FLSA Reporting

Users Guide

FLSA REPORTING

General

Effective December 1, 2016, the US Department of Labor has new overtime regulations as part of the Fair Labor Standards Act (FLSA) in regards to overtime pay and reporting. For a deeper understanding of these new regulations visit the Department of Labor website or consult a professional.

This user guide explains how you can use existing features in Advantage for reporting required information, tracking overtime hours, missing time alerts, and submitting hours worked by employee to your payroll company.

Utilizing the Advanced and Dynamic Report Writers will enable the preparation on FLSA reports to comply with these new regulations. We have also provided a preformatted Advanced Report and a Dynamic Report Dashboard that can be imported into your Advantage database. ***V670.00.17 or higher includes updates to the Employee Time Approval dataset required to print the preformatted reports.*** This updated dataset could also be used to create other custom Advanced or Dynamic reports.

Approval of overtime can be a part of the process of paying and tracking overtime. This can be handled electronically utilizing the Timesheet Approval application. The Timesheet Approval application allows the supervisor to review individual employee's time records that have been submitted for approval and time records that have not yet been submitted.

Missing Time Alerts can be setup to alert the supervisor when employees are delinquent in entering their time. This application will keep the supervisor informed when time is missing or late time sheet entries occur, this information will be alerted and reduce the element of surprise.

The Employee Hours Export application is designed to export employee hours worked (summary) in a format that can imported into various payroll systems.

An employee’s cost rate may be affected by the payment of overtime. The Cost and Department Updates feature can be used to update standard cost rates and calculate alternate employee cost amounts that are stored with employee time records. The cost amount can be used with Client Profit and Loss report versions as an optional direct service cost amount. This utility can be run at any time (or re-run to retroactively update the standard cost rates).

Settings

ADVANCED AND DYNAMIC REPORT WRITERS AND DATASETS SECURITY
Found under Maintenance Security / Module Access or Group Security

Ensure security settings enable access to the Report Writers and the Employee Time Approval dataset.

Advantage | Module Access / Group | Module Access | Advantage | Desktop | Report Writer - Allows access to the following applications:

- Dynamic Reports
- Advanced Report Writer
- User Defined Reports

Advantage | Module Access / Group | Module Access | Advantage | Desktop | Report Writer - Advanced Report Writer Data Sets - Allows access to the individual datasets

- Advantage | Group / User | Module Access | Advantage | Desktop | Report Writer - Dynamic Report Data Sets - Allows access to the Employee Time Approval dataset

In-House Installation – To utilize the preformatted Advanced Report and Dynamic Report Dashboard download the reports from the Advantage FTP site located under support/file_sharing. For assistance with downloading and importing the report files, contact Advantage Technical Support at 877-443-3322 option 2.
Report files for downloading:

- FLSA Report.repx
- Supervisor FLSA Dashboard.xml

Hosted Installation – Send an email requesting the importing of the FLSA Report.rpx and Supervisor FLSA Dashboard.xml files to techsupport@gotoadvantage.com.

AGENCY MAINTENANCE | TIMESHEET OPTIONS
Found under Maintenance / General

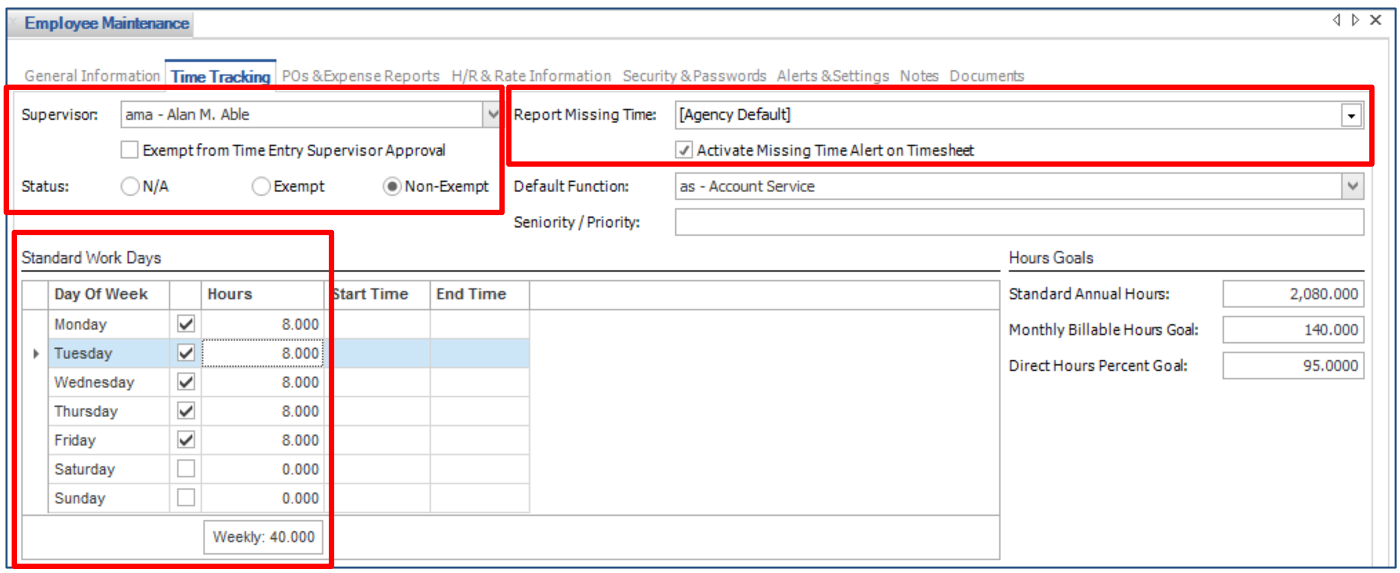
If utilizing Supervisor Approval of timesheets activate the “Supervisor approval active” option in the Agency Maintenance application.

