

Time Guardian^{PRO} 3.6

AMANO

**HOW TO SETUP ZONE DIFFERENTIAL
INDICATING ZONE NUMBER WITH RATE
INCREASE**

1. Create zone award for rate - name accordingly to zone no, rate, hours to be applied to

The screenshot shows the 'Zone Award' dialog box with the 'Settings' tab selected. The fields are as follows:

Source	Change Rate	
Type	Add to	
Value	3.11	
Paycode Filter	All	...
Assign Paycode	Single Paycode	...
Labor Level Filter	All	...
Labor Award	Labor working in	...
Zone Codes	zone 1 - 3-11	

At the bottom of the dialog, there are four icons: a printer icon with 'AS', a green checkmark, a yellow 'X', and a purple question mark.

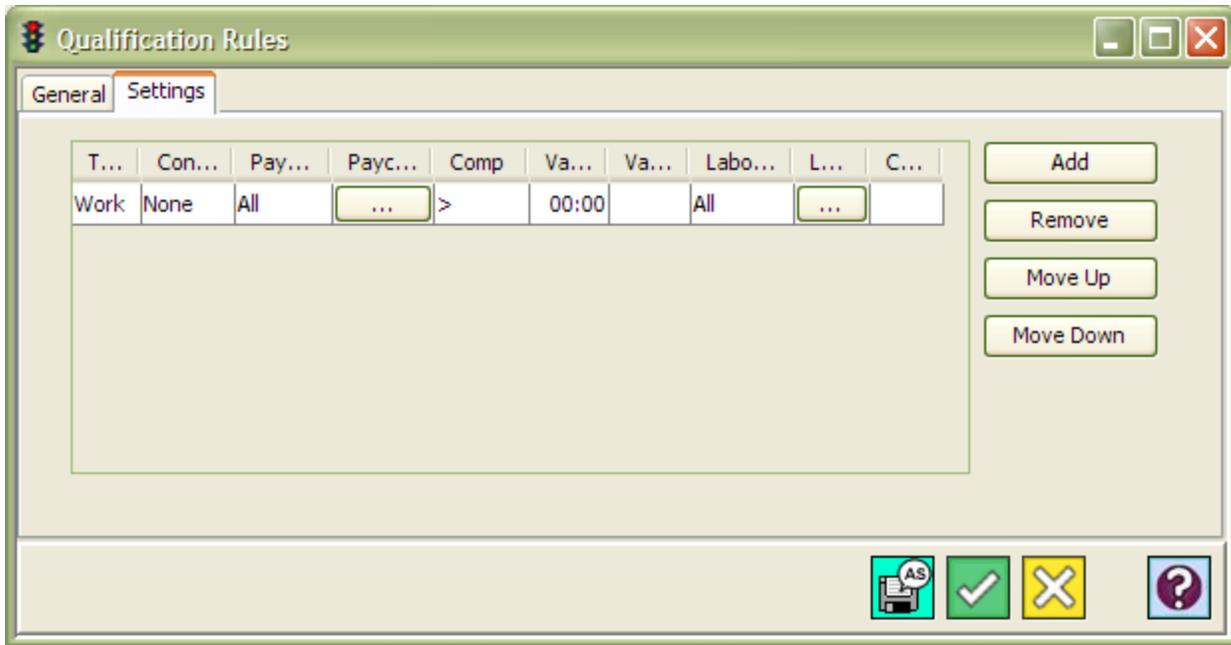
2. Create zone award for zone number assignment - name accordingly to zone no, hours to be applied to

The screenshot shows the 'Zone Award' dialog box with the 'Settings' tab selected. The fields are as follows:

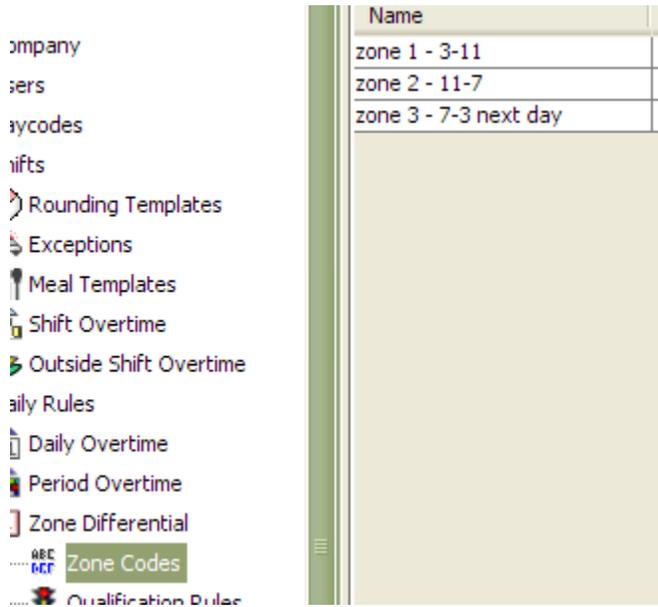
Source	Set Zone Number	
Type	Set in Window	
Value	1, zone 1 - 3-11	
Paycode Filter	All	...
Assign Paycode	Single Paycode	...
Labor Level Filter	All	...
Labor Award	Labor working in	...
Zone Codes	zone 1 - 3-11	

At the bottom of the dialog, there are four icons: a printer icon with 'AS', a green checkmark, a yellow 'X', and a purple question mark.

