

# *Welcome to Crew/Overtime Entry Solution*

**Version 5.0**

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***by Sunburst Software Solutions, Inc.***

Phone: (888) 348-2877

Email: [sales@sunburstsoftwaresolutions.com](mailto:sales@sunburstsoftwaresolutions.com)

In today's workplace, especially in the construction, healthcare, and manufacturing industry a business owner needs to be able to quickly and accurately enter employee time by "crew or group". Frequently these employers can have employees who:

- Work on more than one job or project during a single workweek, with different wage rates for each job
- Perform work under more than one type of work/trade classification in a single workweek, with different wage rates for each classification

Business owners and payroll administrators who fall into situations such as this also want software that will automatically calculate and distribute overtime hours worked - relieving them of the manual and error prone process caused by manual calculations and entry.

All employers are subject to "normal" overtime laws that require payment of overtime for hours actually worked in excess of 40 hours per week; with overtime paid at 1.5 times the average regular rate of pay. However, an increasing number of states are adopting the Federal Weighted-Average Overtime Rules, found in the Fair Labor Standards Act (FLSA) and forcing employers in the construction, healthcare and manufacturing industries to comply with these laws.

The Fair Labor Standards Act states that when an employee works on two or more jobs at different rates of pay OR two or more work/trade classifications at different rates of pay for the same employer, in the same workweek; weighted-average overtime is owned on hours worked over 40 in the workweek.

Manually applying and calculating this mathematical equation for multiple employees each week is an extremely time-consuming and error-prone process; which must be done before time can be entered and payroll can be processed in QuickBooks.

Hence, the development of Crew/Overtime Entry Solution.

## ***Crew/Overtime Entry Solution***

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Sunburst Software Solutions, Inc.  
2378 Dane Hill Road  
West Charleston, VT 05872  
Phone: (888) 348-2877  
Fax: (866) 684-5157  
Email: [sales@sunburstsoftwaresolutions.com](mailto:sales@sunburstsoftwaresolutions.com)

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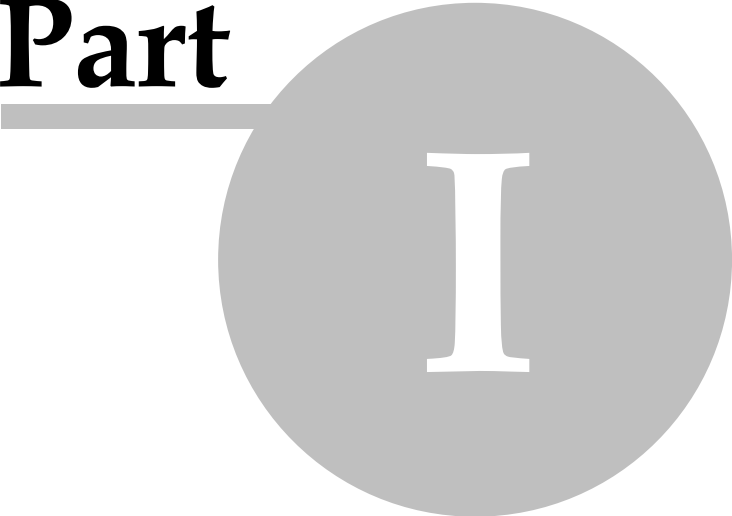
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*Installation Instructions*

**Part**



# 1 Installation Instructions

## 1.1 Special Instruction for Windows Vista Users

Windows Vista Users - take a few moments to review the following important information, as these are our top technical support calls from Vista users:

1. You should be logged in as a Standard User - QuickBooks and Crew/Overtime Entry Solution do not need to be run or installed at the Windows Administrator level, HOWEVER, you will need to know the Administrator password to install the programs.
2. Your User Account Control should be turned ON.
3. Your QuickBooks file should be located in the
  - C: -> Users -> Public Folder ->Public Documents -> Intuit -> QuickBooks -> Company Files Folder if you are in a multi-user environment **OR**
  - C: -> Users -> (Your User Name) -> Documents -> Intuit -> QuickBooks -> Company Files folder if you run QuickBooks only on a single computer, **OR**
  - a properly shared network folder

**NOTE: If when you start Vista there is only a single login account, that account is the Administrator account, and you will need to create a Standard User Account and sign in under the Standard User Account when installing and running QuickBooks, or any other software.**



**How do I know if my Windows Vista settings are correct, and WHY is this important?**

Vista has implemented tighter security to protect us from harmful programs, and basically has changed how we work with our computers, and where we store our information; whether we share it with others or not.

