



## Journyx Data Validation Tool (DVT)

The Data Validation Tool for Journyx Timesheet - available separately, or provided with the Payroll Rules Engine - provides organizations with the ability to validate time data entered into Timesheet against customized rules.

### Data Validation Rules - Get It Right the First Time

Data Validation rules can be created by Timesheet administrators to enforce restrictions on how users may enter their time. The rules are assigned to Pay Groups, making it easy to set rules for specific types of employees such as hourly workers, salaried employees and contractors.

There are five types of Data Validation Rules: **Future Entry Restrictions**, **Dropdown Restrictions**, **Hour Validation Rules**, **Minute Increment Rules**, and **Holiday Validation Rules**.

**Future Time Restrictions** stop users from entering time against future dates (tomorrow and thereafter). They work on a pay-group basis, so you can allow certain employees to enter time in advance while preventing others from doing so.

**Dropdown Restrictions** keep users from tracking time to a certain Project, Task, Pay Type, or Bill Type. Dropdown Restrictions allow Timesheet administrators to create 'Select one' values in any of these fields, and thereby actually require their users to select one.

**Hour Validation Rules** enforce minimum and maximum hours for each pay type, on a per-day, per-week, or per-timesheet basis.

*Example: Pay Group "Hourly" has been configured to require a minimum of 8 hours total worked each day and no more than 6 hours total for the Pay Type "Sick Leave" in each week. User timesheets that violate either of those rules will be rejected automatically by Timesheet when they are submitted for approval.*

**Minute Increment Rules** reject timesheets with entries that violate your specified minute increment criteria. By default, they simply warn users of their failure to comply but the Rules can also round non-compliant entries up, down or to the nearest defined increment.

*Example: Pay Group "Hourly" has been assigned a 6-minute increment rule. All time entries by "Hourly" members must be multiples of 6 minutes to be valid. Therefore, a time entry of 3:04 will be rejected, while entries of 1:06, 4:18 and 7:48 are valid since they are all multiples of 6 minutes. This rule could also be configured to automatically round an entry of 3:04 down to 3:00, or up to the nearest increment (in this case, 3:06).*

**Holiday Validation Rules** allow Timesheet administrators to designate holidays. The rules are assigned to specific Pay Groups and can be applied to a particular Pay Type. All hours logged against that Pay Type by members of the Pay Group will be treated as holiday time within the Timesheet system. Holiday Validation Rules can also be configured to create holiday time records on chosen holidays.

As an additional control, users in Pay Groups targeted by a Holiday Validation Rule are not able to enter holiday time on any non-holiday. Timesheet will not allow them to submit their timesheet for approval if they have entered holiday time on the wrong day. Users in violation of the rule also receive a warning each time that they save their timesheets.



Finally, Holiday Validation Rules require that users enter at least some holiday time on each holiday; however, they do not enforce a minimum number of holiday hours that must be entered. Holiday Validation Rules do not prevent users from entering non-holiday time on holidays.

### Data Validation Tool Availability

The Data Validation Tool is available to all customers using Timesheet 7.1 and later. The Data Validation Tool, tool training, and tool configuration assistance are available free of charge with purchase of a Journeyx ProStart or ProUpdate configuration package. Please contact your Journeyx Sales Team representative at (800) 755-9878, extension 1 for more information about the Data Validation Tool.