



APPLICATION BRIEF TIME KEEPER

The Jonas Time Keeper module is a great way to streamline time tracking for all areas of an organization.

The Time Keeper system is designed for quick and efficient scheduling of day-to-day operations. This Jonas module works in conjunction with Payroll to avoid double posting and Point of Sale to provide additional valuable reporting including Profit Views (part of Executive Dashboard).

A wide variety of inquiries and reports are available within the Time Keeper system. The flexibility and ease-of-use of this product, combined with the integration to other Jonas modules makes the Time Keeper System a definite asset.

This module is fully supported by the Jonas Client F.I.R.S.T. program.

GJ - The Jonas Club & CO. Pg 1

Clock In/Clock Out Status From: Aug 7/03 To: Aug 7/03
By Staff Code (Clocked In Only?: No)
All Departments
All Terminal ID's
All Staff

| Staff Code | Name | Dpt. | Login PC | Starting Date | Sched. Clock In | Actual Clock In | Logout PC | Ending Date | Sched. Clock Out | Actual Clock Out |
|------------|-----------------|------|----------|---------------|-----------------|-----------------|-----------|-------------|------------------|------------------|
| ANDREW | Cole, Andrew | F&B | ML | Aug 7/02 | 11:00AM | 10:55AM | | | 4:00PM | |
| BILL | Buck, Bill | F&B | | Aug 7/03 | | 11:00AM | | Aug 7/03 | | 11:30PM |
| CHARLES | Sue, Charles | F&B | | Aug 7/03 | | 7:00AM | | Aug 7/03 | | 1:30PM |
| MICHAEL | Harder, Michael | GOLF | | Aug 7/03 | | 6:00AM | | Aug 7/03 | | 11:39AM |

===== End of Report =====

TIME KEEPER

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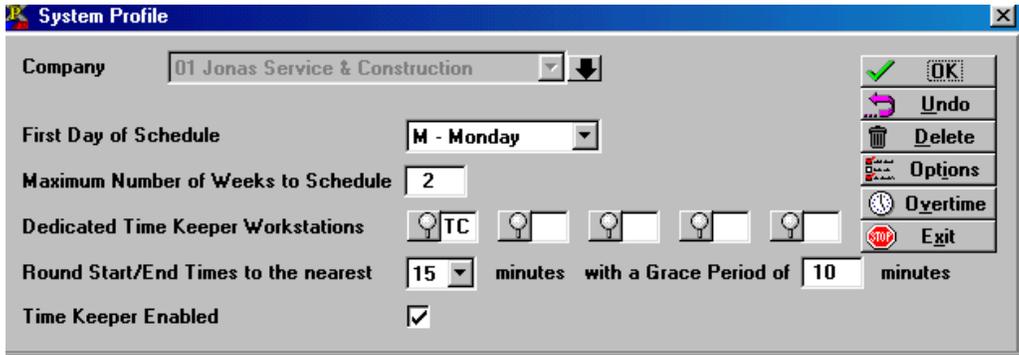
TIME KEEPER

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System Profile

 System Profile



The **System Profile** is used to activate Time Keeper setup system wide parameters and options. Most of these can be overridden on job/function and staff levels.

Time Keeper Enabled - Check this flag to activate Time Keeper. This will allow staff to clock in and out.

First Day of Schedule and **Maximum Number of Weeks to Schedule** - are used in conjunction with the scheduler. First Day of Schedule is used to indicate which day of the week to begin the schedule. The Maximum Number of Weeks to Schedule is used to indicate how many weeks (up to 12) in advance you wish to schedule (usually set to 2).

Note: If you are not using the scheduler, disregard these two fields.

Dedicated Time Keeper Workstations - You can identify up to 5 workstations that can be used for Time Keeper purposes only (you will only be able to clock in and out at these workstations). For example, if you had a workstation setup strictly for maintenance staff to clock in and out, but did not want them to be able to access other parts of Jonas.

Note: This does not prevent the ability to clock in and out at other workstations not specified here. That ability can be set in the Staff Setup and/or Terminal Setup to be described later.

Round Start/End Times/Grace Period - This affects the Clock in and Clock out times. **If you do not want to round starting and ending times leave as blank** (this will also disable the grace period function). To have the system round time, you have the option of setting the Round Start/End times to either the nearest quarter or nearest half hour. You can then add an additional grace period (normally 5 or 10 minutes) to that time.

Note: The clock in and clock out times will show as the actual time they take place, but the rounding time and grace period will be reflected in the number of hours.

Examples of how this affects the clock in and clock out times follows:

Clock In Time - Looks at prior quarter (15) or prior half hour (30) and then adds the grace period (if any) to it.

Example:

Time Period 8:45-8:59
Round/Start time set to 15
Grace period set to 5 minutes

In this case, anytime between 8:45 and 8:50 (within grace period) will round to 8:45. Any time after 8:50 (outside grace period) will round to 9:00.

Clock Out Time - Looks at next quarter (15) or next half hour (30) and then subtracts the grace period (if any) from it.

Example:

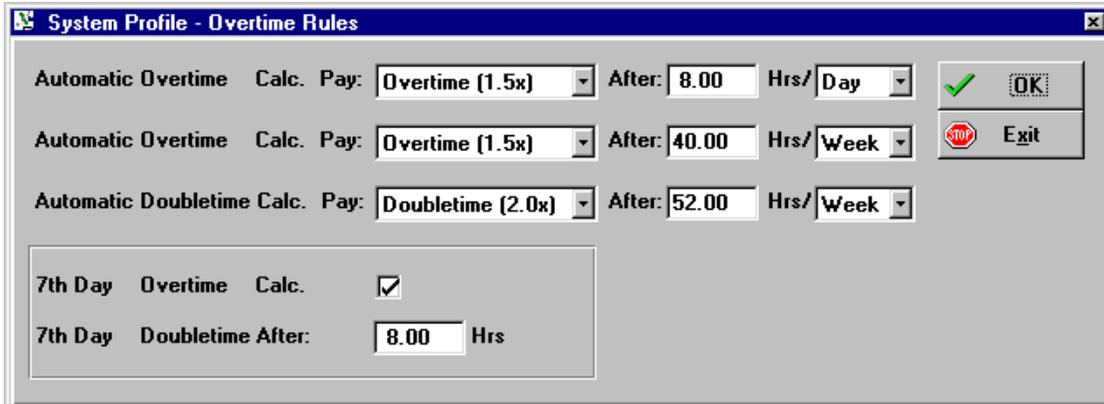
Time Period 11:00-11:30
Round/Start time set to 30
Grace period set to 10 minutes

In this case anytime between 11:00 and 11:19 (outside grace period) will round to 11:00 and any time after 11:20 (within grace period) will round to 11:30.

Note: These settings can also be overridden at the Job/Function level.

System Profile - Overtime

 System Profile - Overtime



| | | | | | | | |
|----------------------|------------|-------------------|--------|-------|----------|-------------------------------------|------|
| Automatic Overtime | Calc. Pay: | Overtime (1.5x) | After: | 8.00 | Hrs/Day | <input checked="" type="checkbox"/> | OK |
| Automatic Overtime | Calc. Pay: | Overtime (1.5x) | After: | 40.00 | Hrs/Week | <input type="checkbox"/> | Exit |
| Automatic Doubletime | Calc. Pay: | Doubletime (2.0x) | After: | 52.00 | Hrs/Week | <input type="checkbox"/> | |

7th Day Overtime Calc.

7th Day Doubletime After: 8.00 Hrs

Overtime - is used in conjunction with the Jonas payroll module. If you are using Jonas payroll, the option exists in Time Keeper to automatically upload time into the payroll module (therefore saves on double entry). You can also have the system calculate Overtime and Doubletime automatically. Specify the rate and how many hours a day or week to start calculating O/T and D/T.

7th Day O/T and D/T - is used in cases where overtime is applied if an employee works 7 days straight within a pay period.

Note: This can also be overridden at the Job/Function level.

System Profile - Options



System Profile Options

Link to Payroll: U - U.S.A.

Default Payroll Code: GJC Weekly Staff Payroll

Always Use Employee Rate:

Log-in Only if Scheduled:

Login Up to (Minutes) Before Shift: 0

Logout Up to (Minutes) Before End of Shift: 0

Edit Job in Shift Start:

Edit Dept Code in Shift Start:

Auto Shift Start/End on Login:

Bar Code Required:

Use Biometric Staff Confirmation:

Print Timecards From Start/End Shift:

Starting Date: 20030801 Aug 1/03

Ending Date: 20030814 Aug14/03

Printer: ASCII

Link to Payroll/Payroll Code/Always Use Employee Rate - All these options are for linking Time Keeper to the Jonas Payroll Module. Identify whether you are linking to Canadian Payroll or U.S. Payroll and then specify the Payroll Code that you will be uploading the time to.

Always Use Employee Rate - If checked, Time Keeper will look to the employee's payment screen to determine the pay rate. If desired, this can be set-by employee rather than system wide.

Note: If you are going to set by employee, do not check this global flag.

Log-in Only if Scheduled - If you are using the scheduler, you have the option to only let your staff clock in if they are scheduled. Check the flag to do this, otherwise leave blank. An **override** button will still give a POS manager the ability to clock an employee in and out, in this instance. This flag can be set at the Department level instead, if you wish to set it by department do not check this flag.

Login Up to/Logout Up To - Again, if using the scheduler and in conjunction with the previous flag, you can provide staff with a "window" of time where they can log in before their shift begins and logout before their shift ends (For example, they can only login ten minutes before their shift begins and logout five minutes before their shift ends). This will avoid a message coming up that they are not scheduled when they try to clock in a few minutes before their shift begins or ends. Keep in mind that the system starts recording time as soon as a staff member clocks in (excluding any grace period setup). Enter time in minutes i.e. 5,10.

Note: Both the Login/Logout options can be overridden at the Department Level, if required.

Edit Job in Shift Start - If checked, this will allow your staff to change their Job/Function codes when they are clocking in. For example: A bartender can change their job function to be a server. If checked, you can restrict which job/function codes an employee is able to choose at the Setup/Edit Staff level.

Edit Dept Code in Shift Start - If checked, this will allow your staff to change their Department codes when they are clocking in. If checked, you can restrict which Department codes an employee is able to choose at the Setup/Edit Staff level.

Auto Shift Start /End on Login - If checked, the system will not wait for staff to press the start shift or end shift buttons when clocking in and out. It will bypass this step and automatically clock them in or out. If checked, this flag disables the previous flag (Edit Job) in Shift Start.

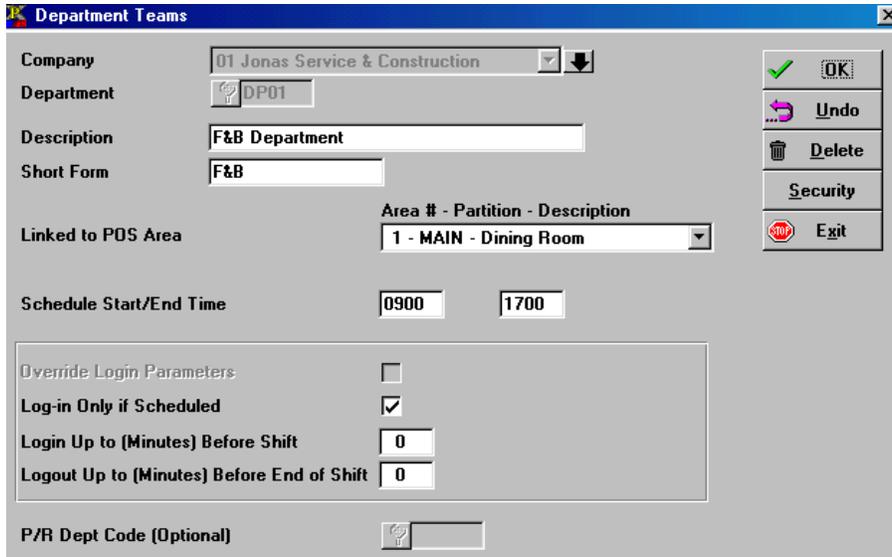
Barcode Required - Check this box if you are using a device with a barcode to clock in i.e. swipe card. This will force the user to enter the barcode when setting up the staff in Time Keeper.

Use Biometric Staff Confirmation - If you are using a Biometric device to clock in, i.e. hand scanner, check this flag.

Print Timecards from Start/End Shift - This feature enables staff to print the times and shifts they have worked within the date range specified. The starting/ending dates must be an increment of 7 days. These dates **do not change automatically**; they must be adjusted as required. Only completed shifts will show on employee timecards. Normally, a chit printer (where staff clock in and out) is selected as the default printer.

Departments Teams

Department Teams



The screenshot shows a software window titled "Department Teams" with the following fields and controls:

- Company:** 01 Jonas Service & Construction
- Department:** DP01
- Description:** F&B Department
- Short Form:** F&B
- Area # - Partition - Description:** 1 - MAIN - Dining Room
- Linked to POS Area:** (checkbox, unchecked)
- Schedule Start/End Time:** 0900 - 1700
- Override Login Parameters:** (checkbox, unchecked)
- Log-in Only if Scheduled:** (checkbox, checked)
- Login Up to (Minutes) Before Shift:** 0
- Logout Up to (Minutes) Before End of Shift:** 0
- P/R Dept Code (Optional):** (checkbox, unchecked)

On the right side of the window, there are buttons for **OK**, **Undo**, **Delete**, **Security**, and **Exit**.

The next step is to setup Department Teams. Department codes can be any alpha/numeric combination. For each department team you will attach job/function codes. For example, one of your Department Teams is called Food and Beverage and within that team you would link job codes such as bartender, server, hostess etc.

Linked to POS Area - If you have the Jonas Point of Sale Module, you have the option of linking the department to a Point of Sale area. This will allow for additional reporting capabilities including Staff Sales Report and Profit Views (explained in more detail later).

Scheduled Start/End Time - This is used to enter the normal hours of operation for this department. If the hours being entered are outside the range entered, you will receive a warning.

Override Login Parameters - Check this flag if you setup Login Parameters (Login up to and Logout up to) in the System Profile and wish to override them for certain departments.

Log-in Only if Scheduled - Overrides the flag in System Profile.

See System Profile section for more information on Login fields.

P/R Dept Code (Optional) - If you are using the Jonas Payroll module and have the Time Keeper Department linked to the Payroll Department, the system will look to the Payroll Department setup to determine earning allocations.

Department Teams - Security

Department Teams - Security

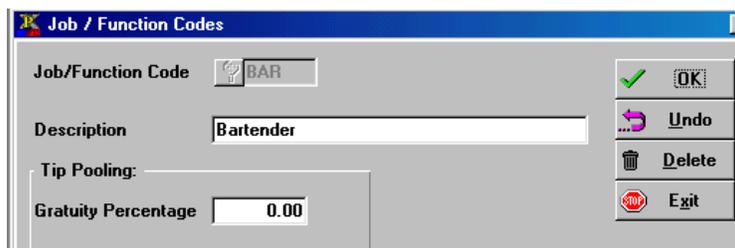
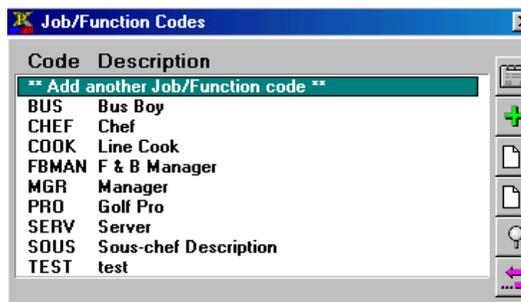


The purpose of the **Department Team - Security** is to restrict access to editing Time Keeping data (Managerial Override), viewing employee rates on reports and maintain time data (View Employee Rates). If the security screen is left blank for all department teams then the system assumes no restrictions are setup and access is not restricted to anyone.

Job/Function Linkages to Departments

Job/Function Linkages to Departments

Before setting up Job/Function Linkages to Departments, the actual Job/Function codes must be setup. This is done under Administration > Job/Function Codes.



Note: Disregard this field if you are not using the Tip Pooling Module in Jonas Point of Sale.

After setting up the Job/Function codes, you can now go into Time Keeper and link those codes to their respective Department Team(s).

| Dept | Description | Pay Rate | Rounding | Grace Prd | Hours Base | Break Time | G/ |
|------|---------------|----------|----------|-----------|------------|------------|----|
| BQ | Banq/Catering | | 15 | 5 | 4.00 | 0.25 | GJ |
| BR | Bar | | 15 | 5 | 4.00 | 0.25 | GJ |
| DR | Dining Room | 15.000 | 15 | 5 | 4.00 | 0.25 | GJ |
| GR | Grille Room | | 15 | 5 | 4.00 | 0.25 | GJ |

Once you select the Job/Function Code, a list of all department teams will appear in the box below.

Note: Even though all department teams are shown, this does not mean they are linked to the job/function. Choose the first department team you wish to link the job/function code to by double clicking on it to edit.

You will now be able to enter the Pay Rate for this position. This field will be grayed out if the flag to “Always Use Employee Rate” is checked in the System Profile.

Round Start/End Times/Grace Period - This is an override from the setup in the System Profile. Leave blank to accept the System Profile setting, otherwise enter the new parameters for this job/function code. These fields affect the clock in and clock out times. You have the option of setting the Round Start / End times to either the nearest quarter or nearest half hour. Also, you can add an additional grace period (normally 5 or 10 minutes) to that time. For more information on this feature refer to the System Profile section of this brief.

