TIMY-SOFT CUSTOMISATION FEATURES

Employee 'Time Sheets' have 20 free columns available for insertion of customised formulae, either by the user or by your Timy System supplier.

The customisation functions listed in this document can be added, or modified, by your Timy System supplier to suit many other requirements. Alternatively, the optional software Forms module (http://www.t-data.co.uk/timesheets.html) is available for purchase from your Timy System supplier.

3-Shift Rotation: Allows 3 x 8-hourly shift rotations to be automatically indicate three shift rotations as S1, S2, S3.

Absence: Calculate the value of any 'Absence hours' when the 'absence code' corresponds to the code set in the column header. To be used to configure a "Retrieve Data" function.

Absence-Balance: Allows the maintenance of all absences (in hours or days) with a balance. e.g. for Paid Vacation, initialise a default count of "22" (days) and for any period of 1-8 hours for each day of Paid Vacation the counter will automatically be indicated as 1. The number of days of remaining vacation will be displayed.

Balance: Performs a difference count of two columns of type "Sum/Difference" to determine current account balance.

Break Deduction (1): Deduction of up to three fixed breaks (ID-Badges do not have to be swiped) depending on the duration of the column "Hours Clocked".

Break Deduction (2): Deduction of a flat rate for up to three breaks a day, depending on actual hours present. E.g. a tea break in the morning, if present in the morning, plus a lunchtime break, if present at lunch time. Also suitable for other meal breaks (e.g. noon, evening or both).

Daily Theoretical: Programmes a column with a fixed daily work value. It is possible to set a different value for each day of the week. This sets a fixed daily work time to be paid regardless of actual hours clocked.

Flexitime: Calculates 'flexible time' hours worked and also displays Debit or Credit hours in balance (daily, weekly or monthly).

Holidays Hours: Allows any hours worked on a Public Holiday to be annotated in a special column. This enables the correct pay rate to be assigned for such events.**Weekly Program :** Set up a weekly work schedule with different time settings for each day.

Night Hours: Automatically calculates hours between time stamps e.g. "22:00" and "04:00" the following day.

Round Up/Down: This formula penalizes late arrivals and early departures. Calculates daily time stamps compared to a rounded value (default is 15 minutes, but can be adjusted) for the maximum 10 time stamps (Start 1 to Stop 5). With this function, all time stamps in the time range 07:45:01 to 08:00:00 are considered to have taken place at 8am. All time stamps from 08:00:01 to 08:15:00 are considered to have occurred at 8:15. Likewise, at clock-out all time stamps in the time range 17:00:00 to 17:14:59 are considered to have taken place at 5pm. Used only in comparison with actual time stamp hours clocked by the employee.

Serial No./Filter: Allows a simple way to allocate work tasks to time stamps (machinery management, construction sites, etc).

Shift Autorecognition: Recognises 4 distinct time 'windows' from recorded time stamps.

Site/Cost center: Allows time allocation for projects, tasks, orders, manufacturing, etc. Requires special badges for each task, which are available from your product representative.

Smoke Break: Allows the management of up to 10 smoke breaks per day (as default), in addition to the 10 standard time stamps. These "Smoke Break" time stamps are counted separately and deducted as a block of time at the end of the day. Requires a special "Smoke Break" badge (barcoded as ZZ), available from your Timy System supplier.

Sum/Diff: Sum or difference of two columns to create a balance, or to add several occurences of overtime.

Sunday Hours: Calculates hours clocked on Sunday, e.g. when an employee has commenced work on a Saturday, and worked through midnight into Sunday, or commenced Sunday and worked through midnight to Monday. The formulae will correctly assign worked hours to the correct day of the week, rather than the standard 'midnight crossover' method of assigning all the hours to the day when work commenced.

Time in hh:mm: Copy a column with times in decimals to a new column presented as "hours and minutes." It is possible to use this data for other calculations, particularly for a column total.

Time in hh:mm (incl.neg): As per "Time in hh:mm", but negative values are converted. However, it is not possible to make new calculations with the data, and it is not possible to make a total of column for the data due to limitations within Excel.

Variable Lunch Break: Implements a break with a variable minimum deduction. If the employee does not clock-out and -in for a meal break the total "Hours Clocked" will have the minimum break deducted (e.g. 1hr). If the employee clocks-out and back -in for less than the minimum, it will deduct the actual minimum deduction (1hr, for example). If the employee clocks-out for more than the minimum it deducts the actual absence duration.

Weekly Overtime: Calculates overtime hours based on a 'set' of hours on a weekly basis. e.g. 40hrs - 45hrs. Enables the correct pay rate to be assigned for such hours.

Weekly Sum: Generates a weekly sum from any column containing the recorded daily hours.

Weekly Theoretical: Programmes a column with a fixed weekly default e.g. 40 hours. This sets a fixed weekly work time to be paid regardless of actual hours clocked.