

1 Timesheets

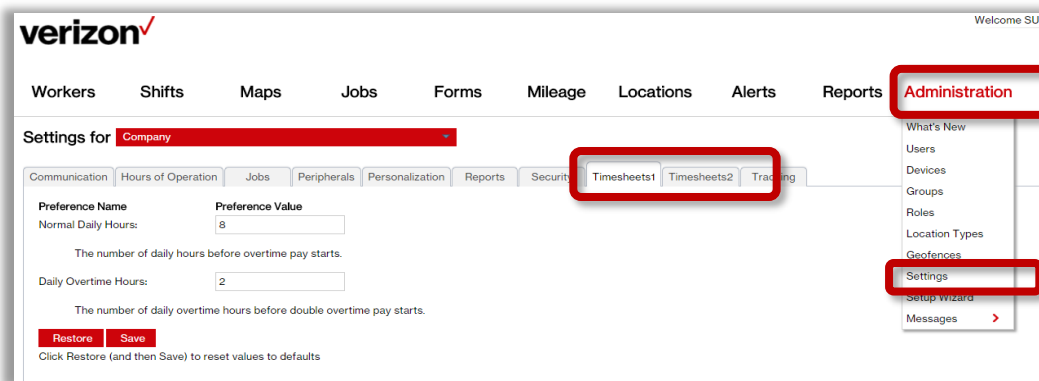
The “Timesheets1” and “Timesheets2” categories (there are two separate tabs for these Timesheet settings) are settings that will allow you to set Timesheet defaults such as regular and overtime hours. Also, items such as setting the starting day of the week, enabling breaks, and other items related to a worker’s Timesheet actions in Field Force Manager.

What’s in it for me:

Understand how to set up various defaults for your worker’s as they use the Timesheet functions in Field Force Manager. Also, how time stamps are viewed on maps in Field Force Manager.

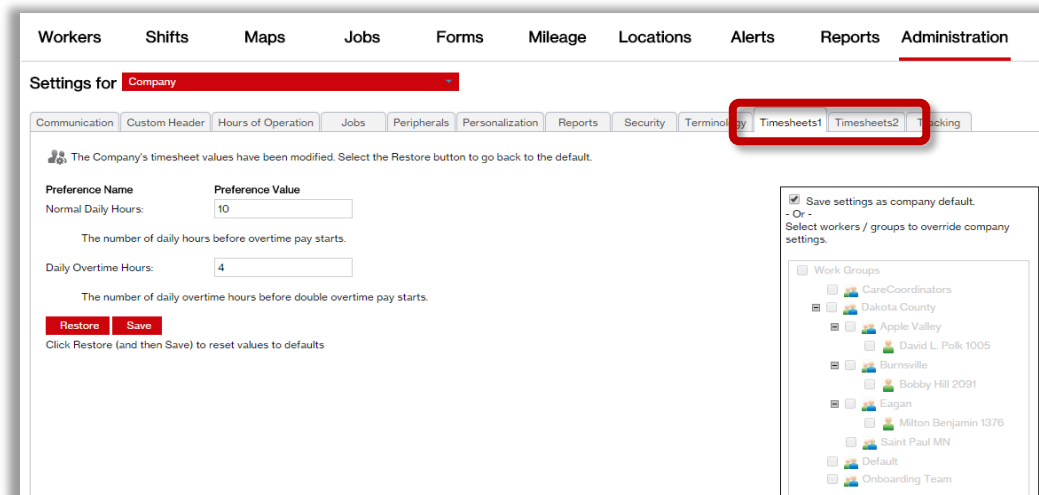
Accessing the Timesheet Tabs

To access the Timesheets tabs. Navigate to the **Administration > Settings > Timesheets1 or Timesheets2**.