Break Time (hrs) and Hours Base - This is used for automatically deducting break time from employee's shift. Enter the amount of break time in decimal time, i.e. a half hour break would be entered as .5. Under Hours Base, enter the number of hours that the employee must work before break time can be deducted.

G/L Allocation - Enter the G/L allocation for this job/function code. Reminder - the G/L allocation setup here will be overridden by Payroll Department set up if the Time Keeper department is linked to the Payroll department.

Job/Functions Linkages - Overtime

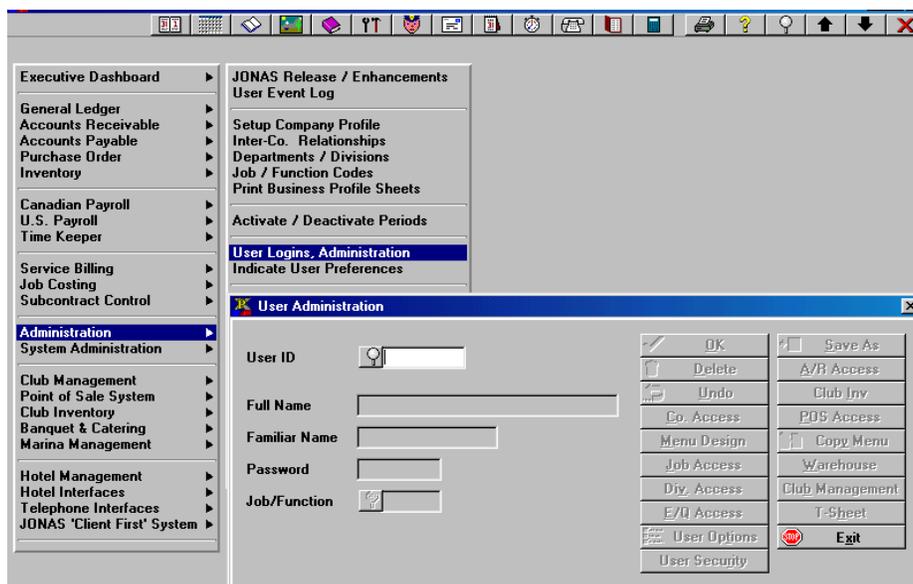
Overtime Button - If using the Jonas Payroll module, the option exists in Time Keeper to automatically calculate over time (O/T) and double time (D/T) when uploading time into the payroll system. Again, this is an override. If you wish this Job/Function code to follow different O/T rules than what was set up in the system profile.

B&C Tip Disbursements Setting - utilized in the Labor Distribution Module.

Setup/Edit Staff

User Logins

Before you setup staff in Time Keeper, you must first setup staff with a user login under **Administration > User Logins Administration**. Additionally, if you are linking Time Keeper to the Jonas Payroll, an employee code must be setup under **Payroll > Files > Maintain Employee Records**.



Staff Codes



Company: GJ The Jonas Club & Co.

Staff: AA Adam Anton

Surname: Anton

Name: Adam

Bar Code ID: []

Status: Active Inactive

Integration to Payroll:

Payroll Code: GJC Weekly Staff Payroll

Employee Code: 00001 Anton, Adam

Preferred Job/Function: BAR Bartender

Preferred Department: BR Bar

This person is a B&C manager:

External Employee #: []

Buttons: OK, Undo, Delete, Preferences, Restrict, Exit

Bar Code ID - only needs to be filled if you are clocking in and out with something that has a bar code on it such as a swipe card.

Status Active - allows the staff member to clock in and out.

Status Inactive - prevents staff from clocking in and out.

Integration to Payroll - If the flag is not checked in the System Profile Options, this area will be grayed out. Otherwise, identify the Payroll Code and Employee Code you are linking the Time Keeper staff code to.

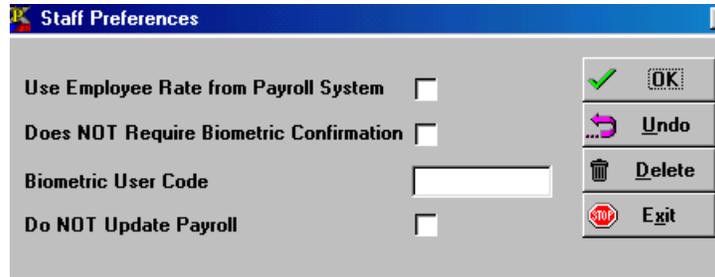
Preferred Job/Function, Department - Enter the employee's default Job/Function and Department. This is what will appear when an employee is clocking in and out. If the flag to edit a job and department is checked in System Profile Options, the employee will be able to change to another job and department at the time they are clocking in (the Job/Function Codes and Departments available to choose from can be restricted through the Restrict Button, this is explained in more detail further on).

Note: The preferred Job /Function code must be linked to the preferred department (step #3). Otherwise, a message will appear stating that it is not linked.

This person is a B&C manager - This is used in the Labor Distribution Module.

Preferences

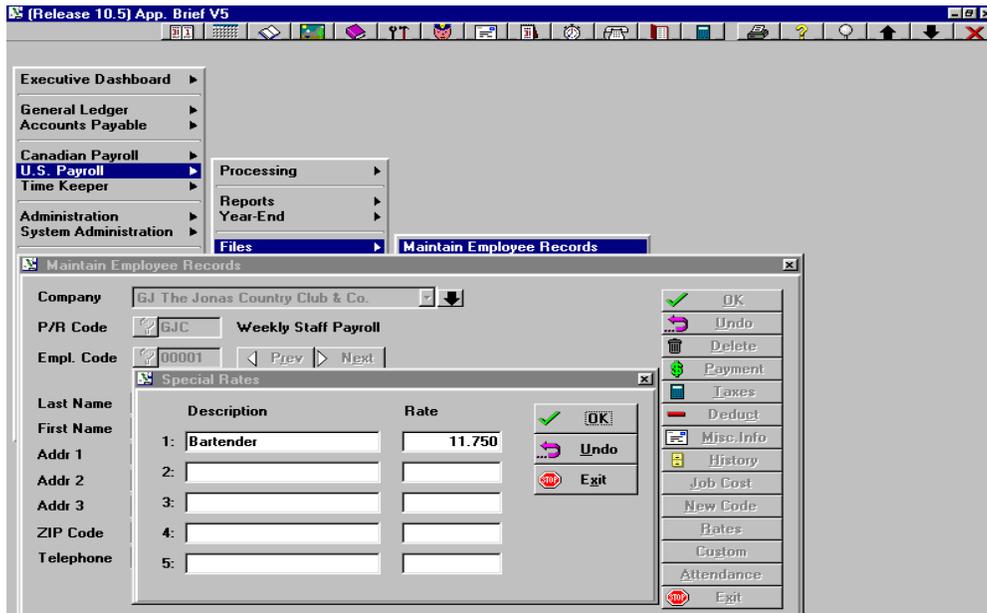
 *Setup Staff - Preferences*



Use Employee Rate from Payroll System (This is grayed out if not using Jonas Payroll.) - This is normally setup in System Profile Options. If you have some staff members that you want to use the rate from the payroll system and others that you want to use the rate specified in Job/Function codes, then do not check the flag in the System Profile. Instead, do it on a employee by employee basis here.

Employee Special Rates Override: When the user selects to use the Employee Rate from the Payroll System, the user may decide to setup special rates by job function within the Maintain Employee Records > Rates.

 *Setup Staff - Employee Special Rates Override*



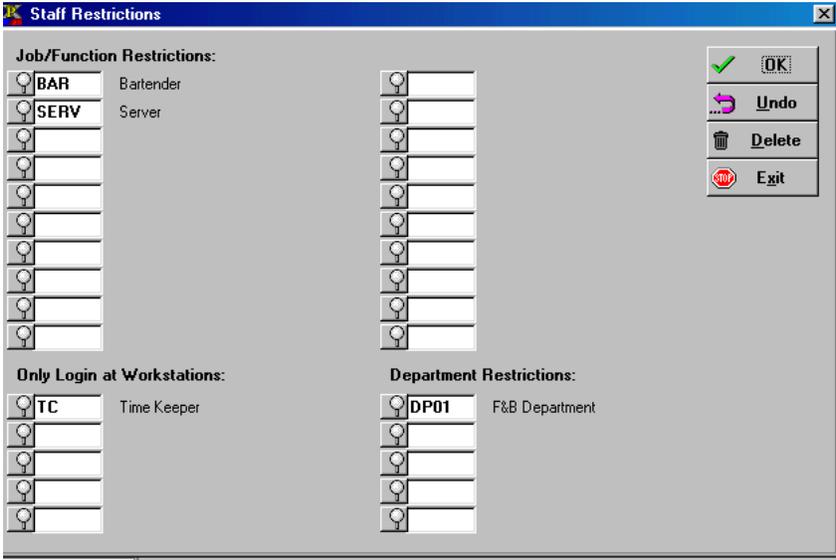
Do Not Update Payroll - If you are linking Time Keeper to the Jonas Payroll module but want to track the time of certain employees and not update their time to payroll, check this flag for those staff members.

Does NOT Require Biometric Confirmation - If using a Biometric Device, for example, hand scanners to clock in and out but have certain staff that does not have to use this device, check this flag for those employees.

Biometric User Code - For those staff members that are using a Biometric Device to clock in and out, enter their Biometric User code here.

Restrictions

 *Setup Staff - Restrictions*



Staff Restrictions

Job/Function Restrictions:

| | | | | |
|--------------------------|------|-----------|--------------------------|--|
| <input type="checkbox"/> | BAR | Bartender | <input type="checkbox"/> | |
| <input type="checkbox"/> | SERV | Server | <input type="checkbox"/> | |
| <input type="checkbox"/> | | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | | <input type="checkbox"/> | |

Only Login at Workstations:

| | | |
|--------------------------|----|-------------|
| <input type="checkbox"/> | TC | Time Keeper |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |

Department Restrictions:

| | | |
|--------------------------|------|----------------|
| <input type="checkbox"/> | DP01 | F&B Department |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |

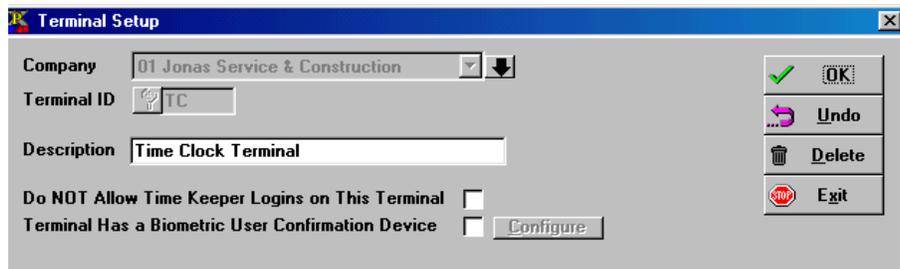
Control Panel: OK, Undo, Delete, Exit

Job/Function Restrictions and Department Restrictions - If you have the flag checked to allow staff to edit their job/function codes and departments when clocking in you will probably want to restrict them to specific codes (up to 20) and departments (up to 5). An employee will only see and be able to choose the Job/Function Codes and Departments that are listed here. (If left blank, the employee will be able to access all codes and departments, if the previously mentioned flag is checked).

Only Login at Workstations - If required, each employee can be restricted to only clock in and out at specific workstations (up to 5). If an employee tries to clock in at a non-listed workstation, a message will come up advising them that they are not allowed to login at this terminal.

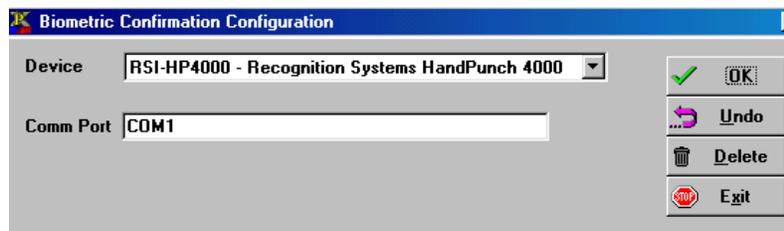
Terminal Setup (Optional)

 Terminal Setup



The Terminal Setup dialog box contains the following fields and controls:

- Company:** A dropdown menu with "01 Jonas Service & Construction" selected.
- Terminal ID:** A text field containing "TC".
- Description:** A text field containing "Time Clock Terminal".
- Do NOT Allow Time Keeper Logins on This Terminal:** An unchecked checkbox.
- Terminal Has a Biometric User Confirmation Device:** An unchecked checkbox with a "Configure" button to its right.
- Buttons:** A vertical stack of buttons on the right: "OK" (with a green checkmark), "Undo" (with a purple arrow), "Delete" (with a trash can icon), and "Exit" (with a red stop sign icon).



The Biometric Confirmation Configuration dialog box contains the following fields and controls:

- Device:** A dropdown menu with "RSI-HP4000 - Recognition Systems HandPunch 4000" selected.
- Comm Port:** A text field containing "COM1".
- Buttons:** A vertical stack of buttons on the right: "OK" (with a green checkmark), "Undo" (with a purple arrow), "Delete" (with a trash can icon), and "Exit" (with a red stop sign icon).

Terminal ID's - This only needs to be setup in Time Keeper **if** you are using a Biometric Device i.e. hand scanner or you wish to restrict staff to only be able to clock in and out at specific terminals.

Note: Terminal ID's are shown at the bottom of the Jonas screen in brackets i.e. [T1].

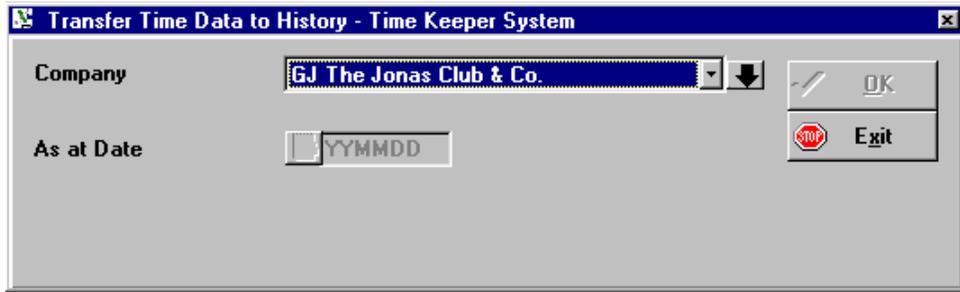
If you **do not** want staff to be able to clock in at a specific terminal, add the terminal ID here and check the flag to "Do not Allow Time Keeper Logins on This Terminal."

If you are using a Biometric Device on a terminal, add the terminal ID here and check the flag that the terminal has a Biometric User Confirmation Device. You will also need to identify in the "Configure" button the device type and the port the device is attached to, usually Com 1 or Com 2.

Transfer Time Data to History

 *Transfer Time Data to History*

This is a utility to transfer time data and schedule data to history (clears out records from Maintain Time Data, but information can still be pulled through reports by selecting history).



Transfer Time Data to History - Time Keeper System

Company: GJ The Jonas Club & Co.

As at Date: YYMMDD

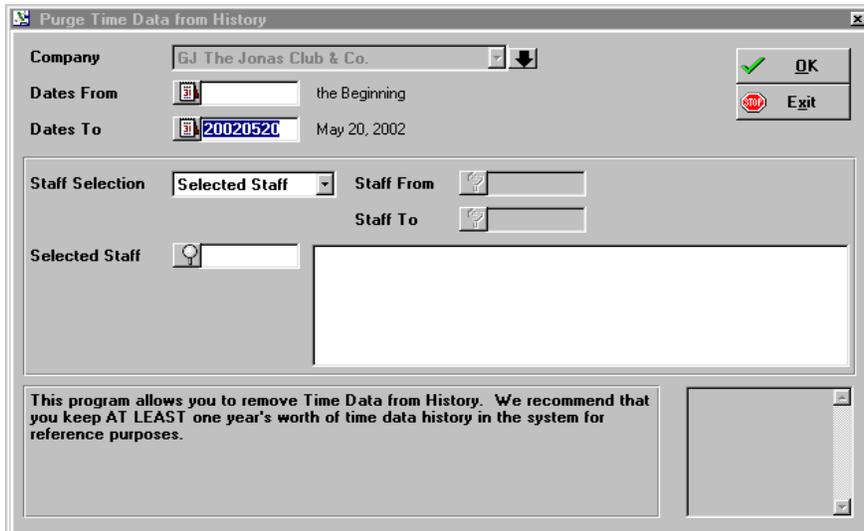
OK, Exit

Note: If you are using the Jonas Payroll module, this utility does not need to run because it takes place automatically when you Update to Payroll.

Purge Time Data from History

 *Purge Time Data from History*

This program allows you to remove Time Data from History. We recommend that you keep at **least one year's worth of time data history** in the system for reference purposes.



Purge Time Data from History

Company: GJ The Jonas Club & Co.

Dates From: the Beginning

Dates To: 20020520 May 20, 2002

Staff Selection: Selected Staff

Staff From: [?]

Staff To: [?]

Selected Staff: [?]

This program allows you to remove Time Data from History. We recommend that you keep AT LEAST one year's worth of time data history in the system for reference purposes.

