User Reference

E-Time v10x (JSP)

By CMiC

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Contents

Using E-Time

Overview of E-Time

The E-Time system allows for employees or payroll administrators to maintain Timesheet and Expense entry via a web-based secure entry system. Depending on the settings configured, E-Time data may or may not require administration to approve timesheets when entered. Employees may be able to enter their own timesheet records without requiring access to the entire Enterprise Application.

Functionality

Timesheet data is entered into the E-Time module, and when approved moves into the standard Payroll application of Enterprise. Expenses may also be entered into E-Time or added later in the Payroll Processing application as detailed in the Payroll manual depending on the requirements of the company.

Prerequisites

In order to utilize E-Time entry, the Payroll system must have been previously configured. There are settings in the Payroll and Employee Profiles that relate to E-Time including which hour types an employee may enter through E-Time, as well as setting up which E-Time Periods are to be used.

Note: If Timesheet approval is not required by your organization you can set the system to automatically approve timesheets when the employee submits the timesheets. This is done on the Company Profile, Rules Tab. There is a check box field 'E-Time Auto Approval', if this field is checked timesheets will automatically be approved.

Module Interactions

The E-Time module is directly integrated into the Payroll Module and Job Costing modules of Enterprise. Payroll must have been configured in order to receive and allow entry of Timesheet data in E-Time. Job Costing must have been setup in order to cost the timesheet data to the various Jobs.

E-Time Configuration

The E-TIME system has been designed to allow your employees to enter Time Sheets and Expense Claims from anywhere in the world as long as they have access to the Internet. This application is linked directly to the CMiC Enterprise Wide database allowing validation of data at point of entry.

E-Time provides a facility for Timesheet Approval and two extra hour types JCHR and NBHR that are not available in the Enterprise Payroll System.

E-Time Expense Entry supports multiple levels of Expense Approvals and can utilize Joint Travel Regulations where required.

Job Cost Hours Type (JCHR)

Job Cost hours refer to time entered where the employee pay rate is zero, but charge rates and bill rates are set and these transactions are posted to Job Cost when payroll is processed.

When E-Time timesheets are posted Job Cost Hours (JCHR) are converted to Normal Working Hours and posted through to the Enterprise Payroll Timesheet tables.

Non Billable Hours Type (NBHR)

Non billable hours refer to time entered where the employee pay rate, charge rate and bill rate are zero. These types of hours are treated as 'Memo' hours rather than actual hours. Also there is an option to Post Non Billable hours to Job Cost – in that case these transactions are quantity only transactions.

When E-time timesheets are posted Non Billable Hours (NBHR) time is not posted to the Enterprise Payroll Timesheet tables unless the Post Non Billable hours to Job Cost flag on the company profile has been set to be Yes. In this case, the NBHR time will be converted to 'OTHER' time and posted to JC causing only an increase in QTY of hours.

E-Time Timesheet Setup

As the E-Time application is linked directly with the Enterprise system some of the setup required for E-time is done via the Payroll System rather than via E-time. This section of the document will list the setup steps in the required order and indicate where the setup is done. Later in the manual each step will be documented in detail.

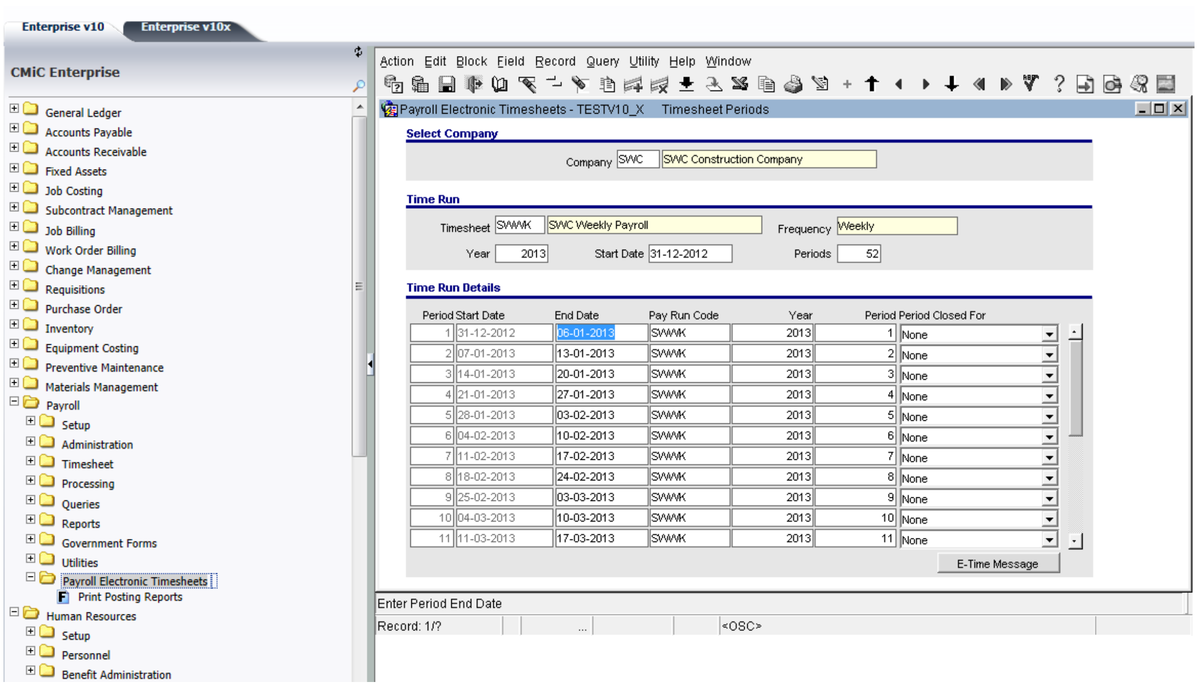
Task	**Application**	**Description**
Create Pay Runs	Payroll – Local Tables	Pay Runs are required to be setup in Payroll before E-Time can be utilized.
Timesheet Period Setup	E-Time	This form is where you declare the Timesheet input periods for E-Time
Access Code Setup	E-Time	Access Codes define the Login/Passwords for E-Time. This feature means that not every employee has to have a login to the Enterprise Database.
Access Code Setup	Payroll – Employee Profile	If you are defining one employee to one access code the access code can be defined on the employee profile screen
Access Code Administration	E-Time	This screen is where employees, jobs, accounts, and approvers are assigned to access codes
E-time Hour Types	Payroll – Company Hour Types	This screen is where you indicate which Other Hours hour types will be available in E-time.
Posting Controls	Payroll – Company Profile	This is where you indicate whether Non Billable hours will be posted to Job Cost.

Creating Pay Runs for E-Time

Within the standard Payroll system the Pay Run determines the frequency with which wages are calculated within the processing of a payroll. Within E-time, Pay Runs have been enhanced to allow for the linking of different frequency Pay Runs. For example you may want to link a Bi-Weekly processing payroll to a Weekly Time Sheet Entry Pay Run.

Before you can setup this link you will need to have created two Pay Run Codes. One for the Bi-Weekly processing pay run and one for the Weekly Time Entry pay run.

Timesheet Period Setup



Pgm: PYTSHPRD – E-Time Timesheet Period Setup – Weekly Payroll Timesheet Set up

This form is used to declare the E-Time Timesheet Periods. Before utilizing the E-Time system the timesheet periods must have been set up. This step must be repeated for every Calendar Year. In JSP E-Time, Timesheet Periods do not have to be setup and mapped to a Pay Run.

Time Run Header Block

Timesheet

Select from the List of Values the Regular Pay Run Code with the Frequency that you want E-Time Timesheets Entered.

Year

Enter the Calendar Year.

Start Date

This is the First Date of the Calendar Year that Timesheets may be entered for. This date may be in the Previous Year depending on your pay period setup.

Periods

This is the number of Timesheet Periods within the Year. For example weekly would be 52. Periods can be any length from 1 to 7 days. Once you have completed the Time Run block you must match the Timesheet Periods to the actual Pay Run periods.

Time Run Details Block

Period

The Timesheet Period number is automatically created.

Start Date

This field is derived from the data entered in the previous block.

End Date

End date is the last day for the Timesheet Period. This field is derived from the data entered in the previous block but may be over-ridden if required.

Pay Run Code

Enter the actual Pay Run code that will be used to Process E-timesheets within the Payroll System. This pay run may be weekly, bi-weekly, semi-monthly etc.

Pay Run Year

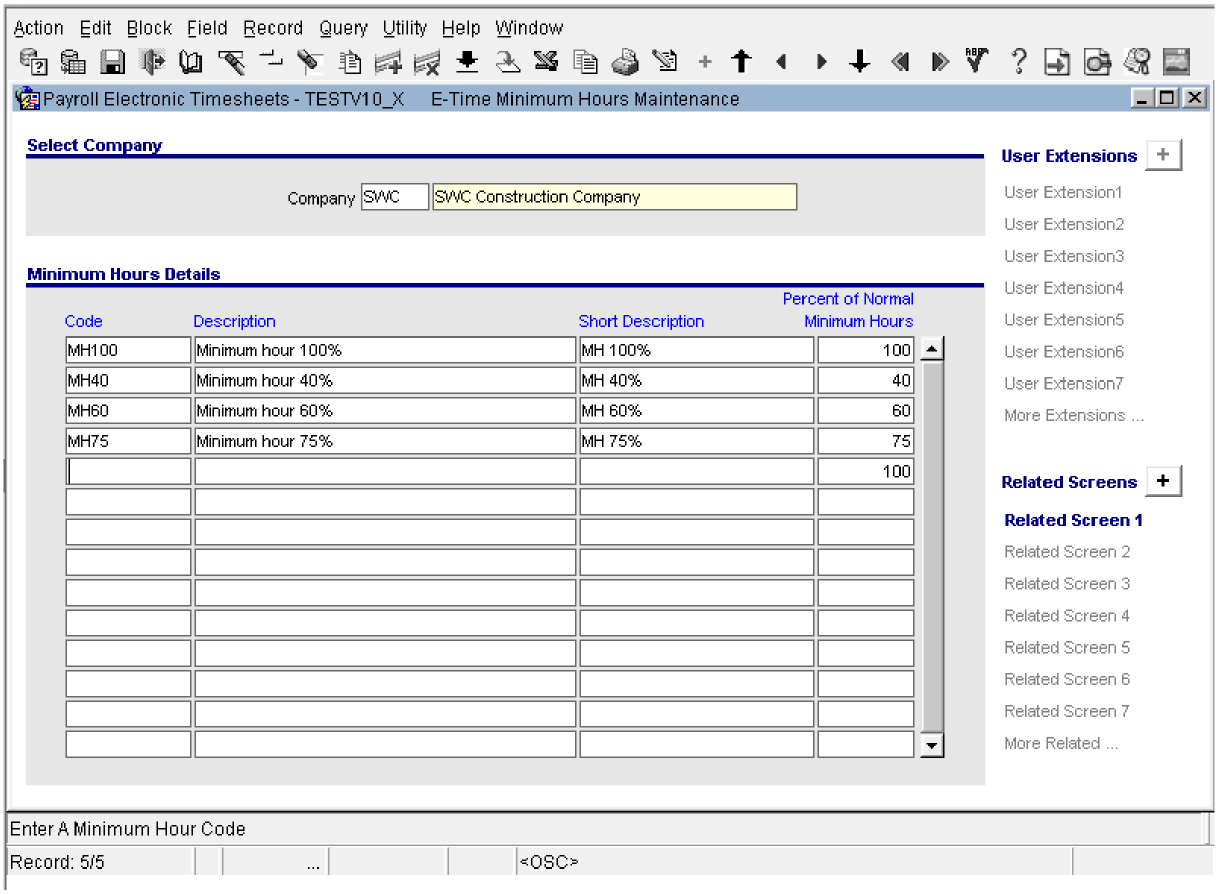
Enter the actual Pay Run year that the E-timesheets will be posted against.

Pay Run Period

Enter is the actual Pay Run Period the E-Timesheets will be posted against in payroll post timesheets.

Note: If setting up a Time Period schedule in E-Time, the period is a maximum of one week, so when matching to a two-week Pay Run in Payroll, there will be two 'E-Time' Periods matching for each two-week Pay Run Processing Period (e.g. Period 1 & 2 in E-time, specify Period 1 in Pay Processing Period, etc.).

Minimum Hour Codes



Pgm: PYMINHR – Minimum Hour Codes

User-defined minimum hour codes can be defined in the Minimum Hour Codes screen. This would primarily be used for employees who work on a part-time basis.

Code

Enter the Minimum Hour Code to be used in the Employee Profile.

Description

Enter the description of the Minimum Hour Code.

Short Description

Enter the short description of the Minimum Hour Code.

Percent of Normal Minimum Hours

Enter the employee's minimum percentage amount to get the minimum number of hours the employee will work for the period. This minimum hour code can be assigned to an employee on the Rates/Salary tab of the Employee Profile. In timesheet entry, the system will default the remaining hours (required to reach the minimum) on the first day of each detail line. The user can accept or override the hour. This default mechanism will continue to take place as long as the user has not yet reached their minimum. The timesheet cannot be submitted until the minimum number of hours is reached.

E-Time Access Codes

Access Codes are really logon ID's. You may apply these in many different manners depending on your own security requirements.

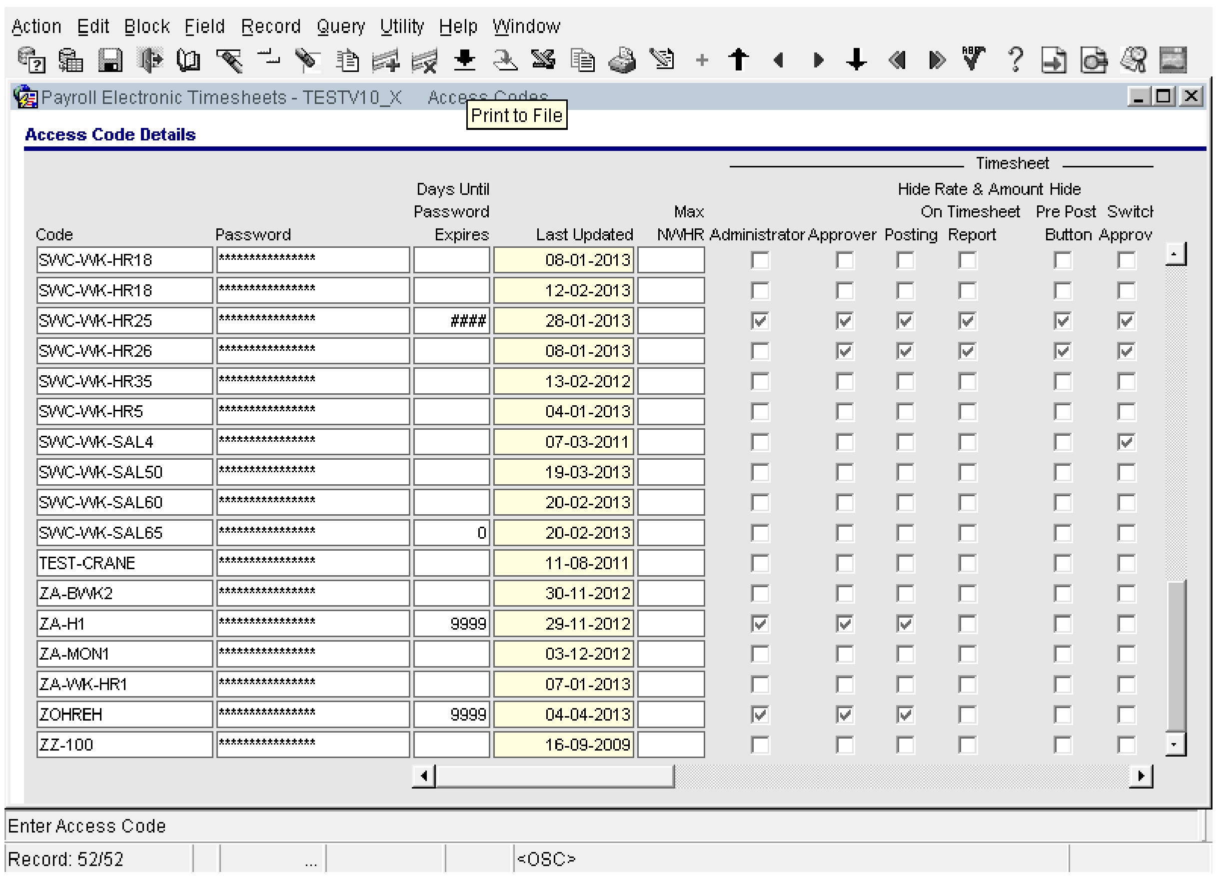
Access Codes were designed so that you can group like employees together into one logon without having to create a user in the Enterprise database for each employee.

When a user accesses E-Time they will be asked first for a User ID and Login – this is the standard Oracle Logon. Then within E-time they will be asked for an Access Code and ID. All employees who enter Time via E-Time must belong to an Access Code. This means that there need only be two or three User Logins for multiple Access Codes.

The Oracle Logon for employees who only use E-time can be embedded in the URL so that they only have to login once with their Access Code – for further information how to do this please contact CMiC.

Note: If you plan on using E-Expense Entry rather than the 'Quick' Expense Entry available directly on the Timesheet Screen then you must create an access code for every employee who will use E-Expense Entry.

Access Code Maintenance



Code	Password	Days Until Password Expires	Last Updated	Max NWHR	Administrator	Approver	Posting	Hide Rate & Amount On Timesheet Report	Hide Pre Post Button	Switch Approv
SWC-WK-HR18	****************		08-01-2013		☐	☐	☐	☐	☐	☐
SWC-WK-HR18	****************		12-02-2013		☐	☐	☐	☐	☐	☐
SWC-WK-HR25	****************	####	28-01-2013		☑	☑	☑	☑	☑	☑
SWC-WK-HR26	****************		08-01-2013		☐	☑	☑	☑	☑	☑
SWC-WK-HR35	****************		13-02-2012		☐	☐	☐	☐	☐	☐
SWC-WK-HR5	****************		04-01-2013		☐	☐	☐	☐	☐	☐
SWC-WK-SAL4	****************		07-03-2011		☐	☐	☐	☐	☐	☑
SWC-WK-SAL50	****************		19-03-2013		☐	☐	☐	☐	☐	☐
SWC-WK-SAL60	****************		20-02-2013		☐	☐	☐	☐	☐	☐
SWC-WK-SAL65	****************	0	20-02-2013		☐	☐	☐	☐	☐	☐
TEST-CRANE	****************		11-08-2011		☐	☐	☐	☐	☐	☐
ZA-BWK2	****************		30-11-2012		☐	☐	☐	☐	☐	☐
ZA-H1	****************	9999	29-11-2012		☑	☑	☑	☐	☐	☐
ZA-MON1	****************		03-12-2012		☐	☐	☐	☐	☐	☐
ZA-WK-HR1	****************		07-01-2013		☐	☐	☐	☐	☐	☐
ZOHREH	****************	9999	04-04-2013		☑	☑	☑	☐	☐	☐
ZZ-100	****************		16-09-2009		☐	☐	☐	☐	☐	☐

Pgm: PYACCSCD – E-Time Access Code Maintenance

This form will allow modification of Access Code privileges, email accounts and other information required to enable use of E-Time by individuals and administrators.

Code

This is the code the user will enter to access E-Time. This is typically the Employee Code.

Password

This is the password for the access code.

Days Until Password Expires

The number of days until the password expires. This can be set from 0 to 9999 depending on your security requirements. If you do not want the passwords to expire then leave this field blank or enter a zero.

Maximum Normal Working Hours

If the employees who will be registered to this Access Code have a maximum number of Hours for which they can post timesheets, enter the value here.

Timesheet Approver Check Box

If members of this Access code have the right to approve Timesheets, 'Check' this field.

Hide Rate and Amount on Timesheet Report

When the “Hide Rate and Amount on Timesheet Report" box is checked, the Rate and the Amount on the timesheet report are hidden for both Crew Time and Mechanic Time, for the user with that access code when he is running the report.

Hide Pre-Post Button

When the "Hide Pre-post Button" box is checked, the Pre-post button is hidden from the user with that access code when he is entering/updating timesheets for Crew and Mechanic Time.

Timesheet Switch Approver Check Box

If this field is checked, it means that members of this access group will be able to change the approver access code and password in the E-Timesheet Approval screen. Also, the access code and password that defaults from the access code login in the Access Code Administration screen will be editable.

Timesheet Updated Check Box

If members of this Access code have the right to change entered timesheets, 'Check' this field.

Close Period

If this field is checked it means that members of this access group will be able to both close and re-open Timesheet Periods.

Expense Approver Check Box

If members of this Access code have the right to approve Expense Reports then check this field

Expense Update Check Box

If member of this Access code have the right to change Expense reports entered then 'Check' this box.

Master Check Box

If the Master flag is checked, then that access code has the ability to access and modify all access codes in the system. However, this flag works in conjunction with the “E-TIME – Administer Master Access Codes” and the “E-TIME – Allows the user to define Access Codes” privileges in System Data. If the user has the privilege to Administer Master Access Codes, they can access and edit other

Master Access Codes. If the user has the privilege to define Access Codes, they can view and create other Access Codes.

Access Administration Rules

If the users in this Access Code have the rights to update Employees belong to the Code, Jobs Available for Timesheet Entry, Approvers or GL Accounts 'Check' the appropriate boxes.

E-mail Address for unapproved timesheets or expenses

Enter the Employee e-mail address to send notification when Timesheet or Expense submissions are unapproved.

E-mail Approver Address

Enter the Approver e-mail address to receive notifications when Timesheet or Expense submissions are made.

Portal User ID

Enter the SSO for a Portal User. The same Portal User ID can be added to one or more E-time Access Codes. If the mapping is one to one, then the Portal user is not prompted for E-time login. If the mapping is many to one, or if the Portal User ID is null, then the user is prompted for login information.

Access Code Administration

This form is used to define the members (employees) of an Access Code, apply the Job Security of the members of the group, and declare who can approve these employees' timesheets and what GL accounts are available for use if timesheets are entered as 'G' lines.

In the first area, your access code and password will default in the Administrative Access Code and Password fields from the access code login. This can be overridden if the Switch Approver flag is checked. Then enter the name of the Access Code you want to modify/update.

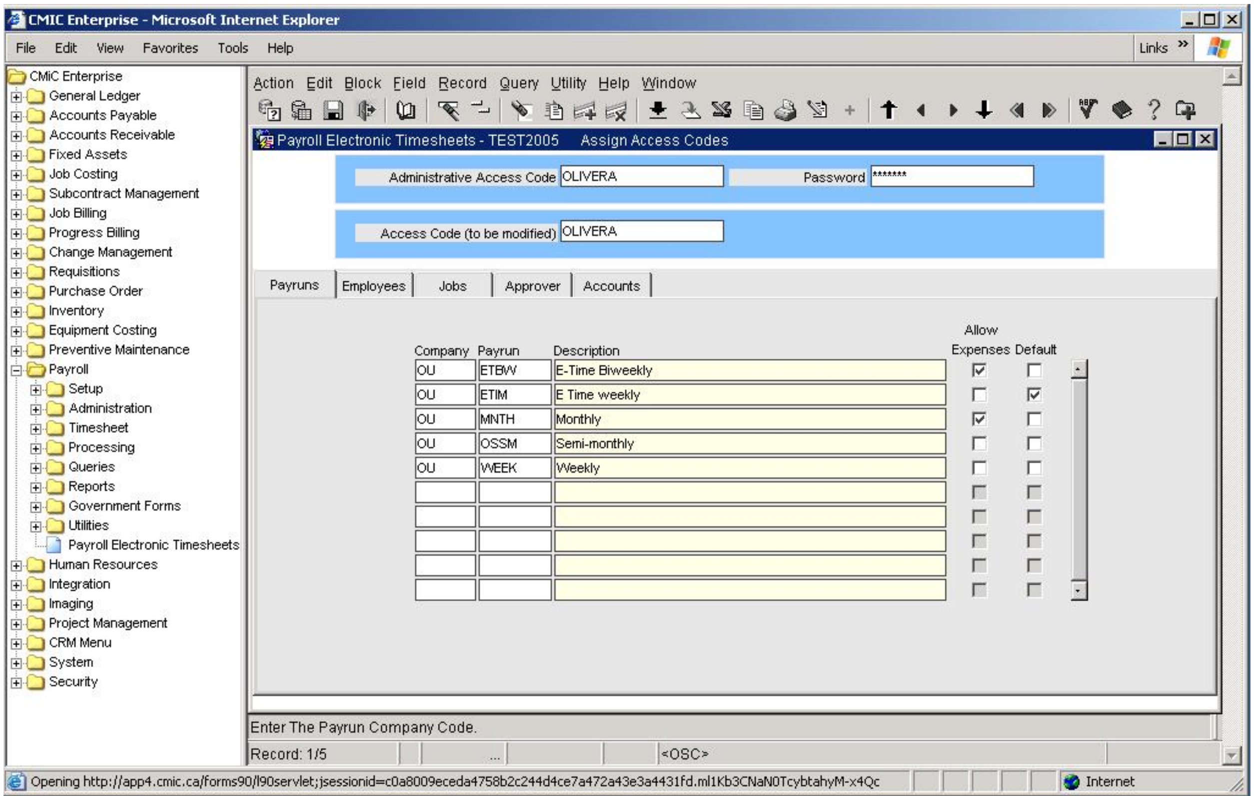
An administration code can be set up for the administrator to enter timesheets for all employees.

