

TimeForce II Release Notes

Version 3.11.4

Table of Contents

FEATURE LIST	3
ACCRUALS MODIFICATION	3
<i>Absence Processing</i>	4
<i>Pending Absences</i>	4
<i>Absence and Time Off Entry</i>	4
HOURS BASED ACCRUAL CAP	4
ACA FULL TIME LOOK-BACK SUMMARY REPORT	5
<i>Generating the Report</i>	5
<i>Report Output</i>	7
ACA LARGE EMPLOYER COMPLIANCE TEST REPORT	8
<i>Generating the Report</i>	8
<i>Report Output</i>	9
HOURS ROUNDING POLICIES	10
JOB ANALYSIS REPORT MOVED TO SSRS	11
MAINTENANCE ISSUES/BUG FIXES	12
MAIN PROGRAM SCREENS AND FUNCTIONS	12
<i>Time Card, Minimum Hours, and Clocks Tab</i>	12
<i>Accruals, Comp Time, and Misc</i>	12
SYSTEM POLICIES	13
<i>Pay Periods, Minimum Hours, and Mass Hours</i>	13
SYSTEM FUNCTIONS AND MISC	13
<i>Reports and User Security</i>	13
<i>OnDemand and Misc</i>	14

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P.O. Box 860, Sandy UT 84091-0860

Telephone (801) 262-1611

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Feature List

The following new features and functionality changes are included with this release.

Accruals Modification

The way that the system handles your employees' accruals has been modified with this release. The changes made are intended to maximize functionality and ease-of-use. Below is an example of the new "Accruals" screen and the changes that have been implemented. See "Figure TFII 3.11.4 Release Notes- 1."

Accrual Policy	Date Range	Last Calculated	Rate	Awarded	Manually Adjusted	Carry Over	Expired	Used	Available	Pending Amount Used	Pending Available
PTO	1/24/2013 - 1/23/2014	7/16/2013	80.00000000	32.00000000					32.00000000	0.00000000	32.00000000

Accrual Policy	Date Range	Last Calculated	Rate	Awarded	Manually Adjusted	Carry Over	Expired	Used	Available	Pending Amount Used	Pending Available	Date Inactivated
PTO	1/24/2013 - 1/23/2014	7/16/2013	80.00000000	36.00000000					36.00000000	0.00000000	36.00000000	7/16/2013 9:57:54 AM
PTO	1/24/2013 - 1/23/2014	7/16/2013	80.00000000	24.00000000					24.00000000	0.00000000	24.00000000	7/16/2013 9:58:27 AM
PTO	1/24/2013 - 1/23/2014	7/16/2013	80.00000000	12.00000000					12.00000000	0.00000000	12.00000000	7/16/2013 9:58:48 AM
PTO	1/24/2013 - 1/23/2014	7/16/2013	80.00000000	6.00000000					6.00000000	0.00000000	6.00000000	7/16/2013 10:21:05 AM
PTO	1/24/2013 - 1/23/2014	7/16/2013	80.00000000	48.00000000					48.00000000	0.00000000	48.00000000	7/16/2013 1:16:37 PM
Work Award	1/24/2013 - 1/23/2014	7/16/2013	1.00000000	1.00000000					1.00000000	0.00000000	1.00000000	7/16/2013 10:20:49 AM

Figure TFII 3.11.4 Release Notes- 1: Accruals

- The hours total in the **Available** column now excludes pending hours/future used amounts.
- The **Pending Amount Used** column displays an hours total that is generated from the pending absences in the current and future pay periods. Hours in this column will be processed upon the closing of the pay period in which the absence resides (reflected by the "Last Calculated Date"). Once the "Last Calculated Date" passes the absence date on the pending hours, the hours will be moved from "Pending Amount Used" to "Used." At this point, the "Available" column will also be reduced by the absence amount.
- The **Pending Available** column displays the number of hours available minus the pending amount.
- The **Inactive Accrual Policies** section of the screen tracks a detailed history of the policies that have been assigned to an employee. This aids in tracking employee status changes over time. These policies cannot be re-activated. However, the same policy can be associated to the employee taking into account the inactivated date. This will help ensure that a better audit trail is kept. Another reason that this has been added, is to accommodate re-hires, seasonal employees, and moving from part time to full time, full time to part time, or union to non-union.
- Accrual audit trails now include the last year and current year in their reporting (including audit trails for inactive policies).

Once accrual policies are assigned to employees, they can no longer be manually adjusted, keeping the audit trails intact. When an employee is set to an inactive status, their accrual policies are also automatically inactivated.

Absence Processing

One of the most significant changes to the functionality of accruals is in the way that absences are processed in the system. In the past, the accrual was immediately updated as soon as an absence was created, edited, or deleted. With this release, absences are processed as the “Last Calculated Date” rolls to the absence date, in a similar fashion to how hours are processed in an hours based accrual.

Pending Absences

The changes made in this release allow the system to exclude future absences from the available amount, and process the accruals with a more accurate representation of the used amount at the time of processing. Because the available amount no longer includes future absences, the following two new fields have been added to track them:

- **Pending Used Amount:** This field summarizes any absences after the “Last Calculated Date” that deduct from the accrual.
- **Pending Available:** This field represents the “Available” amount minus the “Pending Used Amount.”

Absence and Time Off Entry

The “Pending Used Amount” and “Pending Available” fields will be displayed when a user selects an absence policy while creating an absence or time off request.

A new system option labeled “Check Accrual Balance Against Pending Available” has also been added to the main “Settings” screen. Click on the main “Admin” navigation tab, and then on the “Settings” link located under the **System Tools** heading. Browse to the **Absences** section of the screen. With this option enabled, the system will check the absence amount against the “Pending Available” amount. Leave this option unselected to check absences against the “Available” amount.

Dev Item # 30667

Hours Based Accrual Cap

The option has been added to restrict the number of hours that employees assigned to an “Hours Based” policy can accrue on a weekly or pay period basis.

1. Click on the main “Admin” navigation tab, and then on the “Accrual Policies” link located under the **Policies** heading.
2. From the **Active Accrual Policies** section of the screen, click on the link for the hours based policy that you would like to edit, or click on the [ADD] icon to create a new one.
3. The **Accrual Policy** screen displays the main policy settings. The hours cap settings are controlled from an accrual milestone. Click on the link under **Milestones** to edit an existing setting, or click on the [ADD MILESTONE] icon to create a new one. See “Figure TFII 3.11.4 Release Notes- 2.”

Accrual Milestone	
Length of Service Time Frame	90 Days
Type	Hours Based
Process To	Last Completed Pay Period
Process To Boundary	Start
Qualifier Type	Hours
Hours Qualifier Amount	0 In Previous Pay Period <input type="checkbox"/> Include Holidays
Unqualified Rate	None
Awarded Amount	2 per 8 Accumulated Hours
Award After X Hours	
Stop Awarding After	40 Accumulated Hours per Pay Period
Max Available	
Allow Rollover	<input type="checkbox"/>
Allow Negative Rollover	<input type="checkbox"/>
Expire Carry Over	<input type="checkbox"/>

Figure TFII 3.11.4 Release Notes- 2: Hours Based Accrual Cap

4. The **Stop Awarding After** field allows you to specify the maximum number of hours that employees assigned to this milestone can accrue.
5. Select either “Overtime Week” or “Pay Period” from the **Accumulated Hours per** drop-down menu.

When editing an existing milestone, click on the [UPDATE] icon to save the changes that you have made. For new milestones, click on the [CREATE] icon.

Dev Item # 22839

ACA Full Time Look-Back Summary Report


This report is intended to guide you through making the proper decisions regarding the implementation of the Affordable Care Act (ACA).






The average weekly hours worked per-employee is provided. If an employee works more than 30 hours in the company’s given measurement period, ACA requires that they are provided with health care during the company’s stability period.

Generating the Report

Click on the main “Reports” navigation tab, and then on the “ACA Full Time Look-Back” link located in the **Time** report group.

Note: This report is generated using the SQL Server Reporting Services (SSRS) engine. You may need to enable this setting from the main Admin | Settings screen, under the **Reports** heading.

- Select the **Date Range** that you would like to report on. Click on the  icon to select the dates from a calendar.

- The **Employees** field allows you to select which employees will be included in this report. By default all employees are included. Click on the  icon next to the **Show Employee Filtering** heading to filter employees.
 - The **Quick Set** field at the top of the **Employees** screen allows you to select employees to be included in the report by the "Punch Groups" that you have created in the "Mass Entry" section of the program. Selecting a group from the drop-down menu automatically assigns the corresponding employees to the **Selected** box. Click on the  icon to create new employee groups, or to modify the employees in existing groups.
 - The **Department Count** field allows you to filter the list of available employees by the department level that they are assigned to. Click on the  icon next to the **Show Departments** heading and select the desired department level from the tree-directory that appears.
 - Two selection boxes are displayed. Any employee listed in the **Unselected** box will not be included on the report. Select the desired employees and use the  icon to move them to the **Selected** section of the screen. Clicking on a letter at the bottom of the **Unselected** box filters the list of displayed employee by last name.
- The **Additional Filters** section of the screen allows you to filter the report by additional settings.
 - If you would like to filter by **Base Pay Codes, Overtime Pay Codes, Premium Pay Codes, and Employee Types**, select the desired criteria from the **Unselected** box and click on the  icon to move them to the **Selected** section of the screen.
 - For the **New Hire Measurement Period, Employee Status, and Union Status** fields, make the desired selections from the drop-down menus.
 - Put a check mark in **New Hires Only** and **Use First Day of First Full Month as Hire Date** if desired.
- The **Report Options** section displays the following selections.
 - Put a check mark in the **Wait On Report** option if you would like to wait for the system to pull up the report and display it immediately. With this option unselected, generated reports can be retrieved from the "Report Queue" screen.
 - With the **Email User** option selected, the system will send an email to the user that generated the report upon its completion. A link to the report is included in the email.
 - Select either "PDF" or "Excel" for the report output.

- Use the **Sort by** fields to select how the information on the report will be sorted. Two sort levels can be specified. Select **Group By** to group the report data based on the sort specification.

Example: "Department" is selected in the first field, and "Employee Name" is selected in the second. The report will be sorted first by the department level that the employees are assigned to, and then alphabetically by employee name.

Once you have specified the desired report criteria, click on the [GENERATE REPORT] icon.

Report Output

The report output will vary greatly depending on which criteria options were selected when the report was generated. See “Figure TFII 3.11.4 Release Notes- 3” for an example of the report saved in Excel format.

Employee Name	Id	Pay Type	Hire Date	Age	Total Hours	Average Hours	Current ACA	Look-Back ACA Status	Change Required
Main, John	02	Hourly	7/15/2010	Missing Birth	1224.00	37.41	Full Time	Full Time	No
Julie , Bree	03	Hourly	7/15/2010	Missing Birth	1224.00	37.41	Full Time	Full Time	No
Scotty, Mcdee	04	Hourly	7/15/2010	Missing Birth	1224.00	37.41	Full Time	Full Time	No
Fran, Mcoy	05	Hourly	7/15/2010	Missing Birth	1224.00	37.41	Full Time	Full Time	No
1, 1	10	Hourly	10/25/1991	Missing Birth	1242.48	37.98	Full Time	Full Time	No
2, 2	11	Hourly	2/1/2013	Missing Birth	1224.00	37.41	Full Time	Full Time	No
3, 3	12	Hourly	11/1/2012	Missing Birth	1224.00	37.41	Full Time	Full Time	No
4, 4	13	Hourly	10/25/1994	Missing Birth	1224.00	37.41	Full Time	Full Time	No
5, 5	14	Hourly	10/25/1995	Missing Birth	1224.00	37.41	Full Time	Full Time	No
6, 6	15	Hourly	10/25/1996	Missing Birth	1224.00	37.41	Full Time	Full Time	No
7, 7	16	Hourly	10/25/1997	Missing Birth	1224.00	37.41	Full Time	Full Time	No
8, 8	17	Hourly	10/25/1998	Missing Birth	1224.00	37.41	Full Time	Full Time	No
9, 9	18	Hourly	10/25/1999	Missing Birth	1224.00	37.41	Full Time	Full Time	No
10, 10	19	Hourly	11/4/2012	Missing Birth	1224.00	37.41	Part Time	Full Time	Yes
11, 11	20	Hourly	11/4/2012	Missing Birth	1224.00	37.41	Full Time	Full Time	No
12, 12	21	Hourly	5/1/2013	Missing Birth	1224.00	37.41	Full Time	Full Time	No
13, 13	22	Hourly	11/4/2010	Missing Birth	1224.00	37.41	Full Time	Full Time	No
14, 14	23	Hourly	4/1/2013	Missing Birth	1224.00	37.41	Full Time	Full Time	No
28, 28	28	Hourly	12/15/2012	Missing Birth	1224.00	37.41	Full Time	Full Time	No
29, 29	29	Hourly	10/31/2012	Missing Birth	1224.00	37.41	Full Time	Full Time	No
30, 30 3	30	Hourly	6/10/2008	Missing Birth	1224.00	37.41	Full Time	Full Time	No
31, 31 3	31	Hourly	6/24/2009	Missing Birth	1224.00	37.41	Full Time	Full Time	No

Figure TFII 3.11.4 Release Notes- 3: ACA Full Time Look-Back Report (Excel)

The selected date range is displayed in the upper left-hand corner of the report.

- The **Employee Name** column displays the name of the employee.
- The **ID** column displays the ID assigned to the employee.
- The **Pay Type** column displays the pay type that the employee is assigned to in the system.
- The **Hire Date** column displays the employee’s date of hire.
- The **Age** of the employee is displayed.
- The **Total Hours** column displays the total number of hours that the employee worked within the specified date range.
- The **Average Hours** column displays the average number of hours that the employee worked per-week within the specified date range.
- The **Current ACA** column displays the status that the employee is currently assigned to in the system (full time/part time).

- The **Look-Back ACA Status** displays the employee's status based on the rules stipulated in the Affordable Care Act.
- The **Change Required** field notifies you of whether or not the employee's current status in the system requires changing for ACA compliance.

Dev Item # 29582

ACA Large Employer Compliance Test Report






This report is intended to guide you through making the proper decisions regarding the implementation of the Affordable Care Act (ACA).

The report generates a weekly average of hours worked based on the date range selected, and determines if the company contains 50 or more employees considered to be full-time (30 or more weekly hours worked).

Generating the Report

Click on the main "Reports" navigation tab at the top of the screen, and then on the "ACA Large Employer" link located in the **Audit** report group.

Note: This report is generated using the SQL Server Reporting Services (SSRS) engine. You may need to enable this setting from the main Admin | Settings screen, under the **Reports** heading.

- Select the **Date Range** that you would like to report on. Click on the  icon to select the dates from a calendar.
- The **Employees** field allows you to select which employees will be included in this report. By default all employees are included. Click on the  icon next to the **Show Employee Filtering** heading to filter employees.
 - The **Quick Set** field at the top of the **Employees** screen allows you to select employees to be included in the report by the "Punch Groups" that you have created in the "Mass Entry" section of the program. Selecting a group from the drop-down menu automatically assigns the corresponding employees to the **Selected** box. Click on the  icon to create new employee groups, or to modify the employees in existing groups.
 - The **Department Count** field allows you to filter the list of available employees by the department level that they are assigned to. Click on the  icon next to the **Show Departments** heading and select the desired department level from the tree-directory that appears.
 - Two selection boxes are displayed. Any employee listed in the **Unselected** box will not be included on the report. Select the desired employees and use the  icon to move them to the **Selected** section of the screen. Clicking on a letter at the bottom of the **Unselected** box filters the list of displayed employee by last name.
- The **Additional Filters** section of the screen allows you to filter the report by additional settings.

- If you would like to filter by **Base Pay Codes**, **Overtime Pay Codes**, **Premium Pay Codes**, and **Employee Types**, select the desired criteria from the **Unselected** box and click on the icon to move them to the **Selected** section of the screen.
- Make the desired selection from the **Employee Status** drop-down menu.
- The **Report Options** section displays the following selections.
 - Put a check mark in the **Wait On Report** option if you would like to wait for the system to pull up the report and display it immediately. With this option unselected, generated reports can be retrieved from the "Report Queue" screen.
 - With the **Email User** option selected, the system will send an email to the user that generated the report upon its completion. A link to the report is included in the email.
 - Select either "PDF" or "Excel" for the report output.
- Use the **Sort by** fields to select how the information on the report will be sorted. Two sort levels can be specified. Select **Group By** to group the report data based on the sort specification.

Example: "Department" is selected in the first field, and "Employee Name" is selected in the second. The report will be sorted first by the department level that the employees are assigned to, and then alphabetically by employee name.

Once you have specified the desired report criteria, click on the [GENERATE REPORT] icon.

Report Output

The selected date range is displayed in the upper left-hand corner of the report. The report is displayed in table format, with each month specified in the date range as the table columns. See “Figure TFII 3.11.4 Release Notes-4” for an example of the report saved in PDF format.

Date Range: 12/30/2012 - 8/15/2013												
TF2 newoo												
	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013	Sep 2013	Oct 2013	Nov 2013
Full Time Employee Count	25	25	28	26	27	28	29	29	0	0	0	0
Total Hours For FTE	336.00	368.00	320.00	336.00	352.00	368.00	320.00	368.00	0.00	0.00	0.00	0.00
FTE Count	2	3	2	2	2	3	2	3	0	0	0	0
Total FTE Count	27	28	28	28	29	31	31	32	0	0	0	0

For applicable Large Employer Determination your FTE Employee count is: 14.625

You ARE NOT an Applicable Large Employer

Figure TFII 3.11.4 Release Notes- 4: ACA Large Employer Report (PDF)

- The **Full Time Employee Count** row displays the number of employees who are specified as full time in the system.
- The **Total Hours for FTE** (full time employee) displays all hours worked in the given month for employees who are not specified as full time.
- The **FTE Count** row displays the total number of FTE hours in a given month (hours worked /120), rounded down.
- The **Total FTE Count** row displays the number of employees already flagged as full time in the system, plus the additional employees determined by the system to be full time based on their number of hours worked.

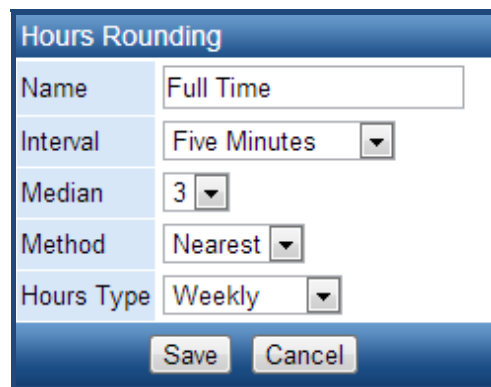
Below the table, the report displays the “Large Employer Determination” employee count. If this number reaches 30 or more employees, you are determined to be a large employer.

Dev Item # 30409

Hours Rounding Policies

A new “Hours Rounding” type of rounding policy has been added to the TimeForce II system. This policy rounds the last daily, weekly, or pay period hours total based on the policy settings (opposed to rounding every single punch record on the Time Card).

Click on the main “Admin” navigation tab, and then on the “Rounding Policies” link located under the **Policies** heading. The **Hours Rounding Policies** heading appears near the bottom of the screen. Click on the [ADD] icon to add a new policy. See “Figure TFII 3.11.4 Release Notes- 5.”



Hours Rounding	
Name	Full Time
Interval	Five Minutes
Median	3
Method	Nearest
Hours Type	Weekly
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure TFII 3.11.4 Release Notes- 5: Hours Rounding

1. Enter a **Name** for this rounding policy, as you would like it to be displayed in the program.
2. Select the minute **Interval** that you would like to round hours by. This is the number of minutes by which your employees’ punches will be rounded. The available options are:

- Two Minutes
 - Three Minutes
 - Five Minutes
 - Six Minutes
 - Ten Minutes
 - Twelve Minutes
 - Fifteen Minutes
 - Twenty Minutes
 - Thirty Minutes
3. Select the rounding **Median** based on the minute interval. This setting determines whether the punch is rounded up or down. A median of 1 – 4 can be selected.
 4. Select the rounding **Method**. The available options are:
 - Up
 - Down
 - Nearest
- Note:** The default rounding method is “Nearest.”
5. Select the **Hours Type** that you would like to be affected by this policy.
 - **Daily:** Each daily hours total will be rounded.
 - **Weekly:** Each weekly hours total will be rounded.
 - **Pay Period:** The final hours total at the end of the pay period will be rounded.

Once you have specified the policy settings, click on the [SAVE] icon to add the policy to the system.

Dev Item # 24116

Job Analysis Report Moved to SSRS

The “Job Analysis Report” has been migrated to the SQL Server Reporting Services (SSRS) engine, offloading the generation of the report from Internet Information Services (IIS).

This allows you to utilize the “Report Queue,” displaying the status of each report that you have generated, log the reports that have been run, and retrieve the reports at any time.

Dev Item # 30366

Maintenance Issues/Bug Fixes

The following maintenance issues/bug fixes are included with this release.

Main Program Screens and Functions

The following maintenance issues pertain to the main areas of the program represented by the navigation tabs at the top of the screen.

Time Card, Minimum Hours, and Clocks Tab

Description	Dev Item #
Manual hours override reset upon recalculation if hours are assigned to a "Comp Time" base pay code.	30774
Error when adding a punch or recalculating Time Cards.	30141
Time Card crashing when a Holiday falls on the first day of a pay period and a schedule exists for the day before and after.	31037
"Require Employee Punch" in Minimum Hours not functioning.	30806
"Clock Model" drop-down list does not include options for "IQ550" and "IQ1050."	30209
When adding a Clock Profile for an IQ200 clock, unsupported "Connection Types" are available for selection.	29396

Accruals, Comp Time, and Misc

Description	Dev Item #
When an employee is set to "Inactive," their assigned accrual policies remain active in the system.	30733
When re-activating an employee accrual, a new "Last Calculated Date" cannot be specified.	28291
"Accrual Not Found" errors when using custom pay periods with accruals.	28377
Accruals calculate absences taken before the "Max Available" amount has been deducted.	28762
Approved time off for a future date allowing employees to accrue more than their "Maximum Available."	30227
Multiple companies error out when a Job is set to run for all companies.	31015
Occasional "Reader Contains No Rows" error in Company Recalculate.	

System Policies

The following maintenance issues have been addressed in the policies throughout the system.

Pay Periods, Minimum Hours, and Mass Hours

Description	Dev Item #
"Split Time on Pay Period" not functioning when used with Transfer punches.	30567
Existing Minimum Hours Policies not updating when changes are made.	30782
Blended Overtime not functioning with more than one policy at different rates or disbursements.	30619
"Add Premium" screen in Mass Hours improperly formatted.	30784

System Functions and Misc

The following changes were made to various functions and misc areas throughout the system.

Reports and User Security

Description	Dev Item #
"Accrual Report" not displaying manual adjustments to accrual totals, yet accounting for them in the report totals.	28326
SSRS reports not saving to Excel format correctly.	30616
"Available" time in the "Comp Time Audit Report" does not match the "Available Balance" in the Accruals Comp Time screen.	28100
The "Hours Based Accrual Audit Report" is now a custom report requiring a customization key for access.	30869
"Custom Job Report" showing estimated amounts too high when actual hours exceed the estimate.	31028
"SSN" field in "Hours Based Accrual Audit Report" not functioning when checked.	30984
"SSN" field in "Hours Based Accrual Audit Report" always visible, even when unchecked.	31009
"Group Results" by supervisor or department causing error in "Hours Based Accrual Audit Report."	30993
Error when generating the "ACA Large Employer Compliance Report."	31012
Inactivating an employee does not automatically inactivate their User Security profile.	23112
Customized User accounts randomly displaying "Assigned Employees" when the user has no access.	30082



OnDemand and Misc

Description	Dev Item #
Punches with an invalid card number timing out, causing them to not be included in "Unassigned Punches" section of the program.	30712
Clocks associated with a deleted company still attempt to connect via OnDemand (set to "Manual Only" upon company inactivation).	30532
Error when using "Assign Account to TimeForce Version."	31000

If you have any questions, please contact our Technical Support Department at 800-697-7010, 6 am through 6 pm, MST.