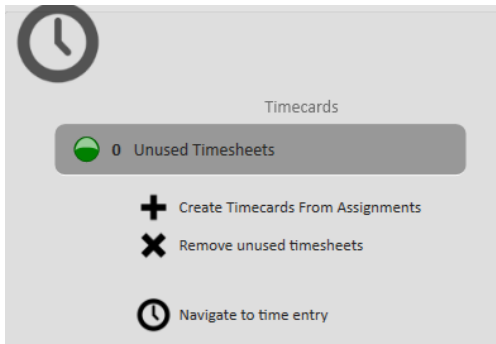


Core - Time Entry

Last Modified on 08/02/2023 11:26 am CDT

Time Card Options

Select the timecards step from the pay/bill dashboard to open up options.



Select **Create Time Card from Assignment** option to generate time cards based on active assignments for this week. Once this is done then you will see the number of unused time sheets at the top of the time cards section. This is referring to the number of time cards that do not have time entered yet.

Remove unused time cards will remove any time cards that do not have any time entered. You can select the create time card from assignment option again to recreate any time cards or manually add in time cards so this option should not be considered permanent.

Select **Navigate to Time Entry** to begin adding time to time cards.

Time Entry

Once you have navigated to Time Entry, you will see all the time cards that you can begin entering time for. Think of this list like an excel document.

Note Before you start entering time for employees, it's important to ensure that employees have their pay preferences such as direct deposit and email pay stub options set up on the employee record. See [Employee Pay Setup](#) for more information.

This article reviews the following time entry topics:

- [Setup time entry](#)
- [Regular time](#)
- [Late time](#)
- [Holiday pay](#)
- [Bonus pay](#)
- [Onetime overrides](#)

Setup Time Entry for You

- Right click anywhere on the top 'columns' bar to edit which fields/columns are being displayed
- Use the filter options at the top to narrow down what time cards you are viewing

The screenshot shows the '14 timecards' interface. At the top, there are filter options for 'Customer Name' and 'Starts With' (set to 'al's'). Below the filters is a header bar with columns: 'W.', 'S.', 'Name', 'Customer', and 'Department'. A red box highlights this header bar, and a red arrow points to it with the text 'Drag a column header here to group by that column.' To the right of the header bar is a 'Toggle Filters' dropdown. Below the header bar is a list of employee records with columns for 'RT Hrs', 'OT Hrs', 'Bill', 'Pay', 'OT P...', 'DT Pay', and 'WE Date'. A red box highlights the top row of this data table.

- Drag and drop a column header to have Enterprise group Time cards by that column (ex. Job Title)

The screenshot shows the '14 timecards' interface with the 'Job Title' column header selected and highlighted by a red box and arrow. The data is now grouped by Job Title. The first group is 'Job Title: Assembly (10 items)', followed by 'Job Title: Custodian (1 item)', and 'Job Title: Warehouse Worker (3 items)'. Each group has a sub-header bar with columns: 'W.', 'S.', 'Name', 'Customer', 'Job Title', 'Department', 'Pay Co...', 'Shift', 'RT Hrs', 'OT Hrs', 'Bill', 'Pay', 'OT P...', 'DT Pay', and 'WE Date'. The data rows below each group show employee records with their respective hours and pay.

- Utilize tab stops
 - You will notice that some column headers have a check box next to them. If you check the box then when you hit the 'tab' key it will cycle to each box checked to make time entry easier for you
 -

The screenshot shows the '14 timecards' interface with the 'RT Hrs' and 'OT Hrs' column headers checked. The data is grouped by 'Job Title: Assembly (10 items)'. The sub-header bar has columns: 'W.', 'S.', 'Name', 'Customer', 'Job Title', 'Department', 'Pay Co...', 'Shift', 'RT Hrs', 'OT Hrs', 'Bill', 'Pay', 'OT P...', 'DT Pay', and 'WE Date'. The data rows below show employee records with their respective hours and pay.

- Check out Keyboard shortcuts under the Enterprise E in the upper left

Entering Regular Time

Time entry works similar to a spreadsheet where hours are laid out in rows for each employee record.

