



eMAACC Time Management System Enhancements Summary

Date: October 2020
From: MAACC's Product Development Team
Re: eMAACC TMS – Enhancement Summary

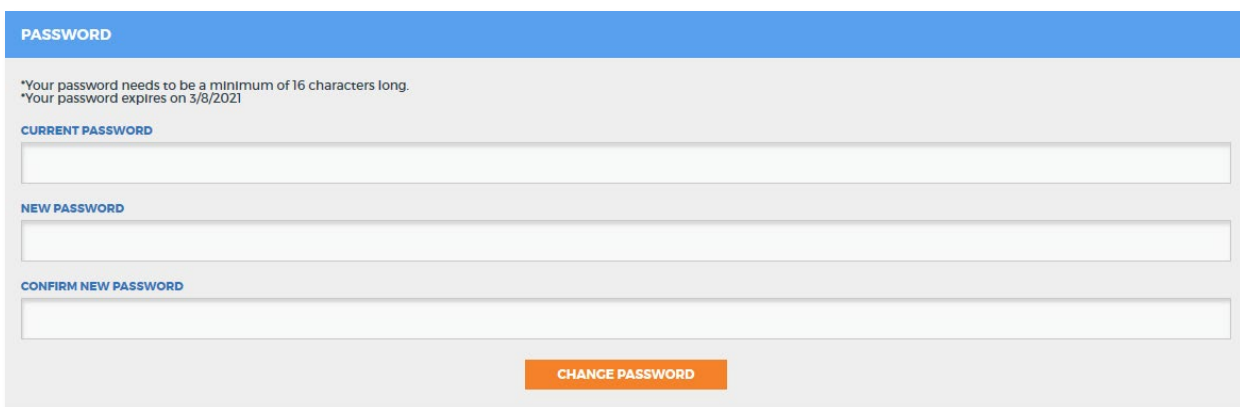
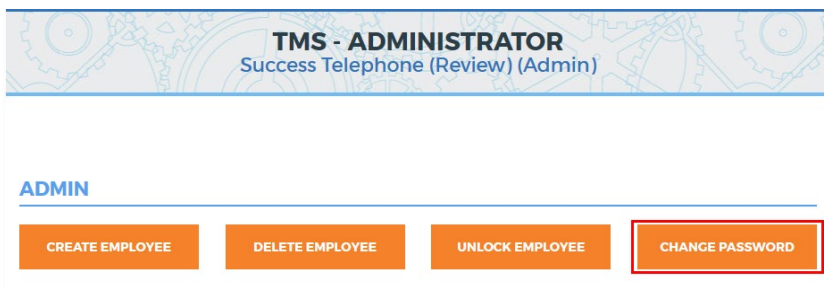
The following enhancements were made to the eMAACC Time Management System (TMS) application. Please take time to review these changes. The new functionality will be available on your TMS application once your upgrade to Accounting Master 20.2 and the associated table settings are established within the database. **In order to complete these upgrades, your TMS website will be down from 6 a.m. – 8 a.m. (Central) Tuesday, October 13, 2020.**

TMS'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 MAACC Accounting Master Software Support Representative.

TMS Admin

➤ [Admin Password Change](#)

The TMS Administrator was enhanced with a new option: Change Password. This enhancement will allow administrators to change the admin password. When accessed, the Password screen will display fields to enter the current password, create a new password, and to confirm the new password. Passwords will need to be a minimum of 16 characters in length and unique from previous passwords.



My Time

➤ TMS Time Clock Task Hours

Previously, Time Clock was added to TMS in effort to help companies with employee time management. Time Clock allows employees to clock in and out, track meal times, and it provides editing options to managers when needed. Companies are able to select which employees will utilize Time Clock and choose a rounding option for time entry. MACC has enhanced Time Clock by granting users the ability to task hours to different GL account/distribution codes and edit clocked time as needed.

To use tasking hour functionality, from the Employee Labor Preferences screen, new options of Task Hours and Edit Labor will be available for employees with Time Clock enabled. When Task Hours is selected for an employee, it will enable the Task button within TMS, which allows the employee to task hours when clocked in. Entered Tasks can be viewed from the Time Clock History screen. When Edit Labor is selected, the employee will be able to edit their labor in TMS.

