

**Date:** October 2019  
**From:** MACC's Product Development Team  
**Re:** eMACC TMS – Enhancement Summary

The following enhancements were made to the eMACC 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 19.2 and the associated table settings are established within the database.

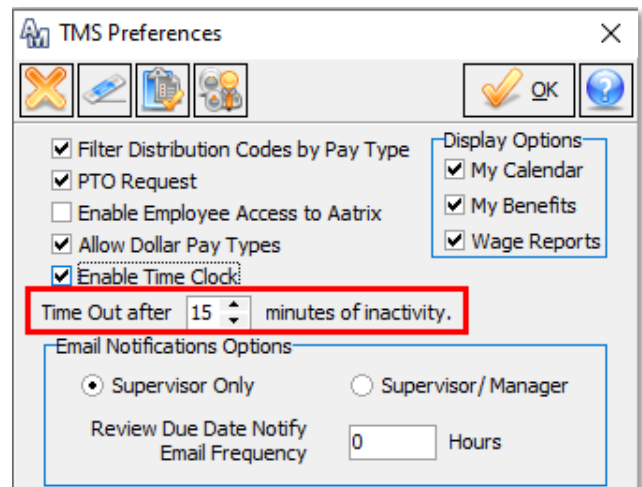
TMS's online help has also been updated to include information on the latest enhancements. Please refer to the help documentation for an in-depth explanation of the enhancements included in this letter or contact your MACC Accounting Master Software Support Representative.

## My Time

### ➤ TMS Preference Extended Time Out Length

Often when users are entering time, they get side-tracked and have to re-key information due to the system timing out. The TMS Preferences table in Accounting Master now includes the option to extend the time out length in TMS. Companies will have the option to extend time up to 30 minutes.

TMS will time out if no activity occurs based on the established time set. A warning message will appear, providing the option for the user to stay logged in. If there is no response the user will be logged out of TMS and will be redirected to the login page. If the user clicks on the option to stay logged in, the extended time will start over. Upon upgrade, the time out length will default to 15 minutes.



## Refresh Session

It is '2:21:45 PM'. Session will expire within the next 1.5 minute(s). Extend Session?

OK

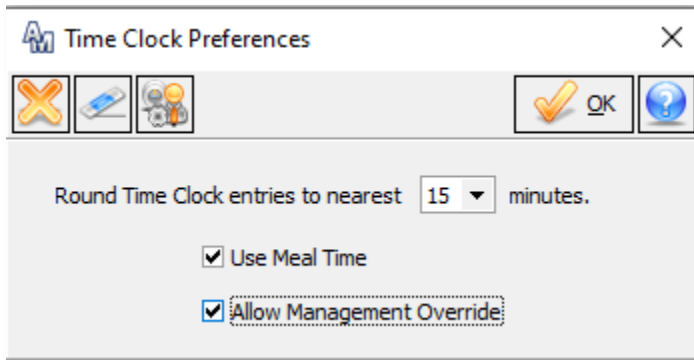
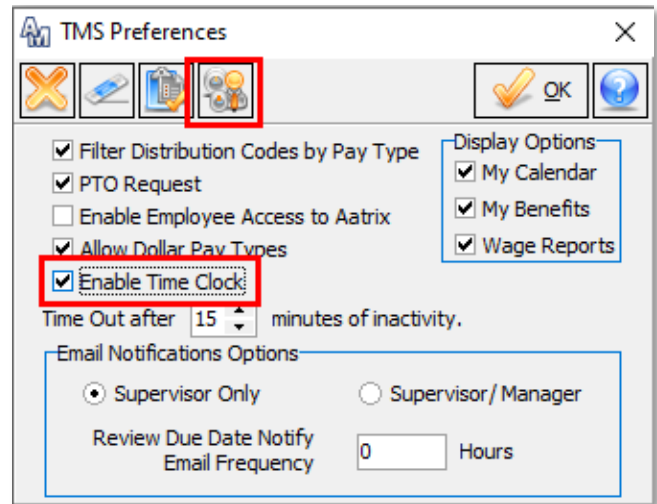
CANCEL

### ➤ TMS Time Clock

Monitoring employee time entry can be challenging for management and payroll personnel. There are times when employees forget to enter their time records due to busy schedules. MACC is introducing a Time Clock feature to TMS to help with employee time management. Time Clock allows employees to clock in and out, track meal times, and provides management edit options when needed. Companies will be able to select which employees will utilize Time Clock and choose a rounding option for time entry.

The TMS Preference table includes the option to Enable Time Clock, which when flagged will enable the functionality in TMS. This will also enable new Time Clock maintenance from the TMS Preferences header.

The Time Clock maintenance screen will allow users to select a rounding option of 0, 5, 6, or 15 minutes. Rounding option of 0 calculation is based on actual clocked time. Rounding option of 5 will round 2 ½ minutes before and after each 5-minute increment. Rounding option 6 will round 3 minutes before and after each 6-minute increment. Rounding option 15 will round 7 ½ minutes before and after each 15-minute increment.



Selecting the Use Meal Time option allows TMS users to clock in and out for meal breaks. This will record an actual meal time record for reporting purposes. The Management Override checkbox, when selected, will allow Managers, Supervisors, and Approvers to override time clocked hours. This will be helpful in the event an employee forgets to clock in or clock out, as management will be able to enter or edit time for the employee.

The Employee Labor Preference table was updated to include Time Clock functionality. The Time Clock column was added with a checkbox field. This enhancement allows users to enable designated employees to utilize the Time Clock function. If an employee isn't checked for Time Clock, the employee will not have access to the Time Clock function in TMS. Along with the Time Clock column, Default Dist Code and Default Acct Code columns were also added. The drop-down fields will display Distribution Codes/GL Account numbers assigned to selected employees. Employee must have a distribution code or GL account assigned as this will create a default for the employee when clocking in and out.

Employee Information					Time Management System							
Employee Name	Employee ID	Database Login	Department	Active	Time Clock	Default Acct Code	Default Dist Code	Sum By Dist Code	Calendar Benefits	Calendar On Call	Calendar Misc.	Display Entire Comp
Millie Callen	001	MWhite	ADMINISTRATIVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		MARY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Roberts, Jillian	002	Julie	ADMINISTRATIVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		JULIE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lucy Larsen	003	POReqUser	ADMINISTRATIVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6728.000		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stella Franklin	004	SFinken	Customer Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		STACI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The Time Clock History table was added to provide management with the ability to edit, add, or delete time records. The Time Clock History table is accessible from the Labor Entry screen and the Payroll Suite. Employees that were selected for Time Clock entries within the Employee Labor Preferences will be available from the Employee ID drop-down. Depending on TMS preferences settings, the Record Type will include Labor and/or Meal options.

The screenshot shows a window titled "Time Clock History" with search criteria for Company (Success Telephone) and Employee ID (004). The Worked Date range is from 08/12/2019 to 08/19/2019. Below the search criteria is a table with the following data:

Worked Date	Record Type	Clock In	Clock Out	Rounded Time In	Rounded Time Out	Total
8/12/2019	Labor	07:45:00 AM	04:15:00 PM	07:45:00 AM	04:15:00 PM	8.5
8/13/2019	Labor	07:48:00 AM	04:06:00 PM	07:45:00 AM	04:00:00 PM	8.25
8/14/2019	Meal	07:51:00 AM	04:01:00 PM	07:45:00 AM	04:00:00 PM	8.25
8/15/2019	Labor	07:46:00 AM	04:22:00 PM	07:45:00 AM	04:15:00 PM	8.5
8/16/2019	Labor	07:47:00 AM	03:59:00 PM	07:45:00 AM	04:00:00 PM	8.25

Summary: Rows: 5, Total Labor Hours: 41.75, Total Meal Hours: 0

The "SET DEFAULT PREFERENCES" dialog box has two sections:

- MY TIME:** Change default view of 'My Time' screen:
  - By Day
  - By Week
  - Time Clock
- MY TIME:** Default distribution Time Entry To:
  - Account
  - Distribution



When Time Clock is enabled, the TMS Preferences will reflect selected employees' Time Clock defaults. The Time Clock will be displayed along with the default time entry option. Employees will not be able to alter the Time Clock preferences.

The TMS Input My Time screen will default to the current date and display Clock In buttons. If Meal Time was enabled, the Meal Start button will also display. Employees will be able to simply click on the Clock In button. This action will record the clocked in time and the button will toggle to Clock Out. When clocking out for a Meal, users will simply click on the Meal Start button, recording the meal record and the button will total to Meal End.

The "INPUT MY TIME" screen shows the date set to Friday 9/20/2019. At the bottom, there are two buttons: "MEAL START" and "CLOCK IN".

The My Time Report will display clocked hours, and management will be able to edit employee time records. Only those who have ACCTAdmin and PRAdmin security roles, Manager, Supervisor, and Approvers will have the ability to edit employees time records.

**MY TIME REPORT:**  BY WEEK  BY DAY  BY PAY PERIOD


PAY PERIOD: (18) - 09/16/2019 - 09/30/2019  EXPORT TO: PDF  **EXPORT**

PERIOD: 5.75 UNAPPROVED: 5.75 POTENTIAL OVERTIME: 0.00 POTENTIAL DOUBLETIME: 0.00

09/18/2019 - Daily Total Hours: 5.75






DATE	HOURS	PC	DIST.	COMPANY	ACCT. CODE	WORK ORDER	SO Number	TICKET #	ST	POT. OT	PW	STATUS
09/18/2019	5.75	RG	STACI						NE			Entered






COMMENT

DATE	TYPE	CLOCK IN	CLOCK OUT	CLOCK IN ROUNDED	CLOCK OUT ROUNDED	TOTAL LABOR HOURS	 EDIT	DELETE
9/18/2019	Labor	07:35:28 AM	12:01:45 PM	07:30 AM	12:00 PM	4.50		

The Labor Entry Verification screen was updated by adding a Date Option field. A drop-down list of date options such as Last Pay Period, Next Pay Period, will be available for selection. The date will be defaulted to the current date. Users will still have the ability to select a specific date range. Management will be able to view employee Time Clock entries as well. If needed, they will be able to expand the record to see employee’s actual clocked times.

