

Staff – Business Rule List QRG

Purpose: Explain the business rules used in OR PTC DCI.

Outcome: Staff understand OR PTC DCI business rules.

- Business rules are system directions that define business activities. Business rules determine whether you may or may not take a specific action in the OR PTC DCI system. The following business rules have been enabled for OR PTC DCI.

Business Rule Name	Description	Real-Time Entries	Historical Entries
Authorization Remaining Balance (Hourly)	Alerts that the punch exceeds the authorization remaining balance	Yes	Yes
Authorization Remaining Balance (Mileage)	Restricts adding a punch that exceeds the current available balance on the authorization	Yes	Yes
Timely Filing Employees Punch Entry	Restricts how many days after the date of service a punch can be entered (This limit is 365 days, as determined by the CBA)	No	Yes
Client Discharge Punch Entry Business Rule	Restricts adding a punch for a date of service beyond the client’s discharge date	Yes	Yes
Employee Service Account Start Date Punch Entry	Restricts adding a punch for a date prior to the start date of the employee service account	Yes	Yes
Employee Service Account End Date Punch Entry	Restricts adding a punch for a date beyond the end date of the employee service account	Yes	Yes
Employee Termination Date Punch Entry	Restricts when adding a punch for a date beyond the employee termination date	No	Yes
Duplicate/ Overlapping Employee Punch	Restricts adding a punch that duplicates/overlaps an existing punch for the same employee	No	Yes
Total Punch Amount cannot be greater than <u> XX </u>	Restricts the number of hours that can be claimed in one entry	Yes	Yes