

Santos Computer & Services Inc.

Your Data Processing People

DigiPuncher System

REFERENCE GUIDE

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DIGI-PUNCHER

INTRODUCTION

The DigiPuncher system, is a programming in Microsoft Access, that consists in three databases: the users interface, a temporary database with temporary and static tables, and a database that contains logs, weekly, bi-weekly, bi-monthly and monthly summaries.

DigiPuncher main purpose is to storage and compute employees' worked hours and the integration with the payroll system. The employees' logs are captured using biometric units such as Vstation or HandPunch. They are stored and processed by DigiPuncher. After being processed, the logs are summarized by weeks depending on the company pay schedule, the summary is then added as input to the payroll.

The system is also used to add Vacation, Sickness or other types of employees' absenteeism information. Also, it maintains current Vacation and Sickness balances. The system allows to export this information to different formats such as text, spreadsheets or databases.

Through this guide we will present each function and process to execute correctly the data that will be used later in the payroll process.

INSTALLATION

The DigiPuncher installation is executed by running the program **setup.exe** contained in the program CD. The directory where the installation is made, is normally *C: Files*. In that directory, is stored the system files such as **DigiPuncher.mdb**, **DigiPuncherData.mdb**, **DigiPuncherDataPunches.mdb**. The installation creates a group in the Programs Menu, where *DigiPuncher*, *Repair Program*, *Repair Data*, and *Repair Data Registers* are.

The option DigiPuncher is used to run the program. The remaining repairing options are used in case of data corruption or to compact files.

System Installation (First Run)

The first time DigiPuncher is executed, the first thing that appears on screen is the access window where the user writes a “username” and “password”. To access the system as an Administrator, use the following information:

User Name: DigiPuncherAdmin Password: SantosComp

Quickly, it appears on screen a window to register the program with *Santos Computer & Services, Inc.* Please call us, and do not forget to supply the access code that the system provides in order to obtain the registration number. Once the number is received, you would have access to the system.

Once the user is in the Main Window, he/she has to access the Configuration menu, and select “Administrator”, then “Release Update”. This process will erase any unwanted data, and will allow the users to start from scratch with the Configuration. When finished with the updates, a new username and password can be created.

MAIN MENU

Once the program is installed, it will access the program's Main Menu (Figure 1.1). It is composed by:

1. **Menu Bar** - like most application programs, DigiPuncher has a menu bar and it is composed by: Processes, Employees, Utilities, Configuration, Window, Help, and About DigiPuncher. The components of this menu will be explained in detail throughout the guide.
2. **Employees** - this process is for employees' file maintenance. Here you can add, edit or delete employee records.
3. **Logs File** - it allows the user to see the logs file of certain employee(s).
4. **Daily Logs Process** - it allows the user to see and manage the company's employees daily logs.
5. **Weekly Summary** - unfolds weekly logs and calculations of the employee.

Figure 1.1 - Main Menu



6. **Bi-Weekly Summary** - has the same functions as Weekly Summary with the difference that it unfolds to bi-weekly totals.
7. **Semi-Monthly Summary** - shows Semi-Monthly totals with worked hours for each employee.
8. **Monthly Summary** - allows the user to create a monthly report with worked hours, vacation and sickness for each employee.
9. **Absenteeism History** - shows an absenteeism report for a selected employee, for a selected period.
10. **Vacation & Sickness Accumulation** - allows the user to see vacation and sickness accumulated quantities, for each employee.
11. **Holidays** - it's used to create a file of observed holidays for an entire year, for each company.
12. **Schedules** - allows the user to create work schedules for the company, the number of schedules is unlimited.
13. **Logs Changes Report** - allows the user to see and print reports concerning changes made to employees' logs.
14. **Change Password** - allows the user to modify and change any aspect of the passwords that have been registered. Only those users with Administrator access can make changes to these files.
15. **Delete Records** - this process will make a copy of the logs database in a new quarter database, and will delete the records for that quarter from the logs database.
16. **Veriprint Control** - access the Veriprint unit configuration, it has various functions that are like those in the VeriAdmin program, that are used for the Vstation units.
17. **V-Station Control** - unfolds a list of transactions made in the Vstation unit for a selected period.
18. **HandPunch Control** - allows to collect HandPunch units transactions and unfolds a list that shows those transactions.
19. **Configuration** - provide the users those fields to create the system's configuration.
20. **Connect Database** - it's used to connect to another database, it can be in another computer, directory or back-up.
21. **System Log** - creates a list of users that have accessed the program and the activities made in each connection.

- 22. **Connected Data** - shows the name of the Company being accessed by DigiPuncher.
- 23. **User** - shows the name of the user that is connected.
- 24. **Exit** - click the button to exit the program.

Basic Navigation Controls

The following controls in Figures 1.2, 1.3 y 1.4, are repeated in most of the program. The table or file (Figure 1.3) contains the records or data that have been stored, it allows the continued visual verification for the data. At the bottom of the table we can see where we are located and the total of records contained. The navigation controls allow the users to move in a simple way, through the table or file, also, it allows to execute basic actions like add, edit or delete records (data), with only the mouse's left button.

Figure 1.2 - Navigation Controls

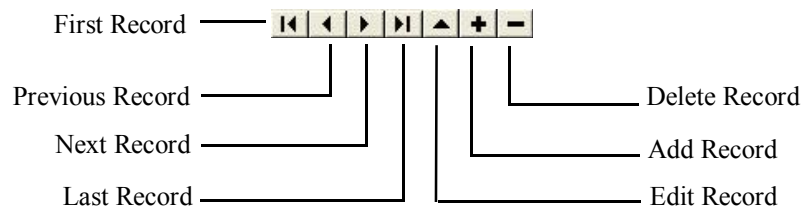
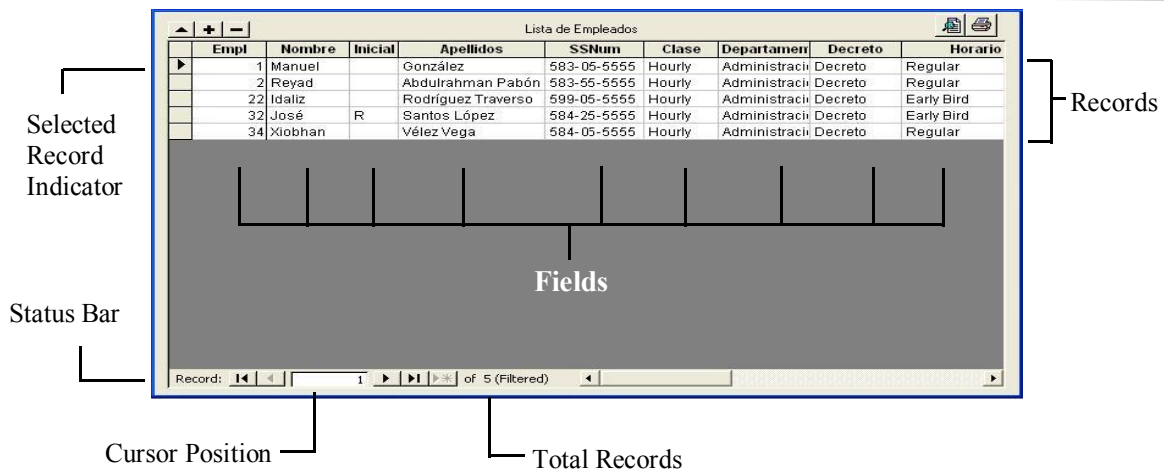


Figure 1.3 - Tables or Files



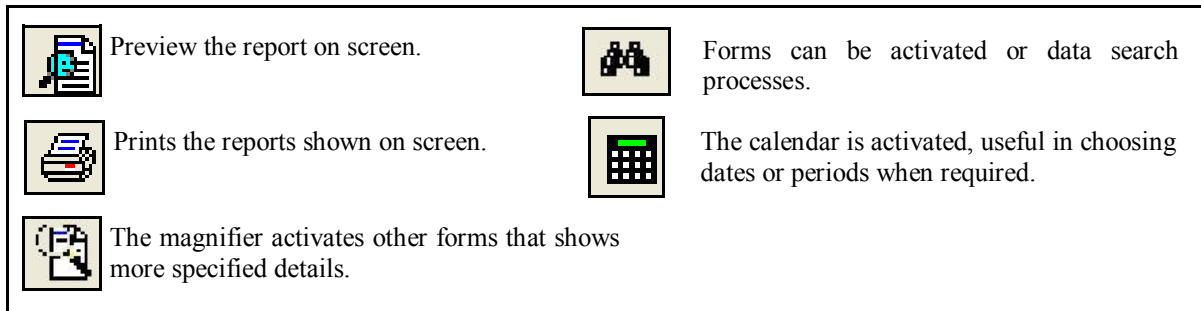


Figure 1.4 - Tools

USERS SECURITY MANAGEMENT

The screen on Figure 2.1, allows the system's administrator to define users and assign them to each one of the groups. Users can also be eliminated and specify to which functions he/she will have access. The form shows four lists and four buttons, that the administrator can use to control and edit users in the system.

The lists shown at the top of the Users Management windows are the following:

- **All Users** - this list shows the names of all the DigiPuncher system users. The system includes the user "DigiPuncherAdmin" that is the system's Administrator.
- **Groups** - this list shows the groups available in the security system. The groups are the following:
 1. *Administrators* - they can execute any option in the System.
 2. *Operators* - they can manage the system except manage users in DigiPuncher.
 3. *Others* - they can see information but they can't make changes in the system.

These two lists presented at the top of the form, are used to show users by group. If a group is selected, then it shows all the users that it belongs to that particular group.

The buttons are the following:

- **Add User** (*Figure 2.2*) - allows the administrator to create new users that can access the system.
- **Delete User** - to delete a user, select the user in the list "All Users" and then click the button "Delete User". If all users are eliminated, there will be no access to the program.



Figure 2.1

Figure 2.2 - through this window, the administrator can add each authorized user to access the system.

- **Assign a Group** - to assign a group to a user, first the user has to be selected from the “All Users” list, and then select the group from the “Group List”. More than one group can be selected by pressing the CTRL key. Then press the “Assign Group” to finish the modification.
- **Advanced Security** - through this button, the administrator can select those tasks that can be restricted to certain user. Through the windows in Figure 2.3, the administrator can grant access privileges to each user, according to the desired level. As we can see in the figure, the administrator can select specific tasks within each security field.

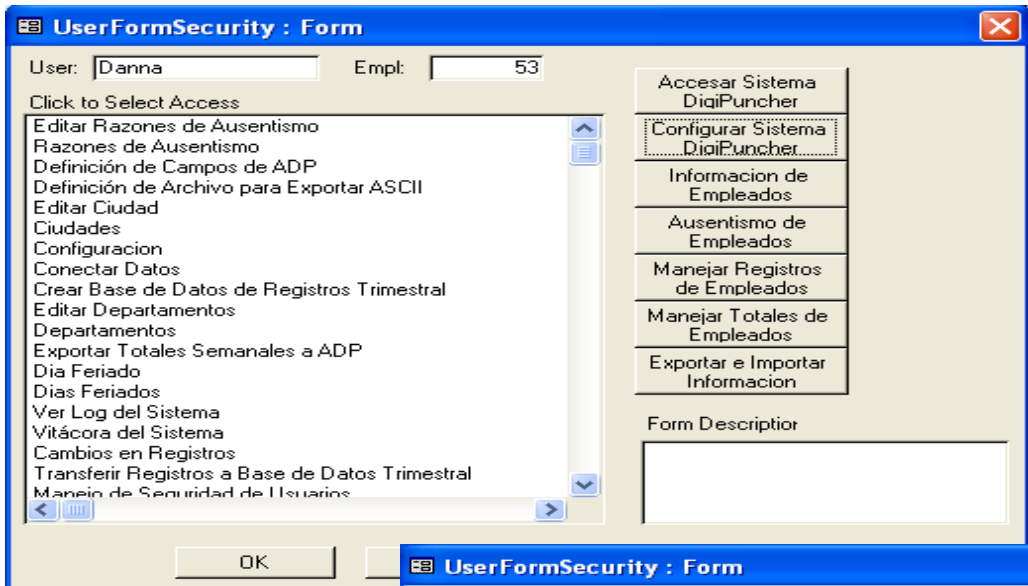
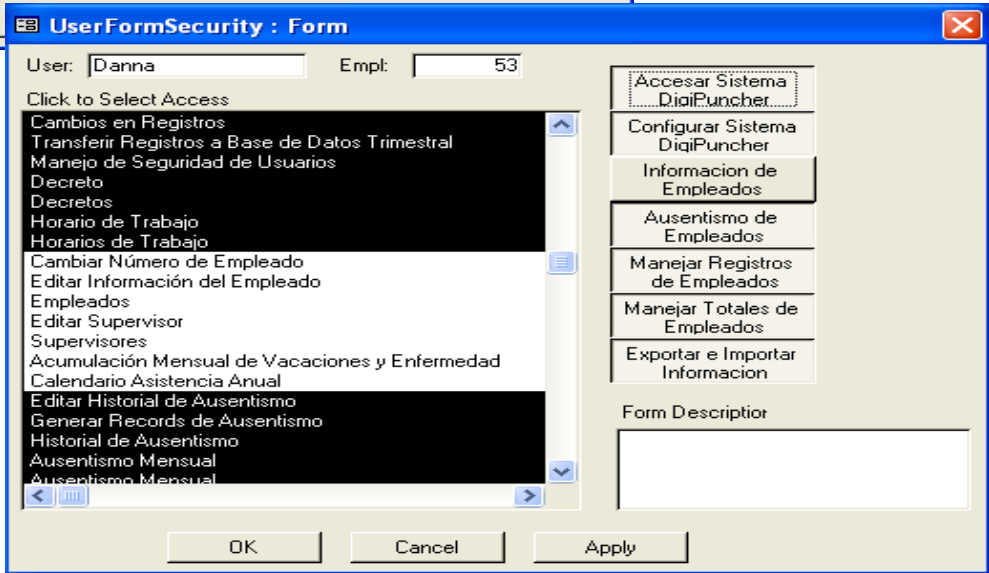


Figure 20.3 - if the administrator haven't selected any function, the user will have unlimited access.

Figure 2.4 - if the administrator selects any specific function, and leave the others in blank, the users will not have access to those functions that haven't been selected



It is important that the administrator verifies the functions granted to the user, because if the administrator forgets a function, the user would not have access until the security is modified. When the system restricts a function, it will appear on screen a figure like Figure 2.5

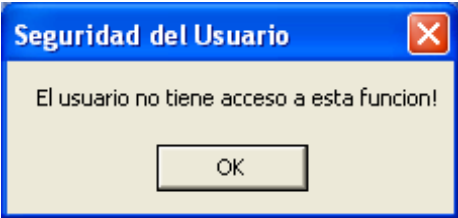


Figure 2.5

Change Passwords

Figure 2.6 shows the form that allows the user to change the password of the user accessing the system *DigiPuncher*. To access it the user must go to the Utilities menu and select the option “Change Password”. This form allows to change the password of each one of the users.



Figure 2.6

In the window, it appears the name of the user who started the program. In the “Old Password” field, write the actual password, in the “New Password” field, write the new password and in the “Verify” field, re-write the new password.

Press the “Apply” button or the “OK” button to accept the new password, or press “Cancel” to cancel any changes made. The password can contain a maximum of 14 characters.

CONFIGURATION

Once the system has been updated, the next step is to establish the configuration that the user will use. To access the Configuration menu (Figure 3.1), in the Menu Bar choose “Configuration”, then select the “Configuration” sub-menu. The user can also use the third icon (from right to left) that appears in the main window.

Once in the form, (Figure 3.1) there will be three fields: Headings, Configuration and Other Options.

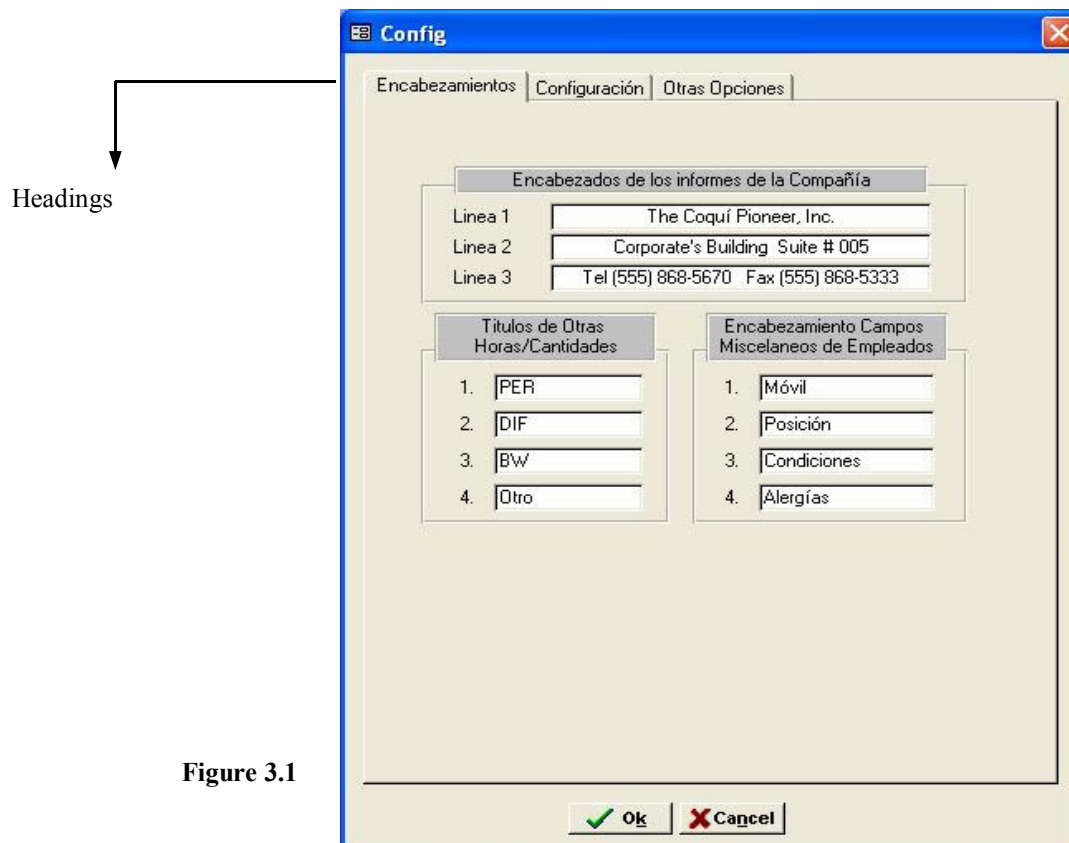


Figure 3.1

Headings

In this section, the user can edit/add the heading information that will appear in all reports generated by the program.

1. **Company Reports Headings** - use the three fields to write the information that will appear in the reports heading. In the first line, write the company's name, in the remaining lines, the address and telephone numbers can be added.
2. **Other Hours/Quantities Titles** - use the next four fields to establish the name for additional hours (or quantities) fields that the system will generate. The system had the next types of hours pre-defined: Regular, Time Half, Double, Meal, 24 Hours and 7th Day Penalty, Holidays, Vacation, Sickness and Maternity. The four fields are used to define hours or quantities, in addition to the predefined, that are managed through the absenteeism system.

3. **Miscellaneous Employee Fields Headings** - use these four fields to define the title for four miscellaneous fields in the employee file. It can be information like cellular phone number, allergies or health condition, etc.

Configuration

The window showing in Figure 3.2, allows the user to define the following system parameters:

1. **Language** - allows to choose language between Spanish or English.
2. **System Log** - allows the user to establish if a system log will be maintain, and the quantity of days that those activities will remain on record.
3. **Select the Closest Schedule** - this fields will define which schedule will be assing to each work day; if it is by the schedule that is defined in the employe file, or the closest by the first “in” log. Based on the schedule chosen for the work day, it can be establish to which shift, the work day belongs. If the closest schedule is chosen, a time lapse in minutes can be indicated to make the schedule selection. If based on the employee log, a closest schedule can’t be located that starts between the time lapse, then the schedule defined in the employee file is chosen.

