2013

ClockOn User Guide

Version 4.3

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About This Manual

This manual has been written for the ClockOn Administrator. It describes all the functions of ClockOn Version 4.3 and the ClockOn Web Portal.

ClockOn 4.3 is a powerful resource, providing many essential employment tools for small and medium business. It integrates automated timekeeping with rosters, award interpretation, labour cost control and payroll.

The Time and Attendance functions enable users of other payrolls to enjoy error free time capture and recording, as well as the benefits of leave management, rostering, data export and biometric terminals.

New ClockOn hardware offers full and automatic integration of electronic time capture with the ClockOn Timesheet Editor. Using this functionality, employees can clock on both locally and at distant sites.

Employees can now access their rosters and pay slips via the internet, using their mobile phones.

ClockOn Registration

To register, select Help, About and then Register. This results in the display of the End User Licence and Support Agreement which must be agreed to in order to continue:

To proceed with registration, press the I Agree button. This opens the ClockOn Registration Form. The user should then paste the User Name and Registration Code into the respective fields, having previously copied them from the registration information sent by email. Copying and pasting eliminates typographical errors and ensures correct registration.

When these fields have been entered, press the Register button, which will confirm that the registration details have been correctly entered. The fields at the top of the registration form (Current Licence Type, Registered User Name and Number of Registered Users) will be displayed. The Registered User Name subsequently appears on various payroll reports, including pay slips.

Note: Operation of the Payroll is restricted to the number of employees (registered users) nominated at the time of purchase. Following registration, the registered User Name becomes read-only and cannot be edited

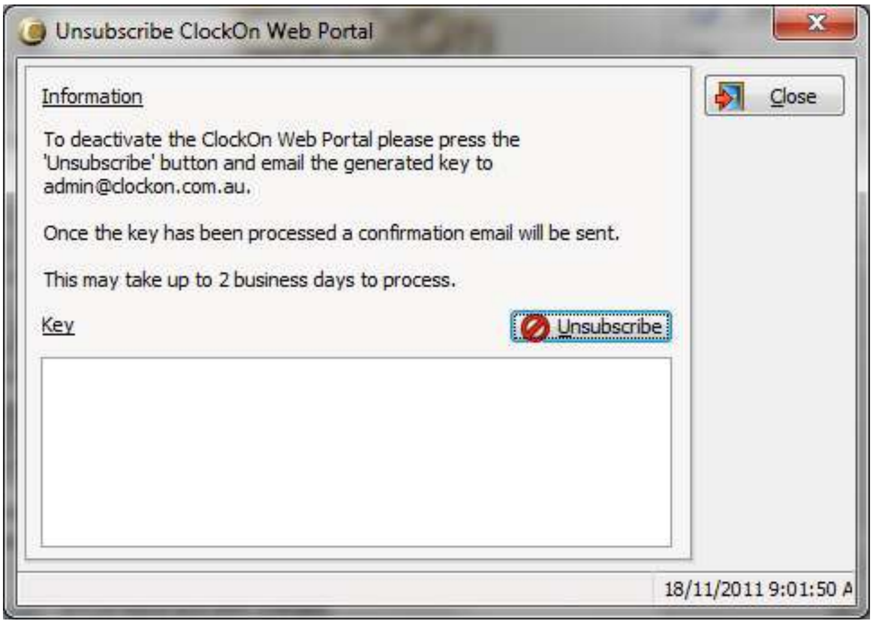
Following registration, the Registered User Name will be displayed above the shortcut icons on the main screen. Typically, this is the company name. The number of registered users and database connection type is displayed on the status bar at the bottom of the main screen.

Subscribing to the Web Server

To subscribe the web server, select Help, About and then Subscribe. This results in the display of the End User Licence and Support Agreement which must be agreed to in order to subscribe. To proceed with registration, press the I Agree button. This opens the ClockOn Registration Form. The user should then paste the User Name and Registration Code into the respective fields, having previously copied them from the registration information sent by email. Copying and pasting eliminates typographical errors and ensures correct registration. When these fields have been entered, press the Register button, which will confirm that the registration details have been correctly entered.

Unsubscribing from the Web Server

To unsubscribe, select Help, About and then Unsubscribe. The Administrator should then press Unsubscribe to confirm. Following confirmation, an encrypted key will be generated that should be copied, pasted and forwarded by email under the message heading Unsubscribe to admin@ClockOn.com.au for processing:



Backup of ClockOn data

It is imperative that ClockOn data is backed up daily using an appropriate hardware/software solution. ClockOn Pty Ltd will advise on the location of files to be included in the backup procedure. For custom installations, the path and name of the data directory may vary from the standard. There are many specialist backup products available, suiting a wide variety of specific business needs. ClockOn Pty Ltd does not offer any software, hardware or consultancy services for the purposes of backup and accepts no responsibility for the user's failure to back up data.

ClockOn Pty Ltd advises you contact your independent hardware and software support agent to ensure that all data is efficiently and effectively backed up so as to protect against machine failure, power failure, software failure or human error.

Note: Upon installation, the default path for backup purposes is "C:\Program files\ClockOn\Data".

Going Live with ClockOn

In the case where ClockOn has been tested in parallel with an existing payroll, it is necessary to remove all timesheets and processed trial payrolls prior to the date of the first live payroll (the Go Live date):

All timesheets pertaining to the sample or dummy payroll periods should be deleted.

All processed sample or dummy payrolls should be rolled back.

Current employee entitlements and YTD values should be entered.

Enter each employee’s entitlement balances (annual leave, personal leave, long service etc) on the employee screen.

Ensure these values have been checked and are correct as of the ‘Go Live’ date.

Enter each employee’s year-to-date earnings balances (YTD) by pressing the YTD button on the employee screen (Tab 3, Pay). Ensure that the values have been checked and are correct at the ‘Go Live’ date.

If the YTD balances are not available before the go live date, they may be updated during any subsequent payroll. In this case, set each employee’s YTD balances to zero before going live. When entering YTD balances after the go live date, the value being entered must be added to the accrued value displayed.

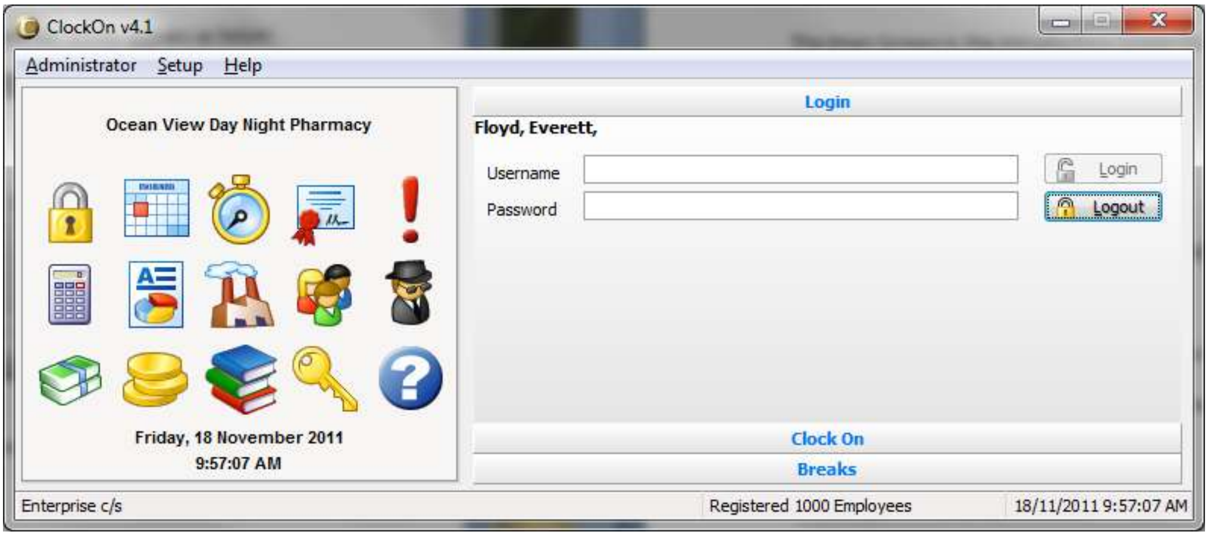
Update the employee payroll start dates to the desired start date and payroll period using the first screen of the payroll wizard. If more than one payroll is to be run, it will be necessary to enter more than one payroll start date and length. In that case, the appropriate payroll periods should be linked to the corresponding employees using Employee Tab 3, Pay.

Section One

Main Screen

Main Screen

The Main Screen is the introductory screen for ClockOn



Following Administrator login, the Main Screen displays the following:

- Administrator, Setup and Help Menus.
- Current date and time, company name and license information.
- Fifteen quick launch icons for accessing key aspects of the system.
- Login: Employee name, Username/Password fields, Login/Logout buttons
- Clock On: Shift Information, ClockOn/Off buttons, Current Time/Adjusted Time/Break (mins) fields
- Breaks: Break Started time, Elapsed Break time, Start/End Break buttons

Employee can log out after logging in

Login/Logout

The Login allows authorised users with valid usernames and passwords to gain access to some or all of the ClockOn main menu options and to clock on and off.

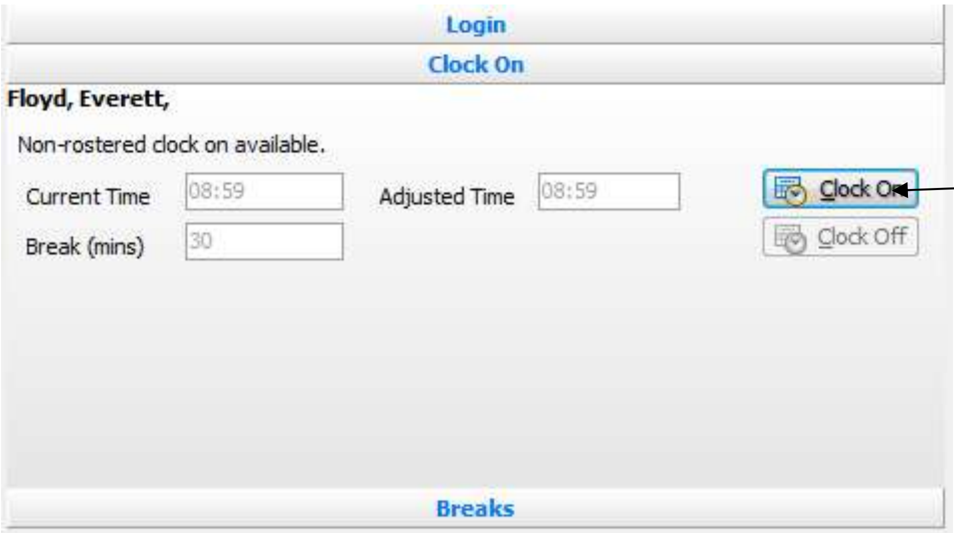
Note: The Username or password may include up to 20 alpha numeric characters.

You can Log out via the Logout button on the right hand side of the screen or click the Lock icon from the ClockOn Icons on the left hand side of the main screen.

Shift information field

The Shift Information field displays shift details and messages to employees.

When using a keyboard to clocking on or off (or simply to gain access to the menu), an employee must firstly log in to the system. This is done by entering the Username and Password, followed by the Enter key or Login button. To log out, a similar sequence must be followed.



The employee can clock on after logging in

Clocking On and Off

Employee clock times may be synchronised to a single reference clock on the network, providing assurance to both employer and employee that no employee is disadvantaged by clock time differences. Clocking on and off is the key to a system that generates major savings in time, money and effort and provides timesheet certainty to both employer and employee. Clocking on or off automatically logs the employee out. The employee may alternatively, clock on or off using hardware devices or the internet. Employees may register breaks by clocking on and off in a similar manner.

Note: If an employee is not rostered (as indicated in the Shift Information field), he or she will not be able to clock on, unless the Allow Non-Rostered Clock On/Off option has been enabled by the Administrator. (Employee Setup – Special Options Tab 4)

ClockOn incorporates predefined start and finish windows for each shift and break to which employees are rostered. Clocking on and off outside these windows generates an Alert colour code in the timesheet, providing an accurate means of monitoring staff arrivals, breaks and departures. Start, break and end times (whether rostered or not) are displayed in the employee timesheets together with the actual times logged.

Non-rostered clocking on

Employees do not have to be rostered in order to clock on. Two Administrator options are available to enable this to happen (Employee Details, Special Options Tab):

The first option is Create Timesheets from Working Week. The hours identified in the field Working Week are automatically assigned to the employee (where no timesheets are already present for a given day) at the generation of payroll.

The second option is Pay Timesheets Without Shifts. This prevents validation errors being generated in the timesheets if no shift has been attached to the employee. When time based penalties are not required, this option eliminates the requirement for the employee to be rostered.

Note: When timesheets are created either with or without an attached shift, either the total hours worked or the Start, End and Break times must be entered by the Administrator. Incomplete timesheets are displayed in red in the timesheet window. These timesheets must be corrected and completed in order that payroll processing can proceed.

How clocking on works

When using hardware with ClockOn, the user is automatically clocked on to his or her shift or break. The reverse applies when clocking off a shift or break. The Main Screen Clock On and Clock Off buttons are mutually exclusive. The appropriate button only becomes available when a user is logged in.

Note: In the event of an employee forgetting to clock on or off, three solutions are available to the Administrator:

The Administrator may enter the employee times (Start, Break and End) using the Timesheet screen.

The Administrator may enter the total number of hours worked, using the Timesheet screen.

The Administrator may use the Autofill function if the employee has been rostered.

Note: When an employee fails to clock on or off for a shift or break, the timesheet for that employee will display a colour coded warning. ClockOn can be configured to send email alerts to a specified email address in the event of a no show sheet alert.

The System clock

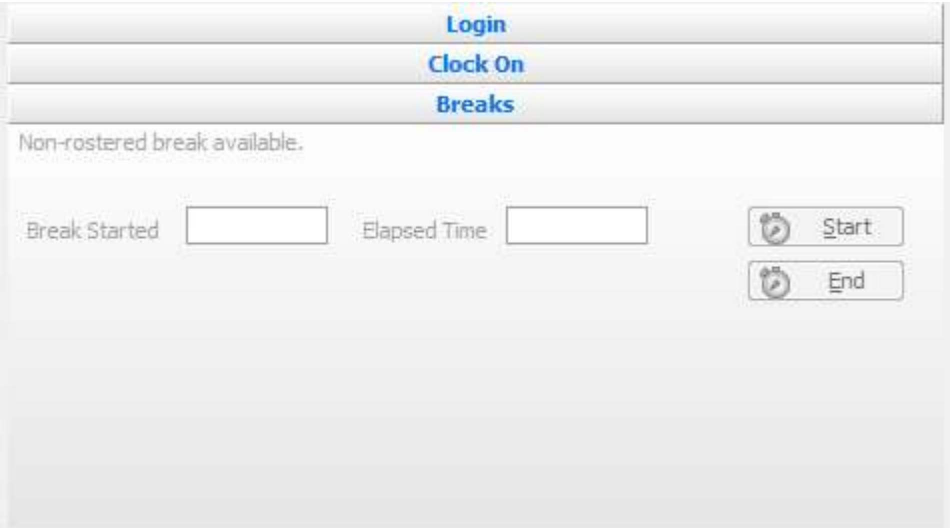
The operation of ClockOn hinges on successful time management and employee accountability. For this reason it is imperative that the system clock is both secure and accurate. When operating on a local area network, all ClockOn time entries are linked to a Clock Server.

Whereas Windows clock time may be changed by the client or workgroup user at will, ClockOn can be configured to refer to a designated computer on the network known as the Time Server. This computer ideally is accessible to the Administrator only. Clock time is automatically updated and synchronised with the Time Server on all client machines on opening ClockOn and when logging in and clocking on.

Breaks

Start/end buttons

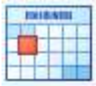
The start and end buttons for breaks on the main screen allow employees to enter a start and end times for a break and in the process generate an elapsed time for the length of the break. An employee may use a biometric terminal or web portal for the same purpose. Breaks can be rostered or non-rostered.



Main Screen Shortcut Icons

The main screen of ClockOn has 15 mouse driven shortcuts to speed access to the most common tasks, including the help file and logout field. Hovering the mouse over the icon displays the icon name. Access to the individual icons is determined by the employee security role or licensing.

 Allows you to log out of ClockOn

 Rosters

 Timesheets

 Qualifications

 Payroll

 Reports

 Location Manager

 Employee Details

 Security Roles

 Allowances Manager

 Rates Manager

 Rules Manager

 Password

 Help

Section Two

System Setup

Registration details

Calendar

Categories & leave groups

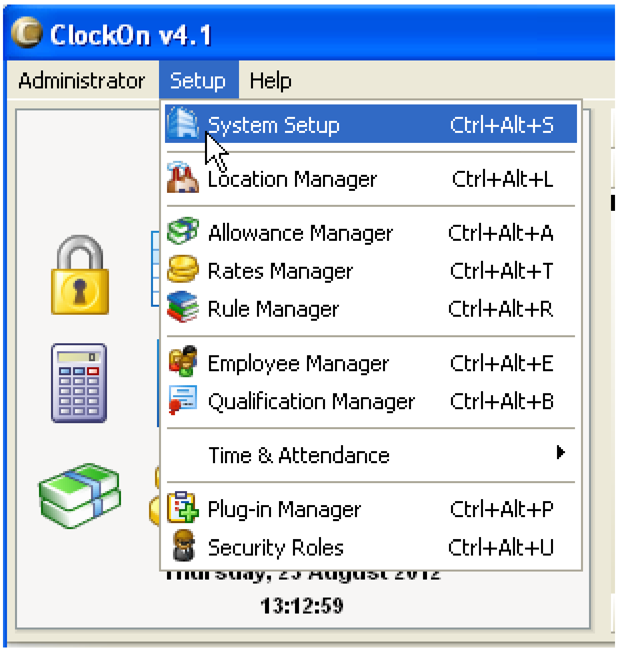
Tax schedule details

Superannuation fund details

Other

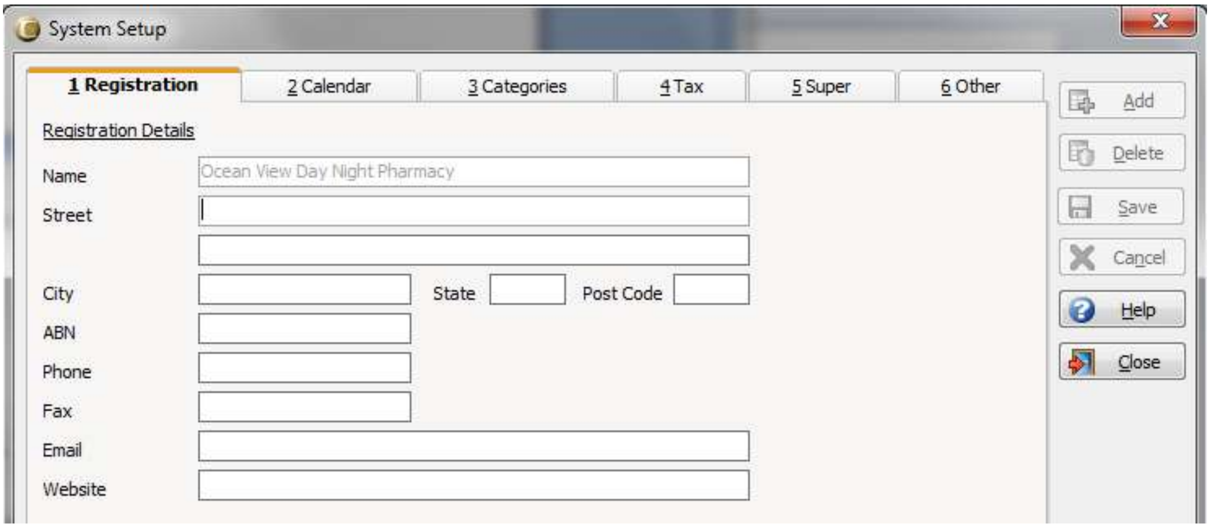
System Setup

System Setup is in the Setup option at the top of the ClockOn screen within the dropdown box.



Registration

Registration Details displays the name to which ClockOn has been licensed. Note that the field is read only. If it is required to change the name, please contact ClockOn support. Details of the licensee can be entered into the fields; Street, City, ABN, Phone, Fax, Email and Website.



Roster

Length (days): Defines the length of the roster period. A roster period is used for reporting purposes and for the costing of rosters.

Starts: This field identifies the first day of the roster cycle.

EFT

Processing Days: This setting determines the Estimated Funds Transfer Date as seen in the payroll screen and in the employee’s pay slip

E.F.T Grouping: When ClockOn produces an E.F.T file, the Administrator can choose to have it created by the location or by the ABN stored within the location. An example might be where there are four locations sharing a single ABN. Setting the E.F.T Grouping to ABN will ensure that only one E.F.T file is created, even though the four locations have been payrolled. Alternatively, setting the E.F.T. Grouping to Location ensures that an ABA file is created for each individual location.

Timesheet

Lock down: This refers to the process of locking down timesheets ready for payroll processing. There are three levels of lock down:

Auto Lock down (lock timesheets on import): This option is used to automatically lock down imported timesheets that have no warnings.

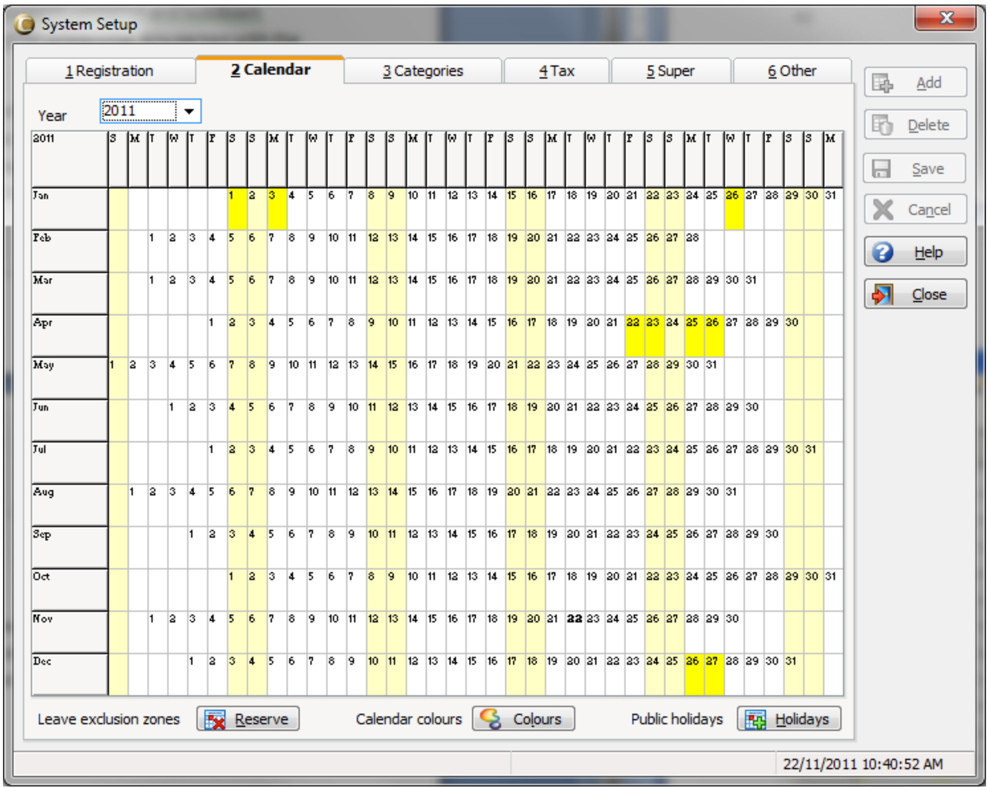
Partial Lock down (lock timesheets only): As and when the timesheet validation and lock down process is run, only the timesheets are locked but not validated for processing. Any person with the relevant security access is able to edit the locked timesheets.

Full Lock down (lock timesheets and pay data): When the timesheet validation and lock down process is run it will not only lock the timesheets but also mark them as being processed to payroll. This option is typically only used by clients who use ClockOn for time and attendance recording only, prior to exporting the timesheets to a third party payroll solution.

Calendar

Using the system calendar

This calendar is used to identify company policies, dates and events that apply to the Roster Calendar in ClockOn. These include weekends, public holidays and leave exclusion zones. The Administrator can customise the colours as they apply to the entire application:

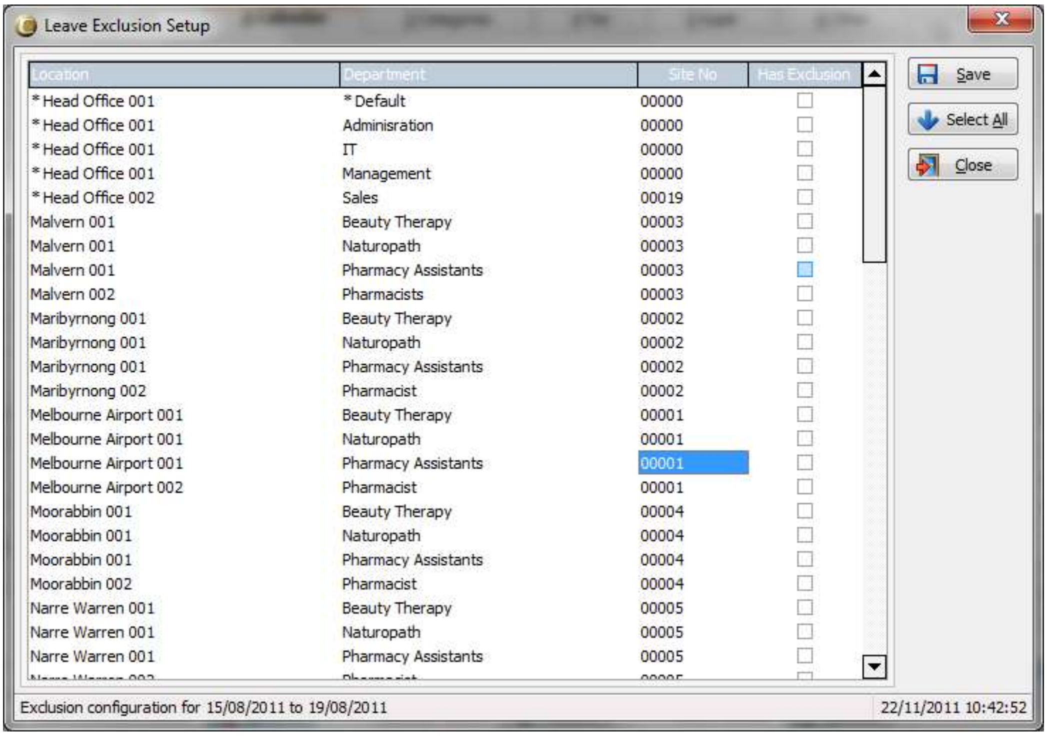


Leave exclusion setup

Leave Exclusion zones are defined as single or multiple days on which leave and training cannot be reserved by employees. The Administrator does, however, have the overriding authority to enter leave or training during these periods.

To define a Leave Exclusion Zone, first select the date range by using click and drag (left to right), and then select the Reserve button. This opens the Leave Exclusion Setup screen. The relevant locations and departments can then selected by ticking the Has Exclusion box.

There is a Select All option also available which acts as a toggle to select or deselect all, as required. To clear a Leave Exclusion Zone, reselect the zone and then select the Reserve button. Deselect the Has inclusion box or use the select all button to toggle off the checks:

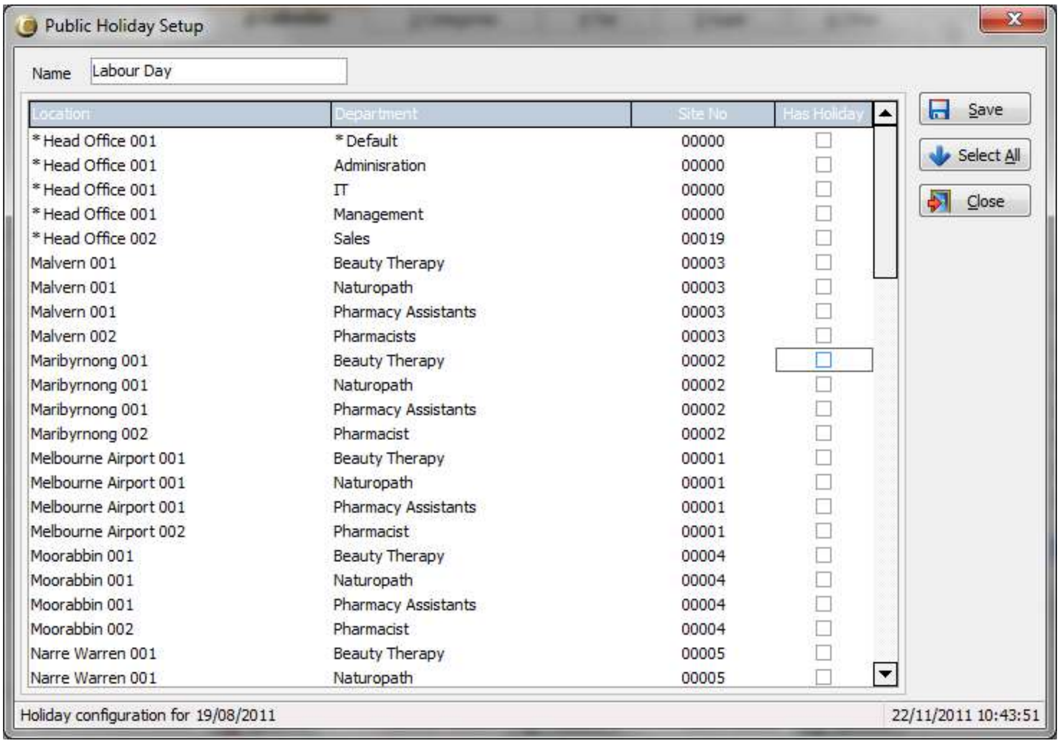


Public Holidays and Special events

National public holidays are maintained automatically in ClockOn. State based public holidays must however be set up manually by the Administrator.

To create a state based public holiday entry, first left click in the cell of the day that needs to be set, and then click on the Holidays button to bring up the Public Holiday Setup screen. Give the holiday a name e.g. Labour Day, and then select those locations and departments that will benefit from the holiday.

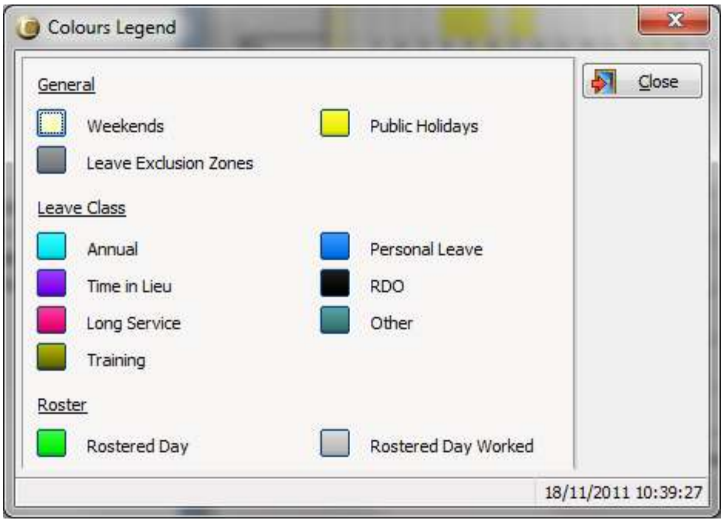
The Select All button can be used if all locations and departments are beneficiaries:



Customising the Calendar Colours

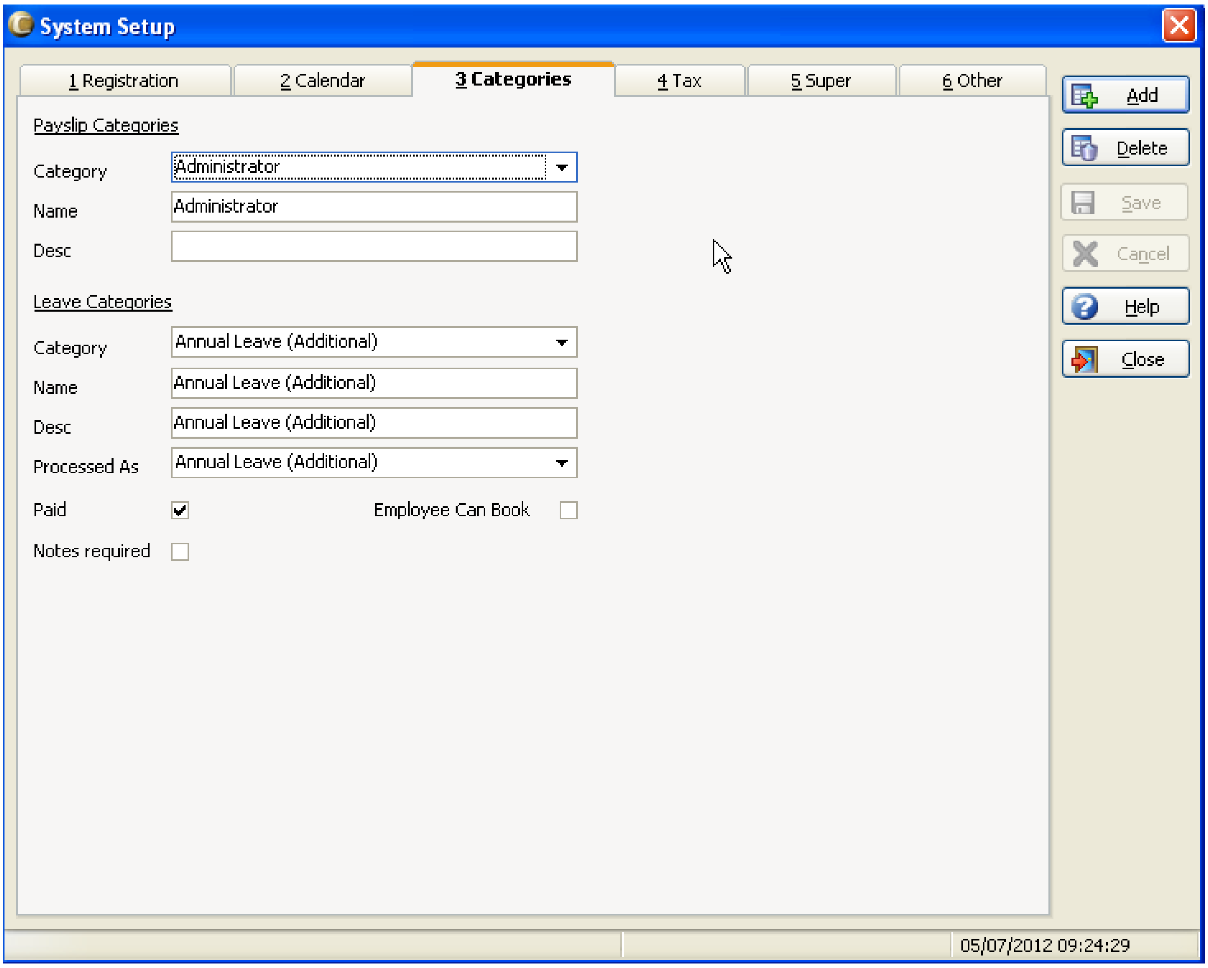
Selection of the Colours button opens the Colours Legend. Colours used in all the ClockOn calendars are displayed here and may be modified by selecting the particular colour from the Legend, resulting in the Colour Palette being opened. Any of the pre-defined colours may be selected from the palette. Alternatively, a new colour may be defined using the Define Custom Colours button.

It is recommended that past events (such as days worked or rosters posted) should be displayed in muted colours, while active functions should be displayed in brighter colours:



Payslip Categories

Using the editing buttons, the title and description of a payslip category can be added, deleted or modified.



Adding a Payslip category

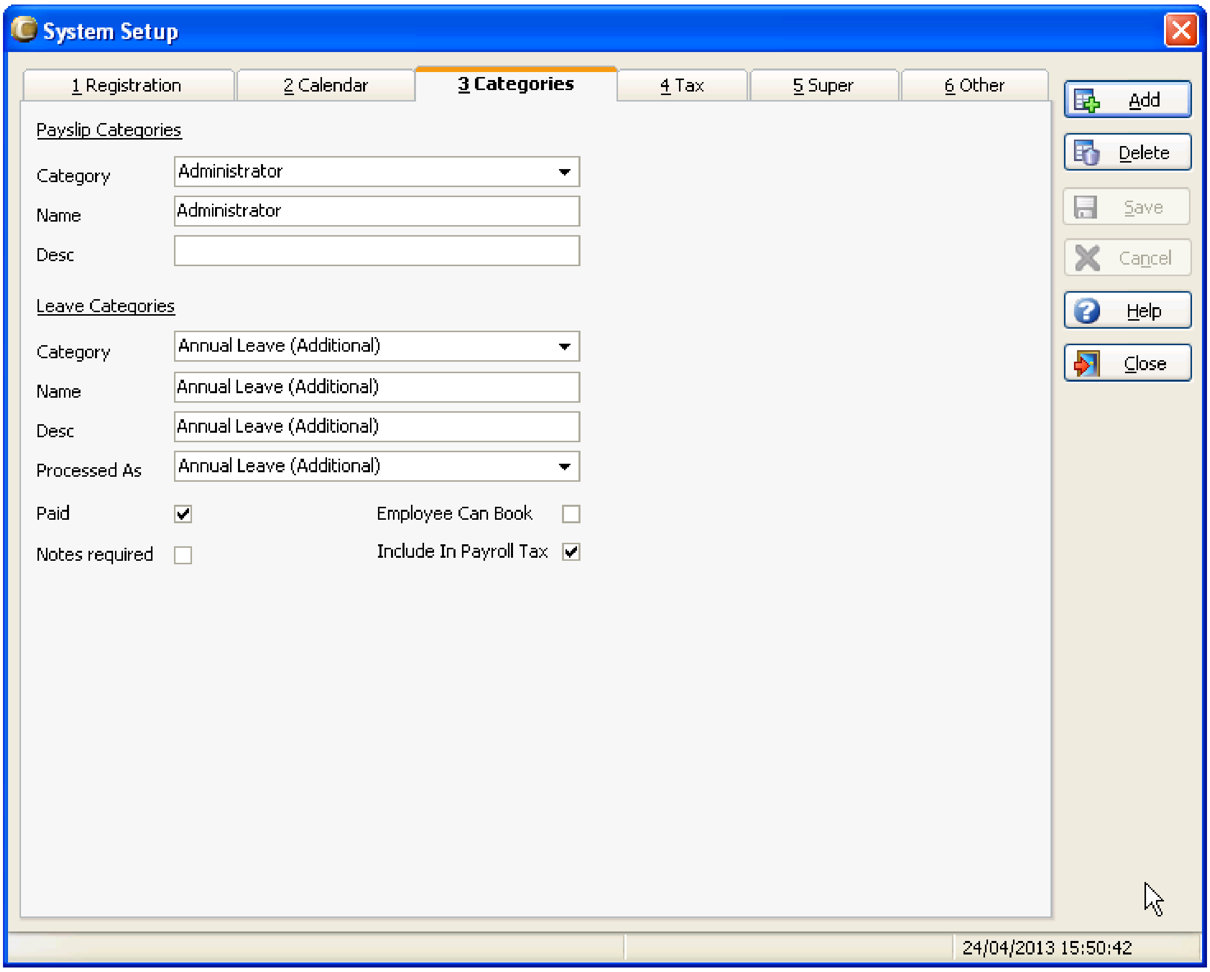
Go to the Setup menu and select System Setup.

Select the Categories tab.

Select a field within the Payslip Categories area (this indicates that you are adding a Payslip Category, rather than a Leave Category).

Select Add.

Enter the Name and Description of the category.



Select Save.

Leave Categories

Using the edit buttons, any type of leave may be added, deleted or modified. The check boxes define leave categories as being Paid or Unpaid, whether administrative notes are required and an option enabling the employee to book leave. Training is entered and viewed in the timesheets as a special leave category.

Processed As refers to whether or not the leave or training type attracts entitlements.

Include in Payroll Tax determines whether this category of leave is included in payroll tax calculations.

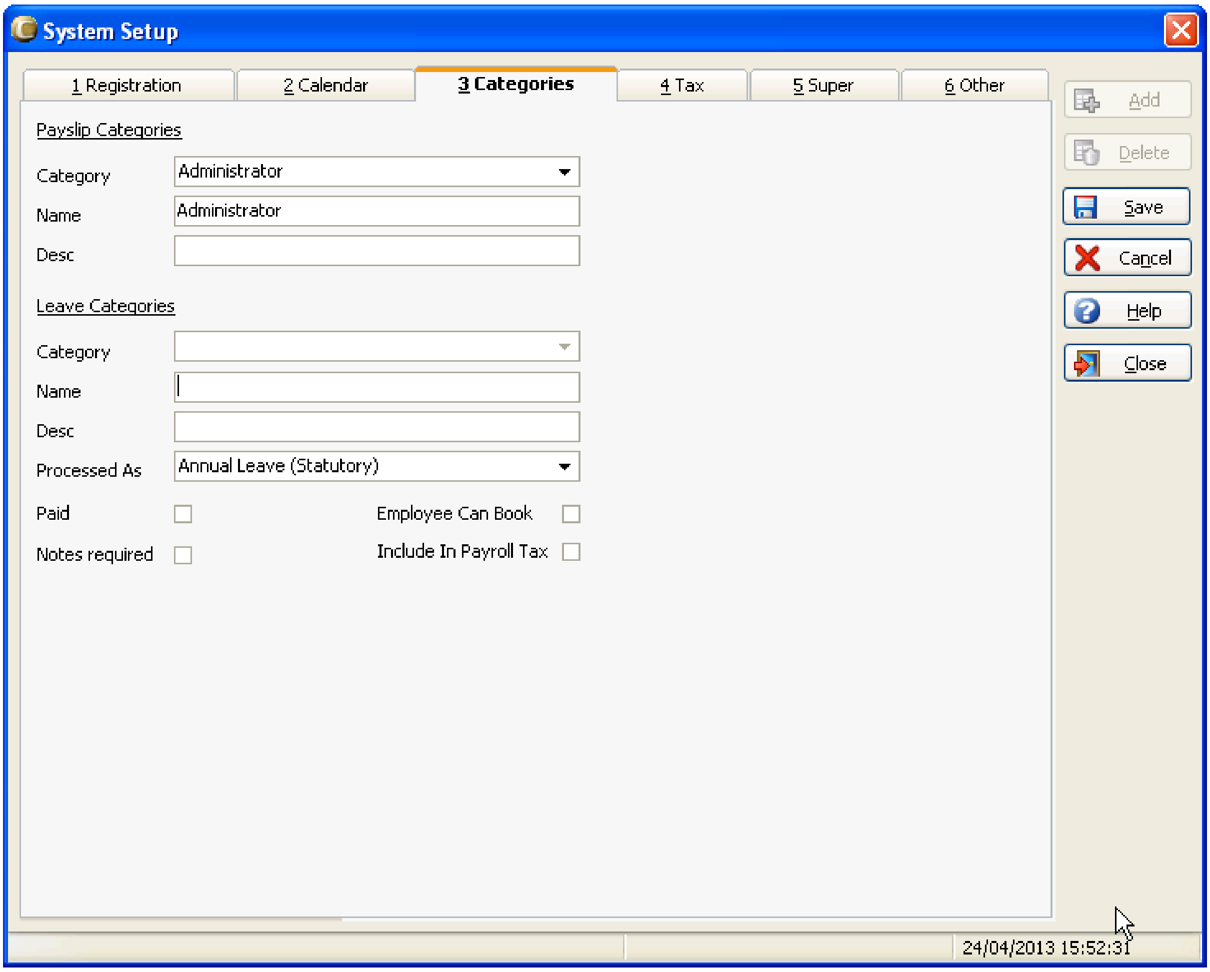
Adding a Leave Category

Open the Categories screen.

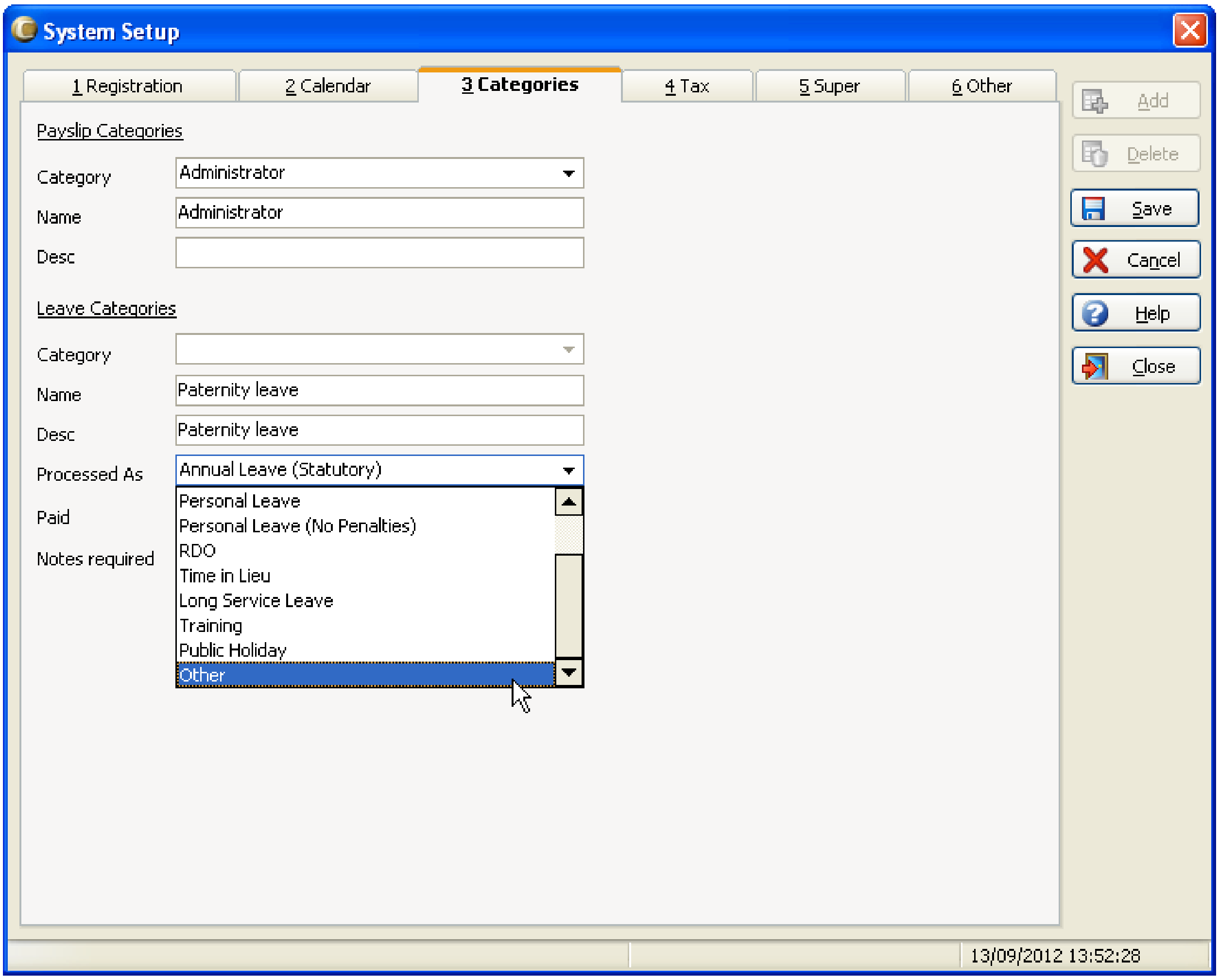
Select a field within the Leave Categories area (this indicates that you are adding a Leave Category, rather than a Payslip Category).

Select Add.

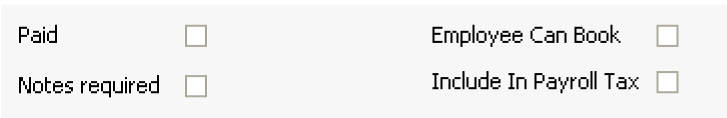
Enter the Name and Description of the new Leave Category.



Select the method to be used for processing the leave using the dropdown box.



Select if the leave or training is to be paid, if notes are required and if the employee can electronically book the particular type of leave and whether it is included in payroll tax.

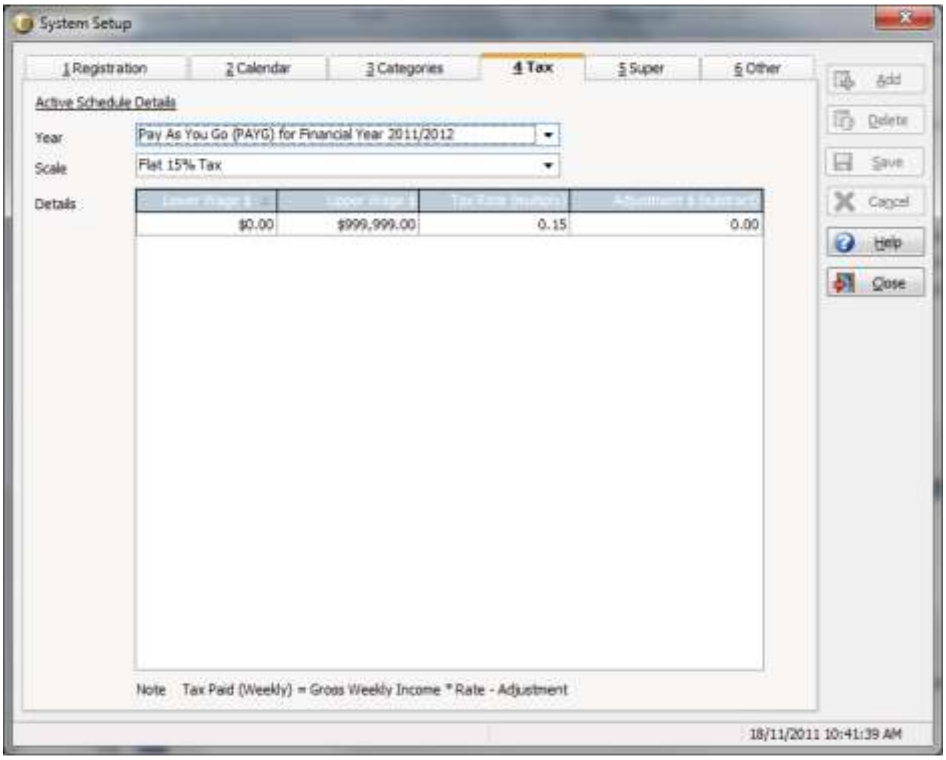


Select Save.

Note: Public holidays must be booked using the leave calendar for any working employees who are to be paid penalties or overtime for working on those holidays. Alternatively, for those not working, public holidays may be generated automatically using “Auto Create P/H Leave Entries” which can be found in the Employee Setup Special Options Tab.

Active Tax Schedule Details

ClockOn's tax screen displays details for the manual calculation of tax based on the tax scale selected:



Year: Identifies the financial year of the particular tax schedule.

Scale: This is a pull-down, non-editable list of tax scales. The tax scales enable the Administrator to calculate and check the gross tax of any employee.

The description on the tax scales includes the following acronyms:

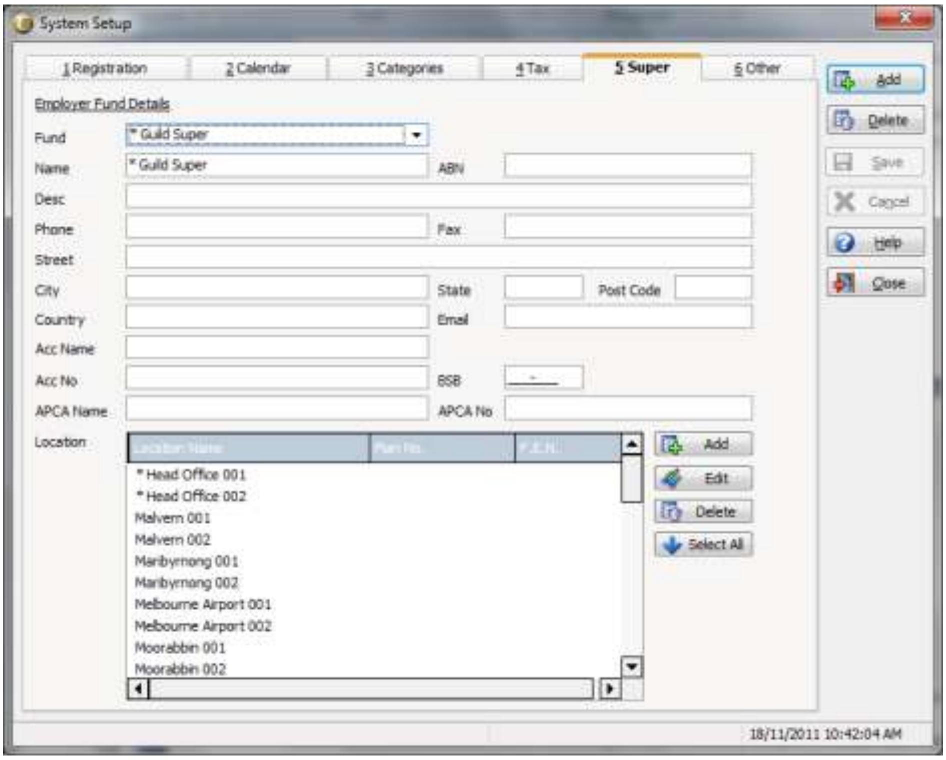
- FLE = Flood Levy Exemption
- FS = Financial Supplement
- HELP = Higher Education Loan Program (formerly known as HECS)
- LL = Leave Loading

Details: Select the appropriate tax scale to display the calculation of tax in cents per dollar, including an allowance for the particular pay range identified.

Note: The tax tables are selected automatically by ClockOn based on a payroll's End Date. When a payroll is run, the tax schedule cannot be changed, preventing selection of the wrong schedule.

Superannuation Fund Details

Funds may be added, deleted or edited using the edit buttons:



Superannuation funds configured in this screen form a master list that is available for linking to employees.

APCA Name and APCA No: Refer to the super fund's membership of the Australian Payments Clearing Association.

Adding a Super fund

Open the Super screen.

Select Add.

Enter the required details.

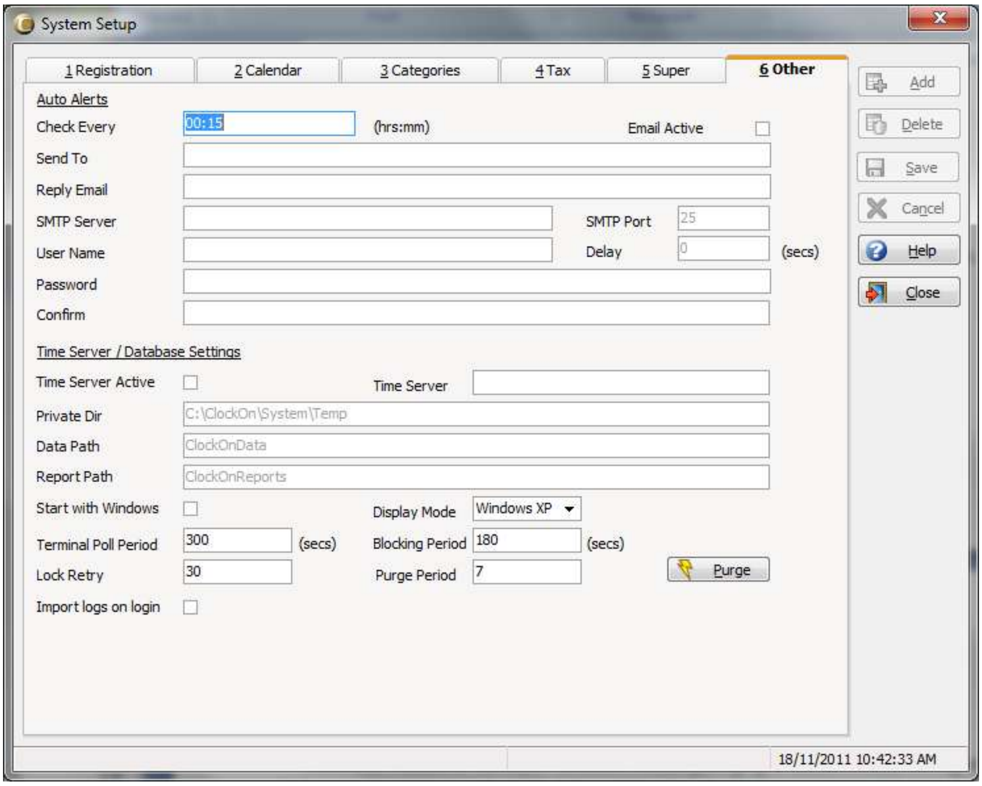
Select Save.

Location

This field gives the Administrator the ability to assign Super funds to specific locations.

System Setup - Other

This screen includes a variety of sundry Administrator functions, including purging of obsolete data, setting of the purge recurrence interval, setting of Auto Alert details and email settings for sending pay slips and rosters via email, Time Server path information which may be required by ClockOn support staff and a Start with Windows feature:



Auto alerts

Auto alerts are generated when an employee fails to clock on or off within the designated shift or break alert window. If enabled, an email message containing up-to-date attendance records is forwarded to a nominated Administrator. In the event of the message not being delivered, it is referred to an alternate (Reply Email) address, which acts as a backup.

The function only operates when the Email Active box is checked and when SMTP mail services are available (multiple email addresses are available from a devoted mail server running Outlook or similar). The Send To field defines the Administrator to which the Auto Alert will be directed in the first instance. The Reply Email field defines the alternative address to which the Auto Alert will be sent in the event of failure of delivery of the original message.

SMTP Server: This can be entered as either the IP address or DNS name of the mail server. An example of a DNS name for Telstra’s mail server is mail.bigpond.com.

SMTP Port: This is the port number that ClockOn will use to communicate with the nominated SMTP Server. The default standard port is 25, but can be changed if required.

User Name: When connecting to an SMTP server it is sometimes required to enter credentials to allow that connection. If this is the case, enter the Username.

Password: If required, enter the password of the Username that is making the connection. Then confirm the password has been entered correctly.

Time server/database settings

Time Server: Enter the designated “computer name” or IP address from which ClockOn will obtain its time. ClockOn can be pointed to draw its time from the Windows OS on a secure server or PC on the network. This prevents ClockOn drawing the incorrect time from the PC due to an employee attempting to fraudulently adjust the Windows system time on the local client.

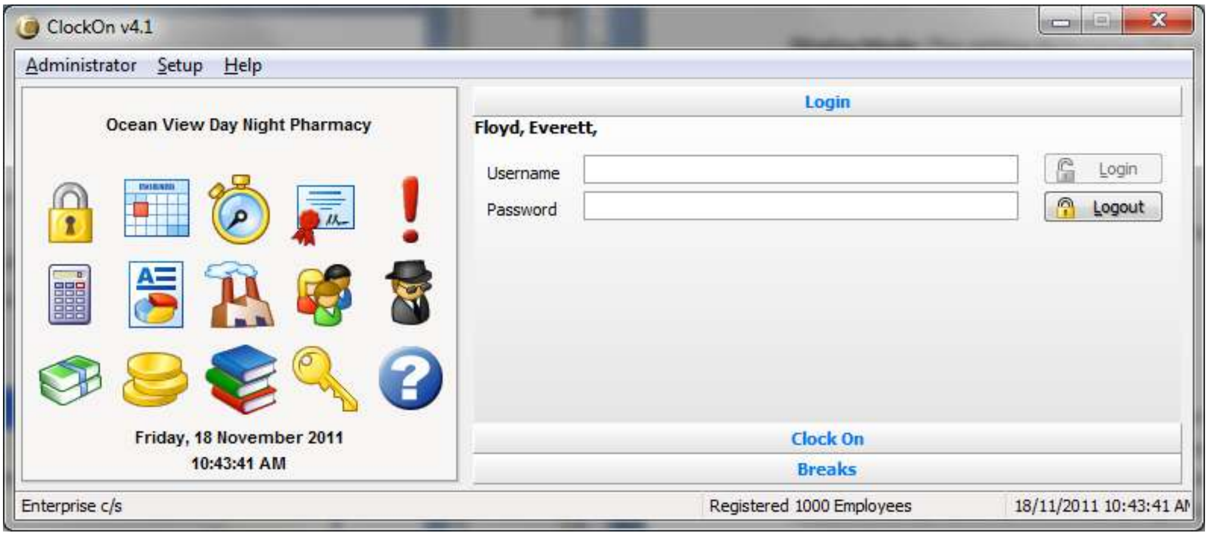
Private Dir, Data Path and Report Path: These are read-only Settings fields that are loaded at installation and are provided for support purposes only.

Start with Windows: ClockOn automatically starts when the server or PC on which ClockOn is installed is started up. This option is particularly useful in a Terminal Services environment where remote stores are logging into the server. When a remote site logs into the server, ClockOn starts concurrently, ready for log in by the remote store operator.

Display mode

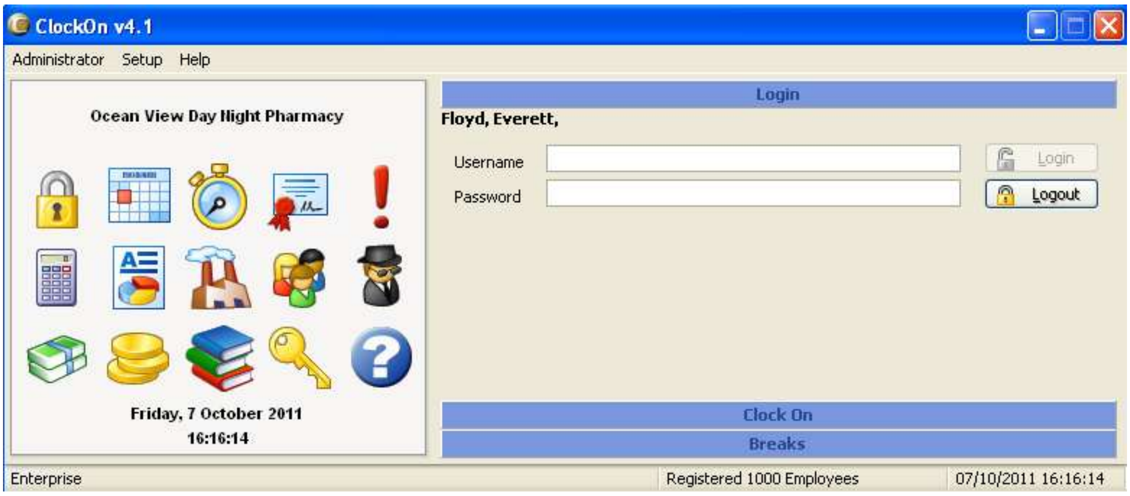
This setting determines the screen appearance of ClockOn.

Windows XP display mode is the default mode when ClockOn is first shipped and installed.



Classic display mode appears as below.

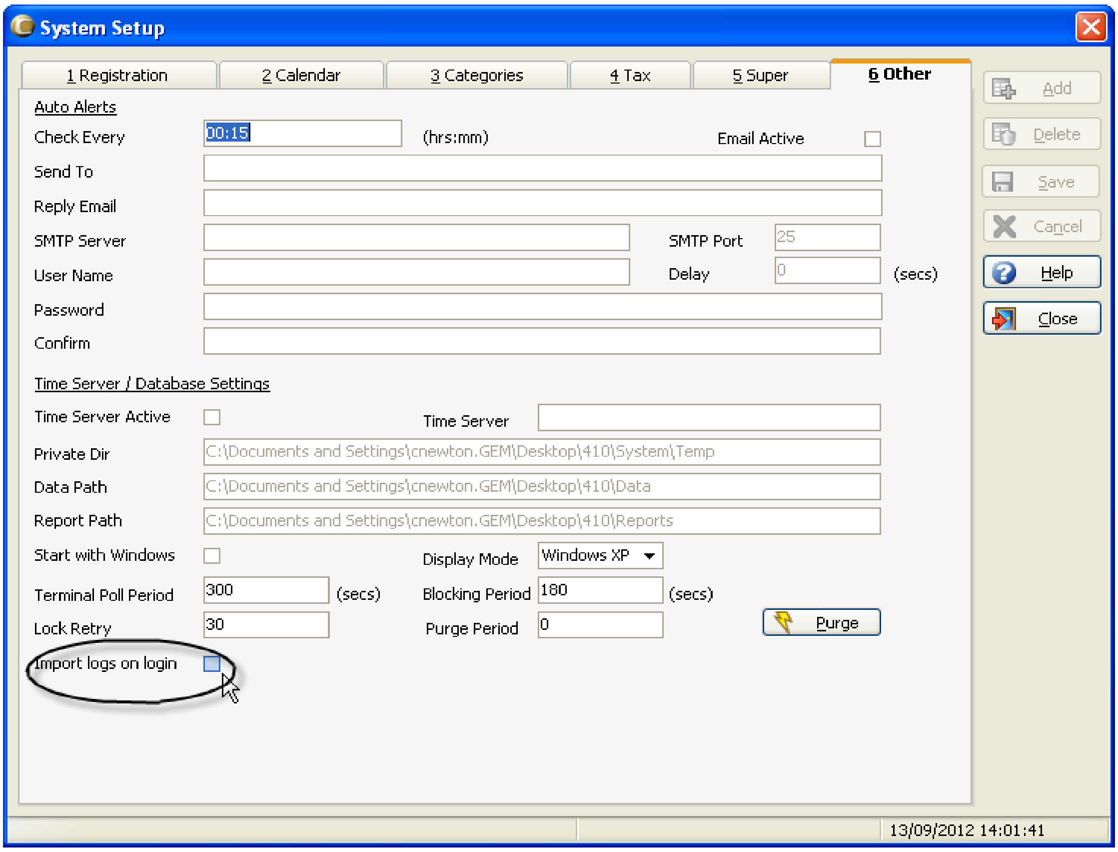
This option is included to address display issues when using ClockOn in Windows Terminal Services:



Import Logs at Login:

If the Import Logs at login box is ticked, then when an employee logs on to ClockOn their clocked times that may have been logged via a biometric terminal or from use of the clock on and off feature will automatically be included into ClockOn in order to match them against rostered times.

If the Import Logs at login box is not ticked then when the employee accesses one of the options within ClockOn such as Rosters, Timesheets, Payroll or Employee setup, then their clocked times will be imported at that time instead of when the employee logs into ClockOn.



Section Three

Location Manager

Overview

Departments

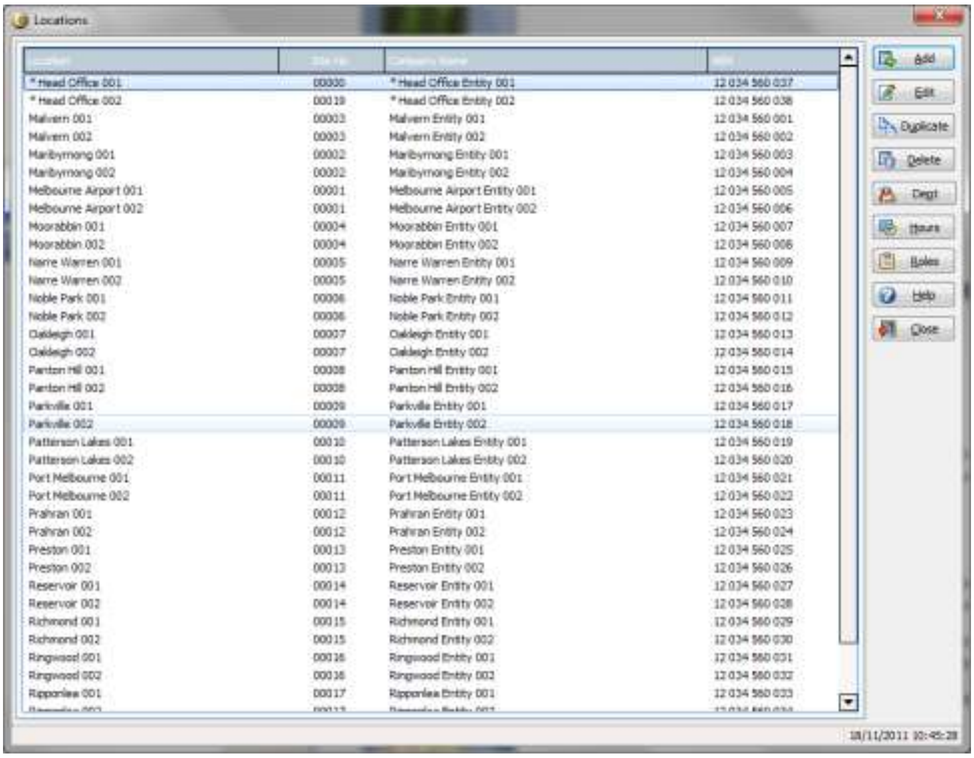
Hours

Roles & qualifications

Departmental costs

Location Manager Overview

The Location Manager allows Administrators, store managers and department managers to control store hours, employee roles, timesheets and related cost reporting for individual departments:



Departments are assigned to employees as required (see Assigning Employees to Departments). Every employee must be linked to at least one Department to become visible in ClockOn.

The location hours are set to manage the opening and closing times for the individual location for a standard week. These times are reflected when viewing the roster screen.

Roles and qualifications are assigned to a location to indicate the responsibilities and skill sets applicable to that location. They are not mandatory within ClockOn.

Department Costs

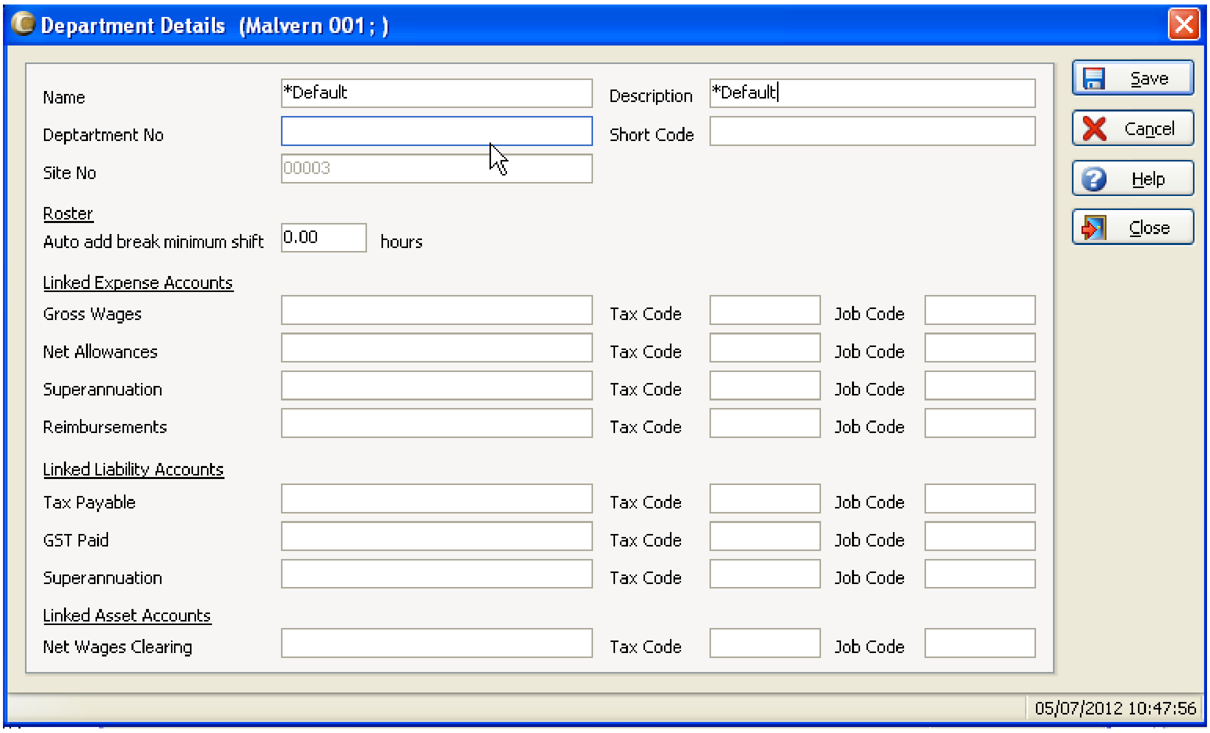
ClockOn stores and manages costs for all departments. This is achieved by ensuring that all inputs to timesheet and payroll processing have assigned departments:

- All timesheets (including leave and training) must have an assigned department.
- All pay slip allowances/deductions must have an assigned department.
- All pay slip super payments are automatically assigned a department.
- All pay slip tax calculations are automatically assigned a department.

When processing timesheets and payroll, all costs are grouped and displayed by department. In addition, most reports are grouped by department, facilitating costing by department.

Departments

Departments define the cost reporting structure of an organization and are linked to general ledger entries. Departmental details include: Name, Description, Location No., Department No., and Short Code:



Name: Identifies the selected Department and should always include the physical location for specificity.

Description: This may include further identification such as state, contact information or an easily recognized internal reference code.

Department No: This field allows the explicit selection of a department when inbound swipe logs are received. Swipe logs are first matched by Location No. and then Department No. To link an employee to a department, the Department No. must be unique for each location (Location No.) When using the ClockOn C-Pass system, this field must contain two numeric characters.

Short Code: This feature is used when exporting ClockOn processed timesheet data into third party accounting or payroll products, typically to link with payroll classifications.

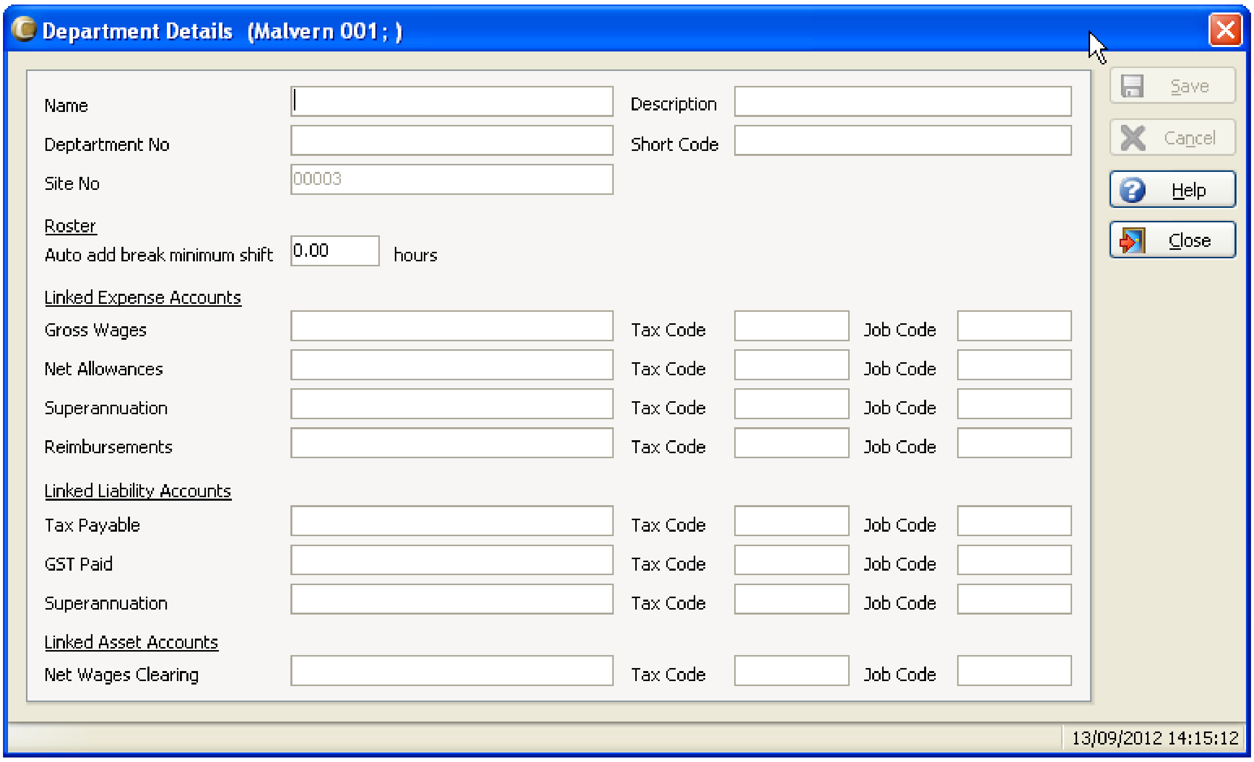
Site No: This field identifies the numeric location to which a Department is assigned. The number is used in configuring ClockOn integrated hardware including SAGEM and legacy C-Pass devices. The Site No. of each incoming swipe log is checked against this field to identify a sub-range of departments. The Site No alone cannot be used to select a Department for inbound swipe logs.

Auto add break minimum shift: This field determines the default break length used for breaks when first added to shifts on the roster screen.

The Account fields are used for interfacing with third party accounting programs.

Creating a New Department

From the Locations screen select Dept and then Add to open the department details screen.



From this screen, enter the relevant information.

Editing an existing department.

Select a department and then Edit. Make the changes you require.

Select Save to keep changes or Cancel to cancel the changes made.

You can select Close to exit without saving.

Changes may also be made to the name and description of the department.

Duplicating a department

Select Duplicate to make an exact copy of the selected department.

You will be prompted for a new name for the duplicated department.

Enter the name for the new department and select OK.

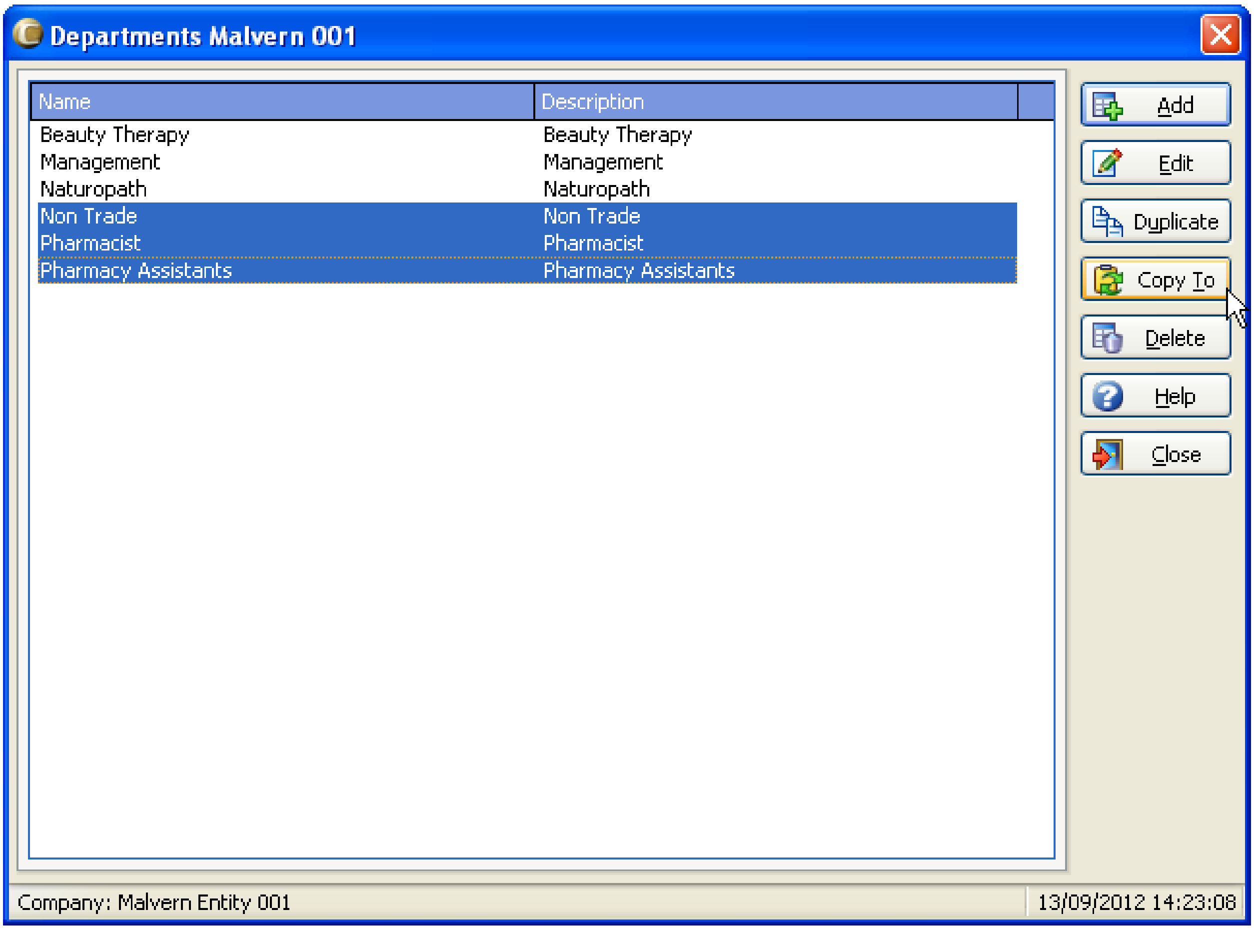
The new department is listed and ready for editing.

Note: Duplicated departments contain all the linked account details from the source department. Employees, however, are not automatically reassigned to the duplicated department.

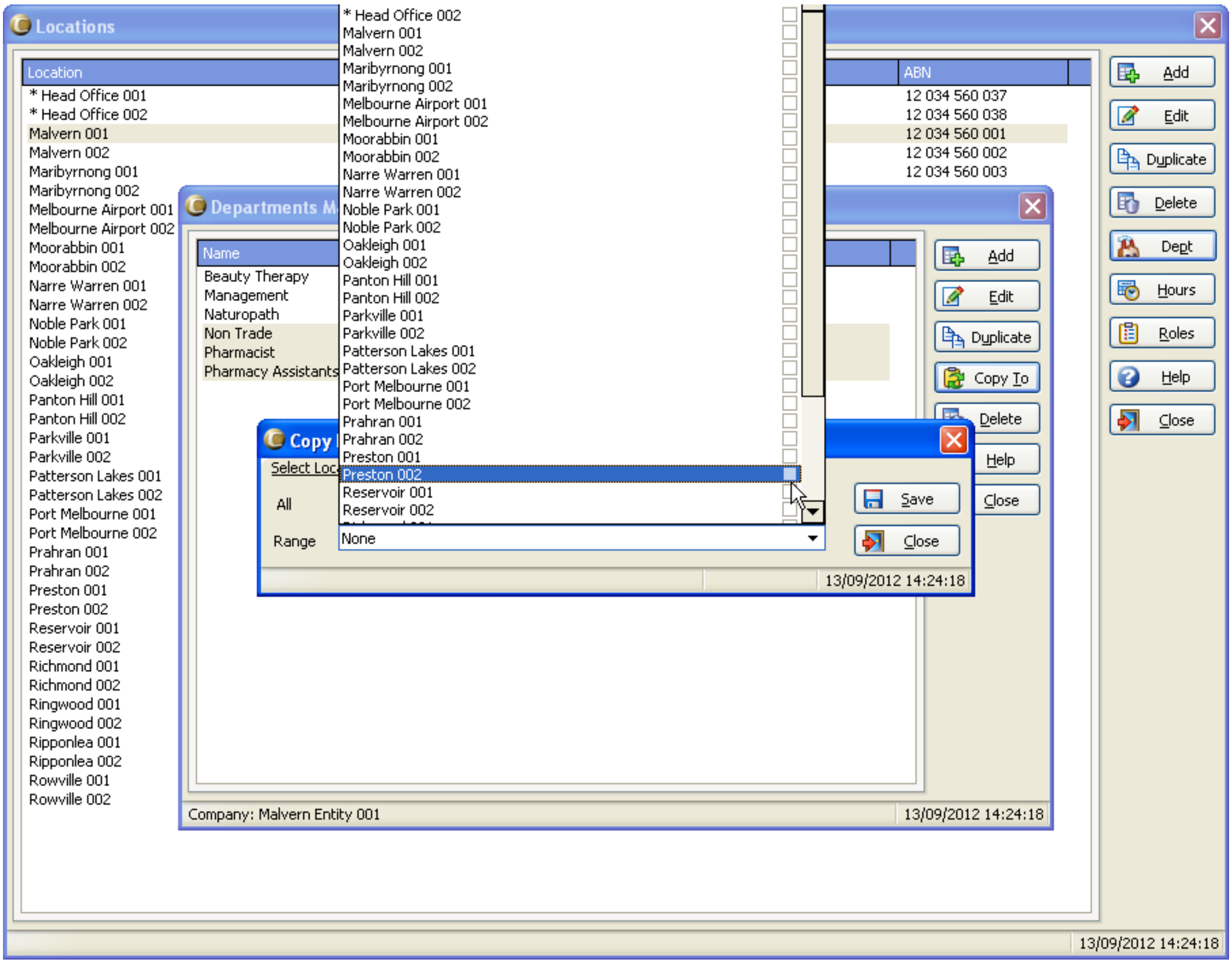
Copying a department

This feature allows copying of departments between locations.

Select a department or range of departments and select Copy To.



From the drop down menu select the location to which you wish to copy the department or departments.



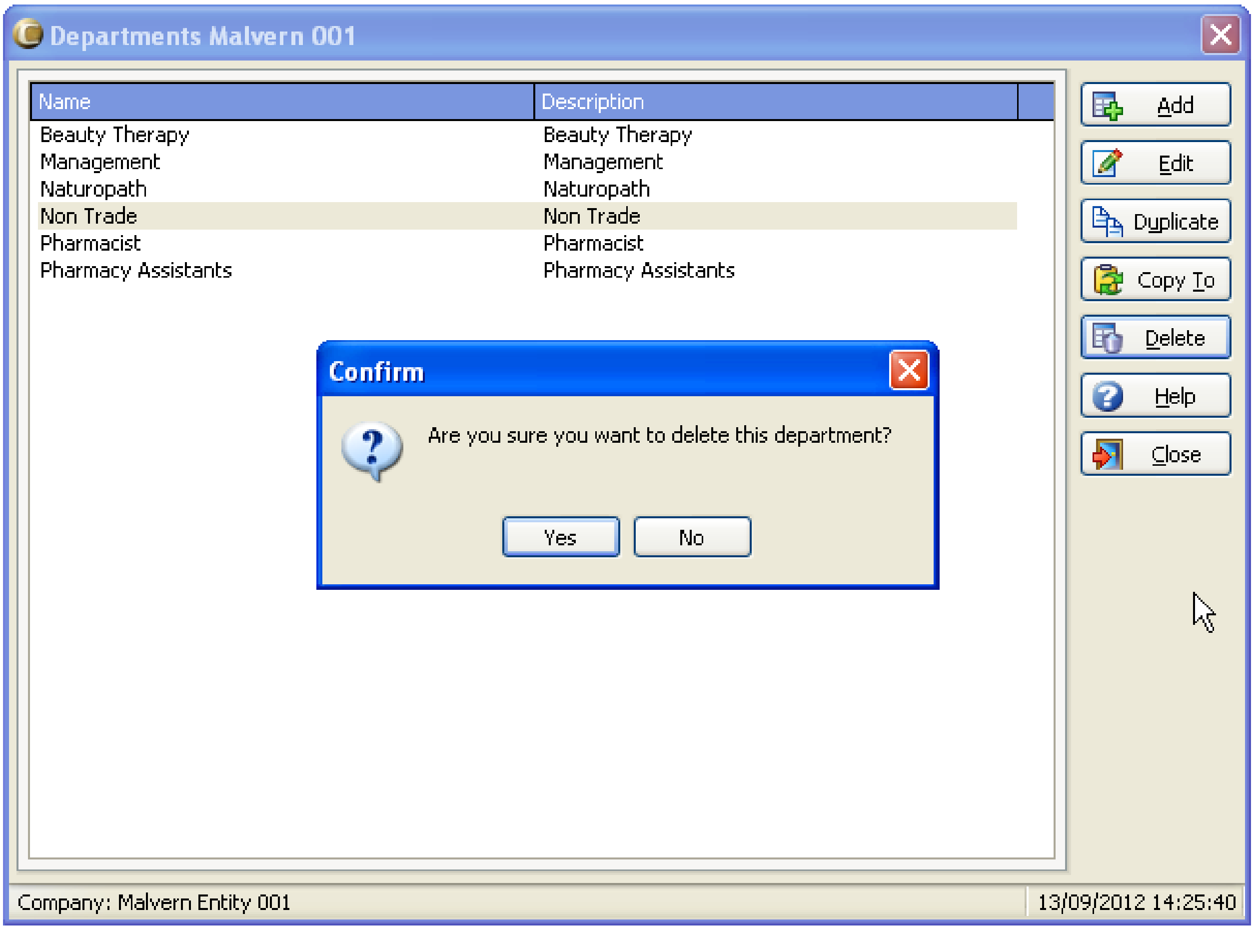
Select Save.

Note: Copied departments display the original location in the description field.

Note: Copied departments contain all the linked account details from the source department. Employees however, are not automatically reassigned to the duplicated department.

Deleting a department

Select an existing department from the Department List screen and select the Delete button.

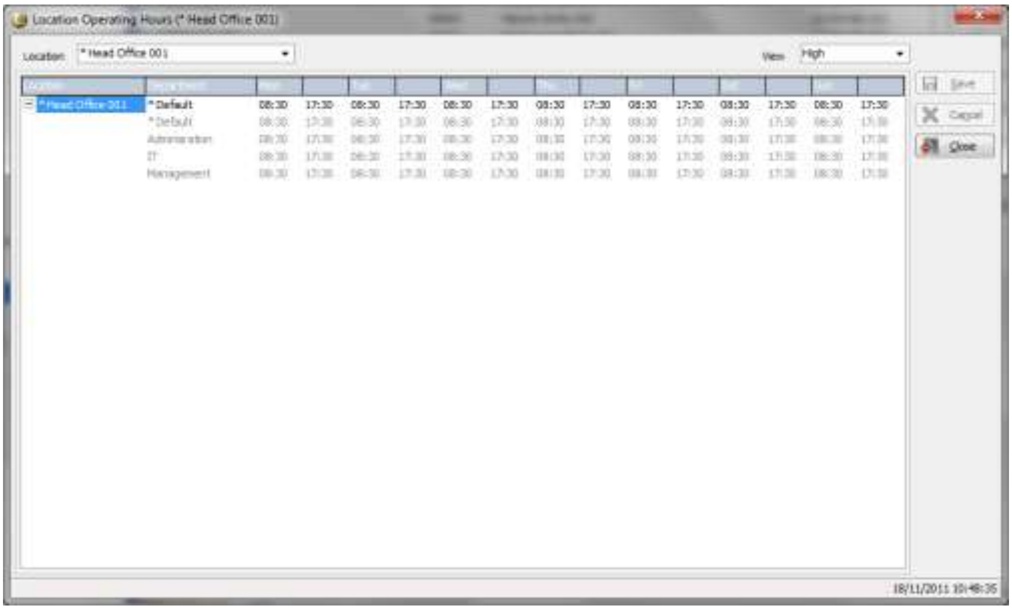


Select Yes to delete the selected department or No to cancel the deletion.

Note: Departments cannot be deleted if there are linked employees, timesheets, pay slips or alerts remaining within the system.

Hours

To access this detail, open the Location Manager, select the location in which you wish to view the hours and click the Hours button on the right side of the screen.

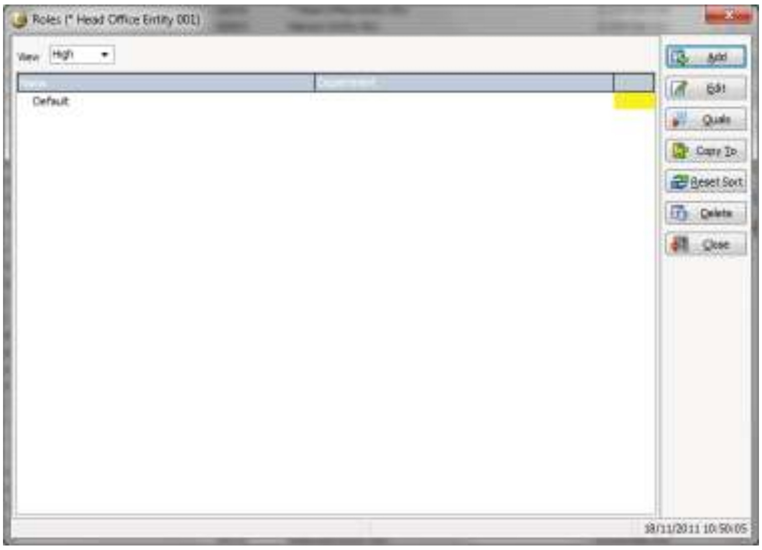


The operating hours for individual locations and associated departments can be edited. The operating hours of individual departments may vary from those of the overall locations. For example, a super market may open from 07:30 until 18:00 each day, however, the bakery department may operate from 04:00 until 12:00.

Roles & Qualifications

Roles

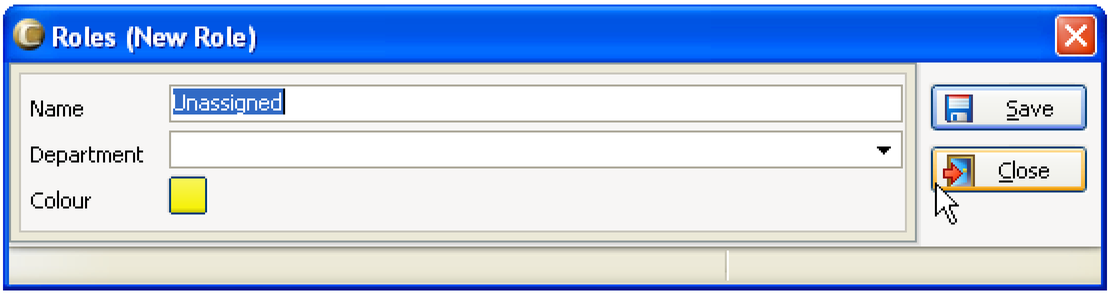
The Roles option in the Location Manager allows entry of selected employee functions (roles) to be applied to the appropriate departments as shown below:



Creating a new Role

To create a new role select the Roles button from within the Location Manager.

Select the Add button from within Roles.



Enter the Name of the role. Select the nominated department for this role and click on the colour button to set a colour for this role.

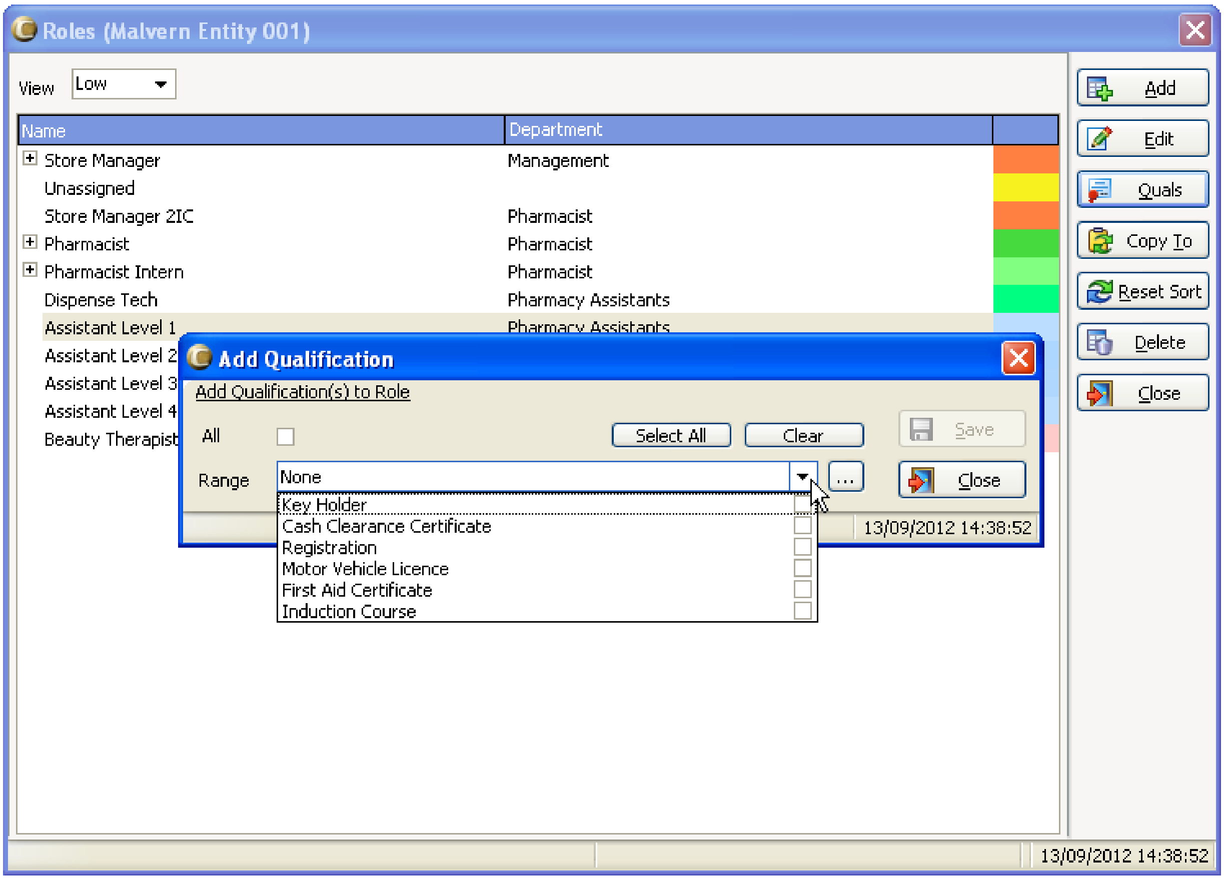
Select the colour you wish to use and press OK. The selected colour is displayed against shifts associated with this role on the roster. When choosing the colour, keep in mind that there will be details about the shift displayed in the shift box, so keep them as lighter shades. Select OK when you have chosen the colour you require.

Qualifications

Once roles have been established, qualifications need to be set and assigned to the relevant roles.

Qualifications include formal and informal credentials required for fulfilling the requirements of individual roles. E.g. it may be company policy that the payroll officer must have a formal qualification from TAFE in accounting, in which case the TAFE Diploma/Accounting would apply.

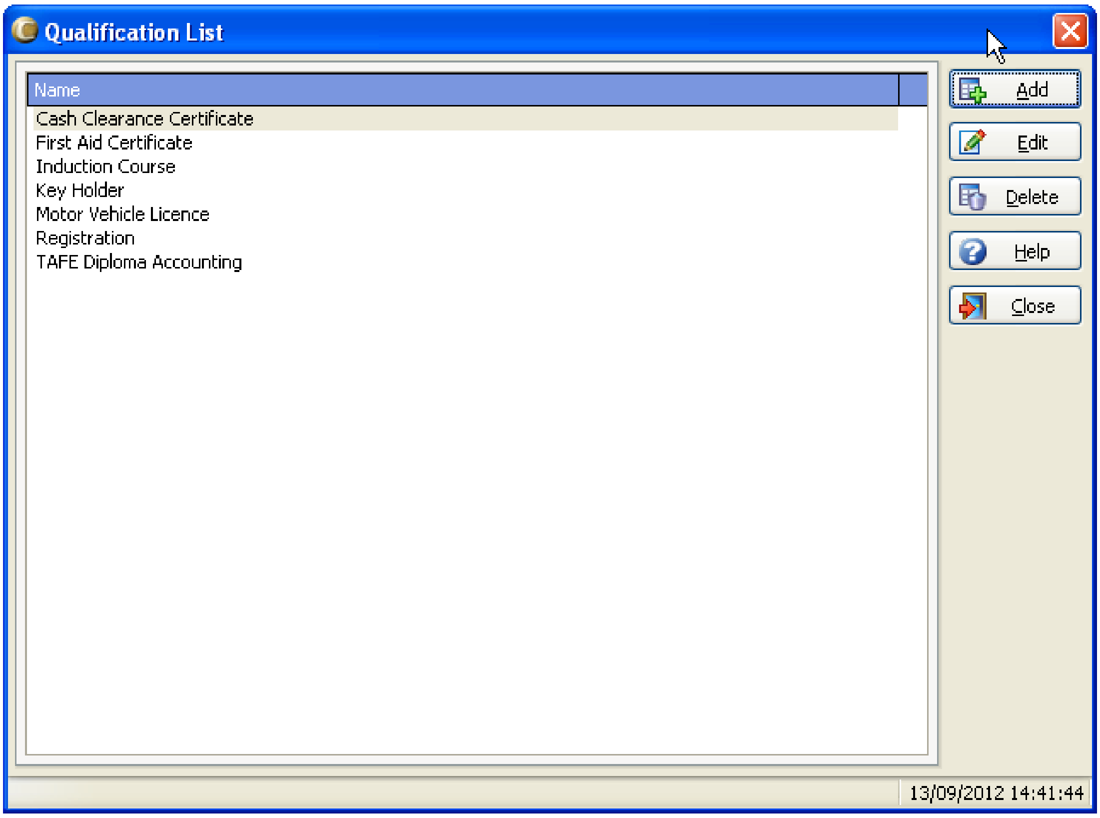
To access Qualifications, you can select the Qualifications Icon from the main ClockOn menu or select the Quals button from the Roles screen.



This screen allows selection of relevant qualifications to be applied to a role.

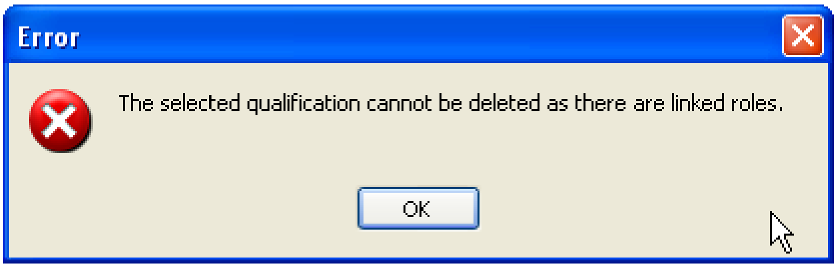
Adding/Editing Qualifications

To add, edit or delete qualifications from this list, select the ellipses button which will open the following screen:



From this screen use the Add, Edit, and Delete commands to modify the list.

Note: Before deleting a qualification, first ensure that it is not linked to a role.



You will be warned if a qualification is linked to a role and the delete cannot occur.

Section Four

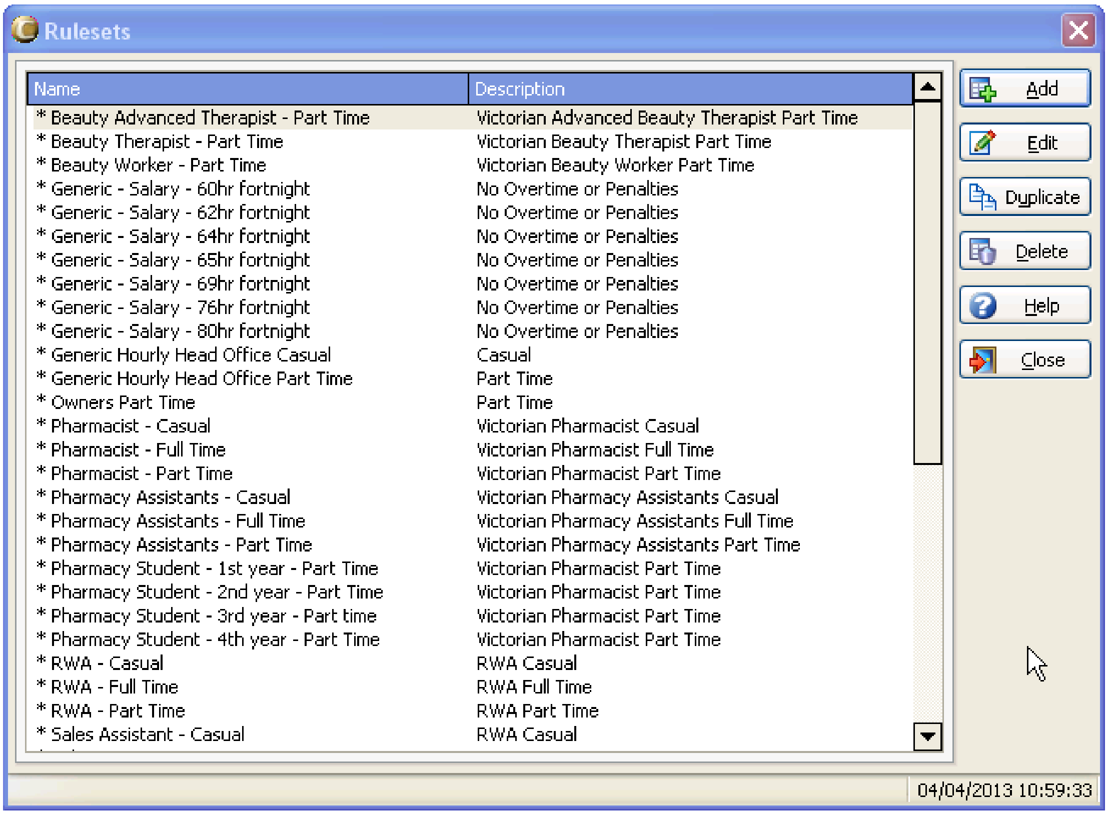
Rule Manager

Rule Manager

Overview

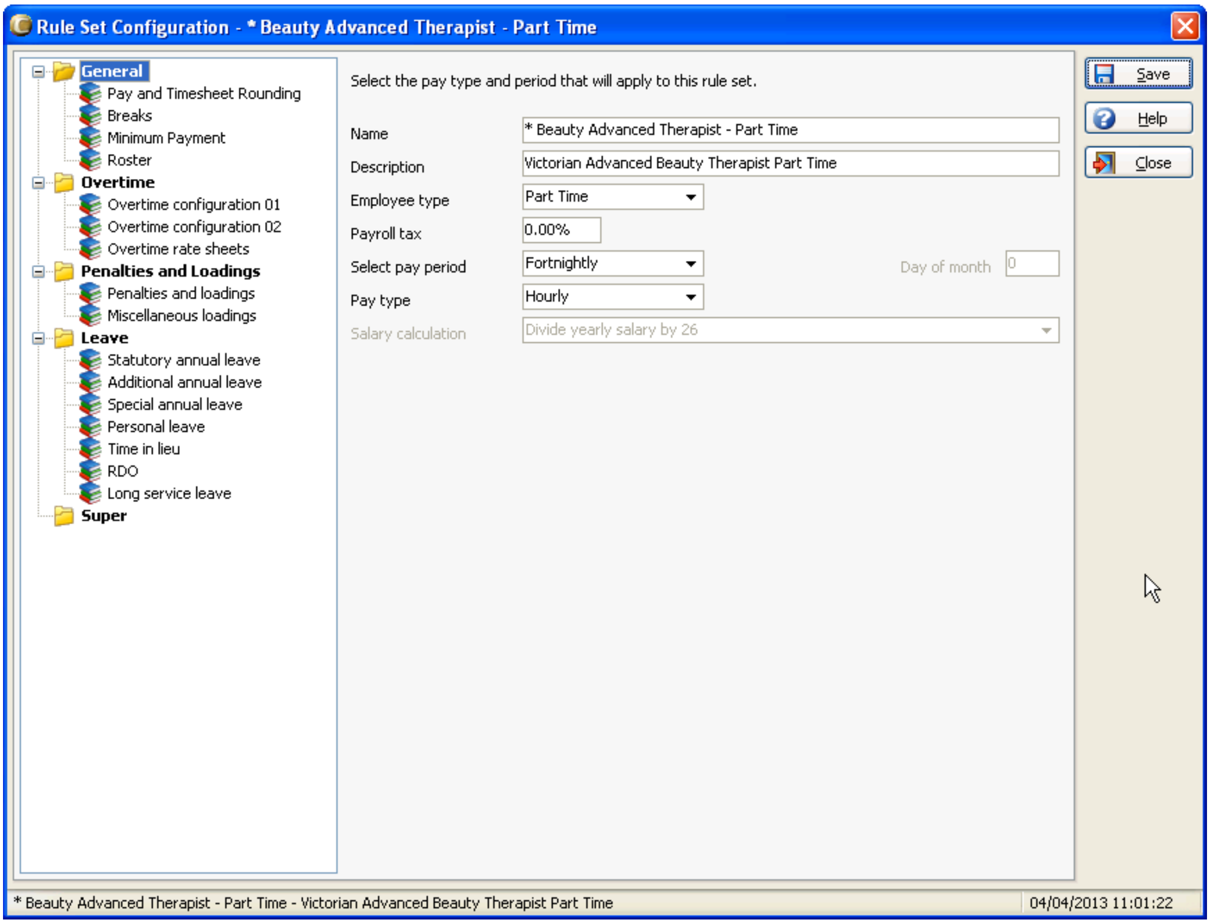
The ClockOn Rule Manager allows for the creation of specialised pay conditions (applicable to one or more employees) paid under Awards, Australian Workplace Agreements or individual employment contracts. These are known as 'Rule Sets'. Once a Rule Set has been created, it is linked to employees via the Pay screen (Setup Employees, Pay tab 3).

Select Setup, Rule Manager or the Three Books Icon on the main screen to open the Rule Sets screen in which the Administrator can edit an existing Rule Set or create a new Rule Set. **Every employee must have a linked Rule Set in order to be paid**.



Creating a New Rule Set

Select Add to open the Rule Set Configuration Screen.



A new Rule Set can be created and then applied to an individual or to a group of employees paid under identical terms and conditions.

Editing an Existing Rule Set

Select a Rule Set and then Edit. Make the required changes.

Select Save to keep changes or Close to exit without saving.

Changes may be made to the name and description of the Rule Set.

Note: Changes made to a Rule Set will apply to all employees currently linked to that Rule Set, both for the term of the current pay period and for all future pay periods.

Duplicating an Existing Rule Set

Select Duplicate to make an exact copy of any selected Rule Set.

You will be prompted to create a new name for the duplicated Rule Set.

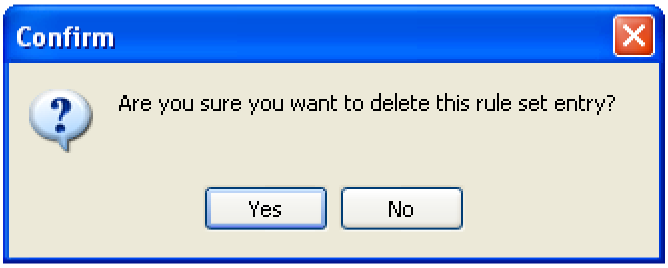
Enter the new name for the Rule Set and ok to save the new Rule set. Or select Cancel to cancel the duplication.

The new Rule Set is now ready for editing.

Deleting a Rule Set

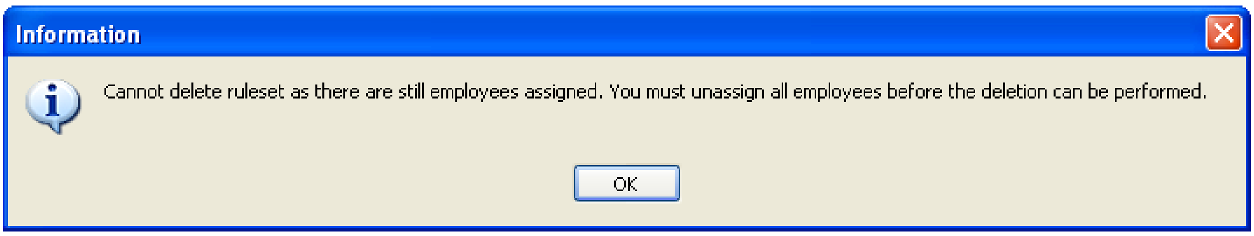
Select an existing Rule Set from the Rule Manager screen.

Select the Delete button.



Select Yes to delete the selected Rule Set.

If the selected Rule Set is already assigned to an employee, it cannot be deleted:

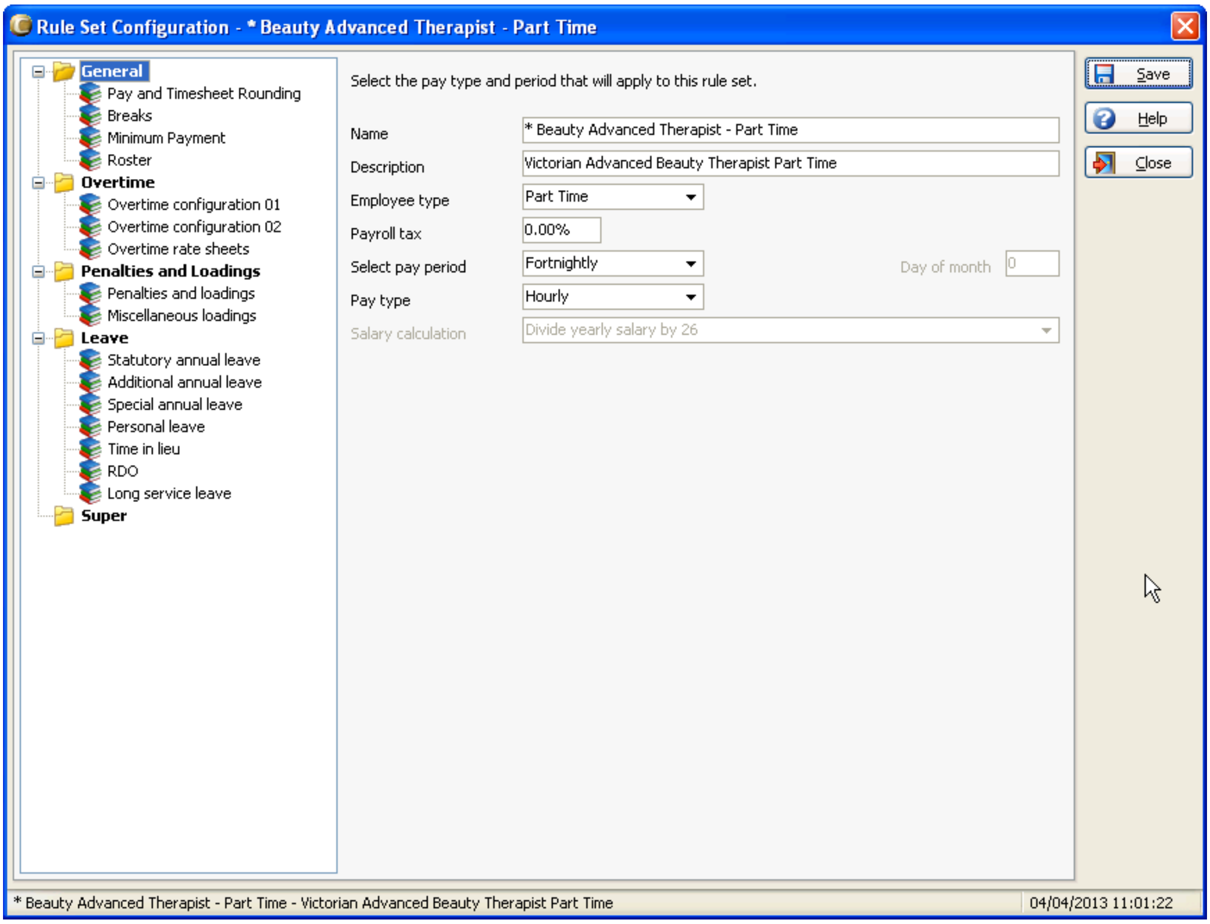


Note: When a new employee has been added to the payroll, ensure that the correct Rule Set has been linked using the Employee form. If a new employee requires special pay conditions not previously applied, (e.g. changes to OT calculations, penalties or loadings), a new Rule Set must be created or duplicated from the Rule Manager. Duplicated Rule Sets are useful when minor modifications to a Rule Set are required.

General Configuration

Rule Sets comprise of the following major classifications: General, Overtime, Penalties & Loadings, Leave and Super. Each classification can be further broken down into a set of user definable rules that govern how an employee will be paid at payroll.

The General classification comprises overall Rule Settings and the following sub-rules: Pay and timesheet rounding, breaks and minimum payment. The window title caption displays the name of the selected Rule Set:



Saving Rule Set Details: When a selection is made from a Rule Set, editable options are made viewable in the detail area. Select Save to save changes and then Close. To cancel changes and close the screen without saving, select Close. Failing to select Save will result in loss of any changes made to the Rule Set.

Name: Identifies the name of the selected Rule Set. In general, names should reflect the appropriate award, AWA or individual employment contract.

Description: Relates to the Description of the selected Rule Set. In general, descriptions should include date and version information relevant to the selected Rule Set.

Employee type: Allows for selection of full time, part time, casual or other employee type. The selected employee type is displayed on the pay slip.

Payroll Tax Allows a percentage to be set for this rule set for payroll tax. This is not mandatory.

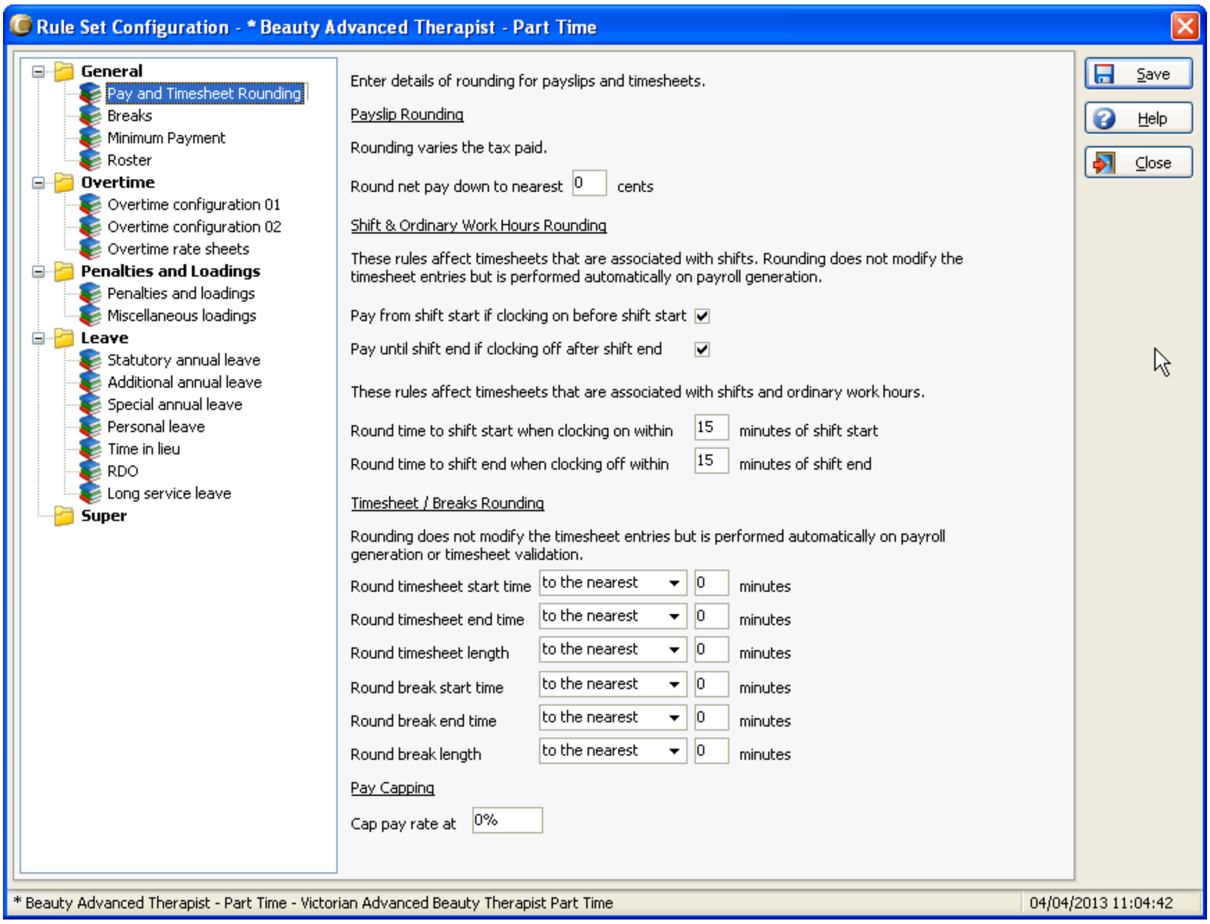
Pay type: Allows for the selection of either hourly or salary pay type.

Select pay period: Allows for the selection of fortnightly, weekly, four weekly or monthly pay periods. For monthly pay periods, further selection of the day of the month is required.

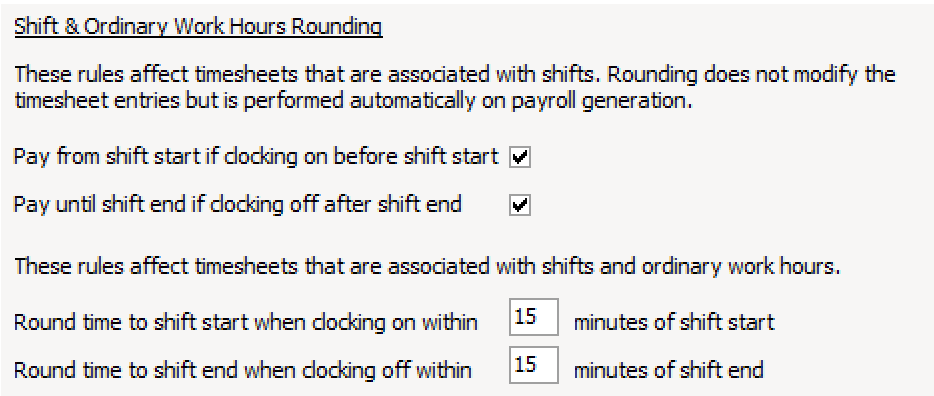
Pay and Timesheet Rounding

Pay slip rounding

Enter the number of cents to which net pay will be rounded. To round net pays to the nearest dollar, enter a value of 100. Pay rounding is taken out of employee tax paid:



Shift rounding



ClockOn provides four shift rounding mechanisms:

- Truncation of any period of time worked prior to the rostered shift start.
- Truncation of any period of time worked after the rostered shift end.
- Truncation of a customised period of time immediately before and after shift start.
- Truncation of a customised period of time immediately before and after shift end.

Note: Shift rounding is only applied at the generation of payroll. (Actual clock times are never altered). Any combination of shift rounding methods may be applied concurrently.

Truncate early clock times to shift start

Select this option to ensure an employee is always paid using the rostered shift start time when clocking on early (before shift start). In the event an employee clocks on late (after shift start), hours paid will be reduced accordingly (unless an additional truncation value has been entered in the Truncate Before and After Shift Start field).

Truncate late clock times to shift end

Select this option to ensure an employee is always paid using the rostered shift end time when clocking off late (after shift end). In the event an employee clocks off early (before shift end), hours paid will be reduced accordingly (unless an additional truncation value has been entered in the Truncate Before and After Shift End field).

Truncate before and after shift start

Enter a value in this field to establish a period of time (immediately before and after the shift start) for which an employee will not be paid. A maximum period of 15 minutes will be truncated prior to and after the shift start time. Truncation is ignored for any recorded shift start times that lie outside the period defined.

Truncate before and after shift end

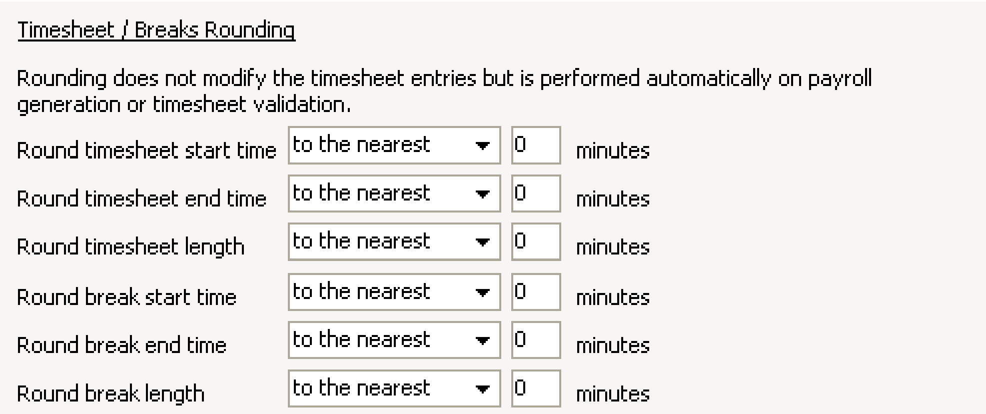
Enter a value in this field to establish a period of time (immediately before and after the shift end) for which an employee will not be paid. In the table below a maximum period of 15 minutes will be truncated prior to and after the Shift End time. Truncation is ignored for any recorded shift end times that lie outside the period defined.

For example, the employee will not receive payments for work that occurs within 15 minutes before or after Shift Start and within 15 minutes before or after shift end.

The following table demonstrates various combinations of shift truncation:

Rostered Shift 09:00 to 17:00					
Actual Clock Times	Truncate early clock times to shift start	Truncate late clock times to shift end	Truncate before and after shift start	Truncate before and after shift end	Paid Times
08:53 to 17:05	YES	YES	-	-	09:00 to 17:00
09:05 to 16:47	YES	YES	-	-	09:05 to 16:47
08:53 to 17:05	-	-	00:15	00:15	09:00 to 17:00
09:05 to 16:47	-	-	00:15	00:15	09:00 to 17:00
08:53 to 17:05	YES	YES	00:15	00:15	09:00 to 17:00
09:05 to 16:47	YES	YES	00:15	00:15	09:00 to 17:00
08:42 to 17:21	-	-	00:15	00:15	08:42 to 17:21
08:42 to 17:14	-	-	00:15	00:15	08:42 to 17:00
09:36 to 16:03	YES	YES	-	-	09:36 to 16:03
09:36 to 16:03	YES	YES	00:15	00:15	09:36 to 16:03
08:03 to 17:05	-	-	-	-	08:03 to 17:05

Timesheet and breaks rounding



Timesheet rounding rules are different to shift rounding rules in that they do not require rostered shifts in order to calculate.

ClockOn provides four basic timesheet rounding mechanisms:

Round timesheet start time: Rounds the start time of every timesheet. Select to either round the start time up, down or to the nearest number of minutes specified.

Round timesheet end time: Rounds the end time of every timesheet. Select to either round the end time up, down or to the nearest number of minutes specified.

Round timesheet length: Rounds the overall length of every timesheet. Select to either round the length up, down or to the nearest number of minutes specified.

Round break start time: Rounds the start time of every break. Select to either round the start time up, down or to the nearest number of minutes specified.

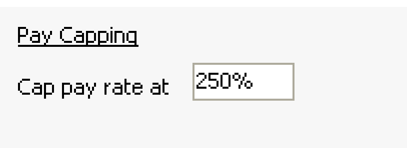
Round break end time: Rounds to the end time of every break. Select to either round the break end time up, down or to the nearest number of minutes specified.

Round break length: Rounds the overall length of every break. Select to either round the length up, down or to the nearest number of minutes specified.

Note: Timesheet rounding is only applied at the generation of payroll. Clock times are never altered. Combinations of time sheet rounding methods may be applied concurrently.

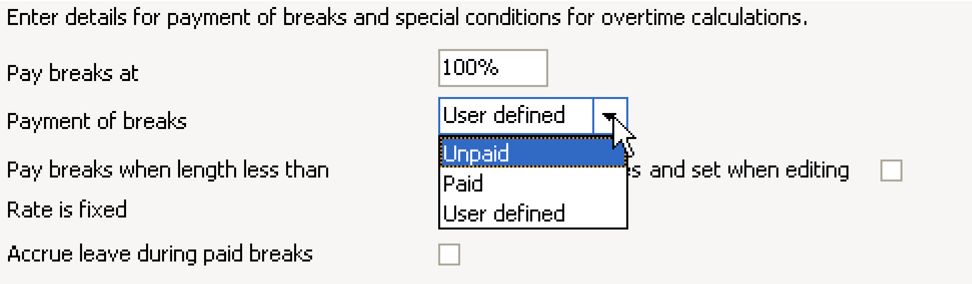
Pay Capping

The cap pay rate function, when used, ensures that no employee has a pay rate higher than the one entered. E.g. if the cap pay rate is set to 250%, no employee can have a rate higher than 250% of the base rate for any hour worked:

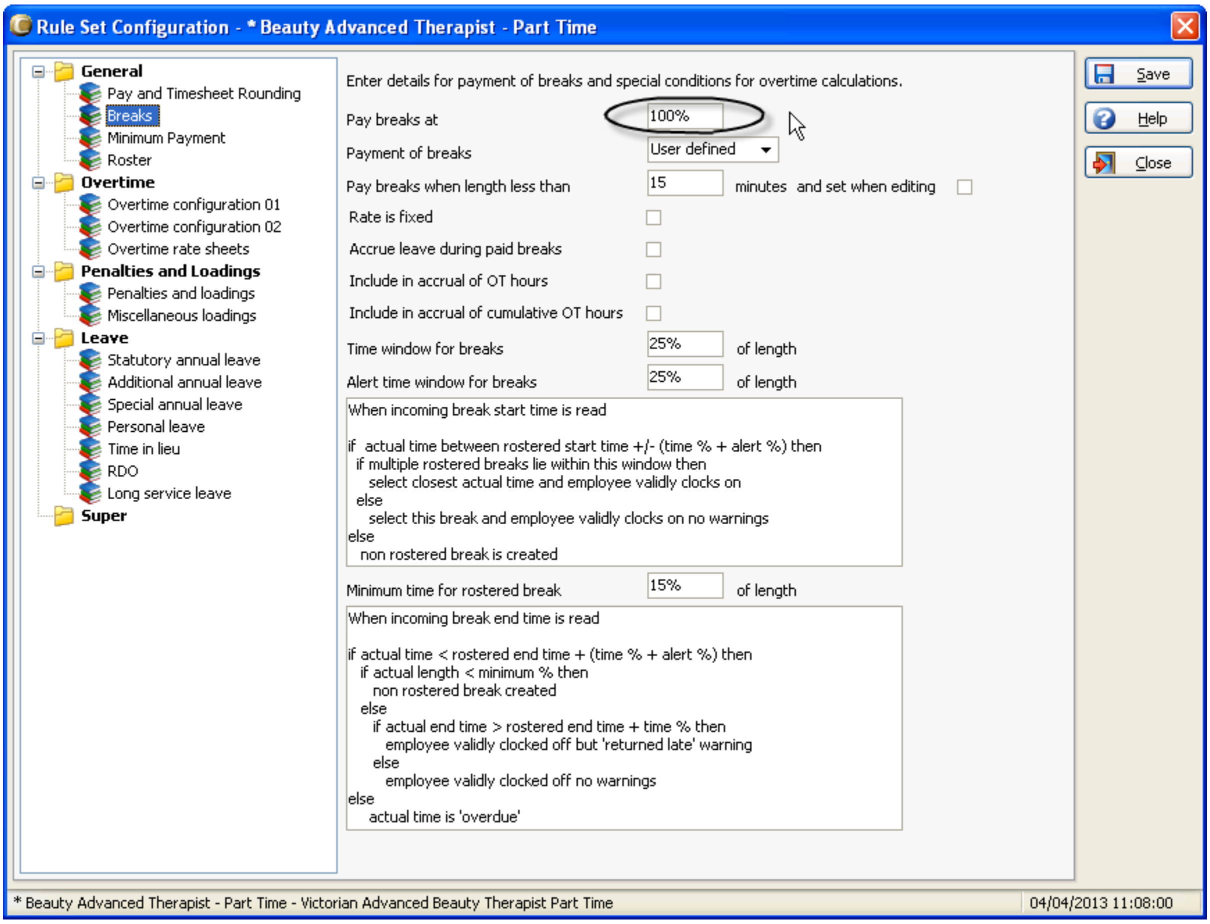


Breaks

Payment of Breaks establishes payment for breaks by selecting the option from the dropdown menu.



Pay Breaks At: sets the rate at which these breaks are paid:



Payment of breaks can be set to user defined, paid or unpaid. When a payroll is run, the user defined option will not change the paid state of the breaks but leaves it as previously set up in the timesheet editor or roster. The paid and unpaid break options apply to all timesheets at the time payroll is generated. These options can be changed during payroll processing. Once the break has been set to either paid or unpaid, the paid breaks cannot be reset to user defined.

Pay break when length less than: This option can be used to pay breaks if they are under a certain length.

Rate is fixed: This option allows fixing of the rate paid for a break.

Accrue leave during breaks: This option enables accrual of leave entitlements during break periods.

Include in accrual of hours OT: This option enables break times to be included in total hours for the purpose of calculating overtime payments.

