

# Enterprise - Proofing Time Entry Sessions

Last Modified on 02/24/2022 3:40 pm CST

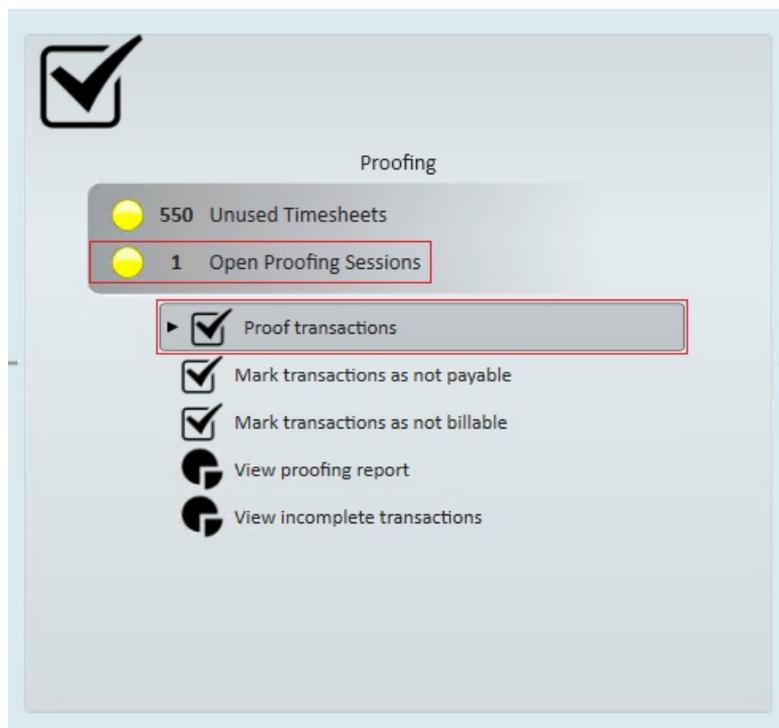
## What is Proofing?

After a user has entered time into time entry in TempWorks Enterprise, the next step is to proof the timecards. This allows both the user and the system to double check that everything is ready to be paid and billed. This document is designed to walk you through the proofing process.

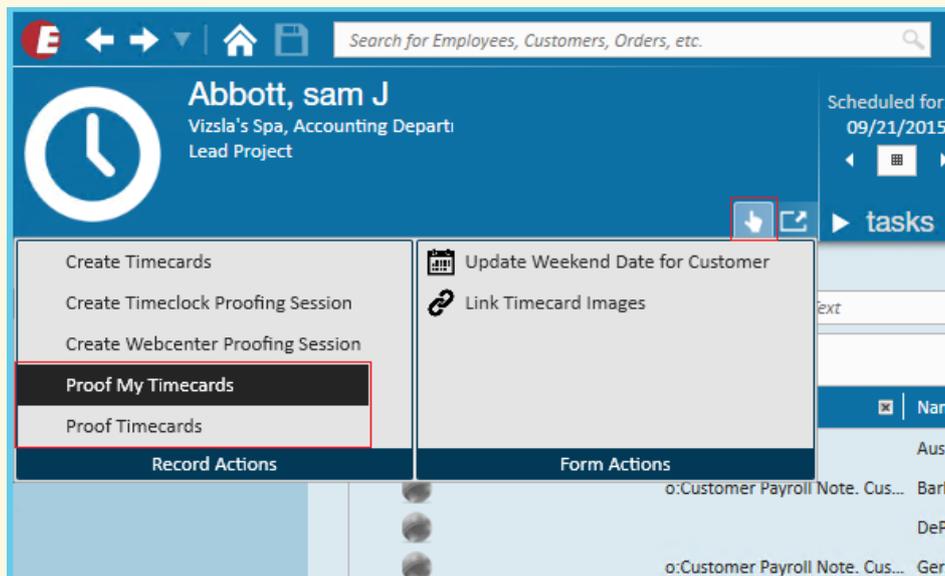
Once you have keyed in hours/units/salary on one+ timecard, you will be required to bring those transactions through a proofing session before a check or invoice can be made. The purpose of the proofing step is to catch and flag any errors, such as the employee missing an SSN or an outlandish amount of hours entered in (for example, let's say someone keyed in 400 instead of 40 -- this would be caught in the proofing step).

