DIRECT CARE INNOVATIONS

June 2020 Release Notes

For Service Providers

Contents

This guide contains updates or enhancements to the following functionality:

508 Compliance

DIRECT CARE INNOVATIONS
www.dcisoftware.com

DCI Achieves 508 Compliance

- Section 508 of the Rehabilitation Act of 1973 requires that when U.S. Federal government agencies develop, procure, or maintain, information and communication technology (ICT), that it is accessible to persons with disabilities
- On January 18, 2017, revised ICT standards and guidelines bring harmonization with international standards, most notably the Web Content Accessibility Guidelines 2.0 (WCAG 2.0)
- This means WCAG 2.0 conformance requirements are used to measure compliance of documents, web content, and software (when applicable) for Section 508
- DCI is now Level AA of the World Wide Web Consortium Accessibility Guideline (WCAG) 2.1 compliant
- This ensures DCI is accessible for all!

section 508
compliance

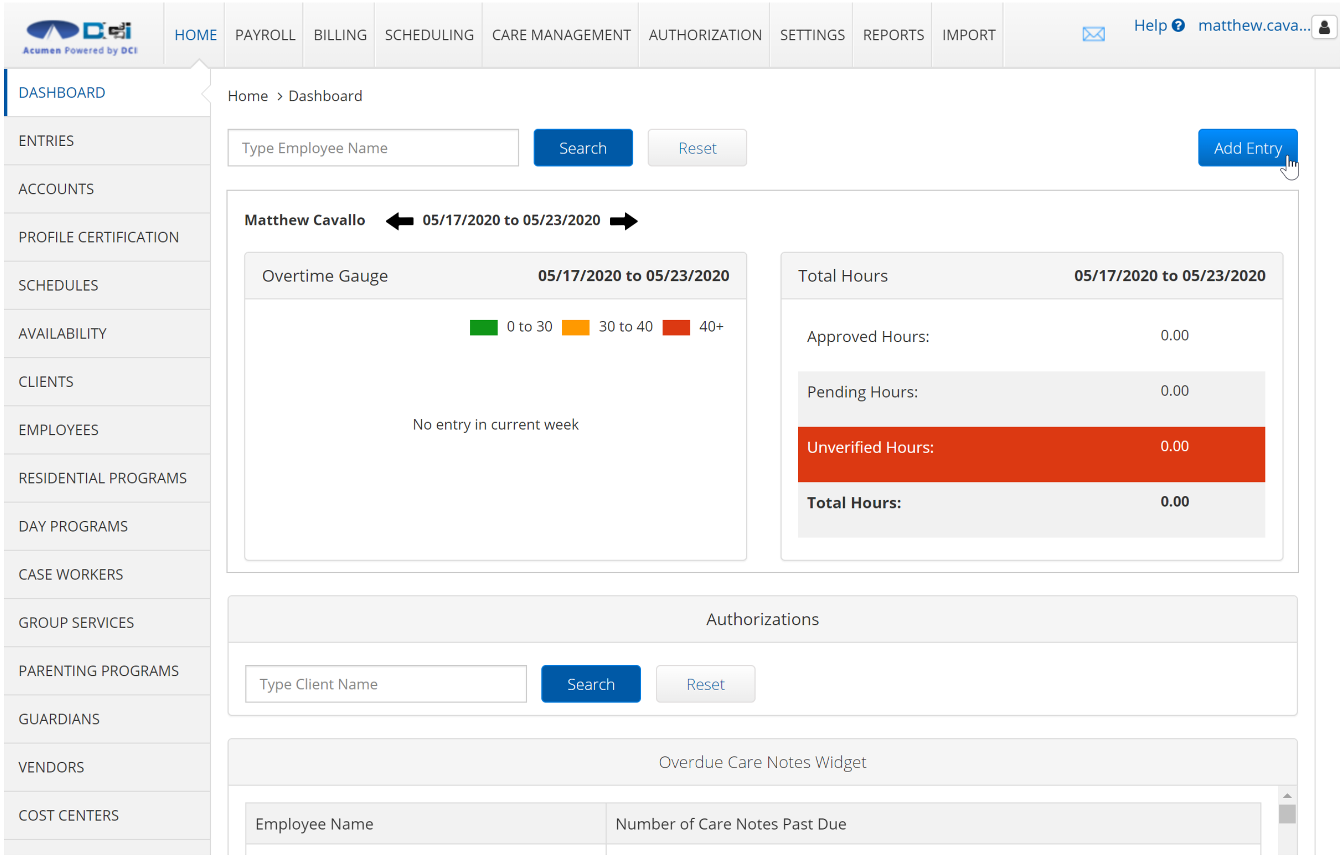
508 Compliance Best Practices

DCI actively works to increase the accessibility and usability to enhance the user experience by adopting WCAG 2.1 best practices including:

- The use appropriate headings, paragraphs, and lists for keyboard or screen reader navigation to aid in page comprehension
- All pages have page titles and title tags written for easy comprehension of the page content
- Links include unique and descriptive text that help describe the link destination
- All links and buttons can be accessed with a keyboard in a logical tab order
- Text and alternative elements have a color contrast ratio of at least 4:5:1
- All content is readable to assistive technologies in the correct order
- Alternative text attributes are included for all images

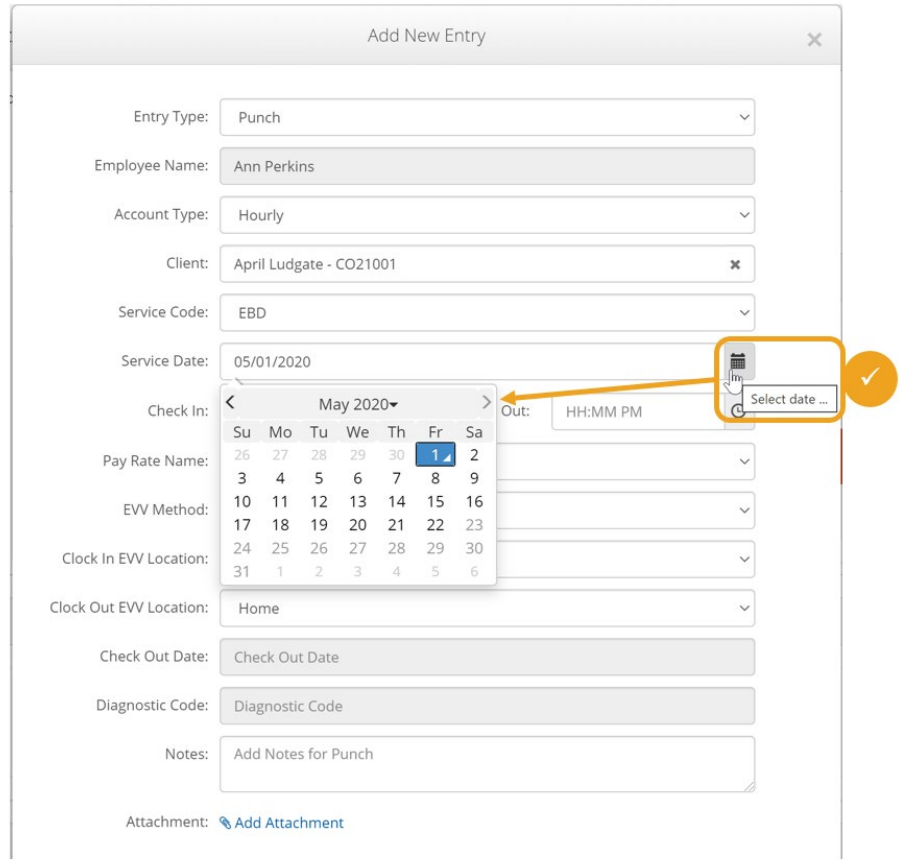
4:5:1 Color Contrast Ratio

✓ **Future State:** DCI colors scheme and text have a color contrast of at 4:5:1



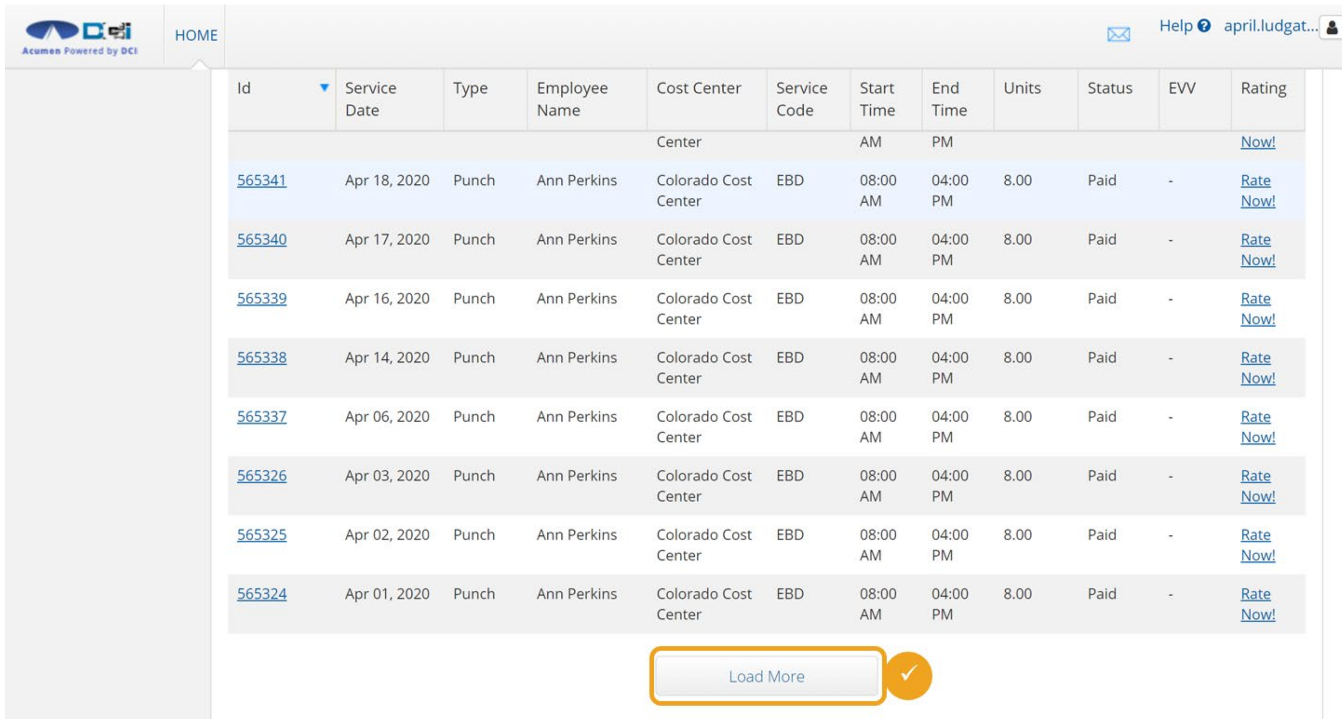
Calendar Changes

- ✓ **Current State:** Calendar icon does not open a calendar widget
- ✓ **Future State:** Selecting the calendar icon will open the calendar widget



Lazy Load

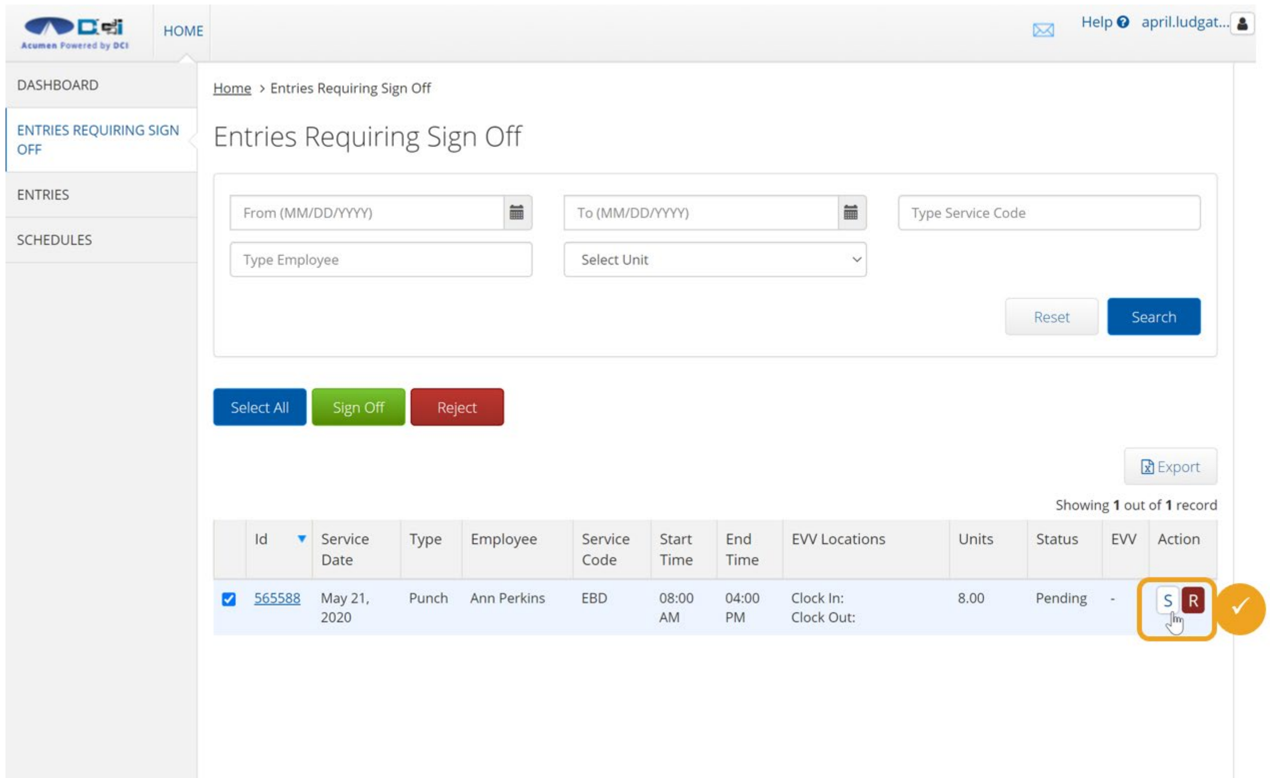
- ✓ **Current State:** Lazy load happens without user control
- ✓ **Future State:** Load More button has been added, which allows the user to add 30 records at a time



Id	Service Date	Type	Employee Name	Cost Center	Service Code	Start Time	End Time	Units	Status	EVV	Rating
				Center		AM	PM				Now!
565341	Apr 18, 2020	Punch	Ann Perkins	Colorado Cost Center	EBD	08:00 AM	04:00 PM	8.00	Paid	-	Rate Now!
565340	Apr 17, 2020	Punch	Ann Perkins	Colorado Cost Center	EBD	08:00 AM	04:00 PM	8.00	Paid	-	Rate Now!
565339	Apr 16, 2020	Punch	Ann Perkins	Colorado Cost Center	EBD	08:00 AM	04:00 PM	8.00	Paid	-	Rate Now!
565338	Apr 14, 2020	Punch	Ann Perkins	Colorado Cost Center	EBD	08:00 AM	04:00 PM	8.00	Paid	-	Rate Now!
565337	Apr 06, 2020	Punch	Ann Perkins	Colorado Cost Center	EBD	08:00 AM	04:00 PM	8.00	Paid	-	Rate Now!
565326	Apr 03, 2020	Punch	Ann Perkins	Colorado Cost Center	EBD	08:00 AM	04:00 PM	8.00	Paid	-	Rate Now!
565325	Apr 02, 2020	Punch	Ann Perkins	Colorado Cost Center	EBD	08:00 AM	04:00 PM	8.00	Paid	-	Rate Now!
565324	Apr 01, 2020	Punch	Ann Perkins	Colorado Cost Center	EBD	08:00 AM	04:00 PM	8.00	Paid	-	Rate Now!

