Overview
This Extended Solution to the standard TimeCard for MAS 90 MAS 200 module adds the ability to have an employee’s wages calculated ‘by the piece’ while still continuing to track hours worked via two different calculation methods.

Sage Software Extended Solution TC-1011: User Defined Fields for TimeCard must be installed and enabled in order for the ‘Comparative Method’ calculation to function.

Additional functionality exists when TC-1045: Employee Rate or Cost Code Rate By Cost Code is enabled.

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

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 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

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 Setup menu option screen. After the standard MAS 90 MAS 200 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 Solution Control Center (see Installation, above).

![TC-1010 Setup Options](image)

**Figure 1**

Answer the following prompts:

**Decimal Places for Number of Pieces:** Enter the number of decimal places for Number of Pieces. The resulting numeric mask will be displayed next to the entry.
**Post Units as # of Pieces or as Hours:** Select '# of Pieces' or 'Hours,' depending on how you would like units posted to Job Cost.

**Pay Amount Calculation:** Select 'Comparative Method' or 'Pay Rate * # of Pieces.' See Operations for definitions. If 'Comparative' is selected, the user will be prevented from editing the extended pay amount of any TimeCard Entry. If you selected 'Comparative Method' you will have access to the following Setup options:

**Department for Alternate Calculation Rule:** Enter the Department to be the exception to the 'either Piece Rate or Hourly Rate' rule. This department will get paid both rates.

**Premium Pay Earnings Code for Overtime:** Enter the Earnings Code you would like to use to hold the calculated Premium Pay for Overtime. It must be of type 'F'ixed.

**Department With Daily/Weekly Rules:** Enter one department for which the Daily/Weekly rules will be applied.

If you have defined a 'Department with Daily/Weekly Rules' then you will access to the next Setup question and must answer it:

**Premium Pay Earnings Code for Double Time:** Enter the Earnings Code you would like to use to hold the calculated Premium Pay for Double Time. It must be of type Fixed.

If you selected 'Pay Rate * # of Pieces' you will have access to the following Setup option:

**Apply Overtime Rules:** Check this option to create overtime entries using standard MAS 90 MAS 200 processing. It will only be used if you have enabled TimeClock.

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

**Operation**

**TimeCard Entry**

A new field has been added to the TimeCard Entry screen for 'Number of Pieces' (Figure 2). During TimeCard Entry, when a value is entered into this field, the entry’s Pay Amount will be determined based on the Pay Amount Calculation selected in Setup.
**'Pay Rate * # of Pieces' Calculation**

The entry’s pay amount is determined by multiplying the Pay Rate by the Number of Pieces. If the Number of Pieces is left blank, standard MAS 90 MAS 200 processing will determine the Pay Amount for that entry. The hours worked field will still be available for entry.

If 'Apply Overtime Rules' is unchecked, and a regular hours entry is generated where a portion of the time puts the user into overtime, a regular entry will be created with the full Number of Pieces entered, and the extended pay amount will not be altered. The Overtime entry will be created with the number of hours it would normally contain, with zero pieces and zero extended-pay amount.

If only an Overtime entry is to be generated, it will contain the full Number of Pieces entered, the pay rate will be determined per standard processing, and the extended amount will be calculated to be the number of pieces times the pay rate.

If 'Apply Overtime Rules' is checked, overtime pay will be calculated on the hours worked using the Employee Pay Rate associated with the overtime Earnings Code. There will be no access to the 'Number of Pieces' field for overtime entries.

💡 If you elected to 'Apply Overtime Rules,' this assumes that the Pay Rate field will always be overridden in data entry for a Piece Rate record.
Hours Worked Entry

If TimeClock is not enabled and the Pay Amount Calculation is ‘Pay Rate * # of Pieces’, then a new button will be available in TimeCard Entry and Edit for ‘Hours Worked’ (Figure 2). The button will be available once an employee number has been specified. When clicked, the user will be presented with a screen for ‘Hours Worked Entry’ (Figure 2a) which allows for rapid editing of the hours worked field for all existing entries which have not been posted to Payroll. In a grid format, it lists the employee’s entries with four columns: Date Worked, Sequence, Number of Pieces and Hours Worked. The only field available for entry is the Hours Worked column. No new entries can be made.

