

ScheduleSource Release Self Training: Release 2015.1 New Features & Enhancements

Enterprise Portal:

1. Time Module

- Start of Day – Timesheet time split
 - Timesheet will show split based on the Enterprise/time start of day entry.
 - Prior setting split time at midnight and it will continue if no different start of day is entered.

Example below has 7:00 am set as Start of Day in the Enterprise.

Summary

Today Sunday, February 1, 2015 - Saturday, February 14, 2015 Pay Period

Location	Local	Manager	Enterprise	Organization	Open	Error	Void	Valid	Regular	Total
Nursing	[Lock]	[Approve]	[Lock]	Not Approved	0	0	0	8	53.97	53.97
Rehab	[Lock]	[Approve]	[Lock]	Not Approved	0	2	0	0	0.00	0.00
					0	2	0	8	53.97	53.97

Add Time Entry Calc Time Show Calculations

Details **Differentials**

Type	Location	Project	Task	On	Off	Regular	Bill	Pay	Total	Status
Date: Feb/02/2015 (Mon); Entries: 1; Total Hours: 6.75 +										
admin	Nursing	AIDES/ORDERLIES - REHAB	Hourly	9:00 AM	4:15 PM	6.75	0.00	0.00	6.75	
Date: Feb/03/2015 (Tue); Entries: 1; Total Hours: 7.78 +										
admin	Nursing	AIDES/ORDERLIES - REHAB	Hourly	8:22 AM	4:39 PM	7.78	0.00	0.00	7.78	
Date: Feb/05/2015 (Thu); Entries: 1; Total Hours: 8.00 +										
admin	Nursing	AIDES/ORDERLIES - REHAB	Hourly	8:00 AM	4:30 PM	8.00	0.00	0.00	8.00	
Date: Feb/06/2015 (Fri); Entries: 1; Total Hours: 6.80 +										
admin	Nursing	AIDES/ORDERLIES - REHAB	Hourly	8:57 AM	4:15 PM	6.80	0.00	0.00	6.80	
Date: Feb/09/2015 (Mon); Entries: 1; Total Hours: 7.38 +										
admin	Nursing	AIDES/ORDERLIES - REHAB	Hourly	8:33 AM	4:26 PM	7.38	0.00	0.00	7.38	
Date: Feb/10/2015 (Tue); Entries: 3; Total Hours: 7.25 +										
admin	Nursing	AIDES/ORDERLIES - REHAB	Hourly	8:15 AM	4:00 PM	7.25	0.00	0.00	7.25	
clock	Rehab	AIDES/ORDERLIES - REHAB	Hourly	4:30 PM	4:30 PM		0.00	0.00		
clock	Rehab	AIDES/ORDERLIES - REHAB	Hourly	4:30 PM	4:30 PM		0.00	0.00		
Date: Feb/12/2015 (Thu); Entries: 1; Total Hours: 8.00 +										
admin	Nursing	AIDES/ORDERLIES - REHAB	Hourly	11:00 PM	7:00 AM	8.00	0.00	0.00	8.00	
Date: Feb/13/2015 (Fri); Entries: 1; Total Hours: 2.00 +										
admin	Nursing	AIDES/ORDERLIES - REHAB	Hourly	7:00 AM	9:00 AM	2.00	0.00	0.00	2.00	
					Entries: 10	53.97	0.00	0.00	53.97	

2. Organization Section: Policies Module

- New Options below: If not enabled, the system will work as before.
- New Policy Component: Shift Differentials & Overtime
 - Related to shift differentials. Employees can be paid overtime by working more than a set number of shifts in a week, even if the hours are lower than the weekly or daily threshold for earning overtime

Shift based overtime

*Name:

Versions:

*Effective Date:

Shift Based Overtime

Shift definition:

Start - End	Differential	Holiday
7:00 AM - 3:00 PM	Regular	Regular
3:00 PM - 11:00 PM	Diff0	Diff0
11:00 PM - 7:00 AM	Diff0	Diff0
Start Time - End Time	Regular	Regular

Shift buffer: Minutes before after shift.

Daily Shifts for Overtime: shift/week

Weekly Shifts for Overtime: shift/week

Daily Overtime: hours/day.

Weekly Overtime: hours/week.

* - Required Field

[DELETE]

- Configuration to elect to not pay both Shift Differential and Overtime on the same shift. You can now configure the shift differential component to mark Overtime hours with the default differential (usually as Regular Hours).

- Can now exempt a Project/Task from Overtime.

- New Policy Component: Leave Rules
 - When an employee is taking leave, they receive the Differential that is earned on those hours as well.

- **Holiday Rules: New option**
 - A location Holiday calendar, is a new option. Different locations can have different holidays.

- **Station/Time link**
 - Link has been moved to the Project/Task/Activity component from the Time Settings

Project	Task	Deployed	Default
BB&T TOWER	HOLIDAY WORKED - BB&T TOWER	<input type="checkbox"/>	<input type="radio"/>
BB&T TOWER	RECUR TRAINING -	<input type="checkbox"/>	<input type="radio"/>

- **Policy Component assignments for locations – Moved to Location Section**
 - Has been moved and renamed, it was under Time and was called shift differentials. This is where you can assign a policy component to a location for location-based Shift Differentials or Holiday rules.

Location Portal:

1. Time: (See Screen Shots in Enterprise – same functionality)

- Start of Day – Timesheet time split
 - Timesheet will show split based on the Enterprise/time start of day entry.
 - Prior timesheets always split time at midnight and still will if no different start of day is entered.

Employee Portal:

- CAPTCHA Enforcement (OPTIONAL)
 - A new setting (Set by ScheduleSource) to limit automated scripting of the SwapBoard. Views are counted and when the view limit, a CAPTCHA pop-up will appear. The count is maintained between all logon sessions.
 - A second setting resets the count to zero after so many idle minutes. This helps prevent normal users, with idle time between sessions, from seeing the CAPTCHA.
 - When the employee enters CAPCHA text correctly, they will be redirected back to the page they were requesting. Entry of text is not case sensitive.
 - If configured, these pages will enforce CAPTCHA: Swapboard, Claim Shift Pop-Up, My Calendar (when showing Swapboard shifts/counts)
- A **CAPTCHA** (an acronym for "Completely Automated Public Turing test to tell Computers and Humans Apart") is a type of challenge-response test used in computing to determine whether or not the user is human.
 - Example:

