

Enterprise - How to Convert a Timecard to the Federal Format

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Easily convert any timecard in TempWorks Enterprise time entry to the federal timecard format. Use this to simplify the rounding of time, totaling timecards, and, to automatically calculate overtime.

1. Within the time entry form, click to select the transaction for which time should be entered in the federal format
2. Select the detailed timecard icon (or double click on the transaction to open the detailed timecard)
3. Click to select the federal timecard icon

The screenshot displays the TempWorks Enterprise interface. At the top, there is a header with '727 timecards' and a search filter. Below the header is a table of timecards. The first row is highlighted with a red box and labeled '1.'. The table has columns for Status, Name, Customer, Pay Code, RT Hrs, OT Hrs, Pay, Bill, OT Pay, DT Pay, and WE Date. Below the table, there is a 'Detailed Timecard' button labeled '2.'. Clicking this button opens a form titled 'Edit/Create WebCenter Federal Timecard'. The form has three tabs: 'Pay and Bill Rates', 'Adjustments', and 'Overrides'. The 'Pay and Bill Rates' tab is active. It contains fields for 'daily hours' (Regular, Overtime, Double Time, Number of Days), 'units' (Units, Unit Bill, Unit Pay), and 'rates' (Bill Rate, OT Bill, DT Bill, Pay Rate, OT Pay, DT Pay, Adj Gross, Adj Net, OT Plan). A red box labeled '3.' highlights the 'units' section. On the right side of the form, there is a 'payroll info' section with fields for WE Bill, WE Date, Work Date, Inv Date, Pay Code, Job Title, PO Num, and Payroll Note.

Status	Name	Customer	Pay Code	RT Hrs	OT Hrs	Pay	Bill	OT Pay	DT Pay	WE Date
1.	Abron, Jill A	Benjamin Moore Paints	Reg	0	0	\$15.00	\$28.00	\$22.50	\$30.00	11/15/2015 12:00:00 AM
	Accrue, Jackie L	Ice Cream Delites	Reg	0	0	\$20.00	\$35.00	\$25.50	\$34.00	11/15/2015 12:00:00 AM
	Adam, Froehlic...	Stanley Inc.	Reg	0	0	\$18.00	\$22.00	\$27.00	\$36.00	11/15/2015 12:00:00 AM
	Adam, Froehlic...	Stanley Inc.	Reg	0	0	\$12.00	\$0.00	\$18.00	\$24.00	11/15/2015 12:00:00 AM
	Adam, Froehlic...	Belmond Hrling Pros	Reg	0	0	\$15.00	\$18.00	\$22.50	\$30.00	11/15/2015 12:00:00 AM

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
0.00	0.00	0.00	0.00	0.00	0.00	0.00

Units	Unit Bill	Unit Pay
0.00	\$0.00	\$0.00

Bill Rate	OT Bill	DT Bill	Pay Rate	OT Pay	DT Pay	Adj Gross	Adj Net	OT Plan
\$28.00	\$0.00	\$0.00	\$15.00	\$22.50	\$30.00	\$0.00	\$0.00	PlanSTD

WE Bill	WE Date	Work Date	Inv Date	Pay Code	Job Title	PO Num	Payroll Note
11/15/2015	11/15/2015			Regular earnings. Hard cod	Unknown		e: Retro pay testing

Note This will open the edit WebCenter timecard form where punch in and punch

out can be captured in a federal timecard format.

Time can be entered in the edit WebCenter timecard in either am/pm format or military time format. This is completely personal preference.

The screenshot shows a web interface titled "edit webcenter timecard". It features a grid for entering time punches. The columns represent the days of the week: Monday (11/9/2015), Tuesday (11/10/2015), Wednesday (11/11/2015), Thursday (11/12/2015), Friday (11/13/2015), Saturday (11/14/2015), and Sunday (11/15/2015). The rows represent different time events: Punch In, Break 1, Lunch Out, Lunch In, and Punch Out. Each cell in the grid contains a time value and a small circular icon with a question mark. The "Punch In" row shows "8:00 AM" for Monday. The "Break 1" row shows "10" for Monday. The "Lunch Out" row shows "12:00 PM" for Monday. The "Lunch In" row shows "1:00 PM" for Monday. The "Punch Out" row shows "5:00 PM" for Monday. Below the grid is a "Comment" section with a large text area. At the bottom right, there is a "Save" button.