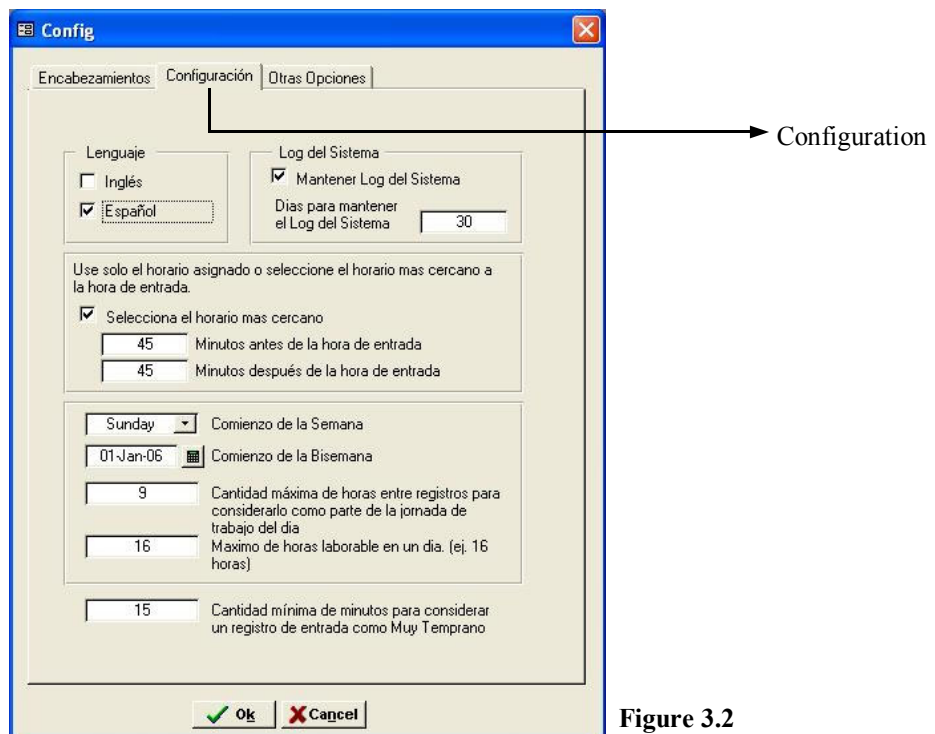


Figure 3.2

4. **Week Start** - this field establish the week start day for the payroll process.
5. **Bi-Week Start** - establish the bi-week start day according to the payroll Period Ending.
6. **Maximum of Hours to Consider the Log as Part of the Work Day** - this quantity of hours is used to assign a log, the date of the previous log. If the difference in hours between logs is greater that the one assigned, then the log is assign to the day according to the date. The reason for this parameter is to used it when the work day starts at night and finishes early the next day.
7. **Maximum Labor Hours in a Day** - it is used to regulate the hours that a employee works in a shift and so that the system can identify irregular work days (*Flexitime*).
8. **Minimum of Minutes to Consider an Early Log** - this field is used to identify those logs of employees that started too early. The log is compared with the employee schedule, if the diference in minutes is equal or greater than the one establish in this field, then the log is consider as too early

Other Options (*see Figure 3.3*)

1. **Weekly Export File Name** - in this field, is defined the name of the file used to export the weekly totals using the “Weekly Totals Exportation” form.
2. **Veriprint Options** - the fields in this group, defines the parameters related to de Veriprint unit.
3. **Options to Export ADP** - the fields in this group, define the paratmeters to export weekly totals to the ADP System.

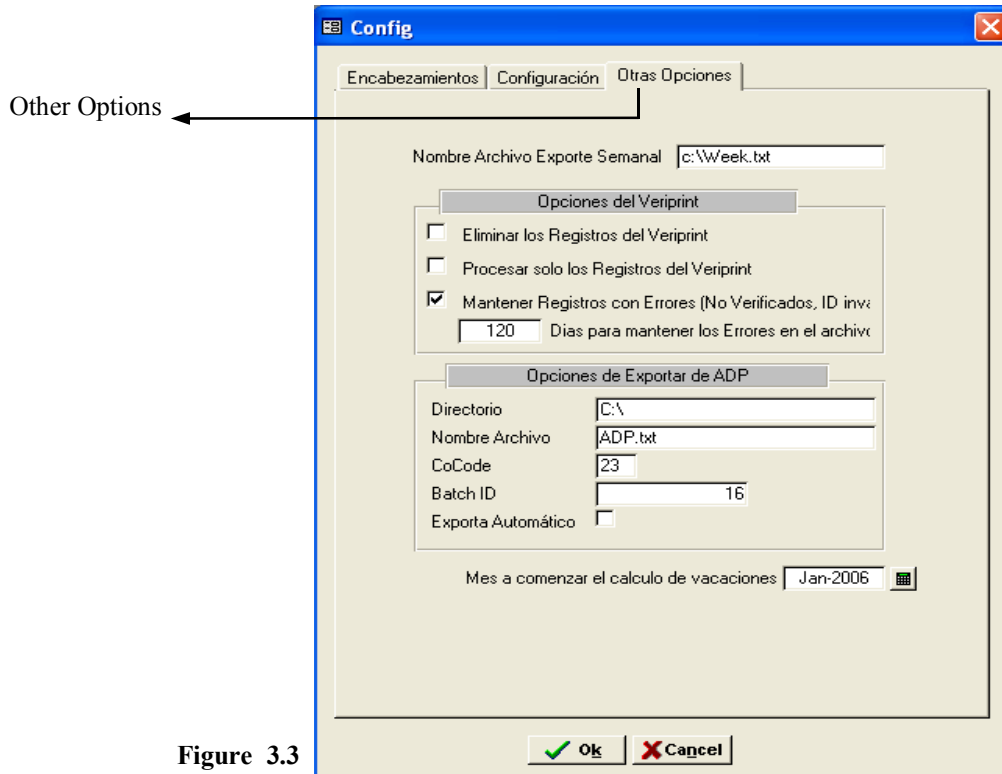


Figure 3.3

CONNECT DATA

The window in Figure 4.1 is used to connect data of the actual logs, quarter logs, and the system general data.

The DigiPuncher system, developed in Microsoft Access, consists in three main databases. The main database is called *DigiPuncher.mdb* and contains the programming (front-end). The database *DigiPuncherData.mdb* contains the main system tables, employees, configuration files, etc. The third database *DigiPuncherDataPunches.mdb* contains actual employee logs, and daily, weekly, bi-weekly, and semi-monthly summaries. Is possible in a LAN environment, to establish the location of the databases in a server, while the programming is kept in one or more work stations. In this case, is necessary to indicate the program database, which is the location, and for that, the following form is used.

In addition to the three main databases, other quarter databases that will have logs and summaries information, can be created. These databases are created to maintain manageable the size of the system tables. Through this option, the user can select the file where the data processed by the program are stored or saved. The fields that this window shows are the following (Figure 4.1):

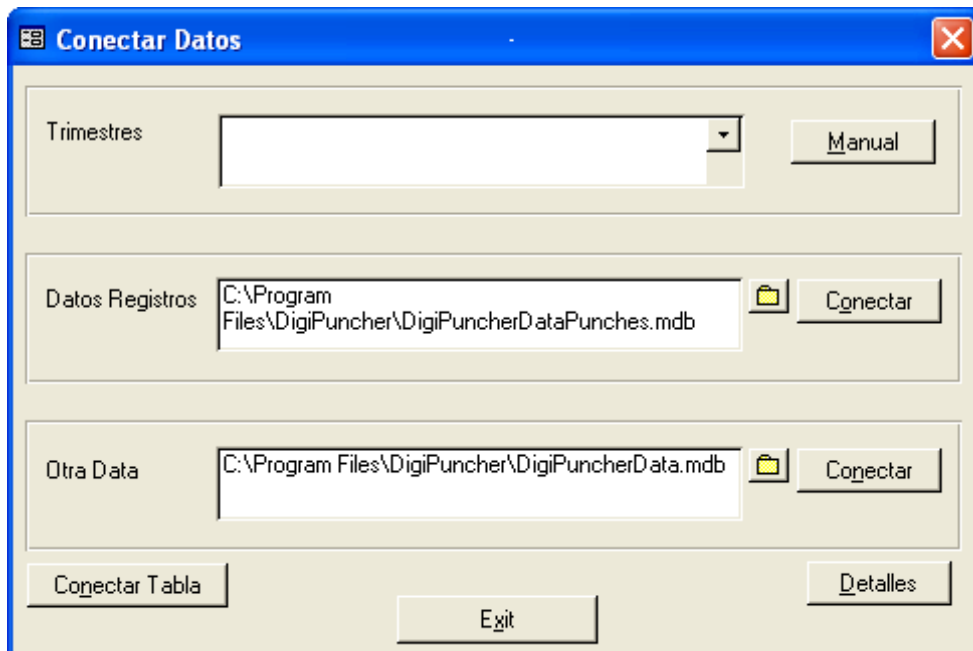


Figure 4.1

1. **Quarters** - this field allows to select from a quarter database list (the database that contains the employees' logs and summaries from a determined quarter). By selecting an entry from the list, the information go to the **Logs Data** to connect the tables. Once the tables are connected, the logs information for the quarter can be examined through DigiPuncher. The Manual button can be used to browse the form and create the quarter database manually. See the form "Create Quarter Logs Database". Another way to create the quarter database is with the *Purge* process.
2. **Logs Data** - this field shows and allows to specify the name of the database that contains the employees' logs and summaries (Figure 4.2).
3. Using the file button, the database file that contains the information can be selected.

ADMINISTRATOR

In the Configuration Menu, there's an Administrator section. In the Administration option, there's three options: Data Conversion, Release Update, and Reset System. These three options are restricted to the Administrator, because if they're unsuitably used, the existing data can be damaged. We will describe briefly each function in the Administrator submenu.

Data Conversion

Figure 5.1 shows the Data Conversion window. The fields are used by the programmer to convert the data from a older to a new version. Each time that new versions are made, the programmer will go to the Data Conversion option to compile the stored information in diferent databases in the program, and then be able to adjust the information to the modifications made to the new DigiPuncher version, or the version that is been intalled.

In case that the DigiPuncher system is presenting data problems, **do not attempt** to update it through the form, please contact the programmer to make the necessary adjustments.

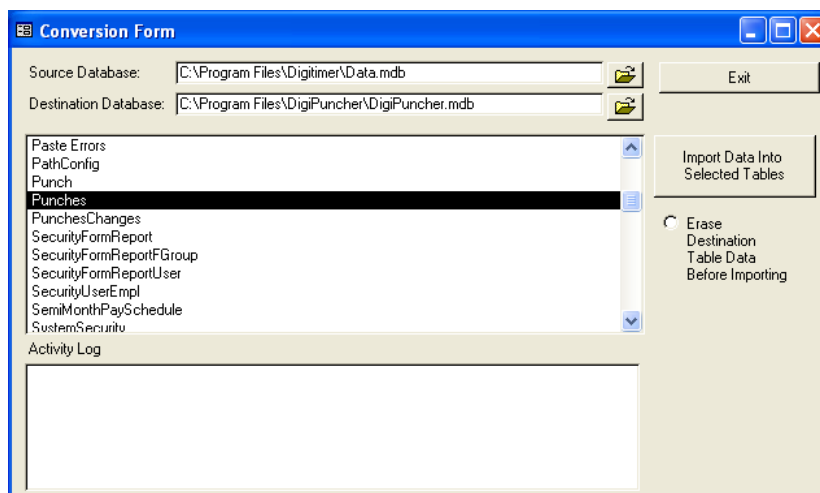
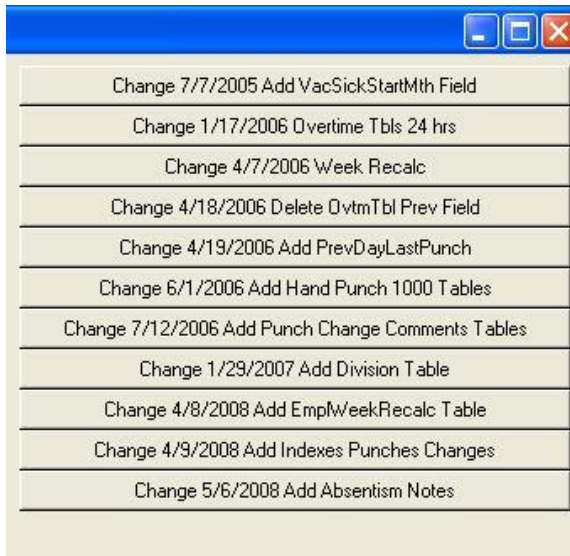


Figure 5.1

Release Update

This function can be performed before the user starts to write the configuration information, to be sure that all the system components are installed with the most recent versions. To install the updates, all the buttons on the form must be pressed (Figure 5.2). Once the process is completed, the system will automatically update all tables or missing components.

Figure 5.2



Reset System

This button **must not be used**, unless the user wishes to **absolutely erase** all information data stored in the program. This includes logs, employees with all their configuration, and the system's main configuration.

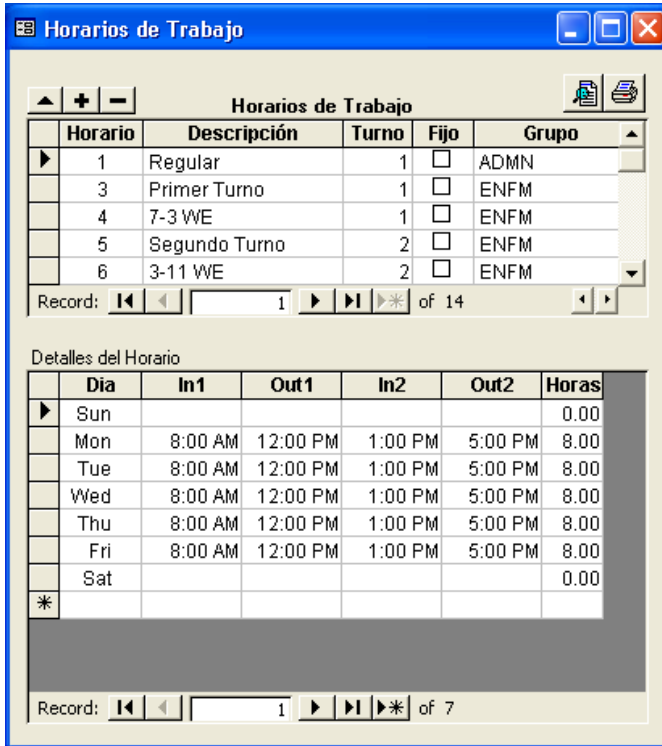
WORK SCHEDULES

This option is in the menu bar, in the "Work Schedules" option that shows in the submenu. Once the windows appear (Figure 6.1), the user can add, edit or delete different schedules and identify schedules with a descriptive name.

Each schedule is identified with a name and it consists in seven records, one for each day of the week, with the work day and its "in" and "out" hours. The form shows the hours total for each schedule. To manage the list, use the edit, add and delete buttons.

1. **Add Schedule** - to add a work schedule, select the "edit" button that appears in the window. Then an additional window will appear (Figure 6.2) there the user can assign:

Figure 6.1



- a. **Schedule Name** - it will be identified by this name.
- b. **Description** - this name will be used to identify the schedule through DigiPuncher system. Use a brief but descriptive name to make easier the schedule selection when a Employee is been created.
- c. **Shift** – assing the shift where the schedule belongs, if the Company works with more than one shift.
- d. **Fixed Schedule** – it’s used to determine lateness. If an employee

has a fixed schedule, the system will compare his/her logs with the fixed scchedule to determine if he/she was late or on time. On the contrary, the program will compare the log with all schedules within the group (that are not fixed) to have a conclusion.

- e. **Group** – is used to clasify schedules. Each schedule must be assign to a group, otherwise the “fixed schedule” function won’t work. The user must establish the schedule groups according to their similarities (Ex. Nurses Group, Schedule 7-3, 3-11, and 11-7).

- f. **Notes** - here the user can write a brief description for the selected schedule.

- g. **Day** - with this field, the user can choose the week day from the list (*Mon, Tue, Wed, Thu, Fri, Sat, Sun*).

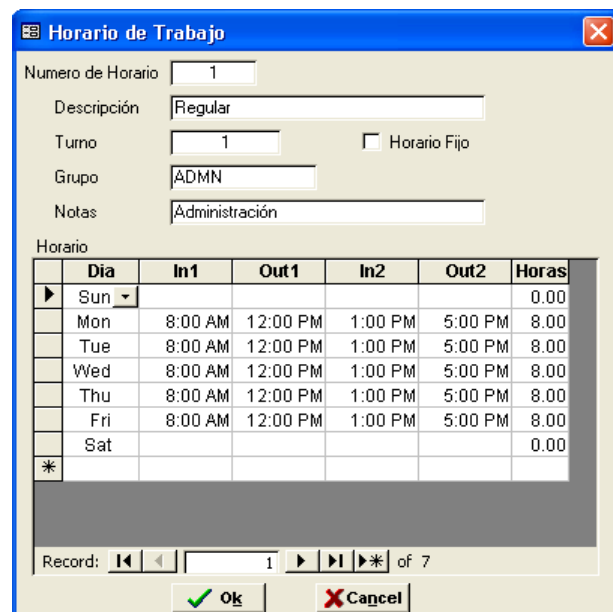


Figure 6.2

- h. **In1, Out1, In2, Out2** - these fields are used to indicate the in and out times to a specific work day. The time is written using the following format: **hh:mm:ss AM/PM** where **hh** is the time, **mm** are the minutes, **ss** the seconds, and **AM/PM** to indicate morning or afternoon. The user can also use the format **hh:mm:nn** using military hours (0-24).
2. **Edit Schedules** – select the schedule and press the “edit” button. Another window will show where you can make the necessary adjustments to any field, following the previous instructions.
3. **Delete Schedules** – to delete schedules, the user only has to select the wanted schedule and press the “delete” button. Remember that once the schedule is deleted, the data can’t be recovered and a new schedule must be created.

POLICIES

To access the policies window, the user must go to the Configuration menu, and then select “Policies”. The user must create a policy for each group of employees with similarities according to the hours calculation. For example:

1. Employees that work 7.5 hours but their policy pays 8 hours (usually used in hospitals).
2. Employees that accumulate vacation or sickness licenses with less hours worked in the month, than stipulated by law.
3. Employees that work the meal time and the Meal penalty isn’t calculated by the policy.
4. Employees with Fixed Schedule.

The system has as default the policy for Law 180, that stipulates that those employees that in the current month, worked more than 115 hours, accumulate 15 days a year of vacation license and 10 days of sickness license. Their week consists in 40 regular hours with a work day of 8 hours.

Figure 7.1 shows a list of defined policies in the system. It is necessary to have at least one policy configured in the system, and each employee must have one policy assigned to them. The form has edition buttons that have been presented throughout the manual. A list with the configured policies can be obtained with the “print” button located at the top of the form.



Figure 7.1

Add Policies

Once in the Policies main window, press the add button, this will take the user to the policy configuration form (Figure 7.2). It is important to fill the Name and Description fields, because they are required by the system. In the “Calculation” tab, the user can establish which penalties apply to that policy, and what type of hours will be considered for the hours worked total. The user can also specify the special deals like hours or minutes rounding worked by the employee.

Example:

1. Rounding to quarts of hours, but that the first minutes, up to 10 minutes, it rounds to quart of an hour back. Then after the ninth minute, it rounds to the next nearest quart of hour. This means that 35 minutes will round to 30; and 42 minutes will round to 45.

Next a description of each one of the fields that will appear in the calculation window:

1. **Calculate Time Half Hours** - this field specifies if time half hours will be calculated to the employees assigned to the policy. Usually those hours worked in excess of a work day are considered time half as far as the total of hours work in the week do not exceed 40 hours.

2. **Calculate Double Hours** - this field indicates if double hours will be calculated to those employees assigned to the policy. Usually, only worked hours that exceed 40 hours a week, are considered double hours.
3. **Calculate all Time Half as Double** - with this option the user can force the system to consider all extra time as double, time half hours aren't calculated.
4. **Calculate 5th Hour Penalty** - indicates if the employee classifies for the 5th hour penalty. The 5th hour penalty establishes that an employee cannot work more than 5 hours without taking a lunch break.
5. **Calculates Meal Penalty** - this field indicates if the meal penalty will be calculated. Establishes that the employee have 1 meal hour and if that meal hour is reduced, this reduction must be paid. A maximum of 1 hour will be paid.
6. **Calculates 24 Hours Penalty** - this field establishes if the 24 hour penalty will be calculated. The 24 hours penalty establishes that in a 24 hours period,

Figure 7.2

the excess of 8 hours worked must be paid to the employee, including extra time hours.

7. **Calculates 7th Day Penalty** - this field indicates if the 7th day penalty will be calculated. If an employee works 7 days in a row, the 7th day will be paid extra to that employee.
8. **Daily Regular Hours** - this field indicates the duration of a work day. Usually it consists in 8 worked hours in a day.
9. **Weekly Regular Hours** - this field establishes the duration of a work week. Usually it consists in 40 worked hours in a week. This quantity of hours is used to determine the calculation of time half, and double hours.
10. **Special Deal** - when selected, it allows to choose a fixed quantity of hours worked. When this option is selected, the system will only calculate established hours, and will not count the excess or lack of hours worked in real time.
11. **Nurses Special Deal** - some institutions use hours adjustments to the nurses personnel. This adjustment consists in rounding to 8 de quantity of hours worked, only if the employee have worked a minimum of 7.5 hours.
12. **Logs Rounding in Minutes** - this field establishes to what minute interval the logs will be rounded. This depends directly in how the worked hours are paid to the employee. Usually, the employees paid for quarter of hours (15 minutes), meaning .25, .50, and .75 hours.
13. **Downwards Minutes Rounding** - calculates the time total and the fraction of minutes that are left behind, it rounds to the next nearest quarter of hour. For this calculation, the total of worked hours is analyzed.
14. **Hours Included in the Total Hours Field** - the fields in this group indicates how the Total Hours field will be calculated. (*Daily, Weekly, Bi-weekly, and Semi-monthly*). Note that the penalty fields aren't included in the list, therefore they won't be in the total hours.

In the Vacation & Sickness tab (Figure 7.3), the user can establish the minimum hours to accumulate licenses, monthly hours, and the limit of hours for sickness licenses.

Figure 7.3

The screenshot shows a software window titled "Decreto" with the following fields and sections:

- Num. Decreto: 1
- Nombre Decreto: Decreto
- Descripción: Este es el decreto de los maestros
- Buttons: Ok, Cancel
- Section: Cálculos Vacaciones y Enfermedad
- Fields:
 - Mínimo de Horas para Acumular Tiempo de Vacaciones: 120.00
 - Mínimo de Horas para Acumular Tiempo de Enfermedad: 120.00
 - Acumulación de Horas por Enfermedad Mensual: 6.67
 - Límite de Acumulación de Enfermedad (Horas): 5,000.00
- Section: Acumulación de Vacaciones

	Menos de	Accum Dias	Hrs Mes
▶	9,999	30.00	20.00
*	0	0.00	0.00
- Section: Horas que cuentan como trabajadas para la acumulación de Vacaciones y Enfermedad
 - Horas Regulares y Extra
 - Horas Dia Feriado
 - Horas de Vacaciones
 - Horas de Enfermedad
 - Horas de Maternidad
 - Personal
 - DIF
 - FL
 - Otro
- Record: 1

It also includes a table where the user can detach the accumulation of monthly hours and days a year for an established period. This function is used when the company grants different benefits according to the employee's antiquity.