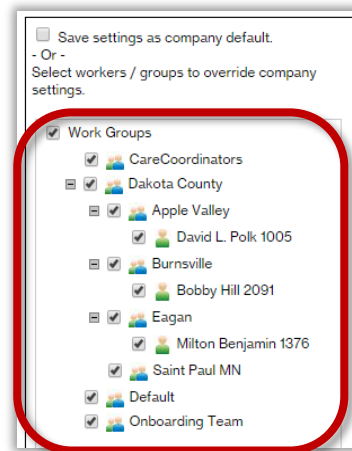
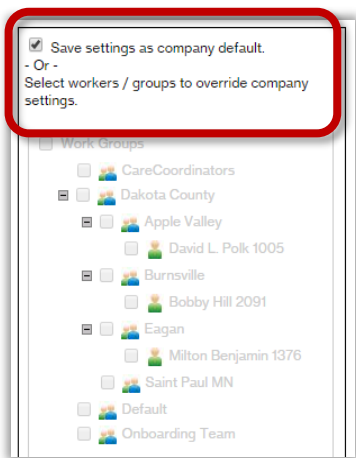


Timesheets1 Category settings:

These are the settings that are adjusted under this settings tab:



- **Normal Daily Hours:** This is the number of daily hours before overtime pay starts for the worker. The default for this setting is 8 hours.
- **Daily Overtime hours:** This is the number of daily overtime hours before double overtime pay starts for the worker. The default for this setting is 2 hours.
- **Restore:** Selecting this will restore the default settings shown above.
- **Save:** Always select this after making any changes to save them to Field Force Manager.
- **Company or Individual settings:** You can set the Timesheet settings for the entire company or make settings for individual workers that are different from the company settings by checking the selection boxes in this window on this page when making your changes.



Timesheets2 Category settings:

These are the settings that are adjusted under this settings tab:

Workers Shifts Maps Jobs Forms Mileage Locations Alerts Reports Administration		
Settings for Company		
Communication Custom Header Hours of Operation Jobs Peripherals Personalization Reports Security Terminology Timesheets Timesheets2 Tracking		
Name	Description	Value
Confirm end shift on exit	When set to On the mobile worker is required to end their shift before they can exit the mobile application. If the user has not ended their shift, they will be asked if they would like to do so. Supported Platforms: All	Off
Enable Breaks	If set to On the Start Break/End Break timecard actions should be available on the Mobile Device Supported Platforms: All	On
Logout after end shift	If set to true, this means that the application will logoff the user once the user selects "End Shift" from the timecard screen.	Off
Require Start Shift before Access to Application	Setting this to On enforces that the mobile worker performs a Start Shift before they have access to the application. Supported Platforms: All	Off
Show off duty data on maps	When set to On , worker GPS data is displayed on the Map for times when they are not on Duty. This includes times before they have Started their shift and times after they have Ended their Shift. When set to Off , The workers GPS data will NOT be available for times when they were not on shift.	On
Show on break data on maps	When set to On , worker GPS data is displayed on the Map for times when they are on break. When set to Off , the workers GPS data will NOT be available for times when they were on break.	On
Start Day of Week	Default start day of week to calculate pay hours.	Monday

- **Confirm end shift on exit:** When is set to the “ON” position, the worker is required to end their shift before they can exit the Field Force Manager application on their mobile device. The user will be asked to end their shift if they want to exit the application.
- **Enable Breaks:** If set to “ON” the Start Break and End Break time card actions will be available on the mobile application.
- **Log out after end shift:** If set to “ON” the mobile application will log off the worker once the worker selects the “End Shift” time card action on the mobile application.
- **Require Start Shift before access to the Application:** if set to “ON” this requires that the mobile worker performs a “Start Shift” action before they can access the mobile application.
- **Show off duty data on maps:** When this is set to “ON” the worker’s GPS data is displayed on the map for the times when they are not on duty. This includes before the shift has started and after it has ended. If set to “OFF” the workers GPS data will not be displayed when they are not “ON SHIFT”.
- **Show Break data on maps:** When this is set to “ON” the worker’s GPS data is displayed on the map for the times when they are on a break. If set to “OFF” the workers GPS data will not be displayed when they are on a break.
- **Start Day of Week:** The start day of the week can be changed to any day of the week. This will be the start day of the week used to calculate the weekly pay hours according to the business requirement.