

Oracle Time Management [™] Application Reference Manual

Release 11

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Preface

Welcome to Release 10.7 of the Oracle Time Management application.

This Application Reference Manual contains detailed descriptions of the Oracle Time Management forms needed to set up time and attendance tables, set up policies, and enter time. These forms used with HRMS provide a comprehensive personnel time and attendance system. The last section describes in detail the reports that can be generated by the Oracle Time Management product, which provide management with labor productivity information.

This preface explains the organization of the Application Reference Manual and introduces other useful sources of information.

Audience For This Guide

This guide is a detailed source of information about using the Oracle Time Management application. It contains overviews and task and reference information for:

- Oracle HRMS users
- payroll managers and staff
- financial managers and others involved in financial management and control
- implementation teams and consultants
- Oracle HRMS system administrators



Attention: This guide includes some information on the basic setup of employees, work structures and compensation and benefits applicable to Oracle HRMS installations. However, for detailed information on the implementation and use of Oracle HRMS, please refer to the Oracle HRMS User's Guide.

The *Oracle Time Management Application Reference Manual* assumes you have a basic understanding of human resources management and timekeeping concepts and some familiarity with Oracle HRMS. If you have not yet been introduced to the system, we suggest you attend one or more of the Oracle HRMS training classes available through Oracle Education Services (see Other Information Sources).

How This Guide is Organized

Introduction

Chapter 1 provides an overview of the Oracle Time Management product and how it relates to Oracle's HRMS.

Oracle Time Management Functions

Chapter 2 describes the functionality of Oracle Time Management for this release.

Forms Descriptions

Chapter 3 provides a field-by-field description of all forms.

Reports

Chapter 4 displays all Oracle Time Management report layouts and includes a summary description of each.

Other Information Sources

There are additional information sources, including other documentation, training and support services available to you. You may use these additional information sources to increase your knowledge and understanding of Oracle HRMS and your Oracle Time Management Application. We at Oracle want to make these products easy for you and your staff to understand and use.

Oracle Applications User's Guide

This book tells you everything you need to know about entering data, querying, running reports, and other basic features of Oracle applications.

Oracle HRMS Implementation Guide

This guide includes modular implementation flowcharts and checklists to assist with our project planning. It contains a summary of the sequence of recommended steps for implementing Oracle HRMS. The Oracle Human Resources and Oracle Payroll User's Guides contains full instructions for each implementation step.

Oracle Applications Payroll U.S User's Guide

This guide contains the information needed to set up Oracle Payroll. It describes how to use the earnings, deductions, and tax calculations that come with the system, how to initiate additional earnings and deductions in accordance with your own compensation and benefits policies, and how to manage payroll runs and post-run processing.

Oracle HRMS Technical Reference Manual

This manual contains database diagrams and a description of Oracle HRMS database tables, forms, reports, and programs. This information helps you convert data from your existing applications, integrate Oracle HRMS with other non-Oracle applications, and write custom reports.

Oracle Time Management User's Guide

This manual contains the information you need to set up timekeeping tables and use them with Oracle HRMS to manage personnel time and attendance.

Oracle Time Management Technical Reference Manual

This manual provides information for understanding the underlying structure and processing of the Oracle Time Management application. It includes information for converting and integrating existing applications with Oracle Time Management and writing custom reports for your Oracle Time Management applications.

Oracle Time Management Implementation Guide

This guide provides information you need to successfully implement Oracle Time Management in your specific hardware and operating system software environment.

Training

We offer a complete set of formal training courses to help you and your staff fully understand Oracle Time Management and quickly reach full productivity. We organize these courses into functional learning paths, so you take only those courses appropriate to your job.

You have a choice of educational environments. You can attend courses at any one of our many Education Centers, or you can arrange for our trainers to teach at your facility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to include information on your internal procedures as part of a training course on using the system.

Support

From on-site support to central support, our team of experienced professionals continually provide you with whatever help and information you need to keep Oracle Time Management working for you. This team includes your technical Representative, Account Manager and Oracle's largest staff of consultants and support specialists with expertise in human resource, payroll management, time management, and Oracle database management and your particular hardware and software environment.

About Oracle

Oracle develops and markets an integrated line of software products for information management, applications development, decision support, and office automation. Its family of applications products includes financial, manufacturing, human resource and time management applications.

Oracle products are available for mainframe, minicomputers, and personal computers and personal digital assistants. This allows organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single unified information resource.

Oracle offers products, along with related consulting, education, and support services, in most countries around the world. Oracle is the world's largest supplier of database management software and services.

Thank You

Thanks for using Oracle Time Management and this Application Reference manual.

We value your comments and feedback. At the end of this guide is a Reader's Comment Form. We invite you to use this form to explain what you like or dislike about Oracle Time Management Application or this reference manual. Mail your comments to the following address or call us directly at (650) 506-7000.

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CHAPTER

1

Introduction

Oracle Time Management is a seamless integration of two products: Oracle's HRMS (Human Resource Management System) and Oracle Time Management System. Together they provide complete time accounting. This chapter describes the features of the Oracle Time Management product.

Time Collection Management

Oracle Time Management provides a central collection point for editing, balancing, and managing time and attendance data prior to submitting to Oracle HRMS for processing. It also autogenerates timecards based on specified criteria. Therefore, personnel time can be completely consolidated and validated prior to submission to payroll.

System Setup and Administration

Oracle Time Management allows you to set up your company's holiday calendars, earning codes and policies, shift and shift differential policies, work and rotation plans, premium eligibility and interaction policies. Once these tables and policies have been established, employees may be assigned to them, and these rules will be applied to automatically generating timecards and verifying against manually entered timecards.

Group Time Entry

Oracle Time Management has multiple levels of functionality and security access. The system provides group time entry, which allows a user to enter, modify, and delete time data for a particular group or groups. This group can be identified by company, organization, and position, or whatever grouping the system has been set up for.

Exception Data Entry

Oracle Time Management allows entry of data exceptions for all timecards, whether or not they have been autogenerated. This provides greater flexibility in making time and premium adjustments, in reporting absences and indicating alternative work schedules.

Human Resource Management

Oracle Time Management merges the HRMS database with timekeeping data to provide real-time labor distribution and resource allocation information for managers at all levels.

Historic Database

A time data history can be kept indefinitely, which provides management with a pool of HR, payroll, and time entry information which can be used to analyze and improve labor processes and control costs. Shared data allow global changes to be made in one place, thus further lowering costs and increasing efficiency.

Project Accounting

Projects can be tracked by hours or dollars, which will allow a manager to request reports on data for a particular period, or for a range of dates to use in projections and forecasting.

Timekeeping Reports

Oracle Time Management provides several reports which include detail data allowing management to identify problems as they occur. Variance reports based on user-defined rules can be produced automatically.

Resource Allocation

Oracle Time Management facilitates labor management. Prompt intervention to cover labor shortages can occur due to variety of data available regarding absences, overtime, shift changes, etc.

CHAPTER

2



Oracle Time Management Functions

Oracle Time Management provides a variety of timekeeping services. This chapter briefly describes the functionality of the Oracle Time Management system.

For more information on Oracle Time Management functions, see the *Oracle Time Management User's Guide*.

Oracle Time Management Timekeeping Functions

Oracle Time Management includes the following timekeeping functions:

- System Setup and Administration
- Time Data Entry
- Time Data History
- Time Data Export
- Time Data Management
- Time Data Validation
- T & A (Time and Accounting) Autogen Job Run
- Work Plans
- Holiday Calendar Definition
- Company/Location Organization
- Earning Policies

System Setup and Administration

The system setup and administration feature performs the following functions:

1. Provide definition of a company's profile.
2. Provide tables for setting up payroll rules and policies.
3. Ensure payroll rules and policies can be tracked and maintained.

Time Data Entry

The time data entry feature performs the following functions:

1. Support multiple time records by person.
2. Support multiple pay periods.
3. Support daily time entry.
4. Identify edit errors and report online.
5. Notify user when T & A records received for person not on database.
6. Provide a record edit function that allows payroll user to view and correct records that are in error.
7. Provide entry of hourly time entry data, including unlimited earnings such as regular, overtime, double time, shift, etc.
8. Provide for entry of dollar amounts, by earnings code and department and/or job.
9. Provide for entry of time-in and time-out, by earnings code and department and/or job.
10. Allow exception processing data entry.
11. Provide entry of job cost and/or labor distribution data, project/work orders, and hours.

Time Data History

The time data history feature performs the following functions:

1. Provide unlimited time data history.
2. Make history available for online inquiry and hard-copy reporting.

Time Data Export

The time data export feature performs the following functions:

1. Allow time data to be exported to payroll.
2. Allow time data to be submitted to General Ledger.

Time Data Management

The time data management feature performs the following functions:

1. Define the expected number of hours allowed on a daily, weekly, biweekly, semi-monthly, monthly pay period and year-to-date for each person.
2. Display a summary of time recorded, by person or payroll.
3. Report on T & A data for employees and non-employees.

Time Data Validation

The time data validation feature performs the following functions:

1. Validate incidences of persons charging more hours than allowed under organization rules.
2. Identifies and reports on duplicate, missing, or incomplete transactions.
3. Validate online correction of errors.

T & A (Time and Accounting) Autogen Job Run

The T & A Autogen Job Run feature performs the following functions:

1. Produce autogenerated transactions such as regular salary, regular hours, overtime hours, overtime premiums, miscellaneous premiums, special payments, longevity pay, paid absences, off schedule premiums, shift differentials, mass payments.
2. Produce hard-copy edit reports.
3. Allow the user to view and change online the edited T & A and autogen transactions.

Work Plans

The work plans feature performs the following functions:

1. Allow the user to create unlimited schedules: shifts, shift differentials, rotation, and work plans.
2. Allow the user to change work schedules, shifts, and rotation plans in real time online.

Holiday Calendar Definition

The Holiday Calendar Definition feature performs the following functions:

1. Allow the user to create and maintain online holiday schedules.
2. Allow the user to view and correct created calendars.

Company/Location Organization

Oracle Time Management provides company and/or location organization functionality, including the ability to:

1. Define average, high, and low maximum and minimum hours by company and/or location, for variance checking of each person in those companies and/or locations.
2. Define code values, rules and pay policies, tolerances, and other pertinent information at company, location and earning code levels.
3. Define units of time measure for time reporting.
4. Provide for round up method (in minutes) of person's time to the next measurable unit.

Earning Policies

The Earning Policies feature performs the following functions:

1. Automate the handling of work hour variable pay rules such as those defined by union agreements, state rules, FLSA week one and two rules, etc.
2. Define rounding limit.
3. Link premium interaction and premium eligibility.
4. Exclude or include specific earnings from paid time off accruals or benefit calculations.
5. Generate premiums based on input hours, or time input on a daily basis.
6. Generate and retain history on user-defined automated earnings and premiums
7. Provide for automatic generation of premium pay based on holiday schedule.

CHAPTER

3



Forms Descriptions

Oracle Time Management forms provide flexibility in performing your timekeeping functions. This chapter displays the forms in Oracle Time Management and describes in detail all the fields on each. Additional comments and recommendations for entry are also provided.

Oracle Time Management Forms

Oracle Time Management includes the following forms:

- Timecard
- Holiday Calendar
- Work Plan
- Rotation Plan
- Shift
- Project Accounting
- Variance
- Earning Group
- Earning Policy
- Hour Deduction Policy
- Shift Differential Policy
- Premium Eligibility Policy
- Premium Interaction Policy

Each form performs specific functions. The following section describes those functions, the prerequisites for the forms, and the prescribed navigation from the Navigator window.

Additional comments and recommended entry are italicized, and optional field entry is noted. All fields are required unless otherwise indicated. Also, if a field has a recommended List of Values that can be selected, “picklist” is enclosed in parentheses.

Timecard

The screenshot shows a software window titled "Timecard". At the top, there are several input fields: "Payroll", "Employee No", "Approver", "Period End", "Full Name", "Date Approved", "Batch", "Batch Status", "Source", and "Timecard Status". Below these fields are two main sections. The left section is titled "Status" and contains a table with columns: "Date Worked", "DOW", "Assignment", "Hours", "In", "Out", and "Hours Type". The right section is titled "Additional Information" and contains a table with columns: "Reason", "Cost Center", and "Le". Both tables have three rows of data entry fields.

Standard menu path: \navigate \Time Accounting\Entry/Validation/Approval.

Use this form to enter, update, and review timecards, whether created manually or autogenerated. Exception data entry (absences, vacation, etc.) can be done on manually entered or autogenerated timecards.

Field Descriptions

Payroll (Picklist)	Pay frequency indicator. Select the payroll period desired. These payrolls <i>and pay periods</i> have previously been established in HRMS.
Period End (Picklist)	Payroll end date. Once the payroll has been selected, pay periods corresponding to the payroll frequency are available in a List of Values. Select the desired end date.
Batch (Picklist)	Payroll batch number. This number is system generated if the timecard displayed has been autogenerated; however, for manually entered timecards payroll batches must be pre-established in PayMIX so that they may be selected as the time is entered. For manually entered timecards, select the appropriate batch number.
Batch Status	Payroll batch indicator. This field is system generated and should always display Hold (Hold batch) as long as time entry is in progress. Other statuses that may display include: Ready (Ready for transmittal) Validated (Validated and ready to transfer) Transferred (Transferred to Payroll)
Employee No (Picklist)	Employee identification number. This identification number was established on the Person form when the employee was set up. The List of Values contains the employee name as well as identification number.
Full Name (Picklist)	Complete name of the employee. This field is populated when Employee No is selected.
Approver (Picklist)	Full name of person responsible for approving timecard. This field is required only if your company has a policy imposing approval before timecard submission to payroll. Only those having Approver authority should be allowed to select the Approver name. Select the appropriate Approver name.

