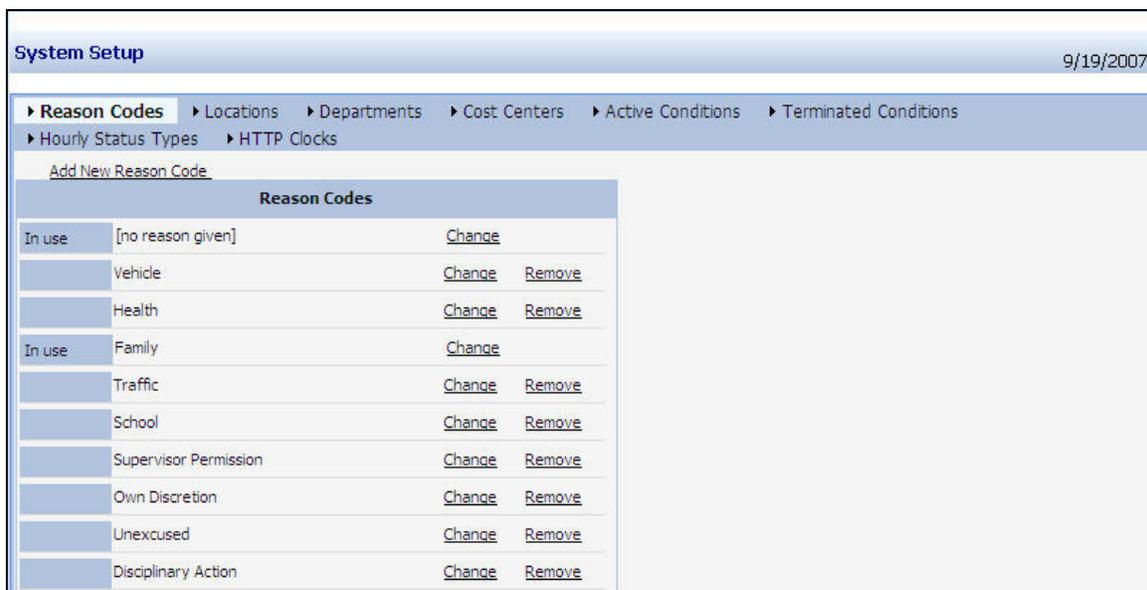


System Setup

The System Setup page is where users access system configuration information. You can review, edit or add reason codes, workgroups, active status types, terminated status types, hourly status types, and time clock stations, depending on your access rights. Click any tab to browse to that area in the System Setup.



The screenshot shows the 'System Setup' page with a navigation menu. The 'Reason Codes' tab is selected, displaying a table of reason codes. The table includes columns for 'In use', the reason code name, and 'Change' and 'Remove' links. The reason codes listed are: [no reason given], Vehicle, Health, Family, Traffic, School, Supervisor Permission, Own Discretion, Unexcused, and Disciplinary Action.

Reason Codes		
In use	[no reason given]	Change
	Vehicle	Change Remove
	Health	Change Remove
In use	Family	Change
	Traffic	Change Remove
	School	Change Remove
	Supervisor Permission	Change Remove
	Own Discretion	Change Remove
	Unexcused	Change Remove
	Disciplinary Action	Change Remove

The following table describes what each area of system setup is for, and the times you might edit each area.

System Setup Item	Definition
Reason Codes	Reason codes track why actions are taken. For example, if an employee is late but the supervisor pays him to his scheduled start time instead of his actual start time, the reason for this edit can be included, such as a traffic jam, sick child, or so on. You can edit a reason code or add a new reason code.
Workgroup Levels	Employees are organized in a tiered hierarchy of workgroups that are used to classify employees and the work they do. Each employee has a home workgroup to which he or she is assigned. An employee can also be temporarily or permanently transferred to another workgroup. Each workgroup level leads to a list of workgroups in that level. In this example, the workgroup levels are Location, Department, and Cost Center. You can add, edit, or change the name or code of workgroups.

System Setup Item	Definition
Hourly Status Types	Hourly status can show whether an employee is full time or part time. This is helpful, for example, when only full time employees receive certain benefits. You can change the name of an hourly status type, add, or delete an hourly status type.
Terminated Status Types	Terminated status can show whether an employee was laid off, was fired, or resigned. This is helpful if an employee re-applies for a position at the company. You can change the name of a terminated status type, add, or delete a terminated status type.
Active Status Types	Active status can show whether an employee is actively employed or terminated. This is helpful when you only want to see reports that list information about actively employed individuals. You can change the name of an active status type, add, or delete an active status type.
Time Clock Stations	HTTP based time clock stations are used to define settings for HTTP time recorders. These settings allow you to add clock groups (and thus, employees) to time recorders, define clock supervisors, review recent activity, and so on.

Additional tabs may be available in your system. For more information about additional tabs, please contact your installing technician.