

# Timecard Linker

Last Modified on 02/07/2022 4:04 pm CST

## What is Timecard Linker?

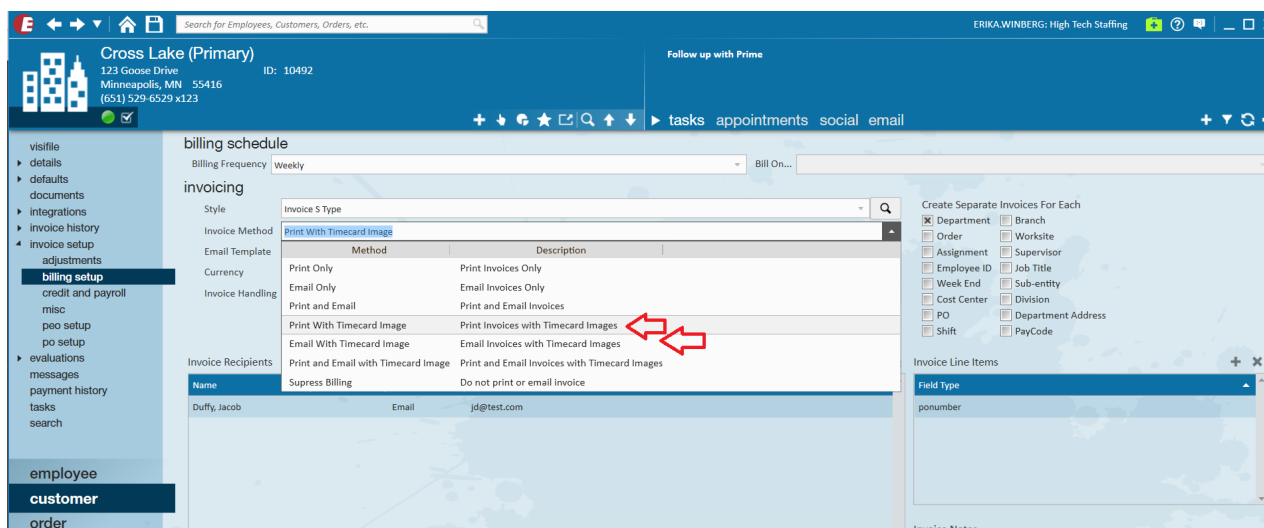
Timecard linkers allows you to link timecard images to time entry line items in order to verify time and/or include timecards received on invoices to customers.

**\*Note\*** Timecard Linker is an additional module. If you do not have access to Timecard Linker functionality, please contact your account manager to learn more.

## Including Timecard Images on Invoices

If you want timecards that you link to be included when emailing or printing invoices for a specific customer, you will need to update their billing setup information. This will need to be done for each customer you want to link timecards for.

1. Navigate to the customer you want to send linked timecards to
2. Select Invoice Setup > Billing Setup
3. Under Invoice Method drop down, select one of the options displayed "with Timecard Image" included
4. Select Save (CTRL + S)



Currently you can either select "Print with Timecard Image", "Print and Email with Timecard Image", or "Email with Timecard Image". Selecting one of these options will allow the linked images to be attached to invoices during the invoice run stage.

## Linking Timecards

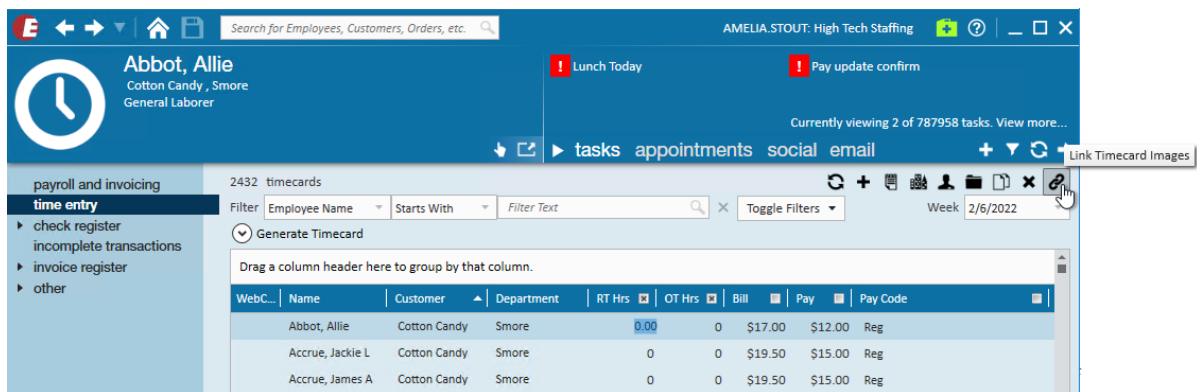
You can link image files of timecards to their related time entered in Time Entry in order to document signatures, total hours sent, etc. and email them with the invoices to customers.

**\*Note\*** Before you start linking, gather your timecard images and make sure they are all in PDF format. If you often receive images, excel files, etc. you can use a print to PDF software or option on your computer to convert them to PDF.

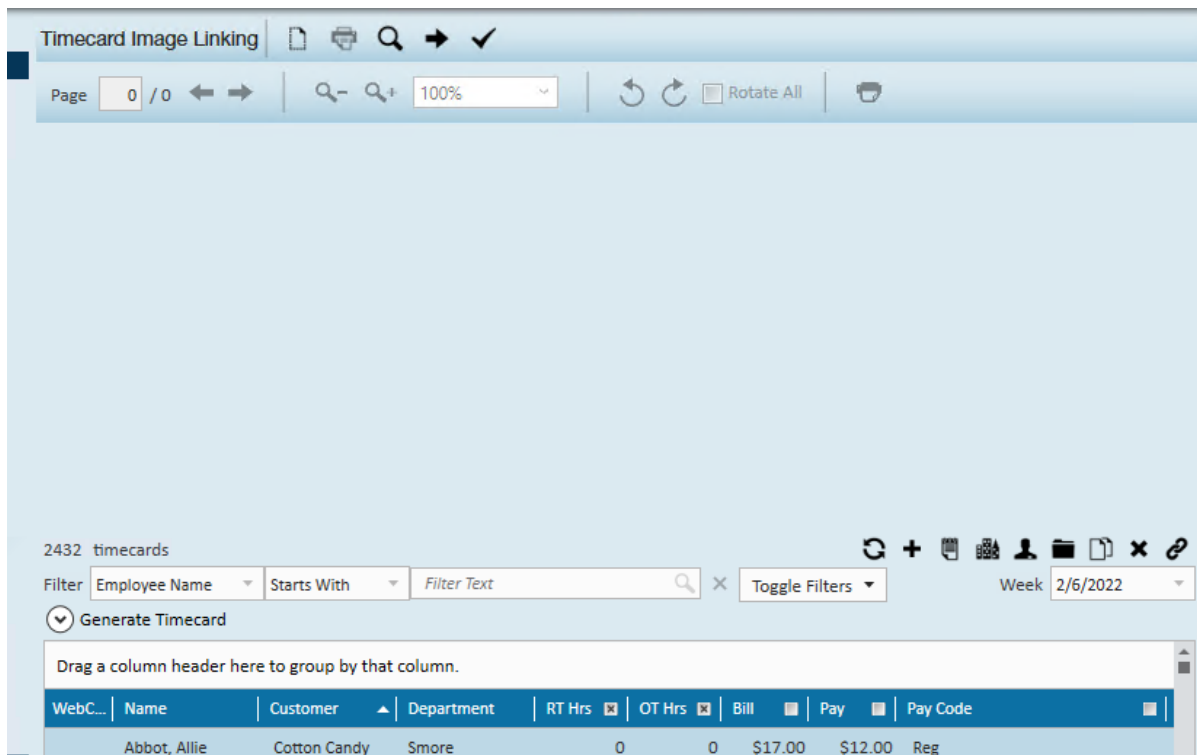
## To Access Timecard Linking Options

To find the buttons to upload timecard pdfs, link timecards, etc. you'll need to open the Timecard Linker in Time Entry.