Include in accrual of cumulative hours OT: This option enables break times to be included in the total hours for the purpose of calculating cumulative overtime payments.

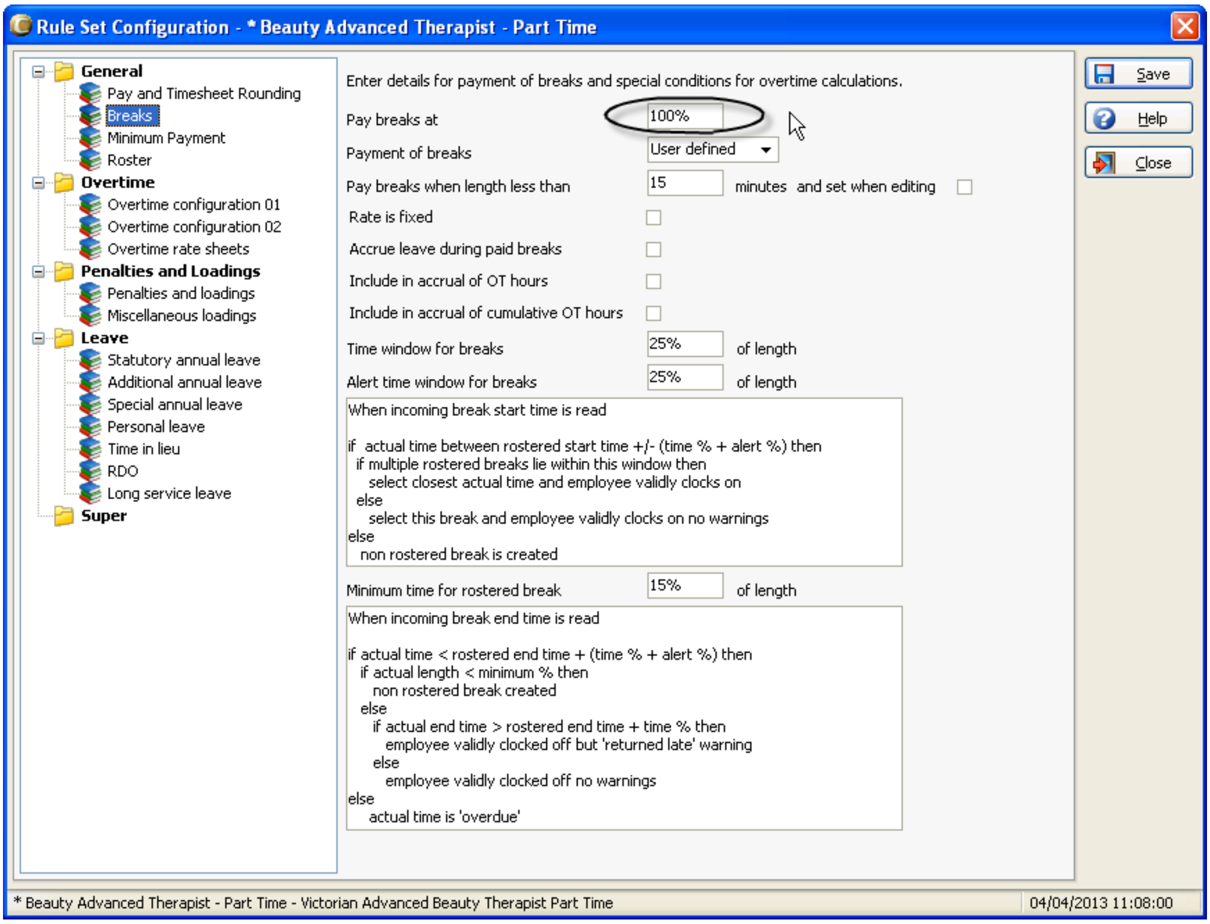
Time window for breaks: This option determines the latitude allowed for clocking on and off a break, by factoring in a percentage of the break length as the margin of error.

Alert time window for breaks: This option determines when an alert is generated in relation to a break timesheet entry

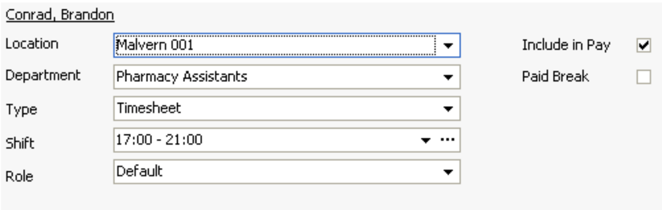
Minimum time for rostered break: Determines the length required to qualify as the rostered break.

On call breaks

For paid on call breaks, where a penalty rate applies and the days of the paid break are unknown, you must set up the breaks as User defined and a payment percentage must be entered in the 'Pay Breaks at' field.



Breaks can then be selectively paid or unpaid in the Timesheet/Leave Editor and the correct rate will automatically apply:

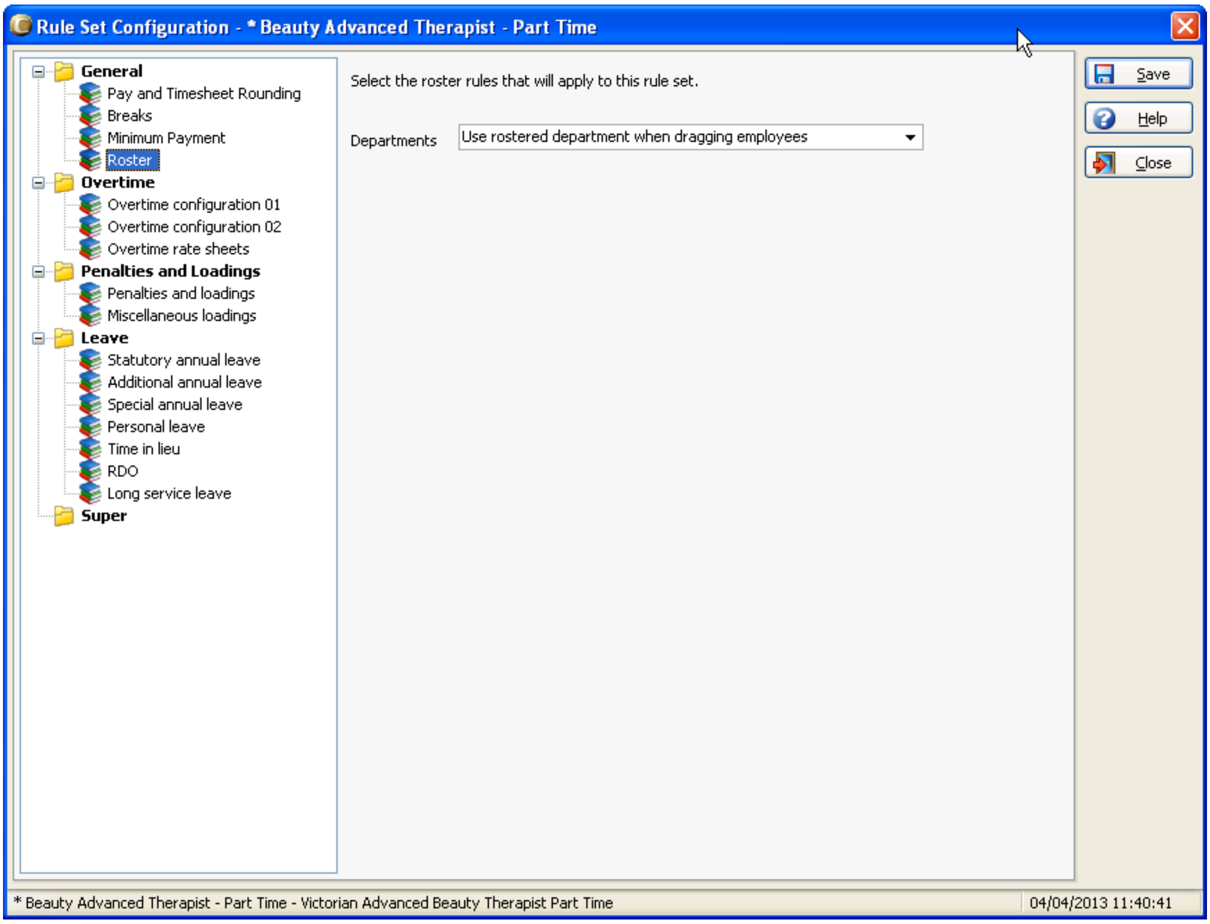


Minimum payment

This function allows the Administrator to set the minimum number of hours per day for which an employee must be paid. If the employee works for less than the specified time, ClockOn will adjust the payment and total hours to pay for the full hours specified. For example, the minimum hours for Monday, show the employee must be paid for at least 3 hours. If the employee were to work for 2 hours only, ClockOn will automatically pay for the full 3 hours. The total hours on the employee's pay slip will show 3 hours whereas the time sheet editor will show only 2 logged hours.

Roster

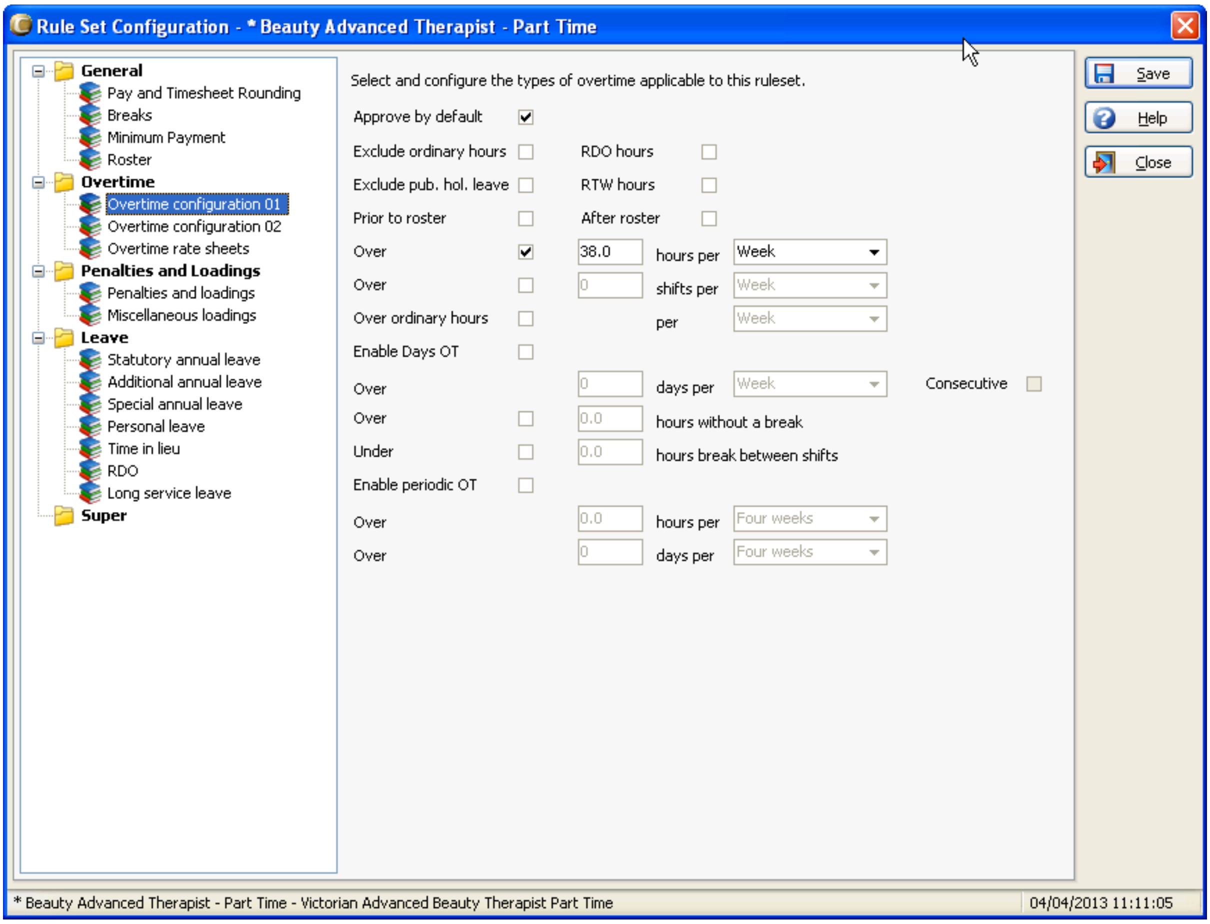
This allows you to choose whether you want the rostered department to be retained when you drag shifts between employees in the roster screen, or if you want the employee's default department to be used.



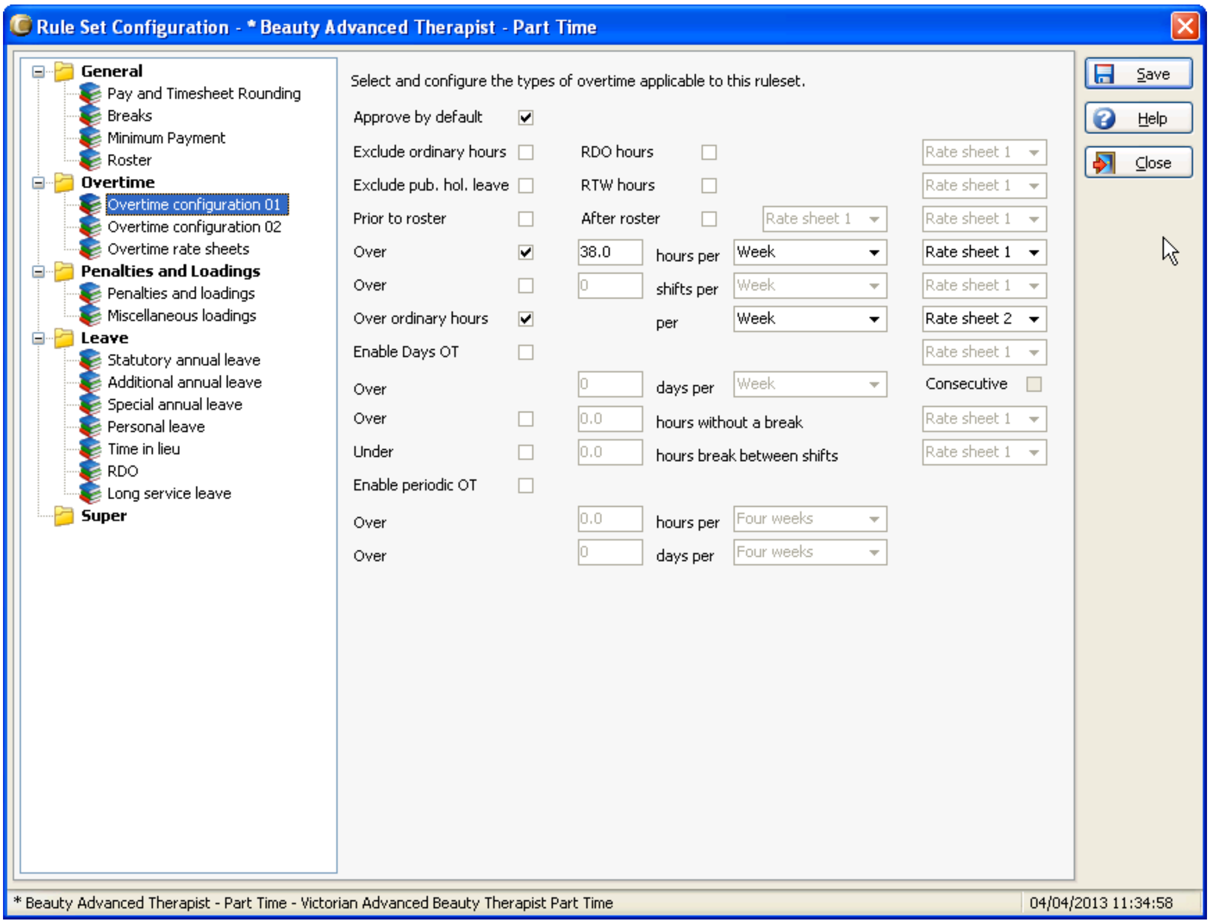
Overtime

Overtime Configuration 01

Overtime is defined and activated from the overtime configuration screens. Multiple overtime rules may be configured and applied simultaneously using relevant payment rates as defined on the overtime rate sheets screens:



If there are multiple Overtime Rate sheets defined, then the overtime 01 screen would appear as follows, with the option of selecting which rate sheet to use for each overtime condition.



Approve by Default

Enables the automatic approval of overtime worked. If this is not ticked then you can choose to pay overtime manually at payroll time.

Exclude ordinary hours

If an employee has an ordinary hours timesheet entry entry and this option is on then they will not get any overtime on their ordinary hours and that it does not contribute to cumulative overtime.

Exclude pub. hol. leave

If an employee has a public holiday leave entry and this option is on then they will not get any overtime on that leave and that it does not contribute to cumulative overtime.

RDO Hours

Activates overtime calculations based on RDO Hours to pay overtime on RDO hours worked.

RTW hours

Enables the calculation of overtime payments for timesheets containing ‘recall to work’ (RTW) hours.

Note: ‘Recall to work’ hours are assigned to timesheets using the special role ‘recall to work’ and may include the entire timesheet or a partial allocation of hours. See the section ‘Recall to work’ hours for more detail.

See the section in Rates manager for setting up and using a rate for Recall to Work.

Prior to roster

Activates overtime calculations for timesheets where the hours worked are 'prior to the rostered hours'.

After roster

Activates overtime calculations for timesheets where the hours worked are 'after the rostered hours'.

Over specified hours per pay period

Activates overtime calculations when an employee cumulatively works beyond a specified total number of hours during a pay period. Enter a value in the Hours Per field and select the period for which it is to apply.

Over specified shifts per pay period

Activates overtime calculations when an employee cumulatively works beyond a specified total number of shifts per pay period. Enter a value in the Shifts Per field and select the period for which it is to apply.

Over Ordinary hours

If this option is on then the overtime will be accrued once the total of the timesheet entries for the pay period exceeds the ordinary hours defined against the employee's pay tab.

Over specified days per pay period

Activates overtime calculations when an employee works cumulatively beyond a specified number of days per pay period. Enter a value in the Days Per field and select the period length for which it is to apply.

Over specified hours without a break

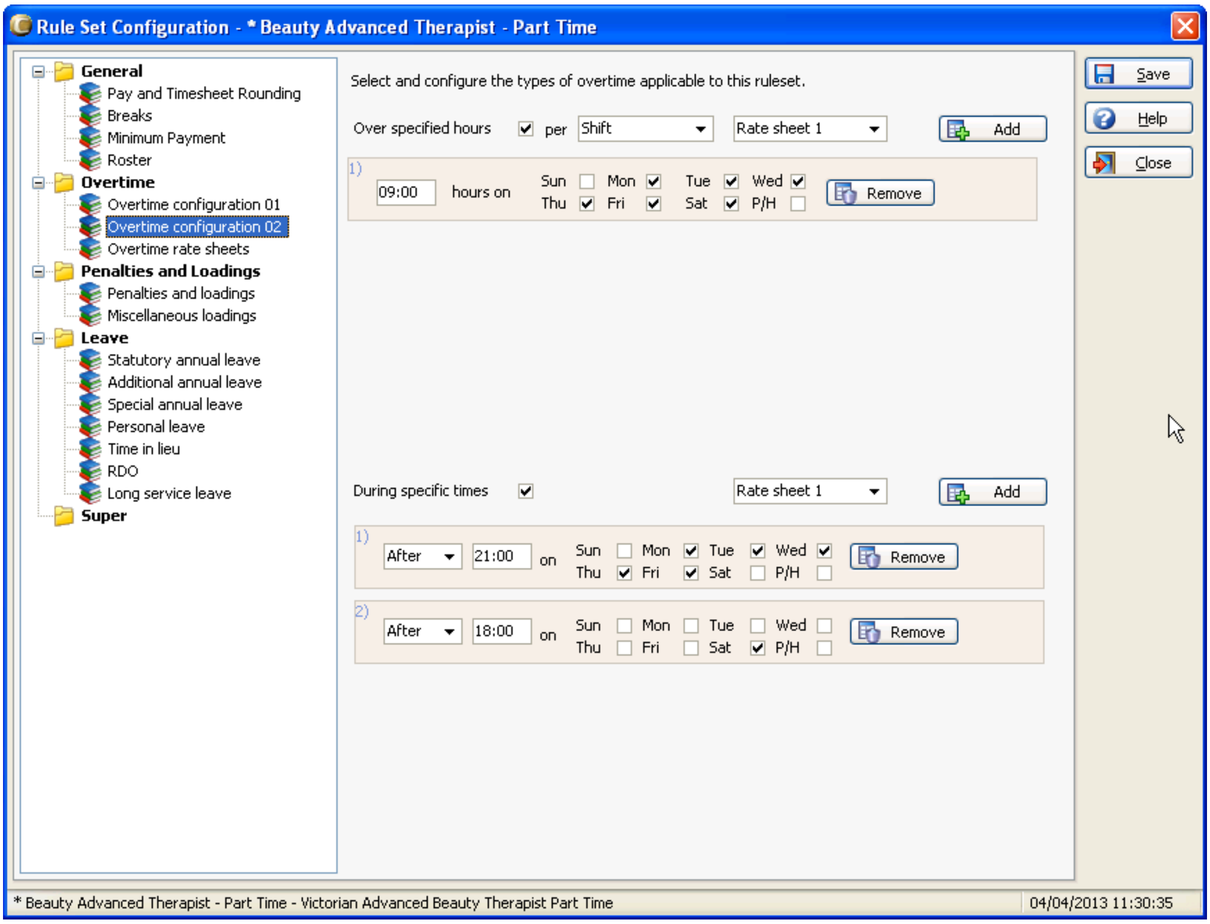
Activates overtime calculations when an employee has worked a specified number of hours without taking a break.

Under specified hours break between shifts

Where a compulsory break is required, enabling this box and entering a number of hours will activate overtime payments for those employees who have not had the appropriate break between shifts.

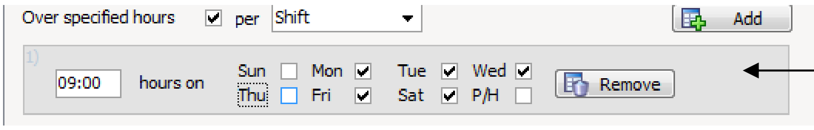
Periodic OT

Activates overtime calculations when an employee cumulatively works beyond a specified total number of hours or days during the selected period.



Over specified hours per shift

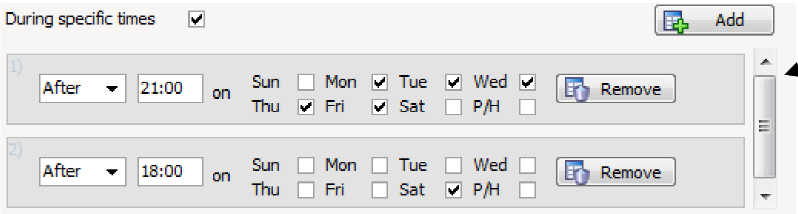
The Over Specified Hours per Shift field enables activation of overtime payments when an employee works beyond a specified number of hours per shift. Enter the maximum hours in the Per Shift Hours On field and then configure the days of the week for which the overtime will apply.



Overtime will be calculated if employees work over specific hours on the selected days.

Use the Add and Remove buttons to create additional conditions and days for which the overtime will apply. E.g. overtime will be calculated when an employee works over eight hours on Monday through Friday or over six hours on Saturday. Both of these conditions are active simultaneously and will be applied as per the defined rate sheets. When multiple conditions are in place, ClockOn will pay at the highest rate.

During specific times of the day



Overtime will be calculated if employees work during specific hours on the selected days.

Enable the During Specific Times field to calculate overtime before or after specific times of the day. This function applies irrespective of hours actually worked.

Use Add and Remove to create additional conditions and days for which the overtime will apply. E.g. an employee works after 6 a.m. on Monday through Friday and after midnight on Sundays. Overtime rates are defined in the rate sheets.

Overtime rate sheets

ClockOn describes all overtime payments as a percentile unit of base pay. For example, a payment rate of 150% equals a payment of time and a half. Additional overtime rate sheets may be defined to allow multiple payment rates for specific overtime types or multiple payment rates that apply on the same day:

Any overtime type that has been associated with overtime rate sheet 1 will be paid at time and a half for the first three hours, double time for remainder, when overtime occurs on Monday through Saturday.

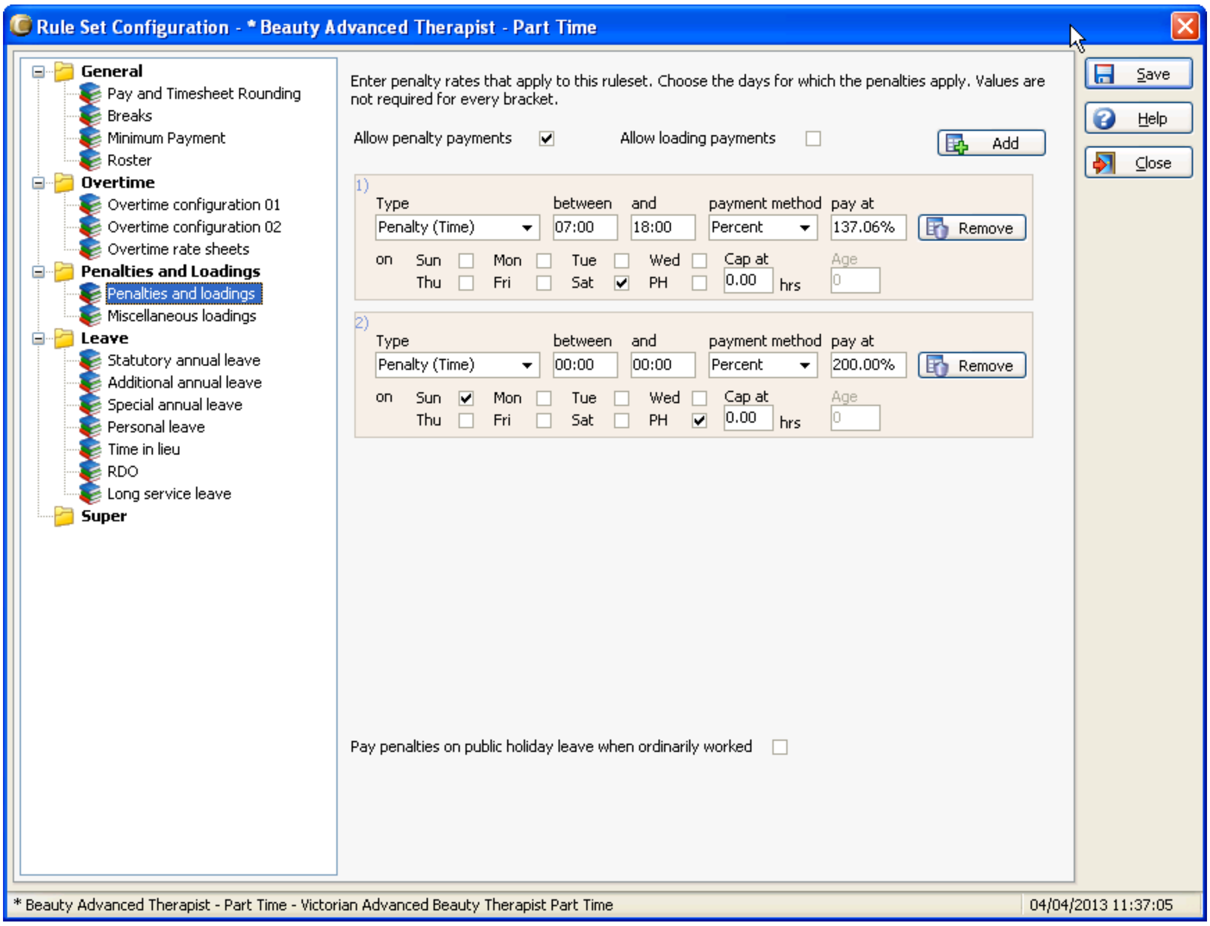
Use the Add and Remove buttons located near the Rate Sheet dropdown to create additional overtime Rate Sheets. When more than one rate sheet has been defined, a drop list will appear next to each overtime type on the Overtime Configuration 01 screen, as below:

ClockOn requires at least one rate sheet to be defined in order for overtime payments to be made. In most cases, only one rate sheet is required and once defined is automatically associated with all activated overtime rules at payroll.

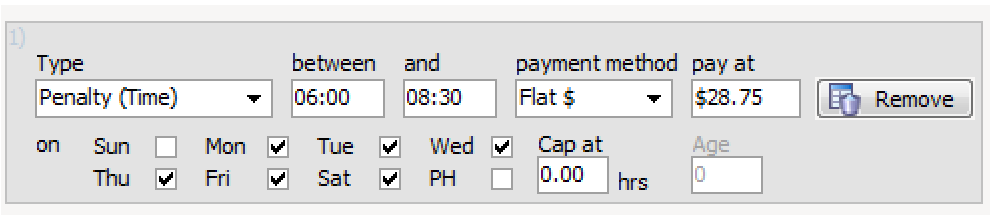
Penalties and Loadings

Penalties & loadings

Penalties and loadings differ from overtime in that they normally apply on a day by day basis and are calculated without regard to the pattern of worked hours established by an employee over an entire pay period:



The payment method for penalties and loadings can be expressed as a percentage of the base pay rate, an amount additional to the base pay rate or a flat dollar amount:



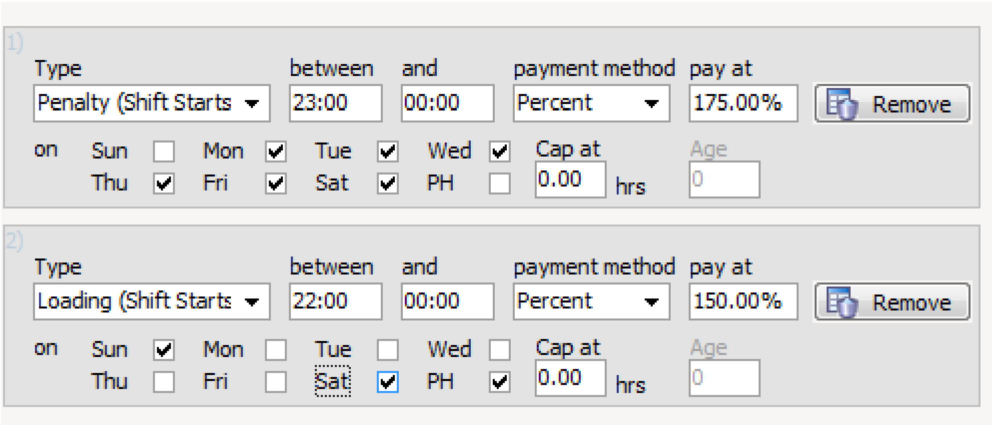
For example, the employee will receive a flat dollar amount of $28.75 per hour when the penalty condition applies.

Use the Add and Remove buttons to create as many penalty/loading conditions as required. Penalties and loadings may be configured to apply penalty rates during specific hours on specific days of the week (including public holidays). The following basic types of penalties or loadings may be added: Shift Penalties & Loadings, Time Penalties & Loadings and Length Penalties & Loadings.

Shift penalties & loadings

Shift penalties (or loadings) can be applied to the hours of shift workers who begin their shifts during specific periods in the day. Such workers are ordinarily referred to as early morning workers, morning workers, day workers, afternoon workers, evening workers or night workers.

Shift penalties and loadings are configured by entering the period of time during which the penalty or loading applies:

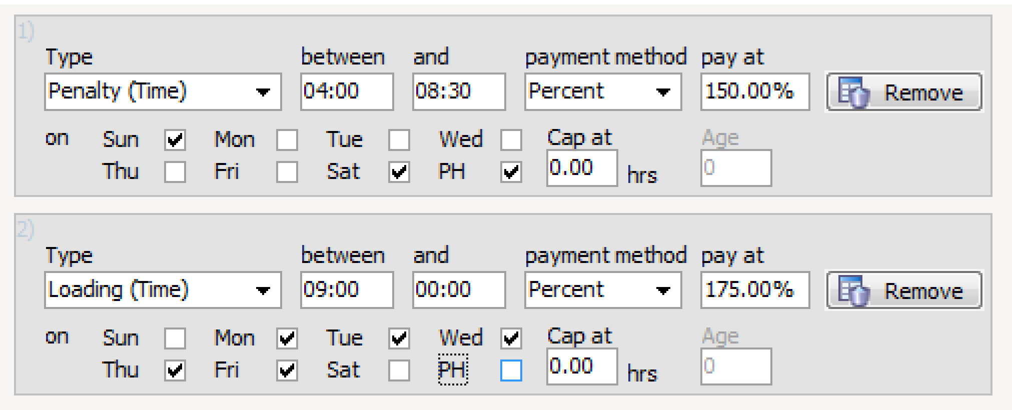


For example, when an employee's shift begins between and 11pm and 12am on Monday through Friday, a shift penalty of time and three quarters will apply.

When an employee's shift begins between 10pm and 12am on Saturday, Sunday and Public Holidays, they will receive a shift loading of time and a half.

Penalties & loadings based on specific times of the day

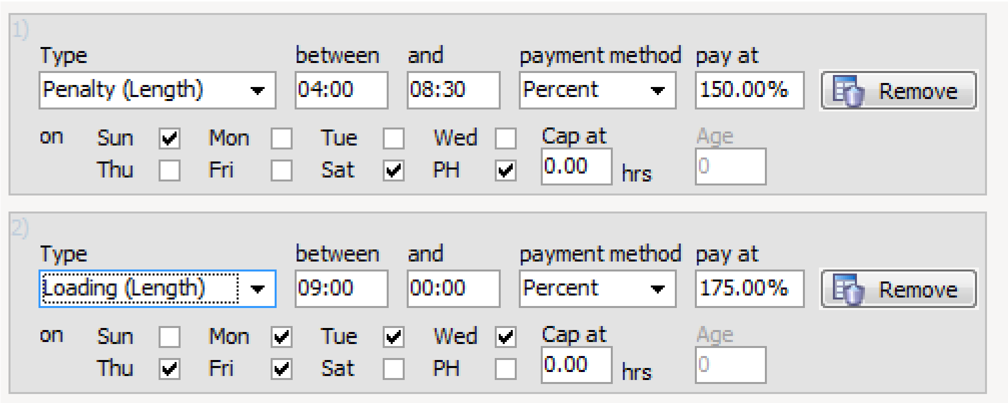
Time based penalties (or loadings) can be applied to employees who work during specific times of the day. Time based penalties and loadings are configured by entering the specific period during which an employee must work in order to receive the penalty or loading:



For example, for worked hours between 4am and 8:30am on Sundays or public holidays, a penalty payment of time and a half will apply. For worked hours between 9am and midnight on Monday through Friday, a loading of time and three quarters will apply.

Penalties & loadings based on the length of hours worked

Length based penalties (or loadings) can be applied to employees who work for an agreed number of hours on specific days of the week. Length based penalties and loadings are configured by entering the specific length of worked time (in hours) for which an employee receives the given penalty or loading:



For example, when worked hours are between 4 and 8.5 hours on Sundays or public holidays, a penalty payment of time and a half will apply. When total worked hours are between 9 and 12 hours on Monday through Friday, a loading of time and three quarters will apply.

Penalties & loadings based on recall to work (RTW)

Penalties and Loadings can be paid on timesheets that have the 'Recall to Work' Special rate applied to them, meaning that an employee has been called back to work after finishing an earlier shift. If, for example, an employee has worked a morning shift and then is called back to work another shift, the role Recall to Work must be applied to that timesheet and penalties will apply.

See the section in Rates manager for setting up and using a rate for Recall to Work

Penalties & loadings based on working an RDO

Penalties and Loadings can be applied to timesheets that are listed as worked on an RDO (rostered day off). If an employee has come to work on an RDO, the Administrator must set the role for the worked timesheet to RDO in order that the listed penalties can be applied.

Cap penalty & loading hours at

This feature allows the Administrator to enter the maximum hours for which the specified penalty or loading can be paid. If the hours are capped at two and the employee has worked six hours normally paid at penalty/loading rates, only 2 hours will be paid at the higher rate and the remaining 4 hours will be paid at the normal rate of 100%.

Pay penalties on public holiday leave when ordinarily worked

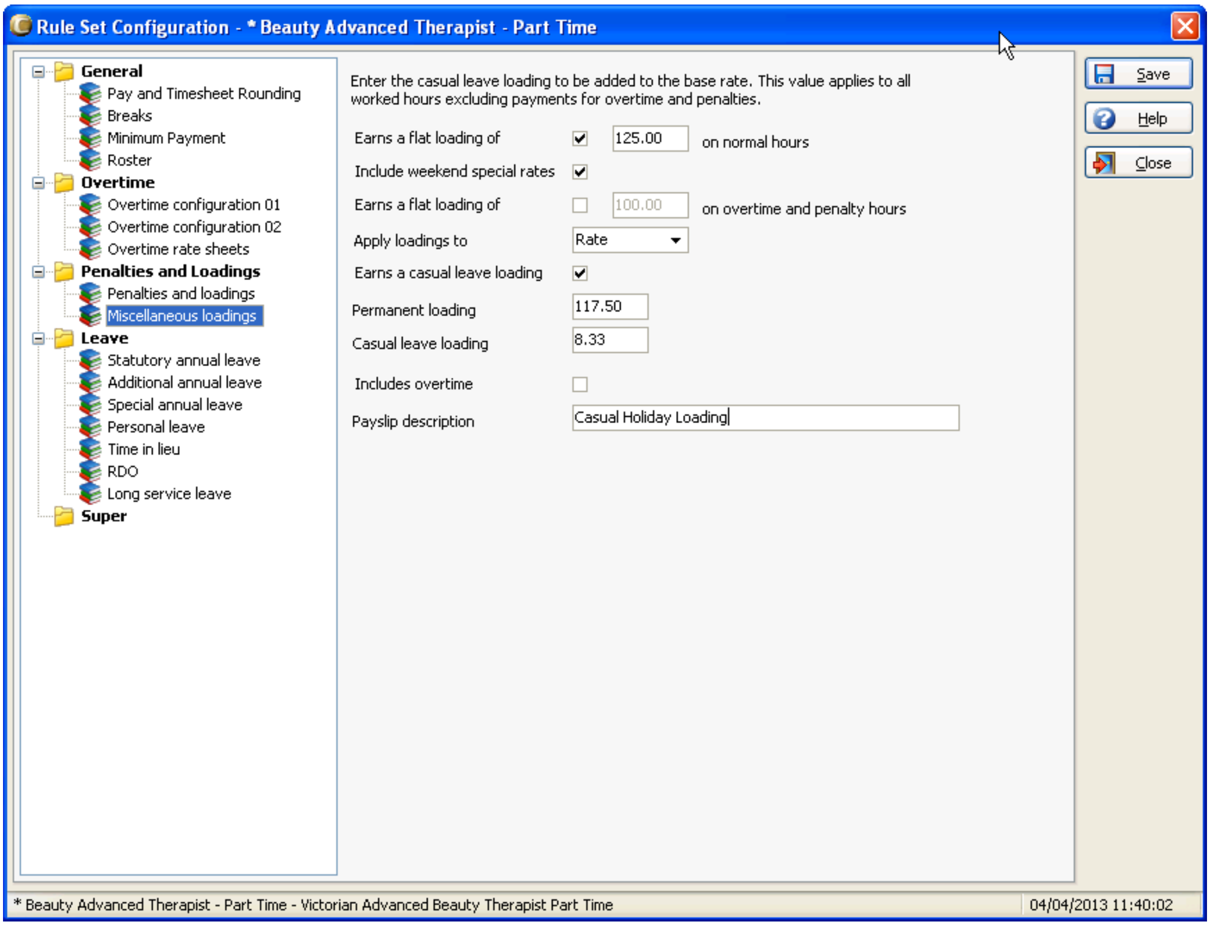
This option allows employees to receive payments of standard penalties on public holiday leave entries on which days they normally would have worked.

Miscellaneous loadings

The options available on this screen allow the user to configure flat loadings and casual holiday loadings.

When an employee earns a flat loading that is not included in any overtime or penalty calculation, enable the Earns a Flat Loading of (**Excluded** from O/T & Penalties) check box.

When an employee earns a flat loading that is included in any overtime or penalty calculations, enable the Earns a Flat Loading of (**Included** in O/T & Penalties check box):



Earns a flat loading (excluded from OT & Penalties)

This rule is used to define a flat loading which is added to the base rate for all worked **normal hours**.

Include Weekend Special Rates

Determines whether weekend special rates are included in the loading calculation.

If weekend special rates are being used and if this box is ticked, then the weekend special rate will include the loading. If weekend special rates are being used and this box is not ticked, then the weekend special rate will not include the loading.

Earns a flat loading (included in OT & Penalties)

This rule is used to pay a flat loading which is added to the base rate for all worked overtime and **penalty hours**.

Apply loadings to

You can choose either rate or percent. This determines where the loading will be shown on the payslip screen during payroll. If you select rate, then the loading will be reflected in the pay rate. If you choose percent, then the loading will be reflected in the percentage column of the payslip screen.

Earns a casual leave loading

This rule is used to pay casual employees a permanent loading with an optional additional leave loading component. The pay slip description field can be used to label this information appropriately.

Includes overtime

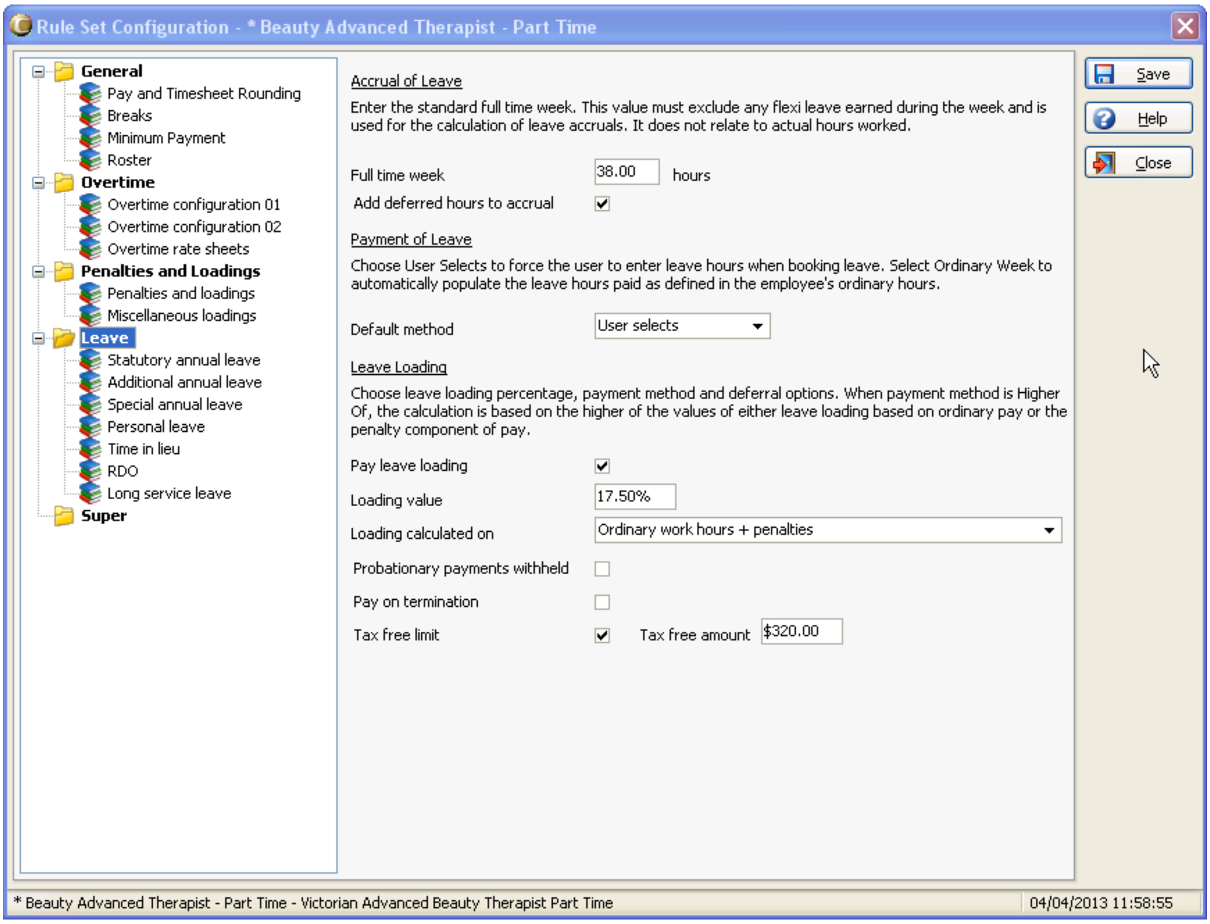
This rule is used to determine if overtime is included when calculating the casual leave loading.

Payslip description

This is what will appear on the employee’s payslip for Casual Leave Loading..

If a casual leave loading is being used, this will appear separately on the employee’s payslip. In the example screen shown above, employees are paid a permanent loading of 117.5% with a casual leave loading of 8.33% (an additional 1/12th), which will appear on pay slips as a casual holiday loading.

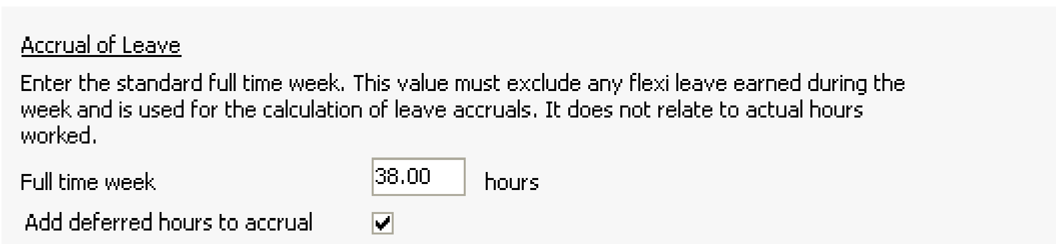
Leave



Accrual of leave

Leave rules are divided into leave accrual values and leave payments. Employee balances for leave accrual may be viewed from the Leave tab in the employee setup. Payments for leave are defined in leave (Setup) and paid automatically as each payroll is processed.

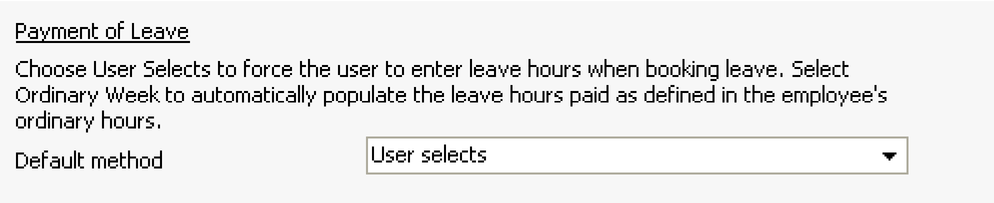
Enter a value (in hours) that reflects the standard full time working week. This value establishes the basis for pro rata calculations rather than indicating how many hours are actually worked.



Annual Leave, Personal Leave, time-in-lieu, RDO leave and long service leave may be configured in order to control the method of accrual and payment.

Payment of leave

When the Administrator books leave, the default method configured in the Rule Set will be applied.

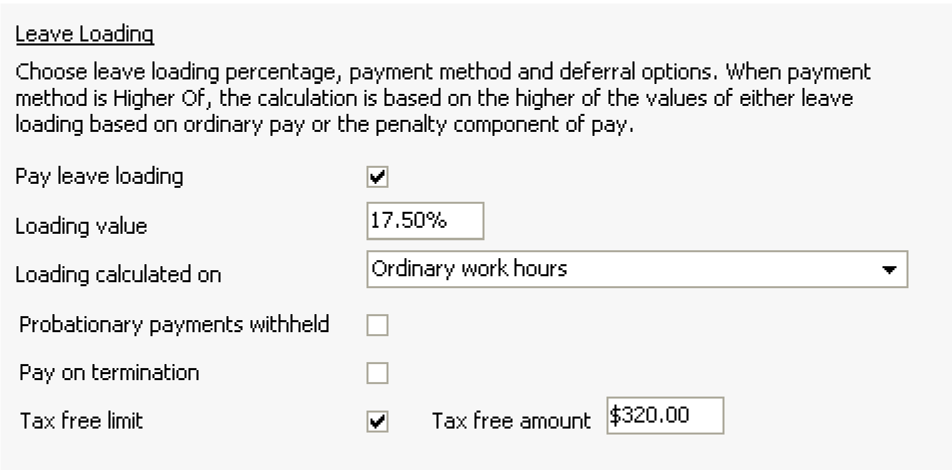


User selects: The number of hours paid for each leave day will be determined at payroll by the Administrator. Use this booking method to approve leave immediately and defer the calculation of leave hours until a later time. The shift Start, End, Break and Total Hours are left blank, forcing the Administrator to enter them at the generation of the Payroll.

Ordinary week: The number of hours paid for each leave day will be determined based on the Working Week defined on the employee personal record (Employee Setup, Pay Tab 3). Use this leave method when an employee has not worked for a sufficient period of time to establish correct averaging data.

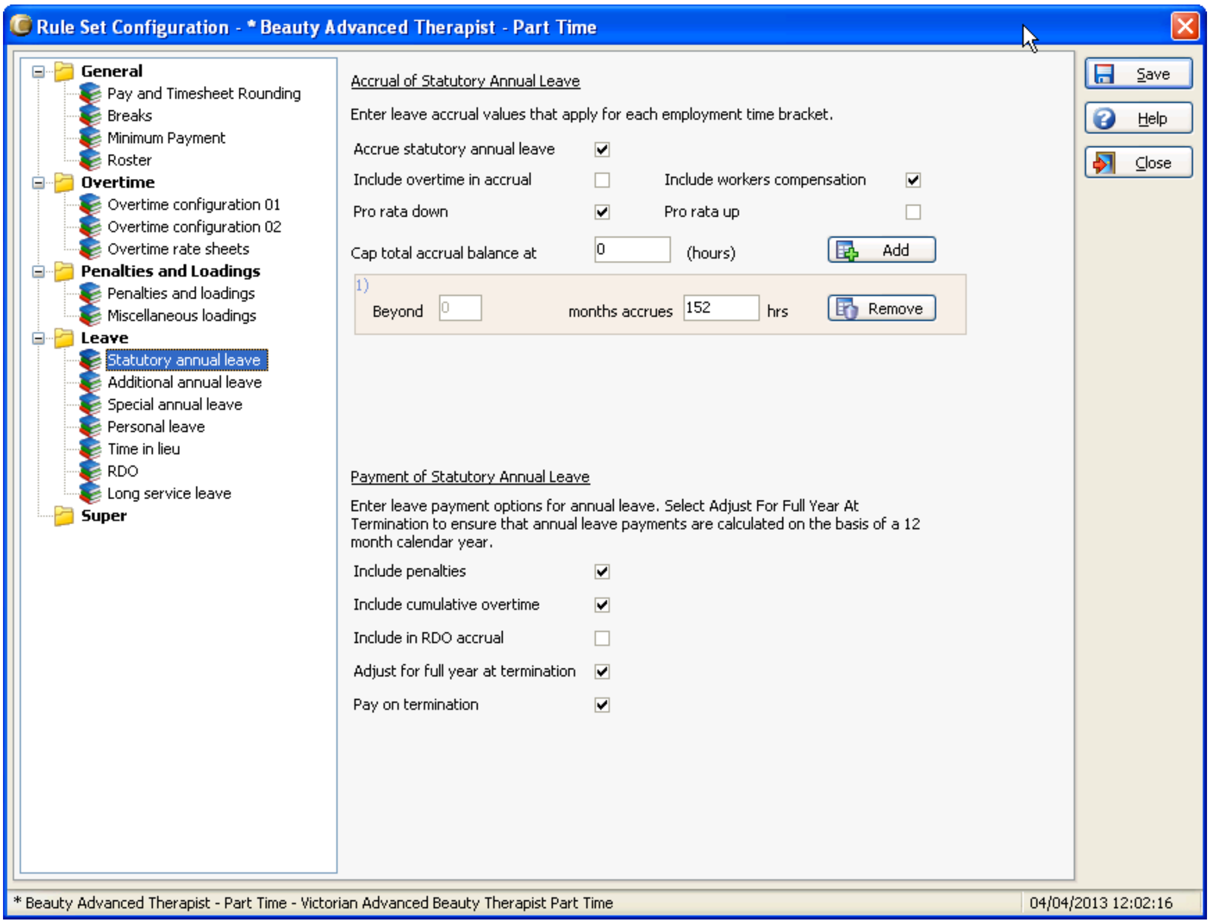
Leave loading

Pay Leave Loading is checked to pay leave loading when the leave is paid at payroll generation. The loading value reflects the percentage value of the leave loading to be applied. Loading Calculated On allows selection of the method of calculating leave loading. This can be based on normal hours, normal hours plus penalties or the higher of the value of ordinary work hours or penalties. Probationary Payments Withheld when checked will only pay employees that have been employed longer than their probationary period. This is set up under the Categories/ dates tab. Enable Pay on Termination to instruct the ClockOn termination wizard to pay annual leave by default. Tax Free Limit if ticked will give the employee a tax free portion of leave loading to the value of $320:



Statutory annual leave accrual

Enable the Accrue Statutory Annual Leave check box to entitle employees to a per payroll accrual:



Include overtime in accrual

This determines whether overtime hours worked are used as part of the calculation of accrual of leave hours.

Pro Rata Down

The **Pro Rata Down** check box determines whether or not per-payroll statutory annual leave accrual is decreased on a pro rata basis, i.e. when the employee works less than the full time week.

Pro Rata Up

The **Pro Rata Up** check box determines whether or not per-payroll statutory annual leave accrual is increased on a pro rata basis, i.e. when the employee works more than the full time week.

Cap total accrual balance

Enter the capping value (hours) where a limit on the number of accrued hours of leave applies.

Statutory annual leave accrual brackets enable variations to the calculation of entitlements based on the number of months worked since employment commenced. Multiple rates of accrual may be entered with the appropriate rate automatically applied upon payroll generation.

The employee is entitled to accrue 152 hours of annual leave (per year) after the employment start date. This yearly value is accrued on a per payroll basis.

A typical configuration for a part time employee is:

TYPE	Avg Of Hours	Pro Rata Down	Pro Rata Up	Full Time Week	Calculation	Accrual/wk
Part Time	32	Yes	No	38	32/38 * (152/52)	2.46 hours

A typical configuration for a full time employee:

TYPE	Avg Of Hours	Pro Rata Down	Pro Rata Up	Full Time Week	Calculation	Accrual/wk
Full Time	38	No	No	38	38/38 * (152/52)	2.92 hours

Payment of statutory annual leave

Include Penalties is checked to pay statutory annual leave inclusive of penalties that would ordinarily have applied.

Include Cumulative Overtime is enabled as the default, instructing the system to include/exclude these hours (overtime) in the aggregate payment of leave. Common cumulative conditions include Over a Number of Hours per Week and Over a Number of Hours per Shift.

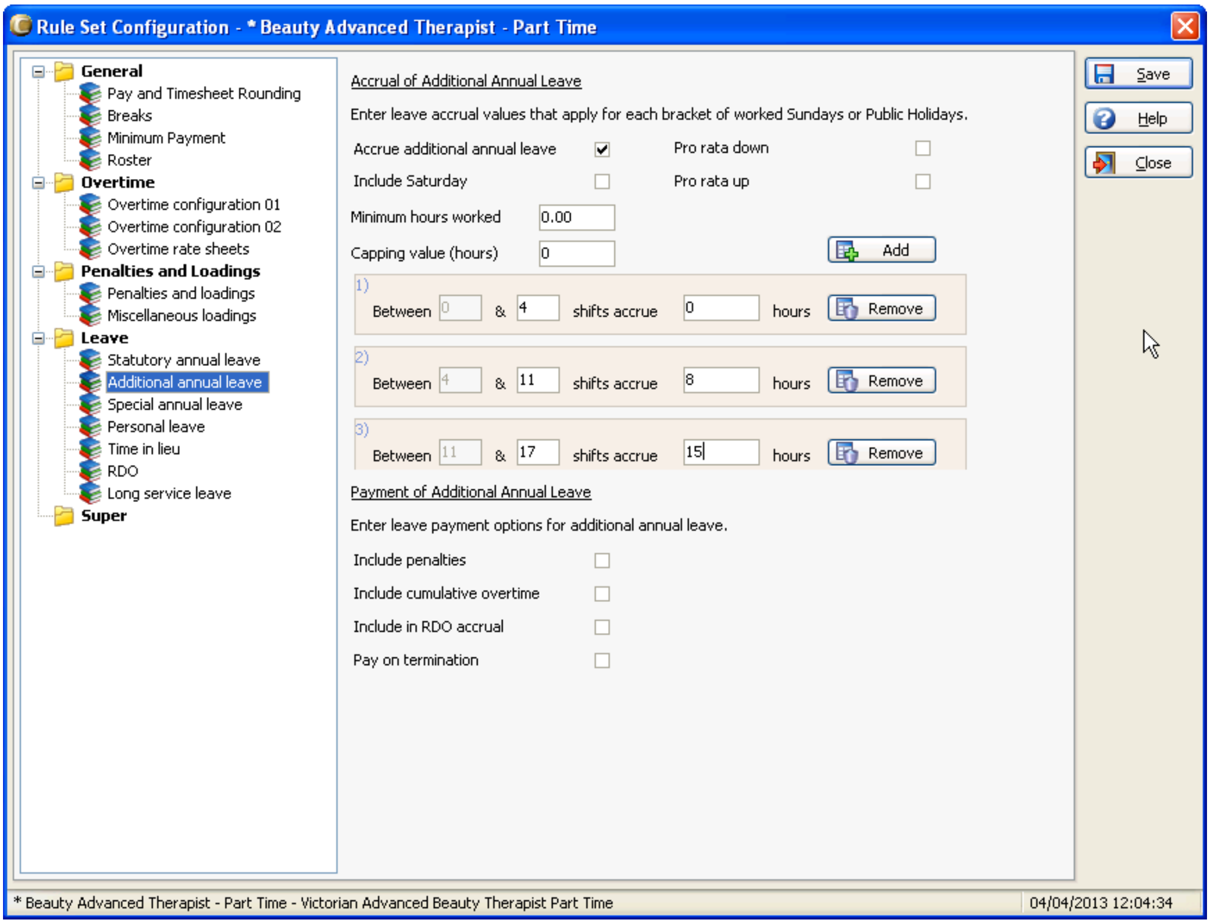
When **Include in RDO Accrual** is checked, annual leave entries will be considered worked times and will contribute to the RDO accrual.

Enable **Adjust for full year at termination** to instruct the ClockOn termination wizard to adjust the hours of annual leave to be paid out. The amount adjusted is based on an exact twelve month calendar year rather than an optional fifty two week calendar year.

Enable **Pay on Termination** instructs the ClockOn termination wizard to pay annual leave by default. This can be manually overridden at the time the termination wizard is opened.

Additional annual leave

Enable **Accrue Additional Annual Leave** where an employee is entitled to accrue additional leave for working seven day rosters or working on Sundays or public holidays, where the days worked are not part of an ordinary week:



The **Pro Rata Down** check box determines whether or not per-payroll statutory annual leave accrual is decreased on a pro rata basis, i.e. when the employee works less than the full time week.

The **Pro Rata Up** check box determines whether or not per-payroll statutory annual leave accrual is increased on a pro rata basis, i.e. when the employee works more than the full time week.

Enter the **capping value (hours)** where a limit on the number of accrued hours of leave applies.

Additional annual leave accrual brackets enable variations to the calculation of entitlements based on the number of shifts worked since employment commenced. Multiple rates of accrual may be entered with the appropriate rate automatically applied at payroll generation.

Payment of additional annual leave

Include Penalties is checked to pay additional annual leave inclusive of penalties that would ordinarily have applied.

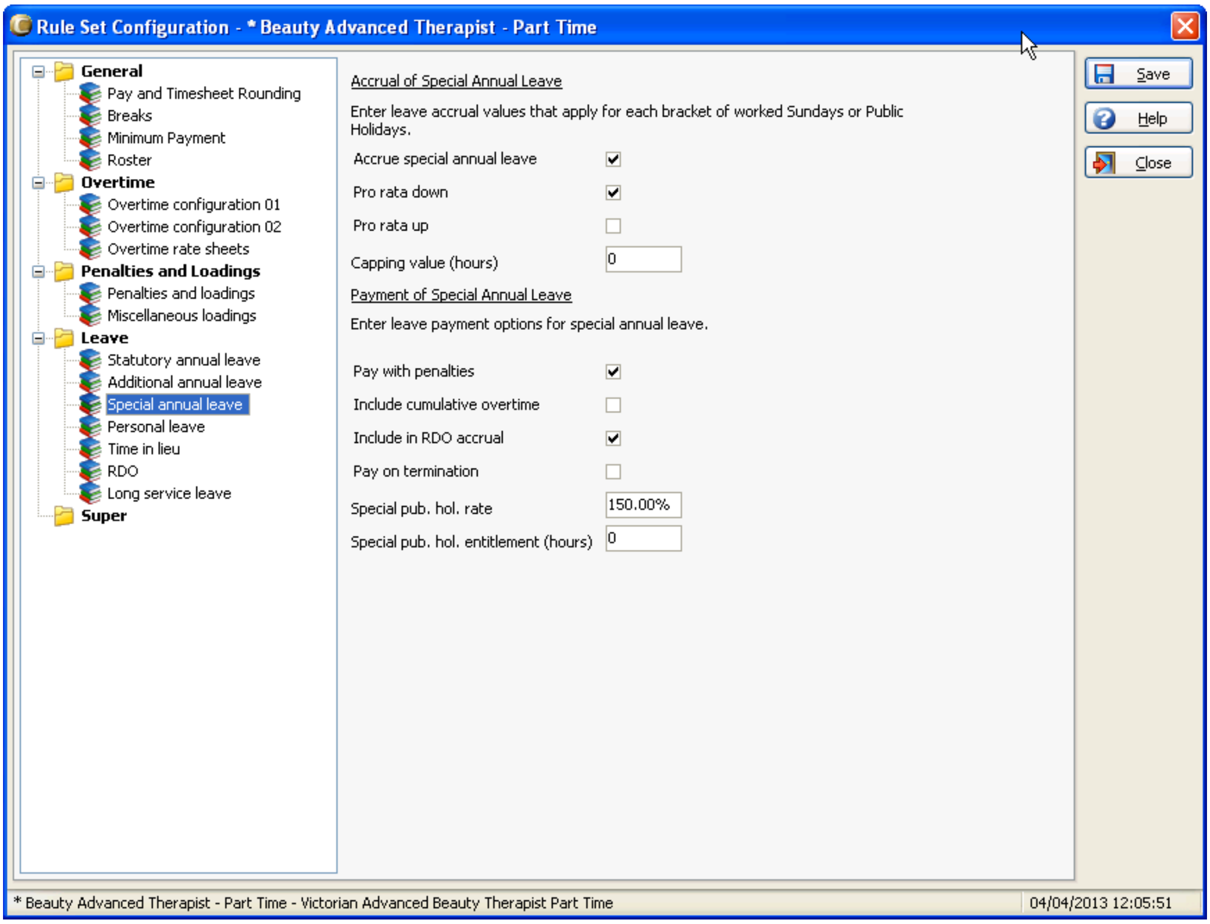
Include cumulative overtime is enabled as the default, reflecting the reality that leave represents hours worked for the purpose of overtime calculations. Include Cumulative Overtime is enabled as the default. This condition affects leave hours in the current pay period that are in a cumulative overtime condition. When enabled, overtime is paid on all leave hours. When disabled, all leave hours that are in the overtime condition are excluded from payroll, not paid and subsequently not deducted from the employee's entitlement. Common cumulative conditions include Over a Number of Hours per Week and Over a Number of Hours per Shift.

When **Include in RDO Accrual** is checked, annual leave entries will be considered worked times and will contribute to the RDO accrual.

Enable **Pay on Termination** to instruct the ClockOn termination wizard to pay annual leave by default. This can be manually overridden at the time the termination wizard is opened.

Special annual leave

Enable the Accrue Special Annual Leave checkbox. Special annual leave accrues for time worked on Sundays and public holidays:



The **Pro Rata Down** check box determines whether or not per-payroll statutory annual leave accrual is decreased on a pro rata basis, i.e. when the employee works less than the full time week.

The **Pro Rata Up** check box determines whether or not per-payroll statutory annual leave accrual is increased on a pro rata basis, i.e. when the employee works more than the full time week.

Enter the **capping value (hours)** where a limit on the number of accrued hours of leave applies.

Payment of special annual leave

Include Penalties is checked to pay additional annual leave inclusive of penalties that would ordinarily have applied.

Include Cumulative Overtime is enabled as the default, reflecting that leave represents hours worked for the purpose of overtime calculation. This condition affects leave hours in the current pay period that are in a cumulative overtime condition. When enabled, cumulative overtime is paid on all leave hours. When disabled, all leave hours that are in the overtime condition are truncated from the payroll, not paid and subsequently not deducted from the employee's entitlement. Common cumulative conditions include over a number of hours per week and over a number of hours per shift.

When **Include in RDO Accrual** is checked, annual leave entries will be considered worked times and will contribute to the RDO accrual.

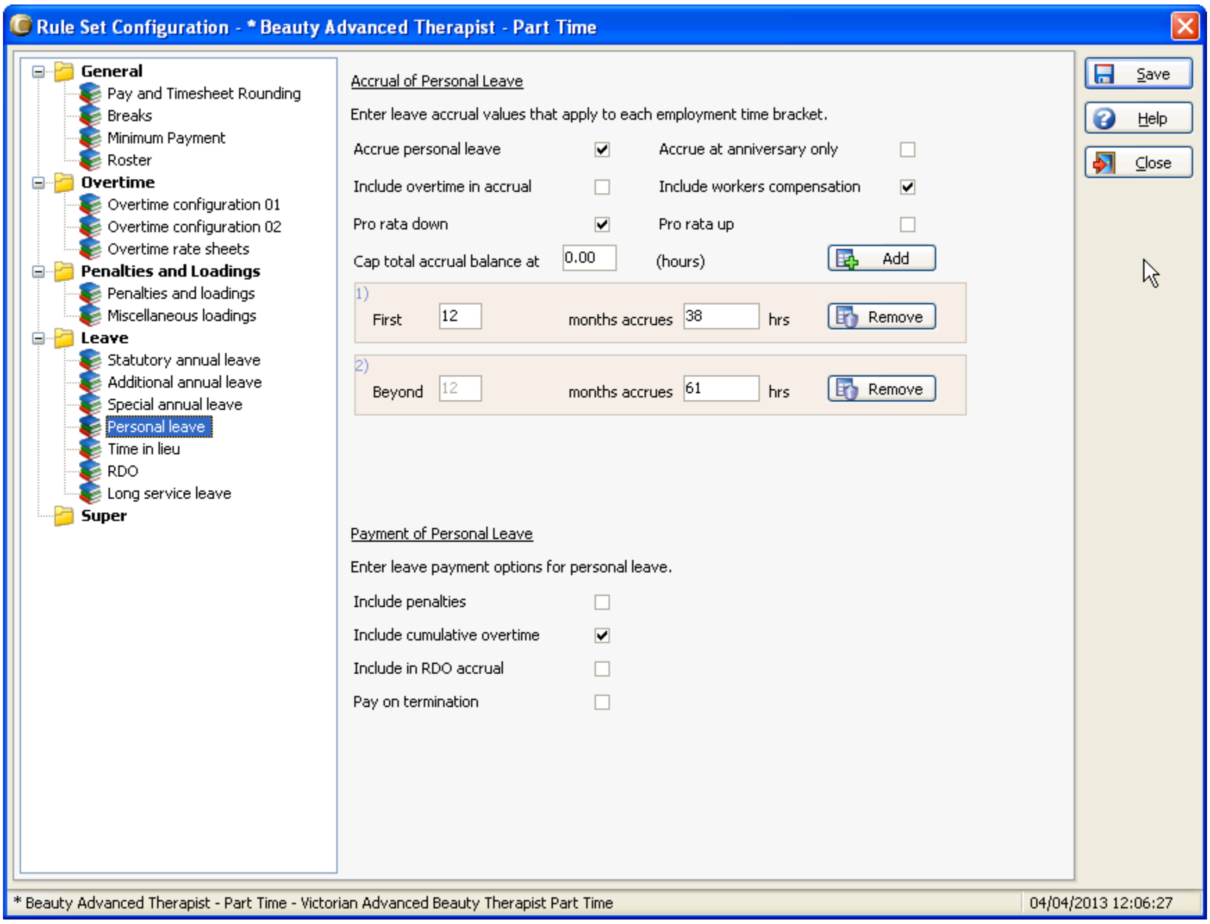
Enable **Pay on Termination** instructs the ClockOn termination wizard to pay annual leave by default. This can be manually overridden at the time the termination wizard is opened.

Special Pub. Hol Rate is used to determine the rate the employee will be paid for working on a Sunday or public holiday.

The Special Pub. Hol. Entitlement (hours) field determines how many hours of special annual leave will be accrued for working on Sundays and public holidays.

Personal leave accrual

Enable the Accrue Personal leave check box to entitle employees to a per payroll accrual:



Accrue at anniversary only: Select when personal leave entitlements are not accrued on a per payroll basis but rather on each anniversary of employment. Typically, an entitlement value for the first year is entered in the employee file (Go to Employee, Setup, Tab 6, Leave).

Include overtime in accrual: when checked, overtime will contribute to the Personal leave accrual.

Capping value (Hours): Personal leave entitlements may be capped to a maximum number of hours. The value entered in this field represents the maximum personal leave entitlement an employee may accrue. A value of zero indicates that the field is disabled and personal leave accrual is unlimited.

The **Pro Rata Down** check box determines whether or not per-payroll personal leave accrual is decreased on a pro rata basis, i.e. when the employee works less than the full time week.

The **Pro rata up** check box: Determines whether or not per-payroll personal leave accrual is increased on a pro rata basis, i.e. when the employee works more than the full time week.

Note: Pro rata down is most commonly enabled for part time employees.

Personal leave accrual brackets enable variations to the calculation of entitlements based on the number of months worked since employment commenced. Multiple rates of accrual may be entered. The appropriate rate is automatically applied upon payroll generation.

Personal leave payment

Enable **Include Penalties** to include ordinary penalties in personal leave payments.

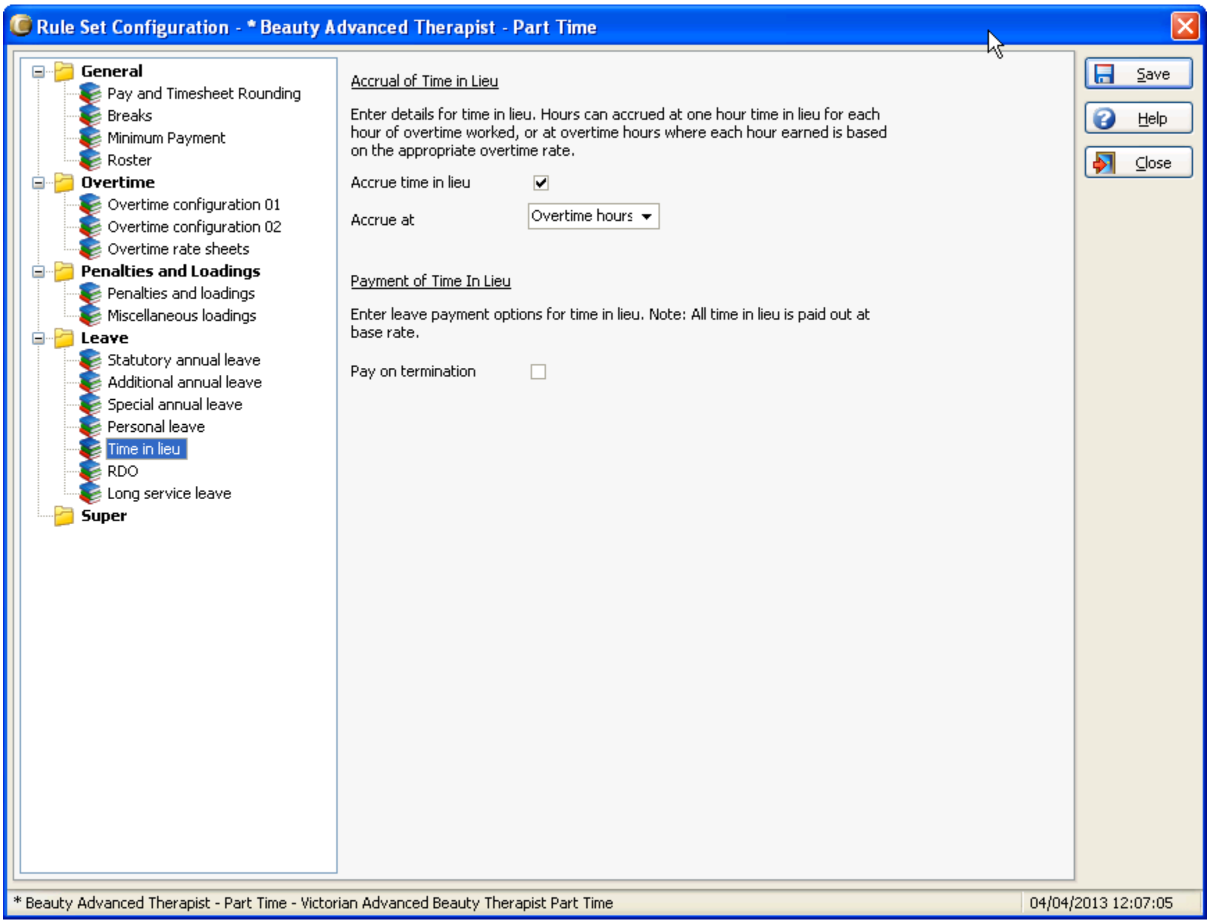
Include Cumulative Overtime is enabled as the default, reflecting that leave represents hours worked for the purpose of overtime calculations. This condition affects leave hours in the current pay period that are in a cumulative overtime condition. When enabled, overtime is paid on all leave hours. When disabled, all leave hours that are in the overtime condition are truncated from the payroll, not paid and subsequently not deducted from the employee's entitlement. Common cumulative conditions include over a number of hours per week and over a number of hours per shift.

When **Include in RDO Accrual** is checked, annual leave entries will be considered worked times and will contribute to the RDO accrual.

Enable **Pay on Termination** to instruct the ClockOn termination wizard to pay personal leave by default. This can be manually overridden at the time the termination wizard is opened.

Time in lieu accrual

All time in lieu payments are paid at base rate only. Check the Accrue Time in Lieu check box to entitle employees to a per payroll accrual:



Select the **1-1 Hours Only** from the **Accrue At** dropdown check box to accrue one hour of Time in Lieu for each hour of overtime worked.

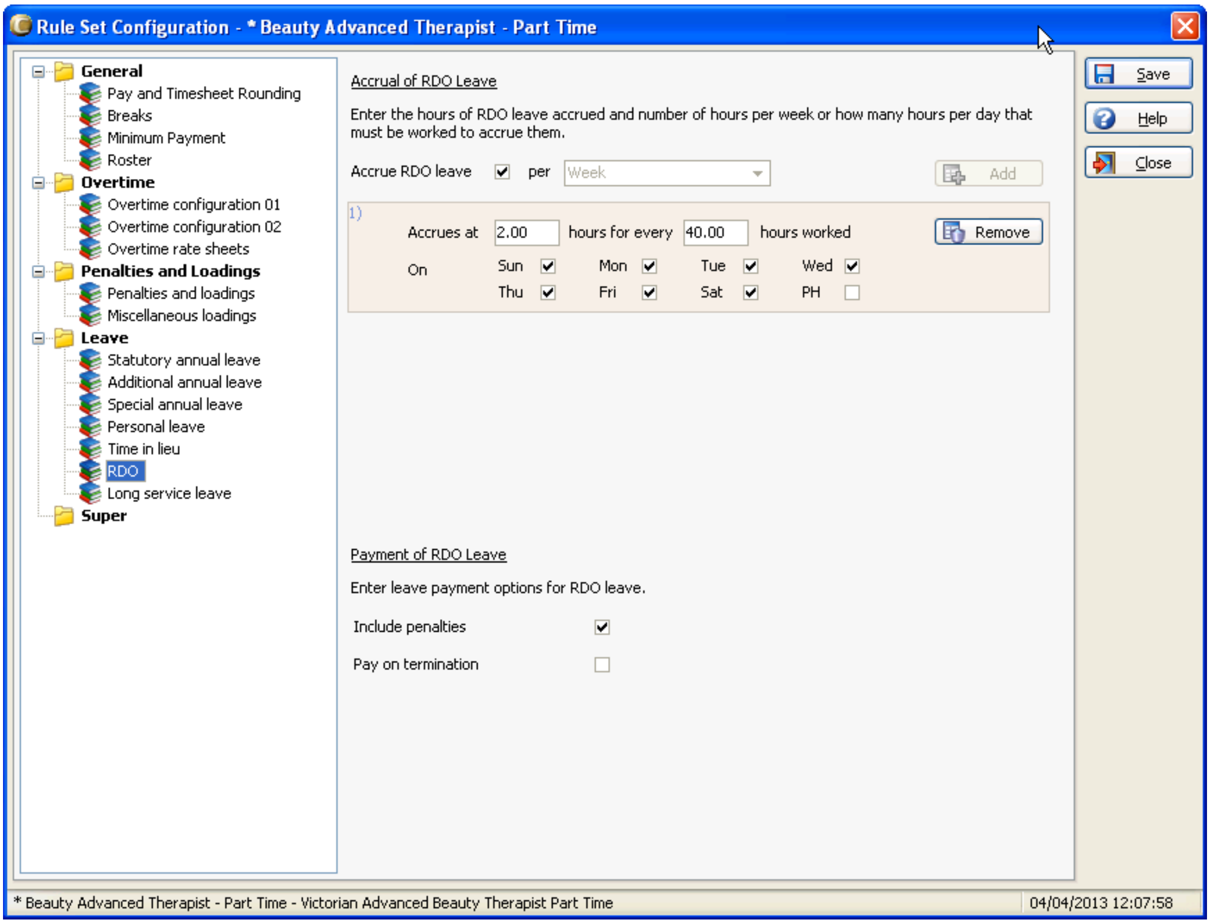
Select the **Overtime Hours** check box to accrue time in lieu based on the appropriate overtime pay rate. For example, an employee who works two hours at time and half will accrue three hours (2 x 1.5) of time in lieu paid at the employee's base rate.

Time in lieu payment

Enable **Pay on Termination** to instruct the ClockOn termination wizard to pay time in lieu by default. This can be manually overridden at the time the termination wizard is opened.

Rostered day off (RDO)

Enable the RDO Leave check box to entitle employees to a per payroll accrual:



Accrues per: The options for accrual of RDO's are – Days (hours per Day), Days(over x hours) and Week.

Accrues at: The value entered in this field determines the RDO hours accrued when the designated number of hours is worked.

Hours for every: The value entered in this field indicates the number of hours that must be worked before RDO hours are earned.

For example, in the figure, the employee accrues two hours of RDO Leave for every 40 hours worked. Most RDO's (rostered days off) are based on this configuration and will result in a normal day off for every nine days worked at eight hours per day (a nine day fortnight).

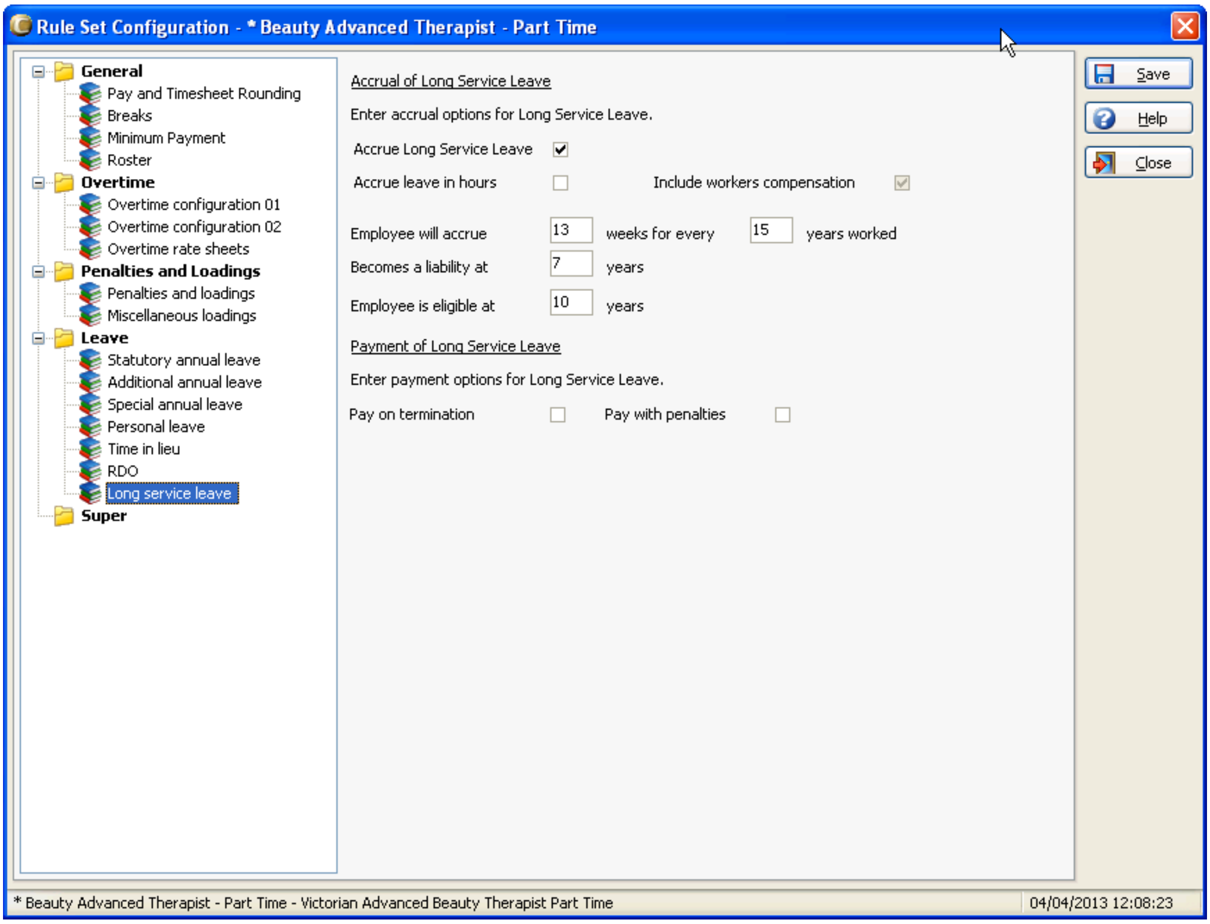
RDO payment

Enable **Include Penalties** to include ordinary penalties in RDO payments.

Enable the **Pay on Termination** check box to instruct the ClockOn termination wizard to pay RDO leave by default. This can be manually overridden at the time the termination wizard is opened.

Long service leave accrual

The Enabled check box determines whether the employee is entitled to long service leave. Long service is typically accrued in contiguous blocks of weeks (7-days) and therefore any long service leave payments will be pro rated for each day taken. For example, an employee who takes three days long service will have 3/7ths of a week deducted from his or her entitlement:



The values entered in the **Employee Will Accrue** and **Years Worked** fields are expressed as a ratio. Long service leave accrual begins from the employment commencement date.

Becomes a liability at: Records the number of years of service after which Long Service Leave entitlement becomes an accounting liability.

Employee is eligible at: States the number of years of service the employee must have worked in order to take long service leave.

Long service leave payment

Enable **Pay on Termination** to instruct the ClockOn termination wizard to pay long service leave by default. This can be manually overridden at the time the termination wizard is opened.

Pay with Penalties: Enabling this field allows penalties set up in the Rule Set to be applied to long service leave bookings.

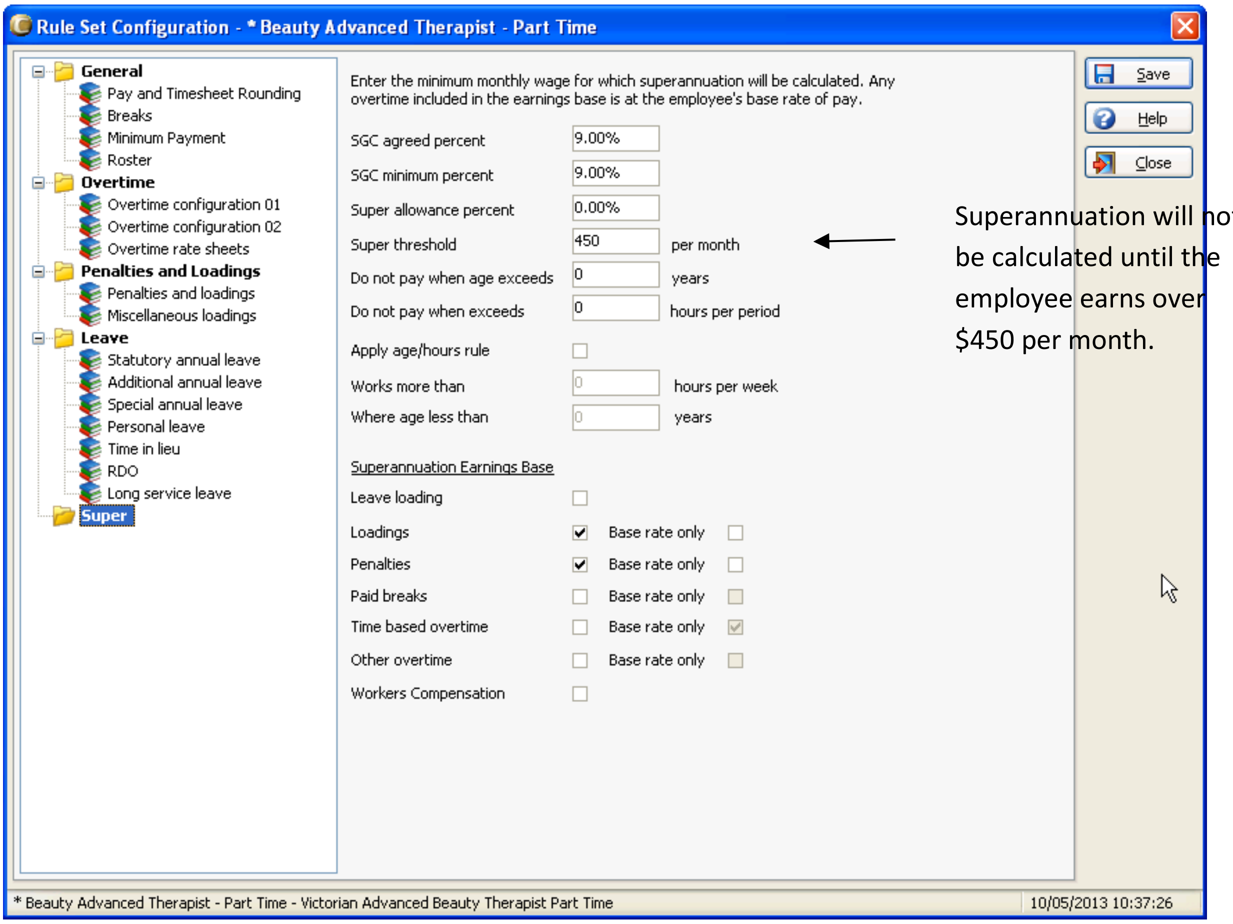
Superannuation

Enter a value in the **SGC Agreed Percent** and **SGC Minimum Percent** (superannuation guarantee contribution) fields from which all super calculations for the selected Rule Set are based.

Enter a value in **the Super Threshold** field to determine the minimum monthly wage above which superannuation accruals will be calculated. Enter zero if the super is to be calculated on the employee's entire pay.

The **Do Not Pay When Age Exceeds** field is used for staff of a certain age that are no longer entitled to superannuation.

The **Do Not Pay When Exceeds Hours Per Period** field is used if staff exceed a certain number of hours per period and are not entitled to superannuation payment on hours over that number:



The **Apply age/hours rule** applies to employees under the age of 18 years. Such employees must work for a minimum of 30 hours per week in order to be eligible for superannuation contributions made by the employer and must earn a minimum of $450 per month.

The superannuation earnings base

Enable the appropriate check boxes to include loadings, penalties, time based overtime, other overtime and leave loading in the superannuation earnings base. For breaks and overtime, enable the Base Rate Only field to calculate super on the employee base rate of pay.

Section Five

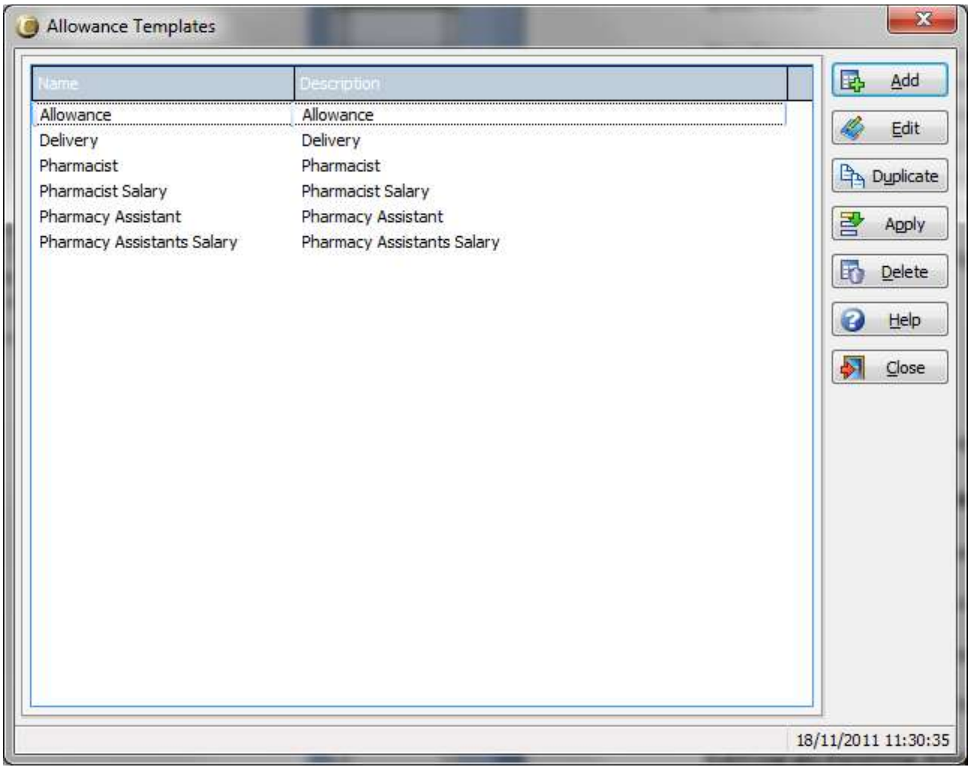
Allowance Manager

Allowance Manager

Overview

The Allowance Manager enables the addition or deduction of payroll allowances from an employee's pay and facilitates the creation of virtually any allowance type, including super co-contributions, back pay, tax allowances and travel allowances. Allowances are grouped as an Allowance Set, (similar to a Rule Set) which contains all the allowances applying to an individual employee. Once an Allowance Set is created, it is linked to employees either individually or collectively, as is a Rule Set.

Go to Setup, Allowance Manager or select the green money icon on the main screen.



Creating an Allowance Set

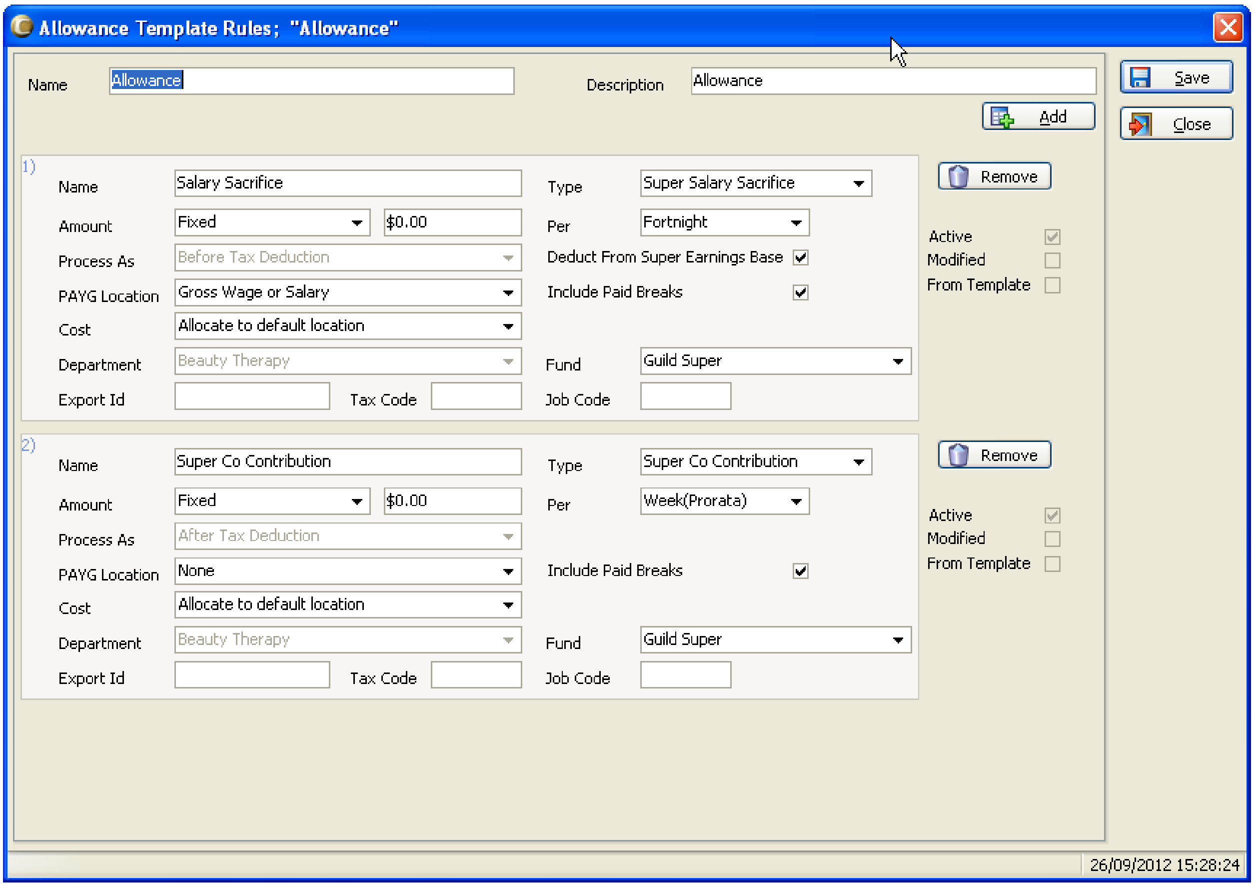
Go to Setup, Allowance Manager or select the green money icon on the main screen. Select Add to open the Allowance Manager configuration screen.

The allowance can then be applied to individuals or groups of employees.

Editing an existing Allowance Set

Go to Setup, Allowance Manager or select the green money icon on the main screen.

Select an allowance and then Edit.



Edit the allowance.

Select Save when completed.

Duplicating an existing Allowance Set

Go to Setup, Allowance Manager or select the green money icon on the main screen.

Select an allowance and then Duplicate.

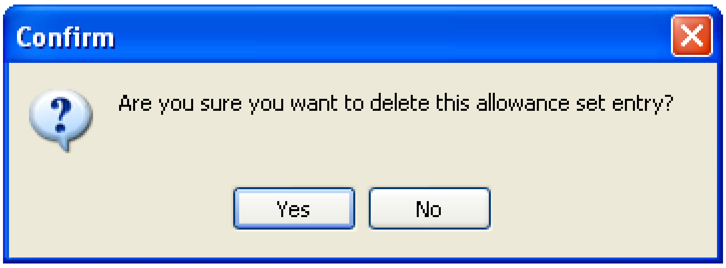
Enter a name for the new allowance.

Then OK.

Deleting an Allowance Set

Go to Setup, Allowance Manager or select the green money icon on the main screen.

Select an allowance and then Delete. You will be prompted to confirm the delete.



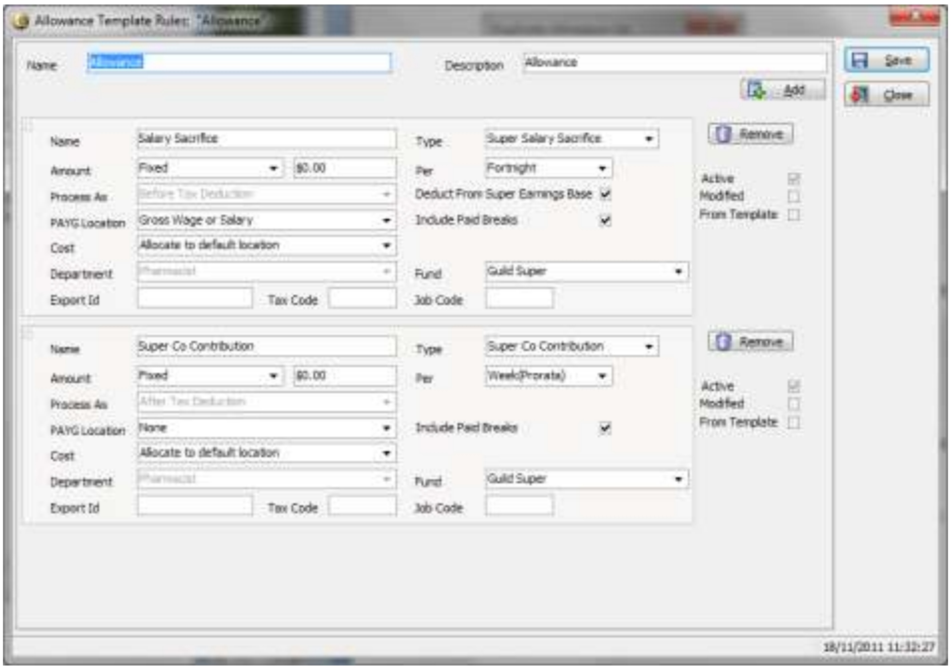
Select OK to confirm the deletion.

Configuring an Allowance Set

Go to Setup, Allowance Manager or select the green money icon on the main screen.

Select Edit or Add a new Allowance Set.

Select Add to add an allowance to the Allowance Set:



Name: Identifies the allowance and may optionally include the award to which it applies.

Type: Defines the overall allowance type and when selected filters the available detail options.

The types of allowances in the dropdown box are: Generic, Meal, Day Based, Travel Kilometres, Clothing, Work Based, Team Leader, Normal Allowance, Super Salary Sacrifice and Super Co Contribution.

Type of Allowance	Usage
Generic	The allowance may be defined using all available options.
Meal	The allowance may be defined using only options relating to meals.
Day Based	The allowance may be defined using only options relating to specified days of the week. This allowance is paid when the specified days of the week occur during payroll (whether the employee works on those days or not).
Travel kilometres	The allowance may be defined using only options relevant to travel kilometres. This allowance is paid when the user enters of number of kilometres travelled at payroll.
Clothing	The allowance may be defined using only options relevant to clothing.
Work based	The allowance may be defined using only options relating to worked based conditions. This allowance is paid when the worked condition occurs during the payroll period.
Team Leader	The allowance may be used when defining conditions when worked as a team leader.
Normal allowance	The allowance may be used for basic allowance conditions.
Super salary sacrifice	The allowance may be used when employees want to salary sacrifice
Super co-contribution	The allowance may be used when employees want to make Super Co- contribution payments.

On: This field is not mandatory, but when configured is used to apply further sub-rules when processing the allowance at payroll.

Worked less than: The allowance will only apply when the employee works less than x hours.

Worked less than daily total: The allowance will only apply when the employee works less than x hours on that day.

Worked less than period total: The allowance will only apply when the employee works less than x hours for the period.

Worked greater than: The allowance will only apply when the employee works more than x hours.

Worked greater than daily total: The allowance will only apply when the employee works more than x hours on that day.

Worked greater than period total: The allowance will only apply when the employee works more than x hours for the period.

Overtime greater than daily total: The allowance will only apply when the employee has more than x hours overtime.

After rostered finish: The allowance will only apply when the employee works more than x hours past the rostered finish time.

After normal ceasing time: The allowance will only apply when the employee works more than x hours past the hours specified in the employee hours (Employee Setup, Hours).

Broken shift span less than: The allowance will only apply when two or more shifts span less than x hours from the start of the first to the end of the second.

Hours for the shift: Specifies how many hours must be completed for a given shift in order for the allowance to apply.

Day: Refers to the days of the week the employee must work for the allowance to apply.

When: This field is not mandatory and may be used to apply further sub-rules when processing the allowance at payroll.

Worked before: The allowance will only apply when the employee works before the specified time.

Worked after: The allowance will only apply when the employee works after the specified time.

Worked between: The allowance will only apply when an employee works between the specified times.

Time: This field is not mandatory but when configured is used to apply further sub-rules when processing the allowance at payroll. Specifically, it limits the allowance to be applied only during specified hours during each worked day.

Amount: Either a fixed amount or percentage of gross wage.

Per: Defines the frequency with which the allowance is paid during the period defined at payroll.

User defined hour: The payment is based on the number of hours specified at payroll.

Km: Specifies that the payment is based on the kilometres that are specified at payroll.

Fortnightly: Payments will occur once every fortnight.

Fortnightly (Pro rata): Payments will occur once every fortnight, but if the pay period is more or less than a regular fourteen day period, it will pro rata the amount to pay more or less, depending on the days included.

Four Weekly: Payments will occur once every four weeks.

Four Weekly (Pro rata): Payments will occur once every four weeks, but if the pay period is more or less than a regular four week period it will pro rata the amount to pay more or less depending on the days included.

Month: Payments will occur once every month.

Month (Pro rata): Payments will occur once every month, but if the pay period is more or less than a regular/current month it will pro rata the amount to pay more or less depending on the days included.

OT Time Block: Payments will occur when the employee has an over time of x hours.

Shift Worked: Payments will occur for every shift that is worked on the specified days.

Time Block: Payments will occur when the employee has worked more than x hours.

Week: Payments will occur once every week.

Week (Pro rata): Payments will occur once every week, but if the pay period is more or less than a regular seven day period, it will pro rata the amount to pay more or less depending on the days included.

Worked Day: Payments will occur for each worked day specified.

Worked Day Timesheet: Payments will occur for each worked day with timesheet specified.

Worked Shift: Payments will occur for each specified shift worked.

Worked Shift timesheet: Payments will occur for each timesheet with a specified shift worked.

Worked Hour: Payments will occur for every hour worked on the days specified.

Worked Hour Timesheet: Payments will occur for every hour worked on a timesheet for the days specified.

Worked Hour for Shift: Payments will occur for every worked hour in a shift on the specified days.

Capped at: This field is not mandatory but when configured defines the dollar value at which the allowance is to be capped (the highest amount the employee can be paid) based on the Capping Period field.

Capping period: Defines the period for which the allowance will be capped: By week, month, pay period.

Process as: Defines the tax formula (before tax, tax, after tax) to be used by the allowance at payroll.

Allowances GST inclusive: Are employee purchases on behalf of the company, such as stationery.

Allowances GST exclusive: Are employee purchases such as fresh fruit for staff breakfast.

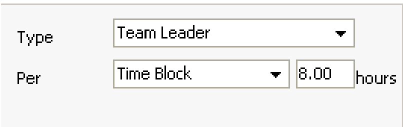
Allowances part GST inclusive: Allowances where the GST component is not calculated on the full value of the purchase but might relate to an employee purchasing groceries to the value of $100 where GST is only calculated on part of this. In this case, the Administrator must enter the GST and the non-GST components separately.

PAYG Location: Defines the location on the employee payment summary where the allowance is totalled. The selection of allowances to be aggregated in the payment summary is determined by the Administrator.

Super Earnings Base: Determines (for gross allowances only) the inclusion of the allowance value in the employee super earnings base.

Hidden fields

There are certain hidden fields that can be accessed when configuring allowances. For example, setting the allowance Type to Team Leader and then Clothing, results in the appearance/disappearance of relevant fields. Also, setting the Per field to Time Block results in the appearance of the Hours field as shown below:

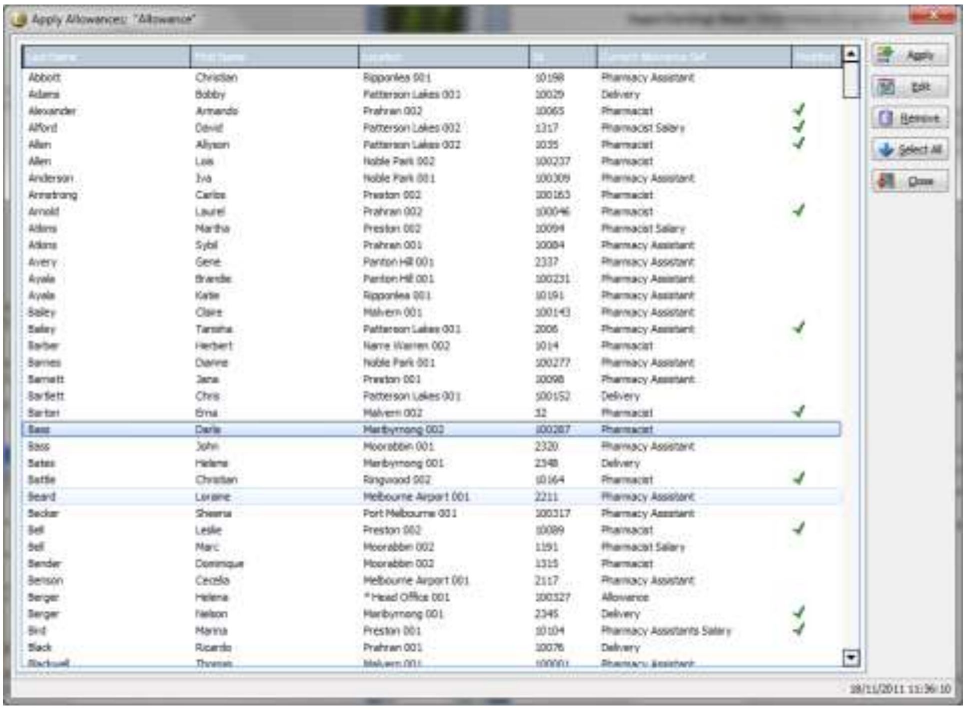


Applying an allowance

When an Allowance Set is created it is considered a template. When this template is applied to an employee it will be identified as such. Changes made to the template will not affect the individual employee's allowances. If a changes needs to apply, the Allowance Set Template will need to be edited and then re-applied to the employee.

When an adjustment is either added to an employee or a template adjustment has been edited, it will no longer be linked to a template. As shown in the figure, added or modified allowances can only be removed by editing each employee's Allowance Set.

An Allowance Set can be applied to either single or multiple employees and removed in the same manner, similar to Rule Sets:



Select an Allowance Set then Apply. The names of the employees will display.

Select the employees to which the Allowance Set is to be applied and then Apply. By doing this, a master set of allowances will be made available to these employees. The allowances for each employee may be edited, to reflect any additional allowances that the employee may receive.

Removing allowances and Allowance Sets

Allowances can be either removed from the employee setup screen or from the Allowance Manager by opening the Apply screen. Only allowances that are either non modified template allowances or custom made allowances that have been created for that particular employee can be removed. When the employee is selected and the remove button is applied, only the template allowances are removed and not the remaining allowances. Modified allowances must be removed individually.

Varying allowance values at payroll

Individual allowances can be edited at the time of generating the payroll. Amounts edited at payroll are saved only when the payroll is processed and only for the pay slips created during that payroll.

Enter a zero value allowance to allow flexible editing of allowances at payroll (i.e. when the amount varies with every payroll). Allowances configured in this manner are not displayed on the pay slip if a value is not entered.

Enter a non-zero value allowance when the amount varies little with each payroll.

More information is provided on this topic in the payroll section of this guide.

Note: If an allowance is edited at payroll, the value will be lost if the payroll is cancelled and not processed.

Allowance/deduction examples

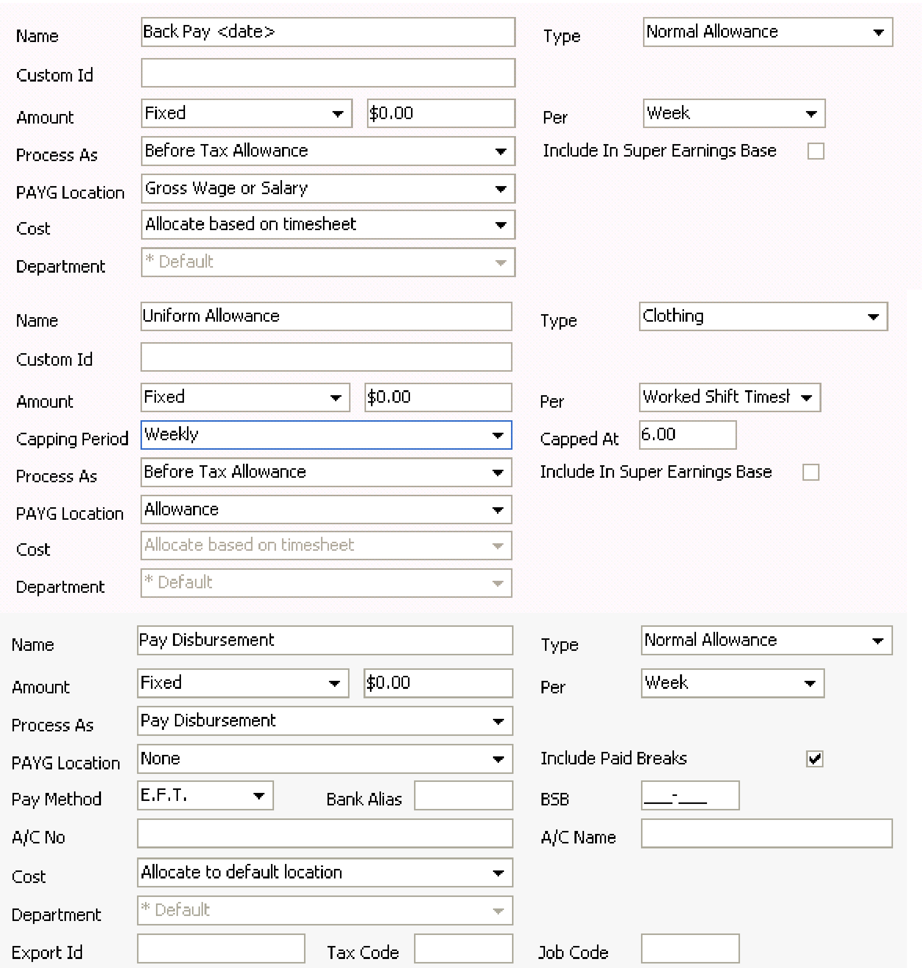
Before tax allowances: Car Travel (in excess of 5000 business km, ATO Rates 1), Crib, Danger, Dirt, Dry Cleaning (compulsory uniform), First Aid Certificate, Height, Laundry (in excess of $300), Meal (in excess of reasonable allowance) , Travel (in excess of reasonable allowance), Meals (not award overtime or overnight travel), Motor Vehicle (non-deductible), Motor Vehicle (work-related travel), Overseas Accommodation (deductible), Safety Officer, Shift, Site, Tools, Trade, Transport (non-deductible), Travelling Time, Travel Part Day.

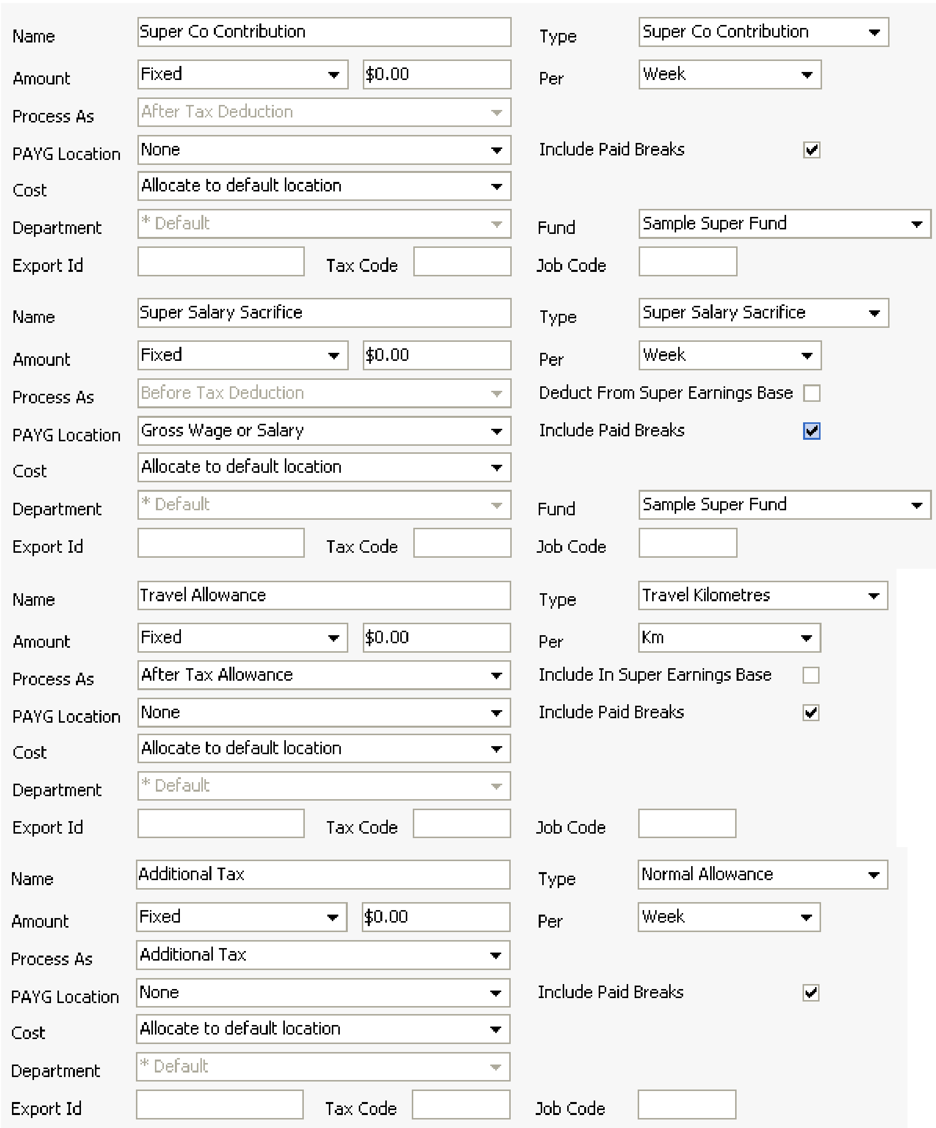
Tax allowances (reduces overall tax paid): Family Tax Benefit.

Additional tax payments (increases overall tax paid): Additional Medicare Levy, Additional Tax.

After tax allowances: Car Travel (< 5000 bus km, ATO Rates 1), Transport (Deductible), Laundry <$300, Meal (reasonable allowance), Travel (reasonable allowance), Bonus (<$301).

Pay disbursements: Loan Payment, Bank Deposit, Maintenance, Reimbursement (GST exclusive), Employee Purchase (GST exc), Reimbursement (GST inclusive), Employee Purchase (GST incl).




Name
Super Co Contribution
Type
Super Co Contribution
Amount
Fixed
$0.00
Per
Week
Process As
After Tax Deduction
PAYG Location
None
Include Paid Breaks
Cost
Allocate to default location
Department
* Default
Fund
Sample Super Fund
Export Id
Tax Code
Job Code
Name
Super Salary Sacrifice
Type
Super Salary Sacrifice
Amount
Fixed
$0.00
Per
Week
Process As
Before Tax Deduction
Deduct From Super Earnings Base
PAYG Location
Gross Wage or Salary
Include Paid Breaks
Cost
Allocate to default location
Department
* Default
Fund
Sample Super Fund
Export Id
Tax Code
Job Code
Name
Travel Allowance
Type
Travel Kilometres
Amount
Fixed
$0.00
Per
Km
Process As
After Tax Allowance
Include In Super Earnings Base
PAYG Location
None
Include Paid Breaks
Cost
Allocate to default location
Department
* Default
Export Id
Tax Code
Job Code
Name
Additional Tax
Type
Normal Allowance
Amount
Fixed
$0.00
Per
Week
Process As
Additional Tax
PAYG Location
None
Include Paid Breaks
Cost
Allocate to default location
Department
* Default
Export Id
Tax Code
Job Code

Section Six

Rates Manager

Overview

Rate Set configuration

Employee configuration

Add/remove Rate Sets

Applying roles to employees

Setting manual rates

Rates Manager

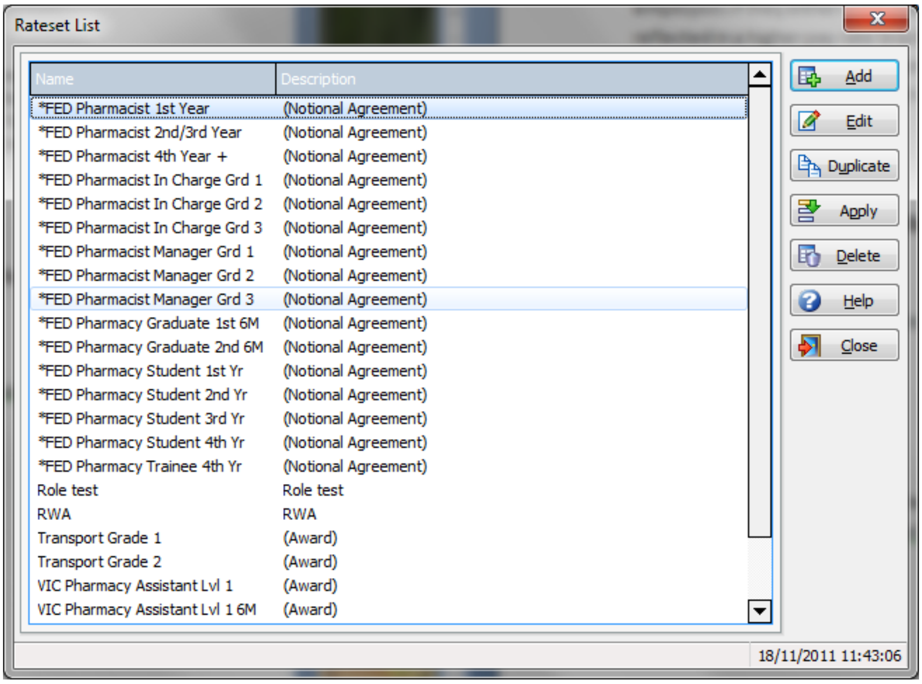
Overview

The Rates Manager allows the configuration of different rates of pay that may be applied to employees if they either work over a period of industry hours or if an employee's age increase is reflected in a higher pay rate bracket. The Rates Manager also allows the configuration of rates and roles for particular jobs, which can pay at a rate different to the employee's base rate. It is also possible to establish rules which apply to the configured roles and allow control over how they are paid.

Open Setup menu, Rates Manager or select the "Three Gold Coins" icon on the main screen.

Rate Set list overview

The Rate Set list contains all the Rate Sets that have been created. This screen allows an Administrator to create or edit Rate Sets and to apply them to employees:



Add: Add a new Rate Set for an individual or for a group of employees. The Rate Set can be based on age, industry hours or the role performed.

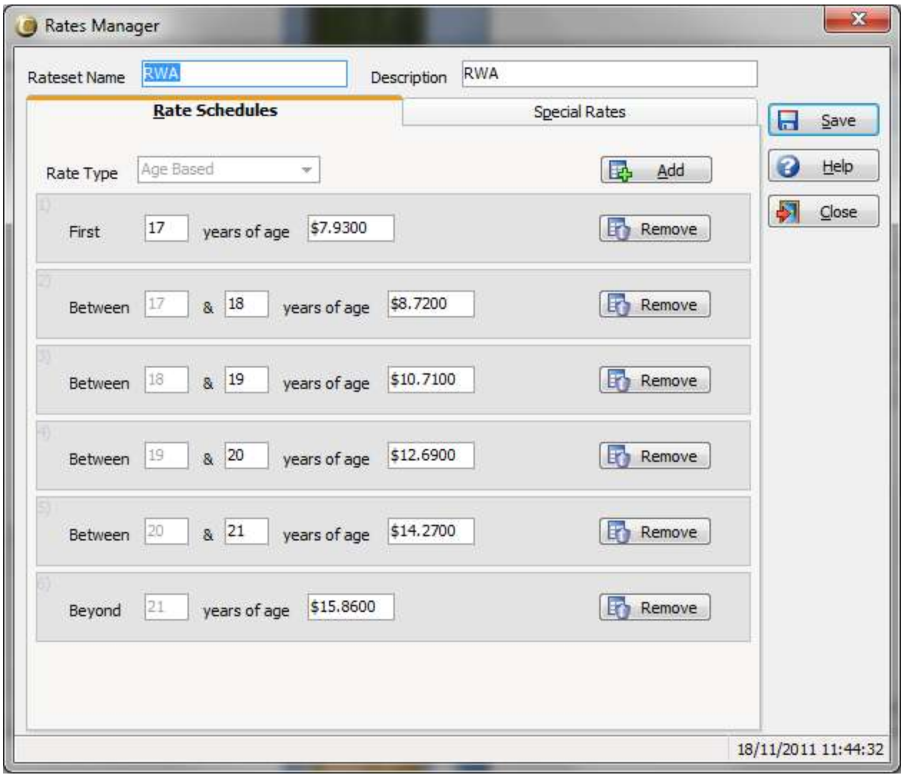
Edit: Edit an existing Rate Set that needs to be re-configured.

Duplicate: Selecting a Rate Set and then Duplicate generates an exact copy of the selected Rate Set.

Apply: This opens the screen which allows the selected Rate Set to be applied to selected employees.

Delete: This button deletes the selected Rate Set from the listing permanently. For this operation to succeed, no employees can be linked to the selected Rate Set.

Help: Displays information regarding help with this feature.

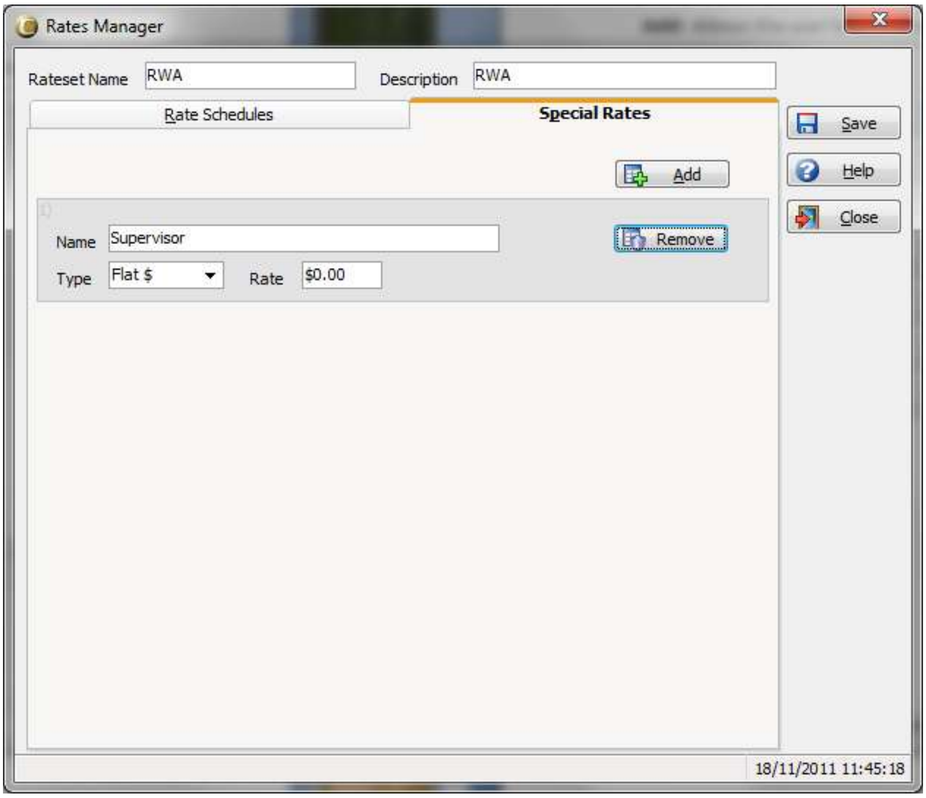


Rate type: This allows the user to select between age based, industry hours and years worked rate updates.

Add: Allows the user to add a new condition for the rate upgrade, specifying when the rate change should be applied.

Special Rates Overview

A special rate is applied to a responsibility that an employee may assume temporarily. An example of this is a junior employee deputizing for a supervisor. Special rates are linked to timesheets paid for that particular role:



Add: By selecting Add, the user can specify the name of the role and the hourly rate at which it will be paid.

Special rates

Special rates relate to the time an employee can be rostered at their normal rate before they will be paid the remaining part of their shift at a special rate.

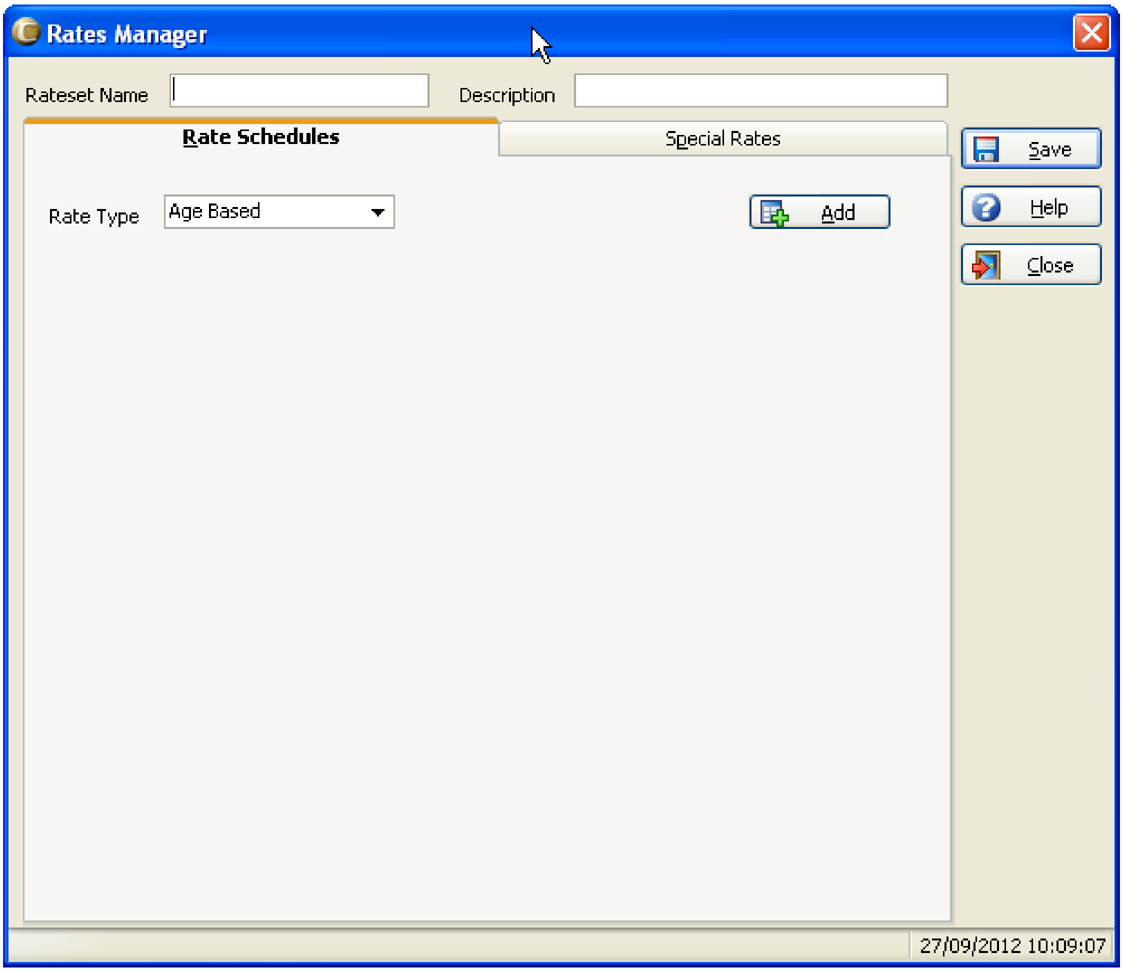
Add: After selecting Add, a field for a new condition will appear. The user can then specify the name and the rate for that condition.

How to add a new Rate Set

Go to Setup, Rates Manager or select the “Three Gold Coins” icon on the main screen.

Select Add.

Enter a new Rate Set name and description.


Rates Manager
Rateset Name
Description
Rate Schedules
Special Rates
Save
Help
Close
Rate Type
Age Based
Add
27/09/2012 10:09:07

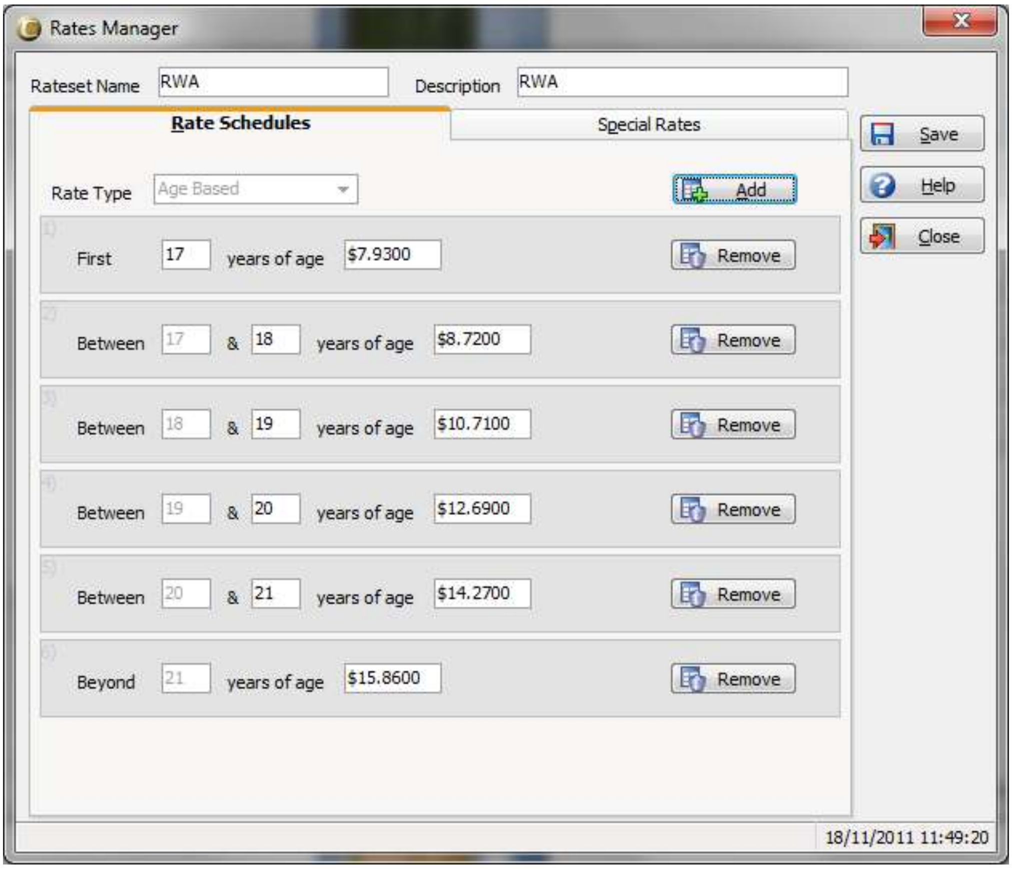
How to add a new age based Rate Set

Go to Setup, Rates Manager or select the “Three Gold Coins” icon on the main screen.

Select Add.

Enter a new Rate Set name and description.

Ensure the rate type is set to age based:



Select Add.

Specify the age group to which the rate will be applied and the applicable rate.

Save and close the Rate Set and Rates Manager.

How to add a new industry hours based Rate Set

Go to Setup, Rates Manager or select the “Three Gold Coins” icon on the main screen.

Select Add.

Enter a new Rate Set name and description.

Ensure the rate type is set to industry hours:

Select Add.