When finished, the user will click Accept and all of the TimeCard entries will be updated with the new hours.

TC-1045, Employee Rate or Cost Code Rate By Cost Code

If you have TC-1045 enabled and are using the ‘Pay Rate * No. of Pieces’ method, access to the ‘Number of Pieces’ field will be disabled as TC-1045 determines it should use the Employee's Pay Rate for the entry. If the entry is using the Cost Code Rate, then the ‘Number of Pieces’ field must be greater than zero in order to accept an entry.

‘Comparative Method’ Calculation

The entry’s pay amount can be either Piece Rate or the Employee’s Hourly Rate, depending on which is higher. You will have access to the ‘Number of Pieces’ field as well as an additional ‘Per Thousand Piece Rate’ field.

During data entry, you will enter data in the following TimeCard fields: Employee Number, Date Worked, Job Number, Cost Code, Hours Worked, Piece Count and Per Thousand Piece Rate.
The following calculations will be performed to determine the Pay Amount:

a) Regular TimeCard processing of Hours * Rate = x
b) (Piece Count/1000) * Piece Rate = y
c) x and y are compared, and whichever is higher = z
d) Pay Amount is set to z

There is one exception to the ‘either Piece Rate or Hourly Rate Rule.’ The one Payroll Department, specified in Setup, will get paid both the Piece Rate and the Hourly Rate. That department will have sent to Payroll, as a daily entry, the following:

- Total Hours Worked
- A Total Pay Amount, which is defined as:
  
  \[(\text{Pay Rate} \times \text{Hours}) + (\text{Piece Count}/1000 \times \text{Piece Rate})\]

In addition, you are expected to have set up two Numeric Type UDFs in Sage Software Extended Solution TC-1011: User Defined Fields for TimeCard. (Figure 2b).

![Figure 2b](image)

- UDF #1 will be called ‘Price;’ the user will enter data in this field
- UDF #2, ‘Sales,’ is a calculated field: \( (\text{UDF #1} \times \text{Total Pieces})/1000 = \text{UDF #2} \)

These fields will be used in the ‘Weekly Payroll Detail Report’ (see Reports, below).

**Job Cost Interface**

Depending on how you answered the Setup question ‘Post Units as # of Pieces or as Hours,’ when the Job Cost Selection is performed, either the TimeCard entry’s Hours Worked or the Number of Pieces will be sent to Job Cost. The rate and amount fields will be used as they normally would.

**Payroll Interface**

The interface between TimeCard and Payroll will be operationally unaffected by this Extended Solution. The Number of Pieces will not transfer to the Payroll module; the Hours Worked will transfer as per standard TimeCard, and Payroll will ‘back-calculate’ an average hourly pay rate by dividing the Extended Pay Amount by the Number of Hours.

**Timecard Premium Pay Utility**

This utility is available only if you selected the ‘Comparative Method’ in Setup.

This utility is available as a new menu option. When you select it, you will be prompted for a range of Employees and a Week Beginning Date (Figure 3). That date will be auto-incremented by six and the result placed in the Week Ending Date field.
When you click the ‘Proceed’ button, the utility will locate all Employees with open TimeCard entries that total more than forty hours within the date range specified. A Premium Pay Rate will be calculated for these employees.

Premium Pay Rate is defined as: Average Hourly Rate * .5
Average Hourly Rate is calculated as: Total Weekly Pay Amount/Total Hours Worked

The Premium Pay Rate is multiplied by the number of weekly hours over forty.

