

**Date:** October 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 once your upgrade to Accounting Master 18.2 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) Thursday, October 11, 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.

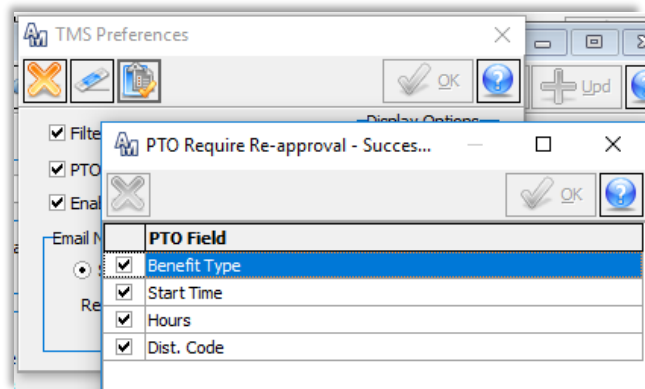
## My Benefits

### ➤ [Edit Approved PTO Records](#)

Users of the Time Management System will now have the ability to edit PTO requests that are in an approved status. Editing an approved request may result in the request becoming unapproved and require management re-approval. A maintenance table has been added to Accounting Master to control which fields require re-approval and which fields do not.

### Accounting Master

The PTO Require Re-Approval screen can be accessed from Company | Payroll | TMS Preferences. Fields available for review include benefit type, start time, hours, and distribution code. By default all fields will be selected which indicates that change to the PTO request will require re-approval. Users can uncheck fields as applicable. The date field is not available in this maintenance table. If changed, it will always require re-approval of a PTO Request.



## Time Management System

From TMS fields that will be enabled for editing include: date, benefit type, start time, hours, distribution code, and comments.

Requests that are edited and require re-approval will be flagged as cancelled and a new unapproved record will be created with the changes. Re-approval email(s) will be sent to the approvers of the request. Requests that are edited and do not require re-approval will be flagged as cancelled and a new approved record will be created with the changes. Email(s) will be sent to approvers of the request confirming the record was changed.

The screenshot shows a user interface for a Time Management System. At the top, it displays the date '08/31/2018', the benefit type 'VA', and the status 'Approved'. Below this is a table with columns: DATE, BENEFIT TYPE, START TIME, REQUEST #, STATUS, HOURS, DIST. CODE, SUBMITTED BY, SUBMIT DT, LOCKED BY, and REVIEWED BY. The data row shows: 8/31/2018, VA-VAC, 08:00, 2376, Approvec, 8.00, VACAT, Amber Dicl, 08/22/20, WebPOF, and POReqUser. Below the table are three comment sections: COMMENT, CANCEL COMMENT, and REVIEWERS COMMENT. The REVIEWERS COMMENT section contains the text 'Approved'. At the bottom right, there are two buttons: 'SAVE' and 'CANCEL REQUEST'.

## My Employees

### ➤ Manager Entry of PTO Time

Time Management System approvers who enter time for their employees (My Employee | My Time) now have the ability to code time to a PTO request pay type. The entry will be saved as a labor record, it will be automatically approved in the system and it will be deducted from the employee balance of time during payroll, as applicable. The entry will not create a PTO request. There will be no PTO emails sent, it will not appear on the calendar as a PTO request, and will not be reportable as a PTO request.

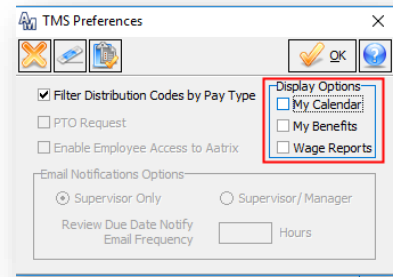
The screenshot shows the 'AMBER DICKINSON' interface. At the top right, there is a button labeled 'RETURN TO MY EMPLOYEES'. Below this, there is a 'WEEK' and 'BY DAY' section. A calendar icon is visible. The 'TOTAL HOURS: 40.00' is displayed. Below the calendar, there is a table with columns: ST, TYPE, and DIST CODE. The 'ST' column has a dropdown menu open, showing a list of pay types: HO, Ht, NP, OT, PT, RG, SK, TO, VA, WC, and RC-REGULAR PAY. The 'VA' and 'WC' options are highlighted with a red box. The 'TYPE' column has radio buttons for 'Account' and 'Distribution'. The 'DIST CODE' column has a dropdown menu labeled 'Select Dist Code'. At the bottom, there is a row of dates: Sun. (08/12), Mon. (08/13), Tue. (08/14), Wed. (08/15), Thu. (08/16), Fri. (08/17), Sat. (08/18), and a 'TICKET #' column.

