INFINISOURCE

TimeForce II
Release Notes

Version 3.11.6

TimeForce II Collect, Manage, and Process Employee Time

Table of Contents

P.O. Box 860, Sandy UT 84091-0860
Telephone (801) 262-1611

Feature List

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

Exclude Absences from “Not Scheduled” Error

The option has been added to exclude absences from triggering the “Not Scheduled” error.

This option is disabled by default. To enable it, 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. See “Figure TFII 3.11.6 Release Notes- 1.”

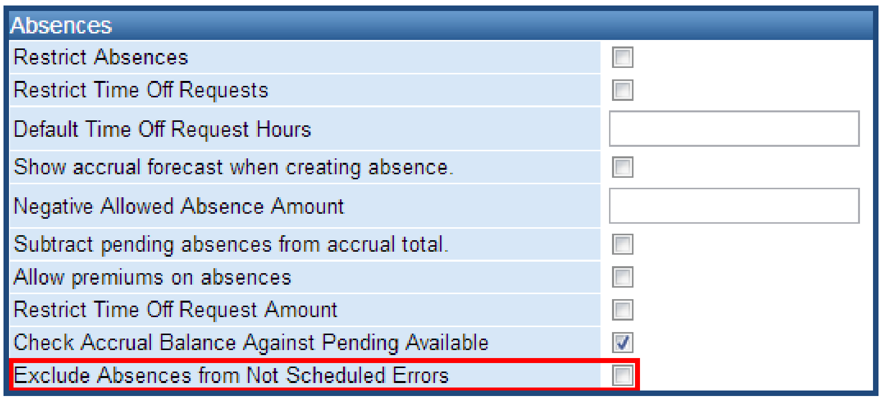


Figure TFII 3.11.6 Release Notes- 1: Exclude Absences

With this setting enabled, absences entered on a day with no schedule will not produce a “Not Scheduled” error.
Put a check mark in the box, and click on the [SAVE] icon to apply the changes.

Dev Item # 30791

Minimum Point Amount in Disciplinary Scales

In certain circumstances, occurrences can cause the point amount on a Disciplinary Scale to go below zero. A “Minimum Point Amount” has been added for users who would like the option of specifying a minimum point amount.

From the “Admin” tab, click on the “Disciplinary Scales” link located under the **Policies** heading. Click on an existing scale to edit a policy, or the [ADD] icon to create a new one. See “Figure TFII 3.11.6 Release Notes- 2.”

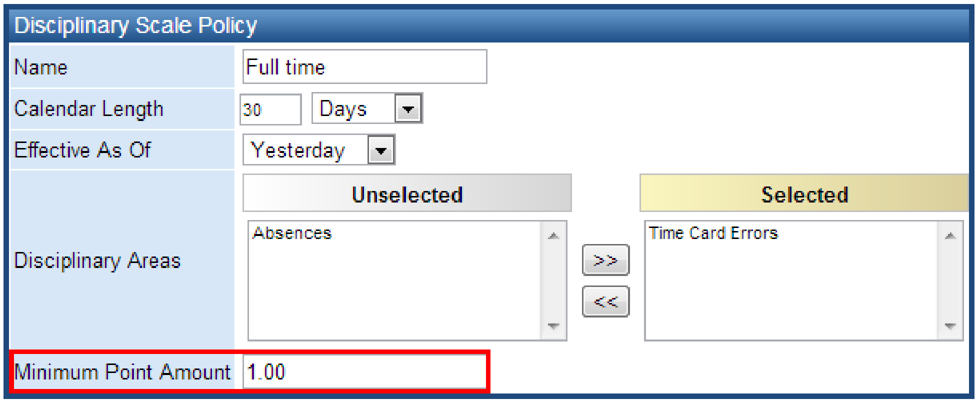


Figure TFII 3.11.6 Release Notes- 2: Minimum Point Amount

The point amount for this Disciplinary Scale will never dip lower than the amount specified in this field.

Dev Item # 31213

"Initial Amounts" in Assigning Disciplinary Scales to Employees

When assigning a Disciplinary Scale to an employee, the "Initial Amount" field was not intuitive as to which date was intended.

