

# Award Interpretation TEMPLACMS

Version: v.1 (CMS 6.0.0 October 2016)



# **COMMERCIAL STATEMENT**

This document is subject to any terms as per teamsoftware.com/legal.

# TABLE OF CONTENTS

INTRODUCTION	
SETUP (MAINTENANCE)	
Pay Types	
Extra Type	5
Bank Holidays	5
Shifts	6
Award Schemes	6
Award Rates	
EMPLOYEE	
	20
CONTRACTS	
Tasks	
Budget Rosters	
Budget (Pay)	
Pay	
PAYRUN BATCHES	
Generating a Pay Run Batch	
Posting a Timesneet Batch	
Unposting a Batch	
TIMESHEETS	
Entry of Employee Hours	
Other Functionality	

# INTRODUCTION

The AI module is designed to interpret the raw hours on a timesheet into the number of hours that relate to each pay type – where a pay type defines the factor to be applied to the employee base hourly rate. It is this pay type-level information that is ultimately communicated to the payroll when the TemplaCMS pay batch is posted.

The definition of AI comprises 'award rates' and 'award schemes'.

In simple terms, an award rate defines the base hourly rate of pay for an employee, along with the payment types to be applied to each of the possible shifts and adjustment types. Multiple award rates are grouped into common award scheme definitions. The award scheme defines the rules for interpreting the timesheet hours – i.e. which hours constitute which shifts, what is regarded as overtime, etc.

# **SETUP (MAINTENANCE)**

### **Pay Types**

All forms of pay that an employee can receive must have a distinct pay type set up via *Maintenance > Payroll > Pay types*, these allow for the posting of costs incurred through paying employee's to be posted to the correct nominal (this will be set up during phase 2).

Pay Type Detail -	Basic		_		$\times$
File Tools Help	e 🗘 Previous 📫 Next				
General Dates					
Code	BAS				
Description	Basic				
Nominal gross debit	Suspense			Ś	0
Nominal gross credit	Suspense			Ś	0
Nominal ers debit	Suspense			Ø	0
Nominal ers credit	Suspense			Ś	0
Factor	1.0000				
Fixed value	0.0000				
PayTypeDetail		© 2016 Templa	Compute	r System	s Ltd

Examples of required the pay include but are not limited to:

- Basic
- Travel Allowance
- Overtime (x1.8)
- Overtime (x2)
- Day
- Night etc.

TemplaCMS will calulate the hourly value of each pay type by multiplying the basic rate set on an award by the factor set on the correding pay type e.g. Basic = factor 1, Overtime (x2) = factor 2 etc.

# Extra Type

*Extra types* can be set up *via Maintenance > Payroll > Extra types* and refer to any additional payment an employee receives above their basic award calculation e.g. Travel allowance, all *extra types* must be linked to a *cost type* to allow TemplaCMS to attribute costs correctly.

Extra Type Deta	ils - Travel allowance	-		$\times$
File Tools Help	ave 🧇 Previous 📫 Next			
General Roster a	Illowance Permissions Dates			
Code	TA			
Description	Travel allowance			
Cost type	Travel allowance			
	Report as hours?			
	_			
	Roster allowance?			
	Use for 'annualised' employees?			
	Use for 'actual' employees?			
	Only use when budget exists?			
ExtraTypeDetail	© 2016 Templ	a Comput	ter Syster	ns Ltd 🔡

If the extra should be available for use on both standard employee's and annualised employee's then the relevant boxes must be flagged.

In order to apply an *extra type* to employee's pay calculation the "*Roster allowance*?" checkbox must be flagged, this allows for a set rate/ value for the *extra* to be defined on the *roster allowance* tab along with the payment basis (qualifying criteria) for the *extra type* e.g. Per site per day.

Extra Type Details - Travel allowa	nce		-	- [	]	×
File Tools Help						
📁 💭 Close 🛃 Save 💠 Previous	🔷 Next					
General Roster allowance Permis	sions Dates					
From Rate/	Payment basis	Per site/day			$\sim$	
01/08/2016 20.0000					Linning	
*						
Remove						
ExtraTypeDetail		©2	016 Templa Co	mputer Sy	stems .	td

### **Bank Holidays**

Public and special Public holidays must be added to TemplaCMS to facilitate the above shift calculations this is done *via Maintenance> Business structure > Calendars > Bank holidays*.

Bank Holiday Details - Xmas	- 🗆 X
File Tools Help	
😳 🟳 Close 🛃 Save 💠 Previous 🔿 Next	
General Dates	
Date 31/12/2016	
Details Xmas	
Special?	
BankHolidayDetail	© 2016 Templa Computer Systems Ltd

The distinction between a **Public holiday** and **bank holiday** is made by flagging the "special" bank holiday box.

# Shifts

Default shift times to be applied across all award schemes can be set up via *Maintenance > Payroll> Shifts*, the purpose of a shift is to define the award value an employee would be entitled to for working during a certain period e.g. Day 08:00 to 16:59, night 17:00 to 23.59 etc.

Shift Details - Day			-		$\times$
File Tools Help					
📁 💭 Close 🛃 Save	촂 Previous 🌳 Next				
General Dates					
Code	Day				
Description	Day				
Shift buffer	5 (minutes)				
Shift end buffer	5 (minutes)				
	From To				
Monday 🗹	08:00 16:59				
Tuesday 🗹	08:00 16:59				
Wednesday 🗹	08:00 16:59				
Thursday 🗹	08:00 16:59				
Friday 🗹	08:00 16:59				
Saturday	(not set) (not set)				
Sunday	(not set) (not set)				
ShiftDetail		© 2016 Templa	Compute	r System	s Ltd

Buffer times reflect the amount of time before or after the defined times that an employee could start work and still be considered to be within the shift parameters.

NB: Buffer times are primarily for use by Australian clients and so does not necessarily have to be set up for Icelandic AI.

### **Award Schemes**

The Icelandic system operates with the pay based on four distinct sets of rules:

- Piece Rate
- Time Rate
- Shift Rate
- Full Time

Each of these equates to an *award scheme* within TemplaCMS, thus allowing the user to specify the rules which are to be applied by each rate within a scheme e.g. Break allowance.

