

Timesheet Utility Processing Procedures

How the program Works

The timesheet program uses the Vision Autoload facility to create timesheets in Vision. The edit facility also uses Autoload and reverses the original timesheet, then adds the updated timesheet.

If you are using the timesheets to process pays via Visipay, Autoload does not set all the fields required to correctly process overtime entries. The timesheet program runs a process when a batch is complete that reads through entries on file and correctly sets the additional fields.

There are certain options and defaults available. These are controlled by either an INI file or by parameters on the executable. Typically INI options are site specific and parameters are workstation specific.

Overview

This program allows Vision timesheets to be entered. Charge rates can also be adjusted on a timesheet where no charge is to be attributed to the job. Timesheets can then be selected and edited rather than manually reversing timesheets.

A timesheet report that list times by employee for a date range is also included with this program.

This program can run from within the Vision menus or as a stand-alone function from your desktop.

Operational Notes

- New Timesheet - Click on this button to start a new timesheet for a new Staff Code.
- Edit Timesheet - Click on this button to go to the edit timesheet screen which allows you to select a range of timesheets for a Staff Code. You can then choose the timesheet to alter.
- Process Timesheet - Click this button to process the current Staff Timesheet into Vision.

Staff/Employee Details

| Job Code | Job Title | Qty | Cost | Charge |
|----------|-----------|-----|------|--------|
|----------|-----------|-----|------|--------|

Staff Code

Enter the staff code or select the dropdown to choose an employee from the list.

Reference

Enter a timesheet reference which remains set for this Staff Code.

Time entry as

Select the style of timesheet that you will enter on the Timesheet Job Details tab.

Timesheet/Job Details

Timesheet Entry v2.0.7

Staff Details

Job Details

Job Number: 1
Job Title: Western Ring Road
Employee: Jack Crow
Transaction Date: 22/06/2008
Start at (hh:mm):
End at:
Hours (hh:mm): 1:00
Hours (dec): 1.0000

Labour Type: Normal Time
Labour Rate: Labourers
Total Cost: 26.78
Total Charge: 29.46 (Charge based on 10% markup)
Cost Centre:
Stage:

Cancel Item Next Item

| Job Number | Job Title | Hours | Cost | Charge |
|------------|-------------------|--------|-------|--------|
| 1 | Western Ring Road | 1.0000 | 26.78 | 29.46 |

New Timesheet Edit Timesheet Cancel Timesheet Process Timesheet Exit

Job Code

Enter a job or select a job from the Viewer.

Description

Enter the description for this timesheet or leave the staff name as the default description.

Transaction Date

Enter the date for this timesheet. This date will then be the default for the next timesheet for this employee and subsequent timesheets in this batch.

Times

Enter the times in the format chosen on the Staff Details Tab.

Labour Type

Select the labour type for this timesheet. This defaults to the first Labour Type on file. This is used for reporting and for calculation of the loading rates e.g. Overtime @ 1.5 or Double Time @ 2.0.

Labour Rate

This determines the cost rate to be used for this employee. This defaults to the Labour Rate attached to the Staff Code.

Total Cost

This cost is automatically calculated based on the Labour Type and Labour Rate but can be changed.

Total Charge

This charge is automatically calculated based on the Total Cost and the Labour markup rate for the job. This charge can be adjusted for instances where there may be no charge or the full markup may not be applied or where the loaded Labour type is not to be used e.g. Overtime to be paid but charged at normal chargeout rates.

There is an option in the program that will automatically calculate the charge based on the markup that is set on the Job under Labour Markup. If the Labour Markup is set then the charge will be the cost plus the markup. A note will be displayed on the screen showing that the "Charge is based on X% markup".

Edit/Print Timesheets

| Job Code | Job Title | Date | Qty | Cost | Charge | De |
|----------|---------------------|------------|--------|------|--------|----|
| 010.02 | GENERAL STOCK 02/03 | 05/02/2003 | 1.0000 | 0.00 | 97.50 | RC |
| 010.02 | GENERAL STOCK 02/03 | 05/02/2003 | 8.0000 | 0.00 | 520.00 | RC |
| 010.02 | GENERAL STOCK 02/03 | 04/02/2003 | 1.0000 | 0.00 | 97.50 | RC |
| 010.02 | GENERAL STOCK 02/03 | 04/02/2003 | 8.0000 | 0.00 | 520.00 | RC |
| 010.02 | GENERAL STOCK 02/03 | 03/02/2003 | 1.0000 | 0.00 | 97.50 | RC |
| 010.02 | GENERAL STOCK 02/03 | 03/02/2003 | 8.0000 | 0.00 | 520.00 | RC |
| 010.02 | GENERAL STOCK 02/03 | 01/02/2003 | 3.0000 | 0.00 | 390.00 | RC |
| 010.02 | GENERAL STOCK 02/03 | 01/02/2003 | 3.0000 | 0.00 | 292.50 | RC |

Staff Code

Enter the staff code or select the dropdown to choose an employee from the list.

