Payroll

Guide to Methods of Timesheet Entry



Copyright © 2008 by Infinium® Software, Inc. and/or its affiliates.

All rights reserved. The word and design marks set forth herein are trademarks and/or registered trademarks of Infinium Software, Inc. and/or its affiliates. All rights reserved. All other trademarks listed herein are the property of their respective owners.

Important Notices

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infinium Software, Inc.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infinium Software, Inc. and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with and the furtherance of your license and use of software made available to your company from Infinium Software, Inc. pursuant to a separate agreement ("Purpose").

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above.

Although Infinium Software, Inc. has taken due care to ensure that the material included in this publication is accurate and complete, Infinium Software, Inc. cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infinium Software, Inc. does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Publication Information

Publication Date: June 2008

Document Number: 20080604114425

Table of Contents

Intro	ductionduction	1
	Overview	1
Batch	h Timesheet Entry	2
	Overview	
	Cycle Control Record	3
	Begin The Batch Cycle	4
	Enter Time And Run Proof	4
	Correct Data Entry Errors	7
	Close Batch To The Cycle	10
	Continue With Cycle Operations	11
	Batch Timesheet Support Functions	12
Daily	[,] Time	14
	Overview	14
	Enter/Update Daily Summary Data	15
	Print Daily Time Proof List	20
	Close Daily Time to Payroll	22
	Continue with Cycle Operations	24
Mass	s Entry of Data	25
	Overview	25
	Mass Entry	26
	Prove Mass Entered Data	30

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.

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
                                               MONTHLY SALARIES
Cycle Code . . . . . . . : MTH1
Enter Cycle Control Information.
Use Batch Timesheet Entry ? . . . . . . \frac{1}{2} Print Trial Register with Release ? . . . \frac{1}{2} Print Suppl. Register with Trial ? . . . . \frac{1}{2}
                                                       (0=no, 1=yes)
                                                       (0=no, 1=yes, 2=see HELP)
Print Cheque Register with Posting ? . . . 1
Prompt Operator for Starting Cheque No? . 0 Exclude Cycle from BEGIN Prompt ? . . . . 0
Cheque Sequencing Method . . . . . . . <u>A</u> (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

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.

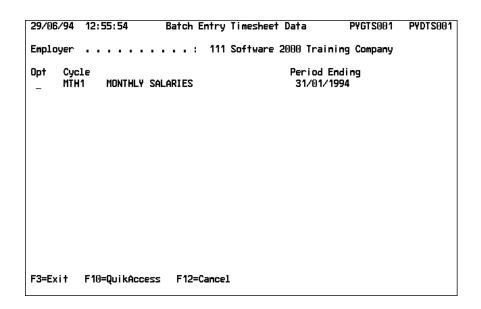
• A proof can be submitted. It will list all the entries that have been completed.

Required Fields

- Employer
- Batch Number

Press Enter to continue...

Screen 2 of 3



Key Information

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

Required Fields

• Select required *Cycle*

Screen 3 of 3

29/06/94	12:56:	37	Batch Entry	Timeshe	et Da	ita	P	YGTS00	1 PY	DTS001
Employer Batch Numl Cycle Period End Type select	ber . ding . ctions,	press En	: 48 : MTH : 31/	6 1 MONTH 01/1994		nLARIE	s			
Employee	Type	•	Amount .00 .00 .00 .00 .00 .00 .00 .00	Rate .00 .00 .00 .00 .00 .00	Sft			Lv13		Job
F3=Exit	F10=Qu	i kAccess	F12=Cance	1						

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

Key Information

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

Required Fields

- Employer
- Record Selection

Screen 2 of 3

```
29/06/94 12:58:54
                                                       PYGTS002
                                                                 PYDTS002
                      Update/Prove Batch Timesheets
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
                        F12=Cancel
F3=Exit
         F10=QuikAccess
```

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.

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 . : 480 Option 1 (1-Add Record) Employee + Type + + Amount	6 Hours <u>.00</u>
· · · · · · · · · · · · · · · · · · ·	Lv12 Lv13 Lv14 Job
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F2	21=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

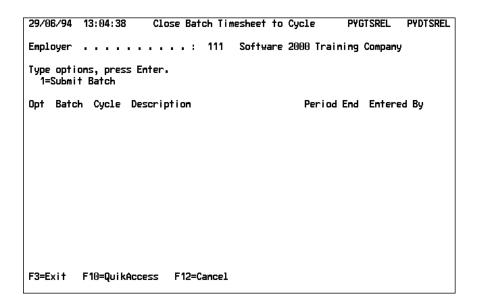
Key Information

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

Required Fields

• None

Screen 2 of 2



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

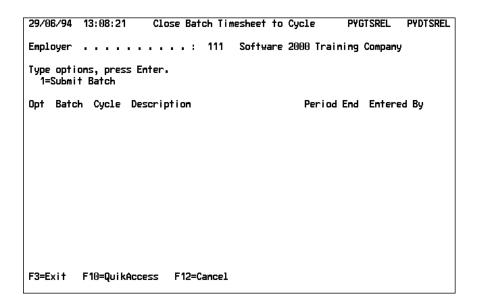
Key Information

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

Required Fields

• Employer

Screen 2 of 2



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 i	Enter Daily Hours	PYGUKM PYDUKM
Type selections, or leave blam	nk to select by levels or cy	cle, press Enter.
Employer		
Clock number	•	
Enter default information.		
Default input date Default income code Exit confirmation window	· +	I
F3=Exit F4=Prompt F10=Quil	kAccess F12=Cancel	

