

# Employee Tracker Time & Attendance System

## Time Banking

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# Time Banking

## Overview

Time banking allows you to keep track of time that you owe employees. You might owe employees time for a variety of different reasons and you can set a time bank to track each of these reasons. Some of the most common reasons are: Vacation, sick, overtime, lieu time, banked stat holiday, floater, personal day and any other reason that you may have.

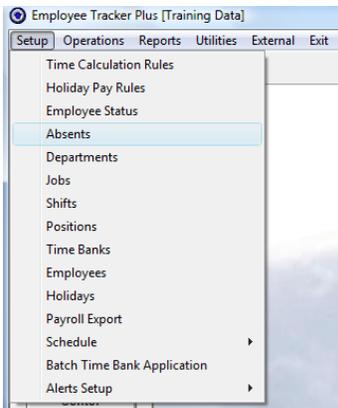
Balances in time banks increase and decrease in an ongoing manner. Employee Tracker uses an "open item" method of processing. This means that each time a bank increases or decreases, there is date stamped transaction recorded identifying what happened. Banks increase through bank assignment starting values, accrual runs, and manual deposit entries. Banks are decreased by entering paid absenteeism using absent reason codes that are linked to specific time banks via Edit T&A, Time Approval Center, all the scheduling entry screens.

Time banks are linked to Absenteeism reason codes. Absenteeism codes are used record absenteeism and to control the possibility of paying an employee for being absent. The process works as follows.

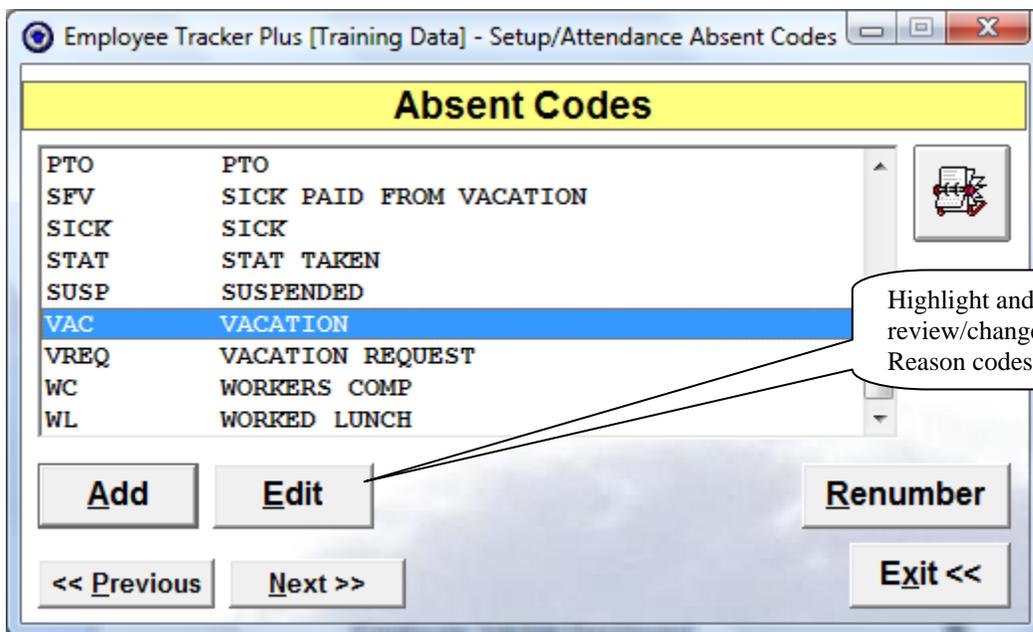
- 1) Add absenteeism transaction via, schedule, edit T&A, or time approval center
- 2) If the absent code allows pay time, enter pay time
- 3) If the absent code is linked to a time bank, the system will check if the employee is assigned the bank
- 4) If the employee is assigned the bank the system will check if there is a balance available and sufficient to pay for the absent time.
- 5) If there is sufficient time (or some time but not enough to fully satisfy the absent time) the available time will be paid and the time bank will be reduced by the amount of paid time.

\*\* To control an environment where some employees may get paid for certain absent codes while others may not, every employee should be assigned to a time bank. (One per linked absent code). Employees who are not eligible to be paid for specific absences should be held with a zero time entitlement balance \*\*

## Absent Codes



Click Here



Highlight and click [Edit] to review/change any of these Absent Reason codes.

## Absent Codes - continued

Employee Tracker Plus [Training Data] - Absent Code

**Absent Code**

Absent Code  Description

Apply as ATTENDED DAY for statutory holiday rules?  Include In Time Bank Runs?

Does this absent code count AGAINST perfect attendance?  Points

Include For Overtime Equivalency

Maximum Absentee Allowed Per Day

Schedule For This Absence

Allow Pay Times?  Rate Override?

Minimum Allowable Pay Time  Rate

Include hours in Employment History?