1. In Enterprise, navigate to the Pay/Bill area
2. Open Timecards > Navigate to Time Entry
3. Select the Link Timecard Images button in the upper right



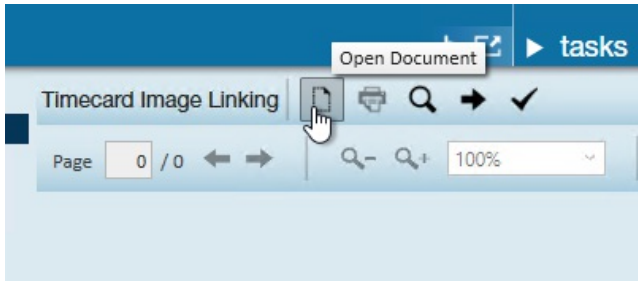
4. The Timecard Linker Options will open at the top of the page



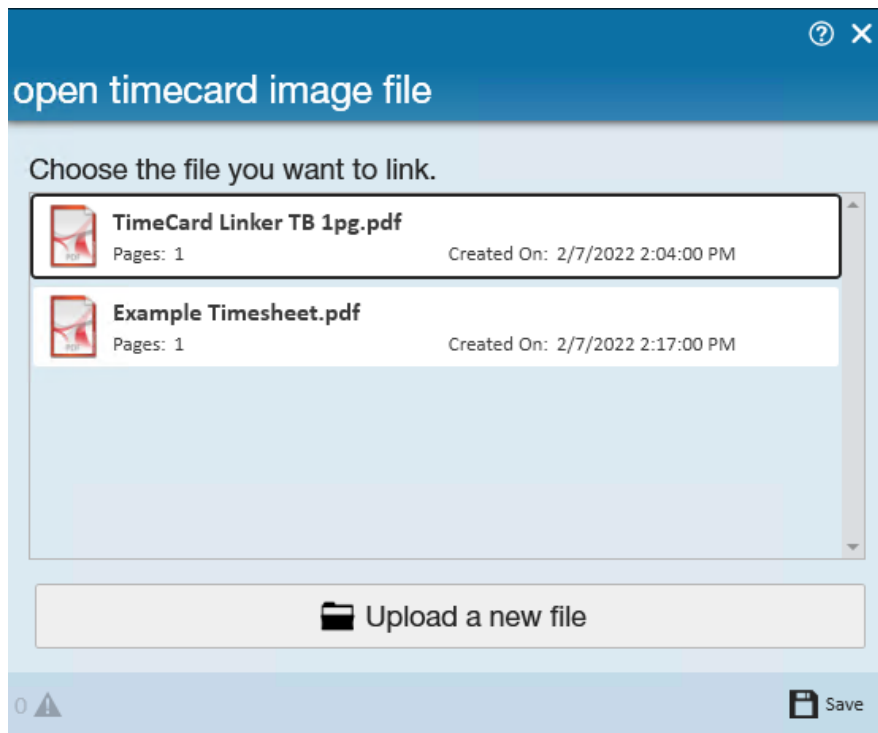
## To Upload a Timecard PDF to Enterprise

You'll need to first upload the PDF of the timecard(s) to Enterprise in order to link them to the appropriate time entry items. PDFs can contain multiple timecards per page if needed.

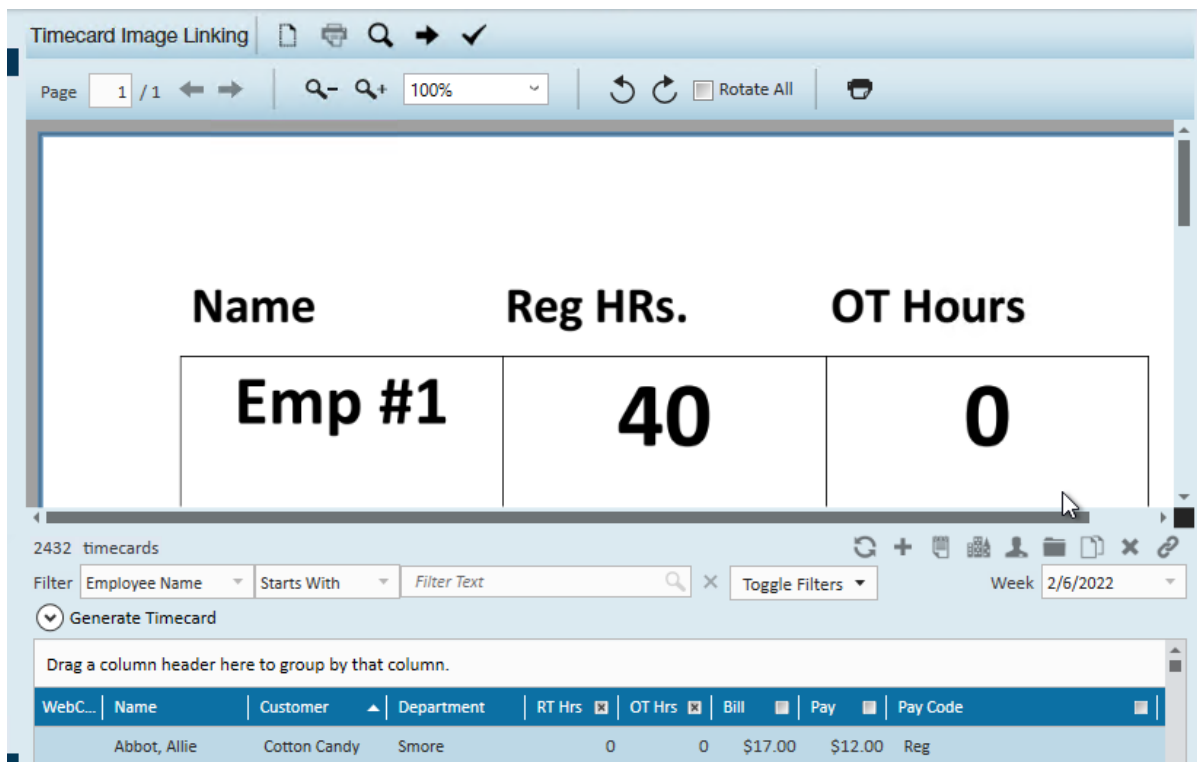
1. Save a PDF copy of the timecard(s) you received to your computer
2. Navigate to the timecard linker options in Time Entry (see above for more instructions)
3. Choose the open document option at the top



- If a document has already been uploaded this week, the selector will show existing documents. To upload a new document, choose the upload option at the bottom.



4. Select the PDF document from your computer
5. Click open and the document will upload and display in the top window



**\*Note\*** If you are having trouble finding the documents on your computer, you may need to map your drives. Check out [Accessing Local Drives in Enterprise](#) for more information.

## To Link Timecards

Now that you have navigated to the timecard linker options and uploaded at least one Timecard document, you are ready to link the document to the correct timecard(s) in Time Entry.

1. While looking at the corresponding document page at the top, find the timecard below.
2. Select the timecard
3. Click the Link Image button that will be in the upper left in green

Johnson, Jack Jessie Link Image ! Lunch Today ! Pay up

Currently vi

tasks appointments social em

payroll and invoicing

**time entry**

- ▶ check register
- ▶ incomplete transactions
- ▶ invoice register
- ▶ other

employee

customer

order

assignment

contact

**pay / bill**

Timecard Image Linking 📄 🖨 🔍 ➡ ✓

Page 1 / 1 🔍 🔍+ 100% 🔄 🔄 🔄 Rotate All 🗑

This is an example timesheet

Employee Name	Total Hours
Johnson, Jack	40
Adams, Amy	32
Martinson, Jeremy	44
Anderson, Lily	33

5 timecards 🔄

Filter Employee Name Starts With johnson, j 🔍 ✕ Toggle Filters

Generate Timecard

Drag a column header here to group by that column.

