

Operator Timekeeping User Guide

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Operator Timekeeping Module

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Product Description

Operator Timekeeping

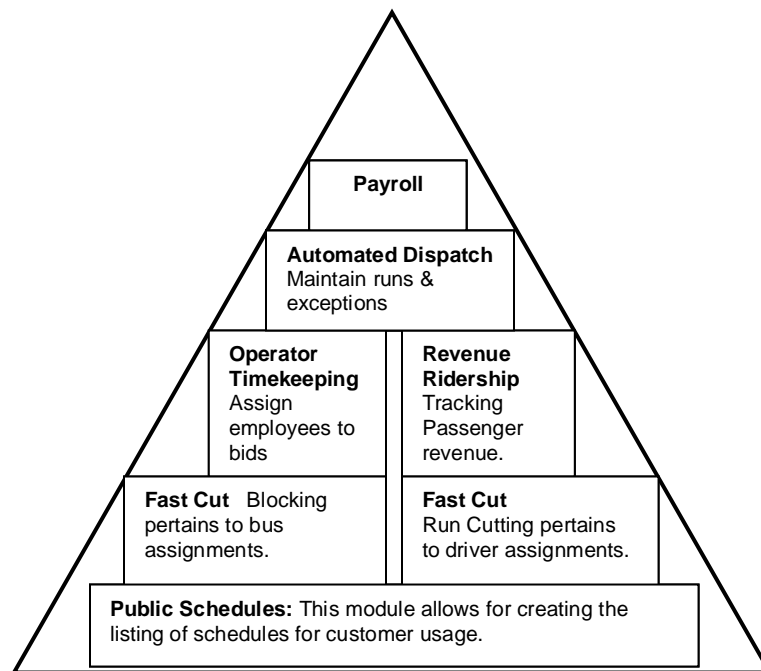
Operator Timekeeping provides a timesaving, automated method for handling operator payroll related functions.

Operator Timekeeping interfaces with Public Schedules and Fast Cut to automate the Vehicle Blocking and Run Cutting processes and produce camera-ready public schedule timetables.

Operator Timekeeping allows definition of Driver Run Assignments needed to cover public schedule trips. These run assignments are used as the basis of an "exceptions"-based payroll. Operator Timekeeping automatically generates transactions needed to interface with Fleet-Net® Payroll.

After run assignments are delineated, selected runs are assigned to employees through the selected bid process. On a daily basis, extra or unassigned work time can be posted to an employee as necessary. **Only deviations from the normal work schedules need to be entered.** All other transactions will be automatically generated.

Operator Timekeeping, along with Fast Cut provide reports that compare run assignments for efficiency and cost effectiveness. Operations management reports are available via Fast Cut Timetables and Fast Cut, including Miles per Route, Hours per Route, Vehicles per Route, etc.



Operator Timekeeping Implementation

It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the Public Schedules installation.

As with all Fleet-Net® for Windows modules, the module must first be installed as directed in the System Administration Guide. Briefly, this includes (1) copying the data files, program files, server database, and the client master database, (2) running the configuration program, (3) copying the client master for individual use, (4) utilizing the Public Schedules import tool.

About This Guide

This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

Below are features that are used through FNW applications.



To correctly exit a form, or exit out of Fleet-Net® completely click on the Fleet-Net® Icon always located in the upper right of every form.



**When the binoculars search function is not available, nor a drop-down list, select 'Ctrl F' as a search tool.

When using this button to search the following sample form will open up. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.



Throughout Fleet-Net® modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to setup the necessary codes and their value for the associated field.



The clock button allows for changing the time entry.



The question mark button opens the search option.



The Stop button aborts the current selection process.



The calendar button allows for quick selection of a specific date via a calendar. Calendar defaults to current date.



The calculator button allows for quick simple calculations on the fly. It opens up your systems calculator.

Operator Timekeeping Checklists

Initial Setup Checklist Build/Change Sign Ups

Operator Timekeeping is interfaced with Fleet Net General Ledger, Non-Financial Statistics and Payroll. These systems should be set up before building/changing a sign up.

This checklist follows the instructions outlined on the following pages.

Done	Menu	Program/Procedure
_____	OT04	(a) Miscellaneous Codes defined using <u>Edit Operator Timekeeping Miscellaneous Codes.</u>

IF USING FAST CUT, DO NOT USE THIS SEQUENCE TO BUILD A SIGN-UP.

Done	Menu	Program/Procedure
_____	PS01	a. In Public Schedules you must set up a Sign up, Division, and Service prior to using OT's Build/Change Sign Up.
_____	OT04	e. Define Run Class Codes using <u>Modify/Add Run Class Codes.</u>
_____	OT04	b. Add/Define runs needed to cover public schedule routes via <u>Run Master Setup.</u>
_____	OT04	c. Specify time and pay codes applicable to each run via <u>Run Pay Time/ Run Master Setup.</u>
_____	OT04	d. To duplicate a run use <u>Duplicate Run.</u>
_____	OT04	e. Assign runs to specific drivers use <u>Run Assignment By Bid.</u>
_____	OT02 #1	f. To print a listing of all runs not assigned select Reports and drop-down option <u>Unassigned Run Listing.</u>
_____	OT02 #1	g. To print a list showing pay codes and hours per route <u>Run Pay Audit Listing.</u>
_____	OT02 #1	h. To verify that employees were assigned to the property run print <u>Run Listing By Employee.</u>

Standard Cycles Checklist

It is recommended daily driver time be entered each day. Use this sequence to generate scheduled pay time and record extra board or variations to regularly scheduled driver time.

Done	Menu	Program/Procedure
_____	OT01	a. Enter all time off for drivers and assign the hold down employee utilizing <u>Operator Off</u> .
_____	OT02	c. The <u>Unassigned Run Listing</u> prints a report listing run(s) not yet assigned to a driver.
_____	OT01	d. <u>Extra Board Entry</u> removes the run time from the normally scheduled operator and assigns it to the Extra Board (hold down) operator. This allows assignment of trippers (unassigned runs) to a driver and transfers immediately to payroll.
_____	OT01	e. <u>Time Entry</u> displays the time posted for an operator for a specific date range. Time Entry is used to add additional time (exceptions) worked by drivers (other than normal schedule). Time Entry is also used to enter standby time, vacation, holiday, union meeting time, etc. Any type of pay time can be revised or deleted with this feature. <i>NOTE: It is important to attribute pay time to a run whenever applicable.</i>
_____	OT02	f. Run a <u>Variance By Run #</u> to see variances between scheduled pay time and actual pay time.
_____	OT02	g. The <u>Time Summary Reporting</u> runs a listing of entries for the day. It is recommended that entries be verified, adjustments made and another report be run to verify adjustments.
_____	OT05	h. <u>Time Check</u> allows Supervisors the opportunity to check times entries and run variance reports.
_____	OT01	c. <u>Generate Daily Pay Time</u> generates the driver pay time for the current date and transfers immediately to payroll.

Operator Timekeeping Main Menu

Operator Timekeeping		
1	Daily Timekeeping	?
2	Reports	?
3	Inquiries	?
4	Build/Change Sign Ups	?
5	Operator Off	?
6	Time Checks	?
15	Special OT Routines and Interfaces	?
16	Return To Previous Menu	?

◀ Enter your selection: Show Details

Vsn: 09.06 [11/7/2017] | lday FNLV42 | OT

Build/Change Sign Ups

Click **Build/Change Signups** to complete the setups for the Operator Time Keeping Module.

Build/Change Sign Ups		
1	Run Master Setup	?
2	Run Assignment By Bid	?
3	Purge Signup	?
4	Duplicate Signup	?
5	Modify/Add Run Class Codes	?
15	Edit Operator Timekeeping Miscellaneous Codes	?
16	Return To Previous Menu	?

◀ Enter your selection: Show Details

Vsn: 09.06 [11/7/2017] | lday FNLV42 | OT04

Edit Operator Time Keeping Miscellaneous Codes

Click **Edit Operator Timekeeping Miscellaneous Codes** to enter the required Miscellaneous Code for operating the Operator Timekeeping Module.

Each Fleet-Net® application includes a list of miscellaneous codes that are used within the system. Some of these codes are preset by Fleet-Net® while others are user defined.

Field	Description
Code	Enter the code associated with the value. The code is recognized by the program.
Value	Enter the description of the code. This value is used to identify field on reports and inquiries.

CustomReports (User Defined)

Code	Value
PostBid	FNOD_PostBidBFTReport
*	

DefaultOperatorOffRun (User Defined) Codes will need to match Attendance Codes setup in Payroll Module. Value will be the Runs as defined in AD.

Code	Value
ADJ	ADJ
BVR	VAC
FMS	SCK
JUR	VAC
RDO	VAC
SCK	SCK
VAC	VAC

Code = Attendance Code utilized in Payroll
 Value = AD Run utilized in Automated Dispatch

Operator Timekeeping Module

DispatchControl (**Specific**) - Enter Codes and Values as shown in table below.
If utilizing Value will = True. If not using value = False.

Modify / Add Misc List Codes

Module: OT
Type: DispatchControl

Code	Value
RoundUpRunMinutes	True

Print

Code	Value
RoundUpRunMinutes	True= Turned on or False= Turned off.

Trapeze (**User Defined**) if applicable.

Modify / Add Misc List Codes

Module: OT
Type: Trapeze

Code	Value
RunPayImportFilePath	the complete path and filename

Print

Run Master Setup

Click **Run Master Setup** to setup runs in Operator Timekeeping.

Run Master Setup

Signup: FULL Division: 1 Run #: 105722

Service: A Sun Mon Tue Wed Thu Fri Sat

Mode Of Service: MB
Class Code: MSTR Run Alias: WL-2M Total Time: 3 Hours, 48 Minutes

Instructions:

Master
Run Pay Time
Add New
Duplicate Run
Remove Run
Run Alias
Round Time

Master

Enter Signup, Division & Run #.
Click **Master** to view/modify selected run setup information.

Run Master Setup

Signup: FULL Division: 1 Run #: 105722

Service: A Sun Mon Tue Wed Thu Fri Sat

Mode Of Service: MB
Class Code: MSTR Run Alias: WL-2M Total Time: 3 Hours, 48 Minutes

Instructions:

Master
Run Pay Time
Add New
Duplicate Run
Remove Run
Run Alias
Round Time

Operator Timekeeping Module

Field Name	Description
Service	Enter or select the Service from the drop-down options.
Mode of Service	Enter or select the Mode of Service from the drop-down options.
Class Code	Enter or select the Class Code from the drop-down options.
Days of the Week Boxes	System will populate the days of the weeks based on the Service selected.
Run Alias	Enter the description for Run Alias if applicable.
Total Time	This field populates based on the Run # selected for the total time.
Instructions	Enter any instructions to be attached to the run #.

