

Enhancement:

1. Timesheet Bulk Entry Data Log

The timesheet has been modified to allow bulk entry of hours distributed over a pay-cycle. This reduces significantly the time taken to manually enter data into the timesheet for employee with the same total hours in the pay cycle and the amount of hours allocated per day is not relevant to generate bonus or premium

To use this global data entry feature:

Select the days to populate in the pay cycle by enabling the Mon-Fri and: or Sat/Sun check boxes

- Tag all the employees names with the same total hours
- Type in the total hours to allocate each employee in the “Total bulk hours to Add” textbox
- Click the [OK bulk]

Note: This feature automatically save the hours to the employee timesheet when used

The time distribution rules setup under the “Options” tab will be enforced during the bulk data entry

2. Project Bonus /Cost Center Distribution

The cost center management form has been amended from a single job dependent rate (task work rate) to multiple task work rates

To use this feature:

- Open the Cost Center Setup form (click: Time & Cost -> Jobs & Cost Center)

1. Select the Cost center or Job Name from the available list
2. Select a trade from the list of Job titles. (This list is built from the job titles of employee)
3. Enter the Task work rate for the specific trade in the space allotted

Click the [OK] button to save

To use the task work rate on the time sheet

Double click on a row or enable the “Use Multiple Cost Center” option on the timesheet

Enable the “Cost Center Rate”

Select the cost center or Job Name name and enter the number of units.

The task work rates will be automatically loaded for the trade of the employee selected

Click the OK button to log the task work done

3. Job Bonus Auto Generation

The automatic bonus generator has been modified to include premium that are paid based on time of day or night worked. This include Night Premium, Shift premium etc.

To use this feature

Open the BONUS Setup form (*Setup* → *Project Bonus*)

Comission & Bonus SETUP

Item Name: NIGHT SHIFT PREMIUM

Qualifying rules:

Days Work: Mon Tue Wed Thur Fri Sat Sun Holidays

Count: Hours Worked (indicator) BETWEEN (Value) 6 :00:00 PM and - 6 :00:00 AM

note if indicator is set to "e" the counter restarts after the target value is reached

Payment:

Calculated from: Percentage of earning or Fixed dollar amount Amount is taxable

Percentage: 20% Regular hours Pay/ OT hours Pay/ Job Rate

Payment Intervals: As become due When I will choose

OK Close

1. Check the qualifying "days work" checkbox
2. Select the qualifying parameters from the available combination of count, indicator and values
3. Select the method from which the amount is generated (i.e percentage or fixed dollar amount)
4. Select a payment interval and click [OK]

Assign these bonuses to the appropriate Job/Cost center to which applies in the cost center setup.

Cost Center Name:

EQUIPMENT 130A Add/Modify

Rates	Job Bonus	Work Group
	<input type="checkbox"/> 1 in 17	
	<input checked="" type="checkbox"/> 1 in 20	
	<input type="checkbox"/> EOP 15%	
	<input checked="" type="checkbox"/> EOP 16%	
	<input type="checkbox"/> Laundry	
	<input checked="" type="checkbox"/> Meal Allowances ...	
	<input checked="" type="checkbox"/> Supper	
	<input type="checkbox"/> <add new>	

4. Printing & Reporting

The print pay report selection form has been modified to better manage sub-selection of report by cost center this remove the duplication of job/cost-center when project summary reports are run.

Payroll Reports: Printer: Adobe PDF

Payroll Cycle: NIGHTLY All Cycles

Date Range: Ending [mm/dd/yyyy] Start [mm/dd/yyyy]
06/19/2009 06/06/2009

Select Reports: Reports

All

Exclude InActive Employee Names

All 24

<input type="checkbox"/> BEVERLY HILLS	<input checked="" type="checkbox"/> 53 BECKFORD MICHEAL
<input type="checkbox"/> Chester Castle	<input checked="" type="checkbox"/> 111 Brown Delrose
<input type="checkbox"/> EQUIPMENT	<input checked="" type="checkbox"/> 804 Brown Glenrick
<input type="checkbox"/> HARTLANDS	<input checked="" type="checkbox"/> 102 Clarke Joseph
<input type="checkbox"/> HOPE BAY	<input checked="" type="checkbox"/> 67 DERRICK CUMMINGS
<input type="checkbox"/> Hope Bay #2	<input checked="" type="checkbox"/> 68 Dixon Cornel
<input type="checkbox"/> HOPE FIELD	<input checked="" type="checkbox"/> 70 ELLIS KEITH
<input type="checkbox"/> HOUNSLOW	<input checked="" type="checkbox"/> 65 Fogah Mcknight
<input type="checkbox"/> Little Park	<input checked="" type="checkbox"/> 100 GAYLE George
<input type="checkbox"/> MHEIGHTS	<input checked="" type="checkbox"/> 207 GRAHAM JASON
<input type="checkbox"/> MILK RIVER	<input checked="" type="checkbox"/> 51 GRANT EVON
<input type="checkbox"/> MILK RIVER	<input checked="" type="checkbox"/> 55 Henderson Audley
<input type="checkbox"/> Molynes	<input checked="" type="checkbox"/> 82 HENRY DONOVAN
<input type="checkbox"/> MOYNFES RD	<input checked="" type="checkbox"/> 00930 Hutchinson Eustace
	<input checked="" type="checkbox"/> 73 LEWIS BEVIL
	<input checked="" type="checkbox"/> 44 Mohammed Trevor
	<input checked="" type="checkbox"/> 35 Parkinson Alton