Note: See the System Data Manual for the initial login access code and password.

There are two ways to assign employees to an access code. First, the whole payroll pay run could be assigned to the access code on the 'Payruns' tab, making all employees belonging to that pay run available for that code. The second way is to list employees individually on the Employees tab. Also it's possible to set up a pay run on the Payruns tab, and then add additional employees belonging to a different payroll pay run on the Employees tab.

Note: Payroll system security is not applicable in the E-Time, user will only have access to employees assigned under their access code, either through payrun or individually.

Pay Run Tab



Company/Payrun

On the Payruns tab specify a company and a payroll pay run that need to be assigned to the previously specified access code. In this way a user with that access code will have the access to all employees belonging to that payroll pay run, there is no need to list them individually on the Employees tab.

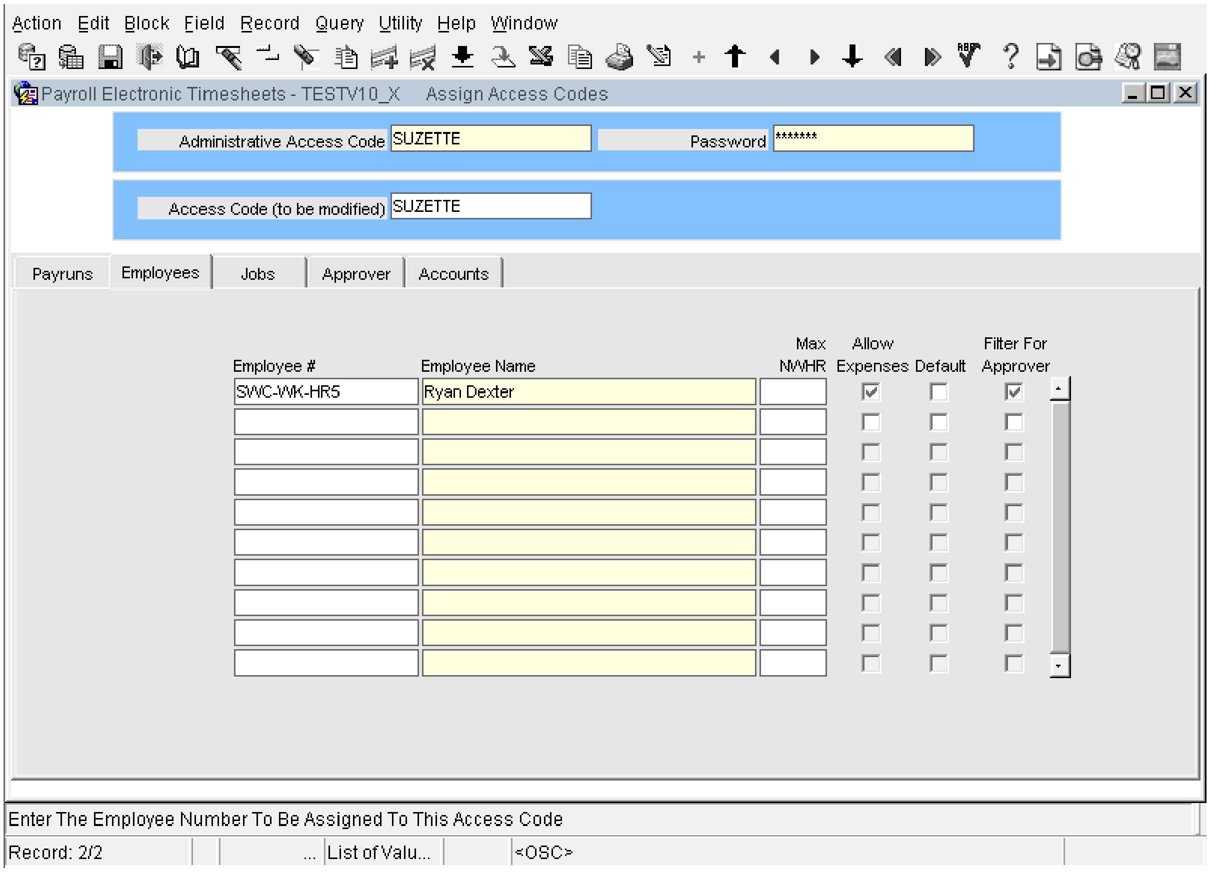
Allows Expenses

Check this field if this employee is allowed to use the 'Quick' Expense button on the Time Sheet Entry screen.

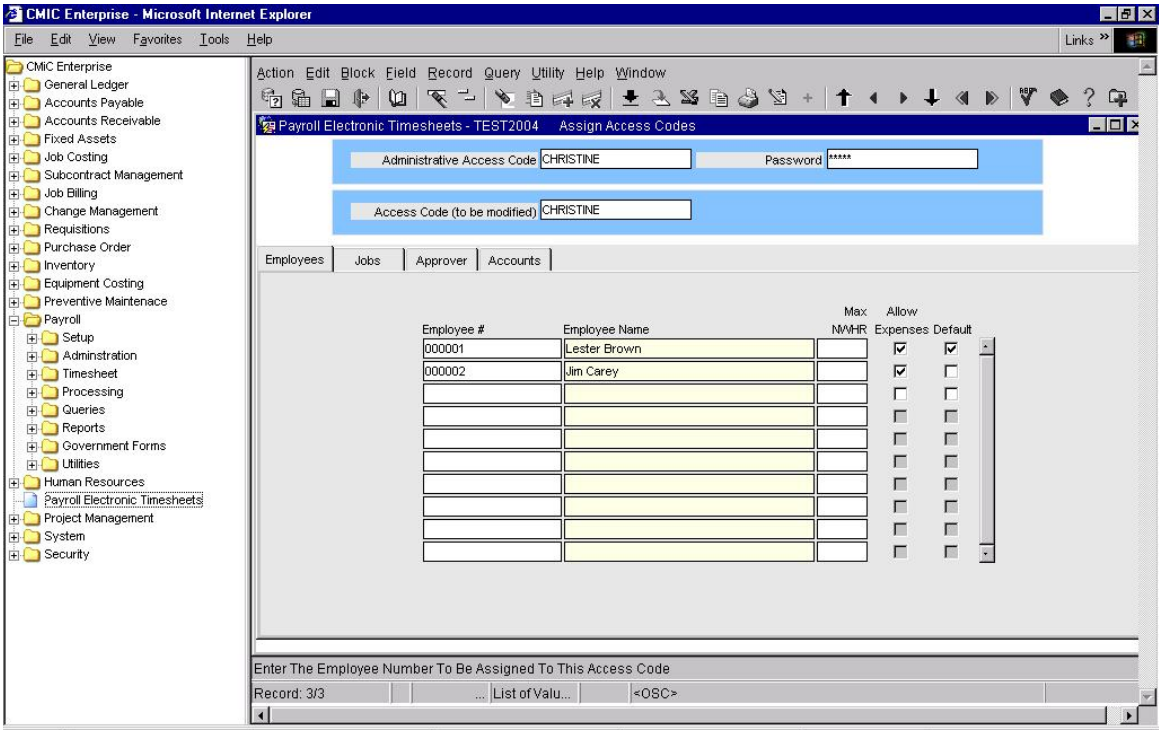
Default Employee

This field indicates if the employee code from that pay run should be a default employee in the e-timesheet entry.

Employees Tab



Pgm: PYACSGRP_EMP – Access Code Administration – Employee Tab for the employee.



Pgm: PYACSGRP_ADMIN – Access Code Set up for Administrator to enter timesheets for employees

Employee

Enter the Employees who belong to this Access code.

Maximum Number of Normal Hours

If an employee has a different Maximum number for hours than the Access Code, it can be entered or overridden in this field.

Allows Expenses

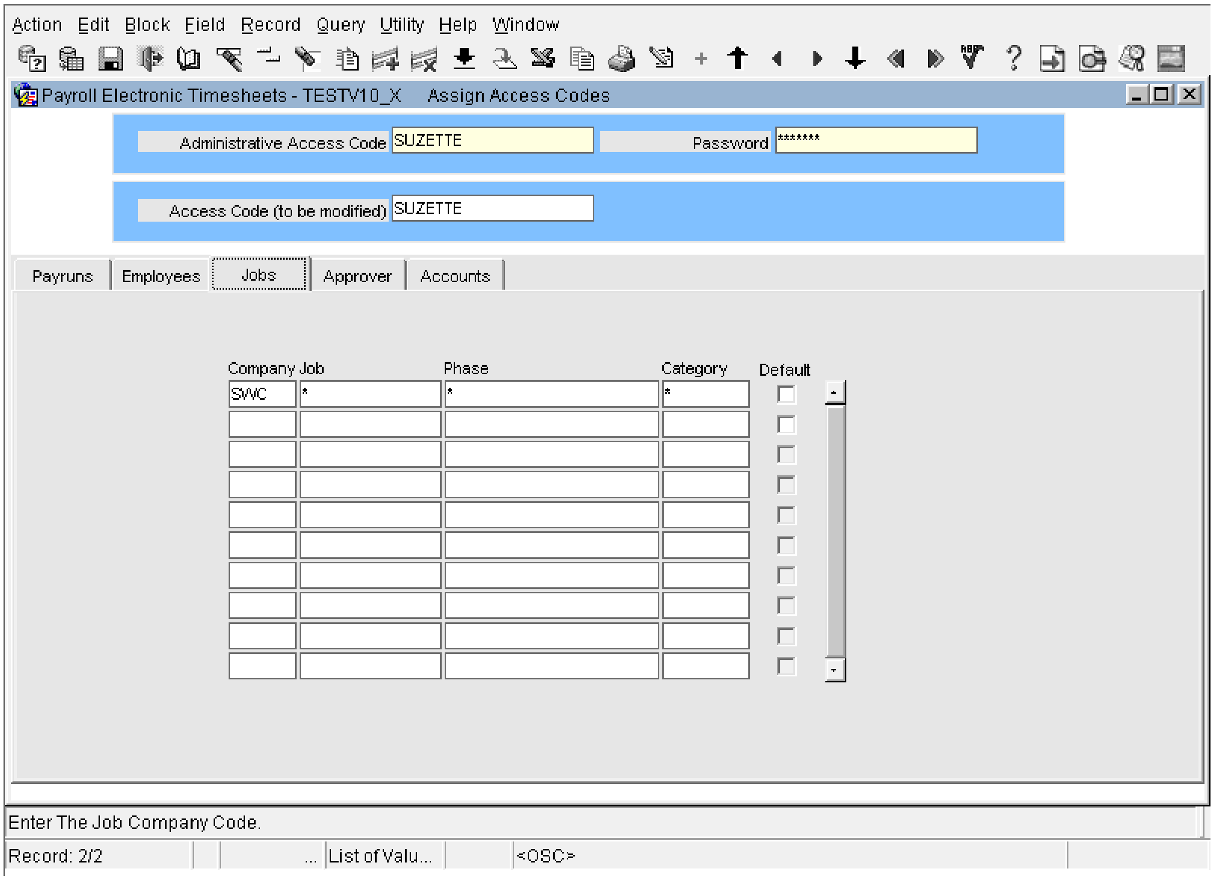
Check this field if this employee is allowed to use the 'Quick' Expense button on the Time Sheet Entry screen.

Default Employee

This field indicates if the employee code should be the default employee code in time sheet entry. If you are only applying one employee per Access Code then you will want this field to be checked.

The employee code with the default flag activated will stipulate the company code in timesheet entry.

Job Tab



Pgm: PYACSGRP_JOB – Access Code Administration – Job Tab

Company Code

Enter the companies where users in this Access group may enter time against jobs.

Job Code

If users in this Access code can enter time against any job in the company then enter an '*' in the job code field, otherwise enter a specific job code(s).

Phase Code

If users in this Access code can enter time to any phase on the job then enter an '*' in the phase code field, otherwise enter the specific phases allowed.

Category Code

In most cases the category code field will be limited to at Labor Categories, but open access may be allowed by entering an '*'.

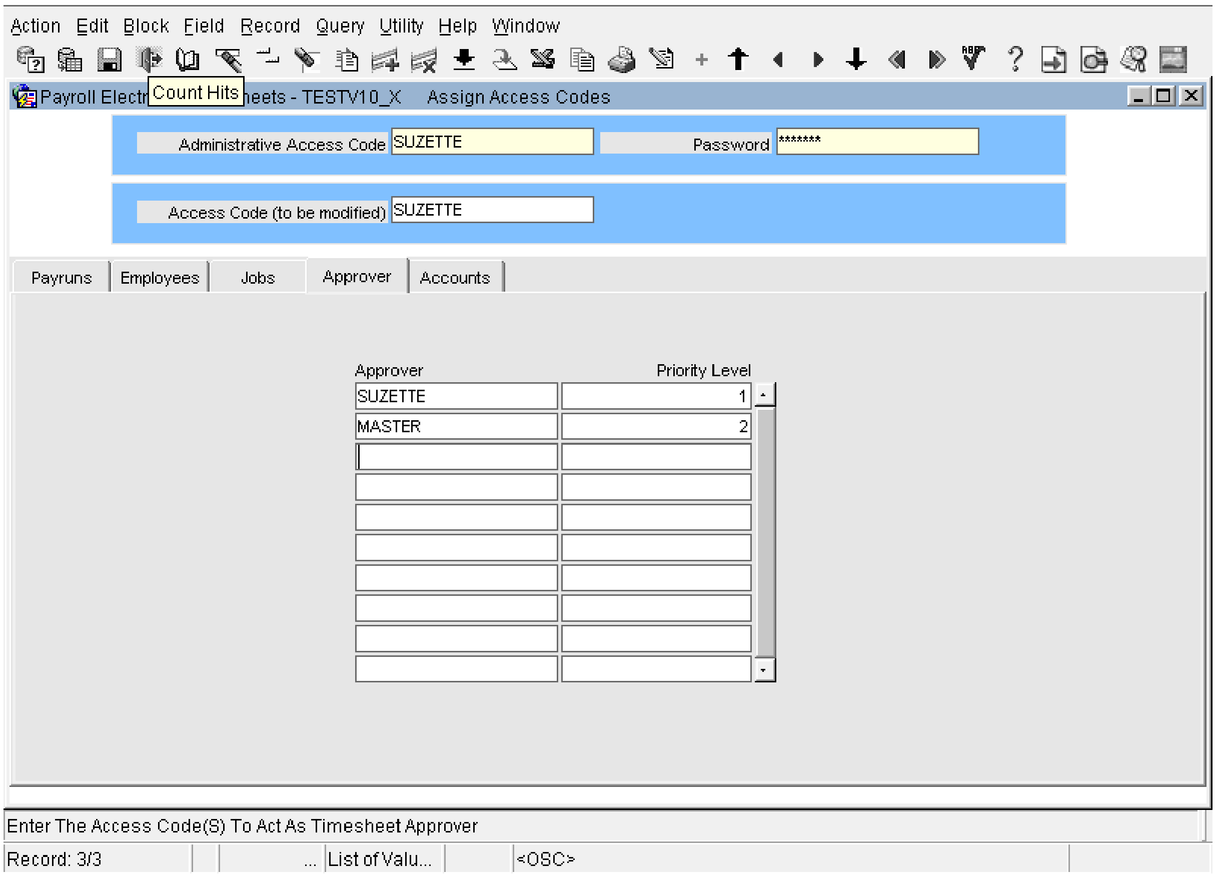
The LOV for the category column will show a 'Y' or 'N' for all categories. A 'Y' will be displayed if the Category is checked in the E-Time Categories screen. If a '*' is entered in the Category column of the Access Code Administration screen, then only the categories that are checked in the E-Time Categories screen will be allowed in E-Time entry. If a specific category is defaulted on the access code administration screen, then that category will be allowed in the E-Time entry screen regardless of the flag in the E-Time Categories screen. If no entry is defined on the Access Code Administration screen, and the Allow All Allocations When Access Code Allows None flag is checked in the Company Control, then all categories will be allowed.

Default Check Box

If the Job/Phase/Category are to default into the Timesheet Entry form for all employees within this Access Code 'Check' this box.

Note: If the Job tab is left as null and the employee has job information entered on the employee profile the employee profile information will default at the time of timesheet entry.

Approver Tab



Pgm: PYACSGRP_APP – Access Code Administration – Approvers Tab

Approver Code

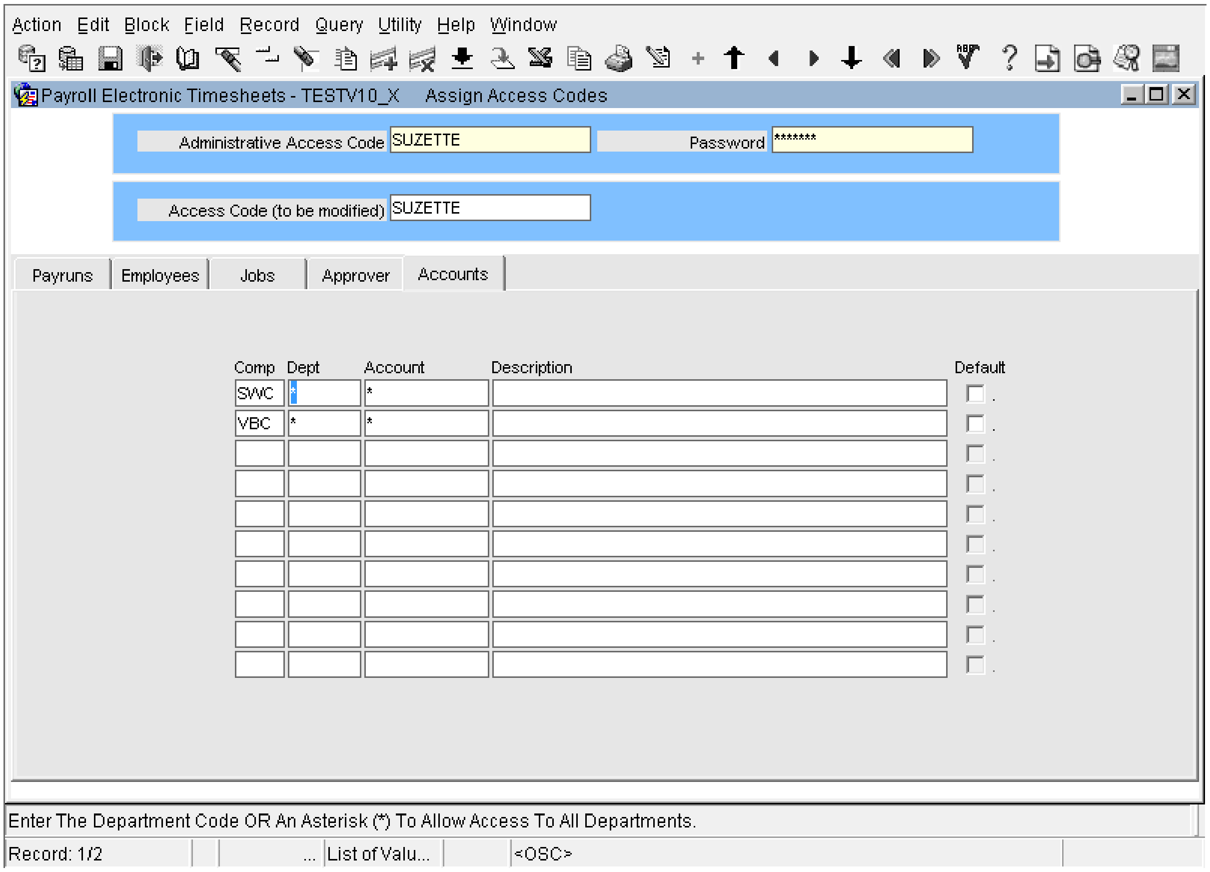
This field refers to the Access Groups that have the rights to approve Timesheets and Expenses entered by employees of this Access Code.

Priority Level

This field refers to the priority level assigned to an approver and provides a priority code rating so that a primary approver can be identified for each employee. If the Mandatory Approver Priority flag is checked in System Options, then at least one priority level has to be assigned to an approver.

Note: If Timesheet approval is not required by your organization you can set the system to automatically approve timesheets when the employee submits their timesheets. This is done on the Company Profile, Rules Tab of the Enterprise Payroll System. There is a check box field 'E-Time Auto Approval', if this field is checked timesheets will automatically be approved.

Accounts Tab



Pgm: PYACSGRP_ACC – Access Code Administration – Accounts Tab

Company Code

Enter the company codes to which users of this Access Group have the rights to post 'G'(Overhead) type Timesheets.

Department

If the members of this Access Group have the right to post time to any department enter an '*', otherwise enter the specific departments

Account

If the members of this Access Group can post time to any GL account then enter an '*' in this field, otherwise enter a specific account.

Default Check Box

When entering a G-type (overhead) distribution, the checked Department/Account will default into the current entry line. If no entries are checked, then the first listed Department/Account will be the default.

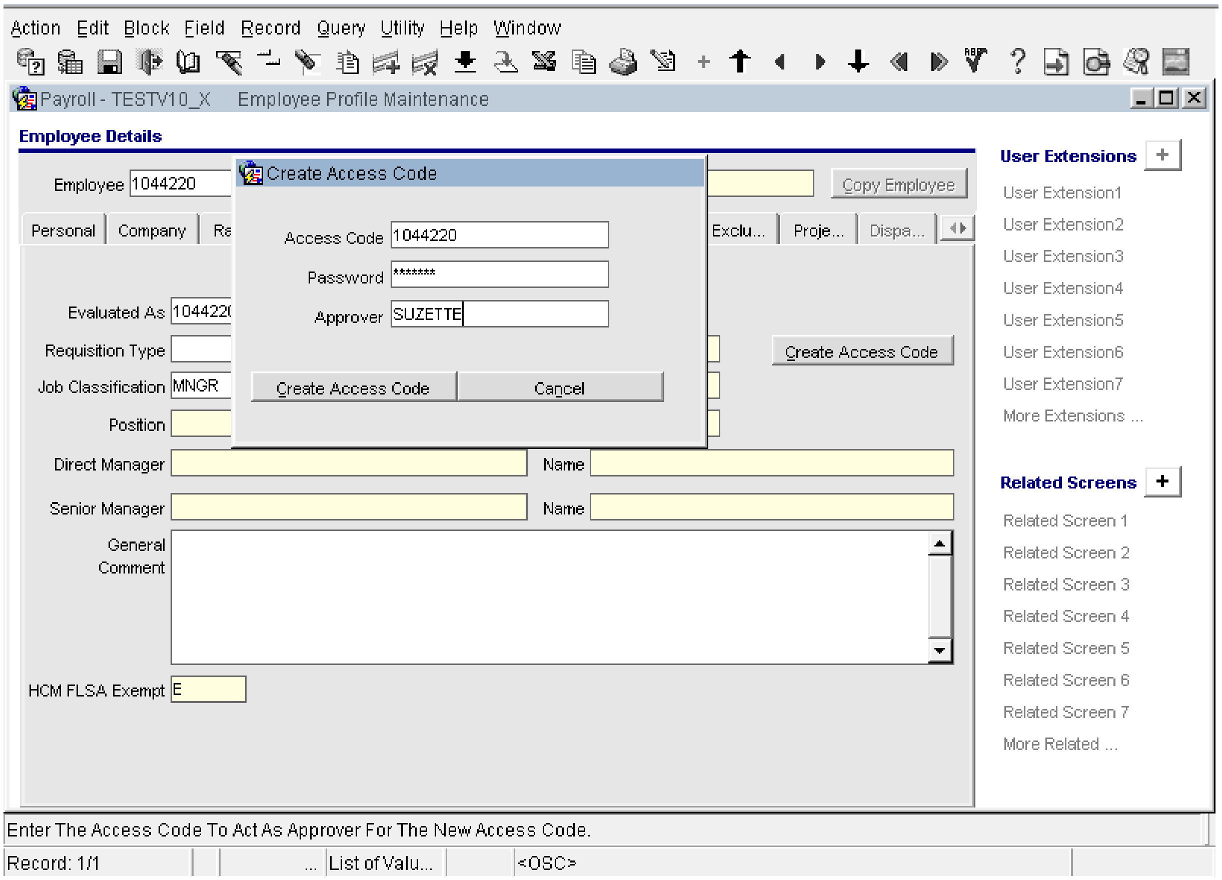
If when entering a 'G' type line this combination of Company, Dept/Account should be the default 'Check' this field.