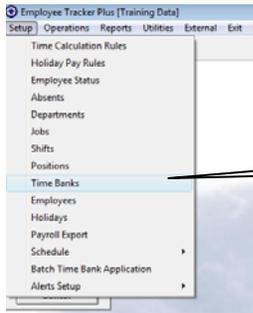
Pro-rate formula

Payroll Export Reference		
Category	Earn Code	G.L. Acct #
Regular	Vacation	
Time and a Half		
Double		

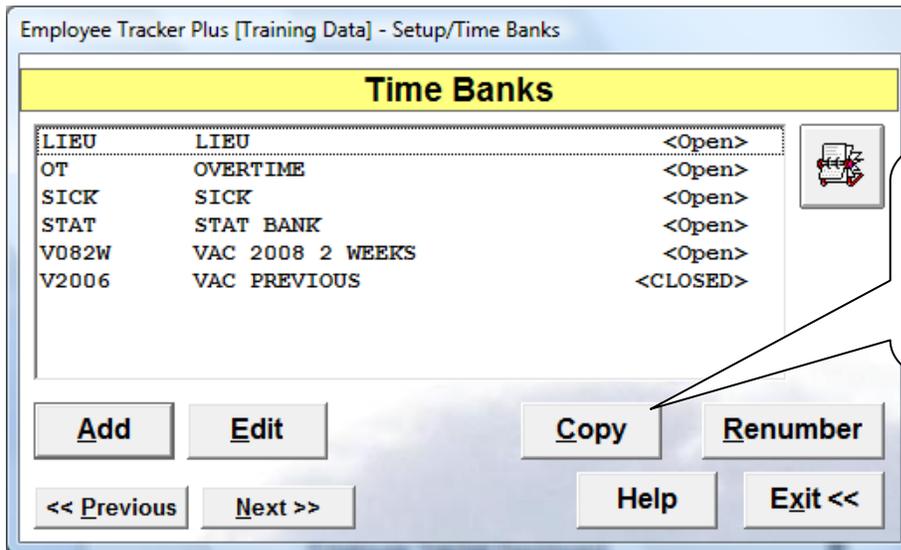
If any paid absent codes are to included in an accrual calculation for time bank entitlements this must be "Yes"

This must be "Yes"

# Time Bank Setup



Click "Time Banks"



If you are going to create a time bank very similar to an existing time bank copy it with this and then make appropriate changes

## Time Bank Setup - continued

If you automatically grant a time when assigning the bank to an employee enter the value in HH:MM format

Fill in the blanks. All banks need a 6 character code, description, open date, close date, opening balance, minimum balance, maximum balance, accrual treatment, and link to absent code(s).

These parameters pertain only to overtime or lieu banks

Enter the maximum time that can be accrued in HH:MM format

Accrual rules. This will vary based on type of bank and specific requirements

If you allow negative balances, enter the time as -HH:MM

Tracker Plus [Training Data] - Add/Edit Time Bank

### Add/Edit Time Bank

Code:  Description:

Open Date:   Close Date:

Opening Balance:  Minimum:  Maximum:

Overtime Bank

Flat  
 Worked  
 Percent

**Employee Default Values**

Amount:

Full-Time Equivalent:

Use "Amount" as ceiling:

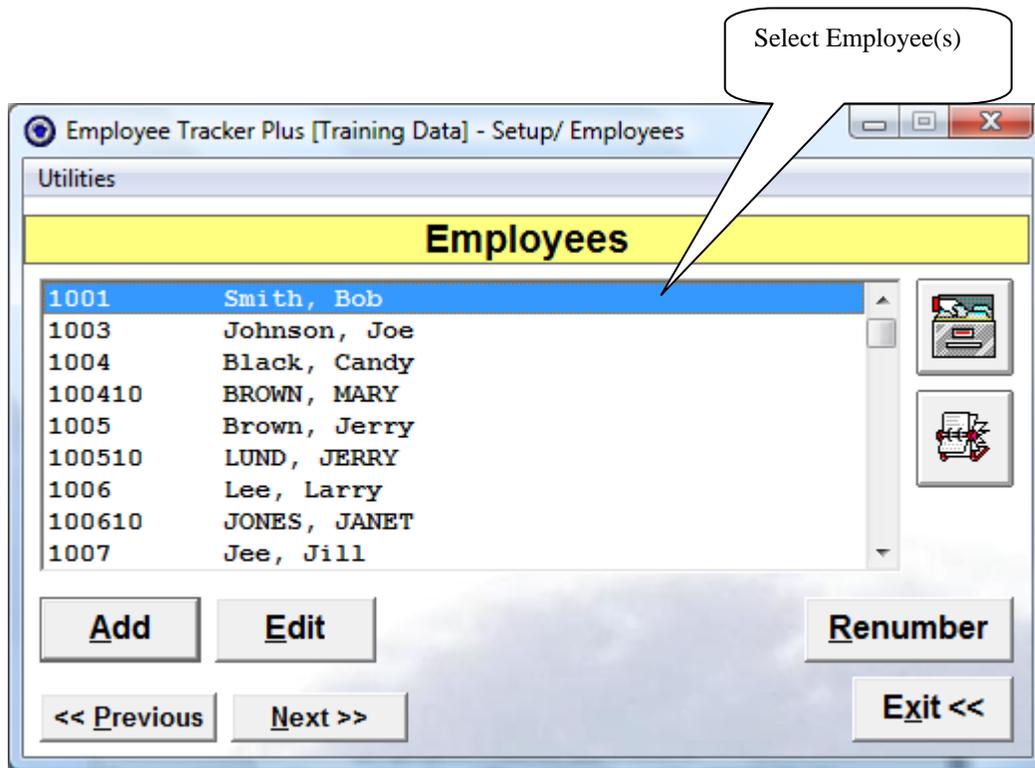
**Associate Absent Codes**

Available Absent Codes	Selected Absent Codes
AWOL	VAC
BER	VACATION
CE	
FMLA	
JD	
LOA	
OTB	
AWOL	
BEREAVEMENT	
CONTINUING ED	
FMLA	
JURY DUTY	
LOA	
OT BANK TAKEN	

Select the absent code(s) that will withdraw the time

## Assign Banks to Employees

This can be done 2 different ways. 1) Assign the bank manually to each employee. 2) Assign a bank to multiple employees at one time using a batch process



# Assign Banks to Employees - continued

Option 1 – assign in employee record entry

The screenshot shows the 'Employee Profile' window with the 'Time Banks' section selected in the left-hand menu. The main area displays a table of 'Current Employee Time-Banks' with columns for Code, Description, Balance, and Status. A 'View' dropdown menu is set to 'Open and Closed'. Below the table are buttons for 'Add', 'Details', 'Help', and 'Remove'. Callouts provide instructions: 'Click this to assign new time banks' points to the 'Add' button, 'Click this to make time bank adjustments' points to the 'Details' button, and 'Display Open Closed Open & Closed' points to the 'View' dropdown.

Code	Description	Balance	Status
OT	OVERTIME	00.00	Open
V082W	VAC 2008 2 WEEKS	68.00	Open
V2006	VAC PREVIOUS	00.00	CLOSED

Buttons: Add, Details, Help, Remove

View: Open and Closed

Callouts:  
- Add: Click this to assign new time banks  
- Details: Click this to make time bank adjustments  
- View: Display Open Closed Open & Closed

# Assign Banks to Employees - continued

Employee Time Bank

**Employee Time Bank**

Time Bank: V082W VAC 2008 2 WEEKS

Employee: 1001 Smith, Bob

Bank Type: Standard

Minimum: 00.00 Maximum: 999.00  "Close" bank at maximum

Pay Out At: Banked Rate  Override Bank Start/Stop Date

Start Date: 01/01/2007 Stop Date: 12/31/2009

Date	Source	Deposit	Withdrawal	Rate	Balance
01/01/2007	Opening Balance	00.00		12.50	00.00
10/06/2007	Manual	24.00		10.00	24.00
02/06/2008	Manual	12.00		11.00	36.00
07/06/2008	Manual	32.00		13.00	68.00

Total To Date (01/01/2007 to 12/31/2009): 68.00 00.00

Grand Total: 68.00 00.00

Buttons: Add, Edit, Delete, Help, Exit <<

Callouts:

- Rate can be Current rate, Banked rate, Avg rate
- Auto close only for accrual based banks
- If open and closed dates are unique per employee
- To enter a manual adjustment click [Add]
- Shows banked time at varying rates

Manual Time Bank Adjustment

**Manual Time Bank Adjustments**

Deposit

Date: 10/1/2009 Time: 08:00

Selecting a manual Withdrawal will prohibit selection of Rate, Department and Position. These values will be populated during the time withdrawal based on your settings for this employee/time bank

Rate: 16

Dept:

Pos:

Buttons: Ok, Cancel

Manual Time Bank Adjustment

**Manual Time Bank Adjustments**

Withdrawal

Date: 10/1/2009 Time: 08:00

Selecting a manual Withdrawal will prohibit selection of Rate, Department and Position. These values will be populated during the time withdrawal based on your settings for this employee/time bank

Rate: 16

Dept:

Pos:

Buttons: Ok, Cancel

# Assign Banks to Employees - continued

Option 2 – batch assignment

The screenshot illustrates the process of assigning time banks to employees in a batch. It shows the 'Employee Tracker Plus [Training Data]' menu with 'Batch Time Bank Application' selected. The main window, titled 'Batch Time Bank Application', contains two lists: 'Selected Employees' and 'Available Time Banks'. The 'SICK' time bank is selected. Buttons for 'All', 'None', 'Help', 'Apply', and 'Exit <<' are visible. A callout points to the 'Apply' button with the text 'Click [Apply] to post'. Below the main window, a smaller dialog box titled 'etKor020' displays 'Batch application complete.' with an 'OK' button. A callout points to this dialog with the text 'This will be displayed when the posting is complete'.

