FUNDamentals Software

Time Track Module

The Time Tracking Module allows users to create and group employees; track labor hours for each employee; and produce expenditure and labor hour reports.

The software can be initiated by clicking the menu option from within the FUNDamentals or by navigating to the installation directory on the user's computer and double clicking the file named TimeTrack exe.

Once the software is initiated, users will be prompted for a user name and password. Log-in to the software by entering in your specific username and password and clicking the Login button.

The Time Tracking module primary menu is displayed above. Each menu option is described in subsequent pages of this document. To initiate each menu option, click the text description with your computer mouse.

Employee Groups (menu option)

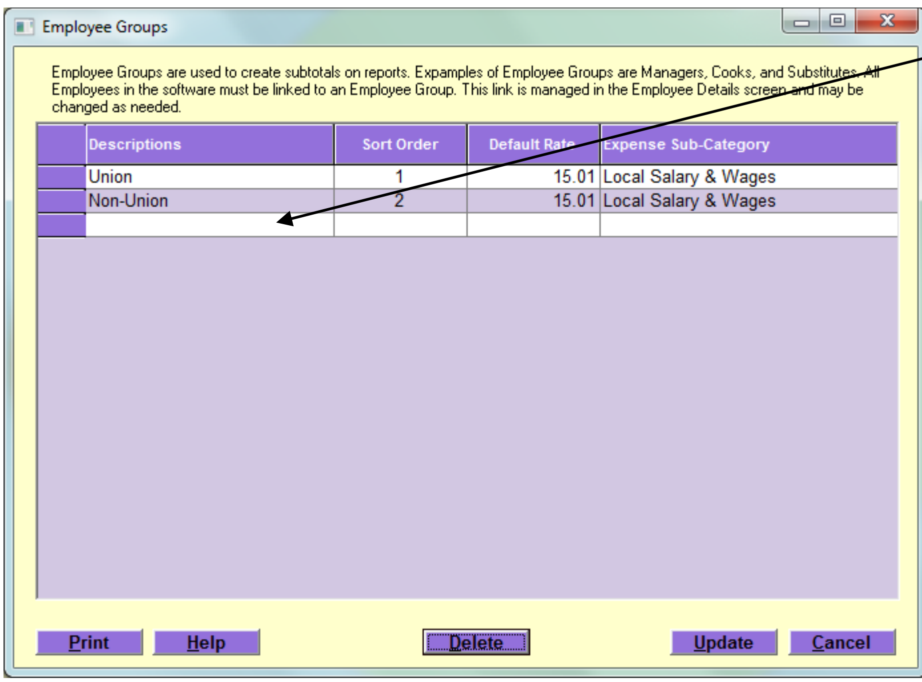
Employee Groups are established by your administrative user of the FUNDamentals software program.

They are used to group employees for reporting purposes by subtotaling calculations such as total labor hours reported by each defined ***Employee Group*** description. They also determine the classification of the generated expense record(s) for labor costs. Expense records are generated as the result of number of hours reported for each employee multiplied times the employee's hourly rate of pay.

Examples of Employee Groups include: Part-time, Full-Time, Managers, Substitutes

** Note: Before creating these Employee Groups consider checking the object codes used by your district office for reporting salary and wage expenses and, at minimum, create your groups with those object codes so that verification against district financial records can be performed.

The **Employee Group** screen is displayed below:



1. Click in the first available blank line to **add** a new ***Employee Group Description***. Click in any existing ***Description*** to **edit** a record. Enter letters, numbers, and other characters up to 50 characters total.
2. Enter the ***Sort Order***. Sort orders determine the arrangement of information on reports.
3. Enter the ***Default Rate*** per hour for all employees in the ***Employee Group Description*** if this rate exists. Rate per hour can be changed for each employee as they are added.
4. Select from the drop box of available ***Expense Sub Categories*** for which expense records (primarily salary and wage expenses) for employees belonging to this Employee Group.
5. Click the **Update** button when data entry has been completed.

Button Options:

Print: Prints the information on the screen to your default printer.

Help: Displays help documentation for the displayed screen.

