

# MAX Time Ticket

Track actual work performed by your employees for work orders

## Employee Master

Maintain Employee Data including Name, Social Security number, Pay/Overhead rates, Work Center, Supervisor ID,

Supervisor ID can be selected from the Employee ID's. Supervisor ID can be used to select the Time Tickets to post. So a Supervisor ID can post all Time Tickets of the employees for who he is Supervisor

User designed fields will also be shown in the Employee Master window at the bottom of the window beneath the UDF Key/Reference. User Defined Fields can be setup in the Module User Designed Fields.

The EmployeeMaster window displays the following information for Employee ID JACK:

- Employee Name:** First: Jack, Middle: van, Last Name: Velthoven
- SSN:** [Empty]
- Shift:** 2 - Second
- Default Work Center:** EASSY Electrical Assembl
- Pay Type:** H - Hourly
- Normal Pay Rate:** 10
- Overhead Rate:** 12
- Indirect Labor Account Type:** A Automatically Added
- Privilege:** M - Multiple
- Supervisor ID:** JACK
- Include in Payroll Processing:**
- Overtime Allowed:**
- Supervisor:**
- UDF Key:** [Empty]
- UDF Reference:** [Empty]
- email:** jvan.velthoven@VelthovenCo
- Adres:** Kooikerstraat 3
- City:** Rosmalen
- Phone:** 073-6126710
- Birth Date:** 5 - 9 - 2012
- Income:** 20000
- Company Car:**
- Country:** The Netherlands
- Man / Vrouw:** M
- Security Level:** 1
- Part Owner:** 11000
- Vendor:** V100
- Transaction Date:** 16-2-2012

## Time Ticket Entry

To enter employees reported time worked for specific work order operations, for both direct and indirect labor as a batch operation. Two ways of entering Time Tickets.

Enter the Time Ticket in a form and save. Time Ticket is added to a grid which shows all Time Tickets for an Employee on a day.

The Time Ticket entry form shows the following details:

- Date:** 4 - 9 - 2015
- Employee ID:** JACK
- Name:** Jack van Velthoven
- Total Time:** 03:00
- Shift:** 1 - First
- Order:** 30000001
- Part Id:** 11000
- Part Description:** Computer MAX desc45
- Seq:** 0010
- Assemble Per Print:** [Empty]
- Qty Completed:** 0,00
- Qty Scrapped:** 0,00
- Elasted Time:** 04 : 00
- Start Time:** 08 : 00
- End Time:** 12 : 00
- Setup Time:** 00 : 00

The grid below shows the following data:

Shift	Order No.	Part	Seq. No.	GL Reference	Qty Completed	Qty Scrapped	Start Time	End Time	Setup	Elasted	UDF Key	UDF Reference	Ticket	Over Time
1	30000001	11000	0010		0,00	0,00	08:00	12:00	00:00	04:00				
2	1	30000001	11000	0010	0,00	0,00	13:00	16:00	00:00	03:00				
3	1	30000001	11000	0010	0,00	0,00	16:00	17:00	00:00	01:00				
4	1	IMSC	A	Miscellaneous	0,00	0,00	17:00	18:00	00:00	01:00				

The Quick Time Entry window shows the following Grand Totals:

- Date:** 4 - 9 - 2015
- Direct:** 15:00
- Over Time:** 01:00
- Total Direct:** 16:00
- Indirect:** 01:00
- Total:** 17:00

The grid below shows the following data:

Employee ID	Employee Name	Shift	Order No.	Part	Seq No	Workcenter	Direct Time	Over Time	Total Direct	Acct Type	GL Override	Indirect Time	Total Time	Qty Completed	Qty Scrapped	UDF Key	UDF Reference
1	ROOSEVELT T	2	30000001	11000	0010	EASSY	08:00	00:00	08:00	A		00:00	08:00	0,00	0,00		
2	JACK van Velthoven	1	30000001	11000	0010	EASSY	07:00	01:00	08:00	A	MSC	01:00	09:00	0,00	0,00		
3							00:00	00:00	00:00	A		00:00	00:00	0,00	0,00		

Enter the Time Tickets per line in a grid for a day. A different Employee ID can be selected on each line in the grid.

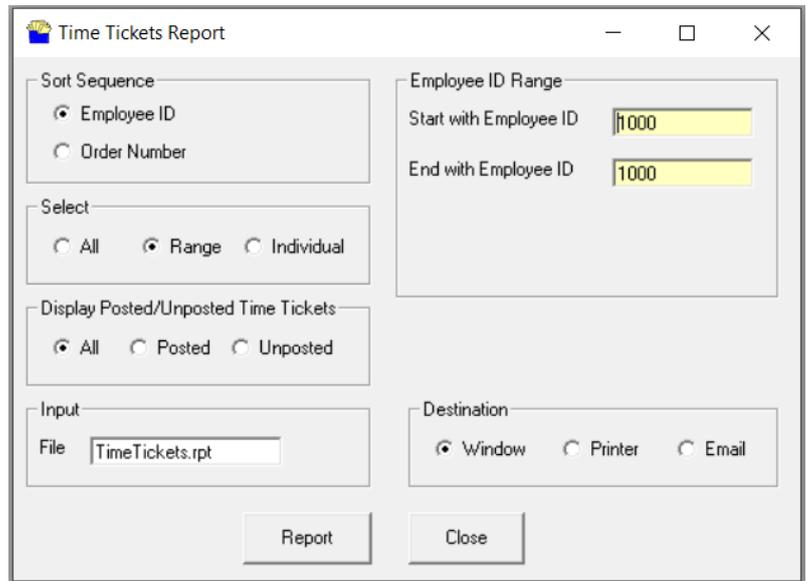
If shifts are setup than the start and break start/end time will be used on time ticket entry.

## Post Time Ticket

To post the entries made in the Time Ticket window, you can use Post Time Ticket Completions.

In the selection you can restrict the Time Tickets that are posted by Supervisor Id or/and Employee Id.

A record of any transactions not posted is added to an exception report. Click the Error Log button to view the exception report file using the Windows Notepad application.



## Time Ticket Report

To print employee or work order time ticket information logged to date, either before posting time tickets to verify or after posting to create a printed record.

Time tickets can be printed by:

- Sort Sequence: Employee ID, Order Number
- Range, Individual, All
- Posted, Unposted, All

## Time Ticket Setup

The MAX Time Ticket Setup window can be used to configure the options of the MAX Time Ticket. Fields in the MAX Time Ticket entry can be suppressed if they are not used to make the entry of time tickets as easy as possible for MAX users. The way of entering data can also be influenced in the setup window selecting GL Account by code or reference.

Up to 6 shifts times can be setup. For each shift a shift start/end time and the break start/end time can be entered. The shift start time will be used for the first time ticket entered on a day. The break start/end time will be used on time ticket entry, if the elapse time overlaps the break start/end time two time tickets will be created taking into account the break start/end times.

