

## Data Validation Tool for Timesheet

The Data Validation Tool for Journyx Timesheet, which is available both on its own and as part of the Payroll Rules Engine, provides organizations with the ability to validate time data entered into Timesheet against customized rules.

### Data Validation Rules - Get It Right The First Time

Data Validation Rules provide a mechanism that allows Timesheet administrators to configure flexible rules to enforce certain key restrictions on how users enter their time. These rules are assigned to Pay Groups - the same method used for organizing users in the Payroll Rules Engine - making it easy to set rules for specific types of employees such as hourly workers, salaried employees and contractors.

There are five specific types of Data Validation Rules: **Future Entry Restrictions, Drop Down Restrictions, Hour Validation Rules, Minute Increment Rules, and Holiday Validation Rules.**

**Future Time Restrictions** are used to stop users from entering time in the future (tomorrow and all of the days after that). Future Time Restrictions work on a by pay group basis, so you can allow certain employees to enter in advance while preventing others from doing so.

**Dropdown Restrictions** are used to keep users from tracking time to a Project, Task, Pay Type, or Bill Type. Dropdown Restrictions allow Timesheet administrators to create 'Select one' values in any of these fields, and thereby actually require their users to select one.

**Hour Validation Rules** are used to enforce minimum and maximum hours per pay type per day, per week or per timesheet.

*Example: Pay Group "Hourly" has been configured to require a minimum of 8 hours total worked each day and no more than 6 hours total for the Pay Type "Sick Leave" in each week. User timesheets that violate either of those rules will be rejected automatically by Timesheet when they are submitted for approval.*

**Minute Increment Rules** are used to reject sheets that contain time entries that do not conform to a customer-definable minute increment criteria. By default, Minute Increment Rules simply warn users of their failure to comply but the Rules can also be configured to round non-compliant entries *up, down or to the nearest* defined increment criteria.

*Example: Pay Group "Hourly" has been configured to have 6 minute increments. All time entries created by members of Pay Group "Hourly" must be comprised of multiples of 6 minutes. Therefore, a time entry of 3:04 is not considered valid and will be rejected, while entries of 1:06, 4:18 and 7:48 are valid since they are all multiples of 6 minutes. This rule could also be configured to automatically round an entry of 3:04 down to 3:00, up to 3:06 or to the nearest increment, which in this case would be 3:06.*

**Holiday Validation Rules** are designed to allow system administrators to set up specific holidays within Timesheet. Holiday Validation Rules are assigned to specific Pay Groups and may be configured to apply to a particular Pay Type. All hours logged against that Pay Type by members of the Pay Group targeted by a Holiday Validation Rule will be considered holiday time by Timesheet. Holiday Validation Rules can also be configured to create holiday time records on chosen holidays.

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As a further control, users in Pay Groups targeted by a specific Holiday Validation Rule are not able to enter holiday time on any non-holiday. Timesheet will not allow them to submit their timesheet if they have entered holiday time on the wrong day and will present users in violation of the rule with a warning to this effect each time that they save their timesheets.

Finally, Holiday Validation Rules require that users enter at least some holiday time entered on each holiday; however, Holiday Validation Rules do not enforce a specific minimum number of hours that must be logged on holidays. Holiday Validation Rules do not prevent users from entering non-holiday time on holidays.

### **Data Validation Tool Availability And Pricing**

The Data Validation Tool is available to all customers using Timesheet 7.1 and later. Data Validation Tool training and configuration assistance are available as part of the Journyx ProStart and ProUpdate configuration packages. Please contact your Journyx Sales Team representative at (800) 755-9878, extension 1 for Data Validation Tool pricing.

