



eMACC Time Management System Enhancements Summary

Date: November 2017
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 upgrades, your TMS website will be down from 5:30 a.m. – 7:30 a.m. CDT Wednesday, November 8, 2017.**

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.

Table of Contents

Mobility	2
Look and Feel	3
My Information	6
My Time	7
Labor Entry Verification	9

Mobility

➤ Create a Mobile Friendly Application

Employees are constantly on the move and performing their work duties both in and outside of the office. As long as an employee has access to the internet they can enter their time, submit time off requests, view pay statements, and more. To provide the most efficient and dependable method of entry, MACC has made mobile friendly improvements to the TMS application. The face of TMS now adapts to the size of your device allowing three standard viewing platforms: desktop, tablet, and mobile.

Tablet

The tablet screenshot shows the TMS application interface. At the top, it says "WELCOME JACK PEARSON" with a "LOG OUT" button. Below is a "MENU" button. The main heading is "TMS - MY TIME Success Telephone (Review)". Underneath, there's an "INPUT MY TIME:" section with radio buttons for "BY WEEK" and "BY DAY". A date selector shows "Wednesday 11/1/2017" and "WED. (11/01/17) TOTAL HOURS: 0.00". There are input fields for "HOURS" (0.00), "PAY" (RC-REGULAR PAY), and "ST" (NE). Below that are dropdown menus for "TYPE" (Account selected), "COMPANY" (Success Telephone), "ACCT CODE" (Select Acct Code), and "WORK ORDER" (Select Work Order). There's also a "TICKET #" section with "GO" and "TT" options. At the bottom, there are "ADD ROW" and "SAVE" buttons, and a section for "AUTOFILL MY TIME: (OPTIONAL)".

Phone

The phone screenshot shows the TMS application interface adapted for a smaller screen. It features the same "WELCOME JACK PEARSON" header and "LOG OUT" button. The "MENU" button is on the left, and "LOG OUT" is on the right. The main heading "TMS - MY TIME Success Telephone (Review)" is centered. The "INPUT MY TIME:" section has "BY WEEK" and "BY DAY" radio buttons. The date selector shows "Wednesday 11/1/2017". Below this, there are input fields for "HOURS" (5) and "PAY" (RC-REGULAR PAY). The "TYPE" dropdown is set to "Account". The "COMPANY" dropdown is "Success Telephone". The "ACCT CODE" and "WORK ORDER" dropdowns are "Select Acct Code" and "Select Work Order" respectively. The "TICKET #" section has "GO" and "TT" options. The "ADD ROW" and "SAVE" buttons are at the bottom, along with the "AUTOFILL MY TIME: (OPTIONAL)" section.

Look and Feel

➤ *Modernize the Look and Feel of TMS*

Several changes will be immediately noticeable with the fall release of TMS as they relate to the look and feel of the application. MACC implemented these changes to better serve our customers and to create a fresher, more efficient, and user-friendly product. The core functionality of TMS remains intact with the various design changes.

Desktop

WELCOME JACK PEARSON LOG OUT

MY TIME MY BENEFITS CALENDAR EMAIL WAGE REPORTS

TIME MANAGEMENT SYSTEM
Success Telephone (Review)

INPUT MY TIME: BY WEEK BY DAY

DATE: Wednesday 11/1/2017 WED. (11/01/17) TOTAL HOURS: 8.00

HOURS	PAY	ST	TYPE	COMPANY	ACCT CODE	WORK ORDER
8.00	RG-REGULAR P	NE	<input checked="" type="radio"/> Account <input type="radio"/> Distribution	Success Telephor	Select Acct Code	Select Work Order

➤ *Minimize the Number of Screens*

MACC has embraced the saying, 'Do more with less.' This concept carries into the new design of the TMS application. Several existing functions have been combined into a single point of entry and review.

- Employees can now review, request, edit, and cancel time off requests from the My Benefits page within the application.

My Benefits

TIME MANAGEMENT SYSTEM
 Success Telephone (Review)

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

Total hours requested:
 8.00

DATE	BENEFIT	DIST.	START TIME	HOURS	REVIEW DUE DATE
11/3/2017	Select one ▾	▾	08:00 AM ▾	8.00	<input type="text"/>

SUBMIT HOURS

COMMENT

MY REQUEST HISTORY:

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

SEARCH

- The View/Edit Employee feature has been combined with the Time Monitoring Report along with the inclusion of approval options, to deliver a one-stop shop for approvers to manage their employee timesheets from the new My Employees page.

