

The Time Management System is designed to interact with MACC's Accounting Master Payroll module. This function provides a way for employees to enter their own timesheet information without having direct access to Accounting Master.

The Time Management System allows employees to perform daily time and attendance reporting activities, review personal information, and view benefit accrual totals by simply accessing the internet.

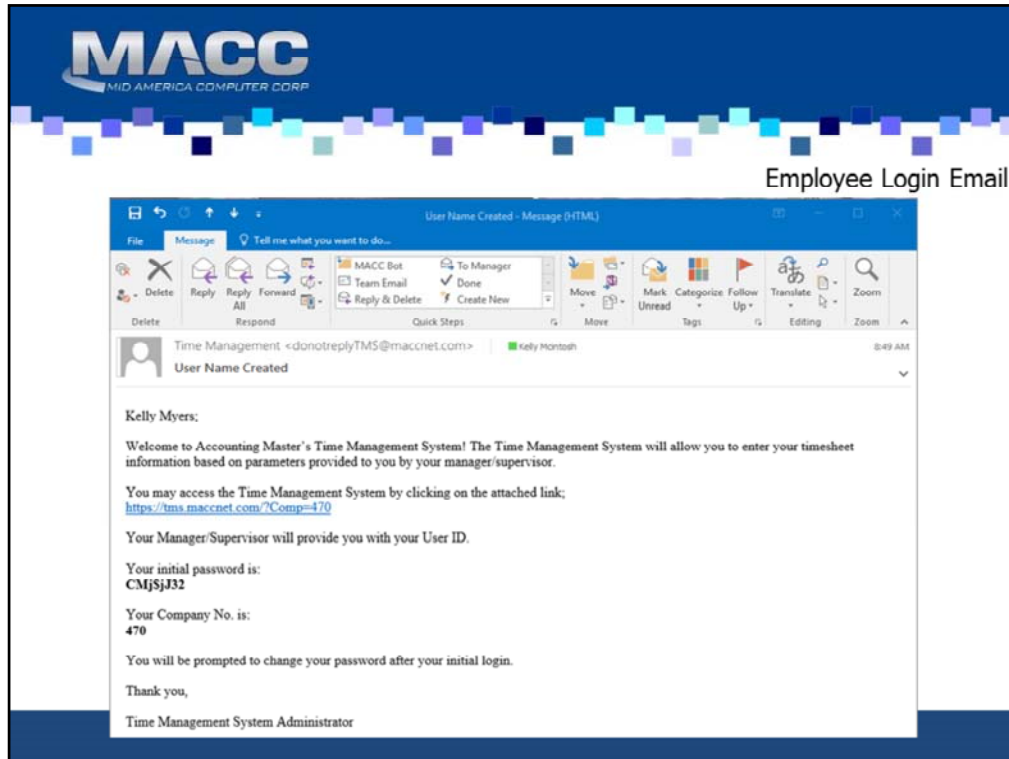
The protected internet link will take the labor entered by your employees and generate labor records in the Accounting Master database.

As a manager or supervisor, you will be able to log into the Time Management System to view and/or update time records for employees that belong to your department.



The Time Management System can be accessed through the following url link: [https://tms.maccnet.com.](https://tms.maccnet.com/) During the installation and training process, your trainer will provide you with this link as well as suggestions for saving this web address for future use.

It is recommended that a shortcut be placed on each users' desktop for accessibility purposes.



This is an example of the email that will be sent to the employee.

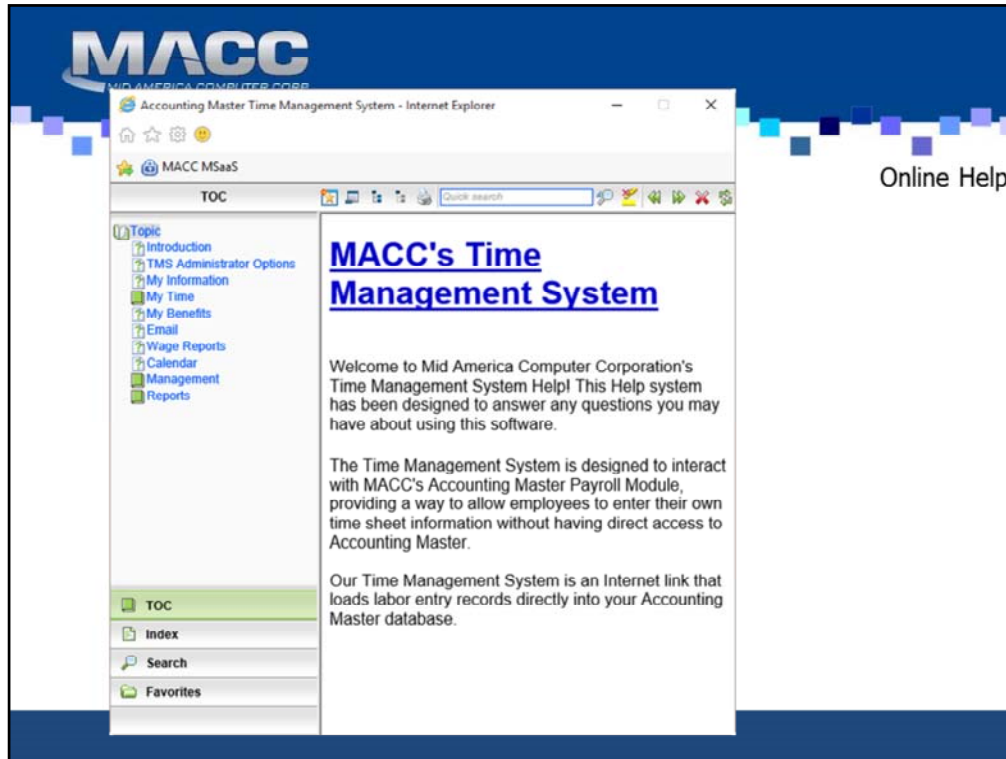
In the message the user will be given a **Password** and **Company No.** Notice in the message that it indicates a manager and/or supervisor will provide the user with an User ID. Once again, this will be the database login tied to the employee on the **Employee HR** screen in Accounting Master. For a list of all db logins please contact your Accounting Master Software Support Representative.

