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Advance Transaction Management
User's Guide

Document Release – 5.0 Revision 3

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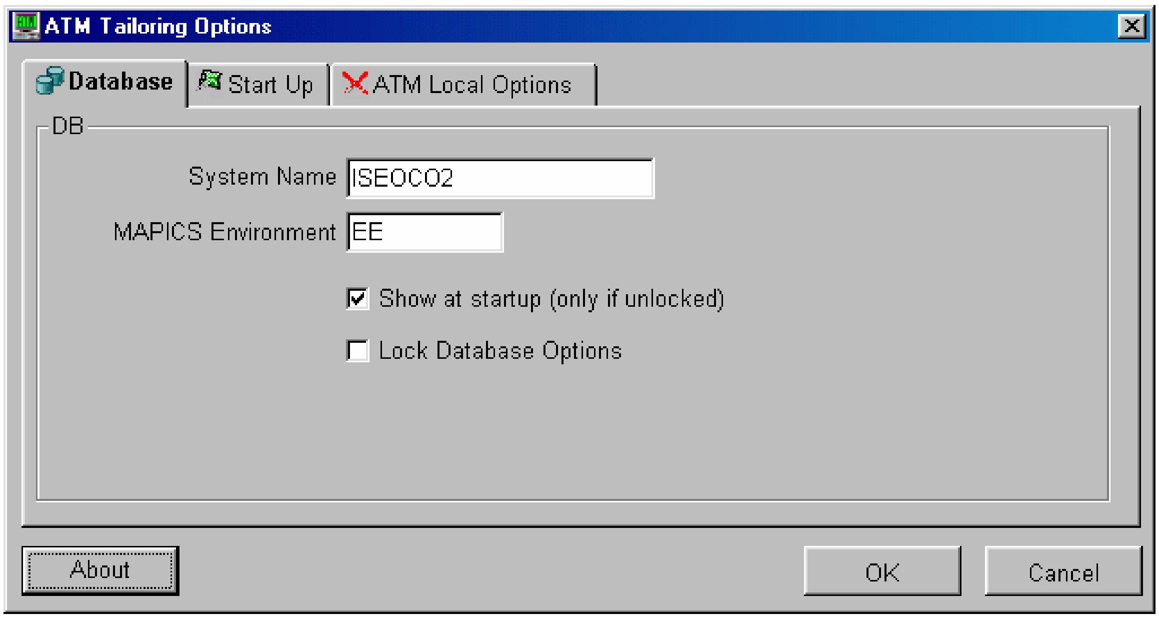
Contents

Chapter 1 – Tailoring

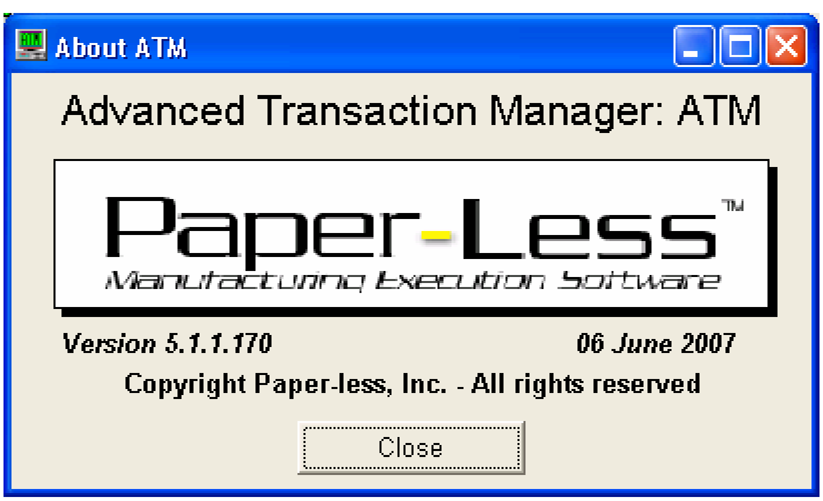
1. Connection & Logon Tailoring

Upon logging into the ATM software, the individual user has the ability to specify the System Name and the Infor XA environment they wish to access.

1. *System Name:* The iSeries System that you are connecting with.
2. *Infor XA Environment:* The Infor XA Environment that you are connecting to.
3. *Show at startup (only if unlocked):* This gives the user the ability to see this screen & make changes to the environment during start up. If this is not checked the user will bypass this screen & continue to the user logon screen.
4. *Lock Database Options:* This will not allow users to change these options.

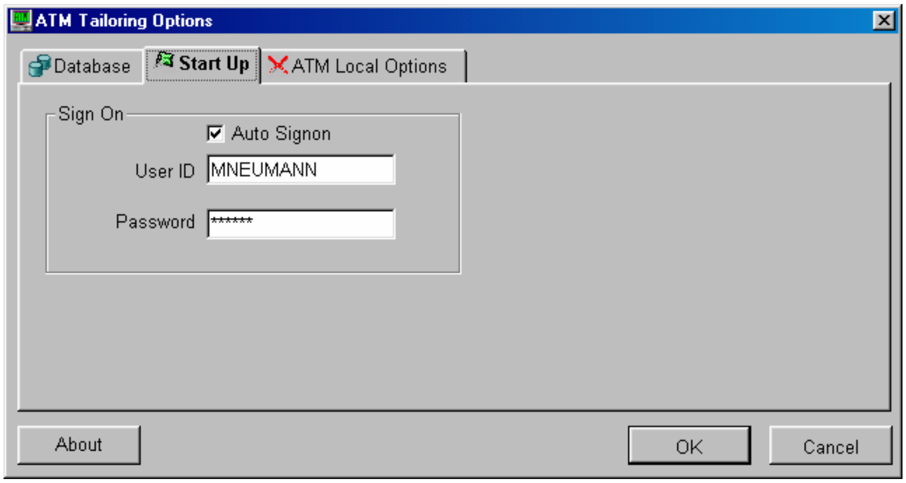


5. *ABOUT button:* This will display the current client version level and release date.

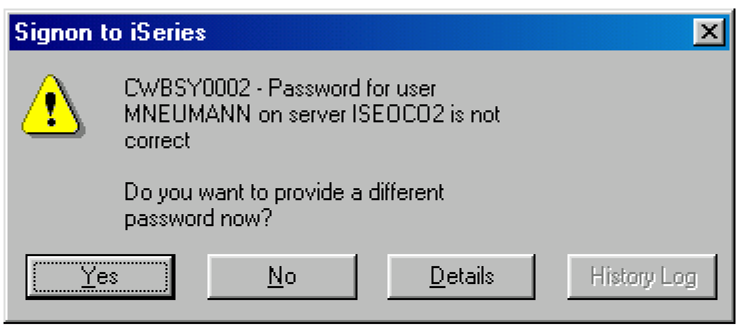


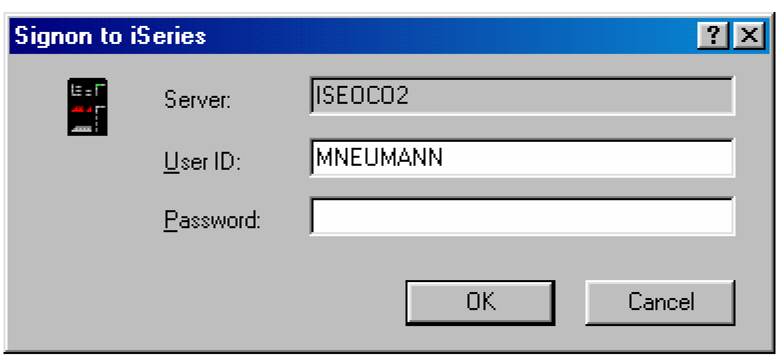
In addition, the user has the ability to have an auto-sign on function activated.

1. *Auto Signon:* When this is checked, the User ID & Password entered will be used to open up the application, bypassing the User Signon screen.

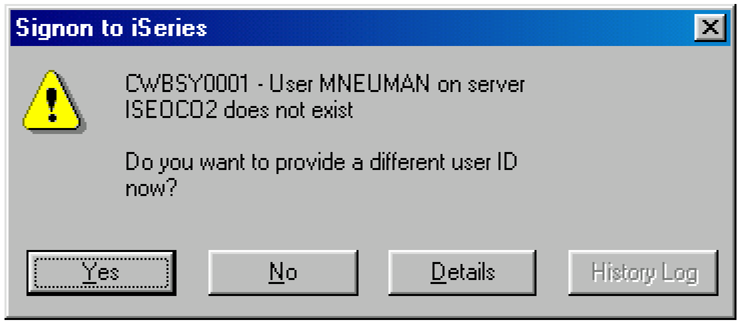


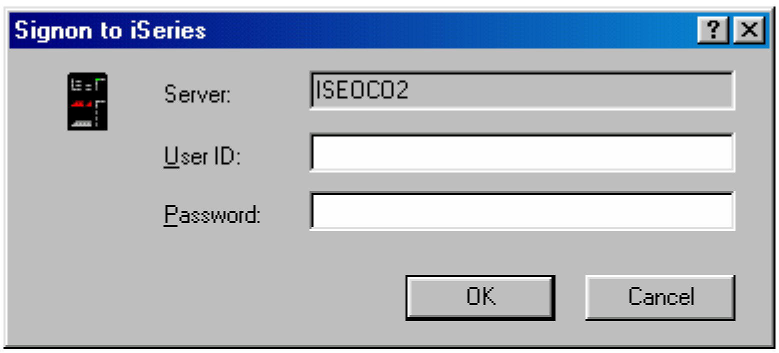
If the Password is invalid, the following series of screens will appear. If you respond with a "Yes", you will be prompted to enter in the correct Password 4 times. If you select "No" without updating the correct info, you will receive a Database Operation Error & you will not be allowed to enter the application.





If the User Id is invalid, the following series of screens will appear. If you respond with a "Yes", you will be prompted to enter in the correct User Id and Password 4 times. If you select "No" without updating the correct info, you will receive a Database Operation Error & you will not be allowed to enter the application.

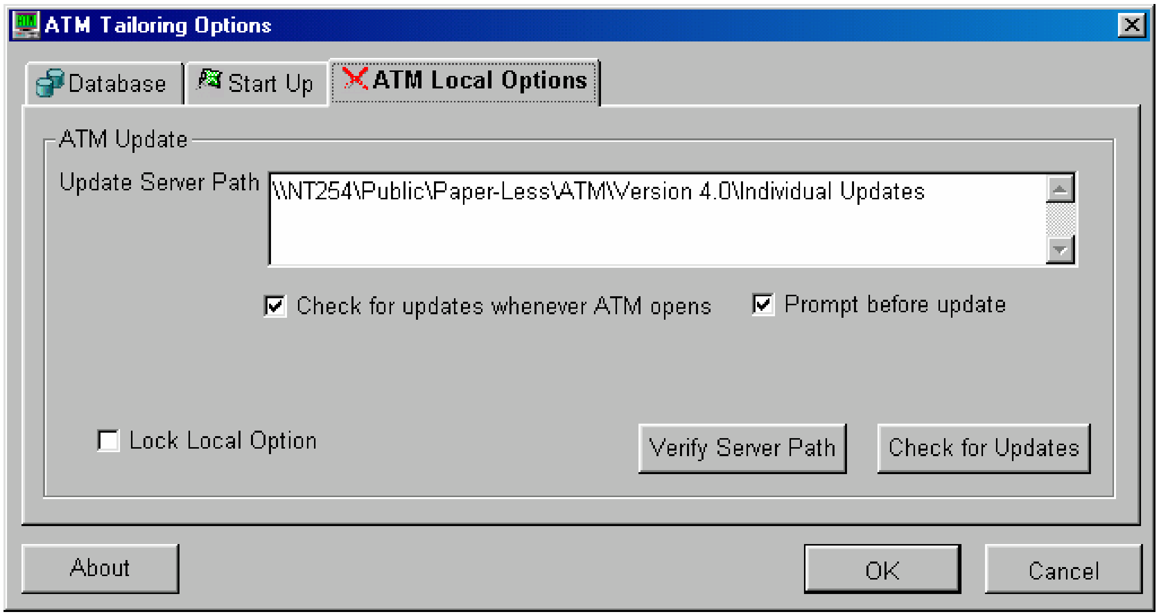




Security Issues
If you are using the Auto Signon, be aware that your User ID & Password will be stored in the ATM.ini file, located in your ATM root directory.

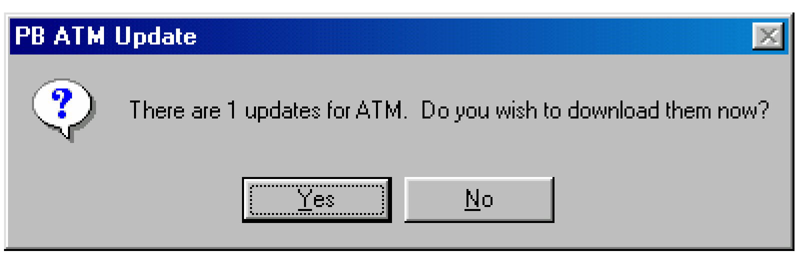
ATM Client Auto-Update

To set up the client for automatic updates click on the *ATM Local Options tab.*



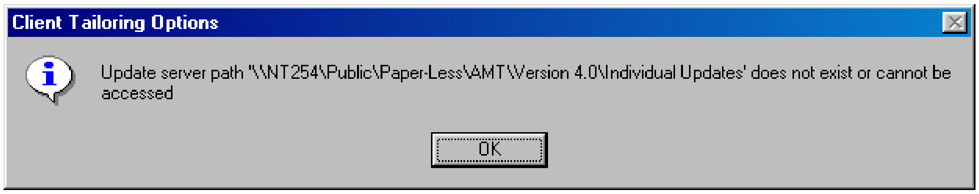
On this tab there is a box that labeled *ATM Update* that contains the object for setting up the update program.

1. *Update server path:* This is the folder where all the client updates (pbd's) are placed (i.e. a network drive/folder).
2. *Check for updates whenever ATM opens***:** Check this box if you want ATM to check the server path for any new updates whenever the program opens. Uncheck this box if you do not want to check for updates when the program opens.
3. *Prompt before performing updates:* If there are files that need to be updated, then check this box if you want a message box stating "There are ## updates for ATM. Do you wish to download them now?" to appear.



Select "Yes" if you want the update to take place. Select "No" if you want to update the files at a later date.

4. *VERIFY SERVER PATH Button:* Selecting this button will cause the program to verify whether it can access the folder specified. If the path is invalid a message will appear stating, "Update server XXXX does not exist or cannot be accessed".

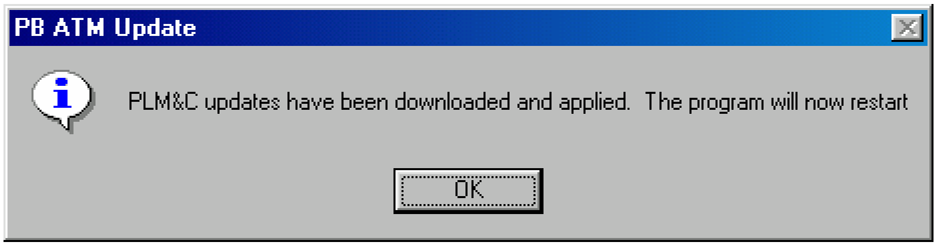


If the path is valid then the message will state, "Update server path found".

5. *CHECK FOR UPDATES Button:* Select this button if you want to manually start the update process.

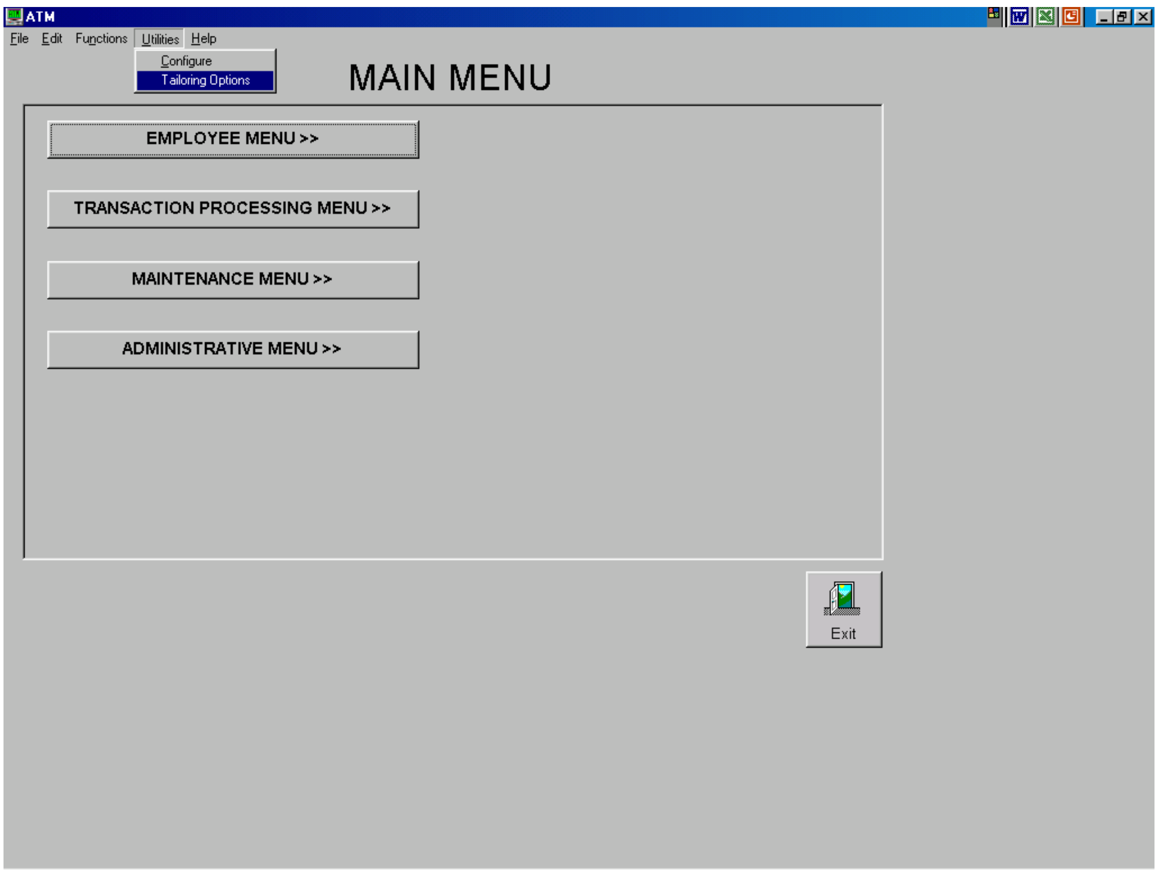
Here is the step-by-step procedure of how the update takes place.

1. The program checks if it can access the update server path. If it cannot the update then the program ends.
2. If the server path can be accessed then the program searches the folder for any files that can be updated. This includes *.PBD* files and *.INI* files.
3. If any of the files are found on the update server, the program then compares the modification date of the local file to the modification date of the file on the server.
   a. **Server File > Local File** - If the modification date on the server is greater than the modification date in the local folder then the file is downloaded to the local folder.
   b. **Server File = Local File** - If the modification date on the server is the same as the modification date in the local folder then the modification times are compared. If the modification time on the server is greater then the modification time in the local folder then the file is downloaded.
   c. **Server File < Local File** – If the modification date on the server is less than the modification date in the local folder then the file is not downloaded.
4. Once all the files that required updating are downloaded a message will appear that will tell the user that the program will now restart.



5. The program will then shut itself down and re-open.

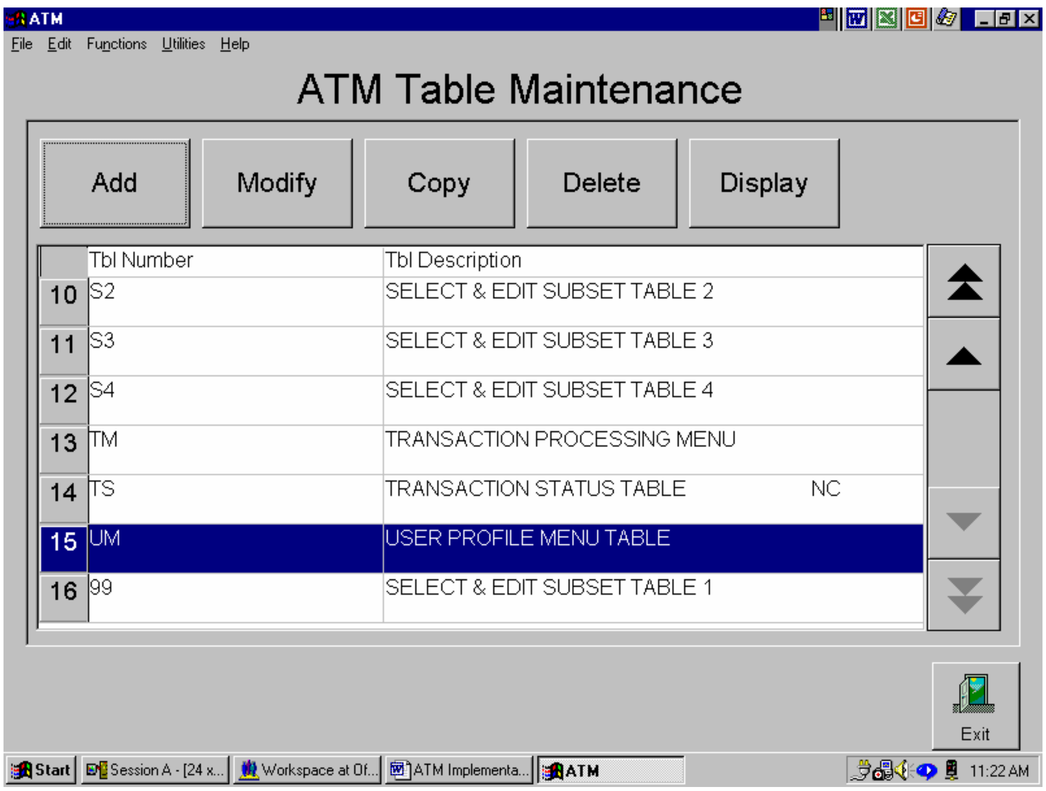
*NOTE - All of the Client tailoring options discussed in Chapter 1 – Section 1, can also maintained from the ATM Toolbar – Utilities – Tailoring Options.



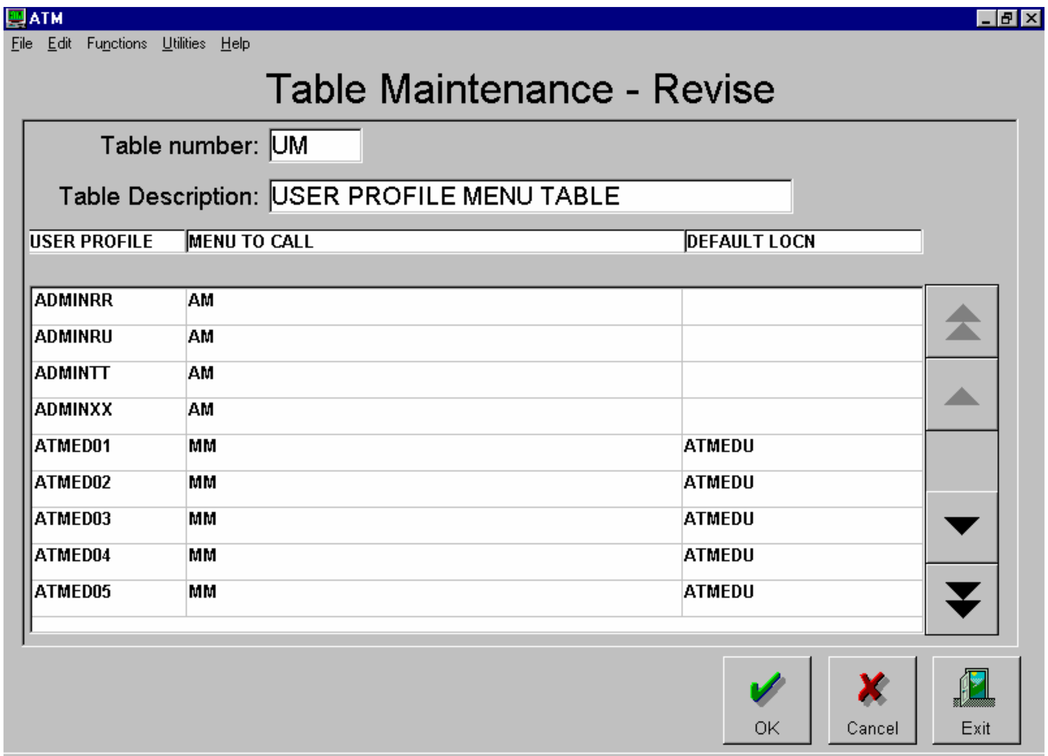
2. User Security

Individual users using the ATM software will need to be granted access to the ATM Menus. Included as part of the install, the QSECOFR user profile has been granted access to the ATM software. To define User Security, access the “Administrative Menu” and select “Table Maintenance.”

1. Locate and highlight the Table Number “UM-User Profile Menu Table” and click on the *modify* button.



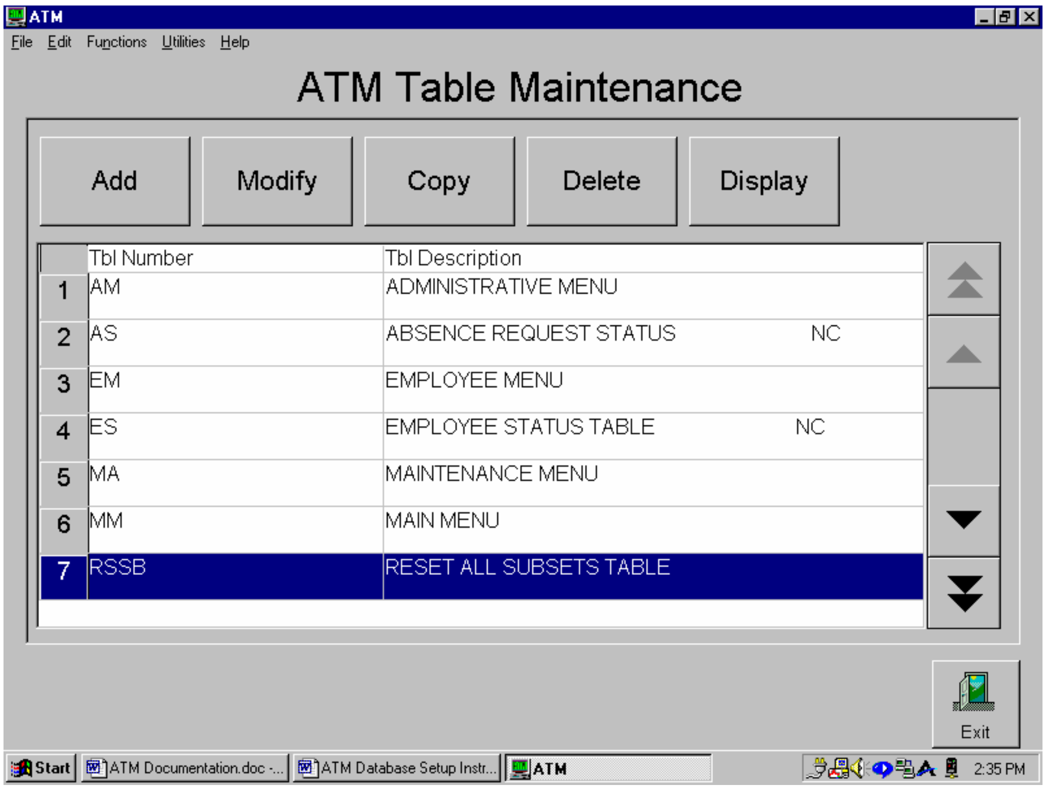
2. Position to the bottom of the screen by clicking on the *Page Down* button.
3. Type in the "User Profile" of the user being authorized along with the "Menu Identifier" ("Location" field is optional and can be filled in at anytime.).
   3.1. *User Profile:* System User ID that is being allowed access to the ATM software.
   3.2. *Menu to Call:* Identifying the ATM Menu to be called at the time of sign on.
      3.2.1. *AM* – Administrative Menu
      3.2.2. *EM* – Employee Menu
      3.2.3. *MA* – Maintenance Menu
      3.2.4. *MM* – Main Menu
      3.2.5. *TM* – Transaction Processing Menu
   3.3. *Default Location:* (optional) Establishes a "default" location for the user. The user will still have the ability to change locations.
4. Click on the *Ok* button



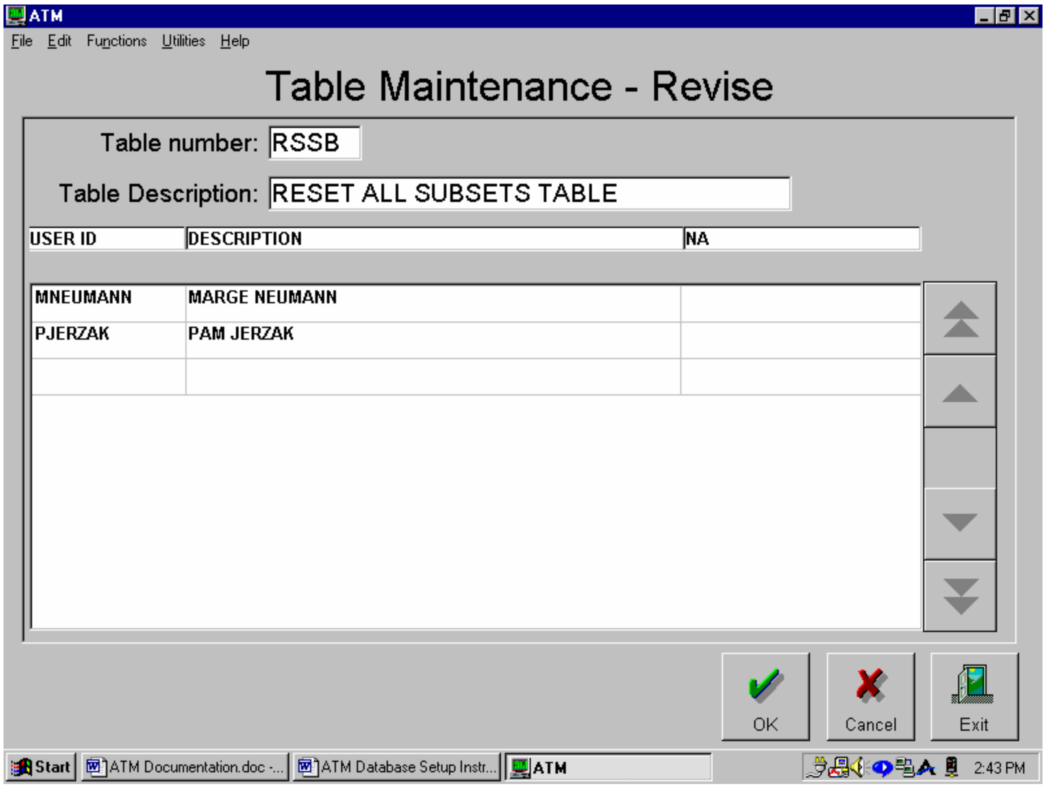
3. Reset Subset Table

This table is optional. The reset subset function is to be used where one or more users need to have the ability to reset any and all subsets company wide. (i.e. supervisors approve individually assigned subset and a final subset approval is made company wide by a manager) To establish authority for a particular user to Reset All Subsets, access the "Administrative Menu" and select "Table Maintenance."

1. Locate and highlight the Table Number "RSSB-Reset All Subsets Table" and click on the *modify* button.



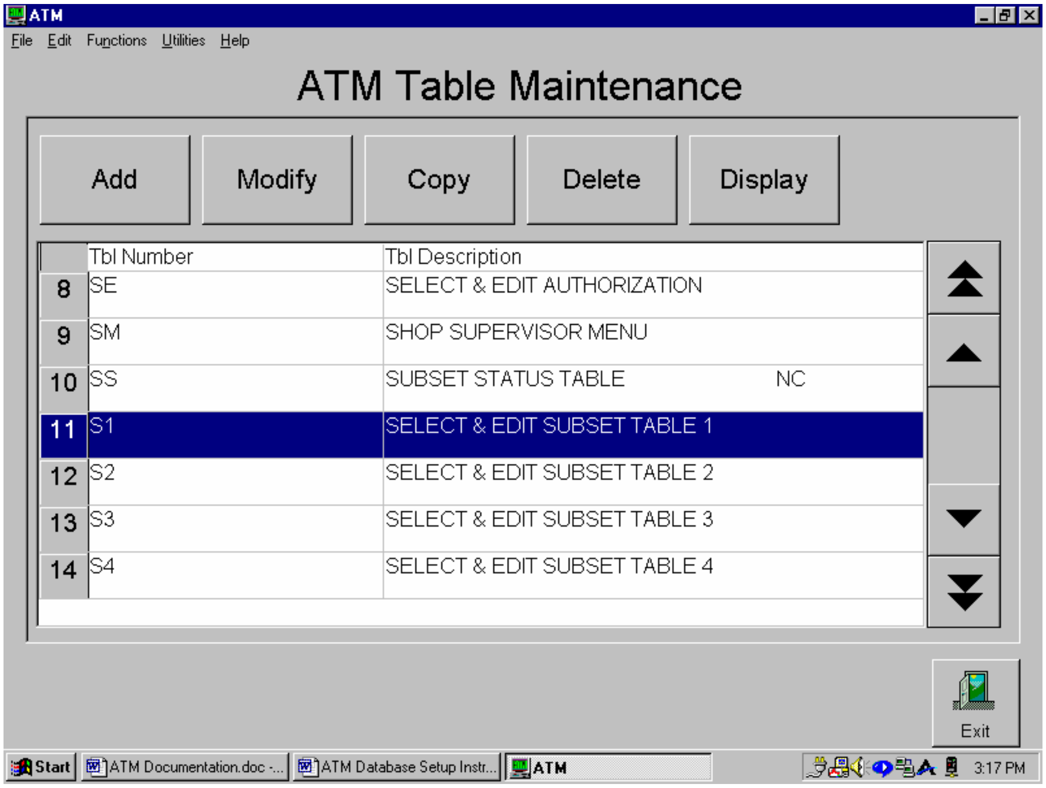
2. Type in the “User Profile” and the “User Name” of the user to be given the authority to reset all subsets.
   User Profile: System User ID to be given the ability to reset all subsets
   Description: User’s name
   NA: (not used at this time)
3. Click on the *Ok* button.



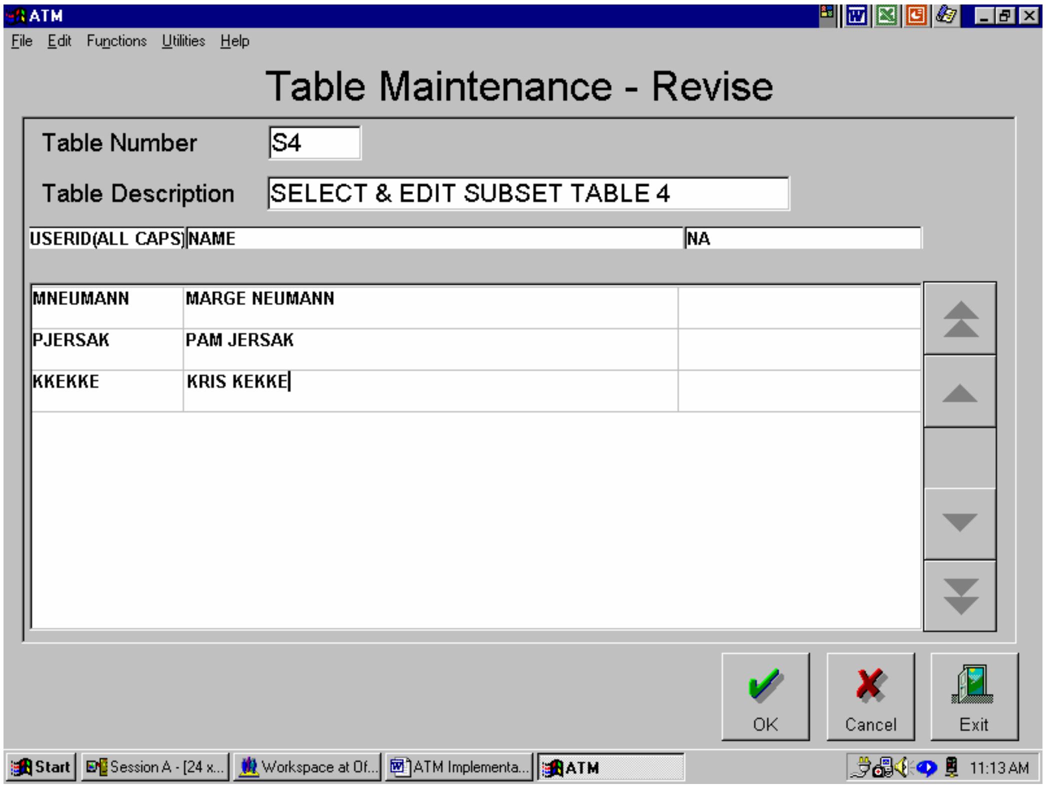
4. Select & Edit Subset Table

This table is optional. To provide for the capability of allowing supervisors to perform a select and edit process over one another's employees/departments, these lists need to be setup with multiple user ids (typically supervisors) within them. Assigning the Subset Table Number (i.e. S4) to a particular User ID will allow that user to view/maintain transactions as part of the Select & Edit process for all users being represented on this list. To establish the Select & Edit Subset Table List, access the "Administrative Menu" and select "Table Maintenance."

1. Locate and highlight the Table Number "S1-Select & Edit Subset Table 1" and click on the *modify* button. (Note – Additional Subset Tables can be defined as needed.)



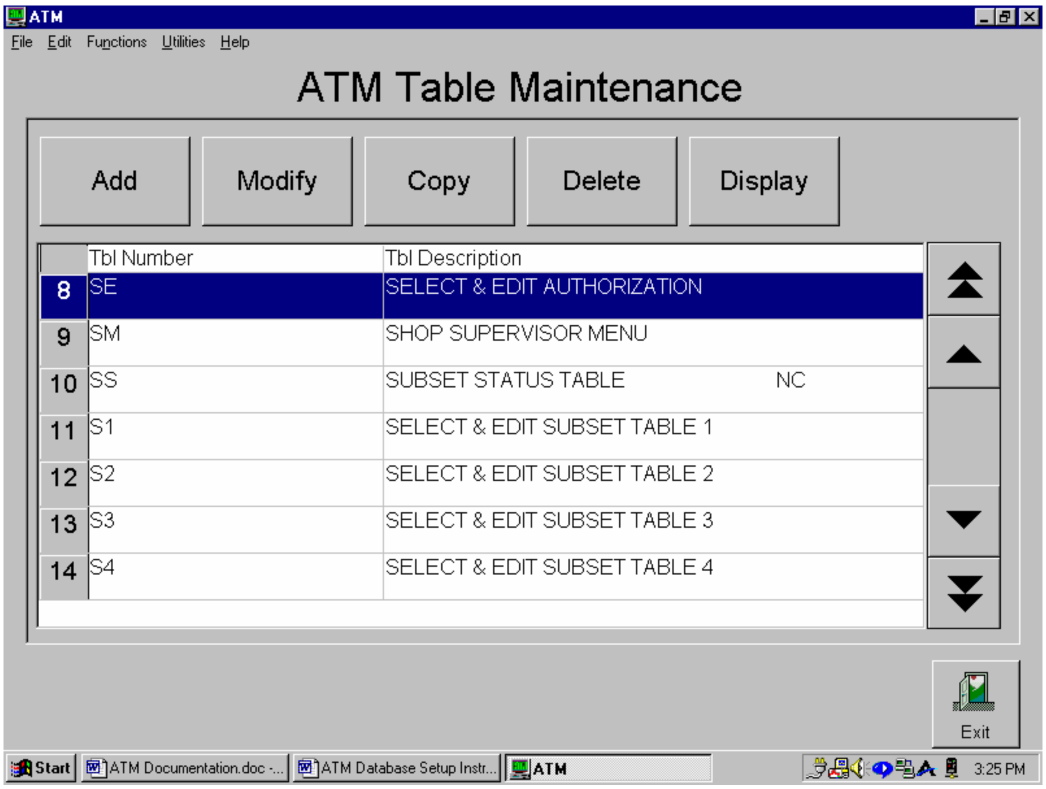
2. Type in the list of "User Profiles" and the "User Names" to be considered as part of the Select & Edit Subset Table List.
   2.1. *User ID:* System User ID's (Note – For those users that will only be viewing their own employees/departments, a subset table does *not* need to be created.)
   2.2. *Name:* User's name
   2.3. *NA:* (not used at this time)
3. Click on the *Ok* button.



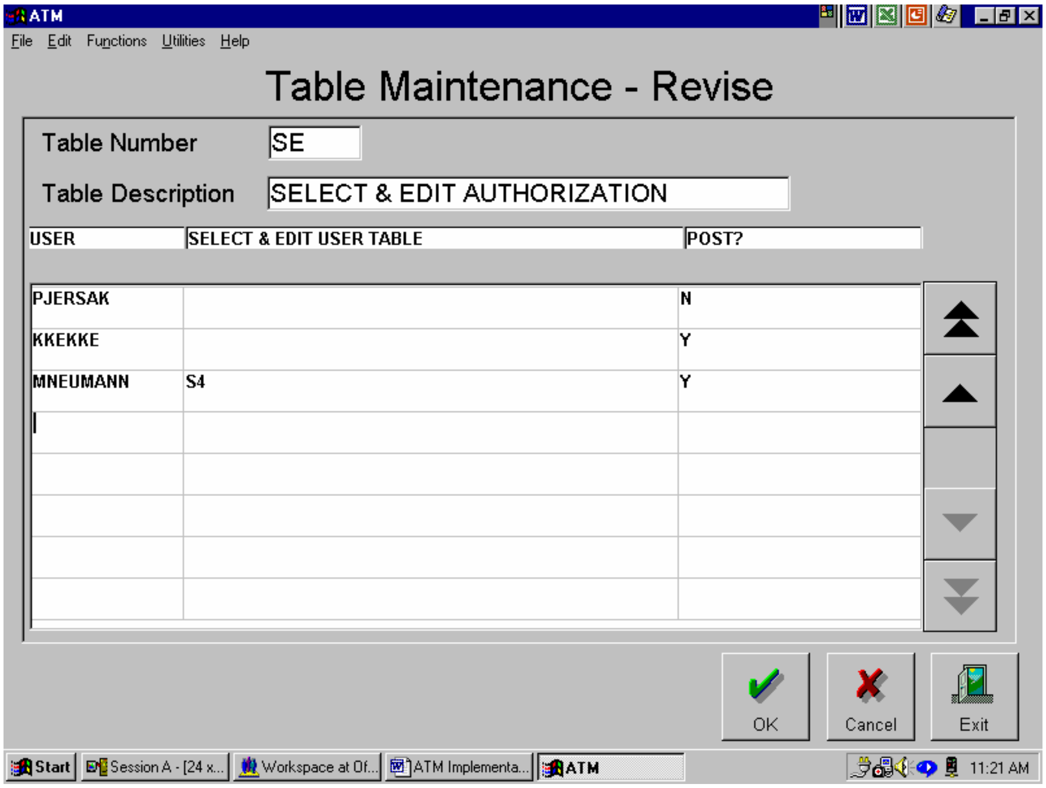
5. Select & Edit Authority

This function provides authority to the individual users who are to have access to perform Select & Edit processing. To establish the Select & Edit Authority, access the "Administrative Menu" and select "Table Maintenance."

1. Locate and highlight the Table Number "SE-Select & Edit Authorization" and click on the *modify* button.

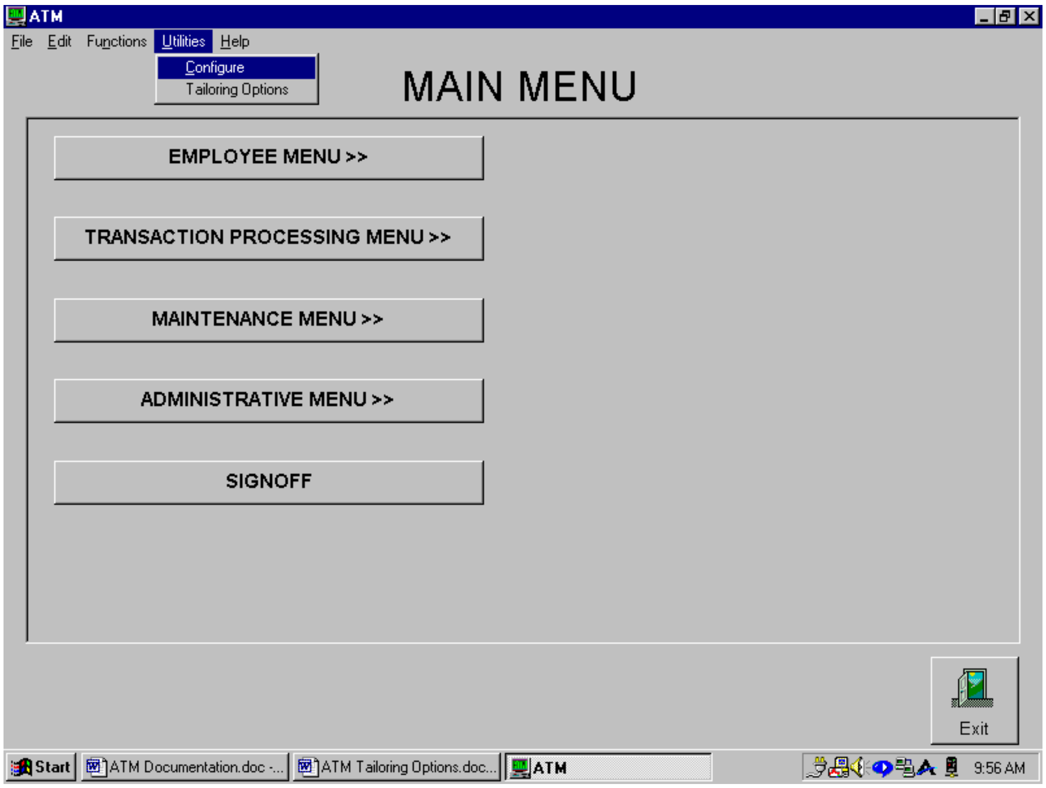


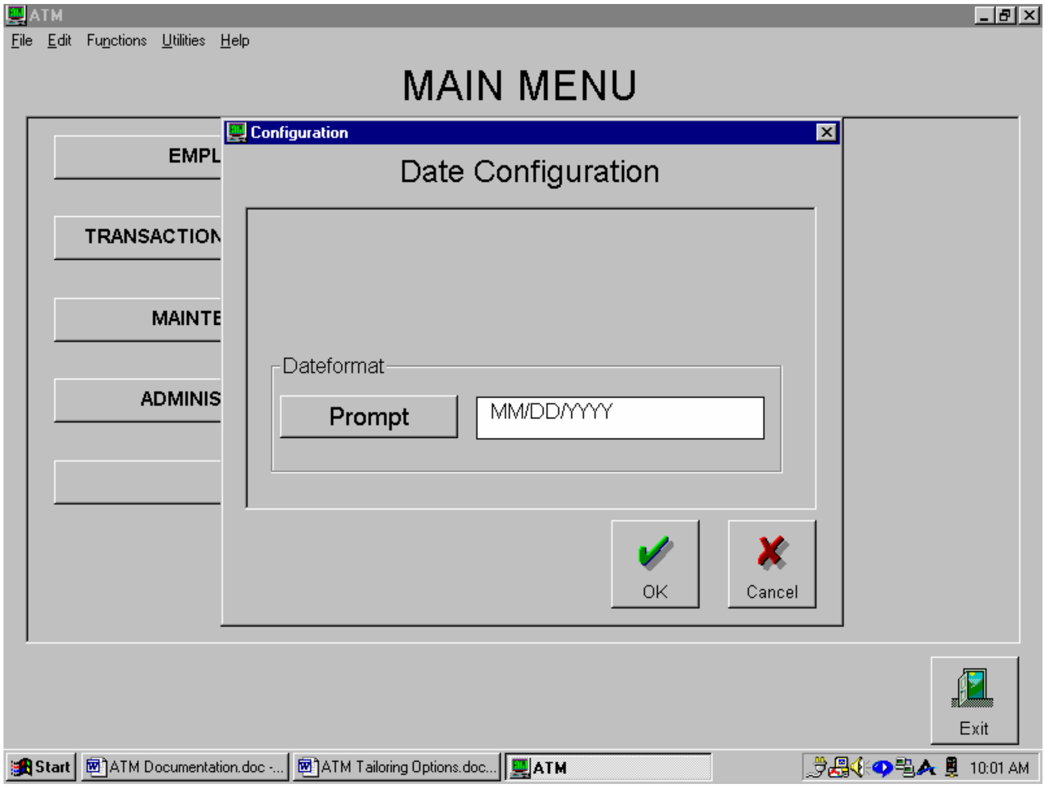
2. Type in the “User Profile” and the “User Name” of the users to be given the authority to perform Select & Edit processing.
   2.1. *User ID:* System User ID
   2.2. *Select & Edit User Table:* - Select & Edit Subset Table ID (Note – For those users that will only have authority to view their own employees/departments, this field is to be left blank.)
   2.3. *Post?*: Type in a “Y” or “N” indicating whether or not the user has authorization to Post/Prepare transactions.
3. Click on the *Ok* button



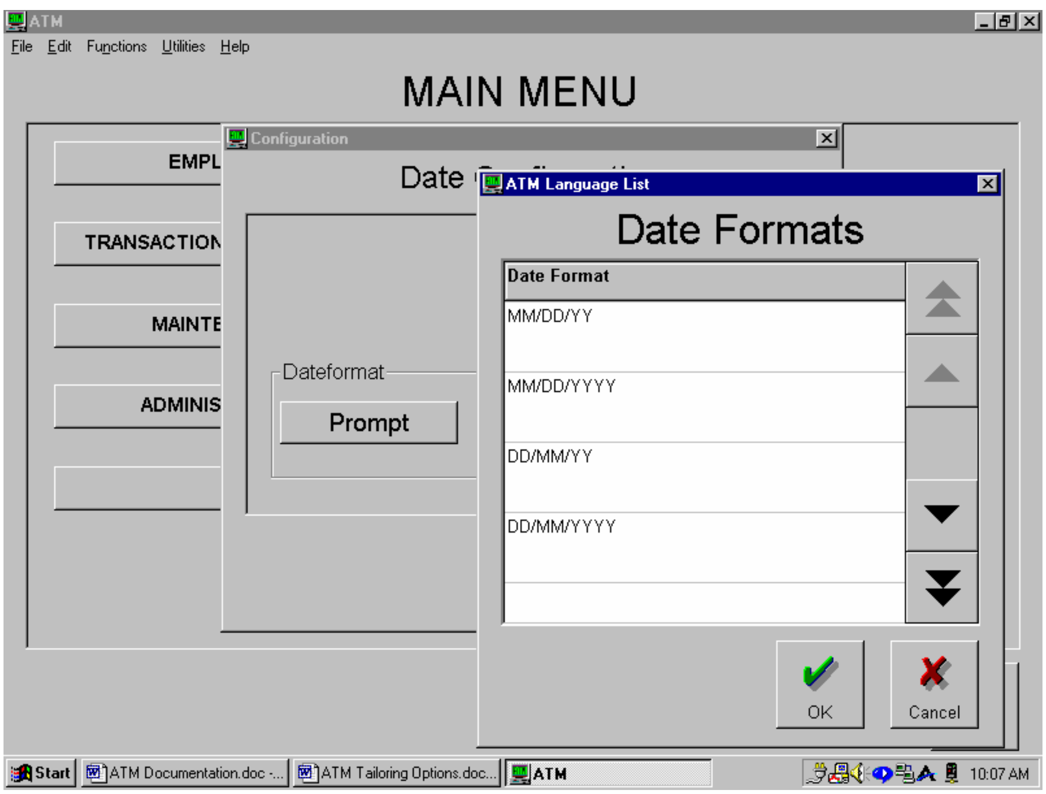
6. Language and Date Formats

Currently the Language option is not available for tailoring, as English is the only available language at this time. To change the date format, from the ATM Tool Bar at the top of the Main Menu, select “Utilities” and then “Configure”.





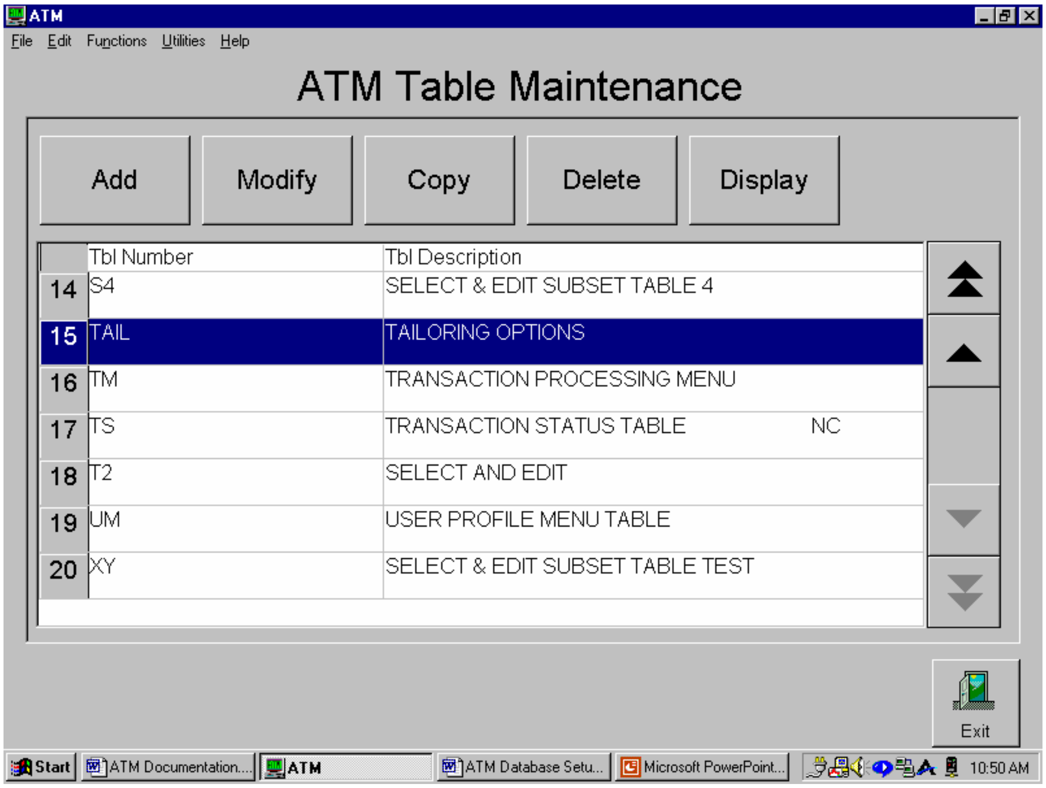
1. Select "Prompt" to choose a Date format.



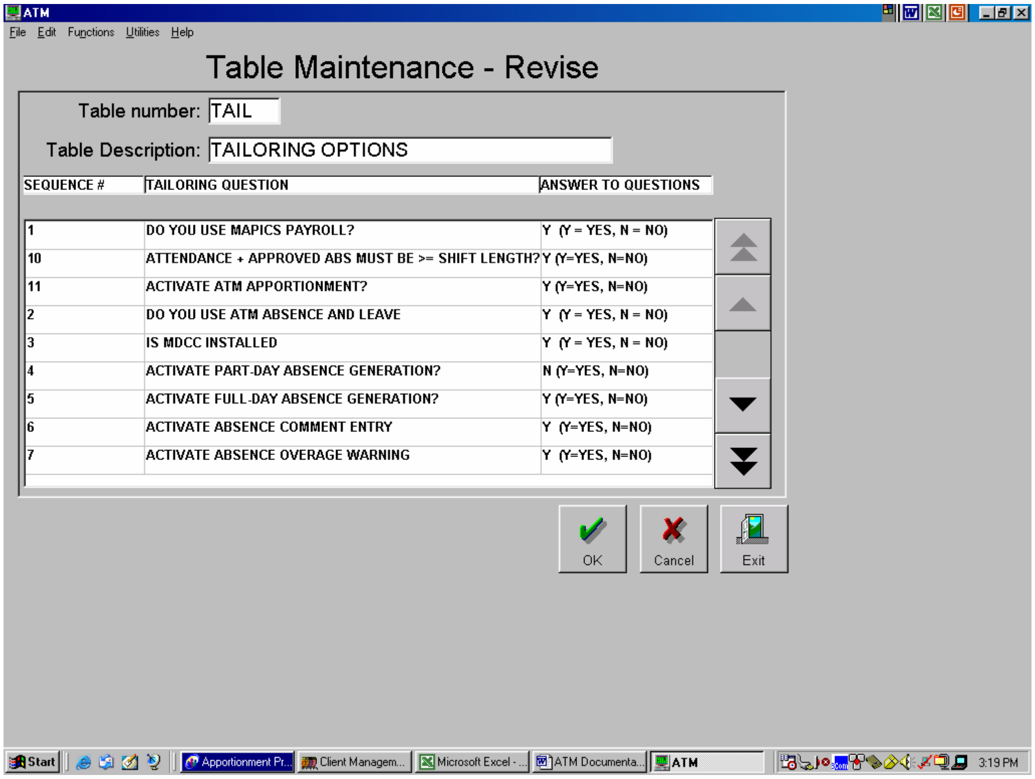
7. Tailoring Flags

To set the Tailoring Flags, access the "Administrative Menu" and select "Table Maintenance."

1. Locate and highlight the Table Number "TAIL-Tailoring Options" and click on the *modify* button.



2. Activate/deactivate most Tailoring Flags by typing in a “Y/N”.



Infor XA Payroll Flag: Controls whether the department number field is edited on the ATM Employee Extension File.

Absence/Leave Flag: Controls whether the Job Category, Approver Group, Application Password and E-mail fields are available on the ATM Employee Extension File.

MDCC Install Flag: (Future Use (set default to “Y”))

Part Day Auto Absence Generation: - (Default is “N”) Creation of Part Day Absence Records during “Select & Edit”. This option can only be used when utilizing the “Calendaring” functions within ATM. (Pre-requisite – MDCC application installed)

Full Day Auto Absence Generation: (Default is “N”) Creation of Full Day Absence Records during “Select & Edit”. This option can only be used when utilizing the “Calendaring” functions within ATM. (Pre-requisite – MDCC application installed)

Absence Leave Comments: (Default is “N”) Activate comment entry when creating an absence.

Absence Overage Warning: (Default is “N”) Activates a warning when the user enters an absence that will exceed the allowed absence hours.

Activate Reload Button in Select & Edit: (Default is “N”) Allow user to manually initiate screen reloads.

Default status of Auto-Generated Absences: (Default is “2”) Choose what status auto-absences should be assigned when created. All auto-generated absences, including defined Holidays, are created with the default status as determined by one of the three options:

a. '0' – Auto-generated absences are created using the status defined in the Leave Code file. If the "Approval Required" status for the absence being created is set to "Y", the absence is created as requested. If the status is "N", the absence is created as approved. If the leave code is not defined in the Leave Code file for the location, the status defaults to Approved.
b. '1' – Auto-generated absences are created with a status of Requested.
c. '2' – Auto-generated absences are created with a status of Approved (default).

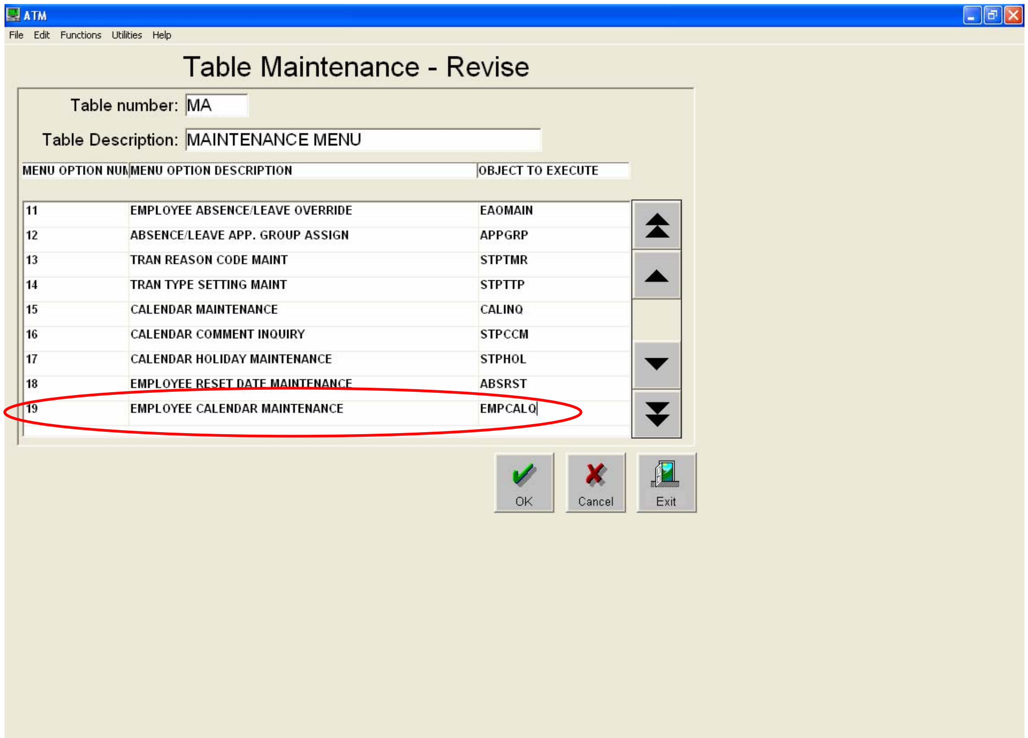
Shift length reconciliation: (Default is "N") Identifies a selected employee whose attendance time and approved absence time does not equal or exceed the shift length. When this option is set to "Y", shifts that do not reconcile will not be posted.

Activate ATM Apportionment: Indicate whether or not ATM apportionment should occur. Process takes place at the end of the Select & Edit run. This feature provides the ability to apportion (divide) the labor time of multiple jobs that a user worked on at the same time in proportion to the standards setup within Infor XA.

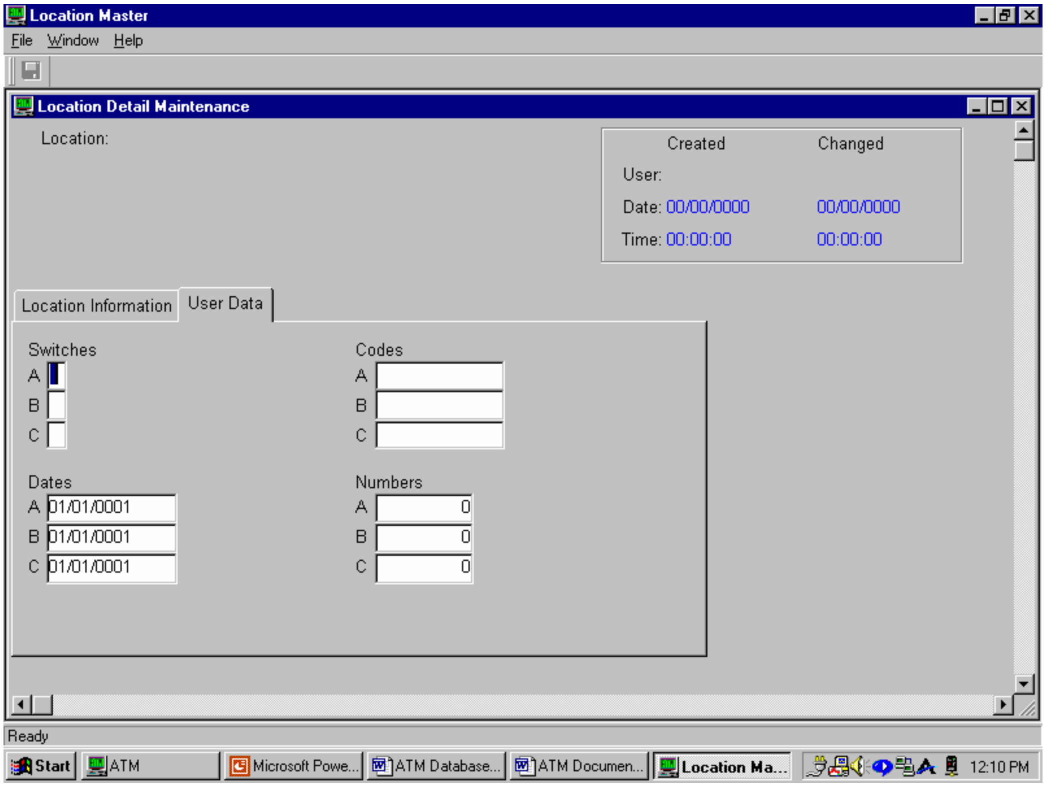
3. Click on the *Ok* button.

8. Additional Features/Options

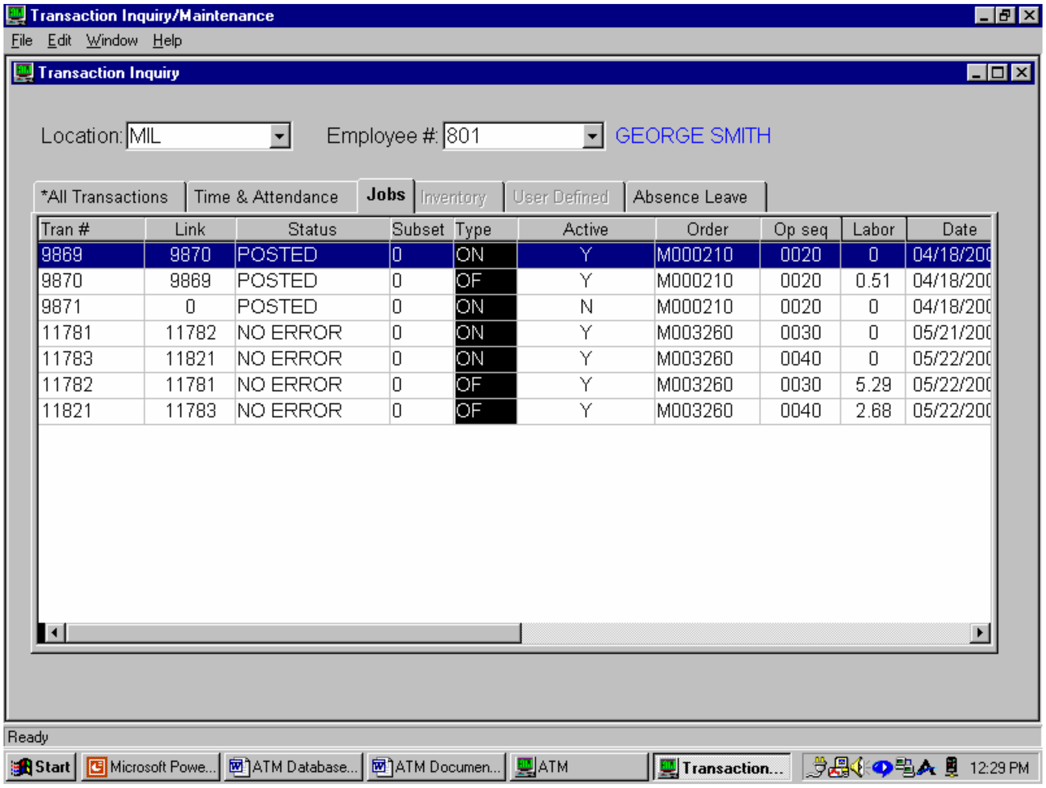
Employee Calendar Maintenance – This feature was added to version 5.1.1 of ATM. This feature allows searching for and subsequently editing an employee calendar. To setup this feature, the feature must be added to a menu using Table Maintenance.



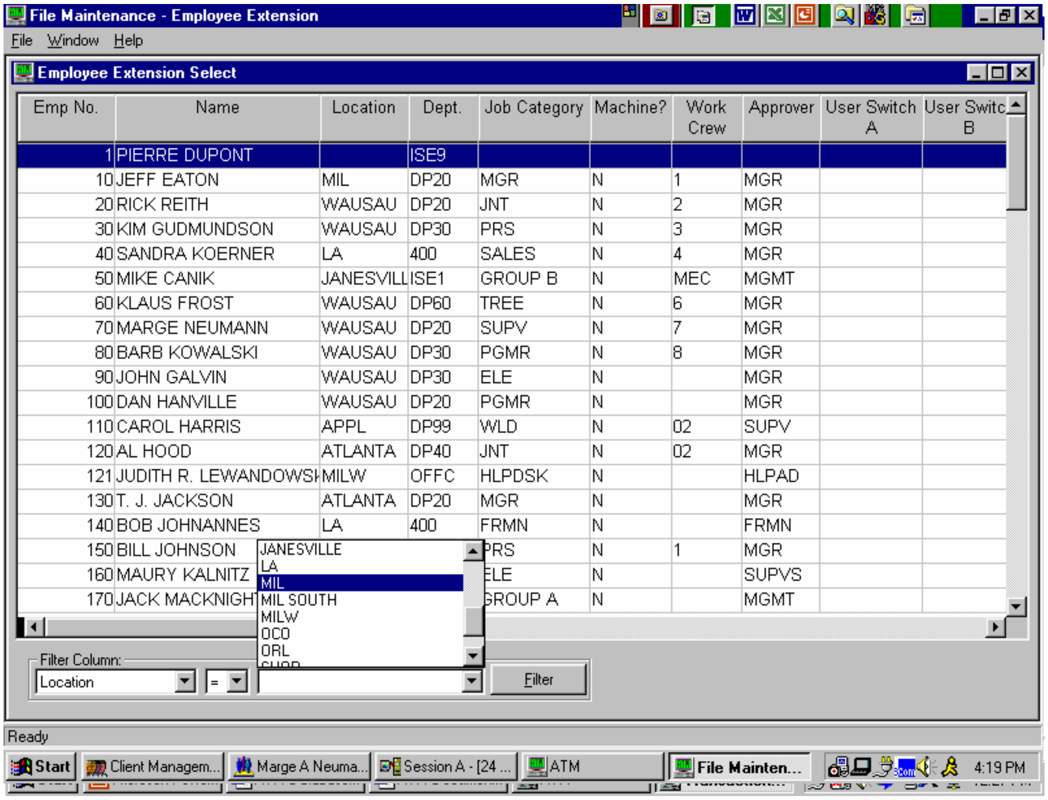
User Data Fields - Each database file contains a User Data Tab. This option allows the company to utilize additional User Data Fields within the file structure.



Relocate Columns and Save Settings - By utilizing the “drag and drop” process, the individual user has the capability to reposition the columns on the screens and then click on File and Save Settings. (Note – The “settings” are unique to the PC.)



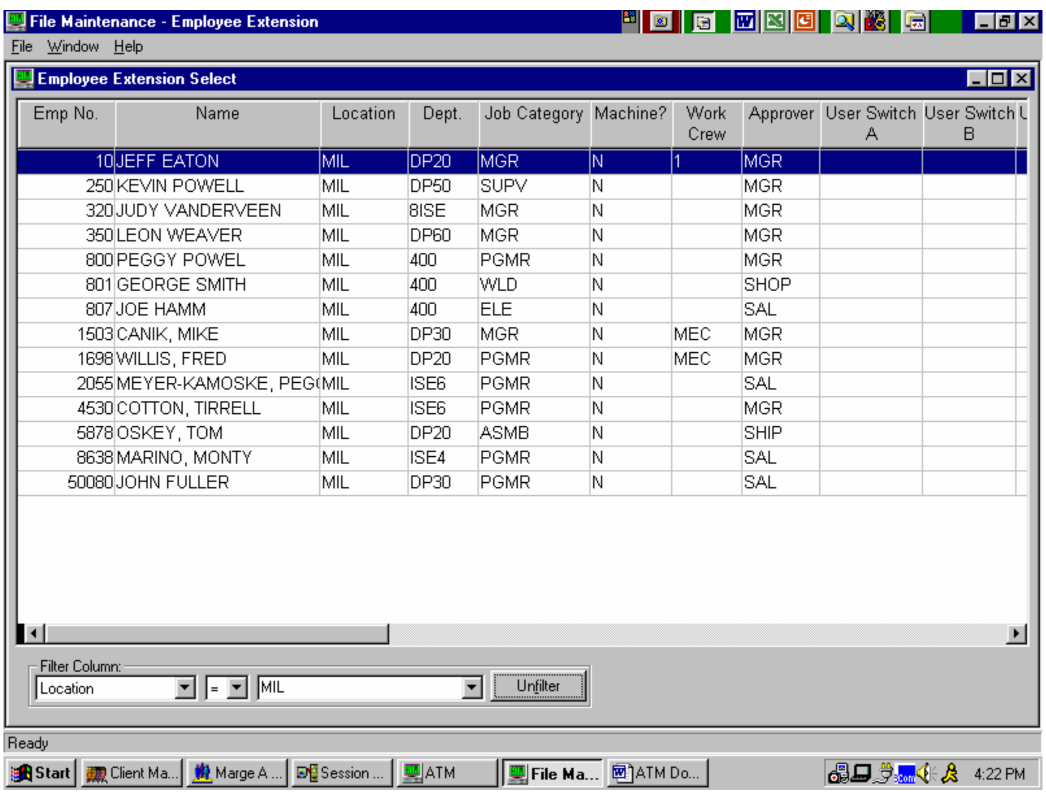
Filtering Capability – The user has the ability to filter the data being viewed in order to narrow down to the type of data they need to work with. Use the Unfilter option to reposition to All Records.


