

# Enterprise - How to Create Timecards

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## Why Do We Need to Create Timecards?

At the start of each week, after the last processing week has been closed, you will need to create timecard for this new week. If you have an assignment that was added late, or a closed assignment that has a late timecard, you may need to also create a new timecard for this particular assignment.

### This Article Covers:

1. What Creates a Timecard
2. How to Create Timecards En Masse
3. How to Create Timecards from Assignments

## Section 1: What Creates a Timecard

There are 3 reason with important information that are needed in order to create a timecard in enterprise:

### 1. Status of an Assignment

The screenshot displays the 'assignment information' section of the Enterprise system. The employee is Branson, Abbe, with Assignment ID 4301406634 and Order ID 4295091585. The assignment is currently 'Open'. The job title is 'Order Puller' and the start date is 9/10/2019. The status is highlighted in yellow. The interface also shows financial details, job information, and other information sections.

assignment information		financial details	
Employee	Branson, Abbe	Multiplier	1.4
Aidnet	12560	Bill Rate	\$20.30
Customer	Hartford Party Renta	Salary Bill	\$0.00
Department	Primary	Unit Bill	\$0.00
Order ID	4295091585	Overtime Bill	\$32.99
Assignment ID	4301406634	Doubletime Bill	\$34.80
Burden	Burden 3%	Company	High Tech Staffing Inc
Temp Phone	( ) - .	EINC	0
Status	Open	Worker Comp Code	W18818
Replaces	<input type="checkbox"/> Customer DNA <input type="checkbox"/> Employee DNA	Payroll Notes	
job information		other information	
Job Title	Order Puller	Sales Team	Default
Business Code		Service Rep	Elena Toninato
Start Date	9/10/2019	Referred by	<input type="checkbox"/> No Auto Close
Expected End Date	9/16/2019	Branch	Minneapolis
Actual Date Ended		Perf Note	
Shift	2nd Shift		
Start Time	3:00 PM		
End Time	12:30 AM		
Shift Notes			
		Sun Mon Tue Wed Thu Fri Sat	

The status of the assignment needs to be active/open during the "Current Weekend Bill" date that is being processed for payroll.

## 2. Start Date of Assignment

The screenshot shows the 'assignment information' section of a user interface. The 'Start Date' field is highlighted in yellow and contains the value '9/10/2019'. Other visible fields include 'Employee' (Branson, Abbe), 'Assignment ID' (4301406634), 'Status' (Open), and 'Job Title' (Order Puller). The 'financial details' section on the right shows various rates and factors, and the 'other information' section at the bottom right shows assignment and service details.

The start date of the assignment needs to be during or before the current "Current Weekend Bill" date that is being processed for payroll.

## 3. Actual End Date of Assignment

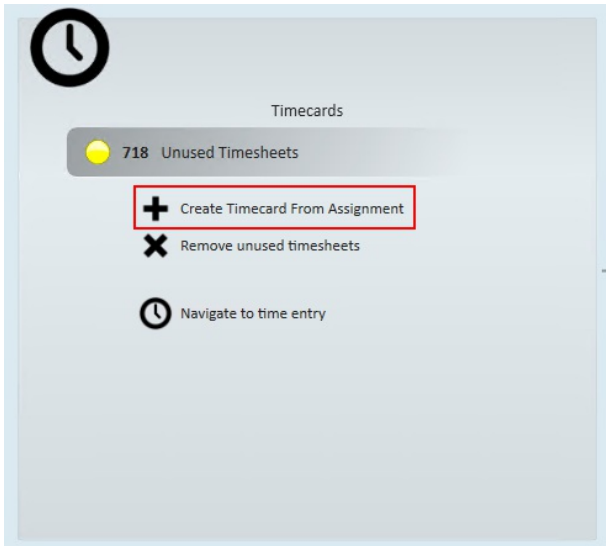
The screenshot shows the 'assignment information' section of a user interface. The 'Actual Date Ended' field is highlighted in yellow and contains the value '1/9/2020'. Other visible fields include 'Employee' (Branson, Abbe), 'Assignment ID' (4301406634), 'Status' (Open), and 'Job Title' (Order Puller). The 'financial details' section on the right shows various rates and factors, and the 'other information' section at the bottom right shows assignment and service details.

Actual End Date has to be within the "Current Weekend Bill" date being processed (Weekend Bill Date - 6 days), in the future, or empty indicating the assignment is ongoing.

