

AMANO®

Time & Attendance Software

Zone Window Examples



Draft 1 – 2/11/10

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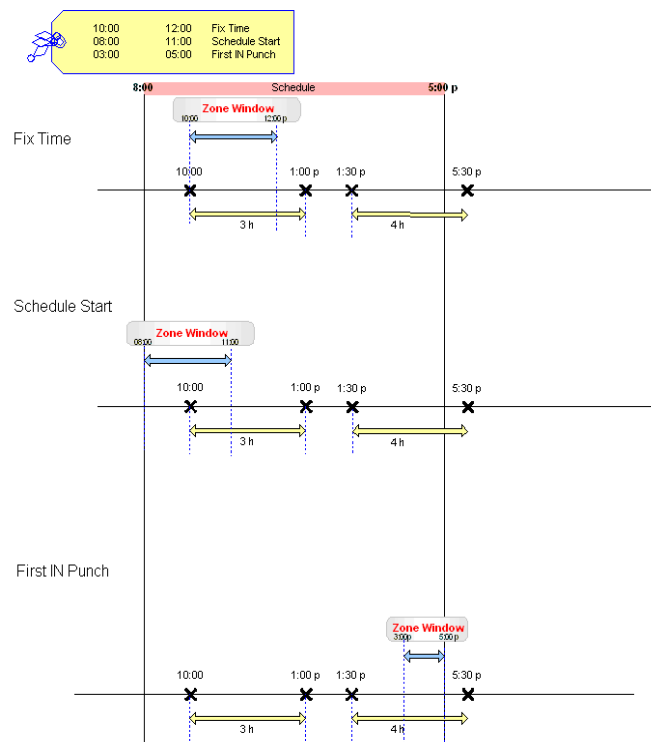
Chapter 1: Zone Window Examples

Zone Window Examples

The activation of the Zone Differential Module provides a way used to increase an employee's pay for working during certain times of the day. Premiums are broken into three sections zone window, qualifications, and awards. The Premiums module falls under the daily rules section of the tree view. Premiums will be assigned to a daily rule. Then the daily rule can be applied to either an employee or Pay Class.

Note: Due to the complexity of the Zone Differential rules Amano recommends using Support to assist in defining your Zone Differentials.

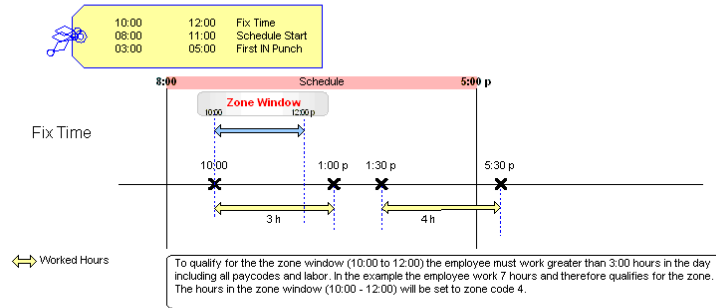
Multiple zone windows can be defined for each day of the daily zone premium. These windows are allowed to overlap. Qualifications and awards can be assigned to each zone window. The following pages of examples illustrate how the zone windows are created.



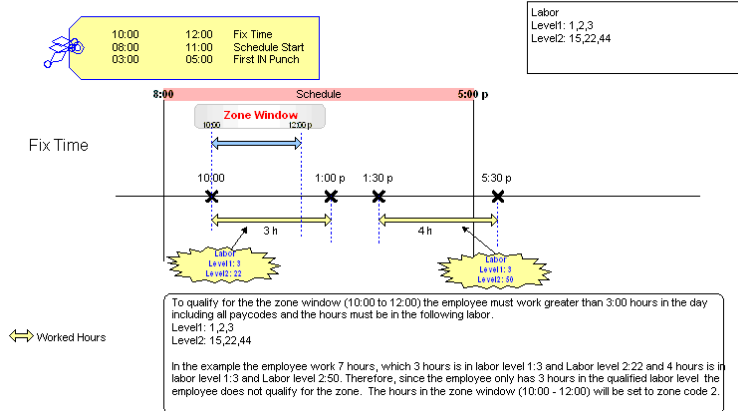
Work Qualify Example #1

Qualification Example

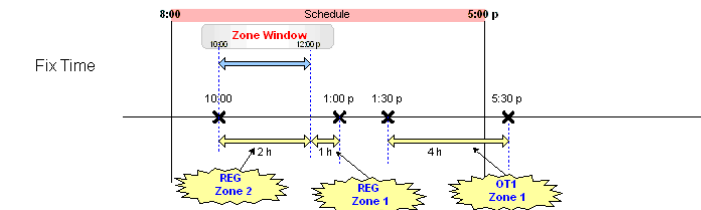
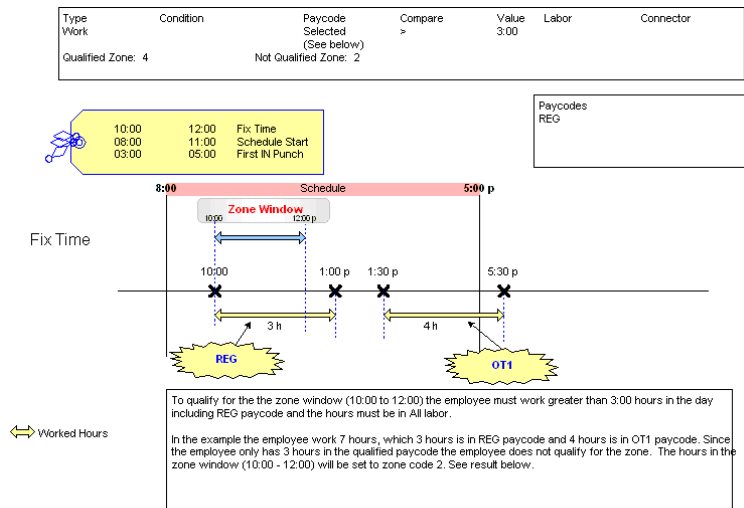
Type	Condition	Paycode	Compare	Value	Labor	Connector
Work		All	>	3.00		
Qualified Zone: 4		Not Qualified Zone: 2				



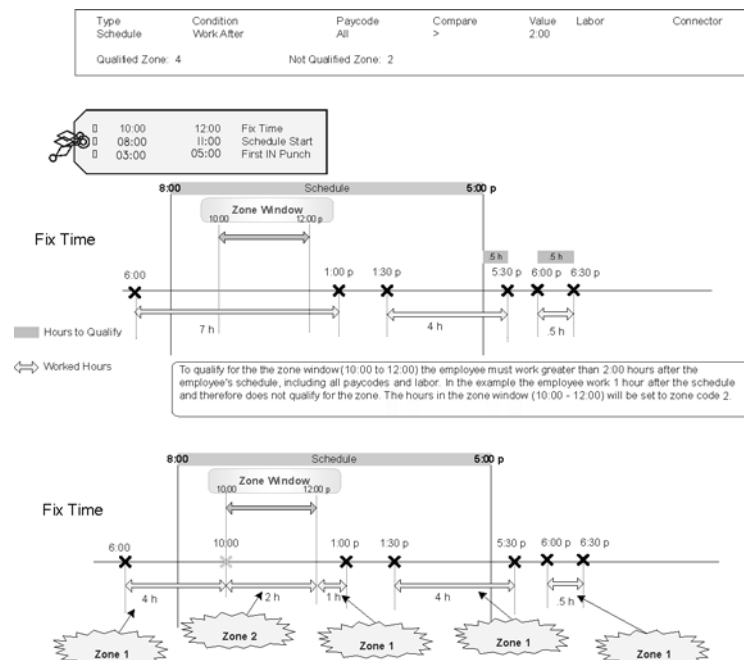
Type	Condition	Paycode	Compare	Value	Labor	Connector
Work		All	>	3.00	See Below	
Qualified Zone: 4		Not Qualified Zone: 2				