WebC...	Name	Customer	Department	RT Hrs	OT Hrs	Bill	Pay
	Johnson, Jack Jes...	ABC Broom co	Primary	40	0	\$13.50	\$10.00
	Johnson, Joel	Baseball-r-Us	Corporate Head...	0	0	\$47.25	\$35.00

Right click to add the Linked Timecard Status column to your Time Entry to easy see which timecards have been linked

WebC...	Linked Image Status	Name	Customer	Department	RT Hrs	OT Hrs	Bill	Pay
		Johnson, Jack Jes...	ABC Broom co	Primary	40	0	\$13.50	\$10.00
		Johnson, Joel	Baseball-r-Us	Corporate Head...	0	0	\$47.25	\$35.00
		Johnson, Julie	Freddie's Forklifts	Billing Departme...	0	0	\$18.75	\$15.00
		Johnson, Jacob	Iezza Pizza Inc.	Primary	0	0	\$24.30	\$18.00
		Johnson, Jim	Sargento	Corporate	0	0	\$19.95	\$15.00

Link the wrong time entry timecard? You can select the time card in time entry and click the unlink timecard option.

Johnson, Joel

Unlink Image

Lunch Today

Pay update

0 timecard linker e... (Page 1)

tasks appointments social ema

payroll and invoicing

**time entry**

- check register
- incomplete transactions
- invoice register
- other

employee

customer

order

assignment

contact

**pay / bill**

Timecard Image Linking

Page 1 / 3

100%

Rotate All

Employee Time-sheet

Employee Name: **Employee 1** Week Ending:

Day	Description	Clock In Time	Clock Out Time
Monday			
Tuesday			

5 timecards

Filter Employee Name Starts With johnson, j Toggle Filters

Generate Timecard

Drag a column header here to group by that column.

WebC...	Linked Image Status	Name	Customer	Department	RT Hrs	OT Hrs	B
		Johnson, Jack Jes...	ABC Broom co	Primary	40	0	
		Johnson, Joel	Baseball-r-Us	Corporate Head...	0	0	

## Navigation Tips

### Move Between PDF Pages

If you have a PDF with multiple pages of timecards you will need to move between pages to link the correct timecards.

You can use the arrows above the timecard image to manually move between pages in the PDF

Timecard Image Linking

Next page

Page 1 / 3

100%

Rotate All

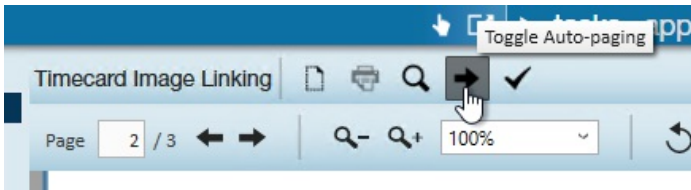
Employee Time

Employee Name: **Employee 1** Week

Day	Description
Monday	

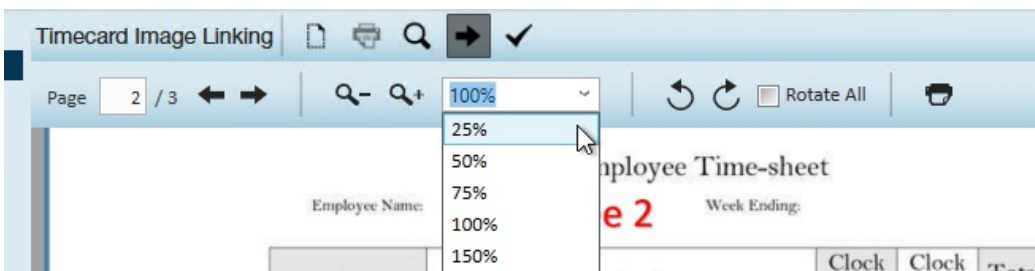
If you have one employee timecard per page, consider turning on auto-toggle to have the timecard linker automatically move to the next page once you have linked a timecard.

To turn on auto-toggling select the Toggle Auto-paging arrow option at the top.



### View Options for PDF

Is your PDF too large to read? sick of scrolling around? Use the magnifying options above the image to change the display size in the window you are working on

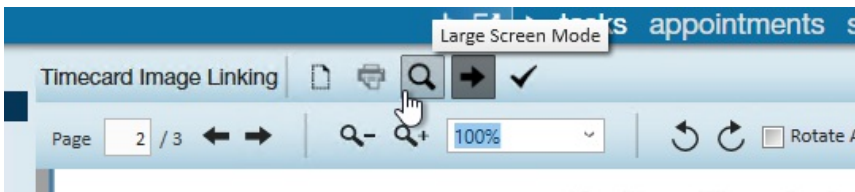


Is the image sideways? Sometimes when an image is converted or scanned in to PDF it can turn out sideways. You can use the rotate options to fix this. If your PDF has multiple pages, use the rotate all checkbox to rotate all the pages at one time.

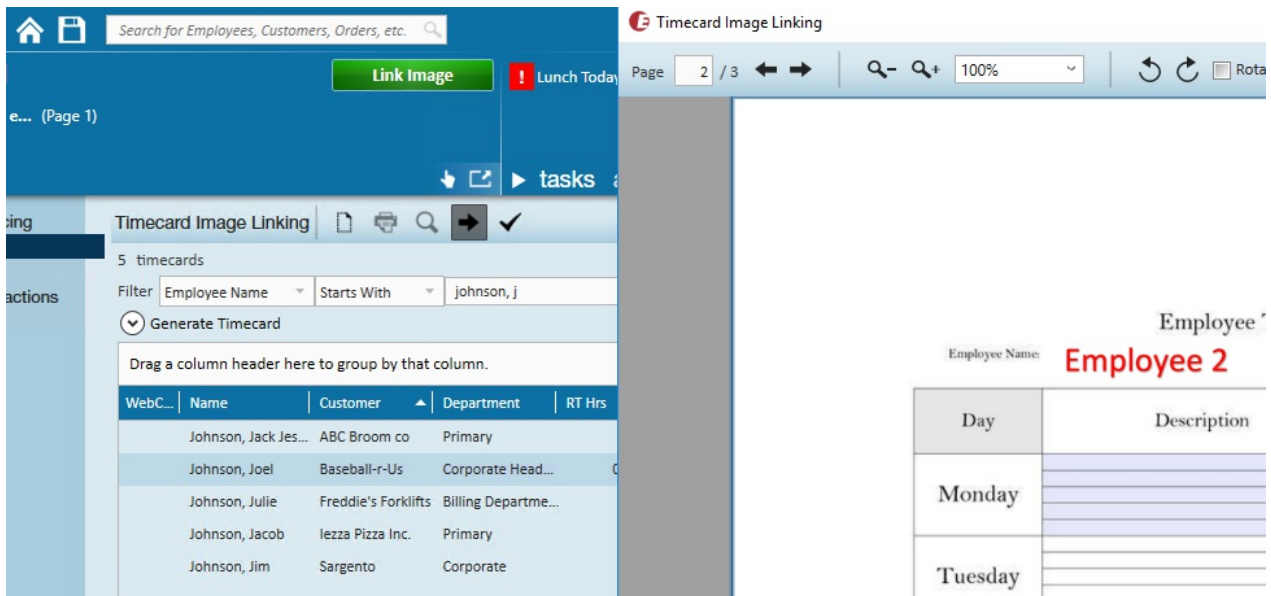
### Open Timecard Image in a New Window

If you are working with two screens or have to link a lot of timecards, we highly recommend opening the timecard image into a new window so you can have your timecard image on one screen while you look at the timecards in the other.