Example:
The employee has worked 43 hours in the Date Range specified.
The Total Pay Amount is $358 for that same Date Range.
Average Hourly Rate: $385/43 = $8.326
Premium Pay: $8.326 * .5 = $4.163
43 Hours – 40 = 3 hours
3 * $4.163 = $12.49

A TimeCard entry using the Earnings Code specified in setup is created for $12.49.

A register will print, listing all Premium Pay entries created (Figure 4).
The ‘Existing PP Entry’ column will report any existing TimeCard entries with the specified Premium Pay Earnings Code (from Setup) that the utility found for that Employee in that Date Range. The ‘Expected Premium Pay’ column will report what this generation of the utility predicts the employee is owed (Premium Pay Rate * Hours Worked over 40). The ‘Create PP Entry’ column will report what will be posted as an entry to TimeCard.

Once the register has completed printing, you will be prompted to update. The update will create a Premium Pay entry in TimeCard for the amount printed in the Premium Pay Entry column, using the Setup-specified Earnings Code. There will be no hours associated with this entry. The date on the entry will be the Ending Date from the utility selection screen.

Generally, the first column of the report will be zero, and the next two will hold the same value. It is only when the utility is run a second time for the same, or overlapping, date range and there have been changes to the TimeCard entries that affect calculation. If so, then the amount in the Expected Premium Pay column will move to the Existing PP Entry column. The newly-calculated amount will appear in the Expected Premium Pay column, and the difference between the two will print in the last column, to become an additional Premium Pay TimeCard entry.

**Department With Daily/Weekly Rules**

The Premium Pay Utility will be modified to perform a different Premium Pay Calculation for those employees whose home department matches the Department specified in the new 'Department With Daily/Weekly Rules' Setup question.

Processing will consider
- all daily hours between 8-10
- and all weekly hours (not already counted as daily excess) between 40-50 as overtime hours and use the standard Premium Pay calculation
- all daily hours in excess of 10
- and all weekly hours (not already counted as daily excess of 10) in excess of 50 as double time hours. Double Time hours will use the Premium Pay rate for those hours that meet the Double time standard. The result of the Double Time calculation will be placed in the fixed type Earnings Code specified in Setup for Double Time

The following is an example for an employee who belongs to the department flagged as the ‘Daily/Weekly Rules Department’ and who worked 8 hours a day for all seven days of the week. His Total Hours come to 56. Regular Hours are 40, OT Hours are 10, and DT Hours are 6.

If the employee’s Total Pay Amount for that week came to $1200, then the OT EA code would contain $107.10, calculated as

\[
\frac{1200}{56} = 21.42 \\
21.42 \times 0.5 = 10.71 \\
10 \times 10.71 = 107.10
\]

and the DT Earnings Code would contain: $128.52, calculated as

\[
6 \times 21.42 = 128.52
\]
The report will print one line for Overtime hours, and underneath it, a line for Double Time hours (Figure 5).

**Figure 5**

**TIMECARD REPORTS**

*The TimeCard Report*

Each sort option available on this report has been enhanced to print the Number of Pieces for each applicable entry. A new 'Print Number of Pieces' option (Figure 6), accessible via the 'More...' button, is available from the selector screen (Figure 7).

**Figure 6**
You can select ‘Print Pieces’ to print the number of pieces entered (in the column where ‘Hours Worked’ normally prints), ‘Print Hours Worked Only’ (the default) to print Hours Worked only or ‘Both’ to print Number of Pieces when it is not zero and Hours Worked otherwise. See (Figure 8) for an example of the report.

