eMACC Time Management System Enhancements Summary

Date:　　　　April 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 18.1 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. CDT Wednesday, April 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 Time

➢ *Timesheet Complete Emails*

An advanced feature of the Time Management System is the Timesheet Complete option. Employees can select this button from the My Time page. Labor for that employee is then flagged as complete, and reported as such from the management reports throughout TMS. This feature has been enhanced in 18.1 to include the option of sending an email to the approvers and/or payroll department when labor has been marked as complete.

Accounting Master

To set up the timesheet complete notification emails go to Company | Payroll | Payroll Email Setup. Select an email configuration for Timesheet Complete PR Dept and/or Approvers. New email configurations have been added to the system to accommodate; use the default verbiage MACC has established or make adjustments to your company's configuration.

Success Telephone

PR Dept Email Address	maccaccountingreps@macnet.com

Payroll / Labor / PTO

Labor Change - Employee	
Labor Change - Supervisor	
Labor Change - PR Dept	
Labor Approved - PR Dept	
Timesheet Complete - PR Dept	TS
Timesheet Complete - Approvers	TS

Use the Timesheet Complete Notify checkbox on the Department Maintenance screen to determine which managers, approvers, and supervisors should receive the notification email. The system default will assume all approvers will receive notifications, but it can be updated as needed.

Department Maintenance

Company	Success Telephone
Code	CS
Name	Customer Service

mployee Name	Manager	Supervisor	Approver	PTO Notify	Timesheet Complete Notify
illie Callen	☐	☑	☐	☑	☑
oberts, Jillian	☑	☐	☐	☐	☐
ucy Larsen	☐	☐	☑	☐	☑
tella Franklin	☐	☐	☐	☐	☐
J Harold	☐	☐	☐	☐	☐
elli Corbelli	☐	☐	☐	☐	☐

Time Management System

Labor can be submitted as complete from the My Time Report section of the My Time page. Any visible rows in the grid that have not already been flagged as complete will be updated to a Completed status once the Complete Timesheet button has been selected.

If using the email notification feature a message will appear indicating the email was sent successfully. Managers, approvers, supervisors, and/or the payroll department will receive emails indicating the employee has completed their timesheet. Once again, the email verbiage is company defined.

➢ *Labor Date Management Feature*

Payroll Administrators who battle with employees entering time when they shouldn't, or not having access to enter time on a day they should, will find relief in the new Labor Date Management feature.

Accounting Master

Accessed from the Payroll suite in the processing section, use the Labor Date Management screen to indicate a date or range of dates that are enabled/disabled for employee entry. This status can be set at a pay frequency or employee level. The payroll process will automatically insert rows to disable those dates included in the payroll cycle. As needed, this feature can enable these payroll cycle dates for entry.

Time Management System

The system will disable/enable labor entry dates for employee selection from the My Time daily or weekly entry as well as the autofill My Time section. These days will become read only in TMS.

Additionally, if a disabled date is selected or resides in a range in the autofill My Time section, this date will be ignored. No labor records will be created for the disabled date.

➢ *Ability to Inactivate a Company*

Companies or divisions no longer needed for entry and/or basic reporting in the database can be inactivated.

Accounting Master

To inactivate a company, go to the Company screen and select the Inactive checkbox. The selected company must not be a general ledger, payroll, or material company for another active company in the database. Inactivating a general ledger company will automatically inactivate all associated divisions of that company. Inactive companies will be removed from transaction, search, and module reporting throughout the database. An inactive company can only be reported on through the general ledger reports that have been flagged to include inactive companies. It is strongly recommended that you do not inactivate a company until it has been at least one year since the last database activity.

Time Management System

Inactive companies and divisions will be removed from all company drop-downs in the Time Management System. This includes the drop-down on the My Time input section, approval screens, and all reporting pages.

Wage Reports

➢ *Summary View*

The TMS Wage Reports feature has been redesigned. When accessed, the page will display a contemporary and convenient summary view of each pay period. The summary will include a quick look at gross income, taxes, and elective deductions, with the resulting net wages for the period. This information is displayed via graph and text. Full details will still be accessed from the saved PDF copy of the pay statement.