



App Number: 320011

Award Interpreter

Last Updated [30/09/2016]

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Greentree[®]
PRIMED FOR BUSINESS

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Features

The Award Interpreter contains a powerful 'rules engine' to help you manage complex payroll calculations and is useful when:

- The Payroll department is not coping with managing complex awards and finding it difficult to retain competent staff
- The cost charged to jobs or GL departments is inaccurate
- Time billing is not functioning reliably

Other Requirements

Greentree Modules: Payroll

Implementation Guide

Before you start

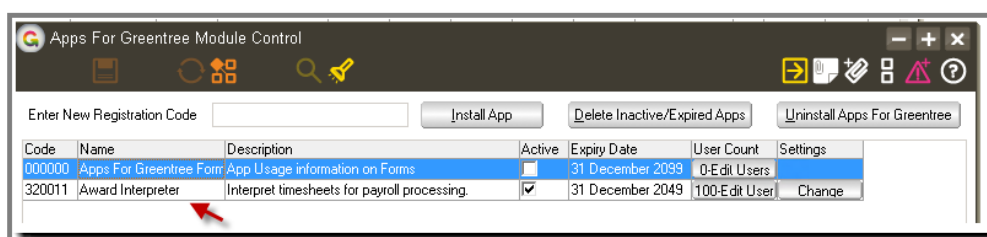
If you simply wish to explore the Award Interpreter's capabilities, you will save a lot of time by starting with an existing test dataset with a sample AI setup and some data in place – as opposed to setting it all up from scratch. AI has an export/import facility for copying the configuration from one Greentree system to another – contact your Greentree reseller to obtain a sample setup which can be loaded in your Greentree test data or in a demo system. You can also alter this data-set to suit your requirements and then re-export the final configuration to your live Greentree system.

Installation

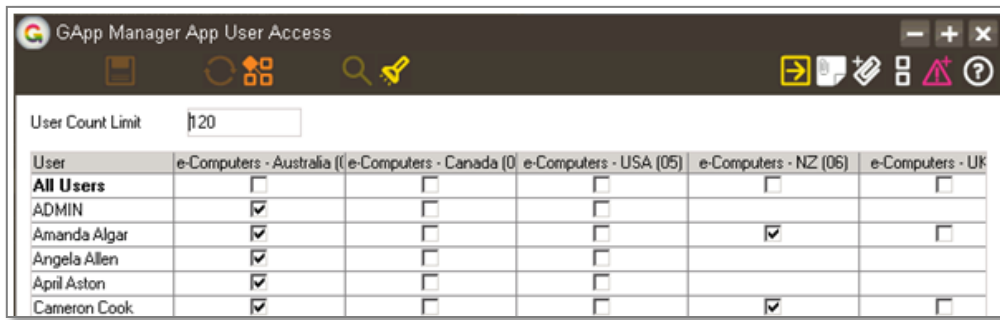
1. Log in to Greentree as the *Super* user
2. Select the menu item | System | Apps For Greentree | Apps Module Control |
3. Enter the New Registration Codes supplied and click Install App



4. Exit out of the current Greentree company and re-login to the same company. Then get back to the same form as before (| System | Apps For Greentree | Apps Module Control |) – this will ensure that the Award Interpreter is initialised. Select/Highlight the Award Interpreter App.



5. Click on the **Edit Users** button and select the users who will be configured to use Award Interpreter, for which companies.

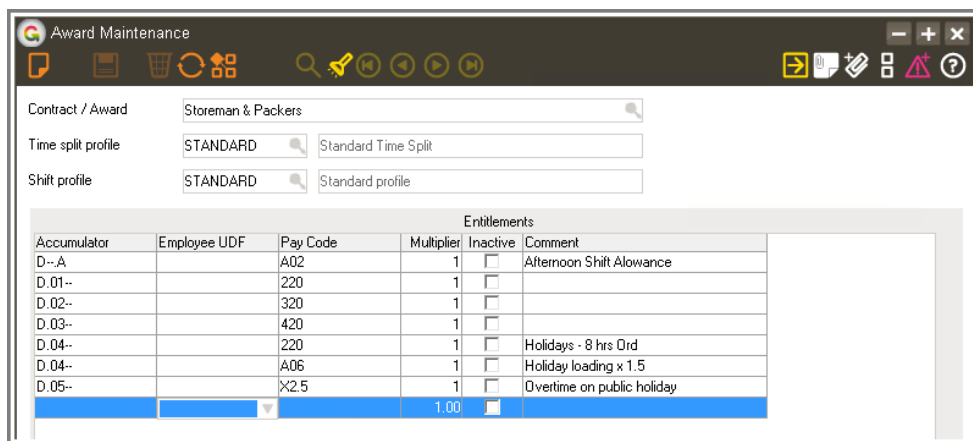


- Once you have selected the users, **Save** the settings using the save icon in the header and **Close** the window.