Supervisor approval active - Allows employees to flag their time sheets for supervisor approval. Supervisors then use the Supervisor Time Approval application to approve the employee time sheets.

- Supervisors can edit others time (within approvals) - If checked, allows the supervisor to edit the employee's time sheet from within the Supervisor Time Approval application.
  - <u>*This option is only available in Advantage Time Sheet Approval.*</u>
- Auto Alert Supervisor - If checked, an automatic Alert will be sent to the Supervisor when a time sheet has been submitted for Supervisor approval.
  - <u>Additional setup is required; see the Missing Tine Users Guide and Advantage Help for more information.</u>

EMPLOYEE MAINTENANCE | TIME TRACKING
Found under Maintenance / Accounting

- Supervisor - Select the Supervisor code from the dropdown to indicate the Supervisor that will be used for Supervisor time approval and receives missing time alerts if this feature is utilized.
- Exempt from Time Entry Supervisor Approval - When this option is selected, the employee does not have to submit their timesheet for Supervisor Approval.
- Status – Select the Non-Exempt option for employees who quality for FLSA reporting and overtime payroll. The available selections are N/A, Exempt, and Non-Exempt.
- Report Missing Time
    - If the Missing Time standalone program is being utilized, select the option that will determine how the Missing Time program will calculate missing time. Additional setup is required; see the Missing Time Users Guide and Advantage Help for more information.
- Standard Work Days – Indicate the Day of Week and Hours utilized in supervisor approval, missing time alerts and reporting. *These hours are not utilized on FLSA Reporting. FLSA Reporting is based on 8 hours per day/40 hours per week.*



ADVANTAGE SERVICES SETTINGS | MISSING TIME

Missing Time Alerts can be setup to alert the supervisor when employees are delinquent in entering their time. This application will keep the supervisor informed when missing time or late time sheet entries occur.

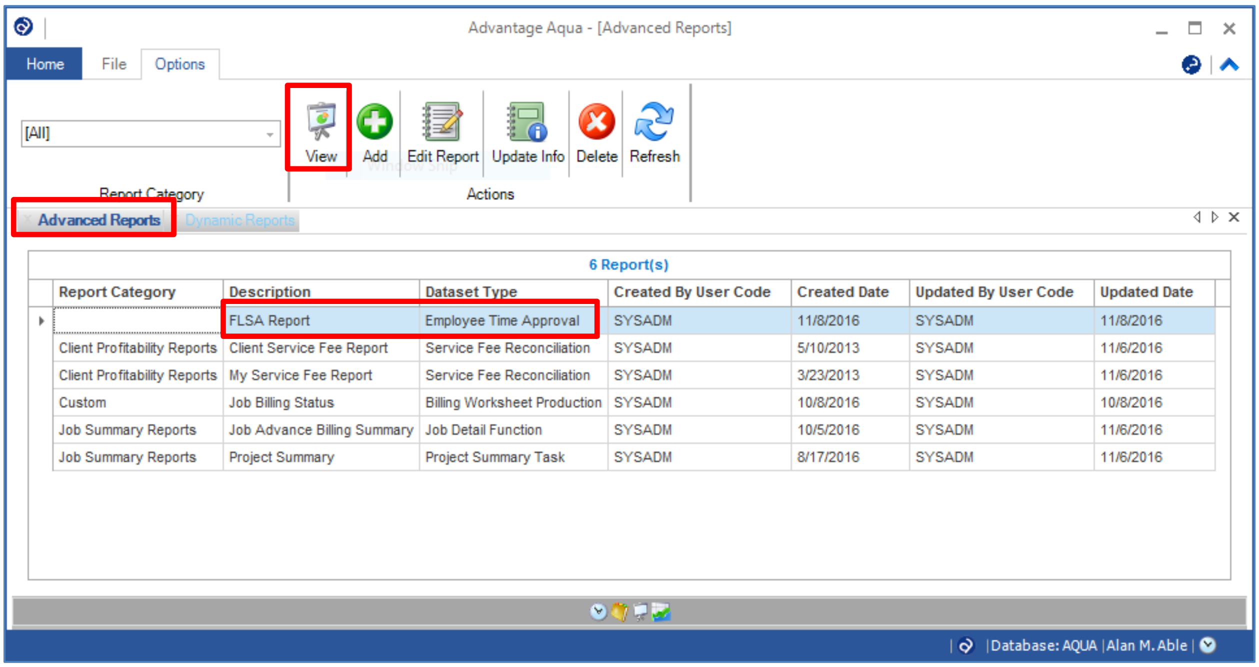
To utilize this feature, Advantage Services will need to be installed and setup.

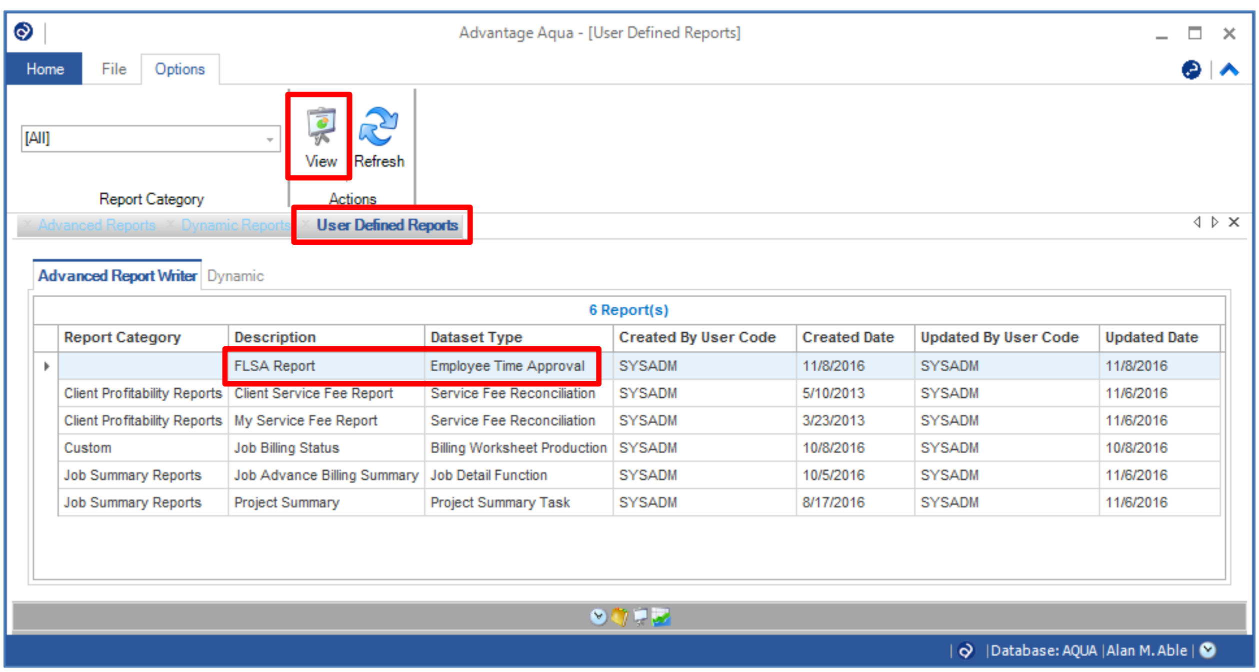
See the Advantage Missing Time Users Guide for more information on options and setup instructions.

Advance Report Writer / User Define Report - FLSA Report Printing

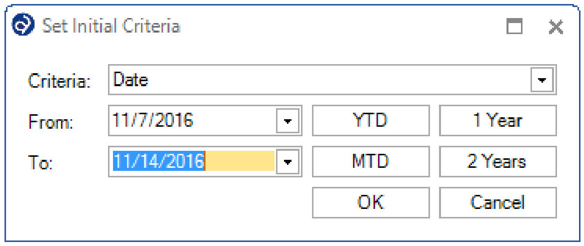
Once the FLSA Report has been imported into your database you will be able to print the report from either the Advanced Report Writer or the User Defined Reports application (depending upon your security settings).
V670.00.17 or higher is required to print the preformatted report FLSA Report.rpx

1. Launch the Advanced Report Writer **or** the User Defined Reports application (depending upon your security settings or preference) found under Desktop | Report Writer on the Home menu.
2. Select the FLSA Report from the report list and Click on the View button on the ribbon.

