



Time & Attendance

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NAVEKSA A/S

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1. Before you begin

Before you begin

You operate this manual by:

- Using the TOC – Table of content
- Expand / Collapse topics in table of content
- Using the Next / Previous at the end of each topic
- Using the subject direct links for further information
- When you hover over a picture and see the + sign or a hand, clicking will enlarge the picture
- Using the Print subject function
- Using the Print manual function
- Using the search bar
- Click on [NAVEKSA A/S](#) on the blue top line to switch to another manual
- Sending your feedback to NAVEKSA if you think something should be improved

Recommended background materials to explore:

- Microsoft Dynamics NAV manufacturing manuals available on Microsoft customer/partner source
- Scott Hamilton: Managing your supply chain using Dynamics NAV
- Peik Bech-Andersen: Manufacturing with Dynamics NAV

NAVEKSA solutions are all Microsoft certified applications (CfMD) working on top of Dynamics NAV version 2016 and newer, and 365 Business Central On-Premise versions; both C/AL and AL/Extension versions.

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2. Why Time & Attendance

Why Time & Attendance

The NAVEKSA TA solution is a basic solution for the registration and calculation of employee (paid) attendance time including various absence paid/un-paid registrations.

60	70,0	ORDER NOTE
10	50,0	POST MAT.
10	50,0	PALLET LABEL
10	90,0	CLOCK IN
10	50,0	CLOCK OUT
10	50,0	QA
10	110,0	

Total Time Customer

The TA solution is not a payroll system, but a solution for providing the data to a payroll solution.

The TA system works as stand-alone and/or together with the ShopFloor system.

3. Setting up Time & Attendance

Setting up Time & Attendance

Operating the TA solution is highly dependent on setup parameters.

[Read more about this setup by clicking here](#)

4. Time & Attendance registration

Time & Attendance registration

4.1. How to run the ShopFloor Operator client

How to run the ShopFloor Operator client

Entering TA transactions takes place from the 2 buttons in the Operator client:

60	70,0	ORDER NOTE
10	50,0	POST MAT.
10	50,0	PALLET LABEL
10	90,0	CLOCK IN
10	50,0	CLOCK OUT
10	50,0	QA
10	110,0	
Total Time		Customer

The employee number has to be keyed, read (bar code), or selected by look up.

TimeRegister

Clock in/out - Monday 13:27

Employee Choose

Welcome Daniel Goldschmidt

Welcome back

Custom report

View records

Ok

Cancel

If the operator clock in or out outside defined tolerances, a new screen might show up, to select an

appropriate absence reason.

TimeRegister

—

□

×

Clock in/out - Thursday 10:41

Please choose absence code

Absence Code ID	Absence Code Name
FERIE	Holiday
FRIDAG	Day off
SYG	Sick

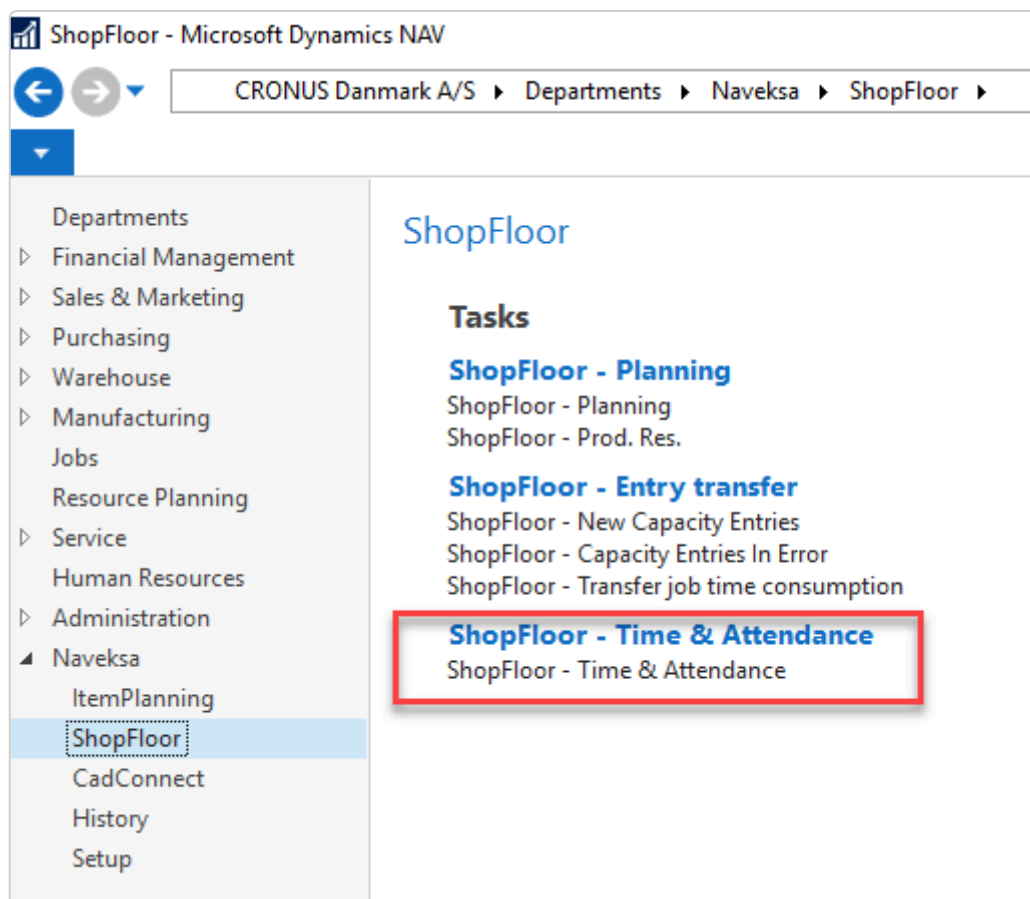
OK

Cancel

4.2. How to run T&A in NAV / 365 Business Central

How to run T&A in NAV

If you want to use the TA solution for non-production workers, it is possible to enter TA transactions from the NAVEKSA application within NAV:



Edit - Clock In/Out

CRONUS Dan... ?

Employee

120

Employee name

FARVEL

Absent

Du går tidligt ...?

Absence code

SYG

Absence

Seek

OK Cancel

5. Flex time calculations

Flex time calculations

The system is built to collect an employee's time during the period he is at work from come to go. If desired, you can specify that absence codes should be used, to regulate paid or non-paid attendance time and flex-time using the employee's working calendar.

If the employee meets or leaves outside the defined ordinary working hours and the configured absence code settings, he / she will be met with a dialogue where the absence code must be entered.

Absence codes are divided into two types – those that affect flex time and those who do not. I.e. that it is possible to have some absence codes such as medical visits, illness, etc. which does not affect flex time and then some which have effect.

If the employee arrives / leaves before or after ending work time, then the additional time will be added to separate attend / leave entries in the database with the selected absence code. That is it is possible to summarize the flextime of the different codes. This way it is to be used as a basis for calculating overtime, flex balances etc.

All balances are calculated in centi minutes, so it's easy to use these in calculations.

Example:

The employee Eric has a working calendar from 7:00 to 15:00 and when Eric meets at 6:15, he is asked for an absence code and selects the absence code "Overtime". At 12:00 he will be asked for an absence code when is leaving for a doctor visit. He selects absence code "Doctor". At 13:30 Eric will come back again, and the system will welcome him back. At 4:00 pm Eric will leave and will be asked for absence code where he select "Overtime".

