Journyx Timesheet Data Validation Tool and Holiday Tool Instructions

Table of Contents

1.0 Introduction

The **Journyx Timesheet Data Validation Tool** is designed to provide simple, automatic, and configurable validation for all users' time entry data. The tool enables the administrator to configure:

- **Hour Rejection Rules** – alert users and bar them from submitting timesheets when their time entry data does not meet specified requirements based upon Pay Group, pay type, and required hours.

- **Dropdown Restriction Rules** – block submission of sheets with time entered against Pay Groups, pay types, and time bill types.

- **Minute Increment Rules** – enforce intervals for valid time entry based upon Pay Groups and pay types.

- **Punch In/Out Rounding Rules** – round punch entries to specific intervals for different Pay Groups.

- **Future Time Entry Restrictions** – disallow Pay Groups from inputting time data for certain pay types for dates beyond the current period.

Used in conjunction with the Data Validation Tool, the **Journyx Timesheet Holiday Tool** expands functionality by allowing the administrator to configure holidays within Journyx Timesheet and automatically create time entries for those holidays on users' timesheets.

Journyx Timesheet must be properly configured in order for these tools to work correctly. This document contains instructions for configuring, testing, and using this tool.

2.0 Pay Group Configuration Instructions

Before approaching the Data Validation Tool, you must first set up a "Pay Group" User Custom Field, create distinct Pay Groups within that field, and assign users to those Pay Groups. Each user must be assigned to exactly one Pay Group, as all of the users within a certain Pay Group will have the same set of Data Validation rules.

You must be logged in to Timesheet as an administrator to perform the configuration, which is laid out below.

> **Note:** The Data Validation Tool is designed to work with the Timesheet Payroll Rules Engine, so it assigns Data Validation rules to the same entities that the Payroll Rules Engine does: Pay Groups. If you are using the Timesheet Payroll Rules Engine, then you have already configured Pay Groups and can skip the Pay Group configuration section. If

you would like to edit your Pay Groups or you are not currently using the Payroll Rules Engine, then you must perform the following steps.

Note: It is recommended to test your configuration either in a separate test environment or while your users are locked out of your production environment before deploying this tool to the production environment for your users.

2.1 Set up the "Pay Group" User Custom Field

1. Navigate to Configuration → Custom Fields on the Timesheet navigation menu.

2. To see if the "Pay Group" User Custom Field already exists in your records, locate the search section just below the Timesheet navigation bar. Set the dropdown menu labeled "Custom Field name or description" to "contains" and type "Pay Group" into the associated custom form field. From the dropdown menu labeled "Custom Field type", select "User Fields." Click **Search**. If "Pay Group" appears in the search results, then activate the checkbox next to the "Pay Group" User Custom Field name and click **Compare and Modify** below the list. You may then skip to step 5. If "Pay Group" does not appear, move on to step 3.

3. To create a User Custom Field named "Pay Group", scroll to the bottom of the page and select "User Fields" from the dropdown menu labeled "Custom Field type:". Click **Create**.

4. On the resulting Create Custom Field page, type "Pay Group" into the custom form field labeled "Name:" and enter a description in the custom form field labeled "Description:".

5. Activate the radio button labeled "Selection list" under "Element type:" and click **Save**.

6. Click on the link labeled "Manage Selection Values" next to the radio option "Selection list".

7. In the new window, add Pay Groups to the User Custom Field "Pay Group" that are appropriate to your organization, such as 'Exempt', 'None', 'Shift', 'Non-Exempt', 'Salary', and 'Hourly'. This is done by entering Pay Group names in the custom field labeled "New value:" and clicking **Save** after each value is entered. Be sure to create a 'None' or 'Ignore' Pay Group for Timesheet Administrators and others who do not track time.

    Note: You should select one of the Pay Groups as the default Pay Group by activating the radio button next to the default Pay Group name. You can assign this default to all existing users by checking the checkbox next to "Apply default to existing Users that don't have this field set?" (8.7m1 and later).

8. Click **Save** and close the window.

2.2 Assign existing users to Pay Groups

1. Navigate to Management → Users → Manage Users to get to the Manage Users screen.

2. Under the "Search Results" section, select the users whose Pay Groups you wish to set by activating the checkbox next to each of their names. When the desired users are selected, click **Compare and Modify** below the list.

   Note: If you set up a default value in Section 2.1, Step 7 above, you will only need to select users for whom you wish to change the Pay Group from that default.

3. Under the "Custom Fields" section of the new Modify User page, you will find the heading "Pay Group:". Use the dropdown menus under this heading to specify each user's Pay Group and click **Save**.

4. Alternatively, the User Imports may be used to set the Extra Fields for multiple users. See the User Import Tool under Configuration → Imports → User Import for more information.

2.3 Assign new users to Pay Groups

1. Navigate to Management → Users → Create User to get to the Create User screen.

2. Assign user information as you would normally. Under the "Custom Fields" section of the Create Users screen you will find the heading "Pay Group:". Use the dropdown menu to specify the user's Pay Group.

3. Click **Save**.

3.0 Configure Data Validation Rules

There are six separate types of validation rules: hour rejection rules, dropdown restriction rules, minute increment rules, punch (in/out) rounding rules, future entry restrictions, and the holiday rule (which is explained in its own section later in this document). All of these tools can be accessed under Tools → Miscellaneous → Data Validation Settings.

   Note: This product can not prevent entry of conflicting rules. You must manage your rules carefully to be sure that there are not contradictory rules for specific Pay Groups and Pay Types.

3.1 Hour rejection rules

Hour reject rules prevent users from submitting timesheets that fail to meet specifications within a pay period. Users will only be able to submit their timesheets once their hours comply with the configured hour rejection rules. These rules are configured by Pay Group, Pay Type, Rule, Hours, and Period:

1. To create new hour rejection rules, go to the section on the Data Validation Settings page (Tools → Miscellaneous → Data Validation Settings) labeled "Create new hour rejection rules." If you have any hour rejection rules currently configured, they will be summarized in a list immediately above this section. To delete or modify an existing rule, visit steps 4 or 5, respectively.

2. The "Create new hour rejection rules" section contains several fields to configure validation rules. The options are laid out below:

   • *Pay Group*: Select the user Pay Groups to which the new rule should apply. Select multiple groups by holding down the 'Ctrl' key, or select "All Pay Groups" to have the rule apply to all Pay Groups (users without a Pay Group will not be affected).

   • *Pay Type*: Select the pay types to which this rule should apply. More than one pay type can be selected by holding down the 'Ctrl' key. The option "Sum of all pay types" will have the rule analyze time entries based upon the sum of all hours for the indicated period regardless of pay types.

   • *Rule*: Select the rule by which you wish to reject hours. The options "Reject hours greater than" and "Reject hours less than" are not inclusive. In other words, selecting "Reject hours greater than" and defining the next field as 8 hours will allow time entered as 8:00 hours, but not 8:01 or more. Ranges can be established by setting both a "Reject hours less than" rule and a "Reject hours greater than" rule, while "Reject hours not equal to" rejects any data that does not match an exact figure.

   • *Hours*: Enter the number of hours that this rule should operate on. A decimal value may be entered to indicate partial hours, but you cannot use a colon to represent time. In other words, 8 ½ hours can be entered as 8.5 but not 8:30.

   • *Period*: Select the period over which this rule should operate. "Weekly" and "Daily" check time entered over weekly and daily time frames, respectively. "First week of pay period" and "Second week of pay period" are only valid for Timesheet configurations where time is entered in two-week periods. This option will allow you to specify a rule to be applied to only the first or second week of the timesheet period.

     Note: By default, rules are checked each time a timesheet is saved or submitted. Rules will report on empty columns in a user's timesheet if they fail to meet a

required minimum, either by day or weekly total. You can bypass this by configuring your Data Validation settings to only check timesheets when they are submitted. Weekend days are ignored for daily calculations by default, although you can configure your rules to apply to weekend days as well. For configuration instructions, visit Section 4.0 of this manual.

3. Once you have configured the options as desired, click **Add New** immediately below your selections. The new rule will appear in the list of active rules above the form.

4. To delete an existing rule, activate the checkbox next to the rule you wish to delete in the rule summary list. Click **Delete Selected** in the hour rejection rule creation form. The rule will be removed from the list.

5. To modify an existing rule, activate the checkbox next to the rule you wish to modify in the rule summary list. Click **Modify Selected** in the hour rejection rule creation form. This will bring you to another page, where options for the existing hour rejection rule can be changed in the same fashion as when creating a new rule (see step 2). When you have set the new criteria, click **Change**. This will save the modification and return you to the Data Validation Settings page.

3.2 Dropdown restriction rules

Dropdown restriction rules prevent users from logging time against specific projects, tasks, pay types, or bill types. This rule is particularly useful if you wish to have a "select a value" entry displayed in the dropdown menu on user timesheets and do not wish the user to enter his or her time against this option. These rules will apply to every user within the Pay Groups that you select:

1. The configuration for dropdown restriction can be found in the section titled "Create new dropdown restriction rules" on the Data Validation Settings page (Tools → Miscellaneous → Data Validation Settings). If you have any dropdown restrictions currently configured, they will be summarized in a list immediately above this section. To delete or modify an existing rule, skip to steps 4 or 5, respectively.

2. The "Create new dropdown restriction rules" section contains several fields for configuring dropdown restriction rules. The options are explained below:

   • *Pay Group*: Select the user Pay Groups to which this rule should apply. Select multiple groups by holding down the 'Ctrl' key, or select "All Pay Groups" to have the rule apply to all Pay Groups.

   • *Excluded Project(s)*: Select any project that will be disallowed for users in the Pay Group(s). Select multiple projects by holding down the 'Ctrl' key.

- *Excluded Task(s)*: Select the task that you would like to exclude from the Pay Group's dropdown menu. Select multiple tasks by holding down the 'Ctrl' key.

- *Excluded Pay Type(s)*: Select the pay type that you would like to exclude from the Pay Group's dropdown menu. Select multiple types by holding down the 'Ctrl' key.

- *Excluded Bill Type(s)*: Select the bill type that you would like to exclude from the Pay Group's dropdown menu. Select multiple types by holding down the 'Ctrl' key.

  Note: These fields will be labeled as you have customized them for your system. You are not required to select an item from every list.

  Journyx Recommendation: To make users assign a project for all of their time entries, administrators should enforce a "Select one" rule. For this rule, the Pay Group should be set to "All Pay Groups" and the Excluded Project, Excluded Pay Type, and Excluded Time Bill Type fields are set to "Select One" (or the user-defined selection field equivalent).

3. Once you have configured the options as desired, click **Add New** immediately below your selections. The new rule will instantly appear in the list of rules above the form.

4. To delete an existing rule, activate the checkbox next to the rule or rules you wish to delete in the rule summary list. Click **Delete Selected** in the dropdown restriction rule creation form. The rule will be instantly removed from the list.

5. To modify an existing rule, activate the checkbox next to the rule you wish to modify in the rule summary list. Click **Modify Selected** in the dropdown restriction rule creation form. This will bring you to another page, where options for the existing dropdown restriction rule can be changed in the same fashion as when creating a new rule (see step 2). When you have set the new criteria, click **Change**. This will save the modification and return you to the Data Validation Settings page.

3.3 Minute increment rules

Minute increment rules check that the amount entered for any one line is either in whole hours or in minute increments divisible by a specified number. For example, a minute increment rule for 15 minute increments will allow a user to enter amounts such as 1:00, 1:15, 1:30, and 1:45 but not 1:05 or 1:42 (this rule also applies to decimal values). These rules will apply to every user within the Pay Groups that you select:

1. The configuration for minute increment rules can be found in the section titled "Create new minute increment rules" on the Data Validation Settings page (Tools → Miscellaneous → Data Validation Settings). If you have any minute increment rules currently configured, they will be summarized in a list immediately above this section. To delete or modify an existing rule, skip to steps 4 or 5, respectively.

2. The "Create new minute increment rules" section contains several fields to configure minute increment rules. The options are explained below:

- *Pay Group*: Select the user Pay Group to which this rule should apply. More than one group can be selected by holding down the 'Ctrl' key, or select "All Pay Groups" to have the rule apply to all Pay Groups.

- *Pay Type*: Select the pay type to which this rule should apply. More than one type can be selected by holding down the 'Ctrl' key, or select "All pay types" to have the rule apply to all pay types.

- *Minute Increment*: Enter the minutes for the rule as a whole number from 1 to 60.

- *Rounding*: Select a rounding value to determine how Timesheet will handle entries that do not meet the rule. 'Warn only' will alert the user that his or her entry does not meet the criteria, while 'Round up', 'Round down', and 'Round nearest' will both alert the user and round the time entry according to the correct increment.

3. Once you have configured the options as desired, click **Add New** immediately below your selections. The new rule will instantly appear in the list of rules above the form.

4. To delete an existing rule, activate the checkbox next to the rule you wish to delete in the rule summary list. Click **Delete Selected** in the minute increment rule creation form. The rule will be instantly removed from the list.

5. To modify an existing rule, activate the checkbox next to the rule you wish to modify in the rule summary list. Click **Modify Selected** in the minute increment rule creation form. This will bring you to another page, where options for the existing minute increment rule can be changed in the same fashion as when creating a new rule (see step 2). When you have set the new criteria, click **Change**. This will save the modification and return you to the Data Validation Settings page.

3.4 Punch in/out rounding rules

Punch rounding rules set a time rounding policy for all users who punch in and out. The rule automatically rounds time to the nearest time increment. These rules apply to every user within the Pay Groups that you select:

1. The configuration for punch rounding rules can be found in the section titled "Create new punch in/out rounding rules" on the Data Validation Settings page (Tools → Miscellaneous → Data Validation Settings). If you have any punch in/out rounding rules currently configured, they will be summarized in a list immediately above this section. To delete or modify an existing rule, skip to steps 4 or 5, respectively.

2. The "Create new punch in/out rounding rules" section contains several fields to configure punch in/out rounding rules. The options are explained below:

- *Pay Group*: Select the user Pay Group to which this rule should apply. More than one group can be selected by holding down the 'Ctrl' key, or select "All Pay Groups" to have the rule apply to all Pay Groups.

- *Rounding Period*: Select the increments for which you would like the hour broken into. These increments can occur every 5, 10, 15, 20, 30, or 60 minutes and are designated as fractions of an hour. They occur on every hour and at every designated interval.

3. Once you have configured the options as desired, click **Add New** immediately below the form. The new rule will instantly appear in the list of rules above the form.

4. To delete an existing rule, activate the checkbox next to the rule you wish to delete in the rule summary list. Click **Delete Selected** in the punch in/out rounding rule creation form. The rule will be instantly removed from the list.

5. To modify an existing rule, activate the checkbox next to the rule you wish to modify in the rule summary list. Click **Modify Selected** in the punch in/out rule creation form. This will bring you to another page, where options for the existing punch in/out rule can be changed in the same fashion as when creating a new rule (see step 2). When you have set the new criteria, click **Change**. This will save the modification and return you to the Data Validation Settings page.

3.5 Future time entry restrictions

Future time entry restrictions prevent users from entering time for any date beyond the one for which they are entering time. These rules will apply to every user within the Pay Groups that you select:

1. The configuration for punch rounding rules can be found in the section titled "Create new future time entry restrictions" on the Data Validation Settings page (Tools → Miscellaneous → Data Validation Settings). If you have any future time entry restrictions currently configured, they will be summarized in a list immediately above this section. To delete or modify an existing restriction, skip to steps 4 or 5, respectively.

2. The "Create new future time entry restrictions" section contains several fields to configure time entry restrictions. The options are explained below:

- *Pay Group*: Select the user Pay Groups for which this rule should apply. More than one group can be selected by holding down the 'Ctrl' key, or select "All Pay Groups" to have the rule apply to all Pay Groups.

- *Pay Type*: Select the pay types to which this rule should apply. More than one pay type can be selected by holding down the 'Ctrl' key, or select "All pay types" to have the rule apply to all pay types.

3. Once you have configured the options as desired, click **Add New** immediately below the form. The new rule will instantly appear in the list of rules above the form.

4. To delete an existing rule, activate the checkbox next to the rule you wish to delete in the rule summary list. Click **Delete Selected in** the future time entry restriction creation form. The rule will be instantly removed from the list.

5. To modify an existing rule, activate the checkbox next to the rule you wish to modify in the rule summary list. Click **Modify Selected** in the future time entry restriction creation form. This will bring you to another page, where options for the existing future time entry restriction rule can be changed in the same fashion as when creating a new rule (see step 2). When you have set the new criteria, click **Change**. This will save the modification and return you to the Data Validation Settings page.

4.0 Set Data Validation Rule Preferences

To set the Data Validation Tool preferences, navigate to Tools → Tool Settings. The preferences are located under the heading "Miscellaneous – Data Validation Settings".

There are three global preferences for the Data Validation Tool:

- *Ignore weekends for DVT hour rules that apply to daily periods?*: If you want to apply hour rules to every day of the week (including weekends), uncheck this checkbox. The default behavior is to ignore weekend days when checking for daily data validation rules.

- *Check DVT rules when saving a timesheet (in addition to submit)?*: If you want the DVT to run only when users attempt to submit their timesheets, uncheck this checkbox. The default behavior is to check data validation rules every time the user saves a timesheet.

- *Show the Punch Rounding Report on users' time entry screens?*: If you want users to see the punch rounding report on their time entry screens, activate this checkbox. The default behavior is to display the punch rounding report.

Click **Save** after modifications have been made.

5.0 Configuring Holiday Settings

Holiday rules allow you to create holidays, specify the pay type to be used on holidays, and auto-populate holiday time entries on user timesheets. All of the holiday rules can be accessed under Tools → Miscellaneous → Holiday Settings.

5.1 Holiday Enforcement

This tool prevents users in the specified Pay Groups from entering time against the holiday pay type on any day other than the configured holidays. These rules will apply to every user in the Pay Groups that you select:

1. Holiday Enforcement can be configured under the "Holiday Enforcement" section of the Holiday Settings page (Tools → Miscellaneous → Holiday Settings). Holiday Enforcement can be configured by:

    *   *Holiday Pay Groups*: Select the user Pay Groups for which this rule should apply. More than one group can be selected by holding down the 'Ctrl' key. If you would like ignore all Pay Groups, select "Ignore".

    *   *Holiday Pay Type*: Select the pay type from the dropdown menu that you would like to apply to all holidays. You can only select one pay type for the Holiday Enforcement.work.

2. Click **Save Holiday Enforcement Settings**.

5.2 Holiday Auto-Population

This tool allows you to automatically populate holiday time records for each user. It gives you the ability to specify by Pay Group the number of Hours, the Project, the Task, and the Time Bill Type for all holidays. The Comment will always be the name of the holiday.

1. Holiday auto-population can be configured under the section titled "Holiday Auto-Population" on the Holiday Settings page (Tools → Miscellaneous → Holiday Settings).

2. The "Holiday Auto-Population" section contains two major fields:

    *   *Hours by Pay Group*: Specify the number of hours that should populate each Pay Group's timesheet on holidays. Each of your designated Pay Groups can be configured with a different number of hours, and by setting a Pay Group to "0.00" hours, no records will be created for that Pay Group.

Note: Verify that the number of hours specified here do not conflict with any minimum or maximum number of hours rules for the holiday pay type on the Data Validation Settings page (see section 3.1 of this manual).

- *Record Attributes*: Specify the correct Project, Task, and Bill Type to assign to holiday entries on user timesheets by selecting from the dropdown menus in the "Record Attributes" section. You will not be prompted for Pay Type, as that specification will carry over from the Holiday Enforcement section at the top of the Holiday Settings page (discussed in section 5.1 of this manual).

    Note: All users must have access to these 3 items or the holiday time record will not be created (users may or may not see an error message on screen in these circumstances). The holiday time record will be created the first time that anyone (either the user themselves or someone else in Timekeeping) views the time sheet that contains the holiday.

3. Click **Save Holiday Auto-Population Settings**, located directly beneath the customizable fields.

5.3 Specifying Holidays

The administrator can designate holidays using this tool. These holidays serve as the foundation for the Holiday Tool.

1. Holiday designation can be found under the section titled "Create New Holidays" on the Holiday Settings page (Tools → Miscellaneous → Holiday Settings). If you have any holidays currently configured, they will be summarized in a list immediately above this section. To delete or modify an existing restriction, skip to steps 4 or 5, respectively.

2. The "Create New Holidays" section contains two fields to configure holidays. The options are explained below:

    - *Holiday Name*: Specify the name of the holiday you are creating by typing it into the custom field.

    - *Date*: Specify the date of the holiday you are creating by typing it into the custom field. The date must follow the specified format.

        Note: You may add up to 10 holidays at once by inputting their information into separate fields.

3. Once you have inputted the holidays as desired, click **Create New** immediately below the form. The new holidays will instantly appear in the list of holidays above the form.

4. To delete an existing holiday, check the checkbox (or multiple checkboxes for multiple holidays) next to the holiday you wish to delete in the existing holiday list. Click **Delete Selected** in the holiday creation form. The holiday(s) will be instantly removed from the list.

5. To modify an existing holiday, activate the checkbox next to the holiday you wish to modify (or multiple checkboxes for multiple holidays) in the holiday list. Click **Modify Selected** in the holiday creation form. This will bring you to another page, where the holiday field will appear as it did during creation (see step 2). Once you have modified the criteria to your liking, click **Change**. This will save all modifications and return you to the Holiday Settings page.

6.0 Support Instructions

Any and all issues with these tools should be reported directly to Journyx's support department via email to support@journyx.com. In any error report, please include enough information for the Journyx support team to reproduce the error. Generally, that will include a screen shot or the text of the error message, the steps that you took that caused the error, a copy of your debug.log file, and a fresh database backup.

7.0 Credits

These tools and documentation fall under the same license agreement as the core Journyx Timesheet software. Copyright by Journyx, 2011.