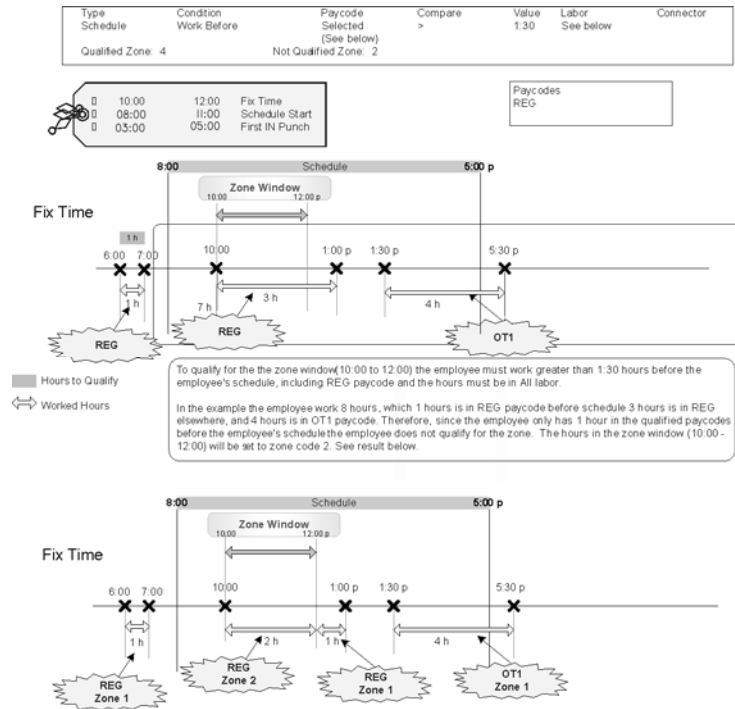
Work Qualify Example #2



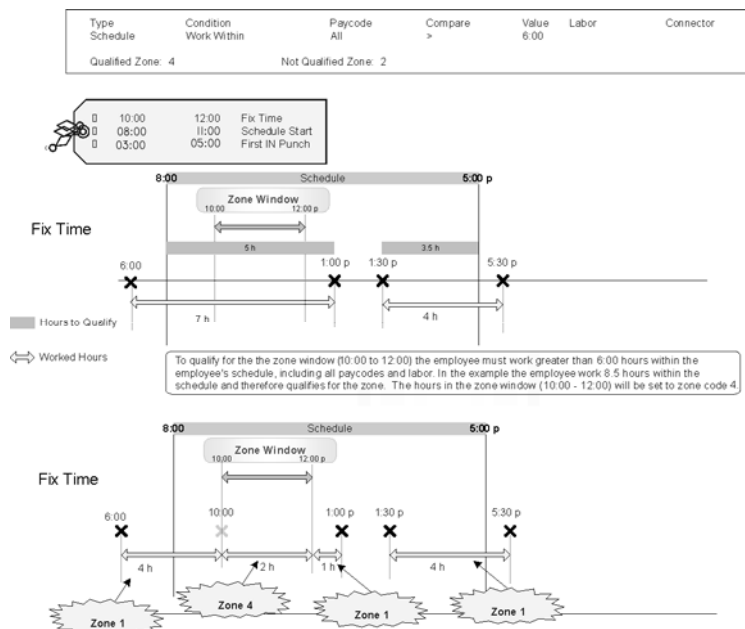
Schedule Work Before Qualify Example #1



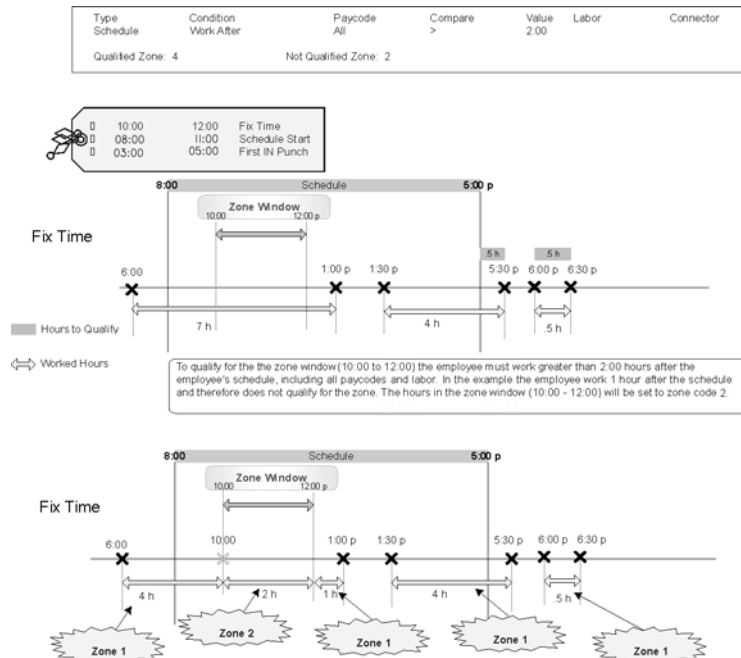
Schedule Work Before Qualify Example #2



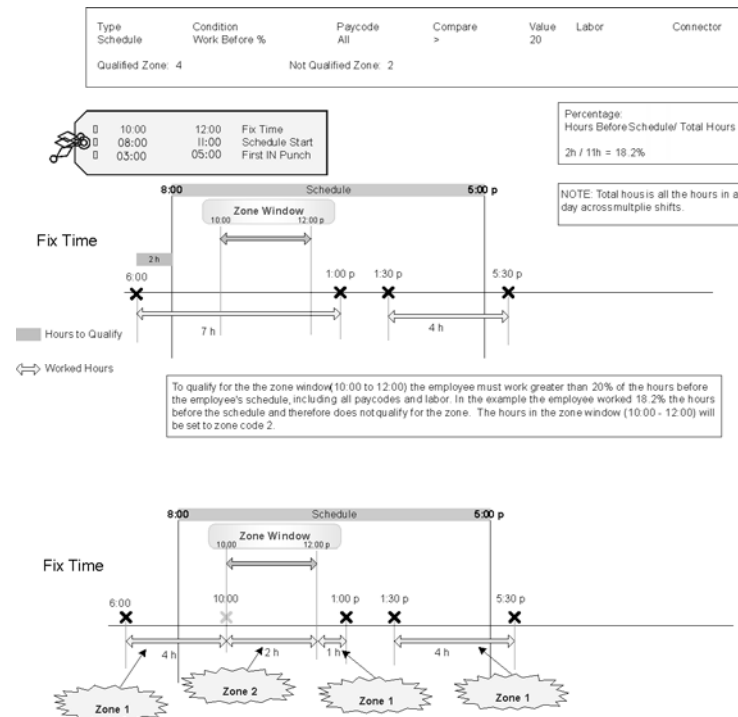
Schedule Work Within Qualify Example



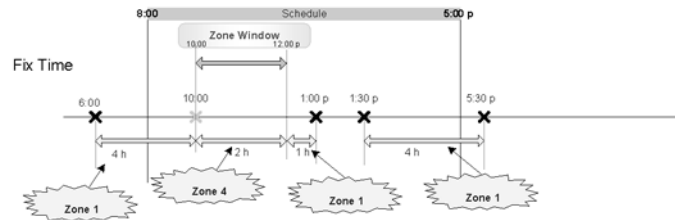
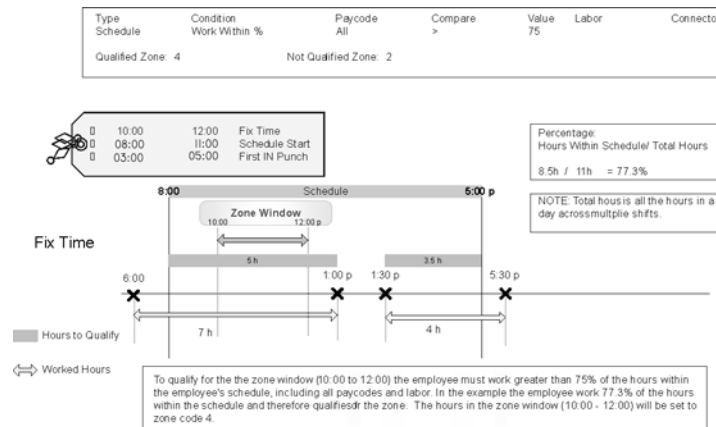
Schedule Work After Qualify Example