This will result in the following entries in the system:

1. 75 centiminutes with absence code "Flex", start 6:15, end 7:00. +75 flex
2. 500 centiminutes without absence code, start 7:00, end 12:00. 0 flex
3. 150 centiminutes with absence code "Doctor", start 12:00, end 13:30. 0 flex
4. 150 centiminutes without absence code, start 13:30, end 15:00. 0 flex
5. 100 centiminutes with absentee code "Overtime", start 15:00, end 16:00. + 100 flex

Thus, the above scenario will give Eric a flex balance of + 175 centimeters.

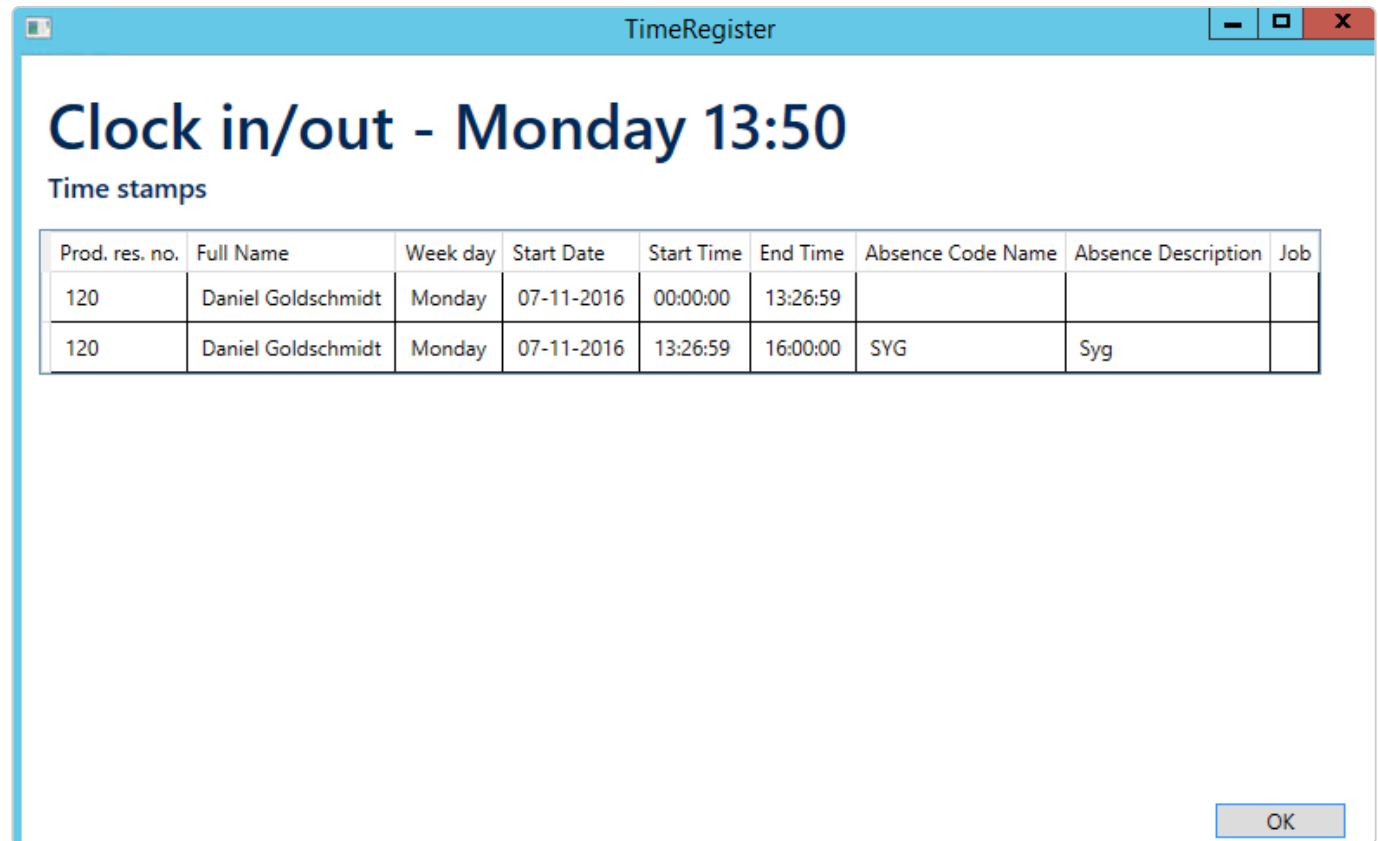
However, you can have +75 centiminutes on "flex" and 100 centiminutes on "Overtime".

