



Web Entry Configuration

Version 3.0

User's Guide

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Introduction

Web Entry Configuration allows you to customize **Web Entry** to fit your organization's time and attendance needs. Web Entry Configuration and Web Entry are both accessed through your web browser.

Your ADI Time Configuration Manager and Labor Manager are the foundation for Web Entry. The following information must be entered through ADI Time:

- Employees and Supervisors[†]
- Hierarchy information (ADI Time default levels are Company, Location, Division and Department) [†]
- Positions[†]
- Pay Groups[†]
- Pay Types[†]
- Pay Calendar[^]
- Holidays/Special Days
- Rounding Rules
- Time Edit, Time Off, and Termination Reasons
- Time Exception Codes
- Accrual Types, Accrual Groups, Infraction Types, Points Groups (Only if Accruals and Points module purchased)
- Security[†]

[†] At least one valid entry must be created in ADI Time before Web Entry can be used.

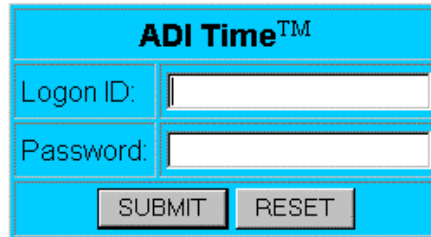
[^] Your pay calendar must be created in ADI Time before Web Entry can be used.

For more information about ADI Time Configuration Manager refer to your *ADI Time™ System Configuration Manual*; for more information about ADI Time Labor Manager, refer to your *ADI Time™ System Reference Manual*.

Important! Certain ADI Time settings directly affect Web Entry. Before proceeding, we strongly recommend that you refer to Appendix A of this manual to verify that ADI Time is configured properly.

Accessing Web Entry Configuration

1. Type the Web Entry Configuration URL (provided by your ADI Time system administrator) into your web browser to display the Logon page.



The image shows a web form titled "ADI Time™". It has a blue header with the text "ADI Time™". Below the header, there are two input fields: "Logon ID:" and "Password:". At the bottom of the form, there are two buttons: "SUBMIT" and "RESET".

2. Type your logon ID and password and then click **Submit**. Your logon ID and password are the security ID and password assigned to you in ADI Time Configuration Manager.
3. If your logon ID and password are accepted, a **Welcome** message appears. Click **OK** to display the Time Card page.



If your logon ID and password are *not* accepted, an **Invalid Login** message appears. Click **OK** to retype your logon ID and password.

Exiting Web Entry Configuration

To exit the system, click **Logoff** on any page.

Note: You must save any changes you have made before you log off by clicking either **Prev** or **Next**.

General Configurations

Web Entry General Configurations:

Allow Web Entry
 Allow Punch Employees to Transfer
 Allow Employees to View Schedules
 Allow Employees to View Profiles
 Allow Online Help
 Allow Jobs
 Label:
 Short Label:

Use Time Zone Settings
 Max Schedule Segments:
Max Logon Attempts:
 Allow Punch
 Display Accrued Hours
 Display pay type summary
 Allow Swap and Trade schedule
 View Reports Using a Java Viewer
 Activate Leave Request
 SSN Display Option:

Pay Group Name	Pay Group ID	Allow Web Entry
FULL TIME	FT	<input checked="" type="checkbox"/>
PartTime	PT	<input checked="" type="checkbox"/>
Salary	SALARY	<input checked="" type="checkbox"/>

The General Configurations page has an upper pane and a lower pane. If you make any changes to either pane, click **Next** to save the changes.

Upper Pane Settings

- **Allow Web Entry:** This feature is unavailable for Web Entry Version 3.0.
- **Allow Punch Employees to Transfer:** Select this check box to activate a **Transfer** button on the Time Card page that allows employees to transfer to a different department, position or job. This option is only available for employees who are configured for Punch Entry (see page 9, step 3 for more information about Punch Entry).
- **Allow Employees to View Schedules:** Select this check box to activate a **View Schedule** button on the Time Card page that allows an employee to view his or her schedule.
- **Allow Employees to View Profiles:** Select this check box to activate a **View Profile** button on the Time Card page that allows an employee to view his or her profile.
- **Allow On-Line Help:** Select this check box to activate a context-sensitive **Help** button on all Web Entry pages.
- **Allow Jobs:** Select this check box to activate a **Job** column on the Time Card page and a **Job** field on the Transfer page (see **Allow Punch Employees to Transfer** above for more information).
- **Label:** If you want to rename the **Job** column heading from “Job” to something more appropriate to your organization, type the new heading in this box.
- **Short Label:** Type a shorter heading to be used on pages with less available space.
- **Use Time Zone Settings:** Select this check box to activate the Time Zone Configuration page if *both* of the following conditions exist:

- Employees will log on to Web Entry from a time zone different from that of the web server.
- Any of the above employees are either configured for Punch Entry or will approve time cards.
- **Allow Punch:** Select this check box to allow employees configured for Punch Entry to punch in or out from the Time Card page. If you want Punch Entry employees to have view-only access to their time cards, clear this check box.
- **Display Accrued Hours:** Select this check box to display a column in the **My Accrual Balances** table that contains the number of accrued hours earned. If this check box is not selected, only the **Accrual Type** and **Available** columns will be displayed.
- **Display Pay Type Summary:** Select this check box to activate a table at the bottom of the Time Card page that summarizes the hours worked during the pay period by pay type.
- **Allow Swap and Trade Schedule:** Select this check box to activate the Swap and Trade feature, which allows supervisors to exchange scheduled days among employees.
- **View Reports Using a Java Viewer:** ADI **strongly** recommends that you select this option. This will prompt users to download a free Java Viewer the first time they run a report. This is necessary to properly display and print reports. If you do not select this option, reports will be displayed as HTML, which may result in poor readability and misaligned data.
- **Activate Leave Request:** Select this check box to activate the Leave Request feature (refer to your Web Entry manual for more information about this feature). When you click Next, you will open the Leave Request Configurations page. *Note: The Leave Request feature cannot be used without the Accruals and Points module.*
- **SSN Display Option:** This setting controls the display of social security numbers on Web Entry pages. The following choices are available: Never Display SSN, Display to Employee, Display to Supervisor, Display to Super User, and Always Display SSN.
- **Max Schedule Segments:** Select the maximum number of start and end time pairs an employee can be scheduled per day (must be between one and four).
- **Max Logon Attempts:** Select the maximum number of times you can submit an invalid logon ID or password. If this limit is reached, you will have to retype the URL in the web browser to access the Logon page.

Lower Pane Settings

The lower pane lists all of your pay groups.

- **Allow Web Entry:** If one or more employees from a pay group should have access to Web Entry, select this check box for that pay group. Later during the configuration, you will be able to grant permission to individual employees.
- **Select All:** Click this button to select the **Allow Web Entry** check box for every pay group.
- **Clear All:** Click this button to clear the **Allow Web Entry** check box for every pay group.

Leave Request Configurations

This page is activated if Activate Leave Request is selected on the General Configurations page. All of these settings are global.

- **Activate Leave Request Email***: Select this option to enable e-mail notification. If activated, supervisors will be notified via e-mail when employees submit leave requests and employees will be notified via e-mail when supervisors approve or deny leave requests.
- **Allow Accrual Balance Expiration Date Display**: Select this option to display the expiration dates associated with the accrual balances.
- **Logo Selection**: Any .gif file that you save in the Logo folder will appear in this drop-down list. The file you select from this drop-down list will replace the ADI Time logo on the left side of Leave Request pages in Web Entry.
- **Allow “To be Paid” Field Display**: Select this option to display the “To Be Paid” field on the **Selected Employee Leave Request** page.
- **Allow “To be Paid” Edits**: Select this option to allow supervisors to edit the “To Be Paid” field on the **Selected Employee Leave Request** page. If you select this option, you must also select the Allow "To be Paid" Field Display option.
- **Leave Request Payment Date**: This setting has four options. The option selected here will be the default setting, but supervisors can change this setting for each leave request *if* the Allow “To be Paid” Edits option (above) is selected.
 - **None**: Employees will not be paid for leave time, but their schedule will reflect the leave information.
 - **Time Off Date**: Employees will be paid for leave time on the date the leave is taken.
 - **Start Date of Pay Period**: Employees will be paid for leave time on the first day of the designated pay period.
 - **Ending Date of Pay Period**: Employees will be paid for leave time on the last day of the designated pay period.