| Employee Information | | | | | Time Management System | | | | | | | |
|----------------------|-------------|----------------|------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------|-------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Employee Name | Employee ID | Database Login | Department | Active | Start/Stop Option | Time Clock | Default Acct Code | Default Dist Code | Task Hours | Edit Labor | Sum By Dist Code | Calendar Benefits |
| Millie Callen | 001 | MWhite | ADMINISTRATIVE | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | MARY | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Roberts, Jillian | 002 | Julie | ADMINISTRATIVE | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | JULIE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lucy Larsen | 003 | POReqUser | ADMINISTRATIVE | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6728.000 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stella Franklin | 004 | SFinken | Customer Service | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | STACI | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| RJ Harold | 005 | RJ | PLANT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kelli Corbelli | 006 | KBehrendt | Accounting and Finance | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Katarina Leonardo | 008 | | PLANT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sharon Smalls | 009 | Ssmall | Customer Service | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| LORI SALES | 010 | | OFFICE | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| RICK SALES | 011 | Rpaalsen | OFFICE | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Connie Sales | 012 | CKephart | Technicians | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SARAH SALES | 013 | SRosterman | Accounting and Finance | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CRAIG SALES | 014 | CChristenson | Customer Service | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| JILL SALES | 015 | JArthur | Success Te | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

INPUT MY TIME: BY WEEK BY DAY TIME CLOCK

DATE: Tuesday 9/8/2020 TOTAL HOURS

MEAL START CLOCK OUT
START TASK

To start a task, select a Distribution Code or Account GL Type with an associated code and click the Start Task button. The Start Task button will toggle to End Task, allowing the user to click End Task when the task is complete.

INPUT MY TIME: BY WEEK BY DAY TIME CLOCK

DATE: Tuesday 9/8/2020 TOTAL HOURS

MEAL START CLOCK OUT

END TASK

| PAY | PW | ST |
|----------------|------------------|----|
| RG-REGULAR PAY | Select Prev Wage | NE |

| TYPE | DIST CODE |
|--|---|
| <input type="radio"/> Account <input checked="" type="radio"/> Distribution | 6611.000-PRODUCT MANAGEMENT AND SALES EXP |

Users are able to view their time clock entries under the Time Clock History section. If Edit Labor is selected for the Employee, they will be able to edit their labor and task entries. Employees will also have the ability to select Add Task at any time during their clocked hours. When Add Task is selected, the Tasking Manager window will appear.

TIME CLOCK HISTORY

September 2020

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 36 | 30 | 31 | 1 | 2 | 3 | 4 |
| 37 | 6 | 7 | 8 | 9 | 10 | 11 |
| 38 | 13 | 14 | 15 | 16 | 17 | 18 |
| 39 | 20 | 21 | 22 | 23 | 24 | 25 |
| 40 | 27 | 28 | 29 | 30 | 1 | 2 |
| 41 | 4 | 5 | 6 | 7 | 8 | 9 |

| RECORD TYPE | CLOCK IN | CLOCK OUT | ROUNDED CLOCK IN | ROUNDED CLOCK OUT | TOTAL HOURS | |
|---|--------------|-------------|------------------|--------------------|------------------|-------------|
| WORKED DATE: 09/08/2020 | | | | | | |
| ▼ Labor | 07:02:28 AM | | 07:00 AM | | | ADD TASK |
| TASK | TYPE | START TIME | END TIME | ROUNDED START TIME | ROUNDED END TIME | TOTAL HOURS |
| 6611.000 - PRODUCT MANAGEMENT AND SALES EXP | Distribution | 10:00:11 AM | 10:56:43 AM | 10:00:00 AM | 11:00:00 AM | 1.00 |
| | | | | | | EDIT x |
| Completed Hours: | | | | | | 0 |

This window allows users to select a Start Time, End Time, Pay Code, Prevailing Wage, State, and Labor Type. After task information is entered, users will be able to Cancel, Submit, or Submit and Add New Task. Users can select Submit and Add New Task to leave the Tasking Manager window open to enter new task information. Selecting the Edit option for a Task will open the Tasking Manager window with the selected Task information prepopulated, which allows the user to make edits to the entered Task.

The Time Clock History table was enhanced to allow administrators to view tasked hours. Users are able to right click in the Time Clock History grid to edit labor, meal, or tasked records. A graph is shown at the bottom of the screen to graphically display time entries. Clicking an item in the graph will set focus on the associated item in the grid. Labor entries will display as green, meal entries will display as blue, and task entries will display as purple.

