



Payroll Time and Attendance for Web Applications

Overview

CMT's Payroll Time and Attendance is used to collect work time, overtime, sick, vacation, and personal time online and interfaces directly with CIMS EMS employee records and assignments. This custom program allows personnel to electronically enter payroll and absence time card information online through a user ID and password-protected website. This custom program is beneficial for districts that are moving towards a paperless environment.

Advantages of CMT's Payroll Time and Attendance:

- Reduces data entry time for payroll and employees
- Electronic transmission of time cards and attendance occurrences
- Employee batch entry process does not access live data until approved
- Integrates seamlessly with CIMS database files and reports
- No lost badges or punch cards to replace

The Basics


Employees log in to **Payroll Time and Attendance** on the **CMT Web Applications** menu through a web browser with a user ID and password assigned by the district. The employee is presented with a selection screen. Location, Payroll Location, and/or Job Code can categorize the selection screen. User ID security restrictions in PAY.120 - Location and Job Code Restriction protects sensitive employee information from unauthorized access, while at the same time limiting individual supervisors or managers to information for only those employees within their department.

Individual employee information is defaulted from CIMS Time and Attendance files. Employees select a specific pay period end date to enter detailed payroll time and attendance information. Two online forms are available: Payroll Time Sheet and Payroll Attendance. Information entered is compiled in a suspense batch file and not EMS live records.

This suspense batch file can then be reviewed by a supervisor or payroll department employee for verification of data entry. After being reviewed, the file is uploaded into PAY.408 - Time and Attendance Maintenance records for maintenance and payroll processing.

NOTE: Due to the sensitive nature of the information being viewed, a time-out feature is integrated into the software. If the user's session remains connected without activity, the system will log off the session and the user will be required to log in again.

Custom Payroll Time and Attendance Screen Samples:



04:15:27 PM

**Payroll
Time
and
Attendance**

Select Employees for Time and Attendance:

Location Codes: ▼


Payroll Locations: ▼

Job Codes: ▼

Start Date:

End Date: [Show Calendar](#)

View: ▼



Payroll Time Sheet


Pay Period: 01/29/2005 thru 02/11/2005

Location: *all **Job Code:** *all

Payroll Location: *all

Employees	Keyword	OT Time 1/2	OT Double	Rate
Million , Max A 1111222	11.1111.1871.016.0000.00000.0000			
SUB (W) Total: 0	Hrs <input type="text" value=".00"/> <input type="button" value="Changes"/>	Hrs <input type="text" value=".00"/>	Hrs <input type="text" value=".00"/>	75.00


Custom Payroll Time and Attendance Screen Samples: (cont'd)




04:15:27 PM


**Payroll
Time
and
Attendance**


Back Cont
LogOff Print



Select Employees for Time and Attendance:


Location Codes: 

Payroll Locations: 

Job Codes: 

Start Date:

End Date: [Show Calendar](#)

View: 

Show Employees

Pricing

For additional information or to obtain an official quote for this program, please contact a CMT Finance Application Consultant at cmfina@cmtonline.com or call (989) 791-4860.

Note: The project cost does not include on-site installation or training. If these services are desired, please contact CMT.