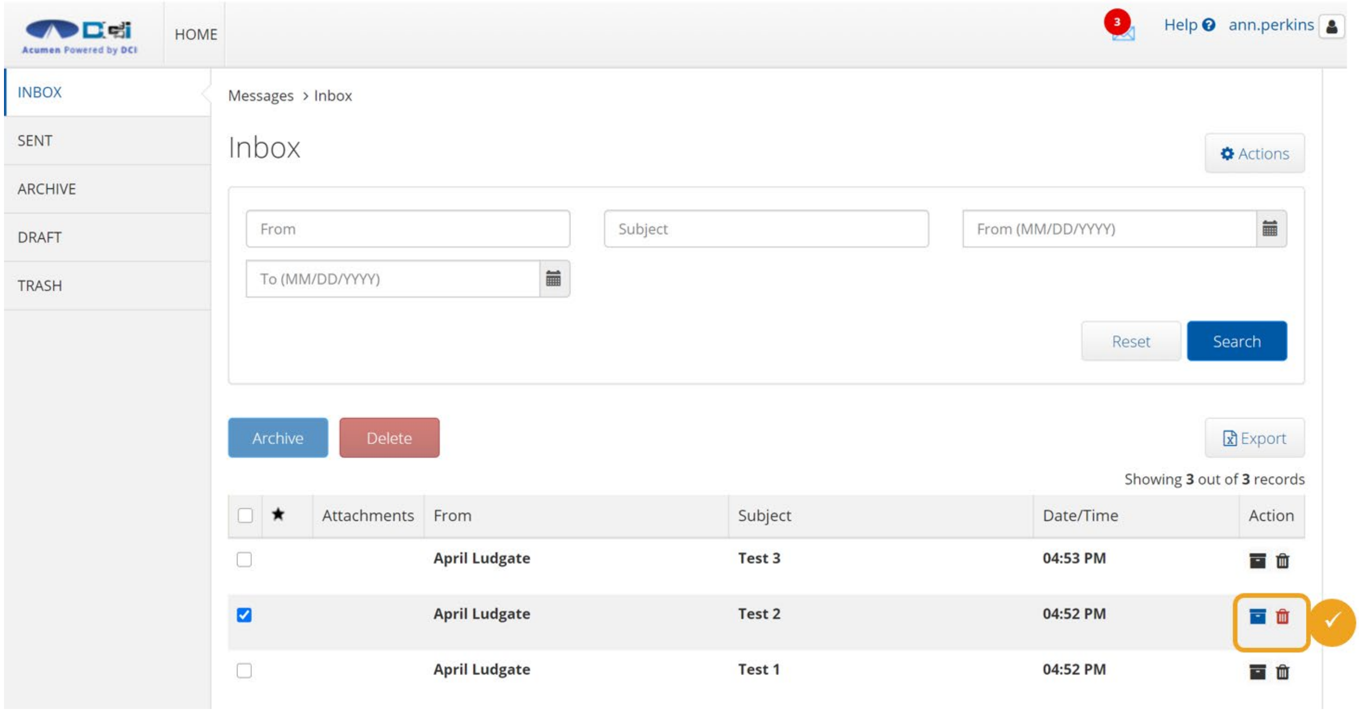
Client Sign Off

- ✓ **Current State:** User can not sign off or reject entry from Entry ID line
- ✓ **Future State:** When a punch is selected, a user can sign off or reject an entry from the Entry ID line



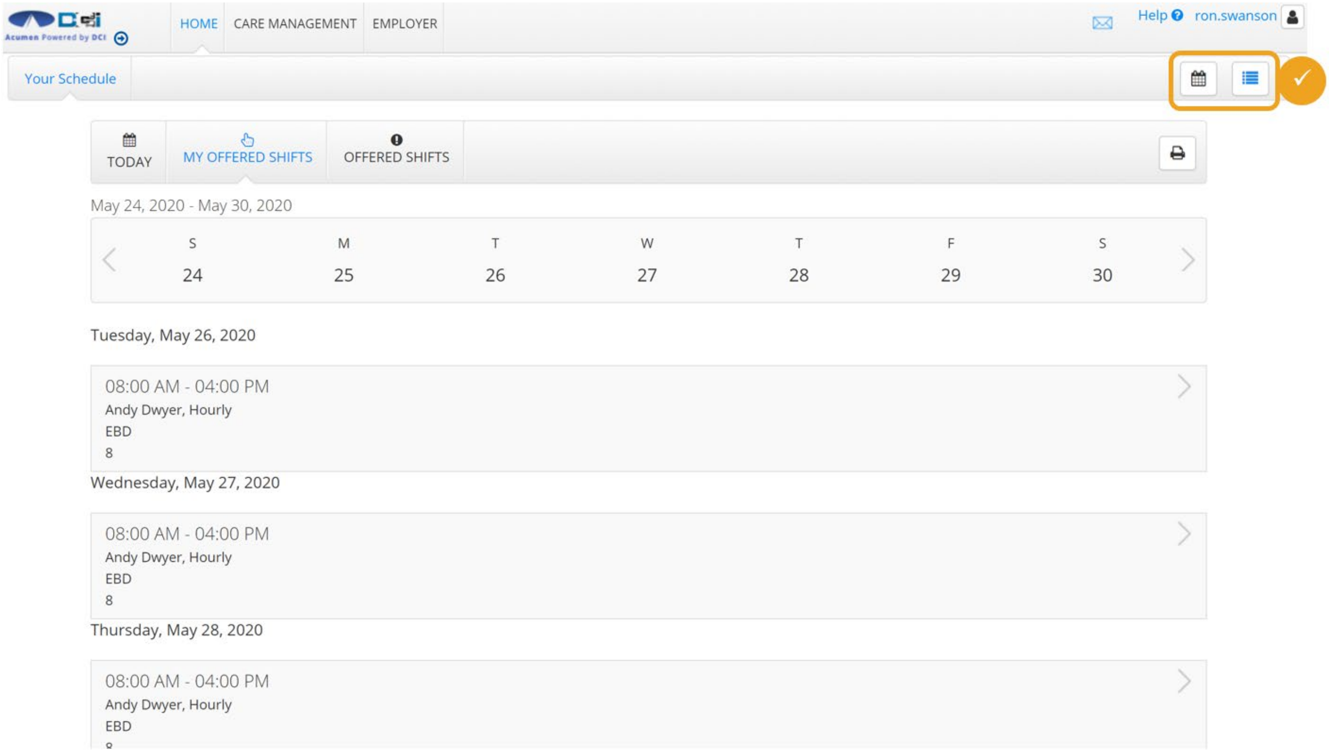
Archive and Delete

- ✓ **Current State:** User can not archive or delete from the message line
- ✓ **Future State:** When a message is selected, the user can archive or delete a message



Schedule

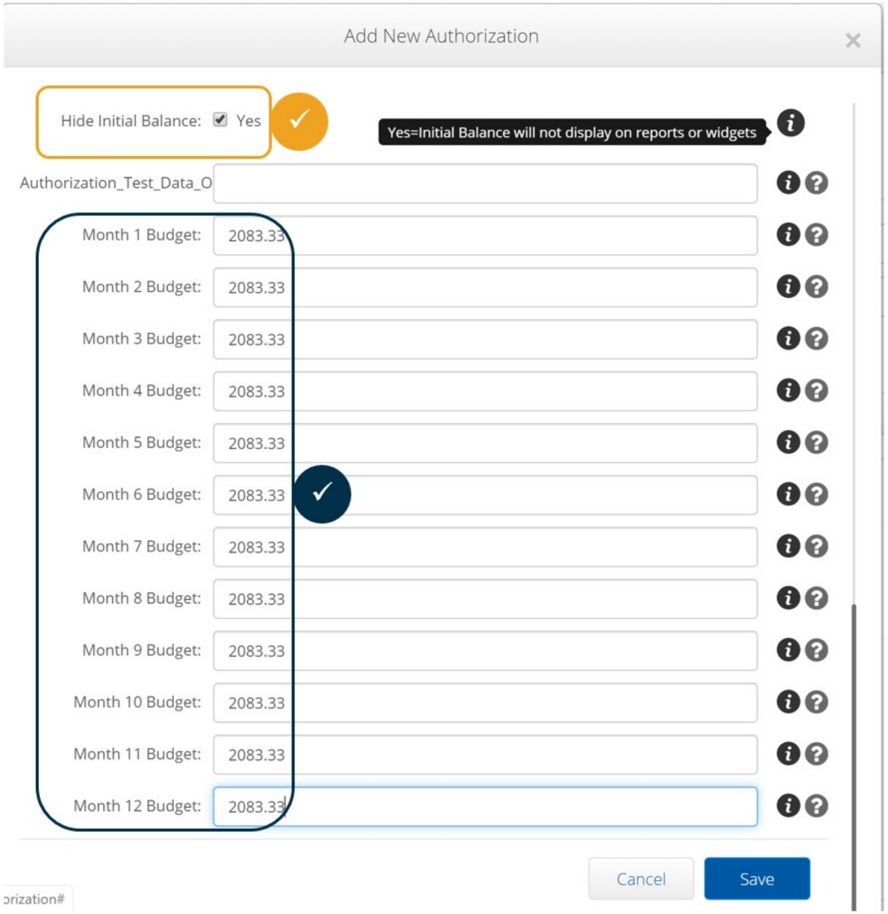
- ✓ **Current State:** Schedule does not have a list view
- ✓ **Future State:** Schedule has new list view toggle button which displays an easy to read schedule in list format



Monthly Budgets

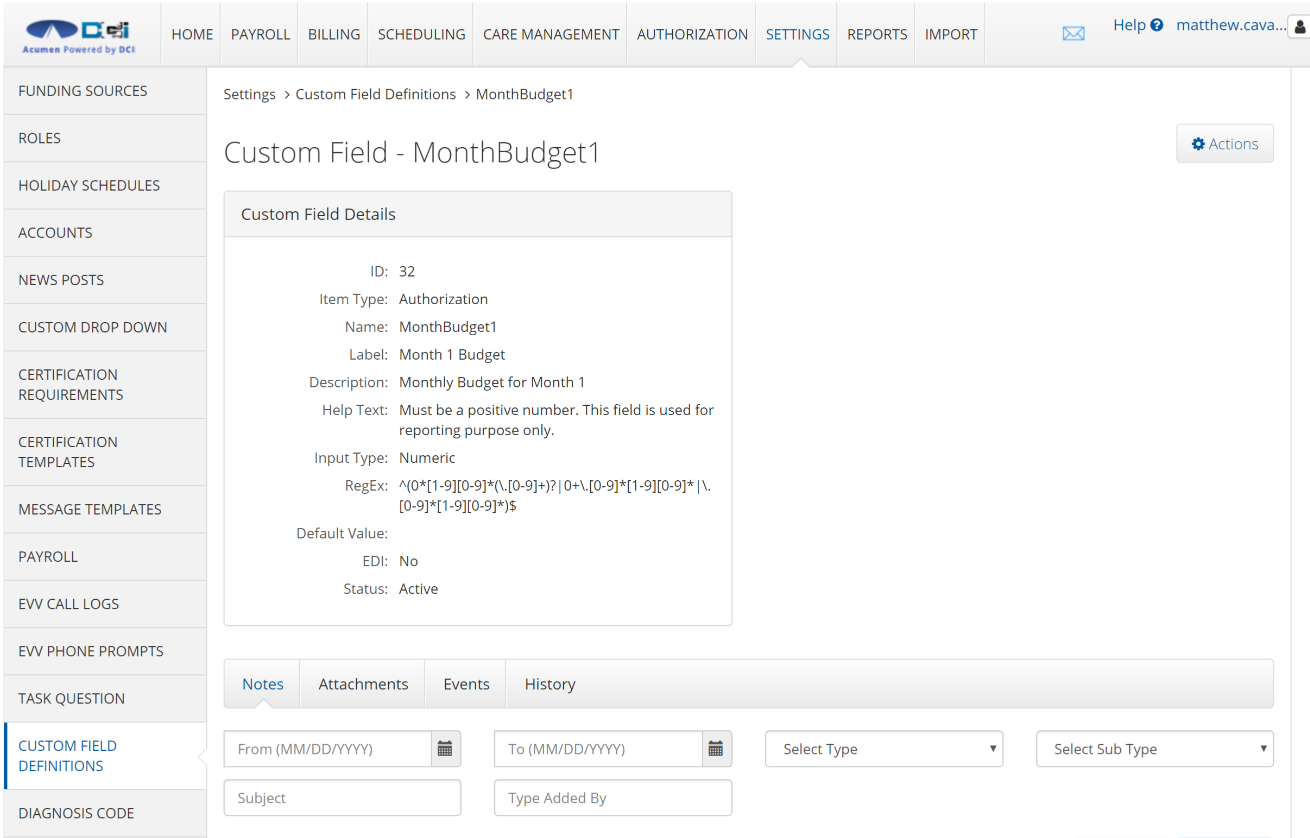
Authorization Enhancements

- ✓ Hide Initial Balance – if selected the initial balance will not display on widgets or reports
  - Used from Accrued Time Payments (FI Only)
- ✓ Monthly Budget Fields – a monthly budget is derived from an Authorization, but it is not the same thing as the Monthly Max
  - Monthly budgets are calculated based on an algorithm and allow a client to exceed 100% of their monthly budget
  - For example, Colorado has a program that allows a client to spend 129.99% of their Monthly Budget
  - In this example, the client will run out of units/dollars earlier than the end of the year but it is allowed so the Authorization Monthly Max is set to 129.99% Monthly Budget
- ✓ The fields are labeled MonthBudget1 through MonthBudget12



