Business Rule List

Description: This quick reference will outline the business rule name, descriptions, phases, and parameters.

*Please note: If Mode 1 or Mode 2 cannot be set in the business rule parameters, it is automatically set to Mode 1.

Role Required: Super User

Permission Required: Funding Source Admin



Business Rule Name	Description	Phase	*Parameters Required
Profile Certification Expired	Restrict adding a punch if a required employee profile certification has expired	1	None
Certification Lapsed	Restrict adding a punch if a required employee profile certification has lapsed	2	None
Authorization Remaining Balance	Restrict or warn that the punch exceeds the authorization remaining balance	1	Mode 1 (hard stop) or 2 (soft stop)
Timely Filing Employees Punch Entry	Restrict how many days after the date of service a punch can be entered	1	Number of Days
Timely Filing Employee Punch Approval	Prohibit approval of punch entries that exceed the max number of days between the date of service and the approval	3	Number of Days
No Valid Pay Rate Punch Entry	Restrict adding a punch for a date of service where no pay rate is defined	1	None
Client Discharge Punch Entry Business Rule	Restrict adding a punch for a date of service beyond the client's discharge date	1	None
Employee Service Account Start Date Punch Entry	Restrict adding a punch for a date prior to the start date of the employee service account	1	None
Employee Service Account End Date Punch Entry	Restrict adding a punch for a date beyond the end date of the employee service account	1	None
Employee Hire Date Punch Entry	Restrict adding a punch for a date prior to the employee hire date	1	None
Employee Termination Date Punch Entry	Restrict adding a punch for a date beyond the employee termination date	1	None
Authorization Daily Max	Restrict or warn that the punch violates the daily max setting for the authorization	1	Mode 1 (hard stop) or 2 (soft stop)
Max Hours Per Week Per Client for Unrelated Employees	This punch, plus existing punches in the system, violate the weekly max allowed hours per client for this funding source. Please reduce the hours you are attempting to punch or contact your supervisor	2	Number of hours
Max Hours Per Week Per Client for Kinship Employees	This punch, plus existing punches in the system, violate the weekly max allowed hours per client for this funding source. Please reduce the hours you are attempting to punch or contact your supervisor	2	Number of hours
Max Hours Per Week Per Client for Live-in Caregiver Employees	This punch, plus existing punches in the system, violate the weekly max allowed hours per client for this funding source. Please reduce the hours you are attempting to punch or contact your supervisor	2	Number of hours
Max Bonus Amount Business Rule	Punch unable to be saved because amount is greater than maximum allowed	1	Max Bonus Amount (Decimal)
Authorization Weekly Max	Restrict or warn that the punch violates the weekly max setting for the authorization	2	Mode 1 (hard stop) or 2 (soft stop)
Authorization Monthly Max	Restrict or warn that the punch violates the month max setting for the authorization	2	Mode 1 (hard stop) or 2 (soft stop)
Date Exclusive	Restrict adding a punch for the same service date as an existing punch for the service code specified in the parameters	1	Service Code ID (up to two service codes)