## Section 2: How to Create Timecards en Masse

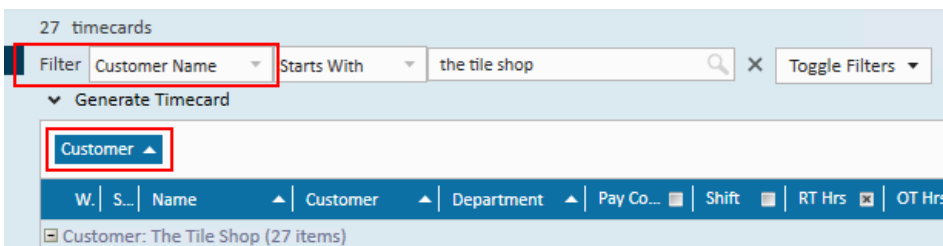
Note that timecards are created for assignments that are/were active within the current bill date range.

Navigate to the pay/bill tab on the left-hand side of Enterprise and select timecards. Select "Create Timecard From Assignment" and then navigate to time entry.



**\*Note\*** This will not generate a time card for any assignment that already has a time card for the current weekend bill date. It will also not create a time card for an assignment that was already processed for this weekend bill date. If needed a time card can be "forced" following the instructions documented below.

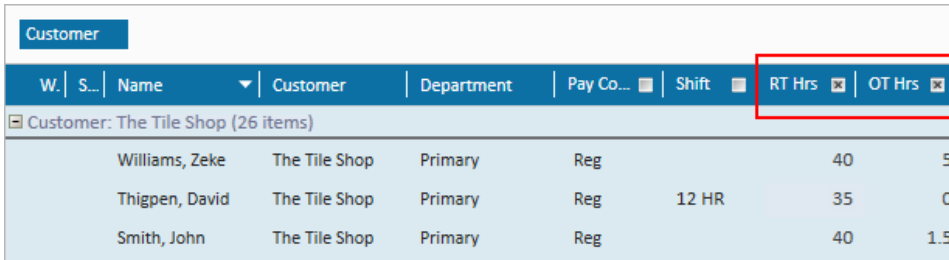
From here, you are able to sort your timecards in various ways. For example, if you are creating timecards en masse by customer, drag and release the column header "Customer" to the white space above and filter "Customer Name" to search for a specific client.



For efficient time entry, use tab stops to enter in hours for each employee. To do this, mark the check box next to each column you would like time entered for, enter the hours starting in the first row, then select tab to jump to the next column to continue entering

hours.

**\*Note\*** You are able to add various column types by right clicking on the screen and selecting the appropriate time entry type you need.



W.	S...	Name	Customer	Department	Pay Co...	Shift	RT Hrs	OT Hrs
Customer: The Tile Shop (26 items)								
		Williams, Zeke	The Tile Shop	Primary	Reg		40	5
		Thigpen, David	The Tile Shop	Primary	Reg	12 HR	35	0
		Smith, John	The Tile Shop	Primary	Reg		40	1.5

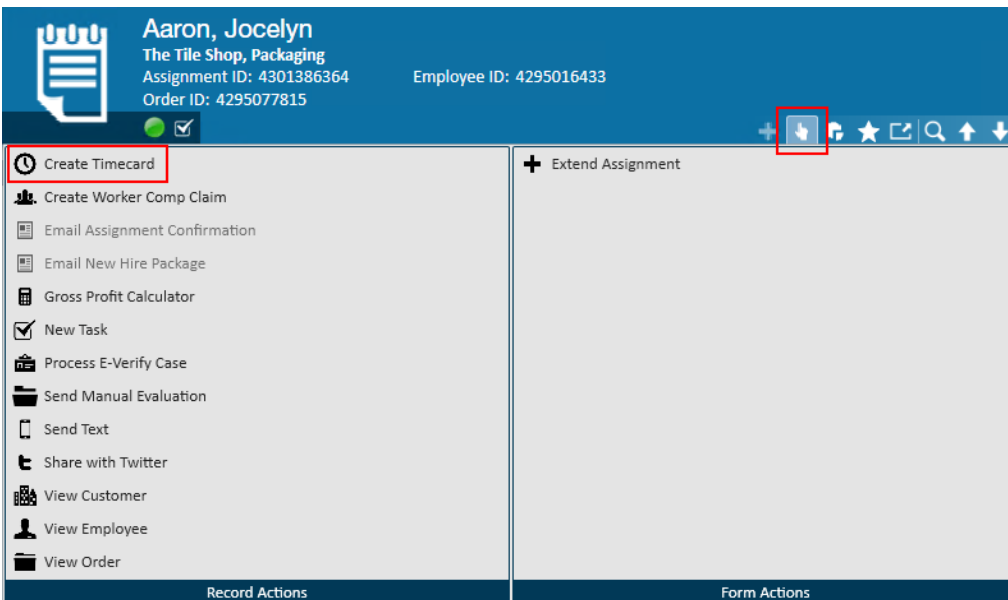
Once you've completed entering in each employee's time, save your work. This will claim all timecards entered (a pencil icon will appear under the status column to the left). You are now ready to proof your timecards.