Date Approved	Date and time stamp when the Approver name is selected. This field is populated as soon as the Approver name is selected.
Timecard Status	Error indicator. This field is system generated and has two statuses: E (timecard has errors) or blank (timecard has no errors).
Date Worked	Day in pay period. Enter the date of pay period OR date in which you wish to enter exception on timecard.
DOW	Day of the week. The system generates the first three letters of the day of the week in this field when the Date Worked field is entered.
Assignment (Picklist)	Assignment number of employee. An assignment number uniquely identifies an employee's role and payroll in the organization. If an employee has multiple assignments, he will have multiple assignment numbers. Select Assignment number from the List of Values.

Hours	Total number of hours worked. Enter number of hours employee worked or allotted for hours type.
In	Beginning time of work day or time employee clocked in. Enter time employee arrived in military time. Military time covers a twenty-four-hour period and is entered in the range from 00:00 to 23:59.
Out	Ending time of work day or time employee clocked out. Enter time employee left in military time.
Hours Type (Picklist)	Absence category assigned to hours worked. Note: Select the appropriate absence for this day; otherwise, do not enter this field.
Additional Information (Optional)	<p>This block may be used to enter more data for the Summary and/or Detail rows of the timecard. The following information may be entered:</p> <p>Reason — Reason for absence or overtime. Press F9 for List of Values.</p> <p>Cost Center — Cost center applicable for this day's work. Press F9 for List of Values.</p> <p>Labor Dist — Labor distribution code. Enter the appropriate code.</p> <p>Task — Name of task. Enter specified name.</p> <p>Location — Location worked. Press F9 for List of Values.</p> <p>Shift — Shift task applies to. Press F9 for List of Values.</p> <p>Comments — Additional comments regarding task. Select Edit/Edit Field from the action bar to enter your comments in the Editor.</p> <p>Multiple — Value for the override multiple. Enter the appropriate value.</p> <p>Hourly Rate — Value for the override hourly rate. Enter the appropriate value you wish to override the usual hourly rate for that day.</p> <p>Amount — Enter the value for the override amount.</p> <p>Tax Rule — Tax rule applicable to day's work. Enter the appropriate tax rule.</p> <p>Separate Check — Separate check request for this day's work. This field is a check box that is either "on" or "off". Click "on" this field to request a separate check.</p>



Attention: The Time Entry form in PayMIX should not be used to enter time. It has been designed to display summary rows of your timecards once they have been validated.

Holiday Calendar

Name: Basic Holiday Calendar
Description: Basic Holiday Calendar
Earning Type: Holiday Earning
Organization:
Effective Dates: From 01-JAN-1960 To

Holiday Days

Name	Holiday Date	Hours
New Year's Day	01-JAN-1995	8
Good Friday	14-MAR-1995	8
Memorial Day (observed)	29-MAY-1995	8
Independence Day	04-JUL-1995	8
Labor Day	04-SEP-1995	8
Thanksgiving Day	23-NOV-1995	8
Day after Thanksgiving Day	24-NOV-1995	8

Standard menu path: \navigate \Table Setup and Maintenance\Holiday Calendar.

Use this form to enter, update, and review holidays, paid and unpaid.

Field Descriptions

Name	Name of the holiday calendar. Enter a name that is easy to recognize and interpret. The holiday calendar is used in validation of timecards to ensure that a person charges a holiday when they should, and does not charge a holiday when they shouldn't. It is also used to create time for holidays on autogenerated timecards.
Description (Optional)	Description of the holiday calendar. Enter as complete a description as possible.
Earning Type (Picklist)	Indication that holidays will be stored as absence earnings. Select holiday earning type from picklist. If this field is left blank, hours charged to a holiday default to the applicable regular and/or overtime earnings. When a timecard charge is received for this earning type, the system compares the date of the earning type selected in this field to a date on the calendar linked to that person's Organization or Earning Policy. If there is a match, no further processing is needed. If no match is found, an edit message is generated that notifies the user that a person has charged a holiday that is not on their holiday calendar.
Organization (Picklist)	Organization the calendar is assigned to. The calendar can be associated with a particular organization, or if this field is left blank, the calendar is used by the entire Business Group. You may have only one currently effective calendar with a blank organization at a time. Holiday calendars are linked to either an Earning Policy or an Organization. If linked to an Earning Policy, the link to the Organization is overridden.
Effective Dates From	Beginning effective date of this calendar. The date defaults to your session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.
Effective Dates To	Ending date of this calendar. It is recommended that you leave this date blank until you no longer need this calendar.

Name	Name of the holiday being defined. Use a recognizable name such as New Year's Day. If you are entering international holidays, you may also want to enter in the name of the country.
Holiday Date	Actual calendar date that the holiday is being observed. For example, Lincoln's birthday may be on Sunday, February 12, but it is observed on Monday, February 13. You would enter the observed date in this field.
Hours	Number of hours that are being paid for this holiday, if this holiday is a paid holiday. If it is not a paid holiday and you are entering this holiday for informational purposes, enter 0 (zero). The hours charged to the holiday are also validated so that a person does not charge more hours to the holiday than is allowed by company policy. For example, a company may have a policy of paying 8 hours for a holiday regardless of a person's work schedule. If a person normally is scheduled to work 10 hours per day, and they charge 10 hours of holiday, the user receives a message indicating that someone charged 10 hours of holiday when they should only have charged 8 hours.

Work Plan

Oracle Applications

Action Edit Query Go Folder Special Help Window

Work Plan

Name:

Description:

Start Day:

Effective Dates

From: To:

Work Shifts

Day	Name	Early Start	Late Stop	Start	Stop	Off Shift Premium	Shift Diff Override
FRI	Friday PM 4 hrs			12:15	16:15		
SAT	Night shift			00:00	07:00		
SUN	Off			00:00	00:00		
MON	Monday 9 hrs			07:30	17:15		
TUE	Tuesday 9 hrs			07:30	17:15		
WED	Wednesday 9 hr			07:30	17:15		
THU	Thursday 9 hrs			07:30	17:15		

Work plan name
Count: 1 v

Standard menu path: \navigate \Table Setup and Maintenance\Work Plan.

Use this form to enter, update, and review work plans. Work Plans are used for the autogeneration of hours for people, and for calculation of Off Shift Premiums and Shift Differential Overrides for those assigned to the work plan.

Field Descriptions

Name	Name of the work plan. Enter a name that will be easy to recognize and interpret. A Work Plan identifies the applicable shift for each of the seven days in a work week. A Work Plan is assigned to a person. A person is either assigned to a Rotation Plan or a Work Plan, but not both.
Description (Optional)	Description of the work plan. Enter as complete a description as possible.
Start Day (Picklist)	First day of the work shift. Select the first three letters of the day. If your work plan begins on Monday, select MON; if it begins on Sunday, select SUN, etc.
Effective Dates From	Beginning effective date of this work plan. This date defaults to your session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.
Effective Dates To	Ending date of this work plan. It is recommended that you leave this date blank until you no longer need this work plan.
Day	This field is system generated and based on the day entered in the Start Day field. The system always populates seven consecutive days beginning with the start day selected.
Name (Picklist)	Select the appropriate shift for this work plan. Note: Shifts must be defined on the Shift form before work plans can be defined.

Early Start
(Optional)

Early start time for this day and shift. This field displays time entered on the Shift form. This field applies to those people who clock in/clock out, enter time in/time out, or who have an assigned shift. If the Early Start time is 7:45 and the regular start time is 8:00, any person who clocks in between 7:45 and 8:00 will not be paid for that extra time prior to his regular start time. If he clocks in before the Early Start time, he will be paid from that clock in time until he clocks out. For example, the person who clocks in at 7:47 will not be paid for the time between 7:47 and 8:00, but a person who clocks in at 6:45 will be paid from 6:45 onward.

Late Stop
(Optional)

Late start time for this day and shift. This field displays time entered on the Shift form. This field applies to those people who clock in/clock out, enter time in/time out, or who have an assigned shift. If the Late Stop time is 17:15 and the regular Stop time is 17:00, any person who clocks out between 17:00 and 17:15 will not be paid for that extra time after his regular stop time. If he clocks out after the Late Stop time, he will be paid from that clock in time until he clocks out. For example, the person who clocks out at 17:15 will not be paid for the time between 17:00 and 17:15, but a person who clocks out at 17:45 will be paid to his clock out time.

Start

Normal start time for this day and shift. This field displays time entered on the Shift form. This is the expected start time for people assigned to this shift.

Stop

Normal stop time for this day and shift. This field displays time entered on the Shift form. This is the expected stop time for the people assigned to this shift.

Day Premium
(Optional)
(Picklist)

Premium paid to people who work on their day off. If your company pays a premium for those who work on a not regularly scheduled work day, select the earnings type that you want used for this premium.

Shift Diff Override
(Optional)
(Picklist)

Shift differential override on this work plan overrides any Shift Differential Policy, and a Shift Differential entered on a timecard overrides both.

Shift Differential Processing Order:

1. Shift Diff. entered on a timecard.
2. Shift Diff. from the Work Plan.
3. Shift Diff from the Shift Diff. Policy.

For example, if a shift differential is entered on a person's timecard, the entered differential overrides all other shift differentials. If there is no shift differential entered on a person's timecard but there is one entered on this form, and the person is assigned to this work plan, the Work Plan Shift Differential Override overrides any Shift Differential Policy that is assigned to the person. If there is no shift differential entered on a person's timecard, and if there is no shift differential entered on a person's Work Plan, the system applies the shift differential from the person's Shift Differential Policy if they have one.

Rotation Plan

The screenshot shows the 'Rotation Plan' form in Oracle Applications. The form has a menu bar (Action, Edit, Query, Go, Folder, Special, Help, Window) and a toolbar. The main area contains the following fields:

- Name: 9/80 Rotation A
- Description: 80 Hours worked in nine days
- Effective Dates: From 01-JAN-1900 To []

Below these fields is a table titled 'Rotation Plan' with the following data:

Name	Start Date
9/80 Week A2	15-DEC-1995
9/80 Week A1	08-DEC-1995

To the right of the table is a 'Work Plan' button. At the bottom of the form, there is a status bar showing 'Rotation plan name' and 'Count: 1 v'.

Standard menu path: \navigate \Table Setup and Maintenance\Rotation Plan.

Use this form to enter, update, and review rotation plans. The rotation plan indicates when a person is to move from one work plan to another. The rotation plan is used for the autogeneration of hours and in calculating the Off Shift and Shift Differential Override premiums.

Field Descriptions

Name	Name of the rotation plan. Enter a name that will be easy to recognize and interpret. Each Rotation Plan is assigned to a person. A person is either assigned to a Rotation Plan or a Work Plan, but not both. You create a rotation plan for those persons whose work plans will vary based on a planned schedule.
Description (Optional)	Description of the rotation plan. Enter as complete a description as possible.
Effective Dates From	Beginning effective date of this rotation plan. This date defaults to your session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.
Effective Dates To	Ending date of this rotation plan. It is recommended that you leave this date blank until you no longer need this rotation plan.
Work Plan Name (Picklist)	Select the appropriate work plan for this rotation plan.
Start Date	Beginning effective date of the work plan. The first record is for the initial work plan, and the following start dates are the beginning dates of each consecutive work plan.
Work Plan Push-button	When you highlight a Work Plan in the Rotation Plan region and then press the Work Plan push-button, the system displays the details of the Work Plan that has been selected.
Rotation Plan Push-button	Press the Rotation Plan push-button to return to the Rotation Plan.

Shift

Name	Description	Early Start	Late Stop	Start	Stop	Effective Dates	
						From	To
Day shift	The standard day shif			07:00	16:00	01-JAN-1960	
10-hour days	The 10 hour day			07:00	18:00	01-JAN-1960	
9-hour days	The 9 hour day			07:00	17:00	01-JAN-1960	
Evening shift	The standard evening			16:00	00:00	01-JAN-1960	
Night shift	The standard night sh			00:00	07:00	01-JAN-1960	
Off	The selection that ind			00:00	00:00	01-JAN-1960	
Split shift	The standard split shi			19:00	21:00	01-JAN-1960	
AM Shift	The morning shift			07:00	11:30	01-JAN-1960	
PM Shift	The afternoon shift			12:30	17:00	01-JAN-1960	
3-hour AM	3 hours in the morning			07:00	10:00	01-JAN-1960	
3-hour MID	3 hours in mid day			10:30	13:30	01-JAN-1960	
3-hour AFT	3 hours in the afternoc			14:00	17:00	01-JAN-1960	
3-hour EVE	3 hours in the evening			17:30	20:30	01-JAN-1960	
Midnight shif	9 hours - over 2 days			20:00	21:00	01-JAN-1960	
3-hour PM	3 hours late night			21:00	00:00	01-JAN-1960	

Shift name
Count: 15 v

Standard menu path: \navigate \Table Setup and Maintenance\Shift.

Use this form to enter, update, and review shifts.

Field Descriptions

Name	Name of the shift. Enter a name that will be easy to recognize and interpret. Each daily work schedule is defined on this form. Shifts are used in Work Plans, and Work Plans are used in Rotation Plans.
Description (Optional)	Description of the shift. Enter as complete a description as possible.
Early Start	Early start time for this shift. This field applies to those people who clock in/clock out, enter time in/time out, or who have an assigned shift. If the Early Start time is 7:45 and the regular start time is 8:00, any person who clocks in between 7:45 and 8:00 will not be paid for that extra time prior to his regular start time. If he clocks in before the Early Start time, he will be paid from that clock in time until he clocks out. For example, the person who clocks in at 7:47 will not be paid for the time between 7:47 and 8:00, but a person who clocks in at 6:45 will be paid from 6:45 onward.
Late Stop	Late start time for this shift. This field applies to those people who clock in/clock out, enter time in/time out, or who have an assigned shift. If the Late Stop time is 17:15 and the regular Stop time is 17:00, any person who clocks out between 17:00 and 17:15 will not be paid for that extra time after his regular stop time. If he clocks out after the Late Stop time, he will be paid from that clock in time until he clocks out. For example, the person who clocks out at 17:15 will not be paid for the time between 17:00 and 17:15, but a person who clocks out at 17:45 will be paid to his clock out time.
Start	Normal start time for this shift. This is the expected start time for people assigned to this shift.
Stop	Normal stop time for this shift. This is the expected stop time for the people assigned to this shift.

