TimeWorkPlus - Work Month and Work Week Report updates

What Changed

- **Before** Work Month and Work Week Reports were missing important columns of employee data for reporting on ACA requirements.

- **Now** Work Month and Work Week Reports will include additional columns of relevant employee data for ACA. Additionally, users can now exclude the summary section on the reports. Finally, a new "Days Worked" column will give more transparency to how many days an employee worked in a selected date range.

Reseller Benefits

- Improved ACA report offering in TimeWorksPlus

Client Benefits

- Track start date/end date for employee hours to help determine "measurement period" cut off dates
- "Days Worked" can help managers ensure seasonal employees stay below 120 days in a calendar year
- New "Employee Type" provides:
    - Transparency to over-all plans with employee hours
    - Can now track Salary and Seasonal employees hours, if desired

TimeWorksPlus – Additional Columns on Work Month and Work Week Reports

#	Name	Start Date	End Date	Employee Type	Home Department	Home Location	Home Supervisor	Days Worked	Total Hrs	Average Weekly Hrs	Er
1	Caldwell, Bobby				891			0	0.00	0.00	Sa
2	employee							1	8.00	8.00	No
3	Employee, New Test	2014-01-16			1234	Kelly Services	First Name, Leslee Caldwell, Bob Smith, Joe Bob	0	0.00	0.00	Sa
4	employee, test a Jr.				400			3	23.00	11.50	No
5	Job Code, Josh	2013-05-13			Hello	Admin Office	Mary	3	23.00	11.50	No
6	johnson, joe							1	8.00	8.00	No
7	Jones, Leslee				200			20	160.00	40.00	Fu
8	Location, Leon				100	Main Street	12455	1	8.00	8.00	No
9	Mileage, Millie	2006-01-01				East	Bob Smith,Test Universal,First Name	1	8.00	8.00	No
10	Missing, Mark	2005-07-10			1234	Green Street	Bob Smith	1	8.00	8.00	No
11	Prompts, Paul	2012-07-11				Center Street	Caldwell Leslee	1	8.00	8.00	No
12	PTO, Paige	2005-10-17			100	State street	Leslee		8.00	8.00	No

TimeWorksPlus – Unpaid Hours Totals on Time Cards

<u>Before:</u> Unpaid hours were only totaled as one lump sum at the bottom of the "unpaid" column on time cards.

<u>Now:</u> Unpaid hours are broken down by category then totaled in the "Totals" section of the time cards.

Client Benefits
- View totals of unpaid hours by pay category when reviewing time cards (previously unavailable)
- Provides more tools for keeping hours separated for ACA "hours of service" requirement

	Vacation	7:00	7:00	-			123	$11.00/hr
		8:00	8:00	-			123	$11.00/hr
		-	-	-	-	-	-	-
		-	-	-	-	-	-	-
...cked for week of 10/17 to 10/23: **8:00** (plus 15:00 not considered for OT)								
		-	-	-	-	-	-	-
		-	-	-	-	-	-	-
	Sick	8:00	-	8:00			123	$11.00/hr
		-	-	-	-	-	-	-
...ed for partial week of 10/24 to 10/27: **0:00** (plus 8:00 not considered for OT)								
		31:00	**15:00**	**16:00**	**$0.00**	-	-	-	-

	HOURS	MILEAGE	PER DIEM
Total Regular hours at $11.00/hr	8:00 (8.00)	0	$0.00
Total Unpaid Sick hours at $0.00/hr	16:00 (16.00)		
Total Vacation hours at $11.00/hr	7:00 (7.00)	0	$0.00
TOTALS	31:00 (31.00)	0	$0.00
TOTAL EDITED PUNCHES	2		

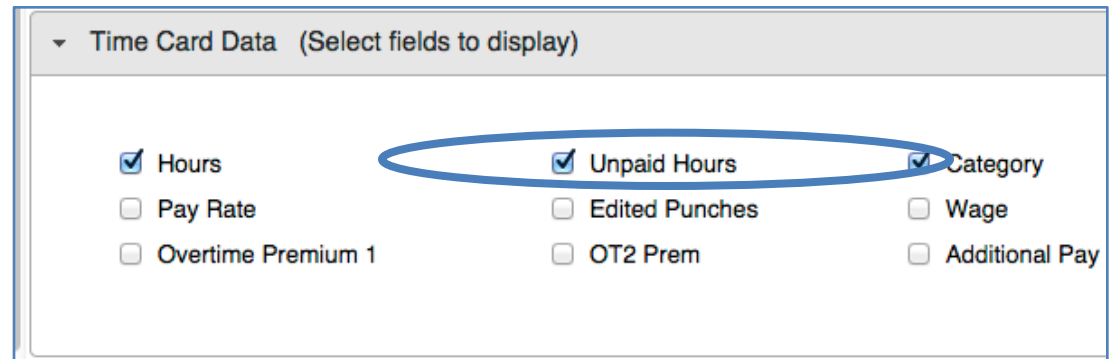# TimeWorksPlus – Unpaid Hours Totals on Custom Reports

Before: Unpaid hours were not available in the Custom Reports options.

Now: Unpaid hours are now included in the Custom Reports options and can be added to a client's Custom Reports.