Figure 8

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<th>LABOR CODE</th>
<th>PUNCH IN/OUT TIMES</th>
<th>EXCEPTION CODE</th>
<th>XOB</th>
<th>COST CODE</th>
<th>ST LOC</th>
<th>P 1</th>
<th>ID</th>
<th>HOURS WORKED</th>
<th>AMOUNT PAID</th>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>1 ENTRY FOR EARNINGS CODE 01</td>
<td>0.25</td>
<td>0.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 ENTRY FOR EMPLOYEE 08-000000 TOTAL</td>
<td>0.25</td>
<td>0.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DEPARTMENT 08 EARNINGS CODE 01</td>
<td>0.25</td>
<td>0.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DEPARTMENT 08 TOTAL</td>
<td>0.25</td>
<td>0.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 8

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Average Hourly Pay Report
A new ‘Print Pieces’ option (Figure 9), accessible via the ‘More…’ button, is available from the selector screen (Figure 10).

![Figure 9](image)

**Figure 9**

This report will have two new columns for ’# of Pieces’ and ‘Pieces Per Hour’. See (Figure 11) below for an example of the report.

![Figure 10](image)

**Figure 10**
Factory Norm Report

This is a new report that is available only if both this Extended Solution and JC-1065: Factory Norms by Cost Code are installed. This report is available in three sort orders: Job Number/Employee Number/Cost Code, Job Number/Cost Code/Employee Number and Employee Number/Job Number/Cost Code (Figure 12).

If TC-1011: User Defined Fields for TimeCard is installed and enabled, this report can be selected by ranges of UDFs, accessible via the ‘More’ button. The reports run in summary fashion only. (See figures 13, 14 and 15 for examples of the reports.)
### TIMECARD FACTORY NORM REPORT

<table>
<thead>
<tr>
<th>Job Number</th>
<th>Description</th>
<th># of Pieces</th>
<th>Hours Worked</th>
<th>Pieces Per Hour</th>
<th>Factory Norm</th>
<th>% of Factory Norm</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000-001</td>
<td>Kitchen Remodel</td>
<td>00-000010</td>
<td>Prep Work</td>
<td>13.0</td>
<td>9.00</td>
<td>1.4</td>
</tr>
<tr>
<td>0000-001</td>
<td>Kitchen Remodel</td>
<td>00-000010</td>
<td>Prep Work</td>
<td>14.0</td>
<td>9.00</td>
<td>1.4</td>
</tr>
<tr>
<td>11-000010</td>
<td>Thomas Errey A</td>
<td>00-000010</td>
<td>Chopping</td>
<td>1000.0</td>
<td>40.00</td>
<td>25.0</td>
</tr>
<tr>
<td>11-000010</td>
<td>Thomas Errey A</td>
<td>00-000010</td>
<td>Chopping</td>
<td>1000.0</td>
<td>40.00</td>
<td>25.0</td>
</tr>
<tr>
<td>0000-002</td>
<td>Kitchen Remodel</td>
<td>00-000010</td>
<td>Prep Work</td>
<td>1.0</td>
<td>9.30</td>
<td>0.1</td>
</tr>
<tr>
<td>11-000010</td>
<td>Thomas Errey A</td>
<td>00-000010</td>
<td>Chopping</td>
<td>1.0</td>
<td>9.30</td>
<td>0.1</td>
</tr>
</tbody>
</table>

**Figure 13**

### TIMECARD FACTORY NORM REPORT

<table>
<thead>
<tr>
<th>Job Number</th>
<th>Description</th>
<th># of Pieces</th>
<th>Hours Worked</th>
<th>Pieces Per Hour</th>
<th>Factory Norm</th>
<th>% of Factory Norm</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000-001</td>
<td>Kitchen Remodel</td>
<td>00-000010</td>
<td>Prep Work</td>
<td>12.0</td>
<td>9.00</td>
<td>1.4</td>
</tr>
<tr>
<td>0000-001</td>
<td>Kitchen Remodel</td>
<td>00-000010</td>
<td>Prep Work</td>
<td>13.0</td>
<td>9.00</td>
<td>1.4</td>
</tr>
<tr>
<td>0000-001</td>
<td>Kitchen Remodel</td>
<td>00-000010</td>
<td>Prep Work</td>
<td>14.0</td>
<td>9.00</td>
<td>1.4</td>
</tr>
<tr>
<td>0000-002</td>
<td>Kitchen Remodel</td>
<td>00-000010</td>
<td>Prep Work</td>
<td>1.0</td>
<td>9.30</td>
<td>0.1</td>
</tr>
</tbody>
</table>