A **Start Date** setting has been added, allowing you to select the "Hire Date," "Seniority Date," or "Custom." See "Figure TFII 3.11.6 Release Notes- 3."

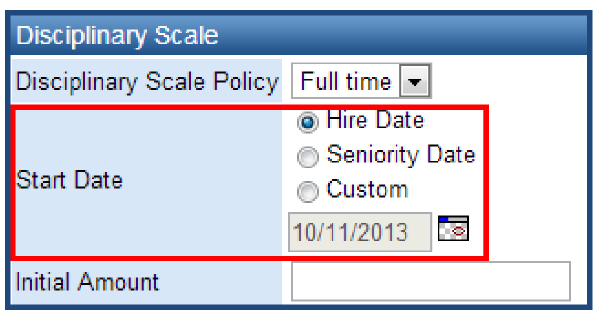


Figure TFII 3.11.6 Release Notes- 3: Initial Amount Start Date

Select the desired date from the **Start Date** section of the screen. Click on the icon to select a customized date from a calendar.

Dev Item # 31582

Verification Audit Detail Report

A new "Verification Audit Detail" report has been added to the system. This report adds filtering for Job Tracking, and also includes email addresses and approving supervisor. All report info can be exported to Excel.

Click on the main "Reports" navigation tab, and then on "Verification Audit Detail" located under the **Audit** section of the screen.

Report Criteria

The following levels of criteria can be specified for this report.

- Use the **Date Range** fields to enter the range of days for which you would like to view changes to Time Card data. Click on the icons to select the dates from a calendar. Select a range from the drop-down menu if desired, and use the and icons to scroll by dates.
- 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 to filter employees.
    - If you would like to narrow down the list of available employees by the default department that they are assigned to, click on the icon next to the **Show Departments** header, and select the desired departments from the tree-directory that appears.
    - Your employees appear in the **Unselected** box. To filter this box by the first letter of employee last names, click on the appropriate letter at the bottom of the selection box.
    - In the **Unselected** box, highlight the employees that you would like to include in the report. Hold down the {CTRL} or {SHIFT} key on your keyboard to select multiple employees. Click on the >> icon. The highlighted employees are moved to the **Selected** box.
    - Remove employees from the report by highlighting them in the **Selected** box and clicking on the << icon.
    - Use the **Quick Search** box to search for a specific employee by name, ID or card number.
- By default, all Jobs will be reported on. If you would like to filter the Jobs included in the report, click on the icon next to the **Show Jobs** header.
    - Select the desired **Status** from the drop-down menu.
    - The **Customer**, **Group** and **Project Manager** fields allow you to filter Jobs by the selected options only. For each section, select the desired options from the **Unselected** box. Click on the >> icon to move them to the **Selected** box.
    - A tree-diagram of your Jobs appears under the **Project Manager** selection boxes. Select the specific Jobs that you would like to include in the report.
- The **Filter** section of the screen allows you to select which levels of information you would like to view on the report. Select filter options as desired.
- The **Additional Filtering** section allows you to filter the report by **Employee Status**, **Employee Type** and **Supervisor**. Make the desired selections from the appropriate drop-down menus. Put a check mark in the box for the desired additional filtering options.
- Select **Report Options** and **Sort By** settings as you would any other report.

Click on the [GENERATE] icon to generate the report.

Dev Item # 31398

“Forecast” Option in “Over/Under Hours Report”

The option has been added to forecast future hours based on schedules in the “Over/Under Hours” report. This option helps to manage Affordable Care Act compliances.

Click on the main “Reports” tab, and then on the “Over/Under Hours” link located under the **Time** report group.

Click on the icon next to the **Additional Filtering** header. See “Figure TFII 3.11.6 Release Notes- 4.”

