure



Role	Name	Input Field
Contract Manager	Carol Smith	<input type="text"/>
Supervisor	Fred Bloggs	<input type="text"/>

*Management structure* – this read-only section shows the contents of the management structure, how this relates to employees, and the Timegate branch to which the site is assigned.

## Shift buffers

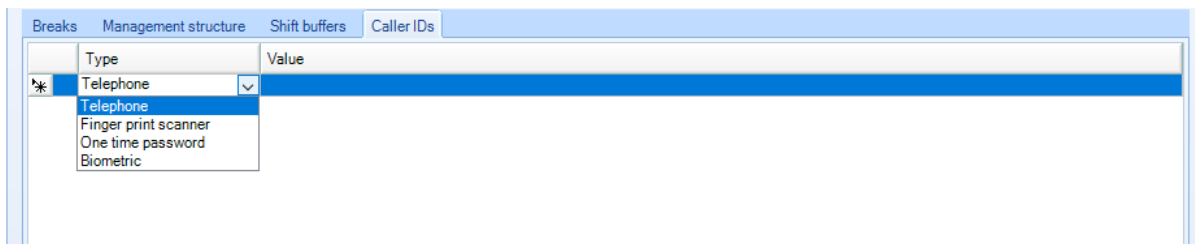


Field	Input	Unit
Buffer	<input type="text"/>	(minutes)
End buffer	<input type="text"/>	(minutes)

This allows the shift buffers defined at the System level to be varied at the site level.

## Caller ID's

**CAUTION** – whilst the following data is included within the export of data to Timegate, due to the complexity of site tech configuration within Timegate, it has not been automatically applied. The following is therefore only included in this document to identify what data could be exchanged. Currently, after the site record has been transferred to Timegate, separate access to Timegate would be required to configure the site tech involved. Note, it is also not possible to set up through TemplaCMS any site-specific alerts that may be required, but again these should be done directly in Timegate.



Type	Value
* Telephone	
Telephone	
Finger print scanner	
One time password	
Biometric	

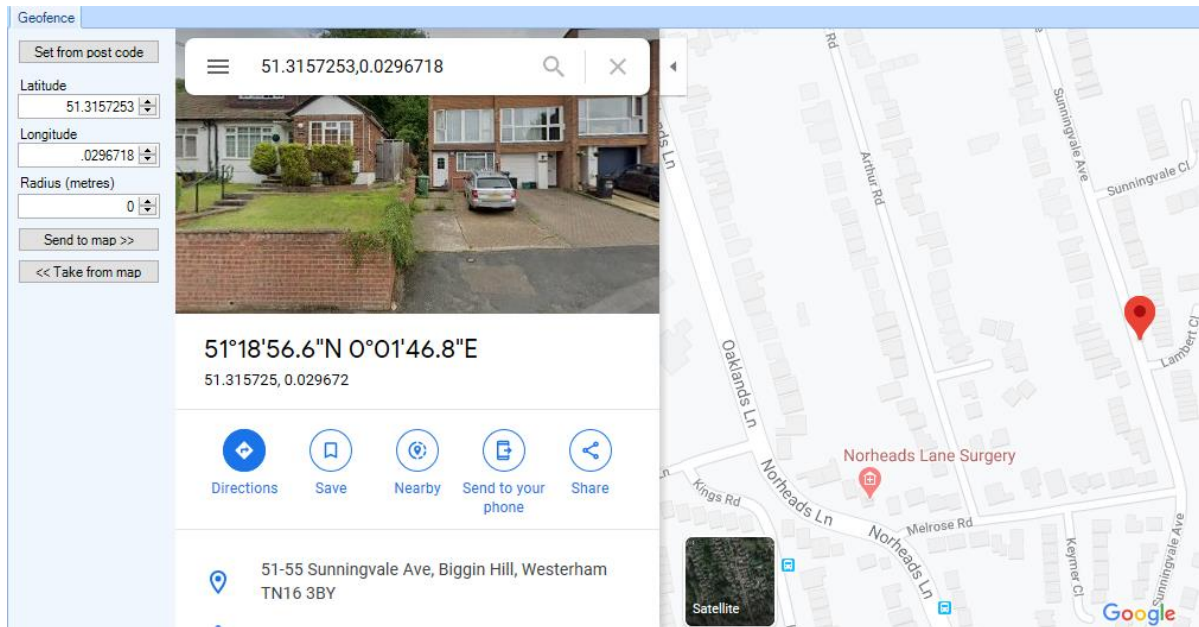
*Valid caller ids* – one row should be added for every valid external phone number that an employee can ring from. In addition to phone numbers TemplaCMS will accept the following entries as valid caller ids:

- *Telephone* – these are the on-site number that the employee is to ring in from
- *Sim cards* – where SIM enabled desktop phones are being used the mobile number needs to be entered as the CallerID without a pre-fix
- *One Time Password* – these 'One Time Password' (OTP) devices maybe necessary where a site's phone number is blocked when dialling out; the required ID (e.g. 1000223340700) is found on the back of each device.
- *Fingerprint Scanner* (e.g. Nohmad device) – where finger print readers are being used the ID number should be pre-fixed with **fp**, e.g. **fp:502724** would identify the device with the ID 502724. **NB:** the required ID is found on the back of each device.
- *Biometric* –

**NOTE:** multiple entries can be added of any of the above; these 'Valid caller ids' are passed to the T&A system as a comma-separated list of numbers and it is the T&A system's responsibility to validate log entries to caller ids as necessary.

## SETUP FOR GEOFENCING

To activate Geofencing on a new or existing site, access the **Site > Geofence** button on the site header (see previous screenshot).



By default, the Google map search will determine the Geolocation from the 'Postcode' set on the 'General' tab of the site, and display the corresponding location on the map.

*Set from post code* – if the Geolocation has been manually overridden from the postcode default, this option will reset it back to the originally determined Geolocation

*Latitude* – this allows the site latitude to be manually entered

*Longitude* – this allows the site longitude to be manually entered

*Radius (meters)* – each site may have a distinct radius set which users should be within when attempting to log in or out on a site, if outside of this location the clock in will be allowed but an emailed alert will be sent to the relevant manager to advise this.

*Send to map* – if the 'Latitude' and 'Longitude' has been manually entered, this option will update the map display to show the corresponding location

*Take for map* – it is possible to click on the map to set a new location where this has been done, this option will update the 'Latitude' and 'Longitude' field with the corresponding co-ordinates

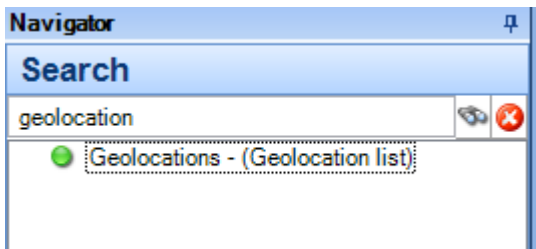
### NOTE:

- To use this, feature a valid and correctly formatted post code must be entered on the 'General' tab of the site
- Geolocation co-ordinates will not be automatically set when setting up T&A on a site, it must be manually configured on each site

## GEOFENCING SCRIPT ERROR



When a user first opens the 'Geofence' window for the first time the below error may appear, this is due to the default IE version that .net wants to use based on the PC registry. To resolve the issue, open the 'Geolocation' list from each affected PC (see below).



## Contract > Employee Assignment > Break Override

The break settings can be overridden at the contract level if the site has been flagged for 'Unpaid Break?':

	Δ	Shift	Start	End	Hours	Rate	Cover rate		
Day 01	Monday		00:00	00:00	0.00	0.0000	0.0000	+	
Day 02	Tuesday		00:00	00:00	0.00	0.0000	0.0000	+	
Day 03	Wednesd...		00:00	00:00	0.00	0.0000	0.0000	+	
Day 04	Thursday		00:00	00:00	0.00	0.0000	0.0000	+	
Day 05	Friday		00:00	00:00	0.00	0.0000	0.0000	+	
Day 06	Saturday		00:00	00:00	0.00	0.0000	0.0000	+	
Day 07	Sunday		00:00	00:00	0.00	0.0000	0.0000	+	

Average weekly totals: Hours  Pay

Pay scale

Holiday method

Extras per period

Periodic weeks

**Overrides**

Pay calculation

Pay above SSP when sick

Bank hol factor (e.g. 2 for double time)

**Unpaid breaks**

Override?

First break  (hours) after first

Subsequent breaks  (hours) every

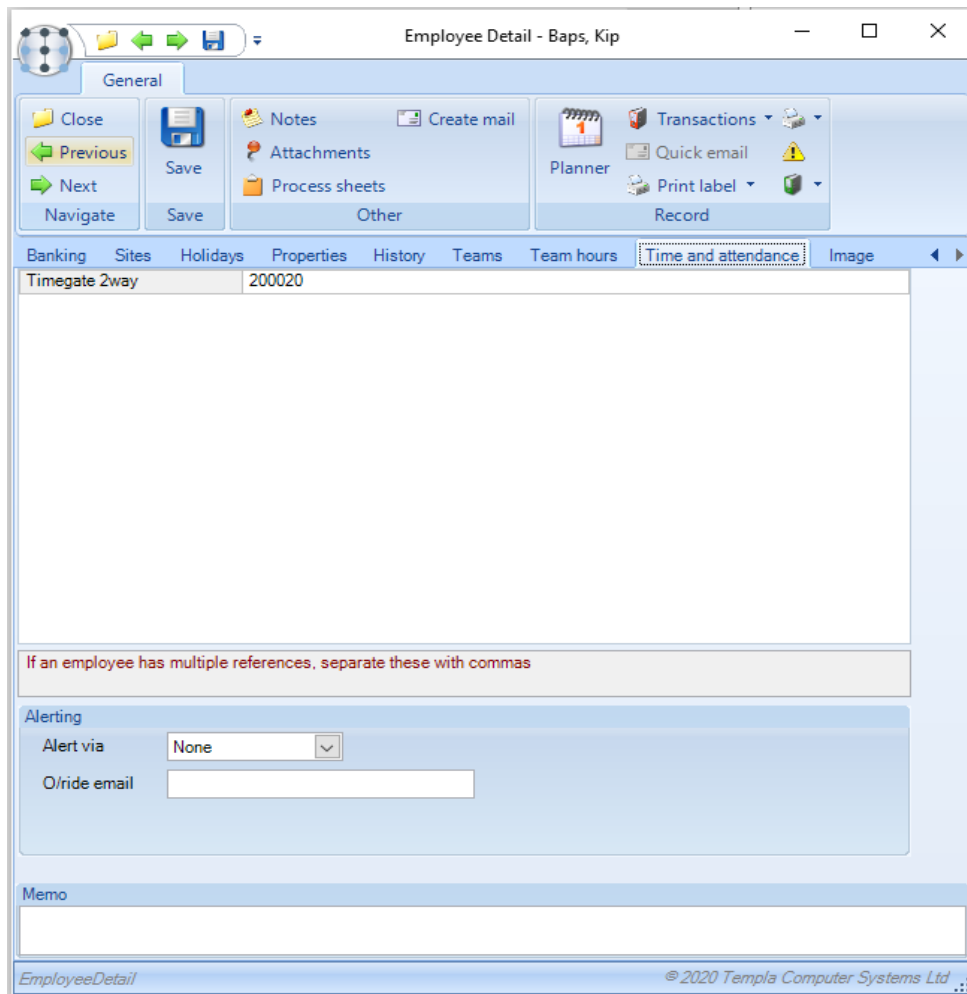
When T&A logs are imported and unpaid breaks are defined on the employee on the contract (or just on the site) then TemplaCMS will automatically deduct the length of the break(s) from the total hours imported based on the rules defined here.