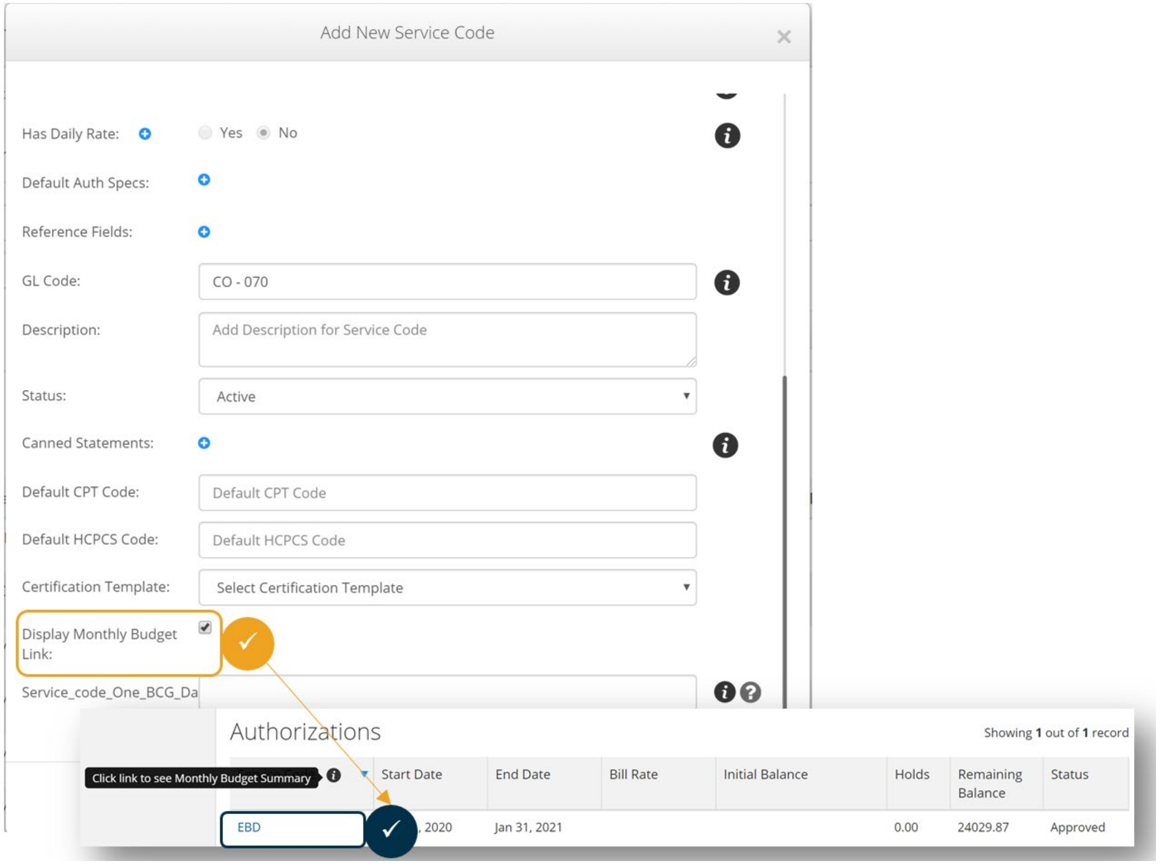
Monthly Budget Custom Fields

- ✓ To enable Monthly Budgets fields on an authorization the custom fields must be created in the Custom Field Definitions



Service Code Monthly Budget Link

- ✓ Selecting the "Display Monthly Budget Link" on the service code will allow the user to click on a hyperlink on the authorization to display the monthly budget
  - Tooltip instructs users to click service code to see Monthly Budget Summary
- ✓ This feature will allow users of the following profiles access to this information:
  - Clients
  - Case Workers
  - Guardians



Monthly Budget Summary

- ✓ Selecting the authorization hyperlink opens the Monthly Budget Summary in a new window
- ✓ There is a Print button displayed above the report (not pictured)

Monthly Budget Summary for April Ludgate

Authorization Information

Service Code	Start Date	End Date	Initial Balance	Utilization	Hold Amount	Remaining Balance	Available
EBD	01/01/2020	12/31/2020	25000.00	6189.21	94.24	18810.79	18716.55

Monthly Budget

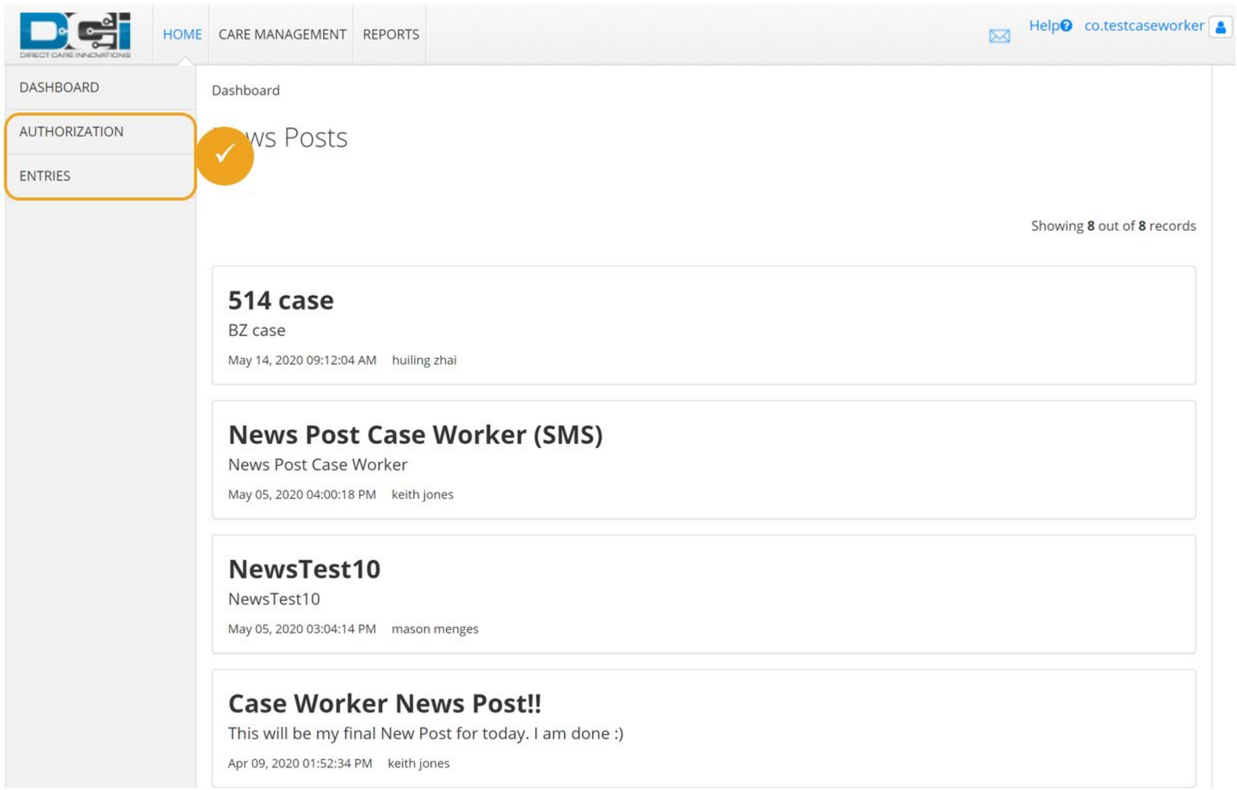
Date	Monthly Budget	Expenditure	Percentage Of Budget Used
01/01/2020	2083.33	1347.63	64.69%
02/01/2020	2083.33	1124.99	54.00%
03/01/2020	2083.33	801.04	38.45%
04/01/2020	2083.33	1643.31	78.88%
05/01/2020	2083.33	1272.24	61.07%
06/01/2020	2083.33	0.00	0.00%
07/01/2020	2083.33	0.00	0.00%
08/01/2020	2083.33	0.00	0.00%
09/01/2020	2083.33	0.00	0.00%
10/01/2020	2083.33	0.00	0.00%
11/01/2020	2083.33	0.00	0.00%
12/31/2020	2083.33	0.00	0.00%

Caseworker Profile

Case Worker Profile – Current

Current State:

- ✓ Authorization tab displayed
- ✓ Entries tab displayed
- ✓ No Client tab
- ✓ No Search Functionality

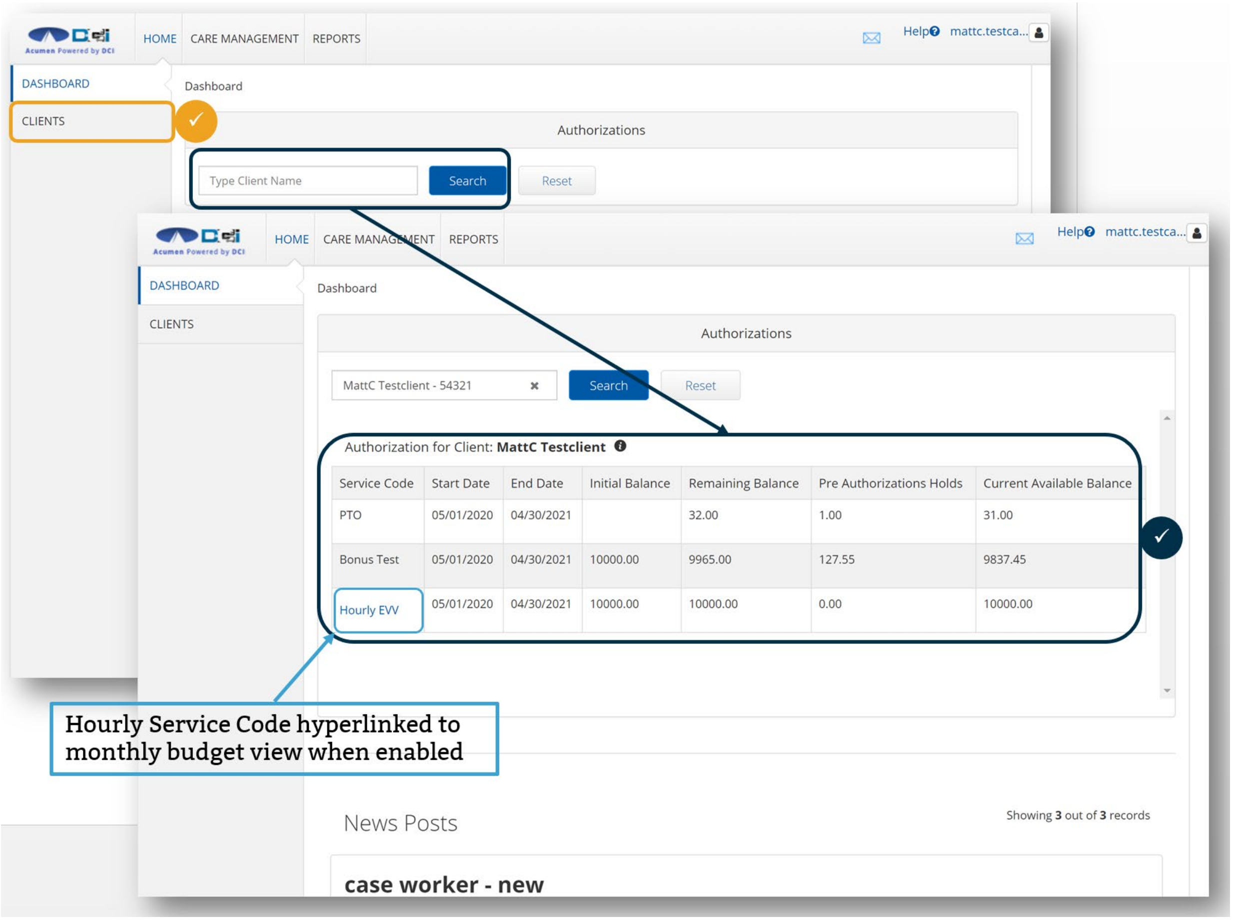


Case Worker Profile – Future

Future State:
- ✓ Client tab added
- ✓ Authorization search added
- ✓ Monthly Budget Summary linked to service code when enabled
- ✓ News Posts display on posts targeted to Case Workers

- Authorizations tab removed
- Entries tab removed

The goal of the new Case Worker profile is to be focused on the client



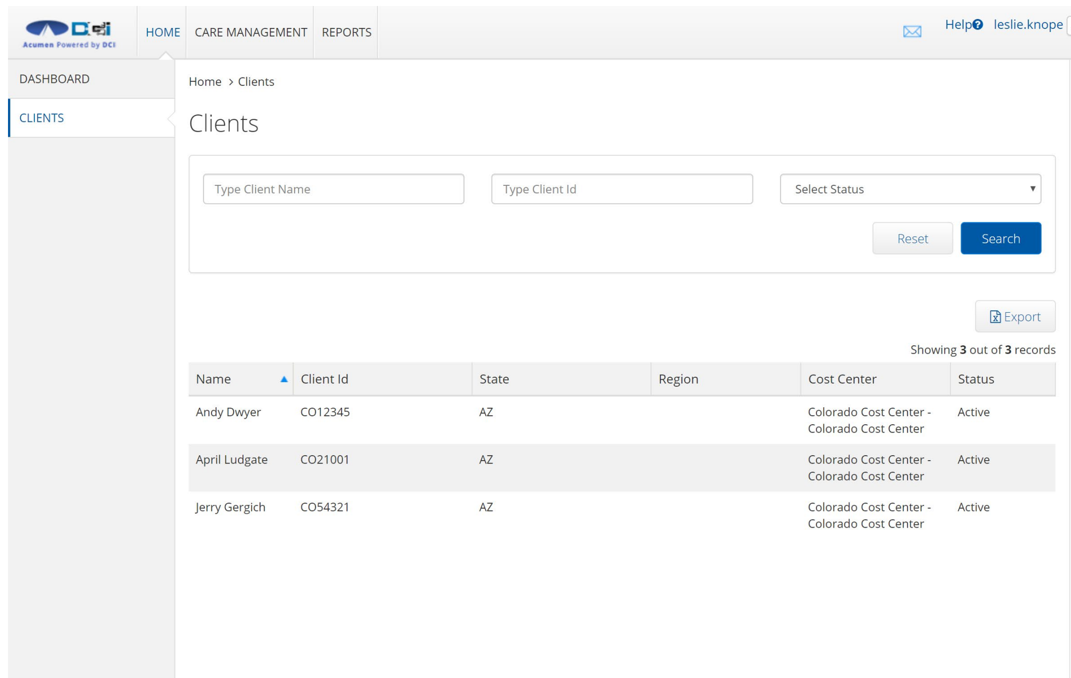
Case Worker Profile – Clients

Future State:

✓ Client Name search filter and Client Table results only display Clients linked to the Case Worker