Employee Profile Setup for E-Time

When creating employees you should be aware of four key items on the Employee Profile related to E-Timesheets.

- þ On the Employee 'Company' Tab there is a field 'Timesheet'. This field must be filled in with the one of the weekly Pay Run codes that were defined in the E-time Timesheet Period Set Up form, otherwise the employee cannot use E-Time.
- þ On the Employee 'Rates/Salary' tab there are two checkboxes for 'User Entered OT' and 'User Entered DOT'. For the employee to be able to enter overtime and double-time hours via the 'E-Time' system these two fields must be checked.
- þ If creating a one to one relationship between Access codes and employee codes then on the 'HR Info' Tab of there is a button [**Create Access Code**] that will create an Access code for the employee.
- þ On the Employee ‘Company’ Tab there is a field “Expense Approver Group”. If an employee is entering expenses via the E-Expense Entry screen this group must be stated on the employee profile to give the employee access.

Create Access Code – From Employee Profile (Payroll)



Pgm: PYEMPLOY_ACODE – Employee Profile – Create Access Code

Typically the Access Code should be created when entering the initial Employee Profile. If this was done, and the user attempts again to use the Create Access Code button in Employee Profile, an error will appear stating the Access Code already exists, and changes for this employee must then be made in E-Time Access Code Administration and not Payroll.

When creating a new Employee Profile, use the [**Create Access Code**] option to assign the password and approver for use in E-Time.

Access Code

The system defaults the Employee Number into this field but it may be changed to your company set up standards.

Password

The system will create the password using the employee code, which may be changed.

Approver

Select from the list of values the Access Code that represents the approver for both timesheets and expenses

The Access code will be created with the following setup in Access Code Administration:

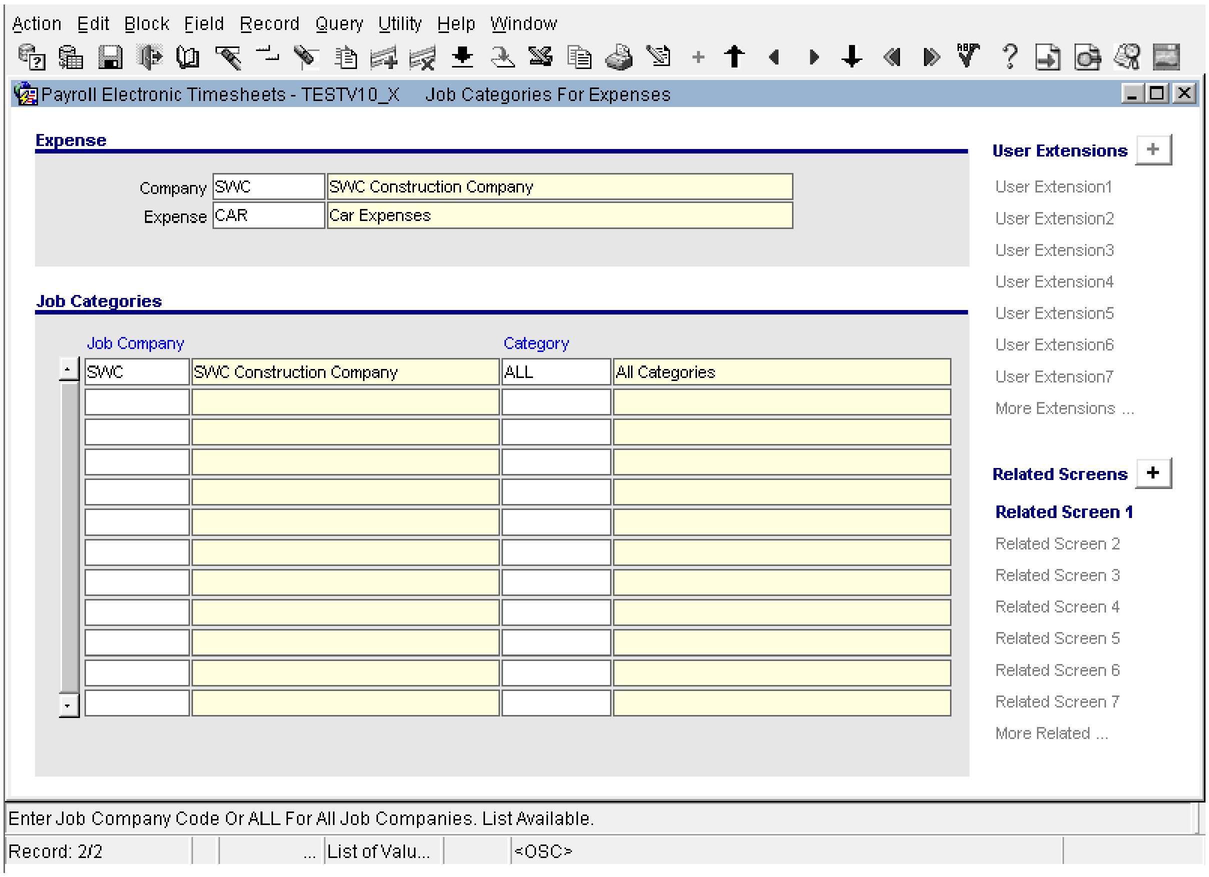
• Employee Tab – Employee will be marked as Default

• Job Tab – Access is given to all Companies and all Job/Phase/Categories

• Approver Tab – The only approver is the one entered when access code was created

• Account Tab – No GL accounts are assigned.

Expense Job Categories



In the Job Categories for Expenses form user has an option to limit entries for a specified expense only to certain job category/categories. It is applicable for all users in the system.

Job Company

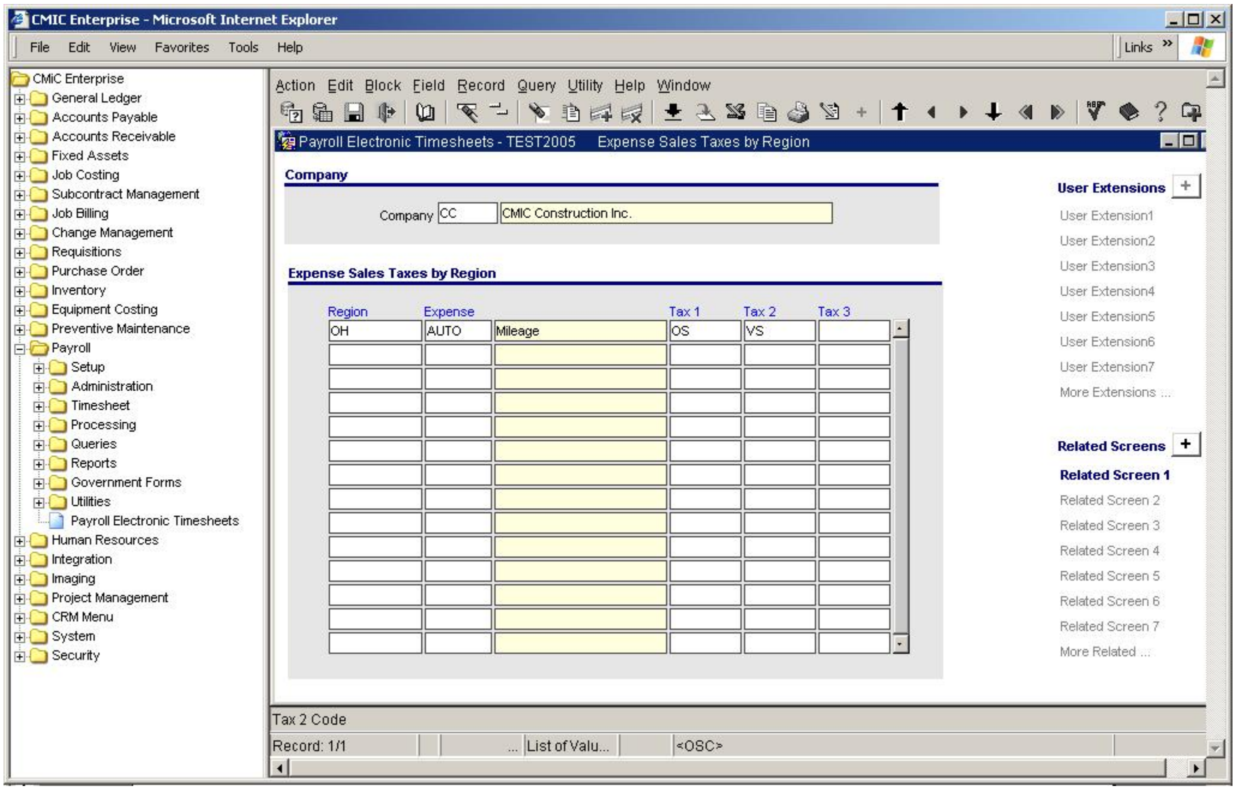
Select a job company from the LOV. Use ALL to limit expense entries in all companies to a category specified in the next field.

Category

Select a category code from the LOV. Use ALL to allow expense entries to all categories in the specified company.

Note: If there are no entries in this form, ALL categories in ALL companies will be available in e-expense entry.

Expense Taxes By Region



PGm: Expense Taxes by Region

Expense taxes by region is an option offered that will allocate taxes by region, region being the state code set up in payroll. The taxes entered in this screen will default to the e-time expense entry screen. Working in conjunction with the payroll control 'Allow E-expense posting through timesheet posting' the e-expense entry will allow an expense to be entered using the final amount (expense including taxes), a region code selected that will default the taxes from the region allocation. When the timesheet is posted the taxes will have been back calculated and those taxes that are tax credit taxes will be backed out of the expense figure and shown separately with tax code and associated general ledger account.

Region

Select the region code from the LOV or use the wildcard * to select all regions. The region code is the state code set up in payroll local tables.

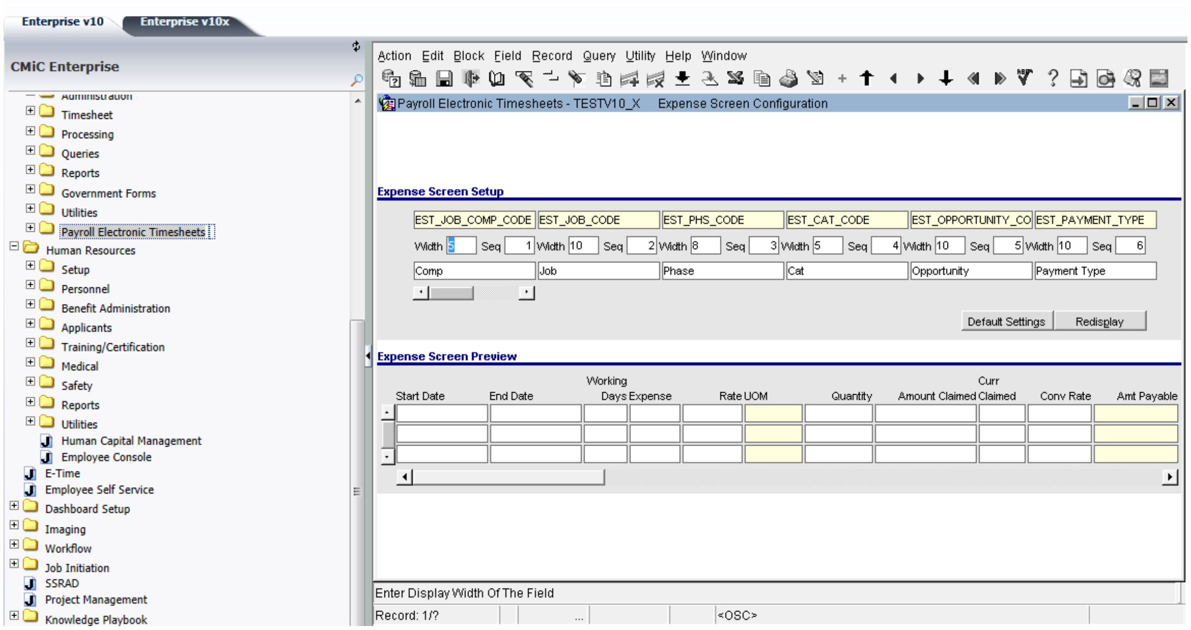
Expense

Select the expense code from the LOV or use the wildcard * to select all expenses. The expense code is from the payroll company set up for Expense Categories.

Taxes

Select the taxes from the LOV. These taxes can be overridden in the e-expense entry screen.

Expense Entry Configuration



Pgm: PYECONFG – Expense Entry Form Configuration

This function allows you to configure the order in which the columns on the Expense Entry Screen are displayed; you may even remove columns if they will not be used by your organization.

The fields that are configurable are:

- Company
- Job
- Phase
- Category
- Opportunity
- Payment Type
- Establishment
- Comment
- Project
- State
- City
- County

Change Display Order

The 'SEQ' field represents the display Order/Sequence. To change where a column displays adjust this number.

Remove a Column from the Screen

Change the value of the ‘SEQ’ field to Zero.

Set Back to Default

Press the [**Default Settings**] button.

View Changes

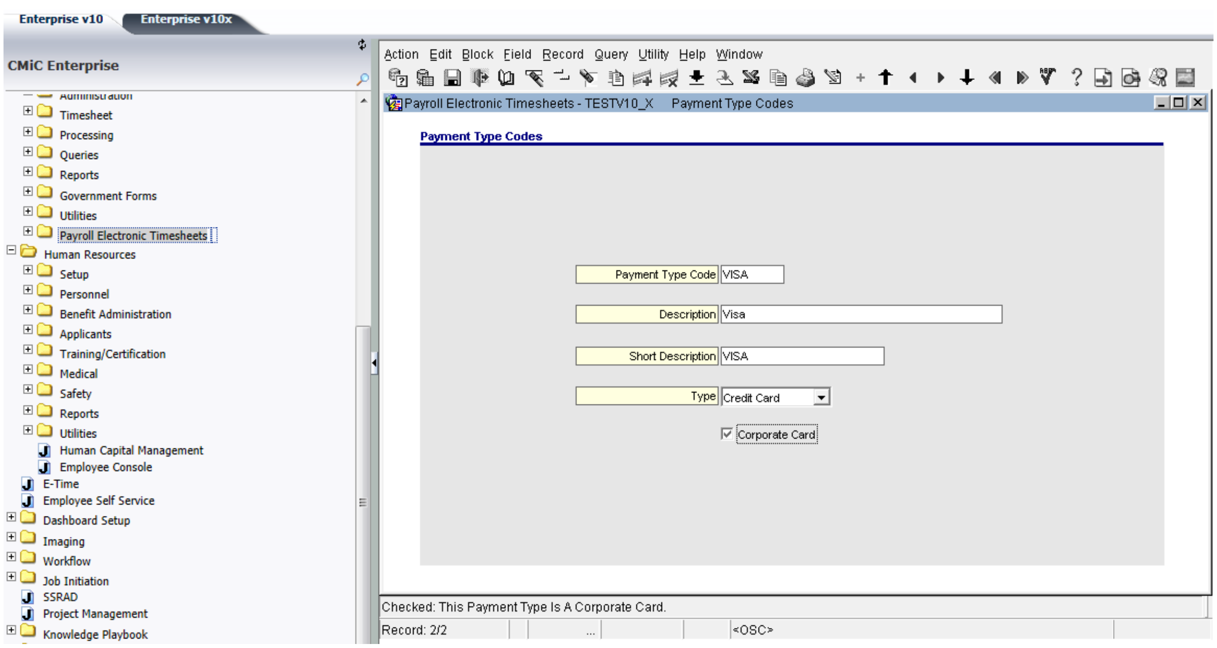
Press the [**Redisplay**] button and both the top and bottom block will be re-displayed according to current setup.

Change Input Width

Change the 'WIDTH' field for the column. The width is entered approximate in character spaces not Pixels.

Note: If you are utilizing Joint Travel Regulations then you must not remove the City, State and County fields from the expense entry form.

Payment Type Codes



Pgm: PYPMNTTP – Payment Type Codes

Payment type codes may be entered on every Expense Entry line. The Payment type indicates how the employee paid for the particular expense.   The reason for this data is to be able to accumulate statistics on payment types and the viability of different purchase card/ credit card / Hotel agreements… for the future.

Enter as many different payment types your organization will be using.

Payment Type Code

Enter a user-defined code that represents the payment type. This is the code that the user will enter during Expense Entry. There is a maximum capacity of 4 characters

Description

Enter a description of the payment type. There is a maximum capacity of 30 characters.

Short Description

Enter a short description. There is a maximum capacity of 15 characters.

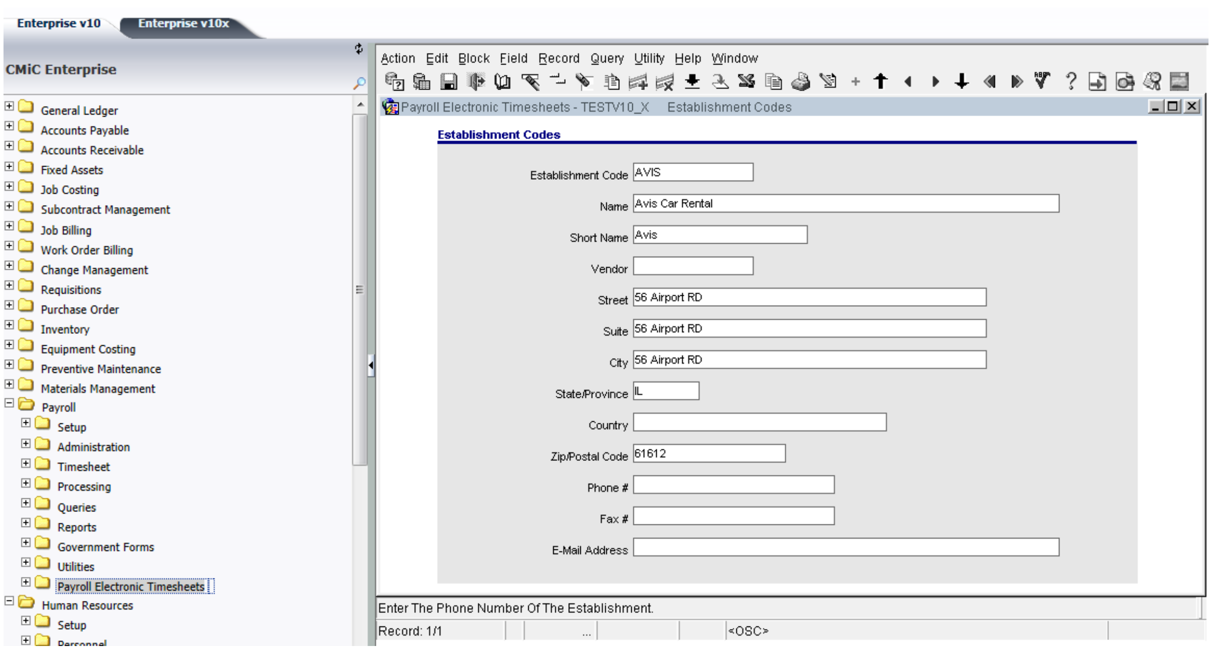
Type

This is a mandatory field with selection being made from a pre-defined drop-down list.

Corporate Card

Check this box if the payment type is affiliated with a Corporate Card.

Establishment Codes



Pgm: PYESTBCD – Establishment Code Maintenance

Establishment codes are not mandatory. However, the codes are a useful tool for statistical data tracking purposes, such as most frequently used hotel chain or most dollars spent.

There is no limit to the number of codes that can be set up for your organizations tracking purposes.

Entry codes are entered at the time of expense entry.

Establishment Code

Enter a unique code to represent the establishment, i.e. Hotel, Car Rental Agency.

Name

Enter the Establishment Name. There is a maximum of 30 Characters available.

Short Name

Enter a Short/Common Name to be used where space is limited.

Vendor

To link an existing Vendor code to this Establishment enter the Vendor Code in this field. All information for the vendor will automatically default to the screen.

Address Information

Enter the appropriate Address information including a valid Zip/Postal code.

Phone

Enter the Phone Number including area code.

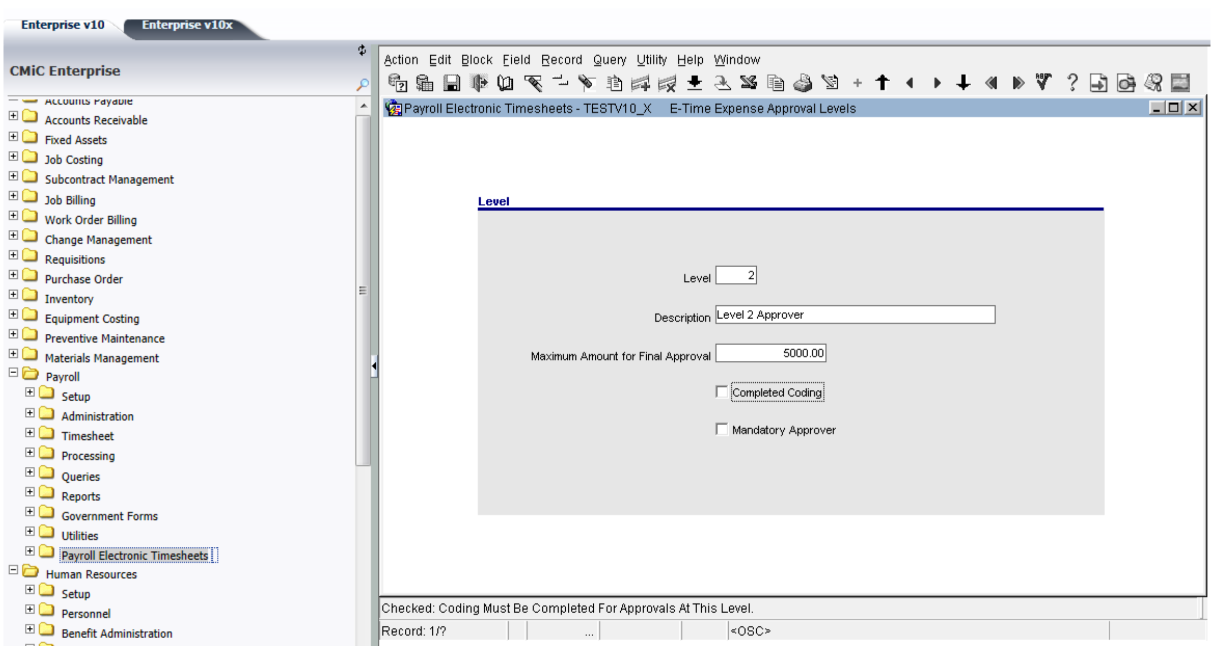
Fax

Enter the establishments Fax Number including area code.

E-mail

Enter the e-mail address.

Expense Approval Levels



Pgm: PYEXAPLV – Expense Approval Levels

Expense Approval Levels are used to determine the maximum dollar value different managers (expense approvers) are allowed to approve. The system allows for up to 99 different approval levels.

When approval levels are not wanted, just approvers associated with employees, set one level up with a very large limit.

Level

Enter a numeric level number 1 through 99, with 1 being the lowest level.

Description

Enter a description for the level.

Maximum Amount for Final Approval

Enter the maximum dollar amount those named to this level may approve.