**Figure 14**
Weekly Payroll Detail Report
This is available only if you selected the ‘Comparative Method’ in Setup. This report details, for each employee selected, TimeCard Entries for the specified date range. The selection criteria for this new report will be Beginning and Ending Employee Number, and Beginning and Ending Date (Figure 16).

The report will print in Employee Number order, page-breaking by Employee. It will print one line for each TimeCard entry in the date range selected (Figure 17) detailing the following:

- Job Number
- Customer Number
- Cost Code Description
- Number of Pieces
- Number of Hours
- Hourly Pay Rate
- Piece Rate
- Calculated Hourly Pay (Number of Hours * Hourly Pay Rate)
- Calculated Piece Pay (Number of Pieces/1000 * Piece Rate)
- Price (TC-1011 UDF 1)
- Sales (TC-1011 UDF 2)
- Premium Pay
Each entry will always reflect data in all the columns except ‘Hourly Pay,’ ‘Piece Pay’ and ‘Premium Pay.’ In the first two, only one or the other entry will be reflected; the other column will contain a zero. The program will calculate which one was used for that entry. The calculation will return the appropriate extended pay amount information to the report. The exception to this is the ‘One Department for Alternate Calculation’ defined in Setup; those employees will have both of the columns filled in. A ‘Premium Pay’ TimeCard entry will have zeroes in all columns except the Premium Pay column.

The following columns will sum: Number of Pieces, Number of Hours, Hourly Pay, Piece Pay and Sales.

A Totals Section will sum the following:
- Regular Pay (Hourly Pay + Piece Pay)
- Overtime Pay (the sum of all Premium Pay entries)
- Total Gross Pay (the sum of Total Regular Pay + Total Overtime Pay)
- The Employee’s Hourly Rate (Pay Rate 1 from the Employee Masterfile)
- Average Hourly Rate (Total Pay for the date range / Total Hours for the date range)
- Total Quantity (Total of the Number of Pieces column)
- Profit (Total of the Sales column – Gross Pay)

**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.

---

Figure 17
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 and the ODBC Dictionary
The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

File:          Description           Field:
TC1            TIMECARD Masterfile  NumberOfPieces
               TimeCard               PieceRate
TC3            TIMECARD Masterfile  NumberOfPieces
               TimeCard               PieceRate

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

Helpful Hints
- On the Factory Norm Report the following calculation take place:

  **Pieces Per Hour:** # of Pieces/Hours Worked; the resulting value is rounded to the number of decimal places in the mask before printing.

  **Factory Norm:** When sort option 2 is selected, this simply is the factory norm for the cost code as entered in Job Masterfile Maintenance. When using sort option 1, this same value is used on the Cost Code Line itself, but the total and subtotal lines use the simple mean of the Factory Norms of the cost code lines. This means that the total pieces per hour will equal the total # of pieces/total hours worked.

  **Percent (%) of Factory Norm:** This is calculated as the Pieces per Hour/Factory Norm * 100.
  **Note:** The Pieces per Hour value used in the calculation is the full rate to 6 decimal places, not the rounded value as printed.

What’s New
With the 05-25-05 release:
- Added ‘Hours Worked Entry’ grid to TimeCard Entry and Edit.
With the 10-05-04 release:

- If TC-1045 is using cost code rate, then the number of pieces entered must be greater than zero.

- If TC-1045 is enabled then Earnings Code / Cost Code combination will use employee's pay rate, and access to piece rate field will be disabled.

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 by Sage Software, Inc. to the standard operation of Sage Software, Inc., 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.

Acknowledgments

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