Effective Dates From

Beginning effective date of this shift. This date defaults to your session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.

Effective Dates To

Ending effective date of this shift. It is recommended that you leave this date blank until you no longer need this shift.

Project Accounting

Oracle Applications

Action Edit Query Go Folder Special Help Window

Project Accounting

Project: **Develop Modem**

Description: **Project Estimates for developing the Modem Module**

Project/Work Order Number: **78965**

Organization: **AT&T American Transtech**

Effective Dates

From: **07-DEC-1995** To:

Tasks

Task	Description	Estimate	Units	Effective Dates From	Effective Dates To
Concept	Concept Phase	40	HOURS	07-DEC-1995	
Development	Develop prototy	400	HOURS	07-DEC-1995	
Release	Release of sysl	40	HOURS	07-DEC-1995	
Spec. review	Review	30	HOURS	07-DEC-1995	
Test	Test system	80	HOURS	07-DEC-1995	
Write specs.	Documentation	80	HOURS	07-DEC-1995	

Project accounting name
Count: 1

Standard menu path: \navigate \Table Setup and Maintenance\Project Accounting.

Use this form to track projects and work orders for manually entered time. The Project Accounting form is used for validation and budgeting.

Field Descriptions

Project	Name of the project. Enter the official name of the project that will be used throughout the project cycle. If a user enters time for a project name that has not been defined on this form, he receives an edit message notifying him that the project entry is not valid.
Description (Optional)	Description of the project. Enter as complete a description as possible.
Project/Work Order Number (Optional)	Project or work order name, code, identification number. The project/work order number is used in tracking input.
Organization (Optional)	Organization that this project or work order belongs to. If this field is left blank, the project or work order number applies to all organizations.
Effective Dates From	Beginning effective date of this work project/work order. The date defaults to your session date. You may change this date if required. Choose your date carefully. Once this record is committed, you cannot change this date.
Effective Dates To	Ending date of this project/work order. It is recommended that you leave this date blank until you no longer need this project/work order.
Task	Task associated with the project or work order. You may have an unlimited number of tasks for each project/work order.
Description (Optional)	Description of the task. Enter as complete a description as possible.
Estimate (Optional)	Budget estimate. Enter the total estimated number of hours or dollars allocated for this task.

Units
(Optional, only if
total Estimate field is blank)
(Picklist)

Hours or dollars. Select the type of measurement you will use to track this project. The Project Accounting report tracks dollar amounts but not expenses.

Effective Dates From

Beginning effective date of this task. The date defaults to the session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.

Effective Dates To

Ending date of this task. It is recommended that you leave this date blank until you no longer need this task.

Variance

The screenshot shows a window titled "Variance" with a standard Windows-style title bar. The form contains the following fields:

- Period:** An empty text input field.
- Type:** A dropdown menu currently displaying "EARNING".
- Levels:** A group box containing three text input fields labeled "High", "Average", and "Low", all of which are empty.
- Effective Dates:** A group box containing two text input fields. The "From" field is populated with "29-APR-1997", and the "To" field is empty.

Standard menu path: \navigate \Table Setup and Maintenance \Variance.

Use this form to enter, update, and review variances.

Field Descriptions

Period (Picklist)	Time period for variance. Select Daily, Weekly, Bi-Weekly, Monthly, or Quarterly period for variance.
Type (Picklist)	Indicator of variance type. Select EARNING, LOCATION, or ORGANIZATION.
Type (Picklist)	The actual Earning, Location, or Organization to which the variance applies.
High	Highest number of hours allowed for the Type and Period.
Average (Optional)	Average number of hours allowed for the Type and Period.
Low	Lowest number of hours allowed for the Type and Period.
Effective Dates From	Beginning effective date of this variance. This date defaults to your session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.
Effective Dates To	Ending date of this variance. It is recommended that you leave this date blank until you no longer need this variance.

Earning Group

The screenshot shows a window titled "Earning Group" with the following fields and sections:

- Name:** A text input field.
- Description:** A text input field.
- Effective Dates:** A section containing two input fields: "From" (with the value "29-APR-1997") and "To".
- Earning Types:** A list box containing ten empty rows, with a vertical scrollbar on the left side.

Standard menu path: \navigate \Table Setup and Maintenance\Earning Group.

Use this form to enter, update, and review earning groups.

Field Descriptions

Name	Name of the earning group. Enter a name that will be easy to recognize and interpret.
Description (Optional)	Description of the earning group. Enter as complete a description as possible.
Effective Dates From	Beginning effective date of this earning group. This date defaults to your session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.
Effective Dates To	Ending date of this earning group. It is recommended that you leave this date blank until you no longer need this earning group.
Earning Types (Picklist)	Select all the earning types that you want to include in this earning group.

Earning Policy

Oracle Applications

Action Edit Query Go Folder Special Help Window

Earning Policy

Name: 9/80 Earnings Policy
 Description: 9/80 Earnings Policy
 Type: SPECIAL

Effective Dates
 From: 14-DEC-1995 To:

Holiday Calendar: Basic Holiday Calendar
 Premium Elig. Policy:
 Minimum T/C Interval: 0

Earnings included to meet OVT cap: Basic Overtime Basis
 Premium Inter. Policy:
 Round Up At: 0

Daily/Weekly Base and Overtime Rules

Name	Type	Earning Type	Days	Hours	Effective Dates From	To
Special	SPC	Overtime 1_0		8	14-DEC-1995	
Weekly	WKL	Overtime 1_0		40	14-DEC-1995	
Base	DAY	Regular		8	14-DEC-1995	
Doubletime	DAY	Overtime 2_0		99	14-DEC-1995	

Earning policy name
 Count: 1 v

Standard menu path: \navigate \Policies\Earning.

Use this form to enter, update, and review earning policies.

Field Descriptions

Name	Name of the earning policy. Enter a name that will be easy to recognize and interpret. Each Earning Policy is a grouping of rules. These rules define what holidays, premiums, overtime hours generation rules, time entry rules (hour increments), rounding rules, and rules for processing premiums if more than one premium is applicable. If your company has more than one set of the above rules, you must define an earning policy for each set.
Description (Optional)	Description of the earning policy. Enter as complete a description as possible.
Type (Picklist)	<p>Period for which you need to define rules. Period may be 24-hour (DAILY), 40-hour (WEEKLY), or a combination of periods or unusual hours (SPECIAL). Select one of the periods.</p> <p>Select DAILY if you only need to define rules based on a day. For example, if you want overtime paid for all hours worked in a day in excess of 8, then you would select DAILY.</p> <p>Select WEEKLY if you only need to define rules based on a week. For example, if you only pay overtime for hours in a week in excess of 40, you would select WEEKLY.</p> <p>Select SPECIAL if you are defining rules that are based on a combination of a day, and/or week, and/or a consecutive days' basis. For example, if you pay overtime for hours in excess of 8 in a day AND 40 in a week, you would select SPECIAL. If you are subject to a double time rule (i.e., if a person has worked more than 12 hours in a day, all hours over 12 are paid at double time overtime, and if a person worked 7 days straight, then the 7th day is paid as double time overtime), you would select SPECIAL.</p>
Effective Dates From	Beginning effective date of this earning policy. This date defaults to your session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.

Effective Dates To

Ending date of this earning policy. It is recommended that you leave this date blank until you no longer need this earning policy.

**Holiday Calendar
(Picklist)**

Select the Holiday Calendar you want associated with this earning policy. This is the holiday calendar that you want assigned to all the people assigned to this earning policy. The holiday calendar specifies what holidays are recognized for this earning policy and the number of hours to be paid to people eligible for that holiday.

**Earnings Included to
Meet OVT Cap
(Picklist)**

Earnings Group that overtime cap applies to. Select the earnings group that is to be used for this cap (threshold). This field is applicable to a weekly accumulation only, not daily, etc. The field is required if you are defining an overtime cap. The hours logged to the earnings in this group will be accumulated for each person, and once they equal the weekly cap/threshold (the hours specified in weekly overtime rules below), then all hours worked in the week after this cap will be processed as overtime hours. This field is normally used to indicate which paid absences (vacation, sick, jury duty, etc.) are to be included with regular pay hours weekly accumulation before overtime hours are generated. For example, if you have a weekly overtime cap of 40, that would mean that all hours for the week over 40 would be processed as overtime hours. But the system needs to know what type of earnings hours you wish to accumulate to meet the 40 hours cap/threshold. If your company only allows regular hours to accumulate before overtime is paid, then you would pick an earnings group that consists of all your regular hours earnings types. However, if your company allows jury duty to be included in the accumulation, then you would need to select an earnings group that has all your regular earnings types plus your jury duty earnings type. For example, if a person has clocked in 43 hours, and 2 of those were jury duty, then (based on a 40-hour work plan and a weekly overtime cap rule of 40), the system would generate 38 hours regular, 2 hours jury duty, and 3 hours overtime.

Premium Eligibility Policy
(Picklist)

Premium Eligibility Policy associated with this earning policy. Select the premium eligibility policy that you want assigned to all the people assigned to this earning policy. The premium eligibility policy specifies what special premiums apply for the persons assigned to this earning policy. This field is required if a selection is made in the Premium Interaction Policy.

Premium Interaction Policy
(Picklist)

Premium Interaction Policy associated with this earning policy. The premium interaction policy identifies the premiums to be applied to the eligible premiums for this earning policy. This field is required if a selection is made in the Premium Eligibility Policy field.

Minimum T/C Interval

Minimum time increment for time entry that the incoming time will be either rounded up to or down to. For example, if the minimum time card interval is 15, then time entry hours will be automatically rounded up/down to 15 minute increments. The interval begins at the beginning of an hour, so this example would mean that input and/or generated hours would be 24:00, 24:15, 24:30, 24:45, 01:00, 01:15, etc.

Round Up At

Point at which a time entry will be rounded up to the next Minimum Time Card interval. If the minimum timecard interval is 15 and the roundup at is 8, then time clocked at 24:07 would be rounded down to 24:00, but a time clocked at 24:08 would be rounded up to 24:15. These would be the hours and increments that would be sent to payroll and retained in the database.

Name Name of rule being defined. Enter your rules in the following processing order: 1) Base, 2) Holiday, 3) Weekly, and 4) Special. If you selected (above) DAILY type, the system generates a Name of Base with a Type of DAY. If you selected WEEKLY type, the system generates a Name of Base with a Type of WKL, and a Name of Weekly with a Type of WKL. If you selected SPECIAL type, the system generates a Name of Base with a type of DAY, a Name of Weekly with a Type of WKL, and a Name of Special with a Type of SPC. You may enter your own rule names for any other rules that are required.

Type (Picklist) Indication whether rule is a day, holiday, special, or weekly based rule. Select DAY, HOL, SPC, or WKL. If you select DAY, then this rule is based on a work day. For example, if you are defining an overtime rule that will create overtime earnings for all hours worked in a day over 8 hours, then you would select DAY in this field and 8 in the HOURS field.

If you select HOL, you are defining an overtime rule that will pay overtime or a special premium for hours worked on a holiday.

A person will still be paid their regular holiday pay, but if you want them to be paid overtime or a premium for the hours worked on a holiday, you would enter the rule here. The holiday must be defined in a holiday calendar.

If you select WKL, you are defining an overtime rule that will create overtime earnings for all hours worked in a week over 40, then you would pick WKL in this field. and enter 40 in the HOURS field.

If you select SPC, you are defining a special rule, such as overtime for hours over 8 in a day and or hours over 40 in a week. This type may also be used for the rule where you define overtime for working X number of consecutive days, and for double time.

Earning Type
(Picklist)

Earnings type that is to be generated for this rule. Select the earnings type that is appropriate for the rule you are defining. If your rule (entered in the Name field) is BASE, then select the earning type that is appropriate for base, or regular, earnings. This is the earnings type that is the basic rate for payment to the employee; it does not include overtime or special premiums. If your rule is overtime, select your smallest overtime earning. **Note:** You should have defined separate overtime earnings types for each of your overtimes, such as 1.0 overtime, 1.5 overtime, 2.0 overtime, etc. If your rule is holiday, select the earning type that is to be used for paying a person overtime or a holiday premium for working on a holiday. He will receive holiday pay in addition to the overtime or holiday premium.

Days

Number of consecutive days in which this rule is to be invoked. Only use this field if Name=Base and Type=SPC. This field is required if Type=SPC. For the rule that dictates that double time overtime is to be paid for the 7th consecutive day that was worked, you would enter 7 here.

