

TIME AND ATTENDANCE SYSTEM

Revision 6

**NICHE BUSINESS SOLUTIONS, INC
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1. PERSONNEL RECORDS

This section is used for the definition, printing and browsing of employees. The employee id provides a link number for payroll systems. Each employee is defined in the system via a unique badge number, for example 1001 and through their P.I.N. number. The combination of these two numbers allows personnel to log in through either a card and/or manually. Please note that once an employee id has been defined it can NOT be changed therefore care should be taken that this has been entered correctly. Employee ID numbers and badge numbers can not be duplicated. All entry fields are self explanatory and should be completed. The category field has a pop up menu showing available employment categories, for example, Part Time or Full Time. These employment categories are defined in System Maintenance.

Employees can be deleted from this section only if they have not been scheduled at any time. If they have been rostered at some point then they must be deleted via a termination report which is accessed via the same delete key. This section will allow the completion of the remaining fields of Date Finish, Dismissed, Rehire and comments and then subsequently print out a report for the employee and for forwarding to the payroll department.

Employee lists can be printed or viewed by selecting LIST from the menu at the bottom of the Personnel Records Section.

2. MANUAL STAFF EDIT

Manual Staff edit allows the definition and altering schedules and logging on staff when the Time and Attendance Terminal is not available. A level 4 access is required for creating a schedule and for accessing dates other than the current day but lower levels can log staff employees on and off as required. After the date has been requested (if access is sufficient) a window opens allowing specification of the employee. Typing the first few letters of the surname will open a box showing the closest matching employee. Highlight the selected employee and press enter to select them. If the employee has not logged in for the day then you will be given the option of creating their schedule only if you are a level 4.

If a schedule does not exist then you will be prompted to enter the start and finish times for the employee and also their duties. The employee will then be automatically logged in to start from the current time. Remember, this program should only be used to manually log an employee in situ and is not a replacement for logging into the Terminal. If the employee has all ready logged in, then their current details will be displayed and their breaks and/or finish time can be selected. Again this works from the current time.

A level 4 access will allow the selection of past dates and the editing of all times within the schedule. Therefore this section can be used by managers to edit incorrect particulars concerning breaks or other times recorded. Please Note - all modifications are recorded and printed with the time sheet reports. Break times can not be edited.

3. REPORTS

1. EMPLOYEE STATUS

This report indicates the actual status for employees for the selected date.

2. SHIFT VERIFICATION

Shift verification **MUST** be completed each day to update pay records. Only a Level 4 access can do this. This should be done by the closing manager, reviewing each employees shift times and duties. If they are correct, place a Y in the verified field. If something need to be corrected, it must be done from Manual Staff edit **PRIOR** to verification.

3. VIEW/PRINT TIME SHEET

This report provides for the viewing and printing of time sheets for employees together with any audit information in relation to them. This may be done for All or Some Employees and All or Active Employees.

4. DATA TERMINAL MAINTENANCE

This section provides the option to close data terminals. The sections allow for the closing of all or some terminals as the case may be. The terminals are only opened when the system starts. Normally, they operate twenty four hours per day.

Note: If for any reason you close the data terminal, you will have to Quit the system, then type start to bring the terminal back online.

5. SYSTEM MAINTENANCE

1. TERMINAL MAINTENANCE

This section allows the definition of the printer for each terminal defined in the system. The terminals specified have been previously defined by Ticketpro during installation.

2. SYSTEM LOGFILE

This section allows the viewing and printing of all logins and attempted logins to the Time and attendance system.

3. EMPLOYEE DUTIES

This section provides for the definition of the various duties utilized within the theatre, for example, BoxOffice, Cleaner, Manager. Each duty is assigned a letter and description and up to 5 different break periods allowed can be specified according to length of shift.

4. EMPLOYEE CATEGORY

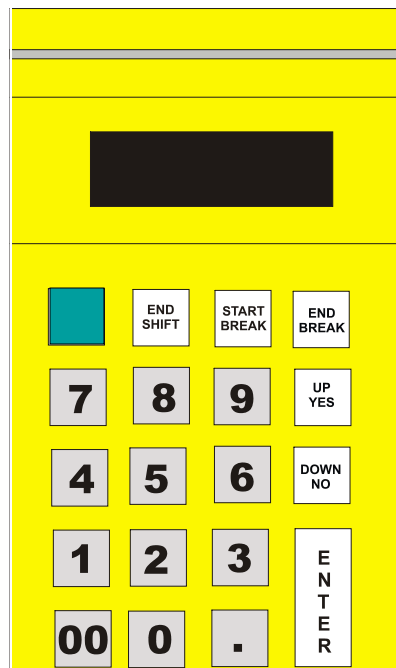
This section is used during Personnel entry to specify the employee category, for example, full time, Part time. A category letter is chosen and then a description is entered for that letter.