Runs Pay Time


Enter Signup, Division & Run #.

Click **Run Pay Time** to define pay time and pay codes applicable to the selected run. This is used to view the existing run pay time for a run or it can be used to create the run pay times for a newly created run.

Run Master Setup

Signup: FULL Division: 1 Run #: 105722

Seq #	Piece #	Pay Code	Start Time	End Time	Elapsed	From Location	To Location	Work Description
1	1	RPT	248P	250P	0:02			Report
2	1	TRV	250P	305P	0:15			Travel
3	1	REV	305P	605P	3:00			Revenue
4	1	DHD	605P	620P	0:15			Deadhead
5	1	GUA	620P	621P	0:01			Guarantee Time
6	1	BRK	621P	636P	0:15			Break
*								



Master

Run Pay Time

Add New

Duplicate Run

Remove Run

Run Alias

Round Time

Field Name	Description
Sequence #	Enter the sequence # in order to list the pay codes in order to be shown in run.
Piece #	Enter the piece # (depends on transit).
Pay Code	Enter the pay code or select from the drop-down list.
Start Time	Enter the start time for this pay code for this run.
End Time	Enter the end time for this pay code for this run.
Elapsed	This field populates from the start time and stop time entered.
From Location	Enter or select from the drop-down option the From Location for the Start time entered.
To Location	Enter or select from the drop-down options the location for the time End time entered.
Work Descriptions	Enter a brief description for the process being done during the selected period of time.

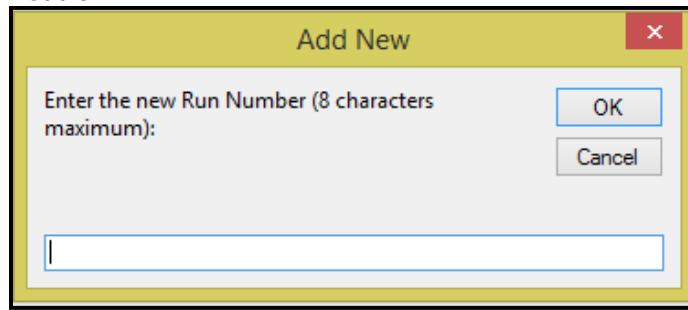
Add New

Enter or select Signup & Division.

Click **Add New** to create a new run.

Enter Run Number.

Operator Timekeeping Module



Click **OK** to continue or **Cancel** to cancel.

This allows you to add/create a new run for a specific sign up and division. Once the new run number is created, the master and run pay time will need to be created.

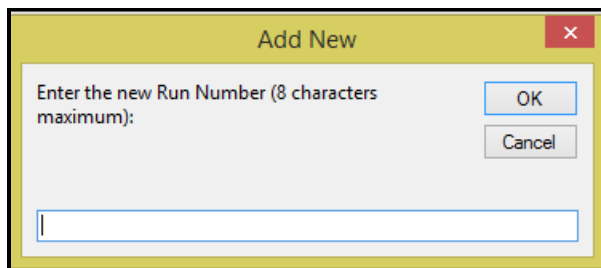
Field Name	Description
Service	Enter or select from the drop-down list the Service Type.
Mode Of Service	Enter or select from the drop-down option a Mode of Service.
Class Code	Enter or select from the drop-down options a Class Code.
Total Time	This will populate once you perform the Run PayTime function and set up all the pay time for the new run.
Instructions	Enter any special instructions associated with the run.

Duplicate Run

Enter or select the Signup, Division and Run # to be duplicated.

Click **Duplicate Run** to copy existing run information to the new run #.

Enter New Run Number.



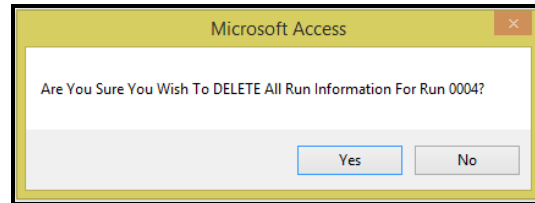
Operator Timekeeping Module

Click **OK** to continue or **Cancel** to cancel.

Remove Run

Enter or select the Signup, Division & Run # to be removed.

Click **Remove Run** to delete all run information for the selected Run #.

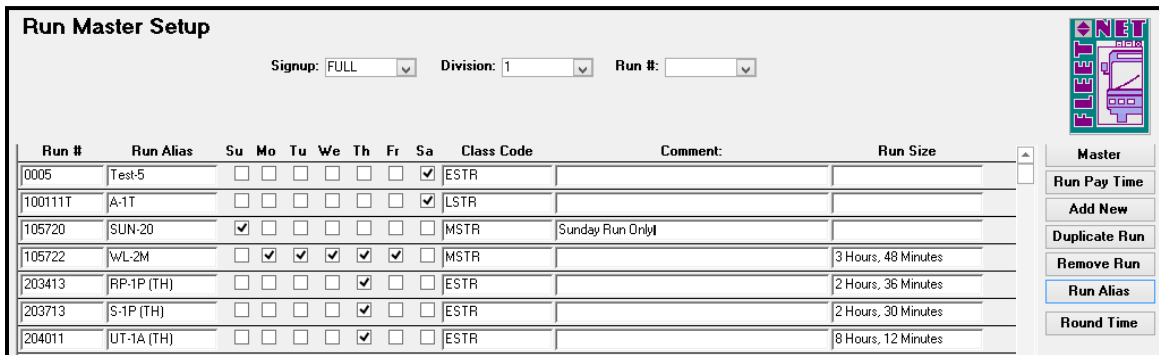


Click **Yes** to continue or **No** to cancel.

Run Alias

Enter or select Signup & Division.

Click **Run Alias** to populate the form to add/modify the alias coding for the selected Run #.



The "Run Master Setup" form includes a header with dropdown menus for "Signup: FULL", "Division: 1", and "Run #:". Below this is a table with columns for "Run #", "Run Alias", days of the week (Su-Sa), "Class Code", "Comment", and "Run Size". A sidebar on the right contains buttons for "Master", "Run Pay Time", "Add New", "Duplicate Run", "Remove Run", "Run Alias", and "Round Time".

Run #	Run Alias	Su	Mo	Tu	We	Th	Fr	Sa	Class Code	Comment	Run Size
0005	Test-5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ESTR		
100111T	A-1T	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LSTR		
105720	SUN-20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MSTR	Sunday Run Only	
105722	WL-2M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MSTR		3 Hours, 48 Minutes
203413	RP-1P (TH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ESTR		2 Hours, 36 Minutes
203713	S-1P (TH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ESTR		2 Hours, 30 Minutes
204011	UT-1A (TH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ESTR		8 Hours, 12 Minutes

Round Time

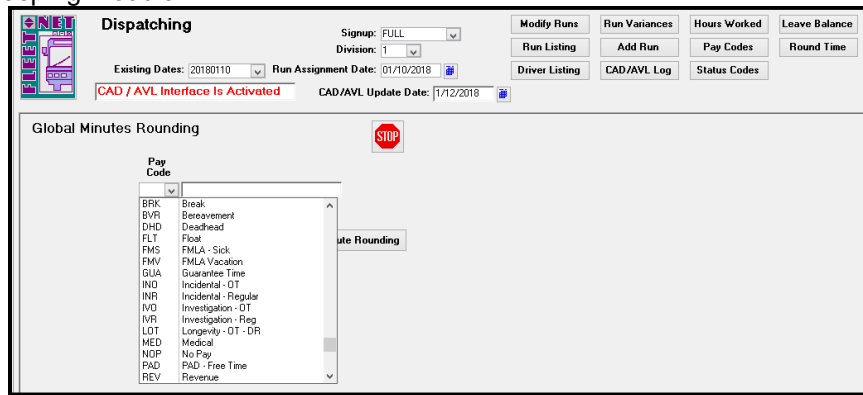
Round Time is an option available to round run minutes to the nearest 6 minutes. Currently this option will **only** round to the 6 minute option. If wanting to utilize the rounding for time other than 6 minutes, please contact Fleet-Net Corporation to have further discussion.

Enter Signup, Division. Select Existing Dates & Run Assignment Date. Enter CAD/AVL Update Date.

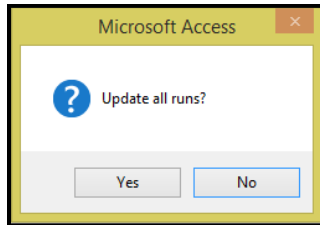
Click **Round Time** to execute the rounding process for a selected pay code.

Enter or select a Pay Code from drop-down options.

Operator Timekeeping Module




Click **Compute Rounding**. The following message displays.

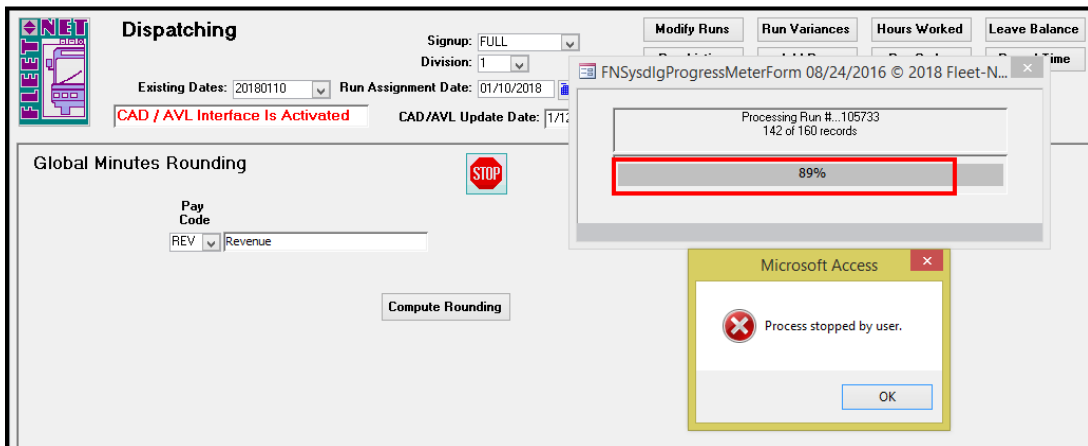


Click **Yes** to continue or **No** to cancel.

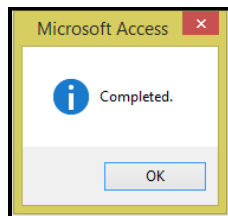
If **Yes** is selected the following message displays regarding deleting existing pad time records. Click **Yes** to continue or **No** to cancel.



Rounding calculation can be stopped. Click  system will populate confirmation message. Click OK.



Once calculation is completed the following message displays.