### Section 3: How to Manually Create Timecards

In some cases the need to manually create timecards may arise, If a time card needs to be created you may "force a timecard" into existence. This will ignore the normal restrictions on allowing a time card to be created.

From the assignment record:

Navigate to the assignment record you are creating an employee's timecard for. From the actions menu, select "Create Timecard."



From the time entry tab in pay/bill, search for the specific timecard created and enter time as specified in Section 1.

**\*Note\*** Timecards will be created based off the users current hierarchy.

From the employee record:

Navigate to the employee's record. From their visifile, select the assignment in which you are creating the timecard for and select 'Create Timecard From Assignment' icon from the top right hand side of this section.

assignments

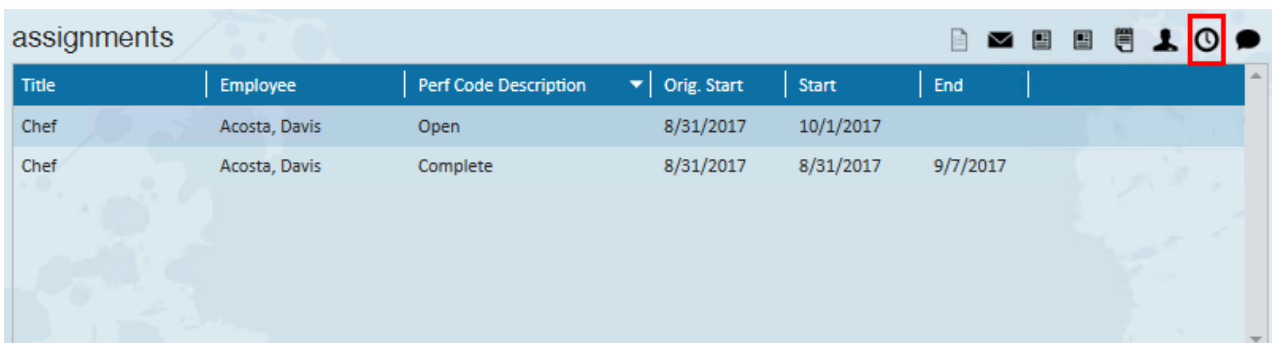
Title	Customer	Code	Start	End	Bill	Pay	Dept	Assignment ID
Packaging	The Tile Shop	Open	10/5/2017		\$17.04	\$12.00	Primary	4301386364
Auto Tech	A1 Car Wash	Open	9/25/2017		\$20.00	\$15.00	Primary	4301376195
Admin. Assist.	The Ohio State U...	Open	9/11/2017		\$30.00	\$20.00	Primary	4301376199

From the time entry tab in pay/bill, search for the specific timecard created and enter time as specified in Section 1.

**\*Note\*** This option also works for assignments that are late or have ended. For help on how to enter late assignments visit our Knowledge Base article: [How to Enter Late Time](#) and [How to Enter Time](#).

From the Order record:

Navigate to the order's record. From their visifile, select the assignment in which you are creating the timecard for and select 'Create Timecard From Assignment' icon from the top right hand side of this section.



The screenshot shows a table titled 'assignments' with the following columns: Title, Employee, Perf Code Description, Orig. Start, Start, and End. There are two rows of data. The first row shows a 'Chef' assignment for 'Acosta, Davis' with status 'Open', starting on 8/31/2017 and ending on 10/1/2017. The second row shows a 'Chef' assignment for 'Acosta, Davis' with status 'Complete', starting on 8/31/2017 and ending on 9/7/2017. In the top right corner of the table area, there is a row of icons. The icon that looks like a clock with a circular arrow, representing 'Create Timecard From Assignment', is highlighted with a red rectangular box.

Title	Employee	Perf Code Description	Orig. Start	Start	End
Chef	Acosta, Davis	Open	8/31/2017	10/1/2017	
Chef	Acosta, Davis	Complete	8/31/2017	8/31/2017	9/7/2017

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