TEAM Software by WORKWAVE

Timesheet Entry Manual

TEMPLACMS

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COMMERCIAL STATEMENT

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INTRODUCTION

These training notes are designed to provide background information and useful hands-on experience for timesheet entry in ***TemplaCMS***. They are designed to complement the training and assist you at a later stage when away from the training environment.

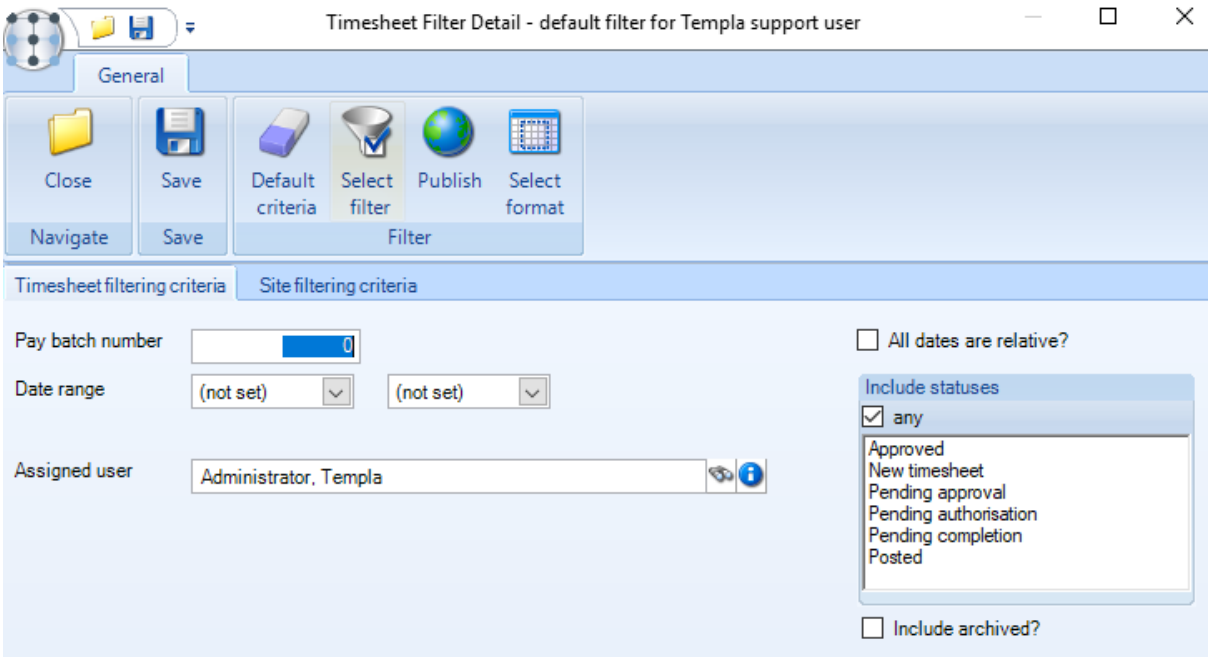
TIMESHEET LIST

When logging on to ***TemplaCMS*** users can view timesheets assigned to them for action from the *Payroll* > *Timesheets* menu.

The main and sub-menu options available to the users depends on the level of access they have been given to the system, typically a contract manager might only have access to view contract details, complete timesheets and run some reports.

Timesheet list filter

On clicking on the *Timesheets* menu option, the user will be presented with the timesheet filter screen:



This will automatically be filter to the user currently logged on. It is possible to enter further details to narrow down the list of timesheets that will be displayed to the user.

Timesheet filtering criteria

Pay batch number – if known this can be entered to view all the timesheets assigned to the user for the relevant batch.

Date range – timesheets can be filtered to a specific date range by entering the required dates.

All dates are relative? – it is now possible to define a filter as 'All dates are relative' where the filter is date based. In running the filter, TemplaCMS will automatically advance the defined dates relative to when the filter was set up. As such, a date-based filter can be defined for a fixed period, with the fixed period advancing each time the filtert is run.

Assigned user – by default this will be set to the user currently logged on and will mean the user can only see timesheets currently assigned to them for completion. The assigned user can be removed in which case the user currently logged on will be able to see all timesheets for their sites at any status during the process. This option can therefore allow users to view historic timesheets or timesheets that has been sent for approval.

Include statuses – a user can select any status to filter the timesheets by. It will only be possible to change timesheets 'Assigned to' the user currently logged on. It is not possible to amend timesheets with a status of *Posted*.

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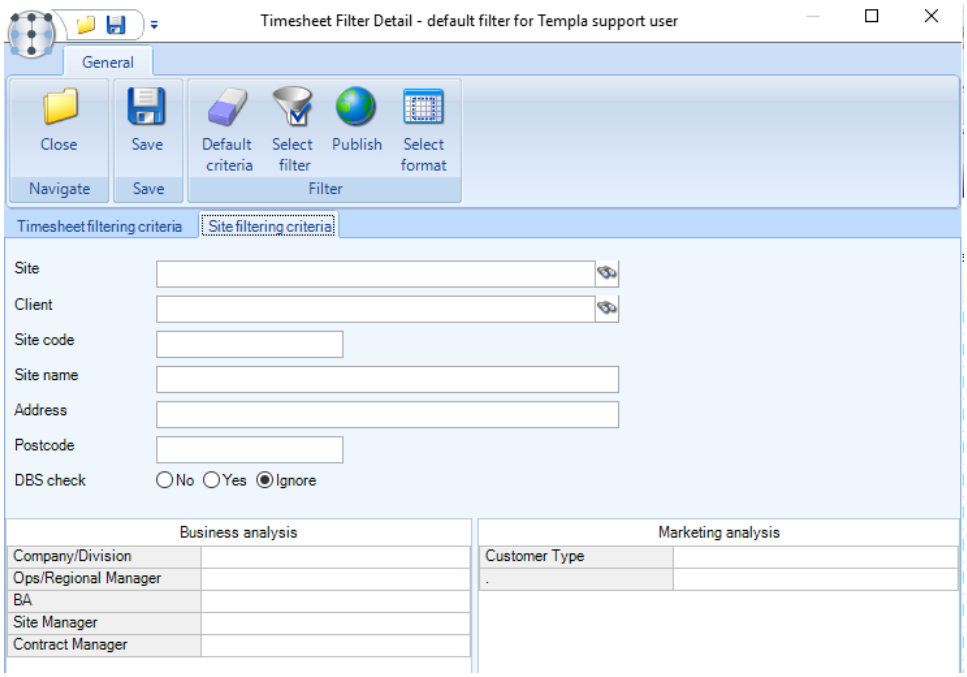
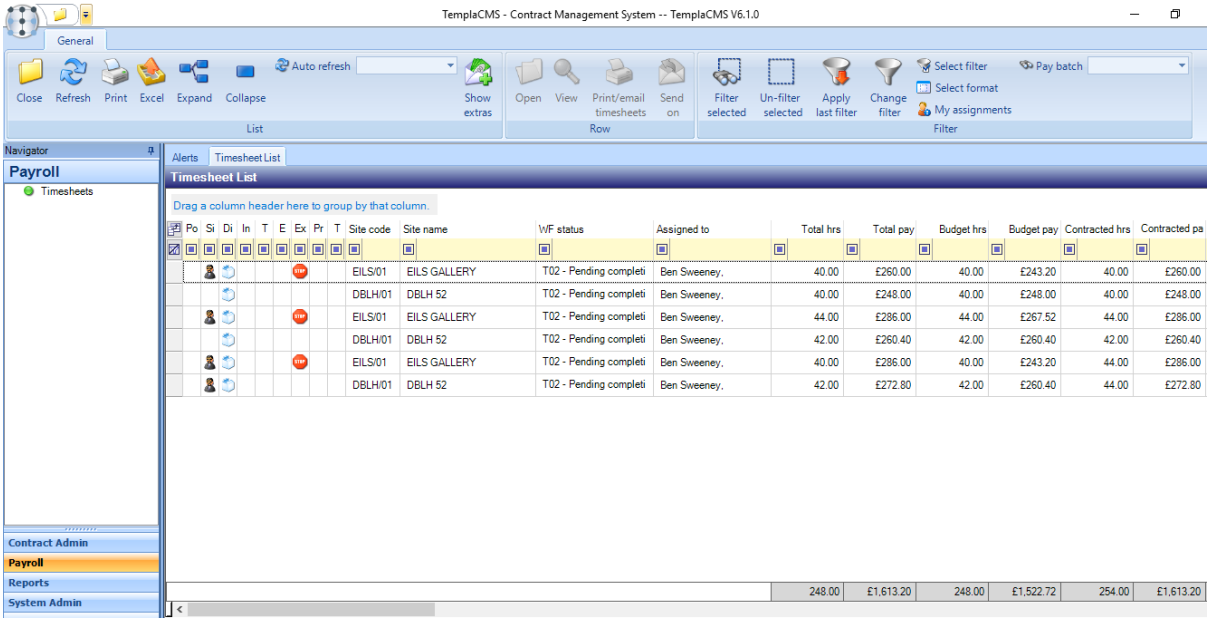
Include archived? – when ticked archived timesheets will be included in the search results.

