

Enterprise - How to Refresh Timecards

Last Modified on 01/03/2020 8:34 am CST

Within time entry users may need to refresh the timecard after information has been changed from an order or assignment and the new data needs to be reflected within that transaction.

Order fields that are included in the refresh:

- Regular, OT, DT Pay/Bill Rates
- PO#
- Worksite
- Shift
- Branch

Hotel Denouement, Primary
Accountant 1 of 4 positions filled
Customer ID: 4295014308
Order ID: 4295091071
Branch: Minneapolis

No tasks to display for your current filter settings
Currently viewing 0 of 21302 tasks. View more...

tasks appointments social email

visifile details

adjustments attendance interest codes invoice recipients education **po setup** required documents vendors candidates documents integrations messages tasks search

employee customer **order** assignment contact pay / bill calendar all options

Order Details Web Options ACA Surcharge

customer information

Customer ID: 4295014308
Worker Comp: MN 8810
Alt Order ID: Burden Burden 3%
Directions: park in the back lot and talk to the front desk

Work Site: Hotel in Eagan
32352 Candy Lane
Eagan, MN 55121

job information

Required: 4 Assigned: 1
Order Type: TE Temp
Job Title: Accountant
Description: Needs to have 1-3 years of experience with Microsoft office, etc.
Dress Code: Business Casual
Safety Notes:
Start Date: 4/5/2019
Duration: Indef
Est. End Date:
Shift: Morning
Start Time: 8:00 AM End Time: 4:30 PM
Shift Notes: 30 Minute Break
Sun Mon Tues Wed Thu Fri Sat

financial details

Multiplier	1.42	Pay Periods	52
Bill Rate	\$28.40	Pay Rate	\$20.00
Unit Bill Rate	\$0.00	Unit Pay Rate	\$0.00
OT Factor	1.5000	Other Agency Pay	\$0.00
Overtime Bill	\$42.60	Overtime Pay	\$30.00
Doubletime Bill	\$56.80	Doubletime Pay	\$40.00
Overtime Plan	PlanSTD	GP Percent	21.18%
Desired GM %		GP Estimate	\$962.24

contacts

Name	Description	Office Phone
Denouement, De...	Supervisor	789/4546560

other information

Status: Closed Taken By: amelia.stout
Sales Team: Default **Branch:** Minneapolis
Do Not Auto-Close TW Time Clock PeopleNet
Notes:

Assignment fields that are included in the refresh:

- Regular, OT, DT Pay/Bill Rates

- Payroll Note
- PO#
- Company ID
- EINC Verification
- W2 Box
- Customer Extra Fields 1,2, & 3

Garret, Greg
 Hotel Denouement, Accountant
 Assignment ID: 4301405919
 Order ID: 4295091071
 Employee ID: 4295037608
 Branch: Minneapolis

No tasks to display for your current filter settings
 Currently viewing 0 of 21302 tasks. View more...

tasks appointments social email

assignment information

Employee: Garret, Greg
 Aldent: 4295037608
 Customer: Hotel Denouement
 Department: Primary
 Order ID: 4295091071
 Assignment ID: 4301405919
 Burden: Burden 3%
 Temp Phone: () - -
 Status: Excellent
 Replaces:
 Customer DNA Employee DNA

financial details

Multiplier	1.42	Overtime Factor	1.5000
Bill Rate	\$31.24	Pay Rate	\$22.00
Salary Bill	\$0.00	Salary	\$0.00
Unit Bill	\$0.00	Unit Pay Rate	\$0.00
		Other Agency Pay	\$0.00
Overtime Bill	\$46.86	Overtime Pay	\$33.00
Doubletime Bill	\$62.48	Doubletime Pay	\$44.00
Company	High Tech Staffing Inc		
EINC	0	<input checked="" type="checkbox"/> W2	
Worker Comp Code	MN 8810		