Time Management System 17.2 – November 2017

My Employees

MY EMPLOYEES:

COMPANY	DEPARTMENT	PAY FREQUENCY	STATUS	START DATE	END DATE
Success	All	Semi-Monthly	All	10/16/2017	10/31/2017

[VIEW EMPLOYEES](#)

Select All

[EMAIL ALL EMPLOYEES](#)

<input checked="" type="checkbox"/> Select	EMPLOYEE	ID	EMAIL	DEPARTMENT	HOURS	EDIT TIME
<input checked="" type="checkbox"/>	Amber Dickinson	017	mwhite@macnet.com	CS	96.00	EDIT TIME
<input checked="" type="checkbox"/>	Jack Pearson	17-0302	mwhite@macnet.com	Tech	96.00	EDIT TIME
<input checked="" type="checkbox"/>	John Henry	71	mwhite@macnet.com	Tech	96.00	EDIT TIME
<input checked="" type="checkbox"/>	Lucy Larsen	003	mary.tim.white@gmail.com	Admin	96.00	EDIT TIME
<input checked="" type="checkbox"/>	Millie Callen	001	mwhite@macnet.com	Admin	116.00	EDIT TIME
<input checked="" type="checkbox"/>	RJ Harold	005	mwhite@macnet.com	PLT	96.00	EDIT TIME
<input checked="" type="checkbox"/>	Roberts, Jillian	002	mwhite@macnet.com	Admin	96.00	EDIT TIME
<input checked="" type="checkbox"/>	Stella Franklin	004	mwhite@macnet.com	CS	96.00	EDIT TIME

[VIEW/APPROVE TIMESHEET](#)

COMPANY TOTAL(S)

HOURS: 788.00 OT: 0.00 DT: 0.00 Approve All

>	Amber Dickinson (017) Hours: 96.00 OT: 0.00 DT: 0.00 Dollars:\$0.00	<input checked="" type="checkbox"/> Approve
>	Jack Pearson (17-0302) Hours: 96.00 OT: 0.00 DT: 0.00 Dollars:\$0.00	<input checked="" type="checkbox"/> Approve

My Information

➤ My Time Employee Preferences

Use the Employee Preferences section of the Information page to establish user specific preferences for My Time entry. Each employee can manage his or her own preferences from within the application.

- **Time Entry Preferences:** Choose to enter hours manually into the Hours field or select to use the clock option. The clock option allows the employee to select a start and stop time prompting the system to calculate the Hours value. This feature is only available for the weekly entry option.
- **My Time Default View:** Select the default input method to Day or Week. This option can be changed on the fly from the My Time screen but will reset to the default when the My Time page is accessed.
- **My Time Default Distribution:** Select the default distribution type to Account or Distribution Code. Once again, this option can be changed on the fly from the My Time screen but will reset to the default when the My Time page is accessed. Entering time by account will provide the employee the option to select Company, Account, and optionally Work Order. Entering time by distribution code will provide the employee the option of selecting a pre-determined distribution of Companies, Accounts, and Work Orders to spread the entered hours against.

My Information

The screenshot displays the 'My Information' page within the Time Management System. The page is titled 'TIME MANAGEMENT SYSTEM Success Telephone (Review)'. It is divided into three main sections: 'MY INFORMATION', 'MY ACCOUNT PREFERENCES', and 'SET DEFAULT PREFERENCES'.
MY INFORMATION: This section contains an 'EMPLOYEE PROFILE' with fields for Employee Name (Millie Callen), Employee ID (001), User ID (MWhite), and Department (ADMINISTRATIVE). Below this is a 'PASSWORD' section with a note about password requirements and three input fields for 'CURRENT PASSWORD', 'NEW PASSWORD', and 'CONFIRM NEW PASSWORD'.
MY ACCOUNT PREFERENCES: This section is titled 'SET TIME ENTRY PREFERENCES'. It includes a 'TIME ENTRY:' section explaining the two input methods. Below this, there are radio buttons for 'Clock Entry' and 'Default Time Entry' (which is selected). The 'Default Time Entry' section has a text input field for '0.00'. The 'Clock Entry' section has two time pickers for 'Start Time' (12:30 PM) and 'End Time' (12:30 PM), and a text input field for '0.00'.
SET DEFAULT PREFERENCES: This section is titled 'SET DEFAULT PREFERENCES'. It includes a 'MY TIME:' section with radio buttons for 'By Day' and 'By Week'. Below this is another 'MY TIME:' section with radio buttons for 'Account' and 'Distribution'.

My Time

➤ Daily Input

A new method of entry has been added with the 17.2 release of TMS that will allow an employee to enter time By Day. The focus of the My Time input section will be a single selected date. The date will default to the current date but can be changed using either the drop-down menu or the calendar icon. The selected date will display to the right of the header toolbar with a total number of hours pending and saved.