OK, Exit

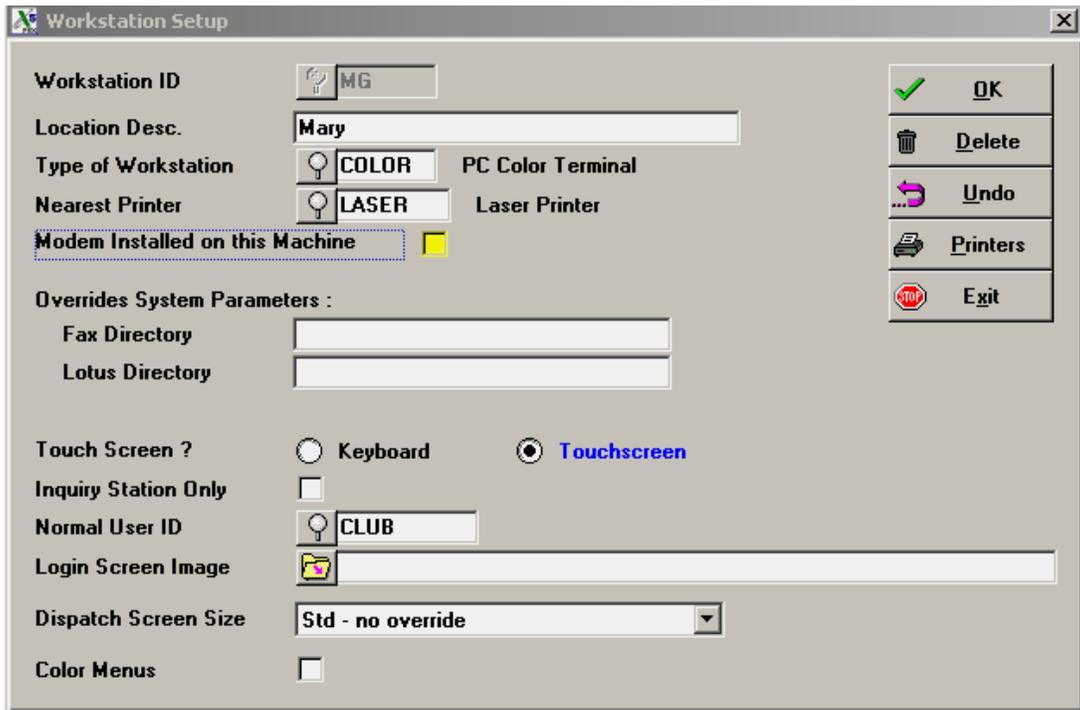
Processing

Actual Clock In/Out Process

Clock In/Out Process - Workstation Setup

To clock in and out of Time Keeper, a workstation must be setup as a touch screen. Even if the workstation isn't actually a touch screen, it still must be flagged as a touch screen so that the Clock in/out button shows on the screen.

To flag a workstation as a touch screen go into System Administration > System Setup > Workstation Setup and click Touchscreen.



Workstation Setup

Workstation ID: MG

Location Desc.: Mary

Type of Workstation: COLOR PC Color Terminal

Nearest Printer: LASER Laser Printer

Modem Installed on this Machine:

Overrides System Parameters :

Fax Directory:

Lotus Directory:

Touch Screen ? Keyboard Touchscreen

Inquiry Station Only:

Normal User ID: CLUB

Login Screen Image:

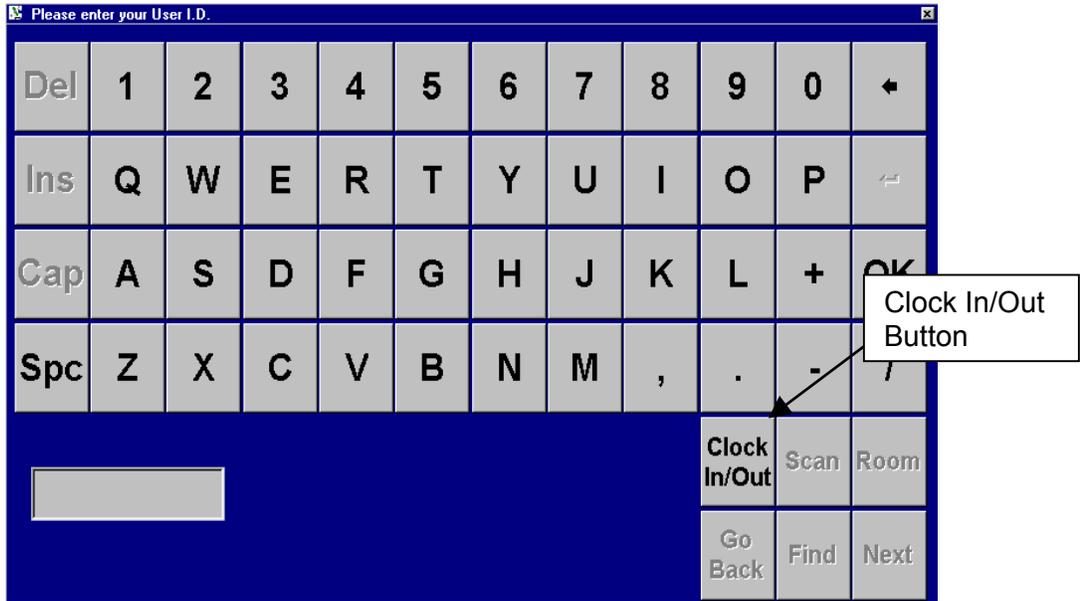
Dispatch Screen Size: Std - no override

Color Menus:

OK, Delete, Undo, Printers, Exit

 *Actual Clock In/Out Process*

When a workstation is flagged as a touch screen the login screen will show as below:



To clock in or out, the employee must hit the clock in/out button indicated in the above screen. The button will change to "YES." An employee must then enter their login name followed by their password. The following Clock In/Out screen will appear:



Note: If you click the clock in/out button a second time, it will revert back to "No" and just log you into Jonas without bringing up the clock in/out screen.

If a shift is beginning, the Start Shift will appear. If the shift is ending, then the End Shift button will display.

Click on the **Start Shift or End Shift** button. If the user is clocking in, the system will take them to the Jonas menu. If you have employees that you need to clock in and out but you do not want them to have access to any of the menus in Jonas, do not give them access to any menus under their User Logins (in Administration menu). Therefore, the system will go back to the login screen after they click on the start shift button.

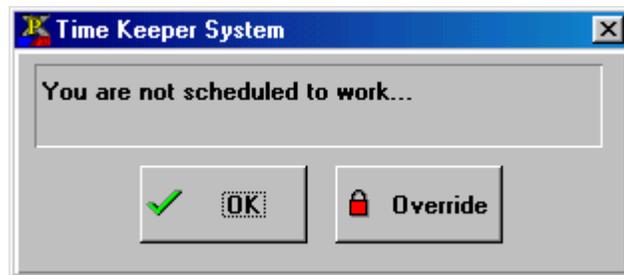
There are three flags in Time Keeper System Profile > Options that affect this screen, 1) Edit Job in Shift Start, 2) Log In Only if Scheduled and 3) Print Time Cards from Start/End shift.

#1) Edit Job in Shift Start - The system defaults to the preferred job code and department specified in Setup/Edit Staff. If the Edit Job in Shift Start flag is checked, the job code and department fields will be open so that they can be changed. You can control which jobs and departments appear for each employee through the Restrict button in Setup/Edit Staff.

Clock In - Edit Job in Shift Start

#2) Log in Only if Scheduled - If checked and an employee tries to clock in or out before their scheduled times or when they are not scheduled, the following message will appear:

Clock In - Schedule Restrictions



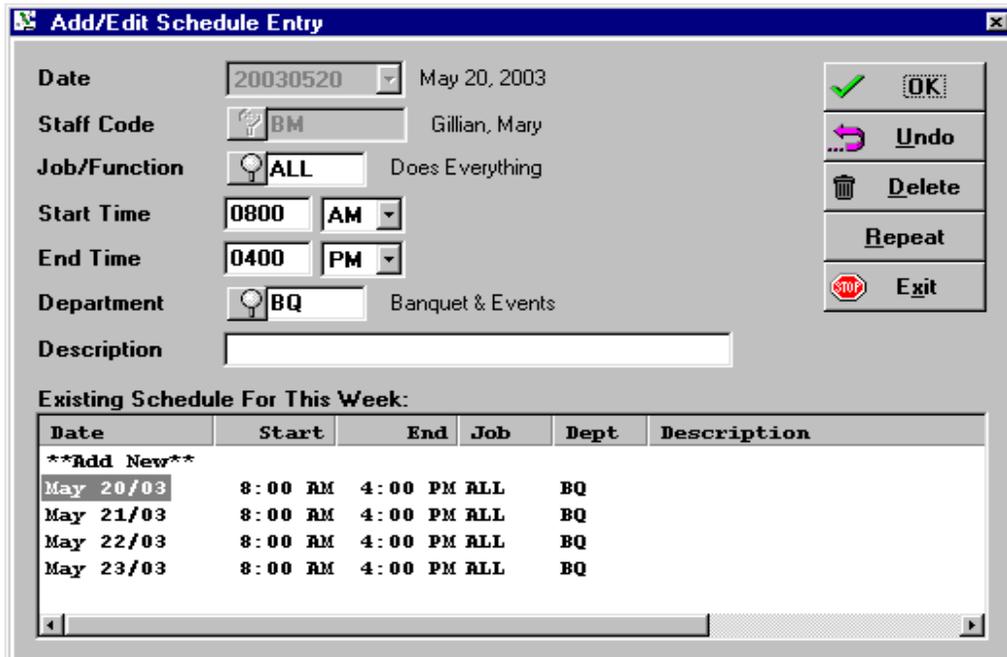
In order to be able to clock in, the schedule must be modified or a manager can override by clicking the Override button (manager must have POS Supervisor Access checked in Administration > User Logins > POS Access). If the OK button is clicked, they will be reverted to the login screen and will not be clocked in.

Based on the parameters entered, the system will then show the staff and their shifts (if already entered) on a grid. The grid is divided into columns denoting Job/Function codes, Staff codes and the days of the week. All active staff will show on the schedule. If you have staff that you do not want to show when building schedules (i.e. seasonal staff in the off season time) mark them as inactive under Setup/Edit Staff (Note: This will also prevent them from being able to clock in or out).

Clicking the **Print** button in the bottom right hand corner will print the schedule as you see it. Options to view the schedule through an inquiry and to print the schedule based on date range are available under the Inquiry and Reports menu respectively.

To add/edit or view a shift in more detail, click the cell in the schedule or hit enter. The system will not allow shifts to be entered or edited for dates prior to the current day.

 *Build Schedules - Add/Edit Schedule Entry*



Existing Schedule For This Week:

| Date | Start | End | Job | Dept | Description |
|--------------------|---------|---------|-----|------|-------------|
| **Add New** | | | | | |
| May 20/03 | 8:00 AM | 4:00 PM | ALL | BQ | |
| May 21/03 | 8:00 AM | 4:00 PM | ALL | BQ | |
| May 22/03 | 8:00 AM | 4:00 PM | ALL | BQ | |
| May 23/03 | 8:00 AM | 4:00 PM | ALL | BQ | |

Job/Function and Department default to the preferred settings specified in Setup/Edit Staff. These fields can be changed to other job/functions and departments (if link is setup). When this is done, the shift will still show with the employee's regular shifts but will be highlighted with an * (as shown in the screen shot on the previous page). In addition, multiple shifts can be setup for the same employee on the same day. In this instance, "multi" will appear on the grid.

When entering times, enter as standard time. Examples:

11:30pm should be entered as 1130 and then choose PM.

6:00am should be entered as 0600 and then choose AM.

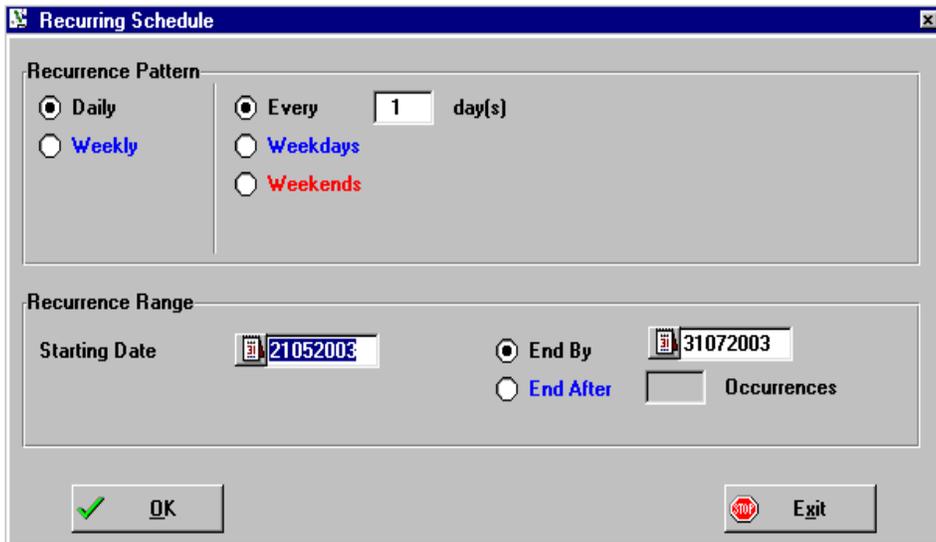
4:45pm should be entered as 0445 and then choose PM.

When editing a shift, all other shifts that week will show in the box above. If necessary, these shifts can be clicked and edited from here as well (except for shifts prior to the current day).

Repeat Function

Build Schedules - Repeat Function

If an employee's schedule is normally the same for every shift, there is an option to automatically duplicate the shift in subsequent days by clicking the **Repeat** button once you have created the first shift.



Recurring Schedule

Recurrence Pattern

Daily

Weekly

Every day(s)

Weekdays

Weekends

Recurrence Range

Starting Date

End By

End After Occurrences

OK

Exit

Recurring Schedule

Recurrence Pattern

Daily

Weekly

Recur every week(s) on:

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Recurrence Range

Starting Date End By

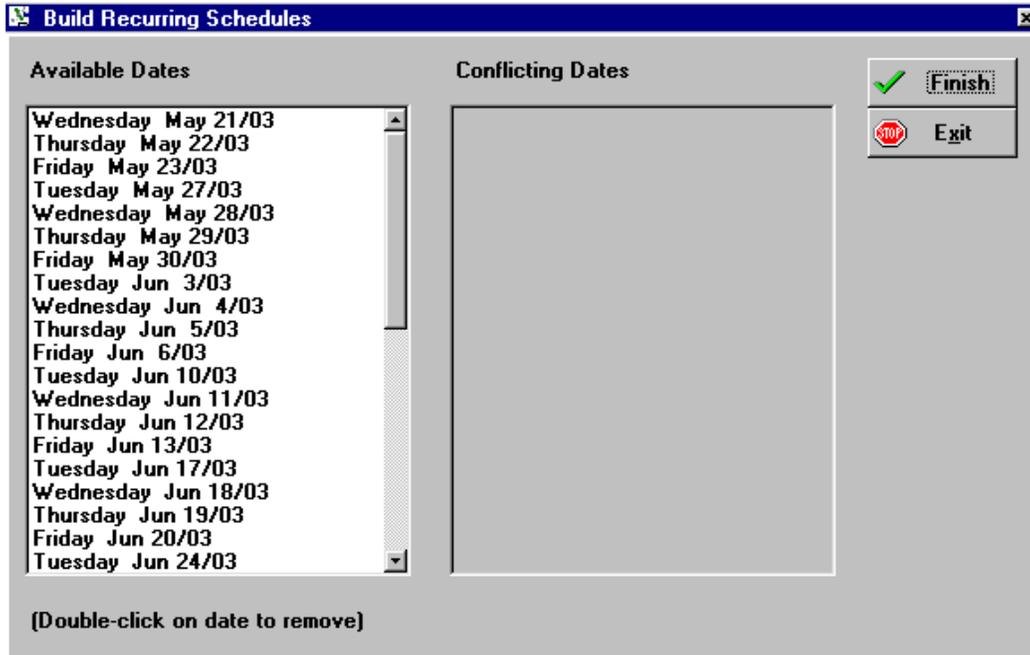
End After Occurrences

Recurrence Pattern - Choose either daily or weekly. If you choose **Daily**, you have the option to repeat the shift by day, weekdays or weekends. You must also specify how often you want to repeat the shift (every day, every 2nd day, every 3rd day etc.).

If you choose the **Weekly** recurrence, specify for the number of weeks you wish to repeat the shift and on what days.

Recurrence Range - Once the Recurrence Pattern is set, the starting date must be specified. An ending date or the number of occurrences to end must also be indicated. For example, if you wanted to repeat a shift entered on August 7 for the next 4 days you could enter August 8 as the starting date and then tell the system to either stop after 4 occurrences or stop after August 11.

After clicking OK, the system will determine the dates and if any conflicts exist and the following screen will pop-up:

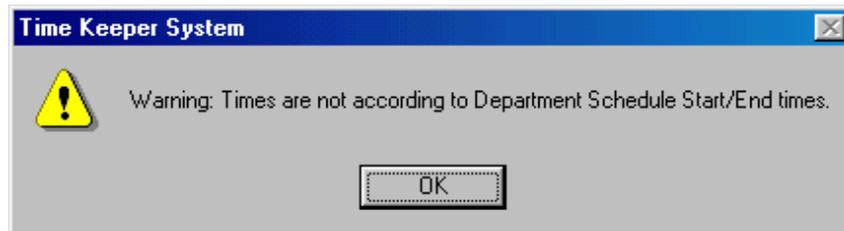


To accept the dates click Finish. Otherwise, choose exit and restart the repeat process. If there are conflicting dates and you choose accept, the system will exclude those dates when creating shifts.

