Managing banked time

TimeControl® allows you to manage many banks of time at once

Banked Time

- ✓ TimeControl contains extensive capabilities to manage banked time.
- ✓ While by default TimeControl includes banks for Vacation, Sick Leave and Personal Time, Administrators can use banked time for almost anything.
- ✓ Administrators can use banks and remaining allowances in reports, dashboards and validation rules
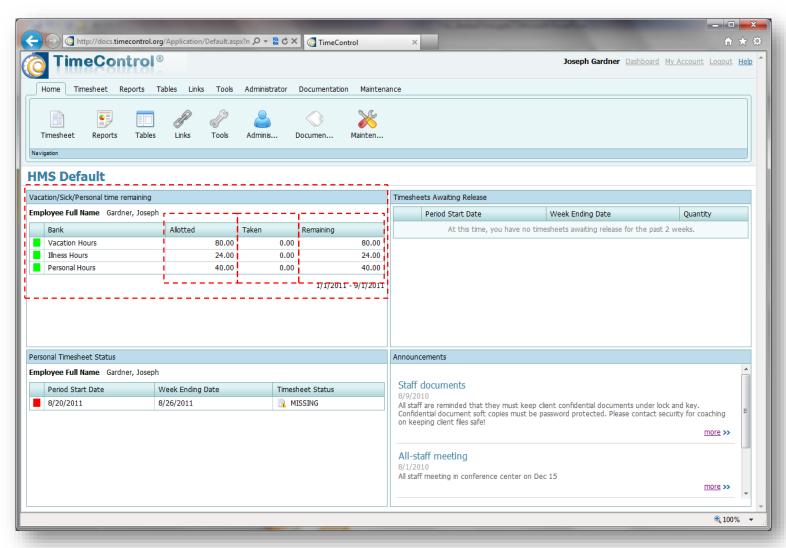
How does it work?

✓ By default, there are 9 banks in each employee record. This is where the total allowance is entered

✓ Each charge code can be flagged to count against a particular bank

✓ Dashboards count the total from the last Fiscal Year Start defined in System Preferences until now and compare that to the amount in the bank
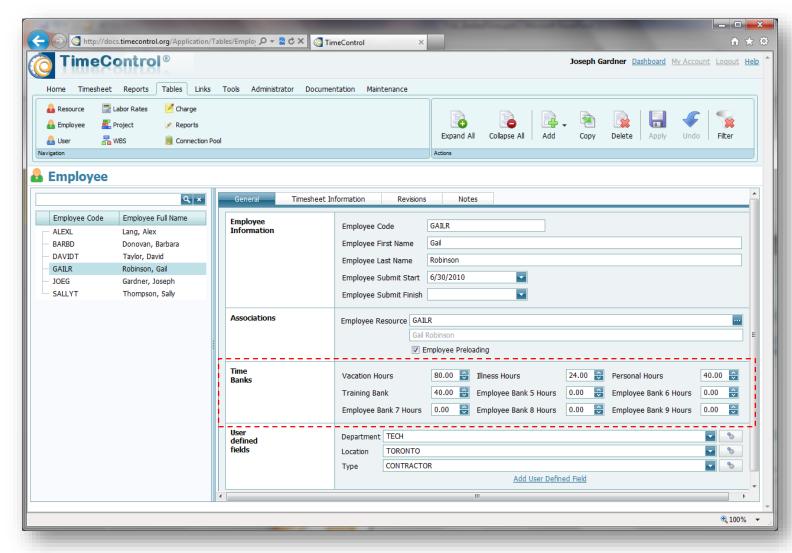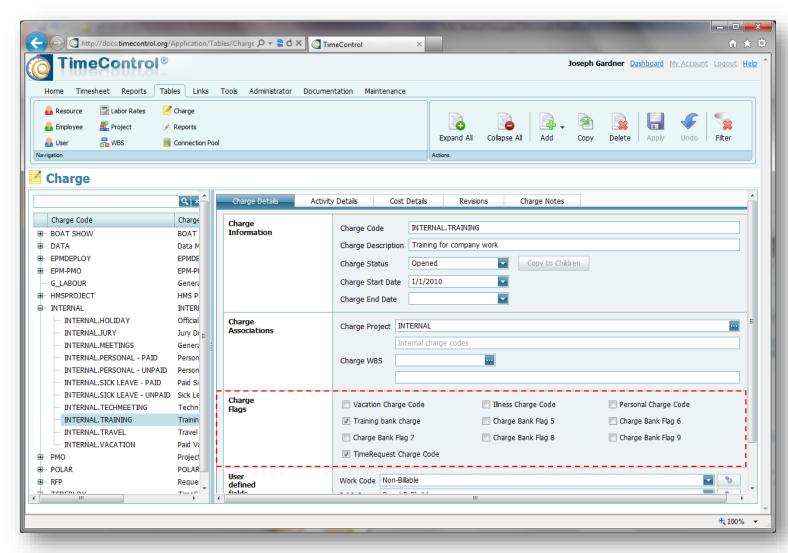
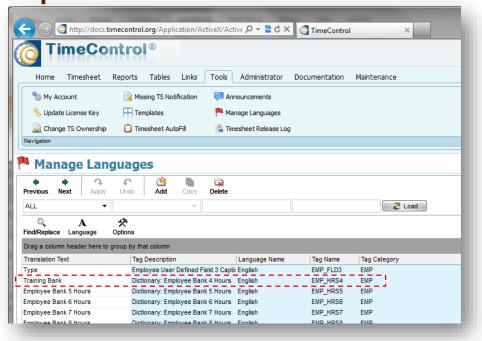# Default Dashboard with 3 banks

