# **Clarity - TnA Installation And Setup Guide**

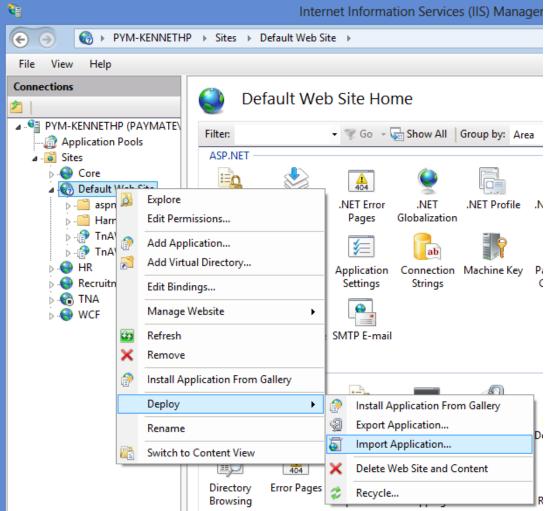
## **Requirements for target machine**

- Internet Information Server version 7 or higher (can not work on XP home) IIS must be installed first!. (if not, see the solution here: http://support .microsoft.com/default.aspx?scid=kb;EN-US;325093 )
- 2. Microsoft .NET Framework version 4.5.1 (available at http://www.microsoft.com/en-ca/download/details.aspx?id=40779 )
- 3. Microsoft deployment package (available at http://www.iis.net/downloads/microsoft/web-deploy)
- 4. Microsoft SQL Server version 2008 or higher with Clarity database (accessible through network)
- 5. Internet Explorer version 10 or higher with Javascript enabled
- 6. Clarity program (to configure TnA functionality) with TnA license

## **Installation**

- 1. Download the package files and copy it to a local folder. The package file is a zip file and it does not require to be extracted.
- 2. Click Control Panel -> administration tools -> Internet information Services (IIS) manager

In the iis manager right click the "default website" select "Deploy" and "Import Application.



1. On next screen select the package zip file from step 1.

	Import Application Package	? ×
j.	Select the Package	
Specify t	ne location of the package (for example, C:\WebApplication.zip).	
Package	path:	
D:\Deplo	oy\TnAWebApp.zip	Browse

- 1. Click next until the "Application Package Information" form appears.
- First enter the application path. This parameter will be used in the url to open the webpage. For example when "Application Path" is set to "TnAWebApp" and the iis server is: "mycompany.com", then the url to open the application would be:"mycompany.com/tnawebapp"
   On Sql server field enter SQL Server name and instance. For example: "sqlserver\akm"
- SQI server name can be found on clarity database options. Copy and paste the value of "Database server location"

🔩 Login		- = ×
🔍 🔍 w	elcome to Clarity	
Please enter log	in name and password:	
Login:	supervisor	
Password:		
Database op	tions	OK Cancel
🔩 Database setup		- = ×
Basic Advanced		
Database server location	SQLSERVER\AKM	<b></b>
Test connection		
Login:	supervisor	
Password:		Test connection
	Save	Cancel ? Help

1. Enter the sql server sa password. This is required only if the password has been changed from the paymate default password.

If the password is still blank then leave the password fields blank and proceed to next parameter.

- 1. Mail server is the smtp mail server which is used to send the emails from. This could be obtained from the email provider.
- 2. Enter the email address which the notification emails will be sent from as well

	Import Application Package	?	×
Enter App	lication Package Information		
ter information that is	is required to install this package:		
Application Path Full site path where ye	rou want to install your application (for example, Default Web Site/Application).		^
Default Web Site/	TnAWebApp		
Sql Server			
•	followed by instance name(eg. sqlserver\akm):		
Database Password			
Dutubuserussitoru	isername. PLease leave the password BLANK to use the defaul Paymate password.		
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Password for the sa u			
Password for the sa u Password:	Con <u>f</u> irm password:		
Password for the sa u Password: Mail Server (SMTP)	Confirm password:		
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Password for the sa u <u>P</u> assword: Mail Server (SMTP) Please provide the sm	Confirm password:		
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Password for the sa u <u>P</u> assword: Mail Server (SMTP) Please provide the sm Send email address	Confirm password:		~

Click next and finish on next screen to finalize the installation
 a) Open the IIS manager

- b) Expand the server on left panel
- c) Click on "Application Pools"
- d) Right click on "Default application Pool" in the middle panel
- e) Click on "Advanced Settings" menu
- f) Set the ".NET Framework Version" to v4.0
- g) Set the "Enable 32-Bit Applications" to True. (Windows 64 bit operating systems only) h) Click ok button and close the window