Configuration

The steps involved in setting up Award Interpreter are:

Setup awards



Awards contain a table of payroll entitlements. To setup this table you will first have to create the following components:

- Time split profiles
- Shift profiles
- Accumulators

Setup Time Split Profiles

Time Split Maintenance

Code: STANDARD

Description: Standard Time Split

Is script based:

Shift	DayType	Qty 1	Time Slice 1	Qty 2	Time Slice 2	Qty 3	Time Slice 3	Qty 4	Time Slice 4	Qty 5	Time Slice 5
A	PH1	8.0000	04	16.0000	05	0.0000		0.0000		0.0000	
A	SAT	2.0000	02	22.0000	03	0.0000		0.0000		0.0000	
A	SUN	24.0000	03	0.0000		0.0000		0.0000		0.0000	
A	wKD	8.0000	01	2.0000	02	14.0000	03	0.0000		0.0000	
D	PH1	8.0000	04	16.0000	05	0.0000		0.0000		0.0000	
D	SAT	2.0000	02	22.0000	03	0.0000		0.0000		0.0000	
D	SUN	24.0000	03	0.0000		0.0000		0.0000		0.0000	
D	wKD	8.0000	01	2.0000	02	14.0000	03	0.0000		0.0000	

Ready

Last EBAITimeSplitHdr of 2

Time split profiles contain a table which enables the time to be split up into bands ('Time Slices') and the quantities in each band becomes available to be selectively added to accumulators.

Setup Shift Profiles

Shift Profile Maintenance

Code: STANDARD Standard profile

	First Pass	2nd Pass	3rd Pass	4th Pass
Shift Start Range From	0600	1201	1801	0000
Shift Start Range To	1200	0559	0559	2359
Shift Finish Range From	0601	1201	1801	0000
Shift Finish Range To	2200	0000	1000	2359
Shift Code	D	A	A	

Ready

First EBAiShiftProfile of 2

Shift profiles are attached to awards and are used to determine the default shift of a timesheet line during data entry (either manually entered or imported). The operator can override the default and select a shift.

Setup Accumulators

Overview

Accumulators are used to calculate and store quantities derived from an employee's timesheet and they are a significant part of the Award Interpreter's rule engine which determines the entitlements (both time and allowances) which are to be paid to the employee. The entitlements are listed in Award Maintenance.

Code

The Accumulator code can be a maximum of 25 characters and it may be altered, but only if it is not already referenced within an expression in another Accumulator. When setting up Standard accumulators (see 'Types' below), it is good practise to leave the code and description blank - the program will auto-generate the code and description based on the Day Type, Time slice and shift codes. Examples of generated codes and descriptions:

Code	Description	Note
D.03--	D, Tslice .03, All Days , All Shifts (NB the 'D' stands for 'daily' storage of quantities)	
D--.A	D, All Tslices, All Days , Shift = .A	

Description

The description can be a maximum of 100 characters and it may not be left blank.

Types

CLK : Based on clock time range - the accumulator will store the quantity (ie hours) of the timesheet which falls within the clock time range.

EXP : Based on an 'expression' (ie a formula) which is used to extract and manipulate the values obtained from other accumulators

SCR : Based on a Jade script which can do more complex manipulation than 'expression' based accumulators - contact your Greentree consultant for more details

STD : Standard accumulators are used to split up the time by selecting the day type, shift, time slice and storage type.

SYS : System accumulators (if supplied) are built-in and may not be edited

Comment

The comment is optional - it can be used to document the purpose of the accumulator.

Group: Based on Time Slice or Clock range

The attributes in this group are available when setting up STD and CLK accumulators. Time Slices are used to split up total hours worked in a day into bands - an example is when you want to pay the first two hours on a Saturday at time and a half. Clock ranges are used to work out the hours done between selected times of the day - an example is when you want to pay time and a half for the first two hours on Saturday but only if that time is before 12 noon, anything after 12 being double time.

Group: Based on Jade Script

The attributes in this group are available when setting up SCR accumulators. Scripts contain Jade code obtained from your Greentree reseller and can be used to perform more complex calculations. Script-based accumulators can be referenced by expression accumulators (and vice versa); circular references will be detected and not allowed to be saved.

