

## TimeForce II Release Notes

Version 3.11.7

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## Feature List

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

### Accruals Changes

This software version includes an update to the way that Accruals are handled by the system.

Click on the “Employees” tab, and then on the “Accruals” sub-link located directly below the row of main program navigation tabs.

#### Accrual Forecasting Displayed up to Current Date

A new option labeled **Forecast to Current** has been added to the main employee Accruals screen. With this option enabled, the employee’s accruals totals are forecasted to the current date.

The **Last Calculated** field has also been re-named **As Of Date**, and displays the date of the most recent transaction. See “Figure TFII 3.11.7 Release Notes- 1.”

Accrual Policy	Date Range	As Of Date	Rate	Awarded	Manually Adjusted	Carry Over	Expired	Used	Available	Pending Used	Pending	Manually Adjusted	Pending Available	<input checked="" type="checkbox"/> Forecast To Current
Personal	1/1/2013 - 12/31/2013	1/1/2013	24.00	24.00	0.00	0.00	8.00	0.00	24.00	0.00	0.00		24.00	×
Sick FT	1/1/2013 - 12/31/2013	12/1/2013	8.00	96.00	0.00	24.00	0.00	0.00	120.00	0.00	0.00		120.00	×

Figure TFII 3.11.7 Release Notes- 1: Forecast to Current Option

The **Forecast to Current** option is located in the upper right-hand corner of the screen.

The “Restrict Absences” and “Restrict Time Off Requests” system settings are now based off the **Available** amount forecasted to the current date (unless the “Show accrual forecast when creating absence” option is enabled, at which point the setting is based on the **Available** amount on the absence date).

Dev Item # 31518

#### Pending Manual Adjustments in Accruals

The system now allows manual adjustments of accruals to be entered for a future date. These adjustments will be set to a status of “Pending” until they are processed.

Manual adjustments are entered by clicking on the link under the **Accrual Policy** heading. See “Figure TFII 3.11.7 Release Notes- 2.”

Accrual Policy	Personal
Last Calculated	12/17/2013
Manual Adjustment Date	12/20/2013
Manually Adjusted	4
Notes	

**Figure TFII 3.11.7 Release Notes- 2: Manual Adjustments**

Manual adjustments entered for a future date are displayed in the **Pending Manual Adjustments** column, and reflected in the **Pending Available** column. The manual adjustments will be processed into the system when the pending date is reached.

Click on the link in either the **Manually Adjusted** or **Pending Manually Adjusted** columns to view a detail screen on adjustments for this accrual. See “Figure TFII 3.11.7 Release Notes- 3.”

Personal			
Date	User	Manually Adjusted	Note
12/17/2013	admin	-30.00	
		<hr/>	
		-30.00	
Pending - Personal			
Date	User	Manually Adjusted	Note
12/28/2013	admin	38.00	
		<hr/>	
		38.00	

**Figure TFII 3.11.7 Release Notes- 3: Manual Adjustments Detail**

Click on the [RETURN] icon to return to the main Accruals screen.

**Note:** Manual adjustments to accruals cannot be performed retroactively.

**Dev Item # 31517**

### Employee Accrual Audit Screen

An audit screen appears when you click on the link located in the **As Of Date** column. See “Figure TFII 3.11.7 Release Notes- 4.”

Personal												
<input checked="" type="checkbox"/> Forecast To Current												
Date	Type	Total Hours	Unawarded	Awarded	Manually Adjusted	Carry Over	Expired	Used	Available	User	Modified Date	Notes
	Start	--	--	--	--	--	--	--	0.00			
10/1/2012	Assigned	N/A	N/A	--	8.00	--	--	--	8.00	Addison, Linda M	11/2/2012 8:36:29 AM	
10/1/2012	Manually Adjusted	N/A	N/A	--	-1.00	--	--	--	7.00	admin	12/17/2013 6:39:06 AM	
1/1/2013	Expired - Forecasted	N/A	N/A	--	--	--	7.00	--	0.00	admin	12/17/2013 2:32:49 PM	
1/1/2013	Carry Over - Forecasted	N/A	N/A	--	--	--	--	--	0.00	admin	12/17/2013 2:32:49 PM	
1/1/2013	Accrued - Forecasted	N/A	N/A	24.00	--	--	--	--	24.00	admin	12/17/2013 2:32:49 PM	
		0.00	0.00	24.00	7.00		0.00	7.00	0.00	24.00		

Figure TFII 3.11.7 Release Notes- 4: Accrual Audit Screen

Audit information is displayed for the selected accrual. Note that the **Forecast To Current** option appears in the upper left-hand corner of the screen.

