TIME OFF TRACKING SYSTEM

TOTS is a database system for recording time off status for the Department of Surgery employees. It is designed to be used monthly by managers in the Department to enter time off and generate a summary report for the employee and the employee’s personnel file. TOTS is a Microsoft Access application that can be used by multiple managers at the same time.

To run TOTS, double click on the TOTS icon. You have to type in the database password in order to open the TOTS database.

Time Off Tracking System Form (Login Form)

TOTS will ask for a username and password to make sure you are an authorized user. The username and password are not case sensitive, so please choose the combination of letters and numbers (maximum of 10). Your TOTS username is the same name as your network username.

After entering your user name and password, click on the DIVISION button for managers or DEPARTMENT for those with departmental wide access to get to the list of Employees in your group.

You can change you password by entering your username, password then click on CHANGE PASSWORD.

Change Password Form

If you see your login name, password and new password display with ****, then highlight the New Password box and type in your new password, click on SAVE to save your changes or UNDO if you change your mind. Click on the EXIT button to go back to the Time Off Tracking System Form.

If you don’t see your login name appear in the login box, click on the EXIT button to get to the Login form and re-enter your login name and password again.
Employee Name Form

Select the employee from the list of employees in your group. Double click on the name to enter the Employee time off form. Click on the Refresh button only after you have just added a new employee or made a name change.

Employee Time Off Form

On the Employee Time Off form, use the tab key to move from field to field. The year is entered using 4 digits (i.e. 1997); month uses numbers from 1-12. When you finish entering the Year and Month, the VacAcc, PerAcc, and SickAcc will be filled automatically using the values in the upper boxes: Personal Accrue, Vacation Accrue, Sick Accrue. If you want to override the value, just click on the field and enter the correct number. Click on Per.Accrue button to get to the Personal Accrual Form. Depending on the hire month, personal accrue information will display.
The Length of Service (by Month) will remind you to change Vacation accrue for appropriate Employees who reach their anniversaries. It always calculates from hire date to today, so if you are entering for last month’s time off, you have to subtract 1 month. You can double click on Length of Service box to get the information:

1. Less than 5 years (1 to 60 months) vacation accrue is 0.8333
2. From 5 to 10 years (61 to 120 months) vacation accrue is 1.25
3. Over 10 years (over 121), vacation accrue is 1.6667

As soon as one of the numbers in either Personal Accrue, Vacation Accrue, or Sick Accrue boxes gets changed, the new number will take affect and it will replace/change for old/new record depending on where you put the cursor. So, be careful when you go back to the old record to edit the time.

When you go back to the old record to change the time, don’t put the cursor on the month. Click wherever it needs to be changed only.

VDock, Pdock, and Sdock are for Managers to dock the time off work for which the employee were not paid. If you want to enter a comment, go to the comment field.

On the bottom of the form, click on the CAL button to get the Vacation, Personal, and Sick balances for employees. Click on the Report button to get the Report form.

**Report Form**

1. Click on Calculate Button so the program can calculate the time off and balances to current date. DO NOT change or look at the number here. Click on the Employee report or Manager report to view the exact number.
2. Click on Employee Rpt to get a review from the date hire to the date that the manager enters in Employee Time Off form.
3. Click on the Manager Rpt button for a Manager report.
4. Click on Prev Rpt by Month to get a report for a specific period. You have to enter the beginning month, the ending month (1 to 12) then the beginning year, the ending year (must be in 4 digit like 1997).
5. Click on Close form when you are done.
6. To print, go to File (on the top left corner) then Print.
NOTE:

You have to enter employee time off every month even if the employee has perfect attendant. Report calculation is based on the information managers entered in the Time off form.

MANAGERS WITH DEPARTMENTAL WIDE ACCESS

Managers with departmental wide access have the ability to create new employee entries in the database. In Employee Name Form, click on the Add New Employee button to get to the Employee Form.

EID (3 characters): Use the first 2 characters of Employee last name and the first character of Employee first name (i.e. Annarose Robinson will be ROA)

Note before you enter Personal Accrue, Vacation Accrue, and Sick Accrue value

* Personal time is 1 for 100% employee. Other cases: 1 * Percentage/100

* Vacation time is 0.8333 for 100% employee. Other cases: Vacation accrue/month * Percentage/100

* Sick time is 1 for 100% employee. Others: 1 * Percentage/100

Example of 80% employee

Personal time is 1*(80/100) = 0.8
Vacation for those who work < 5 years is 0.8333*(80/100) = 0.6666, from 5 to 10 years: 1.25 *(80/100) = 1
Sick time is 1*(80/100) = 0.8

Click on Exit to go back to Employee Name Form
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>EID</td>
<td>BILL</td>
</tr>
<tr>
<td>First Name</td>
<td>Leslie</td>
</tr>
<tr>
<td>MI</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>BILL</td>
</tr>
<tr>
<td>Group</td>
<td>BILL</td>
</tr>
<tr>
<td>Work%</td>
<td>1</td>
</tr>
<tr>
<td>HireDate</td>
<td>1/1/98</td>
</tr>
<tr>
<td>PersonalAccrual</td>
<td>1</td>
</tr>
<tr>
<td>VacationAccrual</td>
<td>0.8333</td>
</tr>
<tr>
<td>SickAccrual</td>
<td>1</td>
</tr>
</tbody>
</table>