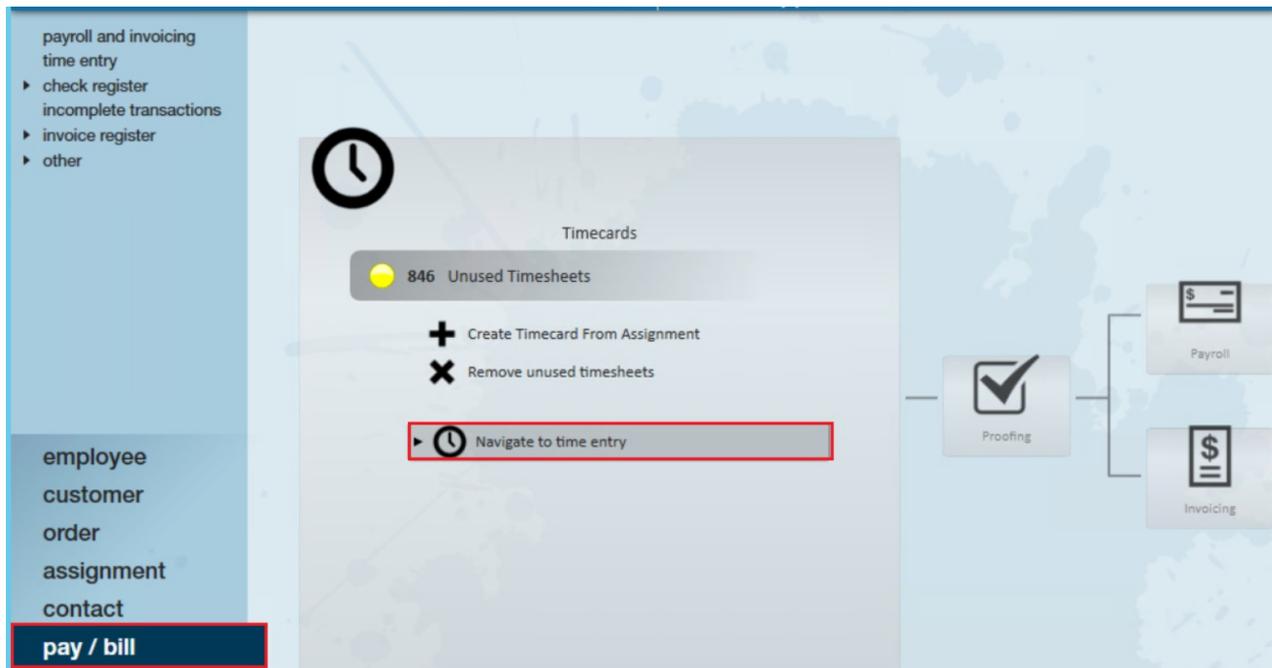
job information

Job Title: Accountant
 Business Code:
 Start Date: 4/5/2019
 Expected End Date:
 Original Start: 4/5/2019
 Actual Date Ended: 4/15/2019
 Shift: Morning
 Start Time: 8:00 AM End Time: 4:30 PM
 Shift Notes: 30 Minute Break
 Sun Mon Tue Wed Thu Fri Sat

other information

Sales Team: Default Assigned: 3/29/2019 11:13:00 AM
 Service Rep: Amelia Stout Entered By: amelia.stout
 Referred by:
 No Auto Close
 Branch: Minneapolis
 Perf Note:
 PO Number:
 Payroll Notes:
 EINC: W2

Navigate to pay/bill, time entry:



Step 1

Update the order or assignment record. In the following example Randy has a new rate for his assignment starting this pay period and need it to reflect accordingly. Right-click on Randy's transaction and select 'View Assignment':

Customer	Department	WebCenter Status	Name	Pay Co...	RT Hrs	OT Hrs	Pay	Bill
Vandy Enterprises	Primary		Pint, Zander	Reg	0	0	\$22.00	\$36.00
Vandy Enterprises	Primary		Pint, Uma	Reg	0	0	\$23.00	\$38.00
Vandy Enterprises	Primary		Pint, Thomas	Reg	0	0	\$20.00	\$35.00
Vandy Enterprises	Primary		Pint, Terry	Reg	0	0	\$26.00	\$41.00
Vandy Enterprises	Primary		Pint, Stephen	Reg	0	0	\$23.00	\$32.20
Vandy Enterprises	Primary		Pint, Saul	Reg	0	0	\$23.00	\$32.00
Vandy Enterprises			Pint, Randy	Reg	0	0	\$24.00	\$37.00
Vandy Enterprises			Pint, Perry	Reg	0	0	\$29.00	\$37.00
Vandy Enterprises			Pint, Paul	Reg	0	0	\$35.00	\$45.00
Vandy Enterprises			Pint, Nancy	Reg	0	0	\$26.00	\$37.00
Vandy Enterprises			Pint, Moe	Reg	0	0	\$24.00	\$34.00
Vandy Enterprises			Pint, Michael	Reg	0	0	\$23.00	\$29.00
Vandy Enterprises			Pint, Mary	Reg	0	0	\$31.00	\$46.00
Walker Signs			Pint, Maggie	Reg	0	0	\$11.00	\$20.00
Vandy Enterprises			Pint, Corey	Reg	0	0	\$23.00	\$34.00
Vandy Enterprises			Pint, Barbara	Reg	0	0	\$20.00	\$23.00
Vandy Enterprises			Pint, Andy	Reg	0	0	\$21.00	\$25.91
Vandy Enterprises			Pint, Anders	Reg	0	0	\$22.00	\$34.00
Vandy Enterprises	Primary		Pint, Allison	Reg	0	0	\$22.00	\$28.60