The screenshot shows a web interface for MACC (Mid America Computer Corp). At the top left is the MACC logo. A decorative border of small colored squares runs across the top. In the top right corner, the text "Change Password" is visible. The main content area is a dark grey box with a white border. Inside this box, at the top, is an icon of a key and a lock. Below the icon, the title "Change Password Information" is displayed. A note states: "Your password needs to be a minimum of 8 characters and include at least three of the following categories: uppercase, lowercase, numeric or special characters." Below this note are four input fields: "Password", "Confirm Password", "Security Question" (with a dropdown menu showing "What was your favorite childhood pet's name?"), and "Answer". At the bottom of the form are two orange buttons labeled "CREATE" and "CANCEL".

The first time you log into the TMS website, you will be prompted to change your password. Your password must be a minimum of 8 characters and include at least three of the following elements: uppercase, lowercase, numeric or special characters.

Additionally, a security question will be required. If you forget your password in the future, answering this question will allow you to retrieve your login information.

As you start to enter into the system on a regular basis, know that if you have three unsuccessful attempts at entering your password, your account will be temporarily inactivated. Only the TMS administrator can reinstate your account.



Online Help will be available to guide you through the Time Management System. Hints on entering your time can be found through the online help feature.

Use the Information icon in the toolbar to access the My Information and My Preferences options of the Time Management System.

The **My Information** section will display the Employee Name, Employee ID, User ID, and Department for the employee that is currently logged into the system. This information comes from the employee setup in Accounting Master Payroll.

Use the **Password** section to change your current password.

Enter your current password, a new password and then confirm the new password in the appropriate fields. Click the Change Password button to save changes. Your password needs to be a minimum of 8 characters and must include at least three of the following elements: Uppercase, Lowercase, Numeric, Special Characters.

Use the **My Account Preferences** section to set employee specific defaults for the My Time entry screen.

Time Entry: Time can be entered from the My Time screen by hours (default time entry) or by clock. Choose the radio button that corresponds to your desired entry method. Selecting clock entry will require a start time and end time for each labor entry record. They system will calculate the hours based on the entered start and end times. Start and End times are not saved to the database - this method is only a way to calculate desired hours.

My Time Default View: Select to default the My Time entry By Day or By Week. The selected default can be changed on a specific labor entry instance from the My Time screen, as needed. The By Day method of entry displays a single day in the input section and allows you to add several labor records for the selected day before saving your information. The By Week method of entry displays the work week in the input section and allows you to enter the same labor information on several days before saving your information.

My Time Default Distribution: Select to default the My Time entry to Account or Distribution. The selected default can be changed on a specific labor entry instance from the My Time screen, as needed. Entering time by account allows you to select the Company, Account, and potentially Work Order associated to the labor record. Entering time by Distribution allows you to select a distribution code for the labor record. Distribution codes are pre-established and will often contain a percentage split to several Companies, Accounts, and Work Orders.

Select the Save button to save all employee specific preferences.

WELCOME STELLA FRANKLIN

LOG OUT

MY TIME MY BENEFITS CALENDAR EMAIL WAGE REPORTS MANAGEMENT REPORTS

TIME MANAGEMENT SYSTEM
Success Telephone (Review)

INPUT MY TIME: ☒ BY WEEK ☐ BY DAY

WEEK: 10/15/2017-10/21/2017 TOTAL HOURS: 0.00

PAY	ST	TYPE	DIST CODE
BC-REGULAR PAY	NE	<input type="radio"/> Account <input checked="" type="radio"/> Distribution	Select Dist Code

Sun (10/15)	Mon (10/16)	Tue (10/17)	Wed (10/18)	Thu (10/19)	Fri (10/20)	Sat (10/21)	TICKET #
0.00	0.00	0.00	0.00	0.00	0.00	0.00	SO <input type="radio"/> TT <input type="radio"/> Select

COMMENT

SAVE ALL CLEAR

AUTOFILL MY TIME: (OPTIONAL)

START DATE: 10/15/2017 END DATE: 10/21/2017 AUTO FILL

The **My Time** page is where you will add, edit and view your labor records. This screen is broken down into 3 sections: Entry, Auto-Fill, and My Time Report.

The entry section of the My Time screen will be used for the initial selection and entry of labor records to the system. Each field on the entry section has the ability to be customized to the employee.

Select to enter labor records by week or day. This selection will change the display for the remainder of the entry section. The system will default the input method to By Week. This default can be changed from the [Information](#) page in the preferences section.

In the following slides we will go into detail on each section.

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My Time

INPUT MY TIME: ☒ BY WEEK ☐ BY DAY

WEEK: 10/15/2017-10/23/2017

TOTAL HOURS: 0.00

PAY: 10/15/2017-10/23/2017

DATE: 10/15/2017-10/23/2017

TYPE: ☐ Account ☒ Distribution

DIST CODE: Select Dist Code

Sun. (10/15)	Mon. (10/16)	Tue. (10/17)	Wed. (10/18)	Thu. (10/19)	Fri. (10/20)	Sat. (10/21)	TICKET #
0.00	0.00	0.00	0.00	0.00	0.00	0.00	SO TT Select

COMMENT

SAVE ALL CLEAR

The **Week/Day** drop-down will populate with the current pay information. This period is associated with the pay frequency (weekly, bi-weekly, semi-monthly, monthly) tied to your employee ID in Accounting Master. The sequence will be based on the current entry date.

Week: The Week drop-down will populate with the current calendar week.

Use the drop-down to select a different week. The prior 4 weeks and the next 4 weeks will populate for easy selection.

Use the calendar icon to manually select a day for entry. The week associated to the selected day will populate the input section.

Date: The Date drop-down will populate with the current calendar day.

Use the drop-down to select a different day of the week. The prior 7 days and the next 7 days will populate for easy selection.

Use the calendar icon to manually select a day for entry.

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My Time

INPUT MY TIME: ☒ BY WEEK ☐ BY DAY

WEEK: 10/15/2017-10/21/2017 TOTAL HOURS: 0.00

PAY	ST	TYPE	DIST CODE					
BC-REGULAR PAY	NE	<input type="radio"/> Account <input checked="" type="radio"/> Distribution	Select Dist Code					
Code Description				Tue. (10/17)	Wed. (10/18)	Thu. (10/19)	Fri. (10/20)	Sat. (10/21)
HO HOLIDAY								
OT OVERTIME PAY								
RC REGULAR PAY				0.00	0.00	0.00	0.00	0.00
SK SICK PAY								
Te PTO Code								
WC WILD CARD PAY								

TICKET # 50 TT Select

SAVE ALL CLEAR

If the week/day match the date range in which you want to enter time the next step is to select a **Pay Code**. Pay codes are created and maintained in Accounting Master in the **Pay Types** screen.

