

**Date:** October 2016  
**From:** MACC's Product Development Team  
**Re:** eMAACC TMS - Enhancement Summary

The following enhancements were made to the eMAACC - TMS application. Please take time to review these changes. The new functionality will be available on your TMS application once your upgrade to Accounting Master 16.2 and the associated table settings are established within the database. **In order to complete these upgrades, your TMS website will be down from 7 a.m. – 9 a.m. CDT Wednesday, October 5, 2016.**

Time Management System's online help has also been updated to include information on the latest enhancements. Please refer to the help documentation for an in-depth explanation of the enhancements included in this letter, or contact your MACC Accounting Master Software Support Representative.

### My Time

#### ➤ *Comment Field Extended in Labor Entry Screens*

The comment field length has been extended on the labor entry screens and grids throughout the Time Management System. Comments can now be entered up to a maximum of 4,000 characters. The Comment field on the My Time screen will display a larger box for the extended comments. Standard copy and paste options are available as needed during the comment entry process. These comments can be viewed in full in the My Time grid by hovering over the comment field to view the tooltip.

#### *My Time Screen*

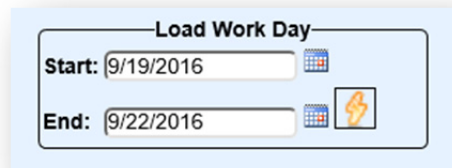
Fri 08/19	Sat 08/20	Sun 08/21	Mon 08/22	Tue 08/23	Wed 08/24	Thu 08/25	Ticket Number	Comment
0.00	0.00	0.00	3	0.00	0.00	0.00	<input checked="" type="radio"/> SO <input type="radio"/> TT	My labor comments go here.

#### ➤ *Load Remaining Workday*

MAACC has added a tool to help with the labor entry process. Direct coding labor to specific GL accounts, trouble tickets, service orders, or even work orders is part of the telecommunications industry. As such, it requires much detail and attention from both the employee and payroll administrator. The Load Remaining Workday feature has been added to the system to help fill in the gaps of labor entry.

This feature allows an auto-fill option to create a single labor record for the remaining hours in a given day to a default account/distribution code established on the Employee Labor Preferences table. The hours will be calculated based on the employee default for the day of the week. For example, an employee may enter five hours on a day going to various GL accounts, work orders, trouble tickets, etc. The remainder of the day the employee does general office tasks. Selecting the Load Remaining Workday icon will automatically create a labor row for the three hours of regular time to complete the employee's established eight-hour typical workday.

Employees can select a Load Remaining Workday icon from the My Time screen in TMS. As applicable a single day or range of days can be calculated during this process.



### **My Benefits**

#### ➤ *PTO Notification to Department Approvers*

The paid time off request feature that resides within the Time Management System sends notification emails to the department supervisor. These emails are intended to notify the supervisor that a request has been submitted and needs their approval and/or changes have been made to a previously submitted request. To expand the communication network, a new option has been added to the Payroll Department Maintenance table in Accounting Master giving managers and additional approvers in a department the ability to be included in these PTO related notifications.

In addition, a new email configuration has been added to the Accounting Master database called PTO Approved/Denied – Supervisor. This email configuration must be established and assigned to the Payroll Email Set up screen, accessed from Company | Payroll. This email notification will be sent to those approvers that are flagged as PTO Notify but are not the department approver that made the approve/deny designation. This will notify those additional approvers that they do not need to take action and that another approver has already completed the task.

## **Management**

### ➤ *Labor Entry Verification – Comments*

Comments have been added to the Labor Entry Verification tab for review during the approval process. Comments will provide additional information for supervisors and managers approving time. Once again, comments can be viewed in full in the grid by hovering over the comment field to view the tooltip.

### ➤ *Employee Labor Preferences*

The Company and Employee Preference pages available on the TMS Administrator webpage have been removed from TMS and moved into the Accounting Master database. Upon upgrade to Accounting Master 16.2, all established employee preferences will be converted into a new Employee Labor Preferences screen. All company preferences will be converted into the TMS Preferences and Labor Preferences screens accessible from the Payroll Company toolbar in the database.