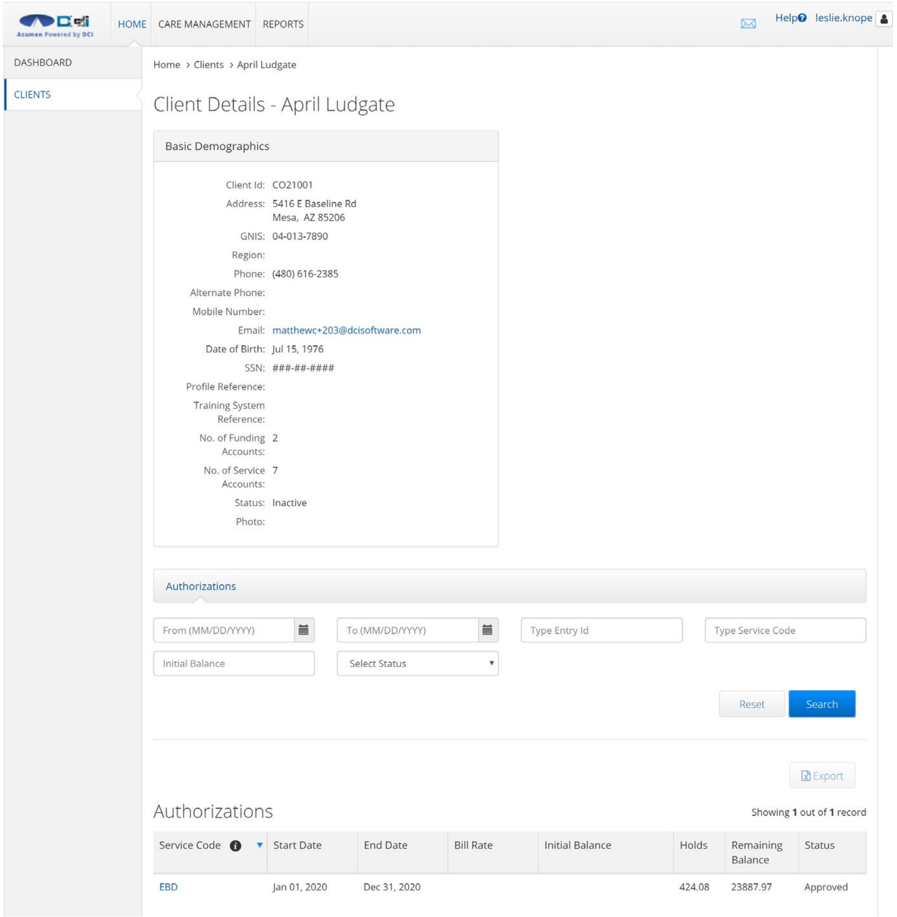
- For standard Case Workers this link is via the funding accounts
- For funding source level Case Workers will see all Clients that have an active funding account for a service code linked to their Funding Source

✓ State/Funding Source/Cost Center removed from search options



Case Worker Profile – Clients

Future State:
- ✓ Client tab displays basic demographics and authorizations
- ✓ Monthly Budget Summary report can be linked to a service code



Case Worker Profile – Summary Report

Future State:

- ✓ Summary Report grouped by Client/Employee/Authorization
- ✓ Employee Name added to heading
- ✓ Summary Report sorted by Date of Service
- ✓ Total line added at the end of every Client/Employee/Authorization table

Spending Summary as of: 05/25/2020

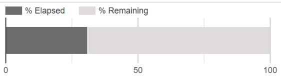
Client Name: Andy Dwyer

Participant Number	Case Manager
CO12345	Leslie Knope

Phone:
(999) 999-9999

Colorado CDASS

Auth	Start	End	% Time Elapsed
	02/01/2020	01/31/2021	31



Dollars (Dollar Based Programs)

Authorization Name	Initial Balance	Used YTD	Pre Authorizations Holds	Remaining Balance	% Remaining Balance
EBD	$25000.00	$1132.01	$0.00	$23867.99	95 %

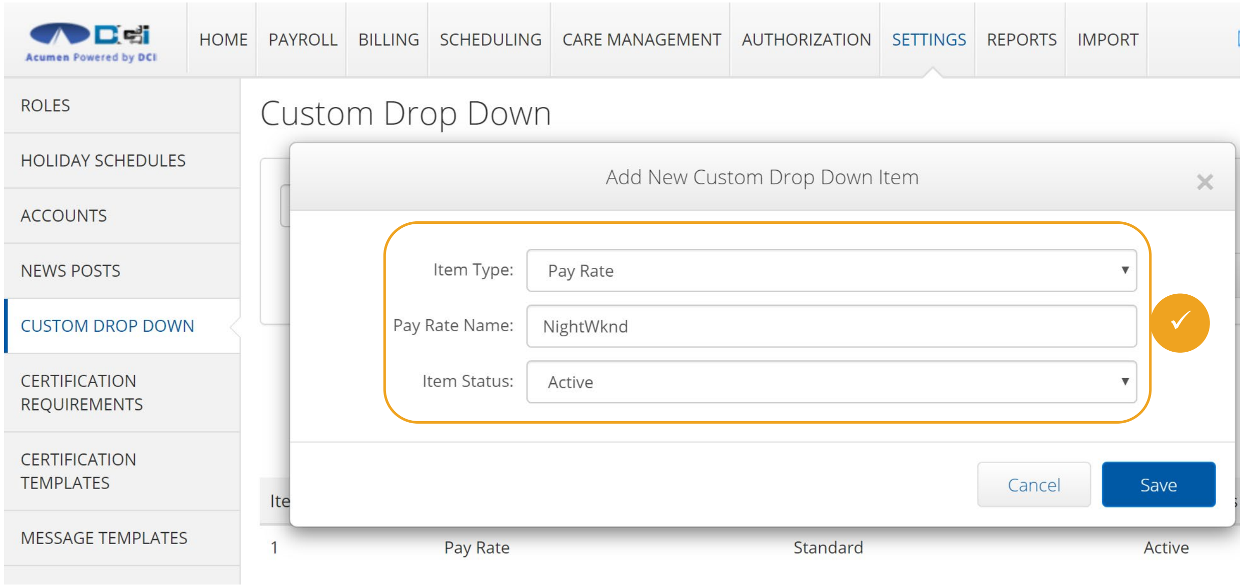
Client Name: Andy Dwyer / Employee Name: Ann Perkins
Authorization Name : EBD (ID : 448047) : From 02/01/2020 To 01/31/2021

Service Code	Cost Center	Entry ID	Entry Type	Account Type	Employee / Program Name	Date of Service	Amount	Bill Rate
EBD	Colorado Cost Center	448495	Punch	Hourly	Ann Perkins	02/16/2020	-161.88	
EBD	Colorado Cost Center	448152	Punch	Hourly	Ann Perkins	02/07/2020	-86.72	
EBD	Colorado Cost Center	448154	Punch	Hourly	Ann Perkins	02/05/2020	-138.76	
EBD	Colorado Cost Center	448156	Punch	Hourly	Ann Perkins	02/03/2020	-138.76	
EBD	Colorado Cost Center	448157	Punch	Hourly	Ann Perkins	02/02/2020	-161.88	
Total							**-688.00**	

Pay Rates

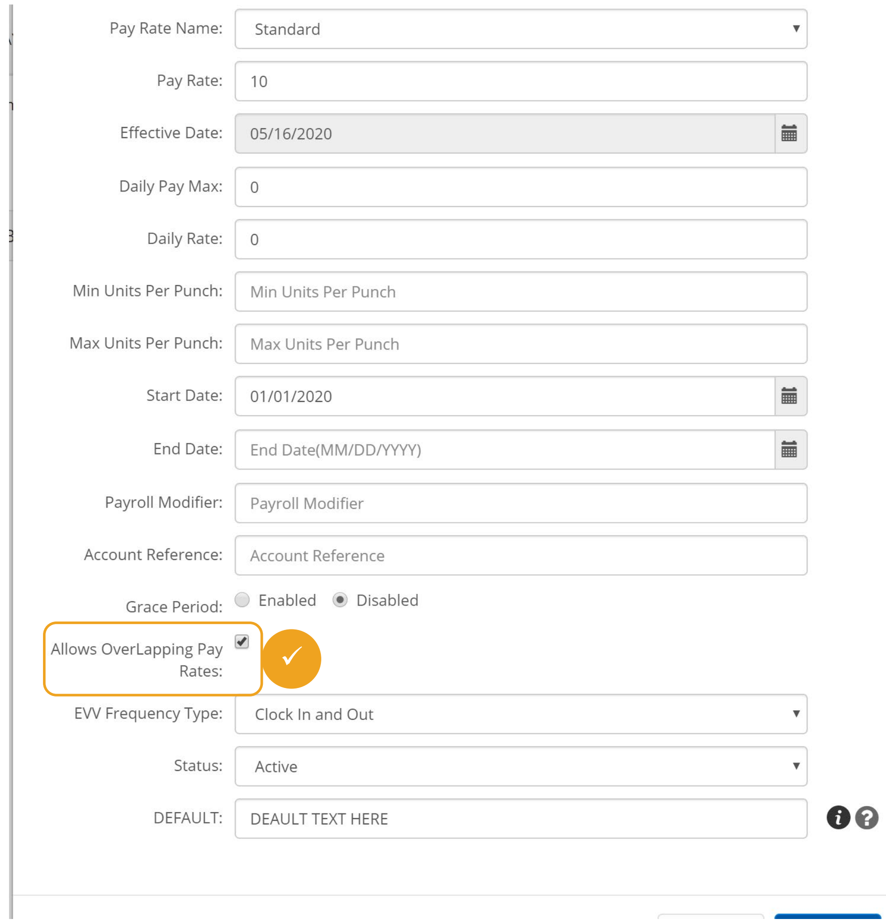
Create Pay Rates

- ✓ Pay Rate dropdown created in Custom Drop Down Field
- ✓ Pay rates can be selected by the end user
- ✓ Pay rates can be imported
  - Will require a change to the Employee Service Account and Employee Entries import formats



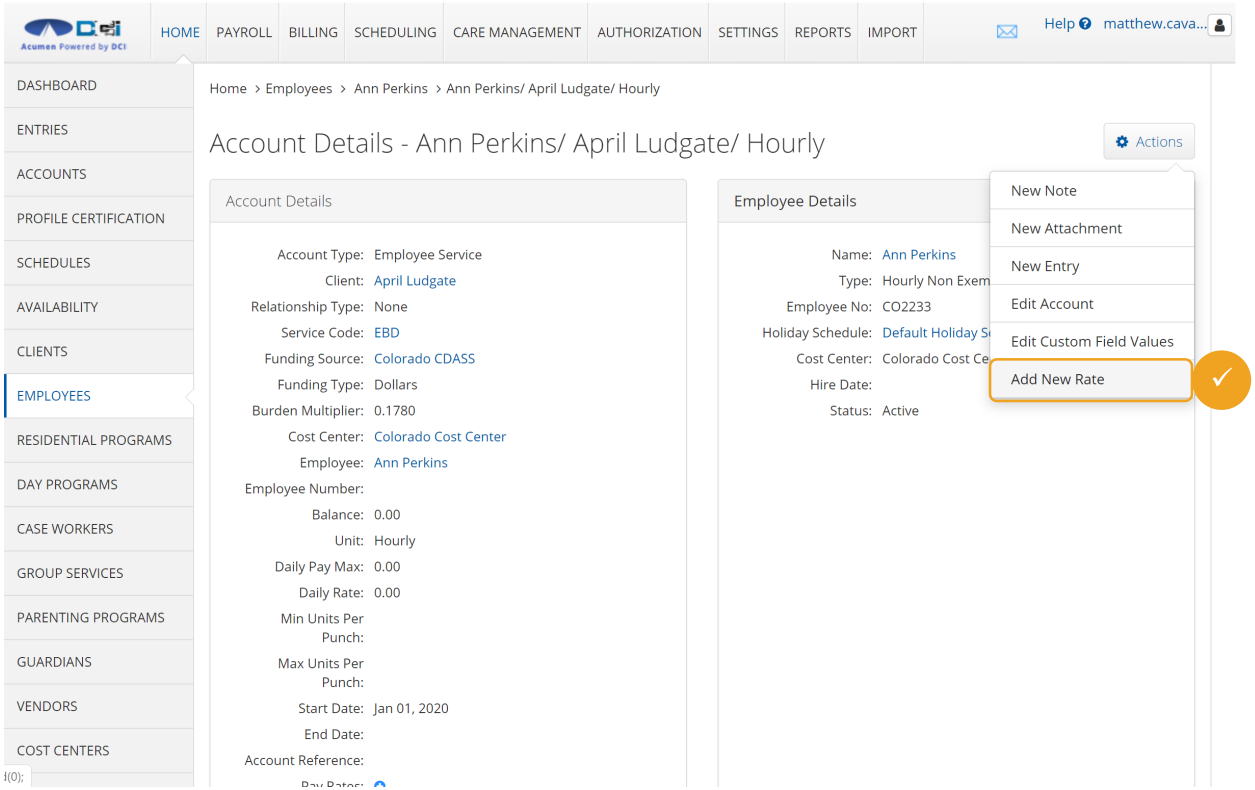
Employee Service Account

✓ Select Allows Overlapping Pay Rates located on Employee Service Account to enable the end user to select multiple rates



