



VEGA TimeSheets

What's New 2.1.0v

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Contents

Shift Overlap Indicator	4
Filter by IP Address	4
Hidden Field Matrix.....	5
Default Setting for new Employee	5
New Navigation Bar (touch compatible).....	6
Restriction of Manager Approval Range	6
Manager Approval on ALL Departments.....	6
Assign Class codes to Managers	6
Approval by Day	7
Prepopulate IN/OUT times	8
TimeSheet by Day Report	8
Negative or Zero Shift Indicator	9
Popup message box	9
System performance	9

Shift Overlap Indicator

This option will highlight overlapping employee shifts. This feature is optional, and can be turned on a client by client basis. If turned on it will highlight shift overlaps on the employee, manager, and admin approval screens.

✓	01/4/2013	8:00	12:00	10
✓	01/3/2013	8:00	16:00	10
✓	01/1/2013	8:00	16:00	10
✓	01/1/2013	16:00	16:00	10

(Shift Overlap)

Filter by IP Address

Filter by IP address restricts where the employees can log in from. This is an optional which can be turned on by your system administrator.

IP Filter Maintenance

IP Address

Description

Allowed IP Addresses

IP Address	Description	Delete
127.0.0.1	Localhost	<input type="button" value="X"/>

(ip filter list)



NO ACCESS

Please contact system administrator
Company: Recreation Center Demo
Contact: Jag Dhaul
Phone: (250) 383-9883

Your IP Address: 127.0.0.1

Tuesday Dec 24, 2013
11:56am

powered by VEGA

(access denied screen)

Hidden Field Matrix

Various fields can be hidden on initial setup to suit client's needs. A matrix of fields is maintained by the system administrators. As fields may be used differently by clients please contact your system administrator before making any changes.

TimeCard Updates Logout
Version: 2.1.0

The following links update the TimeCard System. Please contact your TimeCard Service Provider before performing any updates.

Hidden Field Control	Employee	Manager	Admin
Hide Create Shift Button	Off	Off	Off
Hide Skip Lunch	Off	Off	Off
Split Line		Off	Off
Hide Adjustments	Off	Off	Off
Hide Schedule Hours	Off	Off	Off
Hide Scheduled Lunch	Off	Off	Off
Hide Accruals		Off	Off
Hide Statpay		Off	Off

Save Update Cancel

(hidden fields matrix)

Default Setting for new Employee

When setting up a new employee the default values during setup can be predefined. This is an advance feature and can be configure by you system administrator.

TimeCard Updates Logout
Version: 2.1.0

The following links update the TimeCard System. Please contact your TimeCard Service Provider before performing any updates.

Default Field Control	Default
New Employee	
Scheduled Hours	8.00
Lunch Break	1.00
Card Type	Manua
Site Override	No
Role Override	No
Site Override Filter	No
Role Override Filter	No
Shift Start	08:00
Shift End	17:00

Save Update Cancel

(new employee default settings)

New Navigation Bar (touch compatible)

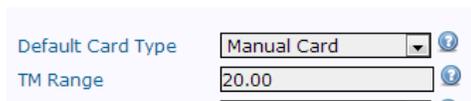
The navigation bar has been completely redesigned, and is now touch screen compatible.



(new navigation bar)

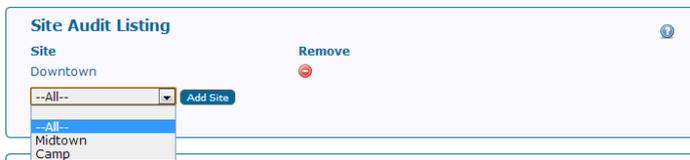
Restriction of Manager Approval Range

Manager can no longer go back indefinitely to adjust timecards. Instead under company setup the TM Range is the number of days a manager can go back before the pay period approval start date to adjust timecards.



Manager Approval on ALL Departments

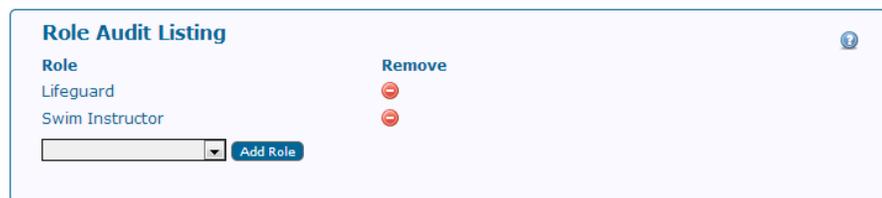
A new department is listed as --All--. If given the option the manager can manage all departments using this single code verses each department individually. All reports and approval screen will comply with the --All--code.



(all department)

Assign Class codes to Managers

In prior version manager class approval was limited to 8 class codes max (A-H). Now an approval list is created by manager and has no limit to the number of class codes that can be assigned to a manager.