* If e-mail notifications will be used, the following must first be done:

1. The full e-mail address of each employee (e.g. jasmith@aditime.com) must be manually entered on the Personnel Edit screen (Personnel tab) in Labor Manager.
2. The full e-mail address of each supervisor must be manually entered on the Supervisor Maintenance screen and the User Security screen in Configuration Manager.
3. The Use Supervisor option must be selected on the Time and Attendance tab of the System Parameters screen in Configuration Manager.

Time Zone Configurations

Web Entry Time Zone Configurations:

Company
 Location
 Division
 Department

Company: ABC Widget Company, 001
Location: ABC West, W
Division: Distribution, 02

Department Description	Department Code	Time Zone Offset
Distribution-Boulder	DB	-2 ▾
Distribution-Seattle	DS	-3 ▾

If any of your employees work in a time zone different from that of your web server, you must specify the time difference of each company, location, division and department relative to the web server. For example, if the web server is located at your headquarters in the eastern time zone and you have a department in the central time zone, the time zone offset will be (-1) for that department because the central time zone is one hour behind the eastern time zone.

If an employee temporarily transfers to a department in a different time zone, the time from his or her home department will appear on the Time Card page.

If your organization has established a different corporate structure in ADI Time than the one shown here, this will be reflected on your Web Entry Configuration pages.

Setting Time Zone Offsets

1. In the upper pane, select the level you want to change. The lower pane will reflect your selection. (**Important:** Start with the highest level and work your way down. See the following note.)
2. Set your time zone offsets by selecting a value from the drop-down lists. If no selection is made, an offset value of zero is used.
3. To change the time zone offsets for another level, select the level from the upper pane. This will also save the changes you made to the previous level.
4. When you have finished making changes, click either **Next** or **Prev** to save them.

Note: You should always start with the top level (*Company* in this example) and work your way down to the bottom level (*Department* in this example). This is because the settings you choose at the higher level automatically carry down to the lower levels. Once you change your lower level settings, you cannot reenter a higher-level setting without losing the changes you made to the lower levels. The following levels are assumed in this manual (from highest to lowest):

- a. Company
- b. Location (within Company)
- c. Division (within Location within Company)
- d. Department (within Division within Location within Company)

Example: (Refer to the illustration on page 5.) ABC Widget Company's web server is in the Eastern Time zone. The *Distribution* division is in the Pacific Time zone, but one of its departments (*Distribution-Boulder*) is in the Mountain Time zone.

To set the time zone offsets, you would click **Division** in the upper pane to display the divisions in the lower pane. Set the *Distribution* division's time zone offset to (-3) to reflect the three-hour time difference between the Distribution division (Pacific Time zone) and the web server (Eastern Time zone).

Next you would click **Department** to save the changes you made to the division settings and display the departments. *Distribution-Seattle* would already be correctly set to (-3) because you set *Distribution* to (-3) and that setting carried down to each of its departments. However, you would have to change *Distribution-Boulder* from (-3) to (-2) because it is located in the Mountain Time zone, which is 2 hours behind the Eastern Time zone.

At this point, you should **not** change the settings in any level above the Department level. If you went back to Division and reset *Distribution* to (-3), *Distribution-Boulder* would automatically be reset to (-3) instead of (-2).

Pay Group Configurations

Help

<--Prev Next--> Logoff

Web Entry Pay Group Edit Configurations:

Pay Group:

Allow Employees to View Accruals

Total Number of Web Entry Licenses:

Web Entry Type

Punch Entry

Time In/Out Entry

Bulk Entry

SELECT ALL CLEAR ALL

Employee ID	Name	Allow Web Entry
01854	Carlin, Sam-(0)	<input checked="" type="checkbox"/>
01548	Doyle, Lisa-(0)	<input checked="" type="checkbox"/>

This page allows you to select which employees will have access to Web Entry, how they will record their hours on their time cards, and whether or not they can view their accrual balances. Any pay group for which you selected the Allow Web Entry check box on the General Configuration page will be available in the Pay Group drop-down list on this page.