Example:

1. Employees with 1 to 3 years working in the company, will accumulate 15 days a year of vacation license, while those with 4 to 9 years will accumulate 20.

Besides seeing the information on screen, the user can print each and one of the configured policies for future references. Next a brief description for each one of the fields that the form contains.

1. **Minimum Hours to Accumulate Vacation Time** - this field establishes the minimum monthly hours worked so that the employee accumulates vacation time. Those hours that count as worked are defined in this section.
2. **Minimum Hours to Accumulate Sickness Time** - this field establishes the minimum monthly hours worked so that the employee accumulates sickness time. Those hours that count as worked are defined in this section.

3. **Monthly Sickness Hours Accumulation** - this field establishes how many sickness hours does an employee accumulates monthly, and if he/she meet the requirements of the minimum hours worked.
4. **Sickness Accumulation Limit (Hours)** - it's used to establish an hour accumulation top for sickness licenses. There are some companies that establish that the employee won't accumulate more than 60 days of sickness license, reason why the program allows to establish that limit and when reached, the program stops accumulating monthly hours for that license.
5. **Vacation Accumulation** - the table in Figure 7.3, defines how many monthly vacation hours does an employee accumulates, if he/she meets the minimum hours required. The table is organized by how many worked months does the employee has in the company.
6. **Hours that Count as Worked for Vacation & Sickness Accumulation** - this group establishes which hours count for the monthly hours worked calculation. Only those marked will accumulate for the monthly total.

ABSENTEEISM REASONS

To access the Absenteeism Reasons (Figure 8.1), the user must go to the Configuration menu and choose said option. In the window will appear a list with the absenteeism reasons predefined by the DigiPuncher system. It allows the user to change the description according to his/her necessities. This absenteeism hours will be calculated as worked hours, meaning that it will calculate the corresponding payment for each one. The program provides seven reason that will be included en the reports (the

first three are predefined, the last four can be defined by the user). The hours predefined by the system are:

1. Vacation
2. Sickness
3. Maternity

In the other options, the user can specify absenteeism reasons that can be adjusted to their particular needs. Other reasons can be: FNL (Funeral), FL (Family Leave or Family Emergency), and BW (Bad Weather) among others.

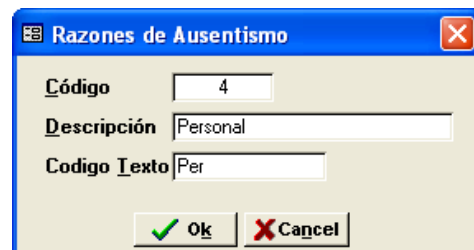
The user can use the edition buttons to manage the list and also use the print buttons to obtain a print report for said options. The fields that will be find in the form are:

1. **Code** - it must be between number 1 to 17. The program uses them as reference for the list order.
2. **Description** - brief description for each one of the absenteeism reasons.
3. **Short Code** - name that will appear in all reports headings. It must be brief and descriptive, for an easier reports reading.



Figure 8.1 - Allows the user to establish absenteeism hours that the company pays.

Figure 8.2 - Edit Absenteeism Reasons



DEPARTMENTS

DigiPuncher allows the user to establish a list of departments by which is divided the company. These departments are used throughout the system for grouping the employees. Each employee must be assign to a department since it will be use for the payroll process and for the reports.



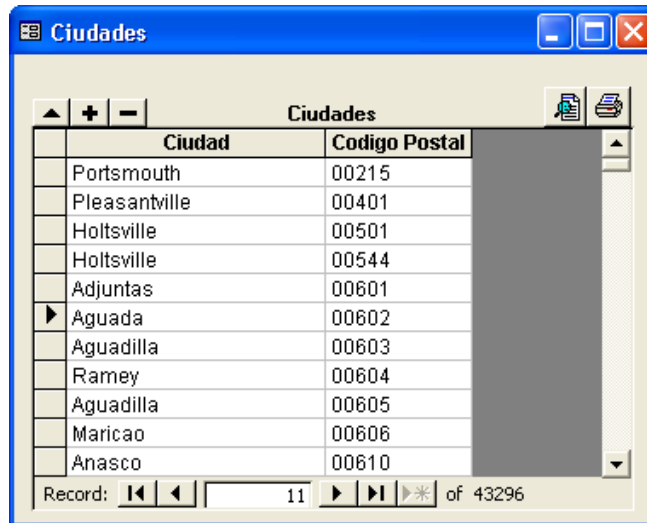
To access the list, the user must go to the Configuration menu, and choose the Departments option. There he/she will find a window (Figure 9.1) where he/she can add, edit, and delete departments. The window allows the user to assign a number to the department (that will be used to it's identification) and a name. The program also allows the user to utilize the edition buttons to manage the department lists, and the print buttons to obtain a list of those departments that have been assign for future reference.

CITIES

Figure 10.1 shows a list of cities predefined in the system. To access the list, the user must go to the Configuration menu and select Cities. This list is also use to locate the home town for employees when their personal information is configured in the system.

Use the edition buttons to manage the cities' list, adding, editing or deleting them. The print button will allow the user to obtain a printed list of the cities.

Figure 10.1



HOLIDAYS

To access the Holidays form, the user must go to the Configuration menu, then select the Holidays option. Once there, a window with the current year will appear (Figure 11.1), it will have a button so that the user can generate the holidays. If the “generate” button is pressed, another window will appear (Figure 11.2) where it will have



Figure 11.1

a Holidays' list. There the user can choose an individual day and edit it according to the company's holiday policy.

In Figures 11.3 and 11.4, are different edition windows for Holidays. If the user choose a day as fixed, for example Christmas (December 25) the holiday will always be in the selected date no matter the day of the week. When the box “All Day” is checked, indicates that

Aplica	Feriado	Dia	Descripción	Medio Dia
<input checked="" type="checkbox"/>	01-Jan-08	Tue	Año Nuevo	<input type="checkbox"/>
<input type="checkbox"/>	14-Jan-08	Mon	Natalicio de Eugenio Maria de Hostos	<input type="checkbox"/>
<input checked="" type="checkbox"/>	21-Jan-08	Mon	Natalicio Martín Luther King	<input type="checkbox"/>
<input type="checkbox"/>	18-Feb-08	Mon	Día de Los Presidentes (Natalicio de George Washingtc	<input type="checkbox"/>
<input type="checkbox"/>	22-Mar-08	Sat	Día de la abolición de la Esclavitud	<input type="checkbox"/>
<input checked="" type="checkbox"/>	21-Mar-08	Fri	Viernes Santo	<input type="checkbox"/>
<input type="checkbox"/>	21-Apr-08	Mon	Natalicio De José de Diego y Preafirmación de Idioma de	<input type="checkbox"/>
<input type="checkbox"/>	26-May-08	Mon	Día de la Recordación de los Muertos de la Guerra	<input type="checkbox"/>
<input checked="" type="checkbox"/>	30-Dec-99	Sat	Día Independencia de EE.UU.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	21-Jul-08	Mon	Natalicio De Luis Muñoz Rivera	<input type="checkbox"/>
<input checked="" type="checkbox"/>	25-Jul-08	Fri	Día de la Constitución de Puerto Rico	<input type="checkbox"/>
<input checked="" type="checkbox"/>	28-Jul-08	Mon	Natalicio de José Celso Barbosa	<input checked="" type="checkbox"/>
<input type="checkbox"/>	01-Sep-08	Mon	Día del Trabajo, Santiago Iglesia Pantin	<input type="checkbox"/>
<input checked="" type="checkbox"/>	13-Oct-08	Mon	Descubrimiento de América y Día de la Raza	<input type="checkbox"/>
<input type="checkbox"/>	11-Nov-08	Tue	Día de Armisticio y Día Del Veterano	<input type="checkbox"/>
<input type="checkbox"/>	19-Nov-08	Wed	Día Descubrimiento de	<input type="checkbox"/>
<input checked="" type="checkbox"/>	27-Nov-08	Thu	Día de Acción de Gracias	<input type="checkbox"/>
<input checked="" type="checkbox"/>	24-Dec-08	Wed	Noche Buena	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	25-Dec-08	Thu	Navidad	<input checked="" type="checkbox"/>

the entire day (8 hours) counts as a holiday, if not checked, only 4 hours will be assumed, only half a day. Rotative holidays can be edited, for example Thanksgiving which is the fourth Thursday for the month of November.

Figure 11.2

Figures 11.3 - 11.4

SUPERVISORS

The windows shown in Figure 12.1 and 12.2, allows the user to visualize the supervisors list defined in the system, and it can be accessed by going to the Employees menu and selecting the Supervisors option.

To add a supervisor, simply press the “add” button. The form ask for a number for that supervisor (user preference) and the name of the supervisor.

To edit a supervisor name, simply select the record, and press the “edit” button. The form will ask for the corresponding changes for that particular supervisor.

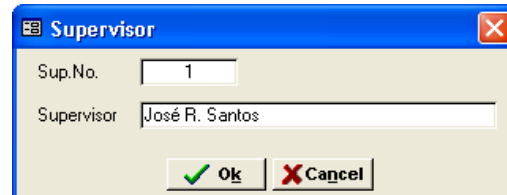
To delete a supervisor, simply press the “delete” button, and select the supervisor from the list. Make sure it is the correct supervisor because the process is irreversible.

This form, as the majority of the forms in DigiPuncher, also counts with different buttons where the user can preview or print a list for the Supervisors, it may help for future references.



Figure 12.1 - Shows a list of all Supervisors registered in the system.

Figure 12.2 - Through this box, the user can edit or add names to the Supervisor list.



SEMI-MONTHLY PAY SCHEDULES

In the Processes menu, the user will find the option for Semi-Monthly schedules (Figure 13.1) which will be used to list the records that will define the semi-months. Each record will define the period in which the semi-month ends and the assumed days calculated for each semi-month. The assumed days that will be counted as worked, according to the employees' schedules. The difference between assumed days and the real worked hours in those days will be included in the next semi-month calculation.

- **Semi-Month** - date in which a semi-month period ends. Usually the day 15 and the last day of the month.
- **Assumed Days** - shows the dates, up to 6 days per semi-month, assumed as worked.

The print button can be used to print a report shown in the windows screen. The user can also use the mouse's right button to filter the information.

Desde: 01-Sep-05
Hasta: 31-Dec-05

▲ + -	Itinerario de Pago Quincenal				
	Quincena	Periodo Desde	Periodo Hasta	Dias Asumidos	Asumic
	9/15/2005	01-Sep-05	15-Sep-05	<input checked="" type="checkbox"/>	
	9/30/2005	16-Sep-05	30-Sep-05	<input type="checkbox"/>	
	10/15/2005	01-Oct-05	15-Oct-05	<input type="checkbox"/>	
	10/31/2005	16-Oct-05	31-Oct-05	<input type="checkbox"/>	
▶	11/15/2005	01-Nov-05	15-Nov-05	<input type="checkbox"/>	

Record: 5 of 5 (Filtered)

Figure 13.1 - this form is used to edit or add Semi-monthly schedules.

Figure 13.2

Quincena: 15-Oct-05
Periodo Desde: 01-Oct-05
Periodo Hasta: 15-Oct-05
Dias Asumidos:
Asumidos Desde: 12-Oct-05
Asumidos Hasta: 15-Oct-05

Ok Cancel

This form shows the semi-monthly pay schedule and the paydates that will be assumed by the system according to the user configuration.

Figure 13.3

Desde: 01-Sep-05
Hasta: 31-Dec-05

▲ + -	Itinerario de Pago Quincenal					
	Quincena	Periodo Desde	Periodo Hasta	Dias Asum	Asumidos	Asumidos
	9/15/2005	01-Sep-05	15-Sep-05	<input checked="" type="checkbox"/>	13-Sep-05	15-Sep-05
	9/30/2005	16-Sep-05	30-Sep-05	<input type="checkbox"/>		
	10/15/2005	01-Oct-05	15-Oct-05	<input checked="" type="checkbox"/>	12-Oct-05	15-Oct-05
	10/31/2005	16-Oct-05	31-Oct-05	<input type="checkbox"/>		
▶	11/15/2005	01-Nov-05	15-Nov-05	<input type="checkbox"/>		

Record: 5 of 5 (Filtered)

Assumed Days

In the Processes menu, the user can choose the Semi-Month schedules option to add or edit parameters for the existing schedules. In Figure 13.3 we can appreciate the window to manage semi-month schedules and assumed days (Figure 13.3).

- **Semi-Month** - here the user can choose the semi-month which wants to be edited or added. For example, if the user wants to add the Semi-Month ending September 15, it must be specified in the Semi-Month box, the date 15-Sep-05.
- **Period From** - in this field the user must specify the day when the semi-month starts, following the same example the period will start in 01-Sep-05.
- **Period To** - in this field the user must specify the day when the semi-month ends, that will be 15-Sep-05.

The Assumed Days option is for specify those days which will be assumed as worked for an employee. For example, the end day for the semi-month is 15-Sep, considering that the payroll process will start a few days earlier from the paydate, it will be assumed that the employee work for those days. The user has the option to choose if he/she wants to assume days as worked or not.

- **Assumed Days** - check this box if the user want to assumed days as worked for a semi-month.
- **Assumed From** - choose the first day that will be assumed as worked to the employee, for example 13-Sep-05.
- **Assumed To** - choose the last day that will be assumed as worked to the employee, following the same example 15-Sep-05.

EMPLOYEE FILES

The window in Figure 16.1 shows a list of the company's employees. It can be accessed through the Employee menu, by selecting the Employee option.

Through this form the user can examine the information of all registered employees in the company. The status bar in the window, indicates how many employee records have been created, and which one is been selected by the cursor. At the top of the window there are several fields so that the user can filter the employee list. These fields are the following:

- **Class** - this field shows only those employees that are Salary or Hourly. The "reset" button can be used to see all employees regarding their class.
- **Dept** - after the user have established the different departments in the system configuration, this field allows to filter the list to show only those records that belong to a specific department. Select the department from the drop down list and use the "reset" button to clean the selection to see all departments.
- **Policy** - each employee record has a policy assigned. The policy establishes certain parameter for the calculation of the worked hours, as well as the Vacation and Sickness accumulation.
- **Schedule** - each employee record has a work schedule assigned. The schedule establishes their work days and the in and out time. This field is used to list those employees with a particular schedule. A schedule is selected from the list to show all records belonging to that schedule.
- **Pay Period** - the pay period (weekly, bi-weekly, semi-monthly) is used to show those employees with the same pay period.
- **Edit Employee** - in this field the user can write the employee number and see or edit his/her information. If the employee doesn't exist, a window will appear where the user can add the information for a new employee.
- **Locate Employee** - this field is used to locate from the registered records, a certain employee by name or number.

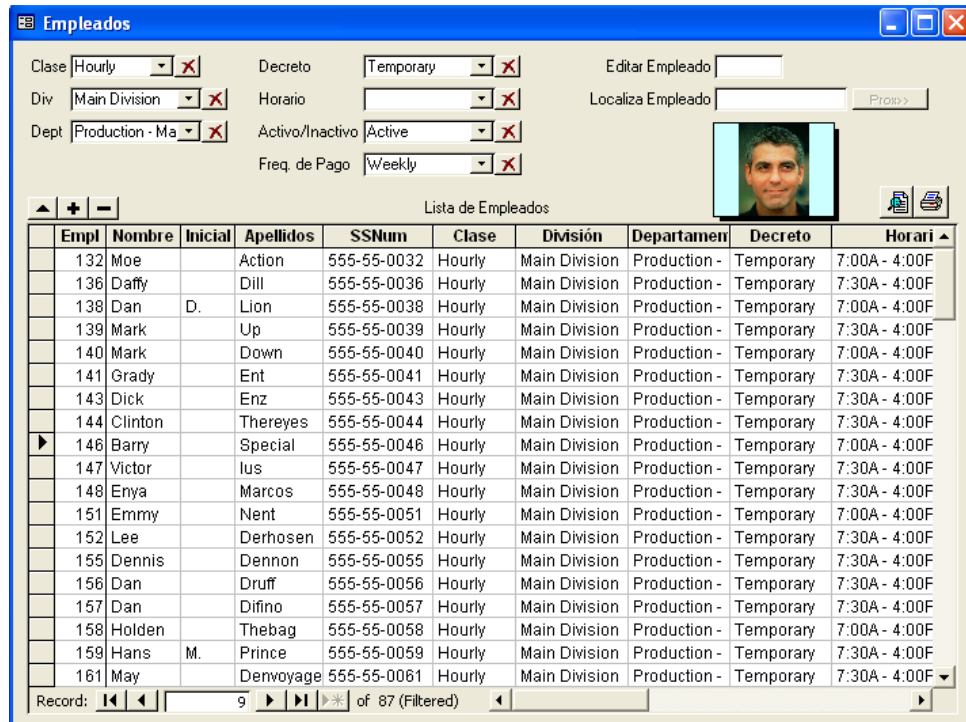


Figure 16.1

- **Next** - this button is used to find the next occurrence of those characters established in the “Locate Employee” field from the employee list.
- **Photo** - in this field the user can add an employee photo. To use this field, the user must first add a digital photo to the employee file.

The edition buttons are used to edit certain employee from the list, add new ones or delete a record. In case of deleting, the system allows only to delete record of those employees that do not have related information like Weekly or Monthly totals.

The preview and print buttons, allows the user to see the information on screen or to print the list. In addition, the user can filter the information from the list by pressing the mouse’s right button.

Add Employees

The window in Figure 16.2 shows the form that is used to add or edit employees’ information. To access the form, the user must go to the Employee option in the menu

bar or the first icon in the tools bar. Once in the employee record, the user must press the “add” button to add new employees.

The form consists in four sections to define the employee’s information. It is important that the user fills this sections, that way he/she will assure the program’s adequate operation, since the information supplied in this section is used in many sections throughout the system. The four sections are the following:

Required Fields

This section contains all the required fields to create an employee record. If the user omits any of the fields required, the program won’t allow the user to close the window or to create the employee. The required fields are the following:

1. **Empl** - establishes the employee number. The employee number will distinguish every employee record. The system won’t allow more than two employees with the same number. The same assigned number can be used in the biometric unit as well.
2. **First Name** - in this field the user must write the employee’s first name. Ex: John, Peter, etc.
3. **Initial** - if the employee has an initial, it will be written in this field, otherwise it can be left in blank.
4. **Last Name** - in this field the user must write the last name of the employee been created, identically as it appears in the Social Security card.
5. **Social Sec** - the employee’s social security number must be written identically as it appears in the Social Security card, the user must make sure that it is the correct number.
6. **Department** - select from the department list, the department to which it has been assign. If there is no predefined departments, the user won’t be able to create the employee. Use the F4 key to show in this field a maximum of 8 departments to select.
7. **Class** - select the employee class, between Hourly or Salary.
8. **Policy** - select the policy that will be assign to the employee been created. This

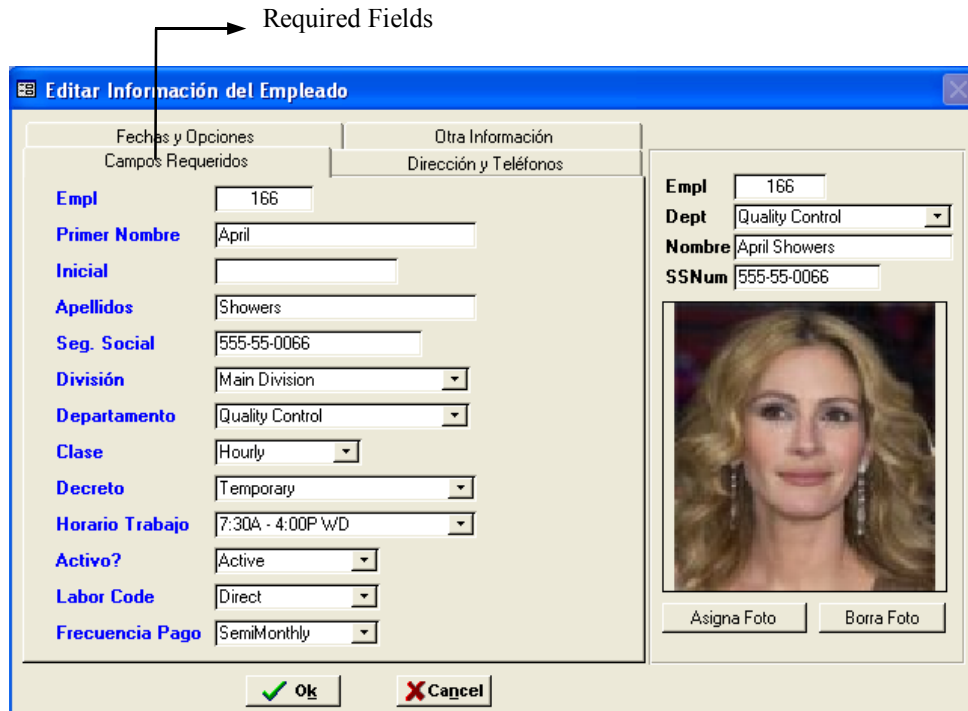


Figure 16.2

field is required, like the department. If there is no policy created, the user won't be able to create the employee.

9. **Work Schedule** - select the work schedule assigned to the employee. If there is no work schedules created, the user won't be able to create the employee.
10. **Active?** - select the employee status, between Active or Inactive.
11. **Labor Code** - select the labor code for the employee. Select between Direct Labor, Indirect Labor or Overhead. If the company does not use this specifications, select Direct Labor.
12. **Pay Period** - select the pay period that the company will use for that employee. Select between Weekly, Bi-weekly, and Semi-monthly.

