



STROMBERG

*Enterprise Solutions for Time and
Employee Management*

[Stromberg Enterprise 4.0](#)

Reference Manual

Chapter 9 – Recommended Procedures

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Version 4.0.0
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Chapter 9: Recommended Daily and Pay Period Ending Procedures

The following list of Daily and Pay Period Ending Procedures are Stromberg recommended steps for proper program usage.

Daily Procedures

In addition to the normal database maintenance (daily database maintenance plans including database backups), Stromberg recommends following the procedures below to ensure the smooth operation of your Stromberg Enterprise program.

Clock Polling

Daily polling of clocks provides up to date information for all reports. It is important to transfer clock information to the database regularly. This process ensures the integrity of your data against loss in case of a system failure.

Employee File Updates

Enter all new hires as soon as possible and make schedule changes, payroll rule assignments, wage rates, or home department and badge number changes immediately to ensure smooth operation of the program.

Run Daily Reports

After completing the new hire addition, Stromberg recommends that a daily report routine be established for the payroll operators and supervisors. The running of daily reports identifies which employees require timecard editing. Also, running daily reports ensure that employee timecard maintenance is performed on a daily basis and that no surprises appear on payroll processing day.

Two examples of popular Daily Reports appear below:

Daily Hours Report

The Daily Hours Report details the daily punch activity of employees for a single day. This report can be used to track employee exceptions (missing punches, tardies, and late arrivals) for the previous day.

Actual Plus Schedule Report

This report is used to show how many hours an employee will work if he or she works the remainder of the work week according to the schedule. This report is a great tool for administrating overtime.

Review/Correct Employee Punches

Daily editing of employee timecards is a process Stromberg recommends to all of its customers. Up to date employee data is crucial for good reporting and it also ensures that no surprises appear on payroll processing day.

Two separate employee editing procedures should be performed:

Correct Missing Punches

Employees who have missing punches will have incomplete totals for that period. To ensure that employees are paid correctly for the hours worked, a supervisor or manager must fix all of his or her missing punches.

Edit Incorrect Punches

Incorrect punches will not stop an employee from being paid; however, an employee's hours may reflect an incorrect department, pay category, or ending time. It is crucial that supervisors and payroll operators correct these punches daily for exporting and reporting to be correct.

Entering Vacation, Sick and other Time Transactions

Vacation, sick, paid time off or any other time category may also be entered on a daily basis. Getting in the good habit of entering individual occurrences of daily time-off reduces mistakes or confusion about the type of time or amount of time.

Time off may also be scheduled in the employee scheduler for future occurrences. Prompt entry of the employee requests or granted time off reduces error when the time off actually occurs.

Pay Period Ending Procedures

At the beginning of each new pay period, you need to make sure you have verified that there are no missing punches and you have entered transactions performed in the previous pay period for things such as vacation and sick time. Timecard editing provides clean data for the end of period processing. While the requirements and procedures of each company may differ at the end of a pay period, it is a good idea to perform the following:

- Run End of Period Reports (Fact Finding)
- Missed Punch Report
- Punch Exception Report
- Verify Completion of all required edits and approved timecards.
- Run Timecard Approval Report
- Lock timecards from being edited
- Run End of Period Reports (Summary)
- Hours Summary Report
- Schedule vs. Actual Report
- If used, create payroll interface files using an optional payroll interface program.
- Run the Archive Time History Reporting utility.

A complete End of Pay Period Activities should be discussed between you and your Stromberg Installation Technician.