Hours

Number of hours to be used in rule. The following examples illustrate the use of this field:

Daily Example #1

If you pay overtime of 1.0 for hours worked in excess of 8 up to 10 hours in a day, and 1.5 overtime for time worked over 10 hours, and do not have a weekly overtime threshold, you would define:

<u>RULE:</u>	<u>NAME</u>	<u>TYPE</u>	<u>EARNING TYPE</u>	<u>HOURS</u>
	BASE	DAY	REGULAR	8
	OT1	DAY	OVT 1.0	2
	OT2	DAY	OVT 1.5	99*

(* 99 is the termination of this rule)

Daily Example #2

If you pay overtime of 1.0 for hours worked in excess of 8 up to 10 hours in a day, and 1.5 overtime for time worked between 10 and 12 hours, and double time (2.0) overtime for all hours worked over 12, and do not have a weekly rule, you would define:

<u>RULE:</u>	<u>NAME</u>	<u>TYPE</u>	<u>EARNING TYPE</u>	<u>HOURS</u>
	BASE	DAY	REGULAR	8
	OT1	DAY	OVT 1.0	2
	OT2	DAY	OVT 1.5	2
	OT3	DAY	OVT 2.0	99

Note: The rules for Type=DAY are different from the rules for Type=WKL. The DAY rules follow an hourly progression as indicated above; i.e., the first 8 hours are regular pay, the next 2 are OVT 1.0, the next 2 are OVT 1.5, and all the rest are OVT 2.0. However, with the WKL type, the system compares the base and the weekly hours and if the two equal, the system generates the Weekly Earning Type (see Weekly example #1). But if there is a difference, and the Weekly hours are greater (they should always be equal or greater) than the Base hours, the Weekly Earning Type will be paid on hours in excess of the Base only once the hours in Weekly have been reached (see Weekly example #2 below).

Weekly Example #1

If you pay overtime of 1.5 hours worked in excess of 40 per week, and do not have a daily rule, you would define:

<u>RULE:</u>	<u>NAME</u>	<u>TYPE</u>	<u>EARNING TYPE</u>	<u>HOURS</u>
	BASE	WKL	REGULAR	40
	WEEKLY	WKL	OVT 1.5	40

Weekly Example #2

If you pay overtime of 1.5 for hours worked in excess of 35 hours per week, but only after the person has worked 40 hours in the week (i.e., if they worked 38-40 hours they would not be paid overtime, but if they worked in excess of 40 hours, they would be paid overtime for all hours worked in excess of 35), you would define:

RULE:	<u>NAME</u>	<u>TYPE</u>	<u>EARNING TYPE</u>	<u>HOURS</u>
	BASE	WKL	REGULAR	35
	WEEKLY	WKL	OVT 1.5	40

Effective Dates From

Beginning effective date of these rules. This date defaults to the session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.

Effective Dates To

Ending date of these rules. It is recommended that you leave this date blank until you no longer need these rules.

Hour Deduction Policy

Oracle Applications

Action Edit Query Go Folder Special Help Window

Hour Deduction Policy

Name: A standard meal and break pol
Description: Meal/break deductions

Effective Dates
From: 07-DEC-1995 To:

Hour Deduction Rules

Name	Hours	Time Period	Effective Dates
MEAL	.5	8	07-DEC-1995
BREAK	.25	4	07-DEC-1995

Count: 3 ^v

Standard menu path: \navigate \Policies\Hour Deduction.

Use this form to enter, update, and review Hour Deduction policies.

Field Descriptions

Name	Name of the hour deduction policy. If your company automatically deducts time for a meal and breaks, the rules are defined on this policy. This policy occurs where time is clocked in/clocked out or timecards are submitted with total hours for the day. For example, a person clocks in at 8:00 and out at 17:00; a total of nine hours. The company policy is that employees are deducted 1/2 hour for lunch if they have clocked in for at least 8 hours and a fifteen-minute break for every elapsed four hours. Defining rules for 1/2 hour meal and two fifteen-minute breaks results in an employee being paid for eight hours rather than nine.
Description (Optional)	Description of the hour deduction policy. Enter as complete a description as possible.
Effective Dates From	Beginning effective date of this hour deduction policy. The date defaults to your session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.
Effective Dates To	Ending date of this hour deduction policy. It is recommended that you leave this date blank until you no longer need this hour deduction policy.
Name (Picklist)	Name of the hour deduction rule. Select MEAL if you are defining a meal hours deduction or select BREAK if you are defining a break hours deduction.
Hours	Number or portion of hour to be deducted. Enter the amount of time that is to be deducted for MEAL or BREAK. In the example above, .5 would be entered for meal and .25 would be entered for breaks.
Time Period	Number of hours to elapse before the deduction is taken. In the example above, 8 would be entered for the MEAL, and 4 would be entered for the BREAK.
Effective Dates From	Beginning effective date of this hour deduction rule. This date defaults to your session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.
Effective Dates To	Ending date of this hour deduction rule. It is recommended that you leave this date blank until you no longer need this rule.

Shift Differential Policy

Oracle Applications

Action Edit Query Go Folder Special Help Window

Shift Differential Policy

Name: Differential Policy

Description: Premiums

Effective Dates: From 30-NOV-1995 To

Shift Differential Rules

Name	Start	Stop	Carryover	Premium Earning Type	Effective Dates From	Effective Dates To
Shift 1	07:00	16:00	16:00	Shift2 Diff Prem	30-NOV-1995	
Shift 2	16:00	01:00	01:00		30-NOV-1995	
Shift 3	01:00	07:00	07:00		30-NOV-1995	

Shift differential policy name
Count: *5

Standard menu path: \navigate \Policies\Shift Differential.

Use this form to enter, update, and review Shift Differential policies.

Field Descriptions

Name Name of the shift differential policy. If your company pays a premium on each or certain shifts, define the shift differential start/stop times and the rules and earnings types that apply to each shift differential. For example, your company may have a policy that pays a shift differential for any hours worked on the evening shift. Create a shift differential policy and enter the rules data for the evening shift. If your company pays a shift differential for all shifts, create a shift differential policy and enter the rules data for all shifts.



Attention: The shift differentials defined on this form generally should match start and stop times of the shifts that you have already defined on the Shift form. It is recommended that you print a copy of your Shift table to use for verification when entering data on this form.

Description
(Optional) Description of the shift differential policy. Enter as complete a description as possible.

Effective Dates
From Beginning effective date of this shift differential policy. The date defaults to your session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.

Effective Dates
To Ending date of this shift differential policy. It is recommended that you leave this date blank until you no longer need this shift differential policy.

Name Name of the shift differential rule. Enter a name that will be easy to recognize and interpret.

Start Start time of the shift differential.

Stop Stop time of the shift differential.

Carryover	<p>Ending time that the original shift is to be carried over to.</p> <p>Note: Carryover must be greater than the Stop time. If your company's policy is that a person receives the shift differential for the shift he began work in, regardless whether they work into the next shift, you would enter a time in this field. If your company's policy is that a person is to receive the shift differential assigned to each shift regardless of the shift he began work in, let this field default to the stop time. Also, enter the last hour of the day to ensure an employee receives the current shift's differential.</p> <p>For example, an employee is assigned to the Day shift (8:00 to 17:00), but she worked one day from 8:00 to 18:00 (one hour into the Evening shift, ten hours altogether).</p> <ul style="list-style-type: none"> • If the carryover on the Day shift = 20:00, she would receive the shift differential for the Day shift for all hours worked from 8:00 until 20:00; therefore, in this situation she would receive the Day shift differential for all ten hours. • If the carryover on the Day shift = stop time, she would receive the shift differential for the Day shift for the hours worked between 8:00 and 17:00, and she would receive the shift differential for the Evening shift for the hour worked between 17:00 and 18:00.
Premium Earning Type (Picklist)	Earning type for this shift differential.
Effective Dates From	Beginning effective date of this shift differential rule. This date defaults to your session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.
Effective Dates To	Ending date of this shift differential rule. It is recommended that you leave this date blank until you no longer need this rule.

Premium Eligibility Policy

The screenshot shows the Oracle Applications interface for the Premium Eligibility Policy form. The window title is "Oracle Applications" and the menu bar includes "Action", "Edit", "Query", "Go", "Folder", "Special", "Help", and "Window". The toolbar contains various icons for navigation and editing.

The form fields are as follows:

- Name:** Basic Prem Elig Policy
- Description:** Basic Premium Eligibility Policy
- Effective Dates:** From 01-JAN-1960 To []
- Base Hours Type:** Overtime 1_0 (Select with list only)

The **Premium Eligibility Rules** section contains a table with two columns: "Authorized Premium" and "Effective Dates".

Authorized Premium	Effective Dates	
	From	To
Hard Work Prem	01-JAN-1960	
Off Shift1 Prem	01-JAN-1960	
Off Shift2 Prem	01-JAN-1960	
Shift2 Diff Prem	01-JAN-1960	
Shift3 Diff Prem	01-JAN-1960	
Holiday Premium	01-JAN-1960	

At the bottom left of the window, the status bar shows "Count: 3" and a refresh icon.

Standard menu path: \navigate \Policies\Premium Eligibility.

Use this form to enter, update, and review Premium Eligibility policies.

Field Descriptions

Name	Name of the premium eligibility policy. Premium eligibility policies define a set of premiums associated with base hours for which a person or group of people may be eligible. The Premium Eligibility Policy is assigned to an Earning Policy, which is assigned to a person. Define a Premium Eligibility Policy for each logical grouping of people. Enter a name for each grouping that is easy to recognize and interpret. For example, if only welders receive a Welding Premium, create a Premium Eligibility Policy and select Welding Premium in the Authorized Premium field. You may also add other premiums that the welders may be eligible for.
Description (Optional)	Description of the premium eligibility policy. Enter as complete a description as possible.
Effective Dates From	Beginning effective date of this premium eligibility policy. The date defaults to your session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.
Effective Dates To	Ending date of this premium eligibility policy. It is recommended that you leave this date blank until you no longer need this premium eligibility policy.
Base Hours Type (Picklist)	Base hours are generally regular pay, overtime pay, and paid absences. Associate each set of premiums with a base hours type. Select the base hours type from the List of Values. You may have multiple base hours types on the same policy. For example, if your company has a policy of paying a Hardship Pay Premium on Regular earnings and on Holiday earnings, select Regular earnings in this field and select Hardship Pay Premium in the Authorized Premium field and press the Save icon. Return to this field and select Holiday earnings and then select Hardship Pay Premium in the Authorized Premium field below. Continuing with this example, if your company also pays premiums in addition to the Hardship Pay, select those premiums in the Authorized Premium field for each of the Base Hours Type.

**Authorized
Premium
(Picklist)**

Premiums applicable to this policy. Select all premiums applicable to the Base Hours Type displayed.

**Effective Dates
From**

Beginning effective date of this premium eligibility rule. This date defaults to your session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.

**Effective Dates
To**

Ending date of this premium eligibility rule. It is recommended that you leave this date blank until you no longer need this rule.

Premium Interaction Policy

Oracle Applications

Action Edit Query Go Folder Special Help Window

Premium Interaction Policy

Name:

Description:

Effective Dates

From: To:

Premium: (Select from list only)

Premium Interaction Rules

Interactive Premium	Inc/Exc	Effective Dates
		From To
Overtime 1_0	INCLUDE	01-JAN-1960
Overtime 1_5	INCLUDE	01-JAN-1960
Overtime 2_0	INCLUDE	01-JAN-1960

Count: 2

Standard menu path: \navigate \Policies\Premium Interaction.

Use this form to enter, update, and review Premium Interaction policies.

Field Descriptions

Name	<p>Name of the premium interaction policy. Enter a name that is easy to recognize and interpret. You define the rules on this form so that the system knows what other premiums to include and in what order to process them. For example, if a person is eligible for the Welding premium and also for overtime of 1.5, the system needs to know if the Welding premium factor or rate is applied to a person's base rate only, or the base rate plus (in this example) the 1.5 overtime. Given the following:</p> <p>Hourly base rate = \$10 Welding premium rate = .75 per hour Overtime rate = 1.5</p> <ul style="list-style-type: none">• <u>If you want the Welding premium to include the 1.5 Overtime:</u> Define the Welding Premium with an interactive premium of 1.5 Overtime by selecting INCLUDE in the Inc/Exc field. The system would process in the following manner: $(\\$10 \times 1.5 = \\$15) + (\\$15 \times .75) = \\16.13• <u>If you want the Welding premium to exclude the 1.5 Overtime:</u> Define the Welding Premium with an interactive premium of 1.5 Overtime by selecting EXCLUDE in the Inc/Exc field. The system would process in the following manner: $(\\$10) + (\\$10 \times .75) = \\$10.75$ <p>Define Premium Interaction Policies only for those premiums that are a factor or a rate. Do not define if the premiums are a fixed amount.</p>
Description (Optional)	Description of the premium interaction policy. Enter as complete a description as possible.
Effective Dates From	Beginning effective date of this premium interaction policy. The date defaults to your session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.
Effective Dates To	Ending date of this premium interaction policy. It is recommended that you leave this date blank until you no longer need this premium interaction policy.

Premium (Picklist)	Select a premium that interacts with other premiums. You must do this for each overtime or premium element that interacts with another.
Interactive Premium (Picklist)	Select all premiums that interact with the premium selected in the Premium field.
Inc/Exc (Picklist)	Select INCLUDE or EXCLUDE. Select INCLUDE if the interactive premium is to be included in calculating the premium displayed. Select EXCLUDE if the interactive premium is not to be included in calculating the premium displayed.
Effective Dates From	Beginning effective date of this premium interaction rule. This date defaults to your session date. You may change it if required. Choose your date carefully. Once this record is committed, you cannot change this date.
Effective Dates To	Ending date of this premium interaction rule. It is recommended that you leave this date blank until you no longer need this rule.



Reports Description

Summary reports are available to be viewed online or printed out for all of your table and policy setups. Additional reports exist for variance calculations, total table entries, etc. This chapter displays the report layout for all Oracle Time Management reports and briefly summarizes each report and the fields on it.

While this chapter describes in detail all Oracle Time Management reports, see the procedures for launching online reports in the *Oracle Time Management Applications User's Guide*.

Report Conventions

When you submit reports, all reports may be previewed page by page before printing. Reports in the Previewer mode have the following conventions:

- A title bar displays the report identifier number
- An action bar on the left contains actions: File, Edit, Window, and Help
- Push-buttons directly below the action bar on the left allow you to view the previous page (Prev), next page (Next), first page (First), last page (Last), and displays the page number you are presently viewing (Page)
- Push-buttons on the right allow you to print the report (Print), close it (Close), or go to a new report (New)
- Any report parameters (additional criteria by which the report is compiled) are listed in a text box on the left below the push-buttons
- The last three digits of the report identifier number and the report name are centered after the text box
- The report identifier number (Inquiry Id), page number (Page), date the report was launched (Run Date), and time the report was launched (Run Time) are always displayed to the right of the report name.