File Maintenance - Employee Extension

File Window Help

Employee Extension Select

Emp No.	Name	Location	Dept.	Job Category	Machine?	Work Crew	Approver	User Switch A	User Switc B
1	PIERRE DUPONT		ISE9						
10	JEFF EATON	MIL	DP20	MGR	N	1	MGR		
20	RICK REITH	WAUSAU	DP20	JNT	N	2	MGR		
30	KIM GUDMUNDSON	WAUSAU	DP30	PRS	N	3	MGR		
40	SANDRA KOERNER	LA	400	SALES	N	4	MGR		
50	MIKE CANIK	JANESVILL	ISE1	GROUP B	N	MEC	MGMT		
60	KLAUS FROST	WAUSAU	DP60	TREE	N	6	MGR		
70	MARGE NEUMANN	WAUSAU	DP20	SUPV	N	7	MGR		
80	BARB KOWALSKI	WAUSAU	DP30	PGMR	N	8	MGR		
90	JOHN GALVIN	WAUSAU	DP30	ELE	N		MGR		
100	DAN HANVILLE	WAUSAU	DP20	PGMR	N		MGR		
110	CAROL HARRIS	APPL	DP99	WLD	N	02	SUPV		
120	AL HOOD	ATLANTA	DP40	JNT	N	02	MGR		
121	JUDITH R. LEWANDOWSK	MILW	OFFC	HLPDSK	N		HLPAD		
130	T. J. JACKSON	ATLANTA	DP20	MGR	N		MGR		
140	BOB JOHNANNES	LA	400	FRMN	N		FRMN		
150	BILL JOHNSON			PRS	N	1	MGR		
160	MAURY KALNITZ			ELE	N		SUPVS		
170	JACK MACKNIGHT			GROUP A	N		MGMT		

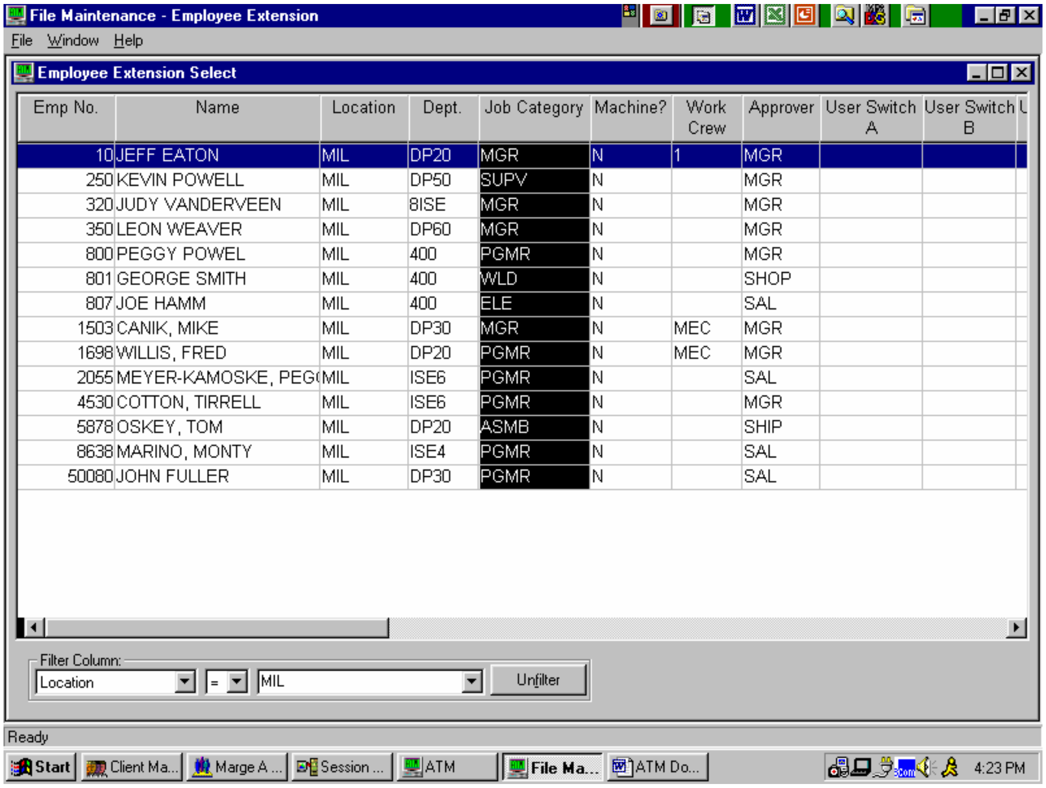

File Maintenance - Employee Extension

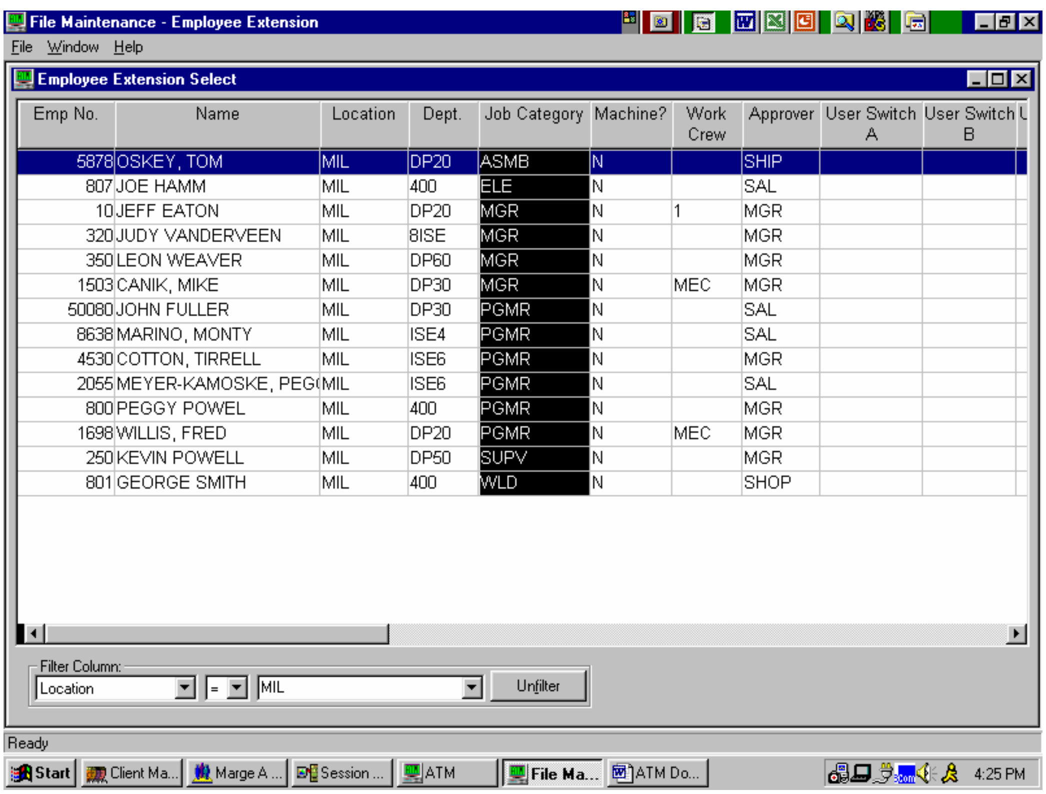
File Window Help

Employee Extension Select

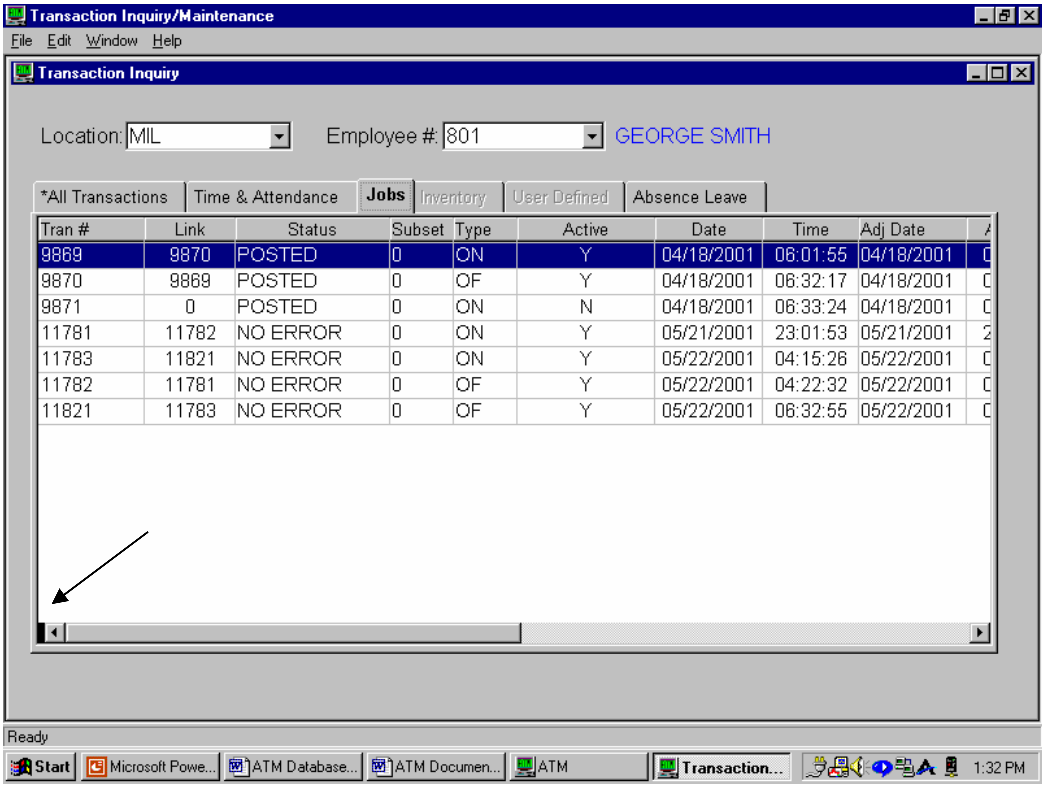
Emp No.	Name	Location	Dept.	Job Category	Machine?	Work Crew	Approver	User Switch A	User Switch B
10	JEFF EATON	MIL	DP20	MGR	N	1	MGR		
250	KEVIN POWELL	MIL	DP50	SUPV	N		MGR		
320	JUDY VANDERVEEN	MIL	8ISE	MGR	N		MGR		
350	LEON WEAVER	MIL	DP60	MGR	N		MGR		
800	PEGGY POWEL	MIL	400	PGMR	N		MGR		
801	GEORGE SMITH	MIL	400	WLD	N		SHOP		
807	JOE HAMM	MIL	400	ELE	N		SAL		
1503	CANIK, MIKE	MIL	DP30	MGR	N	MEC	MGR		
1698	WILLIS, FRED	MIL	DP20	PGMR	N	MEC	MGR		
2055	MEYER-KAMOSKE, PEG	MIL	ISE6	PGMR	N		SAL		
4530	COTTON, TIRRELL	MIL	ISE6	PGMR	N		MGR		
5878	OSKEY, TOM	MIL	DP20	ASMB	N		SHIP		
8638	MARINO, MONTY	MIL	ISE4	PGMR	N		SAL		
50080	JOHN FULLER	MIL	DP30	PGMR	N		SAL		

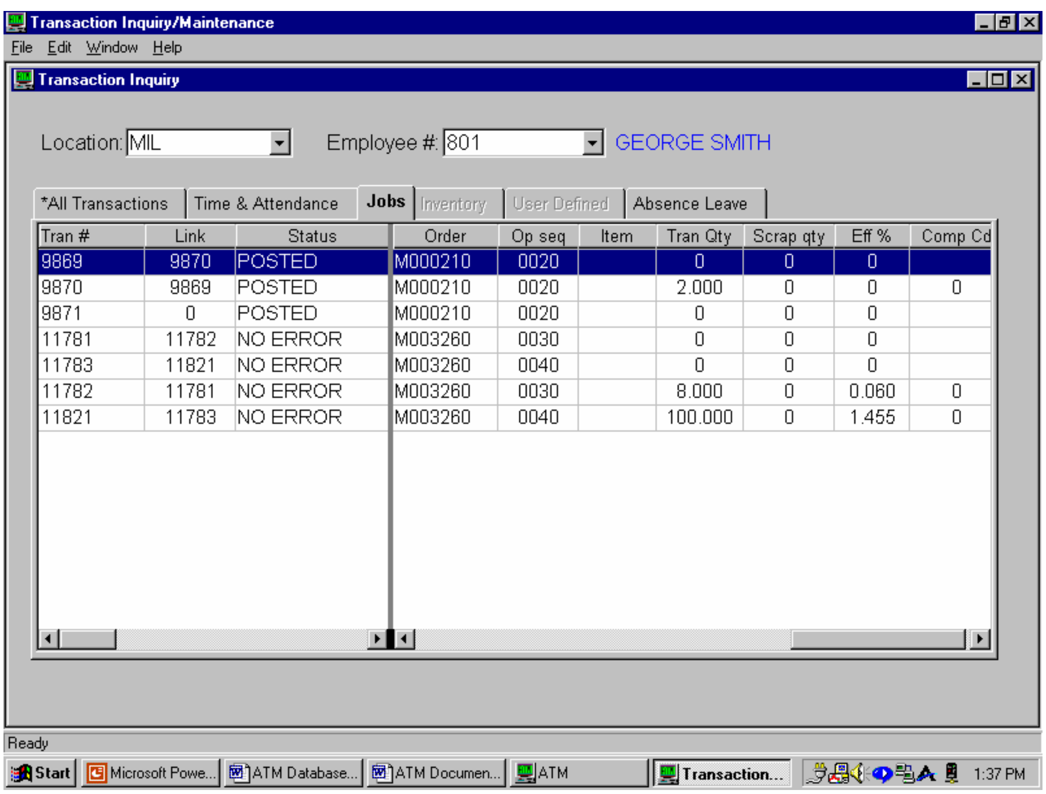
Sorting Capability – User has the ability to sort the data that is being displayed by "double clicking" on the column heading.





Split Screen Viewing – Located at the bottom of the screen as part of the scroll bar, "point-click-move" the black portion of the scroll bar. This will allow the user to split the screen in half and to scroll both halves.





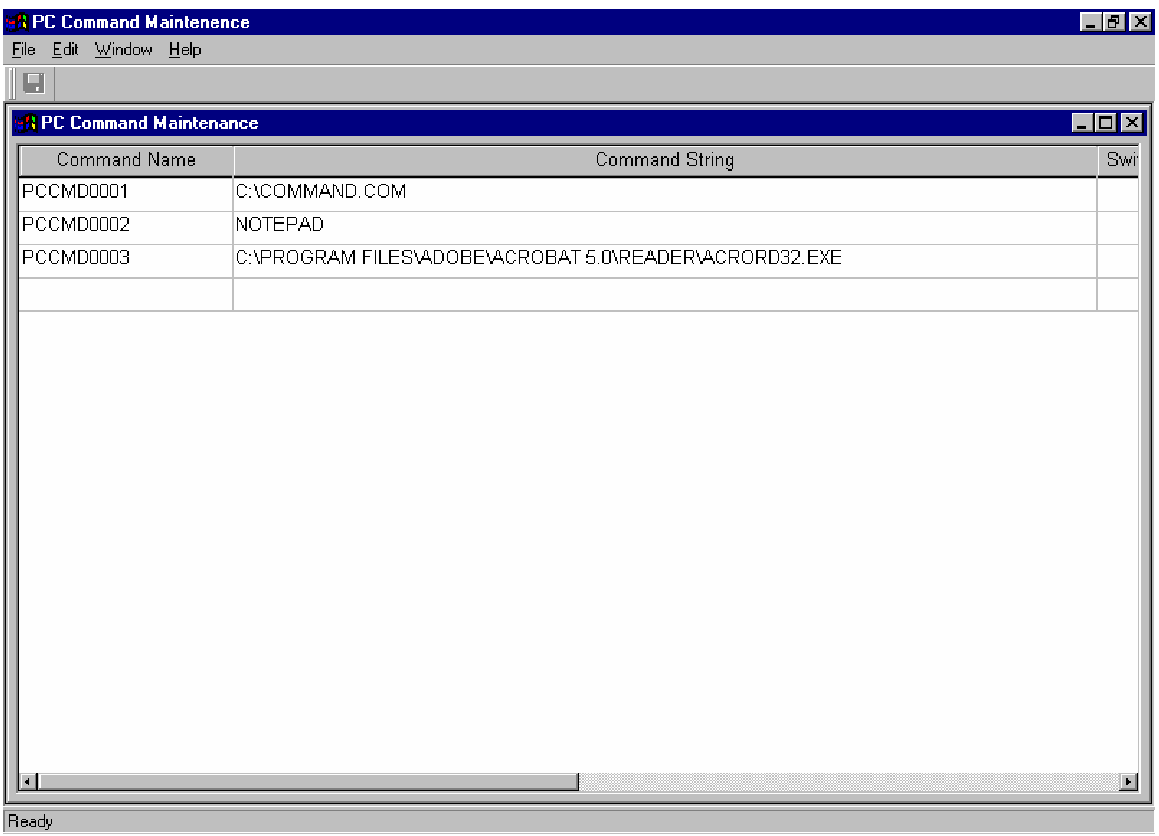
9. Call PC Commands

This feature provides the ability to call PC based programs (i.e. Acrobat Reader) within ATM. To define PC Commands, access the "Administrative Menu" and select "PC Commands Maintenance." The window will show all the PC commands defined for this installation of ATM.

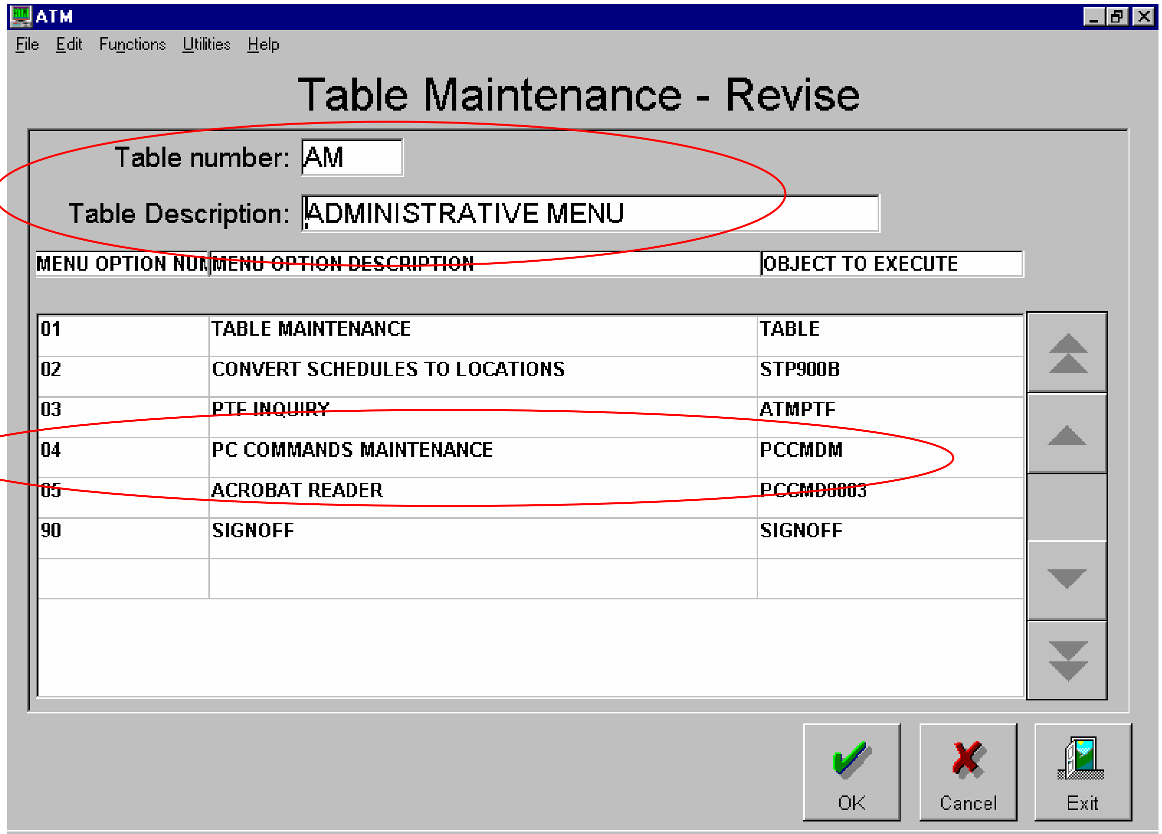
Fields:
Command Name – The unique identifier for that PC command. The command name must begin with "PCCMD" and can be up to 25 characters long.

Command String – The full path to the program to be run. If the path to the program exists in the PC's defined path, only the program name need be entered.

Switch A, Switch B, Switch C – User Fields – Single Character Alpha
Code A, Code B, Code C – User Fields – 15 Character Alpha
Date A, Date B, Date C – User Fields – Date
Number A, Number B, Number C – User Fields – 12 Digit Number



Once the command has been defined, the PC command can be added to any menu as illustrated below:



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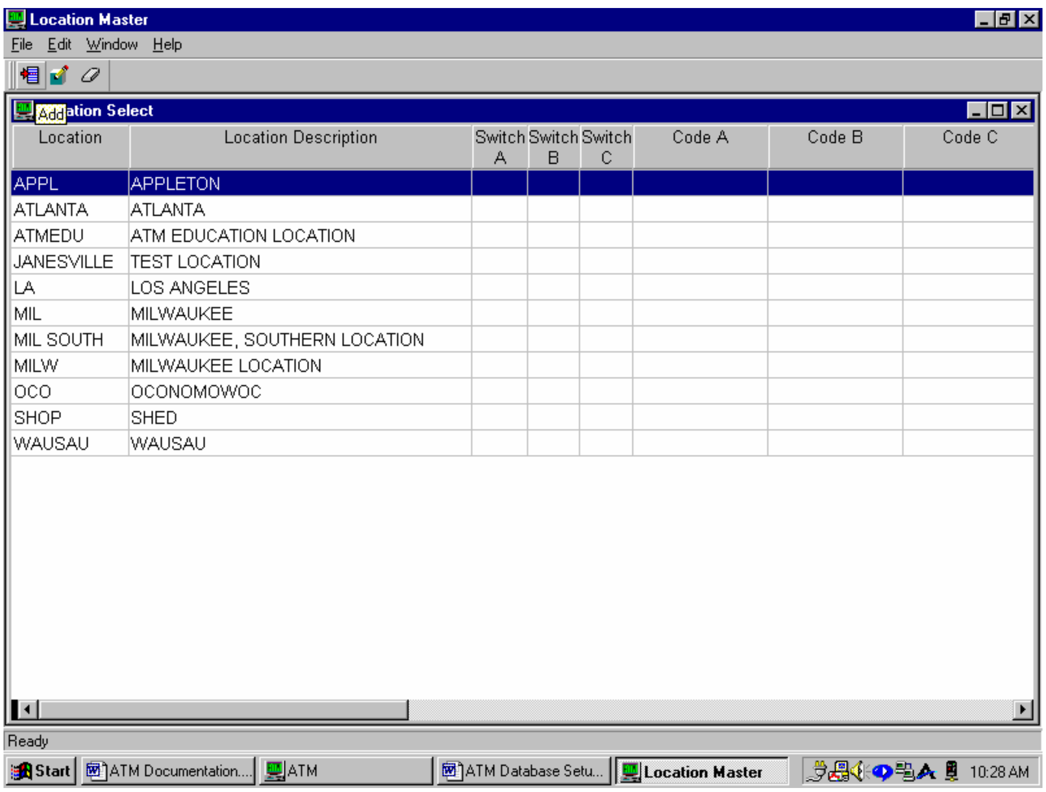
Chapter 2 – Database Setup

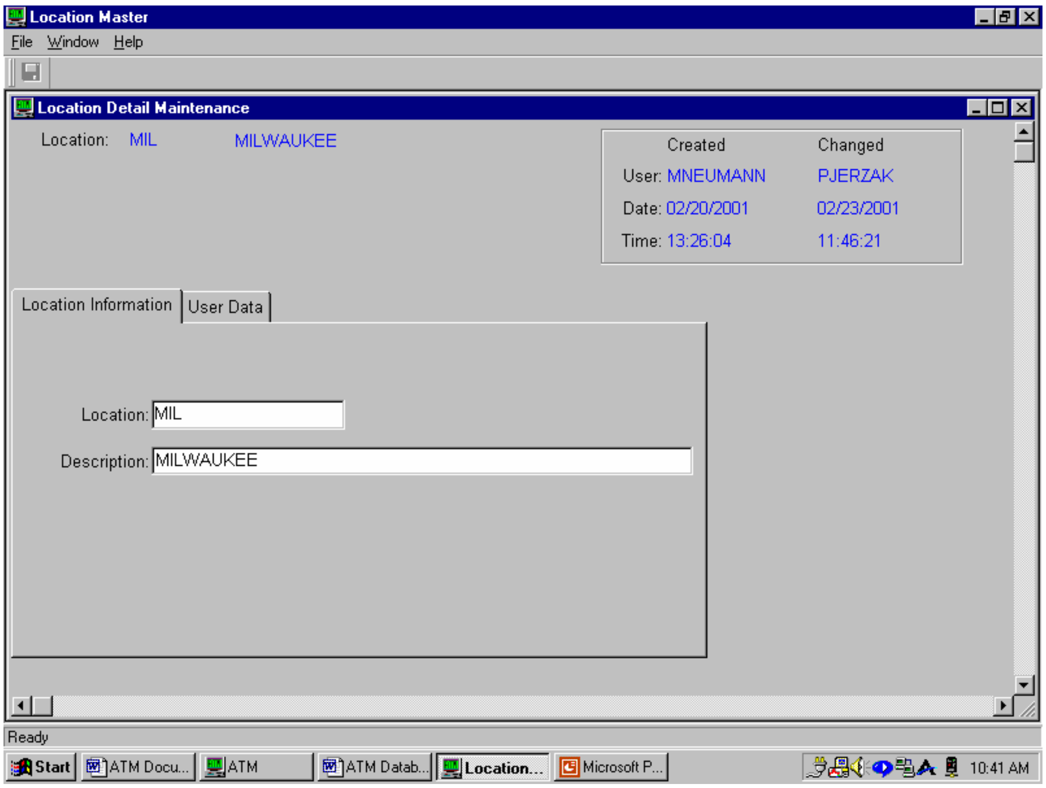
1. Create Location Record

The “Location” field is used throughout the application to drill down to data that is unique to the location specified. A “location” could be that of an actual plant location, grouping or general area. (i.e. MIL = Milwaukee Plant) (Note – Required Field. At least one Location record needs to be defined in order for ATM to function.) To create a location record, access the “Maintenance Menu” and select “Location Maintenance”.

1. Click on the *Add* button



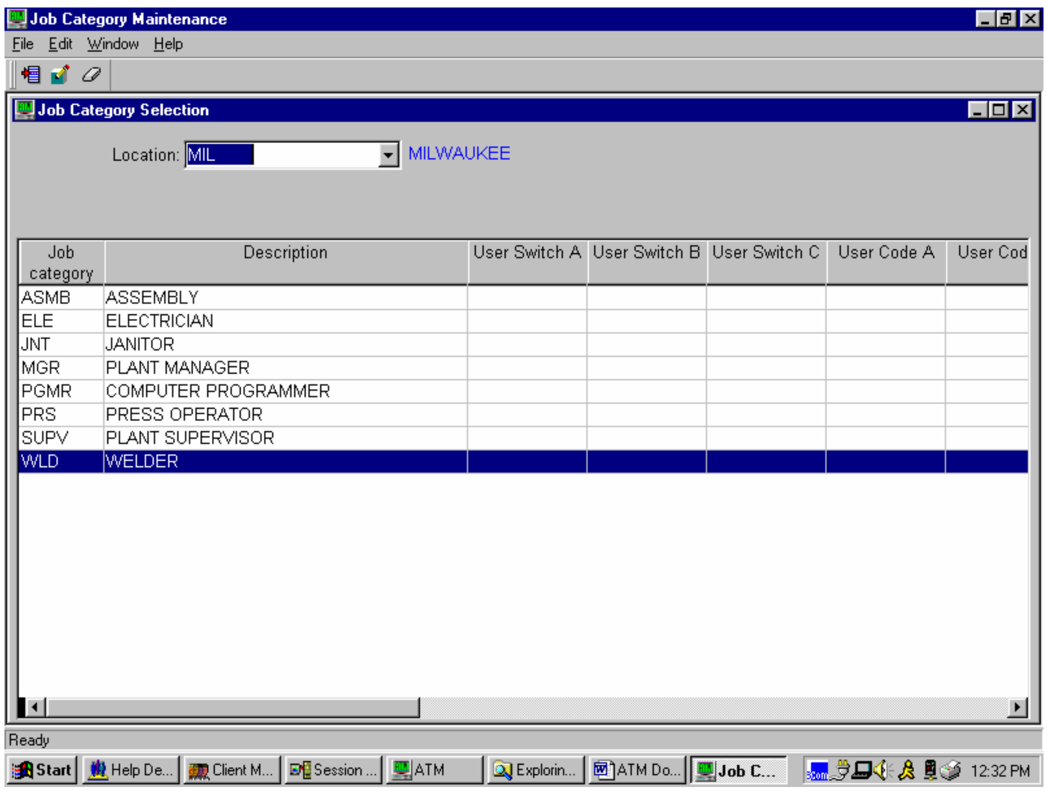
2. Fill in the appropriate information on the Location Information Tab.
   2.1. *Location:* (10 characters alphanumeric) Type in the Location ID. Location can be unique to each company and could represent separate plant locations, or a specific grouping or general area.
   2.2. *Description:* (40 characters alphanumeric) Type in a description associated with the location.
3. Click on the "*X*" in the upper right hand corner to save/exit.



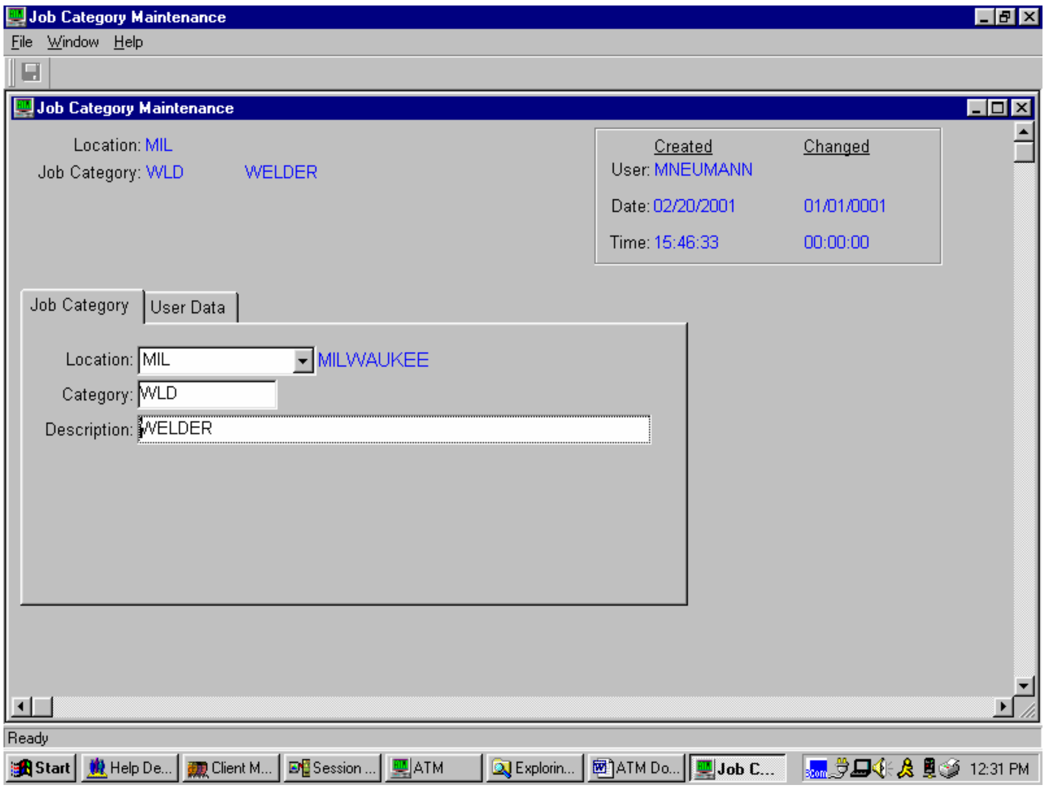
2. Create Labor/Job Categories

Optional based on whether or not the company elects to utilize the ATM Absence Leave Reporting capability. Provides the ability to create job ids and descriptions (i.e. welder, programmer, etc…), which will be used in conjunction with absence and leave setup. To create Labor/Job Categories, access the "Maintenance Menu" and select "Labor/Job Category Maintenance."

1. From the Job Category Selection screen, select the appropriate "Location" record.
2. Click on the *Add* button.



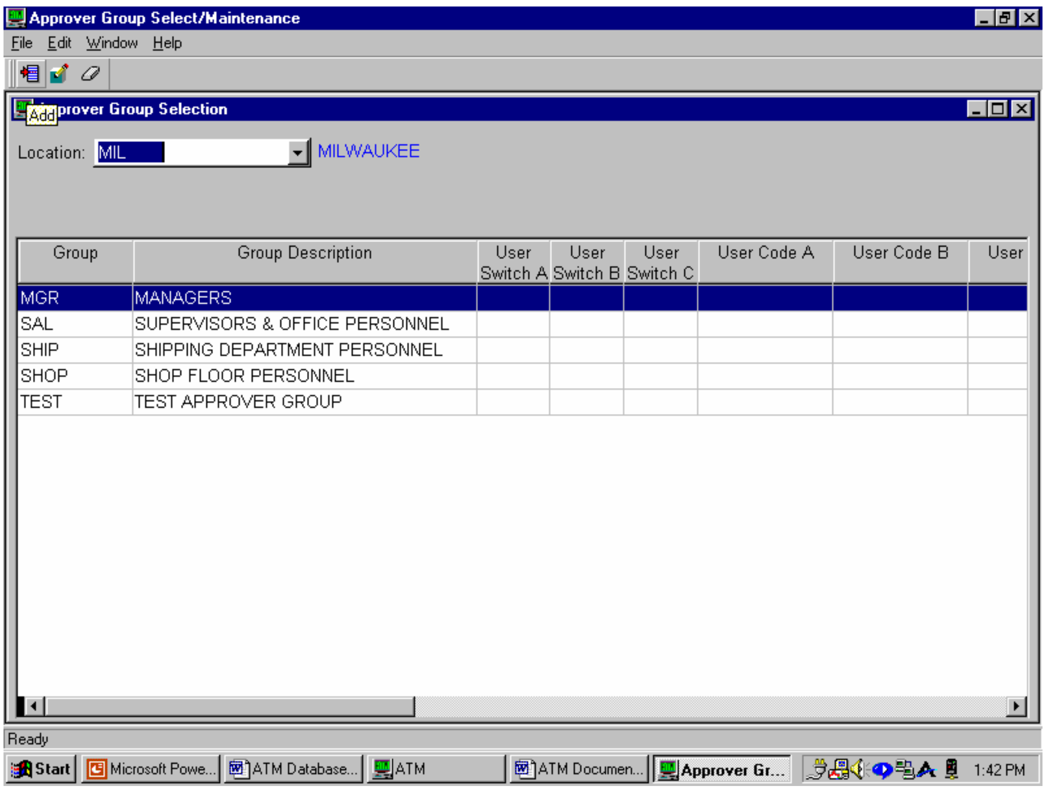
3. Fill in the appropriate information on the Job Category Tab.
   Location: Specify the location in which the Job Category is to be defined for.
   Category: (10 characters alphanumeric) Type in the Job Labor Category.
   Description: (40 characters alphanumeric) Type in a description associated with the Job Labor Category.
4. Click on the *"X"* in the upper right hand corner to save/exit.



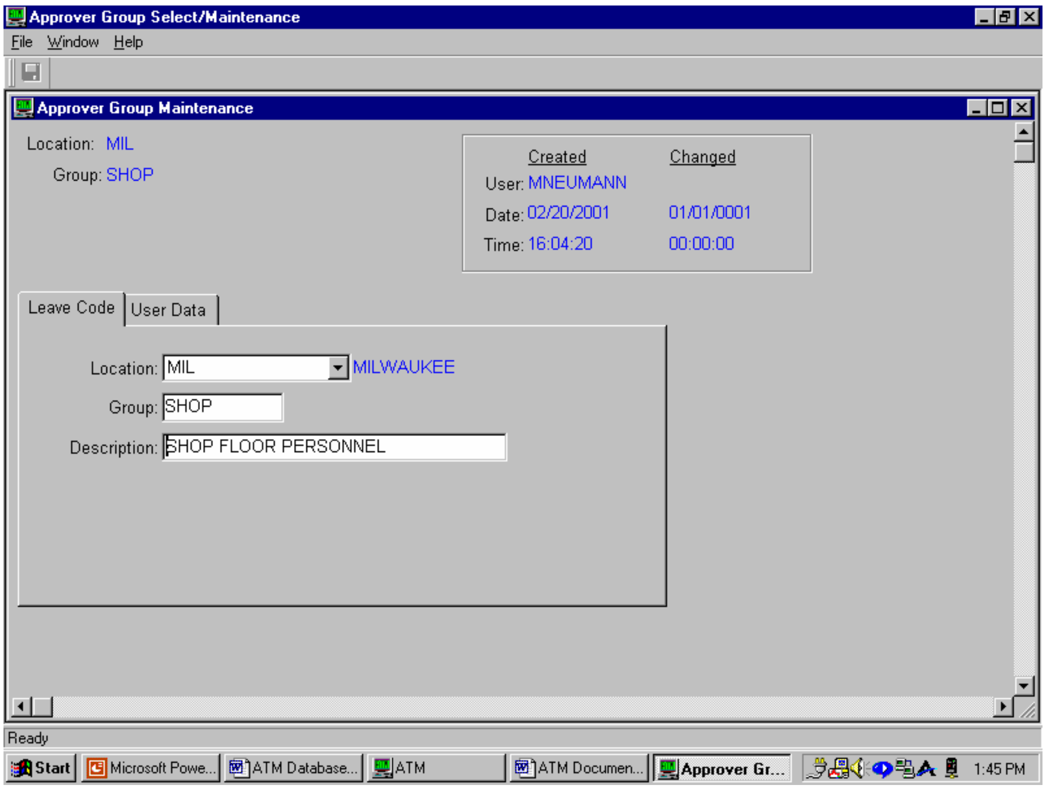
3. Create Approver Groups

Optional based on whether or not the company elects to utilize the ATM Absence Leave Reporting capability. This option allows for the grouping of employees in which an approver will be given the authority to approve Absence/Leave transactions. To create Approver Groups, access the "Maintenance Menu" and select "Absence/Leave Approver Group Maint."

1. From the Approver Group Selection screen, select the appropriate "Location" record.
2. Click on the *Add* button.



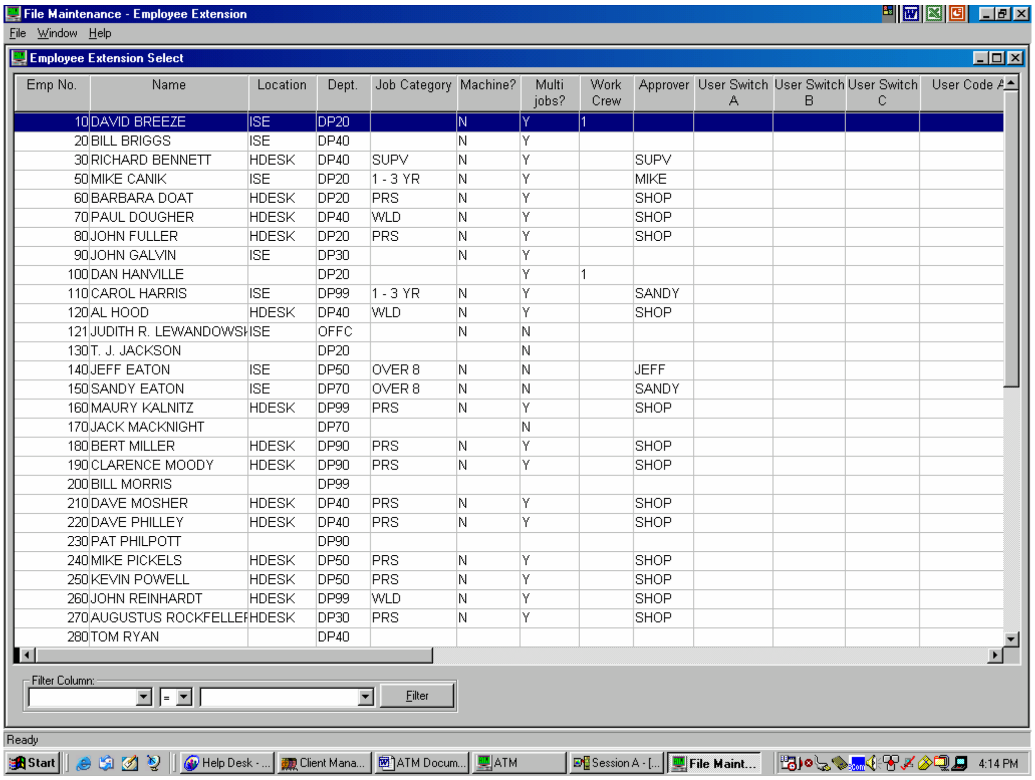
3. Fill in the appropriate information on the Leave Code Tab.
   3.1. *Location:* Specify the location in which the Approver Group Leave Code is to be defined for.
   3.2. *Group:* (5 characters alphanumeric) Type in the Approver Group Leave Code.
   3.3. *Description:* (40 characters alphanumeric) Type in a description associated with the Approver Group.
4. Click on the *"X"* in the upper right hand corner to save/exit.



4. Update Employee Extension File

Any employee that is to be selected as part of the Select & Edit process, the location, job category, and approver code need to be added to the employee extension file records. (Note - New employees must be entered through Infor XA Payroll (if installed) or PMC.) To update the Employee Extension File, access the "Maintenance Menu" and select "Employee Extension Maintenance".

1. From the Employee Extension screen, locate the employee to be modified, and double click.



Emp No.	Name	Location	Dept.	Job Category	Machine?	Multi jobs?	Work Crew	Approver	User Switch A	User Switch B	User Switch C	User Code A
10	DAVID BREEZE	ISE	DP20		N	Y	1					
20	BILL BRIGGS	ISE	DP40		N	Y						
30	RICHARD BENNETT	HDESK	DP40	SUPV	N	Y		SUPV				
50	MIKE CANIK	ISE	DP20	1 - 3 YR	N	Y		MIKE				
60	BARBARA DOAT	HDESK	DP20	PRS	N	Y		SHOP				
70	PAUL DOUGHER	HDESK	DP40	WLD	N	Y		SHOP				
80	JOHN FULLER	HDESK	DP20	PRS	N	Y		SHOP				
90	JOHN GALVIN	ISE	DP30		N	Y						
100	DAN HANVILLE		DP20			Y	1					
110	CAROL HARRIS	ISE	DP99	1 - 3 YR	N	Y		SANDY				
120	AL HOOD	HDESK	DP40	WLD	N	Y		SHOP				
121	JUDITH R. LEWANDOWSI	ISE	OFFC		N	N						
130	T. J. JACKSON		DP20			N						
140	JEFF EATON	ISE	DP50	OVER 8	N	N		JEFF				
150	SANDY EATON	ISE	DP70	OVER 8	N	N		SANDY				
160	MAURY KALNITZ	HDESK	DP99	PRS	N	Y		SHOP				
170	JACK MACKNIGHT		DP70			N						
180	BERT MILLER	HDESK	DP90	PRS	N	Y		SHOP				
190	CLARENCE MOODY	HDESK	DP90	PRS	N	Y		SHOP				
200	BILL MORRIS		DP99									
210	DAVE MOSHER	HDESK	DP40	PRS	N	Y		SHOP				
220	DAVE PHILLEY	HDESK	DP40	PRS	N	Y		SHOP				
230	PAT PHILPOTT		DP90									
240	MIKE PICKELS	HDESK	DP50	PRS	N	Y		SHOP				
250	KEVIN POWELL	HDESK	DP50	PRS	N	Y		SHOP				
260	JOHN REINHARDT	HDESK	DP99	WLD	N	Y		SHOP				
270	AUGUSTUS ROCKFELLEF	HDESK	DP30	PRS	N	Y		SHOP				
280	TOM RYAN		DP40									

2. Utilizing the drop down bar, select the appropriate "Location", "Job Category", and "Approver Group Code" (Note – If the company has elected *not* to utilize the ATM Absence Leave functionality, the Job Category and Approver Group fields will *not* appear on the screen.)

Location: Using the drop down bar, select the location that this employee will be assigned to.

Job Category: Using the drop down bar, select the appropriate Labor/Job Category for the employee. (Note – This field will not appear if ATM Absence Leave functionality has been turned off.)

Is this a Machine: (not used at this time) The company has the ability to establish a fictitious employee in the database and flag it as a machine and track labor costs against the machine. A program automatically jobs off/on the machines at a specific cutoff for the day. (Note – Only the "Location" field and the "Machine" flag is required for defining a Machine.)

Department: The department in which the employee has been assigned to. Currently brought in from the Infor XA Employee Master file.

Allow Multiple Job: Indicate whether or not the employee has the ability to work on multiple jobs at a time. Currently brought in from the Infor XA Employee Master file.

Work Crew: If "crew clocking" is being utilized, this is the crew that the employee has been assigned to. Currently brought in from the Infor XA Employee Master File.

Approver Group: Using the drop down bar, select the appropriate Approver Group code for the employee. This feature provides the ability to "group" employees into a category in which they are to be approved. Supervisors are then assigned to these groups, and are given authority to approve absences for those employees who are assigned to the specified "Approver Group" id. (Note – This field will not appear if ATM Absence Leave functionality has been turned off.)

Application Password: Type in a password to be used by the employee to submit Absence Leave requests. (Note – This field will not appear if ATM Absence Leave functionality has been turned off.)

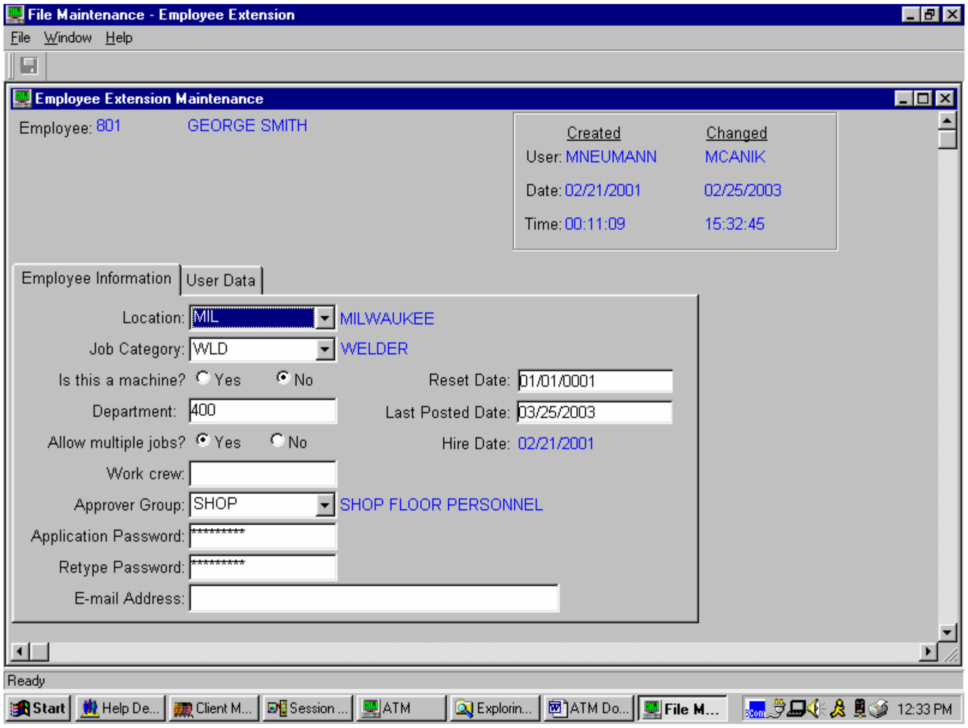
Retype Password: Type in the same password as the Application Password. (Note – This field will not appear if ATM Absence Leave functionality has been turned off.)

Email Address: (not used at this time)

Reset Date: Used to archive an Employee's absences and reset their absence totals.

Last Posted Date: Represents that date in which the transactions were last posted for an Employee (based on the last "shift date" that was posted for that employee), and aids in the generation of Full & Part-day absences. Cannot be older than 30 days.

NOTE - Please be aware when a new employee is added into the INFOR XA EMPMAS file, this date will default with a date of 01/01/0001. In order to prevent multiple auto-absences to be created for this new employee, you must change this to a more recent/valid date.

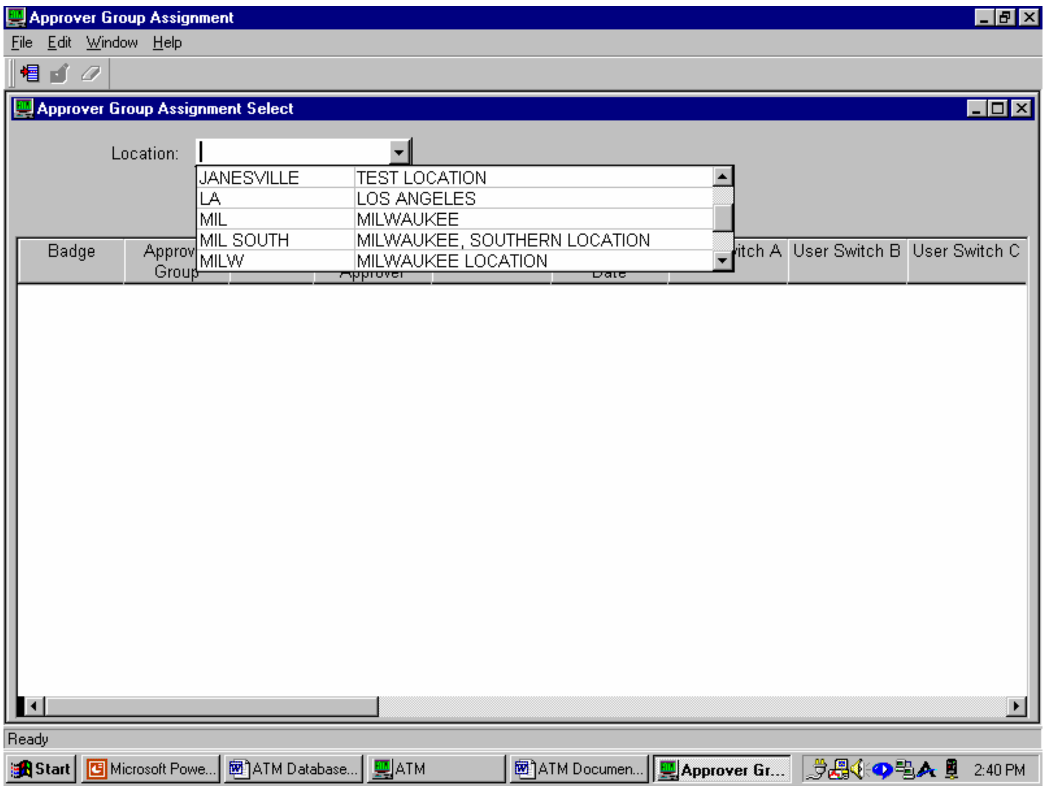


3. Click on the *"X"* in the upper right hand corner to save/exit.

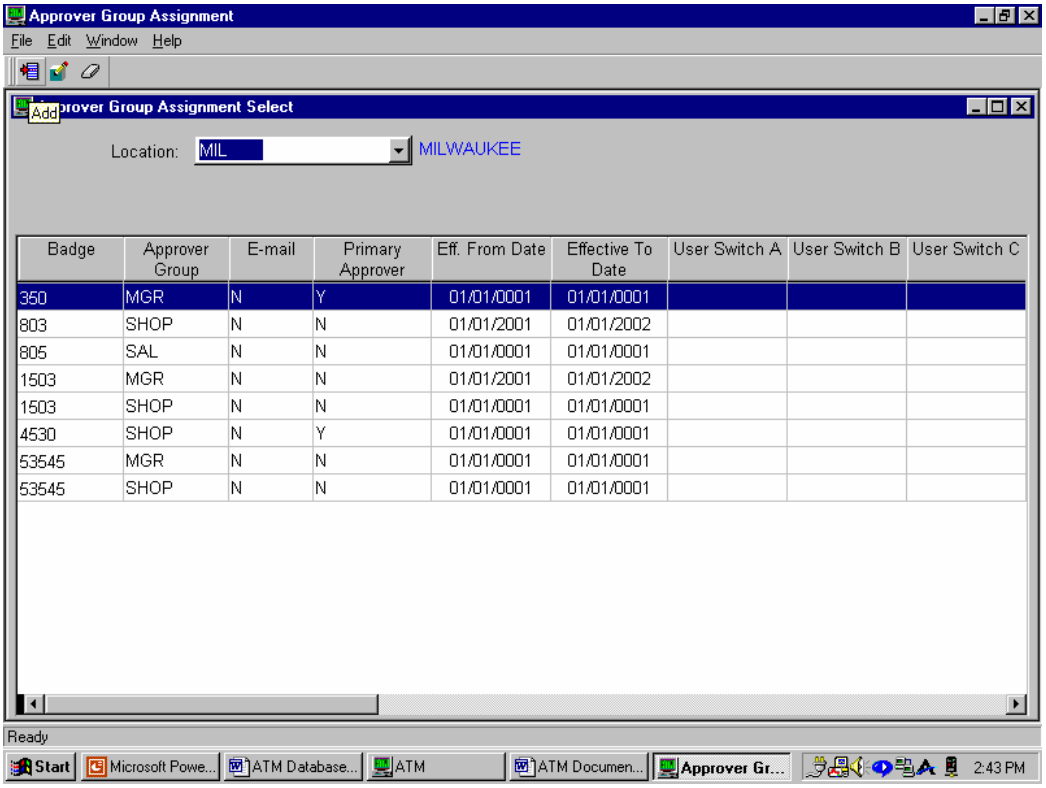
5. Assign Approver Groups

Optional based on whether or not the company elects to utilize the ATM Absence Leave Reporting capability. This function is used to establish a primary approval person for a particular approver group. (i.e. Supervisor has approval authority over shop employees, and a Manager has authority over Supervisors) To assign an Approver Group to an Approver person, access the "Maintenance Menu" and select "Absence/Leave App. Group Assign."

1. From the Approver Group Assignment screen, select the appropriate "Location" record.



2. Click on the *Add* button.



3. Utilizing the drop down bar, select the appropriate "Approver Employee Badge Number" and the "Approver Group" in which they will have authority to approve.

Location: Using the drop down bar, select the location to be working with.

Badge: Using the drop down bar, select the correct Employee Badge Number of the "approving" person.

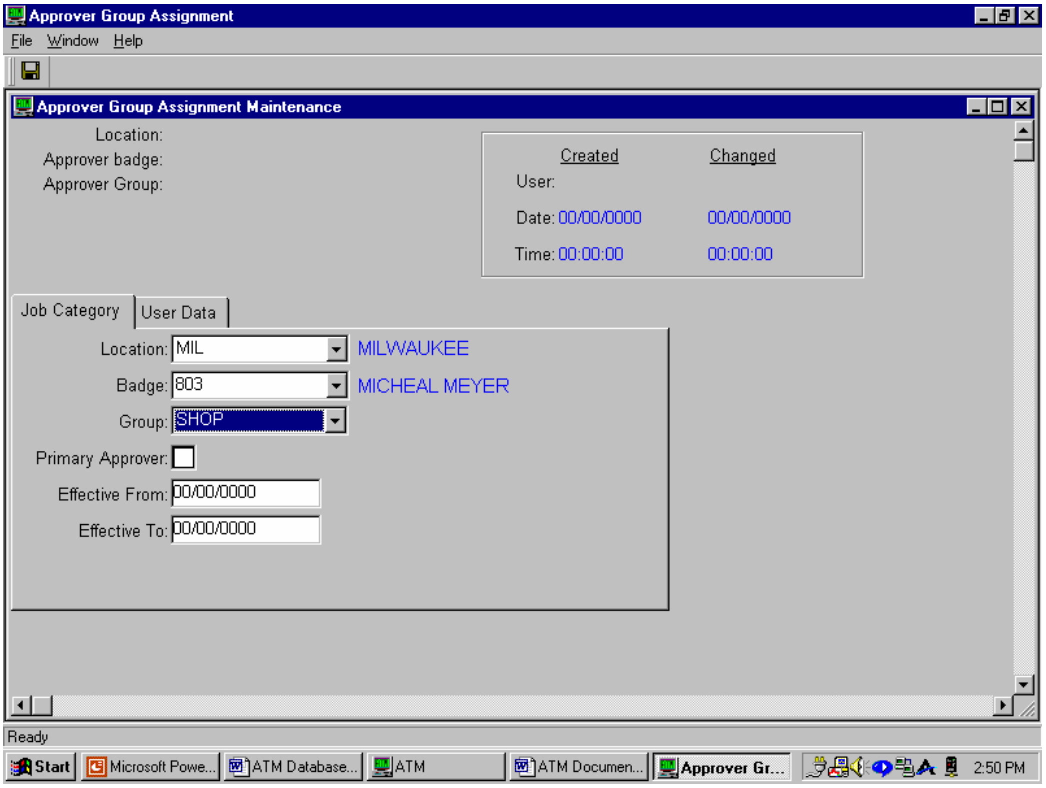
Group: Using the drop down bar, select the appropriate Absence Leave Approver Group in which this approver has authority to approve.

Primary Approver: Check this box if the approving person being assigned to this particular Approver Group, happens to be the "Primary Approver" for that group.

Effective From: (optional) This function provides the ability to have a "temporary" approver assigned to an Absence Leave Approver Group, in the absence of the primary approver. Enter in an Effective From date.

Effective To: (optional) This function provides the ability to have a "temporary" approver assigned to an Absence Leave Approver Group, in the absence of the primary approver. Enter in an Effective To date.

4. Click on the *"X"* in the upper right hand corner to save/exit.



Example:

Employee 801 – George Smith
- Job Category = WLD (Welder)
- Approver Group = SHOP

Employee 802 – Charles Jones
- Job Category = PRS (Press)
- Approver Group = SHOP

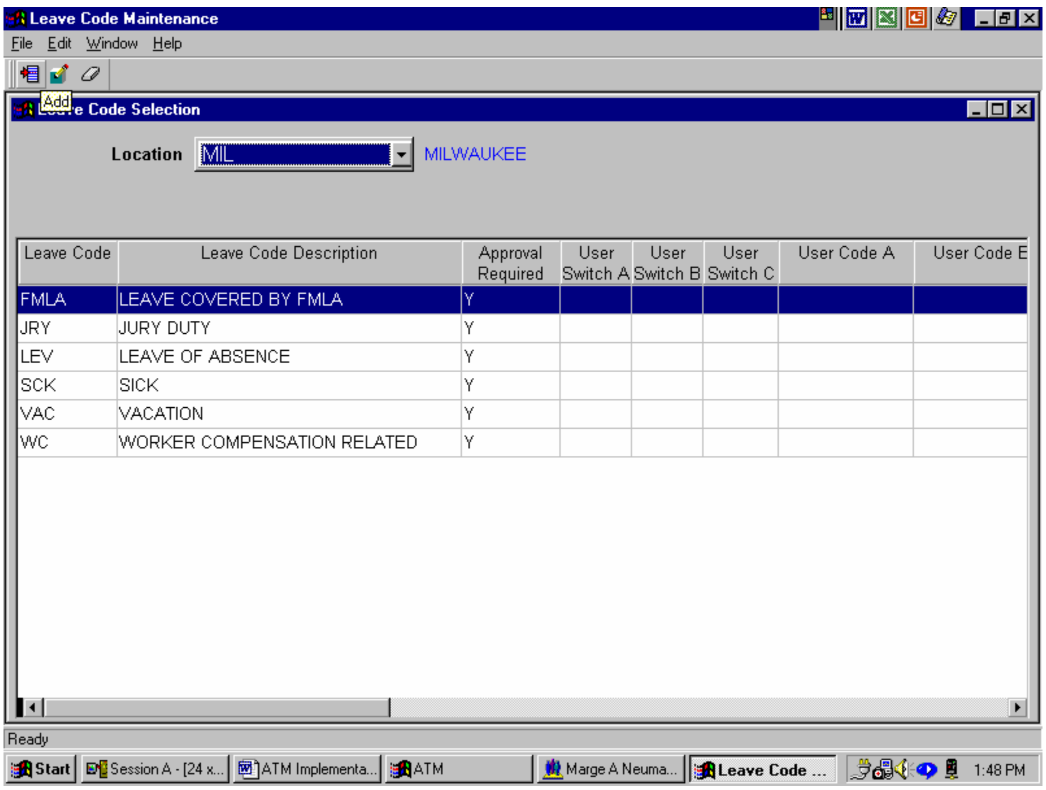
Employee 803 – Micheal Meyer - Primary approver over employees with SHOP Approver Group
- Job Category = SUPV (Supervisor)
- Approver Group = SAL

Employee 805 – Jim Lindert – Primary approver over employees with SAL Approver Group
- Job Category = MGR (Manager)
- Approver Group = MGR

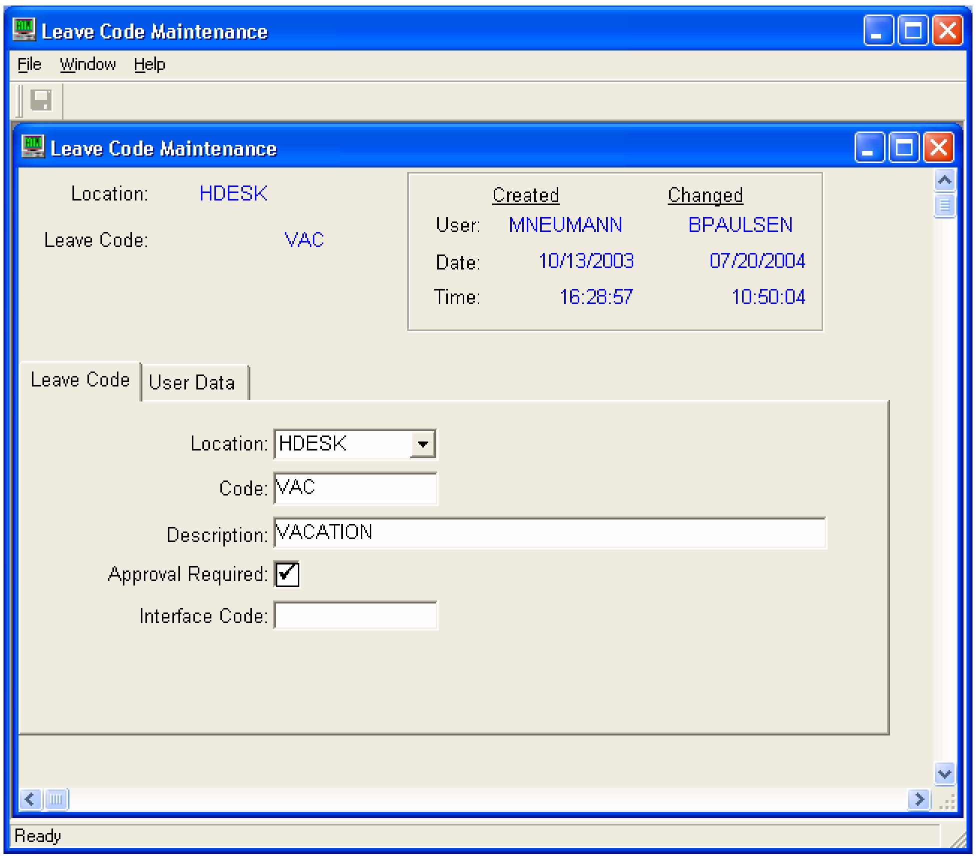
6. Create Leave Codes

Optional based on whether or not the company elects to utilize the ATM Absence Leave Reporting capability. By location, the capability is there to create Absence/Leave Codes for the types of "leaves" that are utilized within an organization. (i.e. VAC = Vacation, SCK = SICK, JRY = Jury Duty) History by employee/leave code will be stored within ATM database, tracking hours allowed, approved, requested, rejected, and hours used. To create Leave codes, access the "Maintenance Menu" and select "Absence/Leave Code Maintenance."

1. From the Leave Code Selection screen, select the appropriate "Location" record.
2. Click on the *Add* button.



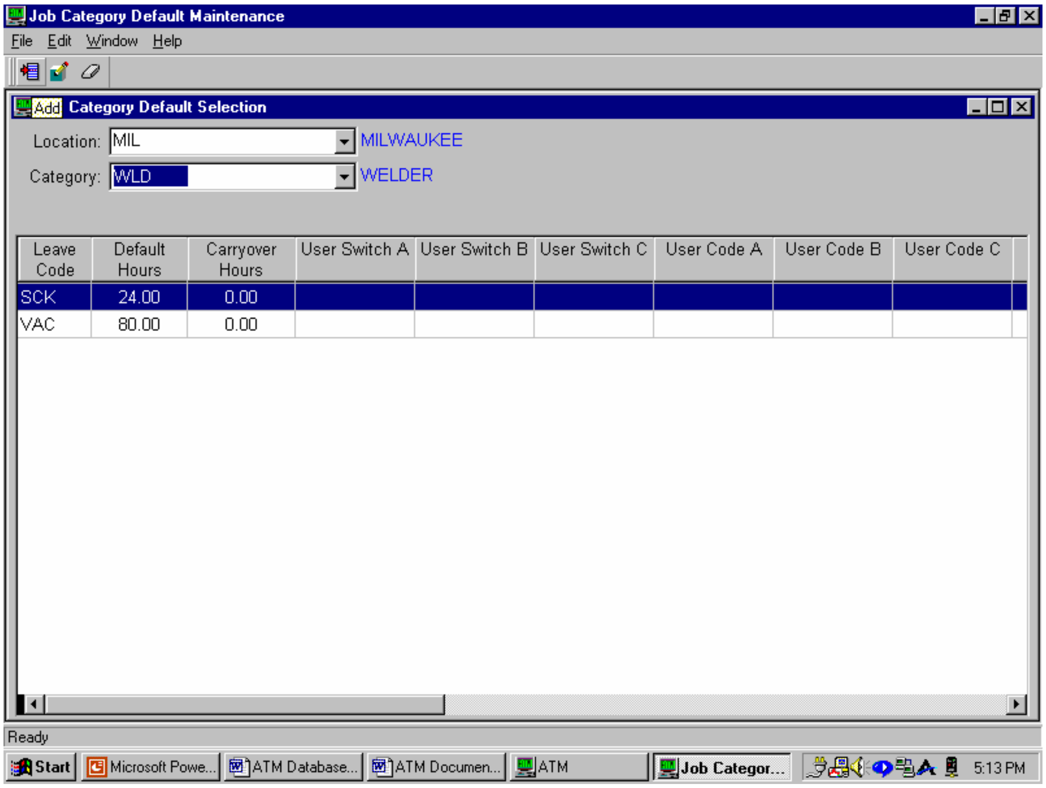
3. Type in the “Leave Code”, “Description”, and check the box marked “Approval Required” where appropriate.
   3.1. *Location:* Using the drop down bar, select the location to be working with.
   3.2. *Code:* (5 characters alphanumeric) Type in an Absence Leave Code ID.
   3.3. *Description:* (50 characters alphanumeric) Type in a description associated with the Absence Leave Code.
   3.4. *Approval Required:* Check the box if the Absence Leave Code requested needs to have approval by an Approver.
   3.5. *Interface Code:* (3 characters alphanumeric) Not used for ATM processing. Leave this field blank.
4. Click on the *“X”* in the upper right hand corner to save/exit.



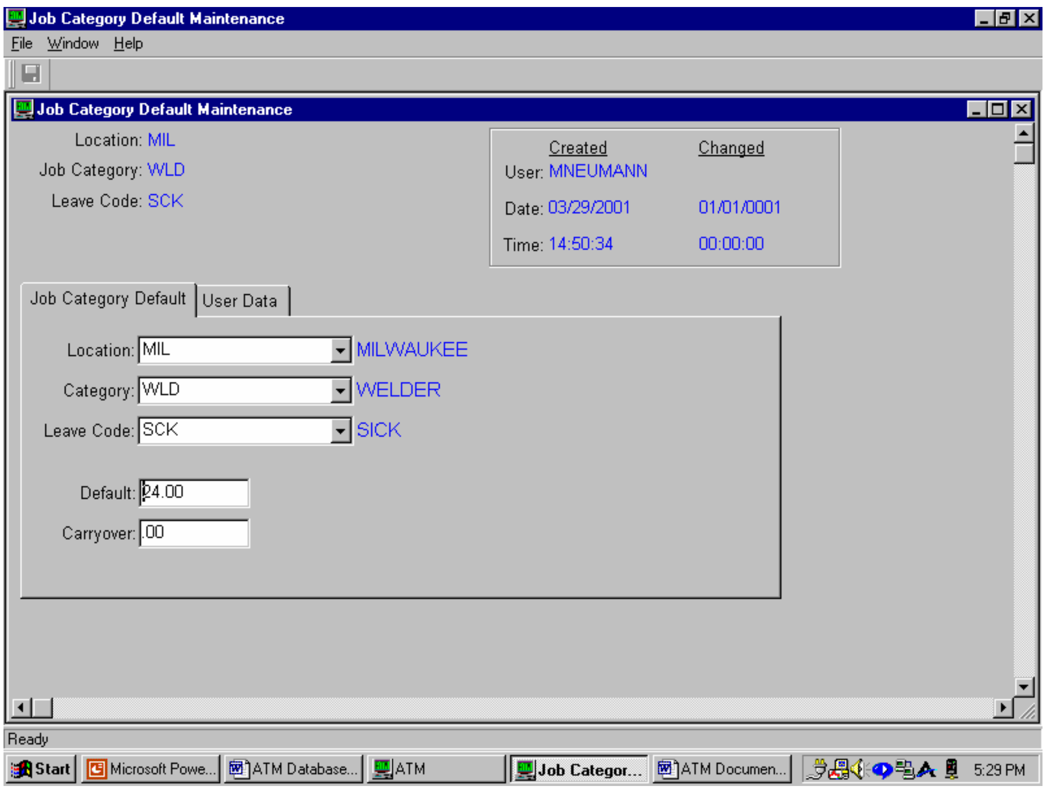
7. *Labor/Job Category Default Hours*

Optional based on whether or not the company elects to utilize the ATM Absence Leave Reporting capability. Specify the number of default hours allowed for leave codes based on job category. (i.e. for VAC-vacation, the PGMR-programmer receives 120 hours of vacation) To establish the default hours allowed by Labor/Job Category, access the “Maintenance Menu” and select “Labor/Job Default Allowed Hours.”

1. From the Job Category Default Selection screen, select the appropriate “Location” and “Category” records.
2. Click on the *Add* button.



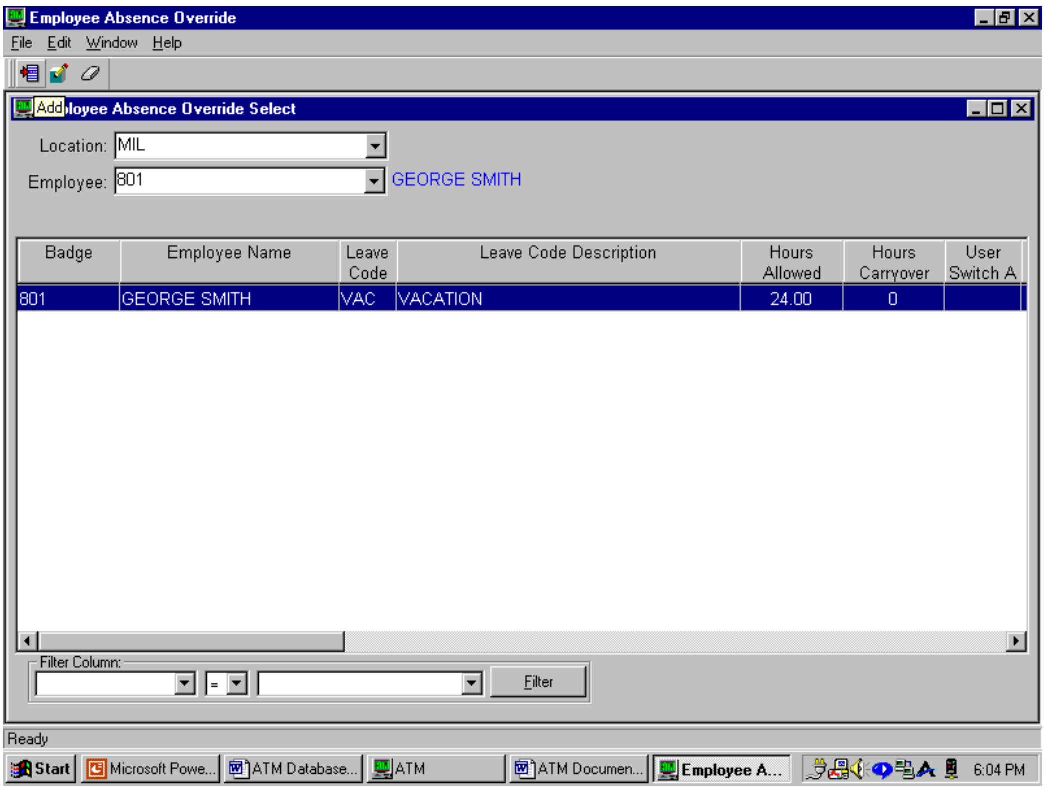
3. Utilizing the drop down bar, select the appropriate "Leave Code" along with the "Default Allowed Hours" and "Carryover Hours."
   3.1. *Location:* Using the drop down bar, select the Location to be working with.
   3.2. *Category:* Using the drop down bar, select the Labor/Job Category.
   3.3. *Leave Code:* Using the drop down bar, select the appropriate Absence Leave Code.
   3.4. *Default:* Type in the default number of hours allowed for the Labor/Job Category and Absence Leave Code combination.
   3.5. *Carryover:* Type in the vacation hours allowed to carryover from one year to the next year. Or sick time that can be accrued year after year after year.
4. Click on the *"X"* in the upper right hand corner to save/exit.



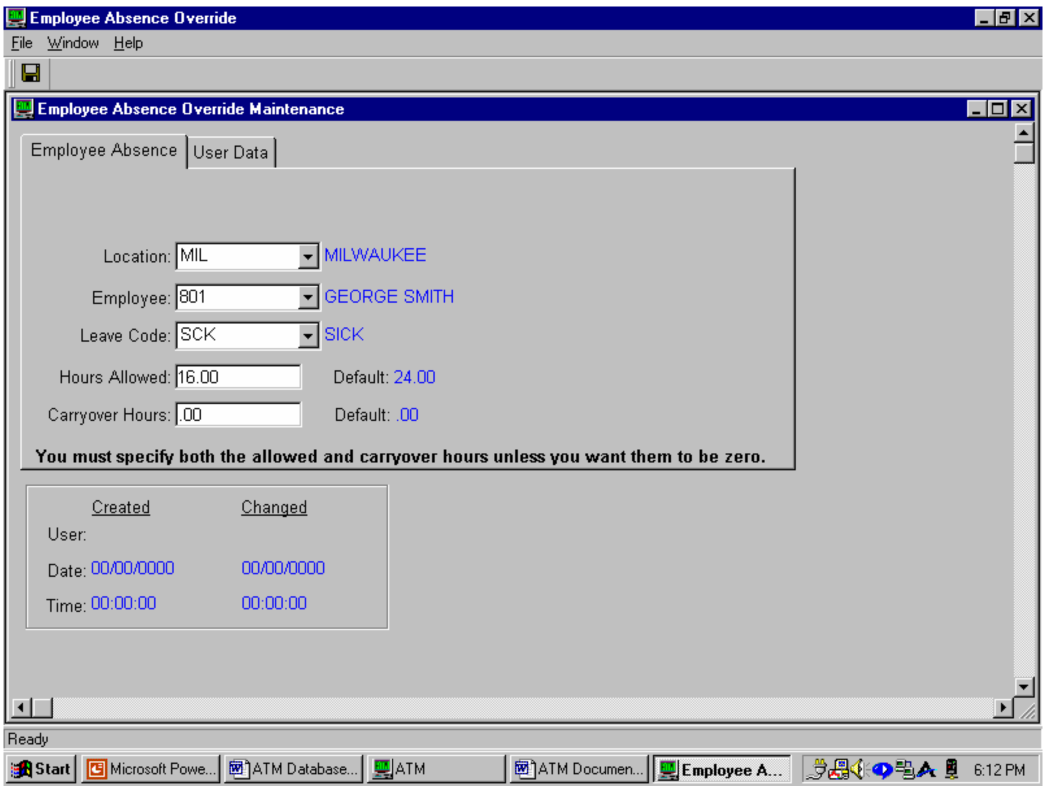
8. Employee Allowed Hours Override

Optional based on whether or not the company elects to utilize the ATM Absence Leave Reporting capability. By employee, specify the specific number of hours allowed for leave codes based on job category, which overrides the default job category hours for those leave codes. To establish Employee Absence/Leave Override Hours, access the "Maintenance Menu" and select "Employee Absence/Leave Override."

1. From the Employee Absence Override Selection screen, select the appropriate "Location" record and "Employee Number".
2. Click on the *Add* button.