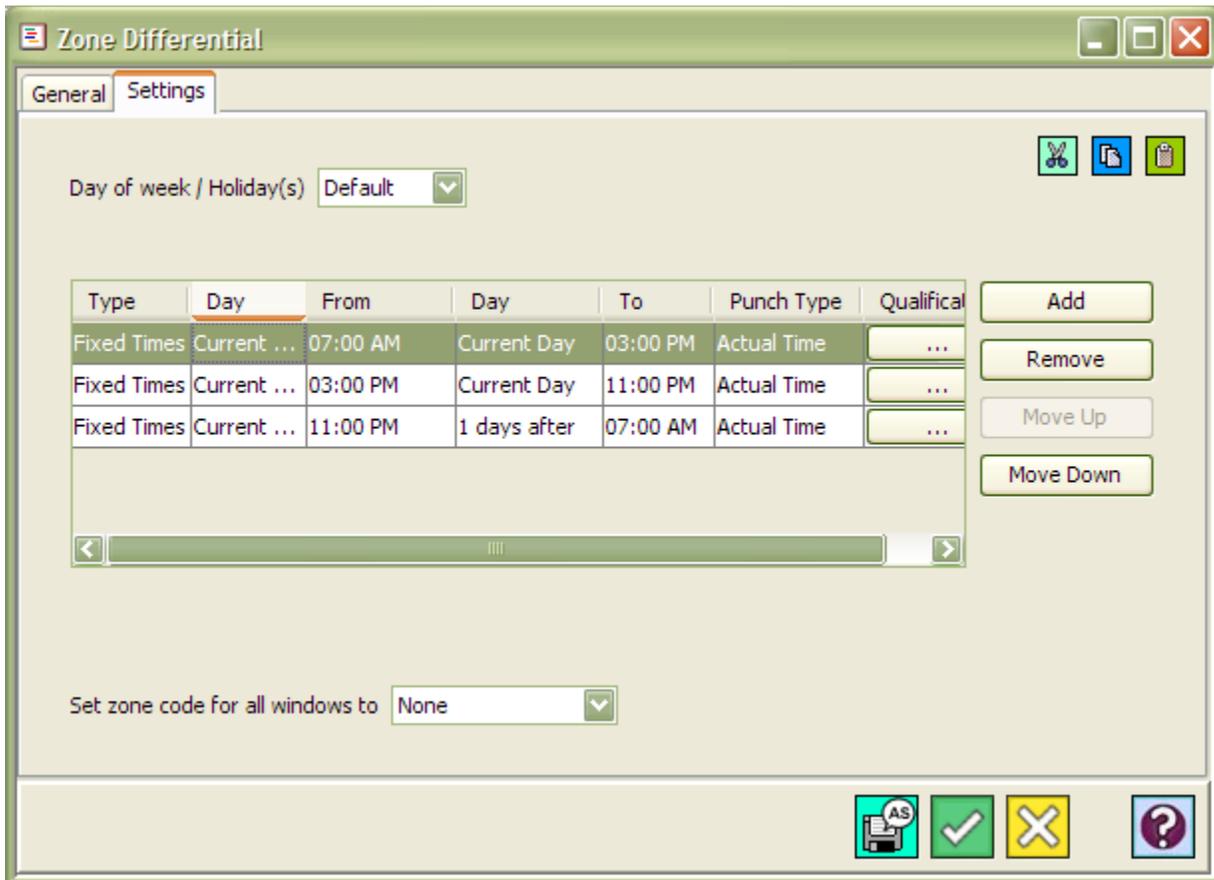
3. Create qualification rule



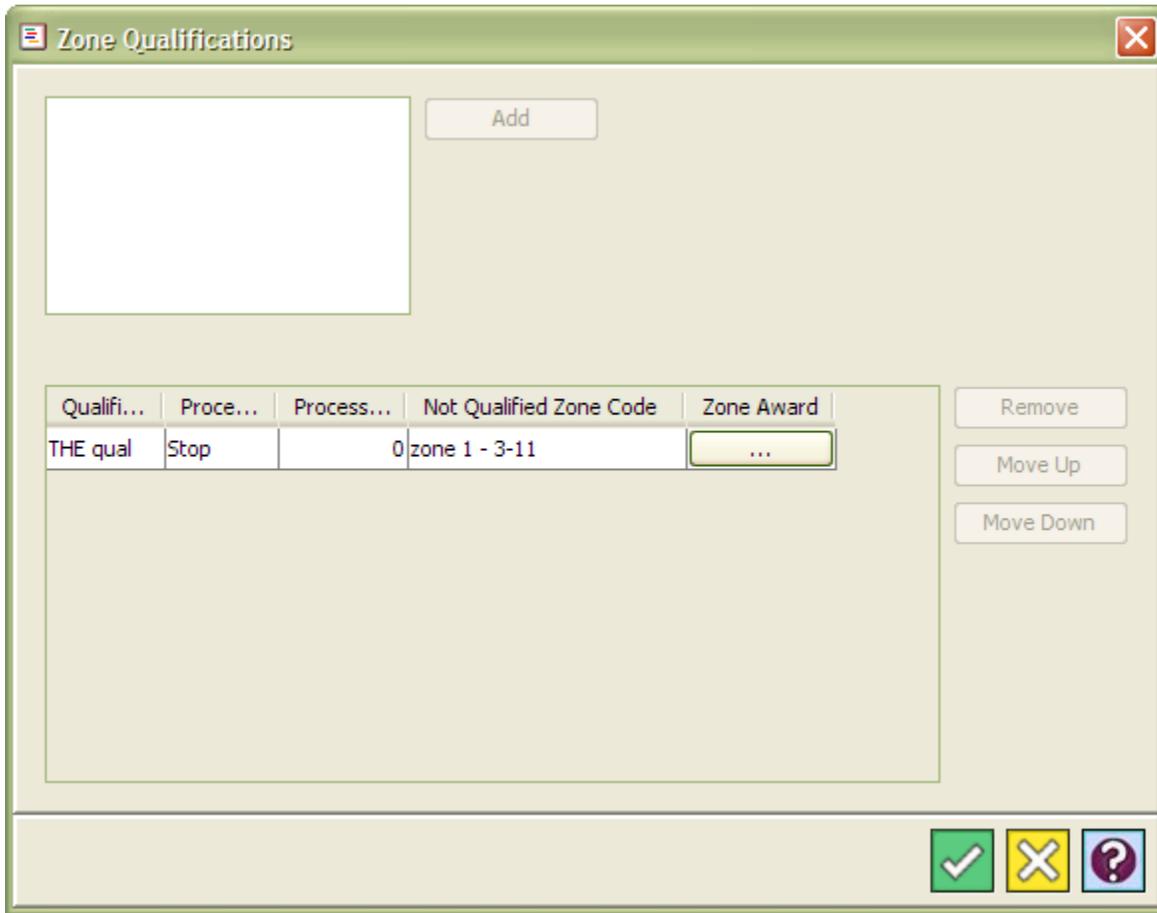
4. Create multiple zone codes as needed to