Specify the required industry hour increments to which the new Rate Set will apply and the new annual rates.

Save and Close the Rate Set and Manager.

How to add a new years worked Rate Set

Go to Setup, Rates Manager or select the “Three Gold Coins” icon on the main screen.

Select Add.

Enter a new Rate Set name and description.

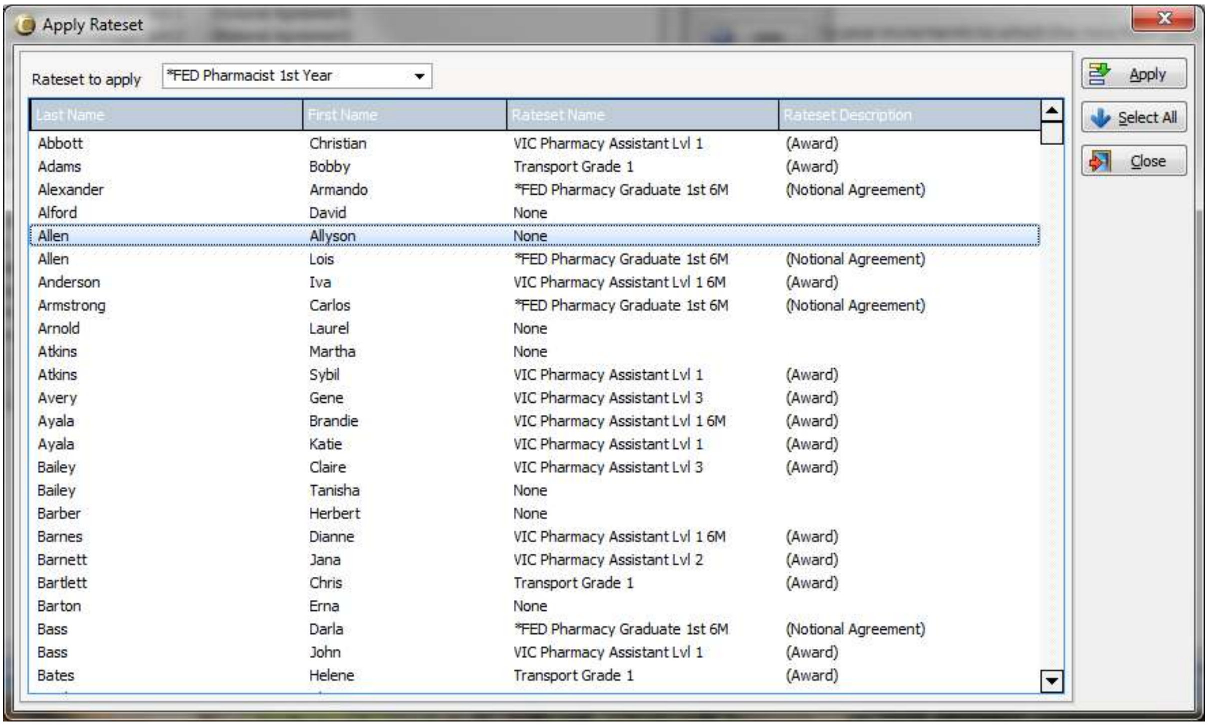
Ensure the rate type is set to years worked.

Select Add.

Specify the required industry year increments to which the new Rate Set will apply and the new annual rates. Save and close the Rate Set and Manager

Linking a Rate Set to an employee in the Rates Manager.

Go to Setup, Rates Manager or select the “Three Gold Coins” icon on the main screen.



Select Apply.

Select the Rate Set from the dropdown at the top.

Select the necessary employee/s.

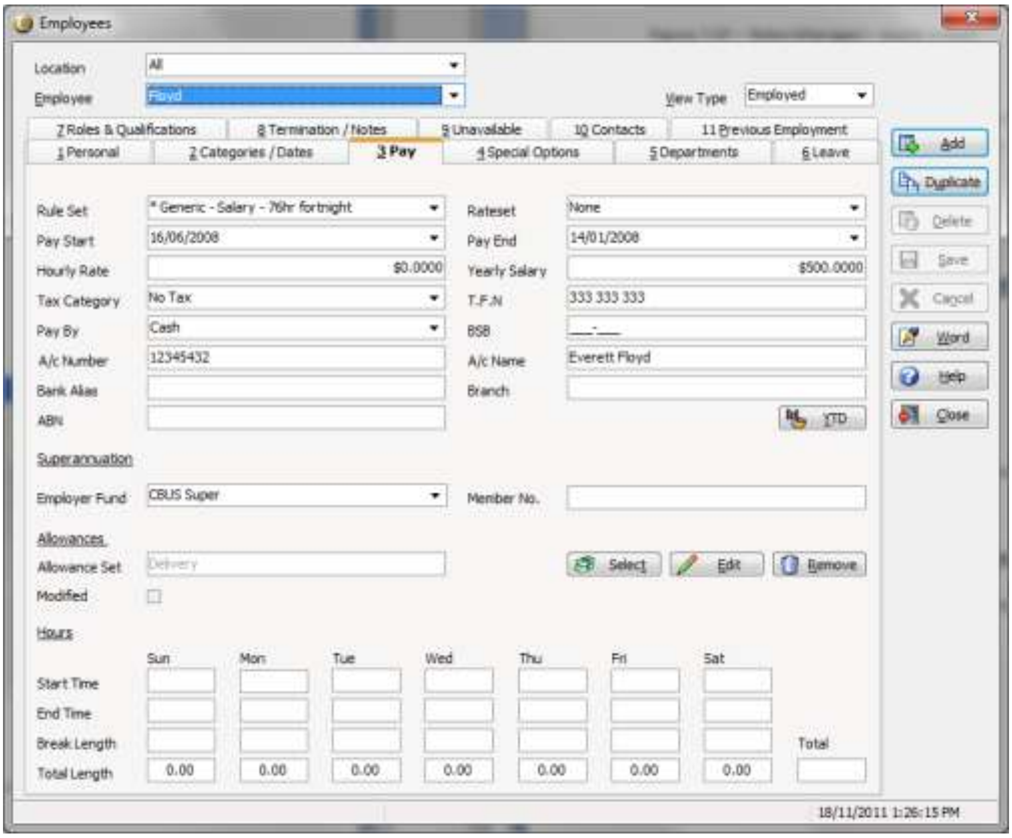
Select Apply and then Close when finished.

Apply a Rate Set to an employee in the Employee Setup screen

Go to Setup, Employees or select the people icon from the main screen.

Select the correct employee:

Select the Pay tab three.



Select the appropriate Rate Set from the dropdown.

Save and close the employee setup screen.

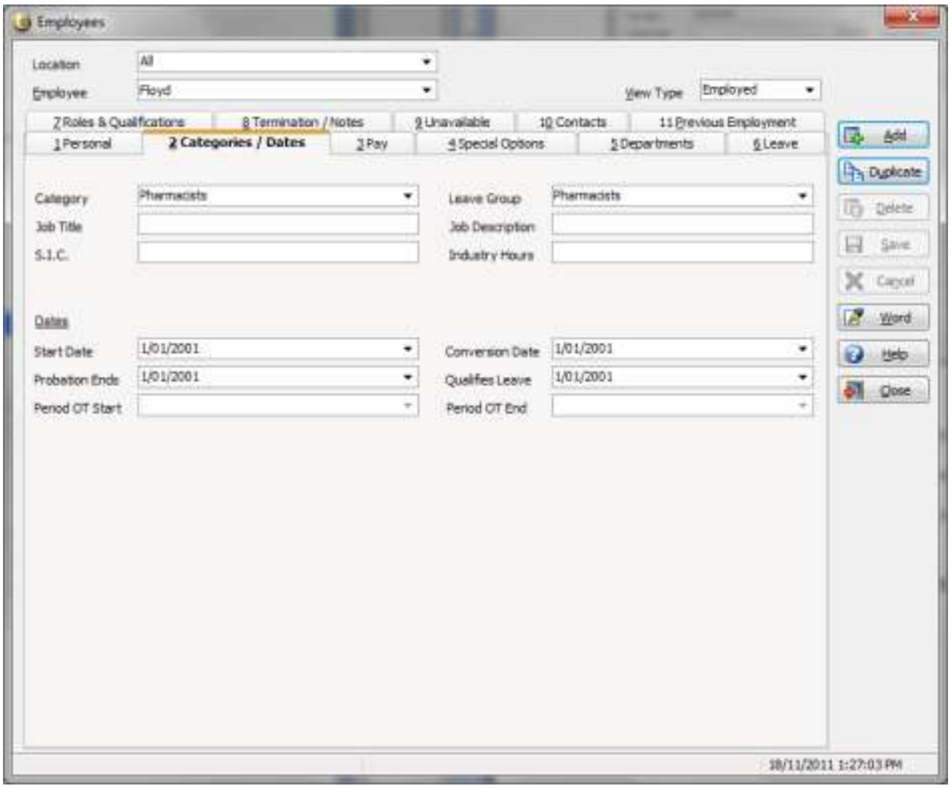
Note: A Rate Set can be linked to an employee either through the Rates Manager screen or in Employee Setup.

How to enter an employee's industry hours

Go to Setup, Employees or select the people icon from the main screen.

Select the correct employee.

Select Categories/Dates, tab 2:



Enter the number of industry hours. (Excluding the length of breaks)

Save and close the employee setup screen.

How to remove an employee from a Rate Set

Go to Setup, Rates Manager or select the three gold coins icon from the main screen.

Select Apply.

Select the None Rate Set from the dropdown.

Select the necessary Employee/s.

Select Apply and close when finished.

Applying a special rate to an employee for a shift

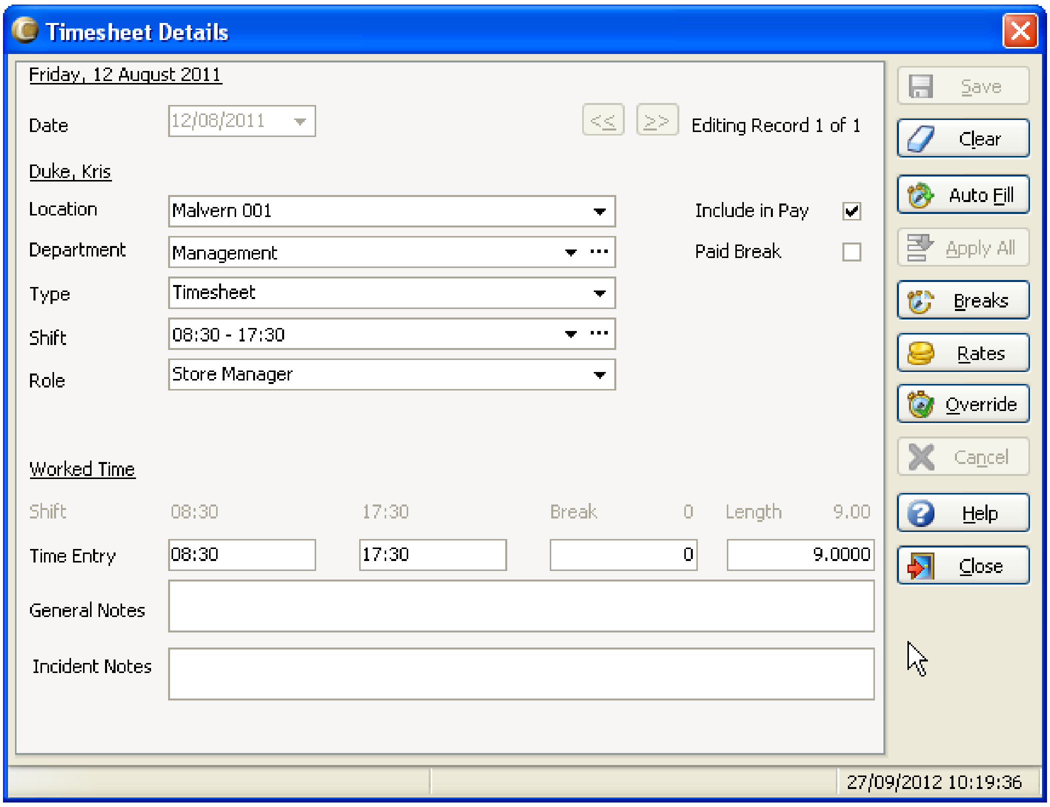
You can specify a different rate for a role an employee performs for all or part of their shift. This is done using the timesheet/leave editor.

Open the Timesheet/Leave Editor screen.

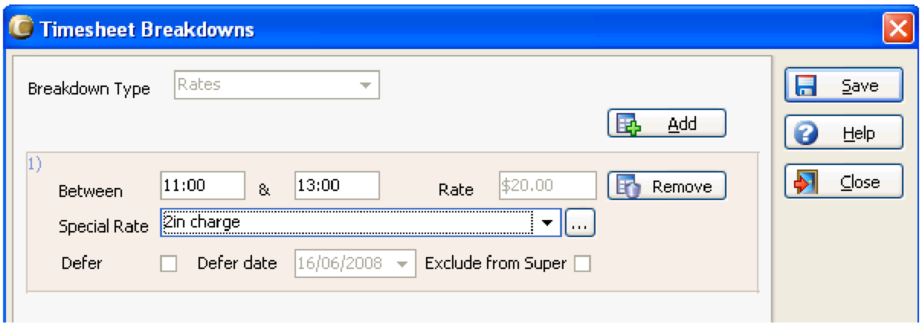
Select the employee from the dropdown.

Select Add.

Set the date for the timesheet/s and complete the necessary fields:



Select Rates button and then Add.



Select the appropriate special rate for this time.

Ensure the times for the special rate are correct.

Save and Close.

Specify a manual pay rate for a shift

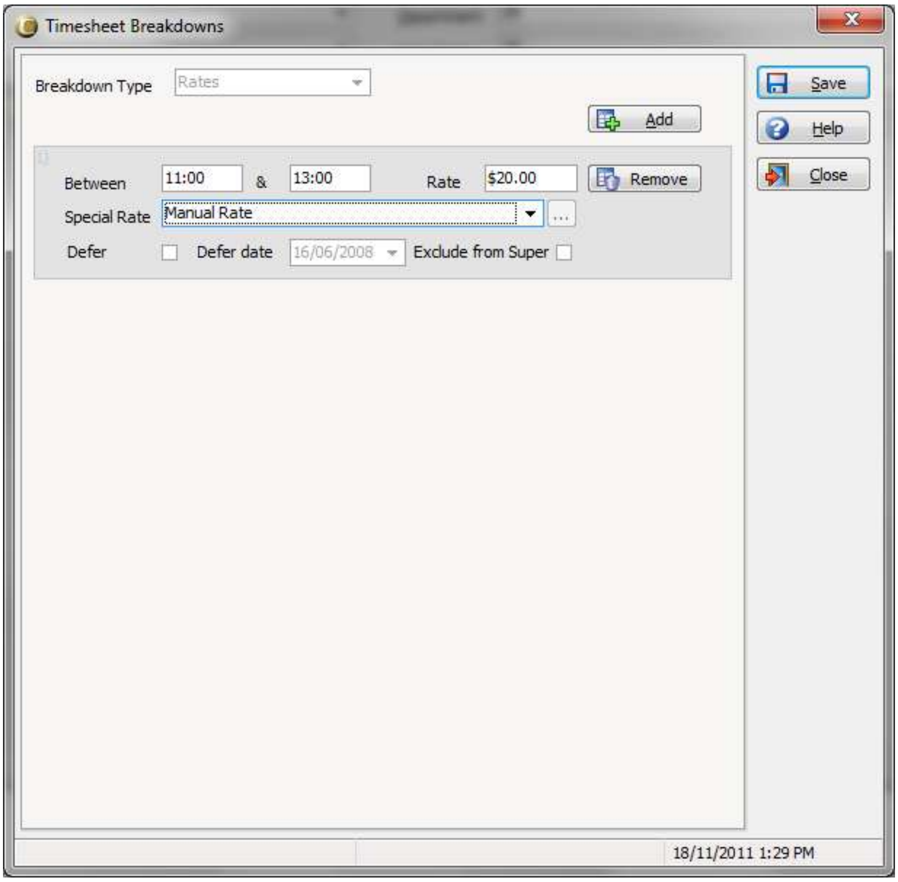
Open the Timesheet/Leave Editor screen.

Select the employee from the dropdown.

Select Add.

Set the date for the timesheet/s and complete the necessary fields.

Select special rate and then Add:



Select Manual Rate from the dropdown.

Ensure the times for the special rates are correct.

Set the pay rate.

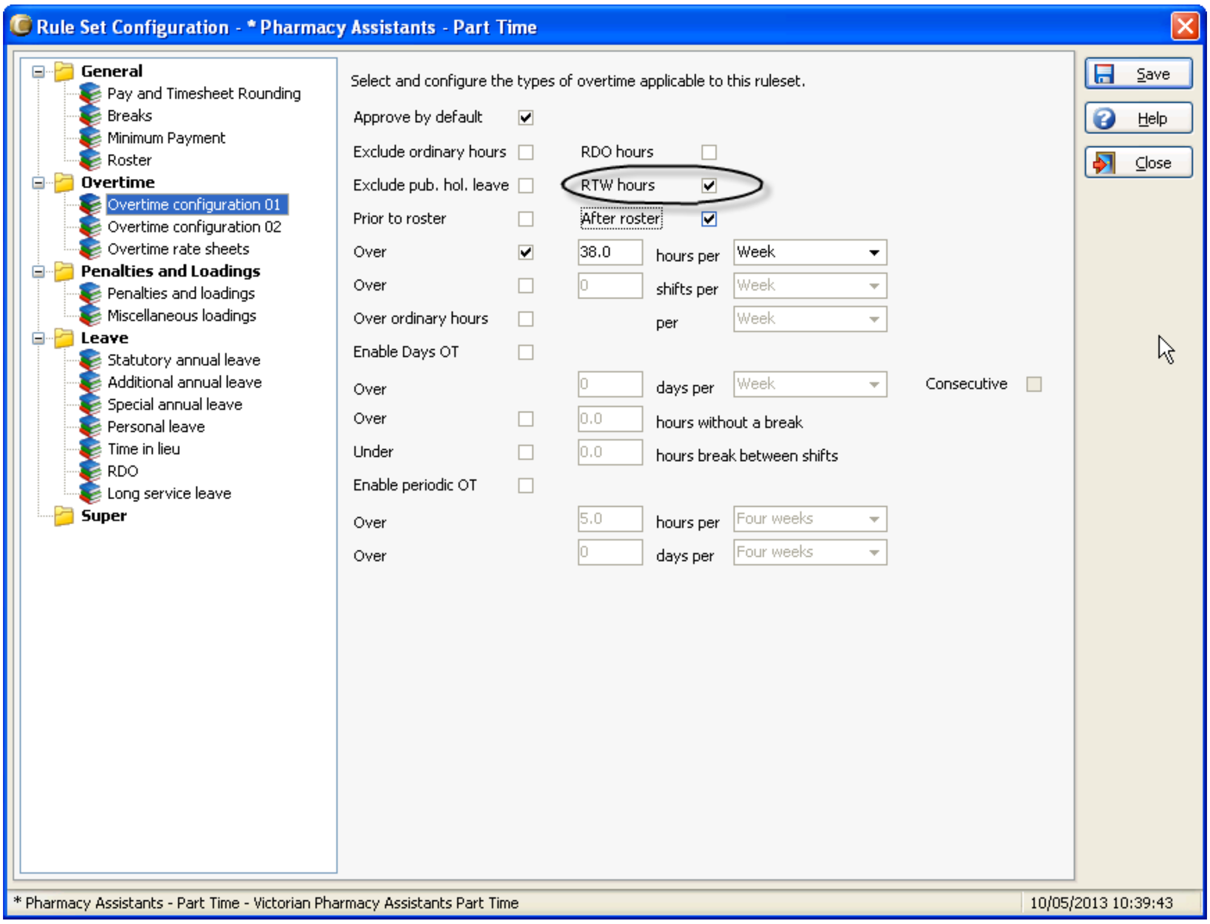
Save and Close

Recall to Work – How to set up and use a rate

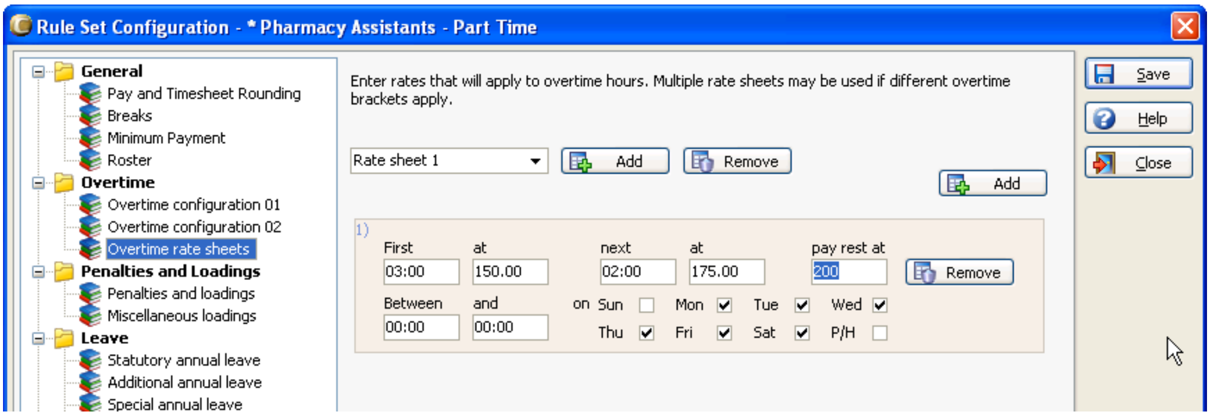
If an employee is recalled to work after they have left for the day, a special rate can be set up for the time they are recalled to work.

Update Ruleset for Recall to Work to be activated

In order for the Recall to Work functionality to be utilized you must make sure the ruleset you are using for the employee has the RTW option ticked. This is available via the Overtime configuration.



Set up your Overtime ratesheet as needed.



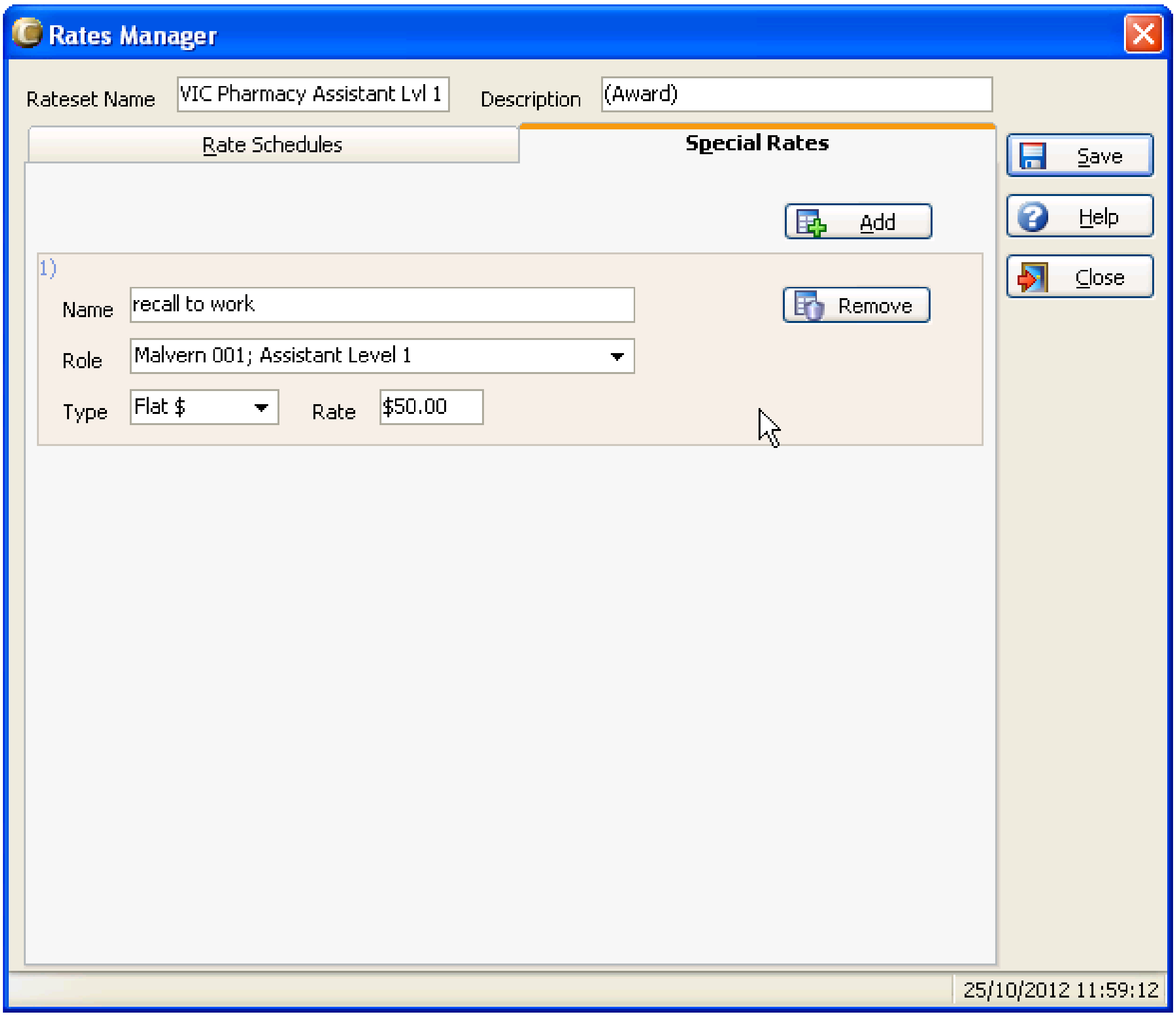
Set up a recall to Work special rate using the Rates manager. Select the Rates manager from the main ClockOn menu.

Create a Recall to Work Special rate

Select a Rateset list and then edit.

Select the Special Rates tab.

Enter Recall to Work as the Name of the special rate. You can select a role from the dropdown list of roles. Then Choose whether the rate will be a flat rate, percentage or +/-$. Enter the rate value.



Save the Special rate and exit.

Attach the rateset to you employee

Make sure the employee has this rateset assigned to them in their employee details (Tab-3 Pay).

Timesheet – Attach the Recall to Work Special Rate

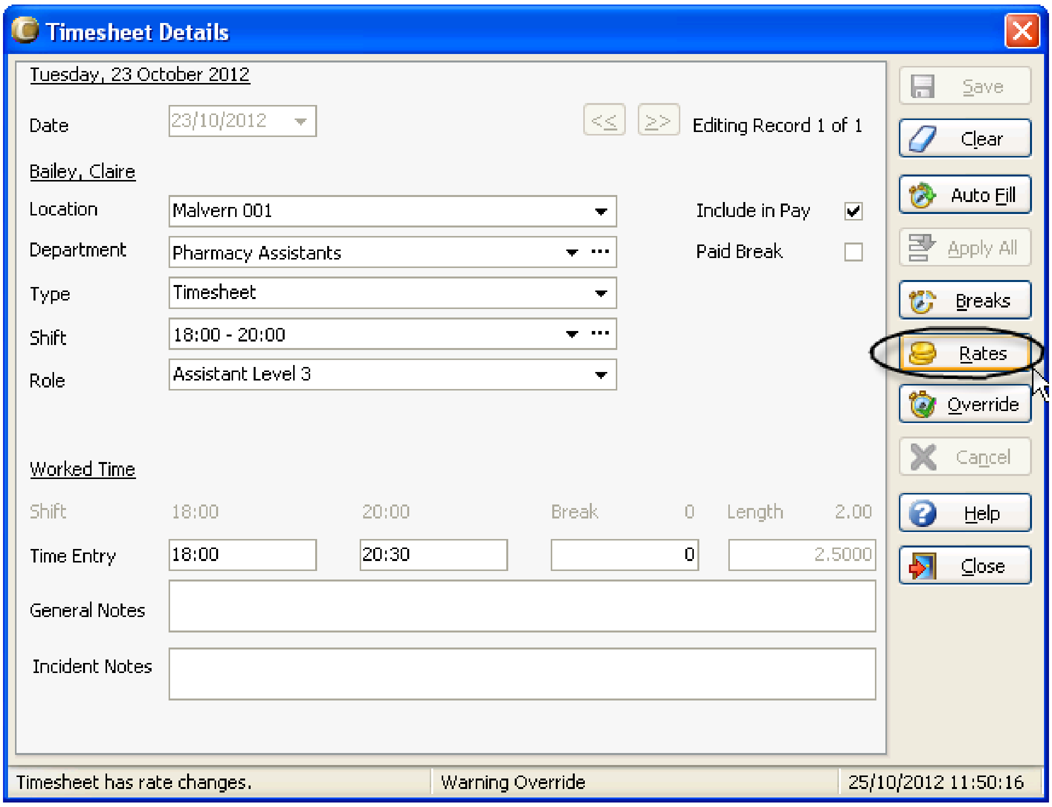
A timesheet entry must be set up for the time they have been recalled to work.

You can edit your timesheet entry by selecting the timesheet option from the main menu of ClockOn or choose to edit the timesheet when processing the payroll.

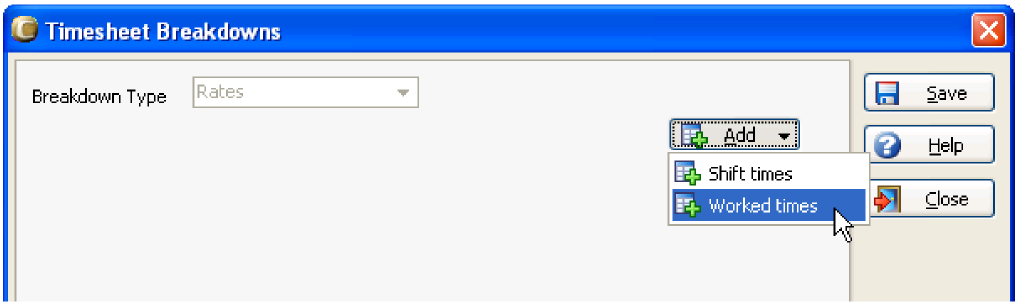
In the following example, there are two timesheet entries for the same day. One is for the normal shift worked and the second is for a recall to work entry.

Day	Date	Employee Name	Location	Department	Name/Type	Start	End	Break	Total	*
Tue	23/10/2012	Bailey, Claire	Malvern 001	Pharmacy Assistants	08:30 - 17:30	08:30	17:30	30	8.5000	
Tue	23/10/2012	Bailey, Claire	Malvern 001	Pharmacy Assistants	18:00 - 20:00	18:00	20:30	0	2.5000	

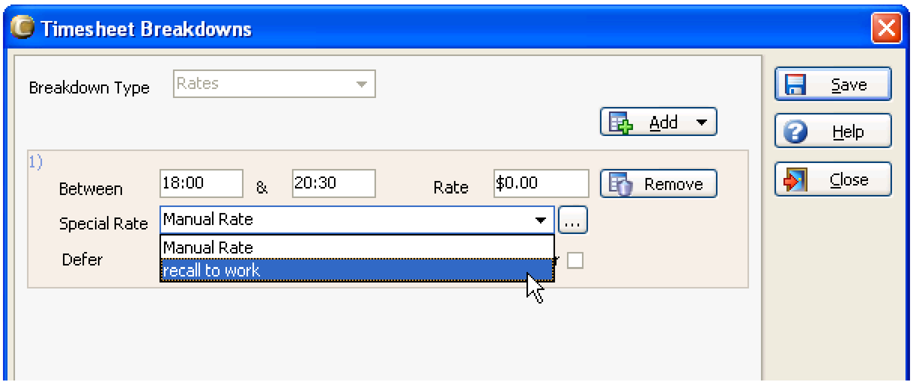
Edit the second timesheet entry and select Rates.



Select the Add button and then choose either Shift times or wokred times.



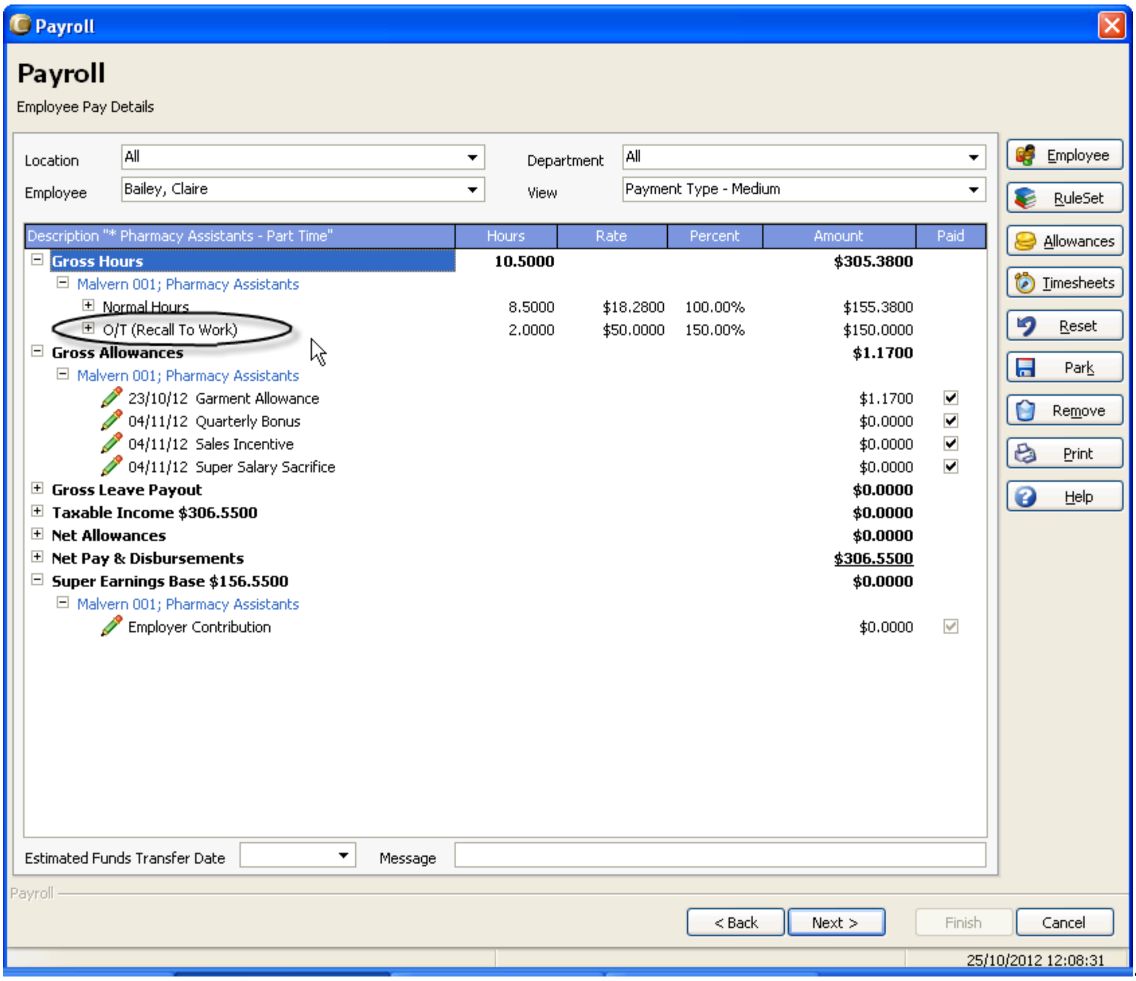
Use the times as they are shown, or you can change them at this point. Select Recall to Work from the dropdown list of special rates.



Once you select Recall to work as your special rate, the Rate $ value will automatically be shown. This value is the rate you had previously set up in the rates manager.

Process the Payroll

When the Payroll is processed for the employee where the period includes the timesheet entry with the special rate, the recall to Work will be shown on the pay details. The rate you entered will be used.



Section Seven

Employees

Personal details

Categories

Pay structure

Special options

Departments

Leave

Roles / qualification

Termination / notes

Unavailable

Contacts

Previous employment

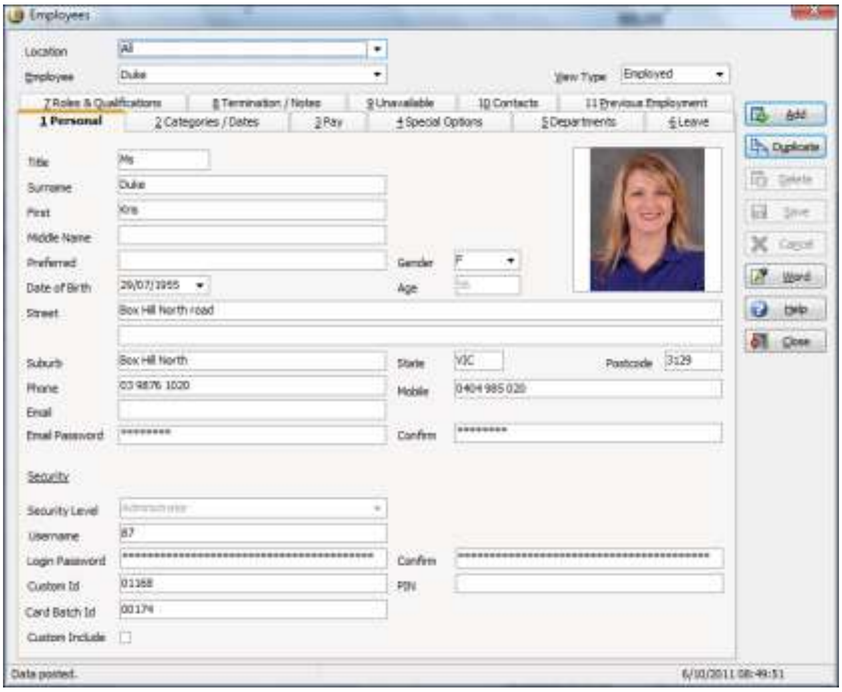
Setting up contractors within ClockOn

Employee Personal Details

The Employee list displays the names of all employees both employed and terminated. Selection of any name in the list enables editing, adding or deleting of employee details. Terminated employees cannot be deleted from the system.

View Type: This field classifies employees as employed, terminated or all (both combined). The employee list defaults to Employed.

Employee Image: An employee image can be loaded to the personal detail screen. Click right mouse button and select Load to browse to a folder and select the required image:



Employee security information

Security Level: Security roles are configured by the Administrator under System Setup, Security Roles. Security roles determine the limitations of an individual employee's access to the system.

Administrator: Administrators have access to the Employee Menu, the Administrator Menu and the Setup Menu. More than one Administrator with full privileges may be appointed, but a second Administrator with full privileges should be appointed with discretion so as to avoid conflict in matters of authority.

Username: Up to 20 alphanumeric characters may be entered in the Username field, which is used for logging in and out of ClockOn, in conjunction with the password.

Password: When employee details are first entered, a password must be assigned. The employee should then change the password using the password function in the employee menu. Up to 20 alphanumeric characters may be entered in the Password field which, in conjunction with the Username, is used for logging in and out of ClockOn. Passwords must not contain spaces.

PIN: This is an employee specific number which can be used to clock on and off by an employee using a key pad.

Custom ID: This is used with custom exports (such as exporting to 3rd accounting packages) and is used to determine which employees are to be included.

Custom include: This is used with custom exports, such as exporting to MicroPay and to determine which employees are to be included.

Card batch ID: This is a specific number used with the C-Pass unit. Each batch of proximity cards sent to a customer has a designated site number which is used to identify each such batch of cards and must be entered here or within the ClockOn Service.

Initial access to the application: This is gained with the temporary Username and Password admin and admin. The Administrator should change these at the first opportunity. ClockOn will not allow the last Administrator in the system to be deleted or for administrators to delete themselves (i.e. there should always be at least one Administrator within ClockOn). Individual Administrators can, however, delete other administrators in the system.

Changing a password

To change or restore an employee's password:

Overwrite the encrypted password with a new password in the text field and the Confirm Password text fields.

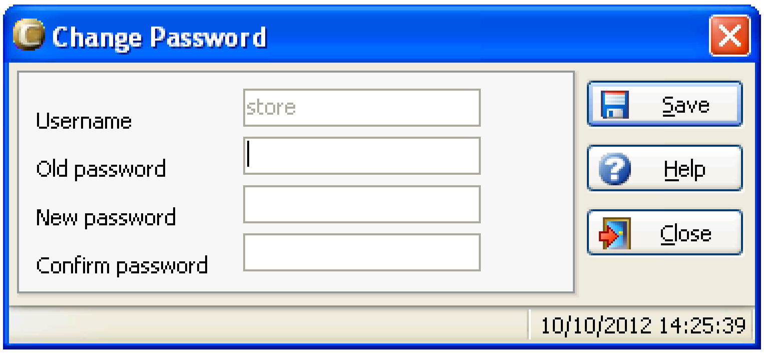
Select Save.

Advise the employee of his or her new password.

The employee should then change this password upon next using ClockOn.

How an Employee can change their password.

An employee can change their password by selecting the Key icon from the main ClockOn menu.



You are then prompted to enter your old password, new password and a confirmation of your password.

Select Save or select Close to cancel the change of password.

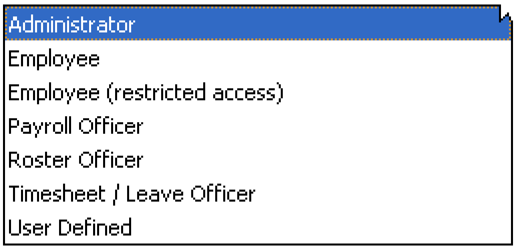
Changing security levels

To change an employee's security level:

Go to Setup menu, Employee Manager or select the people icon from the main screen.

Select the employee from the dropdown list at the top of the employee screen.

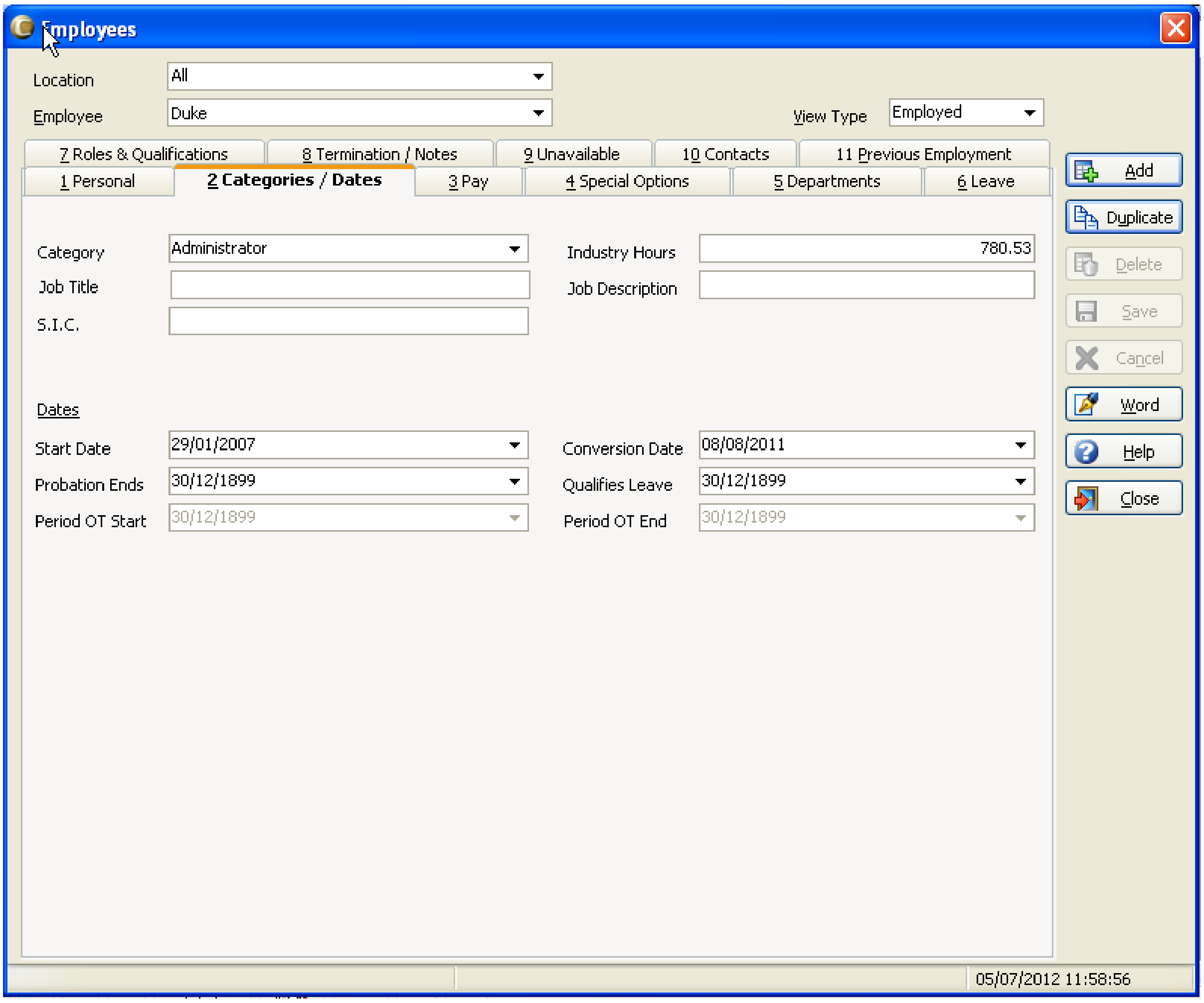
At the bottom of the personal screen in the security area, open the dropdown list beside Security level.



Select the appropriate Security level and then select Save.

Categories / dates

Details regarding employment groupings and employment dates are entered here:



Category: Employee categories are used as a means of grouping employees within the workplace for any purpose other than a role as defined elsewhere.

Job title: Name of position held.

SIC: Standard industry classification applicable to the employee.

Industry hours: The number of hours completed in the industry. This can be edited at any time but will be automatically incremented at each payroll based on the number of hours the employee has completed.

Job description: Brief description of duties.

Start date: Reflects the date the employee commenced employment with the current employer.

Probation ends: Reflects the date on which the employee's probationary employment period ends. This entry generates an Alert before the due date.

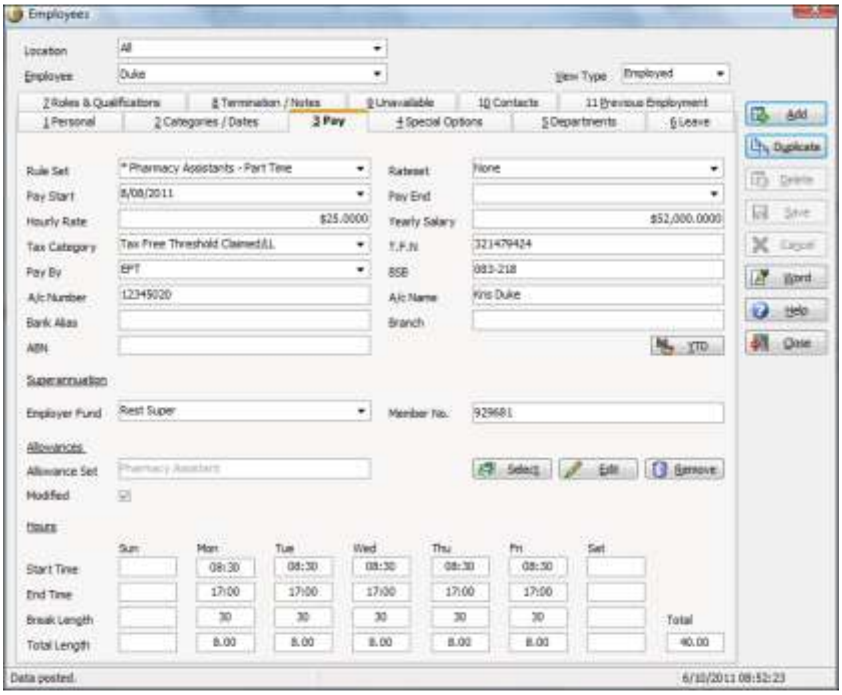
Conversion date: Reflects the date the employee's entitlements were transferred to ClockOn from the previous management system.

Qualifies for leave: Determines the date after which a successful leave applications can be made.

Pay Details

An employee's pay is based firstly on the base (hourly) rate and secondly upon overtime, loadings and penalties as defined by the Rule Manager.

Note: When a rule set with an 'hourly' structure is selected, ClockOn converts the hourly rate entered into a corresponding salary (disabling data entry in the salary field). When a rule set with a 'salary' structure is selected, ClockOn converts the annual salary entered into a corresponding hourly rate (disabling data entry in the hourly rate field):



Rule Set: The linked Rule Set that governs the employee's payroll calculation.

Rate Set: The linked Rate Set is based on the shifts worked, the employee's age or the number of industry hours worked.

Tax category: The Administrator selects the Tax Category appropriate to the individual employee. Should an employee's Tax Category change in the course of employment, the new rate of taxation applies from the commencement of the current payroll period.

Hourly rate: The Hourly Rate field is enabled and editable if the linked Rule Set has an hourly pay type defined. Entering a value in this field automatically displays a derived yearly salary (in read-only form).

Yearly salary: The Yearly Salary field is enabled and editable if the linked Rule Set has a salary pay type defined. Entering a value in this field automatically displays a derived hourly rate (in read-only form).

Pay start: This field determines the start date of the next payroll for the selected employee. Altering this value will have the effect of defining a different pay period and is useful for implementing rotating or secondary payrolls on different days of the week.

Pay end: This field determines the end date of the next payroll for a particular employee. The date is cleared after the payroll is run and reverts to the normal pay period length configured in the employee's Rule Set.

Pay by: This list gives the Administrator the option of paying the employee by cash, cheque or EFT.

Linking a Rule Set to an employee

An employee must be associated with a Rule Set in order to be paid. Any changes made to the Rule Set are reflected when the payroll is generated. A change made to an employee's Rule Set will impact equally on all other employees linked to that Rule Set.

Note: If an employee is not linked to a Rule Set, that employee will be excluded from the payroll.

Linking a Rate Set to an employee

Employees can be associated with a Rate Set that automatically applies a higher rate of pay when a new age group has been reached or for working beyond a set number of industry based hours. Differing pay rates can also be applied to temporary roles.

Multiple pay rates

Multiple pay rates applied on specific days and times can be configured in the Rule Manager as loadings or penalty rates.

For example, a Rule Set can be set for a standard pay rate of $32.50 for hours worked Monday to Friday, a pay rate of $35.50 for hours worked on Saturday and a pay rate of $40 per hour for hours worked on Sundays and Public Holidays.

Note: In most cases it is best to configure multiple pay rates using loadings to ensure that only the base rate is used for leave payments. To include additional pay rates in the payment of leave, use the penalties section of the Rule Manager or apply special rates when rostering.

Setting up employee EFT details

Employees paid by EFT (Electronic Funds Transfer) must have their personal banking details recorded in ClockOn. ClockOn does not enable direct funds transfer, but generates an .aba file designed for the purpose. A third party electronic banking system is used to import funds into employee bank accounts.

Bank Alias: Allows the entry of an alias that corresponds to the employee's bank.

Branch: Identifies the branch to which payments are to be made when EFT is the selected method of payment.

A/c Name: Displays the name of the account into which the employee's pay is to be transferred.

A/c Number: Identifies the number linked to the A/c Name used for payroll purposes.

BSB: Stores the numeric identification of the bank branch linked to the employee.

Setting up employee superannuation details

Superannuation fund: Percentage contributions made by the employer under the Superannuation Guarantee Charge (SGC) are defined under Setup. The Administrator is responsible for updating the percentage. Employee personal contributions can be made using the allowances function.

Member number: This defines the number used by the superannuation fund for identification of the employee. The member number appears in superannuation reports.

Allowances

Conditional pay allowances and additional bank disbursements can be set up using the Allowance Manager. Once an Allowance Set has been configured for either a particular employee or a group, it can be linked to the employees. Selections can be made for the correct Allowance Set and the set can be customised to suit individual employee by using the Edit command. For more information, view the Allowance Manager section.

Select: This determines which Allowance Set applies to the employee

Edit: The Allowance Set can be modified for an employee, such that the change will not affect other employees linked to that Allowance Set. When changes have been made to an Allowance Set, the Customised check box will be checked.

Remove: This will remove the employee from the selected Allowance Set but will not affect other employees.

Note: for details on adding or removing individuals allowances and deductions see the section 'Allowance Manager'.

Hours (ordinary working week)

This window allows the Administrator to specify an employee's ordinary work hours and on which days the employee is expected to work.

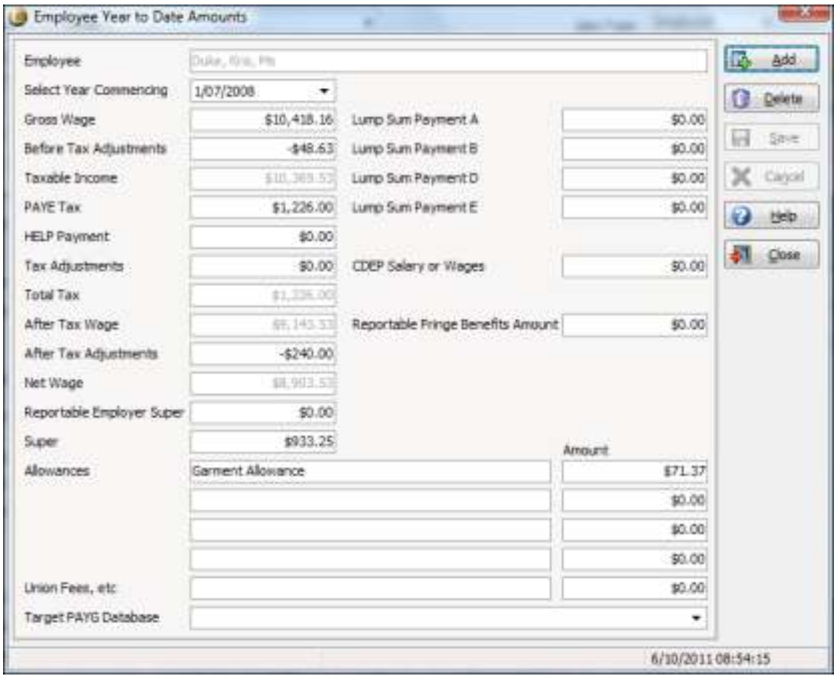
These hours can be entered as start and end times for each day or as total hours worked for that day, including the length in minutes usually taken for breaks.

Ordinary hours will be used in the rosters when creating shifts for specific employees. For example, if an employee has ordinary hours for Monday of 8.30 – 16.30 with a 30 minute break defined in their employee record, then a shift created on a Monday will have those hours for that employee. Otherwise, the shift will default to the department trading hours for the employee.

Ordinary hours are also used in the Termination Wizard for long service leave to enable calculation of the marginal tax for a full worked year, so as to ensure that an employee is not over taxed for leave payments made at termination in respect to long service leave.

YTD (year to date)

The year-to-date screen ensures that payment summary totals are accurate for the selected year:



Employee: Lists the selected employee.

Select year commencing: An option to select financial year date ranges. (See financial year below).

Gross wage: Total of gross wages paid year to date.

Before tax adjustments: Total of before tax adjustments year to date.

Taxable income: Gross wage minus or plus the total of before tax allowances.

PAYE tax: Total of tax paid year to date.

HELP payments: Total of HELP (Higher Education Loan Program) payments year to date.

Tax adjustments: Total of tax adjustments year to date.

Total tax: Total of PAYE tax plus HELP payment plus tax allowances.

After tax wage: Taxable income minus total tax.

After tax adjustments: Total of after tax adjustments year to date.

Net wage: After tax wage plus or minus after tax allowances.

Reportable employer super: Allows the user to enter a custom amount for reportable super that will appear on the employee's PAYG summary for the financial year.

Super: Total of employer superannuation payments year to date.

Lump sum payment ABDE: Total of lump sum amounts paid to the employee.

CDEP Salary or wages: Total of Community Development Employment Project amount year to date.

Reportable fringe benefits amount: A single calculated amount added to the payment summary totals prior to preparation.

Allowances: Name and value of allowance required for individual payment summary reporting.

Union Fees, etc: Name of union and value of Union Fees deducted year to date.

Target PAYG Location: Defines the location from which the PAYG certificates will be created. This is automatically generated from the datasets located within the ClockOn folder. This function does not need to be applied unless there are multiple companies with roaming employees that need to be consolidated in a single data set.

Using the YTD screen

There are two methods recommended for entering employee year to date values:

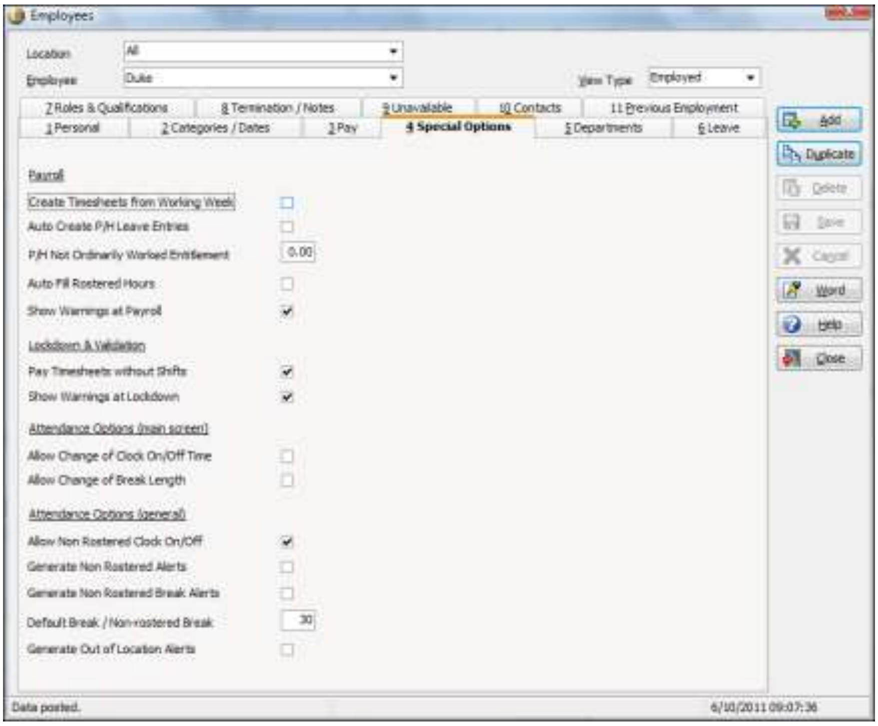
1) All payment summary amounts are manually entered for each employee when ClockOn is initially set up and before processing of the first payroll.

2) The Administrator begins using ClockOn without entering existing totals. In this instance, ClockOn will commence accumulating data in the payment summary sections as set in Employees. Outstanding payment summary totals (accrued prior to ClockOn implementation) are manually added to the ClockOn values at a later date.

Note: Typing a value in any of the fields in the YTD screen will overwrite any data already displayed.

Special options

The Special Options are used to tailor an employee's individual needs for Payroll, Lockdown & Validation and Attendance Options.



Payroll

Create Timesheets from Working Week: This option is used to create timesheet entries based on the Ordinary Work Hours fields as defined in Tab 3 Pay. This is most useful for employees who:

- Have regular hours.
- Require timesheets.
- Are not able or required to clock on or off.
- Are not normally rostered.
- Do not receive pre or post roster overtime.
- Do not receive shift penalties or loadings.

Auto Create P/H Leave Entries: This option allows for the automatic generation of timesheet entries on public holidays. If the employee ordinarily works on this day, it will create a timesheet based on ordinary hours (Employee Setup - tab 3)

P/H Not Ordinarily Worked Length: This option determines the total length required to automatically create Public holiday leave entries when an employee does not ordinarily work on that day.

Auto Fill Rostered Hours: This option is used to generate timesheet entries based on the start and finish times for rostered shifts. This is useful for employees who are rostered, but are not required to clock on or off.

Show Warnings at Payroll: This option is used to display or conceal warning (purple colour coded)) timesheets at payroll.

Lock down & validation

Pay Timesheets without Shifts: This option allows an employee to be paid for hours worked without the need for an attached shift or roster. This option can be used by employees who are allowed to clock on and off casually and have no defined roster.

Show Warnings at Lock down: This option is used to display or conceal warning (purple colour coded) timesheets at lock down.

Attendance options (main screen)

Allow Change of Clock On or Off Time: When checked, the employee may vary the clock on or off time by using the Adjusted Time field. This might be used, for example, in the circumstance when an employee is unable to clock on immediately on arrival at the workplace. This action sends an alert to the Administrator.

Allow Change of Break Length: When checked, this function enables the employee to vary the length of the break. This sends an alert to the Administrator.

Attendance options (general)

Allow Non-Rostered Clock On or Off: When this field is checked by the Administrator, the non-rostered employee is able to clock on and off. The time entries will be automatically attached to a shift named None.

Generate Non-Rostered Alerts: When this function is enabled, a non-rostered clocked time alert is generated.

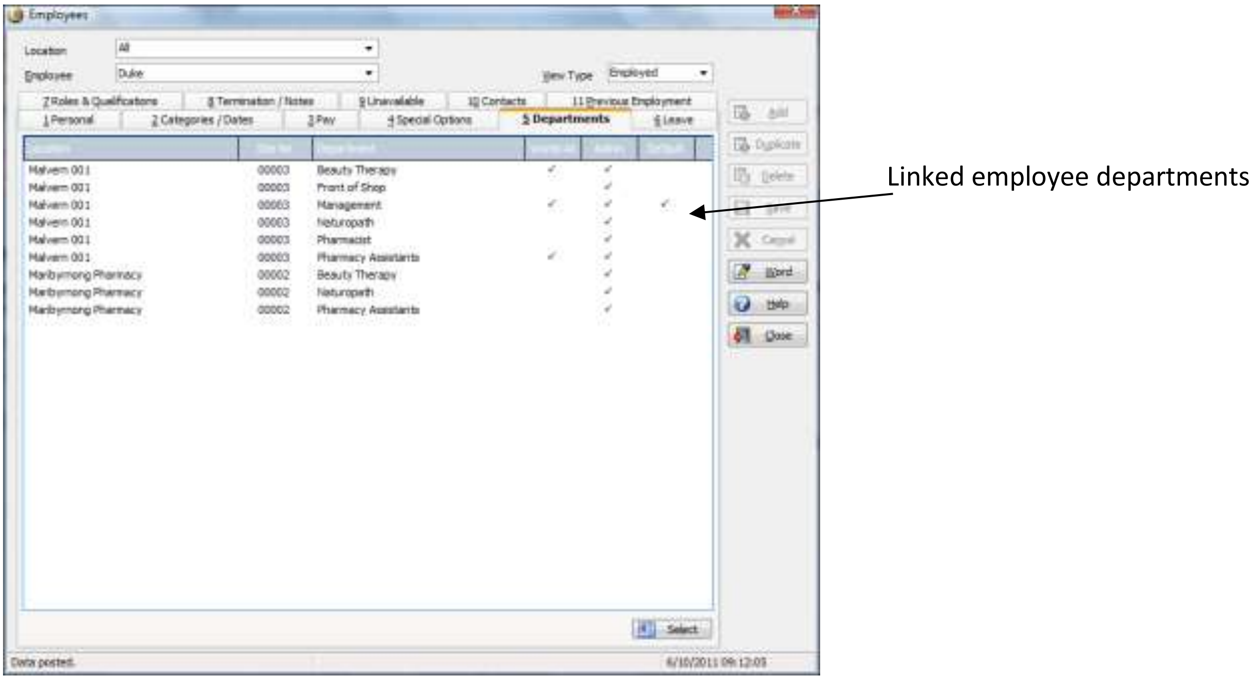
Generate Non-Rostered Break Alert: When this function enabled, a non-rostered break clocked time alert is generated.

Default Break: The break length (in minutes) automatically assigned when the employee performs a non-rostered clock off.

Generate Out-Location Alert: When enabled, an out of location clocked time alert is generated.

Departments

Employees are assigned to departments in accordance with their place of work, roles and responsibilities. For each assigned department, an employee may be deemed a worker, an Administrator or both:



Works At: When checked, this field indicates the employee works at and is included in any lists or reports relating to that department.

Admin: When checked, this field indicates the employee is an Administrator of that department, and can view other employees who work at that department on the roster, employee and other related screens.

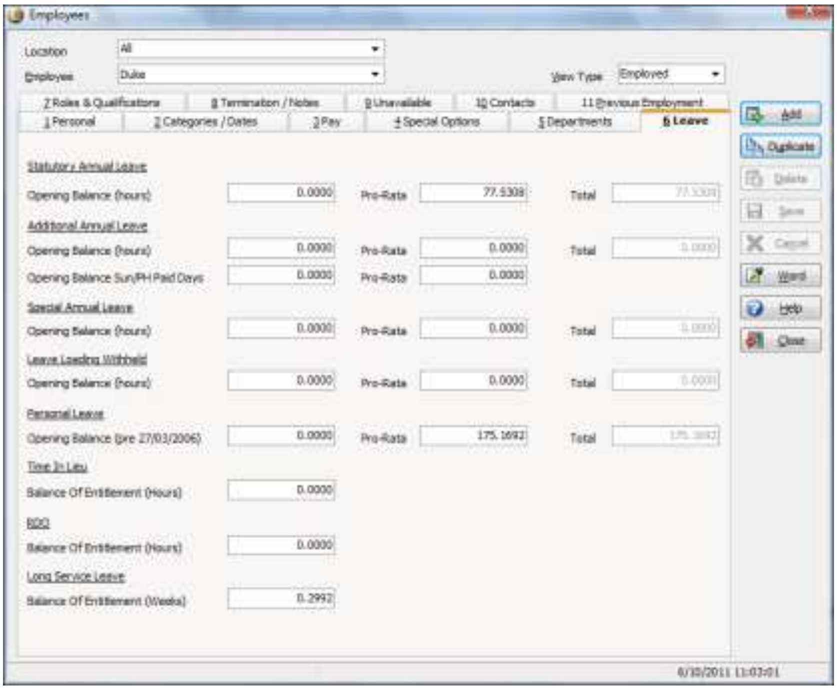
Default: When checked, this field indicates the default department for the displayed employee.

Note: At a summary level, total payroll costs are assigned to the employee default department/location. At a detailed level, costs are assigned to the locations/departments recorded against each timesheet. For more detail see the section 'Department Costs'.

Note: Each employee must be assigned a default department. Doing so ensures that all costs are accounted for, even in the absence of other specific data at payroll or timesheet lock down.

Press Select (or double-click directly anywhere in the Department listing) to open the Employee Departments screen.

Leave entitlements



Statutory annual leave: Opening balance (hours) shows the balance of leave owing from previous worked years. Pro rata reflects the entitlements for the current 12 month employment period.

Additional annual leave: Opening balance (hours) shows the balance of additional annual leave (where an employee works on Sundays and public holidays) from previously worked years and the pro rata is the entitlement for the current twelve month employment period. The opening balance sun/ph paid days reflects the number of days worked on Sundays and public holidays in the previous years and the pro rata is the entitlement for the current twelve month employment period.

Special annual leave: Opening balance (hours) shows the balance of leave owing from the previously worked year. Pro rata reflects the entitlements for the current 12 month employment period.

Leave loading withheld: Opening balance of the previous year's entitlements and the Pro rata reflects the entitlements for the current 12 month employment period.

Personal leave: Opening balance of the previous year's entitlements and the Pro rata reflects the entitlements for the current 12 month employment period.

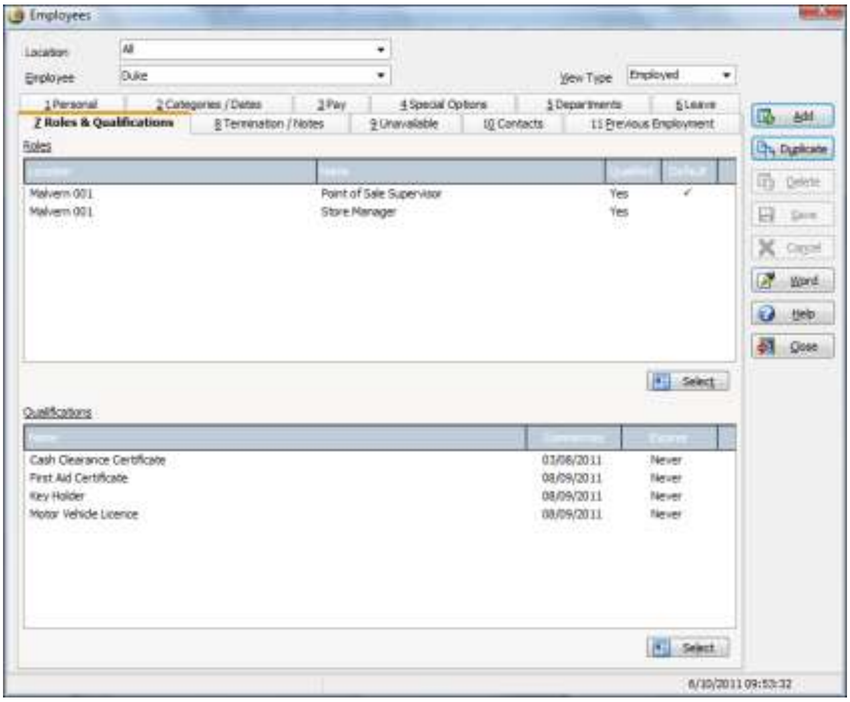
Time in lieu: Balance of entitlements (hours): the value (in hours) of time-in-lieu after processing the last payroll.

RDO: balance of entitlements (hours): the value (in hours) of RDO leave after processing the last payroll.

Long service leave: balance of entitlements (weeks): the value (in weeks) of long service leave after processing the last payroll.

Calculation of entitlements: entitlements must be calculated using the appropriate formulae. To ensure employee entitlements are calculated correctly, contact the relevant professional association or department of industrial relations for assistance. Once the correct balances have been entered into ClockOn, they are accrued or deducted on a per payroll basis.

Roles & qualifications



Roles

This screen displays the role(s) and qualification(s) assigned to an employee. Roles are visually grouped by the location(s) at which the employee has been deemed to work.

Add or edit an employee Role.

To add, edit or delete a role for an employee, press Select or double-click directly anywhere in the role listing to open the Employee Roles screen.

The Qualified column specifies whether the employee is qualified (Yes, No or Partial) to perform this role.

The Default column specifies the primary role for this employee.

Qualifications

Qualifications are added one at a time. Multiple qualifications can be assigned:

To add a qualification to an employee:

Select or double-click directly anywhere in the qualification listing to open the Employee Qualification screen.

Select Add to add a new qualification.

Select a qualification from the qualifications dropdown.

Note: Qualifications are stored as a master list and are accessed from the main menu in ClockOn. See the section 'Adding Qualifications' for more detail.

Commences: Select the correct qualification commencement date.

Note: In many instances the commencement date of a qualification will be in the past but qualifications due to commence at a future date can also be added. This will prevent unnecessary warnings regarding expired qualifications from appearing when c future rosters.

Expires: The qualification expiry can be set to Never or to a specified date in the future.

Note: Many certificates, qualifications, licenses or certifications have a fixed expiry date. By entering this value at the outset you ensure that employees with expired qualifications will be immediately identified during roster construction.

Notes: Detailed notes can be entered in relation to qualifications. There is no limit to the number of lines in this field.

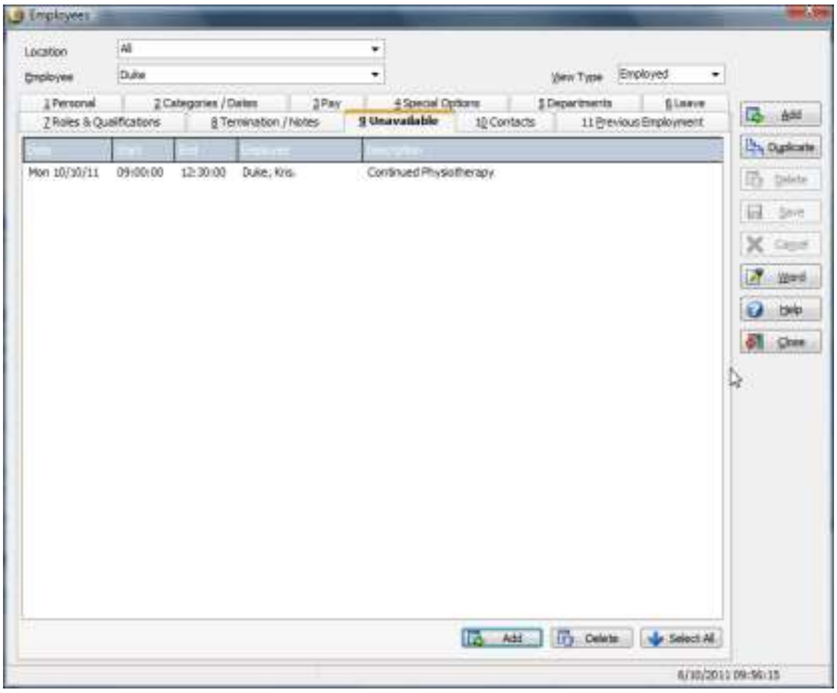
Image: A scanned JPEG image of the qualification can also be stored for each employee. Right click on the image area and select the load option.

From here browse to a folder location where the qualification image is stored (in .jpg format) and select the image.

Select Open to load the image. The scanned image of the qualification is displayed.

Note: Although every qualification may contain an image, available disk space should always be a consideration (image size should always be minimised before uploading).

Unavailable

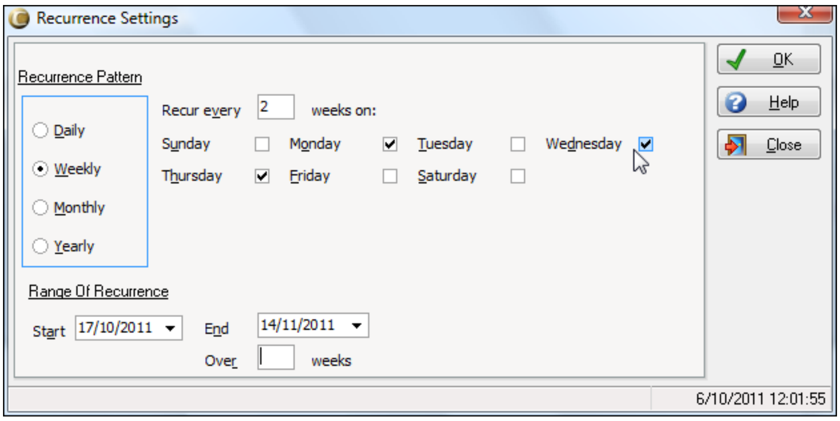


This screen displays an employee's unavailability (indicating specific dates and/or times when an employee is not available to work).

To add or delete unavailability, select Add or Delete. When making an unavailability entry, include the date, time and description.

Recurrent unavailability

Unavailability entries can be set recur daily, weekly, monthly or yearly. Upon selection of the time frame (daily, weekly, monthly or yearly), more specific selections can be made e.g. within a weekly time frame, every "nth" week and then a specific day of the week:

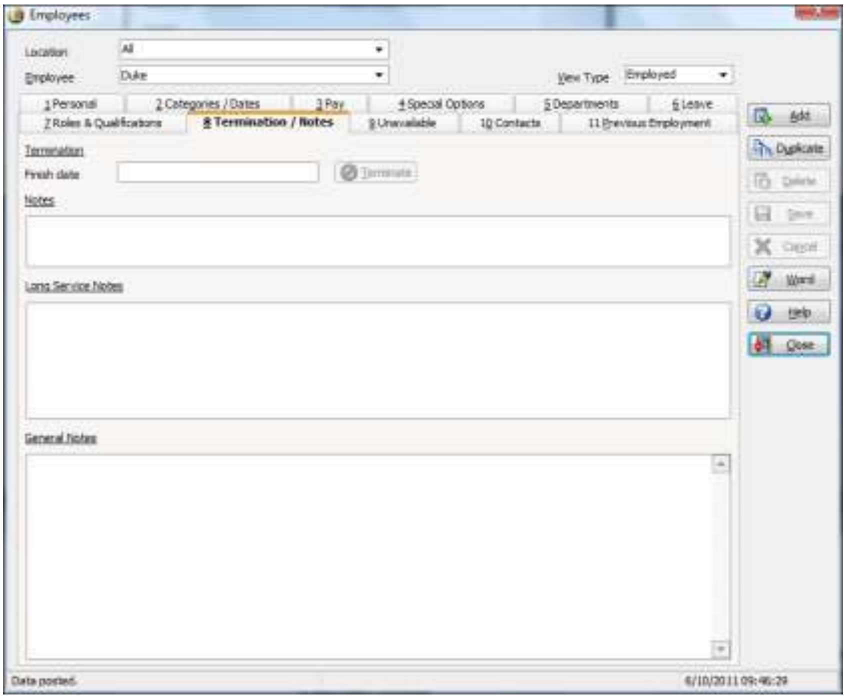


For example, select a recurrence pattern of 'weekly'.

Use the Recur Every x Weeks On field to book unavailability every "n" weeks. Use multi selectable days to book unavailability on those days only.

Use the Start and End fields to select the date range for which weekly unavailability will be booked. Alternatively, use the Over Weeks field to select the limited number of weeks for which unavailability will be booked.

Termination



Terminate Employee: The Terminate function enables a finish date to be entered and a termination note recorded detailing the circumstances of termination on that date. The termination process itself is concluded on the occasion of the next payroll, using the Termination Wizard.

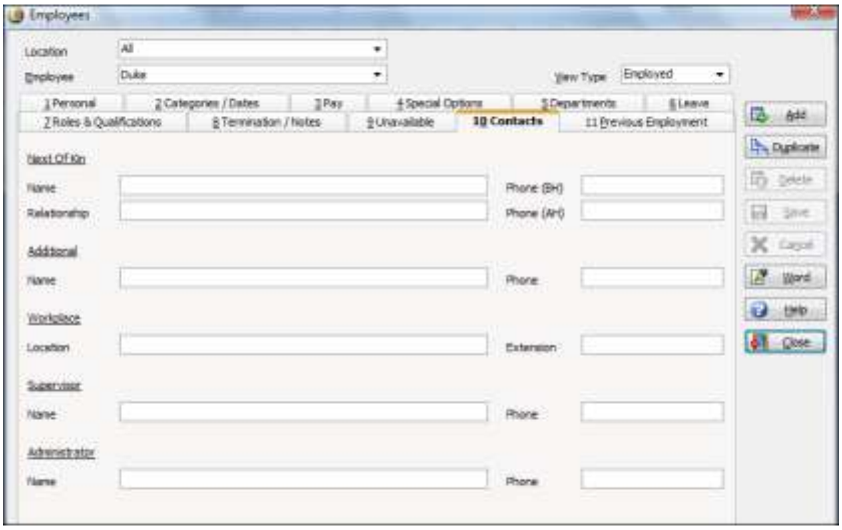
Finish date: Defines the date on which an employee's employment ceased.

Reinstatement of an employee following termination (reversing termination

Terminated employees cannot be reinstated after a payroll has been processed and a final pay slip has been generated (this can only be achieved by rolling back the payroll the termination was processed in and is not considered good practice). If, however, an employee has been terminated but not processed in a payroll, select Reinstate on this screen to restore that employee to the employed list.

Note: An employee who has been terminated and processed in a payroll (i.e. the termination is irreversible) and who is to be re-employed must be entered as a new employee. Use the Duplicate button to achieve this.

Contacts



Next of Kin: Identifies a family contact in the event of emergency, with both business hours and after hours telephone numbers.

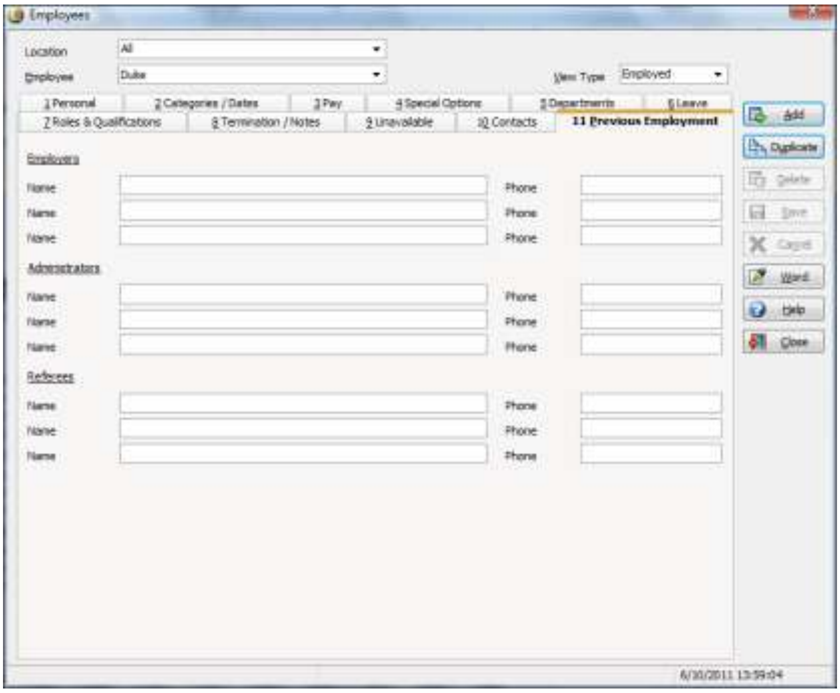
Additional Contact: Provides an additional telephone contact in the event of the next of kin being unavailable.

Workplace Location: Identifies the area in which the employee can usually be found.

Supervisor: Identifies that person directly responsible for the supervision of the employee in the workplace. The field includes both the supervisor's extension and home telephone numbers.

Administrator: Identifies that person responsible for such issues as shifts, rosters, payroll and leave and training as they apply to the employee and with whom the employee normally communicates on such matters. The field includes both the Administrator's extension and home telephone numbers.

Previous employment



Last Three Employers: These three fields identify the names of the last three companies or businesses where the employee worked.

Last Three Administrators: These three fields represent the names and contact telephone numbers of the Administrators at the last three places of employment.

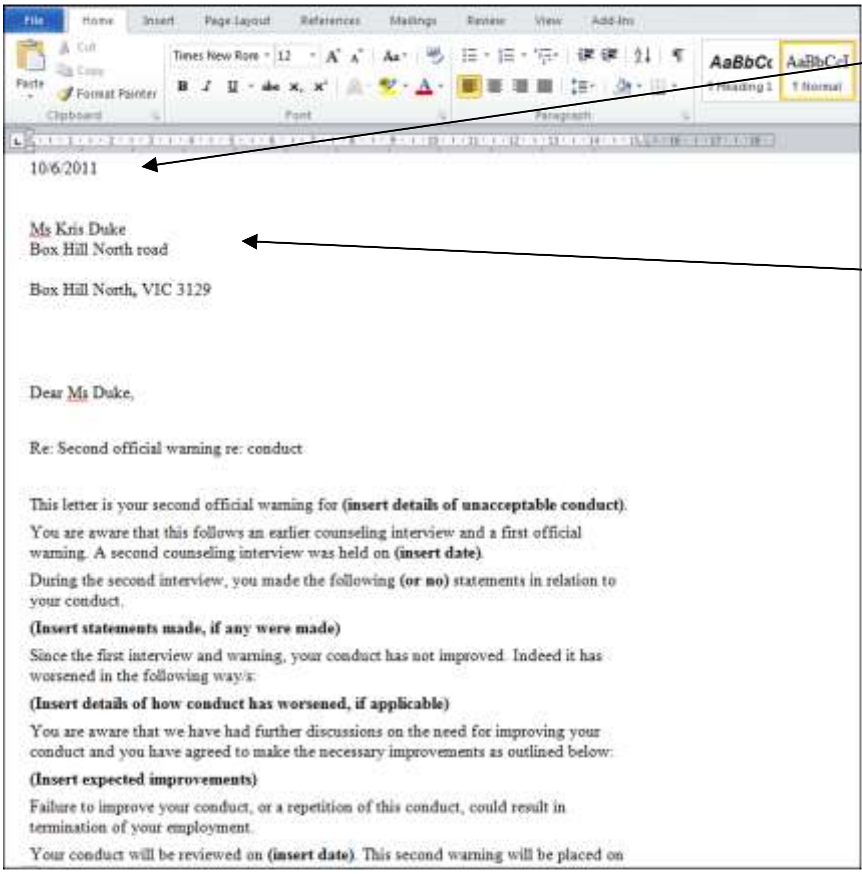
Referees: These three fields represent the names and contact telephone numbers of three referees who have been contacted in regard to the new employee.

Word Templates: By selecting the Word button, the Administrator gains access to a list of MS Word and ClockOn templates.

MS Word templates

When MS Word is installed, ClockOn provides direct access to Microsoft Word document templates (.dot files). Templates specifically designed for ClockOn are included for use by the Administrator. These include a variety of commonly used documents and forms, and are identified in the template directory by the prefix ClockOn.

ClockOn templates are useful in their ability to automatically populate fields (name details, address, start date etc.) with matching data stored in the ClockOn database:


10/6/2011

Ms Kris Duke
Box Hill North road

Box Hill North, VIC 3129

Dear Ms Duke,

Re: Second official warning re: conduct

This letter is your second official warning for **(insert details of unacceptable conduct)**.

You are aware that this follows an earlier counseling interview and a first official warning. A second counseling interview was held on **(insert date)**.

During the second interview, you made the following **(or no)** statements in relation to your conduct.

(Insert statements made, if any were made)

Since the first interview and warning, your conduct has not improved. Indeed it has worsened in the following way/s:

(Insert details of how conduct has worsened, if applicable)

You are aware that we have had further discussions on the need for improving your conduct and you have agreed to make the necessary improvements as outlined below:

(Insert expected improvements)

Failure to improve your conduct, or a repetition of this conduct, could result in termination of your employment.

Your conduct will be reviewed on **(insert date)**. This second warning will be placed on

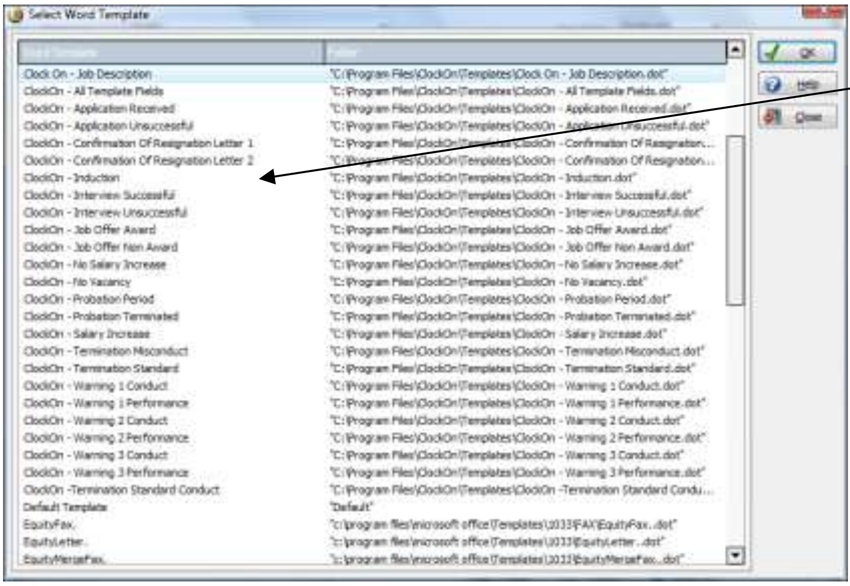
The current date field automatic inserted

Name and address fields automatically filled in.

Note: When making changes to an existing template, make sure to use Save As and save the new document as a template file before making the changes. Otherwise the original template will be lost.

Microsoft Word templates can be accessed by the Administrator from all screens within the Employee Setup screen.

Selecting a ClockOn template



Sample ClockOn templates available for use in Word.

Select the required employee from the dropdown list at the top of the Employees screen.

Select Word to open the template selection screen.

Select a template and then OK.

The template will automatically open.

For the selected employee, field entries required for the template will be automatically imported and displayed in the document.

ClockOn MS Word template description

Job Description: Allows for listing of Skills, Experience, Qualifications required. Key Duties/Responsibilities and Key Performance Indicators for a Specific Position.

All template fields: Lists all template details available from ClockOn database for an employee.

Application Received: Notification of receipt of an application for an advertised position.

Application Unsuccessful: Notification of an unsuccessful application for an advertised position.

Confirmation of Receipt of Resignation Letter 1: Confirmation of receipt of a written resignation notice.

Confirmation of Receipt of Resignation Letter 2: Confirmation of receipt of an oral resignation notice.

Induction: Employee information including hours of work, overtime, meal breaks, leave, payment of wages, evacuation etc.

Interview successful: Notification of offer of position, following successful interview.

Interview Unsuccessful: Notification of unsuccessful interview.

Job Offer Award: Offer of position, outlining terms and conditions of employment for an award-based position.

Job Offer Non-Award: Offer of job outlining terms and conditions of employment for a non-award position.

No Salary Increase: Notification following performance review.

No Job Vacancy: Response to query for non-advertised position.

Probation Period: Confirmation of employment and requirements during the Probation Period.

Probation Period Terminated: Termination of employment consistent with probation requirements.

Salary Increase: Notification following Performance Review.

Termination Misconduct: Notification of termination of employment in relation to issues of misconduct.

Termination Standard: Notification of termination of employment in relation to issues of job performance.

Warning 1 Conduct: First letter for notification of conduct issues.

Warning 1 Performance: First letter for notification of performance issues.

Warning 2 Conduct: Second letter for notification of conduct issues.

Warning 2 Performance: Second letter for notification of performance issues.

Warning 3 Conduct: Final letter for notification of conduct issues.

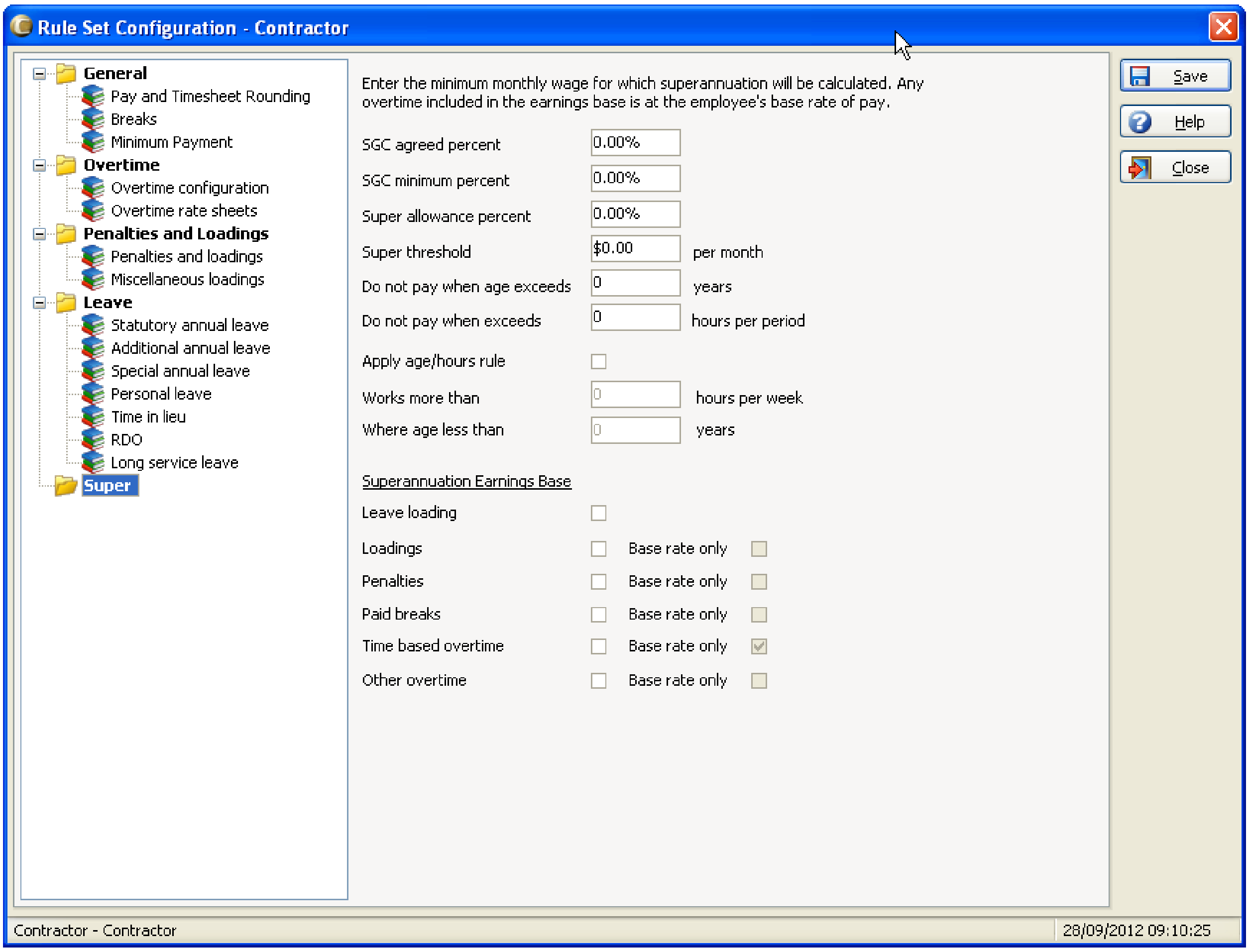
Warning 3 Performance: Final letter for notification of performance issues

Termination Standard Conduct: Notification of termination of employment in relation to issues of conduct.

Setting Up Contractors

Setting up a Rule Set for a Contractor

Add a Rule Set in which no rules have been configured (typically named ‘Contractor’). Select the Super option on the left hand side and set the SGC percentage to 0%.



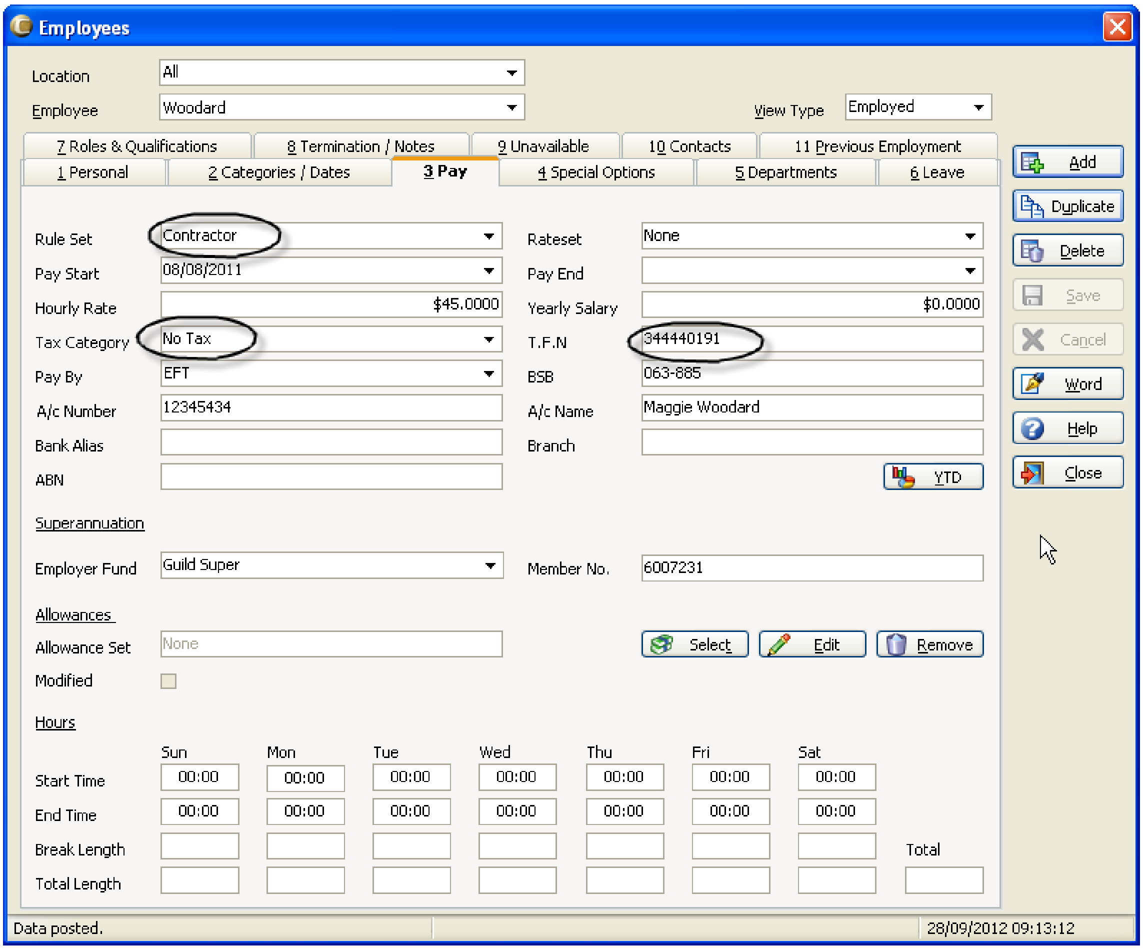
Enter Contractor Employee Details

Add the contractor as a new “employee” and do the following:

Link the employee to the Contractor Rule Set (the one just added) on Tab 3 - Pay of the employee form.

Ensure the ‘No Tax’ category is selected Tab 3 - Pay.

Ensure the contractor ABN has been entered into the TFN field (this is required for the correct printing of recipient generated tax invoices)



Go to the Employee Setup screen and select Departments - Tab 5 (each employee must be assigned a default department). In some instances it may be desirable to create a separate department for contractors.

GST and Allowances for Contractors

Most contractors will require a GST component to be added to their pay structure and on Recipient Generated Tax Invoices.

To do this, open the Allowance Manager and ensure that none of the current template Allowance Sets has an allowance called 'GST on Fees'.

If this allowance is not available, add a new Allowance Set or modify a current Allowance Set.

Press the Add button, adding a Normal allowance.

Set the Process As field to Reimbursement (GST Only) and the PAYG location to None. Set the amount to Percentage of wage and enter 10.00%.

Save the Allowance Set, select the Allowance Set now displayed in the Allowance Manager and press Apply. Select the contractor, press Apply and close the Allowance Manager.

Timesheets for Contractors

Enter or edit timesheets for which the contractor is to be paid.

A single entry with the total number of hours worked per day can be entered in a contractor's timesheet. Alternatively, contractors may also clock on and off where records of start and end times are required.

Payroll for Contractors

Process the payroll.

Recipient Generated Tax Invoice

Print a Recipient Generated Tax Invoice from the payroll reports screen.

Note: The allowance 'GST on Fees' only applies to contractors earning over $75,000 (as at October 2012).

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Section Eight

Employee Biometric and Card Enrolment

Employee enrolment

Cancelling enrolment

The MA Series Terminals

The ClockOn MA series biometric terminals provide a failsafe method of registering time and attendance.

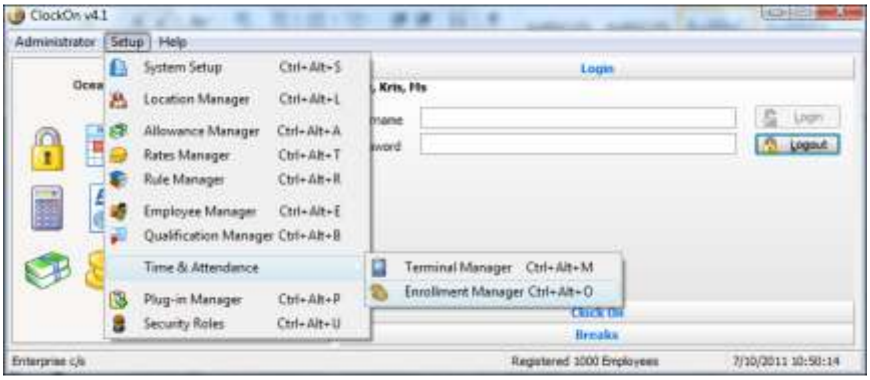
There are two models available: The MA520+ and the MA J Pass terminal.

MA 520+ Terminal MA J Pass Terminal

For staff to clock on and off using a terminal, they must first be enrolled. The process of enrolment assigns an employee's finger ID or Card ID to their personal record

How to enrol an employee's finger on an MA series terminal

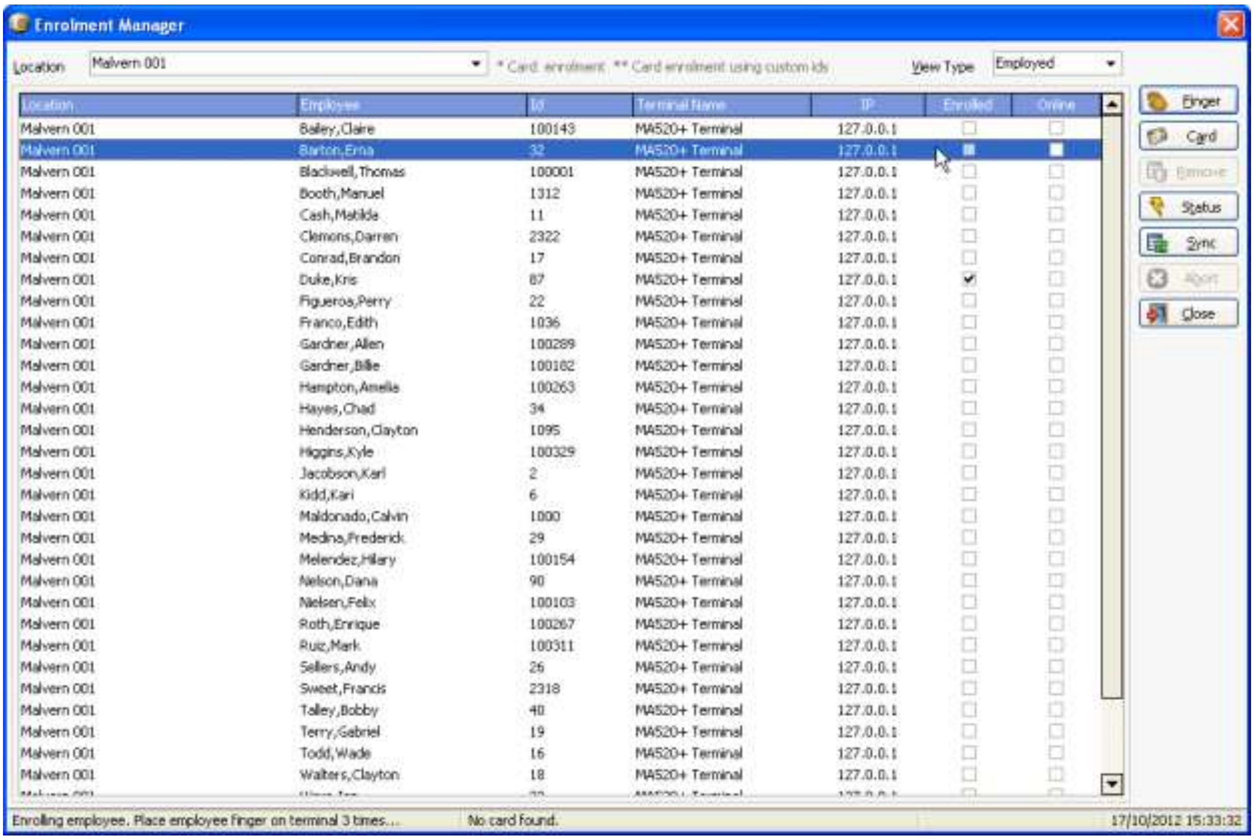
First, log in as a user who is authorised to access as the Enrolment Manager (i.e has an appropriate security level set on their employee form).



Select Setup, Time & Attendance, Enrolment Manager.

A list of employees that have been deemed to work at this location is displayed. If there is more than one location, select the location for enrolment from the appropriate drop down.

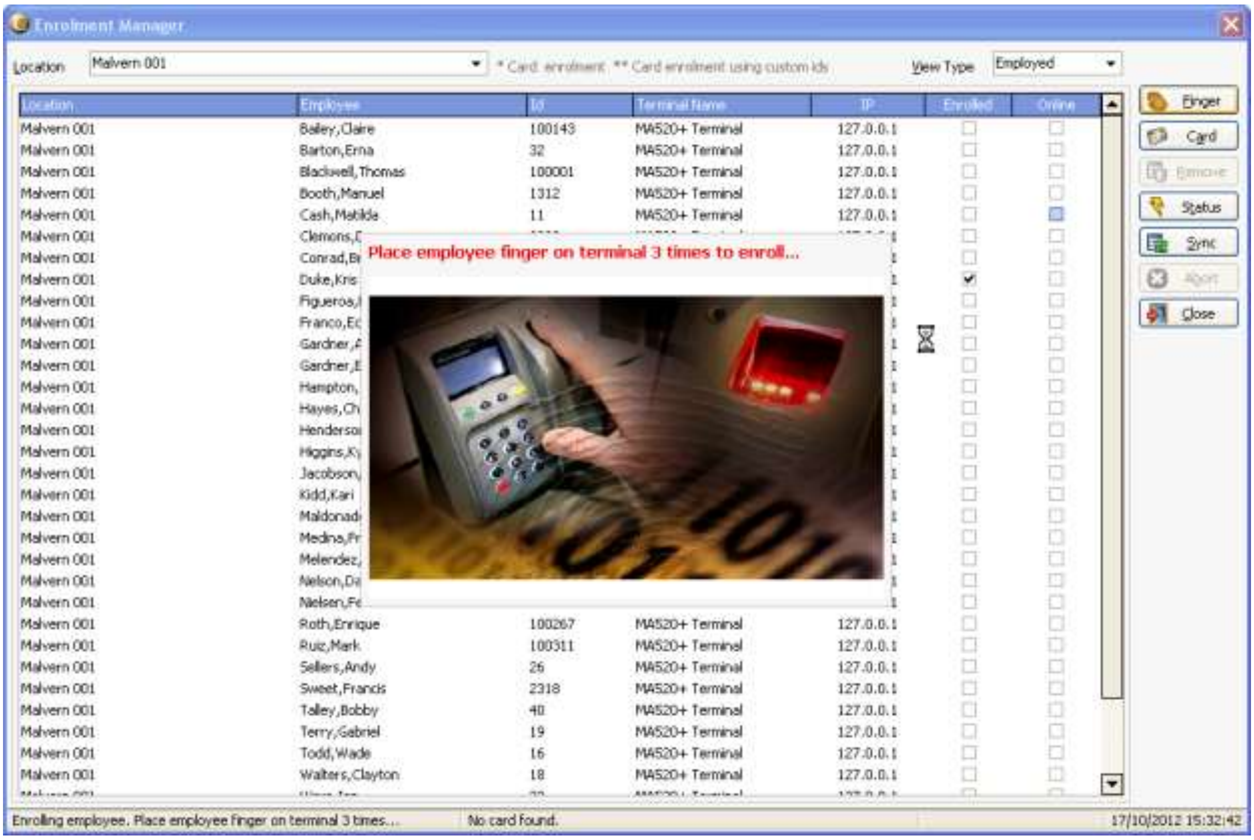
Select the employee to be enrolled and select Finger at the top right of the screen.



The Enrolled check list will be unchecked at this time (if this field is checked the employee is already enrolled and you must first remove the enrolment before re-enrolling).

At this point, the terminal is ready to enrol the employee's finger for identification.

Follow the prompts and instruct the employee to repeatedly place their finger on the scanning plate three times. Any finger can be enrolled. Place the tip of the finger on the glass sensor of the scanning plate which should be illuminated red. The terminal will beep to confirm that a scan was successful.

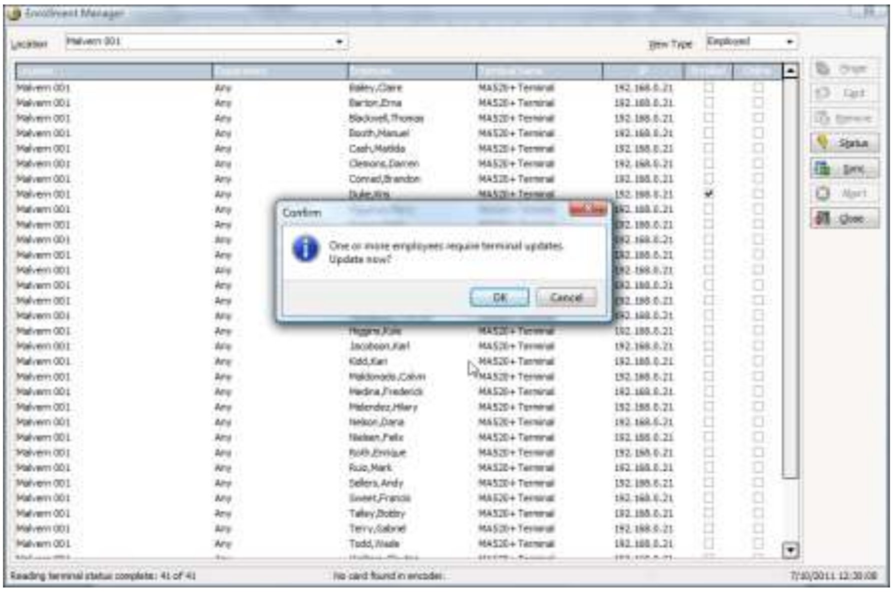


The system will prompt a total of three scans (taking an average of the three inputs), after which the following message will be displayed: “The employee was successfully enrolled on the required terminal”.

This employee is now able to clock on and off using the enrolled finger at that terminal.

Note: If an employee has been deemed to work at multiple Locations/Departments prior to enrolling, the finger print identification key will be sent to those location terminals automatically (after the enrolment process). The employee can thus be enrolled at multiple sites from a single terminal.

How to set up employee for clocking at multiple sites with ma series terminals



To enrol an employee at multiple sites, first ensure that you have Administrator access, that the employee is already enrolled in at least one location and that the employee is authorised to work at multiple locations/departments that have MA series terminals installed.

Open Employee Details, Tab 5, Departments

Once in the Department screen, the locations and departments at which the employee can work are displayed.

Press Select or double-click directly anywhere in the Department listing to open the Employee Departments screen.

Configure the additional locations at which the employee can work, whether they are an Administrator at the selected Location/Department or at the employees default location.

Select Save and Close.

The following message may appear: “This employee is enrolled on one or more terminals that now require updating. The next time you open the terminal manager screen this employee will be synchronised”.

This message indicates that an employee’s location information has been changed and the enrolment data will be sent to the appropriate terminals the next time the terminal enrolment screen is opened

Close all ClockOn Windows and select Setup, Time & Attendance, Enrolment Manager.

The following message will appear: “One or more employees require terminal updates. Update Now?” Select OK to proceed. This command automatically sends the finger ID’s to the selected terminals.

How to remove an employee’s finger ID from an MA series terminal

First ensure the appropriate level of security to proceed with enrolment.

Open Setup, Time & Attendance, Enrolment Manager.

View the list of employees available at this location.

To remove an employee’s enrolment at that site, select the employee and select Remove at the upper right of the screen. This will remove the selected employee’s finger ID from all terminals in the system.

Section Nine

Security Roles

Security Roles

The roles available in ClockOn are defined in Setup, Security Roles or select the Security Icon from the main ClockOn Menu. Security roles include Employee, Employee (Restricted), Payroll Officer, Timesheet/Leave Officer, Roster Officer and User Defined. Every role can be configured to provide access to selectable functions and reports as per the chart below. The Employee and Employee (Restricted Access) modes enable the selected employee to view screens in read only mode. The Administration Role has full access at all times but there are five configurable access options.

Security Roles

Security roles are applied individually to employees in Employee Details Tab 1. The roles are selected from the dropdown with the field name Security Level.

The table shows the functions configurable for the Security roles and their default settings:

	Employee	Employee (Restricted Access)	Payroll Officer	Timesheet / Leave Officer	Roster Officer	User Defined
Administrator -						
Alerts I Can access			Y	Y	Y	
Export Data I Can access			Y	Y		
Export Data I Can access export configuration			Y			
Export Data I Can access export file location						
Head Office I Can access			Y			
Import Data I Can access			Y	Y		
Import Data I Can access import configuration			Y			
Import Data I Can access import file location						
Leave (Personal – Leave) I Can access			Y	Y	Y	
Payroll – Create Payroll (Timesheet Lock down) I Can exclude pay						
Payroll - Create Payroll I Can access			Y			

	Employee	Employee (Restricted	Payroll Officer	Timesheet / Leave	Roster Officer	User Defined
Payroll - Create Payroll I Can access rate updates						
Payroll – Create Payroll I Show warnings			Y	Y	Y	
Reports I Can access			Y	Y	Y	Y
Reports I Can access audit reports						
Reports I Can access employee reports			Y			
Reports I Can access general reports			Y			
Reports I Can access leave reports			Y	Y		
Reports I Can access payroll reports			Y			Y
Reports I Can access roster reports			Y		Y	
Reports I Can access timesheet reports			Y	Y	Y	
Reports I Can edit report settings			Y			
Reports I Can email pay slips			Y			
Roster I Can access			Y		Y	
Roster I Can access another employee's roster			Y		Y	
Roster I Can add, edit and delete leave	Y		Y	Y	Y	
Roster I Can add, edit and delete rosters			Y		Y	
Roster I Can change budgets			Y		Y	
Roster I Can change cost inclusions			Y		Y	
Roster I Can change cost view			Y		Y	
Roster I Can change date range			Y		Y	
Roster I Can change departments			Y		Y	
Roster I Can change templates			Y		Y	
Roster I Can change year			Y		Y	
Roster I Can load templates			Y		Y	
Roster I Can save and load budgets			Y		Y	
Roster I Can view budget			Y		Y	
Roster I Can view cost page			Y		Y	

	Employee	Employee (Restricted	Payroll Officer	Timesheet / Leave	Roster Officer	User Defined
Roster I Can view employee costs			Y		Y	
Roster I Overview | Can access			Y	Y	Y	
Timesheet Validation & Lock down – Rollback I Can access			Y	Y	Y	
Timesheet Validation & Lock down –I Can access			Y	Y	Y	
Timesheet Validation & Lock down –I Can access allowances						
Timesheet Validation & Lock down –I Can access rate updates						
Timesheet Validation & Lock down –I Can access rule sets						
Timesheet Validation & Lock down –I Can lock down timesheets					Y	
Timesheet Validation & Lock down –I Can hide pay rate, gross $					Y	
Timesheet Validation & Lock down –I Show warnings			Y	Y	Y	
Timesheet/ Leave Editor I Can access	Y		Y	Y	Y	
Timesheet/ Leave Editor I Can access another employee`s timesheets			Y	Y	Y	
Timesheet/ Leave Editor I Can access timesheet details	Y		Y	Y	Y	
Timesheet/ Leave Editor I Can add, edit, delete rates			Y			
Timesheet/ Leave Editor I Can add, edit, delete timesheets			Y	Y	Y	
Timesheet/ Leave Editor I Can change date range			Y	Y	Y	
Timesheet/ Leave Editor I Can department name			Y	Y	Y	
Timesheet/ Leave Editor I Can change view type, employee range			Y	Y	Y	
Timesheet/ Leave Editor I Can clear, autofill timesheets			Y	Y	Y	

	Employee	Employee (Restricted	Payroll Officer	Timesheet / Leave	Roster Officer	User Defined
Timesheet/ Leave Editor I Can edit locked timesheets			Y			
Timesheet/ Leave Editor I Can override warnings leave			Y	Y	Y	
Timesheet/ Leave Editor I Can override warnings timesheet			Y			
Personal						
Password – I Can access	Y	Y	Y	Y	Y	
Setup						
Allowance Manager I Can access						
Department Manager I Can access			Y			
Department Manager I Can change departments			Y			
Department Manager I Can change shifts			Y		Y	
Employee I Can access	Y		Y	Y	Y	
Employee I Can access allowance manager			Y			
Employee I Can access another employee`s file			Y	Y	Y	
Employee I Can access department manager			Y		Y	
Employee I Can access department tab			Y			
Employee I Can access entitlements tab	Y		Y		Y	
Employee I Can access notes tab					Y	
Employee I Can access pay rate	Y		Y			
Employee I Can access pay tab	Y		Y			
Employee I Can access roles / qualifications tab			Y		Y	
Employee I Can access unavailability tab					Y	
Employee I Can add employees			Y			
Employee I Can change employee data			Y			
Employee I Can change pay rate			Y			

	Employee	Employee (Restricted	Payroll Officer	Timesheet / Leave	Roster Officer	User Defined
Employee I Can change qualifications			Y		Y	
Employee I Can change roles			Y		Y	
Employee I Can change security level						
Employee I Can change unavailability					Y	
Employee I Can duplicate employees			Y			
Employee I Can terminate another employee			Y			
Setup – Enrolment Manager | Can access						
Setup – Enrolment Manager | Can change location						
Setup – Enrolment Manager | Can change view type						
Setup – Enrolment Manager | Can check terminal status						
Setup – Enrolment Manager | Can enrol cards						
Setup – Enrolment Manager | Can enrol fingers						
Setup – Location Manager | Can access						
Setup – Location Manager | Can access roles			Y		Y	
Setup – Location Manager | Can change locations			Y			
Setup – Location Manager | Can change roles			Y		Y	
Setup – Qualification Manager | Can access			Y		Y	
Setup – Qualification Manager | Can change qualifications			Y		Y	
Setup – Rates Manager | Can access					Y	
Setup – Rule Manager | Can access			Y			
Setup - Rule Manager I can change Rule Sets			Y			

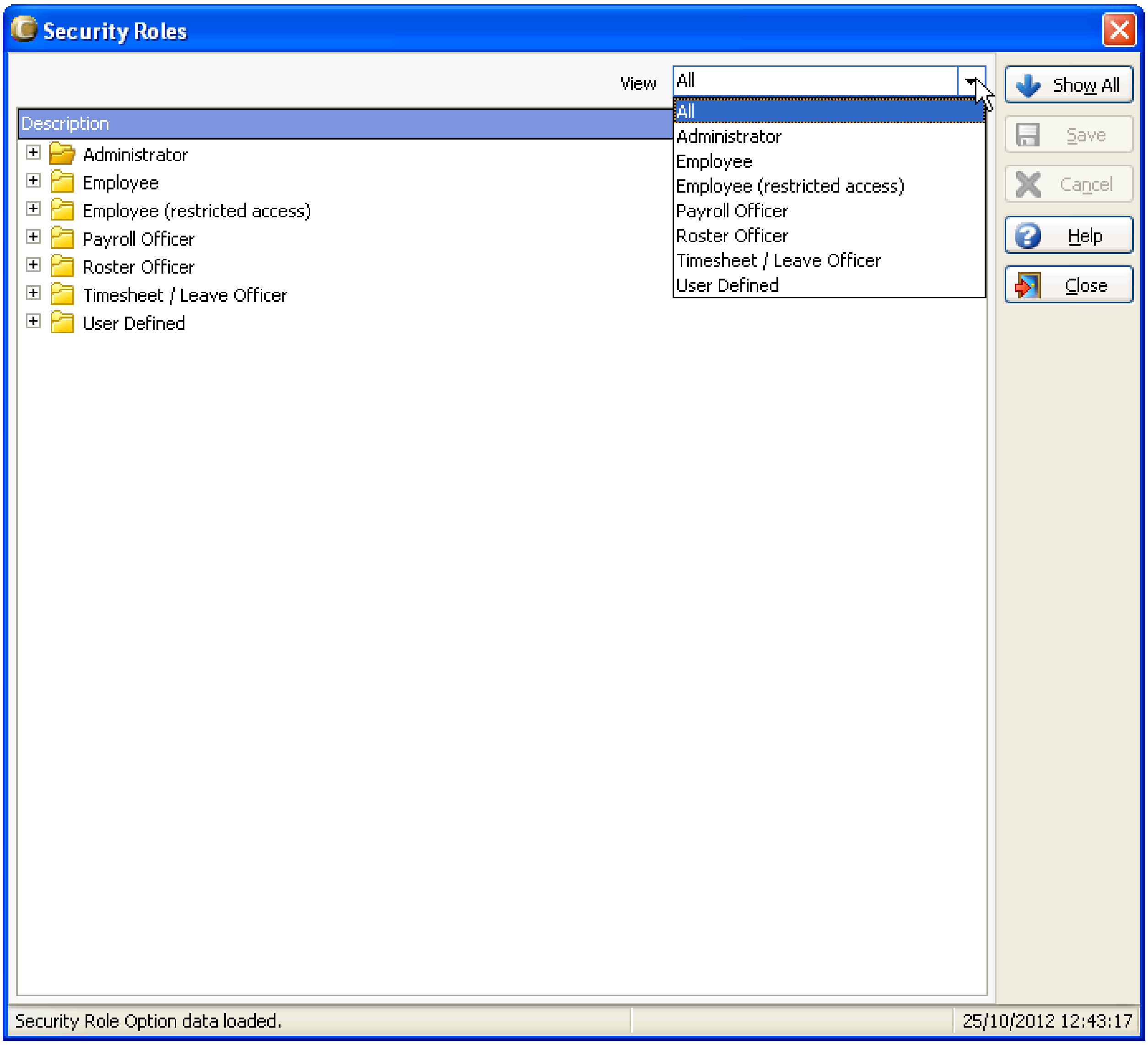
	Employee	Employee (Restricted	Payroll Officer	Timesheet / Leave	Roster Officer	User Defined
Setup – Terminal Manager | Can access						
Setup – Terminal Manager | Can add, edit, delete terminals						
Setup – Terminal Manager | Can check terminal status						
Web Server						
Web – Administrator – Employee | Can Access			Y			
Web – Administrator – Employee | Can Access another employee's file			Y			
Web – Administrator – Employee | Can Access pay rate			Y			
Web – Administrator – Employee | Can change data			Y			
Web – Administrator – Employee | Can change departments			Y			
Web – Administrator – Employee | Can change email details			Y			
Web – Administrator – Employee | Can change entitlements			Y			
Web – Administrator – Employee | Can change login password			Y			
Web – Administrator – Employee | Can change pay rate			Y			
Web – Administrator – Employee | Can delete another employee			Y			
Web – Administrator – Employee | Can terminate another employee			Y			
Web – Timesheet Validation & Lockdown| Can Access			Y			
Web – Timesheets | Can Access			Y		Y	
Web - ClockOn | Allow clock on/off	Y	Y	Y	Y	Y	

	Employee	Employee (Restricted	Payroll Officer	Timesheet / Leave	Roster Officer	User Defined
Web - ClockOn | Can change time zone			Y			
Web | Can Access	Y	Y	Y	Y	Y	
Web - Details | Can access			Y	Y	Y	
Web - Details | Can change data			Y	Y	Y	
Web - Details | Can change email details						
Web - Details | Can change login password						
Web - Leave - Request Leave| Can access	Y		Y	Y	Y	
Web - Payslip | Can access	Y		Y	Y	Y	
Web - Payslip | Can change period			Y			
Web - Roster - Request Shift| Can access	Y		Y	Y	Y	
Web - Roster | Can access	Y		Y	Y	Y	
Web - Roster | Can change period	Y		Y	Y	Y	
Web - Roster | Can email roster	Y		Y	Y	Y	
Web - Roster | Can view actual times			Y	Y	Y	
Web - Roster | Can view annual leave only						
Web - Roster | Can view leave			Y	Y	Y	
Web - Roster | Can view status			Y			
Web - Unavailable | Can access	Y		Y	Y	Y	
Web - Unavailable - Request Unavailable | Can access			Y	Y	Y	

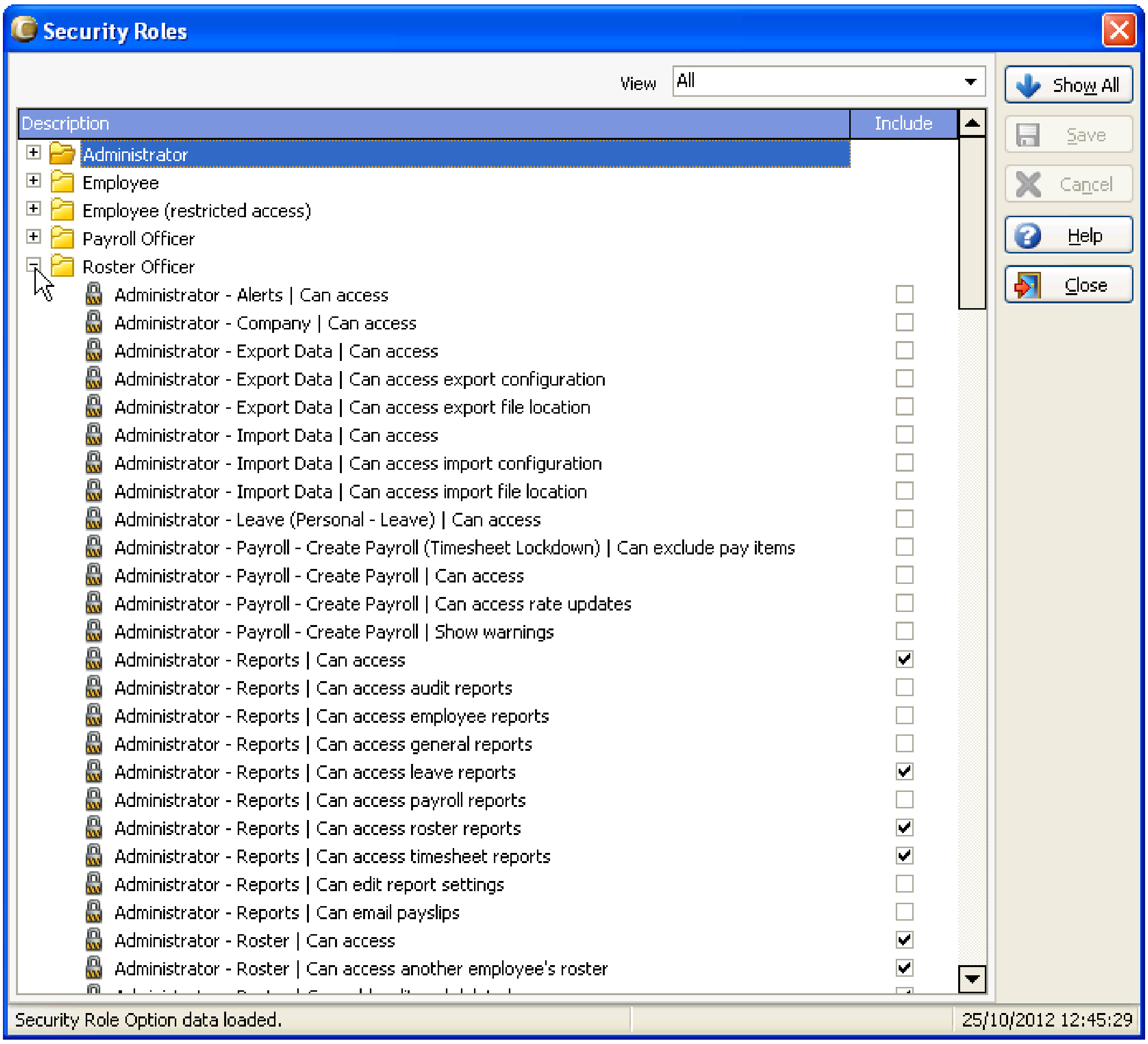
Changing and Saving Security roles

Select the security option from the main ClockOn menu.

You can filer the security role you want to view by selecting from the from the dropdown list of security roles in the View box.



Alternatively you can leave the view as All and expand on the + beside the security role you want to review.



Once you have selected the security roles to review, the list of secirity settings will be shown for that role. You can scroll through the security setting for the role and tick or untick any of the setting you want to be affected. Keep in mind that the changes you make here are applicable to all employees who have this role assigned to them (in their employee personal details – Tab 1).

You can give an employee full access to an option using the 'Can Access' security – e.g. Administrator – Reports | Can access will give an employee access to all reports. If you want to limit the reports an employee can use, then tick or untick the report categories individually. For example, if Administrator – Reports | Can access is ticked and Administrator – Reports | Can access payroll reports is ticked, but all other report categories are unticked, then this security role will only be permitted to see and use the payroll report within ClockOn.

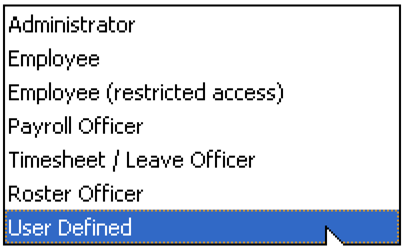
Once you have completed the changes you want to make to the security role select Save and Close.

User Defined Security role

You can create your own unique security role.

Select the security option from the main ClockOn menu

Select the User Defined role from the security roles dropdown box.

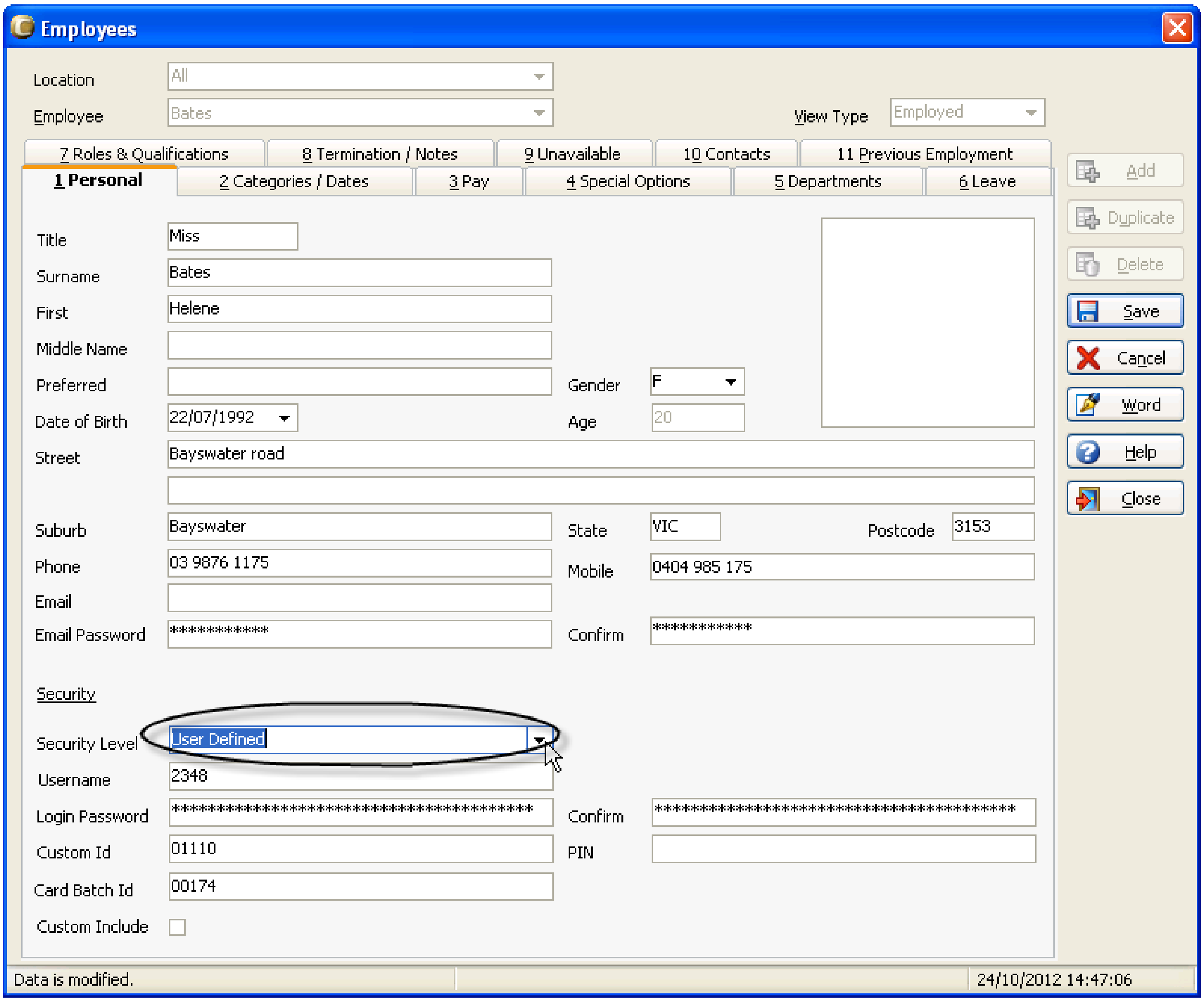


When ClockOn is first installed, this security role only has Administrator – Reports |Can access and Administrator – Reports | Can access Payroll reports ticked.

If you want to customise the User Defined security role, just scroll through the security options and tick the necessary options you want the role to include.

Once you have selected the options you want to include, select Save.