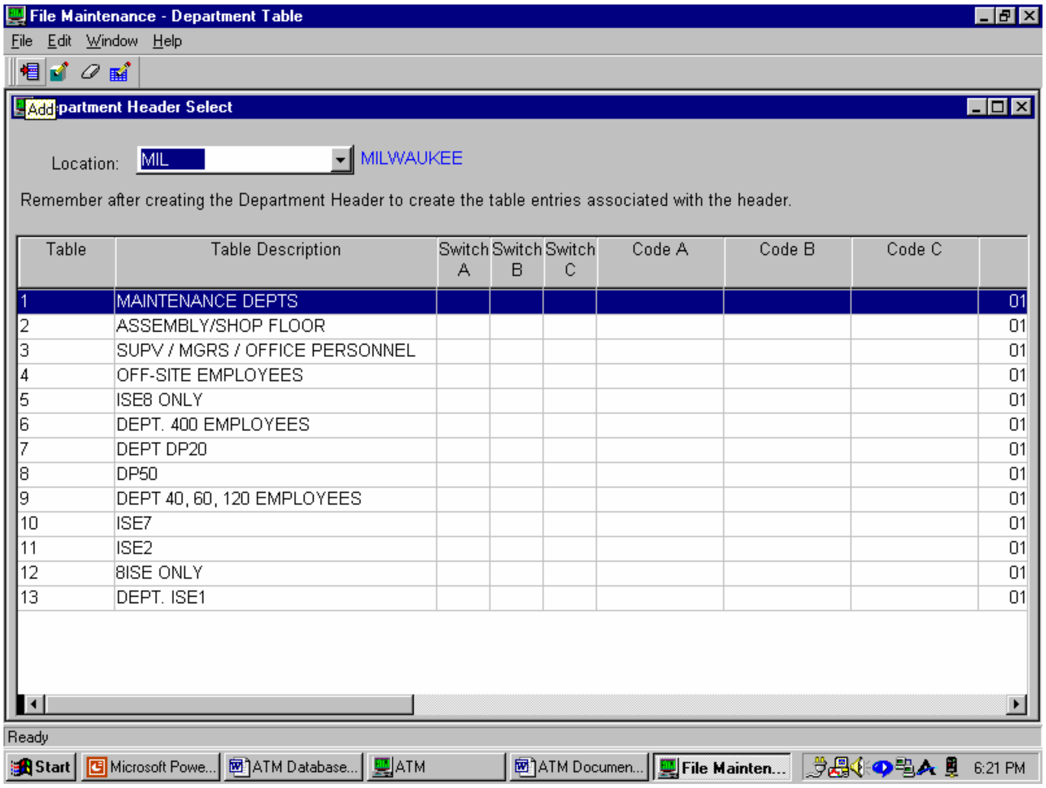
3. Select the Absence Leave Code to be overridden at the Employee level, and the overriding hours.
   3.1. *Location:* Using the drop down bar, select the Location to be working with.
   3.2. *Employee:* Using the drop down bar, select the Employee Badge Number in which the override is to take place.
   3.3. *Leave Code:* Using the drop down bar, select the appropriate Absence Leave Code to be overridden.
   3.4. *Hours Allowed:* Type in the number of overriding hours for this Employee – Absence Leave Code combination.
   3.5. *Carryover Hours:* Type in the number of overriding carryover hours for this Employee – Absence Leave Code combination.
4. Click on the *"X"* in the upper right hand corner to save/exit.



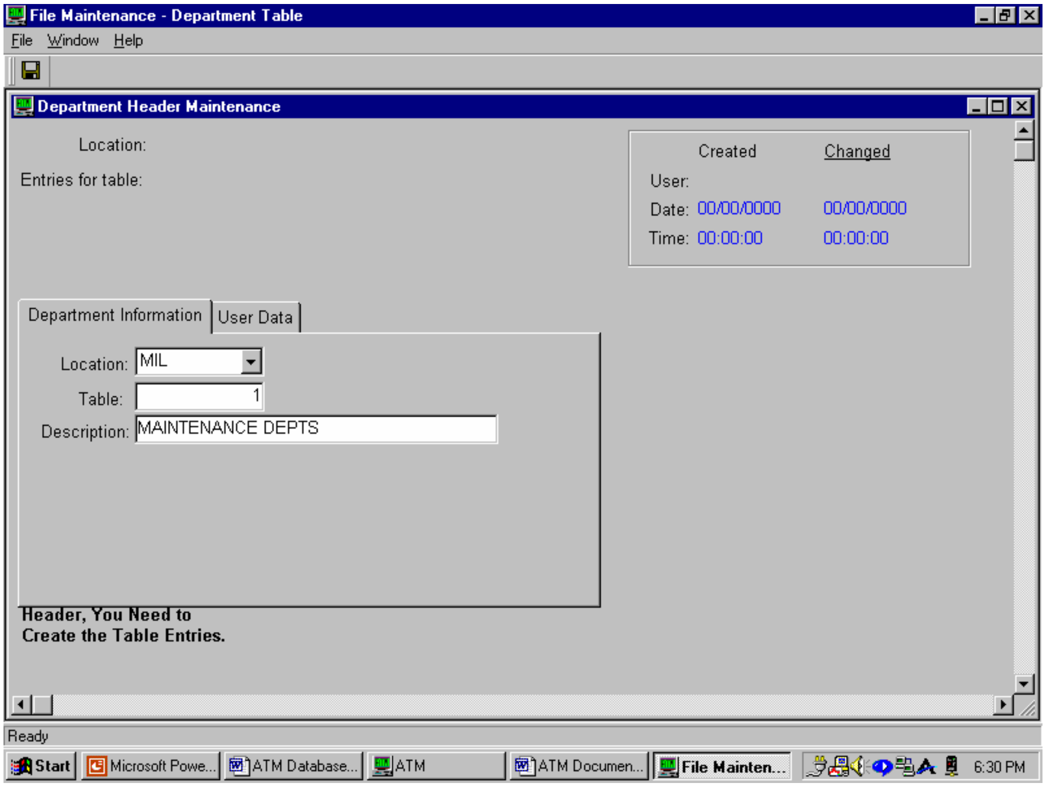
9. Create Select & Edit Department Tables

Through the creation of department tables, the capability is there to specify by table, what departments will be included/excluded as part of the Select & Edit generation (sub-setting). To define the Department Table Entries, access the "Maintenance Menu" and select "Select/Edit Department Table Maint."

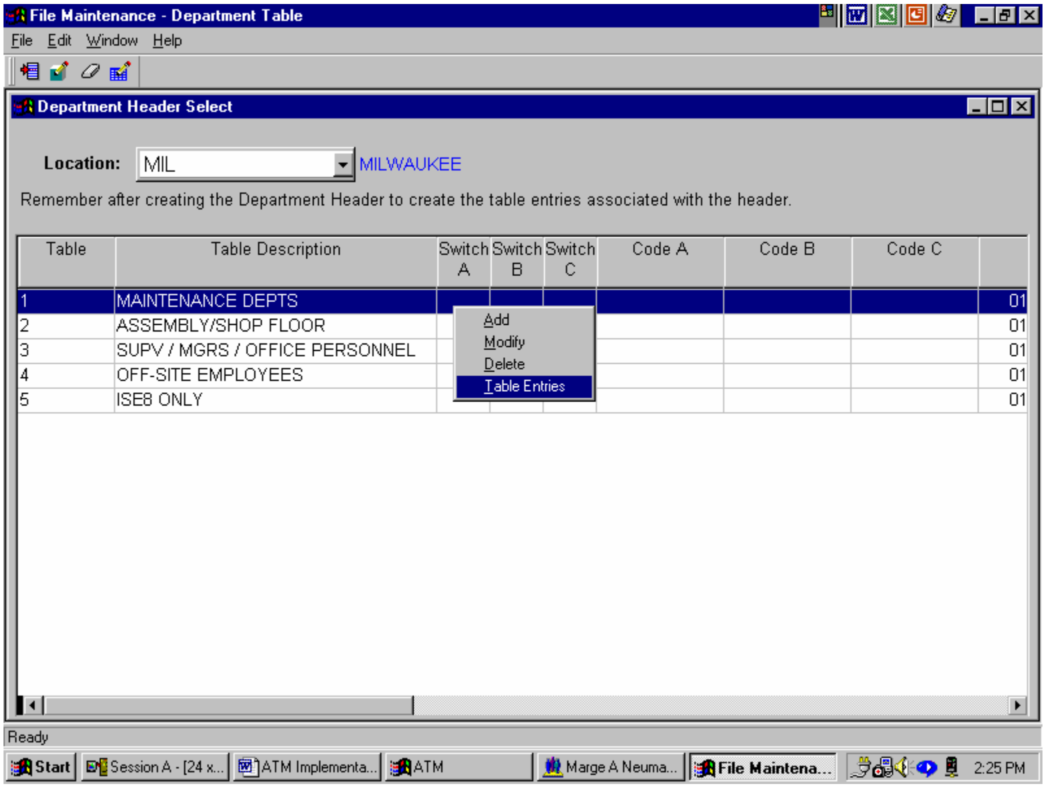
1. From the Department Header Selection screen, select the appropriate "Location" record.
2. Click on the *Add* button.



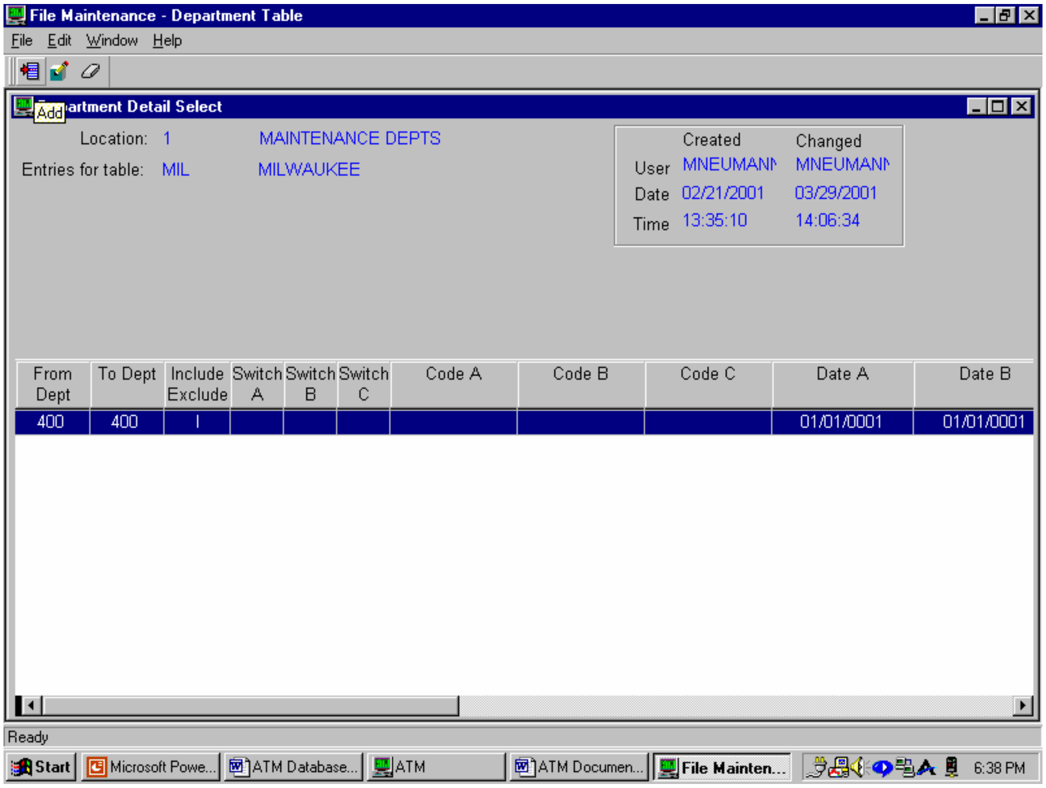
3. Type in the "Table ID" number and "Table Description."
   3.1. *Location:* Using the drop down bar, select the Location to be working with.
   3.2. *Table:* (5 character numeric) Type in the Table ID number.
   3.3. *Description:* (40 character alphanumeric) Type in a Description associated with the Department ID.
4. Click on the *"X"* in the upper right hand corner to save/exit.



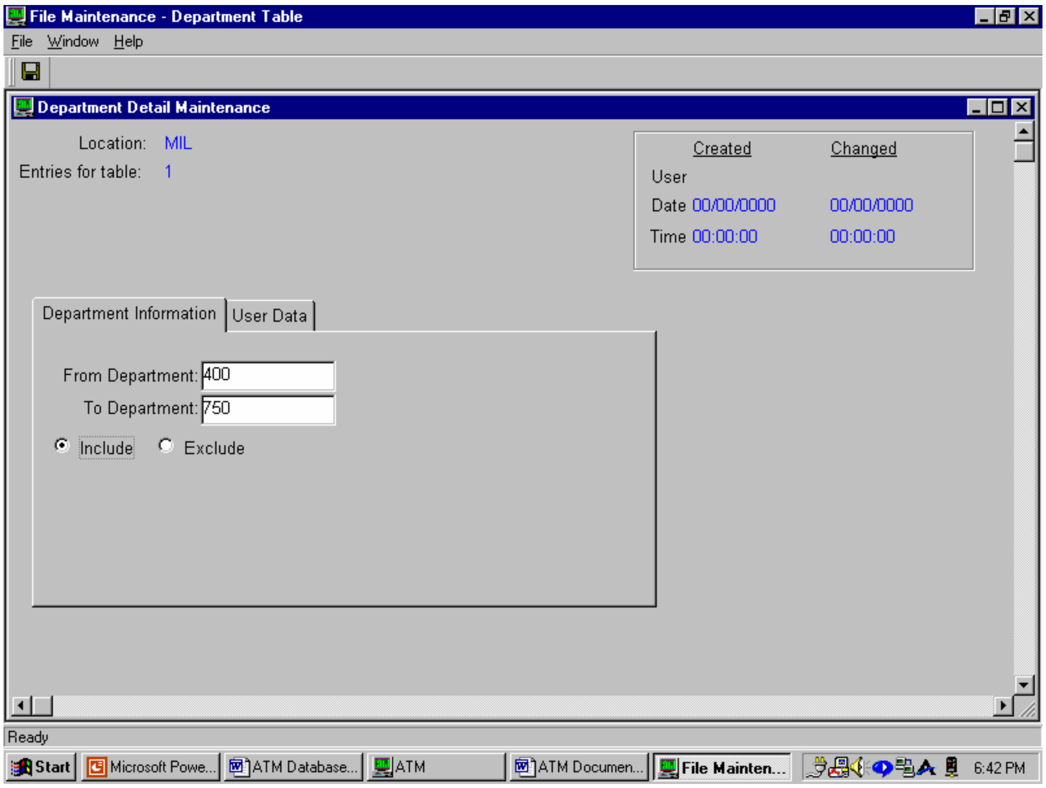
5. Define the Department Table Entries associated with the Department record. This would be the actual Infor XA Department Numbers. To do this, right click on the Department Table and select Table Entries.



6. From the Department Detail Selection screen, click on the *Add* button. (Note – This option can be repeated as many times as necessary in order to establish the correct Select & Edit selection criteria.)



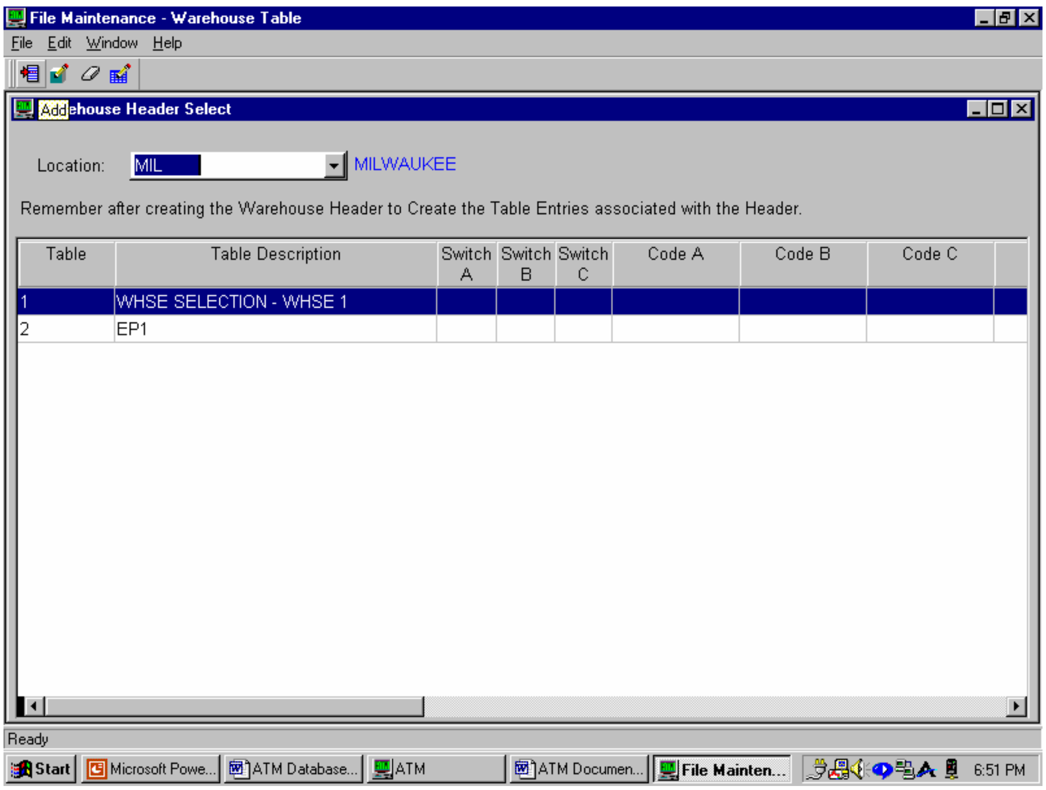
7. Type in the “From” and “To” Department Numbers, and indicate whether or not those departments should be considered when processing the Select & Edit.
8. Click on the *“X”* in the upper right hand corner to save/exit.



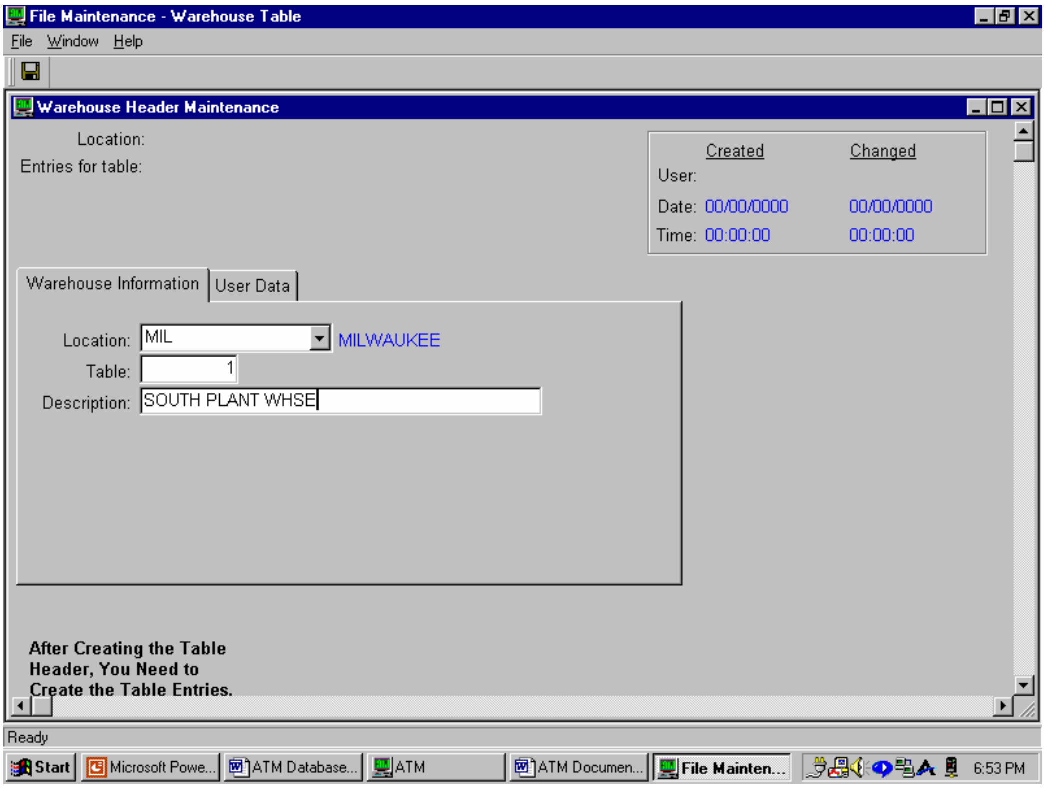
10. **Create Select & Edit Warehouse Tables**

Through the creation of warehouse tables, the capability is there to specify by table, what warehouses will be included or excluded as part of the Select & Edit generation (sub-setting). During the Select & Edit processing, the warehouse field is used in conjunction with Inventory Transactions. To define the Warehouse Table Entries, access the "Maintenance Menu" and select "Select/Edit Warehouse Table Maint."

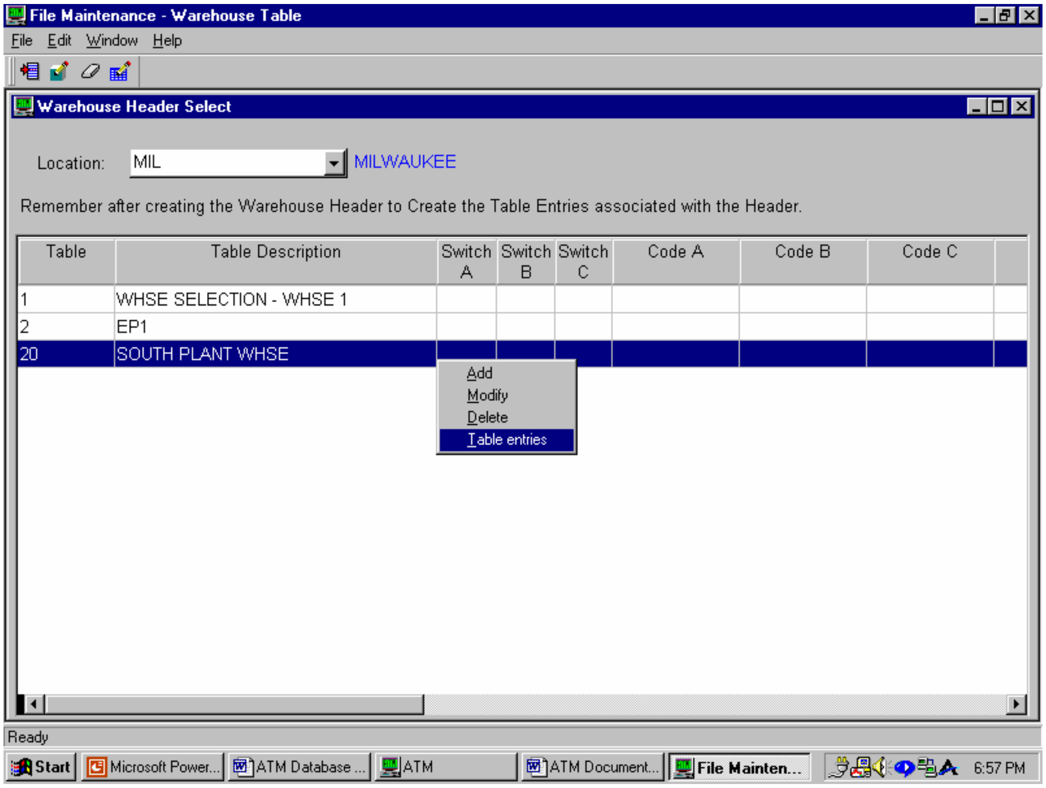
1. From the Warehouse Header Selection screen, select the appropriate "Location" record.
2. Click on the *Add* button.



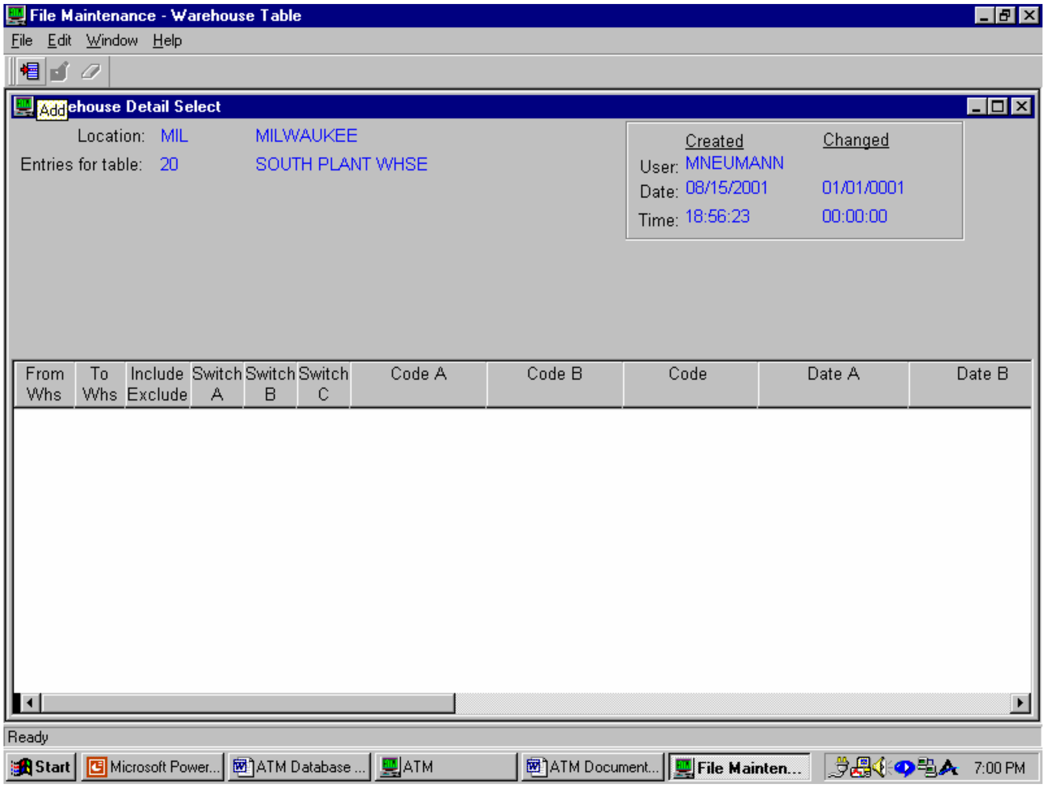
3. Type in the "Table ID" number and "Table Description."
    3.4. *Location:* Using the drop down bar, select the Location to be working with.
    3.5. *Table:* (5 character numeric) Type in the Table ID number.
    3.6. *Description:* (40 character alphanumeric) Type in a Description associated with the Warehouse ID.
4. Click on the *"X"* in the upper right hand corner to save/exit.



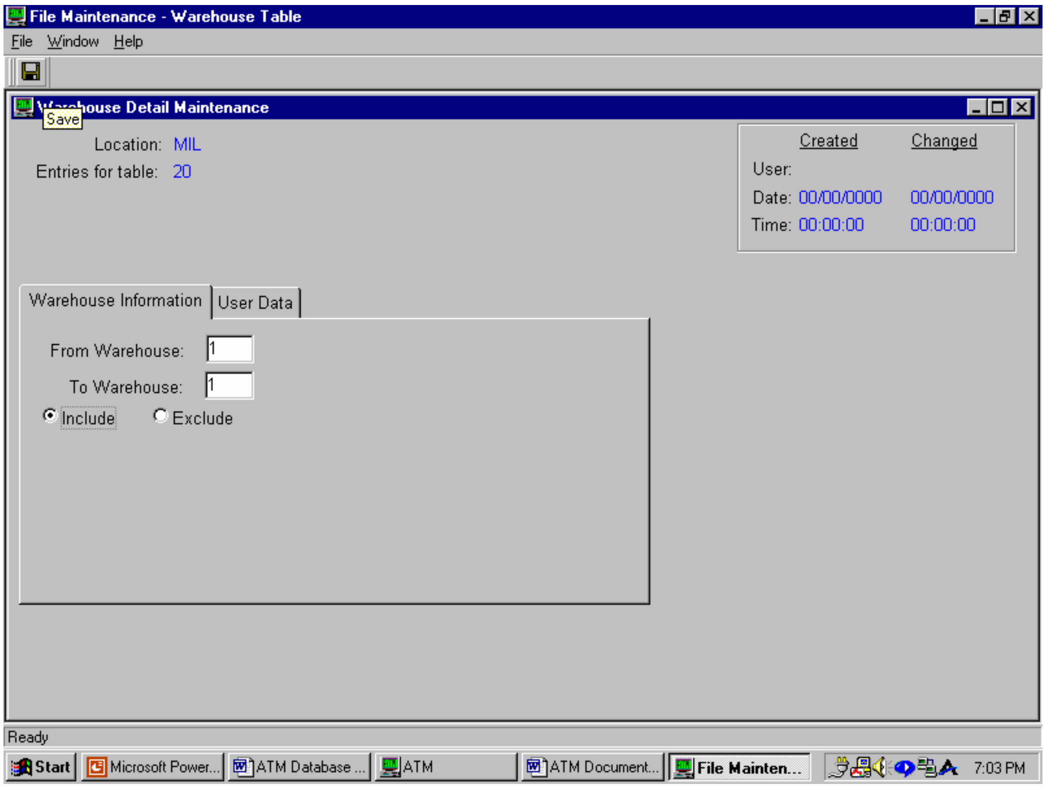
5. Define the Warehouse Table Entries associated with the Warehouse record. This would be the actual Infor XA Warehouse Numbers. To do this, right click on the Warehouse Table and select Table Entries.



6. From the Warehouse Detail Selection screen, click on the *Add* button. (Note – This option can be repeated as many times as necessary in order to establish the correct Select & Edit selection criteria.)



7. Type in the “From” and “To” Warehouse Numbers, and indicate whether or not those warehouses should be considered when processing the Select & Edit.
8. Click on the *“X”* in the upper right hand corner to save/exit.

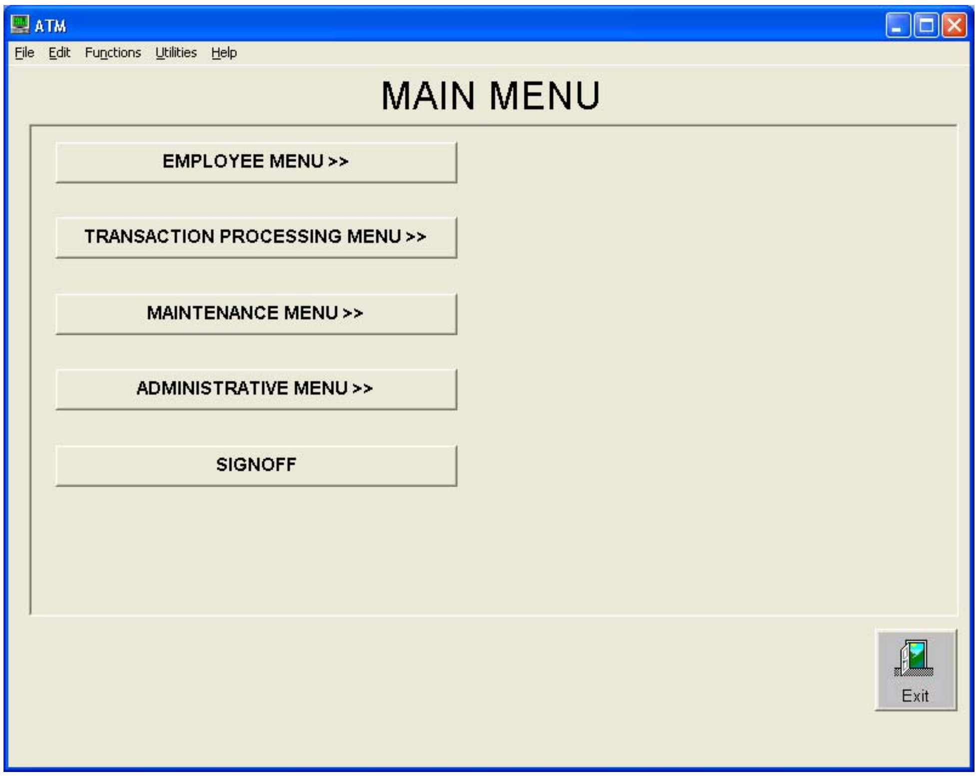


11. Block Transaction Functionality and Table Creation

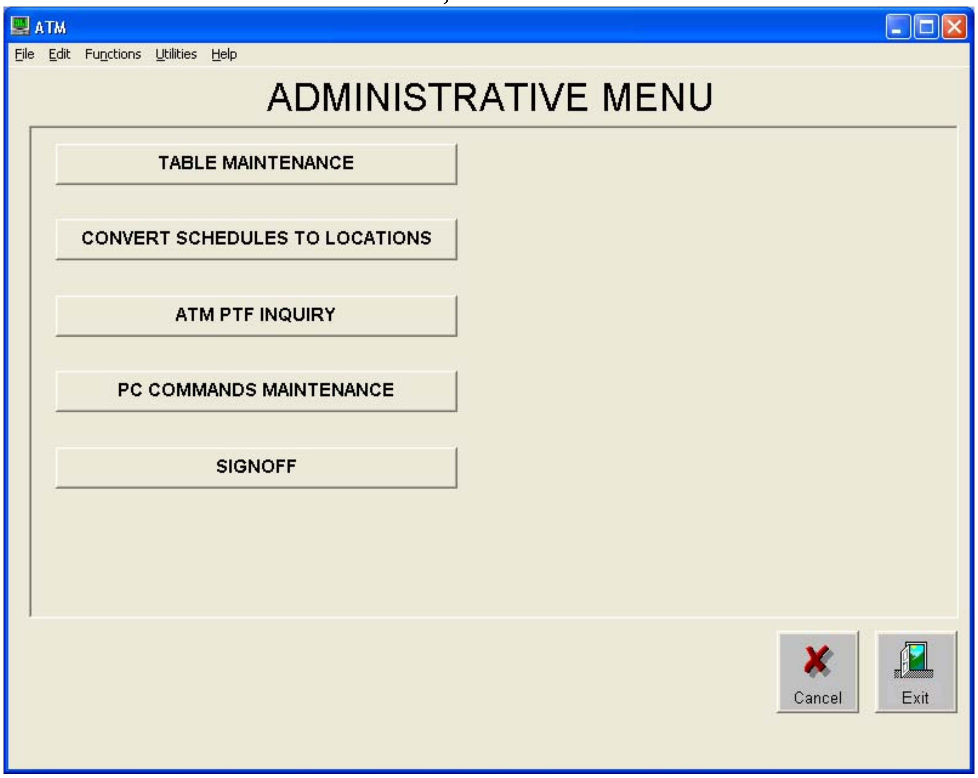
Security policies sometimes require control over the creation of certain transaction types. In order to control the creation of these transactions, ATM allows blocking of the creation of specific transactions using the transactions listed in a table. No ATM user within the environment may create a transaction that is listed in the Block Table (BT) NOTE: this enhancement operates only within ATM, and will not prevent the creation of transactions within INFOR XA, PaperLess, or any other data collection software.

Table Creation

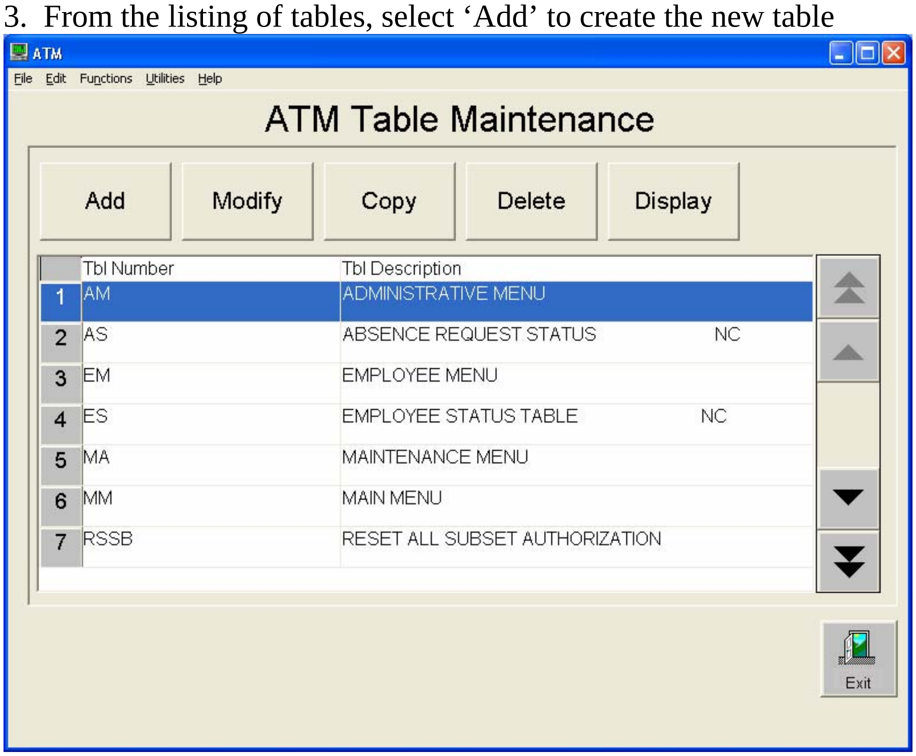
1. To create the control table, go to the ATM Main Menu and Select the Administrative Menu



2. From the Administrative Menu, select Table Maintenance

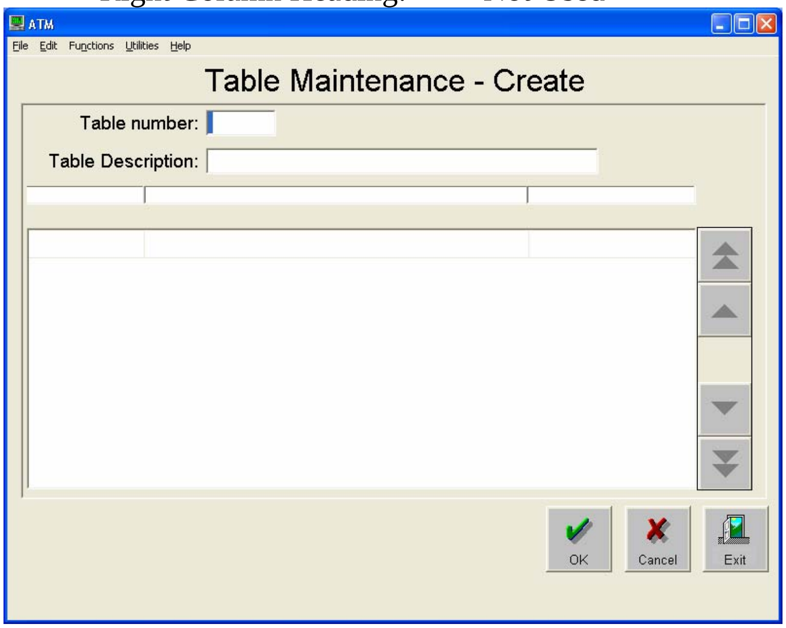


3. From the listing of tables, select ‘Add’ to create the new table

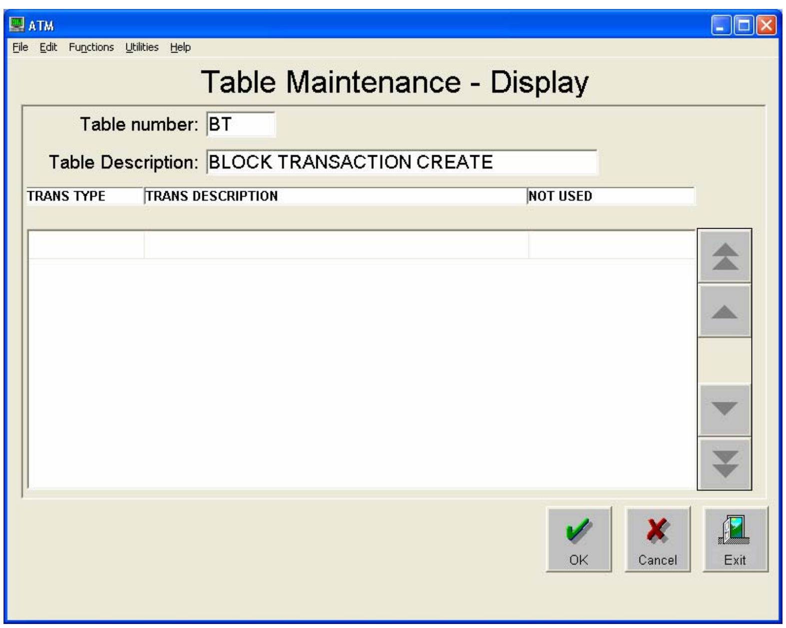


4. To create the new table, enter the following information:

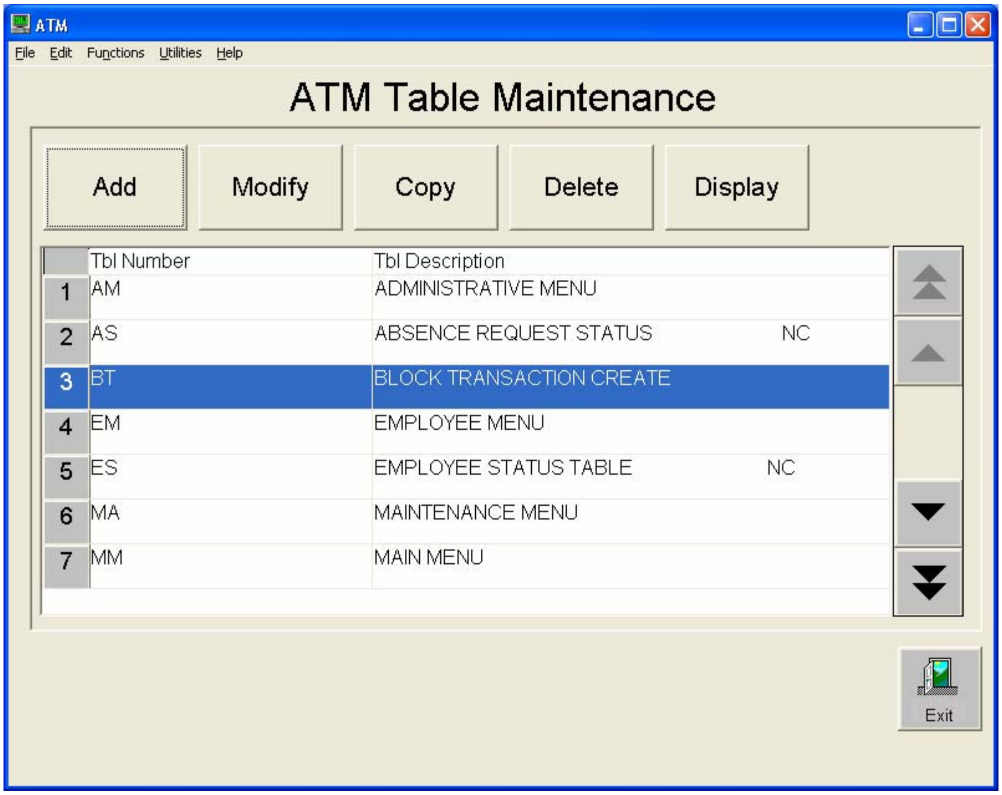
Table number:	BT
Table Description:	Block Transaction Create
Left Column heading:	Trans Type
Center Column Heading:	Trans Description
Right Column Heading:	Not Used



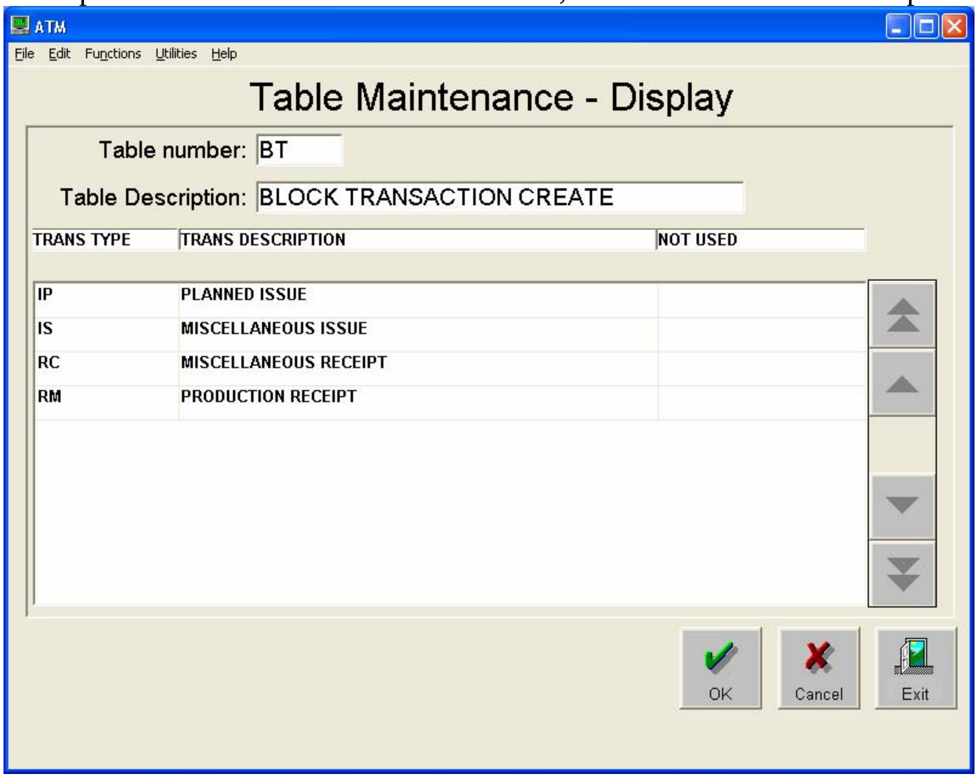
5. When complete, click ‘OK’, and the new table will be created and will appear as below:



6. To block the creation of a transaction:
From the Table Maintenance table list, highlight the BT table and click ‘Modify'



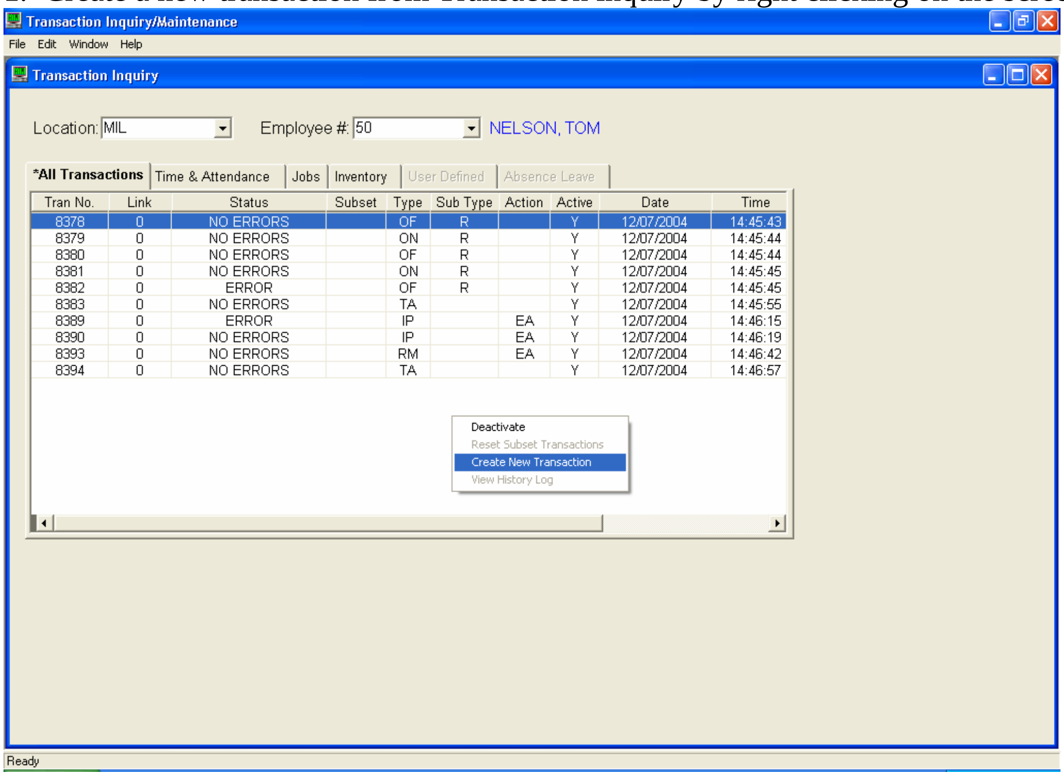
7. Enter the INFOR XA transaction type to block in the ‘Trans Type’ column
8. Enter the transaction description in the ‘Trans Description’ column
9. Repeat for all transactions to be blocked, and click ‘OK’ when complete.



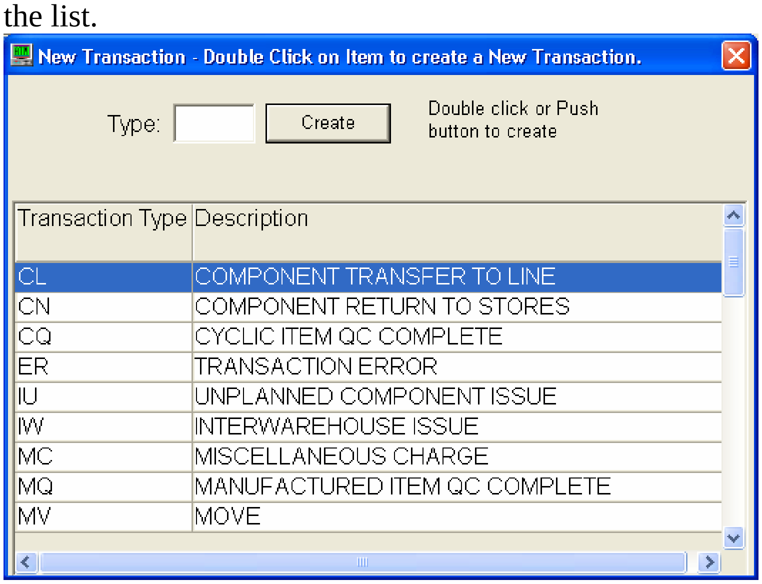
Block Transaction Operation

From any screen where transactions can be created after right-clicking and selecting the ‘Create Transaction’ option, the transaction selection list will appear, and the blocked transactions will not appear on the list.

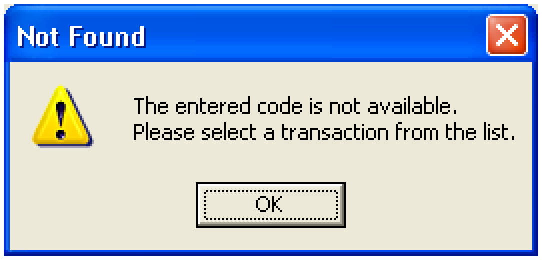
1. Create a new transaction from Transaction inquiry by right clicking on the screen



2. Note that the IS and IP transactions, which were listed as blocked, do not appear on the list.



3. If the user manually types in a transaction in the "Type" field, the transaction is in the BT table, and they click create they will receive the following error message:



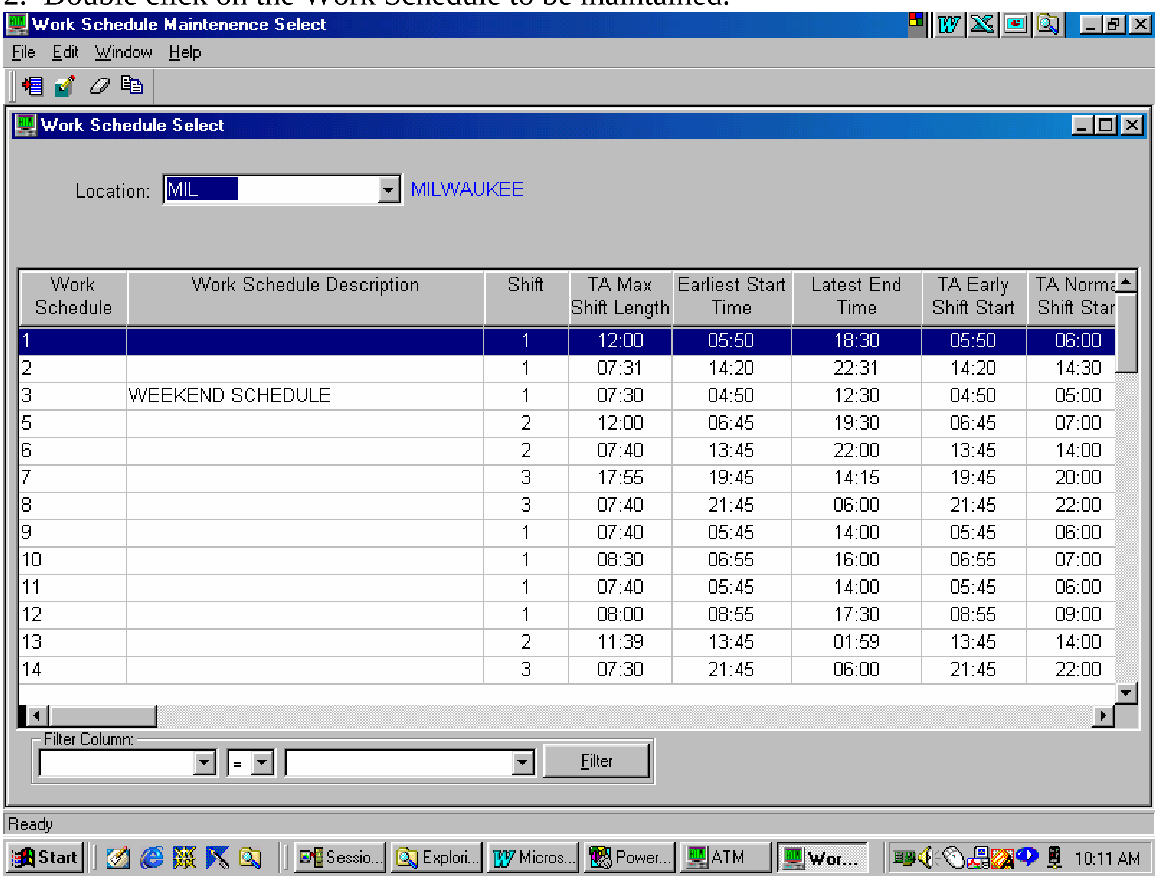
Chapter 3 – Transaction Processing

1. Updating Work Schedule Definitions

In order to copy the existing Infor XA work schedule definitions into the ATM database, the “Convert Work Schedule” function needs to be processed off the “Administrative Menu”. The “Convert Work Schedule” program will convert all schedules from the INFOR XA’ SCHDTA file into all existing Locations in ATM. (i.e. If 10 schedules are currently defined in Infor XA, and 3 locations defined in ATM, a total of 30 schedule records will be defined in ATM.) The Convert Schedules option may be run repeatedly, as it will only add new schedule records into ATM and not overlay any existing schedules.

ATM Work Schedule enhancements include – Rounding enhancements, Maximum Lunch Range, and a Minimum Standard Lunch. To update the Work Schedule Definitions, access the “Maintenance Menu” and select “Work Schedule Maintenance.”

1. From the Work Schedule Selection screen, select the appropriate “Location” record.
2. Double click on the Work Schedule to be maintained.

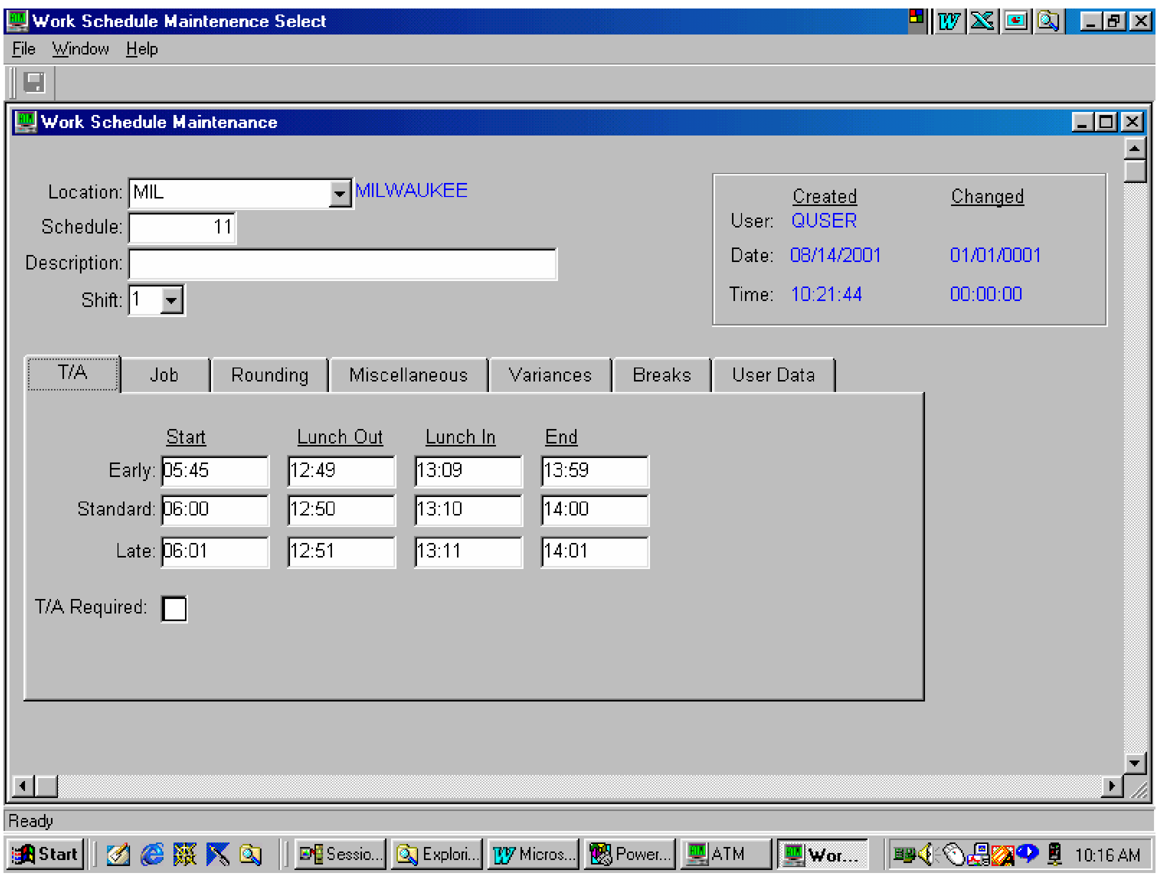


Work Schedule	Work Schedule Description	Shift	TA Max Shift Length	Earliest Start Time	Latest End Time	TA Early Shift Start	TA Norma Shift Star
1		1	12:00	05:50	18:30	05:50	06:00
2		1	07:31	14:20	22:31	14:20	14:30
3	WEEKEND SCHEDULE	1	07:30	04:50	12:30	04:50	05:00
5		2	12:00	06:45	19:30	06:45	07:00
6		2	07:40	13:45	22:00	13:45	14:00
7		3	17:55	19:45	14:15	19:45	20:00
8		3	07:40	21:45	06:00	21:45	22:00
9		1	07:40	05:45	14:00	05:45	06:00
10		1	08:30	06:55	16:00	06:55	07:00
11		1	07:40	05:45	14:00	05:45	06:00
12		1	08:00	08:55	17:30	08:55	09:00
13		2	11:39	13:45	01:59	13:45	14:00
14		3	07:30	21:45	06:00	21:45	22:00

TA Tab:
This tab is optional if you are not intending to perform TA transactions or process these transactions through Payroll. In order to capture and adjust Time and Attendance transactions for an employee, the Early, Late, and Standard times are required for Shift Start & End, along with Lunch Out & In.

Early: Earliest time a punch would be allowed to occur for this schedule.
Late: Latest time a punch would be allowed to occur for this schedule.
Standard: The time to which the Early and Late punches will be adjusted to.
TA Required: Indicate whether or not a Time and Attendance transaction is required for all employees who are assigned to this work schedule.

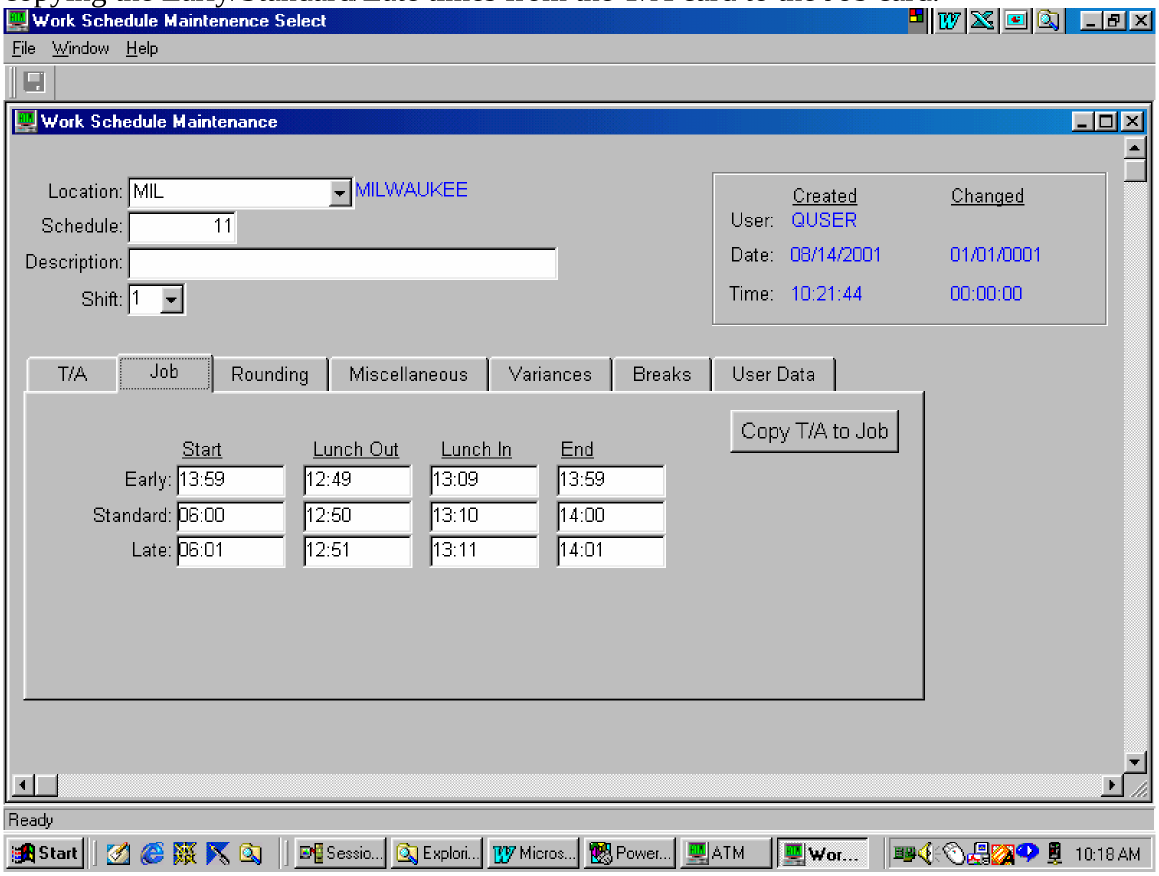
In an off-only reporting system, the first off transaction uses the TA in transaction to calculate the first job on time. If this field is left blank, and no TA record exists for the employee, the start time for the first job is the start of the shift time. If this box is checked and no TA records exist, an error message is recorded.



Job Tab:
This tab is optional if your company is only performing TA transactions. In order to capture and adjust Job transactions for a manufacturing order or machine, the Early, Late, and Standard times are required for Shift Start & End, along with Lunch Out & In.

Early: Earliest time a punch would be allowed to occur for this schedule.
Late: Latest time a punch would be allowed to occur for this schedule.
Standard: - The time to which the Early and Late punches will be adjusted to.

An additional function on the "Job" tab labeled "Copy T/A to Job," assists the user in copying the Early/Standard/Late times from the T/A card to the Job card.

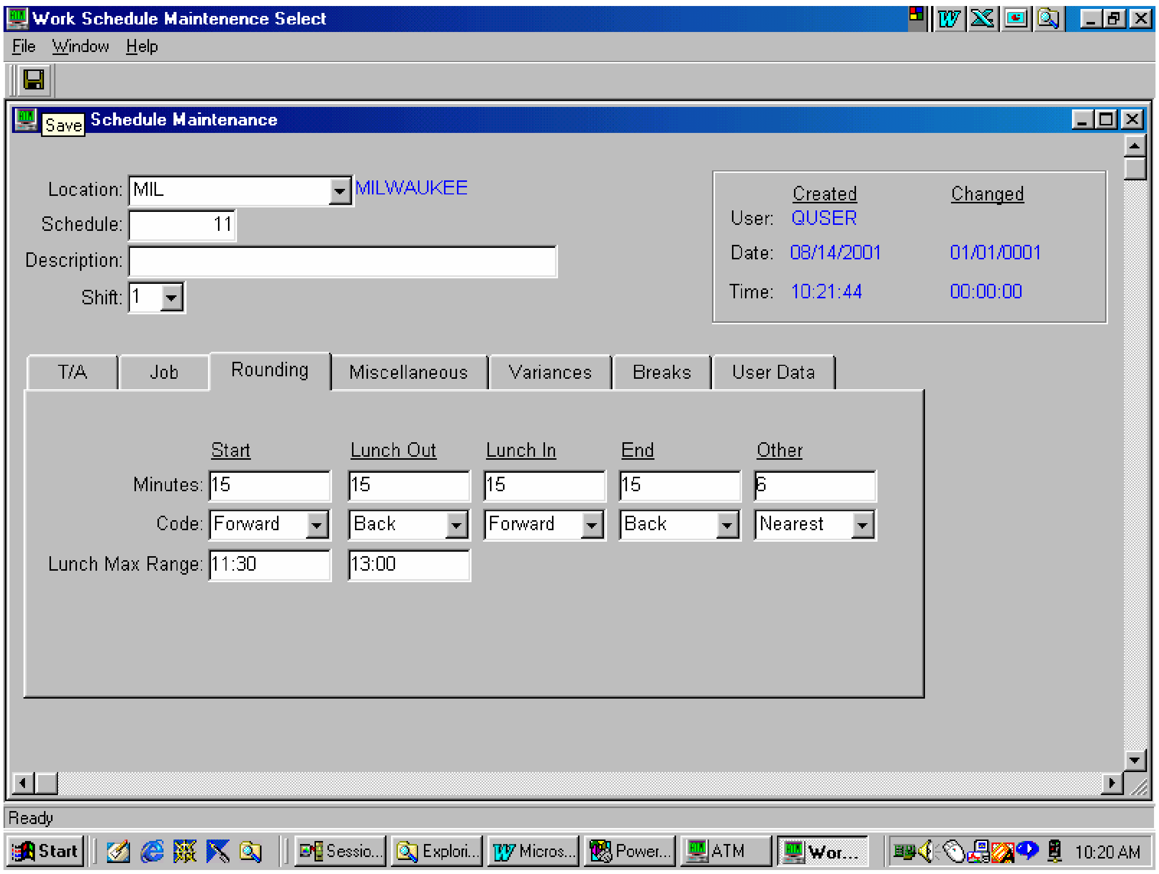


Rounding Tab:
From the rounding tab, the user has the ability to establish the number of minutes to round forward, back, or to the nearest time interval. This will then round those transactions fall outside of the Early/Standard/Late criteria defined on the T/A tab. Also the capability is there to establish a "Maximum Lunch Range."

Minutes: Specify the number of minutes and/or time interval to be rounded to.

Code: Using the drop down bar, select the appropriate rounding criteria. Round forward, back, or to the nearest *minutes* specified.

Maximum Lunch Range: - This field is used in determining the Lunch Out transaction. Specify the companies *Lunch Range* window.



Advanced Rounding Rules: ATM contains several rounding fields that can be defined for each Work Schedule. These rounding rules were designed to round transactions that occur outside the normal shift start, lunch out, lunch return and shift end windows. They automatically round Time and Attendance transactions due to overtime (employee starts work early and/or stays late), flexible start times, flexible lunch times or mid-shift T/A's. Proper use of these rules results in a significantly decreases the need to manually round transactions or change employee schedules.

Code:	**Objective:**
START	Created to auto round transactions due to employee flexible start times or when employee works overtime by coming in early.
END	Created to auto round transactions when employee works overtime by staying late.
OTHER	Created to round Time and Attendance transactions that occur mid-shift due to reasons such as employee leaving for doctors appointment.

The following codes support flexible lunch times.

Code:	**Reason:**
LUNCH OUT:	Created to round a flexible lunch out transaction.
LUNCH IN:	Created to round a flexible lunch in transaction.
LUNCH MAX RANGE:	Used to identify a Lunch Out transaction as opposed to an "OTHER" transaction.
MINIMUM LUNCH:	Used to ensure that lunches are of a 'Standard' length.

KEY POINT: *The advanced rounding rules were designed to only round Time and Attendance transactions. No rounding will take place against Job On or Off transactions unless the rounded Time and attendance transaction requires it.*

Example 1: The employee clocks in at 5:57 and clocks on to his first job at 6:01. The Time and attendance transaction would be rounded to 6:00 but the JOB ON would remain at 6:01.

Example 2: The employee clocks in at 5:57 and clocks on to his first job at 5:59, ATM will round the T/A to 6:00 It then recognizes that the actual Job On time is now prior to the rounded T/A time. In this case, the JOB ON transaction time will be rounded to 6:00 also.

Each advanced rounding rule, START, OTHER, END, LUNCH OUT and LUNCH IN contain two other fields: MINUTES and CODE. These two fields control how rounding occurs for each rule.

MINUTES: This field is used in conjunction with the CODE field to determine what value to round a transaction time to.

For example:

If overtime is paid in ½ hour increments, then this value would be 30 minutes.
(30 minute increment divided by 60 minutes in an hour, 30/60 = ½).
If the company wants to round to 1/10 of an hour, this value would be set at 6
(6 minutes divided by 60 minutes in an hour, 6/60 = 1/10)

If this value were set at 6, the transaction would be rounded to multiples of 6 minutes after the hour. This means a transaction time could be rounded to the even hour, six minutes after the hour, 12 minutes after, 18 minutes after, 24 minutes after, 30 minutes after, 36 minutes after, 42 minutes after, 48 minutes after, 54 minutes after or the next even hour, depending on the rounding code.

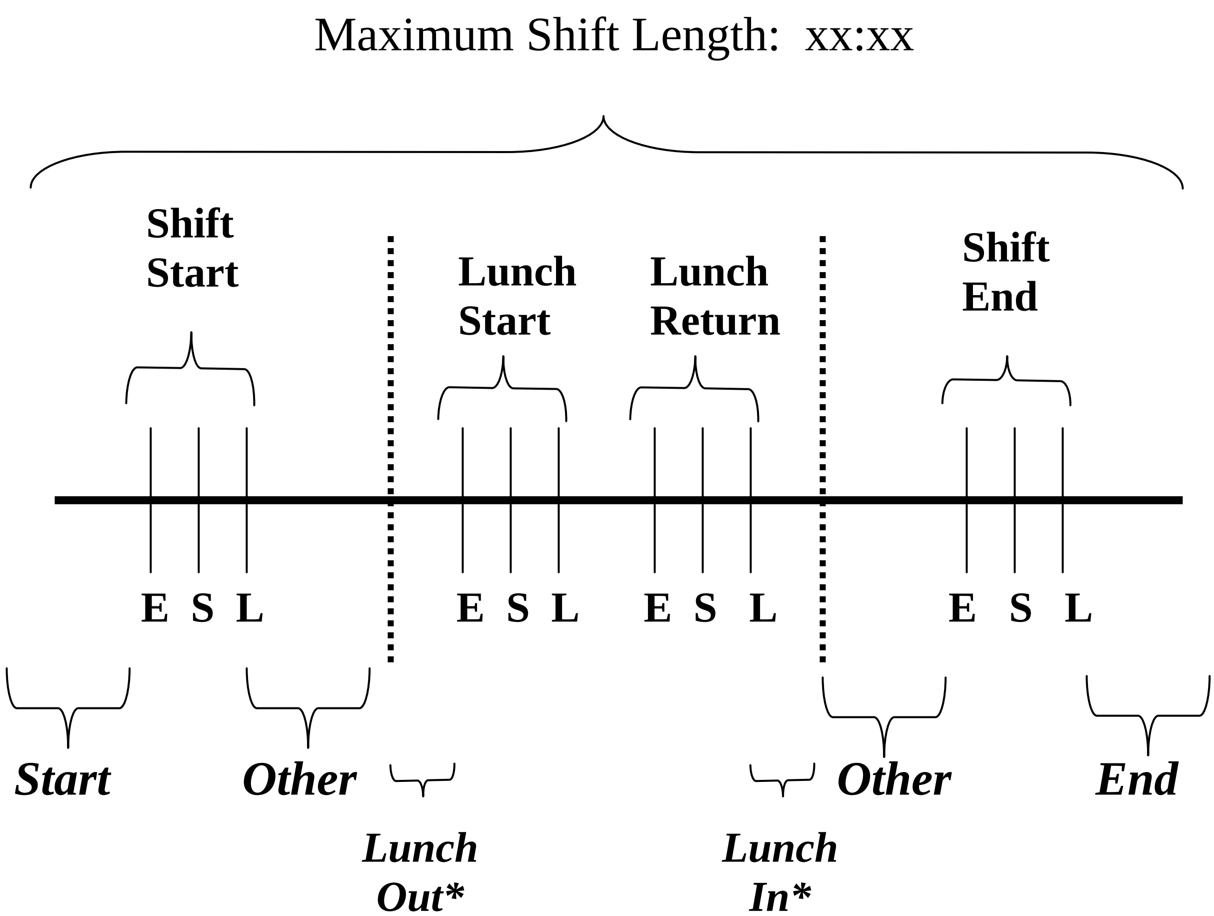
CODE: There are three possible values:
Forward – Round forward to the next occurring 'MINUTE' increment.
Nearest – Round to the nearest 'MINUTE' increment.
Backward – Round backward to the last occurring 'MINUTE' increment.

Example:
The company pays overtime in ½ hour increments. Assume Standard shift start is 7:00 and standard shift end is 3:30 p.m.

Rounding Rule	Minutes	Code
START	30	Forward
END	30	Backward

The employee is asked to come in an hour early and stay a half hour late.
His time and attendance transactions are:

Actual transaction time	Rounded to
5:57:23	6:00:00 (Rounded forward to the next occurring 30 minute increment)
4:01:57	4:00:00 (Rounded backward to the last occurring 30 minute increment)



Advanced Rounding Rules:

NOTE: Fields identified with an asterisk (*) are fields that were added to enhance the rounding rules.

*<u>**Start**</u>:
Objective: To support automatic rounding of TA's if employee comes in prior to Early Shift Start due to overtime or flexible start times.

Rule: Applied to any TA transaction that occurs prior to Early Shift Start. (for this shift date) (If the TA that occurs between Early Shift Start & Late Shift Start, it will automatically be rounded to Standard Shift Start).

*<u>**End**</u>:
Objective: Automatically round T/A transactions when the employee works overtime.

Rule: Use the END rounding rules for any T/A that occurs after LSE.

*<u>**Lunch Out**</u>:
Objective: The lunch out, lunch in, and minimum lunch fields are used to support flexible lunch schedules. The Window created between LUNCH OUT and LUNCH IN will be used by ATM to identify whether the employee clocked out for lunch. If no LUNCH OUT transaction is identified and auto extract lunch is turned on, auto extract will occur.

Rule: ATM assumes that ANY T/A OUT transaction that occurs between Lunch In cutoff and Lunch Out cutoff (But NOT between ELO and LLO) means the employee is leaving for lunch. This clock OUT transaction will be rounded using the LUNCH OUT rounding rules. The key to this rule is identifying a Time and Attendance OUT transaction during the lunch window. If ATM identifies a LUNCH OUT transaction, no auto extract of lunch time will take place.

<u>ELO</u> – Early Lunch Out
<u>SLO</u> – Standard Lunch Out
<u>LLO</u> – Late Lunch Out:
These three rules used together to handle rounding of transactions at standard Lunch out. These rules handle rounding if employee clocks out during the standard lunch period as defined in the work schedule. Any TA that occurs between ELO and LLO is rounded to SSO. ATM advanced rounding rules will never override these.

<u>Auto Extract Lunch</u>.
Objective: This rule allows the software to ASSUME that the employees were on lunch during a given time period. This avoids requiring that all employees MUST clock out and then clock back in for lunch. However, many companies require the employees clock out if they leave the premises for lunch (for insurance purposes) Therefore, auto extract should ONLY be applied if the employee did NOT clock out for lunch and is present during the auto extract lunch period.

Rule: ONLY auto extract if:
1) No LUNCH OUT T/A's were identified.
2) The employee MUST be clocked IN over the auto extract FROM and TO time fields.

<u>ELR</u> – Early Lunch Return
<u>SSR</u> – Standard Lunch Return
<u>LLR</u> – Late Lunch Return:
These three rules used together to handle rounding of transactions at standard Lunch Return. These rules handle rounding if employee clocks in during the standard lunch period as defined in the work schedule. Any TA that occurs between ELR and LLR is

rounded to SSR. ATM advanced rounding rules will never override these standard INFOR XA work schedule definition rules.