Adv	anced Settings
(General)	
.NET Framework Version	v4.0
Enable 32-Bit Applications	True
Managed Pipeline Mode	Integrated
Name	DefaultAppPool
Queue Length	1000
Start Automatically	True
Start Mode	OnDemand
CPU	
Limit (1/1000 of %)	0
Limit Action	NoAction
Limit Interval (minutes)	5
Processor Affinity Enabled	False
Processor Affinity Mask	4294967295
Processor Affinity Mask (64-bit option)	4294967295
Process Model	
Generate Process Model Event Log Entry	
Identity	ApplicationPoolIdentity
Idle Time-out (minutes)	20
<pre>stion setup via web.config file ystem.web&gt; pSettings&gt; ! User application and configured propert ! Example: <add key="settingName" mail.sutpserver"="" value="master"></add> add key="Mail.From" value="artin@artin.cz" /&gt; add key="Mail.ErrorMailTo" value="jminx@artin add key="RemindFirstTime" value="22/09/2003 0 add key="GenerationTime" value="1.00:00:00" /&gt; add key="GenerationTime" value="1.00:10" /&gt;</pre>	settingValue"/>> sa;data source (KATA2\AKN initial .cz" />

</appSettings>

</configuration>

# Please note, this configuration is not necessary if the installation was successful.

Edit configuration file: c:\inetpub\wwwroot\tna\web.config. Application settings can be found in appSettings section.

- SqlConnectionString valid connection string (e.g. data source=localhost; initial catalog=Clarity\_CPY; user id=clarity; password=clarity).
- Mail.SmtpServer SMTP server for automatic sending mail from application
- Mail.From sender's email address (automatic mails)
- Mail.ErrorMailTo email address to who we want to send the error messages (e.g. artin@artin.cz)
- RemindFirstTime date and time when first reminders will be sent (e.g. 01/01/2004 00:10)
- RemindPeriod repeat period for reminders (e.g. 1.00:00:00 1 day)
- GenerationTime time of day when time entries will be generated (e.g. 08:00)

## **Configure Clarity functionality for web TnA application**

Set TnA defaults in the preferences in the TnA tab. ({\*}Setup Preferences)

		Prefere	nces			
Preferenc	es					× ×
General	Structure	Job cost	CCQ	Interfaces		
Huma	n resources	Tim	e and attendanc	e	Reports	Server
Approval path						
Approve path:	Entered -> approve	ed ( -> paid)	~	•		
Remind wa	ssing submission of aiting timesheets for					
Default employe	ee for data entry					
Default employ	ee:	Smith, Harold	nith, Harold 🗸 🗸			
Default time rou	Inding rule					
Default round t	ime IN to:	00:10 🚔 Ne	ear	~		
Default round t	ime OUT to:	00:00 🛓 Ne	ear	~		
Columns/button	S					
✔ Use time fie	lds ('time from' and 't	time to')				
✔ Use button	'Add absences'					
Show abse	nces in 'Days' (Defa	ult is Hours)				
<u>R</u> estore	Defaults				Close	? Help

#### \*Approval path options:

EnteredApprovedPaid: Employees and/or managers can enter Time information, managers are required to approve any records before payroll may process it for payment.

EnteredPaid: All time entered is considered immediately approved and available to payroll for processing.

EnteredSubmittedApprovedPaid: Employees may enter time records that are hidden from the manager until the employee SUBMITS the record for approval. Managers may create, edit, delete, approve or reject any record that has been submitted. ONLY after approval is the record is available for processing by payroll.

#### Rounding Time Rules:

The system can be configured to round the start time (IN) and end times (OUT) of all time entries for the employees. The time is listed to show hours or minutes, so to round to the quarter (1/4) of an hour you would enter 00:15, half (1/2) hour would be 00:30 and hour would be 01:00. You can choose to round to the nearest value, previous value or next (round value), here is a few example of how the rules apply: TIME RULERULEStart ValueNew Value

- 1. 00:15 NEXT08:04 am08:15 am
- 2. 00:15PREVIOUS08:04 am08:00 am
- 3. 00:15NEAR08:04 am08:00 am
- 4. 00:15NEAR08:09 am08:15 am
- 5. 00:15PREVIOUS08:09 am08:00 am
- 6. 00:15NEXT08:09 am08:15 am
- Set compensation summary in the employee master paycard ({\*}Employees Master paycard{\*})
  - The category assigned here is the category to which the employees regular hourly wages are going to be reported. This category must be flagged "Used for attendance" in the category setup.