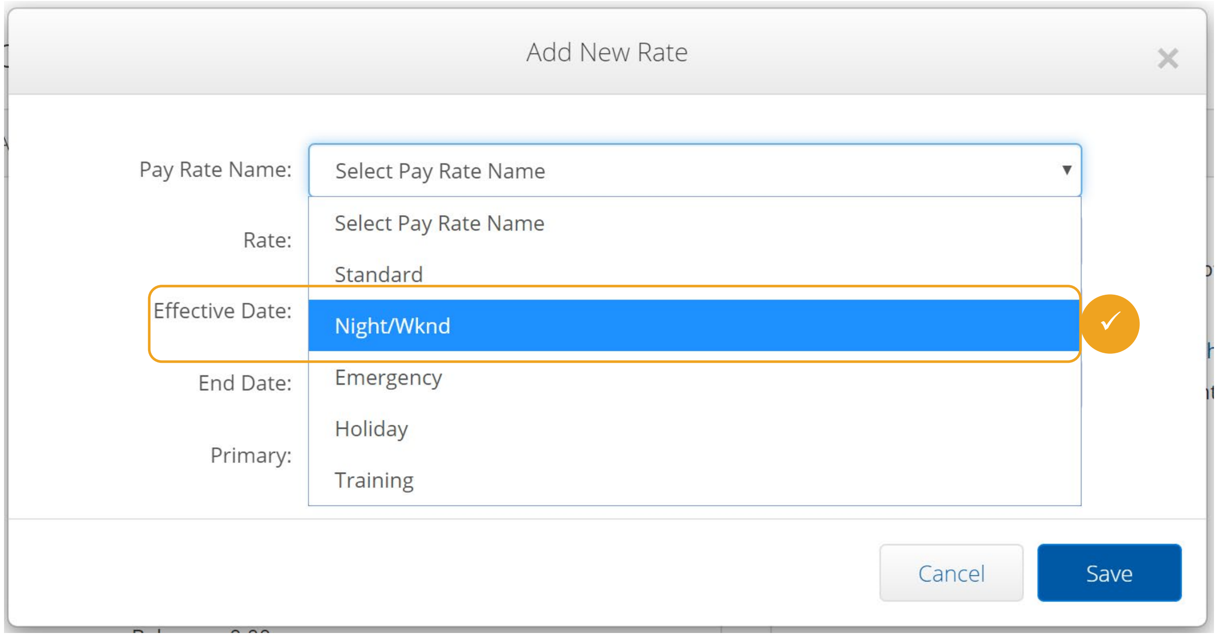
Add New Rate

- ✓ Multiple pay rates can be added to an employee service account



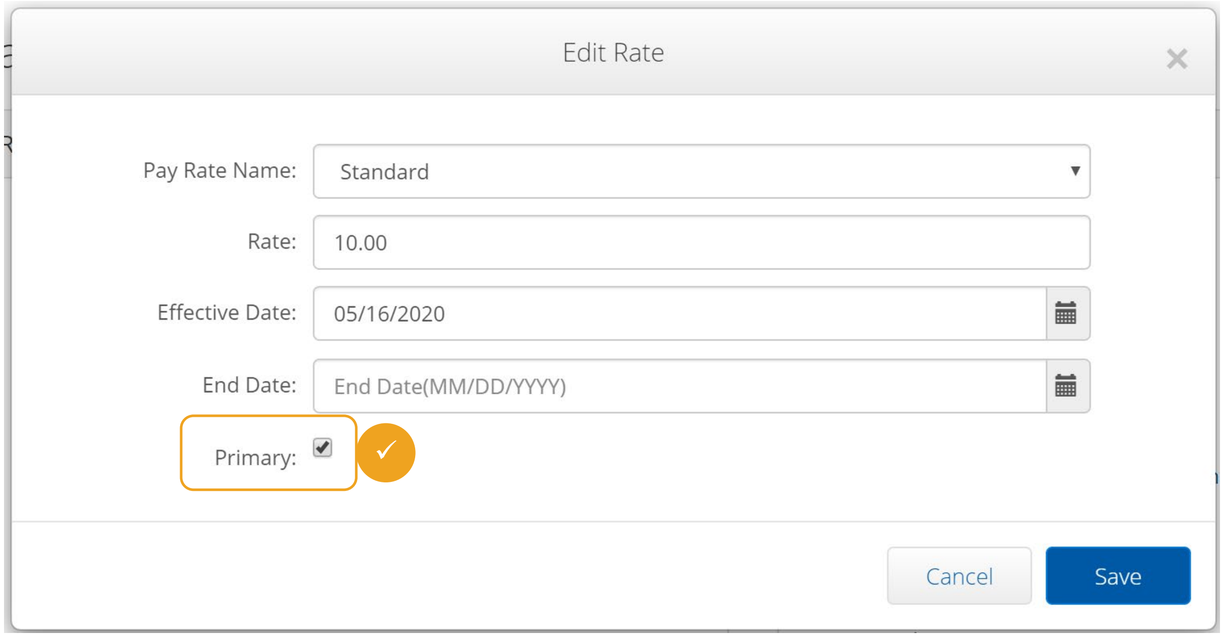
Select the Rate to Add

- ✓ Select the Rate to Add
  - The rates that are created in the custom dropdown field are visible
- ✓ Complete the Rate Wizard
  - Enter Rate
  - Effective Date
  - End Date



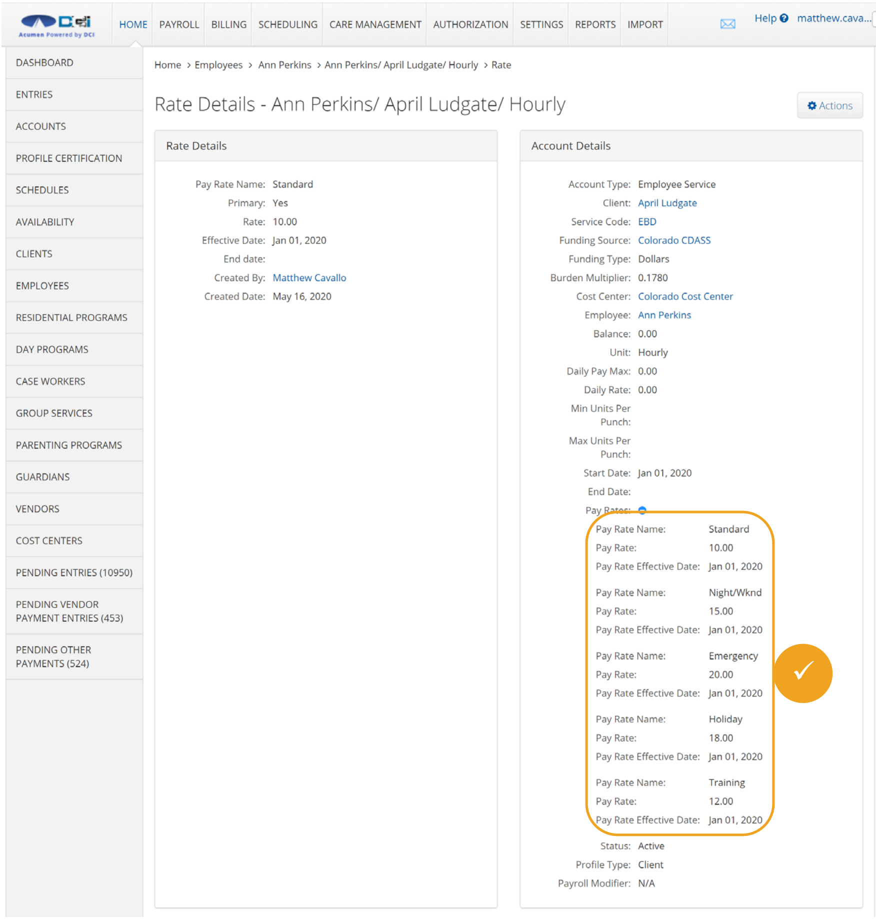
Define Primary Pay Rate

✓ Select Primary button to define the rate that will display in the dropdown for the user
  - Edit Standard Rate and select Primary
  - This will save the user from selecting a rate for each punch
  - The user will only change the rate when necessary for the shift



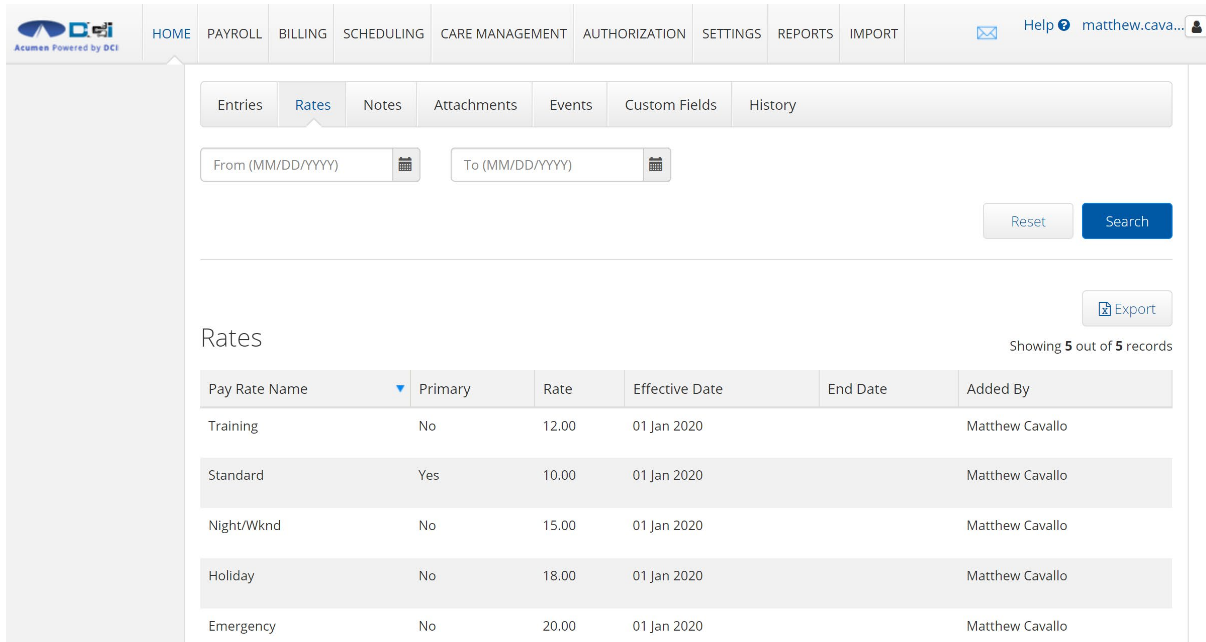
Employee Service Account Details

The Employee Service Account details page displays all the rates added to the account



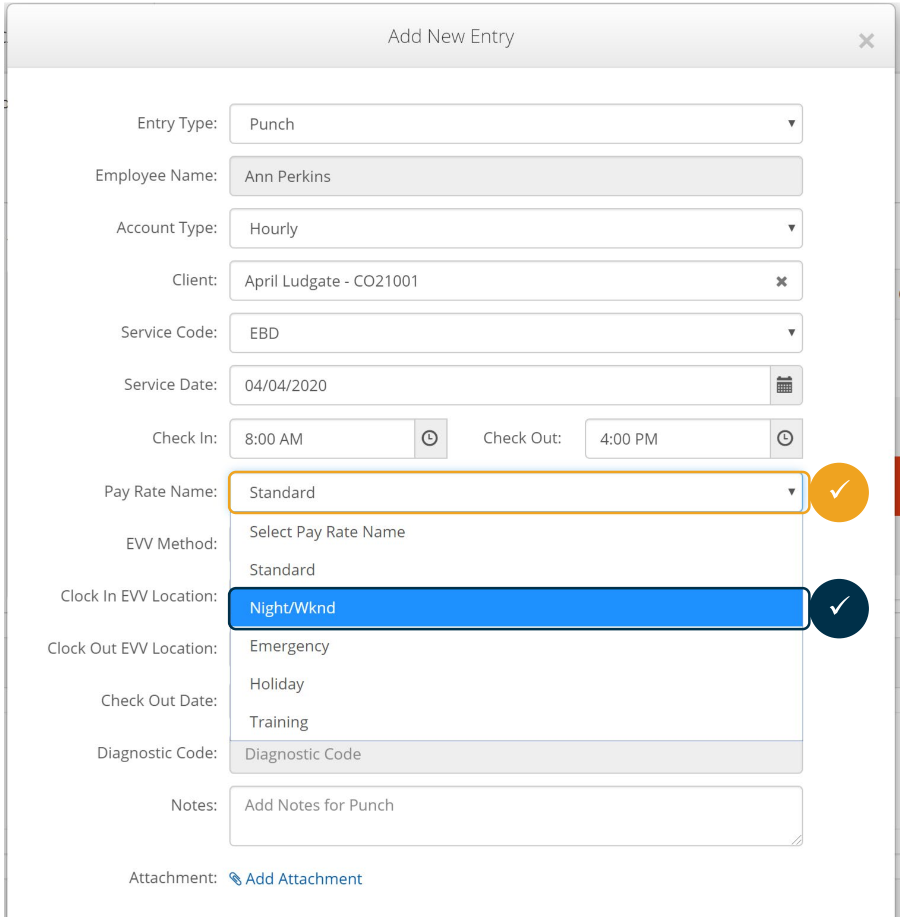
Rates Tab

The Rates Tab displays all rate information



Rate Selection

- ✓ The Primary Rate Displays in the Pay Rate Name Field
- ✓ The user can select an rate from the Pay Rate Name field:
  - If the user selects any rate other than the standard rate, there will be a Red Eye review notification in the Pending Entries screen
  - The Tooltip will read "Non primary Pay Rate selected"
  - This will not stop auto approval
- ✓ Rates can be edited
  - If a user edits the Pay Rate the system will create a compensating entry
  - Reject the original and create a new linked entry
- ✓ Edit reasons include:
  - Employee selected incorrect pay rate
  - Employee selected incorrect EVV location
  - Other



Punch Details

Punch Details display pay rate name

Punch Details

Entry Id:	565687
Machine Details:	72.208.141.34
Service Date:	May 20, 2020
Check In:	08:00 AM
Check Out:	04:00 PM
Hour(s):	0:08:00
Amount:	8.00
General Activity:	
Employee Time Zone:	MT (UTC-7)
Client/ Program Time Zone:	MT (UTC-7)
Payroll Modifier:	N/A
Diagnostic Code:	N/A
GL Code:	CO - 070
Location Code:	
Authorization Entry Id:	448047
Pay Rate Name:	Standard
Pay Rate:	15.00
Status:	Approved
Approved By:	System Process
Approved Date:	5/26/2020 10:15:01 AM
Created By:	Ann Perkins
Created:	May 26, 2020
Input Method Type:	Web Portal

Account Details/ Service Account

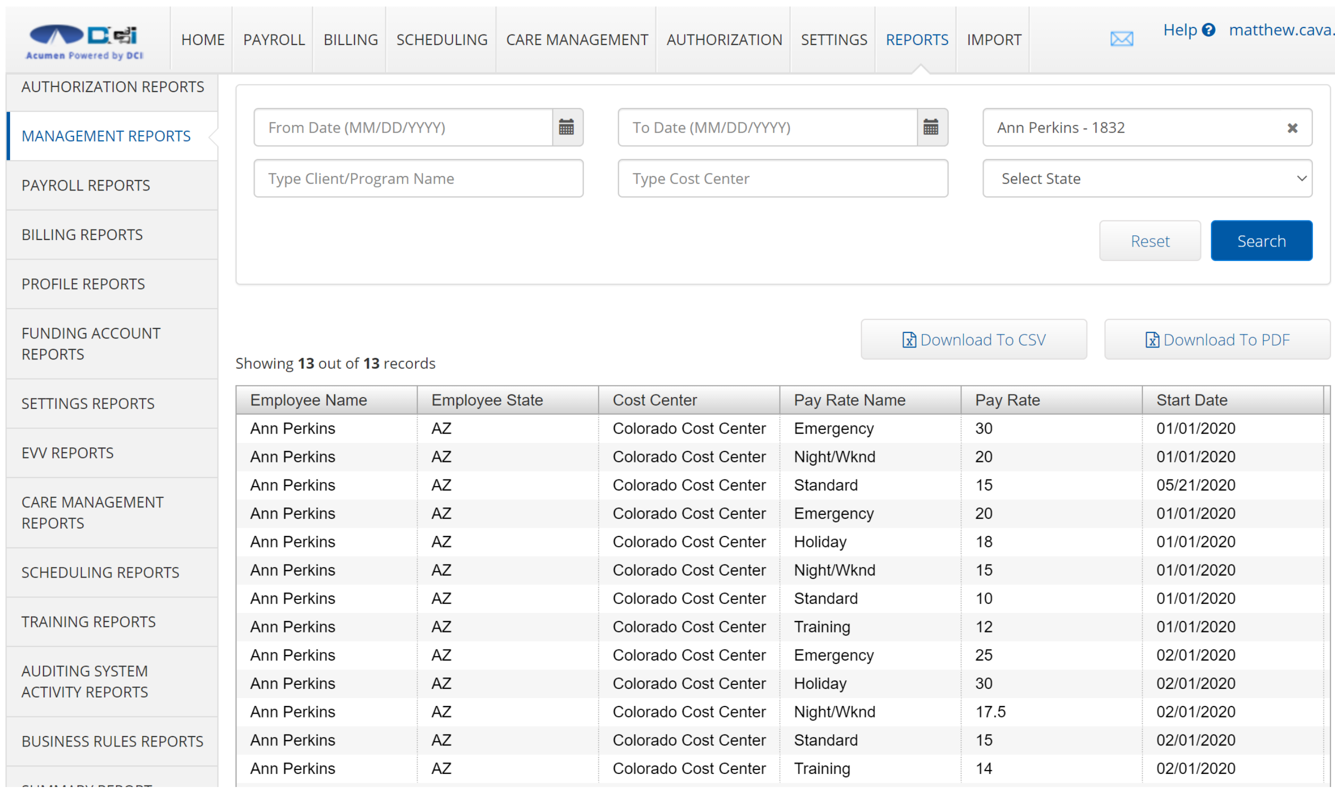
Account Id:	5214
Account Type:	Hourly
Client/ Program Time Zone:	MT (UTC-07)
Employee:	Ann Perkins
Employee Time Zone:	MT (UTC-07)
Service Code:	EBD
Client Signoff:	TRUE
Funding Type:	Dollars
Funding Source:	Colorado CDASS
Cost Center:	Colorado Cost Center
Unit Type:	Hourly
Balance:	16.00
Status:	Active

