

**AMANO®**

# Time & Attendance Software

## Zone Window Examples



Draft 1 – 2/11/10

## ***Thank you...***

For purchasing another fine product from  
Amano Cincinnati, Inc.

### **Proprietary Notice**

This document contains proprietary information and such information may not be reproduced in whole or in part without written permission from:

#### **Amano Cincinnati, Inc.**

140 Harrison Avenue  
Roseland, New Jersey, 07068-1239

Amano Cincinnati Inc. reserves the right to make equipment changes and improvements that may not be reflected in this document. Portions of this document may have been updated to include the latest software, hardware, or firmware version, if applicable.

We recommend that this document be read in its entirety before any attempt is made to operate the equipment.

For more information about Amano's complete line of products, visit our web site at:

**[www.amano.com/time](http://www.amano.com/time)**

### **Licenses and Trademarks**

Amano and Time Guardian are registered trademarks of Amano Cincinnati, Inc.

Adobe Acrobat and Acrobat Reader are registered trademarks of Adobe Systems Incorporated.

---

# Table of Contents

---

- Table of Contents..... i**
- Chapter 1: Zone Window Examples .....1-1**
- Zone Window Examples.....1-1
- Work Qualify Example #1 .....1-2
- Work Qualify Example #2 .....1-3
- Schedule Work Before Qualify Example #1 .....1-3
- Schedule Work Before Qualify Example #2.....1-4
- Schedule Work Within Qualify Example .....1-4
- Schedule Work After Qualify Example.....1-5
- Schedule Work Before % Qualify Example.....1-5
- Schedule Work Within % Qualify Example .....1-6
- Schedule Work After % Qualify Example.....1-6
- Schedule Punch Before Qualify Example .....1-7
- Schedule Punch After Qualify Example .....1-7
- Schedule Punch Before % Qualify Example.....1-8
- Schedule Punch After% Qualify Example.....1-8
- Schedule Type Qualify Example.....1-9
- Zone Work Before Qualify Example.....1-9
- Zone Work Within Qualify Example .....1-10
- Zone Work After Qualify Example.....1-10
- Zone Work Before % Qualify Example .....1-11
- Zone Work Within % Qualify Example .....1-11
- Zone Work After % Qualify Example .....1-12
- Zone Punch Before Qualify Example.....1-12
- Zone Punch After Qualify Example.....1-13
- Zone Punch Before % Qualify Example.....1-14
- Zone Punch After % Qualify Example.....1-14
- Zone First In Punch After Zone Quality Example.....1-15
- Zone Last Out Before Zone End Qualify Example.....1-15
- Zone Schedule Within Qualify Example.....1-16
- Zone Schedule Within Qualify % Example .....1-17
- Zone Schedule Start Before Qualify Example .....1-18
- Zone Schedule Start Before Qualify % Example .....1-18

Zone Schedule Start After Qualify Example .....	1-19
Zone Schedule Start After Qualify % Example .....	1-19
Zone Schedule End Before Qualify Example.....	1-20
Zone Schedule End Before Qualify % Example .....	1-20
Zone Schedule End After Qualify Example.....	1-21
Zone Schedule End After Qualify % Example .....	1-21
Move Paycode Award Example .....	1-22
Move Paycode Award Example 2 .....	1-22
Work Hours Award Example 1 .....	1-23
Work Hours Award Example 2.....	1-24
Before Schedule Award Example .....	1-24
Within Schedule Award Example.....	1-25
After Schedule Award Example 1 .....	1-25
After Schedule Award Example 2 .....	1-26
Schedule Award Example.....	1-26
Schedule Award (In Zone) Example .....	1-27
Zone Award Example.....	1-27
Value Hours Award Example .....	1-28
Value Dollars Award Example .....	1-28
Hour Multiplier Hours Award Example .....	1-29
Change Rate Fixed Award Example.....	1-29
Change Rate Add to Award Example .....	1-30
Change Rate % + Base Award Example .....	1-30
Set Zone Number Set All Award Example .....	1-31
Set Zone Number Award Set Window Example .....	1-31
Guaranteed Hours Single Shift Example .....	1-32
Guaranteed Hours All Shifts Example .....	1-32
Set Zone Code for All Windows Example .....	1-33
Highest Zone Code Example .....	1-33
Majority Example .....	1-34
First In Example.....	1-34
Last Out Example .....	1-35

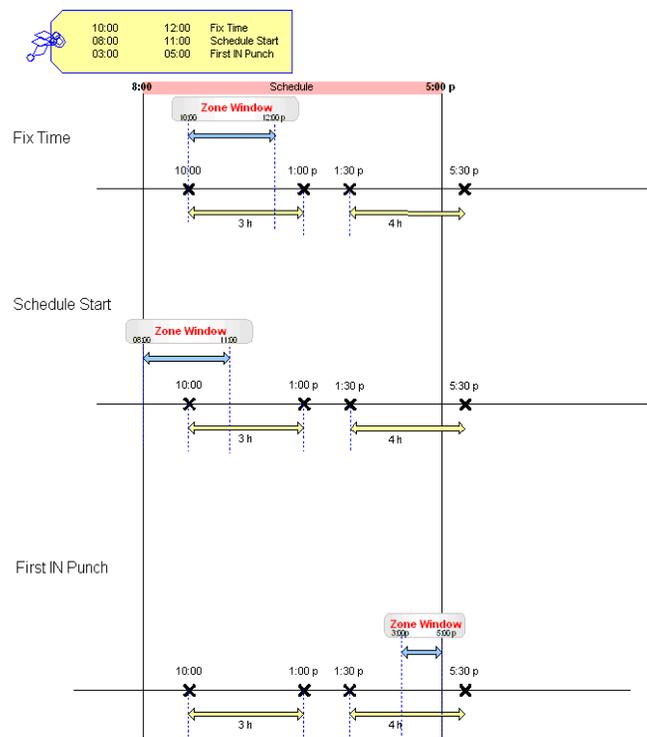
# Chapter 1: Zone Window Examples

## 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.

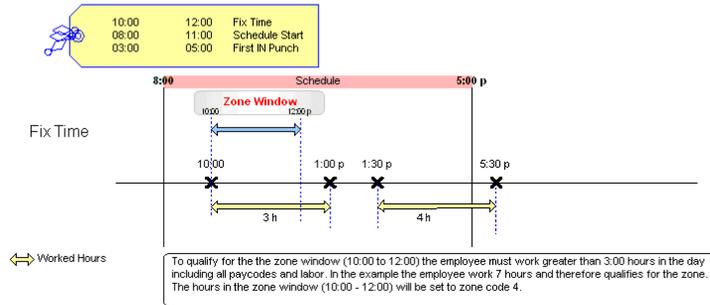
Multiple zone windows can be defined for each day of the daily zone premium. These windows are allowed to overlap. Qualifications and awards can be assigned to each zone window. The following pages of examples illustrate how the zone windows are created.



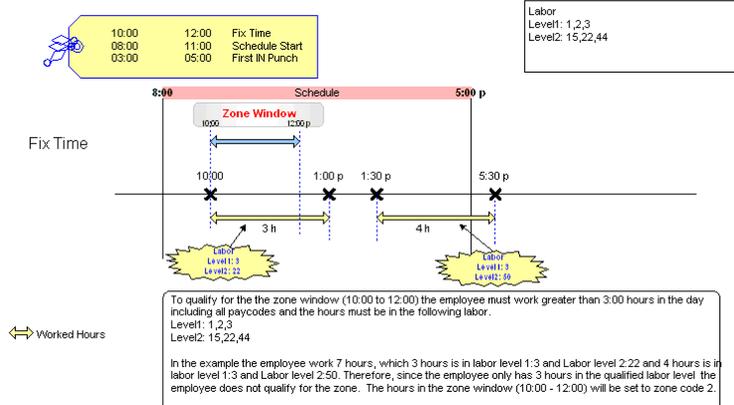
# Work Qualify Example #1

## Qualification Example

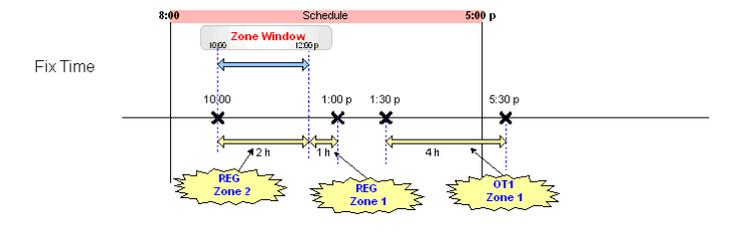
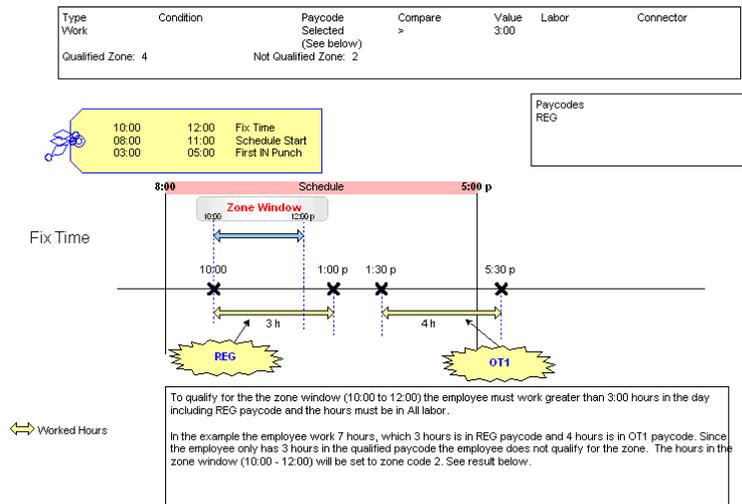
Type	Condition	Paycode	Compare	Value	Labor	Connector
Work	All		>	3.00		
Qualified Zone: 4		Not Qualified Zone: 2				



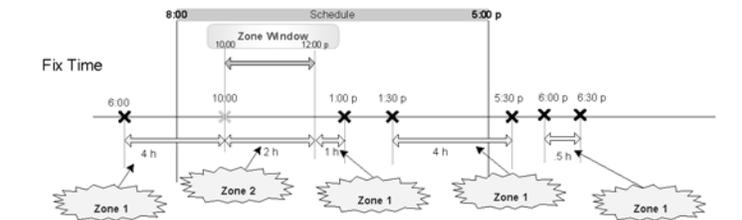
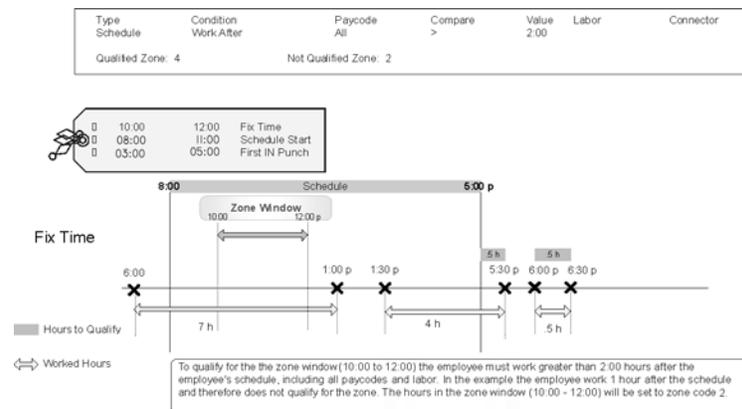
Type	Condition	Paycode	Compare	Value	Labor	Connector
Work	All		>	3.00	See Below	
Qualified Zone: 4		Not Qualified Zone: 2				



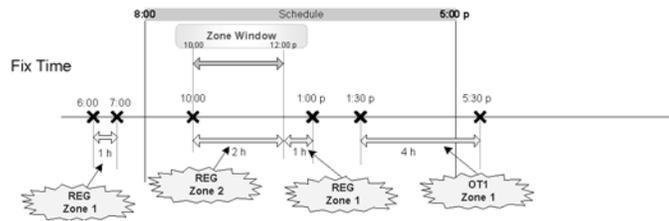
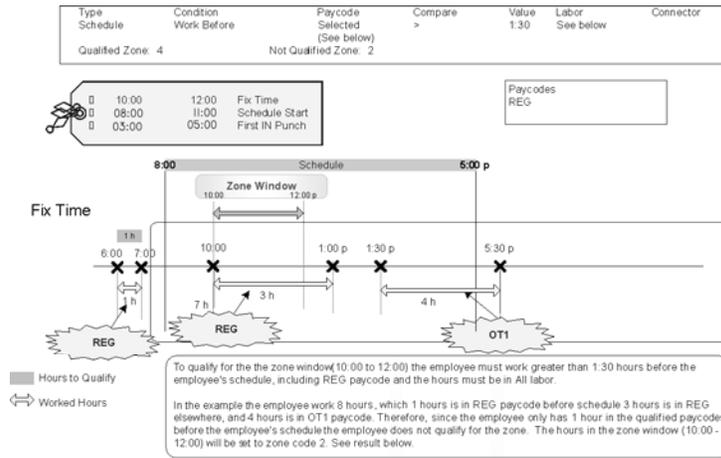
## Work Qualify Example #2