Run Assignment by Bid

Click **Run Assignment by Bid** to identify each run and employee's assignment by bid # for current sign-up. The ability to un-assign a run from a specific employee and bid number will be executed here.

Enter or select Signup, Division and Bid #

The following screen populates after entering the *Bid #*.

Field Name	Description
Run #	Enter the run # listed or select from the drop-down list.

When selecting the run # the fields below populate with the specific run information. It will show if any days of this run are assigned to another bid #.

Unassign

Click **Unassign** to un-assign an employee from the selected run. Driver assignment will be removed from the selected run.

The screenshot shows the 'Run Assignment By Bid' window. At the top, there are dropdown menus for 'Signup: FULL', 'Division: 1', and 'Bid # (Alt-B): 11'. Below these are fields for 'Employee #' and 'Employee Name:'. A blue 'Unassign' button is visible. On the left, a 'Run #' dropdown is set to '101921'. The main area is a table with columns for days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Each day has a time slot (e.g., 6:11A - 1:59P) and a duration (7:48). A 'Run Total Time' of 39:00 is shown at the bottom right.

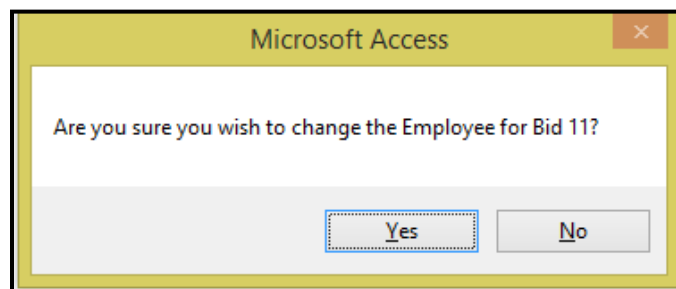
To Assign Employee:

Enter Signup, Division, and Bid #.

Select the Employee # or Employee Name to be assigned to the selected Bid & Run #.

This screenshot shows the same 'Run Assignment By Bid' window, but now with an employee assigned. The 'Employee #' is '4004' and the 'Employee Name' is 'Hackenberry, Marc'. The 'Unassign' button is still present. In the left-hand pane, the 'Run #' is '101921' and the 'Monday' row is selected with a checkmark. The table below shows the same time slots and durations as the previous screenshot, but now with the employee name 'Hackenberry, Marc' listed under the 'Monday' column.

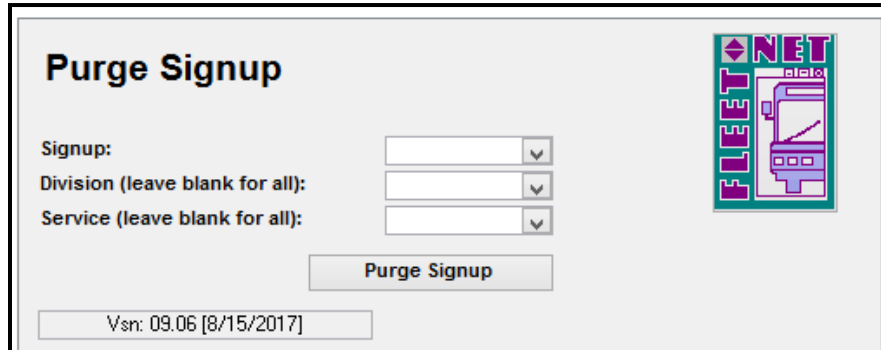
The following message displays.



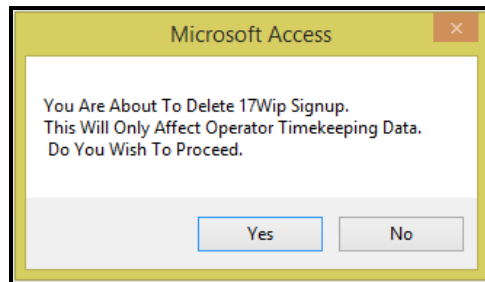
Click **Yes** to continue or **No** to cancel.

Purge Signup

Click **Purge Signup** to delete a signup and division, **Important:** If utilizing Fast Cut, Public Schedules or Automated Dispatch do not purge unless the Signup, Division and Service will no longer be required in any of the modules stated. *Consult Fleet-Net prior to utilizing this function.*

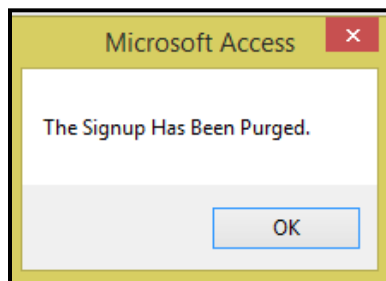


Click **Purge Signup**. The following message displays.



Click **Yes** to proceed or **No** to cancel.

Once purge is completed the following message displays.



Click **OK**.

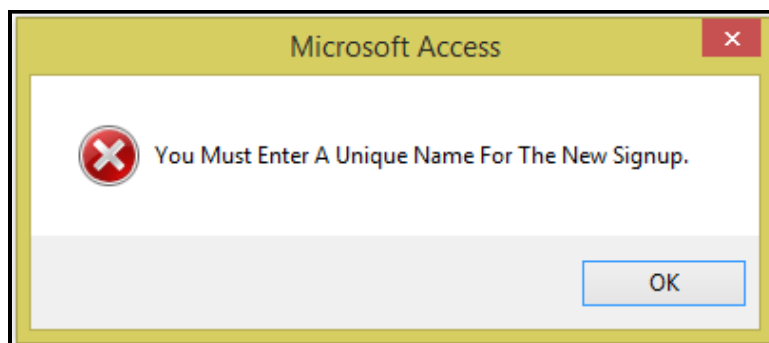
Duplicate Signup

Click **Duplicate Signup** to duplicate an existing sign-up and make changes as required.

NOTE: New Signup created during this process will be available in Public Schedule, Fast Cut Operator Timekeeping and Automated Dispatch.

Field Name	Description
Old Signup	Enter the signup or select from the drop-down list.
Division	Enter the division or select from the drop-down list or leave blank for all.
Service	Enter the service or select from the drop-down list or leave blank for all.
New Signup Name	Enter the new signup name.
Signup Description	Enter the new signup description.
Effective Date	Enter date (mm/dd/yyyy) defining the effective date or click on the calendar to select your from date.
Duplicate Bid Assignments	Select this option if you want to duplicate the bid assignments.
Duplicate Employee Assignments	Select this option if you want to duplicate the employee assignments.

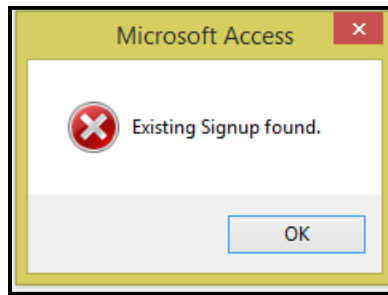
This message will populate when signup name currently exists in the database.



Click **OK**.

If new signup name already exists the following message will be displayed.

Operator Timekeeping Module

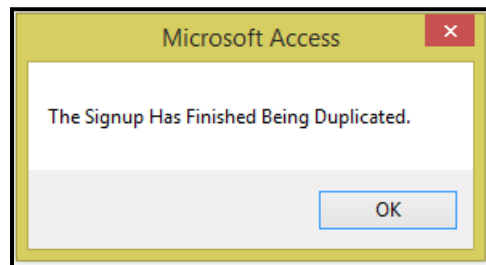


Click **OK**.

Enter a New Signup Name.

Click **Duplicate Signup** to create the new signup.

The following prompt shows once the signup has been duplicated.



Click **OK**.

Modify/Add Run Class Codes

Click **Modify/Add Run Class Codes** to enter class codes, used in both Operator Timekeeping & Public Schedules modules.

Run Class Code Setup			
▶	Run Class Code: <input type="text" value="ESTR"/>	Description: <input type="text" value="Early Straight"/>	Sort Value: <input type="text" value="1"/>
	Run Class Code: <input type="text" value="LSTR"/>	Description: <input type="text" value="Late Straight"/>	Sort Value: <input type="text" value="2"/>
	Run Class Code: <input type="text" value="MSTR"/>	Description: <input type="text" value="Midday Straight"/>	Sort Value: <input type="text" value="3"/>
*	Run Class Code: <input type="text"/>	Description: <input type="text"/>	Sort Value: <input type="text"/>

Field Name	Description
Run Class Code	Enter the run class code.
Description	Enter the description of the class code.
Sort Value	Enter the sort value. Leave a gap between the sort values, as shown, in the event new codes are that would be sorted between existing codes.

Operator Off

Click **Operator Off** to generate time off records (manually or by date range), add, modify or review previously entered time off Records and print Reports from the time off records.

Operator Timekeeping		
1	Daily Timekeeping	?
2	Reports	?
3	Inquiries	?
4	Build/Change Sign Ups	?
5	Operator Off	?
6	Time Checks	?
15	Special OT Routines and Interfaces	?
16	Return To Previous Menu	?

Click **Operator Off** to enter employee time off record.

Enter or select Signup, Division Start & End Dates

Start & End Date – Enter or use calendar icon to determine start & end dates for time off records. If left blank system will populate all time off records for the Signup & Division determined.

Field Name	Description
Signup	Enter or select Signup from the drop-down options. If this field is left blank entries will not be associated with a specific signup or division.
Division	Enter or select division it from the drop-down options.
Start Date End Date	Enter Start and End date(s) (mm/dd/yyyy) or select the date via the calendar icon for the time off being reported.

Operator Off Entry

Click **Operator Off** to add employees' off records. Modify or review previously entered time off records and print Reports from the time off records.

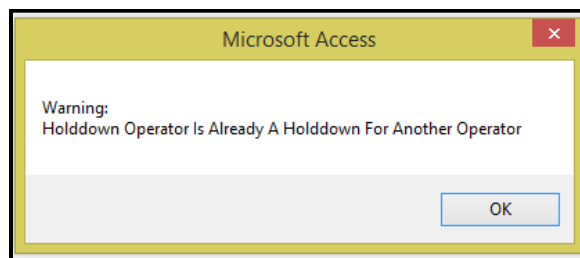
Operator Off Entry

Signup: FULL (Leave blank for all).
 Division: 1

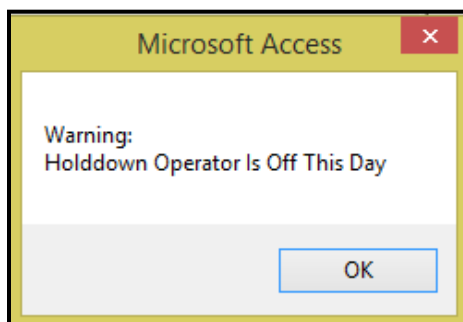
Date Off	Signup	Div #	Attendance Code	Employee #/ Holddown Employee #	Hours	Comment
1/10/2018	FULL	1	RDO	2043 Freeman S. Crater 2172 Robert F. Whitford	8.00	Pre-Arranged Absence.