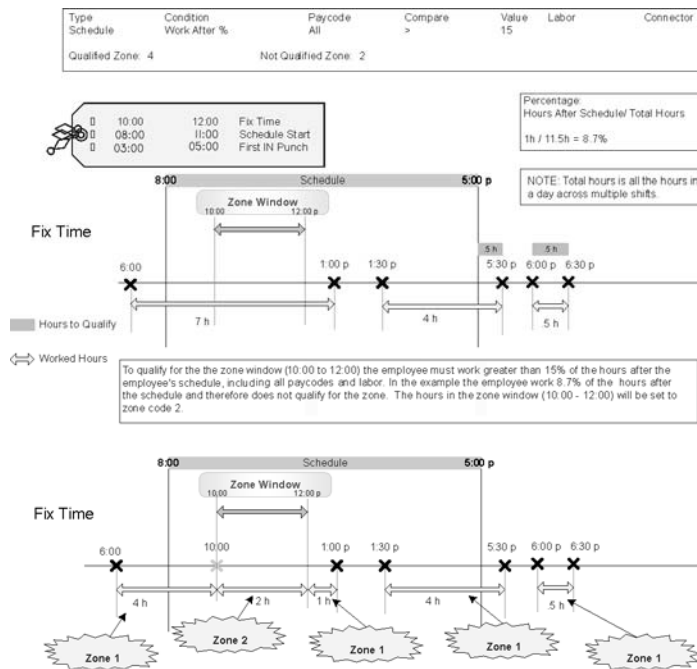
Schedule Work Before % Qualify Example



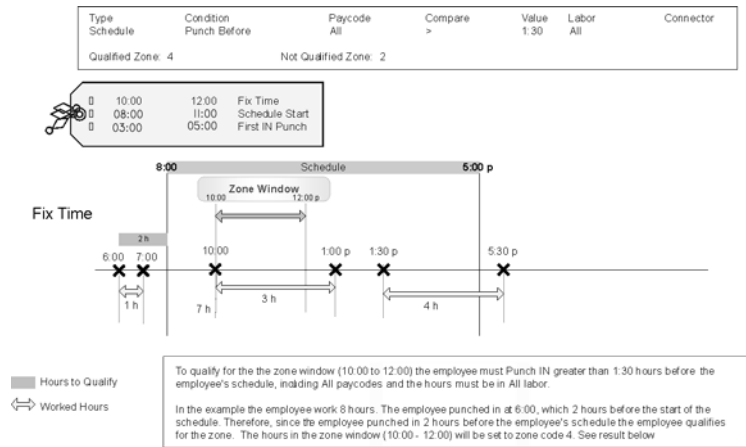
Schedule Work Within % Qualify Example



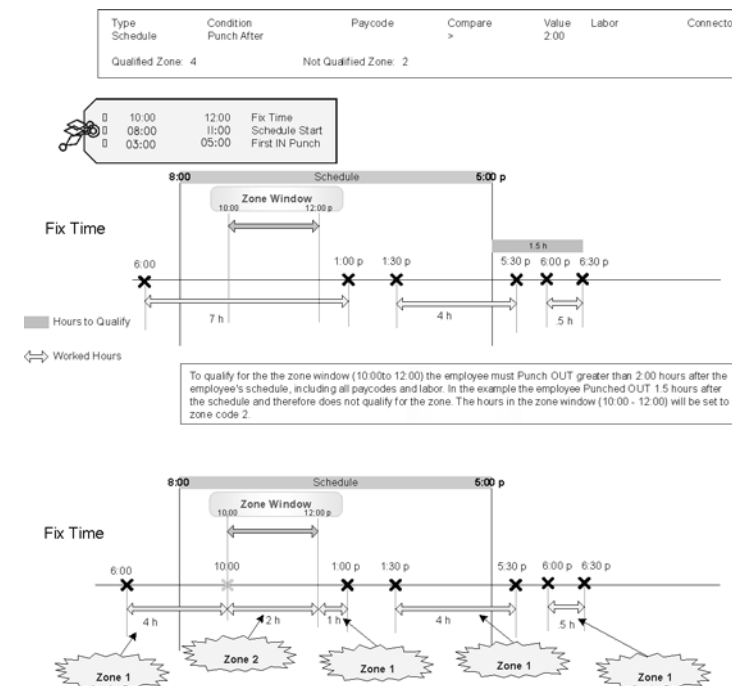
Schedule Work After % Qualify Example



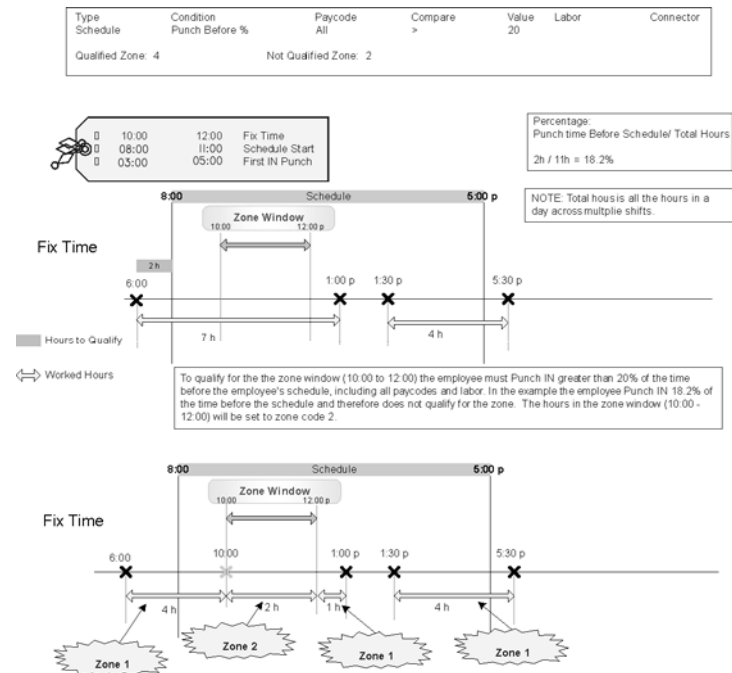
Schedule Punch Before Qualify Example



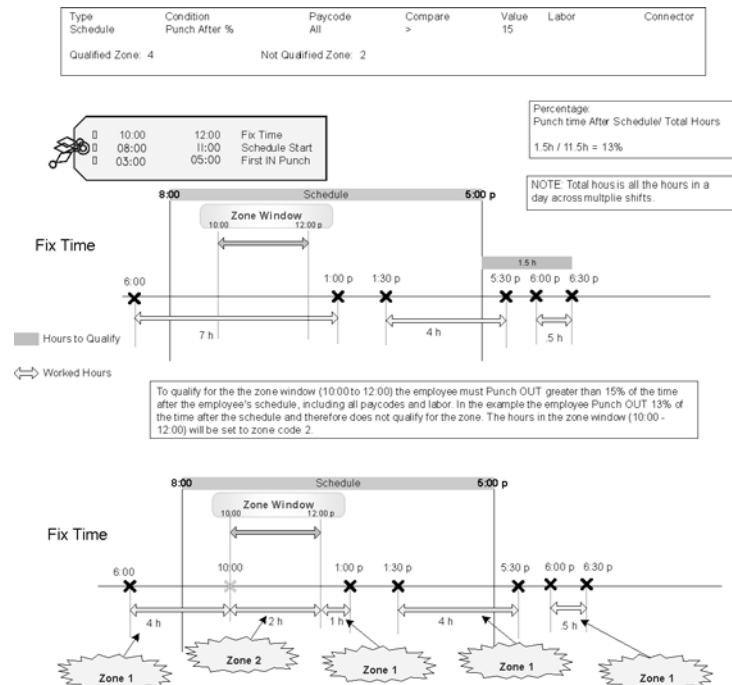
Schedule Punch After Qualify Example



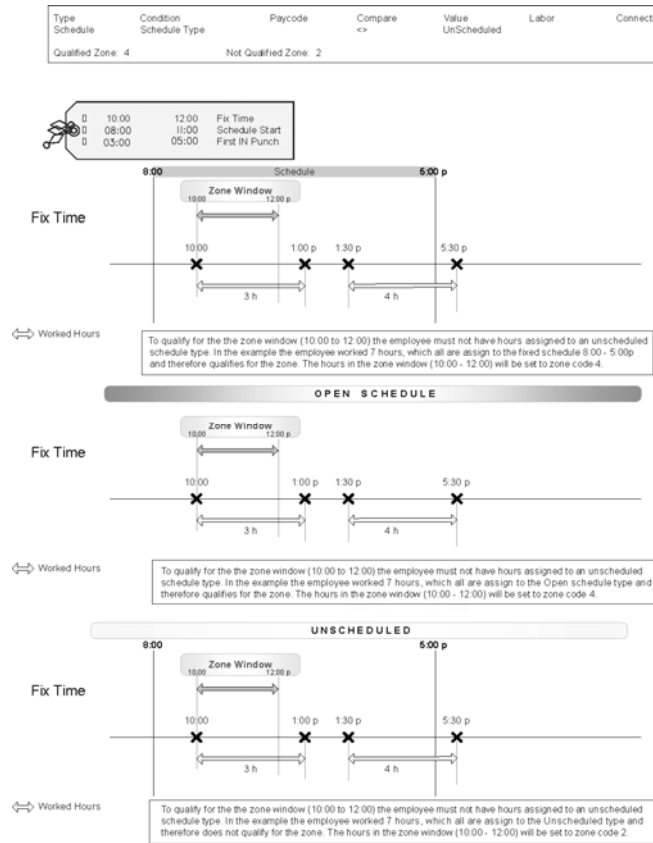
Schedule Punch Before % Qualify Example



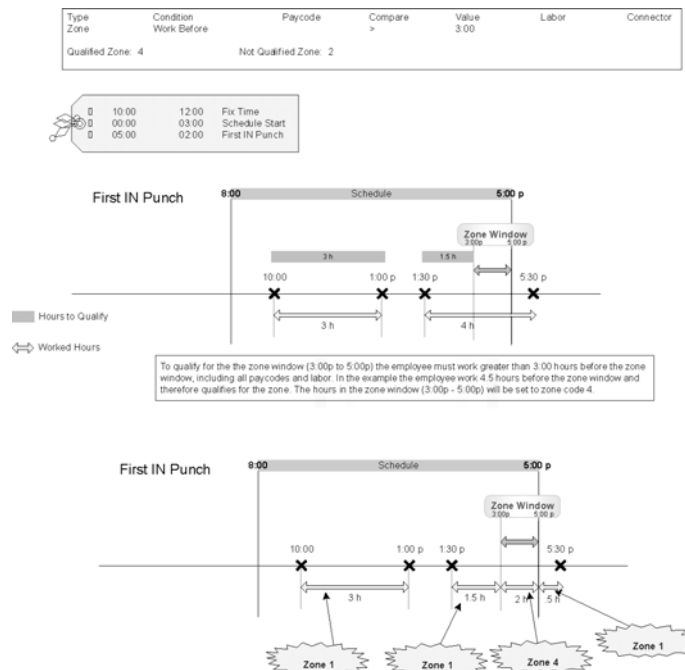
Schedule Punch After % Qualify Example



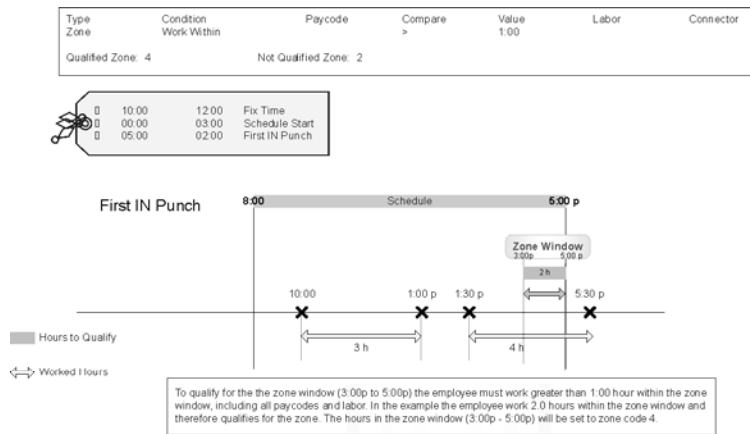
Schedule Type Qualify Example



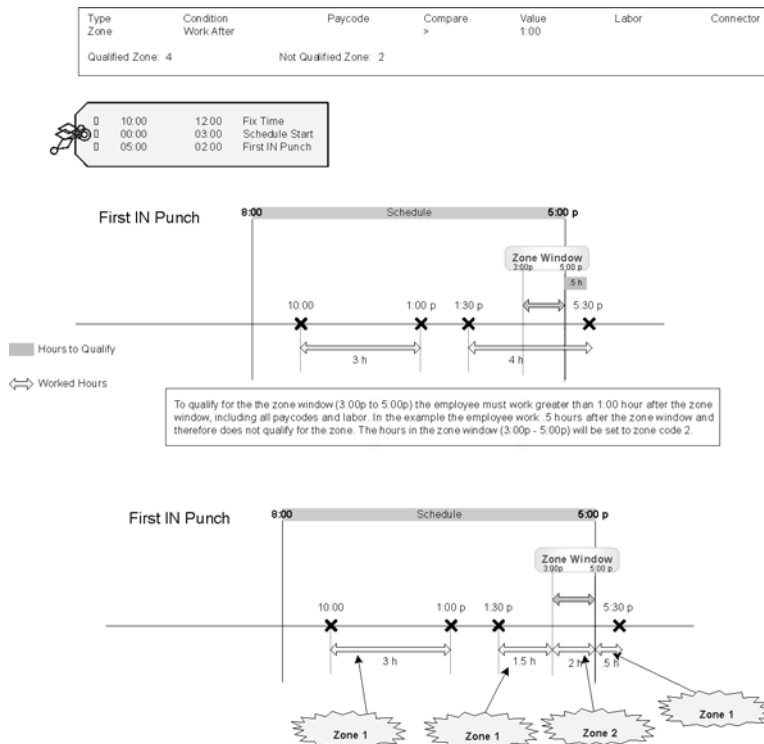
Zone Work Before Qualify Example



Zone Work Within Qualify Example



Zone Work After Qualify Example

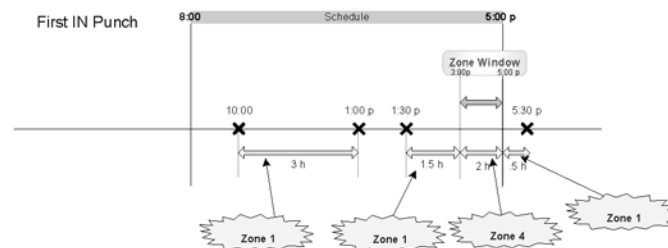
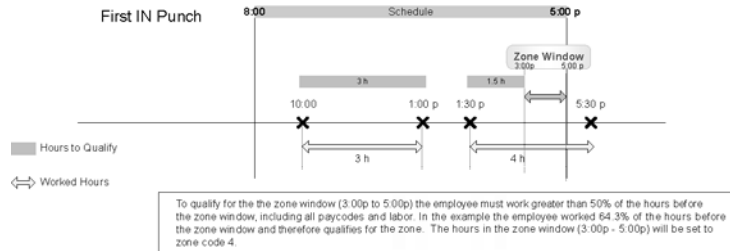


Zone Work Before % Qualify Example

Type	Condition	Paycode	Compare	Value	Labor	Connector
Zone	Work Before %		>	50.0		
Qualified Zone: 4		Not Qualified Zone: 2				

0	10:00	12:00	Fix Time
0	00:00	03:00	Schedule Start
0	05:00	02:00	First IN Punch

Percentage:
Hours Before Zone window / Total Hours
4.5h / 7h = 64.3%

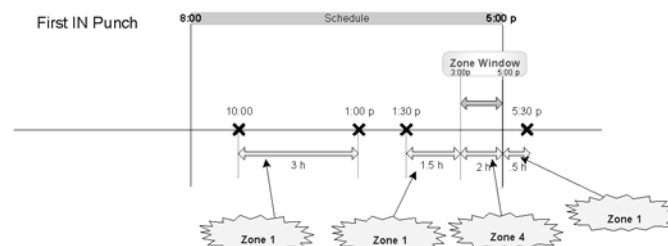
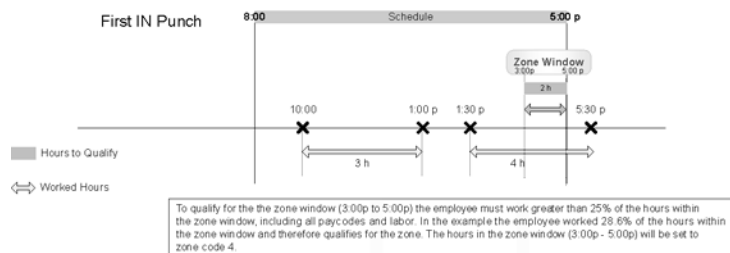


Zone Work Within % Qualify Example

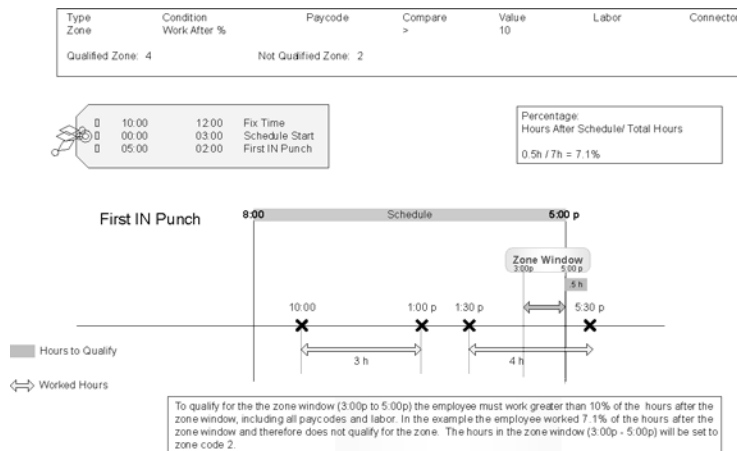
Type	Condition	Paycode	Compare	Value	Labor	Connector
Zone	Work Within %		>	25.0		
Qualified Zone: 4		Not Qualified Zone: 2				

0	10:00	12:00	Fix Time
0	00:00	03:00	Schedule Start
0	05:00	02:00	First IN Punch

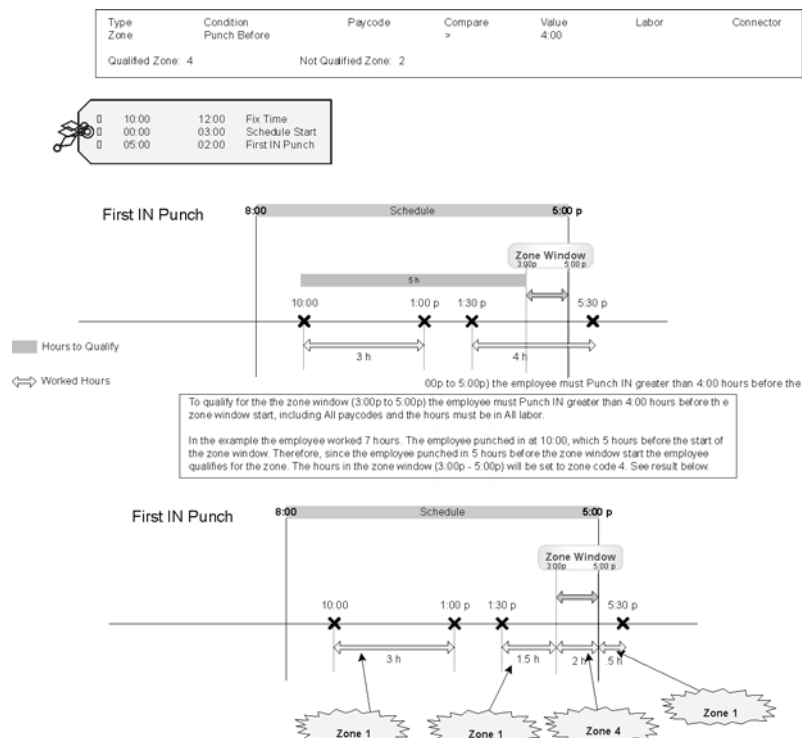
Percentage:
Hours Within Zone window / Total Hours
2h / 7h = 28.6%