#### GENERAL

File Tools Help  Close Save Previous Next General Award rates Shift identification rules Calculation rules Allowances Dates  Code  Code  Description  Prece Rate  Start time buffer  5 (minutes)  Breaks  Paid for breaks?  First break  0.25 (hours) after first 2 (hours)  Subsequent breaks 0 (hours) every 0 (hours)  Break buffer (minutes)	File Tools Help  Close Save Previous Next General Award rates Shift identification rules Calculation rules Allowances Dates  Code  Becription Piece Rate Start time buffer 5 (minutes) Breaks Paid for breaks? First break 0.25 (hours) after first 2 (hours) Subsequent breaks 0 (hours) every 0 (hours) Break buffer (minutes)	File Tools Help Close Save Previous Next General Award rates Shift identification rules Calculation rules Allowances Dates Code Code File File File File File File File Fil	
Close       Save       Previous       Next         General       Award rates       Shift identification rules       Calculation rules       Allowances       Dates         Code       Image: Color state       Image: Color state       Image: Color state       Image: Color state         Code       Image: Color state       Image: Color state       Image: Color state       Image: Color state         Start time buffer       5       (minutes)       Image: Color state       Image: Color state         Breaks       Image: Color state       Image: Color state       Image: Color state       Image: Color state         Subsequent breaks       0       (hours)       every       0       (hours)         Break buffer       (minutes)       Image: Color state       Image: Color state       Image: Color state	Close     Save     Previous     Next       General     Award rates     Shift identification rules     Calculation rules     Allowances     Dates       Code     Image: Calculation rules     Allowances     Dates       Description     Piece Rate       Start time buffer     5 (minutes)       Breaks       Paid for breaks?       First break     0.25 (hours) after first       Subsequent breaks     0 (hours) every     0 (hours)       Break buffer     (minutes)	Close Save Previous Next General Award rates Shift identification rules Calculation rules Allowances Dates Code Code Pece Rate Start time buffer (initutes) End time buffer (initutes) Breaks Description Descript	
General     Award rates     Shift identification rules     Calculation rules     Allowances     Dates       Code     Image: Code     Image: Code     Image: Code     Image: Code     Image: Code       Description     Piece Rate     Image: Code     Image: Code     Image: Code       Start time buffer     5     (minutes)       Breaks     Image: Code     Image: Code       Paid for breaks?     First break     0.25       Subsequent breaks     0     (hours)       Break buffer     (minutes)	General     Award rates     Shift identification rules     Calculation rules     Allowances     Dates       Code     Image: Code reserve     Image: Code reserve     Image: Code reserve     Image: Code reserve       Description     Piece Rate     Image: Code reserve     Image: Code reserve     Image: Code reserve       Start time buffer     5     (minutes)     Image: Code reserve     Image: Code reserve       Breaks     Image: Code reserve     Image: Code reserve     Image: Code reserve     Image: Code reserve       Subsequent breaks     0     (hours)     every     0     (hours)       Break buffer     (minutes)     Image: Code reserve     Image: Code reserve     Image: Code reserve	General     Award rates     Shift identification rules     Calculation rules     Allowances     Dates       Code     Image: Code	
Code     Image: Code       Description     Piece Rate       Start time buffer     5 (minutes)       End time buffer     5 (minutes)       Breaks     (minutes)       Praid for breaks?     First break       First break     0.25 (hours) after first 2 (hours)       Subsequent breaks     0 (hours) every 0 (hours)       Break buffer     (minutes)	Code     Piece Rate       Description     Piece Rate       Start time buffer     5 (minutes)       End time buffer     5 (minutes)       Breaks     (minutes)       Paid for breaks?     First break       Pist breaks     0 (hours) after first 2 (hours)       Subsequent breaks     0 (hours) every 0 (hours)       Break buffer     (minutes)	Code Description Piece Rate Start time buffer 5 (minutes) End time buffer 5 (minutes) Breaks Description Piece Rate Description Piece Rate Description Piece Rate Piece Piece Pi	
Description     Piece Rate       Start time buffer     5       End time buffer     5       Paid for breaks?       Friat break     0.25       Subsequent breaks       0       break buffer       0       (hours)       Break buffer       0       (hours)	Description     Piece Rate       Start time buffer     5       End time buffer     5       main     5       main     5       main     6       first break     0.25       Subsequent breaks     0       break buffer     0	Description Piece Rate Start time buffer 5 (minutes) End time buffer 5 (minutes) Breaks Breaks Breaks	
Start time buffer 5 (minutes) End time buffer 5 (minutes) Breaks Paid for breaks? First break 0.25 (hours) after first 2 (hours) Subsequent breaks 0 (hours) every 0 (hours) Break buffer (minutes)	Start time buffer     5     (minutes)       End time buffer     5     (minutes)       Breaks     Breaks     Breaks       First break     0.25     (hours) after first     2     (hours)       Subsequent breaks     0     (hours) every     0     (hours)       Break buffer     (minutes)     0     (hours)     0	Start time buffer 5 (minutes) End time buffer 5 (minutes) Breaks	
End time buffer 5 (minutes) Breaks Paid for breaks? First break 0.25 (hours) after first 2 (hours) Subsequent breaks 0 (hours) every 0 (hours) Break buffer (minutes)	End time buffer 5 (minutes) Breaks Breaks Brist break 0.25 (hours) after first 2 (hours) Subsequent breaks 0 (hours) every 0 (hours) Break buffer (minutes)	End time buffer 5 (minutes) Breaks Depid for breaks?	
Breaks       Paid for breaks?       First break     0.25       (hours)     after first       2     (hours)       Subsequent breaks     0       0     (hours)       Break buffer     (minutes)	Breaks       Paid for breaks?       First break     0.25       (hours)     after first       2     (hours)       Subsequent breaks     0       0     (hours)       Break buffer     (minutes)	Breaks	
Paid for breaks?           First break         0.25         (hours)         after first         2         (hours)           Subsequent breaks         0         (hours)         every         0         (hours)           Break buffer         (minutes)         (minutes)         (minutes)         (hours)         (hours)	Paid for breaks?       First break     0.25     (hours) after first     2     (hours)       Subsequent breaks     0     (hours) every     0     (hours)       Break buffer     (minutes)     (minutes)     (minutes)	Paid for breaks?	
First break         0.25         (hours)         after first         2         (hours)           Subsequent breaks         0         (hours)         every         0         (hours)           Break buffer         (minutes)	First break     0.25     (hours) after first     2     (hours)       Subsequent breaks     0     (hours) every     0     (hours)       Break buffer     (minutes)     (minutes)     (minutes)		
Subsequent breaks         0         (hours)         every         0         (hours)           Break buffer         (minutes)         (minutes)	Subsequent breaks           0         (hours)         0         (hours)           Break buffer         (minutes)         0         (hours)	First break 0.25 (hours) after first 2 (hours)	
Break buffer (minutes)	Break buffer (minutes)	Subsequent breaks 0 (hours) every 0 (hours)	
		Break buffer (minutes)	
		L Full time?	

From the *general tab* it is possible to define whether employee's on a scheme will be entitled to paid breaks i.e. Full time, and also how long a break entitlement is based on the duration of the working day e.g. An employee earns 0.25 hours (15 minutes) break after working for 2 hours.

It is also possible to flag the scheme as *Full time*, this has an effect on later awards interpretations and should only be ticked on the *Full time* scheme.