Field Name	Description
Date Off	Enter date (mm/dd/yyyy) or use calendar icon to select the day off date.
Signup	Enter or Select the Signup from the drop-down options.
Div #	Enter or Select the Division from the drop-down options.
Attendance Codes	Enter or select the attendance code applicable for the day off. ** See notes below
Employee #	Enter or select employee # from the drop-down options. The employee name will populate once the employee number has been selected.
Holddown Employee #	If the Holddown operator is known, enter the employee # or select it from the drop-down options. The employee name will populate once the employee number has been selected.
Hours	Enter the number of hours for the selected employee and attendance code. This is informational only to track partial days off by hours.
Comment	Enter a comment if applicable.

If the Holddown Employee selected has already been assigned to a run the following message will display. Select a different employee for the Holddown employee and proceed.



Click **OK**.



Operator Timekeeping Module

System will allow the operator to be selected, if this operator selection was done in error. Click **OK**. Return to the Operator Off Entry and select a new employee to be assigned to the run.

Generate Off Records

Enter Signup, Division, Start & End Date, Employee #, Attendance Code.

Click **Generate Off Entry** to generate off records for a selected employee, for a date range with the same Attendance Code.

Operator Off

Signup:	FULL	▼	
Division:	1	▼	
Start Date:	1/10/2018	📅	
End Date:	1/20/2018	📅	
Employee #:	4258	▼	
Employee Name:	Hockenberry, Angela	▼	
Attendance Code:	VAC	▼	
Holddown Emp #:		▼	
Comment:	Vacation from 1/10 to 1/20		
	<input type="checkbox"/> Missing Holddowns Only		

Operator Off Entry
Generate Off Records
Operator Off Report
Operator Off Worksheet

Field Name	Description
Signup	Enter or select Signup from the drop-down options. If this field is left blank entries will not be associated with a specific signup or division.
Division	Enter or select division it from the drop-down options.
Start Date End Date	Enter Start and End date(s) (mm/dd/yyyy) or select the date via the calendar icon for the time off being reported.
Employee # Employee Name	Enter or select the Employee # or Name. When either is entered the other field will populate.
Attendance Code	Enter or select the applicable attendance code from the drop-down options. Determines the reason for the absence.
Holddown Emp #	Enter or select the Holddown Employee number from the drop-down option. This will be the employee covering for the Off employee's runs for the date(s) specified. If unknown leave this field blank.
Comment	Enter any comments applicable to the attendance code. The comments will print on the Operator Off report and Operator Off worksheet
Missing Holddowns Only	Select this option, Operator Off Entry to display only the employees off that have no Holddown Employees assigned, then Click Operator Off Report to list of employees with no Holddown Employees assigned.

Operator Timekeeping Module

System will create the day off entries for the date range and attendance code selected.

Operator Off Entry

Signup: FULL (Leave blank for all).
 Division: 1

Date Off	Signup	Div #	Attendance Code	Employee #/ Holddown Employee #	Hours	Comment
8/22/2018	FULL	1	VAC	4270 Michael Lee Smith	8.00	
				4163 Ralph A Miller		
8/23/2018	FULL	1	FML	4270 Michael Lee Smith	8.00	
				4163 Ralph A Miller		

When the board is built in AD (Automated Dispatch), the hold-down operator will 'inherit' the run and the associated pay codes from the scheduled operator and will be listed on the run as the 'Actual Driver'.

The Scheduled Driver's time will be added to the applicable 'Off' run based on the Miscellaneous Code setups for DefaultOperatorOffRun. Using the entries in the screen shot above and the Miscellaneous Code setup shown below and the Pay Code setups shown on the next page:

08/22/2018 Michael Smith's time will be in the VAC run when the board is built for 08/22 and he will be paid 8 hours of Vacation using the VAC pay code.

08/23/2018 Michael Smith's time will be in the MISC run when the board is built for 08/23 and he will be paid 8 hours of FMLA time using the FMV pay code.

Modify / Add Misc List Codes

Module: OT
 Type: DefaultOperatorOffRun

Code	Value
SCK	Sick
VAC	VAC
JJR	MISC
FML	MISC

Print

Attendance Codes must be assigned to Pay Codes in the Payroll module in order for the assignment to be automatic. The Attendance Codes used for Operations must be unique in order for the pay code assignment to be automatic.

If the Miscellaneous Codes are not set up, all 'Off' entries will be written to the ADJ run when the board is built.

If the Attendance Codes are not assigned to pay codes, all 'Off' entries will be written without pay codes. Pay codes can be assigned after the board is built.

Setup Pay Codes

Pay Code: VAC | Vacation

Pay Code: VAC
Description: Vacation
Earn Code: V | Vacation
Pay Rate Factor: 1.0000 Premium Rate: Fixed Amount:

Applicable Tax Codes: FLSCMU Tax Codes:
Accrual Codes: OSV
Check Type: RG | Regular
Fiscal Year: 2017
Gross Wages Division: CATA | Rapid Trans
GL Account #:
Time Class:
Mode: MB | Motor Bus
Emp Class:
Attendance Code: VAC | Vacation

Accumulate Hours
 Capital Labor
 FLSA Hours FLSA Amount
 PERS Hours PERS Amount
 Guarantee Base Hours

Refresh
Delete
Print

Setup Pay Codes

Pay Code: FMV | FMLA Vacation

Pay Code: FMV
Description: FMLA Vacation
Earn Code: V | Vacation
Pay Rate Factor: 1.0000 Premium Rate: Fixed Amount:

Applicable Tax Codes: FLSCMU Tax Codes:
Accrual Codes: SV
Check Type: RG | Regular
Fiscal Year:
Gross Wages Division:
GL Account #:
Time Class:
Mode: MB | Motor Bus
Emp Class:
Attendance Code: FML | FMLA

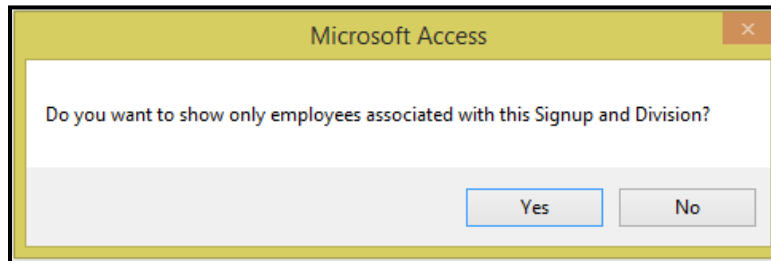
Accumulate Hours
 Capital Labor
 FLSA Hours FLSA Amount
 PERS Hours PERS Amount
 Guarantee Base Hours

Refresh
Delete
Print

Operator off Report

Enter Signup, Division & Date Range.

Click **Operator off Report** to view/print a report of all the employees that have been entered with days off based on the criteria selected.



Click **Yes** to continue or **No** to include all employees.

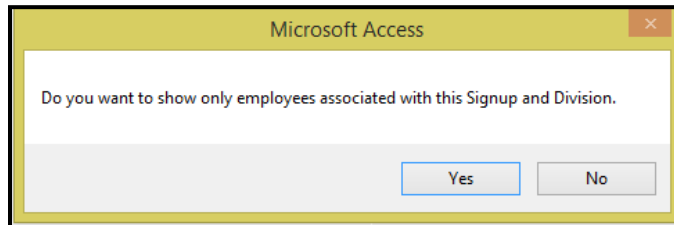
Operator Off Report			
Date Range: 1/10/2018 - 1/10/2018		Signup: FULL Division:	
Date Off:	1/10/2018	Attendance Code:	RDO
Comment:	Pre-Arranged Absence.		
Employee#:	2043	Freeman S. Crater	
Holddown Employee:	2172	Robert F. Whitford	
Date Off:	1/10/2018	Attendance Code:	BVR
Comment:			
Employee#:	4012	Rex J. Fleming	
Holddown Employee:			
Date Off:	1/10/2018	Attendance Code:	VAC
Comment:	Vacation from 1/10 to 1/20		
Employee#:	4258	Angel Hockenberry	
Holddown Employee:			

Operator off Worksheet

Enter or Select Signup, Division and date range.

Click **Operator Off Worksheet** to view/print out the worksheet for the entered dates.

The following confirmation message displays to limit the worksheet to only the signup entered.



Click **Yes** to continue or **No** to include all employees.

Operator Off Worksheet								
1/10/2018							Signup: FULL	
							Division: 1	
Employee	Emp #	Reason Abs	Bid #	Regular Run	Pay Time	Block	Holddown Operator	Comments
Freeman S. Crater	2043	RDO	2	105111	8:00		Robert F. Whitford	Pre-Arranged Absence.
Rex J. Fleming	4012	BVR	13	105121	8:06			
Angela Hockenberry	4258	VAC						Vacation from 1/10 to 1/20

Operator Timekeeping Module
Daily Timekeeping

Item	Description	Icon
1	Daily Timekeeping	?
2	Time Entry	?
3	Time Summary Report	?
4	Auto Pay Time	?
16	Return To Previous Menu	?

Enter your selection: Show Details

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Daily Timekeeping

Click **Daily Timekeeping** to enter operator off information, print driver status reports, generate scheduled pay time and record extra board or variations to regularly scheduled driver time. *Time should be generated daily.*

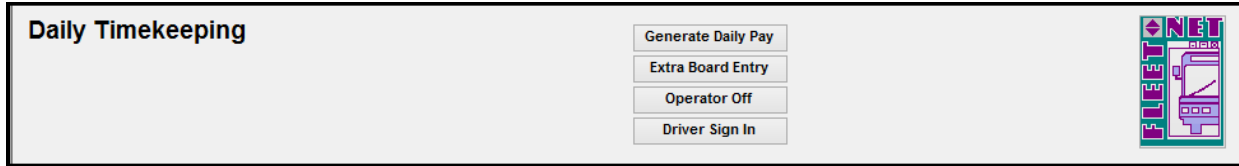
Item	Description	Icon
1	Daily Timekeeping	?
2	Time Entry	?
3	Time Summary Report	?
4	Auto Pay Time	?
16	Return To Previous Menu	?