Build Schedules - Messages

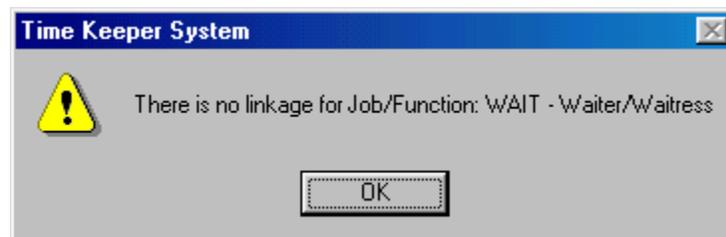
Build Schedules - Messages

When building a schedule, certain messages may appear:

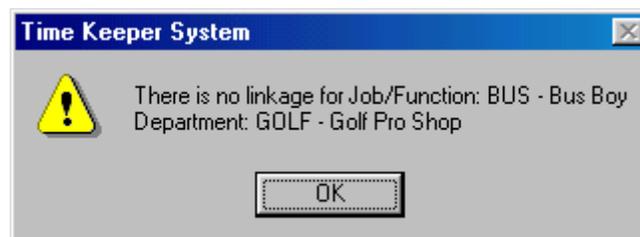


This message warns that either the starting or ending time or both times that you are entering are outside the normal start/end times for that department. This message is more of a check to ensure that the time entered is correct. Click Ok to continue without changing the time. The message will reappear when you go to accept the shift.

Reminder: Schedule Start/End Times are setup under Department Teams.



-or-

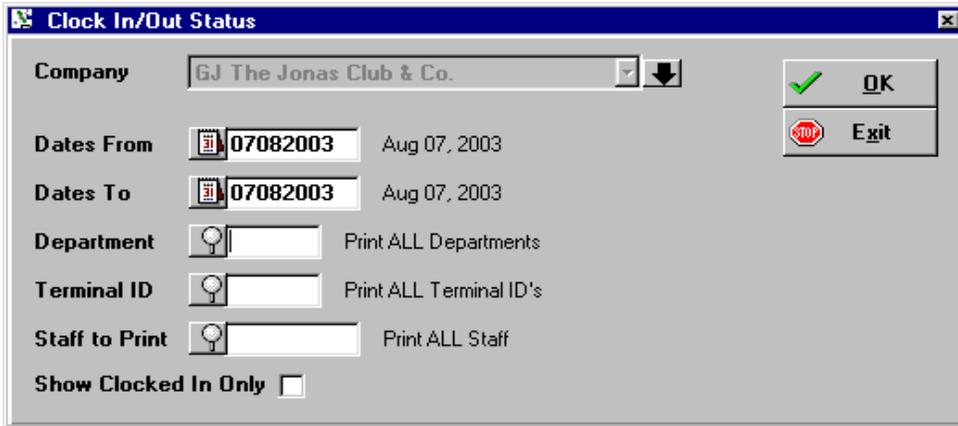


The first message indicates that the Job/Function Code “Wait” is not linked to any departments. To link a Job Function code to a department you must go into Files > Job/Function Linkages to Departments and link the job to a department by specifying a G/L account.

The second message indicates that there are department linkages setup for the Job/Function "BUS" but not to the department "Golf." Either the department needs to be changed or the linkage needs to be setup here as well.

Clock In/Clock Out Status

 *Clock In/Clock Out Status*



This report shows, by employee their: department, clock in and clock out date, clock in and clock out time as well as the terminal they clocked in and out from. In addition, if you are using the Scheduler, a report will show their scheduled clock in and clock out times.

When printing the report you are able to specify from/to dates. Options exist to print the report for all departments or a selected department, all terminals or a selected terminal and all staff or, a selected employee.

Show Clocked In Only - If checked, the report will show only employees who are clocked in and have not yet clocked out.

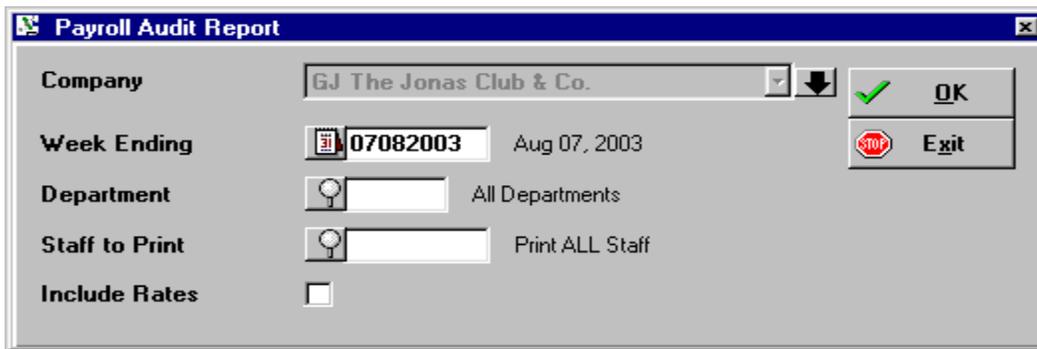
| Staff Code | Name | Dpt. | Login PC | Starting Date | Sched. Clock In | Actual Clock In | Logout PC | Ending Date | Sched. Clock Out | Actual Clock Out |
|------------|-----------------|------|----------|---------------|-----------------|-----------------|-----------|-------------|------------------|------------------|
| ANDREW | Cole, Andrew | F&B | ML | Aug 7/03 | 11:00AM | 10:55AM | | | 4:00PM | |
| BILL | Buck, Bill | F&B | | Aug 7/03 | | 11:00AM | | Aug 7/03 | | 11:30PM |
| CHARLES | Sue, Charles | F&B | | Aug 7/03 | | 7:00AM | | Aug 7/03 | | 1:30PM |
| MICHAEL | Harder, Michael | GOLF | | Aug 7/03 | | 6:00AM | | Aug 7/03 | | 11:39AM |

==== End of Report =====

Payroll Audit Reports

Payroll Audit Reports

The Payroll Audit Report is a **weekly** report that shows employees hours for each day (time is shown in decimal format).



The screenshot shows a dialog box titled "Payroll Audit Report". It has a blue title bar with a close button. The main area is light gray and contains several fields and buttons. On the left, there are labels for "Company", "Week Ending", "Department", "Staff to Print", and "Include Rates". The "Company" field is a dropdown menu showing "GJ The Jonas Club & Co.". The "Week Ending" field has a calendar icon and shows "07082003" and "Aug 07, 2003". The "Department" field has a dropdown menu showing "All Departments". The "Staff to Print" field has a dropdown menu showing "Print ALL Staff". The "Include Rates" field has an unchecked checkbox. On the right side, there are two buttons: "OK" with a green checkmark icon and "Exit" with a red stop sign icon.

All departments or a specific department may be selected. If department restrictions are setup, the user will only be able to view departments they have been given security access to. This will allow managers of applicable departments to check their own staff hours and rates prior to updating or importing to payroll. In addition, a report can be printed for a selected employee.

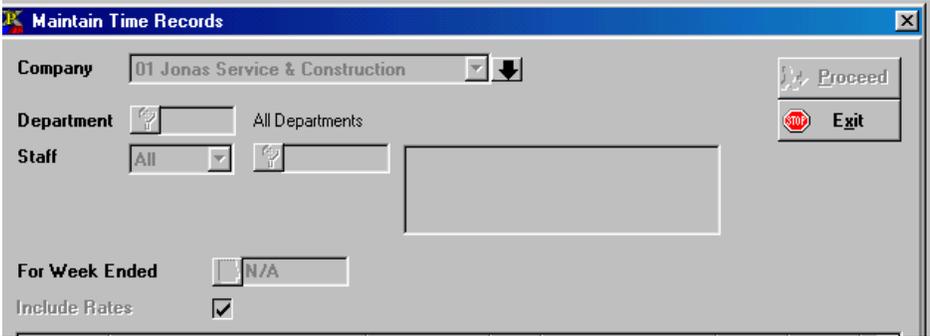
If the **Include Rates** flag is checked, the report will show the regular rate, total wages and resulting cost per hour by employee and department (the "Include Rates" flag is also controlled by department security setup, if an employee is not setup under department security to be able to view rates for that department, then this flag will be disabled). The total wages and resulting cost per hour will take into account Overtime Parameters setup in the System Profile.

Hours and wages are summarized by job/function for each department and by job/function and staff for the overall report. **See Appendix A for an example of this Report.**

Maintain Time Data

Maintain Time Data

The purpose of this program is to allow the user to alter existing time records as well as add or delete records for their staff. For other areas in Time Keeper, access to Maintain Time Data is controlled by the security setup in the Timekeeping Departments. The ability for “Department Heads” to alter time records can save the person responsible for the final update to payroll a considerable amount of time if the various departments are performing accuracy checks.



The screenshot shows a software window titled "Maintain Time Records". The window has a blue title bar and a standard Windows-style border. Inside the window, there are several input fields and buttons. The "Company" field is a dropdown menu with "01 Jonas Service & Construction" selected. The "Department" field is a dropdown menu with "All Departments" selected. The "Staff" field is a dropdown menu with "All" selected, and there is a search icon to its right. The "For Week Ended" field is a text box with "N/A" entered. The "Include Rates" checkbox is checked. On the right side of the window, there are two buttons: "Proceed" and "Exit".

Records can be brought up for a selected department and selected staff. **For Week Ended** will show records from the past seven days from the day entered. If left as N/A, all existing records will show up.

Include Rates - If checked, when editing the actual record, the employee’s rate will show as well. This flag can only be checked if the user has been given access to view rates in Time Keeper Department setup.

To **add** a completely new record, click **Add a New Record**. To **edit** an existing record, locate the record and double click or hit enter on the keyboard.

The record will come up in the format below. It will show in detail: the dates, times, department, job/function and the resulting hours.

The screenshot shows a software window titled "Maintain Time Records". The window contains the following fields and controls:

| | | | |
|-------------------|---------------|------------|--|
| Staff Code | AA | Adam Anton | <input type="checkbox"/> OK <input type="checkbox"/> Undo <input type="checkbox"/> Delete <input type="checkbox"/> Exit |
| Starting Date | 03022002 | Feb 3/02 | |
| Sequence | 001 | | |
| Starting Time | 1100 | 11:00am | |
| Job/Function Code | BAR Bartender | | |
| Department Code | BR | Bar | |
| Ending Date | 03022002 | Feb 3/02 | |
| Ending Time | 1400 | 2:00pm | |
| Hours | 3.00 | | |
| Rate | 20.750 | | |

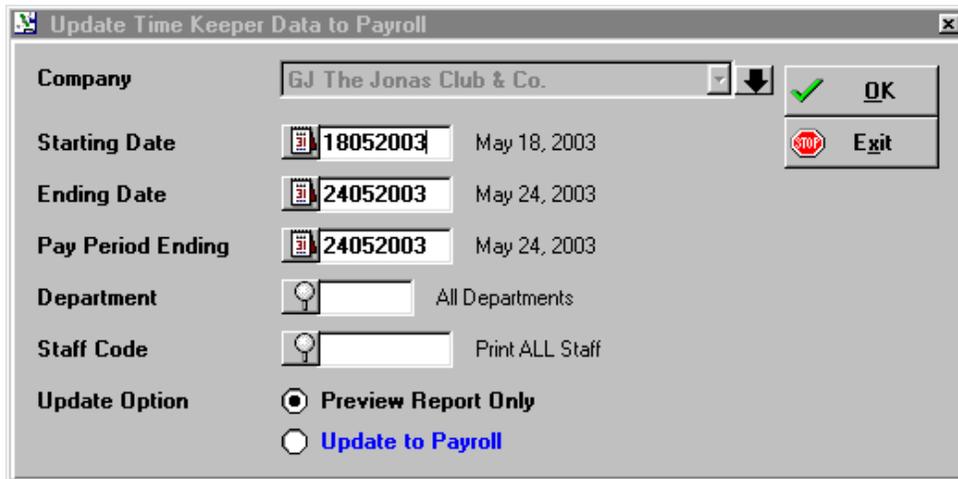
All areas not grayed out may be edited. To remove the record completely, click the Delete button. The rate for the job will also be displayed if the flag on the previous screen is checked. This field may also be edited, if necessary.

You may also edit shifts that have not yet been closed (i.e. to adjust the starting time). A message will come up asking if you want to keep the employee logged in, answer, "Yes" and then change the time. When you click OK, the message will appear again, click "Yes" one more time. If you want to close the shift from here, answer "No" to the question and enter the ending date and time.

Update to Payroll



If using Jonas Payroll, the Update to Payroll program allows you to automatically update time from Time Keeper to Payroll, saving time and expense as a result of reducing the amount of manual time entry.



The screenshot shows a dialog box titled "Update Time Keeper Data to Payroll". It contains the following fields and options:

- Company:** GJ The Jonas Club & Co. (dropdown menu)
- Starting Date:** 18052003 (calendar icon) / May 18, 2003
- Ending Date:** 24052003 (calendar icon) / May 24, 2003
- Pay Period Ending:** 24052003 (calendar icon) / May 24, 2003
- Department:** All Departments (dropdown menu)
- Staff Code:** Print ALL Staff (dropdown menu)
- Update Option:**
 - Preview Report Only
 - Update to Payroll

Buttons: OK (green checkmark), Exit (red stop sign).

The Update to Payroll process involves four steps:

- Step 1) Setup pay period in the Payroll module
- Step 2) Run a preview under Update to Payroll in Time Keeper
- Step 3) Update time from Time Keeper
- Step 4) Update time in the Payroll module through "Hours from Time Keeper" (under Employee Earnings and Deductions)

Step 1 - You must first setup the pay period in Payroll. You will then use this date for the Pay Period Ending field in the Update from Time Keeper screen. If you try and do an update without a valid pay period setup, the system will prompt a message that "there are missing pay periods" and time will not get updated (an audit trail will still print).

Step 2 - Choose "Preview Report only" to confirm what will be updated to payroll (this step is optional but is advisable to do).

Step 3 - Choose "Update to Payroll," you may update time for a selected department or employee or all departments and employees. See Appendix A for an example of an update audit trail.

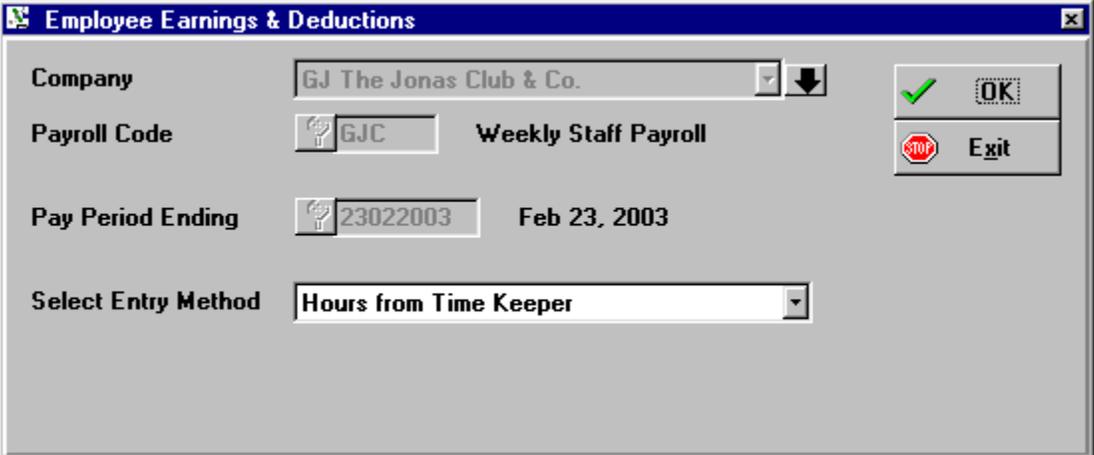
If you are on a weekly or biweekly pay cycle and have **Overtime rules** setup based on a certain # of hours **per week**, ensure that you are uploading time in 7 or 14 day increments in order for the overtime to calculate correctly.

Important - This step will update the time to a temporary file. To actually pull time into payroll, after completing this step, you will need to go under Payroll Processing > Earning and Deductions > and select update method "Hours from Time Keeper."

You may complete Step 3 repeatedly before actually pulling the time into payroll. The temporary file is appended each time the update is done.

Once time is uploaded to the temporary file, the shifts are cleared from Maintain Time Data. Shifts can still be viewed in Time Keeper through reports when selecting the history option.

Step 4 - Pull time from the temporary file to the Payroll module by selecting "Hours from Time Keeper," under Employee Earnings and Deductions.



The screenshot shows a software dialog box titled "Employee Earnings & Deductions". It contains several input fields and buttons. The "Company" field is a dropdown menu showing "GJ The Jonas Club & Co.". The "Payroll Code" field shows "GJC" and "Weekly Staff Payroll" is displayed to its right. The "Pay Period Ending" field shows "23022003" and "Feb 23, 2003" is displayed to its right. The "Select Entry Method" field is a dropdown menu showing "Hours from Time Keeper". On the right side of the dialog, there are two buttons: "OK" with a green checkmark icon and "Exit" with a red stop sign icon.

