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## TimeCard Integration with Union Payroll

TC-1036

### Overview

This Extended Solution provides TimeCard integration with PR-1098: *Union Payroll*. Please refer to the PR-1098 manual for an explanation of the extra data fields and Extended Solution functionality.



Sage Software Extended Solution PR-1098: *Union Payroll* must be installed and enabled for this Extended Solution to function.

### Installation

Before installing this Extended Solution, please verify that the version level(s) printed on the CD label are the same as the version level(s) of the MAS 90 MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of Extended Solutions shipped.

For detailed installation instructions, please refer to the Sage website at:

[http://support.sagesoftware.com/mas/extended\\_solutions/main.cfm](http://support.sagesoftware.com/mas/extended_solutions/main.cfm)

### ***Installing Your Extended Solutions under Windows***

#### **From a CD**

If you have the *autorun* function turned on for your PC, the installation program will start up automatically. If not, find the **autorun.exe** file on your CD-ROM drive and double-click it to start the installation program. Follow the on-screen instructions.

#### **From the Sage FTP site**

When your Extended Solution is ready to be downloaded, you will receive an email from 'extendedsolutions.na@sage.com' telling you that it is ready. The email will contain the Customer Name, Cross Reference, a case-sensitive Password, a link via which you can download your Extended Solution, instructions and a Shipping Manifest. If you have any problems with this order, please email [extendedsolutions.na@sage.com](mailto:extendedsolutions.na@sage.com) and we will assist you during normal business hours.

### ***Extended Solutions Control Center***

Installing any Extended Solution will add an Extended Solutions Control Center to the MAS 90 MAS 200 Library Master Utilities menu. When you open the Control Center, the following options will be available:

- Extended Solutions Manuals
- Remove Extended Solutions
- Unlock Extended Solutions
- Merge Installation Files
- Extended Solutions Setup options

## Extended Solutions

**Custom Office**

If you customize your MAS 90 MAS 200, then you must run the Update Utility *every time* you install this Extended Solution.

**Setup**

Once the disk is installed, you will need to access the TimeCard option screen. After the option screens have been displayed, a Setup screen for this Extended Solution will appear. Check the 'Enable Extended Solution' box to activate this Extended Solution (Figure 1). The manual for this Extended Solution, if it has been installed, can be viewed by clicking the 'Manual' button next to the 'Enable Extended Solution' check box. It can also be viewed via the Extended Solutions Control Center (see Installation, above). You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

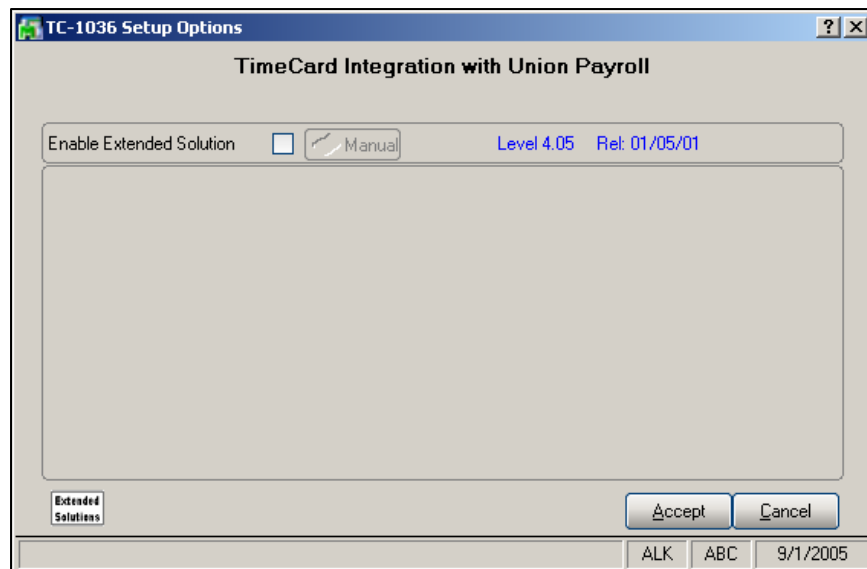


Figure 1



The TimeCard Setup option 'Detail Level For Payroll Entries' must be set to 'Full Detail' in order for all the additional fields to be pulled over to Payroll.

**Operation**

The following PR-1098 'Additional Data Entry Fields' (Figure 3) will be available in TimeCard Data Entry by clicking the 'Union' button (Figure 2).

- Union Code
- Check In
- Use Worked Union Fringes
- Shift Code

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TimeCard Entry and Edit

Employee No. 00-0000009 Smith, John 123-55-9999 W H

Date Worked 06/10/2000 Sequence No. 003

1. Main 2. Additional Defaults... Filter...

Labor Code 0000001 Warehouseperson

Earnings Code 01 Regular

State WI Local 1 Dept 00

W/C Code

Job Number 0000-000 test for ARL

Cost Code 002-000-000 COST CODE 2-0-0 Union

Time In 02:07 PM Time Out 04:07 PM Elapsed 2.00

Hours Worked (Decimal) 2.00 Hours Worked (Clock) 2.00

Rate 8.9990 Amount 18.00 Copy

Accept Cancel Delete ?

Enter the Cost Code SDN SDN 10/24/2000

Figure 2

Additional Data Entry Fields

Union Code U001

Check In

Use Worked Union Fringes

Shift Code

OK Cancel

Figure 3

When the Labor Code, Job Number, and Union Code have all been defined, the Pay Rate will be determined based on the 'Pay Rate Comparison Method' selected in PR-1098 Setup (see the PR-1098 manual for more information regarding pay rate comparison.)

Pay Rate Comparison will function the same as it does in Payroll Data Entry, but will take place in TimeCard Data Entry.



These fields are not available in TimeCard Punch In/Punch Out.

### Master Report/Visual Integrator

The files listed below have been added or changed in the Data Dictionary by this Extended Solution for Visual Integrator purposes.

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<i>New File:</i>	<i>Field:</i>
TC.TCARD_2	DIVISION_NO
	EMPLOYEE_NO
	DATE_WORKED
	SEQUENCE_NO
	UNION_CODE
	CHECK_IN
	USE_WORK_FRINGE
	SHIFT_CODE

The Data Dictionary may contain other files and data fields that are not available without their corresponding Sage Software Extended Solutions installed.

*Note: The Report Master module is not supported in MAS 200 SQL.*

### Crystal Reports

The files listed below have been added or changed in the Crystal Dictionaries by this Extended Solution for Crystal Reports purposes.

<i>File:</i>	<i>Description</i>	<i>Field:</i>
TC_A1	Time Card Masterfile 2	All Fields

Be aware that the Crystal Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

### Upgrades and Compatibility

The installation CD is labeled with the version of the MAS 90 MAS 200 module for which this Extended Solution was prepared. This Extended Solution will check its compatibility with the appropriate MAS 90 MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90 MAS 200 modules, this Extended Solution must be upgraded as well. Your MAS 90 MAS 200 dealer can supply this upgrade.

### Documentation

Only changes made to the standard operation of MAS 90 MAS 200 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 90 MAS 200 processing. Standard MAS 90 MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to its specifications and may not conform to generally accepted MAS 90 MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90 MAS 200.

SAGE MAS 90

SAGE MAS 200

Extended Solutions

### **Acknowledgments**

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