

**AMANO<sup>®</sup>**

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

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

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

Field	Value
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 right, there are four icons: a printer with 'AS', a green checkmark, a yellow 'X', and a blue question mark.

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

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

Field	Value
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 right, there are four icons: a printer with 'AS', a green checkmark, a yellow 'X', and a blue question mark.

3. Create qualification rule

**Qualification Rules**

General Settings

T...	Con...	Pay...	Payc...	Comp	Va...	Va...	Labo...	L...	C...
Work	None	All	...	>	00:00		All	...	

Add  
Remove  
Move Up  
Move Down

AS ✓ ✗ ?

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

Company  
Users  
Paycodes  
Shifts  
Rounding Templates  
Exceptions  
Meal Templates  
Shift Overtime  
Outside Shift Overtime  
Daily Rules  
Daily Overtime  
Period Overtime  
Zone Differential  
Zone Codes  
Qualification Rules

Name
zone 1 - 3-11
zone 2 - 11-7
zone 3 - 7-3 next day

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

**Zone Differential**

General Settings

Day of week / Holiday(s) Default

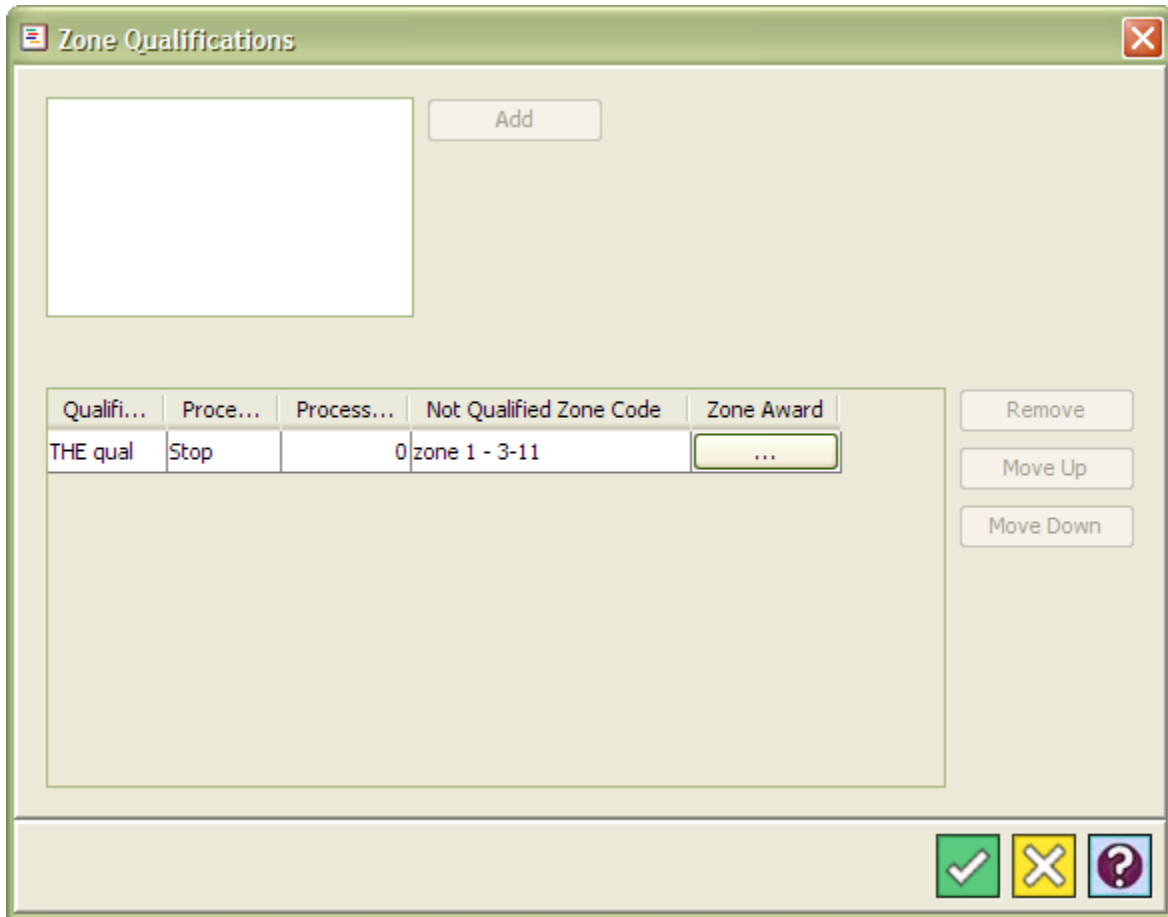
Type	Day	From	Day	To	Punch Type	Qualifica
Fixed Times	Current ...	07:00 AM	Current Day	03:00 PM	Actual Time	...
Fixed Times	Current ...	03:00 PM	Current Day	11:00 PM	Actual Time	...
Fixed Times	Current ...	11:00 PM	1 days after	07:00 AM	Actual Time	...

