

ATTENDANCE ON DEMAND – VERSION 3

There is a new version of Attendance on Demand available now. Version 3 offers many new features including a complete facelift from the previous version.

VERSION 2 (Old Version)

🍄 Payroll Manager 🛛 🔒 🚽	Periods Curre	nt Week		V Jum	p to Month		✓ No	rmal		~				
Payroll Manager	Calendar Da	shhoard												
Daily Operations														
Dashboard	Sunda	ay	Мо	nday	Tuesda	y	Wednesday		Thursda	iy	Friday	/	Saturda	У
Open Shifts Detail	Sep	15	Sep	16	Sep	17	Sep	18	Sep	19	Sep	20	Sep	21
Payroll Monitor	Tardy	2	Missing	8	Missing	7	Missing	35	Absent	1	Absent	1	Schedules	226
Todays Time Cards	Absent	8	Punches		Punches		Punches		Schedules	435	Schedules	425		
Working Now	Actual	6569.02	Tardy	22	Tardy	21	Tardy	18						
Yesterday's Hours	Scheduled	1761.75	Absent	19	Absent	23	Absent	17						
Unapproved Time Cards (PP)	Diff	4807.27	Actual	3730.75	Actual	3728.25	Schedules	445						
Scheduling	Schedules	241	Scheduled	3183.50	Scheduled	3264.00	Shifts Worked	399						
Visual Scheduling	Shifts Worked	268	Diff	547.25	Diff	464.25	Working Now	259						
Employee Schedules	Leave Reques	ts 1	Schedules	428	Schedules	437	Leave Requests	3						
Schedule Patterns			Shifts Worke		Shifts Worked	484								
Schedule Pattern			Leave Req	lests 10	Leave Requests	s 4								
Assignments				Dendine T										
Leave Requests		ching Over Imployees	time		rade Approval	*	Employee Unappro Time Cards	ovea						
Cancel Leave Requests	Alford, Desirae		Mi	Illen, Katelyn	,		1 Employees							
Faciltity Detail	Ashley, Len			meny nacciyii										
Facility Hours	Atkinson, Lerov													
Facility Dollars	Barrett, Gage													
 Facility Overtime 	Beck, Sarah													
Facility Curr Mnth Wkdy OT	Decky Salali	More Empl	ovees											
Facility Exceptions		more Empl	oyees											

VERSION 3 (New Version)

ind: Search Employee	Period:	Current W	/eek	~	My Workgroups									
ally Operations	Sunday		Monda	ау	Tuesda	iy.	Wednes	day	Thu	ursday		Friday	Satu	ırday
Dashboard	15	September	16	September	17	September	18	September	19	September	20	September	21	Septemb
Open Shifts Detail	Tardy	2	Missing Punches	8	Missing Punches	7	Missing Punches	35	Absent	1	Absent	1	Schedules	22
Payroll Monitor	Absent	8	Tardy	22	Tardy	21	Tardy	18	Schedules	435	Schedules	425		
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Unapproved Time Cards (P	P) Schedules	241	Diff	547.25	Diff	464.25	Working Now	259						
	Shifts Worked	268	Schedules	428	Schedules	437	Leave Requests	3						
	Leave Requests	1	Shifts Worked	486	Shifts Worked	484								
			Leave Requests	10	Leave Requests	4								
heduling (>													
aciitity Detail	News Items													
ork Progression														
eports and Summaries	76 Employees	ertime		$ m m$ \sim	Pending Trade App 1 Employee	oroval		× 1	Employee Unap 1 Employee	proved Time Care	is	E		
nployees	Alford, Desirae	Ashley, Len	Atkinson, Leroy		Mullen, Katelyn				White, Walter					
ertification Tracking														
ILA (i	Barrett, Gage	Beck, Sarah	More											

New Features

Quick Link Icons

Located on the top right of the screen, these shortcuts offer quick links into common tasks and help streamline required adjustments.

Wed Sep-18	9 E		Log Out
			\odot

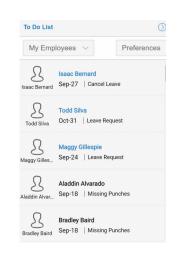
User Account Settings

This icon provides a shortcut to the end user's login account. From here, the end user can change visual preferences and change their password.

Basic Operator Properties	change Pa	assword	Send Invitation	Clear Preferences	Replicate Preferences
Friendly Name:	ICI Tech			Location Sort:	Name ~
Email Address:	example@example.	com		Department Sort:	Name 🗸
Phone Number:	000-000			Position Sort:	Name 🗸
Profile:	Payroll Manager		\sim	Schedule Group Sort:	Name 🗸
User Group:	Payroll HR		\sim		
Time Zone:	Same as Corporate		\sim		
Date Format:	yyyy-mm-dd		\sim		
Show Time in Am/Pm:					
Show Time in Hundredths:					
Show Durations in Hundredt	hs:				
Show Schedule Times in Am	n/Pm:				
Show Schedule Times in Hu	ndredths:				
Show Scheduled Hours in H	undredths:				

To Do List

The above icon provides a shortcut that lists issues that need to be addressed, such as Missing Punches, Pending Time Off Requests, Pending Employee Messages, Pending Shift Swaps, and Trades, etc.



