

TIMECARD ONLINE

Timecard Online is a self-service application which lowers the administrative burden on your organization by allowing your employees to enter their time information into IFAS via a Web Browser which in turn triggers an approval process based on your business rules.

Timecard views are configurable, giving you the ability to define field accessibility based on the user's need. For example, employees entering their own time might require a very basic entry view which is easy to navigate, while a payroll manager may require more advanced functionality and additional fields. Timecard Online was designed to function much like a paper based timecard. It has an interactive color-coded calendar which allows you to view schedules at a glance in addition to displaying leave balances for quick reference. Timecard Online is tightly integrated with IFAS Security, Payroll, and Workflow.

Features

- Create default timecards based on calendar and schedule with one click.
- Multiple definable views allow you to select fields from the employee definition, pay assignments, leave balances, time entry detail, and General Ledger information. Fields include employee name, social security number, default position, unit, type, effective dates, detailed pay assignment information, transaction date, hour number or code, hours, rate, dollars, pay string parts, adjustment, record type, General and Job Ledger account information (including key background parts), note field, etc. Also available are derived fields such as page or grand totals. The view may link multiple hours/amounts on a single detail line.
- Select from a number of action bar buttons and objects such as splitting time entered across jobs, validation, and user-defined functions.
- Coded field lookup.
- Time filter allows you to view timecard entries and totals by period, month, week or day.
- Automatically split hours entered across default account structure.
- Hour mapping allows you to enter a generic class of hour (e.g. overtime) and have it map to a more specific hour based on other employee information.

- All entries validate prior to database update. Error message window allows you to click on an error and take you to the exact field causing the error, or open a customizable help window.
- Security classes may be defined to accommodate different user levels. For example, an employee may have access only to his/her own record, a department clerk to his/her department, and a payroll supervisor may have global access.
- View employee's scheduled work/holidays at a glance on the interactive color-coded calendar. Insert default time/distribution by clicking on a day. Show only the valid dates for which time may be entered.
- Real-time balances, when clicked, display all activity making up that balance by date. Warn or block when leave balance exceeded. Automatically draw from other leave balances when balance exceeded.