

Calendar Entry

Calendar Entry Maintenance Document

The system can define calendars for Pay, Leave, or Both. The Calendar Entry maintenance page defines the pay period (timesheet) and/or leave reporting period.

Entries must be created for a time period before a timesheet and/or leave calendar can be created.

Field	Description	Requirements
Calendar Name	Calendar to be associated with Calendar Entries	<ul style="list-style-type: none"> Option to Lookup and return value from *Calendar Name *table Required field
Begin Period Date/Time	Date period starts. This drives what calendar days show on the timesheet and/or leaving calendar.	<ul style="list-style-type: none"> Accepts various date format entries displays MM/DD/YYYY Option to select date with Date Selector Accepts various time formats entries displays as HH:MM Required fields
End Period Date/Time	Date period ends. This drives what calendars days show on the timesheet and/or leaving calendar.	<ul style="list-style-type: none"> Accepts various date format entries displays MM/DD/YYYY Option to select date with Date Selector Accepts various time formats entries displays as HH:MM Required fields
Batch Initiate Date/Time	Date batch should run to create timesheets and/or leaving calendars for the reporting period.	<ul style="list-style-type: none"> Accepts various date format entries displays MM/DD/YYYY Option to select date with Date Selector Accepts various time formats entries displays as HH:MM
Batch End Pay Period Date/Time	For Pay Calendar, date batch job should run to end all timeblocks for this pay period. This inserts clock outs at the end of the pay period, and clock ins at the beginning of the subsequent pay period.	<ul style="list-style-type: none"> Accepts various date format entries displays MM/DD/YYYY Option to select date with Date Selector Accepts various time formats entries displays as HH:MM
Batch Employee Approval Date/Time	Date batch job should run to route timesheets and/or leave calendars from the employee to the approver.	<ul style="list-style-type: none"> Accepts various date format entries displays MM/DD/YYYY Option to select date with Date Selector Accepts various time formats entries displays as HH:MM
Batch Supervisor Approval Date/Time	Date batch job should run to route timesheets and/or leave calendars from the approver to final status.	<ul style="list-style-type: none"> Accepts various date format entries displays MM/DD/YYYY Option to select date with Date Selector Accepts various time formats entries displays as HH:MM