From/To Date

Enter the range of dates for timesheets that are to be displayed for editing and/or printing.

Once the dates are entered click on Show Timesheets and the Timesheets will be displayed.

When the timesheets are displayed click on the timesheet to edit and click SELECT. This will then display the timesheet on the normal timesheet Job Details tab and the corrected details can be entered.

Print

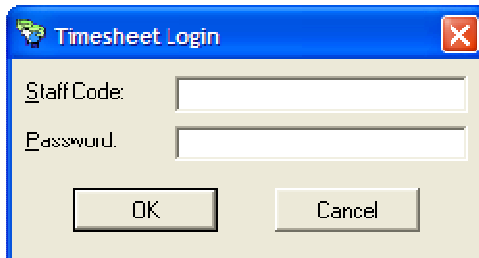
If you wish to print a list of the timesheets displayed, click on this button.

Timesheet Login if Use Department Login

If Departmental logins are set to be used, the login screen will be displayed on startup.

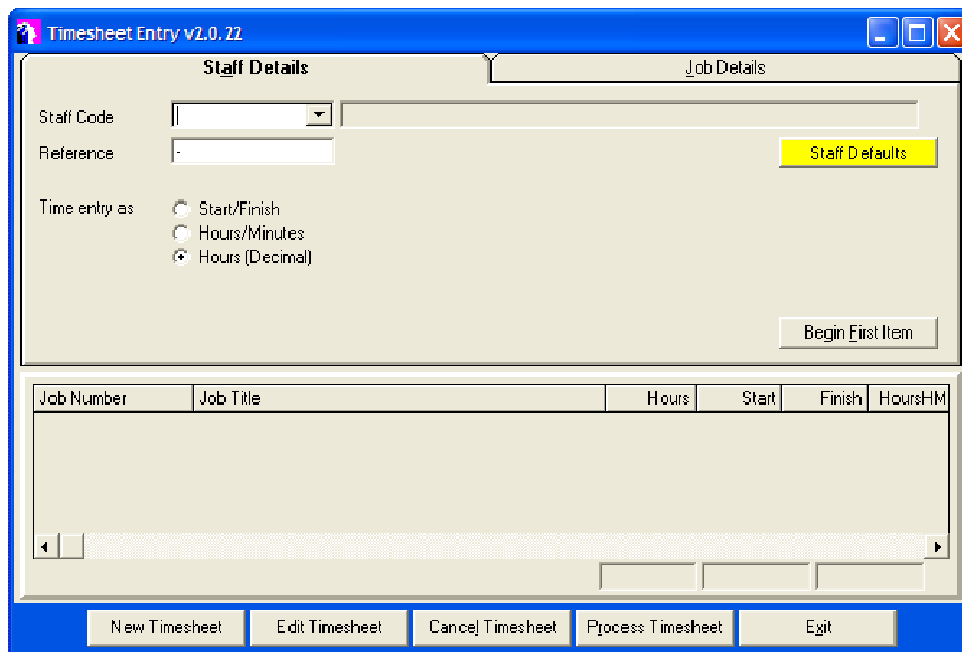
If the user that logs in has a staff code set to be a supervisor they get the Staff Defaults option and they can view/edit any staff code timesheets.

If the user that logs in has a staff code set to be a supervisor and have their department set, they can view/edit any staff code timesheets for staff with that department code.



The screenshot shows a dialog box titled "Timesheet Login". It contains two input fields: "Staff Code:" and "Password:". Below the fields are two buttons: "OK" and "Cancel".

Click the Staff Defaults to add and amend staff passwords, department and supervisor setup.



The screenshot shows the "Timesheet Entry v2.0.22" application window. It has two tabs: "Staff Details" (active) and "Job Details".

Staff Details Tab:

- Staff Code: [Dropdown menu]
- Reference: [Text field]
- Time entry as: Start/Finish, Hours/Minutes, Hours (Decimal)
- Buttons: "Staff Defaults" (yellow), "Begin First Item"

Job Details Tab:

| Job Number | Job Title | Hours | Start | Finish | HoursHM |
|------------|-----------|-------|-------|--------|---------|
| | | | | | |

Bottom Buttons: "New Timesheet", "Edit Timesheet", "Cancel Timesheet", "Process Timesheet", "Exit"

| Account No | Full Name | Cost Centre | Stage | Password | Department | Supervisor | User No |
|------------|--------------|-------------|-------|----------|------------|------------|---------|
| 01 | SPARE, SPARE | | | | | | |
| 02 | | | | 02 | 02 | S | 1 |
| 03 | | | | 03 | 02 | | |
| 04 | | | | 04 | 02 | | |
| 05 | | | | 05 | 01 | S | |
| 06 | | | | 06 | 01 | | |
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Password

Enter a password for valid staff. This is case sensitive.

Department

If the staff member is to be limited to a specific department, enter the department code here. The supervisor for this staff member must have the same department code.

Supervisor

If this staff member is a supervisor enter an S in this column.

User No

Each staff member must have a valid Vision user number for posting purposes.