#### AWARD RATES

Award Scheme Details - Piece Rate	-		$\times$
E File Tools Help			
📁 💋 Close 🛃 Save 🗇 Previous 📫 Next			
General Award rates Shift identification rules Calculation rules Allowances Dates			
Award rate			
PR18 - Piece rate 18+			
Add Remove Details			
AwardSchemeDetail	© 2016 Templa Compute	er System	Ltd

Award rates refer to the level of base pay an employee will receive (see section 2.6 for set up)

### SHIFT IDENTIFICATION RULES

Award Scheme Details - Piece Rate	-		$\times$
File Tools Help			
📁 💭 Close 🛃 Save 🗇 Previous 🛸 Next			
General Award rates Shift identification rules Calculation rules Allowances Dates			
Qualification Application Shift			
Special publi entire perio SPH - Special public holiday			
Public holida entire perio PH - Public holiday			
MoTuWeThF 08:00 - 16:5 Day			
MoTuWeThF 00:00 - 07:5 EAM - Early morning			
MoTuWeThF 17:00 - 00:0 LN - Late night			
SaSu start entire perio WE - Weekend			
			ŧ
Add Remove Copy Details			÷
AwardSchemeDetail ©2016 Templ	a Comput	ter Systen	ns Ltd

All shifts that employees can work must be added to the *scheme*, the sequence of this list is important as when attempting to match the hours an employee has worked to a defined shift TemplaCMS will begin at the top of the list and work down. *Therefore the most specific shift should be first e.g. Stand by and the least specific last e.g. Weekend*.

It is also advisable to include a "*catch all*" shift at the bottom of the list to ensure that even if the hours an employee works don't fit into a standard shift they will be picked up. This will highlight any set up errors.

When adding a shift to an award scheme the user must define the *qualification* criteria an employee must meet to be paid for this shift type e.g. Working, stand by etc. Where the scheme is *full time* no such qualification is needed and so should be set to *"un-qualified"*.

Award Scheme - Shift Id	lentification Rule - Piece Rate			$\times$
File Tools Help				
🥥 Close 🍏 Accept 🍕	Accept and new 🗘 Previous	> Next		
Details	Prev	ious		
Shift Day			Ð	
Qualification		Application		
Un-qualified?		Entire period?		
⊖Any	On standby OWorked standby	Working between 08:00	16:59	
Starting between	00:00 00:00			
Ending between	00:00 00:00			
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Public holiday				
Special public holiday				

The user must also define the *application time* of a specifc shift, this refers to the hours that the shift is active within the scheme e.g. Day shift 08:00 to 16.59, alternatively when a shift is a full 24 hour period e.g. *Weekend* or *Public holiday* it can be defined as *"entire period"*.

### CALCULATION RULES

Award Scheme Details - Piece Rate	_		×
i File Tools Help			
😳 🖓 Close 🛃 Save 🗇 Previous 🔿 Next			
General Award rates Shift identification rules Calculation rules Allowances Dates			
Qualification Application			
Hours per w 99.00 hours at O1 Overtime 1, next 100.00 hours at O2 Overtime 2			
Public holid 99.00 hours at O3 Overtime 3			
			1
Add Remove Copy Details			₽
AwardSchemeDetail © 2016	Templa Comput	ter Systen	s Ltd

TemplaCMS allows for multiple calculation rules to be set on an **award scheme**, all of these rules will then be applied to all of the rates which are associated to the scheme when calculating employee overtime or **Public holiday** pay.

Award Scheme - Calculation Rule - Piece Rate	_		$\times$
File Tools Help			
😳 🖓 Close 🍅 Accept 🍘 Accept and new 💠 Previous 🔿 Next			
Details			
Qualification Application			
Hours per week greater than 40 First 99.00 hours at	Overtime 1	~	
Days per week next 100.00 hours at	Overtime 2	~	
Hours per week next 0.00 hours at	(none)	~	
Hours beyond roster Total period hours			
Wednesday			
Thursday			
Friday For excess between	00:00	00:00	
Saturday			
Sunday			
Public holiday			
Special public holiday			
AwardSchemeCalcRule @201	6 Templa Com	puter Syste	ms Ltd

When adding a *calculation rule* several options can be selected to define the parameters an employee must fall within to qualify for an overtime award, these all relate to the number of hours in a given period that an employee must have exceeded e.g. Greater than 40 hours per week.

In addition to the qualification, the user must define when to apply this overtime calculation e.g. For the first 100 hours of overtime done by an employee they receive the overtime 1 payment, for the next 100 they receive the overtime 2 payment etc.

NB: It is only necessary to define one overtime application period

### **Award Rates**

### GENERAL

For each of the above *award schemes* there are various pay levels for example:

- Age 18+
- Age 20+
- 1+ years of service
- 3+ years of service
- 5+ years of service

Each of these equate to an *award rate* within TemplaCMS, as such one of each rate should be created for each award scheme e.g. Piece rate 18+, Piece rate 20+ etc.

An employee can work on one or many sites, or even be assigned to no specific site. It is not un-usual to have an employee working a mixture of *Piece* and *Time rate* across their sites.

Award Rate Details	Piece rate 18+	-		$\times$
File Tools Help				
🗧 📁 Close 🛃 Save	🗇 Previous 📫 Next			
General Rates Shi	t pay types Adjustment pay types Dates			
Colt				
Code	PR18			
Description	Piece rate 18+			
Scheme	Piece Rate 🔊 🕲			
Full time conversion				
Full time award rate	Full time 18+ % 🕄			
	Auto convert?			
AwardRateDetail	© 2016	Templa Compu	ter Systen	ns Ltd .:

When setting up an **award rate** the user must define which scheme the rate will exist within, and also a **full time rate** that the rate can be coverted to. Conversion to a full time rate will be calculated by assessing an employee's worked hours compared to the defined number of hours on the selected full time rate, if the employee exceeds this number of hours when **"auto convert"** is flagged then the employee will **automatically** be moved to the **full time scheme** for the pay period, if it is not flagged then users will be given the option to convert the employee to full time when completing a timesheet.

### RATES

Award Rate Details - Piece rate 18+	-		$\times$
File Tools Help			
😳 💭 Close 🛃 Save 🗇 Previous 🔿 Next			
General Rates Shift pay types Adjustment pay types Dates			
From /		Bas	e rate
▶ 01/01/2016		f	50.00
*			
Remove			
AwardRateDetail	© 2016 Templa Compu	'er Systen	s Ltd

The base pay defined on an *award rate* is used to calculate all employee awards by multiplying this value by the factor of an assigned pay type, it is possible to set a from date that the rate applies from e.g. If the base rate is becoming  $\pm$ 75.00 on 01/11/2016.

### SHIFT PAY TYPES

Award Rate Deta	ails - Piece rate 18+	<
File Tools Help		
🕴 💋 Close 😸 Sav	ve 🗇 Previous 📫 Next	
General Rates	Shift pay types Adjustment pay types Dates	
Shift	Pay type	
Catch all	Catch	
Day	Day rate	
Early morning	Early morning	
Late night	Night	
On Standby	Standby	
Public holiday	Public holiday x1.45	
Shift rate base (on r	On roster	
Special public holid	Special pub holiday	
Weekend	Weekend	
Worked standby	Worked standby	
AwardRateDetail	© 2016 Templa Computer Systems L	d .:

As stated in section 2.1 each *shift/ form* of pay employee's can receive must have a pay type set up, by matching these to the corresponding *shift type* on an *award rate* TemplaCMS will calculate all awards for a certain shift based on the factor defined on the pay type.