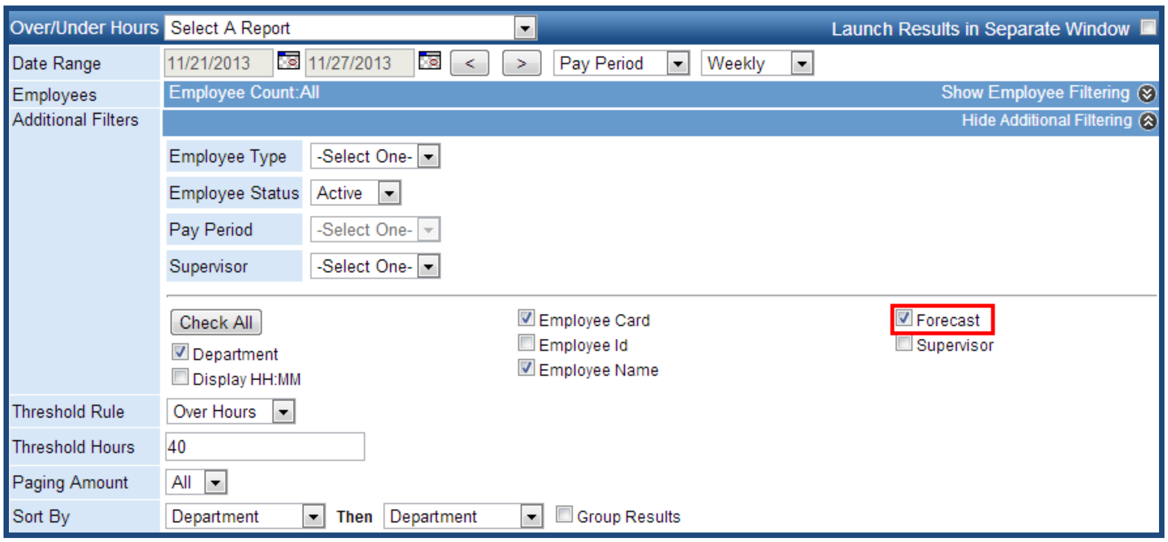


Figure TFII 3.11.6 Release Notes- 4: Forecast Hours

Put a check mark in the **Forecast** option. With this option selected, the report will add forecasted scheduled hours. With the option unselected, only the actual hours worked will be reported on.

Dev Item # 30707

Name or Number in Clock Description Field

By default, when specifying **On Demand Options** in a Time Clock Profile, the system sends the name in the **Description** field to the clock for Departments, Jobs and Tasks.

However, the clock itself has the option to use the name *or* number for these settings, making it so that clocks set to “Number” cannot recognize the information sent from the program.

The option has been added to send the “Number” to the clock for Departments, Jobs and Tasks.

Click on the main "Clocks" tab at the top of the screen. Click on an existing clock profile, and maximize the **On Demand Options** section of the screen. Select the **Show property number in name field** option to send numbers to the clock.

Click on the [UPDATE] icon to save the changes that you have made.

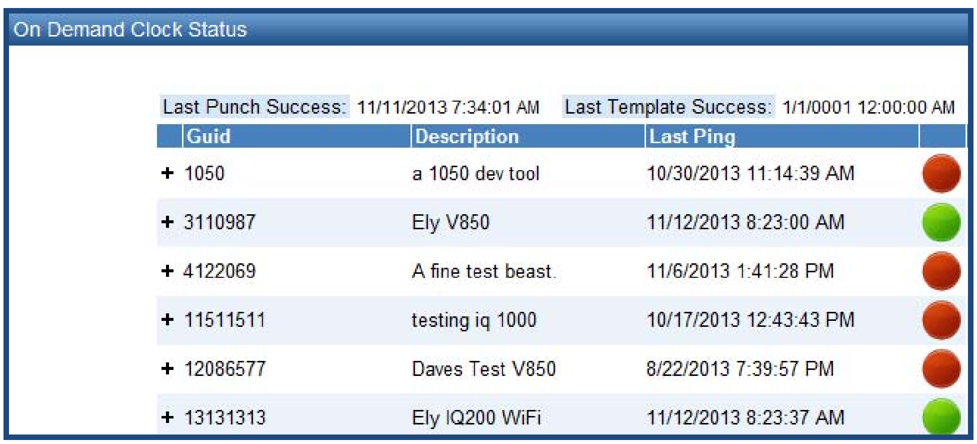
Dev Item # 31116

Improved "Clock Status" Screen

The "Clock Status" screen has been enhanced to provide additional On Demand status information for your time clocks. This data aids in troubleshooting clock communication issues.

