Chapter

12a

Timecard Module

The Web Work Timecard Module is used to enter employee timecards into the Web Work system. This Chapter describes how to use the Web Work, Timecard module.

Table of Contents

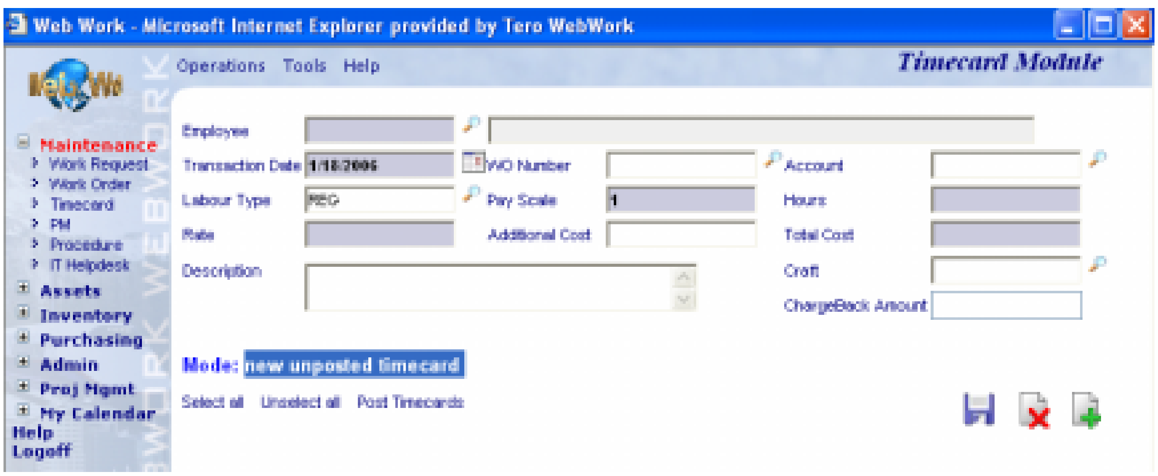
12.1 Overview of the Timecard Module

The Timecard module is designed to allow easier entry of employee time where such time is reported using a timecard. A timecard generally is done on a "per employee" basis and covers a time period such as a day, week or month. Timecard entry is an alternative way of entering Actual Labour onto workorders. Timecard entries in Web Work are done initially entered into the system as *un-posted* allowing review and revision. Only once the entries are confirmed as correct, the entries may be *posted.* Posted Timecards become work order labour ACTUALS.

To open the Timecard module:

- On the left side in the menu bar, click on the Maintenance Group selection followed by a click on the Timecard link.

- When you open the Timecard module you will be in **new unposted timecard** mode as shown in the screen below:



The Operations Tools Help drop-down menus contain the various features available in the Timecard module.

Web Work includes "help files" for all field names. To access these help files, click on the field name. A popup window will open displaying help for the field selected.