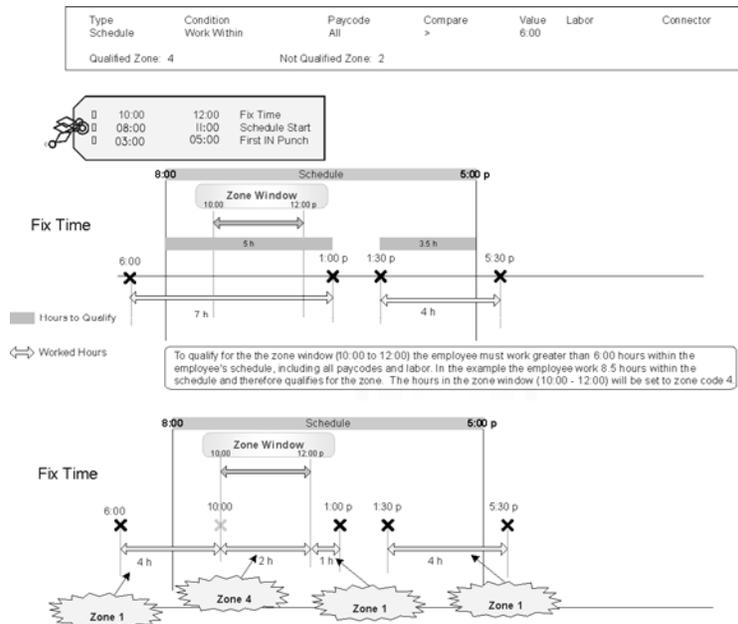
## Schedule Work Before Qualify Example #1



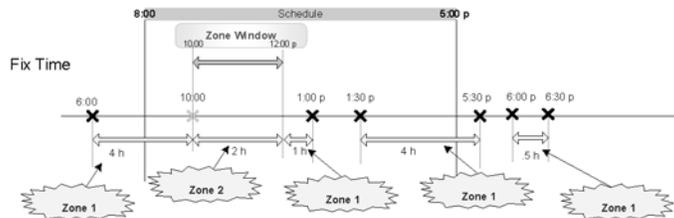
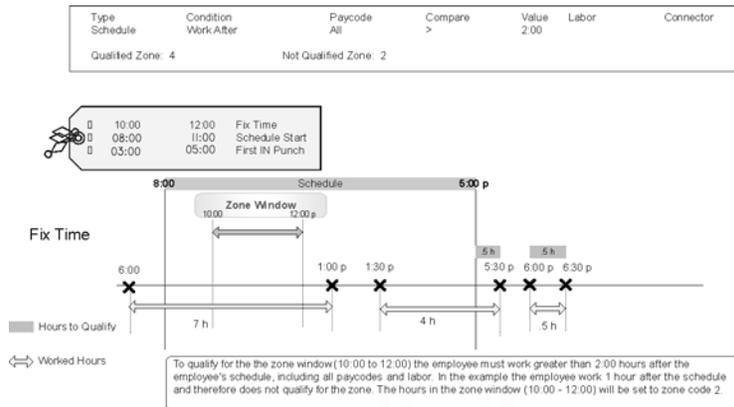
## Schedule Work Before Qualify Example #2



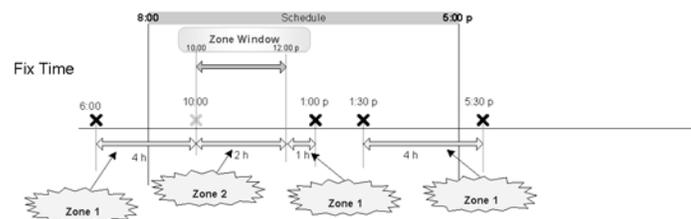
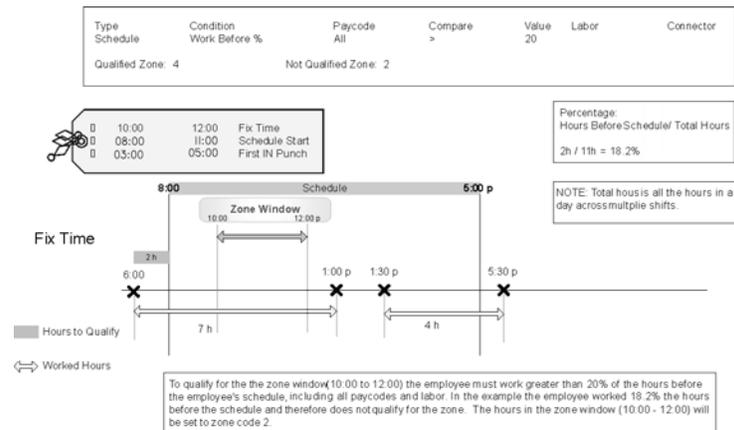
## Schedule Work Within Qualify Example



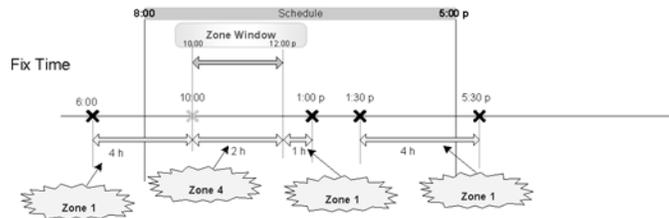
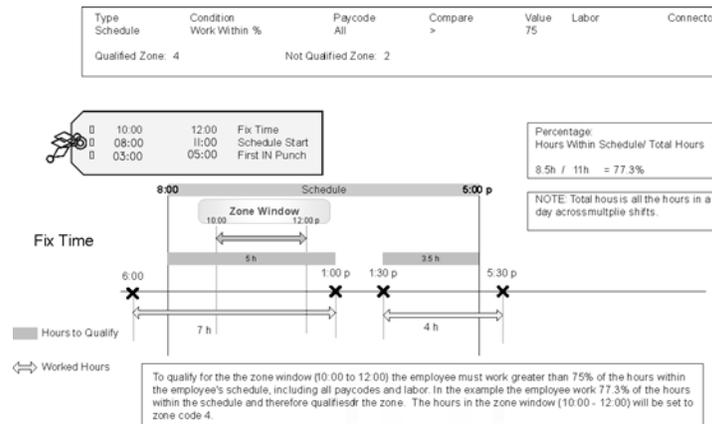
# Schedule Work After Qualify Example



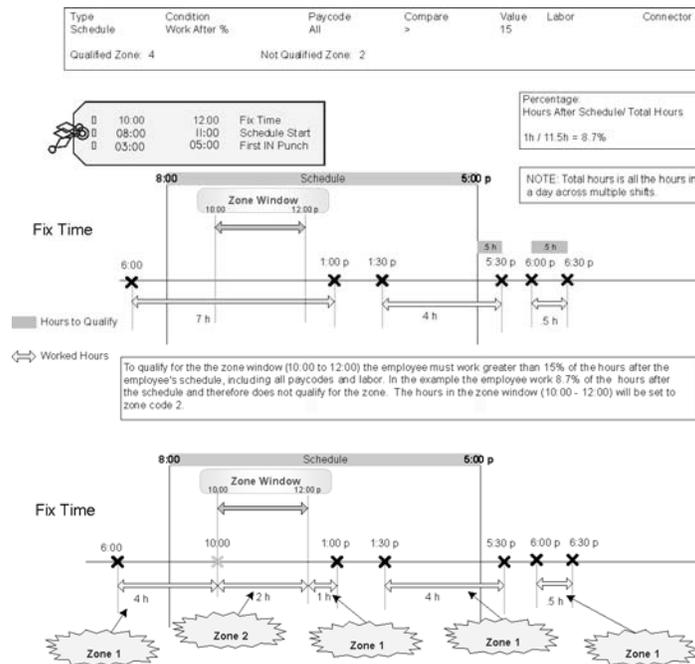
# Schedule Work Before % Qualify Example



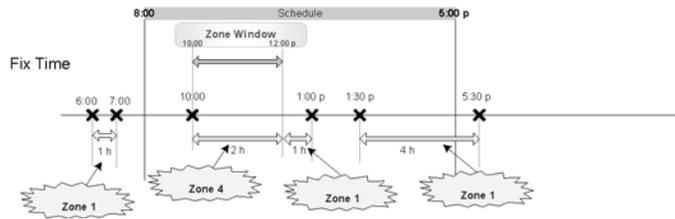
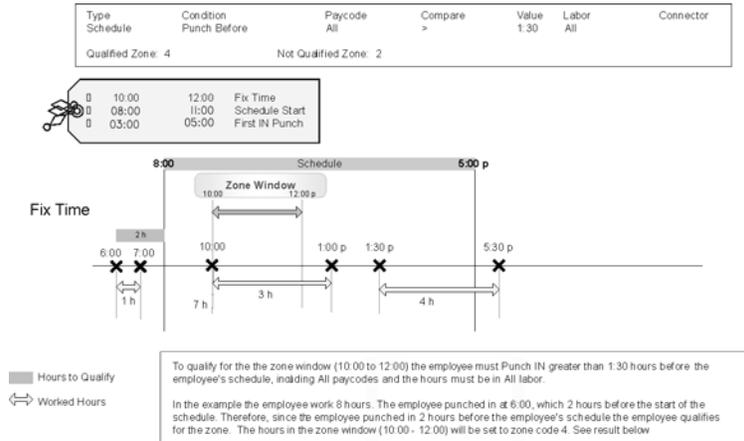
## Schedule Work Within % Qualify Example



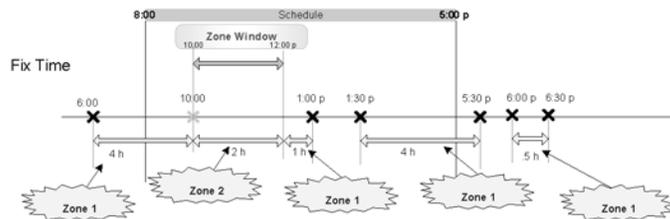
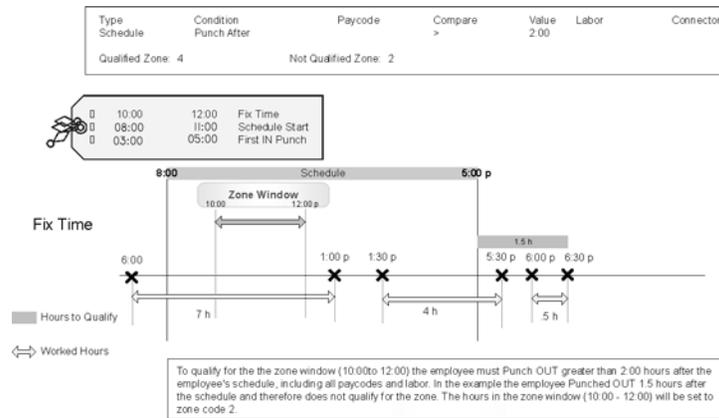
## Schedule Work After % Qualify Example