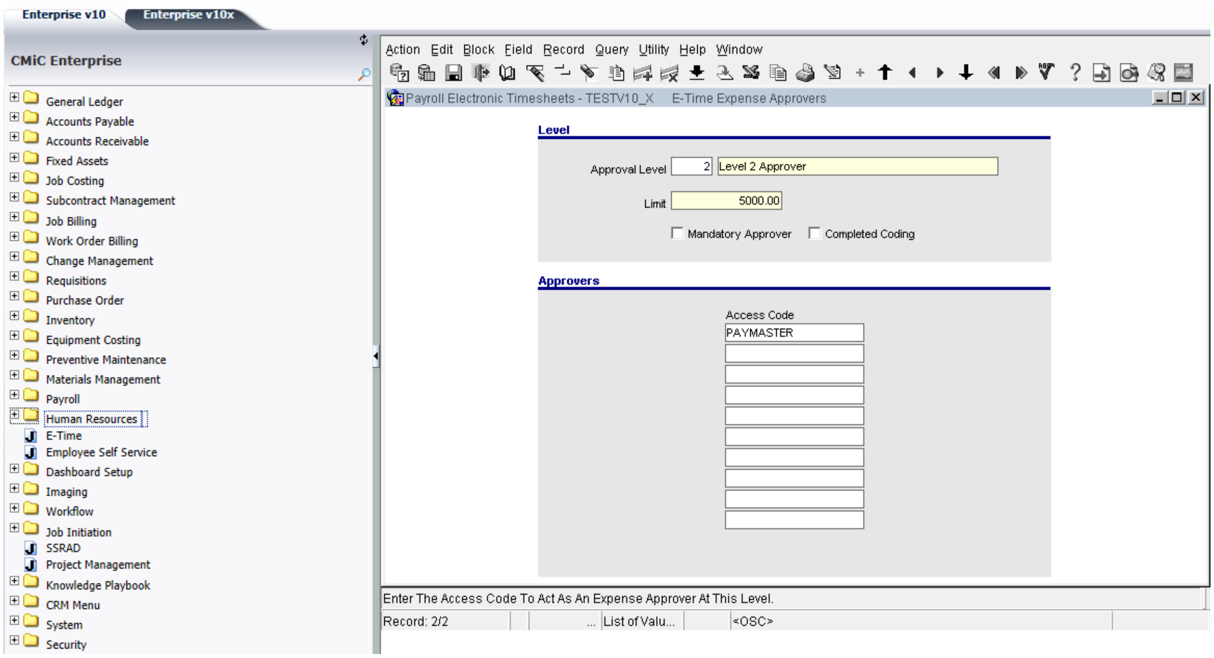
Completed Coding

Click this flag if approval can only be done if all the Expense Coding (i.e. job/phase/category combination) has been entered.

Mandatory Approver

Click this flag to make approval mandatory for all expenses in this level.

Assigning Approvers to Levels



Pgm: PYEXAPRV – Assigning Levels

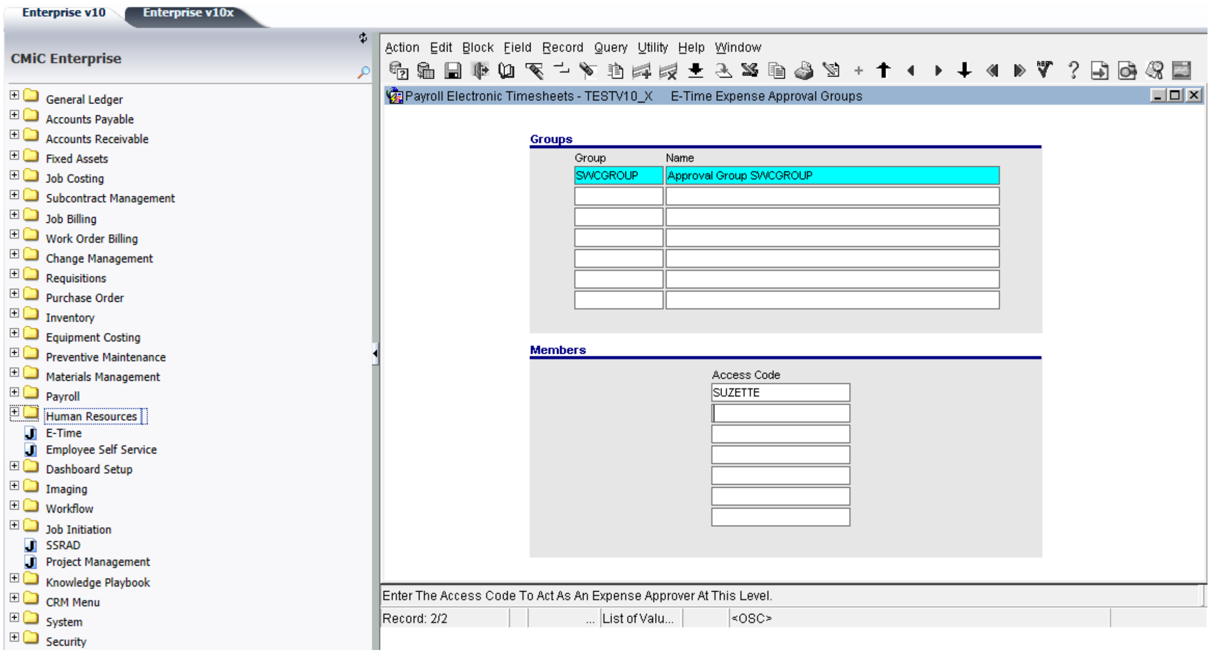
This form is used to assign Approvers to the various Levels as required. For an approver/access code to be available on the List of Values the approver flag must be active on the access code set up screen.

þ Enter the Approval Level to be modified.

þ Add or Remove 'Access' codes as required. Each access code may only be applied once to an approval level.

Note: Be careful – Remember access codes may contain more than one employee

Expense Approval Groups



Pgm: PYEXAPGP – E-Time Expense Approval Groups

Expense Approval Groups are used to match approvers to employees. Depending on your organization you may have multiple Expense Approval Groups or you may only need one. Approval Groups can be setup on a Location basis or by Manager, which ever fits your needs best.

Group

Enter a user-defined code representing the approval group. It does not have to be numeric.

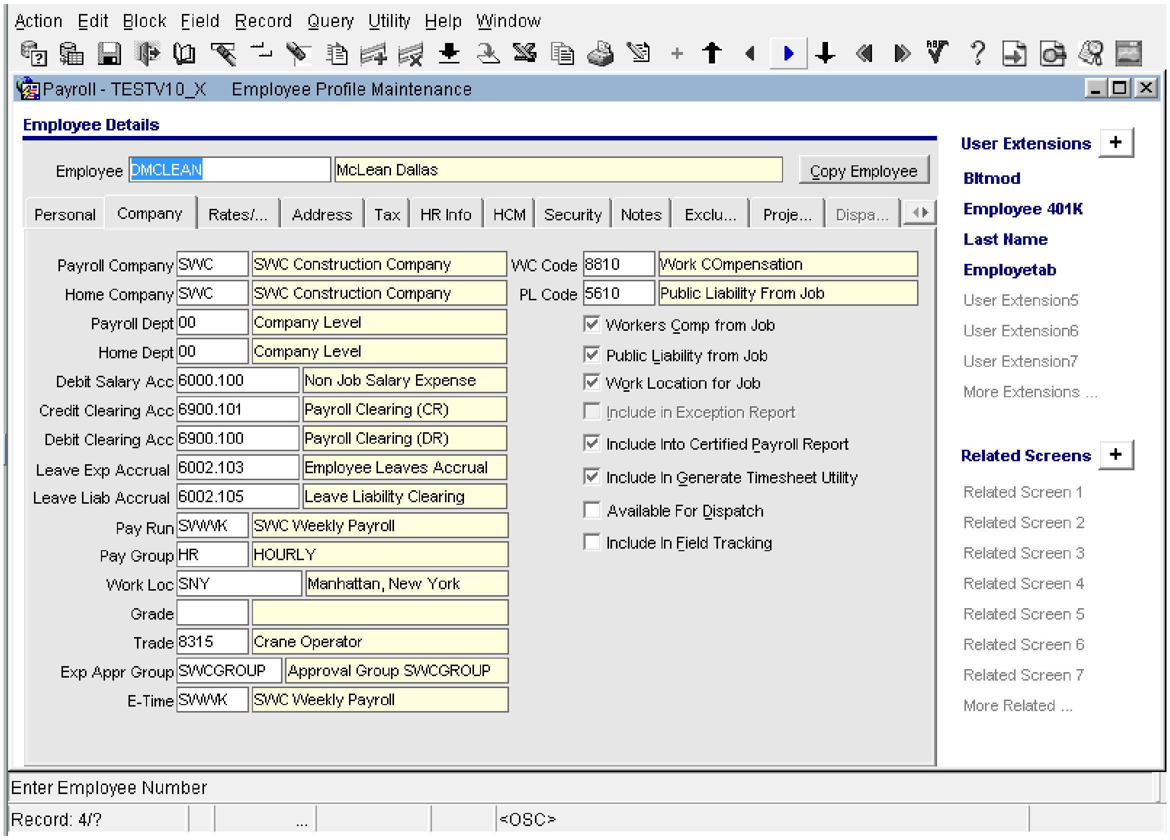
Name

Enter the name of the approval group

Access Code

Enter as many access codes as required to perform approvals for each group. The same access code may be utilized in more than one group.

Once your Approver Groups have been defined in 'E-Time' you must then assign an approval group to each employee. This is done in the Payroll System via the Employee Profile Screen as shown below. If a new employee, enter this when first creating the Employee in Employee Profile, otherwise this field can be changed through the Employee History version of the form.



Pgm: PYEMPLOY – Employee Profile Maintenance – Expense Approval Group Field

Exp. Appr. Group

Enter/Select the appropriate Expense Approval Group for the Employee.

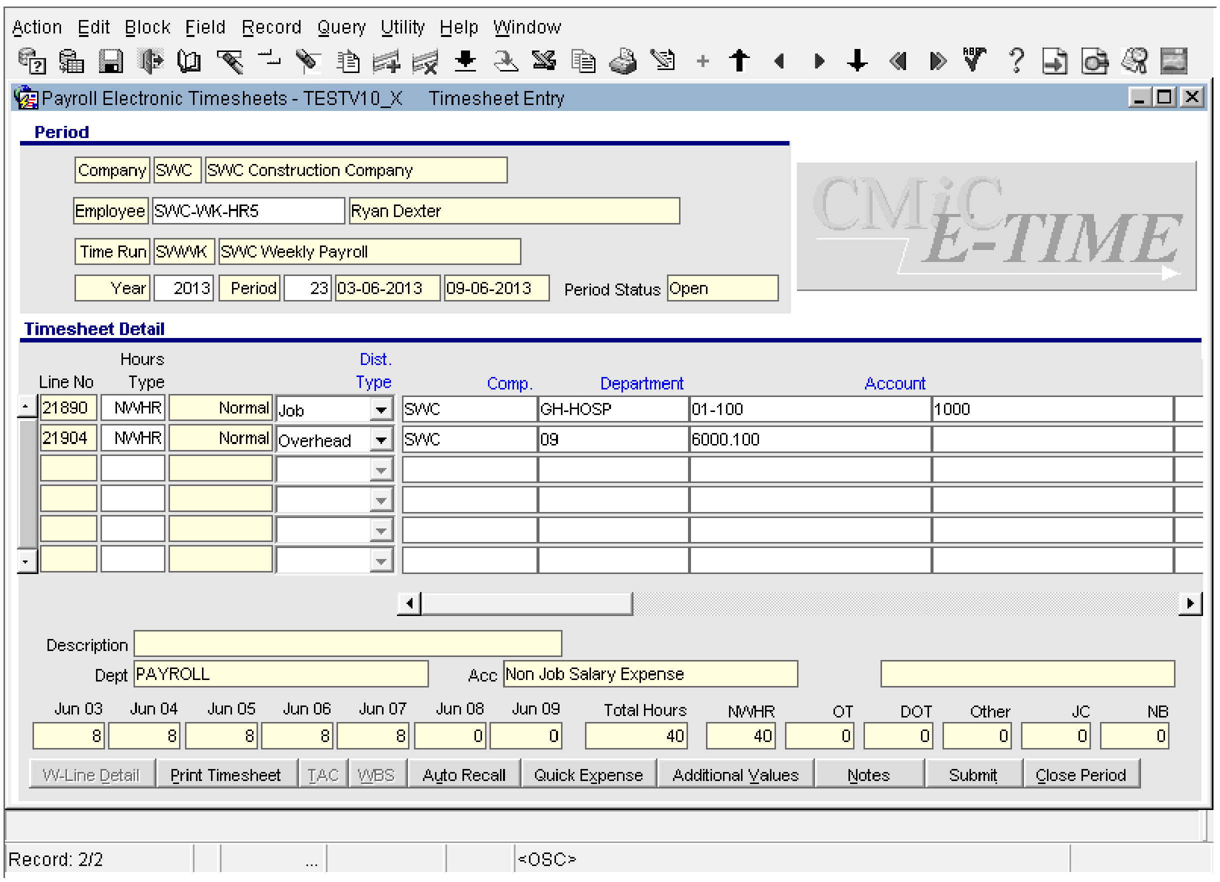
Joint Travel Regulations

In order for expense entry to utilize Joint Travel Regulations there are two Enterprise functions that must be completed.

- The Joint Travel Regulations must have been imported into the system. This is done via the System Data, Utility Menu of the Enterprise system.
- Jobs that require this feature must have the 'Joint Travel Regulations Used For Expenses' checked on the Job Entry Screen of the Enterprise System.

Timesheet Entry – E-Time and JSP E-Time

Entering E-Time Timesheets



Pgm: PYETMSHT – E-Time Timesheet Entry

Timesheet entry via E-time is done on the number of days per Timesheet Period as declared on the ‘Timesheet Period’ form. In most cases time will be entered on a single record, as one week's time can be entered on one line provided that the job/phase/category, GL account or WO number, are the same.

For every unique Company, Job, Phase, Category, Work Order, GL Account or Department, Hour Type, and Type, a new line must be entered on the timesheet.

Timesheets for Exempt employees validate the hours based on the employee pay run frequency, e.g. weekly employees can enter a maximum of 40 NWHR per period. This includes posted, submitted and saved timesheets. Additional hours must be entered as JCHR or NBHR.

Period Block

Company Code

Defaults from Access Code Administration and is not updateable. The company code is taken from the employee marked as default in Access Code. To change the company code change the employee default flag.

Employee Number

Defaults if Access Code only has one employee, otherwise, an employee number must be entered/selected. If there are multiple employees on an Access Code it will default to the employee marked as default.

Time Run

This defaults from the Employee Code and is not updateable.

Year and Period

The default values for these fields will come depending on the setting of the flag ‘Default Current Period From Company Pay Period” in the payroll company control. If that flag is unchecked, the current calendar year and period, according to the system date, will be defaulted to these fields but may be changed. If the flag is checked, then default values will be the first open period and year in the Company Pay Period form.

Closed Period

This is a display only field. It indicates to the user if he/she has already told the system that they had closed this period, or the corresponding payroll period was posted in payroll. If the period has been closed the user can only view the records, no changes or new records may be added.

Timesheet Details

Hour Types

The Hour types in this list depend on the flag settings in the Company control and on the Employee Profile, as well as the employee’s eligible Leaves. This is a mandatory field.

If the Exclude Other Hours tab on the Employee Profile has any hour types listed, then those hour types will be excluded from the list of hour types in E-timesheet entry.

If the “Entered Overtime” and “Entered Double Overtime” flags are checked on the Employee Profile, and OVHR and DTHR are not included on the Exclude Hour Types tab, then those hour types will be included in the list of Hour Types in E-timesheet entry.

Exempt employees are only allowed to enter NWHR, JCHR and NBHR hours.

Only the Leave hours for which the employee is eligible will be available in the list of hour types in E-timesheet entry. The eligible leaves are displayed in the Employee Leaves Maintenance screen by year.

Distribution Type

This is a drop-down list, which defaults to Job. User can select

- Job – to enter job phase and category ‘J’ lines
- Overhead – to enter general ledger ‘G’ lines
- Work Order – to enter work orders ‘W’ lines

Company

The company code defaults from the access code administration or employee profile if the information is not available from the access code set up.

‘J’ Lines

‘J’ lines require the entry/selection of job, phase and category codes. The field will default from the access code set up on the ‘Job’ tab, if this is null the information will default from the employee profile, otherwise it must be entered.

If an employee has a specific job, phase, category assigned on the job tab the employee will see this information only on the LOV. If a * indicating all is used on the tab the employee will have access to all job, all phases and all categories when entering the timesheet.

‘G’ Lines

‘G’ lines require the entry/selection of department and accounts codes. The field will default from the access code administration on the ‘Accounts’ tab, if this is null the information must be entered.

If an employee is has a specific department and account assigned on the account tab the employee will see this information only on the LOV. If a * indicating all is used on the account tab the employee will have access to all departments and all codes when entering the timesheet.

‘W’ lines

‘W’ lines require enter/select of the work order number, work item and expense code.

Days

The screen will display the number of days in the Timesheet Period starting with the first day to the period as defined on the Time Period form. Enter time against each day as required.

Comment

This is a short description about the time entered. If the “Comments –E Time” flag is checked in Company Control, then comments will be mandatory in timesheet entry.

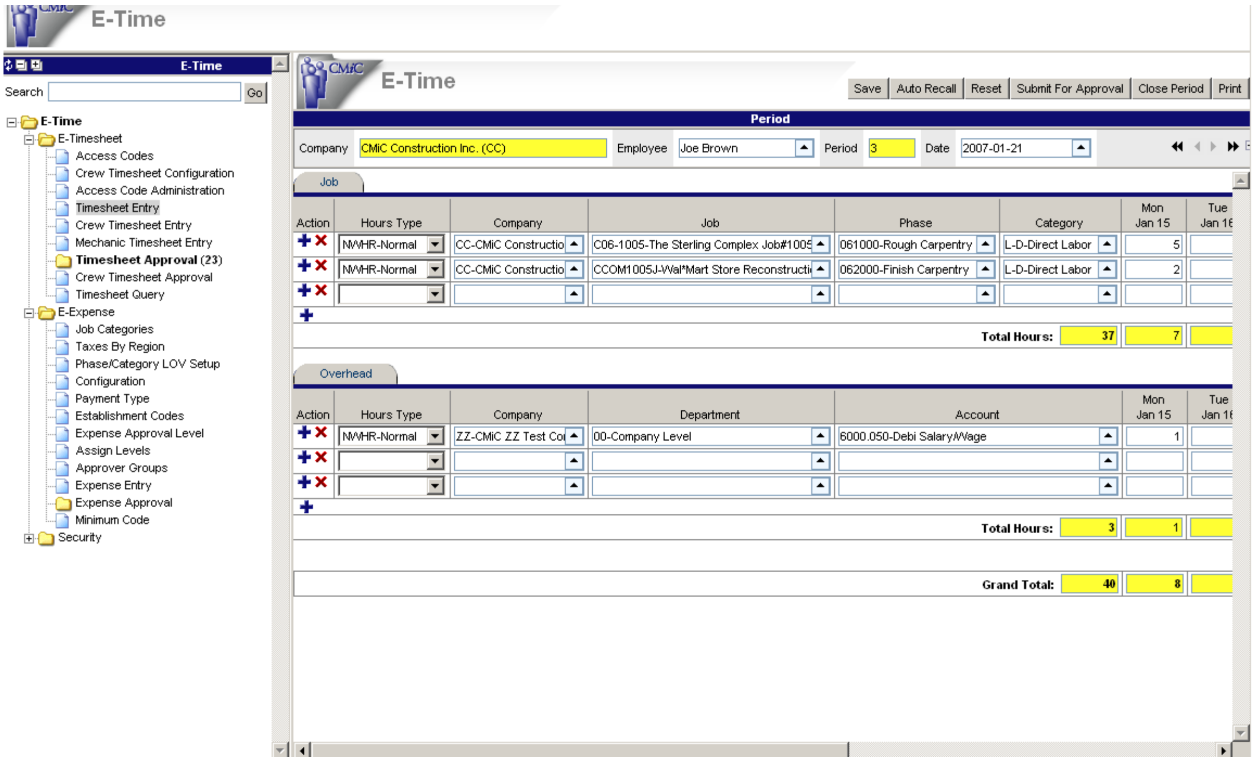
Lower Display only Screen

The bottom of the screen keeps a running total of the both the total hours by date and the total hours by Hour type.

The system will also validate if the number of Normal Working hours entered exceeds the ‘maximum allowable hours’ limit entered for the access code. If not set on the access codes it will check against the Payroll Control file. If the hours are exceeded the user will get an error message and the record will not be saved.

There is also a validation for the maximum number of hours that can be charged to a job by a single employee – if this feature is being utilized in the Enterprise Payroll system it will also be checked here.

JSP E-Time Entry



In JSP E-Time, the user can enter and submit timesheets for approval similar to forms. The date defaults to the current open pay period if the “Default Current Period From Company Pay Period” flag in the Company Control is checked.

Employees may enter timesheets by entering in and out times for each day depending on the employee FLSA type selected in System Data -> System Options. Press the **[Time Entry]** button after entering the hours in the main e-time entry screen to enter in and out times in the Time Entry pop-up. The number of hours for each day must be equal to the total number of hours in the main e-time entry screen before the timesheet can be submitted.

Timesheets for Exempt employees validate the hours based on the employee pay run frequency, e.g. weekly employees can enter a maximum of 40 NWHR per period. This includes posted, submitted and saved timesheets. Additional hours must be entered as JCHR or NBHR.

Timesheet Entry Buttons

[Additional Values]

This button should be used to change one or more of the following fields: Work Location, Union, Worker Compensation code or Public Liability code. These values all default from the Employee Profile defined on the Enterprise Payroll system.

[Auto Recall]

This button is available in both forms and JSP E-Time. When activated, it will duplicate 'Last Periods' time sheets line for line. This is useful if your timesheets tend to be identical week after week.

[Reset]

This function is available in JSP E-Time entry screen only. This button resets all the timesheet entry lines to 0 when saved.

[Submit For Approval]

This function is available in JSP E-Time and forms. It takes the current record and marks it as complete and ready for approval. Once a record is submitted it will be display only in the timesheet entry screen and will only become available for entry should the approver un-approve the timesheet for changes.

If an e-mail address has been entered in access code set up under the approver heading, an e-mail will notify the approver that a timesheet has been submitted, the name of employee and the period they are submitting.

[Close Period]

The close period button is available in JSP E-Time and forms. It tells the system that you have completed entering timesheets for the period. Time sheets cannot be entered against a closed period for the employee.

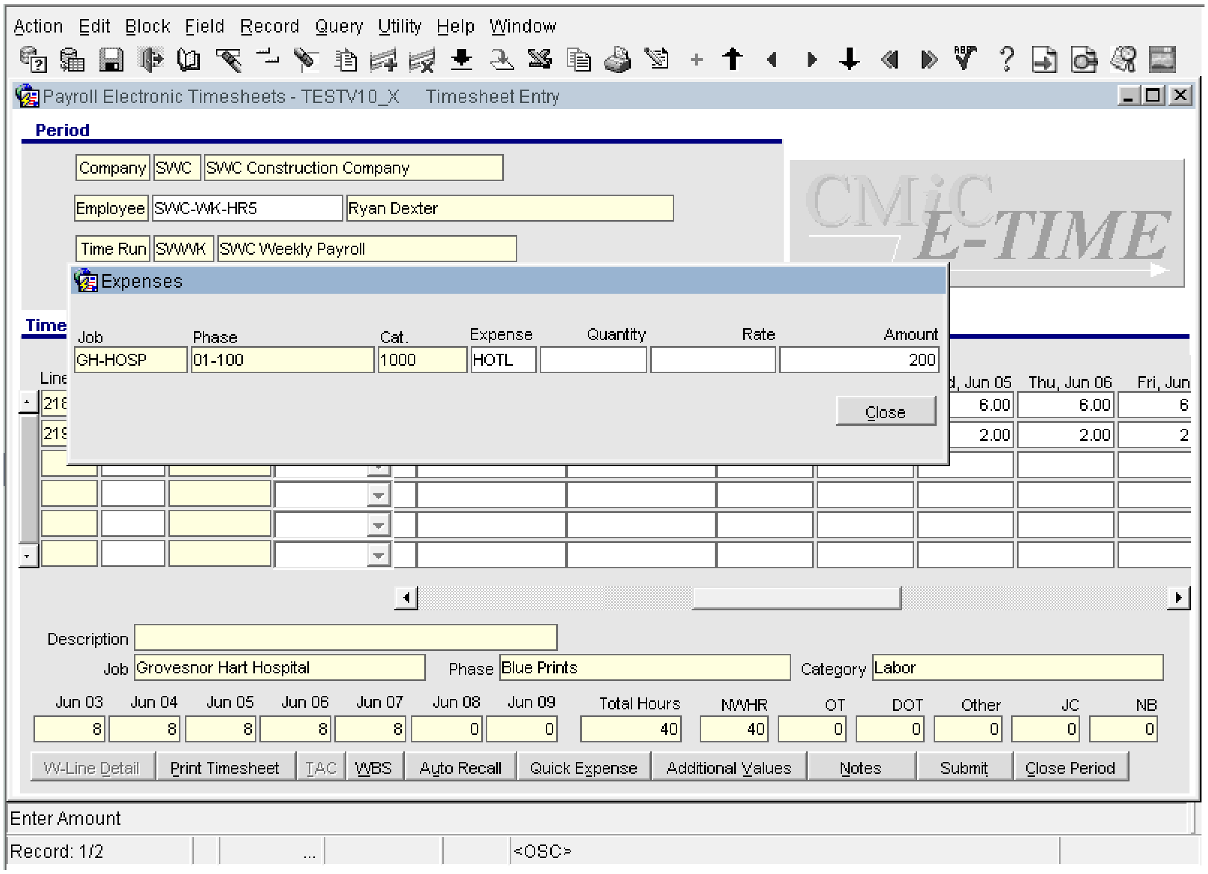
[Print]

This button prints the current timesheet. In JSP E-Time you can specify a start date and end date.