Likewise, you can summarize on paid absence if you are interested in making summaries of how much time is spent on it.

6. How to view T&A transactions

How to view T&A transactions

The operator can see his own registrations for a period of time defined in setup.



The screenshot shows a window titled "TimeRegister" with a light blue header. Below the header, the text "Clock in/out - Monday 13:50" is displayed in a large, bold, dark blue font. Underneath this, the text "Time stamps" is shown in a smaller, bold, dark blue font. A table with 9 columns is displayed, containing two rows of data. The columns are: Prod. res. no., Full Name, Week day, Start Date, Start Time, End Time, Absence Code Name, Absence Description, and Job. The first row shows data for Daniel Goldschmidt on Monday, 07-11-2016, with a start time of 00:00:00 and an end time of 13:26:59. The second row shows data for Daniel Goldschmidt on Monday, 07-11-2016, with a start time of 13:26:59 and an end time of 16:00:00, with an absence code of SYG and description of Syg. An "OK" button is located at the bottom right of the window.

Prod. res. no.	Full Name	Week day	Start Date	Start Time	End Time	Absence Code Name	Absence Description	Job
120	Daniel Goldschmidt	Monday	07-11-2016	00:00:00	13:26:59			
120	Daniel Goldschmidt	Monday	07-11-2016	13:26:59	16:00:00	SYG	Syg	

OK

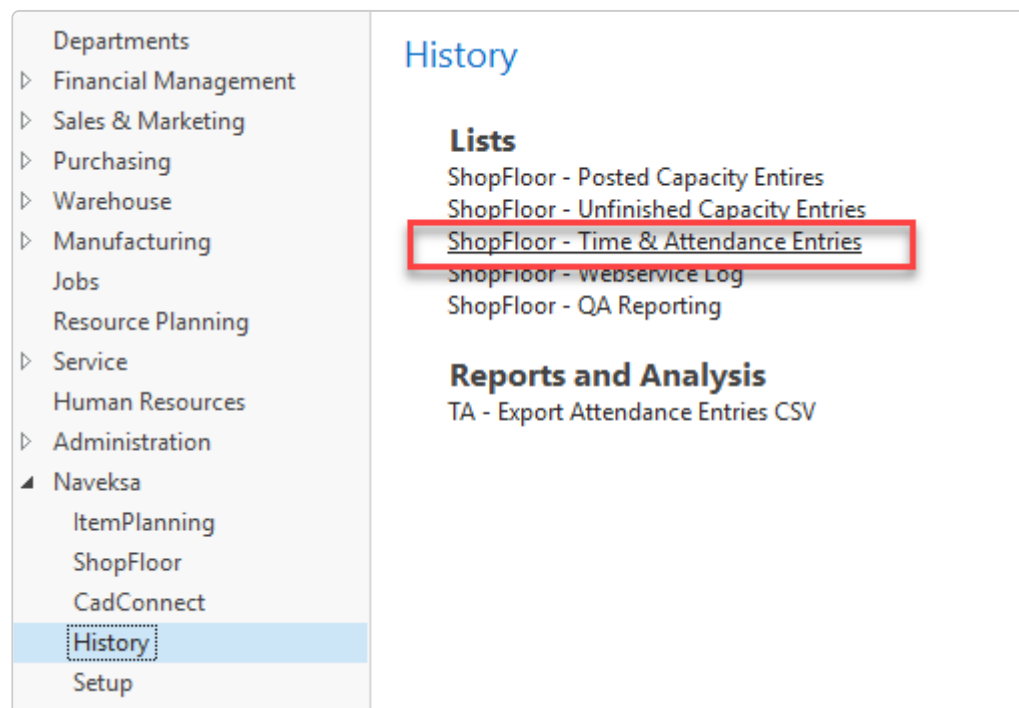
7. Using bar coding in time & attendance

Please refer to the section where this is explained in the ShopFloor manual. [Klik here](#).