Addresses and Telephones

The window in Figure 16.3 contains none required information when an employee is been created, but the information can be useful when identifying or locating an employee. This tab adds the employee's personal information. The fields are:

- **Postal Address** - this field is for the employee's postal address.
- **Residential Address** - this field is for the employee's residential address.
- **City** - write the city or choose from the cities list. When a city is selected, the system completes the zip code field.
- **States** - write the state initials.
- **Zip Code** - write the Zip Code, in case it's a different zipcode from the predefined to the city.
- **Home Phone Number** - write the main telephone number for the employee
- **Work Phone Number** - write the office or work telephone number for the employee
- **Date of Birth** - write the employee's birth date.

Note: In this section there are four fields that are defined in the Configuration file; make sure to complete these fields before adding employees to the system.

Dates and Options

The window in Figure 16.4, the user can define various dates and options that will affect in the weekly hours, vacations and sickness calculation. The user must be sure that the information written in those fields is accurate, to avoid calculation errors in other forms. The fields are:

1. **Hire Date** - the user must write in this field the date when the employee started working for the company.
2. **Termination Date** - write the date when the employee ended working for the company, whether the employee quited or if he/she was fired.
3. **Reason** - write the reason for terminating the job.
4. **Return Date** - this field is in case the employee has worked before for the company, the return date can be written.
5. **Last Work Day** - the user must write the last day worked by the employee.
6. **Supervisor** - select the supervisor from the list.
7. **Apply Holidays** - this field indicates if holidays will apply to the particular employee. The effect in this indicator is the following: if holidays apply, and the

Addresses and Telephones ←

The screenshot shows a software window titled "Editar Información del Empleado" with a blue header. It is divided into two main sections: "Campos Requeridos" (Required Fields) and "Otra Información" (Other Information). The "Campos Requeridos" section is further divided into "Dirección y Teléfonos" (Address and Phones) and "Fechas y Opciones" (Dates and Options). The "Dirección y Teléfonos" section contains the following fields: Dirección Postal (HC 001 Box 01), Dirección Residencial (First Street #1), Ciudad (Aguada), Estado (PR), Código Postal (00602), Teléfono Casa ((787) 868-5670), Teléfono Celular ((787) 868-5333), Fecha Nacimiento (1/1/1978), Móvil ((787) 555-0011), Posición (Product Auditor), Condiciones (High Blood Pressure), and Alergias (Aspirin). The "Otra Información" section contains: Empl (166), Dept (Quality Control), Nombre (April Showers), and SSNum (555-55-0066). Below the "Otra Información" section is a photo of a woman with blonde hair, with buttons for "Asigna Foto" and "Borra Foto". At the bottom of the window are "Ok" and "Cancel" buttons.

Figure 16.3

employee didn't worked in a holiday, and the holiday falls under the employee work day, the record for that day will have 8 holiday hours. If holidays don't apply and the employee didn't worked that day it counts as absenteeism.

8. **Meal 1 Period** - the user must specify in this field, the quantity of minutes that the employee has for meal. If the field is blank, equals to the time establishes by law which is one hour. The quantity is entered in minutes.
9. **Apply Meal 2 Period** - the user must check this box if the work day for the employee includes two meal periods.
10. **Meal 2 Period** - the user must write the quantity of minutes for the second meal period. If the field is blank, an hour will be assumed.

Other Information

The window in Figure 16.5, allows the user to see other fields with the employee information. The fields on screen are the following:

1. **Employee Number** - establishes the employee number. The employee number will distinguish every employee record. The system won't allow more than two employees with the same number.



Figure 16.4

2. **Card Number** - in case the employee has an ID card, with a different employee number, the user must write that number in this field.
3. **Photo File** - this field contains the photo file name and directory for the selected employee. The photo formats that can be shown in the system are: *BMP*, *GIF*, *JPG*.
4. **Vacation & Sickness** - this fields manage the inclusion or exclusion of employees in the monthly vacation and sickness accumulation.
5. **Accumulates?** - the field indicates if the employee will accumulate vacation and sickness.
6. **Initial Balance** - this balance is used as an initial balance in the vacation and sickness accumulation process. The accumulation proces tries to locate, for a month, the final balance for the previous month. If there is no record from the previous month, the system then searches the employee file and obtains the balance as if it were the final balance from the previous month. When the system is been used for the first time, the user must determine if the employees will start to accumulate vacation and sickness or if previous balances will be added in the system.

7. **Actual Balance** - in this field the user will find vacation and sickness balances corresponding to the previous month. The information in this field is generated automatically by the system, according to the hours accumulated by the time logs.
8. The “**Assign Photo**” and “**Delete Photo**” are used to assign the photo file corresponding to the employee, or to delete the photo file stored in the system.

Other Information

Campos Requeridos Dirección y Teléfonos
 Fechas y Opciones Otra Información

Numero Empleado

Número Tarjeta

Archivo de Foto

Notas

	Vacaciones	Enfermedad
Acumula	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Balance Inicial	0.00	0.00
Balance Actual	-9.25	-12.00

Empl

Dept

Nombre

SSNum

Asigna Foto Borra Foto

Ok Cancel

Figure 16.5

EDIT EMPLOYEE

To edit the information of an existing employee, the user must simply access the Employees option in the menu, once in the main form, the user must choose the “edit” option and include or edit the desired information.

CHANGE EMPLOYEE NUMBER

Sometimes it can be necessary to change an employee’s number. In this case, the user must go to the Change Employee Number form (Figure 17.1). This form allows the user to change the number of an existing employee to a new number. To make this changes the following information must be completed by the user:

1. **Previous Number** - in this field the user must specify the previous employee number for the existing employee. If the user doesn’t know the number, he can locate the employee using the search button.
2. **Name** - the user can also select the employee by his/her name. The form can auto-complete the name when the first characters are written. The F4 button can be used to expand the names list.
3. **New Employee Number** - in this field the user can write the new number that will be assigned to the employee. The new number can exist in the system’s employees file, the user must be sure that the number is not been repeated.

The user must press OK to make the change or CANCEL to close the form without making any changes. All employee records are re-assign to the new number (absenteeism, daily, weekly, bi-weekly and semi-monthly totals).

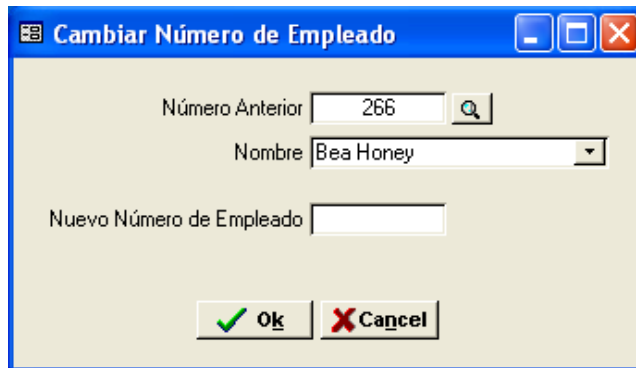


Figure 17.1 - through this windows the user can change the employee number.

PROCESSES

Figure 18.1, shows a window with the Processes Menu. Through this window details of each one of it's components will be presented.

Before beginning with the rutinary system processes, the user must have added or recluted in the unit, all employees. The user must also have completed the system's configuration. The adding employee process can be done directly to the Vstation unit through the VeriAdmin program.

Once the employees have being registered and began to log regularly, the user can follow the following steps to process the logs and convert it in useful data for the payroll process.

Read Logs

Once the employees are logging, the user will need to download the logs stored in the biometric unit (either Vstation or HandPunch) to be able to make the corresponding calculations. The process to follow to read those logs will depend in the type of unit that the company has, and the type of connection that the biometric unit will use.

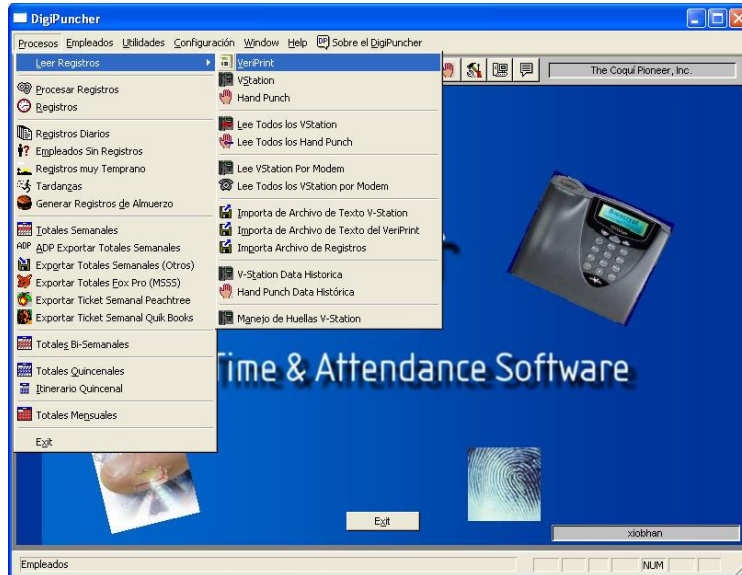


Figure 18.1 - Processes Menu

Read VeriPrint Logs

To access the form in Figure 18.2, the user must go to the Processes Menu, and select Read Logs, then press VeriPrint. Once in the form, it will allow the user to interact with VeriPrint, and manage all employees' logs. Two constants in the Read VeriPrint Logs form are the following:

1. **Unit#** - indicates or selects the VeriPrint unit number in which the communication was established. The number - 1, is a special number that indicates the program to establish communication with all connected units. Only some functions will be available when unit - 1 is selected.
2. **Pre-Selection** - this unit number which the form is started. Once the form shows on screen, then the unit number can be selected from the list.

Read Vstation Logs

To access the stored logs in Vstation, the user must go to the Processes menu, and select Read Logs and then go to Vstation. This process is used for those units that have been connected through serial connection. The form in Figure 19.1, allows the user to read Vstation logs. Once in the window, the user only has to select the following:

1. Read all logs stored in the unit
2. Read only new entries
3. Once read, marked them as read

After selecting from the previous options, the user only has to press the Transfer to DigiPuncher button and the logs will be then downloaded to the system. This process read the text file and extracts employees' logs that have been successfully read, and then add them to DigiPuncher. The text file information is then stored in the unit history file. It is possible to read the same file more than once, because the DigiPuncher won't allow to read duplicated employee logs.

The Vstation extracted files are defined in a XML file (VeriAdmin.xml), produced by the units management and configuration program called *VeriAdmin.exe*. This file is usually stored in *C:\ProgramFiles\Bioscrypt\VeriAdmin\VeriAdmin.xml*.

Figure 19.1

ID	IX	Fecha/Hora	Cmd	Pr	D1	D2	D3	St		
22	0	0	3/8/2005 11:39:40 AM	Verify ID	Key Pad	Fail	0	63	250	Failure
223	0	0	3/8/2005 11:39:32 AM	Verify ID	Key Pad	Fail	0	0	250	Failure
22	0	0	3/8/2005 11:39:12 AM	Verify ID	Key Pad	Pass	93	55	250	Success
22	0	0	3/8/2005 7:26:51 AM		Key Pad	1	70	57	250	Success
22	0	0	3/8/2005 7:26:20 AM		Key Pad	1	111	57	250	Success
22	0	0	3/8/2005 7:26:03 AM	Add Template	Host Port	0	0	0	0	Success
22	0	0	3/8/2005 7:23:36 AM	Verify ID	Key Pad	Pass	111	57	250	Success
22	0	0	3/8/2005 7:20:32 AM	Add Template	Host Port	0	0	0	0	Success
22	0	0	3/8/2005 7:20:02 AM	Enroll Transfer	Host Port	63	98	0	0	Success
22	0	0	3/8/2005 7:19:53 AM	Enroll Transfer	Host Port	50	97	0	0	Success
22	0	0	3/8/2005 7:19:43 AM	Enroll Transfer	Host Port	60	97	0	0	Success
22	0	0	3/8/2005 7:14:04 AM	Verify ID	Key Pad	Fail	0	0	250	Failure
11111111	0	0	3/8/2005 7:07:14 AM		Key Pad	1	97	58	250	Success
0	0	0	3/8/2005 7:07:00 AM	System Boot	13	0	0	0	0	Success
50	0	0	2/17/2005 8:33:11 AM	Verify ID	Key Pad	Fail	17	54	250	Failure
49	0	1	2/17/2005 8:32:56 AM	Verify ID	Key Pad	Fail	0	45	250	Failure

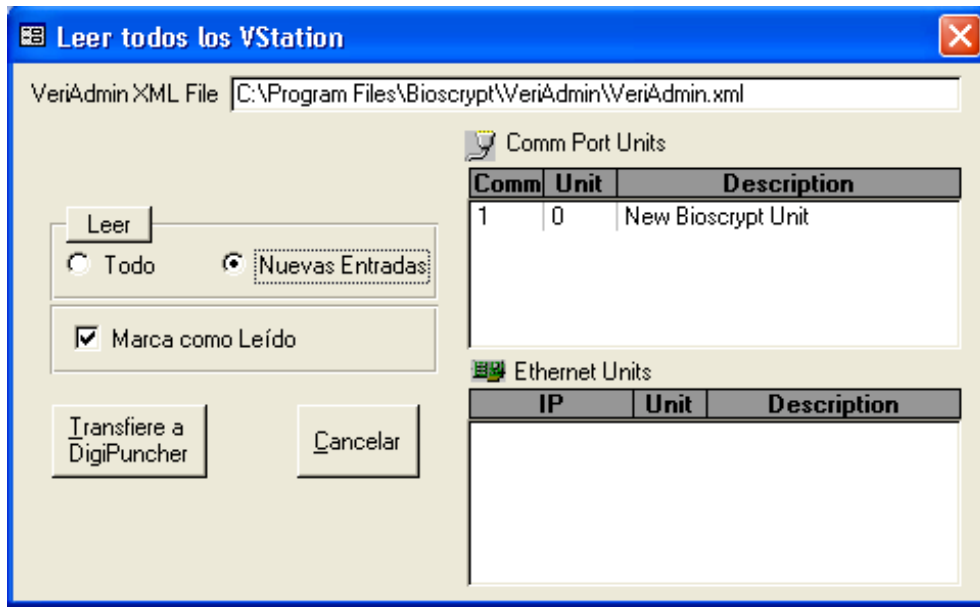


Figure 19.2 - through this form, the user will be able to access all units connected to the Vstations net, whether by serial or LAN connection.

Read All Vstations

To access all stored logs in each of the Vstation units, the user must go to the Processes menu, select Read Logs and then go to Read All Vstations. The main window (Figure 19.2) allow the user to download logs from all Vstation units connected to the PC, serial communication and all units connected to the net by Ethernet. The form also allows to specify the options for reading all entries stored in the unit or read only new entries. It also allows to specify if marked as read or not. In the other hand, the user can see the location of the XML file that contains the net definition of Vstation units, besides the defined connections in the net, as in the serial and the Ethernet.

The Transfer to DigiPuncher button begin the unit's lecture process. When finishing the lecture, an activity history appears. The history shows the beginning of each lecture and the activity in each unit, finally shows total logs added to DigiPuncher.

The Cancel button chosed the form without making the lecture process.

Read Vstation by Modem

In case that the Vstation unit is connected through modem, the user must access the Processes menu, go to Read Logs and then choose Read Vstation by Modem. Once in the form (Figure 19.30), the user must add the unit's configuration information.

1. Telephone Number

- a. To add a number, simply press the "add" button.
- b. Once in the form, the user must write the telephone number, it must be the telephone line where the unit is connected.
- c. Add the number assigned to the unit (in case there is more than one). The number can be founded in the Vstation's Communication menu, in the Net ID section. In case the unit number is unknown, the user can write - 1. This means that the system will track any unit connected to the line. The purpose to assign a number to each unit, is that in case there is more than one unit, the Log Data History can identify the unit with the number.
- d. Establish the unit location. This will help identify the unit easier. Ex: Lobby, Human Resources, etc.
- e. Check the Apply box if the user wishes all logs to be downloaded automatically once a connection is established between the unit and the computer.
- f. In Baud Rate, establish the connection velocity between the modem and the computer. The user must check the velocity programmed in the unit because if they are not synchronized there will be no connection.

2. Modem

- a. The user must define which type of modem it's using to make the connection (for more details about modem types please contact one of our technicians).
- b. This field must be previously defined, so that the user only has to select an option according to the modem type that he/she will be using for the connection.

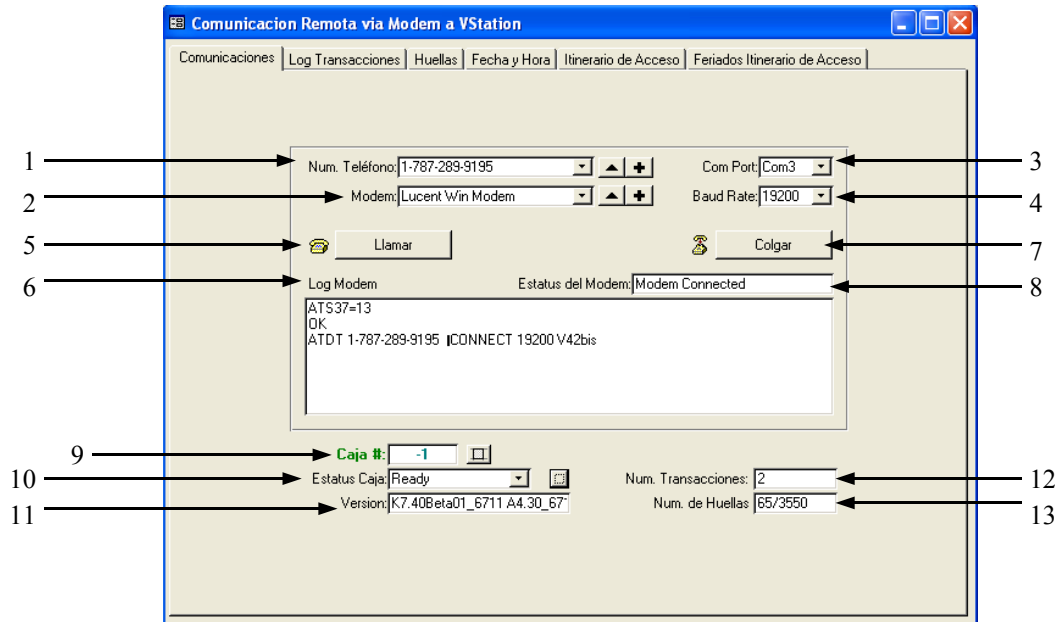


Figure 19-3 - Vstation communication by modem

3. **ComPort** – refers to the port where the unit is connected. The user can identify in which port is the modem located accessing the Control Panel/Phone and Modem Options/Modems.
4. **BaudRate** – is the velocity connection between the modem and the unit, they have to be synchronized.
5. **Call** – through this button, the communication between the modem and the unit is established.
6. **Log Modem** – the user can see the connection process made by the modem. Here the call result is shown, whether the call was succesful or not.
7. **Hang Up** - once the user finishes downloading logs, the Hang Up button must be pressed in order to stop the communication.
8. **Modem Status** – indicates the user if the modem established the connection between the Vstation unit, if it is in process or if the connection failed.
9. **Unit #** - establishes the unit number where the user wants to call. If the number is unknown, write - 1.
10. **Unit Status** - indicates if the unit is ready to be read, if it is busy (an employee is logging) or if there is no communication.
11. **Version** - especificies the Vstation unit version.

12. **Transaction Number** - shows the number of logs downloaded from the unit to the computer.

13. **Templates Number** - indicates the number of templates that have been stored in the connected Vstation unit.

Once the connection is established between the modem and the unit, the user must go immediately to the “Read Transactions” tab (Figure 19.4). Once in the form, press “Read Transactions” and the system will automatically begin to download all logs stored in the biometric unit. Once the download process is finished, the user must press the “Transfer to DigiPuncher” button, to complete the recolection process. As soon as the logs are collected, the program will automatically process and accomodate the logs to be managed or edited by Human Resources.

When transactions are transferred, the program is in charge of processing and grouping all logs and distribute them between ins and outs. Once distributed in ins and outs, it is calculated for the work day, the hours worked by the employee. Worked days are composed in regular and extra hours.

First step: Read Transactions

Second step: Transfer logs to DigiPuncher, then the system will process and calculate it.