Site filtering criteria



The site filtering criteria should be use where a user just wants to look at a single site or a single clients sites.

Click on *Save* to view the timesheet list:



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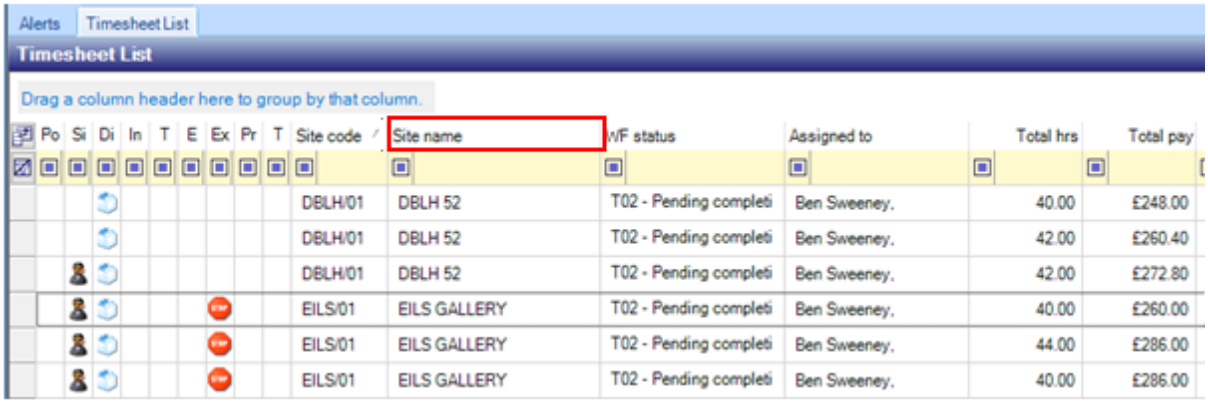
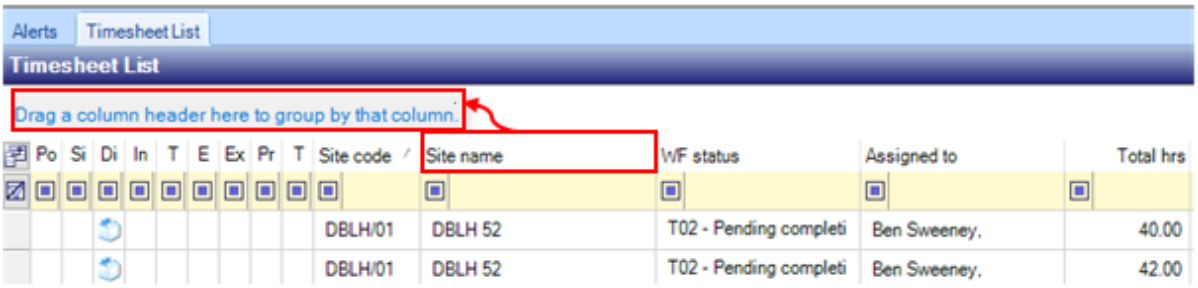
Timesheet list sort

It is possible to sort the timesheets in the list based on any of the column headings by clicking on the relevant heading. For example, if a user would like to sort the timesheets in site name order simply click on the *Site name* column heading:

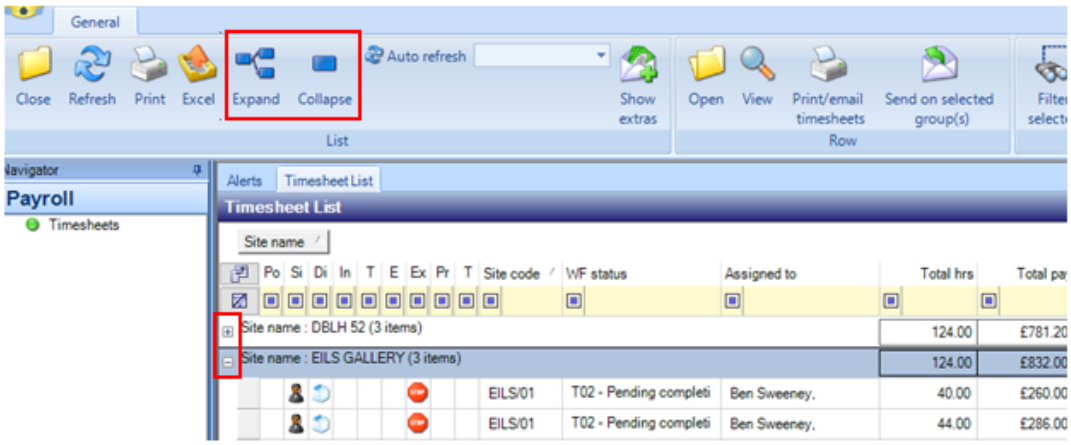


Timesheet list grouping

It is possible to group timesheets for example where many timesheets for a single site exists. A column heading can be dragged to the '*Drag a column header here to group by that column'* area at the top of the timesheet list to group by that column:



To expand or collapse the grouping click on the '+' or '-' sign next to the site name group or alternatively use the *Expand* and *Collapse* buttons available at the top of the screen:



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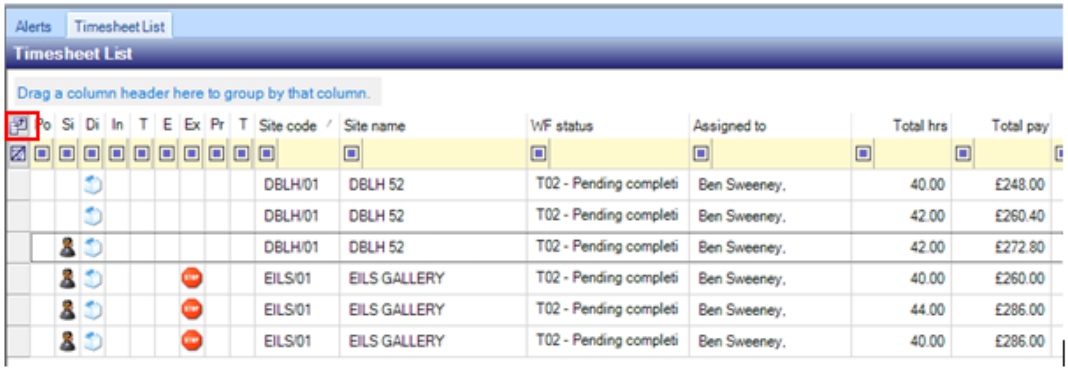
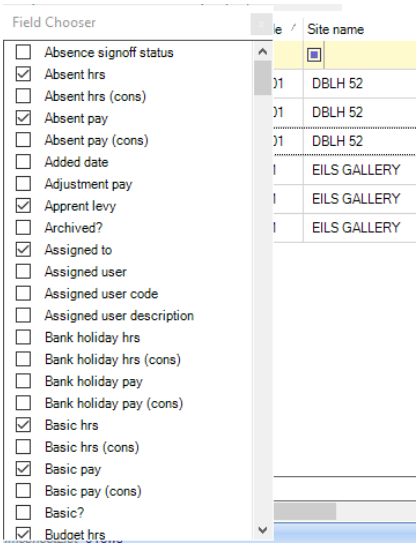
Timesheets field chooser

It is possible to add or remove columns from the timesheet list screen via the *Field chooser* button found before the first column:

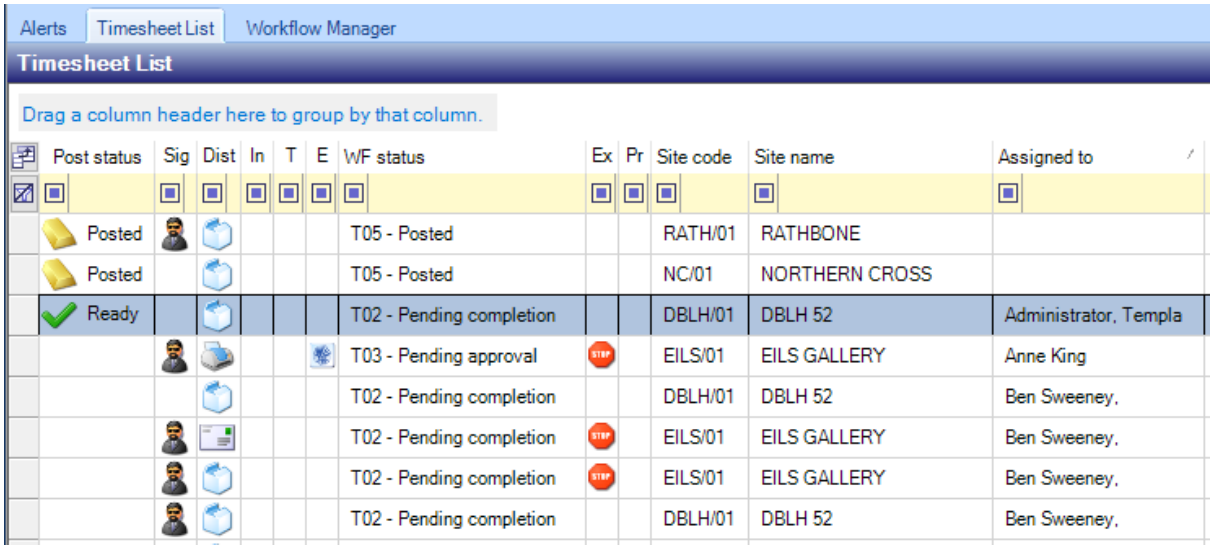


Tick to add and un-tick to remove columns from the list:



Timesheet list status

A number of columns on the timesheet list indicate the status that the timesheet is at:



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Post status – the post status column gives an indication to the payroll department whether a timesheet is:

- *Ready* – i.e. the timesheet has been completed, gone through approval and signed off ready for payroll to process. This status is indicated by the *Green tick* icon.
- *Not ready* – the timesheet is still awaiting completion, approval or sign off. There is no icon for this status.
- *Posted* – this is an indication that this is a timesheet that has been processed by the payroll department. This status is indicated by a *Gold bar* icon.

