

Comptime Calculator



Program Overview:

This program was written to assist in keeping track of the compensatory time that is accrued when a professional works outside or beyond the average work day/week. This program was mainly written for the Juvenile Probation Department for on-call and extracurricular activities, but it could be adapted to anyone that works as a professional and has to track overtime.

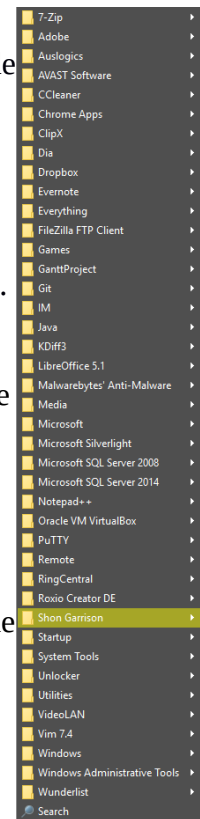
Comptime is basically overtime that is accrued at time 1 1/2 for working beyond an 8 hour day or more than 40 hrs in a given week. This program calculates the time based on that formula (Except chief's edition [straight time] and keeps track of the users balance through a bank file and a running activity file.

Warning: Both files created by the program are in plain text. It can be read by any text editor and can be modified outside the program. Any changes to either file, outside the program, can result in a miscalculation, loss of data, or deletion of transactions. Second, if your computer is compromised by ransomware, it will scramble these files and they will be lost. As a best practice, always have a back up of your computer somewhere. *Be careful with corrections when modifying outside the file. Also, if you move any of the title information from the activity sheet, the program may not be able to display your name correctly. It reads these parts from the activity file it creates.

Warning: Not all text editors will display exactly the same just like internet browsers. Notepad, that comes with every version of Windows 95 → Win10 and works best. The program will call notepad, but you can manually choose your own text editor to view the file outside the program.

Installation:

You install this program like any other. It will produce a start menu item with my name since I am the publisher. You will need to rename this folder by right clicking on my name in the start menu and selecting rename. I would recommend using “Utilities” as a new folder name. You may get an administrator warning, but just click ok.



Program Functions:

When the program is launched for the first time, it will check for two files: **bank** and **activity sheet**. (They should be in C:\Comptime directory, created by the program upon first run) If the files do not exist, the program will ask to create them. These two files are essential for the program to function. One is the bank that keeps track of your current balance; the other is activity sheet. The activity sheet gives you a running look at the activity of the comptime as it is changed. It works very similarly to a check book register.

comptimerun.txt - Notepad

File Edit Format View Help

Orange County Juvenile Probation Dept.

Personal Comptime Account for: JPO Garrison

Date Entered	CaseNo.	Earned(+)	Taken(-)	Balance
01/07/2016	Dr. Appt	0.00	1.00	45.74
01/11/2016	Plcmt Visit	4.50	0.00	52.49
01/14/2016	Personal	0.00	1.50	50.99
01/24/2016	Training	5.50	0.00	59.24
01/27/2016	Plcmt Visit	1.50	0.00	61.49
02/01/2016	Personal	0.00	1.00	60.49
02/03/2016	Spec Group	1.50	0.00	62.74
02/05/2016	Transport	1.00	0.00	64.24
02/08/2016	EM Monitor	0.50	0.00	64.99
02/12/2016	Personal	0.00	8.00	56.99

The program will only check for the files once, unless they are deleted or moved, then the process will start over. However, after the files are created, the program will ask you if you have an initial balance to enter because rarely will the person be starting from scratch, unless they messed up the file or they are a new employee.

After the initial balance is obtained, the main form will appear.

Personal Comptime Calculator for Shon Garrison

File Edit View Help

Action Date: 08/01/2016

Case / Reason: [Enter One]

Accrued / Spent

☐ Earned

☒ Taken

Input Earned: hrs

Input Taken: hrs

Bank Balance: 45.65

Daily Balance: 0.00

Options

Clear Form

Calculation Preview

Apply to Bank

Reconcile Data

Email Data

Exit Application

Calculation Preview:

Ready

You will notice entry text boxes for date, reason, and time accrued / taken. The radio buttons on the left indicate whether time is earned or used. Depending on which button you use, it will deactivate the other corresponding text box. Note: You can perform both an accrued and taken at the same time by activating either earned or taken, entering the information, then activating the other, but this must be done prior to hitting the calculation button. **For the best results, I suggest that the user enter one transaction at time.** This allows the activity sheet to track the changes and updates better. If two calculations are done at the same time, only one entry will be made into the activity sheet. It will reflect the correct time, but it will only show one transaction. Also, if two calculations are done at the same time, the preview text box will only reflect the taken time.