Changing the settings of a pay group

1. Select the pay group you want to change from the **Pay Group** drop-down list in the upper pane. All employees in this pay group will be displayed in the lower pane.
2. Select the **Allow Employees to View Accruals** check box if employees are allowed to view their accrual balances (e.g. accrued vacation or sick time). This information will be displayed on each employee's Time Card page.
3. Choose how employees should record their hours by selecting one of the following options under **Web Entry Type**:
 - **Punch Entry:** Employees click the **Punch** button on the Time Card page to record their start and end times.
 - **Time In/Out Entry:** Employees type their start and end times on the Time Card page. They can also type the number of hours charged against their accrual balances (e.g. vacation time used).
 - **Bulk Entry:** Employees type the number of hours worked or charged against accrual balances (e.g. vacation time used) on the Time Card page.
4. Select the **Allow Web Entry** check box for each employee that should have Web Entry access.

5. To make changes to another pay group, select it from the **Pay Group** drop-down list. This will also save the changes you made to the previous pay group.
6. When you have finished making changes, click either **Next** or **Prev** to save your changes.

Note: Pay group settings apply to *all* employees in the pay group (except for the Allow Web Entry setting, which is by employee). If you want to apply different rules to different employees, you must set up a new pay group.

For your convenience, the number of Web Entry licenses you own is displayed. There must be an available license in order to select Allow Web Entry. This number is recalculated each time Allow Web Entry is selected or cleared.

All employees with the status of “Active” are shown. Employees with the status of “Terminated” are shown only if Allow Web Entry is selected. This allows you to clear the check box and free up the license.

Supervisor Configurations

Total Number of Web Entry Licenses:

Web Entry Supervisors Configurations:		
Supervisor ID	Name	Allow Web Entry
OA	Aaron, Oliver	<input checked="" type="checkbox"/>

All employees who have been assigned a security ID and password in ADI Time Configuration Manager (see page 19) will be listed on this page.

Granting Web Entry access to supervisors

1. Select the **Allow Web Entry** check box for each supervisor who should have access to Web Entry (either for their own time card or their employees' time cards).
2. Click either **Next** or **Prev** to save your changes.

For your convenience, the number of Web Entry licenses you own is displayed. There must be an available license in order to select Allow Web Entry. This number is recalculated each time Allow Web Entry is selected or cleared.

Style Sheet Configurations

Web Entry Style Sheet Configurations:

Style Sheet Selection:

By Location [Browse Exceptions](#) [Browse Approvals](#) [Select Loc](#) [Swap Trade](#) [Copy Schedule](#) [Logoff](#) [Help](#)

Dept	Name	Status	Exc	Supervisor Approved	Profile	Schedule	Time Card
130	Miller, Devin	A		X

Style Sheets set the fonts and colors on the Web Entry pages. Web Entry contains ten pre-configured style sheets. For instructions on creating new style sheets, refer to Appendix B. The style sheet selection applies to all Web Entry users; individuals cannot select different styles.

The active style sheet is shown in the **Style Sheet Selection** box.

Applying a different style sheet

1. Select a style sheet from the **Style Sheet Selection** drop-down list. A preview of the new style will be displayed in the lower pane.
2. Click either **Prev** or **Submit** to save your changes. Your new selection will be active the next time you log on to Web Entry.

Appendix A: ADI Time Configurations

Certain information *must* be defined in your **ADI Time Configuration Manager** and **Labor Manager** programs in order for Web Entry to function properly. This appendix outlines the necessary settings. For more information about ADI Time Configuration Manager, refer to your *ADI Time System Configuration Manual*; for more information about ADI Time Labor Manager, refer to your *ADI Time System Reference Manual*.