**NB:** rules only need to be defined at the employee level, if employees with the same shift length on the contract, have different unpaid break rules (e.g. TUPED employees); where the same rules apply to all employees on a contract (e.g. 1 hour break after 6 hours) and where different length shifts exist, this should be defined just on the site as any employee that doesn't have a shift above 6 hours (in this example) will not receive any unpaid breaks.

# Employees

## SETUP FOR T&A

It is recommended practice that the unique employee code in use within TemplaCMS will be used by Timegate. However, in situations where this is not the case, there is the ability to define an 'external reference' within the TemplaCMS employee definition that will be used in the exchange of data with Timegate.



Where 'Management structure BA levels' are defined, the user record associated with the BA level code can have their 'T&A alerting preference' defined here as either email or SMS.

## Shifts

Based on the live contract data only, a periodic TemplaCMS batch routine will be running in the background collating shift information. This will take into consideration the 'Shift Advance' setting (normally 7 days) to determine how far in advance of pending employee shifts should the shift information be collated.

Where TemplaCMS calendars or the employee planner are in use, these will be used to determine any cover, holiday, planned absence and non-working days and taken into consideration when building the shift information.



# INBOUND PROCESSING

## Logs

Timegate is responsible for adding transactions to the log entries table. TemplaCMS will read all new entries from here periodically, and construct 'T&A logs' that can then be integrated with and/or viewed from timesheets.

## Timesheets Integration

Once the T&A system has been configured on the site, a new T&A status line appears at the foot of each employee's timesheet.

The screenshot shows the 'Timesheet Details - Site timesheet' window for PT England Ltd. It displays three timesheets for employees David Mercer, Bill Wyatt, and Graham Coleman. Each timesheet includes a table of hours worked from Monday to Sunday, along with summary rows for 'Contracted', 'Absent', 'Cover', 'Holiday', 'Other', 'Extras', and 'OVERALL' hours and pay. At the bottom of each timesheet, there is a status line with a traffic light icon and a text label: 'Teleg details incomplete' (green icon), 'Teleg details missing' (red icon), and 'Teleg details complete' (green icon). A red arrow points to the 'Teleg details incomplete' status for David Mercer, and a red box highlights the 'Teleg details missing' status for Bill Wyatt.

When the inbound table is updated by the T&A system, the TemplaCMS Gateway detects its presence and processes the data.

A traffic light system on the message button (as highlighted above and overlaid in red boxes) is used to denote whether an employee's data has arrived:

- Red - T&A Details Missing
- Amber - T&A Details Incomplete
- Green - T&A Details Complete

Function-level security will determine whether operations managers who have access to timesheets, can have access to T&A data details, although this information will always be available to payroll staff. If authorised, by clicking on this colour-coded section, the employee's T&A details will be listed.