### ADJUSTMENT PAY TYPES

Award Rate Details - P	Piece rate 18+						-		$\times$
File Tools Help									
📁 📁 Close 🛃 Save 🍕	Previous 🌳 Next								
General Rates Shift p	ay types Adjustment pay types	Dates							
Adjustment type	Pay type								
Absent	Absence adj								
Basic - (if 0 contracted)	Basic								
Holiday	Holiday								
Left Company	Absence adj								
Left Site	Absence adj								
Other	Other								
Overtime 1	Overtime (x1.5)								
Overtime 2	Overtime (x2)								
Overtime 3 (PH1.8)	Public holiday x1.8								
Overtime 4									
Overtime 5									
Periodic									
Public Holiday									
Public holiday in lieu									
Worked pub hol									
AwardRateDetail					 đ	2016 Temp	la Compu	ter Svstei	ns Ltd .

*Adjustment pay types* relate to the any manual alteration a manager can make on a timesheet i.e. to define absence or employment status, each of these must have a linked pay type to allow TemplaCMS to calculate an employee's award correctly. If these are not specified then TemplaCMS will drop back to the standard UK process of getting the *cost type* from the *pay type*.

# **EMPLOYEE**

For each *employee* within TemplaCMS it is possible to define *a default award rate* that they should receive, this can be overridden upon contract set up if necessary.

Employee Detail - Elfa Berglind Hákonardóttir	-		$\times$
i File Tools Help			
😳 🕼 Close 🛃 Save 🍫 Previous 🌳 Next 💋 Notes 👂 Attachments 🍟 Process sheets 📴 Create mail			
🛅 Planner 🧃 Transactions 🔹 🛄 Quick email 🔌 Print label 🔹 🌺 Print badge 🔹			
General Awards Banking Sites Holidays Properties Teams External references			
Award details			
Award rate Time rate 18+			
Memo			
EmployeeDetail © 2016 Ten	npla Compu	ter Syster	ns Ltd .:

NB: It is the responsibility of the user to ensure that employees are moved between the correct award rates as necessary, but where employees exist on a contract with this as their default award rate rather than an operators rate the contract/ timesheet will 'fix up'

# CONTRACTS

### Tasks

If a new **task** is being added to the **contract**, users will be prompted by the **contract wizard** after clicking **"accept"**. The process for setting up the contract can be completed by clicking each of the options in turn. Alternatively, when a **budget roster**, **employee etc.** are being added to an existing contract task this can be done from each tab of the contract.

Contract T	ask Wizard	- 🗆 ×
File Tools	Help	
Task Wizard Details The wizard the various Click each want. When you a click the D	will guide you through contract elements rela button in turn for the el are complete, or to exit one' button.	the creation of ting to this task. ements you the wizard,
0	Budgets Budget rosters	0 entered 0 entered
3	Payroll	0 entered
0	Workbills	0 entered
0	Billing	0 entered
<b>*</b>	Done	
ContractTaskWi	zard <sup>©</sup> 201	6 Lempla Computer Systems Ltd

# **Budget Rosters**

After completing the standard set up of the *general* and *tasks* tabs a *budget roster* can be set up from the "*Budget roster tab*" by clicking add.

Oracing         Acceptation           Operation         Acceptation           Operation         Acceptation           Operation         Acceptation           Operation         Acceptation           Operation         Acceptation         Acceptation           Operation         Acceptation         Acceptation         Acceptation           Operation         Acceptation         Acceptation         Acceptation         Acceptation           Operation         Acceptation         Acceptation         Acceptation         Acceptation         Acceptation           Operation         Acceptation																			
Propertuantion           Propertuantion         Propertuantion           Propertuantion         Propertuantion         Propertuantion         Propertuantion           Propertuantion         Propertuantion         Propertuantion         Propertuantion         Propertuantion         Propertuantion           Propertuantion         Propertuantion         Propertuantion         Propertuantion         Propertuantion         Propertuantion         Propertuantion           Propertuantion         Propertuantion         Propertuantion         Propertuantion         Propertuantion         Propertuantion         Propertuantion           Propertuantion         Propertuantion         Propertuantion         Propertuantion         Propertuantion         Properuantion         Propertuantion         Proper	Close 🧖 A	ccent 🙀 Acce	ot and new																
Automa           Refere         Control         Contro         Control         <th colspa="2</th> <th>listemet and</th> <th>and a</th> <th></th>	listemet and	and a																	
Day         December         Control         Understein         Control         Understein         Control         Understein         Control         Understein         Control         Contro         Contro	distantia a	di sata																	
Notify         Notif         Notif         Notif <th>oget roster</th> <th>GIT NOIS</th> <th></th>	oget roster	GIT NOIS																	
note         1 - Day detecte	fective	01/08/2016	v to (not set)	Y [	] Suppress in	non working per	ods7 O	perators	1										
m         Openity         American         Section / Sectin / Section / Sectin / Section / Section / Sectin / Sectin	ask	1 Daily office	cleaning Daily offic	e cleaning			A	pplicable days	Mo Tu We Th F	Se Su PH(3)									
Monday         TEST 1         Presente the         000 00         000 000	N	Operator	Award rate	Start 1	End 1	Stand by	Start 2	End 2	Stand by?	Shift	Break	Hours	Cost	Allowances	Annual cost	Leading hand			Travel allows
Testing         Testing <t< td=""><td>Monday</td><td>TEST 1</td><td>Piece rate 18+</td><td>00:00</td><td>00:00</td><td></td><td>00.00</td><td>00.00</td><td></td><td>~</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td></td><td></td><td></td></t<>	Monday	TEST 1	Piece rate 18+	00:00	00:00		00.00	00.00		~	0.00	0.00	0.00	0.00	0.00	0.00			
Networksy         TEST 1         Presente III-         0:00<	Tuesday	TEST 1	Piece rate 18+	00:00	00:00		00:00	00:00		~	0.00	0.00	0.00	0.00	0.00	0.00			
Decession         TEST1         Presente III         Olico	Wednesday	TEST 1	Piece rate 18+	00:00	00:00		00.00	00:00		~	0.00	0.00	0.00	0.00	0.00	0.00			
Fieldy         TEST           Presentation (Second Condition	Thursday	TEST 1	Piece rate 18+	00:00	00:00		00:00	00:00		~	0.00	0.00	0.00	0.00	0.00	0.00			
Starturdary Starturdary Public heading         TEST 1         New reset 11- 0000         0:00	Friday	TEST 1	Piece rate 18+	00:00	00:00		00:00	00:00		~	0.00	0.00	0.00	0.00	0.00	0.00			
Surday         TEST 1         Prevenent II-         0000 <td>Saturday</td> <td>TEST 1</td> <td>Piece rate 18+</td> <td>00:00</td> <td>00:00</td> <td></td> <td>00:00</td> <td>00:00</td> <td></td> <td>~</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> <td></td> <td></td>	Saturday	TEST 1	Piece rate 18+	00:00	00:00		00:00	00:00		~	0.00	0.00	0.00	0.00	0.00	0.00			
Public holdsky         TEST 1         Precenses 11-         0:00	Sunday	TEST 1	Piece rate 18+	00:00	00:00		00:00	00:00		~	0.00	0.00	0.00	0.00	0.00	0.00			
Opy         Operator         Anget rate         Stat         End         Stat         Deste         Operator         Operator         Anget rate         Stat         Stat         Brack hour         Operator         Operator         Anget rate         Stat         Brack hour         Operator         Operator         Stat         Stat         Brack hour         Operator         Operator         Operator         Stat         Stat         Brack hour         Operator         Total cost         Anget rate         Operator	Public holiday	TEST 1	Piece rate 18+	00:00	00:00		00.00	00:00		~	0.00	0.00	0.00	0.00	0.00	0.00			
Day         Opening         Start         End         Start         Basic hows         Oversime 1         Oversime 2         Oversime 2         Oversime 3         Oversime 3         Cast         Aldemances         Table cost         Aldemances         Aldemances </th <th></th>																			
Day         Operator         Avendrate         Brit         Desites 10         Oversites 2         Oversites 2         Oversites 4         Oversites 5         Coal         Albanaccos         Tobal coal         Albanaccos         Albanaccos         Albanaccos         <											,	Awards Interprets	tion						
Operator         Averd rate         Start         End         Shit         Deside         C         C         C         C         C           , Full week         -          -          -	Day								Basic hour	s Overtime 1	Overtime 2	Overtime 3	Overtime 4	Overtime 5	Cost	Allowances	Total cost		Annual
Fileweek 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000		Opera	tor Award ra	ate	Start	End S	hift	Break	8										
									0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Full week																		
	Full week																		