*__Lunch In__ :

Objective: LUNCH IN, used in conjunction with LUNCH OUT, identifies a 'lunch' window. ATM assumes that any Time and Attendance OUT transaction that occur inside of this window is due to an employee leaving for lunch and will round the transaction accordingly. If a LUNCH OUT transaction is identified (using ATM LUNCH OUT rounding rules) the next T/A transaction is assumed to be the employee returning from lunch.

Rule: for rounding the LUNCH IN transaction:

1) ATM identified and rounded the Lunch OUT. (The T/A OUT is NOT between ELO and LLO. If the T/A OUT is between ELO and LLO, let standard INFOR XA rounding rules apply)
2) Round the Lunch IN using Lunch IN rules if it is BEFORE the Lunch IN TIME Cutoff.
3) Round the Lunch IN using OTHER rules if the LUNCH IN transaction is AFTER the Lunch IN Cutoff Time.
4) Check to make sure that ROUNDED LUNCH IN – ROUNDED LUNCH OUT ≥ MINIMUM Lunch field. If not, the ROUNDED LUNCH IN should be re-calculated as ROUNDED LUNCH OUT + MINIMUM LUNCH FIELD.

__ESE__ – Early shift End
__SSE__ – Standard shift End
__LSE__ – Late shift End.
These three rules are used together to round the TA transactions at the standard End of Shift. Any TA that occurs between ESE and LSE is rounded to SSE.

***__Other__:**

Objective: Round T/A's that occur in the middle of the shift that are NOT related to Lunch. (Example, leave work to pick up sick child, go to doctors appointment etc.)

Rule: Any T/A between Late Shift Start and Early Shift End that is NOT considered a lunch transaction will be rounded using the OTHER rule. (NOTE: See Lunch In rounding rules. It is possible in certain conditions that a Lunch In transaction gets rounded using the 'OTHER' rounding rules)

*__Minimum Lunch__

Objective: This field is used to ensure that if an employee clocks out for lunch, the system will make sure that they are clocked out for at LEAST the minimum lunch period. Example: If the employee clocks out at 11:45, runs across the street to McDonalds and is back by 11:47, we want to make sure that we extract at LEAST the minimum lunch.

Rule: For a description on how the Minimum lunch field is used, see the RULE section on the LUNCH IN transaction (specifically rule #4)

Standard Hierarchy for testing T/A's

1) Does it fall within a standard INFOR XA rounding window? If YES, let standard INFOR XA rounding logic apply. EXCEPTION: If ISE rounds an LO transaction, we will always round the LI even if it falls into INFOR XA rounding logic.
2) Is it before ESS? If YES, use START rounding rules.
3) Is it after LSE? If YES, use END rounding rules.
4) Is it a Lunch OUT transaction?
5) Is it a Lunch IN transaction and we rounded the LO then:

- IF LI is Prior to LI cutoff, use LI rounding rules.
- IF LI is After LI cutoff, use OTHER rounding rules.
- After rounding LI, compare rounded LO to rounded LI to ensure that it is $\geq$ Minimum lunch, if not, recalculate LI as rounded LO + Minimum Lunch.

Rounding Rule Examples:
Maximum Lunch Range – 11:30-13:00
Auto Extract Lunch – 12:00-12:30
Minimum Lunch – 30 minutes

START Rounding Rule – 15 minutes forward
ESS – 6:45
SSS – 7:00
LSS – 7:00
OTHER Rounding Rule – 6 minutes nearest
LUNCH OUT Rounding Rule – 11:30 (15 minutes backward)
ELS – 12:00
SLS – 12:00
LLS – 12:10
ELR – 12:20
SLR – 12:30
LLR – 12:30
LUNCH IN Rounding Rule – 13:00 (15 minutes forward)
OTHER Rounding Rule – 6 minutes nearest
ESE – 15:30
SSE – 15:30
LSE – 15:45
END Rounding Rule – 15 minutes backward

	ACT	ADJ		LUNCH EXTRACT (Y/N)	REASON	Lunch time	Total Paid Time
DAY1							
TA	7:00	7:00			LSS rule	:30:00	7:30:00
TA	11:16	11:18	OO		Other rounding		
TA	11:46	11:48	OI	Y	Other rounding		
TA	15:32	15:30			LSE rule		
DAY2							
TA	7:04	7:06			Other rounding	:48:00	7:36:00
TA	12:30	12:30	LO		Lunch out rounding		
TA	13:16	13:18	LI	N	Lunch in with Other rounding and warning that lunch has been exceeded.		
TA	15:32	15:30			LSE rule		
DAY3							
TA	7:04	7:06			Other rounding	:00:00	6:24:00
TA	11:16	11:18	OO		Other rounding		
TA	13:16	13:18	OI	N	Other rounding		
TA	15:37	15:30			LSE rule		
DAY4							
TA	6:15	6:15			Start rounding	:00:00	6:15:00
TA	9:32	9:30	OO		Other rounding		
TA	12:10	12:12	OI	N	Other rounding, no auto extract because they were not TA'd in prior to the Lunch Extract Range		
TA	15:14	15:12			Other rounding		
DAY5							
TA	6:12	6:15			Start rounding	:30:00	9:15:00
TA	12:03	12:00	LO		LLS rule (Infor XA)		
TA	12:14	12:30	LI	N	Lunch in rounding rounded to 12:15, then Minimum lunch of 30 minutes		
TA	16:08	16:00			End rounding		

Miscellaneous Tab:

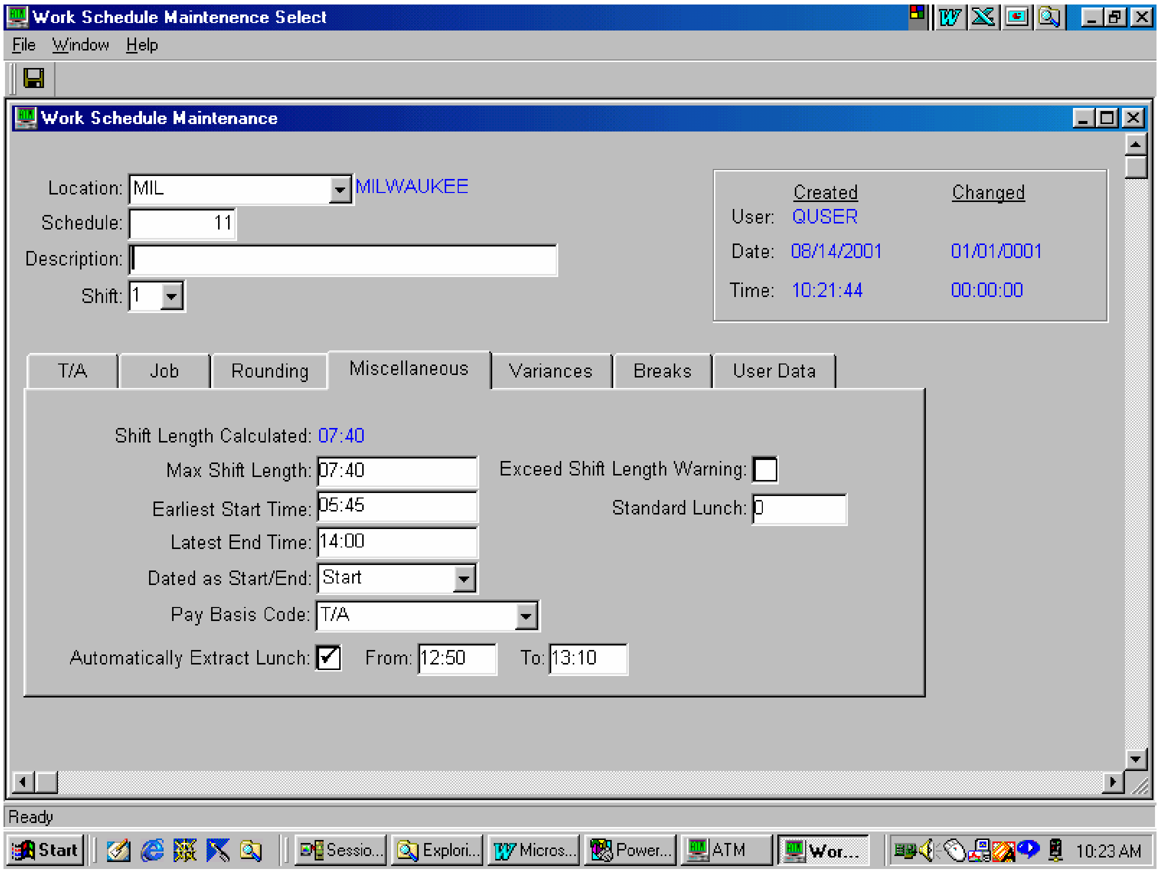
Shift Length Calculated: Displays the total number of hours based on the times specified on the TA Tab.
Max Shift Length: Specify the maximum number of hours allowed for this schedule. (shift length plus overtime hours)
Earliest Start Time: This is the earliest time an employee can punch in.
Latest End Time: This is the latest time an employee can punch out.

- By adding the *Earliest Start* and *Latest End* times the shift window can be expanded at the beginning and the end of the normal shift start/end times, allowing for more flexibility.

Dated as Start/End: Determines whether or not the day's transactions is to be dated based on the date in which the shift started or ended.
Pay Basis Code: Indicates how pay is calculated for those employees who have been assigned this schedule.

- Pay by time & attendance only – An employee will be paid according to time and attendance records and no job detail will be passed to Payroll.
- Pay by time & attendance with job detail – An employee will be paid according to time & attendance records and job detail is passed to Payroll.
- Pay by job only – An employee is paid based on job time records.

Automatically Extract Lunch: Specify whether or not lunch transactions are to be automatically generated for those employees who are attached to the schedule. Include the "from" and "to" lunch times. (Note – If an employee is not to get paid for lunch time, and yet the "Auto Extract" function is not being utilized, then the employee must manually clock themselves out and in from lunch.
Exceed OT Warning: Specify whether or not a warning message should be displayed as part of the Select & Edit process, when an employee on this schedule exceeds the Maximum Shift Length.
Standard Lunch: Type in the total minimum number of minutes allowed for lunch.



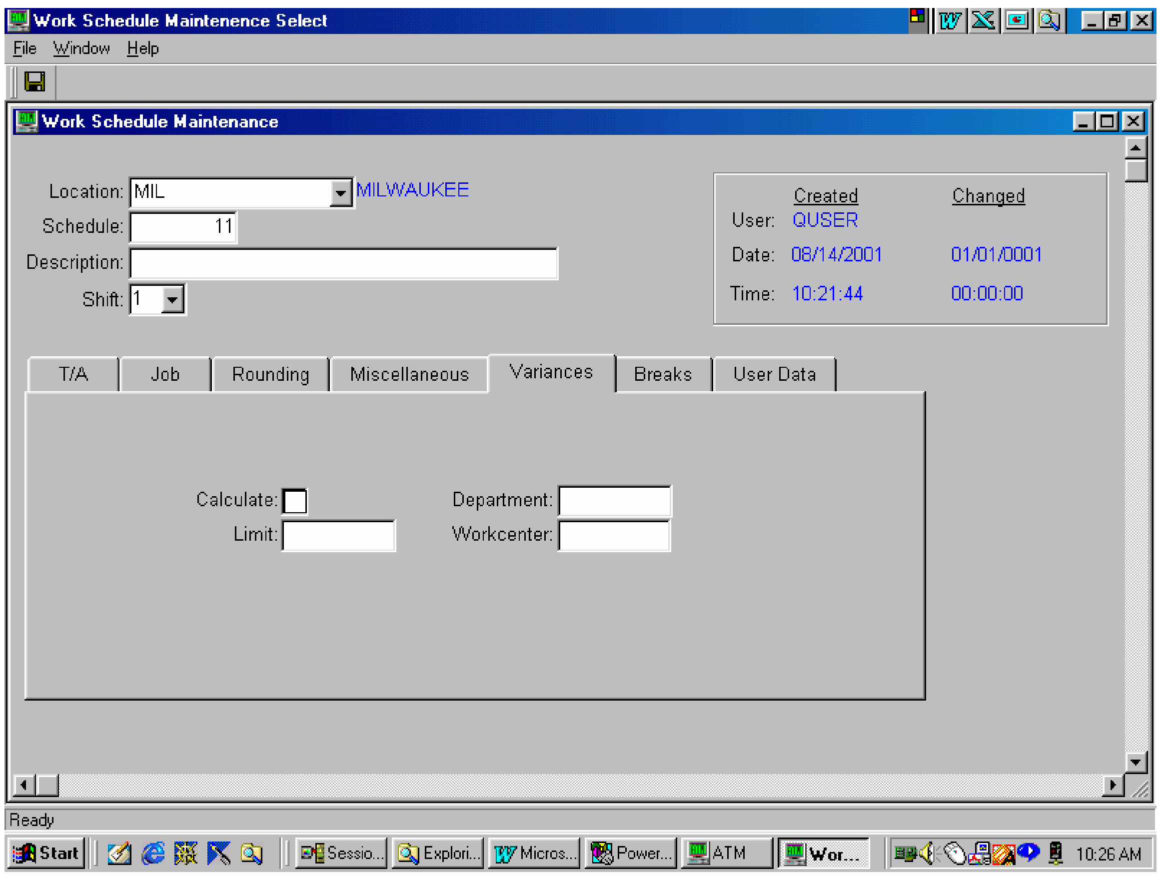
Work Schedule Maintenence Select
File Window Help
Work Schedule Maintenance
Location: MIL MILWAUKEE
Schedule: 11
Description:
Shift: 1
Created Changed
User: QUSER
Date: 08/14/2001 01/01/0001
Time: 10:21:44 00:00:00
T/A Job Rounding Miscellaneous Variances Breaks User Data
Shift Length Calculated: 07:40
Max Shift Length: 07:40
Exceed Shift Length Warning:
Earliest Start Time: 05:45
Standard Lunch: 0
Latest End Time: 14:00
Dated as Start/End: Start
Pay Basis Code: T/A
Automatically Extract Lunch:
From: 12:50
To: 13:10
Ready
Start Sessio... Explori... Micros... Power... ATM Wor... 10:23 AM

Variances Tab:

Calculate: Specify whether or not employee variance time is to be calculated. Variance time is time the employee was present, minus any time accounted for by job records and paid/unpaid breaks.

Limit: If variance time is to be calculated, specify a variance limit in minutes. If an employee is paid based on “job only” records, the employees are paid for this variance time if the limit is not exceeded.

Department & Facility: If variance is to be calculated, specify a department or facility (or both) to be charged for this variance time. If no value is entered, the employee’s home department and facility will be charged.

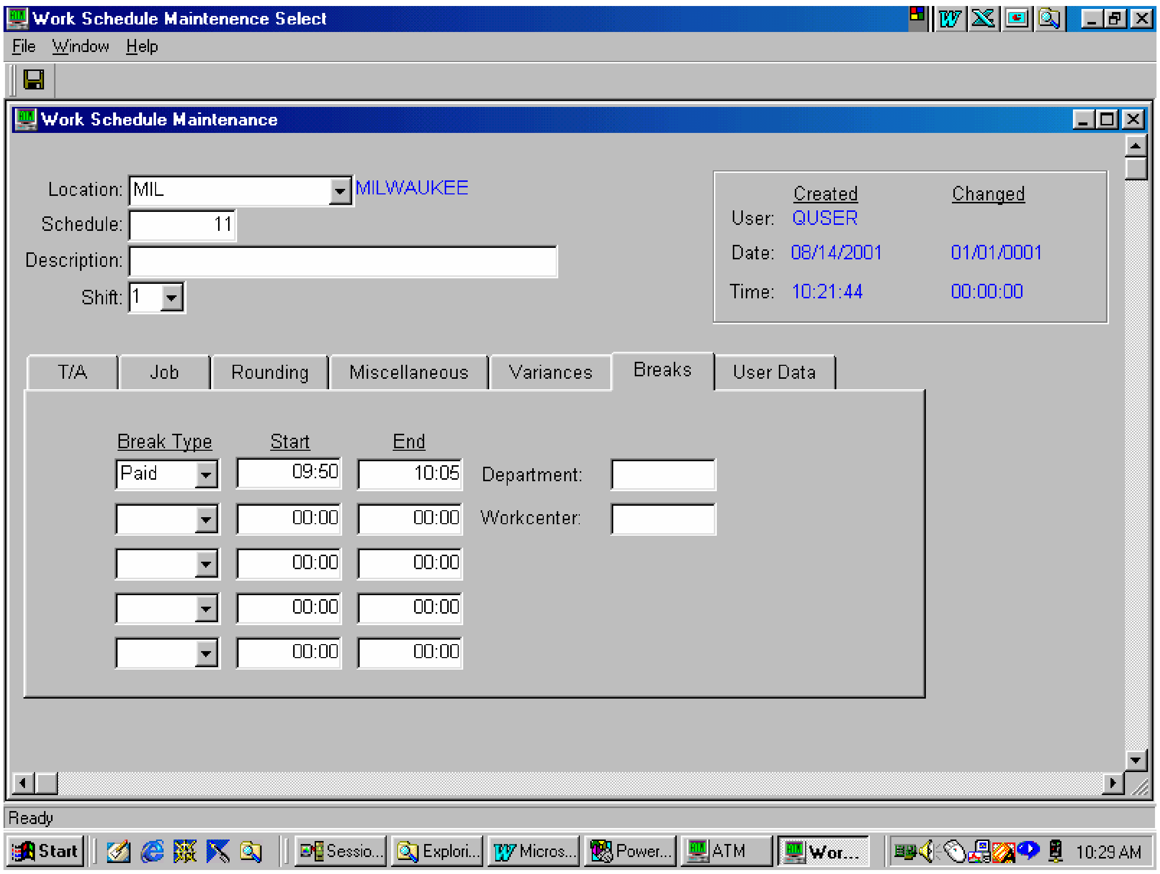


Paid/Unpaid Breaks Tab:

Break Type: Specify whether or not the assigned break times are to be paid or unpaid to the employee.

Start & End: Type in the starting and ending times for the breaks.

Department & Workcenter: - If the employees attached to this schedule are to be paid for breaks, specify a department or facility (or both) to be charged for the break times. If no value is entered, the employee's home department and facility are charged.



2. Calendar Maintenance

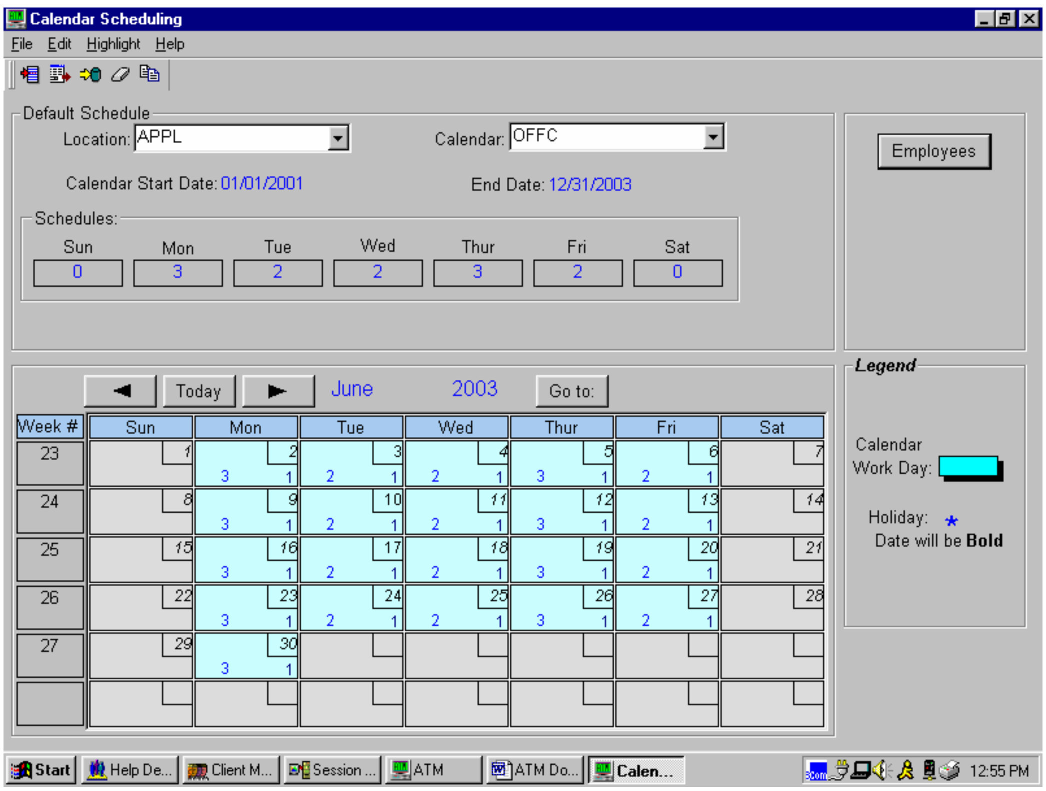
Calendar Maintenance accessed via the “Maintenance Menu” and choosing the “Next screen” button. From this screen you will be able to select “Calendar Maintenance.”

There are two types of Calendars that can be defined within ATM.

Default Calendar: Designed to assign a schedule for each day, throughout a designated period of time.

Advanced Calendar: Primarily designed to accommodate rotating shifts, and can be defined as cycles for specific periods of time.

Default Calendar:



Features of the Default Calendar:

Screen Layout (Header)

Location field: Ability to define calendars by location.
Calendar name field: Unique identity to define calendar.
Calendar start & end dates: The period of time defined for the calendar. These fields are not maintainable after the calendar has been created. Should the date range need to be changed, it would be best to delete and recreate the calendar.
Schedules: Displays a default set of schedules that are defined for each day of the week. These fields can be maintained via the "header update" function.

Screen Layout (Detail)

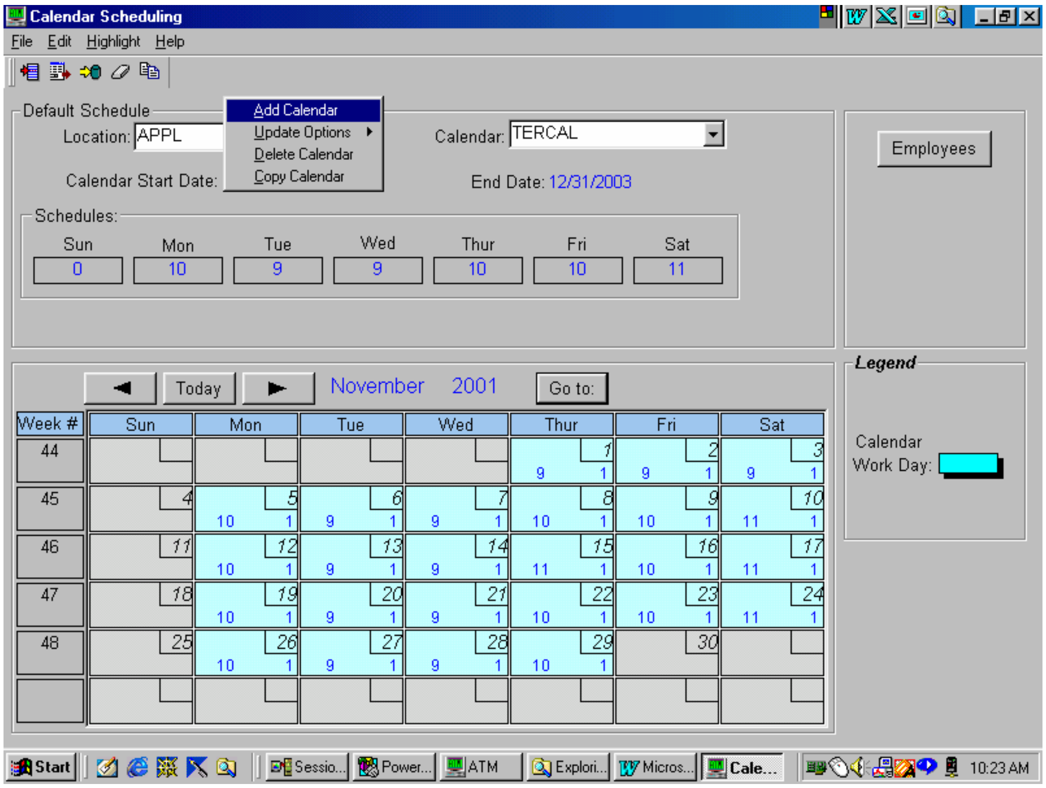
Today button: The calendar will automatically display for the current month. Use the arrow buttons to advance from one month to another, one month at a time.
Go To button: Provides the ability to select a specific month and year.
Week # field: Displays the week number for the year.
Employee button: Ability to assign employees to the calendar, and define specific employee overrides to the calendar.
Legend area: If the "highlighting" feature is turned on it will display the "working days" for that calendar period.
Holiday: If Holidays have been associated (linked) to a Calendar, the date that corresponds to the Holiday, will be in **BOLD** and will contain an "*****" an asterisk.

Screen Features

Add: Create a new calendar.
Header Update: Maintain header portion of the calendar.
Detail Update: Maintain detail portion of the calendar.
Delete Calendar: Removal of existing calendar.
Copy Calendar: Provides the ability to copy an existing calendar in order to create a new calendar for that specific location only.

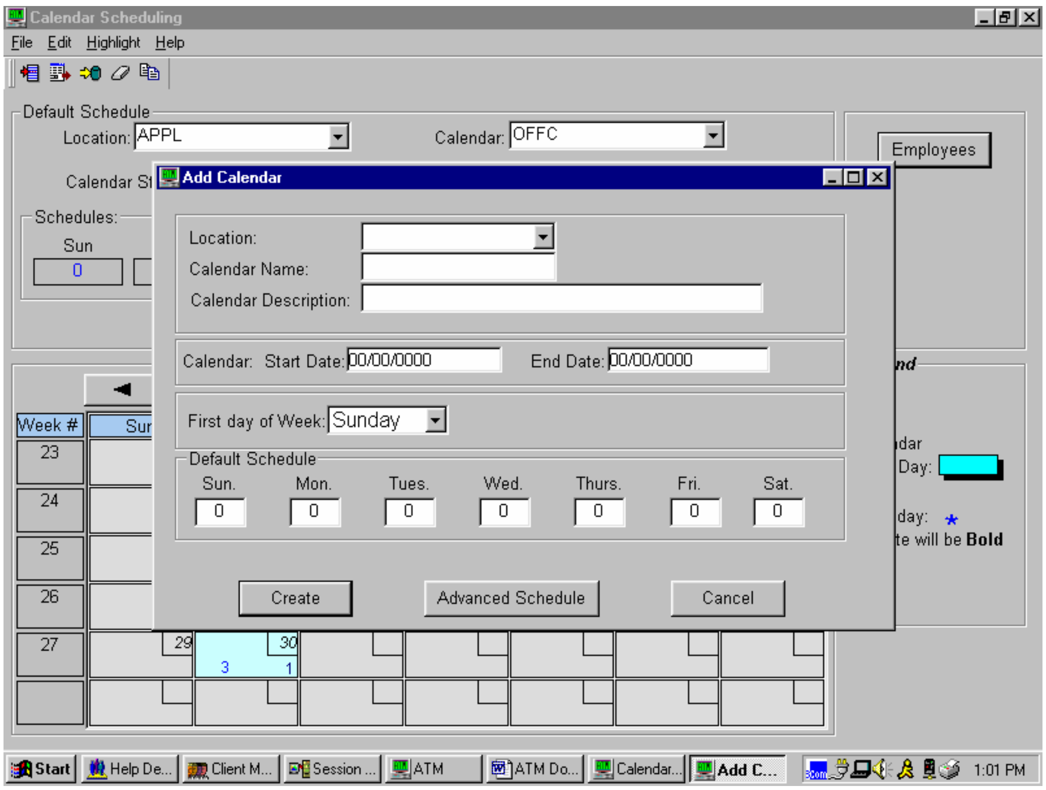
Add Default Calendar:

1. Click on the *Add* button, or right click and select the *Add Calendar* option from the drop down list.



2. Fill in the following parameters in order to create a *Default Calendar*.
   2.1. *Location:* Using the drop down bar, select the location that this calendar is to be defined for.
   2.2. *Calendar Name:* (10 characters alphanumeric) Unique calendar id.
   2.3. *Calendar Description:* (50 characters alphanumeric) Type in an appropriate description for the calendar.
   2.4. *Calendar Start & End Dates:* Type in a date range for the calendar for the period of time in which it is valid.
   2.5. *First Day of the Week:* Specify the day of the week that your company considers their work week to start on. Options available are either Sunday or Monday.
   2.6. *Default Schedule:* Type in the default schedules for each day of the week. Upon creating the calendar, the days of the month will be automatically filled in with the schedule numbers you defined in these fields.
3. Click on the *create* button in order to create the *Default Calendar*.

(Note – The creation of the *Advanced Calendar* will be discussed later in this chapter.)

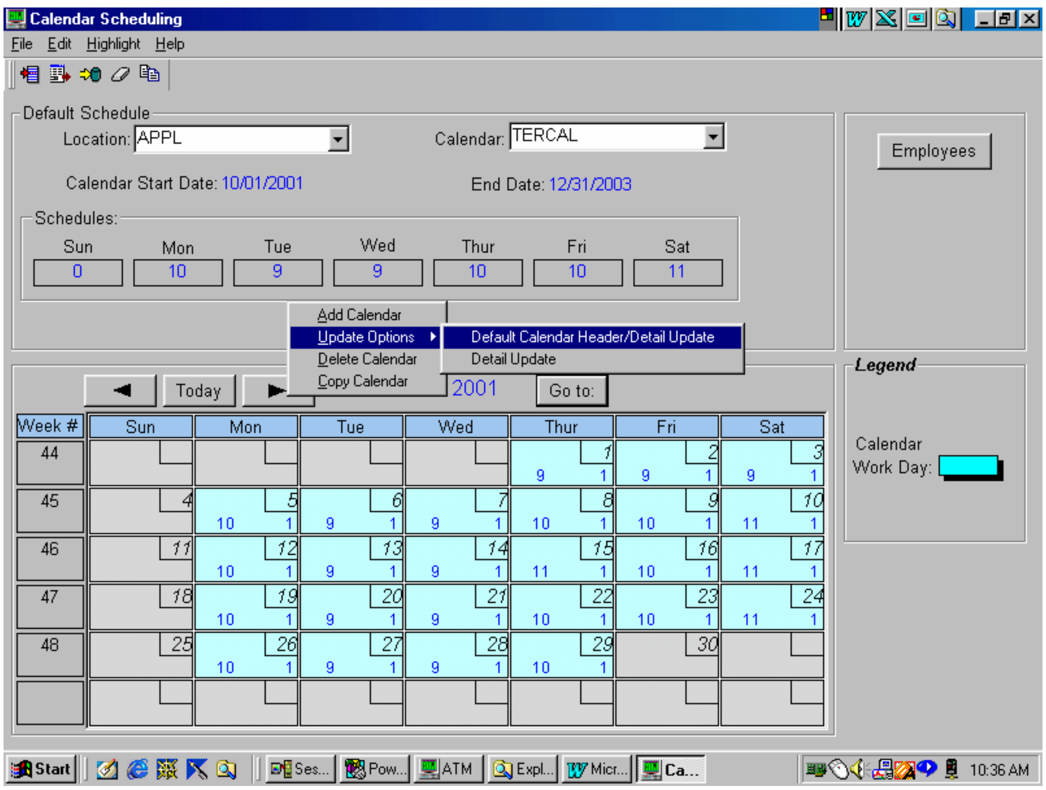


Update Calendar:

There are two ways to update a calendar.

> *Default Header/Detail Update:* Provides the ability to update the *description* of the calendar, the *calendar end date*, along with the *default schedule numbers* in both the header and detail sections of the calendar.
>
> *Detail Update:* Ability to maintain the *default schedule numbers* in only the detail section of the calendar. To do this, a specific start date is specified, along with the ability to select frequency of occurrence (daily, weekly, monthly, yearly).

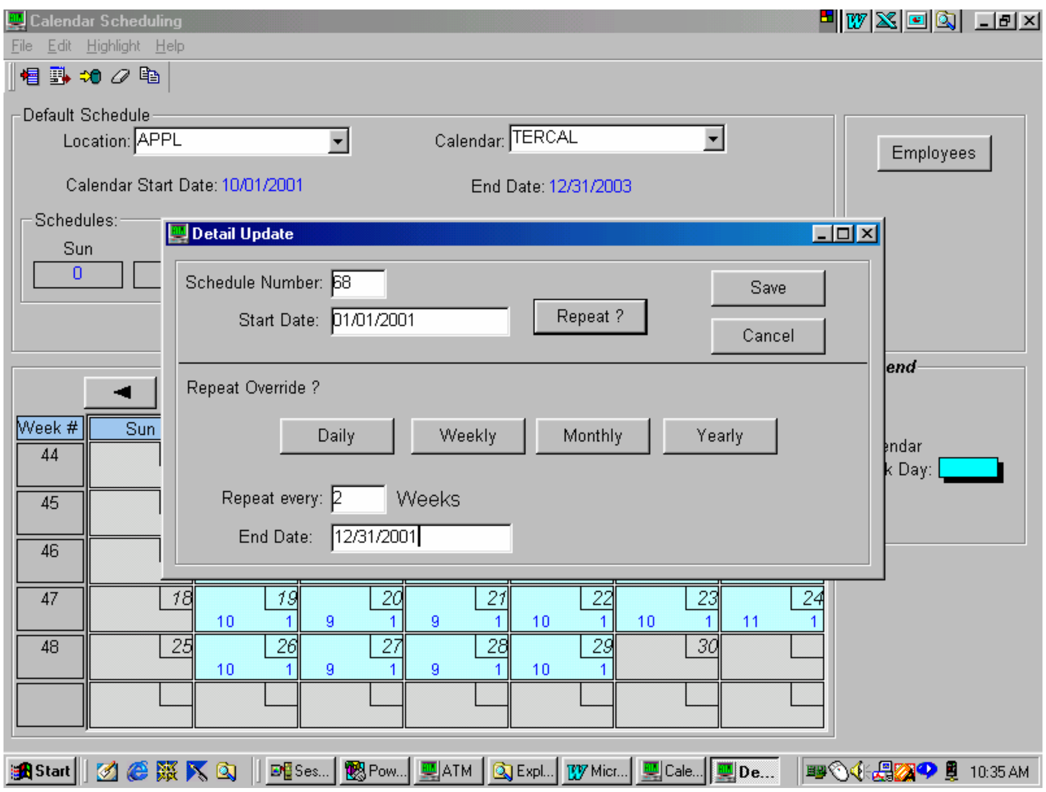
1. To update the calendar, either select the appropriate update button in the upper left hand corner of the screen, or perform a right mouse click and choose from the drop down menu.



Detail Update:

Performing a *Detail Update* will change a particular detail record for the calendar.

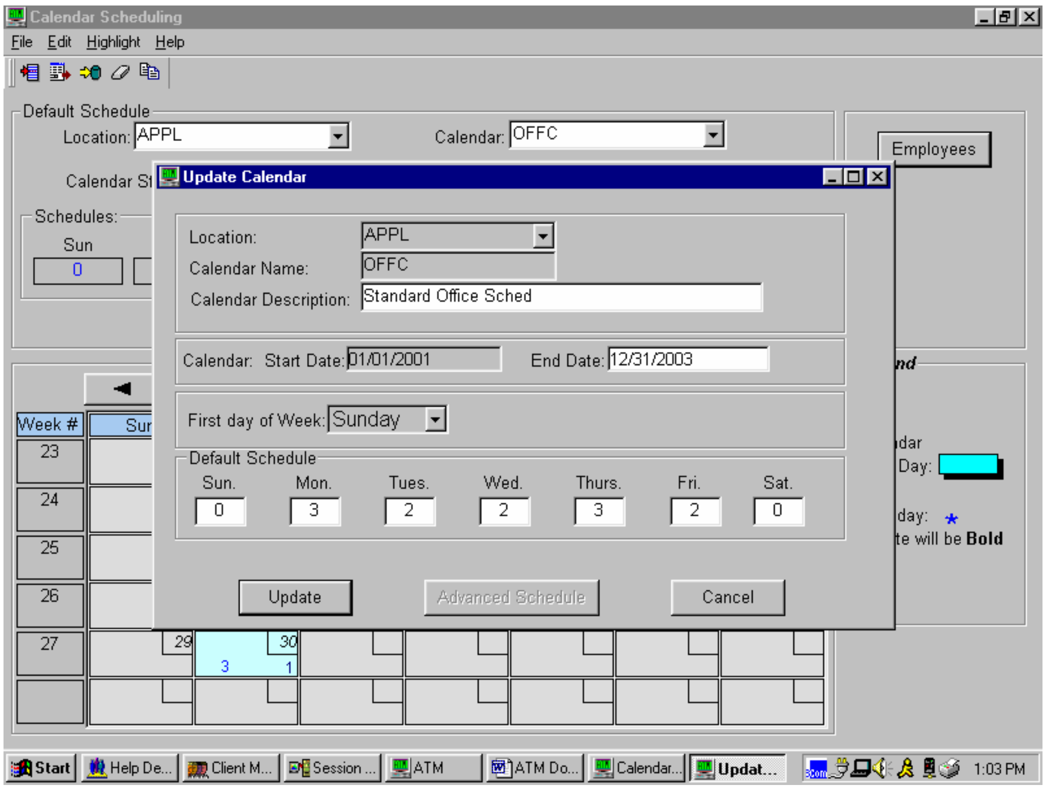
2. On the screen provided, you will be asked to fill in the following parameters.
   2.1. *Schedule Number:* Type in the number of the work schedule that you would like to replace the calendar with.
   2.2. *Start Date:* Type in the start date in which the work schedule update should take place for. (Note – The ability is there to also double click on a specific day on the calendar, therefore populating the start date field automatically.)
   2.3. *Repeat Button:* This button can be selected should you need to update more than one day on the calendar with the new work schedule number.
   2.4. *Repeat Override:* Provides the ability for repeating the new work schedule number over a duration of time (i.e. repeat daily, weekly, monthly, yearly).
   2.5. *Repeat Every:* Type in the number of repeating weeks. (i.e. update the calendar with this schedule number every week, ever other week, every 3rd week, etc…)
   2.6. *End Date:* Specify the end date in which this calendar update should repeat to. Defaults with the *End Date* of the calendar itself.



Detail Calendar Header/Detail Update:

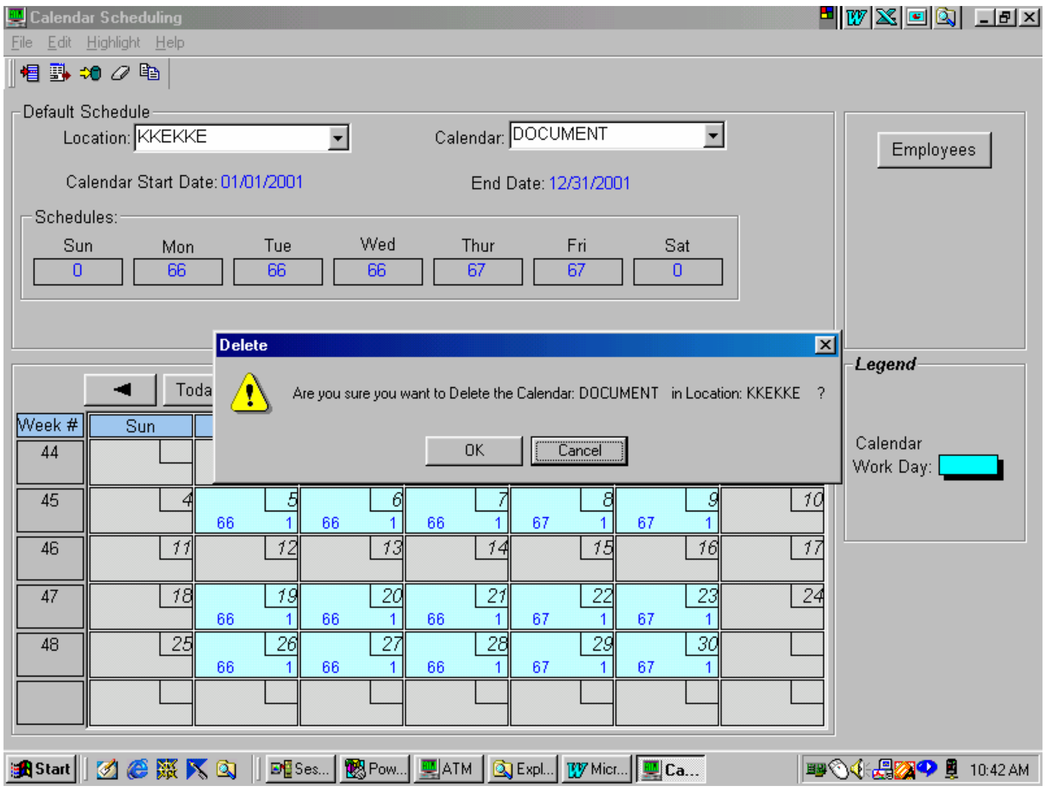
From this option, you can maintain the *Description* for the calendar, change the Calendar *End Date*, or make a change to the *Default Schedule* for a particular day of the week. Changing the work schedule number at this level will affect both the header and detail sections of the calendar. (i.e. If Monday has a schedule of 66 and you change it to 68, all Mondays for that calendar will now be schedule 68.)

Please note … when changing a Calendar *End Date*, the new end date will not be allowed to be less than the old end date. All employees associated with this calendar with the same effective thru date as the End date of the Calendar, and do not have overlapping calendars, will have their effective date increased to the new End date.



Deleting a Calendar:

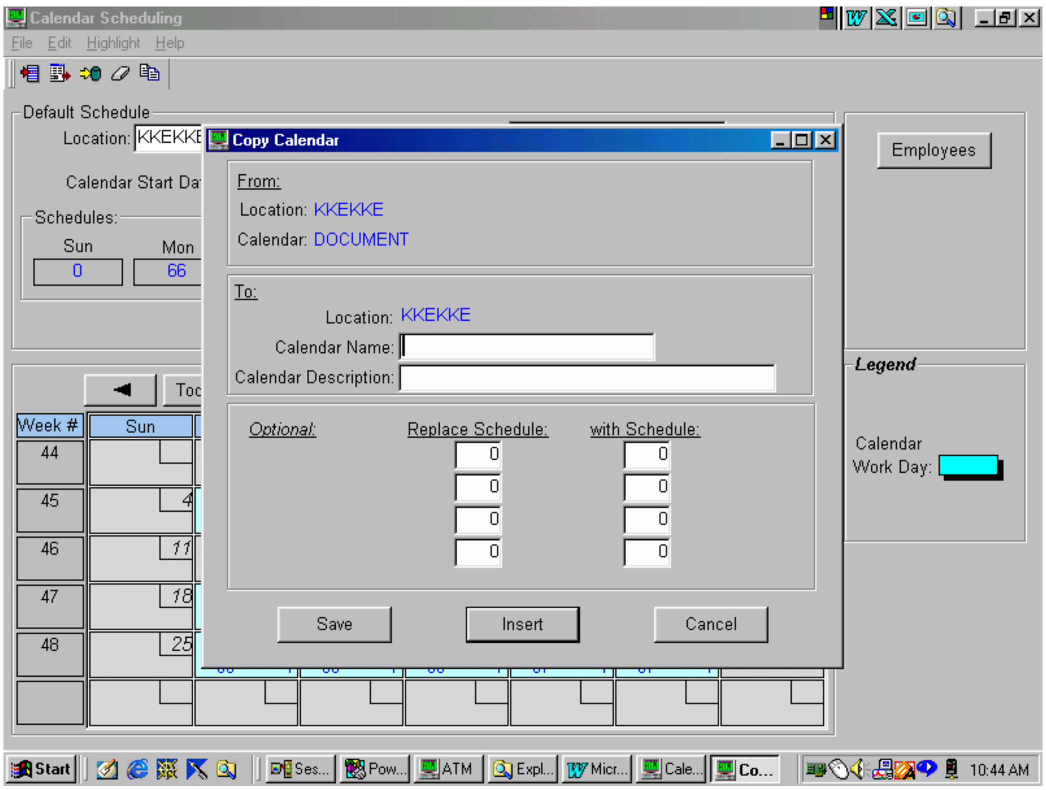
To delete an existing calendar, either choose the *delete* button in the upper left hand corner of the screen, or perform a right mouse click and choose from the drop down menu. Prior to the actual deletion of the calendar, a verification prompt will be provided asking if you wish to proceed or cancel.



Copying a Calendar:

This feature copies a calendar's information into that of a new calendar. It is important to note that the new calendar must remain in the same location from which you are copying from (location is not a "maintainable" field).

1. Type in the new *Calendar Name* along with a corresponding *Calendar Description.*
2. Should you choose, you can at this point replace one particular work schedule number with that of another by filling in the *Replace Schedule* and *With Schedule* fields.
3. The *Insert* button provides the ability to replace more than 4 work schedules.
4. In order to complete the copy process, click on the *Save* button.

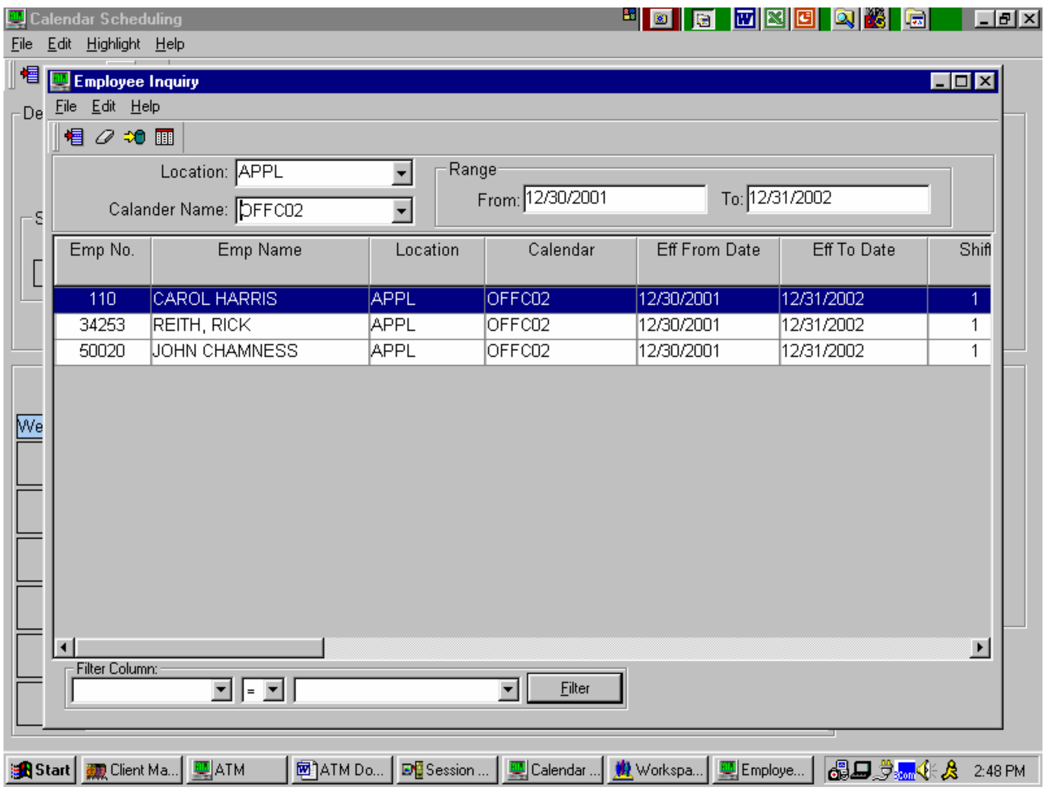


Assigning Employees to a Calendar:

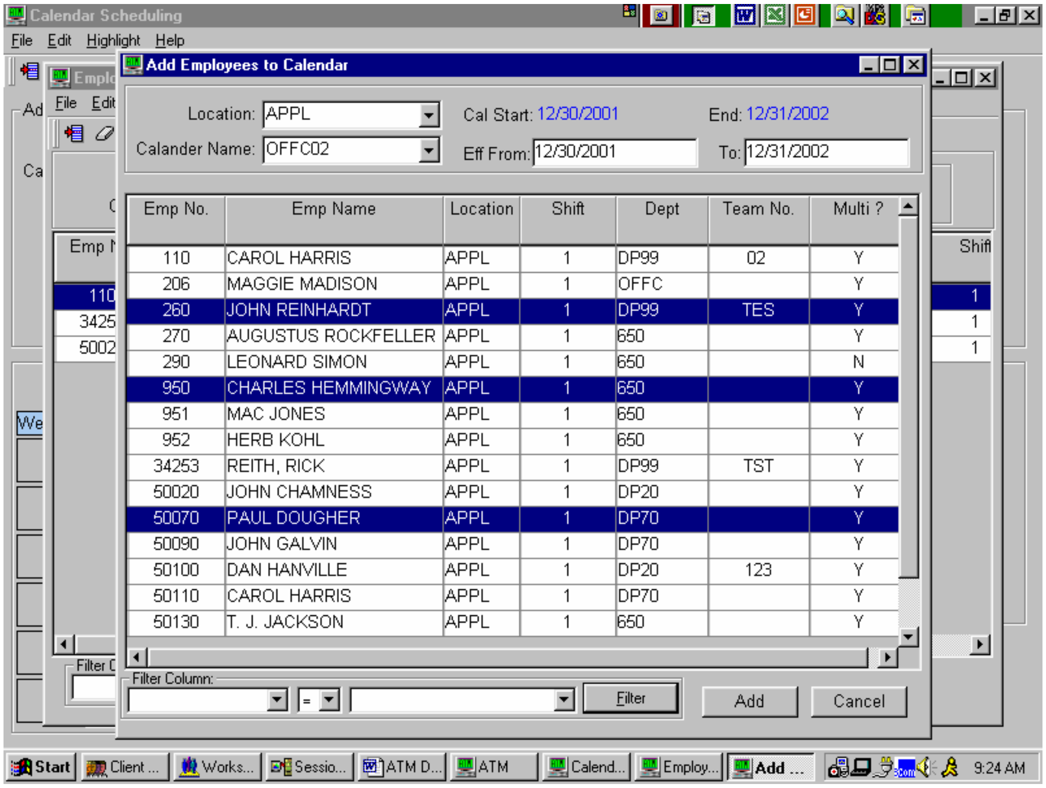
Instead of attaching a work schedule to an employee, in the case of calendaring, you assign an employee to an entire calendar. To perform this task, click on the *Employees* button on the calendar itself. At this point, an Employee Inquiry screen will appear, and if any employees have been previously assigned to the calendar, they will be displayed first.

1. To add employees to the calendar, either click on the *Add* button in the upper left hand corner of the screen, or click the right mouse button and choose *Add Employee to Calendar* option from the drop down list. A listing of employees for that particular "location" will appear.

   (Note – From this screen, the ability is there the *Assign* employees to other calendars/ locations at this time as well. The *Range From & To* fields can also be maintained.)

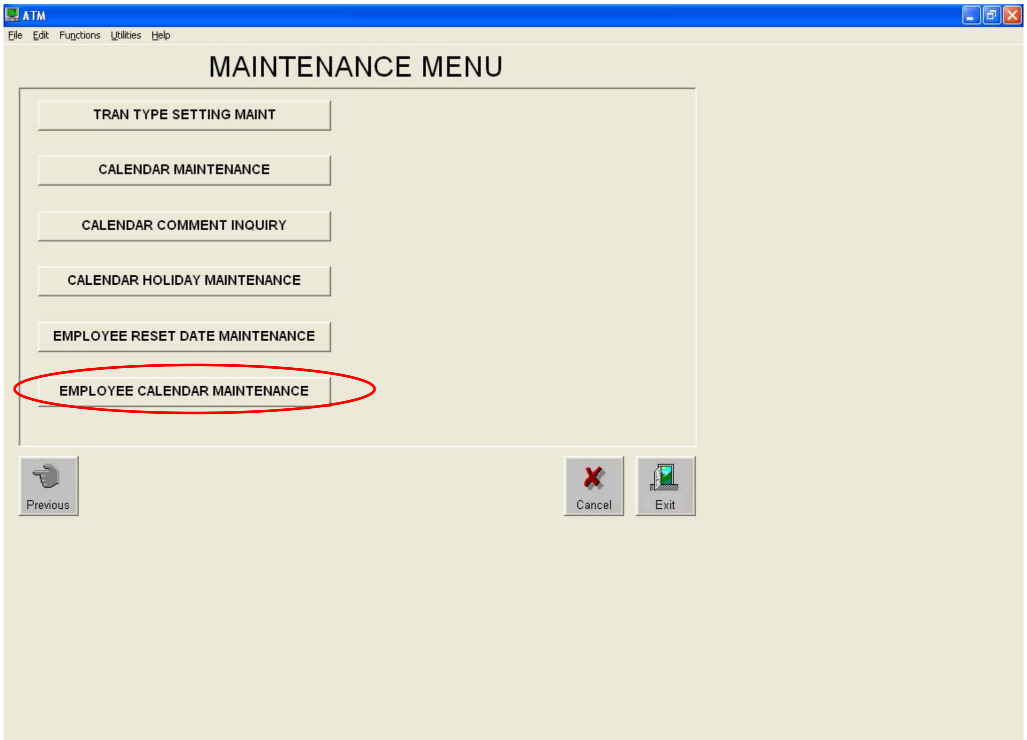


2. From this list of employees, click on the employee(s) to be assigned to the calendar (multiple employees can be selected at one time), and then press the *Add* button. Also note that the ability is there to “filter” the employee listing that is being displayed.

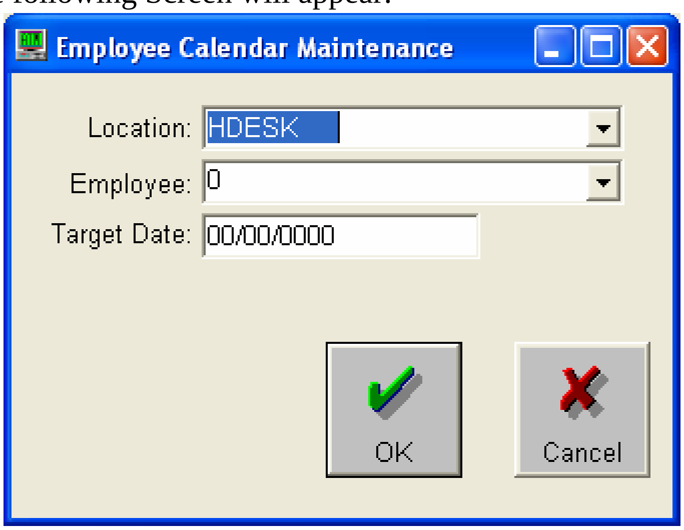


Employee Calendar Maintenace:

1 From the Maintenance Menu, click the Employee Calendar Maintenance button

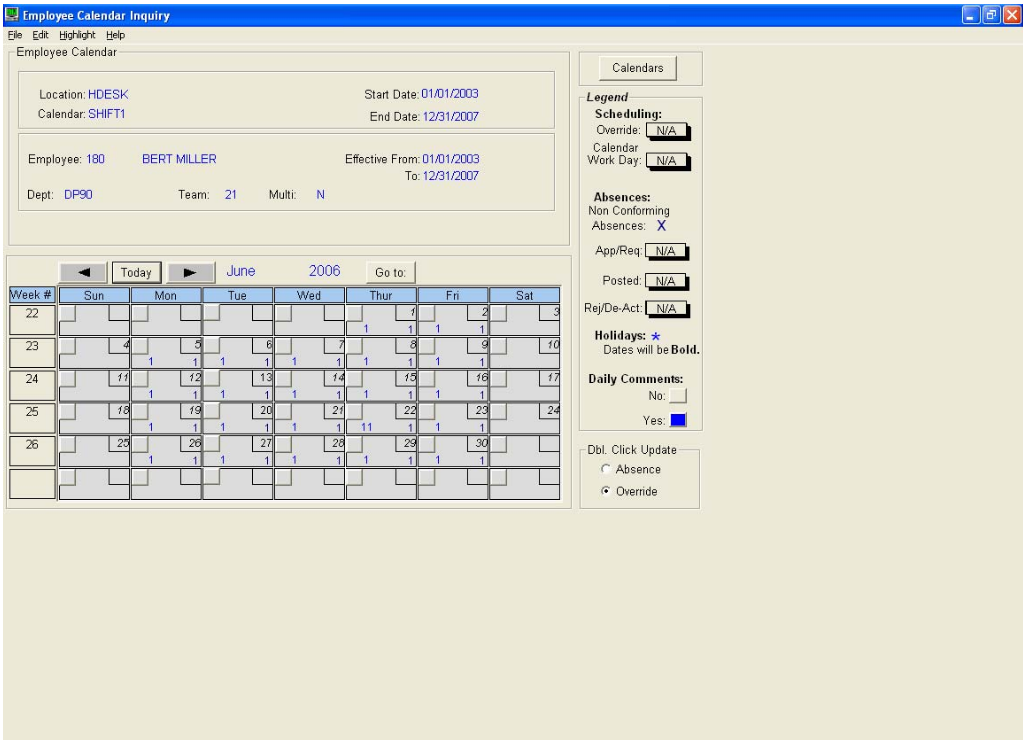


2 The following Screen will appear:



2.1 *Location:* Select the location for the employee
2.2 *Employee:* Select the employee badge number
2.3 *Target Date:* Select the date of the calendar to edit
3 Click OK to look up the employee calendar

4 The Employee Calendar Inquiry screen will show if the employee is assigned to a calendar for the Target Date specified

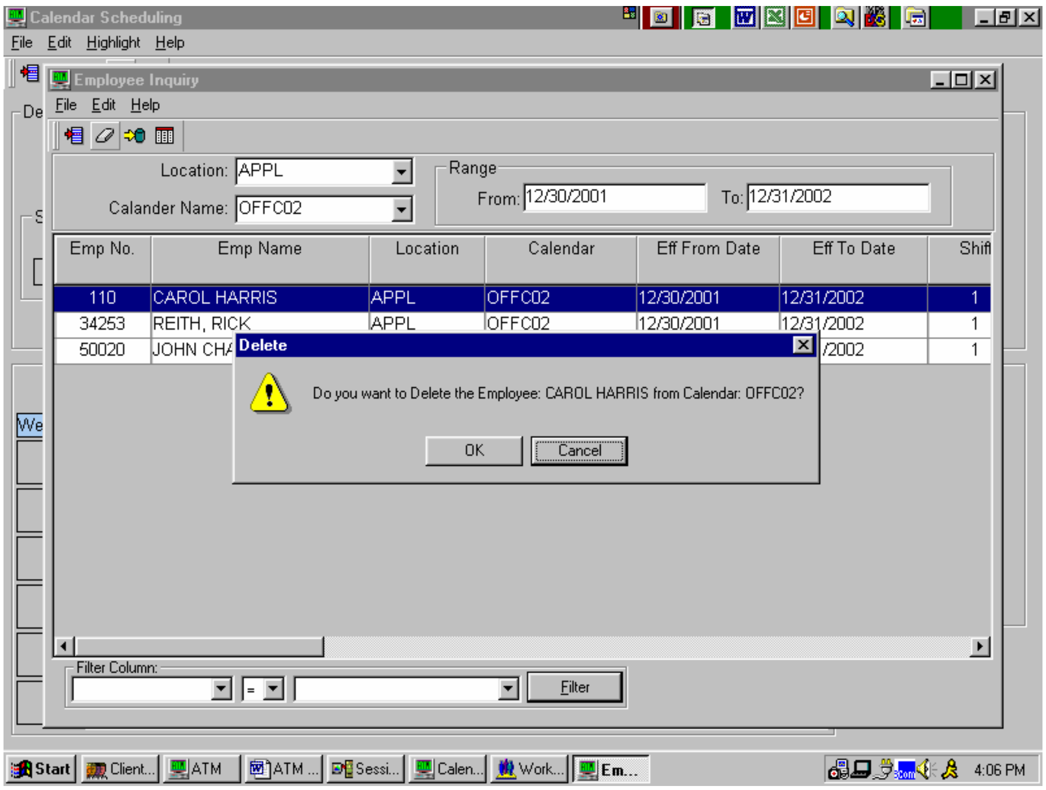


5 This screen indicates the schedules, over-rides, and holidays for the employee.

Deleting Employee from Calendar:

In order to remove an employee that is assigned to a specific calendar, first highlight/ select the employee to be deleted, then either click on the *Delete Employee* button in the upper left hand corner of the screen, or right mouse click and select option for menu.

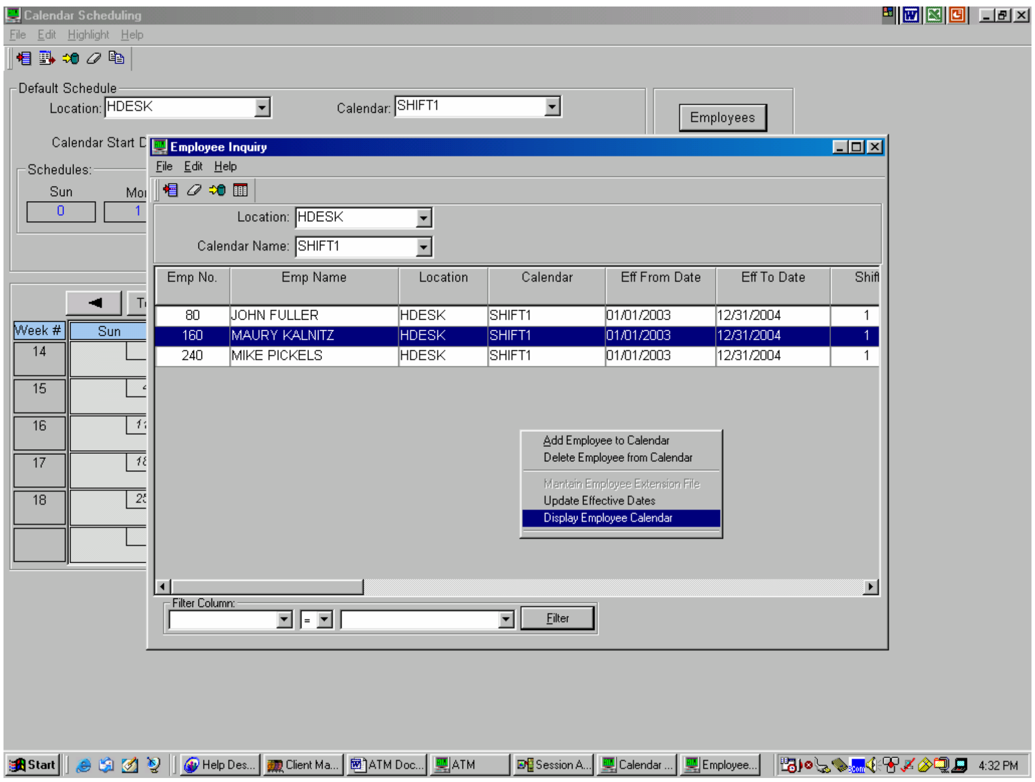
The system will provide a confirmation window, awaiting final approval of the deletion process.



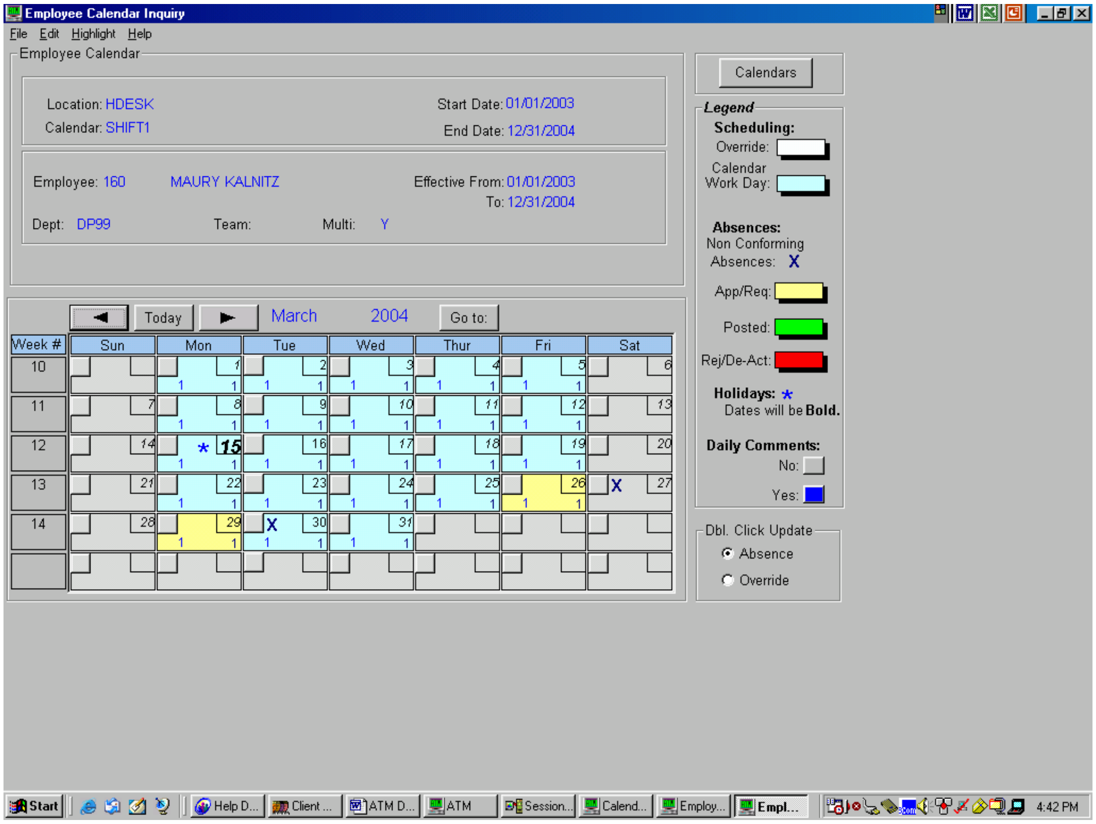
Employee Calendar Overrides:

The Employee Calendar Override function provides the user with the ability to assign an employee to a different work schedule. This could be due to the employee working a different shift, a change in the hours therefore a new/different work schedule, or due to an absence request.

1. To create an employee override, either double mouse click on the employee to be maintained, or right mouse click and choose *Display Employee Calendar* from the drop down menu.

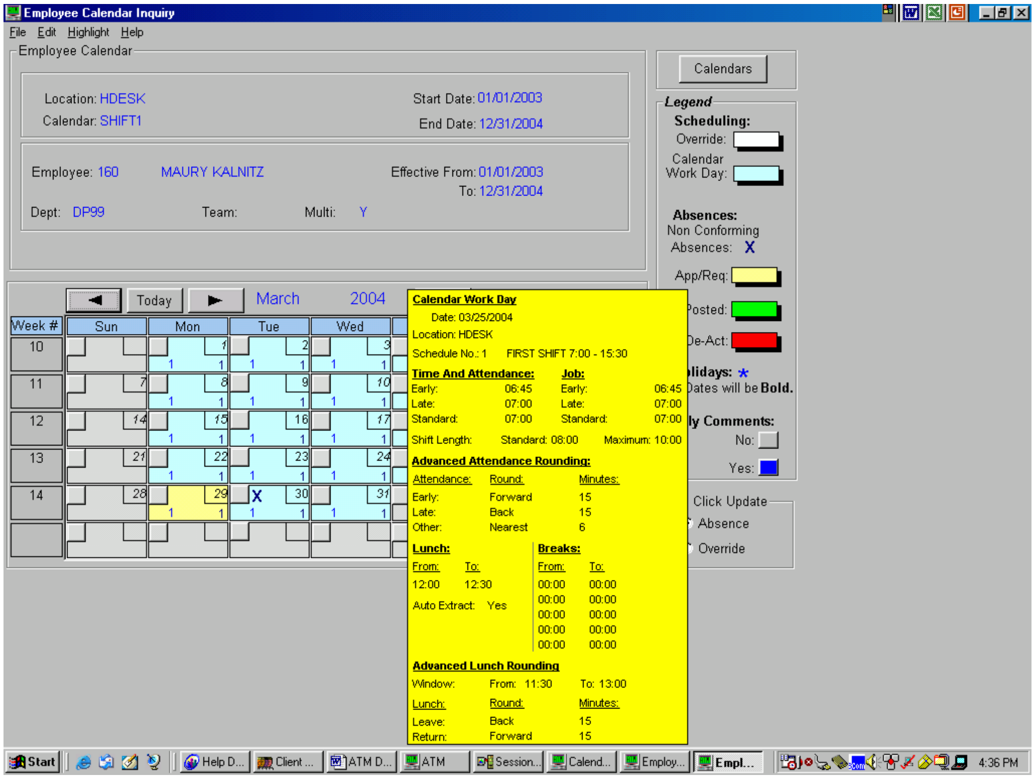


Features of Employee Override Screen:



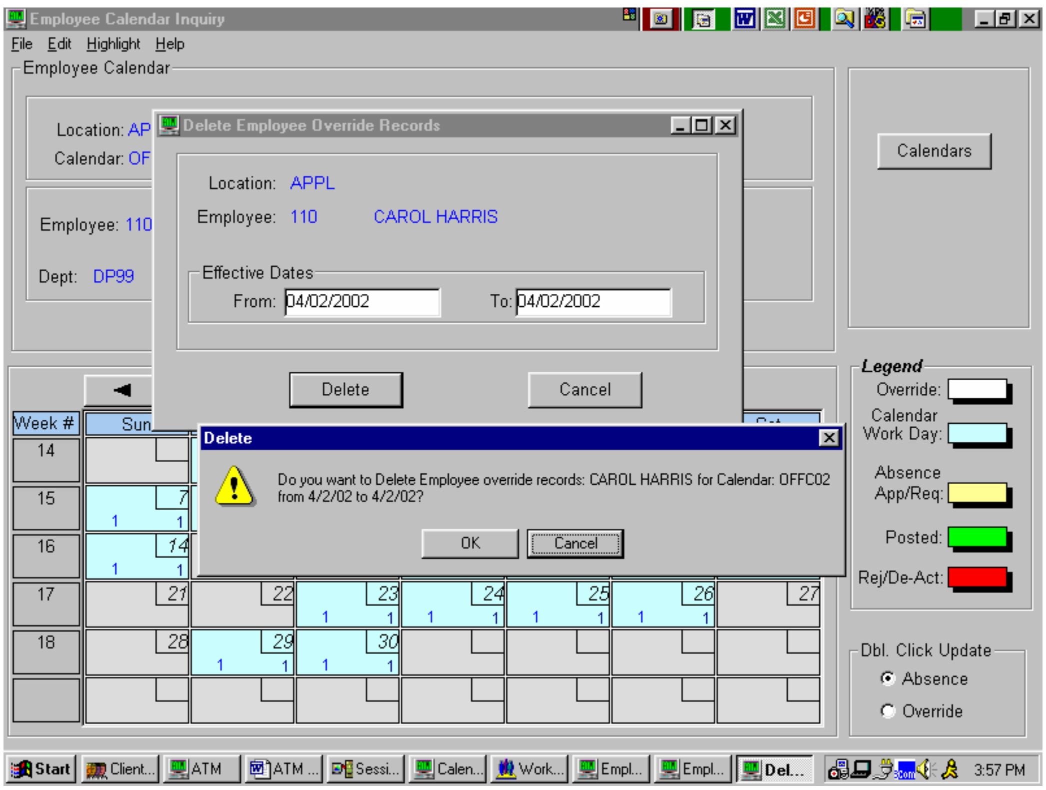
Maintain Effective Dates: Allow the ability to change the "from" and "to" dates for that employee, for their specific calendar. This feature allows for the ability to specify a specific date range from which this particular employee will be assigned to this calendar. (Note - The date range cannot go outside of the original *Default Calendar* start and end dates.)
Add Override Records: Create a specific work schedule override, or create an employee absence override, which updates the *detail* section for the employee's override calendar.
Dbl. Click Updates: Works in conjunction with the *Add Override Records* feature, in that based on the toggle button selected (absence or override), will determine what type of employee calendar override will take place.
Highlight: Turning on this feature (via the tool bar), will provide the users with a "color" look and feel to the employee calendar, and will highlight in color, the specific overrides that have taken place for the employee. See the "legend" section of the screen for color references.
Calendar button: - Brings the user back to the *Default Calendar*.

By positioning ones mouse on a particular day on the employee calendar, a pop-up window will appear displaying specific information regarding the work schedule assigned to the employee for that day. In the case of an absence override, specific information will be displayed in relationship to that absence record.

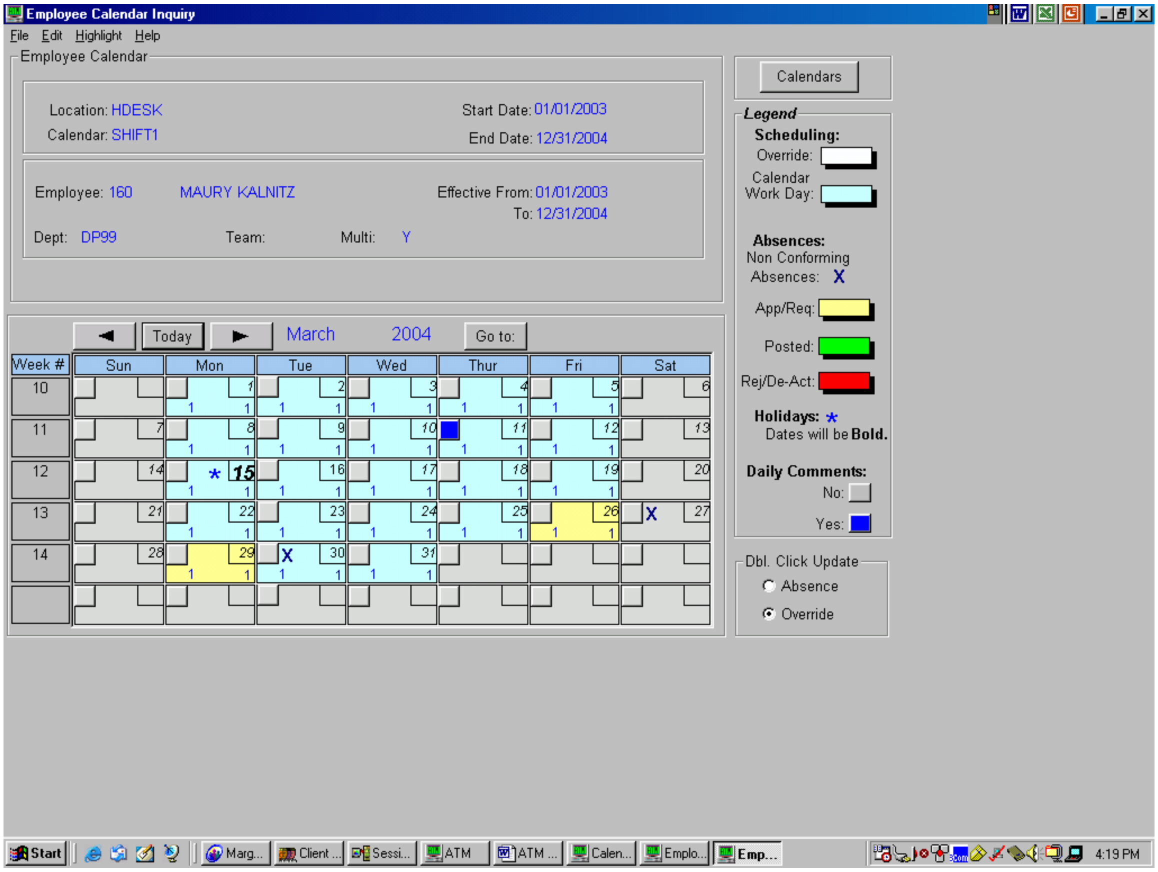


Deleting an Employee Override:

1. Deleting of employee override records can be performed by selecting *Delete Employee Overrides* from the tool bar, or by right mouse clicking on the specific day to be deleted, and selection the option from the menu.
2. Upon selecting the *Delete Employee Overrides* option, you will be prompted to type in the specific "from" and "to" dates to be deleted. Should the deletion be for only one specific date, type in the same date for both of these fields.
3. Select the *Delete* button to proceed.
4. A confirmation window will then be displayed, asking if you wish to continue.



Employee Calendar Features:



Screen Layout (Header)

Location field: Ability to define calendars by location.
Calendar name field: Unique identity to define calendar.
Calendar start & end dates: The period of time defined for the employee's calendar.
Calendar button: Return the default calendar.