Sign off – this column indicates whether there are any exceptions such as holidays, absences, joiners, leavers etc. on the timesheet that needs to be signed off by payroll. Exceptions that need to be signed off are indicated by the *Man* icon.

Pending distribution – this column will indicate whether a timesheet has been printed or emailed:

- *Pending distribution* – indicated by the Box icon, i.e. has not been printed or emailed.
- *Printed* – indicated but the *Printer* icon.
- *Emailed* – indicated by the *Envelope* icon.

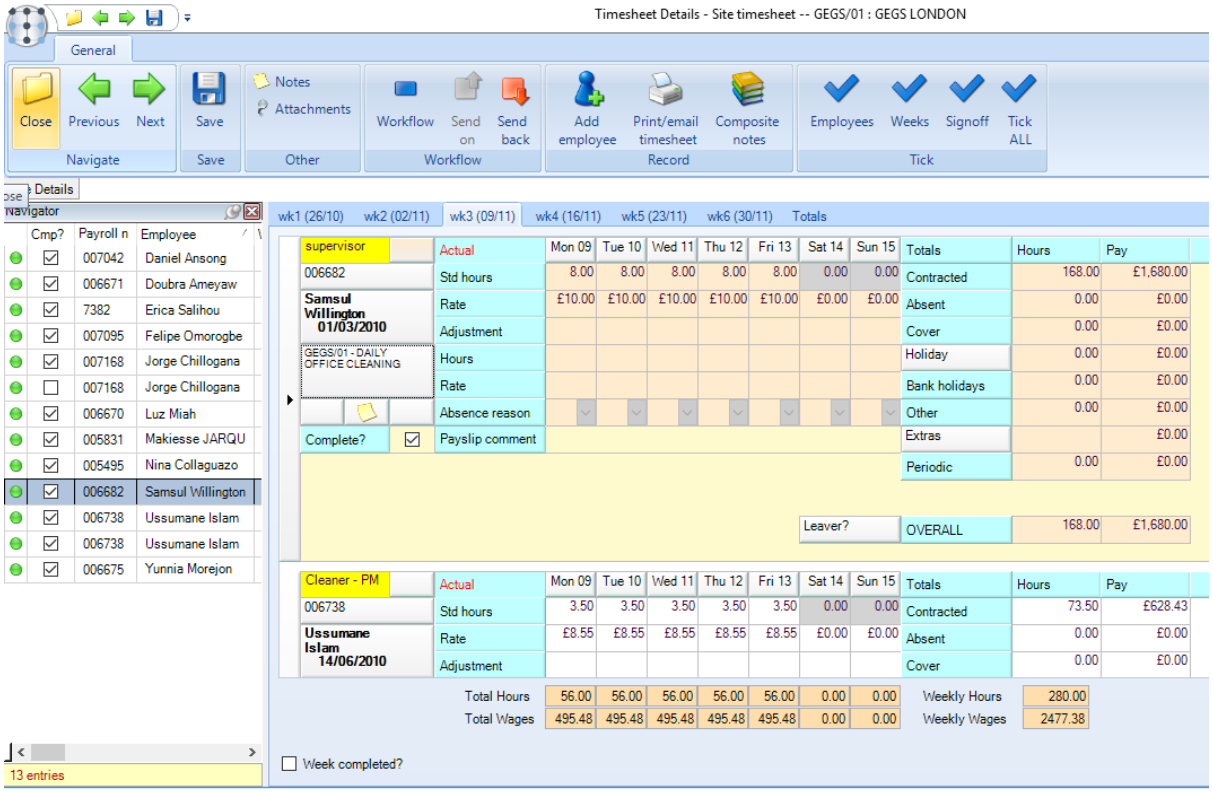
TIMESHEET COMPLETION

General navigation and information

It is best practice to complete timesheets weekly and mark that a week is 'completed' before starting on the following week.

Double click on a timesheet in the list to start completing it.

Each timesheet shows a tab per week that falls within the pay period as well as a *Totals* tab:



Employees are listed on the left, clicking an employee on the left navigator will move their timesheet to the top on the right-hand side. Alternatively, a user can scroll down the list to find the employee whose timesheet they want to complete.

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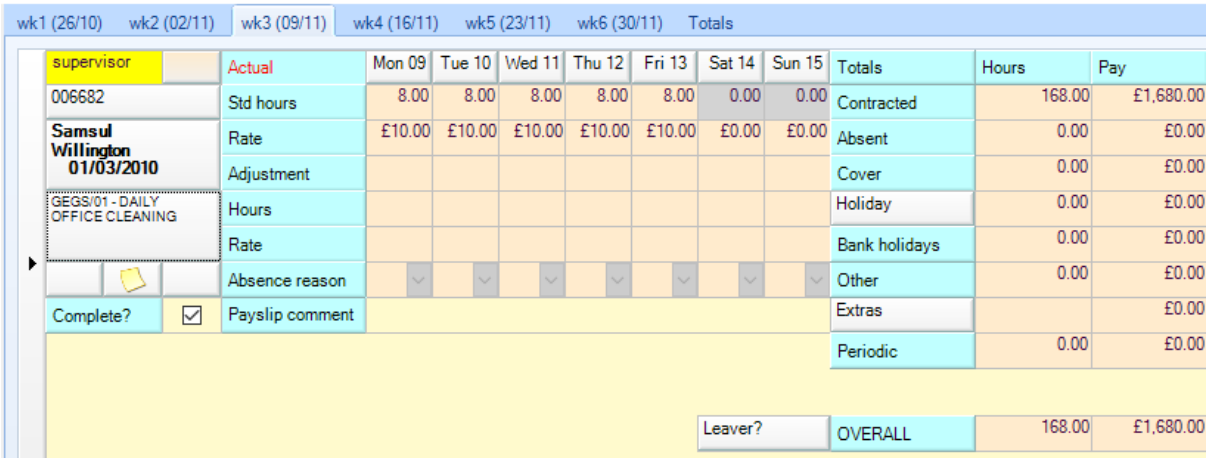


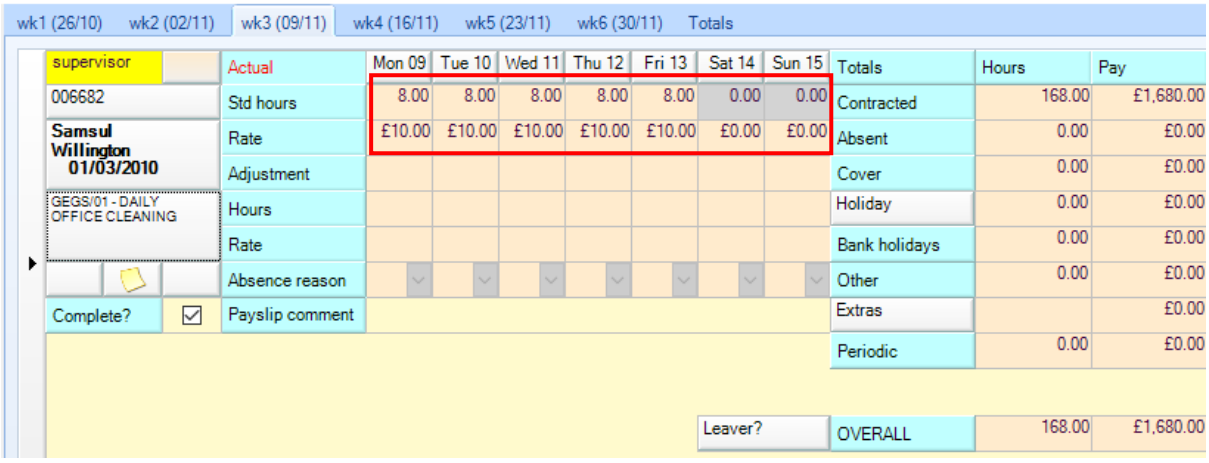
Work type – the employee worktype is highlighted in yellow at the top of the employee's timesheet.