When adding a new **budget roster**, the effective from date will default to the effective from date on the contract though this can be overridden if necessary. If more than one task exists on the contract, then the user must select the required task that corresponds with the budget roster being set up.

NB: A budget roster can only be defined for tasks that already exist on a contract

Budget Roster - The Pink Man - (r	new)		_		$\times$
File Tools Help					
📁 💭 Close 🍏 Accept					
Operators					
Description	Award rate		% of	Leading ha	and
TEST 1	Piece rate 18+	~	100		
*		~			
Remove					
ContractBudgetRosterOperators		© 2016 Ten	npla Comp	uter Systen	ns Ltd

The user must then define the number of **operators (employee's)** that exist within the roster, for each operator that is needed a **description** must be entered and the expected **award rate** of the employee that will carry out the work must also be entered.

Budget Roster	– 🗆 ×
File Tools Help	
📁 💭 Close 🍏 Accep	ot .
Applicable days	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Public holidays	✓ count 3
Special public holidays	🗹 count 🔢
ContractBudgetRosterDay	Service 2016 Lempla Computer Syste

Before any *shift* information can be entered in the *budget roster* grid the user must specify which days will be worked on the site, where *public holidays* and *special public holidays* are entered the number to be worked must also be stated.

The **budget roster** grid willdisplay a row for each defined operator for every applicable day, this allows the user to **specify daily shift times** (for two separate shifts) and also if the shift is to be stand by.

Once all required *shift* information has been entered TemplaCMS will calculate the overall budget values

### Budget (Pay)

After the **budget roster** has been completed TemplaCMS will auto-build a pay budget on the contract based on the data entered.

Cont	ract - The	Pink Man							-		×
i File To	ols Help	1									
🕴 💋 Clos	se 🛃 S	ave ᡇ Previous	🛸 Next 💋	Notes 💡 Attachme	nts 📋 Process she	ets 🔃 Create ma	ail				
🕴 💕 Req	quest appr	roval 💷 Workfle	ow 🧳 Open th	e live version - 🍯 Tra	ansactions 🝷 🛅 Sch	iedule 🔌 Excel	Budget summary				
General	Tasks	Calendar Budg	et roster Budge	s Pay Workbills	Stores Billing	QA Properties	a Audit				
Drag a o	column h	eader here to grou	ip by that column								
🛃 Task		Description	Effective	Budget group	Value	Hours	Frequency				
▶ 1 D	aily office	cl Auto-built for ta	as 01/08/2016 o	n PAY - pay	£4,075.00	77.50	1 Weeks				
Add		Remove C	opy Det	ils				(none)			~
ContractDe	etail							© 2016 Templa Computer Systems Lt	<mark>d C04 -</mark> W	/ork in pro	gress



# Pay

*Employees* can be added to the contract via the pay tab of the contract. When adding a new *employee*, the *effective date* will default to the contract effective date, but this can be altered as necessary and the to date can be left blank.

Next, an employee should be selected by clicking the binoculars and selecting the correct **employee** from the list, they will need to be assigned a **task** and **work type** and also a **holiday method** must also be set.

Contract Employ	ee - The Pink Man - (new)	— 🗆
File Tools Help		
🥥 Close 🍏 Acc	ept 👩 Accept and new	
Employee details	Roster times	
Effective	01/08/2016 v to (not set) v	Site DBS check? Site vetting? Site PPE?
Employee	Bozena Witkowska	∞ 3 0105694519
Task	1 Daily office cleaning Daily office cleaning	Site approval History
Work type	Cleaner	Senin no approval details
Award rate	(use employee default)	Approved Rejected
Rostered operator	(not rostered)	
Holiday method	(not rostered) CI1	
Extras per period	S1 0.00 Dottono	Note, approval relates to the site, not this task.
Audit notos		

Where a **budget roster** exists and the new **employee** should fulfil one of the **operator roles** defined, the corresponding **operator** must be selected. If the **employee** is on a different rate to the one defined on the selected operator, then the user will be alerted (as shown) when assigning the rostered operator and must decide which rate the employee should receive.

Confirm a	action	$\times$
?	Selected operator is award rate 'Time rate 20+', whilst this employee is 'Time rate 18+'. Press YES to apply the operator award rate?	
	Yes No	

If the *award rate* of the *employee* should differ from both the default set on the *employee* and the one defined on the previously set up on the corresponding operator on the *budget roster* then an overriding rate can be entered.

### **ROSTER TIMES**

If an *employee* is assigned to an operator but will only be undertaking some of the hours defined or the hours differ slightly then it is possible to alter the hours from the roster times tab.