ID	IX	Fecha/Hora	Cmd	Pr	D1	D2	D3	St		
5105	0	0	9/18/2008 10:03:18 AM	Verify ID	Key Pad	Pass	72	63	0	Success
5103	0	0	9/18/2008 10:00:02 AM	Verify ID	Key Pad	Pass	85	46	0	Success
5083	0	1	9/18/2008 9:47:15 AM	Verify ID	Key Pad	Pass	80	60	0	Success
5082	0	1	9/18/2008 8:59:49 AM	Verify ID	Key Pad	Pass	91	62	0	Success
5030	0	0	9/18/2008 8:55:47 AM	Verify ID	Key Pad	Pass	84	56	0	Success
5009	0	0	9/18/2008 7:30:57 AM	Verify ID	Key Pad	Pass	77	42	0	Success
5079	0	0	9/18/2008 6:01:30 AM	Verify ID	Key Pad	Pass	89	47	0	Success
5103	0	0	9/18/2008 5:58:23 AM	Verify ID	Key Pad	Pass	85	50	0	Success
5102	0	0	9/17/2008 10:05:47 PM	Verify ID	Key Pad	Pass	69	70	0	Success
5079	0	0	9/17/2008 10:00:59 PM	Verify ID	Key Pad	Pass	100	62	0	Success
5066	0	0	9/17/2008 7:27:02 PM	Verify ID	Key Pad	Pass	81	51	0	Success
5102	0	0	9/17/2008 7:09:59 PM	Verify ID	Key Pad	Pass	61	65	0	Success
5111	0	0	9/17/2008 6:00:07 PM	Verify ID	Key Pad	Pass	88	59	0	Success
5111	0	0	9/17/2008 4:07:22 PM	Verify ID	Key Pad	Pass	83	52	0	Success
5111	0	0	9/17/2008 3:02:35 PM	Verify ID	Key Pad	Pass	75	50	0	Success
5082	0	1	9/17/2008 2:54:48 PM	Verify ID	Key Pad	Pass	63	50	0	Success

Figure 19.4

In the windows Vstation Remote Communication by Modem, there are various tabs where the user can directly edit information stored in the connected unit. In the Templates tab (Figure 19.5), the user can see templates stored in the unit, compare them with the ones stored in the computer and manage them so that they appear in both dispositives. In Date and Hour (Figure 19.6), the user can synchronize the date and hour in the Vstation unit with the computer. There is also an option to establish schedule restrictions and an option where the user can specify holidays to be able to deactivate the unit during those days or hours (Figure 19.7).

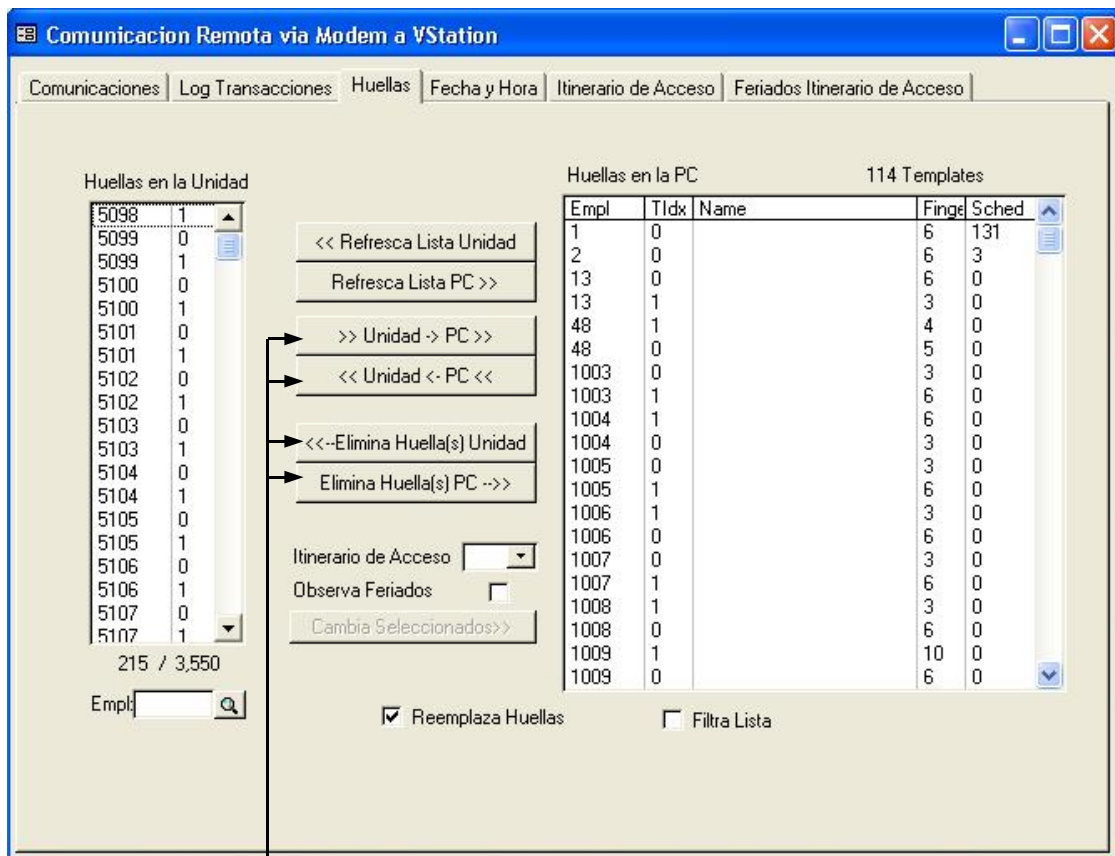


Figure 19.5

With these buttons, the user can manage the templates stored in the biometric unit as well as in the computer.

Figure 19.6

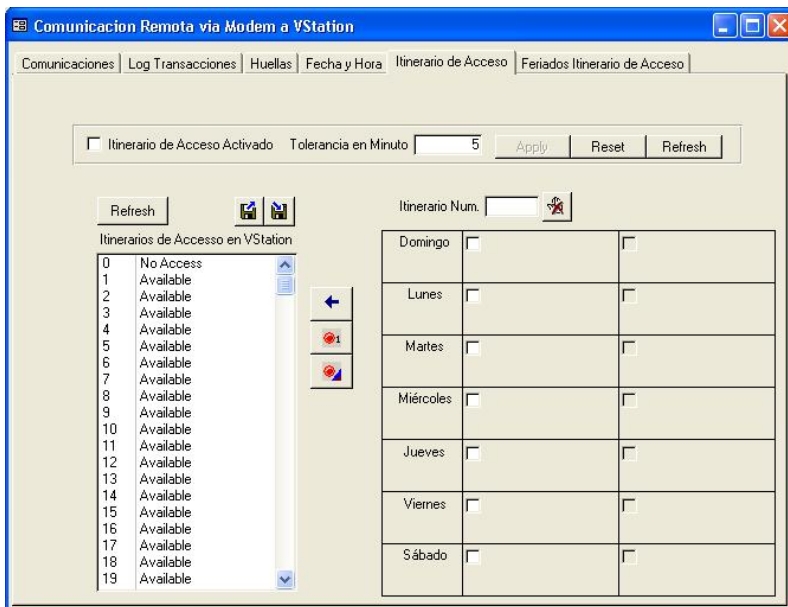
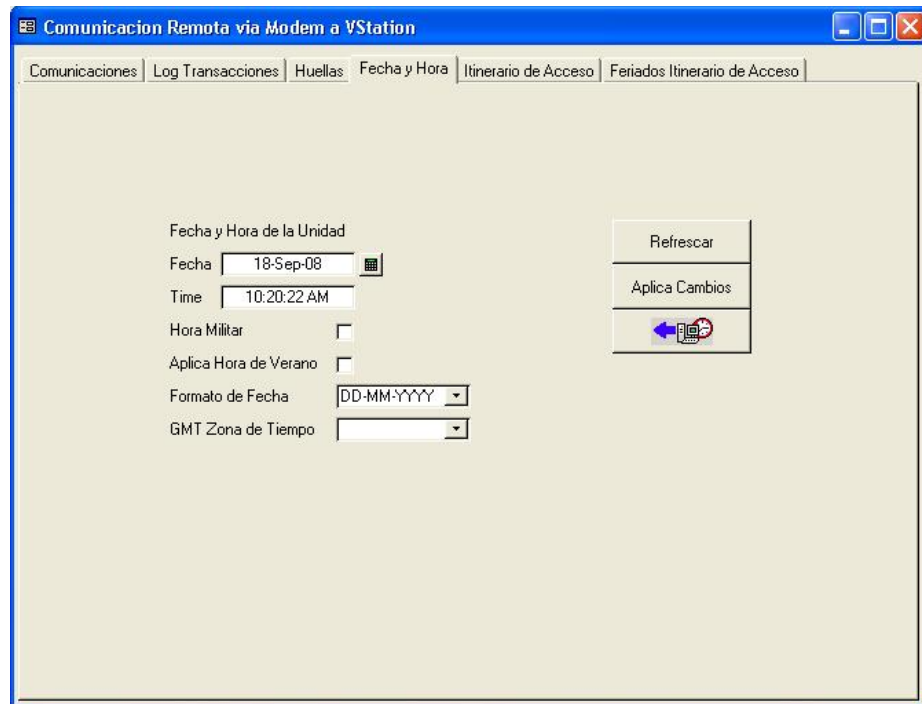
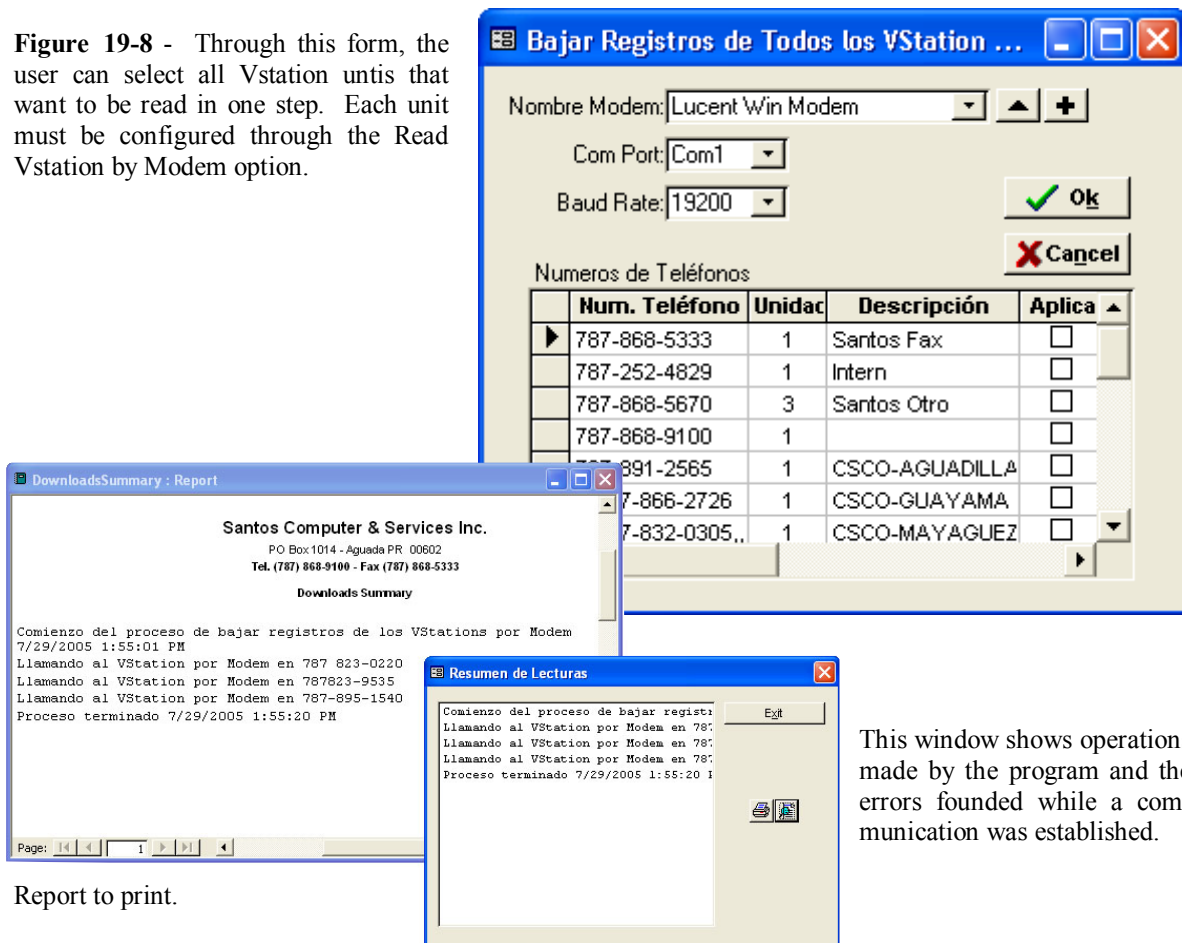


Figure 19.7

Read All Vstations by Modem

In case that all biometric units are connected by modem, the user can use the Read all Vstations by Modem option in the Processes menu. This option will allow to read the stored data in the units in one single step. To make the connection, all information asked must be filled (Figure 19.8) and select in the Apply column, those units that wished to be read. When pressing OK, the program will read all units, download new logs and marked them as read. Once the process is finished, the program will generate a report, where it will indicate the quantity of new entries extracted from the units, and in case of a communication error, it will mark those process that weren't successful.

Figure 19-8 - Through this form, the user can select all Vstation units that want to be read in one step. Each unit must be configured through the Read Vstation by Modem option.



This window shows operations made by the program and the errors founded while a communication was established.

Report to print.

Vstation Templates Management

In case the user confronts problems with the logs lecture, he/she can use the Vstation Templates Management option in the Processes menu. This option (Figure 19.9), allows the user to manage the templates stored in each Vstation unit, make copies and store those templates in the DigiPuncher database. The form allows the user to see a list of those templates stored in each unit, allows to delete the templates, copy the templates in the database or copy them in another unit within the net. The form components are the following:

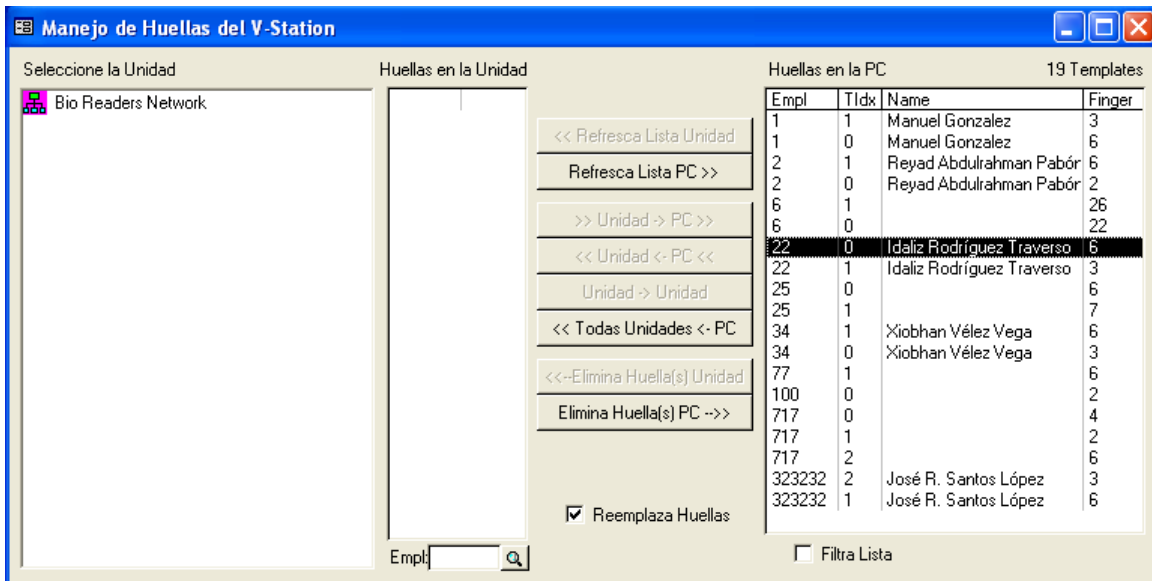


Figure 19.9

- **Select Unit** - this option allows the user to select the Vstation unit to list those templates stored in it. The system presents the Vstation system distribution according to the type of connection with the PC.
- **Unit's Templates** - this list shows the templates stored in each unit. Each template is stored with an employee number and index (finger number). If the employee has three stored templates in the unit, then the unit stores three records with the same employee number but with different index.

- **PC Templates** - this list shows the templates stored in the DigiPuncher database. The list shows the employee number, template index and the enrolled finger. To select one or more templates from each one of the lists, use the mouse and select one or more records in the list. To select several records at the same time, press a record and keep the mouse button pressed while selecting in the records area. To select separate sections, keep the Control key pressed and select with the mouse.
- **Refresh Unit List** - this button refreshes the templates list in the selected unit. Note that the button activates only if a unit is selected from the unit list.
- **Refresh PC List** - this button refreshes the list of those templates stored in the PC.
- **Unit -> PC** - this button allows to copy selected templates from the unit to the PC database. First, the templates are selected from the list. If the templates already exists, the copy process isn't succesful.
- **Unit <- PC** - this button allows to copy selected templates from the PC database to the biometric unit. First the templates are selected from the list. If the templates already exists, the copy process isn't succesful.
- **Unit -> Unit** - this button allows to copy selected templates from a unit to another unit. First, the templates are selected from the list. If the templates already exists, the copy process isn't succesful.
- **All Units <- PC** - this button is used to copy selected templates in the PC list to all biometric units defined in the Vstation net. The process tries to copy the templates to one and each of the units defined. Only those units activated at the moment, are going to receive the templates.
- **Delete Template(s) from Unit** - this button deletes all templates from the selected units lists. Be careful when deleting the information, because the templates won't be recovered unless there is a stored copy of those templates in the PC database.
- **Delete Template(s) from PC** - this button deletes all templates from the PC database. Be careful when deleting the information, because the templates won't be recovered unless there is a stored copy of those templates in the PC database.

- **Replace Templates** - this field indicates if the template wants to be replaced with a copy from the PC templates list.
- **Filter List** - this field indicates if the PC templates list shows all templates or shows only a part of the templates stored. When selecting the field, a button to define the filter appears on screen.
- **Define Filter** - this button is used to define a filter and apply it to the PC template list. When the button is pressed, a form appears on screen, where the user can choose the employee class, department, status, or employee number, that will appear from the PC template list.

Empl	Registro
34	8/11/2005 7:56:13 AM
34	8/11/2005 11:35:58 AM
34	8/11/2005 12:22:58 PM

Figure 19.10

	Empl	Nombre	Fecha	In1	Out1	In2	Out2	Horas
▶	53	Danna J Smith	8/5/2005	8:00:00 AM	12:00:00 PM	1:00:00 PM	5:00:00 PM	8.00

In & Out Logs

The form in Figure 19.11, allows the user to list and edit the employees' in and out logs. The user can access the form by going to the Process menu, and selecting the Register option.

Each register consists in an employee number, date and time of the log, cost center, and the process indicator, if the records belong to the downloaded records from the biometric units or from imported logs files.

The form consists in fields to filter information, edition buttons, exportation and print, and logs list.

To filter the logs information, the following fields are used:

- **Empl** - in this field the user can write the employee's number. When the number is entered, the list will show only logs for that number. To locate an employee, use the magnifier button. To reset the selected information, use the reset button.

- **Name** - to locate an employee by it's name. The user must write the first letter of the name and press F4 to locate or select the employee from the list.
- **Cost Center** - use this field to select the logs that contains the selected Cost Center.
- **Show** - the user must choose between showing processed logs or between those which weren't processed.
- **From** - write the starting date to filter the logs.
- **To** - write the ending date to filter the logs.

Note: The logs are included in a period according to the work day. Meaning, if the work day starts at night and ends early in the morning, the logs appear in a list in the starting work day.

- Use the edition buttons to edit, add or delete logs.
- Use the print or preview buttons to preview or print a logs report.
- In the logs list, the user can use the mouse's right button to filter the records.
- Making a double click in a record, the user can open a form to edit that log.

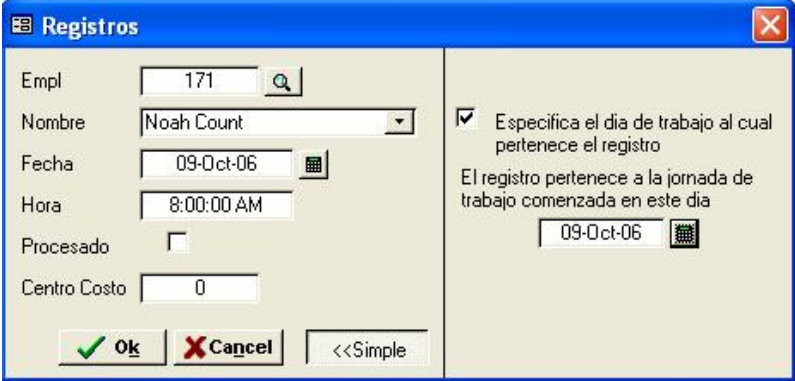
Empl	Registro	Procesado	CostCt
53	2/21/2005 7:58:00 AM	Yes	0
53	2/21/2005 11:58:00 AM	Yes	0
53	2/21/2005 12:47:00 PM	Yes	0
53	2/21/2005 5:01:00 PM	Yes	0
53	2/21/2005 5:07:00 PM	Yes	0
53	2/22/2005 8:03:00 AM	Yes	0
53	2/22/2005 12:35:00 PM	Yes	0
53	2/22/2005 1:22:00 PM	Yes	0
53	2/22/2005 4:49:00 PM	Yes	0
53	2/23/2005 7:59:00 AM	Yes	0
53	2/23/2005 12:35:00 PM	Yes	0
53	2/24/2005 8:03:00 AM	Yes	0
53	2/24/2005 12:09:00 PM	Yes	0

Figure 19.11

Edit and Add Logs

To access the form in Figure 19.11, the user must go to the Process menu and select Logs. Once in the main form, use the “add” button. This form is used to manually add an employee log, or to edit an existing one. It is also used to specify to which day the log belongs. The form components are:

Figure 19.12



- **Empl** - write the employee’s number in this field. To locate an employee from the list, use the “locate employee” button.
- **Name** - the user can also select the employee by it’s name. By writing the first letters, the form locates the nearest name. Use the F4 button the expand the list and select a record.
- **Date** - add the log date in mm/dd/yy format, where mm is the month, dd is the day, and yy is the year.
- **Time** - insert the employee’s log time. The user can use military format hh:mm, where hh is the hour from 0 to 23, and mm are the minutes, or you can use the 12 hours format hh:mm AM or hh:mm PM.
- **Processed** - this field indicates if the log was included when processing the logs.
- **Cost Center** - (optional) indicates the location where the log was taken.
- Use the OK button to accept the information or Cancel to cancel the infomration.