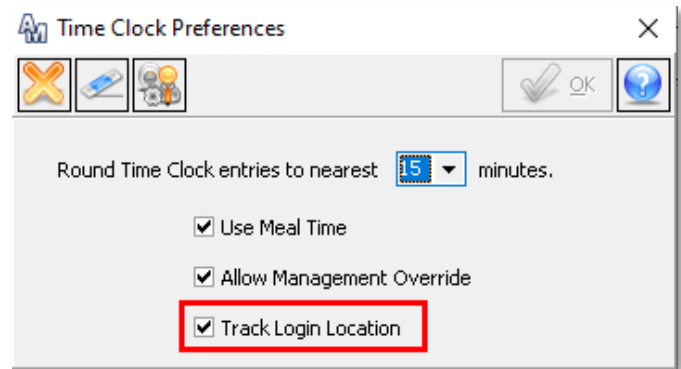
| Type | Clock In | Clock Out | Rounded Clock In | Rounded Clock Out | Hours | Location |
|-------|-------------------|-----------------|---------------------------|-------------------------|--------------|----------------|
| Labor | 06:49:00 AM | 12:01:00 PM | 06:45:00 AM | 12:00:00 PM | 5.25 | ***** |
| | Task Start | Task End | Rounded Task Start | Rounded Task End | Hours | Company |
| | 08:30:00 AM | 09:00:00 AM | 08:30:00 AM | 09:00:00 AM | 0.50 | SUCCESS |
| | 10:31:00 AM | 11:45:11 AM | 10:30:00 AM | 11:45:00 AM | 1.25 | SUCCESS |
| | | | | | | MEETING |
| | | | | | | ***** |
| Meal | 12:01:00 PM | 12:59:15 PM | 12:00:00 PM | 01:00:00 PM | 1.00 | ***** |
| Labor | 12:59:15 PM | 04:09:11 PM | 01:00:00 PM | 04:15:00 PM | 3.25 | ***** |
| | Task Start | Task End | Rounded Task Start | Rounded Task End | Hours | Company |
| | 02:02:11 PM | 02:57:06 PM | 02:00:00 PM | 03:00:00 PM | 1.00 | SUCCESS |
| | | | | | | ***** |

Rows: 3 Total Labor Hours: 8.50 Total Meal Hours: 1.00 Total Tasked Hours: 2.75

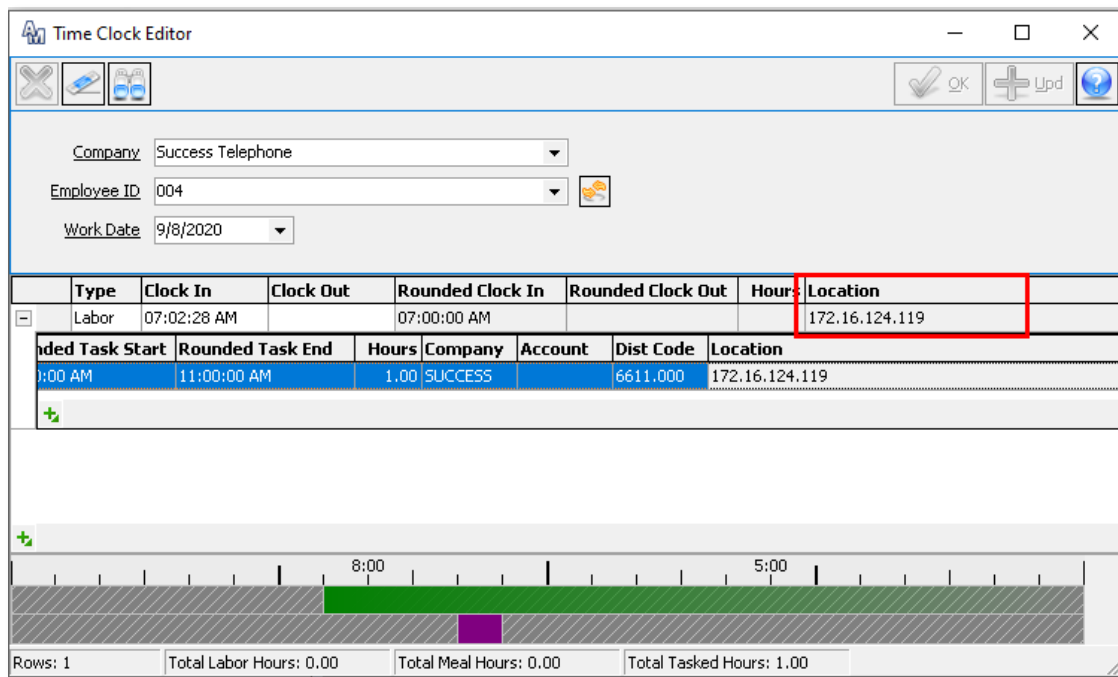
Management

➤ Track Login Location

Track Login Location was added to the Time Clock Preferences, which is located in the Company Payroll TMS Preferences. When selected, it will track and display the IP Address location of users' time clock entries in AM and TMS. A Location column was added to Time Clock Editor in Time Clock History. The Location will display both labor and task records. The Location details will be redacted by default by right clicking anywhere in the grid and selecting Show Location to un-redact the location for all rows in the grid.



If the Time Clock or Task entry was made in Accounting Master, the location will say display Accounting Master. Otherwise, it will display the IP Address of the internet connection used for TMS. The login location can only be viewed from the Time Clock Editor within Accounting Master.



Validation messages were added to the Payroll Processing Cycle, verifying there aren't any open tasks. Additionally, verification is available to ensure time clock employees' clocked labor time matches their actual labor hours. In both instances, a message will display so the payroll administrator will be able to roll back payroll steps to make necessary corrections.