**LABOR ENTRY VERIFICATION:**

COMPANY	DEPARTMENT	EMPLOYEE	FIRST NAME	LAST NAME
SUCCESS 	All 	Stella Franklin 	All 	All 

LABOR STATUS	VERIFY STATUS	PERIOD DATES	DATE OPTIONS	START DATE	END DATE
Entered 	Pending Approval 	Select One -- 	<div style="border: 1px solid red; padding: 5px;">           Select One --            Current Pay Period            Next Pay Period            Last Pay Period            Today            Tomorrow            Yesterday            This Week            Next Week            Last Week            This Month            Next Month            Last Month         </div>	8/19/2019 	8/19/2019 

**DEPT** **SEARCH**

COMPANY TOTAL(S) HOURS: 41.75 OT: 1.75 DT: 0.00  Approve All

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Date	Pay Code	Dept. Code	Work Order No.	Account No.	Dist. Code
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Stella Franklin (004) Hours: 41.75 OT: 1.75 DT: 0.00 Dollars: 0.00  Approve

DATE	HOURS	POT. OT	PAY CODE	DIST./ACCT. CODE	COMPANY	WORK ORDER #	WO DESC.	SO/TT	POT. DT	DOLL
08/12/2019	8.50	0.00	RC	STACI					0.00	0.00

🕒

COMMENT

APPROVE COMMENT

Approve

Clock-in Info

DATE	TYPE	CLOCK IN	CLOCK OUT	CLOCK IN ROUNDED	CLOCK OUT ROUNDED	TOTAL LABOR HOURS
8/12/2019	Labor	07:45:00 AM	04:15:00 PM	07:45 AM	04:15 PM	8.50

When viewing labor details from TMS Labor Reports, management will have the option to expand labor record details to view employees' actual time clock entries.

### LABOR REPORTING SUMMARY:

COMPANY	DEPARTMENT	EMPLOYEE	FIRST NAME	LAST NAME
SUCCESS	All	Stella Franklin	All	All

PAY TYPE	SORT BY	START DATE	END DATE
All	Employee - Pay Code	8/12/2019	8/19/2019

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COMPANY TOTAL(S) HOURS: 41.75 OT: 1.75 DT: 0.00

Stella Franklin (004) Hours: 41.75 OT: 1.75 DT: 0.00

RG - REGULAR PAY

WORKED DATE	PC	PAY DESCRIPTION	HOURS	POTENTIAL OT	POTENTIAL DT
08/12/2019	RC	REGULAR PAY	0.85	0.00	0.00

Clock-in Info



DATE	TYPE	CLOCK IN	CLOCK OUT	CLOCK IN ROUNDED	CLOCK OUT ROUNDED	TOTAL LABOR HOURS
8/12/2019	Labor	07:45:00 AM	04:15:00 PM	07:45 AM	04:15 PM	8.50

# Management

## ➤ TMS First/Last Names added to Labor Entry Verification

Managers have the ability to approve their employees' records in TMS by selecting a company, department, and/or employee for filter. MACC has enhanced the Labor Entry Verification and Paid Time Off Approval screens by including new filter options to select by employee First and/or Last Name when approving labor or PTO.

### LABOR ENTRY VERIFICATION:

COMPANY	DEPARTMENT	EMPLOYEE	FIRST NAME	LAST NAME	
SUCCESS	All	All	All	All	
LABOR STATUS	VERIFY STATUS	PERIOD DATES	DATE OPTIONS	START DATE	END DATE
Entered	Pending Approval	Select One --	Select One --	8/1/2019 	8/23/2019 

## ➤ TMS PTO Email Include Request Time

The paid time off request feature residing within TMS sends notification emails to management. When employees submit their PTO request, management will receive an email containing basic information for the request. In efforts to provide detail communication, the user will now be able to include additional information in the PTO request email; PTO date of request, Start time, End time, Comments, Distribution Code, Total Available hours, Total Scheduled hours, and Requested hours in the email details. These additional fields were added to email types; PTO Request-Supervisor, PTO Request-Employee, PTO Approve/Deny Supervisor, PTO Approve/Deny-Employee, PTO Cancel-Supervisor, PTO Cancel-Employee, and PTO Past Due-Payroll. Updates to the PTO notification emails can be done from the Email Configuration Setup located in the Payroll Company table.