Select a Pay Code from the Pay drop-down. This drop-down will be filtered based on those pay codes eligible to be used in the Time Management System by each employee ID.

- Pay codes not available in the drop-down will include:
- Pay types flagged as restricted
- Pay types designated as dollar
- Pay types flagged as PTO Request
- Pay types that have not been assigned to the employee ID

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WELCOME STELLA FRANKLIN LOG OUT

MY TIME MY BENEFITS CALENDAR EMAIL WAGE REPORTS MANAGEMENT REPORTS

TIME MANAGEMENT SYSTEM
Success Telephone (Review)

INPUT MY TIME: ☒ BY WEEK ☐ BY DAY

WEEK: 10/28/2017-11/04/2017 TOTAL HOURS: 24.00

PAY	ST	TYPE	DIST CODE
DC-REGULAR PAY	NE	<input type="radio"/> Account <input checked="" type="radio"/> Distribution	Select Dist Code

Sun. (10/29)	Mon. (10/30)	Tue. (10/31)	Wed. (11/01)	Thu. (11/02)	Fri. (11/03)	Sat. (11/04)	TICKET #
0.00	0.00	0.00	0.00	0.00	0.00	0.00	SO IT Select

COMMENT

SAVE ALL CLEAR

Choose either Account or Distribution. The default selection can be set by the employee from the [Information](#) page. Security may prevent one of these options from being selected.


Account: If selected, the screen will change to display Company, Acct Code and Work Order. Select the Company and Acct Code for which to code time. If labor needs to be associated to a Work Order, select the appropriate work order from the drop-down.

- Company security in Accounting Master will determine which companies will be available for selection in the Company drop-down.
- Only general ledger accounts flagged as PR Account on the chart of account screen will be available in the Acct Code drop-down.
 - If the Use Employee GL Account Assignments feature is enabled in Accounting Master, the drop-down will contain only those GL account numbers that have been assigned to the employee ID in Accounting Master.
- Accounts flagged as WO Account from the chart of account screen in Accounting Master may require a work order number to be selected if the preference has been set on the employee level at the Accounting Master Employee Labor Preferences screen.
- Only work orders associated to the selected company will be available in the Work Order drop-down.
 - If your company has selected to use the Use Employee WO Associations option in Accounting Master, only those work orders associated to the employee ID will be available.


Dist Codes: If selected, the screen will display Distribution Codes for coding labor.

- The drop-down will contain codes that have been assigned to the employee ID in Accounting Master.
- If the Assign Pay Types to Distribution Codes feature is enabled from the TMS Preferences screen in Accounting Master, a filtering of codes will be applied. Distribution codes will be filtered by employee and pay type. Only codes to which the pay type has been assigned and that have been assigned to the employee will be available.

A Pay Code, Work State, and Distribution/Account must all be selected in order to enter time for one of the days listed.


My Time

☒ BY WEEK
 ☐ BY DAY

WEEK: 10/15/2017-10/21/2017 
TOTAL HOURS: 0.00

PAY	ST	TYPE		DIST CODE		
WC-WILD CARD PAY	NE	<input type="radio"/> Account <input checked="" type="radio"/> Distribution		<div> <div>Code</div> <div>Description</div> <div>123HOME</div> <div>HOME DEMO</div> <div>WILD CARD</div> <div>WILD CARD</div> </div>		
Sun. (10/15)	Mon. (10/16)	Tue. (10/17)	Wed. (10/18)	Thu. (10/19)	Fri. (10/20)	Sat. (10/21)
0.00	0.00	0.00	0.00	0.00	0.00	0.00

☒ SO
 ☐ TT

Select

COMMENT

SAVE ALL

CLEAR

If your company chooses to **Filter Distribution Code by Pay Type**, you will only be able to see the Distribution Code that they are tied to the Pay Code instead of every distribution code.

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My Time

INPUT MY TIME: ☒ BY WEEK ☐ BY DAY

WEEK: 10/22/2017-10/28/2017 TOTAL HOURS: 48.00

PAY	ST	TYPE	DIST CODE
RG-REGULAR PAY	NE	<input type="checkbox"/> Account <input checked="" type="checkbox"/> Distribution	6532.000-NETWORK ADMIN EXPENSE

Sun. (10/22)	Mon. (10/23)	Tue. (10/24)	Wed. (10/25)	Thu. (10/26)	Fri. (10/27)	Sat. (10/28)	TICKET #
0.00	8	0.00	0.00	0.00	0.00	0.00	SQ TT Select

COMMENT

SAVE ALL CLEAR

Next, enter into the hours field the number of hours to record to a labor detail. The hours field will default to the remaining hours based on the Employee Labor Preferences set in Accounting Master. This value can be adjusted as needed for the labor detail.

If using the [Clock Entry](#) feature enter a start and end time for each labor detail.

Labor Detail: Select the applicable labor detail fields. See below for more information on the labor detail fields.

Select the Add Row button to add another labor detail row for the selected date. Once again, the hours field will default for the new labor detail row based on the remaining hours set in the Employee Labor Preferences. Add as many rows as needed for the selected day.

Select the Save button to save the entered labor details for the selected day.

Select the Delete icon to the right of each row to delete a labor detail prior to saving the labor details for the selected day.

Work Order Close

Would you like to add Work Order close accounts?

Yes No

Work Order Closing Accounts

My Time / Accounts Closing

ACCOUNT CLOSING

ACCOUNT	DIST	COMPANY	ACCOUNT CODE	PERCENTAGE
COMPANY Success Telephone WORK ORDER 053113-XX DATE 10/23/2017 DISTRIBUTABLE HOURS	<input checked="" type="radio"/> Account <input type="radio"/> Distribution	Success	2423.000	100

ADD

COMPANY	ACCT CODE	DESCRIPTION	PERCENTAGE
No records to display			

Remaining Percent: 100

RETURN TO MY TIME

If your company has chosen to enable the WO Close Accounts entry screen from Accounting Master, additional information about closing accounts can be entered.

If using the input method of By Week, a message will appear when you save the labor record asking, 'Would you like to add Work Order close Accounts?'. If Yes, the WO Close Accounts screen will be displayed. If No, the labor record will be added to the grid and work order closing details can be added at a later time.


If using the input method of By Day or editing a saved record, you can also access the WO Close Accounts screen from the My Time Report grid. Select the Close Acct button to access the Account Closing screen.