My Timeline

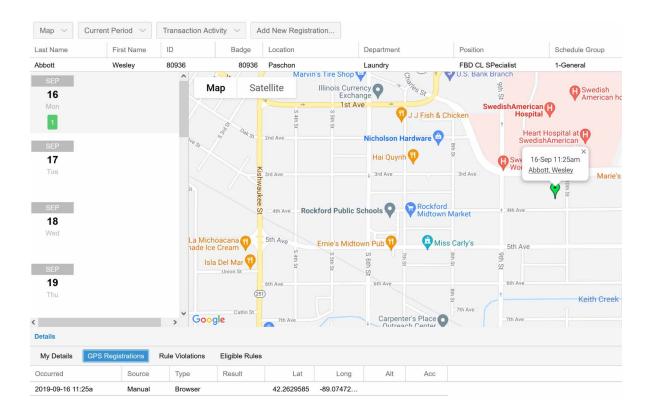


When you choose this icon, you will be provided with a shortcut to a list of recent actions and pertinent information. From here the end user can see when pay periods start and end. They can also view any reports that were previously run.

My Timeli	ne	0
	Workgroup 3 Aug-26 8:46am	
	Daily Nursing Schedule Aug-27 8:55am	
	Daily Nursing Schedule V2 Aug-27 8:56am	

Enhanced GPS Tracking Screen

The GPS tracking screen has been enhanced to show geofencing violations and additional information regarding location tracking. Green pins represent an employee punching inside of a geofence, red pins represent a punch outside of the geofence.



Personal Information Section

The Personal information Section has been redesigned to make finding information quick and easy. Instead of horizontal tabs running across the top of the screen, all tabs have been condensed into a single drop-down button. New features, such as the ability to add an employee photo, have been added.

Personal Information	on 🗸 🛛 Bas	ic 🗸					
Last Name	First Name	ID	Badge	Location		Department	Positio
Adams	Brynn	80793	80793	Prigge		EHS	EHS S
Last Name:	Adams					~	
First Name:	Brynn					\cap	
Middle Initial:							
ID Number:	80793					25	
Badge:	80793			Change		\sim	
Pay Class:	Hourly			Change			
Pay Class Eff. Date:	2019-03-29				Photo:		Browse
Clock Group:	All Employ	rees		~		Upload Selected Imag	je
Schedule Pattern:	None					1. and	
Sch. Patt. Eff Date:	2019-09-18						
Date of Hire:	05/09/2016	3		14-44 (1000) (1000) (1000)			

Timecards

The new timecard in version 3 offers many new features. The most noticeable change to the timecard is removal of the right click menus. All right clicks have been removed and replaced with convenience icons. This helps make the timecard more tablet friendly.

Version 2 (Old Version)

	Date	Sched	ule		Pun	ches	Hours		١	Workgroups				Details
	Date	Start	End		In	Out		Location	Department	Cost Center	From	То	Hours	Exceptions
S.	Jan-22													
ε	Jan-23													
Мо	Jan-24			B!	4:26p	9:30p	5:00				4:26p	9:30p	5:00	Unsch.
2	Jan-25			D!	4:25p	9:31p	5:00				4:25p	9:31p	5:00	Unsch.
We	Jan-26			B!	4:29p	9:00p	4:30				4:29p	9:00p	4:30	Unsch.
¥	Jan-27			D!	4:27p	9:00p	4:30				4:27p	9:00p	4:30	Unsch.
7	Jan-28			D!	4:28p	11:00p	6:30				4:28p	11:00p	6:30	Unsch.

Version 3 (New Version)

	Date	Schedule	es		Pun	ches	Hours		Workgroups		Description
	Date	Start	End	IN		OUT	Hours		workgroups		Description
0	SAT 22				\odot						
Ø	SUN 23				\odot						
0	MON 24			4:26p	\odot	9:30p	Reg	5:00	B	\Diamond	Unscheduled
Ø	TUE 25			4:25p	\odot	9:31p	Reg	5:00	Ð	\Diamond	Unscheduled
1	WED 26			4:29p	\odot	9:00p	Reg	4:30	ß	\otimes	Unscheduled
Ø	тни 🛓 27			4:27p	\odot	9:00p	Reg	4:30	B	\Diamond	Unscheduled
Ø	FRI 28			4:28p	\odot	11:00p	Reg	6:30	52	\Diamond	Unscheduled

Timecard Preferences

Preferences

End users now have the ability to customize the timecard screen like never before. On the top left of the timecard screen, there is a "Preferences" button. End users can hide sections of data, include triggers, geofencing information, and much more.