The Hours field will appear to the far left of the entry grid. If using the Employee Labor Preference feature in Accounting Master, this field will populate with the remaining hours for the selected day. (i.e. Monday workday = 8 hours). Select the applicable pay, state, type, etc. fields for the labor entry. Choose the Add Row button to create additional labor rows for the selected day. Each row created will default to the remaining hours for the chosen date. If needed, use the minus sign next to a row to delete unwanted records. When desired, select the Save button to save all entered labor.

My Time: By Day

TIME MANAGEMENT SYSTEM
 Success Telephone (Review)

INPUT MY TIME: BY WEEK BY DAY

DATE: Wednesday 11/1/2017

WED. (11/01/17) TOTAL HOURS: 8.00

HOURS	PAY	ST	TYPE	COMPANY	ACCT CODE	WORK ORDER
2.5	RG-REGULAR P2	NE	<input checked="" type="radio"/> Account <input type="radio"/> Distribution	Success Telephon	2003.000	053113-XX
TICKET #		COMMENT				
<input checked="" type="radio"/> SO <input type="radio"/> TT Select		Install of services at address 123 Main St.				
5.50	RG-REGULAR P2	NE	<input checked="" type="radio"/> Account <input type="radio"/> Distribution	Success Telephon	Select Acct Code	Select Work Orde.
TICKET #		COMMENT				
<input checked="" type="radio"/> SO <input type="radio"/> TT Select		<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>				

ADD ROW
SAVE

Time Management System 17.2 – November 2017

➤ My Time Editing

Labor entered for an employee will be viewable from the My Time Report that exists at the bottom of the My Time screen. This grid will initially populate based on the selected My Time input preference (week or day). As desired, the My Time Report can be displayed by Week, Day or Pay Period. At first glance, employees will see their total hours, unapproved time, potential overtime, and potential double-time. The details of each labor record will be available in the grid, grouped by date.

Select the Edit button to edit a saved labor record. All entry fields will be available for editing. Once the desired changes are complete select the Save button to save the edited labor record. The current functionality of updating Close Accounts and Deleting a record will continue to be available in the work grid as needed. Labor records can be edited and/or deleted prior to approval or payroll.

My Time Report

MY TIME REPORT: BY WEEK BY DAY BY PAY PERIOD

DATE: Wednesday 11/1/2017

DAY: 8.00 UNAPPROVED: 8.00 POTENTIAL OVERTIME: 0.00 POTENTIAL DOUBLETIME: 0.00

▼ 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	2.50	RG		Success Telephone	2003.000	053113-XX			NE	Entered

COMMENT
Install of services at address 123 Main St.

CLOSE ACCT
EDIT
DELETE

DATE: 10/16/2017 HOURS: 5.50 PC: RG ST: NE

DIST. Account Distribution DIST. CODE: TECH-TECH TICKET #: SO TT Select

COMMENT

CANCEL
SAVE

COMPLETE TIMESHEET

Labor Entry Verification

➤ Approval and Group By Options

The Labor Entry Verification page continues to be the source of management approval. Managers will use search criteria to narrow the labor records to review. Results can be filtered by company, department, employee, date, etc.

The labor entry verification grid will produce a results header displaying the filtered company's total hours, as well as potential overtime and double-time. As a manager, select the Approve All checkbox to designate all labor detail records as approved.

The grid will initially group by employee then date. An approve checkbox is available at the employee level. Selecting this checkbox will approve all labor records for the selected employee. As desired, each labor record can be approved individually by selecting the Approve checkbox next to the labor details.

Use the custom labels section of the grid to drag and drop group by options for the labor verification grid. Group by options include, date, pay code, department code, account number, work order number, and distribution code. Several group by categories can be active at a time.

Labor Entry Verification- Desktop

The screenshot displays the Labor Entry Verification interface on a desktop. At the top, a summary bar shows 'COMPANY TOTAL(S)' with 'HOURS: 748.00', 'OT: 0.00', 'DT: 0.00', and an 'Approve All' checkbox. Below this is a search bar with 'Pay Code' selected. A table header lists columns: Date, Pay Code, Dept. Code, Work Order No., Account No., and Dist. Code. The main grid shows two employee entries: Amber Dickinson (017) and Jack Pearson (17-0302), each with 'Hours: 96.00', 'OT: 0.00', 'DT: 0.00', and 'Dollars: 0.00', and an 'Approve' checkbox. The 'Pay Code: RG' group is expanded, showing a detailed table with columns: DATE, HOURS, POT. OT, DIST./ACCT. CODE, COMPANY, WORK ORDER #, WO DESC., SO/TT, POT. DT, DOLLARS, and ST. Three rows of data are visible, each with a date (10/16/2017, 10/17/2017, 10/18/2017), hours (6.00, 5.50, 5.00), and other metrics. Below each row is a 'COMMENT' field and an 'APPROVAL COMMENT' field with a 'SAVE COMMENT' button and an 'Approve' checkbox.

Labor Entry Verification - Mobile