Payment method – the employees pay method (actual, annualised etc.) is indicated in red next to the worktype.

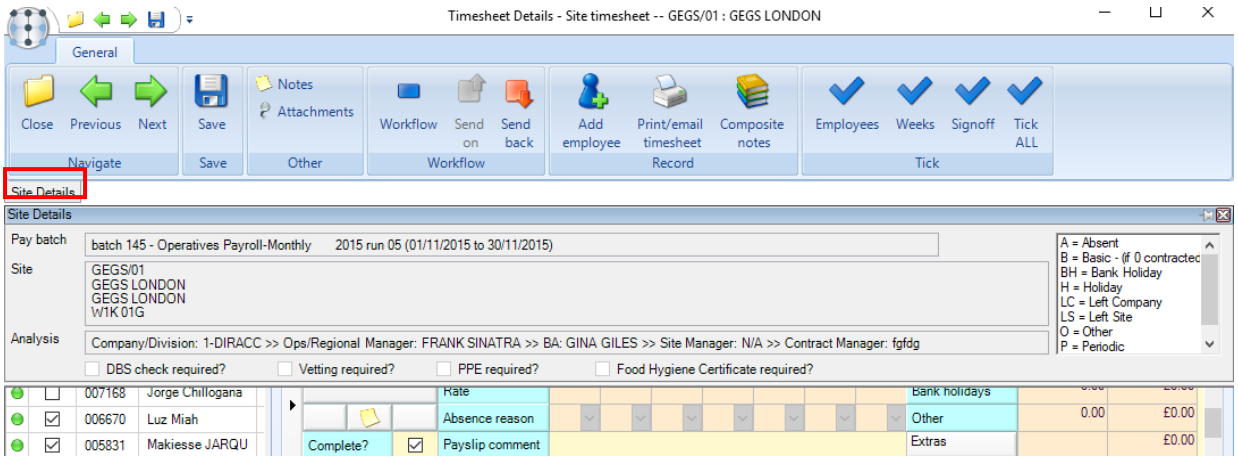
Employee name – the employeename and the date they joined the company is displayed. Click on the employee name to display the employee record.

Site code & Taks name – click on the *Site code & Task* name to view the contract for the timesheet.

The timesheet will automatically display the employees contracted rate and hours:



To see a key of the timesheet adjustments that can be entered hover the mouse over the *Site details* tab:



The details can be 'pinned' so that it stays on the screen instead.

To complete the timesheet and pay the employee at the end of the pay period any variances to the contracted pay need to be entered.

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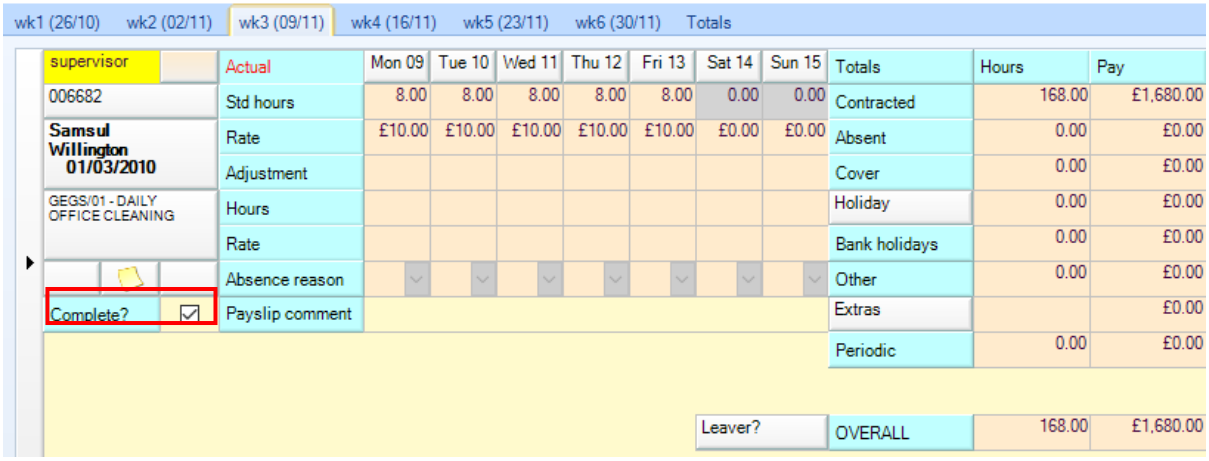
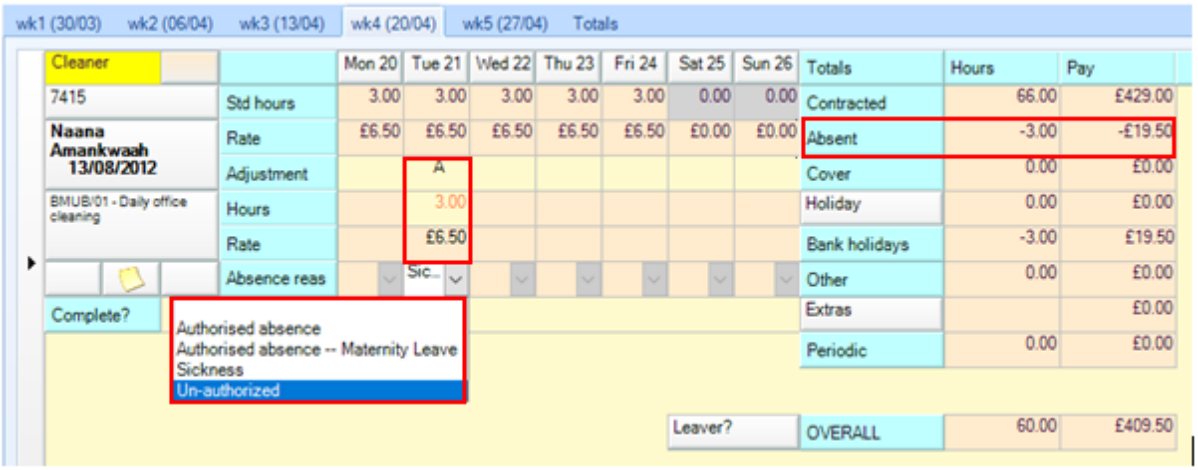
Contracted pay

If an employee worked all their contracted hours for the week it is not necessary to make any adjustments. The user needs to tick each week as completed as the timesheets are done weekly.



Absence

When an employee is absent enter an *'A'* on the adjustment line for the particular day. The hours and rate of absence will automatically default to the contracted hours – if the employee was absent for fewer hours or the absence is deducted at a different rate the default absence hours and rate can be overridden.



Depending on how the system is configured an absence reason that can be overridden will default in. If no default absence reason appears the user will have to manually select one. It is not possible to mark a timesheet as completed if no absence reason has been entered.

The *Totals* on the right-hand side show the effect of the absence adjustment entered on the employee's pay.

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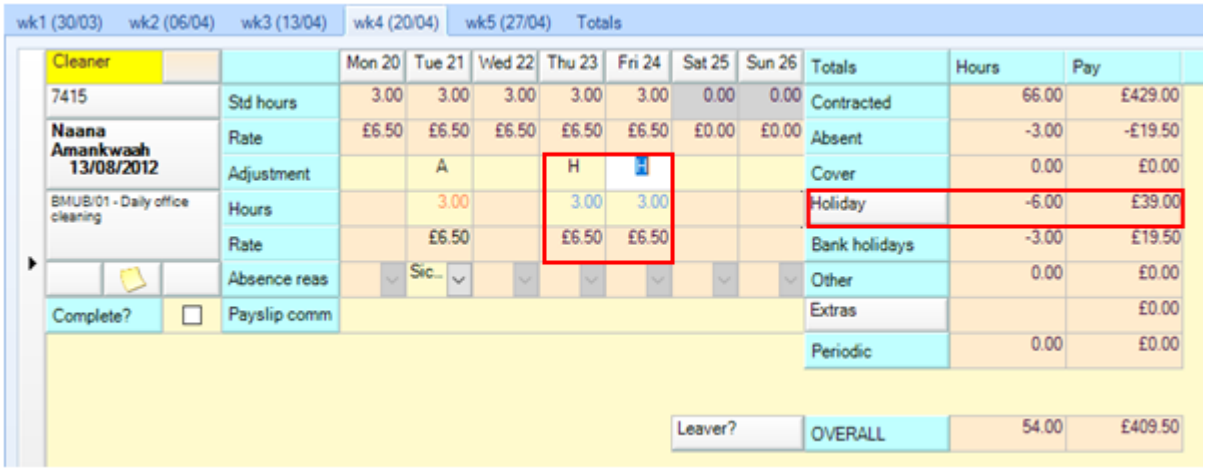
Holiday