Zone Work After % Qualify Example



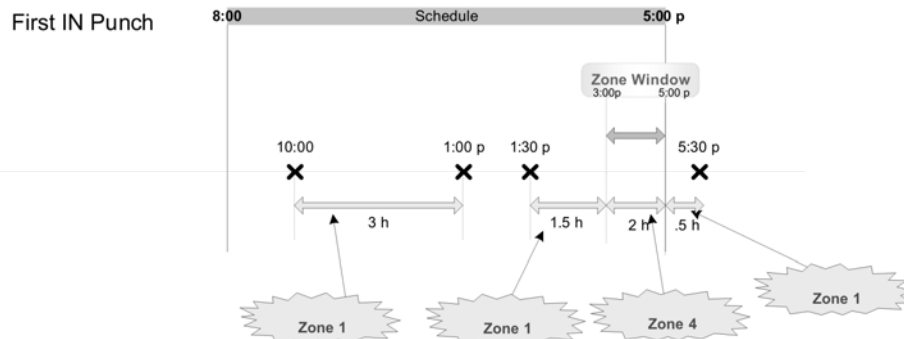
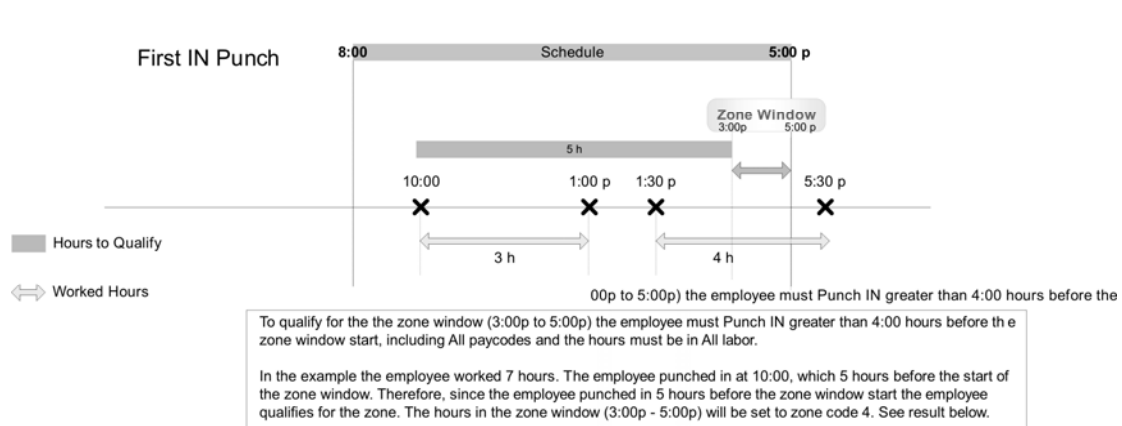
Zone Punch Before Qualify Example



Zone Punch After Qualify Example

Type	Condition	Paycode	Compare	Value	Labor	Connector
Zone	Punch Before		>	4:00		
Qualified Zone: 4		Not Qualified Zone: 2				

10:00	12:00	Fix Time
00:00	03:00	Schedule Start
05:00	02:00	First IN Punch

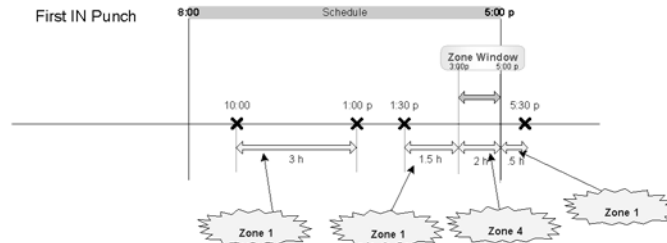
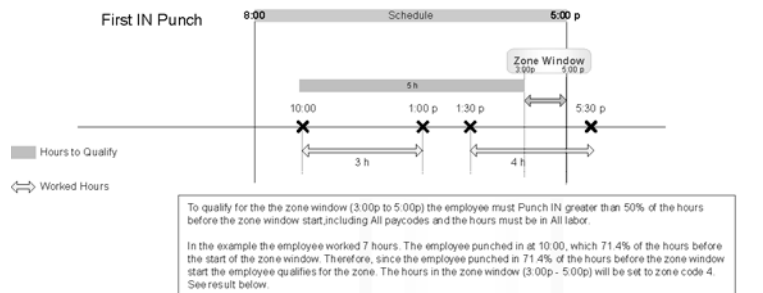


Zone Punch Before % Qualify Example

Type	Condition	Paycode	Compare	Value	Labor	Connector
Zone	Punch Before %		>	50		
Qualified Zone: 4		Not Qualified Zone: 2				

10:00	12:00	Fix Time
00:00	03:00	Schedule Start
05:00	02:00	First IN Punch

Percentage:
Punch time Before zone window/ Total Hours
5h / 7h = 71.4%

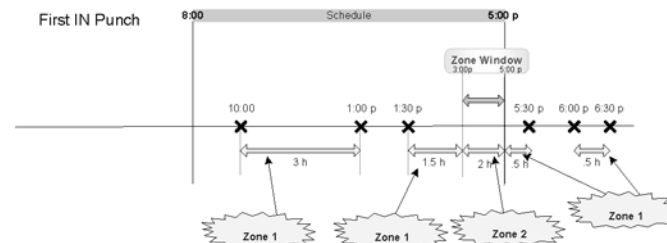
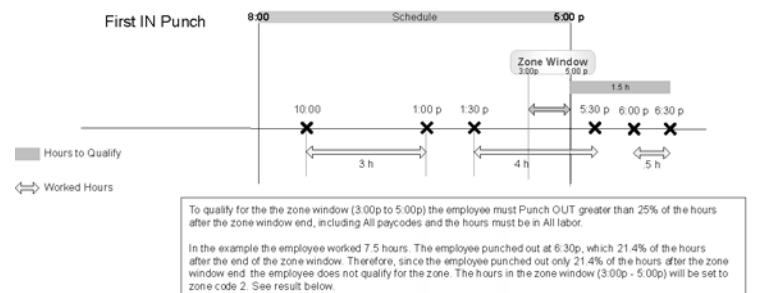


Zone Punch After % Qualify Example

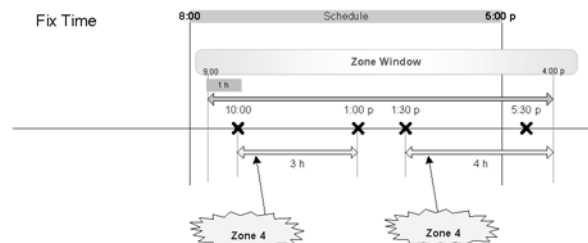
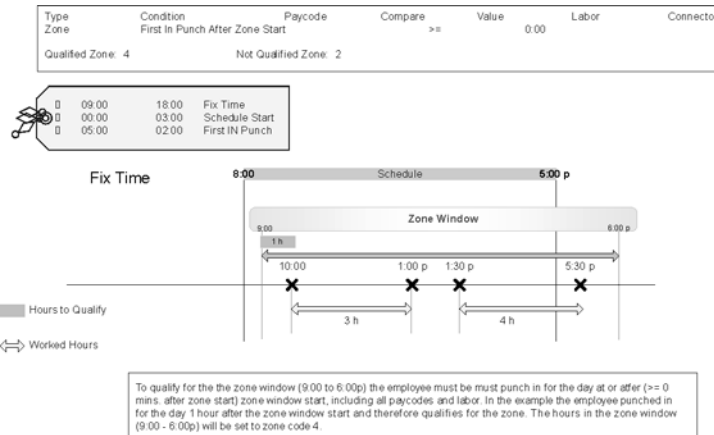
Type	Condition	Paycode	Compare	Value	Labor	Connector
Zone	Punch After %		>	25		
Qualified Zone: 4		Not Qualified Zone: 2				

10:00	12:00	Fix Time
00:00	03:00	Schedule Start
05:00	02:00	First IN Punch

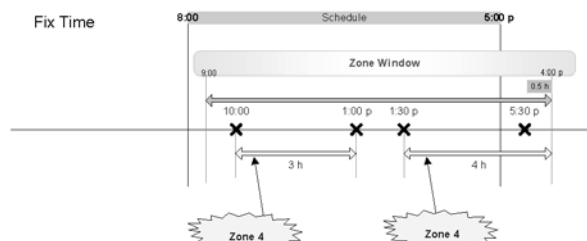
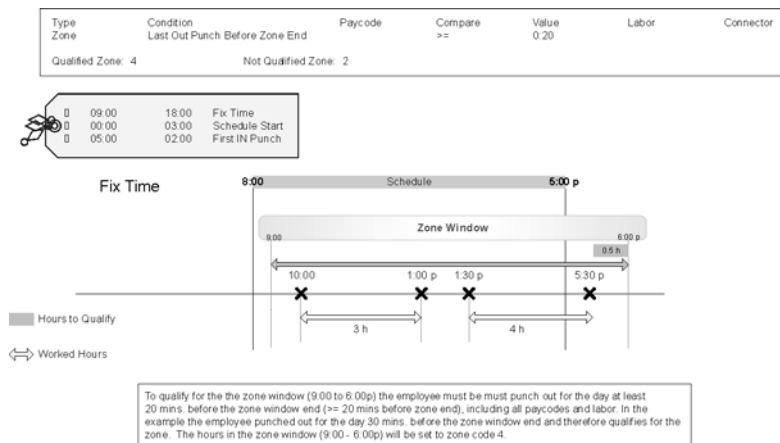
Percentage:
Punch time After zone window/ Total Hours
1.5h / 7h = 21.4%



Zone First In Punch After Zone Quality Example



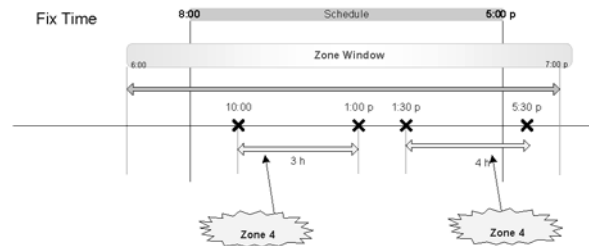
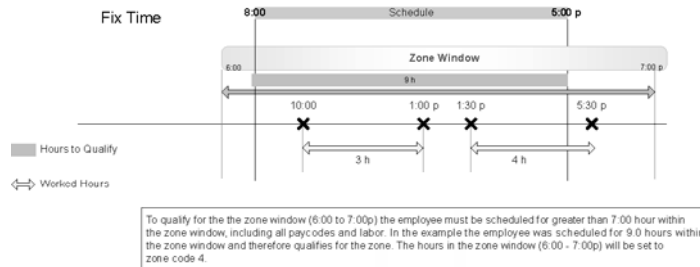
Zone Last Out Before Zone End Qualify Example



Zone Schedule Within Qualify Example

Type	Condition	Paycode	Compare	Value	Labor	Connector
Zone	Schedule Within		>	7.00		
Qualified Zone: 4		Not Qualified Zone: 2				

0	06.00	19.00	Fix Time
0	00.00	03.00	Schedule Start
0	05.00	02.00	First IN Punch



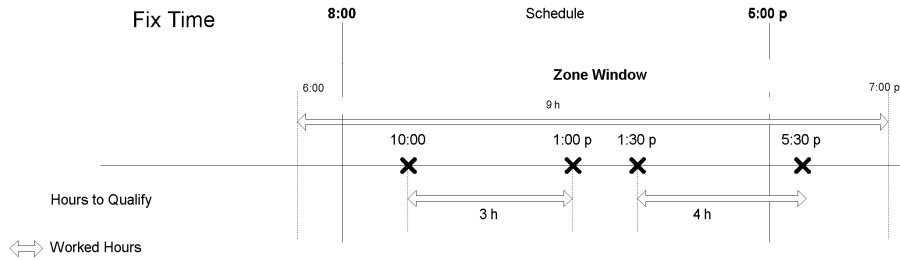
Zone Schedule Within Qualify % Example

Type	Condition	Paycode	Compare	Value	Labor	Connector
Zone	Schedule Within %		>	70		
Qualified Zone: 4		Not Qualified Zone: 2				

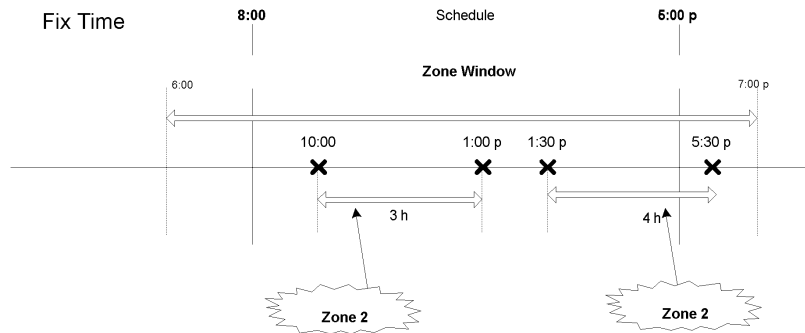


06:00 19:00 Fix Time
00:00 03:00 Schedule Start
05:00 02:00 First IN Punch

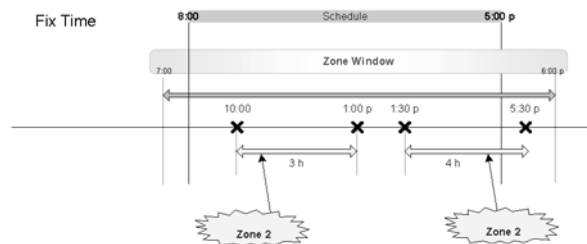
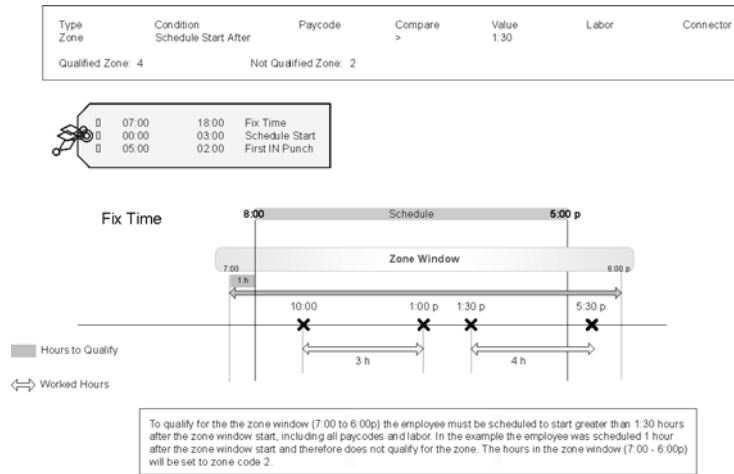
Percentage:
Schedule hours/ Zone hours Hours
9h / 13h = 69.2%