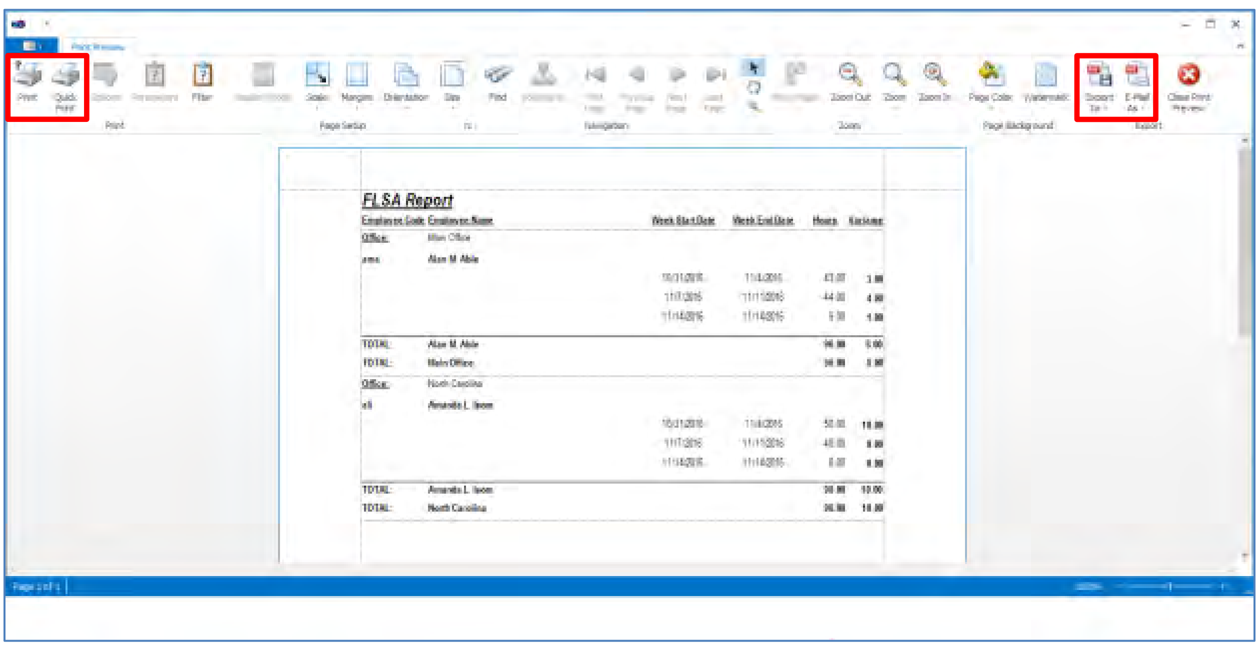




3. The Set Initial Criteria popup will display. Enter the date range to include in report. Click OK to continue.



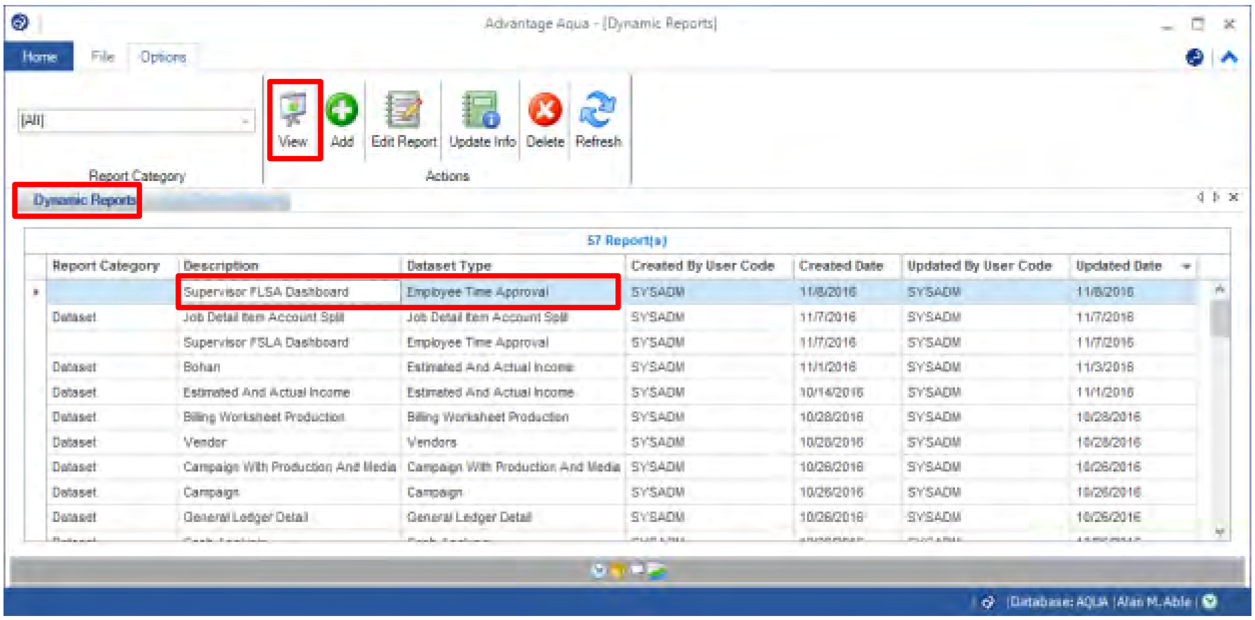
4. The report will display in the Print Preview Screen.
    a. The report is sorted and sub-totaled by office, by employee.
    b. The week start and end dates are based on the dates entered in the initial selection criteria.
    c. Hours are total hours worked for the selected date range.
    d. Variance is the total hours exceeding 8 hours per day for the selected date range.
5. Print/Export report options include:
    a. Print – Ability to select a printer and print.
    b. Quick Print – Prints directly to your default printer.
    c. Export - Includes multiple different exporting formats to select from.
    d. Email As - Enables the emailing of the report as an attachment with multiple different formats to select from.