Enter your selection: Show Details

Vsn: 09.06 [11/7/2017] | lday FNLV42 | OT01

Generate Daily Pay

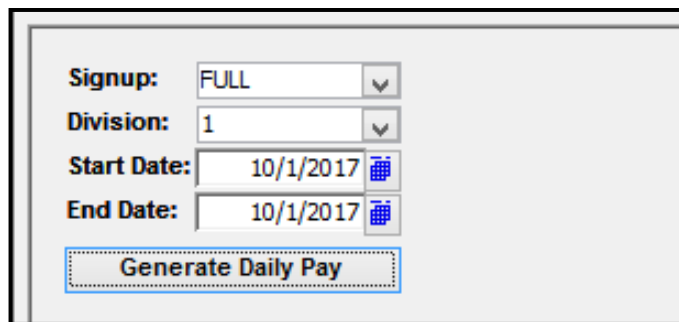
Click **Generate Daily Pay** scheduled pay transactions for regular daily run assignments. Select date(s) to generate pay transactions by a day or date range, use the same date for start and end for one day at a time.



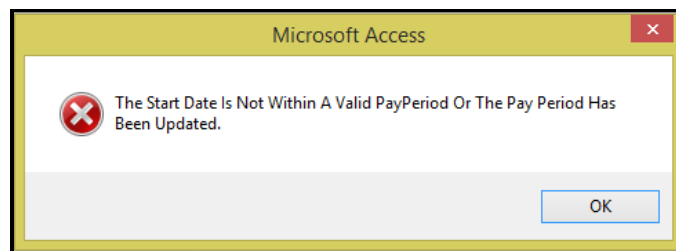
Enter or Select Signup, Division, and Start & End Date.

Click **Generate Daily Pay** to create the daily pay entries that will be updated to Payroll module.

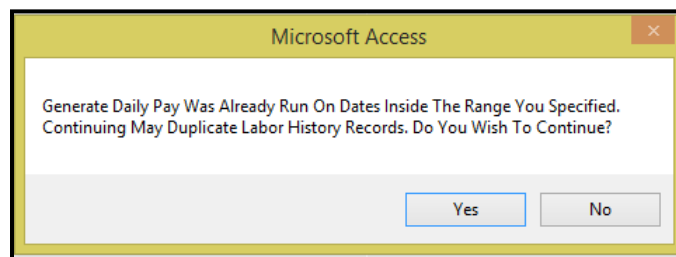
Note: Any employees entered in Operator Off for the date(s) selected will NOT transfer labor entries to Payroll. If a holddown employee was entered that employee will receive the pay time for the off employee.



If Start date is not within a valid pay period or the date entered is for a pay period that has been previously updated the following message displays.

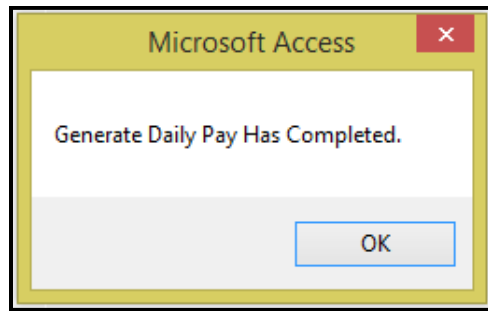


If dates entered have already been selected for generating daily pay the following message will display.



Operator Timekeeping Module

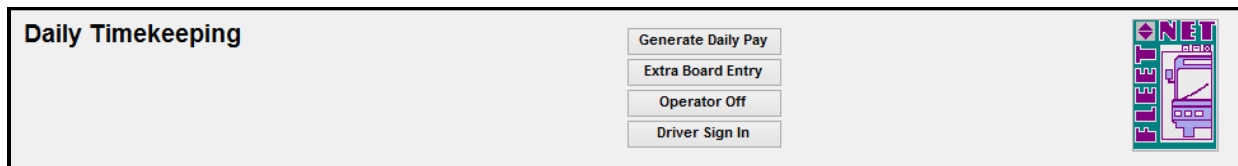
Once completed the following message displays.



Click **OK**.

Extra Board Entry

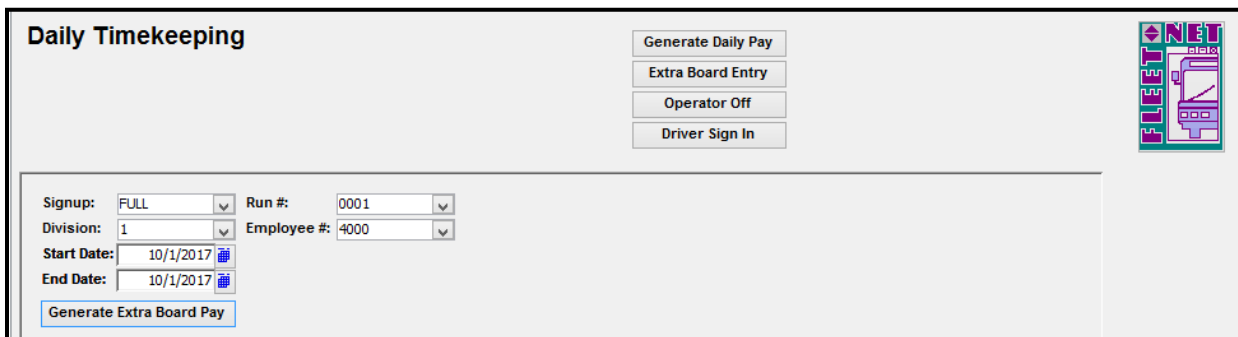
Click **Extra Board Entry** to allocate extra or unassigned work to employee(s) that will be covering work for a particular day.



Enter or Select Signup, Division, Start & End date, Run # & Employee #.

Generate Extra Board Pay

Click **Generate Extra Board Pay** to transfers the off employee's daily pay to the selected employee. (Holddown Driver)

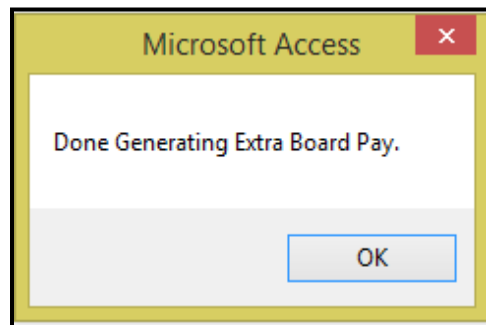


Operator Timekeeping Module

This selection takes away run time from the normally scheduled operator and assigns it to another operator. Allows assignment of trippers (unassigned runs) to a driver.

Field Name	Description
Signup	Enter or select Signup from the drop-down options.
Division	Enter or select Division from the drop-down options.
Start Date	Enter start date (mm/dd/yyyy) click on the calendar to select start date.
End Date	Enter end date (mm/dd/yyyy) or click on the calendar to select your end date.
Run #	Enter the run # or select it from the drop-down list.
Employee #	Enter the employee # or select it from the drop-down list.

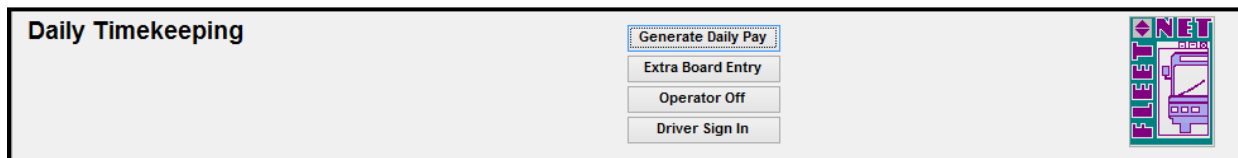
The following message displays.



Click **OK**.

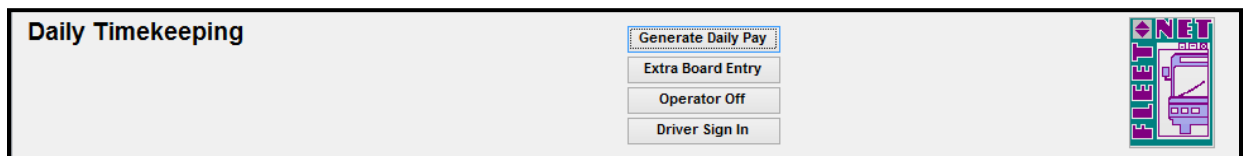
Operator Off

Click **Operator Off**. Refer to Page 19 for complete instructions.



Driver Sign In

Click **Driver Sign In** to view/print a driver sign in sheet by a variety of choices. This selection can print a sign in sheet that lists the scheduled time for each run. It provides areas to note actual time and the variance between scheduled time and actual time.



Enter or Select Signup, Division, Service, Day, Effective Date, Start Run & End Run #'s

Operator Timekeeping Module

Signup: FULL
Division: 1
Service: W
Day: Mon
Effective Date: 10/2/2017
Start Run: 100111
End Run: 101313
[Print Driver Sign In Sheet](#)

Print Driver Sign In Sheet

Click *Print Driver Sign In Sheet*.

Driver Sign In Sheet									
Day:	Mon	Effective:	10/2/2017	Signup:	FULL	Division:	1	Service:	W
Run #	Report Time	Sign In	Time Card #	Driver Name	Emp #	End Time	Sign Out	Diff +/-	Var Time
100111	650A	Joanne Bumbarger	4200	850A
100113	351P	Lloyd Walker	4209	639P
100411	625A	Shawn Leto	4180	913A
100412	203P	Earl Moore	4252	621P
100413	333P	Charles Sookne	4229	809P
100421	953A	Steven Hockenberry	4261	111P
100423	523P			1053P
100711	637A	Timothy Slys	4182	855A

Time Entry

Click *Time Entry* to add, delete, revise or enter time and pay codes for all employees (salaried, vacation, holiday, union meeting time, etc.).

Time Entry Fiscal Year: 2017 Pay Period: BW Bi Weekly Department #: All Departments
 Payroll Year: 2017 Starting: 12/26/2016 Ending: 12/31/2017
 Scheduled Cycle: 21 Period Starting: 10/02/2017 Period Ending: 10/15/2017 Check Date: 10/20/2017
 Employee #: 1093 Eric Munden Dept #: FN
 24 Hour Time Entry Starting Date: 10/02/2017 Ending Date: 10/15/2017

Date	Pay Code	Decimal Time	Time hhmm	Dept	Check Type	Run #	Earn Code

Fiscal Year: Div #: Account #: Project: Time In Time Out Time
 Mode: Emp Cls: 321 Cls: Misc/Days:

[Detail Entry](#)
[Quick Entry](#)

Detail Entry

Click **Detail Entry** for one (1) employee, all records for that employee will display, there may or may not be time already showing for the specific driver. If revisions are needed to time, pay code or run # it can be performed here. To search options on this form use ? option to find and insert the selection.

If a new time entry is required enter the date, pay code, either decimal time or time (hhmm). The remaining fields will be populated.

Quick Entry

Click **Quick Entry** for multiple employees, all records are displayed, there may or may not be time already showing for all drivers. If revisions are needed to time, pay code or run # it is performed here. To search options on this form use ? option to find and insert the selection.