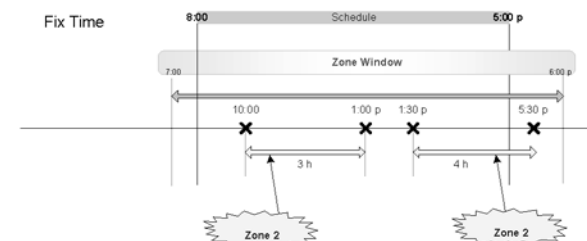
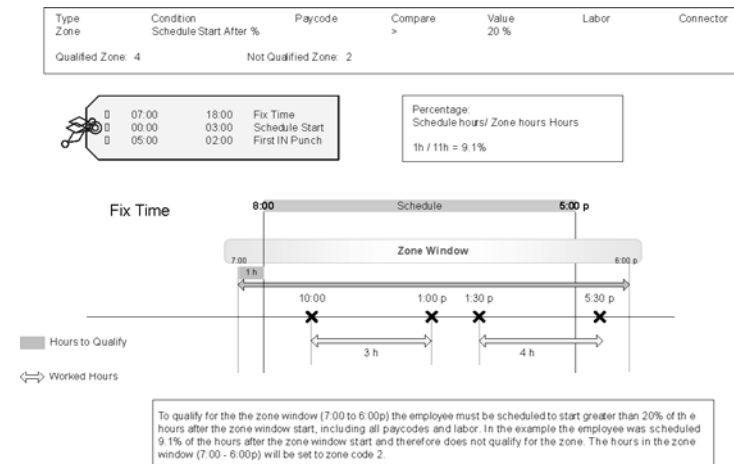
To qualify for the zone window (6:00 to 7:00p) the employee must be scheduled for greater than 70% of the hours within the zone window, including all paycodes and labor. In the example the employee was scheduled for 69.2% of the hours within the zone window and therefore does not qualify for the zone. The hours in the zone window (6:00 - 7:00p) will be set to zone code 2.



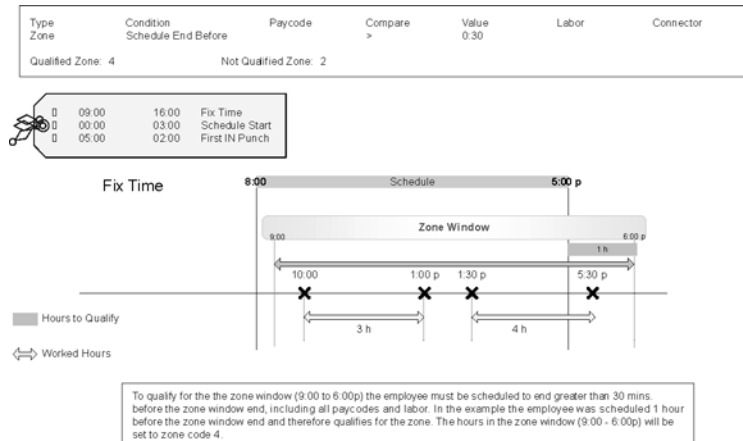
Zone Schedule Start After Qualify Example



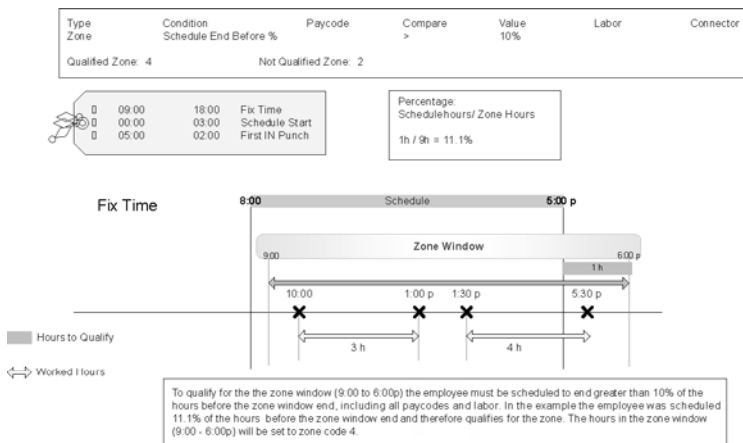
Zone Schedule Start After Qualify % Example



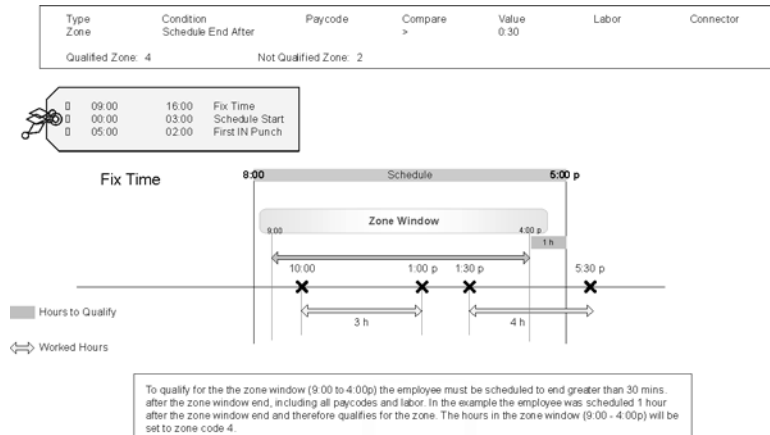
Zone Schedule End Before Qualify Example



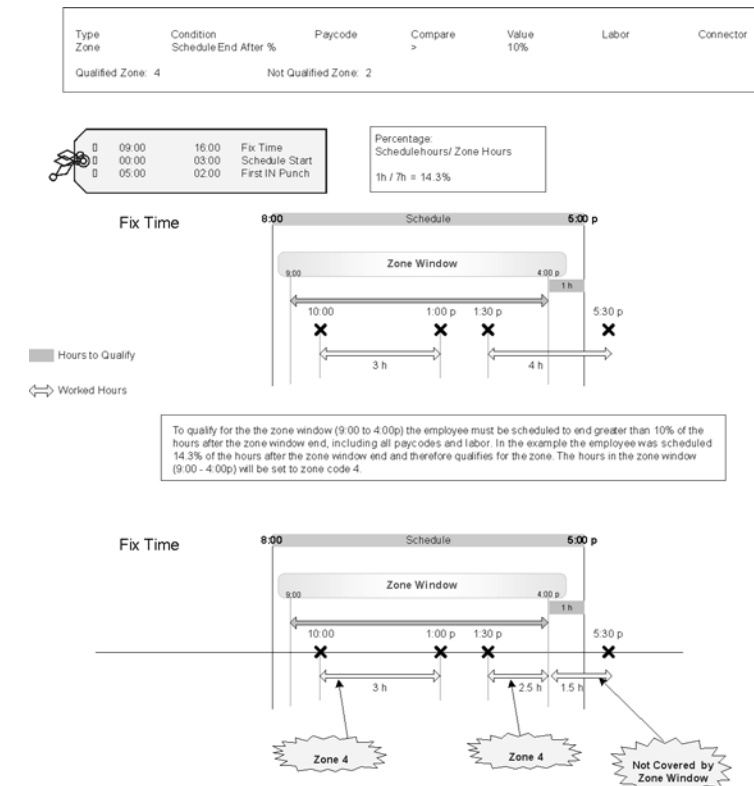
Zone Schedule End Before Qualify % Example



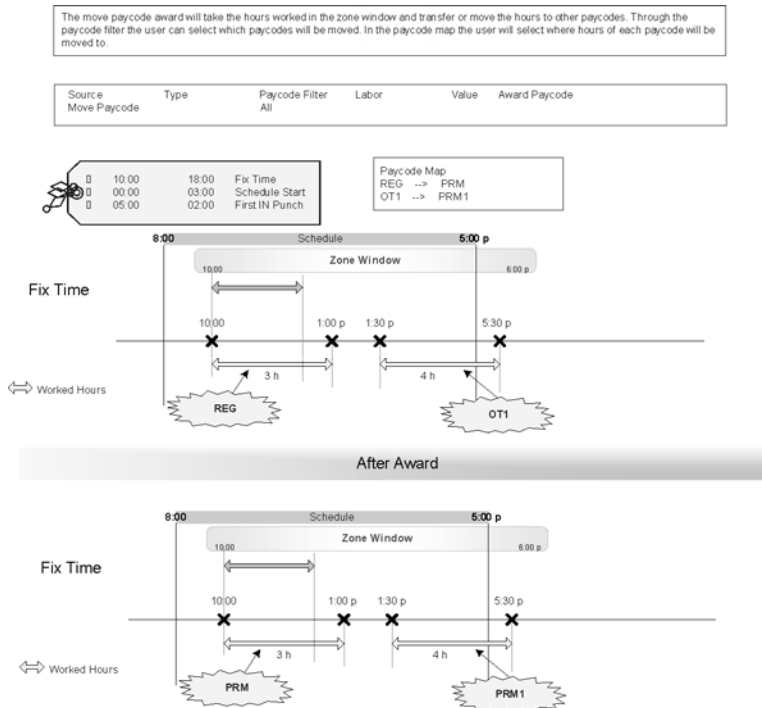
Zone Schedule End After Qualify Example



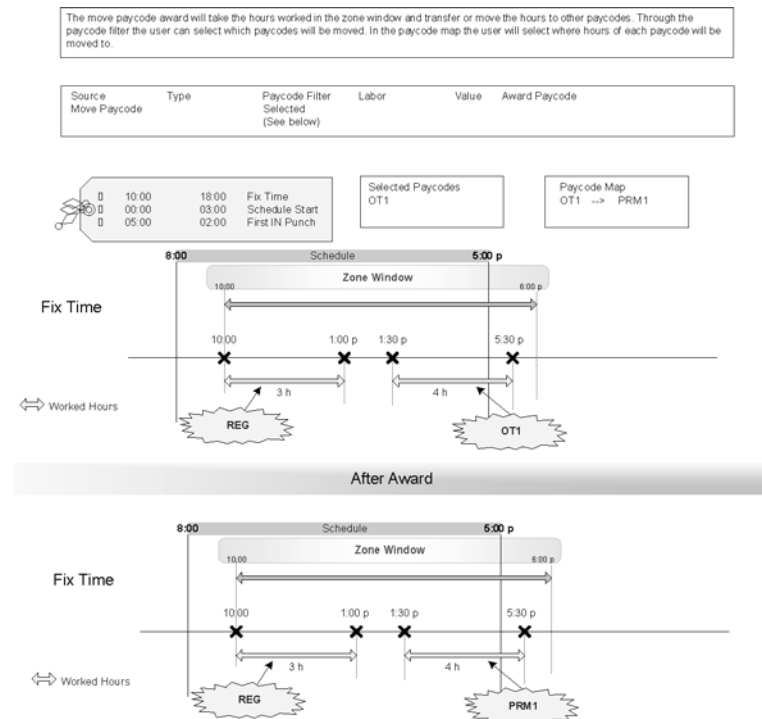
Zone Schedule End After Qualify % Example