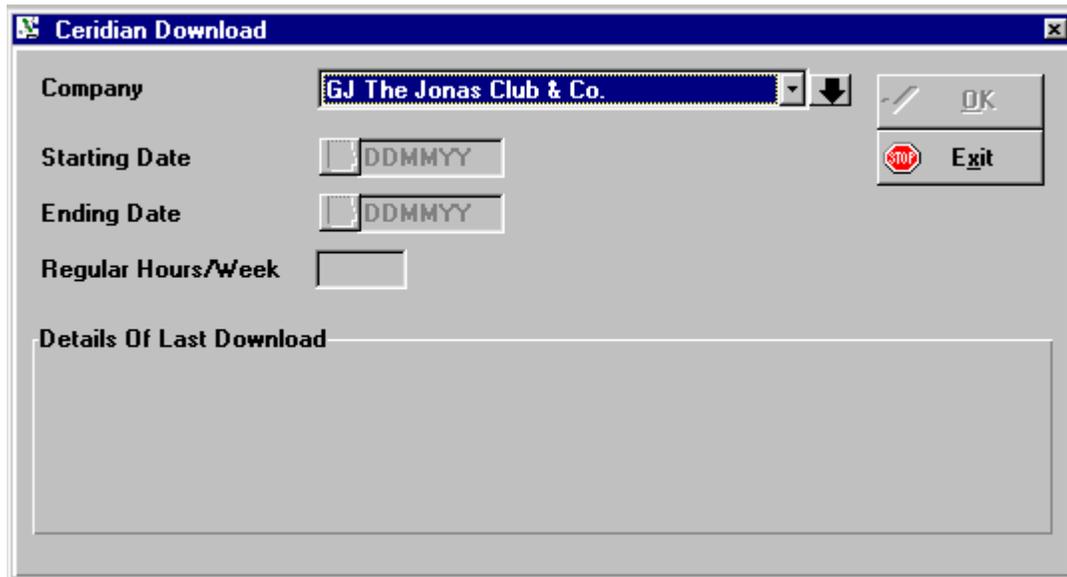
Note: Once this step is completed, the temporary file is cleared and those shifts cannot be uploaded again.

Once time is in Payroll, it can still be edited through normal payroll processes.

Ceridian Download

The Jonas Ceridian Download program exports Time Keeper data, based on the date range selected. The program produces an ASCII Text file named "TCCER.TXT" in the Jonas data directory.

Note: You will be required to move the Time Keeper data to history when desired, as the download program does not manipulate Time Keeper data.



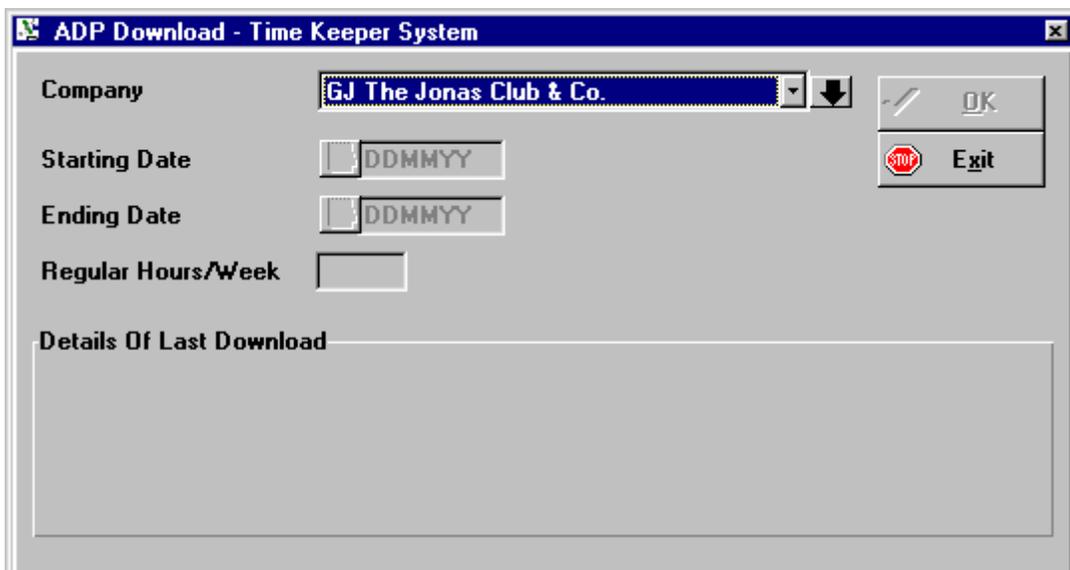
The screenshot shows a Windows-style dialog box titled "Ceridian Download". It contains the following fields and controls:

- Company:** A dropdown menu with "GJ The Jonas Club & Co." selected and a downward arrow button.
- Starting Date:** A date input field with a calendar icon and the placeholder "DDMMYY".
- Ending Date:** A date input field with a calendar icon and the placeholder "DDMMYY".
- Regular Hours/Week:** A text input field.
- Buttons:** "OK" and "Exit" buttons are located on the right side. The "Exit" button has a red stop sign icon.
- Details Of Last Download:** A large empty text area at the bottom of the dialog.

ADP Download

The Jonas ADP Download program exports Time Keeper data, based on the date range selected. The program produces an ASCII Text file named "PRE27EPI.CSV" in the following directory "C:\ADP\PCPN\ADPDATA".

Note: You will be required to move the Time Keeper data to history when desired, as the Download program does not manipulate Time Keeper Data.



The screenshot shows a dialog box titled "ADP Download - Time Keeper System". It contains the following fields and controls:

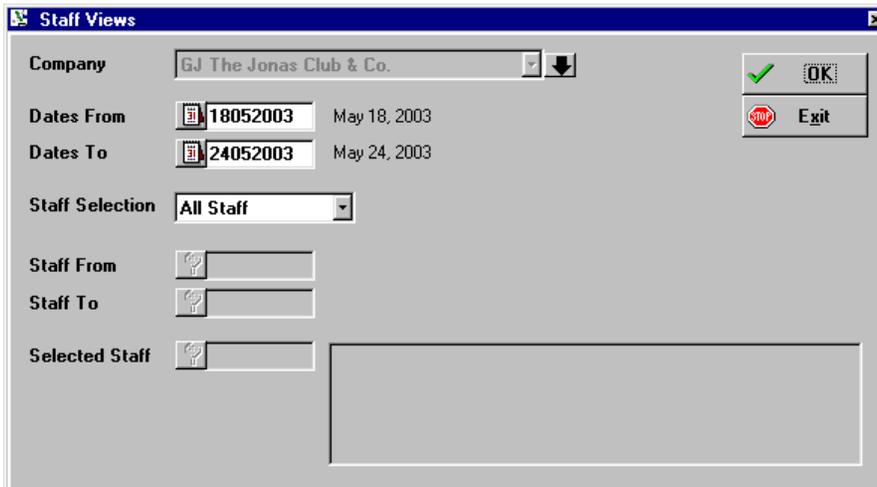
- Company:** A dropdown menu with "GJ The Jonas Club & Co." selected. To the right is a downward arrow icon.
- Starting Date:** A text box with a calendar icon and the placeholder "DDMMYY".
- Ending Date:** A text box with a calendar icon and the placeholder "DDMMYY".
- Regular Hours/Week:** A text box.
- Buttons:** On the right side, there are two buttons: "OK" and "Exit". The "Exit" button has a red stop sign icon.
- Details Of Last Download:** A large empty text area at the bottom of the dialog.

Time Keeper Inquiries

Staff Views

 *Staff Views Report*

The purpose of this view is to give the user a “quick view” of the status of any employee. A report is available by date range and can be run for selected staff, range of staff or all staff.



Company: GJ The Jonas Club & Co.

Dates From: 18052003 (May 18, 2003)

Dates To: 24052003 (May 24, 2003)

Staff Selection: All Staff

Staff From: []

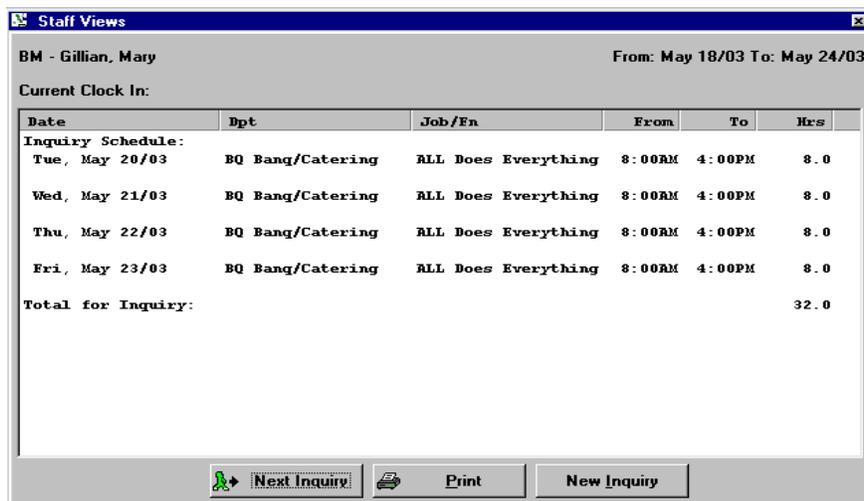
Staff To: []

Selected Staff: []

Buttons: OK, Exit

Note: Only staffs that are scheduled during the date range specified will show on the view.

Example of Staff View follows:



BM - Gillian, Mary From: May 18/03 To: May 24/03

Current Clock In:

| Date | Dpt | Job/Fn | From | To | Hrs |
|--------------------|------------------|---------------------|--------|--------|------|
| Inquiry Schedule: | | | | | |
| Tue, May 20/03 | BQ Bang/Catering | ALL Does Everything | 8:00AM | 4:00PM | 8.0 |
| Wed, May 21/03 | BQ Bang/Catering | ALL Does Everything | 8:00AM | 4:00PM | 8.0 |
| Thu, May 22/03 | BQ Bang/Catering | ALL Does Everything | 8:00AM | 4:00PM | 8.0 |
| Fri, May 23/03 | BQ Bang/Catering | ALL Does Everything | 8:00AM | 4:00PM | 8.0 |
| Total for Inquiry: | | | | | 32.0 |

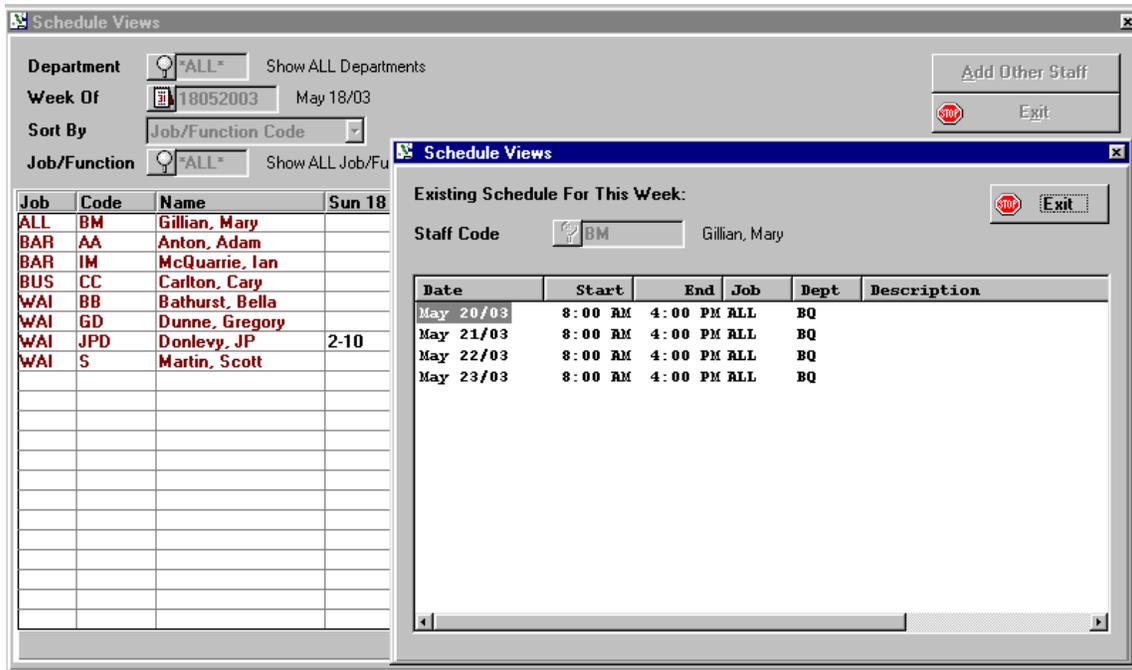
Buttons: Next Inquiry, Print, New Inquiry

Schedule Views

Schedule Views

This view shows a department(s) schedule. The user will see the same screen view as in the Schedule Builder (see Processing section). The only difference between the Views program and the Schedule Builder is that no input is allowed on the schedule grid in Schedule Views.

As with the Schedule Builder, access to the Schedule Views can be restricted by department.



The screenshot displays the 'Schedule Views' application interface. It features a main window with a control panel at the top and a data grid below. The control panel includes fields for 'Department' (set to '*ALL*'), 'Week Of' (18052003, May 18/03), 'Sort By' (Job/Function Code), and 'Job/Function' (*ALL*). A secondary window titled 'Existing Schedule For This Week' is open, showing a table of staff schedules for the week of May 20/03 to May 23/03. The table includes columns for Date, Start, End, Job, Dept, and Description.

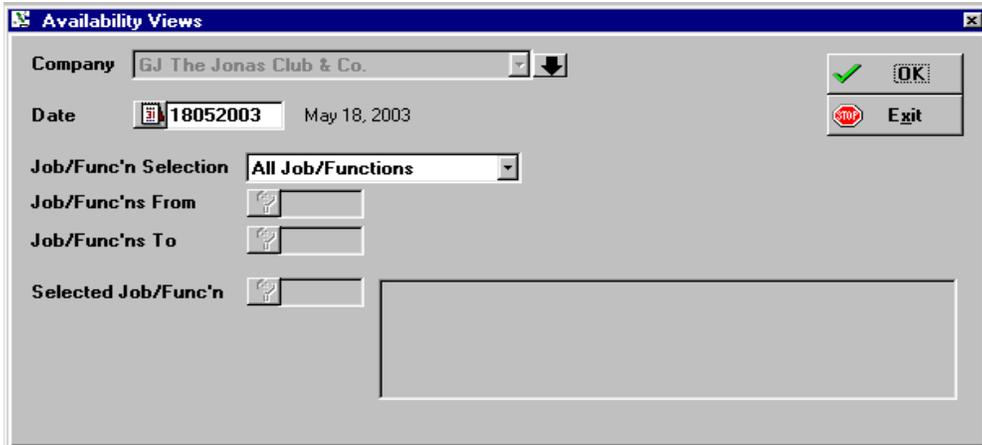
| Job | Code | Name | Sun 18 |
|-----|------|-----------------|--------|
| ALL | BM | Gillian, Mary | |
| BAR | AA | Anton, Adam | |
| BAR | IM | McQuarrie, Ian | |
| BUS | CC | Carlton, Cary | |
| WAI | BB | Bathurst, Bella | |
| WAI | GD | Dunne, Gregory | |
| WAI | JPD | Donlevy, JP | 2-10 |
| WAI | S | Martin, Scott | |

| Date | Start | End | Job | Dept | Description |
|-----------|---------|---------|-----|------|-------------|
| May 20/03 | 8:00 AM | 4:00 PM | RL | BQ | |
| May 21/03 | 8:00 AM | 4:00 PM | RL | BQ | |
| May 22/03 | 8:00 AM | 4:00 PM | RL | BQ | |
| May 23/03 | 8:00 AM | 4:00 PM | RL | BQ | |

Availability Views

Availability Views

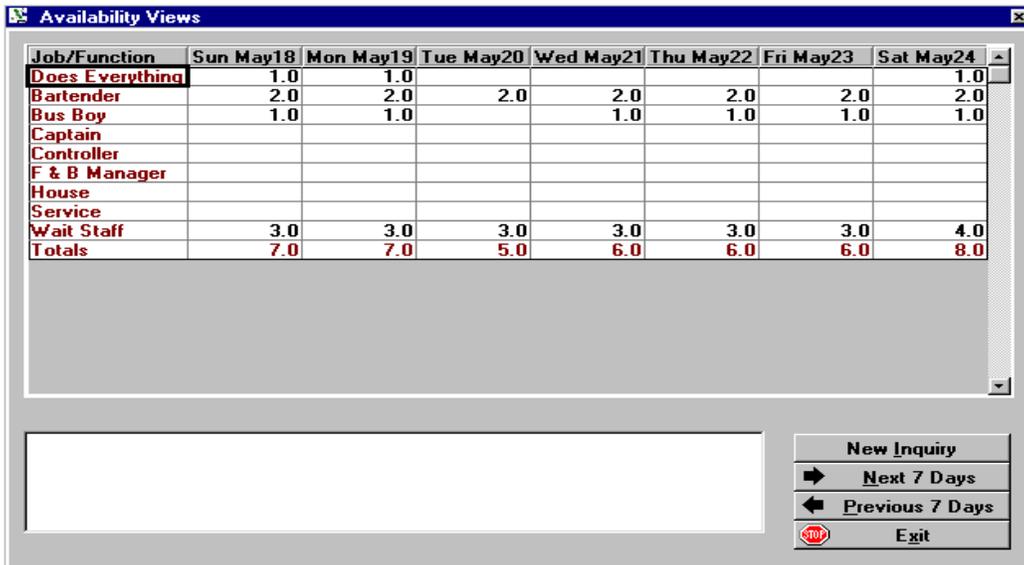
This view provides a “quick view” of all the available staff by job/function for a specified week. It will show the day entered plus the following 6 days. You are able to choose all job/ functions, range of job/functions or selected job/functions.