[Quick Expense]

The Quick Expense button will only be active for employees who belong to an Access Code that allows 'Quick Expense' entry. This button displays a popup window where expense details can be entered. Quick Entry Expense only allows one expense per line.

Quick Expense Entry



Pgm: PYETMSHT – Quick Expense Entry

Expense

Select the required expense code from the List of Values. These codes have been defined in the Enterprise Payroll system.

Quantity

Enter the number of units i.e. the number of miles, or days for per-diem…

Rate

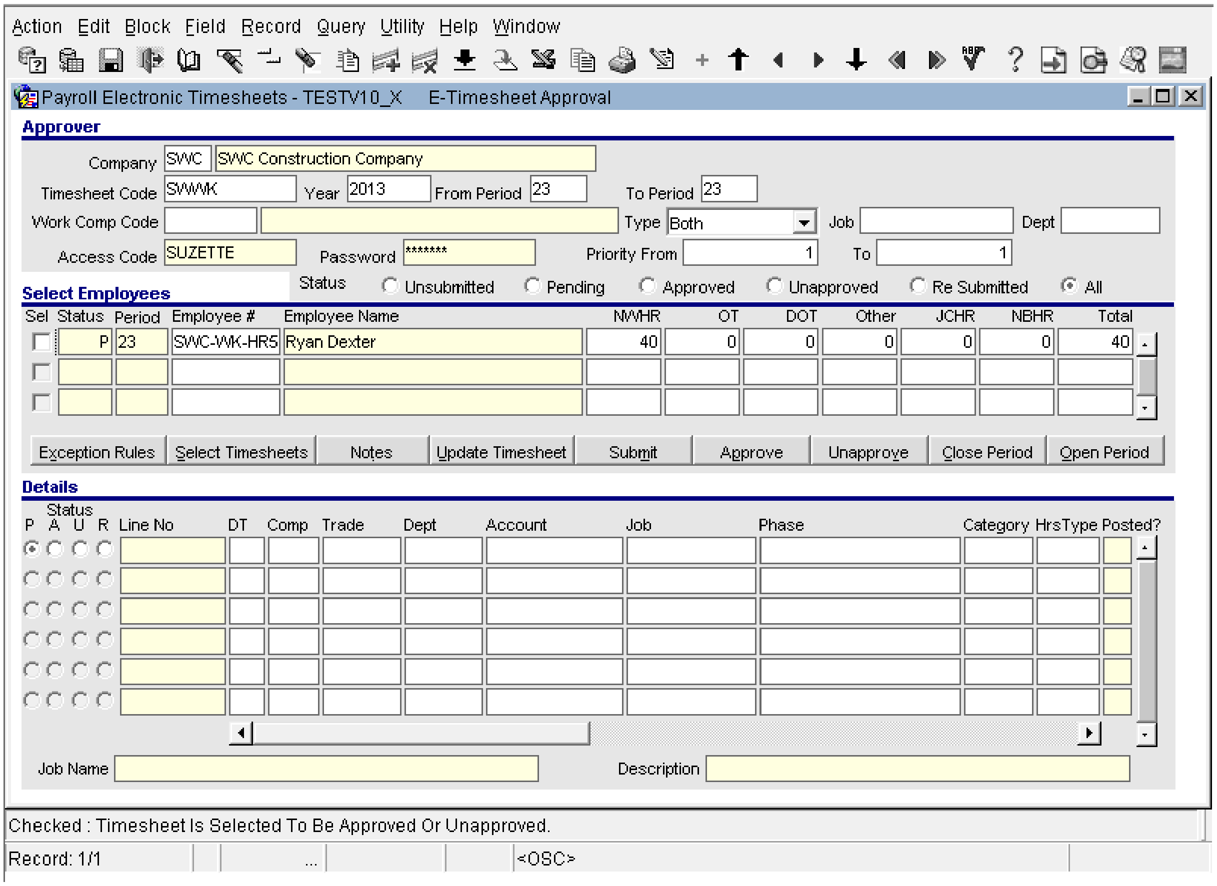
The rate will default from the Expense Code but may be changed.

Amount

The amount will automatically calculate as the quantity times rate.

E-Time Timesheet Approvals

E-Timesheet Approval



Pgm: PYETMAPR – Time Sheet Approval

If you have set the system to use Automatic Timesheet Approval then this step is not required.

Approver Block

Company

This field will default the access code administration employee company default.

Timesheet Code

Enter the Timesheet Code to be approved.

Year

Enter the year of the timesheets to be approved.

From Period, To Period

Enter the range of periods of the timesheets to be approved.

Job Company Code

Enter the Job Company. Timesheets entered against this job company will be displayed.

Job Code

Enter the Job Code. Timesheets entered against this job will be displayed.

Access Code and Password

Enter your Access Code and Password.

Priority From and To

Enter the range of priorities of timesheets to be approved. If a default priority range has been set up in System Options, then that default will be displayed upon opening the screen. If the approver's priority level falls within the range specified, then their employees' timesheets will be displayed. If no priorities are entered, then all timesheets for that company, year and period will be displayed regardless of priorities.

Once the Approver Information has been entered the system will return all submitted timesheets, for all employees listed individually, or belonging to a pay run, under the specified access code. If the setup is such that a specified user is approver for an employee that is approver to other employees, the first approver will be able to see submitted timesheets for those other employees.

The screen will default to show ALL timesheets. To view those timesheets which are unsubmitted, pending, approved, unapproved or resubmitted, click the relevant radio button.

These employees are displayed in the center area of the screen while their actual time sheets are displayed at the bottom of the screen.

There are three different methods of applying approvals.

- Manually approve every timesheet.
- Approve each employee one at a time
- Mass approve all timesheets for employees where the timesheets entered do not violate exception rule limits.

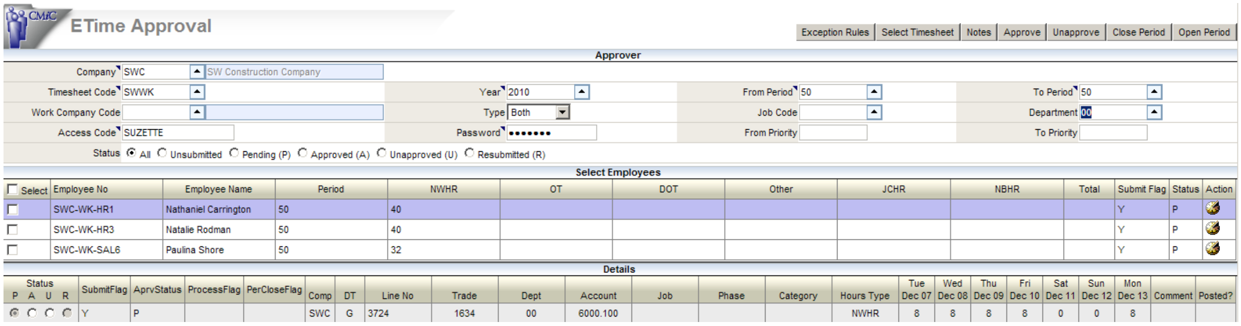
JSP E-Timesheet Approval

Timesheet Approval | Show Filter | Send To Spreadsheet | Enter Query

E-Time Approval

Company Code	Company Name	Payrun Code	Payrun Description	Year	Period	Start Date	End Date	Pending Timesheets
SWC	SW Construction Company	SWWK	SWC Weekly Payroll	2011	2	04/Jan/2011	10/Jan/2011	1
SWC	SW Construction Company	SWWK	SWC Weekly Payroll	2011	8	15/Feb/2011	21/Feb/2011	1
SWC	SW Construction Company	SWWK	SWC Weekly Payroll	2011	9	22/Feb/2011	28/Feb/2011	1
SWC	SW Construction Company	SWWK	SWC Weekly Payroll	2010	10	02/Mar/2010	08/Mar/2010	1
SWC	SW Construction Company	SWWK	SWC Weekly Payroll	2010	15	06/Apr/2010	12/Apr/2010	1
SWC	SW Construction Company	SWWK	SWC Weekly Payroll	2010	16	13/Apr/2010	19/Apr/2010	1
SWC	SW Construction Company	SWWK	SWC Weekly Payroll	2010	25	15/Jun/2010	21/Jun/2010	1
SWC	SW Construction Company	SWWK	SWC Weekly Payroll	2010	31	27/Jul/2010	02/Aug/2010	1
SWC	SW Construction Company	SWWK	SWC Weekly Payroll	2010	40	28/Sep/2010	04/Oct/2010	1
SWC	SW Construction Company	SWWK	SWC Weekly Payroll	2010	42	12/Oct/2010	18/Oct/2010	1
SWC	SW Construction Company	SWWK	SWC Weekly Payroll	2010	50	07/Dec/2010	13/Dec/2010	5
SWC	SW Construction Company	SWWK	SWC Weekly Payroll	2009	20	12/May/2009	18/May/2009	1
SWC	SW Construction Company	SWWK	SWC Weekly Payroll	2008	1	01/Jan/2008	07/Jan/2008	1
SWC	SW Construction Company	SWWK	SWC Weekly Payroll	2008	41	07/Oct/2008	13/Oct/2008	1
Total (14 rows)								

When the user selects Timesheet Approval, a summary of timesheets to be approved is displayed in a list by Company, Payrun, Year, Period and Pending Timesheets. The Pending Timesheets column displays the number of timesheets to be approved.



When the user makes a selection from the log, the approval screen is displayed with the timesheets in the period specified. When a change is made in the top block, the user should press the “Select Timesheet” button to display a new list of timesheets based on the information in the top block. The Job Company Code and Job Code fields allow the user to restrict which timesheets can be approved. Only timesheets with that Job Company Code and Job Code can be approved

The Radio buttons display either all timesheets that satisfy the criteria above, pending timesheets, approved timesheets, unapproved timesheets or resubmitted timesheets. The edit icon allows the user to view and/or edit the timesheet for that employee. The Select checkbox selects all timesheets displayed.

[Exception Rules] Button

Exception Rules are used to determine if an employees' timesheets fall within standard guidelines and therefore can be mass approved. Exception Rules in conjunction with the Select Timesheets button will mark for selection all employees whose timesheets do not violate the rules.

This button launches a window where you can enter the maximum number of hours for Normal, Overtime, Double Time, Other and Total Hours. You may enter a value in any or all of these fields.

Once complete close the popup and press the [**Select Timesheets**] button to mark the rules-compliant timesheets for approval.

Exception rules can be changed at any time and are unique to the session so different approvers may apply different rules.

In JSP E-Time, the Exception Rules button allows the user to restrict the timesheets displayed by entering minimum and maximum hours and clicking the Select Timesheet button.

[Notes] Button

The Notes button is available in forms and JSP E-Time. It allows the user to enter notes for the employee in that period.

[Select Timesheets] Button

By invoking this button, all the employee timesheets for the period will be marked for approval if they do not violate the exception rules.

Although this process marks the employee record as OK to approve, it does not actually approve the selected record. The approver may remove or add other employees before committing the approval.

[Update Timesheet] Button

This button is available in forms and JSP E-Time. It will be active if you have the privilege to update an employee's timesheet. When pressed the button will open the Timesheet Entry form for the employee whose timesheets you wish to alter. After making the required changes to the timesheets, exit will return to the Approval Screen.

[Submit] Button

This button allows the user to submit timesheets that have an Unsubmitted status. When this button is pressed, Unsubmitted timesheets will become Pending, and timesheets that are being resubmitted, will become Resubmitted.

[Approve] Button

This button is available in forms and JSP E-Time. It will set the status to Approved on all timesheets related to the selected employees.

[Unapprove] Button

This button is available in forms and JSP E-Time. It will set the status to 'Un-approved' on all timesheets related to the selected employees.

If a timesheet is marked as Un-approved, the timesheet then becomes available again in the Timesheet entry form and the employee can make the required changes and re-submit the record. If an e-mail address has been entered in access code set up under the heading ‘Unapproved Timesheets/Expenses’ the employee will receive an e-mail notifying them that a timesheet has been un-approved and needs to be re-entered and submitted.

[Close Period] Button

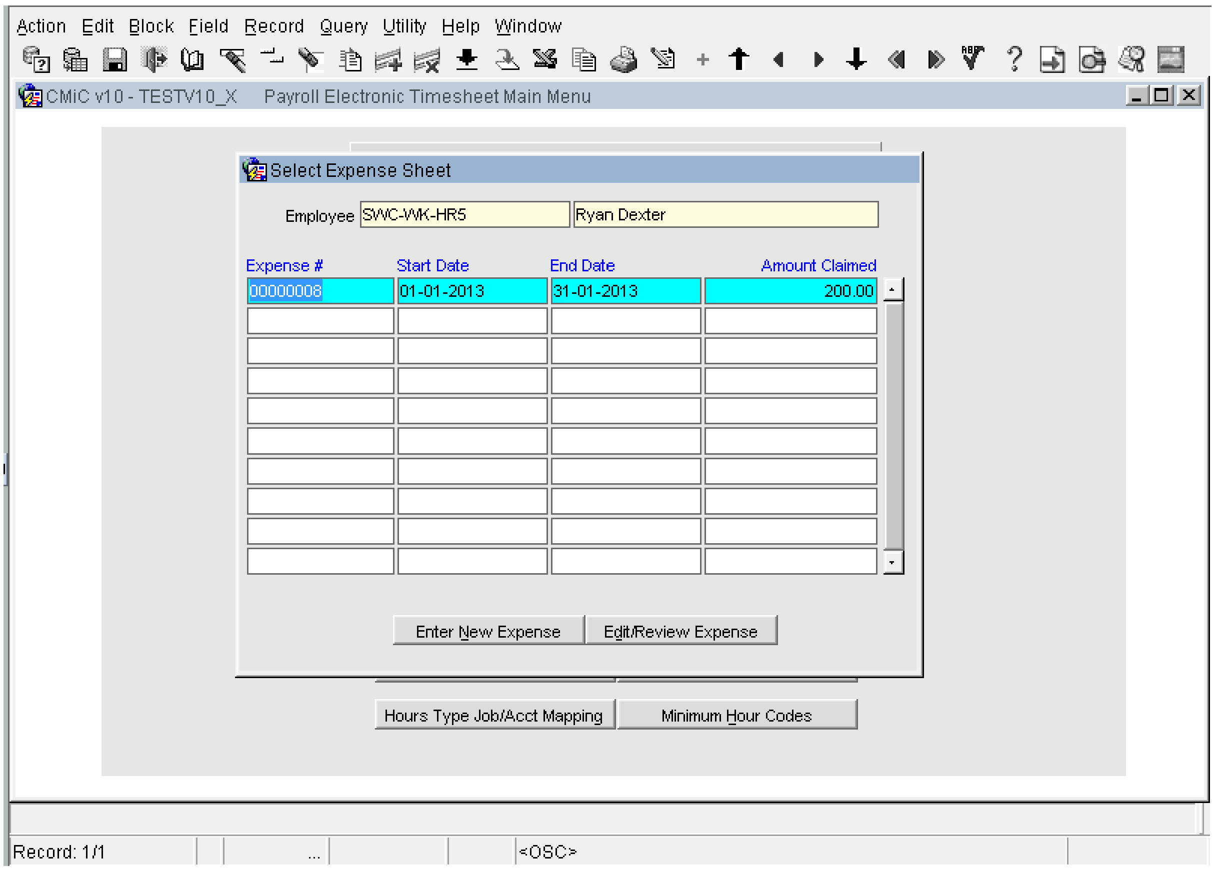
This button is available in forms and JSP E-Time. It will close the period for the employee selected.

[Open Period] Button

This button is available in forms and JSP E-Time. It will open a closed period for the employee selected.

Expenses

Expense Entry

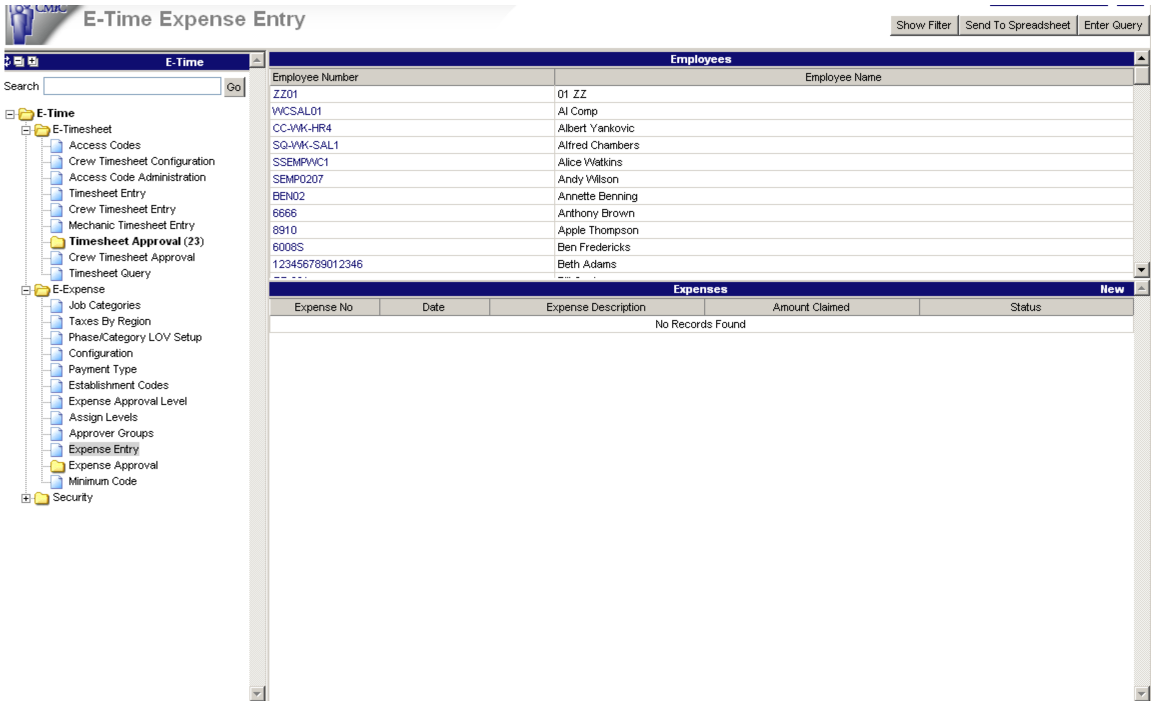


Pgm: PYEEXPNS – Enter or Review Expense Entry

Employee Expense entry is used for entering 'Detailed' expenses for specific time periods. Each Expense report is stored and kept on file so that the employee can review older expense reports at any time.

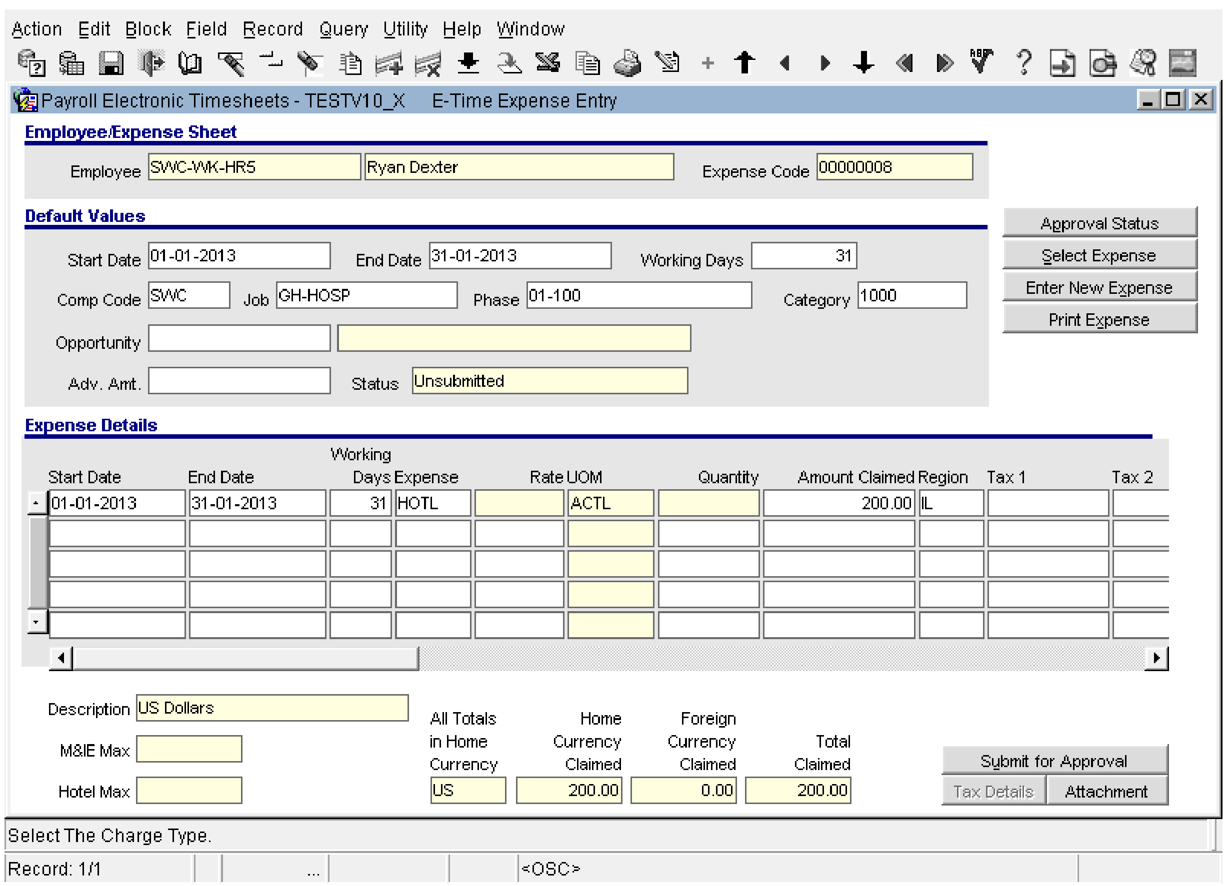
Once an Expense report has been submitted for approval the employee can no longer alter the report.

When first entering the Expense Entry screen, the system will ask if you want to create a new expense report or review an existing one. If you choose an existing report, a list of previously entered expense reports will be available for selection.



In JSP E-expense, the employee can select the employee number and click on New to create a new e-expense

Default Values Block



Completion of the Default Values block is not mandatory, any values entered in this area will default into detail lines. This area is meant to speed up repetitive data entry.

Note: There is however one important field in this area, the Status Field. This shows where in the process this particular expense report currently sits.

Approval Status Button

Use this button to view current status of the expense, assigned approvers and number of approval levels required to fully approve current expense. The Mandatory flag is marking mandatory level and approver.

Approval Date is populated once an expense is approved by a designated approver(s), and the status is changed to Approved.