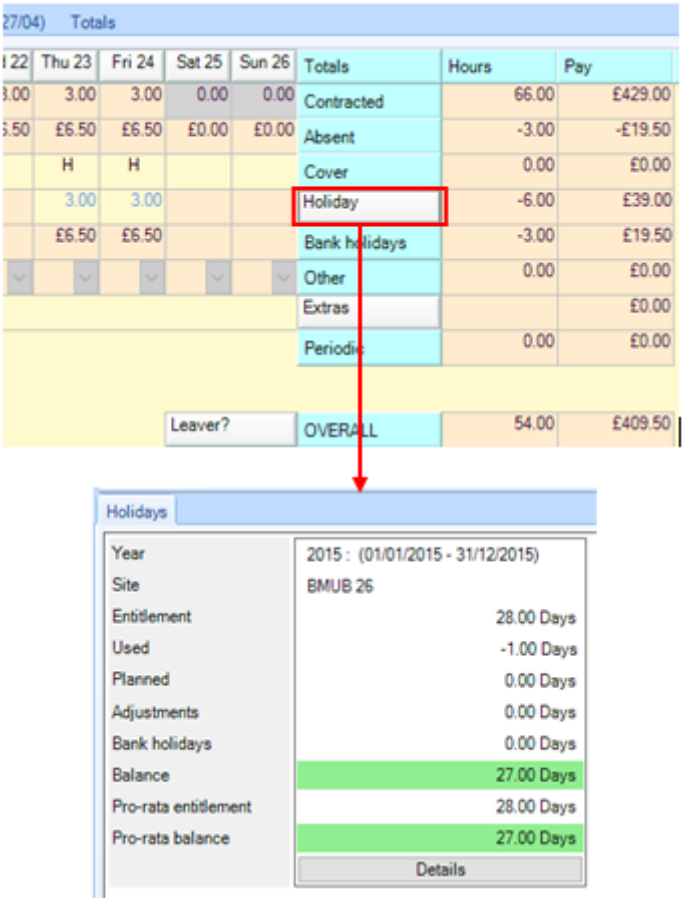
When an employee is on holiday enter a *'H'* on the adjustment line for the particular day. The hours and rate of the holiday will automatically default to the contracted hours – if the employee was on holiday for fewer hours or the holiday is deducted at a different rate the default absence hours and rate can be overridden.



Holidays may appear 'pre-entered' where an employee planner has been completed for an employee in which case the user can just check and confirm that the employee's holiday is correct or amend it if needed.

The *Totals* on the right-hand side show the effect of the absence adjustment entered on the employee's pay.

Click on the *Holiday* button on the *Totals* area to see an overview of the employee's holiday entitlement at the site:



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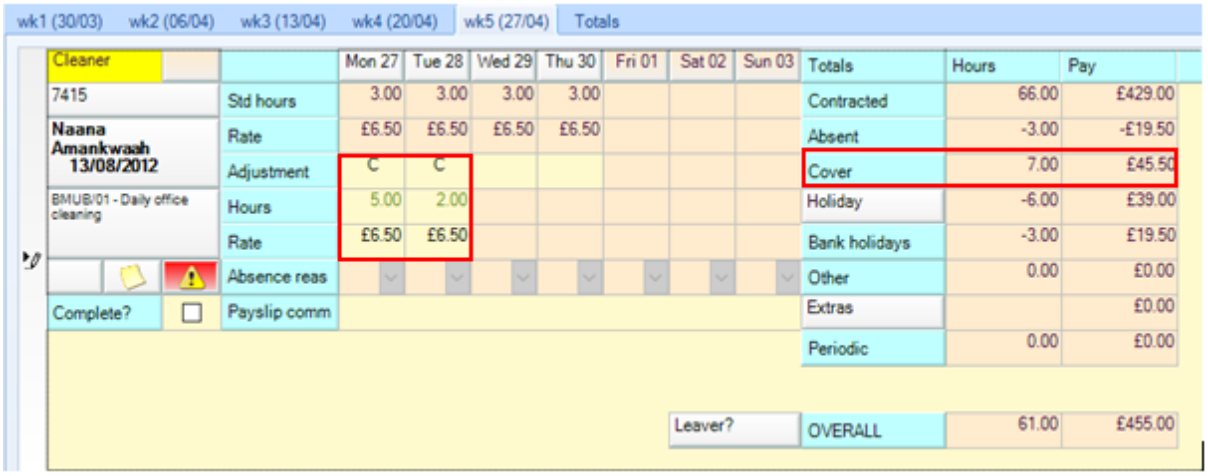
Cover

If the employee that does the cover is already working on the site enter a *'C'* for cover:



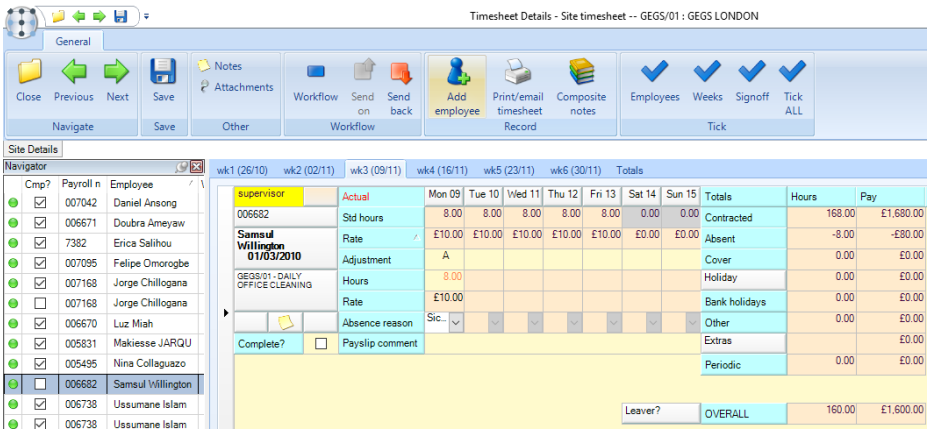
The cover rate will will automatically default if defined on the contract. The user will need to enter the number of hours the cover work was for. If the cover rate paid is different to the default it is possible to override the rate although it may trigger an exception that will need to be approved.

Where an employee that does not already work on the site does the cover work the employee can be added as a temporary joiner to the site – please see section below on 'Add employee'.

Add employee

Depending on the company preference and configuration an employee can be added as either a single period joiner to the timesheet or as a new permanent employee which will update the contract if approved by payroll.

To add an employee, click on the *Add employee* button at the top of the timesheet window:



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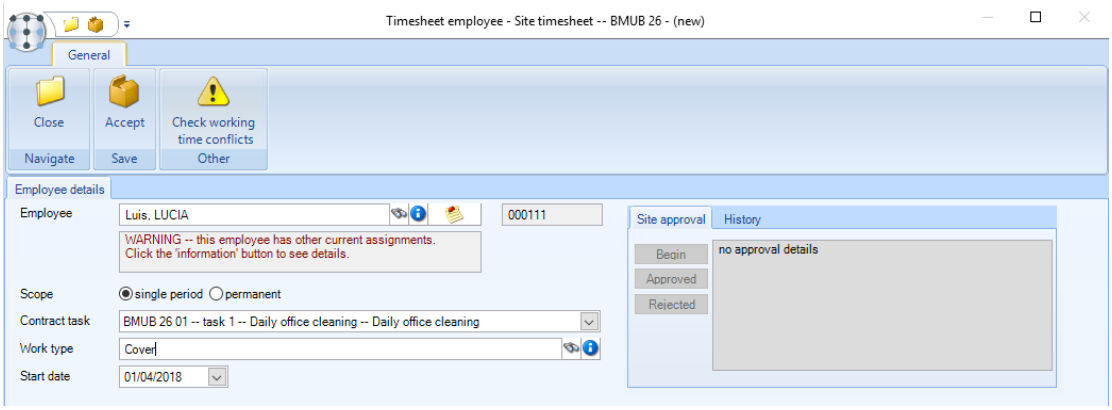
SINGLE PERIOD JOINER

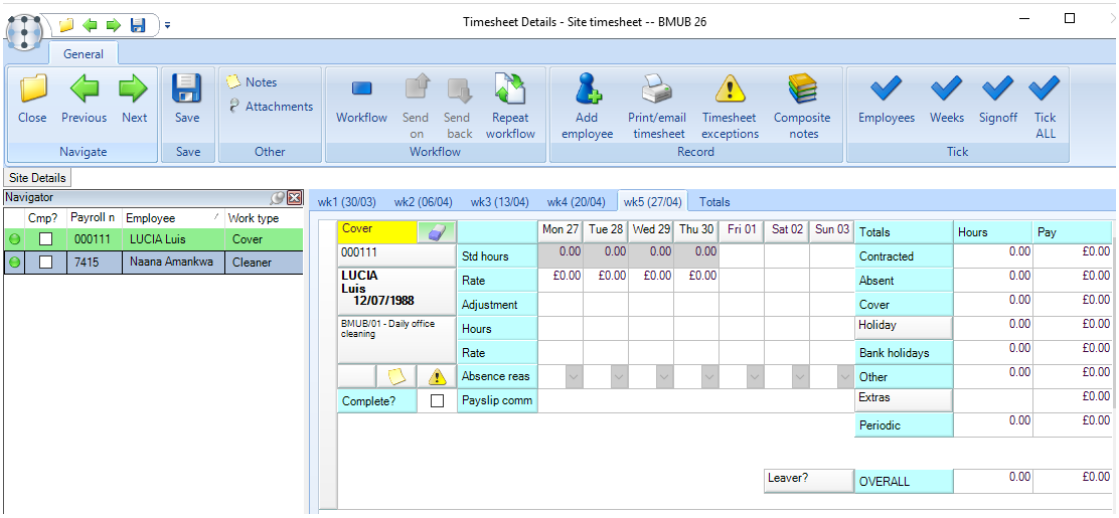
Single period joiners are typically used where an employee does not normally work on the site but is pulled in to cover someone absent.