- Clock **Description** has been added to the list of clocks displayed on the screen, for easier identification.
- On Demand log entries can now be viewed for a selected clock. These log entries display log text, as well as card numbers and transaction dates.
- The ability has been added to search for punches by card number.

Click on the "Clocks" tab at the top of the screen, and then on the "Clock Status" link located directly below the row of main program navigation tabs. See "Figure TFII 3.11.6 Release Notes- 5."



On Demand Clock Status

Last Punch Success: 11/11/2013 7:34:01 AM Last Template Success: 1/1/0001 12:00:00 AM

	Guid	Description	Last Ping
+	1050	a 1050 dev tool	10/30/2013 11:14:39 AM
+	3110987	Ely V850	11/12/2013 8:23:00 AM
+	4122069	A fine test beast.	11/6/2013 1:41:28 PM
+	11511511	testing iq 1000	10/17/2013 12:43:43 PM
+	12086577	Daves Test V850	8/22/2013 7:39:57 PM
+	13131313	Ely IQ200 WiFi	11/12/2013 8:23:37 AM

Figure TFII 3.11.6 Release Notes- 5: Clock Status Screen

Click on the + icon to view the log entries for the specified clock. Use the **Search by Card Number** section at the bottom of the screen to search for punches from a specific card number.

Maintenance Issues/Bug Fixes

The following maintenance issues/bug fixes are included with this release. Note that the majority of bugs listed below have appeared under very specific setup circumstances and environments only.

Main Program Screens

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

Time Cards, My Screen

Description	Dev Item #
Unprocessed punches from clock displaying on a specific employee's Time Card.	31504
Employee allocated hours generating random errors.	31224
"Break" time is being deducted from Time Card totals.	31058
Option to "Calculate Overtime Despite Overridden Hours" option causes hours duplication on Time Card.	31347
When allocating multiple hours records, the "Totals" calculation becomes incorrect.	30963
Punches crossing Pay Periods not being pulled back into previous period depending on the date of the punch being entered.	31401
Punches created via Spreadsheet Punch Entry not being pulled back to previous Pay Period when the hours record crosses periods.	31415
"Reader contained no rows" error being generated for new bi-weekly Pay Period with Verification assigned.	31356
Sorting by column headers no longer functions in My Screen options.	31555
Sorting by column headers does not change the data sort in the "Department Hours Budgeting" section of My Screen.	31589
Sorting by column headers does not change the data sort in the "Upcoming Events" section of My Screen.	31587
"Who's In" options appearing for users logged in with an "Employee" role.	31527
The clock in the upper right-hand corner of My Screen does not display in 24-Hour format when set as system-wide preference for "Time Format."	31520
Enabling the option to "Hide Today's Missed Out Punch Error" produces "Reader contained no rows" error.	30964
The "Who's In" widget option to filter employees by "OUT" status not functioning.	29434
"Error Monitoring" screen displays excused or reviewed errors.	27782
Calendar option in My Screen date selection not functioning.	28232

Reports, Close Pay Period

Description	Dev Item #
"Accrual" report displaying two rows for the same accrual. The lesser amount is being utilized by QForce.	30953
Calendar pop-ups for "Employee Schedule" and "Schedule" reports not functioning.	31481
Buttons for selecting dates (< and > buttons) not functioning in "Employee Schedule" report.	31482
Calendar pop-ups not functioning in reports converted to the new reporting framework.	31491
When using the "Page Break" option in the "Time Card" report, the verification signature section is placed on the top of the following page.	31141
A missed punch causes the new "Time Card" report to display incorrect punch order.	31432
When the report date range is set to anything other than "Custom," the dates are greyed out and cannot be edited. Once the report is generated, the system allows for editing of the dates.	29076
"Hours Breakdown Summary" report not displaying "Disbursements" when selected.	29066
When viewing a Time Card report saved in Excel, the "Punch Notes" are separated into new fields if commas exist in the note.	30715
Data in "Time Card" report being pushed into multiple columns due to commas when viewed in Excel.	28247
"Employee Info" report displays different filter options based on the type of user logged in.	26132