¢					E	mploye	e mast	er pa	ycard	d			[	-	
Em	Employee master paycard								н ~ Х						
Numbe	er:	007		Na	ime:	Smith	, Harold								
List	Earr	nings	Benefits	Taxes	s D	eductions	Accrua	ls Ba	alance	Payroll taxes	Compen	nsation	summa	ry) Jo	b setup
Basic i	inform	nation		_					-						
Base v	vage	categ	ory:	1	109			Ý							
Daily h	ours:			L		8	3.00		We	ekly hours:	[			40.00	
Hourly	rate:					28	3.41				-				
Workin	g hou	irs pe	r period:			176	6.00								
Pay fre	equen	cy:					12								
Annua	al sala	ary:		Γ		60000	0.00								
FTE am	nount:														
Compa	ratio														
												<u>C</u> los	se	?	<u>H</u> elp

• Create managers ({\*}Setup Managers{\*})

		Managers			
Manag	jers		144 4	+ 14 4	- ~ ×
Numb 🛆	Surname	First name	Status	Paygroup	Department
003	Holmes	Jennifer	Active	Hourly	General
005	Douglas	Jack	Active	Hourly	General
006	Peterson	Guinevere	Active	Hourly	General
007	Smith	Harold	Active	Management	Secondary
011	23		Active	Management	General

Assign manager to the employees ({\*}Employees General information Organization tab{\*})

	Employee general information								
Employee general li	Employee general Information								
Number: 002	Name: West, Marla		Filter						
List Basic Organization	Payroll CCQ Bank P	ayroll notepad HR note	pad Citizenship User defined						
Division	Main	<b>~</b>							
Department	General	~							
Location:		~							
Job Title:									
Position:	12	✓ Level:	1 🗸	Step: 1 🗸					
Manager:	Smith, Harold	~							
Alternate manager:	Douglas, Jack	*							
Telephone number:	( ) -	Country code:	Extension:						
Cell phone:	( ) -	Country code:							
Pager:	( ) -	Country code:							
Email:	Travis@paymatesoftware.	com							
Other job related phone number	ers								
Description 1:	Phone	e 1: () -	Ext. 1:						
Description 2:	Phone	e 2: ( ) -	Ext. 2:						
Description 3:	Phone	e 3: ( ) -	Ext. 3:						
				Ciose ? Help					

• Work schedule MAY(optional) be defined. ({\*}Setup Attendance settings Work schedules{\*})

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Work schedules			H4 4 Þ ÞH	+ - 🗸 🗙
Code: 1	Name:	WorkSchedule		
List Details Schedule Basic information Code: Name: Grace period Clock IN before: Clock IN after:		ock OUT before: ock OUT after:	00:15 × 00:15:00 ×	
Default round time IN to:	00:10	Near	v	
Default round time OUT to:	00:00	Near	~	
			Close	e <b>?</b> <u>H</u> elp

Employees with assigned work schedules will automatically have their records, upon creation, be set to the time span for the current day.

IE: If an employee create new record and it is Tuesday, their Time record will default to 08:00 to 16:00. The record can be modified to reflect the accurate start/end times for the employee.

When a lunch break is added for a day the time record will automatically be split into two records after it was saved if the original recorded spanned over the lunch break.

Example:

John enters a timesheet record from 08:00 and ending at 16:00. After clicking on save the program breaks the record in two and actually creates

1 record for 08:00 - 13:00

1 record for 13:30 - 16:00

The lunch break automatically being applied. Breaks 1 and 2 do not apply this function, only the "lunch" break option.

¢		Wor	k schedules				×
Work sche	dules			HI I	H +	>	٢
Code: 1		Na	ame: WorkSchedule				
List Details	Schedule						
Day	Start time 🛛	End time $\  \   \bigtriangleup$	Job centre	Cost centre	Lunch Lu	unch start	Lunc
Monday	08:00 AM	04:00 PM	001	INTTPHCATAE			
Tuesday	08:00 AM	04:00 PM	001	INTTPHCATAE			
Wednesday	08:00 AM	04:00 PM	001	INTTPHCATAE			
Thursday	08:00 AM	04:00 PM	001	INTTPHCATAE			
Friday	08:00 AM	04:00 PM	001	INTTPHCATAE			
<							>
				Add record	Delet	te record	
				9	Close	? <u>H</u> el	þ

#### • Overtime rule may(optional) be defined ({\*}Setup Attendance settings Overtime rules)

	• Overtime rules							
Overt	ime rules		144	× × - + × ×				
List	Detail							
Code:		Standard						
Name:		Standard						
		de la halann						
Please of	lefine the overtime ru	ile in below.						
Δ	Day	When the rule will be applied	hh:mm	Overtime category				
1 For	Weekday	After completed compensation daily hours	23:59 to be paid	by Overtime 1				
2 For	Saturday	After completed compensation daily hours	23:59 to be paid	by Overtime 1				
3 For	Sunday	After completed compensation daily hours	23:59 to be paid	by Overtime 1				
4 For	Weekday	After completed compensation weekly ho	23:59 to be paid	by Overtime 1				
5 For	Weekday	After completed compensation weekly ho	23:59 to be paid	by Overtime 1				
6 For	Weekday	After completed compensation weekly ho	23:59 to be paid	by Overtime 1				
			Add record	rd Delete record				
				<u>C</u> lose ? <u>H</u> elp				
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#### \*Overtime rule types

- First hour Worked: All the hours for the selected day are assigned to the overtime category
  After daily hours: Once the employee has worked the number of hours in a day assigned to his/her compensation summary the rest will be assigned to this overtime category.