Allocate the User Defined security role to employees in the employee personal details Tab-1.



Section Ten

Timesheets

Timesheets

Overview

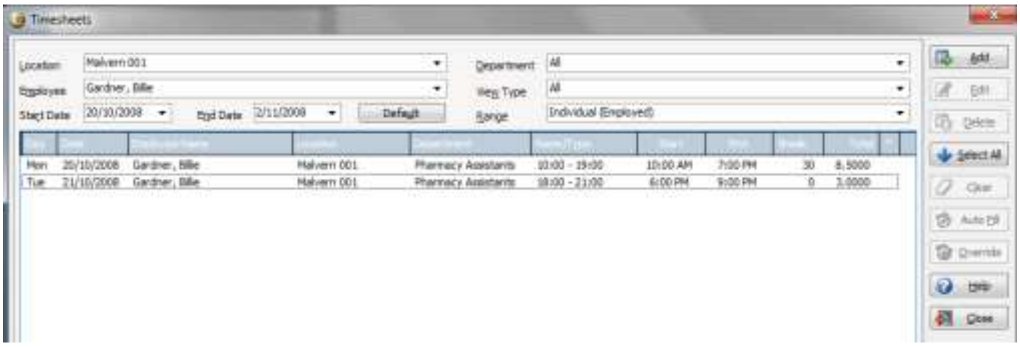
Timesheets show employee times scheduled and actual times logged.

Editing Timesheets & Leave Entries

Grey text timesheets are read-only and have been previously processed in a payroll.

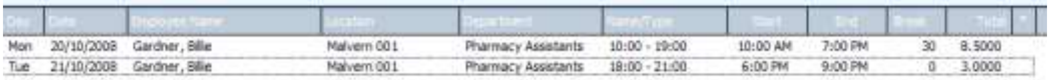
Maroon text timesheets have not been processed in a payroll but belong to a previous pay period. These can be edited prior to processing. This functionality can be used to add timesheets omitted in the previous payroll to the current payroll for processing.

Black, purple or red text timesheets apply to the current pay period and can be edited (with appropriate security access):



Each column in the timesheet display can be sorted by selecting the column title.

Click once to sort in ascending order, click twice to sort in descending order:



Valid timesheet entries are displayed in black and comprise:

1) Sign On, Sign Off and Break time (which will display a total length)

2) Total number of hours only.

Note: Timesheet entered as total hours only cannot attract penalties, loadings or any other special rates that relate to the time of the day.

The Administrator has the authority to edit any unprocessed timesheet entry. Such edits may be made when, for example, an employee arrives late for a fixed shift.

Double click on a timesheet to open the Timesheet Editor.

The start time, end time, break and total length time can all be edited.

The Administrator has the option to make a general note explaining the reason for the timesheet change or an incident note, which is not displayed in the employee timesheet view. Regular use of each of these fields is highly recommended. Such notes form the basis of a time and attendance audit. All variations made to timesheet entries by an Administrator are audited, including the notes.

Employee Range: These lists enable the display of timesheet entries for all employees (including those terminated) either individually or as a group. The selection defaults to a single employee and can be sorted alphabetically.

Location: This drop down list identifies the location at which the timesheets have been generated.

Employee: This drop down list identifies the employees for whom timesheets may be retrieved and displayed.

Department: This drop down list identifies the department to which the individual time entries will be allocated.

Day: This column displays the day of the timesheet entry.

Date: This column displays the date of the timesheet entry.

View/Type: This column identifies the shift or the Leave type relating to the selected timesheet entry.

Start Date: The date defaults to the first day of the current payroll period for the selected employee.

End Date: The date defaults to the last day of the current payroll period for the selected employee.

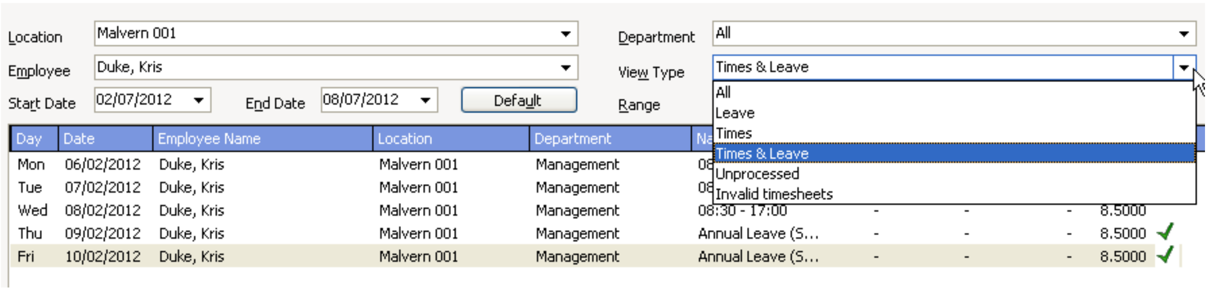
Note: The “*” field displays a green tick, red cross or a question mark to identify leave entries that have been approved, denied, unprocessed or not actioned.

Timesheet- General Access

When a restricted access employee views a timesheet, the display is read only. Timesheets can be selected by an employee using the mouse or arrow keys. Double-clicking or using the Enter key opens the Timesheet/Leave Details screen in which shift details are displayed to employees with appropriate security access. General notes made by the Administrator are displayed in the employee view, whereas incident notes are not.

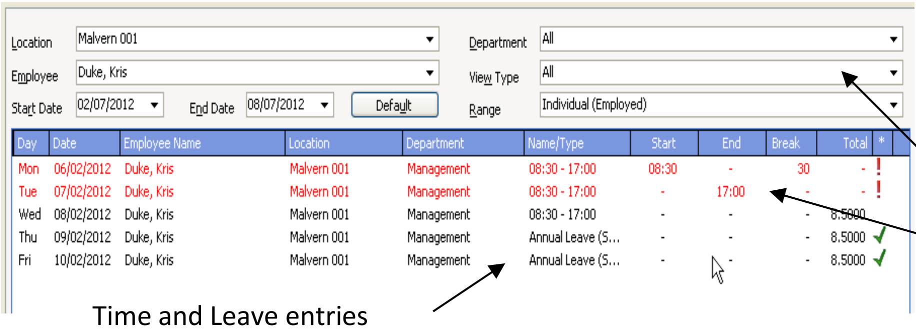
Viewing different timesheet types (view type filters)

When viewing timesheets, a selection can be made to view all time entries, leave entries only, time entries only, unprocessed entries or invalid timesheets.



Viewing timesheet and leave entries together

Select 'All' to view both leave and timesheet entries for the selected date range and for the selected Employee Range



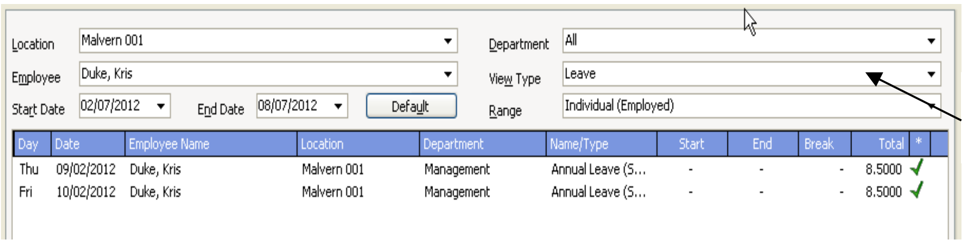
Selection of All option

Unprocessed entries

Time and Leave entries

Viewing leave entries only only

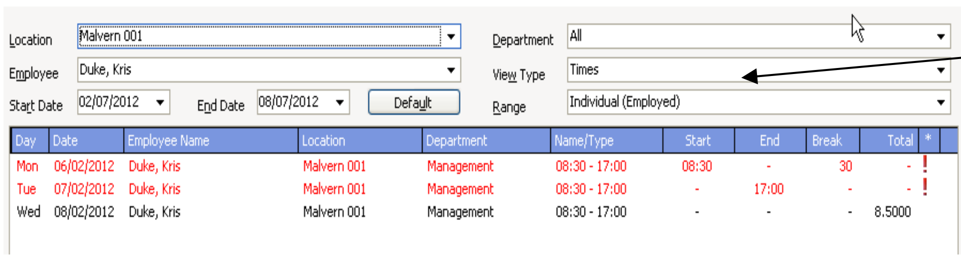
Selection of the Leave option restricts the view to leave entries only.



Selection of Leave option

Viewing time entries only only

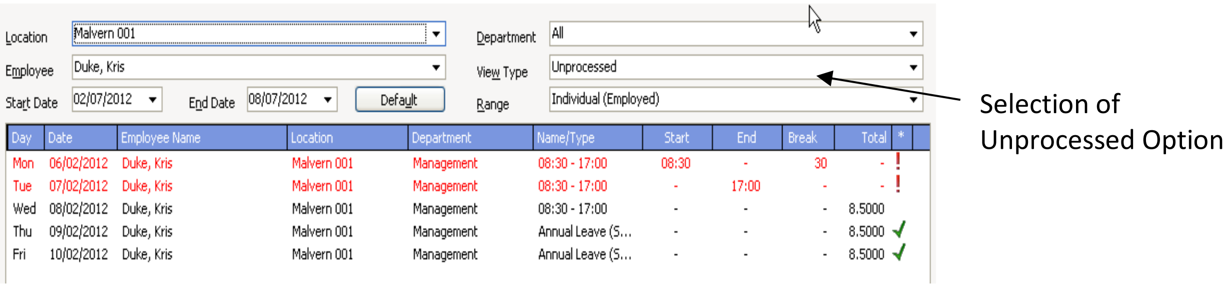
Selection of the Times option restricts the view to shift time entries only.



Selection of Times option

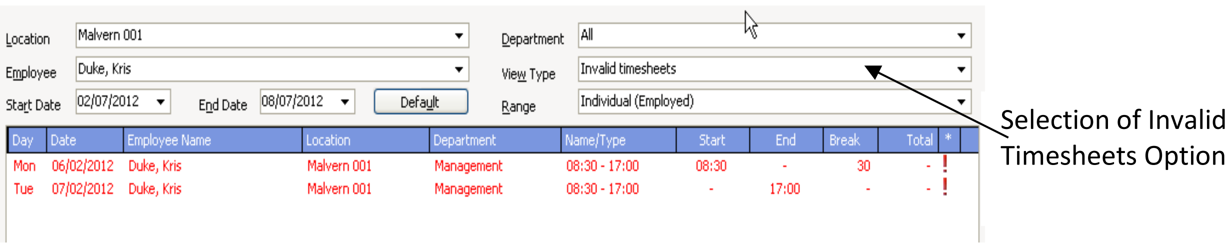
Unprocessed entries.

Selection of the unprocessed option restricts the view to timesheets and leave that have not been processed in a payroll. Any items that are unprocessed and whose date is outside the current payroll period are displayed in maroon.



Invalid timesheets.

Selection of the Invalid timesheets option restricts the view to timesheets and leave that are invalid and coloured red due to missing times or invalid breaks.

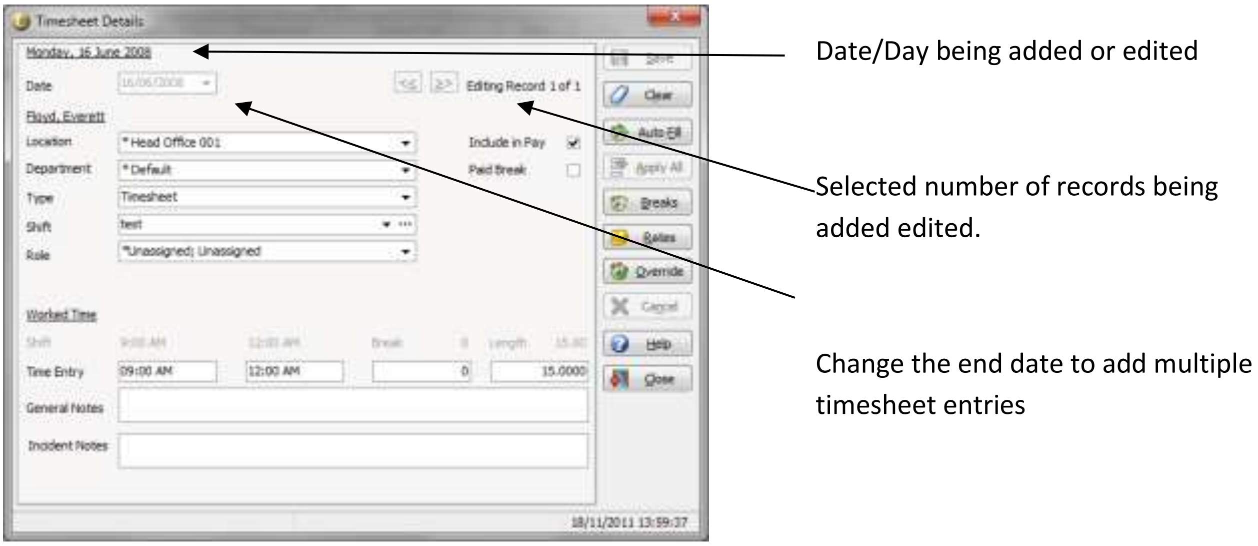


Adding new timesheet entries

Individual or multiple timesheet entries can be added as required:

Open the Timesheet/Leave Editor screen.

Select Add. This opens the Timesheet/Leave Details screen.



Ensure the correct date or date range is selected.

Select the appropriate shift or leave type from the Type dropdown list.

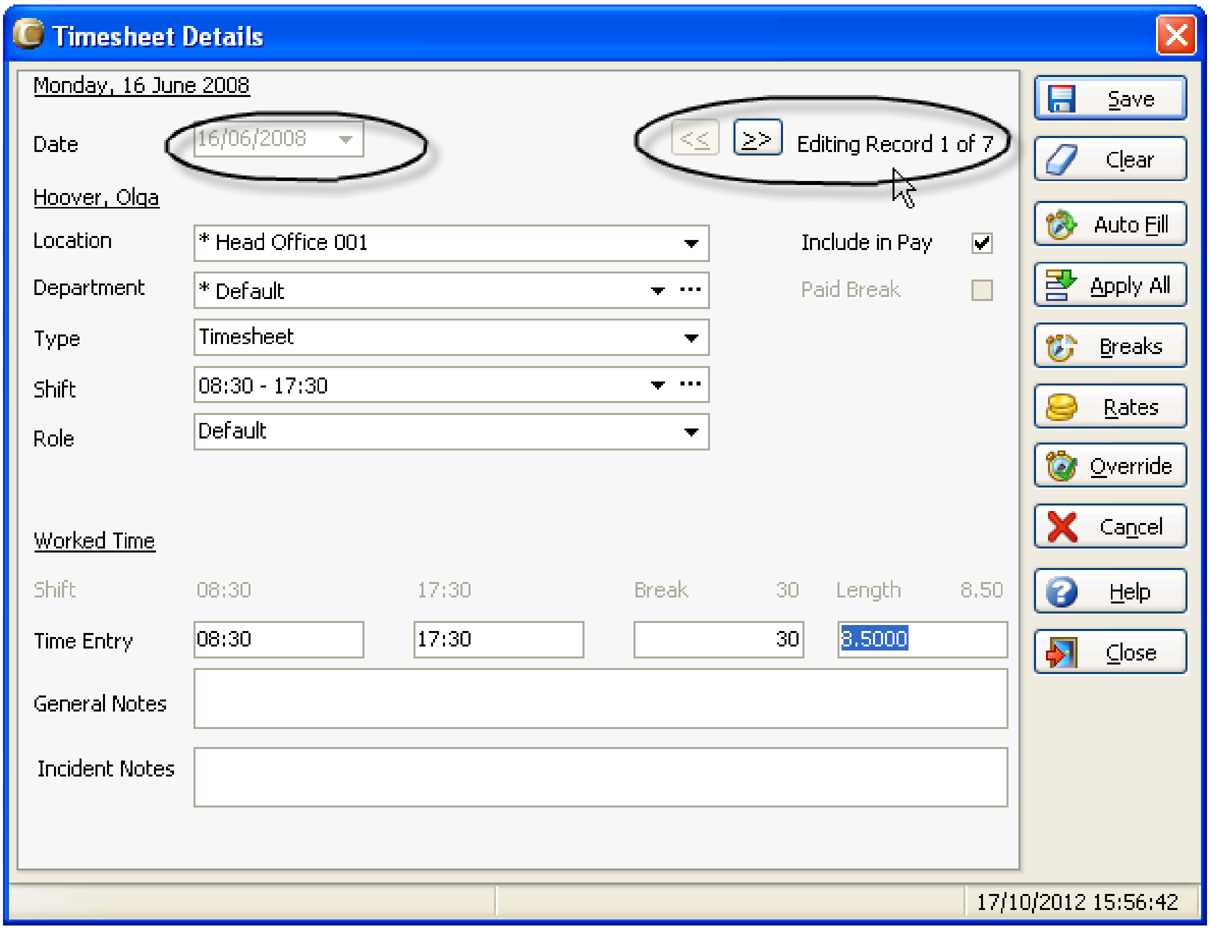
Select the correct location, department and role.

To enter shift details one day at a time, select Auto Fill or enter the shift start, end, break or shift length times and then Save.

A shortened leave entry may be made on the same day as a shortened shift entry, for example when an employee goes home early due to illness. Net paid hours for the day will typically equal those of the ordinary working day.

To enter shift details for multiple days, select Auto Fill or enter the shift start, end, break or shift length times and then Apply All.

Note: Multiple days can be selected and then stepped through one day at a time by using the Save button instead of Apply All. This means that different shift details can be entered for each day as required. When doing so, the day/date and record indicator will change to reflect the entry being added or edited.



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Editing timesheet entries

Individual Timesheet/Leave details can be viewed by use of either the Enter key or by double-clicking the selected entry.

Multiple selections of time/leave entries can be made by using the individual selection of times while holding down the Shift key. Specific entries can be selected by depressing and holding down the Ctrl key and subsequently single clicking with the mouse.

Selection of all time/leave entries is made by using the Select All command.

Select Edit to open the Time/Leave Details screen

When multiple records are selected, the Editing record buttons at the top of the screen are enabled. These buttons allow records to be navigated. The total number of selected records is also displayed:

Select next/previous buttons to change the entry being added or edited.

Editing a single Timesheet entry

Go to Administrator, Timesheets, Timesheets/Leave Editor or select the Timesheet Icon from the main screen of ClockOn.

Select the employee.

Double click on the specific timesheet entry to be edited. Alternatively, use the keys to select the appropriate timesheet entry and select Day.

The Timesheets/Leave Details screen opens.

To modify existing times, select and edit the shift start, end, break or shift length as required. To enter shift details as per the roster, select Clear, select the new shift, Auto Fill the shift and then select Save.

Editing multiple Timesheet entries

Open the Timesheets/Leave Editor screen or select the Timesheet Icon from the main screen of ClockOn.

Select the required timesheet entries using Shift + mouse, Ctrl+ mouse or Select All.

Select Edit. This opens the Timesheets/Leave Details screen.

Note that the Editing buttons are enabled and the timesheet count is viewable at the top of the screen (e.g. Editing record 1 of 4).

Modify the shift, start, end, break, length, include in pay, paid break, general notes and incident notes as required and then select Apply All.

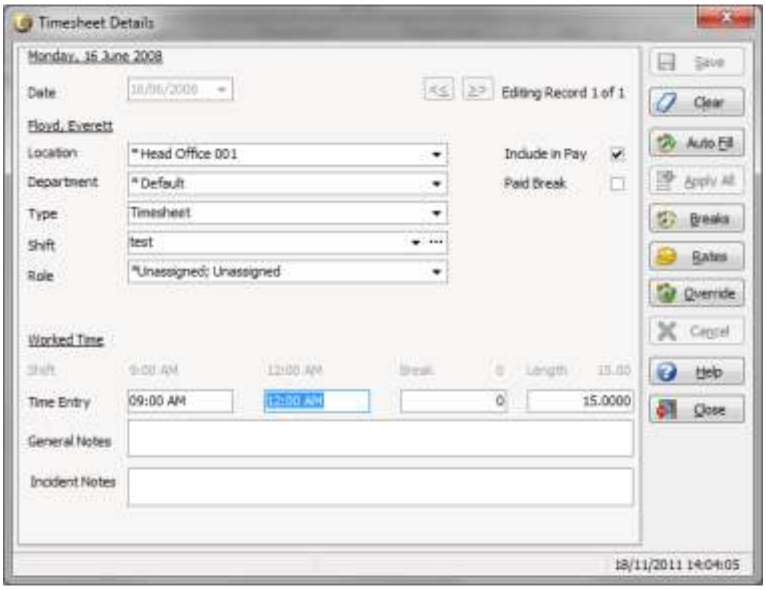
Note: When multi-selecting, begin at the top of the list and select downwards.

Note: Multiple days can be selected and then stepped through one day at a time by using the Save button rather than Apply All. This allows different shift details to be applied for each selected day, as required. When multiple entries are selected, use the Page Up key to skip to the previous entry in the selected list, the Page Down key to skip the next entry in the selected list, the Home key to skip to the first entry in the selected list and the End key to skip to the last entry in the selected list.

Note: When adding multiple timesheet entries, use the Page Down key to avoid adding an entry for the current day and move to the next. This allows the entry of an entire pay period of timesheets without the need to continuously exit and re-enter the timesheet editor whilst varying start and end dates. This is useful when the timesheet editor is used to add entries manually (generally as an alternative to rosters).

Note: Changes made to individual fields can be applied to all selected records as required, leaving remaining fields unchanged. For example, a selection of records can be excluded from the payroll by deselecting the Include in Pay field and then selecting Apply All.

Timesheet/leave details screen



Date: This displays the date of the timesheet entry.

Employee: This identifies the selected employee.

Location: This identifies the physical location of the subsidiary departments.

Department: This displays the department within the selected location to which costs will be allocated.

Role: This can be used to group functionality in the roster.

Include in pay: This includes or excludes the selected timesheet in the next payroll.

Type: This identifies whether the record is a timesheet or a leave record.

Paid break: The display in this check box determines whether or not the break for this period will be paid. If paid, the rate of pay is set in the employee's Rule Set under Breaks. This option only applies to breaks not included in the multiple breaks system. Multiple breaks have a paid status which can be enabled or disabled by the Administrator.

Shift: This displays the employee's shift. If a change has occurred since rostering, the details can be modified here.

Breaks: This displays rostered and non-rostered break times.

Rates: This displays differing pay rates for specific periods.

Override: This enables the Administrator to override any warnings (purple text) and allow them to be processed through payroll unmodified.

Shift details: Read only fields display rostered Start Time, End Time, Break and Hours, as defined at shift set up. Time entry fields display the actual times collected for Start Time, Break and End Time, as well as actual hours.

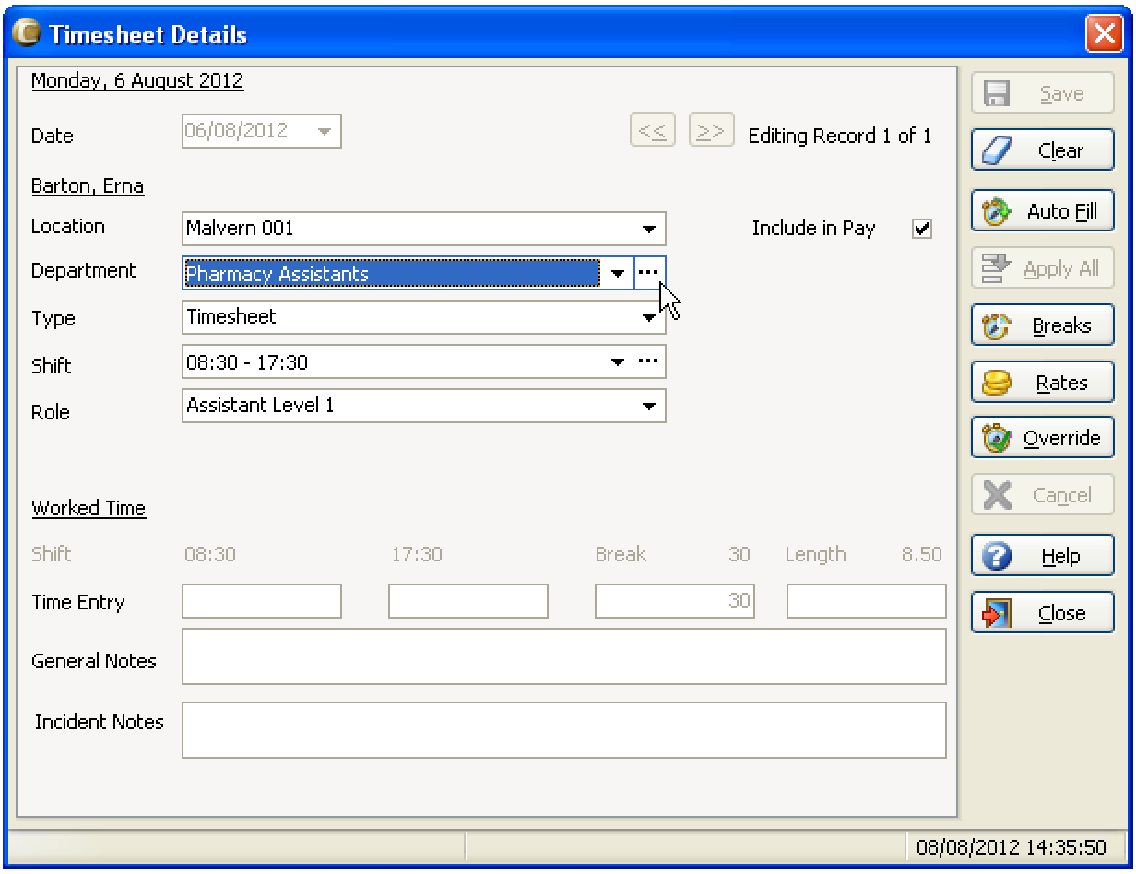
Time entry: These four fields enable editing of the time entries made by employees. The fourth field reflects the total hours calculated and is displayed in metric format. In the event that the start and end times are not known, times may be entered as total hours only.

General notes: This field provides an opportunity for the Administrator to record changes made to the timesheets. These notes are subsequently displayed in the employee's timesheet and are also available as a report. Such notes should be made routinely, whenever a timesheet is edited.

Incident notes: Incident notes are not displayed in the employee's timesheet view, but are available to the Administrator as a report. Caution should be exercised in the drafting of incident notes as these may be subpoenaed and therefore should be entirely objective. In the case of a problematic incident, it is advisable to discuss the matter with the employee at the time of the incident and to record that conversation.

Changing Department Cost Splits

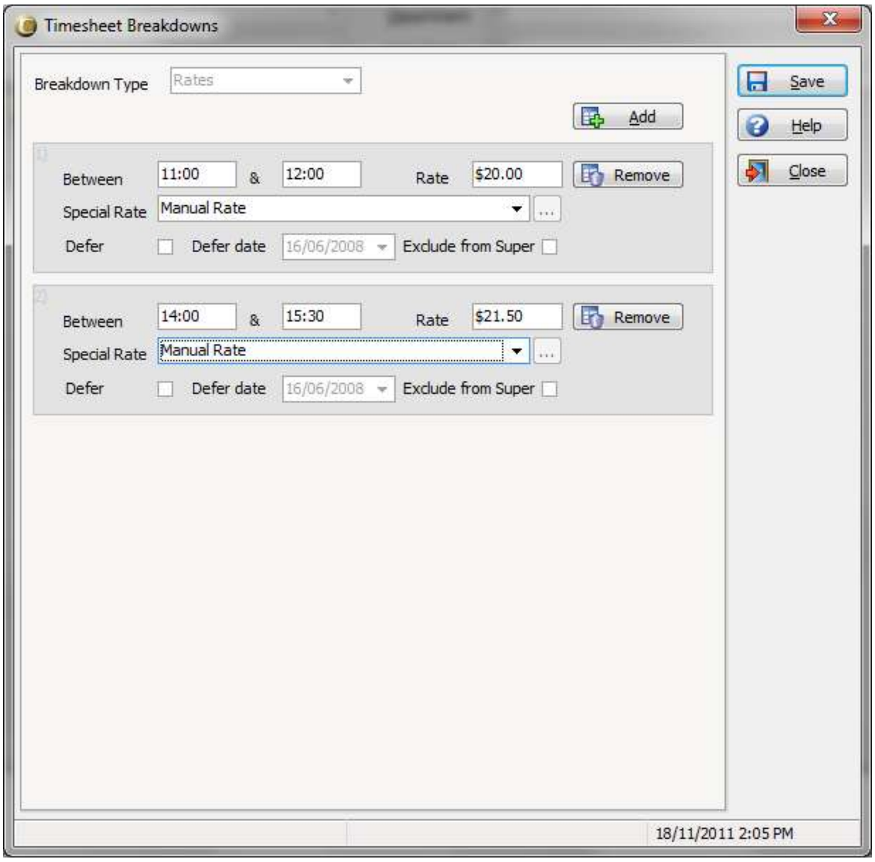
You can change an employee's department cost splits from within Timesheet entry by selecting the timesheet entry for the day you want to edit. Double click on the timesheet entry. The edit box will appear, then select the ellipses button to show the cost splits.



See the section on Predetermined Costs by Department for more details on the cost splits.

Inserting a rate into a timesheet

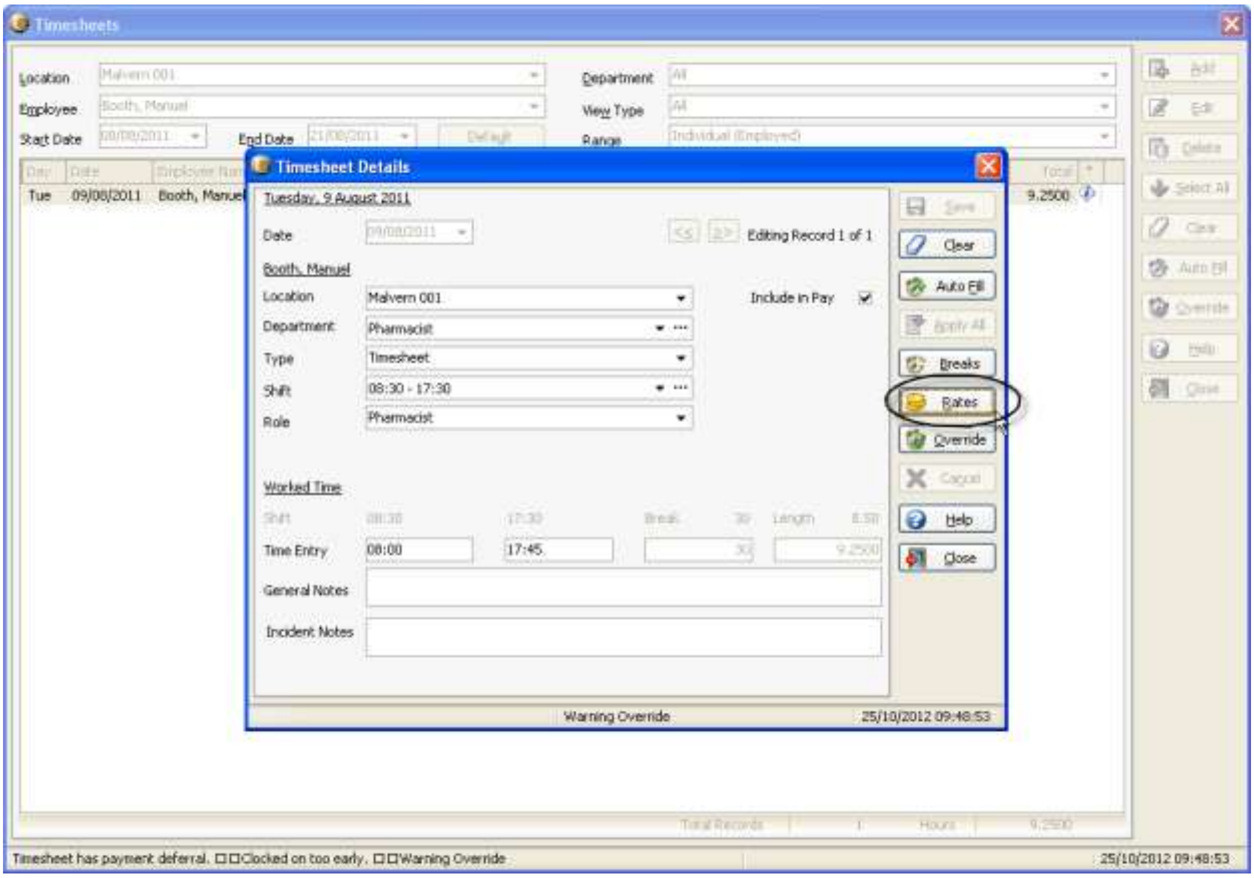
The image below shows an employee who will be paid for a First Aid role at a rate $20.00 for time worked between 11:00 and 12:00, then as a Team Leader at $21.50 for worked times between 14:00 and 15:30:



Open the Timesheet/Leave Editor screen.

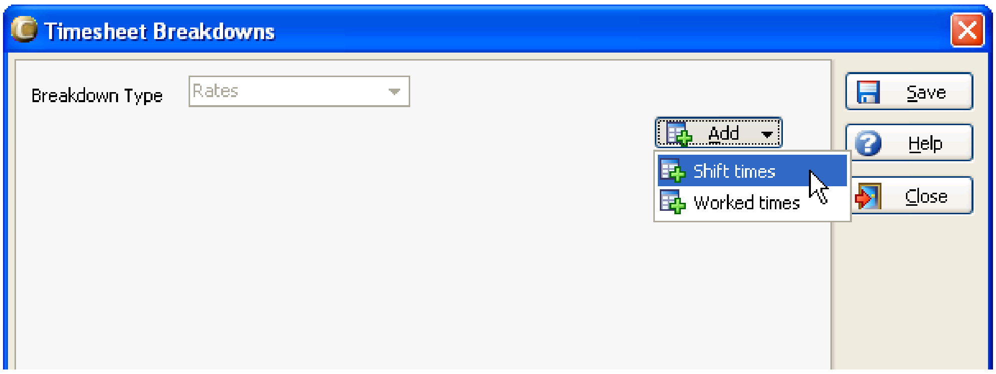
Select Add, to open the Timesheet/Leave Details screen.

Select Rates.

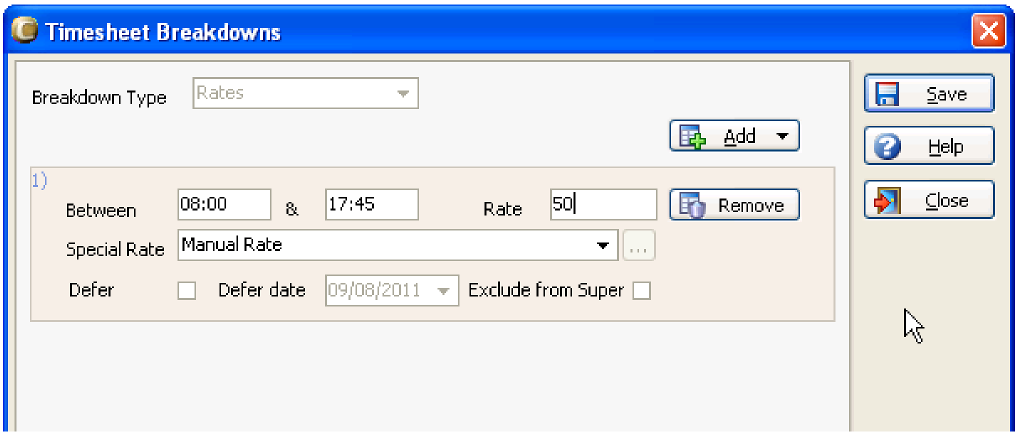


Select Add.

Select Shift Times or Worked Times

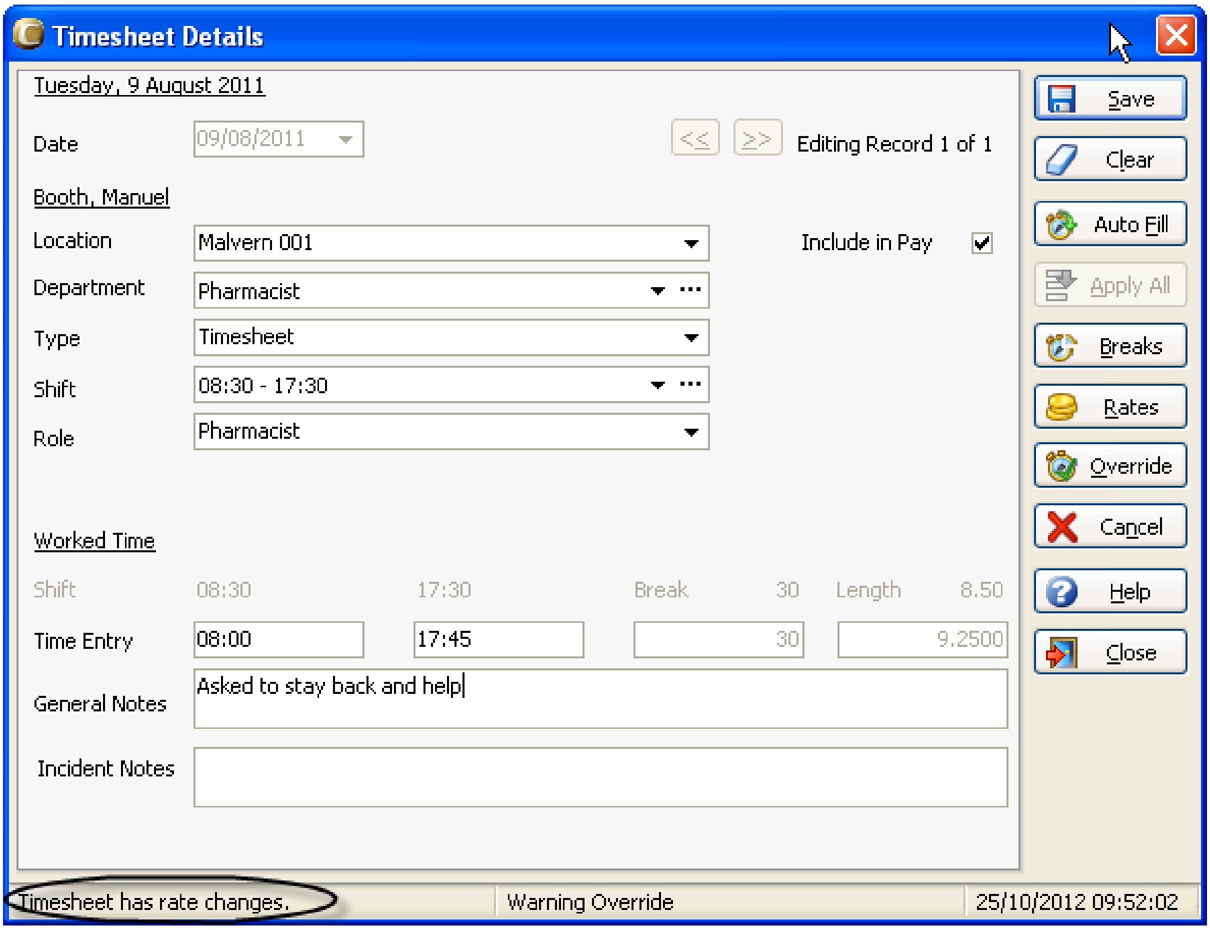


Override the specific times to pay for the special rate if needed.



Select a predefined special rate or select manual rate and enter an amount of your choosing.

Select Save and the timesheet will now display: ‘Timesheet contains rate changes’ on the left of the status bar at the bottom of the screen.

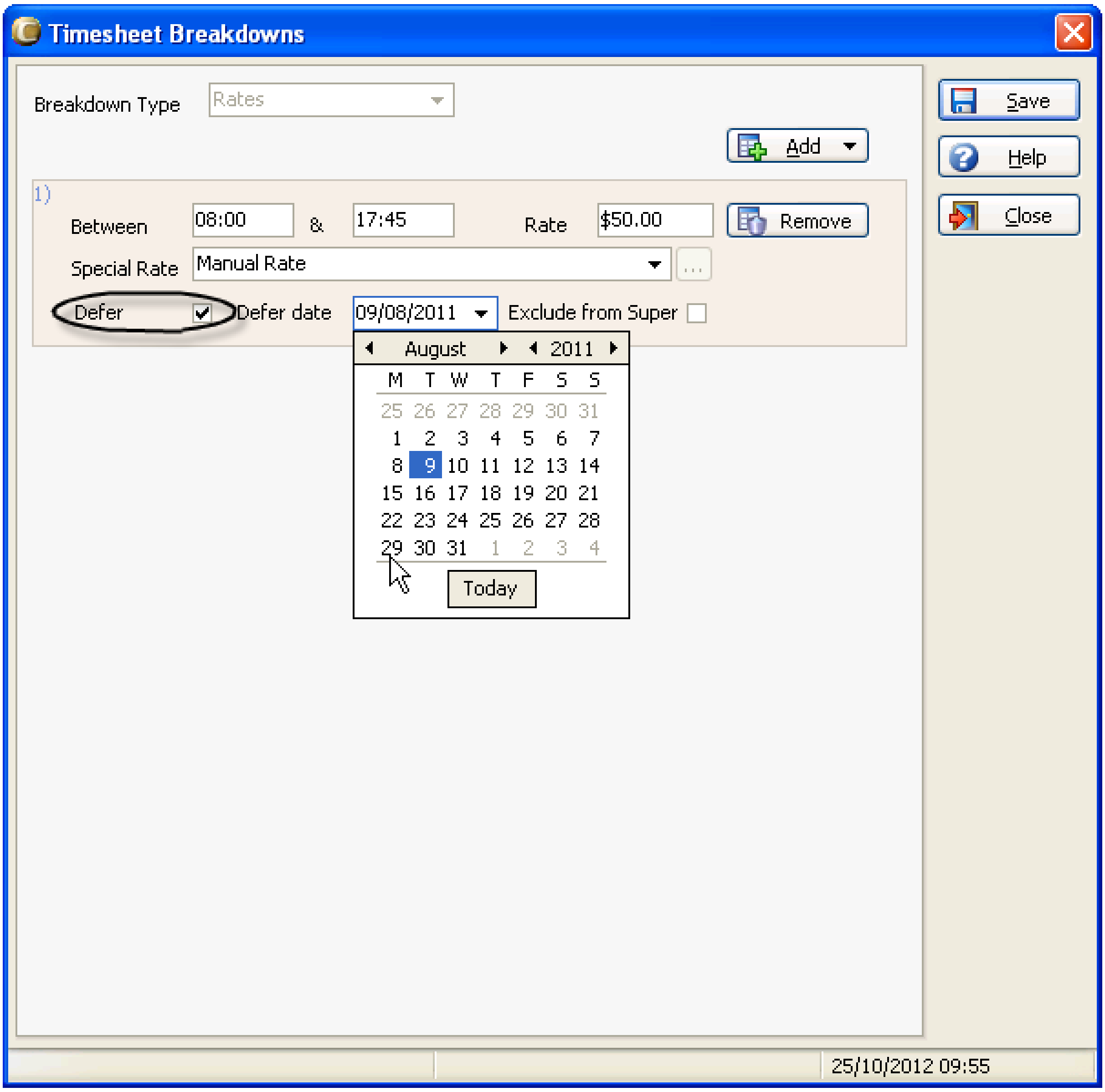


Deferred Rates for a Timesheet

When setting rates you can choose to defer the rate. This means that the payment of the rate for the portion of time you specified will not be applied until the predetermined date that you specify.

To defer a rate you select the option to add a rate, then select whether it is for shift times or worked times. You can choose to override these times once they are on the screen.

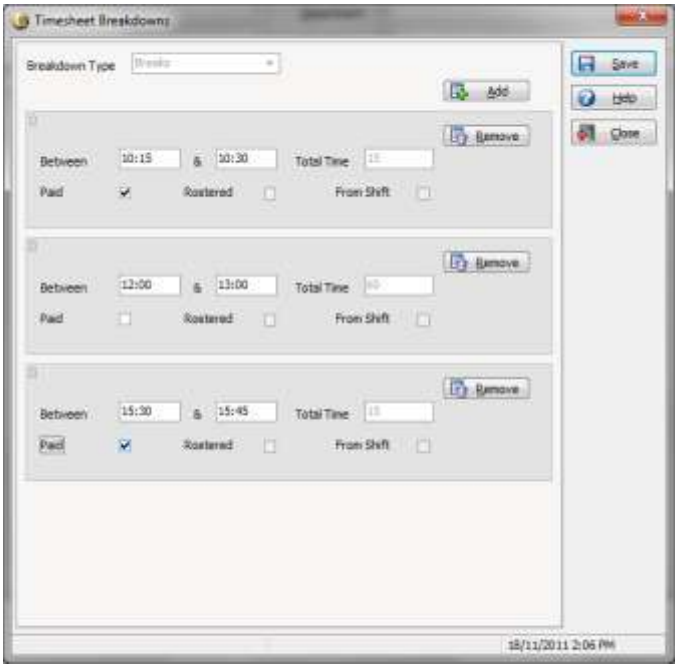
Tick the Defer box and select a date to defer the payment of this rate to.



When the payroll is processed the deferred rate will not be included. In a future payroll the rate will be included once the date you selected transpires.

Viewing/editing multiple breaks in a timesheet

This breakdown shows that the employee has listed breaks, none of which have been rostered and all of which have been entered manually in a timesheet. The first break shows as paid, as does the third break, whereas the second break from 12:00 – 13:00 is unpaid:



Open the Timesheet/Leave Editor screen.

Select Add for a new timesheet or Edit if there is an existing timesheet. This opens the Timesheet/Leave Details screen.

Press the Breaks button.

Select Add.

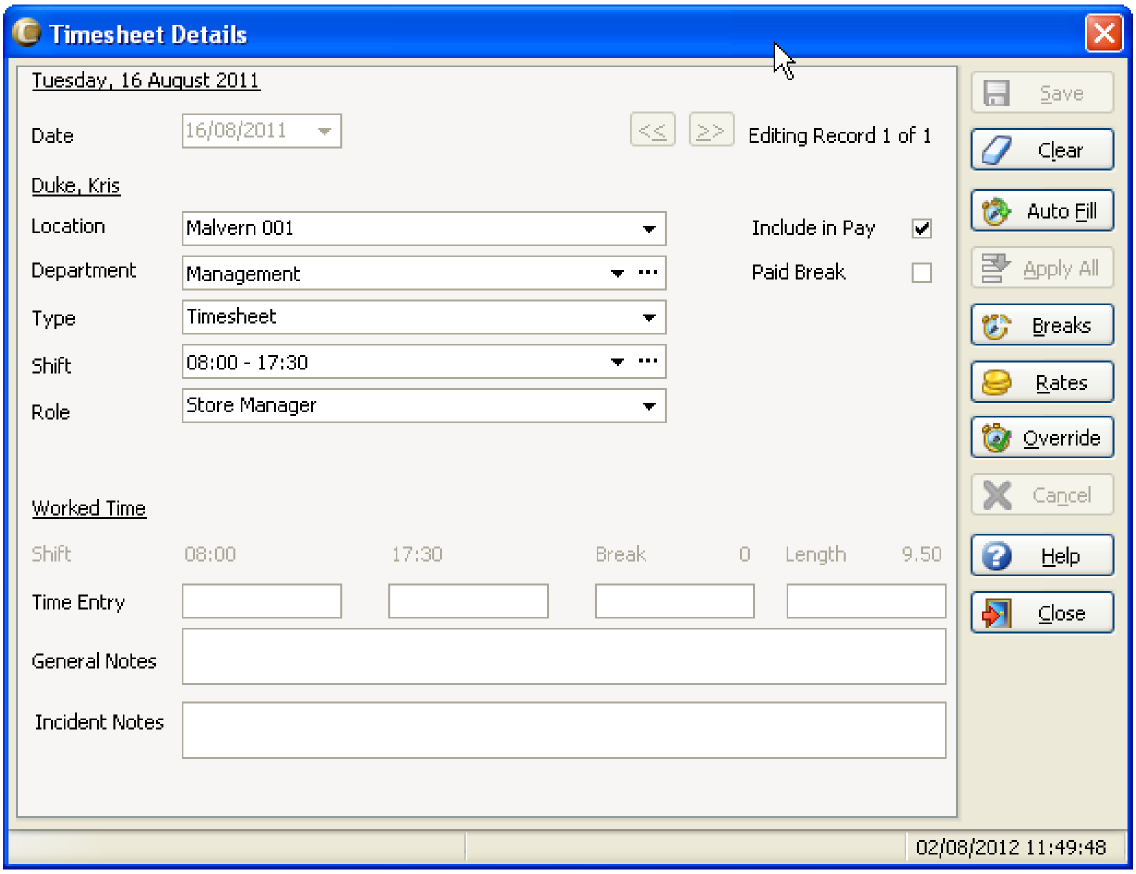
Ensure that breaks are selected for the breakdown type.

From here the breaks can be edited, added or removed from the breakdown.

Select Save and return to the timesheet details.

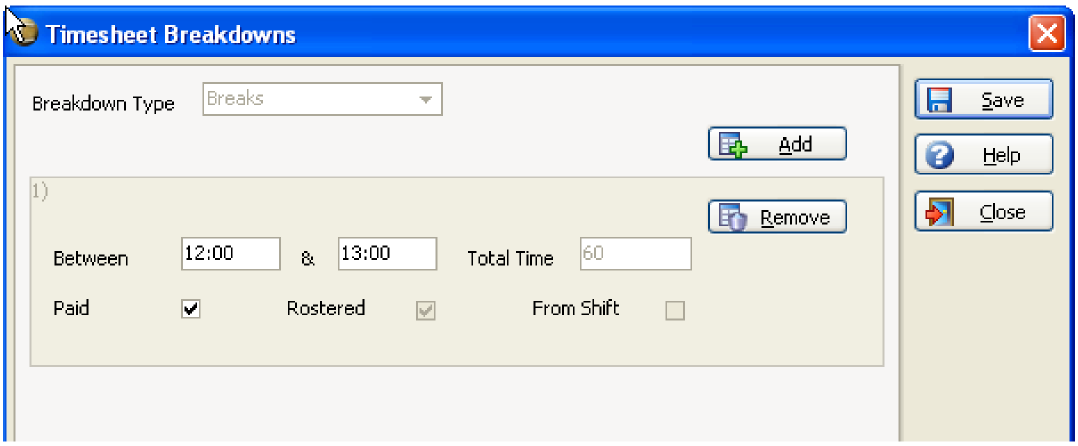
Paid break function

The Employee's Rule Set configuration determines whether breaks are paid or unpaid by default. In either case, breaks taken on specific days can be toggled between paid or unpaid using the Timesheet/Leave Editor. This option only affects the default or non-rostered breaks that are created. Multiple rostered breaks contain their own paid check boxes.

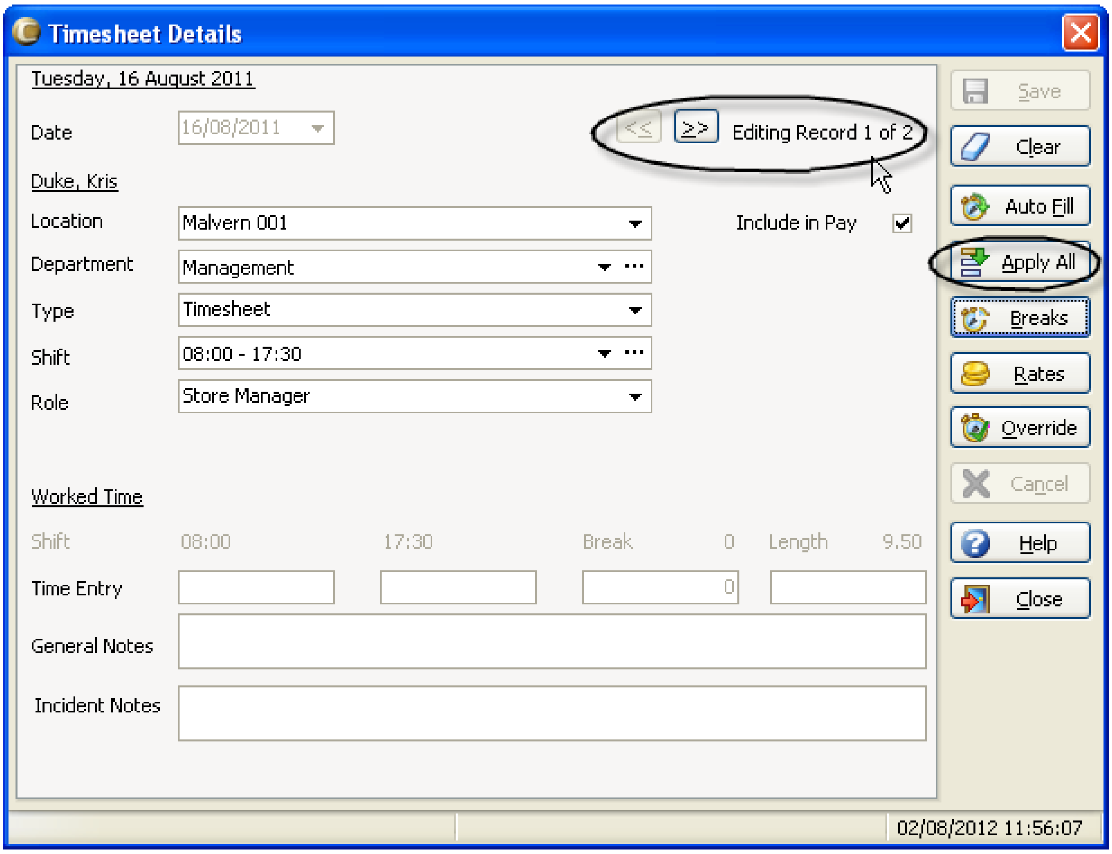


The check box has three levels of operation: Break unpaid, break paid & using default. When checked with a grey background, the employee's Rule Set determines whether or not the break is paid. Selection of paid breaks made in the Timesheet/Leave Editor overrides Rule Set settings and this includes all/any multiple breaks.

The figure below shows this break is defined as paid.



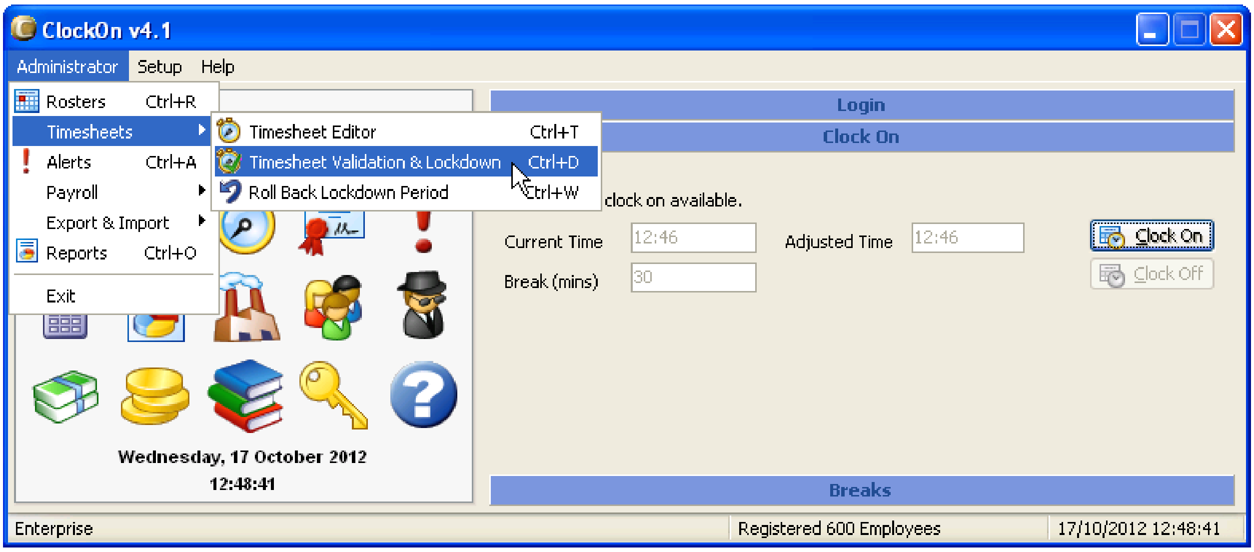
When multiple records are being edited, select Save to commit changes to the current record and automatically move to the next. Alternatively, to commit changes to all selected records, select Apply All.


Timesheet Details
Tuesday, 16 August 2011
Date
16/08/2011
<<
>>
Editing Record 1 of 2
Duke, Kris
Location
Malvern 001
Include in Pay
Department
Management
Type
Timesheet
Shift
08:00 - 17:30
Role
Store Manager
Worked Time
Shift
08:00
17:30
Break
0
Length
9.50
Time Entry
0
General Notes
Incident Notes
Save
Clear
Auto Fill
Apply All
Breaks
Rates
Override
Cancel
Help
Close
02/08/2012 11:56:07

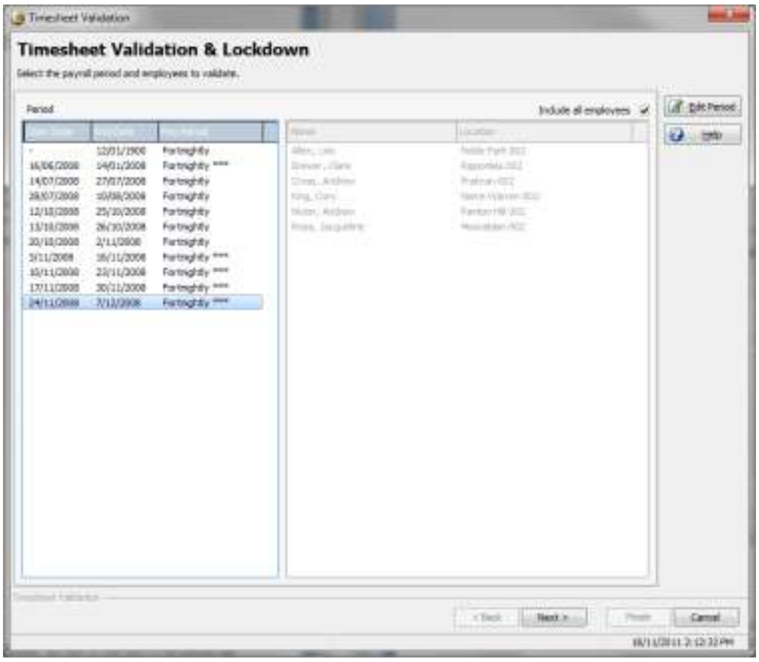
Timesheet Validation & Lockdown

Validation and lockdown is the process of checking for incomplete timesheets en-masse. Timesheets are typically validated and locked prior to payroll or export to a third party program. Incomplete time entries can, however, still be exported (in which case corrections are deferred to another location such as head office rather than at branch level).

To perform a Timesheet Validation and Lockdown, select Administrator from the main ClockOn screen, then Timesheets, Timesheet Validation and Lockdown.



The following screen will be shown where you can select the period you are dealing with.



After timesheets have been validated, either at the remote location or the head office, the records can be locked down so as to close off the current pay period and to initiate the new period.

Pay periods

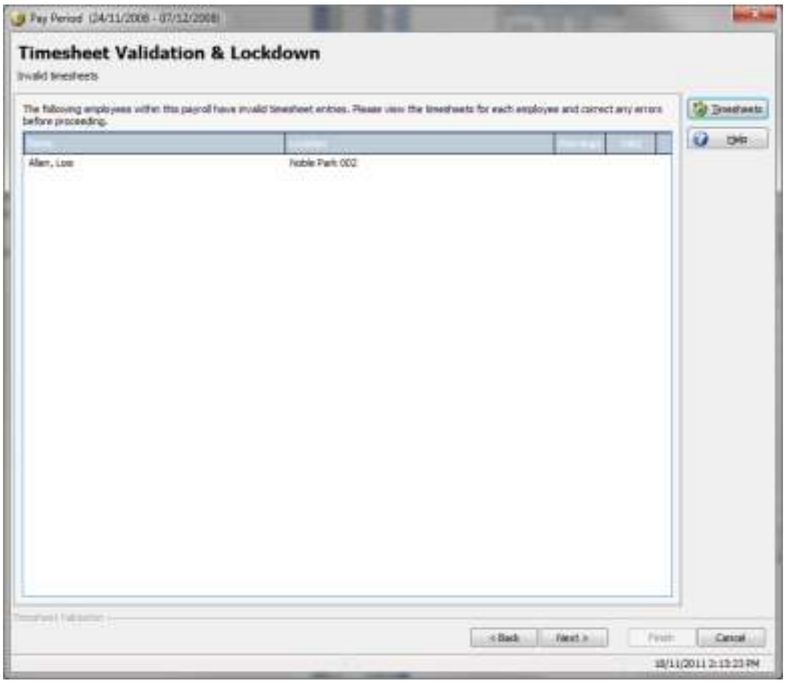
This screen enables selection of the payroll period to be validated. By selecting Edit Period, the start or end date of the period can be varied. Changing the start date is, however, not recommended, as this date advances automatically when the period is locked down.

The Include All Employees in Pay Period check box can be unchecked, allowing individual employees or groups of employees to be validated and/or locked down.

Once the pay period has been selected, select Next to advance to the following steps:

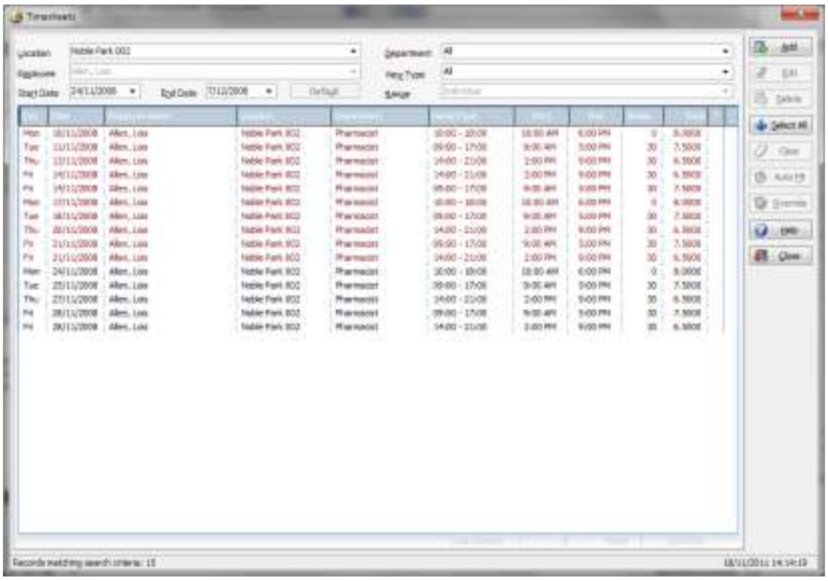
Timesheet validation: Step 1 Selecting the lock down period.

In the event of an invalid timesheet being detected, the names of the invalid employee's timesheets are displayed



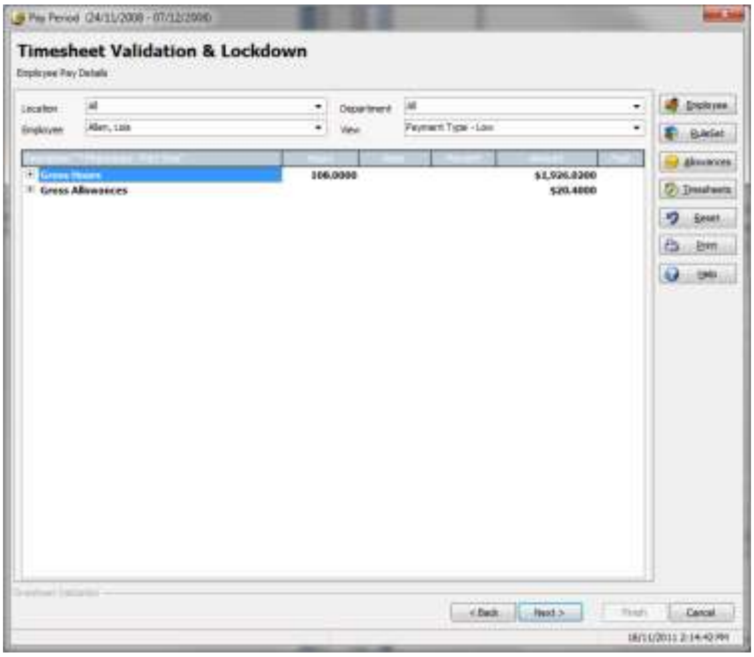
Timesheet validation: Step 2 Correcting timesheet errors.

Timesheets with errors can be selected for manual editing by double clicking each entry and then edited by using the auto-fill function (which populates empty times using the displayed shift parameters):



Timesheet validation: Step 3 Reviewing employee totals. .

When there are no invalid timesheets, the wizard displays each employee's pre-payroll timesheet data.



This screen displays a breakdown of hours worked in the current period. Individual employees are selected with a dropdown. The breakdown includes a dollar calculation of normal, penalty, loading and overtime hours. The applicable hourly rates are displayed and the subtotal value (security roles can be configured to prevent the display of hourly rates in the lockdown wizard, leaving only the hours breakdown visible). A total timesheet-based gross wage is displayed for each employee.

Timesheet validation: Step 4 Lock down timesheets. .

This screen displays a summary of hours worked for all employees selected for validation. It includes normal, penalty, loading and overtime hours.

Select Lock down or Next to complete the lock down process. After doing so, a lock down summary report may be printed and emailed to the payroll officer.

Select Finish to close the wizard.

Roll back lock down period

In the event of a timesheet error being recognised after a lock down, the lock down period can be rolled back. This enables corrections to be made before locking down again.

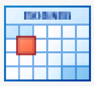
The Rollback screen displays the employees involved in the last timesheet validation. To complete a rollback, select Rollback, wait until the log in the system tray reads "Finished: Last Payroll Roll Back Successful" and select Close.

Section Eleven

Rosters

Rosters

Overview



This chapter outlines the setup, configuration and operational use of rosters in ClockOn version 4.

It also details the use of roster templates and budget management.

To successfully create a roster in ClockOn version 4, the following are required:

- Adding specific functional roles by location e.g. register operator or cleaning duties.
- Defining a suitable master list of qualifications e.g. Bachelor of Business Administration, Key Holder, Responsible Service of Alcohol Certificate, Retail Induction Course or Cash Clearance Certificate.
- Assigning roles and qualifications to employees.
- Construction of rosters.

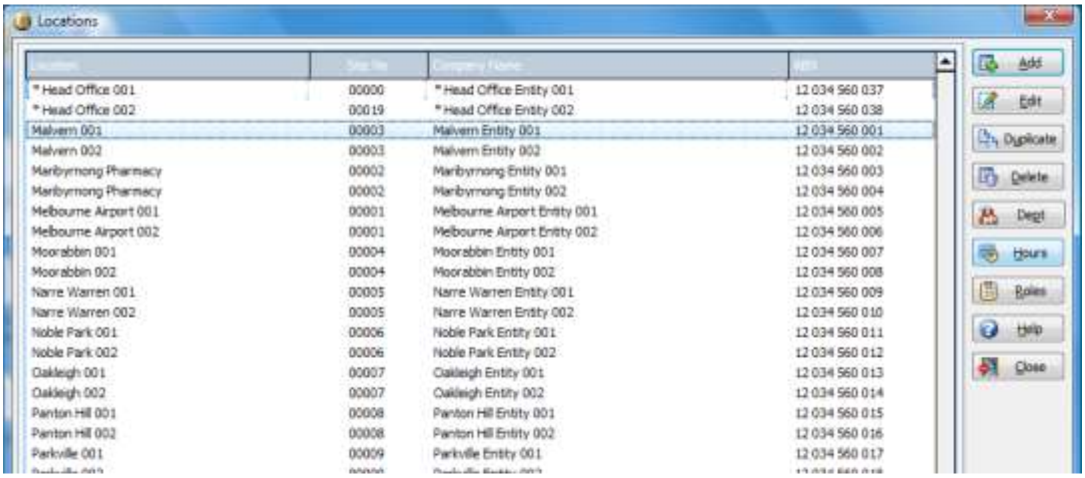
Whereas roles are stored in ClockOn by location, qualifications are not. Rather, they comprise a master list for the entire organisation and generally reflect:

- Employee specific skills.
- Achievement levels.
- Training levels.
- Tertiary or trade based qualifications.

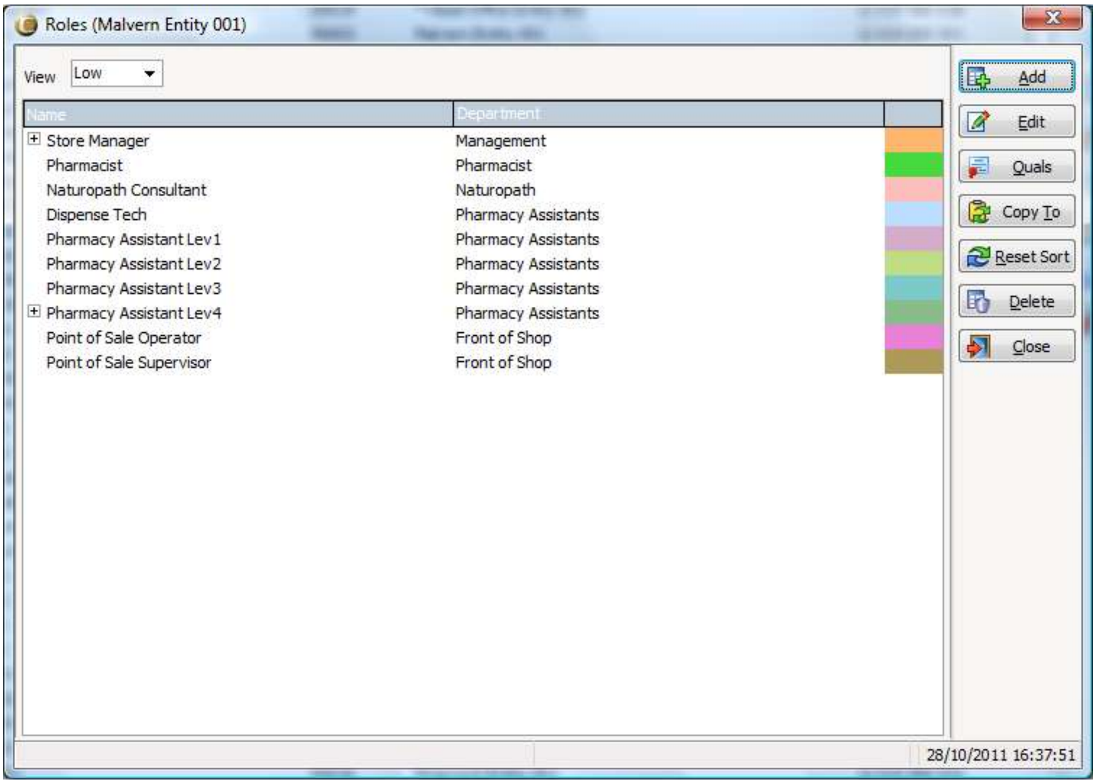
Once roles and qualifications have been defined, they are assigned to employees. Each qualification may include an expiry date and/or a scanned digital image.

Adding/Editing Roles

To add or edit roles, first select the Location Manager from the main screen:

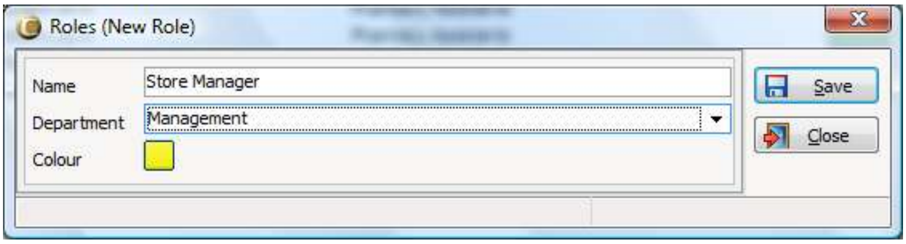


Select the location and then Roles:



To add a new role, select Add.

Then enter the name of the role, for example Store Manager:



Choose the default department to be associated with this role. This step is mandatory and determines the department to which the cost for each rostered shift is assigned.

Changing the role colour

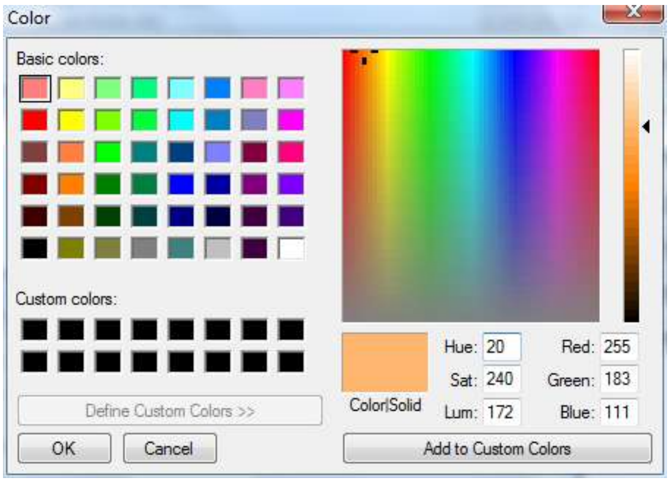
Newly added roles are yellow by default. Customising role colours is recommended for visually grouping employees sharing a common role.

Select the Colour button to open the colour selection screen:

Choose the role colour by clicking anywhere on the colour palette, then select OK to return to the previous screen.

Shade variations for a specific colour may also be defined, achieving an overall colour grouping whilst retaining role differentiation.

Select Define Custom Colours to vary the shade of colour:

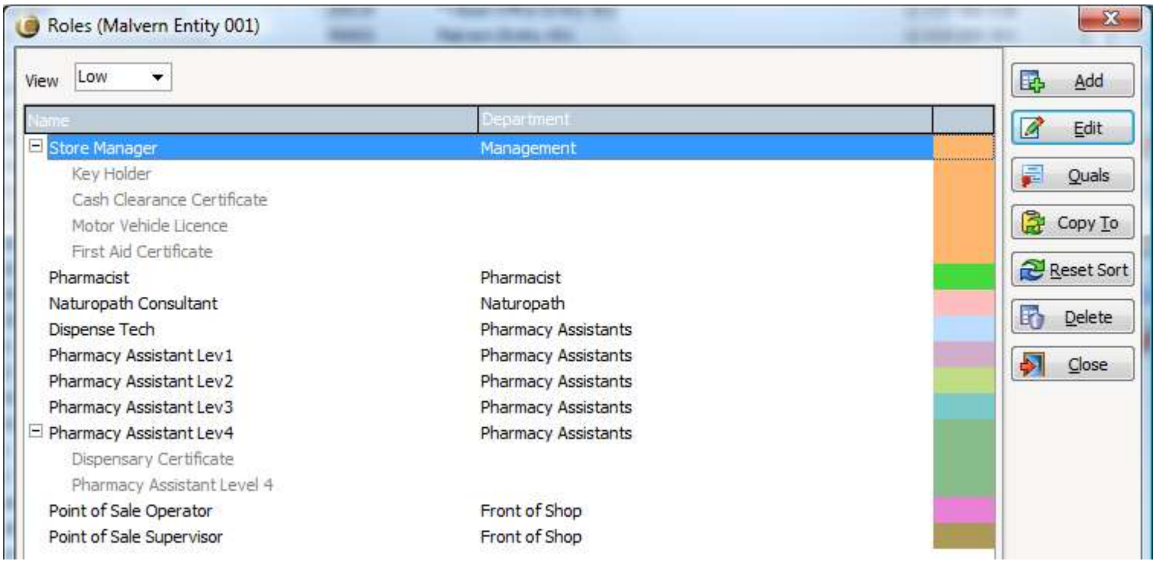


Alter the colour or shade as required using the vertical slider on the right hand side and then select OK.

Select Save to make the changes permanent.

Qualifications

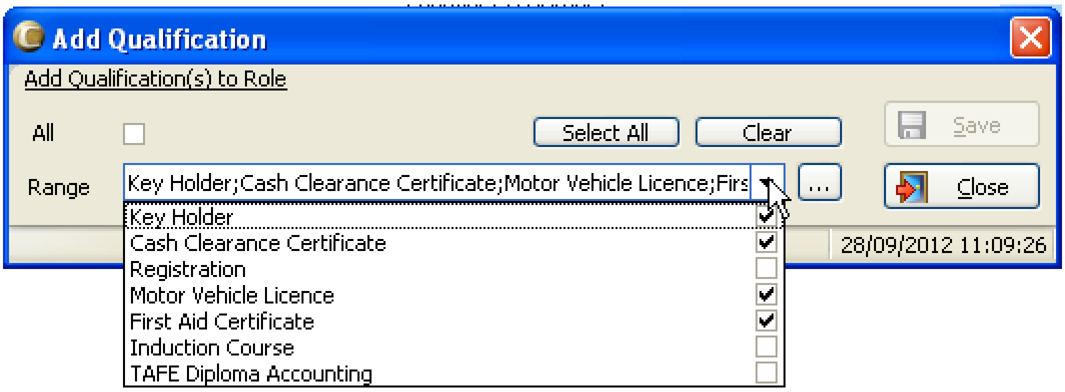
After creating roles, the qualifications necessary to perform those roles may be defined. The assigning of qualifications to roles is not, however mandatory. Rosters can be created without defining roles or qualifications when these are not required:



Adding/editing qualifications for a role

To edit the qualifications required for a specific role, first select the desired role then and then Quals.

The Add Qualification screen is displayed:



The Range dropdown displays the qualification requirements for the selected role.

Press Select All to assign all qualifications to the selected role. Alternatively, select individual qualifications by selecting the displayed checkboxes.

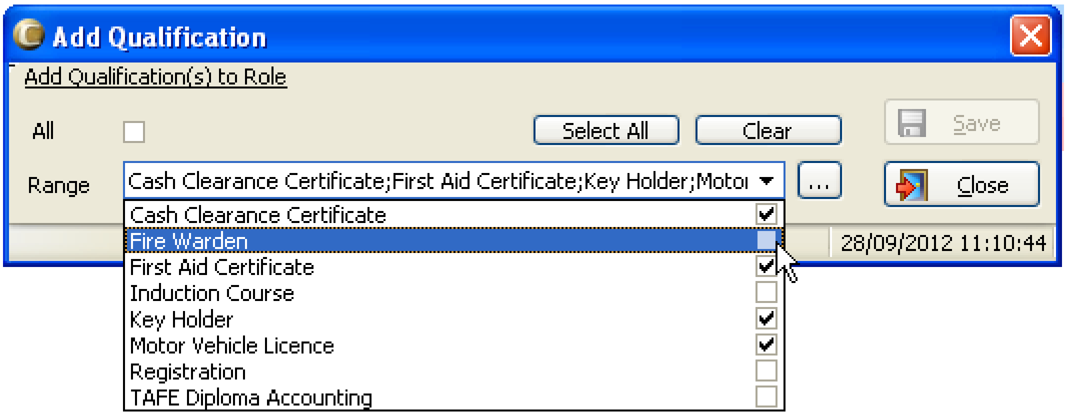
Select Save to store qualifications permanently.

To add a new qualification, select Ellipses followed by Add:

Enter the name of the new qualification, e.g. Fire Warden.

Select Save to store the changes permanently and then Close to return to the Add Qualification screen.

The newly added qualification appears in the dropdown list:



To associate the new qualification with the selected role, click directly on the associated check box and select Save to store the changes permanently.

Why define qualifications?

Assigning qualifications to roles is not mandatory, but by taking the time to do so the efficiency of roster creation is significantly improved. The Administrator will instantly be notified of employees not qualified to perform specific roles or where qualifications have expired.

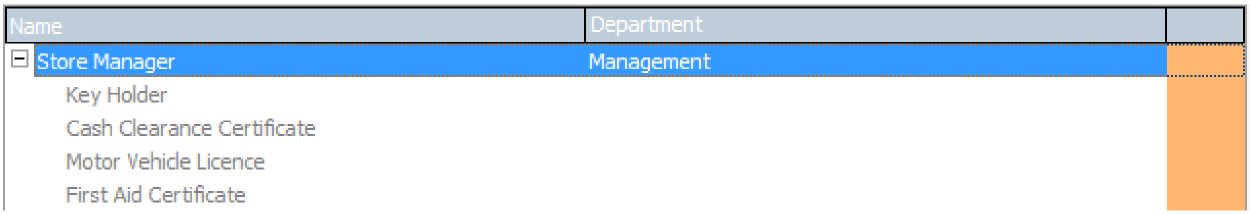
The qualifications stored in ClockOn are not defined by location but rather as a master list.

Qualifications do not have to be of an academic nature. For example, the key holder qualification may be used to ensure that certain authorised employees possess a key to open and close the trading premises.

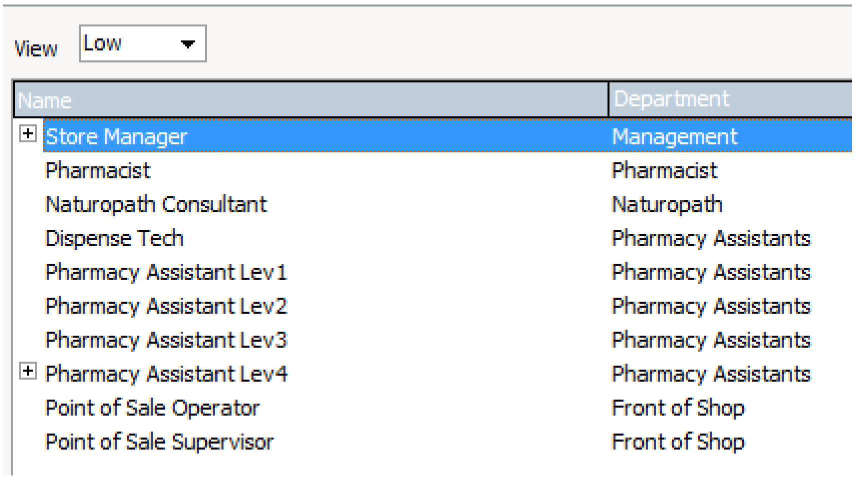
Adjusting the qualification view level

Roles with one or more associated qualifications are identified by a small + symbol (node), to the left:

Click directly on the + symbol to expand the view:

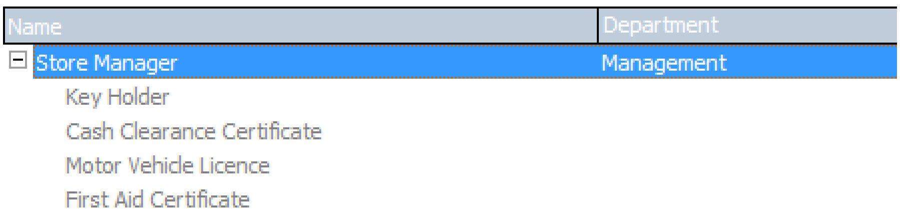


The level of detail shown can be varied by selecting from the view dropdown list:



Select Low to hide qualifications from the display:

Select High to show all associated qualifications for each role:



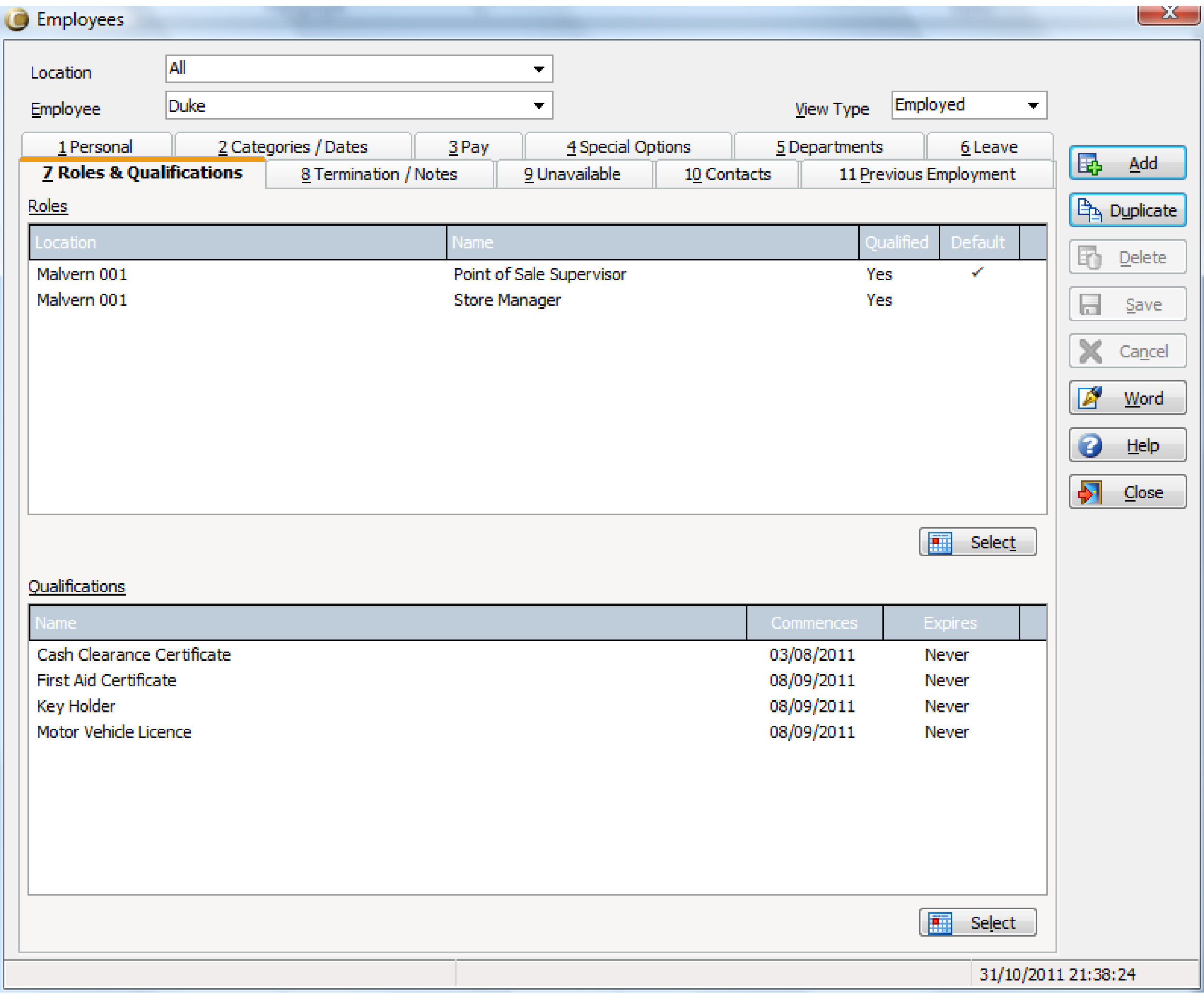
ClockOn remembers the last selected view level. With the view level set to High at the time the form is closed, this same setting will re-appear on opening.

Assigning Roles & Qualifications to Employees

Before roster construction can commence, roles and qualifications must be assigned to employees.

From the main screen select the Employee icon.

Then Select tab 7, Roles and Qualifications:

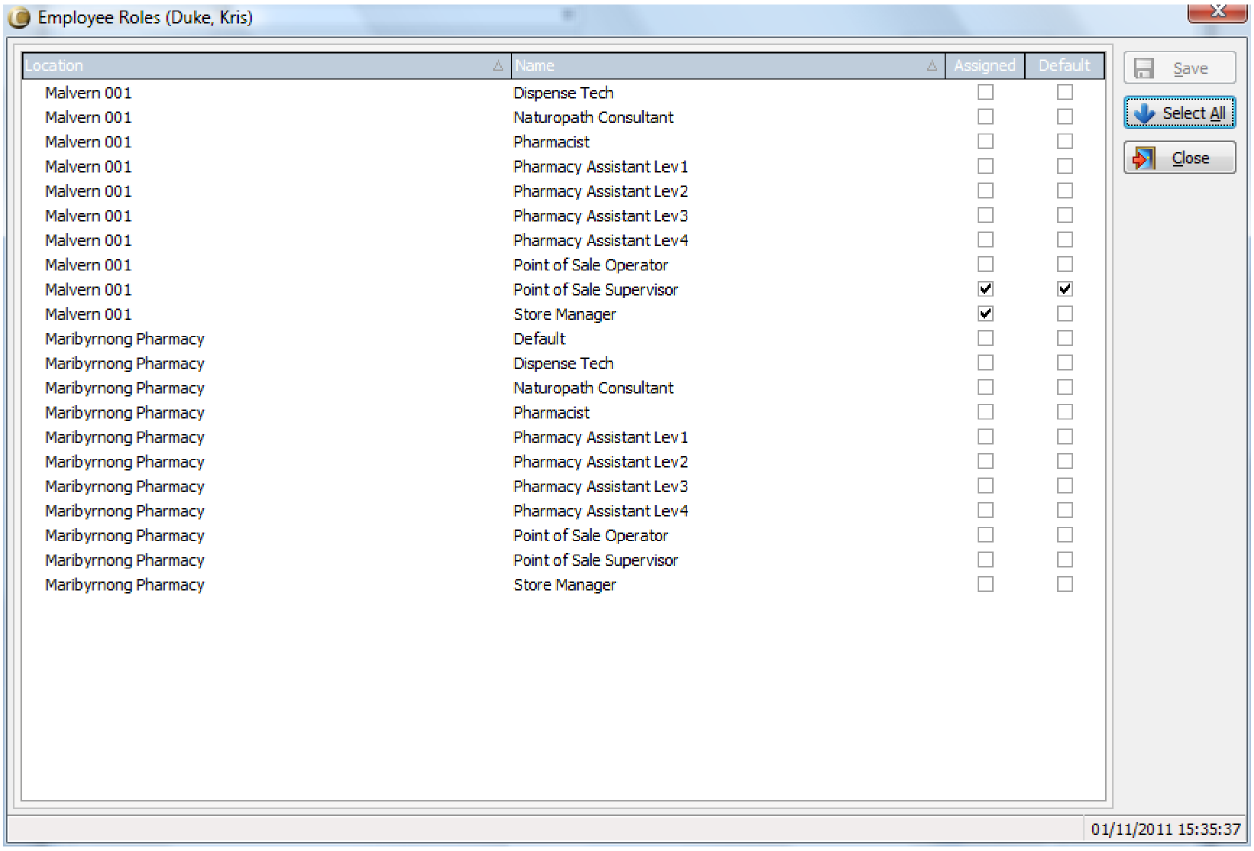


The top half of the screen displays the roles available to employees. The role qualification status and the primary (default) role are also displayed.

The bottom half of the screen displays employee qualifications with commencement date and expiry status.

Assigning roles to employees

Press the Select button displayed below the Roles list to open the following Employee Roles screen:



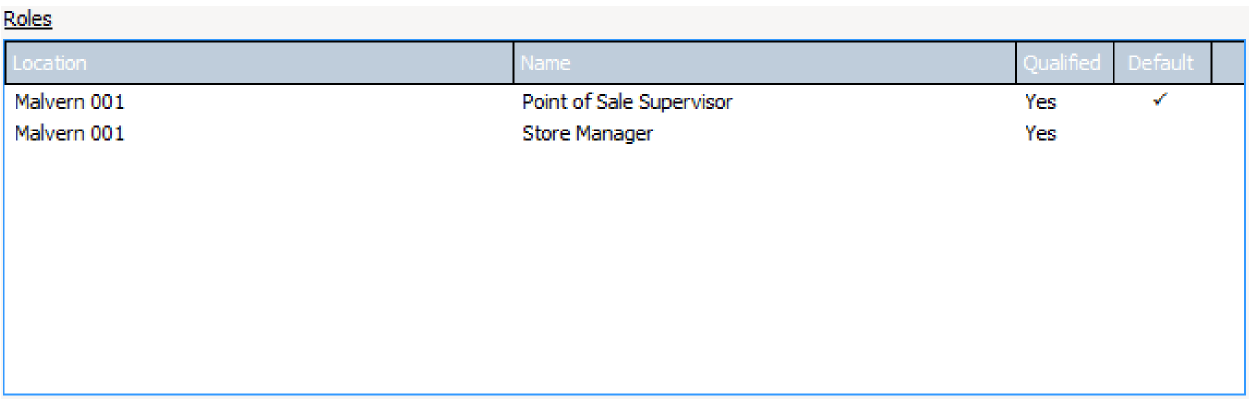
Location	Name	Assigned	Default
Malvern 001	Dispense Tech	☐	☐
Malvern 001	Naturopath Consultant	☐	☐
Malvern 001	Pharmacist	☐	☐
Malvern 001	Pharmacy Assistant Lev1	☐	☐
Malvern 001	Pharmacy Assistant Lev2	☐	☐
Malvern 001	Pharmacy Assistant Lev3	☐	☐
Malvern 001	Pharmacy Assistant Lev4	☐	☐
Malvern 001	Point of Sale Operator	☐	☐
Malvern 001	Point of Sale Supervisor	☑	☑
Malvern 001	Store Manager	☑	☐
Maribyrnong Pharmacy	Default	☐	☐
Maribyrnong Pharmacy	Dispense Tech	☐	☐
Maribyrnong Pharmacy	Naturopath Consultant	☐	☐
Maribyrnong Pharmacy	Pharmacist	☐	☐
Maribyrnong Pharmacy	Pharmacy Assistant Lev1	☐	☐
Maribyrnong Pharmacy	Pharmacy Assistant Lev2	☐	☐
Maribyrnong Pharmacy	Pharmacy Assistant Lev3	☐	☐
Maribyrnong Pharmacy	Pharmacy Assistant Lev4	☐	☐
Maribyrnong Pharmacy	Point of Sale Operator	☐	☐
Maribyrnong Pharmacy	Point of Sale Supervisor	☐	☐
Maribyrnong Pharmacy	Store Manager	☐	☐

Roles are grouped by the locations at which the employee can work and then by role name.

Select check boxes in the assigned column to flag one or more roles the employee may fulfil.

Select a single check box in the default column to specify the primary role for this employee.

Select Save to store the changes permanently:

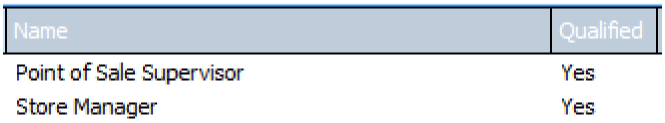


Location	Name	Qualified	Default
Malvern 001	Point of Sale Supervisor	Yes	✓
Malvern 001	Store Manager	Yes	

The roles selected are now displayed on the employee form.

Employee qualification status

When an employee has the correct qualifications for a specific role, the qualified status field is immediately updated. The qualified status may be:



Name	Qualified
Point of Sale Supervisor	Yes
Store Manager	Yes

Yes: The employee has met all the qualification requirements for the specific role.

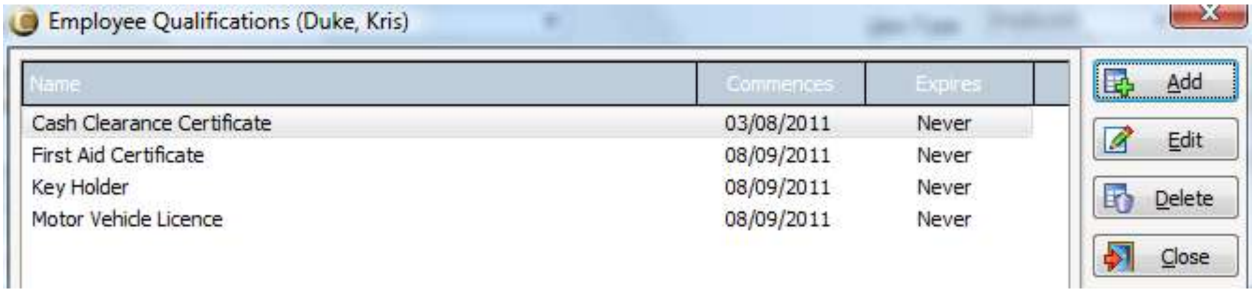
No: The employee has met none of the qualification requirements for the specific role.

Partial: The employee has met at least one of the qualification requirements for the role.

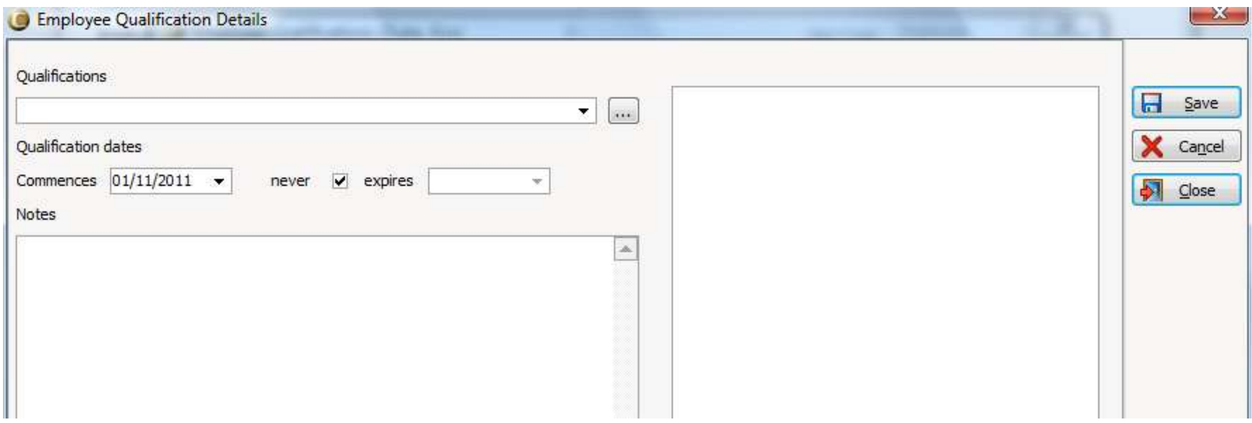
Note: Employee qualifications may be added or edited at any time.

Assigning qualifications to employees

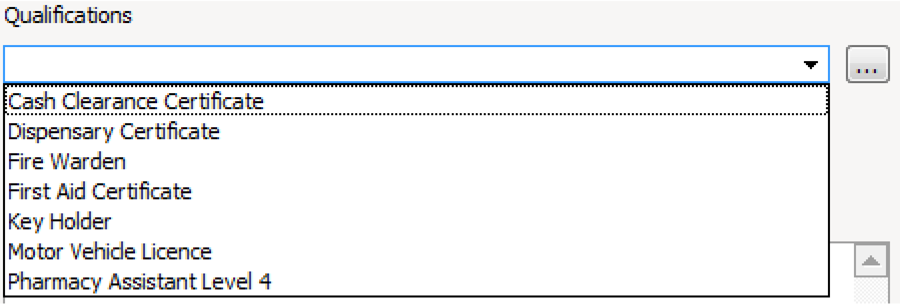
Select the Select button below the Qualifications list to open the Employee Qualifications screen:



Select Add to open the Employee Qualification Details screen and add a new qualification:



To associate or link a qualification to an employee, first select the qualification from the qualifications dropdown. For example, Dispensary Certificate:

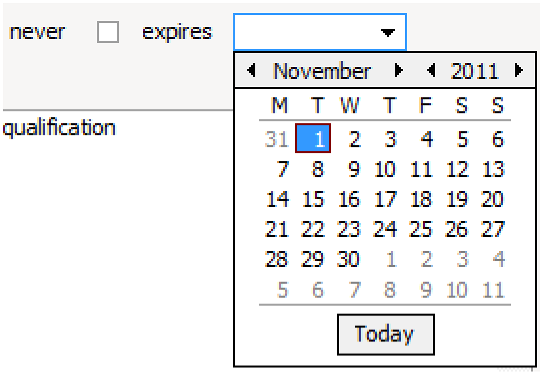


The Commences dropdown shows the current date by default.

Select the commencement date for the qualification.

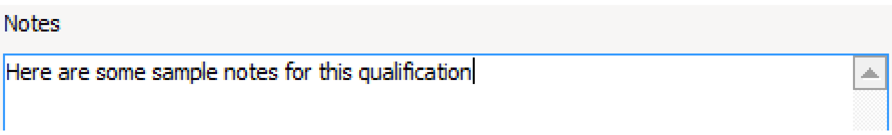
In most cases the commencement date will be a date in the past, but future commencement dates can also be entered here. Doing this prevents unnecessary warnings from appearing when constructing rosters for future periods.

The qualification period expiry date can be set to Never or to a specific date:



Many certificates, qualifications and licenses have a fixed expiry date. By entering this date, employees with expired qualifications will be immediately identified during roster construction.

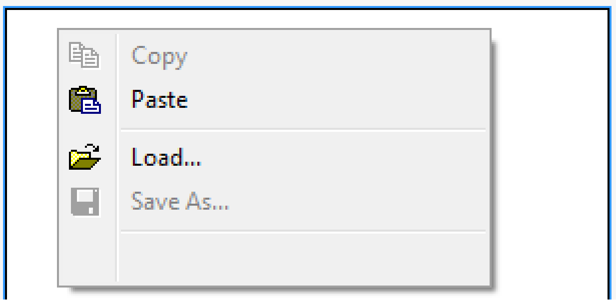
Detailed notes can also be entered for each qualification. There is no limit to the number of lines available in this field:



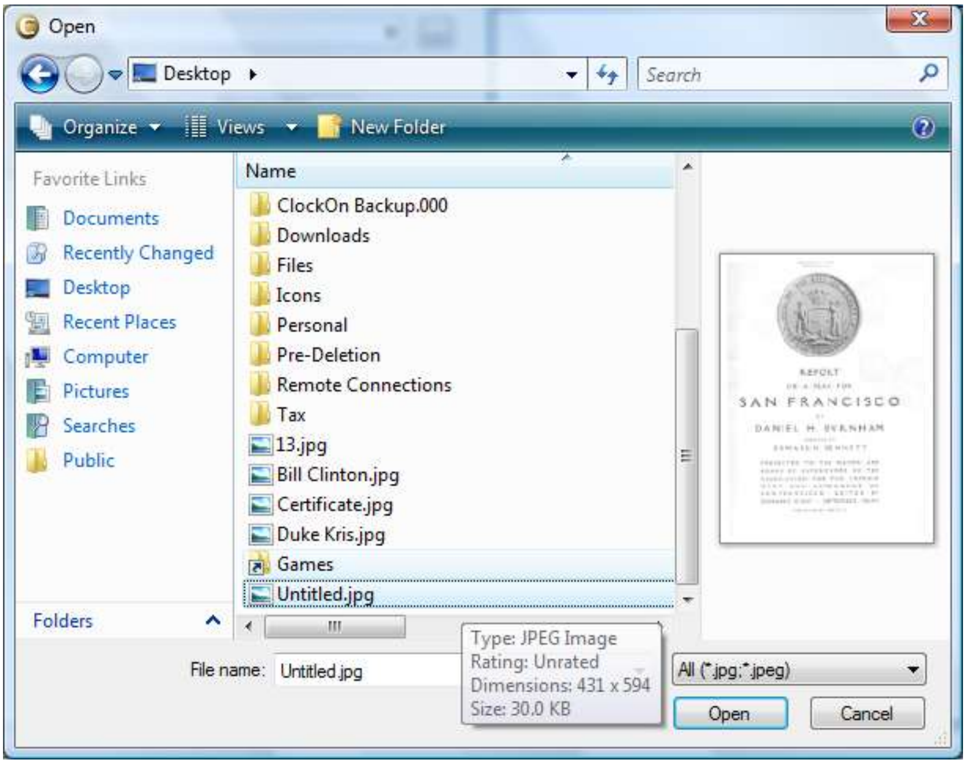
If the qualification required is not displayed in the Qualification drop down list, select Ellipses to add a new qualification to the master list:

A scanned .jpg image of the qualification can also be stored and saved.

Right click on the image area and select the Load option:

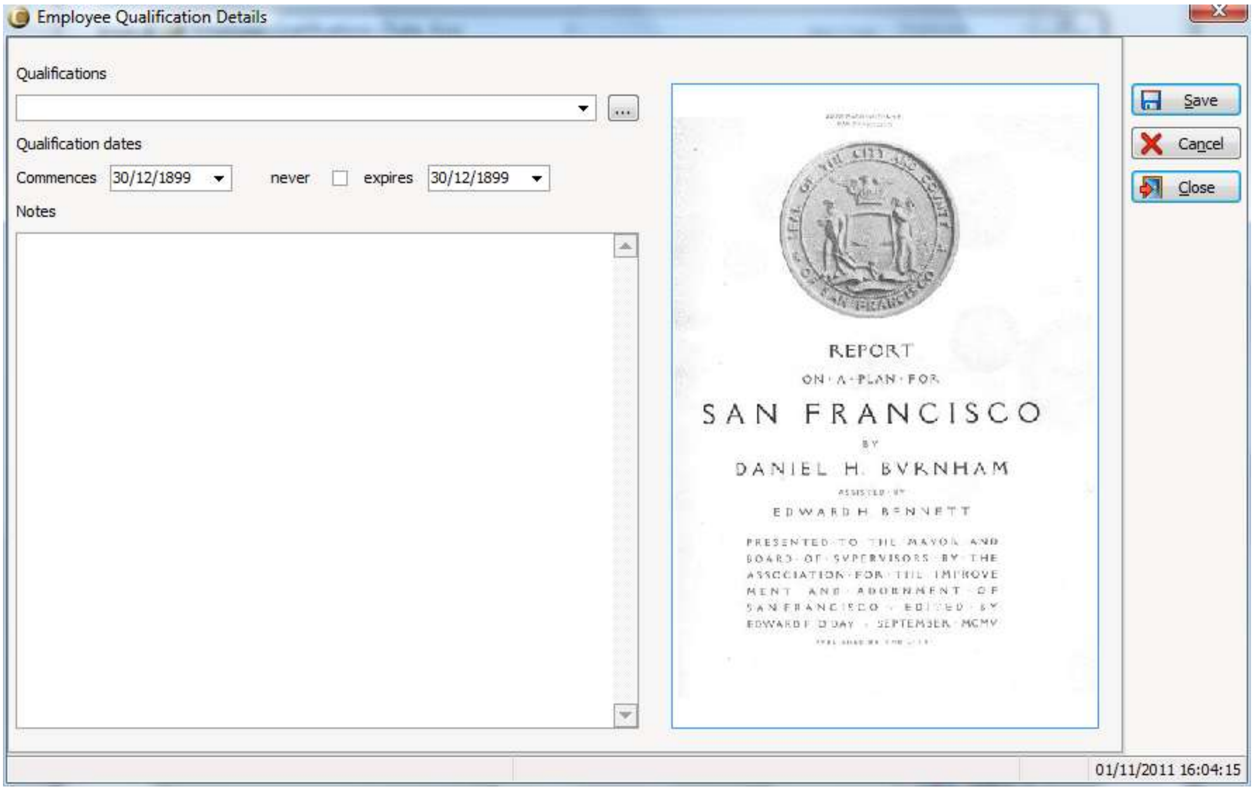


From there, browse to the folder location where the qualification image is stored (in .jpg format) and select the image:



Select Open to load the image.

The scanned image is now displayed in the qualification image area:



The purpose of loading a scanned image is to provide supporting evidence for the existence and/or validity of each qualification. Available disk space should always be considered when importing images.

Roster Basics

Select the Roster icon from the main screen to start the roster construction process.

The user interface comprises:

- an application button,
- roster editing tools along the top of the display,
- five customisable toolbar tabs displayed across the top of the screen
- four information panels displayed vertically on the left hand edge.

The user customisable toolbars include: View, Template, Calculate, Navigate and Desktop Options.

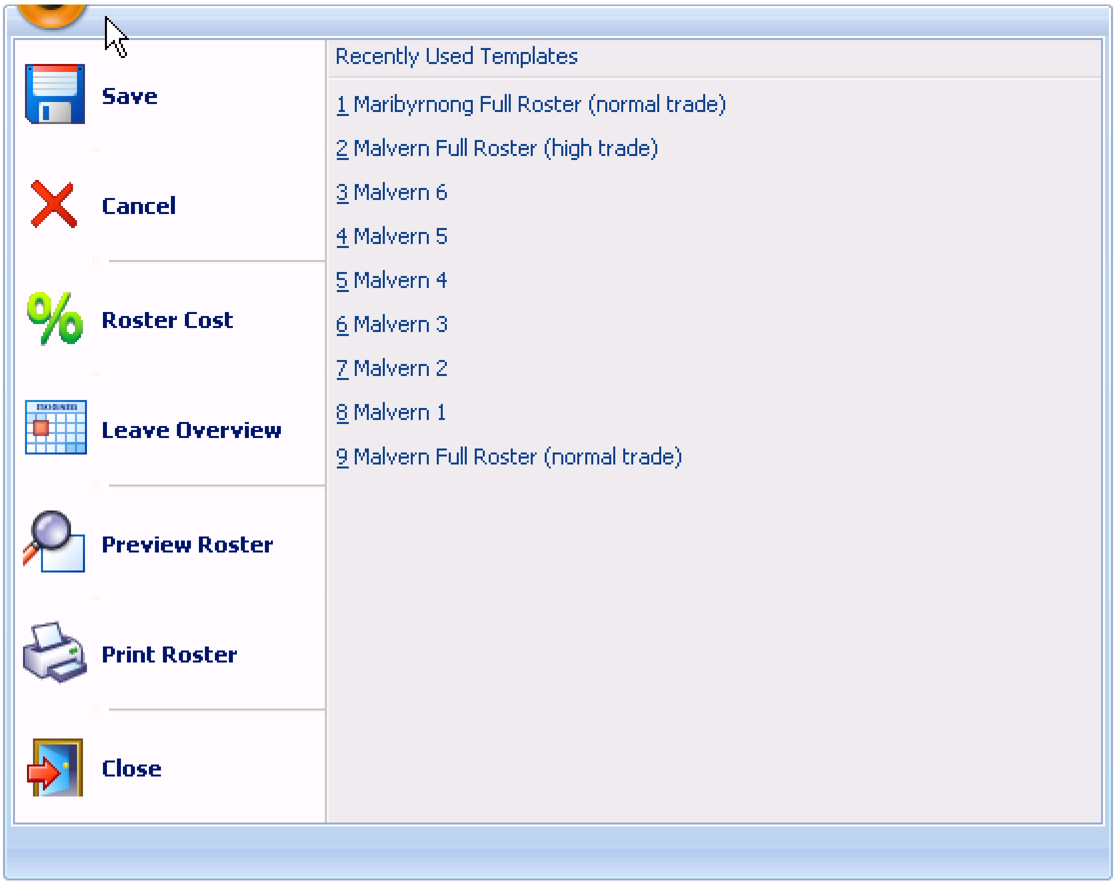
The four interactive information panels on the left-hand side of the screen relate to: Locations, Employees, Budget and Legend.

Rostered shifts are displayed in the central area of the screen.

Roster Toolbars: Application Button

 The Application button allows access to common rostering functions quickly and easily.

Select the Application button from the top left corner of the roster screen.



From here you can save or cancel changes, calculate cost, view leave or preview and print.

You can also view and load Recently Used Templates.

Roster Toolbars: Edit

 This button cuts the currently selected shifts from the screen and places them in the clipboard.

 This button copies the currently selected shifts to the clipboard.

 This button pastes the shifts currently stored in the clipboard to the roster at the position pointed to by the mouse.

 This button deletes the currently selected shifts.

 This button saves changes made to the roster.

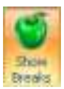
 This button cancels changes made to the roster, but only when changes have been made.

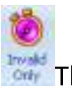
 This button allows a print preview or prints the current roster.

 This button closes out of rosters

Roster Toolbars: View

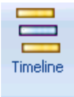
 This button toggles the display between role and employee modes.

 This button hides/shows breaks.

 This button shows/hides Invalid timesheets only.

This button hides/shows booked leave.

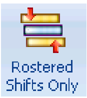
This button hides/shows location or department trading hours.



This button toggles the Timeline display.

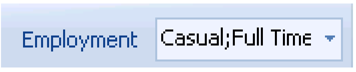
This button toggles the Timeline display with zoom.

This button shows the spread of shifts, indicating the number of employees rostered.

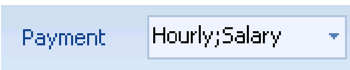


This button will show a compressed view of the roster only showing the rostered shifts.

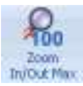
This button will show/hide employees belonging to other locations on the roster.



This drop down filters displayed shifts by casual, full time, part time or other.



This drop down filters displayed shifts by hourly or salaried payment:

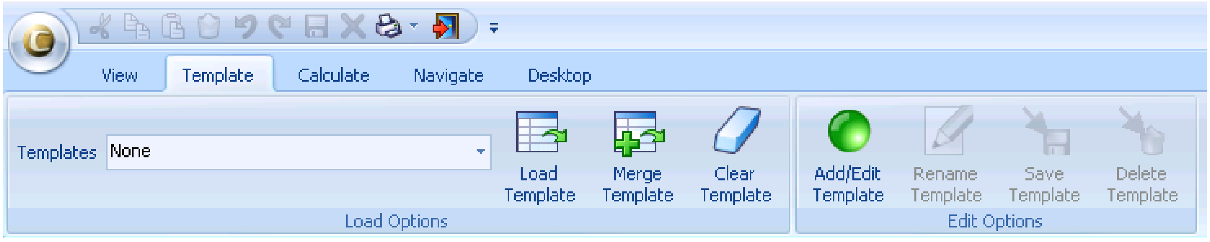


This button zooms the view in/out to the maximum.

This button zooms the view out by one unit.

This button zooms the view in by one unit.

Roster Toolbars: Template



The Template toolbar has a dropdown list displaying all the available templates saved for the currently viewed location.

Templates can be loaded, saved and deleted. An option to clear a loaded template from the current display is available.

Roster Toolbars: Calculate

Roster Cost

This button toggles the display between shift and cost/budget modes

Leave Overview

This button toggles the display between Leave Overview and Roster modes

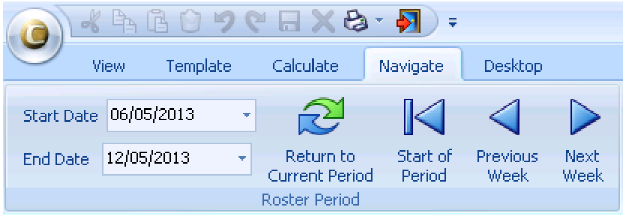
Auto Generate Tools

The Auto-Generate Timesheet icon is located within the Calculate tab of the toolbar. Select the Generate Auto Timesheet icon to automatically add timesheet entries to the roster. These are only created for employees with the 'Create Timesheets from Working week' option selected on Special Options Tab 4 in the employee setup.

Select the Generate Auto Public Holidays icon to automatically add public holiday leave entries to the roster. These are only created for employees with the 'Auto Create P/H Leave entries' option selected on Special Options Tab 4 in the employee setup.

Roster Toolbars: Navigate

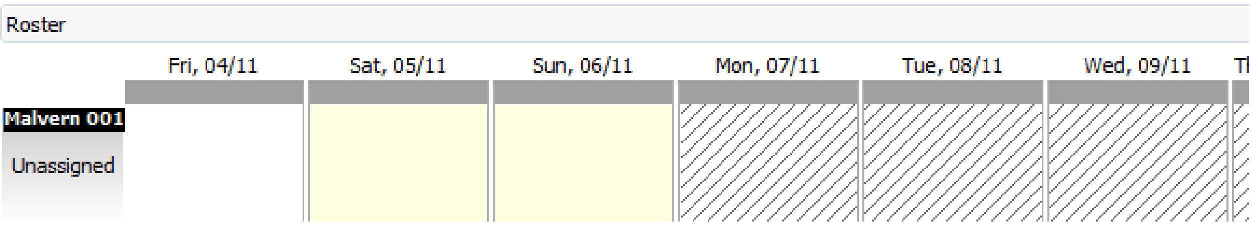
The roster period toolbar allows the user to vary the visible start and end date of the roster



By changing the start and end dates a roster of any size can be viewed. Changing the roster start date will load the entire roster period surrounding the selected date. The roster start date can be changed to any value.

Select the roster period Reset button  to automatically reload the current roster period.

Days falling outside the selected roster period are considered out of period and are displayed using diagonal grey lines:

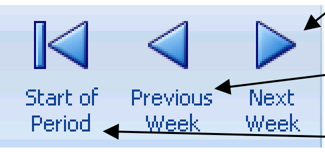


Select the Navigate to Start button to bring the first day of the selected roster period into view in the left hand column.

When viewing a period longer than one week, select the Navigate to Previous Week button to bring the first day of the previous week into view in the left hand column.

When viewing a period longer than one week, select the Navigate to Next Week button to bring the start day of the next week into view in the left hand column.

When viewing more than one week at a time, the navigation buttons provide an easy means to alternate between the weeks:



Allows you to Navigate to the next week

Allows you to Navigate to the previous week

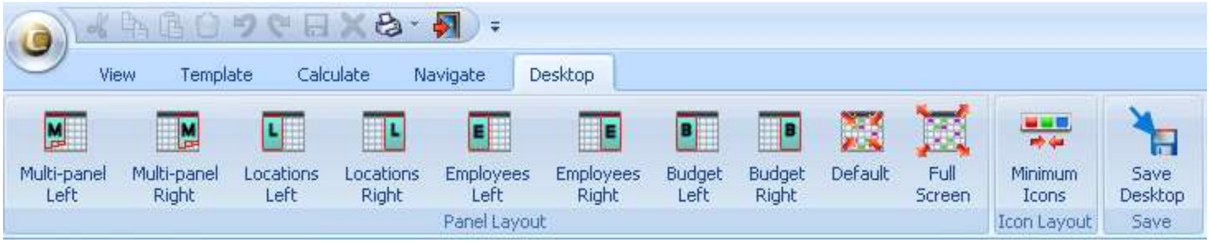
Allows you to Navigate to the start of the Roster Period

Note: When viewing the start period of the roster, select the Navigate to Previous Week button to load the entire roster for the previous period.

Note: When viewing the final week of the roster, select the Navigate to Next Week button to load the entire roster for the next period.

Roster Toolbars: Desktop

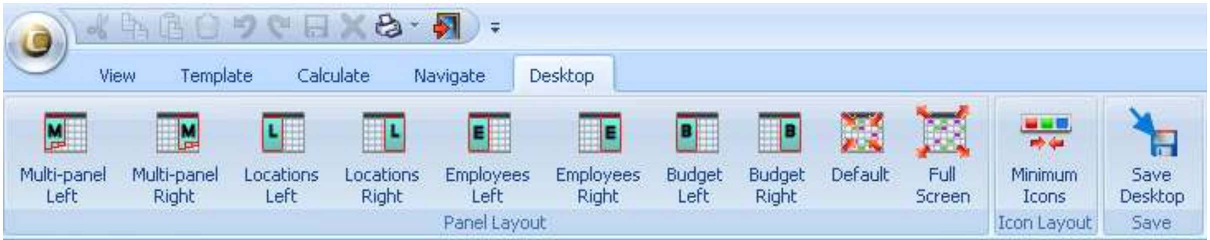
The Desktop toolbar allows the user to load from a list of predefined desktop layouts:



Once you have your desktop layout set to the one you prefer to use, then select the 

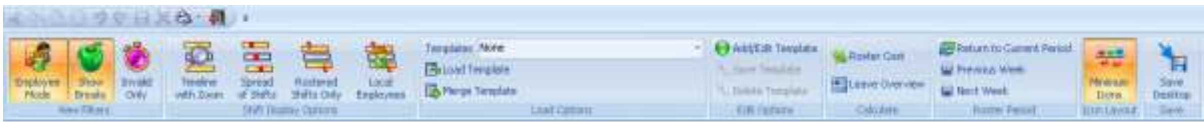
save option. You can change to a different view whilst in the roster, but the saved desktop view will be the default view when you use the roster option in ClockOn.

Roster information panels : Using the default layouts



There are a number of default layouts that can be utilised to help with the layout of your roster screen. You can select from the list of layouts from the desktop tab. Once you have selected the layout you prefer, save your desktop layout and this will be your default layout each time you use the roster system.

You can also toggle you toolbar view to include a minimum or maximum number of icons to be displayed on your desktop.



Roster information panels: Positioning and sizing

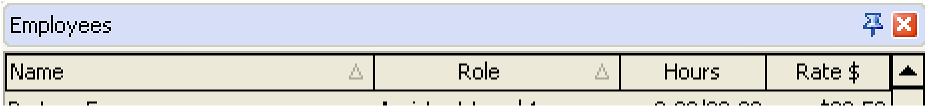
The roster information panels are easily positioned and sized for optimal accessibility and viewing convenience.

To open an information panel, move the mouse pointer over the desired panel.

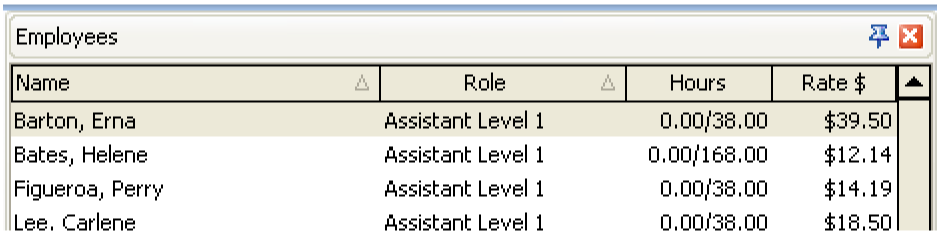
The panel immediately activates and slides into view. Moving the mouse pointer off the panel causes it to close.

Roster information panels: Pinning

To keep a panel visible at all times it may be pinned by clicking on the Pin icon in the top right-hand corner of the panel:



From there the panel may be docked at various locations on the screen:



To return a pinned panel to the left-hand side, click the Pin icon in the top right hand corner and move the mouse pointer off the panel.

If the panel doesn't move, ensure the mouse pointer is off the panel and click once.

Roster information panels: Docking

To dock a panel to an alternative position, drag it until a new docking square becomes available and then release the mouse button:

Panels can be set to float rather than being docked.

To do this, drag a pinned panel to any area on the screen by clicking and holding on the caption area:

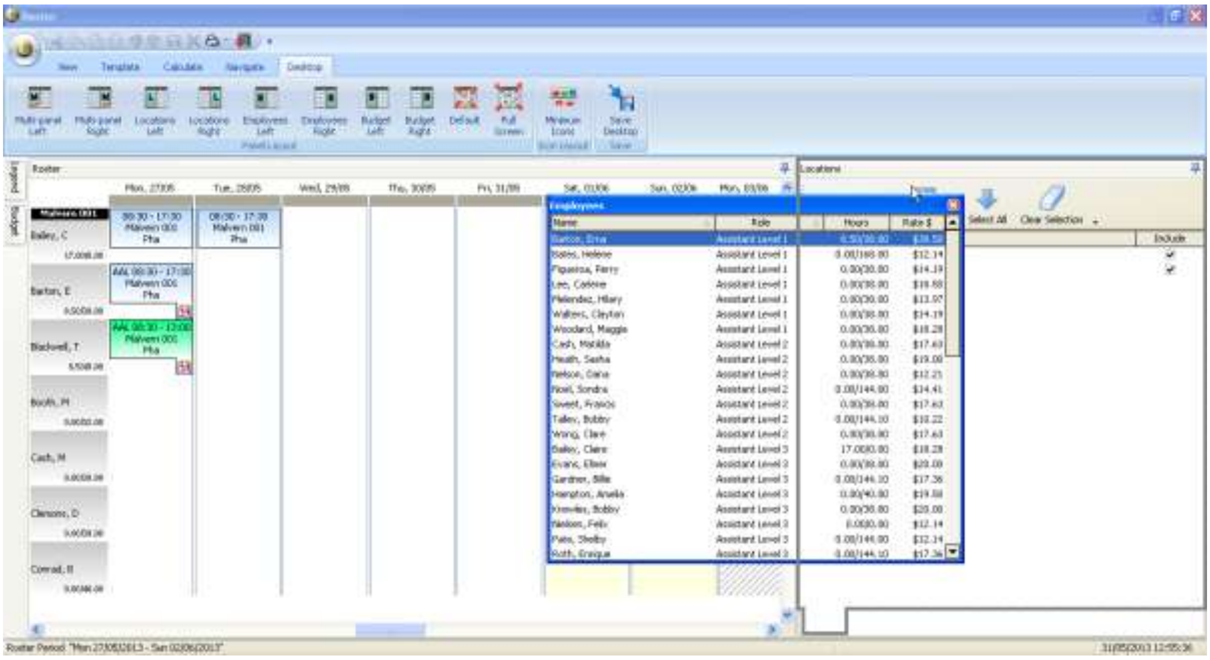
To return a floating panel to the left-hand side of the screen, click the Cross icon in the top right-hand corner and move the mouse pointer away:

Roster information panels: Embedding

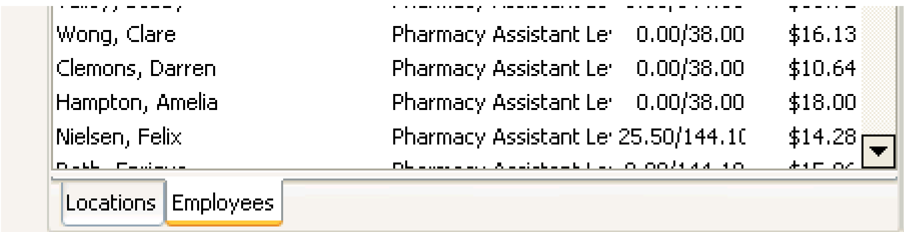
Information panels can be embedded within each other to further optimise the view.

To embed one panel within another first ensure both panels are pinned to the display as only pinned panels can be embedded in this way.

Drag one of the panels over the other and wait for the embed square to appear (indicated by a small tab marker at the bottom) then release the mouse button.



The second panel is now embedded within the first, making both panels readily available for quick access by selecting whichever is desired:



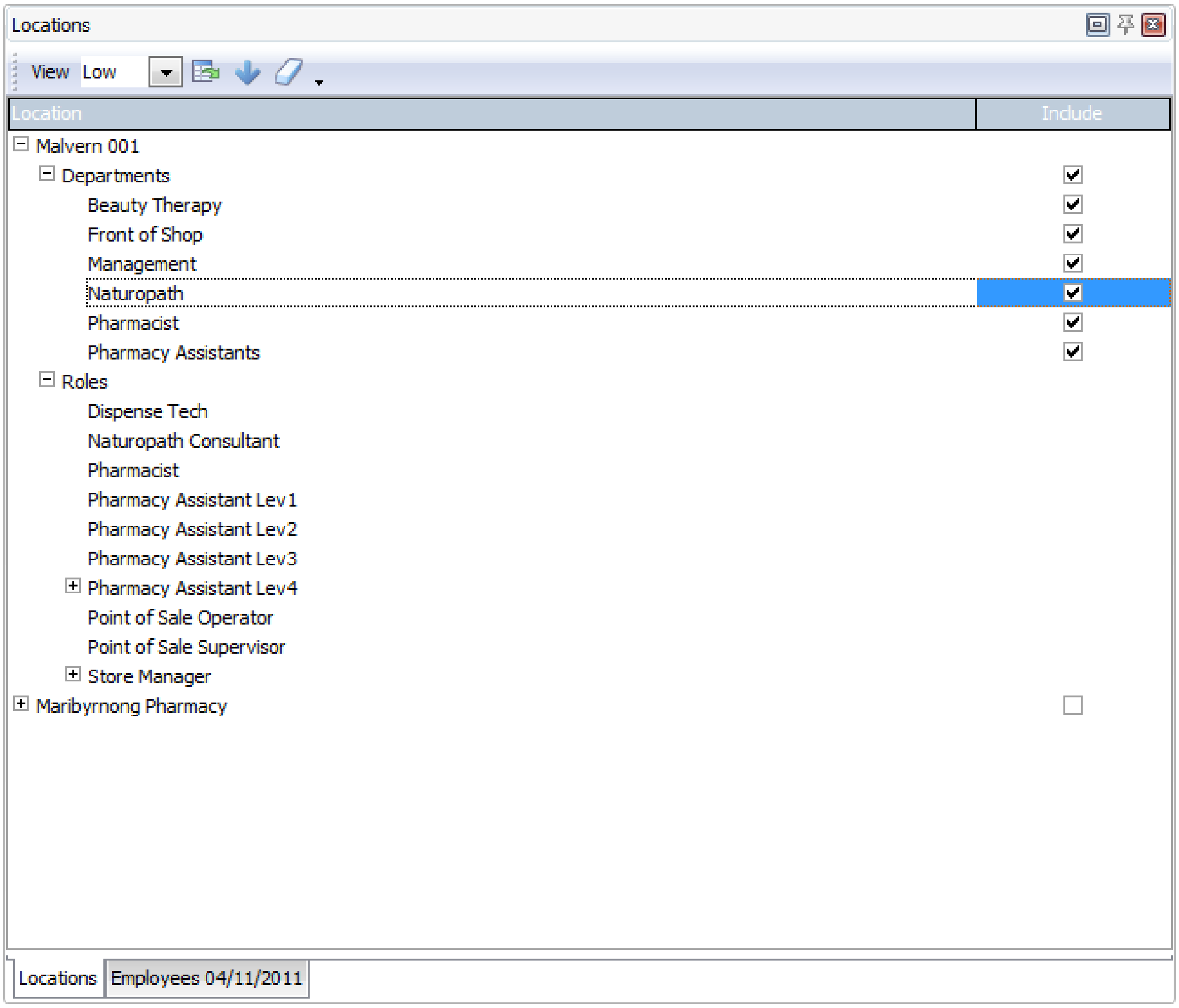
Changes made to the desktop layout may only be retained by pressing the desktop layout Save button.

Roster information panels: Location

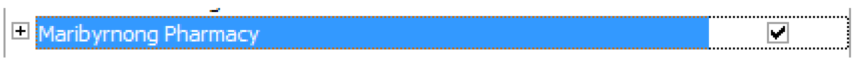
The location panel displays a list of locations to which the currently logged on user has been granted access.

ClockOn rosters can display any combination of selected locations and/or departments. These are selected from this panel.

Press the + (node) symbol to the left of each of the locations to expand the view to include departments and roles:



To add and view additional locations to the roster, click the check box to the right of the required location(s) name:



Select the Load button to load the roster for selected locations:

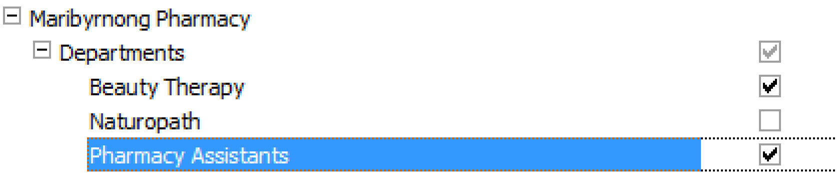
To work with a range of specific departments, click the check boxes to the right of the required departments and press the Load button:

Virtually any combination of locations and departments can be loaded into view.