Add Remove Move Up Move Down

Set zone code for all windows to None

AS ✓ ✗ ?

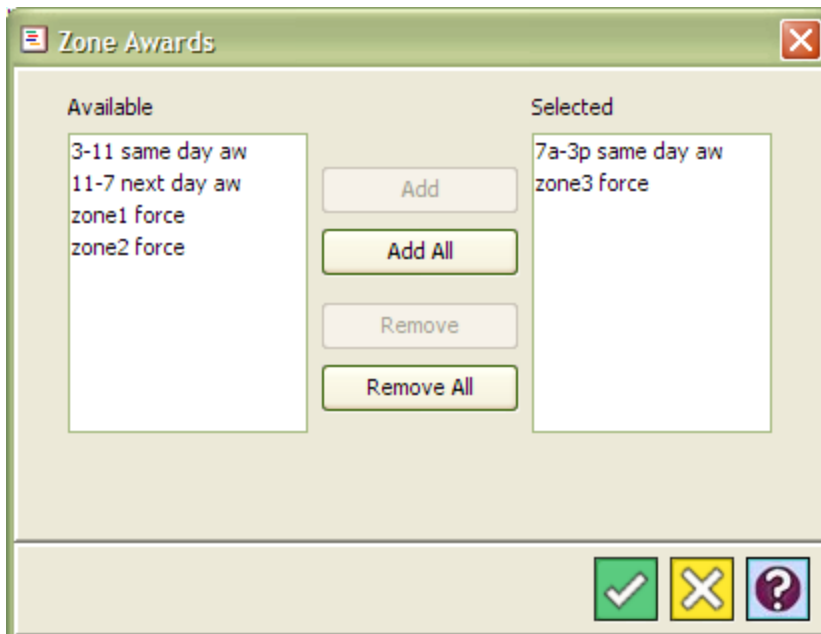
## 6. Assign zone qualification to different zone differential settings



The Zone Qualifications dialog box features a title bar with a close button. Below the title bar is a large empty rectangular area on the left and an 'Add' button on the right. A table is positioned below these elements, with columns labeled 'Qualifi...', 'Proce...', 'Process...', 'Not Qualified Zone Code', and 'Zone Award'. The first row contains the text 'THE qual', 'Stop', '0', 'zone 1 - 3-11', and a button with three dots. To the right of the table are three buttons: 'Remove', 'Move Up', and 'Move Down'. At the bottom right of the dialog are three icons: a green checkmark, a yellow 'X', and a purple question mark.

Qualifi...	Proce...	Process...	Not Qualified Zone Code	Zone Award
THE qual	Stop	0	zone 1 - 3-11	...

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



The Zone Awards dialog box has a title bar with a close button. It is divided into two main sections: 'Available' on the left and 'Selected' on the right. The 'Available' section contains a list of text items: '3-11 same day aw', '11-7 next day aw', 'zone1 force', and 'zone2 force'. The 'Selected' section contains a list of text items: '7a-3p same day aw' and 'zone3 force'. Between these two sections are four buttons: 'Add', 'Add All', 'Remove', and 'Remove All'. At the bottom right of the dialog are three icons: a green checkmark, a yellow 'X', and a purple question mark.

**Zone Awards**

Available		Selected
11-7 next day aw	<input type="button" value="Add"/> <input type="button" value="Add All"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	3-11 same day aw
7a-3p same day aw		zone1 force
zone2 force		
zone3 force		





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**Zone Awards**

Available		Selected
3-11 same day aw	<input type="button" value="Add"/> <input type="button" value="Add All"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	11-7 next day aw
7a-3p same day aw		zone2 force
zone1 force		
zone3 force		

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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							