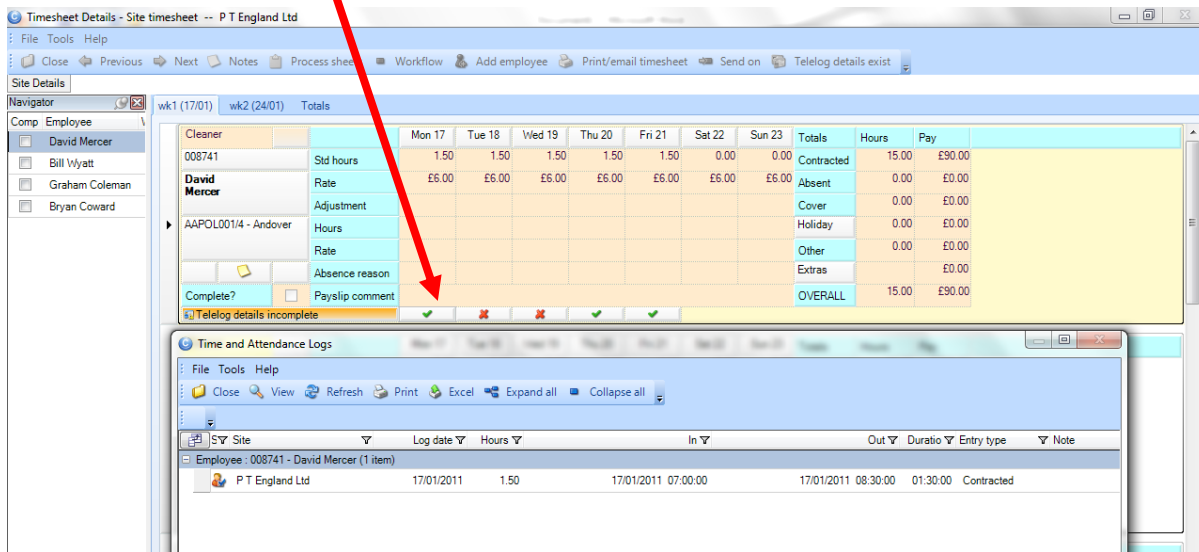
The screenshot displays a 'Timesheet Details' window for 'P T England Ltd'. The main area shows a timesheet for employee 'David Mercer' (ID 008741) for weeks 17 and 24 of 2011. The timesheet includes columns for dates (Mon 17 to Sat 23) and summary columns for 'Totals', 'Hours', and 'Pay'. A red box highlights the 'Telelog details incomplete' link at the bottom of the timesheet grid. A red arrow points from this link to a 'Time and Attendance Logs' pop-up window. The pop-up window shows a table of attendance records for David Mercer at P T England Ltd.

Site	Log date	Hours	In	Out	Duration	Entry type	Note
P T England Ltd	17/01/2011	1.50	17/01/2011 07:00:00	17/01/2011 08:30:00	01:30:00	Contracted	
P T England Ltd	18/01/2011	0.00		18/01/2011 00:00:00	00:00:00	Absent	
P T England Ltd	19/01/2011	1.83	19/01/2011 06:55:00	19/01/2011 08:45:00	01:50:00	Contracted	
P T England Ltd	20/01/2011	1.50	20/01/2011 07:00:00	20/01/2011 08:30:00	01:30:00	Contracted	
P T England Ltd	21/01/2011	1.58	21/01/2011 07:30:00	21/01/2011 09:05:00	01:35:00	Contracted	

Access is provided at various levels; day of week, employee and site.

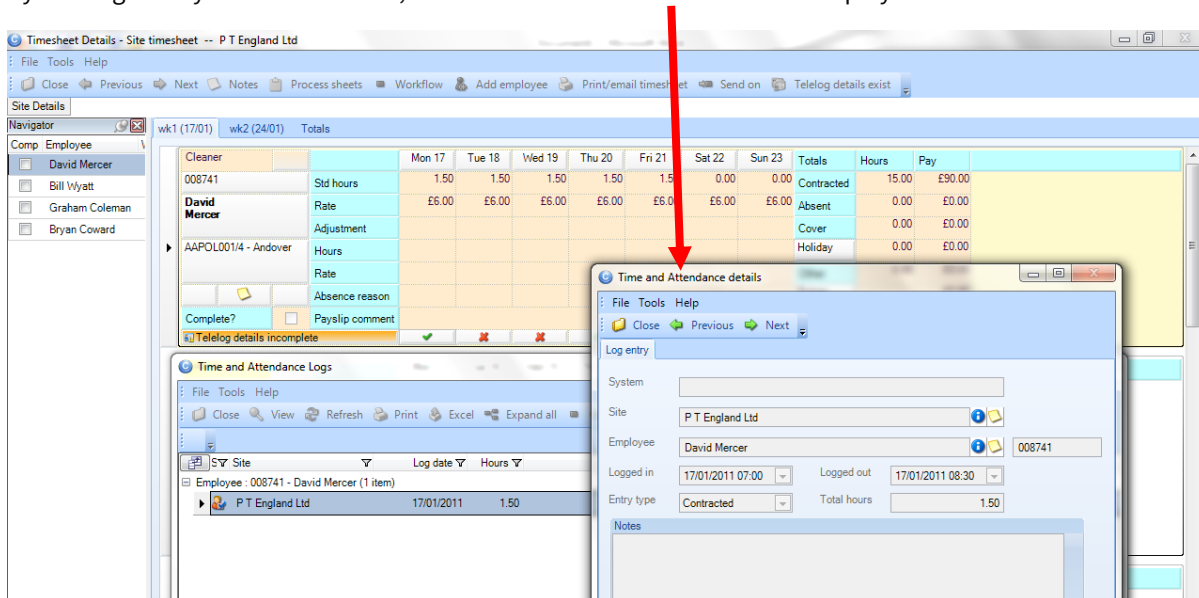
Day level icons are used to denote whether an employee's data matches the net hours calculated from the timesheet data entry:

- Red Cross - Outside of tolerance
- Green Tick - Within tolerance
- No entry sign - No data received



Net hours are calculated using the standard (contracted) hours, plus/minus any adjustment hours (e.g. absent [minus], cover [plus], etc.).

