

Beyond - Time Entry Overview


Last Modified on 08/02/2023 2:48 pm CDT

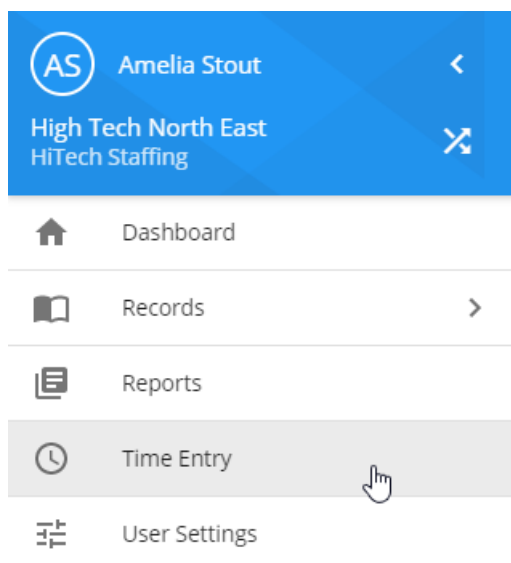
Time Entry & Beyond

You can now enter time for employees in the Time Entry section of Beyond. Any time entered in either Enterprise or Beyond will transfer to the other to keep everyone on the same page.

In order to utilize time entry in Beyond, you must be given access by your administrator. In administration, you must be added to a permission security group with timeentry-enabled selected. To learn more about security groups see [Security Group Administration Form](#).

To Locate Time Entry in Beyond:

1. Log into Beyond
2. Navigate to the  menu in the upper left
3. Select 'Time Entry':




This article covers:

1. [Finding the Right Timecards](#)
2. [Entering Time](#)
3. [Next Steps](#)

Finding the Right Timecards

When you navigate to Time Entry, you will be able to see the entire list of timecards generated by open assignments. For some companies, that may be hundreds of timecards so it is important to know how to quickly find

the timecards you need.


If you do not see timecards displayed when you first enter the Time Entry section, select the  . If nothing is populated in the filter by section and you select the magnifying glass, it will display all timecards.


The following is a list of options to help search and organize timecards to work for you.

Filter By

The 'Filter By' option is located at the top of Time Entry in Beyond. This allows you to search for specific employees, customer, etc. to limit which timecards you are viewing.

Shortcuts: * = Customer Name, + = Employee Name

FILTER BY	Select Field to Filter on... ▼	Starts With ▼	What are you looking for... 
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1. Select a field to filter on (ex. Customer Name or Employee Name).
2. Choose a rule (starts with, contains, or equals).
3. Enter the text you wish to filter by (ex. Buy N Large or Lynn Honey).
4. Select the  in the upper right to filter.

Time Entry - TempWorks Beyond x

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Search Anything...

TASKS QUICK LIVE CHAT HELP

ACTIVITY PANEL

Shortcuts: * = Customer Name, + = Employee Name

FILTER BY Select Field to Filter on... Starts With What are you looking for...

Week 5/19/2019 Branch All Display Options Show Linked , 6 Others...

Search limited to the first 998 of 2057 results. Consider narrowing your search. [Learn More](#)

Drag a column header here to group by that column

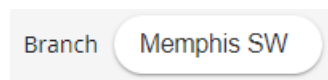
	Customer	Status	Name	Department	<input type="checkbox"/> PayCode	<input checked="" type="checkbox"/> RT Hours	Actions
▼	Geico Insurance		Doyle, Loki	Corporate	Reg	0	⋮
▼	Geico Insurance		Doe, John	Corporate	Reg	0	⋮
▼	Genesis manufacturing		Peters, John	Primary	Reg	0	⋮
▼	gerber lift make your own		Olson, Beverly	Primary	Reg	0	⋮
▼	gerber lift make your own		Smith, Xio	Primary	Reg	0	⋮
▼	gerber lift make your own		jones, billy	Primary	Reg	0	⋮
▼	Gerry's Groceries		Grant, Ted	Primary	Reg	0	⋮
▼	Ginger Bread Co		Man, Muffin	Primary	Reg2	0	⋮
▼	Globodyne		Blass, Bill	Primary	Reg	0	⋮
▼	Globodyne		Vuitton, Louis	Primary	Reg	0	⋮
▼	Globodyne		Poppins, Larry	Primary	Reg	0	⋮
▼	Globodyne		Salt, Veruca K	Primary	Reg	0	⋮
▼	Golf Shop		Reddick, Jj	Primary	Reg	0	⋮
▼	Gordy's Autoshop		Boone, Jim	Primary	Reg	0	⋮

Filter field options:

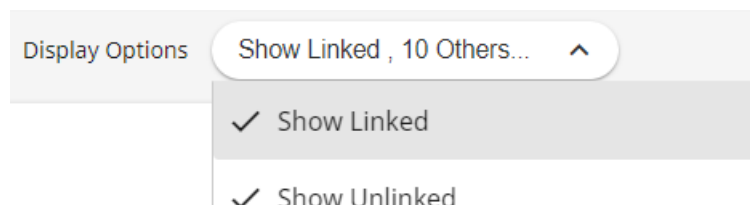
- Assignment Id
- Customer Id
- Customer Name
- Department Name
- Employee Id
- Employee Name
- Job Order Id
- SSN
- Transaction Id
- Worksite

Branch, & Display Options

Branch allows you to limit your view to only see timecards tied to a specific branch. This is especially helpful when you are at Entity or Class vs. Temp level of [Hierarchy](#):



Display Options allows you to see only certain types of timecards:



The display options are as follows:

- **Show Linked** - Show timecards that have a linked timecard (see [Timecard Linker](#)).
- **Show Unlinked** - Show timecards that do not have a linked timecard (see [Timecard Linker](#)).
- **Hide Zero Hours** - Hide any timecards with no hours entered.
- **Show Only Unused Timecards** - Show only timecards with no hours, adjustments, or units entered.
- **Show Invoiced** - Show timecards that have already been invoiced.
- **Show Billable Only** - Show only timecards that have a bill rate.
- **Show Unsubmitted Web Timecards** - Show timecards that have been created in [WebCenter](#) but not submitted.
- **Show Unapproved Web Timecards** - Show timecards that have been submitted by an employee in [WebCenter](#) but not [approved](#) by the supervisor.
- **Show Approved Web Timecards** - Show timecards that have been [approved](#) by the supervisor in [WebCenter](#).
- **Show Overridden Web Timecards** - Show timecards from [WebCenter](#) that have been overridden after approval.
- **Show Rejected Web Timecards** - Show timecards that have been submitted in [WebCenter](#) and rejected by the supervisor.
- **Show Non-Web Timecards** - Show timecards not created via [WebCenter](#).
- **Show Only Web Approved With No Proofing Session** - Show approved timecards from [WebCenter](#) that have not been proofed yet.
- **Show TimeClock Timecards** - Show timecards from [TempWorks' Timeclock](#).
- **Show Only TimeClock with No Proofing Session** - Show only timecards from [TempWorks' Timeclock](#) that have not been proofed yet.

Organizing & Grouping Column Headers

Each column header can be rearranged for your individual workflow. Click and drag to move columns.

Drag a column to the "Drag a column header here to group by that column" area to group the timecards you see:

The screenshot shows the 'Time Entry - TempWorks Beyond' web application. The interface includes a top navigation bar with a search bar and icons for TASKS, QUICK, LIVE CHAT, and HELP. Below the navigation bar is an 'ACTIVITY PANEL' with a filter section. The filter section has a 'FILTER BY' dropdown set to 'Customer Name', a 'Starts With' dropdown, and a search input field. Below the filter section are dropdowns for 'Week' (5/19/2019) and 'Branch' (All), along with 'Display Options' and 'Show Linked, 6 Others...'. A message box states: 'Search limited to the first 1000 of 2057 results. Consider narrowing your search. [Learn More](#)'. Below this is a table with the following columns: Name, Customer, Status, Department, PayCode, RT Hours, and Actions. The table contains 15 rows of employee data.

	Name	Customer	Status	Department	<input type="checkbox"/> PayCode	<input checked="" type="checkbox"/> RT Hours	Actions
▼	Doyle, Loki	Geico Insurance		Corporate	Reg	0	⋮
▼	Doe, John	Geico Insurance		Corporate	Reg	0	⋮
▼	Peters, John	Genesis manufacturing		Primary	Reg	0	⋮
▼	Olson, Beverly	gerber lift make your own		Primary	Reg	0	⋮
▼	Smith, Xio	gerber lift make your own		Primary	Reg	0	⋮
▼	jones, billy	gerber lift make your own		Primary	Reg	0	⋮
▼	Grant, Ted	Gerry's Groceries		Primary	Reg	0	⋮
▼	Man, Muffin	Ginger Bread Co		Primary	Reg2	0	⋮
▼	Blass, Bill	Globodyne		Primary	Reg	0	⋮
▼	Vuitton, Louis	Globodyne		Primary	Reg	0	⋮
▼	Poppins, Larry	Globodyne		Primary	Reg	0	⋮
▼	Salt, Veruca K	Globodyne		Primary	Reg	0	⋮
▼	Reddick, Jj	Golf Shop		Primary	Reg	0	⋮
▼	Boone, Jim	Gordv's Autoshop		Primary	Reg	0	⋮

To change what columns you see, right click on any column. A list of available options will pop-up for you to select from:

The screenshot shows a column selection dropdown menu. The menu is open, displaying a list of columns with checkboxes next to them. The columns are: Status (checked), Name (checked), Customer (unchecked), Department (unchecked), and PayCode (checked). The menu is positioned over a table with columns for Week, Status, and PayCode.