1. Find a time card you wish to enter time for (Filter by customer or employee, etc.)
2. Select the RT hrs field for the employee time card and enter regular hours worked
3. Tab or select the OT hrs field for the employee time card and enter over time hours worked.
4. Move to the next employee

W.	S...	Name	Customer	Job Title	Department	Pay Co...	Shift	RT Hrs	OT Hrs	Bill	Pay	OT P...	DT Pay	WE Date
		Job Title: Assembly (10 items)												
		Gleason, Kirk	Al's Toy Barn	Assembly	Primary	Reg		35	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
		Glimore, Lorelai	Al's Toy Barn	Assembly	Primary	Reg		40	2	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
		Hawthorne, Geor...	Al's Toy Barn	Assembly	Primary	Reg		32	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
		Hawthorne, Pierce	Al's Toy Barn	Assembly	Primary	Reg		22	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
		Hendersen, Eugene	Al's Toy Barn	Assembly	Primary	Reg		0.00	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
		Heron, Cady	Al's Toy Barn	Assembly	Primary	Reg		0	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM

You can right click any time card to jump to record for assignment, customer, employee, or order record.

How to Enter Late Time

Ex. Let's say we have an employee who turns in a time card for this week and also a time card for last week. You will be able to navigate to the employee's time card to enter time for this week but we also need to pay out last weeks hours. If you add the hours to the current time card, it can make it look like your employee worked overtime when really this time was for two separate weeks. Instead, follow the steps below:

1. Right click on this week's time card and select "Duplicate time card" to create another line item for the same employee

		Gleason, Kirk	Al's Toy Barn	Assembly	Primary	Reg		35	0	\$24.00	\$16.00	\$24.00	\$32.00	
		Glimore, Lorelai	Al's Toy Barn	Assembly	Primary	Reg		40	2	\$24.00	\$16.00	\$24.00	\$32.00	
		Hawthorne, Geor...	Al's Toy Barn	Assembly	Primary	Reg		32	0	\$24.00	\$16.00	\$24.00	\$32.00	
		Hawthorne, Pierce	Al's Toy Barn	Assembly	Primary	Reg		22	0	\$24.00	\$16.00	\$24.00	\$32.00	
		Hendersen, Eugene	Al's Toy Barn	Assembly	Primary	Reg		30	0	\$24.00	\$16.00	\$24.00	\$32.00	
		Heron, Cady	Al's Toy Barn	Assembly	Primary	Reg		0	0	\$24.00	\$16.00	\$24.00	\$32.00	
		Huntzberger, Logan	Al's Toy Barn	Assembly	Primary	Reg		0	0	\$24.00	\$16.00	\$24.00	\$32.00	
		Huntzberger, Logan	Al's Toy Barn	Assembly	Primary	Reg		0	0	\$24.00	\$16.00	\$24.00	\$32.00	
		Ian, Janis	Al's Toy Barn	Assembly	Primary	Reg		0	0	\$24.00	\$16.00	\$24.00	\$32.00	
		Kim, Lane	Al's Toy Barn	Assembly	Primary	Reg		0	0	\$24.00	\$16.00	\$24.00	\$32.00	
		159.00												
		Job Title: Custodian (1 item)												
		Mc Fly, Marty	Al's Toy Barn	Custodian	Primary	Reg		0	0	\$24.00	\$16.00	\$24.00	\$32.00	
		0.00												
		Job Title: Warehouse Worker (3 items)												
		Kyle, Henry	Al's Toy Barn	Warehouse	Primary	Reg		0	0	\$24.00	\$16.00	\$24.00	\$32.00	