Contract Emplo	yee - The Pinl	k Man - (new)						– 🗆 ×
File Tools Help								
🥥 Close 🍏 Ac	cept 🌀 Ac	cept and new						
Employee details	Roster times							
Day	Start 1	End 1	Stand by?	Start 2	End 2	Stand by?	Breaks	Hours
Monday	00:00	02:00		00:00	00:00		0	2
Tuesday	00:00	04:00		00:00	00:00		0.25	3.75
Wednesday	00:00	00:00		00:00	00:00		0	0
Thursday	00:00	06:00		00:00	00:00		0.25	5.75
Friday	00:00	00:00		00:00	00:00		0	0
Override	Clear override							
ontractEmployeeAl								© 2016 Templa Computer Systems Ltd

To make a change click the "override" button and then type in the required shift times in the correct grid field.

# **PAYRUN BATCHES**

### **Generating a Pay Run Batch**

When a payrun batch is generated TemplaCMS will create all of the relevant timesheets for the chosen period for every site. To generate a payrun batch click on go to **Payroll > Payrun batches** and click **new:** 

Payrun Batch Details - *	- 🗆 X
File Tools Help	
🕴 💋 Close 🛃 Save 🔼 Notes 🍟 Process sheets 🛭 🎯 Composite no	otes
General	
Batch number new batch	
Pay run Payroll-Monthly (21/01/2017 to 20/02/2017)	~
Note, to post or delete this batch you must first apply the	lock
Financial period 2016 / 2	
PayBatchDetail	© 2016 Templa Computer Systems Ltd

On the above screen choose the payrun (if there is only one payroll database there will only be one option) then click save. The batch will now generate in the background and an alert will appear when the process is complete.

Once the patch has been generated it can be opened again and timesheets can be viewed and completed by clicking either **site timesheets or employee timesheets** (see section 6 for details.)

# **Posting a Timesheet Batch**

Payrun Batch Details - Payroll-Monthly (21/12/2016 to 20/01/2017)	_		$\times$
File Tools Help			
😳 🖓 Close 🗇 Previous 🗣 Next 🛸 Notes 🍟 Process sheets 🛭 🎯 Composite notes			
i 🧐 Site timesheets 😰 Employees 🎪 Extras 🐉 Leavers/Joiners 💩 Absence analysis 🔅			
🗄 🙆 Lock 🛕 Exception report 🛕 Check conflicts			
General			
Batch number 1			
Pay run Payroll-Monthly (21/12/2016 to 20/01/2017)			
Note, to post or delete this batch you must first apply the lock			
Financial period 2016 / 1			
PayBatchDetail	© 2016 Templa Compu	ter System	s Ltd

Once all of the timesheets have been completed the user must *Lock* the payrun batch, and only if all timesheets have been signed off (completed) will the post button appear.

Pay batc	h —		×										
File Tools	Help												
🥥 Close													
Pay batch po	st												
Full awards	interpretati	on	~										
Check for c	Check for conflicting working times 💙												
POST			1										
Abandon			-3										
PayBatchPost	AlWizard	awards interpretation	c										

After clicking on post the *pay batch posting wizard* will appear:

- *Full awards interpretation* reviews the awards of all employees and where necessary recalculates values for overtime etc. Based on total hours worked across all sites.
- *Check for conflicting working times* checks that employees are not rostered on multiple sites at the same time, if they are then the conflict will need to be resolved before progressing (see section 6.2.3)
- *Post* will post the batch and prompt the user to save an export file
- *Abandon* cancel the posting process and make further changes to timesheets

# **Unposting a Batch**

After a batch, has been posted it is possible to unpost the batch and make further changes by clicking the unpost button

Payrun Batch Details - Payroll-Monthly         (21/12/2016 to 20/01/2017)         —         —         —         ×	
File Tools Help	
🗄 📁 Close 🗇 Previous 🏟 Next 🛸 Notes 🍟 Process sheets 🛭 📦 Composite notes	
🗄 🥸 Site timesheets 🥸 Employees 🏂 Extras 🐉 Leavers/Joiners 🗞 Absence analysis 🙇 Reconciliation 🗄	
🕴 👶 Import employers contributions  🔞 Un-post 🖄 Export payslips 🔚 Create payslip text 🧃 Change posted period	•• <del>-</del>
General	
Batch number 1	
Pay run Payroll-Monthly (21/12/2016 to 20/01/2017)	
Financial period 2016 / 1	
PayBatchDetail © 2016 Templa Computer Systems Ltd	:

NB: this will not remove any data that has been imported into the Axapta system

# TIMESHEETS

# **Entry of Employee Hours**

A *timesheet* is generated per employee for each site that they work on, these can be viewed and altered via *Payroll > Payrun batches* and selecting the batch with the date range of the required timesheet.

Timesheet Details - Site	times	heet -	- The Green M	lan																					- 0	
File Tools Help																										
🥥 Close 🛃 Save 💠	Prev	rious	🏟 Next 🔼	Notes	₽ Atta	hments	📋 Pros	cess sh	eets 🌘	Compos	ite notes	Quic	k ticks: 💙	Employe	es 💙 Si	gnoff 💙	Tick ALL									
🖷 Workflow 💩 Add	emple	oyee d	🍃 Print/emai	il timesh	eet 🛅	Interpre	awards	🚮 Bi	udget ros	ter compa	irison 📑	Send on	Send b	ack 🚷	Repeat wo	rkflow										
Site Details																										
Navigator 🖉 🔀	Tin	nesheet	Totals																		Cu	rrent employee				<i>9</i> ×
Cmp? Payroll n Emp		Week	4		Mon 03		Tue 0	4		Wed 05		Thu 06		Fri 07		Set 08		Sun 09		^		Cleaner	Totals	Hours	Pay	
030386 Hu			Operator	Op1		0	51		Op1		Op1		Op1		(not r	ostered)	(not r	ostered)				0303863299	Assigned	78.7	5	
U 191281 Me			Rostered (1)	09.00	13:00	09	00 13:0	0	09.00	13:00	09.00	13:00	09.00	13:00	00.00	00:00	00.00	00:00				Rut Ragnarskittir	Actual	0.0	)	
		0	Actual (1)	00:00	00:00	00	00 00:0	0	00:00	00:00	00.00	00:00	00.00	00:00	00:00	00:00	00.00	00:00					Absent	0.0	0	
			Rostered (2)	00.00	00:00	00	00 00:0	0	00.00	00:00	00.00	00:00	00.00	00:00	00.00	00:00	00.00	00:00				TEST/01 - Daily office cleaning	Cover	0.0	)	
			Actual (2)	00.00	00:00	00	00 00:0	0	00.00	00:00	00.00	00:00	00.00	00:00	00.00	00:00	00.00	00:00					Holiday	0.0	)	
	•		Breaks			0.00		0.0	00		0.00		0.00		0.00		0.00		0.00		•		Public holidays	0.0	0	
			Worked			0.00		0.0	00		0.00		0.00		0.00		0.00		0.00			Complete?	Other	0.0	0	
			Adjustment																				Extras			
			Hours																			interpret	Periodic	0.0	0	
			Absent reason			~					~		~		~		~		~			Award detail				
																						Piece rate 18+	OVERALL	0.0	,	
		Week	(5		Mon 10		Tue 1	1		Wed 12		Thu 13		Fri 14		Sat 15		Sun 16								
			Operator	Op1		0	51		Op1		Op1		Op1		(not i	ostered)	(not r	ostered)								
			Rostered (1)	09.00	13:00	0	00 13:0	0	09:00	13:00	09:00	13:00	09:00	13:00	00.00	00:00	00.00	00:00								
		0	Actual (1)	00.00	00:00	00	00 00:0	0	00.00	00:00	00.00	00:00	00.00	00:00	00.00	00:00	00.00	00:00								
			Rostered (2)	00:00	00:00	00	00 00:0	0	00:00	00:00	00.00	00:00	00.00	00:00	00.00	00:00	00.00	00:00								
			Actual (2)	00.00	00:00	00	00 00:0	0	00.00	00:00	00.00	00:00	00.00	00:00	00.00	00:00	00.00	00:00								
			Breaks			0.00		0.0	00		0.00		0.00		0.00		0.00		0.00							
			Worked			0.00		0.0	00		0.00		0.00		0.00		0.00		0.00							
			Adjustment																							
		I	Hours																							
		I	Absent reason			$\sim$			1		$\sim$		v :		$\sim$		$\sim$		$\sim$							
		Week	6		Mon 17		Tue 1	8		Wed 19		Thu 20		Fri 21		Sat 22		Sun 23								
			Operator	Op1																						
			Rostered (1)	09:00	13:00																					
		0	Actual (1)	00.00	00:00																					
		-	Rostered (2)	00.00	00:00																					
			Actual (2)	00:00	00:00																					
			Breaks			0.00																				
			Worked			0.00																				
			Adjustment																							
		-	11a																							
C >																										
z envires TimesheetDetsill																							6	2016 Templa	Comouter	Sostems I tri