Client Benefits
- Obtain a report on the type of unpaid hours being included in employee hours.
- Get a total of unpaid hours for each category and each employee for a given date range.
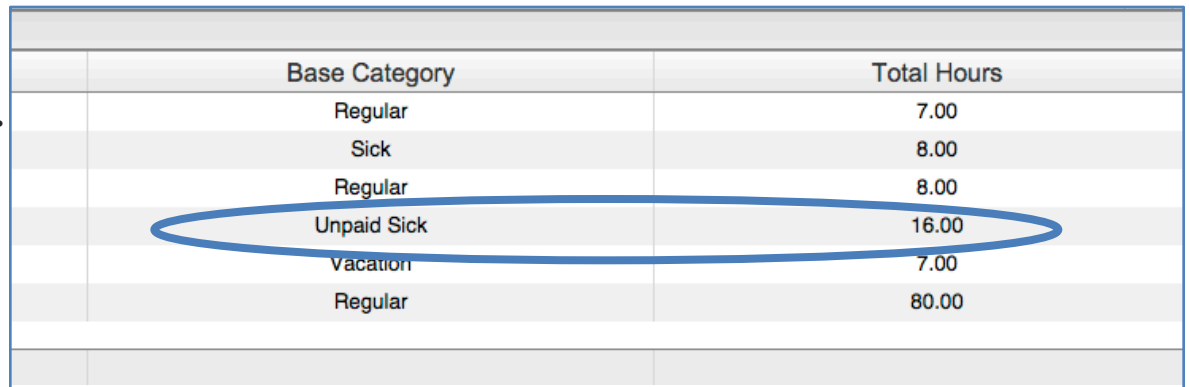
Unpaid Hours on Custom Report Creator

Unpaid hours as a line item in a Custom Report

Base Category	Total Hours
Regular	7.00
Sick	8.00
Regular	8.00
Unpaid Sick	16.00
Vacation	7.00
Regular	80.00

Employee Type field in Employee Setup

Before: Clients would use an alternate field to indicate their employee type in SwipeClock (e.g., Home 1, or Home 2 field)

Now: Clients now can apply an employee type to employees within Employee Setup files. Also, Custom Reports, Work Month and Work Week Reports will display the Employee Type column.

Reseller Benefits
- Easier UI for training clients on adding meaningful data to their employee files. This will lead to a more readily built offering around:
    - Accrual policy by employee type
    - Employee Type Groups (e.g., Salary Full Time, Hourly Part Time, etc.)
    - Scripted rules based on employee type settings
    - Time card rules based on employee type (OT, alerts, shifts, max hours, rounding, etc.)
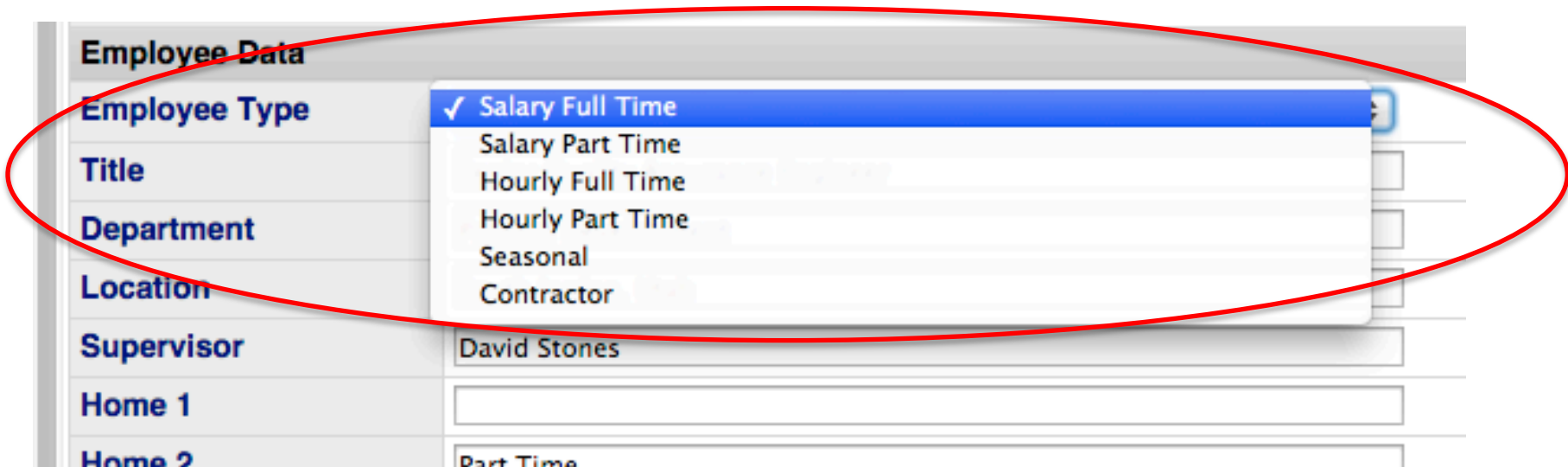
Client Benefits

- Adds an "easy to understand" Employee Type setting to apply company rules to their timekeeping needs
- Can set Employee Type for use in ACA tracking
    - Options field still available for excluding employee hours from the ALE summary; Employee Type can be used to still track hours, but reconcile type to the hours.

New "Employee Type" field in Employee Setup (Internal)

Uses for Employee Type within TWP:
- Add to Reports (Custom, Work Month, Work Week)
- Scripting (employee.employeetype)
- Employee Filters (select by criteria, employee type)
- Employee Groups (select by criteria, employee type)

Options will include Salary Full Time, Salary Part Time, Hourly Full Time, Hourly Part Time, Seasonal, Contractor

Scripting with Schedule Data (Internal only)

What's Changed:

Before: Users were not able to script using data from the Scheduling feature.

Now: Scripting processes can access data in the Scheduling feature to provide additional functionality.

Reseller Benefits:

- Offer additional attendance functionality to meet their clients' needs when using TimeWorksPlus Scheduling

Client Benefits:

- Create attendance policies based on Schedule data
- Set a clock prompt value to the place assigned on the schedule
- Measure scheduled hours against worked hours on a daily basis
- Adjust hours from the time off request process to match the hours actually scheduled for the day