The screenshot shows the 'Availability Views' dialog box with the following fields and controls:

- Company:** GJ The Jonas Club & Co.
- Date:** 18052003 (May 18, 2003)
- Job/Func'n Selection:** All Job/Functions
- Job/Func'ns From:** [Empty field]
- Job/Func'ns To:** [Empty field]
- Selected Job/Func'n:** [Empty field]
- Buttons:** OK, Exit

The following screen will appear:



| Job/Function | Sun May18 | Mon May19 | Tue May20 | Wed May21 | Thu May22 | Fri May23 | Sat May24 |
|-----------------|------------|------------|------------|------------|------------|------------|------------|
| Does Everything | 1.0 | 1.0 | | | | | 1.0 |
| Bartender | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| Bus Boy | 1.0 | 1.0 | | 1.0 | 1.0 | 1.0 | 1.0 |
| Captain | | | | | | | |
| Controller | | | | | | | |
| F & B Manager | | | | | | | |
| House | | | | | | | |
| Service | | | | | | | |
| Wait Staff | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 | 4.0 |
| Totals | 7.0 | 7.0 | 5.0 | 6.0 | 6.0 | 6.0 | 8.0 |

Navigation buttons at the bottom right:

- New Inquiry
- Next 7 Days
- Previous 7 Days
- Exit

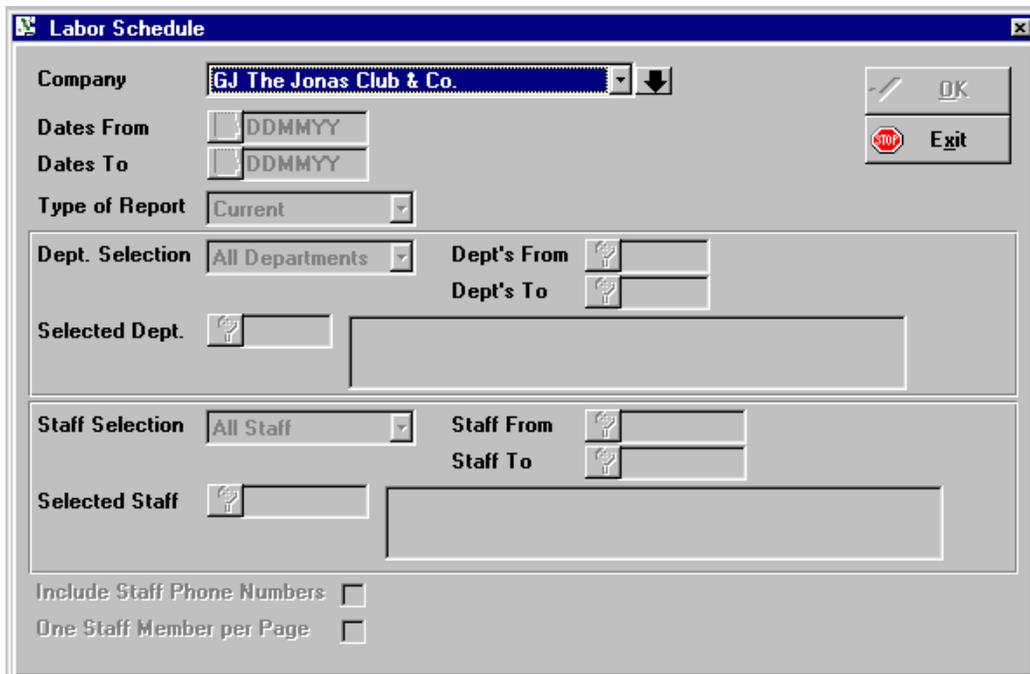
Each number represents the number of staff by their preferred job/function code (setup in Setup/Edit staff) that is not yet scheduled for those days. If you click the number, the employee names will appear in the box below. Select the appropriate arrow to view the next or previous seven days.

Time Keeper Reporting

Labor Schedule

Labor Schedule Report

The Labor Schedule provides an easy to read list of employee's schedules for a specified date range. Information shown includes Staff Code and Name, Department Code, Job/Function Code, Date and Times scheduled and Phone # of employee.



The screenshot shows a software window titled "Labor Schedule". It contains several input fields and controls:

- Company:** A dropdown menu with "GJ The Jonas Club & Co." selected.
- Dates From:** A date input field with the format "DDMMYY".
- Dates To:** A date input field with the format "DDMMYY".
- Type of Report:** A dropdown menu with "Current" selected.
- Dept. Selection:** A dropdown menu with "All Departments" selected.
- Dept's From:** A date input field with a calendar icon.
- Dept's To:** A date input field with a calendar icon.
- Selected Dept.:** A text input field with a calendar icon.
- Staff Selection:** A dropdown menu with "All Staff" selected.
- Staff From:** A date input field with a calendar icon.
- Staff To:** A date input field with a calendar icon.
- Selected Staff:** A text input field with a calendar icon.
- Include Staff Phone Numbers:** An unchecked checkbox.
- One Staff Member per Page:** An unchecked checkbox.
- Buttons:** "OK" and "Exit" buttons are located in the top right corner.

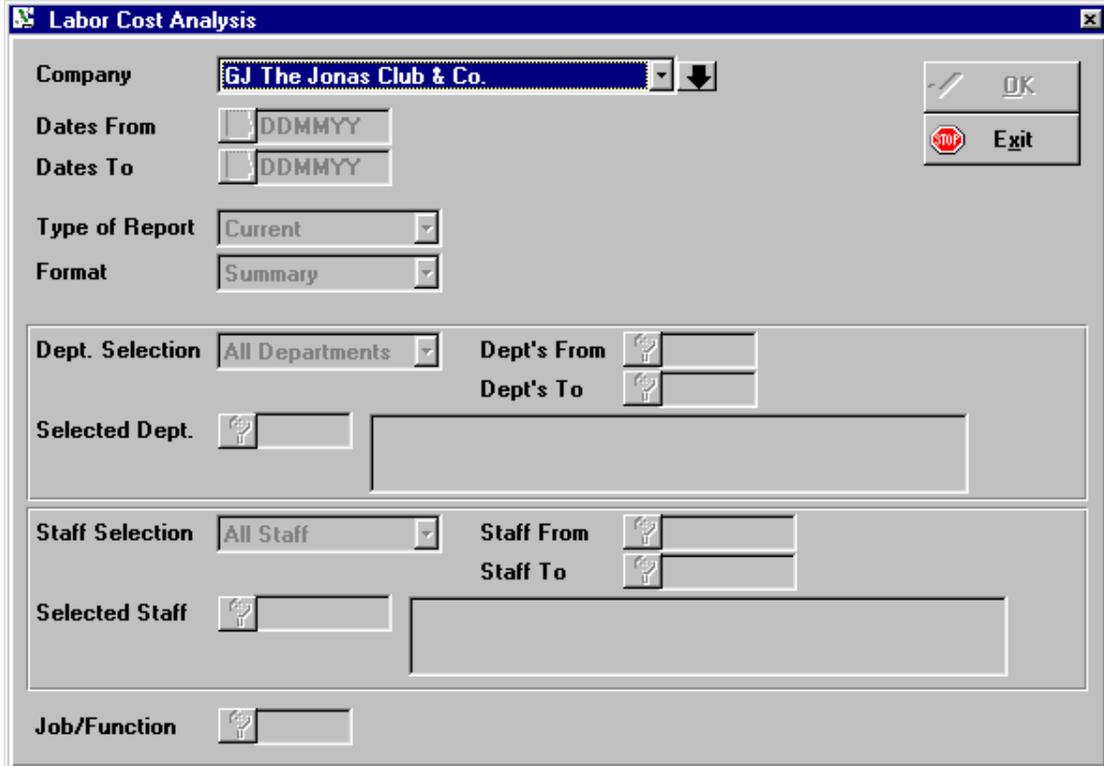
A report can be printed for all, range or selected departments and staff. If required, there is an option to print one staff member per page. Also, if linked to the Jonas Payroll module, staff phone numbers can be printed.

Types of Report - The options are Current or Historical. Schedules become historical once the "Update to Payroll" is done or (if not using Jonas Payroll) once the "Transfer Time Data to History" is done.

Labor Cost Analysis

Labor Cost Analysis Report

The Labor Cost Analysis Report provides details on hours worked by employee and the resulting labor cost.



The screenshot shows a software window titled "Labor Cost Analysis". It contains several input fields and controls:

- Company:** A dropdown menu showing "GJ The Jonas Club & Co." with a downward arrow.
- Dates From:** A date input field with a calendar icon and the format "DDMMYY".
- Dates To:** A date input field with a calendar icon and the format "DDMMYY".
- Type of Report:** A dropdown menu with "Current" selected.
- Format:** A dropdown menu with "Summary" selected.
- Dept. Selection:** A dropdown menu with "All Departments" selected.
- Dept's From:** A date input field with a calendar icon.
- Dept's To:** A date input field with a calendar icon.
- Selected Dept.:** A text input field with a calendar icon.
- Staff Selection:** A dropdown menu with "All Staff" selected.
- Staff From:** A date input field with a calendar icon.
- Staff To:** A date input field with a calendar icon.
- Selected Staff:** A text input field with a calendar icon.
- Job/Function:** A text input field with a calendar icon.

On the right side of the window, there are two buttons: "OK" and "Exit".

Report can be printed for all, range or selected departments and staff. Reports can be printed in Detailed or Summary format; Detailed shows breakdown of all shifts in the specified date range, while Summary combines shifts together.

Types of Report - The options are Current or Historical. Records become historical once the "Update to Payroll" is done or (if not using Jonas Payroll) once the "Transfer Time Data to History" is done.

Staff Sales Report

Staff Sales Report

A Staff Sales Report can be printed that shows total sales, chits, covers and cost of sales by employee, if the POS (point of sale) link is established in the Department Teams Setup. (Note: Cost of sales is being pulled from Jonas Inventory module.) Staff will only be shown on the report if they have shifts in Time Keeper during the date range specified. Reports will show current day information as well as previous updated days in POS.

The screenshot shows a dialog box titled "Staff Sales Report" with the following fields and options:

- Company:** GJ The Jonas Club & Co.
- Dates From:** DDMMYY
- Dates To:** DDMMYY
- Type of Report:** Current
- Format:** Summary
- Dept. Selection:** All Departments
- Dept's From:** [Input field]
- Dept's To:** [Input field]
- Selected Dept.:** [Input field]
- Staff Selection:** All Staff
- Staff From:** [Input field]
- Staff To:** [Input field]
- Selected Staff:** [Input field]
- Job/Function:** [Input field]

Buttons: OK, Exit

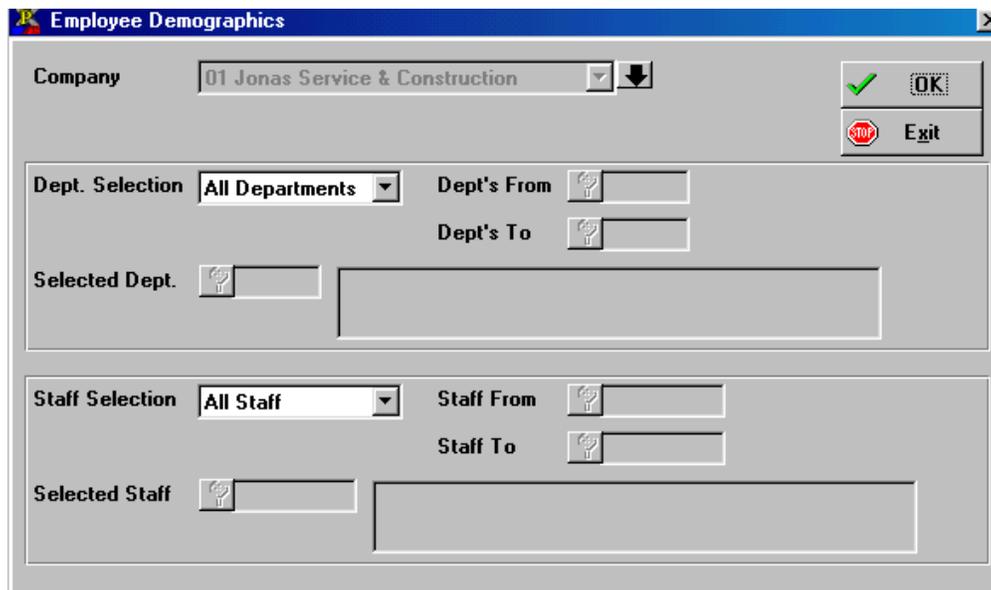
Reports can be printed for all, range or selected departments and staff. Reports can be printed in Detailed or Summary format; Detailed shows breakdown by day for the specified date range, while Summary combines days together. In addition report can be run for a specific job/function.

Types of Report - The options are Current or Historical. Records become historical once the "Update to Payroll" is done or (if not using Jonas Payroll) once the "Transfer Time Data to History" is done.

Employee Demographic

Employee Demographic Report

The Employee Demographic Report allows you to view the staff setup. Staff code and name, preferred job/function and department and status are shown. If linked to Jonas payroll, the report will also show an employee's phone # and hire date.



The screenshot shows a software window titled "Employee Demographics". At the top, there is a "Company" dropdown menu set to "01 Jonas Service & Construction". To the right of this are "OK" and "Exit" buttons. Below the company selection, there are two sections for filtering. The first section is for departments, with a "Dept. Selection" dropdown set to "All Departments", and "Dept's From" and "Dept's To" input fields. Below these is a "Selected Dept." input field and a large empty text area. The second section is for staff, with a "Staff Selection" dropdown set to "All Staff", and "Staff From" and "Staff To" input fields. Below these is a "Selected Staff" input field and another large empty text area.

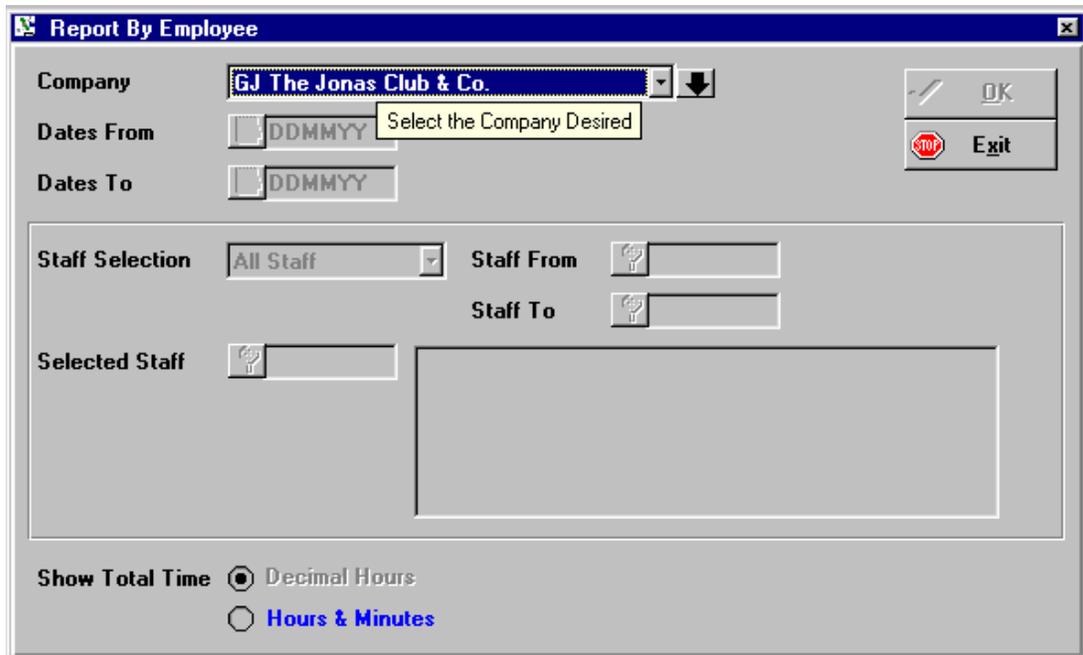
This report can be printed for all, range or selected departments and staff. The **status** reflects if the employee is set as active or inactive in their staff setup in Time Keeper.

Report By Employee

 *Report By Employee*

The Report by Employee prints a list of shifts for a specified date range by employee. The following information is shown on a separate page for each employee.

- Staff code and name
- Starting date and time
- Ending date and time
- Sequence #
- Login/Logout PC
- Department and Job/Function code
- Hours worked (decimal or minutes)
- Remarks



The screenshot shows a software window titled "Report By Employee". The window has a blue title bar. Inside, there are several input fields and buttons. At the top left, there is a "Company" dropdown menu with "GJ The Jonas Club & Co." selected. Below it are "Dates From" and "Dates To" fields, both with "DDMMYY" placeholders and a tooltip that says "Select the Company Desired". To the right of these fields are "OK" and "Exit" buttons. Below the date fields, there is a "Staff Selection" dropdown menu with "All Staff" selected. To its right are "Staff From" and "Staff To" fields, each with a search icon. Below these is a "Selected Staff" field with a search icon. At the bottom of the window, there is a "Show Total Time" section with two radio buttons: "Decimal Hours" (which is selected) and "Hours & Minutes".