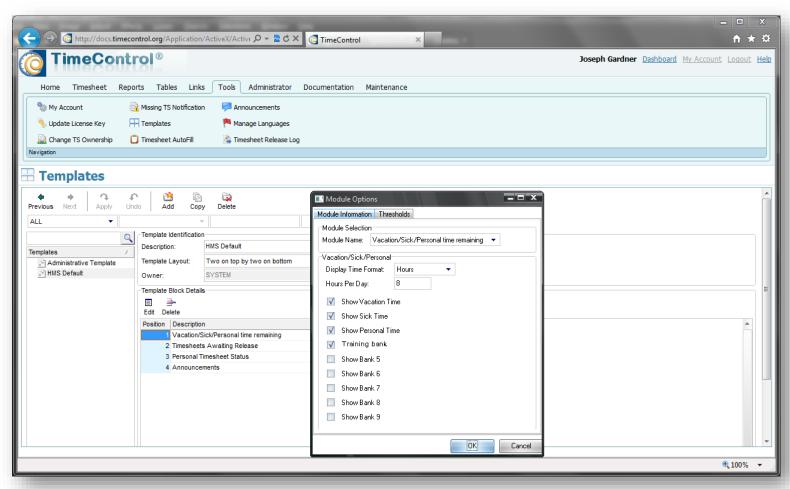# Employee table: Bank allowance

Charge table: Flag for which bank

Rename with Manage Languages

✓ Change in:

✓ Employee table

✓ Charge table

✓ Dashboard Template
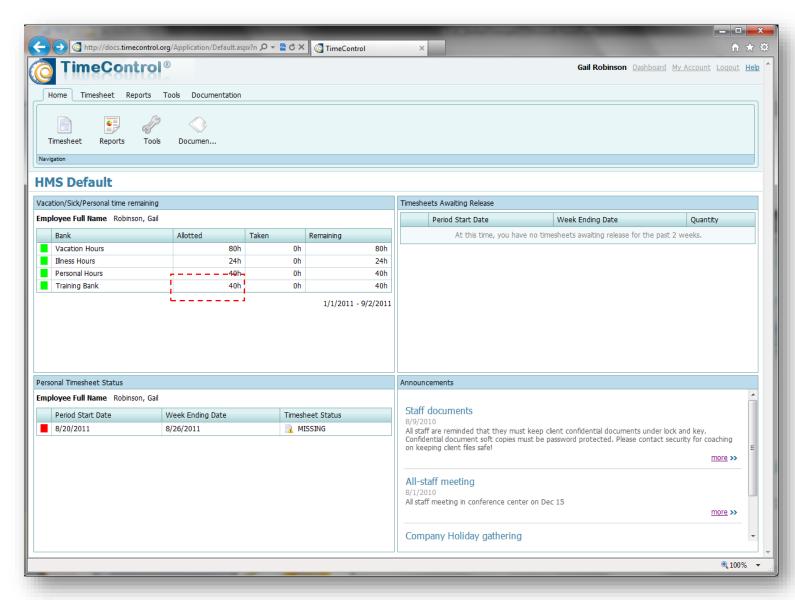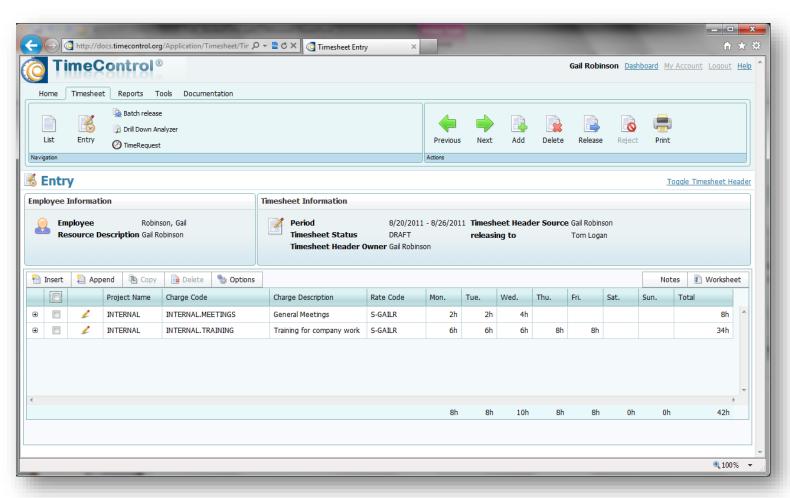
Dashboard template: Add the bank

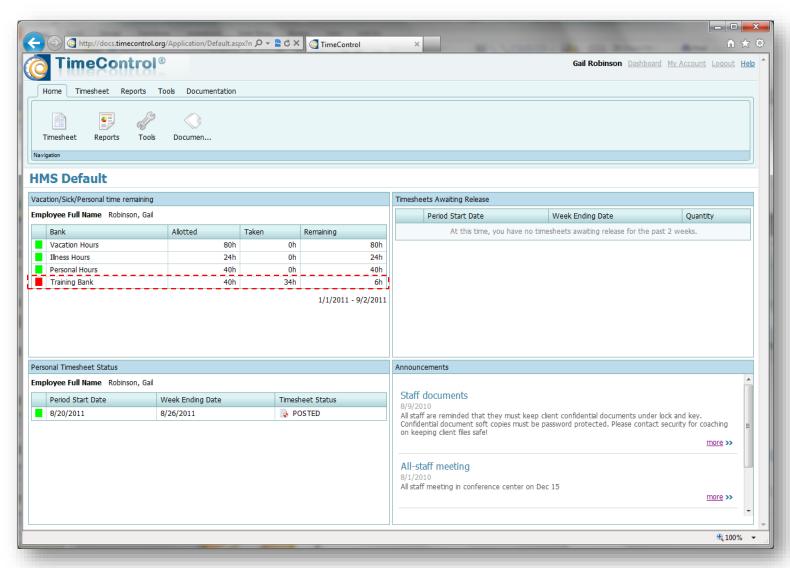# Training bank in the dashboard

Just add training to the timesheet

…and the dashboard recalculates

Other options

✓ Using SQL-based accruals to modify the value in the employee bank field each month or pay period

✓ Use TimeControl Validation Rules to warn or prevent someone from taking more time than is in the bank

✓ Use banked time reports to show banked time taken and outstanding liability of banked time

Thank you!
For more information:

To find out more about TimeControl:

www.timecontrol.com

To find out more about our hosted TimeControlOnline:

www.timecontrol.net

To try TimeControl for free:

freetrial.timecontrol.com

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