differentiate multiple time frames



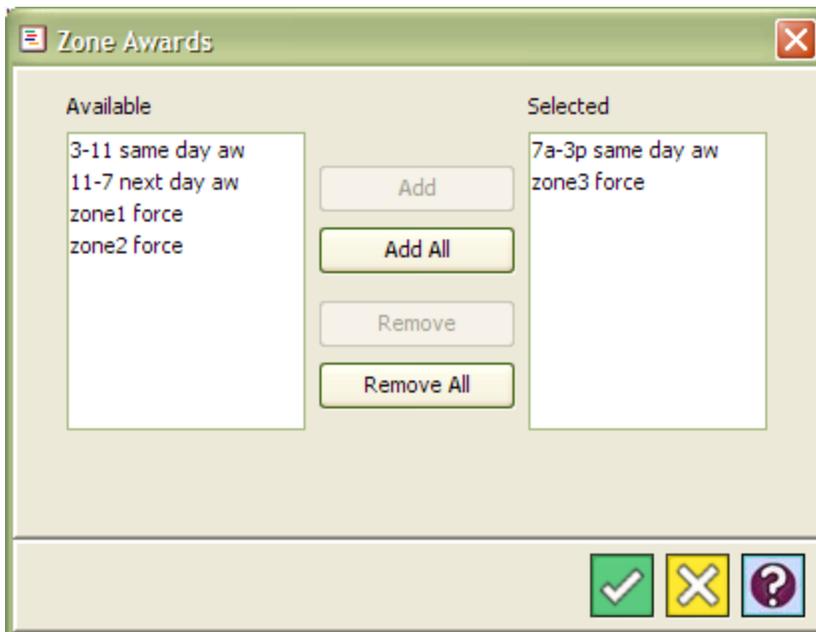
5. Create zone differential with different settings pertaining to multiple time frames