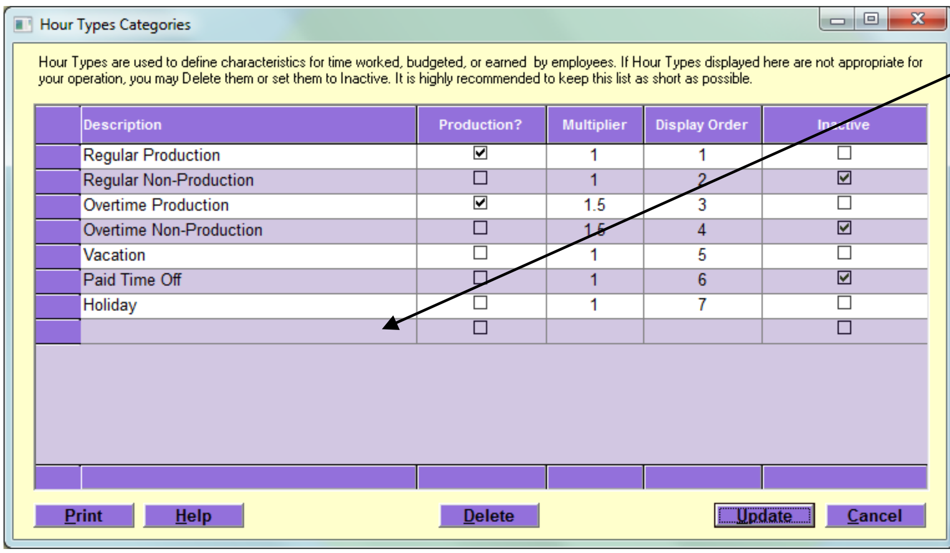
Delete: Deletes the current record selected.

Update: Saves the information displayed on the screen.

Cancel: Closes the current screen.

Hour Types Categories (menu option)

Hour Types determine the type (categories) of labor hours to be tracked in the FUNDamentals software. Users can track any type of applicable hours. Labor hour descriptions designated as ***production*** hours will be used in the Meals-Per-Labor-Hour calculation in FUNDamentals efficiency reporting. Each labor hour tracked is applied to the ***multiplier*** times the labor hour rate as entered for each employee in from the Employee List screen.



1. Click in the first available <u>blank</u> line to **add** a new ***Hour Type Categories Description***. Click in any existing ***Description*** to **edit** a record. Enter letters, numbers, and other characters up to 50 characters total.
2. Click the ***Production?*** check box to checked if you want to include the hours entered for this description in the FUNDamentals Meals-Per-Labor-Hour calculation on reports.
3. Enter the numeric ***Display Order***. Display orders determine the arrangement of data entry columns on the Labor Hour data entry screen.
4. The ***Inactive*** check box is selected <u>ONLY</u> when a record is no longer used but cannot be deleted due to existing records.
5. Click the **Update** button when data entry has been completed.

Button Options:

Print: Prints the information on the screen to your default printer.

Help: Displays help documentation for the displayed screen.

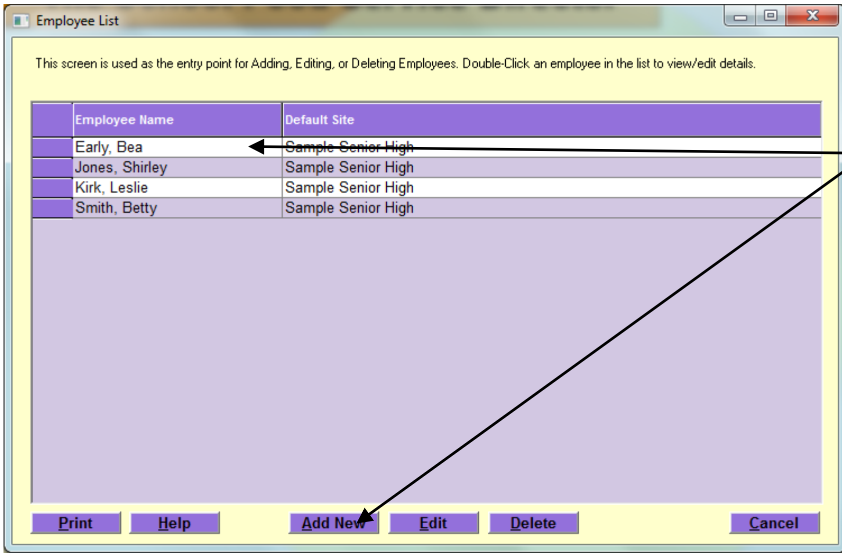
Delete: Deletes the current record selected.

