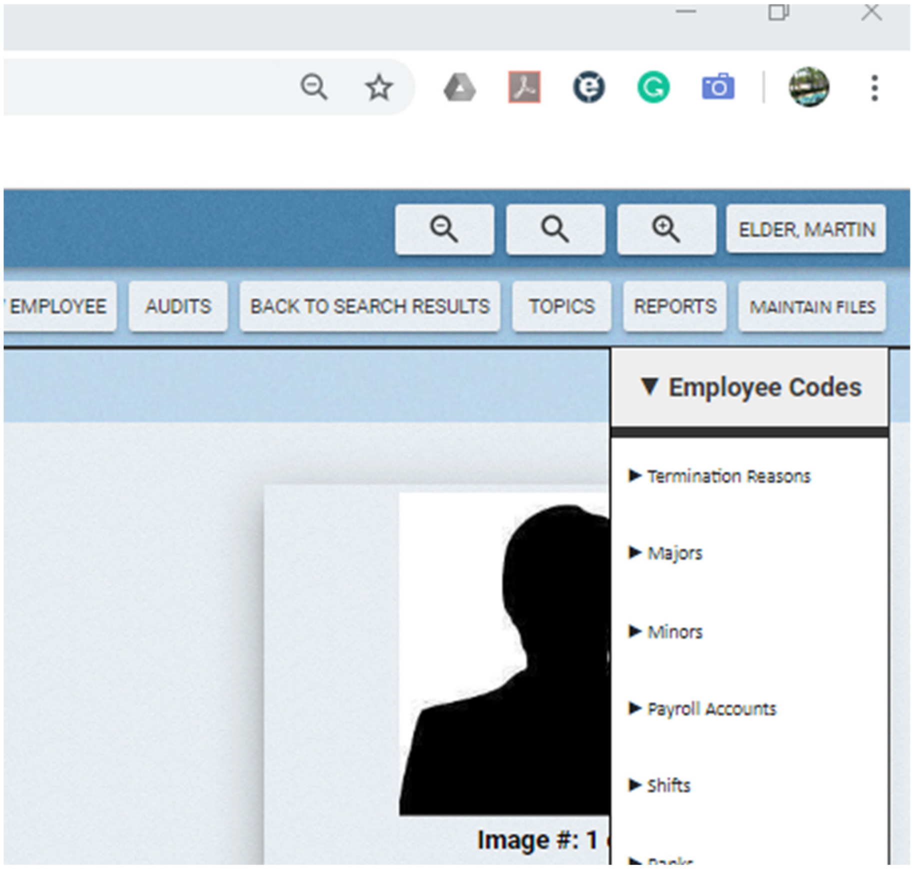
iSOMS Employee Clock Card Setup (summary usage)