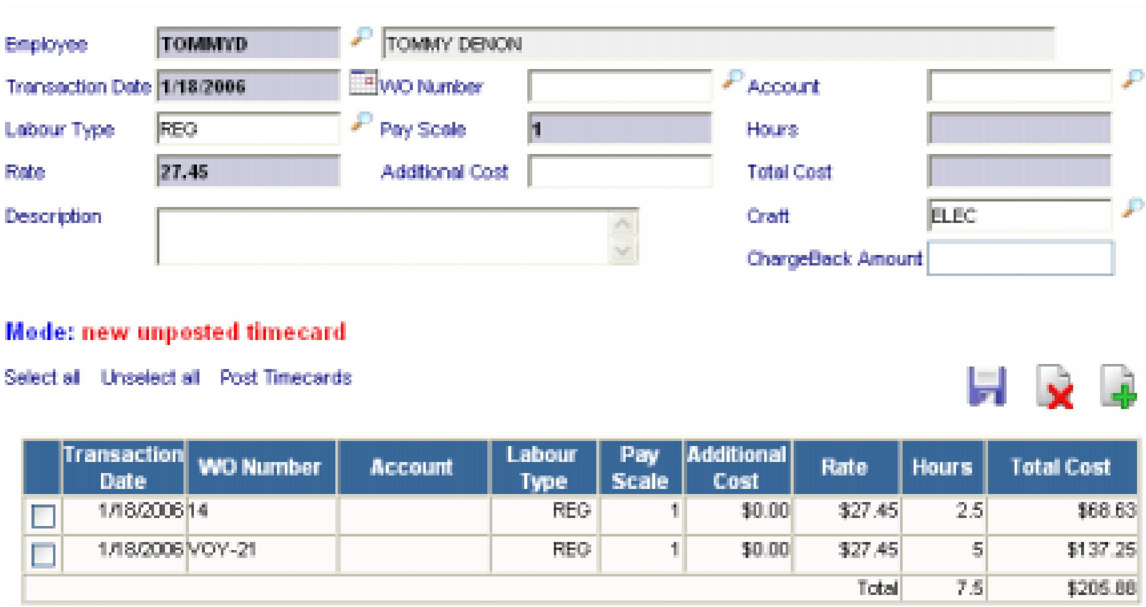
12.2 Creating Timecard Entries

12.2.1 Adding new Timecard Entries

To add/edit new, unposted timecards:

- On the left module tab, click on Maintenance and from list provided click on Timecard to access the timecard module.
- Move the mouse over the Operations menu option to display list of options and select Add/Edit unposted Timecards. Alternatively you may click on the button at the bottom of the screen.
- Enter the Employee code into the Employee field or click on the button to select an employee from the list in the Web Work database. The employee description will be filled in automatically.
- The Transaction date will be filled in with the current date. To change the date delete the current date and type in the one you require or click on the button at the right hand side of the field to select an alternative date.
- Enter the Work order number into the Work Order field (the labour time is to be added to that work order as actual time) and the hour amount.
- Enter an Account if needed. The account will be stamped with the labour transaction.
- The Labour type field will automatically default to REG. Click on the button on the right hand side of this field to select alternative user-defined labour types like OT for Overtime. Payscale is a result of selected Labour type.
- Enter the amount of hours the employee worked on the work order for that given time period into the Hours field.
- The Labour rate is a result of what selected Labour Type and the actual rate of the employee, its default is Regular (normal rate). The Labour rate field can be edited to another amount for each labour transaction.
- Add any additional cost value like overhead into the Additional Cost field.
- Total cost is a calculated field as a result of provided information.
- Craft is automatically assigned provided the employee is associated to Craft in the Labour module. This field may be edited.
- Enter any other comments or instructions into the Description memo field.
- Optionally you may enter another value aside from Total into the Chargeback amount field. This field may capture external cost for billing purposes back to the client, for example.
- When all data entry for the transaction is captured, save the transaction by clicking on the on the button.

- Repeat the steps above to add more labour transactions reported on the timecard. When done, un-posted timecard entries will be shown on a list below (see sample):



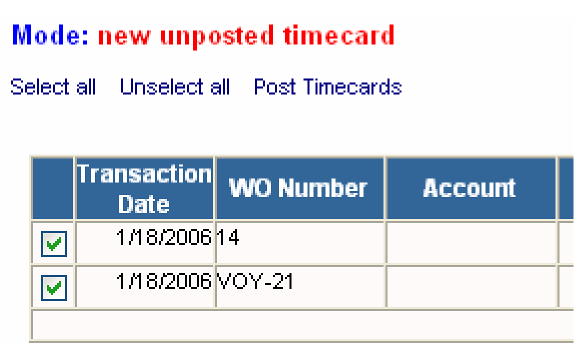
	Transaction Date	WO Number	Account	Labour Type	Pay Scale	Additional Cost	Rate	Hours	Total Cost
☐	1/18/2006	14		REG	1	$0.00	$27.45	2.5	$68.63
☐	1/18/2006	VOY-21		REG	1	$0.00	$27.45	5	$137.25
							Total	7.5	$205.88

For ease of data entry, after you save a timecard, another will open in New mode with the same Emp. id.

12.2.2 <u>Posting of new un-posted Timecards</u>

Un-posted timecard entries will remain on the timecard screen and should not be considered as actual transaction until they do get posted to the work order(s). When timecards are posted, the hours entered are posted to the Work Order – Labour Actuals. After posting of timecards, you may check the Work Order-actual labour screen for the entered information.