The report can be printed for all, range or selected staff. When hours appear to be outside a normal range, "correct ?" will appear in the **Remarks** column highlighting that the shift may need to be corrected. If an employee is clocked in or out under Maintain Time Data, the Login/Logout PC columns will show as blank.

Report By Department

Report By Department

The Report by Department is similar to the Report by Employee except it breaks down gross to net hours. In addition, this Report also has an employee summary and department summary; both summaries also show Overtime hours (if Overtime rules are setup in the System Profile). The following information is shown:

- Staff code and name
- Starting date and time
- Ending date and time
- Job/Function code and description
- Gross Hours (hrs/minutes only)
- Grace Minutes
- Break Hours (hrs/minutes only)
- Round Minutes
- Adjusted Hours (hrs/minutes only)
- Net Hours (hrs/minutes and decimal time)
- Remarks

The screenshot shows a software window titled "Report By Department". The window has a blue title bar. Below the title bar, there are several input fields and buttons. The "Company" field is a dropdown menu with "GJ The Jonas Club & Co." selected. Below it are "Dates From" and "Dates To" fields, both with "DDMMYY" placeholders. To the right of these fields are "OK" and "Exit" buttons. Below the date fields is a "Departments Selection" dropdown menu with "All Departments" selected. To its right are "Departments From" and "Departments To" fields, each with a date picker icon. Below these is a "Selected Departments" field with a date picker icon. At the bottom of the window, there are two radio buttons: "Show Net Hours" with "Hours & Minutes" selected and "Decimal Hours" unselected. The "Exit" button is a red stop sign.

The report can run for selected, range or all departments. When hours appear to be outside a normal range, "correct ?" will appear in the **Remarks** column highlighting that the shift may need to be corrected.

Gross hours - represents the total actual time of the shift

Grace Minutes - are only applicable if you are rounding time to the nearest quarter or half hour and have setup a grace period (i.e. 5 minutes). Grace minutes represent minutes added to an employee's time as a result of the grace period. For example, if you are set to round to the nearest quarter with a grace period of 5 minutes and an employee clocks in at 11:04 and out at 12:55, the following occurs:

Clock in 11:04 - system adjusts backwards to 11:00 giving 4 minutes grace time.

Clock out 12:55 - system adjusts forwards to 13:00 giving 5 minutes grace time.

Break Hours - Represents the amount of break time taken by employee. The rules for break hours are specified in the Job/Function setup.

Round Minutes - Only applicable if you have rounding setup. This represents the minutes lost as a result of rounding. For example, rounding set to the nearest quarter hour and employee clocks in at 11:55 and clocks out at 1:04, the following occurs:

Clock in 11:55 - system rounds time forward to 12:00 taking away 5 minutes of time

Clock out 1:04 - system rounds time backward to 1:00 taking away 4 minutes of time

Hours Adj't - represents the sum of Grace minutes less Break hours less Round minutes.

Net Hours - represents Gross hours less Hours Adj't. There is an option on the front screen to show Net hours in hrs and minutes or in decimal time.

Profit Views - Time Keeper (Executive Dashboard)

Profit Views - Executive Dashboard

If the POS (Point of Sale) link is established in the Department Teams Setup, additional reporting is available through the Executive Dashboard called Profit Views. This Report is user configurable. Some of the information that can be viewed includes: sales, covers, labor, gross profit margin etc. Most data can be pulled for various time frames (i.e. today, yesterday, this day last week etc.)

| Area | Sales Area Description | Hrs Today | Lbr Today | TCost Today | Sales Today | Covers |
|------|-------------------------|-----------|-----------|-------------|-------------|--------|
| 2 | BQ - Dining Room | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 | BQ - Grille Room | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 | BQ - Bar | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | BQ - Patio | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8 | BQ - Banquet & Catering | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2 | FB - Dining Room | 16.25 | 97.75 | 134.25 | 1,118.30 | |
| 3 | FB - Grille Room | 0.00 | 0.00 | 0.00 | 1,098.05 | |
| 4 | FB - Bar | 4.75 | 98.56 | 98.56 | 0.00 | |
| 5 | FB - Patio | 0.00 | 0.00 | 0.00 | 0.00 | |
| 70 | FT - Spa Services | 0.00 | 0.00 | 40.00 | 225.85 | |
| 80 | FT - Fitness and Courts | 0.00 | 0.00 | 0.00 | 0.00 | |
| 10 | GS - Golf Pro Shop | 0.00 | 0.00 | 0.00 | 11,645.00 | |
| 25 | RM - Remote POS Station | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | ----- | ----- | ----- | ----- | ----- |
| | | 21.00 | 196.31 | 272.81 | 14,087.20 | |

Click on Sales Area Code for more info.    **Weekly View**
Feb 2/2003 - Feb 8/2003

The report is setup with a default display order. Clicking the Configure button can easily alter the display.

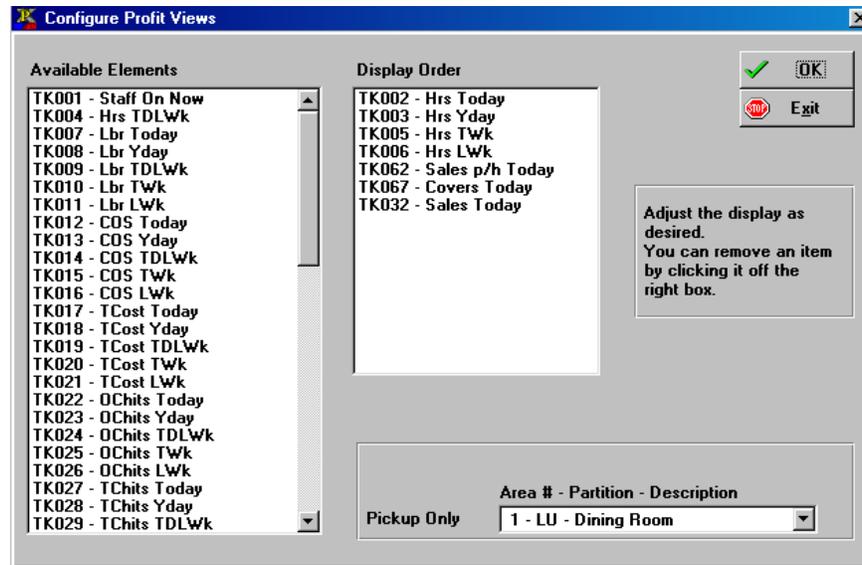
If you click on a specific area, you can drill down to see information by employee in that area. Again, the drill down screen can be altered to show only the information you require.

To print the Report, choose the **Print** button.

Note: The Report cannot print anything past the 10th defined column; you can still view the information but cannot print it.

Profit Views - Configure

When you click the **Configure** button. The following screen will appear:



Click the data you desire in the Available Elements box on the left and it will move to the Display order box on the right. To remove an element, click the item in the Display Order box instead.

From this screen you can also set the Report to show only a selected area instead of all areas by choosing from the Pickup Only dropdown.

For most elements there is the option to choose Today, Yesterday (Yday), This Day Last Week (TDLWk), This Week (TWk) and Last Week (LWk). Following, is a brief description of the Available elements:

- Staff on Now - shows staff presently clocked into Time Keeper
- Hrs - shows hours worked
- Lbr - shows cost of labor (hours * job/function rate)
- COS - shows cost of sales (costs pulled from Club Inventory * # of items sold)
- Tcost - sum of Labor (Lbr) and Cost of Sales (COS)
- OChits - number of zero chits
- Tchits - total number of chits
- Sales - shows retail sales revenue
- GPM\$\$ - shows Gross Profit Margin dollars (total sales less total cost)
- GPM% - shows Gross Profit % (gross profit \$\$/sales)
- Covers - shows # of covers

Additional elements exist to pull Labor, Cost of Sales, Total Cost and Sales per hour worked (p/h).

Report Examples

Payroll Audit Report

| 01 - Jonas Service and Construction | | | | | | | | | | | | | |
|---|-------------------------|---------|---------|-----------|--------|---------|--------|---------|--------|----------|---------|----------|---------|
| Payroll Audit Report For Week Ending Aug 7/2003 | | | | | | | | | | | | | |
| By Department, by Staff Code | | | | | | | | | | | | | |
| Staff | Staff | Monday | Tuesday | Wednesday | Total | Total | Cost | Job | Reg. | Thursday | Friday | Saturday | Sunday |
| Code | Name | Aug5/03 | Aug6/02 | Aug7/02 | Hours | Wages | per Hr | /Fn | Rate | Aug1/03 | Aug2/03 | Aug3/03 | Aug4/03 |
| F&B - Food and Beverage | | | | | | | | | | | | | |
| ANDREW | Cole, Andrew | 0.00 | 5.00 | 0.00 | 28.00 | 126.00 | 4.50 | ZBUS | 4.500 | 4.75 | 4.25 | 6.00 | 8.00 |
| ANNAF | Ferrazzoli, Anna | 0.00 | 0.00 | 0.00 | 29.75 | 282.63 | 9.50 | ZCOOK | 9.500 | 9.50 | 12.50 | 7.75 | 0.00 |
| BILL | Buck, Bill | 0.00 | 0.00 | 12.00 | 27.00 | 202.50 | 7.50 | ZBAR | 7.500 | 8.50 | 6.50 | 0.00 | 0.00 |
| CHARLES | Sue, Charles | 0.00 | 7.50 | 6.00 | 29.50 | 154.88 | 5.25 | ZDISH | 5.250 | 8.00 | 8.00 | 0.00 | 0.00 |
| | | 0.00 | 0.00 | 0.00 | 4.50 | 23.63 | 5.25 | ZWAIT | 5.250 | 0.00 | 4.50 | 0.00 | 0.00 |
| | Totals Staff: CHARLES | 0.00 | 7.50 | 6.00 | 34.00 | 178.50 | 5.25 | | | 8.00 | 12.50 | 0.00 | 0.00 |
| GEORGE | Jackson, George | 0.00 | 5.00 | 0.00 | 9.50 | 76.00 | 8.00 | ZHOST | 8.000 | 4.50 | 0.00 | 0.00 | 0.00 |
| MIKEL | Lasanowski, Mike | 0.00 | 0.00 | 0.00 | 10.00 | 175.00 | 17.50 | ZMNGR | 17.500 | 10.00 | 0.00 | 0.00 | 0.00 |
| STACEY | Long, Stacey | 0.00 | 0.00 | 0.00 | 13.00 | 81.25 | 6.25 | ZWAIT | 6.250 | 13.00 | 0.00 | 0.00 | 0.00 |
| | Totals Department: F&B | 0.00 | 17.50 | 18.00 | 151.25 | 1121.88 | 7.42 | | | 58.25 | 35.75 | 13.75 | 8.00 |
| Summary by Job/Function: | | | | | | | Hours | Wages | | | | | |
| ZBAR - Bartender | | | | | | | 27.00 | 202.50 | | | | | |
| ZBUS - Busboy | | | | | | | 28.00 | 126.00 | | | | | |
| ZCOOK - Cooks | | | | | | | 29.75 | 282.63 | | | | | |
| ZDISH - Dishwashers | | | | | | | 29.50 | 154.88 | | | | | |
| ZHOST - Host/Hostess | | | | | | | 9.50 | 76.00 | | | | | |
| ZMNGR - Manager | | | | | | | 10.00 | 175.00 | | | | | |
| ZWAIT - Waiter/Waitress | | | | | | | 17.50 | 104.88 | | | | | |
| GOLF - Golf Pro Shop | | | | | | | | | | | | | |
| JAN | Lech, Jan | 6.50 | 0.00 | 0.00 | 21.50 | 177.38 | 8.25 | ZMERC | 8.250 | 7.50 | 0.00 | 7.50 | 0.00 |
| JEFF | Coatsworth, Jeff | 0.00 | 8.00 | 0.00 | 40.50 | 407.50 | 10.06 | ZMNGR | 10.000 | 8.00 | 8.00 | 8.00 | 8.50 |
| JOE | Pazos, Joe | 0.00 | 0.00 | 0.00 | 5.00 | 50.00 | 10.00 | ZMNGR | 10.000 | 5.00 | 0.00 | 0.00 | 0.00 |
| MICHAEL | Harder, Michael | 8.50 | 8.50 | 5.50 | 63.00 | 2025.00 | 32.14 | ZPRO | 25.000 | 10.00 | 11.50 | 13.00 | 6.00 |
| | Totals Department: GOLF | 15.00 | 16.50 | 5.50 | 130.00 | 2659.88 | 20.46 | | | 30.50 | 19.50 | 28.50 | 14.50 |
| Summary by Job/Function: | | | | | | | Hours | Wages | | | | | |
| ZMERC - Merchandise Sales | | | | | | | 21.50 | 177.38 | | | | | |
| ZMNGR - Manager | | | | | | | 45.50 | 457.50 | | | | | |
| ZPRO - Golf Pro | | | | | | | 63.00 | 2025.00 | | | | | |

Update to Payroll Report

| 01 - Jonas Service and Construction | | | | | | | | | |
|--|--------------------|----------------|----------|-----------|-------------|-------|---------|----|------|
| Pg 1 | | | | | | | | | |
| Update to Payroll Report For Pay Period Ending Aug | | | | | | | | | |
| 14/2003 | | | | | | | | | |
| Including Time Records From Aug 1/2003 To Aug 7/2003 | | | | | | | | | |
| All Departments | | | | | | | | | |
| All Staff | | | | | | | | | |
| Staff Ledger Code Allocation | Staff Regular Name | Overtime Hours | P/R Code | Emp. Code | Date Worked | Rate | General | | |
| BARLY 00 | Bob Barly | 5.75 | USPR | BARLY | Aug 1/2003 | 9.500 | D | ML | 6000 |
| | | 3.75 | | | Aug 2/2003 | 9.500 | D | ML | 6000 |
| | | 9.50 | | | Aug 3/2003 | 9.500 | D | ML | 6000 |
| | | 4.75 | | | | | | | |
| ----- | ----- | | | | | | | | |
| 20.00 | 9.75 | | | | | | | | |
| CALIF 00 | Cal California | 5.50 | USPR | CAL | Aug 1/2003 | 7.500 | D | ML | 6000 |
| | | 3.00 | | | Aug 2/2003 | 7.500 | D | ML | 6000 |
| | | 4.50 | | | Aug 7/2003 | 7.500 | D | ML | 6000 |
| | | 10.00 | | | | | | | |
| ----- | ----- | | | | | | | | |
| 20.00 | 7.00 | | | | | | | | |
| FLORI 00 | Joe Florida | 5.00 | USPR | FLA | Aug 1/2003 | 5.250 | D | ML | 6000 |
| | | 3.00 | | | Aug 2/2003 | 5.250 | D | ML | 6000 |
| | | 5.50 | | | Aug 4/2003 | 5.250 | D | ML | 6000 |
| | | 5.50 | | | Aug 6/2003 | 5.250 | D | ML | 6000 |
| | | 4.00 | | | Aug 7/2003 | 5.250 | D | ML | 6000 |
| | | 4.50 | | | | | | | |
| ----- | ----- | | | | | | | | |
| 24.50 | 9.50 | | | | | | | | |
| JOHN 00 | Jim John | 4.50 | USPR | JOHN | Aug 1/2003 | 8.000 | D | ML | 6000 |
| | | 0.00 | | | Aug 6/2003 | 8.000 | D | ML | 6000 |
| | | 5.00 | | | | | | | |
| ----- | ----- | | | | | | | | |
| 9.50 | 0.00 | | | | | | | | |

Report by Employee

| 01 - Jonas Service and Construction | | | | | | | | | |
|---|-------------|----------|----------|----------|---------|--------|----------|---------|----|
| Pg 1 | | | | | | | | | |
| Report By Employee (By Staff Code, By Date) | | | | | | | | | |
| From Aug 1/03 To Aug 7/03 | | | | | | | | | |
| Selected Staff | | | | | | | | | |
| Staff | Name | Starting | Seq | Starting | Login | Ending | Ending | Logout | |
| Dpt. | Job/Fn | Hours | Remarks | Time | PC | Date | Time | PC | |
| Code | Code | HH:MM | Date | # | | | | | |
| ANDREW | Andrew Cole | | Aug 1/03 | 001 | 1:00PM | A1 | Aug 1/03 | 6:24PM | A1 |
| F&B | ZBUS | 4:45 | Aug 2/03 | 001 | 1:00PM | A1 | Aug 2/03 | 5:45PM | A1 |
| F&B | ZBUS | 4:15 | Aug 3/03 | 001 | 1:00PM | A1 | Aug 3/03 | 7:30PM | A1 |
| F&B | ZBUS | 6:00 | Aug 4/03 | 001 | 1:30PM | A1 | Aug 4/03 | 10:00PM | A1 |
| F&B | ZBUS | 7:30 | Aug 6/03 | 001 | 1:30PM | A2 | Aug 6/03 | 9:00PM | A2 |
| F&B | ZBUS | 7:00 | Aug 7/03 | 001 | 11:55AM | A1 | Aug 8/03 | 1:04AM | |
| F&B | ZBUS | 11:30 | | | | | | | |
| ----- | | | | | | | | | |
| 41:00 | | | | | | | | | |
| ===== End of Report ===== | | | | | | | | | |