If a new time entry is needed enter the date, pay code, either decimal time or time (hhmm).

Time Summary Report

Click **Time Summary Report** to generate a Time Summary reports utilizing various options.

Daily Timekeeping

1	Daily Timekeeping	?
2	Time Entry	?
3	Time Summary Report	?
4	Auto Pay Time	?
16	Return To Previous Menu	?



◀ Enter your selection: Show Details

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Time Summary Reporting



Pay Period: BW Payroll Year: 2017 Starting: 12/26/2016 Ending: 12/31/2017


Scheduled Cycle: 21 Period Starting: 10/02/2017 Period Ending: 10/15/2017 Check Date: 10/20/2017

All Departments Department: DR Transportation - Drivers

All Employees Employee #: Dept #: Alpha Sort Current Payroll

Starting Date: 10/02/2017 Ending Date: 10/15/2017 Print Detail Include Non-Paid Time Only Non-Paid Time Updated Payroll

Field Name	Description
Pay Period	Enter the pay period or select it from the drop-down list.
Payroll Year	Enter the payroll year or select it from the drop-down list. The Starting and Ending will automatically populate.
Scheduled Cycle	Select the current scheduled cycle you are working with. Only the cycles available that have <u>not</u> been updated will display. The Period Starting, Period Ending, and Check Date will automatically populate.
All Departments	Select this option if you want all departments included in the report.
Department	Select this option if you only want one (1) specific department included in the report.
All Employees	Select this option if you want all employees included in the report.
Employee #	Select this option if you only want one (1) specific employee included in the report. You can use the  to search for a specific employee number.
Starting Date	This automatically populates based on the cycle selected. You do have the ability to change this date either by entering it in or use the calendar to change the date. For example, if you only want to view one week of time for a biweekly payroll you would change the dates.
Ending Date	This automatically populates based on the cycle selected. You do have the ability to change this date either by entering it in or use the calendar to change the date. For example, if you only want to view one week of time for a biweekly payroll you would change the dates.
Print Detail	This box is automatically set with a check mark to include. You can select not to include the detail.
Include Non-paid Time	This box is automatically set with a check mark to include. You can select not to include the detail.
Only Non-Paid Time	If you select this option you will only get the non-paid time on the report.
Alpha Sort	Select this option to print the report with the names in alphabetical order
Current Payroll	Select current payroll.
Updated Payroll	Select updated payroll.

Report options available:

Display: This option displays on the screen all the payroll information used from the choices.

Earn Codes: This option displays on the screen the “earn codes” used from the choices.

Pay Codes: This option displays on the screen the “pay codes” used from the choices.

Print: This option creates a report called “Time Summary Distribution Report” that lists all the employees and how the time for the pay period selected is distributed.

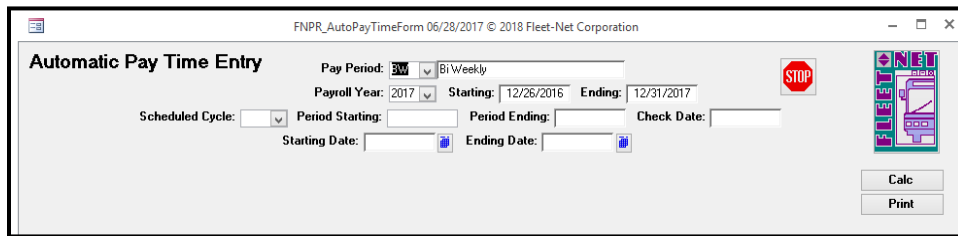
Print Pay Codes: This option creates a report called “Time Summary Pay Code Report” that lists all the pay codes used during the selected pay period.

Print Earn Codes: This option “Time Summary Earnings Code Report” that lists all the earnings codes used during the selected pay period.

Time Summary: This option creates a report that lists all the employees, all their daily time for the selected pay period broken down by pay codes.

Auto Pay Time

Click **Auto Pay Time**. Refer to the Payroll Manual for documentation regarding this process.

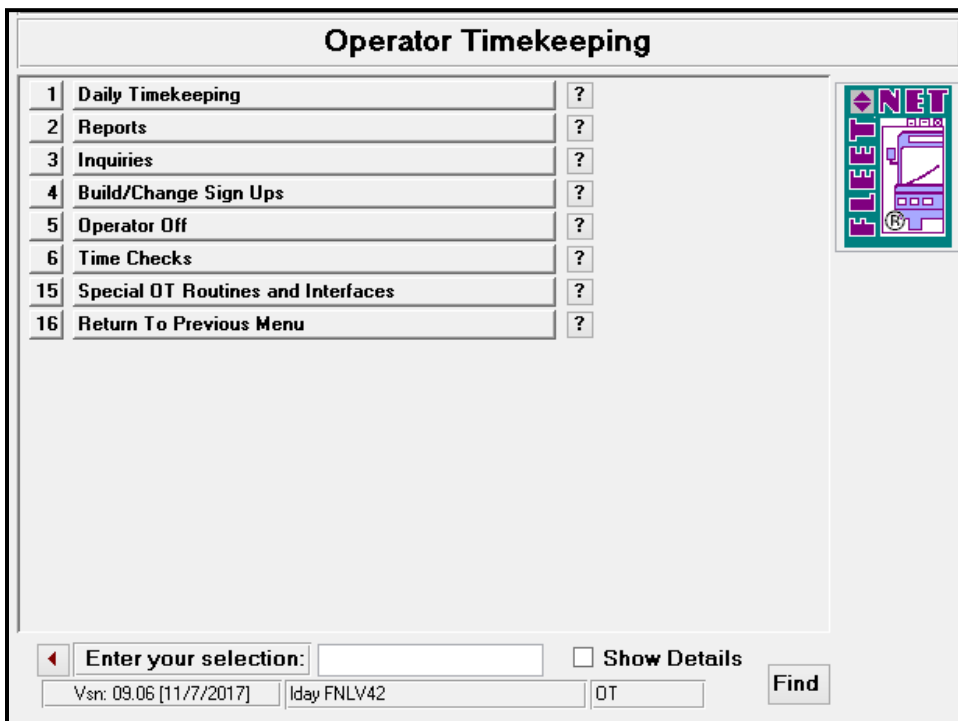


The screenshot shows a software window titled "Automatic Pay Time Entry" with the following fields and controls:

- Pay Period: **3W** (dropdown), Bi Weekly
- Payroll Year: **2017** (dropdown), Starting: 12/26/2016, Ending: 12/31/2017
- Scheduled Cycle: (dropdown), Period Starting: (text), Period Ending: (text), Check Date: (text)
- Starting Date: (calendar icon), Ending Date: (calendar icon)
- Buttons: **STOP** (red octagon), **NET** (logo), **Calc**, **Print**

Reports

Click **Reports** to generate reports from Operator Timekeeping.



The screenshot shows a menu titled "Operator Timekeeping" with the following items:

1	Daily Timekeeping	?
2	Reports	?
3	Inquiries	?
4	Build/Change Sign Ups	?
5	Operator Off	?
6	Time Checks	?
15	Special OT Routines and Interfaces	?
16	Return To Previous Menu	?

At the bottom of the menu, there is a search area with the following elements:

- Enter your selection: (text input)
- Show Details (checkbox)
- Find (button)
- Vsn: 09.06 [11/7/2017] | lday FNLV42 | OT

Reports

Click **Reports** to print the Timekeeping reports.

Item	Report Name	Action
1	Reports	?
2	Sign Up Variance Report	?
3	Time Summary Report	?
4	Master Work List - SWM	?
15	Driver Sign In Sheets	?
16	Return to Previous Menu	?

Enter your selection: Show Details

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Enter or select Signup & Division.

Select Report from drop-down options:

- *Unassigned Run Listing*
- *Run Listing By Employee*
- *Run Listing By Seniority*
- *Run Listing By Signup/Division*
- *Run Listing By Emp # Per Day*
- *Run Pay Audit Listing*
- *Run Bid Book*
- *Bid Report*
- *Variance By Run #*

Report options available:

Unassigned Run Listing: This report displays a listing of all runs with no employee assignment.

Run Listing By Employee: This report displays a listing of employees, assigned run, hours per day and total hours for week.

Run Listing by Seniority: This report displays a listing of employees by seniority (Utilizing Seniority Date in Employee Master Setup). List includes: Driver Name, Phone #, Emp #, Seniority #, Day of Week and Run Assignment.

Run Listing by Signup & Division: This report displays a listing of Runs, Hours per Day and Total for Week for the selected Signup & Division.

Operator Timekeeping Module

Run Listing by Emp # Per Day: This report displays a listing by Employee # for the selected Signup, Division, Service, Day of Week and Run #'s. List includes Run #, Start Time, End Time & Total Time.

Run Pay Audit Listing: This report displays the pay codes used for the selected date and run #'s, List includes: Pay Code, Pay Description, Start & End times, Pay Time & Total Time. Option for Detail or Summary Report.

Run Bid Book: This report will create the individual sheets for the Bid Book. Option to select Bid #'s to be included in the report.

Bid Report: This report displays a list of bid #'s selected in landscape format. Listing includes: Bid #, Day, Block, Report Time, Pull Out, Starting Location, Time On, Time Off, Finish Location, Pull In, Sign Out, Total Pay Time, and Employee Name.

Bid Report 2: This report displays a list of bid #'s selected in landscape format. Listing includes: Bid #'s, Days Off, Report Time, Pull Out, Starting Location, Time On, Time Off, Finish Location Pull In, Sign Out, Total Pay, and Employee Name.

Run Bid Sheet: This report displays a list for bid #'s selected in landscape format. Shows weekly calendar by Bid Number, Days of the Week, Total Hours, Make Up Time, Pay Time, and Operator Signature area.

Post Bid Report: This report displays a listing by Run #s selected. Listing includes: Run #, Operator Name, Block, Report Time, Pull Out time, Start Time and Location, End Time and Location, Pull Out Time, Sign Out Time & Total Pay.

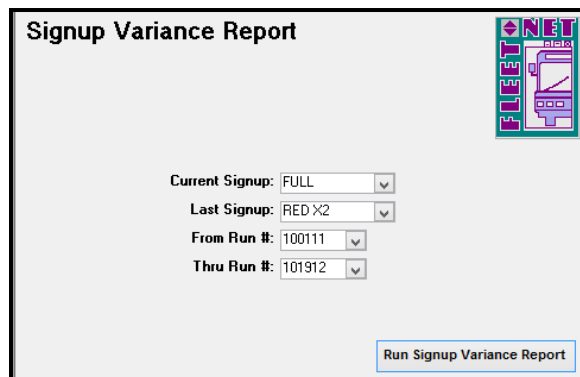
Variance by Run #: This report displays a listing by Run. Listing includes: Employee Name, Pay Code, Scheduled Time, Actual Time Worked and Variance Time.