All tables and policies entered in the time period specified are listed in alphabetical order, including reports that have been expired.

HXT951A — Organization Variance Calculation

Organization	Variance Name	Planned			Actual Hours	Variance		
		High	Low	Average		High	Low	Average
Administration	ADMIN	140.00	68.00	68.00	353.00	129.00	0.00	975.00
Travel Expenses	FRE CO RP 1	88.00	28.00	40.00	1487.90	1377.90	0.00	940.10
	ORG FREMOUNT 2	180.00	28.00	68.00	1487.90	1357.90	0.00	1377.10
Information Services	INFP SCS 2	100.00	28.00	60.00	2996.74	2786.74	0.00	2056.74
	IS 1	98.00	48.00	70.00	2996.74	2826.74	0.00	2056.74

Each organization has a defined number of expected (budgeted) hours that can be worked by the employees in that organization. The variance calculation determines the deviation from that expectation.

Use this report to calculate by organization the difference between the number of hours worked (actual) compared to the expected (planned) number of hours worked.

Report Parameters: Specify the variance time period and start and end dates.

Field Descriptions

Organization	Name of the organization. Organization may be variously defined in HRMS as internal, a department, or external, a contract firm, for example.
Variance Name	Name of the organizational element (e.g., subsidiary, department) within the Business Group hierarchy.
Planned High	Maximum number of hours scheduled for this organization.
Planned Low	Minimum number of hours scheduled for this organization.
Planned Average	Average number of hours scheduled for this organization.
Actual Hours	Total number of hours worked by organization. The actual hours are accumulated from individual employee records.
Variance High	Difference between planned and actual High hours for this organization. If the actual hours are higher than the planned high, a positive number displays in this field. If the actual hours are lower than the planned high, zeros display in this field. Zeros also display if the planned and actual high are equal.
Variance Low	Difference between planned and actual Low hours for this organization. If the actual hours are lower than the planned low, a negative number displays in this field. If the actual hours are higher than the planned low, zeros display in this field. Zeros also display if the planned and actual low are equal.
Variance Average	Difference between planned and actual Average hours for this organization. If the actual hours are higher than the planned average, a positive number displays in this field. If the actual hours are lower than the planned average, a negative number displays in this field. Zeros also display if the planned and actual average are equal.

HXT952A — Location Variance Calculation

Report Parameters (1):
 Start Date: 01/01/99 End Date: 12/31/99
 Period: 01-000017

93A. Pay Period Location Variance Calculation Inquiry
 Inquiry ID: TAM3952A
 Page: 1
 Run Date: 02/06/99
 Run Time: 14:15:40

Location	Variance	Planned			Actual Hours	Balance		
		High	Low	Average		High	Low	Average
Columbus, GA	columbus	120.00	30.00	100.00	223.00	103.00	0.00	123.00
Fort Lauderdale, FL	Fort L	100.00	40.00	60.00	0.75	0.00	50.25	-50.25
es	HQ TSS/T	100.00	20.00	60.00	6100.20	6000.20	0.00	6000.20
	Hq 2	90.00	30.00	60.00	6170.20	6070.20	0.00	6100.20
International	Intl Two	120.00	30.00	100.00				
West Palm Beach	west palm	120.00	30.00	70.00				

Each location has a defined number of expected (budgeted) hours that can be worked by the employees in that organization. The variance calculation determines the deviation from that expectation.

Use this report to calculate by location the difference between the number of hours worked (actual) compared to the expected (planned) number of hours worked.

Report Parameters: Specify the variance time period and start and end dates.

Field Descriptions

Location	Name of the location.
Variance Name	Name of the location element (e.g., subsidiary, department) within the Business Group hierarchy.
Planned High	Maximum number of hours scheduled for this location.
Planned Low	Minimum number of hours scheduled for this location.
Planned Average	Average number of hours scheduled for this location.
Actual Hours	Total number of hours worked by location. The actual hours are accumulated from individual employee records.
Variance High	Difference between planned and actual High hours for this location. If the actual hours are higher than the planned high, a positive number displays in this field. If the actual hours are lower than the planned high, zeros display in this field. Zeros also display if the planned and actual high are equal.
Variance Low	Difference between planned and actual Low hours for this location. If the actual hours are lower than the planned low, a negative number displays in this field. If the actual hours are higher than the planned low, zeros display in this field. Zeros also display if the planned and actual low are equal.
Variance Average	Difference between planned and actual Average hours for this location. If the actual hours are higher than the planned average, a positive number displays in this field. If the actual hours are lower than the planned average, a negative number displays in this field. Zeros also display if the planned and actual average are equal.

HXT953A — Earning Variance Calculation

TAM953A: Preview													
File Edit Window Help													
Print	Heat	Print	Last	Page: 1							Print	Close	Flow
Report Parameters:				EBA Pay Period Earning Variance Calculation Inquiry						Inquiry ID: TAM953A			
Start Date: MM/YY		End Date: MM/YY								Page: 1			
Print: BMSDEL										Run Date: 02/08/98			
										Run Time: 14:22:15			
Earning	Variance	High	Low	Planned	Usage	Employee Name	Employee ID	Actual Hours	High	Low	Variance	Usage	
Overline	Overline	40.00	1.00	30.00									
Overline 1.0	Overline 1.0	8.00	4.00	8.00									
Regular	REG 01	130.00	30.00	99.00									
						Grey, Mr. Donald	1000	246.45	237.45	0.00	0.00	238.45	
						10001	10001	9.00	8.00	0.00	0.00	1.00	
						10002	10002	1.00	0.00	29.00	0.00	-28.00	
						10003	10003	117.04	47.04	0.00	0.00	69.04	
						10004	10004	233.00	115.00	0.00	0.00	118.00	
						10005	10005	95.73	0.00	0.00	0.00	-95.73	
						10006	10006	244.00	244.00	0.00	0.00	0.00	
						10007	10007	244.00	124.00	0.00	0.00	120.00	
						10008	10008	288.00	179.00	0.00	0.00	109.00	
						10009	10009	288.00	168.00	0.00	0.00	120.00	
						10010	10010	288.00	162.00	0.00	0.00	126.00	
						10011	10011	214.50	84.50	0.00	0.00	130.00	
						10012	10012	40.00	0.00	0.00	0.00	-40.00	
						10013	10013	158.37	36.17	0.00	0.00	122.20	
						10014	10014	127.00	7.00	0.00	0.00	120.00	
						10015	10015	141.00	23.00	0.00	0.00	118.00	
						10016	10016	8.00	0.00	22.00	0.00	-14.00	
						111111	111111	158.00	39.00	0.00	0.00	119.00	
						121212	121212	7.00	0.00	23.00	0.00	-16.00	
						123456-0100	123456-0100	44.00	0.00	0.00	0.00	-44.00	
						1234	1234	52.00	0.00	0.00	0.00	-52.00	
						000000	000000	117.04	47.04	0.00	0.00	70.00	
						000-00-0001	000-00-0001	159.00	39.00	0.00	0.00	120.00	
						000-00-0002	000-00-0002	221.00	103.00	0.00	0.00	118.00	
						0000000	0000000	118.75	0.00	0.00	0.00	118.75	
						0000000	0000000	40.00	0.00	0.00	0.00	-40.00	

Each earning category has a defined number of expected (budgeted) hours that can be worked by the employees in that organization. The variance calculation determines the deviation from that expectation.

Use this report to calculate by earning category and by employee the difference between the number of hours worked (actual) compared to the expected (planned) number of hours worked.

Report Parameters: Specify the variance time period and start and end dates.

Field Descriptions

Earning	Name of the earning category.
Variance Name	Name of the earning element (e.g., subsidiary, department) within the Business Group hierarchy.
Planned High	Maximum number of hours scheduled for this earning.
Planned Low	Minimum number of hours scheduled for this earning.
Planned Average	Average number of hours scheduled for this earning.
Employee Number	Employee number assigned to employee on Person form.
Employee Name	Employee name entered on Person form.
Actual Hours	Total number of hours worked by earning category. The actual hours are accumulated from individual employee records.
Variance High	Difference between planned and actual High hours for this earning category and this employee. If the actual hours are higher than the planned high, a positive number displays in this field. If the actual hours are lower than the planned high, zeros display in this field. Zeros also display if the planned and actual high are equal.
Variance Low	Difference between planned and actual Low hours for this earning category and this employee. If the actual hours are lower than the planned low, a negative number displays in this field. If the actual hours are higher than the planned low, zeros display in this field. Zeros also display if the planned and actual low are equal.
Variance Average	Difference between planned and actual Average hours for this earning category and this employee. If the actual hours are higher than the planned average, a positive number displays in this field. If the actual hours are lower than the planned average, a negative number displays in this field. Zeros also display if the planned and actual average are equal.

HXT956A — Earning Policy Table Listing

TAM956A: Previewer												
File Edit Window Help												
Print	Next	First	Last	Page: 1						Print	Close	New
MA, TAM950 Earning Policy Table Listing										Inquiry #: TAM956A		
										Page: 1		
										Run Date: 02/08/99		
										Run Time: 08:30:56		
Earning Policy Name	Coring Test	Description	Pay Policy 1	Type	SPECIAL	From	05-DEC-95	To	31-DEC			
Holiday Calendar	Holiday Test	Earnings Included To Meet OT C:	Include Test									
Premium Eligibility Policy	Eligibility Test	Premium Interaction Policy	Interaction Test									
Minimums Timecard Interval	15	Rounded Up	0									
Daily/Weekly Base and Overrides R												
Name	Type	Earnings Type	Days	Hours	From Date	To Date						
Special	SPC	Override 1,2	7	8	05-DEC-95	31-DEC-95						
Weekly	WPL	Override 1,2		40	05-DEC-95	31-DEC-95						
Base	DAY	Regular		8	05-DEC-95	31-DEC-95						
Earning Policy Name	NEW POLICY TEST	Description	TEST	Type	SPECIAL	From	01-JAN-98	To	31-DEC			
Holiday Calendar	Holiday Test	Earnings Included To Meet OT C:	Include Test									
Premium Eligibility Policy	Eligibility Test	Premium Interaction Policy	Interaction Test									
Minimums Timecard Interval	15	Rounded Up	0									
Daily/Weekly Base and Overrides R												
Name	Type	Earnings Type	Days	Hours	From Date	To Date						
Special	SPC	Override 1,2	7	8	01-JAN-98	31-DEC-98						
Weekly	WPL	Override 1,2		40	01-JAN-98	31-DEC-98						
Base	DAY	Regular		8	01-JAN-98	31-DEC-98						
Earning Policy Name	CEO (Daily) Ebn Policy New Ex	Description	TEST	Type	DAILY	From	01-JAN-98	To	31-DEC			
Holiday Calendar	Holiday Test	Earnings Included To Meet OT C:	Basic Override Basic									
Premium Eligibility Policy	Eligibility Test	Premium Interaction Policy	Basic Premium Inter Policy									
Minimums Timecard Interval	1	Rounded Up	1									
Daily/Weekly Base and Overrides R												
Name	Type	Earnings Type	Days	Hours	From Date	To Date						
Base	DAY	Regular		8	01-JAN-98	31-DEC-98						

Employees are assigned to one earning policy, which is a grouping of rules that determines how their timecards are calculated.

Use this report to list the earning policy data entered on the Earning Policy form.

Field Descriptions

Earning Policy Name	Name of earning policy.
Description	Brief description of earning policy, if entered on the Earning Policy form.
Type	One of three time periods used to define earning policy rules: DAILY, WEEKLY, or SPECIAL.
From	Beginning effective date of earning policy.
To	Ending effective date of earning policy.
Holiday Calendar	Holiday Calendar assigned to this earning policy.
Earnings Included To Meet OVT Cap	Earning Group that includes all the kinds of regular earning hours type used to meet overtime cap. For example, if overtime is not calculated until you meet a 40 hours cap threshold, and military duty is considered a regular earnings hours type, an Earning Group including military time could be assigned to National Guard employees, and military time would be included in the 40 hours worked not in overtime.
Premium Eligibility Policy	Premium Eligibility Policy assigned to this earning policy.
Premium Interaction Policy	Premium Interaction Policy assigned to this earning policy.
Minimum Timecard Interval	Minimum increment (number of minutes) that incoming time will be rounded up or rounded down to. Time worked is usually rounded to fifteen-minute intervals.
Round Up	Breakpoint at which time worked is rounded up to Minimum Timecard Interval. For example, if 15 minutes is Minimum Timecard Interval; time entries after 8 minutes are rounded up to 15. Therefore, time clocked in at 11:07 is rounded down to 11:00, but time clocked in at 11:08 is rounded up to 11:15.

**Daily/Weekly Base and
Overtime Rules**

All rules applying to earning policy are listed under this heading.

Name -Name of rule.

Type - Abbreviation of rule time period.

Earnings Type - Regular or overtime hours type.

Days - Number of days associated with SPECIAL rule type only.

Hours - Number of hours associated with rule type.

From Date - Beginning effective date of this rule.

To Date - Ending effective date of this rule.