5. PROCEDURE MAINTENANCE

This section allows the setting of the access levels for the various menu items within the Time and Attendance System. Access levels proceed from a level 1 (lowest) to the highest level allocated at time of installation. This allows the security of the system to be tailored according to requirements and personnel. It should be noted, however, that a level 4 or above is mandatory for creating manual schedules through the manual login.

APPENDIX 1

TIMEKEEPER KEYPAD LAYOUT



APPENDIX 2

OPERATION OF TIMEKEEPER TERMINAL

The timekeeper terminal can accept both manual and magnetic card entry for employee time keeping. When operational the keypad will also be showing the current date and time.

To access the functions of the keypad either commence typing the badge number of the employee or else swipe their card. If the badge number is less than 5 characters then ENTER must be pressed after the last digit has been entered. If an incorrect badge number has been entered or more than five seconds has passed between key entries then the terminal will reset itself.

If the card has been read correctly or the badge number has been accepted then the keypad will now ask for the four digit P.I.N. number. Again this must be entered with no more than five seconds between keypresses. The P.I.N. must be four digits exactly. If the P.I.N. is accepted then the keypad will show the employees name.

The screen will show ASELECT DUTY@ and underneath a duty will appear. Using the AUP/YES@ or ADOWN/NO@ keys scroll to the duty for which the employee will be working and then press AENTER@. The Employee's shift will be started.

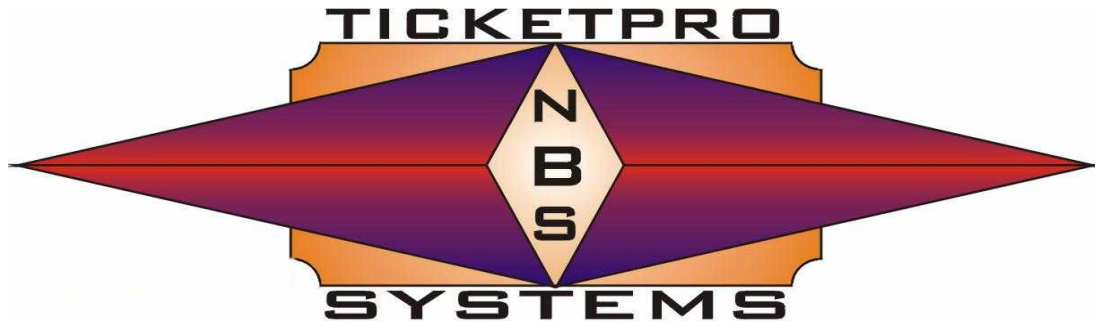
If the employee has already started his shift, upon entering his badge number and pin, the screen will display "Select Function". The Employee may choose "Start Break", "End Break", or "End Shift". If the employee chooses "Start Break", the current time is logged as his start break time. If "End Break" is chosen without previously having started a break, "Select Function" will remain on the screen. If "End Shift" is chosen, the current time will be the employee's shift end time.

TROUBLESHOOTING

Timekeeper has error on screen, nothing showing on screen, or time is incorrect:

Go to "Data Terminal Maintenance", close the terminal, F4 and quit the system to "Please Login" then type start to bring the terminal back online.

This error occurs when staff try to login without waiting for the timekeeper prompt.



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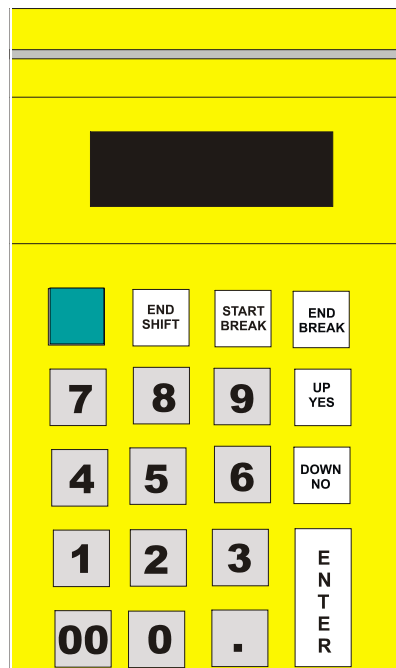
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