Move Paycode Award Example



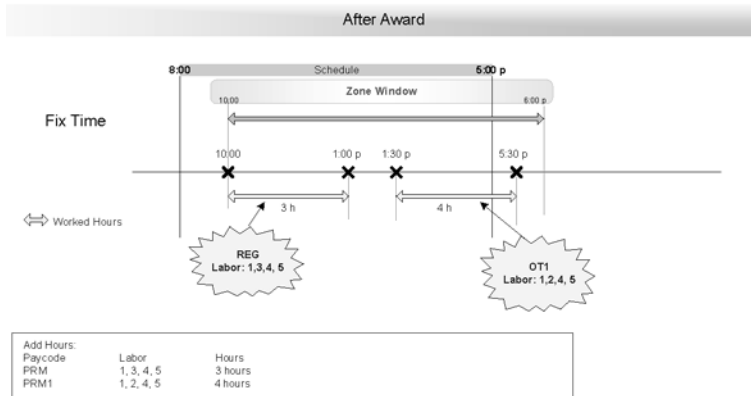
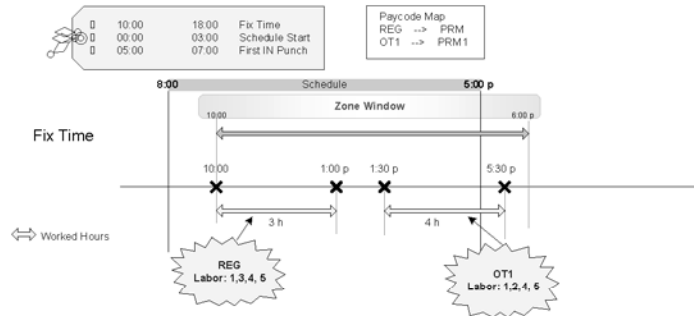
Move Paycode Award Example 2



Work Hours Award Example 1

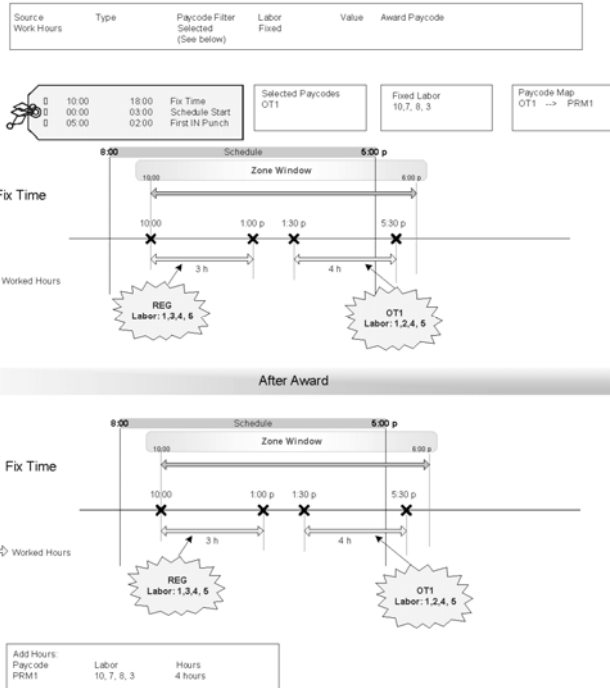
The work hours award will take the all hours worked in the day and award or duplicate the hours to other or the same paycodes. Through the paycode filter the user can select which paycodes will be awarded or duplicated. In the paycode map the user will select where the hours of each paycode will be duplicated to. NOTE: All duplicated hours will be done through the add hours table.

Source	Type	Paycode Filter	Labor	Value	Award Paycode
Work Hours		All	Working In		



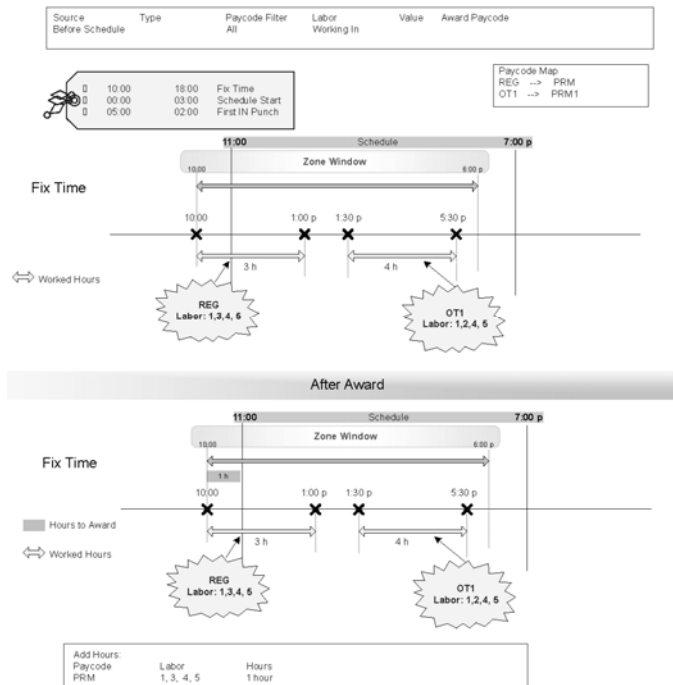
Work Hours Award Example 2

The work hours award will take all the hours worked in the day and award or duplicate the hours to other or the same paycodes. Through the paycode filter the user can select which paycodes will be awarded or duplicated. In the paycode map the user will select where the hours of each paycode will be duplicated to. NOTE: All duplicated hours will be done through the add hours table.



Before Schedule Award Example

The before schedule award will take the hours worked before the schedule start time and award or duplicate the hours to other or the same paycodes. Through the paycode filter the user can select which paycodes will be awarded or duplicated. In the paycode map the user will select where the hours of each paycode will be duplicated to. NOTE: All duplicated hours will be done through the add hours table.



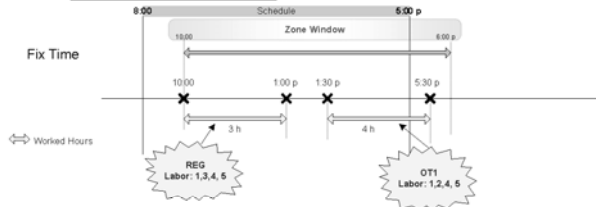
Within Schedule Award Example

The within schedule award will take the hours worked within the schedule and award or duplicate the hours to other or the same paycodes. Through the paycode filter the user can select which paycodes will be awarded or duplicated. In the paycode map the user will select where the hours of each paycode will be duplicated to. NOTE: All duplicated hours will be done through the add hours table.

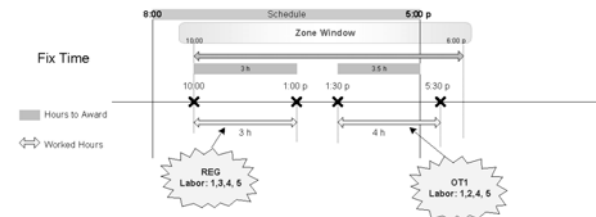
Source	Type	Paycode Filter	Labor	Value	Award Paycode
Within Schedule		All	Working In		

0	10:00	18:00	Fix Time
0	00:00	03:00	Schedule Start
0	05:00	02:00	First IN Punch

Paycode Map	
REG --> PRIM	
OT1 --> PRIM1	



After Award



Add Hours:		
Paycode	Labor	Hours
PRIM	1, 3, 4, 5	3 hours
PRM1	1, 2, 4, 5	3.5 hours

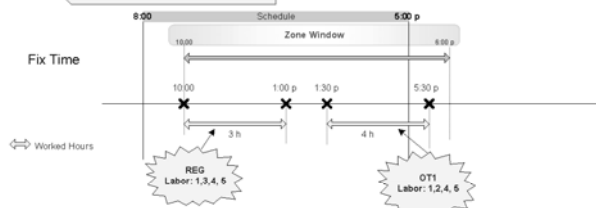
After Schedule Award Example 1

The after schedule award will take the hours worked after the schedule end time and award or duplicate the hours to other or the same paycodes. Through the paycode filter the user can select which paycodes will be awarded or duplicated. In the paycode map the user will select where the hours of each paycode will be duplicated to. NOTE: All duplicated hours will be done through the add hours table.

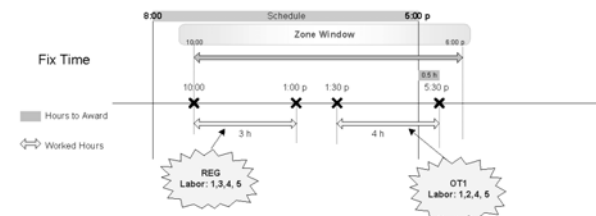
Source	Type	Paycode Filter	Labor	Value	Award Paycode
After Schedule		All	Working In		

0	10:00	18:00	Fix Time
0	00:00	03:00	Schedule Start
0	05:00	02:00	First IN Punch

Paycode Map	
REG --> PRIM	
OT1 --> PRIM1	

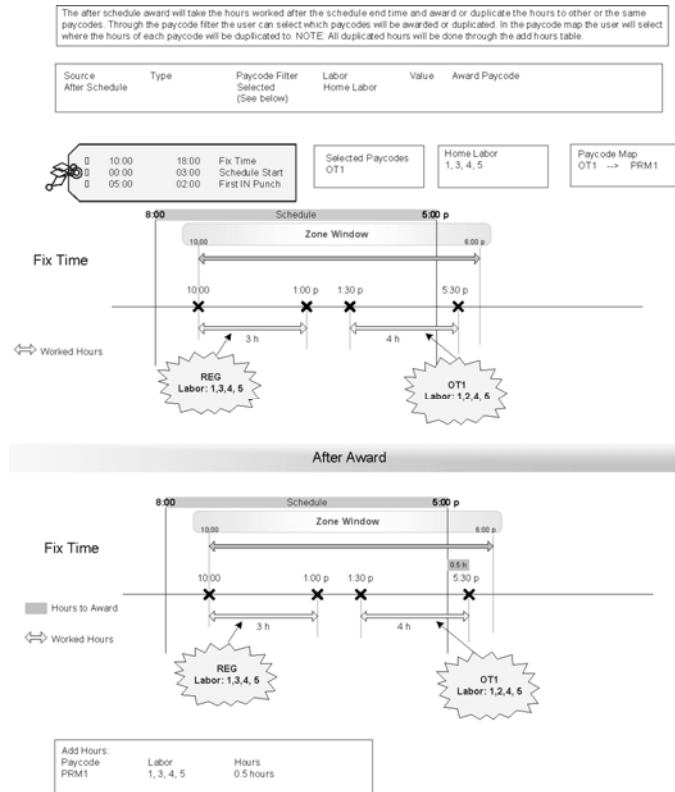


After Award

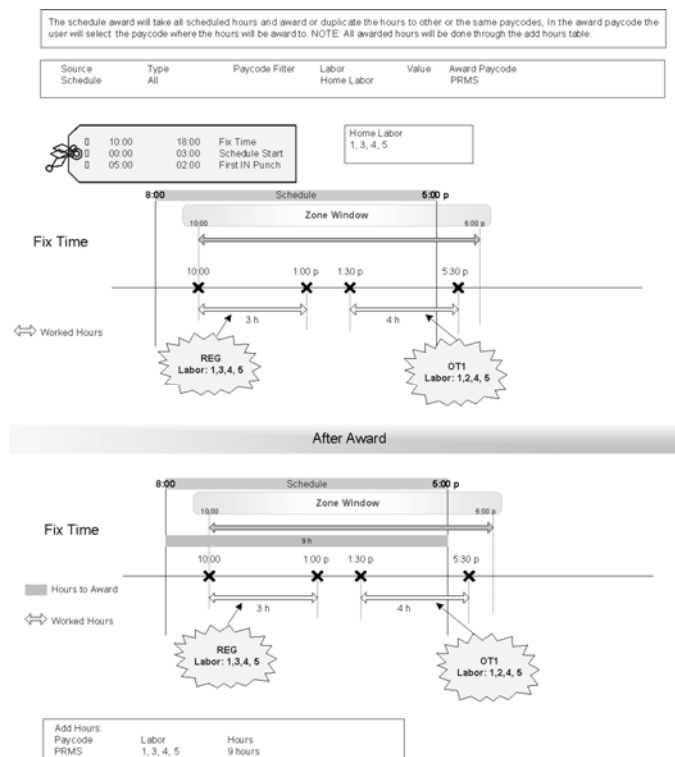


Add Hours:		
Paycode	Labor	Hours
PRM1	1, 2, 4, 5	0.5 hours

After Schedule Award Example 2



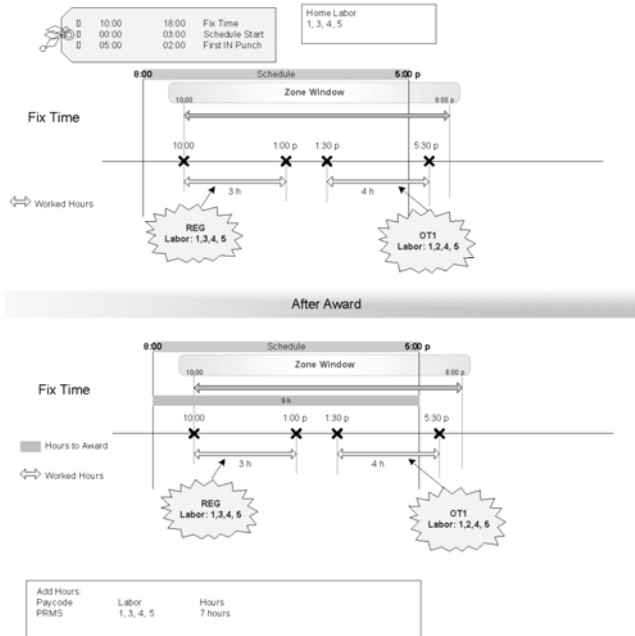
Schedule Award Example



Schedule Award (In Zone) Example

The schedule award will take the scheduled hours inside the zone window and award or duplicate the hours to other or the same paycodes. In the award paycode the user will select the paycode where the hours or dollars will be awarded. NOTE: All awarded hours will be done through the add hours table.