To do this, simply click the magnifying glass at the top to enable large screen mode



The timecard image will then be set in a separate window that you can move around to work best for you.



## Use Keyboard Shortcuts

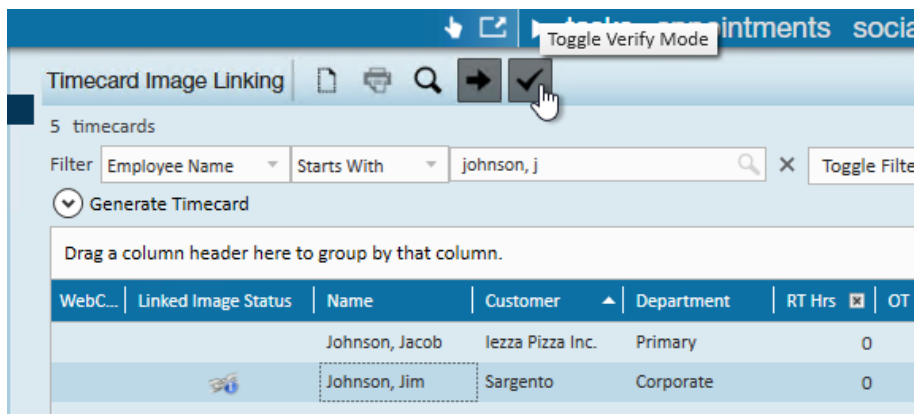
If you link timecards frequently, you can utilize keyboard shortcuts to speed up the timecard linking process.

Check out [Keyboard Shortcuts](#) for a full list.

## Utilizing Verified Mode

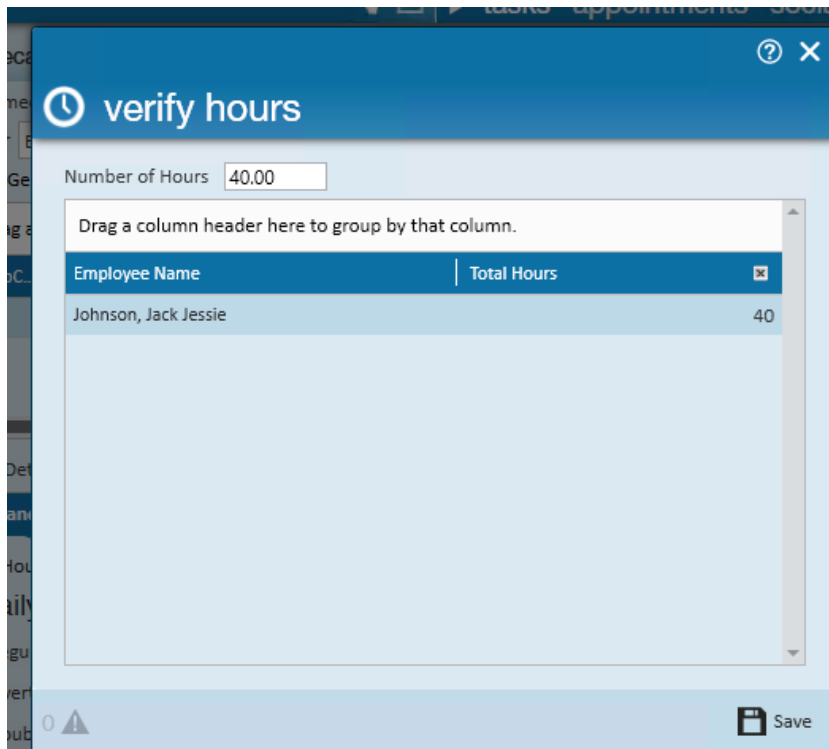
If you want to triple check that all the time is entered correctly when linking the time, you can use verified mode which will require the linker to review the time entered vs the timecard image.

To turn on verified mode, select the checkmark at the top of the window.



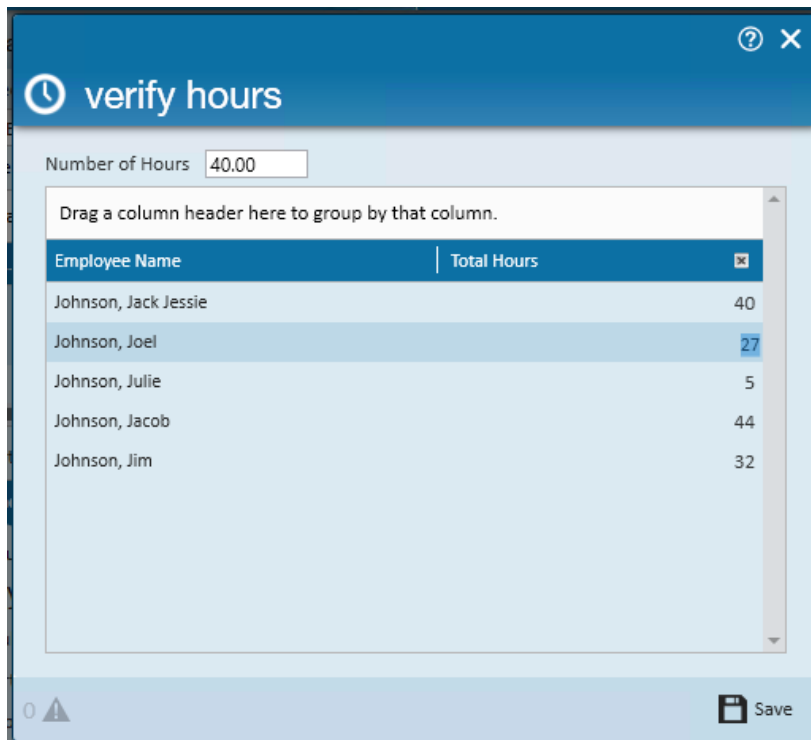
With verified mode turned on you will see a new window pop up each time you link a timecard:





This window will have the employee's name and total hours. Enter the number of hours from the timecard image at the top. If the total hours are different, then the linked status will update to "Linked with partial hours verified" so your team can review and correct the hours on these timecards.

This can also be helpful when linking en masse. Use CTRL or SHIFT keys on your keyboard to grab multiple time cards related to the image. Once you have them all selected, choose the link image option.



Verify all their hours are the same by typing in the hours at the top or click on each employee's total hours to enter hours for each person.

If the number linked on the timecard image does not match what was entered into the hours column the timecard will

automatically be move to a linked with partial hours verified status.

The screenshot displays a software interface for 'Timecard Image Linking'. At the top, the user 'Johnson, Jim' is identified, along with a 'Link Image' button and status indicators for 'Lunch Today' and 'Pay U'. A navigation bar includes 'tasks', 'appointments', and 'social e'. The main content area shows '2432 timecards' with a filter set to 'Session Id Equals Filter Text'. Below this is a 'Generate Timecard' button and a 'Current Session' dropdown. A table of columns is visible, including 'Alt Ord...', 'SSN', 'AltEm...', 'RH', 'OH', 'Pay...', 'Weekend D...', and 'Asg...'. A summary row shows '0 0 Reg'. The 'Linked Image Status' section contains a table with the following data:

WebC...	Linked Image Status	Name	Customer	Department	RT Hrs	OT Hrs
		Johnson, Jack Jes...	ABC Broom co	Primary	40	
		Johnson, Joel	Baseball-r-Us	Corporate Head...	32	
		Johnson, Julie	Freddie's Forklifts	Billing Departme...	26	
		Johnson, Jacob	lezza Pizza Inc.	Primary	33	
		Johnson, Jim	Sargento	Corporate	20	

The value '20' in the 'RT Hrs' column for Johnson, Jim is highlighted with a red box. At the bottom right, a total of '151.00' is shown.