HXT956B — Hour Deduction Policy Table Listing

TAM956B: Previewer									
File Edit Window Help									
Page	Next	First	Last	Page:	1	Print	Close	Home	
SQL: TAM956B Hour Deduction Policy Table Listing							Inquiry ID: TAM956B Page: 1 Run Date: 01/01/06 Run Time: 00:07:36		
Hour Deduction Policy Name	Description	Start	Effective Date Start	End	Hour Deduction Policy Name	Hours	Time Period	Start	Effective Date End
Basic Hour Deduct Policy	Basic Hour Deduction Policy	01/01/00			MEAL	1.000	0	01/01/00	
Deduction Test	Meals & Breaks	11/01/05	12/31/06						
General Deduction Test	Hours	10/01/05			BREAK	0.250	4	01/01/06	
					MEAL	0.500	0	01/01/06	
LUNCH	JOINTS IDEAL LUNCH HOUR	01/01/06	01/01/06		BREAK	0.250	2	01/01/06	
					MEAL	1.000	4	01/01/06	
Lunch Deduction	45 Minutes for lunch	12/14/05			MEAL	0.750	0	12/14/05	
SM. meals and breaks	Meal/break deduction	12/01/05			BREAK	0.250	4	12/01/05	
					MEAL	0.500	0	12/01/05	

Employees may be assigned to hour deduction policies, which determine how much time is deducted from timecards for meals and breaks.

Use this report to list the hour deduction policy data entered on the Hour Deduction Policy form.

Field Descriptions

Hour Deduction Policy Name	Name of hour deduction policy.
Description	Brief description of hour deduction policy if entered on the Hour Deduction Policy form.
Effective Date Start	Beginning effective date of hour deduction policy.
Effective Date End	Ending effective date of hour deduction policy.
Hour Deduction Rule Name	Name of hour deduction rule.
Hours	Portion of hours to be deducted for rule.
Time Period	Time to elapse before deduction is taken.
Effective Date Start	Beginning effective date of this hour deduction rule.
Effective Date End	Ending effective date of this hour deduction rule.

HXT956C — Shift Differential Policy Table Listing

TAMS956C: Previewer										
File Edit Window Help										
Page: 1										
Print Close New										
SEC. TAMS95 Shift Differential Policy Table Listing										
										Inquiry ID: TAMS956C
										Page: 1
										Run Date: 03/07/98
										Run Time: 08:13:00
Shift Diff Policy Name	Description	Effective Date		Shift Diff Rule Name	Start	Stop	Carryover	Premium Earning Typ	Start	Effective Date
		Start	End						Start	End
24 HOUR POLICY	DIFFERENTIALS THAT COVER A 24 HOUR PERIOD	01/18/96		12AM TO 8AM	00:00	08:00	00:00	Shift Diff Prem	01/18/96	
				4PM TO 12AM	16:00	00:00	00:00	Shift Diff Prem	01/18/96	
				8AM TO 4PM	08:00	16:00	16:00	Shift Diff Prem	01/18/96	
8 Shift Differential Policy	Shift Differential Policy	12/07/95		First	07:00	16:00	17:00		12/07/95	
				Last	23:00	07:00	00:00	Shift Diff Prem	12/07/95	
				Second	00:00	08:00	00:00	Shift Diff Prem	12/07/95	
Basic Shift Diff Policy	Basic Shift Differential Policy	01/01/90		Day	07:00	16:00	16:00		01/01/90	
				Evening	15:00	23:00	23:00	Shift Diff Prem	01/01/90	
				Night	23:00	07:00	07:00	Shift Diff Prem	01/01/90	
CEO's 24 hr policy	Test	01/04/96		12AM - 8AM	00:00	08:00	00:00		01/04/96	
				4PM - 12AM	08:00	00:00	00:00		01/04/96	
				8AM - 4PM	00:00	16:00	16:00		01/04/96	
CEO's 24 Hr Test	Test	01/04/96		12AM to 8AM	00:00	08:00	00:00		01/04/96	

Employees may be assigned to a shift differential policy, which determines which premiums they would be paid for specific shifts.

Use this report to list the shift differential policy data entered on the Shift Differential Policy form.

Field Descriptions

Shift Diff Policy Name	Name of shift differential policy.
Description	Brief description of shift differential policy if entered on the Shift Differential Policy form.
Effective Date Start	Beginning effective date of shift differential policy.
Effective Date End	Ending effective date of shift differential policy.
Hour Diff Rule Name	Name of shift differential rule.
Start	Start time of shift differential.
Stop	Stop time of shift differential.
Carryover	Stop time that the original shift is to be carried over to.
Premium Earning Typ	Earning type for this shift differential.
Effective Date Start	Beginning effective date of this shift differential rule.
Effective Date End	Ending effective date of this shift differential rule.

HXT956D — Premium Eligibility Policy Table Listing

TAMS956D: Previewer						
File Edit Window Help						
Prev	Next	First	Last	Page: 1	Print	Close New
140. TAMS956D Premium Eligibility Policy Table Listing					Inquiry ID: TAMS956D Page: 1 Run Date: 03/03/98 Run Time: 08:48:39	
Premium Eligibility Policy Name	Description	Effective Date		Base Hour Type	Authorized Premium	Effective Date
		Start	End			End
Eligibility Test	Premiums	12/01/95		Regular	Holiday Premium Of SMI2 Prem Of SMI2 Premiums Of SMI2 Prem SMI2 Diff Prem	12/05/95 12/05/95 12/05/95 12/05/95 12/05/95
Unit's Prem Eligibility Policy	Unit's Prem Eligibility Policy	05/01/98		Overline 1.5	Of SMI1 Prem Of SMI2 Prem SMI2 Diff Prem SMI2 Diff Prem	01/01/98 01/01/98 01/01/98 01/01/98
				Regular	Of SMI1 Prem Of SMI2 Prem SMI2 Diff Prem SMI2 Diff Prem	01/01/98 01/01/98 01/01/98 01/01/98
				Vacation	Of SMI1 Prem Of SMI2 Prem SMI2 Diff Prem SMI2 Diff Prem	01/01/98 01/01/98 01/01/98 01/01/98
Supplemental	SMI, OVT	12/05/95		Regular	Of SMI2 Prem SMI2 Diff Prem Pnl element	12/05/95 12/05/95 12/05/95

Premium Eligibility policies are linked to earning policies, which are assigned to employees. These policies determine which premiums employees are eligible for.

Use this report to list all the premium eligibility policy data entered on the Premium Eligibility Policy form.

Field Descriptions

Premium Eligibility Policy Name	Name of premium eligibility policy.
Description	Brief description of premium eligibility policy if entered on the Premium Eligibility Policy form.
Effective Date Start	Beginning effective date of premium eligibility policy.
Effective Date End	Ending effective date of premium eligibility policy.
Base Hour Type	Type of pay indicator; generally regular pay, overtime, or paid absences.
Authorized Premium	Premium applicable to Base Hour Type.
Effective Date Start	Beginning effective date of this premium eligibility rule.
Effective Date End	Ending effective date of this premium eligibility rule.

HXT956E — Premium Interaction Policy Table Listing

SQL: TAMS956 Premium Interaction Policy Table Listing								
							Inquiry ID: TAMS956E	
							Page: 1	
							Run Date: 02/01/98	
							Run Time: 15:46:08	
Premium Interaction Policy Name	Description	Effective Date		Premium	Interactive Premium	Incl/Exc	Effective Date	
		Start	End				Start	End
SBI day off premium	4 hours overtime for schedule day off	12/14/95				Include	12/14/95	
						Include	12/14/95	
						Include	12/14/95	
Basic Prem Interact Polic	Basic Premium Interaction Policy	01/01/98				Include	01/01/98	
						Include	01/01/98	
						Include	01/01/98	
						Include	01/01/98	
						Include	01/01/98	
						Include	01/01/98	
						Include	01/01/98	
						Include	01/01/98	
						Include	01/01/98	
						Include	01/01/98	
						Include	01/01/98	
						Include	01/01/98	
						Include	01/01/98	
				Include	01/01/98			
Interaction Test	Premium Policy	12/01/95				Include	12/01/95	

Premium interaction policies are linked to earning policies, which are assigned to employees. These policies determine which premiums are included in processing of timecards.

Use this report to list the premium interaction data entered on the Premium Interaction form.

Field Descriptions

Premium Interaction Policy Name	Name of premium interaction policy.
Description	Brief description of premium interaction policy if entered on the Premium Interaction Policy form.
Effective Date Start	Beginning effective date of premium interaction policy.
Effective Date End	Ending effective date of premium interaction policy.
Premium	Name of premium that interacts with other premiums.
Interactive Premium	Name of all premiums that interact with above premium.
Inc/Exc	Include or Exclude Interactive Premiums in calculation of Premium listed.
Effective Date Start	Beginning effective date of this premium interaction rule.
Effective Date End	Ending effective date of premium interaction rule.

HXT957A — Holiday Calendar Table Listing

Report Parameters:

Start Date	(01/01/98)	End Date	12/31/98
Organization			

ORA_TAM957 Holiday Calendar Table Listing

Report Summary:

Inquiry ID:	TAM957A
Page:	1
Run Date:	02/01/98
Run Time:	12:52:52

Organization	Calendar	Description	Darning Type	Effective Date		Holiday	Holiday Date	Hours
				Start	End			
Admin/Support	Calendar Test	Holidays	Holiday	02/02/98	02/02/98	July 4	07/04/98	0.800
						Thanksgiving Day	11/23/98	0.800
						Day after Thanksgiving	11/24/98	0.800
						Christmas Day	12/25/98	0.800
Holiday Test	Holiday Test	Holidays	Holiday	01/01/98		New Year's Day	01/01/98	0.800
						Martin Luther King, Jr. Day	01/19/98	0.800
						Washington & Lincoln Bth	02/02/98	0.800
						Good Friday	03/14/98	0.800
						Memorial Day (observed)	05/25/98	0.800
						Independence Day	07/04/98	0.800
						Labor Day	09/04/98	0.800
						Yom Kippur	10/04/98	0.800
						Thanksgiving Day	11/23/98	0.800
						Day after Thanksgiving	11/24/98	0.800
						Hanukkah	12/18/98	0.800

Holiday calendars list paid and unpaid holidays.

Use this report to list the holiday calendar data entered on the Holiday Calendar form.

Report Parameters: Specify holiday calendar start and end dates.

Field Descriptions

Organization	Organization the holiday calendar is assigned to if the organization has been entered on the Holiday Calendar form.
Holiday	Name of the holiday calendar.
Description	Brief description of holiday calendar if entered on the Holiday Calendar form.
Earning Type	Absence earning type indicator. Holiday is usually the earning type selected.
Effective Date Start	Beginning effective date of the holiday calendar.
Effective Date End	Ending effective date of the holiday calendar.
Holiday	Name of each holiday in the holiday calendar.
Holiday Date	Date of each holiday in the holiday calendar.
Hours	Time allotted to be paid for holiday.

HXT957B — Work Plan Table Listing

TAMS957B: Previewer													
File Edit Window Help													
Prev	Next	First	Last	Page: 1							Print	Close	New
SIB: TAMS957B Work Plan Table Listing										Inquiry #: TAMS957B			
										Page: 1			
										Run Date: 02/07/98			
										Run Time: 19:03:18			
Work Plan Name	Description	Start Day	Start	Effective Date	End	Shift Day	Shift Name	Early Stop	Late Stop	Start	Stop	Off Shift Premium	
S-Hour Days Week		MON	01/05/98			MON	Day Shift			07:00	14:59		
						TUE	Day Shift			07:00	14:59		
						WED	Day Shift			07:00	14:59		
						THU	Day Shift			07:00	14:59		
						FRI	Day Shift			07:00	14:59		
						SAT	Off			08:00	08:00		
						SUN	Off			08:00	08:00		
S90 Week A1	08 hours worked in nine days	FRI				FRI	Friday PM 4 hrs			12:15	18:15		
						SAT	Night shift			08:00	07:00		
						SUN	Off			08:00	08:00		
						MON	Monday 9 hrs			07:30	17:15		
						TUE	Tuesday 9 hrs			07:30	17:15		
						WED	Wednesday 9 hrs			07:30	17:15		
						THU	Thursday 9 hrs			07:30	17:15		
S90 Week A2	08 hours worked in nine days	SAT				SAT	Off			08:00	08:00		
						SUN	Off			08:00	08:00		
						MON	Monday 9 hrs			07:30	17:15		
						TUE	Tuesday 9 hrs			07:30	17:15		
						WED	Wednesday 9 hrs			07:30	17:15		
						THU	Thursday 9 hrs			07:30	17:15		
						FRI	Friday AM 4 hrs			07:30	11:30		
S90 Week B1	08 hours worked in nine days	MON				MON	Monday 9 hrs			07:30	17:15		

Employees may be assigned to work plans or rotation plans. Work plans indicate all shifts that apply to a seven-day work schedule.

Use this report to list the work plan data entered on the Work Plan form.

Field Descriptions

Work Plan Name	Name of work plan.
Description	Brief description of work plan if entered on the Work Plan form.
Start Day	First day of the first shift assigned to work plan.
Effective Date Start	Beginning effective date of work plan.
Effective Date End	Ending effective date of work plan.
Shift Day	One of seven days associated with shift.
Shift Name	Name of the shift associated with that shift day.
Early Start	Earliest start time for this day and shift, if it has been entered on the Work Plan form.
Late Stop	Latest stop time for this day and shift, if it has been entered on Work Plan form.
Start	Regular start time for this day and shift.
Stop	Regular stop time for this day and shift.
Off Shift Premium	Premium paid for unscheduled work shift.