8. How to edit T&A transactions

How to edit T&A transactions

In case of error-stamping (such as no stamping out), this can be corrected from the ShopFloor attendance entries.



Entries can be marked with a posting date, when output is read out to e.g. a payroll system. These entries are made only with the subsequent print / output if specifically marked.

ShopFloor - Time & Attendance Entries - Microsoft Dynamics NAV

CRONUS Danmark A/S > Departments > Naveksa > History > ShopFloor - Time & Attendance Entries

HOME

New Edit List Delete Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

Departments

ShopFloor - Time & Attendance Entries

Entry No.	Posting Date	Description	Empl...	Start... Time	Ending Time	Reg. Date	Pay Date	Userid	InOut	Absence code	Cert...	Original Start	Original End	Extra Time Minutes
15			110	00:00:00	14:53:14	09-05-2017	09-05-2017	PROINF...	Out		<input type="checkbox"/>	09-05-2017 00:00		1,489,00
16	Syg		110	14:53:14	14:53:23	09-05-2017	09-05-2017	PROINF...	Out	SYG	<input type="checkbox"/>	09-05-2017 14:53		0,00
17			110	14:53:23	14:53:43	09-05-2017	09-05-2017	PROINF...	Out		<input type="checkbox"/>	09-05-2017 14:53		0,00
18	Syg		110	14:53:43	15:43:28	09-05-2017	09-05-2017	PROINF...	Out	SYG	<input type="checkbox"/>	09-05-2017 14:53	09-05-2017 15:43	-83,00
19			110	15:43:28	23:59:59	09-05-2017		PROINF...	Out		<input type="checkbox"/>	09-05-2017 15:43		0,00
20			110	00:00:00	11:05:21	23-05-2017	23-05-2017	PROINF...	Out		<input type="checkbox"/>	23-05-2017 00:00		1,109,00
21	Syg		110	11:05:21	11:05:46	23-05-2017	23-05-2017	PROINF...	Out	SYG	<input type="checkbox"/>	23-05-2017 11:05		-1,00
22			110	11:05:46	23:59:59	23-05-2017		PROINF...	Out		<input type="checkbox"/>	23-05-2017 11:05		0,00
29			110	00:00:00	14:45:10	01-06-2017	01-06-2017	PROINF...	Out		<input type="checkbox"/>	01-06-2017 00:00		1,475,00
30	Ferie		110	14:45:10	15:04:57	01-06-2017	01-06-2017	PROINF...	Out	FERIE	<input type="checkbox"/>	01-06-2017 14:45		-33,00
31			110	15:04:57	23:59:59	01-06-2017		PROINF...	Out		<input type="checkbox"/>	01-06-2017 15:04		0,00
34			110	00:00:00	09:38:53	29-06-2017	29-06-2017	PROINF...	Out		<input type="checkbox"/>	29-06-2017 00:00		965,00
35	Syg		110	09:38:53	09:39:23	29-06-2017	29-06-2017	PROINF...	Out	SYG	<input type="checkbox"/>	29-06-2017 09:38		-1,00
36			110	09:39:23	23:59:59	29-06-2017	29-06-2017	PROINF...	Out		<input type="checkbox"/>	29-06-2017 09:39	29-06-2017 23:59	0,00
37			110	00:00:00	09:18:49	03-07-2017	03-07-2017	PROINF...	Out		<input type="checkbox"/>	03-07-2017 00:00	29-06-2017 23:59	0,00
38	Syg		110	09:18:49	09:36:26	03-07-2017	03-07-2017	PROINF...	Out	SYG	<input type="checkbox"/>	03-07-2017 09:18		-29,00
39			110	09:36:26	09:36:44	03-07-2017	03-07-2017	PROINF...	Out		<input type="checkbox"/>	03-07-2017 09:36		0,00
40	Syg		110	09:36:44	11:14:24	03-07-2017	03-07-2017	PROINF...	Out	SYG	<input type="checkbox"/>	03-07-2017 09:36		-163,00
41			110	11:14:24	23:59:59	03-07-2017		PROINF...	Out		<input type="checkbox"/>	03-07-2017 11:14		0,00
44			110	00:00:00	09:54:40	04-08-2017	04-08-2017	PROINF...	Out		<input type="checkbox"/>	04-08-2017 00:00		-991,00
45	Ferie		110	09:54:40	16:00:00	04-08-2017	04-08-2017	PROINF...	Out	FERIE	<input type="checkbox"/>	04-08-2017 09:54		-609,00
32			120	16:39:05	16:39:12	15-06-2017	15-06-2017	PROINF...	Out		<input type="checkbox"/>	15-06-2017 16:39		0,00
33			120	16:39:40		15-06-2017		PROINF...	In		<input type="checkbox"/>	15-06-2017 16:39		0,00
24	Syg		130	08:00:00	09:52:07	31-05-2017	31-05-2017	PROINF...	Out	SYG	<input type="checkbox"/>	31-05-2017 08:00		187,00
23			130	09:52:07	09:52:31	31-05-2017	31-05-2017	PROINF...	Out		<input type="checkbox"/>	31-05-2017 09:52		0,00
25	Syg		130	09:52:31	09:53:03	31-05-2017	31-05-2017	PROINF...	Out	SYG	<input type="checkbox"/>	31-05-2017 09:52		-1,00
26			130	09:53:03	23:59:59	31-05-2017		PROINF...	Out		<input type="checkbox"/>	31-05-2017 09:53		0,00
27			130	00:00:00	14:44:24	01-06-2017	01-06-2017	PROINF...	Out		<input type="checkbox"/>	01-06-2017 00:00		1,474,00
28	Syg		130	14:44:24	16:00:00	01-06-2017	01-06-2017	PROINF...	Out	SYG	<input type="checkbox"/>	01-06-2017 14:44		126,00
43	Syg		130	08:00:00	11:14:45	03-07-2017	03-07-2017	PROINF...	Out	SYG	<input type="checkbox"/>	03-07-2017 08:00		-325,00
42			130	11:14:45		03-07-2017		PROINF...	In		<input type="checkbox"/>	03-07-2017 11:14		0,00