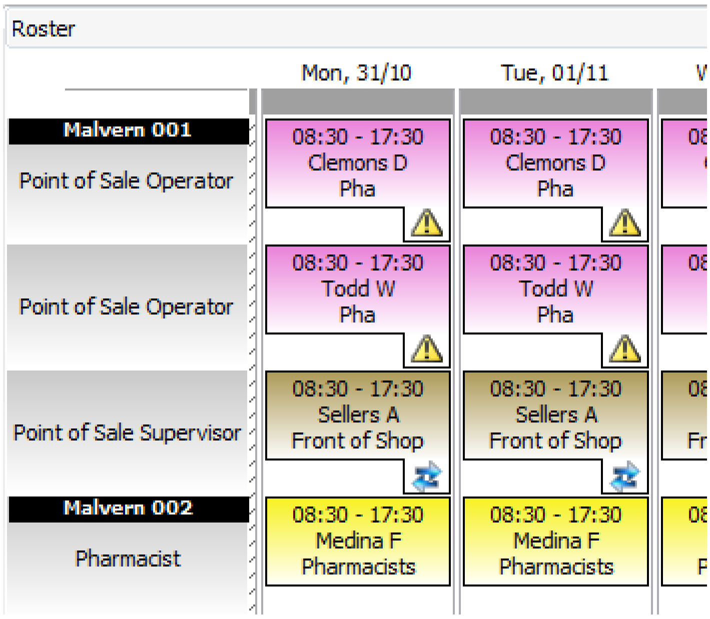
To load and display a combined roster for every location select the Select All button followed by the Load button:

To clear all locations and departments from the current view and start your selection again, select the Clear button followed by the Load button:

Greyed checkboxes displayed next to the location or department indicate that not all departments are included in the display:



Multiple locations are identified in the left-hand column. Each location is displayed using a black and white cell header:

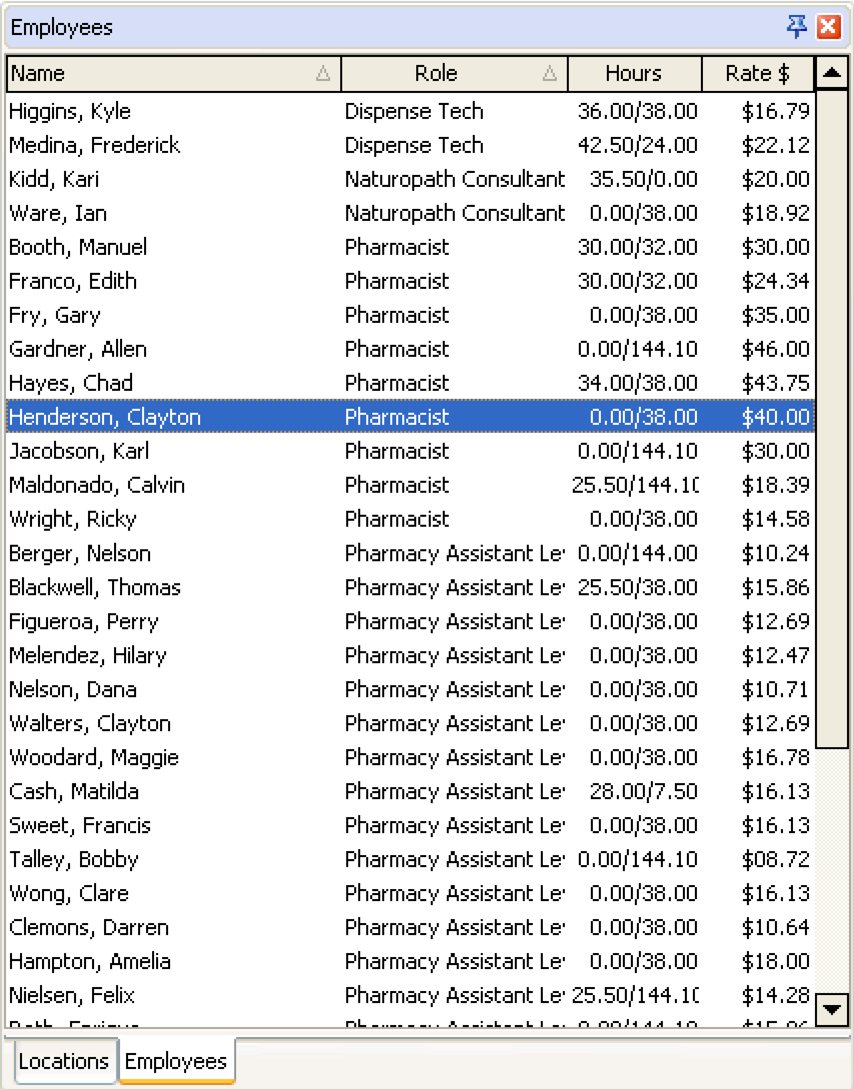


Roster information panels: Employee

The Employee panel lists the employees available for rostering (subject to access granted to the logged on user).

The top of this panel contains drop downs that filter the displayed employees by role, availability and qualified status.

The bottom part of the panel lists employees available for rostering:

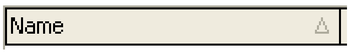


Employees

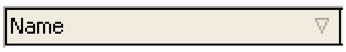
Name	Role	Hours	Rate $
Higgins, Kyle	Dispense Tech	36.00/38.00	$16.79
Medina, Frederick	Dispense Tech	42.50/24.00	$22.12
Kidd, Kari	Naturopath Consultant	35.50/0.00	$20.00
Ware, Ian	Naturopath Consultant	0.00/38.00	$18.92
Booth, Manuel	Pharmacist	30.00/32.00	$30.00
Franco, Edith	Pharmacist	30.00/32.00	$24.34
Fry, Gary	Pharmacist	0.00/38.00	$35.00
Gardner, Allen	Pharmacist	0.00/144.10	$46.00
Hayes, Chad	Pharmacist	34.00/38.00	$43.75
Henderson, Clayton	Pharmacist	0.00/38.00	$40.00
Jacobson, Karl	Pharmacist	0.00/144.10	$30.00
Maldonado, Calvin	Pharmacist	25.50/144.1(	$18.39
Wright, Ricky	Pharmacist	0.00/38.00	$14.58
Berger, Nelson	Pharmacy Assistant Le	0.00/144.00	$10.24
Blackwell, Thomas	Pharmacy Assistant Le	25.50/38.00	$15.86
Figueroa, Perry	Pharmacy Assistant Le	0.00/38.00	$12.69
Melendez, Hilary	Pharmacy Assistant Le	0.00/38.00	$12.47
Nelson, Dana	Pharmacy Assistant Le	0.00/38.00	$10.71
Walters, Clayton	Pharmacy Assistant Le	0.00/38.00	$12.69
Woodard, Maggie	Pharmacy Assistant Le	0.00/38.00	$16.78
Cash, Matilda	Pharmacy Assistant Le	28.00/7.50	$16.13
Sweet, Francis	Pharmacy Assistant Le	0.00/38.00	$16.13
Talley, Bobby	Pharmacy Assistant Le	0.00/144.10	$08.72
Wong, Clare	Pharmacy Assistant Le	0.00/38.00	$16.13
Clemons, Darren	Pharmacy Assistant Le	0.00/38.00	$10.64
Hampton, Amelia	Pharmacy Assistant Le	0.00/38.00	$18.00
Nielsen, Felix	Pharmacy Assistant Le	25.50/144.1(	$14.28

By default, employees are sorted first by role and then in alphabetical order. The sort order can be altered by clicking on the desired column header:

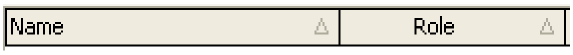
Clicking once will sort in ascending order:



Clicking twice will sort in descending order:



Holding the SHIFT key and clicking on multiple column headers will result in a combined sort order:



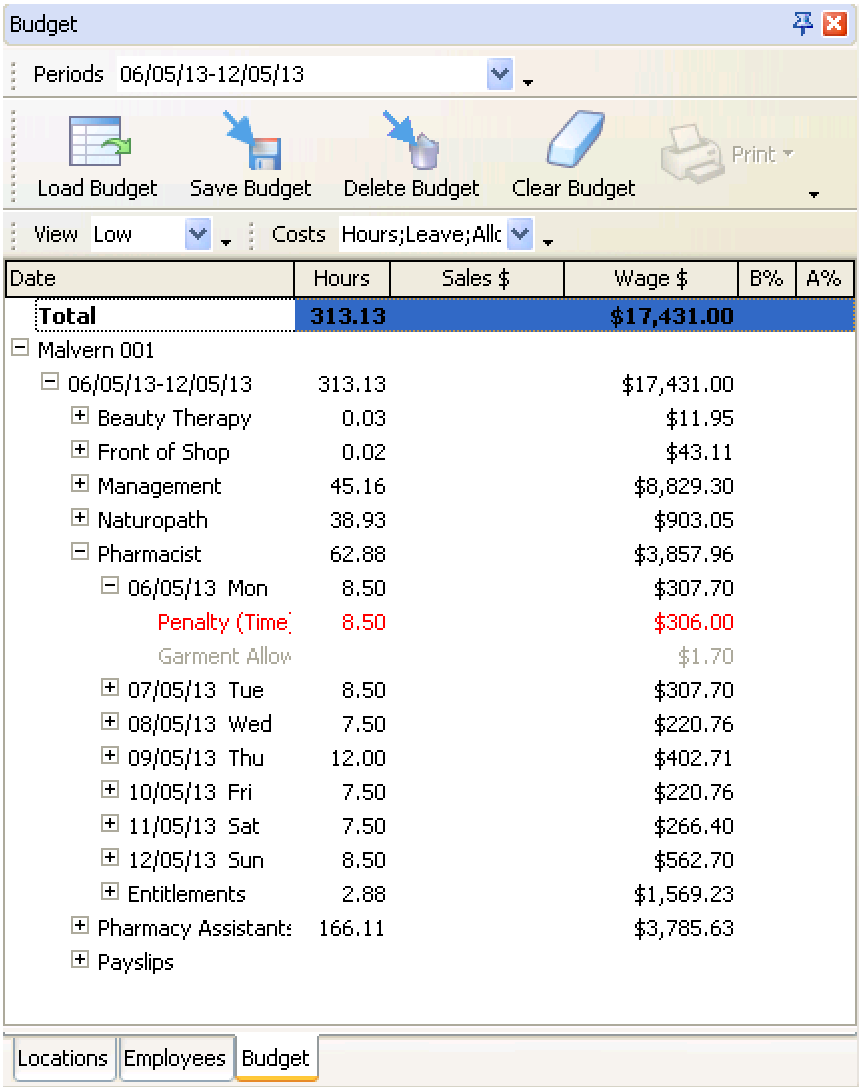
When multiple locations have been selected for the roster, employees from each location are displayed in this list.

Roster information panels: Budget

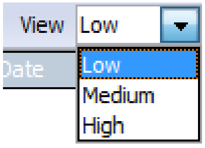
The budget panel is primarily used to display sales to wages budget information as well as the (payroll) cost of the roster.

The Periods dropdown list contains all previously saved budgets. Each location has its own list of budgets.

Previous and future budgets can be loaded for comparison. Budgets can be saved or deleted using the buttons displayed at the top of this panel:



The detail level can be adjusted using the View dropdown:

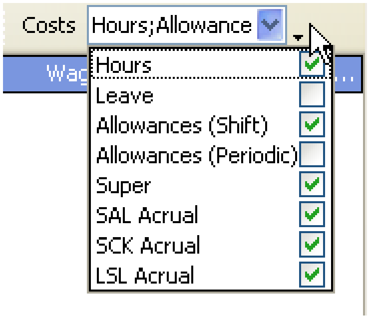


Select Low to summarise and compare budget values, preventing the display of drill down data.

Select Medium to summarise and compare budget values at a department level.

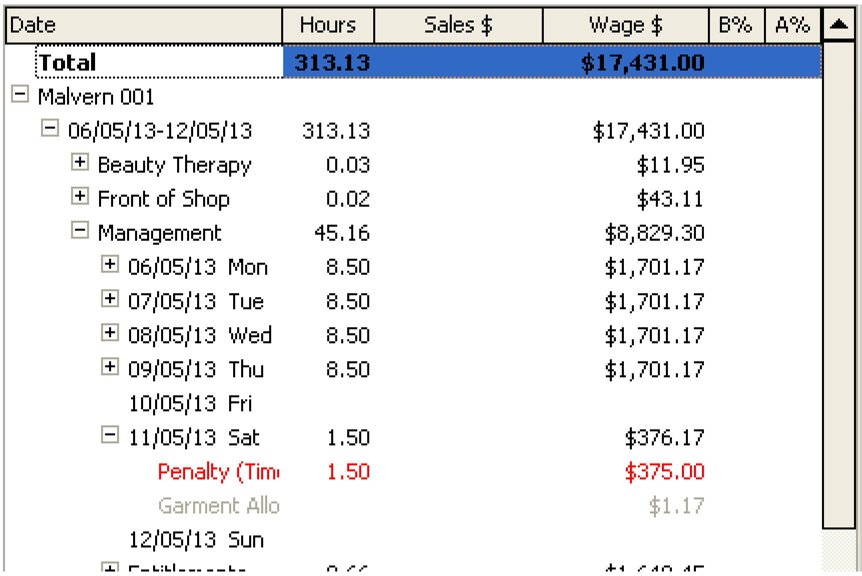
Select High to summarise and compare budget values at a daily level.

ClockOn calculates costs based on any combination of rostered hours, leave paid, allowances, super or leave entitlements, thereby enabling a costing methodology to suit any business:

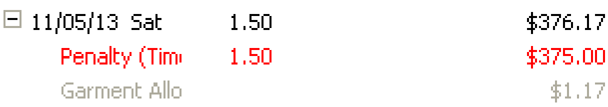


Roster information panels: Budget/Roster interaction

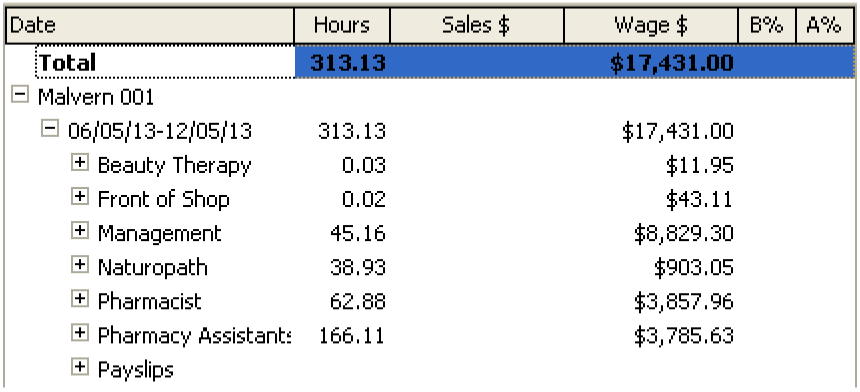
Budget and cost information is grouped by location, period, department and day:



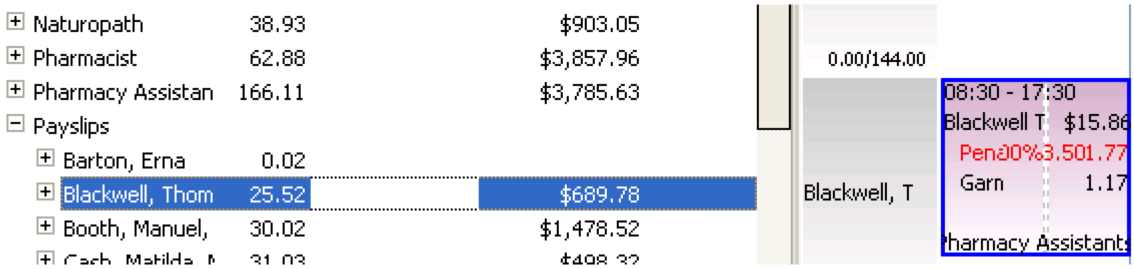
Day nodes display the summary payments incurred on those days.



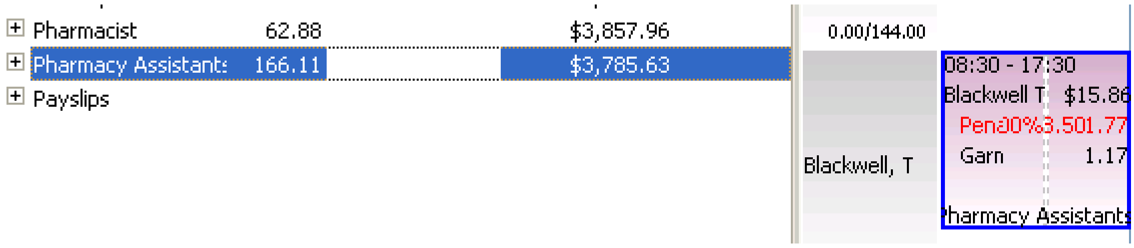
Pay slips are also displayed in this panel. These are located after the Department totals as below:



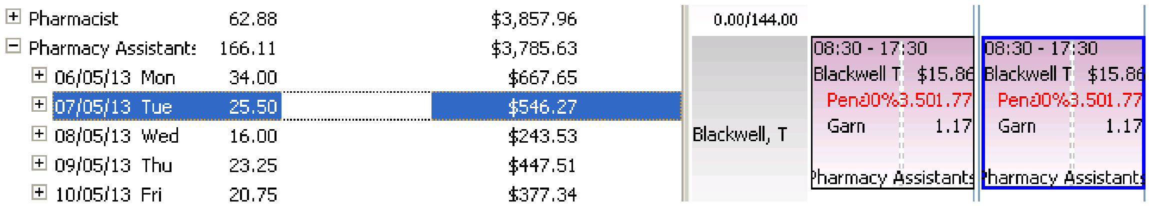
Selecting shifts in the roster automatically sets the focus to the matching employee pay slip when the pay slip node is expanded:



After collapsing the pay slip node, selecting shifts on the roster automatically sets the focus to the matching department:



By first expanding the department node and then selecting shifts, the focus is set to the matching day:



Roster information panels: Legend

The legend panel serves as a quick reference guide to the meanings of all warning icons displayed on the roster. There are many warning conditions displayed:

 Booked leave.

 Booked leave where entitlements are insufficient.

 The employee has been rostered to different department or another location.

 The employee is not qualified to work the assigned role.

 The shift rostered to the employee overlaps with another.

 The employee is on a salary and shifts are automatically created based on ordinary working hours.

 Shifts are automatically created based on ordinary working hours.

 The employee is on a salary.

 Shifts are automatic Public Holiday leave entries.

 The employee’s employment anniversary date or probationary period has rolled over.

 The employee’s birthday.

 The employee is not available for rostering or the department assigned to the shift does not match the default department assigned to the role.

 Special rates have been applied to the shift.

 Special rates with a mismatched rateset – the rate is not in the employee’s rateset

 There are clocked times for this shift.

 There are clocked times with warnings for this shift.

 There are clocked times with errors for this shift.

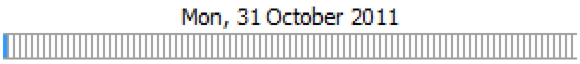
 The shift has been locked down.

 The shift has been processed in a payroll.

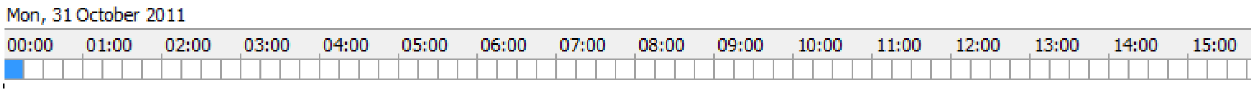
Roster: User interface overview

Each column in the roster represents a specific date and day of the week.

Beneath each day, small vertical blocks are displayed. These represent the 24 hours of the day in small segments:



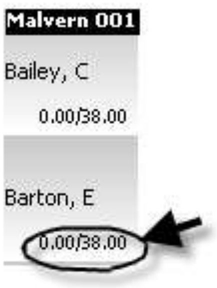
When zoomed in, the 24 hours of each day are displayed in this area:



The left-hand column in this panel displays the assigned roles by location or alternatively an alphabetical list of all available employees depending on the mode of display (role or employee).

For example, when the Role button is depressed, roles are displayed in the left hand column:

Alternatively, when the Role button is not depressed, the view mode is Employee and the left-hand column displays an alphabetical list of all available employees.



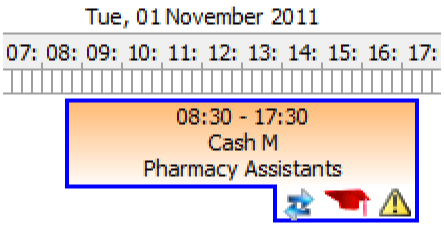
The hours shown underneath the employee's name represents their ordinary hours of work on the right hand side of the /. The hours rostered is shown on the left hand side of the / and increments each time a shift is added to the roster for this employee.

Roster: Shift details

Each cell in the roster contains information regarding the shift, employee and department assigned to the shift:

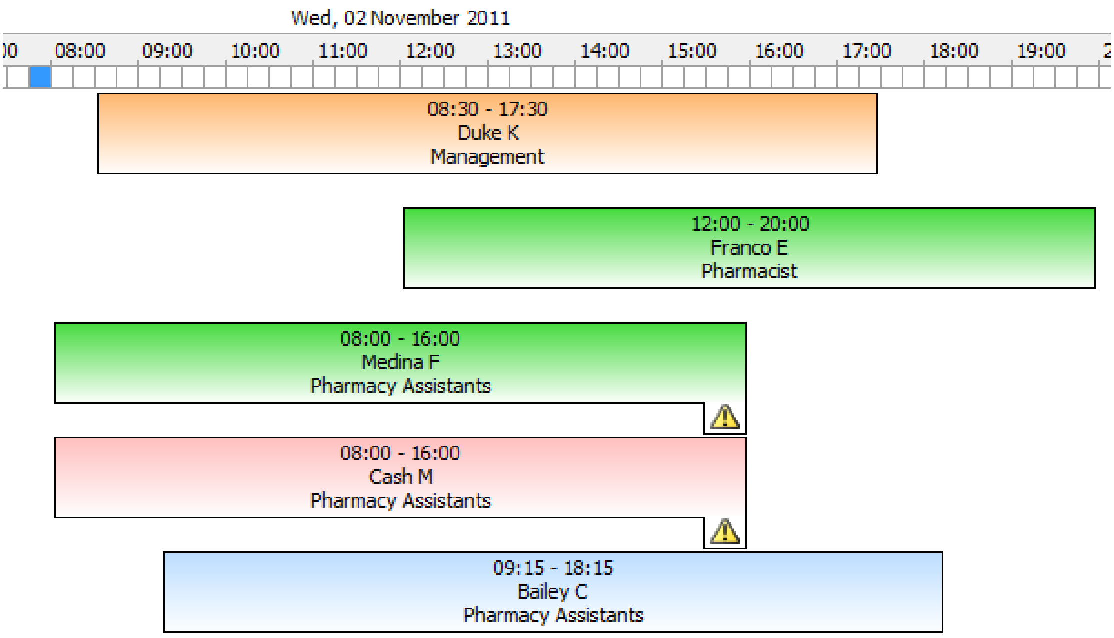
The bottom right-hand corner of each shift cell is reserved as a warning display area. It is here that the system provides interactive feedback on the status of the displayed shift:

By switching the display mode to Gantt, each shift is displayed in units of time rather than occupying the full-day. It is recommended to zoom in before switching to Timeline with Zoom to ensure the full detail of the shift is visible:



Zooming in shows more detail and enables determination of the exact shift start and end times.

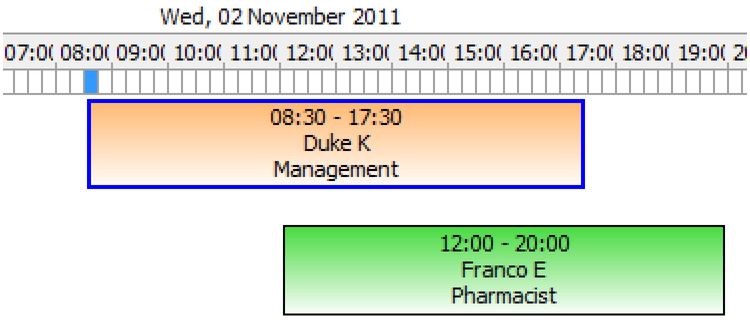
Pressing the Maximum Zoom In button offers the largest possible zoom scale and enables easier alignment of shift and break start and end times:



Roster: Selecting shifts

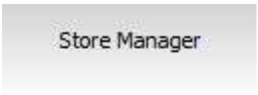
Before roster construction commences, the basic selection tools need explanation:

To select a single cell, left click directly on it. A bright blue border surrounding the cell indicates its selected status:

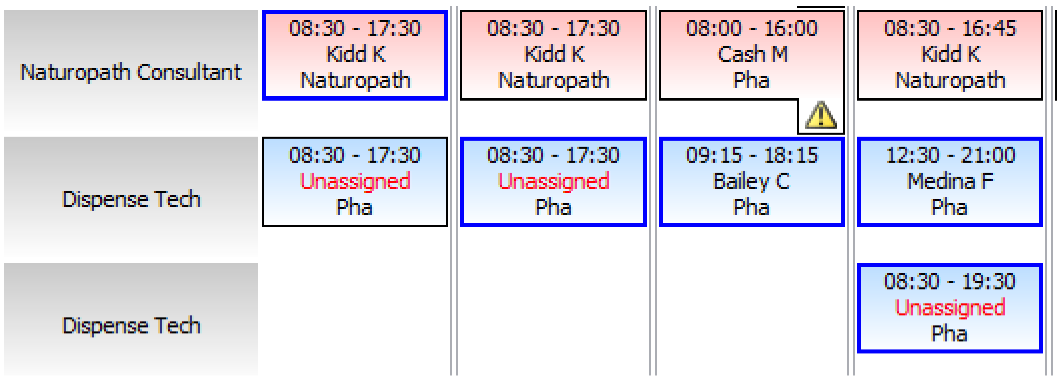


To select an entire day, left click anywhere in the Day Header column:

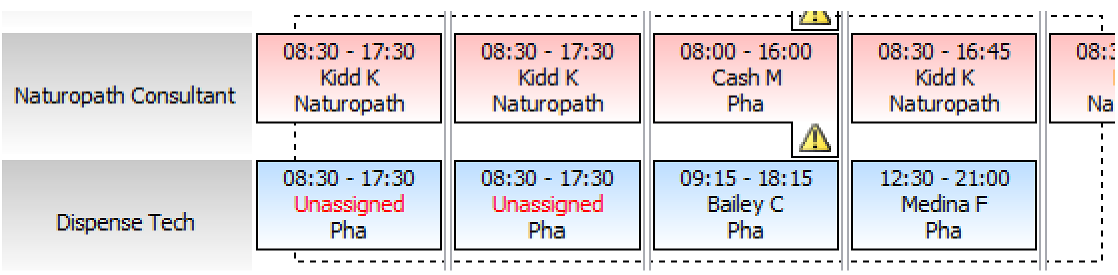
To select an entire row, left click anywhere on the role description:



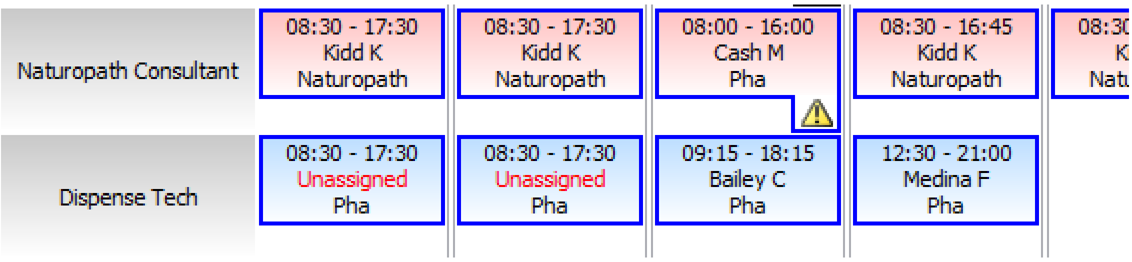
To select an ad-hoc choice of shifts, first select a shift and then press and hold the CTRL key down whilst clicking the desired shifts:



To select a range or grouping of shifts using the mouse, first left click and hold the mouse pointer in an empty area. Then drag the mouse pointer in any direction to display a selection rectangle (or lasso):



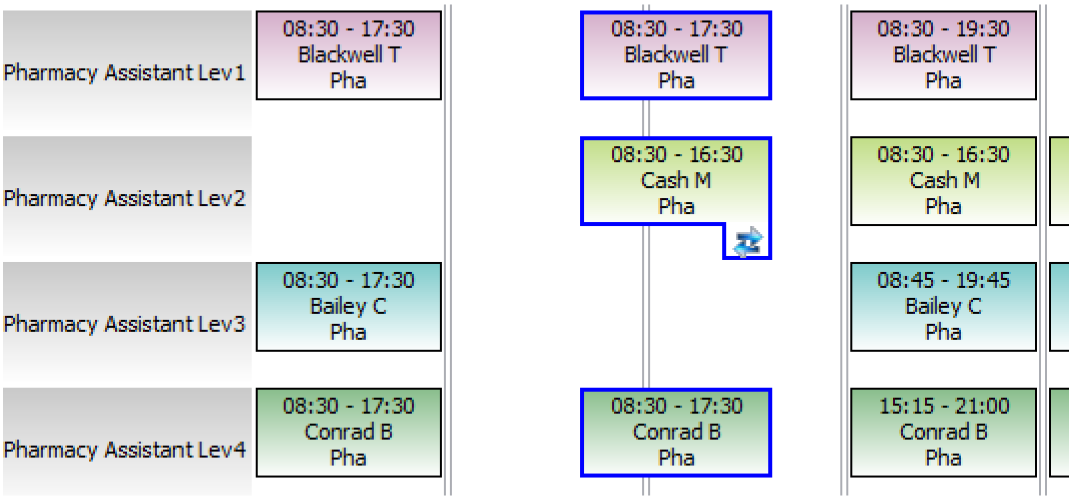
Release the mouse button to select the shifts that lie within the selection rectangle:



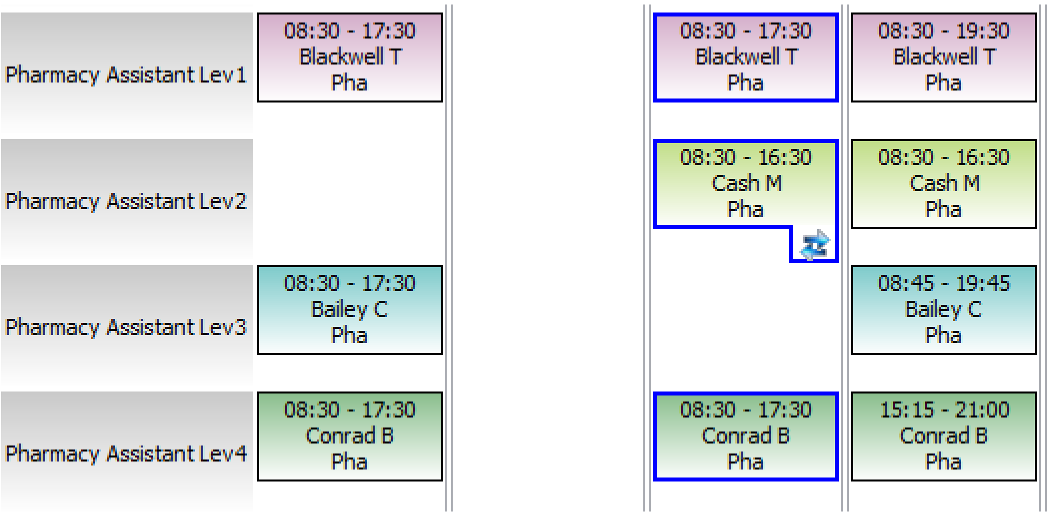
Almost every change that can be made to a single shift can be made to multiple shifts, provided they are selected before the action is performed.

Roster: Moving shifts

To move a selected group of cells, first select the shifts, then press and hold the Shift key down whilst moving the mouse pointer:



When positioned, release the mouse button to drop the shifts in the new position:



Roster: Saving/cancelling changes

Whenever changes are made to the roster, the Save and Cancel toolbar buttons will appear:

Press Save to commit the changes to disk.

Alternatively, press the Cancel toolbar button to discard changes.

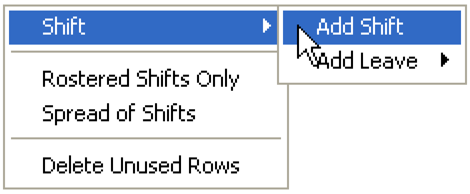
The roster will return to its previous state, as it was the last time it was saved.

NOTE: Pressing Save immediately 'posts' the roster (i.e. the roster is considered 'live'). For time & attendance users this means that the system expects that employees will be clocking on or off as per the newly saved shifts.

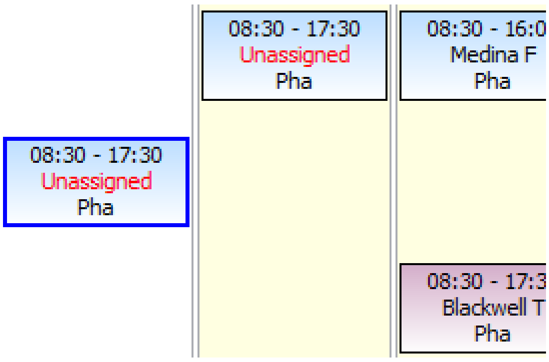
Roster: Adding shifts in role mode

To add a shift in role mode, first left click into an empty cell, then right click anywhere inside that cell.

Select Shift, Add Shift:

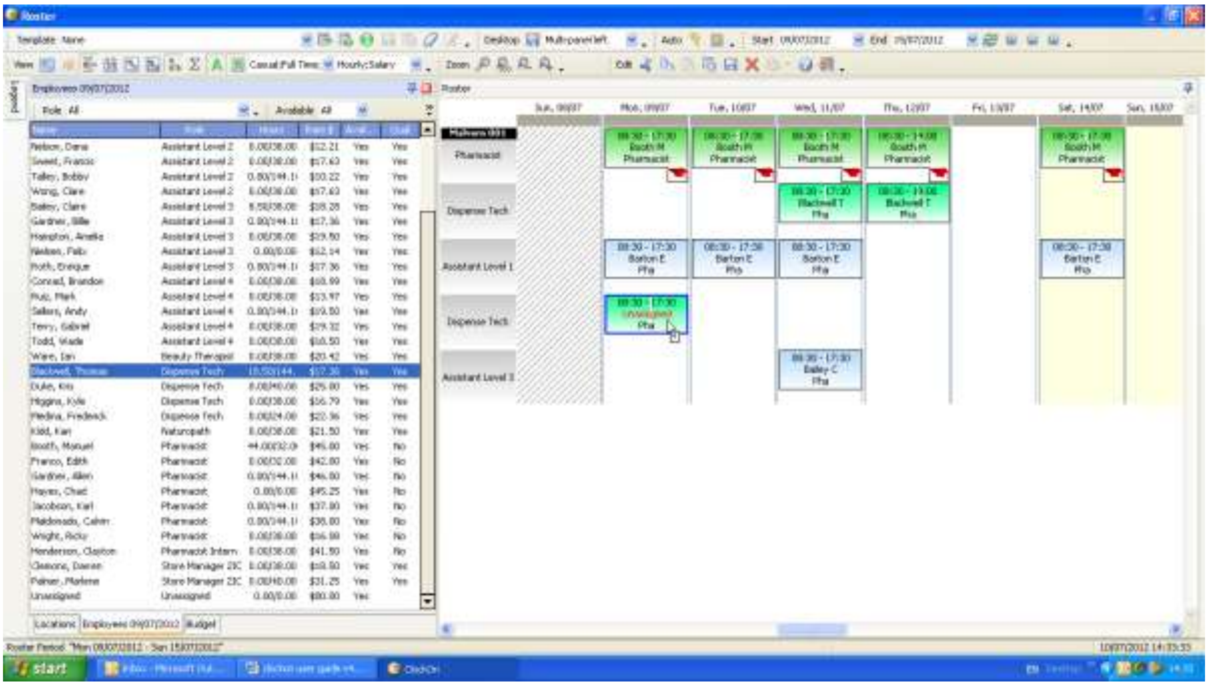


ClockOn will create a new shift determined by the trading hours of the location or department, from the employee's hours setup (Employee Tab 3-Pay) if it has been defined:



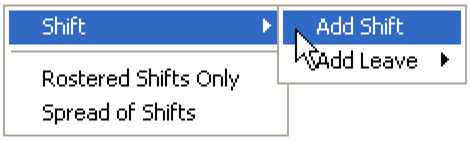
When rostering in role mode, red text appears in the cell with the word "unassigned". This means a shift has been added but an employee has not yet been assigned to it.

Assigning an employee is simple. Move the mouse pointer to the employee information panel and drag the selected employee to the shift:



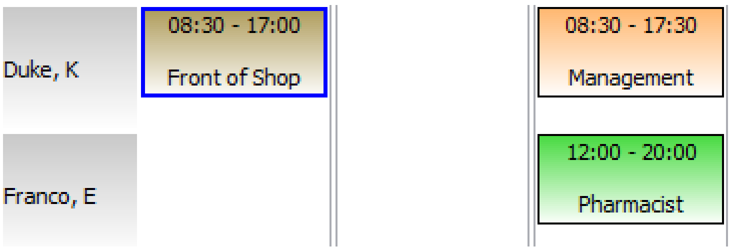
Roster: Adding shifts in Employee mode

Shifts can be added when viewing the roster in employee mode:

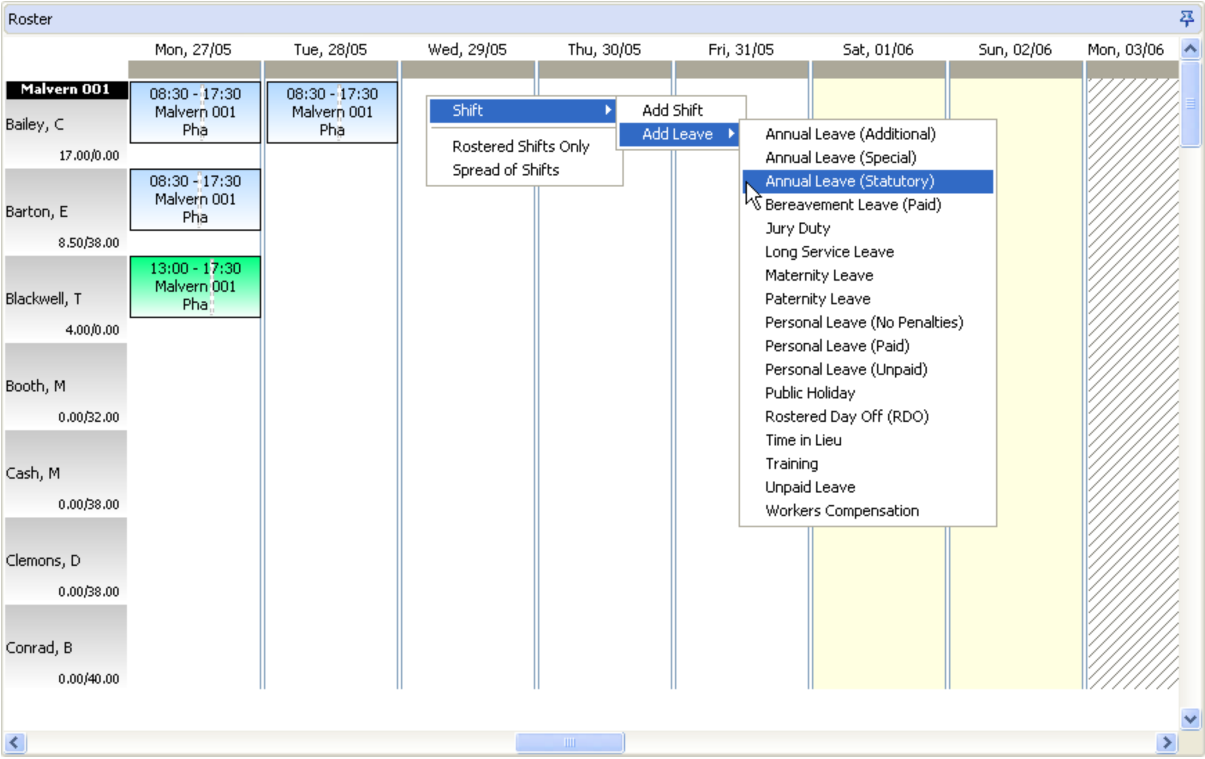


Right click into an empty cell and select Shift, Add Shift.

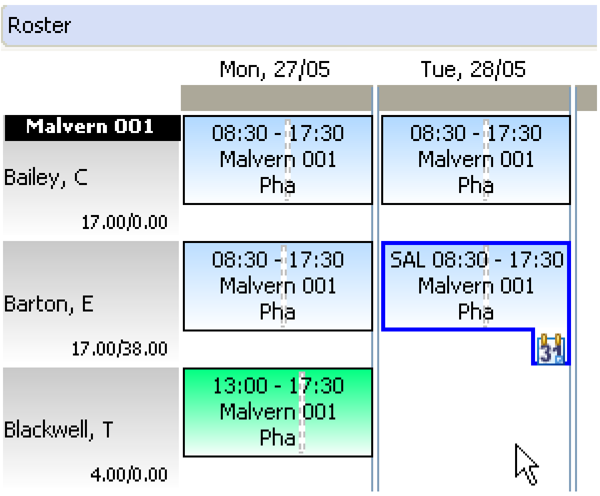
A shift is added using the trading hours for the employee's default location (or from the employee's hours if it has been set up for this employee (employee tab 3):



You can add a Leave shift for an employee. Selecting right click in an empty cell and Shift, Add Leave. You will then be able to select the type of leave.



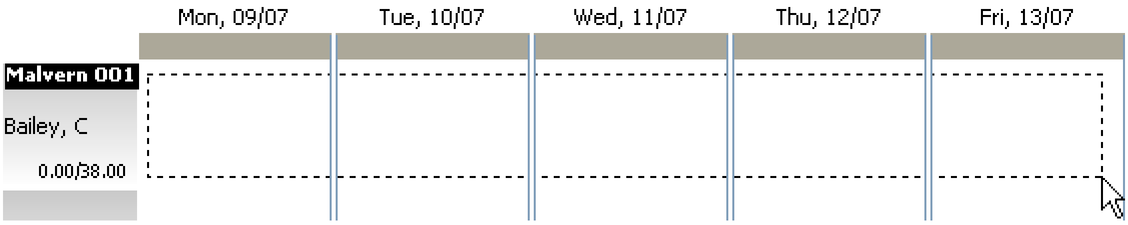
A leave shift is added using the trading hours for the employee's default location (or from the employee's hours if it has been set up for this employee (employee tab 3):



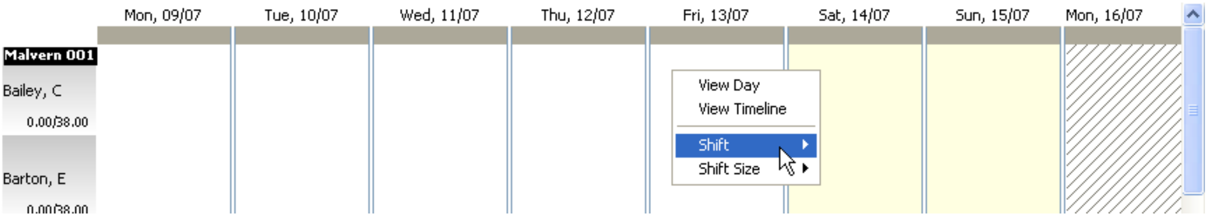
Roster: Adding Multiple Shifts

Shifts can be added to a range of days by first using the range selector or lasso.

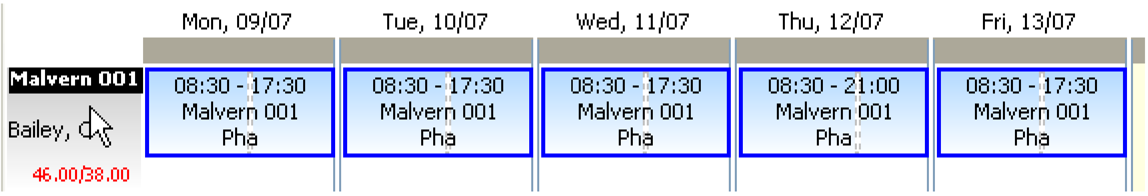
Left click and drag the mouse over a range of cells. Wait for the selection rectangle to appear:



Release the mouse button and then right click anywhere in the selected range:



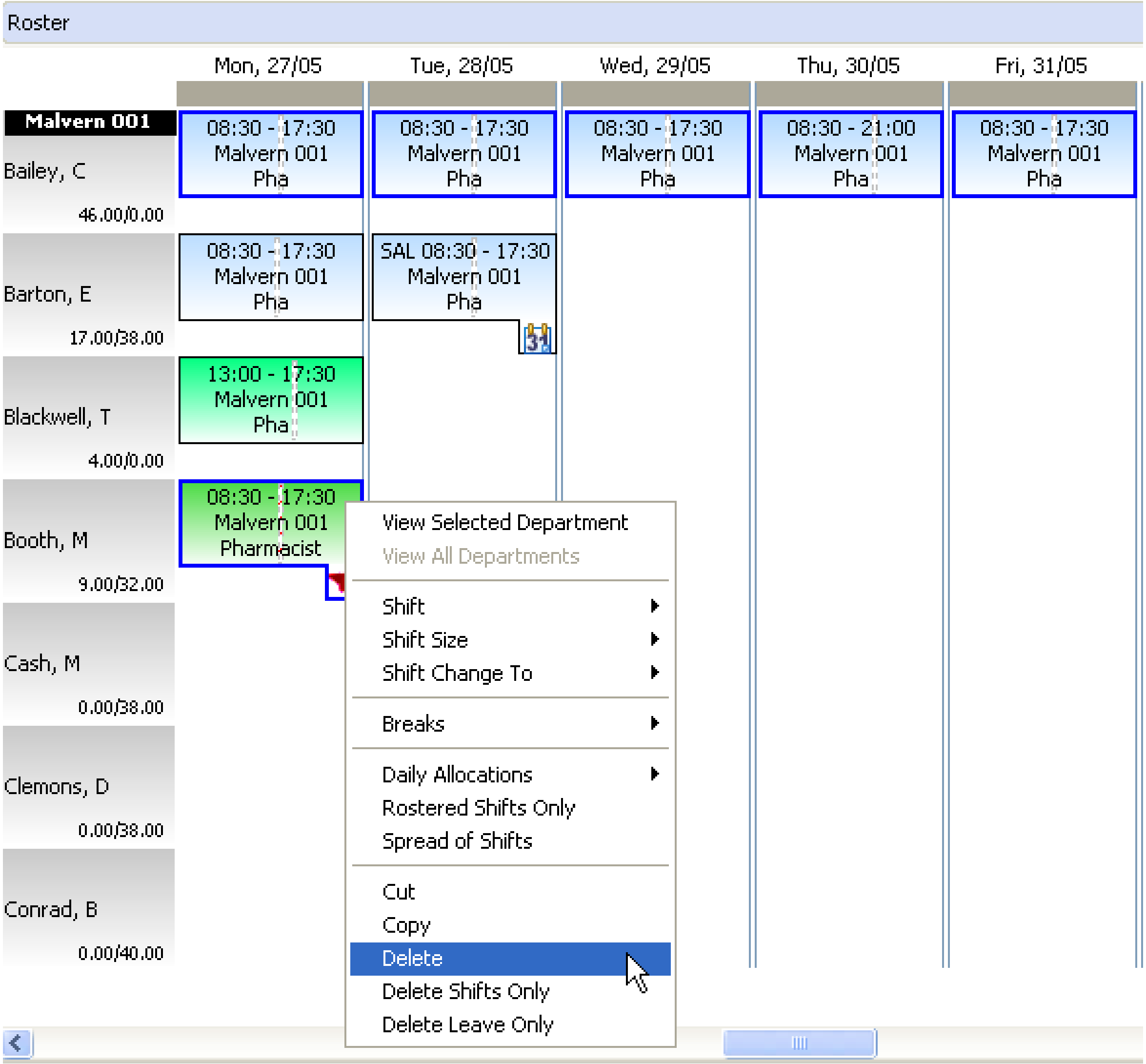
Select Shift, shift:



Roster: Deleting shifts

To delete one or more shifts, first make a selection using the mouse pointer. Multiple shifts can be selected by holding the CTRL key and clicking.

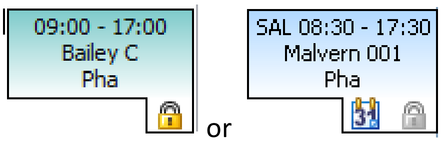
After doing this, right click on any of the selected shifts and select the delete option:



Select Yes to confirm:

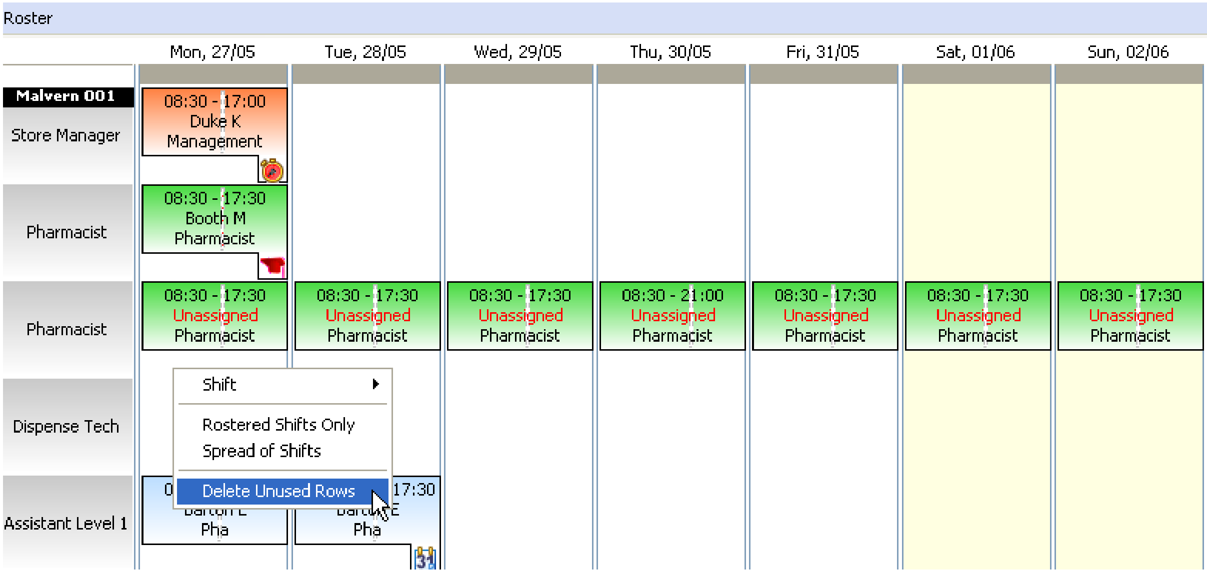
Note: If the message "some timesheets could not be removed as they have clocked times or have been processed in a payroll" appears, this means that one or more of the selected timesheets could not be deleted as employee clock times are already linked to that shift or those shifts.

Timesheets that have been processed in a payroll or are locked show a small padlock icon in the icon warning area. These timesheets are locked in and cannot be deleted:



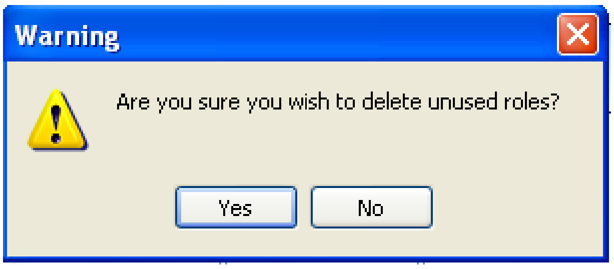
Roster: Deleting empty rows (role mode)

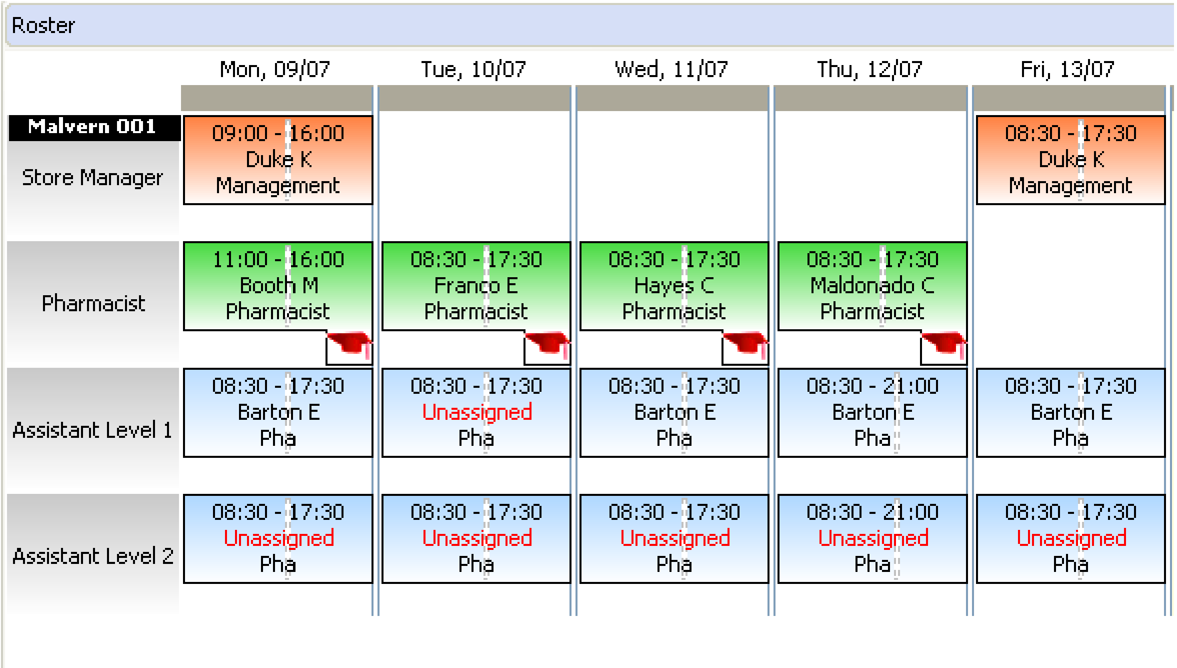
To delete empty rows, first right click in the row label area:



Select Role, Delete Unused Roles.

Select Yes to confirm the deletion:





Rows cannot be deleted when one or more employees have been assigned.

Roster: Moving shift start/end time

To move a shift to a different start or end time, first zoom in to ensure the shift is fully visible.

Click and hold the mouse pointer on the shift then drag it left or right to the desired start or end time.

As you drag the shift, the displayed start and end times change dynamically.

Shifts can be dragged to a different day in the identical manner.

Click and hold the mouse pointer on the selected shift then drag it left or right to the desired day.

When in role mode, shifts dragged to a different day will snap lock to the roster when releasing the mouse button.

Roster: Cutting, copying & pasting shifts

To delete one or more selected shifts, press the CTRL and X keys or alternatively right click anywhere in your selection and select Cut.

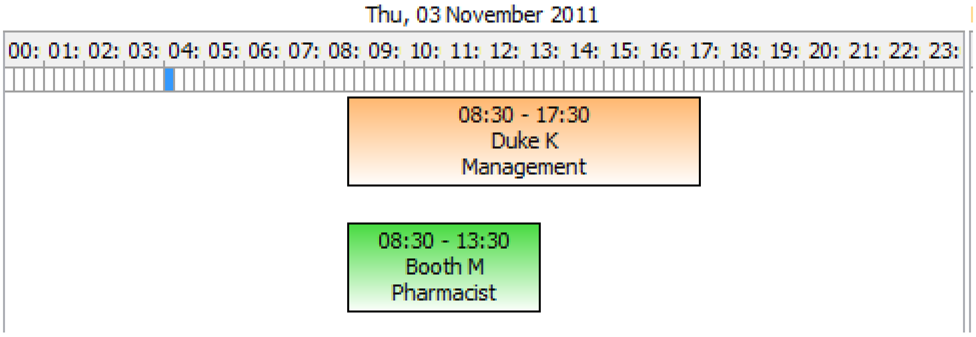
To copy one or more selected shifts, press the CTRL and C keys or alternatively right click anywhere on your selection and select Copy.

To paste shifts, first select the target location then press the CTRL + V keys or alternatively right click anywhere on an empty cell and select Paste.

Pasted shifts retain the same start and end times as the copied shifts.

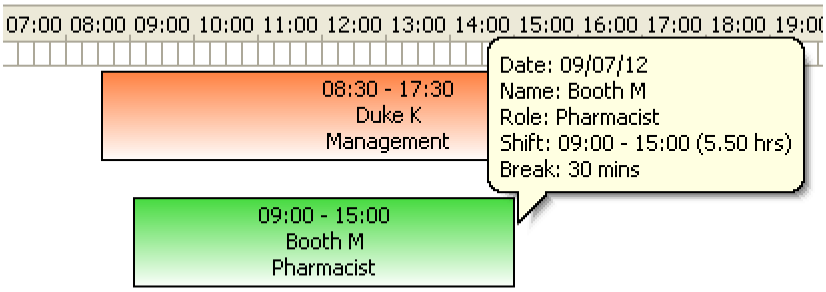
Roster: Resizing shifts

To resize a shift, (that is to extend or reduce its length), first ensure the view has been set to Timeline with Zoom



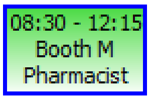
Notice the shift start and end times are displayed in the cell.

To obtain the length of the shift (excluding unpaid breaks), move the mouse pointer over the shift and a hint will appear containing the length:

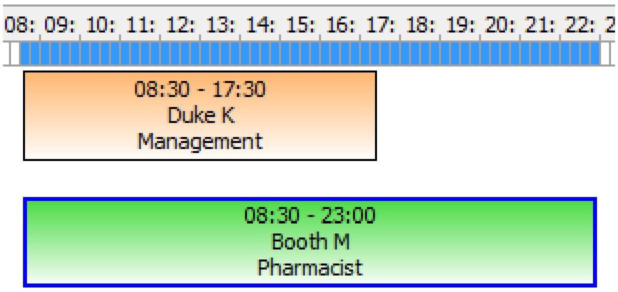


To reduce the shift length, move the mouse pointer until the left/right sizing cursor appears.

Reduce the shift length by dragging the right hand edge to the left or the left edge to the right:

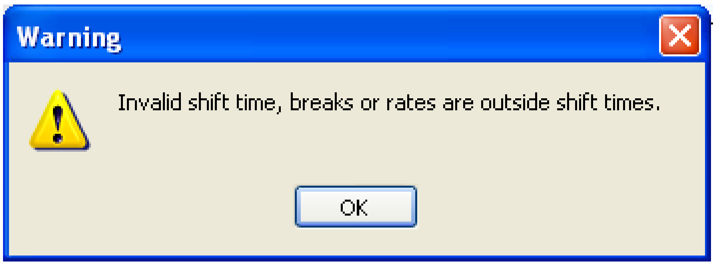


To increase the shift length, drag the left side of the shift further to the left or the right side of the shift further to the right:



Note: As you resize or move shifts, the displayed shift start and end times change dynamically. This makes it easy to see the shift details even when fully zoomed out.

If you try to resize a shift that has a break and reduce it to a size that is smaller than the 'Auto add break minimum shift length' for the department (as set up in Location manager – departments), you will get a warning as follows.

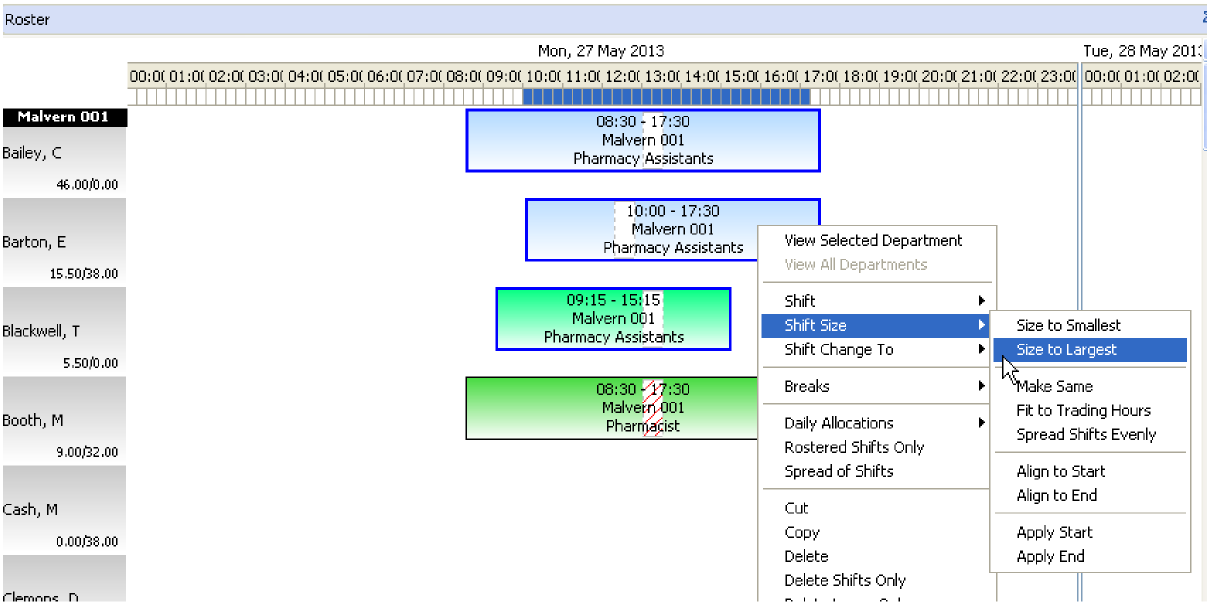


In order to resize it to a length that is smaller than this setting you will need to remove the break(s) from the shift first.

Roster: Resizing shifts to largest/smallest

Several quick access options for positioning and sizing shifts are available in the Position menu.

To size selected shifts to the largest of the selection, first right click on the selected shift:



Select Shift Position then Size to Largest.

The selected shift will expand to the largest size:

To resize selected shifts to the smallest of the selection, first right click on the selected shift.

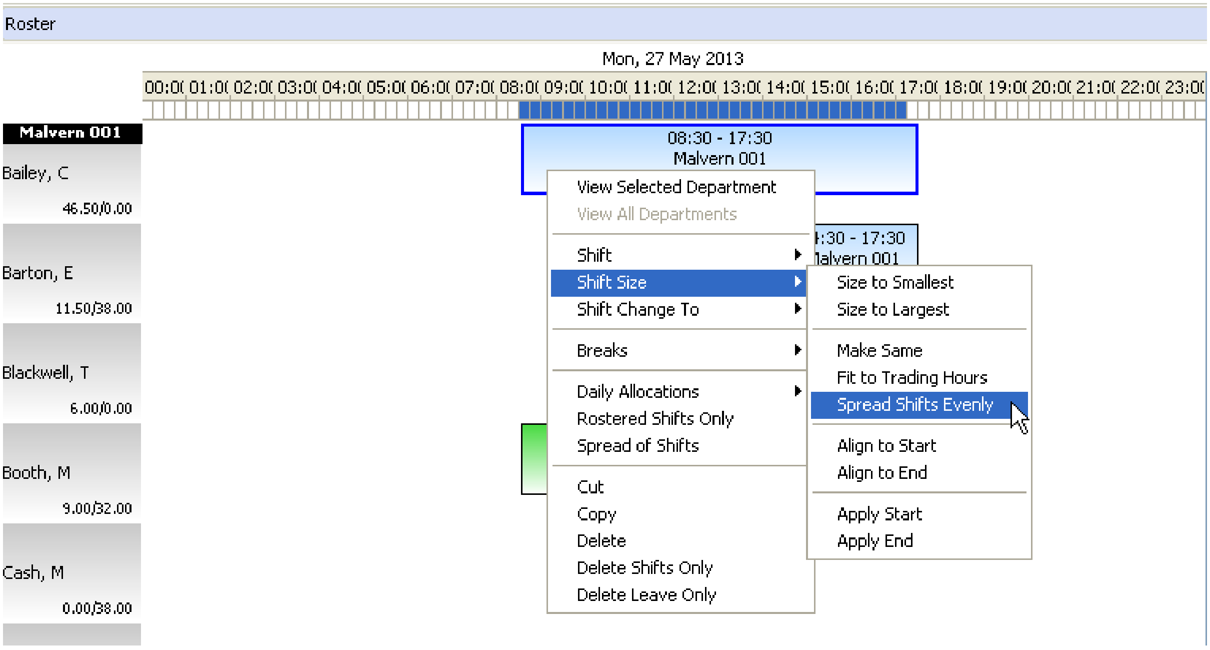
Select Shift Size then Size to Smallest.

The selected shift will shrink to the smallest size.

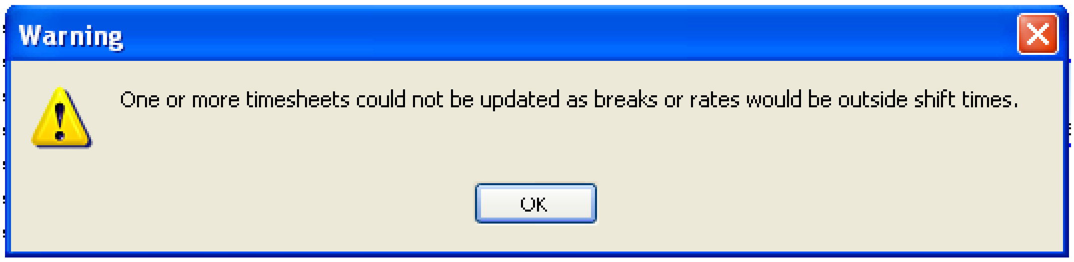
Roster: Spreading selected shifts evenly

Shifts can be sized evenly, spanning the beginning to the end of the day.

First, right click on a selected range:



Select Shift Size then Spread Shifts Evenly. If you try to resize a shift that has a break and reduce it to a size that is smaller than the 'Auto add break minimum shift length' for the department (as set up in Location manager – departments), you will get a warning as follows.



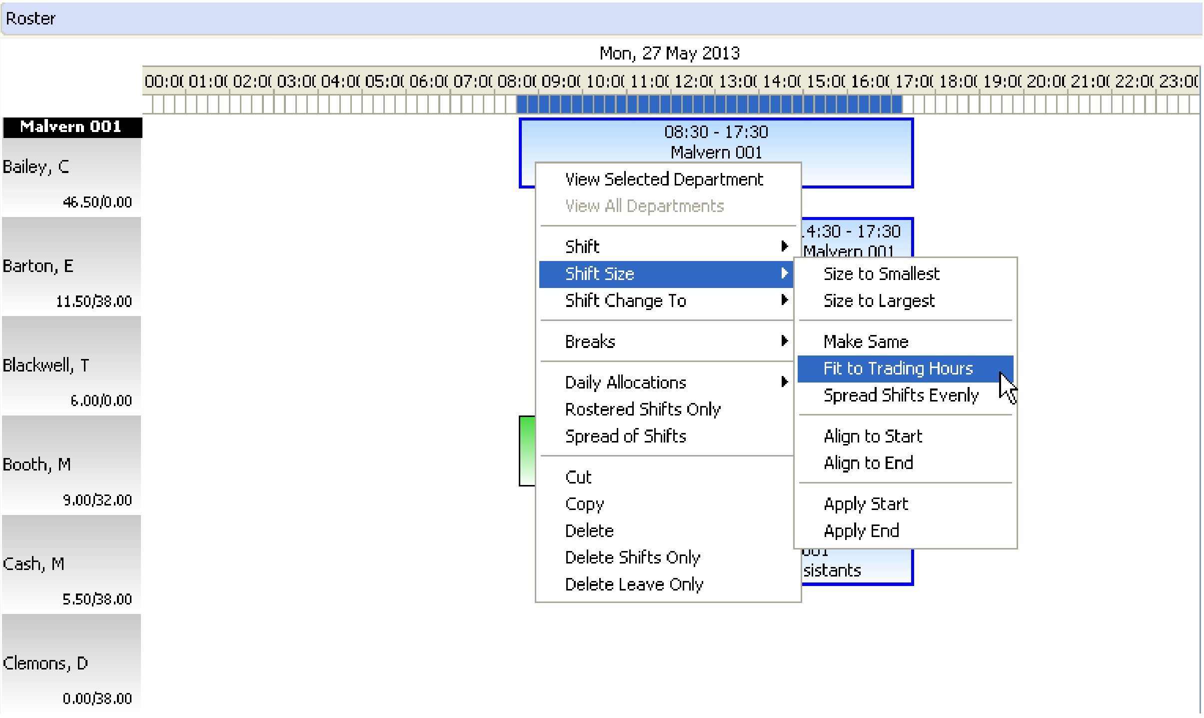
In order to resize it to a length that is smaller than this setting you will need to remove the break(s) from the shift first.

If the breaks were not an issue during the resizing then the shifts are now of equal length in the selected range:

Roster: Fitting shifts to trading hours

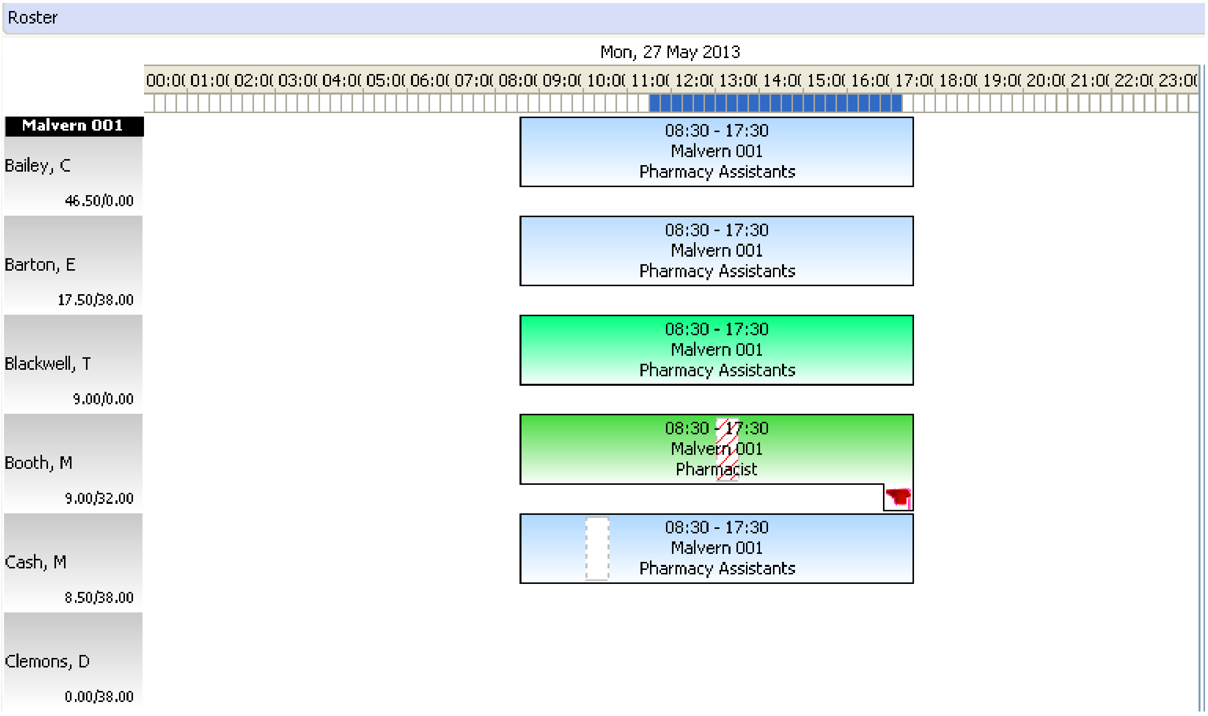
Shifts can be sized so as to fit the exact hours of trade for the department or location.

To do so, right click on any shift in the selection:



Select Shift Size then Fit to Trading Hours.

The selected range of shifts is now sized to match the trading hours for the selected department or location:



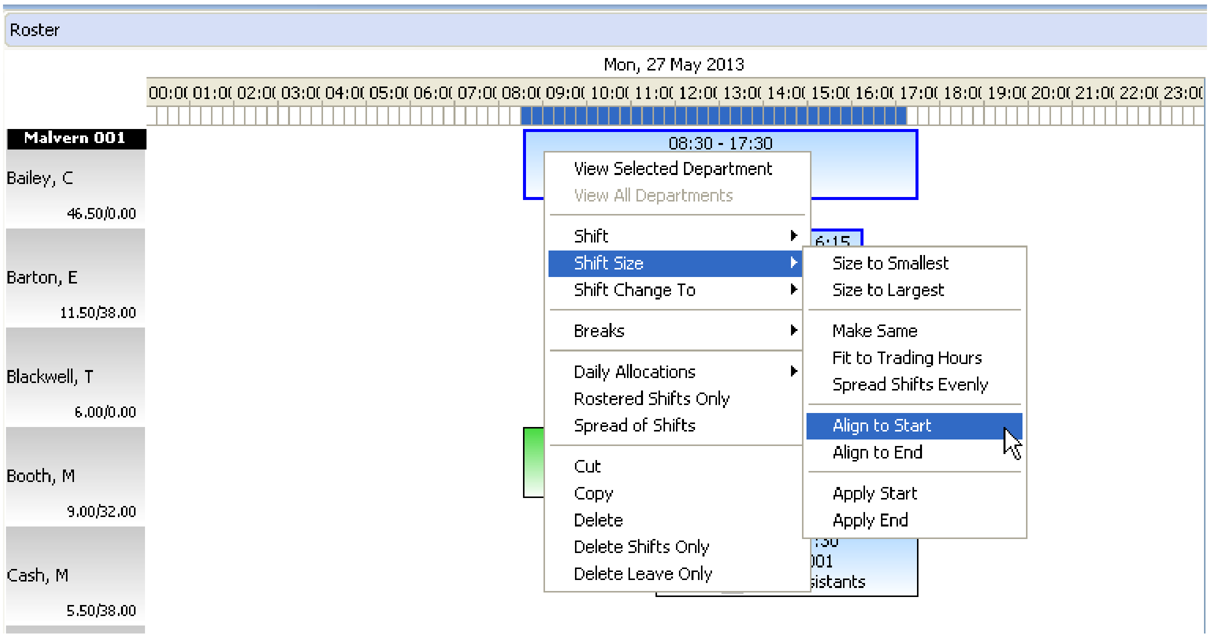
Roster: Aligning shift start/end times

Shifts can be aligned to match the start and/or end times of other shifts.

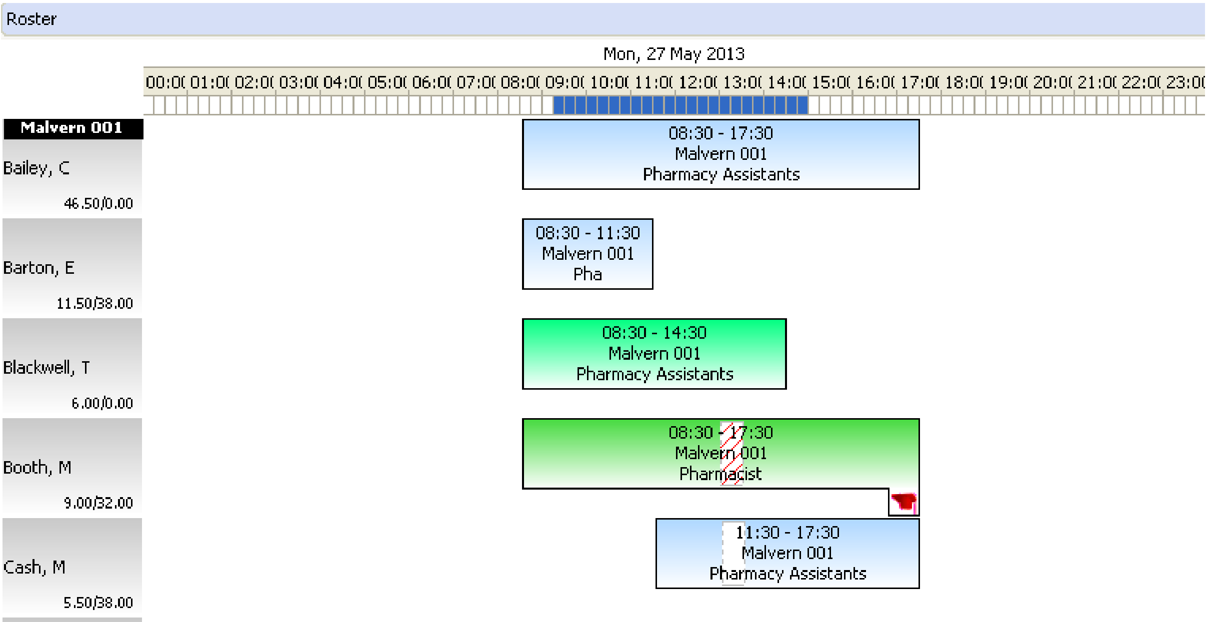
First select the shift to be used as the anchor against which other shifts will be aligned.

Press and hold the CTRL key down whilst selecting the other shifts to be aligned.

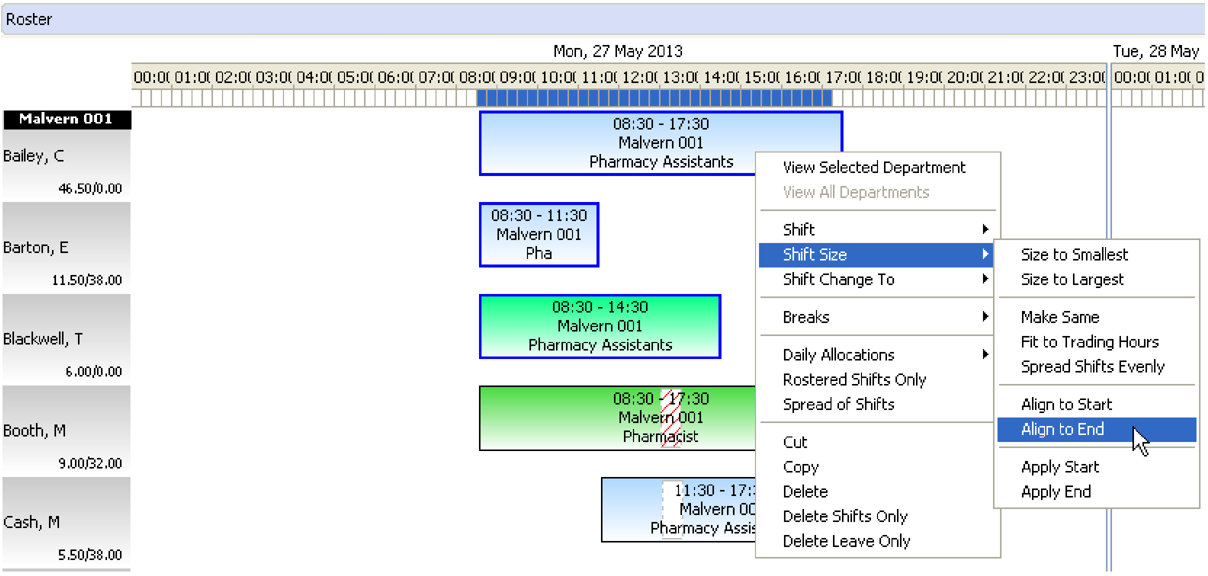
Right click on any selected shift Size then Align to Start:



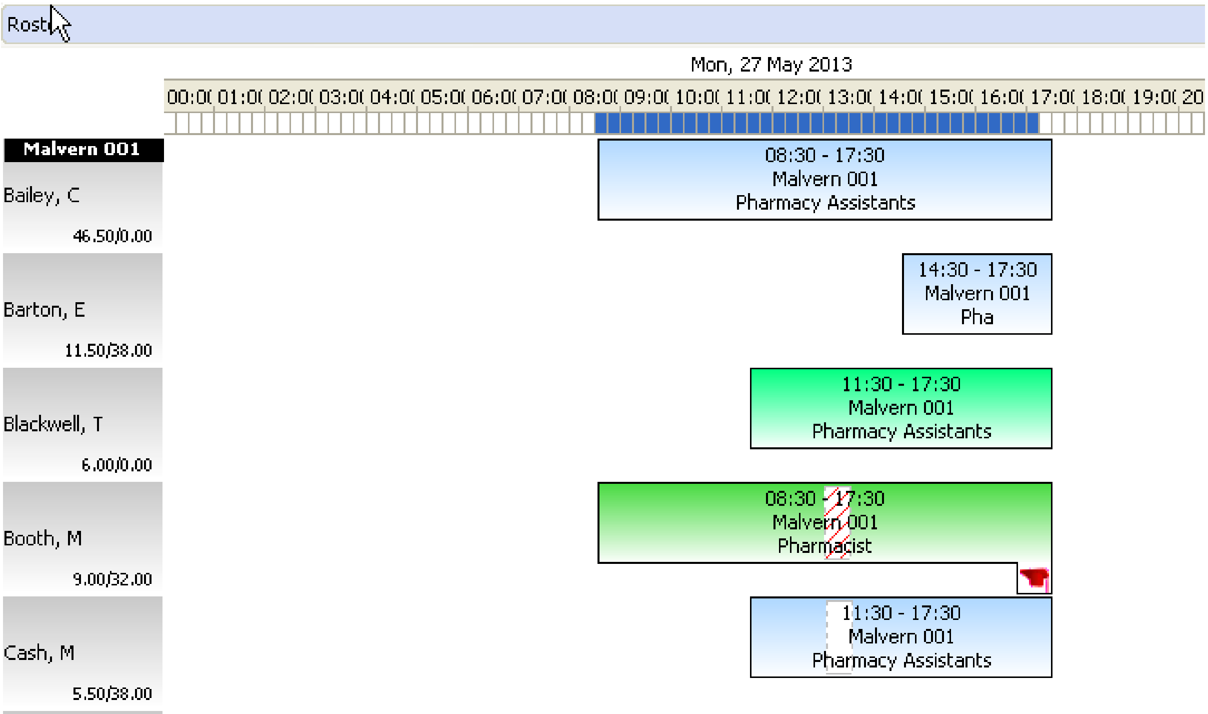
The shifts selected are now aligned to the start time of the anchor shift:



To align shifts to the end time of the anchor shift, select Shift Size then Align to End:



All the shifts selected are now aligned to the end time of the anchor or first selected shift:



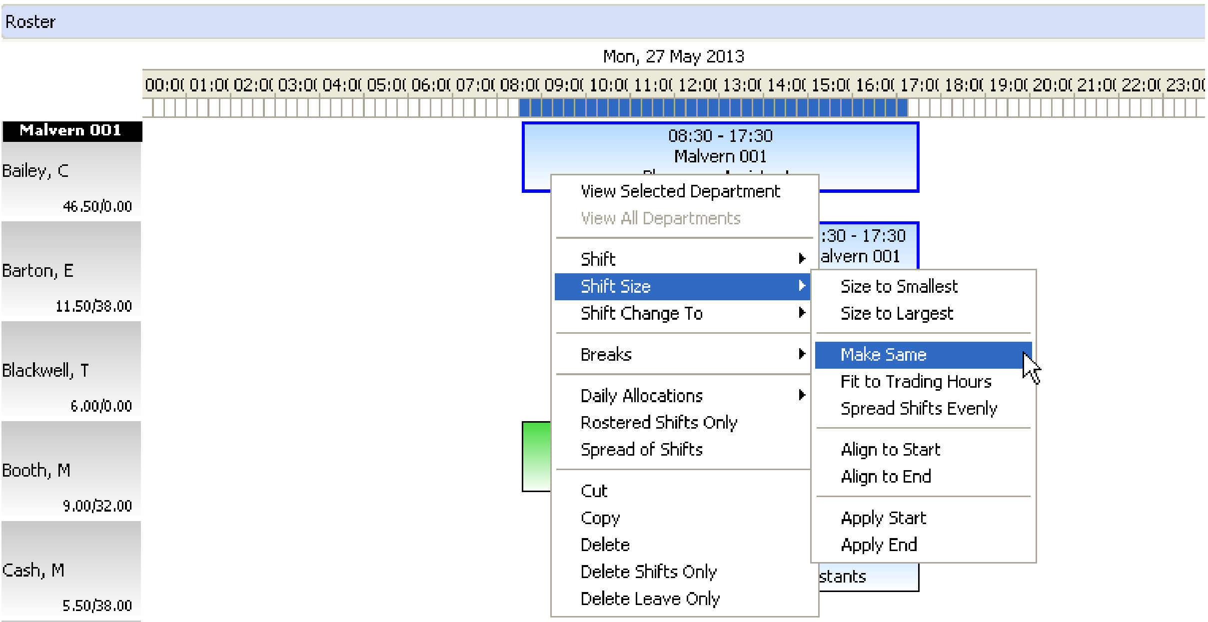
Roster: Making shifts the same length as other shifts

The start and end times of a specific shift may be applied to a range of other shifts.

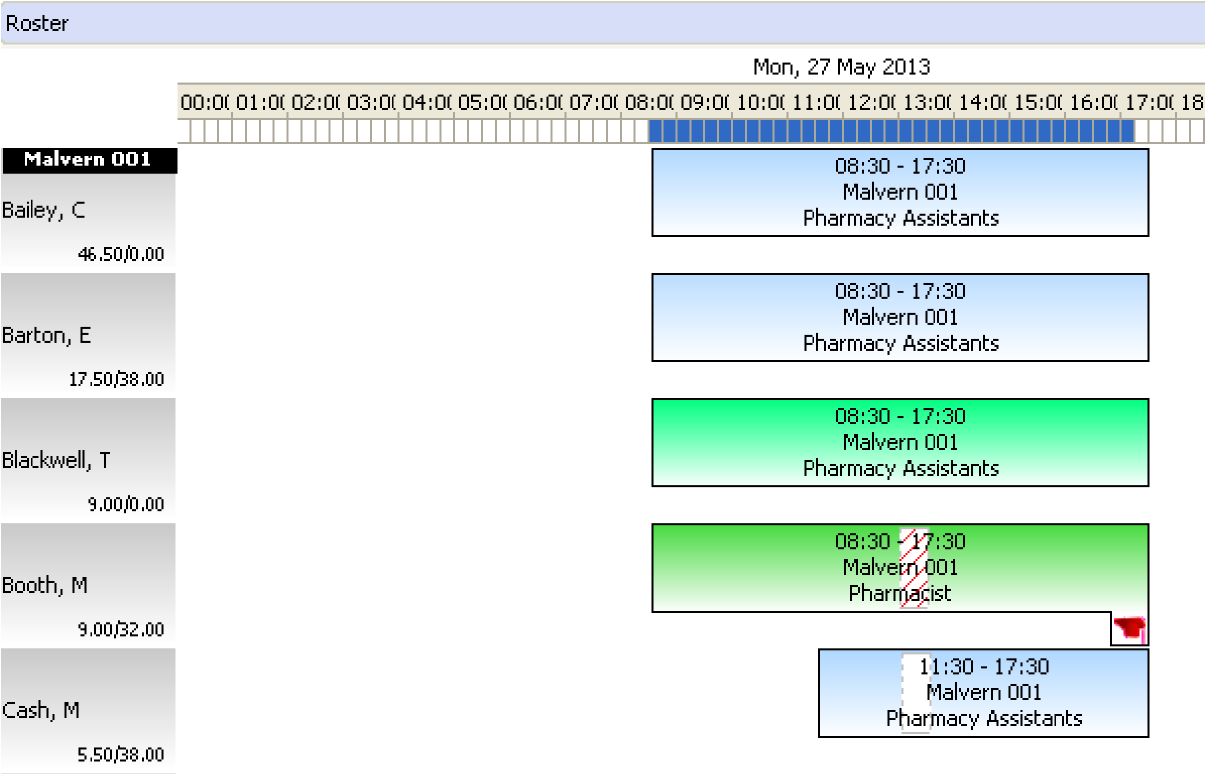
First select the shift to be used as the anchor against which other shifts will be equalised.

Then press and hold the CTRL key whilst selecting the other shifts.

Right click on any of these and select Shift Size then Make Same:



The shifts selected now have the same start and end time as the anchor shift:

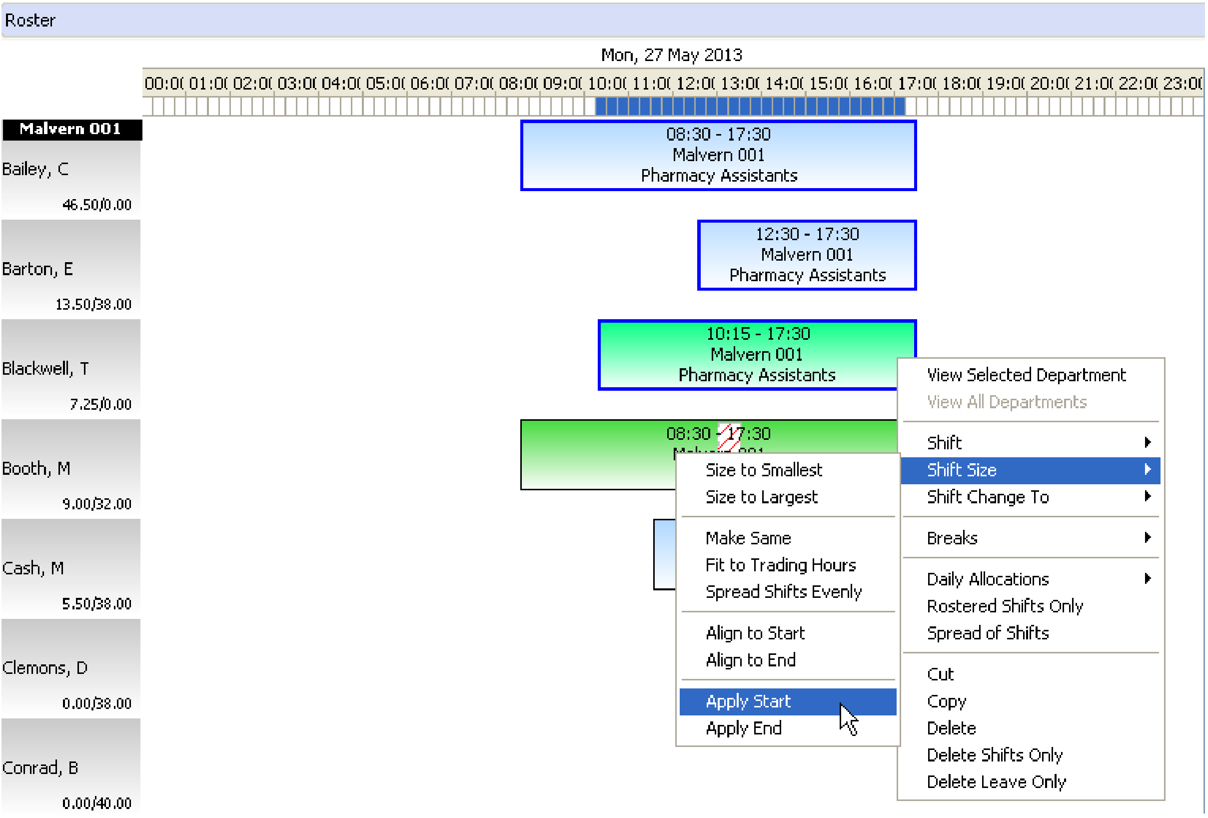


Roster: Applying different shift start times

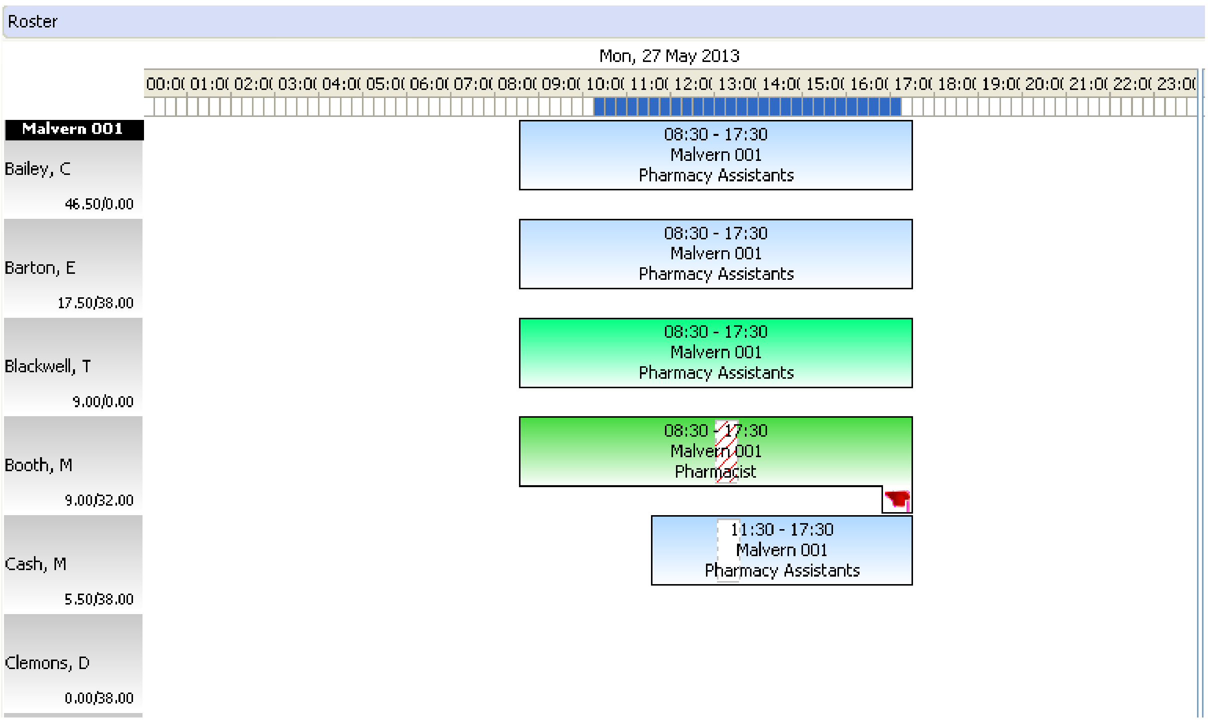
To apply the start time of a specific shift to a range of other shifts, first select the shift to be used as the anchor.

Then press and hold the CTRL key whilst selecting the other shifts.

Right click on any of these and select Shift Size then Apply Start:



The shifts selected now have the same start time as the anchor shift:

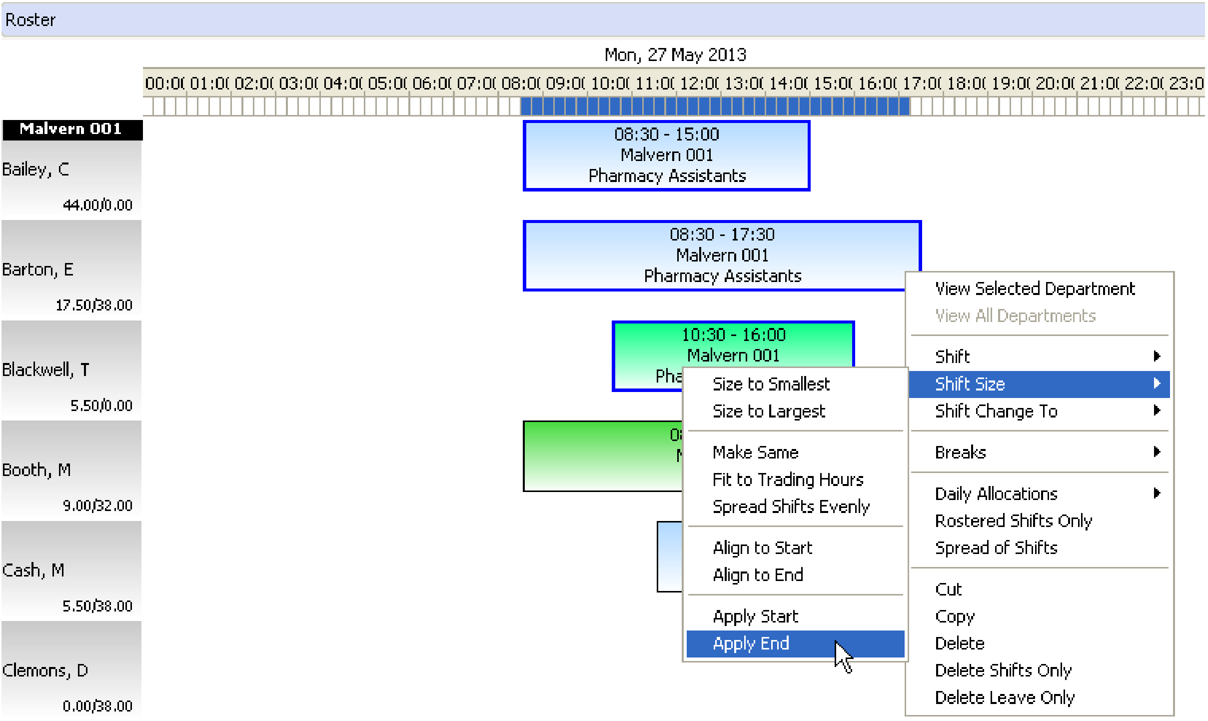


Roster: Applying different shift end times

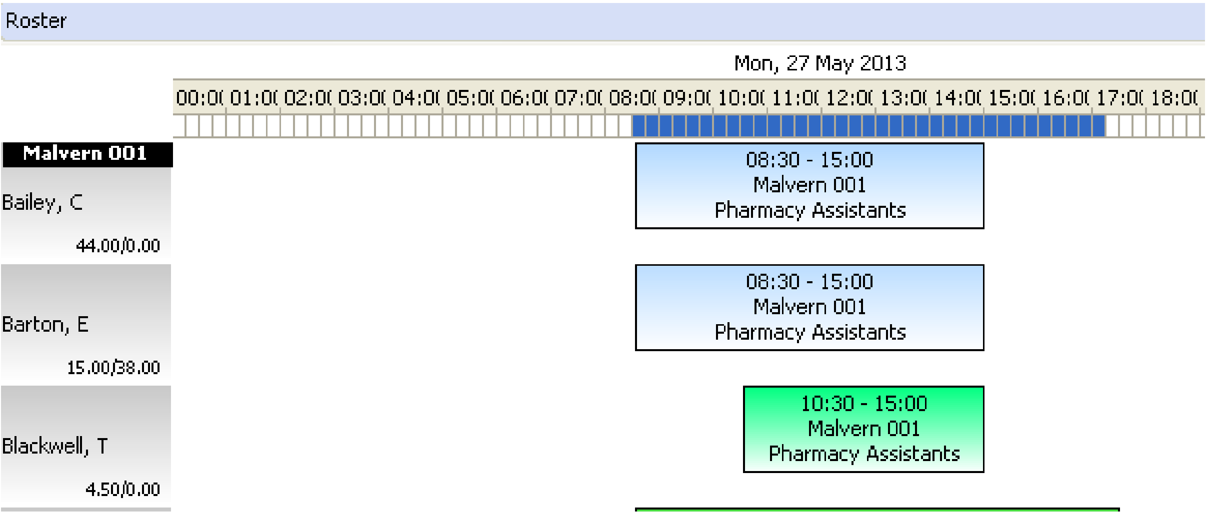
To apply the end time of a specific shift to a range of shifts, first select the shift to be used as the anchor.

Then press and hold the CTRL key whilst selecting the other shifts.

Right click on any of these and select Shift Size, Apply End:



The shifts selected now have the same end time as the anchor shift:

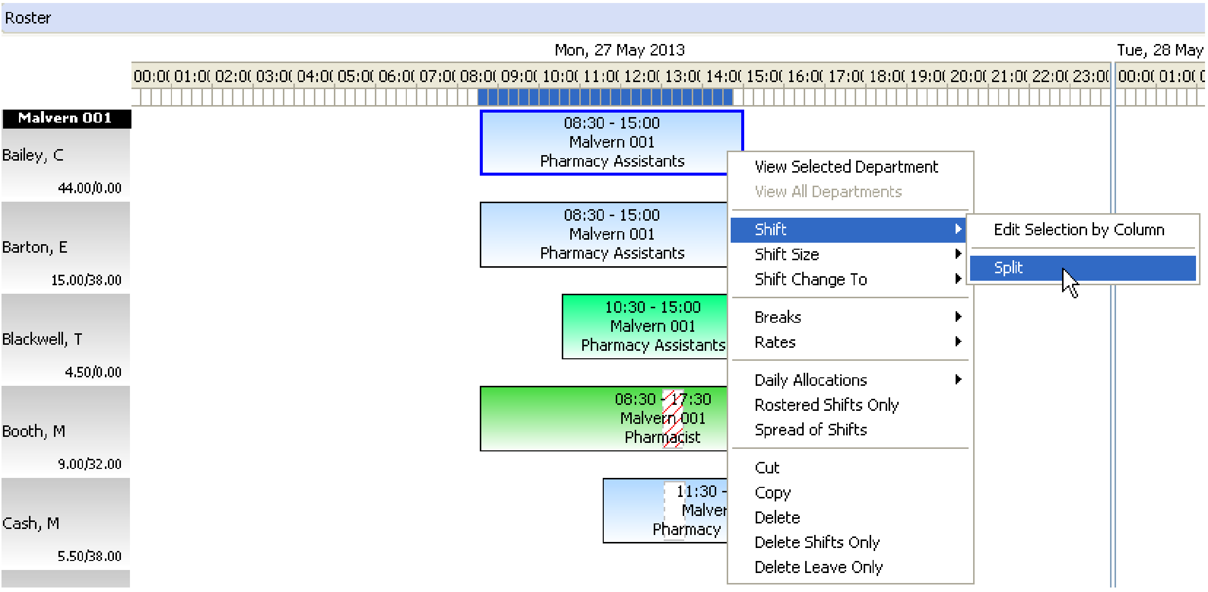


Roster: Splitting shifts

From time to time it is necessary to split a shift into multiple components.

To split a shift into two, first select the shift.

Right click on the shift and select Shift, then Split:

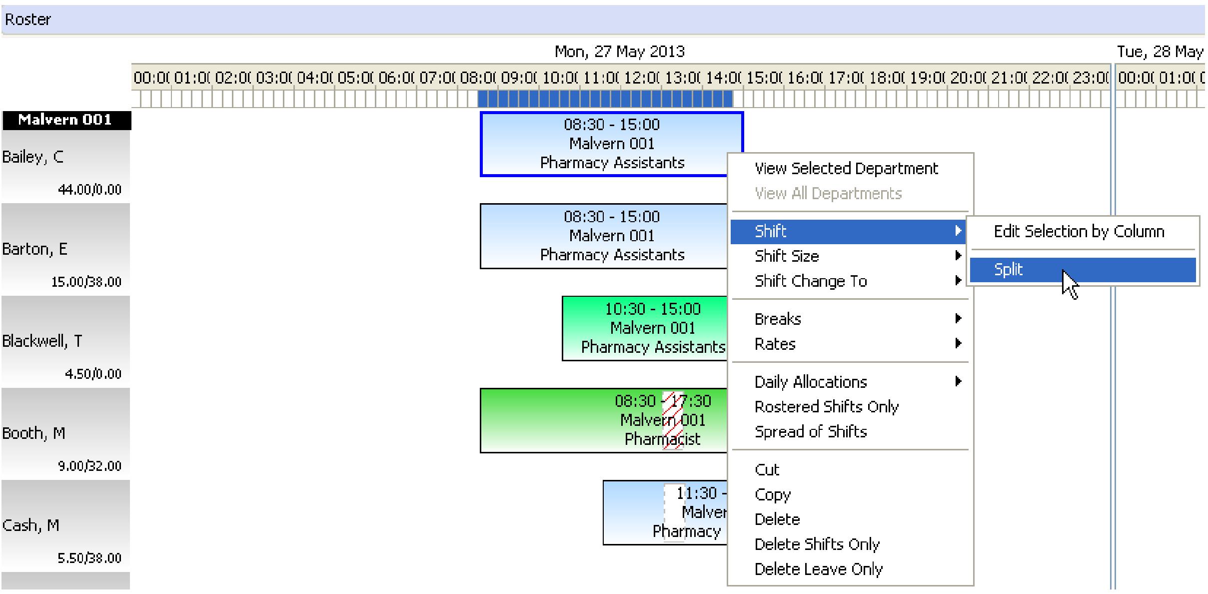


The shift is now split into two.

Roster: Splitting Shifts for Sick Leave

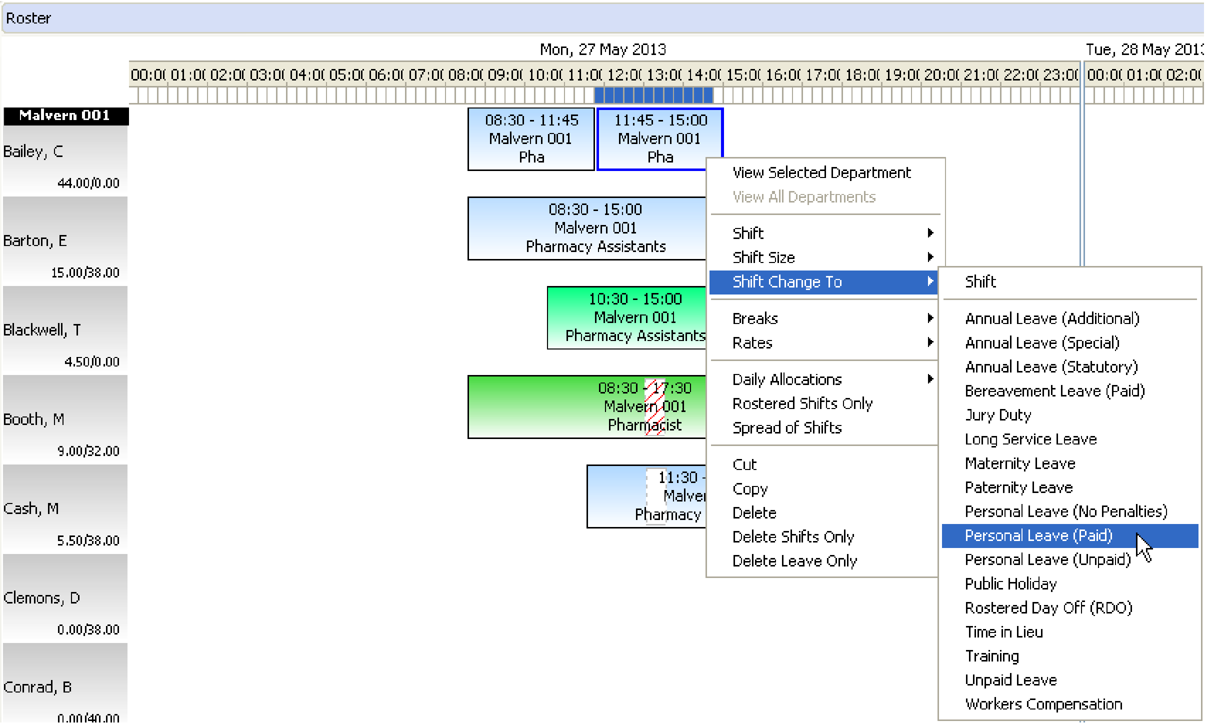
Shifts can be split so as to apportion part of a day to sick leave.

To split a shift into part worked hours and part sick leave, first right click on the desired shift and then select Shift, then Split:

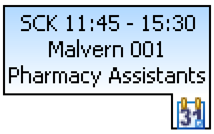


Then select the second part of the shift and right click.

Select Shift, Change to Leave, then Personal Leave (Paid):



Notice the leave warning symbol appears in the bottom right hand corner of the cell:

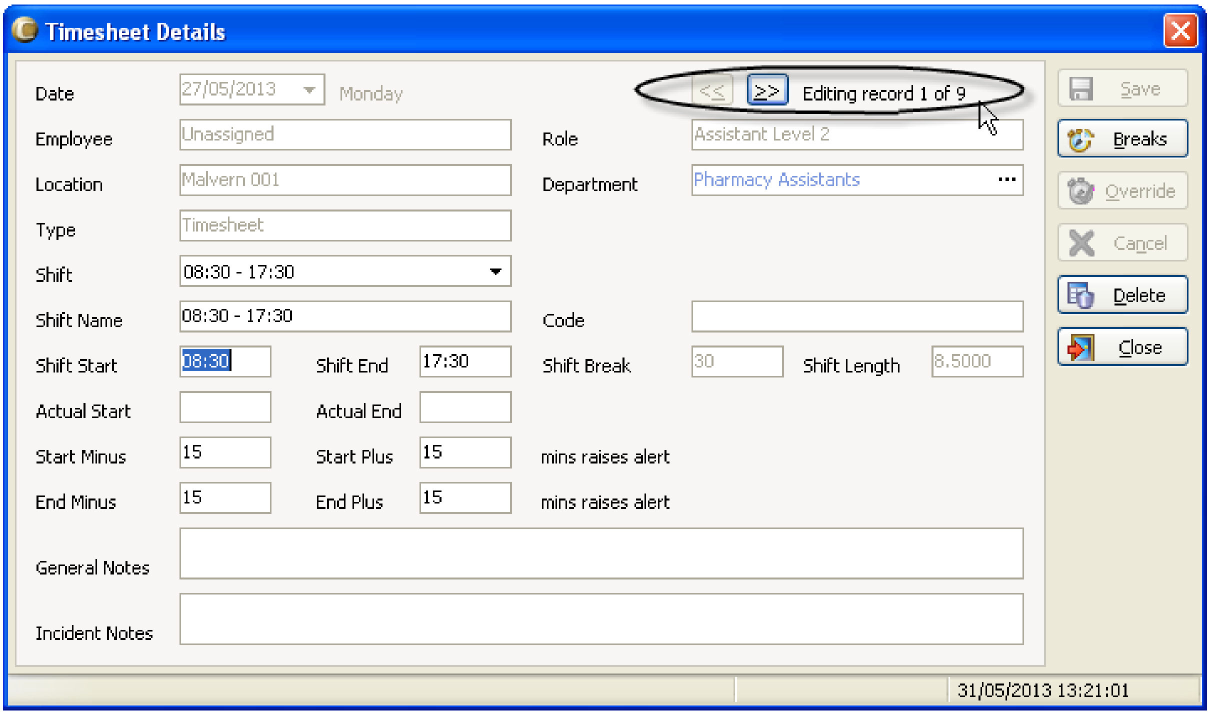


Then size the sick leave component to reflect the correct length. After doing so, adjust the end time of the worked shift to be the same as the start time of the sick leave entry.

Roster: Edit Selection by Column

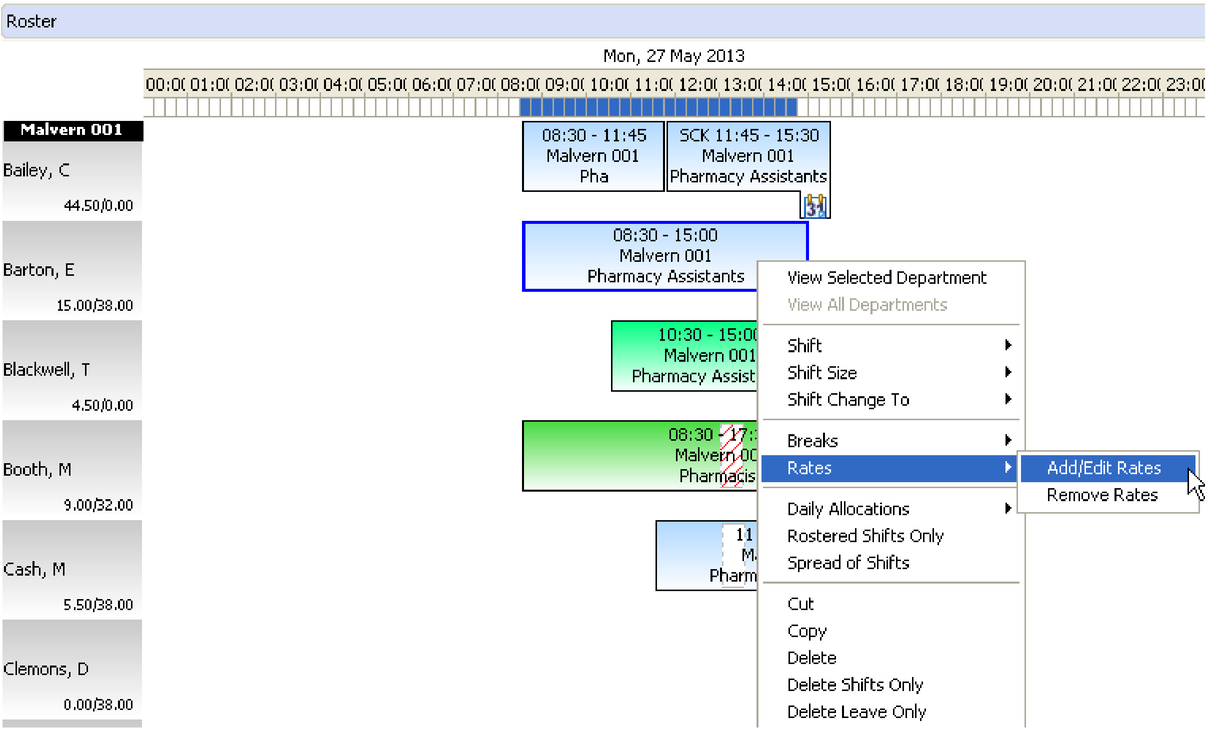
When you want to edit a number of shifts consecutively, select the shifts you want to edit, then right click, Shift, then Edit Selection by Column.

You can then go cycle through each shift, editing as you go. You will be shown the number of shifts you are changing as you step through each one.



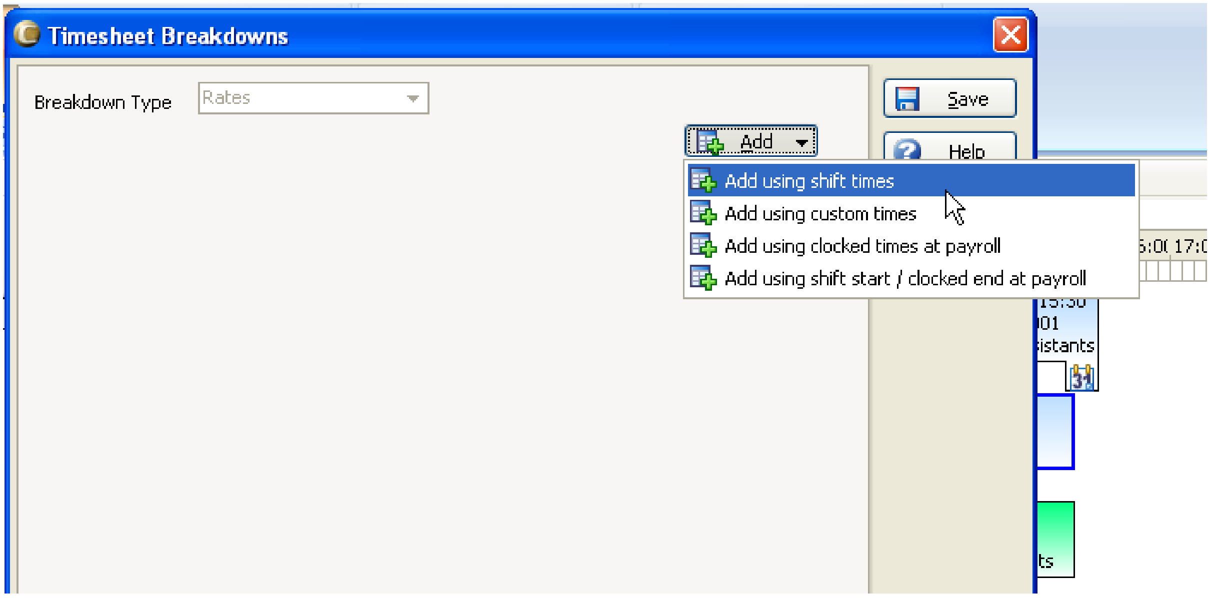
Roster: Setting a Rate for a Shift

To set a rate for a shift or for part of a shift that is different to the employee's normal rate. Select the shift that you want the rate to apply to, right click, select Rates then add/edit rates.

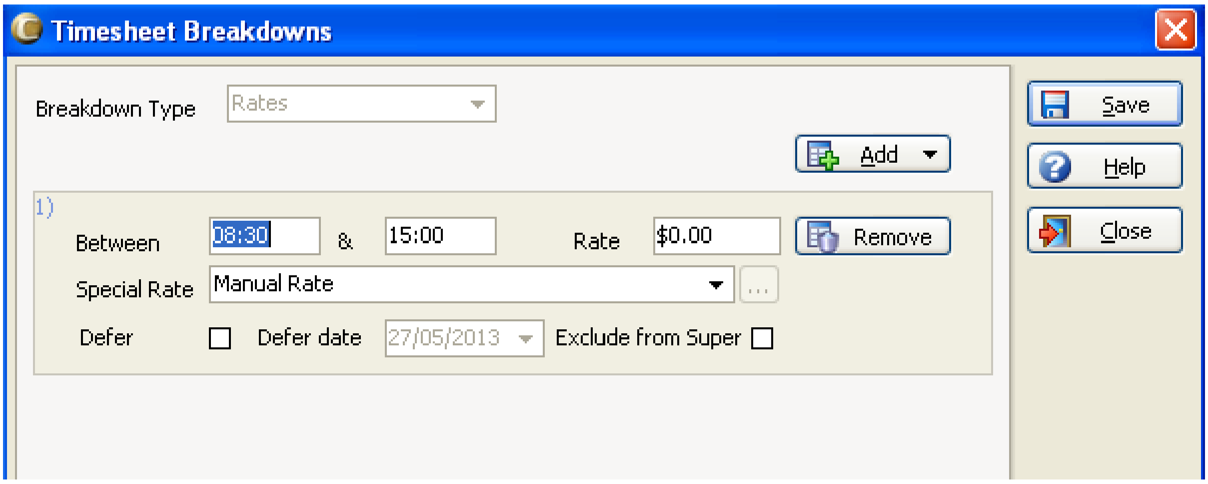


You can then add the rate you require, specifying whether it's applicable to shift times, custom times, clocked times at payroll or shift start/clocked end at payroll. You can select a time range for the time rate applies to. This range can be changed if you selected shift times or custom times. If you selected shift start/clocked end at payroll, you can only change the start time. You can also select whether it is deferred. You can add more than one rate by pressing the Add button and adding another rate.

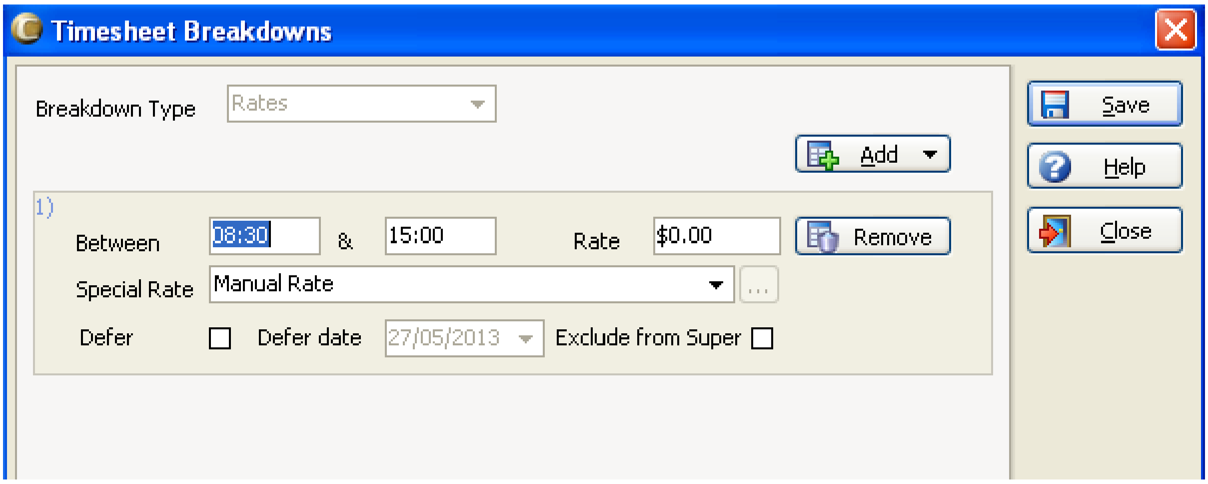
When you select the add button, a dropdown allows you to select Shift times, Custome times, clocked times at payroll or shift start/clocked end at payroll.



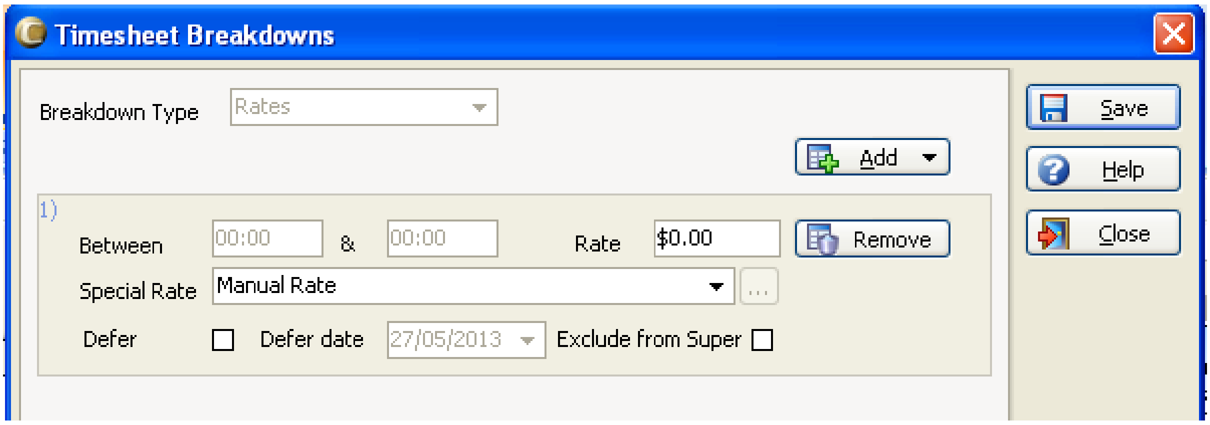
If you select Shift times, then the start and end shift times will be used as the time range.



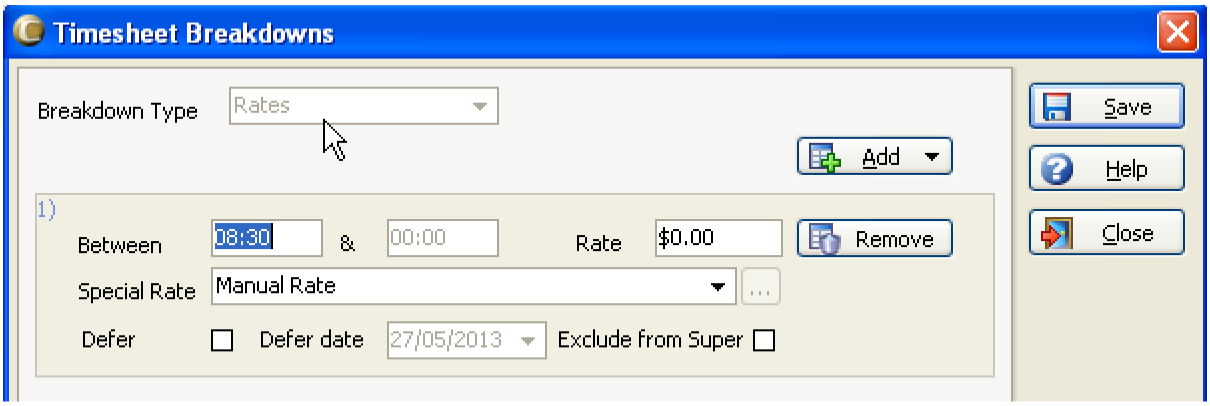
If you select Custom times from the dropdown selection then the you can override the start and end times.



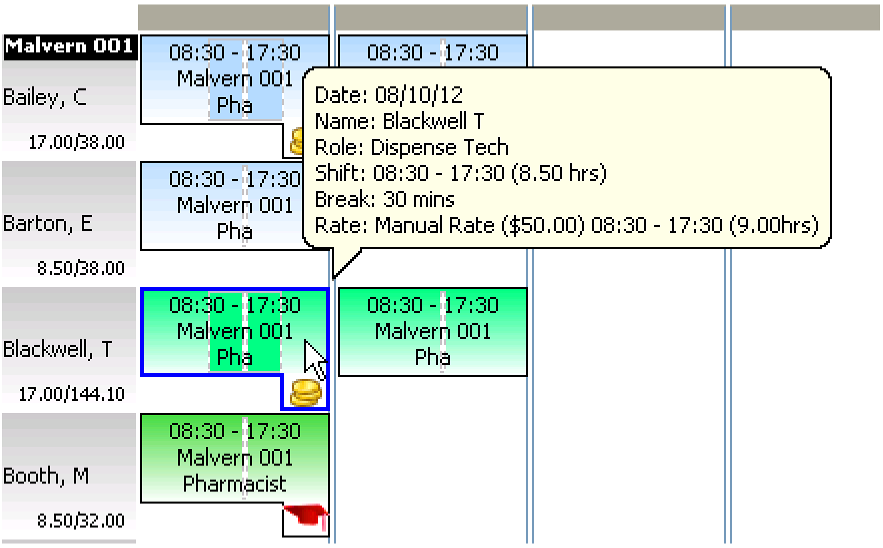
If you selected clocked times at payroll then you will not be able to change the times in the range.



If you selected shift start/clocked end at payroll, you will be able to override the start time but not the end time.

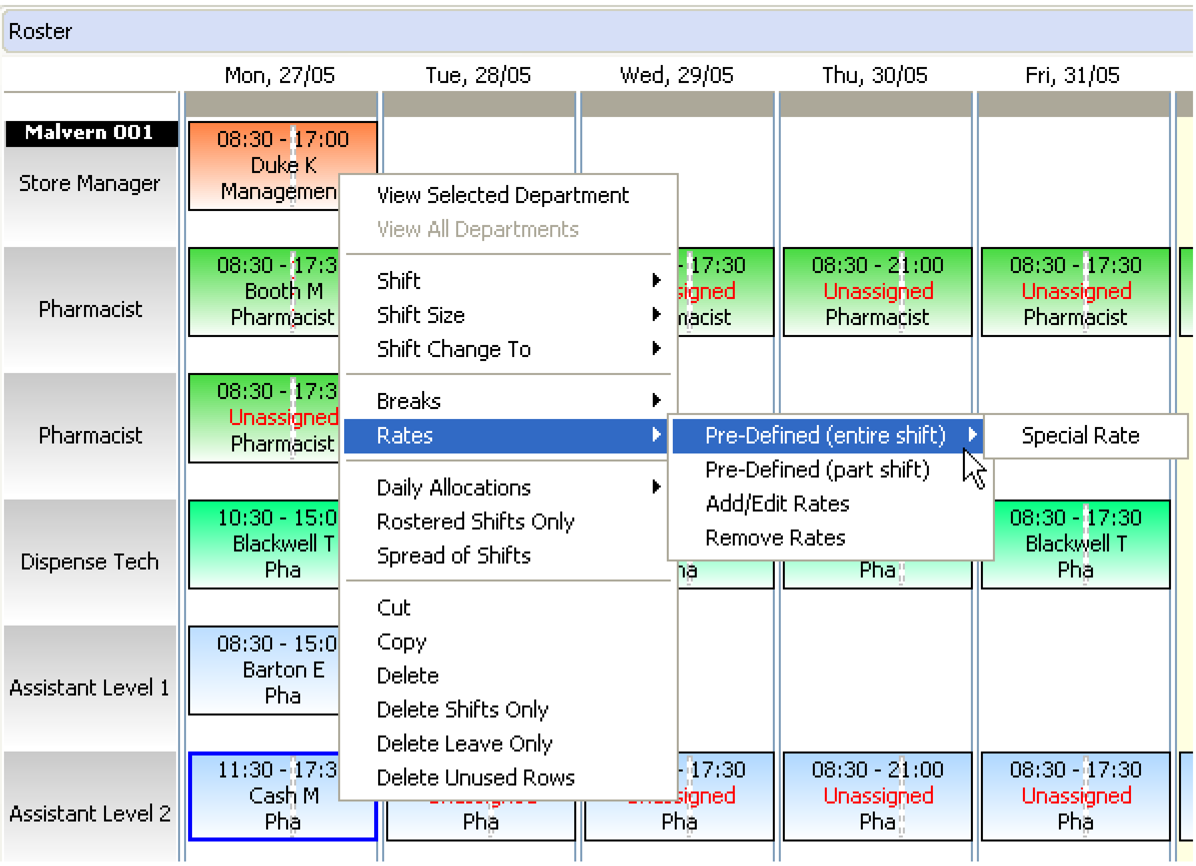


Once you have added a special rate to the shift you can see the details by hovering over the shift and the hint will display the relevant rate details.

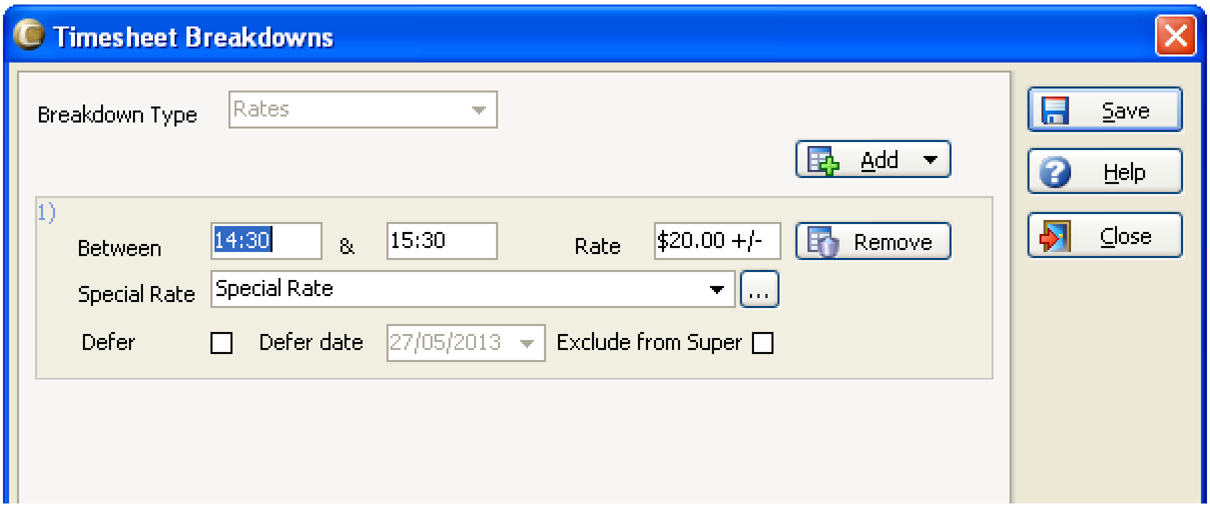


Roster: Using Predefined Rates for a Shift

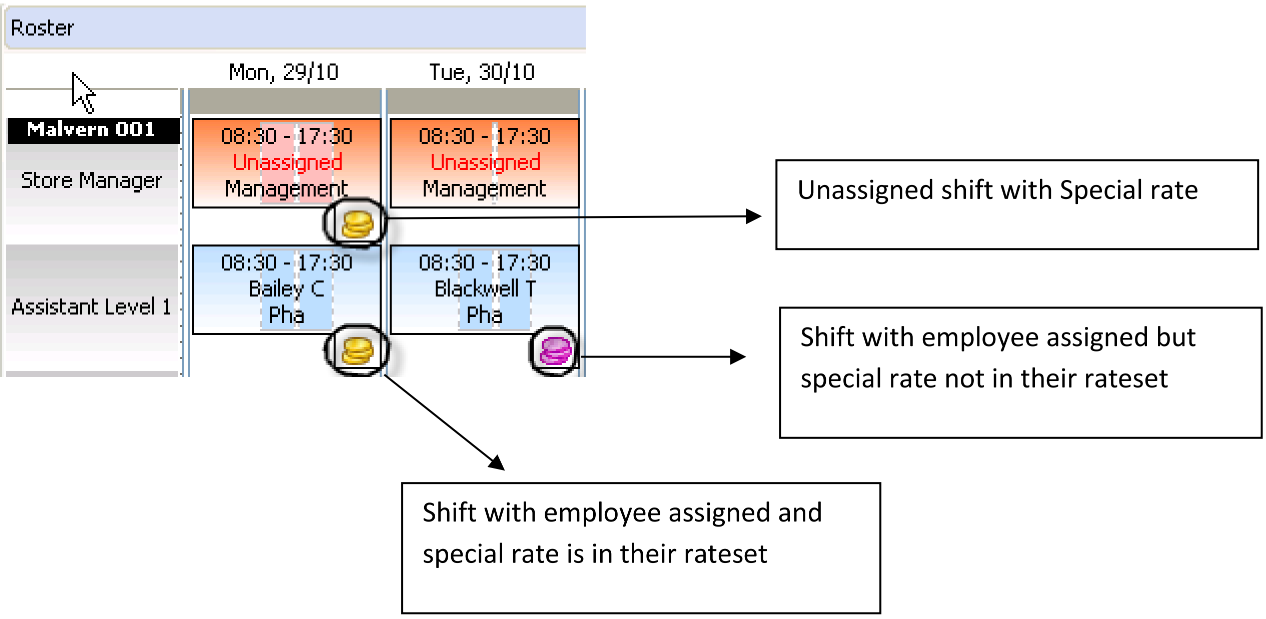
If you have predefined rates set up then these would also be an option when you select a shift, right click, Rates, and then Pre-defined Rates. You can select to use Predefined rates for part of the shift or for the entire shift. These pre-defined rates are set up in the Rates manager in the Special Rates tab.