Click this to assign Many employees to a time bank

Select employees

Select bank(s)

Click [Apply] to post

This will be displayed when the posting is complete

1001	Smith, Bob
1003	Johnson, Joe
1004	Black, Candy
100410	BROWN, MARY
1005	Brown, Jerry
100510	LUND, JERRY
1006	Lee, Larry
100610	JONES, JANET
1007	Jee, Jill
100710	Jones, Myrna
1008	Radley, Boo
1100	will, Jill
400234	BRENT, DARRIN
400251	BOND, SALLY

<input type="checkbox"/>	LIEU	LIEU
<input type="checkbox"/>	OT	OVERTIME
<input checked="" type="checkbox"/>	SICK	SICK
<input type="checkbox"/>	STAT	STAT BANK
<input type="checkbox"/>	V082W	VAC 2008 2 WEEKS
<input type="checkbox"/>	V2006	VAC PREVIOUS

# Time Bank Withdrawals from transactions

Everywhere that you can enter an absent transaction will withdraw time from a time bank if the absent code is linked to a time bank, if the paid time is greater than 0, and if the bank is assigned to an employee.

The steps that will do this include:

- Weekly Schedule
- Monthly Schedule
- Schedule Inquiry
- Posting Schedule Patterns
- Edit T&A
- Time Approval Center

The follow example is from the Edit T&A screen but the time bank withdraw screen is the same in all processes.

The screenshot displays the 'Employee Tracker Plus [Training Data] - Edit Time and Attendance Transactions' window. The interface includes a header with 'Utilities Shortcuts View', an employee profile for Bob Smith (ID 1001), and a 'Record Selection' panel with checkboxes for Time, Time Errors, Schedule, Premiums, Break, Absent, Holiday, and Piece. Below this is a date range from 09/15/2009 to 10/08/2009 and options for 'Approved', 'Not Approved', 'Daily Totals', and 'Weekly Totals'. A data table is visible with columns: Type, Shift Date, Worked Date, Day, In, Out, Flag, OT?, Time, Reg. A modal dialog box is overlaid on the table, titled 'Select the Record Type To Add', with a dropdown menu showing 'Absent' and buttons for 'Ok' and 'Exit <<'. The table's total row shows 21.47 and 16.00. At the bottom, there are navigation buttons: Add, Delete, Copy, Previous, Next, Print, and Exit <<.

## Time Bank Withdrawals from transactions - continued

Employee Tracker Plus [Training Data] - Edit Time and Attendance Transactions

Utilities Shortcuts View

**Employee**  
1001

**Add Absent Record**

Shift Date: 10/08/2009 Worked Date: 10/08/2009

Absent Code: VAC VACATION

Absent Time: 08:00 Pay Time: 08:00

Shift: 070153 07:00 - 15:30

Department: 10 SHOP 1

Position: 004 RECEIVER

Repetition Pattern: Follow Scheduled Days   
 Mon  Tue  Wed  Thu  Fri  Sat  Sun

Repeat: 1

Ok Exit <<

Type	Shift Date
Absent	09/15/2009
Time	09/16/2009
Time	09/16/2009
Weekly	
Time	09/21/2009
Weekly	
Error	10/08/2009
Weekly	
Total	

Flag	OT?	Time	Reg	1.3
C	N	4.50	4.50	
C	N	3.47	3.50	
		7.97	8.00	
C	N	13.50	8.00	3
		13.50	8.00	3
		0.00	0.00	0
		21.47	16.00	3

Add Delete Copy Previous Next Print Exit <<

Time Bank Withdrawal - Employee #1001

**Time Bank Withdrawal**

Bank Withdrawal Requested: 08:00 View: Open and Closed

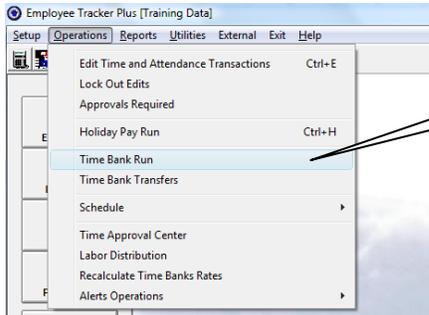
Code	Description	State	Available	Payable	Balance
V082W	VAC 2008 2 WEEKS	Open	68:00	08:00	68:00