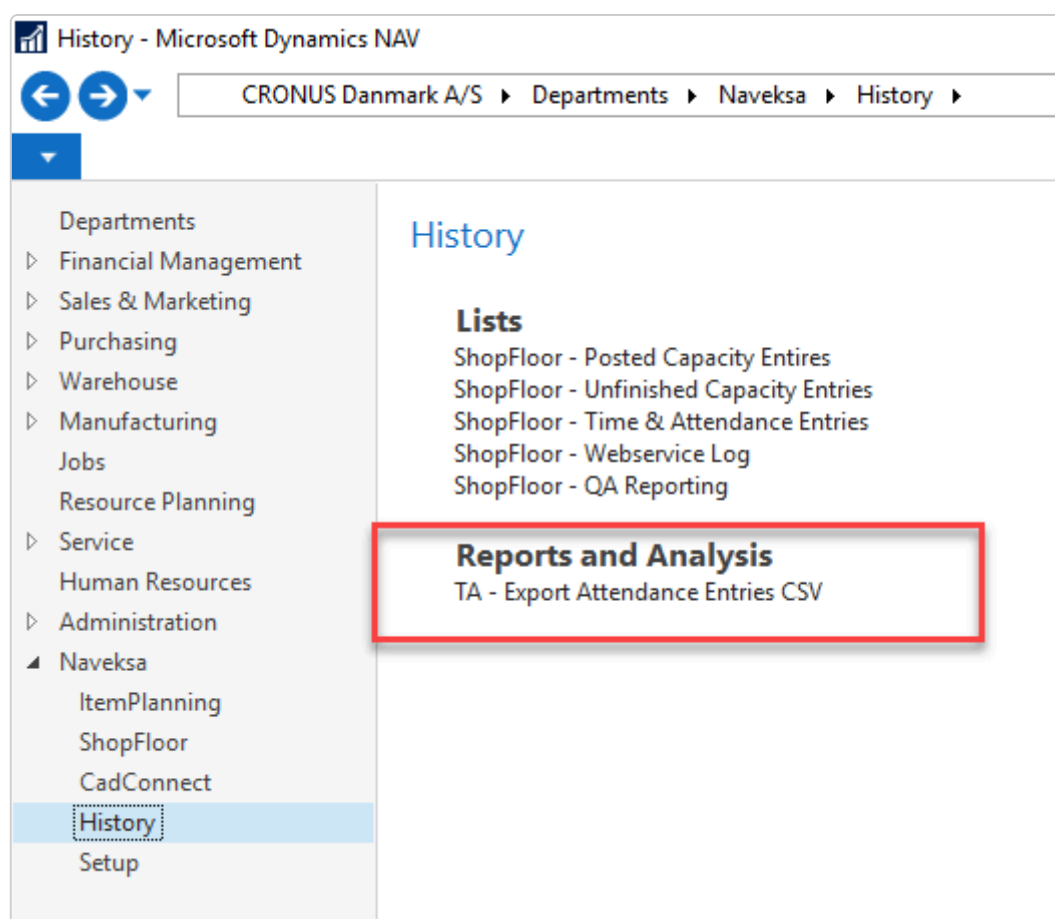
Home Posted Documents Self-Service Departments