HXT957C — Rotation Plan Table Listing

47C: TAM557C: Rotation Plan Table Listing						
						Inquiry ID: TAM557C
						Page: 1
						Run Date: 02/01/96
						Run Time: 13:13:28
Rotation Plan Name	Description	Effective Date		Work Plan Name	Description	Start Date
		Start	End			
1996 Rotation Plan	Rotation Plan for 1996	12/01/95		950 Week #1	08 hours worked in nine days	02/01/96
				950 Week #2	08 hours worked in nine days	13/01/96
				950 Week #3	08 hours worked in nine days	04/01/96
				950 Week #2	08 hours worked in nine days	04/01/96
5 Hour Days Week	5 Hr days	02/06/96		5-Hour Days Week		05/01/96
950 Rotation A	08 hours worked in nine days			950 Week #1	08 hours worked in nine days	05/06/96
				950 Week #2	08 hours worked in nine days	12/15/95
950 Rotation B	08 hours worked in nine days			950 Week #1	08 hours worked in nine days	05/16/96
				950 Week #1	08 hours worked in nine days	05/08/96
				950 Week #2	08 hours worked in nine days	12/15/95
950 Week #1		02/06/96		950 Week #1	08 hours worked in nine days	05/01/96
950 Week #2		02/06/96		950 Week #2	08 hours worked in nine days	05/01/96

Employees are assigned to rotation plans or work plans. Rotation plans contain all the work plans that will vary the work schedule.

Use this report to list the rotation plan data entered on the Rotation Plan form.

Field Descriptions

Rotation Plan Name	Name of rotation plan.
Description	Brief description of rotation plan if entered on the Rotation Plan form.
Effective Date Start	Beginning effective date of rotation plan.
Effective Date End	Ending effective date of rotation plan.
Work Plan Name	Name of all work plans associated with this rotation plan.
Description	Description of each work plan for this rotation plan.
Start Date	Beginning effective date of each work plan for this rotation plan.

HXT957D — Shift Table Listing

HXT957D: Previewer									
File Edit Window Help									
Page	Next	First	Last	Page:	1	Print	Close	New	
HXT957D Shift Plan Table Listing						Inquiry ID: HXT957D	Page: 1	Run Date: 02/07/98	Run Time: 10:25:18
Shift Name	Description	Early Start	Start	Late Stop	Stop	Effective Date			
						Start	End		
16-hour days	The 16 hour day	00:00	07:30	08:00	16:00	01/01/98			
3-hour AFT	3 hours in the afternoon	00:00	14:00	08:00	17:00	01/01/98			
3-hour AM	3 hours in the morning	00:00	07:30	08:00	10:00	01/01/98			
3-hour EVE	3 hours in the evening	00:00	17:30	08:00	20:30	01/01/98			
3-hour MID	3 hours in mid day	00:00	10:30	08:00	13:30	01/01/98			
3-hour PM	3 hours late night	00:00	21:30	08:00	00:00	01/01/98			
4-hour shift	4 hrs. per day, 5 days per week	00:00	07:30	08:00	14:00	01/01/98			
8-hour days	The 8 hour day	00:00	07:30	08:00	17:00	01/01/98			
AM Shift	The morning shift	00:00	07:30	08:00	11:30	01/01/98	01/01/98		
CAJ	EARLY	00:00	07:30	08:00	15:00	01/01/98			
Day Shift	Day Shift 07:30 - 15:00	00:00	07:30	08:00	14:00	01/01/98			
Day shift	The standard day shift	00:00	07:30	08:00	16:00	01/01/98			
Evening Shift	Evening Shift	00:00	15:00	08:00	23:00	01/01/98			
Evening Shift	Evening Shift 15:00 - 23:00	00:00	15:00	08:00	23:00	01/01/98			
Evening shift	The standard evening shift	00:00	16:30	08:00	00:00	01/01/98			
Friday 8 hrs	Friday middle of pay period	00:00	07:30	08:00	16:15	12/14/98	01/01/98		
Friday AM 4 hrs	End of pay period	00:00	07:30	08:00	11:00	12/14/98			
Friday PM 4 hrs	Start of pay period	00:00	10:15	08:00	16:15	12/14/98			
Midnight shift	3 hours - over 2 days	00:00	20:00	08:00	21:00	01/01/98			
Monday 8 hrs	800 Monday	00:00	07:30	08:00	17:15	12/14/98			
Night Shift	Night Shift 23:00 - 07:00	00:00	23:00	08:00	06:00	01/01/98			
Night shift	The standard night shift	00:00	08:00	08:00	07:00	01/01/98			
Off	The selection list indicates off days	00:00	08:00	08:00	00:00	01/01/98			
PM Shift	The afternoon shift	00:00	12:30	08:00	17:00	01/01/98			
Split shift	The standard split shift	00:00	10:00	08:00	21:00	01/01/98			
Thursday 8 hrs	800 Thursday	00:00	07:30	08:00	17:15	12/14/98			
Tuesday 8 hrs	800 Tuesday	00:00	07:30	08:00	17:15	12/14/98			

Shifts define daily work schedules.

Use this report to list the shift data entered on the Shift form.

Field Descriptions

Shift Name	Name of shift.
Description	Brief description of shift if entered on the Shift form.
Early Start	Earliest start time for this shift.
Start	Regular start time for this shift.
Late Stop	Latest stop time for this shift.
Stop	Regular stop time for this shift.
Effective Date Start	Beginning effective date of this shift.
Effective Date End	Ending effective date of this shift.

HXT957E — Project Accounting Table Listing

The screenshot shows a software window titled 'TAM957E: Previewer'. It contains a report with the following details:

Report Parameter(s):
 Organization: **TR TAM957E Project Accounting Table Listing** Inquiry ID: TAM957E
 Page: 1
 Run Date: 02/07/92
 Run Time: 13:28:43

Organization: AT&T American Translink
 Project: Develop Mission Description: Project Estimates for developing the Modern Module Proj No: 10965 Effective Date: From: 12/81/85 To:

Task Name	Description	Estimate	Units	Effective Date	
				Start	End
Concept	Concept Phase	40.00	HOURS	12/81/85	
Development	Develop prototype	400.00	HOURS	12/81/85	
Release	Release of system	40.00	HOURS	12/81/85	
Spec. analysis	Review	30.00	HOURS	12/81/85	
Test	Test system	30.00	HOURS	12/81/85	
Write spec.	Documentation	30.00	HOURS	12/81/85	

Organization: AT&T Universal Cost Service
 Project: Payroll Implementation Description: Purchase, Install Payroll System Proj No: P-PROB1 Effective Date: From: 12/76/85 To:

Task Name	Description	Estimate	Units	Effective Date	
				Start	End
Analysis	System Requirements	24.00	HOURS	12/76/85	
Control data	Control data	18.00	HOURS	12/76/85	
Data mapping	Map data to new system	30.00	HOURS	12/76/85	
Hardware purchase	Purchase hardware	800,000.00	DOLLARS	12/76/85	
Install software	Install software	40.00	HOURS	12/76/85	
Load data	Load data	120.00	HOURS	12/76/85	
Proposal Analysis	Review bids	40.00	HOURS	12/76/85	
QA data	QA data	40.00	HOURS	12/76/85	
QA parallel test	QA parallel data	24.00	HOURS	12/76/85	
Review System	Review functionality of system	160.00	HOURS	12/76/85	
Run Live Payroll	Live Payroll Run	18.00	HOURS	12/76/85	
Run Parallel	Parallel testing	8.00	HOURS	12/76/85	
Test system	System testing	40.00	HOURS	12/76/85	

Organization: Human Resources

Project Accounting allows you to track the amount of dollars or hours expended on a project.

Use this report to list project accounting data entered on the Project Accounting form.

Field Descriptions

Organization	Organization associated with this project, if entered on Project Accounting form.
Project	Name of the project.
Description	Brief description of the project if entered on the Project Accounting form.
Project W/O	Project work order identification number.
Effective Date From	Beginning effective date of this project.
Effective Date To	Ending effective date of this project.
Task Name	Name of each task associated with this project.
Description	Brief description of each task.
Estimate	Total estimated hours or dollars for this task.
Units	Project measurement indicator — hours or dollars.
Effective Date Start	Beginning effective date of this task.
Effective Date End	Ending effective date of this task.

HXT957F — Variance Table Listing

TAMS957F: Previewer										
File Edit Window Help										
Page	Next	First	Last	Page:	1	Print	Close	View		
SF: TAMS95 Variance Table Listing							Inquiry Id:	TAMS957F		
							Page:	1		
							Run Date:	00/00/00		
							Run Time:	08:27:15		
Variance Type	Period	Balance Name	Balance Dimension	Balance Level	Date From/To	High	Low	Average		
EARNING	Overtime	OVERT	Overtime	4	10-MAY-95	8	0			
EARNING	Overtime	BIWEEKLY	Biweekly Overtime		18-DEC-95	48	1	20		
EARNING	Overtime 1_J	BIWEEKLY	Overtime1_J	8	12-JAN-96	8	4			
EARNING	Regular	BIWEEKLY	Test-Cost	8	12-JAN-96	8	4			
EARNING	Regular	BIWEEKLY	REG 22		12-JAN-96	128	30	30		
LOCATION	Intentional	DAILY	Intentional One		18-JAN-96	8	7			
LOCATION	Intentional	BIWEEKLY	Test-Two		18-JAN-96	128	30	100		
LOCATION	HQ	BIWEEKLY	HQ TEST	22	18-JAN-96	128	20	90		
LOCATION	West Palm Beach	BIWEEKLY	wpl test	66	18-JAN-96	128	30	70		

Variance help to determine the deviations from acceptable levels of time expenditures.

Use this report to list the variance data entered on the Variance form.

Field Descriptions

Variance Type	Earning, Location, or Organization indicator.
Category	Type of Earning, Location, or Organization to which variance applies.
Period	Variance time period.
Balance Name	Name of balance defined for variance reporting.
Balance Dimension	Dimension hours of the variance.
Balance Level	Balance level — high, average, or low.
Date From/To	Beginning and ending effective dates of this variance.
High	High number for variance.
Low	Low number for variance.
Average	Average number for variance.

HXT957G — Earning Group Table Listing

SIS TAM957G Earning Group Table Listing						
						Inquiry ID: TAM957G Page: 1 Run Date: 03/03/98 Run Time: 13:32:52
Earning Group	Description	Effective Date		Pay Element Type	Pay Element Name	Description
		Start	End			
Basic Overtime Basic	Earnings that count toward overtime	01/01/99		729 Holiday		Paid Holiday Earning
				733 Vacation		Vacation Days Taken
Include Text	Earnings	12/01/95		732 Holiday Premium		Holiday Premium
JOHNS	EARNING GROUP	01/01/99	01/02/99	729 Holiday		Paid Holiday Earning
Unk's	Unk's	01/01/95		729 Holiday		Paid Holiday Earning
Overtime Group	Overtime	11/01/95		864 Overtime		Pre-defined element for overtime.
				722 Overtime 1_H		Straighttime Overtime
				725 Overtime 1_S		Time and one-half overtime

Earning groups allow you to group those earning types you wish included in the accumulation of hours.

Use this report to list the earning group data entered on the Earning Group form.

Field Descriptions

Earning Group	Name of the earning group.
Description	Brief description of the earning group if entered on the Earning Group form.
Effective Date Start	Beginning effective date of the earning group.
Effective Date End	Ending effective date of the earning group.
Pay Element Type	Number assigned to the earning type.
Pay Element Name	Earning type.
Description	Brief description of each earning type.

HXT957H — Oracle Time Management Total Table Entries

HXT957H Table Entry Totals				Inquiry ID: TAMB057H
				Page: 1
				Run Date: 06/07/08
				Run Time: 13:59:54
HOLIDAY TABLE ENTRIES :	00			
WORK PLAN TABLE ENTRIES	26			
ROTATION PLAN TABLE ENTRIES	20			
SHIFT TABLE ENTRIES :	20			
PROJECT ACCOUNTING TABLE ENTRIES	3	---	TOTAL TASKS 20	
ORGANIZATION VARIANCE TABLE ENTRIES	6			
LOCATION VARIANCE TABLE ENTRIES	7			
EARNING VARIANCE TABLE ENTRIES :	5			
EARNING GROUP TABLE ENTRIES	0	---	TOTAL PAY ELEMENTS 210	

Use this report to calculate the total number of entries entered in each policy and table form. The total number of tasks associated with all projects and the total number of pay elements associated with all earning groups are also listed.

Field Descriptions

Holiday Table Entries	Total number of all entries entered on the Holiday Calendar form.
Work Plan Table Entries	Total number of all entries entered on the Work Plan form.
Rotation Plan Table Entries	Total number of all entries entered on the Rotation Plan form.
Shift Table Entries	Total number of all entries entered on the Shift form.
Project Accounting Table Entries	Total number of all entries and tasks entered on the Project Accounting form.
Organization Variance Table Entries	Total number of all organization entries entered on the Variance form.
Location Variance Table Entries	Total number of all location entries entered on the Variance form.
Earning Variance Table Entries	Total number of all earning entries entered on the Variance form.
Earning Group Table Entries	Total number of all entries and pay elements entered on the Earning Group form.

HXT957I — Person/Assignment Table Listing

TAMS957I: Previewer				
File Edit Window Help				
Prev	Next	First	Last	Page: 1
				Print
				Close
				How
SR: TAMS95 Person / Assignment Table Listings			Query ID: TAMS95CR	
			Page: 1	
			Run Date: 02/08/98	
			Run Time: 08:59:57	
Name	Conting Policy	Assignment Number	Assignment Effective Date	Assignment End Date
Koonesett, Ms. Theodor	Basic Earning Policy	44933	11/11/84	12/31/12
Wells, Mr. Roy	EARNING TEST	12346	12/14/85	01/01/99
Ball, Mr. Felling (Par)	Special	12346	12/05/85	12/31/85
	Basic Earning Policy	12346	12/11/85	12/31/85
	EARNING TEST	12346	11/25/86	12/31/12
Gregory, Mr. Scott Fred	Earning Test	123466	06/15/86	12/31/12
Craine, Mr. Tom	Basic Earning Policy	99049	06/05/85	12/31/12
D'Oliva, Mrs. Melissa				
D'Oliva, Laura	Basic Earning Policy	123-45-4789	12/05/85	12/31/12
Dabney, Kenneth	Earning Test	1791	12/06/85	12/31/12
David, Miss Scott	Asstess	121212	12/06/85	12/31/12
Eight, Miss Student				
Eighteen, Mr. Student	A Policy for Associates	18018	11/23/86	12/31/12
	Basic Earning Policy	18018	11/11/83	01/02/96
	EARNING TEST	18018-2	11/03/86	12/31/12
	Basic Earning Policy	18018-3	11/16/86	12/31/12
	A Policy for Associates	18018	11/03/86	01/02/96
Brown, Ms. Stevel	Basic Earning Policy	18011	11/11/83	12/31/12
FLINTSTONE, FRED				
Fifteen, Mr. Student				
Five, Mr. Student				
Forty, Mr. Student	Basic Earning Policy	18048	11/11/83	12/31/12
Four, Mr. Student				
Fourteen, Mr. Student				
Gable, Mr. Clark	Control	0800000	11/11/85	12/31/12
Ornd, Mr. Cory	GEORG Cost Policy (special)	0814141	11/11/85	12/31/12
Grey, Mr. Donald	IN THE FUTURE	1801	12/03/86	12/31/12
	Basic Earning Policy	1801	11/11/83	01/02/96

Use this report to list the name of employees, their assignments, and the assignment effective dates.