An audit screen for used hours also appears when you click on the link in either the **Used** or **Pending Used** columns. See “Figure TFII 3.11.7 Release Notes- 5.”

Part Time				
Date	Absence Policy	Base Pay Code	Used	Note
12/17/2013	PTO	Absence	4.00	
			<u>4.00</u>	
Pending - Part Time				
Date	Absence Policy	Base Pay Code	Used	Note
12/19/2013	PTO	Absence	6.00	
			<u>6.00</u>	

Figure TFII 3.11.7 Release Notes- 5: Used Audit Screen

Click on the [RETURN] icon to return to the main Accruals screen.

### Automated Accrual Adjustments for Modified Absences

When an absence that is tied to an accrual in the system is modified, the main Accruals screen will now automatically perform the adjustment to accrual totals, keeping the totals in the Accruals screen in sync.

The adjustment to the accrual is created in a “Pending” state, with an audit date of the date that the absence was modified (and not the original absence date). Pending adjustments will be displayed when processed.

Dev Item # 31609

### Accrual Order of Operations

The following order of operations is utilized to track accrual audits:

- Expire
- Carry Over
- Manual Adjustments
- Accrued
- Used

Dev Item # 31496

### Comp Time Changes

Changes have been made to the way that Comp Time is handled by the system.

In previous versions of the program, Comp Time was included as part of the main “Accruals” screen. With this release it has been broken out into its own section of the system.

Click on the main “Employees” navigation tab. A row of sub-links runs directly below the main navigation tabs. A link for “Comp Time” has been added next to the “Accruals” link. Click on this link to open the “Comp Time Policies” screen. See “Figure TFII 3.11.7 Release Notes- 6.”

Comp Time Policy	Last Calculated	Earned	Manually Adjusted	Expired	Used	Available	
Full time	12/17/2013		14.00			14.00	✘
Shift2	12/30/2013	16.40				180.40	✘

Figure TFII 3.11.7 Release Notes- 6: Comp Time Policies

The “Comp Time” screen is set up to function much like Accruals.

- The policies that the employee is currently assigned to are displayed.
- Click on the ✘ icon to inactivate a policy. Inactive policies are displayed at the bottom of the screen.
- Click on the [ADD COMP TIME] link to assign the employee to a new policy. See “Figure TFII 3.11.7 Release Notes- 7.”

Comp Time Policy	Shift2
Last Calculated	11/01/2013
Manually Adjusted	
Notes	

Figure TFII 3.11.7 Release Notes- 7: Add Comp Time

Multiple Comp Time policies can be assigned to an employee. However, you cannot have two Overtime policies assigned to the same Comp Time policy.

Clicking on the link in the **Last Calculated** column displays an audit for the Comp Time policy. See “Figure TFII 3.11.7 Release Notes- 8.”

Date	Type	Earned	Manually Adjusted	Expired	Used	Available	User	Modified Date	Notes
11/1/2013	--	--		--	--	--	admin	12/17/2013 2:38:16 PM	
12/16/2013		16.40	--	--	--	16.40	admin	12/17/2013 2:38:30 PM	
		16.40	0.00	0.00	0.00	16.40			

Figure TFII 3.11.7 Release Notes- 8: Comp Time Audit

Click on the [RETURN] icon to return to the main “Comp Time Policies” screen.

A new section on the main “Time Card” screen displays calculated Comp Time information. See “Figure TFII 3.11.7 Release Notes- 9.”

Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
12/17/2013	16	17	18	19	20	21	22	23	24	25	26	27	28	29
In														
Out														
<b>Accumulated Hours</b>														
Total Hours	0.00	4.00	8.20	6.00	0.00	8.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pay Codes														
Abs		4.00		6.00										
cod > com			8.20			8.20								
<b>Comp Time</b>														
	0.00	14.00	16.40	0.00	0.00	16.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals														

Figure TFII 3.11.7 Release Notes- 9: Time Card Info

Note that all Comp Time Rollover hours now expire.