The Advance button (Figure 19.12) allows to manually establish the work day which the log belongs. Select the date of the log. Note: All fields are required and none of them can’t be left blank.

Daily Logs

Once the user have downloaded the logs, he/she has to go to the Daily Logs form (Figure 19.13), through the Processes menu. This form allows the user to obtain a list of the logs organized by day (between an certain period). The list shows the regular and overtime hours totals, as well as absenteeism and holiday hours. The next fields at the top of the form are used to show records from the list.

- **Class** - in this field, only hourly and salary employees are shown. In case of the salary employees, the information is shown only for illustrative reasons, because total hours of salary employees are automatically calculated. Use the reset button to clear the selection and show all employees.
- **Dept** - the user can filter the list by showing only the records for employees that belong to certain department. Select the department from the list or use the “reset” button to clear the selection and show all departments.

Empl	Nombre	Fecha	In1	Out1	In2	Out2	In3	C
103	Carla Custwood	3/7/2005	6:25:00 AM	11:00:00 AM	11:30:00 AM	2:45:28 PM		
103	Carla Custwood	3/8/2005	6:23:41 AM	11:00:00 AM	11:30:00 AM	2:57:28 PM		
103	Carla Custwood	3/10/2005	6:29:51 AM	11:00:00 AM	11:30:00 AM	3:32:29 PM		
104	Tom Teckly	3/6/2005	7:22:27 AM	12:00:00 PM	12:30:00 PM	1:30:12 PM		
104	Tom Teckly	3/7/2005	7:31:34 AM	12:00:00 PM	12:30:00 PM	4:01:14 PM		
104	Tom Teckly	3/8/2005	7:26:33 AM	12:00:00 PM	12:30:00 PM	2:17:46 PM		
104	Tom Teckly	3/9/2005	7:21:27 AM	12:00:00 PM	12:30:00 PM	3:01:09 PM		
104	Tom Teckly	3/10/2005	7:18:19 AM	12:00:00 PM	12:30:00 PM	4:08:43 PM		
104	Tom Teckly	3/11/2005	7:24:12 AM	12:00:00 PM	12:30:00 PM	4:30:23 PM		
105	Peter Nomler	3/7/2005	7:25:53 AM	12:00:00 PM	12:30:00 PM	4:14:25 PM		
105	Peter Nomler	3/8/2005	7:28:13 AM	12:00:00 PM	12:30:00 PM	4:08:04 PM		
105	Peter Nomler	3/9/2005	7:24:31 AM	12:00:00 PM	12:30:00 PM	4:15:45 PM		

Mostrar	Pen. Almuerzo		Horas	Tiempo Extra	Pen. Almuerzo	Total Hrs
<input checked="" type="checkbox"/> In-Out	<input checked="" type="checkbox"/> Ausentismo		6,126.00	498.25	93.75	6,624.25
<input type="checkbox"/> Fnd In-Out	<input type="checkbox"/> Tardanzas		Feriado	Vacación	Enfermedad	Mater
<input type="checkbox"/> Cost Center	<input type="checkbox"/> Departamer		0.00	0.00	0.00	0.00
<input type="checkbox"/> Editar Registros Directamente			PER	DIF	BW	Otro
			0.00	0.00	0.00	0.00
						Tardanzas
						30,294

Figure 19.6

- **Shift** - each daily record is assign to a shift according to the employee's schedule (or the nearest schedule according to the time of arrival). Then the user can list only those records that belongs to that shift. Select the shift or use the "reset" button to clear the selection and to show all records no matter the shift.
- **Pay Freq.** - pay frequency (weekly, bi-weekly, semi-monthly). Select the pay frequency from the list to show the wanted records. Select the "reset" button to clear the selection and to show all records no matter the pay frequency.
- **Empl** - in this field, the user can select the employee by its number. When the number is written, the record from this number will show on screen. To locate an employee from the list, use the "locate employee" button.
- **Name** - it is use to locate an employee by its name. Write the first letters of the name and press F4 to select an employee from the list.
- **From** - write the start date (for the wanted period) to list the records.
- **To** - write the ending date (for the wanted period) to list the records.

Once the user have established the wanted terms, the system will generate a list that will include all logs for the selected period. A brief description for the list's fields is next:

- | | |
|--|--|
| • Empl - employee's number. | • RndOut - rounded departure logs (<i>RndOut1-RndOut4</i>). |
| • Name - employee's name. | • Hours - regular total hours. |
| • Date - log's date. | • Extra - extra time total hours. |
| • In - arrival logs (<i>In1-In4</i>). | • Meal Pen. - meal penalty hours |
| • Out - departure logs (<i>Out1-Out4</i>). | • 24Hrs - 24 hours penalty hours. |
| • CostIn - log's cost for arrival logs (<i>CostIn1-CostIn4</i>). | • Feriado - holiday hours total. |
| • CostOut - log's cost for departure logs (<i>CostOut1-CostOut4</i>). | • Vacation - vacation hours total. |
| • RndIn - rounded arrival logs (<i>RndIn1-RndIn4</i>). | • Sickness - sickness hours totals. |
| | • Other - configuration absenteeism hours defined in the system (<i>Other1-Other4</i>). |

- **Total Hours** - the total hours as defined in the configuration file. Does not include meal or 24 hours penalties.
- **Lateness** - total minutes late according to the employee's schedule.
- **Class** - employee's class.
- **Department** - name of the department to which the employee belongs.

The form shows at the bottom, total hours for the listed records. The forms contains a series of buttons that allows the user to filter the list and edit information regarding the employee's totals. Next, we will explain in what they consist and how to use them.

Logs Edit and Add - these buttons allow to go to the In & Out Logs form to edit the logs, or to add logs. If the user wants to edit, the form shows employee records and the selected date, in case of adding, the form shows the date and employee name in order to add the log.

Absenteeism Edit and Add - these buttons allows the user to go to the Absenteeism History form, or to the Add Absenteeism form. That way the user can add, verify or correct the employee's absenteeism information.

Employees Without Logs - this button opens the Employees Without Logs form for the selected periods with the From-To buttons.

Recalculate Selected Employee - this button is only for recalculate a single employee in the selected week.

Calculate Whole Week - this buttons allows to calculate a whole week, for all employees with time logs. It will only calculate one week, no more than one.

Export Daily Logs - this button allows the user to open a form to export daily logs listed (see the form Export Information). These buttons allows the user to see or print the list of the time logs listed on the filtered list.

The “Show” section, allows the user to select columns that will be shown in the list or on screen.

- **In-Out** - shows or hyde In and Out time logs columns.
- **Rnd In-Out** - shows or hyde rounded In and Out time logs columns.
- **Cost Center** - shows or hyde Cost Center columns.
- **Absenteeism** - shows or hyde absenteeism columns: Holiday, Vacation, Sickness, Maternity and Other 1-4.
- **Lateness** - shows or hyde lateness minutes column.
- **Department** - shows or hyde employee class and departments columns.

The buttons section is used to show those records that fulfill certain requirements:

- **All** - shows all records.
- **Incompletes** - shows those records that are incomplete. Meaning, if a records has less than four logs or those records that do not have departure logs (Missing Punches).
- **Extra Time** - shows those records that have extra time, meaning, those who worked more than the established work hours.
- **Meal Penalty** - shows those records that have meal penalty, less than one meal hour or those who worked more than five hours without a meal break.
- **24 Hours Penalty** - shows those records that have 24 Hours penalty. The 24 Hours penalty establishes that in a 24 hours period, all 8 hours worked excess have penalty, including extra hours.
- **Absenteeism** - shows those records that have certain type of absenteeism, holiday, vacation, sickness, maternity, and Others 1-4.
- **Lateness** - shows those records that have lateness minutes.

In addition to these filter forms, the user can use the mouse’s right button to filter list for other forms.

Genera Registros de Hora de Almuerzo

Clase: Hourly Freq. de Pago:
 Div: Main Division Empl:
 Dept: Maintenance Nombre:
 Turno:

Solo se incluyen aquellos records que tienen solo dos registros y la diferencia en horas entre estos se encuentra entre 6.00 y 12.00

Desde: 01-May-05
 Hasta: 07-May-05

Gen. Registros

GenerateLunchPunchesList

Empl	Nombre	Fecha	Turno	In1	Out1	In2	Out2	Hours	Ovtn	Total Hrs	Clase	División
417	Barry Dellive	5/5/2005	1	2:21:17 PM	11:16:25 PM			8.00	1.00	9.00	Hourly	Main Division
417	Barry Dellive	5/6/2005	1	10:52:10 AM	5:00:09 PM			2.50	3.75	6.25	Hourly	Main Division
422	Bette R Haff	5/5/2005	5	2:15:00 PM	11:26:38 PM			8.00	1.25	9.25	Hourly	Main Division
422	Bette R Haff	5/6/2005	5	7:36:21 AM	4:17:27 PM			2.00	6.75	8.75	Hourly	Main Division
429	Phil R. Monik	5/2/2005	1	8:52:14 AM	4:03:21 PM			7.25	0.00	7.25	Hourly	Main Division

Record: 1 of 5 (Filtered)

Figure 19.14

Generate Meal Logs

Figures 19.14 and 19.15 shows the form used to automatically generate meal logs for those employees that only log in the arrival and departure time, but didn't log at meal time. To access the form, the user must go to the Processes menu and then go to Generate Meal Logs.

The form shows initially, those employees with exactly two daily logs in the selected dates, or if the difference in hours between the two logs, is between the hours margin (initially 6 to 12). The list then shows those records that the user will be adding meal hours. This list can be printed before generating the logs.

Once the list is verified and the hours margin is adjusted, if necessary, the "Generate Meal" button has to be pressed in order to the changes to take effect. Once the button is pressed, the system automatically re-processes the selected period for those employees.

Figure 19.15

Empl	Nombre	Fecha	In1	Out1	In2	Out2	Horas	Pen. Almue
1	Manuel Gonzalez	6/20/2005	9:40:04 AM	5:09:20 PM			7.50	1.00
1	Manuel Gonzalez	6/21/2005	8:18:17 AM	5:02:20 PM			8.00	1.00
1	Manuel Gonzalez	6/22/2005	7:54:44 AM	12:03:57 PM	12:43:32 PM	4:59:31 PM	8.00	0.50
1	Manuel Gonzalez	6/23/2005	7:34:38 AM	12:05:10 PM	12:50:28 PM	4:59:59 PM	8.00	0.25
1	Manuel Gonzalez	6/27/2005	7:59:53 AM	12:40:18 PM	1:18:03 PM	5:02:03 PM	8.00	0.50
1	Manuel Gonzalez	6/29/2005	7:53:05 AM	12:20:08 PM	1:00:23 PM	5:00:49 PM	8.00	0.25
1	Manuel Gonzalez	7/1/2005	9:50:58 AM	4:55:39 PM			7.00	1.00
2	Reyad Abdulrahman	6/6/2005	8:10:14 AM	12:16:02 PM	12:54:17 PM	5:04:29 PM	8.00	0.50
2	Reyad Abdulrahman	6/7/2005	8:19:03 AM	11:58:46 AM	12:25:34 PM	5:01:12 PM	8.00	0.50
2	Reyad Abdulrahman	6/9/2005	7:57:54 AM	12:08:45 PM	12:42:52 PM	5:00:51 PM	8.00	0.50
2	Reyad Abdulrahman	6/10/2005	7:58:35 AM	11:58:54 AM	12:22:00 PM	4:28:05 PM	8.00	0.75
2	Reyad Abdulrahman	6/13/2005	8:09:33 AM	11:53:10 AM	12:29:26 PM	5:00:07 PM	8.00	0.50
2	Reyad Abdulrahman	6/14/2005	8:06:57 AM	12:24:00 PM	12:47:56 PM	4:53:39 PM	8.00	0.75

This form allows the user to reduce the records listed, using the class, departments, pay frequency, shift and employee number field. It also allows the user to print or preview the selected list on screen. **Note:** Be sure to process all logs before generating the meal hours.

Weekly Totals

The window in Figure 19.16, allows the user to list, for one or various weeks, the weekly totals worked by the employees. To access this list, the user can choose two options, press the third icon in the tools menu, or by going to the Processes menu, and then choosing Weekly Totals. A list will appear on screen, showing the regular, time half, double hours, meal, 24 hours, 7th day penalty, holidays, vacation, sickness, maternity and other hours (1-4), lateness and total hours. This information comes from adding the daily logs (see the form Daily Logs for more information).

After the information is processed by day, is necessary to calculate weekly totals. Weekly totals are used for the weekly payroll process. The weekly totals calculation includes the process to automatically generate information for salary employees. The user will use the fields at the top of the form to filter the information appearing in the list on screen.

The list in this form, shows weekly totals by employee and by shift for the selected weeks. Once the user have delimited his/her search, the program will show a list with the next fields:

- **Empl** - employee's number.
- **Name** - employee's name.
- **Week** - week number.
- **Year** - selected year.
- **Reg** - regular hours total.
- **T. Half** - total hours that will be calculated as time half.
- **Double** - total hours that will be calculated as double.
- **Meal Penalty** - total hours that meal penalty will apply.
- **24Hrs** - total hours that 24 hours penalty will apply.
- **7th Day** - total hours that 7th day penalty will apply.

Totales Semanales

Clase [] Freq. de Pago Weekly Desde 10-Jul-05
 Div [] Empl [] Hasta 16-Jul-05
 Dept [] Nombre []
 Turno []

	Empl	Nombre	Sem	Año	Reg	T.Medio	Doble	P.Almuerz	7mo Día
▶	120	Warren Peace	29	2005	28.75	0.75	0.00	0.50	0.0
	121	Phil Osipher	29	2005	17.00	1.25	0.00	0.00	0.0
	122	Mary Nated	29	2005	16.00	0.00	0.00	0.00	0.0
	123	Connie Fucious	29	2005	36.50	3.50	0.00	0.00	0.0
	124	Bud Dha	29	2005	40.00	8.00	0.00	0.00	0.0
	126	Jenny Flect	29	2005	39.25	2.00	0.00	0.00	0.0
	127	Roger That	29	2005	0.00	0.00	0.00	0.00	0.0
	128	Car Nation	29	2005	36.50	2.50	0.00	0.00	0.0
	130	Les Tak	29	2005	37.00	0.25	0.00	0.00	0.0
	132	Moe Action	29	2005	17.25	0.50	0.00	0.00	0.0
	133	Mo Tercycle	29	2005	40.00	8.50	0.00	0.00	0.0
	134	Moe Money	29	2005	40.00	8.25	0.00	0.00	0.0
	135	Rose Bush	29	2005	40.00	1.75	0.00	0.00	0.0
	136	Daffy Dill	29	2005	40.00	17.25	0.00	0.00	0.0
	137	Daffy Niton	29	2005	31.25	2.50	0.00	0.00	0.0
	138	Dan D. Lion	29	2005	40.00	0.00	0.00	0.00	0.0
	139	Mark Up	29	2005	37.25	0.25	0.00	0.00	0.0

Record: 1 of 126 (Filtered)

Figure 19.16

- **Holiday** - total hours that will count as holiday.
- **Vacation** - total hours that will count as vacation time.
- **Sickness** - total hours that will count as sickness.
- **Other** - total hours or quantities as defined in the configuration file in form of absenteeism (Other 1-Other 4).
- **TotalHrs** - total hours or quantities as defined in the configuration file. Does not include meal hours and 24 hours penalty.
- **Lateness** - total of minutes late.
- **Shift** - shift code.
- **Class** - employee class.
- **Department** - department to which the employee belongs.

This form also contains a series of buttons that allows the user to filter the information, adding or editing logs. Also, the form has two buttons that allows the user to calculate and export tables' results to other programs. A brief description is next.

Export Daily Logs - this button allows the user to open the export form to export weekly totals lists.

In the other hand, the form also allows the user to see or print the weekly totals list shown on screen. In addition to this forms to filter the information, the user can use the mouse's right button to filter the information shown.

Bi-Weekly Totals

The form in Figure 19.17 allows the user to list from one to various bi-weeks, the bi-weekly totals hours. The user can access this form by going to the Processes menu, and selecting Bi-Weekly Totals. Also, by pressing the fifth button in the tools menu. The list shows the regular, time half, double, meal penalty, 24 hours penalty, 7th day penalty, holidays, vacation, sickness, maternity an other hours, lateness and total hours. This information comes by adding daily logs. See the form Daily Logs for more information.

After the daily information is processed, is necessary to calculate the bi-weekly totals. The bi-weekly totals calculation is useful when automatically generating the information for salary employees

The buttons at the top of the forms are the buttons that we have been explaining throughout the guide. The fields are the following:

- **Class**
- **Dept**
- **Shift**
- **Pay Freq.**
- **Name**
- **From**
- **To**

The list that the form generates, shows the by-weekly totals by employee and by shift for the selected bi-weeks. Also, the form has a series of buttons that allows the user to filter the list.

Export Daily Logs - this button allows the user to open the export form to exprot weekly totals lists.

In the other hand, the form also allows the user to see or print the weekly totals list shown on screen. In addition to this forms to filter the information, the user can use the mouse's right button to filter the information shown.

Totales Bi-Semanales

Clase: Hourly, Freq. de Pago: , Desde: 10-Jul-05, Hasta: 23-Jul-05

Div: , Empl: , Dept: , Turno: , Name:

Empl	Nombre	Año	Bi-Semai	Reg	T. Med	Doble	P. Alm	7mo Dia	Fe
100	Peter Prodley	2005	15	48.00	0.00	0.00	0.00	0.00	
105	Peter Normler	2005	15	40.00	0.00	3.75	0.00	0.00	
111	Fred Finely	2005	15	76.50	0.00	25.75	3.50	0.00	
113	Ian Inwood	2005	15	72.50	7.50	4.25	0.00	0.00	
114	Mary M. Main	2005	15	46.75	0.00	15.00	4.50	0.00	
116	Quin Qualson	2005	15	62.75	1.00	0.00	0.00	0.00	
118	Penny Servly	2005	15	65.75	0.75	0.00	0.50	0.00	
120	Warren Peace	2005	15	66.00	0.75	0.00	0.50	0.00	
121	Phil Osipher	2005	15	38.00	1.50	0.00	0.00	0.00	
122	Mary Nated	2005	15	39.75	0.50	0.00	0.00	0.00	
123	Connie Fucious	2005	15	68.50	3.50	0.00	0.00	0.00	
124	Bud Dha	2005	15	72.00	11.50	0.00	0.00	0.00	
126	Jenny Flect	2005	15	67.00	2.00	0.00	0.00	0.00	
127	Roger That	2005	15	0.00	0.00	0.00	0.00	0.00	
128	Car Nation	2005	15	60.75	2.50	0.00	0.00	0.00	
130	Les Tak	2005	15	69.00	0.25	0.00	0.00	0.00	
132	Moe Action	2005	15	33.25	1.25	0.00	0.00	0.00	

Record: 2 of 139 (Filtered)

Figure 19.17

Semi-Monthly Totals

The form in Figure 19.18, allows the user to list semi-monthly totals. The form can be accessed by going to the Processes menu, and then selecting Semi-Monthly Totals from the list. The list shows the regular, time half, double, meal penalty, 24 hours penalty, 7th day penalty, holidays, vacation, sickness, maternity an other hours, lateness and total hours. This information comes by adding daily logs. See the form Daily Logs for more information.

After the daily information is processed, is necessary to calculate the semi-month totals. The semi-months totals calculation is useful when automatically generating the information for the salary employees.

If the semi-monthly payroll include days that haven't been calculated, because the payroll is paid before the end of month, it is assumed that the employee worked for those days. In the next semi-month, the difference between the assumed and the real worked hours is included. Each semi-month record is defined to include up to six assumed days, beginning from the last day of the semi-month and backwards.

The buttons at the top of the forms are the buttons that we have been explaining throughout the guide. The fields are the following:

- **Class**
- **Dept**
- **Shift**
- **Empl**
- **Name**
- **Semi-Month**

Besides the fields that we have been mentioning, the form have a series of buttons that allows the user to filter the list:

- **Process Semi-Month** - this button allows the user to initiate semi-month calculation process for the selected semi-month. The process replaces previously caculated totals. The semi-month totals must be recalculated only if there have been changes in the daily totals for the semi-month.
- **Export Daily Logs** - this button allows the user to open the form to export semi-monthly totals. These buttons allows the user to see or print the semi-month list shown on screen.