If the employee had been assgined to a **rostered operator** when being added to the contract, this will default into the **"operator"** field for each scheduled day of work, this can be altered to another **operator** or **"not rostered"** where necessary and employees who were not assigned a rostered operator when being added can be assigned to one in the same manner

When the *timesheet* is generated there will be no working hours assigned to an employee, there are two ways to alter this:

- 1. If they have worked the scheduled operator hours for either rostered (1) or rostered (2) for a given day then the tick box next to the shift should be flagged
- 2. If hours were worked that are different to the shift or on a day where no shift exists then the correct hours should be entered in either actual (1) or actual (2)

Where *an employee* is scheduled to be on *standby* for a certain shift this does not need to be flagged unless the employee actually works all of the shift as TemplaCMS will calculate pay for on standby employee's as default.

Based on the hours input the breaks and worked hours on the timesheet will auto-update, but to view how the employee's award will be interpreted the red "interpret button" on the totals table must be clicked.

#### NB: the button only turns red after hours have been entered

A breakdown of how the employee's pay award has been calcualted is available by clicking the "award detail" button (under the interpret button):

# NB: travel allowance will be calculated as set up earlier i.e. per site per day, this does not need to be manually added

Payrun pay type details - Site time	sheet The Green Man						$\times$				
File Tools Help											
🖸 Close 🎍 Print 💩 Excel 👒 Expand all 🔎 Collapse all 🛐 Analyse by date											
Pay											
Drag a column header here to group	by that column.										
2 Site	Pay type		Hours	Extra qty/	Rate		Value				
<ul> <li>TEST/01 - The Green Man</li> </ul>	DAY - Day rate		3.75	0.00	£50.00	£	187.50				
TEST/01 - The Green Man	WEND - Weekend		3.75	0.00	£60.00	£	225.00				
TEST/01 - The Green Man	TA - Travel allowance		0.00	2.00	£20.00		£40.00				
			7.00	2.00			150.50				
L			00.1	2.00		1	1452.50				
PayBatchEmployeePayTypeDetail					© 2016 Templa C	omputer System	ns Ltd .:				

Where the defined hours for the conversion to *full time* have been met or exceeded the button displaying the name of the current rate will be highlighted in purple, clicking on the bottom will allow the user to decide if the conversion should be made (if it was not set to be automatic).

🖋 Signo at workfi	off 🖤 Tick ALL Iow								
					Cur	rent employee			Ø×
	Sat 17	Sun 18		~		Cleaner	Totals	Hours	Pay
	Jac 17					0303863299	Assigned	78.75	
	Timesheet	Award - Site timesheet The Green N	Man - Employee timeshe — 🔲 🛛 🕹			But Bagnarsdóttir	Actual	119.94	£7,065.00
	File Tools I	Help				That Hughlandooda	Absent	0.00	£0.00
	🛛 🚺 Notes					TEST/01 - Daily office cleaning	Cover	0.00	£0.00
	Award rate						Holiday	0.00	£0.00
	Employee	Rut Ragnarsdóttir	0		۲		Public holidays	0.00	£0.00
		Full time hours exceeded	d - Click here to convert to "Full time 18+"	i II		Complete?	Other	0.00	£0.00
	Award rate	Piece rate 18+	6				Extras		£320.00
				1		Interpret	Periodic	0.00	£0.00
				.		Award detail			
			OK Cancel			Piece rate 18+	OVERALL	119.94	£7,385.00
	TimesheetChan	neAward	© 2016 Templa Computer Systems I to						

# **Other Functionality**

### **INTERPRET AWARDS**

In addition to the *interpret awards* button that turns red on the employee's total grid there is an "*interpret awards*" button on the timesheet toolbar, this will calculate the awards for all employees on the timesheet where hours/ shifts have been entered.

NB: the time this process takes will vary based on the number of employees on the site

### **BUDGET ROSTER COMPARISON**

The "Budget roster comparison" button on the toolbar displays how the hours assigned on the timesheet compares to the shift/ roster budgets set up previously