By clicking on any line of T&A detail, the actual received T&A data will be displayed.



With the integration of source data from the T&A system, payroll staff do not need to log in to the T&A system itself, as the above drill down offers a single point of entry for both systems.

## Contract Fix-up

The fix-up process relating to the above scenario is sensitive in the re-application of T&A logs. As the timesheet is fixed up, it keeps track of the contracted hours on each date both before and after the fix-up. Consequently, when examining the T&A logs to re-apply, the process will only do this for dates that have changed. In this way any user-entered adjustment on a date that has not been amended by the fix-up will remain.

## Timesheet List

When a T&A system is in use within a payrun batch a "T&A status" column will be viewable within the "Timesheet list"; this displays the worst-case status from the Timesheet Items in the Timesheet as listed above.

Timesheet List							
Drag a column header here to group by that column.							
Po	Si	Di	E	Invalid T&A	T&A status	Ex	Pay batch
							batch 279 - Demo payroll 2
					T&A log entry missing		batch 279 - Demo payroll 2
							batch 280 - Demo payroll 2
					T&A log entry missing		batch 280 - Demo payroll 2
							batch 281 - Demo payroll 2
					T&A log entry missing		batch 281 - Demo payroll 2
							batch 282 - Demo payroll 2
							batch 282 - Demo payroll 2
					T&A log entry outside tolerance		batch 282 - Demo payroll 2

## Contracted Hours Reconciliation

Where the T&A system is configured to operate in memorandum mode, any discrepancies between contracted hours and actual hours have to be reconciled by the operations managers and/or payroll staff. Manual entry of the requisite adjustment codes will enable justification of the discrepancies and financial control of different budget areas, e.g. holiday, periodic work, etc. For overall control, the full timesheet list available to payroll staff will highlight any site where a T&A discrepancy exists.

Where the T&A system is configured to operate with a processing option of auto-apply, discrepancies between contracted hours and actual hours will be automatically adjusted by TemplaCMS, i.e. cover or absence is added depending if more or less hours than contracted have been worked. If these adjustments are then overridden by a user this will be highlighted and will require approval by payroll.

# T&A Data Error Handling

Each log entry from the T&A system will be validated by TemplaCMS prior to adding the record to the T&A Log tables.

Employee	Date	Hours	Type	Note	Roster rat	Integrated	Source type	Workbill no.	Entry type
Complete		72.00			0.00				
BAFH01 - BAFH FITZWILLIAM 01		72.00			0.00				
000178 - Vilanen Sandra	03/01/2014	1.50	B-Basic		0.00	No	Time and attendance		Contracted
000178 - Vilanen Sandra	06/01/2014	1.50	B-Basic		0.00	No	Time and attendance		Contracted
000178 - Vilanen Sandra	07/01/2014	1.50	B-Basic		0.00	No	Time and attendance		Contracted
000178 - Vilanen Sandra	08/01/2014	1.50	B-Basic		0.00	No	Time and attendance		Contracted
000178 - Vilanen Sandra	09/01/2014	1.50	B-Basic		0.00	No	Time and attendance		Contracted
000178 - Vilanen Sandra	10/01/2014	1.50	B-Basic		0.00	No	Time and attendance		Contracted
005077 - Nzeji VICTOR G	02/01/2014	1.00	B-Basic		0.00	No	Time and attendance		Contracted
005077 - Nzeji VICTOR G	03/01/2014	2.00	B-Basic		0.00	No	Time and attendance		Contracted
005077 - Nzeji VICTOR G	06/01/2014	2.00	B-Basic		0.00	No	Time and attendance		Contracted
005077 - Nzeji VICTOR G	07/01/2014	2.00	B-Basic		0.00	No	Time and attendance		Contracted
005077 - Nzeji VICTOR G	08/01/2014	2.00	B-Basic		0.00	No	Time and attendance		Contracted
005077 - Nzeji VICTOR G	09/01/2014	2.00	B-Basic		0.00	No	Time and attendance		Contracted
005077 - Nzeji VICTOR G	10/01/2014	2.00	B-Basic		0.00	No	Time and attendance		Contracted
005872 - Ansong Palmyra	02/01/2014	2.00	B-Basic		0.00	No	Time and attendance		Contracted
005872 - Ansong Palmyra	03/01/2014	4.00	B-Basic		0.00	No	Time and attendance		Contracted
005872 - Ansong Palmyra	06/01/2014	4.00	B-Basic		0.00	No	Time and attendance		Contracted
005872 - Ansong Palmyra	07/01/2014	4.00	B-Basic		0.00	No	Time and attendance		Contracted
005872 - Ansong Palmyra	08/01/2014	4.00	B-Basic		0.00	No	Time and attendance		Contracted
005872 - Ansong Palmyra	09/01/2014	4.00	B-Basic		0.00	No	Time and attendance		Contracted
005872 - Ansong Palmyra	10/01/2014	4.00	B-Basic		0.00	No	Time and attendance		Contracted
005934 - Funlayo Diana I	02/01/2014	2.00	B-Basic		0.00	No	Time and attendance		Contracted
005934 - Funlayo Diana I	03/01/2014	2.00	B-Basic		0.00	No	Time and attendance		Contracted
005934 - Funlayo Diana I	06/01/2014	2.00	B-Basic		0.00	No	Time and attendance		Contracted
005934 - Funlayo Diana I	07/01/2014	2.00	B-Basic		0.00	No	Time and attendance		Contracted
005934 - Funlayo Diana I	08/01/2014	2.00	B-Basic		0.00	No	Time and attendance		Contracted
005934 - Funlayo Diana I	09/01/2014	2.00	B-Basic		0.00	No	Time and attendance		Contracted
005934 - Funlayo Diana I	10/01/2014	2.00	B-Basic		0.00	No	Time and attendance		Contracted
000178 - Vilanen Sandra	11/01/2014	1.50	B-Basic		0.00	No	Time and attendance		Contracted
		72.00			0.00				

