

IMS Online Customisation: Days Worked

IMS Online is able to generate a Days Worked Counter transaction to assist with the calculation of Holiday Pay and Average Daily Pay rates in IMS Payroll.

The Days Worked Counter can be generated for all status types. Customers will advise which employees it is required for e.g. part-timers, waged only etc.

What does the Days Worked functionality do?

The Days Worked Counter functionality will update the Holiday Pay Rate (HR) and Average Daily Pay Days (ADP) within IMS Payroll.

How is Days Worked configured?

A field will be available in Business Rules that will allow Administrators to control the payments that 'count' towards a day.

Select the payments which qualify for the Days Worked counter

Payments for Days Worked : 16 selected ▼

For example, if Sick Leave is selected, every day on the timesheet that has a payment of Sick Leave on it (irrespective of the quantity), will count as '1' day worked.

The values for HR rate and ADP rate are generated as follows:

- **HR rate** – this is derived by dividing the Standard Period Hours (as stored in IMS Payroll) by the Standard Daily Hours (as stored in IMS Payroll)
 - If one or both of these values are missing, then the Days Worked transaction cannot be generated
 - The HR value will not change based on days actually worked each period.

Hours Worked

Per Day: 8.00 Per Period: 40.00

- **ADP rate** – number of days worked, based on transactions flagged as an eligible day worked in Business Rules. If such payment exists on a day, then a value of 1.00 will be generated per day (no partial days counters will be generated)

| | |
|------------|---------------------|
| 01 | Ordinary Time |
| 15 | Time & One Half |
| ACC 1ST WE | ACC 1st Week |
| ALT HOLS | Alternative Holiday |
| ANNUAL LEA | Annual Leave Taken |
| BEREAVEMEN | Bereavement Leave |
| EXTRA ORD | Extra Ord Time |
| SALARY | Salary |
| SERV LEAVE | Service Leave |
| SH | Statutory Holiday |
| SICK LEAVE | Sick Leave |

Example: Employee has Standard Period Hours of 34 and Standard Daily Hours of 8

| | |
|--|--|
| Hours Worked | |
| Per Day: <input type="text" value="8.00"/> | Per Period: <input type="text" value="34.00"/> |

Scenario 1: Leave taken that counts as an eligible day:

- Employee has taken Sick Leave on three days and Alternative Holiday on two days. Both these payments have been selected to 'count' as a day in Business Rules

| Date | Start | End | Break | Hours | Work area | Cost centre | Leave type (optional) |
|---------|-------|-------|-------|-------|---------------|-----------------------------|-----------------------|
| Mon 2/6 | | | | | | | |
| Tue 3/6 | | | | | | | |
| Wed 4/6 | 13:30 | 21:30 | 00:30 | 7.5 | Lifeguards, 5 | Pools - Lifeguard, 8040.002 | Sick Leave |
| Thu 5/6 | 08:30 | 16:00 | 00:30 | 7 | Lifeguards, 5 | Pools - Lifeguard, 8040.002 | Sick Leave |
| Fri 6/6 | 08:30 | 16:00 | 00:30 | 7 | Lifeguards, 5 | Pools - Lifeguard, 8040.002 | Sick Leave |
| Sat 7/6 | 08:30 | 16:00 | 00:30 | 7 | Lifeguards, 5 | Pools - Lifeguard, 8040.002 | Alternative Holiday |
| Sun 8/6 | 07:00 | 14:00 | 00:30 | 6.5 | Lifeguards, 5 | Pools - Lifeguard, 8040.002 | Alternative Holiday |

- HR value will be $34 / 8 = 4.25$ (hours)
- ADP value will be 5 (days)

They will be displayed on the timesheet as:

| Summary | | |
|-------------------------|-----------|------------------|
| Days worked transaction | ADP value | 2/6-8/6 HR value |
| Days worked counter | 5 | 4.25 |
| | | 4.25 |

Scenario 2: Leave taken that does not count as an eligible day:

- Employee took Leave without Pay on three days and Alternative Holiday on two days. Alternative Holiday 'counts' as a day and Leave Without Pay doesn't

| Date | Start | End | Break | Hours | Work area | Cost centre | Leave type (optional) |
|---------|-------|-------|-------|-------|---------------|-----------------------------|-----------------------|
| Mon 2/6 | | | | | | | |
| Tue 3/6 | | | | | | | |
| Wed 4/6 | 13:30 | 21:30 | 00:30 | 7.5 | Lifeguards, 5 | Pools - Lifeguard, 8040.002 | Leave without Pay |
| Thu 5/6 | 08:30 | 16:00 | 00:30 | 7 | Lifeguards, 5 | Pools - Lifeguard, 8040.002 | Leave without Pay |
| Fri 6/6 | 08:30 | 16:00 | 00:30 | 7 | Lifeguards, 5 | Pools - Lifeguard, 8040.002 | Leave without Pay |
| Sat 7/6 | 08:30 | 16:00 | 00:30 | 7 | Lifeguards, 5 | Pools - Lifeguard, 8040.002 | Alternative Holiday |
| Sun 8/6 | 07:00 | 14:00 | 00:30 | 6.5 | Lifeguards, 5 | Pools - Lifeguard, 8040.002 | Alternative Holiday |

- HR value will be $34 / 8 = 4.25$ (hours)
- ADP value will be 2 (days)

They will be displayed on the timesheet as:

| Summary | | |
|-------------------------|-----------|------------------|
| Days worked transaction | ADP value | 2/6-8/6 HR value |
| Days worked counter | 2 | 4.25 |
| | | 4.25 |

Other formulae

Other formulae may be used to calculate Days Worked if required. Please discuss your requirements with IMS and provide us with the non-standard formula.

Disclaimer

It is recommended you discuss this and the implications of such changes with IMS Payroll before modifying this area. Incorrectly calculating HR and ADP rates will have major impacts within payroll. TimeFiler cannot be held responsible for this.

Order customisation

Please complete the IMS Online Customisation order form to have the Days Worked functionality configured.

Standard costs will usually apply, but this may vary depending on complexities with different formulae.