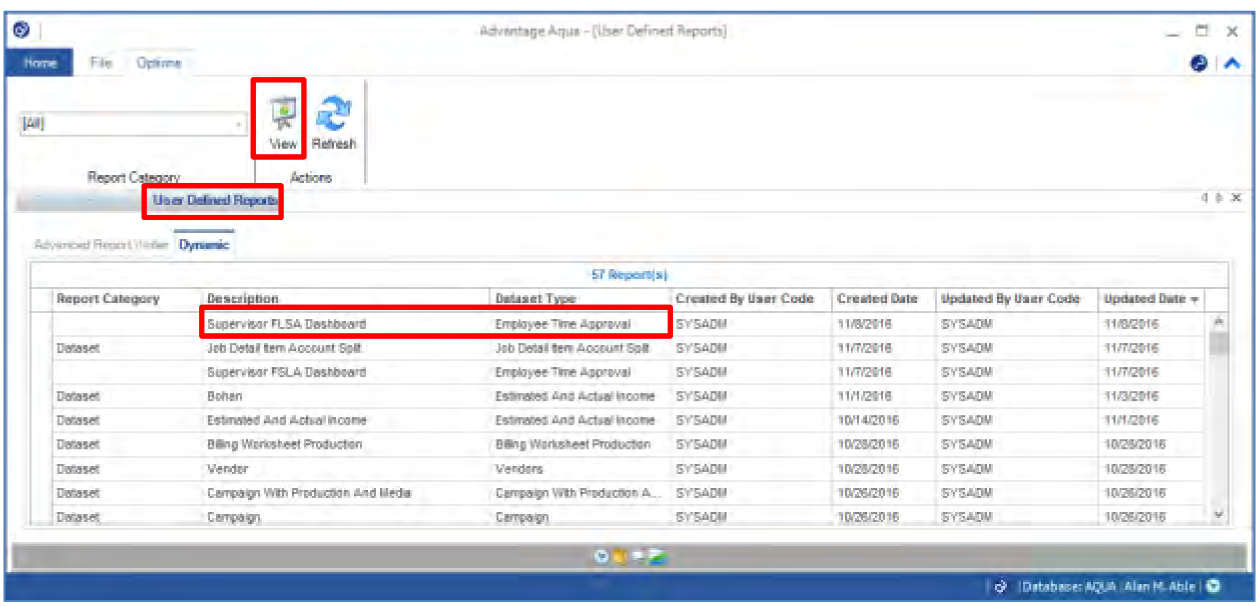


Dynamic Report Writer – Supervisor's FLSA Dashboard

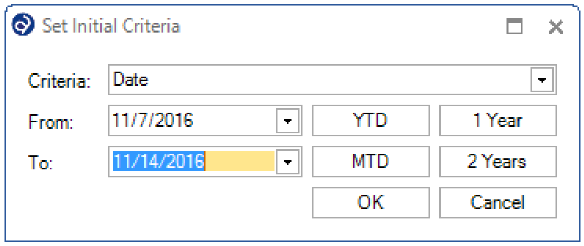
Once the Supervisor FLSA Dashboard has been imported into your database you will be able to view and print report the Dashboard from either the Dynamic Report Writer or the User Defined Reports application (depending upon your security settings). ***V670.00.17 or higher is required to print the preformatted dashboard Supervisor FLSA Dashboard.xml.***

1. Launch the Dynamic Report Writer **<u>or</u>** the User Defined Reports application (depending upon your security settings or preference) found under Desktop | Report Writer on the Home menu.
2. Select the Supervisor FLSA Dashboard from the report list and click on the View button on the ribbon.