## Report Standardization

All reports in the TimeForce II system have been standardized to work in the SSRS framework.

### SSRS Benefits

The process of generating a report has not changed from the handful of reports that had been moved over to the SSRS framework in previous versions. This section is a review of SSRS functionality, as it is now implemented system-wide.

Once you have entered the criteria for the desired report, you come to the **Report Options** section of the screen. See “Figure TFII 3.11.7 Release Notes- 10.”

Figure TFII 3.11.7 Release Notes- 10: Report Options

- By default, all generated reports are sent to the Report Queue for retrieval. Put a check mark in the **Wait On Report** option if you would like the system to pull up the report for immediate display.
- 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 the desired report format from the drop-down menu. Reports can be generated in the following formats:
  - PDF
  - Excel
  - Word
- Once you have generated a report, click on the “Report Queue” link at the top of the screen at any time for retrieval. The report name is displayed along with information on when the report was requested, and the report status. When completed, a link appears allowing you to download or view the report.

## 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 Card, Employee, Close Pay Period, Job Tracking, My Screen

Description	Dev Item #
Job Transfer punches causing errors on Time Cards.	31275
Employees with an ampersand (&) in their names break Department filtering functionality throughout the system.	30716
An error appears when clicking on "Close Pay Period" if your default company Pay Period is set to "Custom."	29503
Special characters in Department name causes error when closing a Pay Period.	29881
"Quantity" functionality not appearing when using FireFox browser. Displays correctly in I.E.	30039
The default "Employee" Role does not include the "View My Screen Messages" permission.	31639

### System Policies

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

#### Holidays, Accruals, Pay Codes

Description	Dev Item #
Base Pay Codes set up to represent "Holiday Worked" time not exporting correctly.	31701
Users are not allowed to make changes to Accumulated Hours Pay Codes.	31497
The system does not allow users to change the name of an Accrual once it has been set up.	31498
The "Pending Used" balance includes future rollover year balances when it should not.	31500
Inactivating an Accrual and adding it back in is not correctly picking up "Used" and "Pending" hours.	31400
Too many Pay Codes causing "Pay Codes" screen to generate an error.	31469

### Meal Policies, Maximum Hours Policies, Rounding Policies, Policy Groups

Description	Dev Item #
"Floating" Meal Policy not functioning correctly when based on unrounded time.	31651
Maximum Hours Policies not functioning consistently.	25843
Hours Rounding Policies not assigning correctly via a Policy Group.	31393
Cannot update default Supervisor if assigned to a Policy Group with a Department selected, and "Use Employee Current Supervisor."	27945

### Time Off Requests, Absences, Comp Time

Description	Dev Item #
The "Created By" field in Time Off Requests is displaying the wrong user.	30910
"Show Accrual Forecast" causing error message when entering Absences.	31341
Comp Time calculations on Time Card not being affected by Hours Rounding Policy.	31237
When a Comp Time policy expires and pays out, it will no longer display "Available Hours" when creating an Absence.	29466
Comp Time not recognizing multiple hours records on the same day.	29410
Comp Time needs to Recalculate Pay Periods to rebuild Audit History.	30245
Comp Time Allocations not displaying in Audit Trail.	30068

### System Functions and Misc

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

### HCM Integration, Imports, OnDemand, Users

Description	Dev Item #
HCM Integration has been updated to work with new 3.11.7 Accruals.	31654
Functionality for importing accruals does not match the User Interface.	31499
When an "Inactive" employee receives an error at the clock, the error punch is displayed on the employee's Time Card.	27510
After logging out of TimeForce II, the system allows you to return to the previously viewed page by clicking the "Back" browser button.	30500
After switching a clock from ClockLink/ClockServer to On Demand, finger templates need to be re-enrolled.	29915

## Miscellaneous

Description	Dev Item #
"Kiosk" user displays incorrectly when using an Active Directory User.	28818
Non-functional [ENTER ABSENCE] and [ENTER DISBURSEMENTS] buttons appear for system default "Employee" users.	30925
"Change Password" prompt not appearing correctly under certain circumstances.	29785

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