

VEGA TimeSheets

What's New 2.1.5v

© VEGA Systems, All rights reserved.

No part of this document may be copied, photocopied, reproduced, translated, microfilmed, or otherwise duplicated on any medium without written consent of VEGA Systems.

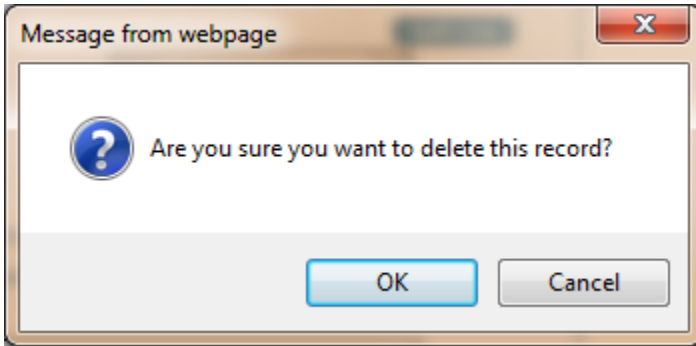
Use of the software programs described herein and this documentation is subject to the VEGA Systems Software License Agreement enclosed in the software package.

Contents

Delete Confirmation.....	4
Time Approved by field.....	4
TimeCard Messaging.....	5
Report – Payroll Report by Dept and Class	6
Overtime Calculation	7
Archive Employees.....	7

Delete Confirmation

This function is optional, and when turned on a popup confirmation is displayed giving the user a chance to opt out of deleting the record.



(Delete Confirmation)

Time Approved by field

An audit of who approved time is created, and displayed on the timecard detail. Additionally when exporting detail from applicable reports the approved by is listed on the export file.

User Name:	Amey, Jessica	Home Site:	Downtown	List
Base Rate:	16.55	Home Role:	Lifeguard	

TimeCard Detail - Approved by: admin				Split Line
User ID	AMEYJE	Approved	Yes	
User	Amey, Jessica	Site	Downtown	
IN	05/1/2013 17:00	Role	Lifeguard	
OUT	05/1/2013 17:00	Rate	16.55	
Skipped Lunch	Yes	Scheduled Hrs	1.00	

(Approved by)

TimeCard Messaging

TimeCard messaging is an internal message system for VEGA TimeCards. It allows the system administrators to create messages, and then send them to employees. The systems can be setup so that the employee must respond to the message before being able to enter time, or can get notification that messages are waiting.

Home	Profile	Messages(2)	TimeCard	Reports
------	---------	-------------	----------	---------

Message - Pending			
Date	Message Description	Type	View
02/26/2014	2014 Email Code of Conduct	Yes/No (Require Yes)	
02/26/2014	2014 Terms of Agreement	Accept/Decline (Require Accept)	

Message - Reviewed			
Date	Message Description	Answer	View
02/25/2014	2014 Email Code of Conduct	Yes	
02/25/2014	2014 Email Code of Conduct	Yes	

(Employee Message Screen)

Poll 2014

Using our Services

You must follow any policies made available to you within the Services.


Don't misuse our Services. For example, don't interfere with our Services or try to access them using a method other than the interface and the instructions that we provide. You may use our Services only as permitted by law, including applicable export and re-export control laws and regulations. We may suspend or stop providing our Services to you if you do not comply with our terms or policies or if we are investigating suspected misconduct.

Using our Services does not give you ownership of any intellectual property rights in our Services or the content you access. You may not use content from our Services unless you obtain permission from its owner or are otherwise permitted by law. These terms do not grant you the right to use any branding or logos used in our Services. Don't remove, obscure, or alter any legal notices displayed in or along with our Services.

Our Services display some content that is not Google's. This content is the sole responsibility of the entity that makes it available. We may review content to determine whether it is illegal or violates our policies, and we may remove or refuse to display content that we reasonably believe violates our policies or the law. But that does not necessarily mean that we review content, so please don't assume that we do.

In connection with your use of the Services, we may send you service announcements, administrative messages, and other information. You may opt out of some of those communications.

Some of our Services are available on mobile devices. Do not use such Services in a way that distracts you and prevents you from obeying traffic or safety laws.



I have read the above message.

(Preview of Message with Attachment)

Report – Payroll Report by Dept and Class

A new report has been added that consolidates dept and class for employees that are forwarded to payroll only. The primary purpose of this report is to help enter payroll accruals into your accounting system.



Print
Run: Apr 22, 2014 3:38pm

TimeCard Consolidated

Date Range: Apr 1, 2013 to Apr 22, 2014

Export List

Site	Role	Reg Time	OT Time	Total Time	Reg Pay	Reg GL	OT Pay	OT GL
10	Admin	24.00	0.00	24.00	406.80	5080-10	0.00	5080-10
10	Counselor	8.00	0.00	8.00	132.40	5070-10	0.00	5070-10
10	DayCare	6.00	0.00	6.00	101.70	5000-10	0.00	5010-10
10	Lifeguard	100.00	0.00	100.00	1,713.60	5010-10	0.00	5010-10
10	Maintenance	-5.00	0.00	-5.00	-84.75	5020-10	0.00	5020-10
10	Swim Instructor	8.00	0.00	8.00	103.60	5040-10	0.00	5040-10
20	DayCare	6.00	0.00	6.00	101.70	5000-20	0.00	5000-20
20	Lifeguard	2.00	0.00	2.00	33.90	5010-20	0.00	5010-20
20	Maintenance	0.00	0.00	0.00	0.00	5020-20	0.00	5020-20
30	Swim Instructor	-1.00	0.00	-1.00	-12.95	5040-30	0.00	5040-30
		148.00	0.00	148.00	2,496.00		0.00	

Overtime Calculation

Overtime calculation is a new optional feature that calculated overtime based on employees working over the scheduled hours. For example an employee can be setup with 80 scheduled hours. The system will identify which employees work over the 80hr work for a specified period. A summary screen shows employees with overtime hours and the last shift they worked. If the approver clicks on process all the overtime will be placed on the last shift worked, otherwise the approver can go back to the employee's timecards and make adjustments accordingly.



Logout

- Employees
- Security
- Setup
- Reports
- Approvals

TimeCard Summary			Period: 1/1/2013 - 1/14/2013		
Employee	Reg Hrs	Over Hrs	Site	Role	Process
Amey, Jessica	84.00	4.00	Downtown	Lifeguard	

Archive Employees

The employee "Active" field has been changed to "Status" a new option of "Archived" has been added. If an employee is no longer with the organization and needs to be removed from all lists you can archive them.

User Setup

User ID	AMEYJE	Status	Active
User	Amey, Jessica	Base Rate	Active
Password	••••	Scheduled Hours	InActive
Location	Victoria	Lunch Break	1.00
Role	Active Co-ord.	Card Type	Manual Card
		Shift Default	08:00 - 17:00

Time Card Overrides

Location Override?	No	Payroll ID	AMEYJE
Role Override?	No	Vacation Accural	

Lifetime Hours 565.00

Save Update Cancel