Group: Values Stored

The attributes in this group are available to all accumulators - they determine what is stored in the accumulator and whether minimum / maximum limits are applied to the values stored.

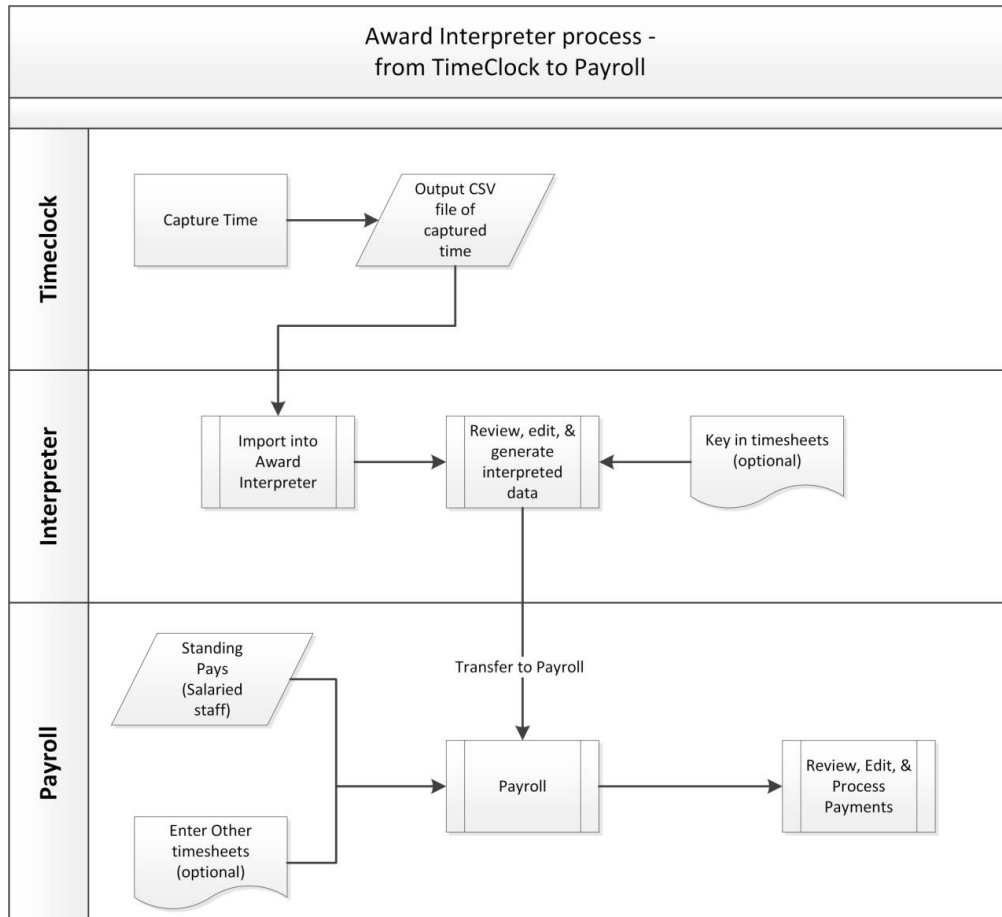
Group: Based on Expression

The attributes in this group are available when setting up EXP accumulators. When editing an expression based accumulator, you can use the drop down controls and the "paste code" and "paste syntax" buttons to help construct the formula and avoid typos. Expressions can have nested brackets and reference the contents of other accumulators..

User Guide

Data Flow

The following diagram is an illustration of the data flow when using Award Interpreter with a timeclock system.



However the starting point of the source data could be any of these :

- JC Timesheets;
- eTimesheets
- Manually entered into Award Interpreter's timesheet entry form
- CSV import from other sources

Processing involves the following:

- Enter or import timesheets

Award Interpreter Timesheet Maintenance

Employee: CLARKC1 Clark Craig Find most recent

Pay Group: Monthly Pay Date: 15/04/2011 <<<< >>>> Exported

Time Entry				Manually Added Allowances				Interpreted Output				
Site/Job	Activity	W/Centre	Class	Day/DisplayDate	Start	Finish	id/Minutes	NetQty/ Switches	Award	Shift	Narration	Shift#
5012	LABSER	ADMIN		21 Mon 21.03.11	0800	1000	0.0	2.0000	Storeman & Pac D			1
5004	LABSER	SERV		28 Mon 28.03.11	0600	1400	0.0	8.0000	Storeman & Pac D			2
5004	LABSEZ	SERV		30 Wed 30.03.11	0600	1400	0.0	8.0000	Storeman & Pac D			3
5004	LABSER	SERV		1 Fri 01.04.11	0600	0800	0.0	2.0000	Storeman & Pac D			4
5004	LABSER	SERV		4 Mon 04.04.11	0600	0800	0.0	2.0000	Storeman & Pac D			5
5004	LABSER	SERV		12 Tue 12.04.11	0600	0700	0.0	1.0000	Storeman & Pac D		b	6
5004				12 Tue 12.04.11	0700	0800	0.0	1.0000	Storeman & Pac D			6