Randy will be moving from \$24.00 to \$25.00 and billing will change from \$37.00 to \$38.00, enter the new information in their respective fields:

Pint, Randy
 Vandy Enterprises, Records Clerk
 Assignment ID: 4301251712 Employee ID: 4294972905
 Order ID: 4294971690

Weekly Call: Anders, Cynthia Lee, F...

tasks appointments social email

details

- accruals
- adjustments
- calls
- commission allocations
- integrations
- messages
- tasks
- search

assignment information

Employee: Pint, Randy
 Aident: 4294972905
 Customer: Vandy Enterprises
 Department: Primary
 Order ID: 4294971690
 Assignment ID: 4301251712 Alt Assignment ID: 4301251712
 Burden:
 Temp Phone: () - - -
 Status: Open
 Replaces:
 Customer DNA Employee DNA

financial details

Multiplier:
 Overtime Factor: 1.5000
 Bill Rate: \$38.00 Pay Rate: \$25.00
 Salary Bill: \$0.00 Salary: \$0.00
 Unit Bill: \$0.00 Unit Pay Rate: \$0.00
 Other Agency Pay: \$0.00
 Overtime Bill: \$57.00 Overtime Pay: \$37.50
 Doubletime Bill: \$76.00 Doubletime Pay: \$50.00
 Company: High Tech Staffing
 EINC: 0 W2
 Worker Comp Code: Tx8742
 Payroll Notes:
 PO Number:
 other information

job information

Job Title: Records Clerk
 Business Code:
 Start Date: 9/12/2012
 Expected End Date: Original Start: 10/2/2012
 Actual Date Ended:
 PO Number:
 other information

employee
customer
order
assignment

Step 2

Refresh timecard(s) from order or assignment. Navigate back to time entry. Users will still see the original details as shown:

Department	WebCenter Status	Name	Pay Co...	RT Hrs	OT Hrs	Pay	Bill	OT Pay
Primary		Pint, Zander	Reg	0	0	\$22.00	\$36.00	
Primary		Pint, Uma	Reg	0	0	\$23.00	\$38.00	
Primary		Pint, Thomas	Reg	0	0	\$20.00	\$35.00	
Primary		Pint, Terry	Reg	0	0	\$26.00	\$41.00	
Primary		Pint, Stephen	Reg	0	0	\$23.00	\$32.20	
Primary		Pint, Saul	Reg	0	0	\$23.00	\$32.00	
Primary		Pint, Randy	Reg	0	0	\$24.00	\$37.00	
Primary		Pint, Perry	Reg	0	0	\$29.00	\$37.00	
Primary		Pint, Paul	Reg	0	0	\$35.00	\$45.00	
Primary		Pint, Nancy	Reg	0	0	\$26.00	\$37.00	
Primary		Pint, Moe	Reg	0	0	\$24.00	\$34.00	
Primary		Pint, Michael	Reg	0	0	\$23.00	\$29.00	

Right-click the transaction(s), and select 'Refresh Timecard from Assignment/Order'. (In this example, refresh from assignment will be selected.)

Customer	Department	WebCenter Status	Name	Pay Co...	RT Hrs	OT Hrs	Pay	Bill
Vandy Enterprises	Primary		Pint, Zander	Reg	0	0	\$22.00	\$36.00
Vandy Enterprises	Primary		Pint, Uma	Reg	0	0	\$23.00	\$38.00
Vandy Enterprises	Primary		Pint, Thomas	Reg	0	0	\$20.00	\$35.00
Vandy Enterprises	Primary		Pint, Terry	Reg	0	0	\$26.00	\$41.00
Vandy Enterprises	Primary		Pint, Stephen	Reg	0	0	\$23.00	\$32.20
Vandy Enterprises	Primary		Pint, Saul	Reg	0	0	\$23.00	\$32.00
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Vandy Enterprises	Primary		Pint, Perry	Reg	0	0	\$29.00	\$37.00
Vandy Enterprises	Primary		Pint, Paul	Reg	0	0	\$35.00	\$45.00
Vandy Enterprises	Primary		Pint, Nancy	Reg	0	0	\$26.00	\$37.00
Vandy Enterprises	Primary		Pint, Moe	Reg	0	0	\$24.00	\$34.00
Vandy Enterprises	Primary		Pint, Michael	Reg	0	0	\$23.00	\$29.00
Vandy Enterprises	Primary		Pint, Mary	Reg	0	0	\$31.00	\$46.00
Vandy Enterprises	Primary		Pint, Maggie	Reg	0	0	\$11.00	\$20.00
Vandy Enterprises	Primary		Pint, Corey	Reg	0	0	\$23.00	\$34.00
Vandy Enterprises	Primary		Pint, Barbara	Reg	0	0	\$20.00	\$23.00
Vandy Enterprises	Primary		Pint, Andy	Reg	0	0	\$21.00	\$25.91
Vandy Enterprises	Primary		Pint, Anders	Reg	0	0	\$22.00	\$34.00
Vandy Enterprises	Primary		Pint, Allison	Reg	0	0	\$22.00	\$28.60