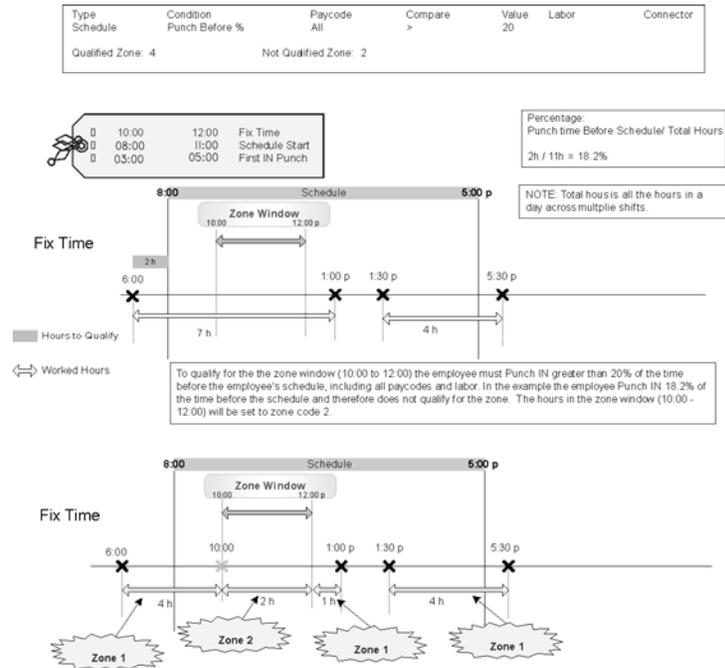
# Schedule Punch Before Qualify Example



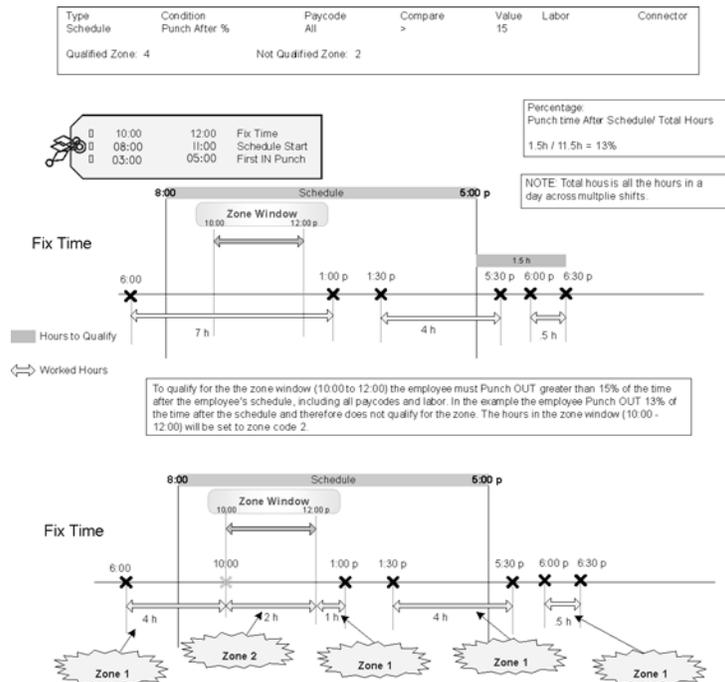
# Schedule Punch After Qualify Example



# Schedule Punch Before % Qualify Example



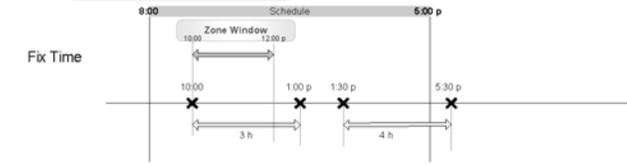
# Schedule Punch After % Qualify Example



# Schedule Type Qualify Example

Type	Condition	Paycode	Compare	Value	Labor	Connector
Schedule	Schedule Type		<=>	UnScheduled		
Qualified Zone:	4	Not Qualified Zone:	2			

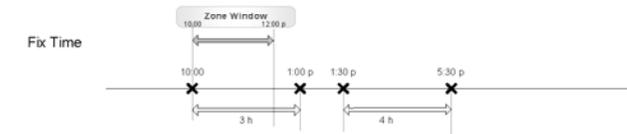
0	10:00	12:00	Fix Time
0	08:00	11:00	Schedule Start
0	03:00	05:00	First IN Punch



Worked Hours

To qualify for the zone window (10:00 to 12:00) the employee must not have hours assigned to an unscheduled schedule type. In the example the employee worked 7 hours, which all are assign to the fixed schedule 8:00 - 5:00p and therefore qualifies for the zone. The hours in the zone window (10:00 - 12:00) will be set to zone code 4.

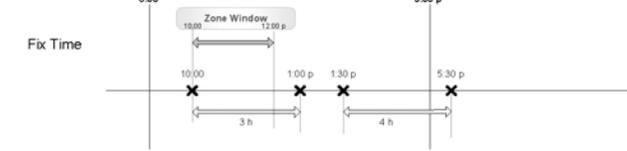
### OPEN SCHEDULE



Worked Hours

To qualify for the zone window (10:00 to 12:00) the employee must not have hours assigned to an unscheduled schedule type. In the example the employee worked 7 hours, which all are assign to the Open schedule type and therefore qualifies for the zone. The hours in the zone window (10:00 - 12:00) will be set to zone code 4.

### UNSCHEDULED



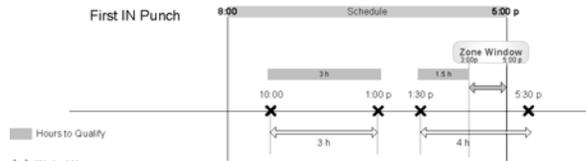
Worked Hours

To qualify for the zone window (10:00 to 12:00) the employee must not have hours assigned to an unscheduled schedule type. In the example the employee worked 7 hours, which all are assign to the UnScheduled type and therefore does not qualify for the zone. The hours in the zone window (10:00 - 12:00) will be set to zone code 2.

# Zone Work Before Qualify Example

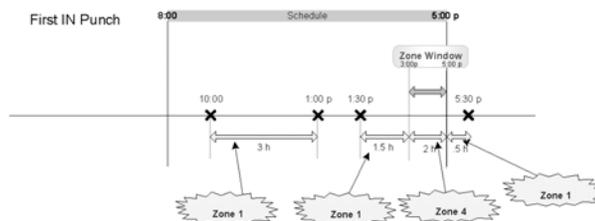
Type	Condition	Paycode	Compare	Value	Labor	Connector
Zone	Work Before		>	3:00		
Qualified Zone:	4	Not Qualified Zone:	2			

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



Worked Hours

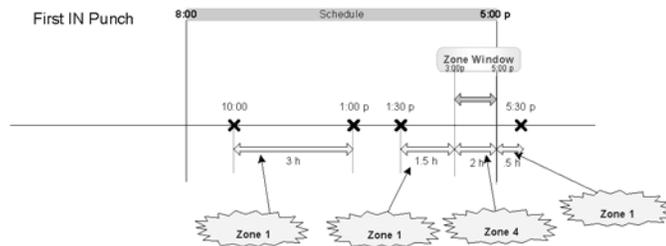
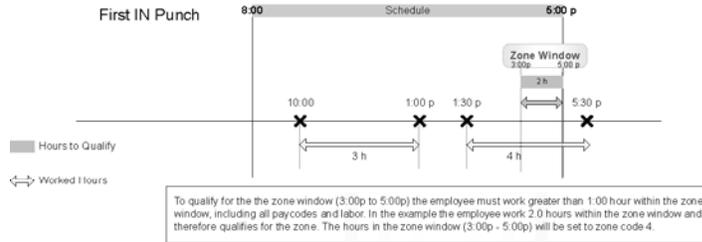
To qualify for the zone window (3:00p to 5:00p) the employee must work greater than 3:00 hours before the zone window, including all paycodes and labor. In the example the employee work 4.5 hours before the zone window and therefore qualifies for the zone. The hours in the zone window (3:00p - 5:00p) will be set to zone code 4.



# Zone Work Within Qualify Example

Type	Condition	Paycode	Compare	Value	Labor	Connector
Zone	Work Within		>	1.00		
Qualified Zone: 4		Not Qualified Zone: 2				

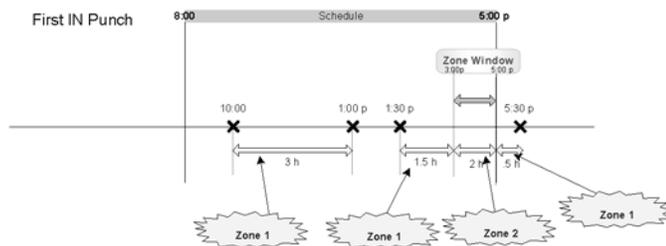
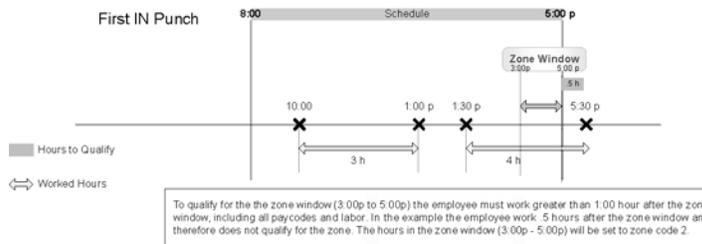
0	10.00	12.00	Fix Time
0	00.00	03.00	Schedule Start
0	05.00	02.00	First IN Punch



# Zone Work After Qualify Example

Type	Condition	Paycode	Compare	Value	Labor	Connector
Zone	Work After		>	1.00		
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

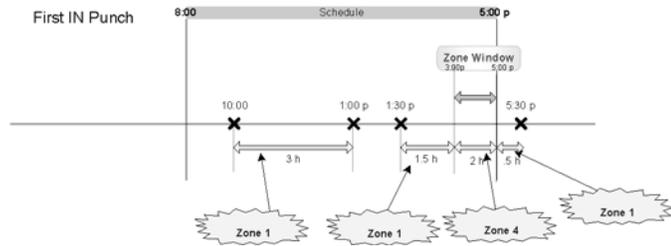
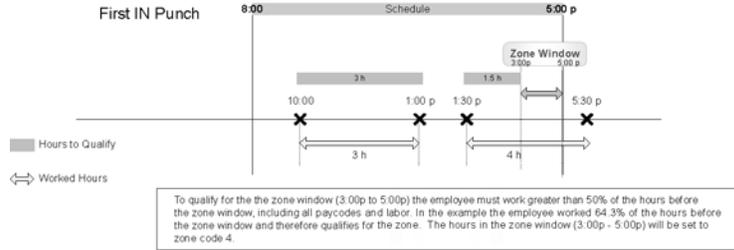


# Zone Work Before % Qualify Example

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%

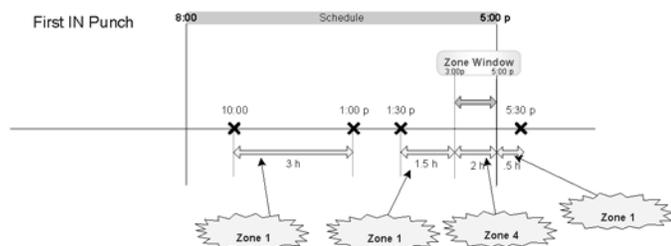
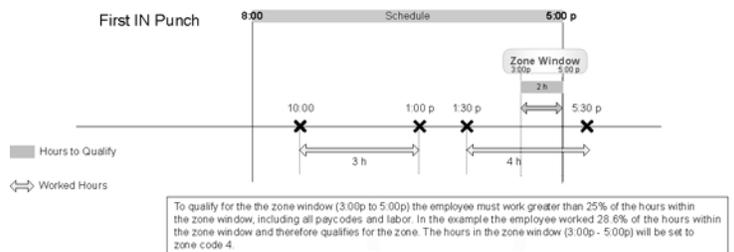


# Zone Work Within % Qualify Example

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%

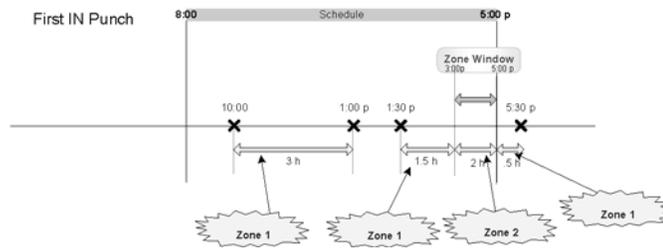
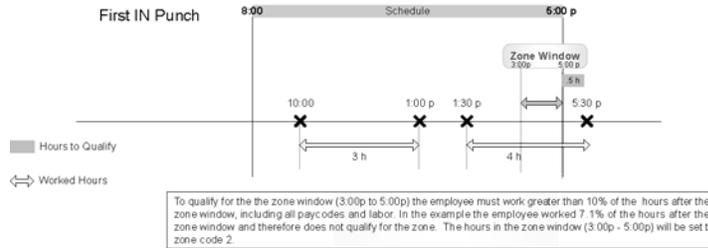


