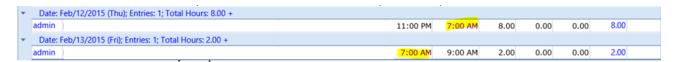# SCHEDULE SOURCE

275 Century Circle, STE 102, Louisville, CO 80027

ScheduleSource Release Self Training: Release 2014.3
New Features & Enhancements
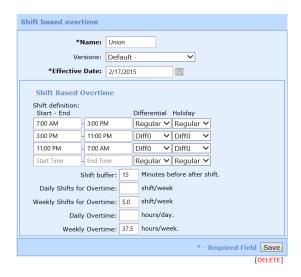
Enterprise Portal:

1. **Time Module**
   - Start of Day – Timesheet time split
     - ➢ Timesheet will show split based on the Enterprise/time start of day entry.
     - ➢ Prior timesheets always split time at midnight and still will if no different start of day is entered.
     - ➢ Example below has 7:00 am set as Start of Day in the Enterprise.
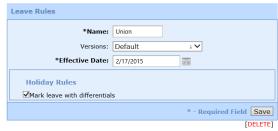
▼ Date: Feb/12/2015 (Thu); Entries: 1; Total Hours: 8.00 +						
admin		11:00 PM	7:00 AM	8.00	0.00	0.00	8.00
▼ Date: Feb/13/2015 (Fri); Entries: 1; Total Hours: 2.00 +						
admin		7:00 AM	9:00 AM	2.00	0.00	0.00	2.00

2. **Organization Section: Policies Module**
   - New Policy Component: Shift based 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:	Union
Versions:	Default ·
*Effective Date:	2/17/2015

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:	15	Minutes before after shift.
Daily Shifts for Overtime:		shift/week
Weekly Shifts for Overtime:	5.0	shift/week
Daily Overtime:		hours/day.
Weekly Overtime:	37.5	hours/week.

* - Required Field   Save

[DELETE]

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

Leave Rules

*Name:	Union
Versions:	Default ; ∨
*Effective Date:	2/17/2015

Holiday Rules
☑Mark leave with differentials

* - Required Field   Save

[DELETE]

- Holiday Rules: New option
  - ➢ Use location Holiday calendar, is a new option. Like this option on shift differentials, different locations can have different holidays

- Station/Time link
  - ➢ Link has been moved to the Project/Tack/Activity component from the Time Settings
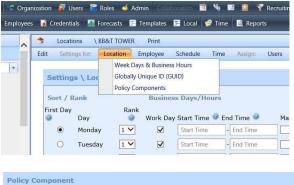
- Policy Component assignments for locations – Moved to Location Section
  - ➢ Has been moved and renamed, was under Time and was called shift differentials. This where you can assign a policy component to a locations for location-based Shift Differentials or Holiday rules.

Location Portal:

1. **Time:**

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