Personal Comptime Calculator for Shon Garrison

File Edit View Help

Action Date: 08/01/2016

Case / Reason: [Enter One]

Accrued / Spent

☐ Earned

☐ Taken

Input Earned: 1.00 hrs

Input Taken: 0.00 hrs

Bank Balance: 45.65

Daily Balance: 1.50

Options

Clear Form

Calculation Preview

Apply to Bank

Reconcile Data

Email Data

Exit Application

Calculation Preview:

Total accrued time to enter on affidavit = 1.50 hours

Preview of Entry to Activity Sheet:

Date Entered	CaseNo.	Earned(+)	Taken(-)	Balance
08/01/2016	[Enter One]	1.00	0.00	47.15

Once the time is entered into the correct box, the user will click the preview button. **Please enter your time in the format 0.00**, whether earned or taken. It keeps everything lined up properly in the activity sheet. **The form can not apply to the running balance to the bank before previewing.** The program will calculate the time and place a transaction balance at in the daily balance label. The user will also get a preview of the transaction into the activity sheet, but no actual entry will be made by the program until the user clicks the apply to the bank or clear button.

If the user clicks the apply button, the program will ask the user if he or she wants to add it to the bank. The user has the choice to apply it to the bank or clear the form if a mistake has been made. A yes will add or subtract from the bank, a no will ask if the user wants to return to the program for another calculation. If the user does not, then the program will direct user to exit. The clear form button is clearing the form for another transaction. Pushing this button, will ask if the user wants to add the current transaction or just clear the form and start over. The exit button just exits the program, and if any information is left in the text boxes, it will be ignored and deleted.

The reconcile button takes you to the reconcile form. On this form, you can cull the previous years transactions from the running activity sheet and archive them in a folder. The form begins with the previous year, but can be used to find any past year.

Reconcile Current Year

Year to Reconcile:

2015

Current Datafile - All Entries:

01/07/2016	Dr. Appt	0.00	1.00	45.74
01/11/2016	Flom Visio	4.50	0.00	52.49
01/14/2016	Personal	0.00	1.50	50.99
01/24/2016	Training	5.50	0.00	59.24
01/27/2016	Flom Visio	1.50	0.00	61.49
02/01/2016	Personal	0.00	1.00	60.49
02/03/2016	Spec Group	1.50	0.00	62.74
02/05/2016	Transport	1.00	0.00	64.24
02/08/2016	EM Monitor	0.50	0.00	64.99
02/12/2016	Personal	0.00	8.00	56.99
02/22/2016	Spec Group	1.50	0.00	59.24
02/24/2016	Spec Group	1.00	0.00	60.74
02/26/2016	Personal	0.00	8.00	52.74
03/03/2016	On-Call	0.75	0.00	53.86
03/04/2016	On-Call	1.00	0.00	55.36
03/05/2016	On-Call	2.00	0.00	58.36
03/07/2016	Personal	0.00	1.25	57.11
03/14/2016	Weather	0.00	4.00	53.11
03/28/2016	Spec Group	1.25	0.00	54.99
03/30/2016	Spec Group	1.25	0.00	56.87
04/01/2016	Dr. Visit	0.00	1.00	55.87
04/06/2016	On-Call	0.25	0.00	56.25
04/13/2016	Spec Group	1.50	0.00	58.50
04/15/2016	Personal	0.00	2.50	56.00
04/19/2016	Personal	0.00	1.00	55.00
04/26/2016	Flom Visio	1.00	0.00	56.50
04/28/2016	Flom Visio	5.00	0.00	64.00
05/09/2016	Angr Mgs Grp	1.25	0.00	65.88
05/11/2016	Sex Off Grp	1.25	0.00	67.76
05/13/2016	Personal	0.00	0.50	67.26
05/16/2016	Angr Mgs Grp	1.25	0.00	69.14
05/18/2016	Sex Off Grp	1.25	0.00	71.02
05/19/2016	Dr. Appt	0.00	2.00	69.02
05/23/2016	Personal	0.00	2.00	67.02
05/26/2016	Personal	0.00	8.00	59.02
05/27/2016	Personal	0.00	8.00	51.02
06/01/2016	Dr. Appt	0.00	1.00	50.02
06/10/2016	Personal	0.00	3.00	47.02
06/13/2016	Spec Group	1.25	0.00	48.90
06/15/2016	Spec Group	1.00	0.00	50.40
06/21/2016	On-Call	1.50	0.00	52.65
06/22/2016	On-Call	3.50	0.00	57.90
06/24/2016	Pack/Trip Prep	0.00	4.00	53.90
06/24/2016	Training Trvl	4.00	0.00	59.90
06/26/2016	Training	4.50	0.00	66.65
06/29/2016	Personal	0.00	4.00	62.65
06/30/2016	Personal	0.00	9.00	54.65
07/11/2016	Personal	0.00	8.00	46.65

Click to Preview:

Preview of Previous Year -> (Entries that will be taken out):

08/05/2015	Test Recon	0.00	0.00	47.02
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Preview of Current Year -> (What will remain in Datafile):

01/07/2016	Dr. Appt	0.00	1.00	45.74
01/11/2016	Flom Visio	4.50	0.00	52.49
01/14/2016	Personal	0.00	1.50	50.99
01/24/2016	Training	5.50	0.00	59.24
01/27/2016	Flom Visio	1.50	0.00	61.49
02/01/2016	Personal	0.00	1.00	60.49
02/03/2016	Spec Group	1.50	0.00	62.74
02/05/2016	Transport	1.00	0.00	64.24
02/08/2016	EM Monitor	0.50	0.00	64.99
02/12/2016	Personal	0.00	8.00	56.99
02/22/2016	Spec Group	1.50	0.00	59.24
02/24/2016	Spec Group	1.00	0.00	60.74
02/26/2016	Personal	0.00	8.00	52.74
03/03/2016	On-Call	0.75	0.00	53.86
03/04/2016	On-Call	1.00	0.00	55.36
03/05/2016	On-Call	2.00	0.00	58.36
03/07/2016	Personal	0.00	1.25	57.11
03/14/2016	Weather	0.00	4.00	53.11
03/28/2016	Spec Group	1.25	0.00	54.99
03/30/2016	Spec Group	1.25	0.00	56.87
04/01/2016	Dr. Visit	0.00	1.00	55.87
04/06/2016	On-Call	0.25	0.00	56.25
04/13/2016	Spec Group	1.50	0.00	58.50

Options

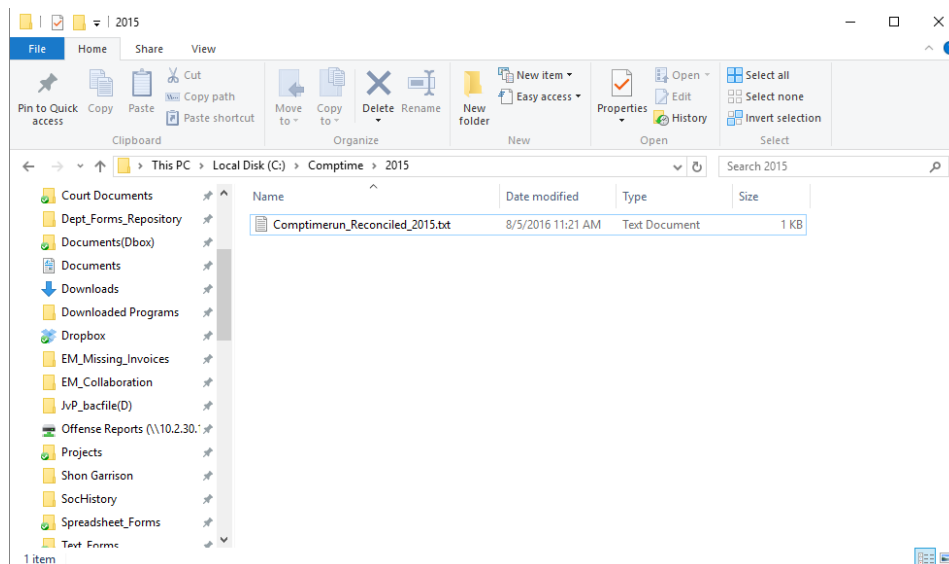
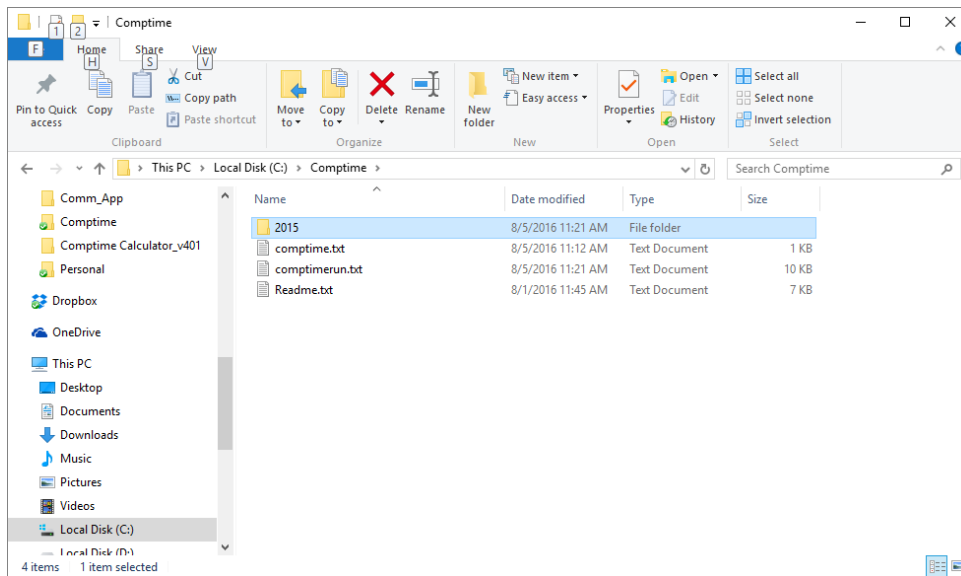
Reconcile