Report by Department

| Pg 1 | | 01 - Jonas Service and Construction | | | | | |
|---------------------------|-------------------------|--|-----------------------|-------------|--------------------|-------------|-----------|
| Code) | | Report By Department (By Department Code, By Staff | | | | | |
| | | From Aug 1/03 To Aug 7/03 | | | | | |
| | | Department: F&B - Food and Beverage | | | | | |
| Starting Break Date Hours | Starting Round Time Min | Ending Hours Date Adj't | Ending Net Time Hours | Job/Fn Code | Job/Fn Description | Gross Hours | Grace Min |
| COLE - Andrew Cole | | | | | | | |
| Aug 1/03 | 1:00PM | Aug 1/03 | 6:24PM | ZBUS | Busboy | 5:24 | 0 |
| -0:30 | 9 | -0:39 | 4:45 | | | | |
| Aug 2/03 | 1:00PM | Aug 2/03 | 5:45PM | ZBUS | Busboy | 4:45 | 0 |
| -0:30 | 0 | -0:30 | 4:15 | | | | |
| Aug 3/03 | 1:00PM | Aug 3/03 | 7:30PM | ZBUS | Busboy | 6:30 | 0 |
| -0:30 | 0 | -0:30 | 6:00 | | | | |
| Aug 4/03 | 1:30PM | Aug 4/03 | 10:00PM | ZBUS | Busboy | 8:30 | 0 |
| -1:00 | 0 | -1:00 | 7:30 | | | | |
| Aug 6/03 | 1:30PM | Aug 6/03 | 9:00PM | ZBUS | Busboy | 7:30 | 0 |
| -0:30 | 0 | -0:30 | 7:00 | | | | |
| Aug 7/03 | 11:55AM | Aug 8/03 | 1:04AM | ZBUS | Busboy | 13:09 | 0 |
| -1:30 | -9 | -1:39 | 11:30 | | | | |
| ----- | | | | | | | |
| * Total Staff: COLE | | | | | | | |
| 41:00 | | | | | | Week | 1 |
| Aug 1/03 | Aug 7/03 | 41:00 | | | | | |
| BARLY - Bob Barly | | | | | | | |
| Aug 1/03 | 6:00AM | Aug 1/03 | 3:55PM | ZCOOK | Cooks | 9:55 | 5 |
| -1:00 | 0 | -0:55 | 9:00 | | | | |
| Aug 2/03 | 6:00AM | Aug 2/03 | 7:00PM | ZCOOK | Cooks | 13:00 | 0 |
| -1:30 | 0 | -1:30 | 11:30 | | | | |
| Aug 3/03 | 6:00AM | Aug 3/03 | 2:22PM | ZCOOK | Cooks | 8:22 | 0 |
| -1:00 | -7 | -1:07 | 7:15 | | | | |
| ----- | | | | | | | |
| * Total Staff: BARLY | | | | | | | |
| 27:45 | | | | | | Week | 1 |
| Aug 1/03 | Aug 7/03 | 27:45 | | | | | |
| FLORI - Joe Florida | | | | | | | |
| Aug 1/03 | 5:00AM | Aug 1/03 | 1:30PM | ZDISH | Dishwashers | 8:30 | 0 |
| -1:00 | 0 | -1:00 | 7:30 | | | | |
| Aug 2/03 | 5:00AM | Aug 2/03 | 1:30PM | ZDISH | Dishwashers | 8:30 | 0 |
| -1:00 | 0 | -1:00 | 7:30 | | | | |
| Aug 2/03 | 3:00PM | Aug 2/03 | 8:00PM | ZWAIT | Waiter/Waitress | 5:00 | 0 |
| -0:30 | 0 | -0:30 | 4:30 | | | | |
| Aug 6/03 | 5:00AM | Aug 6/03 | 1:00PM | ZDISH | Dishwashers | 8:00 | 0 |
| -1:00 | 0 | -1:00 | 7:00 | | | | |
| Aug 7/03 | 7:00AM | Aug 7/03 | 1:30PM | ZDISH | Dishwashers | 6:30 | 0 |
| -0:30 | 0 | -0:30 | 6:00 | | | | |
| ----- | | | | | | | |
| * Total Staff: FLORI | | | | | | | |
| 32:30 | | | | | | Week | 1 |
| Aug 1/03 | Aug 7/03 | 32:30 | | | | | |
| ----- | | | | | | | |
| ** Total Department: F&B | | | | | | | |
| 101:15 | | | | | | | |

Report by Department (Cont'd)

| Pg 2 | | 01 - Jonas Service and Construction | | | | | | | |
|--------------------------|---------------------------|--|-------------|--------------------------|-----------|----------|---------|--------------------|--|
| Code) | | Report By Department (By Department Code, By Staff | | | | | | | |
| | | From Aug 1/03 To Aug 7/03 | | | | | | | |
| | | Department: F&B - Food and Beverage | | | | | | | |
| | | Employee Summary | | | | | | | |
| Staff Regular Code Hours | Staff Overtime Name Hours | Double Time Hrs | Total Hours | Wk # | Week From | Week To | Job /Fn | Job/Fn Description | |
| COLE 40:00 | Andrew Cole 1:00 | 0:00 | 41:00 | 1 | Aug 1/03 | Aug 7/03 | ZBUS | Busboy | |
| ----- | | | | * Totals Staff: ANDREW | | | | | |
| 40:00 | 1:00 | 0:00 | 41:00 | | | | | | |
| BARLY 27:45 | Bob Barly 0:00 | 0:00 | 27:45 | 1 | Aug 1/03 | Aug 7/03 | ZCOOK | Cooks | |
| ----- | | | | * Totals Staff: ANNAF | | | | | |
| 27:45 | 0:00 | 0:00 | 27:45 | | | | | | |
| FLORI 28:00 | Joe Florida 0:00 | 0:00 | 28:00 | 1 | Aug 1/03 | Aug 7/03 | ZDISH | Dishwashers | |
| Waiter/Waitress | | 4:30 | 0:00 | 1 | Aug 1/03 | Aug 7/03 | ZWAIT | | |
| ----- | | | | * Totals Staff: CHARLES | | | | | |
| 32:30 | 0:00 | 0:00 | 32:30 | | | | | | |
| ----- | | | | * Totals Department: F&B | | | | | |
| 100:15 | 1:00 | 0:00 | 101:15 | | | | | | |

| Pg 3 | | 01 - Jonas Service and Construction | | | | | | | |
|--------------------------|---------------------------------------|--|-------------|--------------------------|-----------|----------|---------|--------------------|--|
| Code) | | Report By Department (By Department Code, By Staff | | | | | | | |
| | | From Aug 1/03 To Aug 7/03 | | | | | | | |
| | | Department Summary | | | | | | | |
| Dept. Regular Code Hours | Department Overtime Description Hours | Double Time Hrs | Total Hours | Wk # | Week From | Week To | Job /Fn | Job/Fn Description | |
| F&B 40:00 | Food and Beverage 1:00 | 0:00 | 41:00 | 1 | Aug 1/03 | Aug 7/03 | ZBUS | Busboy | |
| 27:45 | 0:00 | 0:00 | 27:45 | 1 | Aug 1/03 | Aug 7/03 | ZCOOK | Cooks | |
| 28:00 | 0:00 | 0:00 | 28:00 | 1 | Aug 1/03 | Aug 7/03 | ZDISH | Dishwashers | |
| Waiter/Waitress | | 4:30 | 0:00 | 1 | Aug 1/03 | Aug 7/03 | ZWAIT | | |
| ----- | | | | * Totals Department: F&B | | | | | |
| 100:15 | 1:00 | 0:00 | 101:15 | | | | | | |
| ----- | | | | * Totals Report | | | | | |
| 100:15 | 1:00 | 0:00 | 101:15 | | | | | | |

Labor Schedule

01 - Jonas Service and Construction
 Labor Schedule Report From Aug 26/2003 To Sep 1/2003
 (By Staff Code, By Department)
 Type of Report: Current
 All Departments
 All Staff

Pg 1

| Staff Code | Name | Dpt. Code | Job/Fn Code | Date Scheduled | From | To | Phone # |
|------------|-----------------|-----------|-------------|----------------|---------|---------|--------------|
| COLE | Cole, Andrew | F&B | ZBUS | Aug 26/2003 | 11:00AM | 4:00PM | |
| | | F&B | ZBUS | Aug 27/2003 | 11:00AM | 4:00PM | |
| | | F&B | ZBUS | Aug 28/2003 | 11:00AM | 4:00PM | |
| | | F&B | ZBUS | Aug 29/2003 | 11:00AM | 4:00PM | |
| | | F&B | ZBUS | Aug 30/2003 | 11:00AM | 4:00PM | |
| | | F&B | ZBUS | Aug 31/2003 | 11:00AM | 4:00PM | |
| BARLY | Barly, Bob | F&B | ZCOOK | Aug 26/2003 | 10:00AM | 8:00PM | |
| | | F&B | ZCOOK | Aug 27/2003 | 10:00AM | 8:00PM | |
| | | F&B | ZCOOK | Aug 28/2003 | 10:00AM | 8:00PM | |
| | | F&B | ZCOOK | Aug 29/2003 | 10:00AM | 8:00PM | |
| | | F&B | ZCOOK | Aug 30/2003 | 10:00AM | 8:00PM | |
| CALIF | California, Cal | F&B | ZBAR | Aug 26/2003 | 4:00PM | 11:00PM | 704-985-9652 |
| | | F&B | ZBAR | Aug 27/2003 | 4:00PM | 1:00AM | |
| | | F&B | ZBAR | Aug 28/2003 | 4:00PM | 12:00AM | |
| | | F&B | ZBAR | Aug 31/2003 | 5:00PM | 11:30PM | |
| JOHN | John, Jim | F&B | ZHOST | Aug 26/2003 | 11:00AM | 8:00PM | 704-628-5987 |
| | | F&B | ZHOST | Aug 27/2003 | 11:00AM | 8:00PM | |
| | | F&B | ZHOST | Aug 28/2003 | 11:00AM | 8:00PM | |
| | | F&B | ZHOST | Aug 29/2003 | 11:00AM | 8:00PM | |
| | | F&B | ZHOST | Aug 30/2003 | 11:00AM | 8:00PM | |

==== End of Report ====

Labor Cost Analysis

| 01 - Jonas Service and Construction | | | | | | Pg 1 | |
|--|---------------|-----------|----------------------------|-------------|------------|------|--------|
| Labor Cost Analysis Report From Aug 1/2003 To Aug 7/2003 | | | | | | | |
| (By Department, Job/Function and Staff Code) | | | | | | | |
| Type of Report: Current, Format: Detailed | | | | | | | |
| Selected Departments | | | | | | | |
| All Staff | | | | | | | |
| Include All Job/Function Codes | | | | | | | |
| Staff Code | Name | Dpt. Code | Job/Fn Code | Total Hours | Total Cost | Date | |
| JACK | Jack, Joe | MAINT | ZGRND | 9.50 | 127.50 | Aug | 1/2003 |
| | | | ZGRND | 11.50 | 153.00 | Aug | 2/2003 |
| | | | ZGRND | 12.50 | 160.65 | Aug | 3/2003 |
| | | | ZGRND | 12.00 | 153.00 | Aug | 4/2003 |
| | | | ZGRND | 12.25 | 124.95 | Aug | 5/2003 |
| | | | | 57.75 | 719.10 | | |
| JONES | Jones, Jim | MAINT | ZGRND | 4.50 | 45.90 | Aug | 4/2003 |
| | | | | 4.50 | 45.90 | | |
| | | | Totals Job/Function: ZGRND | 62.25 | 765.00 | | |
| JONES | Jones, Jim | MAINT | ZMAIN | 6.50 | 71.40 | Aug | 1/2003 |
| | | | ZMAIN | 6.75 | 70.13 | Aug | 2/2003 |
| | | | ZMAIN | 8.00 | 81.60 | Aug | 4/2003 |
| | | | | 21.25 | 223.13 | | |
| | | | Totals Job/Function: ZMAIN | 21.25 | 223.13 | | |
| BEACH | Beach, Morene | MAINT | ZMNGR | 6.00 | 66.00 | Aug | 1/2003 |
| | | | | 6.00 | 66.00 | | |
| | | | Totals Job/Function: ZMNGR | 6.00 | 66.00 | | |
| | | | Totals Department: MAINT | 89.50 | 1,054.13 | | |
| | | | Report Totals | 89.50 | 1,054.13 | | |
| ===== End of Report ===== | | | | | | | |

Employee Demographic

| Pg 1 | | | | | | |
|------------------------------------|----------------------|------------------|----------------|--------------|--------|-----------|
| 01- Jonas Service and Construction | | | | | | |
| Employee Demographics Report | | | | | | |
| All Departments | | | | | | |
| All Staff | | | | | | |
| Staff Code | Name | Preferred Job/Fn | Preferred Dpt. | Phone # | Status | Hire Date |
| COLE 27/2000 | Cole, Andrew | ZBUS | F&B | | A | Dec |
| BARLY 21/2000 | Barly, Bob | ZCOOK | F&B | | A | Jul |
| CALIF 24/2001 | California, Ca | ZBAR | F&B | 704-985-9652 | A | May |
| FLORI 5/2001 | Florida, Joe | ZDISH | F&B | | A | Jan |
| JACK 11/1953 | Jack, Joe | ZGRND | MAINT | 516-852-2610 | A | Dec |
| JOHN 26/2000 | John, Jim | ZHOST | F&B | 704-628-5987 | A | Jun |
| JONES 5/2000 | Jones, Jim | ZGRND | MAINT | | A | Jul |
| KEEN 17/2001 | Keen, Mike | ZMERC | GOLF | | A | Aug |
| MCLUA 1/1999 | Mcluaghline, Barbara | ZMNGR | GOLF | | A | Jan |
| CAROL 1/2000 | Carolina, North | ZMNGR | GOLF | | A | Jan |
| ROSEH 28/2000 | Rosehart, Paul | ZPRO | GOLF | | A | Jun |
| TEXAS 12/2001 | Texas, Joe | ZMNGR | F&B | | A | Mar |
| BEACH 5/2001 | Beach, Morene | ZMNGR | GOLF | | A | Jan |
| ===== End of Report ===== | | | | | | |

Staff Sales Report

| 01 - Jonas Golf Club | | | | | | | |
|--|---------------------------|--------------|----------------|--------------|----------------|----------------|-----------------|
| Pg 1 | | | | | | | |
| Staff Sales Report From Sep 24/2003 To Sep 30/2003 | | | | | | | |
| (By Department, Job/Function and Staff Code) | | | | | | | |
| Type of Report: Current, Format: Detailed | | | | | | | |
| All Departments | | | | | | | |
| All Staff | | | | | | | |
| Include All Job/Function Codes | | | | | | | |
| Staff Date Code | Name | Dpt. Code | Job/Fn Code | Total COS | Total Sales | Total Chits | Total Covers |
| LUIS 25/2003 | Ulloa, Luis | TKD01 | BAR | 37.98 | 77.00 | 1 | 2 Sep |
| 26/2003 | | TKD01 | BAR | 12.50 | 87.45 | 1 | 4 Sep |
| 27/2003 | | TKD01 | BAR | 32.98 | 99.30 | 1 | 2 Sep |
| LUIS Totals | Ulloa, Luis | | | 83.46 | 263.75 | 3 | 8 |
| | Totals Job/Function: BAR | | | 83.46 | 263.75 | 3 | 8 |
| LUIS 28/2003 | Ulloa, Luis | TKD01 | SERV | 15.00 | 94.20 | 2 | 5 Sep |
| LUIS Totals | Ulloa, Luis | | | 15.00 | 94.20 | 2 | 5 |
| | Totals Job/Function: SERV | | | 15.00 | 94.20 | 2 | 5 |
| | Totals Department: TKD01 | | | 98.46 | 357.95 | 5 | 13 |
| LUIS 29/2003 | Ulloa, Luis | TKD02 | BS | 13.50 | 210.00 | 1 | 5 Sep |
| LUIS Totals | Ulloa, Luis | | | 13.50 | 210.00 | 1 | 5 |
| MARK 26/2003 | Stewart, Mark | TKD02 | BS | 2.70 | 29.00 | 1 | 2 Sep |
| MARK Totals | Stewart, Mark | | | 2.70 | 29.00 | 1 | 2 |
| | Totals Job/Function: BS | | | 16.20 | 239.00 | 2 | 7 |
| | Totals Department: TKD02 | | | 16.20 | 239.00 | 2 | 7 |
| | Report Totals | | | 114.66 | 596.95 | 7 | 20 |
| ===== End of Report ===== | | | | | | | |

The author of this Application Brief is Mike Lasanowski.

This Application Brief was last reviewed and edited by Anthony Cagna.

CLUB AND HOTEL TIME KEEPER TRAINING GUIDE

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CLUB AND HOTEL TIME KEEPER TRAINING GUIDE

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| <i>Participant</i> | <i>Date</i> | <i>Initials</i> |
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Time Keeper - Notes