To catch errors such as this you may run the Timecard Linking Hours Breakdown report or continue to proofing.

### Timecard Linking Hours Breakdown Report

Utilize this report to verify timecards that are still missing linked images, have unverified hours, or unmatched hours. Within this report, you may select multiple variations of linked status options such as all timecards without linked images, those that are linked but have unmatched hours and more. Utilize the ' Group By' option to organize the report into said categories.

Report Viewer - Timecard Linking Hours Breakdown

Branch: Canada Test, CardiffUK, Eag | Linked Status: Show Linked | View Report

Customer Name: | Employee ID: | Group By: Employee

High Tech Staffing | Entity Level (Hierd 2) | tempworks SOFTWARE

Linked timecard images summary, from the following selected branches: '(All Branches Selected)'.

Employee	Customer	THours	Verified Hours	Bill Rate	Pay Rate	Linked?	Invident	Billable?	Ctxns ID
<b>Employee: Aasen, Robert</b>		<b>52.00</b>	<b>53.00</b>						
Aasen, Robert	Toro Company	31.00	32.00	\$19.00	\$14.00	Yes		Yes	591358
Aasen, Robert	Real Steel	21.00	21.00	\$23.25	\$15.00	Yes		Yes	591360
<b>Employee: Kotsmith, Tyler</b>		<b>0.00</b>	<b>0.00</b>						
Kotsmith, Tyler	Murphy Construction	0.00	0.00	\$21.00	\$15.00	Yes		No	591330
<b>Report Totals</b>		<b>52.00</b>	<b>53.00</b>						

page 1 of 1 | generated 12/27/2017 3:11:14 PM by TEMPWORKS\lindsey.schneider

## Reporting Errors on Timecard Images

To report an error with the timecard image (missing signature, incorrect number of hours, etc.), double click on the image file (listed under the Employee's name in the Avatar area).

Jones, Lafelicia | Unlink Image

40 TimeCard Linker... (Page 1)

payroll and invoicing | **time entry** | Timecard Image Linking | 2432 timecards

check register | incomplete transactions | invoice register

Filter: Session Id | Equals | Filter Text

Generate Timecard

The form below will open and list the Number of Hours on this Image. Click on the '+' button to proceed to the next step of image error reporting.

Select the issue from the Problem Type drop down menu. The Override check box can be used to ignore this error at this point or to approve the error during the Proofing process.

Click on Save to close the form or New to save and clear the form so that another issue can be added. You can also verify hours from this screen.

Once all of the timecard image issues have been added click on the Save button in the lower right of the Timecard Image Details form.

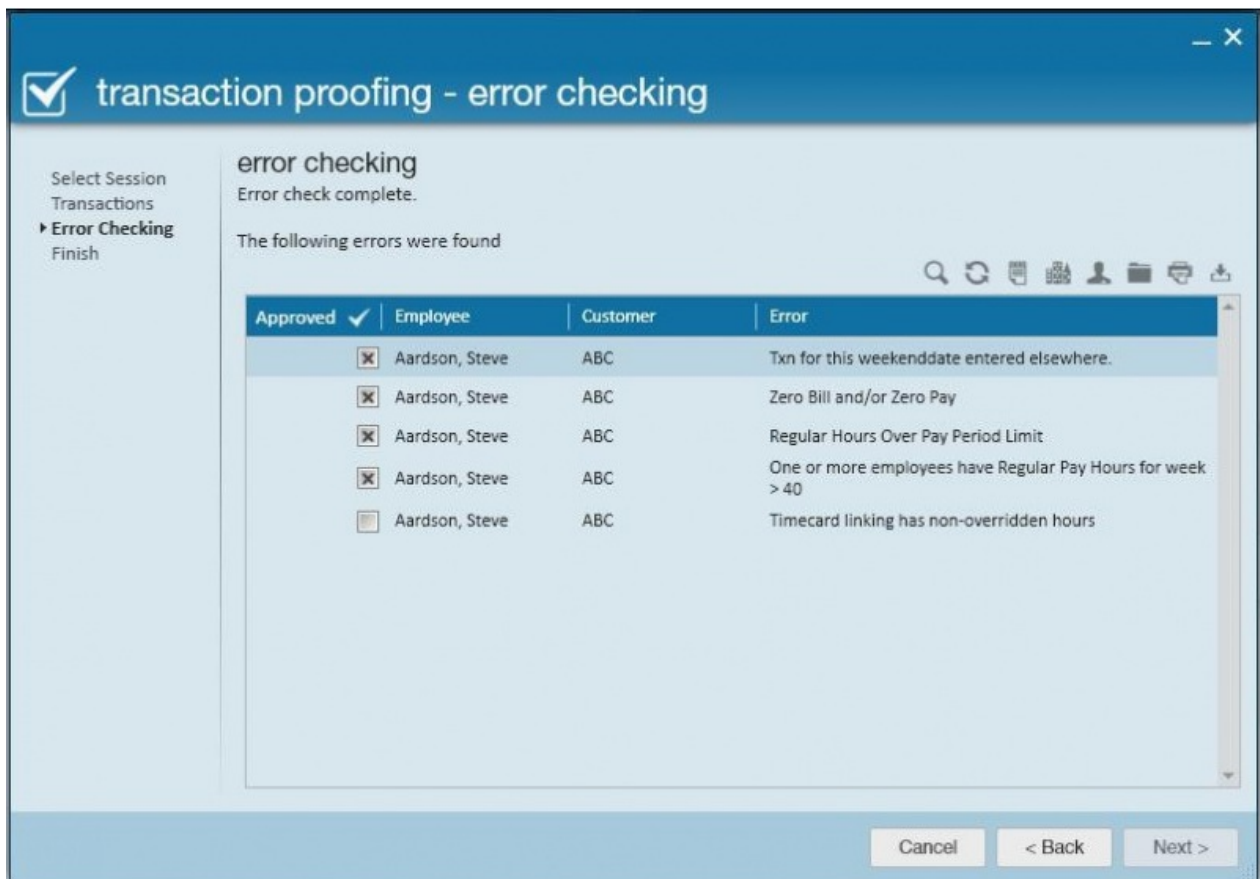
**\*Note\*** When a timecard image error is report, the hours indicator for the timecard image file will turn red in the upper left.

## Completing Proofing & Invoicing

While timecard image links don't directly impact or change how you process payroll, they can impact proofing and invoicing.