The system will check if the site code supplied matches a known 'site reference' on an enabled site. If it does not, it will check if it matches a site code. If neither match can be found, the site cannot be identified so is left as 'incomplete'. The same process occurs for the employee code and task number (when reconciled at task level), so again it is possible that no match is found and the log entry is left as 'incomplete'.

Time and Attendance details

File Tools Help

Close Save Save and new Delete Previous Next

Log entry

System

Site: BAFH FITZWILLIAM 01

Employee

Source:  Login  Rostering  Digital rostering  Time and attendance

Time and attendance

Date: 03/01/2014 Hours: 1.50 Pay type: B-Basic

Notes

TALogDetail © 2015 Templa Computer Systems Ltd.

Incomplete logs can be viewed in the 'T&A log', where we show the received data along with how it's been interpreted. Here the user can resolve the coding to make the entry complete. Once done, the system will automatically apply the log entry to the timesheets.

The existence of incomplete logs whose T&A date relates to a currently active pay-batch date range is highlighted in the batch, and furthermore the batch cannot be posted until resolved.

# T&A LOG

The T&A log list provides an analysis over the T&A details with the following filter options:

The screenshot shows a software window titled "Time and Attendance Filter Detail - default filter for Templa...". The window has a "General" tab and a "Filtering criteria" section. The "Filtering criteria" section contains the following options:

- System: [Text input field]
- Site: [Text input field]
- Employee: [Text input field]
- Date range: [Dropdown menu: (not set)] [Dropdown menu: (not set)]  All dates are relative?
- Workbill no range: [Text input field: 0] [Text input field: 0]
- Incomplete:  No  Yes  Ignore
- Integrated:  No  Yes  Not applicable  Ignore
- Checks:  No  Yes  Ignore
- Still logged in?:  No  Yes  Ignore
- Auto log-out?:  No  Yes  Ignore
- Show last logins?
- Include archived?

The bottom of the window displays "TALogFilterDetail" on the left and "© 2020 Templa Computer Systems Ltd" on the right.

# T&A LOG ANALYSIS REPORT

## Background

At present, it is possible to report on T&A logs using the T&A log analysis report which compares contract/budget hours to T&A logs, i.e. **Format1** (below). A second report **Format2** has been added to allow contract & budget hours to be optionally compared to T&A logs at the same time, along with timesheet (actual) hours.

## System Control - Payroll

A new option has been added to 'System Control – Payroll' for 'Default TA log analysis report format' with options for **Format1** and **Format2**. The selected option will be the default TA log analysis report format when opened.

The screenshot shows the 'System Control - Payroll' configuration window. The 'Default TA log analysis report format' dropdown menu is highlighted with a red box and set to 'Format2'. Other visible settings include:

- Restrict contract to single payroll: No
- Pay calculation method: Actual
- Payslip detail level: Verbose multi-page (Page 1 lines: 5, Page 2+ lines: 30)
- Include task in payslip details? (checked)
- Blank line between sites? (checked)
- Paysheet document style: Format3-Extras and summaries
- Payrun rounding option: Full Period
- Payslip note BA level: (Not set)
- Annualisation weeks per year: 52.52133
- Site working/cleaning weeks per year: 52.11
- Payroll delivery budget group: Wages
- Un-approved pay cfwd extra type: Extra
- Un-approved pay bfwd extra type: Extra
- Contract employee - default effective date: Task
- Minimum weekly permanent hours: 36.00
- Minimum weekly full-time hours: 35.00
- Generate RTI data review: During pay batch post (Post RTI batch during pay batch post? unchecked)
- Suppress carry forward unapproved pay (checked)
- Update SSP qualifying days in RTI batch? (unchecked)
- Allow task level pay (checked)
- Allow use of sub-contracted employees? (checked)
- Roster document attachment type: 15-Training

# T&A Log Analysis Report

## SELECTION

The above fields can be selected as follows:

- *Date range* – mandatory
- *Datasource* – any valid payroll data source can be optionally selected
- *Client* – any valid client can be optionally selected
- *Site* – any valid site can be optionally selected
- *Format2* – defaults from System Control; when using Format2 new ‘columns’ options are provided so the user can decide what to include
- *Type* – report format with options of ‘Site’, ‘Employee’, ‘Site/Employee’ & ‘Employee/Site’
- *Missing clockings* – determines how unpaired T&A log details will be treated, with options of ‘Treat as contracted hours worked’ & ‘Treat as zero-hours worked’; with ‘Format2’ a new option of ‘Treat as actual hours worked’ has been added which along with the option of ‘Treat as contacted hours worked’ validates against the selected columns so you cannot treat as contracted hours if contracted hours are not included on the report, and you cannot treat as actual hours worked if timesheet hours are included on the report
- *Joiners* – allows the exclusion of joiners as required with options of ‘All employees’, ‘Exclude single period joiners’ & ‘Exclude permanent joiners’
- *Analysis codes* – analysis can be optionally selected
- *Report on* – determines whether to show contracted or budget information in the report for report display

At least one of ‘Contracted hours’ or ‘Timesheet hours’ must be selected to run the report and control the visibility of contracted and timesheet hours columns on the report. Budgeted hours can optionally be included to appear on the report as well whilst the ‘Show variances?’ option controls whether variance value and percentage columns appear after budgeted, contracted and timesheet columns on the report. All four new default to selected in Format2. With both ‘Format1’ and ‘Format2’, budget hours can only be seen when the report type is set to ‘Site’ or ‘Site/Employee’

Once valid selections have been entered, the report extracts all timesheet items, T&A logs and contract budgets relevant to the user entered selections and summarises at the level chosen by the user.



## DETAILS - FORMAT 1

T&A Log Analysis Report

General

Close Refresh Print Excel Select saved results Save results

report

Selections Details

T&A log analysis report -- 01/03/20

Datasource - Client - Site - The Red Man Report level - Employee/Site Missing clockings

	Contracted	T&A logged	Variance	Variance %
The Red Man	0.00	1.00	1.00	0.00%
<b>Helen Hamilton</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00%</b>
The Red Man	16.00	22.00	6.00	37.50%
<b>J Smith</b>	<b>16.00</b>	<b>22.00</b>	<b>6.00</b>	<b>37.50%</b>
The Red Man	16.00	22.00	6.00	37.50%
<b>Anthony Lester</b>	<b>16.00</b>	<b>22.00</b>	<b>6.00</b>	<b>37.50%</b>
<b>Overall Total</b>	<b>32.00</b>	<b>45.00</b>	<b>13.00</b>	<b>40.63%</b>

## DETAILS - FORMAT 2

When the report is run the column selections options are taken into account, with employee and TA details visible on the left and columns then displayed in order Budgeted, Contracted & Timesheet.

T&A Log Analysis Report

General

Close Refresh Print Excel Select saved results Save results

report

Selections Details

T&A log analysis report -- 27/03/2015 to 27/03/2018

Datasource - Client - Site - The Red Man Report level - Site/Employee Missing clockings option - Treat as contracted hours worked Joiner status - All employees

	T&A logged	Budgeted	Bud Var	Bud Var %	Contracted	Ctr Var	Ctr Var %	Timesheet	Time Var	Time Var %
Andrew Lyons	0.00				0.00	0.00	0.00%	10.00	-10.00	-100.00%
Avinash Shirai	11.09				416.00	-404.91	-97.33%	70.00	-58.91	-84.16%
Ray Wren	0.00				28.00	-28.00	-100.00%	0.00	0.00	0.00%
Ray Ansell	0.00				378.00	-378.00	-100.00%	77.00	-77.00	-100.00%
Mr Kip Buns	0.00				0.00	0.00	0.00%	16.00	-16.00	-100.00%
<b>The Red Man</b>	<b>11.09</b>	<b>6950.00</b>	<b>-6938.91</b>	<b>-99.84%</b>	<b>822.00</b>	<b>-810.91</b>	<b>-98.65%</b>	<b>173.00</b>	<b>-161.91</b>	<b>-93.59%</b>
<b>Overall Total</b>	<b>11.09</b>	<b>6950.00</b>	<b>-6938.91</b>	<b>-99.84%</b>	<b>822.00</b>	<b>-810.91</b>	<b>-98.65%</b>	<b>173.00</b>	<b>-161.91</b>	<b>-93.59%</b>

## DETAILS - FORMAT 3

When the report is run the column selections options are taken into account, with the results are displayed at day level:

T&A Log Analysis Report

General

Close Refresh Expand Collapse Print Excel Select saved results Save results

report

Selections Details

T&A log analysis report -- 20/03/2019 to 20/08/2019  
 Datasource - Client - Site - Missing clockings option - Treat as contracted hours worked Joiner status - All employees

Drag a column header here to group by that column.