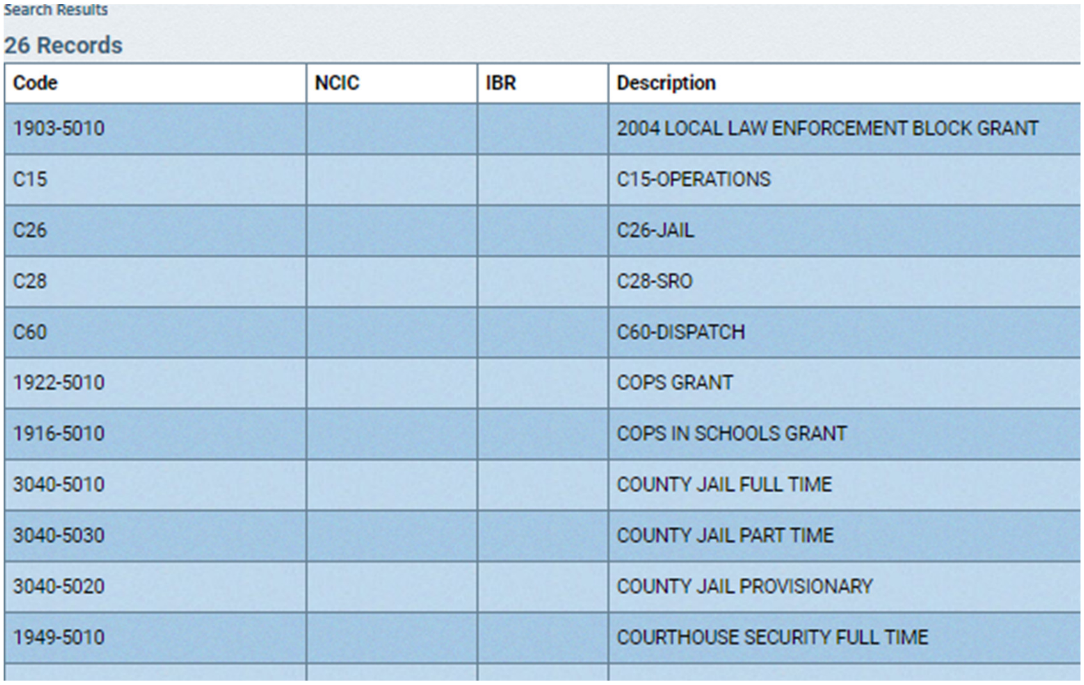
There are two methods for time keeping in iSOMS this method explains what is needed for setup using the basic method. The basic method is defined as the Employee enters a Daily Clock Card where they enter the values (i.e. not computed based on Start/End of Shift). It's preferred they enter daily clock cards so supervisors can easily see they were at work each day. However; since the employee is entering all the information they could enter a single time card for the date range with total worked information for the pay period. So, although not recommended, you could enter a single entry for 80 worked hours on a Single Start/End date during the pay period.

Conditions, the employee must have Hourly Rate, Overtime Rate and Payroll Account assigned to them. This method uses this Payroll Account Code for Summary import for the Administrator and the User Security Profile has to have rights to Clock Card Employee.

In Employee Records, under Maintain Files, find Payroll Accounts (pictured below)


ELDER, MARTIN
EMPLOYEE
AUDITS
BACK TO SEARCH RESULTS
TOPICS
REPORTS
MAINTAIN FILES
▼ Employee Codes
▶ Termination Reasons
▶ Majors
▶ Minors
▶ Payroll Accounts
▶ Shifts
Image #: 1

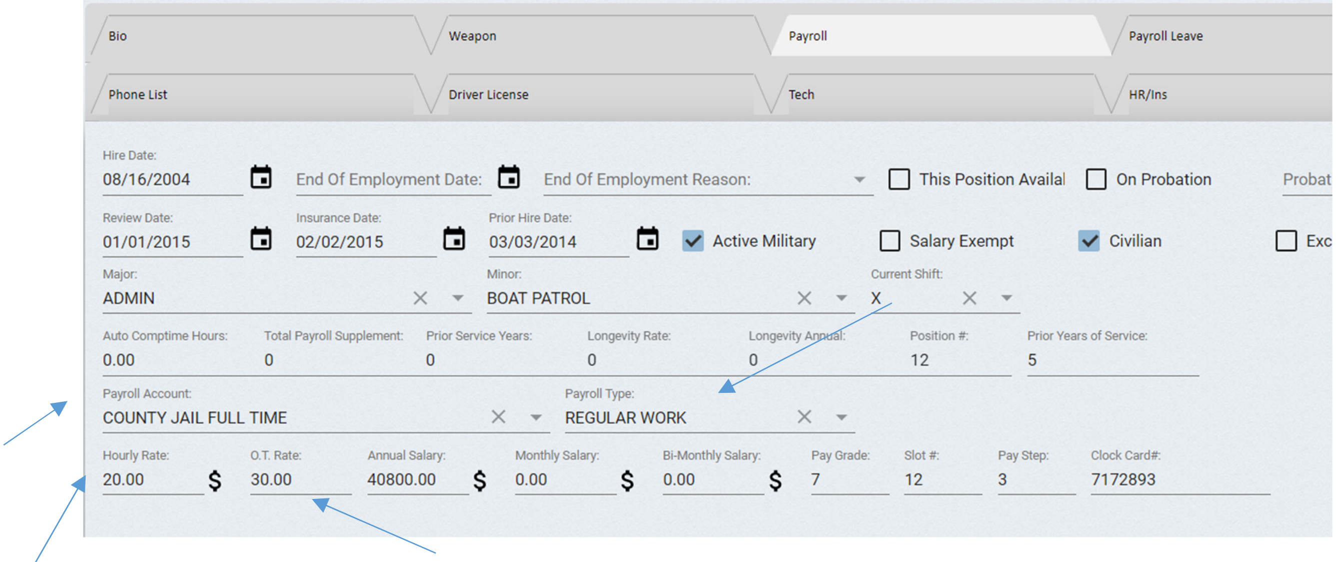
Here are some examples from my test system. Simply click on New Record (in upper right of screen) and add the Code/Description. You must have at least one (1) Code connected to each employee or they will be excluded from the summary time sheet.


