

Drive Time

This feature was added to help track drive time for employees that clock into multiple sites per a shift without adding additional time to existing buildings and budgets. Thus reducing the time and costs associated with multiple “clock ins.”

Drive Time – Administrator Guide

Employees will follow a simple protocol to clock in and out of the program. The steps will vary a little depending on where their shift starts. If their shifts start in “Drive Time” they will use building number *001 or 0000 to clock in to start their shift. When they arrive to their location they will need to **clock in AGAIN** but they will enter the building code of the location they are servicing. This step will clock them OUT of the “Drive Time” building and clock them IN to the appropriate location. If they are working in multiple locations they do not clock out instead they need to **clock in** again into “Drive Time” using building code *001 and repeat the steps above. This step will clock them OUT of the building and clock them IN to “Drive Time.” This process should be continued until they are finished with their shifts and at the end of their shift they need to clock out as normal.

If their shifts start on location and they travel in between locations they start by clocking into their first location using the applicable building code and instead of clocking out they will need to **clock in AGAIN** using building number *001 to clock in for drive time. This process should be continued until they are finished with their shifts and at the end of their shift they need to clock out as normal.

(Standard Edition clients) There are special client reports built to show excessive time for “Drive Time.” Tolerances are defaulted to 30 min but can be changed in Administration /Settings/Timekeeping Settings.

(Online Edition clients) There are special client reports built to show excessive time for “Drive Time.” Tolerances are defaulted to 30 min but can be changed in Administration /Settings/Personnel Settings.

| Timekeeping Settings | |
|---|---------------|
| Dedicated Line Phone Number | |
| Percent of Calls To Check Caller ID | 100 |
| Max Number of Paging Attempts | 4 |
| Minutes Between Paging Attempts | 15 |
| How Often to Check Tolerances (minutes) | 5 |
| Maximum Call Time (minutes) | 10 |
| Drive Time Tolerance (hours) | 0.50 |
| Days To Keep Activity, Voice Mail, & Page Log Details | 7 |
| Log Call Activity | True |
| Use Adjustments If Time >= x Hours | 5 |
| Default Employee Language | English |
| Default Employee Service | HouseKeeping |
| Log Raw Caller ID Strings | False |
| Maximum Record Time (seconds) 0 = Unlimited | 0 |
| Path to Folder for Voice Messages | |
| Seconds to Pause after Dialing Page | 5 |
| Lines Monitored | 3 |
| LineType | Analog (POTS) |

| Personnel Settings | |
|--|--------------|
| Default Employee Language | English |
| Default Employee Service | Housekeeping |
| Default Employee Status | Full Time |
| Auto Assign Employee PINs | Yes |
| Starting Pin Number | 2000 |
| Try SS Number as Pin | Yes |
| Default Pay Method | Hourly Pay |
| Require Employee Pay Rates | No |
| Use Default Pay Rate | Yes |
| Default Pay Rate | 9.50 |
| Exceptions Excessive Drive Time (hours) | 0.5 |
| Exceptions Short Work Time (hours) | 0.25 |
| Exceptions Excessive Work Time (hours) | 8.5 |

Drive Time – Employee Guide

If the first punch of your shift is into “Drive Time” & you are working multiple locations follow these steps:

- ◆ Start by clocking into “Drive Time” using building code *001 or 0000
 - ◆ When you arrive to your location you will need to **clock in AGAIN** but enter the building code of the location you will be servicing. (This step will clock you OUT of the “Drive Time” building and clock you IN to the appropriate location.)
 - ◆ If you are working in multiple locations do not clock out instead **clock in** again to “Drive Time” using building code *001 and repeat the steps above.
 - ◆ Continue this process until you are finished with your shifts and at the end of your shift clock out as normal.
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If the first punch of your shift is in to a service location & you are working multiple locations follow these steps:

- ◆ Start by clocking into your location using the applicable building code.
- ◆ If you are working in multiple locations do not clock out, instead **clock into** “Drive Time” using building code *001 and drive to your next location. When you arrive, **clock in AGAIN** but enter the building code of the location you will be servicing. (This step will clock you OUT of the “Drive Time” building and clock you IN to the appropriate location.)
- ◆ Continue this process until you are finished with your shifts and at the end of your shift clock out as normal.