Figure 19.18

The screenshot shows a software window titled "Totales Quincenales" with a search and filter interface at the top. Below the filters is a table titled "Totales de la Quincena" with the following data:

Período	Empl	Nombre	Turno	Reg	T.Medio	Doble	P. Almuer	7mo Dia	FERIA
4/1 5/2005	100	Peter Prodley	1	36.25	0.00	0.00	0.00	0.00	(
4/1 5/2005	101	John Smith	1	88.00	0.00	0.00	0.00	0.00	(
4/1 5/2005	102	Jane Doe	1	88.00	0.00	0.00	0.00	0.00	(
4/1 5/2005	103	Carla Custwood	1	88.00	0.00	0.00	0.00	0.00	(
4/1 5/2005	104	Tom Teckly	1	88.00	0.00	0.00	0.00	0.00	(
4/1 5/2005	106	Pete Relason	1	88.00	0.00	0.00	0.00	0.00	(
4/1 5/2005	107	Mike Medley	1	84.00	0.00	0.00	0.00	0.00	(
4/1 5/2005	108	Edna Edwood	1	85.75	2.25	2.00	0.00	0.00	(
4/1 5/2005	109	Michael Mark	1	84.00	0.00	0.00	0.00	0.00	(
4/1 5/2005	111	Fred Finely	1	59.25	0.50	0.00	0.00	0.00	(
4/1 5/2005	112	Ann Nunber	1	84.00	0.00	0.00	0.00	0.00	(
4/1 5/2005	113	Ian Inwood	1	78.00	2.50	1.50	1.50	0.00	(
4/1 5/2005	114	Mary M. Main	1	72.00	5.50	0.00	0.00	0.00	(
4/1 5/2005	115	Sue Curtis	1	84.00	0.00	0.00	0.00	0.00	(
4/1 5/2005	116	Quin Qualson	1	80.00	0.00	0.00	0.00	0.00	(
4/1 5/2005	117	Steven Packson	1	84.00	0.00	0.00	0.00	0.00	(
4/1 5/2005	118	Penny Servly	1	70.75	0.00	0.00	0.00	0.00	(
4/1 5/2005	166	April Showers	1	84.00	0.00	0.00	1.00	0.00	(
4/1 5/2005	231	Gil T. Conscience	1	76.25	0.00	0.00	0.00	0.00	(
4/1 5/2005	401	Jack O. Altrades	1	67.25	0.00	0.00	1.50	0.00	(

Monthly Totals

The form in Figure 19.19, allows the user to list for one or more months the monthly totals. The user can access the window by going to the Process menu, and selecting the Monthly Totals option. The list shows the regular, time half, double, meal penalty, 24 hours penalty, 7th day penalty, holidays, vacation, sickness, maternity and other hours, lateness and total hours. This information comes from the weekly, bi-weekly and semi-monthly totals.

After the bi-week or semi-month information is processed, it can be summarized by month. The buttons at the top of the forms are the buttons that we have been explaining throughout the guide. The fields are the following:

- **Class**
- **Dept**
- **Active/Inactive** - monthly totals for inactive employees that worked for the selected month, can be shown. Also the user can filter the information to only show active employees.
- **Pay Freq.**
- **Empl**
- **Name**
- **From**
- **To**

Like previous windows, the buttons with the magnifier and printer symbols can be used to preview or print the monthly totals that are shown on screen. The user can also filter the information using the mouse's right button.

Figure 19.19

Empl	Nombre	Mes	Reg	T. Med	Doble	Pen.	# 7mo Dia	Feriado	Vac.
235	Mira Ondewal	Jul-05	76.25	10.50	0.00	0.00	0.00	0.00	0.00
294	Don A. Tello	Jun-05	38.50	2.25	0.00	0.00	0.00	0.00	0.00
294	Don A. Tello	Jul-05	80.00	19.50	0.00	0.00	0.00	0.00	0.00
294	Don A. Tello	Sep-05	151.00	13.50	0.00	0.00	0.00	0.00	0.00
294	Don A. Tello	Oct-05	79.00	10.00	0.00	0.00	0.50	0.00	0.00
294	Don A. Tello	Nov-05	71.50	6.00	0.00	0.00	0.00	0.00	0.00
294	Don A. Tello	Jan-06	88.00	6.25	0.00	0.00	0.00	0.00	0.00
294	Don A. Tello	Feb-06	39.75	0.75	0.00	0.25	0.00	0.00	0.00
349	Don Q. Hotey	Jul-05	69.75	2.50	0.00	0.50	0.00	0.00	0.00
349	Don Q. Hotey	Sep-05	101.50	3.25	0.00	0.00	0.00	0.00	0.00
410	Phil Meup	Jul-05	76.00	3.00	0.00	0.00	0.00	0.00	0.00
410	Phil Meup	Sep-05	122.50	7.00	0.00	0.75	0.00	0.00	0.00
410	Phil Meup	Oct-05	55.25	6.75	0.00	0.00	0.00	0.00	0.00
432	Beverley Hills	Jun-05	40.00	4.50	0.00	0.00	0.00	0.00	0.00
432	Beverley Hills	Jul-05	80.00	6.00	0.00	0.00	0.00	0.00	0.00
432	Beverley Hills	Sep-05	156.25	19.00	0.00	0.00	0.00	0.00	0.00
432	Beverley Hills	Oct-05	75.75	5.75	0.00	0.00	0.00	0.00	0.00
432	Beverley Hills	Nov-05	68.25	2.75	0.00	0.00	0.00	0.00	0.00
432	Beverley Hills	Jan-06	110.75	2.75	0.00	0.50	0.00	0.00	0.00
432	Beverley Hills	Feb-06	40.00	1.50	0.00	0.00	0.00	0.00	0.00
432	Beverley Hills	Jul-05	70.50	7.25	0.00	0.25	0.00	0.00	0.00

Create Quarter Logs Database

The form in Figure 19.20, allows the user to create a database that contains the logs, daily summary, weekly, bi-weekly and semi-monthly totals for a particular quarter. The list also allows to edit the quarter files list.

To access the window, the user must go to the Utilities menu, and then selecting the Connect Data option. Once there, the user will select Quarter. The user will find the next files:

- **Quarter** - using the calendar or by entering a single date, the quarter to export is selected. There's a field that shows the selected quarter number.
- **Create Data/Delete Records** - this button starts the process of creating a quarter database, the logs file and related summaries are copied to the new database, then the exported records are eliminated.

Figure 19.20

Note: This process must not be done if the user isn't familiarized.

- **Logs Data Exportation** - this field shows the database information that is going to be exported. In case the user needs to use a different database, he/she can also select other databases with this button.
- **Exported Quarters** - this list shows created quarter databases. It's supposed that for each quarter, the user creates a different database, so that the database can be recovered if necessary. Through this list, the user can make changes, add or delete created records.

Once the corresponding fields have been filled, the user will press the Connect Table button, to activate the selected changes. This process will be made at the end of each quarter.

REPORTS

Employees Without Logs

The form in Figure 20.1, shows the employees that do not have logs or absenteeism records for each day in a period. To access this form, the user must go to the Processes menu, and then select the Employees Without Logs option. Once there, the user can filter the form according to the fields it provides.

The list that the form generates, is based in the employees' schedule to determine if he/she was supposed to work that day. The Holidays list and the Apply Holidays field is used to determine if the employee has to work for those days. It also consider hire and termination dates and employee status.

At the top of the form, there are fields that are used to filter the information, as well as the period to be examined.

Once the user have established the list criteria, it will appear on screen the next information:

- **Empl**
- **Date**
- **Name**
- **Class**
- **Dept**

Empleados sin Registros o Record de Ausentismo para las fechas de arriba

Empl	Fecha	Nombre	Clase	División	I
260	09-Mar-07	Moe Hammad	H	Main Division	Financ
264	05-Mar-07	Kibbles N. Bits	H	Main Division	Financ
264	06-Mar-07	Kibbles N. Bits	H	Main Division	Financ
264	07-Mar-07	Kibbles N. Bits	H	Main Division	Financ
264	08-Mar-07	Kibbles N. Bits	H	Main Division	Financ
264	09-Mar-07	Kibbles N. Bits	H	Main Division	Financ
291	05-Mar-07	Arken Saw	H	Main Division	Financ
291	06-Mar-07	Arken Saw	H	Main Division	Financ
291	07-Mar-07	Arken Saw	H	Main Division	Financ
291	08-Mar-07	Arken Saw	H	Main Division	Financ
291	09-Mar-07	Arken Saw	H	Main Division	Financ
311	05-Mar-07	Barry Lee	H	Main Division	Financ
311	06-Mar-07	Barry Lee	H	Main Division	Financ
311	07-Mar-07	Barry Lee	H	Main Division	Financ
311	08-Mar-07	Barry Lee	H	Main Division	Financ

Record: 1 of 65 (Filtered)

Figure 20.1 - this form shows employees that have missing logs information for a determined period.

Early Logs

The form in Figure 20.3, shows a record list of those employees that in a determined period, arrived and logged before time based on their schedule. To access this form, the user must go to the Processes menu and then choose the Early Logs option.

In the Configuration File, DigiPuncher defines a file with the minimum minutes to consider a log as early. This form uses the file to determine if the log is consider early, or if it fits the established normal period. If the arrival log or the arrival log after meal is before the established minutes, this list will show the date and the employee number for those employees that made early logs.

Empl	Fecha	Nombre	In1	In2	Horario	Clas
244	10-Feb-05	Les Ismore	6:02:05 AM	11:30:00 AM	7:30A - 4:00	Hourly
244	11-Feb-05	Les Ismore	6:05:13 AM	11:30:00 AM	7:30A - 4:00	Hourly
253	07-Feb-05	Jean Poole	6:27:35 AM	11:30:00 AM	7:30A - 4:00	Hourly
253	08-Feb-05	Jean Poole	6:28:41 AM	11:30:00 AM	7:30A - 4:00	Hourly
253	09-Feb-05	Jean Poole	6:27:54 AM	11:30:00 AM	7:30A - 4:00	Hourly
253	10-Feb-05	Jean Poole	6:33:18 AM	11:30:00 AM	7:30A - 4:00	Hourly
253	11-Feb-05	Jean Poole	6:29:06 AM	11:30:00 AM	7:30A - 4:00	Hourly
257	08-Feb-05	Ora Nge	6:36:26 AM	11:30:00 AM	7:30A - 4:00	Hourly
266	09-Feb-05	Bea Honey	4:01:51 PM	2:17:55 AM	8:00A - 5:00	Hourly
267	08-Feb-05	Gene Poole	7:24:54 AM	12:30:00 PM	8:00A - 5:00	Hourly
267	09-Feb-05	Gene Poole	7:28:39 AM	12:30:00 PM	8:00A - 5:00	Hourly
267	10-Feb-05	Gene Poole	7:23:21 AM	12:30:00 PM	8:00A - 5:00	Hourly
271	07-Feb-05	R M Pitt	6:01:02 AM	11:30:00 AM	7:00A - 4:00	Hourly
271	08-Feb-05	R M Pitt	5:59:59 AM	11:30:00 AM	7:00A - 4:00	Hourly
271	09-Feb-05	R M Pitt	5:55:40 AM	11:30:00 AM	7:00A - 4:00	Hourly
271	10-Feb-05	R M Pitt	6:03:25 AM	11:30:00 AM	7:00A - 4:00	Hourly
271	11-Feb-05	R M Pitt	6:02:09 AM	11:30:00 AM	7:00A - 4:00	Hourly

Figure 20.3

Lateness Report

DigiPuncher provides a function that allows the user to establish lateness that an employee has in determined period. To access this form, the user must go to the Processes menu, and then access the Lateness option. Once there, the user can filter the information according to the next fields:

- **Empl**
- **Dep.**
- **Grace Minutes** - indicates the number of grace minutes which the system is programmed to count as lateness. Ex. If an employee arrival time in schedule is 8:15 am, the system is configured to give 15 grace minutes and it will not count as lateness.
- **From**
- **To**

Once the user stipulates the filtering criteria, the program will show a list on screen with the employees that fits the requirements. This list can be printed by the user.

Empl	Nombre	Inic	Apellidos	Fecha	In1	Out1	In2	Out2	Horario
146	Barry		Special	5/2/2005	7:20 AM	7:30 AM	12:00 PM	12:30 PM	7:00 AM
151	Emmy		Nent	5/3/2005	7:17 AM	7:30 AM	12:00 PM	12:30 PM	7:00 AM
151	Emmy		Nent	5/4/2005	7:21 AM	7:30 AM	12:00 PM	12:30 PM	7:00 AM
151	Emmy		Nent	5/5/2005	7:16 AM	7:30 AM	12:00 PM	12:30 PM	7:00 AM
153	N. G.		Bator	5/5/2005	7:27 AM	12:00 PM	12:30 PM	4:26 PM	7:00 AM
154	Emil		Zonwheels	5/3/2005	7:30 AM	1:33 PM	1:56 PM	4:00 PM	7:00 AM
154	Emil		Zonwheels	5/4/2005	7:26 AM	12:00 PM			7:00 AM
158	Holden		Thebag	5/2/2005	7:21 AM	7:30 AM	12:00 PM	12:30 PM	7:00 AM
160	Dame		Seline	5/3/2005	7:30 AM	12:00 PM	12:30 PM	4:01 PM	7:00 AM
160	Dame		Seline	5/5/2005	7:21 AM	7:30 AM	12:00 PM	12:30 PM	7:00 AM
168	Spring		Cleaning	5/2/2005	7:21 AM	7:30 AM	12:00 PM	12:30 PM	7:00 AM
168	Spring		Cleaning	5/4/2005	7:21 AM	7:30 AM	12:00 PM		7:00 AM
168	Spring		Cleaning	5/5/2005	7:18 AM	7:30 AM	12:00 PM	12:30 PM	7:00 AM
179	Kat	A.	Log	5/4/2005	7:34 AM	12:00 PM	12:30 PM	3:58 PM	7:00 AM
179	Kat	A.	Log	5/5/2005	7:40 AM	12:00 PM	12:30 PM	2:21 PM	7:00 AM

Figure 20.4

Absenteeism History

To access the Absenteeism History form (Figure 20.5), the user must go to the Employees menu, and then choose the Absenteeism History option. This form allows the user to manage employees' absenteeism records. The program selects all those employees that have been absent in a determined period (determined by the user), allowing him/her to see the hours quantity and absenteeism reason. At the top of the form the user can find a series of filtering fields that we have been explaining through the guide.

1. **Class**
2. **Dept**
3. **Empl**
4. **Name**
5. **Reason** - the user must select from the list, eight absenteeism possibilities that the system offers. Once the reason is selected, the system will show only those employees with the absenteeism reason selected.

Figure 20.5

Empl	Nombre	Fecha	Razón	Horas	Nota	
333	Lou Zer	15-Aug-05	Sickness	6.00	Se rompió el brazo	H
333	Lou Zer	16-Aug-05	Vacation	6.00		H
215	Spike D. Ball	16-Aug-05	Sickness	6.00		H
215	Spike D. Ball	17-Aug-05	Vacation	8.00		H
336	Sal Vation	15-Aug-05	Sickness	8.00		H
336	Sal Vation	17-Aug-05	Vacation	8.00		H
229	Lita Gudlife	15-Aug-05	Vacation	8.00		H
132	Moe Action	16-Aug-05	Sickness	8.00		H
149	Emma Barrased	16-Aug-05	Sickness	3.25	Le dieron mareos	H
184	Chastity Belt	15-Aug-05	Vacation	8.00		H
200	Del Inquint	17-Aug-05	Otro	8.00	Cita médica	H
244	Les Ismore	16-Aug-05	Otro	8.00	Graduación del hijo	H
411	Ben D. Rules	15-Aug-05	Sickness	8.00		H
411	Ben D. Rules	16-Aug-05	Otro	8.00		H
124	Bud Dha	17-Aug-05	Sickness	3.00		H
235	Mira Ondewal	16-Aug-05	Vacation	8.00		H
107	Mike Medley	16-Aug-05	Vacation	2.00		S

6. **Note** - this option is to comment an absenteeism addition or edition, for example, in a Personal absenteeism, the user can comment the reason for this absenteeism (Doctor's Appointment).
7. **From**
8. **To**
9. **Generate** - it is used to enter prolonged absenteeism periods instead of doing it day by day.

Add Absenteeism

The Figure 20.6 shows the form that allows the user to enter prolonged absenteeism periods, instead of doing it day by day. To access this form the user must go to the Employees menu and then access Absenteeism History, once there the user must press the Generate button. Through this process, the system generates for each day in the period, a record in the employee's absenteeism history. The system follows the employee's schedule and the company's holiday configuration. To add an absenteeism record it is necessary to fill all fields in the form. The required fields are the following:

1. **Empl**
2. **Name**
3. **From**
4. **To**
5. **Hours** - absenteeism total hours. The system calculates the hours taking in consideration the dates in the "To" and "From" fields.
6. **Reason** - a reason is selected from the provided list.

The user must press the OK button to process and create the absenteeism records or Cancel to close the form. It is usually used for long absenteeism such as Vacation or Maternity.

Empl	244
Nombre	Les Ismore
Fecha	8/16/2005
Código	Otro
Horas	8.00
Notas	Graduación del hijo

Buttons:

Figure 20.6

Vacation & Sickness Accumulation

The form in Figure 20.7 shows the monthly accumulation for Vacation and Sickness. To access the form, the user must go to the Employees menu and choose the Vacation & Sickness Balance option. There, the program shows, for each month, the total hours worked by employee, the previous month vacation and sickness balance, the monthly vacation and sickness accumulation, the total vacation and sickness hours taken in the month, and the final vacation and sickness balance.

To configure the initial vacation and sickness balances, the user must go to the Enter Initial Balances option, in the Employees menu. The user must select the employee to designate the initial balances and edit it. The Figure 20.8 shows an example of the window that the user will see on screen.

For an employee to accumulate vacation and sickness hours, the “accumulate” box must be checked in the Employee File (see Edit or Add Employees). The parameters that define how many hours a month an employee must work in order to accumulate vacation and sickness hours, are configured in the Policies section. Also, the Policy defines which hours count as worked, and the quantity of hours that will accumulate each month for vacation and sickness.

This form it's also used to process the employees' monthly accumulation. The Calculate Button is used to make this process. This button allows the user to recalculate one or more months, according to the included months in a period selected by the user. The form contains a series of fields to filter the information:

1. **Class**
2. **Dept**
3. **Empl**
4. **Name**
5. **From**
6. **To**
7. **Use Hire Date for Calculation** - this button is used to make calculation based on the employee's hired date instead of the natural month. Meaning, if this option is not selected or checked, the system will calculate the month accumulated hours

Figure 20.7 - through this window the user can see the accumulated vacation and sickness hours available for an employee.

Acumulación Mensual de Vacaciones y Enfermedad

Clase: Hourly, Empl: [Search], Desde: Mar-05, Hasta: Jul-05
 Div: Main Division, Nombre: [Search]
 Dept: Storage - Packe

Calcula Balances

Empl	Nombre	Mes	Trabajad	VacPrevBal	VacAccum	VacTaken	VacEndBal	SickPre
137	Daffy Nitton	Mar-05	128.25	6.00	6.00	0.00	12.00	
137	Daffy Nitton	Apr-05	105.25	12.00	0.00	0.00	12.00	
137	Daffy Nitton	May-05	67.75	12.00	0.00	0.00	12.00	
137	Daffy Nitton	Jun-05	102.00	12.00	0.00	0.00	12.00	
137	Daffy Nitton	Jul-05	126.75	12.00	6.00	0.00	18.00	
160	Dame Saline	Mar-05	149.50	6.00	6.00	0.00	12.00	
160	Dame Saline	Apr-05	67.25	12.00	0.00	0.00	12.00	
160	Dame Saline	May-05	114.25	12.00	0.00	0.00	12.00	
160	Dame Saline	Jun-05	53.75	12.00	0.00	0.00	12.00	
160	Dame Saline	Jul-05	125.25	12.00	6.00	0.00	18.00	
163	George lo	Mar-05	254.00	6.00	6.00	0.00	12.00	
163	George lo	Apr-05	175.75	12.00	6.00	0.00	18.00	
163	George lo	May-05	125.50	18.00	6.00	0.00	24.00	
163	George lo	Jun-05	214.75	24.00	6.00	0.00	30.00	
163	George lo	Jul-05	216.25	30.00	6.00	0.00	36.00	
177	Kat Litter	Mar-05	208.50	6.00	6.00	0.00	12.00	
177	Kat Litter	Apr-05	171.25	12.00	6.00	0.00	18.00	
177	Kat Litter	May-05	40.00	18.00	0.00	0.00	18.00	
177	Kat Litter	Jun-05	0.00	18.00	0.00	0.00	18.00	

Record: 1 of 150 (Filtered) Use Hired Date for Calculation

Balances Iniciales de Vacaciones y Enfermedad

Clase: [Search], Empl: [Search], Mes de Comienzo: Sep-2004
 Div: [Search], Nombre: [Search]
 Dept: [Search]

Empl	Nombre	Mes	Hrs Trab.	Vacaciones	Enfermedad	División
171	Noah Count	Sep-2004	115.00	10.00	12.00	Main Division
176	May Dinheaven	Sep-2004	120.00	10.00	12.00	Main Division
185	IC Lite	Sep-2004	110.00	6.00	8.00	Main Division
193	John Crapper	Sep-2004	115.00	10.00	12.00	Main Division

Record: 2 of 4

Figure 20.8 - with this form, initial vacation and sickness balances can be designated to an employee in particular.

according to the payroll weeks corresponding to that month. But if the option is checked or selected, the system will calculate the accumulated hours based in the employee's hired date until a month worked. For example, if an employee is hired on April 13, the system will calculate worked hours until May 12 to determine if he/she worked enough hours to accumulate that month, instead of only calculate the worked hours until the last payroll for April.

The list that will appear on screen, will show the records for monthly accumulation for the months included in the selected period. A brief description for each field is next:

1. **Empl**
2. **Name**
3. **Month**
4. **Worked** - worked hours in a month. Only hours that will apply for the accumulation are included. The hours are defined in the Policy menu.
5. **VacPrevBal** - vacation balance for the previous month. If a previous accumulation record does not exist, the initial vacation is extracted from the employee's record.
6. **VacAccum** - vacation hours that the employee accumulates in a month. The employee's Policy establishes the monthly accumulation in hours, according to the time working for the company.
7. **VacTaken** - vacation hours taken in a month. This hours are the ones that are entered in the Absenteeism History form.
8. **VacEndBal** - final vacation balance in a month. The final balance is the initial balance plus the accumulation, minus hours taken.
9. **SickPrevBal** - if there is no previous accumulation record, the initial sickness is extracted from the employee's record.
10. **SickAccum** - sickness hours that the employee accumulates in a month. The employee's Policy establishes the monthly accumulation in hours
11. **SickTaken** - sickness hours taken in a month. This hours are the ones that are entered in the Absenteeism History form.
12. **SickEndBal** - final sickness balance in a month. The final balance is the initial balance plus the accumulation, minus hours taken.

