

# Payroll

## Guide to Methods of Timesheet Entry

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### Publication Information

**Publication Date:** June 2008

**Document Number:** 20080604114425

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# Introduction

## Overview

Timesheet Entry is the stage of the Cycle processing where Incomes can be added and adjusted. There are, however, other kinds of timesheet entry which can be used:

### **Batch Timesheet Entry**

This is a 'heads down' method of entry. It is very rapid and allows several users to enter timesheet data at the same time. The input is by Employee.

### **Mass Timesheet Entry**

This is another type of 'heads down' entry. It allows several users to enter timesheet data at the same time. The input is by Income Type.

### **Daily Time and Attendance**

This method is mainly used for capturing time from a Time and Attendance system, or to enter time that requires a transaction date.

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# Batch Timesheet Entry

## Overview

Batch Timesheet entry is a very rapid way of keying in timesheet data by employee. It allows several users to enter information into a cycle. However second cheques cannot be issued to an employee, and there are no interactive edits. There are six steps to entering time in this way:

1. Cycle Control Record (once only)
2. Begin the Batch cycle
3. Enter time and run proof
4. Correct Data Entry Errors
5. Close batches to cycle
6. Continue with cycle operations

There is also a Batch Timesheet Support function which can be used to reset or cancel a batch.

## Cycle Control Record

There is one option on the second screen of the Cycle Control that must be set to enable the use of Batch Timesheet Entry for a particular cycle.

### Menu Selection

System: Payroll 2000  
Menu Level 1: Payroll Control Files  
Menu Level 2: Cycle Controls  
Menu Level 3: Update Cycle Controls

### Screen 2 of 3

```
28/06/94 16:27:26          Cycle Controls          PYGMCY  PYDMCY
                                                Page 2 of 3
Employer . . . . . : 111  Software 2000 Training Company
Cycle Code . . . . . : MTH1  MONTHLY SALARIES

Enter Cycle Control Information.

Use Batch Timesheet Entry ? . . . . . 1 (0=no, 1=yes)
Print Trial Register with Release ? . . . 1 (0=no, 1=yes, 2=see HELP)
Print Suppl. Register with Trial ? . . . 1
Print Cheque Register with Posting ? . . 1
Prompt Operator for Starting Cheque No? . 0
Exclude Cycle from BEGIN Prompt ? . . . 0

Cheque Sequencing Method . . . . . A (0-5, A-F)
(0 - numeric within cycle) (A - alpha within cycle)
(1 - numeric within level 1) (B - alpha within level 1)
(2 - numeric within level 2) (C - alpha within level 2)
(3 - numeric within level 3) (D - alpha within level 3)
(4 - numeric within level 4) (E - alpha within level 4)
(5 - numeric within seq. code) (F - alpha within seq. code)

F3=Exit  F10=QuikAccess  F12=Cancel
```

### Key Information

- *Use Batch Timesheet Entry* must be set to '1'.

## Begin The Batch Cycle

You must begin the cycle for which you want to perform Batch Timesheet Entry. This is done in exactly the same way as normal cycle processing.

## Enter Time And Run Proof

Once the Begin has completed, the cycle is ready to accept Batch Timesheet entries.

## Menu Selection

System: Payroll 2000  
Menu Level 1: Payroll Processing  
Menu Level 2: Timesheet Operations  
Menu Level 3: Batch Timesheet Entry

## Screen 1 of 3

```
29/06/94 12:54:43      Batch Entry Timesheet Data      PYGTS001  PYDTS001
Type selections, press Enter.
Employer . . . . . 111 +
Batch Number . . . . . 486 +
Submit Proof . . . . . 0 0/1 1-Submit

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

## Key Information

- The system displays the next available *Batch Number*. It can be overridden by typing another number in this field. An existing *Batch Number* can also be entered. Use F4 to prompt for existing batches.



- A proof can be submitted. It will list all the entries that have been completed.

### Required Fields

- Employer
- Batch Number

*Press Enter to continue...*

### Screen 2 of 3

29/06/94	12:55:54	Batch Entry Timesheet Data	PYGTS001	PVDS001
Employer . . . . . : 111 Software 2000 Training Company				
Opt	Cycle		Period Ending	
-	MTH1	MONTHLY SALARIES	31/01/1994	
F3=Exit F10=QuikAccess F12=Cancel				

### Key Information

- All cycles at the Timesheet Entry stage are displayed.
- Select the required cycle.

### Required Fields

- Select required *Cycle*

*Press Enter to continue...*

## Screen 3 of 3