## An Introduction to Proofing

Highlight and select the proofing box found under pay/bill. Think of the number of open proofing sessions as the number of service reps keying in time. Each user who keys in time will have a proofing session tied to their name. To begin, select to proof transactions.



**\*Note\*** Want to save a few clicks? In the time entry dashboard simply expand the actions menu and then select proof my timecards or proof timecards to be brought directly into the proofing step.



When you open the proofing wizard you will be brought through the 4 step process:

1. [Select the Session](#)
2. [Review the Transactions](#)
3. [Review/Correct Errors](#)
4. [Close the Session](#)
5. [View the Proofing Report](#)

## Step 1: Select the Session

Once you have selected to begin a proofing session, the transaction proofing window will populate and the first step is to select the session you would like to proof. Typically, a service rep will select their own session but if someone gets sick, leaves early, or wants help you can choose to proof another service rep's proofing session.

1. Select the name of the session you want to proof
2. Select Next

Session ID	Service Rep	CTXNS Records	IsCurrentlySelected	Srident
17997	Amelia Stout	3	<input checked="" type="checkbox"/>	24261
17994	Derek Palm	1	<input checked="" type="checkbox"/>	24427
17979	Katie Mcdonald	0	<input type="checkbox"/>	24407
17982	Katie Mcdonald	0	<input type="checkbox"/>	24407

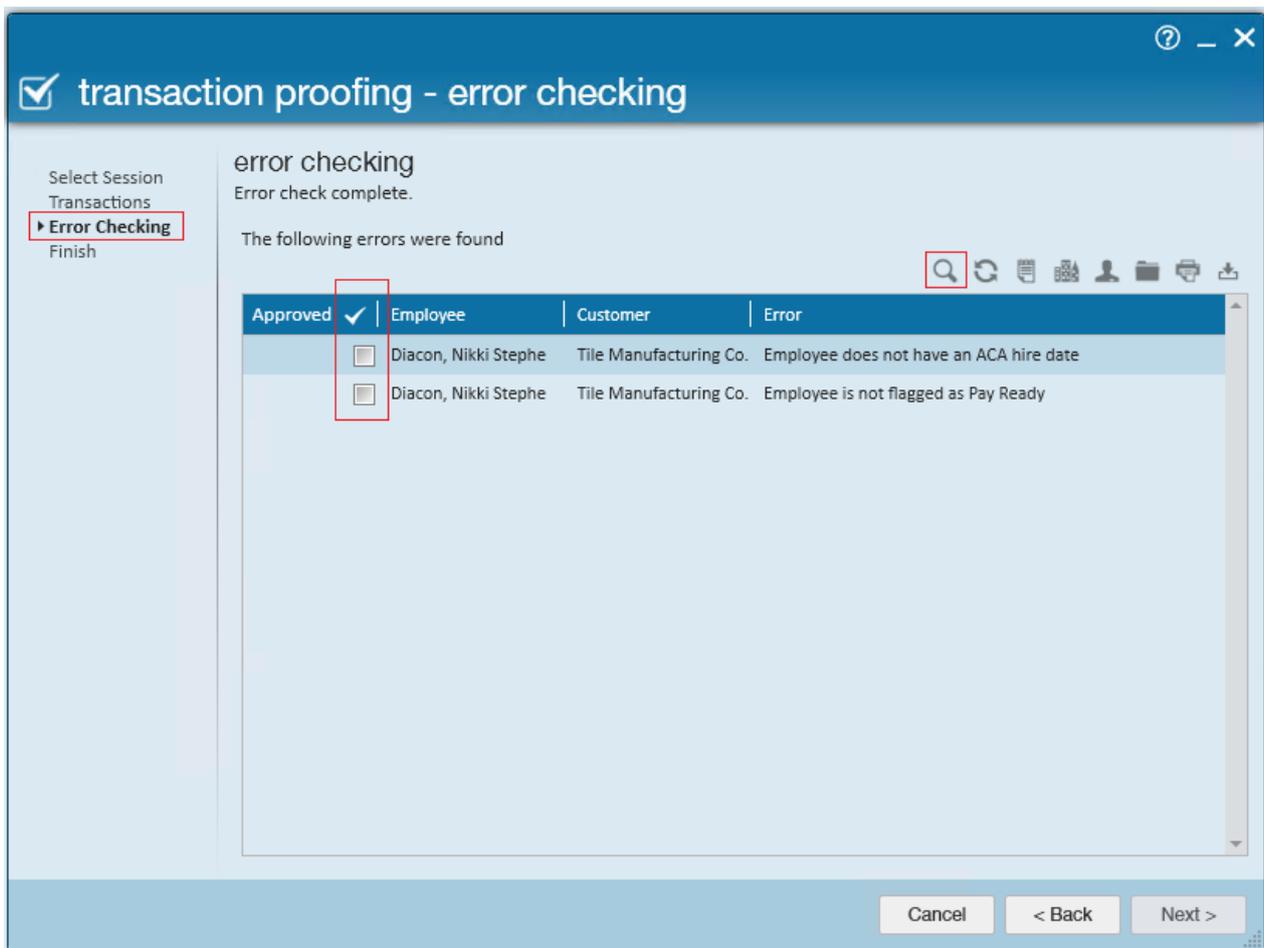
You can only proof one session at a time.