2. Enter the hours worked for last week

3. Change the Weekend Date to the previous weekend date for this employee (or the Sunday of the week worked)

Job Title: Assembly (11 items)											
Gleason, Kirk	Al's Toy Barn	Assembly	Primary	Reg	35	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
Gilmore, Lorelai	Al's Toy Barn	Assembly	Primary	Reg	40	2	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
Hawthorne, Geor...	Al's Toy Barn	Assembly	Primary	Reg	32	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
Hawthorne, Pierce	Al's Toy Barn	Assembly	Primary	Reg	22	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
Hendersen, Eugene	Al's Toy Barn	Assembly	Primary	Reg	30	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
Hendersen, Eugene	Al's Toy Barn	Assembly	Primary	Reg	30	0	\$24.00	\$16.00	\$24.00	\$32.00	11/25/2018
Heron, Cady	Al's Toy Barn	Assembly	Primary	Reg	0	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
Huntzberger, Logan	Al's Toy Barn	Assembly	Primary	Reg	0	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
Huntzberger, Logan	Al's Toy Barn	Assembly	Primary	Reg	0	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM

How to Enter Holiday Pay

1. Duplicate the time sheets for the employees you want to pay holiday pay

- Right click on the time card and select "Duplicate time card" to create another line item for the same employee
- Note that you can select multiple time cards by holding either the shift or Ctrl key on your keyboard and selecting time cards.
- This will allow you to duplicate them all at once.

W.	S...	Name	Customer	Job Title	Department	Pay Co...	Shift	RT Hrs	OT Hrs	Bill	Pay
		Duncan, Ian	Queen Industries	Engineer	Primary	Reg		0	0	\$50.00	\$33.00
		Edison, Annie	Queen Industries	Engineer	Primary					0.00	\$33.00
		Finch, Atticus	Queen Industries	Engineer	Primary					0.00	\$33.00
		Forester, Dean	Queen Industries	Engineer	Primary					0.00	\$33.00
		Gatsby, Jay	Queen Industries	Engineer	Primary					0.00	\$33.00
		Geller, Paris	Queen Industries	Quality Insp...	Primary					0.00	\$22.00
		George, Regina	Queen Industries	Quality Insp...	Primary					0.00	\$22.00
		Gilmore, Rory	Queen Industries	Quality Insp...	Primary					0.00	\$22.00
		Spellman, Sabrina	Queen Industries	Engineer	Primary					0.00	\$33.00
		St. James, Sookie	Queen Industries	Engineer	Primary					0.00	\$33.00
		Stinson, Barney	Queen Industries	Engineer	Primary					0.00	\$33.00

2. Change the pay code

- On the new time sheet, click on the pay code and select "Holiday" from the drop-down.
- This ensures that it will be taxed correctly.

12 timecards

Filter Customer Name Starts With queen Toggle Filters Week 12/2/2018

Drag a column header here to group by that column.

W.	S.	Name	Customer	Job Title	Department	Pay Code	Shift	RT Hrs	OT Hrs	Bill	Pay	OT P.	DT Pay	WE Date
		Duncan, Ian	Queen Industries	Engineer	Primary	Reg		32	0	\$50.00	\$33.00	\$49.50	\$66.00	12/2/2018 12:00:00 AM
		Duncan, Ian	Queen Industries	Engineer	Primary	Reg earnings		0	0	\$50.00	\$33.00	\$49.50	\$66.00	12/2/2018 12:00:00 AM
		Edison, Annie	Queen Industries	Engineer	Primary					0	\$50.00	\$33.00	\$49.50	12/2/2018 12:00:00 AM
		Finch, Atticus	Queen Industries	Engineer	Primary					0	\$50.00	\$33.00	\$49.50	12/2/2018 12:00:00 AM
		Forester, Dean	Queen Industries	Engineer	Primary					0	\$50.00	\$33.00	\$49.50	12/2/2018 12:00:00 AM
		Gatsby, Jay	Queen Industries	Engineer	Primary					0	\$50.00	\$33.00	\$49.50	12/2/2018 12:00:00 AM
		Geller, Paris	Queen Industries	Quality Insp...	Primary					0	\$40.00	\$22.00	\$33.00	12/2/2018 12:00:00 AM
		George, Regina	Queen Industries	Quality Insp...	Primary					0	\$40.00	\$22.00	\$33.00	12/2/2018 12:00:00 AM
		Gilmore, Rory	Queen Industries	Quality Insp...	Primary					0	\$40.00	\$22.00	\$33.00	12/2/2018 12:00:00 AM
		Spellman, Sabrina	Queen Industries	Engineer	Primary	Reg		0	0	\$50.00	\$33.00	\$49.50	\$66.00	12/2/2018 12:00:00 AM
		St. James, Sookie	Queen Industries	Engineer	Primary	Reg		0	0	\$50.00	\$33.00	\$49.50	\$66.00	12/2/2018 12:00:00 AM
		Stinson, Barney	Queen Industries	Engineer	Primary	Reg		0	0	\$50.00	\$33.00	\$49.50	\$66.00	12/2/2018 12:00:00 AM