From the Account Closing screen, enter the closing account detail for the labor record. Select either an Account or Distribution Code and enter the Percentage. These accounts will indicate to the system where to code closing entries.

Enter a single account or multiple accounts until 100% of the labor has been indicated for closing. You can edit the percent spreads or general ledger accounts in the grid, as needed.

When the remaining percent equals zero, select Submit to save the closing account information.

Select Return to My Time to be taken back to the My Time screen so you can continue working.



Work Order Closing Accounts

MY TIME REPORT:

☒ BY WEEK
 ☐ BY DAY
 ☐ BY PAY PERIOD

WEEK:

10/22/2017-10/28/2017

WEEK: 33.00

UNAPPROVED: 33.00

POTENTIAL OVERTIME: 0.00

POTENTIAL DOUBLETIME: 0.00

10/25/2017 - Daily Total Hours: 1.00

DATE	HOURS	PC	DIST.	COMPANY	ACCT. CODE	WORK ORDER	SO Number	TICKET #	ST	STATUS
10/25/2017	1.00	RG		Success Telephone	2003.000	053113-XX			NE	Entered


COMMENT

CLOSE ACCT

EDIT

DELETE

The Work Order Close details will appear in the My Time Report grid.



Ticket Number

☒ BY WEEK
☐ BY DAY

WEEK: 10/22/2017-10/28/2017
TOTAL HOURS: 33.00

PAY	ST	TYPE	DIST CODE
RG-REGULAR PAY	NE	<input type="radio"/> Account <input checked="" type="radio"/> Distribution	Select Dist Code

Sun. (10/22)	Mon. (10/23)	Tue. (10/24)	Wed. (10/25)	Thu. (10/26)	Fri. (10/27)	Sat. (10/28)	TICKET #
0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="radio"/> SO <input checked="" type="radio"/> TT Select

COMMENT

SAVE ALL
CLEAR

If applicable, select either SO (Service Order) or TT (Trouble Ticket) in this field.

- If you have accessed the Time Management System from Customer Master - Service Order, Service Order Search, Inbox, Trouble Ticket Editor, or Trouble Ticket Search- the ticket number will pre-populate in the drop-down for selection.

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My Time

INPUT MY TIME: ☒ BY WEEK ☐ BY DAY

WEEK: 10/22/2017-10/28/2017

TOTAL HOURS: 44.25

PAY	ST	TYPE	DIST CODE
RC-REGULAR PAY	NE	Account Distribution	6534 000-PLANT ADMIN

Sun. (10/22)	Mon. (10/23)	Tue. (10/24)	Wed. (10/25)	Thu. (10/26)	Fri. (10/27)	Sat. (10/28)	TICKET #
Start Time: 12:00 AM End Time: 12:00 PM 0.00	Start Time: 08:00 AM End Time: 05:00 PM 9.00	Start Time: 08:00 AM End Time: 04:00 PM 8.00	Start Time: 09:00 AM End Time: 06:00 PM 9.00	Start Time: 08:00 AM End Time: 05:15 PM 9.25	Start Time: 07:00 AM End Time: 04:00 PM 9.00	Start Time: 04:15 PM End Time: 04:15 PM 0.00	SG <input type="radio"/> TT <input type="radio"/> Select

COMMENT

SAVE ALL CLEAR

Use the Clock Entry feature of TMS to enter your time using a Start and End clock field. By entering a start and end time, the system will calculate the hours to be saved for each labor detail.

To turn on the Clock Entry feature go to the [Information](#) page. Select the Set Time Entry Preference to Clock Entry and Save.

From the [My Time](#) entry screen, select a Start Time and corresponding End Time for the labor detail. The system will default these fields to the nearest current 15 minute increment. Use the drop-down to adjust the time increments as needed.

The hours field will automatically populate based on the start and end time fields. The hours field will be disabled for editing. Any changes to the time will need to be adjusted by moving the start and end times.

You'll need to consider lunches and breaks when selecting a block of time. For instance, selecting a start time of 08:00 AM and an end time of 05:00 PM will result in the system calculating 9 hours of work.

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AUTOFILL MY TIME: (OPTIONAL)

START DATE: 10/30/2017 END DATE: 11/3/2017 **AUTO FILL**

MY TIME REPORT: ☒ BY WEEK ☐ BY DAY ☐ BY PAY PERIOD

WEEK: 10/29/2017-11/04/2017

WEEK: 40.00 UNAPPROVED: 40.00 POTENTIAL OVERTIME: 0.00 POTENTIAL DOUBLETIME: 0.00

10/30/2017 - Daily Total Hours: 8.00

DATE	HOURS	PC	DIST	COMPANY	ACCT. CODE	WORK ORDER	SO Number	TICKET #	ST	STATUS
10/30/2017	8.00	RC	CUSTSERV-5						NE	Entered

COMMENT **EDIT** **DELETE**

10/31/2017 - Daily Total Hours: 8.00

DATE	HOURS	PC	DIST	COMPANY	ACCT. CODE	WORK ORDER	SO Number	TICKET #	ST	STATUS
10/31/2017	8.00	RC	CUSTSERV-5						NE	Entered

COMMENT **EDIT** **DELETE**

The Auto-Fill My Time section is an option to create a single labor record for the remaining hours in a given day to a default account or distribution code assigned to the employee. This default is established on the Employee Labor Preferences screen in Accounting Master. This account or distribution code represents an employees non-productive time. The hours will be calculated based on the employee default for the day of the week.

- For example, an employee may enter 5 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 Auto-Fill button will automatically create a labor row for the 3 hours of regular time to complete the employee's established 8-hour typical work day.

The auto fill section will default the Start and End Date to the selected week (or day) in the input section.

- Use the calendar icons to update the Start and End Dates to be auto-filled.