### Proofing

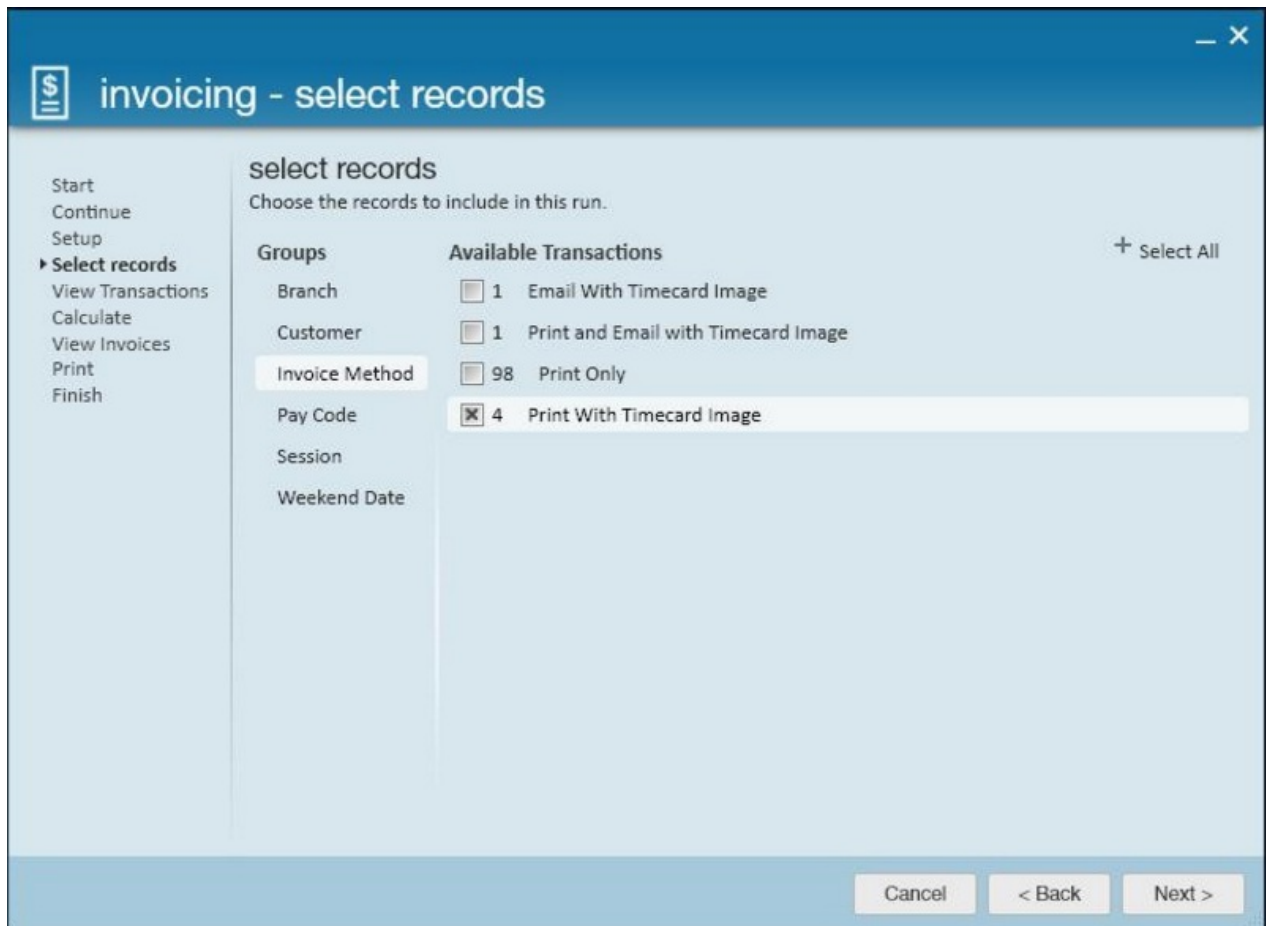
During the Proofing process for the session any timecard image errors will be listed. To view the Transaction, right-click on the error line and select View Timesheet.



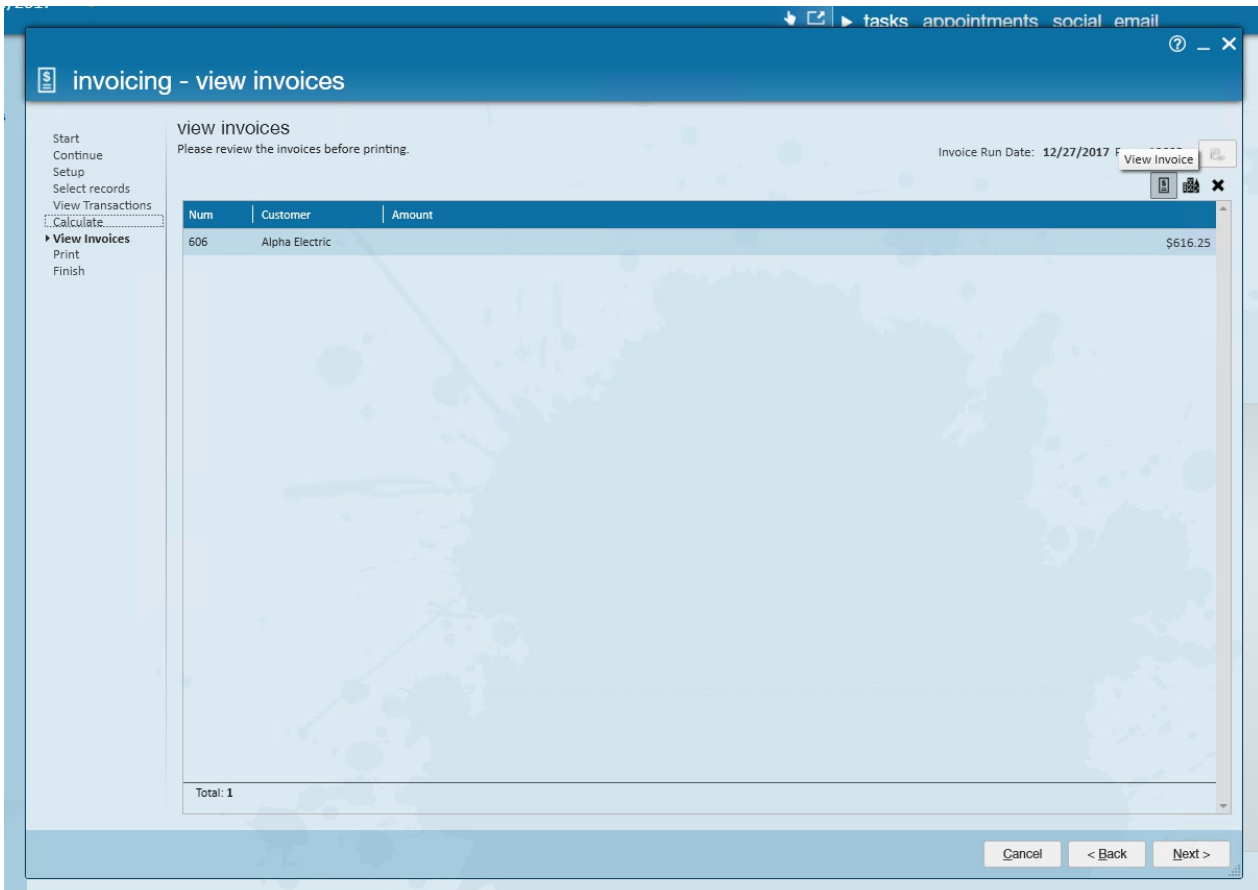
Once errors have been corrected or approved continue with the proofing process and close the session. Once the transactions have been proofed they can be included in a payroll or invoice run. As timecard image linking does not affect employee paychecks, the payroll process will be unchanged.

### Invoice Processing

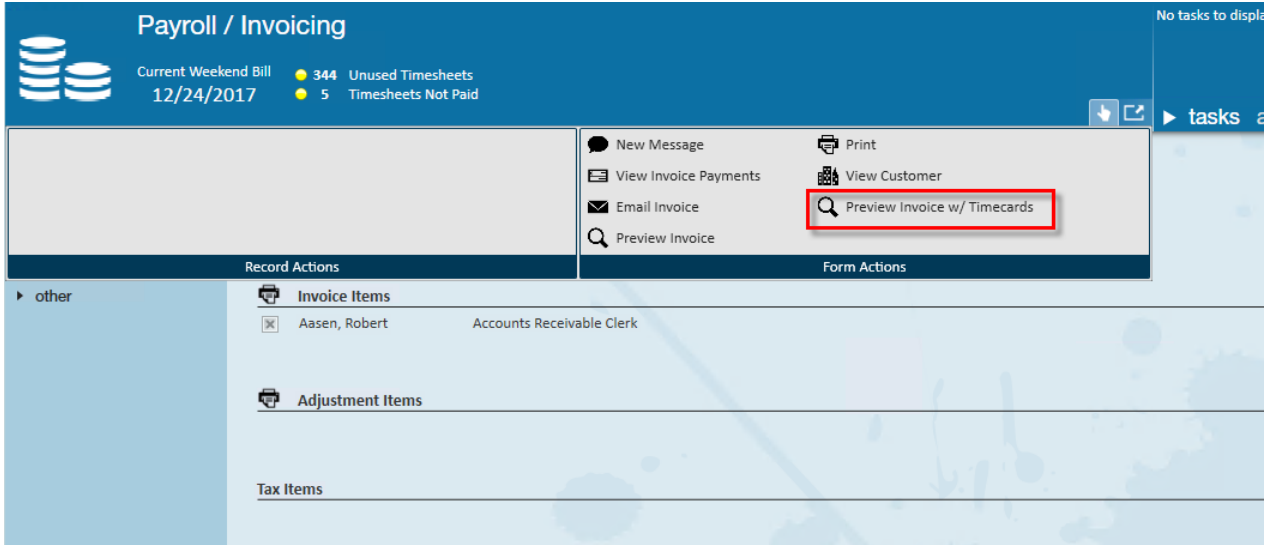
Continue with the usual invoicing process. When selecting the Transactions to include in the run, viewing them by Invoice Method will allow the user to view and/or select Transactions that will be printed with the timecard images.