Once report option is selected:

Click **Print** to view/print selected report.

Sign Up Variance Report

Click **Sign Up Variance Report** to select options for the Signup Variance Report. It can compare pay hours between one or multiple sign-ups and also measures the efficiency of a sign-up by noting time variances for each pay code.



Signup Variance Report

Current Signup: FULL

Last Signup: RED X2

From Run #: 100111

Thru Run #: 101912

Run Signup Variance Report

Operator Timekeeping Module

Field Name	Description
Current Signup	Enter the current signup or select it from the drop-down list.
Last Signup	Enter the last signup or select it from the drop-down list.
From Run #	Enter the run # or select it from the drop-down list.
To Run #	Enter the run # or select it from the drop-down list.

Click **Run Signup Variance Report** to populate the report based on the selected options.


Signup Variance Report						
Current Signup: FULL		From Run: 100111		Variance = Current Signup - Last Signup Percent = Variance / Last Signup If Current Signup > 0 and Last Signup = 0 then Percent is set to 100%		
Last Signup: RED X2		Thru Run: 101912				
Pay Code	Description	Run #	Current Signup	Last Signup	Variance	Percent
BRK	Break					
		100412	0:15	0:15	0:00	0.00%
		100413	0:15	0:15	0:00	0.00%
		100421	0:15	0:15	0:00	0.00%
		100423	0:15	0:00	0:15	100.00%
		101111	0:15	0:15	0:00	0.00%
		101311	0:30	0:30	0:00	0.00%
		101313	0:30	0:30	0:00	0.00%
		101321	0:30	0:30	0:00	0.00%
		101323	0:30	0:30	0:00	0.00%
		101611	0:30	0:30	0:00	0.00%
		101613	0:15	0:15	0:00	0.00%
		101911	0:30	0:30	0:00	0.00%
		101912	0:30	0:30	0:00	0.00%
		Totals:	5:00	4:45	0:15	5.26%
DHD	Deadhead					
		100111	0:20	0:20	0:00	0.00%
		100113	0:13	0:23	-0:10	-43.48%
		100411	0:26	0:26	0:00	0.00%
		100412	0:38	0:38	0:00	0.00%
		100413	0:28	0:28	0:00	0.00%
		100421	0:22	0:22	0:00	0.00%
		100423	0:35	0:00	0:35	100.00%
		100711	0:22	0:22	0:00	0.00%
		101011	0:15	0:15	0:00	0.00%
		101013	0:15	0:15	0:00	0.00%
		101111	0:35	0:35	0:00	0.00%
		101113	0:23	0:23	0:00	0.00%
		101123	0:23	0:23	0:00	0.00%
		101311	0:10	0:10	0:00	0.00%
		101313	0:17	0:10	0:07	70.00%
		101321	0:10	0:10	0:00	0.00%
		101323	0:15	0:15	0:00	0.00%
		101331	1:20	1:20	0:00	0.00%
		101333	0:41	0:41	0:00	0.00%
		101611	0:02	0:02	0:00	0.00%
		101911	0:22	0:22	0:00	0.00%
		Totals:	8:32	8:00	0:32	6.67%

Time Summary Report

Select **Time Summary Report** to generate a report for all times transferred to Payroll for the individual employee.

Operator Timekeeping Reports



1	Reports	?
2	Sign Up Variance Report	?
3	Time Summary Report	?
4	Master Work List - SWM	?
15	Driver Sign In Sheets	?
16	Return to Previous Menu	?



◀ Enter your selection: Show Details

Vsn: 09.06 [2/6/2018] | Day FNLV42 | OT02 Find

Time Summary Reporting

Pay Period: BW Bi Weekly
 Payroll Year: 2018
 Starting: 01/01/2018
 Ending: 12/31/2018

Scheduled Cycle: 1
 Period Starting: 01/01/2018
 Period Ending: 01/14/2018
 Check Date: 01/21/2018

All Departments
 Department:

All Employees
 Employee #:
 Dept #:
 Alpha Sort
 Current Payroll

Starting Date: 01/01/2018
 Ending Date: 01/14/2018
 Print Detail
 Include Non-Paid Time
 Only Non-Paid Time
 Updated Payroll

Field	Description
Pay Period	Enter the pay period or choose it from the drop-down options.
Payroll Year	Enter the payroll year or choose it from the drop-down options. The Starting and Ending will automatically populate.
Starting	This automatically populates based on the cycle chosen. The date can be changed either by entering it or using the calendar

Operator Timekeeping Module

Field	Description
Ending	This automatically populates based on the cycle chosen. You do have the ability to change this date either by entering it in or use the calendar to change the date.
Scheduled Cycle	Choose the current scheduled cycle you are working in. You will only have the cycles available that have <u>not</u> been updated. The Period Starting, Period Ending, and Check Date will automatically populate when the cycle is chosen.
Starting Date	Auto populated based on the scheduled cycle selected.
Ending Date	Auto populated based on the scheduled cycle selected.
Check Date	Auto populated based on scheduled cycle selected.
All Departments	Check the box to include all departments on the report.
Department	If only (1) specific department to be included on the report enter or select the Department from the drop-down options.
All Employees	Check the box to include all employees on the report.
Employee #	If only (1) specific employee is to be included in the report enter or select the Employee from the drop-down options.
Dept #	Auto populates based on the individual employee selected.
Starting & Ending Date	Auto populates based on the pay cycle. Can be changed to run the report for one day or a date range.
Print Detail	This box is automatically set with a check mark to include. You can choose not to include the detail.
Include Non-paid Time	This box is automatically set with a check mark to include. You can choose not to include the detail.
Only Non-Paid Time	If you choose this option you will only get the non-paid time on the report.
Current Payroll	Select current payroll.
Updated Payroll	Select updated payroll.

Operator Timekeeping Module

Display

Click **Display** to display the payroll information used from the choices.

Time Summary Reporting

Pay Period: BW Bi Weekly Payroll Year: 2018 Starting: 01/01/2018 Ending: 12/31/2018

Scheduled Cycle: 1 Period Starting: 01/01/2018 Period Ending: 01/14/2018 Check Date: 01/21/2018

All Departments Department: Department:

All Employees Employee #: ? Dept #: Alpha Sort Current Payroll

Starting Date: 01/01/2018 Ending Date: 01/14/2018 Print Detail Include Non-Paid Time Only Non-Paid Time Updated Payroll

Employee #	Employee Name	Date	Code	Dept	Run #	Ck	EC	Reg Hours	Ovt Hours
2005	Baer, William	1/10/2018	BRK	DR	104622	RG	R	:30	
2005	Baer, William	1/10/2018	DHD	DR	104622	RG	R	:10	
2005	Baer, William	1/10/2018	GUA	DR	104622	RG	R	:05	
2005	Baer, William	1/10/2018	GUA	DR	104622	RG	R	:05	
2005	Baer, William	1/10/2018	GUA	DR	104622	RG	R	:05	
2005	Baer, William	1/10/2018	REV	DR	104622	RG	R	2:56	
2005	Baer, William	1/10/2018	REV	DR	104622	RG	R	4:15	
2005	Baer, William	1/10/2018	RPT	DR	104622	RG	R	:02	
2005	Baer, William	1/10/2018	TRV	DR	104622	RG	R	:10	
20060	Bartges, Raymond	1/10/2018	BRK		105123	RG	R	:30	
20060	Bartges, Raymond	1/10/2018	DHD		105123	RG	R	:10	
20060	Bartges, Raymond	1/10/2018	GUA		105123	RG	R	:01	
20060	Bartges, Raymond	1/10/2018	REV		105123	RG	R	2:55	
Totals:								747:06	

Record: 1 No Filter Search

Display Earn Codes Pay Codes Print Print Pay Codes Print Earn Codes Time Summary

Earn Codes

Click **Earn Codes** to displays on the screen the “earn codes” used from the choices.

Time Summary Reporting

Pay Period: BW Bi Weekly Payroll Year: 2018 Starting: 01/01/2018 Ending: 12/31/2018

Scheduled Cycle: 1 Period Starting: 01/01/2018 Period Ending: 01/14/2018 Check Date: 01/21/2018

All Departments Department: Department:

All Employees Employee #: ? Dept #: Alpha Sort Current Payroll

Starting Date: 01/01/2018 Ending Date: 01/14/2018 Print Detail Include Non-Paid Time Only Non-Paid Time Updated Payroll

Earn Code	Description	Reg Hours	Ovt Hours	Total Pay
B	Bereavement	8.00		\$180.08
N	No Pay			\$0.00
R	Regular	739.06		\$16,437.48
V	Vacation			\$0.00

Display Earn Codes Pay Codes Print Print Pay Codes Print Earn Codes Time Summary

Pay Codes

Click **Pay Codes** to displays on the screen the “pay codes” used from the choices.

Time Summary Reporting

Pay Period: BW Bi Weekly Payroll Year: 2018 Starting: 01/01/2018 Ending: 12/31/2018

Scheduled Cycle: 1 Period Starting: 01/01/2018 Period Ending: 01/14/2018 Check Date: 01/21/2018

All Departments Department:

All Employees Employee #: Dept #: Alpha Sort Current Payroll

Starting Date: 01/01/2018 Ending Date: 01/14/2018 Print Detail Include Non-Paid Time Only Non-Paid Time Updated Payroll

Pay Code	Description	Reg Hours	Ovt Hours	Total Pay
BRK	Break	45:08		\$1,008.09
BVR	Bereavement	8:00		\$180.08
DHD	Deadhead	33:37		\$743.62
GUA	Guarantee Time	17:36		\$390.25
NOP	No Pay			\$0.00
REV	Revenue	593:33		\$13,204.98
RPT	Report	19:06		\$424.92
TRV	Travel Time	30:06		\$665.62
VAC	Vacation			\$0.00
Totals:		747:06		\$16,617.56

Display
Earn Codes
Pay Codes
Print
Print Pay Codes
Print Earn Codes
Time Summary

Print

Click **Print** to create a report called “Time Summary Distribution Report” that lists all the employees and how the time for the pay period chosen is distributed.

