

How to Create Guaranteed Hours Using Zone Differentials Module in Time Guardian Series Software

In this sample scenario, we will use Labor Level 2 which is currently unused to determine Normal hours (default) and Call Back Hours. With the MTX-15, we can use the labor transfer for it.

Here are the parameters for the Guaranteed time:

<3 Hours worked = Guaranteed 3 Hours OT

3-4 Hours worked = Actual Time in OT

4-8 Hours worked = Guaranteed 8 Hours OT

>8 Hours worked = Actual Time in OT.

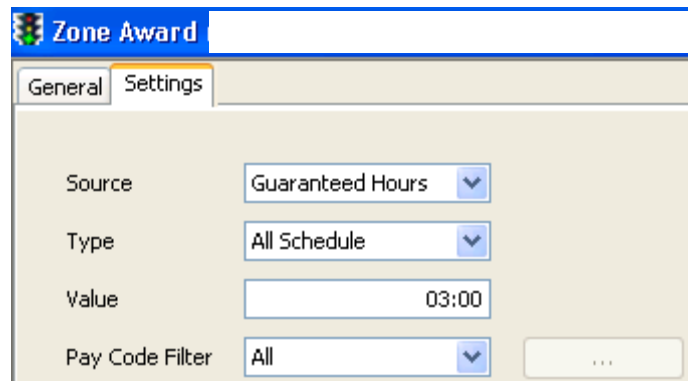
The 3 hour guaranteed happens most; the rest happens only occasionally, so if it can't do it that's ok,

Example:

Employee works 7am-3:30pm = 8 Hours Reg (Normal shift with 30 min auto lunch deduct)

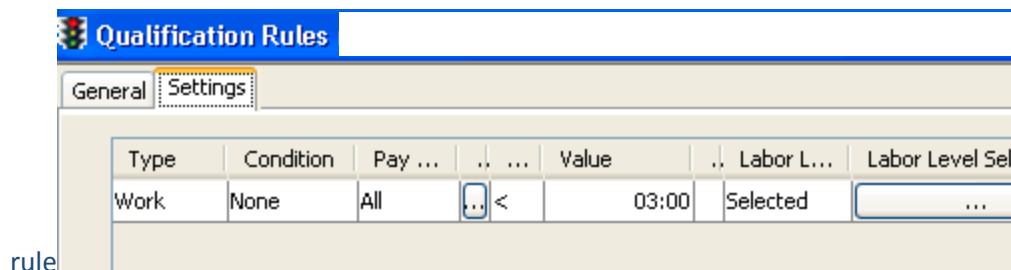
Comes back for 9pm-9:30pm = 3 Hours OT (3 Hours guaranteed)

Another employee comes back for 1am-5am = 8 Hours OT (8 Hours Guaranteed)



1. Create your awards, , then create another an 8 hours award. The above applies to 3 hours only.

2. Create a Qualification

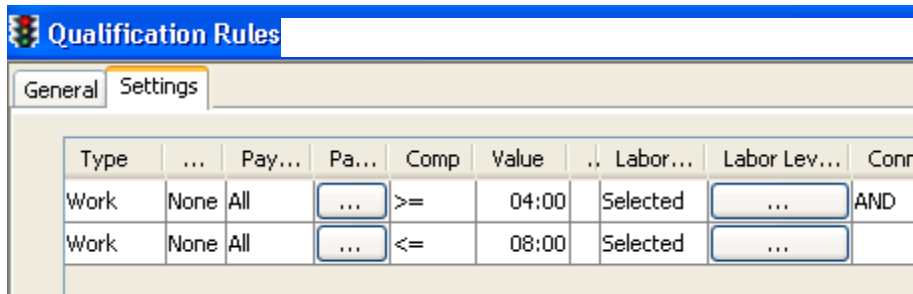


Type	Condition	Pay	Value	.. Labor L...	Labor Level Sel
Work	None	All	.. <	03:00	Selected	...

rule

3. Use selected for Labor Level, then click the ... button to select the "call back" labor

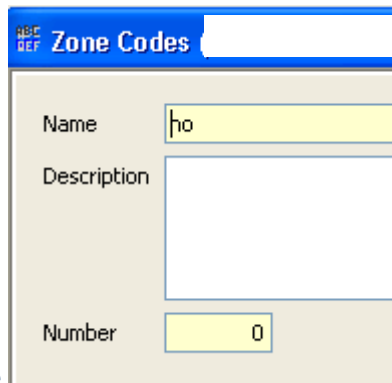
4. For the 8 hours qualification, it will be different



The 'Qualification Rules' dialog box has a 'General' tab and a 'Settings' tab. The 'Settings' tab is active, showing a table with columns: Type, ..., Pay..., Pa..., Comp, Value, .. Labor..., Labor Lev..., and Contr. There are two rows of data.