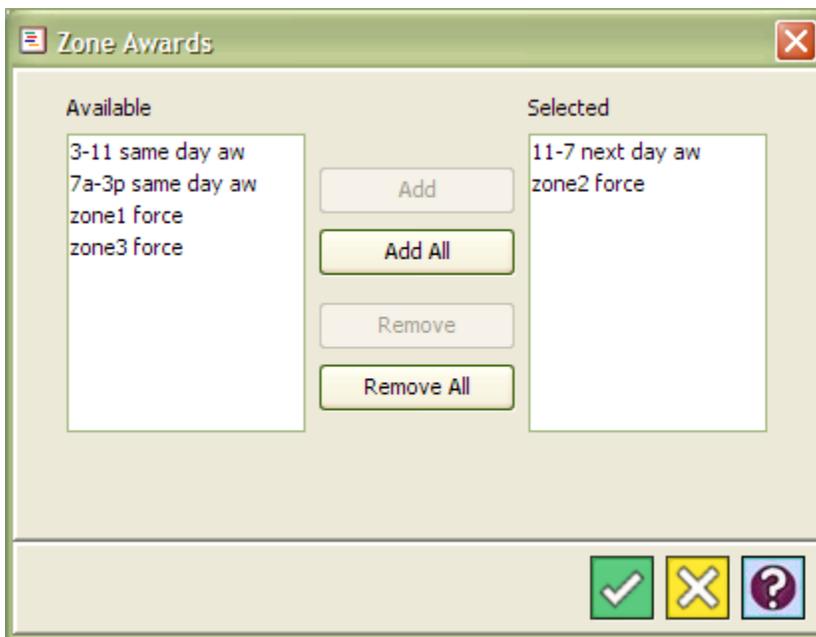
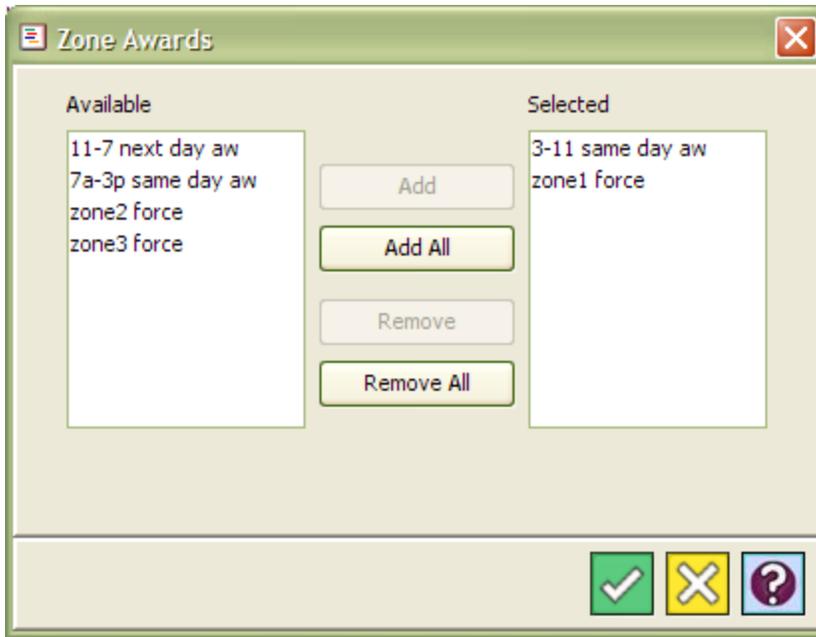


6. Assign zone qualification to different zone differential settings



7. Assign zone awards to each zone differential setting create (3 examples below)





8. Verify timecard that day is broken down accordingly by zones in the daily totals

Punches Overrides Adjustments								
Date	Day	Indicator	Day (IN P...	IN Punch	Day (OUT...	OUT ...	Total Hours	Break
Jun 22, 2008	Sun							
Jun 23, 2008	Mon	⊙	Mon	02:41 PM	Mon	11:04 PM	08:23	
Jun 24, 2008	Tue	⊙	Tue	11:00 PM	Wed	07:00 AM	08:00	
Jun 25, 2008	Wed							
Jun 26, 2008	Thu	⊙	Thu	05:00 AM	Thu	02:00 PM	09:00	
Jun 27, 2008	Fri	⊙	Fri	03:00 PM	Sat	02:00 PM	23:00	
Jun 28, 2008	Sat							

Daily Totals				
Category	Hours	Dollars	Cost	Cost
[-] Total		08:23		
[-] Paycode				
[-] REG		08:23		
[-] Labor				
[-] 3 - Elkton, 12 - Mechanics-ELK		08:23		
[-] Zone				
[-] zone 1 - 3-11		08:00		
[-] Rate				
[-] 1		08:00		3.11
[-] zone 2 - 11-7		00:04		
[-] Rate				
[-] 1		00:04		117.00
[-] zone 3 - 7-3 next day		00:19		
[-] Rate				
[-] 1		00:19		7.30