The below screen is launched when clicking the *Add employee* button as explained above. Select the *single period* option and complete the required details.

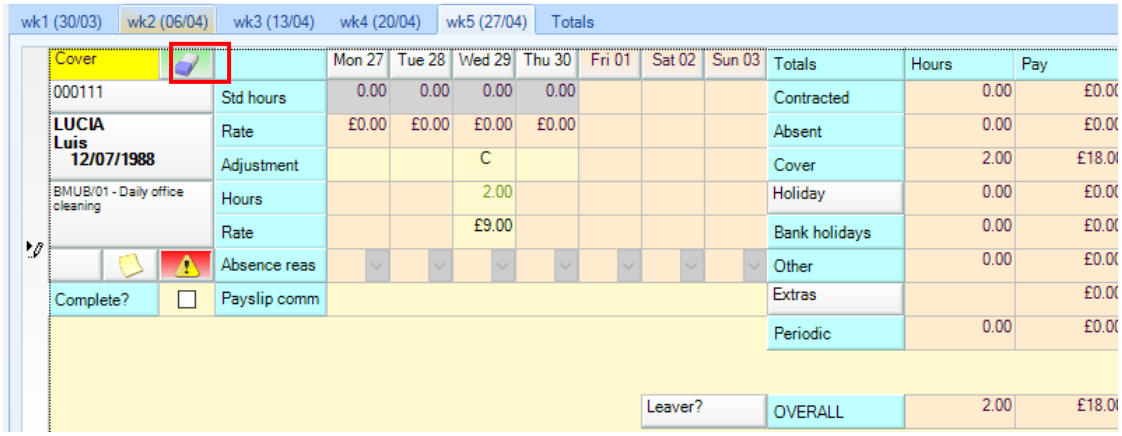


On completion of the details, the user can check if this conflicts with any other working times for the employee.

Click on *Accept* to generate the timesheet for the employee:



All new employees added to the timesheets via the *Add employee* button will be highlighted in green. No contracted details will exist for the employee, pay details such as cover will have to be manually completed.



If an employee has been added in error that can be removed via using the *Eraser* button.

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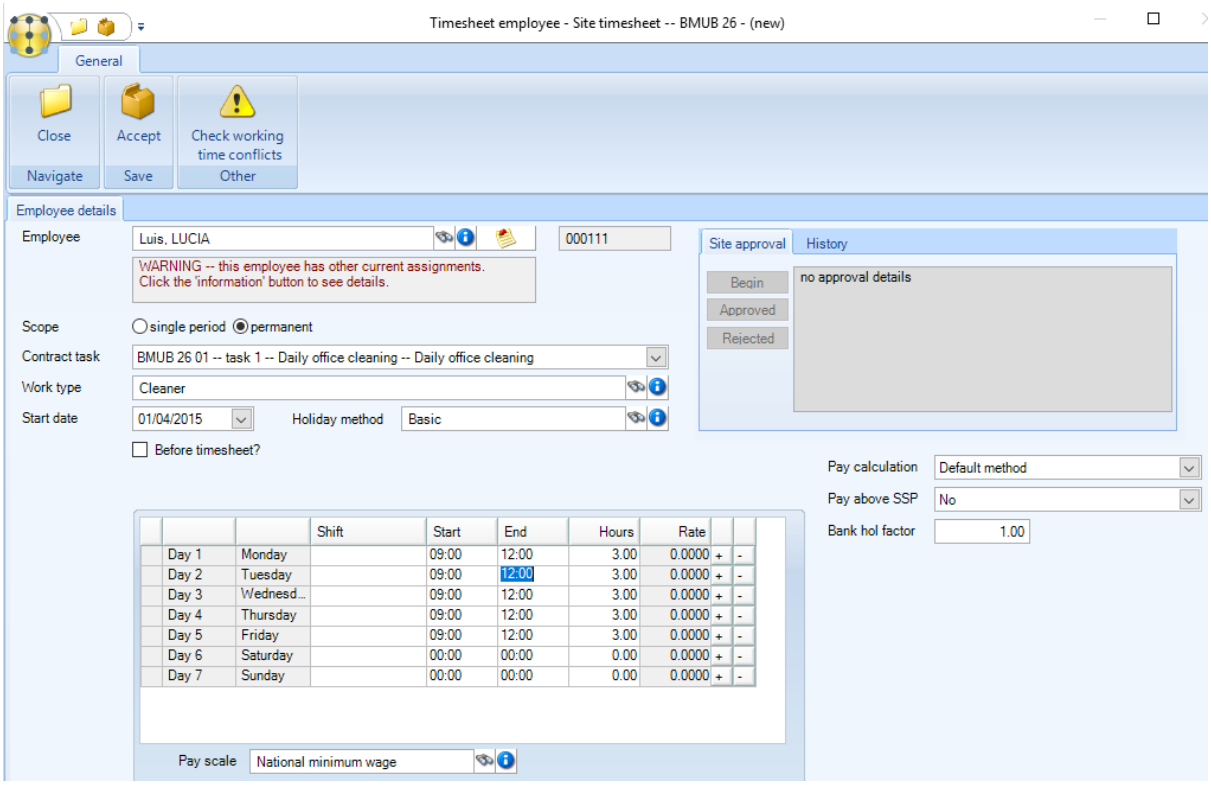
PERMANENT JOINER

Permanent joiners can be added to a timesheet if allowed by the company, this will require sign off by the payroll department.

The below screen is launched when on clicking the *Add employee* button. Select the *Permanent* option and complete the required details such as employee start date, contract rates or pay scale, working times and hours as well as holiday method and bank holiday factor.



If the employee started on the site in a previous pay period the user can choose the actual 'pre-period' start date via ticking the 'Before timesheet?' box.

On completion of the details the user can check if this conflicts with any other working times for the employee.

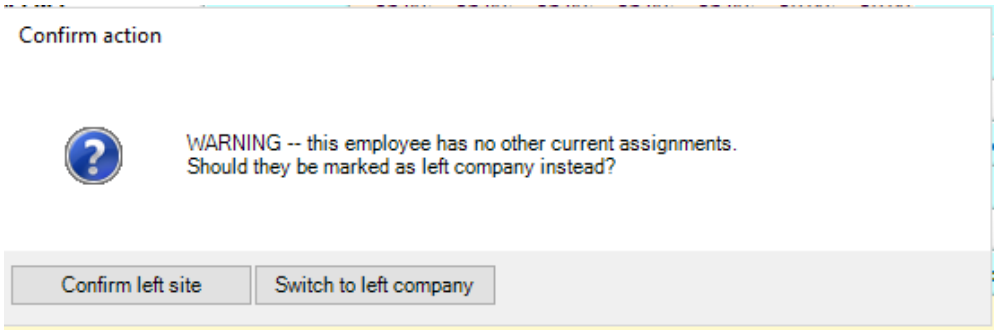
Click on *Accept* to generate the timesheet for the employee.

Leavers

LEAVE SITE

If an employee leaves the site within the pay period enter *LS* (leave site) on the adjustment line on the day that they leave.

The system will check if the employee works on any other sites and prompt the user to confirm that they are just leaving the timesheet site or if they are leaving the company in which case the system will change the *LS* to *LC* (leave company) once the user has confirmed that this is the case.



