

# CompuTime101 Shift Setup Guide

## 1) Shift Number & Description

Shift #	<input type="text" value="1"/>	Description	<input type="text" value="Sample Shift"/>
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Each shift requires a unique shift number. The description is optional and used for your reference. The standard software version allow for 1 shift. The Professional version allows for 9999 shifts.

## 2) Revision Zones

	Zone Start:	Zone End:	Calc From:		Zone Start:	Zone End:	Calc To:
In Revision 1 <input checked="" type="checkbox"/>	7:30 AM	8:00 AM	8:00 AM	Out Revision 1 <input checked="" type="checkbox"/>	5:00 PM	7:00 PM	5:00 PM
In Revision 2 <input type="checkbox"/>				Out Revision 2 <input type="checkbox"/>			
In Revision 3 <input type="checkbox"/>				Out Revision 3 <input type="checkbox"/>			

The purpose of revision zones is to create zones of non-calculated time to control unauthorized overtime. The zone will be active once all three parameters are defined (start, end, calc). The zone start and end define the zone size. The Calc From (for an in revision) defines when the employee will start getting paid. The Calc To (for an out revision) defines then the employee will stop getting paid. You do not have to define both an in revision and an out revision, you may use only an in, only an out, or both. The standard software version allows one in and one out revision zone. The Professional version allows three of each.

## 3) Punch Rounding

Punch Rounding	
Rounding Period	<input type="text" value="15"/>
Round In Punch Forward At	<input type="text" value="1"/>
Round Out Punch Forward At	<input type="text" value="15"/>
Rounding Exempt Zones: ?	
<input type="text" value="9:00 AM"/>	to <input type="text" value="9:30 AM"/>
<input type="text" value="12:10 PM"/>	to <input type="text" value="1:00 PM"/>

Rounding will be active if the rounding period and at least one round parameter is defined (round in or round out punch forward at). When rounding is used, all punches will be rounded unless they are within a rounding exempt zone. Rounding period is the interval in which punches are rounded. The round punch forward at settings determines the minute at which the time rounds forward within the interval. For example, if the round in punch forward at setting is 8, punches on or greater than the 8<sup>th</sup> minute into rounding period interval will round forward. The same method applies to the out punch. All punch rounding settings are available in both the standard and Professional software versions.

## 4) Automatic Lunch Deduction

Auto Lunch Level 1 Active	<input checked="" type="checkbox"/>			
Deduct	<input type="text" value="30"/>	After	<input type="text" value="360"/>	Minutes
Auto Lunch Level 2 Active	<input type="checkbox"/>			
Deduct	<input type="text" value=""/>	After	<input type="text" value=""/>	Minutes

The automatic lunch deduction will be active once both parameters are defined (deduct minutes, after minutes). The example above would deduct 30 minutes after 6 *consecutive* hours worked. This rule as based on consecutive time worked, not total time worked for the day. The standard software version allows level 1 deduction only. The Professional version allows level 1 and level 2. If both levels are defined and the employee qualifies for the level 2 deduction it will apply instead of level 1, not in addition to.

## 5) Unpaid Break

UnPaid Break Active

If Break Is More Than:

But Less Than:

UnPaid Duration =

This feature is available in the Professional version only. The unpaid break will be active once all parameters are defined (more than, less than, duration). The purpose of this rule is to force a minimum deduction for a break (or lunch). If the employee break is between the more than and less than parameters they will be unpaid for the unpaid duration amount. For example, if the parameters are more than 40, less than 60, unpaid duration 60, and the employee break/lunch is 50 minutes they will still have a total of 60 minutes deducted.

## 6) Paid Break

Paid Break Active

If Break Is More Than:

But Less Than:

Paid Duration =

This feature is available in the Professional version only. The paid break will be active once all parameters are defined (more than, less than, duration). The purpose of this rule is to allow an employee to punch out for a break (or lunch) and still get paid for that time. If the employee break is between the more than and less than parameters they will be paid for up to the paid duration amount. For example, if the parameters are more than 10, less than 20, unpaid duration 15, and the employee break/lunch is 18 minutes the will be paid for 15 minutes and have 3 minutes deducted.

## 7) Daily Hour Budgets


Use Daily Hour Budgets

Daily Hours Per Employee:

Total Daily Hours Per Shift:

This feature is available in the Professional version only. The hour budgets will be active once all parameters are defined (daily hours per employee, daily hours per shift). The budgets are used for reporting only (specifically the Budgeted Shift Hours report) and do not alter the calculated time. The report will compare actual versus expected time and report the over/under amount.

## 8) Overtime Override

Set Overtime Override 

Daily

Weekly

This feature is available in the Professional version only. To set an overtime override, check either daily, weekly, or both, and enter the overtime parameter (the number of hours after which overtime is applied). If an override is used it will replace the overtime parameter set in the global company rules.

## 9) Early Before, Late After, Leave Early Before, Leave Early After

Early Before:  Late After:  Leave Early Before:  Leave Late After:

This feature is available in the Professional version only. The early/late parameters are used for reporting only (specifically the Who's Early/Late (Shift Rule) report and the Who's Early/Late (Shift Rule) Summary report) and do not alter the calculated time. You may define any combination of times and do not have to use all of them. The report will report when and how many times an employee was early or late based on the times set here.