Key Information

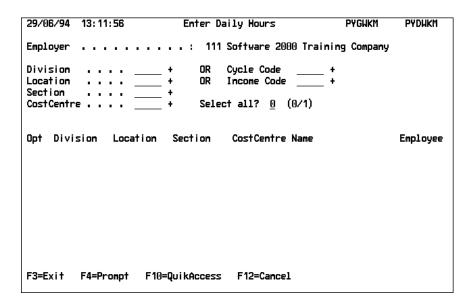
- Type the *Employer* code and *Employee* number for the employee you want to enter details for. If you use a *Clock number*, leave the *Employee* blank.
- If using a time clock, enter the employee's clock number.
- Leave both *Employee* number and *Clock number* blank to locate employees by levels within 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



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

29/0	16/94 1	3: 12: 51	Enter D	aily Hours	PYGWKM	PYDWKM
Empl	.oyer		: 111	Software 200	00 Training Company	
Loca Sect		:::: <u>=</u>	OR OR	Cycle Code Income Code	=	
		3=Copy base				
0pt	Divisi		Sect i on	CostCentre		Employee
_	FINN	DPRO	ANPG	3310	Ashlee,Caroline Ja	496
_	FINN	DPRO	anpg	331 0	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	BECKETÍ, ARTHUR GEO	324
_	FINN	DPRO	SUPP	3320	BEVAN, RÓGER HAROLD	244
_	FINN	DPRO	SUPP	3320	CLOTHIER, STEPHEN A	271
_	FINN	DPRO	SUPP	3320	EVANS, MARIE-THERES	1 +
F3=E		10=QuikAccess	F12=Cance			•

Key Information

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

Screen 4 of 4

29/06/94 13:18:24	Enter Daily Hours	PYGWKM	PYDWKM
Employee .: 68 SUR NI Number .: WR235183Y Day number : 0	Pay Type . : S	Cycle :	
Date		Shift :	0
Job Code <u>MGR3</u> + Where Worked Division <u>SMKT</u> + Location			ntre <u>2220</u> +
Labour Account Type options, press Enter. Opt Date Type Hour		+ Absence Co Lvl 3 Lvl 4	
_ 17/12/1993 <u>IC009</u>	MGR3 SMKT SADM	<u>admn 2220</u>	
F3=Exit F4=Prompt F9=Cop	y last F10=QuikAcces:	s 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

```
Print Daily Time Proof Lists
                                                                       PYDJC50
29/06/94 13:24:51
                                                            PYGJC50
Type selections, press Enter.
               Starting Date . . . <u>01121993</u>
Date Range
               Ending Date . . .
                                    31121993
Proof List for Employer Code . . . \underline{111} +
               Cycle Code . . . MTH1 +
Entered by Timekeeper . . . . .
                                                   (Blank for all)
                      F10=QuikAccess
                                       F12=Cancel
F3=Exit
         F4=Prompt
```

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	• I	Employer Co	de			
		i	Press Enter t	o submit repo	rt 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
                                                                    PYDJC50
Type selections, press Enter.
Close Date Range:
                   Starting Date . . .
                                        31071993
                   Ending Date . . . .
Close to Cycle:
                   Employer Code . . .
                   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

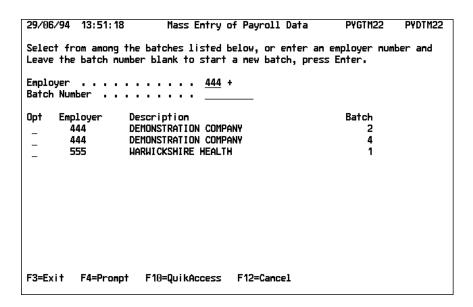
Mass Entry

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



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

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

Screen 3 of 3

Incomes:

29/06/94 13:53:34	Mass	Entry of Payroll Data PYGTM22	PYDTM22
Employer : 111	Software 20	100 Training Company Batch Number . :	
Income : A00	30 Overtime	@ 2.5	
Enter employees to			
Employee# Hours		eg General Ledger Account Number	Units
	.00		
	.00		_
	.00		
	.00		
	.00		
	.00		_
	.00		_
	.00		
	.00		
	.00		
	.00		
	.00		
	.00		
	.00	_	
F3=Exit F4=Prompt	F10=Quiki	occess F12=Cancel	
·			

Key Information

- For each employee to receive this income, type the *employee* #, the *hours* and/or *amount*.
- Alternatively, for an income method 7 (units extension), type the number of *Units*.
- The *General Ledger Account Number* can be entered if it is to be resolved at the transaction level.
- You can type the *Segment* if appropriate.

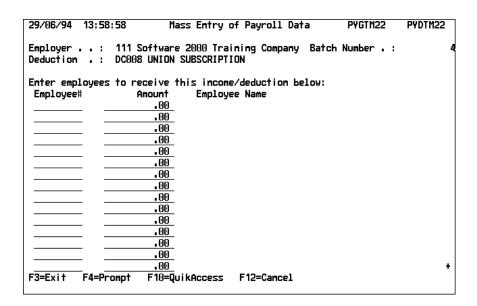
Required Fields

- Employee Number
- One of Amount, Hours, Units

Press F3 to exit and save batch...

Screen 3 of 3

Deductions:



Key Information

- For each employee to receive this deductions, type the *Employee* # and *amount*.
- Following entry, the employee's name will be displayed.

Required Fields

- Employee number
- Amount

Press F3 to exit and save...

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/Deductio	ns PYGTM31	PYDTM31
You may se	elect for pro	of from the following batches	:	
444	DEMONS	tion RATION COMPANY RATION COMPANY SHIRE HEALTH	Batch 2 4 1	
F3=Exit	F10=QuikAcce	ss F12=Ca n cel		

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.

D				
Kea	uire	a F	ıeı	as

• None

Press Enter to submit proof to batch...

Press Enter to confirm...