



eMACC Time Management System Enhancements Summary

Date: April 2019
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 19.1 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. (Central) Tuesday, April 9, 2019.**

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

➤ *TMS Option to Enter Dollar Pay Types (On Call Pay)*

Processes and procedures differ from one company to another. To accommodate the range of employee responsibilities MACC added a feature to TMS allowing employees to enter specific dollar pay types. This addition focuses on pay types such as On Call Pay but can accommodate any desired dollar pay type. Instead of involving the payroll administrator in the on call calendar and the inevitable shift changes, this new option puts the responsibility on the employee. Employees will have the ability to select the dollar pay type and assign it to a GL account or distribution code. Employees will not have the control to change the dollar amount. The record will be saved using the default dollar amount tied to the pay type in the maintenance table.

This new option in TMS must first be turned on before employees can begin entering dollar pay types. This can be done by checking the Allow Dollar Pay Types flag from the TMS Preferences screen in Accounting Master. It is recommended users review their pay types before starting this new process.

From the My Time section of TMS, if the employee is assigned a dollar pay type, it will be available in the Pay drop-down. Dollar pay types without an established default value, or those flagged as protected, will not be available.

If inputting time by day, once selected the Hours and Prevailing Wage drop-downs will be disabled. Employees will select an account or distribution code for the dollar pay type and save the record.

If inputting time by week, once selected each day of the week will contain a checkbox. The employee will place a check next to each weekday that applies. A record will be created for each selected date.

Dollar pay type records will appear in the My Time Report and various other Management screens and reports. The dollar amount will be displayed where applicable.

➤ *My Time Report to Display in Chronological Order*

The My Time Report located at the bottom of the My Time page displays all entered records for the employee. This report can be adjusted to display by week, by day or by pay period. The report groups by day displays all pay records under a daily total. In 19.1 the report has been enhanced to force a secondary sort of the grid to display in chronological order for each day.

My Preferences

➤ *Preference to Suppress AutoFill Section on My Time Screen*

A new user preference has been added to the My Account Preferences section of TMS. Under the Set Default Preferences section users can choose to enable or disable the AutoFill My Time feature. By default this option will be set to enabled. If

disabled, the AutoFill section on the My Time screen will be hidden. Employees will move from the Input My Time section directly into the My Time Report. This option will increase the real-estate of the screen for those employees not interested in using the autofill feature.

➤ *My Time Report Default Grid Display*

In addition to the preference mentioned above, users will also have the option to set the My Time Report grid default display as expanded or collapsed. Under the Set Default Preferences section users can choose to default the grid display to expanded or collapsed. By default this option will be set to expanded. If collapsed, the My Time Report will initially open collapsed displaying only daily totals. Employees can expand each day as applicable. This option will also increase the real-estate of the screen and provide a quick look at each day before moving to daily details.

MY TIME REPORT: BY WEEK BY DAY BY PAY PERIOD

WEEK: 02/17/2019-02/23/2019 EXPORT TO: PDF

WEEK: 43.00 UNAPPROVED: 43.00 POTENTIAL OVERTIME: 0.00 POTENTIAL DOUBLETIME: 3.00

- > 02/18/2019 - Daily Total Hours: 8.00
- > 02/19/2019 - Daily Total Hours: 8.00
- > 02/20/2019 - Daily Total Hours: 10.00
- > 02/21/2019 - Daily Total Hours: 9.00
- > 02/22/2019 - Daily Total Hours: 8.00

Management

➤ *Time Off Verification – Display Date and Time Request was Entered*

A column for Request Date (and time) is now available in the Time Off Verification grid. This column will contain the date and time the employee made the request. This information will prove beneficial to the approver reviewing and approving (or denying) the request.

Employee : Millie Callen Hours: 4.00

START DATE	START TIME	BENEFIT TYPE	DIST. CODE	HOURS	AVAILABLE	SCHEDULED	REQUESTED	REQUEST DATE	LOCKED BY	LOCK
03/01/2019	08:00 AM	PTO	VACATION	4.00	800.00	0.00	4.00	02/20/2019 11:14 AM	WebMWhite	02/2

COMMENT: APPROVAL COMMENT:

Approve Deny

Reports



➤ All Company Reporting Options

The reporting feature of TMS has been updated to include an 'All' company option. When accessing one of the four available reports from the Reports page of TMS the Company drop-down will contain each individual company as well as an option to select All. The program will use the Company default as the initial value loaded into this drop-down. If the option for All is selected the report results will include all employees associated with the manager/supervisor across all companies in which they have an employee.

The results grid will load as applicable. Depending on the selected report the company will be displayed in the grid along with the results.

LABOR REPORTING SUMMARY:

COMPANY	DEPARTMENT	EMPLOYEE	PAY TYPE
All	All	All	All

SORT BY	START DATE	END DATE
Employee - Pay Code	2/20/2019 	2/20/2019 

SUBMIT

COMPANY TOTAL(S) HOURS: 23.50 OT: 0.00 DT: 0.00

> Kay Meyer (1000) (SAMPLE) Hours: 8.00 OT: 0.00 DT: 0.00
> Lillie Longstockings (001) (S-HOLDINGS) Hours: 8.00 OT: 0.00 DT: 0.00
> Millie Callen (001) (SUCCESS) Hours: 7.50 OT: 0.00 DT: 0.00