Customer	Department	WebCenter Status	Name	Pay Co...	RT Hrs	OT Hrs	Pay	Bill
Vandy Enterprises	Primary		Pint, Zander	Reg	0	0	\$22.00	\$36.00
Vandy Enterprises	Primary		Pint, Uma	Reg	0	0	\$23.00	\$38.00
Vandy Enterprises	Primary		Pint, Thomas	Reg	0	0	\$20.00	\$35.00
Vandy Enterprises	Primary		Pint, Terry	Reg	0	0	\$26.00	\$41.00
Vandy Enterprises	Primary		Pint, Stephen	Reg	0	0	\$23.00	\$32.20
Vandy Enterprises	Primary		Pint, Saul	Reg	0	0	\$23.00	\$32.00
Vandy Enterprises	Primary		Pint, Randy	Reg	0	0	\$24.00	\$37.00
Vandy Enterprises	Primary		Pint, Perry	Reg	0	0	\$29.00	\$37.00
Vandy Enterprises	Primary		Pint, Paul	Reg	0	0	\$35.00	\$45.00
Vandy Enterprises	Primary		Pint, Nancy	Reg	0	0	\$26.00	\$37.00
Vandy Enterprises	Primary		Pint, Moe	Reg	0	0	\$24.00	\$34.00
Vandy Enterprises	Primary		Pint, Michael	Reg	0	0	\$23.00	\$29.00
Vandy Enterprises	Primary		Pint, Mary	Reg	0	0	\$31.00	\$46.00
Vandy Enterprises	Primary		Pint, Maggie	Reg	0	0	\$11.00	\$20.00
Vandy Enterprises	Primary		Pint, Corey	Reg	0	0	\$23.00	\$34.00
Vandy Enterprises	Primary		Pint, Barbara	Reg	0	0	\$20.00	\$23.00
Vandy Enterprises	Primary		Pint, Andy	Reg	0	0	\$21.00	\$25.91
Vandy Enterprises	Primary		Pint, Anders	Reg	0	0	\$22.00	\$34.00
Vandy Enterprises	Primary		Pint, Allison	Reg	0	0	\$22.00	\$28.60

Once selected the transaction will update, in this case to \$25.00 and \$38.00:

Department	WebCenter Status	Name	Pay Co...	RT Hrs	OT Hrs	Pay	Bill	OT Pay
Primary		Pint, Zander	Reg	0	0	\$22.00	\$36.00	
Primary		Pint, Uma	Reg	0	0	\$23.00	\$38.00	
Primary		Pint, Thomas	Reg	0	0	\$20.00	\$35.00	
Primary		Pint, Terry	Reg	0	0	\$26.00	\$41.00	
Primary		Pint, Stephen	Reg	0	0	\$23.00	\$32.20	
Primary		Pint, Saul	Reg	0	0	\$23.00	\$32.00	
Primary		Pint, Randy	Reg	0	0	\$25.00	\$38.00	
Primary		Pint, Perry	Reg	0	0	\$29.00	\$37.00	
Primary		Pint, Paul	Reg	0	0	\$35.00	\$45.00	
Primary		Pint, Nancy	Reg	0	0	\$26.00	\$37.00	
Primary		Pint, Moe	Reg	0	0	\$24.00	\$34.00	
Primary		Pint, Michael	Reg	0	0	\$23.00	\$29.00	
Primary		Pint, Mary	Reg	0	0	\$31.00	\$46.00	
Primary		Pint, Maggie	Reg	0	0	\$11.00	\$20.00	

Note A refresh made from the order record will need to be saved to confirm updated changes.

Related Articles