## Step 2: Review Transactions

After selecting next, the second step is to review the list of transactions that will be proofed. The purpose of this step is to allow for a visual check -- scan the pay rates, hours, etc. and see if any red flags present themselves.

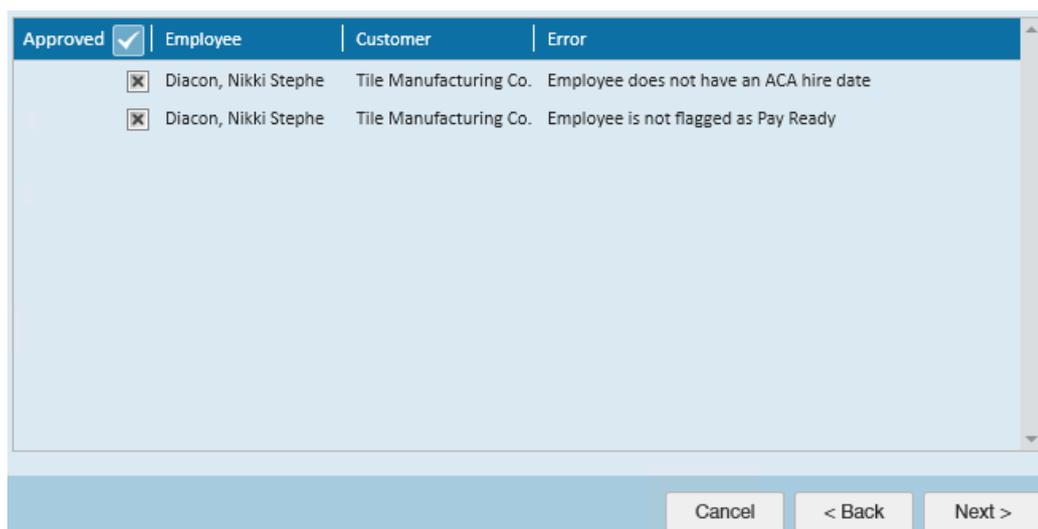
From this page, service reps can also navigate directly to related employee, customer, and assignment records via the icons in the upper right to investigate or make necessary corrections.





If you have an error message that your manager has given you the green light to override, you can check the box next to the error to approve it. Keep in mind there are logs to determine who approved errors and some of these proofing errors may come back during a payroll or invoice run.

In order to continue, all errors need to be resolved or approved. Hit Next



**\*Note\*** From this screen the user can also navigate to the transaction, refresh transactions, view assignments, view customers, view employees, view orders, print results, or export results that are tied to the transactions in

the proofing run that was selected. This is done by highlighting a line item and selecting the icon tied to the action in the upper right-hand corner.

## Step 4: Close the Session

This will bring the user to the last screen of proofing a payroll run. Once this screen appears the user will know that the transaction session has been proofed. From here they have the option to select "Yes, close the session." which will allow these transactions to be pulled into payroll and invoice runs. To close the proofing session, simply click finish.

Selecting "No, leave the session open." allows the user to continue to add transactions in time entry to the open proofing session.

**\*Note\*** The user will need to eventually select "Yes, close this session." in order to close the proofing transactions session and allow the transactions to be pulled into the payroll and invoice run.