# Zone Work After % Qualify Example

Type	Condition	Paycode	Compare	Value	Labor	Connector
Zone	Work After %		>	10		
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

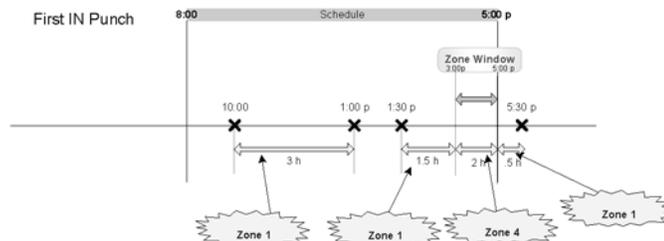
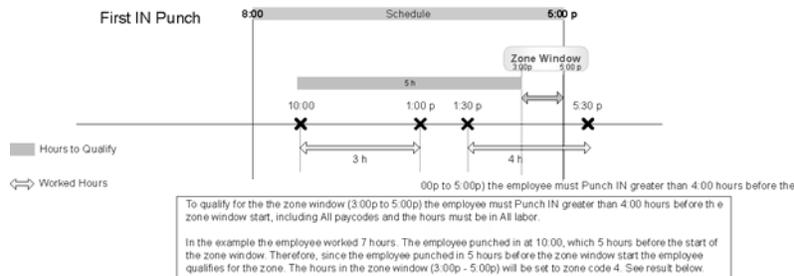
Percentage  
Hours After Schedule/ Total Hours  
0.5h / 7h = 7.1%



# Zone Punch Before Qualify Example

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

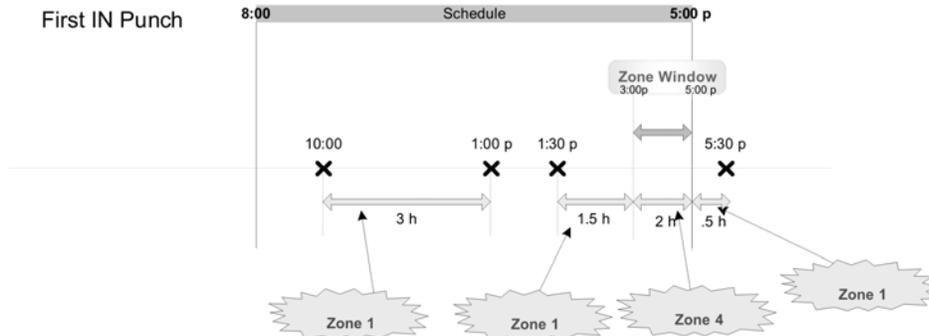
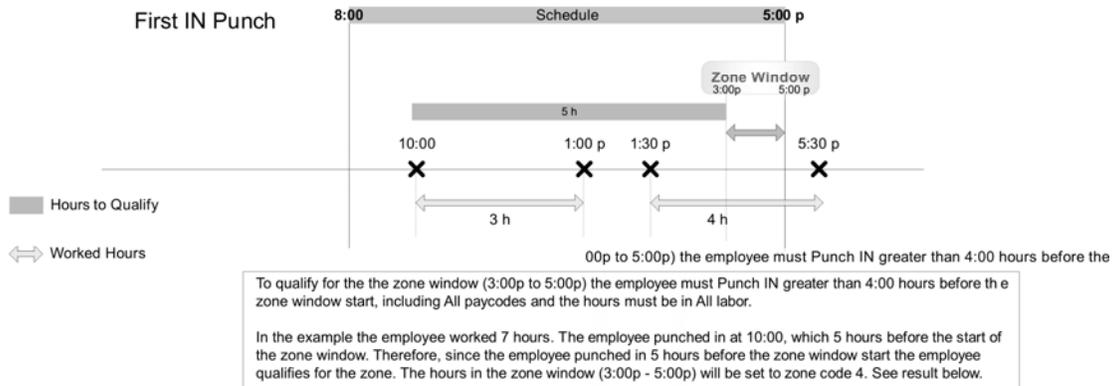
10:00	12:00	Fix Time
00:00	03:00	Schedule Start
05:00	02:00	First IN Punch



# Zone Punch After Qualify Example

Type	Condition	Paycode	Compare	Value	Labor	Connector
Zone	Punch Before		>	4:00	Labor	
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

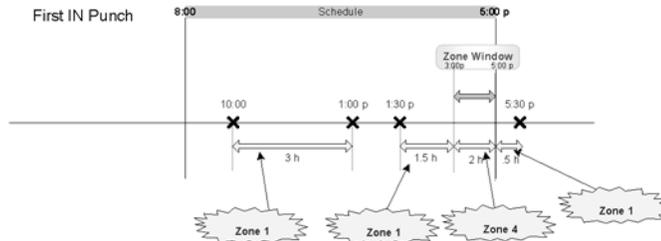
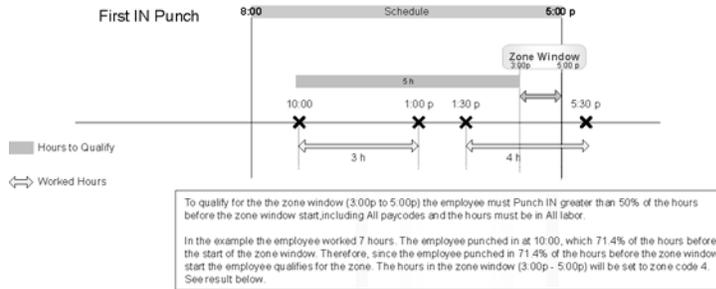


# Zone Punch Before % Qualify Example

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

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

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

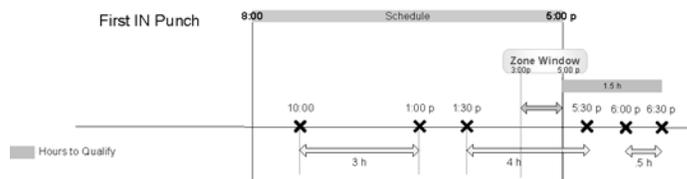


# Zone Punch After % Qualify Example

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

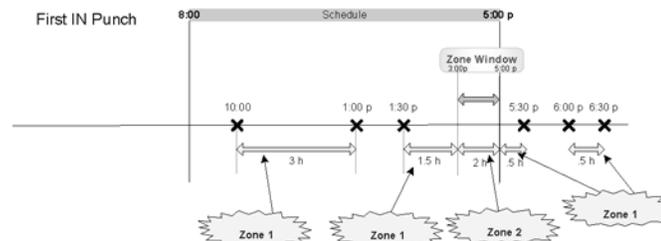
0	10:00	12:00	Fix Time
0	00:00	03:00	Schedule Start
0	05:00	02:00	First IN Punch

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

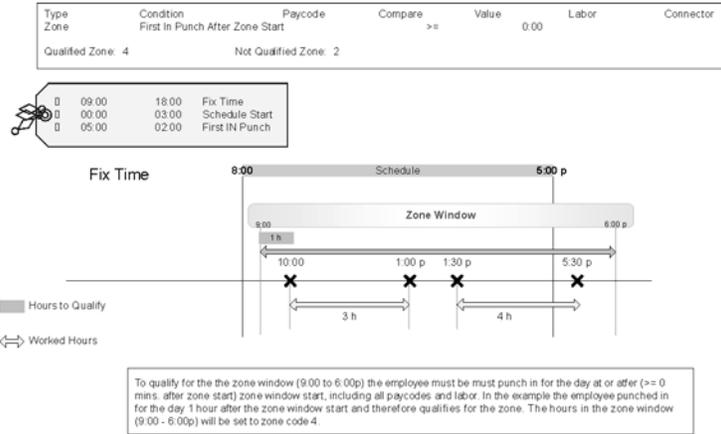


To qualify for the zone window (3:00p to 5:00p) the employee must Punch OUT greater than 25% of the hours after the zone window end, including All paycodes and the hours must be in All labor.

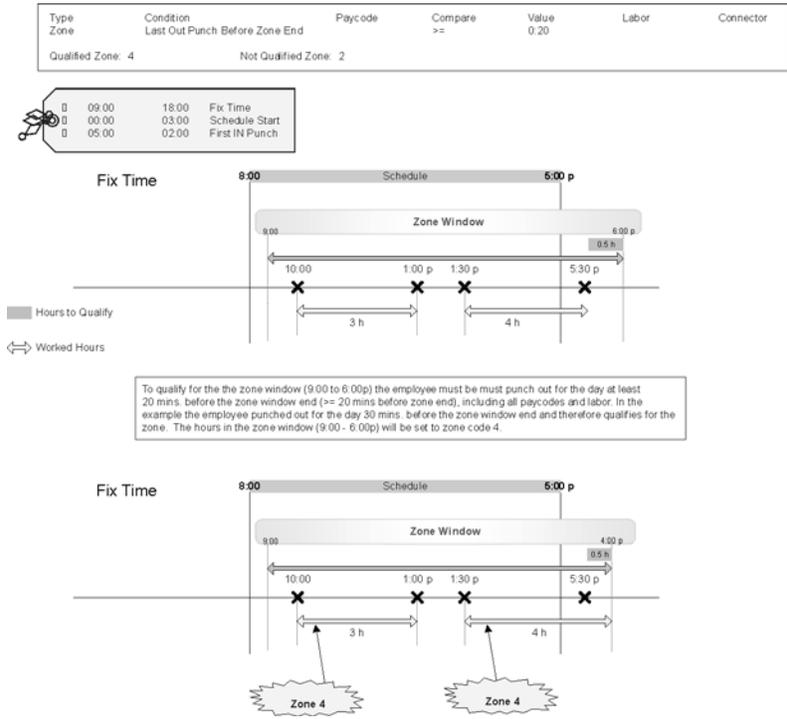
In the example the employee worked 7.5 hours. The employee punched out at 6:30p, which 21.4% of the hours after the end of the zone window. Therefore, since the employee punched out only 21.4% of the hours after the zone window end the employee does not qualify for the zone. The hours in the zone window (3:00p - 5:00p) will be set to zone code 2. See result below.



# Zone First In Punch After Zone Quality Example



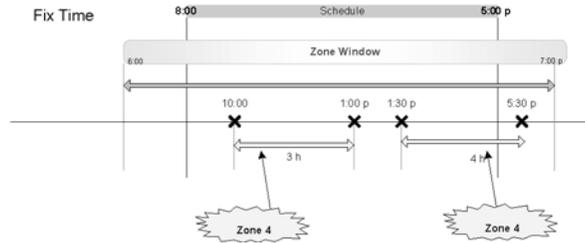
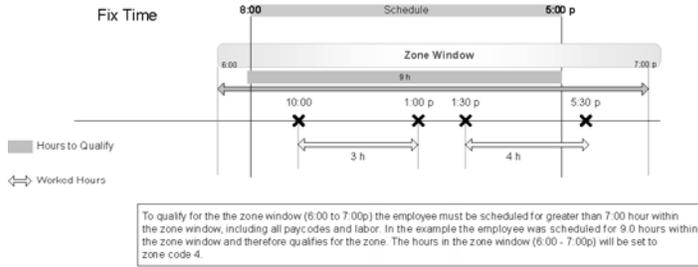
# Zone Last Out Before Zone End Qualify Example



# 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

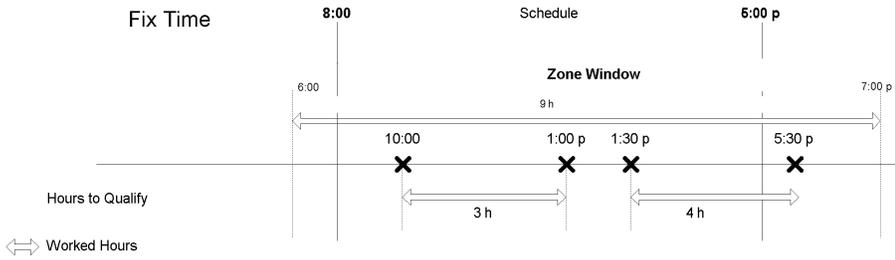


# Zone Schedule Within Qualify % Example

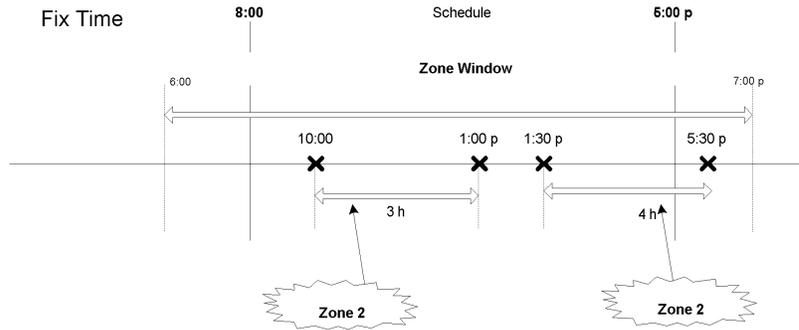
Type Zone	Condition Schedule Within %	Paycode	Compare >	Value 70	Labor	Connector
Qualified Zone: 4		Not Qualified Zone: 2				