Select Expense Button

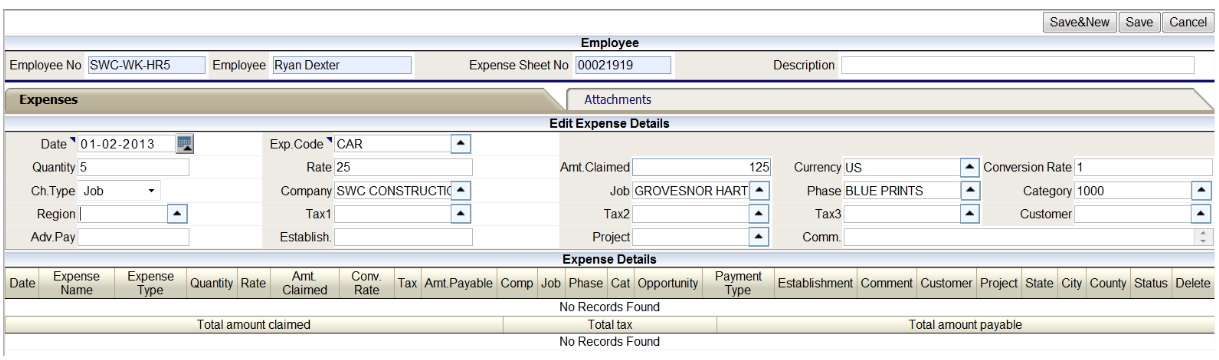
Use Select Expense button to review and modify different expense for the same employee.

Enter New Expense Button

Use Enter New Expense button to add a new expense sheet for a selected employee.

Print Expense

Use Print Expense button to print the edit list for a selected expense sheet.



Description

In JSP E-Time, the user can enter the description of the e-expense in the top block.

Details Block

Start Date/End Date

These are starting and ending dates of the expense. For example a hotel expense may be for March 1 to March 3.

Working Days

Working days are automatically calculated from the entry of the start/end date range for actual working days, i.e. Monday through Friday.

Expense Code

Select the expense code from the LOV.

Rate

Enter a rate associated with the expense code if a rate has not defaulted from the expense set up in enterprise. For example mileage may be set at .20 cents a mile. If a standard rate has been set it will default into this field, but may be changed

Quantity

Enter the quantity associated with the expense code, i.e. miles, days etc.

Amount Claimed

Amount claimed is rate x qty.

Tax 1,2,3 Fields

Enter up to 3 tax codes for each line. The previously entered expense amount will the amount included taxes, for example, if 1150$ were entered as the expense amount and Tax1 7% and Tax2 8% were added, the system will calculate Tax1 amount of 70$ and Tax 2 amount of 80$, leaving 1000$ as the net expense amount.

Note: Tax fields will be available only if the payroll control is set to post expenses through timesheet posting.

Currency

Enter the currency of the expense.

Conversion Rate

Enter the currency code conversion factor at the time of the expense.

Charge Type

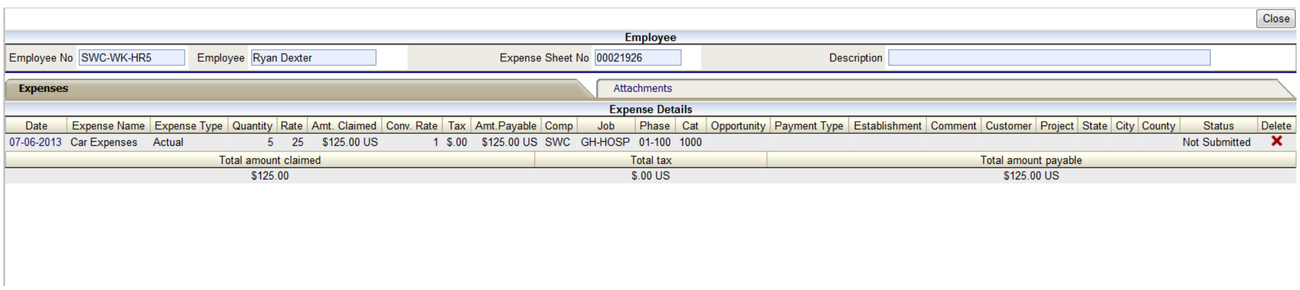
This field indicates Job or Overhead charge. If it is to Job you will have to enter the Job, Phase and Category.

Comments

This is a short description about the expense entered. If the "Comments –E expense" flag is checked in Company Control, then comments will be mandatory in e-expense entry.

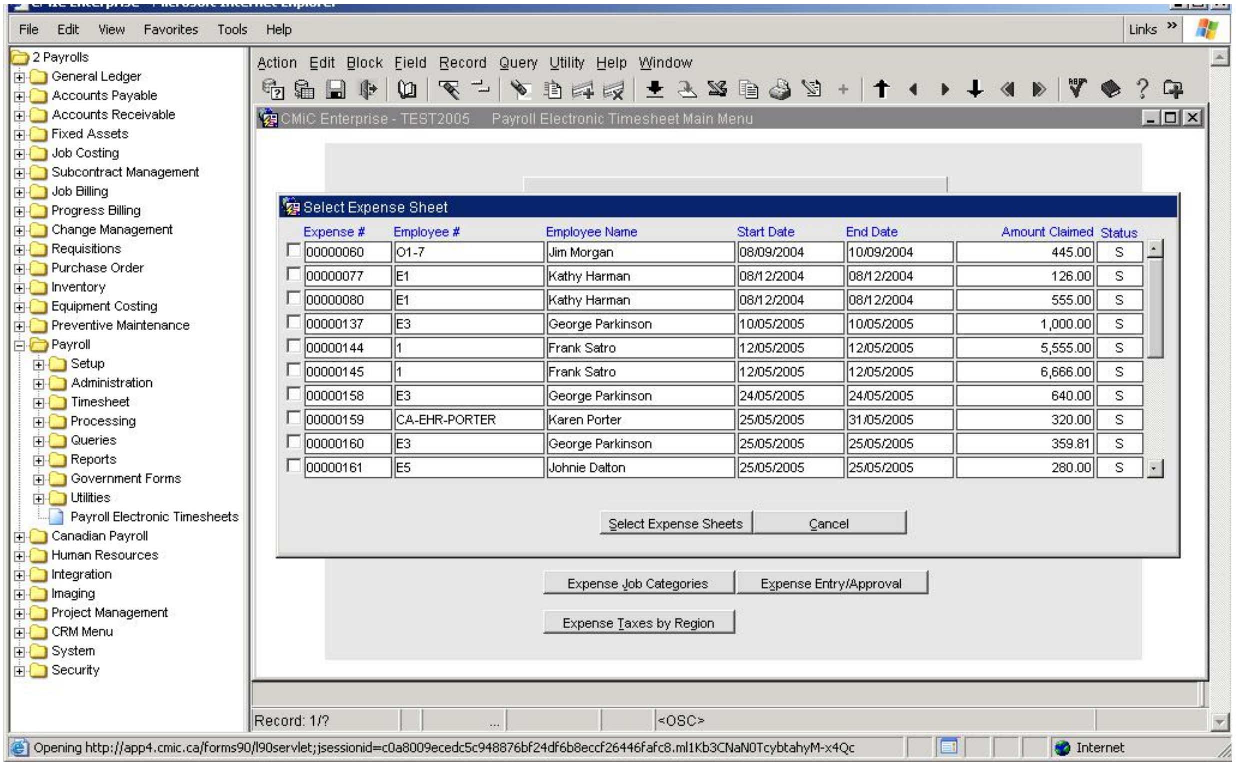
Once all the details have been entered, press the [**Submit**] button to mark the records as ready for approval. One an Expense Report has been submitted you cannot change it. After Submitting only the Approver may change the report. If e-mail addresses have been entered in access code set up, the approver will receive an e-mail showing an expense waiting for approval.

If the expense entered was against a Joint Travel Regulation job, and the expense type was a JTR Hotel or Per Diem the system will first make sure that you have entered a City and State. It will then check to see if the amount entered exceeds the JTR limit and if it does, a warning will be displayed. You may then elect to make changes to the amount or rate.



In JSP E-expense entry, the [**Submit**] button will submit the e-expense for approval and the [**Add**] button will allow the user to create a new expense for the specified employee.

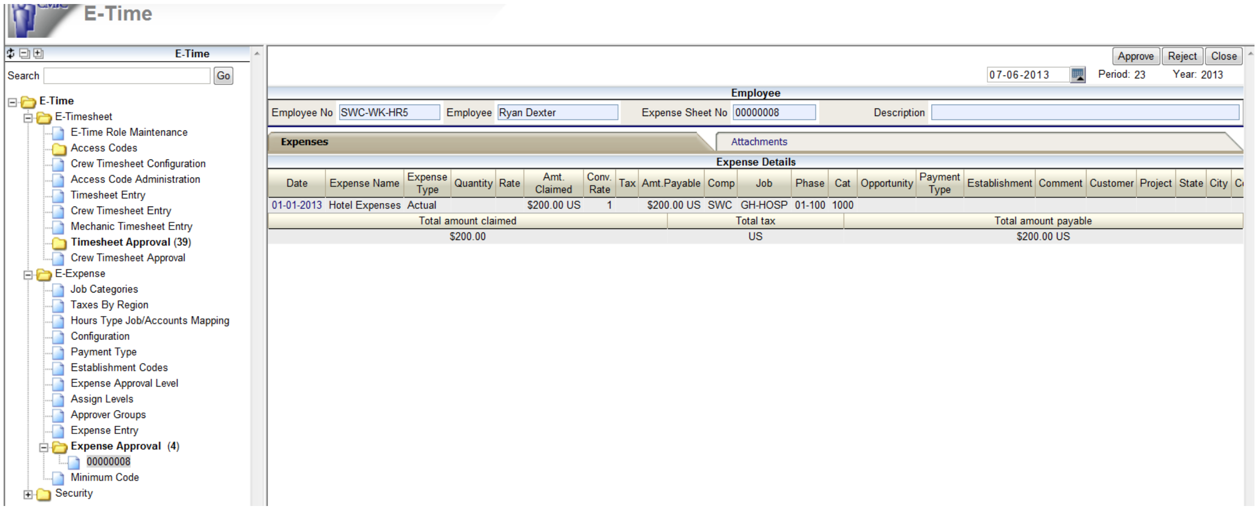
Expense Approval



Pgm: PYEEXPNS – E-Time Expense Approvals – Selection Display

Once an employee has submitted an expense report, it is ready for approval. When you first select Expense Entry/Approval, you will be asked if you want to enter an expense or approve expenses, in this case select Approve.

The system will then display a listing of all Expense submissions that the current account in use has the authority to approve. Select the appropriate Expense report from the listing, then click [**Select Expense Sheets**] to view the details for Approval/Unapproval.



[Approve Expense] Button

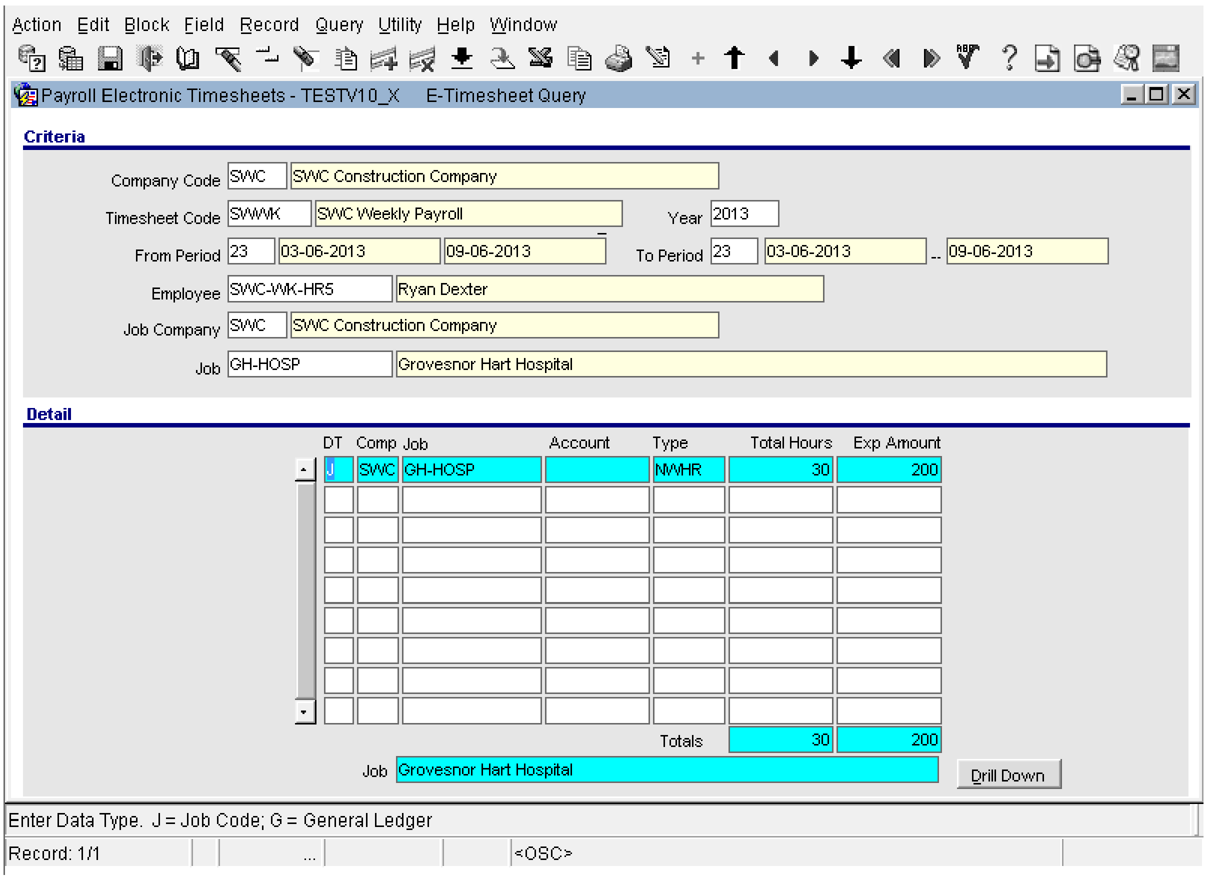
This button is available in forms and JSP E-expense. When this button is activated the system will change the approval status from Pending to Approved.

[Un-Approve Expense] Button

This button marks an approved or submitted expense report as un-approved. This means that the employee can re-enter or change the data on the report and then re-submit it. If an e-mail address has been entered in access code setup the user will get an e-mail stating that the expense has been un-approved and needs adjusting. This is similar to the [**Reject**] button in JSP E-expense approval.

Queries

E-Timesheet Query



Pgm: PYETMQRY – E-Timesheet Query

Users or approvers can easily query the timesheet information for an employee by one or more periods using e-time Query.

Crew & Mechanic Time

Overview of Crew/Mechanic Time

Crew and Mechanic time entry are two powerful ways of entering time against multiple employees and the equipment the employees are assigned to while working with in one entry.

Features of Crew Time Entry include:

- Entering time to a full crew that is associated to one job, both time and one or more pieces of equipment.
- Associating time to the equipment when it is idle or out for repairs.
- Changing the employee rate by the equipment used.
- Assigning union pay rate by shift.
- Entering both the revenue charge and cost for equipment in one timesheet.
- Costing time to job, equipment or GL on one line.
- Entering time to equipment without entering employee time.
- Time can be entered against employees belonging to different pay runs on one time entry sheet.

Features for Mechanic Time Entry

- Record time and equipment for the mechanic, the mechanic work assignment distribution and equipment assigned to the mechanic in one entry.
- Distribution is for J, G, E and W Lines.

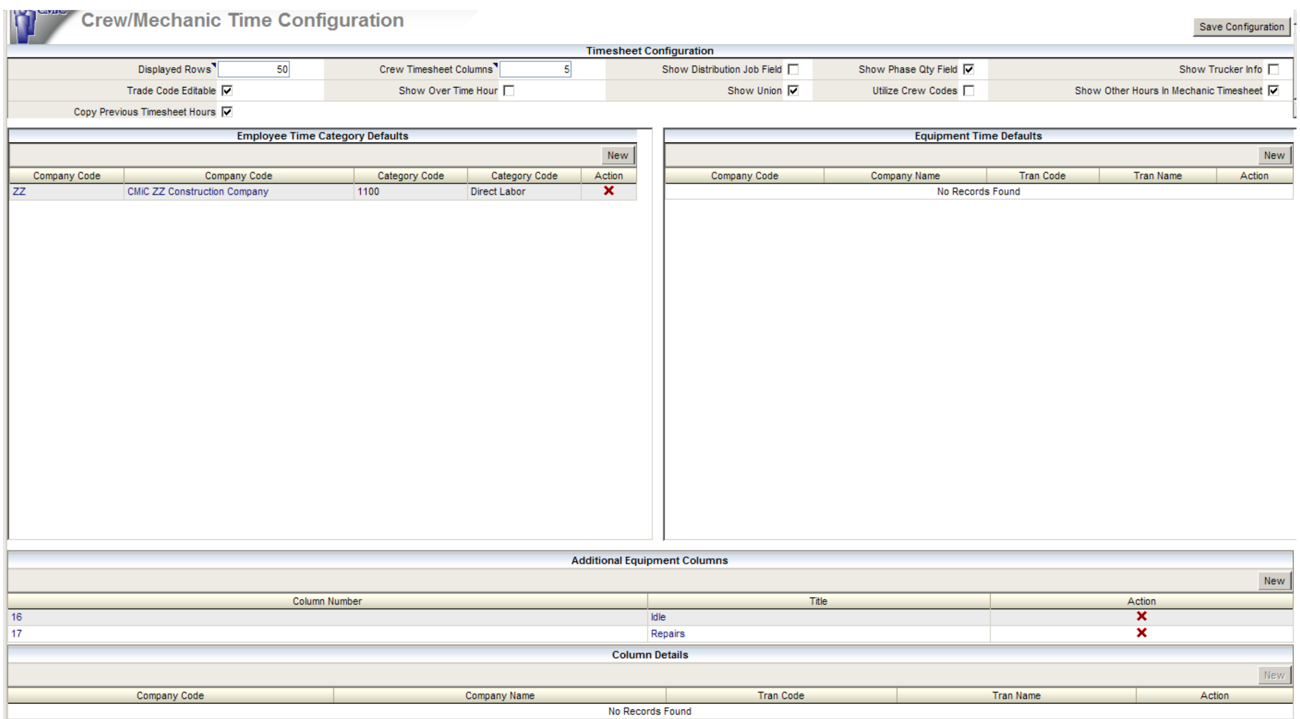
Crewtime

Payroll Electronic Timesheet

The same setup required for E-Time payroll periods and access code administration is required for both crew time and mechanic time.

Crew/Mechanic Configuration

The crew/mechanic configuration is the first step in creating crew and mechanic timesheets. Here you will enter how many rows and columns are to be displayed on the entry screens, if the distribution job field should appear on the entry screen, what companies are allowed to enter information and the default job categories and equipment transaction codes that are to be used. You may also have additional columns that should be available at all times such as idle time for the equipment assigned to the employee or repair of said equipment. The names of the additional columns and where they should be placed on the entry screen will be entered on the configuration screen.



Show Other Hours in Mechanic Timesheet

This flag is used to indicate whether Other Hours should be shown or not, on the Mechanic Timesheet.

Copy Previous Timesheet Hours

This flag, if checked, will copy employees and their hours entered in Crew Time to a new timesheet when the "Copy Previous Record" button is checked in Crew Timesheet Entry. The Job, Shift and Crew Code must be the same as the previous timesheet on the new timesheet to be copied.

If the flag is not checked, only the employees will be copied over and not their hours.

Other Setup Options

A) If copied employees are to be used in crew time the checkbox on your job setup 'Use Job Company To Pay Employee' must be checked. When this checkbox is checked crew time will automatically create a timesheet for the employee that has been copied to the job company. (Note: you will only see the primary employee on the LOV).

For example – There are three companies with company codes, WI, WH, WX. The employee 12345 has a primary company WI, but has been copied to company WH. The employee now has two codes 12345 and 12345-WH. The job entered in crew time belongs to company WH.

Situation 1

In the job setup screen the checkbox is checked to pay from the job company. On the LOV the employee code 12345 is found and selected. Hours are entered and the timesheet is posted. When printed you will see that the employee timesheet is for company WH and they will be paid from the WH payroll. No intercompany transaction will be created.

Situation 2

The checkbox is unchecked on the job setup. On the LOV the employee code is 12345 is found and selected. Hours are entered and the timesheet posted. When printed you will see that the employee is paid from his primary company WI and an intercompany transaction has been created.

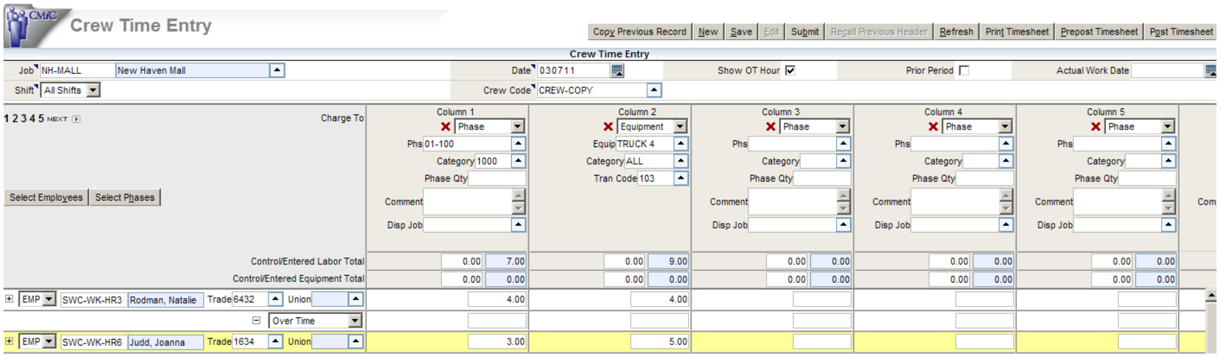
B) If you wish to have the employee rate increase according to the trade associated to equipment you must associate the trade code to the equipment class. If the rate is higher than the trade rate assigned to the employee the trade will automatically change and pay the higher rate with the use of the equipment. If the rate for the trade associated to the equipment is lower than the employee normal rate the trade code will not change and the employee will be paid the rate associated to his trade. (Note in the case when more than one piece of equipment has been associated to the employee the trade code for the first piece of equipment is the only one that will be read).

For example – The employee trade 1000 pays 11.00/hr the first piece of equipment associated to the employee has a trade that pays 10.00/hr and the second piece of equipment assigned to the employee has a trade associated that pays 15.00/hr. The employee trade will not change and the employee will be paid $11.00/hr.

C) When an employee has a piece of equipment assigned on the Rates tab of the employee profile the equipment line will automatically have this piece of equipment as a default in both crew and mechanic time.

D) 'System Options System Wide Unique Jobs' system options checkbox - If you are using unique job codes across all companies you will have this check box checked on the Projects tab in System options and you will only see the job code when entering in the header of crewtime entry. However if this checkbox is unchecked then you will be required to enter both the job company code and the job code.

Crewtime Entry Screen



Crew Time Entry Form

Company

This field may or may not be available for entry depending on your system options setting, ‘System Wide Unique Jobs’. If unchecked the company field will be available and it is mandatory. Checked the company field will not be available, meaning the job code will not exist in any other company.

Job

Enter the job code for the job the time is being entered against

Date

Enter the date for the day the time is being entered against

Crew

This is a user defined field. You may use this field to identify it in the Crew/Mechanic Approval screen.

Columns and Rows

To get the columns and rows to appear press the [Refresh] button or tab from the Crew field.

Copy Previous Record

This button will copy employees and their hours entered in Crew Time to a new timesheet if the Copy Previous Timesheet Hours flag is checked in the Configuration screen. The Job, Shift and Crew Code must be the same as the previous timesheet on the new timesheet to be copied.

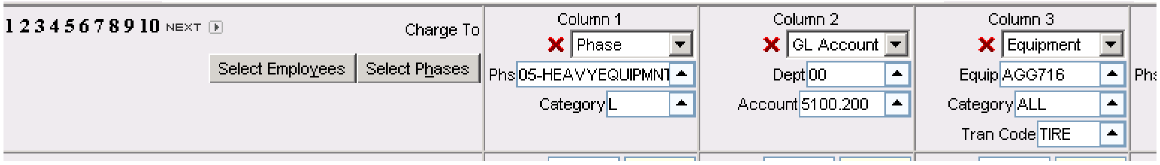
If the flag is not checked, only the employees will be copied over and not their hours.

Shifts

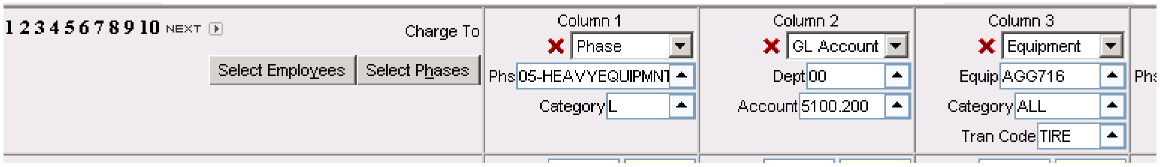
The shift will default from the System Options setting. You may change it according to your System Option setup whether it allows for All Shifts, Day, Evening and Night. For Mechanic Time the shift will default from the Payroll Control.