Search Results

26 Records

Code	NCIC	IBR	Description
1903-5010			2004 LOCAL LAW ENFORCEMENT BLOCK GRANT
C15			C15-OPERATIONS
C26			C26-JAIL
C28			C28-SRO
C60			C60-DISPATCH
1922-5010			COPS GRANT
1916-5010			COPS IN SCHOOLS GRANT
3040-5010			COUNTY JAIL FULL TIME
3040-5030			COUNTY JAIL PART TIME
3040-5020			COUNTY JAIL PROVISIONARY
1949-5010			COURTHOUSE SECURITY FULL TIME

Next look up each employee, on the payroll tab (pictured below), enter at least Hire Date, Hourly Rate, Overtime Rate and the Payroll Account pick list. You can update any of the other fields, but those fields are the mandatory ones for computing the summary payroll. The system will store a snapshot of the Rates with each summary, however; the actual report (currently) uses the current rates on the employee record (pictured below) for the report.



Hire Date: 08/16/2004

End Of Employment Date:

End Of Employment Reason:

☐ This Position Availal

☐ On Probation

Probat

Review Date: 01/01/2015

Insurance Date: 02/02/2015

Prior Hire Date: 03/03/2014

☑ Active Military

☐ Salary Exempt

☑ Civilian

☐ Exc

Major: ADMIN

Minor: BOAT PATROL

Current Shift: X

Auto Comptime Hours: 0.00

Total Payroll Supplement: 0

Prior Service Years: 0

Longevity Rate: 0

Longevity Annual: 0

Position #: 12

Prior Years of Service: 5

Payroll Account: COUNTY JAIL FULL TIME

Payroll Type: REGULAR WORK

Hourly Rate: 20.00 $

O.T. Rate: 30.00

Annual Salary: 40800.00 $

Monthly Salary: 0.00 $

Bi-Monthly Salary: 0.00 $

Pay Grade: 7

Slot #: 12

Pay Step: 3

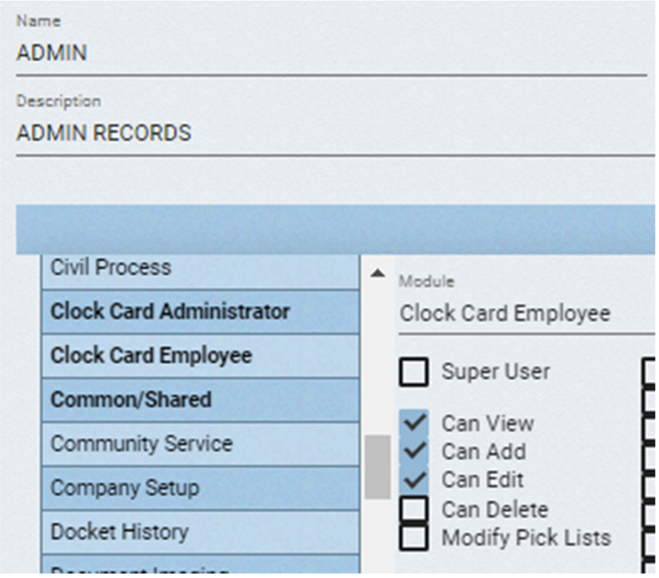
Clock Card#: 7172893

It is recommended you also fill out Major which is an internal department/group) and on the Supervisor tab the employees immediate supervisor.