- After weekly hours: Once the employee has worked the number of hours in a week assigned to his/her compensation summary the rest will be assigned to this overtime category. After Scheduled hours: If the employee works hours they are not schedule for (schedule required for this to work) the hours will be assigned to
- ٠ overtime.

Daily and weekly overtime rules can both be applied to the same day policy. However, only REGULAR (IE: Non-overtime hours) are used in the calculation of overtime for either rule.

• TnA group must be defined ({\*}Setup Attendance settings TnA groups{\*})

¢	TnA groups	
TnA groups		H4 + H + - ~ X
List Detail		
Basic information		
Code:	TnA	
Name:	TnA	
Timesheet period type:	Bi-weekly 🗸	
Timesheeet period start date:	06/02/2014 🗸	
Default start time:	08:00:00	
Work schedule		
Work schedule:	1	¥
Auto generate time entries:	No	~
Overtime settings		
✓ Enable overtime		
Overtime rule:	Standard	v
		<u>C</u> lose ? <u>H</u> elp

The Timesheet period start date controls the date in which the timesheets are displayed but also is the start DAY (Monday, Tuesday, etc) used for • calculating Weekly overtime.

• TnA Employee's information must be checked ({\*}Employees TnA information)\*

¢		Employee TnA information	
Employ	vee TnA info	rmation	H4 4 > H4 ~
Number:	007	Name: Smith, Harold	
List De	tail		
TnA group			
TnA group	<b>)</b> :	TnA	~
Overtime s	ettings		
🖌 Use Tr	nA group settings		
Enable	overtime		
Overtime r	rule:	~	
Swipe Car	d Identification		
Card Num	ber:		
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Clarity File Setup Human resources Employee Payroll «	
Payroll «	es Payrol Time and attendance Reports Graphs Forms Year end Audit Utilities Configuration Window Help
Select pay period	
Batch job cost entries	
Edit job cost entries	
Batch paycards	
Edit paycards	
Print payroll journal	
Print cheques and paystubs	Payroll category – IT X
Print cheques register	Payroll category m + - + x
Print deposit register	Category: Earning Number: 1090 Name: Travel
Create bank file	List General Formassignments Other
Post all paycards	Basic information Subject to
	Number: 1090 Cafegory Number Name
	Name: Travel V/ Tax 300 Federal income tax Abbreviation: TRV V/ Tax 302 Employment insurance
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Employee	
Payroll	
Human resources	
Time and attendance	
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	: Ontario Tealeaf Import Company Current employee: Smith, Harold P Selected pay period: Current tax table:
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Print cheques and paystubs Name:	Travel
Print deposit register Payrol category	
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Balance	
Alow regative balance Carry forward the balance to following year	
Apply limit on balance carried forward	
Maximum balance to be carried forward : 0.0000	
Endlement	
Calculation method : Based on employee age -	
Employee's age is greater th Employee's age is less than or equal to Entitlemer /	
0.00 50.00 40.00	
50.00 100.00 80.00	
Add record Delete record	
Default year : 2010	
Delete category Add category	
Literate Category Acto Category	
Qiese ? Beb	
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#### • Absence type must be created. ({\*}Setup Absence types{\*})

• Employee entitlements must be set ({\*}Human resources Absence Absence entitlements{\*})

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• Absence planning could be set ({\*}Human resources Absence Absence planning)\*

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• Company calendar and weekends should be set ({\*}Company Holiday calendar{\*})

C Holiday calendar				x	
Calendar Year:		Date	Description	Year	^
2016	1	01/01/2016	New year	2016	
Select Holiday Date	2	02/15/2016	Family day	2016	
¥	3	03/25/2016	Good friday	2016	
Description	4	05/16/2016	Victoria day	2016	
	5	07/01/2016	Canada day	2016	
Add	6	08/01/2016	Civic day	2016	
Remove	7	09/05/2016	Labour day	2016	
	8	10/10/2016	Thanks giving	2016	
	9	12/25/2016	Christmas	2016	~
Weekly days off					
Sunday	🗌 Tu	esday	Thursda	y Saturday	
Monday	We	ednesday	Friday		
			ОК	Cancel ? Help	

• Rejection reasons must be created. ({\*}Setup Reasons Rejections{\*})

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	as Employees Payrol Time and attendance Reports Graphs Forms Year end Audit Utilities Configuration Window Help
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	r Company: Ontario Tealeaf Import Company Current employee:
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Now you can start the web TnA application! http://server address>/<virtual directory name> \*e.g. http://localhost/tna\*