Clocks, Employees, Scheduling

"Review Payroll Data" screen in Close Pay Period does not display "Exempt Salary" pay.	27285
When using the "Pay to Schedule" feature in Close Pay Period, the hours population is not calculating overtime correctly.	31358
Verification only displays for employees with hours, not appearing for employees with disbursements only.	31039
Clicking on the "Add Clock" link generates "HTTP Status :500" error.	31402
The "Revision Number" listed is not the actual value that is set to the clocks.	31165
The "Search by Card Number" feature on the Clock Status screen is not functioning.	31437
Unable to un-check the "Auto Generate Schedule" option in Employee Demographics.	30918
When scheduling an employee with "Assign Employee by Schedule," the Department Filter defines what is displayed on the screen. This causes the filter to appear broken in some cases.	31533

Error message appears when attempting to delete a Schedule Template.	31467
Spreadsheet Schedule “Estimates” displays pay when “Pay Info View” is restricted for the user.	31082
When copying a schedule via “Spreadsheet Schedule,” the specified Job settings are not copied to the new schedule.	31161
Inactive/active labels on the screen appear in same color as the selection screen.	29150

System Policies

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

Pay Periods, Departments

Description	Dev Item #
When attempting to update an employee’s Pay Period, only the [ADD] option appears. [UPDATE] is not available.	31561
Calendar option does not function when adding a new Pay Period.	31519
Split Daily Start Time causing duplicated punches on Time Card.	31184
Daily Start Time hours not splitting in certain scenarios.	31130
Departmental Hours Budgeting ignores the date range for budgets if the roll up type is set to none.	30817

Overtime, Accruals, Absences

Description	Dev Item #
When editing an “Overtime” Pay Code, setting all pay codes as “Excluded” generates a “Value cannot be null” error.	31471
“Included vs. Excluded” not functioning as expected in Overtime Threshold | Affected Pay Codes.	31155
Overtime not being applied correctly when used with Pay Codes that apply toward the threshold, but not affected.	31382
Database update causing duplication of accruals with overlapping rollover dates.	31411
Multiple day absences not populating correctly when used with a “Daily” Pay Period.	30514
When entering an absence tied to Comp Time, the absence window displays the Comp Time “Carry Over” amount rather than the “Currently Available” amount.	29773

Pay Policies, Disciplinary Scales

Description	Dev Item #
With multiple Pay Periods assigned to an employee, updating a newer policy causes a blank pop-up box to appear.	31579
When assigning a Pay Period to an employee in Pay Policies, the calendar option does not function for the "Effective Date" field.	31548
The "Manual Adjustment" widget in Disciplinary Scales does not function.	31574
"Custom Disciplinary Action" is incorrectly re-using occurrences for a multiple occurrence policy.	31580
When assigning a Disciplinary Scale to an employee, the "Start Date" is not defaulting to the employee's hire date.	31571
The calendar widget for custom date selection not functioning in Disciplinary Scales.	31572
Assigned "Start Dates" in Disciplinary Scales being reset when a prior Pay Period is recalculated.	31554
The system allows "Custom Disciplinary Actions" that are assigned to a "Disciplinary Scale" to be modified.	31551
"Custom Disciplinary Actions" set to "Occurrences" not functioning properly.	31312 31151
The Disciplinary Scales | Detail section of "My Screen" displays occurrences outside of the scale's date range.	31540
Disciplinary Scales using "Perfect Attendance" not allowing employees to go into negative point amounts.	30462
"Missed Punch" error displays as an Absence in Disciplinary Scales.	31489
"Minimum Point Amount" setting is not saving when creating a new Disciplinary Scale policy.	31487
"Primary Key Constraint" error when attempting to assign multiple "Custom Disciplinary Actions" to a scale.	31314
Confusing labeling of Absences in Disciplinary Scales.	31549