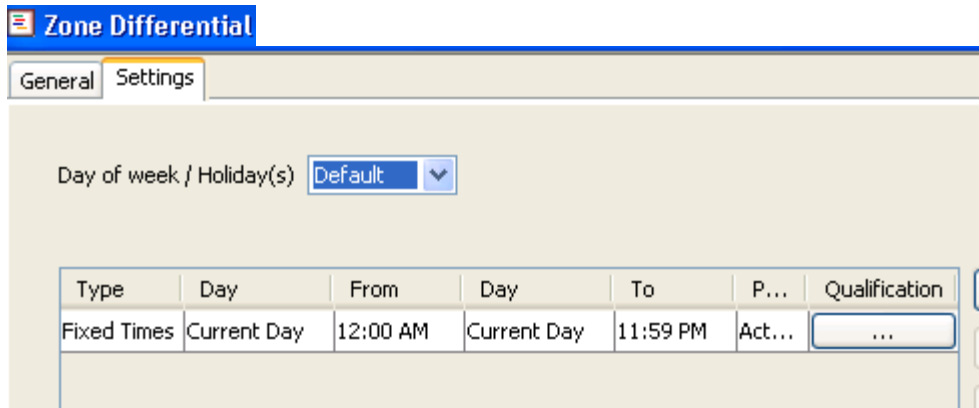
Type	...	Pay...	Pa...	Comp	Value	.. Labor...	Labor Lev...	Contr
Work	None	All	...	>=	04:00	Selected	...	AND
Work	None	All	...	<=	08:00	Selected	...	

5. Use selected for Labor Level, then click the ... button to select the “call back” labor



The 'Zone Codes' dialog box has a 'Name' field with 'ho', a 'Description' field, and a 'Number' field with '0'.

6. Add a NO zone code
7. Then put all of the above together in the zone differential,



The 'Zone Differential' dialog box has a 'General' tab and a 'Settings' tab. The 'General' tab is active, showing a 'Day of week / Holiday(s)' dropdown menu set to 'Default'. Below is a table with columns: Type, Day, From, Day, To, P..., and Qualification.

Type	Day	From	Day	To	P...	Qualification
Fixed Times	Current Day	12:00 AM	Current Day	11:59 PM	Act...	...

Zone Qualifications

Add

Qualification	Process Type	Proces...	Not Qualif...	Zone Award
less 3	Next(nth)	1	no	...
4-8 worked	Stop	0	no	...

8. Click the ... for qualification,
9. Click the ... for zone award and assign the appropriate award for the appropriate qualification, example: less 3 will get the 3 hours guarantee award, 4-8 qualification would be assigned the 8 hr guaranteed award
10. Create a new daily rule, add the zone differential you setup above
11. Assign that daily rule to either employee or payclass of the employee
12. Finally, test

Here are some of the test results:

Timecard

ABRAM, MONICA ...





1/16/11 - 1/22/11

Actual

Punches

Overrides

Adjustments

Date	Day	Indicator	TZ	Day (IN Punch)	IN Punch	Day (OUT Punch)	OUT Punch	Total Hours	Departme
Jan 16, 2011	Sun		CST						
Jan 17, 2011	Mon		CST	Mon	07:00 AM	Mon	07:01 AM	00:01	999 - cb
Jan 18, 2011	Tue		CST	Tue	07:00 AM	Tue	10:30 AM	03:30	
Jan 19, 2011	Wed		CST						
Jan 20, 2011	Thu		CST	Thu	07:00 AM	Thu	11:25 AM	04:25	
Jan 21, 2011	Fri		CST	Fri	07:00 AM	Fri	11:25 AM	04:25	999 - cb
Jan 22, 2011	Sat		CST						

Daily Totals

Category	Hours	Dollars	Cost	Cost
<div><div></div>Total</div>	03:00			
<div><div></div>Pay Code</div>				
<div><div></div>1RG</div>	03:00			

Timecard

Timecard

ABRAM, MONICA ...







1/16/11 - 1/22/11

Actual

Punches

Overrides

Adjustments

Date	Day	Indicator	TZ	Day (IN Punch)	IN Punch	Day (OUT Punch)	OUT Punch	Total Hours	Departme
Jan 16, 2011	Sun		CST						
Jan 17, 2011	Mon	 	CST	Mon	07:00 AM	Mon	07:01 AM	00:01	999 - cb
Jan 18, 2011	Tue		CST	Tue	07:00 AM	Tue	10:30 AM	03:30	
Jan 19, 2011	Wed		CST						
Jan 20, 2011	Thu		CST	Thu	07:00 AM	Thu	11:25 AM	04:25	
Jan 21, 2011	Fri	 	CST	Fri	07:00 AM	Fri	11:25 AM	04:25	999 - cb
Jan 22, 2011	Sat		CST						

Daily Totals

Category	Hours	Dollars	Cost	Cost
<div><div></div>Total</div>	04:25			
<div><div></div>Pay Code</div>				
<div><div></div>1RG</div>	04:25			

Timecard

ABRAM, MONICA ...





1/16/11 - 1/22/11

Actual

Punches

Overrides

Adjustments

Date	Day	Indicator	TZ	Day (IN Punch)	IN Punch	Day (OUT Punch)	OUT Punch	Total Hours	Departme
Jan 16, 2011	Sun		CST						
Jan 17, 2011	Mon		CST	Mon	07:00 AM	Mon	07:01 AM	00:01	999 - cb
Jan 18, 2011	Tue		CST	Tue	07:00 AM	Tue	10:30 AM	03:30	
Jan 19, 2011	Wed		CST						
Jan 20, 2011	Thu		CST	Thu	07:00 AM	Thu	11:25 AM	04:25	
Jan 21, 2011	Fri		CST	Fri	07:00 AM	Fri	11:25 AM	04:25	999 - cb
Jan 22, 2011	Sat		CST						

Daily Totals

Category	Hours	Dollars	Cost	Cost
Total	08:00			
Pay Code				
1RG	08:00			

Note: The zone differential only activates depending on the hours worked and if “999 – cb” is present, where cb = call back.