Configuration Manager Settings

System Parameters

System Tab

The screenshot shows the 'System Parameters' dialog box with the 'System' tab selected. The 'Level Configuration' section contains a table with the following data:

Level	Multiple	Length	Label Name	Short Label
Company	<input checked="" type="checkbox"/>	2	Company	Comp
Location	<input checked="" type="checkbox"/>	2	Location	Loc
Division	<input checked="" type="checkbox"/>	2	Division	Div
Department	<input type="checkbox"/>	6	Department	Dept
Position	<input checked="" type="checkbox"/>	6	Position	Pos

The 'Options' section contains the following checkboxes:

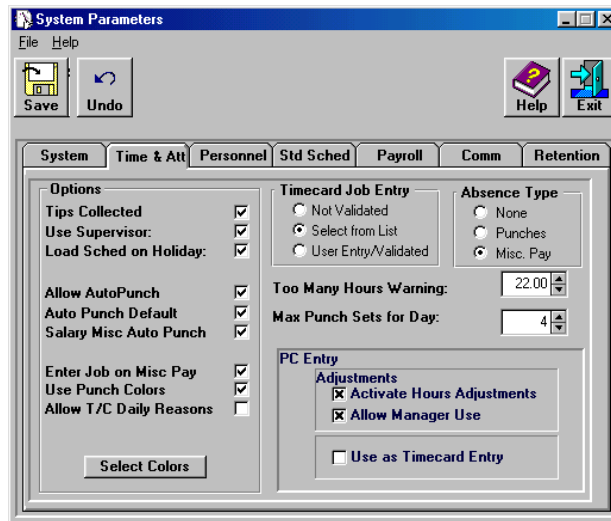
- Use Pictures
- Allow G/L by Position
- Use Country Settings
- Use Archive
- Master Password
- Allow LabMgr Access to Employees

Multiple: If your organization has more than one company, location, division, department or position, select the **Multiple** check box in the appropriate row. Level information will be displayed in Web Entry.

Length: Type the number of alphanumeric characters in each level's ID.

Label Name: Type the name your organization uses to refer to each of the levels.

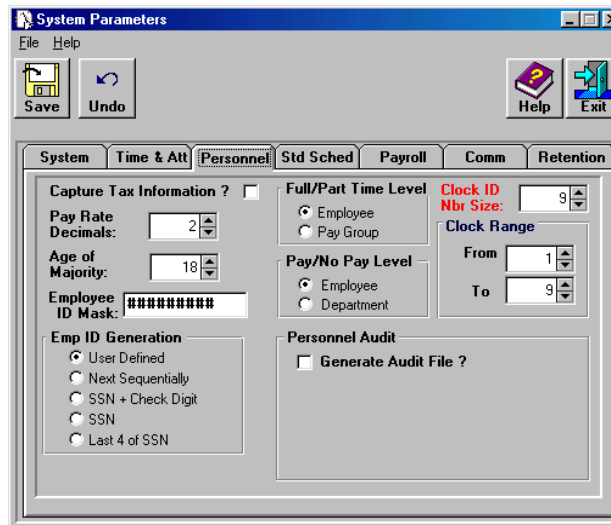
Time & Attendance Tab



Use Supervisor: Select this check box if you would like the Supervisor field to be required on the Employee Profile page in Web Entry.

Max Punch Sets for Day: Select the maximum number of start and end time pairs you want employees to be able to record on their Time Card pages (only for employees configured for *Time In/Out Entry* or *Bulk Entry*).

Personnel Tab



Emp ID Generation: Select **User Defined** if you would like supervisors to be able to enter or change the employee ID number on the Employee Profile page.

Clock ID Number size: Type the number of digits required for the Employee Clock number on the Employee Profile page.

Standard Scheduling Tab

The screenshot shows the 'System Parameters' dialog box with the 'Std Sched' tab selected. The 'File' menu is open, showing 'Save' and 'Undo' options. The 'Help' and 'Exit' buttons are also visible. The 'Std Sched' tab contains the following settings:

- Allow Schedule Rotations
- Allow Break Minutes
- Allow Sched Pay Types
- Auto Build Timecard Schedule
- Save Timecard Schedule
- Schedule by Department
- Week Start Day: Sunday
- Day Begin Time: 12:01 AM
- Minimum Split Hours: 0.00
- Budget Level:
 - None
 - Company
 - Location
 - Division
 - Department
 - Position

Allow Schedule Rotations: Select this check box if you would like to use the Employee Profile page in Web Entry to assign rotation schedules to employees.