Also located on our final screen is direct access to the "transaction summary report."

transaction proofing - finish

Select Session  
Transactions  
Error Checking  
▶ **Finish**

**finished**  
This transaction session has been proofed.

Do you wish to close this session? Closing the transaction session will allow these transactions to be pulled into payroll and invoice runs.

Yes, close the session.  
 No, leave the session open.

 **View transaction summary report**

Cancel < Back Finish

The transaction summary report displays all employee, customer, quantity (hours and units), pay, and bill data for timecards proofed in that open session along with a report total on the last page:

Report Viewer

Sort By: Employee

View Report

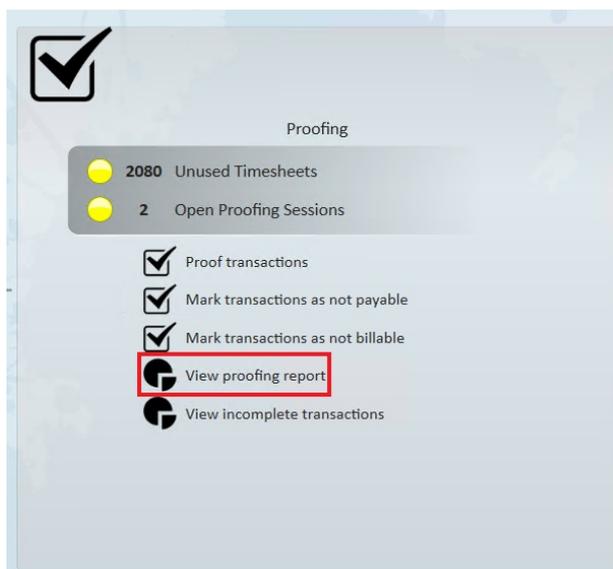
Timecard Session Review  
High Tech Staffing  
Activity for session 9639

Entity Level (Hierid 2)

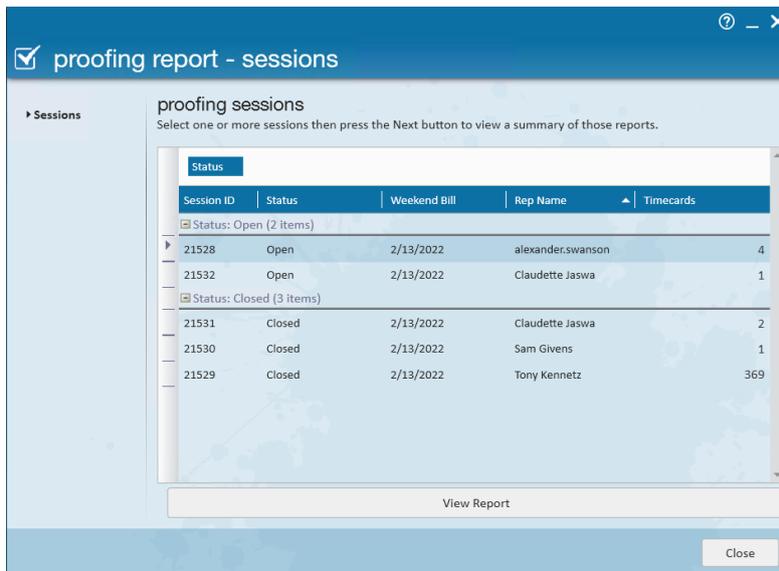
Employee		Customer		Quantity		Pay			Bill				
<b>Session 9639 (shawna.bradt)</b>												<b>7 timecards</b>	
Name	<b>Berston, Nora</b>	Name	Tile Manufacturing Co.	Reg Hours	38.00	Reg Rate	\$14.50	Reg Pay	\$551.00	Reg Rate	\$22.04	Reg Bill	\$837.52
ID	4295004010	Dept	Primary	Ovr Hours	0.00	Ovr Rate	\$21.75	Ovr Pay	\$0.00	Ovr Rate	\$33.06	Ovr Bill	\$0.00
Week	9/20/2015	ID	4295010384	Dbl Hours	0.00	Dbl Rate	\$29.00	Dbl Pay	\$0.00	Dbl Rate	\$44.08	Dbl Bill	\$0.00
Branch	Memphis SE	Super		Units	0.00	Unit Rate	\$0.00	Unit Pay	\$0.00	Unit Rate	\$0.00	Unit Bill	\$0.00
Skill Code	Forklift	PO #		Pay Code	Reg			Salary	\$0.00			Salary Bill	\$0.00
WC Code	3126 TX	Order ID	4295033882			Adjustments		Adj Pay	\$0.00	Adjustments		Adj Bill	\$0.00
# TC Img	0	Entity/CC						Total Pay	\$551.00			Total Bill	\$837.52
Name	<b>Diacon, Nikki</b>	Name	Tile Manufacturing Co.	Reg Hours	39.00	Reg Rate	\$25.00	Reg Pay	\$975.00	Reg Rate	\$42.50	Reg Bill	\$1,657.50
ID	12685	Dept	Primary	Ovr Hours	0.00	Ovr Rate	\$37.50	Ovr Pay	\$0.00	Ovr Rate	\$56.25	Ovr Bill	\$0.00
Week	9/20/2015	ID	4295010384	Dbl Hours	0.00	Dbl Rate	\$50.00	Dbl Pay	\$0.00	Dbl Rate	\$100.00	Dbl Bill	\$0.00
Branch	Memphis SE	Super		Units	0.00	Unit Rate	\$0.00	Unit Pay	\$0.00	Unit Rate	\$0.00	Unit Bill	\$0.00
Skill Code	Paralegal	PO #		Pay Code	Reg			Salary	\$0.00			Salary Bill	\$0.00
WC Code	3126 TX	Order ID	4295044356			Adjustments		Adj Pay	\$0.00	Adjustments		Adj Bill	\$0.00
# TC Img	0	Entity/CC						Total Pay	\$975.00			Total Bill	\$1,657.50
Name	<b>Fuller, Sandra</b>	Name	Tile Manufacturing Co.	Reg Hours	40.00	Reg Rate	\$27.00	Reg Pay	\$1,080.00	Reg Rate	\$45.90	Reg Bill	\$1,836.00