Import Timesheets

Pay Group: Weekly

Pay Date: 10/10/2015

Count Of Existing Timesheets: 0

Previously exported: 0

Import From:

JC Timesheets

CSV file

Timesheets available for import:

Do not import into existing, unexported Timesheets

Do not import overlapping Lines

Process Import

Last HRPayGroup of 2

- Review the interpreted data on screen or by using the reports

Award Interpreter Timesheet Maintenance

Employee: CORKC1 Cork Chelsea Find most recent

Pay Group: Weekly Pay Date: 22/08/2015 <<<< >>>> Exported

Time Entry				Manually Added Allowances				Interpreted Output				
Paycode	Paycode Descrip	Site/Job	Activity	W/Centre	Class	Day/DisplayDate	NetQty/ Switches	Award	Shift	Narration	Accumula	E/E
+ 220	Ordinary Hours						12.0000					
- 320	Time and a Half						2.0000					
320	Time and a Half	5003				22 Sat 22.08.15	2.0000	Storeman & Pac D				N,N
+ 420	Double Time						5.0000					
- A02	Shift Allowance						4.0000					
A02	Shift Allowance	5002				21 Fri 21.08.15	4.0000	Storeman & Pac A		Test Line		N,N

Hours Entered: 19.0000 Ordinary Hours: 12.0000

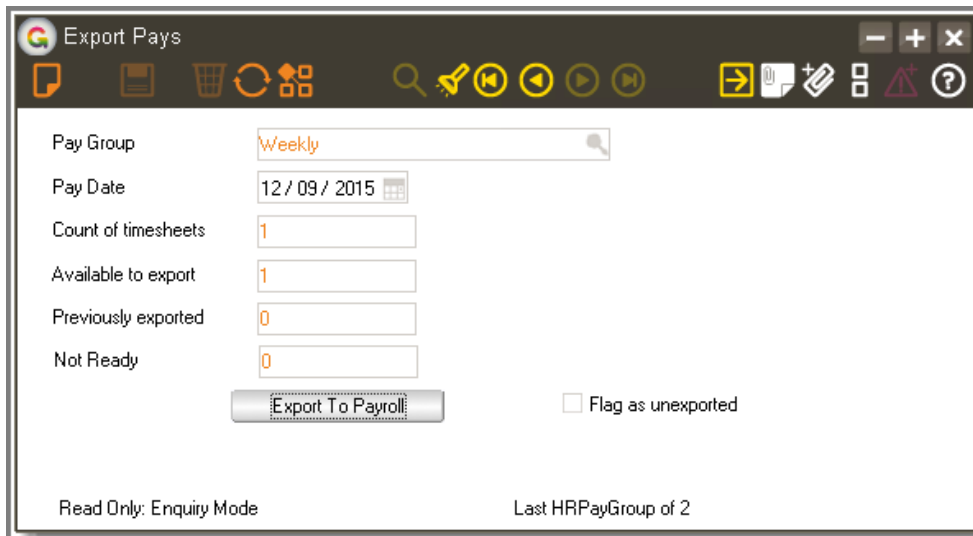
Overtime Hours: 7.0000

Interpret

Print

Ready EBAITimeSheet 6 of 8

Export the interpreted data to payroll for processing.



The screenshot shows a software window titled "Export Pays" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a toolbar with various icons including a folder, trash, refresh, search, and navigation controls. The main area of the window contains a form with the following fields:

- Pay Group: Weekly (dropdown menu)
- Pay Date: 12 / 09 / 2015 (calendar icon)
- Count of timesheets: 1 (text input)
- Available to export: 1 (text input)
- Previously exported: 0 (text input)
- Not Ready: 0 (text input)

Below the form, there is a button labeled "Export To Payroll" and a checkbox labeled "Flag as unexported". At the bottom of the window, the status bar displays "Read Only: Enquiry Mode" on the left and "Last HRPayGroup of 2" on the right.