Date	Day of the Week	Employee description	Site description	T&A logged	Contracted	ctr Var	ctr Var %	Timesheet	Time Var	Time Var %	Shift details
20/03/2019	Wednesday	Kelp, Richard	Black Dog Cafe	0.00	18.00	-18.00	-100.00%	18.00	-18.00	-100.00%	14:00 - 08:00
21/03/2019	Thursday	Kelp, Richard	Black Dog Cafe	0.00	19.00	-19.00	-100.00%	19.00	-19.00	-100.00%	14:00 - 08:00,11:00 - 12:00
22/03/2019	Friday	Kelp, Richard	Black Dog Cafe	0.00	18.00	-18.00	-100.00%	18.00	-18.00	-100.00%	14:00 - 08:00
23/03/2019	Saturday	Kelp, Richard	Black Dog Cafe	0.00	18.00	-18.00	-100.00%	18.00	-18.00	-100.00%	14:00 - 08:00
24/03/2019	Sunday	Kelp, Richard	Black Dog Cafe	0.00	18.00	-18.00	-100.00%	18.00	-18.00	-100.00%	14:00 - 08:00
25/03/2019	Monday	Kelp, Richard	Black Dog Cafe	0.00	4.00	-4.00	-100.00%	4.00	-4.00	-100.00%	14:00 - 18:00
26/03/2019	Tuesday	Kelp, Richard	Black Dog Cafe	0.00	18.00	-18.00	-100.00%	18.00	-18.00	-100.00%	14:00 - 08:00
27/03/2019	Wednesday	Kelp, Richard	Black Dog Cafe	0.00	18.00	-18.00	-100.00%	18.00	-18.00	-100.00%	14:00 - 08:00
28/03/2019	Thursday	Kelp, Richard	Black Dog Cafe	0.00	19.00	-19.00	-100.00%	19.00	-19.00	-100.00%	14:00 - 08:00,11:00 - 12:00
29/03/2019	Friday	Kelp, Richard	Black Dog Cafe	0.00	18.00	-18.00	-100.00%	18.00	-18.00	-100.00%	14:00 - 08:00
30/03/2019	Saturday	Kelp, Richard	Black Dog Cafe	0.00	18.00	-18.00	-100.00%	18.00	-18.00	-100.00%	14:00 - 08:00

## Batch Schedule Jobs and Dashboard Items

It is possible to schedule batch schedule jobs and dashboard items for T&A log analysis reports. As per other date-based reports, it is possible to define the report as 'All dates are relative':

General

Zoom Fit screen

Close

Navigate Display

19/12/2017 08:30

Top 5 debtors

Client code	Client description	Site code	Site description	Balance
AMH001	Aerials Ltd	AMH001/1	Aerials Ltd	£27,392.08
HIG004	Higgins Fencing	HIG004/1	Higgins Fencing Ltd	£6,223.78
POL001	P T England Ltd			£5,646.84
PNE006	Penfold Consultants Ltd	PNE006/1	Penfold Consultants Ltd	£5,601.82
OSB001	OS Integration PLC	OSB001/5	OS Integration PLC	£4,990.66

19/12/2017 10:47

TA log analysis

	Budgeted	T&A logged	Variance
AA - P T England Ltd	4.00	0.00	-4.00
A1 Restrooms	0.00	0.00	0.00
Aerials Ltd	0.00	0.00	0.00
Higgins Fencing Ltd	25.71	0.00	-25.71
P T England Ltd	2.29	0.00	-2.29
The Red Man	24.00	45.00	21.00
Pfizer Information Services Ltd	272.29	0.00	-272.29
Promark Software Ltd	0.00	0.00	0.00
<b>Overall Total</b>	<b>328.29</b>	<b>45.00</b>	<b>-283.29</b>

# IMPLEMENTATION CONSIDERATIONS

The following is a list of the key implementation considerations:

- **Infrastructure considerations:**
  - How often should details be uploaded to T&A system?
  - How often should details be downloaded from T&A system?
- **TemplaCMS:**
  - External System:
    - What system-wide tolerance (minutes or %) should be used, i.e. this determines the T&A status (i.e. red cross or green tick) when an employee works under or over their contracted hours?
    - What system-wide rounding (minutes) should be used, i.e. this always rounds down the under or over actual hours to the nearest X minutes?
    - Should T&A entries be reconciled at task level?
    - Should T&A entries be apportioned across task?
    - Should absences be auto-generated when employees don't show?
    - What BA (management) levels need to be sent out to the T&A system?
    - After how long should an employee be auto-logged of the T&A system by the T&A System, i.e. if they clock-in in but fail to clock-out?
    - Should an employee be penalised if they clock-in but fail to clock-out?
    - Should any auto-applied adjustments be recalculated after a contract fix-up on the timesheets?
  - Payroll Datasource:
    - Can a pay run be posted if invalid T&A log details exist?
    - Should any auto-apply to timesheets be suspended after initial workflow stage?
  - Shifts patterns:
    - Are shifts to be pre-defined or added 'ad-hoc' to EE assignments?
    - How are shift details going to be collated from the managers?
    - How/who will update contract EE assignment with shift details?
  - Users/Employees/Analysis - if alerting is to be used for the managers:
    - Have BA codes been associated with the relevant employees? – The alert is sent to an email or phone number based on the information on the employee record but can also be overridden on the T&A alerts section of the employee record.
    - Will employees be alerted by email (either their personal one or the one defined on the override) or SMS (which will be chargeable)?
  - Sites (for each site with T&A):
    - Is auto-apply to be used?
    - Do 'unpaid breaks' need to be considered &, if so, what are the rules?
    - Are "Caller id's" known & what format will they be supplied in?
- **Operations:**
  - Which sites are going to be initially used for T&A roll-out?
  - Is there any hardware to install and, if so, where will it be installed?
  - How will employees be incentivised & trained to used T&A?



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