Code Description

Bonus	Bonus
Commission	Sales Commission
Hol	Holiday pay
Reg	Regular earnings
Retro	Retro Pay
Sick	Sick Pay
Vac	Vacation

3. Enter the hours of holiday pay (ex. 8 hours) under the Reg hours.

4. Adjust the pay and bill amounts as necessary.

- (ex. if you are not billing the holiday pay back to customers, enter \$0 bill rate)

12 timecards

Filter Customer Name Starts With queen Toggle Filters Week 12/2/2018

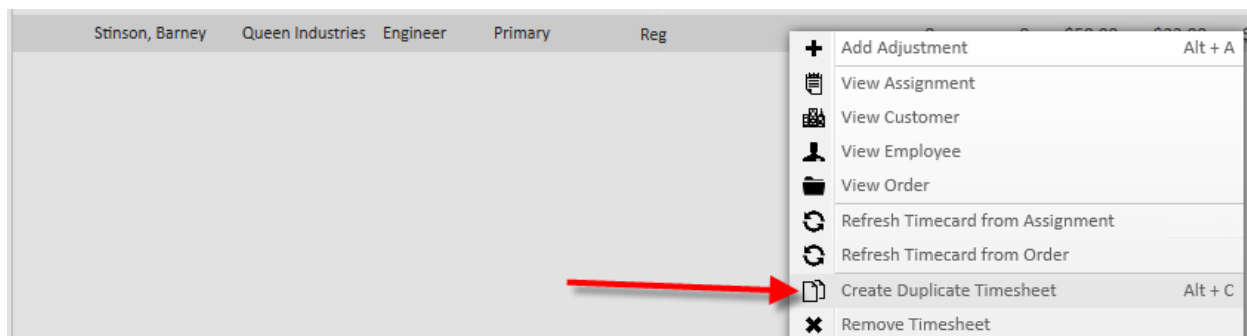
Drag a column header here to group by that column.

W.	S.	Name	Customer	Job Title	Department	Pay Code	Shift	RT Hrs	OT Hrs	Bill	Pay	OT P.	DT Pay	WE Date
		Duncan, Ian	Queen Industries	Engineer	Primary	Reg		32	0	\$50.00	\$33.00	\$49.50	\$66.00	12/2/2018 12:00:00 AM
		Duncan, Ian	Queen Industries	Engineer	Primary	Hol		8	0	\$0	\$33.00	\$49.50	\$66.00	12/2/2018 12:00:00 AM
		Edison, Annie	Queen Industries	Engineer	Primary	Reg		40	0	\$50.00	\$33.00	\$49.50	\$66.00	12/2/2018 12:00:00 AM
		Finch, Atticus	Queen Industries	Engineer	Primary	Reg		40	0	\$50.00	\$33.00	\$49.50	\$66.00	12/2/2018 12:00:00 AM
		Forester, Dean	Queen Industries	Engineer	Primary	Reg		40	0	\$50.00	\$33.00	\$49.50	\$66.00	12/2/2018 12:00:00 AM
		Gatsby, Jay	Queen Industries	Engineer	Primary	Reg		0	0	\$50.00	\$33.00	\$49.50	\$66.00	12/2/2018 12:00:00 AM

How to Enter Bonus Pay

1. Locate a time sheet for the employee you wish to give a bonus to.

2. Duplicate the timesheet:



- Right click and select "Create Duplicate Timesheet" OR
- Select the Time Sheet and press the Duplicate Button.
- You can also use the keyboard shortcut: Alt + C

3. Change the pay code.

- On the new time sheet, click on the pay code and select "Bonus" from the drop-down. This ensures that it will be taxed correctly.