Screen Layout (Detail)

Today button: The calendar will automatically display for the current month. Use the arrow buttons to advance from one month to another, one month at a time.
Go To button: Provides the ability to select a specific month and year.
Week # field: Displays the week number for the year.
Legend area: If the "highlighting" feature is turned on, the legend will provide user with corresponding description to the various colored days of the month.

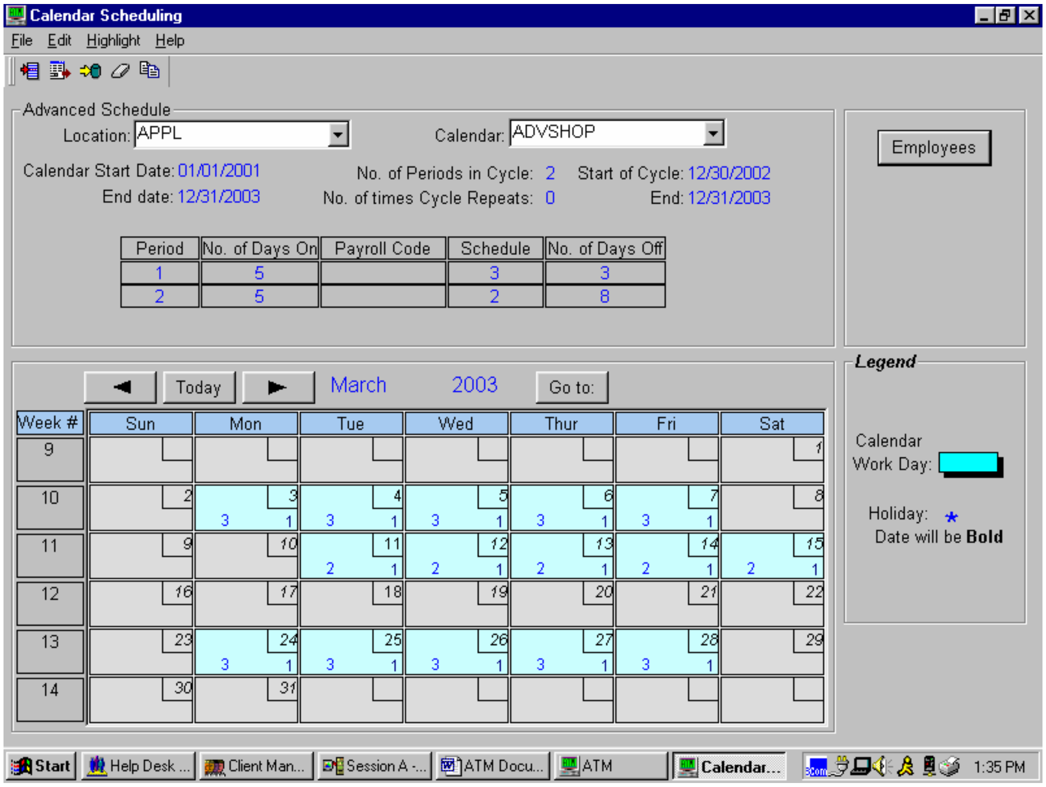
a) *Scheduling Override* – Indicates if the particular day of the employee's calendar month contains a work schedule override, or if it is a working day.

b) *Absences* – If an absence record happens to be present for a particular day of the employee's calendar month, there will be an indication of the current status of that employee's absence record (non-conforming, approved/requested, posted, rejected/de-activated). A "Non-Conforming" absence is created when an absence record does not fit into a work schedule, or is created for a non-working day.
c) *Holiday* – If Holidays have been associated (linked) to a Calendar, the date that corresponds to the Holiday, will be in **BOLD** and will contain an "*****" an asterisk.
d) *Daily Comments* – If a particular day on the employee's calendar has a comment associated with it, the box in the upper left corner of that specific day will be highlighted in blue.
e) *Double Click Update* – By selecting the appropriate "radio button", you will have the ability to double click on a particular day on that employee's calendar and either override the assigned work schedule for that day, or add an absence record.

Screen Features

Update Effective Dates: Change the employee calendar effective date range.
Delete Employee Override Records: Remove any employee schedule override records.
Add Employee Override Records: Create employee schedule overrides.
Activate Highlighting Legend: Turn on the color coating feature contained in the Legend area of the employee's calendar.

Advanced Calendar



Features of the Advanced Calendar:

Screen Layout (Header)

Location field: Ability to define calendars by location.
Calendar name field: Unique identity to define calendar.
Calendar start & end dates: The period of time defined for the calendar. These fields are not maintainable after the calendar has been created. Should the date range need to be changed, it would be best to delete and recreate the calendar.
No. of Periods in a Cycle: Used to represent rotating work patterns that may not follow a standard 7 day work week.
No. of Times Cycle Repeats: The number of times a cycle repeats is used to define the number of times a rotating work pattern (call the cycle), made up of one or more periods, is used to populate the calendar.
Start of Cycle: Start date for the cycle.
End: End date for the cycle. Upon creating an Advanced Calendar, either the number of Cycles can be entered, or a specific End Date entered for the cycles.

Calendar Table:

Period: Period number
No. of Days On: Number of working days on the schedule for that period.
Payroll Code: (not used at this time)
Schedule: Work schedule number for that period.
No. of Days Off: Number of non-working days for that period.

Screen Layout (Detail)

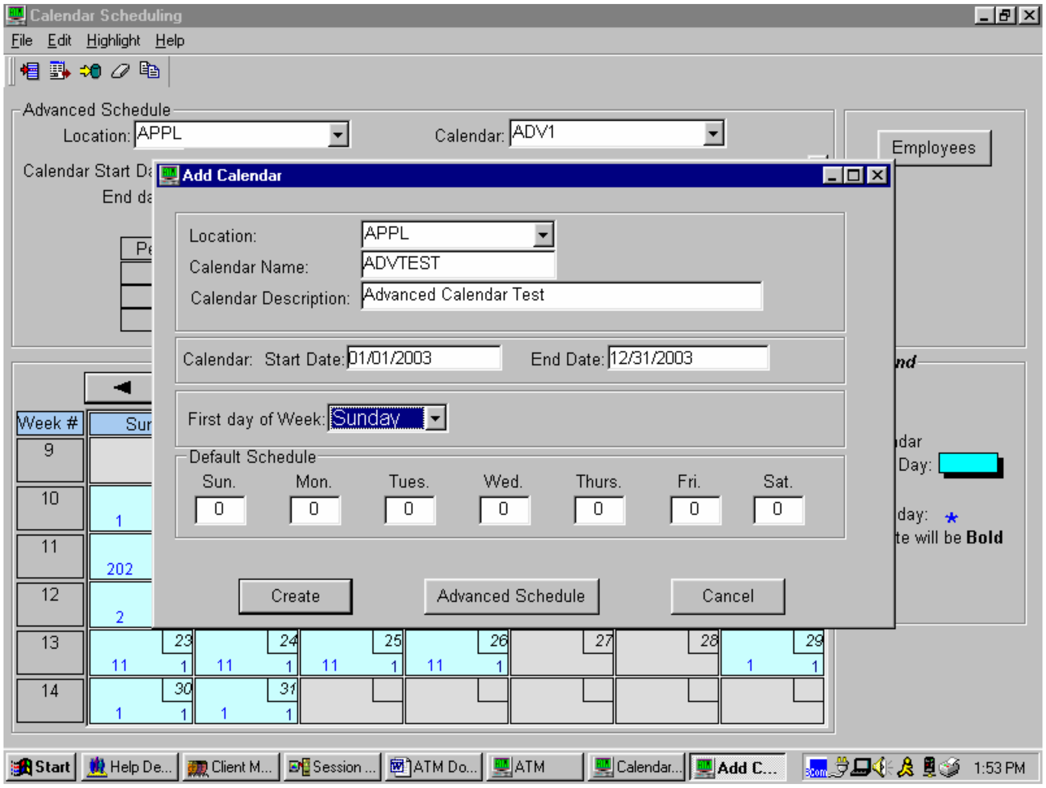
Today button: The calendar will automatically display for the current month. Use the arrow buttons to advance from one month to another, one month at a time.
Go To button: Provides the ability to select a specific month and year.
Week # field: Displays the week number for the year.
Employee button: Ability to assign employees to the calendar, and define specific employee overrides to the calendar.
Legend area: If the "highlighting" feature is turned on, the legend will provide user with corresponding description to the various colored days of the month. (work day, employee override, absences requested/approved, absences rejected or deactivated, posted)
Holiday: If Holidays have been associated (linked) to a Calendar, the date that corresponds to the Holiday, will be in **BOLD** and will contain an "*****" an asterisk.

Screen Features

Add: Create a new calendar.
Header Update: Maintain header portion of the calendar (i.e. First day of cycle, No. of period in a cycle, No. of times a cycle repeats, End cycle date)
Detail Update: Maintain detail portion of the calendar.
Delete Calendar: Removal of existing calendar.
Copy Calendar: Copy an existing calendar in order to create a new calendar for that specific location only.

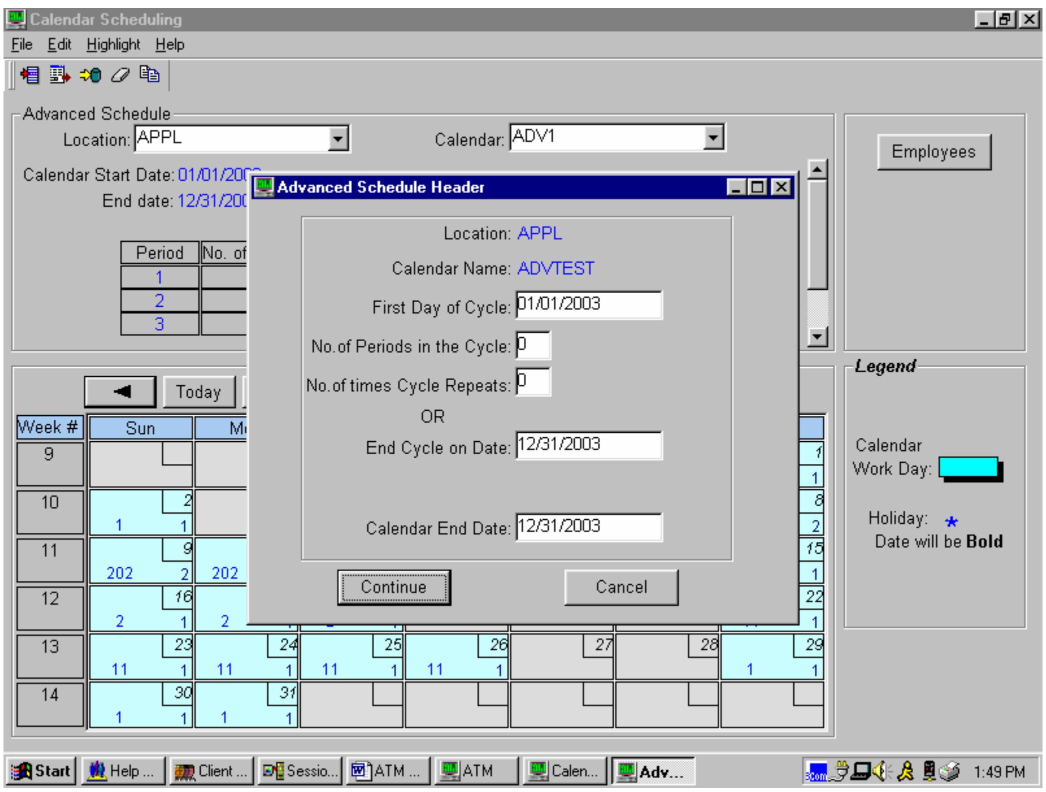
Add Advanced Calendar

2. Click on the *Add* button, or right click and select the *Add Calendar* option from the drop down list.

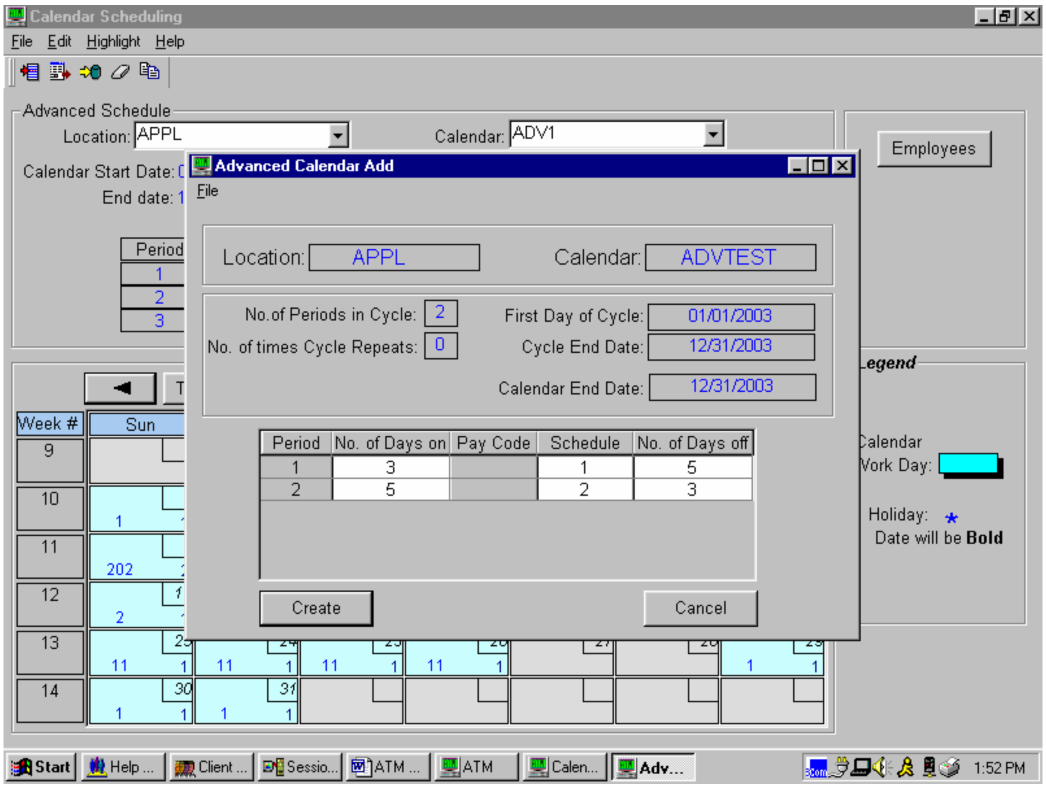


2. Fill in the following parameters in order to create a *Default Calendar*.
   2.1. *Location:* Using the drop down bar, select the location that this calendar is to be defined for.
   2.2. *Calendar Name:* (10 characters alphanumeric) Unique calendar id.
   2.3. *Calendar Description:* (50 characters alphanumeric) Type in an appropriate description for the calendar.
   2.4. *Calendar Start & End Dates:* Type in a date range for the calendar for the period of time in which it is valid.
   2.5. *First Day of the Week:* Specify the day of the week that your company considers their workweek to start on. Options available are either Sunday or Monday.
   2.6. *Default Schedule:* Leave these fields set to zero for the *Advanced Calendar.*
3. Click on the *Advanced Schedule* button in order to create the calendar.

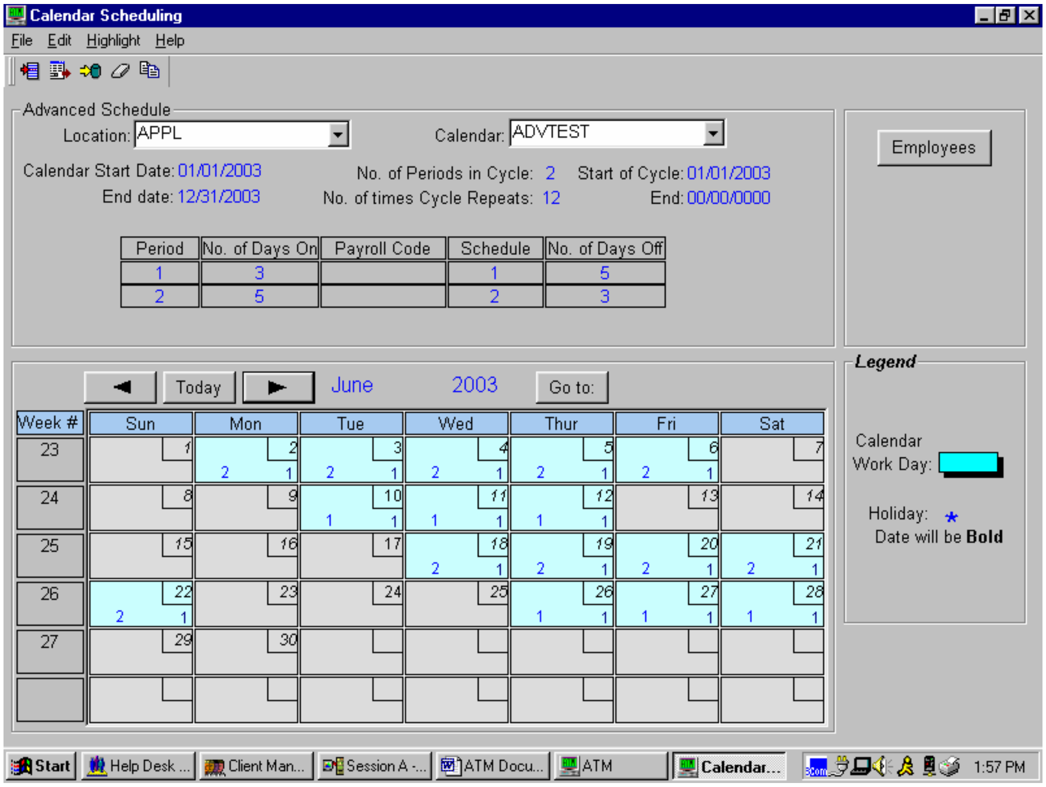
4. On the "Advanced Schedule Header" pop-up screen, type in the following information.
   4.1. *First Day of Cycle:* Enter in the "start date" of the cycle.
   4.2. *No. of Periods in the Cycle:* Periods are used to represent rotating work patterns that may not follow a standard 7 day work week. A period consists of consecutive days worked on a given schedule optionally followed by a number of days not worked or off. The number of days worked plus the number of days not worked = the length of the period. A cycle contains one or more periods grouped together to define a rotating work pattern. A cycle can consist of multiple periods, each period potentially having a different length.
   4.3. *No. of Times a Cycle Repeats:* Used to define the number of times a rotating work pattern (called a cycle), made up of one or more periods, is used to populate the calendar. (Example: If a cycle is created that consists of 4 periods, each period containing 5 working and 2 non-working days, the total number of days defined by the cycle is 4 (periods in a cycle) x 7 days (5 workings days + 2 non-working days) = 28 days. If this cycle repeats 3 times, it will populate a total of 84 days in the calendar (28 day cycle x 3 repeats = 84 days)).
   4.4. *End Cycle on Date:* If the number of cycle repeats was not entered, a specific end date for the cycle can be entered.
5. Click on the *Continue* button in order to proceed.



6. On the “Advanced Schedule Add” pop-up screen, type in the following information.
   6.1. *No. of Days On:* Specify for each period, the number of work days.
   6.2. *Pay Code:* (not used at this time)
   6.3. *Schedule:* For each period, specify the work schedule number.
   6.4. *No. of Days Off:* For each period, specify the number of days off.
7. Click on the *Create* button to continue.



Results of Advanced Calendar:

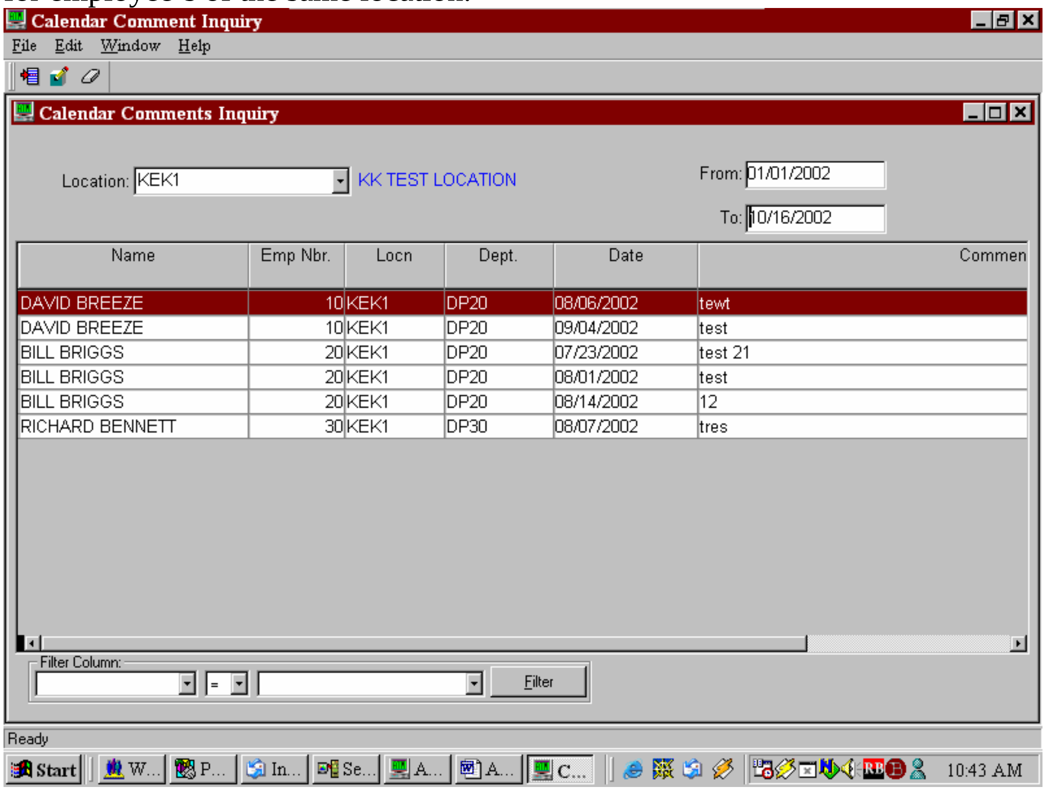


Calendar Comments

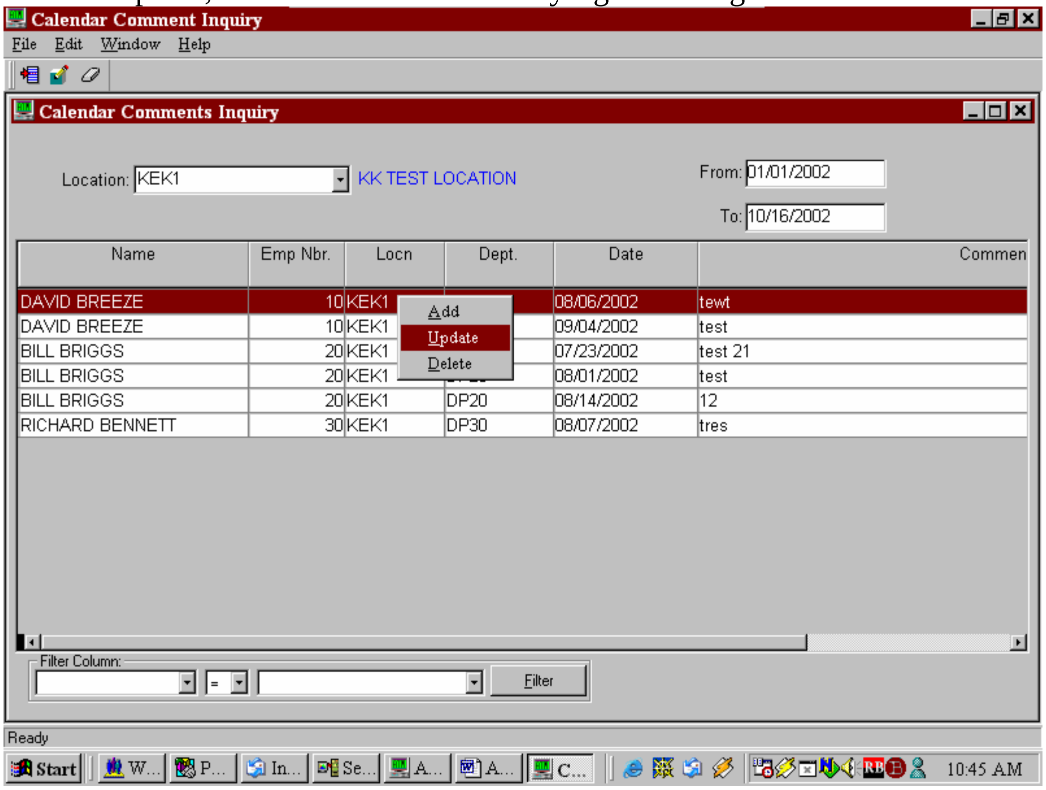
Calendar Comment Inquiry is accessed via the "Maintenance Menu" and choosing the "Next screen" button. From this screen you will be able to select "Calendar Comment Inquiry."

The purpose of Calendar Comments is to allow specific comments to be displayed on an Employee's calendar, for a specific date.

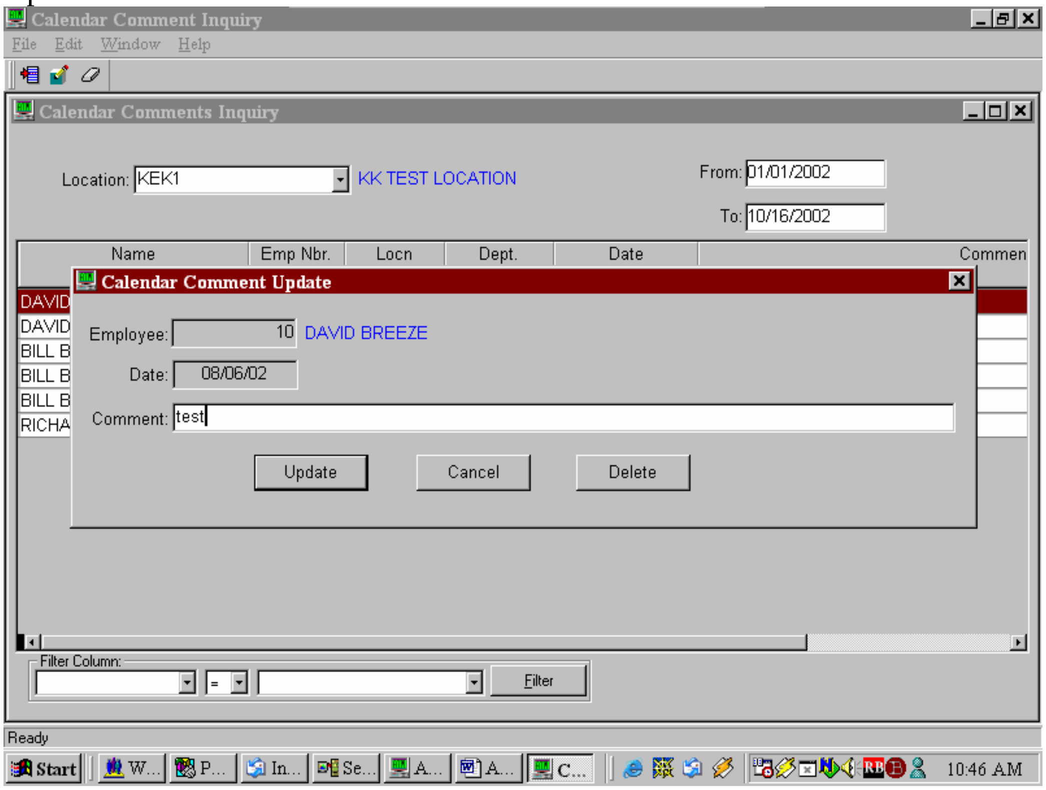
Based on the *From* and *To* dates, the Calendar Comment inquiry will display comments for employee's of the same location.



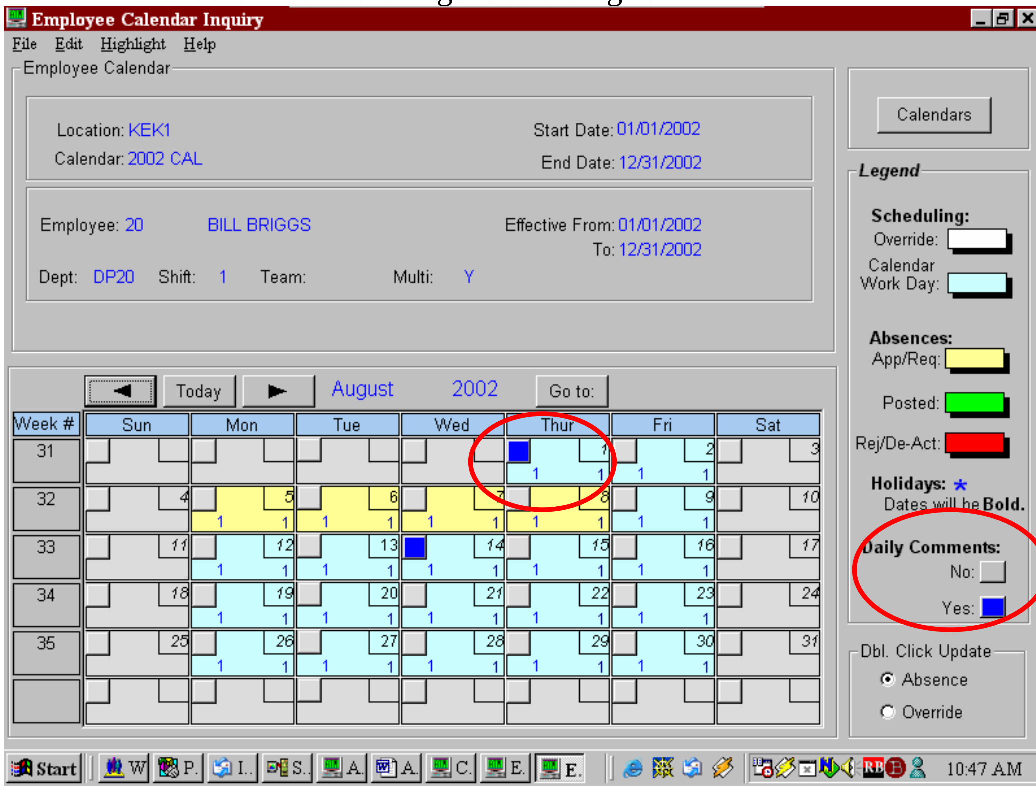
You can update, delete or add comments by right clicking.



Update screen.

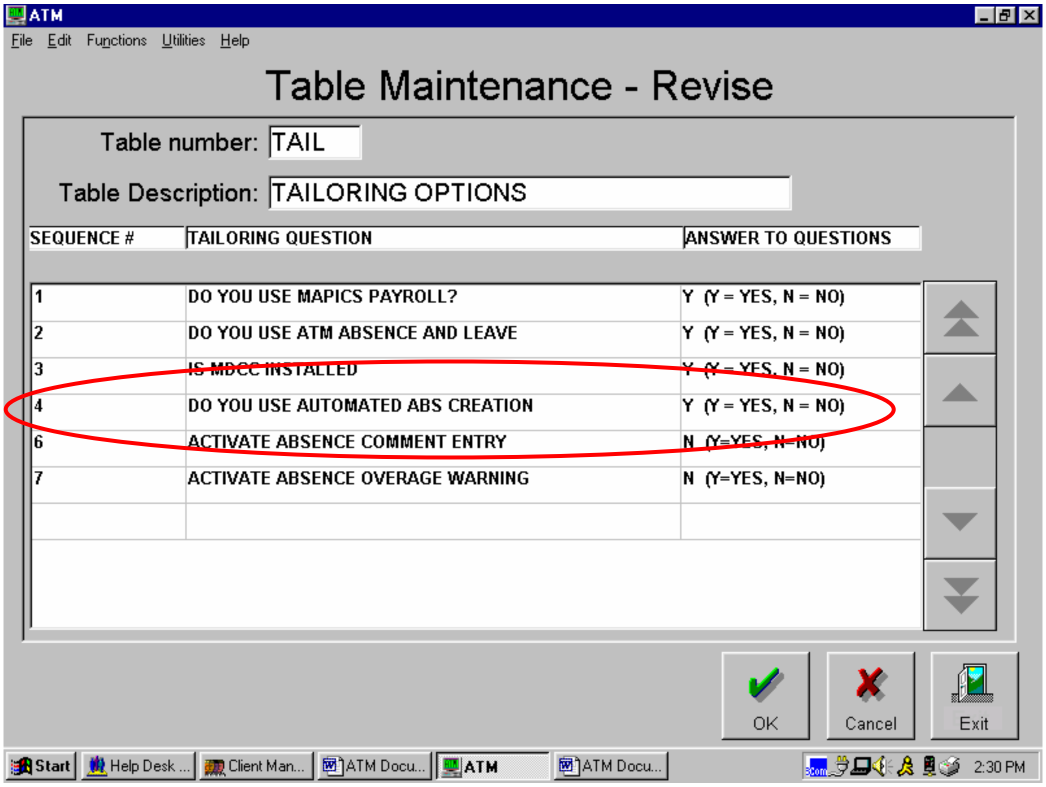


You can display/update/add or delete comments from the calendar by double clicking on the comments box. Notice the Legend to the right.



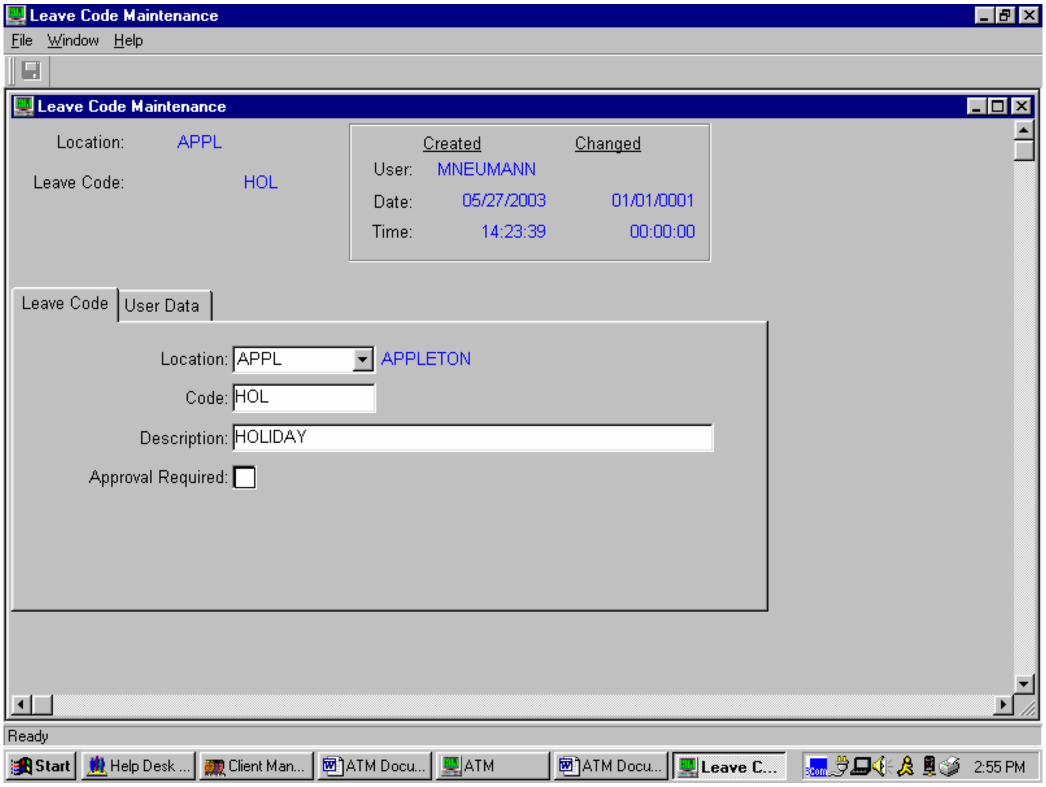
3. Calendar Holidays

In order to utilize the Holiday feature, the "Automatic Absence Generation" tailoring option must be activated.



Holidays are designed to allow an Absence/Leave record to be automatically created when a holiday is assigned to a calendar. We allow a holiday to cross locations as long as the Absence Leave code is in both locations.

Create a Holiday Absence record:

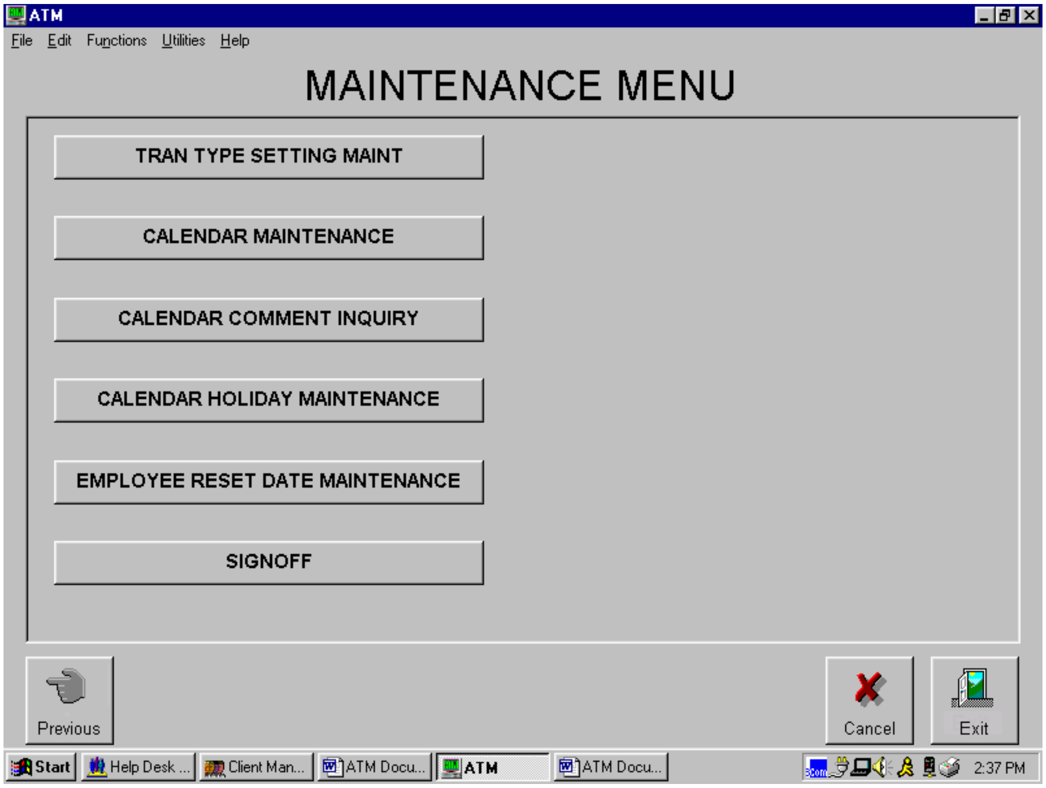


Holiday leave records WILL NOT be generated for employees that have an override for the shift that includes a holiday. Overriding a schedule breaks the link to the holiday for that employee. Otherwise, holidays are absolute. If a holiday is scheduled and an employee belongs to a calendar linked to that holiday, a holiday leave record WILL be created. Examples: If an employee has other leave scheduled for that day, ATM will still create a holiday leave record for the full duration of the holiday. If an employee works during the holiday, a holiday record will still be created for the full duration of the holiday.

Holidays will not carryover each year, you will have to assign a new holiday to each date or you can change the date to reflect the new year. Be aware though you may want to hold on to the historical holidays. By changing the date you will lose this capability.

Calendar Holiday Maintenance:

In order to create a Holiday records and link it to a Calendar, access the "Maintenance Menu", and select "Calendar Holiday Maintenance."



Add / Update / Delete a Holiday record:

In order to add, update or delete a Holiday record, right click on the Holiday Window, and choose the appropriate option from the dropdown list.

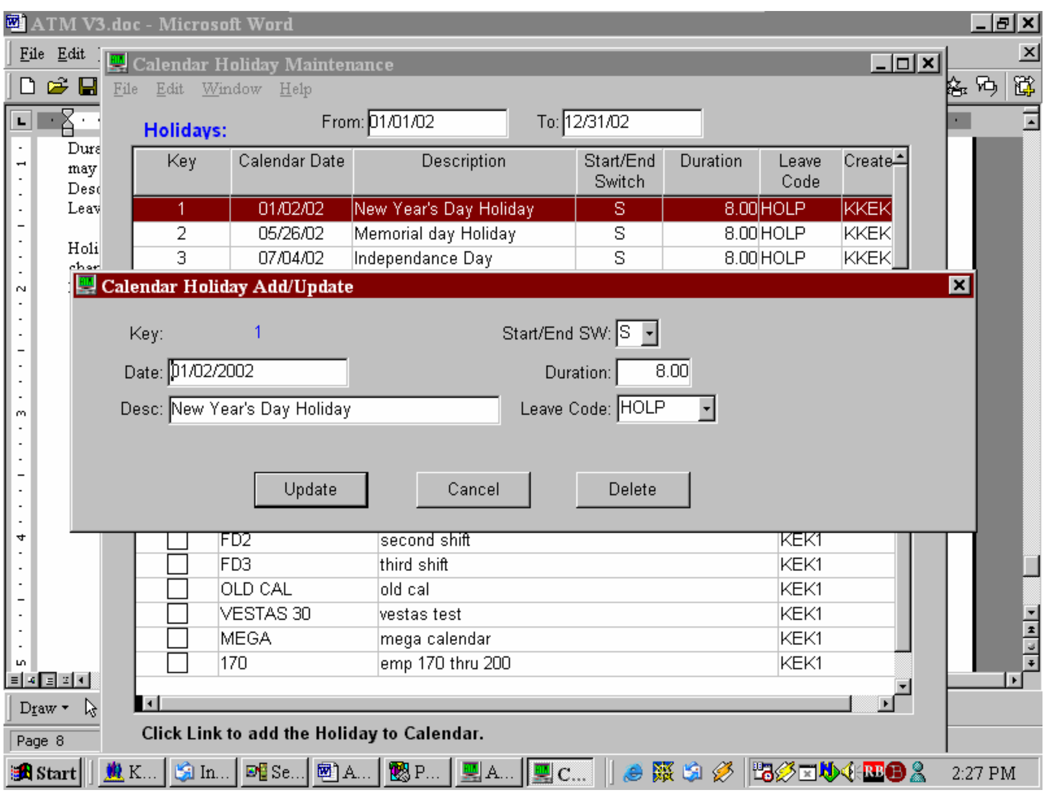
Date: Date in which the Holiday is to occur.

Description: Description of the holiday.

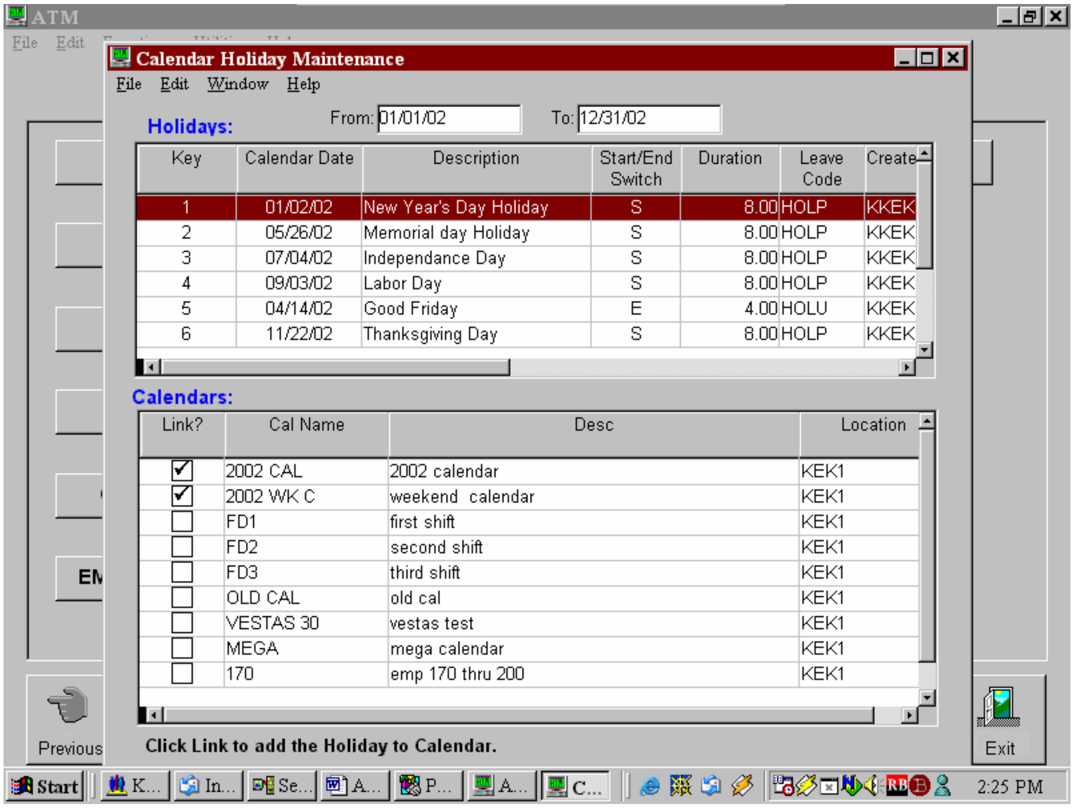
Start/End SW: Determines if the holiday starts at the End of a Schedule or the Start of a Schedule. This field is used for creation of part day holidays. For example: If a four-hour holiday is scheduled and this field is set to “S”, the generated absence will begin at the date and time of the shift start. If a four-hour holiday is scheduled and this field is set to “E”, the generated absence will begin at the date and time that is four hours before the shift is scheduled to end. Leave this field set to “S” unless you are creating a part day holiday that occurs at the end of a shift.

Duration: The length of a holiday. Since schedules differ in length, & the holiday length may differ, you may want to create different holidays for the same day & assign them accordingly. A scheduled holiday will never create a holiday absence that is longer than the employee’s scheduled shift length. If a holiday has a duration that is longer than the scheduled shift length, the shift length will determine the duration of the recorded absence. A holiday with a duration that is less than the scheduled shift length will generate a part day holiday absence for that shift date.

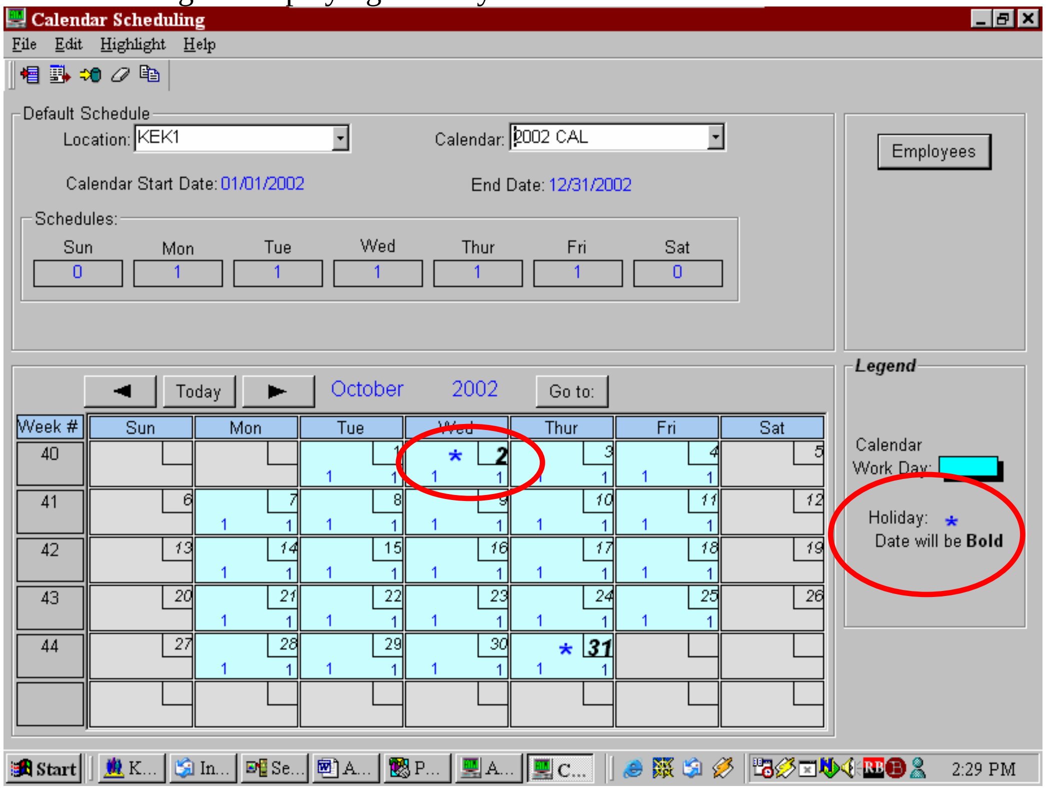
Leave Code: Must contain a valid leave code from the Absence Leave code file.



By placing a *check mark* in the Calendars Link column, will indicate that the selected Holiday is assigned to the calendar. The From & To fields will restrict the information you want to see.



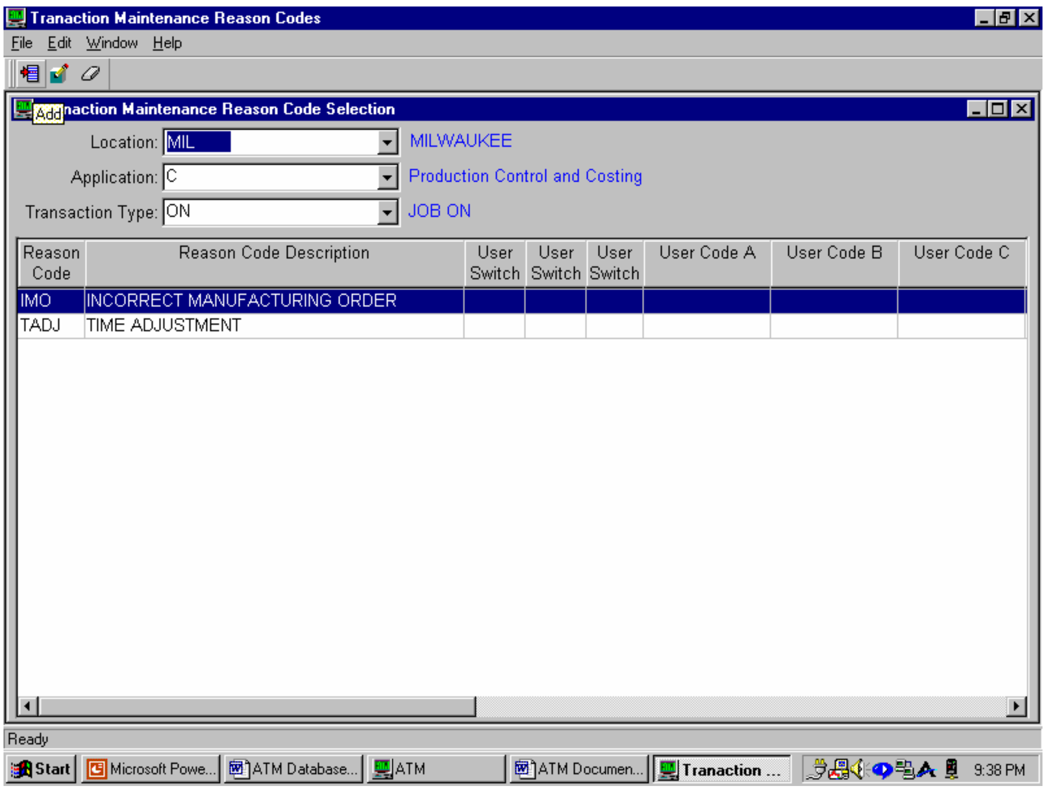
Notice the Legend displaying Holidays with bold numbers and an asterisk next to it.



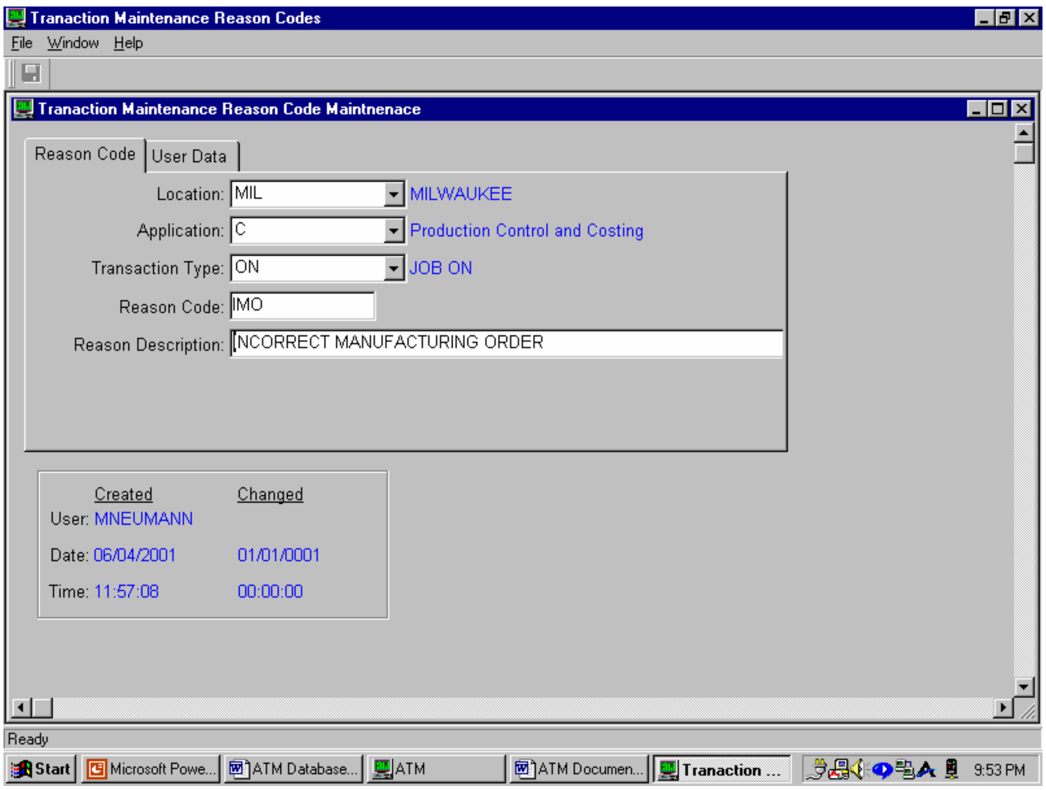
4. Activating Transaction Maintenance Logging

This ATM feature is optional. ATM offers the capability of tracking transaction maintenance logging by transaction type. Reason codes are defined for each transaction type, and upon the actual maintenance of that transaction, a reason code will be required. The system will then track, for that transaction, the before and after image of that transaction in a History Log. To enter Transaction Reason Codes, access the "Maintenance Menu" and select "Tran Reason Code Maint."

1. Utilizing the drop down bar, select the appropriate "Location", "Application" and "Transaction Type".
2. Click on the *Add* button.

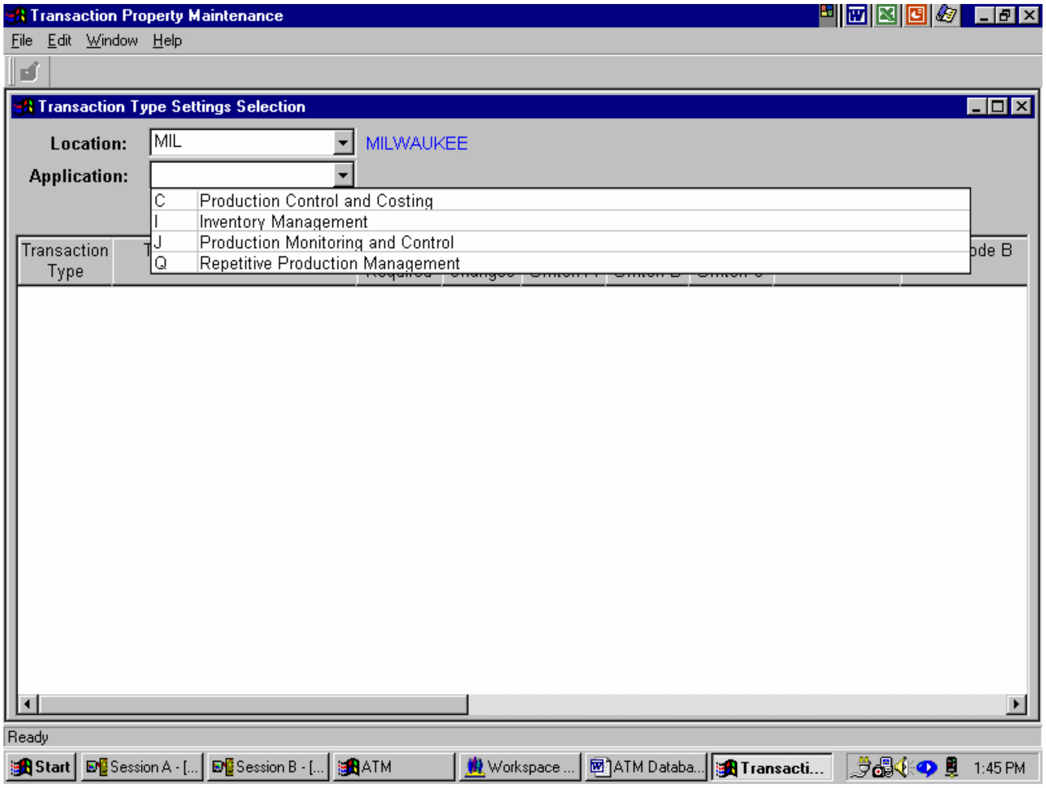


3. Type in the "Reason Code ID" and "Description."
   3.1. *Location:* - Using the drop down bar, select the location to work with.
   3.2. *Application:* - Using the drop down bar, select the application type.
      3.2.a. *C:* - Production Control & Costing
      3.2.b. *I:* - Inventory Management
      3.2.c. *J:* - Production Monitoring & Control
      3.2.d. *Q:* - Repetitive Production Management
   3.3. *Transaction Type:* - Using the drop down bar, select the transaction type Maintenance Logging is to be tracked against.
   3.4. *Reason Code:* - (5 characters alphanumeric) Type in a Reason Code ID.
   3.5. *Reason Description:* - (50 characters alphanumeric) Type in a Description associated with the Reason Code ID.
4. Click on the *"X"* in the upper right hand corner to save/exit.

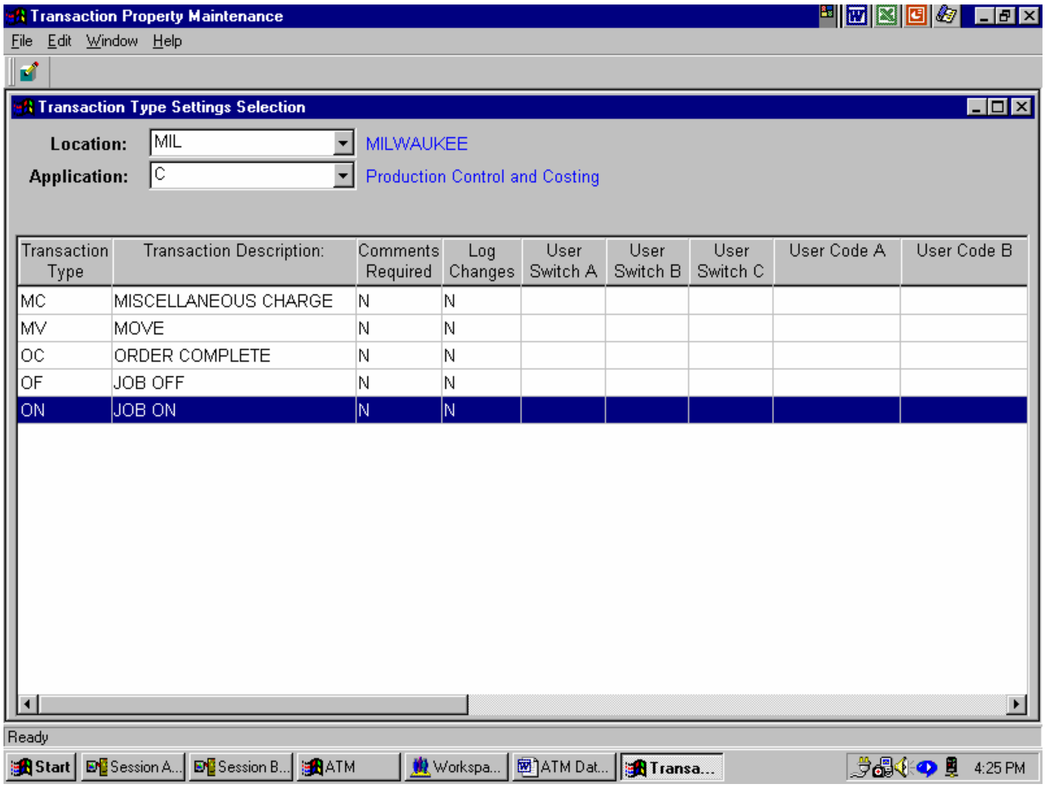


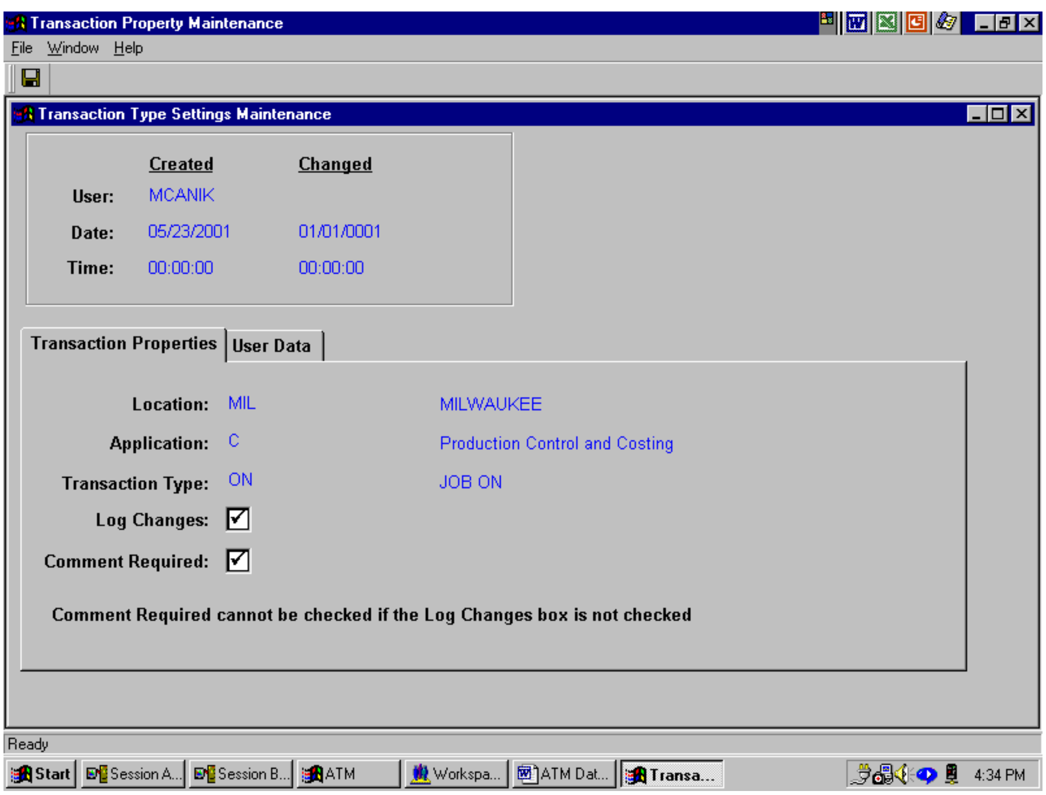
The next step in this process is to activate the Transaction Type in which Maintenance Logging is to take place. To activate a Transaction Type for Logging, access the "Maintenance Menu" and select "Tran Type Setting Maint."

5. Utilizing the drop down bar, select the appropriate "Location" and "Application Identifier."

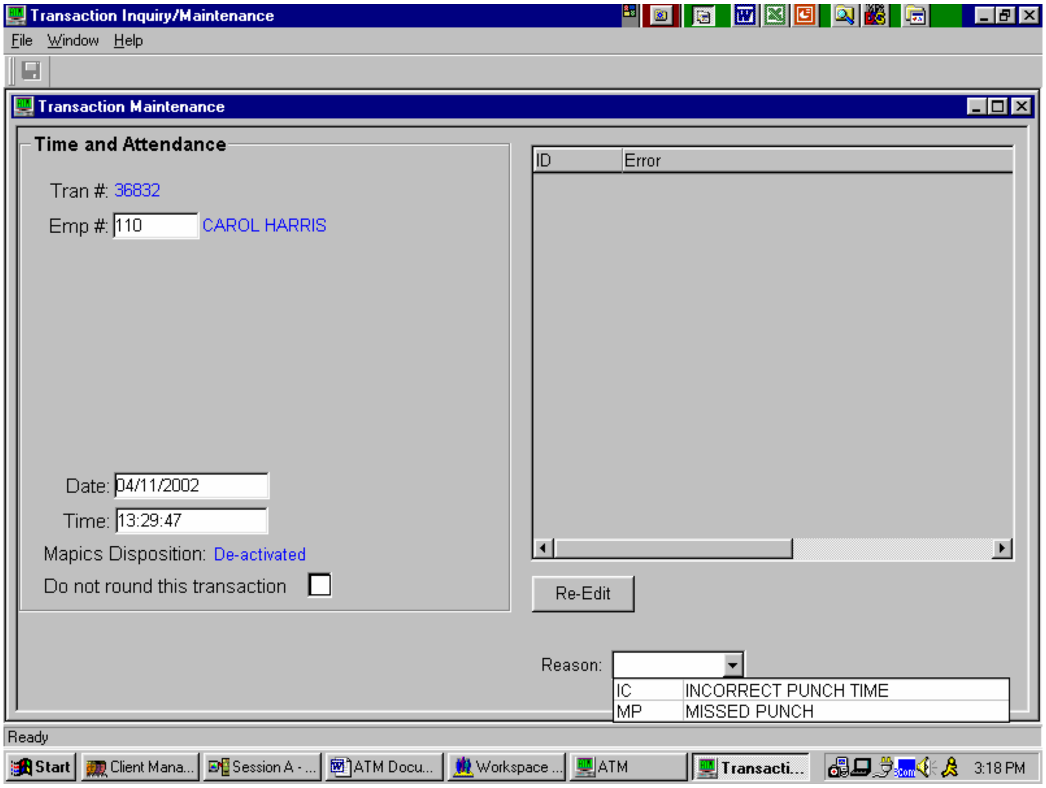


6. The next screen that appears will be a list of transactions that are part of the "application identifier" type.
7. Double click on the transaction type in which maintenance logging is to take place and flag the appropriate fields for "Logging Changes" and "Comments."





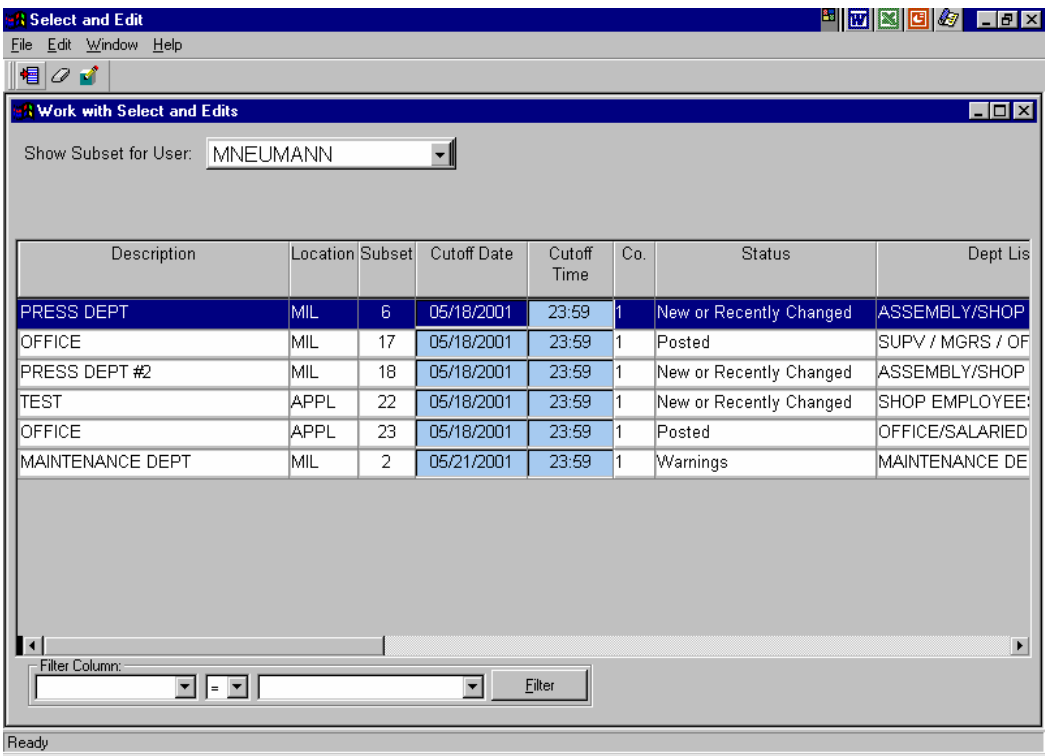
After activating *Transaction Maintenance Logging*, and upon maintaining a transaction that has maintenance logging activated for, the user will be prompted to fill in a "reason code".



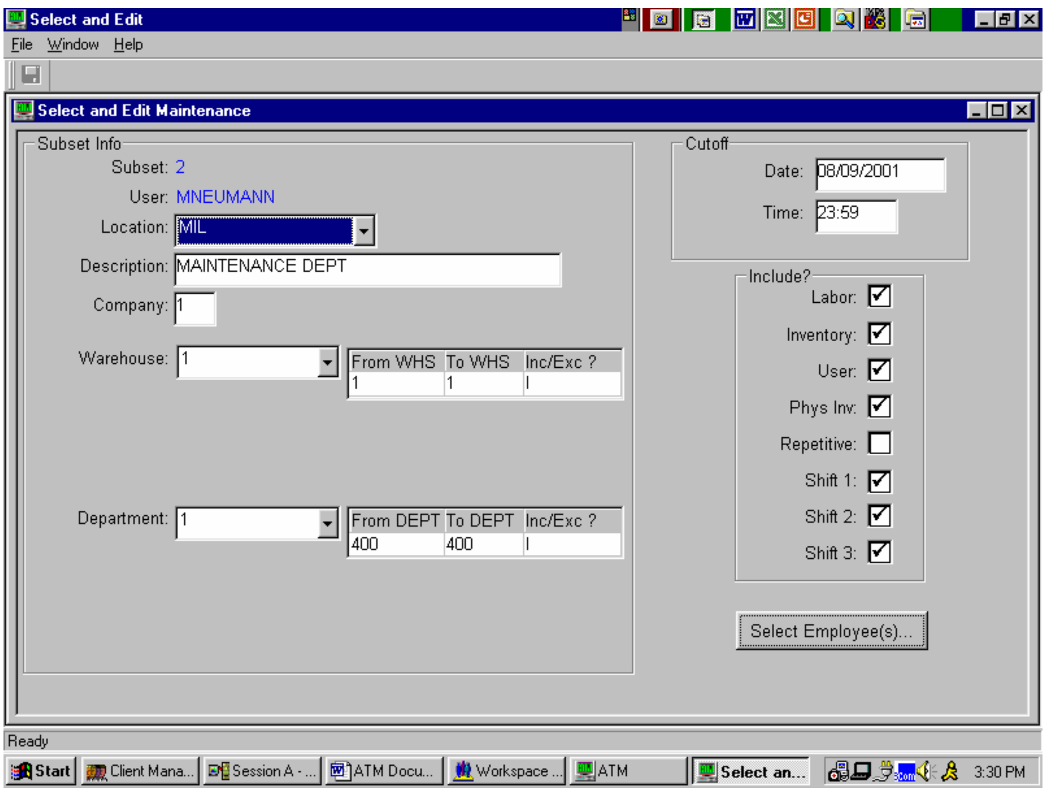
5. Create Select & Edit Subsets

The ATM application provides a secure Select/Edit/Post environment for each user. Utilizing highly flexible department and warehouse selection tables, users are able to define and manage individual subsets of the transaction on file. It is no longer necessary for multiple users of Select & Edit to "wait in line" – ATM provides for concurrent Select, Edit and Post. Subsets are created based on the specific selection criteria used to extract a grouping of transactions to be viewed, edited, or posted. (Note – The Select & Edit Subsets need only to be created once, and only the cutoff date and time changed as needed.) To create a subset definition, access the "Transaction Processing Menu" and select "Select/Edit/Post Transactions."

1. Ensure that the correct User ID appears in the "Show Subset for User" field.
2. Click on the *Add* button.



3. Fill in the appropriate information required.
   3.1. *Location:* - Using the drop down bar, select the correct location.
   3.2. *Description:* - Type in a description associated with this subset.
   3.3. *Company:* - Type in the company number.
   3.4. *Warehouse:* - Using the drop down bar, select the warehouse table.
   3.5. *Department:* - Using the drop down bar, select the department table.
   3.6. *Date:* - Type in the cutoff date for this subset.
   3.7. *Time:* - Type in the cutoff time for this subset. Note – The cutoff time must be after the "latest end time" for the employee's work schedule. The latest end time is located on the Misc. tab on the work schedule.
   3.8. *Include?*: - Check the appropriate boxes as they pertain to this subset.
   3.9. *Select Employee(s):* - Provides the ability to define a subset for a particular set of 0employees instead of by departments.
4. Click on the *"X"* in the upper right hand corner to save/exit.



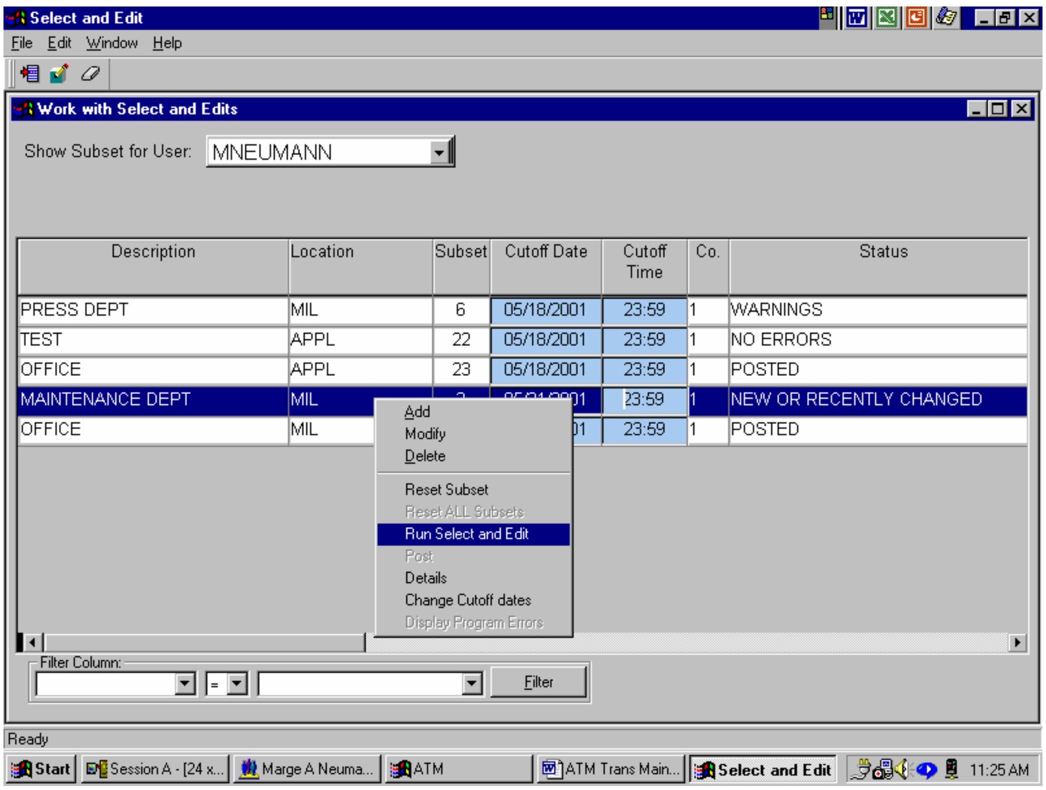
Defining a Subset by Employee

1. In order to define the subset that contains a specific set of employees, the *department* field needs to be left blank.
2. Click on the *Select Employee(s)* button, and a list of all employees for that particular "location" will be displayed. Simply check the employee(s) that you want to be considered as part of the subset, and click the *finish* button.