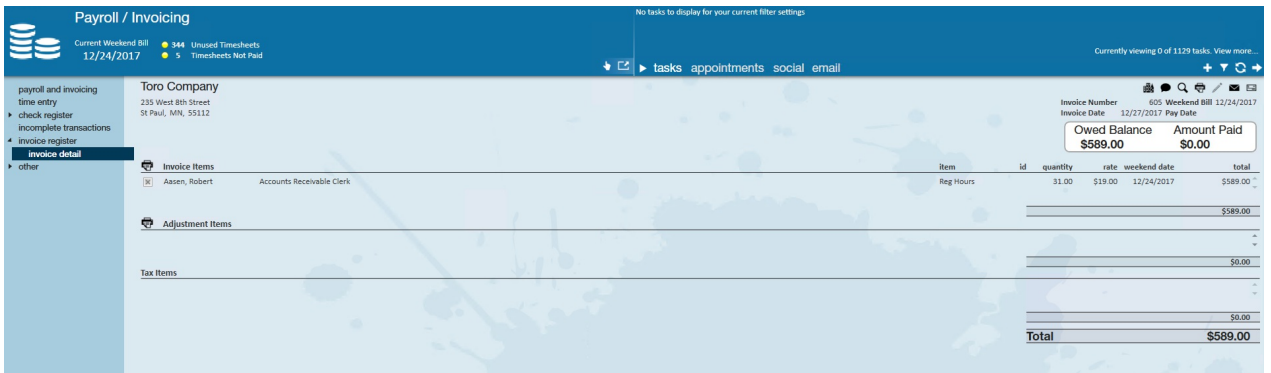
To view the invoice with timecard images during the invoice staging process, select the View Invoice icon :



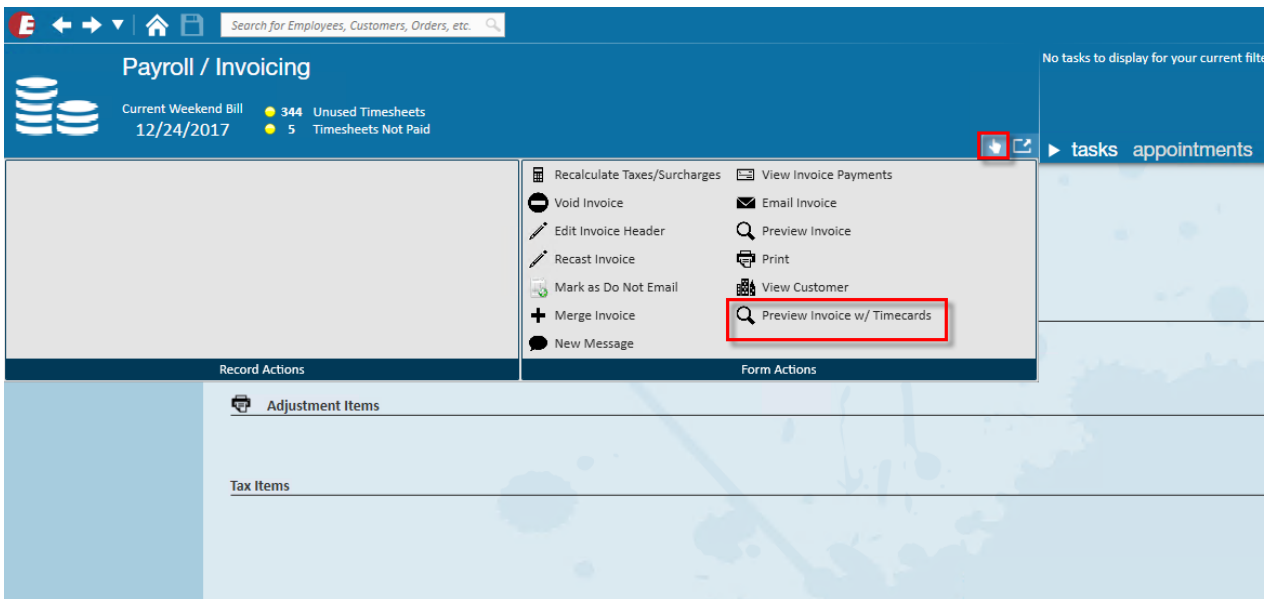
Within the invoice register click the actions menu and select to ' Preview Invoice w/ Timecards ':



Within the invoice register select the invoice you wish to view, this will bring you into the invoice detail section as shown:



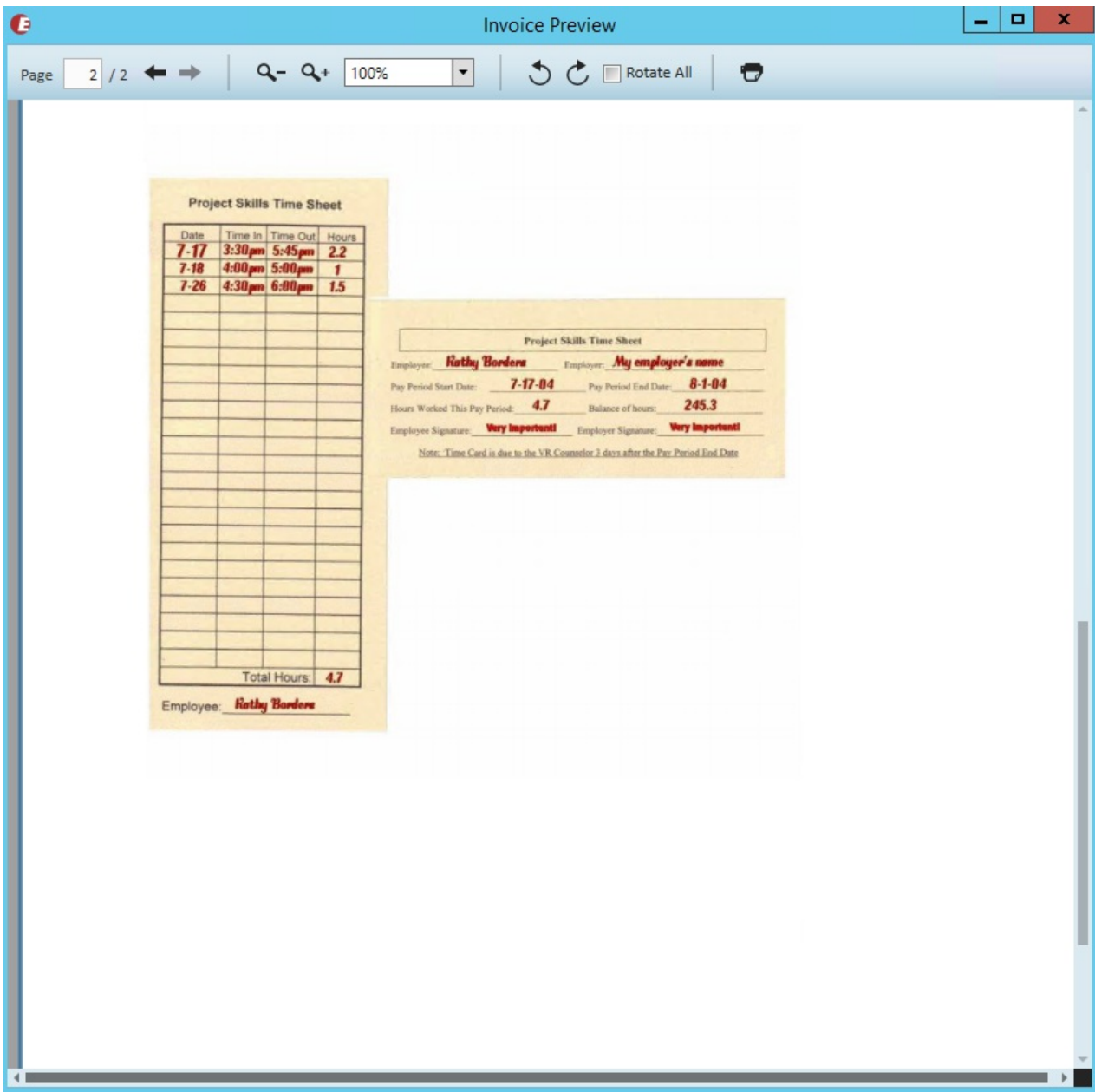
Click the actions menu and select ' Preview Invoice with Timecards ':