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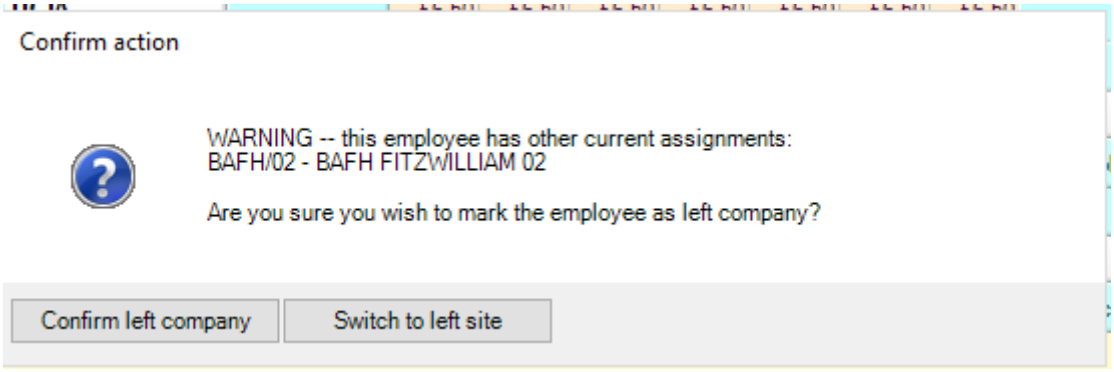
Click on *Confirm left site* to make the employee a leaver from this site only:

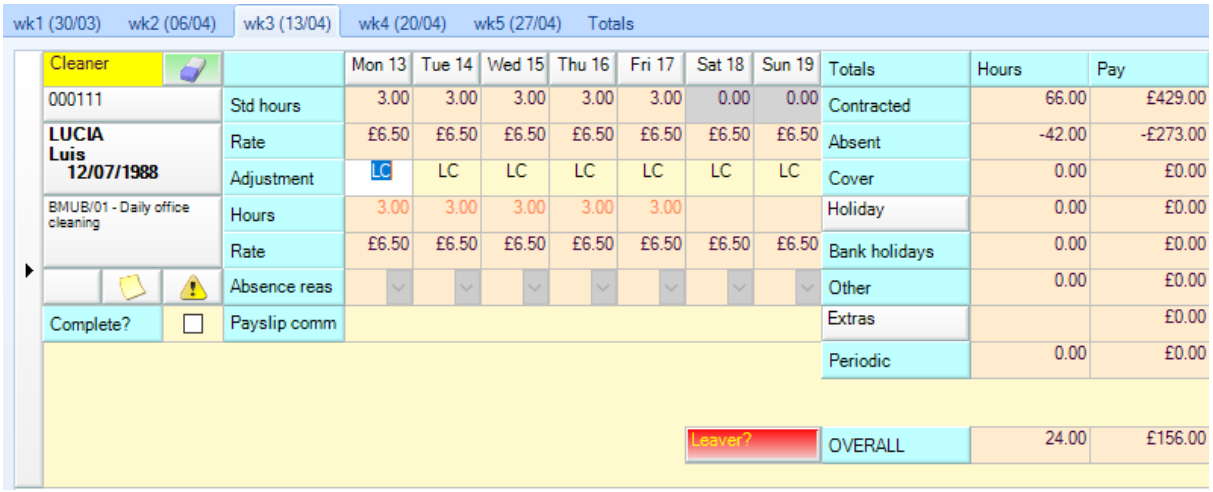
LEAVE COMPANY

If an employee has left the company within the pay period enter *LC* (leave company) on the adjustment line on the day that they leave.

The system will check if the employee works on any other sites and prompt the user to confirm that they are leaving in the company or only the site in which case the system will change the *LS* to *LC* (leave company) once the user has confirmed that this is the case.



Click on *Confirm left company* to make the employee a leaver from the company:



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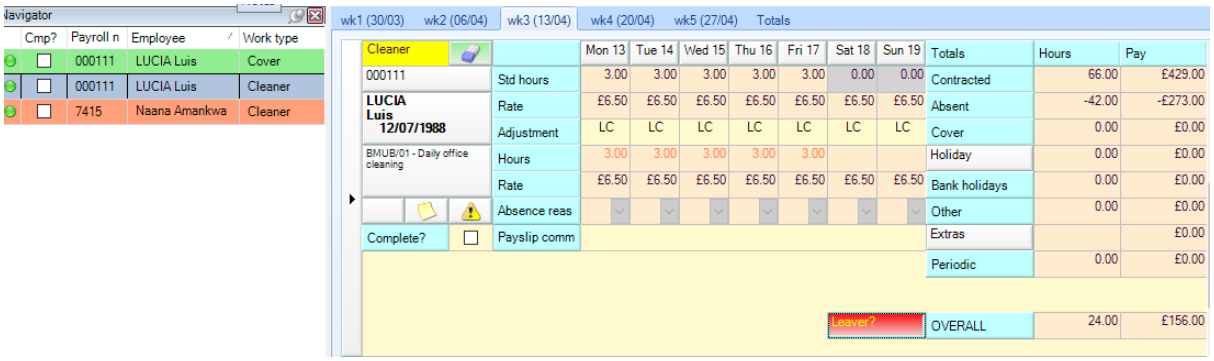
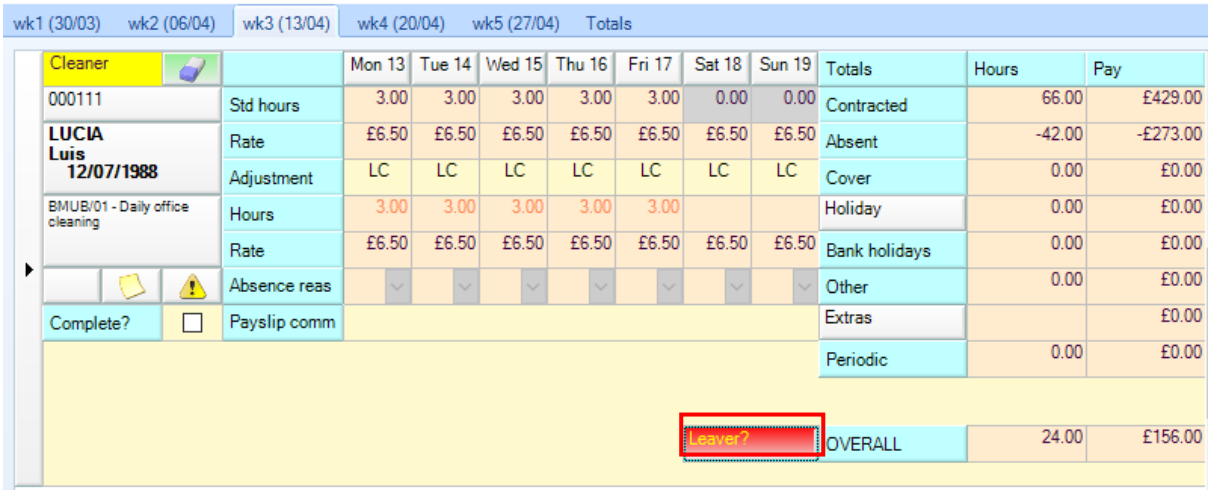
Leavers are highlighted in red on the timesheet:

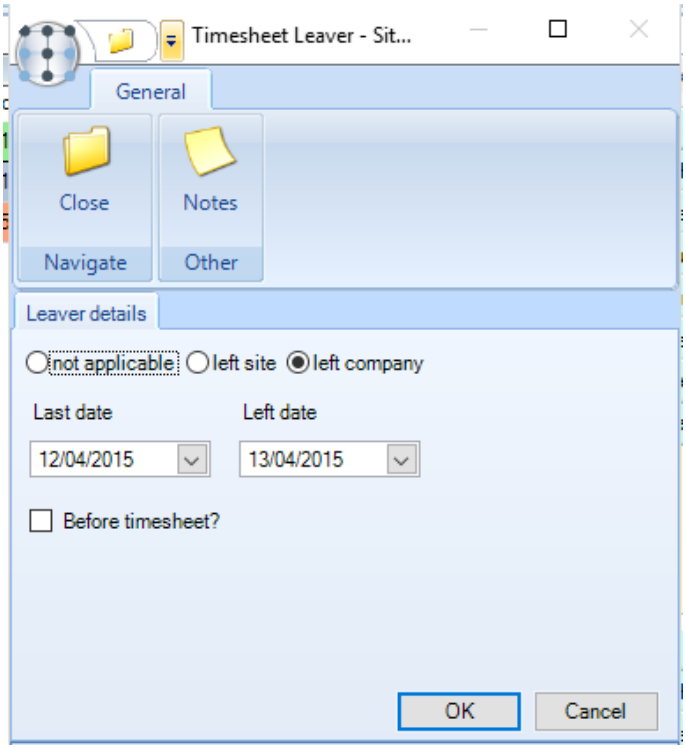


LEAVER AMENDMENTS

Where the date left does not fall within the pay period (for example the employee last day of working is the 31st of the month there leaving date will be the 1st of the following month) or where *LS / LC* was entered on the incorrect day on the timesheet, clicking on the *Leaver* button allows the user to amend the details.



