

Time & Attendance Release 4.0.59.2

Released 06.22.2017

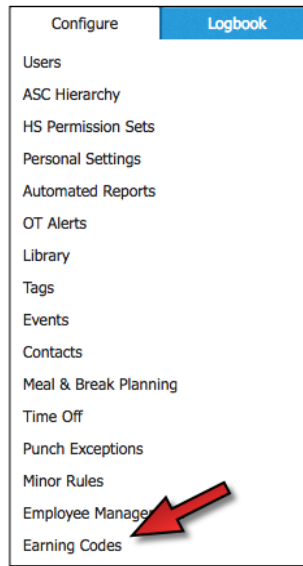
Table of Contents

New Features & Improvements Web	3
ASC - Customized Earning Codes	3
ASC - Custom PTO Reasons in the Paycor Export	6
ASC - Custom PTO Reasons in the Paychex Flex Export	6
ASC - Custom PTO Reasons in the Paylocity Export	6
Default Break Penalties	6

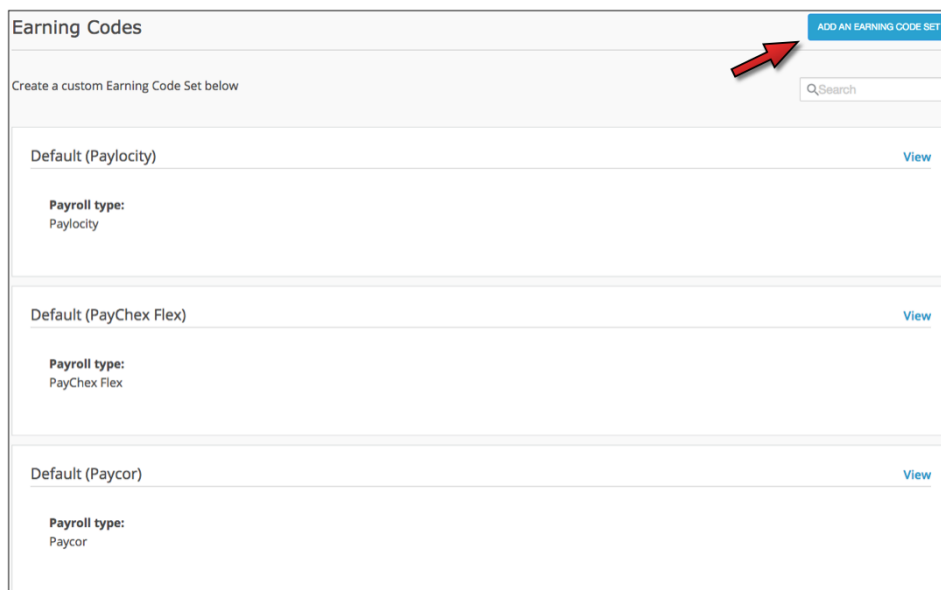
New Features & Improvements | Web

ASC - Customized Earning Codes

On Monday, June 26th, all existing Time & Attendance administrators will be able to customize their export earning codes so they won't have to change the export before submitting it to their payroll company. From the Configure tab of the ASC, users can select **Earning Codes**.



Currently, the three payroll companies available for customized earning codes are Paylocity, PayChex Flex, and Paycor. Users are able to view what the default earning codes for each is by clicking **View**, however, if they want to add a customized set of codes, they need to click the **Add An Earning Code Set** button.



When adding a new Earning Code Set, users are required to name the set **(1)** and select the Payroll Type **(2)** the set is for. They can then use the text fields to create their new Earning Codes **(3)** before clicking **Save**. Although the fields are alphanumeric, each field must contain at least one character other than a space or a special character.