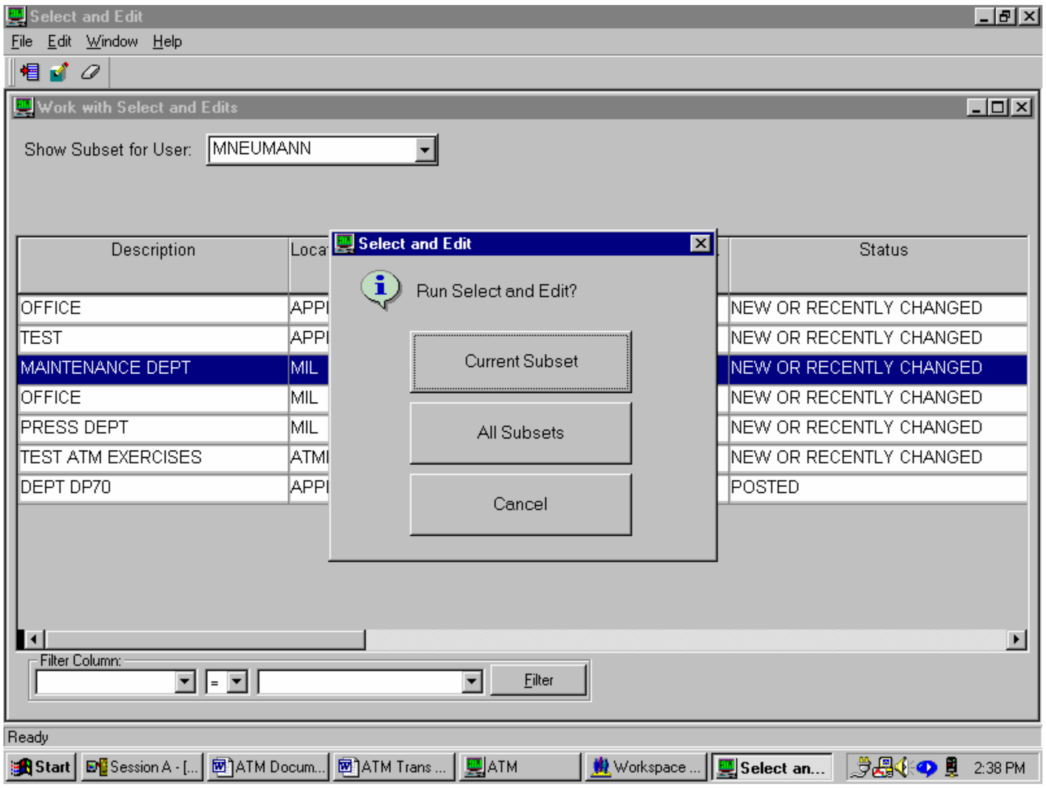
6. Processing a Select & Edit

No reports will be generated as part of the Select & Edit process. All viewing/editing will be performed on-line. Also, during the generation process of the Select & Edit, the process will be performed real-time; no batch processing will take place. (Note – Subsets can be run/re-run as often as necessary, and no longer need to be "reset" prior to re-running.)

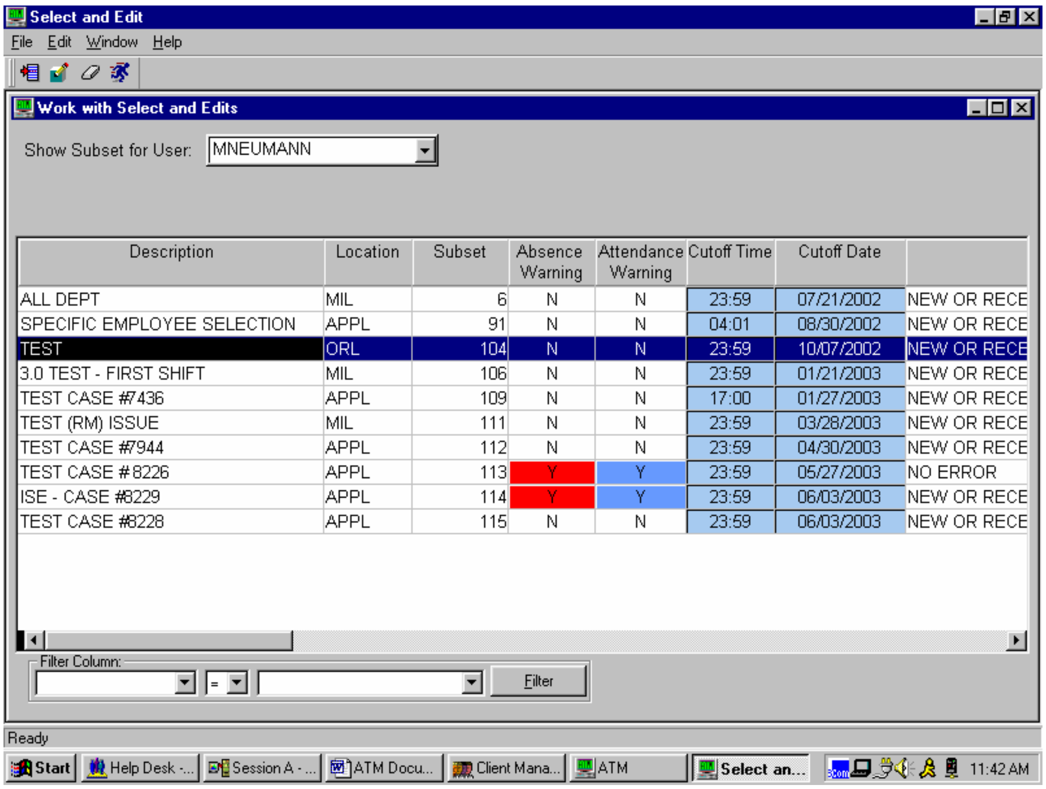
1. Change the Cutoff Date & Time if necessary.
2. Right click on the subset to be processed, and from the drop down window, select "Run Select & Edit."



3. A pop-up window will appear asking which subset would you like to process; the Current Subset, All Subsets, or to Cancel – Select the appropriate button.



4. Upon completion of the Select & Edit Process, the subset status will be changed to represent the status of the transactions within that subset.
   4.1. *Absence Warning:* - Pertains to an absence for that subset.
   4.2. *Attendance Warning:* - Indicates if there is a reason code on the “TA” transaction that occurred prior to the Early Start Time or after the Late End Time from the work schedule.



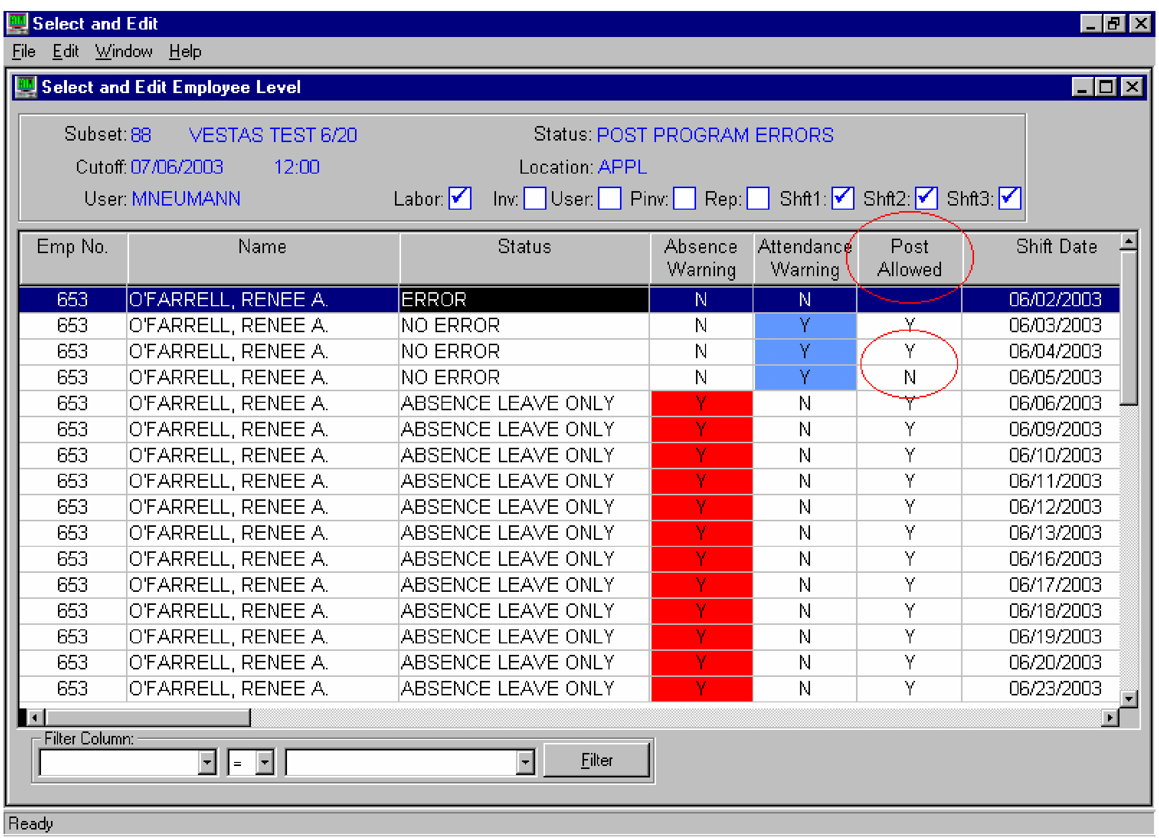
7. Transaction Editing

After a Select & Edit has been processed, the transactions can be viewed and maintained by Employee/Shift Date.

NEW IN VERSION 3.1 - By answering “Y” to the “Attendance + Approved Absence must be >= Shift Length” tailoring question, you can withhold posting of a particular employee’s shift. During the Select & Edit process, attendance time and approved absences are accumulated. (Note - Transactions will need to have a status of “NO ERRORS” and all absences must be “APPROVED”.) If the total does not meet or exceeds the expected shift length, the shift will be flagged with an “N” in the “Allow Post” column on the Select & Edit Employee summary screen. After making corrections and approving absences, you must reconcile the subset.

Absences: Auto-generated absences are deleted and recreated each time the Select & Edit is processed. Reason being, something could have changed for that employee (i.e. a TA was entered, or a TA time was adjusted). For those absence records that require approval you will want to perform the following steps.

- Correct all transaction errors in the subset first.
- Run the Select & Edit.
- Approve the requested auto-generated absences.
- Then “Reconcile” the subset (DO NOT re-run the Select & Edit).


Select and Edit
File Edit Window Help
Select and Edit Employee Level

Subset: 88 VESTAS TEST 6/20 Status: POST PROGRAM ERRORS
Cutoff: 07/06/2003 12:00 Location: APPL
User: MNEUMANN Labor: Inv: User: Pinv: Rep: Shft1: Shft2: Shft3:

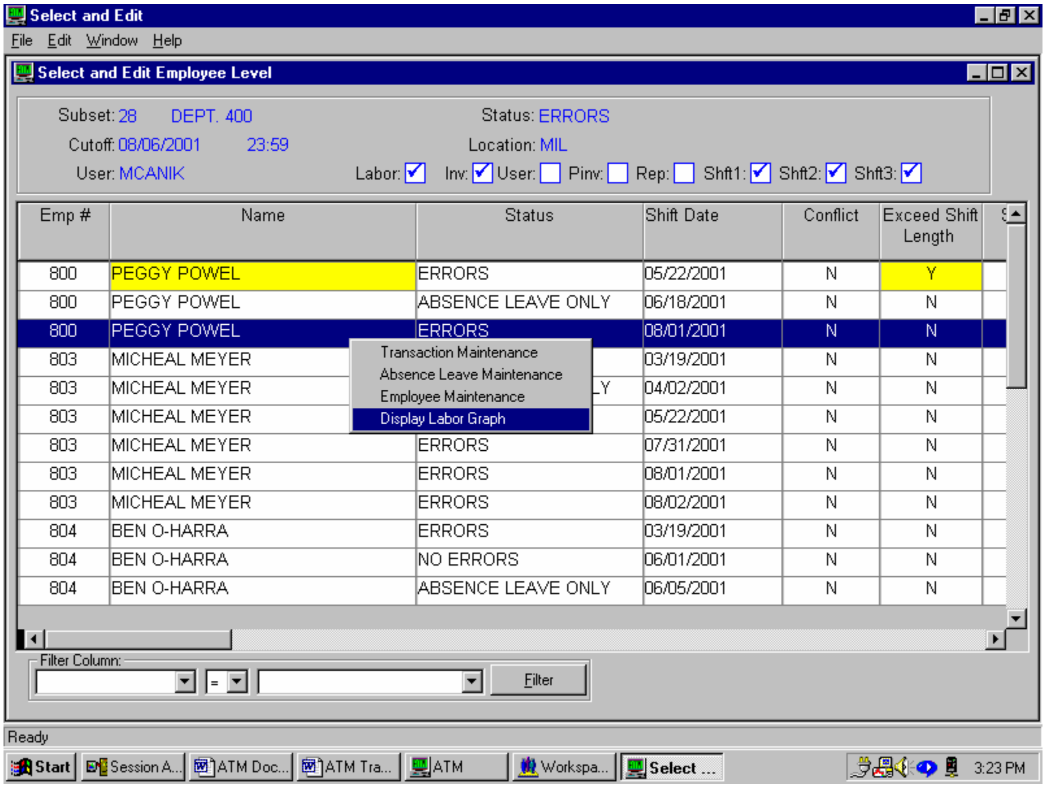
Emp No.	Name	Status	Absence Warning	Attendance Warning	Post Allowed	Shift Date
653	O'FARRELL, RENEE A.	ERROR	N	N		06/02/2003
653	O'FARRELL, RENEE A.	NO ERROR	N	Y	Y	06/03/2003
653	O'FARRELL, RENEE A.	NO ERROR	N	Y	Y	06/04/2003
653	O'FARRELL, RENEE A.	NO ERROR	N	Y	N	06/05/2003
653	O'FARRELL, RENEE A.	ABSENCE LEAVE ONLY	Y	N	Y	06/06/2003
653	O'FARRELL, RENEE A.	ABSENCE LEAVE ONLY	Y	N	Y	06/09/2003
653	O'FARRELL, RENEE A.	ABSENCE LEAVE ONLY	Y	N	Y	06/10/2003
653	O'FARRELL, RENEE A.	ABSENCE LEAVE ONLY	Y	N	Y	06/11/2003
653	O'FARRELL, RENEE A.	ABSENCE LEAVE ONLY	Y	N	Y	06/12/2003
653	O'FARRELL, RENEE A.	ABSENCE LEAVE ONLY	Y	N	Y	06/13/2003
653	O'FARRELL, RENEE A.	ABSENCE LEAVE ONLY	Y	N	Y	06/16/2003
653	O'FARRELL, RENEE A.	ABSENCE LEAVE ONLY	Y	N	Y	06/17/2003
653	O'FARRELL, RENEE A.	ABSENCE LEAVE ONLY	Y	N	Y	06/18/2003
653	O'FARRELL, RENEE A.	ABSENCE LEAVE ONLY	Y	N	Y	06/19/2003
653	O'FARRELL, RENEE A.	ABSENCE LEAVE ONLY	Y	N	Y	06/20/2003
653	O'FARRELL, RENEE A.	ABSENCE LEAVE ONLY	Y	N	Y	06/23/2003

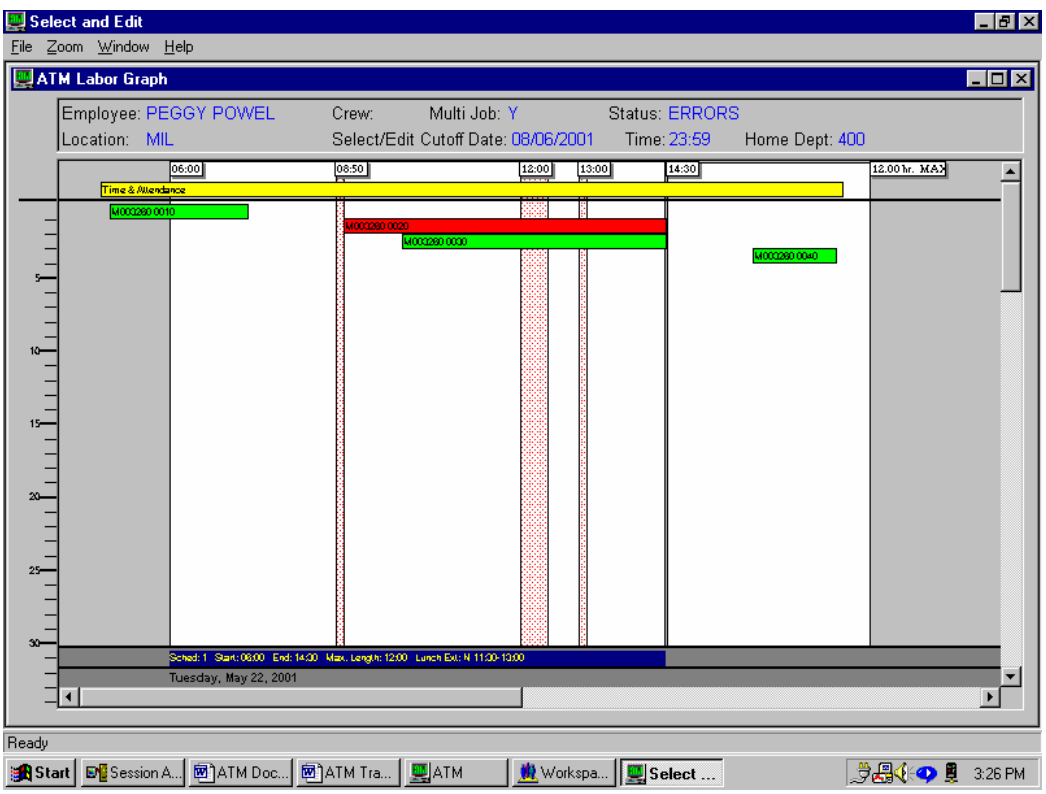
Filter Column: = Filter
Ready

1. Double click on the Subset just processed.
2. The first screen that appears is a summary listing of each employee/shift-date that was selected based on the subset definition. (Note – The Select & Edit Summary screen contains information from the original Infor XA "Labor Summary Report" based on Employee & Shift Date.)

3. To view an Employee's transactions, either double-click on the employee or right click and select Transaction Maintenance. This will only display the transactions associated with the Shift Date you selected for that Employee.

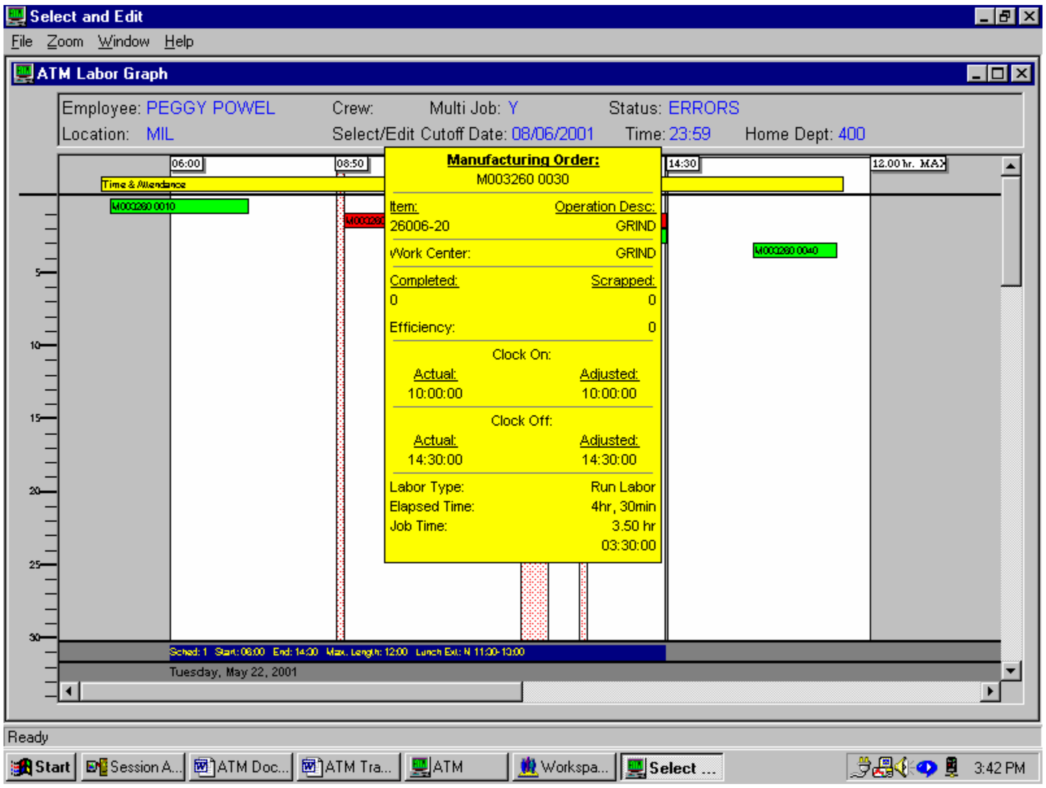
4. To obtain a graphical look at an employee's transactions, right click on that employee and from the drop down window select "Display Labor Graph."





5. The different types of bars being represented on the graph indicate:
   Yellow – Time & Attendance (no error)
   Green – Manufacturing Order Transaction (no error)
   Red – Error Transaction

   (Note – The Labor Graph is based on employee not by shift date, and will show All of that employee's transactions.)
6. Specific transaction detail can be viewed by positioning the cursor on a particular bar on the graph, as a drop down window will appear.

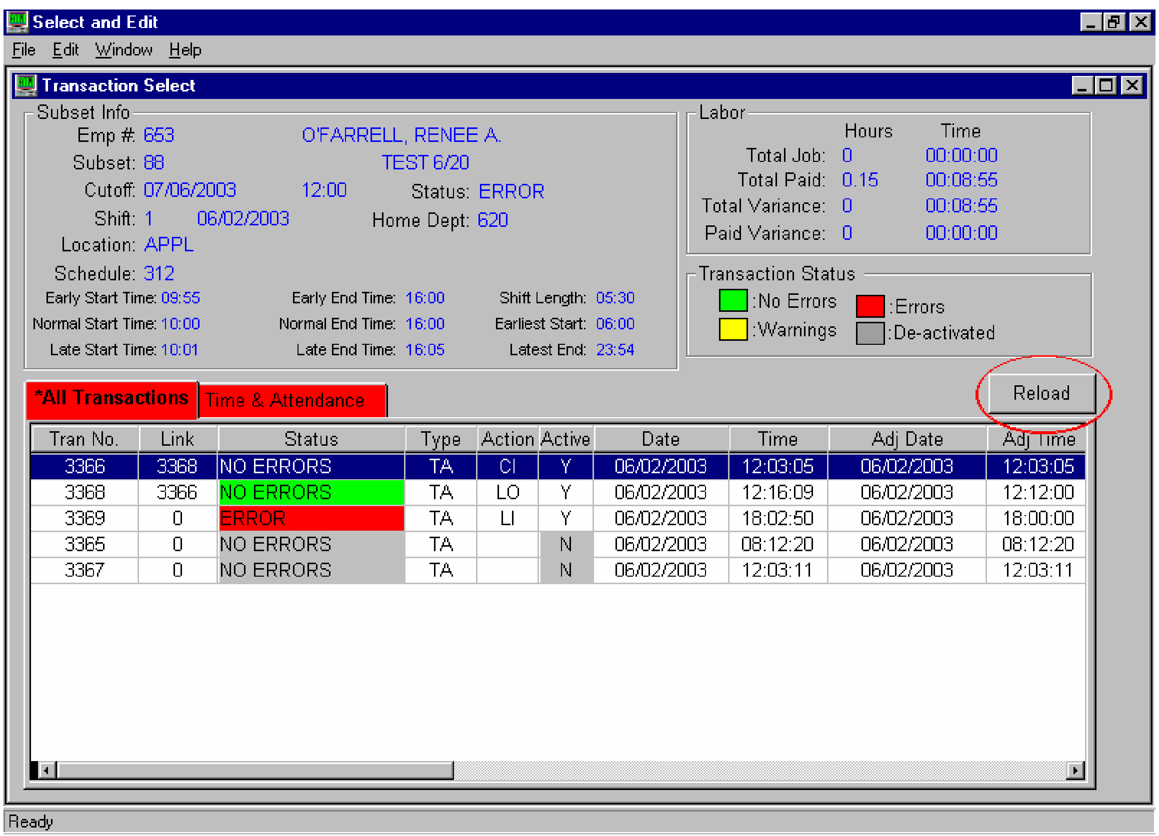


7. In order to maintain a transaction in error, simply double click on the bar.

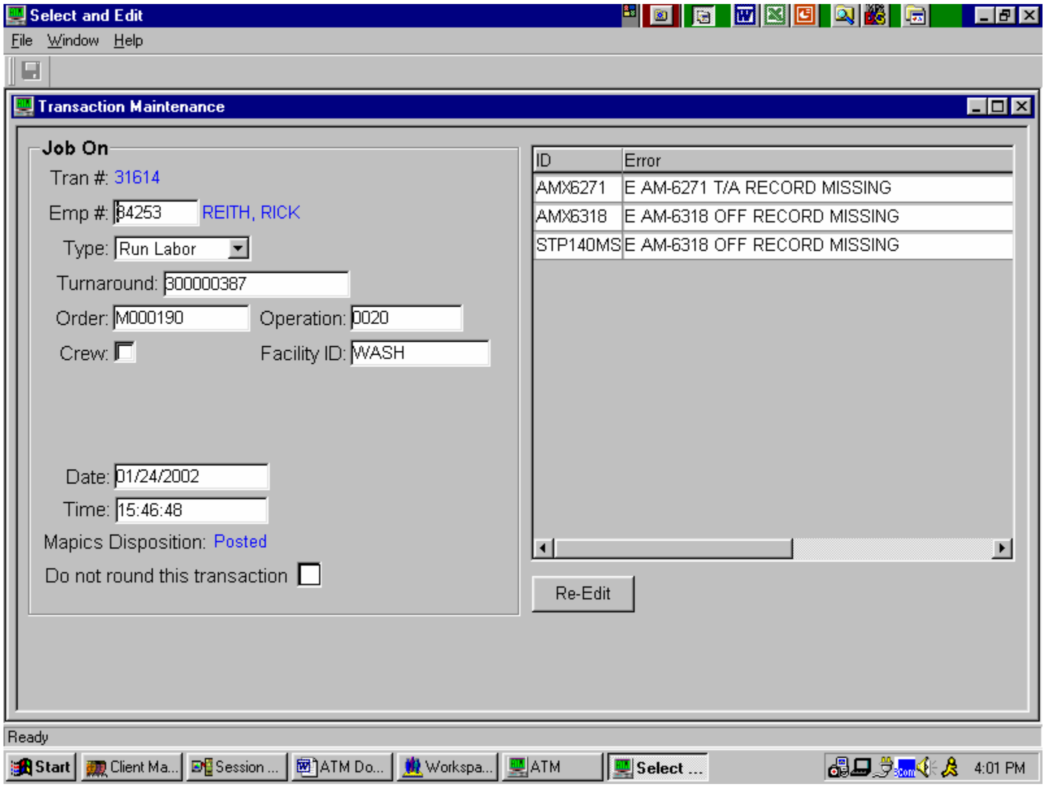
Upon requesting to view/edit specific employee's transactions, the next screen will appear. The transactions are color coded to represent the status of that transaction (Green – No Errors, Yellow – Warnings, Red – Errors)

To enhance performance during the Select & Edit process, a new tailoring option was added to the TAIL table. The new option is labeled "Activate RELOAD button on S&E screens". If you tailor this with a "Y", and maintain records within the Select & Edit process, ATM will no longer "auto-update" the screens with the change as part of the update process. The individual can choose to update the Select & Edit screens manually via this RELOAD button. Please keep in mind, this does NOT replace the need to re-run a Select & Edit.

From this Employee Transaction Detail screen, the capability is there to sort the data being displayed, view the transaction detail by accessing the different card tabs in conjunction with the scroll bar, and to see the total job/paid/variance hours. The card tabs that are available – All Transactions, Time & Attendance Transactions, Job Transactions, Inventory Transactions, User Defined Information, and Absence & Leave Information.



Edit a Transaction - (Note - Transactions no longer need to be "de-activated" before a change can be made to it.) To edit a transaction, locate the transaction that needs to be changed, and double click.



8. Make the necessary changes to the transaction.
9. Click on the *"X"* in the upper right hand corner to save/exit.

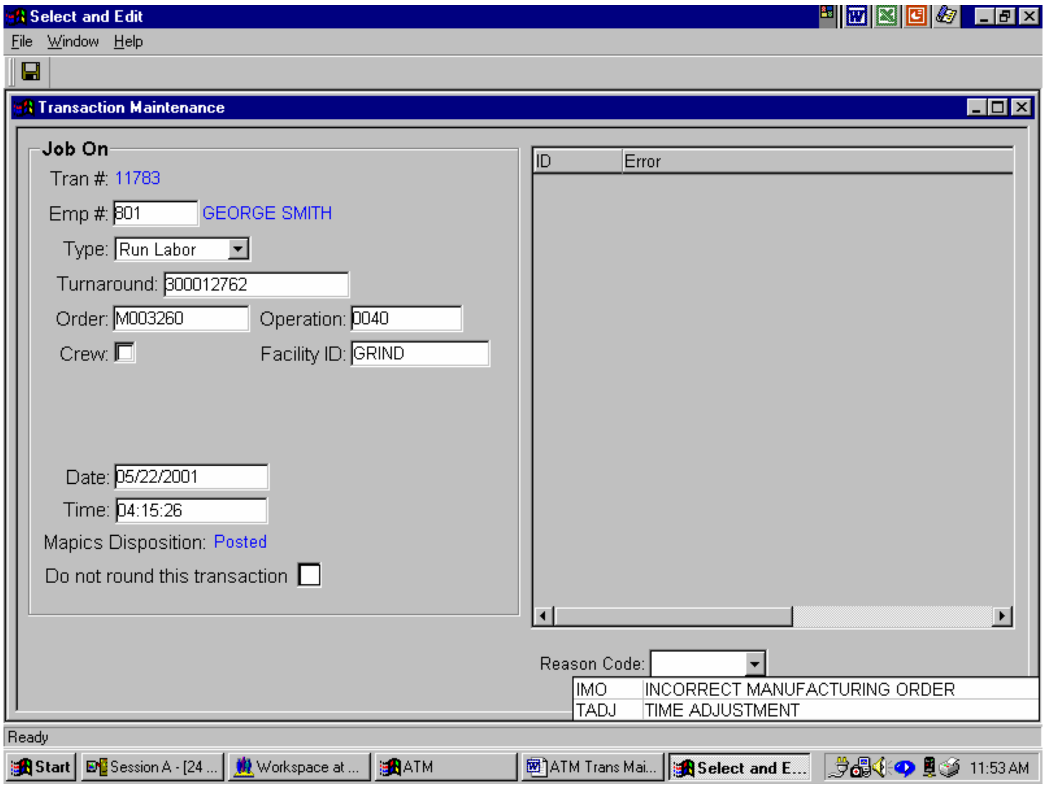
Re-edit button – It is important to recognize the purpose behind the re-edit button and it's effects it has on a transaction. Under certain conditions, a transaction may be marked as an error at the time that it is received by INFOR XA Unattached Jobs. When this happens, Select & Edit will select the transaction, but will not edit it. The S&E user will see that it is in error, but there will be no messages as to why it is in error. The re-edit button basically sends the transaction through the editing process as if it were a changed record, generating any missing error messages. During this process, the transaction gets de-activated and then re-activated.

When selecting the re-edit button on a transaction with errors (error messages are displayed), the transaction will be left in a "de-activated" state, and in the case where the transaction happens to be an inventory transaction, a negative adjusting transaction will be sent to the INFOR XA IMHIST file.

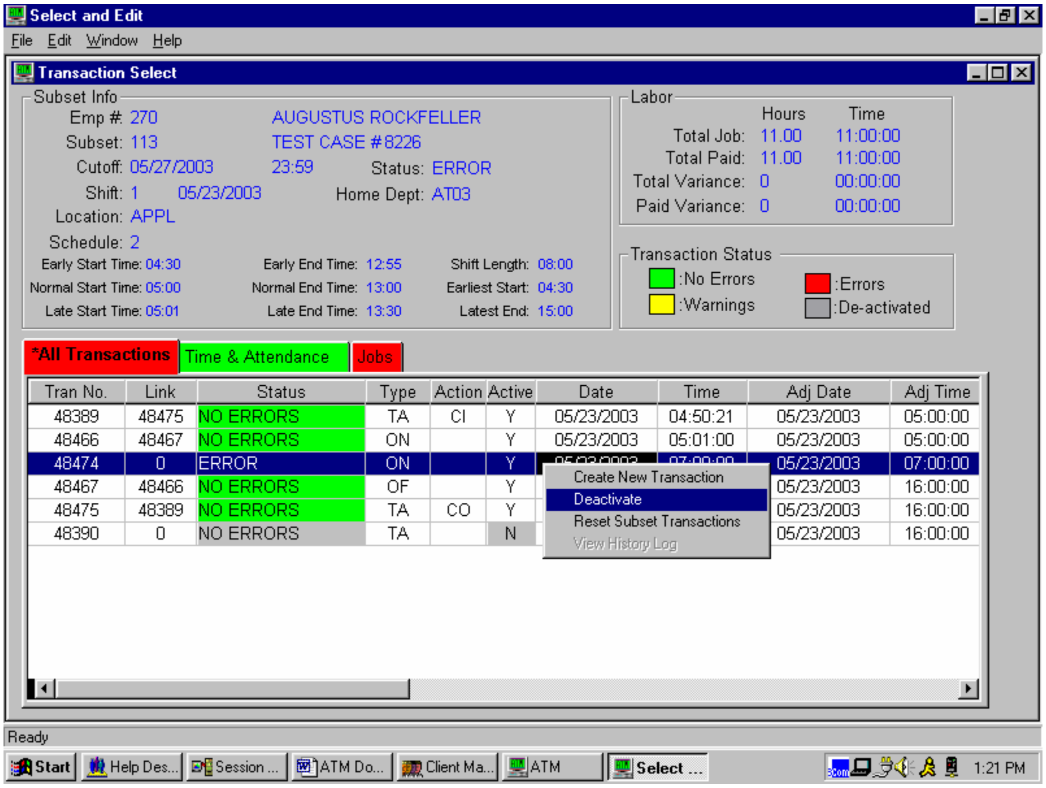
Exit without Saving – Should an individual access a transaction that is in error, sees the messages but elects not to maintain the transaction, but simply "exits without saving", the transaction will remain in a "de-activated" state.

If a transaction type has been flagged to track Maintenance Logging History against it, you will be prompted to enter a "Reason Code" during the maintaining of that transaction type.

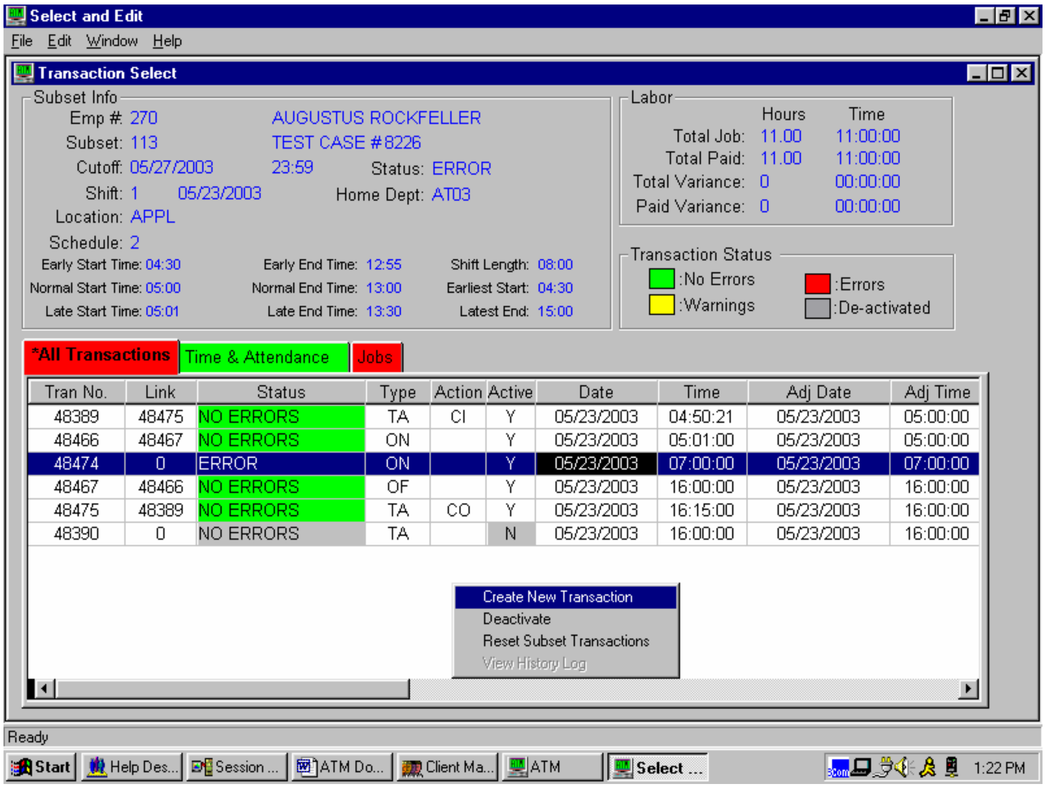
10. Make the necessary changes to the transaction.
11. Click on the *"X"* in the upper right hand corner to save/exit.



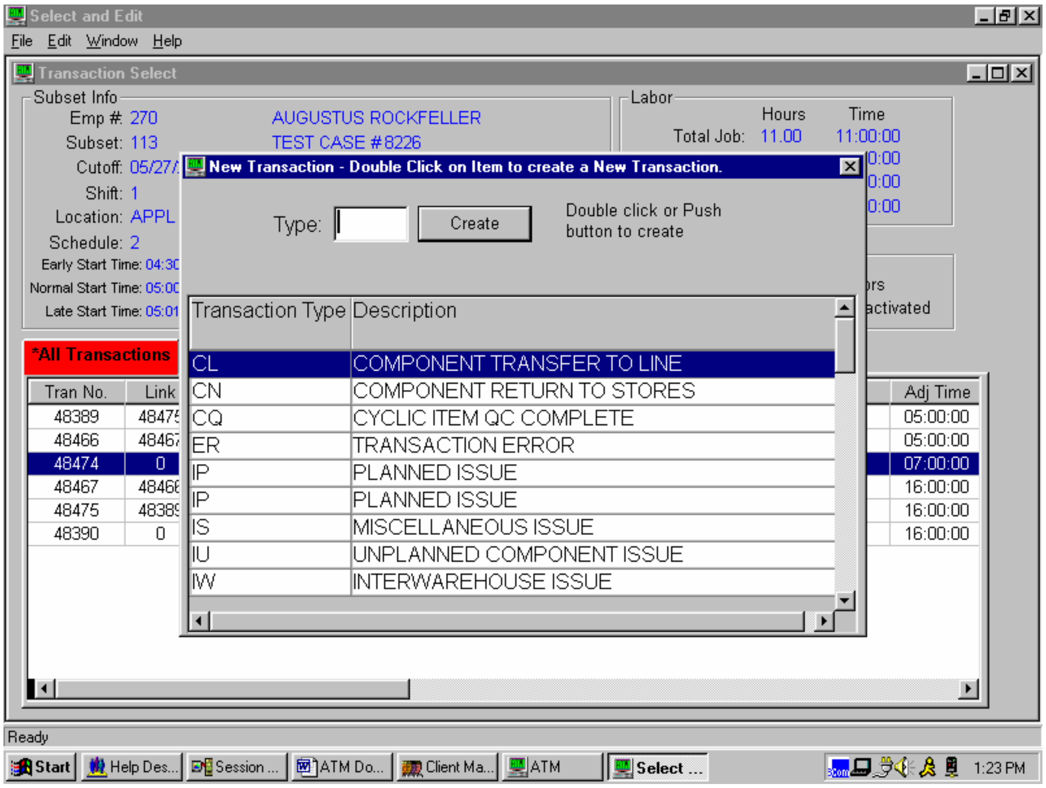
De-Activate /Activate a Transaction - Locate the transaction to be deactivated or activated, and "right" click. From the drop down window, select the appropriate task. Note … the Deactivated transaction will appear colored in gray for easier viewing.



Add a Transaction – In order to add a transaction, "Right" click anywhere on the screen. From the drop down window, select "Create New Transaction." (Note –Transactions that have been "added" do not automatically appear in the subset. The Select & Edit process for that subset will need to be re-run before any "new" transaction will be picked up.)



12. From the list of available transaction types to add, either type in the transaction type and click on *Create*, or double click on the transaction type that is to be added.
13. Fill in the appropriate information on the transaction add screen
14. Click on the *"X"* in the upper right hand corner to save/exit.

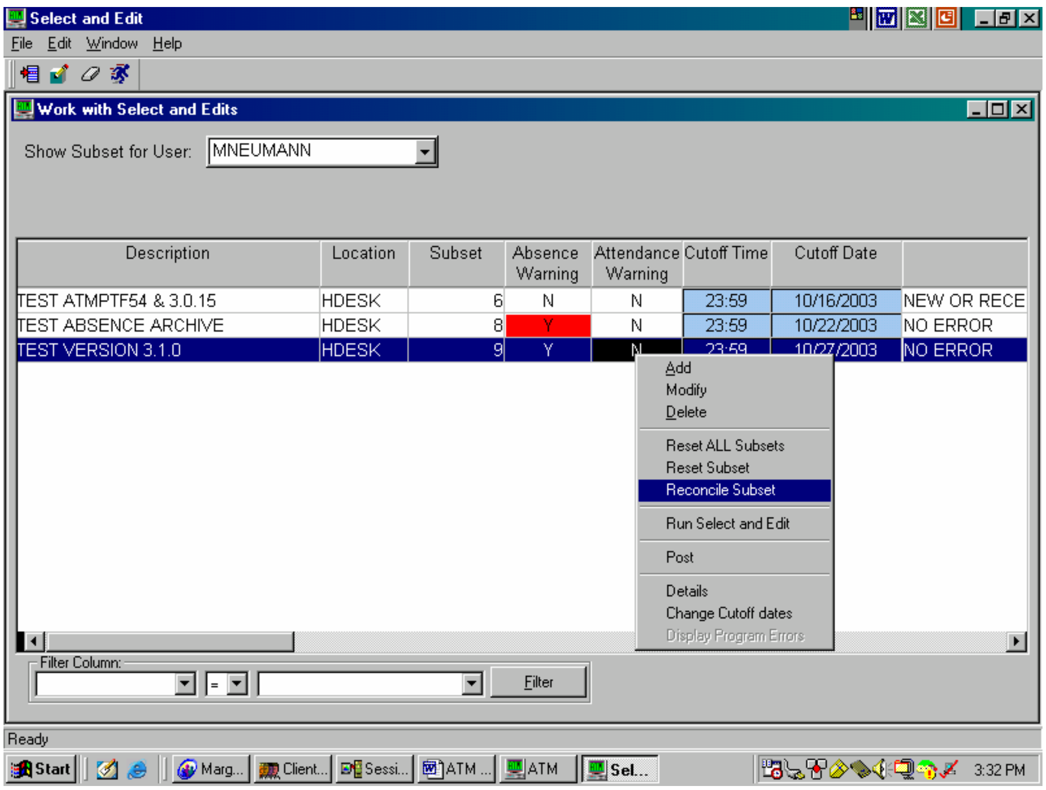


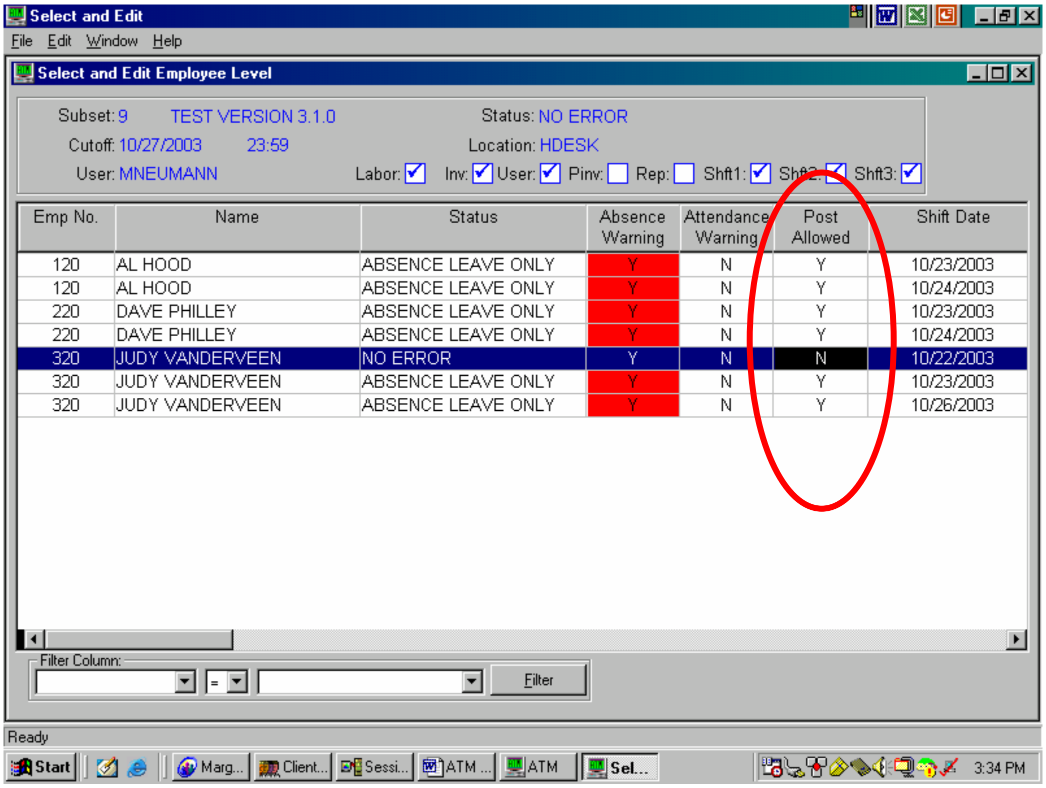
8. Reconciling Shift Dates

By answering "Y" to the "Attendance + Approved Absence must be >= Shift Length" tailoring question, you can withhold posting of a particular employee's shift. During the Select & Edit process, attendance time and approved absences are accumulated. If the total does not meet or exceed the expected shift length, the shift will be flagged with an "N" in the "Allow Post" column on the shift date summary screen and will not be able to be posted until time accounted for meets or exceeds shift length.

To manually reconcile the subset:

1. Right click on the subset
2. Select "Reconcile Subset" from the menu





IMPORTANT – If using auto-generated part-day absences that need to be approved, these absences must be approved as the last step of Select & Edit; just before posting. If Select & Edit is rerun, the absences will be deleted and recreated and must be re-approved. A good indicator that the part-day absences need to be re-approved is by looking at the "Post Allowed" field will be flagged with an "N". Approve your part-day absences, then run the "reconcile" option on the Subset.

9. Apportionment

PURPOSE

This feature provides the ability to apportion (divide) the labor time of multiple jobs that a user worked on at the same time in proportion to the standards setup within INFOR XA. It was created because INFOR XA equally divides the total labor time reported by an individual by the number of jobs they are running regardless of the number of units reported for each job during that period of time. For example, if an employee runs three jobs simultaneously for three hours, INFOR XA will divide the time equally so that one hour is applied to each job (3 Hours/3 Jobs = 1 Hour/1 Job. Paper-Less uses the Apportionment program to divide time more accurately in relation to the standard time per unit defined in INFOR XA. **NOTE: APPORTIONMENT CAN ONLY BE RUN WITHIN PAPER-LESS FROM THE RPG/GREEN SCREEN VERSION AND NOT FROM THE GRAPHICAL VERSION. IT CAN ALSO BE RUN FROM INFOR XA IF YOU HAVE THE PAPER-LESS CUSTOM LIBRARY IN YOUR LIBRARY LIST.**

TAILORING OPTIONS THAT CAN AFFECT THIS PROGRAM:
PLMC Table Maintenance\Table 10: Additional Tailoring Options Questions\Sequence 71:Send Crew Flag with Off Tran? Y/N

ADDITIONAL INFORMATION
This is a custom program that resides in the PPLCPRxx library (where ‘xx’ is the two-character designator of the environment). Apportionment is not included in the base installation programs although it can be requested from customer support for no additional cost.

RULES/REQUIREMENTS
Your INFOR XA version MUST BE at XA Release 4 or higher.
Any labor time for a routing without standards will have the standard INFOR XA apportionment applied.
Any labor time for SETUP (subtype ‘S’) or INDIRECT (subtype ‘I’) will have the standard INFOR XA apportionment applied.
Any Orders/Operations without quantities reported for that time period would be apportioned using the INFOR XA program instead of the Paper-Less Apportionment program. Quantities must be reported for the labor transactions to use the Paper-Less Apportionment program.

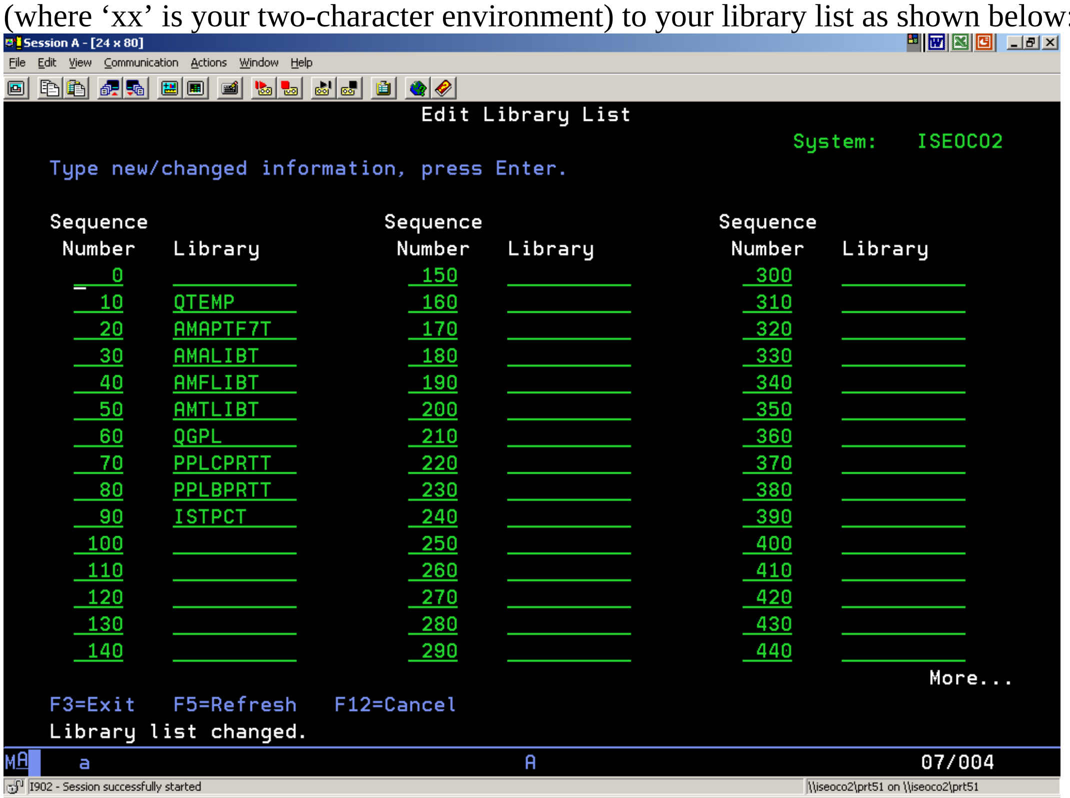
INSTALLATION

Follow the Modification Installation Instructions provided in this document for installing this to your server. The program to call is DC930QC. This program can be set up on a INFOR XA or Paper-Less menu. You will need to reference the appropriate documentation for instructions of how to add a menu option. **IMPORTANT NOTE: If you run this option from a INFOR XA menu, then you must have the Paper-Less custom library, PPLCPRxx, in your INFOR XA library list. If you run this option from a Paper-Less menu you must have the Paper-less custom library, PPLCPRxx, in your Paper-Less library list.**

There are two options on the Paper-Less Apportionment screen; one is for Labor Apportionment and the other is for Machine Time Apportionment. The Paper-Less Apportionment program must be run after the Select & Edit program, but before the Prepare program. It will re-apportion all records selected during the last run of the Select & Edit program.

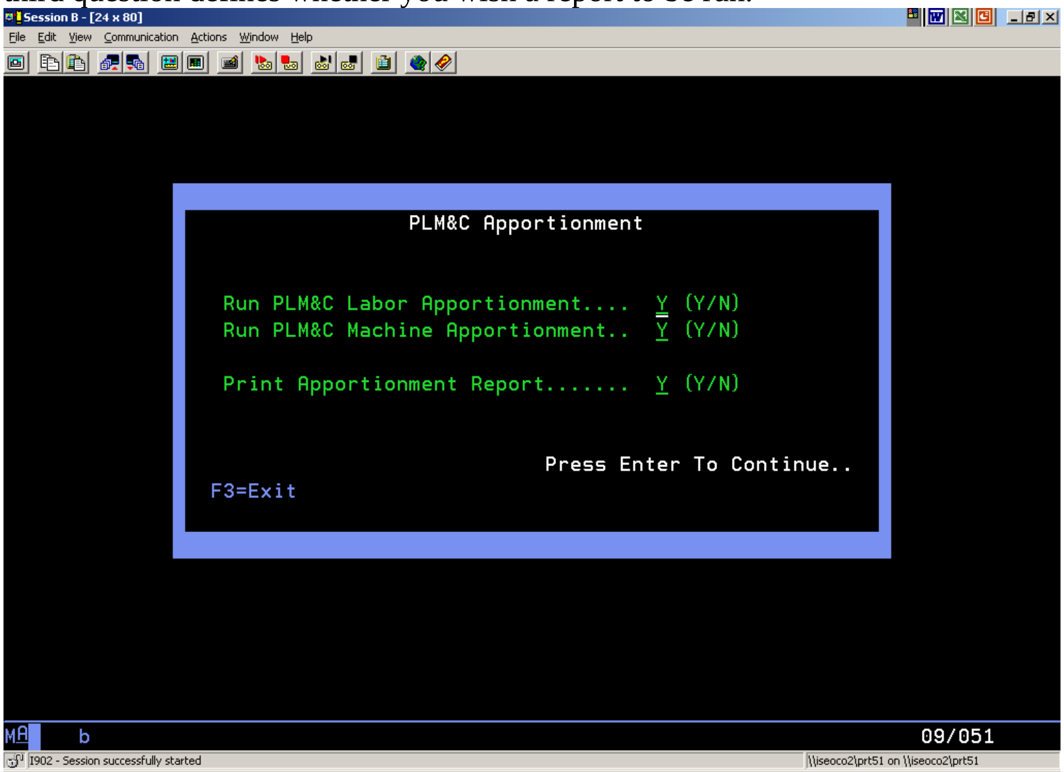
Set up for running the option from INFOR XA:

Edit your library list while within INFOR XA adding the Paper-Less library, PPLCPRxx (where 'xx' is your two-character environment) to your library list as shown below:



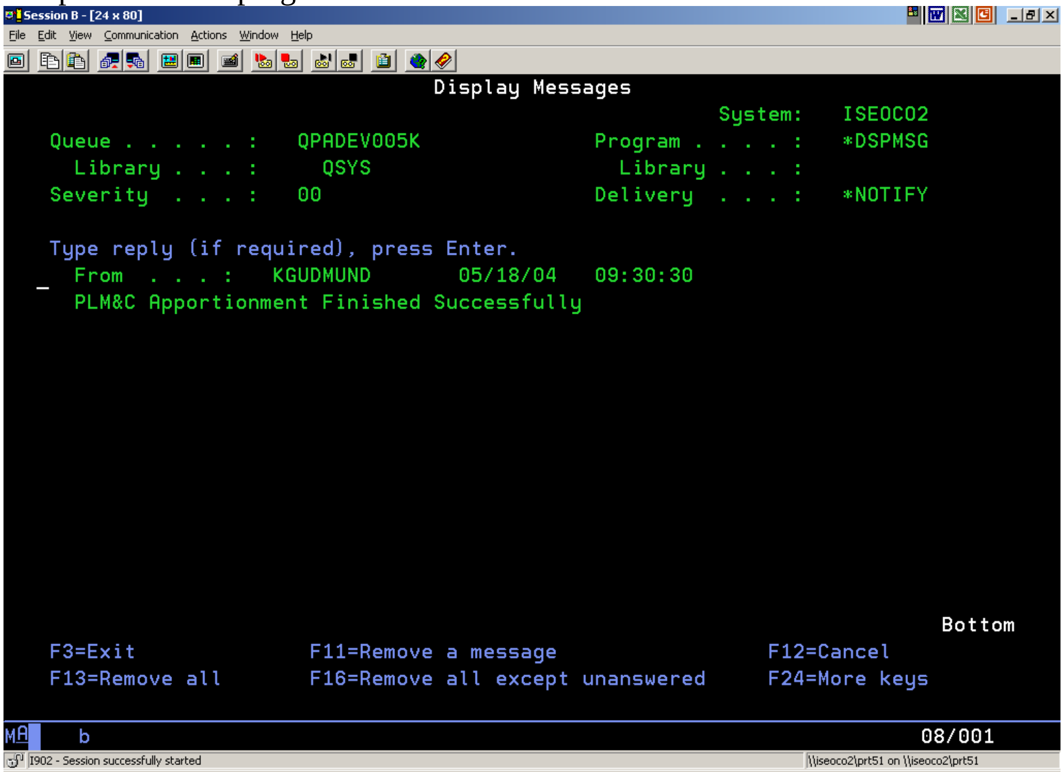
From this point, you could either select a menu option which you would have previously set up to call the program, DC903QC, from the PPLCPRxx library or <ENTER> the phrase, CALL PGM(PPLCPRxx/DC930QC).

The PLMC Apportionment screen will display. It will display three questions which will be defaulted to 'Y' for YES regarding whether you want labor and/or machine time to be apportioned. **NOTE: Machine time will ONLY be apportioned IF the OF transactions were created with a quantity and the CREW FLAG setting is 'Y'.** The third question defines whether you wish a report to be run.



Press <ENTER> to continue.

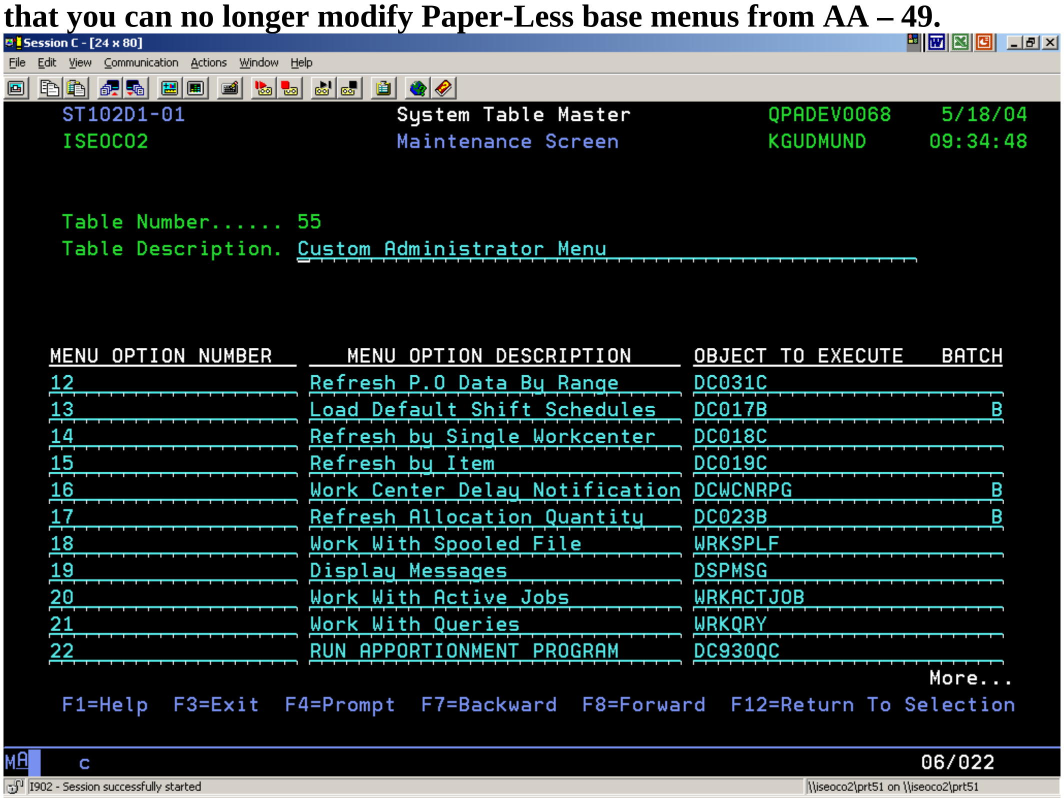
The program will run and the following message should be sent to the user upon completion of the program:



```
                                Display Messages
                                                       System:   ISEOCO2
 Queue . . . . . :   QPADEV005K           Program . . . . :   *DSPMSG
   Library . . . :     QSYS                 Library . . . :
 Severity  . . . :   00                   Delivery  . . . :   *NOTIFY

 Type reply (if required), press Enter.
   From  . . . :   KGUDMUND       05/18/04   09:30:30
   PLM&C Apportionment Finished Successfully

                                                                         Bottom
 F3=Exit              F11=Remove a message                 F12=Cancel
 F13=Remove all       F16=Remove all except unanswered     F24=More keys
```

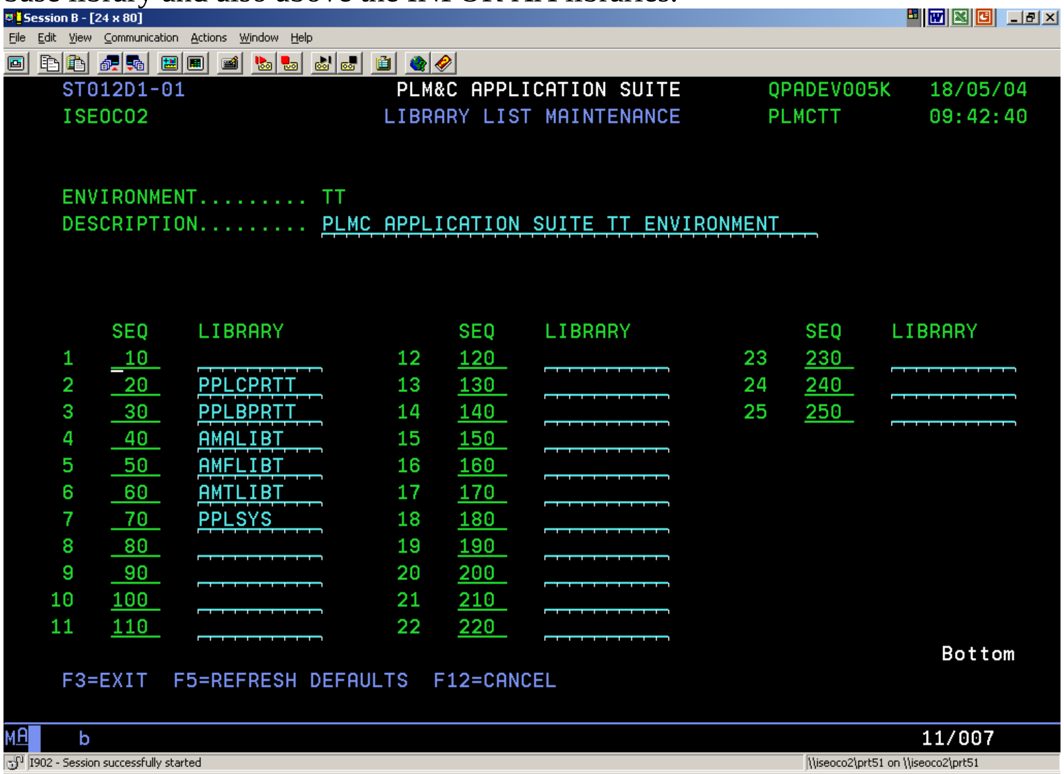
Set up for running the option from PAPER-LESS:

Add the PLMC Apportionment program call to a custom menu. **NOTE: Remember that you can no longer modify Paper-Less base menus from AA – 49.**

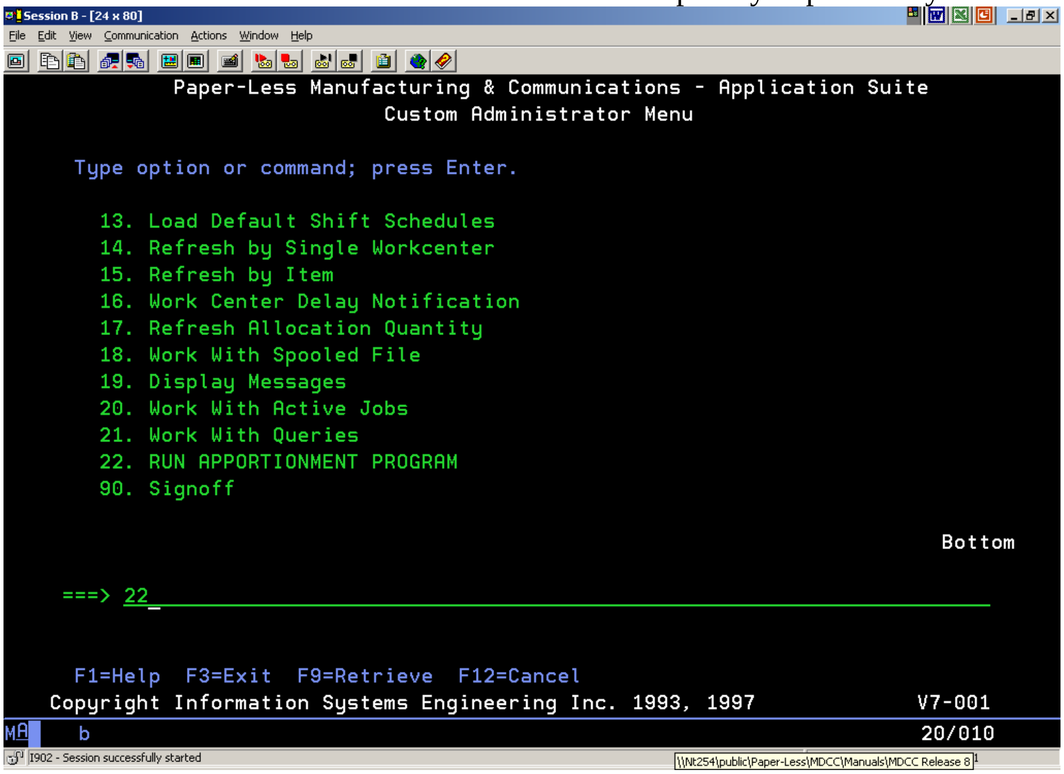


```
  ST102D1-01                  System Table Master           QPADEV0068     5/18/04
  ISEOCO2                     Maintenance Screen            KGUDMUND      09:34:48

  Table Number...... 55
  Table Description. Custom Administrator Menu

 MENU OPTION NUMBER     MENU OPTION DESCRIPTION       OBJECT TO EXECUTE   BATCH
 12                     Refresh P.O Data By Range     DC031C
 13                     Load Default Shift Schedules  DC017B                  B
 14                     Refresh by Single Workcenter  DC018C
 15                     Refresh by Item               DC019C
 16                     Work Center Delay Notification DCWCNRPG               B
 17                     Refresh Allocation Quantity   DC023B                  B
 18                     Work With Spooled File        WRKSPLF
 19                     Display Messages              DSPMSG
 20                     Work With Active Jobs         WRKACTJOB
 21                     Work With Queries             WRKQRY
 22                     RUN APPORTIONMENT PROGRAM     DC930QC
                                                                        More...
  F1=Help  F3=Exit  F4=Prompt  F7=Backward  F8=Forward  F12=Return To Selection
```

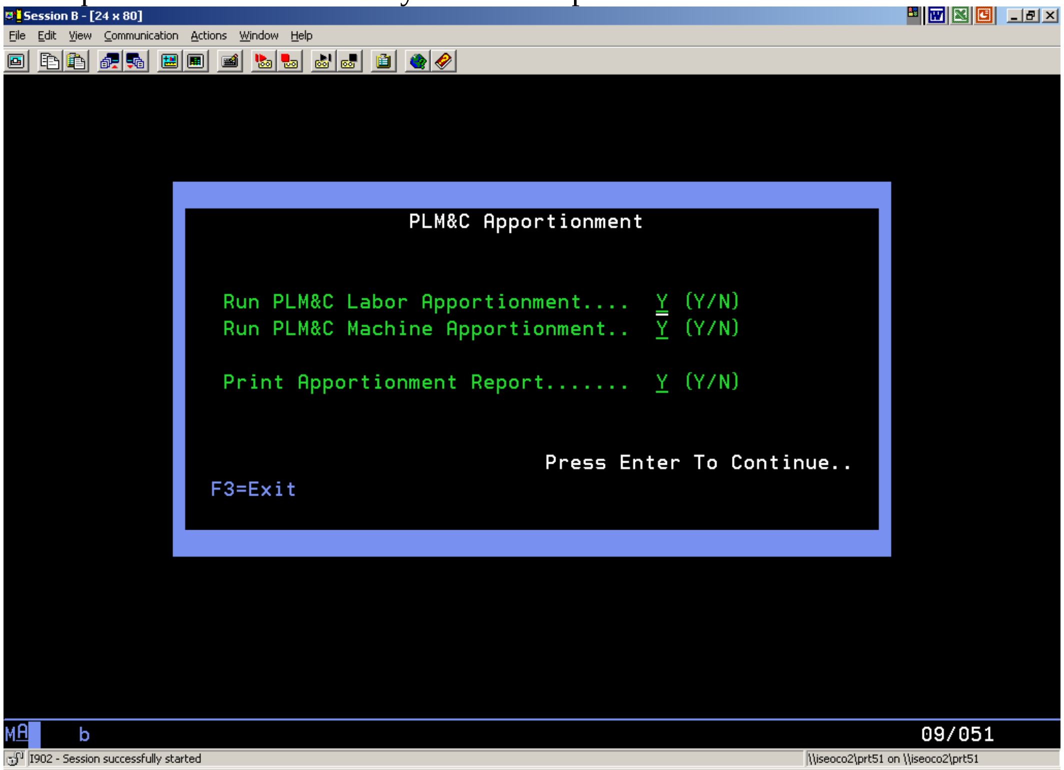
Sign into Paper-Less with a User ID that can access the custom menu containing the Apportionment command. You will also need to verify that the library list contains the PPLCPRxx library. If it does not contain the PPLCPRxx library by default, then you will need to be sure the user has the ability to edit their library list before trying to select the option. Notice how the user has the PPLCPRxx custom library above the PPLBPRxx base library and also above the INFOR XA libraries.



Select the APPORTIONMENT PROGRAM menu option you previously added.

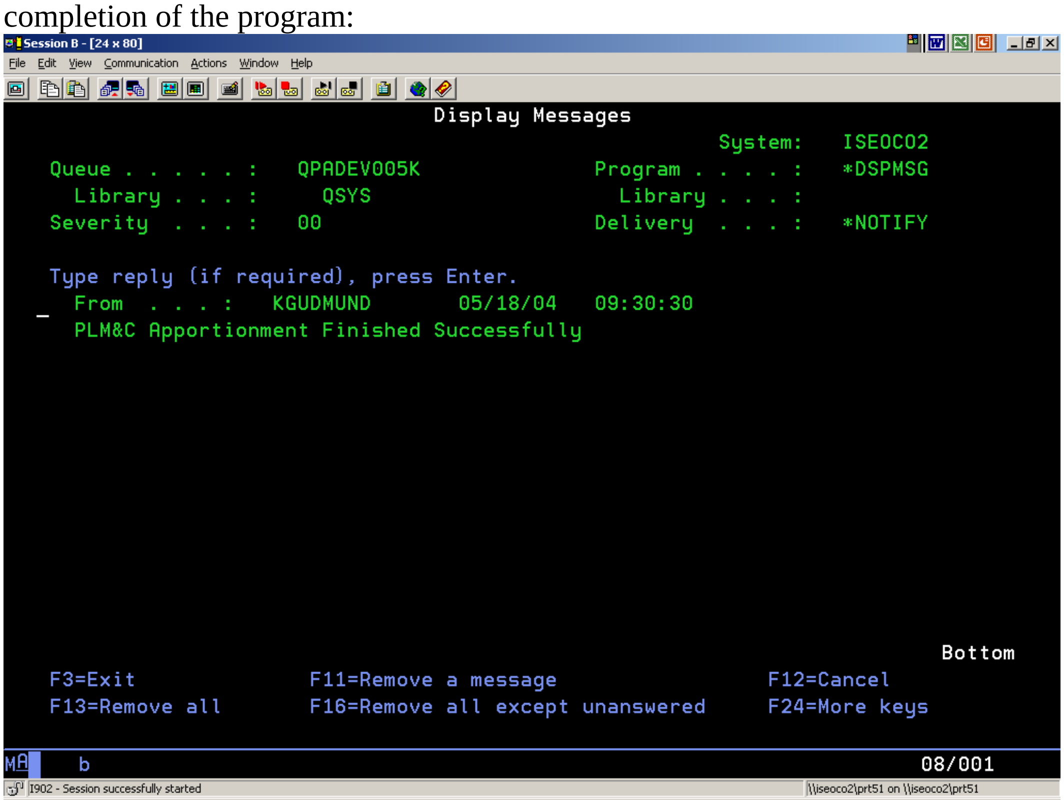


The PLMC Apportionment screen will display. It will display three questions which will be defaulted to ‘Y’ for YES regarding whether you want labor and/or machine time to be apportioned. **NOTE: Machine time will ONLY be apportioned IF the OF transactions were created with a quantity and the CREW FLAG setting is ‘Y’.** The third question defines whether you wish a report to be run.



Press <ENTER> to continue.

The program will run and the following message should be sent to the user upon completion of the program:



APPORTIONMENT PROGRAM PROCEDURE

Run the Select & Edit program sequence after correcting transaction issues until all of the transactions have been processed without error. Reference the appropriate INFOR XA or ATM documentation about how to run the Select & Edit procedure.

Run the Paper-Less Apportionment program (call DC930QC) for Labor Time and Machine Time.

Run the Prepare Transactions program. Reference the appropriate INFOR XA or ATM documentation about how to run the Prepare Transaction procedure. **NOTE: If you are running the INFOR XA Prepare Transactions program, verify the Paper-Less library, PPLBPRxx, is in your library list to insure the AMJPZZ program is invoked so that transactions will be written to the appropriate SHOPHST or LABRHST file.**

EXAMPLES OF PAPER-LESS APPORTIONMENT ARE SHOWN ON THE FOLLOWING PAGES TO HELP YOU UNDERSTAND THE FEATURE.

PAPER-LESS APPORTIONMENT EXAMPLES

EXAMPLE 1

Employee #1 ran 5 jobs simultaneously from 8:00am – 10:am and reported the following quantities:

ORDER	OPER	QTY REPORTED
M000001	0010	25 Units
M000002	0010	50 Units
M000003	0010	100 Units
M000004	0010	75 Units
M000005	0010	50 Units
TOTAL QTY		250 Units

The program will calculate the standard hours needed to manufacture the number of units produced. In this example, we will assume the standard time is 50 Units/Hour.