The below details can be amended from the *Leaver* button:



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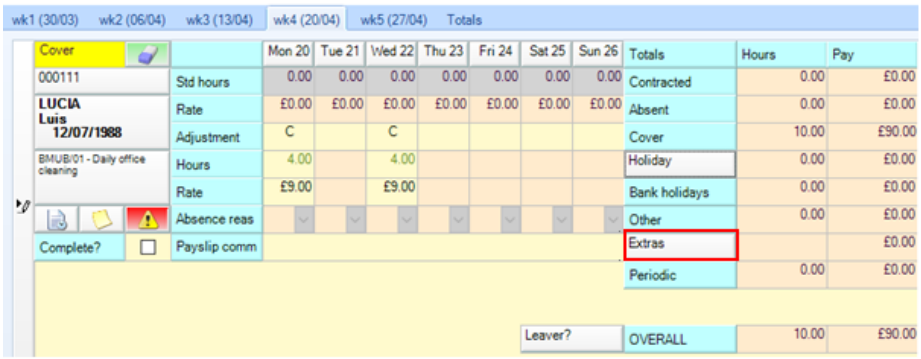
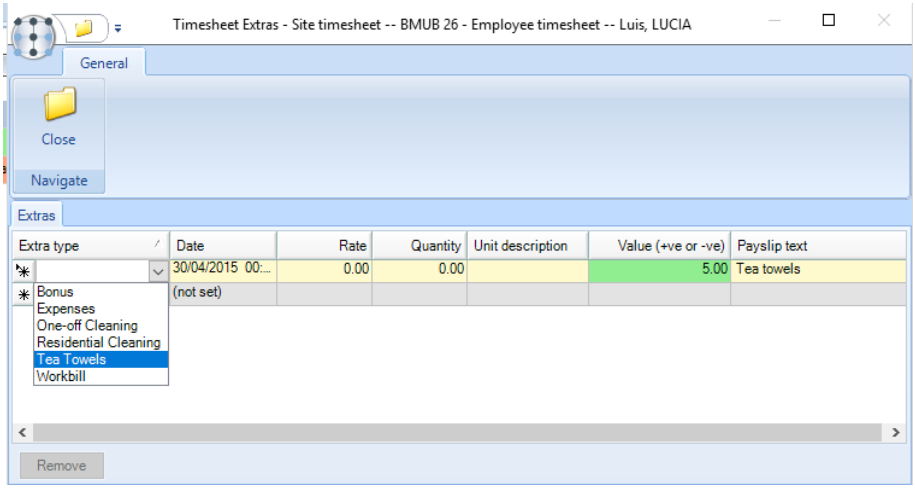
Extras

An employee can be paid extra for additional work that they've done for example washing of tea towels via clicking on the *Extras* button:



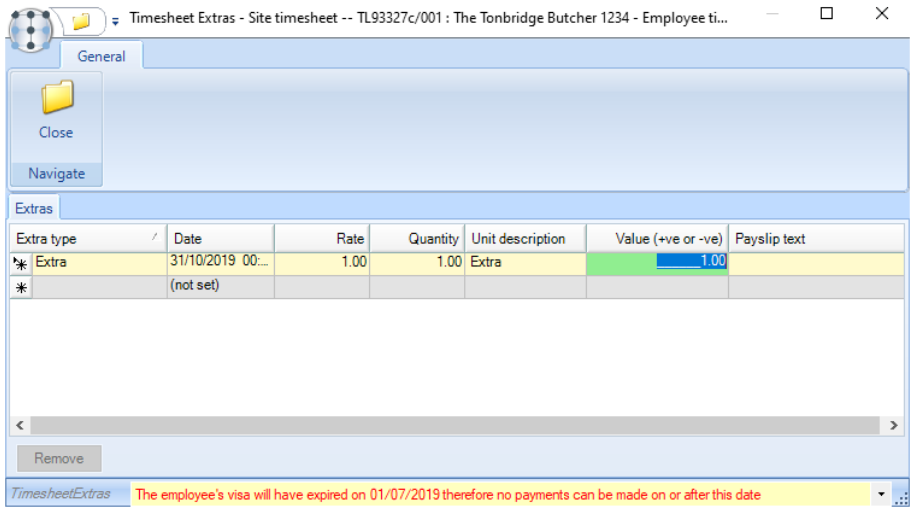
On the Timesheet Extras screen click in the Extra type box and select the relevant extra. The extra types that a user has access to is pre-configured.



Enter the *Date, Rate, Quantity* and *Unit description* for the extra if applicable, alternatively these fields can be left blank and only a *Value* (which can be negative or positive depending on whether this is a payment or deduction) and *Payslip text* entered.

Visa expiry

If an employee is marked as *Visa required* (where the *System Control* setting *Prevent use of visa expired employees* is ticked) the user will be prevented from making any payment either via the weeks/dates or extras for a date beyond the current expiry date of the employee's visa.



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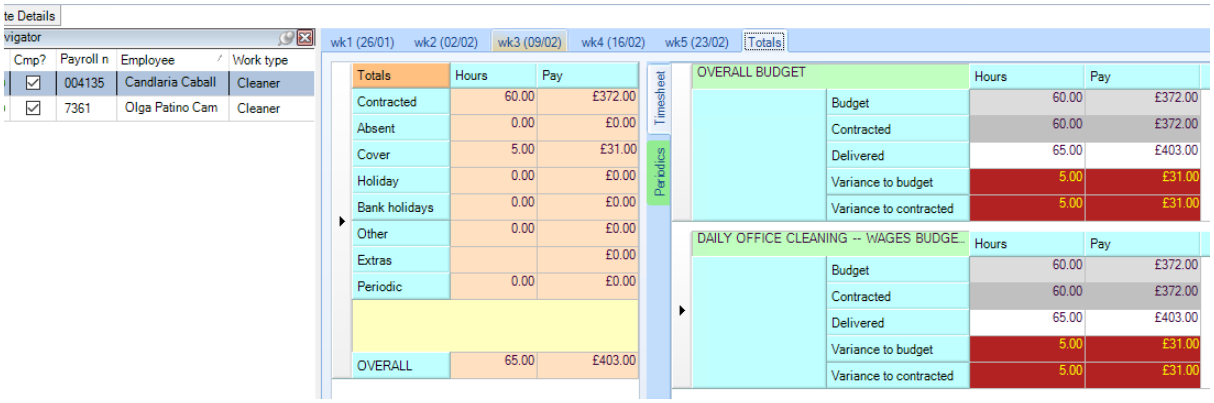
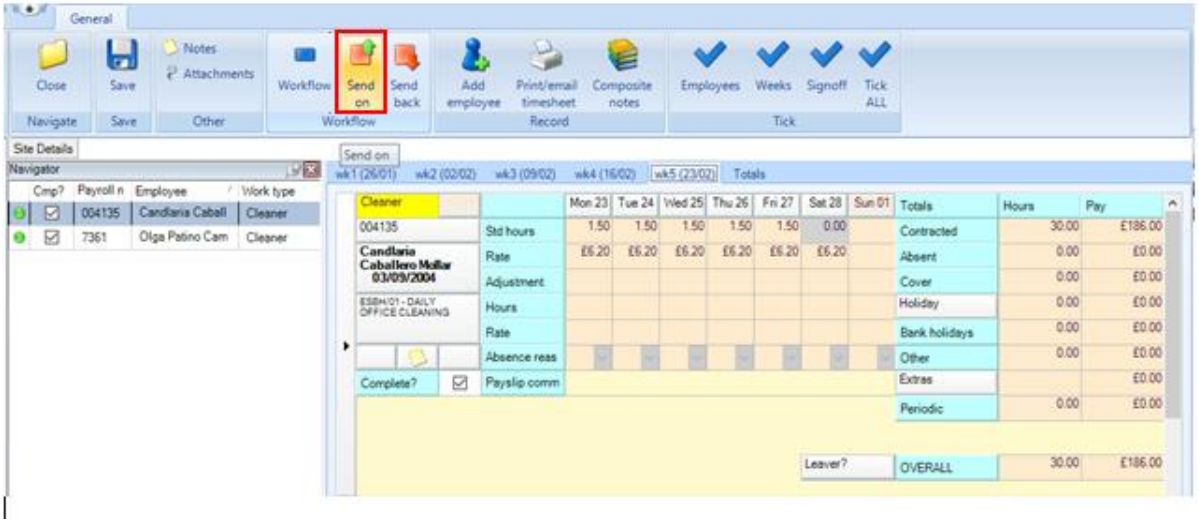
TIMESHEET APPROVAL

The totals tab will give the user an indication of the budget position and amendments can be made before finalising the timesheets for the pay period.



Once all the weeks and employees have been ticked as *Completed* the user will be able to *Send on* the timesheets for the next level of approval be that an area manager or directly to the payroll department



Where the *Send on* button is not available (i.e. greyed out) all the weeks and employees have not been ticked on the timesheets or there are other exceptions on the timesheet that requires clarification before the timesheet can be sent on.

Once a timesheet has been sent on to the next level of processing the user will no longer be able to make changes to the timesheet. If the manager or payroll department are not happy with the timesheets, they are able to *send it back* to the user to amend and send on again.

TIMESHEET LOCKDOWN

At the point that the payroll department is ready to process the pay for the pay period they can *Lockdown* the timesheets in which case all timesheets are removed from the users and no further amendments can be made

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TEAM Software develops market-leading solutions for companies with distributed workforces. TEAM has a focus on the cleaning and security industries helping the companies who serve these sectors manage and optimise their business; from front line service delivery to back office financial management. TEAM's technology is designed to help improve productivity, employee engagement and profitability, and at the same time help control cost, risk and compliance. For more information, visit teamsoftware.com.