The screenshot shows a form for creating an Earning Code Set for California. At the top left, there is a text input field containing 'California' with a red circle '1' next to it. To the right are 'SAVE' and 'CANCEL' buttons. Below this is a 'Payroll Type' dropdown menu (2) with 'PayChex Flex' selected. A list of options includes 'PayChex Flex', 'Paycor', and 'Paylocity'. To the right of the dropdown is a table of earning codes with input fields for each (3):

REG	Regular	<input type="text" value="REG"/>
OT	Overtime	<input type="text" value="OVRTM"/>
DT	Double Time	<input type="text" value="DBLTM"/>
SP	Special Pay	<input type="text" value="SPPY"/>
TIPS	Cash Tips	<input type="text" value="CSHTPS"/>
CCTIPS	Credit Card Tips	<input type="text" value="CCTIPS"/>
PAYADJ	Pay Adjustments	<input type="text" value="PAYADJ"/>
PTO	Paid Time Off	<input type="text" value="PTO"/>

Once saved, the Earning Code Set will display on the Earning Codes landing page with the default sets. Users are able to view the payroll type the set is for and when it was modified. Custom Earning Code Sets can be edited and/or deleted, when the default sets can only be viewed.

The screenshot shows the details of the 'California' Earning Code Set. At the top left is the name 'California' and at the top right are 'Edit' and 'Delete' links. Below this, the 'Payroll type' is listed as 'PayChex Flex' and the 'Date Modified' is '06/05/2017, 1:41 PM'.

When generating payroll, the set will be selectable with the other payroll exports.

Payroll Generation

Find Bi-weekly 06/12/2017 - 06/25/2017 Select Pay Type

- Store Name
- JLA TST 001100
- JLA TST 002200
- JLA TST 003300
- JLA TST 004400
- JLA TST 005500

None

The custom Earning Codes can then be viewed in the exported payrolls.

Client ID	Worker ID	Org	Job Number	Pay Component	Rate	Rate #	Hours
1		-1	1	REG	4.5		15.21
1		-1	2	REG	1		8
1		-1	2	REG	1		8
1		-1	2	REG	1		12.1
1		-1	2	REG	1		8
1		-1	2	REG	1		8
1		-1	2	OVRTM	1.5		4
1		-1	2	OVRTM	1.5		4
1		-1	2	OVRTM	1.5		4
1		-1	2	OVRTM	1.5		3.6
1		-1	2	DBLTM	2		0.1
1		-1	2	DBLTM	2		0.1
1		-1	2	DBLTM	2		0.1
1		-1	5	REG	1		8.84
1	1234567		4	REG	2		7
1	5555555		1	REG	4.5		0.02
1	5555555		1	REG	4.5		4.87

ASC - Custom PTO Reasons in the Paycor Export

Customers using customized Paid Time Off reasons will now see those reasons and the hours approved in their Paycor payroll exports. The reason will appear in the “hoursCode” column, and the amount of approved hours will appear in the “codedHours” column.

payWeek	employeeNumbe	socialSecurityNu	shiftPremium	exceptionDepart	exceptionRate	regularHours	overtimeHours	hoursCode	codedHours
	12345678	12345678		123456	5			Jury	8

ASC - Custom PTO Reasons in the Paychex Flex Export

Customers using customized Paid Time Off reasons will now see those reasons and the hours approved in their Paychex Flex payroll exports. The reason will appear in the “Pay Component” column, and the amount of approved hours will appear in the “Hours” column.

Client ID	Worker ID	Org	Job Number	Pay Component	Rate	Rate #	Hours
1100	12345678		123456	Jury		5	8

ASC - Custom PTO Reasons in the Paylocity Export

Customers using customized Paid Time Off reasons will now see those reasons and the hours approved in their Paylocity payroll exports. The reason will appear in the third column, and the amount of approved hours will appear in the sixth column.

A	B	C	D	E	F
12345678	E	Jury		8	5

Default Break Penalties

Improvements have been made to what is deemed a default Break Penalty for customers. Previously, a shift would be flagged as an exception if a meal wasn’t taken before hitting five consecutive hours when the meal rule was set for five hours. Now, to better align with the California Meal & Rest Breaks laws, as long as the employee clocks out for his or her meal at any time within the shift (even if that means after the five-hour mark), the shift will not be flagged as an exception and will not add a penalty pay. We will still support the ability to configure a rolling meal break rule where we will flag an exception when a meal and/or break is not taken within a consecutive time frame.