Stinson, Barney	Queen Industries	Engineer	Primary	Reg	40	0	\$50.00	\$33.00	\$49.50	\$66.00	12/2/2018 12:00:00 AM
Stinson, Barney	Queen Industries	Engineer	Primary	Bonus	0	0	\$50.00	\$33.00	\$49.50	\$66.00	12/2/2018 12:00:00 AM

4. Enter the bonus amount.

- Option A: Enter the bonus using units
 - This option is ideal for bonuses that are based on amounts and not additional hours or time.
 - Unit information can be found either in the time sheet line items or by double-clicking on a time sheet to open the detailed time card.
 - Enter the unit pay, unit bill (if applicable), and number of units (at least one).
 - For Example: Let's say the staffing agency gives out a \$50 bonus for each employee referral that is hired. This is not billable back to the customer. If an employee earned 2 referral bonuses, then I can denote that by entering 2 units for \$50 each with a \$0 bill rate.

Note you can add notes under payroll notes to say what this bonus is for other payroll processors.

- Option B: Enter the bonus using hours
 - You can also enter bonus pay using the RT hours, bill and pay columns. This option is less common because bonus hours are typically categorized as "Holiday" pay. This method is sometimes used to give bonus hourly rates. Example: an employee makes 33/hour but will receive an additional 4/hour as a bonus to this paycheck.
 - If the bonus is not being billed back to the customer, make sure to set the bill rate to \$0.
 - Adjust the pay rate, if needed.
 - Enter the number of hours.

Stinson, Barney	Queen Industries	Engineer	Primary	Reg	40	0	\$50.00	\$33.00	\$49.50	\$66.00	12/2/2018 12:00:00 AM
Stinson, Barney	Queen Industries	Engineer	Primary	Bonus	40.00	0	\$6.64	\$4.00	\$49.50	\$66.00	12/2/2018 12:00:00 AM

- Want to calculate a net bonus amount? Use the [Gross Up Calculator](#) to calculate a bonus from the desired net rate.

One Time Overrides

If you double click on a time card under time entry, you will open up the detailed time card. Select the overrides tab to select any of the following overrides:

- Check the Do Not E-pay box to send a physical check to someone who would otherwise receive an electronic payment (if they receive an extra bonus, etc.)
- Check the Pay on Separate Check box to make this check separate from any other payments they might be receiving this week. (ex. For multiple assignments or late time card or bonus)
- Check show Zero Bill on Invoice option if there is a bonus or item using “units” or if you are not billing the customer for the hours but you want it to be shown on the customer invoice (ex. Holiday pay)

The screenshot shows a 'Detailed Timecard' interface. At the top, there are two rows of time card data for 'Stinson, Barney' at 'Queen Industries' on '12/2/2018 12:00:00 AM'. The first row is for 'Primary' (Reg) with 40 hours and a total of \$66.00. The second row is for 'Bonus' with 40 hours and a total of \$66.00. Below this is a 'Detailed Timecard' section with tabs for 'Pay and Bill Rates', 'Adjustments', 'Overrides', and 'Codes'. The 'Overrides' tab is selected and contains two columns: 'one time overrides' and 'other'. Under 'one time overrides', there are three checkboxes: 'Do Not E-Pay', 'Pay on Separate Check', and 'Show Zero Bill on Invoice', all of which are currently unchecked. The 'other' column contains various dropdown menus and text boxes for fields like Branch, Acct Code, Location, Cost Center, SubEntity, Req Number, Supervisor, Start Date (11/26/2018), End Date (12/2/2018), Pay Hold, Invoice Hold, Cust Extra 1-3, Invoice Text, Vend Inv Num, Sales Team, and Worksite. To the right of the overrides is a 'payroll info' section with fields for WE Bill (12/2/2018), WE Date (12/2/2018), Work Date, Inv Date, Pay Code (Bonus), Job Title (Engineer), PO Num, and Payroll Note.

Keep in mind that these overrides are only applicable to the time card that you select and edit. They will not default to the options you choose for future time cards.

Related Articles