## Step 5: View the Proofing Report

The Proofing report can be run from Enterprise > Pay/Bill > Proofing > View proofing report:



After selecting "View proofing report", a window of all the "Open" and "Closed" Proofing sessions will be displayed from the current open week:



After selecting one or more Proofing sessions from the list, select "View Report". A new window will open with the Timecard Session Review report, displaying all of the timecard information from the selected Proofing sessions:

Report Viewer

Sort By Employee View Report

1 of 2 | 100% | Find | Next

**Timecard Session Review**  
High Tech Staffing Entity Level (Hierd 2)

Activity for sessions 21528, 21531

Employee	Customer	Quantity	Pay	Bill
<b>Session 21531 (claudette)</b> <span style="float: right;">2 timecards</span>				
Name <b>Becket, Sam</b>	Name Catawba Strong Steel	Reg Hours <b>34.00</b>	Reg Rate <b>\$20.00</b> Reg Pay <b>\$680.00</b>	Reg Rate <b>\$38.20</b> Reg Bill <b>\$1,298.80</b>
ID 552	Dept Primary	Ovr Hours <b>0.00</b>	Ovr Rate <b>\$30.00</b> Ovr Pay <b>\$0.00</b>	Ovr Rate <b>\$57.30</b> Ovr Bill <b>\$0.00</b>
Week 2/13/2022	ID 4295025416	Dbl Hours <b>0.00</b>	Dbl Rate <b>\$40.00</b> Dbl Pay <b>\$0.00</b>	Dbl Rate <b>\$76.40</b> Dbl Bill <b>\$0.00</b>
Branch Minneapolis	Super Robin, Julie	Units <b>0.00</b>	Unit Rate <b>\$0.00</b> Unit Pay <b>\$0.00</b>	Unit Rate <b>\$0.00</b> Unit Bill <b>\$0.00</b>
Skill Code Forklift	PO # ABCD	Pay Code Reg	Salary <b>\$0.00</b>	Salary Bill <b>\$0.00</b>
WC Code MN 2303	Order ID 4295112985	Adjustments	Adj Pay <b>\$0.00</b>	Adj Bill <b>\$0.00</b>
# TC Img 0	Entity/CC		Total Pay <b>\$680.00</b>	Total Bill <b>\$1,298.80</b>
Name <b>Berry, Tyler</b>	Name Catawba Strong Steel	Reg Hours <b>24.00</b>	Reg Rate <b>\$20.00</b> Reg Pay <b>\$480.00</b>	Reg Rate <b>\$38.20</b> Reg Bill <b>\$916.80</b>
ID 4295014625	Dept Primary	Ovr Hours <b>0.00</b>	Ovr Rate <b>\$30.00</b> Ovr Pay <b>\$0.00</b>	Ovr Rate <b>\$57.30</b> Ovr Bill <b>\$0.00</b>
Week 2/13/2022	ID 4295025416	Dbl Hours <b>0.00</b>	Dbl Rate <b>\$40.00</b> Dbl Pay <b>\$0.00</b>	Dbl Rate <b>\$76.40</b> Dbl Bill <b>\$0.00</b>
Branch Minneapolis	Super Robin, Julie	Units <b>0.00</b>	Unit Rate <b>\$0.00</b> Unit Pay <b>\$0.00</b>	Unit Rate <b>\$0.00</b> Unit Bill <b>\$0.00</b>