Clear Preview

Rtn to Main

You can manipulate which year to look for, but it's default is the previous year. The list on the left is your running sheet as it stands. I created a dummy entry for 2015 to show how it works. Click the

preview button in the middle and it fills in the rest: what will stay and what will be archived. Click the reconcile button to complete the archiving and removal of previous year. The program will then create a folder that has the year of the reconciliation in the title in your C:\Comptime directory. Inside that folder will be your archived year text file. You can copy and past to any directory or server you wish for safekeeping.



Comptimerun_Reconciled_2015.txt - Notepad

File Edit Format View Help

Orange County Juvenile Probation Dept.

Personal Comptime for Shon Garrison for year 2015

Date Entered	CaseNo.	Earned(+)	Taken(-)	Balance
08/05/2015	Test Recon	0.00	0.00	47.03

The clear preview button will clear forms without any transactions. Return to main brings you back to the main form. The email button takes you to an email form, where the user may email his balance to a supervisor with a message.

Send Data by Email

Email Provider:
[Choose Provider] v

Username, Email Address, or Email Credentials:
[Text Box]

Password (If Required):
[Text Box]

Email Address (Sending): [Text Box] Email Address(Receiving): [Enter/Select One] v

Subject:
[Text Box: Emailing Comptime Data for 8/2016]

Brief Message:
[Text Area]

Path to comptimerun.txt file to attach:
[Text Box]

[Browse]

[Rtn to Main] [Clear Form] [Email Data]

You will type in your username. [**Note: Sometimes it's your username, and sometimes it is your entire email address. Depends on your provider.**] Type in your password, from/to, Subject, and a brief message. You will need to specify your comptimerun.txt file (activity sheet) as an attachment so

your supervisor can have a copy. The browser button is for your convenience and in case you do not know the path to it. Then email Data to your superior. If successful, you will return to the main form. If you mess up or decide not to send an email at this time you can clear the form or return to the main form.

The tool strip menu at the top of the main form is for convenience. It allows shortcuts to the bank and activity file as well as exiting the program. You can access command buttons from there as well. The user can also find out information about the program from the help tool strip menu item.

That's pretty much it. Enjoy!

Questions:

email me: sgarrison@co.orange.tx.us

Release Notes:

v1.01 - Program created with basic functions for adding and subtracting comptime as needed.

v1.02 - Added popular choices to the reason/case no. combo box

v1.03 - Improved formatting for calendar and date so that the entire file lines up correctly in the activity sheet.

v1.04 - Added text "-" between each transaction to help separate each change to assist user in locating the activity they need.

v2.01 - Major upgrade completed with new functions. Added apply button in collaboration with co-workers to improve program. Added tool strip menu and functions. Changed and moved calcearned Label to become a preview of what is entered in the affidavit that is turned into the supervisor as well as preview of the transaction as it will be entered into the register. Added about form and readme file.

v2.02 - Fixed minor bug with regard to taken preview calculation. Fixed minor bug with regard to preview display for accrued.

v3.02 (3/2014) - First major update in years. Added ability to email datasheet from within program. Currently only allows Orange County employees to email from the County Server, but can be easily modified to include others. Also vastly improved line-up of text in both preview and comptimerun sheet.

v3.04 - Corrected the path to comptimerun.txt on email sheet.

v4.01 - Added/Completed Reconcile form. User can preview datasheet, previous years entries, and current year entries. Added the ability to cull the previous year and create a backup of it in it's own folder. Added new choices in reason/case combobox.

v.4.02 – Added email provider list to choose from for sending email.

v.4.10 – Cosmetic Changes, Updated About Form, and Repaired listbox lineup on Reconcile Sheet