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MY TIME REPORT: ☒ BY WEEK ☐ BY DAY ☐ BY PAY PERIOD

WEEK: 10/26/2017 - 11/04/2017

WEEK: 40.00 UNAPPROVED: 40.00 POTENTIAL OVERTIME: 0.00 POTENTIAL DOUBLETIME: 0.00

10/30/2017 - Daily Total Hours: 8.00

DATE	HOURS	PC	DIST	COMPANY	ACCT CODE	WORK ORDER	SO Number	TICKET #	ST	STATUS
10/30/2017	8.00	RC	CUSTSERV-S						NE	Entered

COMMENT:

10/31/2017 - Daily Total Hours: 8.00

DATE	HOURS	PC	DIST	COMPANY	ACCT CODE	WORK ORDER	SO Number	TICKET #	ST	STATUS
10/31/2017	8.00	RC	CUSTSERV-S						NE	Entered

COMMENT:

11/01/2017 - Daily Total Hours: 8.00

DATE	HOURS	PC	DIST	COMPANY	ACCT CODE	WORK ORDER	SO Number	TICKET #	ST	STATUS
11/01/2017	8.00	RC	CUSTSERV-S						NE	Entered

COMMENT:

11/02/2017 - Daily Total Hours: 8.00

DATE	HOURS	PC	DIST	COMPANY	ACCT CODE	WORK ORDER	SO Number	TICKET #	ST	STATUS
11/02/2017	8.00	RC	CUSTSERV-S						NE	Entered

COMMENT:

My Time

The My Time Report will display all entered labor for the employee. This grid will load by Pay Period. Initially the pay period will populate based on the selected day/week from the entry section. Use the drop-down to quickly select the 4 prior or next 3 pay periods. Use the calendar icon to select a date in any pay period.

A summary row will display total hours by Period, Unapproved, Potential Overtime, and Potential Doubletime Hours.

By date, the grid will display the labor details for each saved record.

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MY TIME REPORT: ☒ BY WEEK ☐ BY DAY ☐ BY PAY PERIOD

WEEK: 10/22/2017-10/28/2017

WEEK: 88.50 UNAPPROVED: 88.50 POTENTIAL OVERTIME: 48.50 POTENTIAL DOUBLETIME: 0.00

10/23/2017 - Daily Total Hours: 18.00

DATE	HOURS	PC	DIST.	COMPANY	ACTY. CODE	WORK ORDER	SO Number	TICKET #	ST	STATUS
10/23/2017	18.00	RG	6534 000						NE	Entered

COMMENT

EDIT
DELETE

10/23/2017 - Daily Total Hours: 18.00

DATE	HOURS	PC	ST	DIST.	DIST. CODE	TICKET #
10/23/2017	18.00	RG	NE	Account Distribution	6534 000	SO TT Select

COMMENT

CANCEL
SAVE

To edit a saved labor record, select the Edit button for a specific row. This option will enable the labor detail fields. The same filtering logic that exists for the entry section of the My Time screen will apply to each of the individual fields.

Select the Save button to save your changes to the labor record. Select the Cancel button to discard your changes and return to the My Time Report grid.

Records that are complete, approved, or paid will not be available for editing.

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My Time

MY TIME REPORT: ☒ BY WEEK ☐ BY DAY ☐ BY PAY PERIOD

WEEK: 10/29/2017-11/04/2017

WEEK: 24.00

UNAPPROVED: 24.00

POTENTIAL OVERTIME: 0.00

POTENTIAL DOUBLETIME: 0.00

10/30/2017 - Daily Total Hours: 8.00

DATE	HOURS	PC	DIST.	COMPANY	ACCT. CODE	WORK ORDER	SO Number	TICKET #	ST	STATUS
10/30/2017	8.00	RC	CUSTSERV-						NE	Entered Completed

COMMENT

EDIT

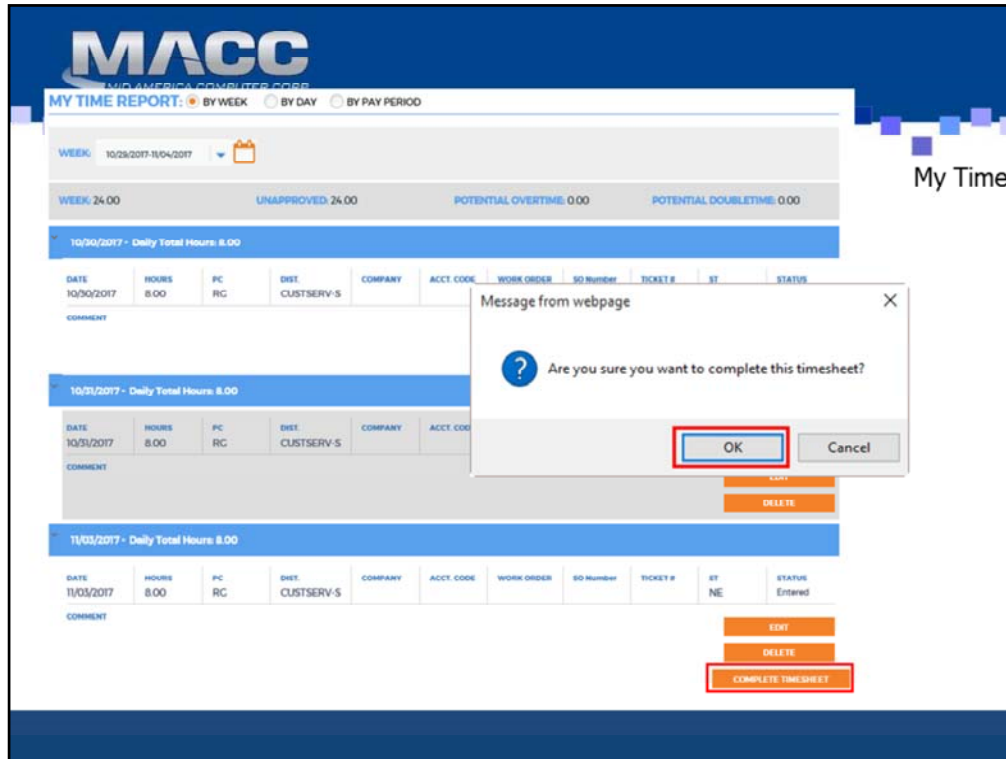
DELETE

Are you sure you want to delete this row?