Pay Rate Report

The report is to pull all Pay Rates defined for Employee that match the search criteria

Location:

- Reports > Management Function > Employee Pay Rates Report



Employee Name	Employee State	Cost Center	Pay Rate Name	Pay Rate	Start Date
Ann Perkins	AZ	Colorado Cost Center	Emergency	30	01/01/2020
Ann Perkins	AZ	Colorado Cost Center	Night/Wknd	20	01/01/2020
Ann Perkins	AZ	Colorado Cost Center	Standard	15	05/21/2020
Ann Perkins	AZ	Colorado Cost Center	Emergency	20	01/01/2020
Ann Perkins	AZ	Colorado Cost Center	Holiday	18	01/01/2020
Ann Perkins	AZ	Colorado Cost Center	Night/Wknd	15	01/01/2020
Ann Perkins	AZ	Colorado Cost Center	Standard	10	01/01/2020
Ann Perkins	AZ	Colorado Cost Center	Training	12	01/01/2020
Ann Perkins	AZ	Colorado Cost Center	Emergency	25	02/01/2020
Ann Perkins	AZ	Colorado Cost Center	Holiday	30	02/01/2020
Ann Perkins	AZ	Colorado Cost Center	Night/Wknd	17.5	02/01/2020
Ann Perkins	AZ	Colorado Cost Center	Standard	15	02/01/2020
Ann Perkins	AZ	Colorado Cost Center	Training	14	02/01/2020

Pay Rate Report Enhancements

Pay rate fields has been added to the following reports:

- Punch Entries Report
- Punch Entry Details Report
- No Pay Rate Filter was added

Download To CSV | Download To PDF

Showing **62** out of **62** records

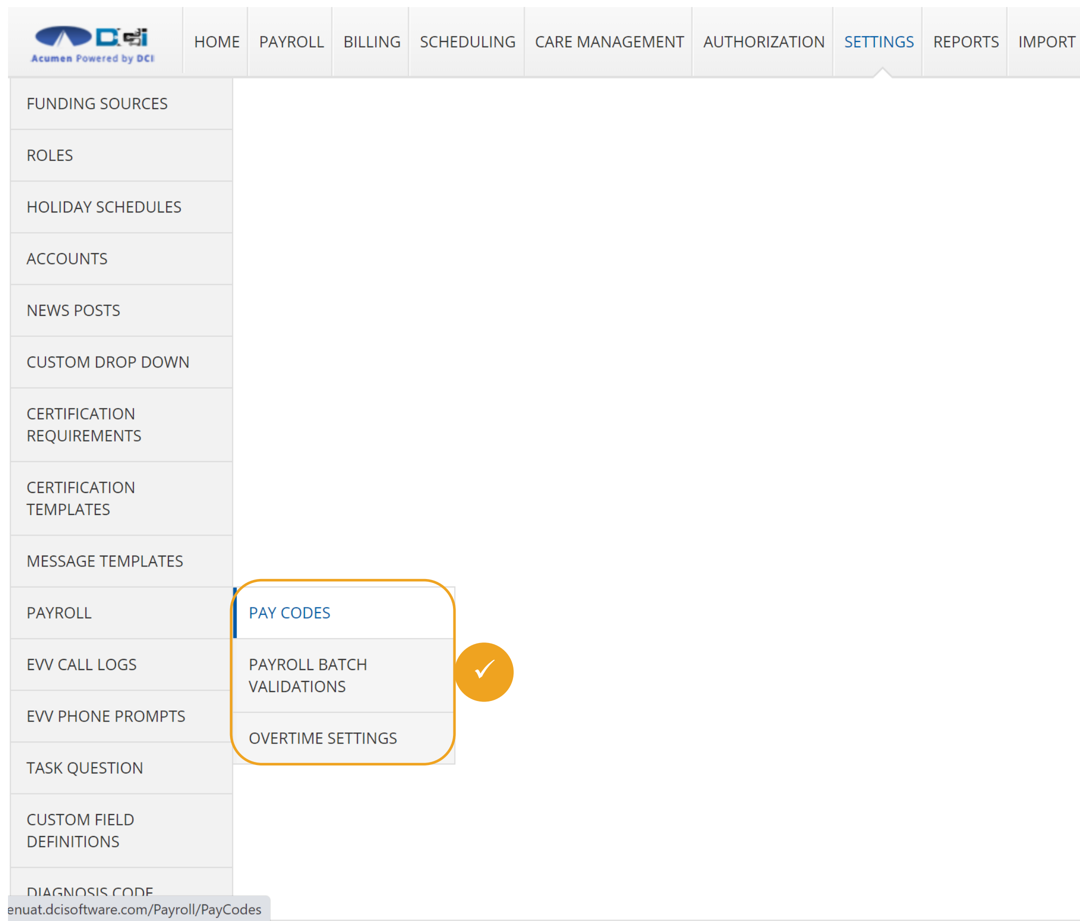
..	Approved IP…	Input Metho…	Payroll Batc…	Payroll Batc…	Entry Type	Pay Rate	Pay Rate N…
)4…	184.179.24.3	Web Portal	Colorado Test	2640	Punch	15.00	Standard
)4…	184.179.24.3	Web Portal	Colorado Test	2640	Punch	15.00	Standard
0…	:	Web Portal			Punch	15.00	Standard
0…	:	Web Portal			Punch	15.00	Standard
)4…	184.179.24.3	Web Portal	Colorado Test	2640	Punch	17.50	Night/Wknd
)5…	72.208.141.34	Web Portal	Ann Perkins	2760	Punch	17.50	Night/Wknd
)4…	184.179.24.3	Web Portal	Colorado Test	2640	Punch	25.00	Emergency
)7…	:	Web Portal	Ann Perkins	2760	Punch	10.00	Standard
)7…	:	Web Portal	Ann Perkins	2760	Punch	10.00	Standard
)4…	:	Web Portal	Ann Perkins	2760	Punch	10.00	Standard
)4…	:	Web Portal	Colorado Test	2661	Punch	10.00	Standard

Pay Codes

Pay Codes Menu

Payroll Fly-Out Menu has been updated:

- ✓ Pay Type Codes is now Pay Codes
- ✓ Overtime Settings added



Pay Codes

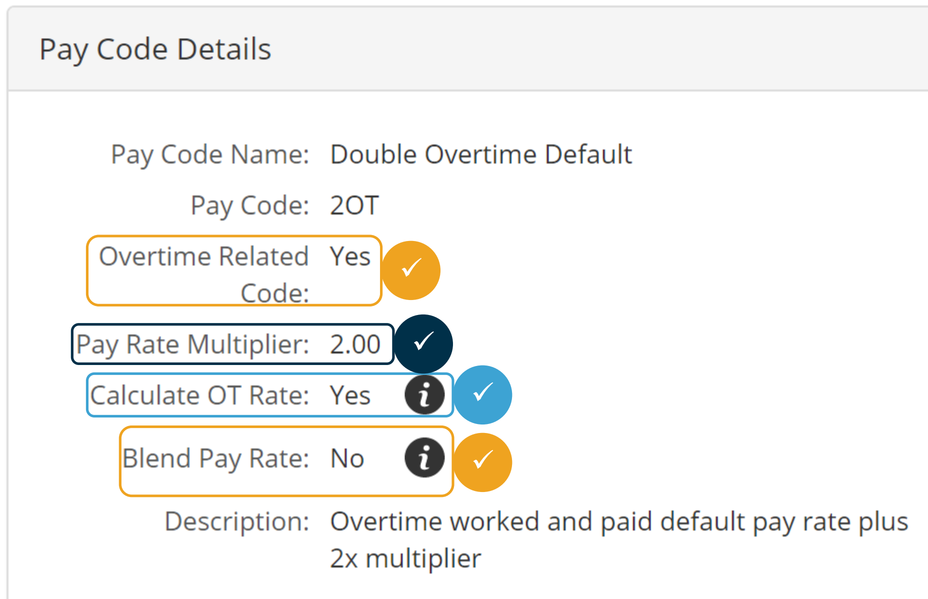
- Pay Code names have been standardized across FI and SP modes, with the exception of Vendor Payment and Reimbursement (FI only)
- Double Overtime Default and Custom have been added
- Sick and PTO salary and hourly added
- Sleep Overtime and Sleep Holiday added
- Holiday OT added
    - Allows customers to track holiday overtime specifically
    - Holiday OT custom and default to be added
- Default vs Custom Pay Codes
    - Default means that the service account ***does not*** have a pay rate on it and will use rate in the payroll engine
    - Custom means that the service account ***does*** have a pay rate on it and the payroll engine will use the rate in DCI

Name	Code	Overtime Related Code
Bonus	BON	No
Double Overtime Custom	2O	Yes
Double Overtime Default	2OT	Yes
Holiday OT Custom	HLOTC	Yes
Holiday OT Default	HLOTD	Yes
Holiday Worked Custom	HC	No
Holiday Worked Default	HD	No
Mileage	MIL	No
Overtime Custom	O	Yes
Overtime Default	OT	Yes
Paid Holiday	PH	No
Paid Time Off Hourly	PTO	No
Paid Time Off Salary	PTO1	No
Regular Custom	R	No
Regular Default	REG	No
Reimbursement	REIM	No
Sick Hourly	S	No
Sick Salary	SSH	No
Sleep	SLP	No
Sleep Holiday	SLH	No
Sleep Overtime	SLO	Yes
Vacation Hourly	V	No
Vacation Salary	VAS	No
Vendor Payment	VP	No

Pay Code Details

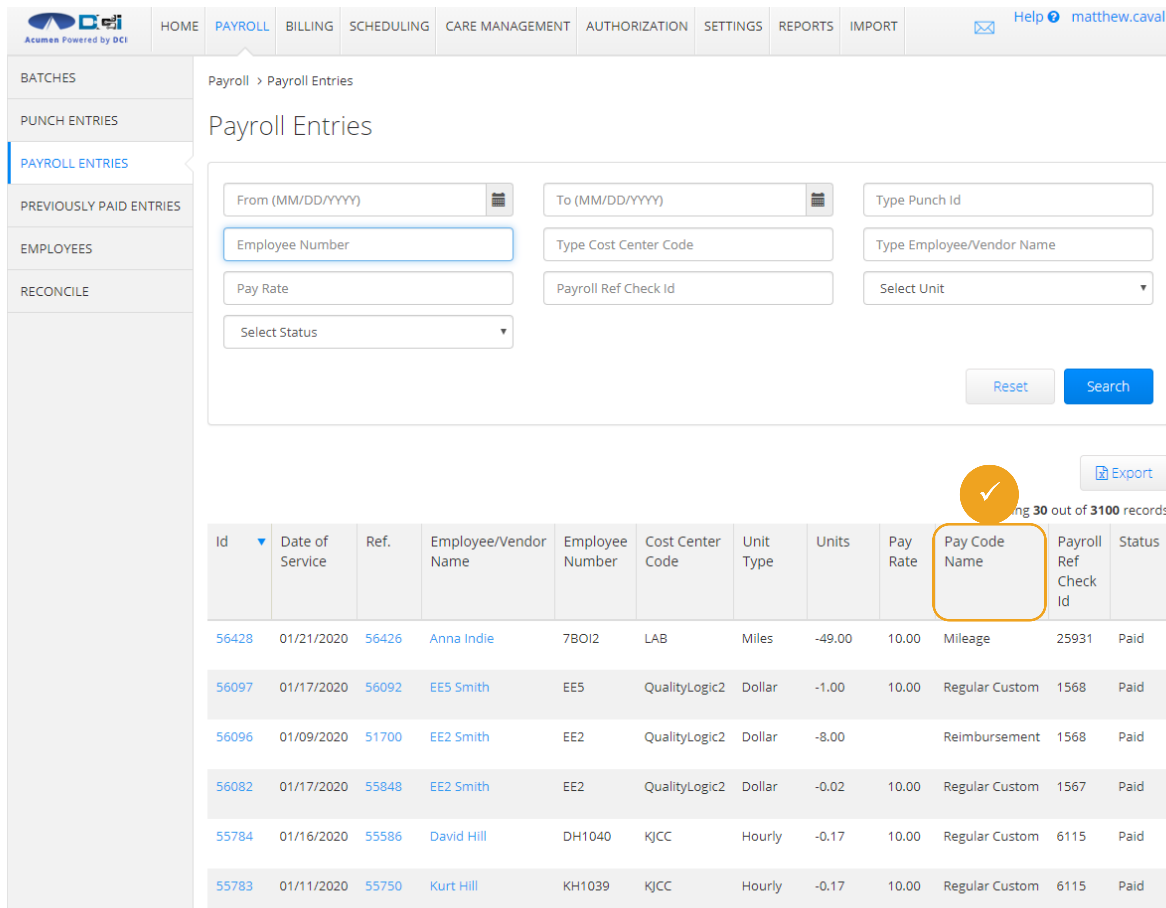
- ✓ Overtime related code is either yes or no
- ✓ Pay Rate Multiplier is multiplied by the Pay Rate Multiplier to calculated OTCalculate OT Rate is either yes or no and depends on the payroll engine settings
- ✓ Blend Pay Rate is a yes or no setting for an employee with multiple pay rates the system will look at the gross pay for the week divided by the number of hours worked and that is the rate that the system considers OT or 2OT
- ✓ Pay Rate Multiplier and Blend Pay Rate are not editable through the UI, but can be changed through your DCI account manager