To check your account type, and whether or not your User Account Control is turned on, perform the following task:

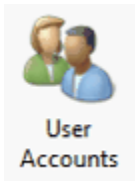
1. Click your Start button



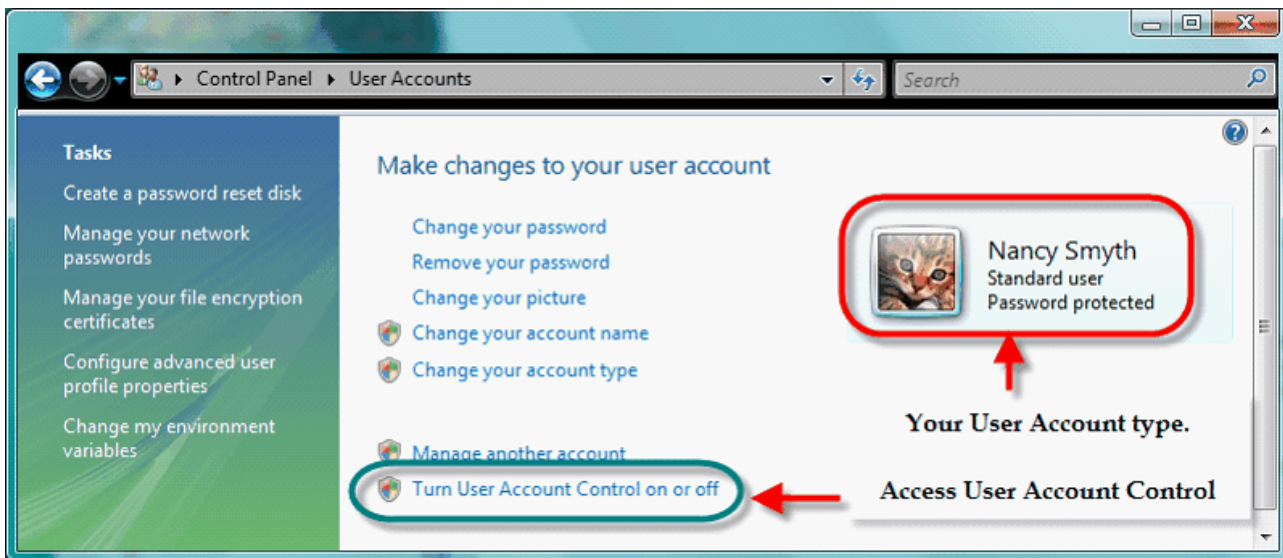
2. Choose Control Panel



3. Choose User Accounts
4. Select Your Account.

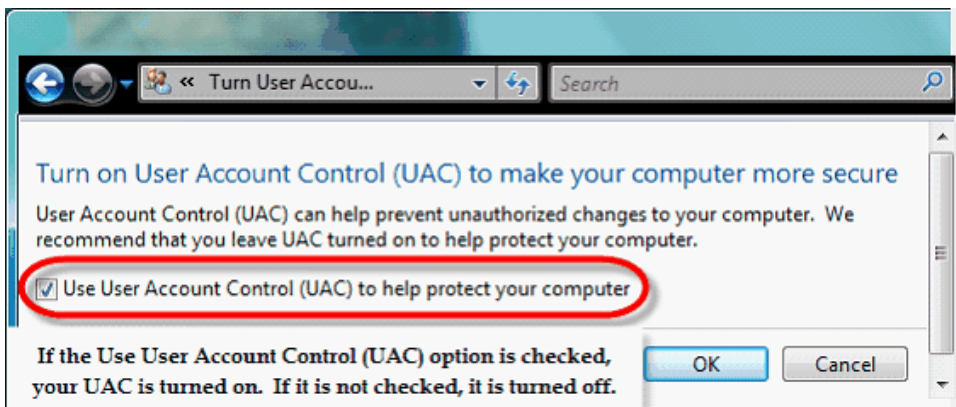


Here, you should see that you are setup as a Standard User (as shown below). If you are set up as an Administrator, you should create a Standard User Account for yourself, and ALWAYS log in using that account.



Click the link that says “Turn User Account Control on or off”. One of two things will happen. IF a User Account Control Window appears asking for the Administrator password, your User Account Control is turned on - enter the Administrator password to Continue. Click OK, and install your software AFTER verifying that your QuickBooks file is in the Public Folder. IF the User Account Control Window does NOT appear, your User Account Control is turned off, and we need to turn it on.

Below is a screenshot of the User Account Control Window:



IF the “Use User Account Control (UAC) is checked, it is turned on and properly functioning. All you have to do is click OK, verify that your QuickBooks company data file lives in:

- C: -> Users -> Public Folder ->Public Documents -> Intuit -> QuickBooks -> Company Files Folder if you are in a multi-user environment **OR**
- C: -> Users -> (Your User Name) -> Documents -> Intuit -> QuickBooks -> Company Files folder if you run QuickBooks only on a single computer, **OR**
- a properly shared network folder

and then you can safely install your new software.