Update: Saves the information displayed on the screen.

Cancel: Closes the current screen.

Employee Lists (menu option)

This Employee List screen displays a list of each employee name and location.



1. Click the **Add New** button to **add** a new employee. Double-Click in any existing Employee record to **edit** that record. Or select the record and click the **Edit** button.

Button Options:

Print: Prints the information on the screen to your default printer.

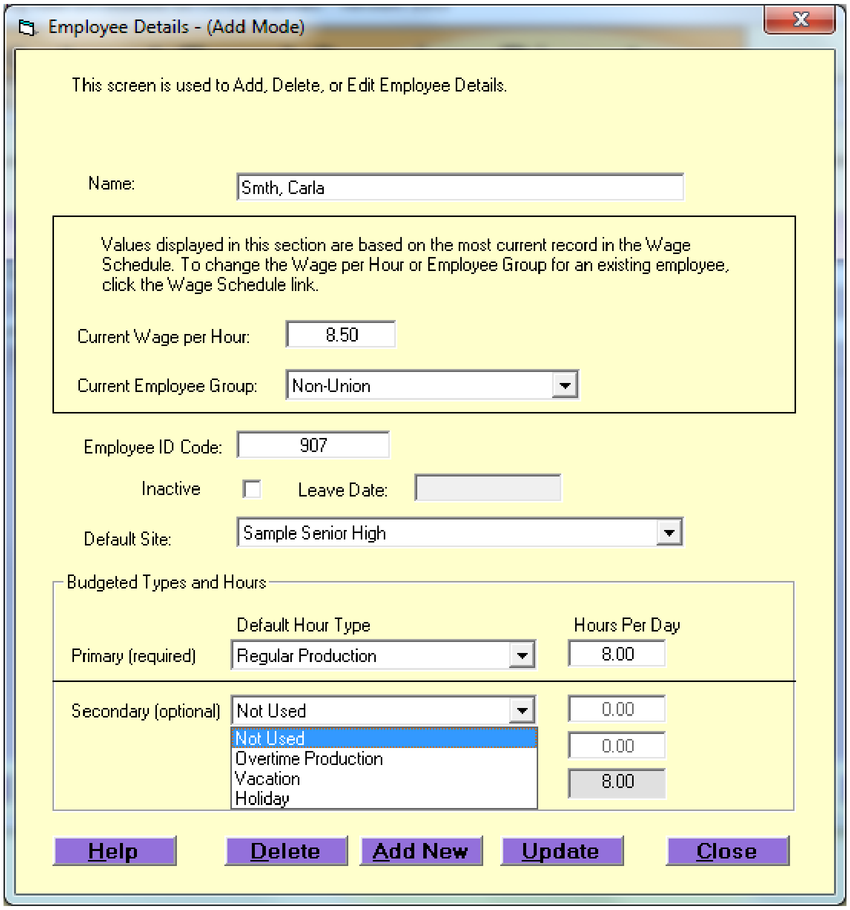
Help: Displays help documentation for the displayed screen.

Delete: Deletes the current record selected.

Cancel: Closes the current screen.

Employee Details (Employee List add or edit event)

The **Employee Detail** screen will allow users to add or edit employees.



Button Options:

Help: Displays help documentation for the displayed screen.

Delete: Deletes the current record selected.

Add New: Allows users to add a new record.