This will open the invoice preview section :







Once the invoice has been posted, you may view the linked timecard images by viewing the invoice and selecting 'Transaction' under 'Extend Invoice Details'.



## Employee Transaction History

Within the employee record navigate to pay history, transaction history, to view the linked timecard in association with the employee's transaction:

Robert Aasen  
12345 Test Road  
Columbus, OH 432322910  
ID: 4295014347  
SSN: xxx-xx-4546

No tasks to display for your current filter settings

Currently viewing 0 of 1129 tasks. View more...

tasks appointments social email

linked timecards

31 Timecard2.pdf (Page 1)

visifile  
details  
documents  
integrations  
evaluations  
messages  
pay history  
accrual history  
ach history  
adjustment history  
check register  
paycard history  
taxes to date  
transaction history  
pay setup  
tasks  
search

View Standard View

Drag a column header here to group by that column.

Weekend Bill	Weekend Date	Customer	Job Title	Total Bill	Gross	Check ID	Department	PO Number	Cost Center
12/24/2017	12/24/2017	Toro Company	Accounts Receivable CL...	\$589.00	\$434.00	295030997	Distribution		
12/10/2017	12/10/2017	Toro Company	Accounts Receivable CL...	\$760.00	\$560.00	295030950	Distribution		
12/3/2017	12/3/2017	Toro Company	Accounts Receivable CL...	\$950.00	\$700.00	295030904	Distribution		
11/12/2017	11/12/2017	Cotton Candy	Welder	\$33.75	\$27.50	295030873	Strawberry		
11/12/2017	11/12/2017	Toro Company	Accounts Receivable CL...	\$190.00	\$140.00	295030855	Distribution		
11/12/2017	11/12/2017	Real Steel	Electrician	\$1,280.00	\$840.00	295030855	HR	234247-AA	
11/5/2017	11/12/2017	Cowgill Dental	Assembler	\$176.00	\$128.00	295030764	Primary		
11/12/2017	11/11/2017	Real Steel	Admin. Assist.	\$0.00	\$0.00	295030821	Finance		
11/5/2017	11/5/2017	Real Steel	Electrician	\$1,280.00	\$840.00	295030764	HR	234247-AA	
11/5/2017	11/5/2017	Cotton Candy	Welder	\$351.00	\$286.00	295030729	Strawberry		
11/5/2017	11/5/2017	Cowgill Dental	Assembler	\$1,078.00	\$784.00	295030764	Primary		
11/5/2017	11/4/2017	Real Steel	Admin. Assist.	\$930.00	\$600.00	295030764	Finance		
11/5/2017	10/22/2017	All Star Labor	Welder	\$1,254.00	\$0.00		Primary		
11/5/2017	10/22/2017	All Star Labor	Welder	(\$1,056.00)	\$0.00		Primary		
10/29/2017	10/22/2017	Cotton Candy	Welder	\$675.00	\$0.00	295030709	Strawberry		
10/29/2017	10/22/2017	All Star Labor	Welder	\$1,056.00	\$640.00	295030674	Primary		
10/29/2017	10/22/2017	Cowgill Dental	Assembler	\$704.00	\$512.00	295030709	Primary		

## Timecard Linker & Dispatcher

If you are a staffing company that utilizes daily pay, timecards can be linked from within the Dispatcher/Daily Pay area. Once the ticket is in the instant pay-enter time process, select to Link New Timecard :

instant pay - enter time

Settings

Enter Time  
Process Checks  
Finish

Auto Fill Timecard Hours

Set all Reg Hours

Set all OT Hours

Timecard Images

Link New Timecard

Enter Time - 1 Employees

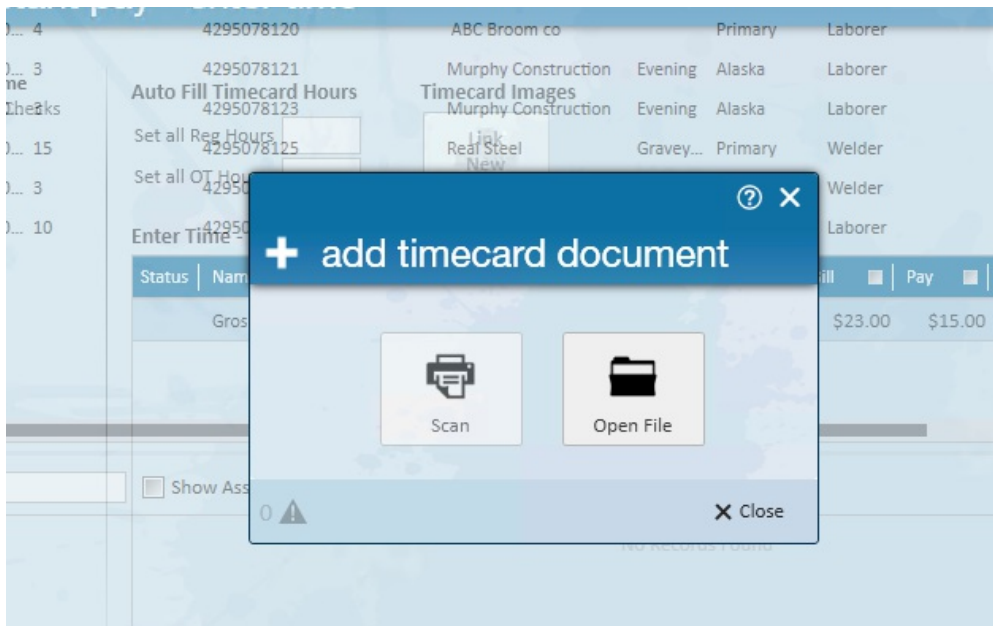
Status	Name	RT Hrs	OT Hrs	Bill	Pay	Adj
	Grosso, Peter Joseph	0	0	\$23.00	\$15.00	\$0.00
		0.00	0.00			

Abandon Run

Save and Close

Next >

Within this screen you may select to open file and locate the timecard image on your computer:



To learn more about dispatcher, check out [Dispatcher Overview](#).

## Related Articles

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