uose 🥥 mint 🖏 bice	S copend all Co	napse an 💧 Show i	empioyee 🌌	show costs	anew nours	show essigned	<ul> <li>anow budg</li> </ul>	Show vana	nce						
rison															
TEST/01 : 1 - Daily off	ice cleaning														~
			Actual hours	Actual breaks	Actual cost	Actual allowances	Actual total	Assigned hours	Assigned breaks	Assigned cost	Assigned allowances	Assigned total	Assigned total variance	Assigned hours variance	
Operator	/ Award rate	Shit													
Overall			11.25	0.75	£600.00	£60.00	£960.00	78.75	5.25	£3,937.50	£420.00	E4.357.50	-£3.697.50	-67.50	
Mon 19/09/2016			0.00	0.00	0.00	0.00	60.00	175	0.25	6187.50	620.00	6207.50	£207.60	.3.75	
Del	Diana rata 10a	Davi	0.00	0.00	60.00	50.00	50.00	3.79	0.25	£187.50	620.00	\$207.50	-207.50	-3.70	
Tue 20/09/2016	Processing for	049	0.00	0.00	60.00	E0.00	50.00	1.75	0.25	£187.50	£20.00	£207.50	-207.50	.175	
Cel.	Place rate 19+	Davi	0.00	0.00	60.00	50.00	60.00	1.75	0.15	6187.50	620.00	6207.60	-2307.50	.3.75	
Med 21/09/2016	- woo lase 10*	0.00	0.00	0.00	E0.00	50.00	50.00	3./5	0.25	£107.50	£20.00	£207.50	6207.50	13.75	
N Del	Place rate 184	Dev	0.00	0.00	0.00	0.00	(0.00	13	0.25	(112.50	620.00	6207.50	4207.50	-215	
The 22/09/2015	Contrast 104		3.75	0.25	£187.50	620.00	6207.50	175	0.25	€187.50	620.00	6207.50	60.00	0.00	
Out	Piece rate 18+	Dev	1.75	0.25	6187.50	620.00	6207.50	135	0.25	6187.50	(20.00	6207.50	10.00	0.00	
En 23/9/2016	1.0001000107		0.00	0.00	60.00	60.00	60.00	175	0.25	£187.50	620.00	6207.50	\$207.50	.375	
Ort	Diana pata 10a	Devi	0.00	0.00	69.00	60.00	(0.00)	1.75	0.25	(117.50	620.00	6207.50	-2307.60	-176	
Set 36/9/2016		04)	1.8	0.25	(28.0)	620.00	0.500	0.00	0.00	60.00	(0.00	0.00	6245.00	3.75	
(not contered)	Piece rate 18+	Weekend	3.75	0.25	(225.00	620.00	6245.00	0.00	0.00	60.00	(0.00	0.00	6245.00	3.75	
Mon 25/03/2015			0.00	0.00	60.00	FD 00	F0 00	3.75	0.25	£187.50	620.00	6207.50	-6207.50	-3.75	
Out	Disco rate 10a	Dav	0.00	0.00	60.00	60.00	60.00	3.75	0.25	6187.50	620.00	6207.50	4207.50	-3.75	
Tue 2209/2015	1 1000 1000 101		0.00	0.00	FD 00	F0.00	60.00	3.75	0.25	£187.50	620.00	£207.50	-5207.50	-3.75	
Out	Place rate 10+	Dav	0.00	0.00	60.00	60.00	50.00	1.75	0.25	6107.50	620.00	6207.50	4207.50	.3.75	
Wed 2809/2016			0.00	0.00	60.00	£0.00	60.00	3.75	0.25	£187.50	620.00	£207.50	-5207.50	-3.75	
De1	Piece rate 18+	Dav	0.00	0.00	60.00	60.00	60.00	3.75	0.25	\$187.50	620.00	6207.50	4207.50	-3.75	
Thu 29/09/2016			0.00	0.00	£0.00	£0.00	£0.00	3.75	0.25	£187.50	£20.00	£207.50	-£207.50	-3.75	
De1	Piece rate 18a	Dav	0.00	0.00	60.00	60.00	60.00	1.75	0.25	£187.50	620.00	6207.50	\$207.50	.3.75	
Fri 30/09/2016			0.00	0.00	60.00	£0.00	£0.00	3.75	0.25	£187.50	620.00	£207.50	-6207.50	-3.75	
Oe1	Piece rate 18+	Dev	0.00	0.00	£0.00	£0.00	£0.00	3.75	0.25	£187.50	620.00	£207.50	-6207.50	-3.75	
Mon 03/10/2016			0.00	0.00	60.00	60.00	60.00	1.75	0.25	£187.50	620.00	6207.50	-6207.50	-3.75	
Op1	Piece rate 18+	Day	0.00	0.00	60.00	£0.00	£0.00	3.75	0.25	£187.50	620.00	(207.50	-6207.50	-3.75	
Tue 04/10/2016			0.00	0.00	60.03	60.00	£0.00	3.75	0.25	£187.50	620.00	£207.50	-6207.50	-3.75	
001	Piece rate 18+	Dev	0.00	0.00	£0.00	£0.00	£0.00	3.75	0.25	£187.50	£20.00	£207.50	-£207.50	-3.75	
Wed 05/10/2016			0.00	0.00	60.00	£0.00	£0.00	3.75	0.25	£187.50	620.00	£207.50	-6207.50	-3.75	
Co1	Piece rate 18+	Dav	0.00	0.00	£0.00	£0.00	£0.00	3.75	0.25	£187.50	£20.00	£207.50	-£207.50	-3.75	
Thu 05/10/2016			3.75	0.25	£187.50	E20.00	£207.50	3.75	0.25	£187.50	£20.00	£207.50	£0.03	0.00	
(Op1	Piece rate 18+	Dav	3.75	0.25	£187.50	£20.00	£207.50	3.75	0.25	£187.50	£20.00	£207.50	£0.00	0.00	
Fri 0710/2016			0.00	0.00	£0.00	£0.00	50.00	3.75	0.25	£187.50	£20.00	£207.50	-6207.50	-3.75	
(Qe1	Piece rate 18+	Dav	0.00	0.00	£0.00	£0.00	£0.00	3.75	0.25	£187.50	620.00	£207.50	-£207.50	-3.75	
Mag. 10/10/2016			0.00	0.00	00.00			1.77		C407.00	620.00	6207.50	6307.60	2.75	

It is possible to filter the information that appears within this grid using the following options which appear on the toolbar:

- Show employee display employee details
- Show costs actual costs
- Show hours actual hours
- Show assigned how much of the budgeted hours/ costs for an operative has been assigned to employee
- Show budget budgeted hours/ costs
- Show variance actual v budgeted hours/ costs

### EMPLOYEE WORKING HOURS CONFLICT

When completing a *timesheet* TemplaCMS allows for a single *employee* to be assigned to multiple sites during the same time period, managers will however be prompted with a warning message informing them this has occurred.

Working time conflicts - Site timesheet	- The Yellow Man						$\times$						
File Tools Help													
📁 Close 🍪 Print 🔌 Excel 📲 Expand all 💻 Collapse all													
Conflicts													
Conflicting working times exist as detailed below. The pay batch cannot be posted until these conflicts are resolved.													
Drag a column header here to group by tha	t column.												
Employee	Site 1	Site 2	From time	To time									
0303863299 - Rut Ragnarsdóttir	YE001 - The Yellow Man	TEST/01 - The	22/09/2016 09:00	22/09/2016 13:00									
					Ignore	Ca	ancel						
TimesheetConflicts				© 2016 Templa	Compute	r System	s Ltd .:						

At this stage it is possible to *"ignore"* any conflicts that TemplaCMS has warned need resolving, *however it will not be possible to post the payrun batch (process the pay) while any conflicts are outstanding*.



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.