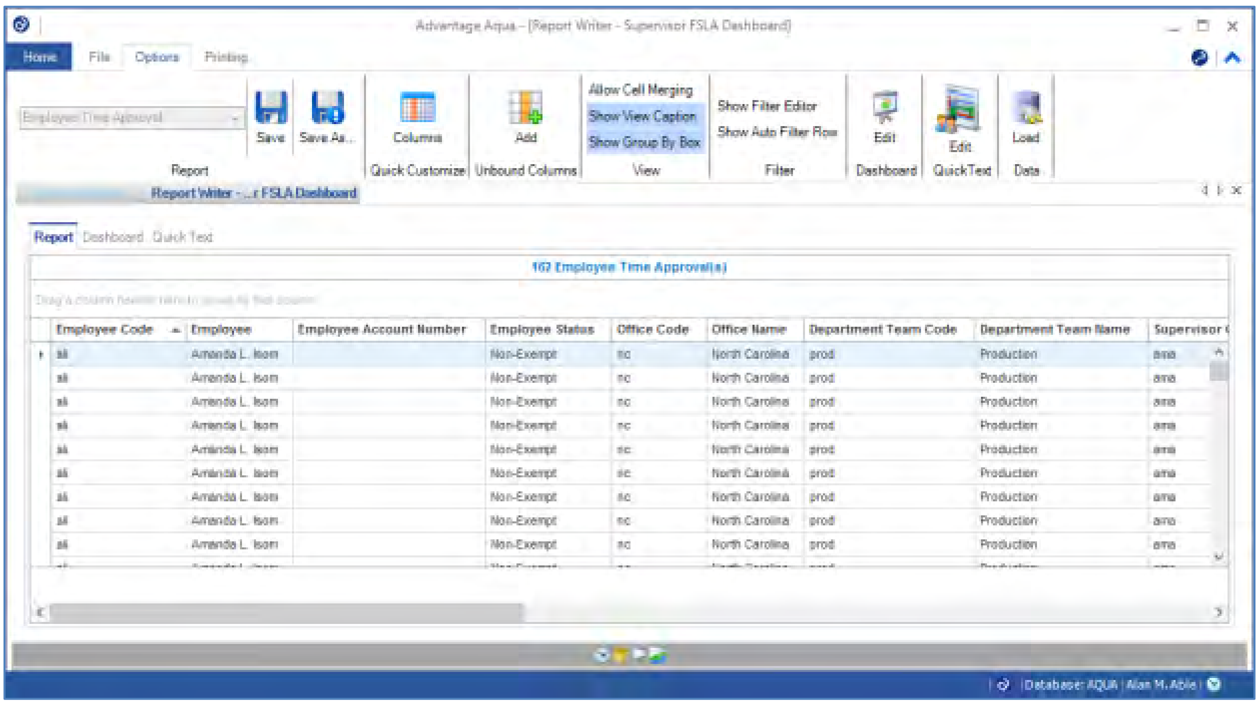




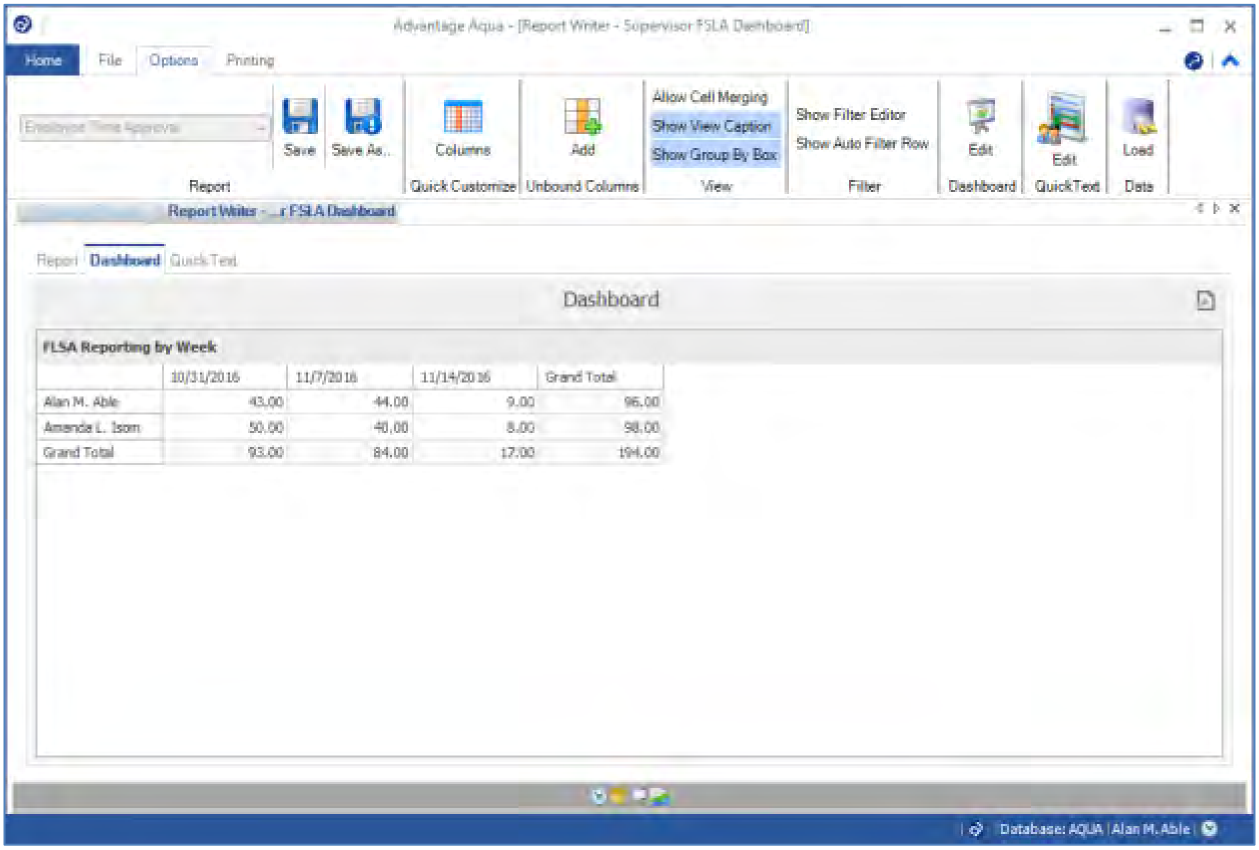
3. The Set Initial Criteria popup will display. Enter the date range to include in the dashboard. Click OK to continue.



4. The Report tab will display all records selected based on the initial criteria and Columns selected.



5. The Dashboard tab will displays a summary of hours for all employees for the date range entered in the initial selection criteria including a grand total for each employee and each week.



Missing Time Alert

Advantage Missing Time is an application that runs independently as a Windows Service and is used to monitor employee time. The application contains many custom settings that are used to determine what qualifies as missing time, how often it is checked for, and who is notified. Because this application runs as a service, once it is setup, it will run as specified until the service is stopped.

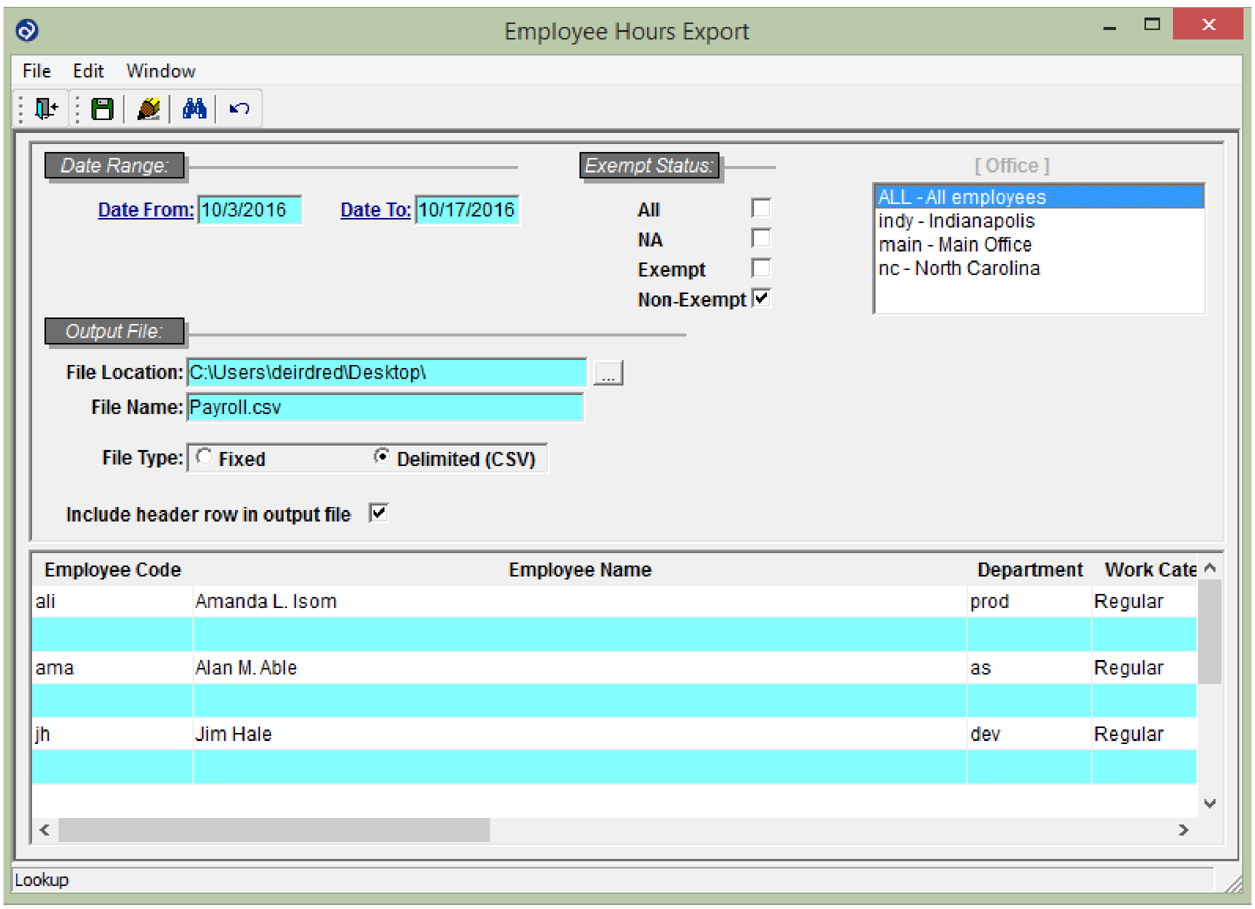
See the Missing Time Users Guide and the Advantage Help file for information on this feature.

Employee Hours Export

The Employee Hours Export application is designed to export employee hours worked (summary) in a format that can be imported into various payroll systems. The export specifications are user-definable. The exported file may be delivered to payroll companies via email or other electronic methods.

The Employee Hours Export application is found under Finance and Accounting | Exports on the Home menu.

See the Advantage Help file for more information on the Employee Hours Export.



Direct Service Cost Update

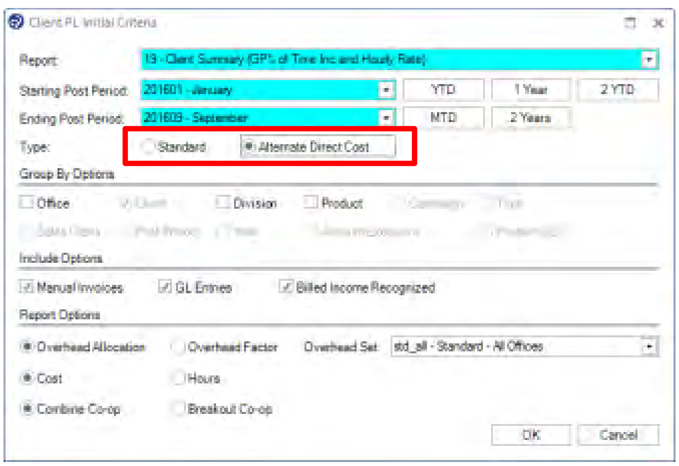
When reporting on direct service costs on reports such as the Client Profit and Loss Statements, you'll want to make sure that you are accurately reporting and allocating labor costs across clients. Because the non-exempt employee's wages will change on a monthly basis due to overtime pay, the correct monthly wages paid out should be captured in the employees' salary history. Existing time records can be updated with the new salary information using the Cost and Department Update utility in either the Employee or the Employee Update applications.

The Cost and Department Update is used to calculate update an employee's standard or an alternate cost rate. The updated amounts will be stored with employee time records.

The Standard cost rate is the rate stored on the employees HR Tab or on the H/R History records.

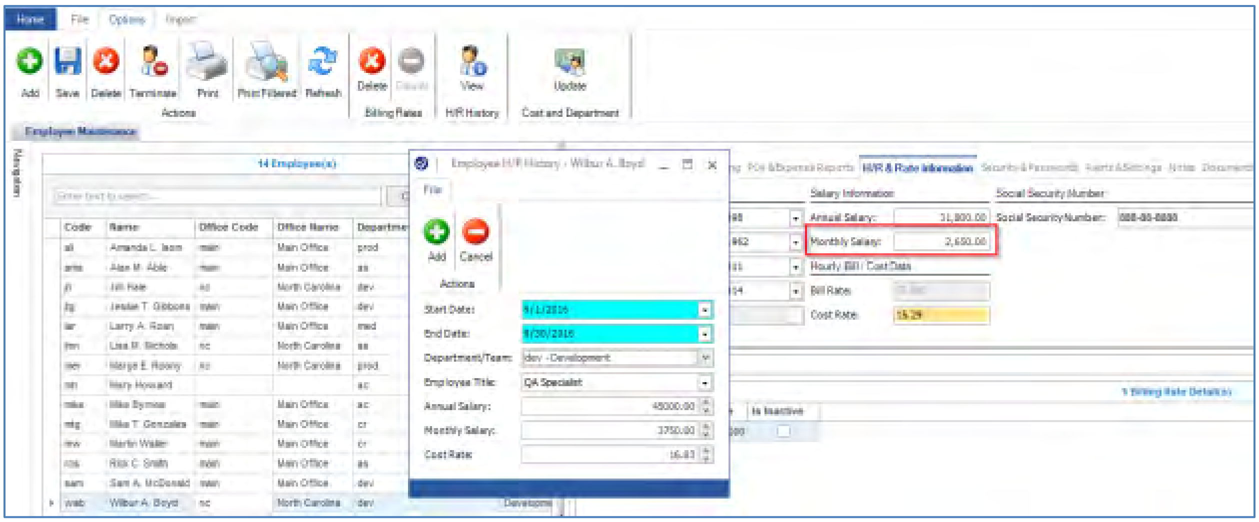
The Alternate Direct Cost rate is a recalculation of the employee's hourly cost rate based on their monthly salary divided by the employee's actual hours posted (direct hours, all non-productive hours and non-productive hours - excluding vacation, sick, personal and holidays) for the selected dates.

With reporting, you may choose to show your direct service costs with either the standard or the alternate cost amounts. For example, this option is available in Client P&L reports located under Finance and Accounting | Reports.



Updating Non-Exempt Monthly Salary

1. After all time entry has been completed for the month, and the amount of wages paid is known, select the non-exempt employee from the left-hand pane and under the H/R & Rate Information tab. Change the monthly salary amount to what you paid in wages for that employee in the prior month's pay period.
2. Click on the Save button and the following message will display: Would you like to create a rate history record for this employee?
3. Click Yes to create a history record. On the Employee H/R History popup, verify the information, making changes as needed and click the Add button. The history that is saved is from the previous month's wages. For instance, if you are updating the monthly salary in the employee record for October, the history record that should be saved would be September's wages.



Updating Employee Cost Rates

1. After all the history records have been saved, select the Update button in the Cost and Department section on the ribbon and the Cost Rate Options popup will display.
2. In the Update Hourly Cost Amount section select:
    a. Standard Amount
    b. Alternate Amount
    c. Or both
3. Select Hours for Alternate Cost Rate Calculation
    a. Direct Time - Select to include all time entered directly to a Job.
    b. Non-Productive Time Except Designated Vacation, Sick, Personal - Select to include non-productive time (time entered that is not associated with a job) entered but not including any time entered against the time categories of Vacation, Sick, or Personal.
    c. All Non-Productive Time - Select to include all non-productive time (time entered that is not associated with a job) regardless of the time category.
    d. Any combination of the type of hours to be used for calculation can be selected.
4. Period Range for Update
    a. Month - Select, from the dropdown, the month to calculate the alternate cost amounts.
    b. Year - Select the year to use to calculate the alternate cost amounts.

5. Employees
    a. Employee Update allows multiple employees to be selected at a time.
    b. Multiple Employees - To select multiple, non-concurrent employees, highlight an employee then hold down the Ctrl button and select additional employees.
    c. Select All - Use the Select All button to select all employees.
    d. Deselect All - Use the Deselect All button to un-select the selected employees.
6. When all options have been selected, click the Calculate button in the Actions section of the File tab.
7. The Employee Alternate Cost Rate Processing section will display showing the alternate, standard cost rates and department history and other record details.
8. To update the employees' time records click the Update Time button on the Actions section of the File tab.