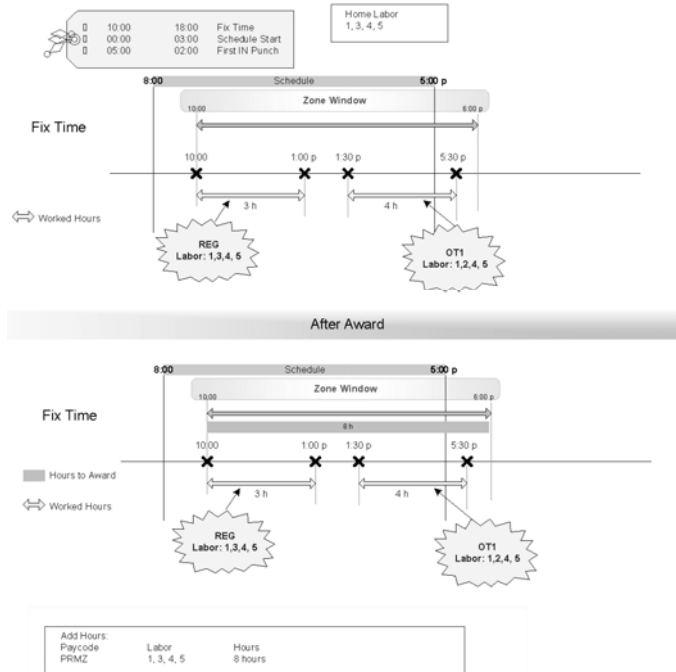
Source	Type	Paycode Filter	Labor	Value	Award Paycode
Schedule	All		Home Labor		PRMS



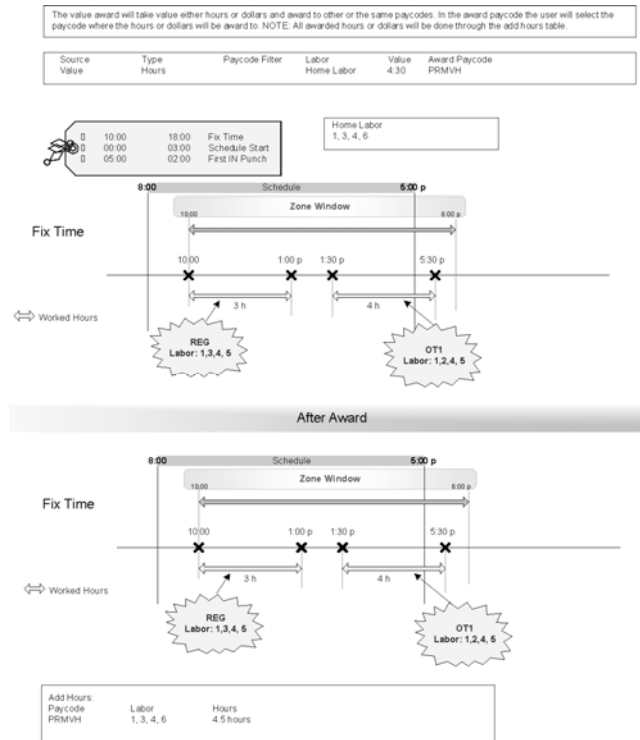
Zone Award Example

The zone award will take the zone-window hours and award or duplicate the hours to other or the same paycodes. In the award paycode the user will select the paycode where the hours or dollars will be awarded. NOTE: All awarded hours will be done through the add hours table.

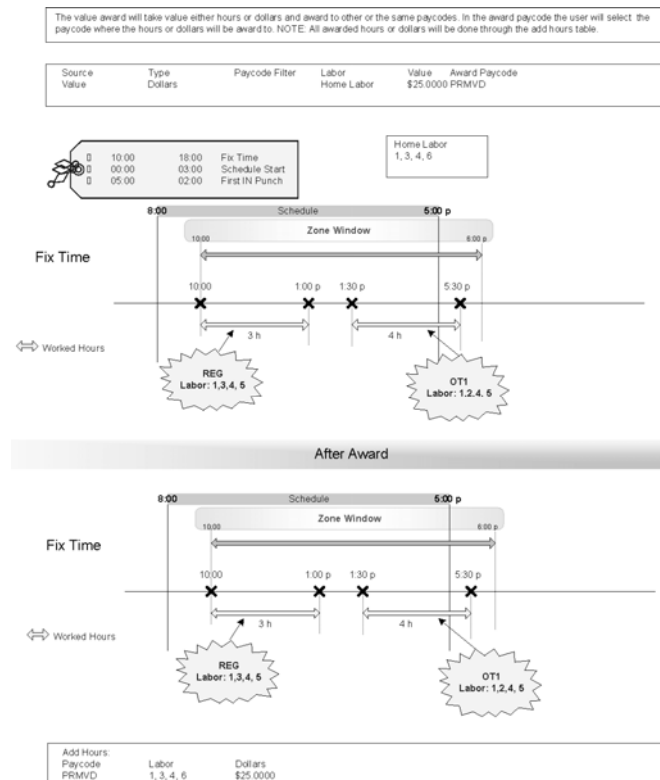
Source	Type	Paycode Filter	Labor	Value	Award Paycode
Zone	All		Home Labor		PRMZ



Value Hours Award Example



Value Dollars Award Example



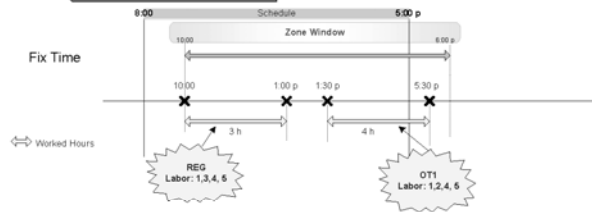
Hour Multiplier Hours Award Example

The hour multiplier award will take the hours worked within the zone windows and multiply the value by this hours then are awarded it to other or the same paycodes. Through the paycode filter the user can select which paycodes will be awarded. In the paycode map the user will select where the hours of each paycode will be duplicated to. NOTE: All awarded hours will be done through the add hours table.

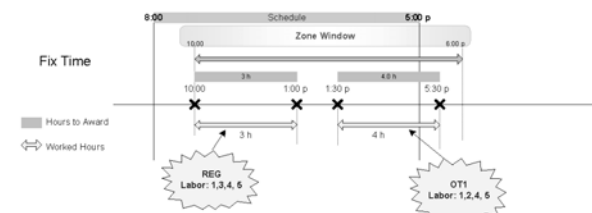
Source	Type	Paycode Filter	Labor	Value	Award Paycode
Hour Multiplier	Hours	All	Work in	00.30	

0	10:00	18:00	Fix Time
0	00:00	03:00	Schedule Start
0	05:00	02:00	First IN Punch

Paycode Map
REG → PRMHM
OT1 → PRMHM1



After Award



Add Hours	Labor	Hours
Paycode		
PRMHM	1, 3, 4, 5	0.5 X 3 = 1.5 hours
PRMHM1	1, 2, 4, 5	0.5 X 4 = 2.0 hours

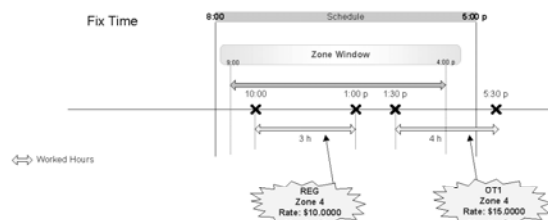
Change Rate Fixed Award Example

The change rate award will apply a new rate to the hours worked within the zone windows. The user has the ability to choose whether a new rate applies, an addition to the existing rate, or a percentage increase to the existing rate. Through the paycode filter the user can select which paycodes rates will be changed.

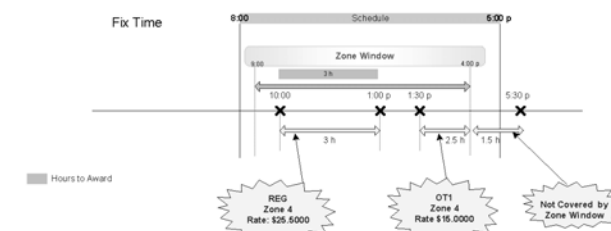
Source	Type	Paycode Filter	Labor	Value	Award Paycode
Change Rate	Fixed Value	Selected (See below)		\$25.5000	

0	09:00	16:00	Fix Time
0	00:00	03:00	Schedule Start
0	05:00	02:00	First IN Punch

Selected Paycodes
REG



After Award

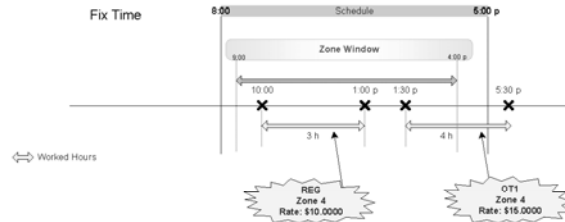


Change Rate Add to Award Example

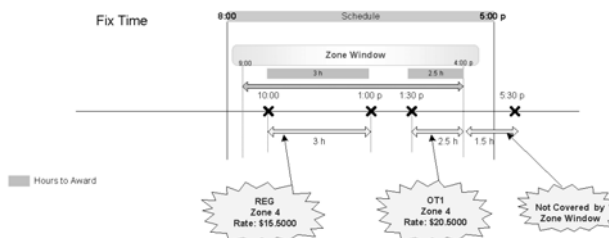
The change rate award will apply a new rate to the hours worked within the zone windows. The user has the ability to choose whether a new rate applies, an addition to the existing rate, or a percentage increase to the existing rate. Through the paycode filter the user can select which paycode rates will be changed.

Source Change Rate	Type Add to	Paycode Filter All	Labor	Value \$5.5000	Award Paycode
-----------------------	----------------	-----------------------	-------	-------------------	---------------

0	09:00	16:00	Fix Time
0	00:00	03:00	Schedule Start
0	05:00	02:00	First IN Punch



After Award

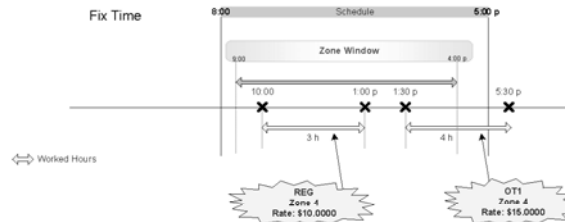


Change Rate % + Base Award Example

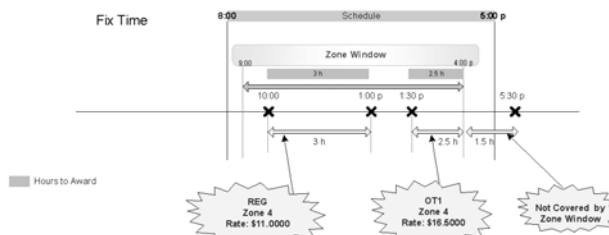
The change rate award will apply a new rate to the hours worked within the zone windows. The user has the ability to choose whether a new rate applies, an addition to the existing rate, or a percentage increase to the existing rate. Through the paycode filter the user can select which paycode rates will be changed.