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%



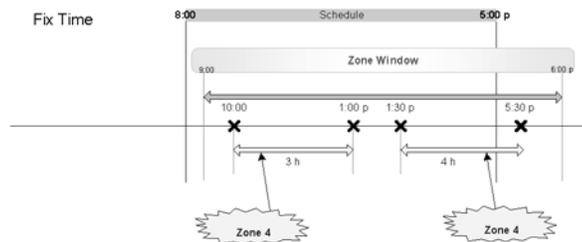
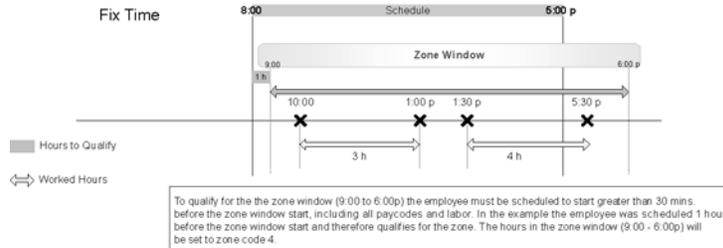
To qualify for the the zone window (6:00 to 7:00p) the employee must be scheduled for greater than 70% of the hours within the zone window, including all paycodes and labor. In the example the employee was scheduled for 69.2% of the hours within the zone window and therefore does not qualify for the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



## Zone Schedule Start Before Qualify Example

Type	Condition	Playcode	Compare	Value	Labor	Connector
Zone	Schedule Start Before		>	0.30		
Qualified Zone: 4		Not Qualified Zone: 2				

0	09:00	18:00	Fix Time
0	00:00	03:00	Schedule Start
0	05:00	02:00	First IN Punch

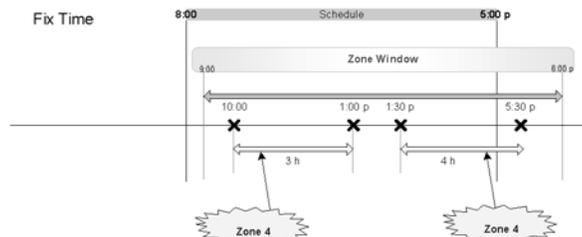
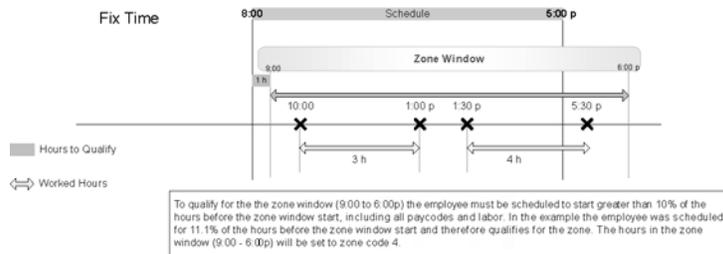


## Zone Schedule Start Before Qualify % Example

Type	Condition	Playcode	Compare	Value	Labor	Connector
Zone	Schedule Start Before %		>	10%		
Qualified Zone: 4		Not Qualified Zone: 2				

0	09:00	18:00	Fix Time
0	00:00	03:00	Schedule Start
0	05:00	02:00	First IN Punch

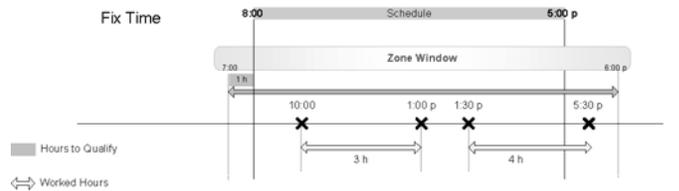
Percentage:	
Schedule hours / Zone hours	Hours
1h / 9h = 11.1%	



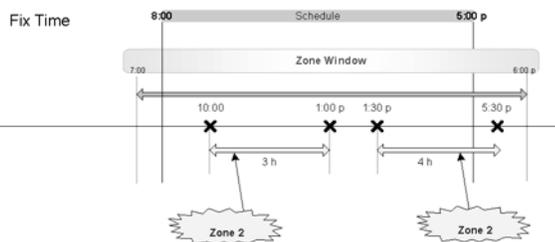
## Zone Schedule Start After Qualify Example

Type	Condition	Paycode	Compare	Value	Labor	Connector
Zone	Schedule Start After		>	1.30		
Qualified Zone:	4					
Not Qualified Zone:	2					

07:00	18:00	Fix Time
00:00	03:00	Schedule Start
05:00	02:00	First IN Punch



To qualify for the the zone window (7:00 to 6:00p) the employee must be scheduled to start greater than 1.30 hours after the zone window start, including all paycodes and labor. In the example the employee was scheduled 1 hour after the zone window start and therefore does not qualify for the zone. The hours in the zone window (7:00 - 6:00p) will be set to zone code 2.

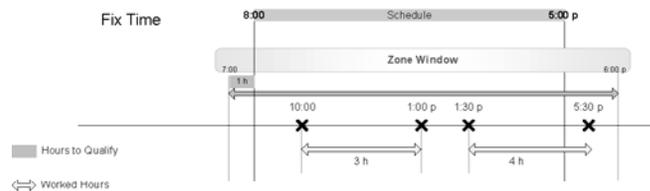


## Zone Schedule Start After Qualify % Example

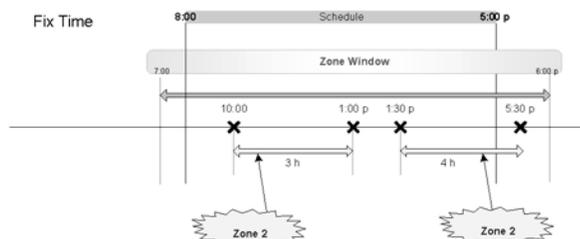
Type	Condition	Paycode	Compare	Value	Labor	Connector
Zone	Schedule Start After %		>	20 %		
Qualified Zone:	4					
Not Qualified Zone:	2					

07:00	18:00	Fix Time
00:00	03:00	Schedule Start
05:00	02:00	First IN Punch

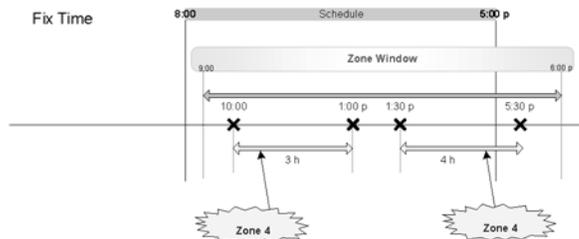
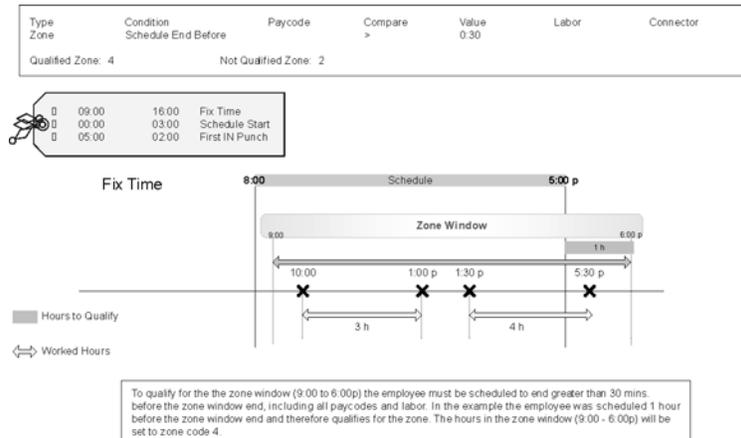
Percentage:  
Schedule hours/ Zone hours Hours  
1h / 11h = 9.1%



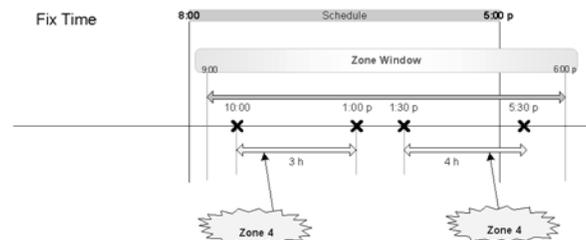
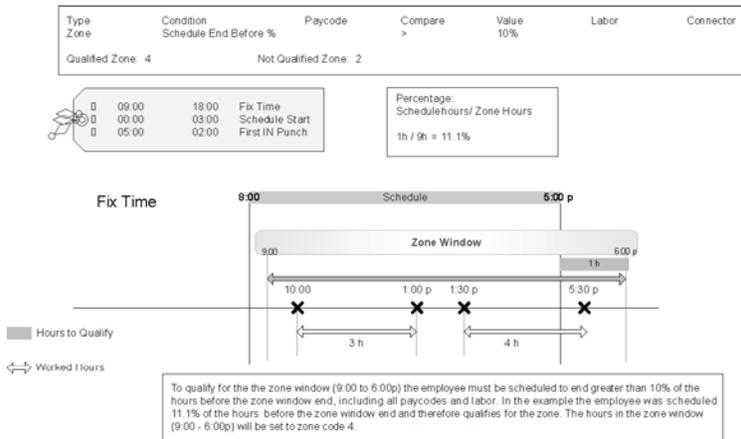
To qualify for the the zone window (7:00 to 6:00p) the employee must be scheduled to start greater than 20% of the hours after the zone window start, including all paycodes and labor. In the example the employee was scheduled 9.1% of the hours after the zone window start and therefore does not qualify for the zone. The hours in the zone window (7:00 - 6:00p) will be set to zone code 2.



## Zone Schedule End Before Qualify Example



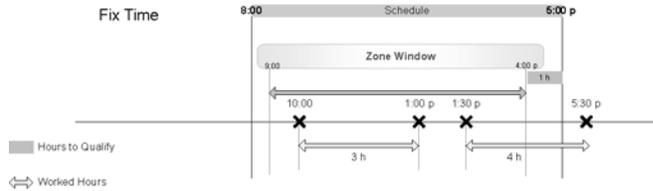
## Zone Schedule End Before Qualify % Example



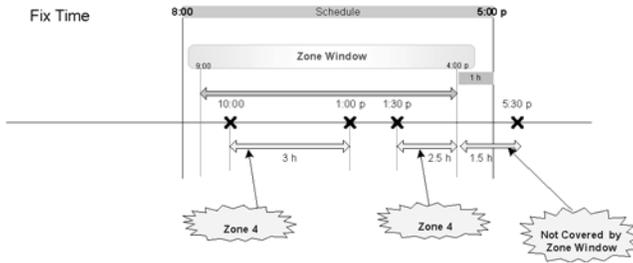
# Zone Schedule End After Qualify Example

Type	Condition	Paycode	Compare	Value	Labor	Connector
Zone	Schedule End After		>	0.30		
Qualified Zone: 4		Not Qualified Zone: 2				

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



To qualify for the zone window (9:00 to 4:00p) the employee must be scheduled to end greater than 30 mins after the zone window end, including all paycodes and labor. In the example the employee was scheduled 1 hour after the zone window end and therefore qualifies for the zone. The hours in the zone window (9:00 - 4:00p) will be set to zone code 4.