Once the user selects the wanted criteria, the system will allow the user to generate a report based on what is shown on screen.

Monthly Absenteeism

The form in Figure 20.9, allows the user to see, month by month, the absenteeism history for a specific employee. To access the form, the user must go to the Employees menu and then select Monthly Absenteeism. Once there, the user can select the employee, through his/her ID number, and the form will show on screen each one of the absenteeism for the selected employee and month. Said absenteeism records will be represented by colors; each absenteeism type will appear in a different color.

Like most of DigiPuncher forms, this form provides different fields that will allow the user an easy search:

- **Empl** - after entering the employee's number, a calendar shows on screen, with the last month with an absenteeism record.
- **Month** - after entering the employee's number, in this field the user can select each one of the month with absenteeism records. Select a month from the list to show the calendar and to see the absenteeism record.

The calendar also shows the department name, the employee's number and name. Also a legend with the meaning of each one of the eight types of absenteeism, according to the ones configured by the user.

Absenteeism Report

To access this form (Figure 20.10) the user must go to the Employee menu, and then go to the Monthly Absenteeism Report option. There the user can see the information registered in the the employees' absenteeism for an specific period. Also, the user can filter the information, it offers fields such as Class, Departments and Employees, they're used the same way as in the previous forms. It also allows the user to generate reports that can be shown on screen.

This report allows the user to see, not only hours that the employee was absent, but worked hours in the month, labor days in the month, regular hours, penalties that accumulated, and different absenteeism reasons with their respective hours to each field.

Figure 20.9 - absences are represented by different colors for an easier view.

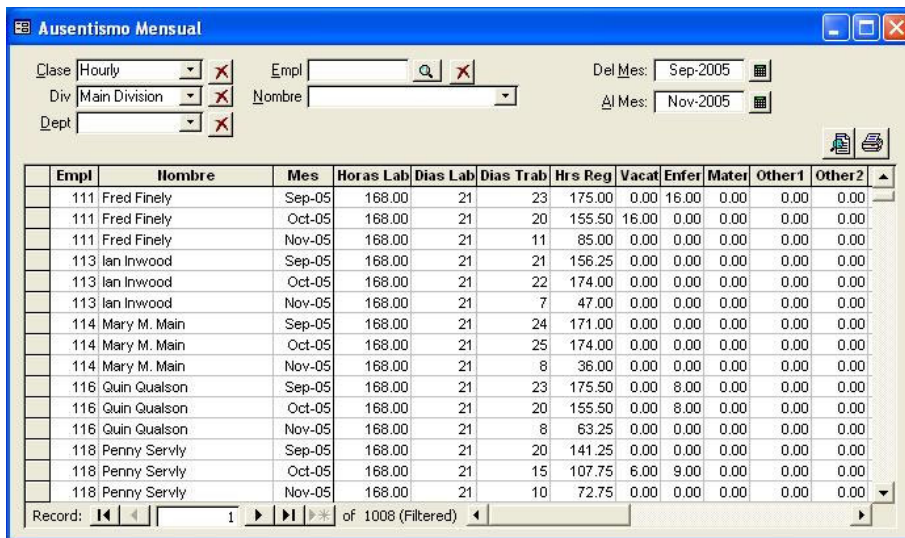
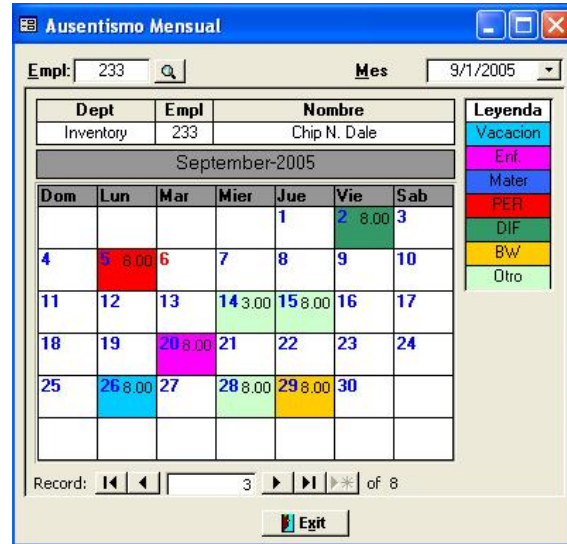


Figure 20.10

The user can also print a detailed assistance report for a particular employee. In the Employee menu, the user must go to the Monthly Assistance Report, Figure 20.11 shows the fields to specify to filter the information. Figure 20.12 shows a printed report.

This report shows the information for the selected month, daily worked hours, total hours such as double, time half, holidays, meal penalties among others, and sickness and vacation balances for the month.

Figure 20.11

Informe de Asistencia Mensual

Clase: Hourly Empl: 233
 Dept: Inventory Nombre: Chip N. Dale
 Mes: Sep-2005
 Exit

Chip N. Dale

DEPT: Inventory

EMPL: 233

SSNUM: 555-55-0133

September-2005							Code	Description	Total																																																				
Sun	Mon	Tue	Wed	Thu	Fri	Sat																																																							
				1 9.00	2 8.50 5 8.00	3 5.50	1	Vacation	8.00																																																				
	4 8.00	5 7.75	7 7.75	8 8.00	9 7.50	10	2	Sickness	8.00																																																				
11	12 8.00	13 8.00	14 5.00 7 3.00	15 7 8.00	16 7.50	17	4	Other	8.00																																																				
18	19 8.00	20 2 8.00	21 8.25	22	23	24	5	Final	8.00																																																				
25	26 1 8.00	27	28 7 8.00	29 6 8.00	30 7.00		6	Bad Weather	8.00																																																				
							7	Personal	19.00																																																				
<table border="1"> <thead> <tr> <th>Horas</th> <th>Extra</th> <th>Pen. Alm.</th> <th>24Hrs</th> <th>Feriado</th> <th>Vacaciones</th> </tr> </thead> <tbody> <tr> <td>104.00</td> <td>1.75</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>8.00</td> </tr> <tr> <td>Enfermedad</td> <td>Maternidad</td> <td>Other1</td> <td>Other2</td> <td>Other3</td> <td>Other4</td> </tr> <tr> <td>8.00</td> <td>0.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>19.00</td> </tr> <tr> <td colspan="6">Total Horas</td> </tr> <tr> <td colspan="6">121.75</td> </tr> </tbody> </table>							Horas	Extra	Pen. Alm.	24Hrs	Feriado	Vacaciones	104.00	1.75	0.00	0.00	0.00	8.00	Enfermedad	Maternidad	Other1	Other2	Other3	Other4	8.00	0.00	8.00	8.00	8.00	19.00	Total Horas						121.75						<table border="1"> <thead> <tr> <th></th> <th>Bal. Ant.</th> <th>Accum</th> <th>Tomado</th> <th>Bal Fin</th> </tr> </thead> <tbody> <tr> <td>Vac</td> <td>30.00</td> <td>8.00</td> <td>8.00</td> <td>30.00</td> </tr> <tr> <td>Enf</td> <td>21.00</td> <td>8.00</td> <td>8.00</td> <td>19.00</td> </tr> </tbody> </table>					Bal. Ant.	Accum	Tomado	Bal Fin	Vac	30.00	8.00	8.00	30.00	Enf	21.00	8.00	8.00	19.00
Horas	Extra	Pen. Alm.	24Hrs	Feriado	Vacaciones																																																								
104.00	1.75	0.00	0.00	0.00	8.00																																																								
Enfermedad	Maternidad	Other1	Other2	Other3	Other4																																																								
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	Bal. Ant.	Accum	Tomado	Bal Fin																																																									
Vac	30.00	8.00	8.00	30.00																																																									
Enf	21.00	8.00	8.00	19.00																																																									
Date	In	Out	In	Out	Hours	Ovtn	Meal	24Hrs	Holy	Vac	Sick	Mater	Others	Total Hrs																																															
01-Sep-05	Tue	7:00 AM	12:00 PM	1:00 PM	5:02 PM	8.00	1.00							9.00																																															
02-Sep-05	Fri	7:02 AM	12:00 PM	1:00 PM	4:24 PM	8.00	0.50						8.00	8.50																																															
03-Sep-05	Sat	6:54 AM	12:00 PM	1:00 PM	1:31 PM	5.50								5.50																																															
05-Sep-05	Mon												8.00																																																
06-Sep-05	Tue	7:10 AM	12:00 PM	1:00 PM	4:03 PM	7.75								7.75																																															
07-Sep-05	Wed	7:00 AM	12:00 PM	1:00 PM	3:38 PM	7.75								7.75																																															
08-Sep-05	Thu	6:55 AM	12:00 PM	1:00 PM	3:58 PM	8.00								8.00																																															
09-Sep-05	Fri	7:25 AM	12:00 PM	1:00 PM	4:03 PM	7.50								7.50																																															
12-Sep-05	Mon	7:02 AM	12:00 PM	1:00 PM	4:03 PM	8.00								8.00																																															
13-Sep-05	Tue	7:00 AM	12:00 PM	1:00 PM	3:58 PM	8.00								8.00																																															
14-Sep-05	Wed	7:00 AM	12:00 PM	12:37 PM		5.00							3.00	5.00																																															
15-Sep-05	Thu												8.00																																																
16-Sep-05	Fri	7:11 AM	12:00 PM	1:00 PM	3:50 PM	7.50								7.50																																															
19-Sep-05	Mon	7:03 AM	12:00 PM	1:00 PM	3:53 PM	8.00								8.00																																															
20-Sep-05	Tue										8.00			8.00																																															
21-Sep-05	Wed	7:00 AM	12:00 PM	1:00 PM	4:15 PM	8.00	0.25							8.25																																															
26-Sep-05	Mon									8.00				8.00																																															
28-Sep-05	Wed												8.00																																																
29-Sep-05	Thu												8.00																																																
30-Sep-05	Fri	6:57 AM	12:00 PM	1:00 PM	2:55 PM	7.00								7.00																																															

Figure 20.12

Annual Absenteeism

The form in Figure 20.13 allows the user to obtain a calendar of one or various years where the employee has absenteeism records. The user can access this form by going to the Employees menu, and selecting the Annual Absenteeism option.

First, the user must select the desired years, or locate it with the magnifier icon. Once the selection is done the user can use the print or preview buttons to see or print the calendar in a sheet, by employee.

The report shows each day of absenteeism for the employee with a color or shadow and an absenteeism code. At the top of the form, there is a table with the absenteeism summary for the employee, by month. The report has detached absenteeism hours and their reason.

***Note:** The obtained logs in the biometric units do not appear in this list, only logs manually added by the user.*

The user can also print an Annual Absenteeism Ticket, by going to the Employee menu. When choosing this option, a message will appear (Figure 20.14) that will allow the user to filter the annual assistance information by year and employee. It also allows the user to see on screen the ticket or print it directly.

Once the year and employee are chosen, the user will see a detailed ticket with the annual assistance. In Figure 20.15 there is a ticket example. In it, there is detailed information month by month, and day by day and employee's assistance. It also shows general information for the employee, with a fields' legend for an easier understanding of this ticket.



Figure 20.13



Figura 20.14 - with this form the user can filter the annual report.

Dept	Departamento	Clase	Empl	Nombre	SS Num	Com len 20	Activo	Terminación	Año	Fecha																										
13	Inventory	Hourly	233	Cly H. Dab	555-55-0133	1/1/1998	Active		2005	7/5/2007																										
Mes	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		Acum	Tomado	Est Fin	
Jan			3.25	3.00	3.50	3.50	3.00		3.50	3.50	3.00	3.75	3.50	3.00	3.50	3.00	3.00	3.50	3.00	3.50	4.75		10.50	9.00	3.00	3.00	3.00	7.00		3.00	Vac					
										2						8															Est					
Feb	9.50	9.00	9.00	9.00	7.50		9.00	9.00	9.00	9.00	9.00	9.00	4.75	7.00	3.25	3.00	3.00			3.00	3.00	3.00	3.00	7.50							Vac	6.00	0.00	6.00		
																															Est	6.00	0.00	6.00		
Mar	9.00	9.00	9.00	9.00	4.50		9.50	4.50	9.00	9.00	9.00				9.00	9.00	9.00															Vac	6.00	30.00	-18.00	
															1																	Est	6.00	0.00	12.00	
Apr	9.00		3.25	3.00	3.00	3.00	3.00	7.25		3.00	3.00	3.00	3.00	3.00	6.25		9.50	3.50	2.75	3.75	3.50	6.25			9.50	3.50	3.50	3.50	7.00	4.50		Vac	6.00	0.00	-12.00	
																																Est	6.00	0.00	18.00	
May	9.50	9.00	9.00	9.00	9.50		9.00	4.25		7.75	9.00	9.50	2.00	9.50	4.50		4.50	4.75	3.50	3.50	7.75	7.00	9.00	9.00	9.00	9.00	3.50					Vac	6.00	0.00	-6.00	
																																Est	6.00	0.00	24.00	
Jun	4.50	6.50	3.00				3.00	3.00	4.25				3.00	3.00		3.00	3.00	4.00		3.00	3.00	3.75	1.00	3.00			3.00	9.00	7.50	4.00		Vac	6.00	0.00	0.00	
																																Est	6.00	0.00	30.00	
Jul	7.50			3.50	4.00	9.00	3.00	3.00		6.00	3.00	3.00	3.50	3.25			7.50	3.00	4.50	3.50	9.00	3.00		3.00	3.50	3.50	10.50	9.50	9.50	3.00		Vac	6.00	0.00	6.00	
																																Est	6.00	0.00	36.00	
Aug	9.00		9.00		4.50		4.75	3.50	3.00	3.00	3.25				3.00	3.00	3.00	3.50	7.25		3.50	3.00	3.00	3.00	3.00			3.00	3.00	3.00		Vac	6.00	2.50	9.50	
			2		2	2																										Est	6.00	24.00	18.00	
9.00 3.00 8			8	8	8																															
Sep	9.00	8.50	3.50		7.75	7.75	9.00	7.50		9.00	9.00	3.00		7.50			9.00		3.25	3.00	10.25	6.25										Vac	6.00	8.00	7.50	
																																	Est	6.00	8.00	16.00
Oct			7.50	9.00									3.00	6.00			3.00	3.25	3.00	10.25	6.25												Vac	6.00	21.00	-7.50
				2		7	4			1	1	1		7																			Est	6.00	8.00	14.00
Nov	2.25	7.75	3.00	3.00	3.25	7.00	3.50	3.75	3.25	3.00																							Vac	0.00	0.00	-7.50
																																	Est	0.00	0.00	14.00
Dec																																	Vac	0.00	0.00	-7.50
																																	Est	0.00	0.00	14.00

Figure 20.15

Logs Changes

Desde 03-Jan-05
Hasta 31-May-05

Cambios en Registros

	Empl	Registro	CostCenter	Empl	Registro	CostCenter	Acción
▶	1	1/18/2005 12:00:00 PM	0	1	1/18/2005 12:00:00 PM	0	Add
	1	1/18/2005 1:00:00 PM	0	1	1/18/2005 1:00:00 PM	0	Add
	1	1/18/2005 5:00:00 PM	0	1	1/18/2005 5:00:00 PM	0	Add
	22	1/25/2005 12:17:00 PM	0	22	1/25/2005 12:17:00 PM	0	Add
	22	1/27/2005 1:18:00 PM	0	22	1/27/2005 1:18:00 PM	0	Add
	35	1/27/2005 3:04:29 PM	0	35	1/27/2005 12:14:31 PM	0	Edit
	35	1/27/2005 8:05:28 PM	0	35	1/27/2005 12:14:31 PM	0	Edit
	35	1/27/2005 12:15:31 PM	0	35	1/27/2005 12:14:31 PM	0	Edit
	35	1/27/2005 12:14:31 PM	0	35	1/27/2005 12:14:31 PM	0	Edit
	35	1/27/2005 1:14:00 PM	0	35	1/27/2005 12:14:31 PM	0	Edit
	35	1/27/2005 8:05:28 AM	0	35	1/27/2005 8:05:28 AM	0	Add
	35	1/27/2005 1:14:00 PM	0	35	1/27/2005 1:14:00 PM	0	Add
	2	1/28/2005 8:23:02 AM	0				Delete
	22	1/28/2005 7:07:52 AM	0	22	1/28/2005 7:05:52 AM	0	Edit
	35	1/27/2005 3:04:29 PM	0				Delete
	1	1/25/2005 8:10:00 AM	0	1	1/25/2005 8:10:00 AM	0	Add
	35	1/24/2005 8:00:00 AM	0	35	1/24/2005 8:00:00 AM	0	Add

Record: 1 of 312

Figure 20.16

The form shown in Figure 20.16, is used to list changes made to the employee logs. The list includes, manually added logs, and logs changes and deletions. To access the form the user must go to the Utilities menu and then choose the Logs Changes option.

The list shows logs that have been changed in a determined period. The user must select From and To dates to produce a list with changes made in that period of time. The list can be printed using the printing options. It can also be filtered with the different fields, and using the mouse's right button.

The list shows the original log and the new log. Each log shows the employee's number, the log, and the center cost, also the user who made the change or edition.

System History

Figure 20.17 shows a window to list the history of activities made in DigiPuncher. To access the window, the user must go to the Utilities menu, and select the System History option. The list contains the name of the user who performed the activity, date and time, activity description and type of activity.

Three types of activities are defined: activity, security and changes. To list the activities in a period, the user must modify the From and To dates. To list the activities related to an user, use the User field to show the name of the user. To list a type of activity in particular, the user must use the Activity field. The user must select in this field, the activity on the list.

The user can also use filters to list or locate history information. Use the printing options to print a report.

The screenshot shows a window titled "Vitácora del Sistema" with a search interface at the top. The search fields include "Usuario" (User) and "Actividad" (Activity) with dropdown menus, and "Desde" (From) and "Hasta" (To) date pickers. The main area contains a table with the following data:

Usuario	Fecha	Descripción	Acción
ldaliz	7/27/2005 9:05:17 AM	Usuario entró al sistema!	Activity
ldaliz	7/27/2005 11:05:41 AM	El usuario abrió la forma de Log de Transacciones del V-Station.	Activity
ldaliz	7/27/2005 11:23:14 AM	379 registros recolectados de la unidad #-1	Activity
ldaliz	7/27/2005 11:24:28 AM	Se procesaron los registros diarios. Fechas entre 7/17/2005 y 7/23/2005	Activity
ldaliz	7/27/2005 12:07:32 PM	El Programa fué cerrado por Idaliz	Activity
ldaliz	7/27/2005 4:09:29 PM	Usuario entró al sistema!	Activity
ldaliz	7/27/2005 5:01:30 PM	El Programa fué cerrado por Idaliz	Activity
ldaliz	7/29/2005 1:02:03 PM	Usuario entró al sistema!	Activity
ldaliz	7/29/2005 1:02:10 PM	Entra a Seguridad de Usuarios y Grupos	Security
ldaliz	7/29/2005 5:09:43 PM	El Programa fué cerrado por Idaliz	Activity
DigiPuncherAdmin	8/3/2005 3:27:45 PM	Usuario entró al sistema!	Activity
DigiPuncherAdmin	8/3/2005 3:28:28 PM	El Programa fué cerrado por DigiPuncherAdmin	Activity
Xiobhan	8/3/2005 3:28:39 PM	Usuario entró al sistema!	Activity
Xiobhan	8/3/2005 3:29:24 PM	El Programa fué cerrado por Xiobhan	Activity
Xiobhan	8/3/2005 3:29:32 PM	Usuario entró al sistema!	Activity
Xiobhan	8/3/2005 3:29:42 PM	El Programa fué cerrado por Xiobhan	Activity
Xiobhan	8/3/2005 3:29:50 PM	Usuario entró al sistema!	Activity

At the bottom of the window, there is a record navigation bar showing "Record: 1 of 35 (Filtered)".

Figure 20.17 - System History

Vstation History

The form in Figure 20.18 shows the logs and activities stored in the Vstation unit, that have been downloaded and processed to DigiPuncher. The Vstation stores in its memory all template verification activities, templates additions and activities done in the unit. This information is copied in the unit's memory and processed in DigiPuncher to extract verified logs for all employees. All this information is stored in a table in DigiPuncher for future reference and to verify the information.

The form shows records in a specified period based in the From and To dates. The period can be extended or reduced by modifying these dates. The list also can be restricted to show an employee number, even if the number haven't be defined or assigned to an employee in DigiPuncher.

To locate an employee, the "name" field or the botton with the magnifier can be used. The list can be filtered using the mouse's right button. A printed list can be obtained or a preview on screen, including employees' number selection or other filters applied to the list.

Empl Nombre

Desde 30-May-05 Hasta 30-May-05

Intentos	Exitosos	Fallidos
7	6 85.71%	1 14.29%

Log del V-Station (Historico)

Date	Time	ID	Index	Name	Action	Cmd Status	Data1	Data2	Data3	Port	Read
5/30/2005	7:06:12 AM	5038	0		Verify ID	Success	Pass	94	57	Key Pad	
5/30/2005	7:06:34 AM	5041	0		Verify ID	Success	Pass	77	56	Key Pad	
5/30/2005	7:11:17 AM	5009	0		Verify ID	Success	Pass	95	61	Key Pad	
5/30/2005	8:46:06 AM	5013	0		Verify ID	Success	Pass	73	56	Key Pad	
5/30/2005	8:46:22 AM	5030	1		Verify ID	Failure	Fail	0	58	Key Pad	
5/30/2005	8:46:34 AM	5030	0		Verify ID	Success	Pass	83	73	Key Pad	
5/30/2005	10:24:12 AM	1034	0		Verify ID	Success	Pass	88	64	Key Pad	

Record:

Figure 20.18

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