Time Summary Distribution Report											
Period Starting:		01/01/2018		Period Ending:		01/14/2018		Pay Period: BW			
Date	Pay Code	Run #	Chk TP	Mod	Div	Account #	Emp Cls	Tim Cls	EC	Reg Hours	Ovt Hours
Dept #:											
Emp #: 20080		Raymond L. Bariges									
01/10/2018	BRK	105123	RG	MB	CATA	5010101001			R	:30	
01/10/2018	DHD	105123	RG	MB	CATA	5010101001			R	:10	
01/10/2018	GUA	105123	RG	MB	CATA	5010101001			R	:01	
01/10/2018	REV	105123	RG	MB	CATA	5010101001			R	255	
01/10/2018	REV	105123	RG	MB	CATA	5010101001			R	343	
01/10/2018	RPT	105123	RG	MB	CATA	5010101001			R	:02	
01/10/2018	TRV	105123	RG	MB	CATA	5010101001			R	:15	
01/10/2018	TRV	105123	RG	MB	CATA	5010101001			R	:10	
01/10/2018	TRV	105123	RG	MB	CATA	5010101001			R	:08	
							01/10/2018	Date Total:		7:54	
Emp #: 20080		Raymond L. Bariges					Employee Total:		7:54		
							Department Total:		7:54		

Print Pay Codes

Click **Print Pay Codes** to create a report called "Time Summary Pay Code Report" that lists all the pay codes used during the chosen pay period by Department.

Time Summary Pay Code Report				
Period Starting:	01/01/2018	Period Ending:	01/14/2018	Pay Period: BW
Pay Code	Description	Reg Hours	Ovt Hours	Total Pay
Dept #: DR				
BRK	Break	44.38		\$96.83
BVR	Bereavement	8.00		\$180.08
DHD	Deadhead	33.27		\$739.87
GUA	Guarantee Time	17.35		\$389.87
NOP	No Pay			\$0.00
REV	Revenue	588.55		\$13,055.67
RPT	Report	19.04		\$424.17
TRV	Travel Time	29.33		\$653.24
VAC	Vacation			\$0.00
Department Total:		739.12		\$16,439.73

Print Earn Codes

Click **Print Earn Codes** to create a report called "Time Summary Earnings Code Report" that lists all the earnings codes used during the chosen pay period by Department.

Time Summary Earnings Code Report				
Period Starting:	01/01/2018	Period Ending:	01/14/2018	Pay Period: BW
Earn Code	Description	Reg Hours	Ovt Hours	Total Pay
Dept #: DR				
B	Bereavement		8.00	\$180.08
N	No Pay			\$0.00
R	Regular	731.12		\$16,259.65
V	Vacation			\$0.00
Department Total:		739.12		\$16,439.73

Time Summary


Click **Time Summary** to create a report that lists all the employees, all their daily time for the chosen pay period broken down by pay codes.

Time Summary Report																
Period Starting:	01/01/2018			Period Ending:	01/14/2018			Pay Period:	BW							
Total Time	Mon-01	Tue-02	Wed-03	Thu-04	Fri-05	Sat-06	Sun-07	Mon-08	Tue-09	Wed-10	Thu-11	Fri-12	Sat-13	Sun-14		
Department: DR Transportation - Drivers																
2005	William Baer															
BRK	Break															
	:30										:30					
DHD	Deadhead															
	:10										:10					
GUA	Guarantee Time															
	:15										:15					
REV	Revenue															
	7:11										7:11					
DPT	Report															

Inquiries

Click **Inquiries** to view Run & Pay selective information.

Operator Timekeeping		
1	Daily Timekeeping	?
2	Reports	?
3	Inquiries	?
4	Build/Change Sign Ups	?
5	Operator Off	?
6	Time Checks	?
15	Special OT Routines and Interfaces	?
16	Return To Previous Menu	?



◀ Enter your selection: Show Details


Vsn: 09.06 [2/6/2018] lday FNLV42 OT

Run Bid Inquiry

Click **Run Bid Inquiry** to review pay code used and times allotted.

Inquiries

1	Run Bid Inquiry	?
2	Pay Time Inquiry	?
16	Return to Previous Menu	?



◀ Enter your selection:
 Show Details
Find

Vsn: 09.06 [2/6/2018]
Iday FNLV42
OT03


Enter or Select the Signup, Division and Run #.

Run Bid Inquiry

Signup:

Division:

By Run #
 By Employee #



Run #:

Sequence #	From	To	From	To	Pay Code	Pay Description	Pay Time	Total Time
1			650A	705A	RPT	Report	0:15	0:15
2			705A	715A	DHD	Deadhead	0:10	0:25
3			715A	836A	REV	Revenue	1:21	1:46
4			836A	846A	DHD	Deadhead	0:10	1:56
5			846A	850A	GUA	Guarantee Time	0:04	2:00

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	2:00	2:00	2:00	2:00	2:00	
	4200	4200	4228	4224	4224	

Select By Run # or By Employee # to view the information by the selected option.


Pay Time Inquiry

Click **Pay Time Inquiry** to review pay code information for selected pay period. Enter or select the employee #, From & To Date and Pay Period.

Load

Click **Load**

Pay Time Inquiry



Employee #: Steven Hockenberry

From Date: Pay Period:

To Date:

							Print
Date:	1/23/2017	Day:	Mon	PayCode:	INR Incidental - Regular	Run #:	ADJ Hours: 0:24
Date:	1/23/2017	Day:	Mon	PayCode:	RPT Report	Run #:	100421 Hours: 0:15
Date:	1/23/2017	Day:	Mon	PayCode:	DHD Deadhead	Run #:	100421 Hours: 0:12
Date:	1/23/2017	Day:	Mon	PayCode:	REV Revenue	Run #:	100421 Hours: 2:20
Date:	1/23/2017	Day:	Mon	PayCode:	DHD Deadhead	Run #:	100421 Hours: 0:10
Date:	1/23/2017	Day:	Mon	PayCode:	GUA Guarantee Time	Run #:	100421 Hours: 0:06
Date:	1/23/2017	Day:	Mon	PayCode:	BRK Break	Run #:	100421 Hours: 0:15
Date:	1/23/2017	Day:	Mon	PayCode:	RPT Report	Run #:	103323 Hours: 0:02
Date:	1/23/2017	Day:	Mon	PayCode:	TRV Travel Time	Run #:	103323 Hours: 0:10
Date:	1/23/2017	Day:	Mon	PayCode:	REV Revenue	Run #:	103323 Hours: 4:26
Date:	1/23/2017	Day:	Mon	PayCode:	DHD Deadhead	Run #:	103323 Hours: 0:05
Date:	1/23/2017	Day:	Mon	PayCode:	GUA Guarantee Time	Run #:	103323 Hours: 0:02
Date:	1/23/2017	Day:	Mon	PayCode:	BRK Break	Run #:	103323 Hours: 0:15
Date:	1/26/2017	Day:	Thu	PayCode:	RPT Report	Run #:	104353 Hours: 0:02
Date:	1/26/2017	Day:	Thu	PayCode:	TRV Travel Time	Run #:	104353 Hours: 0:12
Date:	1/26/2017	Day:	Thu	PayCode:	REV Revenue	Run #:	104353 Hours: 2:40

Record: 1 of 101 No Filter Search

Print

Click **Print** to generate the report to view/print.

Driver Pay Time Report			
Employee: 4235	Lee Campbell	Date Range: 4/3/2017 - 4/16/2017	
Date: 4/4/2017	Day: Tue		
PayCode: RPT	Report	Run #: 105133	Hours: 0:02
PayCode: TRV	Travel Time	Run #: 105133	Hours: 0:15
PayCode: REV	Revenue	Run #: 105133	Hours: 3:37
PayCode: DHD	Deadhead	Run #: 105133	Hours: 0:10
PayCode: GUA	Guarantee Time	Run #: 105133	Hours: 0:05
PayCode: BRK	Break	Run #: 105133	Hours: 0:15
PayCode: RPT	Report	Run #: 105741	Hours: 0:02
PayCode: TRV	Travel Time	Run #: 105741	Hours: 0:10
PayCode: REV	Revenue	Run #: 105741	Hours: 3:24
PayCode: TRV	Travel Time	Run #: 105741	Hours: 0:12
PayCode: GUA	Guarantee Time	Run #: 105741	Hours: 0:03
PayCode: BRK	Break	Run #: 105741	Hours: 0:15
			Day's Total Hours: 8:30

Time Checks

Click **Time Checks** to allow Supervisors to do a Time Check and run the Time Check Variance report.

The screenshot shows a window titled "Operator Timekeeping". It contains a list of menu items, each with a number and a question mark icon:

1	Daily Timekeeping	?
2	Reports	?
3	Inquiries	?
4	Build/Change Sign Ups	?
5	Operator Off	?
6	Time Checks	?
15	Special OT Routines and Interfaces	?
16	Return To Previous Menu	?

At the bottom of the window, there is a search bar with the text "Enter your selection:" and a "Show Details" checkbox. Below this are three input fields: "Vsn: 09.06 [11/7/2017]", "lday FNLV42", and "OT". A "Find" button is located to the right of these fields. A logo for "FLEET NET" is visible in the top right corner of the window.

Supervisor Time Check

Click **Supervisor Time Check** to post schedule time variances found when checking on time performance.

The screenshot shows a window titled "Time Checks". It contains a list of menu items, each with a number and a question mark icon:

1	Supervisor Time Check	?
16	Return to Previous Menu	?

At the bottom of the window, there is a search bar with the text "Enter your selection:" and a "Show Details" checkbox. Below this are three input fields: "Vsn: 09.06 [2/6/2018]", "lday FNLV42", and "OT05". A "Find" button is located to the right of these fields. A logo for "FLEET NET" is visible in the top right corner of the window.

Supervisor Time Check

Date: 10/2/2017

Supervisor #: (optional filter)

Route	Direction	Sched Time	Actual Time	Variance	Location ID	Bus #	Block #

Operator #: Remarks:

Supervisor #:

Enter Time Checks

Print Variance Report

Enter Time Checks

Click **Enter Time Checks** to enter all the information for specific route and direction. Allows tracking of scheduled time, actual time, variance, location ID, bus #, block #, operator #, supervisor # and any remarks.

Print Variance Report

Click **Print Variance Report** to prints the Variance Report by selected date or date range and by selected sort option.

Supervisor Time Check

Date: 10/2/2017

Supervisor #: (optional filter)

From Date: 10/1/2017

To Date: 10/7/2017

Sort Option: Driver

Summary Only (By Route)

Print

Enter Time Checks

Print Variance Report

Field Name	Description
Date	Enter date (mm/dd/yyyy) time check was performed or click on the calendar to select your date.
From Date	Enter date (mm/dd/yyyy) or click on the calendar to select your from date.
To Date	Enter date (mm/dd/yyyy) or click on the calendar to select your to date.
Sort Option	Select your sort option by the drop-down list.

Print

Click **Print** for a print preview report with the selected sort options.

Time Check Variance Report

Date Range:

Date	Route	Direction	Sched Time	Actual Time	Location ID	Bus#	Block#	Remarks
------	-------	-----------	------------	-------------	-------------	------	--------	---------

#Type!

Operator:

Supervisor #:

Variance: