

# Advanced Tracker Technologies Inc.

## Scheduled Weekday Shifts

### Overview

The policy as understood: *Any time missed inside a scheduled weekday shift shall be removed from scheduled weekend overtime. Un-scheduled work shall pay overtime irrespective of failures on the weekday scheduled shifts.*

### Notes

Following the steps laid out herein should allow for Employee Tracker to completely follow the specifications outlined during the initial stages of this project. Should the end-results not meet the customers' expectations, please review that all items in this document are followed prior to contacting Advanced Tracker Technologies.

Any reference to menu items within Employee Tracker assumes that the user is logged into the software with a properly privileged account.

Items laid out in this document have been deemed mandatory and failure to follow any of the steps mentioned will not allow for the modifications to work as expected.

The software makes no reparations for incorrect use.

## **Setup**

First, this policy must be enabled through Employee Tracker. Under the menu Utilities->Policies, select the 'Calculations' category from the left, and double click the policy "Scheduled Weekday Shifts" to toggle it on or off.

Once the policy is active, under the menu Utilities->"CU15 -> Custom Options (Overtime Policy)", initial setup can be defined.

Here we're given the opportunity for how the policy will check an employee. The two options are "Rounded" and "Un-Rounded". This is a fine-tuning option, which governs when the employee swipe times are compared against the scheduled shift times. If checking is done on un-rounded times, any grace period settings are ignored, and reductions of scheduled weekend overtime may occur on a minute-by-minute basis. If checking is done on rounded times, the applicable rounding is performed prior to comparisons against the scheduled shift times. This will typically results in rounded reductions from the scheduled weekend overtime.

The lower section of the setup screen contains the definition of absent codes which will apply as "worked" time, which will be used during comparisons.

The rest of the rules governing the policy are effective upon installation. No further modifications are available.

## **Operation**

Execution of the rules according to the union agreement is effective in real time. Transactions, whether manually added, adjusted, or as the result of time clock polling (e.g. All The Goodies) will immediately exhibit the rules.

## **Conclusion**

These specific requirements are above a base installation of Employee Tracker. The listed files contain modifications pertinent to the work detailed.