



eMACC Time Management System Enhancements Summary

Date: May 2018
From: MACC's Product Development Team
Re: eMACC TMS - Enhancement Summary

The following enhancements were made to the eMACC - TMS application. Please take time to review these changes. The new functionality will be available on your TMS application immediately after the scheduled upgrade. **In order to complete these changes, your TMS website will be down from 6 a.m. – 8 a.m. CDT Wednesday, May 23, 2018.**

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


➤ *My Time Input Sync with My Time Report*


The My Time page consists of three separate sections, Input My Time, Autofill My Time, and My Time Report. Changing the view (by week or by day) or date in the Input My Time section will now cascade down to both the Autofill My Time and My Time Report sections. This change ensures that the My Time Report stays in sync with the current view and date of the Input area.

➤ *My Time Report Export*

An export option has been added to the My Time Report. Users can select to export the visible grid rows as either a PDF or Excel document.

MY TIME REPORT: BY WEEK BY DAY BY PAY PERIOD

WEEK: 04/29/2018-05/05/2018 

EXPORT TO: PDF  **EXPORT**

WEEK: 17.50 UNAPPROVED: 17.50 POTENTIAL OVERTIME: 0.00 POTENTIAL DOUBLETIME: 0.00

04/30/2018 - Daily Total Hours: 9.00

DATE	HOURS	PC	DIST.	COMPANY	ACCT. CODE	WORK ORDER	SO Number	TICKET #	ST	PW	S
04/30/2018	2.00	RG		Success Telephone	6721.000				NE		E
COMMENT											
AP Entry											
EDIT											
DELETE											
04/30/2018	2.50	RG		Success Telephone	6623.000				NE		E
COMMENT											
front desk, customer payments, call center activity											
EDIT											
DELETE											

The PDF export provides a printable timesheet report for the employee that includes entered labor information, comments and totals based on the selected My Time Report view and date(s).

My Time Report		Millie Callen Week:04/29/2018-05/05/2018						5/1/2018 8:41:49 AM		
Date	Hours	Pay	Company	Dist/Acc	Dist/Acct Description	Work Order	SO/TT	ST	Status	
4/30/2018 - Daily Total Hours: 9.00										
4/30/2018	2.00	RG	Success	6721.000	ACCOUNTING AND FINANCE			NE	E	
Comment: AP Entry										
4/30/2018	2.50	RG	Success	6623.000	CUSTOMER SERVICES			NE	E	
Comment: front desk, customer payments, call center activity										
4/30/2018	3.50	RG	Success	6721.000	ACCOUNTING AND FINANCE			NE	E	
Comment: miscellaneous receivables										
4/30/2018	1.00	RG			CUSTSERV-S CUSTOMER SERVICES- TEL/COMM			NE	E	
5/1/2018 - Daily Total Hours: 8.50										
5/1/2018	2.00	RG	Success	6721.000	ACCOUNTING AND FINANCE			NE	E	
Comment: AP Entry										
5/1/2018	4.00	RG	Success	6622.000	NUMBER SERVICES			NE	E	
5/1/2018	2.50	RG	Success	6711.000	EXECUTIVE AND PLANNING			NE	E	
Comment: board meeting prep										
Week Total Hours:17.50						Potential OverTime:0.00				
Unapproved:17.50						Potential Doubletime:0.00				

My Employees

➤ My Employee Export

Managers/Supervisors can also access the PDF timesheet report from the My Employees page. An export button now resides to the right of each listed employee. Selecting this option will create the timesheet report for the selected date range.

MY EMPLOYEES:

COMPANY	DEPARTMENT	PAY FREQUENCY	STATUS	START DATE	END DATE
Success	All	Semi-Monthly	All	4/15/2018	5/1/2018

[VIEW EMPLOYEES](#)

Select All [EMAIL ALL EMPLOYEES](#)

	EMPLOYEE	ID	EMAIL	DEPARTMENT	HOURS		
<input type="checkbox"/> Select	Amber Dickinson	017	mwhite@maccnet.com	CS	96.00	EDIT TIME	EXPORT
<input type="checkbox"/> Select	Jack Pearson	17-0302	mwhite@maccnet.com	Tech	100.00	EDIT TIME	EXPORT
<input type="checkbox"/> Select	John Henry	71	mwhite@maccnet.com	Tech	96.00	EDIT TIME	EXPORT
<input type="checkbox"/> Select	Lucy Larsen	003	mary.tim.white@gmail.com	Admin	96.00	EDIT TIME	EXPORT
<input type="checkbox"/> Select	Millie Callen	001	mwhite@maccnet.com	Admin	108.00	EDIT TIME	EXPORT

Management

➤ Time Off Verification Export

Approvers now have the ability to export the Time off Verification grid to Excel. The Export to Excel button resides below the grid next to the Save button. Exporting the grid provides an additional option for the approver to view time off requests. All columns available in the Time Off Verification grid will be displayed in Excel.

Administrator

➤ TMS Administrator Unlock Employee

Users that fail to enter a correct password will continue to be locked out of TMS after the third incorrect attempt. The company administrator has two options available to them to unlock the employee.

Existing functionality continues to be available allowing the Admin user to select the Create Employee button. This option resets the password to an auto-generated value and emails this information to the employee. The employee will be prompted to reset their password on their next log on to TMS.

Optionally, a new method has been added to allow the Admin to easily unlock the employee. The Admin user will select the Unlock Employee button to display a grid of all users currently in a locked status. As desired, the Admin can select to Unlock each user. The employee must either know their current password or use the Forgot Password option on the Login screen to access TMS again.