9. How to export data to a Payroll system

How to export data to a Payroll system

Calculation of time, time accounting/posting, printing and output to file happens when you press Print or Show Print, / Time attendance list.

Entries can be printed with any definition, but usually you will only delimit in regards to (start) date.



Select or enter the desired selections and make the delimitations on the data extract:

Edit - Export Attendance Entries CSV

CRONUS Danmark A/S

ACTIONS

Clear Filter

Page

Posting Date:

Mark as posted: ☐

Include posted: ☐

Wage code for flex-plus:

File name:

SFS records

Show results:

Where Posting Date is Enter a value.

And Employee is Enter a value.

And Reg. Date is Enter a value.

+ Add Filter

Schedule... OK Cancel

The other options relate to output to an external system:

Posting date

Is written in the file and stamped on the postings. Entries are accumulated per each employee on this date.

Mark as posted

The date is stamped on the entries, that means it is possible to test read, without entries being marked as not being read out

Include posted

Select this if the entries have to be out put again, are have to be reprinted

File type

Lessor and is handled as standard, others can be programmed

Wage for flex-plus

A payroll wage code for flex-time

Filename

Location and filename

- * Entries that are not marked by the absence code – that means business hours, can be exported with a standard hours wage code, set as configuration parameter in setup

- * Treatment of any overtime must be made in the payroll system.

Note book file sample to be send to a Payroll service provider

```

Default.txt - Notesblok
Filer  Rediger  Formater  Vis  Hjælp
110;2001;7.621,82926666666665;0;0
110;2031;164,078950000000001;0;0
110;2045;184,9756;0;0
110;2055;178,386083333333333;0;0
120;2001;0,132166666666666667;0;0
130;2001;884,818566666666667;0;0
130;2055;382,9951;0;0

```