Once you assign a pre-defined rate to a shift you can edit the time range for the rate to apply. Select the shift to change, right click, Rates, and then Add/edit rates. Enter the time range for the pre-defined rate to apply.



If you assign a predefined rate to a shift that has not yet had an employee assigned to the shift, the special rates icon will be shown as gold coins. If you select an employee and assign them to the shift and the special rate is not in their rateset then the special rates icon will be shown as pink coins.

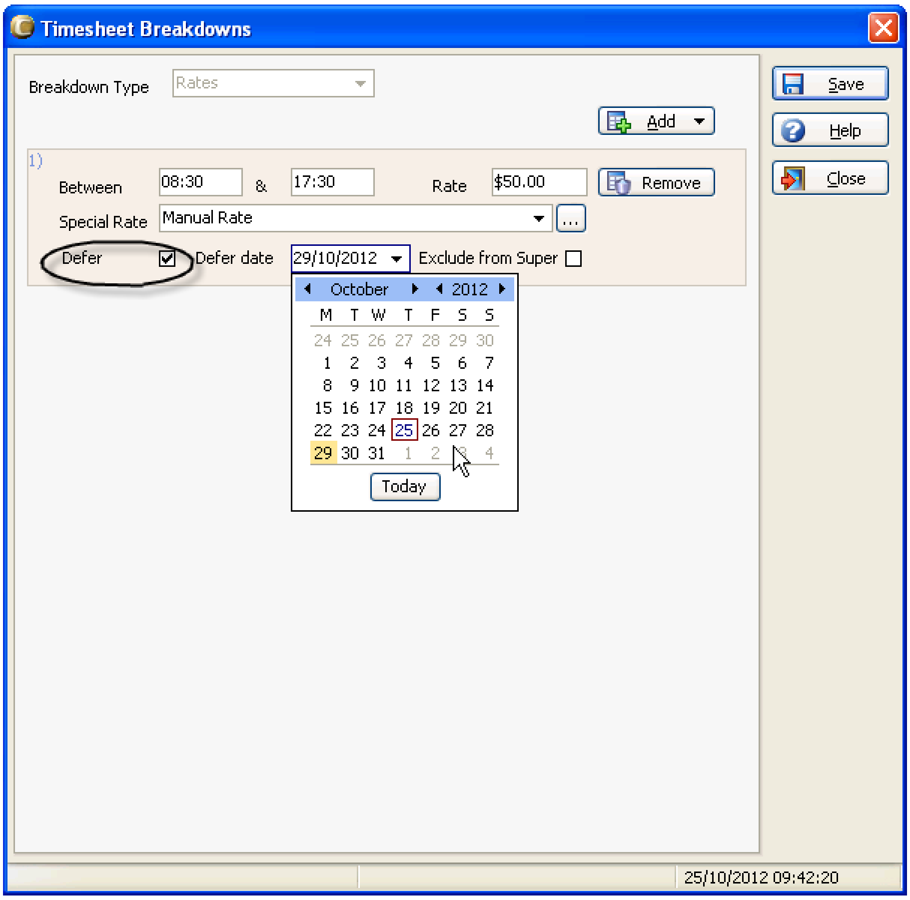


Roster: Deferred Rates for a Shift

When setting rates you can choose to defer the rate. This means that the payment of the rate for the portion of time you specified will not be applied until the predetermined date that you specify.

To defer a rate you select the option to add a rate, then select whether it is for shift times or worked times. You can choose to override these times once they are on the screen.

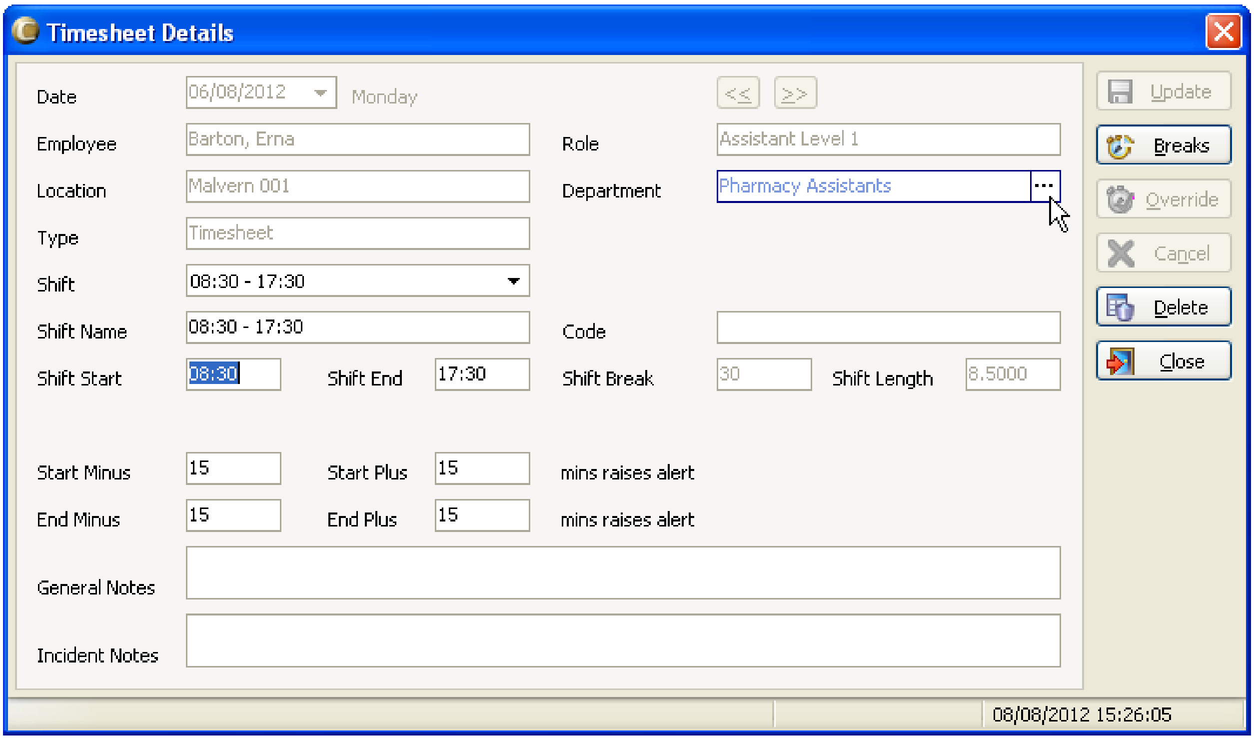
Tick the Defer box and select a date to defer the payment of this rate to.



When the payroll is processed the deferred rate will not be included. In a future payroll the rate will be included once the date you selected transpires.

Roster: Changing Department Cost Splits

You can change an employee's department cost splits from within the Roster by selecting the shift you want to edit. Double click on the shift. The edit box will appear, then select the ellipses button ... beside the Department field to show the cost splits.



See the section on Predetermined Costs by Department for more details on the cost splits.

Roster Construction

Constructing rosters is easy in ClockOn.

There are two modes: Role or Employee.

The mode selected by the roster officer is dependent on the size of the roster and the diversity of roles required.

For the purposes of this guide, the primary focus is on role mode.

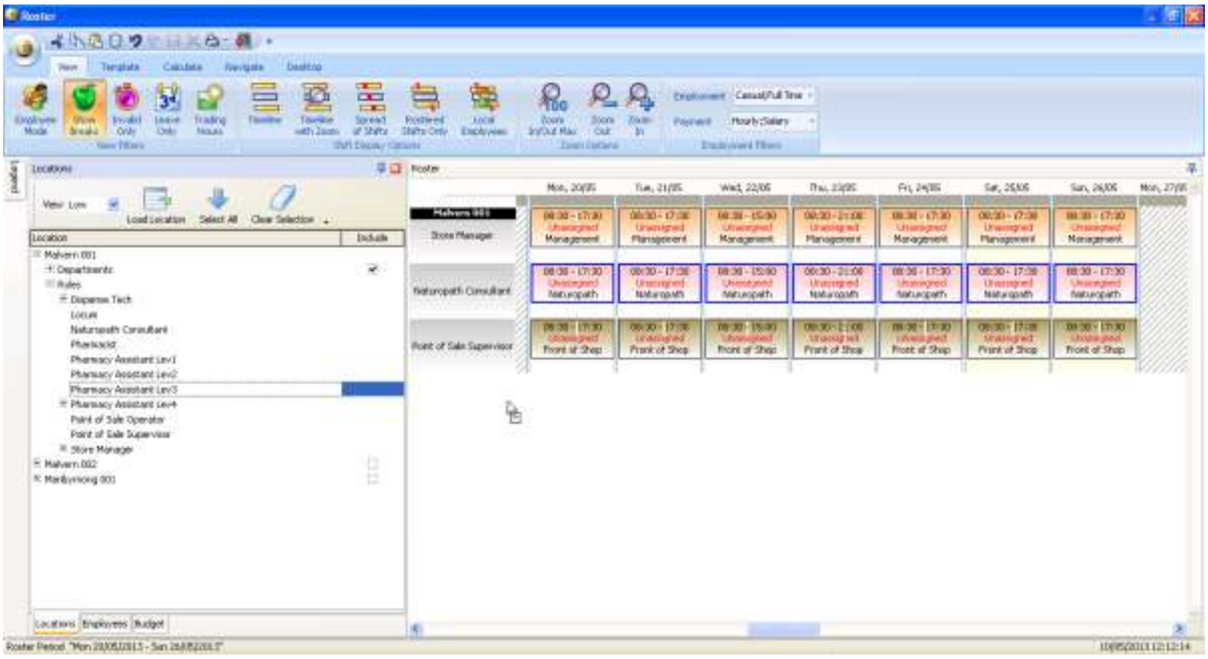
Ensure the Role button is depressed.

Note: Newly created rosters can be saved as roster templates. The routine use of templates is recommended in the interest of efficiency and time saving.

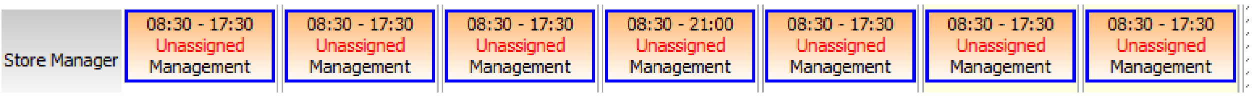
Adding roles across a period

Role mode allows roster building without having to consider employee availability, skills or qualifications. Instead, the focus is on what and how many roles should be allocated to a given day or period.

To assign a role to each day within a period, drag the role to below the bottom line of the roster, anywhere in the out of period area (diagonal lines) onto the role label column or into the column header area:



The system adds the role to each day in the period:

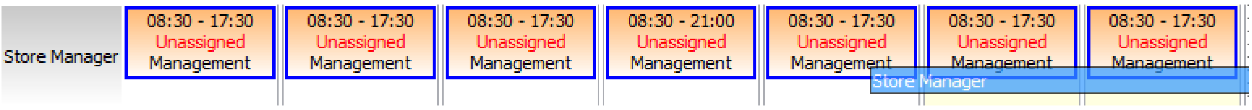


The word Unassigned appears in each shift cell, alerting that no employee has yet been assigned to that shift.

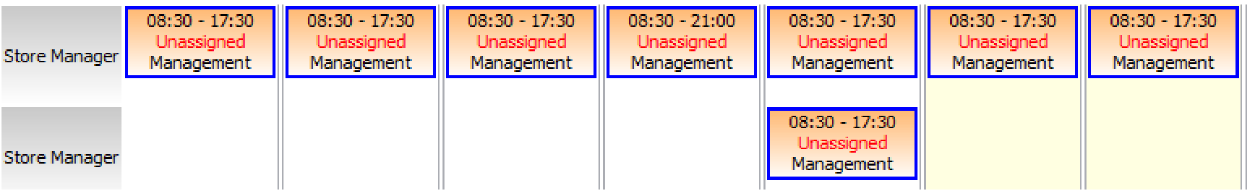
Build up the roster with the required roles, sizing, positioning and aligning the shifts while doing so, using the techniques discussed earlier in this manual.

Adding additional roles on a specific day

It is often necessary to roster additional roles to a specific day. To add one additional role to a specific day, drag the role directly over the lower most rostered shift on that day:

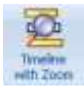


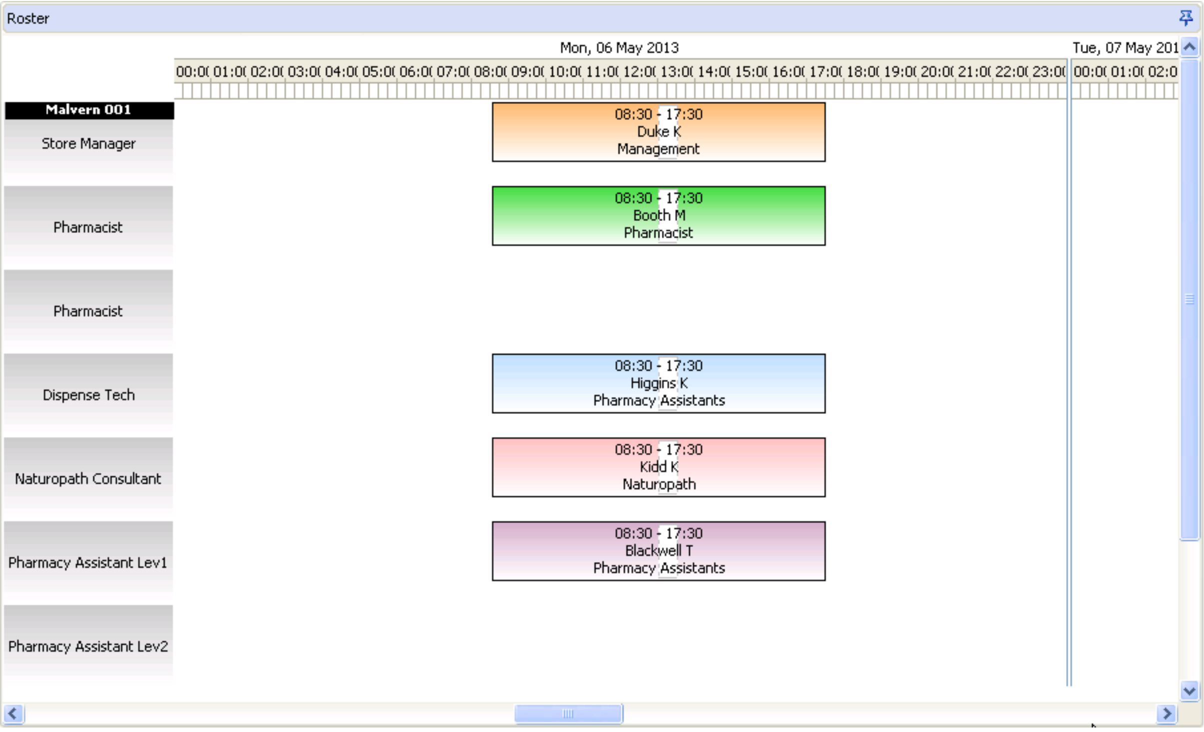
Release the mouse button to add the new role:



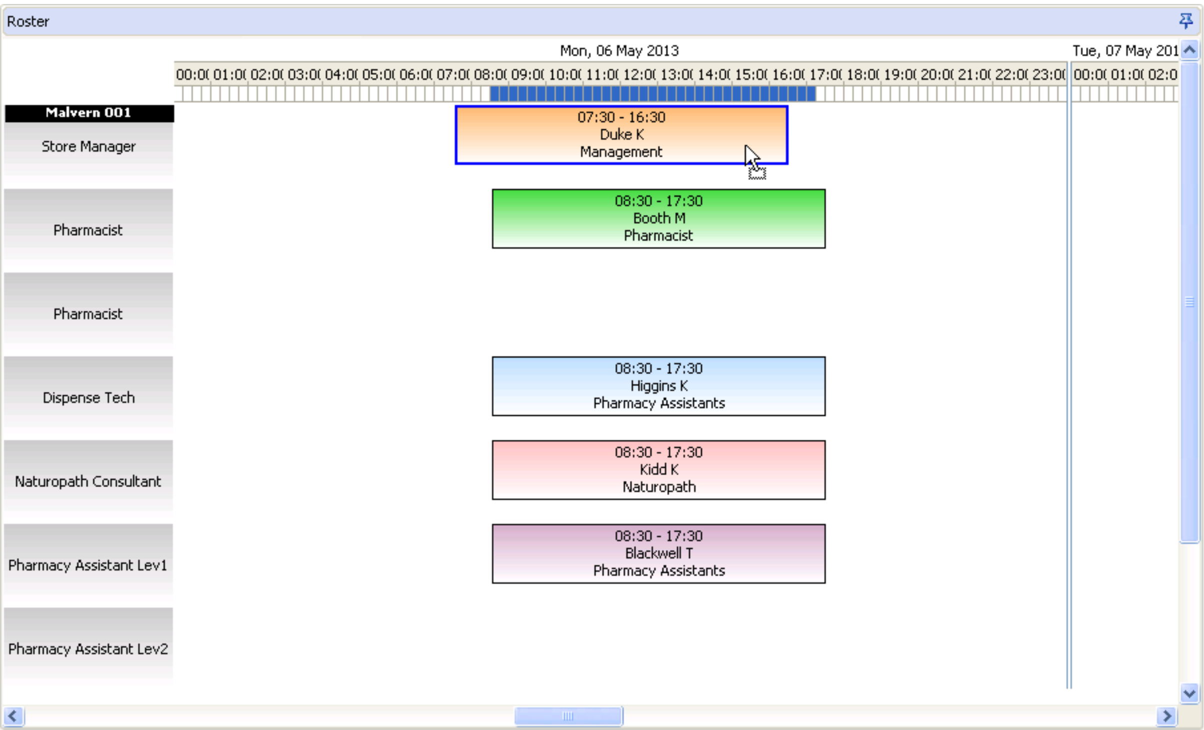
A single role is added to that day. This can be repeated as required.

View Timeline with Zoom

To zoom in on a particular day in the roster in more detail, select a shift (or all shifts) on the desired day, then View Timeline with Zoom using the view tools. 



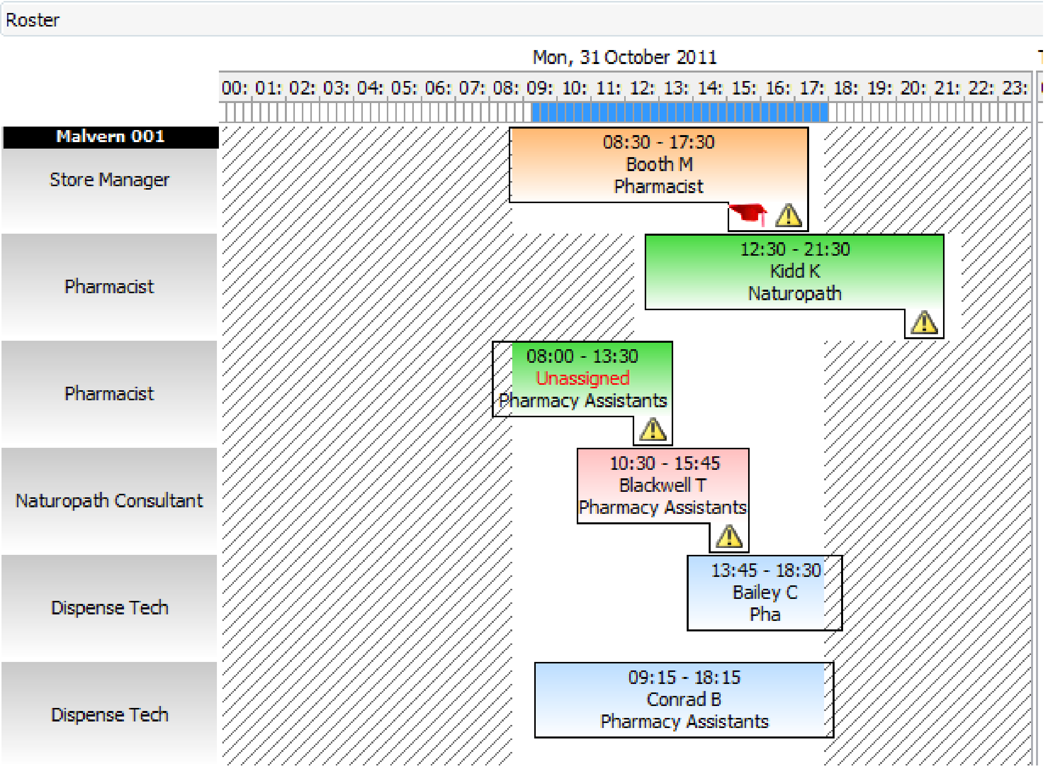
The roster day selected will now be shown on a 24 hour time scale. You can now manipulate the shifts on a more detailed view.



To resume back to day mode in the roster, click on the .Timeline with Zoom button.

Applying trading hours to shifts

Select the Trading Hours button to display the department operating hours in the roster:

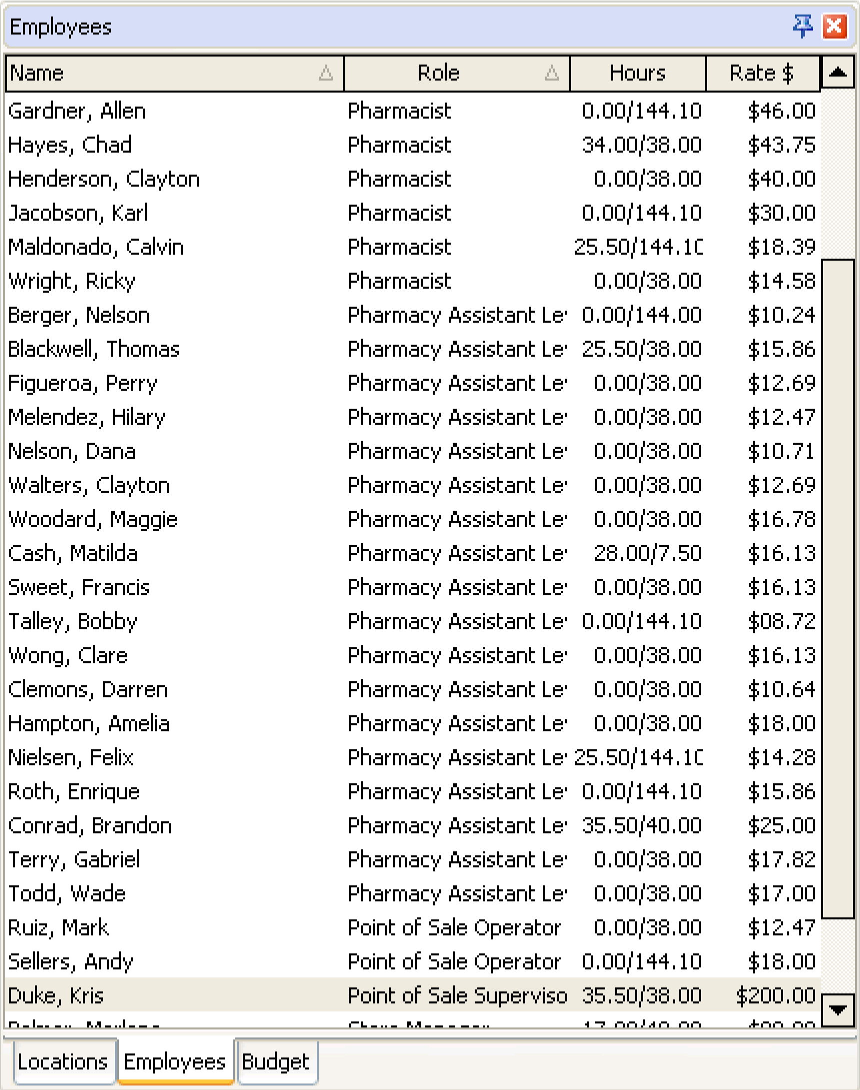


Diagonal grey lines indicate the time for which the location or department is not in operation. Special shifts can be constructed in relation to these hours to cover the open and close of trade as well as ensuring the appropriate distribution of shifts throughout the day.

Viewing available employees

An employee may be assigned to any role displayed in the roster, even when another employee has previously been assigned to that role.

First ensure the employee information panel is visible:



Name	Role	Hours	Rate $
Gardner, Allen	Pharmacist	0.00/144.10	$46.00
Hayes, Chad	Pharmacist	34.00/38.00	$43.75
Henderson, Clayton	Pharmacist	0.00/38.00	$40.00
Jacobson, Karl	Pharmacist	0.00/144.10	$30.00
Maldonado, Calvin	Pharmacist	25.50/144.1C	$18.39
Wright, Ricky	Pharmacist	0.00/38.00	$14.58
Berger, Nelson	Pharmacy Assistant Le'	0.00/144.00	$10.24
Blackwell, Thomas	Pharmacy Assistant Le'	25.50/38.00	$15.86
Figueroa, Perry	Pharmacy Assistant Le'	0.00/38.00	$12.69
Melendez, Hilary	Pharmacy Assistant Le'	0.00/38.00	$12.47
Nelson, Dana	Pharmacy Assistant Le'	0.00/38.00	$10.71
Walters, Clayton	Pharmacy Assistant Le'	0.00/38.00	$12.69
Woodard, Maggie	Pharmacy Assistant Le'	0.00/38.00	$16.78
Cash, Matilda	Pharmacy Assistant Le'	28.00/7.50	$16.13
Sweet, Francis	Pharmacy Assistant Le'	0.00/38.00	$16.13
Talley, Bobby	Pharmacy Assistant Le'	0.00/144.10	$08.72
Wong, Clare	Pharmacy Assistant Le'	0.00/38.00	$16.13
Clemons, Darren	Pharmacy Assistant Le'	0.00/38.00	$10.64
Hampton, Amelia	Pharmacy Assistant Le'	0.00/38.00	$18.00
Nielsen, Felix	Pharmacy Assistant Le'	25.50/144.1C	$14.28
Roth, Enrique	Pharmacy Assistant Le'	0.00/144.10	$15.86
Conrad, Brandon	Pharmacy Assistant Le'	35.50/40.00	$25.00
Terry, Gabriel	Pharmacy Assistant Le'	0.00/38.00	$17.82
Todd, Wade	Pharmacy Assistant Le'	0.00/38.00	$17.00
Ruiz, Mark	Point of Sale Operator	0.00/38.00	$12.47
Sellers, Andy	Point of Sale Operator	0.00/144.10	$18.00
Duke, Kris	Point of Sale Superviso	35.50/38.00	$200.00

This panel contains the employee name, assigned role (from their personal file), rostered hours (as a proportion of ordinary working hours) and base rate,

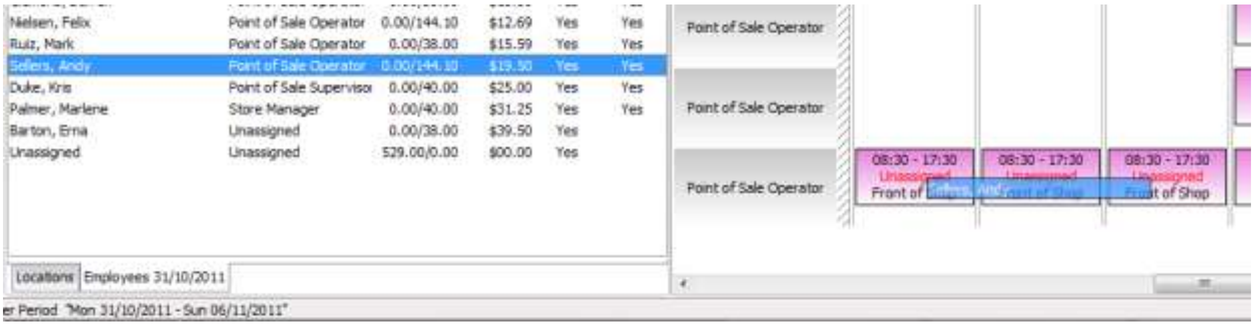
By default, the list is sorted first by employee role and then by name. The position of each may change according to the role of the selected shift on the roster.

Clicking on any shift in the roster will update:

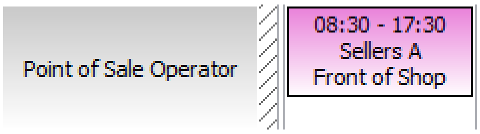
- The date displayed at the top of the panel.
- The list order according to availability for the selected role.

Assigning employees to rostered roles

To assign an employee to a rostered role, drag the desired employee directly into the shift:



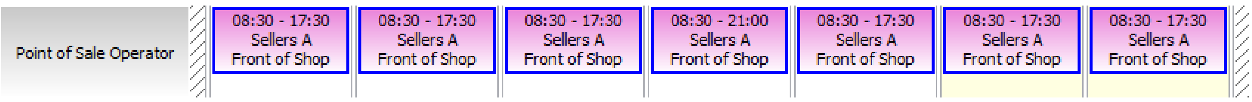
The red “Unassigned” text disappears and is replaced with the name of the dragged employee:



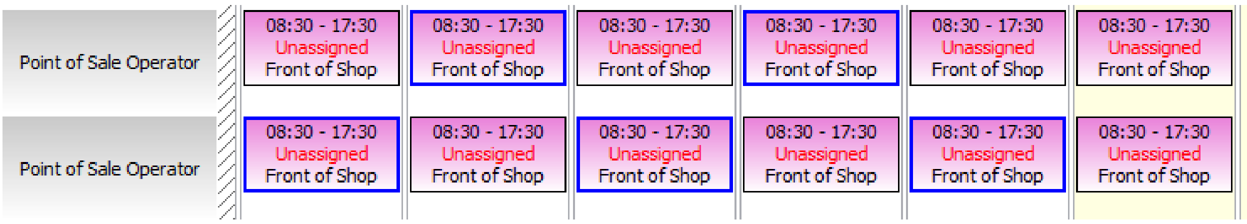
An employee can be assigned to multiple shifts by first selecting the required shifts and then dragging the employee.

To roster an employee to an entire period, first select the entire row before dragging (by clicking on the role name in the left column):

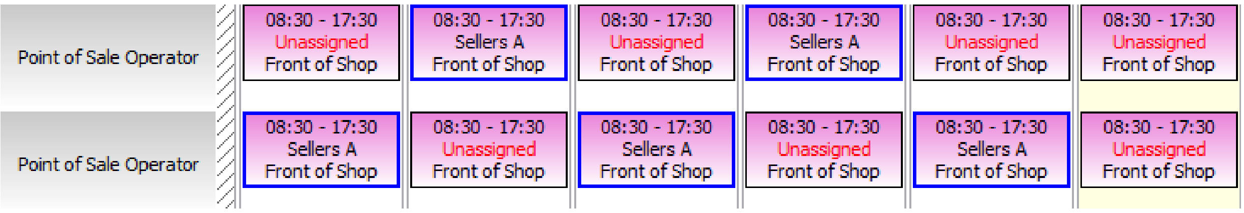
Then drag the employee to any of the selected cells and release the mouse button:



To roster an employee to an ad-hoc selection of shifts, first select the cells using the CTRL key while left clicking:



Then drag the employee directly to one of the selected shifts and release the mouse button:



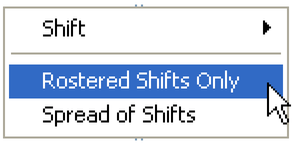
The employee is now rostered to the range of selected shifts.

Rostered Shifts Only

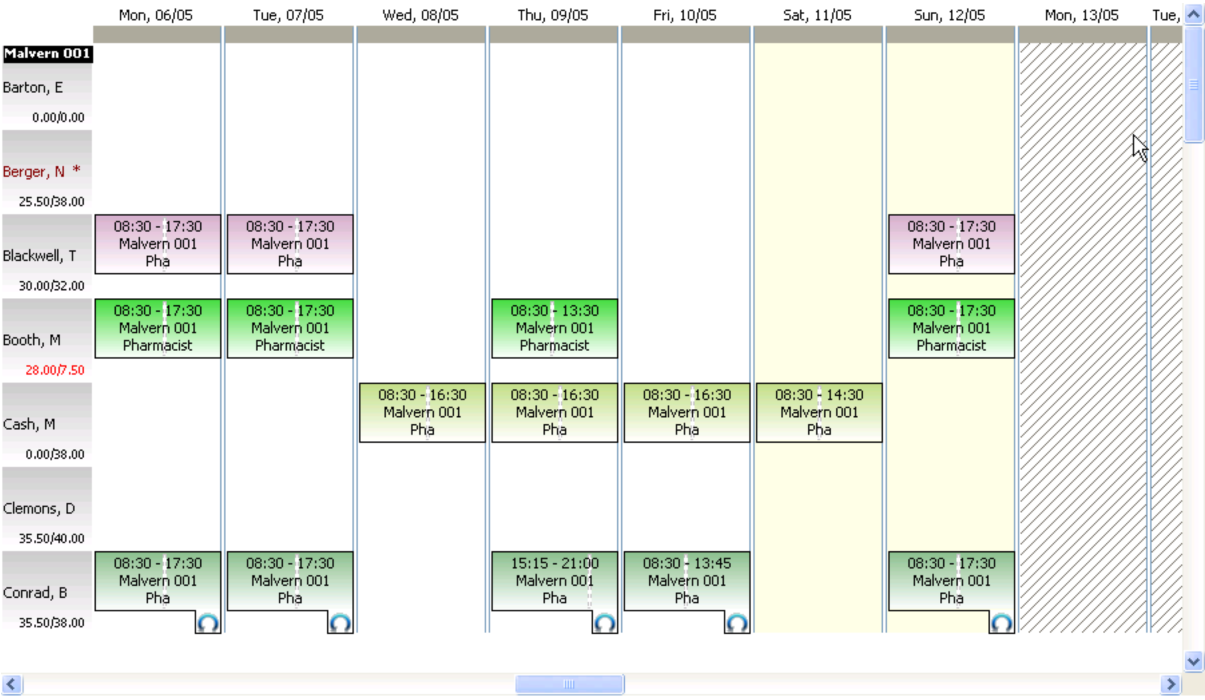
The Rostered Shifts Only button removes blank rows from the display, significantly increasing the number of visible shifts. Selecting this option minimises vertical scrolling and in most cases allows the user to view an entire roster on one screen.

Select the Rostered Shifts Only button to remove blank rows from the roster.

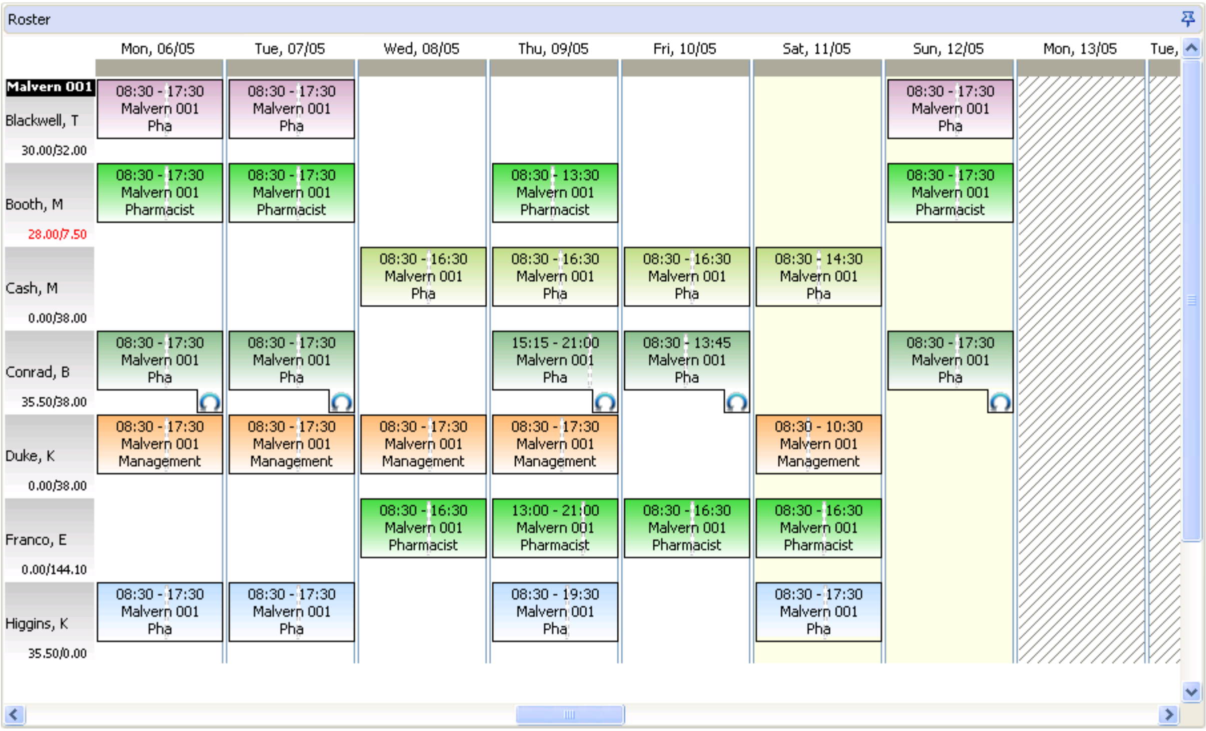
Alternatively, right mouse click and select Rostered Shifts Only.



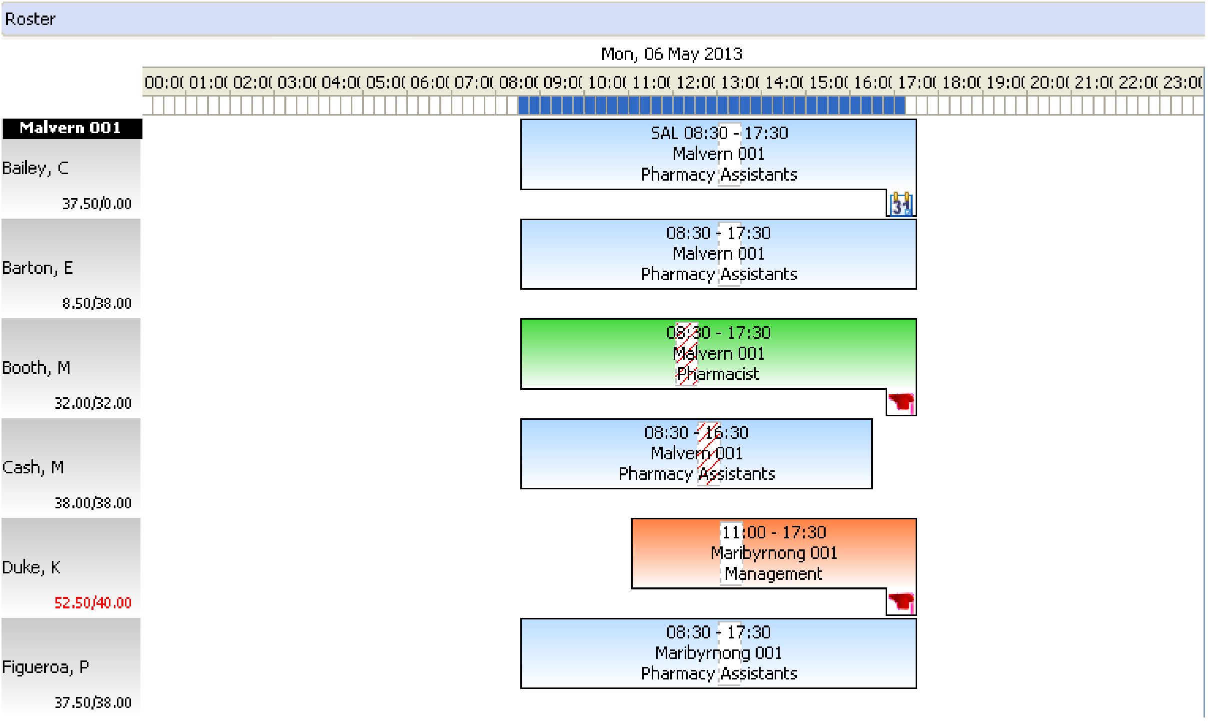
In the example below, the screen displays rostered shifts before empty rows are removed.



Here is the resultant display after Rostered Shifts Only has been selected.



Note: Other on-screen filters and rostering functions may also be utilised when in this mode. For example, select Rostered Shifts Only then Timeline with Zoom to quickly zoom in on only rostered shifts for a specific day.

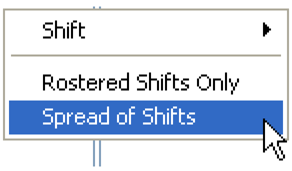


Spread of Shifts

The Spread of Shifts button displays shift coverage in fifteen minute intervals throughout a specified day. The 'head-count' for each interval is displayed, clearly identifying periods where shifts may be over or under allocated.

Select Spread of Shifts to display shift coverage in fifteen minute intervals.

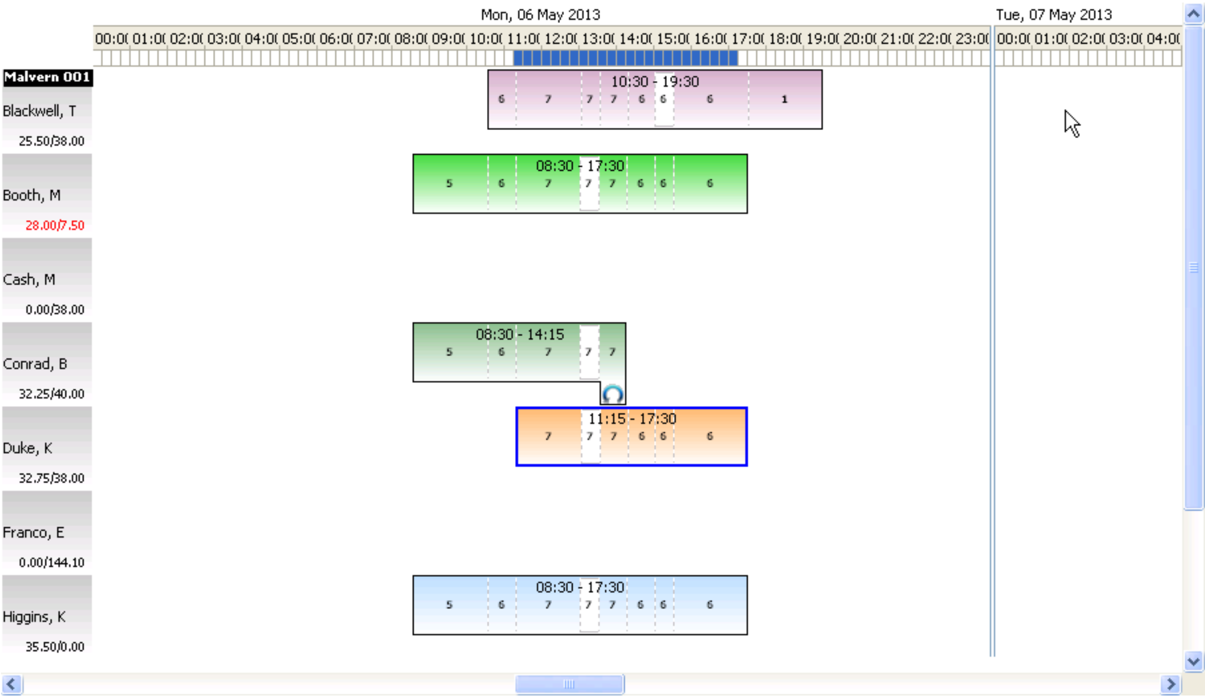
Alternatively, right mouse click then select Spread of Shifts.



Once selected, the timeline view is displayed and zoomed. Within each shift the total number of employees (head-count) allocated during that period is also displayed.

Leave shifts are not included in the 'head-count' for the spread of shifts.

Unpaid breaks are not included in the 'head-count' for the spread of shifts.

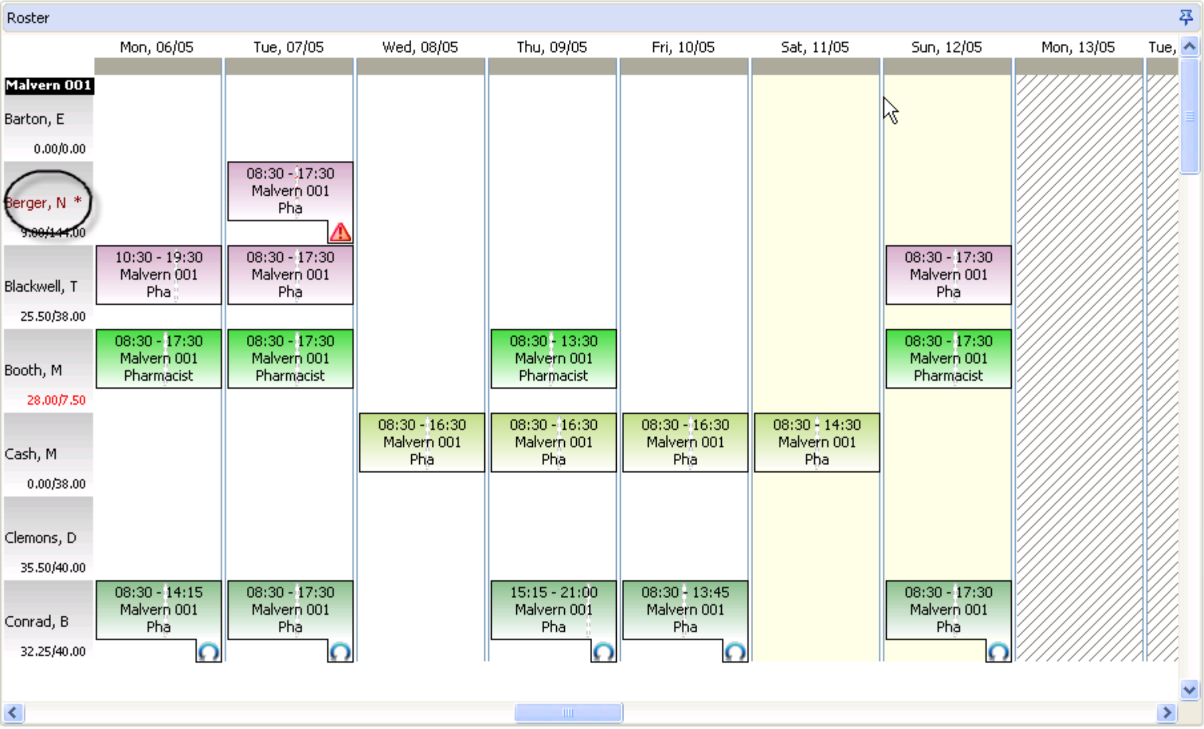


Allocations are adjusted by simply moving or sizing shifts (new values are automatically calculated and redisplayed). Use this functionality to easily adjust the number of employees simultaneously rostered during specific times of the day.

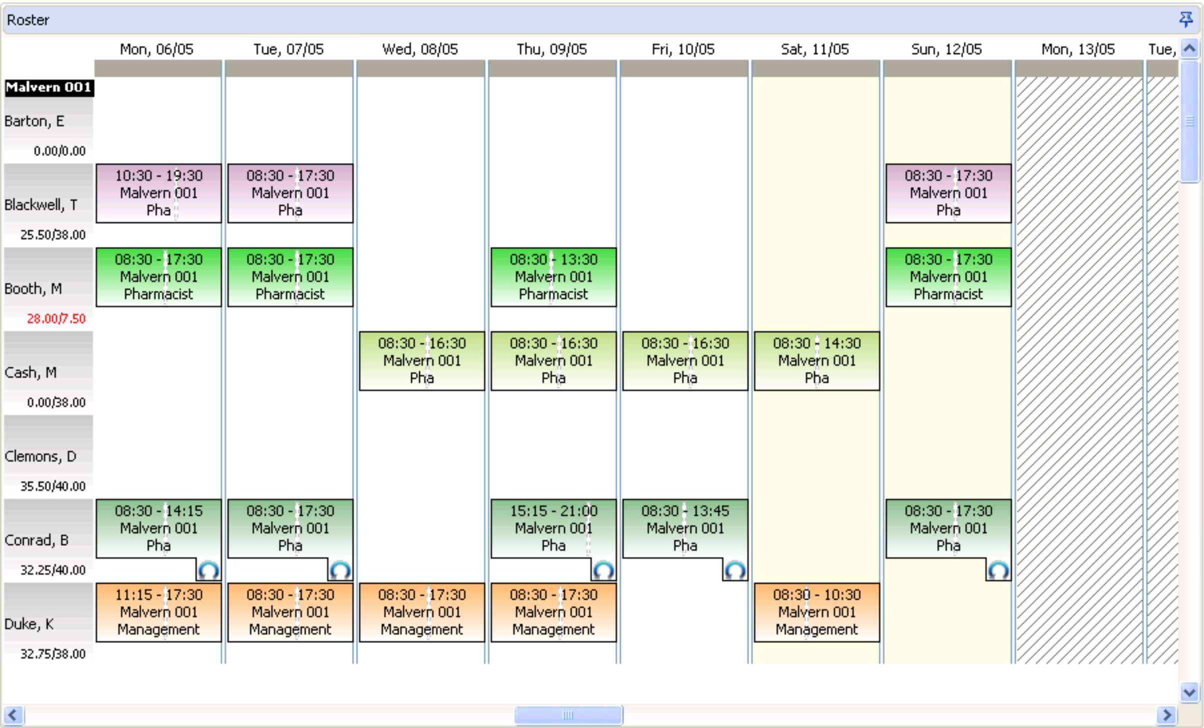
Local Employees Only

Select Local Employees Only to remove employees from the roster whose primary location is elsewhere.

In the example below, employees who are not local (i.e. their default location is elsewhere) are displayed in maroon with a '*' next to their name.



After selecting the Local Employees Only button employees who are not local are removed from the display.

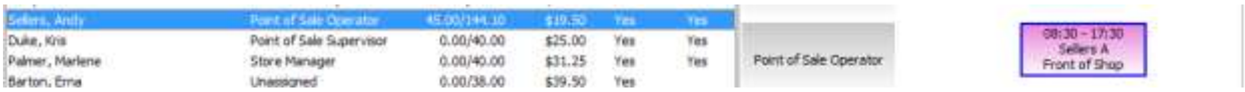


Use this feature to simplify your display down to local employee resources only.

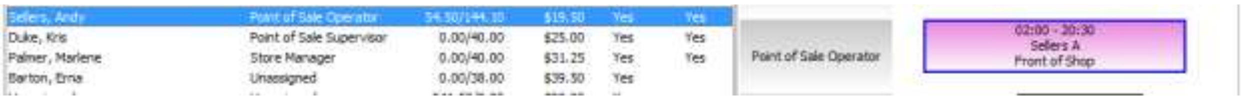
Monitoring employee worked hours

The employee panel displays the number of rostered hours in conjunction with the employee's ordinary hours.

When a shift is selected, the employee name is immediately highlighted:

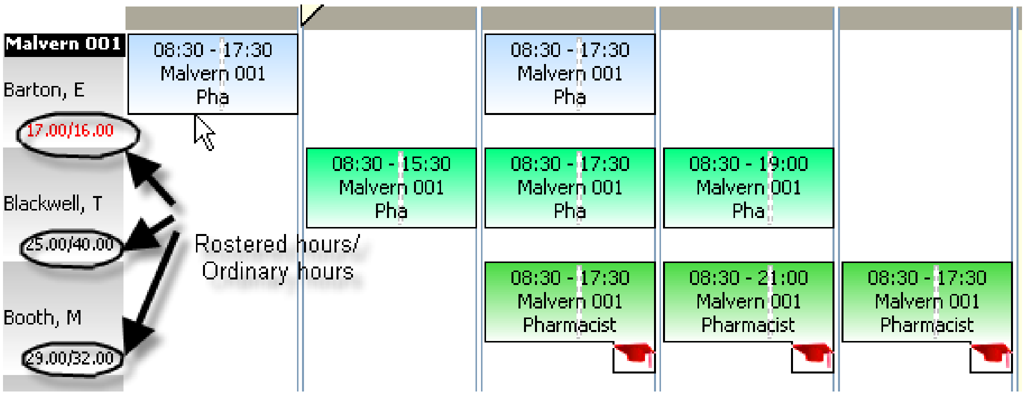


When a shift is modified, the worked hours for an employee are immediately updated:



Note: The figure displayed to the right of the '/' in the employee hours column is the total ordinary hours as defined in the employee's personal file.

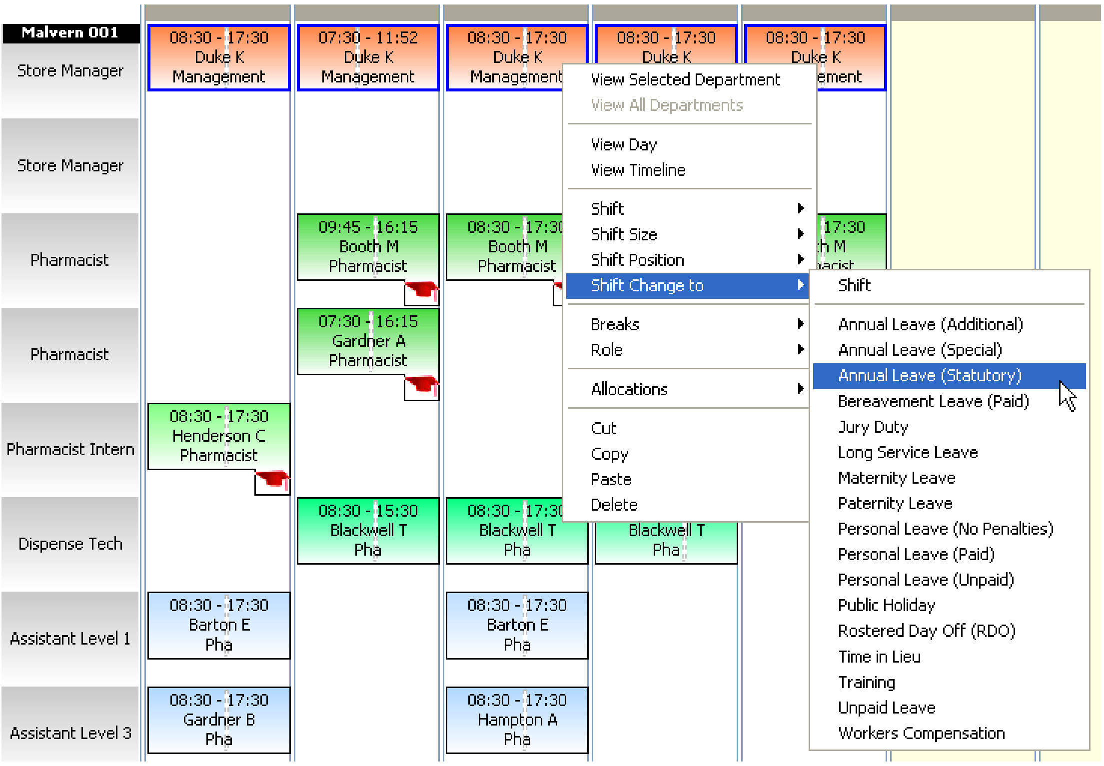
Note: If you are rostering in employee mode, the employee's hours rostered and ordinary hours are also shown under the employee's name in the roster section of the screen. The hours are shown in red when the rostered hours exceed the employee's ordinary hours.



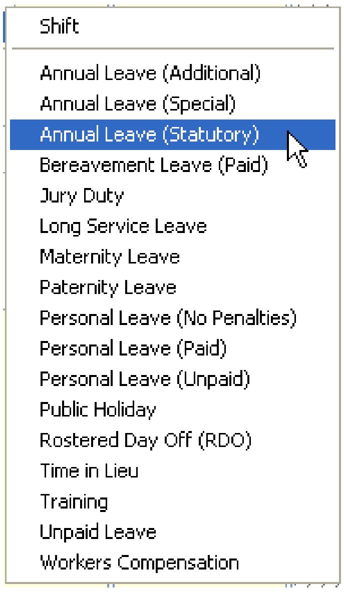
Converting existing shifts to leave

Leave entries can be made by converting existing shifts or by adding new entries.

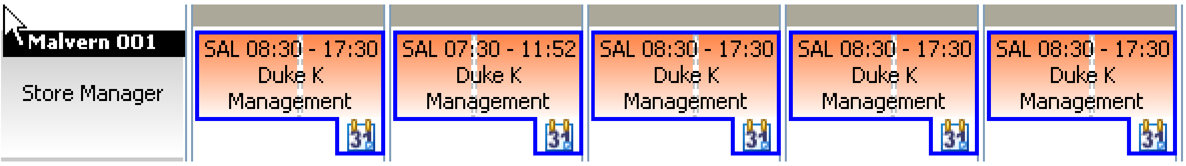
To convert one or more selected shifts to leave, right click on any of the selection and then select Shift Change to, then the type of leave you require:



Select Annual Leave:

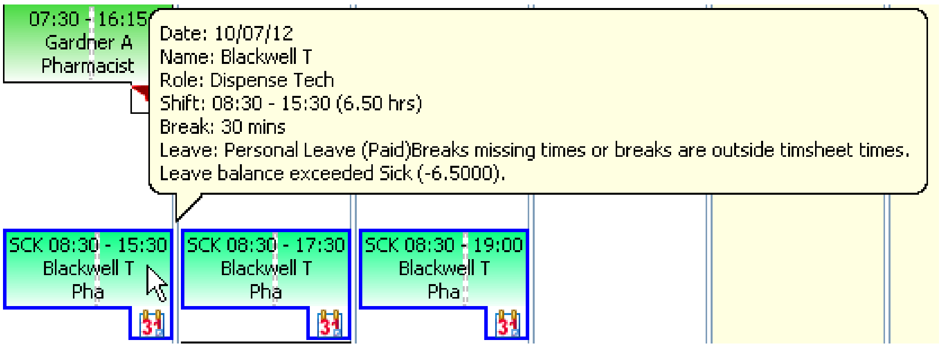


The leave icon appears immediately in the bottom right hand corner of each cell:

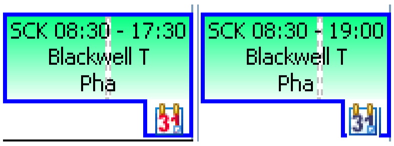


You can also select Personal leave(Paid) as a type of leave and the following might be shown for an employee.

To confirm the correct leave type has been booked, move the mouse pointer over any of the cells. A hint appears, confirming the details of the leave, including the start and end time and the total length:



Note: Where adequate leave entitlements are available, leave icons are displayed in blue. Where insufficient entitlements are available, leave icons are displayed in red:



To convert leave back into timesheets, right click on the selection and select Shift Change To, then Shift.

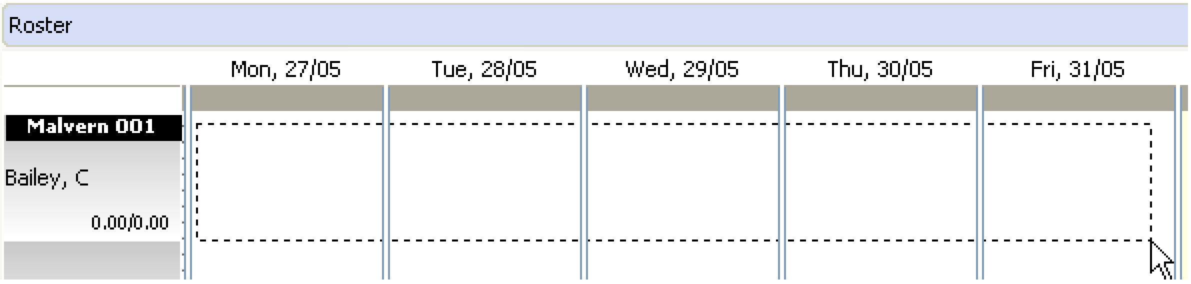
The leave icon disappears immediately from the bottom right hand corner of each shift.

Adding new leave entries

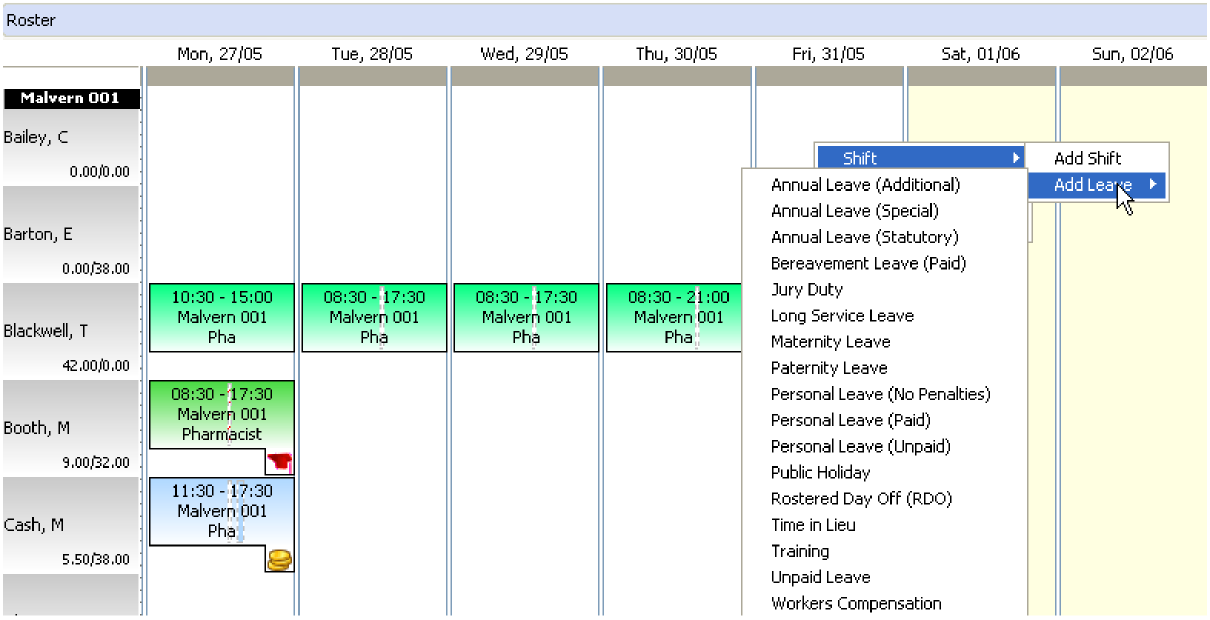
To add leave first ensure you are viewing the roster in 'employee' mode (i.e. employees are displayed on the left hand side of the roster and the employee button is selected).

Next, click the day for which the employee leave is to commence. Now click hold the mouse button down and drag the selection rectangle across the days for which leave is to be added.

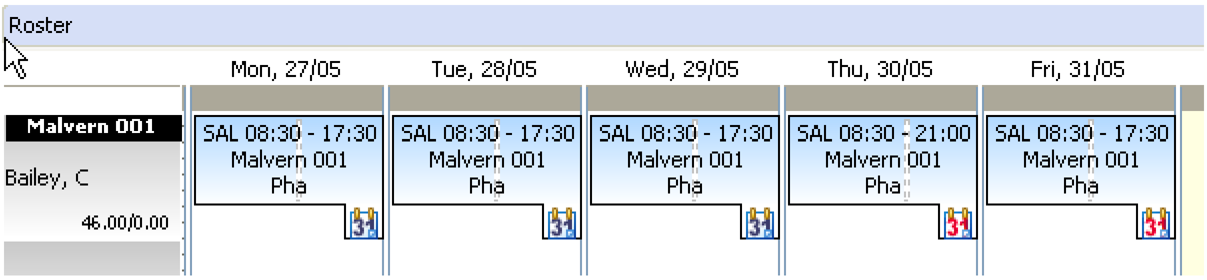
Wait for the selection rectangle to appear inside the desired range:



Release the mouse button and right click on any day with the selection rectangle:



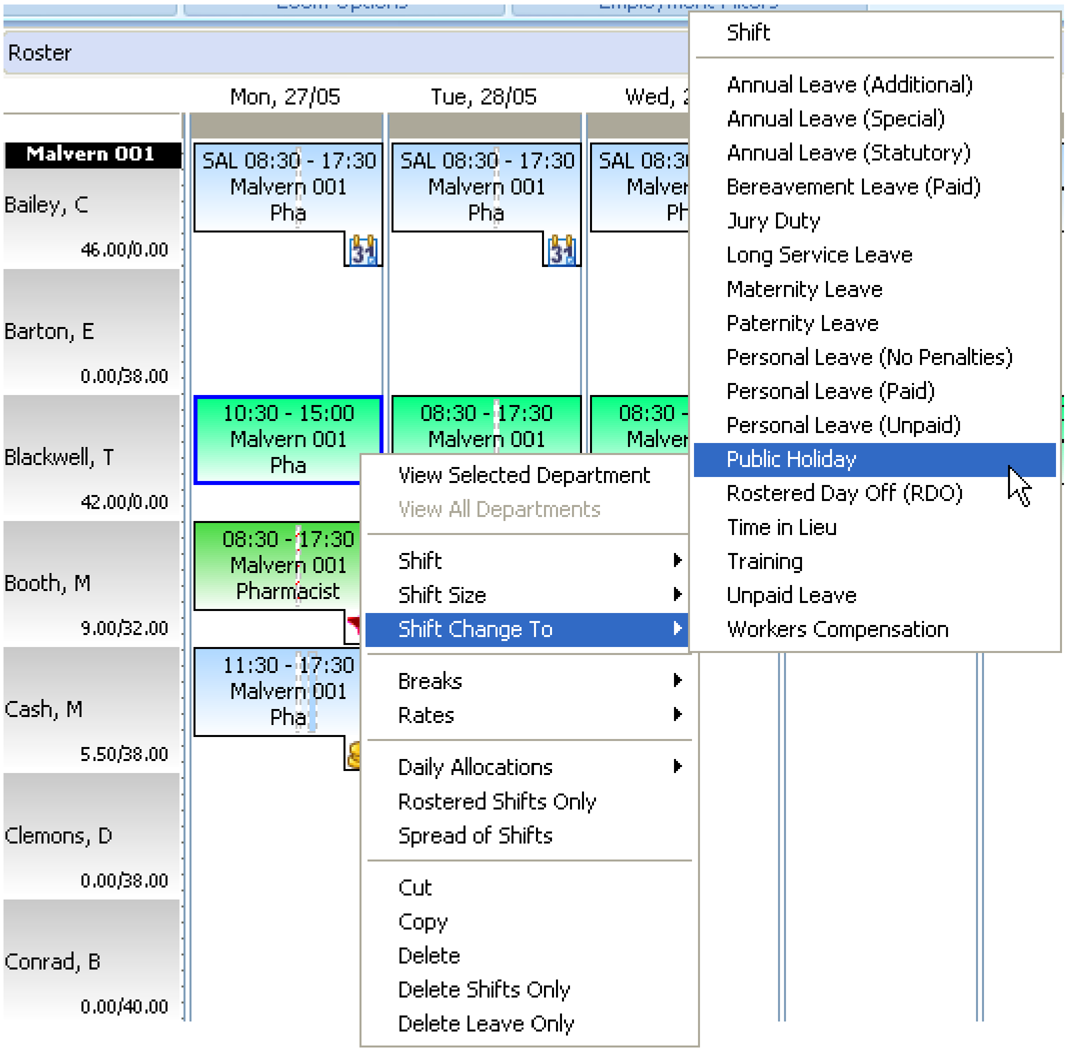
Select Shift, Add Leave and select the desired leave type:



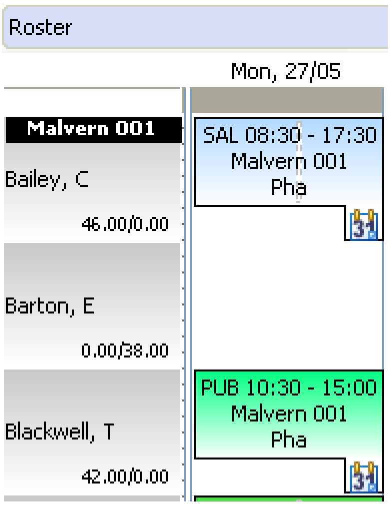
The new leave entry is created for the selected date range.

Setting Public Holidays

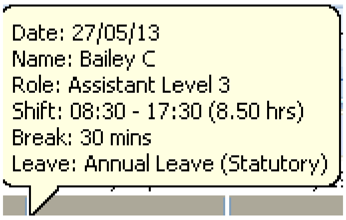
To convert existing shifts into paid public holidays, first make a selection then right click on one of the shifts:



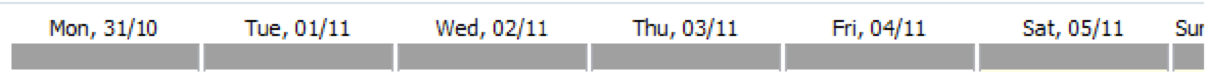
Select Shift, Change To and Public Holiday:



The leave icon appears immediately in the bottom right hand corner of the selected shift.

To confirm the details of the leave reservation, move the mouse pointer over any selected shift and wait for the hint. The leave details are displayed along with the shift start time, end time and total length. 

Note: An entire day can be selected by clicking inside the day header area:



Filtering displayed leave

Press the Leave button from the view toolbar to filter the display showing leave only entries: 

All non-leave entries (rostered shifts) are removed from view.

Press the Leave button again to display both shifts and leave.

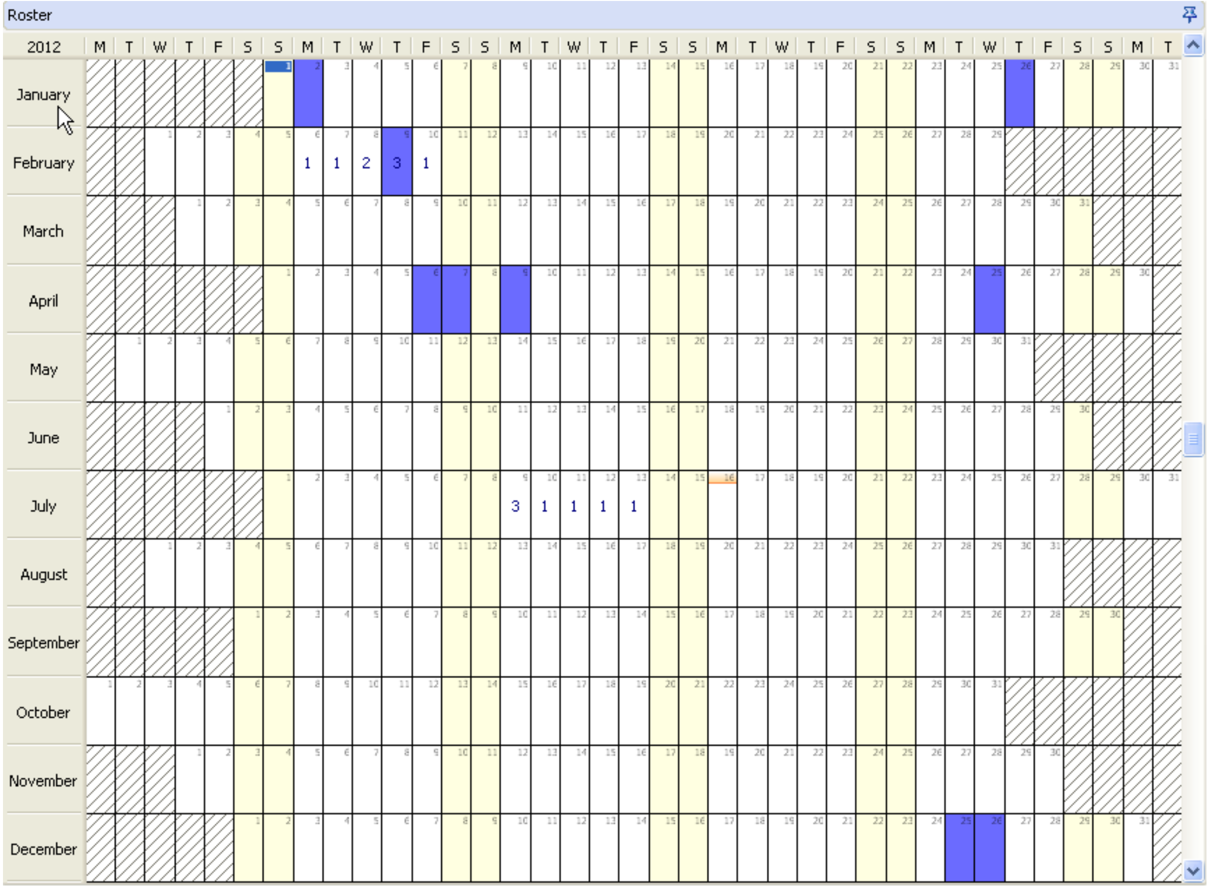
Leave Overview Calendar

Prior to reserving leave, it may be of value to have an overview of all leave taken and reserved. This is useful for determining how many people are on leave at a given time and also for establishing the leave patterns of individual employees.

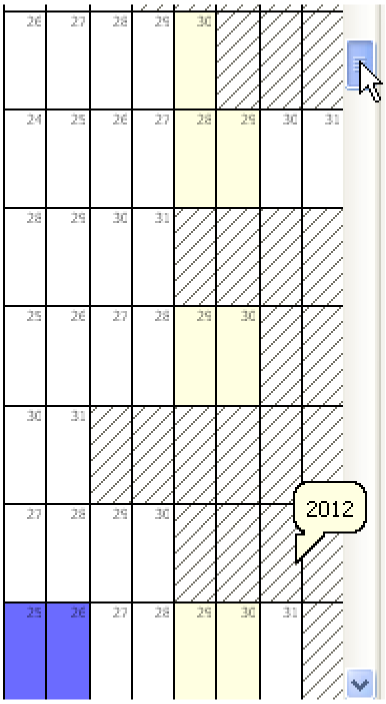
Select the Leave Overview button from the Calculate toolbar. 

The display changes to a 365 day overview calendar, starting with January 1st at the top left and December 31st at the bottom right.

Weekends are displayed in pale yellow and public holidays are identified.

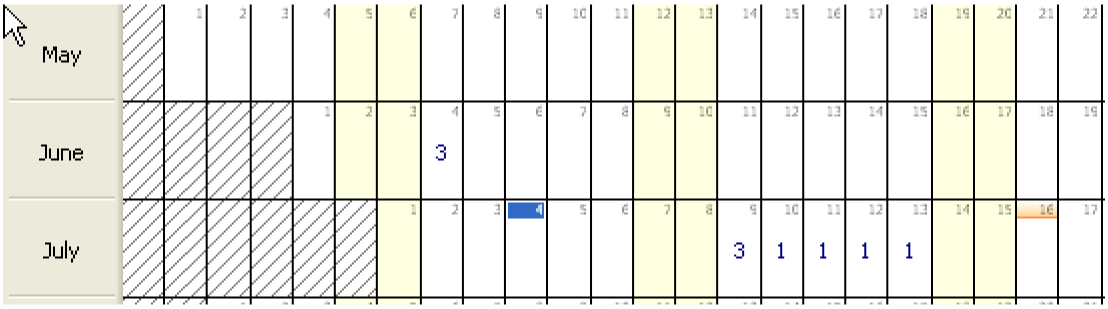


To change the year viewed, click the vertical scrollbar:

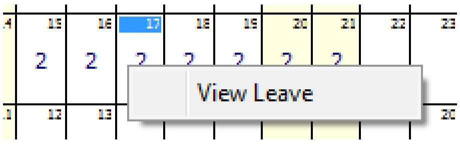


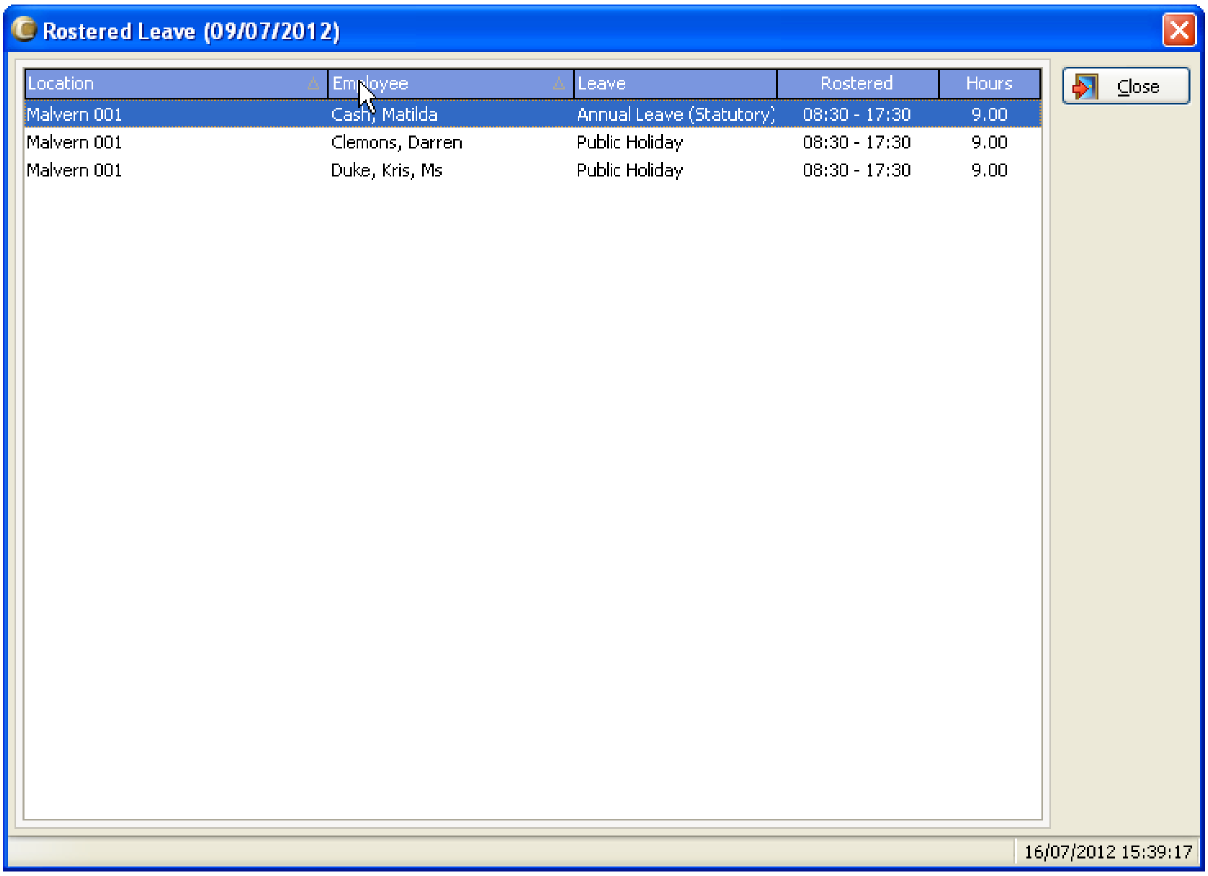
Click once in the area above the slider to change to the previous year. Click once in the area below the slider to change to the year ahead.

The number of employees on leave each day is displayed:



Right click on any cell containing these values and select View Leave to display leave details, including employee name and total leave hours taken:

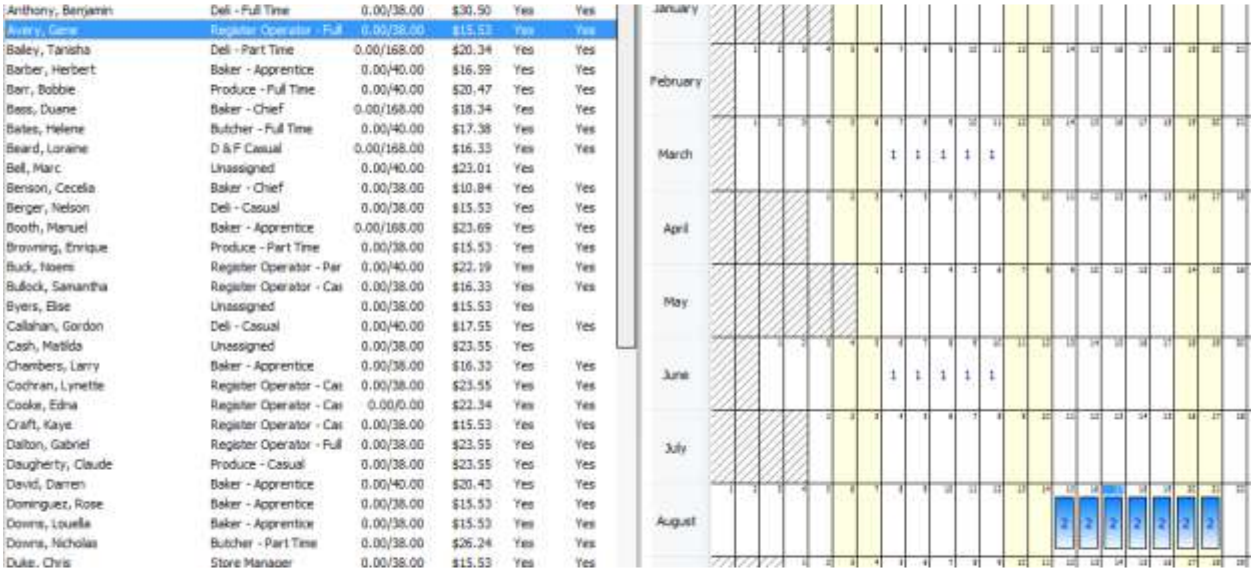




Press Close to return to the leave overview calendar.

To review an employee's leave pattern, first ensure the employee information panel is visible.

Select the desired employee to display coloured cells representing the various leave types taken:



This feature is useful for determining individual leave patterns over a year, including personal leave.

Use the legend panel to identify the leave type. This is accessed by hovering over the Legend on the left hand side of the screen:

You can access a roster period for a particular day by double-clicking on any day. The roster will open for the period.

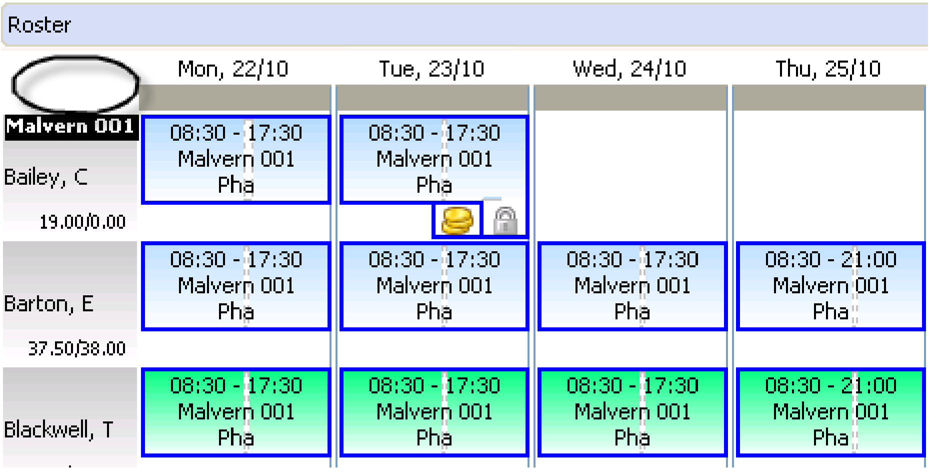
Adding breaks to shifts

ClockOn simplifies the management of breaks.

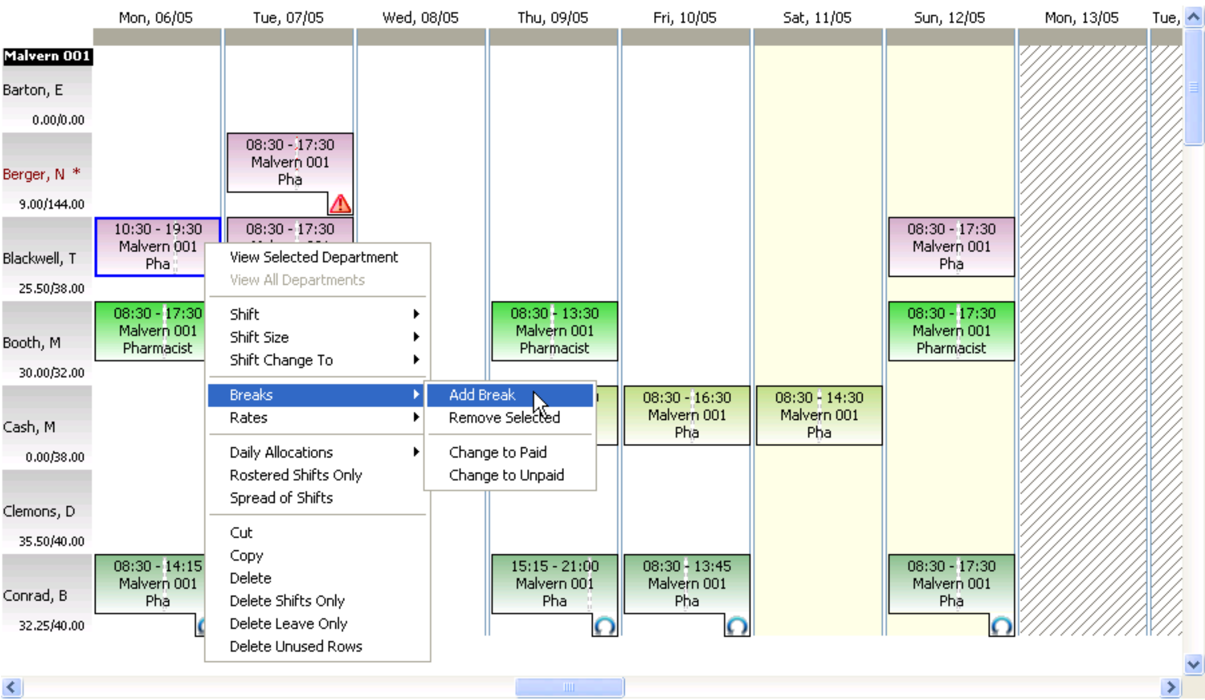
Press the Breaks button from the View toolbar to hide or show breaks: 

To add breaks to one or more selected shifts, first right click on any of the selection. You can alternatively choose all shifts by using the shortcut Control A on your keyboard or clicking in the top left hand corner white space of the roster grid corner.

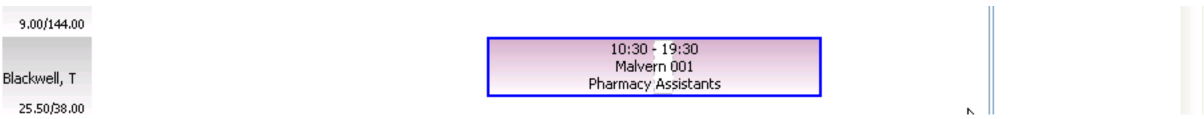
This functionality can be useful when creating a template where you might want all breaks removed from the roster, then add them when the template has been loaded to a live roster.



Select Breaks, then Add Break:

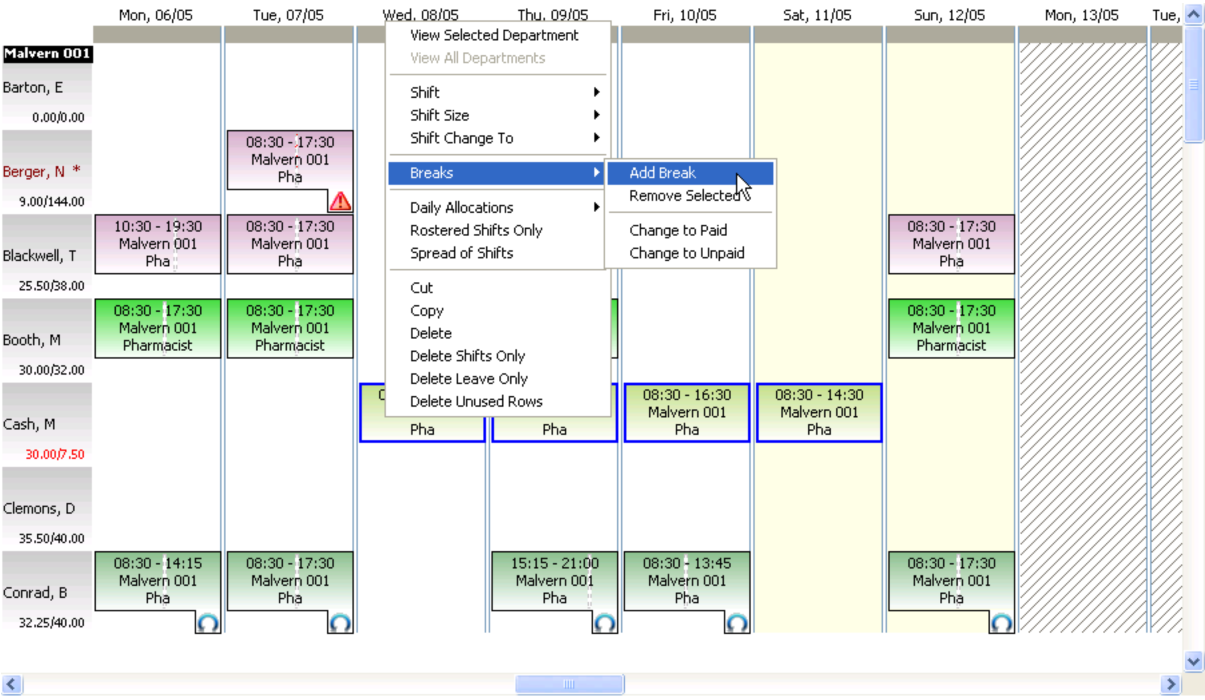


Notice a small white break bar appearing in the middle of the shift, representing a typical unpaid 30 minute break:

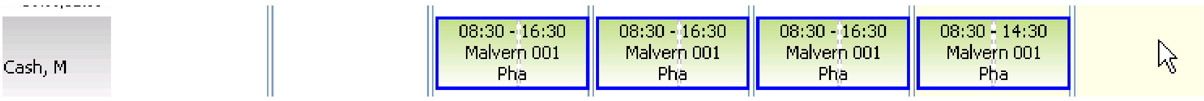


To add breaks to multiple selected shifts, first right click on any of the selection.

Select Breaks, then Add break:



Notice breaks have been added to all the selected shifts:

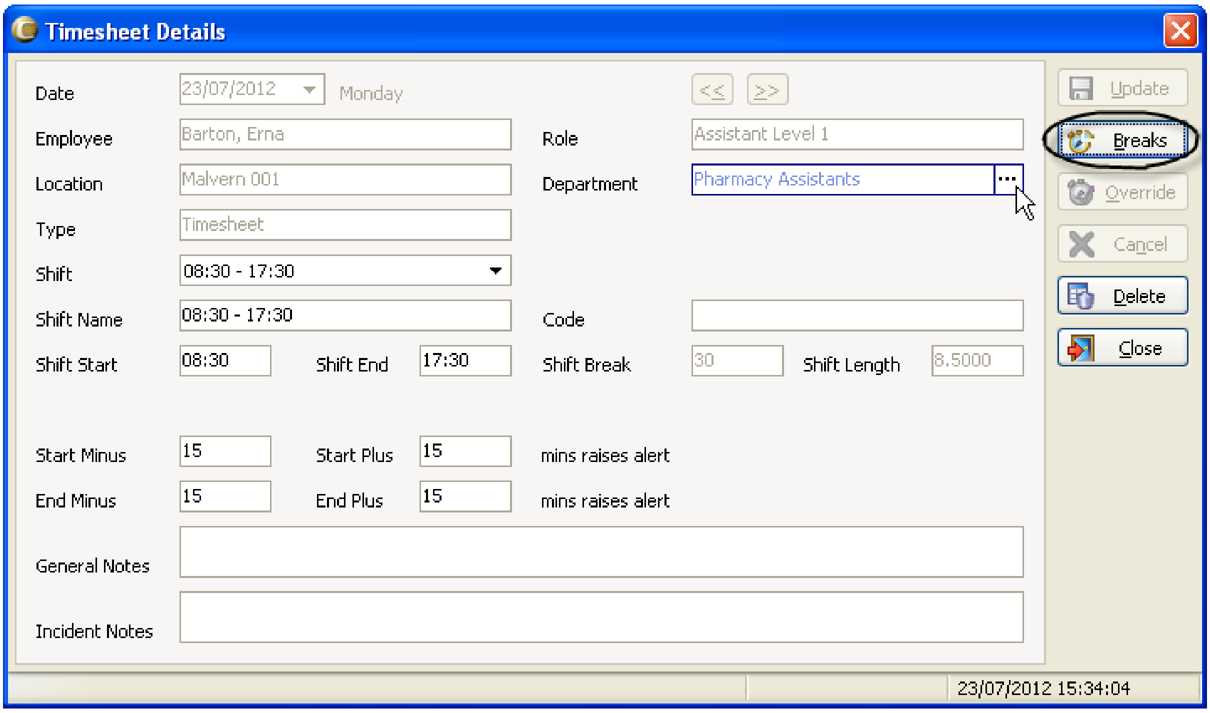


Breaks will automatically be created as shifts are created if the shifts are above a particular length. Each department in a location can be set up with a minimum shift length before a break is automatically added.

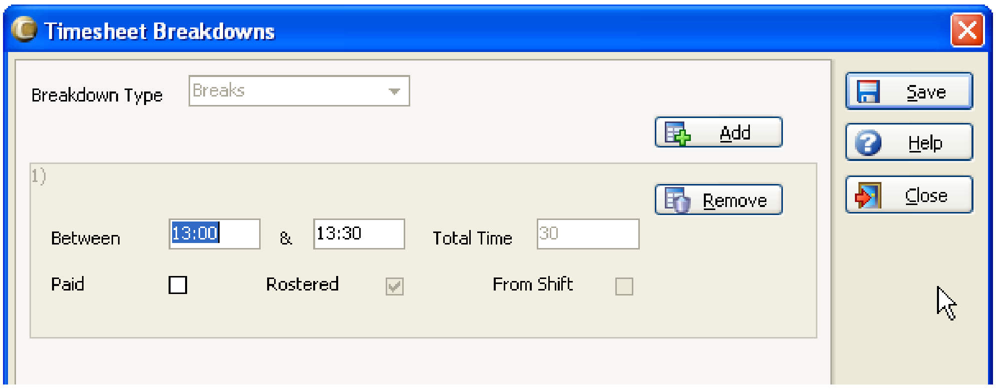
Breaks can also be added to a shift right clicking on any selected shift and choosing Breaks, Add Break.

If you are rostering in employee mode and the employee has breaks defined in their employee details – Tab 3 –Pay, then the length of the break is determined from there.

You can add or change breaks in shifts by double clicking on a shift, then selecting the breaks button.



You can then add, edit or remove breaks for the shift.

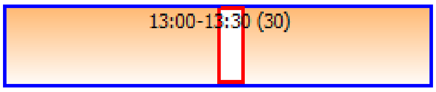


Resizing & aligning breaks

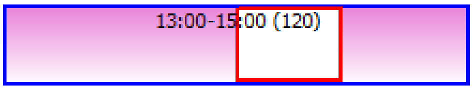
Breaks can be realigned to ensure that no two employees are taking a break at the same time.

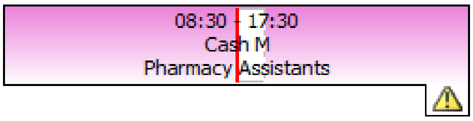
Switch to Timeline with zoom before attempting to realign breaks: 

Left click on the first shift and hold the mouse button down to display the break borders in red:

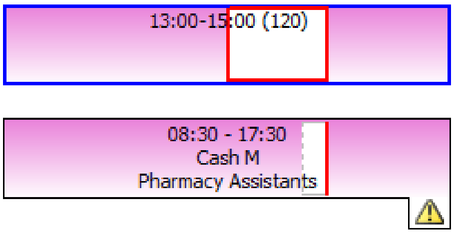


Any breaks that align with the start of the selected break will show a red left hand edge:

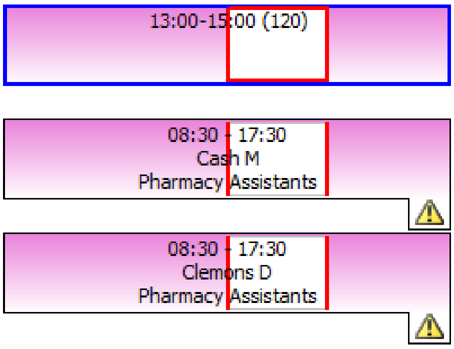




Conversely, any breaks that align with the end of the selected break will show a red right hand edge:



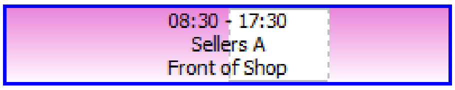
Breaks that align exactly show matching left and right red edges:



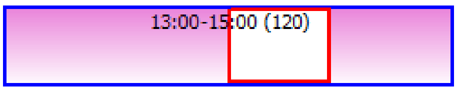
Click and hold the mouse pointer directly onto a break and then position the break by moving the mouse left or right.

Note: When a break is selected and the mouse button is held down, the text displayed in the shift changes to the break details. This is dynamically updated as the shift or break is moved or sized.

For example, below are the shift details before selecting the break:

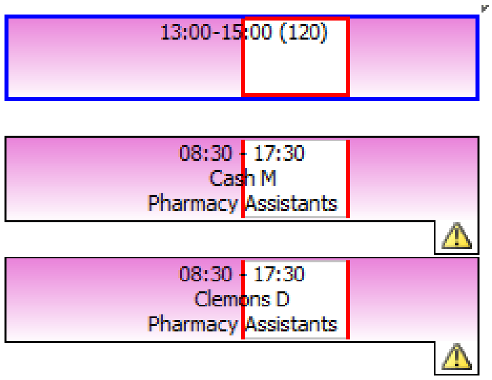


After selection, the display shows the break details while the mouse button is held down:

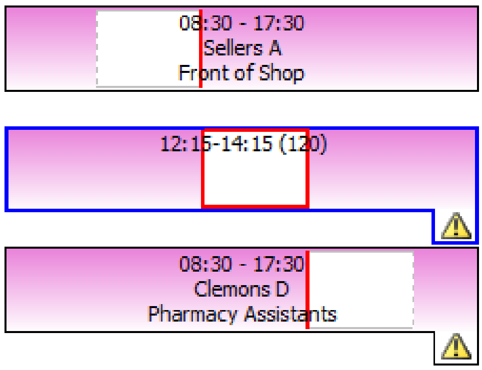


Preventing overlapping breaks

The following breaks can be aligned and positioned to prevent overlaps by using the simple onscreen tools described earlier:



The shifts have now been positioned to ensure that no employees have breaks at the same time:



Adding multiple breaks to a shift

Multiple breaks may be added to a shift via two methods.

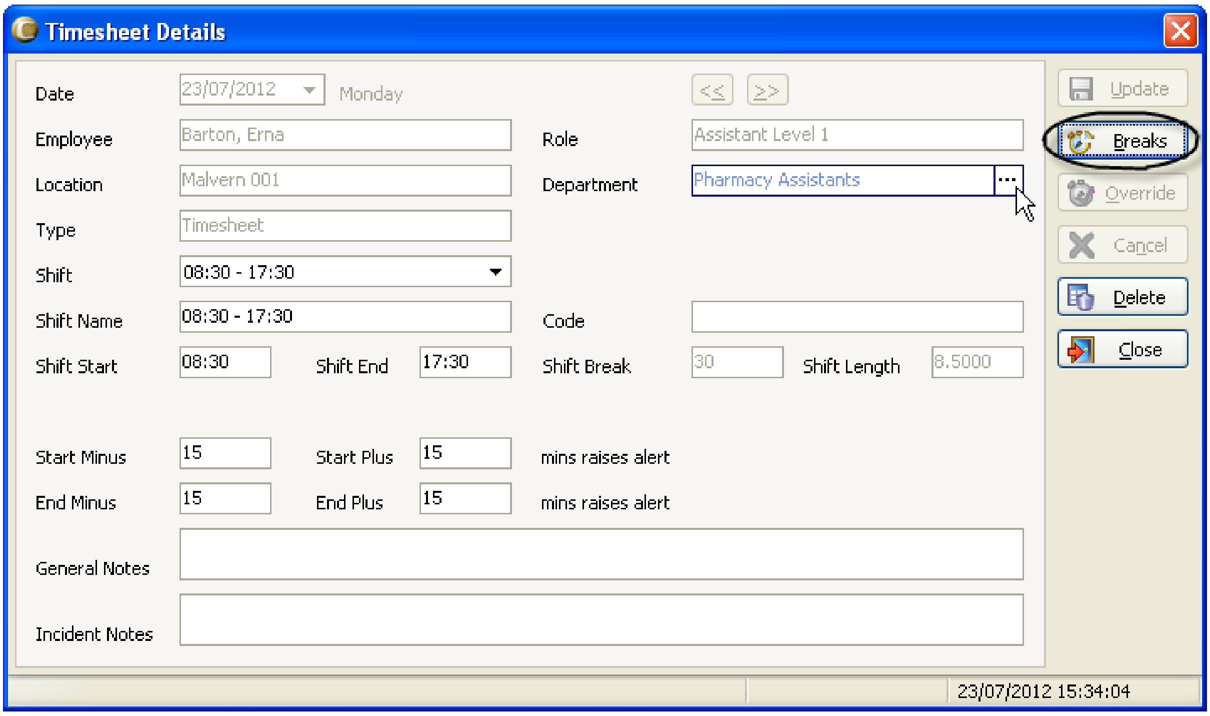
The two methods of adding breaks are either using the Breaks button or using right mouse click, break, then add break.

Adding multiple Breaks to a shift – using Breaks button

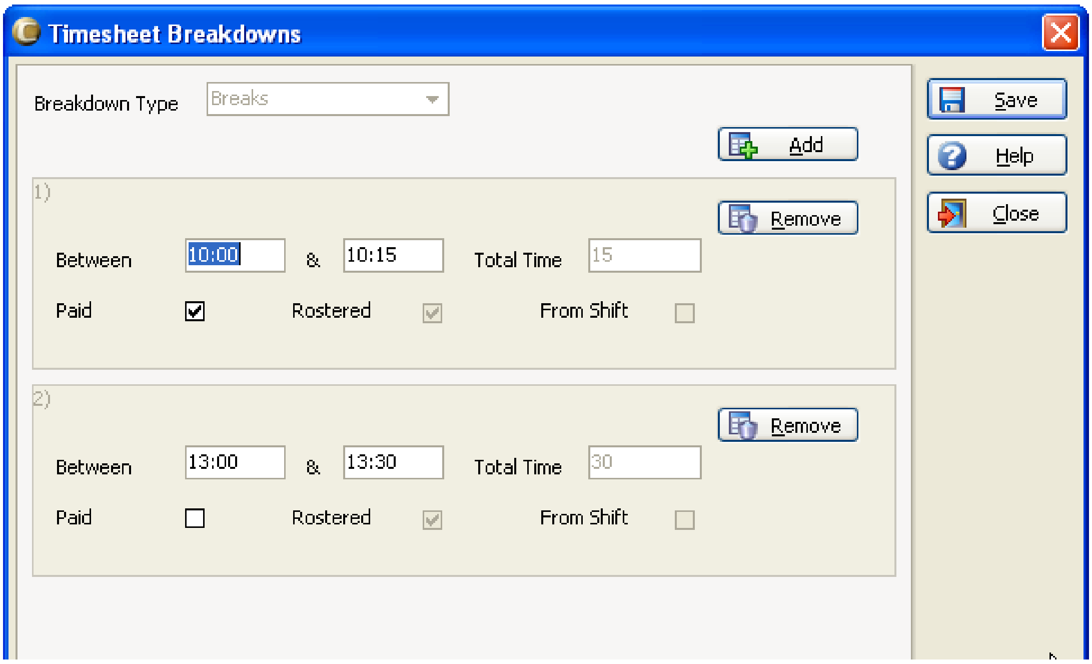
Add a break by right clicking on a shift and selecting Breaks, then Add Break:

When a new break is added, the system chooses the middle of the shift for the start and end times by default.

You add multiple to shifts by double clicking on a shift, then selecting the breaks button



You can then add more than one break, edit or remove breaks for the shift. You can also determine if the breaks are paid or not paid by ticking the Paid box.

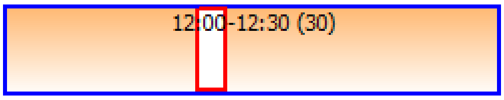


Adding multiple Breaks to a shift – using Add Break

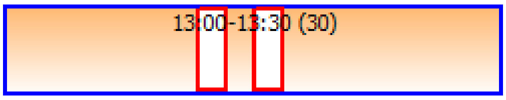
If you are adding multiple breaks to the shift by using right mouse click, break then add break, additional breaks may only be added using this method when the middle of the shift is free of existing breaks. If an existing break already lies anywhere in this period the new break cannot be added.

To add additional breaks to a shift, move an existing break to a new position before adding the new break.

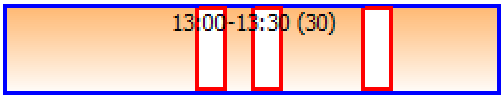
The first break is moved to the left (ensuring the middle of the shift is available):



The second break is added by right clicking and selecting Breaks, Add Break:



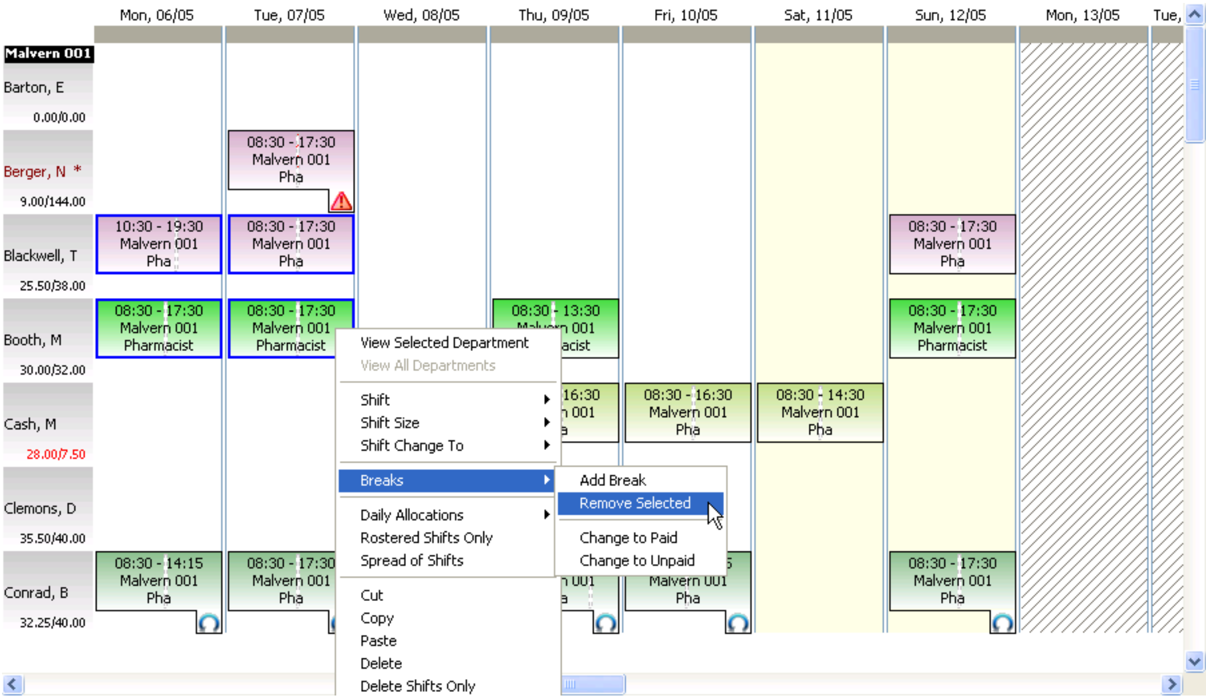
Further breaks may added by moving existing breaks away from the middle:



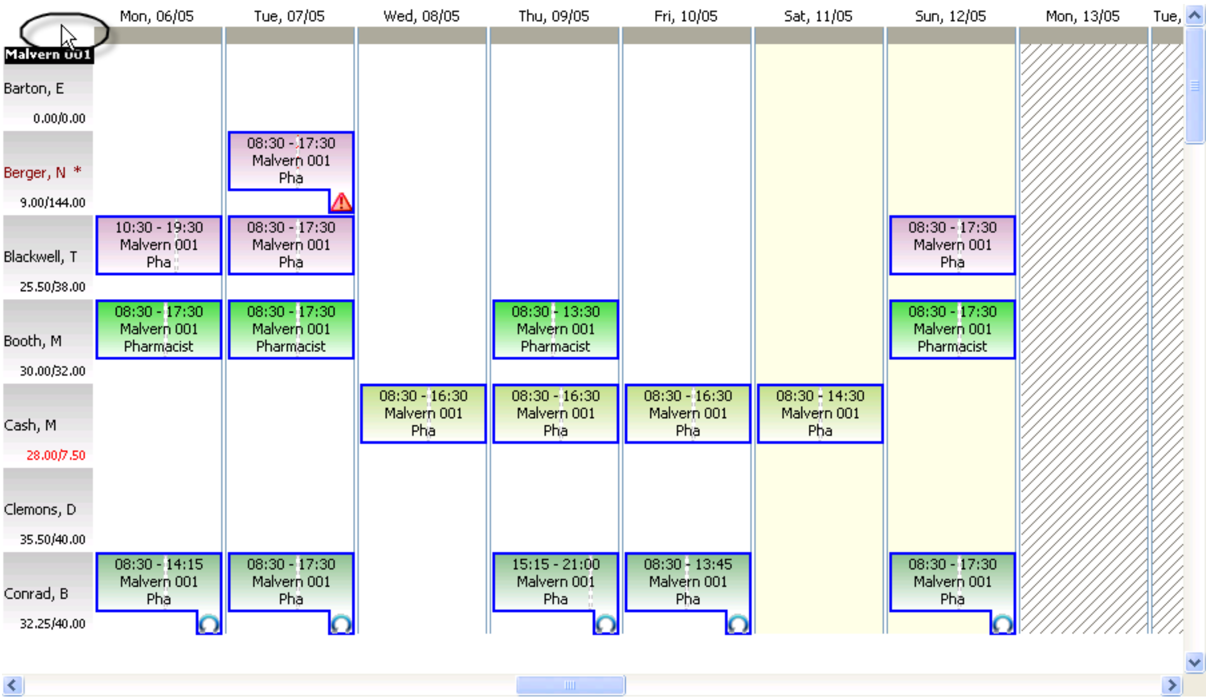
You can also add multiple to shifts by double clicking on a shift, then selecting the breaks button.

Removing multiple breaks from multiple shifts

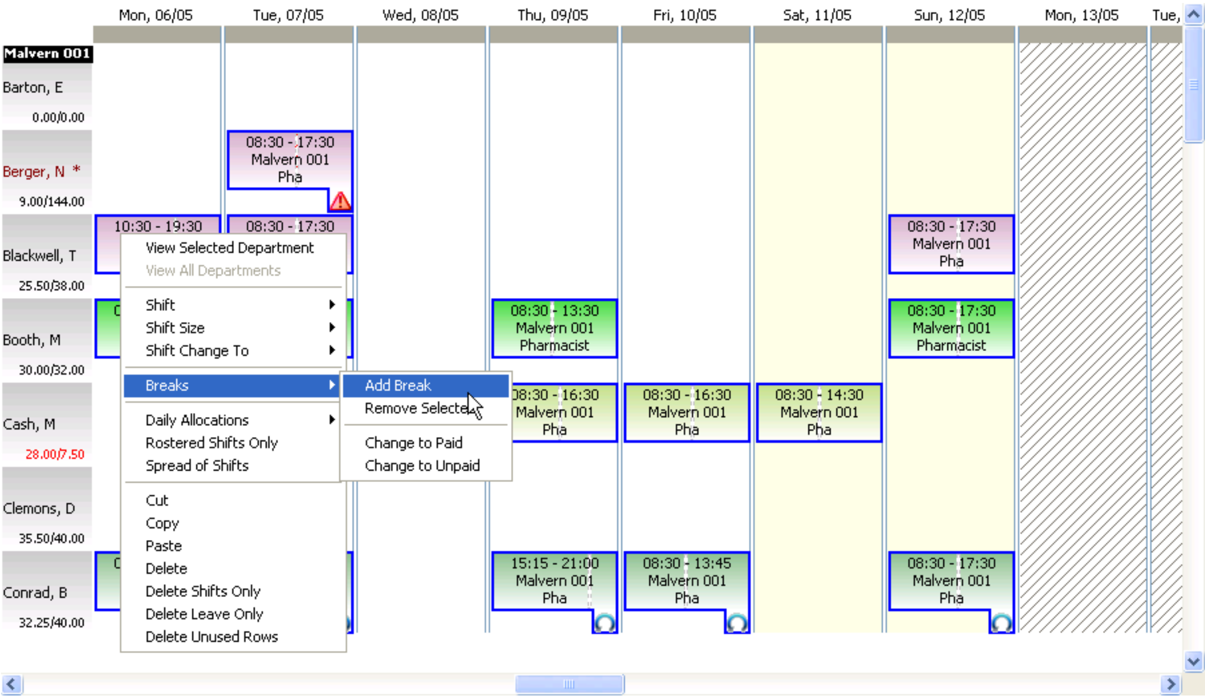
If you want to remove multiple breaks from a number of shifts (rather than from the whole roster), you select the shifts that contain the breaks, then right click and select Breaks, then Remove selected.



To remove breaks from all shifts you can use the shortcut; Control A on your keyboard or clicking in the top left hand corner white space of the roster grid corner.

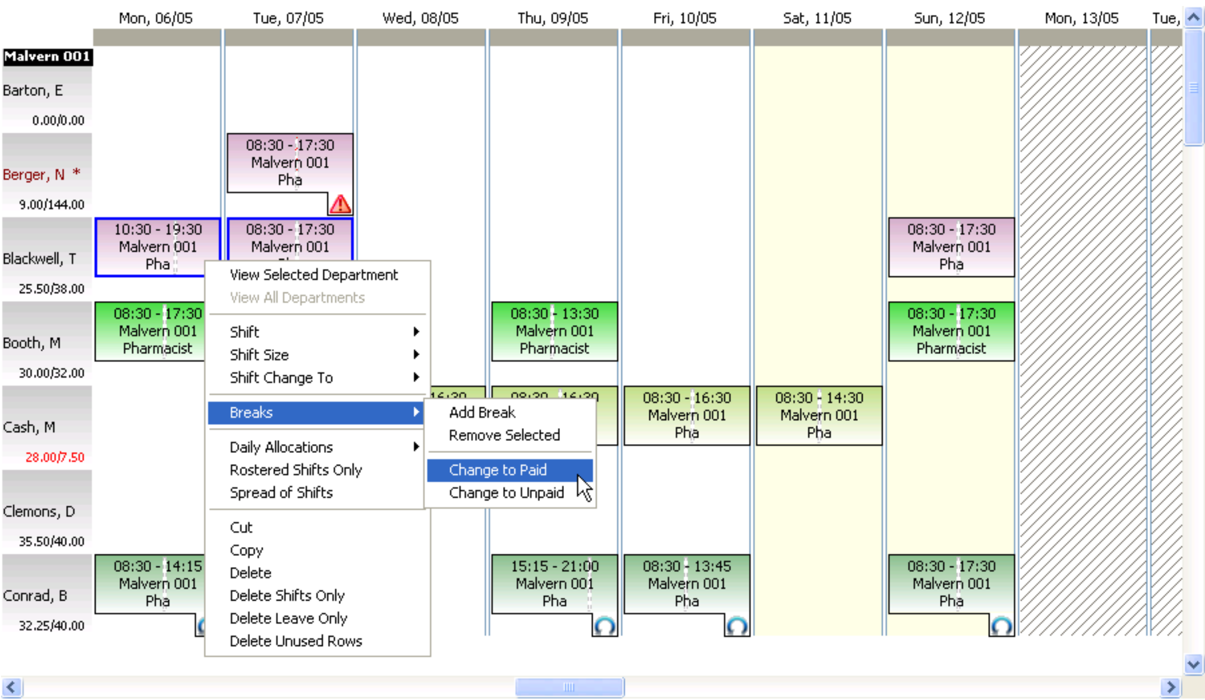


Once you have selected all of the shifts, then you right click and select Breaks, then Remove selected.

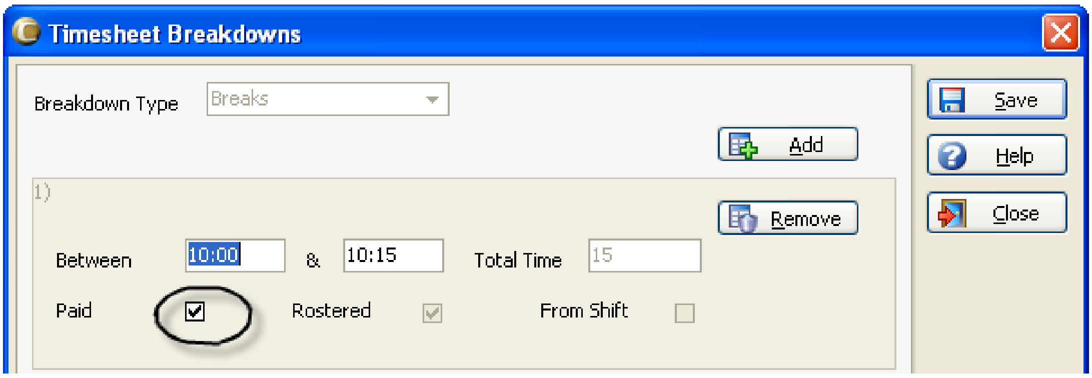


Changing breaks from paid to unpaid or unpaid to paid

To change breaks from paid to unpaid or from unpaid to paid, select the shifts that are to be changed. Then right click, select Breaks, then Change to Paid (or change to Unpaid).

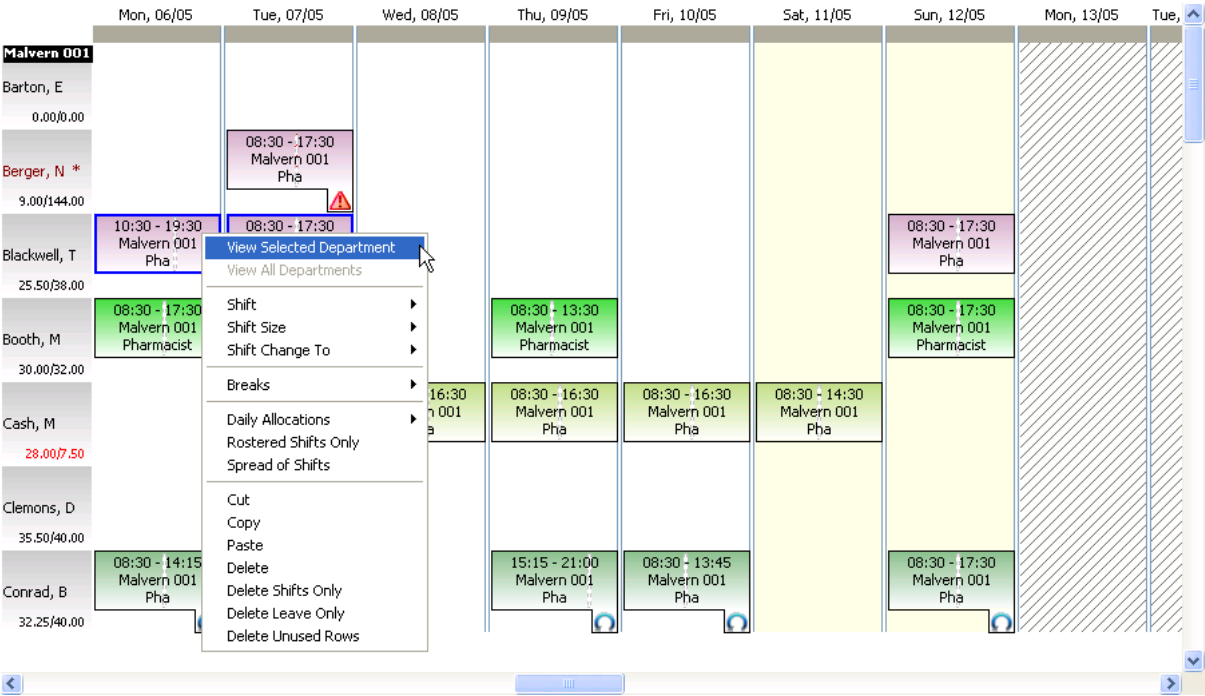


You can also achieve the same result for a single shift by double clicking on a shift, then selecting the Breaks button and ticking the paid box within the break.

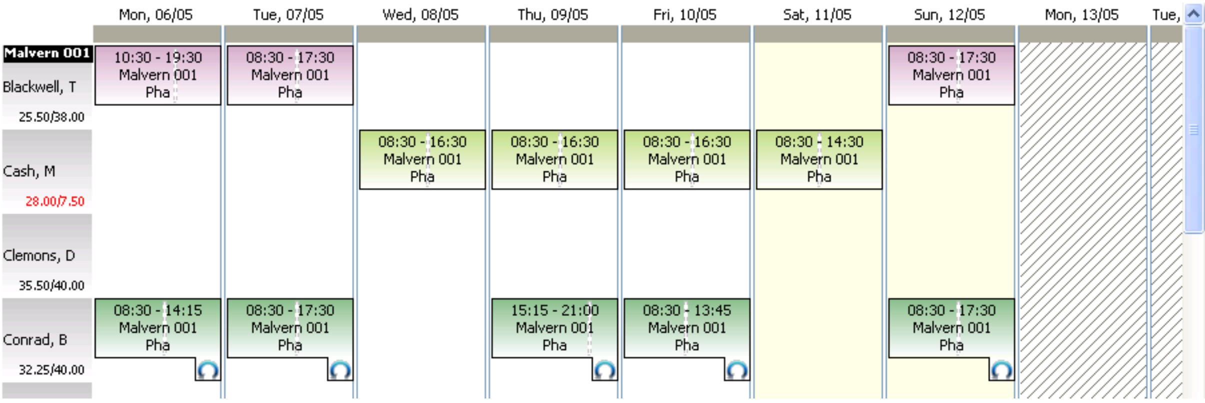


Filtering Departments in a Roster

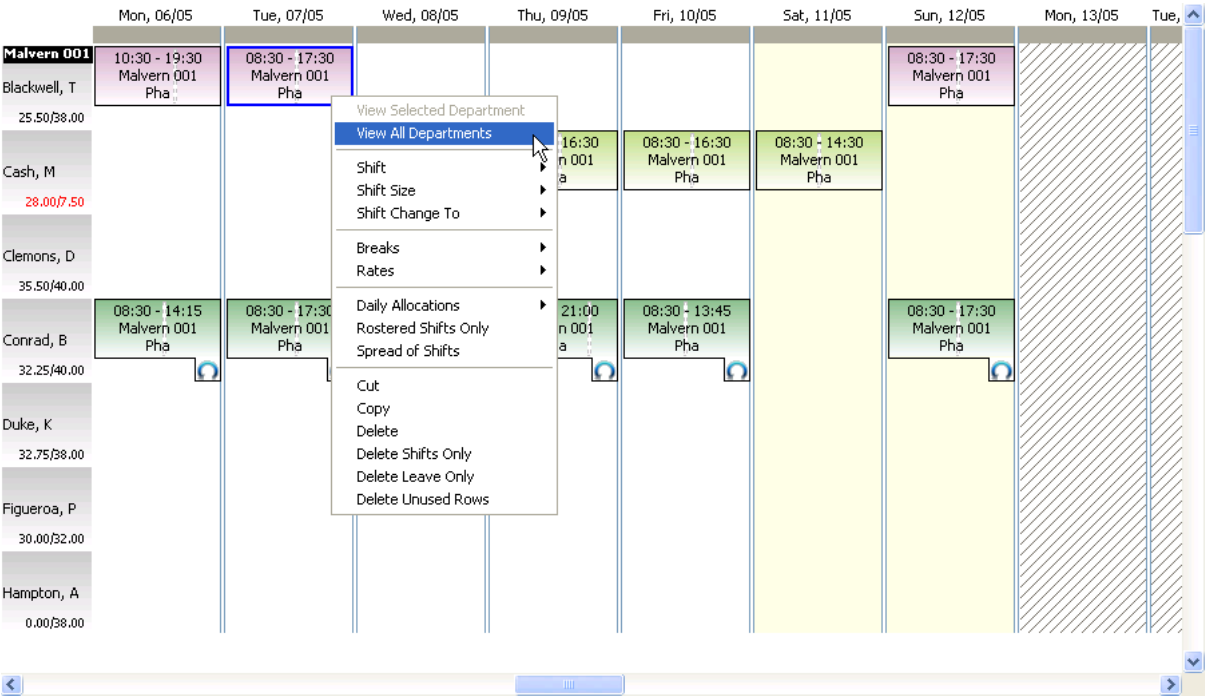
To filter your view of the shifts for a particular department in the roster select a shift whose department is the one you want to view. Select right click, View Selected Department.



The roster will now only show shift for the selected department.



To revert back to viewing all department in the roster select a shift and right click, then View All Departments.



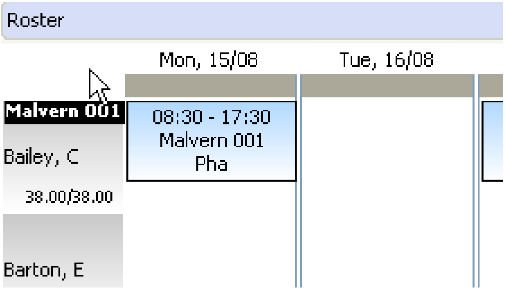
All Departments will now be shown.

Roster Templates

Creating templates from an existing roster

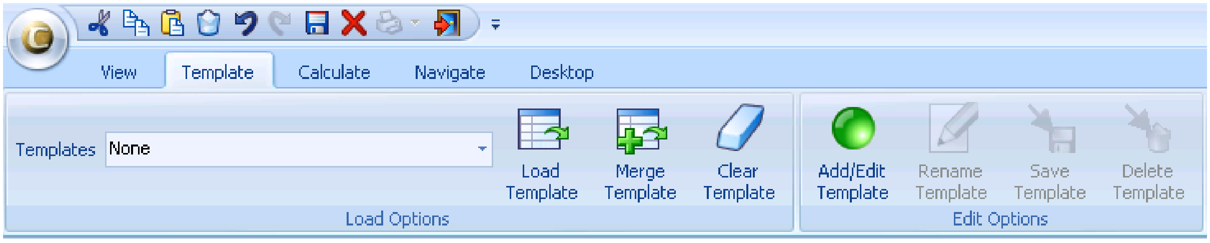
Any roster may be converted into a template.

To save a roster as a template for reuse, first select the entire roster by pressing CTRL + A or by clicking in the top left hand corner:



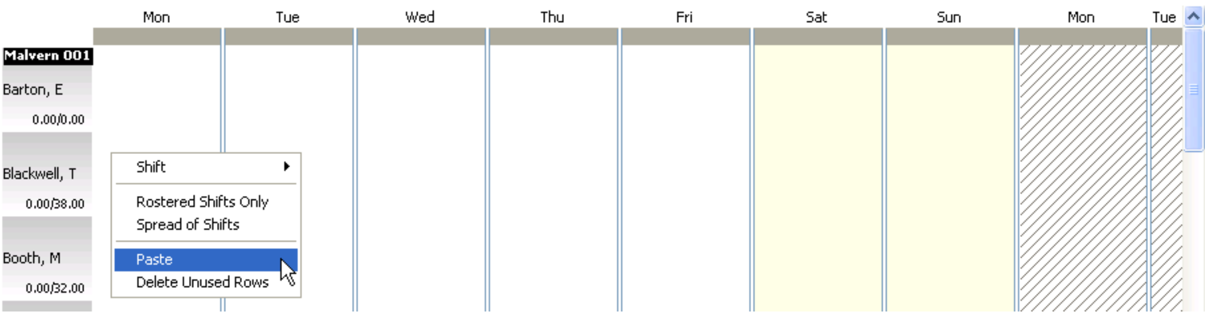
Press CTRL C or right click on selected shift and select Copy.

Select the Add/Edit Template button:



Doing so clears the display and activates template mode, indicated by the text “Running in Template Mode” in the bottom left hand corner:

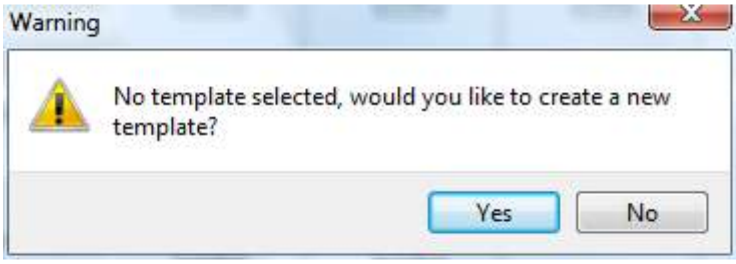
Next, right click anywhere in the cell where you know the first shift occurs (e.g. if the first shift from your roster was on Monday, click in the Monday cell, if it was on Wednesday then click in the Wednesday cell) of the display:



Select Paste to place the previously copied roster into the template workspace.

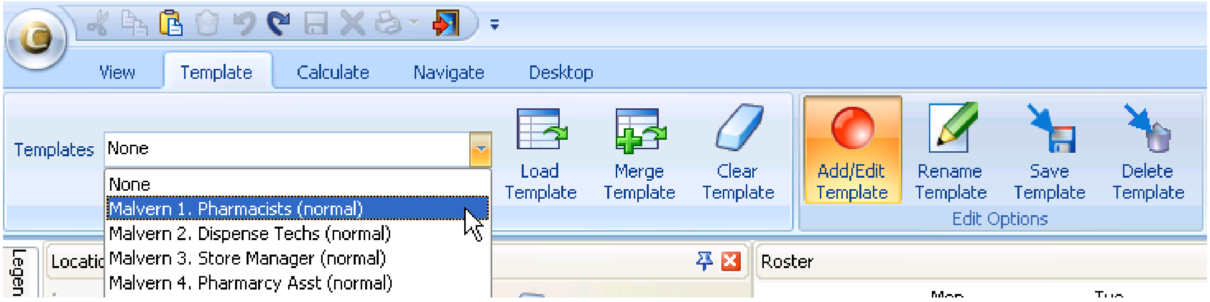
Select the Template Save button.

If no templates have been previously loaded, the message "No templates selected. Would you like to create a new template?" will appear.



Select Yes and enter the name of the template followed by the Save command.

The template dropdown now contains the name of the newly created template:

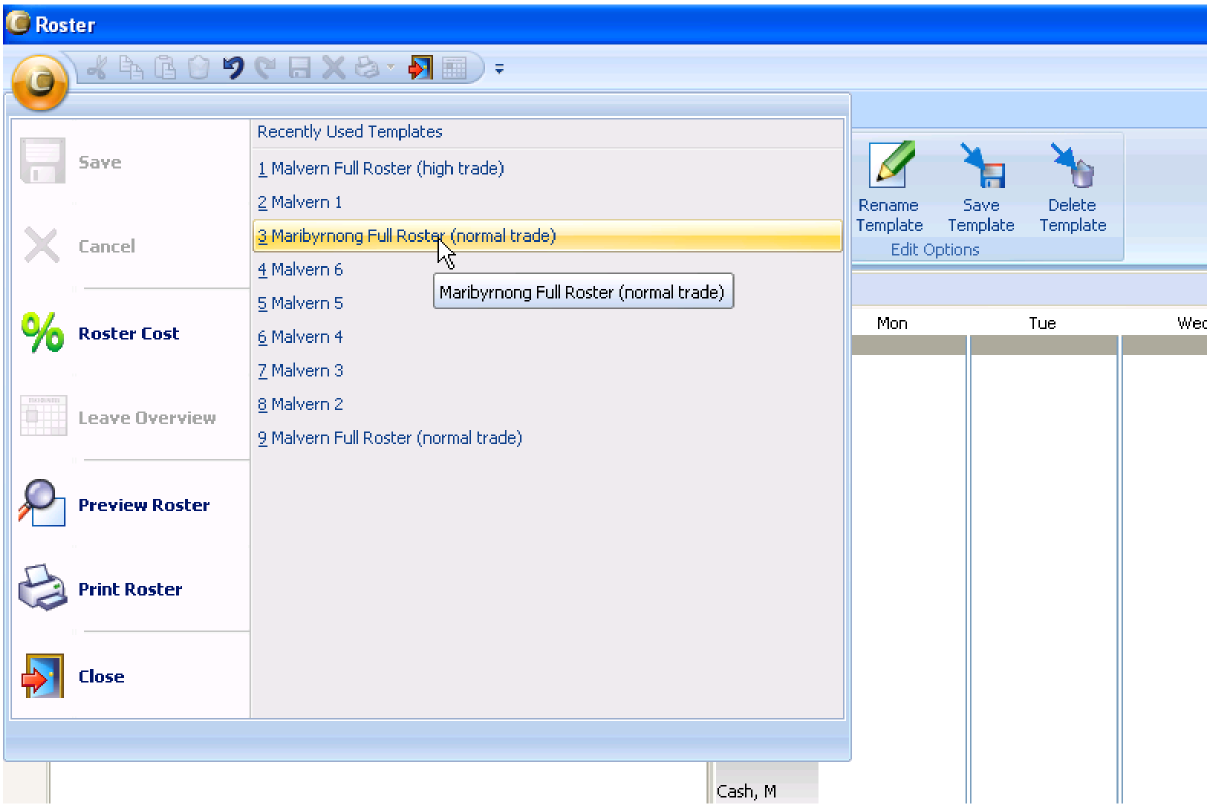


Templates are used to speed the construction of new rosters.

Recently Used Templates

In the Application button you can choose recently used templates from the list shown.

Select the Application Button, then choose the template you want to load.



Creating component templates

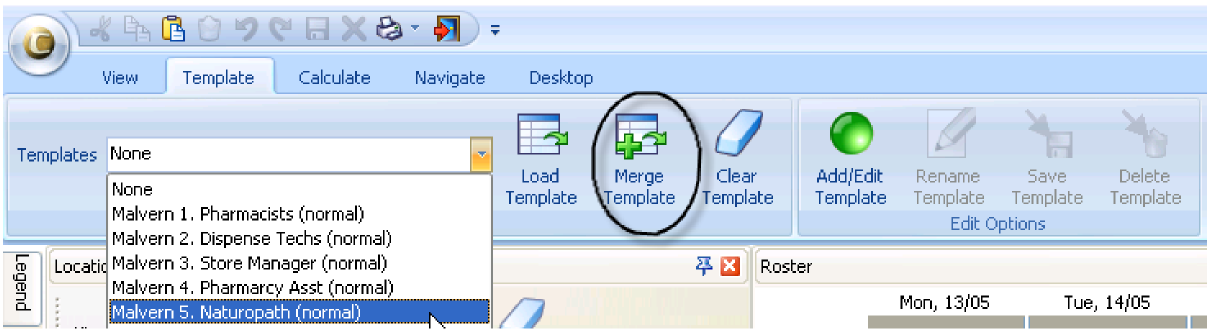
Component templates differ from ordinary templates in that they typically encompass a subset or component of a complete roster template.

They may be created as subsets for each day, or based on major role groupings for the period.

For example, component templates may be constructed using seven daily templates or alternatively role group components such as register operators, management or back office.

Super rosters may be constructed by merging several components into the same display.

First select the component template you wish to add:

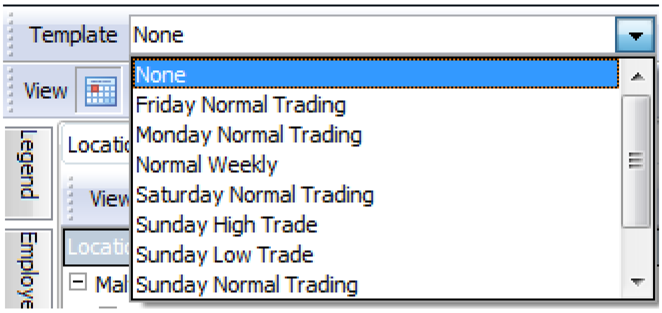


Now select the Merge template toolbar button to add the selected component template to the currently displayed roster:

This process is repeated as often as required until the new roster is complete.

Example component template: Daily

In the example below, component templates have been created for each day of the week:

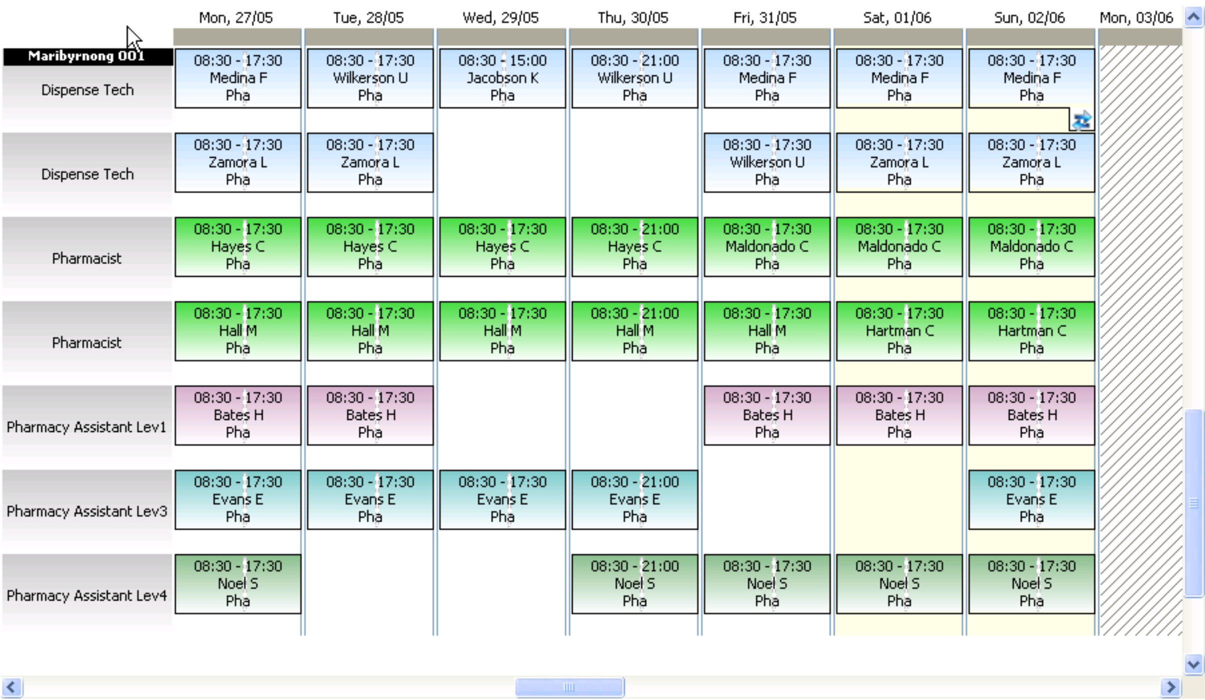


Select the Merge Load button from the template toolbar to merge the selected component template into the current display:

The process can be repeated for each component template as required.

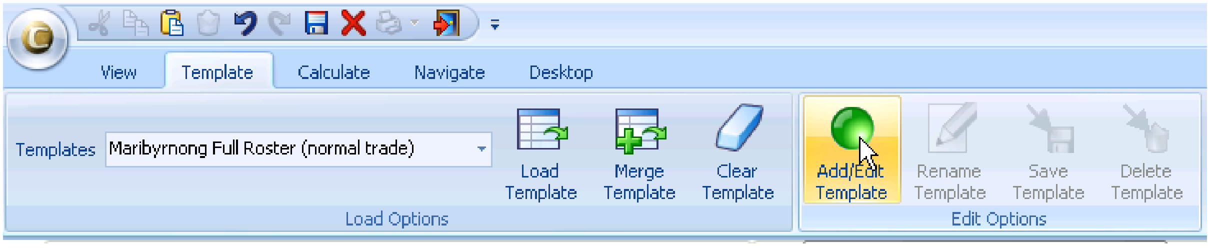
Shifts loaded from templates can be modified to reflect varied daily trading hours and known peak trading periods.

Note: An entire roster can be rapidly constructed using a range of component templates. For example, the roster below is based on seven daily component templates and includes special rostering for Thursday late trading and Sunday low trading:



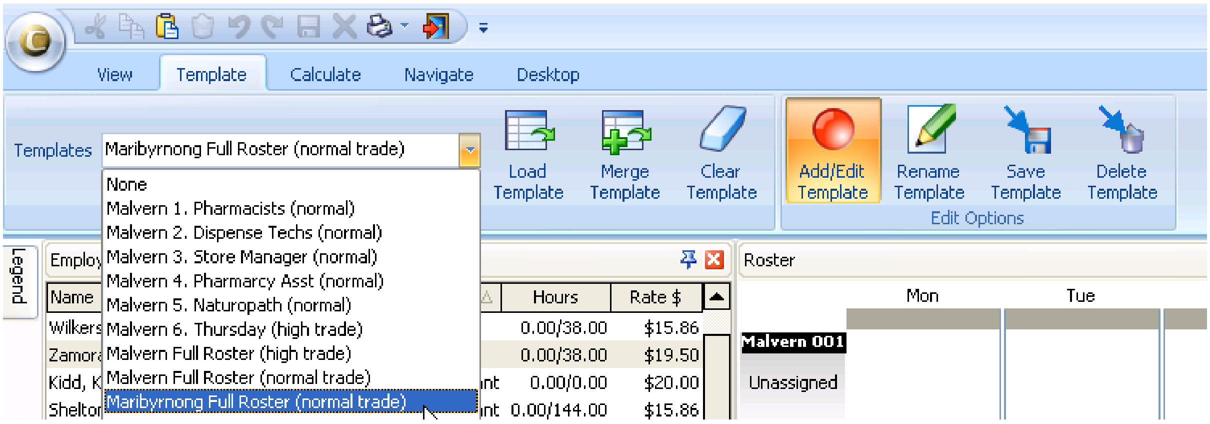
Editing an existing Template

To edit an existing template first turn on Template mode by selecting the Add/Edit Template button within the template toolbar.



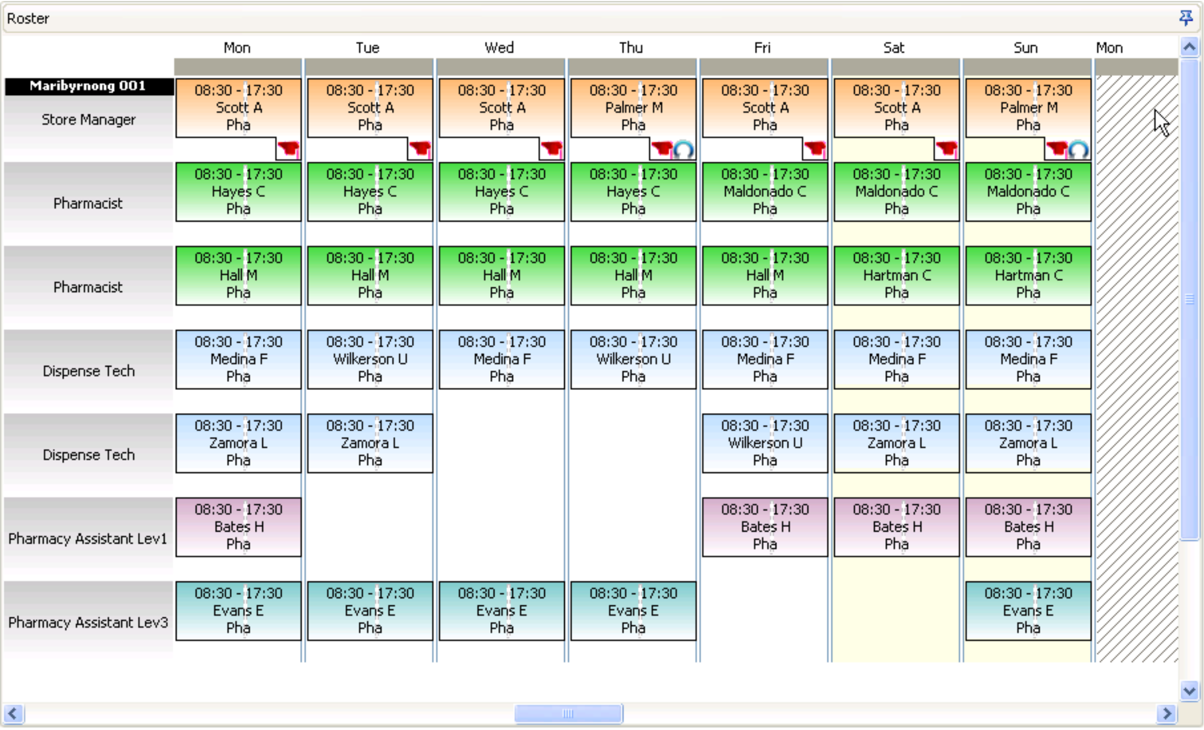
The button will change to red and the dates in the roster area of the screen will no longer be shown.

Select the template to edit by selecting it from the list of templates in the dropdown area of the template toolbar .



Then select the load button from the template toolbar. 

The template will now be loaded into the roster area of the screen.



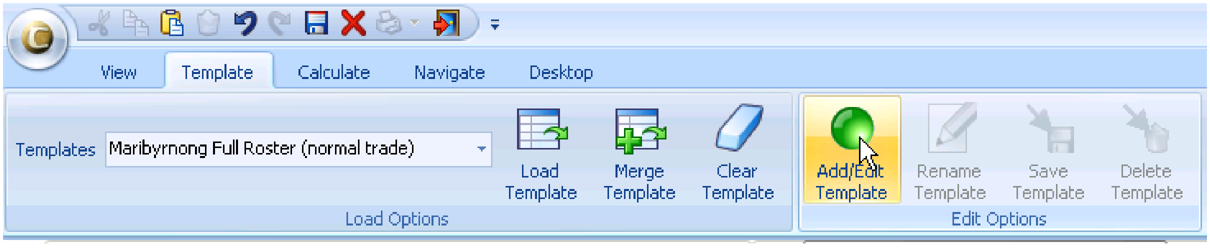
Make the changes you require to the template and then select Save from the template toolbar.

You will then be informaed that the template was saved successfully. Click on Ok.

Turn off template mode to revert to live roster mode by selecting the Add/Edit Template button in the template toolbar.

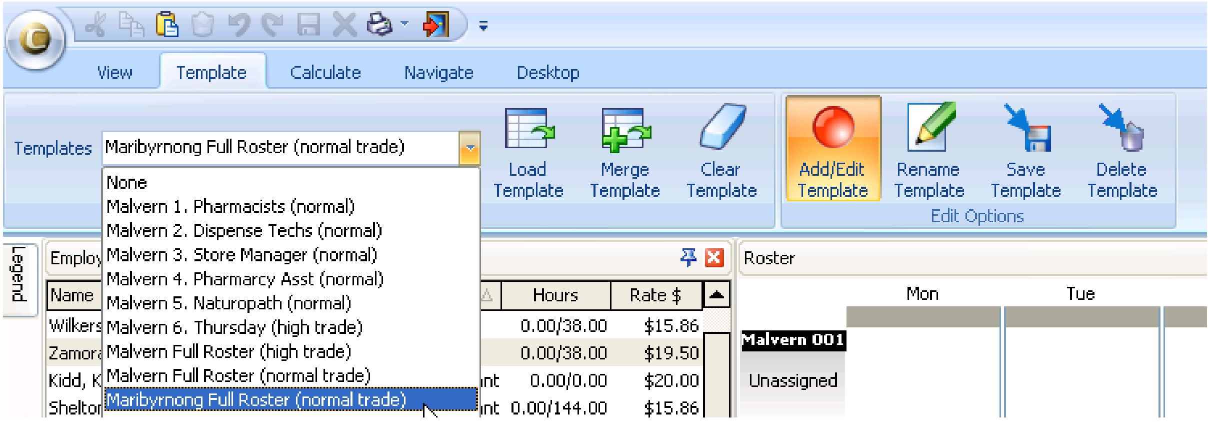
Renaming a Template

To rename an existing template first turn on Template mode by selecting the Add/Edit Template button within the template toolbar.

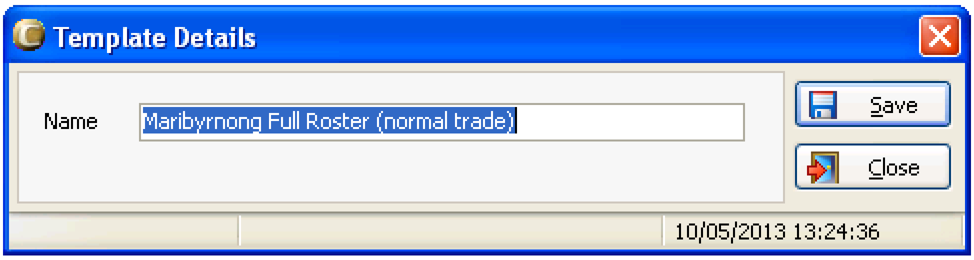


The button will change to red and the dates in the roster area of the screen will no longer be shown.

Select the template to rename by selecting it from the list of templates in the dropdown area of the template toolbar.



Select the Rename template button from the template toolbar. You will be prompted to enter a new name.



Enter the new template name and then select the save button.

Roster Budgets

Budget overview

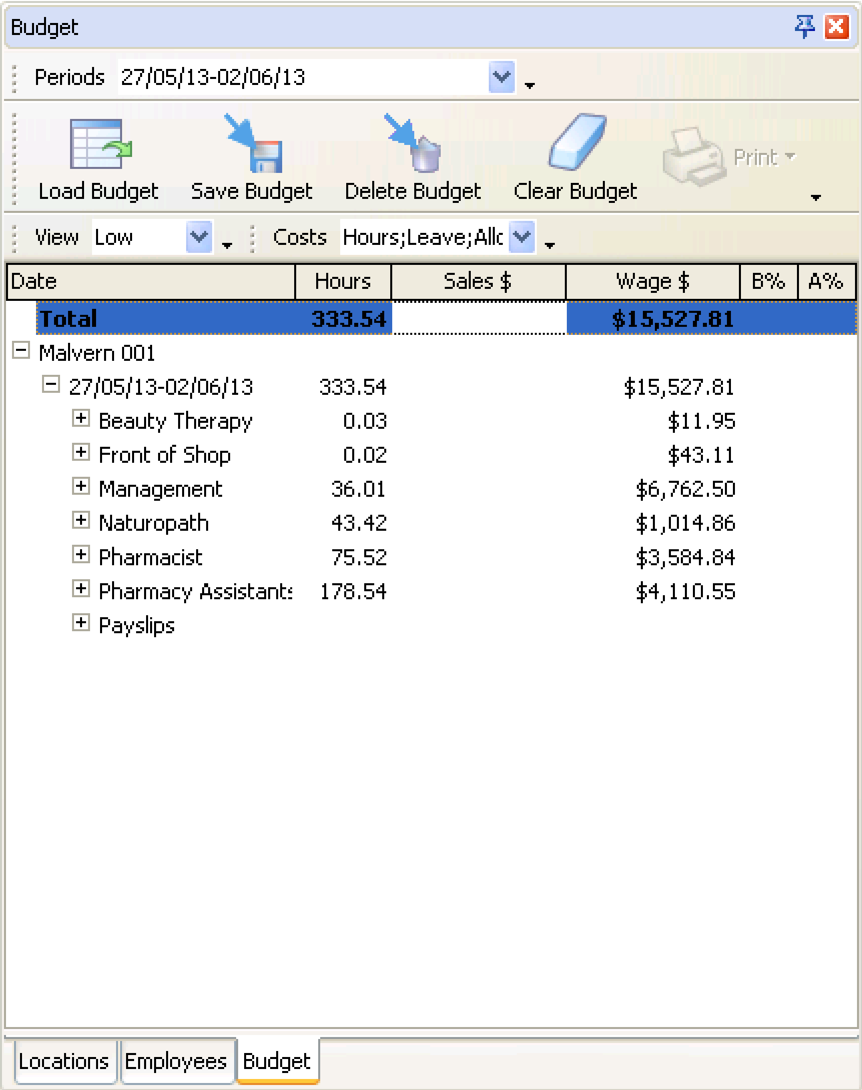
The cost of the roster as well as a wages to turnover budget can be viewed at any stage during roster construction.

Ensure the budget panel is visible.

Press the Roster Cost button from the Calculate toolbar to calculate the cost of the roster and display it in this panel:

Two elements of the display immediately change, the first being that cost information is added to each shift:

Secondly, the cost information is summarised and displayed in the budget panel:


Budget
Periods 27/05/13-02/06/13
Load Budget
Save Budget
Delete Budget
Clear Budget
Print
View Low
Costs Hours;Leave;Allc
Date
Hours
Sales $
Wage $
B%
A%
Total 333.54 $15,527.81
Malvern 001
27/05/13-02/06/13 333.54 $15,527.81
Beauty Therapy 0.03 $11.95
Front of Shop 0.02 $43.11
Management 36.01 $6,762.50
Naturopath 43.42 $1,014.86
Pharmacist 75.52 $3,584.84
Pharmacy Assistant: 178.54 $4,110.55
Payslips
Locations
Employees
Budget

Labour cost control: reducing costs for specific shifts

Labour costs can be controlled by changing the position of shifts or by varying their length.

Because the ClockOn payroll engine is integrated with the rostering module, shift changes made while in cost mode are immediately reflected as updated costs both on-screen and in the budget panel.

For example, the following shift attracts 0.25 hours of overtime at 170%:

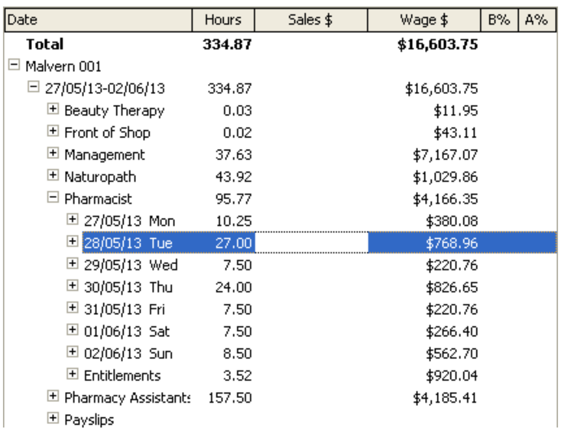
By reducing the length of this shift, the overtime cost can be reduced or eliminated completely. Doing so in cost mode immediately shows the resultant cost saving:

Shift costs can be accurately refined and controlled using this function.

If you are using department cost splits, you can change the percentage allocation of costs per shift and thus affect the overall cost per department. See the section on Predetermined Costs by Department for more details.

Viewing the total cost of the roster

The budget panel displays the overall cost of the roster broken down by location, period, department and day:



Date	Hours	Sales $	Wage $	B%	A%
Total	**334.87**		**$16,603.75**		
Malvern 001					
27/05/13-02/06/13	334.87		$16,603.75		
Beauty Therapy	0.03		$11.95		
Front of Shop	0.02		$43.11		
Management	37.63		$7,167.07		
Naturopath	43.92		$1,029.86		
Pharmacist	95.77		$4,166.35		
27/05/13 Mon	10.25		$380.08		
28/05/13 Tue	27.00		$768.96		
29/05/13 Wed	7.50		$220.76		
30/05/13 Thu	24.00		$826.65		
31/05/13 Fri	7.50		$220.76		
01/06/13 Sat	7.50		$266.40		
02/06/13 Sun	8.50		$562.70		
Entitlements	3.52		$920.04		
Pharmacy Assistant:	157.50		$4,185.41		
Payslips					

The first fields visible in the budget panel are the total hours rostered and the cost of the roster:

Date	Hours	Sales $	Wage $	B%	A%
Total	**334.87**		**$16,603.75**		
⊟ Malvern 001					
⊟ 27/05/13-02/06/13	334.87		$16,603.75		

The budget panel is integrated directly with the shift construction screen. By moving or altering shifts, cost changes are immediately reflected in the budget panel.

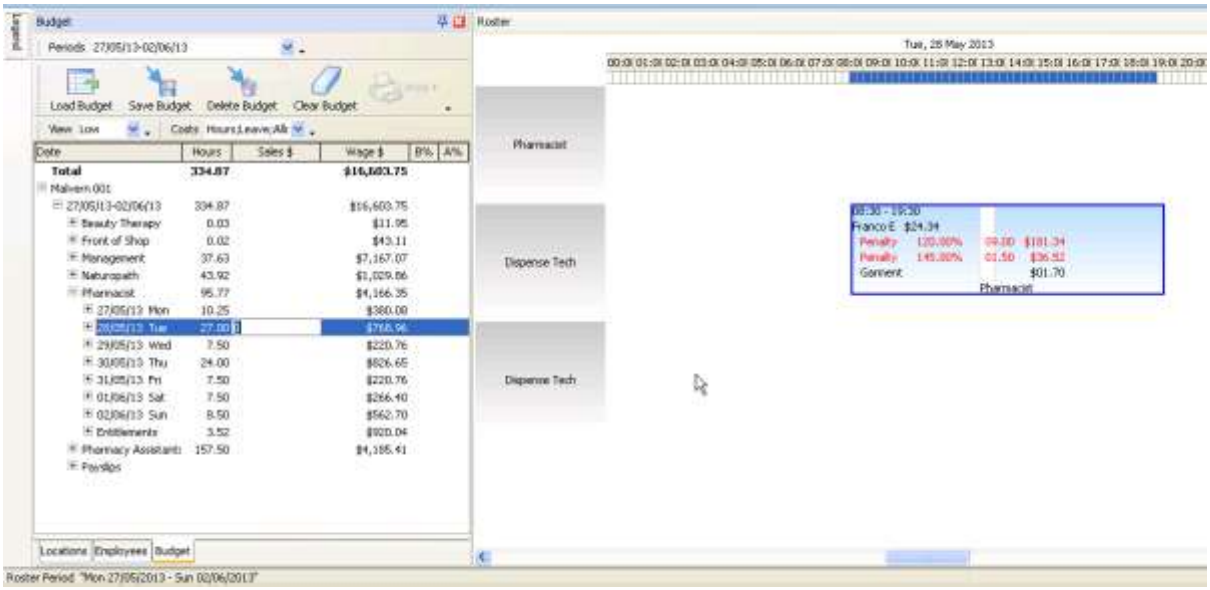
To view daily costs within each department, select the + symbol next to each.

Each day for the period is displayed including the daily cost breakdowns (where applicable):

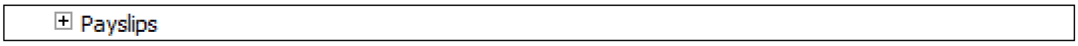
Date	Hours	Sales $	Wage $	B%	A%
Total	**334.87**		**$16,603.75**		
⊟ Malvern 001					
⊟ 27/05/13-02/06/13	334.87		$16,603.75		
⊞ Beauty Therapy	0.03		$11.95		
⊞ Front of Shop	0.02		$43.11		
⊞ Management	37.63		$7,167.07		
⊞ Naturopath	43.92		$1,029.86		
⊟ Pharmacist	95.77		$4,166.35		
⊞ 27/05/13 Mon	10.25		$380.08		
⊟ 28/05/13 Tue	27.00	0	$768.96		
Penalty (Time	25.50		$727.34		
Penalty (Time	1.50		$36.52		
Garment Allow			$5.10		

When clicking on shifts in cost mode, the budget panel will automatically display information associated with that shift.

In the example below, a shift on Tuesday has been selected. As a result, the cost row in the budget panel for Tuesday (in the pharmacist department) is selected and highlighted:



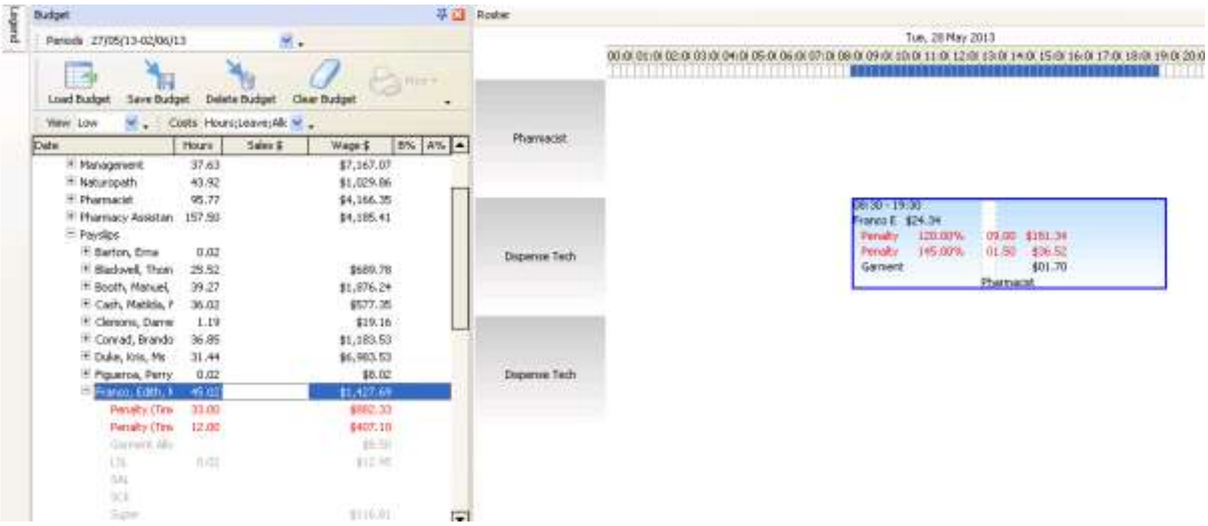
For this functionality to apply, the pay slips node must not be expanded. (The + symbol next to it must be visible):



This behaviour does not apply when the pay slips node is expanded and the (-) symbol is visible next to it.

Viewing the cost of a payslip

The pay slip cost for each employee can be viewed on the budget panel:



To do this, expand the pay slips node and click on the desired shift to select the matching pay slip.

The budget panel is fully integrated with the roster construction screen. Making changes to a shift immediately updates the pay slip totals displayed.

Setting department sales to wages budget figures

To enter the sales target for a department for the current roster period, type the intended sales value into the Sales $ column.

In the example below, a forecast sales figure of $47000 has been entered for the bakery department:

Date	Hours	Sales $	Wage $	B%	A%
Total	**334.87**	**$47,000.00**	**$16,603.75**		**35.3**
⊟ Malvern 001					
⊟ 27/05/13-02/06/13	334.87	$47,000.00	$16,603.75		35.3
⊞ Beauty Therapy	0.03		$11.95		
⊞ Front of Shop	0.02		$43.11		
⊞ Management	37.63		$7,167.07		
⊞ Naturopath	43.92		$1,029.86		
⊞ Pharmacist	95.77	47000	$4,166.35		8.86
⊞ Pharmacy Assistant	157.50		$4,185.41		
⊞ Payslips					

Use the down arrow key to move to the next department in the list.

For each figure entered, the A% (Actual) column is immediately updated:

Date	Hours	Sales $	Wage $	B%	A%
Total	**334.87**	**$47,000.00**	**$16,603.75**		**35.3**
⊟ Malvern 001					
⊟ 27/05/13-02/06/13	334.87	$47,000.00	$16,603.75		35.3
⊞ Beauty Therapy	0.03		$11.95		
⊞ Front of Shop	0.02		$43.11		
⊞ Management	37.63		$7,167.07		
⊞ Naturopath	43.92		$1,029.86		
⊞ Pharmacist	95.77	$47,000.00	$4,166.35		8.86
⊞ Pharmacy Assistant	157.50		$4,185.41		

The A % value displayed next to departments (or the period), reflects the daily average in the period for that department.

To enter the target budget percentage for a department, enter the intended value directly in the B% (Budget) column.

In the example below, a budget percentage target of 10% is being entered for the pharmacy department:

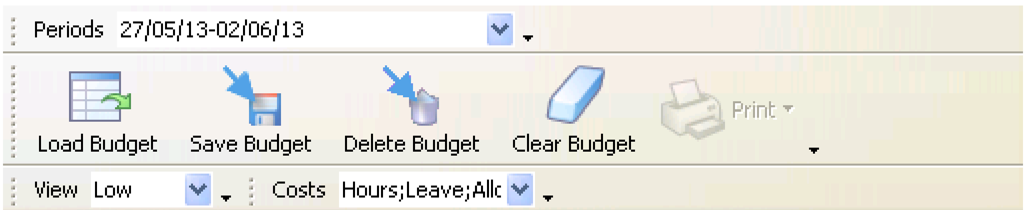
Date	Hours	Sales $	Wage $	B%	A%
Total	**334.87**	**$47,000.00**	**$16,603.75**		**35.33**
⊟ Malvern 001					
⊟ 27/05/13-02/06/13	334.87	$47,000.00	$16,603.75		35.33
⊞ Beauty Therapy	0.03		$11.95		
⊞ Front of Shop	0.02		$43.11		
⊞ Management	37.63		$7,167.07		
⊞ Naturopath	43.92		$1,029.86		
⊞ Pharmacist	95.77	$47,000.00	$4,166.35	10	8.86
⊞ Pharmacy Assistants	157.50		$4,185.41		
⊞ Payslips					

Budget lines displayed in red indicate that the actual percentage is too high and therefore the labour cost is over budget.

In the example below, forecast sales for the pharmacy assistants are $30000, target sales to wages ratio is 12% and actual costs are running at 13.95% which is over budget:

Date	Hours	Sales $	Wage $	B%	A%
Total	**334.87**	**$77,000.00**	**$16,603.75**	**3.67**	**21.56**
⊟ Malvern 001					
⊟ 27/05/13-02/06/13	334.87	$77,000.00	$16,603.75	3.67	21.56
⊞ Beauty Therapy	0.03		$11.95		
⊞ Front of Shop	0.02		$43.11		
⊞ Management	37.63		$7,167.07		
⊞ Naturopath	43.92	0	$1,029.86		
⊞ Pharmacist	95.77	$47,000.00	$4,166.35	10.00	8.86
⊞ Pharmacy Assistants	157.50	$30,000.00	$4,185.41	12.00	13.95
⊞ Payslips					

Use the Save Budget button in the Budget toolbar to store the budget figures to disk:



Setting daily sales-to-wages budget figures

Forecast sales and target budget percentage figures can be entered at a daily rather than at departmental level.

Expand any department and enter values in the Sales $ and Budget % columns against each day.

The grand total for the department is automatically updated as well as the department Budget Average %.

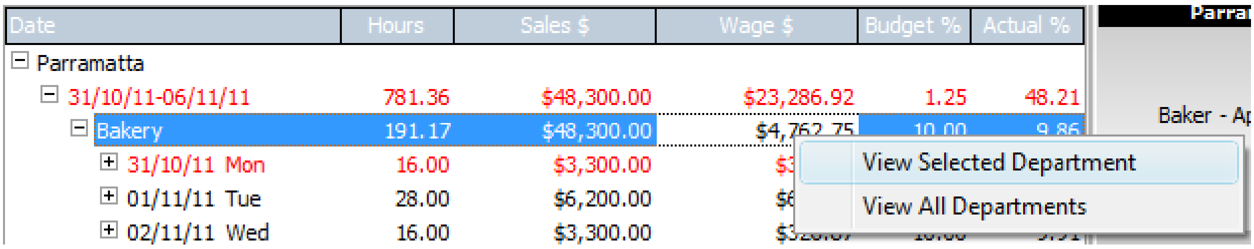
In the example below, forecast sales figures (and target %) have been entered for the bakery department for each day of the week. Monday and Saturday are currently running over budget:

Date	Hours	Sales $	Wage $	Budget %	Actual %
Parramatta					
31/10/11-06/11/11	781.36	$48,300.00	$23,286.92	1.25	48.21
Bakery	191.17	$48,300.00	$4,762.75	10.00	9.86
31/10/11 Mon	16.00	$3,300.00	$334.46	10.00	10.14
01/11/11 Tue	28.00	$6,200.00	$619.95	10.00	10.00
02/11/11 Wed	16.00	$3,300.00	$326.87	10.00	9.91
03/11/11 Thu	40.00	$8,000.00	$779.15	10.00	9.74
04/11/11 Fri	24.00	$5,000.00	$492.62	10.00	9.85
05/11/11 Sat	24.00	$5,500.00	$551.43	10.00	10.03
06/11/11 Sun	43.17	$17,000.00	$1,658.27	10.00	9.75

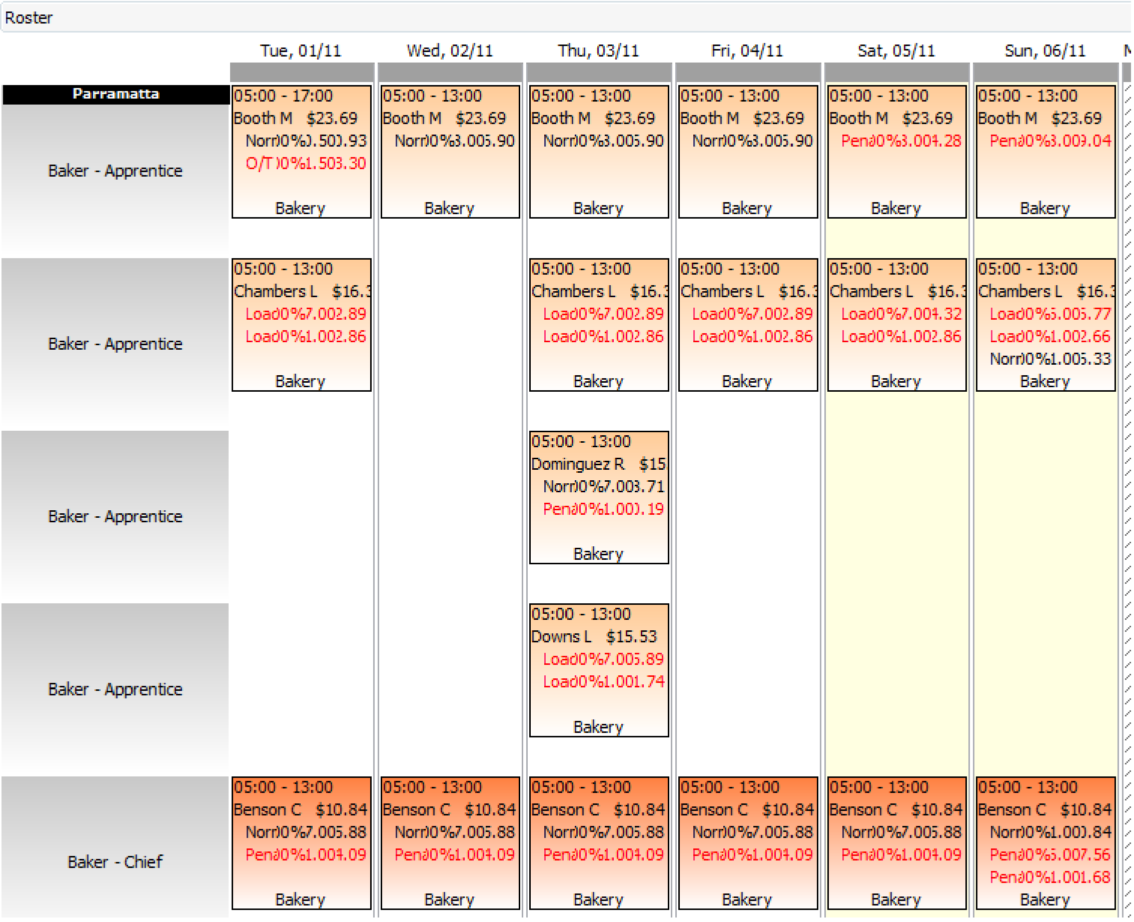
Balancing the budget

Budgets can be brought into balance by repositioning, resizing or removing shifts.

For a department that is "in the red" (and therefore over budget), right click directly on the department and select View Selected Department:



This ensures that only shifts rostered to this department are displayed:



Now expand the department to determine which days have excessive costs. These are identified by entries displayed in red:

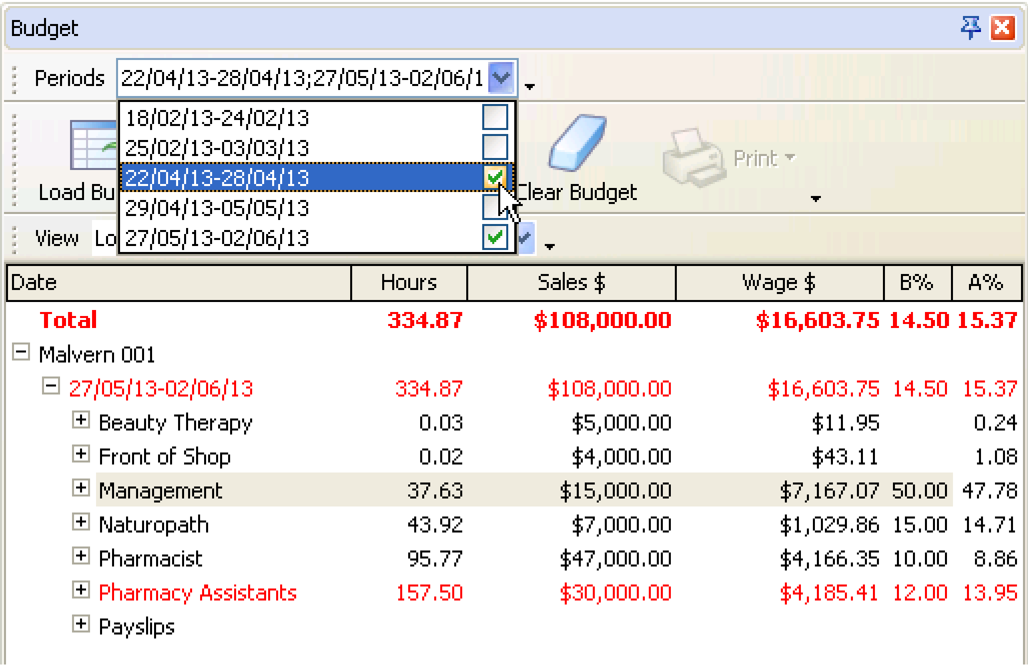
Bakery	191.17 48300		$4,762.75	10.00	9.86
31/10/11 Mon	16.00	$3,300.00	$334.46	10.00	10.14
01/11/11 Tue	28.00	$6,200.00	$619.95	10.00	10.00
02/11/11 Wed	16.00	$3,300.00	$326.87	10.00	9.91
03/11/11 Thu	40.00	$8,000.00	$779.15	10.00	9.74
04/11/11 Fri	24.00	$5,000.00	$492.62	10.00	9.85
05/11/11 Sat	24.00	$5,500.00	$551.43	10.00	10.03
06/11/11 Sun	43.17	$17,000.00	$1,658.27	10.00	9.75

Reposition shifts or reduce their length until the displayed items in the budget return to “the black”.

Comparing historical budgets

Saved budgets can be retrieved and compared with previous periods.

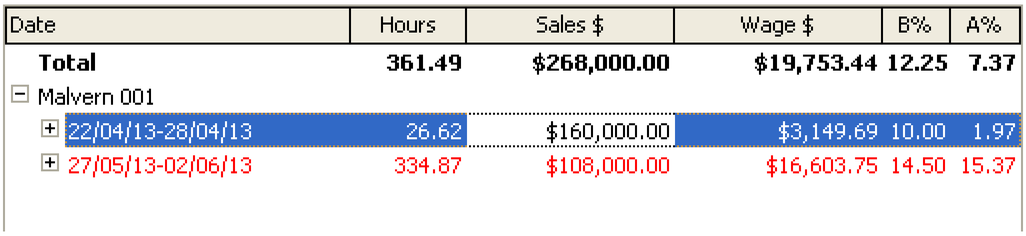
To do this, select the periods required from the Period dropdown list:



Date	Hours	Sales $	Wage $	B%	A%
Total	**334.87**	**$108,000.00**	**$16,603.75**	**14.50**	**15.37**
Malvern 001					
27/05/13-02/06/13	334.87	$108,000.00	$16,603.75	14.50	15.37
Beauty Therapy	0.03	$5,000.00	$11.95		0.24
Front of Shop	0.02	$4,000.00	$43.11		1.08
Management	37.63	$15,000.00	$7,167.07	50.00	47.78
Naturopath	43.92	$7,000.00	$1,029.86	15.00	14.71
Pharmacist	95.77	$47,000.00	$4,166.35	10.00	8.86
Pharmacy Assistants	157.50	$30,000.00	$4,185.41	12.00	13.95
Payslips					

Press the budget "Load" button from the budget toolbar: 

Notice the selected period is now listed under each location:



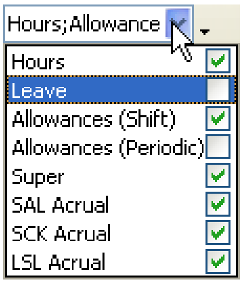
Date	Hours	Sales $	Wage $	B%	A%
Total	**361.49**	**$268,000.00**	**$19,753.44**	**12.25**	**7.37**
Malvern 001					
22/04/13-28/04/13	26.62	$160,000.00	$3,149.69	10.00	1.97
27/05/13-02/06/13	334.87	$108,000.00	$16,603.75	14.50	15.37

Changing the budget cost methodology

The methodology used for calculating overall roster cost can be varied at any time.

Total costs may be tailored to include or exclude gross rostered hours, paid leave, employee allowances (shift), employee allowances (periodic), superannuation, annual leave accruals, sick leave accruals and long service leave accruals.

To alter the calculation method, select the appropriate parameters from the cost inclusion list on the budget panel:



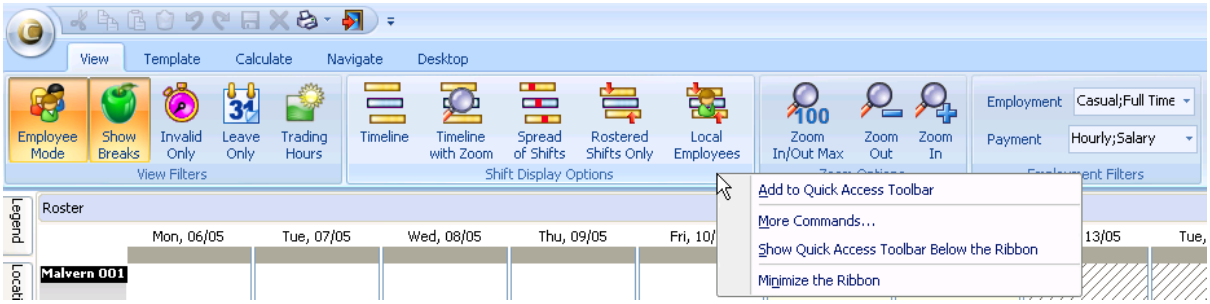
The cost inclusion dropdown list makes it possible to isolate and determine each of the cost components of a roster. The typical configuration has all items selected except the leave paid option. This inclusion is ordinarily not required as it is ultimately accounted for by including leave accruals.

Changes made to the costing methodology are immediately reflected in the budget panel.

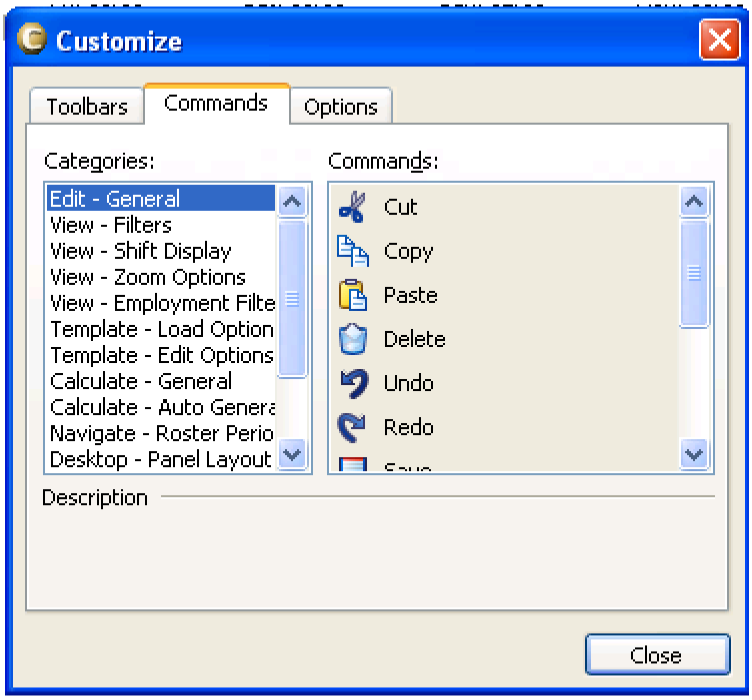
Customising the Roster Ribbon and Quick Access Toolbar

Icons displayed on the roster Ribbon and Quick Access Toolbars may be moved, deleted or grouped according to your preferences.

To customise the roster toolbar position, first right click the mouse in any group footer area (in the example below the user right clicked on the 'Shift Display Options' group footer area).



Now select More Commands... and then select the Commands tab.

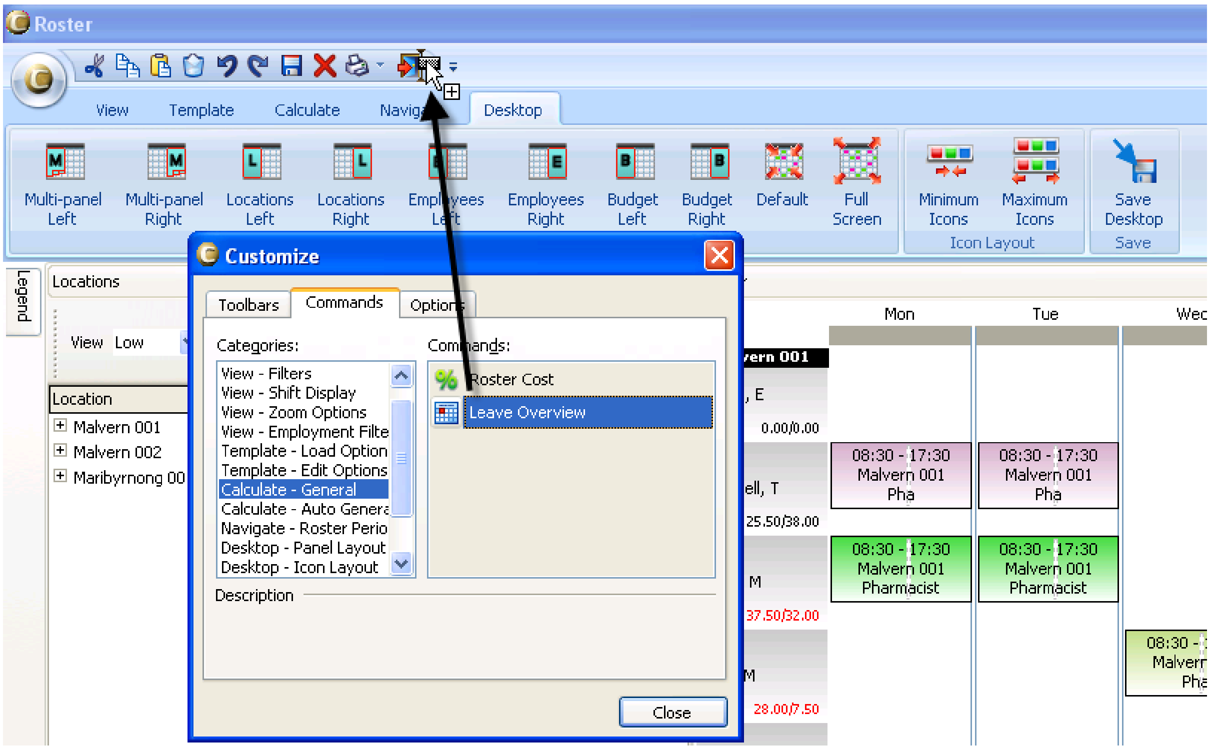


Each toolbar icon is displayed and group by category. From here, select the desired category and then drag the icon you want to the desired position on the Roster Ribbon or the Quick Access Toolbar.

In the above example, the Minimum Icons button is being dragged to the 'Shift Display Options' group.

The resultant toolbar is as follows:

In the next example, the Leave Overview button is being dragged to the Quick Access Toolbar.

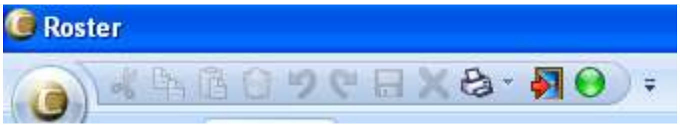


The resultant toolbar is as follows:

Alternatively, icons can be also be added to the Quick Access Toolbar by right clicking on the desired button and then selecting Add to Quick access Toolbar.

In the example below, the Add/Edit Template button is being added to the Quick Access Toolbar.

The resultant toolbar is as follows:



Select the 'Save Desktop' button to store your customised toolbar for subsequent re-use upon opening the roster.

Section Twelve

Payroll

Payroll checklist

Payroll wizard

Selecting the pay period

Generating the payroll

Processing the payroll

Termination wizard

Configuring for EFT

Validating & creating a PAYG payment summary

Rolling back the payroll

Payroll Checklist

Before processing the payroll, the Administrator should routinely:

- Ensure that the start date and length of the payroll period for every new employee has been established and correctly entered
- Ensure that the correct Rule Set is applied to every employee.
- Ensure that all alerts relevant to timesheets and leave have been processed.
- Ensure that all allowances have been reviewed, finalised and saved.
- Ensure that the number of timesheet entries correspond with the date range of the payroll period(s).
- Ensure that all leave bookings have been entered correctly and reflect the correct hours.
- Ensure that all timesheets have start/end times and a break length, or total length, department (if applicable) and shift (if using rostering).
- Before finalising or processing the payroll, view and check all pay slips for accuracy.

Note: Failure to perform this checklist procedure may result in the need to roll back the payroll. If this happens, all modifications to allowances made during payroll preparation will be lost and will require re-entry.

Note: Timesheet entries that have been finalised incorrectly will be identified by the Timesheet Validation and Lock down Wizard. This function forces the user to address the problem by adjusting the timesheets before payroll processing can continue.

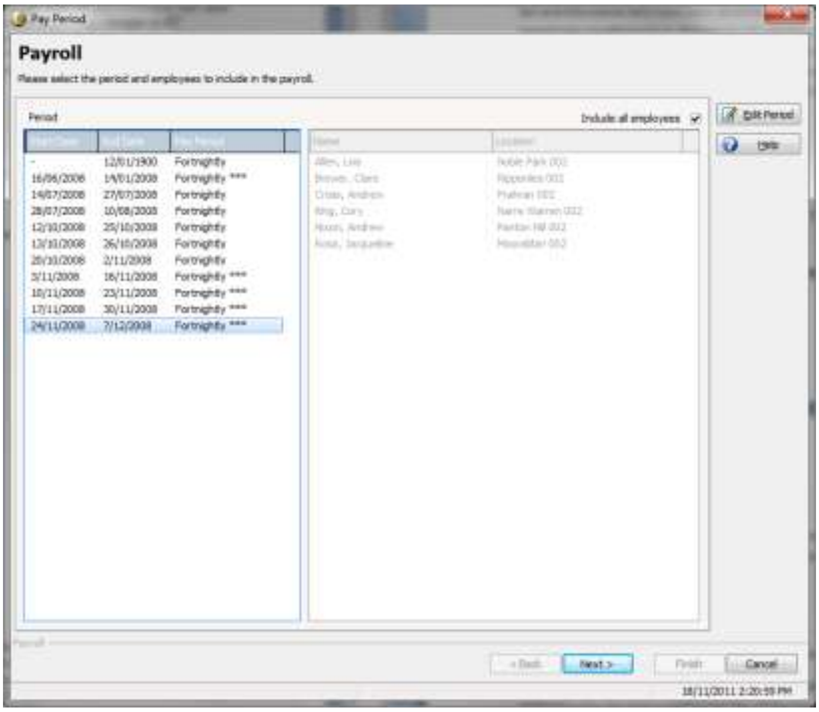
Note: When a new employee has been added to the payroll, ensure that the correct Rule Set, Rate Set and Allowance Sets have been attached, using the Employee form. If a new employee requires special pay conditions (e.g. changes to OT calculations, penalties or loadings), a new Rule Set must be created or duplicated from the Rule Manager for that employee. Duplicated Rule Sets are useful when only minor variations from the original are required. Modifications made to Rule Sets apply to the current pay period and all future pay periods and affect all linked employees.

Payroll Wizard

The payroll is generated using the Payroll Wizard. This prompts the Administrator through a step-by-step procedure.

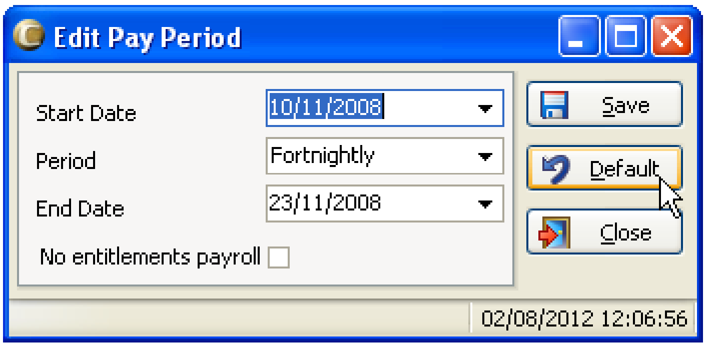
Selecting the payroll period and the employees to be paid

ClockOn allows multiple pay periods to run concurrently. Upon selecting the Payroll option from the Administrator menu, the Payroll Wizard is activated and the initial payroll screen is displayed:



Selection of an individual pay period displays the employees included in that payroll.

Pay Periods define the payroll periods under consideration. The first day of the current payroll is defined as the day following the last day of the previous payroll. Payroll length may be adjusted after the appropriate pay period has been selected by using the Edit Period button. The Edit Payroll Period screen is then displayed.

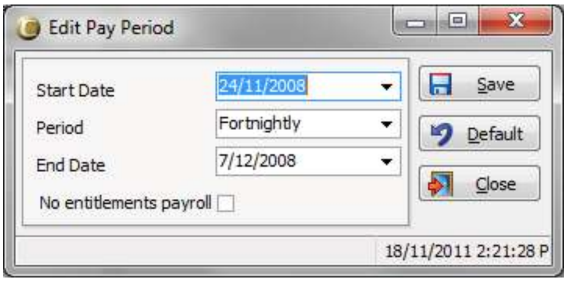


To revert to the default payroll period, use the Default button. Make the appropriate changes and press the OK button.

Applying a new payroll period to all employees

To change the pay period for all employees shown on the Payroll screen:

Check the Include All Employees in Pay Period field and then press the Edit Period button. The Edit Payroll Period screen is displayed:



The start date can be modified using the dropdown calendar. The end date will change in response to the length of the current payroll period. The length of the modified payroll period can then be adjusted using the End Date dropdown list.

Enable the No Entitlements Payroll check box to carry out a payroll whereby no leave entitlements are accrued for the employees included in that payroll. E.g. an employee requires a back pay adjustment. This is run to a previous pay period where that employee has already had their normal payroll processed and has had the normal leave accruals generated. By selecting No Entitlements Payroll, the back pay processing will not generate the accruals twice.

Ensure the correct date is displayed and select OK.

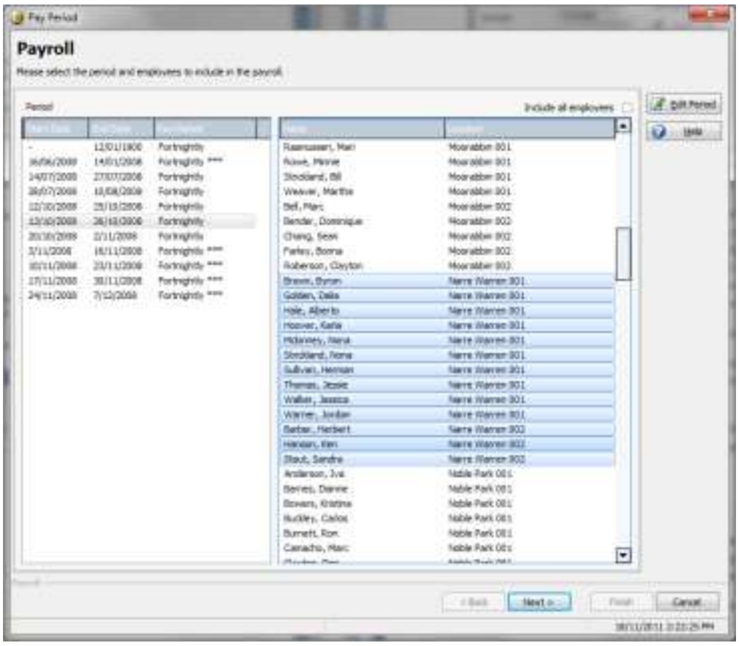
When returned to the payroll screen the payroll period will now show with *** to the immediate right of the payroll period to indicate the payroll period has been manually changed.

Note: Payrolls may be merged or split, affecting the Employee List displayed for all selected periods. To merge employees into a single payroll, apply identical Start Dates and Payroll Periods.

Paying specific locations

To process payroll for a specific location or locations, first click on the payroll period, then deselect the Include All Employee option. Next, click on the location heading to sort the employees by their location(s).

Select the first employee of the location required and then scroll down and then shift click the last employee in the location. The next button can then be used to continue with payroll processing:

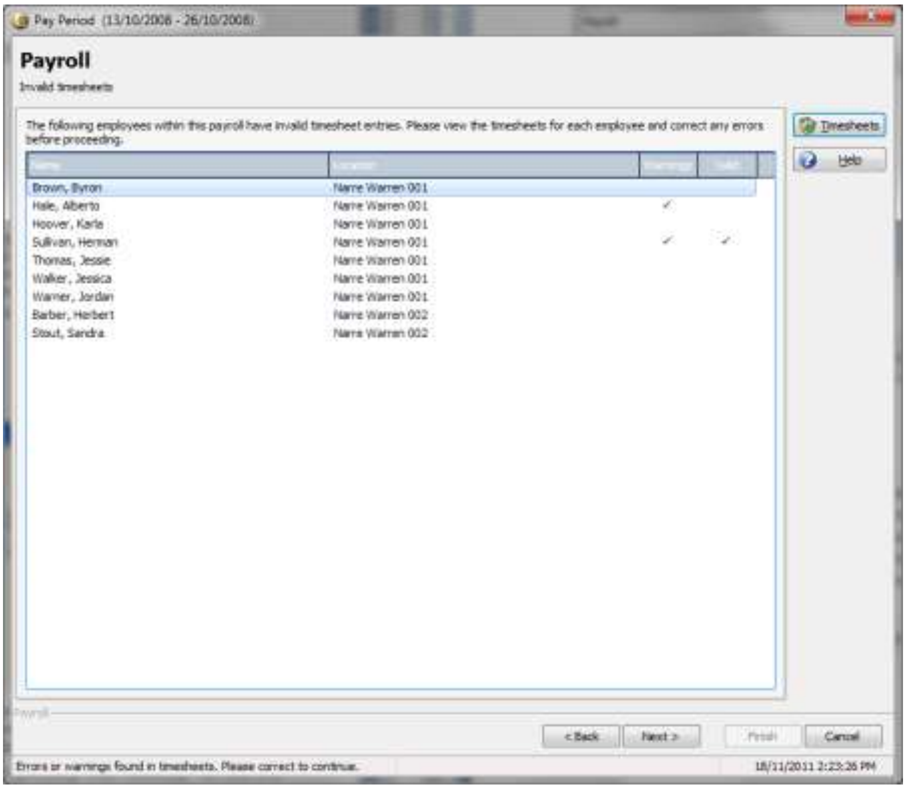


Paying employees in advance

To pay an employee in advance, uncheck the Include All Employees in Pay Period option and select the individual employee to be paid in advance. Select Next to generate the payroll applying to that individual. Selecting and changing the Edit Period button enables variation of the period for which the pay in advance is to apply. Typically, this function is used when an employee is to be paid for leave in advance. Pay slips and electronic funds transfer apply to pay in advance in the same manner as normal payroll.

Note: Selection of an individual payroll period will display the Rule Sets applied in that payroll.

Employees with invalid timesheets



Having confirmed the payroll period the second step involves the identification and correction of any incomplete or warning timesheets. Incorrect timesheets must be edited and corrected before the payroll process can continue. If there are no timesheet errors, this screen will not appear and Step 3 will display. There are two timesheet conditions which prevent payroll processing from continuing:

The first is a warning on a timesheet in which data entry is displayed in purple. Warning timesheets can be opened to display an explanation of the warning condition displayed in the bottom left hand corner of the timesheet screen. Warnings include such events as the employee clocking on too early or too late, clocking off too early or too late or insufficient leave entitlement to cover a leave timesheet. These timesheets can be edited to rectify the warning situation or can be overridden within the timesheet screen to allow processing via payroll as they stand.

The second is where a timesheet is invalid in which the timesheet data is displayed in red. This error condition occurs when a timesheet start time, end time, break, total hours, shift, department or roster entry is missing. Similarly, if multiple breaks have been set up and these fall outside the boundaries of the timesheet or overlap, or if leave has been declined, the leave entry will be excluded from processing unless rectified. A start time, end time and break is not required when only the total hours have been entered. See Section 10 (Timesheets).

Note: The most common cause of invalid timesheets is the introduction of new, non-rostered employees. If a new employee is not rostered and clocks on and off only when needed, open the Employee Setup screen, select the new employee and go to the Special Options tab. Turn on the option for Pay Timesheets Without Shifts. This corrects the problem.

In order to modify timesheet entries or leave details for individual employees, select the Timesheet button and make changes in the Timesheet/Leave Editor, then save and return to the Payroll Wizard. For instructions on editing timesheets see Section 10 (Timesheets).

Note: ClockOn will automatically pay an employee for any unprocessed timesheets or leave accrued prior to the current payroll period. These timesheet entries are displayed in the colour maroon. Regular maintenance of alerts and the timesheet editor will greatly reduce the number of timesheet and leave errors encountered during the payroll process. Daily housekeeping of timesheets keeps the Administrator on top of the events and non-events of the day and eliminates the need for retrospective corrections, in which circumstance timesheet detail is often lost in the mists of time, especially in the case of fortnightly payroll periods.

Identifying invalid timesheets

When the Timesheet Validation wizard appears, employees that have invalid timesheets are listed.

Select an employee with invalid timesheets and press the Timesheets button.

Invalid timesheet data will be displayed in Red. Warning timesheet data will be displayed in purple.

Select one of the Red or Purple entries in the listing. The status bar at the bottom left hand corner of the timesheet window displays a message identifying what is missing or invalid, such as Start or End times.

Edit the timesheet by correcting the identified issues.

Save the timesheet. A valid timesheet is identified by black text.

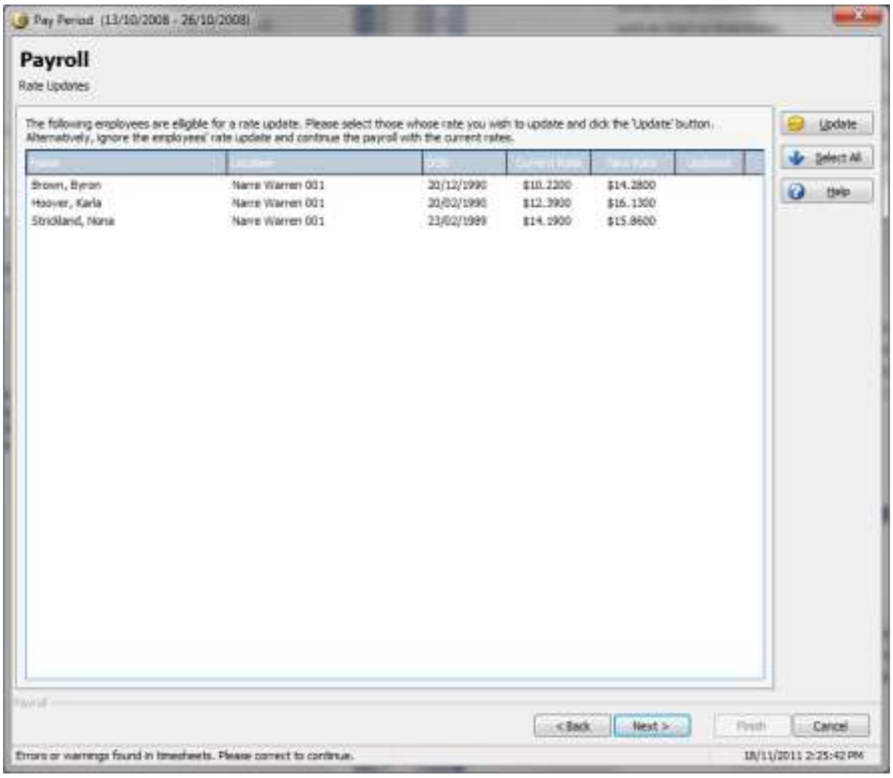
Once there are no longer any Red or Purple text entries, close the Timesheet editor. The Employees listed in the timesheet validation wizard should now have a tick against their name to indicate that their entries have been corrected and are now valid.

The payroll can now be processed

Select Next and continue with the payroll.

Employee rate updates

The Rate Update screen appears for employees who are eligible for an increase in their pay rate either because of age, predetermined award increases or elapsed industry hours. The Rate Updates screen displays the employee’s base pay rate as well as the new rate. To upgrade an employee’s pay rate, select the employee and press the Update button. The new pay rate will be displayed under the employee’s pay tab. If the Administrator does not wish to automatically upgrade a rate, selection of the Next button enables this adjustment to be made at a subsequent payroll:

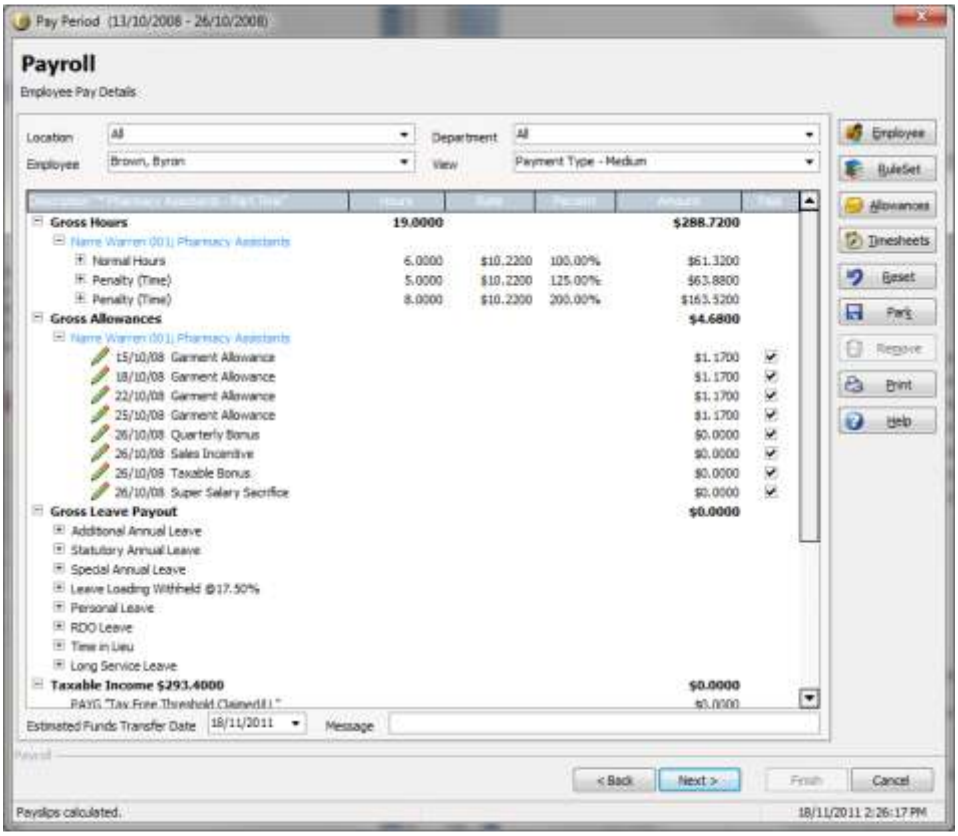


Employee pay details

This screen enables payroll details for each employee to be reviewed and adjusted before finalising or processing the payroll.

The information for each employee can be displayed in low, medium or high detail via the view drop down option. The default view is the medium level. In the high detail view, the exact breakdown of hours for each day and all allowances are displayed. The low detail display shows the information compacted. Individual employees can be selected from the dropdown.

The display reflects the values automatically generated by ClockOn during the selected pay period. Each line in the display with a pencil symbol indicates that line can be manually edited by clicking on the pencil symbol:



Gross Hours: A full account of all normal hours, overtime and breaks.

Gross Allowances: A short editable display of either allowances or deductions, allowances by type, description and amount.

Gross Leave Payout: When processing the payroll, leave entitlements may be viewed and if required, paid out.

Taxable Income: Displays a read-only display of the tax category assigned to the employee and also includes a short, editable display of allowances or deductions, allowances by type, description and amount.

Net Pay & Disbursements: A short editable display of both allowances and deductions, allowances by type, description and amount.

Message on pay slip: Allows the payroll officer to enter a short message that will be displayed on the selected user's pay slip.

Print: Displays a preview of how the final pay slip for the selected employee will appear before the payroll is processed, which allows for final approval by the Administrator.

Corrections and variations to individual pay details can be made without exiting the payroll. Changes can be made to certain fields in the payroll identified by a small pencil icon. The check boxes for the column Include can also be turned on and off for particular items, meaning that if turned off the items will not be included in the final payroll calculation. After corrections are made, the payroll screen is automatically refreshed and will display ***Modified status.

Adjusting employee, Rule Sets, allowances and timesheets at the time of payroll

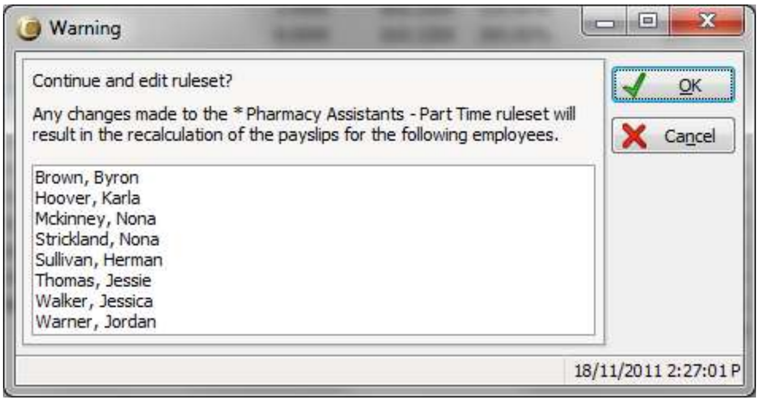
By selecting the appropriate buttons to the right of the screen, Employee, Rule Sets, Allowances and Timesheets can be accessed and varied as necessary.

Employee

In the process of modifying the payroll, details accessible through the employee screen may need to be changed. These include the employee start date, pay rate or attached Rule Set. Changes made to these details will apply both to current and future payrolls.

Rule Sets

Selecting the Rule Set button displays the following warning screen:



Changes made to a Rule Set will impact directly and permanently on all other employees covered by the same Rule Set. If this is not intended, a new Rule Set must be created for the individual employee selected.

Allowances

Changes made to the allowance rules will apply permanently. If the change is applicable to one employee only, the details of the allowance can be modified in the payroll screen. Changes made will affect that one employee only.

These allowances will display a small pencil icon  identifying they can be edited.

Timesheets

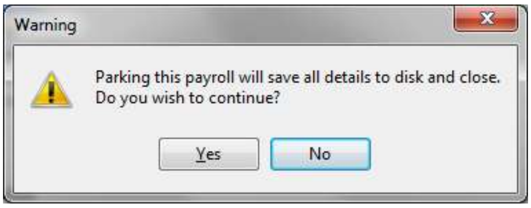
Selecting the Timesheets button opens the Timesheet/Leave Editor.

Reset

Resets any changes such as entitlement payouts or edited pay amounts.

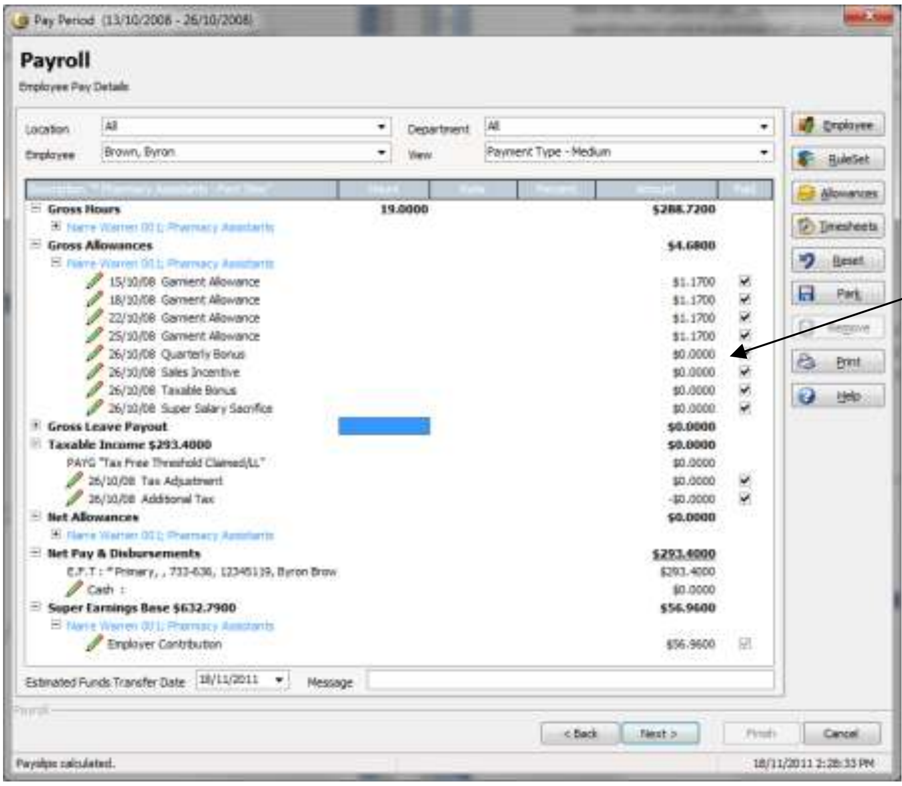
Parking a payroll

Payroll parking is a function enabling a partially processed payroll to be saved and then resumed at a later time. The payroll can be left temporarily and later resumed by going back to the initial payroll screen where a prompt will appear asking Restore Now. Select OK to display parked payrolls. By selecting Cancel, unprocessed payrolls only will be displayed. In the event that a parked payroll requires to be deleted and restarted, there is a Remove button located directly below the Park button which only becomes active when a payroll is parked:



Varying allowance values at payroll

Temporary variations to employee allowances may be made by selecting the appropriate field. Changes made to allowances are immediately totalled and a “***Modified” status is displayed. The modified allowances apply only to the current payroll:

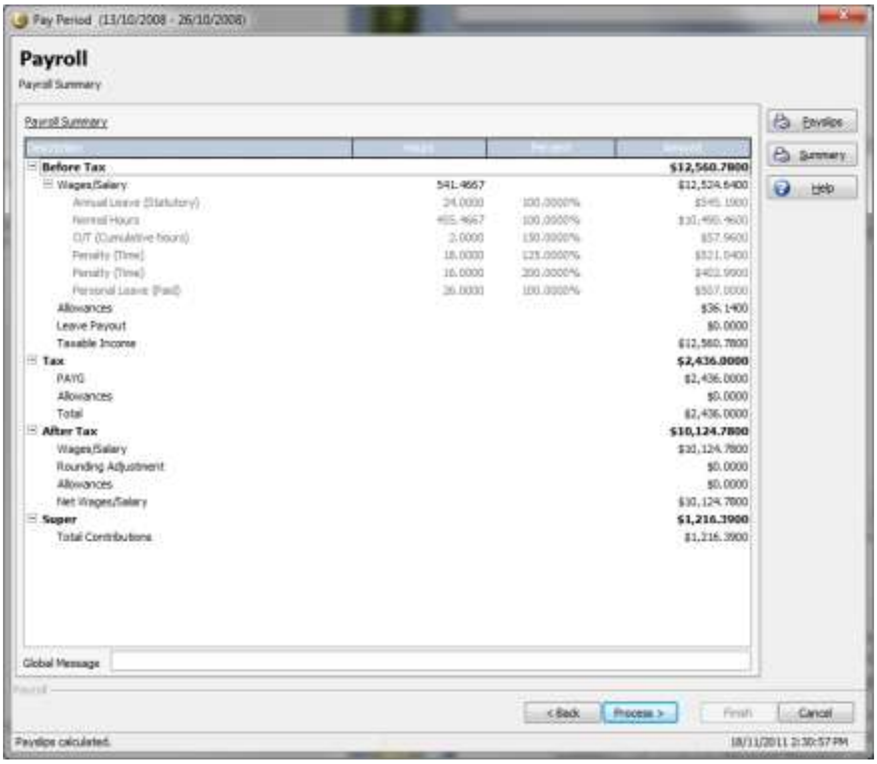


Click and type new adjustment values here.

Payroll preview summary for all employees

After individual pay details have been checked and adjusted, this screen gives the Administrator an overview of the entire payroll, with reference to ordinary hours worked, loadings, overtime and penalties, as well as leave and training, the tax break down and superannuation values.

A preview pay slip and summary may be printed for final authorisation. The word Preview will appear on these pay slips and summary reports. After processing, printed pay slips and payroll summaries will not display the word Preview, indicating they are complete, approved and irreversible:



Before tax: This reflects total before tax payments for the period of the payroll.

Wages/Salary: This shows the before tax wage total

Allowances: This reflects aggregate pre-tax adjustments as defined in the Adjustment tab in the Employee section.

Leave Payout: This reflects the total of any leave that has been paid out.

Taxable Income: This reflects the total taxable income including wages/salary and allowances.

Tax: This reflects total taxable income paid in the current payroll.

PAYG: This reflects the aggregated tax payable on the payroll.

Allowances: This reflects aggregated HELP payments relating to the current payroll.

Total: This reflects total tax payable in respect to the current payroll.

After Tax: This reflects wages due to the employees after deduction of the above items.

Wages/Salary: This reflects the total wage/salary after tax has been deducted.

Rounding Adjustment: The total wage/salary amount after any rounding has been applied.

Allowances: This reflects aggregated adjustments made to individual employees pay as defined in the Adjustments tab in the Employee section.

Net Wages/Salary: This is the aggregated sum transferred to employees after tax and other adjustments are deducted.

Superannuation Total: This reflects the collective employer superannuation liability for the current pay period, relating to the gross wages paid.

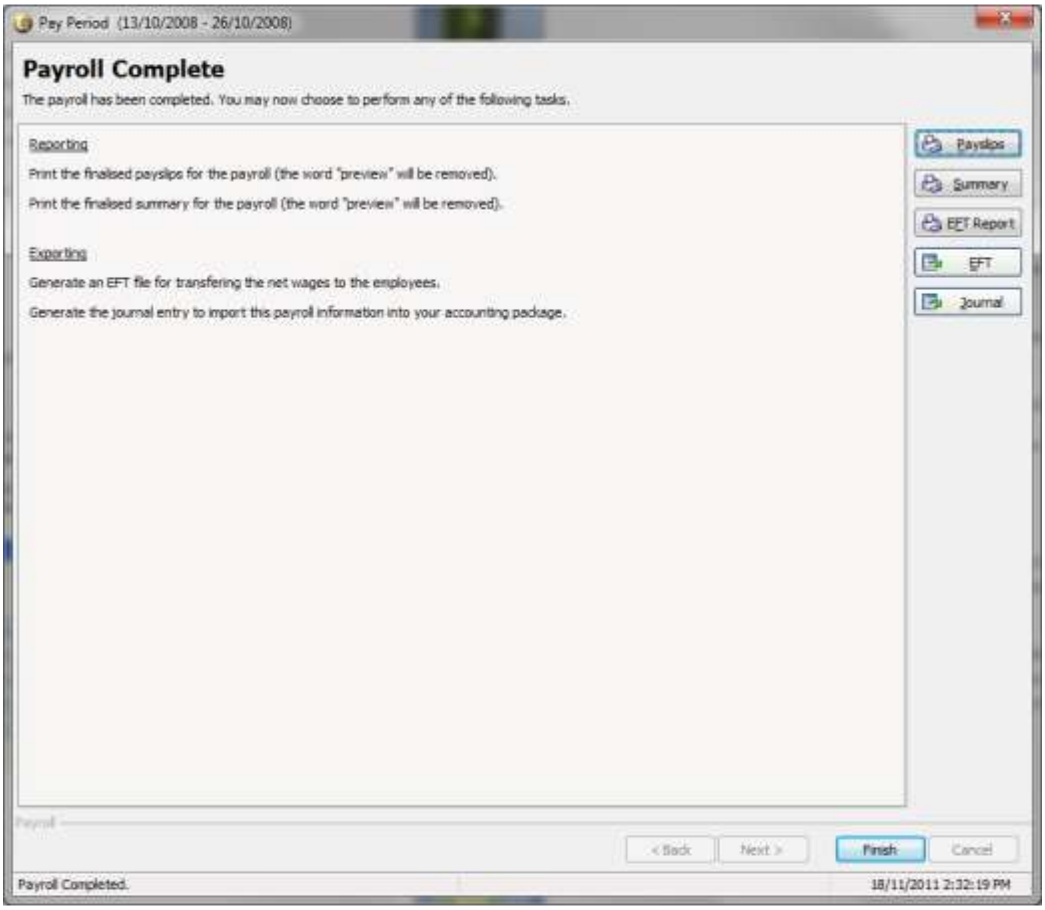
Total Contributions: Total superannuation payable for this payroll.

Global Message: A message to all employees, printed on the pay slips.

Completing/Finalising the payroll

Upon selecting the Process button, the payroll is committed and the new payroll period commences. Pay slips may be printed for distribution to employees and a payroll summary may be printed for the file.

An EFT Report can be generated to show the details of the disbursements to the various employees included on the payroll. An EFT file may be created to achieve disbursement of pay to employees' bank accounts and a journal entry may be created for import of payroll summary data into the company's accounting package:



Terminating an employee

Termination is initiated by selecting the Terminate button on the Employee Details tab. The last date worked and a termination note is entered at this point. Financial settlement following termination is typically made during processing of the next payroll.

Select the Save button to terminate the employee. The finish date then becomes a read-only display.

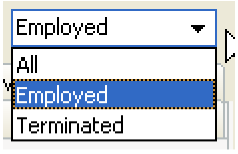
Note: The termination process can be stopped and reversed. An employee may be reinstated at any time prior to the completion of the termination wizard and the subsequent processing of their final payroll. However, after the final payroll has been processed the termination is irreversible (except via a payroll rollback). If there is a change of mind at this point, the employee may be duplicated from the employee form.

Note: Whereas an employee may be terminated, historical employee records cannot be deleted.

Reinstating a terminated employee

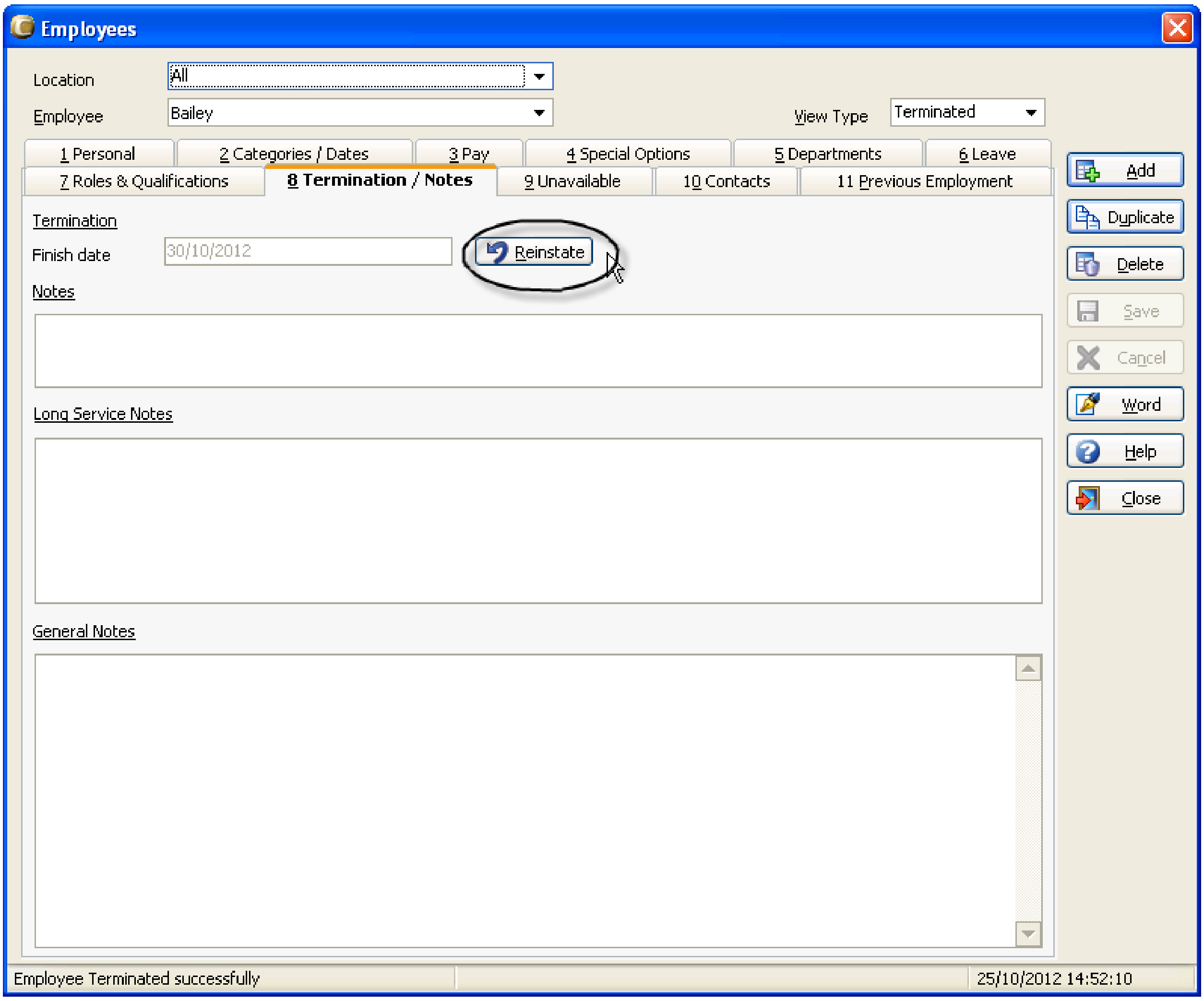
Select the employee icon from the main ClockOn screen.

Select Terminated from the top of the screen.



Select the appropriate employee.

Select the Reinstate button in Tab 8.



Calculations relating to entitlements and other issues are performed using the Termination Wizard. Termination can be deferred to a later payroll date if required. A report defining the termination calculation is available. When an employee is to be terminated, the Administrator should follow the procedure using ClockOn's Termination Wizard.

The Termination Wizard is designed to act as a guide only. It is the Administrator's responsibilities to determine which options are required, that the values are correct and that all statutory regulations are complied with. Final responsibility for the correctness of this calculation rests with the Administrator and not with ClockOn.

Final payment figures produced via the Termination Wizard should be independently verified. When generating a payroll, the Termination Wizard screen will appear with the heading “Termination Wizard: Employee Name”.

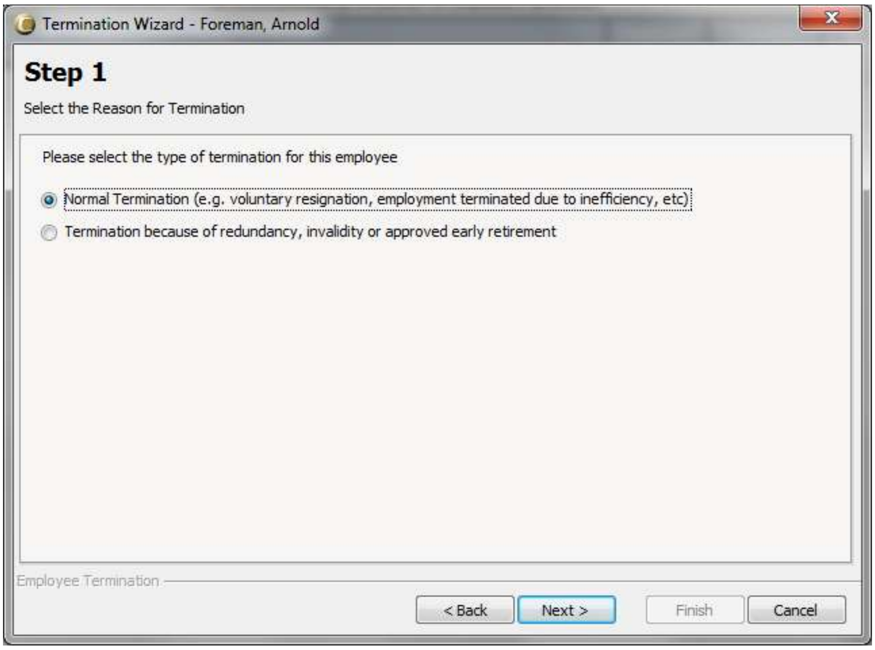
Termination wizard

When running the Payroll, the Termination Wizard may state that an employee is to be terminated. Select the employee’s name and select Edit Details to begin. If the Administrator wishes to defer the termination procedure until the next payroll, check the Postpone This Termination Until Next Payroll field. If the Administrator wishes to proceed with immediate termination, select the Next button.

The Administrator can choose either a normal termination or a termination based on redundancy, invalidity, or approved early retirement.

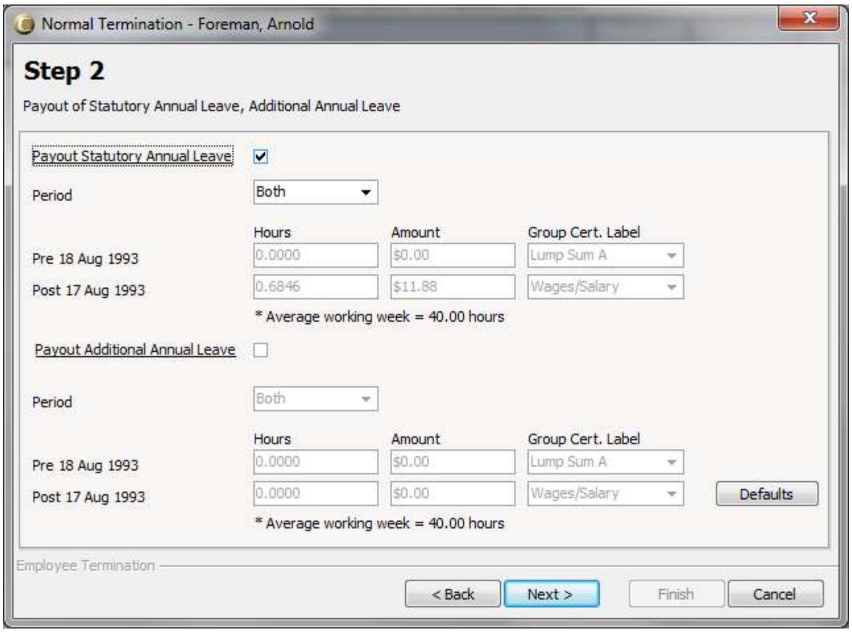
Step 1: Reason for termination

The ClockOn Payroll Wizard may be used to terminate employees under either “normal” or “redundancy/retirement” conditions. For advice on the correct choice, consult with your industrial relations advisor or accountant:



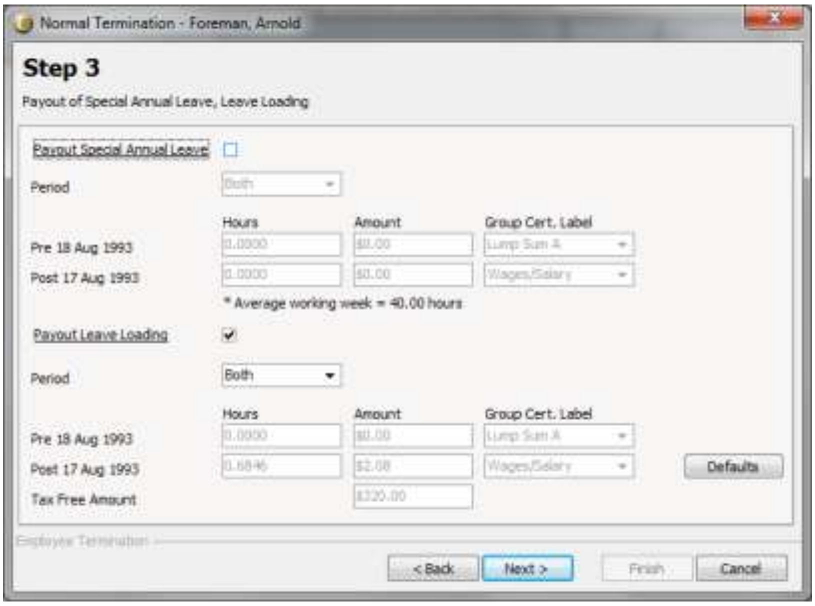
Step 2: Payout of statutory annual leave and additional annual leave

The Administrator can choose to pay out statutory annual leave and additional annual leave owing. The Administrator will need to know if statutory annual leave or additional annual leave owing is pre 18 August 1993 or Post 17 August 1993. All leave owing will appear (by default) in the Post 17 August 1993 category. If the Administrator places any hours in the Pre 18 August 1993 category, these hours will automatically be deducted from the Post 17 August 1993 Hours category:



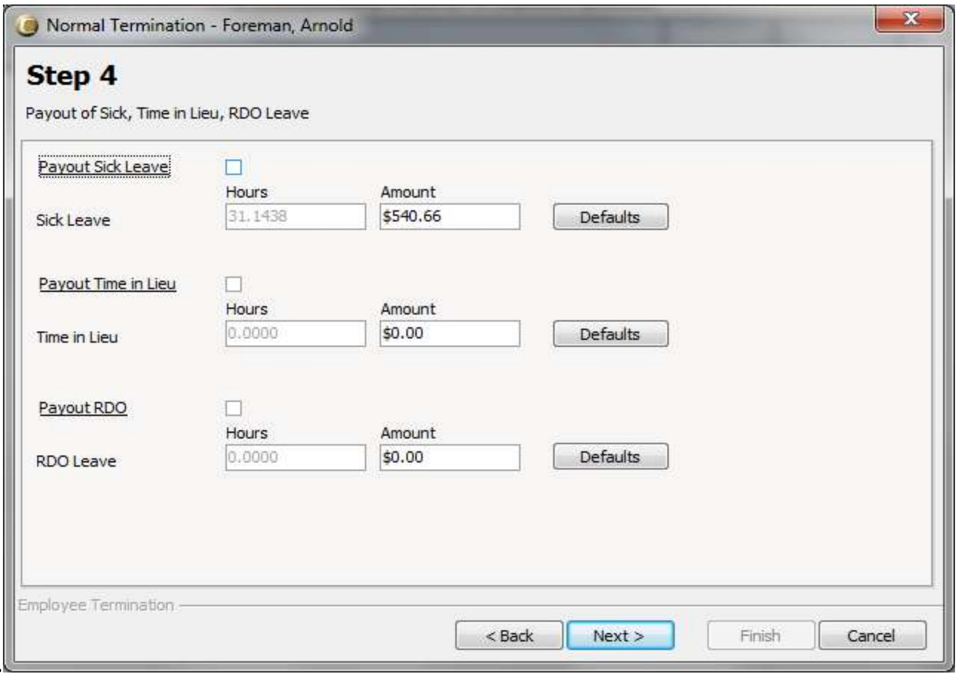
Step 3: Payout of special annual leave and leave loading

The Administrator can choose to pay out Special Annual Leave owing. The Administrator will need to know if special annual leave owing is pre 18 August 1993 or post 17 August 1993. All leave owing will appear (by default) in the Post 17 August 1993 category. If the Administrator assigns any hours to the Pre 18 August 1993 category, these hours will automatically be deducted from the Post 17 August 1993 hours category. The Administrator can also select Payout Loading on Annual Leave Owing. There is an additional category for a tax free amount. Usually, the first $320 is a tax free amount:



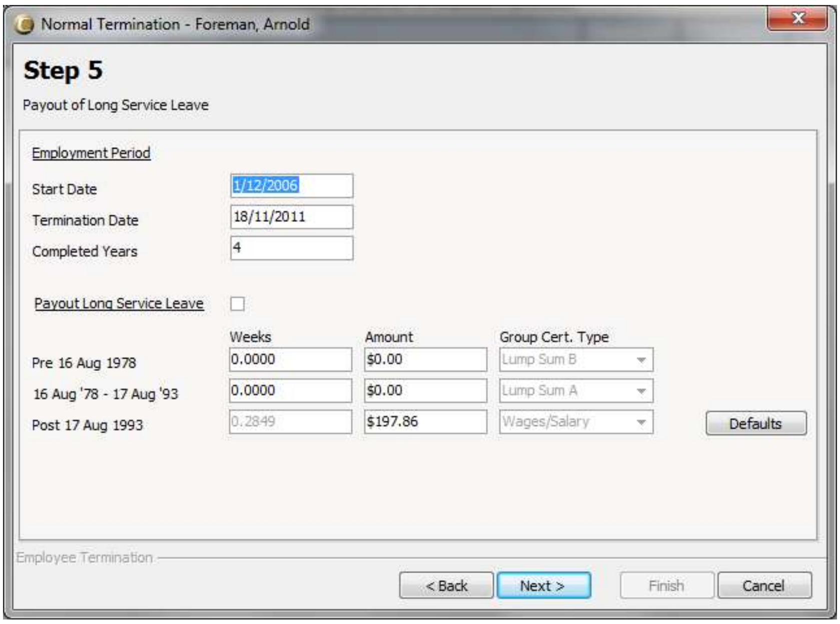
Step 4: Payout of personal leave, time in lieu & RDO leave

The Administrator can choose to pay out personal leave, time in lieu and RDO leave owing. Check the buttons provided to pay out any of these forms of leave. If paying out time in lieu owing, note that some federal and state awards require the employee to be paid out at the original overtime rate:



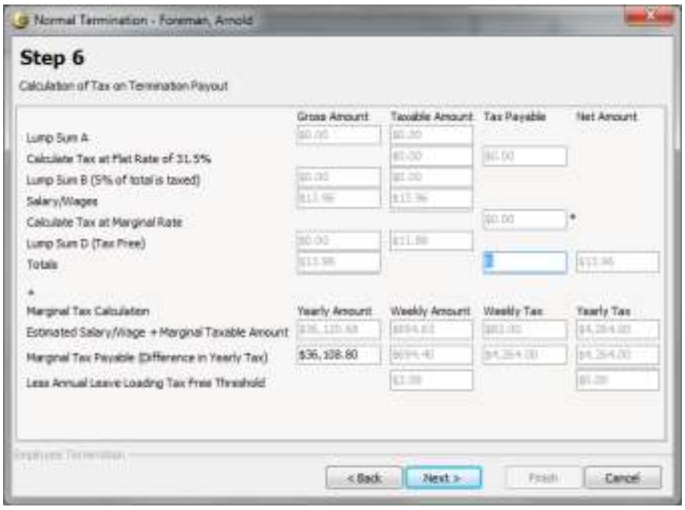
Step 5: Payout of long service leave

The Administrator can choose to pay out long service leave owing. This screen provides the Employee's Start Date and Termination Date and the completed years of service. As with Annual Leave, all Long Service Leave owing will appear by default in the Post 17 August 1993 field. For long-term employees the Administrator can, however, enter amounts for pre 16 August 1978 and 16 Aug 1978 - 17 August 1993, separately. Amounts entered into these categories will be automatically deducted from the Post 17 August 1993 field:



Step 6: Calculation of tax on termination payout

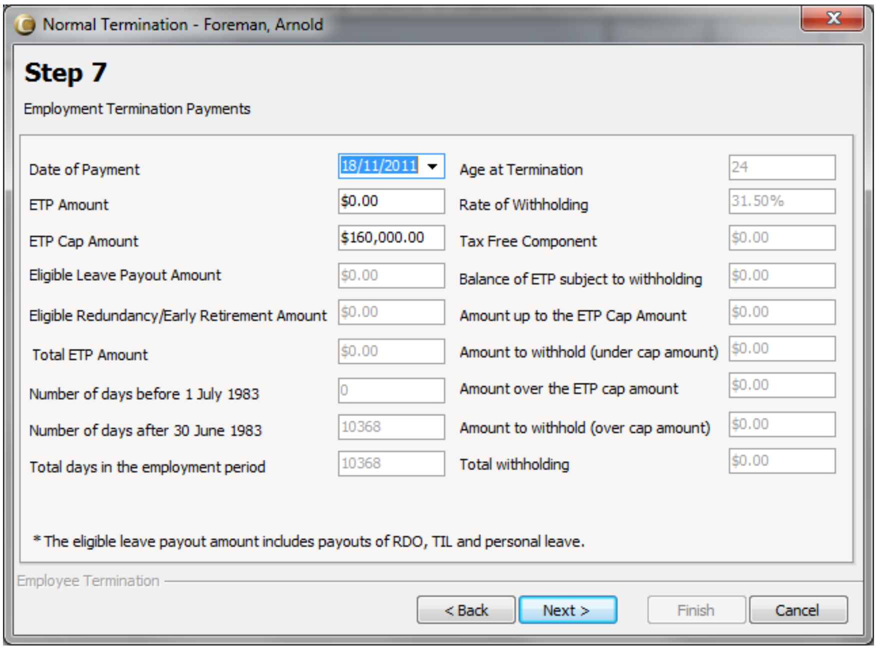
This step provides the Administrator with the calculation of tax on termination payout. The Administrator has the flexibility to change two fields on the screen:



The field Total Tax Payable can be adjusted. Under Marginal Tax Calculation, the yearly amount for estimated salary or wage can also be adjusted. This field represents the salary/wage earned YTD which can be found in Employee Setup, tab 5, YTD.

Step 7: Employment termination payments

If the employee is eligible for an employment Termination Payment (ETP), this step displays the field where this payment can be entered:

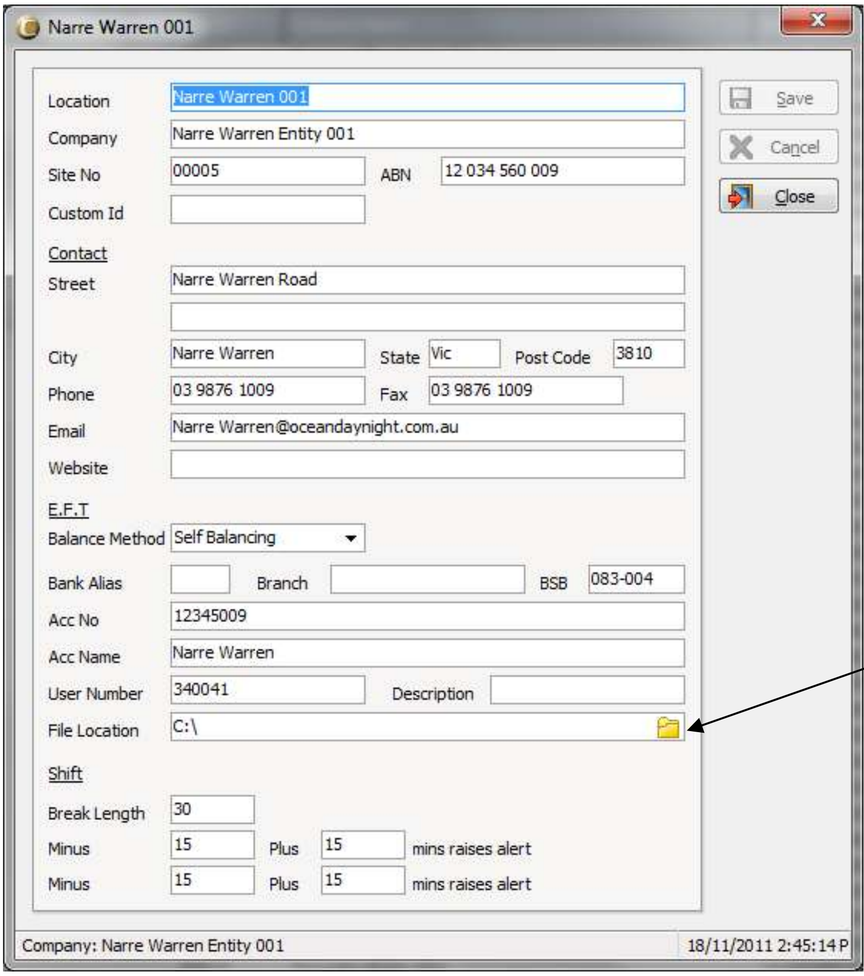


Termination complete

This screen allows the Administrator to Preview or Print all Termination information, so the calculation can be verified externally before being finalised. When completed, select the Finish button to terminate the employee.

Configuring Electronic Funds Transfer (EFT).

ClockOn generates an .aba file suitable for importing into any compatible banking software. This has been designed for the electronic transfer of payroll funds to employee accounts.



The file path where ClockOn ".aba" files will be created. This can be edited under the location manager

Note: Before the .aba file is generated, ensure that all employees' bank details have been correctly entered i.e. Account name, Account number and BSB.

Before an EFT (.aba) file can be created, the following steps must be taken:

Select the Location Manager icon from the main ClockOn menu .

Select the appropriate location then select Edit.

Enter the file location: Enter the location or select the Browse button, represented as a small folder, to browse to the location where the file will be created.

Enter the EFT details.

Enter the bank's Alias (e.g. CBA for Commonwealth Bank of Australia).

Enter account number of account to be debited.

Enter account name of account to be debited.

Enter your User Number, a 6-digit number issued by your banking institution that allows access to the banking computer system.

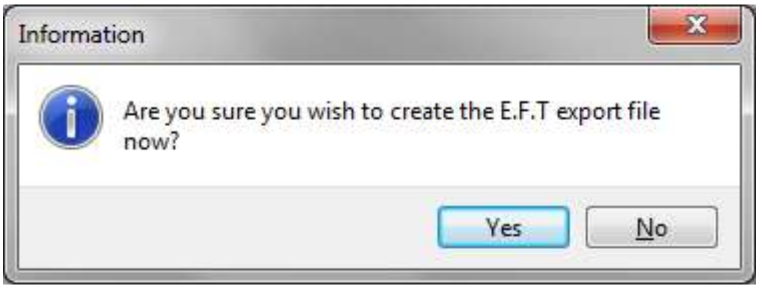
Enter an 8-digit Description of your payroll. A typical example of this is to enter the word Payroll.

Creating an EFT (.aba) file

The EFT file can be created either at the final screen of payroll processing or by going to the Administrator menu, Payroll, Create E.F.T File

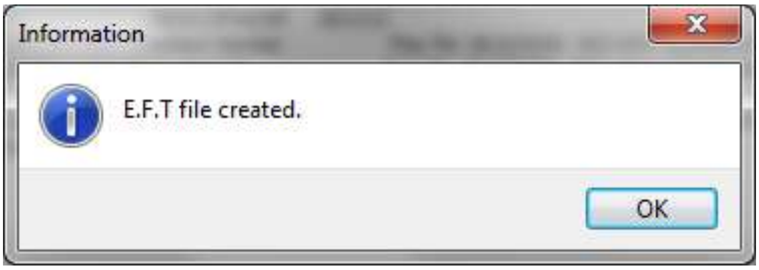
Select the payroll to be exported. ClockOn defaults to the latest payroll and displays the end date of the last pay period.

Select the Export button. The confirmation screen appears:



Select Yes.

An information screen appears with a message:



Select OK.

Select Close.

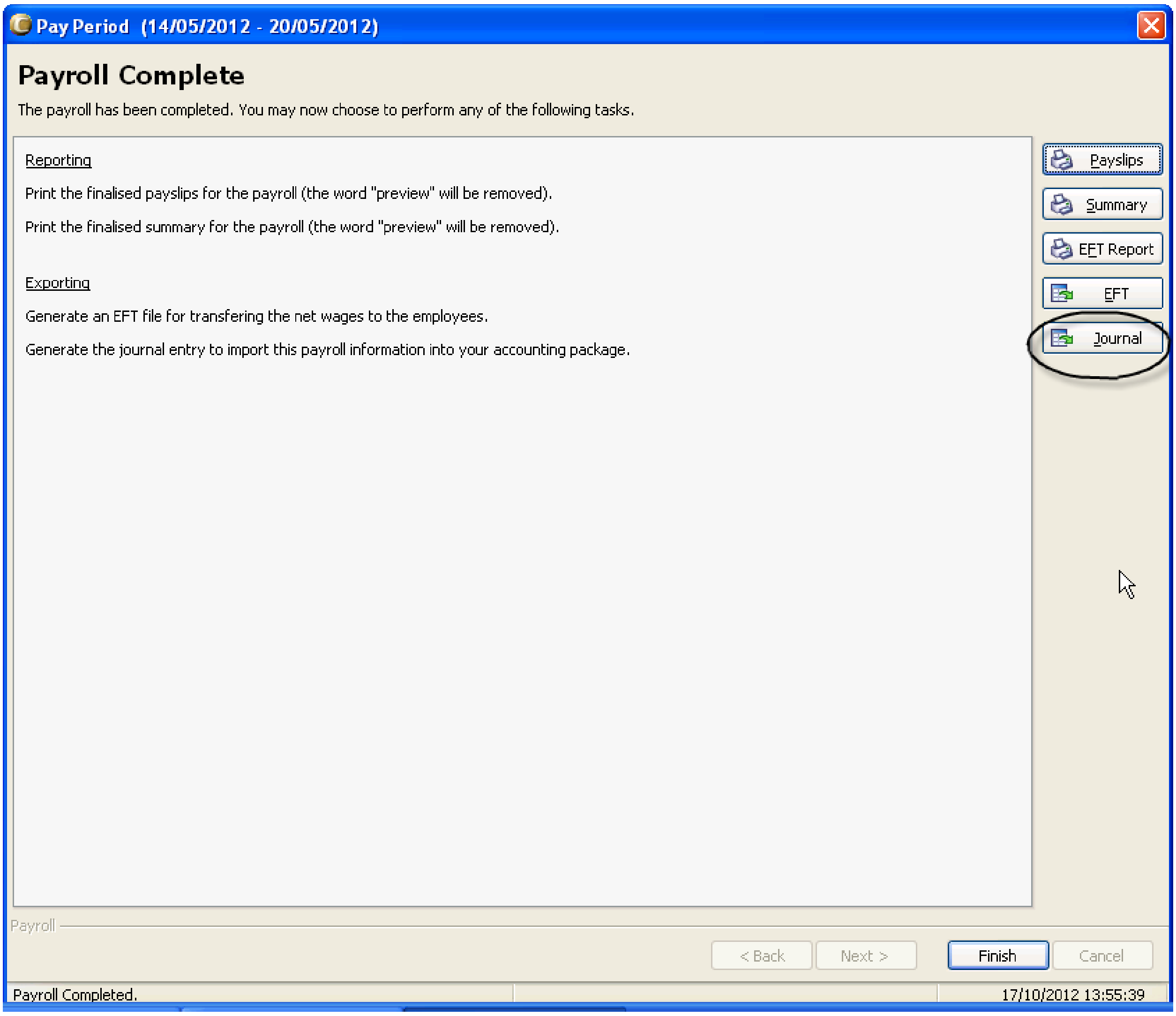
The .aba file uses the following naming convention: The end date of the payroll being paid plus the first thirteen characters of the linked location name. Due to filename limitations imposed by some banks, the filename is limited to a total of 22 characters in length.

Open the internet banking program and import the .aba file.

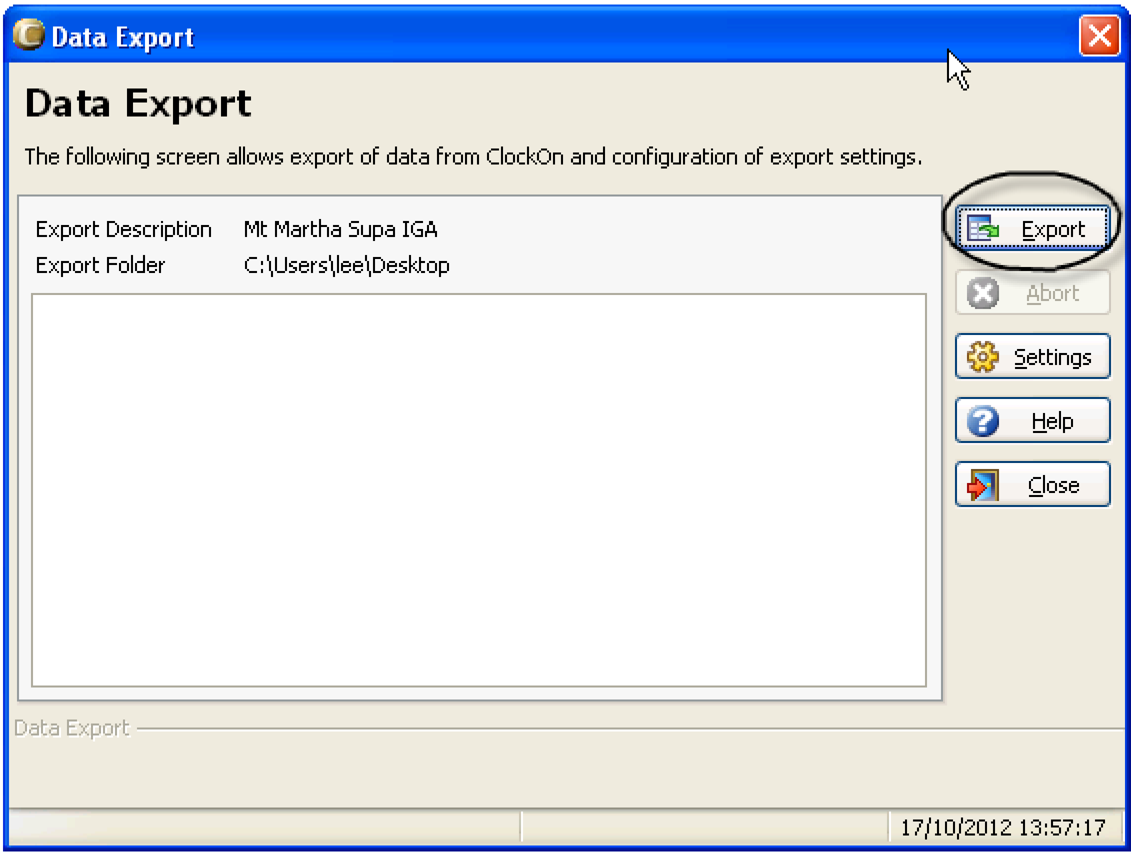
Exporting General Journal Entries

To export general journal entries after processing the payroll:

Select Journal from the Payroll Complete screen



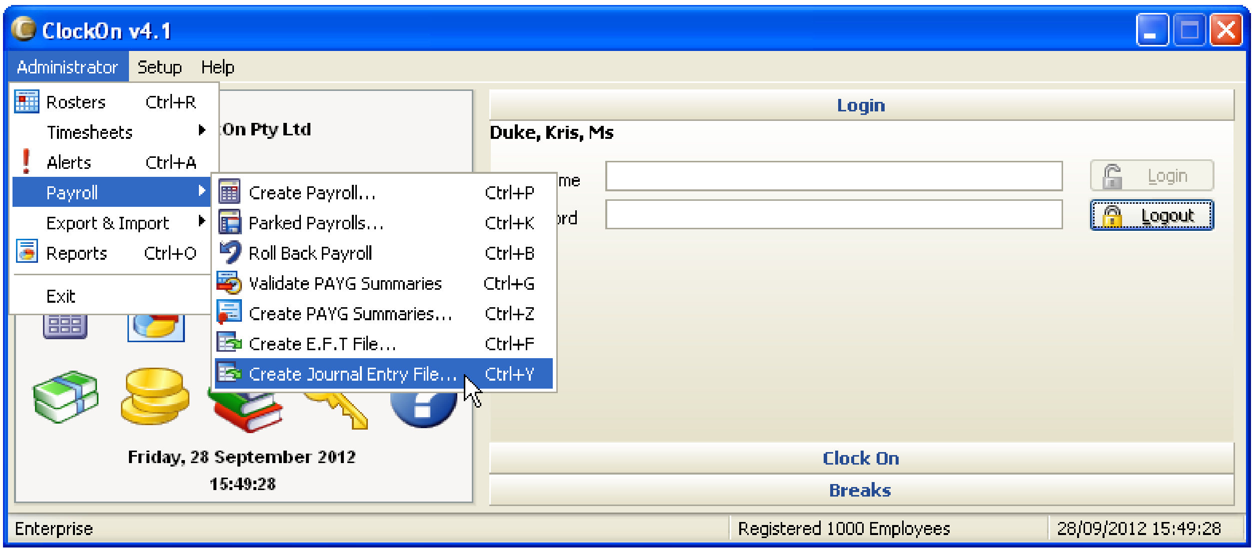
Select the Journal button on the final page of the Payroll Wizard. Select the Export button:



The Export File is created in the designated Export folder location..

The Journal export can also be performed outside of the payroll wizard once the payroll has been completed.

Select the Administration menu, select Payroll, Create Journal Entry File.



Select the appropriate payroll from the dropdown.

Select OK.

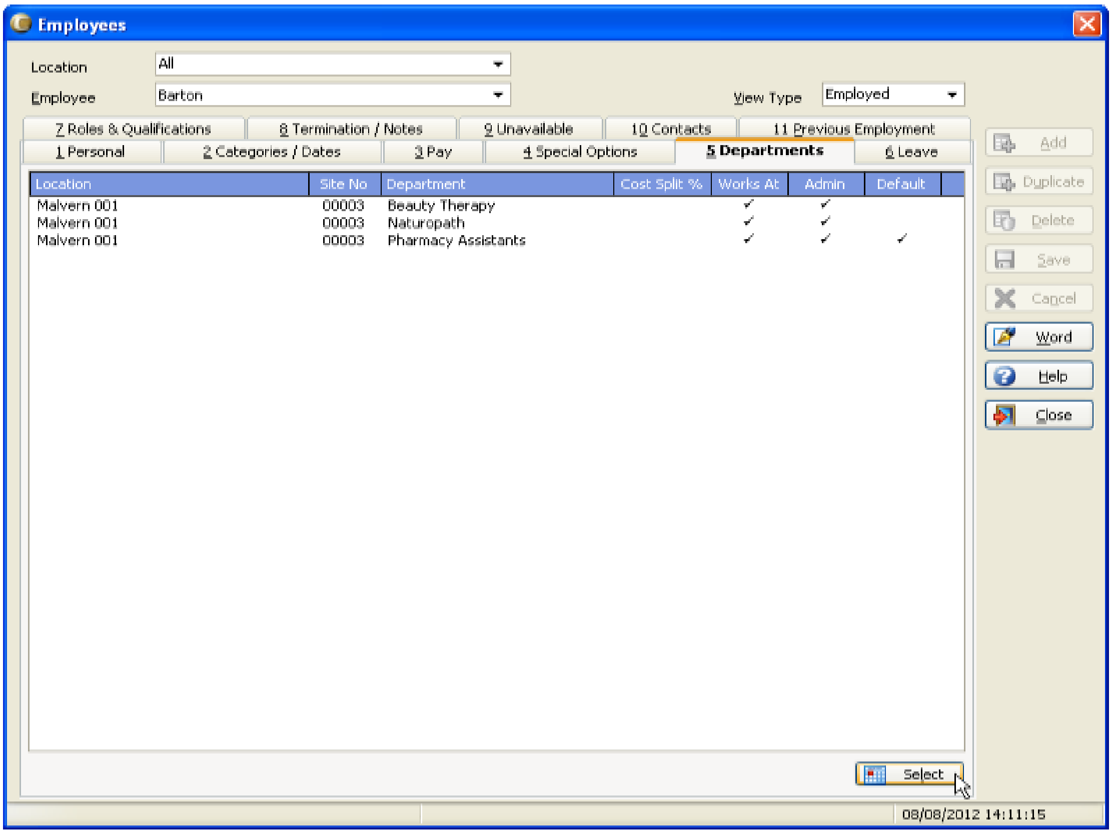
Navigate to the file's location as set on Export Data Setup screen.

The file is ready to be imported into MYOB.

Predetermined Costs by Department

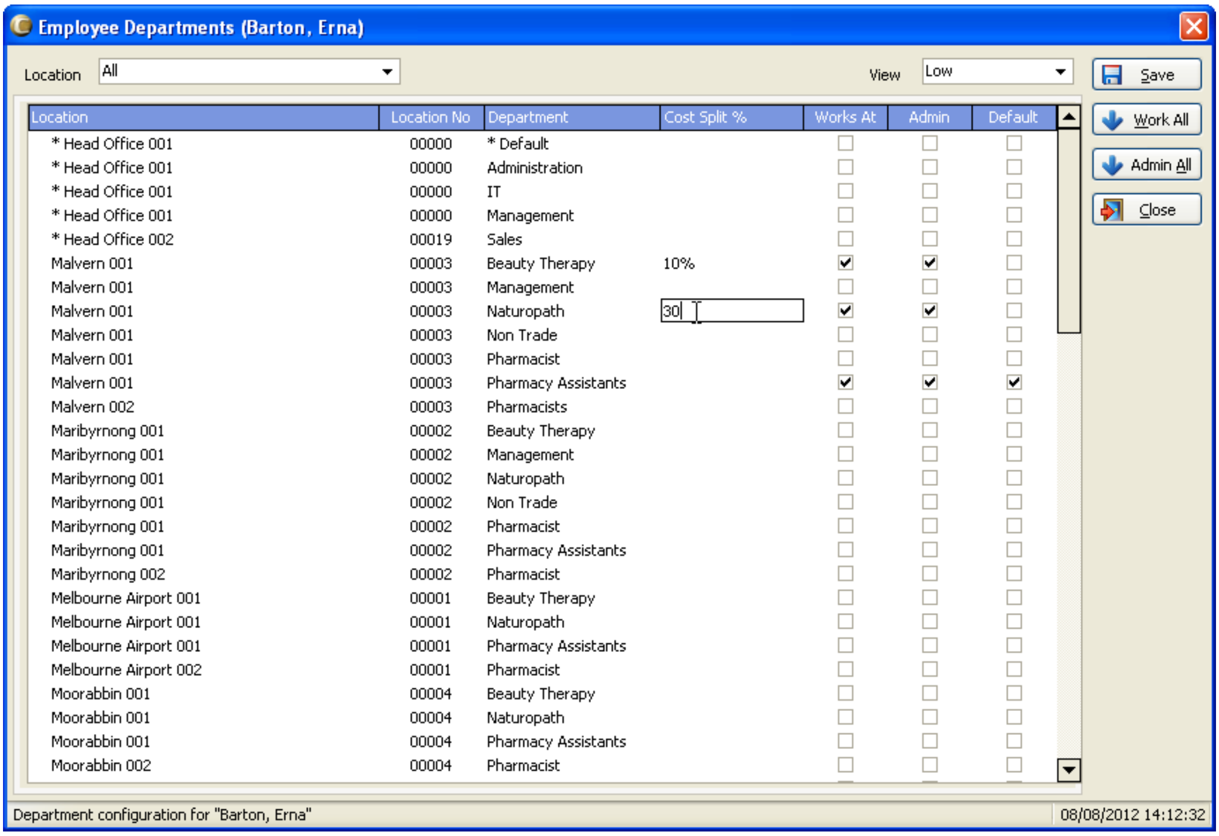
When you need to predetermine how department's costs are allocated irrespective of where an employee works you can set up a cost split to various departments. This might be necessary where a template is needed for costing than using the employee's actual paid hours.

If you want to split an employee's costs across a number of departments set up the proportions in the employee tab 5-Departments.

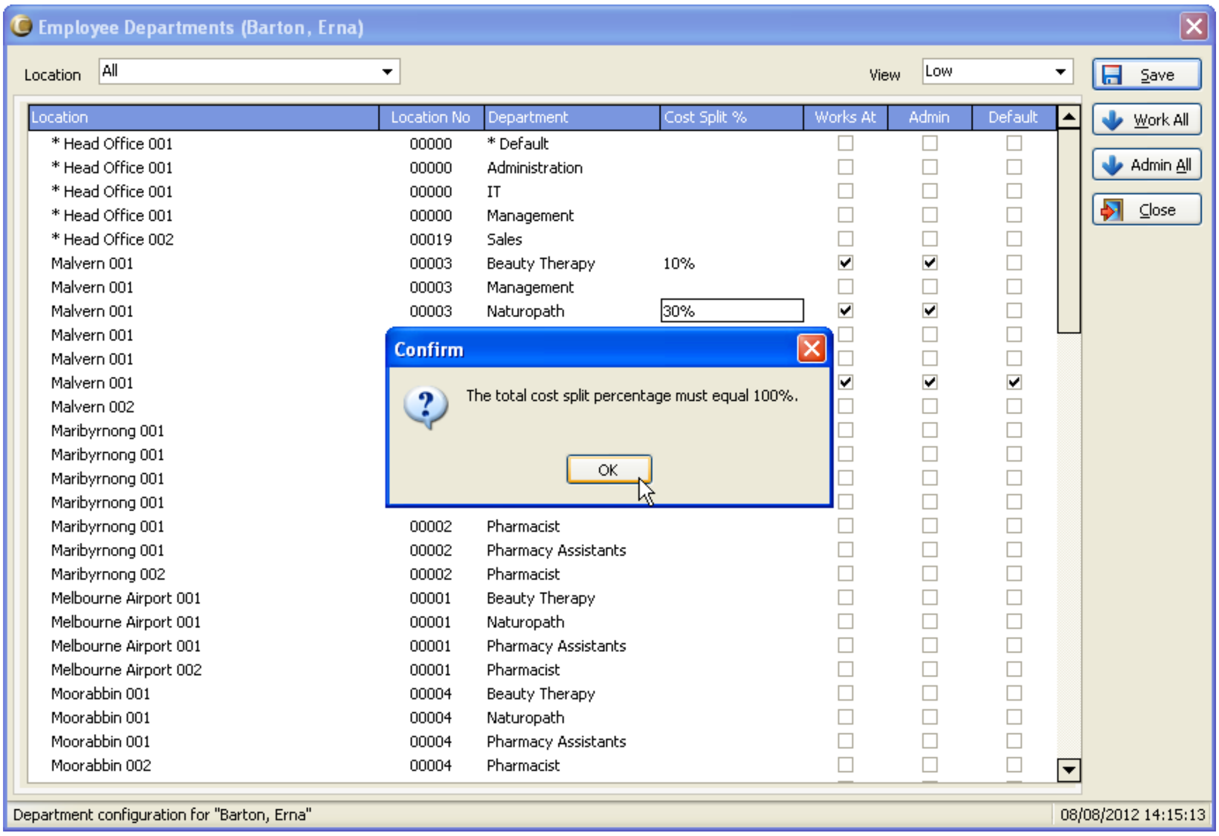


Choose the select button at the bottom of the screen.

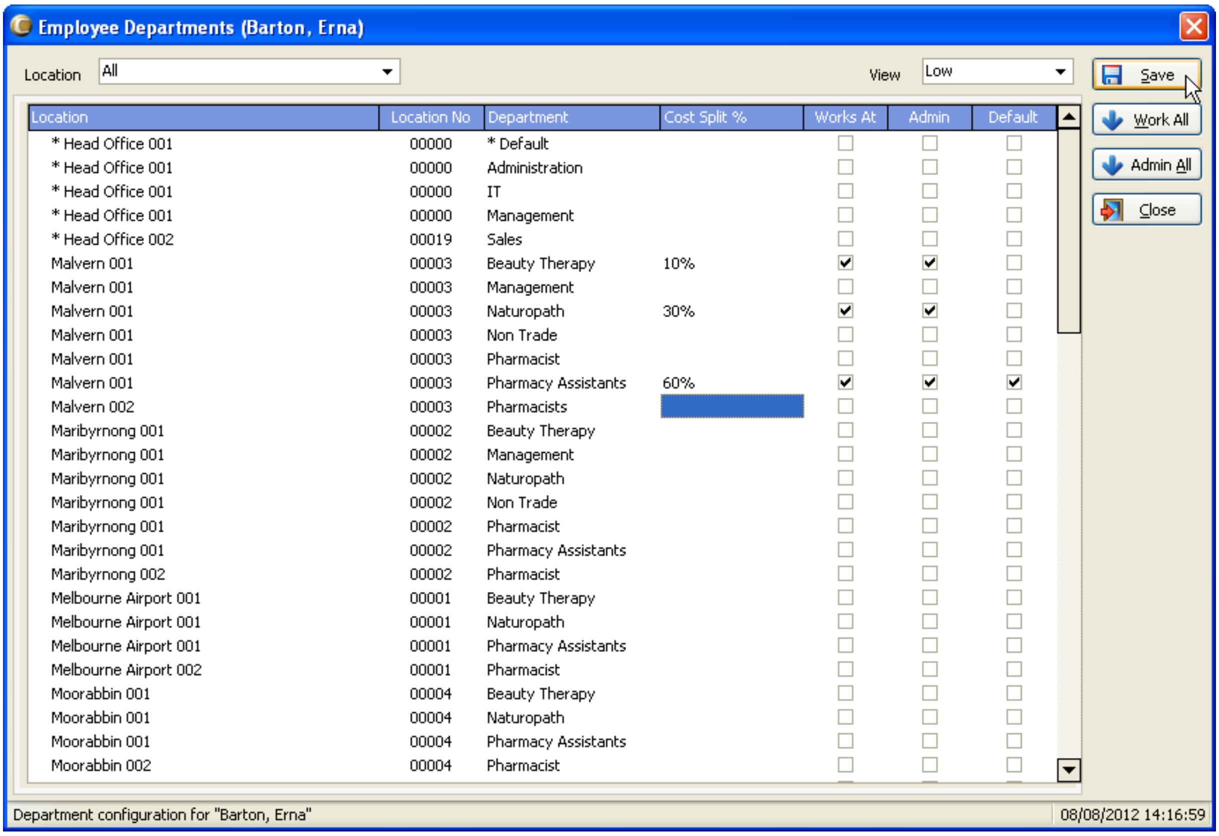
You can then key in the percentage to apportion costs to departments for this employee. Double click in the column labelled Cost Split % and enter the percent.



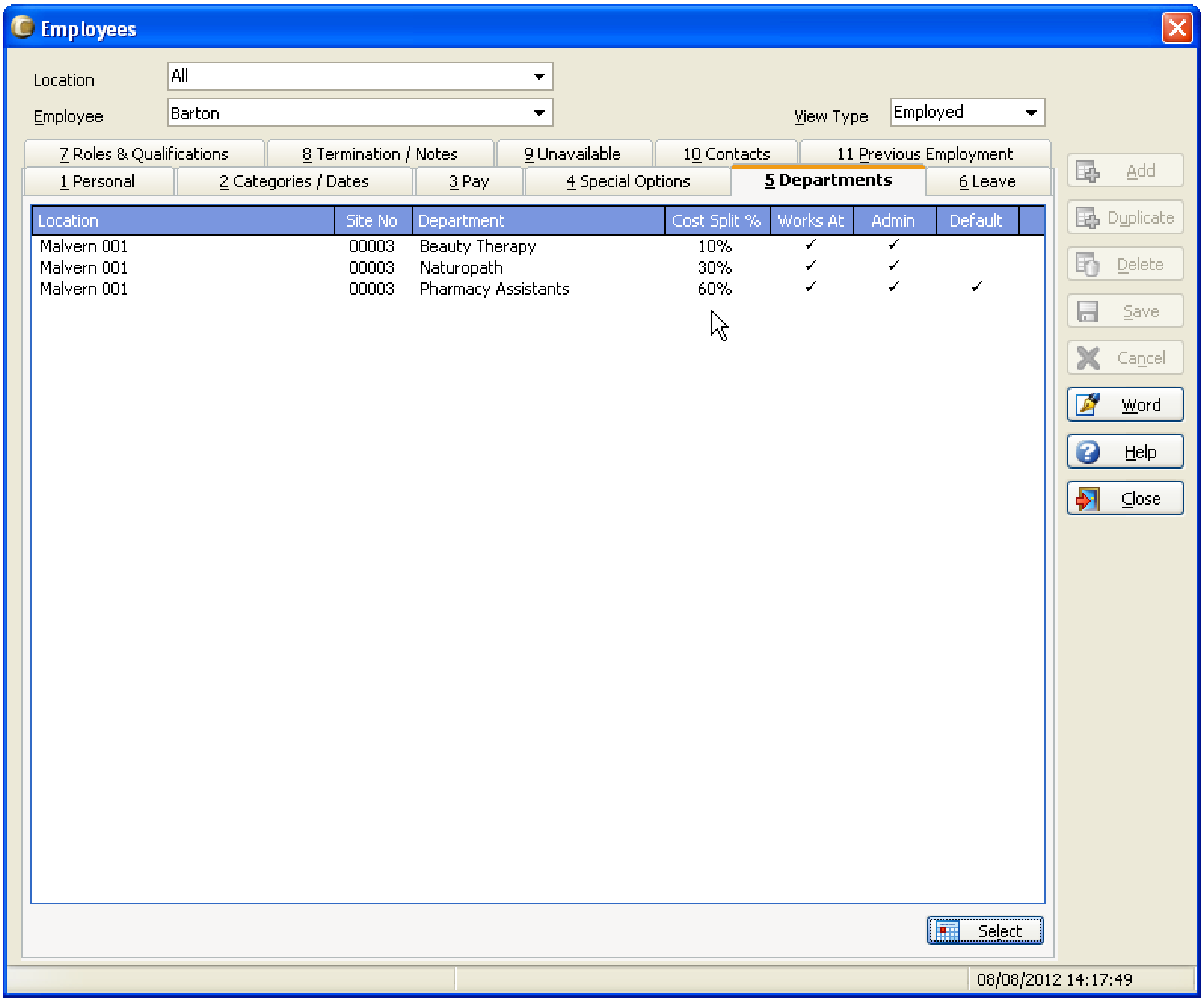
The total of the percentages you enter across the departments must add up to 100% or you won't be permitted to save.



Once you have entered the percentages for the cost splits select save.



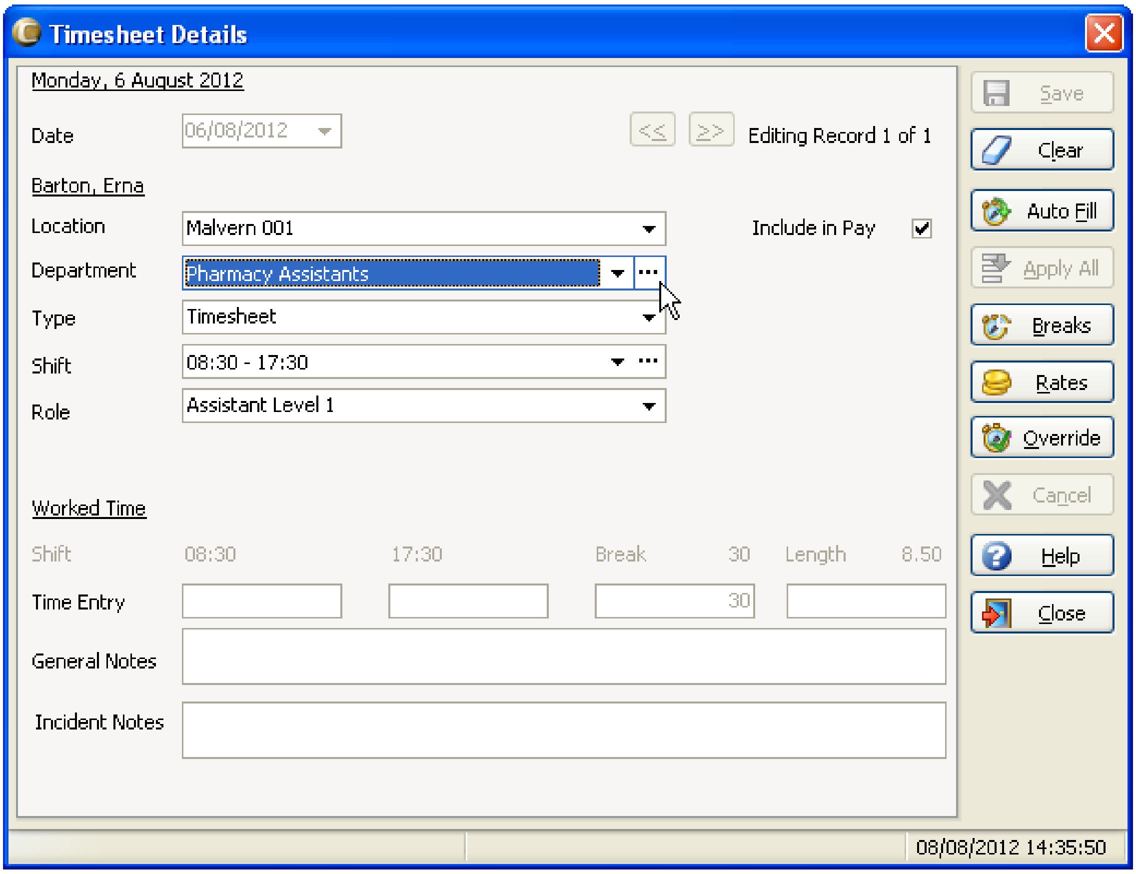
You will now see the cost split percentages in the employee's department tab.



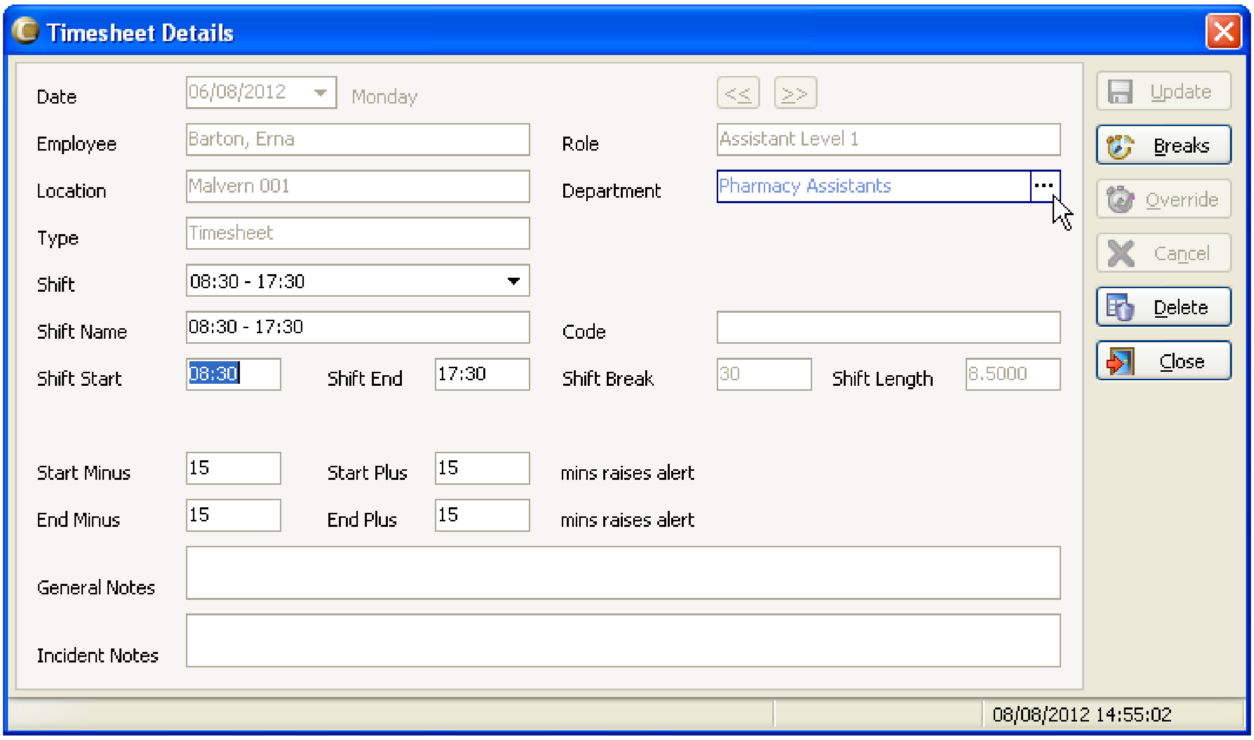
Changing Department Cost Splits in Rosters and Timesheet Entry

You can change an employee's department cost splits from within Rosters and Timesheet entry.

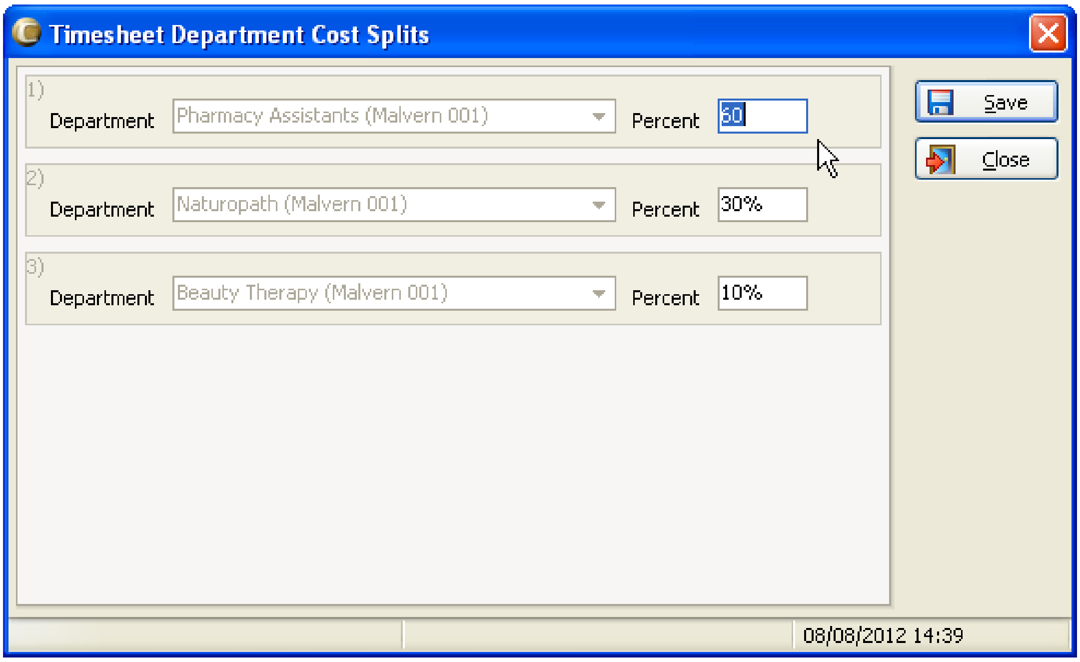
When in Timesheet entry select the timesheet entry for the day you want to edit. Double click on the timesheet entry. The edit box will appear, then select the ellipses button ... to show the cost splits.



When in Rosters, double click on the shift you want to edit. The edit box will appear, then select the ellipses button to show the cost splits.



You will now see the department cost splits for this employee for this shift.



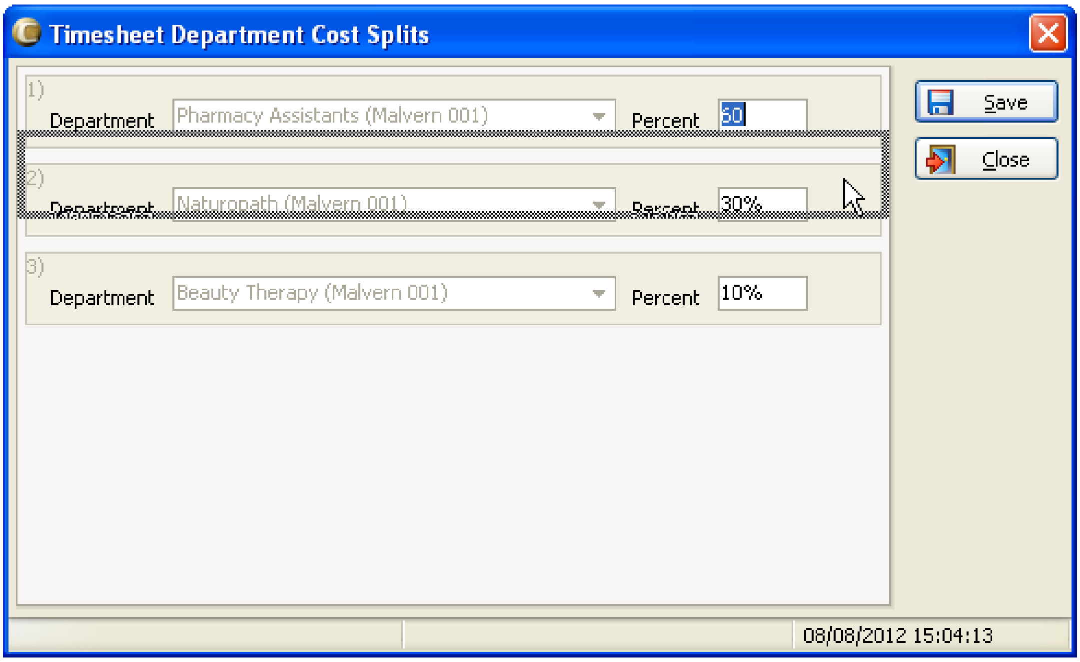
You can change the percentages of the cost splits here but it will only apply to the shift that you are editing.

The cost splits are apportioned in the order that they appear. In the above example, the first portion of the costs are allocated to the Pharmacy Assistant (Malvern 001) department, then the next portion to the Natropath (Malvern 001) department and the last portion to the Beauty Therapy (Malvern 001) department.

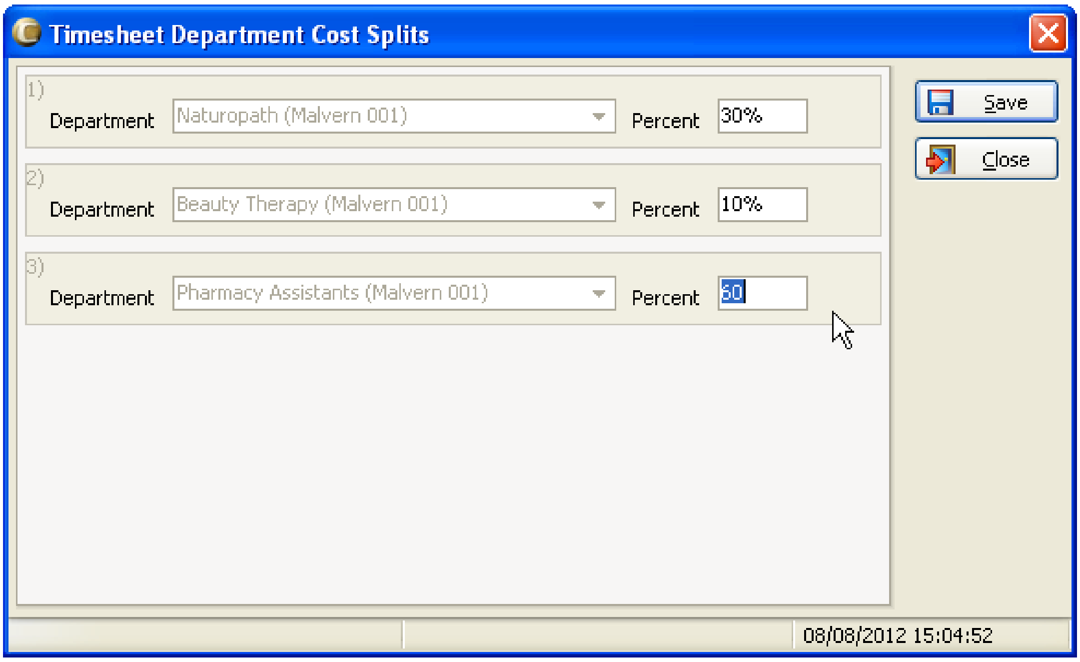
Changing the order of predetermined department cost splits

You can change the order in which the predetermined department cost splits occur. This might be useful in the case where an employee's overtime and penalties need to be allocated to a department other than the last one in their predetermined cost splits list.

Select the department that you want to change the order of the cost splits, hold your left mouse key and drag the department to its new position.

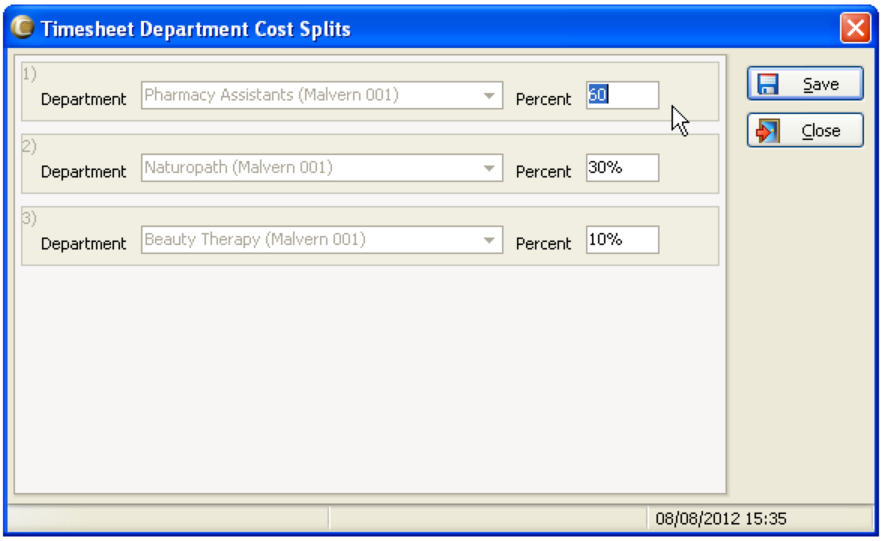


You will now see the department in a new position within the cost split list.

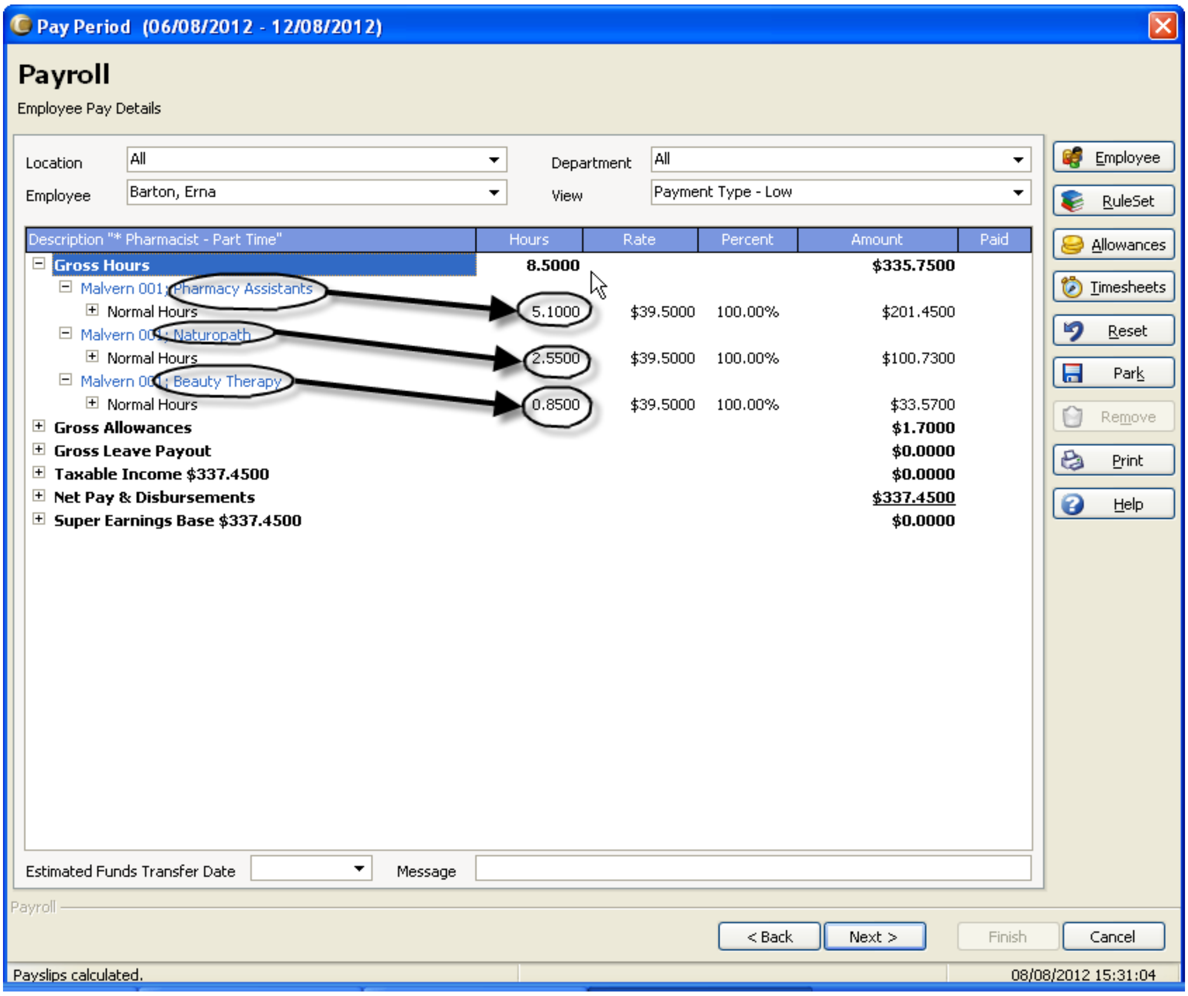


Viewing Department cost splits from Payroll

When you process the payroll for an employee who has cost splits set up you can see how their costs have been apportioned. In the example below, the department cost splits are as follows:



As you can see, 60% of the gross hours below have had their costs allocated to the Pharmacy Assistants department, 30% to the Naturopath department and 10% to the Beauty Therapy department. When the timesheet is processed in Payroll the above Predetermined cost splits would be shown as follows in the employee's pay details:



Rolling Back a Payroll

If a significant error is found after a payroll has been processed, the process can be reversed, adjustments can be made and the payroll re-generated and re-processed. Completed funds transfers, however, cannot be reversed and therefore rolling back a payroll may lead to financial discrepancies requiring correction.

ClockOn payrolls can only be rolled back sequentially. The last payroll processed is the first payroll rolled back. Payrolls may be rolled back sequentially as many times as required.

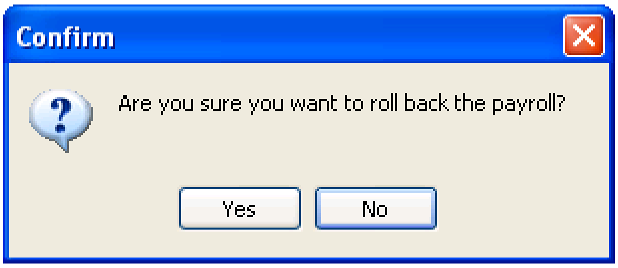
Select Payroll Rollback from the Payroll menu to reverse a payroll. The Payroll Rollback screen appears. This displays the payroll range, number of employees, payroll ID and employee names (including Rule Sets). The Rollback date indicates the pay period that will become active after the rollback has been completed.

Select Administrator menu, Payroll, Rollback Payroll.

Using the payroll dropdown menu select the appropriate payroll

If only one employee needs to be rolled back, deselect the Include all Employees option then select the employee required to be rolled back. If multiple employees are required to be rolled back, use shift + left click to select these employees.

Click Rollback to start the process. A prompt will appear on screen asking “Are you sure you want to roll back the payroll”? Select Yes to continue.



A rollback progress bar appears with additional text.

Once rollback is completed select Close.

Note: Rolling back payroll is not a recommended practice and may potentially result in mismatching payroll and banking data. All adjustments made during the selected payrolls will be lost and must be subsequently re-entered for every individual in every payroll. In a large payroll (or worse in multiple payrolls) this is a painful process. To avoid this situation, ALWAYS contact the support desk for assistance, before initiating Rollback.

Creating A PAYG Payment Summary

PAYG payment summaries are generated using the PAYG Wizard. When printing a plain paper PAYG payment summary, corresponding information must be transferred to the ATO either online (via the internet) or on a disk.

PAYG payment summaries can be produced collectively at any time after the end of the financial year and also individually, as in the case of a terminated employee requiring a PAYG payment summary at termination.

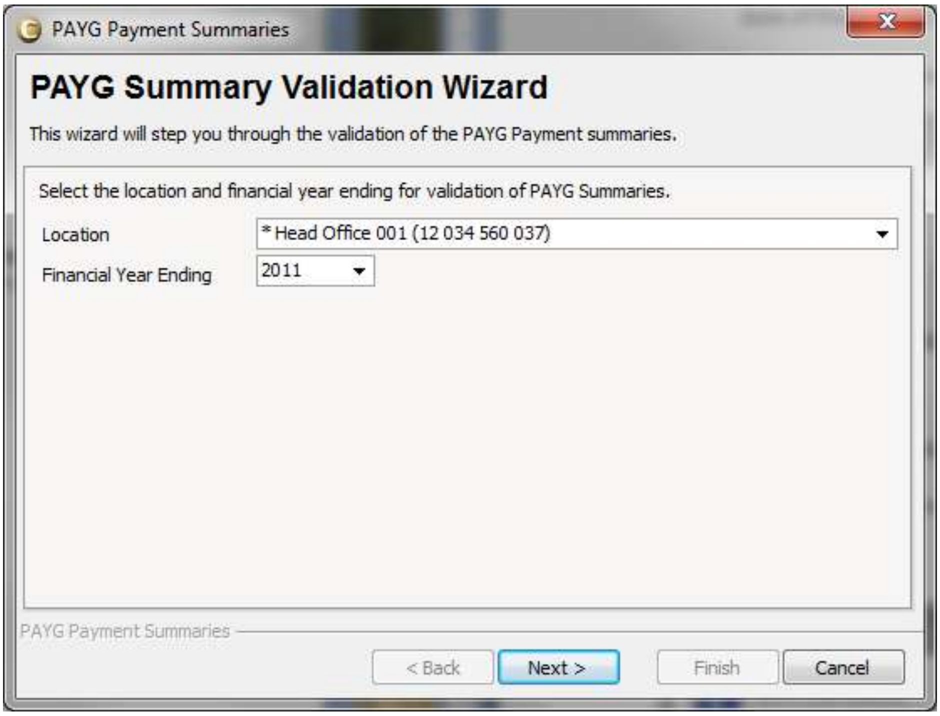
The PAYG Wizard is designed to act as a guide only. It is the Administrator's responsibility to determine how payment summaries are to be submitted to the Australian Taxation Office, that the values are correct and that all statutory regulations are complied with. Final figures produced via the PAYG Wizard should be independently verified.

PAYG summary validation wizard

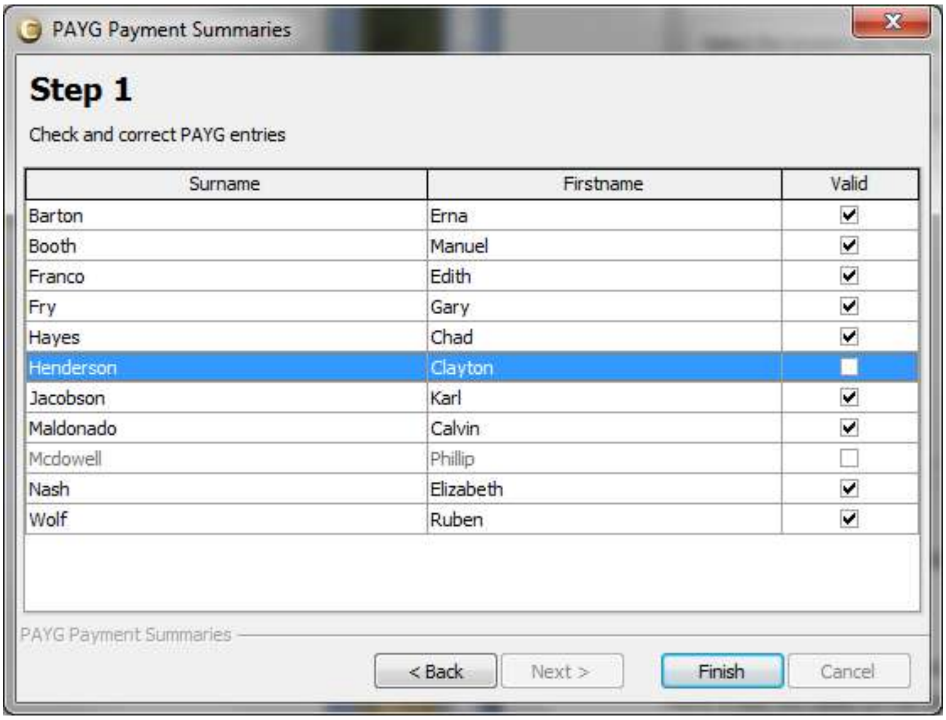
The ClockOn PAYG Summary Validation Wizard is the audit check performed before running and submitting a PAYG Summary. This process can be run as many times as required with no adverse impact on the final PAYG summary submitted. This process will identify the following errors:

- Empty Tax File Number field
- Tax File Number not 9 digits in length
- Surname field empty
- Invalid Postcode
- Both Street 1 and Street 2 fields blank
- Suburb field empty
- Invalid State
- Single Quote in either Christian, Middle or Surname of employee

This option is accessed via Administrator, payroll, Validate PAYG summaries. The initial screen of the Validation Wizard allows the location and the financial year ending to be selected:

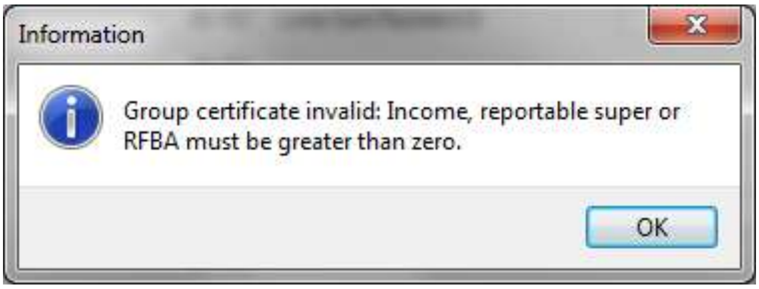


In Step 1, a list of employees is displayed. In the right hand column headed Valid, each employee will display a tick for valid or no tick for where there is an issue that needs to be investigated:



For employees that do not have the valid check, double click on their name:

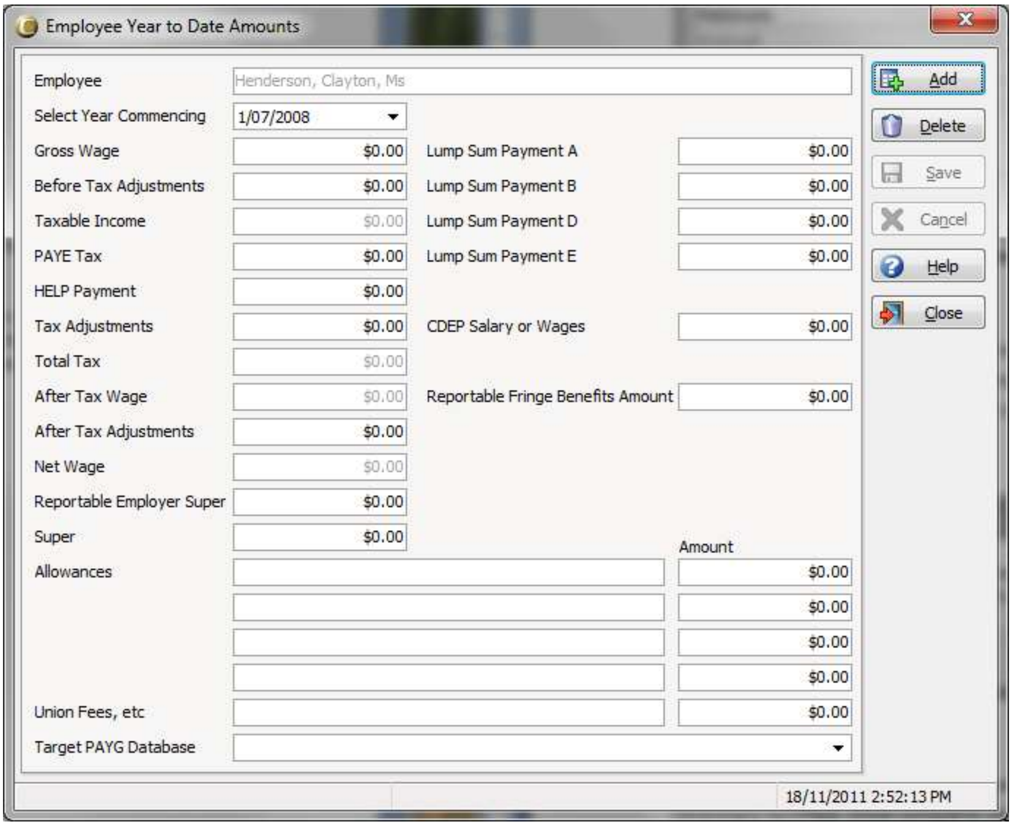
A message box appears stating the issue with the employee. In cases where that issue lies within the employee setup, the Employee Details screen will appear. This can be accessed and edited after selecting OK in the message box:



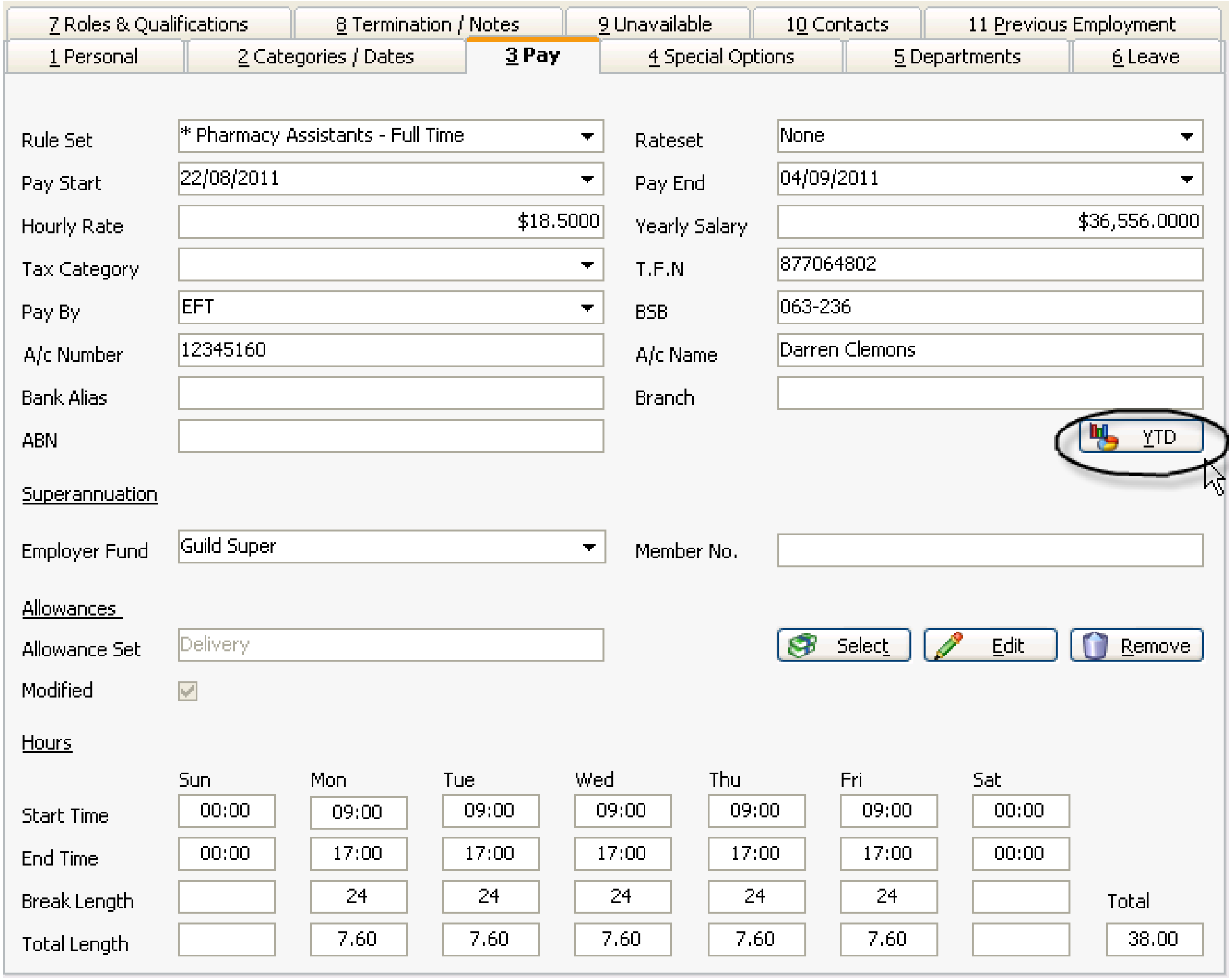
Continue this process until all employees without a valid tick have been investigated and where necessary rectified. Once completed, select the finish button.

Note: The validation process can only be run after the EOFY version for the relevant financial year has been downloaded and installed.

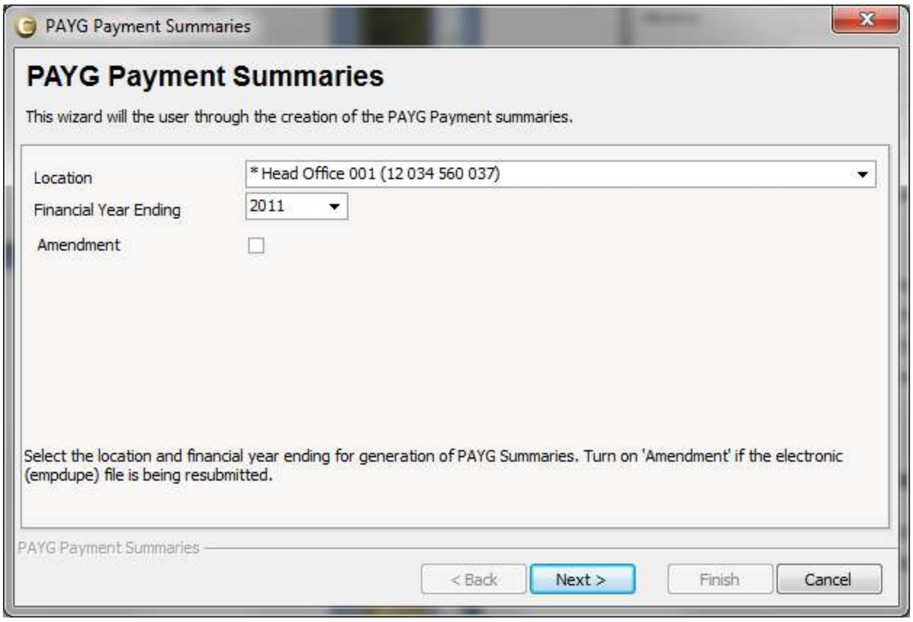
Before running PAYG summaries:



The employee year to date figures should be checked to ensure that the end of financial year amounts are correct for each of the employees and that any reportable fringe benefits have been entered before starting the PAYG Wizard. YTD information can be found under Employee Setup, Pay, YTD button.

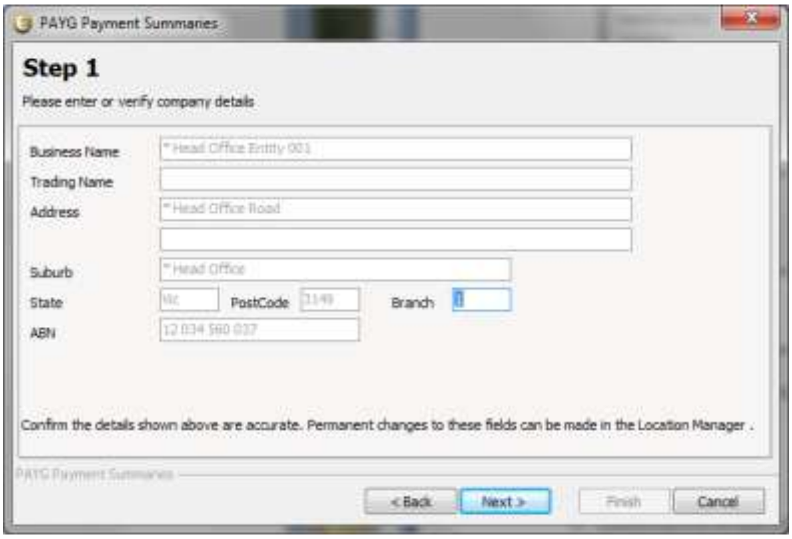


Starting the PAYG payment summary wizard



Open the PAYG Payment Summary Wizard. Select the appropriate location and financial year ending, and then proceed to Step 1:

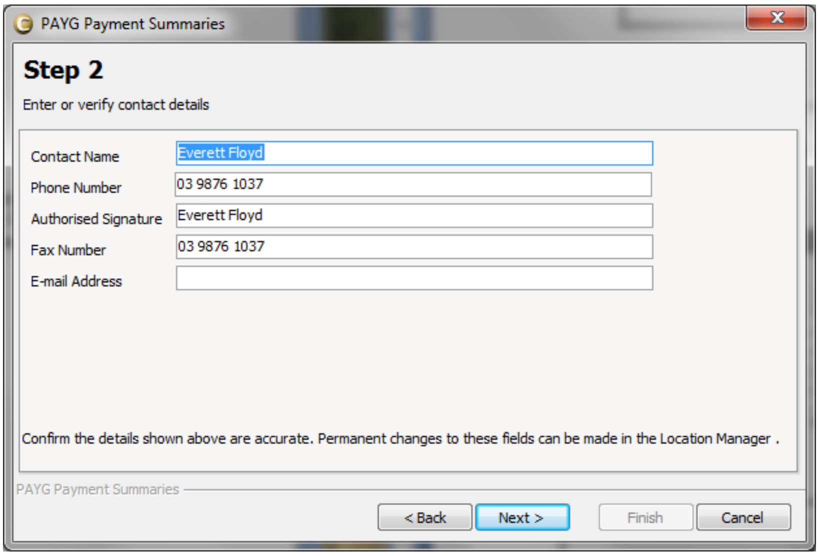
Company details



Check that the company details shown in step 1 are correct. If changes are required, press cancel and go to the Location Manager to make the necessary edits.

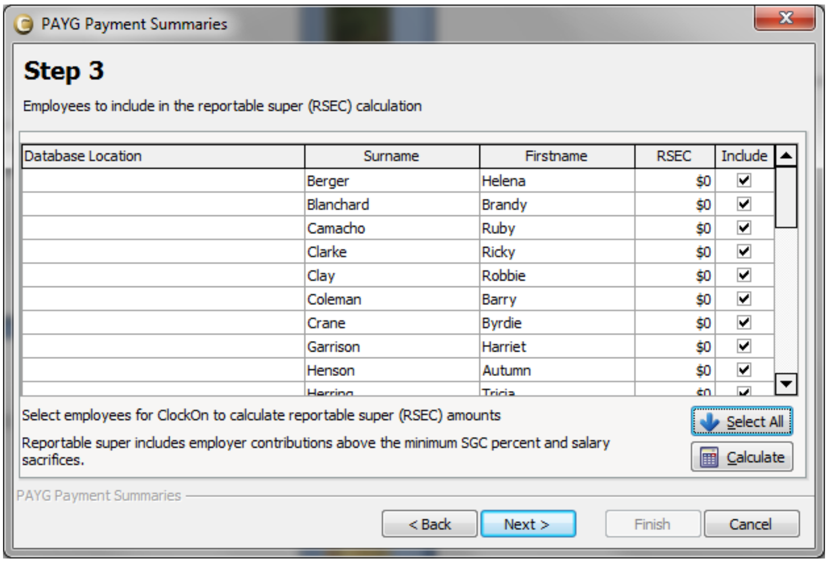
The branch number links the employees in the current ClockOn database with a number that will be displayed in the PAYG Payment Summary. This number allows Administrators to sort PAYG payment summaries by branch location. Click next to proceed to Step 2:

Contact details



Step 2 of the wizard allows the entry and editing of the contact details. These are required for the electronic submission of PAYG Payment Summaries.

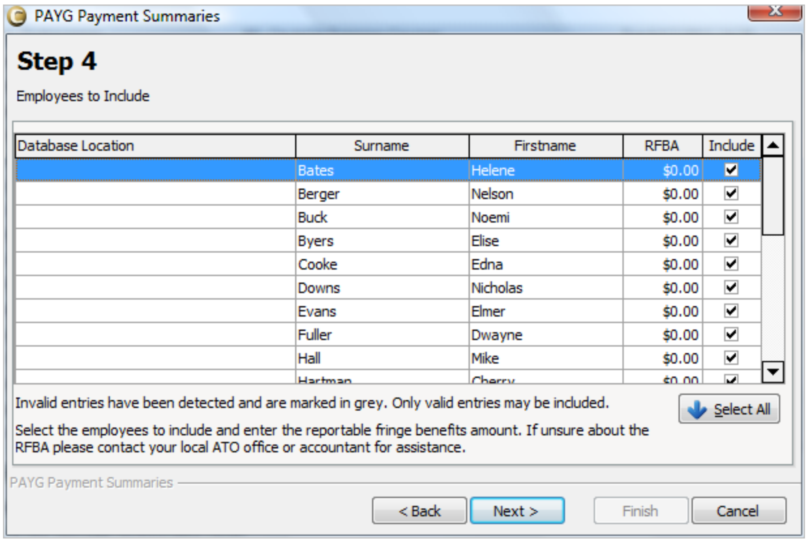
Note that ClockOn defaults the Contact Name and Authorised Signature to the name of the person logged in and running the PAYG Wizard. If this is not appropriate, change to the correct name. Once any changes have been made, select Next to proceed to Step 3:



Step 3 allows for the calculation of reportable super employee contributions (RSEC).

Click items in the Include columns to select appropriate staff and then press the Calculate button.

Employees to include

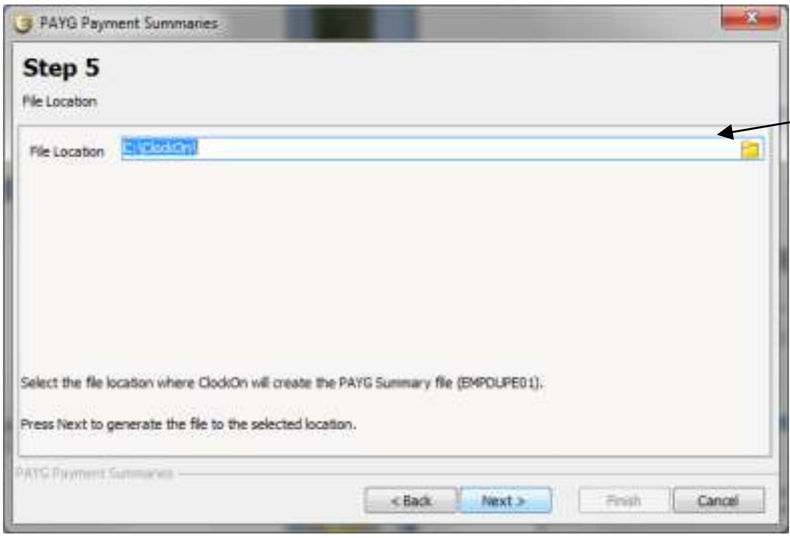


Select the Include check boxes to include/exclude individual employees from PAYG payment summary generation.

All employees are included by default. Individuals can, however, be excluded by removing the tick from the appropriate check boxes. Having chosen the employees to include, click next.

Note: This selection reflects the employees that have YTD values for the currently selected financial year and the Reportable Fringe Benefits that were entered into the Employee's YTD screen in the previous steps.

File location

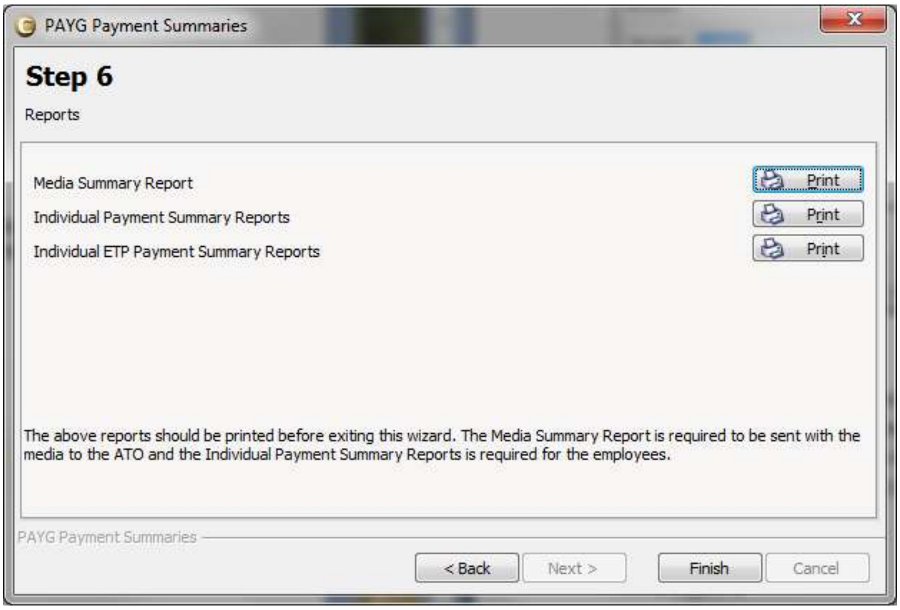


File path for ATO compatible PAYG Payment Summary file

Select the directory location for the PAYG data file that will be sent to the ATO.

The path for the file to be saved can be directly typed into the File Location field. Alternatively click on the yellow folder icon to bring up a browse window. Note that this file will be created with the name EMPDUPE01. Click next to continue to Step 6:

PAYG reports



The media summary report is required when providing the ATO with a PAYG media disk and may be printed and manually filled out.

The individual Payment Summaries to be given to the employees are also printable. There is also the facility to print Individual employee termination payments (ETP) if required. Select Finish when all summaries are printed to generate the media file ready for transfer to the ATO.

Note: To reprint PAYG Payment Summaries, re-start the wizard as many times as required.

Section Thirteen

Exports & Imports

Export/Import Overview

Export data

Import data

Export/Import Overview

The ClockOn Export system offers a simple means of transferring data to and from the ClockOn database.

Data export is required when the user needs to:

- Develop enhanced management reports
- Perform additional analysis and/or processing of ClockOn data
- View ClockOn data from alternative applications
- Merge ClockOn data with data captured from other applications

ClockOn Export may be used to translate data into many commonly used file formats (e.g. Excel, Word, Text or XML), making the data compatible with many third party or legacy applications.

The export engine is highly configurable and a selected export procedure may be saved to ensure replication without the need for further configuration.

Features of ClockOn data export

- Numerous record selection methods: All Records, Modified Records Only or records by Date Range.
- A diverse range of export file formats including Microsoft Word, Excel, Access, XML, HTML, PDF and Rich Text Format.
- A custom export SQL script editor which allows the user to create complex views of ClockOn data, including table joins, updates and deletions. This feature is very useful for "massaging" ClockOn data to suit import file formats for other applications.

Note: The SQL script editor is only recommended for advanced users with a detailed understanding of ClockOn data tables and SQL. See "Creating Custom Export Tables Using SQL".

Export/import terminology

To understand clearly how best to use ClockOn Export, a few of the more common export terms have been defined below:

- Data Table: Tables consist of rows of data (records) which are divided into fields (columns) for organisation and retrieval. ClockOn comprises more than fifty tables ranging from records of company information to timesheets to employee data.
- Export: The process of writing and transforming ClockOn data tables into various raw file formats.

- Import: The process of reading and interpreting data stored in various file formats into the ClockOn database.

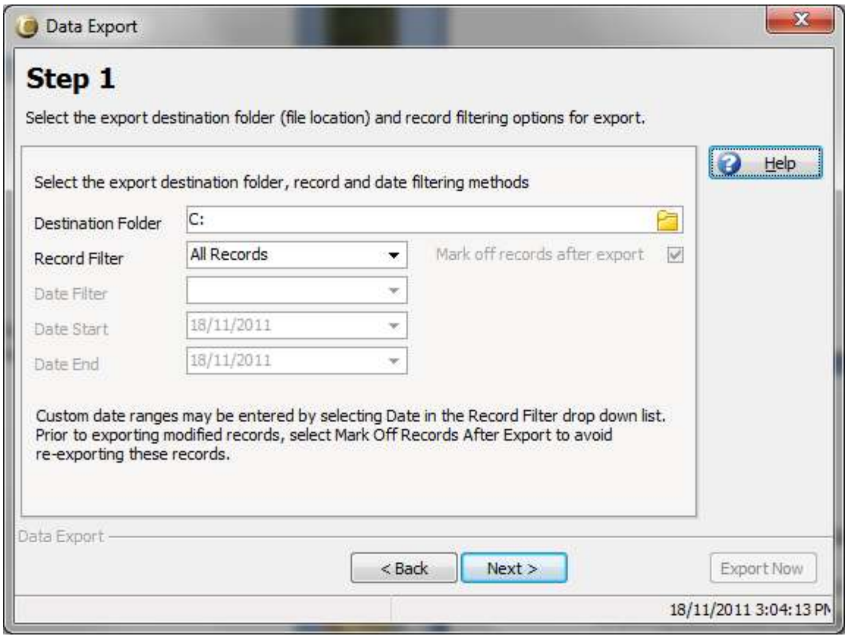
Starting data export for the first time

From the main menu select Administrator, Exports, Export Data:

The first step is to confirm the name of the dataset from which the data will be exported. Users with multiple ClockOn datasets should confirm the correct data source before exporting.

Select the Settings button to proceed to Step 1 in the wizard:

Selecting export file location (step 1)



ClockOn can be configured to export to almost any file location. Choices include local file paths, UNC file paths, web folders, mapped network drives or removable media.

The export file device is referred to as the export Transfer Medium Destination Folder: The file path where export files will be created. Select the Browse button to select an export location.

Record Filter: The selection method used to obtain records for export. Choices include All Records, Modified Records Only and Date Range.

Export filter methods

Export filters can greatly affect the accuracy, file size and efficiency of the resultant export data. The method used can vary from export to export, and care should be taken to make the correct choice.

All records

All records from the selected range of data tables will be exported.

Modified records

Only records that have recently been modified will be exported. Select Mark Records as Exported to ensure the same data is not repeatedly exported each time the wizard is used.

Note: Use of this method will minimise the file sizes generated and ensure the smallest (fastest) possible export.

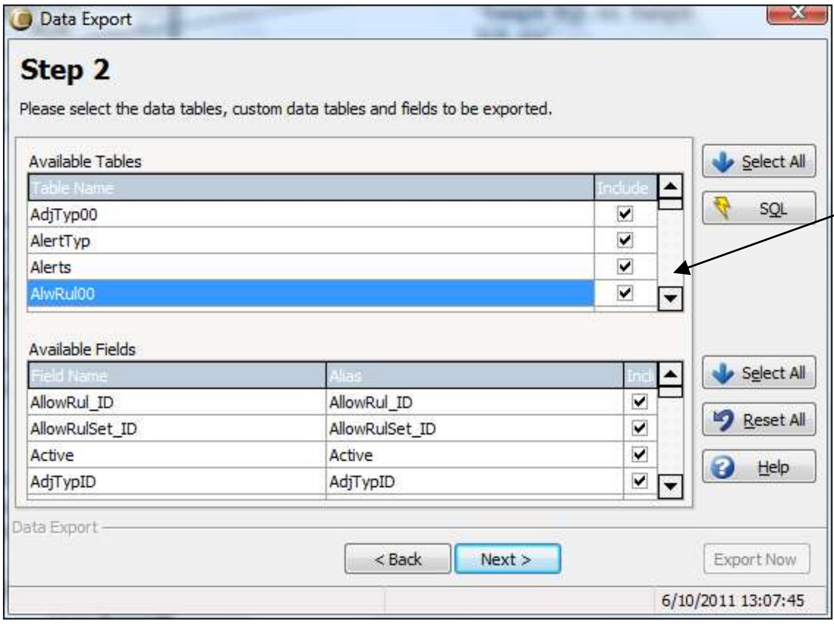
Date range

Dates are only applied to the timesheet data table (Time_sht) if included in the export. Upon selection, two editable date range fields become available. Use Date Start and Date End to add a specific date range for timesheet export. Use Current Roster to export all timesheet records for the current roster period.

Select the Next button to proceed to Step 2 in the wizard.

Selecting export tables and fields (step 2)

This allows for the selection of data tables and fields (columns within each table) that will be included in the export. All tables and all fields are selected by default when this screen is first displayed, allowing for full data synchronisation without the need for additional changes:



Custom Export SQL Table. The *Table Name* column is used to label the resultant export file e.g. “Sample SQL.txt, Sample SQL.xls”

Available tables

The Available Tables list contains the names of all the data tables available for export. Choose individual tables by selecting Included as required. All tables can be selected or deselected by using the Select All button.

When creating export files, ClockOn automatically uses the Table Name (as displayed in the Available Tables list) suffixed by the file extension of the selected file format. For example, if the Alerts table is selected for export and the selected file format is XML, the resultant export file will be named “Alerts.xml”.

Note: When data is exported, any existing files in the chosen Export Location with identical names will be overwritten without confirmation. This is intended to ensure the minimum of user interaction during the export process.

Available fields

Whenever a table is selected, fields are displayed in the Available Fields list below. Choose individual fields by selecting Included as required. Field selection ensures that only the required columns of data are actually exported, minimising export file sizes and time taken. For further information regarding fields contact ClockOn support.

Note: Field names can be renamed in the resultant export file by typing a new name in the Alias field. This is typically required when creating specific export file formats compatible with other applications.

Choosing tables for export or import (advanced users)

During ClockOn export, a range of data tables are available for inclusion or exclusion. It is helpful to have a clear understanding how each table is renamed and how relationships are formed between them. For example, when exporting employee records, related information such as Year-to-Date records, termination records, descriptions or categories may also be included (all of which are stored in different data tables).

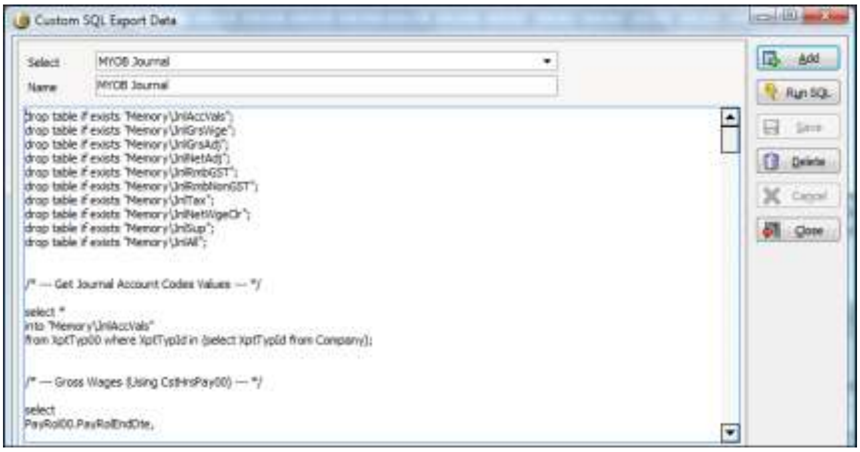
Creating custom export tables using SQL

This option allows for the creation of custom export SQL scripts and is recommended for advanced users only. Virtually any SQL script may be entered, including views, joins, updates and deletions. Upon completion, SQL scripts can be renamed appropriately, after which they appear as normal tables in the Available Table list.

Some of the more common uses for creating custom SQL scripts include:

- Exporting data into specific file formats for compatibility with third party or other applications.
- Exporting data for use in specific management reports based on multiple tables of data.
- Updating and maintaining data for specific purposes after export.

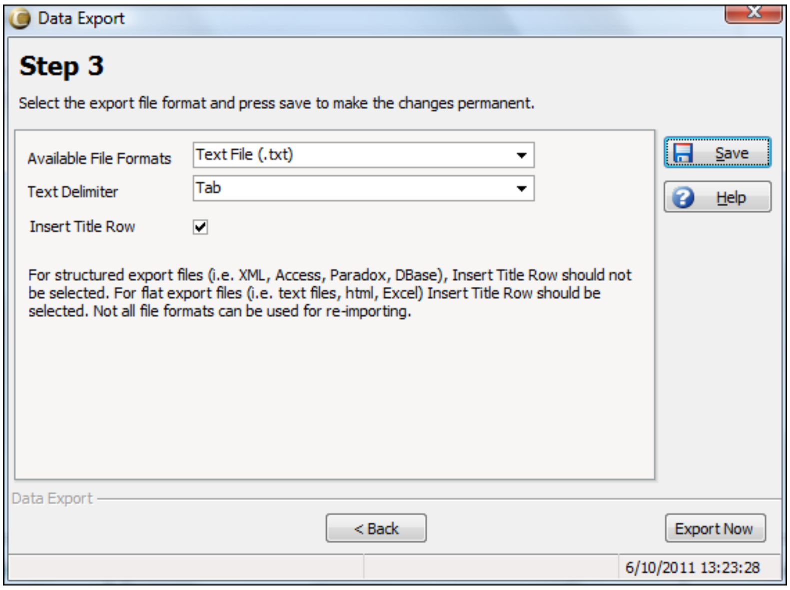
Select the SQL button to add a new custom SQL script, after which the following screen will be displayed:



Select: Displays a list of available SQL scripts. Use this dropdown to retrieve previous SQL scripts for editing.

Name: The name of the currently selected SQL script. The name of each SQL script may be modified and re-saved.

Selecting the export file format and saving configuration (step 3).



Available File Formats: Export file formats include: Adobe (.pdf), Address Book Interchange Format (.ldif), Backup Spss File (.sav), Clipboard (memory), Comma-separated values(.csv), DBase (.dbf), Extensible Markup Language (.xml), Hypertext Markup Language (.htm), Intuit Interchange Format (.iif),Microsoft Access (.mdb), Microsoft Excel (.xls), Microsoft Excel Data Interchange Format (.dif), Microsoft Excel Data Import Format (.slk), Microsoft Word (opens application)(.doc), Microsoft Works (.wks), Paradox (.db), Quattro Pro (.wqs), Structured Query Language (.SQL), Rich Text Format (.rtf), Text File (.txt).

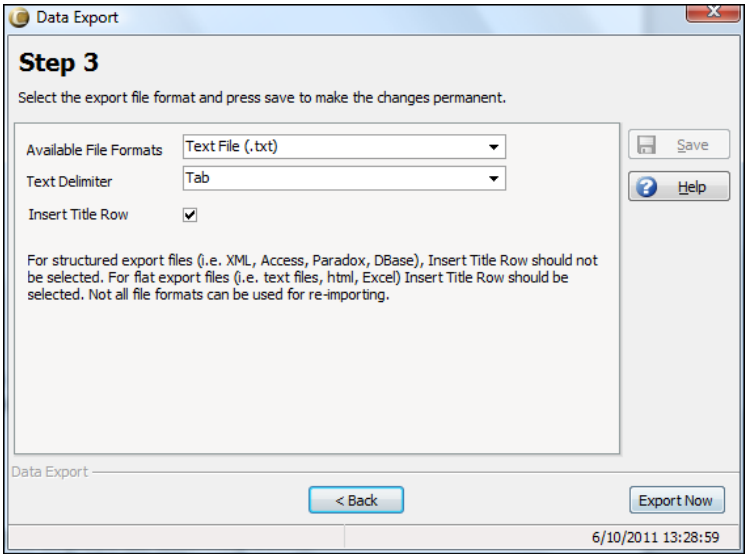
Text Delimiter: When using the Text, HTML, Rtf and PDF file formats, a delimiter can be set to determine how fields (column headers) in the export file will be separated. The default delimiter is "Tab".

Insert Title Row: Select this field to add the field names for each table as column headers in the resultant export file.

Select the Save button to permanently store the export configuration.

The final screen of the Export Wizard is used to store the export configuration permanently, ensuring simplified export:

Exporting data (step 4)



Select the Export button to commence exporting all selected tables and fields to the designated export file location on the designated Transfer Medium. During export, the status of each selected table is displayed in the left hand panel.

Data import (warning)

Contact ClockOn Support before attempting to import any data directly to the ClockOn database.

Attempting data import may have a severe adverse impact on your data integrity.

ClockOn takes no responsibility for data corruption arising from an unsupervised data import.

Section Fourteen

Alerts

Alert options

Reminders

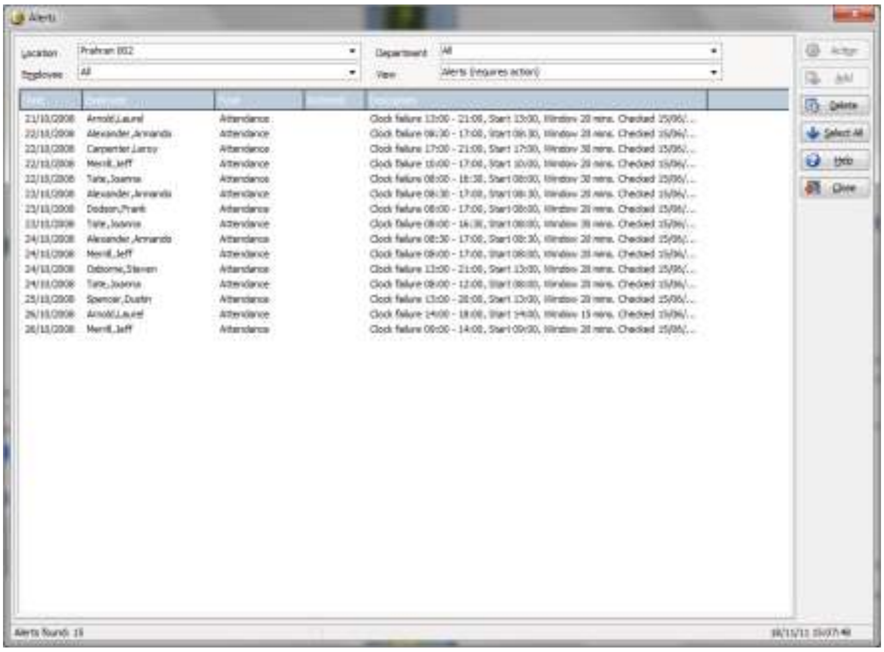
Messages

System Alerts

Alerts can be accessed from the main menu of ClockOn using the alerts icon, or from the Administrator dropdown and select Alerts.

ClockOn raises Alerts to the Administrator when special error conditions in the timesheets warrant attention. Accessing these timesheet exceptions is however generally quicker using the Timesheet Editor

Alerts can be triggered by employee interaction with ClockOn or automatically when ClockOn checks for absentees (Auto Alerts).



Alerts triggered by employees include:

- Employees clocking on or off outside their shift alert windows
- Employees requesting leave or changes to shift arrangements
- Early/late arrivals
- Varying start or end times
- Varying the break
- Failure to clock on/off
- Reminders and anniversaries
- Termination

- Attendance when not rostered

Auto Alerts relate only to absentees and can be configured in the system set up. An Auto Alert can be emailed to a designated Administrator. System Setup, SMTP Email service is required.

Viewing alerts

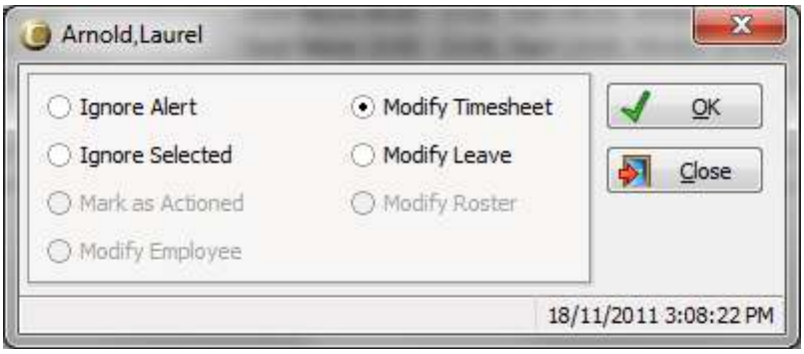
The Alerts can be filtered by Location, Department, Employee, and View Type. The View Type dropdown list enables the selection of various alert types, including alerts requiring action, annual events requiring action and alerts already auctioned. The list defaults to Alerts (Requiring Action), which includes those generated when employees fail to clock on or off within their shift parameters.

Actioning alerts

The View Type can be selected to display

- Alerts (Requiring Action)
- Alerts (Actioned)
- Alerts (All)
- Recurring Annual Events (Requiring Action)
- Recurring Annual Events (All).

On selection of the Action button, the Action to Take screen opens. Selection of the Ignore Alert radio button deletes the alert from the list and transfers it to the actioned alerts listing. This implies that no action is required in response to the alert. Additional buttons direct the Administrator to leave, timesheets or the employee file, depending on the type of the alert:



Ignoring/clearing out unwanted alerts (multiple selection)

Alerts can be selected either singly or in multiples for the purposes of deletion or ignoring. Use of the Shift and Control keys facilitates either differential or block selection of the entries. This function enables large numbers of alerts to be dealt with in an effective manner. Alerts ignored are transferred to the Alerts Actioned category from which they can be retrieved as necessary.

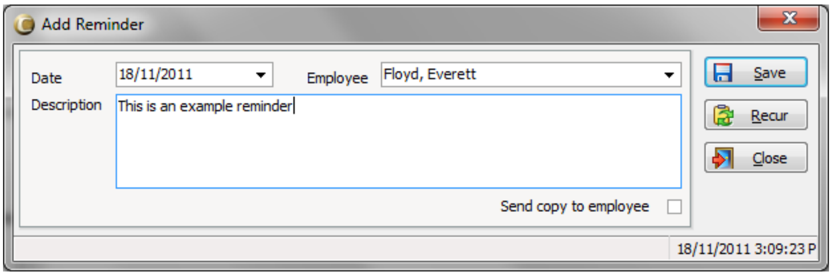
Actioned alerts

Once the necessary action has been taken (or ignored), the system reclassifies the alert as actioned. This maintains the old alert as a useful record, which can be recalled either as a display or a report. Actioned alerts cannot be deleted and serve as a useful adjunct to timesheet notes and audits.

Adding reminders

Administrative reminders may be added to the alerts list.

To achieve this, first change the view type to Reminder and select the Add button. This opens the following screen:

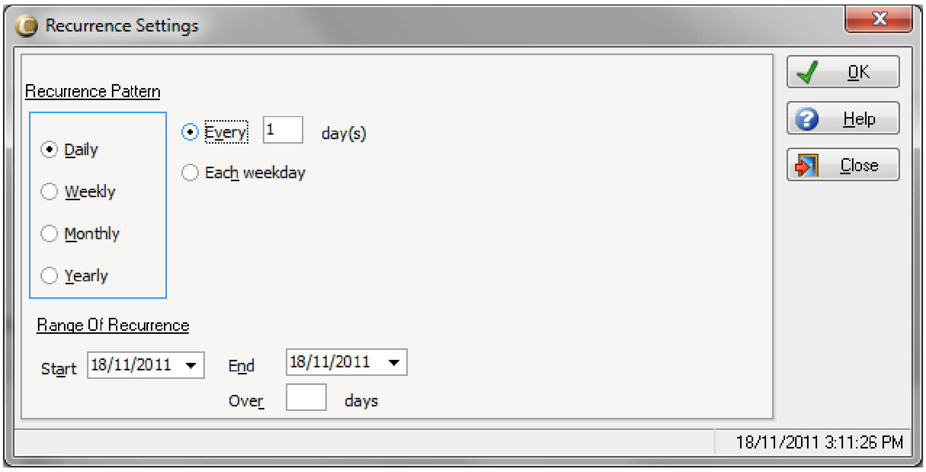


Select a date for the reminder.

Enter reminder text.

If you wish the employee to receive a popup message when they log in by keyboard or web portal, tick the Send Copy to Employee checkbox.

If you desire the reminders to repeat over a period, select the button marked Recur and fill in the relevant options as shown below:



Once you are happy with the settings click the OK button to proceed.

Select Save to record the reminder.

Section Fifteen

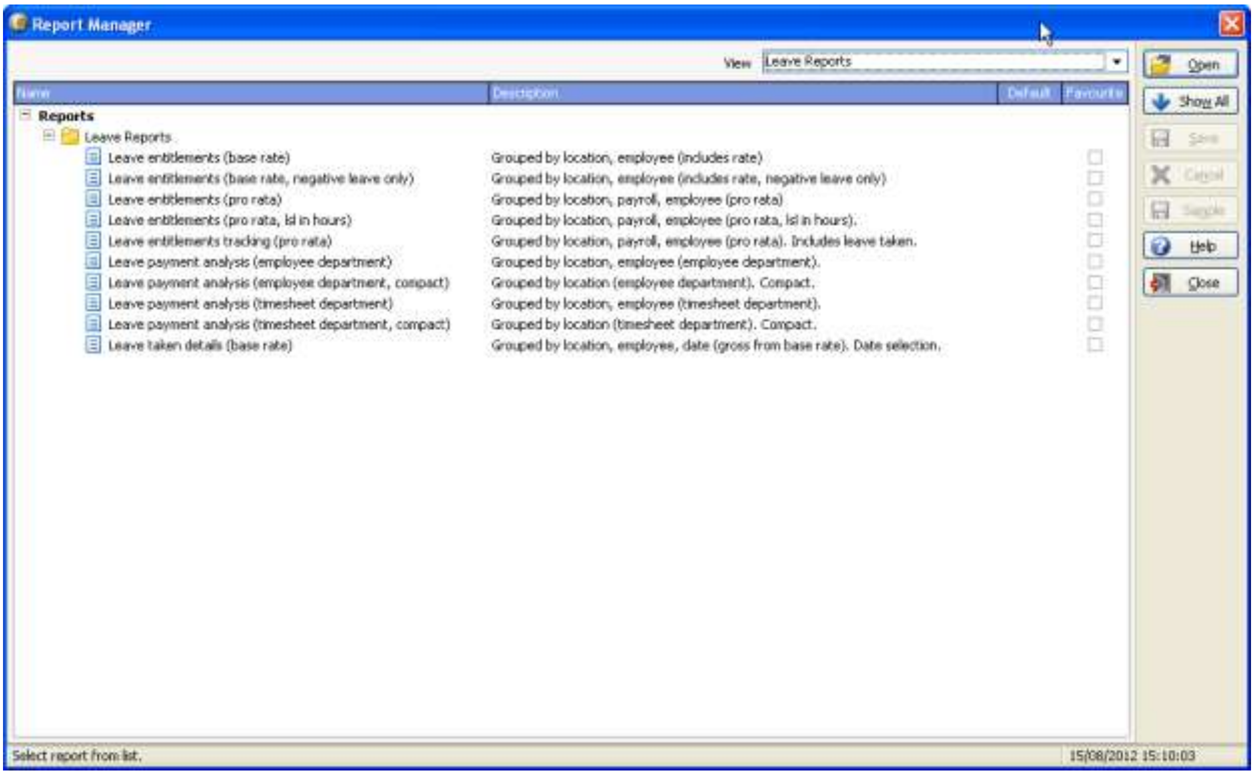
Reports

Generating reports

Generating Reports

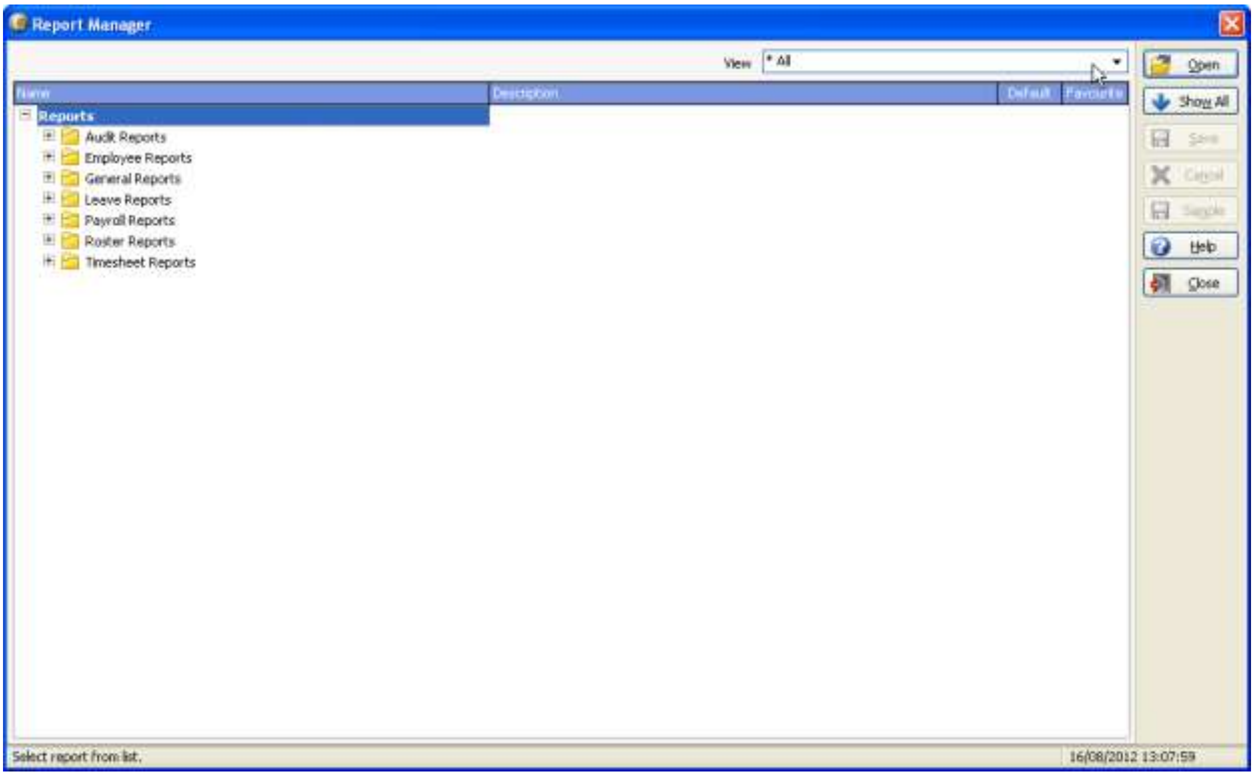
The report engine for ClockOn is useful in both Preview and Print modes. Reports are selected from an expandable tree structure similar to that found in Windows Explorer. Report subsets can be expanded by selecting the plus (+) symbol and reduced by selecting the minus (-) symbol. These symbols are known as nodes.

The same principle applies to the subset folders. The up, down, left, right Arrow keys and the Enter key can also be used for report selection. After a report has been selected, an Options screen is opened, in which a wide range of parameters can be applied to the selected report.



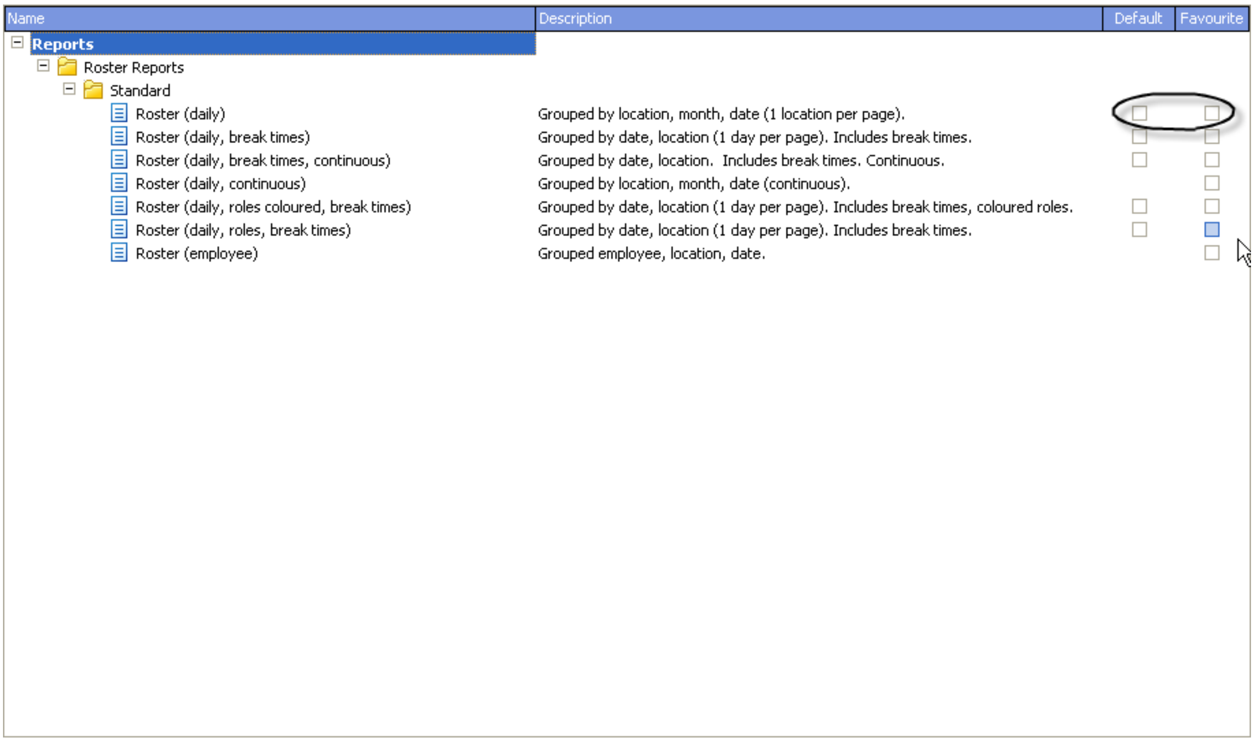
View All Reports

As the list of reports in ClockOn is extensive, a View *All option has been made available on this page which allows the user to navigate quickly to the appropriate reports with minimal searching and scrolling. The Show All button at the right hand side of the screen will expand or contract the reports list.



Setting Default and Favourite reports

Adjacent to each of the reports is a column labelled Default and another labelled Favourite.



Default

This column depicts which report will be used within the various screens in ClockOn. For example, if the pay slips button is pushed in the payroll, ClockOn will select the report to use based on the default in the Payroll Reports/ pay slips folder and display the data based in it. For this reason, each section of the reports in ClockOn has a default automatically set.

The default reports are indicated with both the checkbox in the default column as well as the green tick symbol to the left of the report name.

Favourite

Using this feature in the Reports screen allows selection of frequently used reports allows sorting them in a summary folder for easy access.

To identify a report as a favourite, tick the checkbox to the right of the report and then Save, after which the report symbol to the left of the report name changes to a heart symbol.

To access the summarised list of Favourite reports, change the View Type dropdown to * Favourites

Note: Once the favourite reports have been selected, the Save command must be effected. If this is not done, the favourites list will be discarded when the reports manager is closed.

Report filters

The following filters can be found in the report selection screens prior to opening the reports. By manipulating these filters, the scope of the report can be defined.

- **Location Range**: Allows selection of locations that will be included as defined in the Location Manager.
- **Department Range**: Allows selection of the departments based on the Location Range setting as well as the Departments as defined in the Location Manager.
- **Date Range**: Allows for the quick selection of date periods, including Today, Current Roster, Month To Date, Calender YTD, Financial YTD, and Range
- **Payroll Period Range**: Allows for multiple payroll periods to be selected within the report. To use this feature, select the start and end dates in the selectors and click the Select button. This will cause all the payroll periods within the specified dates to be included in the report
- **Surname Range**: Allows for the selection of specific employees to be shown in the report. This setting also includes buttons for including or excluding employees that have email addresses in their employee setup, useful when emailing Rosters and pay slips.
- **By Employment Status**: When selected, this allows limiting employee records displayed in the report. The options for this filter are All, Employed, Terminated.

- **By Gender:** When selected, this allows the reporting by gender
- **Alert Type**: Allows the report to filter the alerts that have been generated by Reminders, Attendances, Probationary Periods, Leave and Shift Requests, Terminations, and Unavailable Requests
- **Employment Category**: Allows the report to be filtered by Employment Categories
- **Leave Category**: Allows the report to be filtered by Leave Categories
- **Leave Group**: Allows the report to be filtered by the Leave Groups
- **Financial Year**: Indicates that the report will show a single selected financial year. Individual date or month ranges are not possible with this report
- **Adjustment**: Allows the report to include or exclude Adjustments that have been assigned to the employees through the use of Allowances
- **Super Fund**: Allows the report to be filtered by the Employer Fund Details setup in the tab 5 Super in System Setup section of ClockOn

Note: Access to the report filters is subject to security roles and departmental permissions previously set up in ClockOn. Without the appropriate permissions, access to the full range of data will be denied.

Emailing reports – Email Blast

A feature included in reports is the ability to send an Email Blast to a group of employees selected in the report settings.

For this feature to function, the following requirements need to be met:

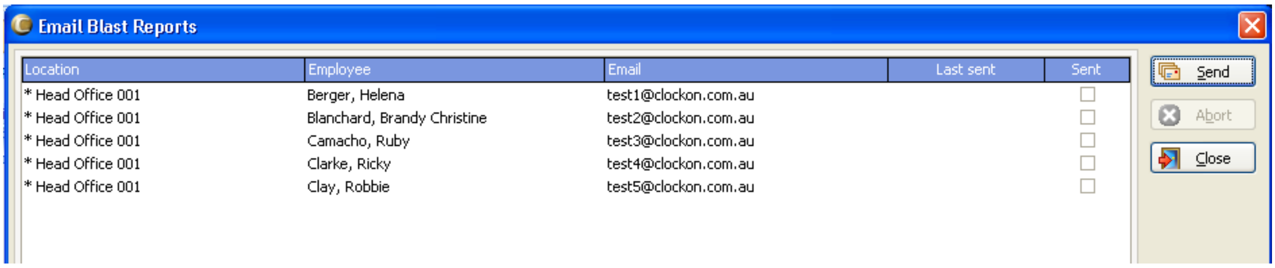
The specified employees need to have Email Addresses and Email Passwords set up in their Employee form.

The Email setup is configured under System Setup, 6-Other Tab.

Once these steps have been completed, open one of the email enabled reports (either Rosters or payslips) and select the appropriate filters to display the employees to whom you wish the reports to be sent.

When satisfied with the specificity of the list, click the Email Button.

The following screen is displayed:



This screen displays the employees that are to be included in the Email Blast, the email addresses that have been assigned to the selected staff, a "last sent" column to indicate when the last successful email was sent to the employee and a Sent checkbox.

To initiate the Email Blast, click the Send button. If the blast succeeds, the employees will sequentially display a tick in the Sent checkbox.

The Sent checkbox indicates that ClockOn has successfully communicated the required information through to the external Email Server as specified in the System Settings.

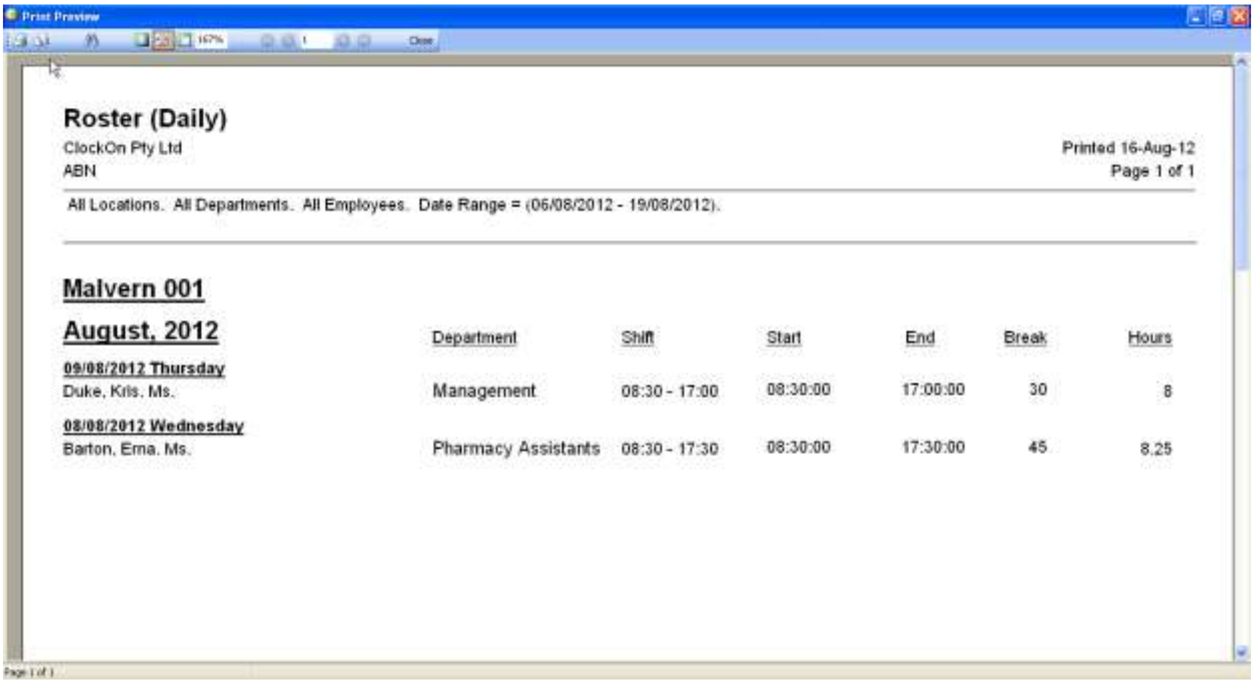
Once executed in ClockOn, responsibility rests with the Email Server to complete the process and forward the email to the Employee.

The most common reason for failure is that report for the period does not exist. If on completion of the process there are employees that don't display a tick in the Sent column, note the employees and check that they have a report using the Preview option in the Report Options.

Emailing Reports – From Report Preview

There is also the ability to email reports from the report Preview screen.

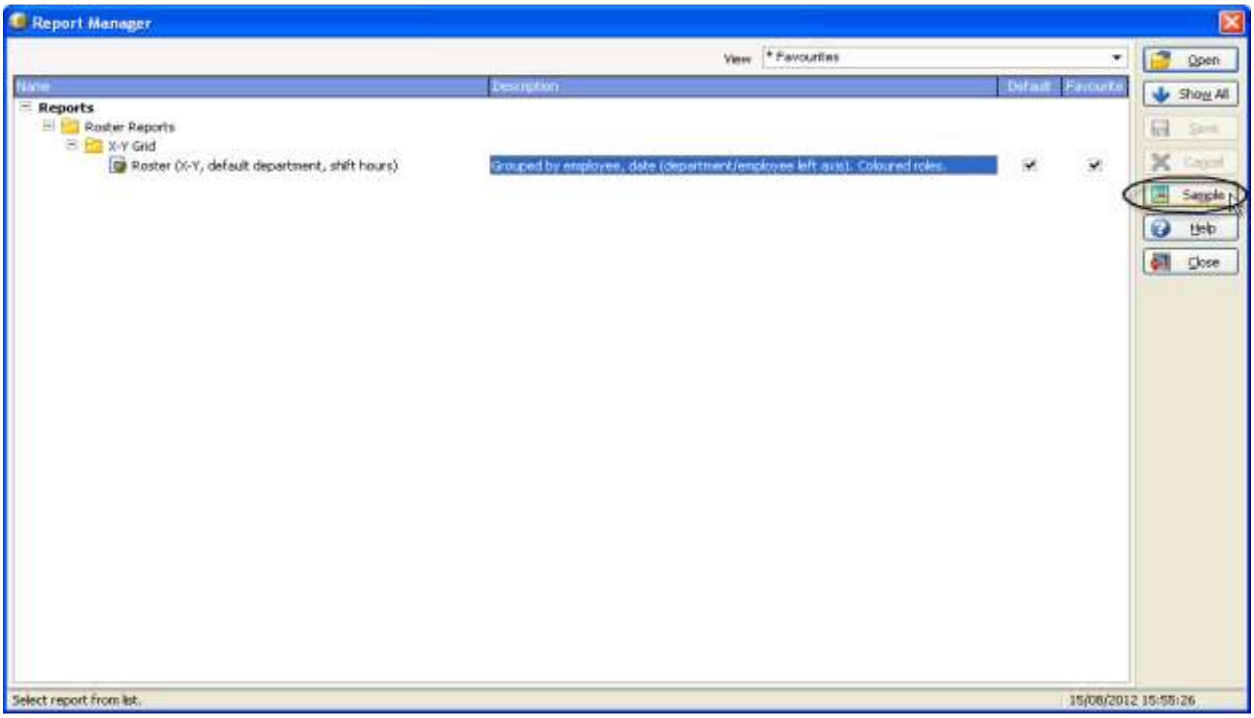
If you have selected the option to preview a report there is an email icon  at the top left hand side of the screen that allows you to email the report.



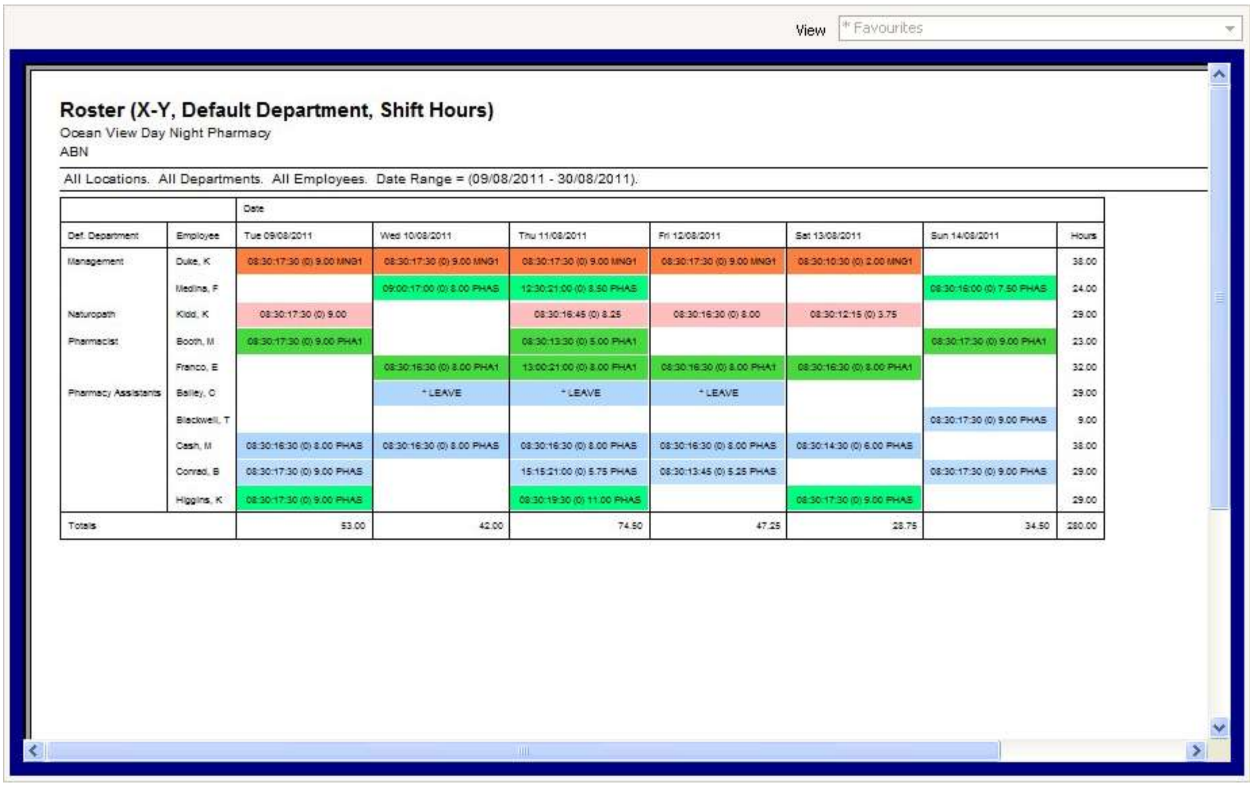
Once you select the email option,your email will open with a blank email and your report will be attached to the email.

Sample Reports

Within the reports option there is a sample button available for all reports to enable you to view a report's layout prior to running it. To use this functionality, simply select the report you wish to view the layout of then click on the sample button.



You are then shown a view of the report using sample data.



Roster (X-Y, Default Department, Shift Hours)
Ocean View Day Night Pharmacy
ABN

All Locations. All Departments. All Employees. Date Range = (09/08/2011 - 30/08/2011).

		Date						
Def. Department	Employee	Tue 09/08/2011	Wed 10/08/2011	Thu 11/08/2011	Fri 12/08/2011	Sat 13/08/2011	Sun 14/08/2011	Hours
Management	Duke, K	08:30:17:30 (0) 9.00 MNG1	08:30:17:30 (0) 9.00 MNG1	08:30:17:30 (0) 9.00 MNG1	08:30:17:30 (0) 9.00 MNG1	08:30:10:30 (0) 2.00 MNG1		38.00
	Medina, F		09:00:17:00 (0) 8.00 PHAS	12:30:21:00 (0) 8.50 PHAS			08:30:16:00 (0) 7.50 PHAS	24.00
Naturopath	Kidd, K	08:30:17:30 (0) 9.00		08:30:16:45 (0) 8.25	08:30:16:30 (0) 8.00	08:30:12:15 (0) 3.75		29.00
Pharmacist	Booth, M	08:30:17:30 (0) 9.00 PHA1		08:30:13:30 (0) 5.00 PHA1			08:30:17:30 (0) 9.00 PHA1	23.00
	Franco, E		08:30:16:30 (0) 8.00 PHA1	13:00:21:00 (0) 8.00 PHA1	08:30:16:30 (0) 8.00 PHA1	08:30:16:30 (0) 8.00 PHA1		32.00
Pharmacy Assistants	Bailey, C		* LEAVE	* LEAVE	* LEAVE			29.00
	Blackwell, T						08:30:17:30 (0) 9.00 PHAS	9.00
	Cash, M	08:30:16:30 (0) 8.00 PHAS	08:30:16:30 (0) 8.00 PHAS	08:30:16:30 (0) 8.00 PHAS	08:30:16:30 (0) 8.00 PHAS	08:30:14:30 (0) 6.00 PHAS		38.00
	Conrad, B	08:30:17:30 (0) 9.00 PHAS		15:15:21:00 (0) 5.75 PHAS	08:30:13:45 (0) 5.25 PHAS		08:30:17:30 (0) 9.00 PHAS	29.00
	Higgins, K	08:30:17:30 (0) 9.00 PHAS		08:30:19:30 (0) 11.00 PHAS		08:30:17:30 (0) 9.00 PHAS		29.00
Totals		53.00	42.00	74.50	47.25	28.75	34.50	280.00

To exit this view and return to the report selection screen click anywhere outside the blue outline of the frame.

Sizing Reports in Preview Mode

When you are in preview mode viewing a report you can resize the view by using the three sizing icons or the percentage at the top left hand side of the screen. 

The first icon is the whole page view 

The second icon is the page width view 

The third icon is the 100% view 

The last field shown allows you to enter a percentage for the report view to be resized.

Whichever setting you chose before you exit the report preview will be preserved and used when you next view a report.

Note: Some of the larger reports may take up to 30 seconds to respond to your abort request due to their size.

Aborting a Report

If you have chosen to run a report and it is still loading, the abort button becomes available. You can select the abort button and you will be prompted to confirm that you want to cancel the report.

If you choose yes then the report will be cancelled..

Reports

The Reports in ClockOn are split into sections designed to assist with finding the required information.

- **Audit Reports**: These contain reports that can be used to monitor and track changes made within ClockOn.
- **Employee Reports**: These contain reports that relate to employees details stored in ClockOn. They can be useful for HR management when hardcopies of employee details are required for filing or reporting.
- **General Reports**: These include reports relating to the Company. Reports included in this section relate to Alerts, Tax Schedules, Licence Count and Location Details
    - **Alerts**: Lists system and employee generated alerts by department, type, employment category and selected employee
    - **Tax Schedules**: Lists the ATO tax schedules available within ClockOn.
    - **Location Details**: Lists company details, roster length and start date and company banking details
- **Leave Reports**: These include Reports relating to the Leave Groups as well as the Leave Entitlements for tracking the accruals and costs to the business for employees
- **Payroll Reports**: The Payroll Reports section includes all the information generated from ClockOn from the payroll process. This section is divided into several sections in the Report Manager including:
    - **Billing** - These Reports are used to manage the costing of employees between locations
    - **Budget** These reports are used to manage the budget costs of rosters. They include Roster Budget summaries and Roster Cost Summary.
        - **Roster Cost Summary**: This report indicates the overall cost of rostering the employees, including the entitlements

associated to these employees including LSL, Personal Leave, etc.

- **Contractors** – This group includes Recipient generated tax invoices for contractors
- **Department Costs** - These use payroll information to determine the dollar value of Employees.
- **Journal** - These reports are used to display the costs for each department. If the export details are completed in the Department setup then these details will be reflected in these reports.
- **Lockdown Summaries**- These Reports give a breakdown of the timesheet hours at lock down.
- **PAYG**- This section includes the PAYG, as well as the YTD reports, used for tracking the employee's payments and entitlements during a specified date range or a full financial year.
- **Payroll** - This section includes Adjustments, EFT and payroll summary reporting
    - **Adjustments**: Allows tracking the allowances that have been applied to employees in past payrolls.
    - **EFT**: Lists the record of electronic fund transfer files (.aba files) used for employees pay. This is commonly used as a hard copy backup to verify the actual total EFT amount that should have been be transferred using third party electronic banking software.
    - **Payroll Summary**: Commonly used at end of financial year to verify the full details of each individual employee's pay breakdown, based on individual payrolls within the selected date range.
- **Payslips** - Issued to employees following a payroll, these indicate employees' pay details. This report is commonly used when an employee requires a re-print of a specific pay slip, or when an employee requires pay slips for loan applications.
- **Superannuation** - Superannuation reports contain the super plan number, contact details and employee member numbers to be sent with the company super payment.

  - **Termination** - Issued to Employees at the point of termination, these reports contain the employment details as well as the final Tax Calculation. Two copies of this report should be printed when an employee is terminated. One copy is given to the employee and the other retained and filed as a printed hard for the employee file.

- **Roster Reports**: This section includes Roster Reports listed in portrait (standard reports) and X-Y format. These reports contain the Employee's Name, the shift date, Departments, the rostered shifts that were assigned to them, the Actual Times that were clocked and the total shift time. Some of the report can be printed in colour to take advantage of the roles assigned to employees.

- **Timesheet Reports**: This section includes Lock down, Rostered/worked hours, Rostered/Worked/Paid comparison.

  - **Lock down Notification**: These reports indicate the locations that have run lock downs, the date ranges for these lock downs and the employees that are included in them.

  - **Rostered/Worked Hours**: Displaying the employees shifts as per the timesheets in ClockOn, these reports generally consist of the Employee's Name, the shift date, the rostered shifts assigned to them, the Actual Times that were clocked and the total shift time as well as any Administrator notes that have been included in the timesheets. **Note:** These reports are based on pre-payroll figures and therefore rounding rules are not applied.

  - **Rostered/Worked/Paid Comparison**: These reports include detail relating to employees hours and their payments.

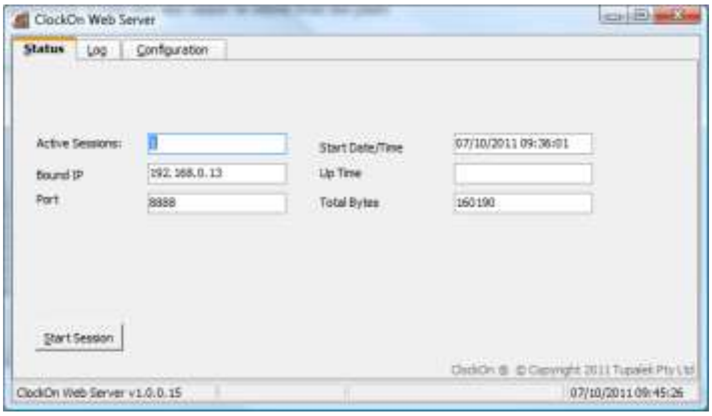
Section Sixteen

Web Server Overview

Web Server Overview

The ClockOn Web Server is a self-service portal that allows employees to clock on and off, view rosters and pay slips and request leave or indicate unavailability for the roster. It operates over a local or wide area network. The web server uses standard HTML pages so that it can be accessed from any device that can view standard web pages. It is also accessible via mobile devices, allowing users to view employee information at any time without interfering with head office processes. The data available in the web server is in real time for accuracy and can be secured such that users are only able to view pages without being able to make changes.

Status



The status panel displays information about the server and connected sessions. This information is read only and cannot be edited from this panel.

Active Sessions: The current number of connected users.

Bound IP: The local IP address used for incoming connections.

Port: The port number used for incoming connections.

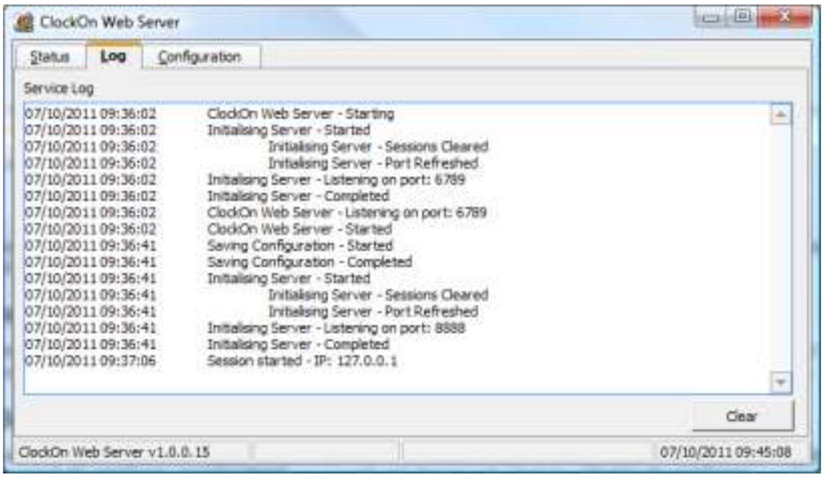
Start Date/Time: Date and time that the server was started.

Up Time: The length of time for which the server has been running.

Total Bytes: The volume of data, in bytes, that was uploaded to connecting clients.

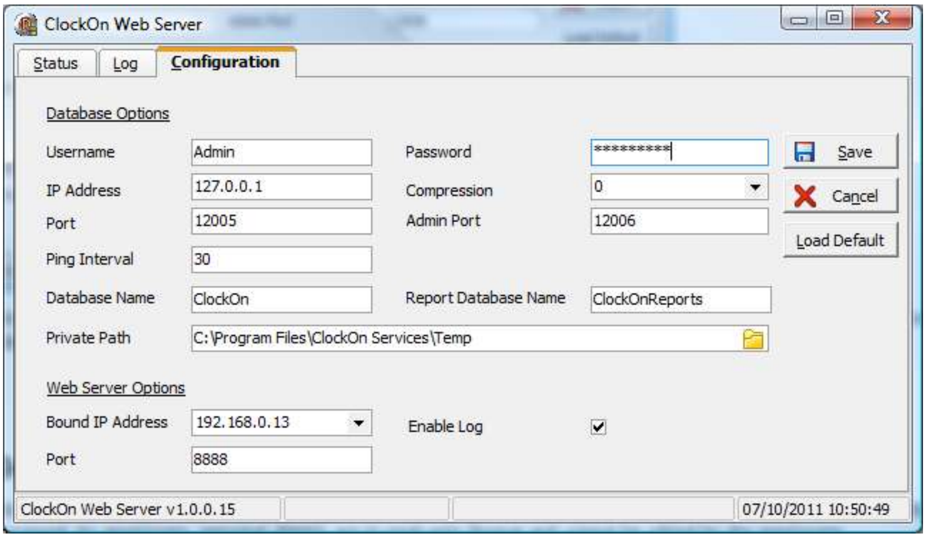
Start Session: This button loads the web server page using the computer's default web browser.

Log



This Administrator screen assists with monitoring and supporting the web server and contains information regarding the server, clients connecting/disconnecting and any errors that have occurred.

Configuration



The configuration panel allows the Administrator to configure the web server settings and to determine how the user will connect and where the database is located.

Username: The username required to connect to the database server.

Password: The password required to connect to the database server.

IP Address: The IP address of the computer in which the database server is located.

Compression: The compression level used when communicating to the database server. This should not be modified by the user unless advised by ClockOn support.

Port: The port number required to connect to the database server for clients.

Admin Port: The port number required to connect to the database server for the web server.

Ping Interval: The ping interval is the frequency in seconds, with which the server will ping the database server to keep the connection alive. This should not be modified by the user unless advised by ClockOn support.

Database Name: This is the ClockOn database name, which contains the employee information.

Report Database Name: This is the ClockOn Report database name used to generate web server reports.

Private Path: This is the path to the temporary files used by the web server. Ensure that this is not scanned by software such as an antivirus program. A file exclusion may need to be configured for this purpose.

Bound IP Address: Used to select the specific IP address used for incoming client connections. This field is for computers with multiple network cards.

Enable Log: Select this option to ensure the information displayed on the log panel is saved to disk for support purposes.

Port: This port number determines the port number used for incoming client connections.

Load Default: The load default button resets all fields to the standard installation settings.

Port forwarding

If users are to be given access to the web server via an external internet connection, port forwarding will need to be configured on the local computer's router by the system Administrator. The router must route connections to the port defined in the web server under 'Web Server Options' to the local IP address of the computer.

Client connection

Once the web server has been configured, clients can connect to the server using web browsers such as Mozilla Firefox, Internet Explorer, Safari, etc.

To connect, simply open the web browser and in the address bar at the top enter the web server's IP address followed by a colon ':' and the port number as follows:

http://211.23.150.35:8888

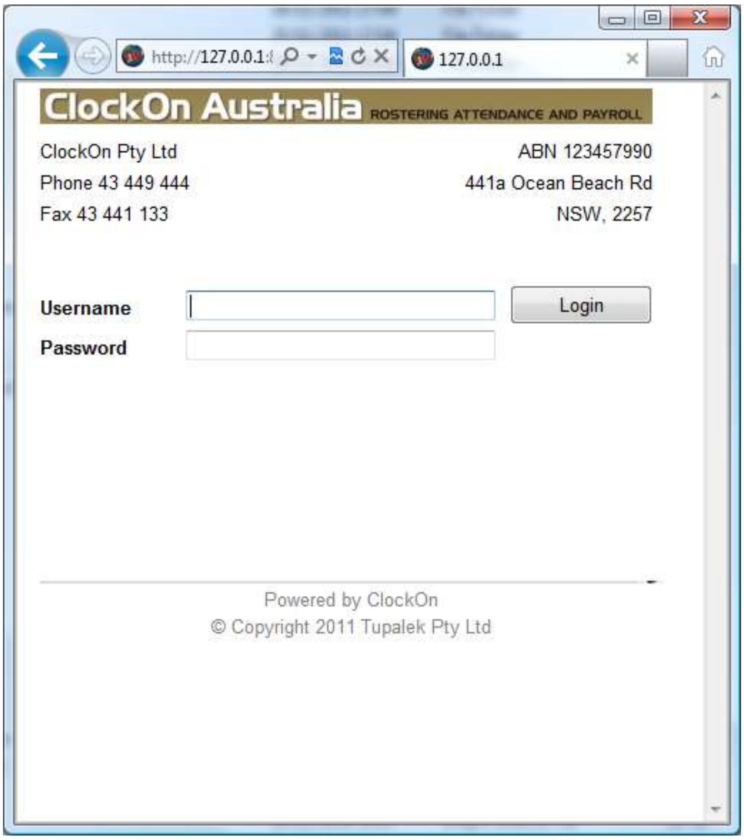
Note: The IP address used can change depending on the device used to connect. For example when connecting from a computer on the same local network, the IP address will be the local IP such as: 192.168.0.1, but when connection from a home personal PC, the user will need to use the external (public) IP address such as 211.23.150.35.

Web server pages

Described below are the web pages accessible via the web server portal.

Login

The login page provides security to the database by ensuring the user has sufficient access to view personal information. The company information displayed is based on the connecting databases registration details:



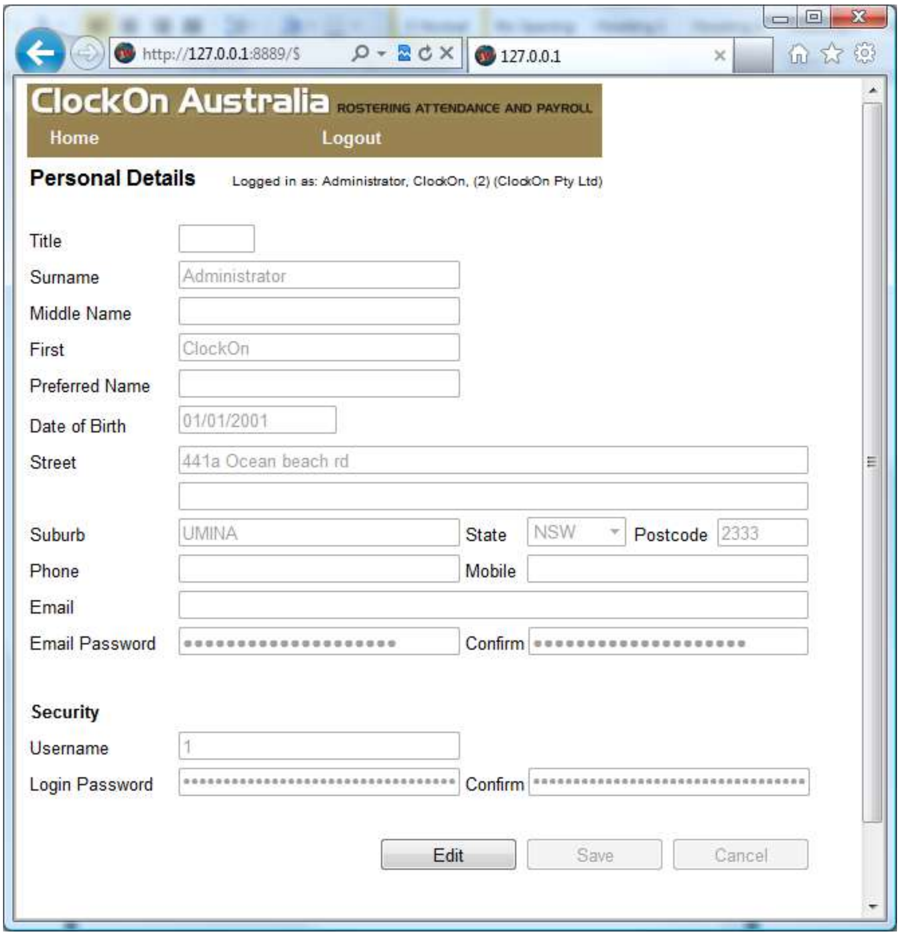
Home

The home page allows the user to navigate to allowed pages and provides a simple and remote way to clock on & off for shifts and breaks.

The buttons for clocking times are available based on the user's security and allocated timesheets:

Details

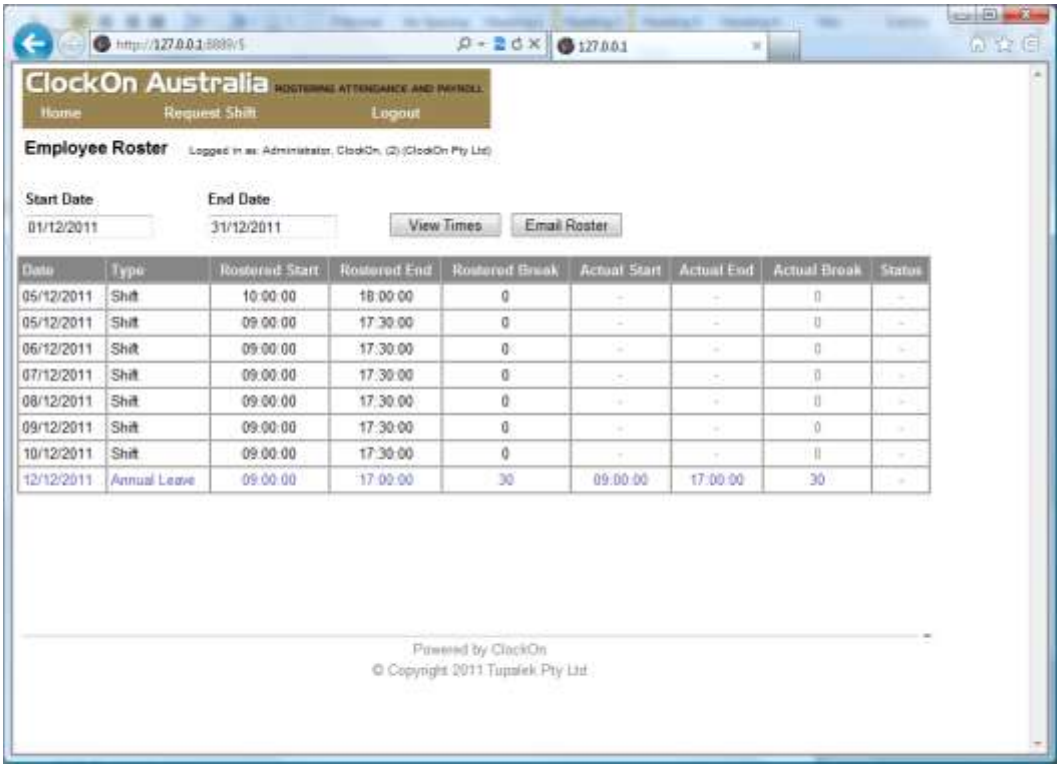
The details page allows users to view their personal employment details used for payroll and emailing. Subject to security levels, these details can be edited by the employee:



Roster

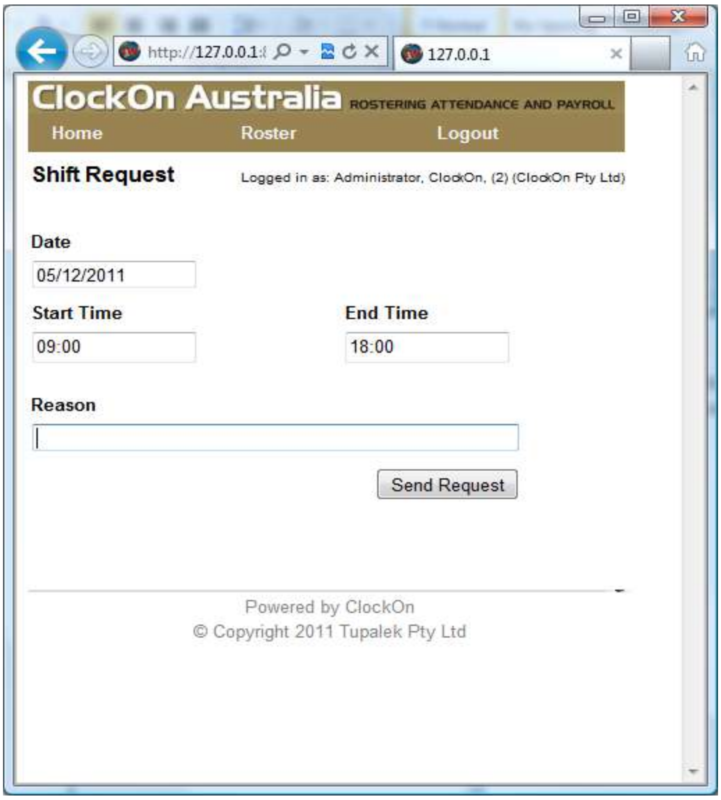
The roster page allows the user to view their timesheets for the selected date range. It displays normal shift and leave entries, rostered times, actual times worked and the status of the record to show if it has been paid or if a leave request has been denied.

The email roster button creates a report using the user's ClockOn default roster report, converted to a .pdf file that is emailed to the address specified in the employee's personal details file:



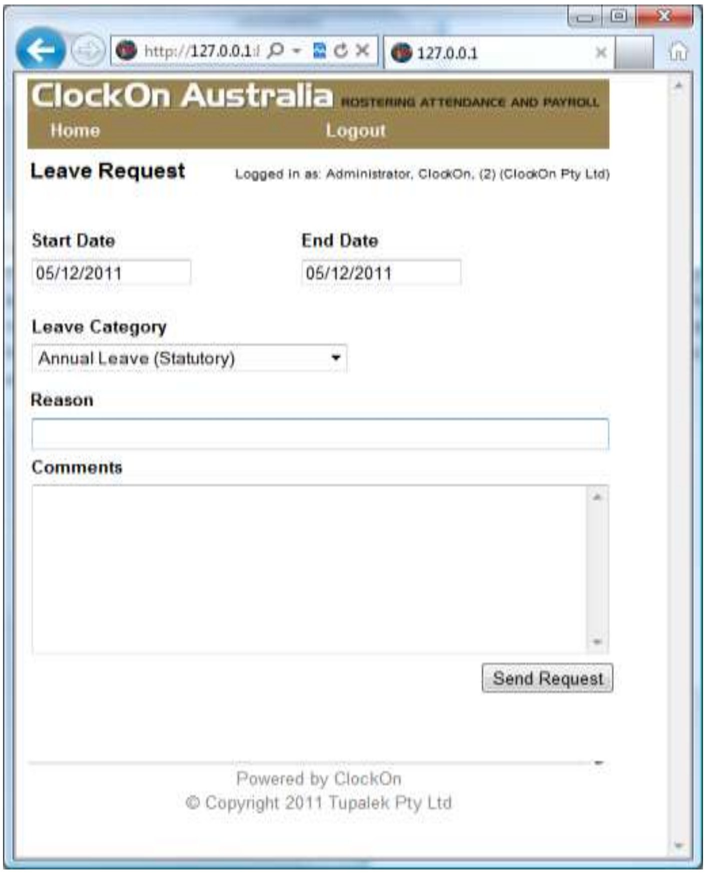
Shift request

The shift request page allows the user to request specific dates and shifts they wish to work. The server creates an alert for the ClockOn Administrator to view and take into account when building the roster associated with the request:



Leave request

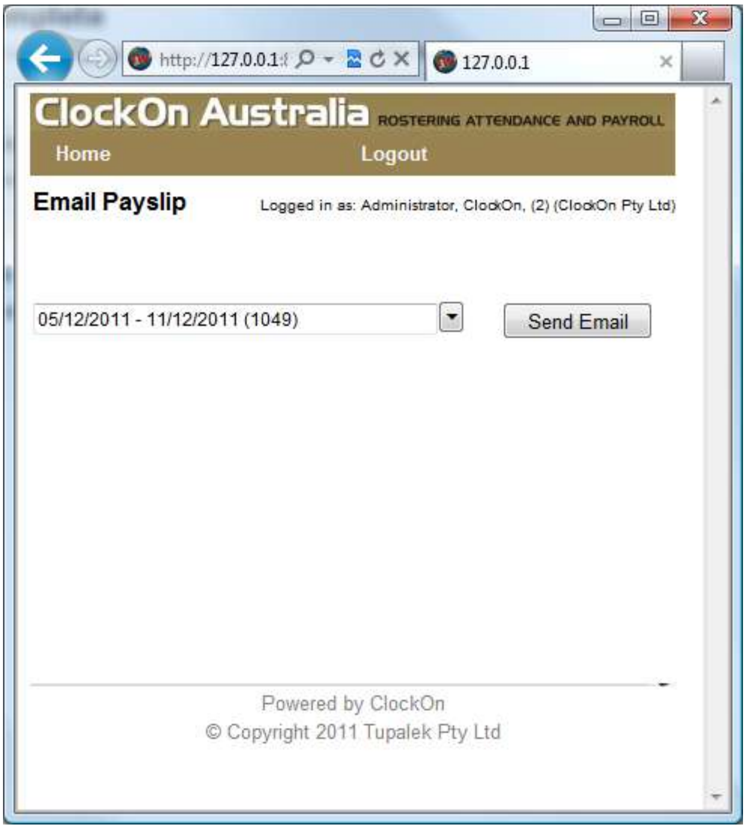
The leave request page allows the user to request specific dates and times when they wish to take leave. The user can only select leave categories configured in the ClockOn database. For each leave request, the Administrator can select the option Employee Can Book. No timesheets are generated by this request. The server simply creates an alert for the ClockOn Administrator, who can then authorise or deny the request and make any necessary changes to the roster:



Pay slip

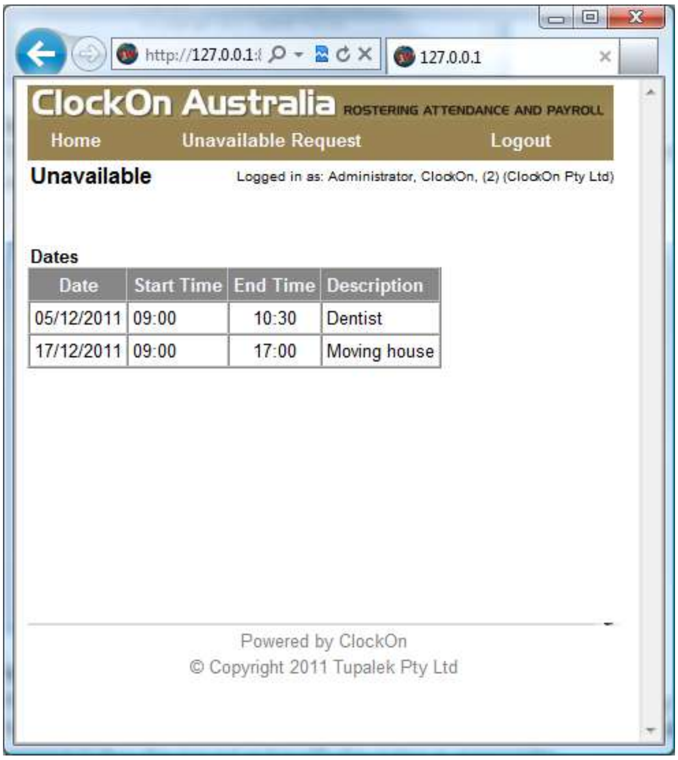
The pay slip page allows the user to request and authorise the sending of processed pay slips to their email address for the selected payroll period. The send email button creates a report, using the user's ClockOn default pay slip report, and converts it to a .pdf file which is then emailed to the address specified in the employee personal details file.

For security reasons, the file is encrypted and requires a valid employee password to view the file. This password is defined in the employee personal details file and depending on security levels can be changed by the user or the ClockOn Administrator:



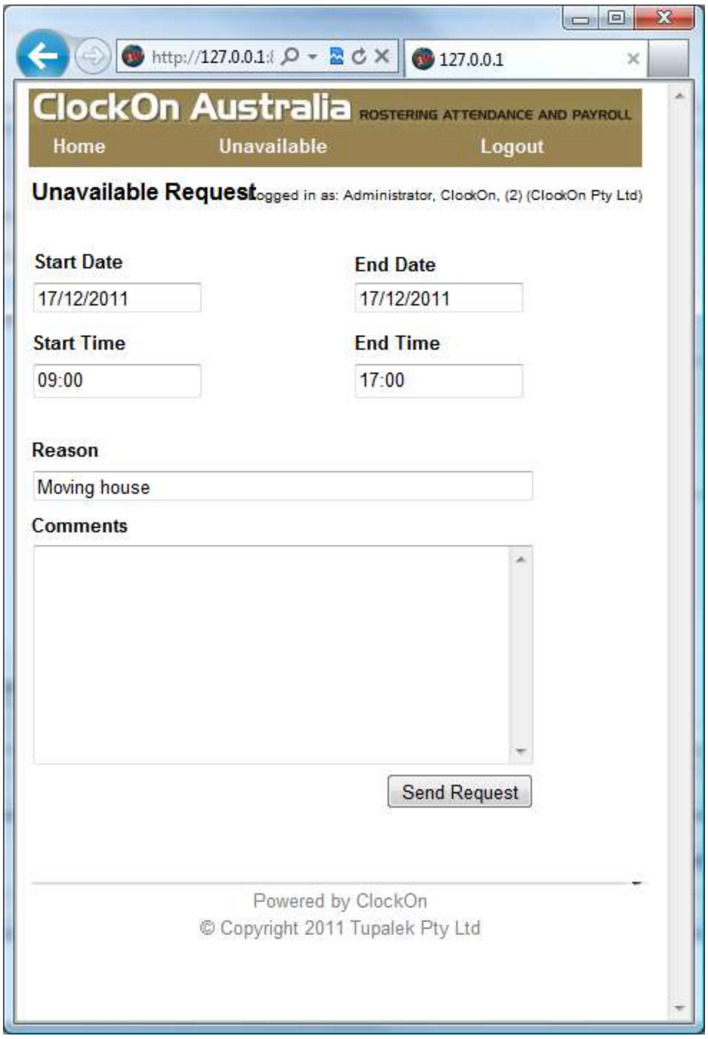
Unavailable

The unavailability page allows the user to view dates and details of unavailability that have been acknowledged by the Administrator:



Unavailability request

This page allows the user to request specific dates and times when they are going to be unavailable for work. The server creates an alert for the ClockOn Administrator, who can decide on the request, approve or deny the request and modify the rosters as appropriate:



Site map