Security Profile Settings

On the profile for all users that need access to Clock Card, make sure the profile for Clock Card Employee (pictured below) as rights to access it on the menu. It is optional about the user being able to delete clock card entries.

If this is a security profile for the Supervisors/Admin you might consider giving Delete Rights so they can clean up mistaken entries. Clock Card Administrator is for the summary importing. The profile would be best to full super user and all rights.



Name
ADMIN

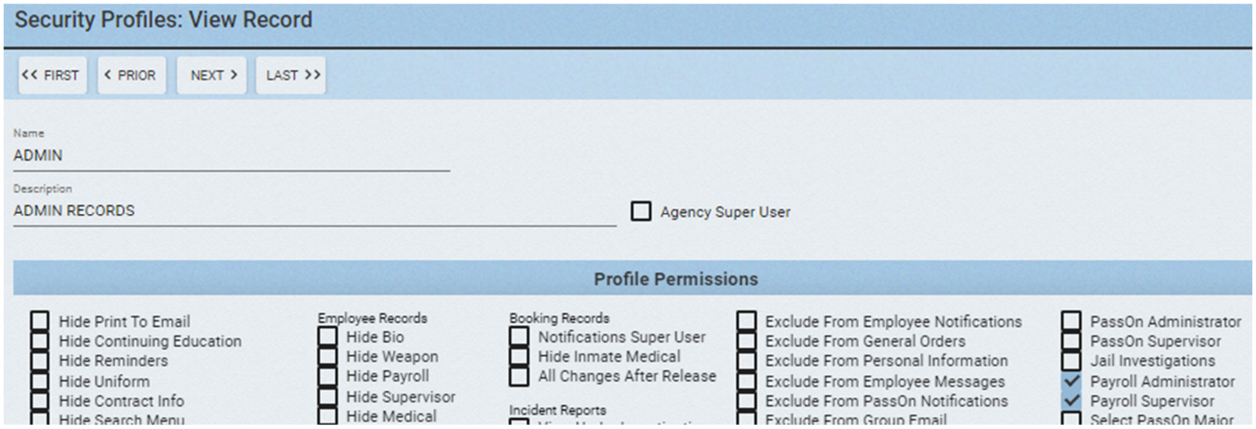
Description
ADMIN RECORDS

Module
Clock Card Employee

☐ Super User

☑ Can View
☑ Can Add
☑ Can Edit
☐ Can Delete
☐ Modify Pick Lists

On the Supervisor and Administrator profiles, also check the boxes on the right for the role this Security Profile needs for either Payroll Supervisor or Payroll Administrator. On the payroll administrator check both and super user to both programs. This will allow the administrator to access both menus and correct/update actual clock cards of the employees if they need to enter end of payroll Salary Supplement, K9 Pay or other miscellaneous information.



Security Profiles: View Record

Name
ADMIN

Description
ADMIN RECORDS

☐ Agency Super User

Profile Permissions

☐ Hide Print To Email
☐ Hide Continuing Education
☐ Hide Reminders
☐ Hide Uniform
☐ Hide Contract Info
☐ Hide Search Menu

Employee Records
☐ Hide Bio
☐ Hide Weapon
☐ Hide Payroll
☐ Hide Supervisor
☐ Hide Medical

Booking Records
☐ Notifications Super User
☐ Hide Inmate Medical
☐ All Changes After Release

Incident Reports

☐ Exclude From Employee Notifications
☐ Exclude From General Orders
☐ Exclude From Personal Information
☐ Exclude From Employee Messages
☐ Exclude From PassOn Notifications
☐ Exclude From Group Email

☐ PassOn Administrator
☐ PassOn Supervisor
☐ Jail Investigations
☑ Payroll Administrator
☑ Payroll Supervisor
☐ Select PassOn Major