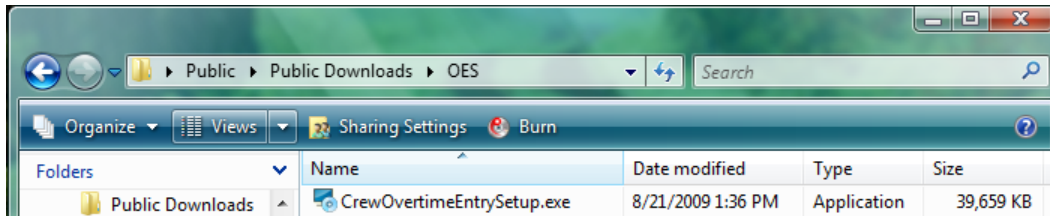
If the “Use User Account Control (UAC) is not checked, it is not turned on. Click into the box to place a check mark in it - the placement of the check mark “turns” the UAC on - click OK, and you will have to reboot or restart your computer in order for this to take effect, before you can install your new software.

## 1.2 Internet Download

Following the instruction in the email you received from us, click the link to Download the program. This will take you to our Web Service Center and your account with us.

Save the program executable to the hard drive of your computer - in Vista this will be the Public Downloads folder and in XP it can be any shared folder of your choosing.

Locate the file (CrewOvertimeEntrySetup.exe OR CrewOvertimeEntrySetup) that you saved to your hard drive and double-click on it, this launches the Installation Wizard <sup>4</sup>.



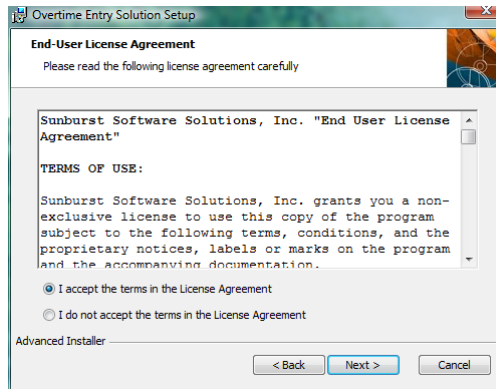
## 1.3 Installation Wizard

Double-clicking on the file that you saved during the internet download OR inserting the CD automatically starts the Installation Wizard and walks you through the following setup screens.

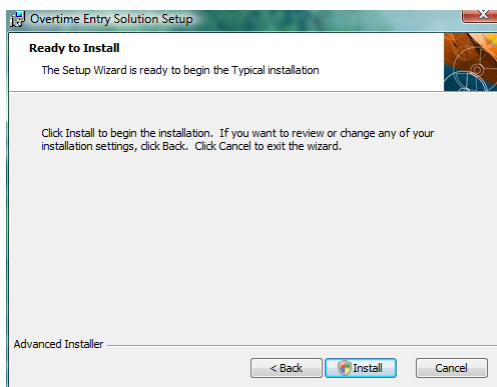
### Installation Wizard "Welcome"



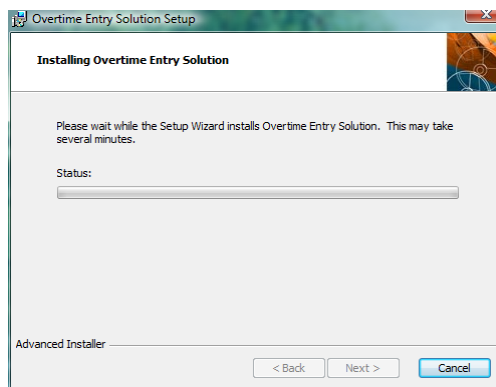
### License Agreement



### Ready to Install



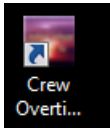
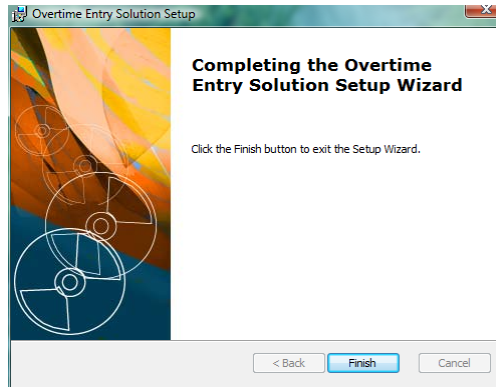
### Installing & Status



## Vista User Account Control (UAC)

Sometimes the Vista User Account Control (UAC) is very slow to display. However, if the UAC window, which requires that you enter the computers Administrator password does not appear, you should immediately cancel this installation and read the section called "Special Instructions for Windows Vista Users" <sup>2</sup>.

## Installation Complete



When the installation is complete, the icon to the left will be displayed on your desktop as a shortcut to start Crew/Overtime Entry Solution.