```
29/06/94 12:56:37      Batch Entry Timesheet Data      PYGTS001  PYDTS001
Employer . . . . . : 111
Batch Number . . . . . : 486
Cycle . . . . . : MTH1 MONTHLY SALARIES
Period Ending . . . . . : 31/01/1994

Type selections, press Enter.
Press Dup key to duplicate data from line above

Employee  Type  Hours   Amount   Rate   Sft  Lv11  Lv12  Lv13  Lv14  Job
-----  -
.00      .00      .00    -
.00      .00      .00    -
.00      .00      .00    -
.00      .00      .00    -
.00      .00      .00    -
.00      .00      .00    -
.00      .00      .00    -
.00      .00      .00    -
.00      .00      .00    -
.00      .00      .00    -

F3=Exit  F10=QuikAccess  F12=Cancel
```

## Key Information

- The first entry made on this screen should contain an *employee number*, *type (income code)*, *hours*, *amount* and *rate*. If the employee has worked in a different area of the organisation or job category other than where they have been employed into, type in the relevant information. Otherwise leave these fields blank.
- The DUP key can be used whenever the value in the field directly above is identical. The value does not actually appear until the batch job is run.
- When the last entry on the screen is completed, press Enter. Another blank screen is displayed with the last entry at the top.



Note: Any input errors, for example, an incorrect *income code*, will not be edited at this stage. The errors are indicated on the Batch Timesheet Entry listing.

## Required Fields

- None

*Press F3 to exit and save...*

## Correct Data Entry Errors

When data entry has been completed, the timesheet entries must be proved. If errors are found in the Batch Timesheet Entry Listing, they must be corrected.

### Menu Selection

System: Payroll 2000  
Menu Level 1: Payroll Processing  
Menu Level 2: Timesheet Operations  
Menu Level 3: Update/Edit Timesheet

### Screen 1 of 3

```
29/06/94 12:58:17      Update/Prove Batch Timesheets      PYGTS002  PYDTS002
Type selections, press Enter.
Employer . . . . . 111 +
Record Selection . . . . . 0 (0-All Records; 1-Errors)

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

### Key Information

- You can choose whether to view all timesheet records or just those in error.

### Required Fields

- Employer
- Record Selection

*Press Enter to continue...*

Screen 2 of 3

```
29/06/94 12:58:54      Update/Prove Batch Timesheets      PYGTS002  PYDTS002
Employer . . . . . : 111  Software 2000 Training Company
Type options, press Enter
  2=Change  3=Proof
Opt  Batch  Cycle  Description          Period End  Entered By  Stat
_    486   MTH1   MONTHLY SALARIES      31/01/1994  PYDEMO     EDIT

F3=Exit  F10=QuikAccess  F12=Cancel
```

Key Information

- The *stat* column gives the status of the batch:
  - EDIT: This means that a Timesheet Entry Listing must be run and/or corrections need to be made to the batch.
  - PROOF: This means that a listing has been run. No system-defined data entry errors exist. The batch can be closed to the cycle.
  - INUSE: This means that the batch is being used and cannot be updated.
- In the *Option* field, type '1' to edit, or '3' to generate the proof listing. The proof will be submitted to batch.

*Press Enter to continue...*

### Screen 3 of 3

```
29/06/94 12:59:39      Update/Prove Batch Timesheets      PYGTS002  PYDTS002
Employer . . . . : 111  Software 2000 Training Company
Cycle . . . . . : MTH1  MONTHLY SALARIES
Period Ending : 31/01/1994  Batch Number . : 486
Option . . . . . : 1    (1-Add Record)
Employee . . . . : _____ + Type . . . . . _____ + Hours . . . . . _____ .00
Amount . . . . . : _____ .00 Rate . . . . . _____ .00 Job . . . . . _____ +
Shift . . . . . : _____ Segment . . . . . _____ Units . . . . . _____ .00
Level 1 . . . . : _____ + Level 2 . . . . . _____ + Level 3 . . . . . _____ +
Level 4 . . . . : _____ +
G/L Account . . : _____ +
Type options, press Enter. 4=Delete
0 Employee Type Hours Amount Rate Sft Lv11 Lv12 Lv13 Lv14 Job
- _____ .00 .00 .00 0 _____ _____ _____ _____
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F21=More information
```

### Key Information

- You can add a new record to the batch, amend details of existing records or delete a record.
- To add a record, type '1' in the *option* field and complete the relevant details in the top portion of the screen. Press Enter and the details will be displayed in the bottom portion of the screen.
- To amend details of an existing record in the bottom portion of the screen, type the new details into the relevant fields. Use F21 to display the additional fields.
- Type '4' next to a record that you want to delete in the bottom portion of the screen.
- If any changes are made to the batch, the proof should be re-run.