Click to complete

Pay From Selected Bank Cancel Transaction

# Time Bank Run

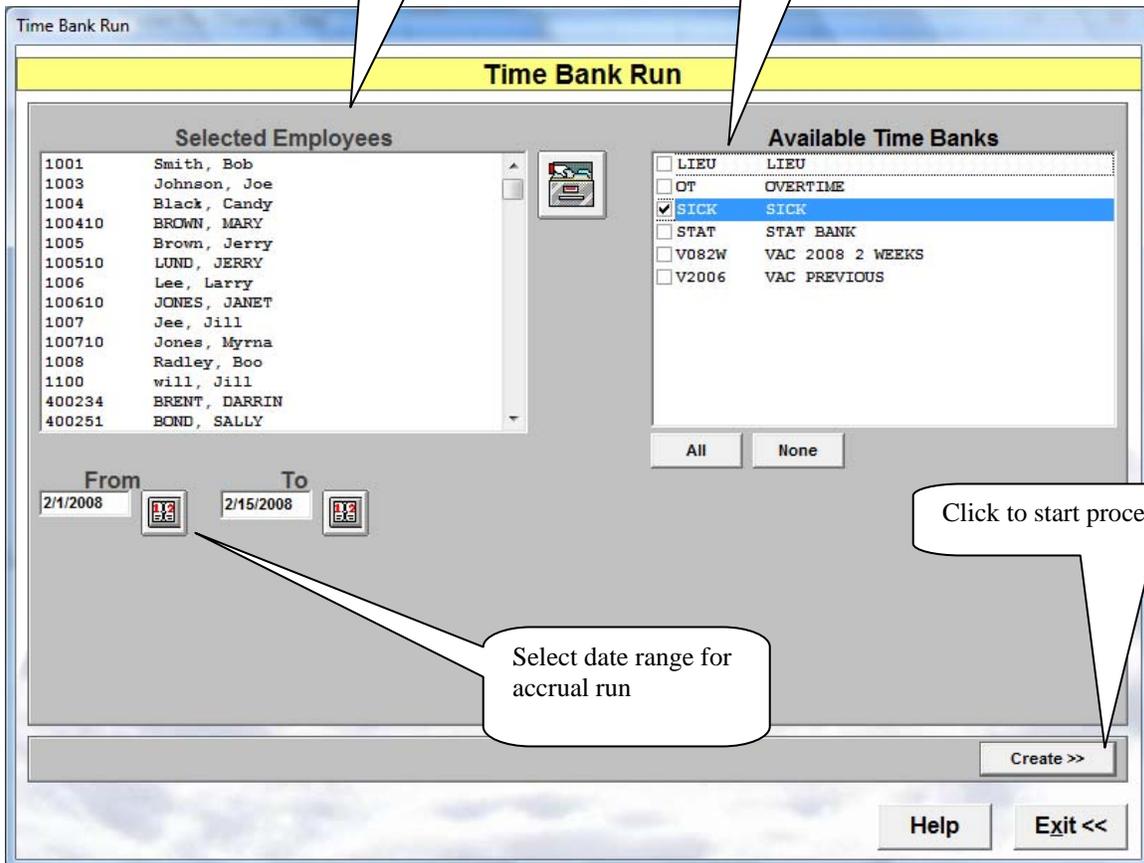
The time bank run, increases the time balances in a bank based on the accrual formula. You must enter the accrual formula in the time bank setup screen. The accrual formula must reflect the duration of time that you are processing in order to generate the deposit. For example sick bank that increases by 8:00 hours per month would be run once per month. A vacation bank that you wish to accrue in line with your pay period should be run once per pay period.



Click "Time Bank Run"

Select Employees

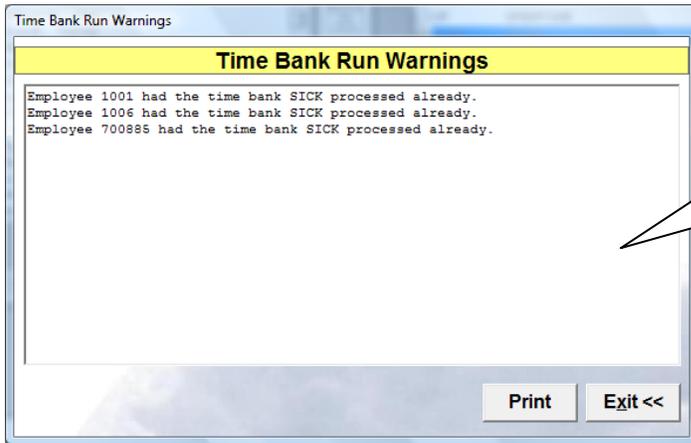
Select Time Banks



Click to start process

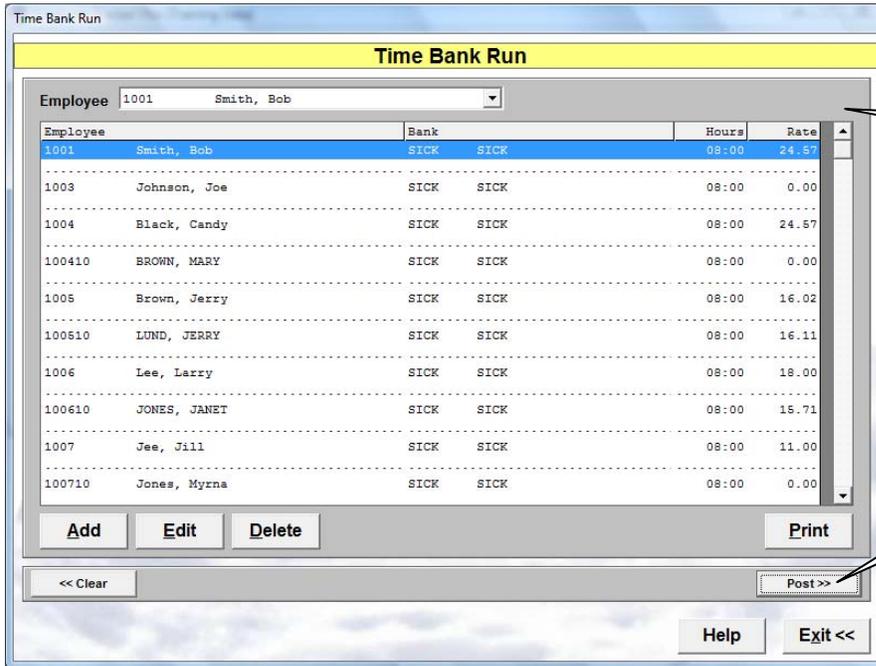
Select date range for accrual run

# Time Bank Run – continued



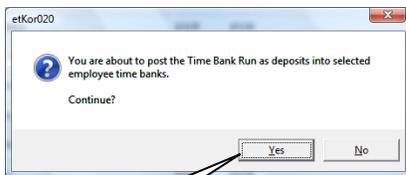
You will be warned if the date range has already been processed.

\*\* If true, go back and remove these employees from the run \*\*

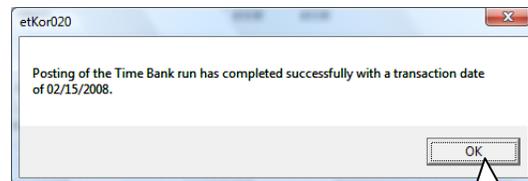


List of accrual transactions

If list is OK, click [Post >>]



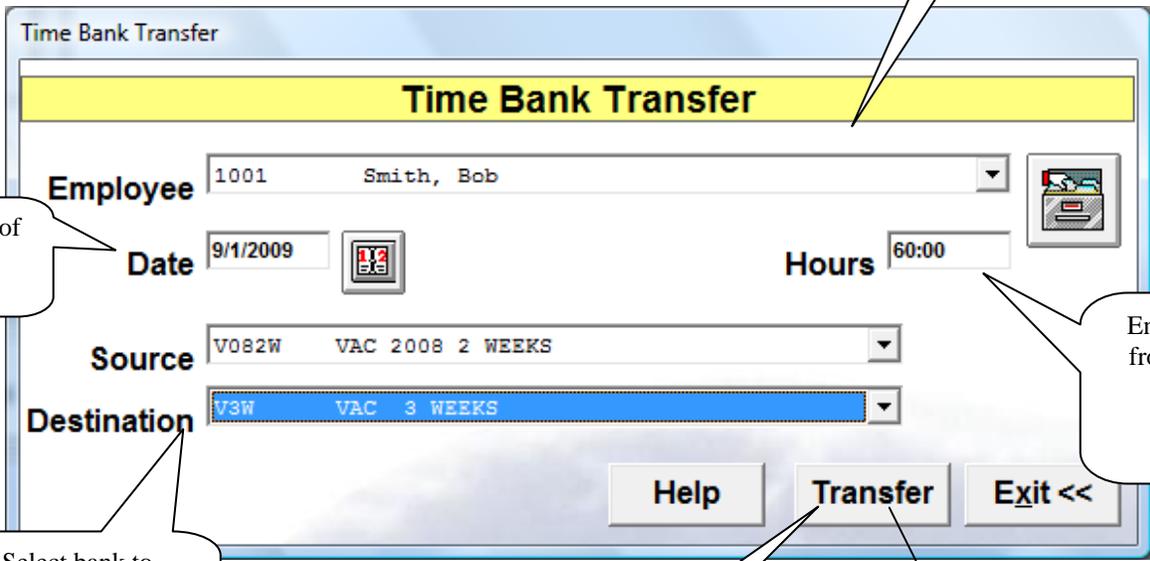
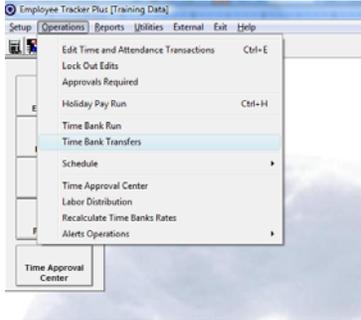
If you are sure, click [Yes]



You have completed the process

# Time Bank Transfers

This allows you to transfer the balance from an employee's time bank to another of their time banks. Typically this is used to transfer vacation bank transactions from a 2 week bank to a 3 week bank.



**Time Bank Transfer**

**Employee** 1001 Smith, Bob

**Date** 9/1/2009

**Hours** 60:00

**Source** V082W VAC 2008 2 WEEKS

**Destination** V3W VAC 3 WEEKS

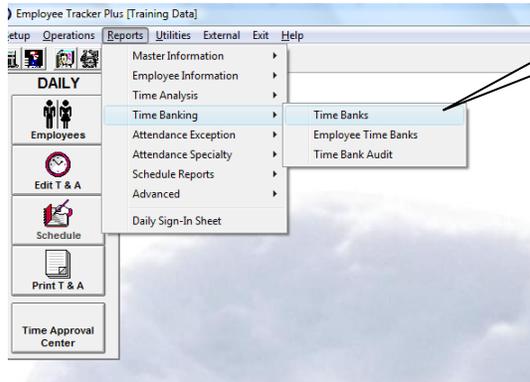
Buttons: Help, Transfer, Exit <<

Callouts:  
- Pick the employee (points to Employee field)  
- Actual date of transfer (points to Date field)  
- Enter O/S balance from the old bank (points to Hours field)  
- Select bank to transfer from and bank to transfer to (points to Source and Destination fields)  
- Click to complete the transfer (points to Transfer button)  
- When finished (points to the 'Transfer complete.' dialog box)

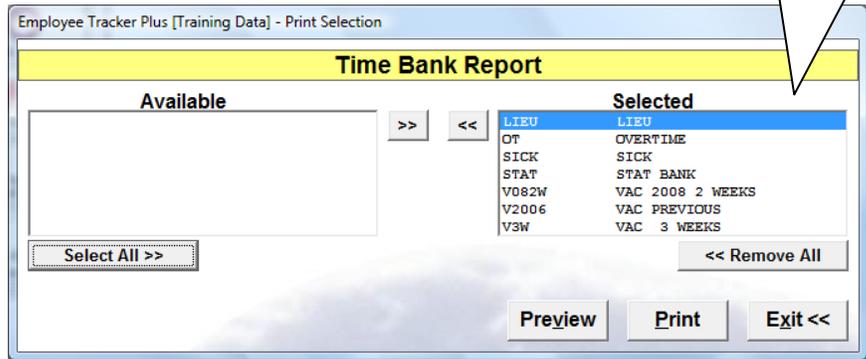


# Time Bank Reporting

Print a list of time banks



Select banks to print

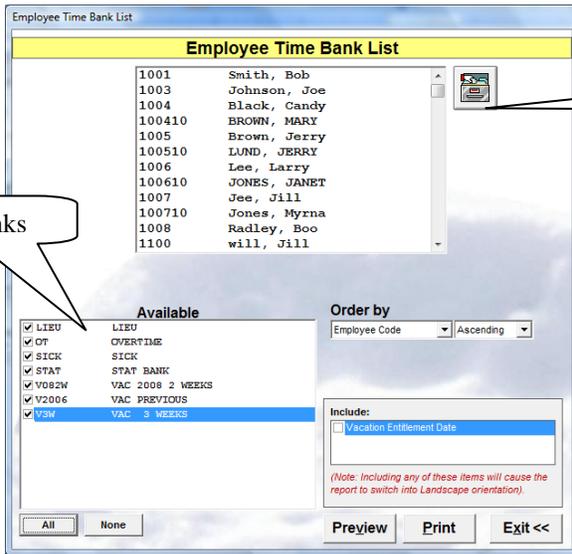
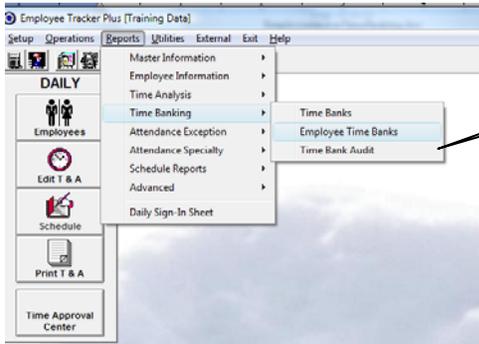


## Time Bank List

<u>LIEU</u>	<u>LIEU</u>	Start Date: 01/01/2007	End Date: 12/31/2999	Open/Closed: Open	Allow Negative: No
<u>OT</u>	<u>OVERTIME</u>	Start Date: 01/01/2008	End Date: 12/31/2999	Open/Closed: Open	Allow Negative: No
<u>SICK</u>	<u>SICK</u>	Start Date: 01/01/2008	End Date: 12/31/2010	Open/Closed: Open	Allow Negative: No
<u>STAT</u>	<u>STAT BANK</u>	Start Date: 05/05/2006	End Date: 12/28/2009	Open/Closed: Open	Allow Negative: No
<u>V082W</u>	<u>VAC 2008 2 WEEKS</u>	Start Date: 01/01/2007	End Date: 12/31/2009	Open/Closed: Open	Allow Negative: No
<u>V2006</u>	<u>VAC PREVIOUS</u>	Start Date: 01/01/2005	End Date: 03/31/2006	Open/Closed: Closed	Allow Negative: No
<u>V3W</u>	<u>VAC 3 WEEKS</u>	Start Date: 01/01/2009	End Date: 12/31/2009	Open/Closed: Open	Allow Negative: No

# Time Bank Reporting - continued

Print balance report per employee



## Employee Time Bank List

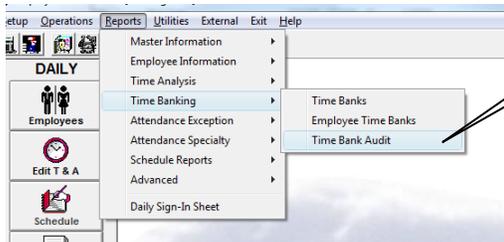
Balances as of 10/09/2009

Employee	Start	Stop	Time Bank	Balance
1001 Smith, Bob	01/01/2008	12/31/2999	OT OVERTIME	00:00
	01/01/2008	12/31/2010	SICK SICK	24:00
	01/01/2007	12/31/2009	V082W VAC 2008 2 WEEKS	00:00
	01/01/2005	03/31/2006	V2006 VAC PREVIOUS	00:00
	01/01/2009	12/31/2009	V3W VAC 3 WEEKS	60:00
1003 Johnson, Joe	01/01/2008	12/31/2999	OT OVERTIME	00:00
	01/01/2008	12/31/2010	SICK SICK	08:00
	05/05/2006	12/28/2009	STAT STAT BANK	-08:00
1004 Black, Candy	01/01/2005	03/31/2006	V2006 VAC PREVIOUS	80:00
	01/01/2008	12/31/2999	OT OVERTIME	00:00
100410 BROWN, MARY	01/01/2008	12/31/2010	SICK SICK	08:00
	05/05/2006	12/28/2009	STAT STAT BANK	00:00
	01/01/2007	12/31/2009	V082W VAC 2008 2 WEEKS	75:00
	01/01/2007	12/31/2009	V082W VAC 2008 2 WEEKS	00:00
1005 Brown, Jerry	01/01/2008	12/31/2010	SICK SICK	08:00
	05/05/2006	12/28/2009	STAT STAT BANK	00:00
	01/01/2007	12/31/2009	V082W VAC 2008 2 WEEKS	75:00

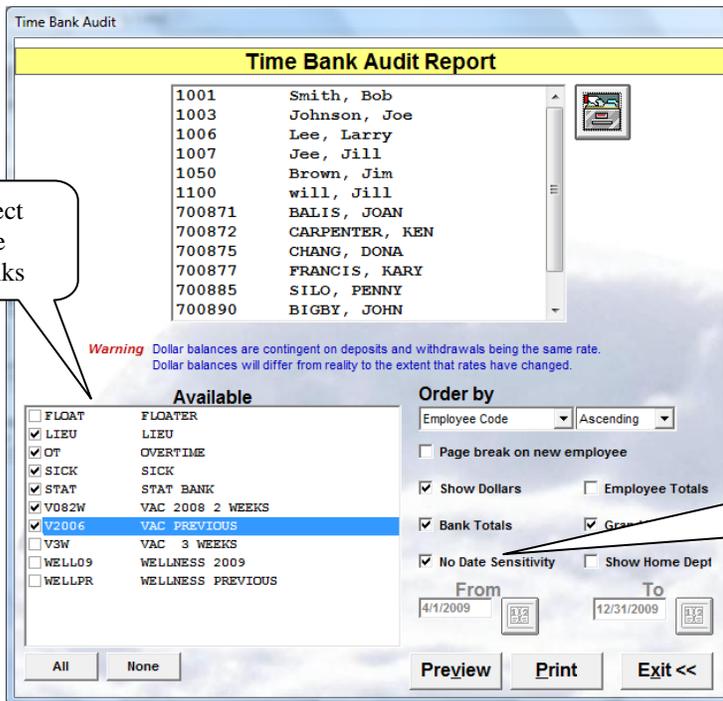
# Time Bank Reporting - continued

Print audit report per employee

Print audit



Select time Banks



Set to "No Date Sensitivity" to print all history or enter a "from" "to" date if you wish to print a specific period of time.

Time-Bank Audit						10/09/2009	10:13 a
	Date	Source	Deposit	Withdrawal	Balance	Hours	
<b>1001 Smith, Bob</b>							
LIEU	LIEU	01/01/2000	Opening Balance	00:00		00:00	
			<b>Bank Totals</b>	00:00	00:00	00:00	
<b>OT OVERTIME</b>							
	01/01/2000		Opening Balance	00:00		00:00	
	08/18/2009		Transaction		00:00	00:00	
			<b>Bank Totals</b>	00:00	00:00	00:00	
<b>SICK SICK</b>							
	01/01/2008		Opening Balance	00:00		00:00	
	01/01/2008		Opening Balance	00:00		00:00	
	01/31/2008		Run	08:00		08:00	
	02/15/2008		Run	08:00		16:00	
	02/15/2008		Run	08:00		24:00	
			<b>Bank Totals</b>	24:00	00:00	24:00	