Print/Preview

NEW PRINT SELECTION FORM

Print / Preview Printer: Adobe PDF Printer Setup

payroll Cycle: MONTHLY Ending [mm/dd/yyyy] Start: 06/01/2009

Select Reports: Reports

Employee Selection

Exclude InActive Employee Names

Departments... Projects...

<input checked="" type="checkbox"/> 13 BRIAN ROSEMAR... Finance Manager	<input type="checkbox"/> Hope Bay #2
<input checked="" type="checkbox"/> 0904 Brown Miecha Engineer	<input type="checkbox"/> Admin
<input checked="" type="checkbox"/> 908 Campbell Jerome Site Supervisor	<input type="checkbox"/> BEVERLY HILLS
<input checked="" type="checkbox"/> 1 Daley Cilaro Site Manager	<input type="checkbox"/> Chester Castle
<input checked="" type="checkbox"/> 906 Davis Ian Project Account...	
<input checked="" type="checkbox"/> 27 Donaldson Fitzroy... Quantity Survey...	

Print/Preview Report Options Close

progress...

OLD PRINT SELECT FORM

Combines Project & Department into Cost Center Control - removes duplicates

5. Standing Order Account and Third Party Income Payment

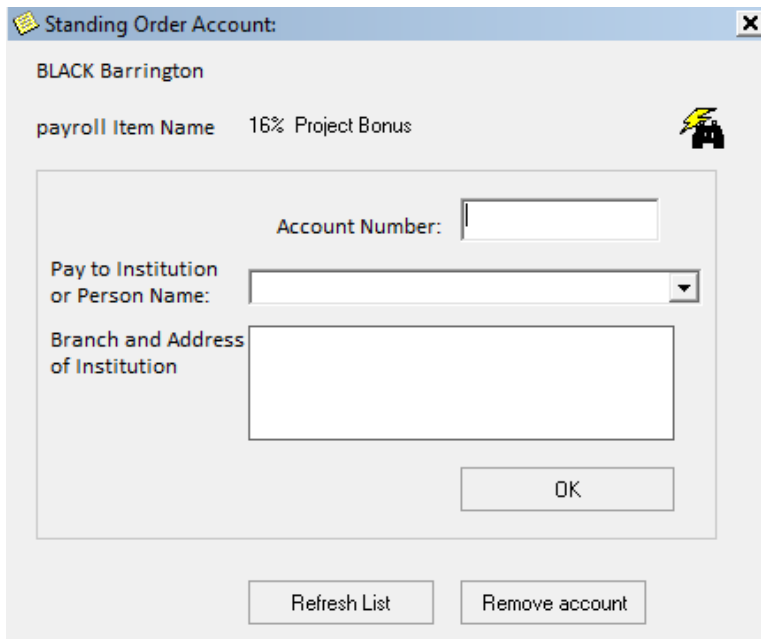
A standing order detail form has been added to allow for those standing orders that are deposited to Accounts Numbers on behalf of Employee to be performed.

The original “Voluntary Deduction” and “Other Income” **pay to:** option has been transferred to this form.

To use the standing order form:

Select from Setup → Standing Order Account or double click the pay to Name at the bottom of “Other Income” or “Voluntary Deduction” setup form

Complete the entry form as needed ... press the [OK] button to save



If the employee has an account number for the third party payment then enter it in the space provided otherwise leave blank.

The Account Numbers will be printed on the report to the institution for the respective deductions payments.

FIXES

The following element were fixed from release 4.1.3

- Date of employment changing to current date when saving with multiple MDI form loaded
- Shift number reset to default when an employee is assigned multiple shift or work outside of designated shift time
- Birthday reminder modified to display birthdays in advance of the date when occur
- Search module expanded to use multiple search/lookup strings