(Manager assigned class)

Approval by Day

A new approval by Day option is available. Just like the approval by Employee which an approver can log in and approve employee timecards by Day. The by Day option groups the timecards by day and within each day a listing of the employees who worked.

[Employees](#) ▾ |
 [Security](#) ▾ |
 [Setup](#) ▾ |
 [Reports](#) ▾ |
 [Approvals](#) ▾

by Employee
by Day

TimeCard Administrator

(new by day option)



Logout

[Employees](#) ▾ |
 [Security](#) ▾ |
 [Setup](#) ▾ |
 [Reports](#) ▾ |
 [Approvals](#) ▾

TimeCard Summary Period: 1/1/2013 - 1/14/2013

Appr	Day	Date	Regular Hrs	Overtime Hrs	Total Hrs	Edit
⊖	Tue	Jan 01, 2013	83.00	8.00	91.00	
⊖	Wed	Jan 02, 2013	88.00	0.00	88.00	
⊕	Thu	Jan 03, 2013	103.00	0.00	103.00	
⊕	Fri	Jan 04, 2013	102.00	1.00	103.00	
⊖	Sat	Jan 05, 2013	80.00	0.00	80.00	
⊖	Sun	Jan 06, 2013	64.00	0.00	64.00	
⊖	Mon	Jan 07, 2013	95.00	1.00	96.00	

(TimeCard summary by day)



Logout

[Employees](#) ▾ |
 [Security](#) ▾ |
 [Setup](#) ▾ |
 [Reports](#) ▾ |
 [Approvals](#) ▾

TimeCard Details Date: Tuesday Jan 01, 2013

[Create Card](#)

Appr	User	IN	OUT	Site	Role	Rate	REG	OT	Edit
⊕	Amey, Jessica	16:00	16:00	10	Lifeguard	16.55	2.00		
⊕	Amey, Jessica	8:00	16:00	10	Lifeguard	16.55	5.00		
⊖	Amundrud, Gail	8:00	17:00	10	Lifeguard	16.55	8.00		
⊖	Anderson, Gary	17:00	20:00	30	Lifeguard	16.55	2.00		
⊕	Anderson, Gary	12:00	17:00	10	Lifeguard	16.55	4.00		
⊕	Anderson, Gary	8:00	11:00	10	Lifeguard	16.55	2.00		
⊕	Andrews, Mark	13:00	17:00	10	Reception	16.95	3.00		

(TimeCard detail of day)

Prepopulate IN/OUT times

When making changes to the IN/OUT times a dropdown list of hours is displayed with quarter hour increments.

Amey, Jessica

01/1/2013	16:00	
01/1/2013	16:00	
Yes	16:15	
2.00	16:30	
2.00	16:45	

TimeSheet by Day Report

A new TimeSheet report is available under the admin section only. It summarizes the total hours worked by day by employee. This is useful when trying to determine if an employee has worked over x hours during a single day within a pay period.



Print

Run: Dec 27, 2013 10:16am

TimeCard Consolidated by Day List

Date Range: Jan 1, 2013 to Jan 14, 2013

Export List

Amey, Jessica		Regular Time	Overtime	Total Hrs.
Date	Day			
Jan 01, 2013	Tuesday	7.00	0.00	7.00
Jan 03, 2013	Thursday	7.00	0.00	7.00
Jan 04, 2013	Friday	6.00	0.00	6.00
Jan 05, 2013	Saturday	8.00	0.00	8.00
Jan 06, 2013	Sunday	8.00	0.00	8.00
Jan 07, 2013	Monday	8.00	0.00	8.00
Jan 08, 2013	Tuesday	7.00	0.00	7.00
Jan 09, 2013	Wednesday	7.00	0.00	7.00
Jan 10, 2013	Thursday	9.00	0.00	9.00
...

Negative or Zero Shift Indicator

If an employee work negative or zero hours then the hours will be highlighted. This is an option which can be turned on by the system administrator.

Andrews, Mark	8:00	17:00	10	Maintenance	16.95	8.00	
Bald, Kathy	8:00	17:00	10	Maintenance	16.95	8.00	
Baumann, Alex	8:00	17:00	10	Maintenance	16.95	8.00	
Bernier, Sylvie	8:00	17:00	10	DayCare Manager	16.95	0.00	8.00
Braknis, Robert	8:00	17:00	10	DayCare	15.00	8.00	

Popup message box

If an employee has a message a new icon will appear next to the edit button. If you hover over the new icon the message will popup. Approvers no longer need to go to the edit screens to read the messages.

Rate	REG	OT Edit
16.55	2.00	 
16.55	5.00	
16.55	8.00	 Had doctor appointment, and left early.
16.55	2.00	
16.55	4.00	
16.55	2.00	 

System performance

Overall system performance has been improved by adding better indexing.