ORDER	OPER	# UNITS/#PCS PER HR	STANDARD PER ORDER
M000001	0010	25/50=	0.5 Hrs
M000002	0010	50/50=	1.0 Hrs
M000003	0010	100/50=	2.0 Hrs
M000004	0010	75/50=	1.5 Hrs
M000005	0010	50/50=	1.0 Hrs
STD HRS FOR JOBS RUN BY THE EMPLOYEE=			6.0 Hrs

Divide the STANDARD PER ORDER by the total STD HRS FOR JOBS RUN BY THE EMPLOYEE to find the percentage of hours to apportion to each job rounded to the fourth decimal place.

ORDER	OPER	ORDER STD/TOTAL STD	APPORT. OPERAND
M000001	0010	0.5/6.0=	0.0833
M000002	0010	1.0/6.0=	0.1667
M000003	0010	2.0/6.0=	0.3333
M000004	0010	1.5/6.0=	0.2500
M000005	0010	1.0/6.0=	0.1667

The Paper-Less Apportionment program will recalculate each detail record to apportion the time based upon the standards. Therefore, the following results would be calculated for Employee #1 for the time period from 8:00am – 10:00am:

ORDER	OPER	APPORTIONED TIME
M000001	0010	2 x 0.0833 = 0.1667
M000002	0010	2 x 0.1667 = 0.3334
M000003	0010	2 x 0.3333 = 0.6666
M000004	0010	2 x 0.2500 = 0.5000
M000005	0010	2 x 0.1667 = 0.3333
TOTAL HOURS WORKEDAND APPORTIONED=		2.0000 Hrs

EXAMPLE 2

Employee #2 ran 3 jobs simultaneously from 9:00am – 10:00am and reported the following quantities:

ORDER	OPER	QTY REPORTED
M000006	0010	25 Units
M000007	0010	50 Units
M000008	0010	100 Units
TOTAL QTY		175 Units

The program will calculate the standard hours needed to manufacture the number of units produced. In this example, we will assume the standard time is 50 Units/Hour.

ORDER	OPER	#UNITS/#PCS PER HR	STANDARD PER ORDER
M000006	0010	25/50=	0.5 Hrs
M000007	0010	50/50=	1.0 Hrs
M000008	0010	100/50=	2.0 Hrs
STD HRS FOR JOBS RUN BY THE EMPLOYEE=			3.5 Hrs

Divide the STANDARD PER ORDER by the total STD HRS FOR JOBS RUN BY THE EMPLOYEE to find the percentage of hours to apportion to each job rounded tot he fourth decimal place.

ORDER	OPER	ORDER STD/TOTAL STD	APPORT. OPERAND
M000006	0010	0.5/3.5=	0.1429
M000007	0010	1.0/3.5=	0.2857
M000008	0010	2.0/3.5=	0.5714

The Paper-Less Apportionment program will recalculate each detail record to apportion the time based upon the standards. Therefore, the following results would be calculated for Employee #2 for the time period from 9:00am – 10:00am:

ORDER	OPER	APPORTIONED TIME
M000006	0010	1 x 0.1429 = 0.1429
M000007	0010	1 x 0.2857 = 0.2857
M000008	0010	1 x 0.5714 = 0.5714
TOTAL HOURS WORKEDAND APPORTIONED=		1.0000 Hrs

EXAMPLE 3

Employee #3 ran 5 jobs simultaneously at varying time periods. Reference the schedule and the quantities reported below:

ORDER	OPER	TIME PERIOD	QTY REPORTED
M000010	0010	8:00am – 9:00am	25 Units
M000020	0010	8:00am – 9:00am	50 Units
M000030	0010	8:00am – 9:00am	100 Units
M000040	0010	8:00am – 10:00am	75 Units
M000050	0010	8:00am – 11:00am	50 Units
TOTAL QTY			250 Units

The program will calculate the standard hours needed to manufacture the number of units produced from 8:00am – 9:00am assuming the standard time is 50 Units/Hour.

ORDER	OPER	#UNITS/#PCS PER HR	STANDARD PER ORDER
M000010	0010	25/50=	0.5 Hrs
M000020	0010	50/50=	1.0 Hrs
M000030	0010	100/50=	2.0 Hrs
M000040	0010	75/50=	1.5 Hrs
M000050	0010	50/50=	1.0 Hrs
STD HRS FOR JOBS RUN BY THE EMPLOYEE=			6.0 Hrs

Divide the STANDARD PER ORDER by the total STD HRS FOR JOBS RUN BY THE EMPLOYEE to find the percentage of hours to apportion to each job rounded to the fourth decimal place.

ORDER	OPER	ORDER STD/TOTAL STD	APPORT. OPERAND
M000010	0010	0.5/6.0=	0.0833
M000020	0010	1.0/6.0=	0.1667
M000030	0010	2.0/6.0=	0.3333
M000040	0010	1.5/6.0=	0.2500
M000050	0010	1.0/6.0=	0.1667

The Paper-Less Apportionment program will recalculate each detail record to apportion the time based upon the standards. Therefore, the following results would be calculated for Employee #3 for the time period from 8:00am – 9:00am:

ORDER	OPER	APPORTIONED TIME
M000010	0010	1 x 0.0833 = 0.0833
M000020	0010	1 x 0.1667 = 0.1667
M000030	0010	1 x 0.3333 = 0.3333
M000040	0010	1 x 0.2500 = 0.2500
M000050	0010	1 x 0.1667 = 0.1667
TOTAL HOURS WORKEDAND APPORTIONED=		1.0000

The program will calculate the standard hours needed to manufacture the number of units produced from 9:00am – 10:00am assuming the standard time is 50 Units/Hour.

ORDER	OPER	# UNITS/#PCS PER HR	STANDARD PER ORDER
M000040	0010	75/50=	1.5 Hrs
M000050	0010	50/50=	1.0 Hrs
STD HRS FOR JOBS RUN BY THE EMPLOYEE=			2.5 Hrs

Divide the STANDARD PER ORDER by the total STD HRS FOR JOBS RUN BY THE EMPLOYEE to find the percentage of hours to apportion to each job rounded to the fourth decimal place.

ORDER	OPER	ORDER STD/TOTAL STD	APPORT. OPERAND
M000040	0010	1.5/2.5=	0.6000
M000050	0010	1.0/2.5=	0.4000

The Paper-Less Apportionment program will recalculated each detail record to apportion the time based upon the standards. Therefore, the following results would be calculated for Employee #3 for the time period from 9:00am – 10:00am:

ORDER	OPER	APPORTIONED TIME
M000040	0010	1 x 0.6000 = 0.6000
M000050	0010	1 x 0.4000 = 0.4000
TOTAL HOURS WORKEDAND APPORTIONED=		1.0000

The program will calculate the standard hours needed to manufacture the number of units produced from 10:00am – 11:00am assuming the standard time is 50 Units/Hour.

ORDER	OPER	# UNITS/# PCS PER HR	STANDARD PER ORDER
M000050	0010	50/50=	1.0 Hrs
STD HRS FOR JOBS RUN BY THE EMPLOYEE=			1.0 Hrs

Divide the STANDARD PER ORDER by the total STD HRS FOR JOBS RUN BY THE EMPLOYEE to find the percentage of hours to apportion to each job rounded to the fourth decimal place.

ORDER	OPER	ORDER STD/TOTAL STD	APPORT. OPERAND
M000050	0010	1.0/1.0=	1.0

The Paper-Less Apportionment program will recalculate each detail record to apportion the time based upon the standards. Therefore, the following result would be calculated for Employee #3 for the time period from 10:00am – 11:00am:

ORDER	OPER	APPORTIONED TIME
M000050	0010	1 x 1.0000 = 1.0000
TOTAL HOURS WORKEDAND APPORTIONED=		1.0000

SPECIAL NOTES

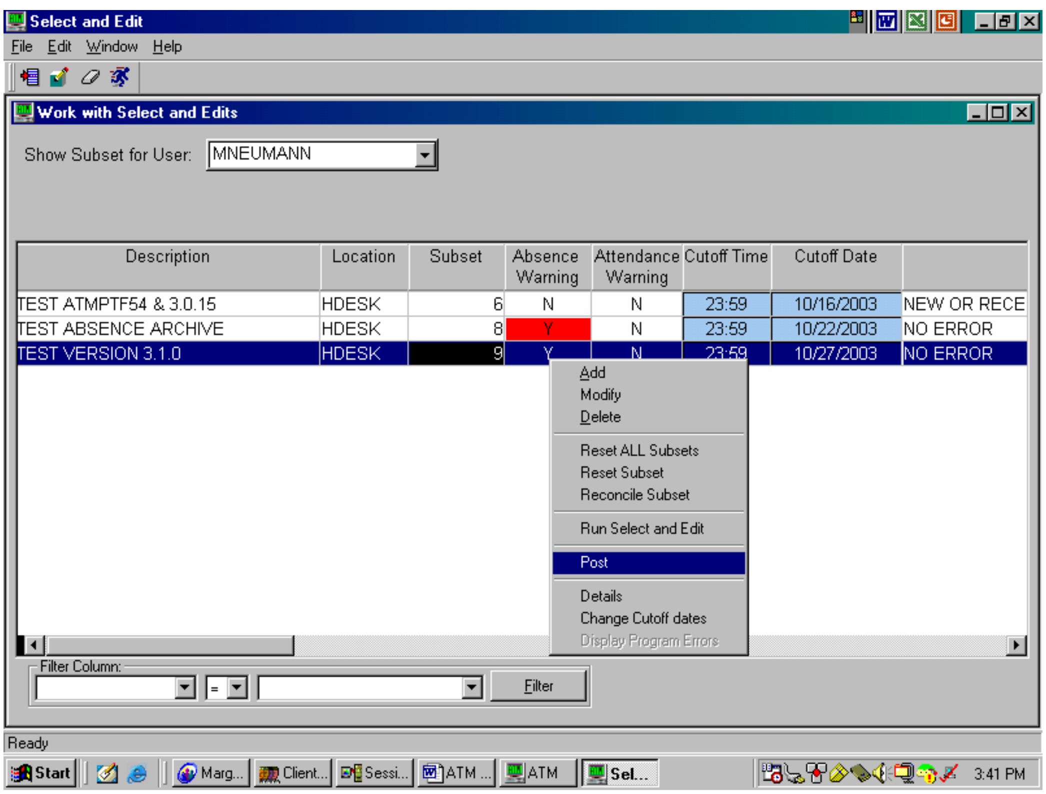
Since Setup is defined as a constant (i.e. 1-hour of Setup), we have to assume that all the time is used for Setup labor. If a person is Jobbed On to one job as Setup (subtype S) and two other jobs as Run (subtype R), then we will let INFOR XA divide the total time evenly between the three jobs; We will use that time period as the Setup time and then apportion the remaining time using the ISE apportionment calculation. If a person is Jobbed On to Setup for two jobs, then we will let INFOR XA apportion the time evenly for the two jobs.

10. Post Transactions

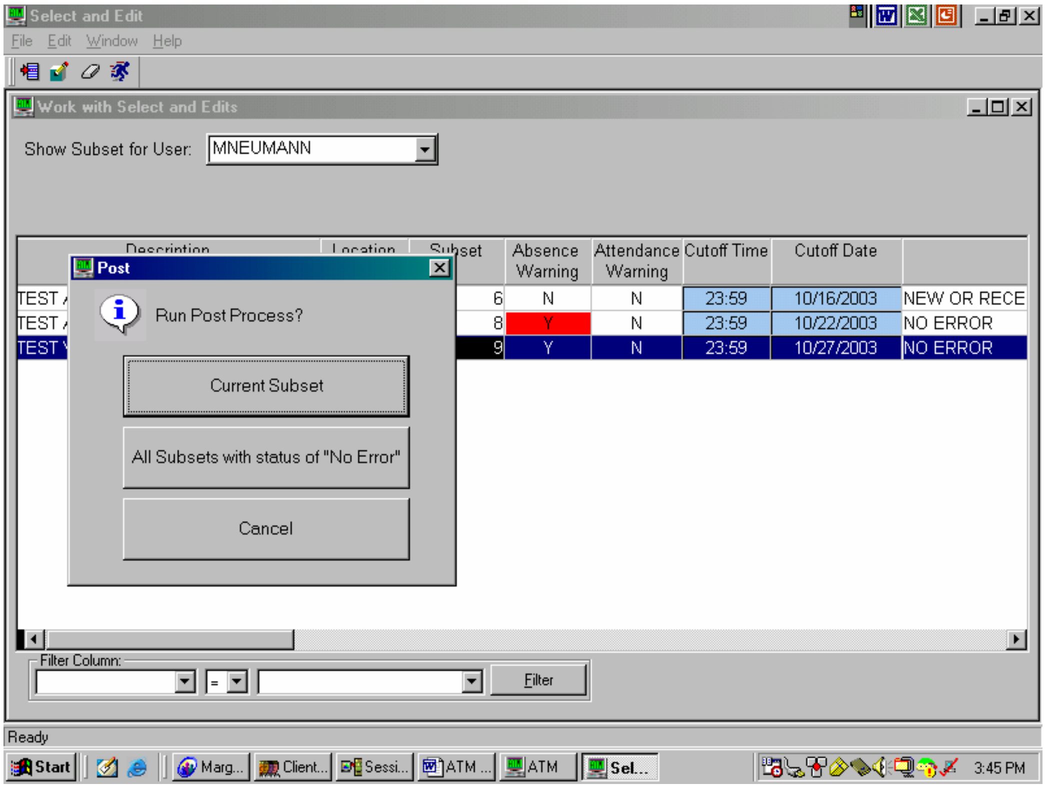
The employee transactions not in "error" will be selected and flagged as ready to post during the Select & Edit Process. When performing the posting process, either a particular subset or all subsets without errors can be selected. Employees that have transactions in error status will not be posted. These transactions can be re-edited and included in a future posting. (Note - Security exists within the SE Table Set-up, determining who will be given the authority to "post" transactions.)

NEW IN VERSION 3.1 - By answering "Y" to the "Attendance + Approved Absence must be >= Shift Length" tailoring question, you can withhold posting of a particular employee's shift. During the Select & Edit process, attendance time and approved absences are accumulated. If the total does not meet or exceed the expected shift length, the shift will be flagged with an "N" in the "Allow Post" column on the shift date summary screen. These shift dates will not post until time and attendance exceeds shift length. (Note – Absences with a "Requested" status will not be posted.)

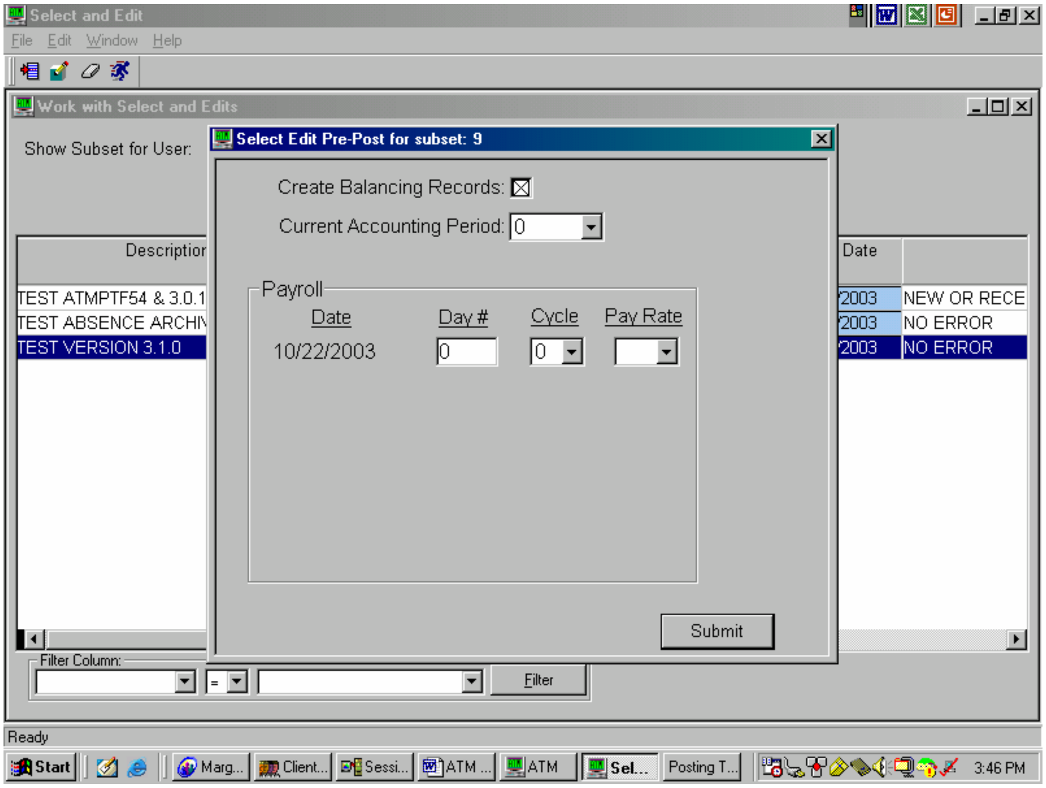
1. Right click on the Subset to be posted.
2. From the drop down window select "Post."



3. A pop-up window will appear asking which subset you would like to process; the Current Subset, All Subsets with status of “NO ERRORS”, or to Cancel – Select the appropriate button.



4. If interfaced with Infor XA Payroll, the following pop-up window will appear asking for Payroll batch control information. Fill in the appropriate information, and click on the “submit” button.



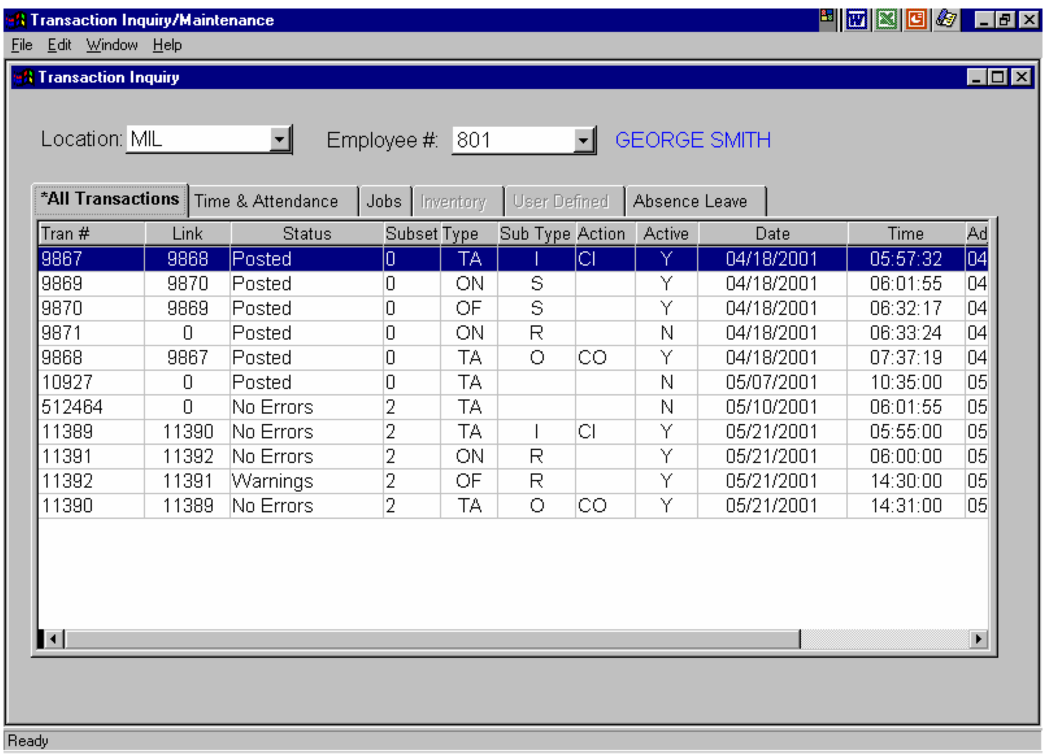
Note - During the generation process of the Post, the process will be performed real-time, no batch processing will take place. Upon completion of the posting process, the subset status will either be “posted” (all employees/transactions have successfully posted), or “partial post” (one or more employees/transactions did not get posted). If “partial post”, re-run the Select & Edit and review the employees and transactions for errors.

11. Transaction Inquiry/Maintenance by Employee

This function provides the user with the ability to view, add, maintain, and activate/ deactivate employee transactions without having to perform a Select & Edit process first. To inquire or maintain an employee's transactions, access the "Transaction Processing Menu and select "Transaction Inquiry/Maintenance."

1. Utilizing the drop down bar, select the appropriate "Location" and "Employee" or just key in the Employee Badge Number.

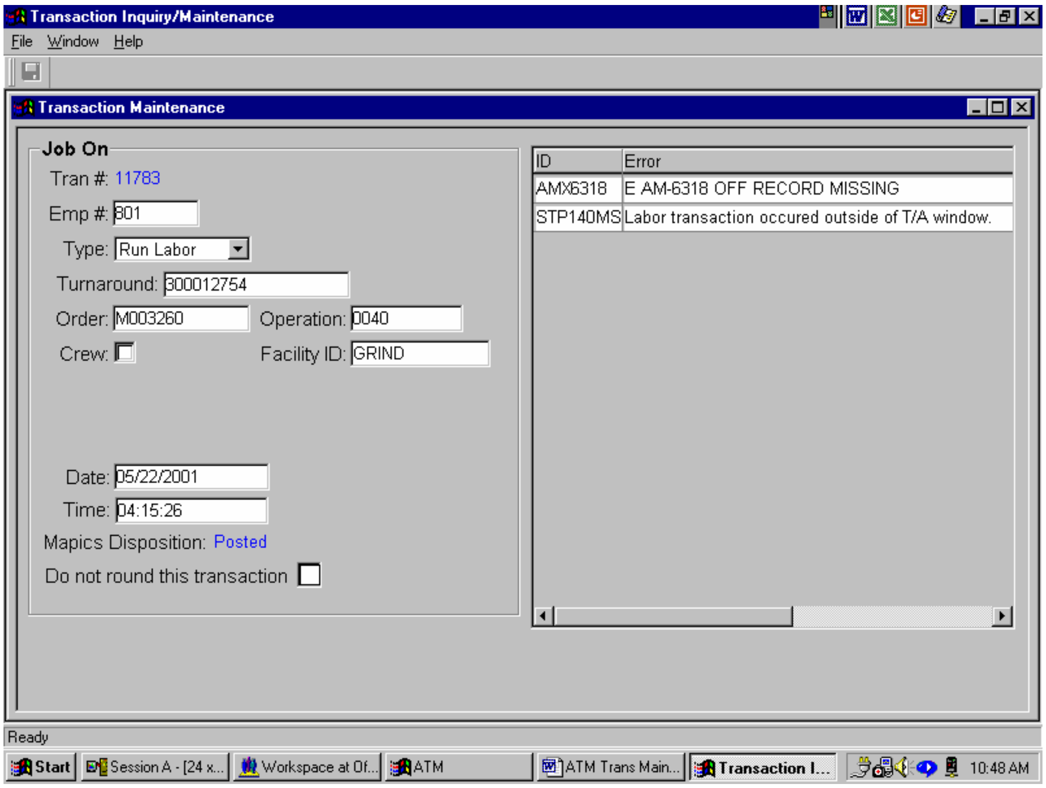
Through the use of multiple card tabs, the transactions can be viewed or filtered into different categories. The filtering tabs available are – All Transactions, Time & Attendance Transactions, Job Transactions, Inventory Transactions, User Defined Information, and Absence & Leave Information.



Tran #	Link	Status	Subset	Type	Sub Type	Action	Active	Date	Time	Ad
9867	9868	Posted	0	TA	I	CI	Y	04/18/2001	05:57:32	04
9869	9870	Posted	0	ON	S		Y	04/18/2001	06:01:55	04
9870	9869	Posted	0	OF	S		Y	04/18/2001	06:32:17	04
9871	0	Posted	0	ON	R		N	04/18/2001	06:33:24	04
9868	9867	Posted	0	TA	O	CO	Y	04/18/2001	07:37:19	04
10927	0	Posted	0	TA			N	05/07/2001	10:35:00	05
512464	0	No Errors	2	TA			N	05/10/2001	06:01:55	05
11389	11390	No Errors	2	TA	I	CI	Y	05/21/2001	05:55:00	05
11391	11392	No Errors	2	ON	R		Y	05/21/2001	06:00:00	05
11392	11391	Warnings	2	OF	R		Y	05/21/2001	14:30:00	05
11390	11389	No Errors	2	TA	O	CO	Y	05/21/2001	14:31:00	05

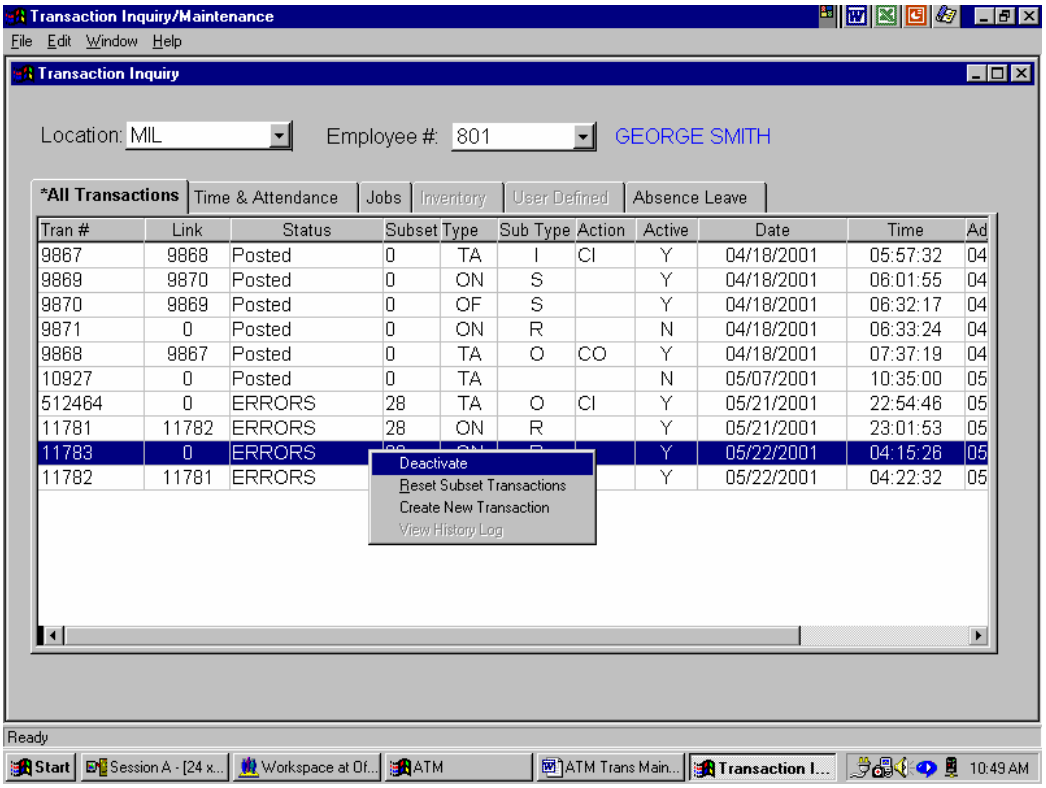
Edit a Transaction – (Note - Transactions no longer need to be "de-activated" before a change can be made to it.)

1. Locate the transaction that needs to be changed, and double click
2. Make the necessary changes to the transaction, and click on the "save" button
3. Click on the *"X"* in the upper right hand corner to close/exit



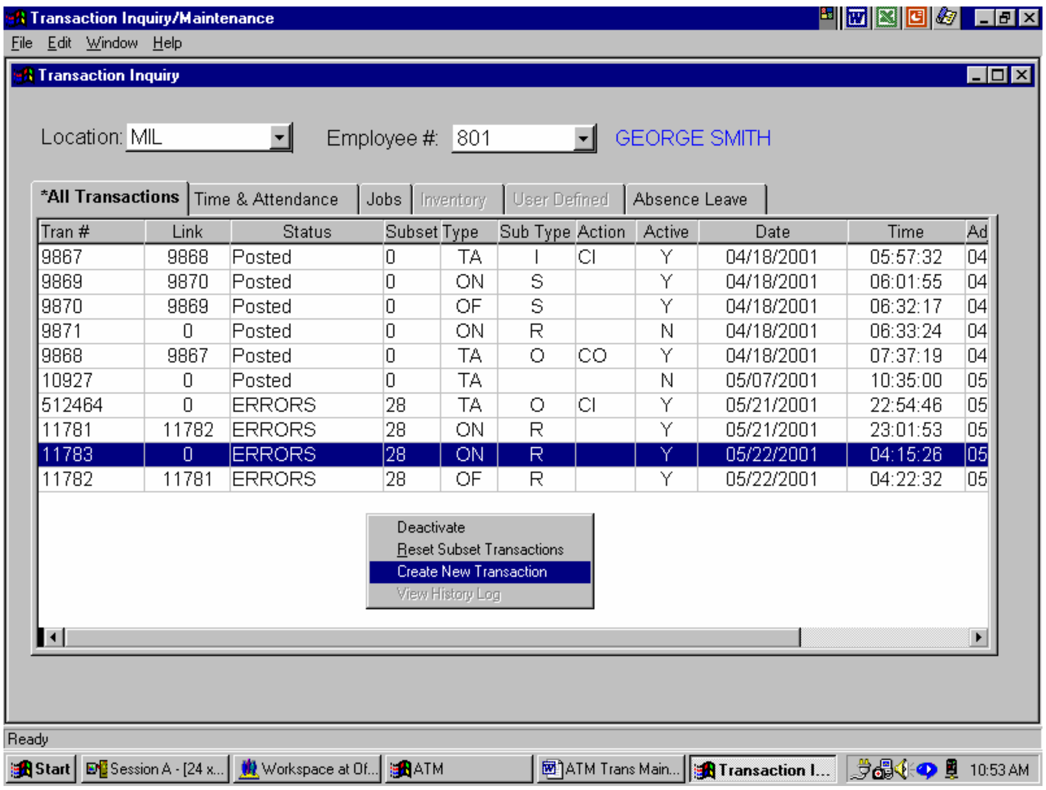
De-Activate /Activate a Transaction –

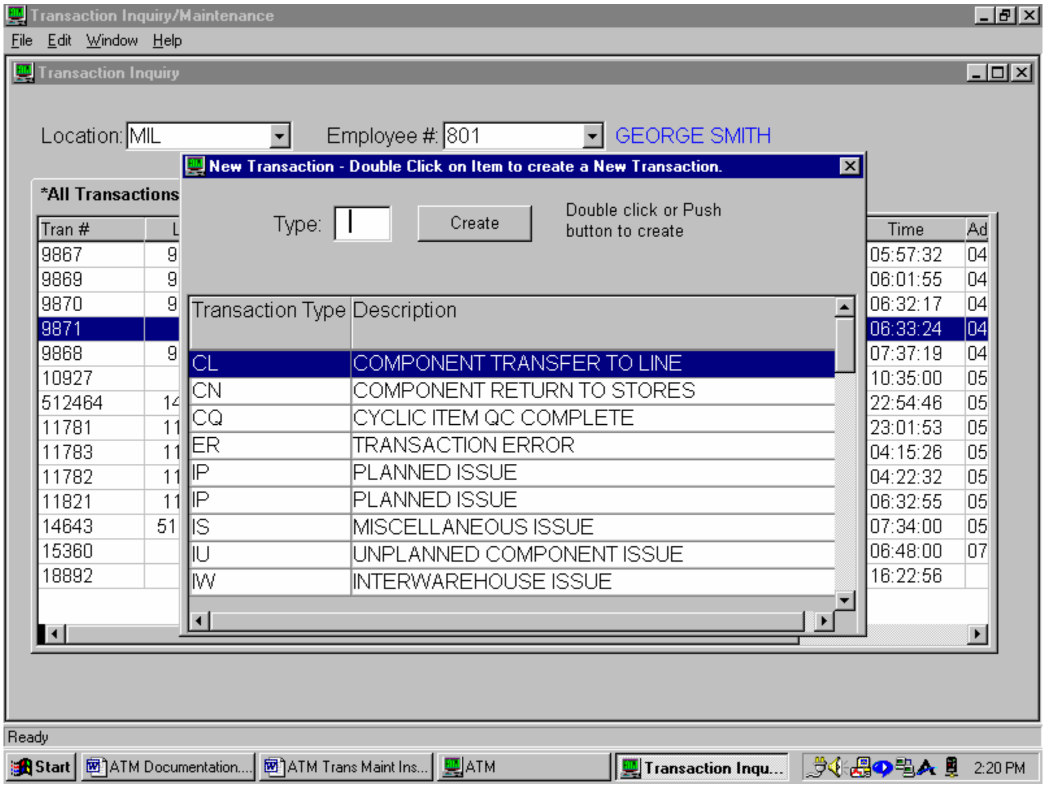
1. Locate the transaction to be deactivated or activated, and right click
2. From the drop down window, select the appropriate task

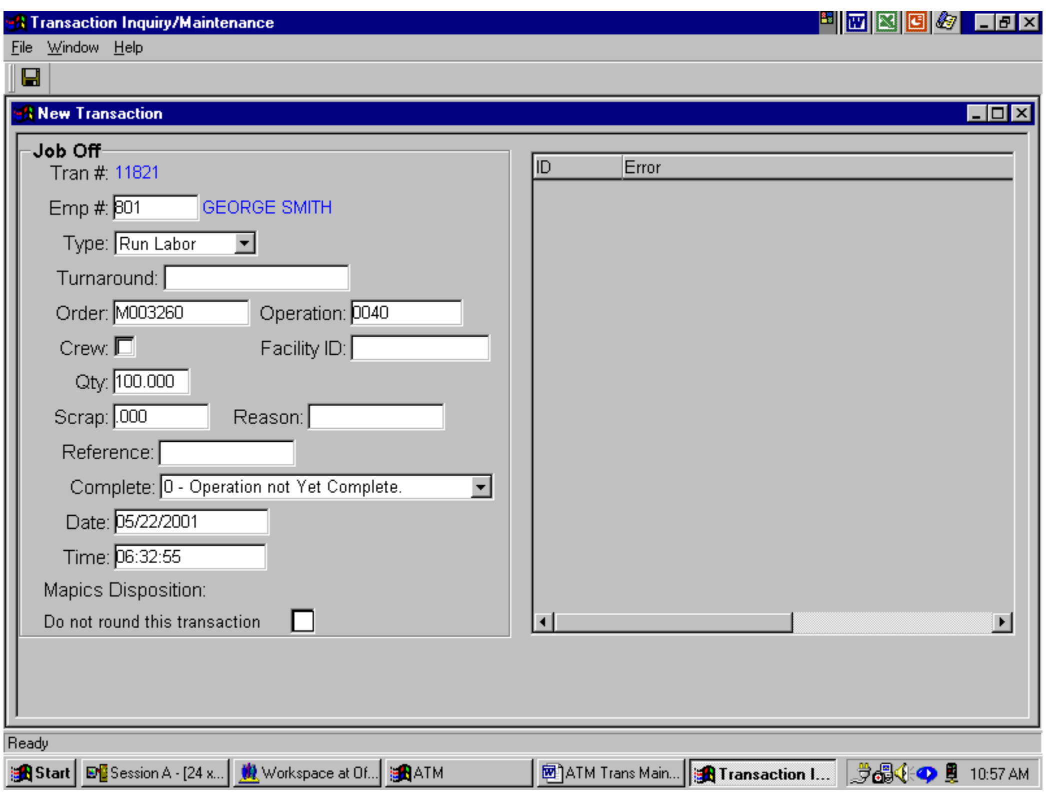


Add a Transaction -

1. Right click anywhere on the screen
2. From the drop down window, select “Create New Transaction”
3. From the list of available transaction types to add, either type in the transaction type and click on *Create*, or double click on the transaction type that is to be added.
4. Fill in the appropriate information on the transaction add screen
5. Click on the *“X”* in the upper right hand corner to close/exit




Transaction Inquiry/Maintenance
File Edit Window Help
Transaction Inquiry
Location: MIL
Employee #: 801
GEORGE SMITH
New Transaction - Double Click on Item to create a New Transaction.
*All Transactions
Type:
Create
Double click or Push button to create
Transaction Type
Description
CL
COMPONENT TRANSFER TO LINE
CN
COMPONENT RETURN TO STORES
CQ
CYCLIC ITEM QC COMPLETE
ER
TRANSACTION ERROR
IP
PLANNED ISSUE
IP
PLANNED ISSUE
IS
MISCELLANEOUS ISSUE
IU
UNPLANNED COMPONENT ISSUE
IW
INTERWAREHOUSE ISSUE
Ready
Start
2:20 PM

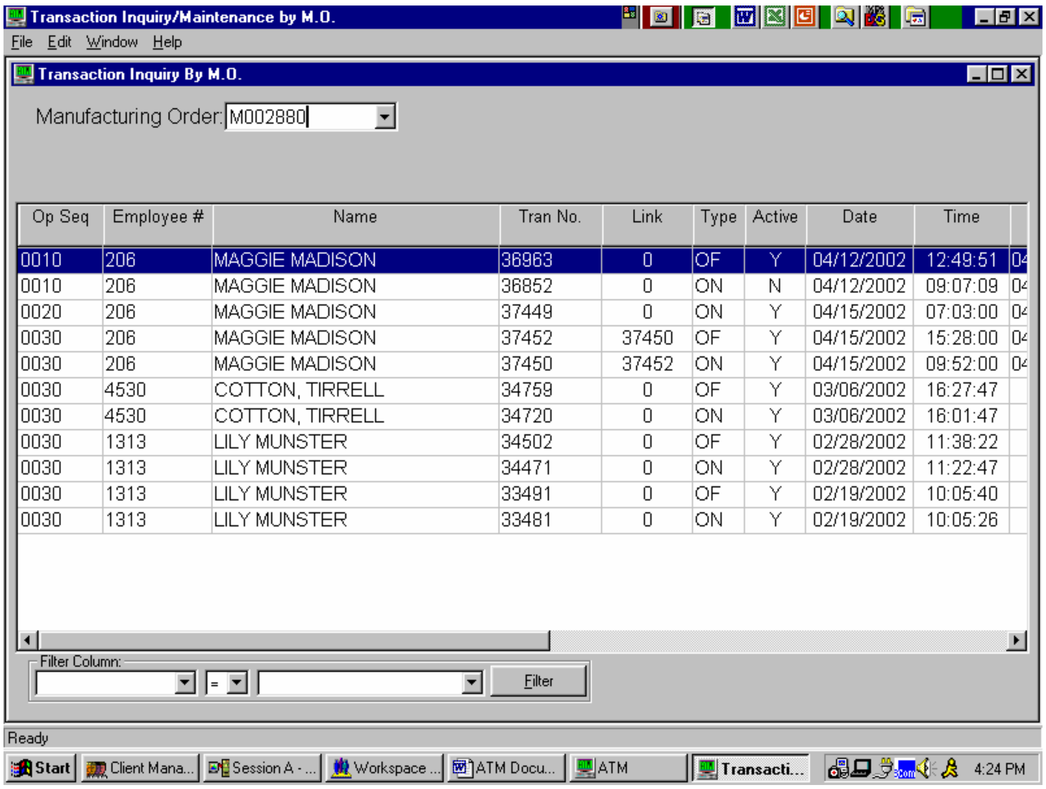

Transaction Inquiry/Maintenance
File Window Help
New Transaction
Job Off
Tran #: 11821
Emp #: 801
GEORGE SMITH
Type: Run Labor
Turnaround:
Order: M003260
Operation: 0040
Crew:
Facility ID:
Qty: 100.000
Scrap: .000
Reason:
Reference:
Complete: 0 - Operation not Yet Complete.
Date: 05/22/2001
Time: 06:32:55
Mapics Disposition:
Do not round this transaction
ID
Error
Ready
Start
10:57 AM

12. Transaction Inquiry/Maintenance by Manufacturing Order

This function provides the user with the ability to view, add, maintain, and activate/ deactivate job related transactions without having to perform a Select & Edit process first. To inquire or maintain a job related transaction, access the "Transaction Processing Menu and select "Transaction Inquiry by MO."

1. A manufacturing order can be retrieved by either typing in the MO #, or by utilizing the drop down bar and selecting the appropriate "Manufacturing Order Number".

Through the use of the filtering feature, the job related transactions can be viewed or filtered into different categories. Those transactions that have already been *posted* cannot be inquired or maintained upon.

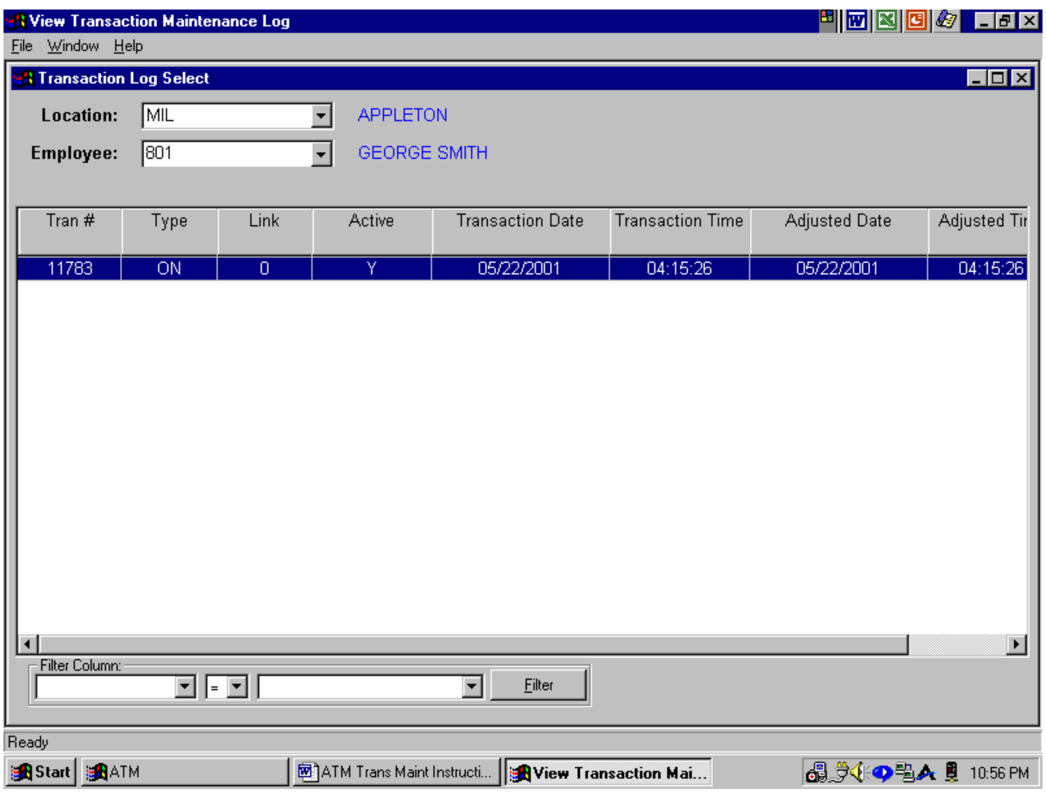


13. View Transaction Maintenance History

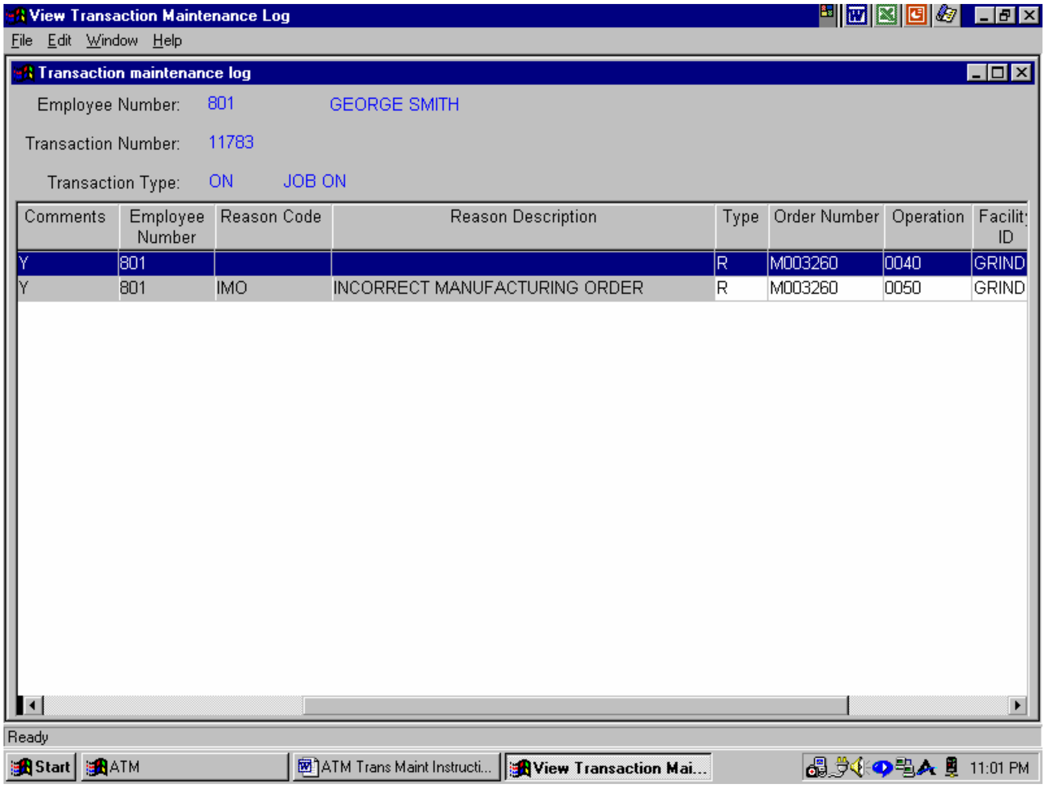
For those transaction types that have been flagged for Transaction Maintenance Logging, the ATM software maintains an audit trail of the specific changes made to the transaction. These before and after images remain in the history file until purged from the system, and can be viewed/accessed from two different areas.

Access via Menu Structure to Transaction Maintenance Log:

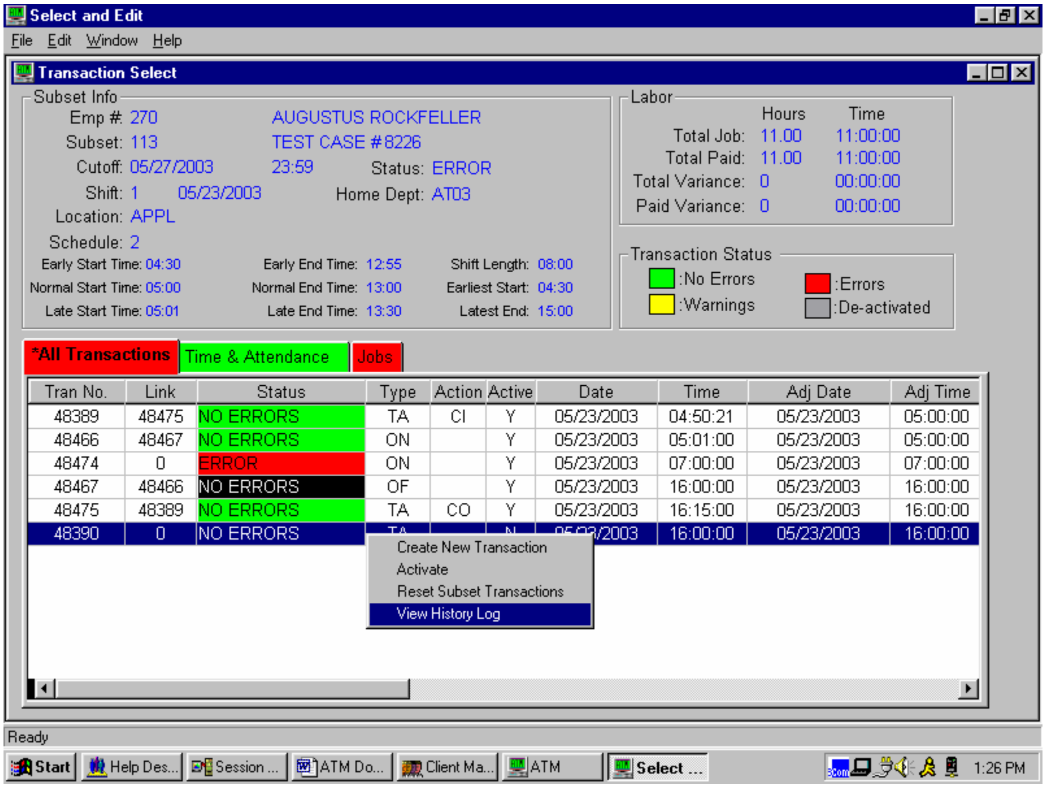
1. Access the "Transaction Processing Menu" and select "Transaction Maintenance History"
2. Utilizing the drop down bar, select the appropriate "Location" and "Employee"
3. Those transactions that have been logged as having changes made against them will be listed



4. To view the detail of the changes made to that transaction (before and after images), double click on the transaction/date combination to be viewed



Access Via Select & Edit to Transaction Maintenance Log: The Maintenance Log can be viewed by drilling down to the Employee's transactions, select a transaction, right click and select View History Log. Note … the View History Log option will only be available for a "changed" transaction.

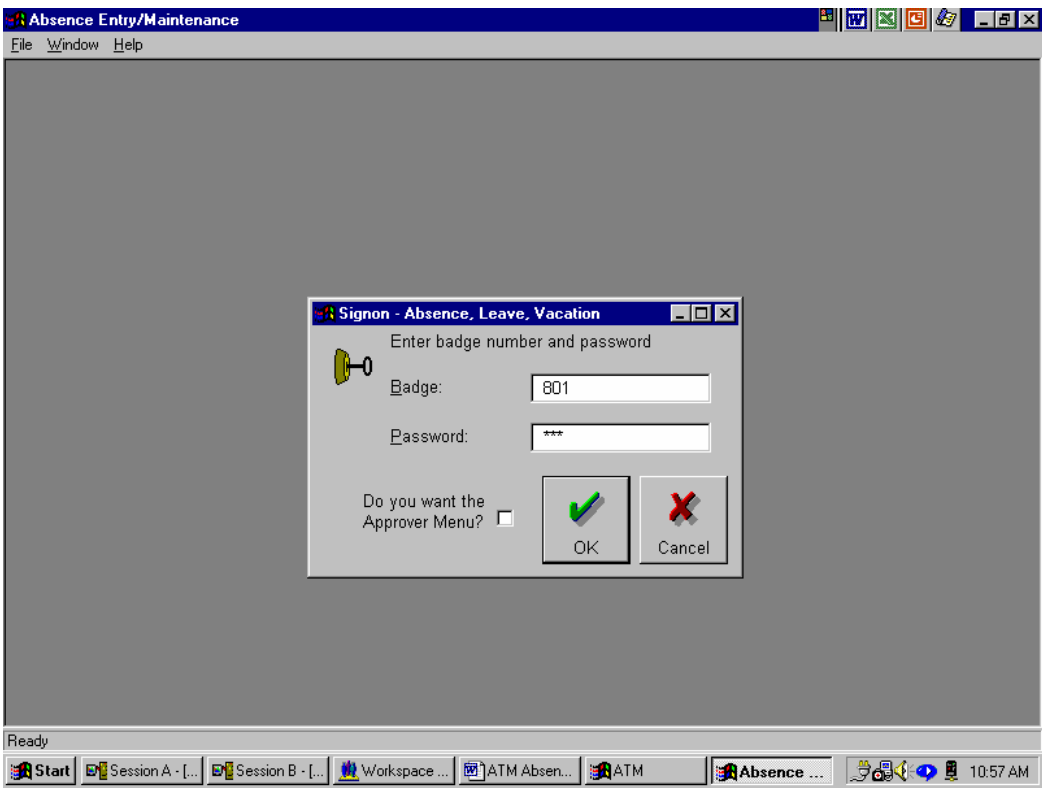


Chapter 4 – Absence/Leave Tracking

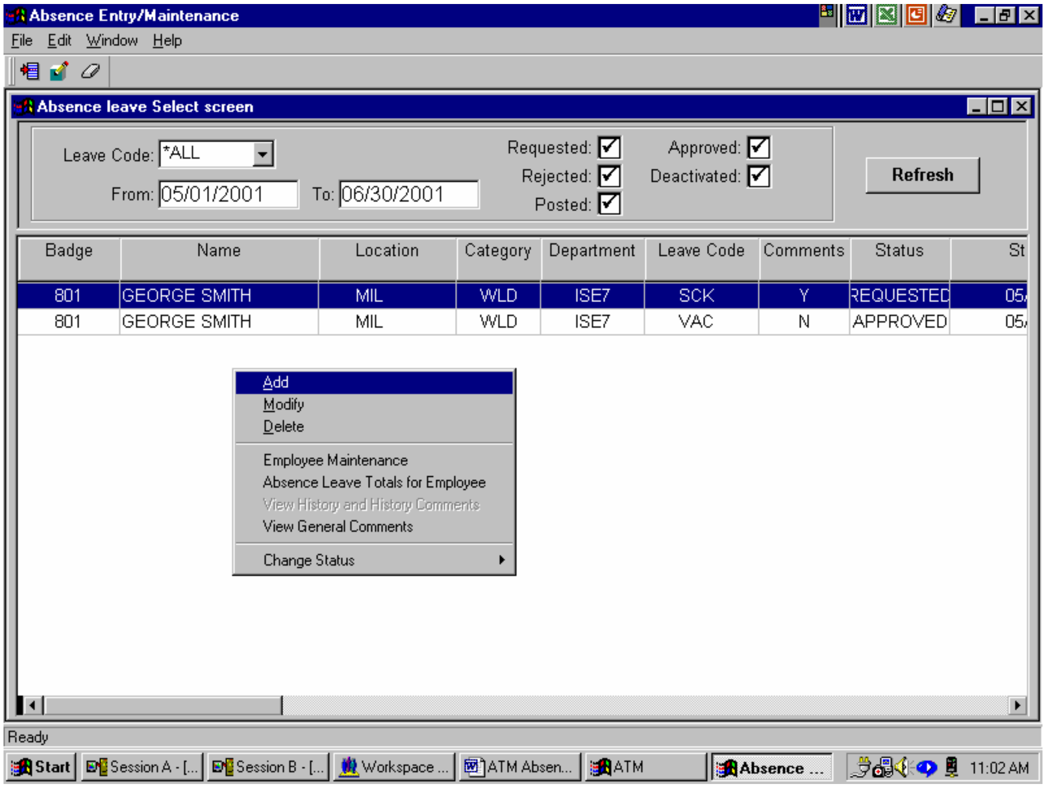
1. Submitting Absence/Leave Requests

Through ATM, an employee has the ability of submitting their own Absence/Leave requests. The capability is there for the employee to modify or de-activate their Absence/Leave Requests, view the comments attached to the requests, and to view Absence/Leave totals. To submit an Absence/Leave Request, access the "Employee Menu" and select "Absence/Leave Maintenance."

1. The employee will then be prompted for their badge number and password. (Security is set up as part of defining the Employee Extension file within ATM.)
2. The "Do you want the approver menu" box is strictly for those individuals who have been given the authority to *Approve* employee's vacation time.
3. Click on the *OK* button



4. Select the *Add* button from the upper left corner of the screen, or right click anywhere on the screen and select the "add" option from the drop down window.



Note – An absence record with a status of "Requested" will not be posted.

5. Fill in the appropriate information - “Leave Code”, “Date”, “Start Time”, and “Duration” for the request.

Leave Code: - Using the drop down bar, select the correct Leave Code ID.

Start Date: - Type in the date being requested off.

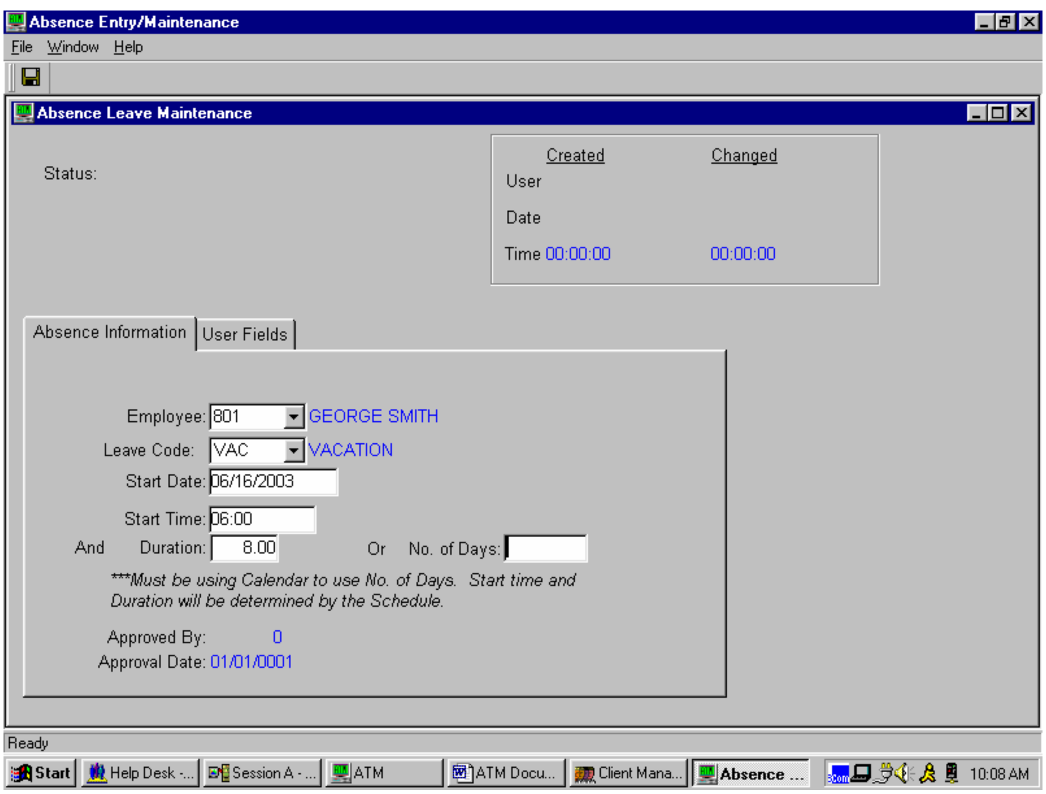
Start Time: - Type in the beginning start time. Usually represents the employee’s normal shift start time. (The system can determine the start time & duration if you elect to type in a “Number of Days”.)

Duration: - Number of hours requesting off for this particular day. (Note – Cannot exceed 24 hours.) If you enter in 16 hrs, an absence record will be created for 16 hrs, it will not split into two different days. You will want to use the “Number of Days” field in order to accomplish this task.

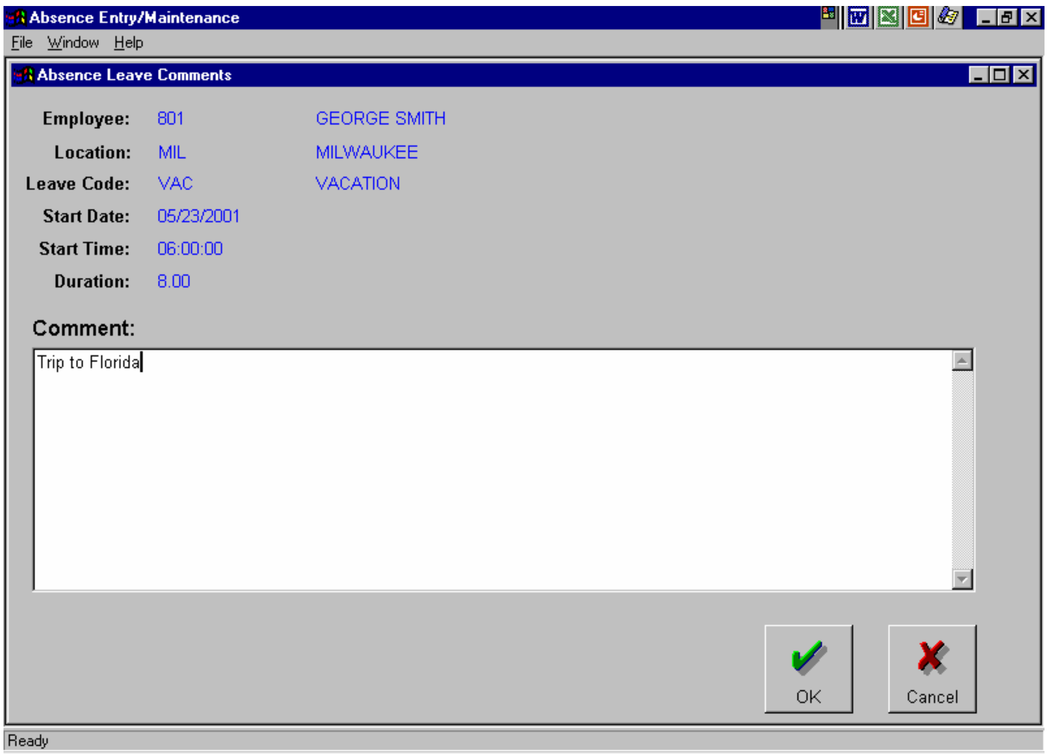
OR

Number of Days: - If duration exceeds a 24 hour period (i.e. 1 week vacation), this field can be used to specify a number days being requested off, starting with the date specified in the “Start Date” field. The system will then automatically generate an absence record for each individual day, based on valid calendar working days for that employee. (Note – If the employee happened to be linked to a “flex” work schedule, this field cannot be utilized.)

6. Click on the *“X”* in the upper right hand corner to close/exit



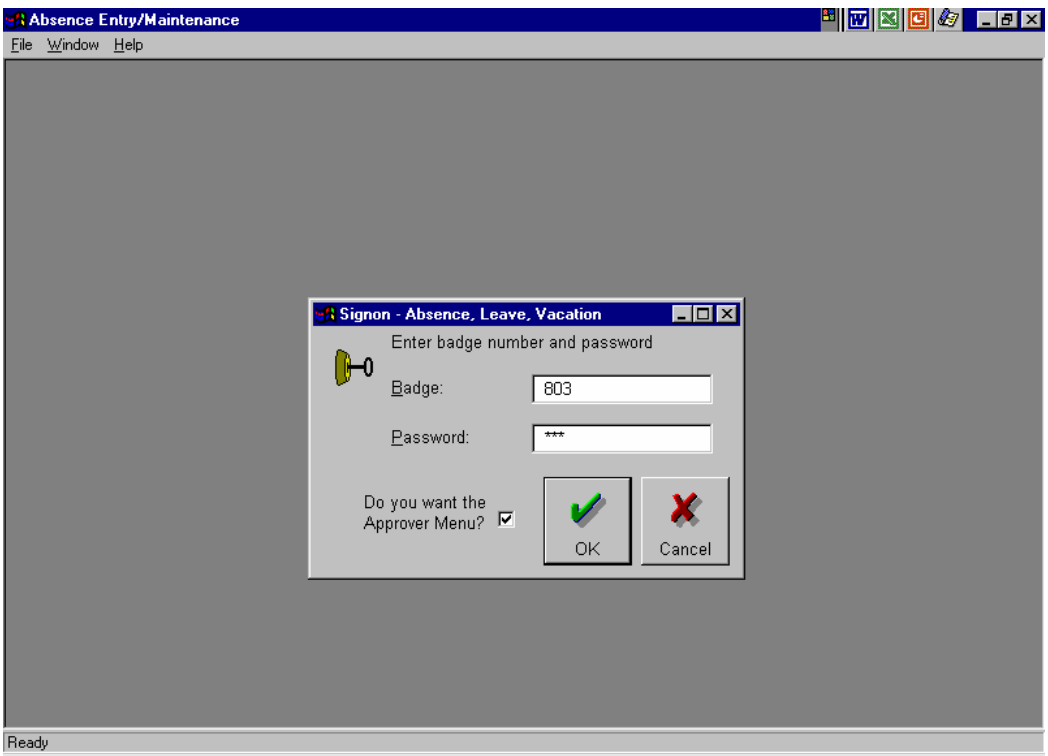
7. If tailoring has been activated, a “Comment” screen will then appear and allow the employee to attach comments to the absence/leave record. (Comments screen is tailor able under Table Maintenance in the TAIL table.)
8. Click on the *OK* button



2. Approval of Absence/Leave Records

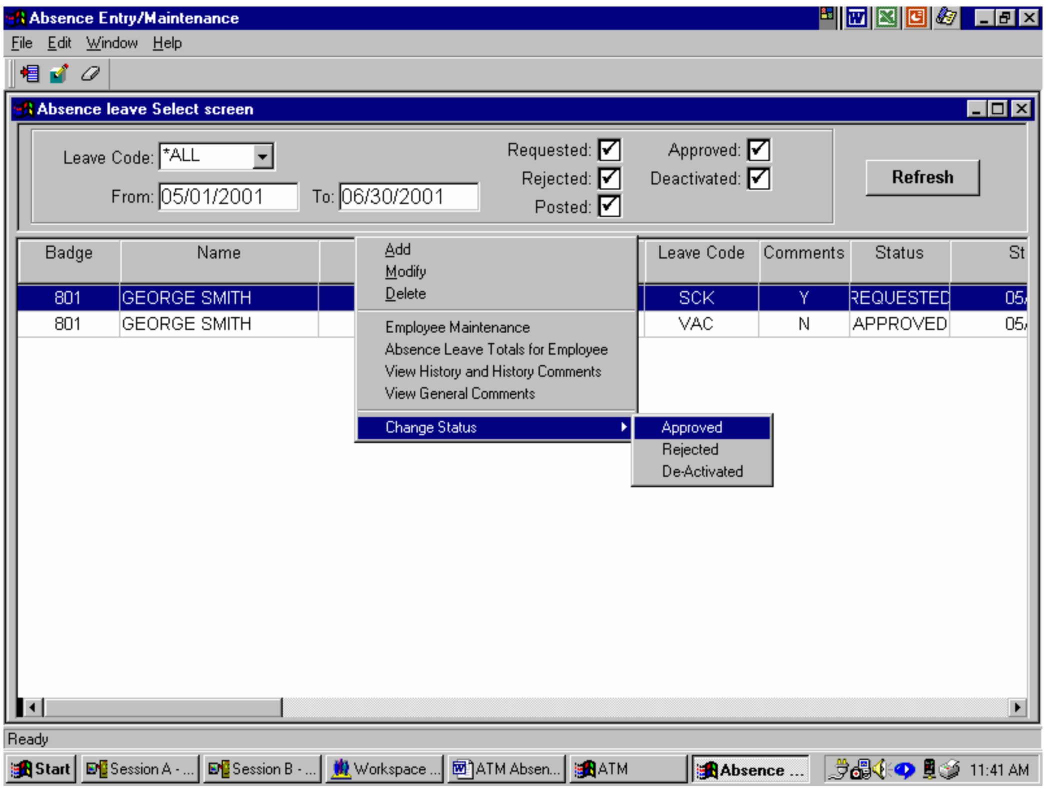
Once the employee has submitted an Absence/Leave request, an authorized manager needs to approve or reject the requests. The capability is there for the manager to modify, add, reject, approve, or de-activate an employee's Absence/ Leave Requests, view the comments attached to the requests, view the employee's Absence/ Leave totals, and edit the Employee Extension file. (Note – For those Absence/Leave Codes that have not been flagged as requiring approval, this process is not necessary.) To approve Absence/ Leave Requests, access the "Employee Menu" and select "Absence/Leave Maintenance."

1. The manager will then be prompted for their badge number and password. (Security is set up as part of defining the Employee Extension file within ATM.)
2. Place a "check mark" in the "Do you want the approver menu" box. This will bring up a list of all the approver's employee absence/leave requests.
3. Click the "*OK*" button.



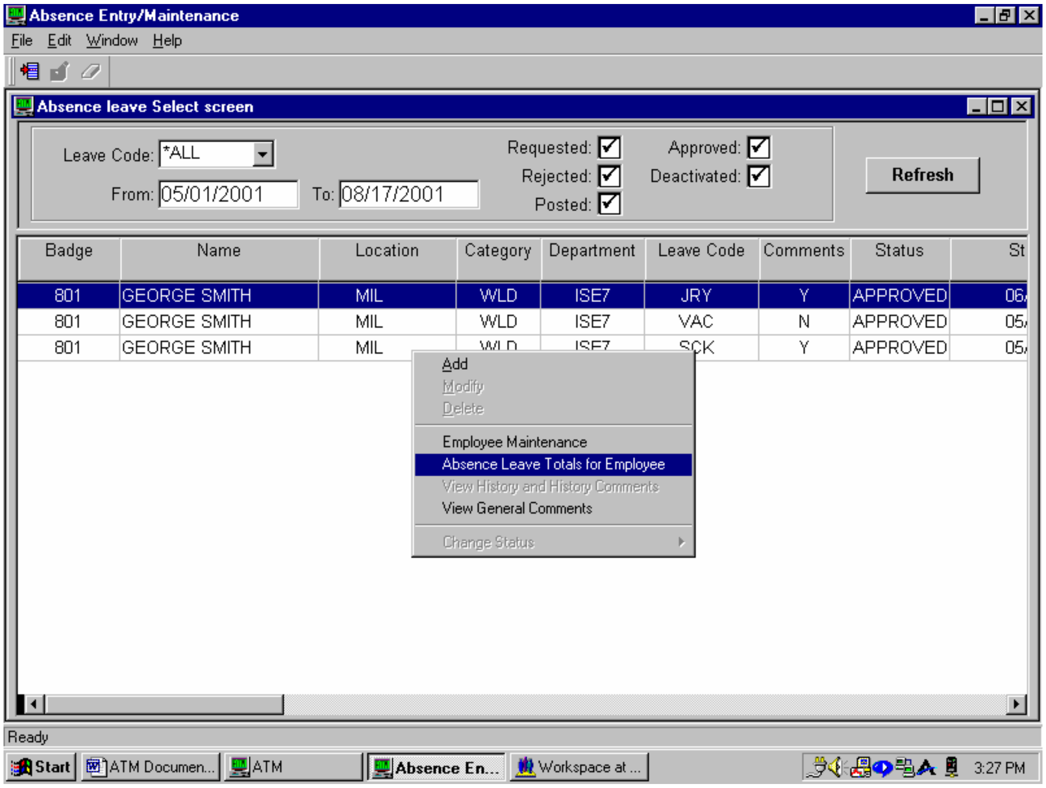
4. Locate the absence/leave record, and "right" click
5. From the drop down window, select the "Change Status" option
6. Select the appropriate function – Approve, Reject, or De-activate
7. If tailoring has been activated, a "Comment" screen will then appear and allow the employee to attach comments to the absence/leave record. (Comments screen is tailor able under Table Maintenance in the TAIL table.)
8. Click the "OK" button

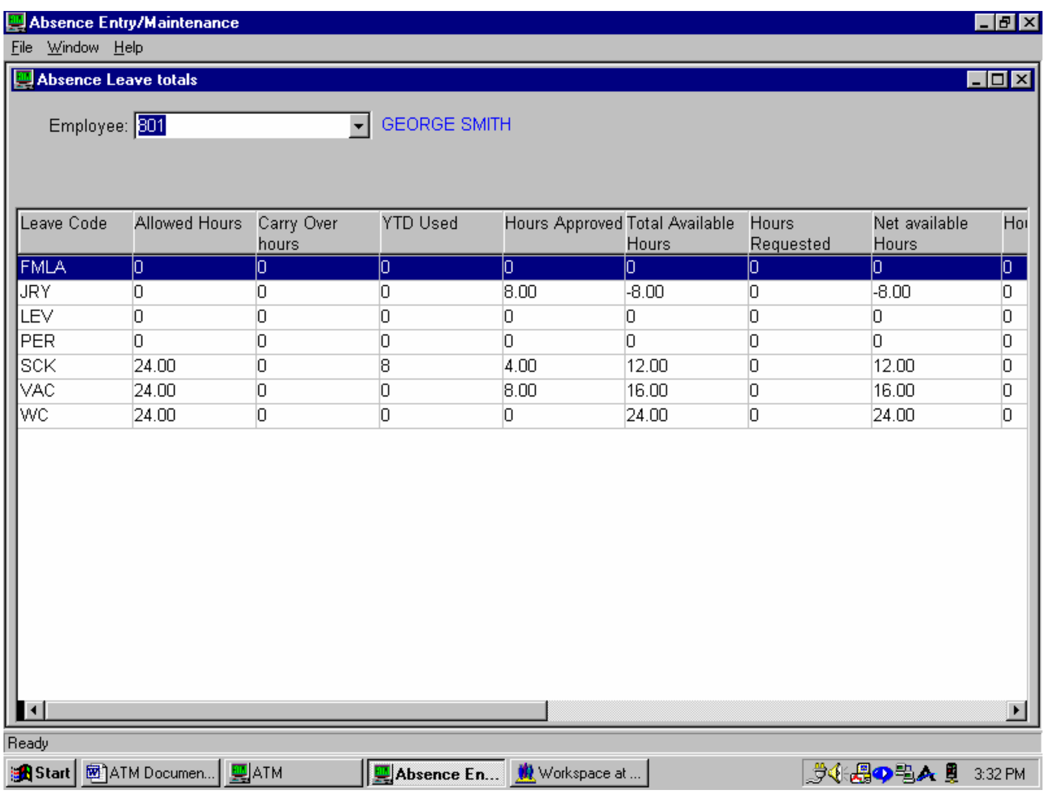
(Note – Should an employee request or a manager approve more absence/leave hours than allowed for a particular employee, and warning message will be sent stating that hours were exceeded.)



3. View Absence/Leave History

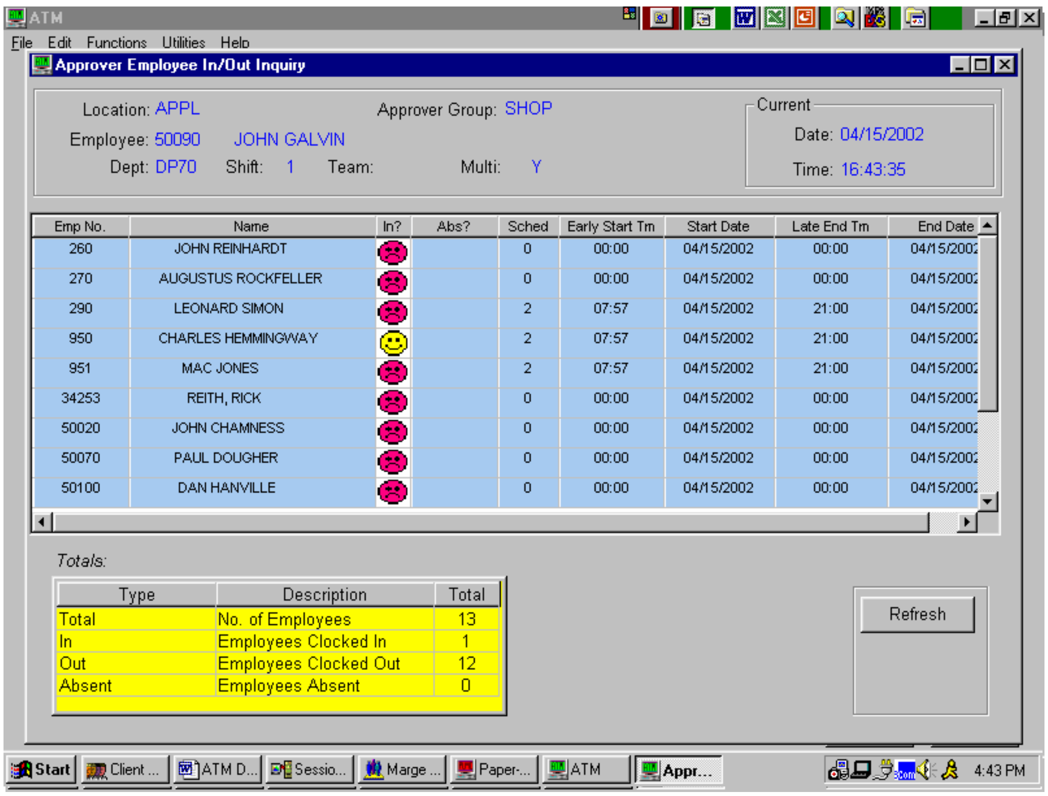
In order to view the YTD totals by employee, from the “Absence/Leave Selection” screen, right click and select “Absence Leave Totals for Employee.”