Source Change Rate	Type Percentage + base	Paycode Filter All	Labor	Value 10%	Award Paycode
-----------------------	---------------------------	-----------------------	-------	--------------	---------------

0	09:00	16:00	Fix Time
0	00:00	03:00	Schedule Start
0	05:00	02:00	First IN Punch



After Award

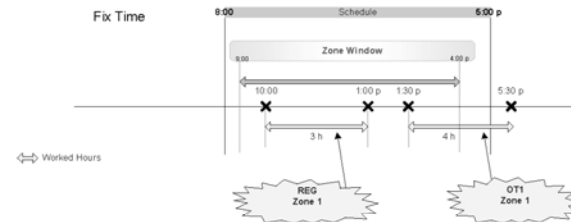


Set Zone Number Set All Award Example

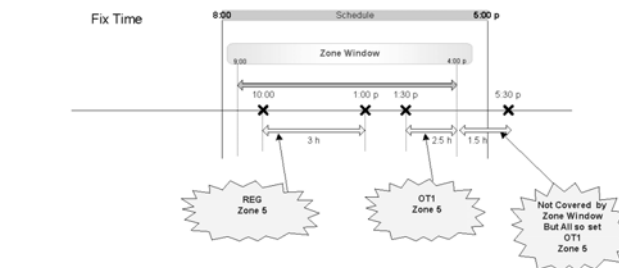
The Set Zone Number Award will apply a zone number to the hours worked within the zone window or all the worked hours for the day. Throw the paycode filter the user can select which paycodes the zone number will be changed. Note: The default zone number for any hours is zone 1.

Source	Type	Paycode Filter	Labor	Value	Award Paycode
Set Zone Number	Set All	All		5	

0	09:00	16:00	Fix Time
0	00:00	03:00	Schedule Start
0	05:00	02:00	First IN Punch



After Award



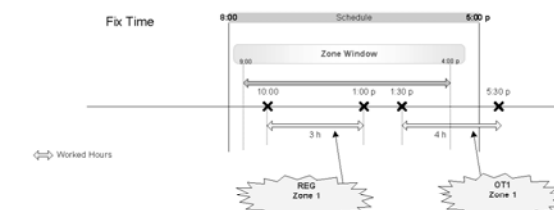
Set Zone Number Award Set Window Example

The Set Zone Number Award will apply a zone number to the hours worked within the zone window or all the worked hours for the day. Through the paycode filter the user can select which paycodes the zone number will be changed. Note: The default zone number for any hours is zone 1.

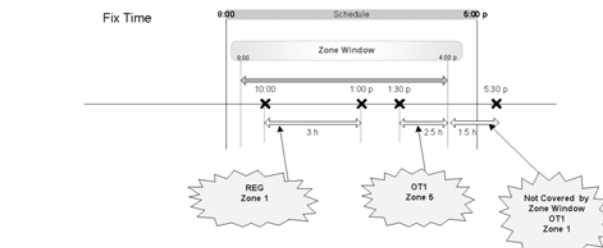
Source	Type	Paycode Filter	Labor	Value	Award Paycode
Set Zone Number	Set Window	Selected (See below)		5	

0	09:00	16:00	Fix Time
0	00:00	03:00	Schedule Start
0	05:00	02:00	First IN Punch

Selected Paycodes
OT1



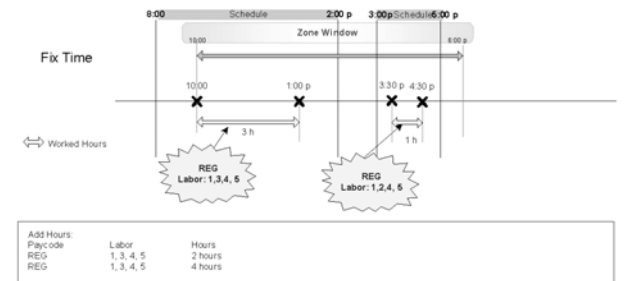
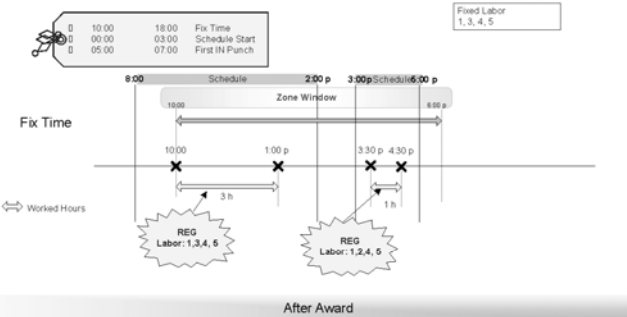
After Award



Guaranteed Hours Single Shift Example

The Guaranteed Hours award will take the value minus all hours in each single shift and award or duplicate the hours to other or the same paycodes. Through the paycode filter the user can select which paycodes will be awarded or duplicated. In the award paycode the user will select which paycode the hours will be duplicated to. NOTE: All duplicated hours will be done through the add hours table. In single schedule, each shift is compared independently with the value and award is given. If hours exceed the value NO AWARD is given.

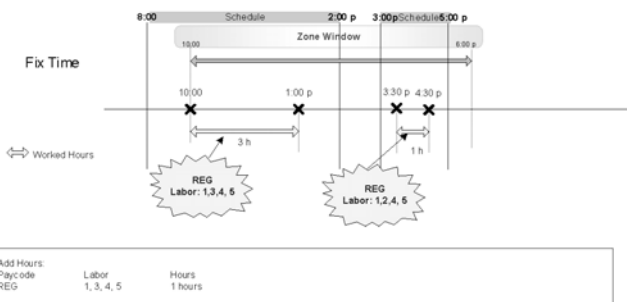
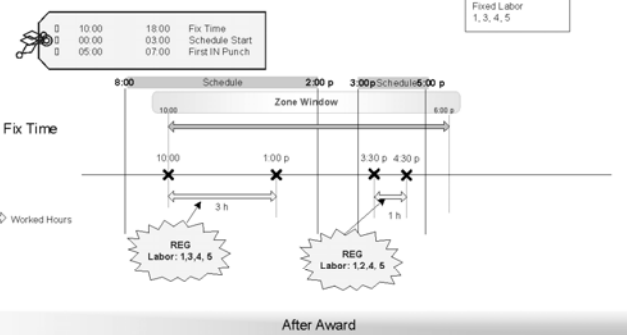
Source	Type	Paycode Filter	Labor	Value	Award Paycode
Guaranteed Hours	Single Schedule	All	Fixed	5.00	REG



Guaranteed Hours All Shifts Example

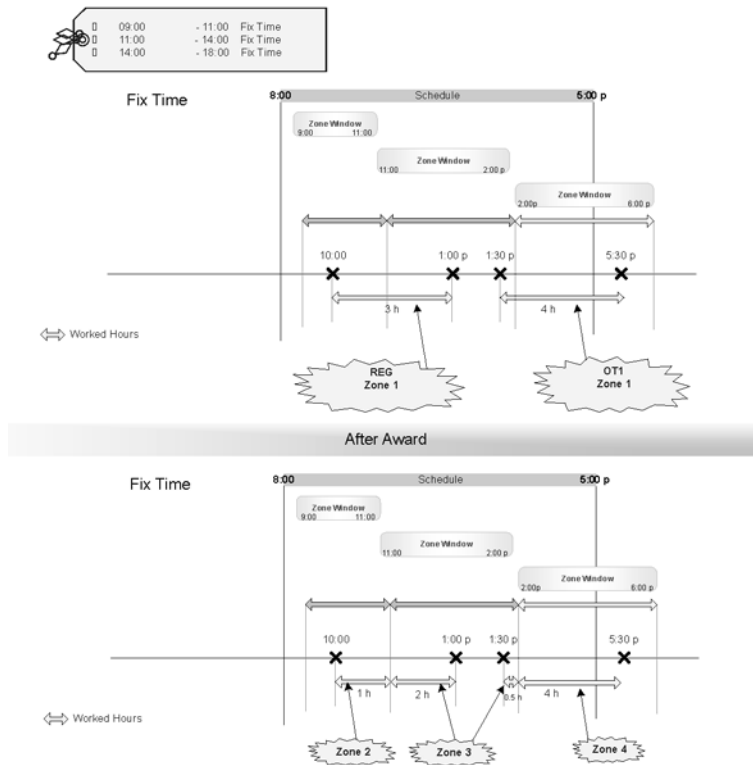
The Guaranteed Hours award will take the value minus all hours for all shifts and award or duplicate the hours to other or the same paycodes. Through the paycode filter the user can select which paycodes will be awarded or duplicated. In the award paycode the user will select which paycode the hours will be duplicated to. NOTE: All duplicated hours will be done through the add hours table. In All schedules, All the shifts are compared together with the value and award is given. If hours exceed the value NO AWARD is given.

Source	Type	Paycode Filter	Labor	Value	Award Paycode
Guaranteed Hours	All Schedules	All	Fixed	5.00	REG



Set Zone Code for All Windows Example

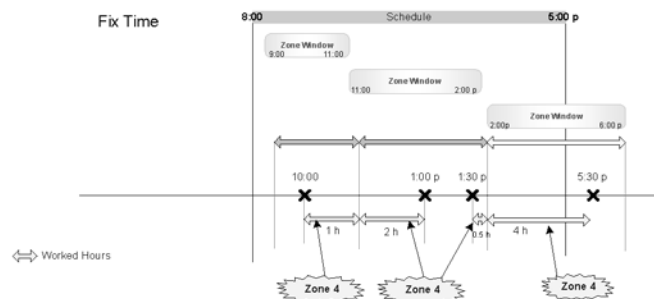
The Set Zone Code for all Windows will apply a zone number to the all hours worked across all zone windows. This has the highest priority. All other awards for zone numbers will be overridden by this rule.



Highest Zone Code Example

The Highest Zone Code will apply the Highest Zone Code an employee received from all zone windows to all the hours in the day across all zone windows.

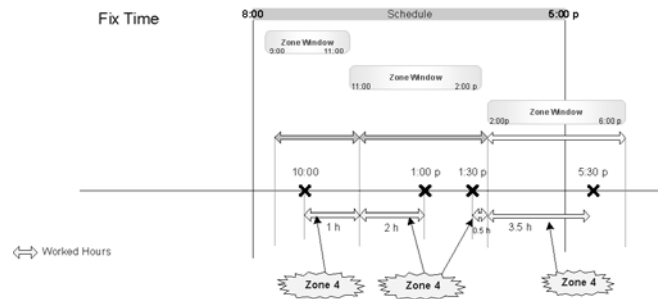
Highest Zone is Zone number 4



Majority Example

The Majority will apply the Zone Code an employee has the most amount of hours for (highest percentage) from all zone windows to all the hours in the day across all zone windows.

Majority of hours:
9 to 11 Zone Window: 1 h / 7h = 14.3%
11 to 14 Zone Window: 2.5 h / 7h = 35.7%
14 to 18 Zone Window: 3.5 h / 7h = 50%

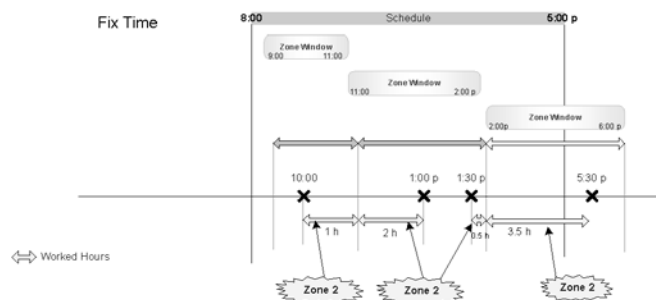


NOTE: If more than 2 zone windows yield the percentage the one with the higher zone code will be applied. The percentage is taking out to 2 decimal places.

First In Example

The First In will apply the Highest zone code an employee received from the zone window where the first in punch occurs in to all the hours in the day across all zone windows.

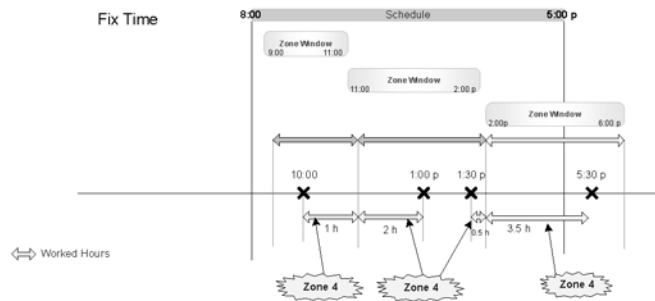
First Punch In:
9 to 11 Zone Window: First In Punch occurred
11 to 14 Zone Window:
14 to 18 Zone Window:



Last Out Example

The Last Out will apply the Highest Zone Code an employee received from the zone window where the Last Out punch occurs in to all the hours in the day across all zone windows.

Last Punch Out:
9 to 11 Zone Window:
11 to 14 Zone Window:
14 to 18 Zone Window: Last Out Punch occurred



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