Meal Policies, Premium Pay, Error Monitoring, Verification

Description	Dev Item #
Deductions for "Meal Shift" policies not deducting correctly.	31416
"24 Hour" premiums are not awarding if a day with no hours falls between days containing hours.	31360
"Threshold" premiums being removed on hours records crossing Pay Periods if the next Pay Period is edited.	31264
"Zone Premium" being created when hours thresholds are not met due to excluded Pay Codes being included.	31232
Option to email Time Card errors to all users with access to the employee not functioning.	31429
Categories in Admin | Error Defaults do not match the categories in My Screen | Error Monitoring.	28504

“Not Scheduled” error is being removed if a punch is entered later in the day which falls within the schedule.	29854
“Late Lunch” error displaying inconsistently.	31143
“Early Lunch” and “Late Lunch” errors not working as expected when an employee clocks out at the start of the window, and in at the end.	29899
“Late Lunch” should have a “minutes after” value, as opposed to “minutes before.”	29859
“Early Lunch” should have a “minutes after” value, as opposed to “minutes before.”	29858
Error Monitoring email notifications not being sent.	31331
“Duplicate Key” errors being generated by duplicate Error Monitoring policies.	30210
“Out Early” error not behaving consistently with a large “Early Amount.”	31135
Email option of Verification emails all managers, instead of managers that are allowed access to the employee only.	31150

Time Off Requests, Mass Entry

Description	Dev Item #
“Pending Balance” displaying incorrectly in Time Off Requests.	31521
Email notification from “Time Off Request” displays “NTwo” as the value of total hours requested.	31424
Calendar pop-ups for Mass Entry Absences and Disbursements not functioning.	31451
When entering Disbursements through Mass Entry, specifying the “Start” and “End” dates does not automatically populate the “Weekday” check-boxes.	31479 31480
When using Mass Entry, the “Task” drop-down is not populated unless the system-wide “Quantity” setting is enabled.	27824

HR, User Security, Network Time Clocks

Description	Dev Item #
When a new company is created, the “System Customization” incident type vales are not created.	31543
When editing a User Security Role, a permission label is missing in the “Main Category: Report | Sub Category: Audit” section of the screen.	31550
User logged in as a “Custom” role with no punch permissions is allowed to deactivate punches.	30971
“Custom” role permission “Remove Employee” requires permission to remove “Self” in order for “Assigned” permission to be available.	28615
“Custom” role allowing “Enter Disbursement” and removal of disbursements when Department Verification is enabled.	31047
“User must change password on next login” option not working consistently.	31094
Entering a time off request using the Kiosk Interface re-directs to a Time Card screen if the request exceeds the available accrual balance.	31562

Configurable Network Time Clock getting errors in IE8 and unexpected behavior in IE9.	29316
Punches created via the Kiosk Interface not pulling back to the previous Pay Period when the hours record crosses periods.	31414

System Functions and Misc

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

HCM Integration, Mobile Interface, On Demand

Description	Dev Item #
System lists that do not currently exist in TimeForce need to be updated throughout the HCM integration.	31345
“Worked” pay code is required for PA records to be synced in HCM integration.	31344
Supervisor information and assignments not syncing in initial integration from iSolved/Qforce.	31203
Improve error handling when there is an Accrual mis-match between TimeForce and iSolved.	29280
During the “Process Accruals” step of Close Pay Period, an error appears stating “Unable to communicate with Payroll Office.” Procedure will not proceed.	28620
If group punches are created while the Mobile Interface is disconnected from the network, only the first set will be sent upon re-connection. User must resend for punches to appear.	31581
Inactive employees are allowed to make active punches on their Time Card.	27509

General/Miscellaneous

Description	Dev Item #
Windows 8 change to the “Canadian Short Date” causes “Weekday” checkboxes to fail.	31441
“12 Hour” time format changes Time Card display.	29468
Admin | Settings allows “Task Required” to be selected when “Job Required” not.	29545

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