Allow Sched Pay Types: If you want to use the Swap/Trade feature, select this check box to activate it ADI Time. You will then need to select the **Allow Swap and Trade Schedule** check box on the General Configurations page in Web Entry Configuration.

Week Start Day: This setting determines the first day of the week on the Employee Schedule page in Web Entry.

Payroll Tab

The screenshot shows the 'System Parameters' dialog box with the 'Payroll' tab selected. The 'Payroll' tab contains the following settings:

- Minimum Wage:** \$6.50
- Minimum Server Wage:** \$3.50
- Pay Approval Type:**
 - None
 - Employee
 - Supervisor
 - Both
- Approval by Day
- Allow Supervisor Override
- Options used:**
 - Allow Pay Rates by Position
 - Allow Miscellaneous Pay
 - Check Missing Punches
 - Print NO Pay Rates on Reports
 - OT Rate Min
 - Check Pay Rates
 - Allow Recalc Option

Pay Approval Type: Select how Web Entry time cards will be approved.

- **None:** No approval required.
- **Employee:** Employee approval is required each pay period.
- **Supervisor:** Supervisor approval is required each pay period.
- **Both:** Both employee and supervisor approval are required each pay period.
- **Allow Supervisor Override:** Supervisors will be able to approve a time card on behalf of one of their employees.

User Parameters > Pay Type

General Tab

Allow Accrual: If employees accrue hours for this pay type (e.g. accrued vacation hours), select this check box to allow employees configured for either *Time In/Out Entry* or *Bulk Entry* to enter the number of hours charged against their accrual balance.

Allow On Schedule: This must be selected for each pay type that you want to use with the Swap/Trade feature.

User Parameters > Time Edit Exception Type

Time Exception Code Maintenance Screen

Track: Select this check box for each exception code that you want displayed on the Browse Exceptions page in Web Entry.

User Parameters > Job Maintenance

Job Maintenance Screen

The screenshot shows the 'Job Maintenance: Job Number (001 - Test Job 001)' window. It features a menu bar (File, Edit, Goto, Help) and a toolbar with icons for New, Save, Delete, Undo, Refresh, First, Prev, Next, Last, Help, and Exit. The main area is divided into two sections:

Description	Job Number
JoveAccrual	11
JoveAccrualData	12
JoveConfigure	07
JoveConfigureData	08
JoveEmployee	05
JoveEmployeeData	06
JoveGlobalASA	15
JoveGlobalASAData	16
JoveLogin	01
JoveLoginData	03
JoveSchedule	09
JoveScheduleData	10
JoveSecurity	02
JoveSecurityData	04
JoveTimeCard	13
JoveTimeCardData	14

On the right, the 'Job Number' is set to 01. The 'Description' field contains 'JoveLogin'. Below it, the 'Job Status' is set to 'Open' (selected with a radio button), with other options being 'Plan' and 'Closed'.

Job Status: All jobs with a Job Status of *Open* are available in the **Job** drop-down lists on the Time Card page in Web Entry.

User Parameters > Clock Parameters > Clock Messages

Clock Message Maintenance Screen

The screenshot shows the 'Clock Message Maintenance: [1]' window. It has a menu bar (File, Report, Help) and a toolbar with icons for New, Save, Browse, Delete, Undo, First, Prev, Next, Last, Help, and Exit. The main area contains the following fields and options:

- Message Code:** 1
- Message:**
 - Short Desc:** Meeting
 - Message Text:** Please attend the meeting this Friday at 2:00 pm.
- Selections:**
 - Department
 - All Employees
- Entry:**
 - Clock Entry
 - Web Entry
- Date Type:**
 - Once
 - Recurring
 - Birthday
 - Anniversary
- From:** 03/06/2000
- To:** 03/10/2000

This screen allows you to send a message to some or all employees. They will receive the message when they log on to Web Entry.

Supervisor Maintenance

Description	ID
Joe Gannon	04
Larry Miller	01
Oliver Aaron	0A

ID: OA
Desc: Oliver Aaron
Email: oaaron@abcwidgets.com

Select Dept(s): 1 Time Clock Number: 0
 01 - AL - SU - CS - Customer Service

Email: If e-mail notification is activated for leave requests (if “Activate Leave Request Email” is selected in Web Entry Configuration) enter the supervisor’s e-mail address.