OK

Cancel

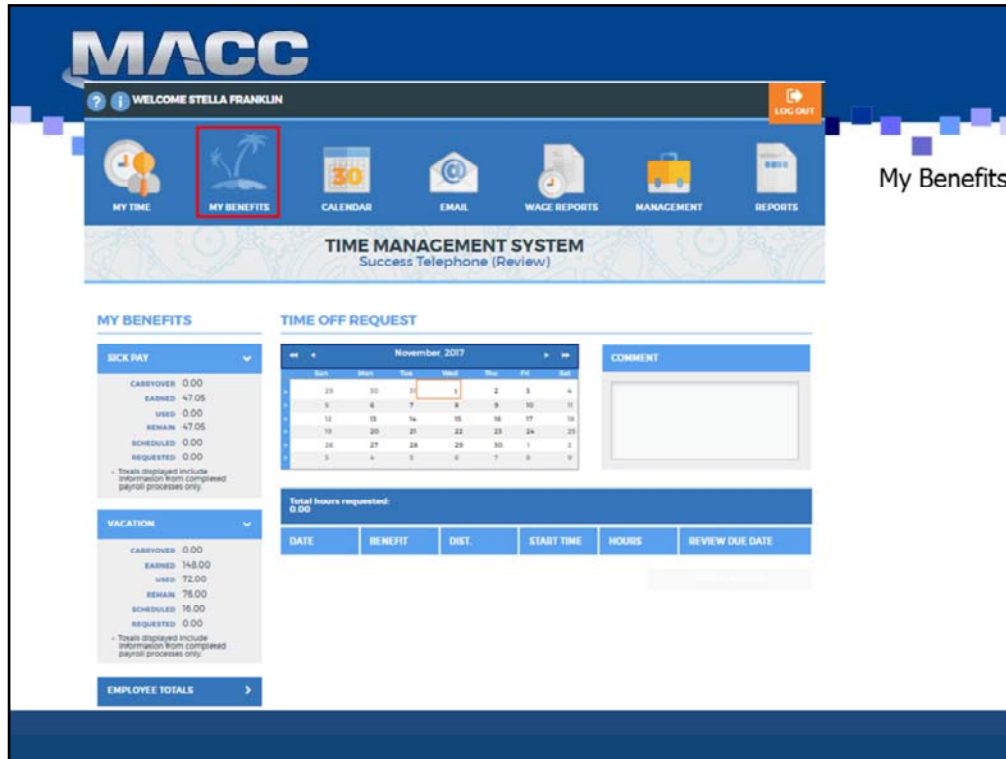
Select the Delete button to delete a labor record for your timesheet. A confirmation message will appear. Deleting a record will remove it from all labor entry applications.



The Time Management System allows you to mark your entered time as Complete to signify to your Manager/Supervisor that you are finished with the record or records that have been entered.

- Records can be marked as often as desired.
- Completing time is optional.
- Once a record is marked as complete, you will no longer be able to edit that record through the Time Management System.

To complete all uncompleted time for the selected pay period, click on the Timesheet Complete button from the My Time screen.



The My Benefits section of this page will display your company allowed benefits. Each benefit will be listed and contain the carryover, earned, used, and remaining hours. Use the arrow to expand or collapse each benefit.

The Employee Totals header will contain a summary of all your employee benefits. These sections will only display information from completed payroll processes.

If your company has selected to use the Time Off Request feature, you will also see information pertaining to benefit time that has been requested and scheduled. Requested time will display those hours that have been requested and are pending approval. Scheduled time will display those hours that have been requested and approved. These values are updated independent of the payroll process.

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My Benefits

MY BENEFITS

- SICK PAY >
- VACATION >
- EMPLOYEE TOTALS >

TIME OFF REQUEST

November, 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

COMMENT

Total hours requested:
8.00

DATE	BENEFIT	DIST.	START TIME	HOURS	REVIEW DUE DATE
11/2/2017	VA-VACAT	Test Frick	08:00 AM	8.00	11/1/2017

SUBMIT HOURS

The Time Off Request section of the screen will allow you to select dates from a calendar to request time off from work.

Select date(s) to request off by clicking on a date square in the calendar grid.

- If you wish to select a complete week, move your cursor to the left side of the calendar. The complete week will highlight for selection.
- If you wish to select all work days for given month, move your cursor above the day of the week. The day column will highlight for selection.
- Labor dates that have already been included in a payroll process will be displayed in dark grey but can be selected by the employee. A message will appear indicating that the selected day has already been included in a process. If selecting a paid date for a PTO request the approved record will appear with a labor date of the next available unpaid calendar day.

Once a date has been selected it will appear below the calendar in a grid with the following fields.

Comment: Enter up to 60 characters of description about the time off request in the comments field. Comments are optional. The PTO comment will transfer to the labor entry from the approved PTO request.

Benefit: Select the appropriate benefit type to code the request. Only those pay types assigned to the employee will be displayed and available for use.

Dist.: This drop-down will contain those distribution codes that are assigned to the employee. It will also filter by pay type if the company has designated to use the Filter Distribution Codes by Pay Types feature.

Start Time: Enter a start time for the request. The system will default the start time to 8:00 AM.

Hours: Enter the number of hours for the request. This field must be greater than zero and can be 2 decimal places. Tabbing out of the Hours field will update the number of hours in the *Total Hours Requested* field.

Review Due Date: The review due date will be used as a secondary notification to the approver if they have not taken action by the entered review date. Leaving this field blank will assume a review due date one day prior to the request date.

Continue to add rows by selecting additional dates. When another date has been selected an additional row will appear in the work grid.

To delete a row that has been entered but not submitted, click the Minus button to the right of each row.

To submit a Time Off Request for approval, select the Submit button. When submitted, the entered time off request will move to a pending status until it is approved, denied or canceled.

Emails will be sent to the employee submitting the requests and to their associated Supervisor. Notification can also be sent to the department Manager and additional Approvers as applicable.

- See TMS Preferences in Accounting Master for additional information on time off request emails.
- See HR Department Maintenance in Accounting Master to mark a Manager or Approver as PTO Notify.

MACC
MID AMERICA COMPUTER CORP

My Benefits

MY REQUEST HISTORY:

STATUS	REQUESTED HOURS	PAYTYPE	DATE FROM	DATE TO
All	All	All	10/1/2017	12/31/2017

SEARCH

10/03/2017 VA Pending									
BENEFIT TYPE	START TIME	REQUEST #	STATUS	HOURS	DIST. CODE	SUBMITTED BY	SUBMITTED ON	LOCKED BY	REVIEWED BY
VA-VA	08:00	2367	Pending	8.00	6720-4	Stella Frank	10/30/2017	WebStella	

COMMENT

CANCEL COMMENT

REVIEWERS COMMENT

SAVE CANCEL REQUEST

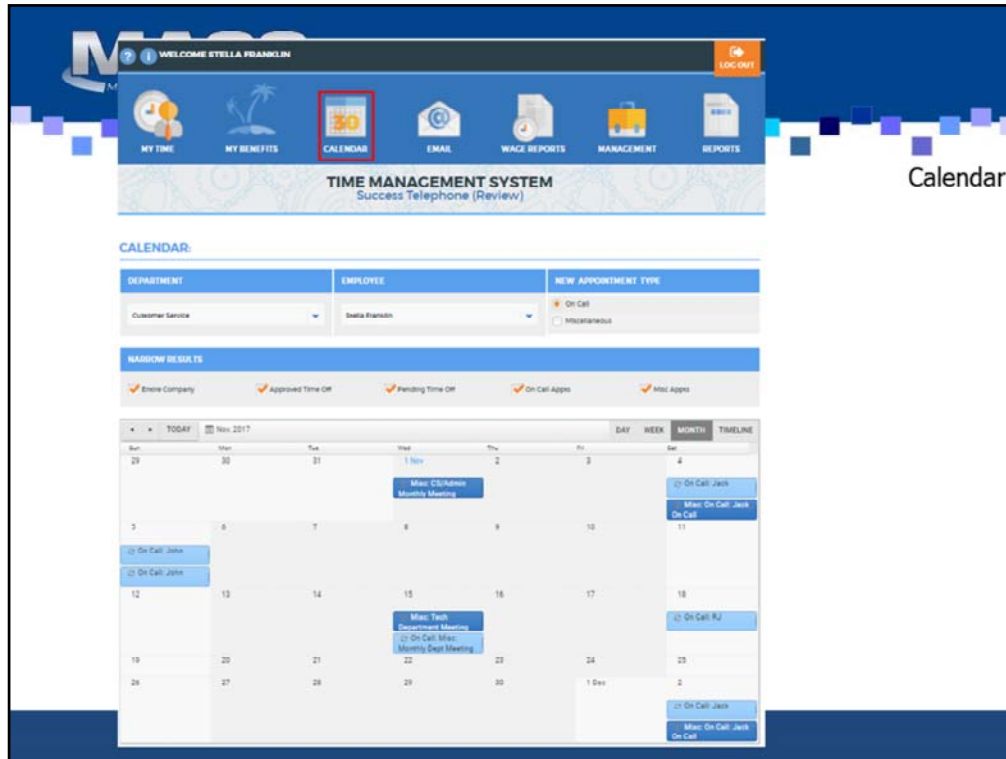
The My Request History section will provide a listing of all Time Off Requests for the employee.

Use the Status, Requested Hours, Pay Type, and Date Range fields to filter requests. The system will default the date range to include the next 3 months. Click the Search button to display the request history results.

Each request will be displayed in summary, use the arrow button on the right to expand a specific record to view the details of the request. Requests that are pending can be edited and/or canceled as needed. Editing includes the update of the benefit type, start time, hours, or dist. code. If you must change the date of the request, select the Cancel Request option.

Requests that are approved can be canceled as needed. A cancel comment can be entered to describe the reason for canceling a given request. Requests that are paid, denied, canceled, or locked cannot be edited or canceled.

If a benefit request has been canceled, emails will be sent to both the employee and the supervisor/manager that the benefit request has been canceled in the system. See TMS Preferences in Accounting Master for additional information on time off request emails.



Use this page to view time off requests, on-call appointments, and miscellaneous appointments from a calendar view.

Search Criteria

Department: From this drop-down select to view all departments or a single department on the calendar.

- Users with PRAdmin or AcctAdmin rights to the Accounting Master database will see all departments whether or not they are the assigned supervisor/manager. Users that have supervisor/manager roles in the Accounting Master database will have access to those departments that they have been assigned.

Employee: From this drop-down select to view all employees or a single employee on the calendar.

By default the system will populate these fields with the department and employee associated to the employee currently logged into TMS.

New Appointment Type: If you wish to add an on-call or miscellaneous appointment to the calendar, select the radio button associated to the desired action.

Narrow Results

Several filter options exist for the calendar. Use the Employee Labor Preferences maintenance screen in Accounting Master to determine the displayed information for each employee.

- Entire Company
- Approved Time Off
- Pending Time Off
- On-Call Appts
- Misc. Appts

Use the view toolbar to display the calendar by Day, Week, Month or Timeline.

The screenshot shows the MACC (Mid America Computer Corp) Calendar interface. At the top, there's a header with the MACC logo and a 'CALENDAR' label. Below this, there are three main sections: 'DEPARTMENT' (Customer Service), 'EMPLOYEE' (Stella Franklin), and 'NEW APPOINTMENT TYPE' (On Call). A 'NARROW RESULTS' section shows filters for 'Entire Company', 'Approved Time Off', 'Pending Time Off', 'On Call Apps', and 'Misc Apps'. The main form is titled 'New On Call Appointment For Stella Franklin' and includes fields for 'Subject' (Stella On Call), 'Start time' (11/2/2017), 'End time' (11/2/2017), 'All day' (checked), 'Description' (On Call for 11/02/2017), 'Comments', and 'Recurrence' (Never). 'SAVE' and 'CANCEL' buttons are at the bottom right.

To Add an On-Call or Miscellaneous Appointment

Double-click on the date for the appointment or right-click and select New Appointment.

A New Appointment screen will appear where you can enter the details of the on-call or miscellaneous appointment.

- **Subject:** This field will be required in order to save the appointment. Enter a brief description about the appointment here. The subject will appear in the calendar prefaced with the words On-Call: or Misc:.
- **Start and End Time:** Enter into these fields a start date and end date for the appointment.
- **All Day:** If the appointment will take place all day, leave this box flagged. If the appointment will be less than a day, deselect the All Day checkbox.
 - Start time and end time fields will appear if the event is not all day. Enter the appropriate information for the appointment in these fields.
- **Comment:** The comment field is optional. Comment information will display on the Calendar Reports as well as when the appointment has been selected for update by double-clicking on a previously saved appointment.
- **Description:** The description field is optional. Description information will be displayed when the appointment has been selected for update by double-clicking on a previously saved appointment.
- **Recurrence:** If the appointment is to recur, select this checkbox. Additional information will appear on the screen below this option.
 - Select the appointment recurrence of hourly, daily, weekly, monthly, or yearly.
 - Based on the recurrence schedule, select the recurrence frequency. I.e. If daily, enter a frequency of every X day(s) or every weekday.
 - If applicable, enter an end day for the recurring appointment.