Skill Code Forklift	PO # ABCD	Pay Code Reg	Salary <b>\$0.00</b>	Salary Bill <b>\$0.00</b>
WC Code MN 2303	Order ID 4295112986	Adjustments	Adj Pay <b>\$0.00</b>	Adj Bill <b>\$0.00</b>
# TC Img 0	Entity/CC		Total Pay <b>\$480.00</b>	Total Bill <b>\$916.80</b>
<b>Session 21531 Totals:</b>		Reg Hrs <b>58.00</b>	Reg Pay <b>\$1,160.00</b>	Reg Bill <b>\$2,215.60</b>
<b>claudette</b>		Ovr Hrs <b>0.00</b>	Ovr Pay <b>\$0.00</b>	Ovr Bill <b>\$0.00</b>
<b>2 timecards</b>		Dbl Hrs <b>0.00</b>	Dbl Pay <b>\$0.00</b>	Dbl Bill <b>\$0.00</b>
		Units <b>0.00</b>	Unit Pay <b>\$0.00</b>	Unit Bill <b>\$0.00</b>
		Adjustments	Salary <b>\$0.00</b>	Salary Bill <b>\$0.00</b>
			Adj Pay <b>\$0.00</b>	Adj Bill <b>\$0.00</b>
			Total Pay <b>\$1,160.00</b>	Total Bill <b>\$2,215.80</b>
<b>Session 21528 (alexander.swanson)</b> <span style="float: right;">4 timecards</span>				
Name <b>Gregorius, Ronda</b>	Name Galls Weatherballoons	Reg Hours <b>40.00</b>	Reg Rate <b>\$20.00</b> Reg Pay <b>\$800.00</b>	Reg Rate <b>\$26.20</b> Reg Bill <b>\$1,048.00</b>
ID 4295016746	Dept Primary	Ovr Hours <b>0.00</b>	Ovr Rate <b>\$30.00</b> Ovr Pay <b>\$0.00</b>	Ovr Rate <b>\$39.30</b> Ovr Bill <b>\$0.00</b>
Week 2/12/2022	ID 4295014094	Dbl Hours <b>0.00</b>	Dbl Rate <b>\$40.00</b> Dbl Pay <b>\$0.00</b>	Dbl Rate <b>\$52.40</b> Dbl Bill <b>\$0.00</b>
Branch Eagan	Super Smith, Bryan	Units <b>0.00</b>	Unit Rate <b>\$0.00</b> Unit Pay <b>\$0.00</b>	Unit Rate <b>\$0.00</b> Unit Bill <b>\$0.00</b>
Skill Code Packaging	PO #	Pay Code Reg	Salary <b>\$0.00</b>	Salary Bill <b>\$0.00</b>
WC Code MN 2233	Order ID 4295090544	Adjustments	Adj Pay <b>\$0.00</b>	Adj Bill <b>\$0.00</b>
# TC Img 0	Entity/CC		Total Pay <b>\$800.00</b>	Total Bill <b>\$1,048.00</b>

The Timecard Session Review report is a great way to verify all timecard information within proofing sessions.

**\*Note\*** Enterprise allows for Custom Proofing Reports to be run when selecting "View proofing report" within the Pay/Bill > Proofing menu.

If you have a Custom Proofing Report that you would like to have added to this functionality, please contact [TempWorks Support](#).

## Related Articles