# My Preferences

## ➤ TMS Preference to Remove My Benefits, My Calendar, and Wage Reports

### Accounting Master

The TMS Preferences table in Accounting Master now has options available to add or remove certain pages from viewing in TMS. The My Calendar, My Benefits, and Wage Reports pages in TMS can be removed by unchecking these display options. This is a company level preference and must be set for each of the payroll companies in a database.



### Time Management System

The TMS icons will reposition based on those pages available for viewing.



## ➤ Display Seniority Date

The My Information page now displays Seniority Date. Seniority Date is assigned to the employee from the Compensation Detail screen in Accounting Master and controls the accrual stage of benefit plans set up on a seniority basis.

# Security

## ➤ Protected Pay Restrictions for Approvers

A protected pay type is a pay type an administrator will enter, but it will not be visible to the employee. Many companies flag their bonus pay as protected. Managers, supervisors and approvers in previous versions of the Time Management System have always been able to view, report, and approve (if applicable) protected pay types.

### Accounting Master

In 18.2 the Department Maintenance table was changed to include a View Protected Pay flag. Approvers that have this option turned on will continue to view these pay types on the various labor screens and reports. When unchecked, approvers will not be able to see labor entered as protected pay for their employees in either TMS or Accounting Master. To assure uninterrupted processing, on upgrade all current department managers, supervisors and approvers will be flagged to View Protected Pay (current functionality). This can be reviewed and updated from the Department Maintenance screen as necessary.

Department Maintenance

Company: Success Telephone

Code: Admin

Name: ADMINISTRATIVE

Employee	Empl	Employee Name	View Protected Pay	Manager	Supervisor	Approve
SUCCESS	001	Millie Callen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUCCESS	002	Roberts, Jillian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUCCESS	003	Lucy Larsen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUCCESS	004	Stella Franklin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUCCESS	005	RJ Harold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Time Management System

Pay types flagged as protected will be displayed on the following TMS pages; Labor Entry Verification, My Employee | View/Approve Timesheet, My Employee | My Time Report (hourly pay types only), and Labor Reporting Summary (hourly pay types only). These pay types can be hidden from approvers by updating the department maintenance table as mentioned above.

**LABOR ENTRY VERIFICATION:**

COMPANY	DEPARTMENT	EMPLOYEE	LABOR STATUS
SUCCESS	All	All	Entered

VERIFY STATUS	PERIOD DATES	START DATE	END DATE
Pending Approval	Select One --	8/23/2018	8/23/2018

EMAIL TO PAYROLL DEPT      SEARCH

COMPANY TOTAL(S)      HOURS: 0.00    OT: 0.00    DT: 0.00     Approve All

Date	Pay Code	Dept. Code	Work Order No.	Account No.	Dist. Code
<b>Amber Dickinson (017) Hours: 9.00 OT: 0.00 DT: 0.00 Dollars: 1020.00</b> <input type="checkbox"/> Approve					
	BN	6623.000	Success Telephone		

PAY CODE	DIST./ACCT. CODE	COMPANY	WORK ORDER #	WO DESC.	SO/TT	POT. DT	DOLLARS	ST	ACCT. DESC.
BN	6623.000	Success Telephone				0.00	1000.0000	NE	CUSTOMER SERVICES

# Wage Reports

## ➤ Wage Report Posting Date

Payroll administrators will now have control over when their employees are able to view pay statement information from the TMS Wage Reports page.

### Accounting Master

The TMS Wage Report Posting Date field is now available and required during Payroll Cycle Processing.

The screenshot shows the 'Payroll Cycle Processing' window. The 'Pay Date' is set to 6/30/2018. The 'ACH Posting Date' is 6/30/2018. The 'TMS Wage Report Posting Date' is set to 7/1/2018 and is highlighted with a red box. The 'Cash Account' number is 1120.0000 and the 'Check #' is 9991731.

### Time Management System

Pay statements will be suppressed until all steps of the cycle are complete and the calendar date is equal to or greater than the TMS Wage Report Posting Date.

The screenshot shows the 'PAY STATEMENT REQUESTED' dropdown set to 'Most Recent'. The 'PAY SUMMARY' section shows a net pay of \$1,196.67 for 08/15/2018, which is highlighted with a red box. The 'PAY STATEMENT DETAIL FOR: 8/15/2018' section shows a total gross pay amount of \$1,848.00 and a total tax amount of \$339.89. The breakdown of taxes includes Federal Income (\$131.82), Medicare (\$24.82), NE State Income (\$77.11), and Social Security (\$106.14).

Category	Amount
GROSS PAY	\$1,848.00
TAXES	\$339.89
DEDUCTIONS	\$311.44
NET PAY	\$1,196.67
REGULAR PAY	88.00
Total Gross Pay Amount	\$1,848.00
Total Taxes Amount	\$339.89
Federal Income	\$131.82
Medicare	\$24.82
NE State Income	\$77.11
Social Security	\$106.14