Configuration Manager > Special Maintenance > Security

User Security Screen

User: OA **Password:** ***
User Name: Oliver Aaron
Employee: Aaron, Oliver **Own Access:** Allowed Not Allowed
Email: oaaron@abcwidgets.com

Default Employee Profile Disable self-approval

All Applications?
 Run Reports?

Employee Access:
 Select All
 By Location
 By Division
 By Department
 By Employee

Select Department 1

User: This is the Web Entry logon ID for supervisors.

Password: This is the Web Entry password for supervisors.

Own Access: Select Allowed if supervisors should have permission to view their own information. Note: This option will not be activated unless the supervisor is selected from the **Employee** drop-down list.

Email: If e-mail notification is activated for leave requests (if “Activate Leave Request Email” is selected in Web Entry Configuration) enter the supervisor’s e-mail address.

Disable self-approval: Select this check box if supervisors are not allowed to approve their own time cards.

Granting supervisor privileges

1. Clear the check from **All Applications?** to open the **Application Function** table.
2. Select the **Allowed** check box to the right of **Labor Manager** to expand the Labor Manager options.
3. See the following table for instructions on granting specific privileges.

Privilege	Instructions
View employee profiles	<ol style="list-style-type: none"> 1. Select the Allowed check box to the right of Personnel. 2. To allow editing, also select the Edit Access check box.
View employee schedules	<ol style="list-style-type: none"> 1. Select the Allowed check box to the right of Scheduling Menu to expand the Scheduling Menu options. 2. Select the Allowed check box to the right of Weekly Schedule. 3. To allow editing, also select the Edit Access check box.
View employee time cards	<ol style="list-style-type: none"> 1. Select the Allowed check box to the right of Time Card Edit. 2. To allow editing, also select the Edit Access check box.

Labor Manager Settings

Personnel

Double-click an employee's name to bring up the following screen:

General Tab

Clock ID #: This is used as the Web Entry logon ID for employees.

Personnel Tab

Email: If e-mail notification is activated for leave requests (if “Activate Leave Request Email” is selected in Web Entry Configuration) enter the employee’s e-mail address.

Other Tab

Personnel Edit 'Carlin, Sam'

File Edit Goto Help

Save Browse Delete Undo First Prev Next Last Search Help Exit

General Personnel Background **Other** UDF

Emergency Contact
Name
Address
Phone [] -

Alt Phone #
[] -
Type of phone

Language/education
Primary English
Secondary
Education

Employee Password
Password: 5724

Work Hours
Sched Hrs Day 0.00

Employee Password: This is used as the Web Entry password for employees.

Appendix B: Style Sheets

Ten pre-configured style sheets are provided with the Web Entry module. You can develop additional style sheets to provide a customized look.

Creating a customized style sheet

1. Copy an existing style sheet. The style sheet files installed with Web Entry are named STYLEn.css (where n is a number).
2. Edit the style sheet using a text editor. We strongly recommend an editor such as ColdFusion® or Visual InterDev®; these tools provide menu items and drop-down lists with valid color and font choices. Unexpected results will occur if the web browser does not recognize a color or font code.
3. Save the new style sheet in the same file folder as the original Web Entry style sheets. It will appear in the Style Sheet Selection drop-down list the next time you log on to Web Entry Configuration.

Appendix C: Software Branding

The ADI Time system and the Web Entry module are each branded with your organization's name. If the organization names within the branding keys do not match each other, the Web Entry module is treated as a demo system limited to a five-user license.

ADI Time and Web Entry each has its own branding process. Both systems should be branded before the Web Entry Configuration program is run; otherwise the five-user license will be in effect.

Glossary

Access level: The level of security assigned to an employee. An employee can only perform the functions allowed by his or her security level.

Accrual: Hours that an employee earns toward time off (e.g. vacation and sick hours). Accrual balances reflect the amount of time earned minus what has been used.

Alphanumeric: Letters, numbers, or special characters.

Application: A computer program.

ASCII: Acronym for American Standard Code for Information Interchange. ASCII files are text-only and can be read by most computers. ADI Time™ uses ASCII files to import data to and export data from the database.

Associate: A setting in a person's profile that grants the privileges defined by his or her organization for that level.

Audit Trail: The history of changes made to certain data.

Browser: See *Web Browser*.

Branding: A process that customizes the ADI Time database for each organization (e.g. setting the employee limit and number of users).

Button: A graphical element that performs a specified function when clicked with the mouse.

Cancel: A button in a dialog box that closes the dialog box without saving any changes or entries made.

Check box: An interactive control that allows users to select or clear an option.

Click: To press and release the left mouse button once without moving the mouse. Compare to *Double-click* and *Right-click*.

Close Payroll: A process that locks pay periods that have undergone final processing. Users can view information from the closed pay period, but cannot edit that information.

Configuration: The ADI Time settings that are specific to each customer's time and attendance policies.

Data: Information.

Database: A file composed of related records, such as an address book.

Default: A predetermined setting used by a program when the user does not specify a setting.

Dialog box: A window displayed by the application to solicit a response from the user.

Double-click: To press and release the left mouse button twice without moving the mouse. Compare to *Click* and *Right-click*.

Drop-down list: A field with a button that displays a list of choices when clicked with the mouse. When a user clicks one of the choices, that item is inserted into the field.

Exception Code: An exception is an attendance policy infraction. In ADI Time, each organization sets a list of exceptions and the corresponding codes (e.g. LA for late arrival).

Field: A space in an electronic form in which a user can enter data.

Filter: To select certain items from a database based on criteria set by the user.

Hyperlink: See *Link*.

Link: An element, such as a word, phrase, symbol, or image, that brings you to another part of the page or a new page when clicked.

Log Off: (verb) To exit a program.

Log On: (verb) To enter a program; usually with a logon ID and password.

Logon: (adjective) Used to describe a page or ID (e.g. logon page or logon ID).

Parameter: In ADI Time, parameters are values that customize the system according to each organization's time and attendance policies. Examples of parameters set in ADI Time include rounding rules, pay types, holidays, and exception codes.

Pay Calendar: This defines the start date, end date, and pay date of each pay period.

Payroll Close: See *Close Payroll*.

Pay Group: A collection of employees who share the same time and attendance rules.

Pay Type: All time card entries are assigned a pay type, which defines rules such as how the time is to be paid and whether or not it counts toward overtime.

Points: The method by which attendance policy infractions are tracked.

Poll: The process of transferring information from the time clock(s) to the database. See *Post*.

Post: The process of taking the information transferred during the polling process and distributing it to the individual employee time cards. See *Poll*.

Profile: Employee information (e.g. name, address, position, and department).

Punch: A time card entry for Web Entry users configured for Punch Entry.

Reason Code: The explanation for an absence. In ADI Time, each organization creates a list of reasons and corresponding codes (e.g. VAC for vacation).

Right click: To press and release the right mouse button once without moving the mouse. Compare to *Click* and *Double-click*.

Rotation Schedule: A schedule that changes from week to week in a repeating pattern. See *Schedule*.

Rounding Rules: An organization's policy for adjusting time card entries that fall outside of a grace period.

Schedule: Predetermined days and times that employees are expected to work. Compare to *Rotation Schedule*.

Schedule Segments: Consecutive hours on a schedule. For example, an employee scheduled to work on Monday from 8:00 A.M. to 12:00 P.M., and then from 1:00 P.M. to 5:00 P.M., has two schedule segments on that day.

Screen: What a user sees on the computer monitor.

Software Branding: See *Branding*.

Supervisor: A setting in a person's profile that grants the privileges defined by his or her organization for that level.

System Administrator: The person responsible for the ADI Time system. This includes installing the software, setting up users, posting time card entries, and closing the pay period.

Time Card: A summary of one person's time entries for one pay period.

Transfer: To switch from one department, position, or job to another.

Unposted: This refers to transactions that have not been posted. See *Post*.

URL: Uniform Resource Locator. An address that tells the web browser where to find a web page.

User: A person who uses a computer.

Web Browser: An application that enables a user to view HTML documents on the World Wide Web, another network, or the user's computer.