Update: Saves the current information to a new record or

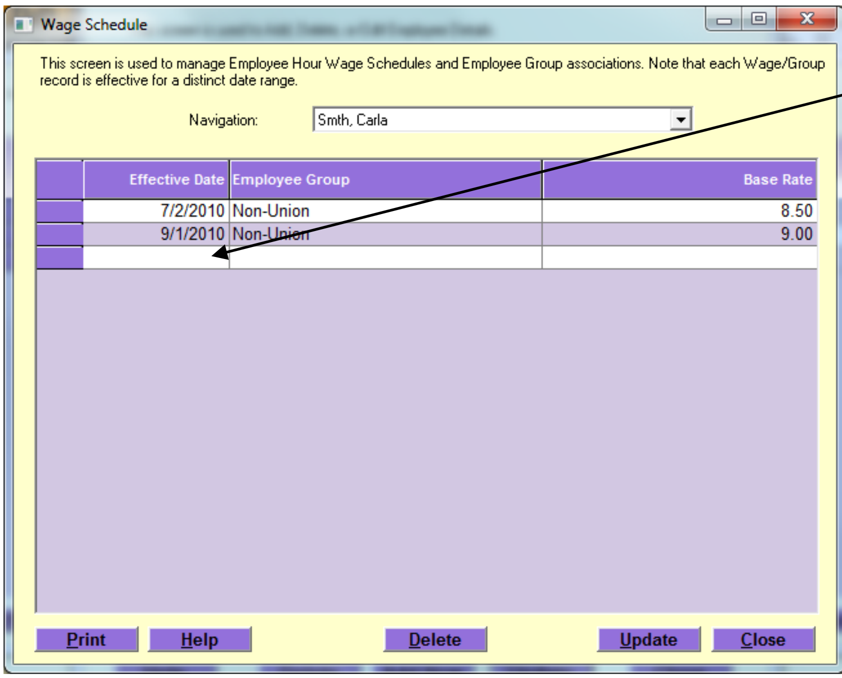
Updates the existing record.

Close: Closes the current screen.

1. Enter the employee ***Name***. The first characters typed will determine sort order. Last name first is a good rule of thumb.
2. Enter the ***Current Wage per Hour*** that the employee is expected to earn per hour.
3. Select the appropriate ***Employee Group*** from the drop down list.
4. Enter an ***Employee ID Code*** (number) for the employee. An example being SSN or other form of number. This number is used for exporting and importing from other software systems.
5. Click ***Inactive*** so that the check box is checked and enter the ***Leave Date*** if an employee becomes unemployed during the current budgetary year. Setting an employee to Inactive will keep them from being displayed on data entry screens.
6. Select the location from which the employee works from the ***Default Site*** drop down list.
7. Select from the drop down list the primary ***Default Hour Type***, usually *Regular Production*. Enter the employee's expected (budgeted) hours per day in the ***Hours Per Day*** text box. The ***Hour Per Day*** entry speeds daily data entry as defaulted.
8. Assign any ***Secondary*** budgeted hours and the number of hours budgeted by clicking the ***Secondary Default Hour Type*** drop down list and populating the ***Hours Per Day*** text box.
9. Click the **Update** button when data entry has been completed.

Employee Details (Wage Schedule click event)

The **Wage Schedule** screen allows users to modify, by *Effective Date* (date enacted), a change in *Base Rate* or *Employee Group*. **Note:** When initially creating records, the Effective date will default to the current system date. Verify that the Effective date is prior to the date labor hours are to be tracked in the software.



1. Click in the first available blank line to **add** a new ***Effective Date***. Click in any existing ***Effective Date*** to **edit** a record. The date format is MM/DD/YYYY.
2. Select the ***Employee Group*** from the ***Employee Group*** drop box.
3. Enter the ***Base Rate*** of pay for the employee.
4. Click the **Update** button when data entry has been completed.

Button Options:

Print: Prints the information on the screen to your default printer.

Help: Displays help documentation for the displayed screen.

Delete: Deletes the current record selected.

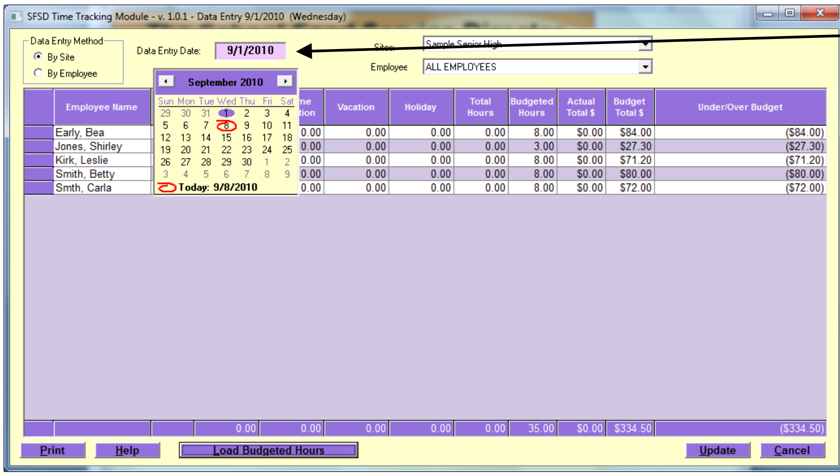
Update: Saves the current information to a new record or

Updates the existing record.

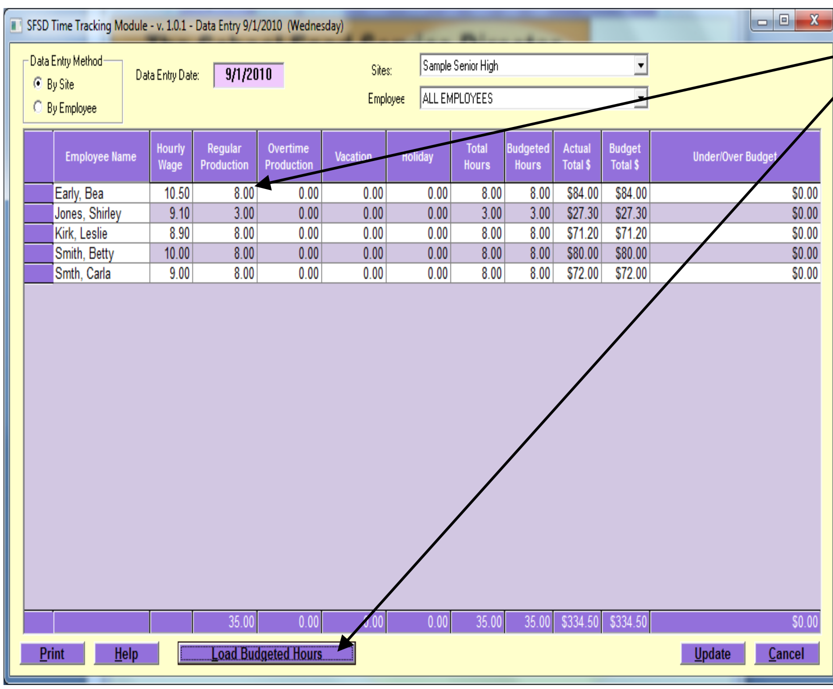
Close: Closes the current screen.

Labor Hours Data Entry (menu option)

The Labor Hours data entry screen will allow users to enter and track labor hours each day for each employee. Labor expense records are written when hourly rates per employee per labor hour type have been created.



1. Click in the ***Data Entry Date*** if the date needs to be changed. Click the correct date for data entry from the calendar displayed.



2. Click the **Load Budgeted Hours** button. The default number of hours worked for *Regular Production* hours will be loaded to the appropriate column.
3. Modify any column of labor hours for each employee. Notice the *Actual* labor hours dollar amounts versus the *Budgeted* labor hours dollar amounts.
4. Click the **Update** button when data entry has been completed.

Button Options:

Print: Prints the information on the screen to your default printer.

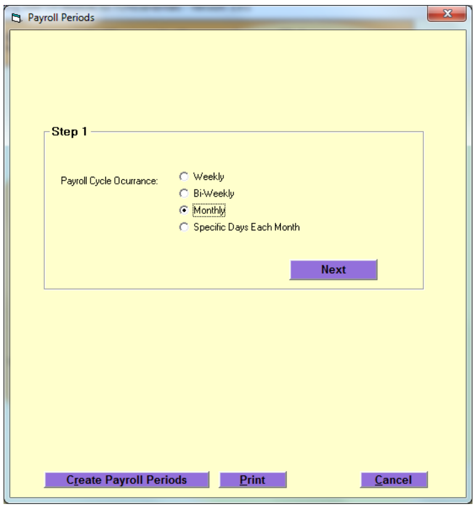
Help: Displays help documentation for the displayed screen.