Field Descriptions

Name	Name of employee.
Earning Policy	Earning policy assigned to the employee.
Assignment Number	Employee assignment number.
Assignment Effective Date	Beginning effective date of assignment number.
Assignment End Date	Ending effective date of assignment number.

HXT958A — Actual and Rounded Time Punch Inquiry

TAMS958A: Previewer										
File Edit Window Help										
Page: 1										
Print Close New										
Report Parameters:										Inquiry ID: TAMS958A
Start Date: 05/01/98 End Date: 12/31/99										Page: 1
Organization:										Run Date: 02/07/98
										Run Time: 15:43:34
Organization	Employee Number	Employee Name	Date Worked	Actual Punch In	Actual Punch Out	Rounded Punch In	Rounded Punch Out	Regular Hours	Overtime Hours	Premium Hours
Administration	111111	Workbee, Ms. Iva	04/01/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/02/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/03/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/04/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/05/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/06/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/07/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/08/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/09/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/10/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/11/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/12/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/13/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/14/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/15/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/16/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/17/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/18/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/19/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/20/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/21/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/22/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/23/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/24/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/25/98	07:08	14:59	07:00	14:59	7.803		7.803
	111111	Workbee, Ms. Iva	04/26/98	07:08	14:59	07:00	14:59	7.803		7.803
	1797	McGrady, Laura	04/05/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/06/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/07/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/08/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/09/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/10/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/11/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/12/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/13/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/14/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/15/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/16/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/17/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/18/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/19/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/20/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/21/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/22/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/23/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/24/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/25/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800
	1797	McGrady, Laura	04/26/98	07:08	16:30	07:00	16:00	16.800	2.000	16.800

Use this report to list the actual time punched vs. the rounded up or rounded down punched in and out times.

Report Parameters: Specify report start and end dates.

Field Descriptions

Organization	Organization associated with time punched in and out.
Employee Number	Number assigned to employee on Person form.
Date Worked	Date of time punched in and out.
Actual Punch In	Military time punched in by employee.
Actual Punch Out	Military time punched out by employee.
Rounded Punch In	Rounding up or down of actual punch in time.
Rounded Punch Out	Rounding up or down of punch out time.
Regular Hours	Calculation of regular hours worked by subtracting Rounded Punch In from Rounded Punch Out.
Overtime Hours	Listing of overtime hours worked on that date.
Premium Hours	Listing of premium hours worked on that date.

HXT959A — Periodic Late Clock-In Inquiry

TAMS959A: Previewer							
File Edit Window Help							
Print	Close	Page: 1			Print	Close	New
Report Parameters: Start Date: 01/01/99 End Date: 12/31/99				95A: Periodic Late Clock-In Inquiry		Inquiry ID: TAMS959A Page: 1 Run Date: 02/01/99 Run Time: 12:55:40	
Organization	Employee Number	Full Name	Shift	Schedule Date	Sched In	Time In	Variance
Environmental	1001	Robinson, Mr James	Day shift	01-06-96	07:00	16:00	-9:00
			Evening Shift	02-06-96	15:00	00:00	15:00
			Day shift	03-06-96	07:00	16:00	-9:00
			Evening Shift	04-06-96	15:00	00:00	15:00
			Day shift	05-06-96	07:00	07:00	
			Day shift	06-06-96	07:00	16:00	-9:00
Data Systems	1002	Harris, Mr. Bill	Friday PM 4 hrs	02-FEB-96	12:15	07:20	4:20
			Night shift	03-FEB-96	00:00	07:20	-7:20
			Monday 9 hrs	05-FEB-96	07:20	07:20	
			Tuesday 9 hrs	06-FEB-96	07:20	07:20	
			Friday PM 4 hrs	08-FEB-96	12:15	07:20	4:20
			Night shift	10-FEB-96	00:00	07:20	-7:20
			Monday 9 hrs	12-FEB-96	07:20	07:20	
			Tuesday 9 hrs	13-FEB-96	07:20	07:20	
			Night shift	17-FEB-96	00:00	07:20	-7:20
			Monday 9 hrs	19-FEB-96	07:20	07:20	
			Tuesday 9 hrs	20-FEB-96	07:20	07:20	
			Wednesday 9 hrs	21-FEB-96	07:20	07:20	
			Night shift	24-FEB-96	00:00	07:20	-7:20
			Monday 9 hrs	26-FEB-96	07:20	07:20	
Tuesday 9 hrs	27-FEB-96	07:20	07:20				

Use this report to list the scheduled clock-in time vs. the actual late clock-in time by employee number, employee name, and organization.

Report Parameters: Specify report start and end dates.

Field Descriptions

Organization	Organization associated with late clock-in inquiry.
Employee Number	Number assigned employee on the Person form.
Full Name	Full name of employee.
Shift	Shift associated with late clock-in inquiry.
Schedule Date	Date scheduled for employee to work.
Sched In	Scheduled time for employee to begin work.
Time In	Actual time employee began work.
Variance	Calculation of difference between Schedule-In and Time-In time. If the difference is zero, no value displays in this field.

HXT964A — Missing Timecard Inquiry

TAM964A: Previewer			
File	Edit	Window	Help
Prev	Next	First	Last
Report Parameters: Period: Weekly 24-DEC-04 00-JAN-05			64A: Missing Timecard Inquiry Inquiry ID: TAM964A Page: 1 Run Date: 04/07/06 Run Time: 14:35:10
Employee Number	Full Name		
001-01-01	Gard, Mr. Gary		
10000	Instructor, Mr. Asolo		
10001	Finn, Mr. Student		
10002	Eighteen, Mr. Student		
10003	Hawken, Mr. Student		
10004	Twentyone, Mr. Student		
10005	Twentyeight, Mr. Student		
10006	Thirty, Mr. Student		
10007	Thirtysix, Mr. Student		
10008	ThirtyNine, Mr. Student		
121212	Dove, Max Della		
123456	Conway, Mr. Sean Fred		
999-99-9991	Wilson, Mr. Paul		
999-99-9992	Hicks, Mr. Don		
8888888	Haglund, Mr. Katherine		

Use this report to list all the timecards missing from the payroll group and time period specified.

Report Parameters: Specify payroll and time period.

Field Descriptions

Employee Number

Employee number associated with missing timecard.

Full Name

Full name of employee associated with missing timecard.

Glossary

A

Absence Types Categories of absence, such as medical leave or vacation leave, that you define for use in absence windows.

Assignment An employee's assignment identifies his or her role and payroll within a Business Group. The assignment is made up of a number of assignment components. Of these, organization is mandatory, and payroll is a required component for payment purposes.

Assignment Number A number that uniquely identifies an employee's assignment. An employee with multiple assignments has multiple assignment numbers.

Assignment Set A grouping of employees and/or applicants that you define for running QuickPaint reports and processing payrolls. See also: *QuickPaint Report*

Assignment Status For employees, used to track their permanent or temporary departures from your enterprise, and to control the remuneration they receive. For applicants, used to track the progress of their applications.

Autogeneration Automatic production of timecards or calculation of pay by HRMS based on work plans or schedules

B

Benefit Any part of an employee's remuneration package that is not pay. Vacation time, employer-paid medical insurance and stock options are all examples of benefits. See also: *Elements*.

Business Group The highest level organization in the Oracle HRMS system. A Business Group may correspond to the whole of your enterprise or to a major grouping such as a subsidiary or operating division. Each Business Group must correspond to a separate implementation of Oracle HRMS.

C

Calendars In Oracle Human Resources you define calendars that determine the start and end dates for budgetary years, quarters, and periods. For each calendar you select a basic period type.

Compensation The pay and benefits you give to employees, including wages or salary, bonuses, health insurance and vacation time. See also: *Elements*.

D

DateTrack When you change your effective date (either to past or future), DateTrack enables you to enter information that takes effect on your new effective date, and to review information as of the new date. See also: *Effective Date*.

Descriptive Flexfield A field that your organization can customize to capture additional information required by your business but not otherwise tracked by Oracle Applications.

E

Earning Group A collection of earning types used for reporting purposes and/or included in the accumulation of hours to be used in calculating weekly caps.

Earning Policy A grouping of rules and a holiday calendar that is linked to each person. These rules define holidays, premiums, overtime hours, generation rules, time entry rules (hour increments), rounding rules, and rules for processing premiums if more than one premium is applicable.

Effective Date The date for which you are entering and viewing information. You set your effective date in the Alter Effective Date window. See also: *DateTrack*

Elements Components in the calculation of employee pay. Each element represents a compensation or benefit type, such as salary, wages, stock purchase plans, and pension contributions.

Element Entry The record controlling an employee's receipt of an element, including the period of time for which the employee receives the element and its value. See also: *Recurring Elements*, *Nonrecurring Elements*.

Element Link The association of an element to one or more components of an employee assignment. The link establishes employee eligibility for that element. Employees whose assignment components match the components of the link are eligible for the element. See also: *Standard Link*.

Element Set A group of elements that you define to process in a payroll run, or to control access to compensation information from a customized form, or for distributing costs.

F

Field A view or entry area in a zone where you enter, view, update, or delete information. See also: *Form, Zone, Region*.

Form A predefined grouping of functions, called from a menu and displayed, if necessary, on several windows. Forms have blocks, regions and fields as their components.

H

Hierarchy An organization or position structure showing reporting lines or other relationships. You can use hierarchies for reporting and for controlling access to Oracle HRMS information.

Hour Deduction Policy Definition of rules regarding a company's approach to deleting time for meals and breaks in the calculation of pay.

N

Nonrecurring Elements Elements that process for one payroll period only unless you make a new entry for an employee. See also: *Recurring Elements*.

O

Organization A required component of employee assignments. You can define as many organizations as you want within your Business Group. Organizations can be internal, such as departments, or external, such as recruitment agencies. You can structure your organizations into organizational hierarchies for reporting purposes and for system access control.

P

Payroll A group of employees that Oracle Payroll processes together with the same processing frequency, for example, weekly, monthly or bimonthly. Within a Business Group, you can set up as many payrolls as you need.

Period Type A time division in a budgetary calendar, such as week, month, or quarter.

Position A specific role within the Business Group derived from an organization and a job. For example, you may have a position of Shipping Clerk associated with the organization Shipping and the job Clerk.

Premium Monetary reward applied in the calculation of pay that is over and above the regularly scheduled pay.

Premium Eligibility Policy

Definition for all premiums that a company pays that are based on hours.

Premium Interaction Policy

Definition of the rules regarding the relationships of premiums in the calculation of the pay and the order in which they are processed.

Q

QuickPaint Report A method of reporting on employee and applicant assignment information. You can select items of information, paint them on a report layout, add explanatory text, and save the report definition to run whenever you want. See also: *Assignment Set*.

R

Recurring Elements Elements that process regularly at a predefined frequency. Recurring element entries exist from the time you create them until you delete them, or the employee ceases to be eligible for the element. Recurring elements can have standard links. See also: *Nonrecurring Elements*, *Standard Link*.

Region A collection of logically related fields in a zone, marked off from other fields by dotted lines that span the zone. See also: *Form*, *Zone*, *Field*.

Report An online or printed information summary derived from TAMS/O records or processes.

Responsibility A level of authority in an application. Each responsibility lets you access a specific set of Oracle Applications forms, menus, reports, and data to fulfill your business role. Several users can share a responsibility, and a single user can have multiple responsibilities. See also: *Security Profile*, *User Profile Options*.

Rotation Plan Defined work plan that varies on a set schedule. This plan indicates when a person is to move from one work plan to another.

S

Security Profile Security profiles control access to organizations, positions and employee and applicant records within the Business Group. System administrators use them in defining users' responsibilities. See also: *Responsibility*, *User Profile Options*.

Shift Definition of daily work schedule, which is used in the setup of work plans.

Shift Differential Policy

Definition of rules for paying a premium on each or certain shifts.

Standard Link Recurring elements with standard links have their elements entries automatically created for all employees whose assignment components match the link. See also: *Element Link*, *Recurring Elements*.

U

User Profile Options Features that allow system administrators and users to tailor Oracle HRMS to their exact requirements. See also: *Responsibility, Security Profile.*

V

Variance Definition of a company's average, high, and low maximum and minimum hours per period by organization, location or earnings. Deviations from these amounts can be reported.

W

Work Plan Definition of the applicable shift for each of the seven days in a work week.

Work Structures The fundamental definitions of organizations, jobs, positions, grades, payrolls and other employee groups within your enterprise that provide the framework for defining the work assignments of your employees.

Z

Zone The largest subordinate unit of a form. Every form consists of at least one zone. Zones contain fields and, optionally, regions. They have descriptive titles and are surrounded by rectangular zone boxes. Each zone contains information relating to a specific business function or entity.

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