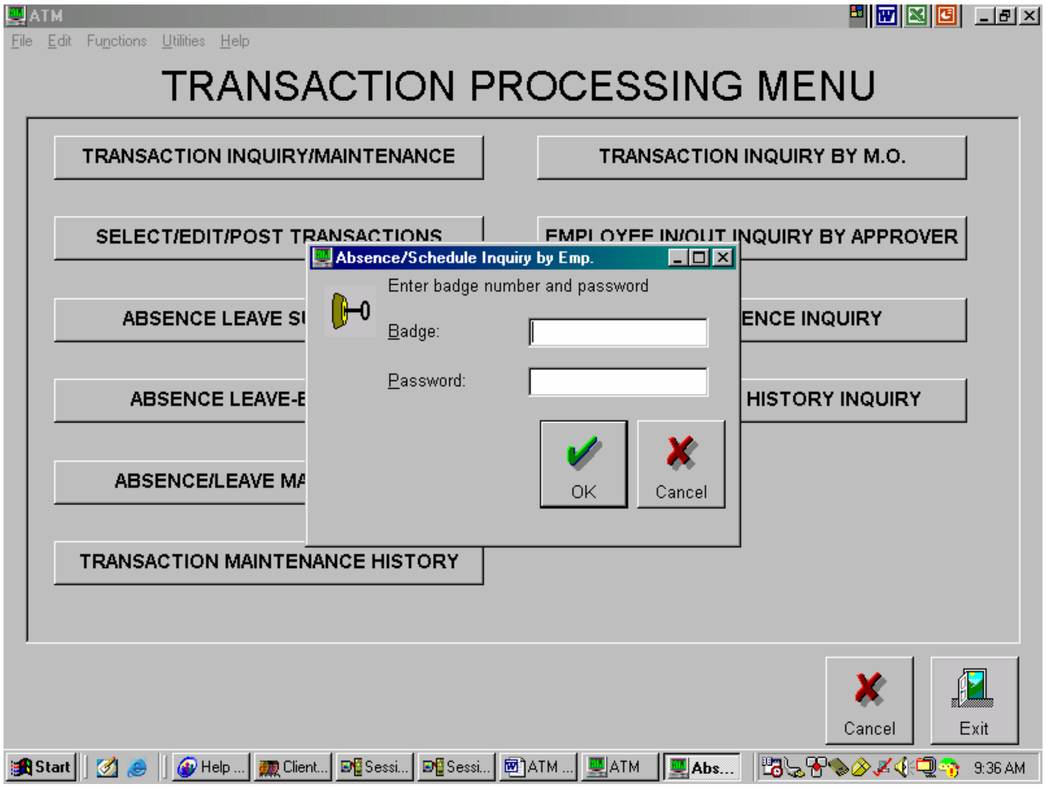
4. Employee In/Out Inquiry

At a quick glace, the supervisor can determine the In/Out status of every employee working for them. The screen will display whether or not the employee is In, Out or Absent for that particular day. To view the Employee In/Out Inquiry, access the "Transaction Processing Menu" and select "Employee In/Out Inquiry by Approver."

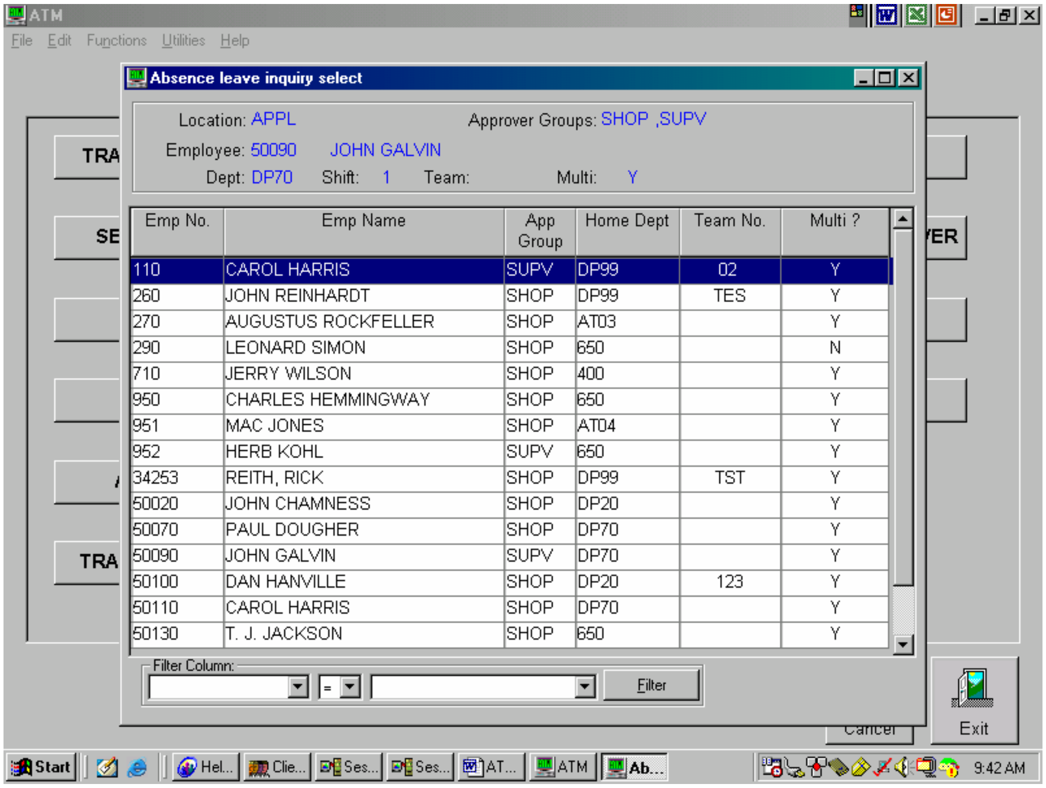


5. Yearly Absence Inquiry

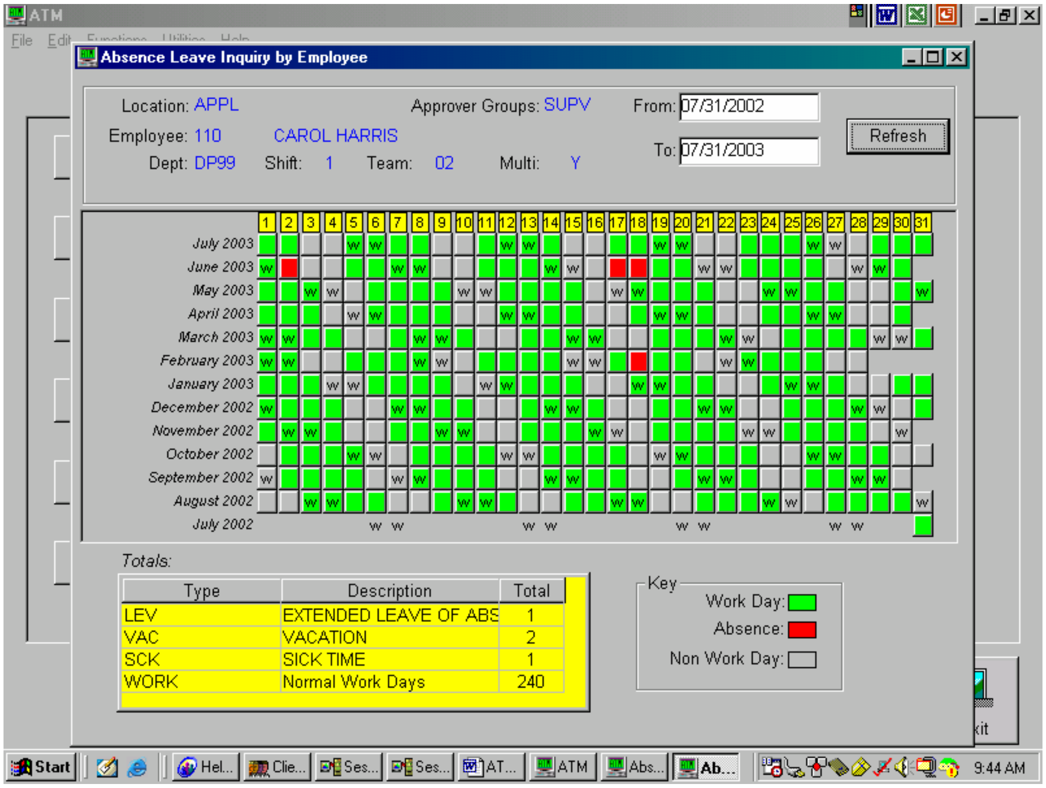
From the "Transaction Processing Menu", choose "Yearly Absence Inquiry." You will be prompted to enter in a valid badge number and password. This must be the badge number and password of the "Approver" for absence records.



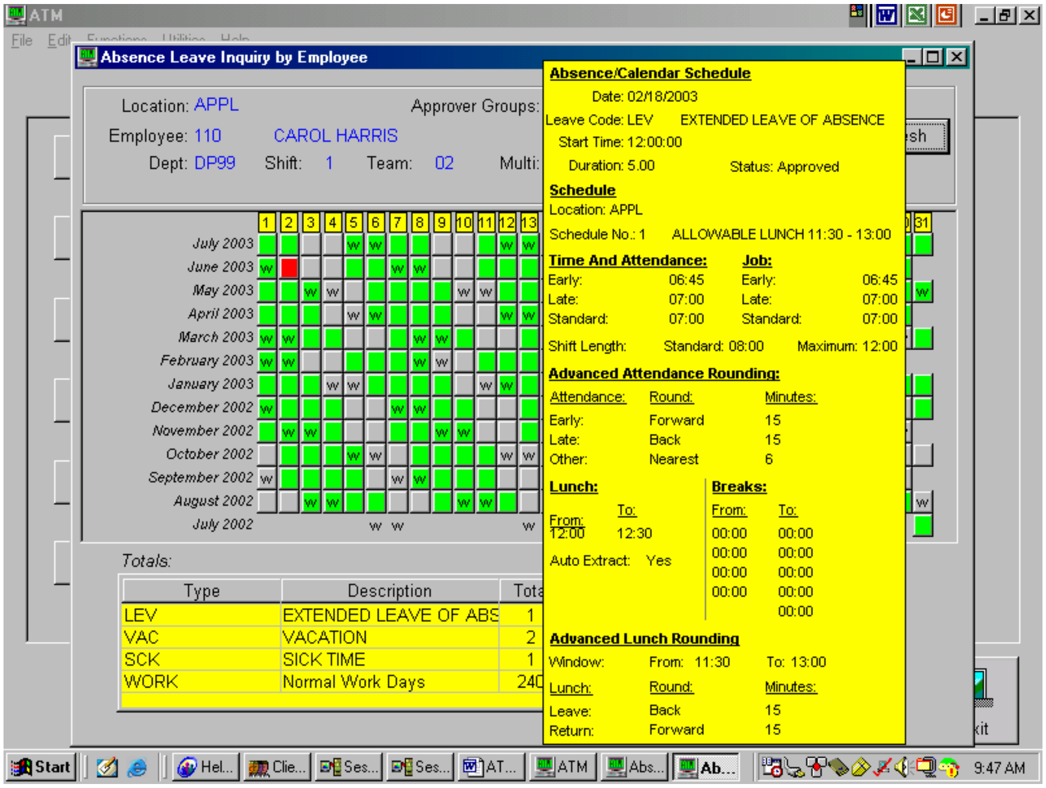
Double click on the employee whose absence records you wish to view.



Automatically one years worth of data will be displayed with the starting point being today, and going backwards one year. You have the ability to change the *From* and *To* dates, and press *Refresh*. This screen will display ALL absences taken by the employee during the designated period of time.



By hovering over any of the records, the program will provide the user with more detailed information regarding the absence.



6. Employee Absence Reset Maintenance

In ATM version 3.0, there are two new fields on file STPEME (Employee Extension):

Last Posted Date (PSTDTE), and Absence Reset Date (RSTDTE). As part of the install, the Last Posted Date is populated with the current date, while the Reset Date is populated with a value of ‘0001/01/01’. The value ‘0001/01/01’ is the same as having no reset date – the reset procedure will ignore employees that have this value.
The Last Posted Date is updated during the Post procedure – it is incremented with each successful posting of an employee/shift-date. During Select & Edit, the last Posted Date controls the Full-Day Absence generation – the window of days between the Last Posted Date and the Cut-off Date is examined for full-day absences.

Here is a detailed description of how the Last Posted Date and the Reset Date are updated/used in the Posting Process:

Program STP400C is the posting CL procedure.

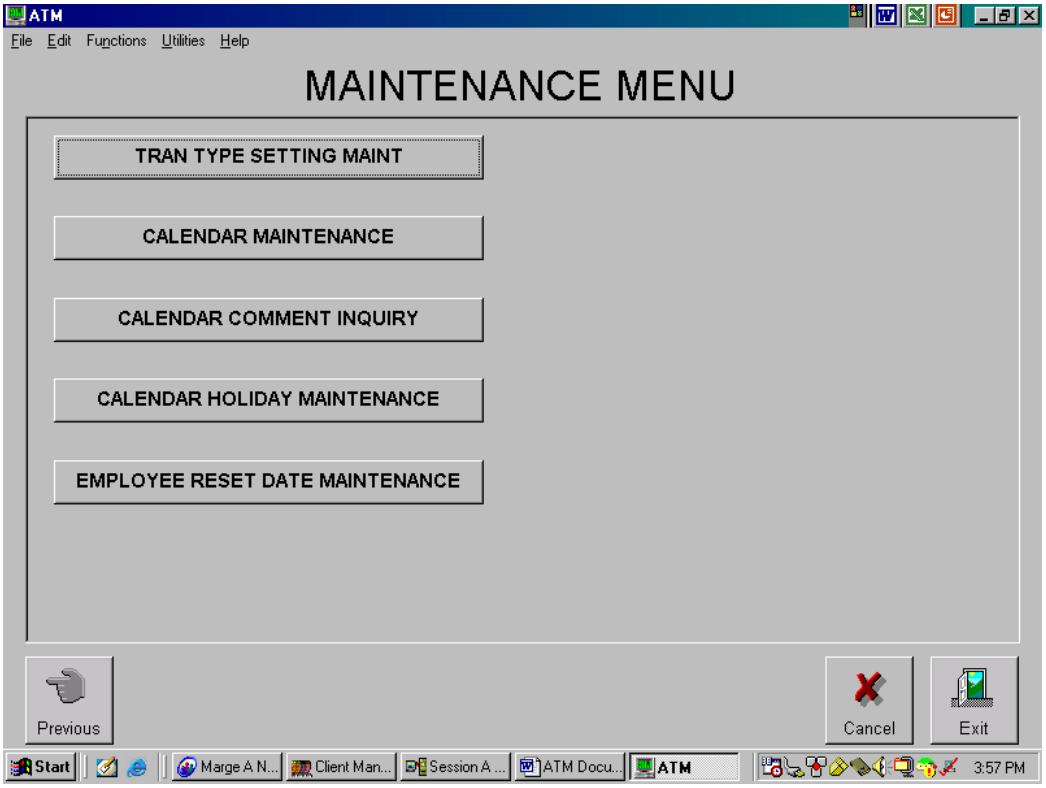
Program STP405B:
1) For each Labor record (STPLAB) where the Status is not ‘1’ (Errors) and the Conflict is not ‘Y’ (Yes), all STPALV (Absence) records for that employee/shift-date are marked as Posted, and the Last Posted Date on file STPEME is updated.

Program STP410B:
1) The STPEME record is retrieved for each employee being posted to get the Reset Date and the Last Posted Date.
2) If the Reset Date is not equal to 0001/01/01 and the Last Posted Date is greater than the Reset Date, processing continues.
3) The Archive Date is set to 1-year prior to the Reset Date.
4) The STPELS (Employee Leave Summary) records for the Location/Employee are read, and for every Leave Code encountered, the STPALV records are read for Employee/Leave Code.
5) The summary fields HRSREQ, YTDUSE, HRSAPP, HRSREJ, and LYUSE are re-calculated based on whether the absence occurred before or after the Reset Date.
6) If the date of the absence is less than the Archive Date:
    - The STPALV record is written to STPALH. STPALV is deleted.
    - All STPLMC (Leave Maintenance Comments) records for the absence are written to STPLCH and then deleted.
    - All STPLML (Leave Maintenance Log) records for the absence are written to STPLLH and then deleted.
7) The carryover hours (CRYOVR) are re-calculated.
8) The STPELS record is updated with the new values from Step 5 and Step 7.
9) 1-year is added to the Reset Date and file STPEME is updated with new value.

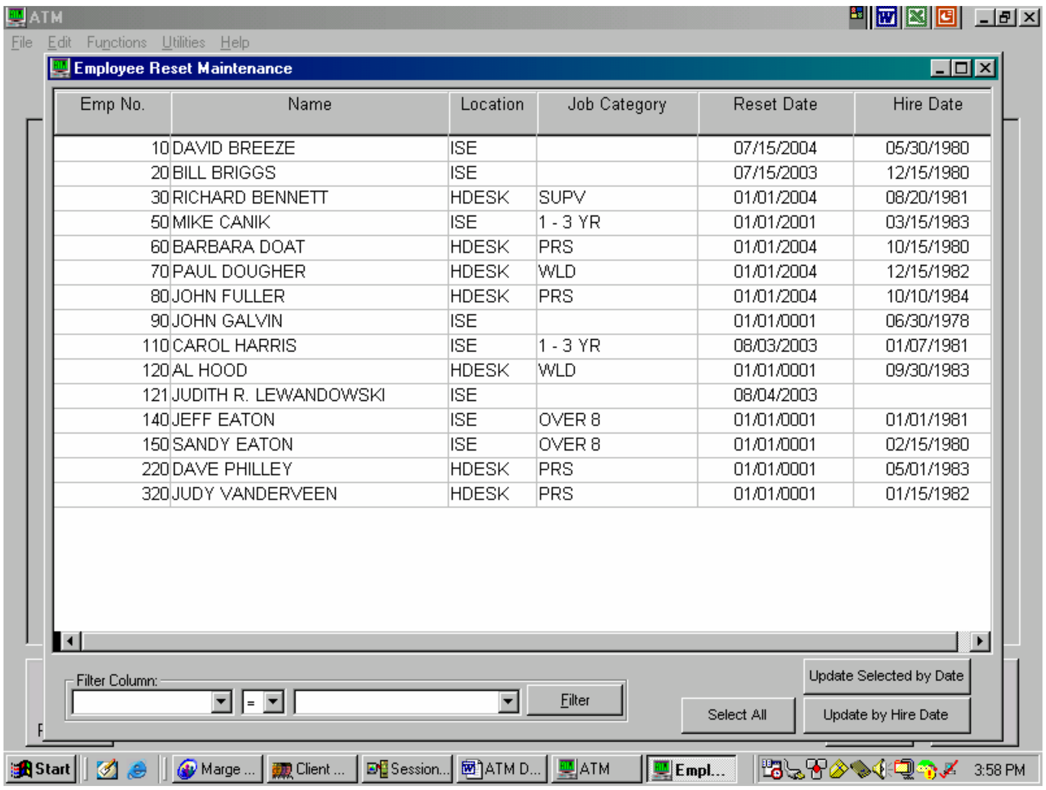
Absences remain on file STPALV for 1-year AFTER the Reset Date. When the absence becomes 2 years old it will be archived to history.

Resetting Employee Reset Absence Date:

From the “Maintenance Menu”, select “Employee Reset Date Maintenance”.

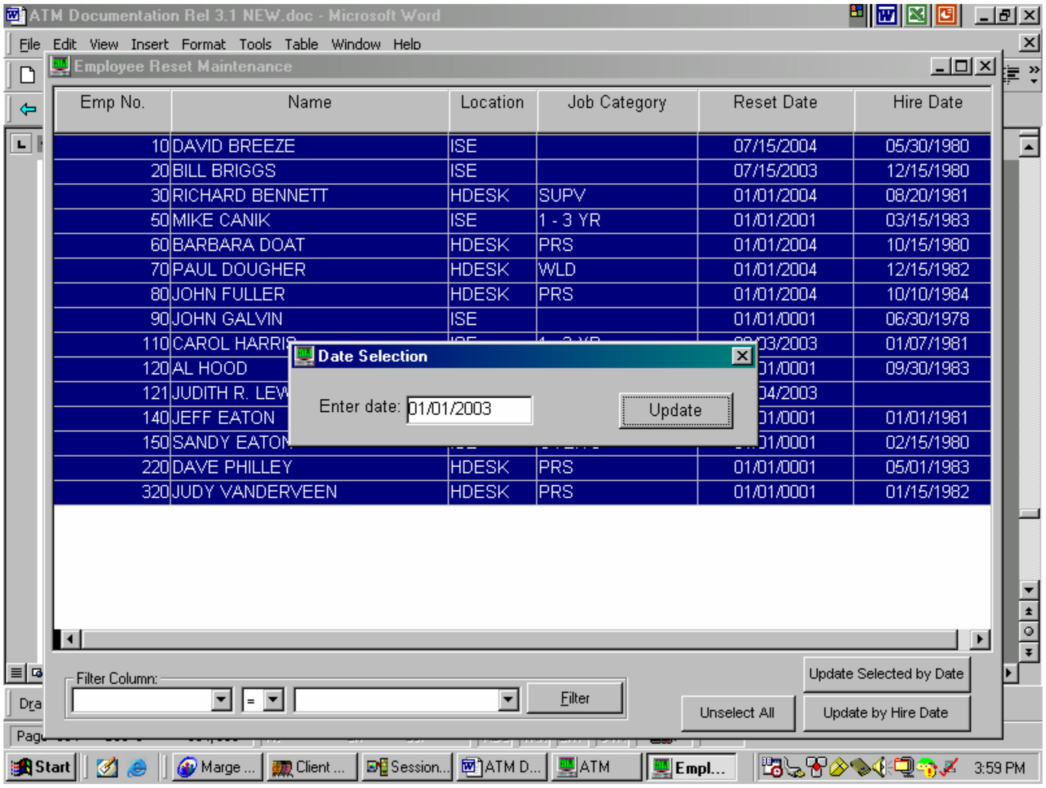


The Employee Reset Maintenance screen is an easy way to update the Reset date of multiple employees. The Reset Date will be used to archive absences & reset his absence totals. Usually done once a year, and is considered to be the “first” day of the employee’s year. This process can also be done from the Employee Extension maintenance program.



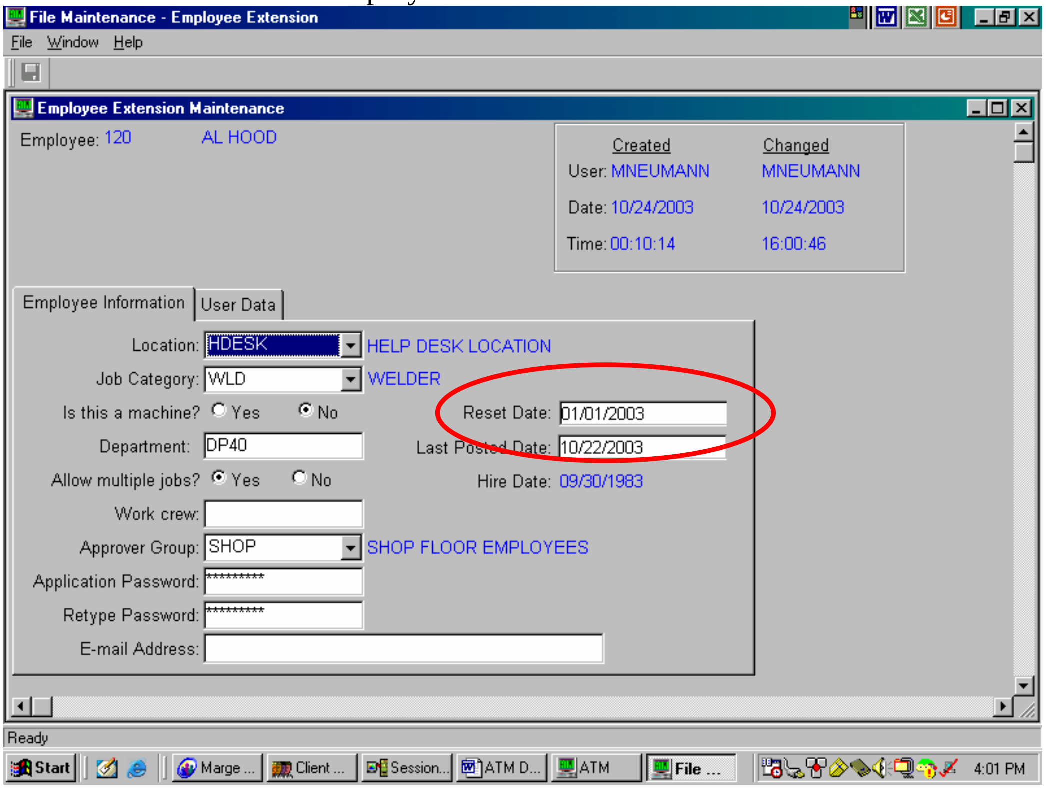
Emp No.	Name	Location	Job Category	Reset Date	Hire Date
10	DAVID BREEZE	ISE		07/15/2004	05/30/1980
20	BILL BRIGGS	ISE		07/15/2003	12/15/1980
30	RICHARD BENNETT	HDESK	SUPV	01/01/2004	08/20/1981
50	MIKE CANIK	ISE	1 - 3 YR	01/01/2001	03/15/1983
60	BARBARA DOAT	HDESK	PRS	01/01/2004	10/15/1980
70	PAUL DOUGHER	HDESK	WLD	01/01/2004	12/15/1982
80	JOHN FULLER	HDESK	PRS	01/01/2004	10/10/1984
90	JOHN GALVIN	ISE		01/01/0001	06/30/1978
110	CAROL HARRIS	ISE	1 - 3 YR	08/03/2003	01/07/1981
120	AL HOOD	HDESK	WLD	01/01/0001	09/30/1983
121	JUDITH R. LEWANDOWSKI	ISE		08/04/2003	
140	JEFF EATON	ISE	OVER 8	01/01/0001	01/01/1981
150	SANDY EATON	ISE	OVER 8	01/01/0001	02/15/1980
220	DAVE PHILLEY	HDESK	PRS	01/01/0001	05/01/1983
320	JUDY VANDERVEEN	HDESK	PRS	01/01/0001	01/15/1982

The Reset date of Employees can be updated using a specific date or using an employee's Hire Date. Simply select all the employees' to change, select either the "Update Selected by Date" or "Update by Hire date", select the date/year and select the update button. The reset of the Absence process will be run during the posting process. **Note – Absences older than 1 year will be archived into history.



1. Employee maintenance updates:

Notice the Reset Date on the Employee Extension Maintenance screen



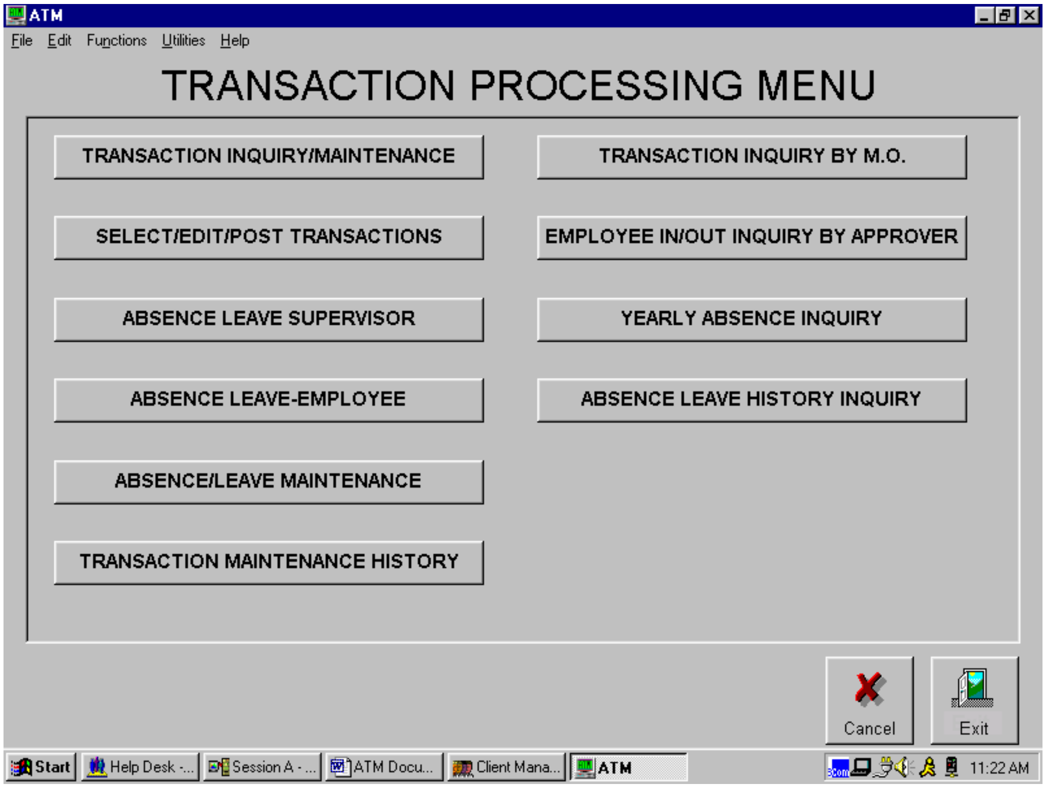
Annual Reset of Absences:

A reset will be performed when the employee's reset date is other than 01/01/0001. As part of the reset procedure, one year will be added to the reset date. This date is initially set to 01/01/0001 as part of the version 3.0 install. A reset will not take place until the user populates the reset date.

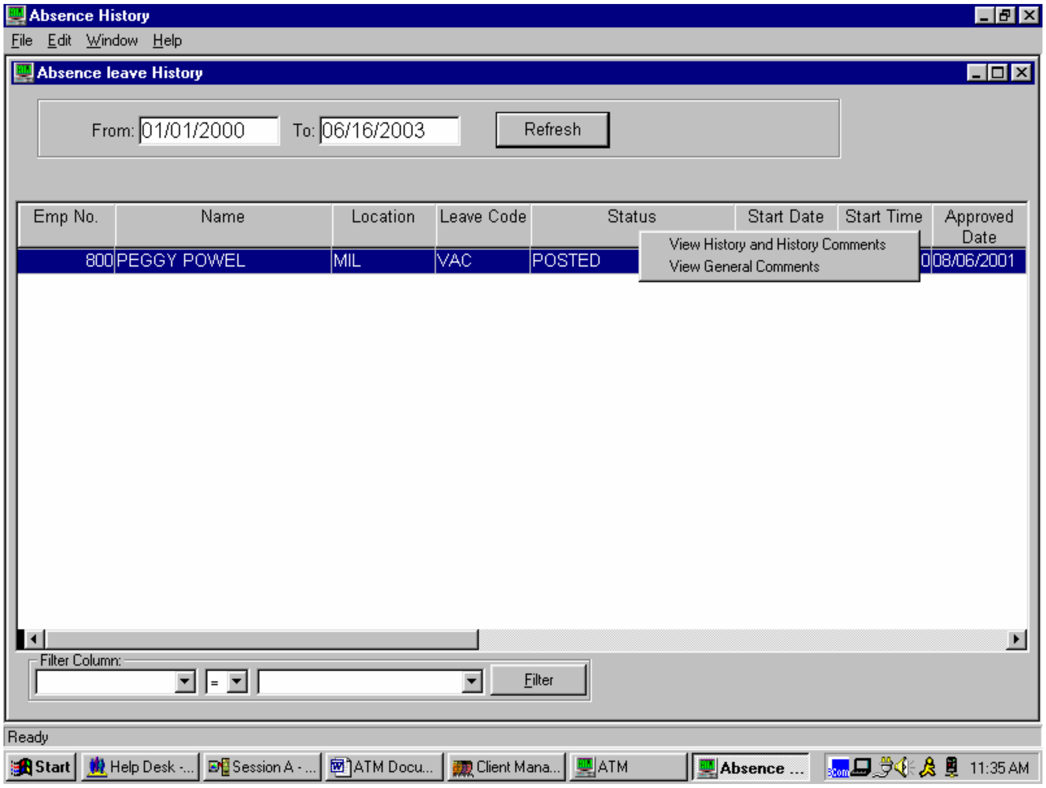
If an employee's reset date is 07/01/2003, anything prior to this date will be reset. The reset process will be performed during the Posting process of a subset. It will reset employees that have a labor record that is greater than or equal to the reset date. Let's say that you have a reset date of 07/01/2003. That means you want to reset everything prior to that date. The trigger to set off this process is that a Labor record must have a date of 07/01/2003 or greater, this allows us to have different reset dates for different employees. This also means that all employees may not be reset on the same date, only those with a labor record greater than or equal to 07/01/2003.

If you post with errors, there may be an issue, if there were to be an absence created on the day that is in error, that date's absence will not be reset. My suggestion is to not post with errors when you are resetting absences, in this case, not until all of your employee's in your subset are reset.

Once the employee's absence records have been archived, you can view the archived absence data via the "Absence Leave History Inquiry" option off of the "Maintenance Menu."



The screen in an “inquiry” only and you can view the logging information and the comments of that particular absence record.



Chapter 5 – Automatic Absence Generation

Prerequisite: Paper-Less MDCC Application

1. Description of Automatic Absence Generation Process

The ATM application provides the option to automatically generate absences based on the Time and Attendance transactions sent to the INFOR XA TRDATA file. **Since most of this functionality occurs without an opportunity for intervention, it is important that you are aware of the capabilities of this process and what actually occurs during its execution.**

The ATM application provides the option to automatically generate two types of absences.

> ***"Part-day"*** absences based on the Time and Attendance transactions sent to the INFOR XA TRDATA file.
>
> ***"Full-day"*** absences are created during Select & Edit. If the Employee's calendar states that the employee is scheduled to work, but for some reason she did not come in for work. The total number of hours calculated for the Full-day absence is based on the "calculated shift length" hours on that employee's work schedule. Full-day absences will be reduced by the scheduled day absences.

The part-day absence functionality works in conjunction with that of Paper-Less, Inc.'s MDCC (Manufacturing Data Collection & Communication) PowerBuilder package, by activating the "AT" table within MDCC. MDCC is a shop floor data collection module that provides employees the tools necessary to "clock-in" and "clock-out" for their scheduled shift. Each employee is assigned a work schedule that defines the allowed "clocking window" for each scheduled clock activity for that employee. Should the employee clock within this window, no prompt for entry of a reason code is given. However, clocking activity outside this clock window will prompt the employee to input an ATM reason code. The selected reason code will be attached to the Time and Attendance transactions that MDCC creates. If a transaction triggers an absence and the transaction carries a reason code, that reason code will be used as the reason for the absence. For those transactions without reason codes, a generic "UNXAG" reason code will be attached to the absence. For this reason, you should keep your clocking windows as small as possible. (For additional information, view Chapter 3 – Transaction Maintenance of this document, or the MDCC documentation.)

The "Automatic Absence Generation" (AAG) process occurs during the ATM Select and Edit processing. AAG processing will only be attempted for employee/shift combinations that have a status of "No Errors" or "Warnings." This ensures that the employee's transactions for the shift are proper. The transactions might not be correct, but they appear to depict a possible clocking situation for that shift. The AAG process will then use the ATM calendar/schedule to scan the INFOR XA TA transactions and compute absences for any unexpected clocking activity.

The AAG process will create absences for all unusual clocking activity if the duration of that activity is greater than 1 minute. (Note – The "duration" is not maintainable.) The AAG module follows the rounding rules provided by INFOR XA and ATM, and the activation and use of these rounding rules will minimize the creation of small absences.

Many companies allow their employees to work outside a normal day's schedule if the time is made up on the same day. **Time worked during the day has no bearing on the generation of absences. Only any abnormal clocking activity during a scheduled shift will result in the creation of an "auto-absence."** Example: An employee with a shift length of 8 hours begins work 1 hour early and leave one hour early. Result: 8 hours of work time and 1 hour of absence will be recorded.

Please note that the part-day automatic absences cannot be maintained. In order to modify an automatic absence, you must modify the transaction that triggered the absence (i.e. TA In/Out). If a transaction is modified, the resulting absence is deleted and recreated if necessary. (More information on this feature is provided later in this chapter.)

The AAG process does not affect your use of the absence/leave process as outlined in Chapter 4 – Absence/Leave Tracking. Scheduling of absence/leave records are still supported, and during the AAG process the manually scheduled absences will be deactivated and replaced by the automatic generated absence (which is based on the actual clocking activity). To facilitate review and approval, both the scheduled absence/leave and the generated absence/leave are displayed on the Absence/Leave tab on Transaction maintenance screen as shown later in this chapter.

If a schedule has a shift length of less than 5 minutes, an absence will not be generated. This will allow for "open-ended" schedules to be implemented. Open-ended schedules have no clocking windows and allow flexibility in overtime scheduling. A worker can arrive or leave at any time during and open-ended shift. Within MDCC, the worker will be prompted to enter a reason code at all times. These schedules need not be tied to a pay code, and instead the reason code can be used to determine the pay code.

Unpaid breaks and Lunch:
The AAG process will extract unpaid breaks and lunches from the duration of the absence. Automatically generated absences that span the start or end of an unpaid break (or lunch) will have at least part of the break extracted from the duration of the absence. If the minimum lunch option is activated, and the absence begins during, ends during, or spans lunch, the defined minimum lunch will be extracted. Absences that begin and end during the same unpaid break (or lunch) will not be generated.

Example 1: If an employee's absence starts before a scheduled unpaid break, and terminates after the end of the unpaid break, the absence will be generated with a duration that is the total absence length less the length of the unpaid break.

Example 2: If an employee's absence begins at shift start, spans an unpaid break of fifteen (15) minutes and ends ten (10) minutes into a thirty (30) minute lunch, the duration of the resulting absence will be calculated as follows: Absence end time – absence start time – (15 minute break) – (10 minute lunch).

Example 3: If an absence begins ten (10) minutes into a thirty (30) minute lunch and ends at shift end (no breaks were scheduled), the absence is calculated as follows: Shift end time – lunch end time.

Example 4: An absence begins ten (10) minutes into a thirty (30) minute lunch and ends at shift end (no breaks were scheduled), and a minimum lunch is defined as fifteen (15) minutes. The absence is calculated as: Shift end time – absence start time – (15 minute lunch).

2. Activating Automatic Absence Generation

NEW IN VERSION 3.1 - Activation of full-day and part-day absence creation has been separated. For greater flexibility, you can now activate only part-day absences, only full-day absences, neither, or both.

To set the Tailoring Flags for AAG, access the “Administrative Menu” and select “Table Maintenance.”

1. Locate and highlight the Table Number “TAIL-Tailoring Options” and click on the *modify* button.
   1. Activate/deactivate the Tailoring Flags by typing in a “Y/N”.
   2.1. *Infor XA Payroll Flag:* - Controls whether the department number field is edited on the ATM Employee Extension File.

Absence/Leave Flag: - Controls whether the Job Category, Approver Group, Application Password, and E-mail fields are available on the ATM Employee Extension File.

MDCC Install Flag: - (Future Use) This should be set to a “Y” if MDCC is installed.

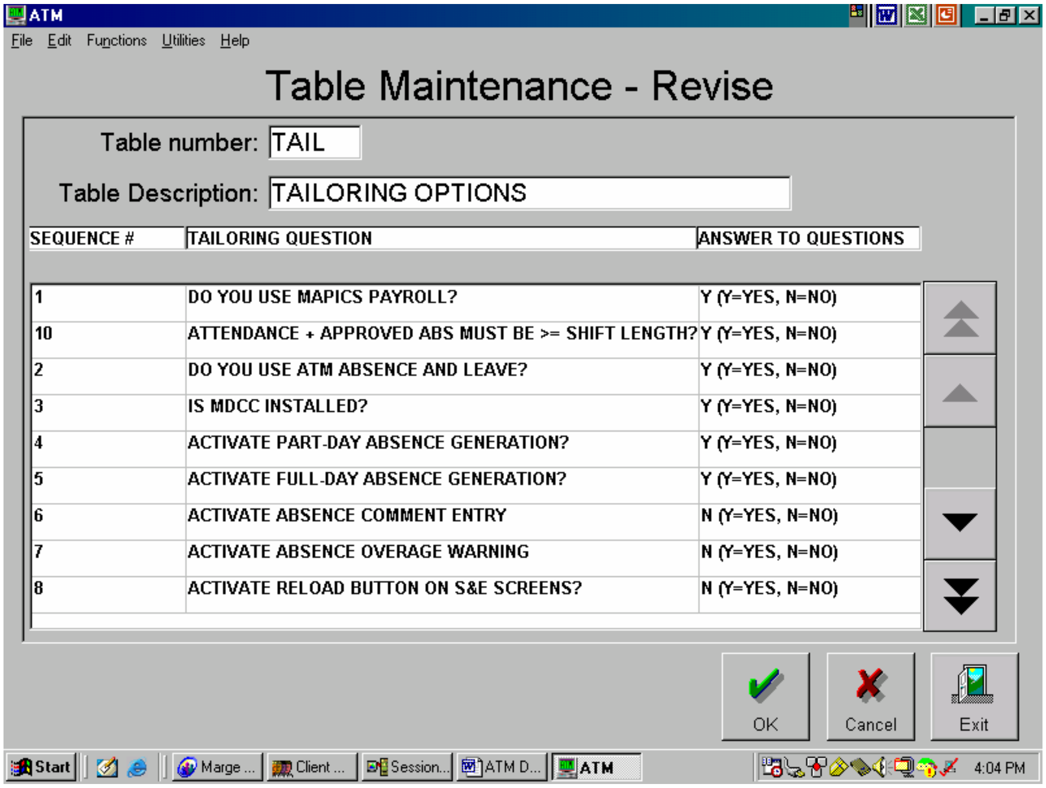
Activate Full-Day Auto Absence Generation: - Creation of Full-Day Absence Records during “Select & Edit”. This option can only be used when utilizing the “Calendaring” functions within ATM. (Pre-requisite – MDCC application installed)

Activate Part-Day Auto Absence Generation: - Creation of Part-Day Absence Records during “Select & Edit”. This option can only be used when utilizing the “Calendaring” functions within ATM. (Pre-requisite – MDCC application installed)

Default Status of Auto-Generated Absences: - All auto-generated absences, including defined Holidays, are created with the default status as determined by one of the three options:

   a. ‘0’ – Auto-generated absences are created using the status defined in the Leave Code file. If the “Approval Required” status for the absence being created is set to “Y”, the absence is created as requested. If the status is “N”, the absence is created as approved. If the leave code is not defined in the Leave Code file for the location, the status defaults to Approved.
   b. ‘1’ – Auto-generated absences are created with a status of requested.
   c. ‘2’ – Auto-generated absences are created with a status of approved (default).

   2. Click the *Ok* button.



ATM

File Edit Functions Utilities Help

Table Maintenance - Revise

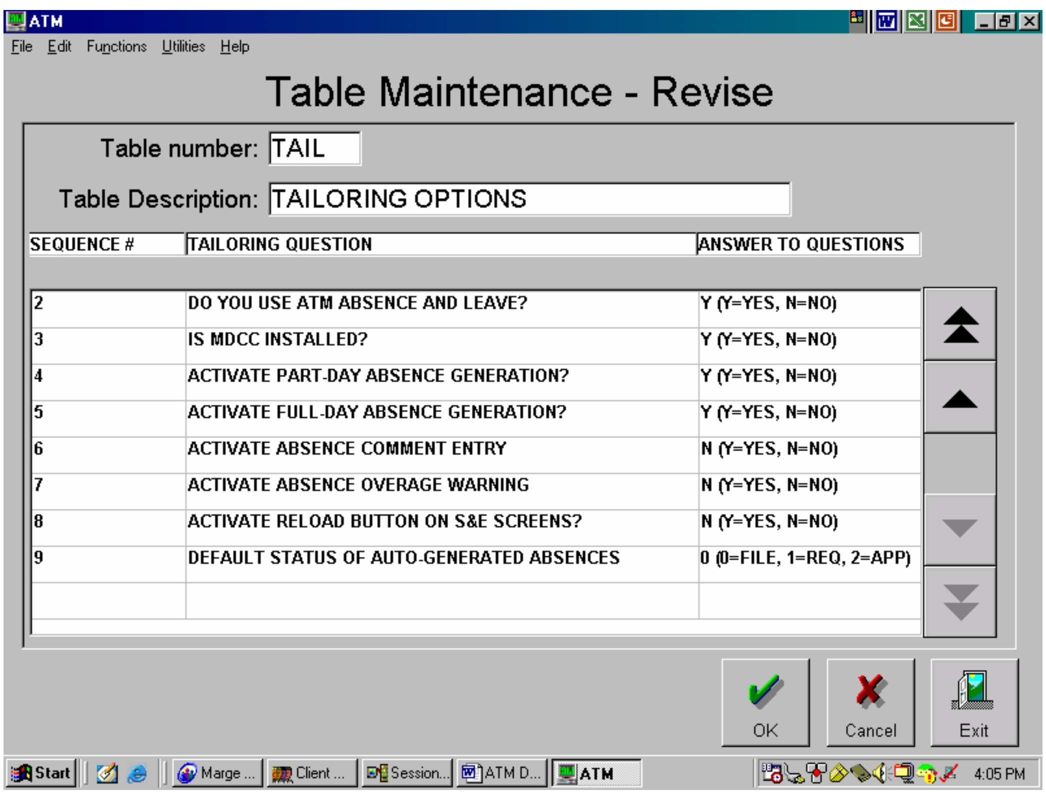
Table number: TAIL

Table Description: TAILORING OPTIONS

SEQUENCE #	TAILORING QUESTION	ANSWER TO QUESTIONS
1	DO YOU USE MAPICS PAYROLL?	Y (Y=YES, N=NO)
10	ATTENDANCE + APPROVED ABS MUST BE >= SHIFT LENGTH?	Y (Y=YES, N=NO)
2	DO YOU USE ATM ABSENCE AND LEAVE?	Y (Y=YES, N=NO)
3	IS MDCC INSTALLED?	Y (Y=YES, N=NO)
4	ACTIVATE PART-DAY ABSENCE GENERATION?	Y (Y=YES, N=NO)
5	ACTIVATE FULL-DAY ABSENCE GENERATION?	Y (Y=YES, N=NO)
6	ACTIVATE ABSENCE COMMENT ENTRY	N (Y=YES, N=NO)
7	ACTIVATE ABSENCE OVERAGE WARNING	N (Y=YES, N=NO)
8	ACTIVATE RELOAD BUTTON ON S&E SCREENS?	N (Y=YES, N=NO)

OK Cancel Exit

Start Marge ... Client ... Session... ATM D... ATM 4:04 PM



ATM

File Edit Functions Utilities Help

Table Maintenance - Revise

Table number: TAIL

Table Description: TAILORING OPTIONS

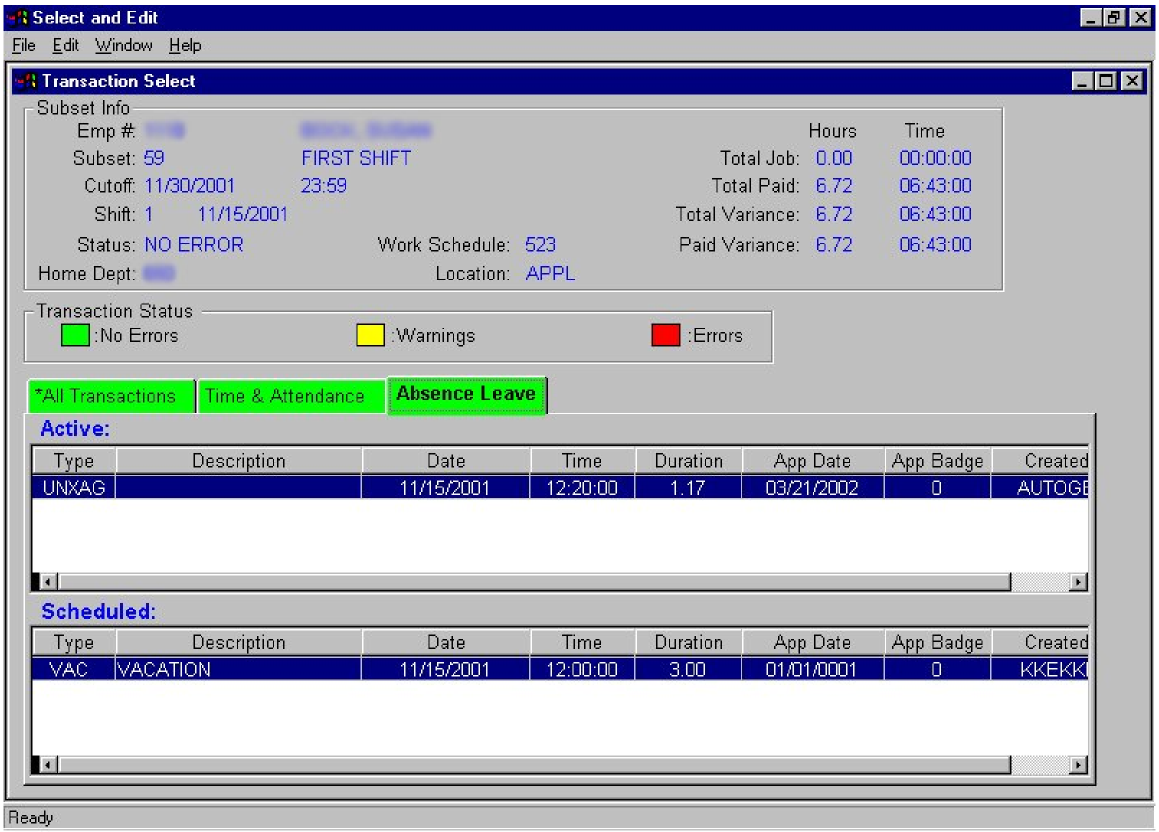
SEQUENCE #	TAILORING QUESTION	ANSWER TO QUESTIONS
2	DO YOU USE ATM ABSENCE AND LEAVE?	Y (Y=YES, N=NO)
3	IS MDCC INSTALLED?	Y (Y=YES, N=NO)
4	ACTIVATE PART-DAY ABSENCE GENERATION?	Y (Y=YES, N=NO)
5	ACTIVATE FULL-DAY ABSENCE GENERATION?	Y (Y=YES, N=NO)
6	ACTIVATE ABSENCE COMMENT ENTRY	N (Y=YES, N=NO)
7	ACTIVATE ABSENCE OVERAGE WARNING	N (Y=YES, N=NO)
8	ACTIVATE RELOAD BUTTON ON S&E SCREENS?	N (Y=YES, N=NO)
9	DEFAULT STATUS OF AUTO-GENERATED ABSENCES	0 (0=FILE, 1=REQ, 2=APP)

OK Cancel Exit

Start Marge ... Client ... Session... ATM D... ATM 4:05 PM

3. Viewing Automatic Absences

If auto-absences are generated during Select and Edit, or if there are scheduled absences for the Select and Edit period, an Absence/Leave tab will be available on the "Transaction Select" page while in the Select and Edit module. A sample is shown below.



Note – The only allowable change to a part-day automatic absence is to change the status (If the default auto-absence status is set to '0' or '1'). In order to modify a part-day automatic absence, you must modify the transaction that triggered the absence (i.e. TA In/Out) by adding an "Attendance Reason" code to the TA record. If a transaction is modified, the resulting absence is deleted and recreated if necessary. (More information on this feature is provided later in this chapter.)

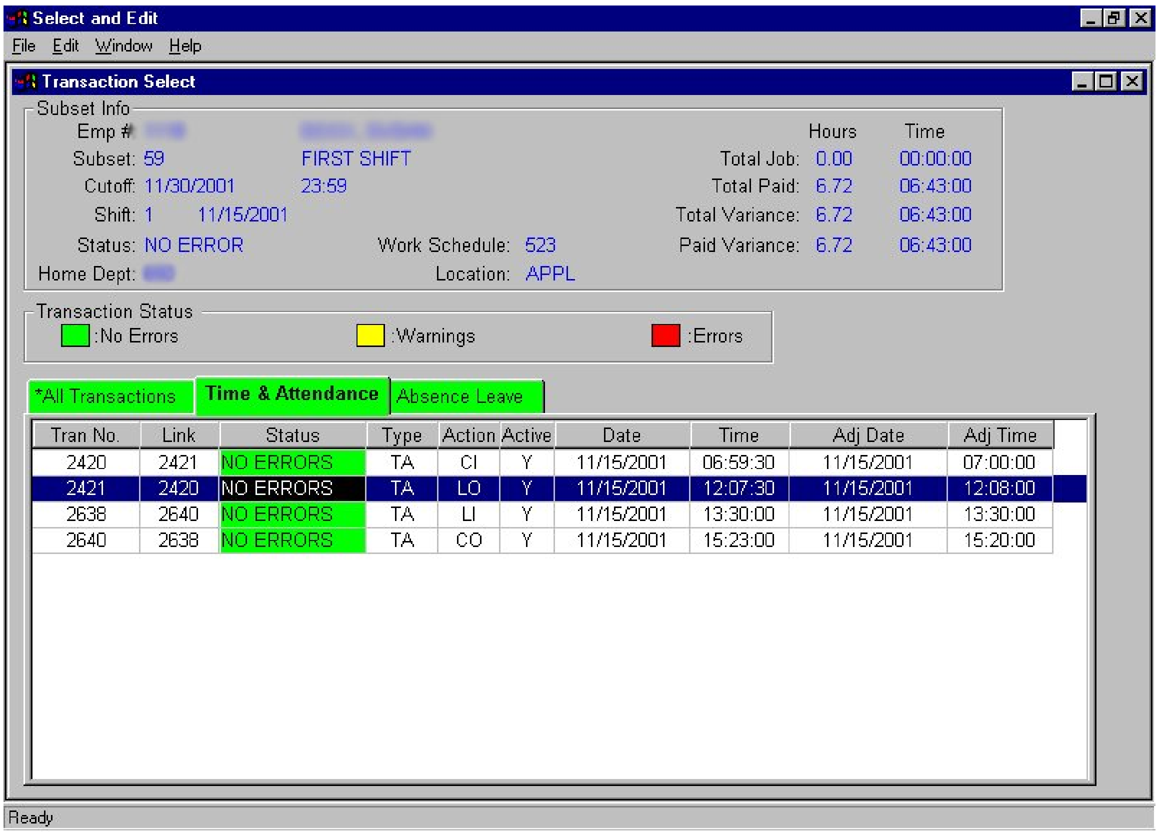
IMPORTANT – If using auto-generated part-day absences that need to be approved, these absences must be approved as the last step of Select & Edit; just before posting. If Select & Edit is rerun, the absences will be deleted and recreated and must be re-approved. A good indicator that the part-day absences need to be re-approved is by looking at the "Post Allowed" field will be flagged with an "N". Approve your part-day absences, then run the "reconcile" option on the Subset.

Full day absences can be maintained because there is no transaction that triggers its creation. Full day absences can be modified using the Absence/Leave Maintenance functionality.

Note – The absences appearing in the "Scheduled" area of the tab are no longer considered active, and are displayed for reference purposes only. This situation occurs if an absence was originally "scheduled", and was overridden by an AAG absence. The "scheduled" absences can be maintained.

4. Modifying Automatic Absences

To modify a Part-Day AAG absence (as shown on the previous page), you must modify the transaction(s) that triggered the creation of the absence. To modify the transaction(s), you will need to return to the “All” or “Time and Attendance” tabs. In the example below, the transactions responsible for creating this AAG absence are the two lunch transactions.



Modifying either or both of these transactions will force the deletion of the current automatic absence and will generate a new AAG absence if one is still required. (For additional information regarding maintaining transactions, please refer to Chapter 3 – Transaction Processing, Section 7 – Transaction Editing of this manual.)

Full-Day AAG absences can be maintained as you would a scheduled absence. Remember, you may only modify the leave code and change the status of the absence.

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Chapter 6 – User Exits

1. ATM User Exits

The ATM application will allow user exits in *Select and Edit, Transaction Maintenance*, and *Prepare (Posting) Transactions*. User exits are a designated area in the jobstream that allows the user to exit with their own program function before continuing. To activate a user exit, create a program object using the naming convention described below and place it in a library that is part of your INFOR XA library list.

SELECT AND EDIT

In the Select and Edit job stream there are 5 areas in place for user exit program calls. The parameter list will be the subset number. Note that subset number is a numeric field on all ATM files, but is passed as alpha.
NOTE: There are 5 main files used in the Select & Edit process:

TRDATA	INFOR XA Transaction Master
STPSES	ATM Subset Definition
STPSET	ATM Transactions for Subset
STPSSE	ATM Warning/Errors for Transactions in Subset
STPLAB	ATM Labor summary

Area 1: User exit program name AMTUSR01; Parameter: Subset (7 A)
Inserted at the beginning of Select and Edit.

Area 2: User exit program name ATMUSR02; Parameter: Subset (7 A)
Inserted prior to the Transaction Extraction.
This is before the selection of transactions based on cutoff time and date. It also determines the schedule, shift date and shift of the employee.

Area 3: User exit program name ATMUSR03; Parameter: Subset (7 A)
Inserted after Transaction Extraction. Transactions for subset have been written to file STPSET. This is just prior to the Elapsed Time/Transaction Rounding.

Area 4: User exit program name ATMUSR04; Parameter: Subset (7 A)
Transactions have been extracted, matched and linked, rounded, elapsed times calculated, and labor summary (STPLAB) created.

Area 5: User exit program name ATMUSR05; Parameter: Subset (7 A)
Inserted after Select and Edit List. This will capture errors and warnings and write them to the error file. Transaction totals for errors, warnings, efficiencies, employees, and transaction selected/unselected are accounted for and update files necessary. Transaction errors/warnings can be found in file STPSSE.

TRANSACTION MAINTENANCE

Transaction Maintenance will have a user exit before and after saving the change of the transaction. The file STPTRN is a temporary file in library QTEMP and will be used as the parameter list. File STPTRN is in QTEMP and contains 1 record. Your program should issue a single read to this file.

Area 1: User exit program name ATMUSR40; Parameter: none
Inserted before saving the change to the transaction.
The file STPTRN is a snapshot of the transaction before the changes are put into TRDATA. This is the transaction information displayed on the screen.

Area 2: User exit program name ATMUSR41; Parameter: none
Inserted after the change has been made and saved. TRDATA has been updated, unless there are errors. The warnings and errors can be found in file STPSSE.

Preparing (Posting) Transactions

There has been 5 areas selected for user exit program calls. The parameter list is the *LDA (1024) and subset number. The *LDA consists of:

```
LABYN  12     12       labor yes or no
INVYN   13     13       inventory yes or no
USRYN 14     14        user yes or no
BALYN  20     20       balancing record yes or no
ACCPD    21     22  0 accounting period
PHIYN     58     58      physical inventory yes or no
REPYN    59     59      repetitive yes or no
CONUM  61     62  0  company number
DPTTAB  63     67  0  department table
WHSTAB 71     75  0  warehouse table
MNUOP 209    212  0  menu option
 CANCL 242    242      cancel
USERID 252    254      userid
WKSID  255    256       work station id
* Record Counts
UCNTMI  701    707  0
UCNTMS 708    714  0
UCNTMP 715    721  0
UCNTMZ 722    728  0
UCNTMQ 729    735  0
UCNTMR  736    742  0
UCNTMH  743    749  0
UCNTM@ 750    756  0
CRTWK     799    799
```

Area 1: User exit program name AMTUSR20; Parameters: LDA(1024) Subset(7 A)
Inserted before the files MOROUT, MOMAST, MOTRAN are updated for Manufacturing Orders.

Area 2: User exit program name AMTUSR21; Parameters: LDA(1024) Subset(7 A)
Inserted after the files for Manufacture Orders are updated.

Area 3: User exit program name AMTUSR22; Parameters: LDA(1024) Subset(7 A)
Inserted after Physical Inventory transactions are selected for Preparing/Posting.

Area 4: User exit program name AMTUSR23; Parameters: LDA(1024) Subset(7 A)
Inserted before changing the status to 'PREPARED' in TRDATA and before updating files. File updates: TRDATA, STPSES, STPLAB, STPALV, STPELS, STPNRF, SYSCTL.

Area 5: User exit program name AMTUSR24; Parameters: LDA(1024) Subset(7 A)
Inserted after the Preparing/Posting Transactions are complete. The transaction status in TRDATA is changed to 5, 'PREPARED' and files have been updated.

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APPENDIX

1. Server Installation Instructions

Pre-requisites

- ATM License Key from ISE Help Desk
- iSeries operating system level of V4R3 or higher
- INFOR XA version XA5, XA5.5, or XA6

Note

- This CD is designed for installing ATM on the iSeries, not upgrading an existing version of ATM. If you wish to re-install ATM using this CD, you must first de-install the existing application from the iSeries.

  To de-install ATM from iSeries:

  1. Save data files from library ISTPCx
  2. Sign onto iSeries as Security Officer
  3. Delete library ISTPC: DLTLIB ISTPCx *where 'x' is the Infor XA environment where ATM is installed.*
  4. Perform the install and then copy your data files back into library ISTPCx.

Installing

- Insert the Server version CD-ROM into the iSeries compact disk drive.
- Sign onto iSeries as Security Officer (QSECOFR).
- From command line, run the following command: **LODRUN *OPT**
- A break message will again prompt you for the device type. Key in: *OPT and hit Enter.
- You will then be prompted for: Infor XA environment and Infor XA release level.
- Average install time is 20 minutes. However, install time will vary based on iSeries machine speed and processor load.

Post-requisites

- If you have the MDCC software from Paperless installed and sharing the same environment as ATM, please ensure that you have the latest cumulative fix package installed for the MDCC software.
- Release 5.0 ATM license key

Support

- If you require assistance with the install, please call the ISE help desk 1-888-ISE-0800

2. Client Install/Uninstall Instructions

Hardware/Software Minimum Requirements

Processor : Pentium III, 800Mhz or higher
RAM : 256 MB required, 512 MB recommended
Hard Disk Space : 150 MB
Monitor : Color Monitor with 800X600 SVGA Resolution
Operating System : Windows 98, NT, 2000 and XP
Database : OS/400
Middle-ware : Client Access V3R1M0 or higher ODBC driver
Client Access Express V4R4 or higher with latest PTF's

Running the setup program

Before running the installation make sure you have exited ALL open Windows programs. Place the installation CD into your CD-ROM drive. The Installation should auto-start once you place the CD in your drive. If it does not, then run the SETUP.EXE program from the root CD directory (e.g. D:\SETUP.EXE). The setup wizard will guide you to complete the installation successfully. Following are the options to be selected for a normal installation in each screen of the setup wizard. Click the Next and Back buttons to navigate between screens in the setup wizard.

Click Next (Welcome screen)
Click Next to install or Browse to change the destination folder (Choose Destination Location screen)
Click Next (Select Program Folder screen)
Select Yes to reboot and press the Finish Button (Setup Complete screen)

*** NOTE: A shortcut for the program will not be created in the Start Menu in Windows NT unless you have Administrator rights. ***

Uninstalling PowerBuilder ATM

To uninstall ATM from your PC follow these instructions:

1. Go to the Control Panel and select Add/Remove Programs.

2. Select ATM and press the Add/Remove Button.
   Confirm deletion and uninstall the program.

3. Go to the Windows Explorer and delete the remaining ATM folder.

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3. License Key Installation

ATM License Key Request

A license key must be requested through the ISE Help Desk prior to installing or upgrading to ATM Version 5.0 or later. License keys are generated with a date of expiration 1 year from Annual License Fee Date. Messages indicating that the licenses will expire are generated in QSYSOPR 60 days prior to the License key expiring.

Please send all requests to **help.desk@ise-erp.com** or 1-888-473-0800

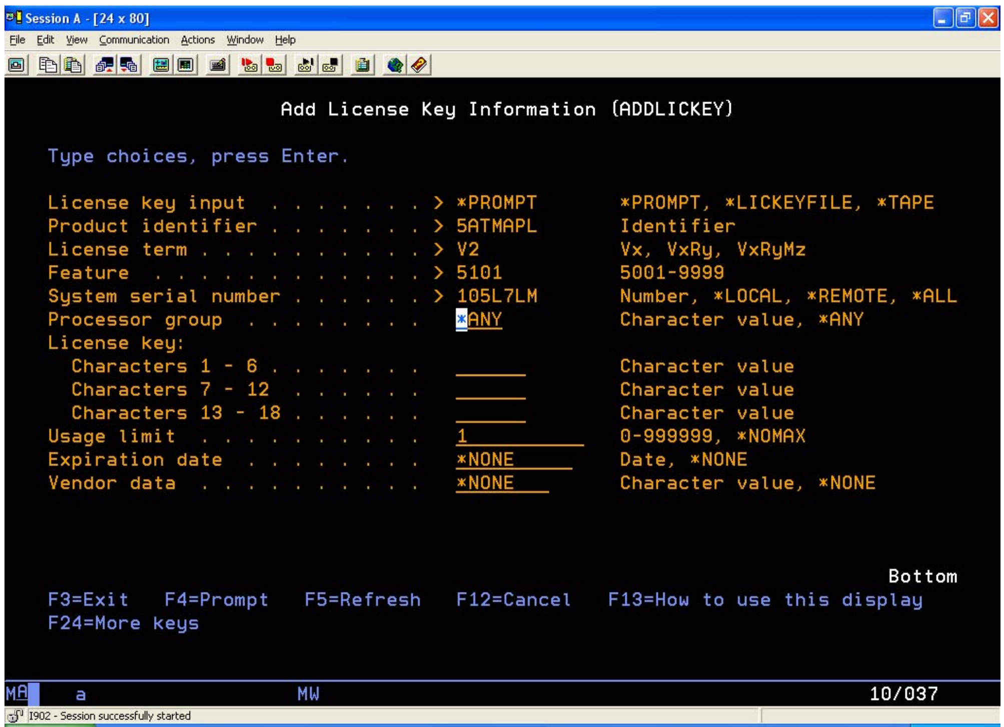
Required Information

The following information should be included in the license key request:

Company Name:	______________________
Contact Name:	______________________
Street Address:	______________________
City, State Zip	______________________
Phone #:	______________________
Fax#:	______________________
iSeries Make/Model:	__________
iSeries Serial Number:	__________
Product Code:	5ATMAPL
Product Identifier:	5101
Number of Users:	__________

Entering License Keys

- Once the installation is complete from a command line type the following: WRKLICINF and prompt with “F4”
- Enter 5ATMAPL into the product identifier field and press enter
- Enter a 1 next to Feature Code 5101 and press enter
- Type in the information contained in the license key text file emailed from the ISE Help Desk and press enter.



```
Session A - [24 x 80]
File  Edit  View  Communication  Actions  Window  Help

                     Add License Key Information (ADDLICKEY)

 Type choices, press Enter.

 License key input . . . . . . . > *PROMPT       *PROMPT, *LICKEYFILE, *TAPE
 Product identifier . . . . . . . > 5ATMAPL       Identifier
 License term . . . . . . . . . . > V2            Vx, VxRy, VxRyMz
 Feature  . . . . . . . . . . . . > 5101          5001-9999
 System serial number . . . . . . > 105L7LM       Number, *LOCAL, *REMOTE, *ALL
 Processor group  . . . . . . . .   *ANY          Character value, *ANY
 License key:
   Characters 1 - 6 . . . . . . .   ______        Character value
   Characters 7 - 12  . . . . . .   ______        Character value
   Characters 13 - 18 . . . . . .   ______        Character value
 Usage limit  . . . . . . . . . .   1             0-999999, *NOMAX
 Expiration date  . . . . . . . .   *NONE         Date, *NONE
 Vendor data  . . . . . . . . . .   *NONE         Character value, *NONE

                                                                         Bottom
 F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
 F24=More keys

MA    a                MW                                           10/037
I902 - Session successfully started
```

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4. Cumulative Server Fix Packs for Release 5.0 and Above

ATM has both a server side and a client side. Fixes for both are distributed and installed differently.

Server Side (RPG) modifications to products within the ATM product are distributed as "ATMPTF's", which are nested ISERIES save-files. Because ATM applications run outside the INFOR XA ERP library environment, and some ATM program objects are adapted to your current INFOR XA ERP configuration at install-time, modifications require installation software separate from INFOR XA ERP. All users must be out of the ATM environment you are installing to during installation and also out of the target environment of INFOR XA ERP to prevent possible file locks. During installation into an active environment, object locks may be encountered along with other problems and would need to be resolved for the installation to complete normally.

ATM Server Packs can be found on the ISE Website: http://paper-less.net/AdvLoginATM.htm Please contact the ISE Help Desk Support at 1-888-473-0800 to obtain an appropriate password needed to access the ATM Download section.

We recommend downloading the ATMPTF.ZIP files and restoring them directly into a temporary folder on the C drive of your PC in order to avoid pathing errors in FTP. (Example – C:\Temp)

There are two separate processes involved for installation of ATMPTF's. These are called Bundle Transfer and Modification Installation. The Bundle Transfer step is when you transfer the file from a PC to the AS400 Server. The Modification Installation step is when you then install what was transferred to a Paper-Less environment. These processes occur after you have downloaded the modification/bundle either from the ISE website at www.ise-erp.com to a PC or from ISE on a CD.

Safety Tips:

1) Only download modifications that match your current ATM Release level. Inappropriate modifications will not install. This includes any pre-requisite bundles.
2) Also download the current Transfer and Installation instructions or, at least review them for any updates.
3) If you are running any ISE-supported custom code, do not install modifications without first understanding the possible effect of the new modification to your system. Remember to always set up your library list so that the Paper-Less Custom library is before the Paper-Less Base library.

IDENTIFICATION OF INSTALLED MODIFICATIONS

After completing installation of ATM to the ISERIES, you should always review the ISE website and verify you are current with your ATMPTFs. Some installation CDs may have the required ATMPTFs contained on them and you will not need to download them automatically. You should also review the ISE website on a regular basis and compare it to the PTFs installed to your various environments.

See section 5 in this chapter for instructions on checking your current ATMPTF level.

TRANSFERRING FROM YOUR PC TO ISERIES VIA DOS FTP

Once the ATMPTF is saved on your PC, you must transfer it to the iSeries. These instructions apply to the **transfer** process only! The most common PC-ISERIES network connection is a TCP/IP link that allows FTP transfers, so we offer these basic instructions for anyone not familiar with the FTP utility in Microsoft Windows.

You will need to know the host name or IP-address for the ISERIES that your PC is connected to. This can be found in the "hosts" file somewhere under your default PC directory or in the TCP/IP Host Table on your ISERIES. You also need a valid ISERIES user name and password for the FTP session with sufficient authority for creating /maintaining Save files.

Then, for each ATMPTFxx bundle):

1) Create a save file on the iSeries with the same name as the ATMPTFxx downloaded from the web site.
    a) CRTSAVF FILE(QGPL/ATMPTFXX) TEXT('ATMPTFxx save file')
2) Open an MS-DOS prompt from your Windows environment
3) Start -> Programs -> Accessories -> Command Prompt
4) Enter the "FTP" command.
5) Type **Open** [host name or IP-address]
6) Enter your user name and password
7) Type **Bin** and press enter
8) Type **Put** and press enter
9) You will be asked for the from location – enter the location on your pc you unzipped the file to.
10) You will then be asked for the to location – enter QGPL/ATMPTxx
11) Once the transfer is complete, type **Quit**

NOTE: The DOS FTP Utility is very basic, and returns few if any diagnostic messages to the user. After entering the "Put" command, you should get a completion message reading "xxxx bytes sent". The absence of this message indicates that there was a path or file location error and you will need to resolve the issue before the transfer can occur.

You may run into situations in which there is a problem with what was transferred. For example, there may have been an error during the transfer process or you may have obtained another zip file of the bundle due to an error with the original bundle. If you are trying transfer a modification bundle that was previously transferred because you think the original save file had an error, you should remove or rename the original save file for that bundle and then start the process over again beginning with Step 1 above.

Installing Server Pack to the ATM Environment:

Sign onto the AS/400 as QSECOFR.

From the AS/400 command line, type in the following command:

RSTLIB SAVLIB(ATMPTFxx) DEV(*SAVF) SAVF(AS/400 library/ATMPTFxx) (Note – The AS/400 Library name should be the library in which the save file was created in. For the Save File name, replace the “xx” with the 2-character fix packet number). Upon completion of this command, a message will be displayed stating the number of objects restored.

Prior to processing the fix pack install command, please make sure that the MAPICS environment in which the install will take place for is not in a “dedicated mode”, and that no users are in the ATM application during that period of time.

From the AS/400 command line, type in the following command:

CALL PGM(ATMPTFxx/ATMPTFINS) Replace “xx” with the 2-character fix packet number. Follow instructions on the screen and fill in the appropriate parameters where required.

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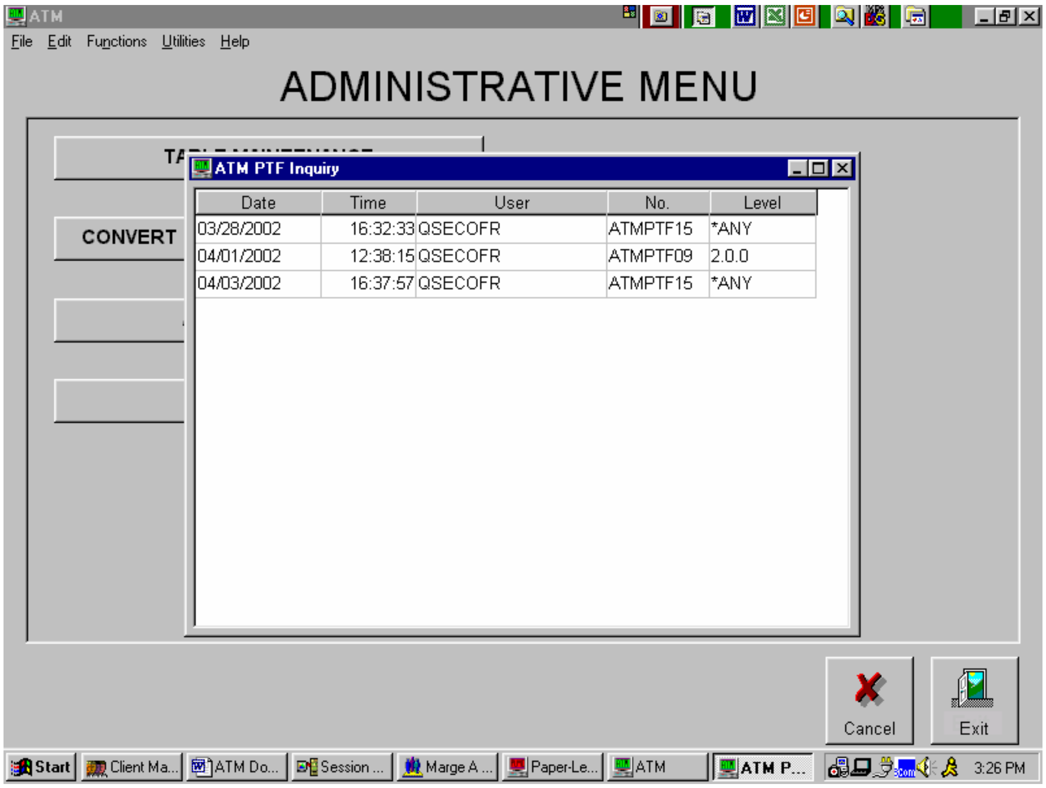
5. Inquire on PTF Server Level

To determine the latest PTF Server Level applied, access the "Administrator Menu" and select "ATM PTF Inquiry". Note: This is not functional in Release 5 ATM. See "*Cumulative Server Fix Packs for Release 5.0 and above*" section.



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6. Part Day Absence Leave – Additional Fields

Two fields were added in Release 5 of ATM. These were added to the STPALV file in the ISTPCx library. These fields were added to better tie the Part Day absence records to the transaction that created the record. The fields are populated after Select and Edit is performed in ATM. The following are the names and rules used to populate the fields:

TRNSTR – Transaction Start
TRNEND – Transaction End

	STPALV Field Names	
Part Day Absence	**TRNSTR**	**TRNEND**
Late Arrival (CI)	Blank	CI Transaction number
Leave Early (CO)	CO Transaction Number	Blank
Other Out (OO/OI)	OO Transaction Number	OI Transaction Number
Lunch Out (LO/LI)	LO Transaction Number	LI Transaction Number

Note: these fields are not used in ATM nor can they be displayed. These are intended for trouble shooting purposes only.