Update: Saves the current information to a new record or
Updates the existing record.

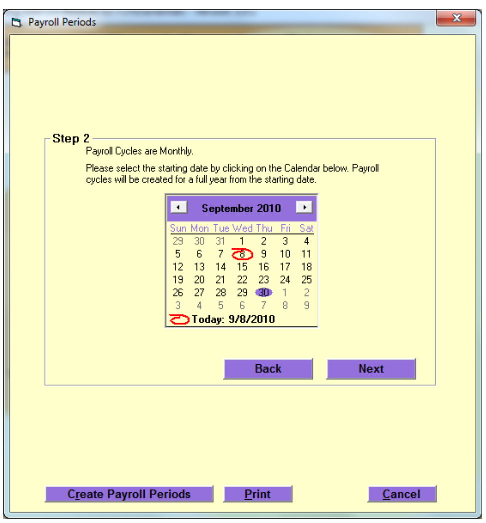
Close: Closes the current screen.

Payroll Periods (menu option)

The **Payroll Periods** screen(s) allow users to establish the normal payroll cycle or when all employees will be paid. It is a series of steps navigated by clicking the Next button on each screen after data entry has been completed.



1. Select the appropriate ***Payroll Cycle Occurrence*** from the list by clicking the option.
2. Click the **Next** button.

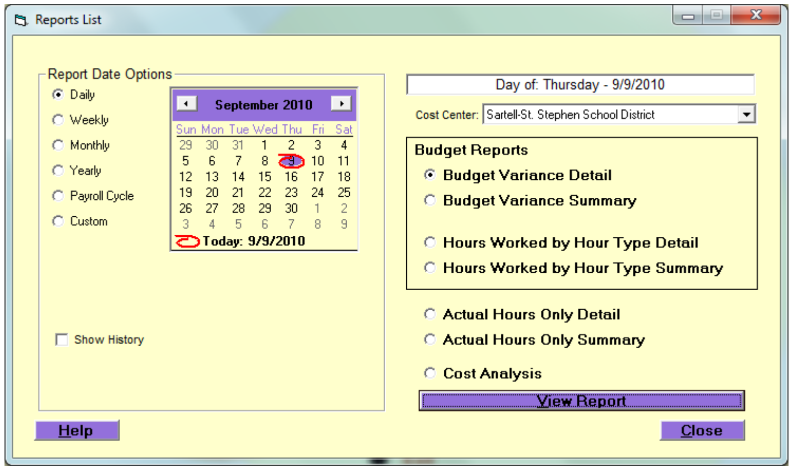


3. Select from the calendar the initial date in your budgetary year when paychecks will be written.
4. Click the **Next** button.

The resulting screen will display a list of payroll dates. To modify the data click the **Create Payroll Periods** button.

Reports List (menu option)

The **Reports List** screen will allow users to view and print reports.



1. Select from the ***Report Date Options*** by clicking the appropriate option.
2. Select the ***Cost Center*** or location to be viewed in the report. If the district cost center is selected then all locations will appear on the report.
3. Select the ***Report*** to be viewed by clicking the option.
4. Click the **View Report** button.

Use the following navigation tools appearing at the top of the report page to navigate within the displayed report.

Page Navigation:

Displays the first page of the report

Displays the previous page

Displays the page entered by the user

Displays the next page

Displays the last page of the report

Print: Prints the report to the selected printer.

Export: Exports the report to Word, PDF, or other formats depending upon software installed on the user's computer.

Refresh: Refreshes (makes current) the information displayed in the report.

Toggle: Toggles a quick find list of locations or other criteria used in grouping the data displayed in the report.

Zoom: Sets the size of text or objects appearing in the report.

Find: Displays a text box for users to enter text to find in the report.