[Select Employees]

You may use the [**Select Employees**] button or you may select employees from the LOV when entering. If there are many employees on the crew the use of [**Select Employees**] is advised. All employees that are selected will default to the rows in the field.

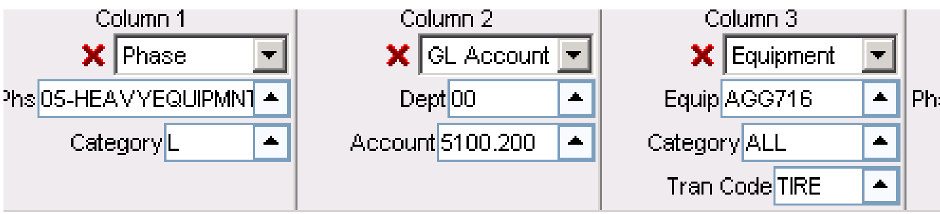


[Select Phases]



You may use the [**Select Phases**] button to select the phases the time will be entered against or you may select the phases from the LOV during entry. If you use the [**Select Phases**] button the phase codes will default to individual columns with category defaulting from the configuration screen.

Columns



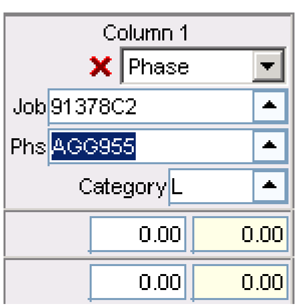
The columns will reflect the cost side of the transaction. You may enter time against a phase/category combination, or against equipment or general ledger. Select from the drop down list the type of cost this will be.

Job - select phase if phase has not been defaulted. Category will default from the configuration screen. If the category is not assigned to this phase it will appear in red. You may either change the category in the crewtime screen or you may go to job cost and assign the configuration category to the phase.

Equipment - select the equipment code, category and Cost transaction code you want to charge time against.

General Ledger – select G/L Account from the dropdown list, and the department and account that time will entered against.

Column that has the Job Code

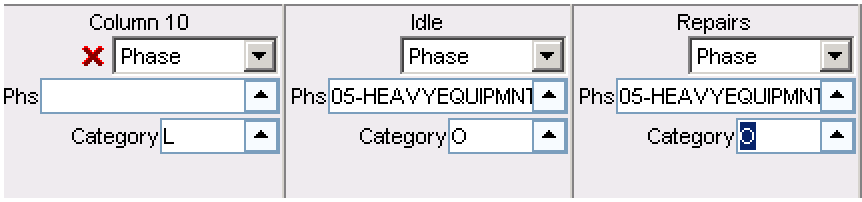


If in the configuration screen you selected to have the job code available in the column you may change the defaulted job code to a sub job belonging to the job entered in the header, otherwise leave the job code as defaulted. If you did not have this selection in the configuration screen you will be able to charge to the controlling job only.

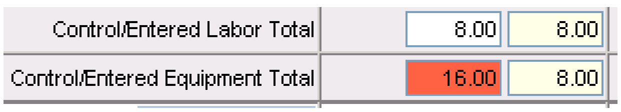
Other Columns

In the configuration screen you may have setup other columns such as Idle and/or Repair

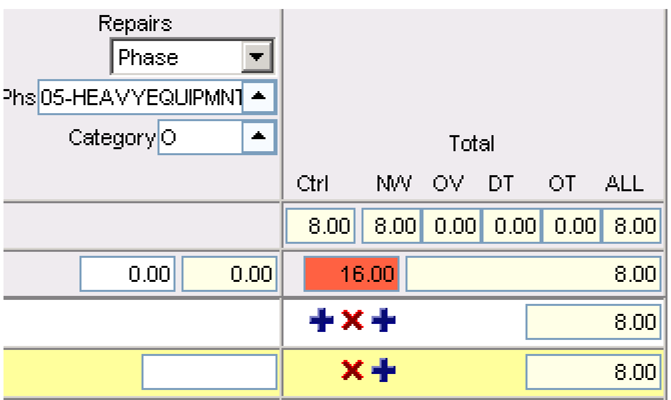
These columns will appear in the placement that was entered on the configuration screen. You will be required to enter the same distribution setup as above. These columns will be used to record the time the equipment was sitting idle or in for repair as an example.



Control



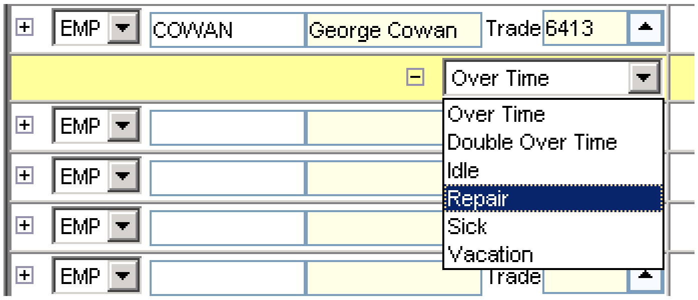
There are non-mandatory Controls that may be entered for both the labor columns and the equipment columns. The first field is in white and is where the operator will enter the batch total for the labor about to be entered and a batch total for the equipment time about to be entered. When the entry is finished the right and left hand fields should match. If an entry error has been made the control will appear in red and a correction to the entry must be made before Submit or Post can be processed.



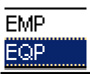
At the end of the columns the total control will appear, that you may find easier to work with. As each row is totaled it will be compared to the controls. It to must balance before submit and post will be allowed.

Rows

The rows in crewtime sheet allow for the entry of employee time and trade, equipment used, overtime and leaves.

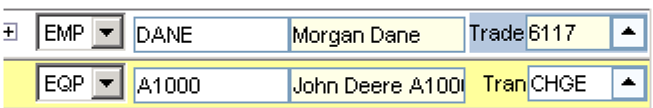


To have the dropdown list appear press the + to the extreme left. If you need to enter more than one line of overtime or leave press the + twice etc. When you want to delete press the – sign to the left of the dropdown list.



The next selection is Employee Time or Equipment Time. For Equipment time this will be the revenue charge to the job. You can enter multiple equipment lines against one employee. For pay rates and hour types the crewtime entry will accept only the first piece of equipment entered against the employee. You can enter an employee only line and not enter equipment. Equipment lines can be entered without entering time to the employee.

EMP - If the [Select Employees] list was not used select the employee from the LOV. The Trade Code will default from the Employee Profile.



In the above example the employee name was selected and when the EQP was selected the equipment code automatically defaulted from the setup in the employee profile as the equipment assigned to this employee.

If no equipment is assigned then an equipment code will have to be selected from the LOV.

You will see the equipment code, equipment description and the equipment revenue transaction code. The transaction code defaulted from the crew/mechanic time configuration.

Equipment Classes

Equipment classes play a large role in crewtime entry in that they can change the rate of pay by associating the trade code assigned to the equipment with the payroll pay rate entry

Equipment Classes

Code	Name		Trade	Trade Name
WI-AGG	Aggregate Truck		TRK	Truck Driver
WI-AGG05	Agg		8315	Crane Operator
WI-AGGA1	Aggregate 1		8316	Excavating Equipment Ops
WI-AGGA2	Aggregate 2		8317	Grader, Dozer, Scraper Operat
WI-AGGA3	Aggregate 3		TRK	Truck Driver

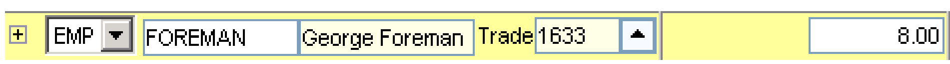
Pay Rate by Trade Code

Equipment Classes

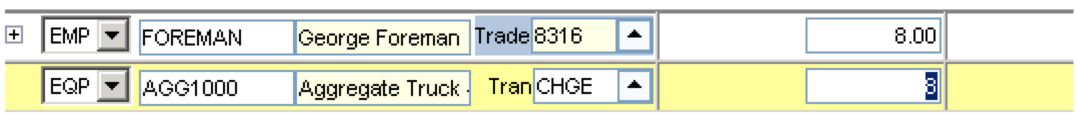
			Payroll Rate Codes			
Code	Name		Normal	Overtime	Double OT	Other
WI-AGG05	Agg		EQUI	EQUI	EQUI	Z100
WI-AGGA1	Aggregate 1	›ps	Z100	Z100	Z100	Z100
WI-AGGA2	Aggregate 2	Operat				
WI-AGGA3	Aggregate 3					

By Payroll Rate Code

Sample 1.1

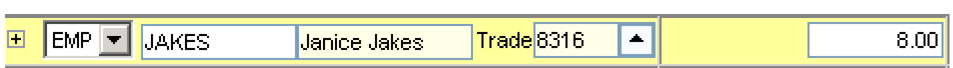


In this sample the employee trade rate is 1633 that pays 24.55/hr for the Evening Shift.

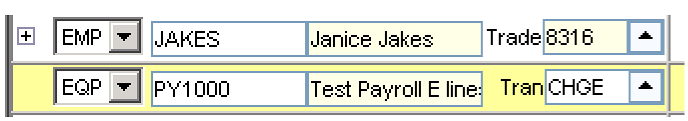


An equipment line was associated to the employee time that had a trade rate associated 8316. Trade code 8316 paid 51.51/hr therefore the trade code changed on the employee line so that the employee will receive the higher rate of pay.

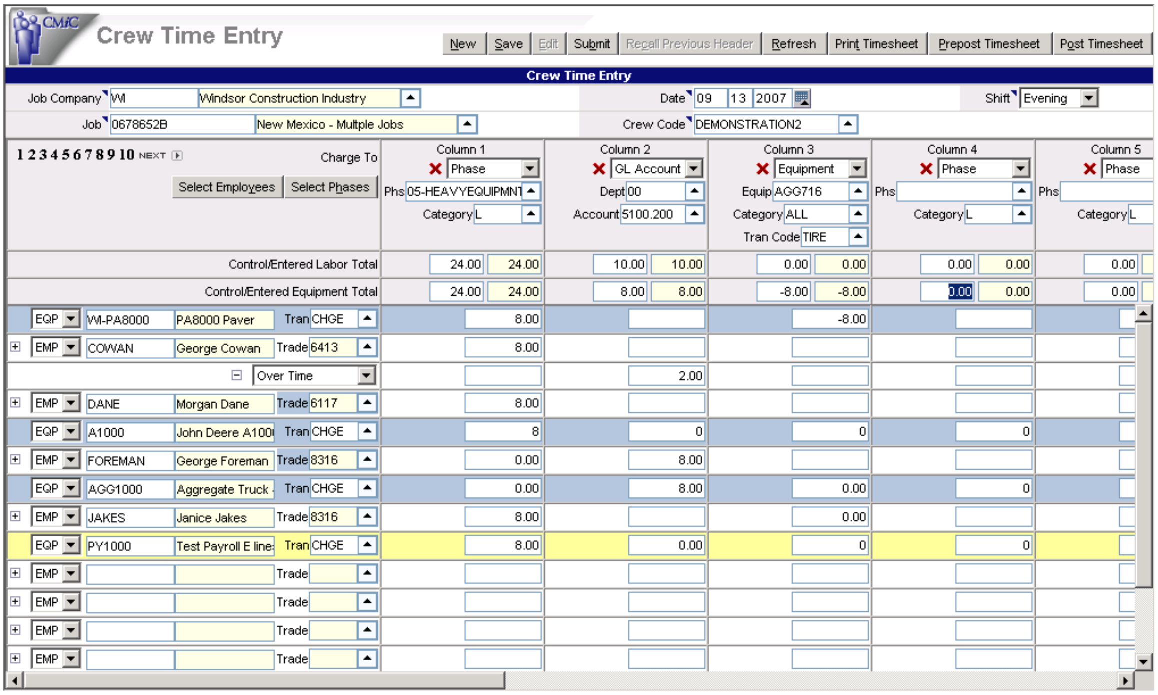
Sample 1.2



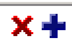
Employee has a trade associated in the employee profile of 8316.



In this sample the trade code did not change as 8316 pays 51.51/hr and the trade code associated to the piece of equipment PY1000 is 1633. 1633 pays 24.55/hr. The trade code remains unchanged to guarantee the employee receives the higher of the two rates.



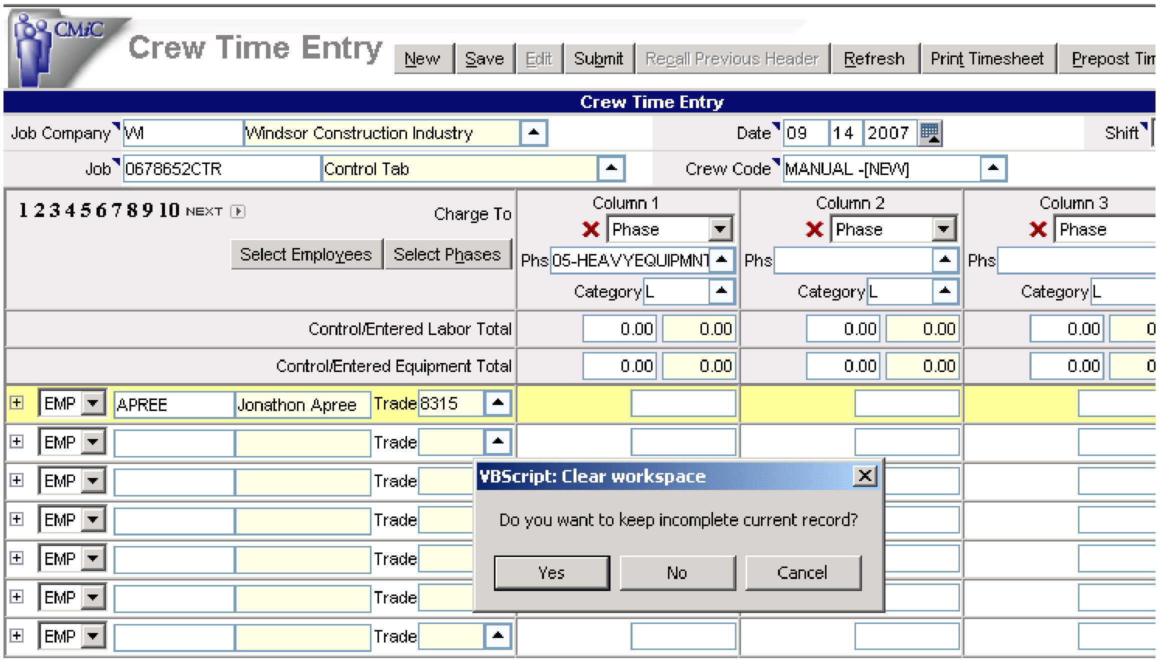
Data entry will continue until the full crewtime has been entered.
To Add or Delete rows use the icons at the end of the row.



Save, Submit, and Post

The first notation that should be made is that if you are satisfied with the entry and have the authority you may go directly to the [Post] button and the Save and Submit be included in the Posting Process.

If you need to start a new timesheet while still working on a current timesheet you may press the [**New**] button. You will be asked if you want to keep the incomplete record.

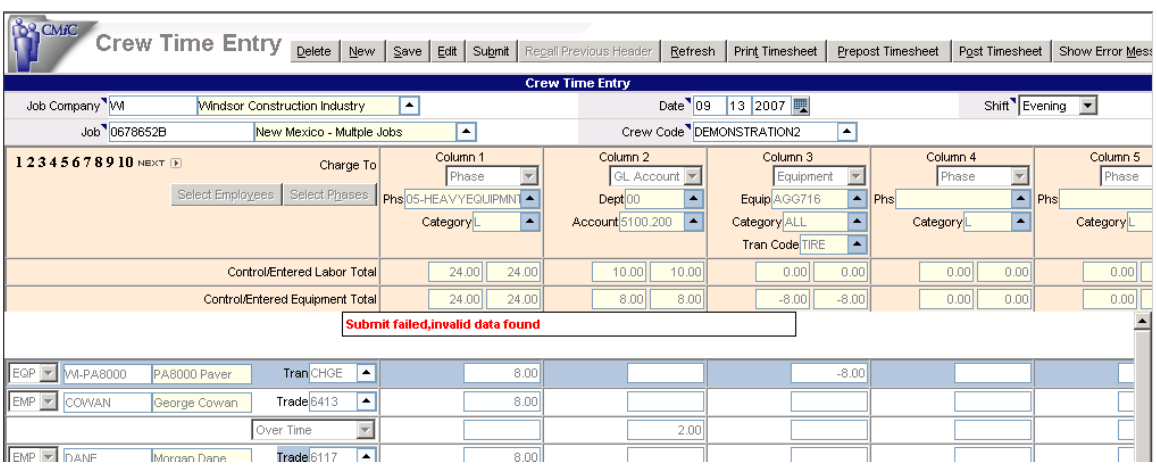


Save

The save button will save the data to be looked at later. It will not submit

Submit

The submit button will submit the timesheet information for approval or posting.



Once Submitted the background color will change.

If there is invalid information a ‘Submit Failed, invalid data found error’ will be given and the Show Error Message button will appear.

```
Row 8, Column 1:
Invalid Record  : Equipment Rates are not defined for
Equipment PY1000 and date 13-SEP-07
```

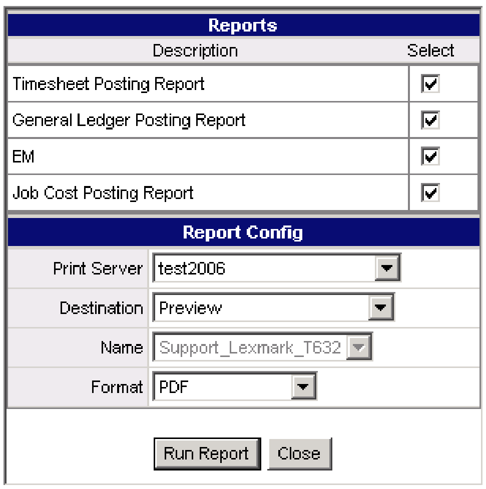
Edit

If the error message had to do with an entry on the timesheet then you would use the [**Edit**] button and be returned to the entry screen for correction.

Once you have corrected any errors

You may Print the Time sheet, Run the Pre-Post Reports or Post. To have access to these buttons you may have to press [**Recall Previous Header**]

Once posted you will receive a report parameter where you may print all or uncheck those reports you do not want.



Posting Reports

The only difference between crewtime posting reports and payroll timesheet posting reports is on the equipment report where there will be both Cost and Revenue totals.

*** - All Companies**

EQUIPMENT COSTING - POSTING REPORT

Page: 1 of 1
Date: 140907
Time: 04:31 PM

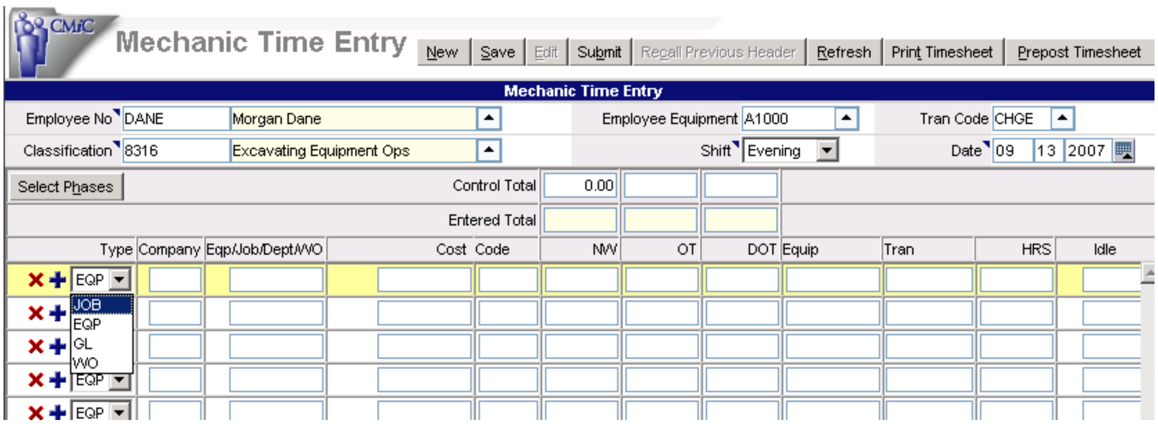
Category	TranCode	Rev Type	Post Date	Ref Date	Src	Source Code	Ref Code	Unit	WM	Eqp Qty	Cost Amount	Revenue Amount
Equipment	**AGGTRK21**	**Aggregate Truck 21**										
ALL	PART		170907	170907	EM	WI WI-PAV50	CHGE	8.00	HR		895.68	.00
ALL	PART		170907	170907	PY	COWAN	WHET 2007-11	8.00	HR		280.00	.00
							Total for Equipment	**AGGTRK21**			**1175.68**	**.00**
Equipment	**WI-PAV50**	**Paving Maching #50**										
ALL	CHGE	ADD. RNT	170907	170907	EM	WI AGGTRK21	PART	8.00	HR	1.00	.00	13.68
ALL	CHGE	FOG	170907	170907	EM	WI AGGTRK21	PART	8.00	HR	1.00	.00	882.00
							Total for Equipment	**WI-PAV50**			**.00**	**895.68**
								Report Total			**1175.68**	**895.68**

The cost amount came from the column with Equipment. The revenue amount came from equipment assigned to an employee or an individual equipment line.

Mechanic Time Sheet Entry

Mechanic Time Sheet Entry

Mechanic Time is unique in that is will enter time for the cost distribution as well as for the vehicle assigned to mechanic for use to access the equipment at various job sites.



Employee No and Equipment Code

Enter the mechanic employee number, the employee equipment code and transaction number will default from the employee profile. The Shift will default from the Payroll Control, unlike crewtime where it defaults from system options.

Distribution

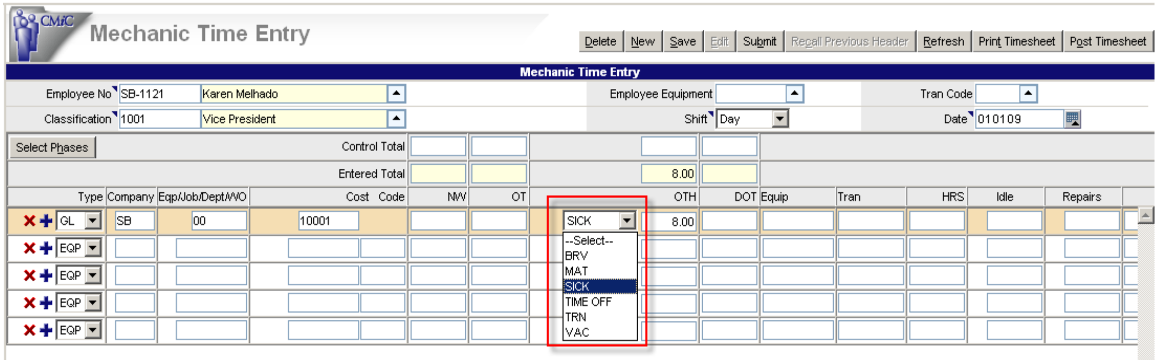
If the distribution is a job then the [**Select Phases**] button may be used. Phases will default to the first field of each row. This is the cost side.

Distribution in Mechanic Time can be to a Job, Equipment, GL Account or a Preventive Maintenance Work Order.

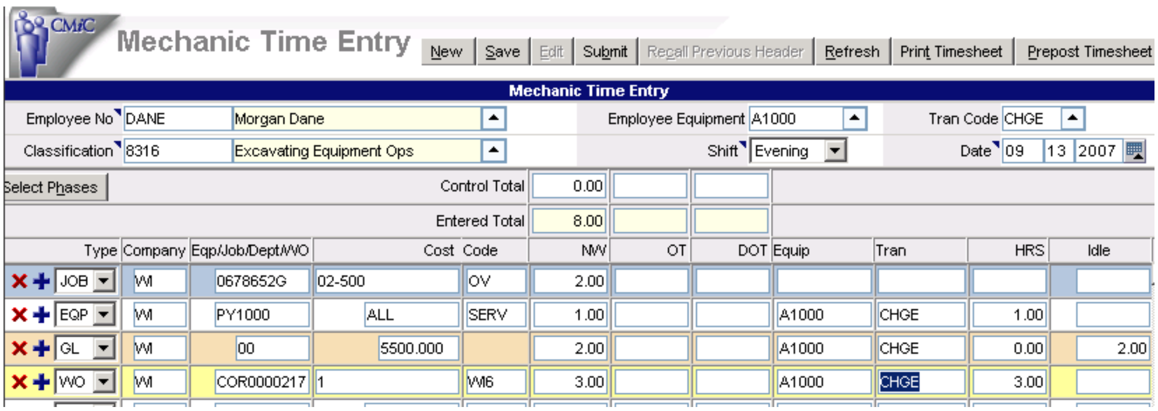
Select the distribution, enter the cost company, job/equip/gl/or WO and all dist. Information.

