astutepayroll

Timesheet Interpretation
Fractional Day

The "Fractional Day" action provides the ability to pay based on how much of a Full Time day the employee worked. This might be under a day or it might be over a day.

When would I use this?

Using this action, Employees who record their time in hours (start and end time) can be paid a daily rate. Unlike the condition that matches a percentage of the day, this action depends on each employee's expected day so a single Pay Rule can be applied to any number of employees with different expected days.

Setting up the Action

The "Fractional day" action condition is available where the Rule Type chosen is "Pay Condition" or "Work Structure". Once the action is selected in the Action Type the precision and rounding method can be configured.

This can be used as a standalone action or in conjunction with other actions.

Configuration

Defining a Day

For the purposes of this action, a 'day' is taken from the Full Time Week for the job. Depending on portal configuration this is a global setting or can be set on the employee's Job, Workplace or Payroll entity.

👍 On a day where the employee's Full Time Week hasn't scheduled them for work, the interpreter uses the median day length. This means that if the Full Time Week has seven hours from Monday to Thursday and nine hours on Friday, the median day is seven hours. Any work on Saturday or Sunday will be assessed using a seven hour day.

Precision

The precision defines how to turn hours into a fractional day. For example, if the Full Time Week says that the employee works 8 hours on Monday, and they submit 9:00am to 4.45pm, they've only worked 7.75 hours. That's 0.9688 of a day and, setting the Precision to 0.0001, they will be paid 0.9688 units. However, if we set the precision to 0.25, we'll pay them in quarter days.

Rounding Method

Once the fraction of the day the employee worked has been calculated (0.9688) and the precision set, the rounding method is used to arrive at a final calculation.

Closest
Rounding to the closest will find the closest quarter day to the time the employee worked. 0.9688 is closest to a full day and thus the fractional day will be rounded to 1.0000 units.

Round Down
If the employee is only to be paid for full quarter days worked, then the value should be rounded down. 0.9688 will round down to three-quarters of a day and the fractional day will be rounded down to 0.7500 units.

Round Up
On the other hand, if the employee is to be paid for any part of a quarter day they work, then the fractional day should be rounded up. 0.9688 will round up to a full day and the fractional day will be rounded up to 1.0000 units.

Example

Consider the following recorded work hours. On Monday the employee worked eight hours from 9am to 5pm. The whole day is matched (Day = Monday) and a Fractional Day action is applied. The employee worked eight hours and was expected to work eight hours, and so will be paid 1.00 unit for the work. The pay item is set to "Daily" and the employee is paid 1.00 unit of Daily.

In the following example, the employee was only expected to work seven hours on the Monday. That results in a calculation of 1.1429 units. The rounding preference is "closest quarter day" and thus it is rounded to 1.25 units. As above we the 'Daily' pay item is assigned and for the 8 hours of work, the employee is paid 1.25 units of Daily.
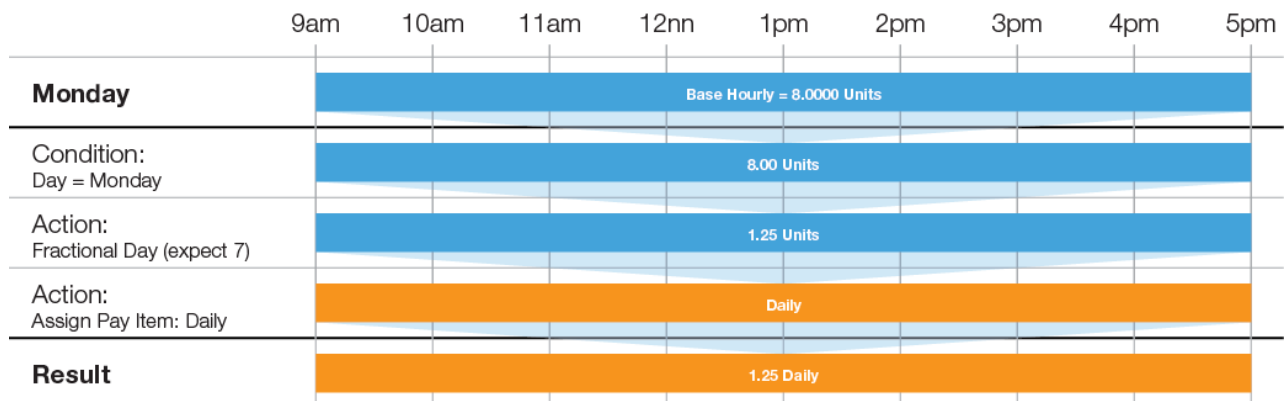

Comparing to Percent of Time Worked

The Pay Interpreter has a Condition called "Percent of Time Worked". This condition matches a set percent of time worked in a period. While it seems that these two features are similar, they achieve different outcomes.

- Percent of Time Worked matches a fixed percentage. Different employee and different day expectations are ignored.
- Unmatched hours still need to be dealt with otherwise they'll be paid the base hourly rate.
  In this example, 13% of the employee's day is matched and, by applying rounding, one unit of 'Daily' is paid. However the other seven hours of work is unmatched and will be paid Base Hourly unless another rule is created to set it to not pay.
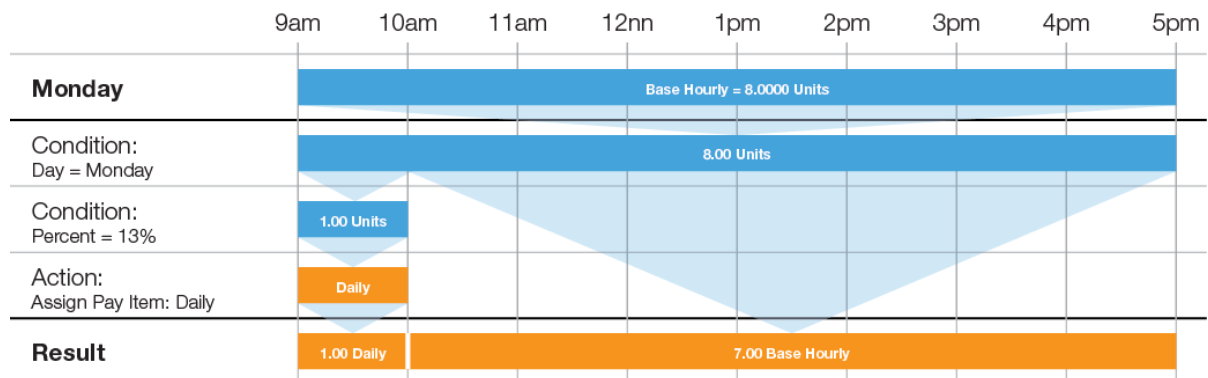
Availability

This feature was introduced in 10.8.0 on 1 February 2017.