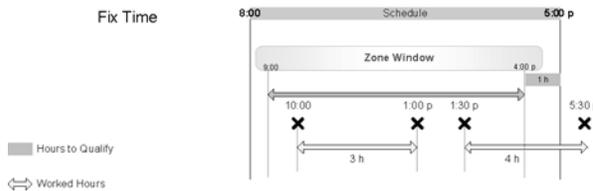


# Zone Schedule End After Qualify % Example

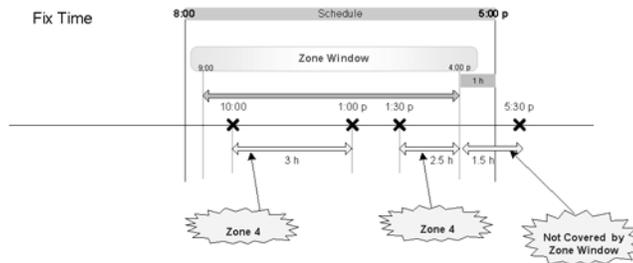
Type	Condition	Paycode	Compare	Value	Labor	Connector
Zone	Schedule End After %		>	10%		
Qualified Zone: 4		Not Qualified Zone: 2				

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

Percentage:  
Schedule Hours / Zone Hours  
1h / 7h = 14.3%



To qualify for the zone window (9:00 to 4:00p) the employee must be scheduled to end greater than 10% of the hours after the zone window end, including all paycodes and labor. In the example the employee was scheduled 14.3% of the hours after the zone window end and therefore qualifies for the zone. The hours in the zone window (9:00 - 4:00p) will be set to zone code 4.



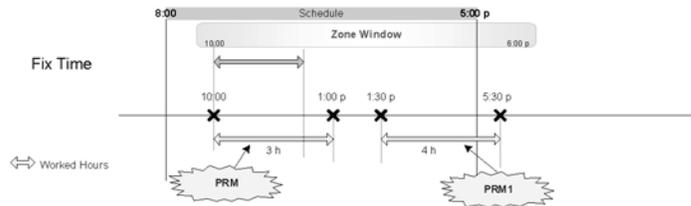
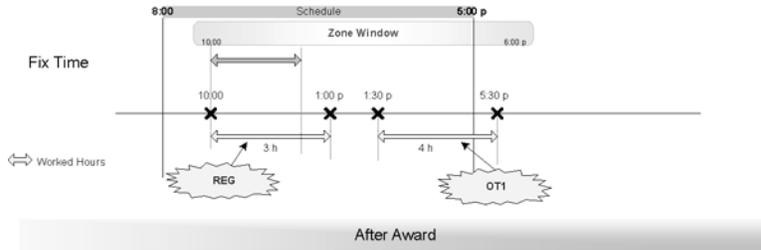
## Move Paycode Award Example

The move paycode award will take the hours worked in the zone window and transfer or move the hours to other paycodes. Through the paycode filter the user can select which paycodes will be moved. In the paycode map the user will select where hours of each paycode will be moved to.

Source Move Paycode	Type	Paycode Filter	Labor	Value	Award Paycode
		All			

<input type="checkbox"/>	10.00	18.00	Fix Time
<input type="checkbox"/>	00.00	03.00	Schedule Start
<input type="checkbox"/>	05.00	02.00	First IN Punch

Paycode Map	
REG	--> PRM
OT1	--> PRM1



## Move Paycode Award Example 2

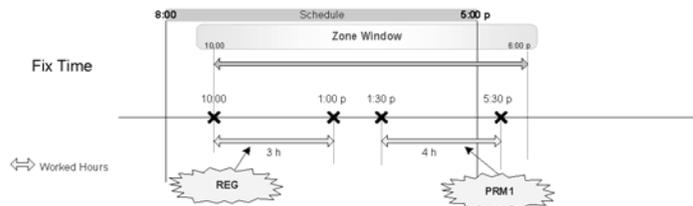
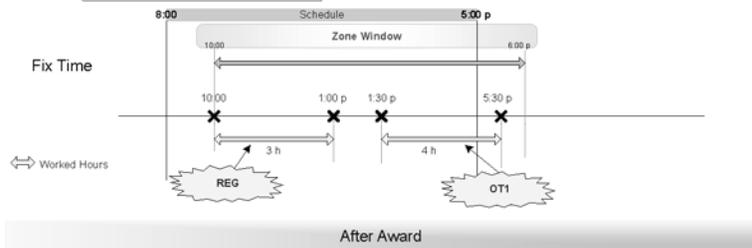
The move paycode award will take the hours worked in the zone window and transfer or move the hours to other paycodes. Through the paycode filter the user can select which paycodes will be moved. In the paycode map the user will select where hours of each paycode will be moved to.

Source Move Paycode	Type	Paycode Filter Selected (See below)	Labor	Value	Award Paycode

<input type="checkbox"/>	10.00	18.00	Fix Time
<input type="checkbox"/>	00.00	03.00	Schedule Start
<input type="checkbox"/>	05.00	02.00	First IN Punch

Selected Paycodes	
OT1	

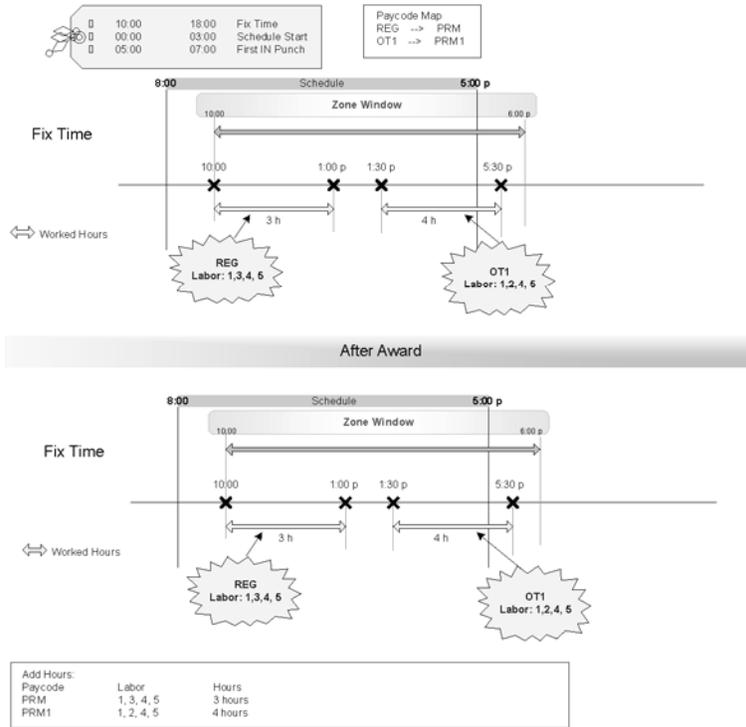
Paycode Map	
OT1	--> PRM1



# 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		

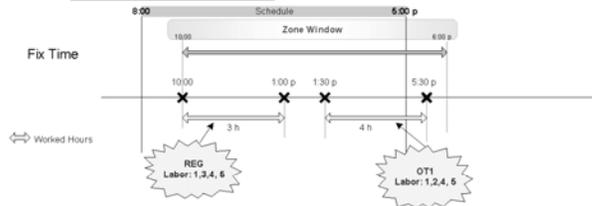


## Work Hours Award Example 2

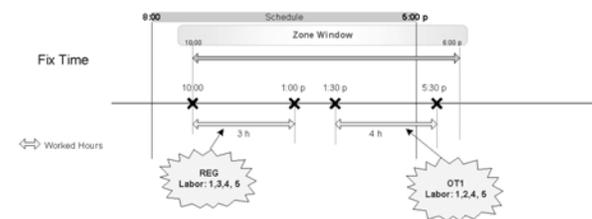
The work hours award will take all the hours worked in the day and award or duplicate the hours to other or the same paycodes. Through the paycode filter the user can select which paycodes will be awarded or duplicated. In the paycode map the user will select where the hours of each paycode will be duplicated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

Source Work Hours	Type	Paycode Filter Selected (See below)	Labor Fixed	Value	Award Paycode
-------------------	------	-------------------------------------	-------------	-------	---------------

0 10:00 18:00 Fix Time	Selected Paycodes	Fixed Labor	Paycode Map
0 00:00 03:00 Schedule Start	OT1	10, 7, 8, 3	OT1 --> PRM1
0 05:00 02:00 First IN Punch			



After Award



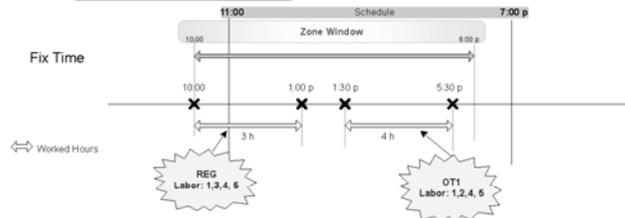
Add Hours	Labor	Hours
Paycode PRM1	10, 7, 8, 3	4 hours

## Before Schedule Award Example

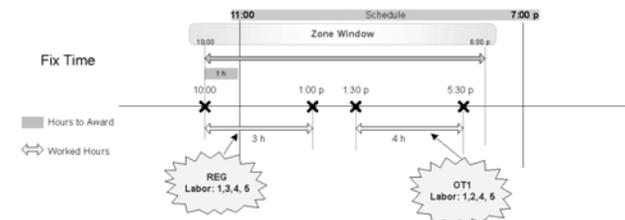
The before schedule award will take the hours worked before the schedule start time and award or duplicate the hours to other or the same paycodes. Through the paycode filter the user can select which paycodes will be awarded or duplicated. In the paycode map the user will select where the hours of each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

Source Before Schedule	Type	Paycode Filter All	Labor Working In	Value	Award Paycode
------------------------	------	--------------------	------------------	-------	---------------

0 10:00 18:00 Fix Time	Paycode Map
0 00:00 03:00 Schedule Start	REG --> PRM
0 05:00 02:00 First IN Punch	OT1 --> PRM1



After Award

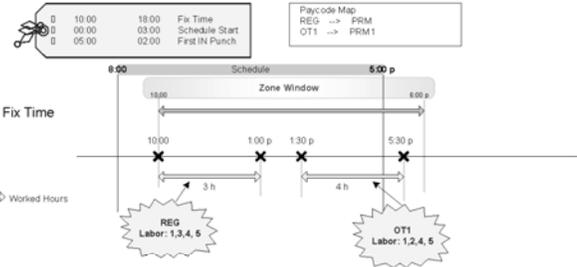


Add Hours	Labor	Hours
Paycode PRM	1, 3, 4, 5	1 hour

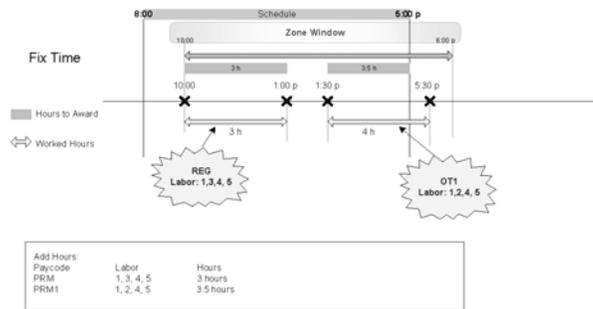
# Within Schedule Award Example

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 Working In	Value	Award Paycode
Within Schedule		All			



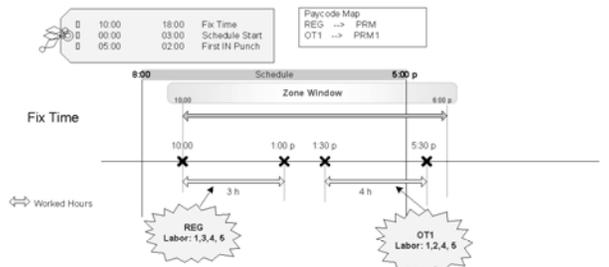
## After Award



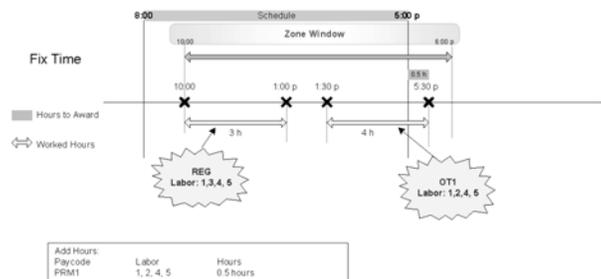
# After Schedule Award Example 1

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.

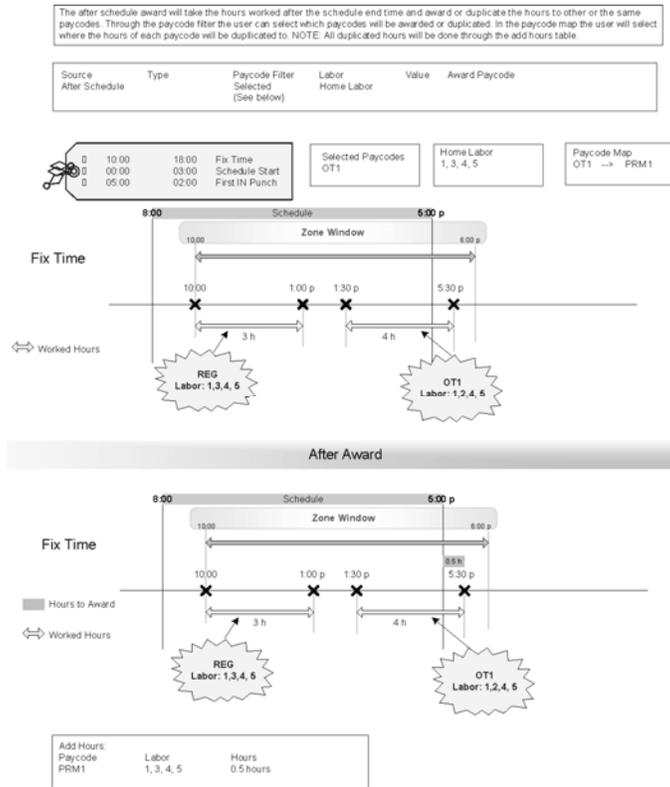
Source	Type	Paycode Filter	Labor Working In	Value	Award Paycode
After Schedule		All			



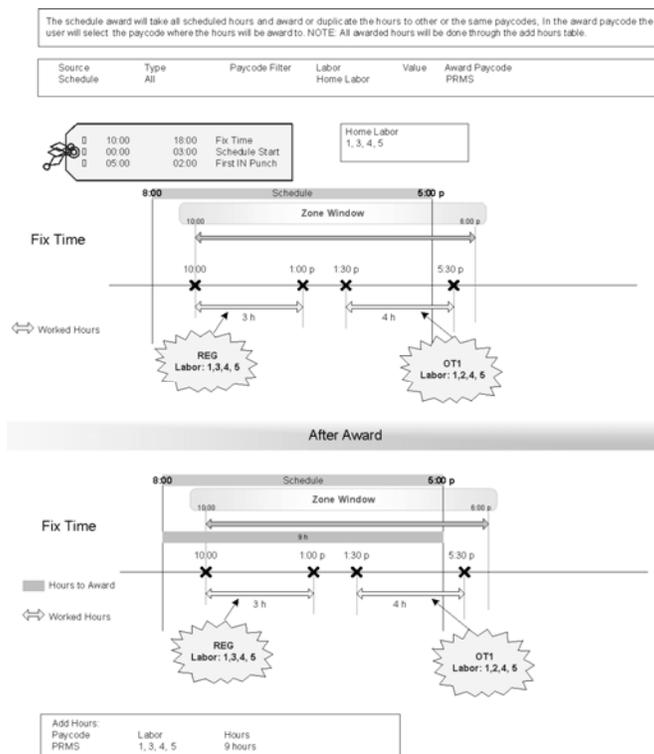
## After Award



## After Schedule Award Example 2



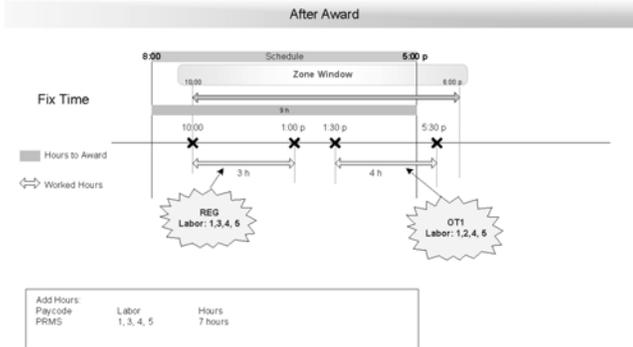
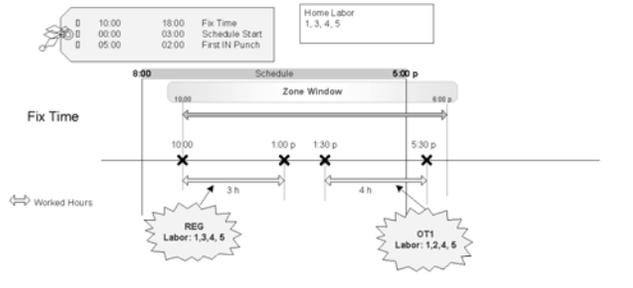
## Schedule Award Example



# 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.

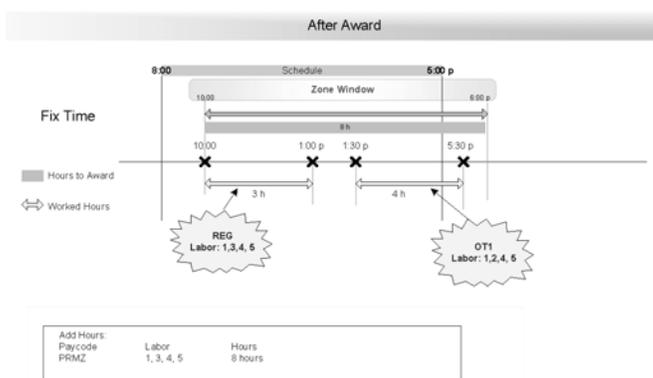
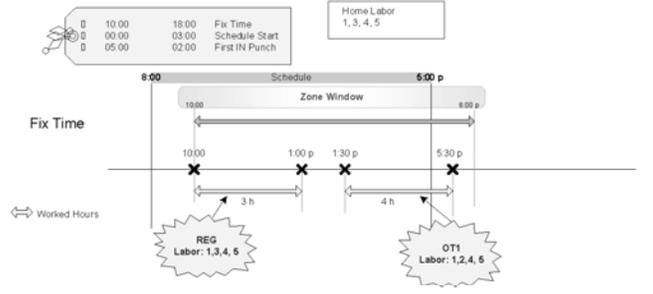
Source	Type	Paycode Filter	Labor	Value	Award Paycode
Schedule	All		Home Labor		PRMS



# 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.

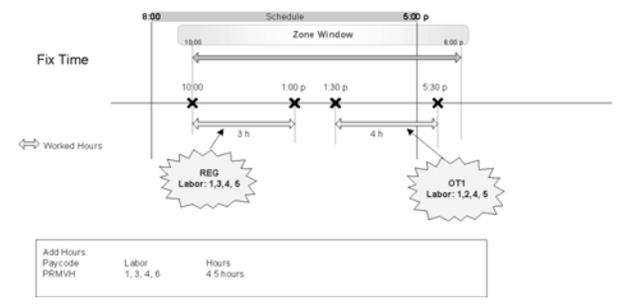
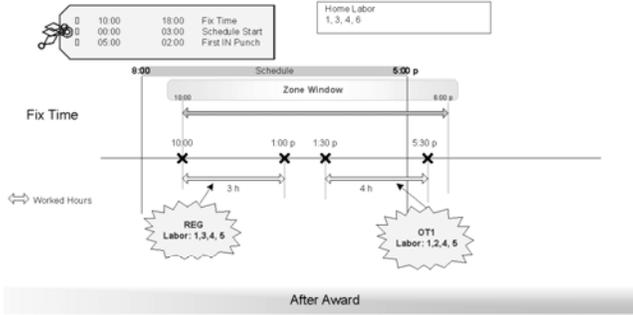
Source	Type	Paycode Filter	Labor	Value	Award Paycode
Zone	All		Home Labor		PRMZ



# Value Hours Award Example

The value award will take value either hours or dollars and award 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 or dollars will be done through the add hours table.

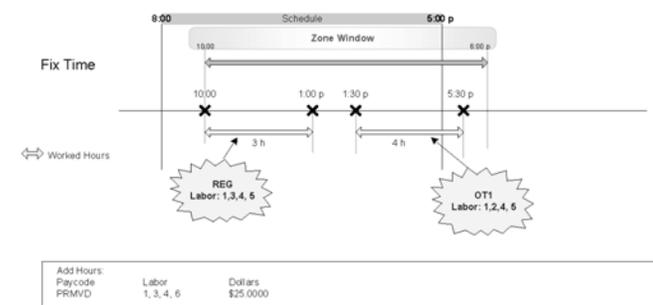
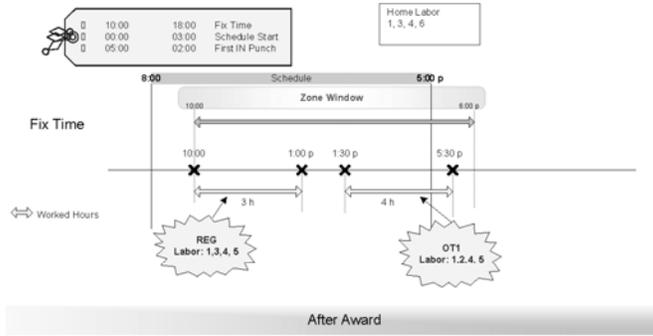
Source Value	Type	Paycode Filter	Labor	Value	Award Paycode
	Hours		Home Labor	4.30	PRMVH



# Value Dollars Award Example

The value award will take value either hours or dollars and award 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 or dollars will be done through the add hours table.

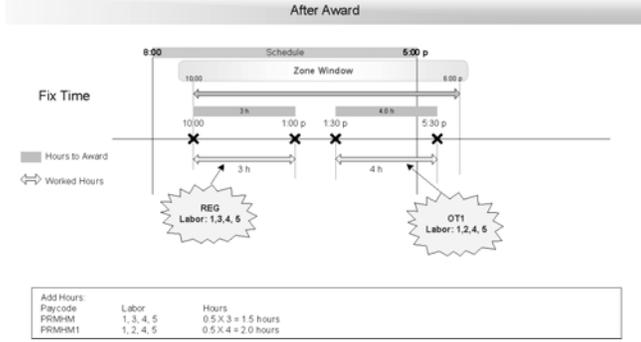
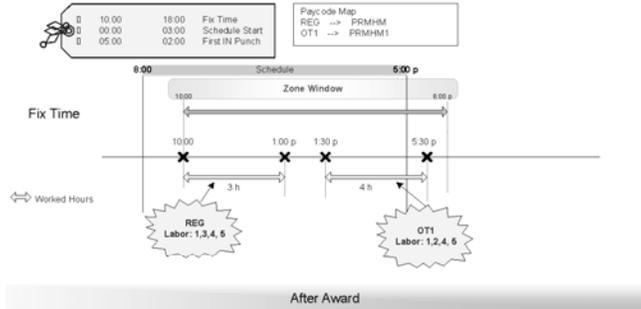
Source Value	Type	Paycode Filter	Labor	Value	Award Paycode
	Dollars		Home Labor	\$25,000.00	PRMVD



# 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.

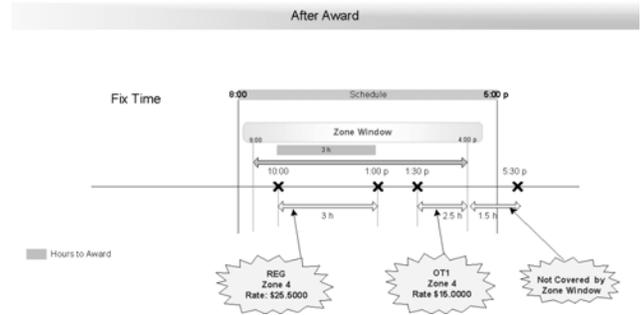
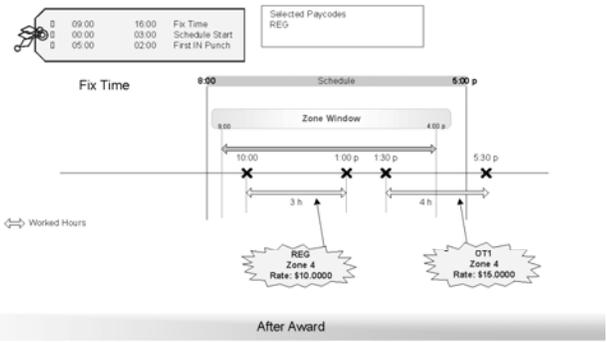
Source	Type	Paycode Filter	Labor	Value	Award Paycode
Hour Multiplier	Hours	All	Work in	00.30	