### Required Fields

- None

*Press F3 to exit and save...*

## Close Batch To The Cycle

When all timesheet transactions have been entered and proved, the batches are ready to be closed to the cycle to continue with cycle processing. A batch must be free of errors to be closed.

### Menu Selection

System: Payroll 2000  
Menu Level 1: Payroll Processing  
Menu Level 2: Timesheet Operations  
Menu Level 3: Close Batch Timesheet to Cycle

### Screen 1 of 2

```
29/06/94 13:01:16      Close Batch Timesheet to Cycle      PYGTSREL  PYDTSREL
Type selections, press Enter.
Employer . . . . . 111 +
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

### Key Information

- Type the required Employer. A list of batches for the employer will be displayed.

### Required Fields

- None

*Press Enter to continue...*

**Screen 2 of 2**

```
29/06/94 13:04:38      Close Batch Timesheet to Cycle      PYGTSREL  PYDTSREL
Employer . . . . . : 111  Software 2000 Training Company
Type options, press Enter.
  1=Submit Batch

Opt  Batch  Cycle  Description                               Period End  Entered By

F3=Exit  F10=QuikAccess  F12=Cancel
```

**Key Information**

- If no batches are listed, it could mean:
  - ♦ The batch is still in Edit status.
  - ♦ Corrections need to be made to the batch.
  - ♦ Batch Timesheet Proof needs to be run.
- Select the batch(es) to be closed to the cycle. Type '1' against the required batch.

**Required Fields**

- None

*Press F3 to exit and submit to close job to batch...*

**Continue With Cycle Operations**

Continue with cycle processing. The next stage is Release Timesheet Input To Cycle.

## Batch Timesheet Support Functions

This function is used to reset the status flag for timesheet batches in progress. You can reset the status flag or cancel the batch.

### Menu Selection

System: Payroll 2000  
Menu Level 1: PY Supervisor's Functions  
Menu Level 2: Batch Timesheet Support Function

### Screen 1 of 2

```
29/06/94 13:05:39      Close Batch Timesheet to Cycle      PYGTSREL      PYDTSREL
Type selections, press Enter.
Employer . . . . . 111 +
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

### Key Information

- Type the required *Employer*. A list of batches for that employer will be displayed.

### Required Fields

- Employer

*Press Enter to continue...*



## Screen 2 of 2

```
29/06/94 13:08:21      Close Batch Timesheet to Cycle      PYGTSREL  PYDTSREL
Employer . . . . . : 111  Software 2000 Training Company
Type options, press Enter.
 1=Submit Batch

Opt  Batch  Cycle  Description                      Period End  Entered By

F3=Exit  F10=QuikAccess  F12=Cancel
```

### Key Information

- Type the required action for the batch to be processed.
- The batch status can be reset or the batch can be cancelled.

### Required Fields

- None

*Press F3 to exit and save...*

---

# Daily Time

## Overview

This method of entering time is most often used with a time and attendance interface or to enter time that requires a transaction date.

Follow these steps to process time through the Daily Time method:

1. Enter/Update Daily Summary Data.
2. Print Daily Time Proof List.
3. Begin Payroll Cycle Operations.
4. Close Daily Time to Payroll.
5. Continue with Cycle Operation.

Daily Time and Mass Entry are the only time entry methods in which you can enter data before the Begin Payroll Cycle Operation option is run.

If a cycle is cancelled, the related Daily Time data is kept and can be processed again. The data remains on the Daily Time file until the Purge Daily time function is run.

## Enter/Update Daily Summary Data

With this option you enter timesheet information on a daily basis. You also can update existing timesheet information or add new information to the cycle.

### Menu Selection

System: Payroll 2000  
Menu Level 1: Time & Attendance Operations  
Menu Level 2: Enter/Update Daily Summary Data

### Screen 1 of 4

```
29/06/94 13:10:45          Enter Daily Hours          PYGNKM  PYDNKM
Type selections, or leave blank to select by levels or cycle, press Enter.
Employer . . . . . 111 +
Employee . . . . . _____ +
or
Clock number . . . . . _____
Enter default information.
Default input date . . . . . _____
Default income code . . . . . _____ +
Exit confirmation window . . . 0 (0=No, 1=Yes)

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

### Key Information

- Type the *Employer* code and *Employee* number for the employee you want to enter details for. If you use a *Clock number*, leave the *Employee* blank.
- If using a time clock, enter the employee's clock number.
- Leave both *Employee* number and *Clock number* blank to locate employees by levels within the company.
- You can define defaults for *input date* (DDMMYYYY) and *income code*. These will be displayed on the following data entry screen.

## Required Fields

- Employer
- Exit Confirmation Window

*Press Enter to continue...*

## Screen 2 of 4

29/06/94	13:11:56	Enter Daily Hours	PYGNKM	PYDNKM	
Employer	. . . . .	:	111 Software 2000 Training Company		
Division	. . . .	_____ +	OR	Cycle Code _____ +	
Location	. . . .	_____ +	OR	Income Code _____ +	
Section	. . . .	_____ +			
CostCentre	. . . .	_____ +	Select all?	<input type="checkbox"/> (0/1)	
Opt	Division	Location	Section	CostCentre Name	Employee
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel					

## Key Information

- This screen displays only if you do not enter an *Employee* number or *Clock number* on the previous screen.
- Type a valid *Cycle Code* if you want to enter daily time for all employees in a particular cycle.
- Type organisation levels to select all employees within a part of the organisation.
- You can list employees by organisation levels, *Cycle* or *Income Code*, however, only select one at a time. If you enter a *Cycle Code* in addition to either organisation levels or *Income Code*, you will receive an error message.
- If you want to update time data for employees with a particular *Income Code*, you can select the relevant *Income Code*.

- The data for the groups of employees that you select is displayed on the next screen. You can specify that you want to enter data for the entire group by typing '1' in the *Select all* field. If you want to select manually from the list of employees, type '0'.

*Press Enter to continue...*

### Screen 3 of 4

29/06/94	13:12:51	Enter Daily Hours	PYGJMK	PYDJMK		
Employer	. . . . . : 111 Software 2000 Training Company					
Division	. . . .	OR	Cycle Code	_____		
Location	. . . .	OR	Income Code	_____		
Section	. . . .			_____		
CostCentre	. . . .			_____		
2=Fix base		3=Copy base				
Opt	Division	Location	Section	CostCentre	Name	Employee
-	FINN	DPRO	ANPG	3310	Ashlee, Caroline Ja	496
-	FINN	DPRO	ANPG	3310	Cannon, Davina	400
-	FINN	DPRO	ANPG	3310	CARTER, HELEN JANE	101
-	FINN	DPRO	ANPG	3310	PATEL, RAHMED	87
-	FINN	DPRO	ANPG	3310	ROBERT, RICARDO ROB	241
-	FINN	DPRO	ANPG	3310	SKINNER, JILL MARIO	191
-	FINN	DPRO	DPRO	3100	MARTIN, PETER	95
-	FINN	DPRO	SUPP	3320	BECKETT, ARTHUR GEO	324
-	FINN	DPRO	SUPP	3320	BEVAN, ROGER HAROLD	244
-	FINN	DPRO	SUPP	3320	CLOTHIER, STEPHEN A	271
-	FINN	DPRO	SUPP	3320	EVANS, MARIE-THERES	1 +
F3=Exit		F10=QuikAccess		F12=Cancel		

### Key Information

- To select an employee for processing, type '2' or '3' next to the employee.
- To copy information from one employee to another:
  - Type a '2' in the *Option* field next to the employee you want to copy from.
  - Type a '3' in the *Option* field next to the employee from who you want to copy information.

*Press Enter to continue...*

## Screen 4 of 4

```

29/06/94 13:18:24          Enter Daily Hours          PYGJKM  PYDJKM
Employee . . :          68 SURTEES,ANN SARA          Clock . . : 000000
NI Number . . : WR235183Y      Pay Type . . : S      Cycle . . . : MTH1
Day number . . : 0              Status . . . : PERM   Freq . . . . : M
Date . . . . : _____      Week number . . _____ Shift . . . . : 0
Income Type . . _____ +      Hours . . _____ Amount . . . . _____
Job - Project Information
Job Code . . : MGR3 +          Units . . _____ Rate Override _____
Where Worked
Division SMKT + Location  SADM + Section  ADMN + CostCentre 2220 +
Labour Account _____ + Absence Code _____ +

Type options, press Enter.  2=Change  4=Delete
Opt Date   Type   Hours  Job  Lvl 1  Lvl 2  Lvl 3  Lvl 4   Rate
_ 17/12/1993 IC009 _____ MGR3 SMKT  SADM  ADMN  2220 _____

F3=Exit  F4=Prompt  F9=Copy last  F10=QuikAccess  F12=Cancel

```

## Key Information

- You can enter new timesheet transactions in the top portion of the screen.
- Entered timesheet transactions are displayed in the bottom portion of the screen. These can be changed by selecting with '2', or deleted by selecting with '4'.



Note: To copy the timesheet data of the previous day, press F9. The *hours, amounts, rate* and *level* fields from the last record displayed are duplicated. The *Day number* field is incremented by 1 day.

- Type the *Day number* for which you are entering time data.
- Type the *Week number* for which you are entering time data, if applicable.
- Type the *Date* for which you are entering daily time. This will be defaulted if you entered a *Default input date* on screen 1.
- Type the *Income Type* for this employee's hours. This will be defaulted if you entered a *Default income code* on screen 1.
- Type the number of *Hours* that the employee worked for this *Income Type* and an *Amount*, if applicable.
- If using an Income Method 7, units extension, type the number of *Units* for this employee.

- *Job Code* defaults from the Employee's Basic Data record. Any *Job Code* entered here must be contained in the Job Control record. If this income is defined as 'pay by job', you must enter a *Job Code* and the employee must be authorised to the *Job Code*.
- If the rate for this entry is other than the employee's usual rate, type the appropriate amount.
- A *Project* costing code can be entered, if applicable.
- You can also specify the general ledger *Labour Account* number into which this employee's pay is expensed.
- An *Absence Code* can be entered if you want to track absences.

### **Required Fields**

- Date
- Income Type
- Job Code

*Press F3 to exit and save...*

## Print Daily Time Proof List

This option produces a listing of daily time entered for employees.

### Menu Selection

System: Payroll 2000  
Menu Level 1: Time & Attendance Operations  
Menu Level 2: Print Daily Time Proof List

### Screen 1 of 1

29/06/94	13:24:51	Print Daily Time Proof Lists	PYGJC50	PVDJC50
Type selections, press Enter.				
Date Range	Starting Date . . .	01121993		
	Ending Date . . . .	31121993		
Proof List for	Employer Code . . .	111 +		
	Cycle Code . . . .	MTH1 +		
Entered by Timekeeper	. . . . .	_____	(Blank for all)	
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel				

### Key Information

- Type the *Starting Date* and *Ending Date* for this report. The report contains dates up to and including the date entered in this field. The previous dates entered will be displayed. Leave these fields blank if you want the report to contain information from all dates.
- Type an *Employer Code* or leave this field blank to include all employers.
- Type a *Cycle Code* or leave this field blank to include all cycles.
- Type the user profile of the timekeeper or leave this field blank to include all timekeepers.



## Required Fields

- Employer Code

*Press Enter to submit report to batch...*

## Close Daily Time to Payroll

You use this option to close the daily summary data into the payroll cycle. Be certain that you have completed the Proof Report and are satisfied with this data prior to executing this option.

You must begin the relevant cycle before you can Close Daily Time.

The close function processes only those records that have not been previously closed. Therefore, if records are added after the close has been run, you can run the close again to process the added records.

### Menu Selection

System: Payroll 2000  
Menu Level 1: Time & Attendance Operations  
Menu Level 2: Close Daily Time to Payroll

### Screen 1 of 1

29/06/94	13:43:12	Close Daily Time to Payroll	PYGJC50	PVDJC50
Type selections, press Enter.				
Close Date Range:	Starting Date . . .	1071993		
	Ending Date . . . .	31071993		
Close to Cycle:	Employer Code . . .	111 +		
	Cycle Code . . . .	NMTH +		
	Period Ending Date	31071993		
	Segment . . . . .	—		
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel				

### Key Information

- Type the *Starting Date* and *Ending Date* for transactions that you want to close to the payroll cycle.
- Type an *Employer Code* or leave blank to include all employers.
- Type the *Cycle Code* into which the transactions will be closed.

- Type the *Period Ending Date* into which the transactions will be closed.
- If the incomes being closed to payroll are associated with a segment, type the *Segment* number. If segments have been entered in Daily Time, leave this field blank to include all segments within the data range.

### **Required Fields**

- Employer Code
- Cycle Code
- Period Ending Date

*Press Enter to submit the close to batch...*

## Continue with Cycle Operations

Complete the remaining steps in the cycle operations process:

- Enter Timesheet Data
- Prove Timesheet Data
- Release Timesheet Input To Cycle
- Update Cheques
- Print Trial Register
- Post Cycle And Print Cheques

---

# Mass Entry of Data

## Overview

The Mass Entry function is generally used to apply a one-time income or deduction. Mass Entry differs from other time entry methods in the following ways:

- It can be used for incomes and deductions. Other methods of entering time use incomes only.
- It can be used for employees from different cycles. Other methods of entering time access data by cycles.
- Employees do not have to be authorised to the incomes or deductions. Other methods require authorisation.
- No Close function exists for mass entered data.

Data is brought into the cycle during the Release Timesheet Data process. For each employee, mass entered data is brought into the next cycle in which the employee is paid.

Mass Entry involves the following steps:

- Mass Entry of incomes/deductions
- Prove Mass entered data

## Mass Entry

Data is entered by Income or Deduction. Amounts can be entered only if the income or deduction frequency is '0', which indicates that the income or deduction is not normally used.

## Menu Selection

System: Payroll 2000  
Menu Level 1: Payroll Processing  
Menu Level 2: Mass Entry Operations  
Menu Level 3: Mass Entry of Payroll Data

## Screen 1 of 3

```
29/06/94 13:51:18      Mass Entry of Payroll Data      PYGTM22  PYDTM22
Select from among the batches listed below, or enter an employer number and
Leave the batch number blank to start a new batch, press Enter.
Employer . . . . . 444 +
Batch Number . . . . . _____

Opt  Employer  Description                      Batch
-    444      DEMONSTRATION COMPANY                2
-    444      DEMONSTRATION COMPANY                4
-    555      WARWICKSHIRE HEALTH                  1

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

## Key Information

- Select an existing *Batch Number* or enter the *Employer* number and leave the batch number blank to start a new batch.

## Required Fields

- Employer

*Press Enter to continue...*

Screen 2 of 3

```
29/06/94 13:51:48      Mass Entry of Payroll Data      PYGTM22  PYDTM22
Employer . . . . . : 111 Software 2000 Training Company
Batch Number . . . . . : 2
Enter a new Type/Code combination, or select from the list below:
Income/Deduction . . I (I/D)      Inc/Deduct. Code . . ____ +
Opt I/D Code  Description          Opt I/D Code  Description
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Key Information

- Type 'I' or 'D', depending on whether you are entering data for an income or a deduction and enter the relevant *Income/Deduction Code*.
- Incomes/deductions must have a frequency of '0'.
- The data entry screen will be formatted depending on whether an income or deduction is selected.

Required Fields

- Income/Deduction
- Income/Deduction Code

*Press Enter to continue...*







## Prove Mass Entered Data

This function produces a Mass Entry Proof listing, including total entries for call income and deduction.

### Menu Selection

System: Payroll 2000  
Menu Level 1: Payroll Processing  
Menu Level 2: Mass Entry Operations  
Menu Level 3: Prove Mass Entered Data

### Screen 1 of 1

29/06/94	13:59:44	Mass Entered Income/Deductions	PYGTM31	PYDTM31
You may select for proof from the following batches:				
Opt	Employer	Description	Batch	
-	444	DEMONSTRATION COMPANY	2	
-	444	DEMONSTRATION COMPANY	4	
-	555	WARWICKSHIRE HEALTH	1	
F3=Exit F10=QuickAccess F12=Cancel				

### Key Information

- Available batches are displayed for selection. Multiple batches may be selected.
- Select required batch(es).
- A confirmation screen will be displayed showing the batches selected for Proof.
- Separate jobs will be submitted for each batch.

## Required Fields

- None

*Press Enter to submit proof to batch...*

*Press Enter to confirm...*