

## Topic: Electronic Time Card Process

VADN: 004:2005

**Requirements** – The Arizona Department of Gaming desired a web-based process for capturing employee time card data. Many employees were mobile or at various locations across the state. The existing process utilized data capture in Excel spreadsheets.

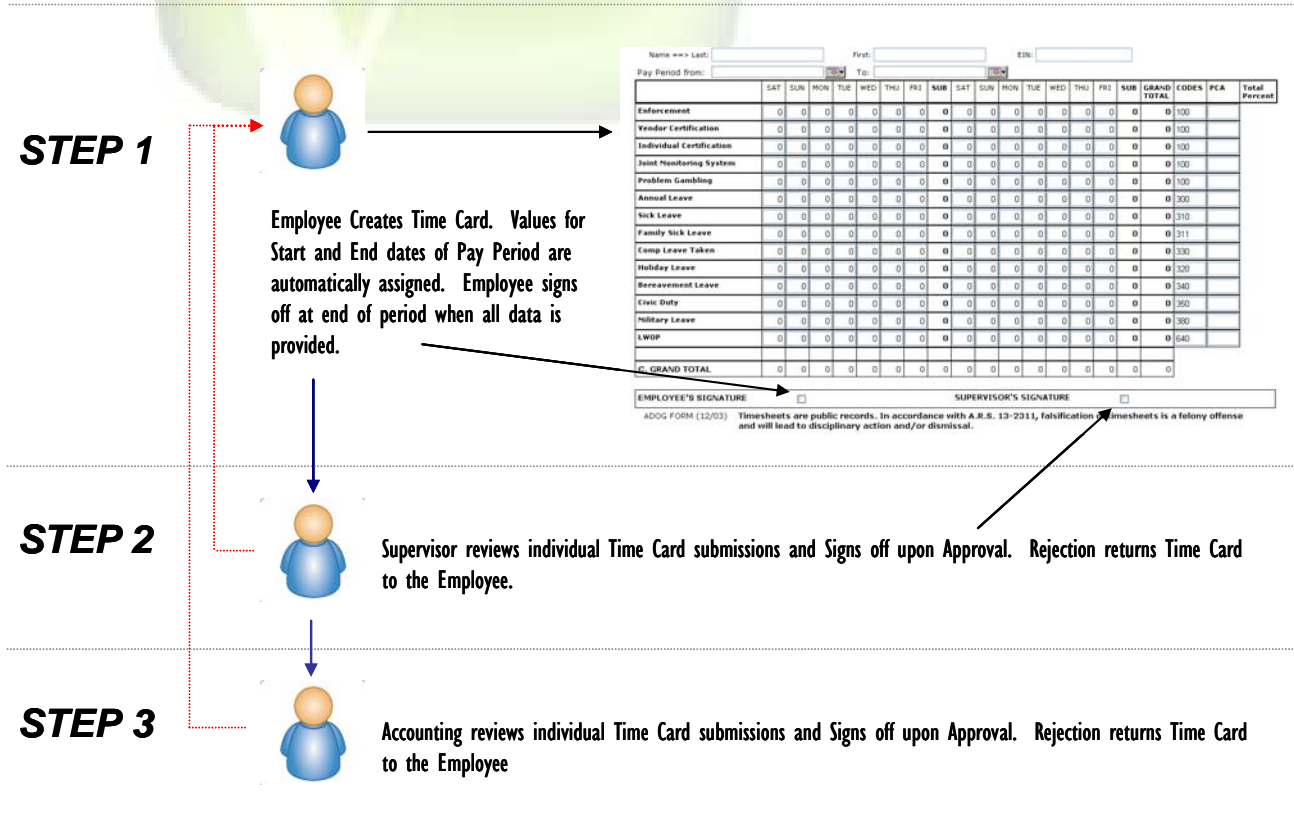
The process involved distribution of a new file to each employee at the start of a pay period. Employees listed time against various cost codes for the two week period and submitted the finished copy to their supervisor. The supervisor reviewed and either forwarded to accounting with an approval signature, or returned to the employee for changes. Accounting also had the right to review and request changes.

Upon receipt of all time card files, accounting recombined all the data to audit the agency-wide cost and labor summaries. Payroll and HR tasks were driven off the data captured in the spreadsheets.

**Business Rules** – The following business rules had to be supported:

- Employee creates and completes their own Time Card
- Employee can edit during period prior to submission
- Electronic Signatures for Employee, Supervisor & Accounting were permissible
- Automatic Workflow to Employee's Supervisor
- Supervisor had the right to accept/reject Time Card with Comments
- Accounting had the right to accept/reject Time Card with Comments
- Employee had rights to view prior Time Cards (only their own)
- Supervisor had rights to view prior Time Cards (for themselves and direct reports)
- Accounting had ability to view Time Card data by Employee, Supervisor, Pay Period

**Workflow** – Shown schematically.





# VisualVault Application and Development Note



**Solution** – The following objects and components of VisualVault were used to build this solution:

- Web Config File: Stores initial date of a pay period and number of days per period
- User ID Card: Record Supervisor for each Employee
- Groups: Identify all users who must complete Time Cards
- Forms: Create form for customizing Time Card and required Cost Codes
- Form Fields: Cell and Sum Fields for calculating values on Forms
- Form Fields: Pass through Read Only Text Boxes for Recording User Name, Start and End dates
- Form Fields: AutoID stamps for Recording Submission and Approval Signatures
- Portal and Custom User Controls: For presenting Time Card information to Employees, Supervisors and Accounting Staff
- Form Tables: Form data can be accessed in SQL tables, simplifying access for queries
- Workflow: Use of Supervisor and Originator task assignments to custom configure the workflow for each Time Card submission. The workflow comprised of 4 steps.
- Reports: Ability to generate custom data views in support of the overall process

Each employee can either view the prior period Time Card, or create/edit a Time Card for the current period. Upon submission, the workflow identifies the Supervisor from the User profile, and dynamically routes the Time Card form. The Supervisor has a Time Card Dashboard to review individual employee Time Cards. In addition, the Supervisor may have to complete their own Time Card. Acceptance or Rejection of a Time Card follows the pre-described workflow.

Accounting receives Supervisor approved Time Cards for review. Accounting can take advantage of the Group Approval function in VisualVault workflow, where only one approval is sufficient for Approval. This allows a group of Time Card Administrators to work concurrently on reviews without conflict. All data is captured in a database table ensuring simple consolidation and reporting.

**Next Steps and Options** – This process is very similar to other business processes such as:

- Requests for Time-Off or Vacation
- Requests for Continuing Education or Training Courses
- Requests for Cash Advances
- Purchase Requisitions
- Expense Account Submissions

One approach would be to build similar forms, workflows and User Controls to support each of these business processes.

Alternatively, a next step in the Time Card process is to collate all time card information and build a custom control to reformat information for direct download into either an ERP system for Payroll Processing service.

**Summary** – The Arizona Department of Gaming challenged Waypoint and Auersoft with one of their most labor intensive processes, often requiring follow-up and searching for lost records. An elegant solution was provided which is completely automated, and web accessible for their mobile workers. VisualVault is more than a content management system, it can be configured to support key business processes.