# 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	

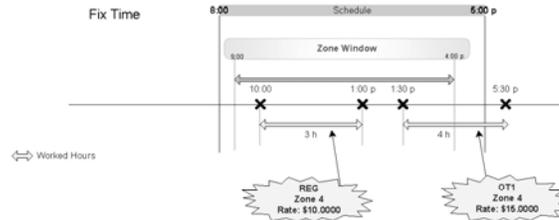


## Change Rate Add to Award Example

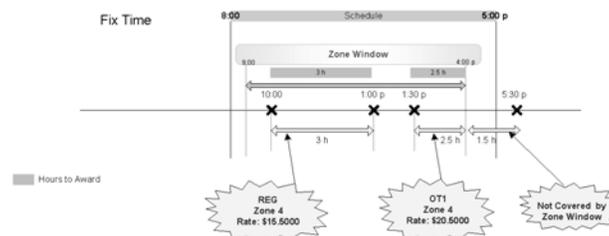
The change rate award will apply a new rate to the hours worked within the zone windows. The user has the ability to choose whether a new rate applies, an addition to the existing rate, or a percentage increase to the existing rate. Through the paycode filter the user can select which paycode rates will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

Source Change Rate	Type Add to	Paycode Filter All	Labor	Value \$5,500	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

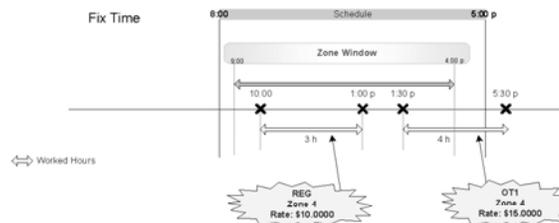


## Change Rate % + Base Award Example

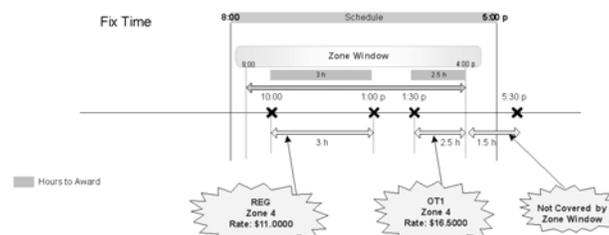
The change rate award will apply a new rate to the hours worked within the zone windows. The user has the ability to choose whether a new rate applies, an addition to the existing rate, or a percentage increase to the existing rate. Through the paycode filter the user can select which paycode rates will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

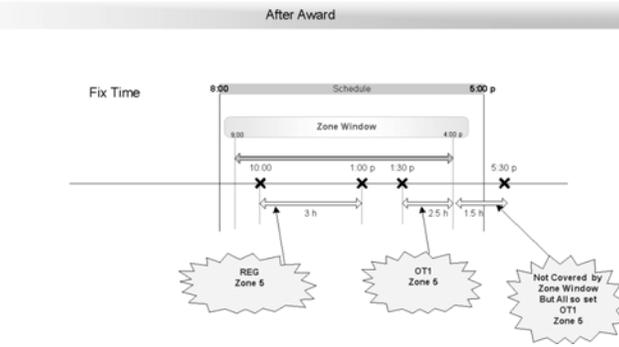
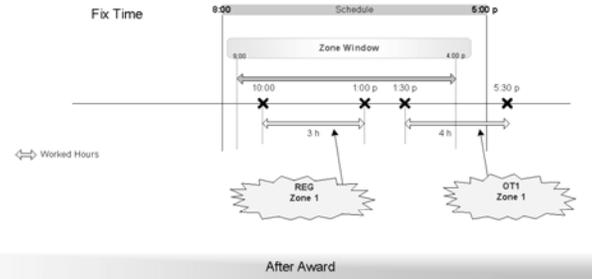


# Set Zone Number Set All Award Example

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



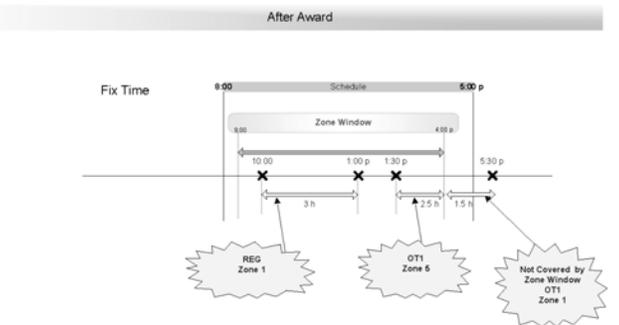
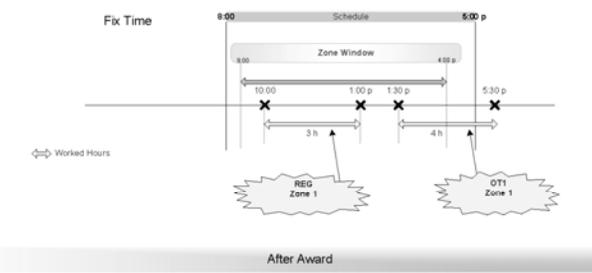
# Set Zone Number Award Set Window Example

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

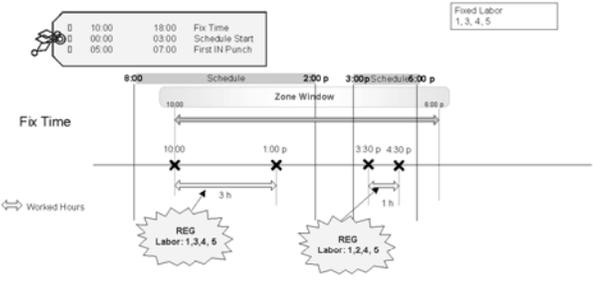
Selected Paycodes  
OT1



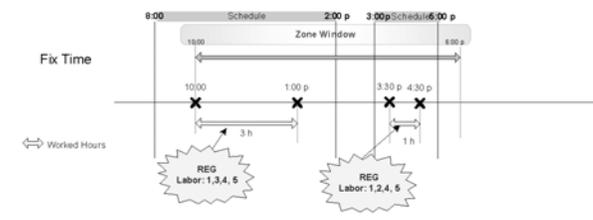
# Guaranteed Hours Single Shift Example

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 giving. 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



## After Award

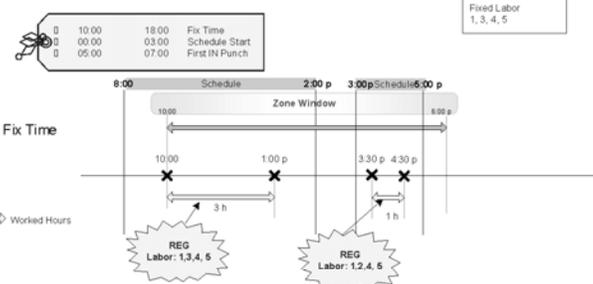


Add Hours	Paycode	Labor	Hours
REG	REG	1, 3, 4, 5	2 hours
REG	REG	1, 3, 4, 5	4 hours

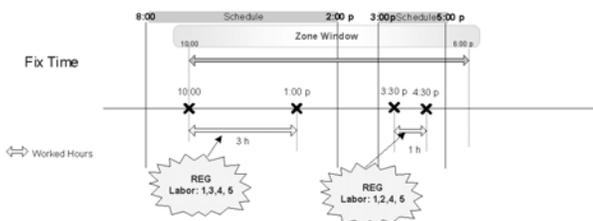
# Guaranteed Hours All Shifts Example

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 giving. 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



## After Award

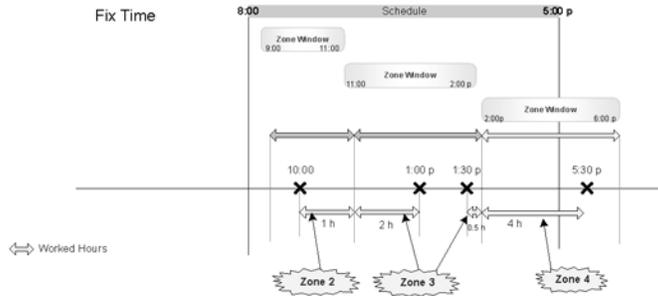
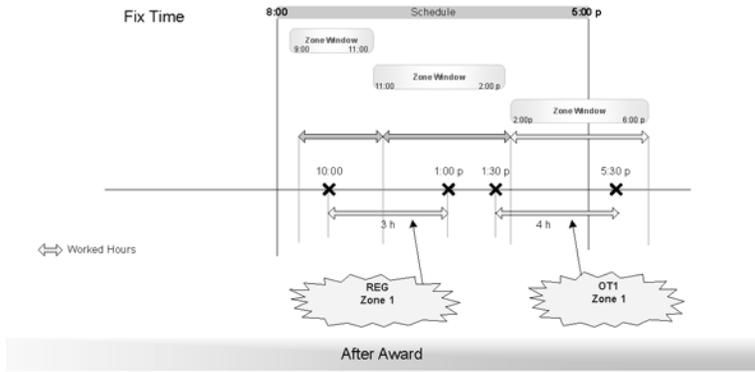


Add Hours	Paycode	Labor	Hours
REG	REG	1, 3, 4, 5	1 hours

# 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.

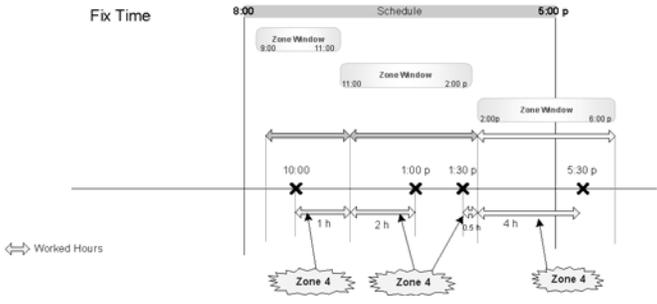
0	09:00	- 11:00	Fix Time
0	11:00	- 14:00	Fix Time
0	14:00	- 18:00	Fix Time



# 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.

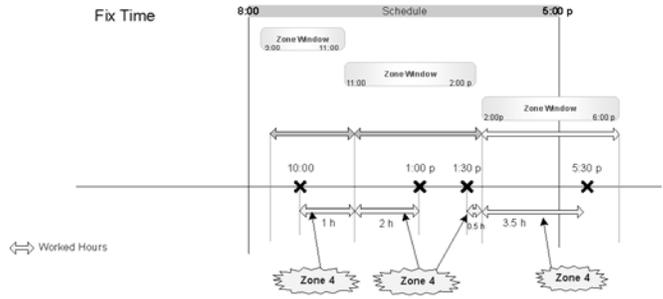
Highest Zone is Zone number 4



# 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%

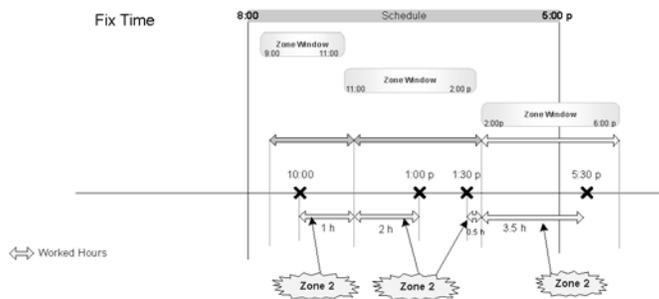


NOTE: If more than 2 zone windows yield the percentage the one with the higher zone code will be applied. The percentage is taking out to 2 decimal places.

# 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.

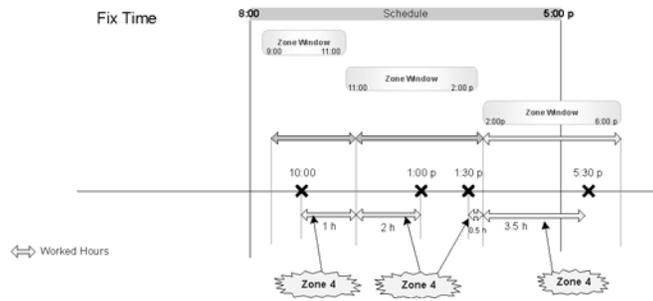
First Punch In:  
 9 to 11 Zone Window: First In Punch occurred  
 11 to 14 Zone Window:  
 14 to 18 Zone Window:



# 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



This page intentionally left blank.



# **AMANO®**

*Corporate Headquarters  
140 Harrison Avenue, Roseland, NJ 07068-1239  
(800) 526-2559*

*[www.amano.com](http://www.amano.com)*