Preferences		
Hide Employee Assignments Header:		
Show Time Card Triggers:		
Show Inactive Triggers:		
Show Incidents:	\checkmark	
Show Latest Date First:		
Skip Future Dates:		
Skip Weekends:		
Hide Notations:		
Compressed Layout:	\checkmark	
Show Convenience Menus:	\checkmark	
Show Summaries Window:		
Hide Workgroup Details:		
Render Workgroups Vertically:		
Show Edits on Adjusted Day:		
Distance: Out of Range	\sim	
Auto Lock On Approve Time Card:	\square	
Workgroup Rendering		

Timecard Approvals & Restrictions Transaction

Timecard approvals are now permanently displayed at the top of the timecard screen. A new dedicated "Undo Approval" button has been added for those end users who have the ability to unlock timecards. Restricted transactions can also be accessed at the top of the screen via the dedicated button.

Time Card V	Previous Period First Name	ID	Editing S	Badge	Adjustments Location	Undo Approva	Approved Department	Lookou	Print Positic
Abbott	Wesley	80936		8093	6 Paschon	I	_aundry		FBD C

Reports

All existing reports will remain in the exact same format a in version 2. The screen to run the reports has been enhanced to make it easier to locate specific reports. Rather than having horizontal tabs running across the screen, version 3 has condensed the tabs into an expanding button.

Shared Reports Current Period F Previous Period Current Period Current Period Attendance Reports Attendance Reports F Benefits Exceptions Daily Reports F Employee Lists F History Summaries Payroll T Reference Schedules System Reports T

Report Filters & Properties

All report filters and properties will remain the same as the prior version. A new feature has been added that allows end users to view previously run reports without having to wait and re-run the report.

Filter	Attendance Exceptions		Destination	
All Employees			Screen	
Auto Run Schedule	Prior Executions	\square \sim		(z)
Not Scheduled to Run			2021 1:09pm 2 Mos 11 Days from now	
Not conequied to Run	Nov-16 2021 1:09pm 2 Mos 11 Days fro	Clear A	Il Prior Executions)

To change a report filter simply click on the blue button:

Print Time Card (cp)					
Operations 🗸 Run F	Report				
Report Label		Workgroups		elds	
Print Time Card (cp) Time Card with out recomput	е	All Workgroups		kgroups un name (Last, First ay class name), ID Number, Badge No.,
Grouping		Period	Fi 🗸	ilter	
Workgroup. New page on e Period Pay Des Hours	ach new group.	Current Period	<u>م</u>	Active Employees	

When you need to specify a workgroup item, simply click the "Add New" button at the top of the window. This will create a new line underneath. You can then select individual workgroup units. Feel free to add multiple rows, if needed.

Please note: After adding a new line and selecting the desired workgroup, remember to click the "Update" button to save the selection. You will need to do this for each line.

Report Label	🖹 🗸 Workgroups		Employees		
Time Card Report Time Card Report, one employee per	AII-AII-AII page.		ALLCOX, KATHLEEN		
Fields	Define Workgroup Sets			\otimes	
Full Name (Last, First), ID Number, Pay Class Name	Delete Locations	Update Cancel	Cost Centers	~	
Filter	All/Home	 ✓ All/Home 	All/Home	•	
All Employees					
Auto Run Schedule					
Not Scheduled to Run			Ok	Cancel	

Points

Reviewing and adjusting employee points is very similar. The adjustment option in MSS3 works just like the option in MSS2. The new icon is a yellow triangle that is selected using a left click of the mouse to bring up the option when administering points, rather than a right click in the previous version.

Version 2 (Old Version)

Ba	agley, Grac	e (WBIG, M	X, 01-Defa	ult, PM Sh	ift)								
La	st Name	First Name	ID	Badge	Location	D	epartment	Cost Center	Hired				
Ba	igley	Grace	10434166	24409	28	2	840	DEF	08/15/13				
Date		Schedu	Schedule		Punches		Workgroups				Details		
	Date	Start	End	In	Out		Location De	partment Cost Center	Shift	From	To Hours	Exceptions	
	Jan-16	6:00a	6:15p		Absence Menu Options	1						Absent (6:00a/ Absent	5:15p)
	Jan-17		L	rught click for	Absence wenu Options								
	Jan-18												
T	Jan-19												

Version 3 (New Version)

Last Name	First Name	ID	Badge I	Location	Department	Cost Center	Hired	
Bagley	Grace	10434166 24409 28 2840 DEF		DEF	08/15/13			
Data	Schedules		Pu	nches	Hours	Workgroups	Description	
Date	Start End		IN	OUT	Hours	workgroups		
Ø SUN 2 16	6:00a	6:15p	\odot			22 122	Absent	
MON N 17			\odot		Address Absent With	Absent-Un Absent-Ex		
✓ TUE ≥ 18			0			Funeral-NP Vacation		
✓ WED ≥ 19			0			vacation		