Pay Code Details - Double Overtime Default



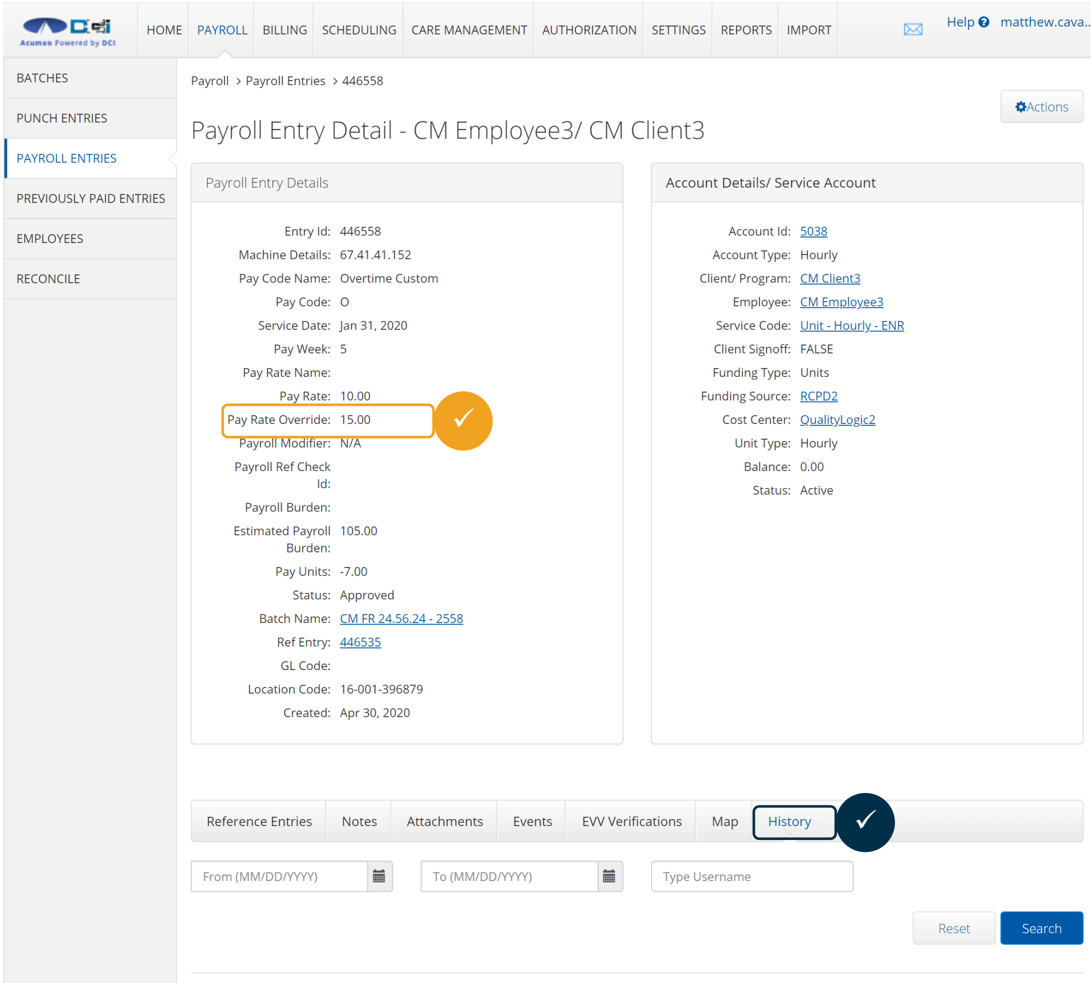
Payroll Entries Detail

- ✓ Column name updated to “Pay Code Name”



Payroll Entry Details

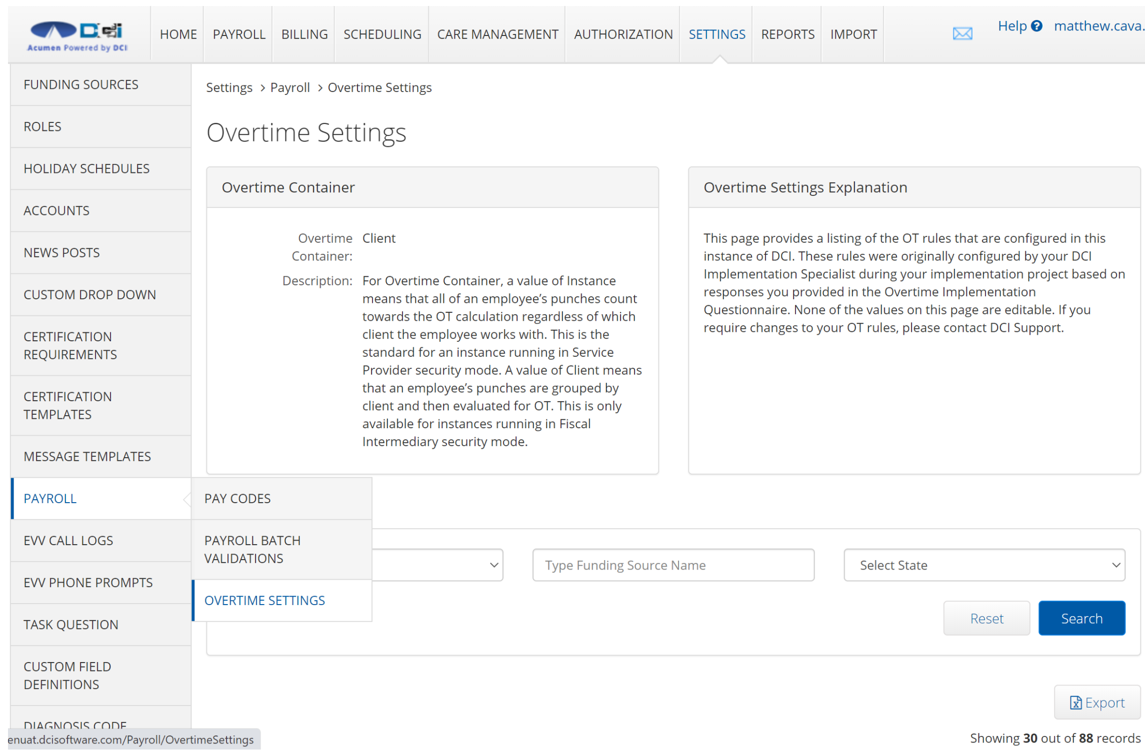
- ✓ Pay Rate Override is the rate that the employee is getting as a result of the overtime entry
- ✓ History Tab added
    - History is populated only when Pay Rate Override is edited



Overtime Engine

Overtime Settings

- New Fly out Menu for Overtime Settings
- Overtime Container Client means that it is looking at overtime on a per client basis
    - FI Mode Only
- Overtime Container Instance means that all of the hours worked are applied, not just per client
    - FI or SP Mode
- Overtime settings are not editable
    - Any changes to overtime settings must be submitted as a ticket



Rule Type

1. Company Rule
2. State Relationship
3. State Rule

Rule Id	Rule Type	Payout Potential Score	State Code	Funding Source Id	Funding Source Name	Relationship Type	Has Weekly OT	Weekly OT Limit	Weekly O Multiplier
1	Company	1	AZ				True	40	1.50
2	Company	1	CA				True	40	1.50
3	State	1	AL				True	40	1.50
4	State	2	AK				True	40	1.50
5	State	1	AZ				True	40	1.50
6	State	1	AR				True	40	1.50
7	State	5	CA				True	40	1.50
8	State Relationship	2	CA			LiveInCaregiv er	True	40	1.50
9	State	2	CO				True	40	1.50
10	State	1	CT				True	40	1.50
11	State	1	DE				True	40	1.50

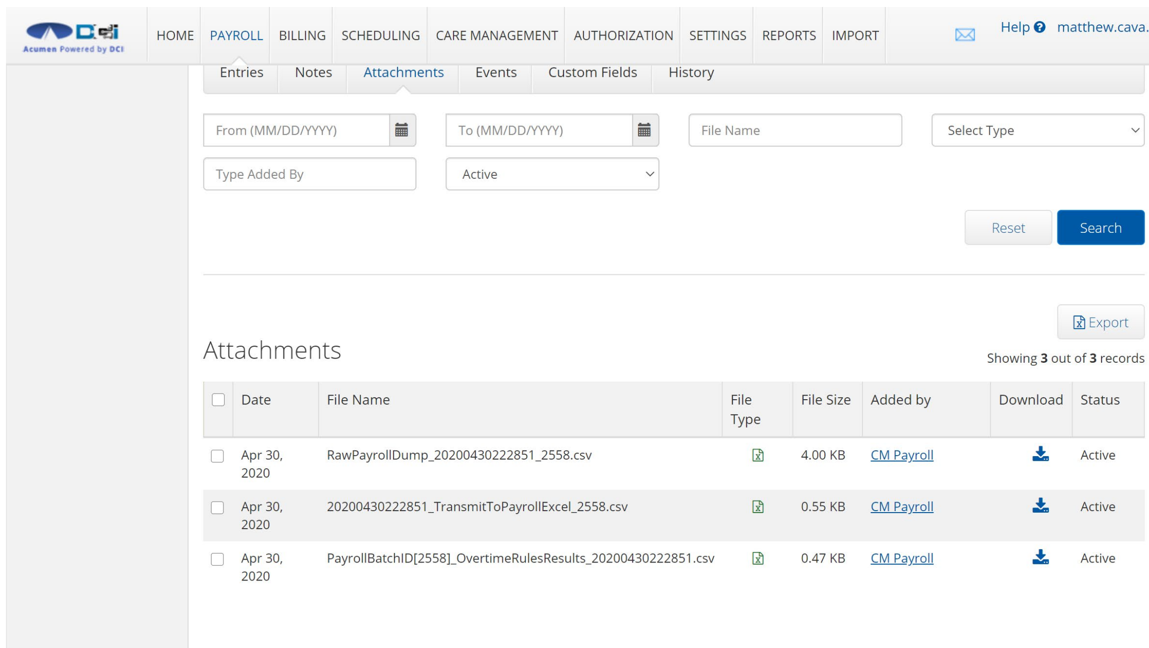
Overtime Settings

- Has Weekly OT is the Federal 40
- Scroll to the right to see all of the available overtime settings
- For more information on overtime settings, please consult your DCI account representative

Rule Id	Rule Type	Payout Potential Score	State Code	Funding Source Id	Funding Source Name	Relationship Type	Has Weekly OT	Weekly OT Limit	Weekly O Multiplier
1	Company	1	AZ				True	40	1.50
2	Company	1	CA				True	40	1.50
3	State	1	AL				True	40	1.50
4	State	2	AK				True	40	1.50
5	State	1	AZ				True	40	1.50
6	State	1	AR				True	40	1.50
7	State	5	CA				True	40	1.50
8	State Relationship	2	CA			LiveInCaregiver	True	40	1.50
9	State	2	CO				True	40	1.50
10	State	1	CT				True	40	1.50
11	State	1	DE				True	40	1.50

Overtime Batches

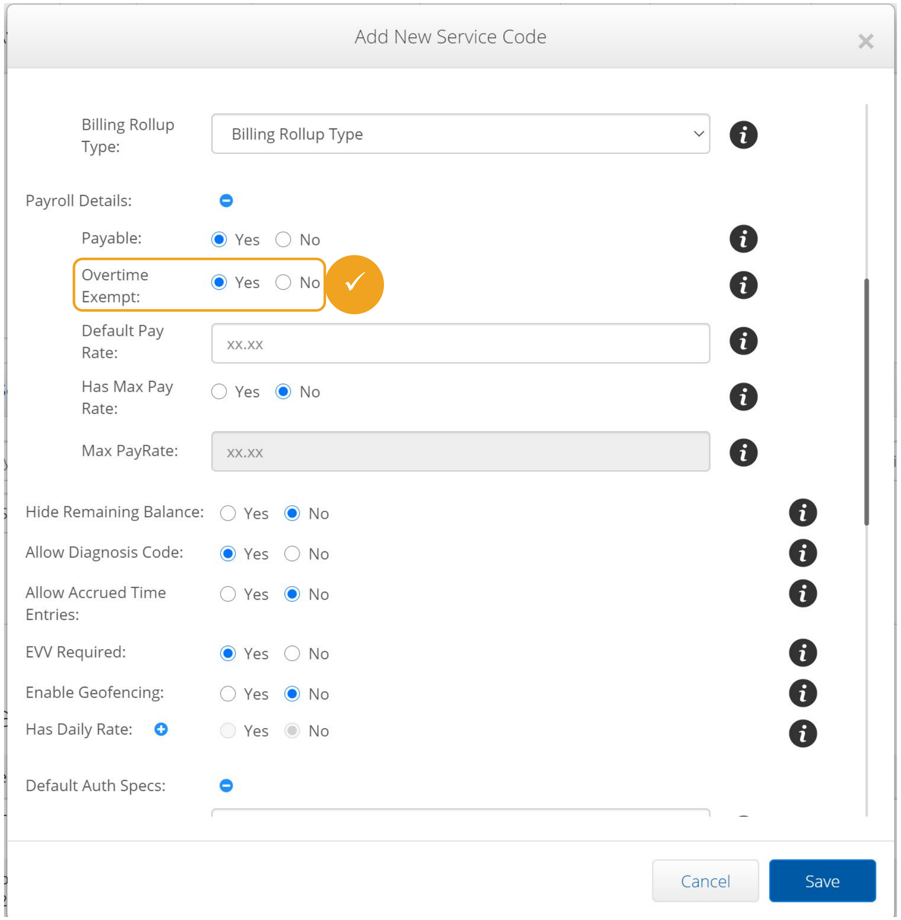
- If a batch has overtime in it, there is a new attachment called Overtime Rule Results (pictured below)
- This file includes the OT Rule Type and which sub-rule was triggered for each overtime entry



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Payroll Ent	Ref Entry I	Pay Code	Payroll Bat	Payroll Bat	Employee F	Employee N	Employee F	Employee L	OTRule ID	OTRule Typ	State	OT Sub Rule Triggered	
2	598398	83798	O	2851	62VPtest3	1496	gnome	Svirf	Neblin	2	Company	CA	DailyOT1	
3	598400	83125	O	2851	62VPtest3	1480	euro	Frenchy	German	2	Company	CA	DailyOT1	
4	598402	83133	O	2851	62VPtest3	1480	euro	Frenchy	German	2	Company	CA	DailyOT1	

Service Code

- ✓ Overtime Exempt now applied to all levels of overtime
  - Previously just applied to weekly overtime



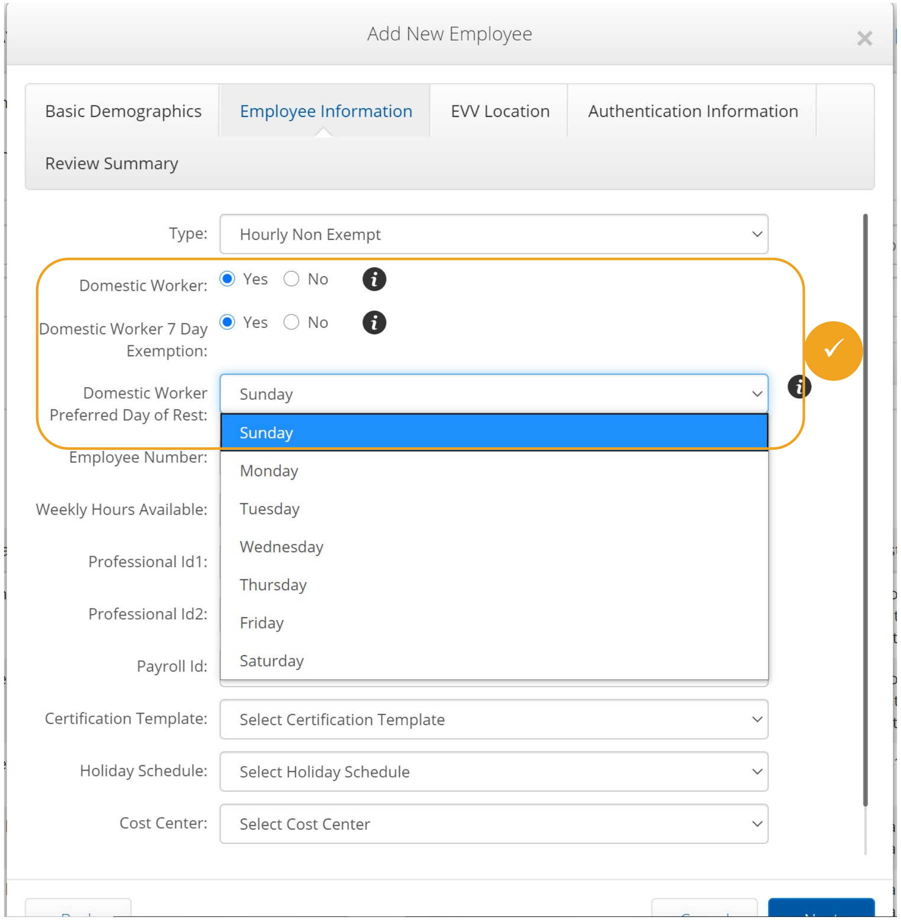
Employee Details

A new overtime type is for Domestic Worker. A domestic worker is someone who lives in the residence and provides care, but is not related to the client.