Enter the time Normal, Overtime or Double Overtime fields. Once you tab out of these fields the Equipment and Transaction Code will default into the Equipment and Tran Code – This is the Revenue side of the transaction for the equipment assigned to the employee.

If the mechanic's equipment was sitting idle enter the number of hours it was idle.



When the checkbox “Show Other Hours in Mechanic Timesheet” is checked in the Crew Timesheet Configuration , the Other Hours Type drop-down selection box is shown in the Mechanic Timesheet Entry as shown in the print above.



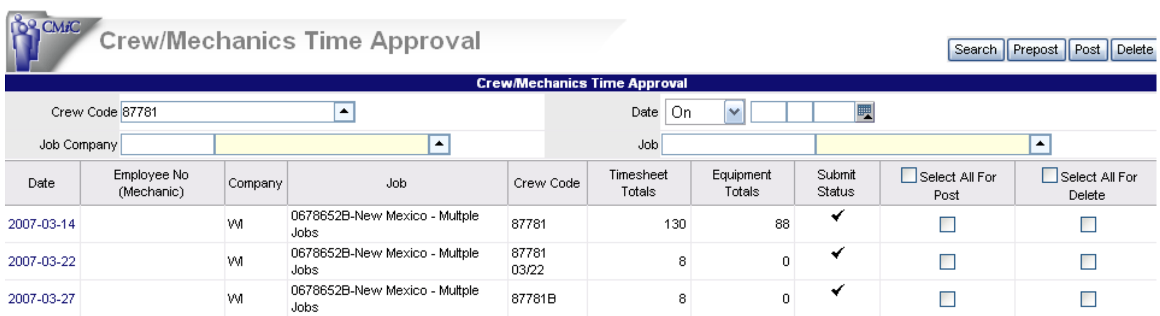
Once satisfied with the details entered, press Save and or Submit or you may go directly to the Post button.

Crew/Mechanic Timesheet Approval

Timesheet Approval

Crew and Mechanic timesheets are automatically approved and can be posted directly from the entry screen. The timesheet may also be seen prior to posting in the timesheet entry form.

The approval screen may be used to post the timesheet if the operator has submitted the timesheet and another approver posts the timesheet. It may also be used to access the saved timesheet or the submitted timesheet for editing purposes.



Header

Crew Code

To limit your search to a particular crew code enter or select from the LOV the crew code to be posted or edited. Leave this blank for all timesheets waiting for posting or editing.

Job Company

To see only those timesheets belonging to a particular job company enter or select the job company code

Date

You may limit your search by dates On, Before or After the date entered by selecting from the dropdown list

Job

You may limit your search by entering a job code

Details

Date

The date will appear in blue. You may click on this to access the timesheet

Employee No (Mechanic)

If this is a mechanic timesheet the employee number will appear in this field

Company

The company code will default to this field from the timesheet

Job

The job code and job description will default from the timesheet

Crew Code

The crew code will default from the timesheet

Timesheet Totals, Equipment Totals

The total employee time and total equipment time will default from the timesheet

Submit Status

When a timesheet has been submitted a checkbox will appear in the Submit Status field

Select For Posting,

You may check the 'Select All' which will check the posting box beside each timesheet or you may select individual timesheets to post.

Select For Deleting

You may check the 'Select All' which will check the delete box beside each timesheet or you may select individual timesheets for deletion.

Frequently Asked Questions

Questions frequently asked by e-time users.

I am an administrator with an access code for multiple companies and multiple users. When I attempt to enter timesheets for one company I find that the company code, in timesheet entry, is for one of the other companies I have access to. As this is a display only field where do I change the company code?

The company code is changed in the access code setup by changing the default flag to an employee who belongs to the company the administrator wants to enter timesheets for.

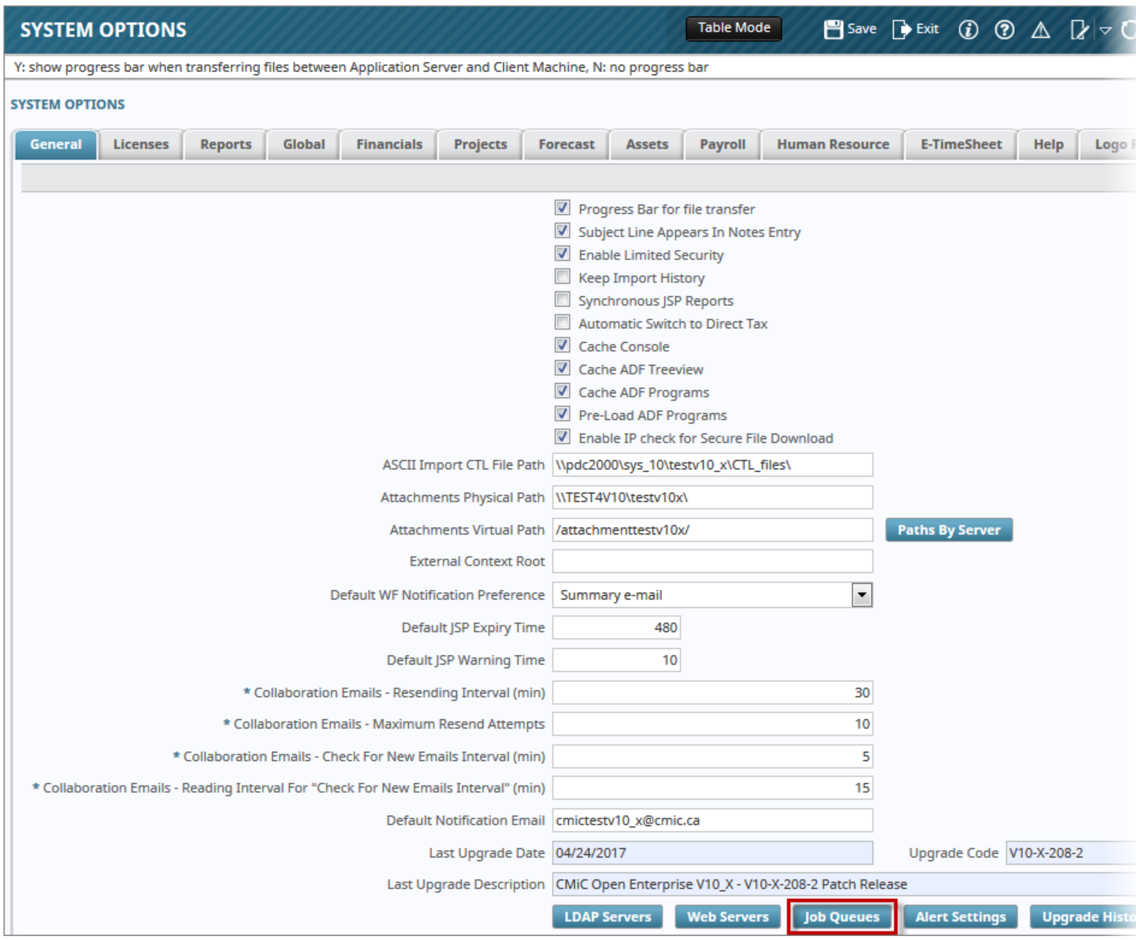
I have entered my expense approvers, set up approver codes but when the employee tries to enter an expense they are told they do not have access.

The most common error is that the 'Exp. Appr. Grp.' field in the employee profile does not have the group code entered. If the employee is already set up, the field can be updated via Employment History.

Quick Guides

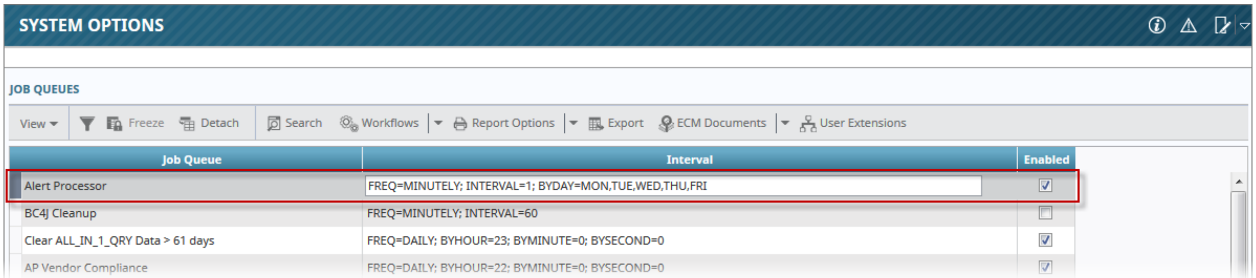
E-Time Email Alerts Setup

Step 1: **System Options – Enable “Alert Processor” Oracle Job**



*Pgm: SYSOPT; sample of **General** tab of System Options screen*

First, launch the System Options screen (standard path: ***System*** > ***Setup*** > ***System Options***), and on the **General** tab, click [**Job Queues**], as shown above.



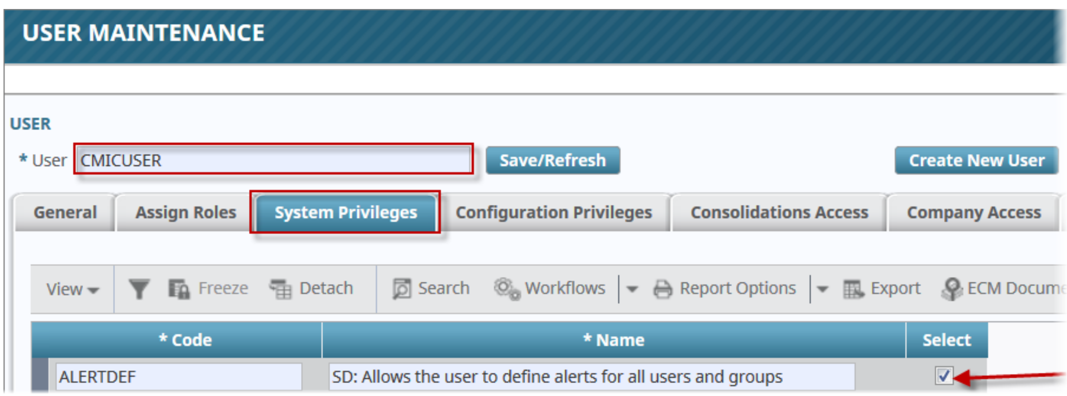
In the Job Queues popup, shown above, ensure that the “**Alert Processor**” job’s **Enabled** checkbox is checked.

Use the **Interval** field to specify how often the job is to run. For details about creating Caldendaring Expressions, please refer to the following Oracle documentation:

Using the Scheduler Calendaring Syntax

Step 2: **User Maintenance**

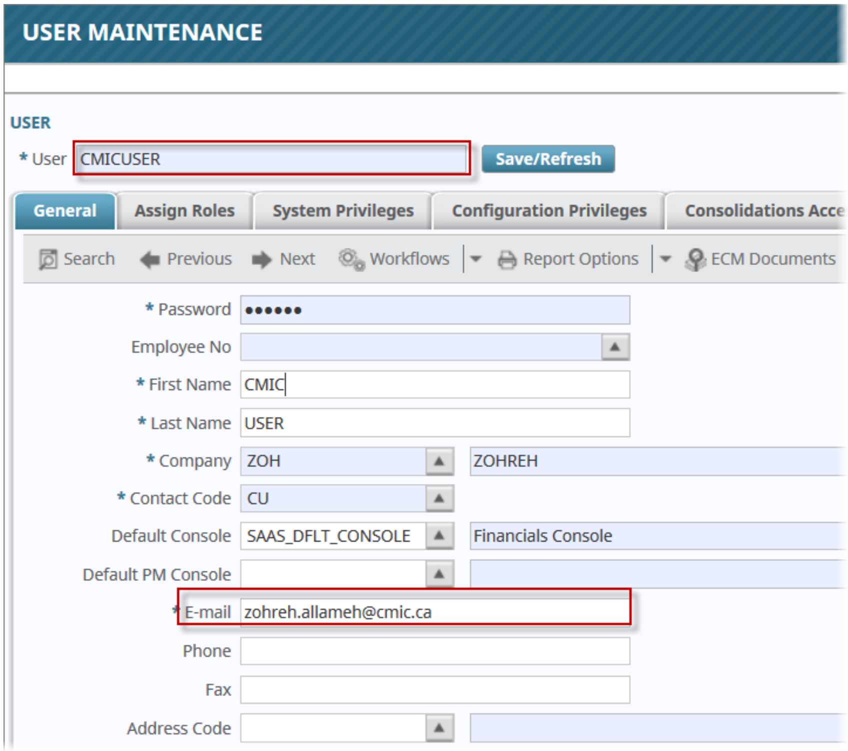
Part 1: **Administrator Setup – Grant System Privilege for Defining Alerts for Others**



*Pgm: SDUSRMNT; sample of **System Privileges** tab of User Maintenance screen*

For an administrator to define alerts for other users, their User ID must be granted the “**ALERTDEF**” System Privilege, which can be done via the **System Privilege** tab of the User Maintenance screen (standard path: ***System*** > ***Security*** > ***Users*** > ***User Maintenance***). Alternatively, the privilege can be added to the administrator’s Security Role.

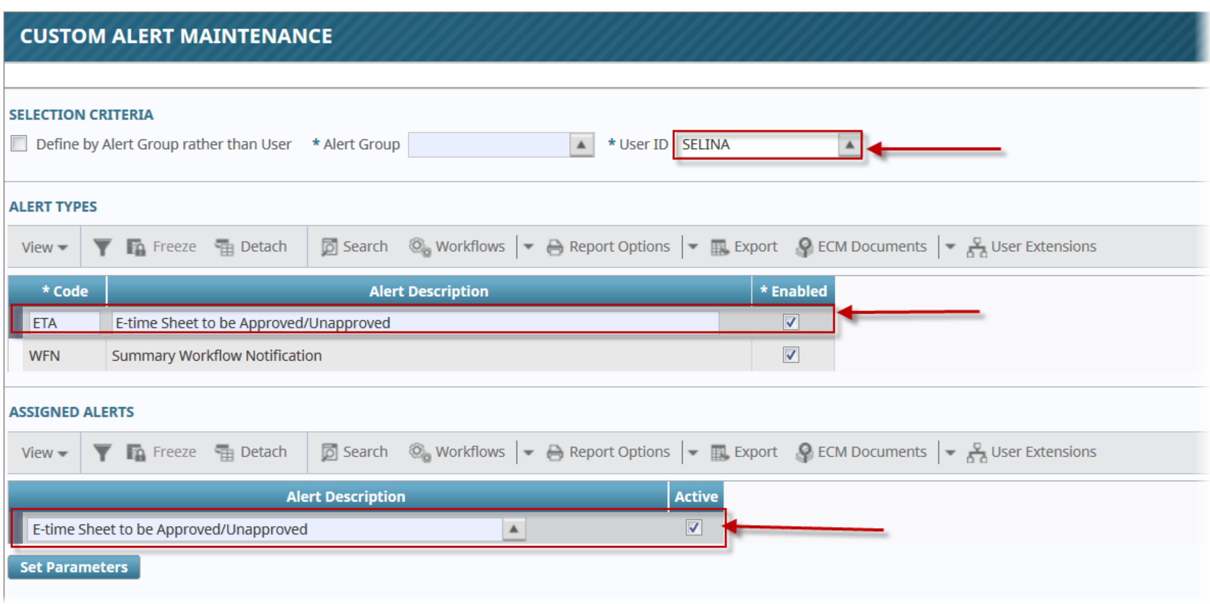
Part 2: **Alert Receiver Setup – Ensure Email is Specified**



*Pgm: SDUSRMNT; sample of **General** tab of User Maintenance screen*

On the **General** tab of the User Maintenance screen, ensure that the users that are to receive the alerts have their email specifed in the **E-mail** field, as shown above.

Step 3: **Define Custom Alerts – Set Who Gets Alerts**



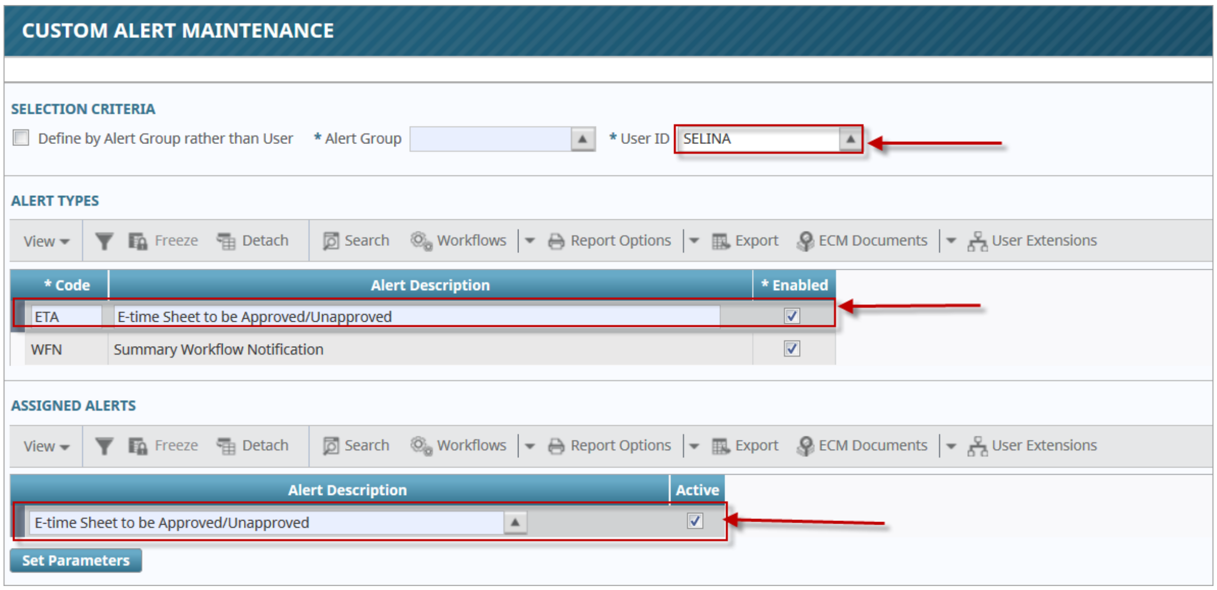
Pgm: SDAGENMT; sample of Define Custom Alerts screen

Launch the Define Custom Alerts screen (standard path: ***Systems*** > ***Alerts*** > ***Define Custom Alerts***) to set who gets the email alerts.

Selection Criteria – Section

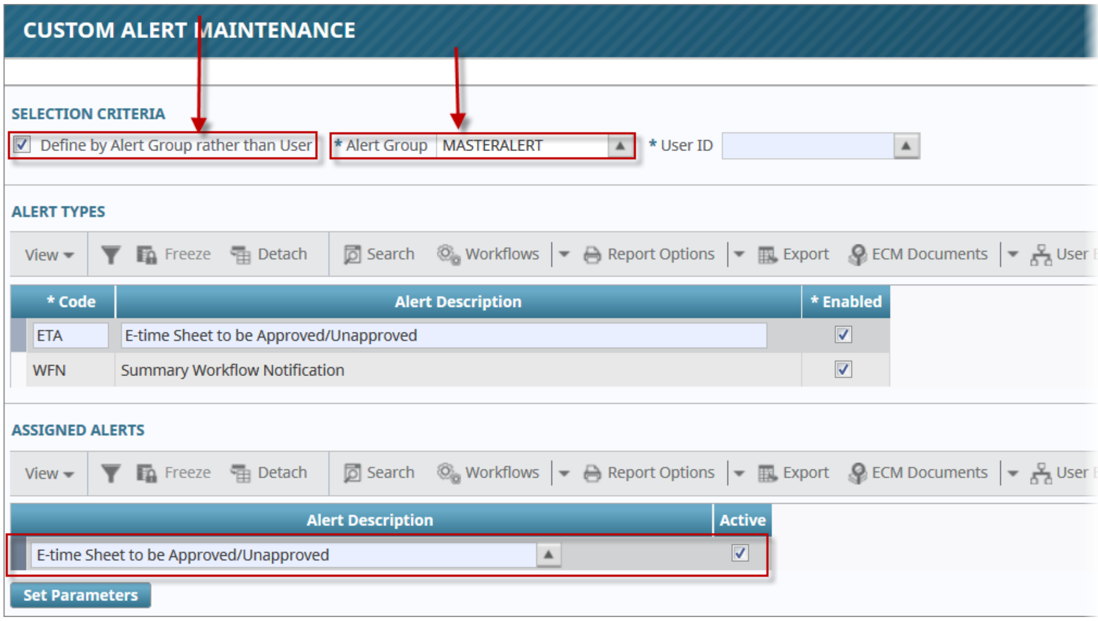
This section is used to select who gets the alert(s). If you do not have the "**ALERTDEF**" System Privilege, you will not be able to set up alerts for others, and only the **User ID** field will be enabled to set up alerts for yourself.

Single User Setup (Option 1)



You can set up an alert for a single user by having the **Define By Alert Group Rather Than User** box unchecked and selecting the user via the **User ID** field, as shown above.

Alert Group Setup (Option 2)



To set up an alert for an Alert Group, check the **Define By Alert Group Rather Than User** box and select the group via the **Alert Group** field.

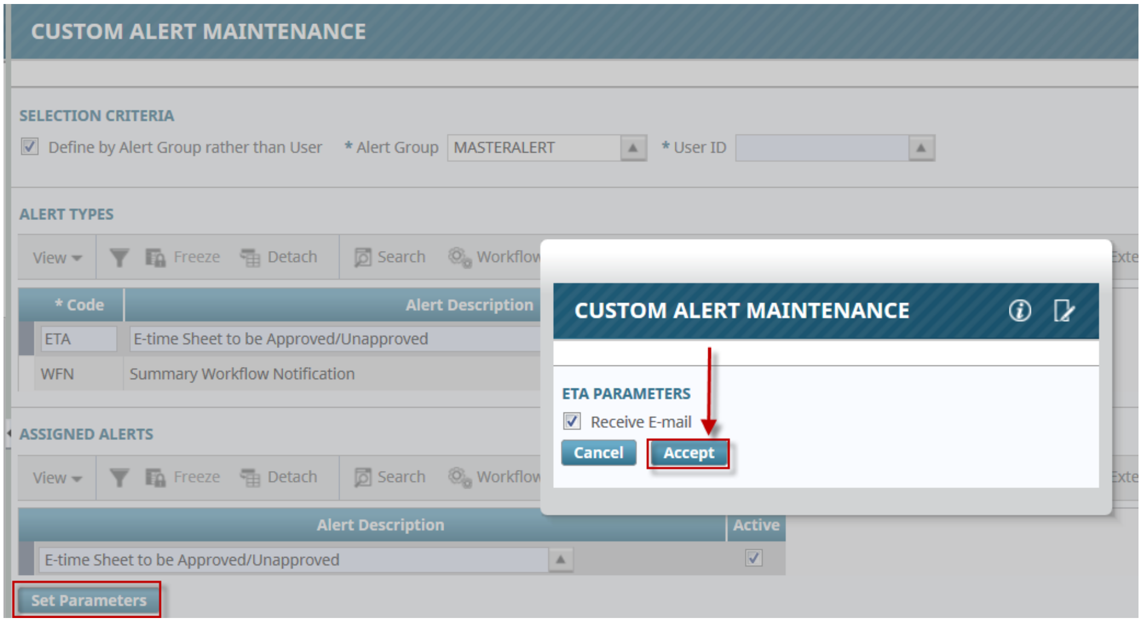
Alert Types – Section

This section displays all alert types for which customization are possible. As you change records in this section, the currently defined instances of that type of alert are shown in the lower section.

Assigned Alerts – Section

This section lists all of the instances of the alert specified in the **Alert Types** section for the user or group specified in the **Selection Criteria** section. You can add, delete, and modify instances in this section.

[**Set Parameters**] – Button



This button's popup is used to specify the parameters for the selected alert instance.

For the "**E-time Sheet to be Approved/Unapproved Alert Type**", simply check the **Receive E-mail** box and click [**Accept**].

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