

Timesheets (Enter – Edit)

This article describes how to manually Enter/Edit Time that can be pulled to a Sales Invoice or used to populate a Timesheet Report for Payroll entry. If a Staff Member (Resource) has made Time entries from the Scheduling App, these will display and be editable in the TIMESHEETS Tab. Time relating to a Works also displays in the TIMESHEETS Subnav of the Works but is not editable there.

NOTE: Timesheet Pay Periods may display Pay Periods prior to the commencement of Timesheet use, the Pay Periods displaying can be changed to display only from commencement. See KAT-2006

To Manually Enter Timesheets;

Manually Entering Timesheets is done from TIMESHEETS Tab, from the Pay Period's Staff Members Subnav.

Quick Flow;

TIMESHEETS Tab > Pay Period > Resource Subnav > Enter/Edit Data > [Save]

1. Press on the **TIMESHEETS** Tab to display the TIMESHEETS Library, then select a **Pay Period** to display the Pay Period Window

TIMESHEET

PAY PERIOD NAME	START DATE	END DATE	LOCKED
Mon 03 Sep to Sun 09 Sep	3/09/2018	9/09/2018	<input type="checkbox"/>
Mon 27 Aug to Sun 02 Sep	27/08/2018	2/09/2018	<input type="checkbox"/>
Mon 20 Aug to Sun 26 Aug	20/08/2018	26/08/2018	<input type="checkbox"/>
Mon 13 Aug to Sun 19 Aug	13/08/2018	19/08/2018	<input type="checkbox"/>

2. From the Pay Period Window, Press on a **Resource** Subnav to expand



^ AUSTIN RASMUSSENTTEST	0.00	0.00
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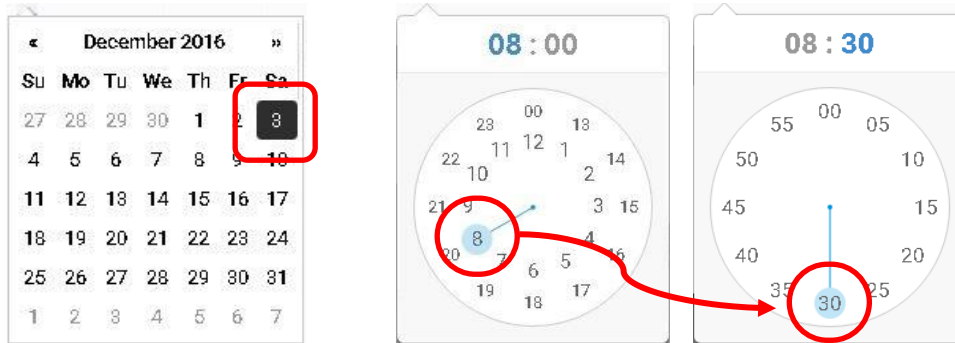
3. From the expanded Resource, Press in the Code field and Press the “Enter” key to display the Timesheet entry line

^ AUSTIN RASMUSSENTTEST	0.00	0.00
AVR01 - Labour Normal		

4. Work across the Timesheet entry line to **Enter/Edit Data**; CODE, WORKS, DATE, START, FINISH and BREAK


CODE	WORKS	DATE	START	FINISH	BREAK	QTY	NOTES
AVR01 - Labour Normal	N/A (Non Applicable)	14/07/2017	14:45	15:45	0	1	

For Date, Time Pickers, when the Month Icon  is pressed it displays a calendar which can be navigated forwards and backwards to select a date, and when the Time Icon  is pressed it displays an Hours picker and on selecting an Hour, the Minutes picker displays.




Month Picker with 3rd as an example

Time Picker with 8:30 as an example

5. Repeat steps 3 and 4 for each time entry
6. Press the TIMESHEET Tab's **[Save]** button  to save

To Edit Timesheets;

To Edit Time that has been manually entered or displaying from the Scheduling App, follow steps 1 to and 4 above, Editing as required, then Press the TIMESHEET Tab's **[Save]** button  to save

NOTE: You cannot Enter/Edit Time of a "Saved and Locked" Pay Period. Pay Periods should be "Saved and Locked" following an Export of a Timesheet Report for Pay Roll so that the data remains the same as used for Pay Roll


See next page for Bulk Add of Timesheets

To Bulk Add Timesheets

Bulk Adding Timesheets is done from the TIMESHEETS Tab.

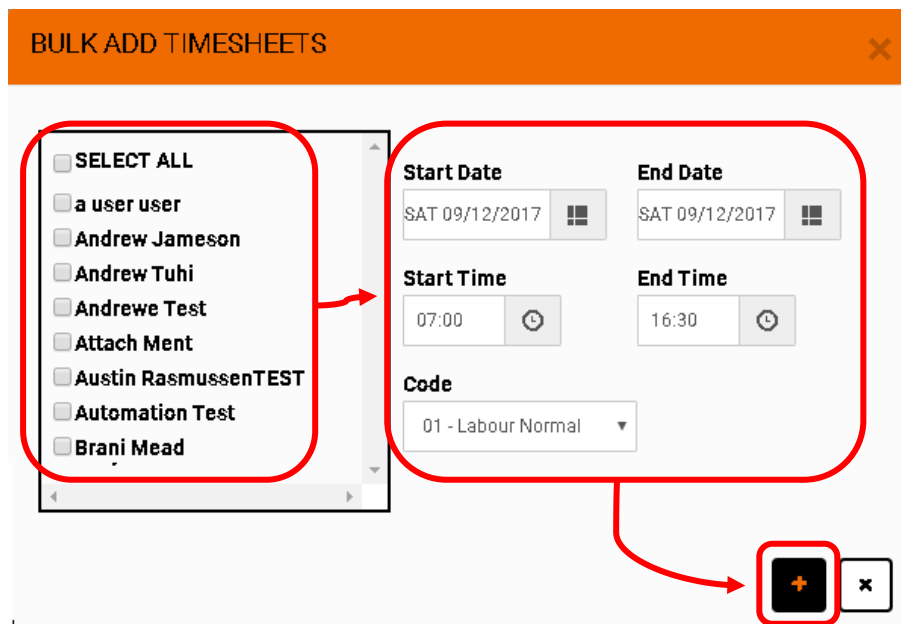
Quick Flow;



TIMESHEETS Tab > **Pay Period** > > **[Bulk Add]** > **Staff Members** > **Start Date/Time End Date/Time** > **Code** > **[Add]** > **[Save]**

1. Press on the **TIMESHEETS** Tab to display the TIMESHEETS Library, then select a **Pay Period** to display the Pay Period Window
2. From the TIMESHEETS Library, Press the **[Bulk Add]** button  to display the BULK ADD TIMESHEETS Window



3. From BULK ADD TIMESHEETS Window Select the **Staff Members** to be bulk entered, Selecting a **Start Date**, **Start Time**, **End Date**, and **End Time**, then select a **Code** for the Timesheet entry




4. Press the BULK ADD TIMESHEETS Window's **[Add]** button  to add the entries
5. Edit any required individual requirements, then Press the TIMESHEET Tab's **[Save]** button  to save the entries

To Export a Timesheet Report

Exporting a Timesheet Report is done from the TIMESHEETS Tab. An exported Timesheet Report can be used for keying times into Payroll Software.

Quick Flow; TIMESHEETS Tab > Pay Period > [Export]

1. Press on the **TIMESHEETS** Tab to display the TIMESHEETS Library, then select a **Pay Period** to display the Pay Period Window
2. From the TIMESHEETS Library, having selected the Pay Period, Press on the **[Export]** button  to export a MS Excel file of time for the selected Pay Period



NOTE: The exported Pay Period Report can be edited, however it is better to do any editing prior to the export to avoid having to re-enter the Pay Period to up-date

Timesheets

Andrew Jameson

Total	Normal	Overtime	Leave	Sick	Other	Breaks		
	9.5	0	0	9.5	0	0		0
Code	Description	Date	Start	Finish	Quantity	Works	Break (Mins)	Break Description
AJT62	Andrew Jameson P/H	Wed 7/03/2018	7:00	16:30	9.5	N/A (Non Applicable)	0	

Andrew Test

Total	Normal	Overtime	Leave	Sick	Other	Breaks		
	9.5	0	0	9.5	0	0		0
Code	Description	Date	Start	Finish	Quantity	Works	Break (Mins)	Break Description
ABT62	Andrew Test P/H	Wed 7/03/2018	7:00	16:30	9.5	N/A (Non Applicable)	0	

Austin RasmussenTEST

Total	Normal	Overtime	Leave	Sick	Other	Breaks		
	26.98	17.48	0	9.5	0	0		0.02
Code	Description	Date	Start	Finish	Quantity	Works	Break (Mins)	Break Description
AVR01	Austin RasmussenTEST Normal	Tue 6/03/2018	7:30	16:30	9	N/A (Non Applicable)	0	
AVR62	Austin RasmussenTEST P/H	Wed 7/03/2018	7:00	16:30	9.5	N/A (Non Applicable)	0	
AVR01	Austin RasmussenTEST Normal	Thu 8/03/2018	7:00	15:30	8.48	N/A (Non Applicable)	1	

Example of Timesheet Report