	Monday 11/9/2015	Tuesday 11/10/2015	Wednesday 11/11/2015	Thursday 11/12/2015	Friday 11/13/2015	Saturday 11/14/2015	Sunday 11/15/2015
Punch In	8:00 AM						
Break 1	10						
Lunch Out	12:00 PM						
Lunch In	1:00 PM						
Punch Out	5:00 PM						

For example, 5 o'clock pm can be entered as either:

5 pm - Or - 17:00

Note The federal timecard format will not allow an odd number of punches (or time entries). If a punch in has been entered, lunch out or punch out must also be entered.

? X
edit webcenter timecard

	Monday 11/9/2015	Tuesday 11/10/2015	Wednesday 11/11/2015	Thursday 11/12/2015	Friday 11/13/2015	Saturday 11/14/2015	Sunday 11/15/2015
Punch In	8:00 AM !	8:00 AM ⊖	⊖	⊖	⊖	⊖	⊖
Break 1	10						
Lunch Out	12:00 PM ⊖	⊖	⊖	⊖	⊖	⊖	⊖
Lunch In	1:00 PM ⊖	⊖	⊖	⊖	⊖	⊖	⊖
Punch Out	5:00 PM ⊖	⊖	⊖	⊖	⊖	⊖	⊖
Comment							

1 !
Save

Note Lunch out and lunch in are NOT required. If nothing is entered in the lunch out and lunch in fields, TempWorks will consider this person has worked straight through and will pay them as such.

Note The federal timecard format will follow the configurations that have been set up in TempWorks WebCenter.

If a timecard format has been setup to include bread times and comments, those fields will be displayed within TempWorks Enterprise. Once the time has been entered, click to select save in the lower right of the pop-out window.

The time will be displayed on the detailed timecard in the federal timecard format:

Detailed Timecard

Pay and Bill Rates Adjustments Overrides Codes

Webcenter time - Approved

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Day In	08:00	07:00	07:00	08:00	08:00		
Lunch Out	12:00	12:00	12:30	12:00	12:00		
Lunch In	13:00	13:00	13:00	13:00	13:00		
Day Out	18:00	17:00	17:00	18:30	17:00		
Break 1							
Break 2							
Break 3							
Totals	9.00	9.00	9.50	9.50	8.00	0.00	0.00

4.

Reg Hrs	40.00	Units	0.00
OT Hrs	5.00	Unit Bill	\$0.00
DT Hrs	0.00	Unit Pay	0.0000
Salary	0.0000	<input type="checkbox"/> Salary Approved	
Salary Bill	0.0000		

5.

No WebCenter comment

Bill Rate	\$78.00
OT Bill	\$117.00
DT Bill	\$156.00
Pay Rate	\$17.00
OT Pay	\$25.50
DT Pay	\$34.00
Adj Gross	\$0.00
Adj Net	\$0.00
OT Plan	PlanSTD

6.

The federal timecard will honor the overtime rule. Hours will be totaled based on the ot plan designated for that timecard.

Once the federal timecard format is used, this timecard can and will be treated the same as time entered via WebCenter. The same log, report, rejection, for approve and edit will apply. The additional edit button will allow the pop-out window to be displayed so each punch can be edited.

7.

Anderson, Kesh...	Stearns Trailers	Reg	0	0	\$19.00
Anderson, Robert	Stanley Inc.	Reg	40	5	\$17.00
Anderson, Sam	Stanley Inc.	Reg	0	0	\$18.00

Detailed Timecard

Pay and Bill Rates Adjustments Overrides Codes

Webcenter time - Approved

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Day In	08:00	07:00	07:00	08:00	08:00		
Lunch Out	12:00	12:00	12:30	12:00	12:00		
Lunch In	13:00	13:00	13:00	13:00	13:00		
Day Out	18:00	17:00	17:00	18:30	17:00		
Break 1							
Break 2							
Break 3							
Totals	9.00	9.00	9.50	9.50	8.00	0.00	0.00

8.

Reg Hrs	40.00	Units	0.00
OT Hrs	5.00	Unit Bill	\$0.00
DT Hrs	0.00	Unit Pay	0.0000
Salary	0.0000	<input type="checkbox"/> Salary Approved	
Salary Bill	0.0000		

No WebCenter comment

Bill Rate	\$78.00
OT Bill	\$117.00
DT Bill	\$156.00
Pay Rate	\$17.00
OT Pay	\$25.50
DT Pay	\$34.00
Adj Gross	\$0.00
Adj Net	\$0.00
OT Plan	PlanSTD

9.

Note The timecard will now be treated the same as time entered via WebCenter which means it will not automatically fall into a proofing session.

Related Articles