Date Exclusive - Service Code Group	Restrict adding a punch for the same service date as an existing punch for the service codes specified in the parameters	1	Service Code Group ID (use for more than two service codes)
Exclusive Pay Rate Business Rule	Restrict adding a punch for the same service date as an existing punch with a different pay rate	1	None
Accrued Time Entry Business Rule	The purpose is to provide the ability to confirm if the employee submitting an accrued time entry has enough balance to cover their request	1	None
Authorization Weekly Max Threshold Alert	The purpose is to check to see if the punch exceeds a designated utilization threshold percentage for the Authorization Weekly Max and then will send alerts. This is for alerting purposes only and should not stop a punch from being approved.	3	Parameter 1 – percentage of threshold as an integer Parameter 2 – Mode 1 (displays warning to approver) or 2 (does not display warning to approver)
Authorization Monthly Max Threshold Alert	The purpose is to check to see if the punch exceeds a designated utilization threshold percentage for the Authorization Monthly Max and then will send alerts. This is for alerting purposes only and should not stop a punch from being approved.	3	Parameter 1 – percentage of threshold as an integer Parameter 2 – Mode 1 (displays warning to approver) or 2 (does not display warning to approver)
Authorization Remaining Balance Threshold Alert	The purpose is to check to see if the punch exceeds a designated utilization threshold percentage for the Authorization Remaining Balance and then will send alerts. This is for alerting purposes only and should not stop a punch from being approved.	3	Parameter 1 – percentage of threshold as an integer Parameter 2 – Mode 1 (displays warning to approver) or 2 (does not display warning to approver)
Reason Code Monthly Max Alert	The purpose is to check if a user is nearing or has exceeded the allowed number of uses of a particular reason code within the current month	1	Mode 1 (hard stop) or 2 (soft stop)
Duplicate/Overlapping Employee Punch	Allow a punch that duplicates/overlaps an existing punch for the same employee the service code specified in the parameters	1	Service Code ID (up to two service codes)
Duplicate/Overlapping Employee Punch - Service Code Group	Allow a punch that duplicates/overlaps an existing punch for the same employee for the service codes specified in the parameters	1	Service Code Group ID (use for more than two service codes)
Duplicate/Overlapping Client Punch	Restrict adding a punch that duplicate/overlaps an existing punch for the same client. If enabled, you can allow duplicate/overlapping punches for service codes specified in the parameters	2	Service Code ID (up to two service codes)
Duplicate/Overlapping Client Punch - Service Code Group	Restrict adding a punch that duplicate/overlaps an existing punch for the same client. If enabled, you can allow duplicate/overlapping punches for service codes specified in the parameters	2	Service Code Group ID (use for more than two service codes)
Max Hours Per Day Per Employee Per Funding Source	Restrict a punch that exceeds the maximum hours allowed for an employee per day per funding source as specified in the parameters	2	Number of hours
Max Hours Per Day Per Employee Per Client Per Funding Source	The purpose of this business rule is to validate that an employee has not violated the max allowed hours per day for a specific client under a funding source	2	Number of hours
Max Hours Per Week Per Employee Per Funding Source	Restrict a punch that exceeds the maximum hours allowed for an employee per week per funding source as specified in the parameters	2	Number of hours
Max Hours Per Week Per Employee Per Cost Center	Restrict a punch that exceeds the maximum hours allowed for an employee per week per cost center as specified in the parameters	2	Number of hours
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 for a specific funding source	2	Number of hours
Max Hours Per Week Per Client Per Funding Sources	Restrict a punch that exceeds the maximum hours allowed for a client per week per funding source as specified in the parameters	2	Number of hours
Max Hours Per Day Per Employee Per Cost Center	Punch exceeds the maximum hours per day for the employee for the cost center	2	Number of hours
Max Hours Per Week Per Employee	The purpose is to validate employees do not exceed max weekly hours allowed as configured on their employee profile for pay week	2	Number of hours
Max Hours Per Week Per Client for Unrelated Employees (FI Only)	Restrict a punch that exceeds the maximum hours allowed for a client per week for unrelated employees as specified in the parameters	2	Number of hours
Max Hours Per Week Per Client for Kinship Employees (FI Only)	Restrict a punch that exceeds the maximum hours allowed for a client per week for kinship employees as specified in the parameters	2	Number of hours
Max Hours Per Week Per Client for Live-In Caregiver Employees (FI Only)	Restrict a punch that exceeds the maximum hours allowed for a client per week for live-in caregiver employees as specified in the parameters	2	Number of hours

Travel Time Bookend Validation	The purpose of this rule is to check that the entry is surrounded by a valid hourly service punch by this employee for this client within designated threshold prior to and after this entry	3	Mode 1 (hard stop) or 2 (soft stop)
Entries Require Free Text Note	If yes, users will be required to enter a free text note when making a punch for this service code	3	Mode 1 (hard stop) or 2 (soft stop)
Authorization Expiration Date	The purpose is to validate that the date this punch is being created is not beyond the authorization expiration date	1	Mode 1 (hard stop) or 2 (soft stop)
Max Hours Per Year Per Employee Per Client Per Service Code	The purpose is to validate that an employee has not exceeded the maximum allowed hours for a client per year under a specific service code	2	Number of hours

Related articles

- Authorizations - Overview
- Business Rule List
- Service Codes - Create, View, Edit, or Deactivate
- Authorization Remaining Balances as Time in the Mobile App
- System Set-Up - Admin Guide