The Domestic Work Preferred Day of Rest allows the domestic worker to designate a day where they are not supposed to work.

If a domestic worker chooses to work on the day of rest, then they are entitled to overtime.

If enabled this is tied to the setting in the OT Table labeled OneDayRestin7 for states in which this type of overtime is enforced.



Reports

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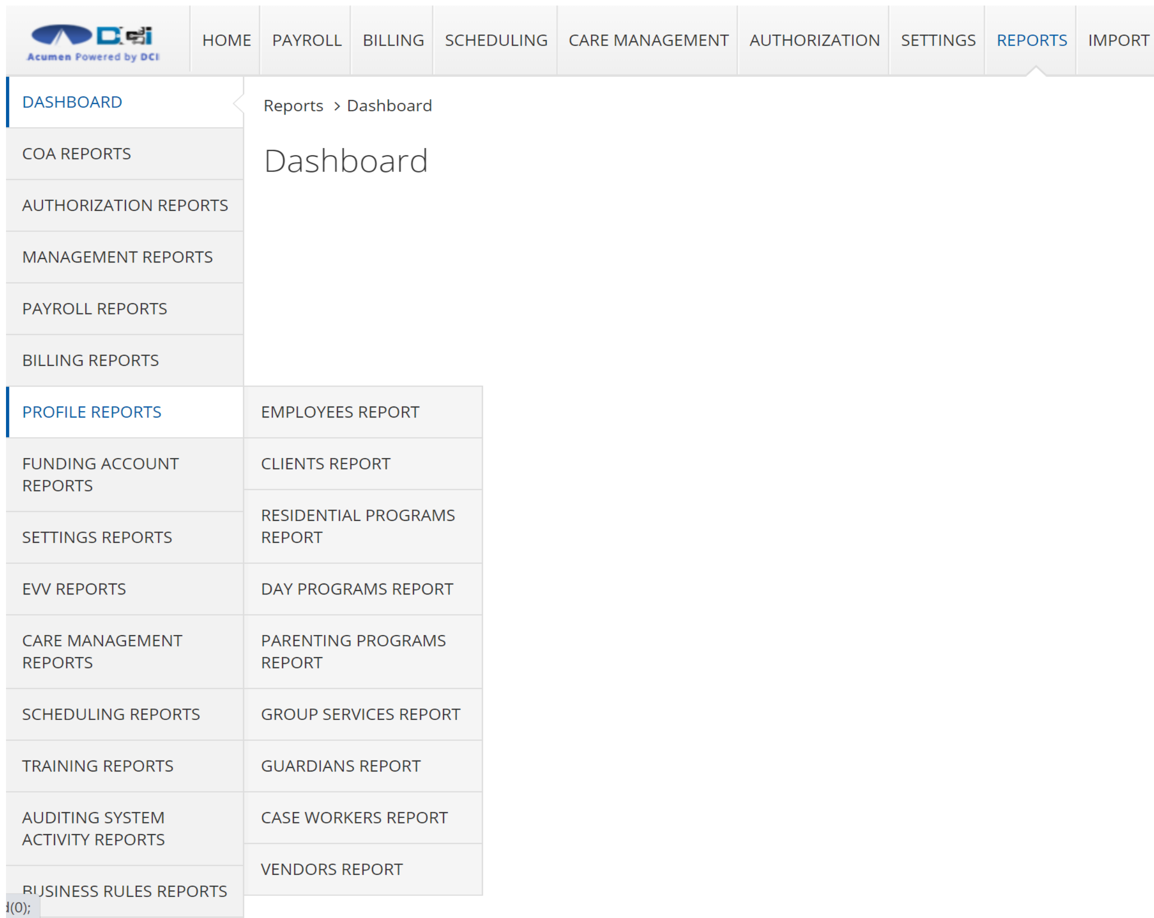
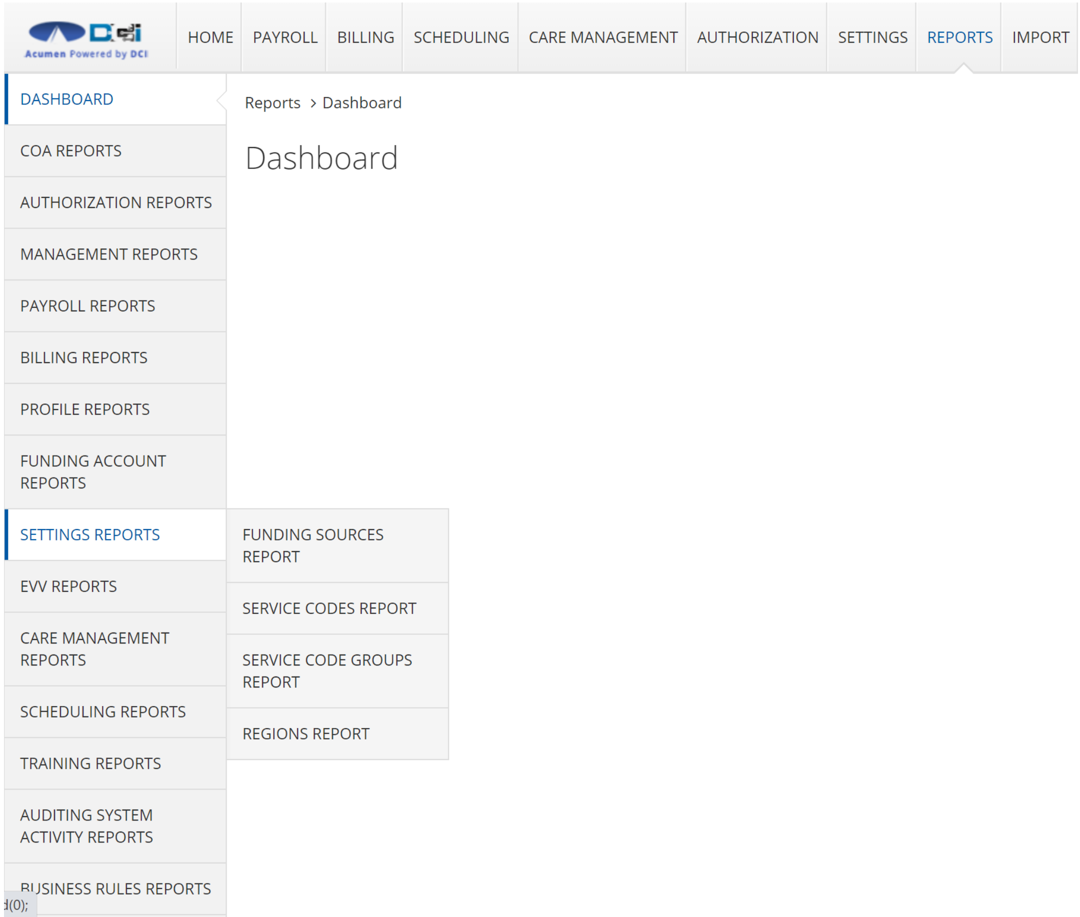
Profile Reports

- Employees Report
- Clients Report
- Residential Programs Report
- Day Programs Report
- Group Services Report
- Parenting Programs Report
- Guardians Report (new report)
- Case Workers Report (new report)
- Vendors Report (new report FI-Mode Only)



Setting Reports

- Funding Sources Report (new report)
- Service Codes Report
- Service Code Groups Report (new report)
- Regions Report



Report Modifications

Profile ID and Master Program Account ID will be added to the following reports:

- COA Reports
    - Residential Programs Report
    - Day Programs Report
    - Group Services Report
    - Parenting Programs Report
- Profile Id should be added as the first column
- Master Program Account ID should be added as the second column

Holiday Modes

Holiday Modes

For holidays, DCI currently creates the appropriate holiday punch based on whether or not another punch is already present. If a punch already exists for 8 hour or more then no holiday punch should be created. If a punch already exists for less than 8 hours then a holiday punch should be created to give the employee 8 total hours.

DCI has create a new mode to let customers manage how holiday pay is processed:

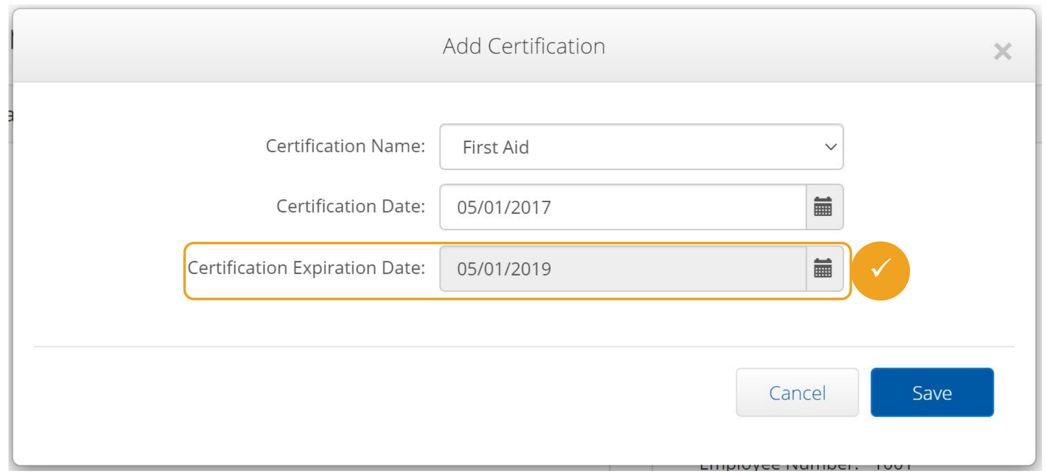
- Mode 0 – This is the current behavior where the system first checks to see if the Employee already has punches on that day totaling less than 8 hours and if so creates an entry in the employees holiday account for the difference. For example, if an employee works 4 hours on a holiday, DCI will create a holiday punch of 4 hours for a total of 8 hours.
- Mode 1 – This is the new behavior. When set to 1 the system should skip looking for other entries and always create an entry in the Employees holiday account for 8 hours, meaning that an employee will get 8 hours for the holiday plus the hours worked

Certification Requirements

Create Expired Certifications

Certification can be created in the past (eg the Certification Date and Expiration Date are both in the past):

- ✓ Certification is created in Expired status
- ✓ Punches that are entered late but fall in the date range will pass business rules



An Expired Certification can be rejected:

- No impact on punches that are already in the system
- No impact on notifications that may have been sent for the certification
- Recorded in the History for the Certification

Id	Certification Name	Certification Date	Certification Expiration Date	Expiration Reminder Start	Last Reminder Sent Date	Status
102	First Aid	05/01/2017	05/01/2019	01/31/2019		Expired

Business Rules

Max Hours Per Day Per Employee Per Client Per Funding Source

The purpose is to validate that an employee has not violated the max allowed hours per day for a specific client under a funding source

- **Phase 2**
- **Parameter 1 –** Required, Max allowed daily hours
- **Parameter 1 Validation Logic –** Must be a decimal number between 1.0 - 23.9
- **Parameter 1 Validation Error –** "You have entered invalid daily max number of hours. Must be decimal number between 1 - 23.9"
- **Parameter 2 –** N/A
- **Data Set –** All punches (excluding Rejected and Cancelled) by this employee for the same calendar day and for the same Client and for the same Funding Source as the punch being validated
- **Logic –** Total up the hours worked in the data set and compare to value provided in parameter 1. If hours worked are greater than business rule fails
- **End user punch failure message –** Since this is a Phase 2 Business Rule, there is no failure notification to the end user

Max Hours Per Day Per Client Per Funding Source

The purpose is to validate that a client has not violated the max allowed hours per day under a funding source

- **Phase 2**
- **Parameter 1 –** Required, Max allowed daily hours
- **Parameter 1 Validation Logic –** Must be a decimal number between 1.0 - 23.9
- **Parameter 1 Validation Error –** “You have entered invalid daily max number of hours. Must be decimal number between 1 - 23.9”
- **Parameter 2 –** N/A
- **Data Set –** All punches (excluding Rejected and Cancelled) for this Client for the same calendar day and for the same Funding Source as the punch being validated
- **Logic –** Total up the hours worked in the data set and compare to value provided in parameter 1. If hours worked are greater then business rule fails
- **End user punch failure message –** Since this is a Phase 2 Business Rule, there is no failure notification to the end user
- Similar to Max Hours Per Week Per Client Per Funding Source except its for a ***day*** not a ***week***

Max Hours Per Day Per Employee Per Cost Center

The purpose is to validate that an employee has not violated the max allowed hours per day for a specific cost center

- **Phase 2**
- **Parameter 1 –** Required, Max allowed daily hours
- **Parameter 1 Validation Logic –** Must be a decimal number between 1.0 - 23.9
- **Parameter 1 Validation Error –** “You have entered invalid daily max number of hours. Must be decimal number between 1 - 23.9”
- **Parameter 2 –** N/A
- **Data Set -** All punches (excluding Rejected and Cancelled) by this employee for the same calendar day and for the same Cost Center as the punch being validated
- **Logic –** Total up the hours worked in the data set and compare to value provided in parameter 1. If hours worked are greater then business rule fails
- **End user punch failure message –** Since this is a Phase 2 Business Rule, there is no failure notification to the end user
- Similar to Max Hours Per Week Per Employee Per Cost except it’s for a ***day*** not a ***week***

Thank you!

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