TACS HELPFUL HINTS
Please pass on to the timekeepers

1. 1261s (auto pays) go in the first pass in week 2. It is important to get leave, etc. entered before the 4:00 pass on Friday.

2. Leave balances as of the close of the last pay period are shown in Employee Maintenance under the tab of: Leave Information.

3. Run a hours type inquiry on codes 62 & 68 and disallow in the Clock Ring Editor if not valid. I did ask Penny about the guarantee time coding and she stated it is this way based on the F21 and contracts which states that a regular employee working their off day is guaranteed 8.00 hours unless they leave because of illness or for personal reasons if they are RSC A,C, M, P, or Q.

4. Holiday Leave must be manually entered for PTRs based on their limited tour.

5. If an employee works outside their schedule and is entitled to code 73, go to Employee Maintenance/Daily Schedules and click in the box to turn on the indicator and the system will manually compute. Currently there is a problem with a hours change and must be manually entered as code 73 in the clock ring editor. EX: An employee's regular schedule is 0700-1550 and management is changing their schedule to 0900-1750. They are entitled to 2.00 hrs. of OOS beginning at 1550. If an employee has a change to their SDOs, that will pay by clicking the indicator on in the EMF.

6. Employees doing a SDO change for their own convenience are not entitled to Sunday Premium if the change includes a Sunday. Go to Employee Maintenance/Daily Schedules and turn the indicator off. The system will NOT generate Sunday Premium.

7. All 9s by a ring indicate they are auto generated or 1261 employees.

8. If an employee changes their tour for one or more days, go to Employee Maintenance/Daily Schedules, highlight the BT, ET, and lunch if applicable and change to new hours. *Reminder you must enter decimals.* EX: 07.00. Once the problem mentioned in #5 is resolved, do not change the hours if the employee is entitled to OOS.

9. After the errors are relatively cleared at the end of the week, run the Missing Time Report (under Clock Ring Rpts), the Non-Xfoot Report (under Schedule Reports) and the Pay Week Status Report (under PPWK Reports) selecting 'missing' and compare. If anyone looks suspicious, research using the Employee Everything Rpt (Employee All TAB under Employee Reports). If you see unprocessed rings for any of the days, contact MPLS and place employee in hold status if it is week 2 until resolved.

10. Run the Time Certification after week has closed. This report is under Time Card Entry Rpts.

11. Borrowed employees can be marked as such by turning the indicator on in Employee Maintenance on the Employee form. A special badge is not required.

12. There is one pass for T&A in Week 1 at 4:00 on Monday. There are 4 passes in week 2 at 4:00 on Friday, Saturday, Sunday, & Monday.

13. Anytime there is leave and overtime on the same day, the overtime must be authorized and leave exact in order to pay correctly.

14. Forced T&A day: If you need to change the T&A day for an employee, click on the BT (10) and click on change. When the new line appears (BLUE), click in the 'Forced Day' column and change to the correct day. Save and all rings for the day will be changed.

15.   If an employee's time needs to be forced forward from day 7 or 14 this must be done manually.
Step 1   Make sure that the employees rings are showing on the screen in Clock Ring Editor and press the "Print Screen" key on the key board.
Step 2 Open Microsoft Word and depressed the "Ctrl" key and the "V" (Ctrl + V) and that will insert a copy of the Clock Ring Editor screen into the Word document.
Step 3 Print the word document.
Step 4 Delete the clock rings on day 7 or 14.
Step 5 Open the next week and enter the clock rings.

16.   Clock Ring Editor:
    Show Rings: All: All rings are displayed.
                      Active: Only active rings are displayed. Deleted rings are *NOT* displayed.

17.   Reports Queue:
Reports already in queue can be rerun from this module, rather than pulling up report again and running.
STEP SAVER! Delete old reports not needed. Makes it easier to read the screen if not too cluttered.

18.   Clock Ring Editor:
Do not have to hit the CLEAR tab to go to the next employee. You may:
        1.   Highlight the previous SSN and type over.
        2.   2. Click on FIND and type 2 or more letters of the employee's last name.
        3.   3. Hit the F9 key to bring up a list of employees.

19.   Clock Ring Editor:
When entering a ring for a particular date, you *DO NOT* have to scroll down to that date. Simply select *ADD* after you have pulled up the employee and add ring at top of entry screen. After saving, the ring will be automatically sorted by date.

20.   Clock Rings Editor:
    Commonly Used Codes:

Code	Number
Begin Tour	010
Move	011
Out to Lunch	012
In from Lunch	013
End Tour	014
Annual Leave	055
Sick Leave	056
Part Day LWOP	059
Full Day LWOP	060
Higher Level Auth	090
Overtime Auth	091
Disallow Guarantee	092
No Lunch	093