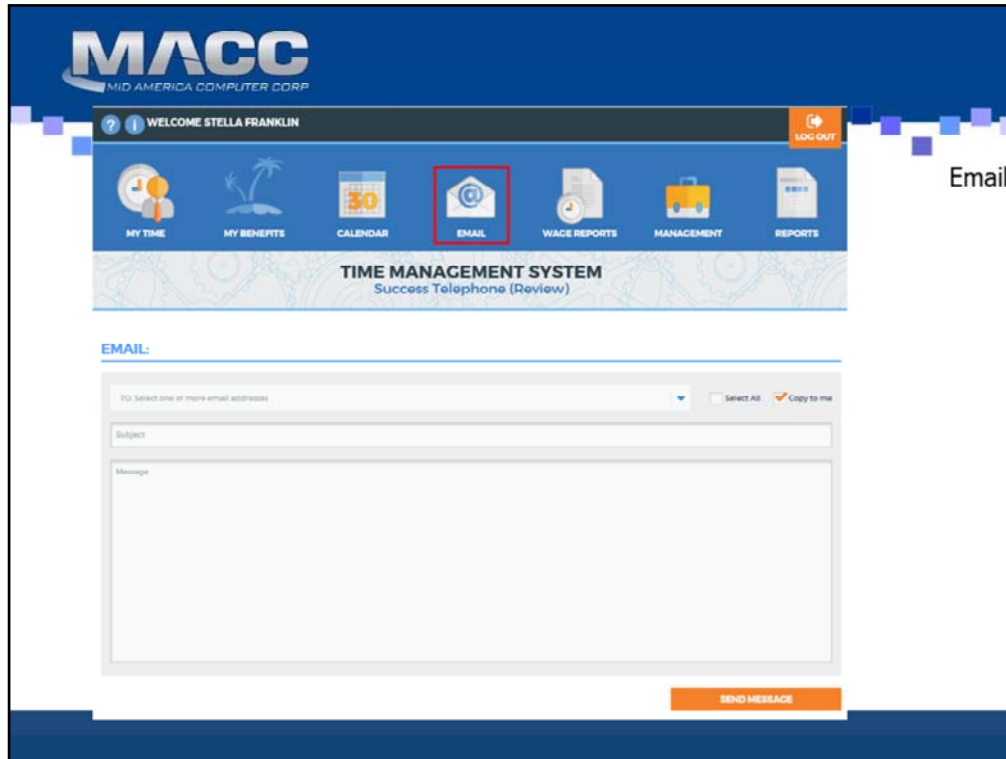
Benefit appointments must be entered through the [Benefit Time Off Request](#) feature of TMS.

Update or Delete On-Call or Miscellaneous Appointments

To update an on-call or miscellaneous appointment, double-click on the appointment bubble in the calendar view or right-click the appointment and select to edit. Make the appropriate changes from the Edit Appointment screen. When complete, select the Save button.

If editing an appointment setup to recur, a message box will appear asking if you wish to update the selected occurrence or the entire series.

To delete an on-call or miscellaneous appointment, right-click the appointment and select delete.

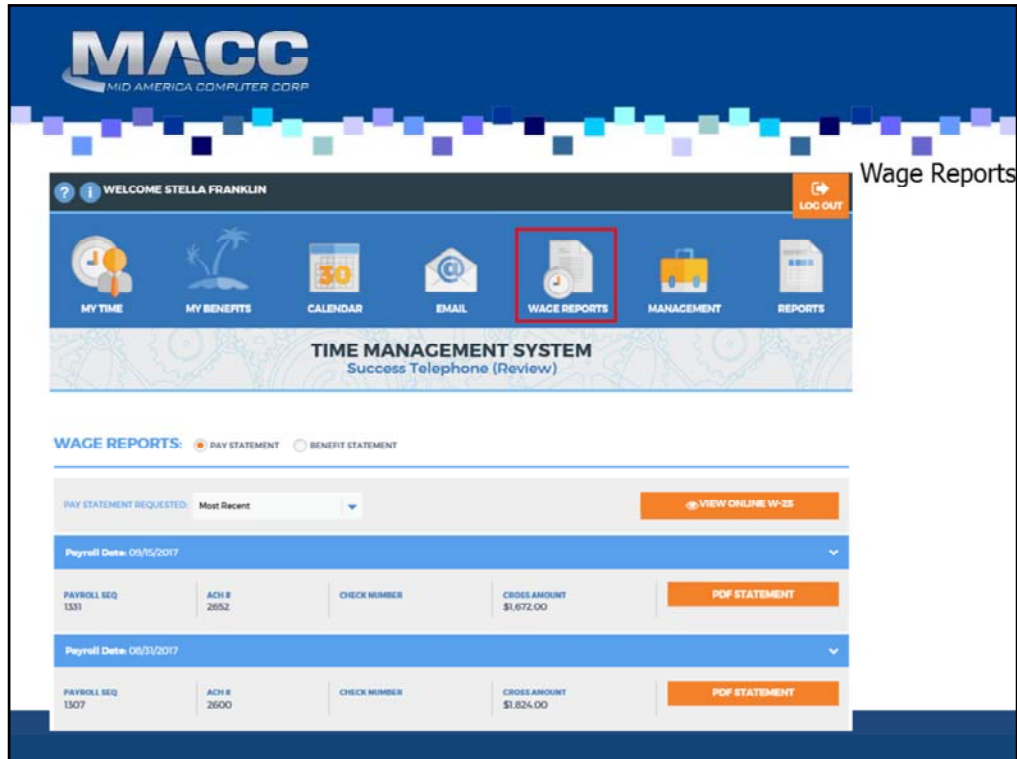


Use this page to send an email to your Manager/Supervisor. As a Manager/Supervisor you will also see all your assigned employee email addresses.

- Select the email recipient(s)
 - If you want to send a copy to yourself, check the Copy to Me checkbox.
- Enter a Subject.
- Enter the message.

Click Send Message to complete the email process.

Emails sent from TMS are one-directional and sent from a Do Not Reply email address. The recipient will not be able to reply to this email for a bi-directional conversation.



Pay and Benefit Statements

The Wage Reports screen can be used to view your Pay Statements and/or Benefit Statements.

Select the report type you wish to view:

- Pay Statements
- Benefit Statements

By default the most current year will appear in the grid. Select a previous year by selecting a year in the requested drop-down.

Click the PDF Statement button in the grid on the row you would like to view to open the related document.

A .pdf file of the selected document will appear for viewing and/or printing.

Viewing Online W-2s

Online W-2s: If enabled from Accounting Master page, a link to the Aatrix online W-2 distribution site will be displayed. From this website (<https://efile.aatrix.com/pages/w2online/formretrieval.aspx?v=MCC050>) employees can login and view or print filed W-2 statements until October 15th.

- Employers must file using the Complete Service Package through Aatrix in order to benefit from this feature.
- Login information for this website will be provided by your employer.