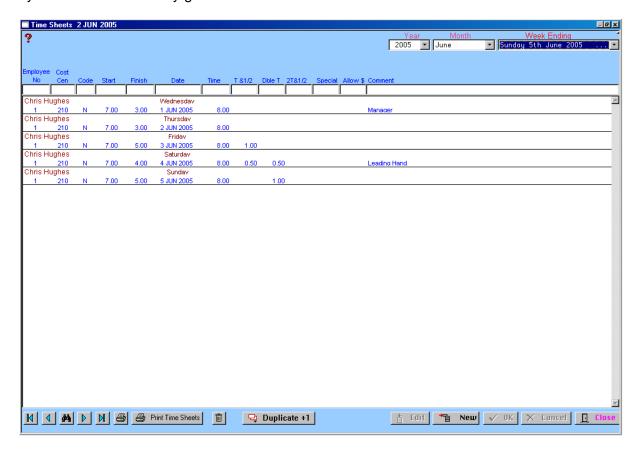# Category 6

6.4   Timesheets

Time Sheets can be generated for every employee by logging in and out every day or during the project. The system is set up by weekly intervals within each month by each year. The system will automatically generate the current Year and Month.

To select a particular week click in the field 'Week Ending Dates'. Choose from the drop down box the appropriate week.

Employee Number
Ensure that the 'Employee Details' have been setup in the 'Staff Details' (refer Module 21 – Staff Details). Click 'New' and complete the fields starting with 'Employee Number'.

If you are unsure of the 'Employee Number', simply right click in the field and a 'Current Employees' window will open. Select the Employee and click 'Close'.

Cost Centre
Ensure that the 'Cost Centre' details have been setup in the 'Task Breakup' (refer Module 23 – Task Breakup).

If you are unsure of the 'Cost Centre' number, simply right click in the field and a 'Cost Centre' window will open. Select the Cost Centre and click 'Close'.

Codes
There are six (6) different codes that could be applicable in the Time Sheets. These include N = Normal, S = Sick, B = Bereavement, H = Holiday, A = Absent, L = Lost Time.

The system will automatically default to N = Normal. You must include a Code in this field.

Start and Finish
The start time and finish times whilst on a project must be included in these fields. The system works on a 12 hour clock ie 3.00 could be am / pm.

Date
Enter the relevant date. The system does not default to today's date, however, if you enter the date as 2 then tab to the next field the system will automatically default to 2nd of whichever month you are in.

Time
The time needs to be manually calculated and entered as metric clock as follows: 15 = .25, 30 = .50, 45 = .75. For example: 7.30 hours needs to be entered as 7.50, 7.15 hours needs to be entered as 7.25 and 7.45 hours needs to be entered as 7.75.

Time & ½, Double time, Double Time & ½, Special & Allowances
Time Rates such as Time and Half, Double Time, Double Time and a Half, Special and Allowances can all be included in the 'Time Sheets'. Enter the amounts of overtime and special allowances in the relevant fields.

Comments
Enables comments to be included such as information why hours or pay rates have changed ie Leading Hand could be made Supervisor, Absent on training, etc.

When the fields have been completed click the 'OK' button and then click 'NEW' to complete information for the next employee. Continue to do this until all information is completed. If the information changes or needs to be updated, select the appropriate employee and click the 'EDIT' button.

Once you have completed all fields necessary an employee and the week is the same or similar simply select and highlight the employee and click on 'Duplicate +1' and the information will be duplicated for the following day. Should information need to be amended slightly, click on the 'EDIT' button. Continue for the remainder of the week.

Click on the 'Print Time Sheets' button and the Report Destination window will appear. Click on the relevant option and click 'OK'.

This print option allows the Time Sheet to be printed and signed by the Employee and Authorised by the Employer.

 Print

This function provides a Time Sheet Report to be printed on all employees.

To move forward or backwards through the days use the arrow keys left and right. To go to the beginning or to the end of the list use the arrows with the bar.

Delete

Highlight the line(s) to be deleted and click the 'Delete' button.