Week	Status	PayCode
11/4/20		

Entering Time

Once you have located the timecards you wish to add time to, select the RT field to start entering time:

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Search Anything...

Bookmarks

- Independence Inn Visifile / Customer / 42950...
- Independence Inn, Chef Candidates / Job Order / 4...
- Buy N Large Visifile / Customer / 42950...
- Nathan Jackson Visifile / Employee / 42950...
- James West Visifile / Employee / 42950...
- James Bennette, Wareho... Details / Assignment / 430...
- Anna Jorgenson Visifile / Employee / 42950...

Recent History

- Time Entry
- Time Entry

Shortcuts: * = Customer Name, + = Employee Name

FILTER BY: Select Field to Filter on... Starts With What are you looking for...

Week: 11/4/2018 Branch: All Display Options: Show Linked, 12 Others...

Drag a column header here to group by that column

Status	Name	Customer	Department	PayCode	RT Hours	OT Hours	DT Hours	Pay Rate	Bill Rate	W/E Date	Actions
▼	Beesley, Pam	Prime Comp	Primary	Reg	0	0	0	35.00	66.65	5/20/2018	⋮
▼	Brooks, Arianna	Murphy Construction	Primary	Reg	0	0	0	15.00	18.89	6/21/2018	⋮
▼	Jones, Oliver	Buy N Large	Primary	Reg	0	0	0	14.00	0.00	9/14/2018	⋮
▼	Brell, Dalcyce	Crate & Barrel	Primary	Reg	0	0	0	16.00	20.80	9/23/2018	⋮
▼	Jones, Oliver	BPS Packaging	Primary	Reg	0	0	0	14.00	22.00	10/14/2018	⋮
▼	Jones, Oliver	BPS Packaging	Primary	Reg	0	0	0	14.00	22.00	10/14/2018	⋮
▼	Jones, Oliver	BPS Packaging	Primary	Reg	0	0	0	14.00	22.00	10/14/2018	⋮
▼	Zipper, Jessica	BPS Packaging	Primary	Reg	0	0	0	14.00	22.00	10/21/2018	⋮
▼	Honey, Lynn	Murphy Construction	Finance	Reg	0	0	0	15.00	22.50	10/28/2018	⋮
SAVED	Crum, Jake	Alpha Electric	Shipping	Reg	0	0	0	21.00	31.50	11/4/2018	⋮
SAVED	Jones, James	Stonebridge Construction	Primary	Reg	0	0	0	10.00	14.20	11/4/2018	⋮
SAVED	Puth, Charlie	Dylan's Candy Shop	Morning	Reg	0	0	0	14.00	18.20	11/4/2018	⋮
SAVED	Yelnats, Stanley	Holes Construction	Primary	Reg	0	0	0	15.00	22.99	11/4/2018	⋮
SAVED	TAX SETUP BEYOND, PA	Roger's Flooring	Primary	Reg	0	0	0	20.00	20.00	11/4/2018	⋮
▼	Honey, Lynn	Murphy Construction	Finance	Reg	0	0	0	15.00	22.50	11/11/2018	⋮
▼	Arkansas, Frank	Murphy Construction	Primary	Reg	0	0	0	15.00	18.89	11/16/2018	⋮
▼	Austen, Kate	Murphy Construction	Primary	Reg	0	0	0	16.00	20.64	11/16/2018	⋮

Feedback

Tab Stops


Next to each editable column, a tab stop checkbox is available to allow you to pick and choose which columns your cursor will stop to when hitting the tab key on your keyboard. This can help make things faster when entering a lot of hours at once.

Note WebCenter timecards that have not been overridden in Enterprise cannot be edited in Beyond.

Saving Time Entered

Time cards will save automatically as you begin to enter time. Each timecard will have a green saved flag next to it to indicate it has been saved:



To manually save a time card, select the  on the far right. Only timecards that have been edited and not saved will have a save option.

Time Entry Scenarios

Click on the following links to see specific time entry scenarios:

- [Late, Holiday, and Bonus pay](#)
 - [One-time Adjustments & Overrides](#)
 - [Retro Pay](#)
-

Next Steps:

Once time has been entered in Beyond, timecards will need to be run through proofing, payroll, and invoicing through Enterprise.

1. [Proofing Time Entry Sessions](#)
2. [Full Payroll and Invoicing Course](#)

Related Articles