To post timecards:



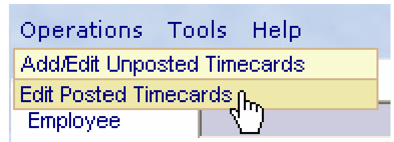
	Transaction Date	WO Number	Account
☑	1/18/2006	14	
☑	1/18/2006	VOY-21	

- On the left module tab, click on Maintenance and from list provided click on Timecard to access the timecard module
- Follow section 12.2.1 of this manual to add new un-posted timecards to un-posted list screen.
- Check-off ☑ all un-posted transactions ready to be posted
- Click on the Post Timecards to perform the operation. As result the selected transactions became the work order

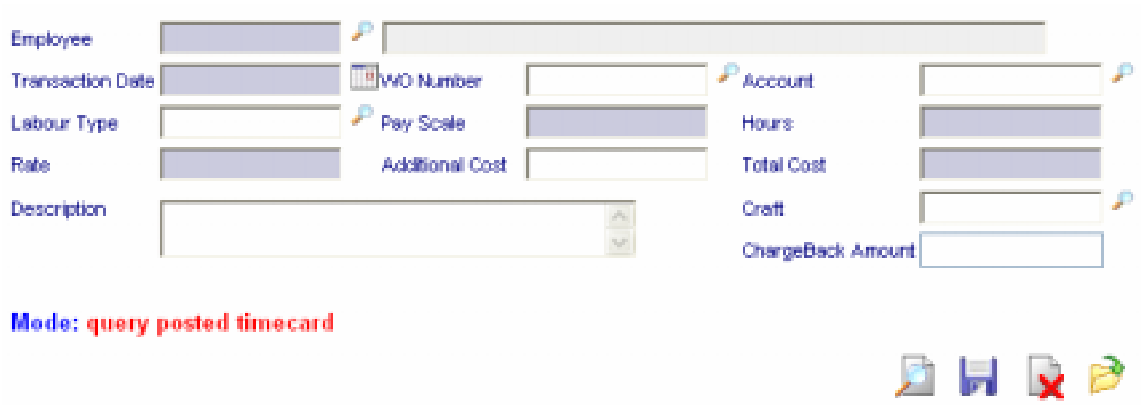
12.2.3 Editing Posted Timecards

If for example a timecard entry has been posted to the wrong work order number or the wrong account, the timecard posting can be adjusted after the fact.

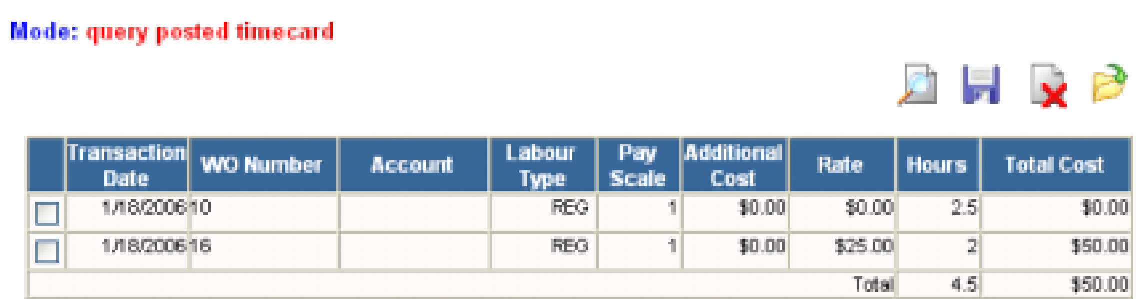
To edit posted timecards:



- On the left module tab, click on Maintenance and from list provided click on Timecard to access the timecard module
- From the Operations pull-down menu, click on Edit Posted Timecards. The Posted Timecard screen loads in query mode (see graphic below).



- Enter the employee code requiring changes into the Employee field.
- Enter the correct date when the transaction you need to edit occurred.
- Click on the  button to retrieve any matching transactions for editing. Screen similar to the one below appears.



	Transaction Date	WO Number	Account	Labour Type	Pay Scale	Additional Cost	Rate	Hours	Total Cost
☐	1/18/2006	10		REG	1	$0.00	$0.00	2.5	$0.00
☐	1/18/2006	16		REG	1	$0.00	$25.00	2	$50.00
							Total	4.5	$50.00

- Click onto the appropriate Work Order number (fields highlights in wine colour). The selected transaction loads on the Posted Timecard screen.
- Edit / add / adjust any information on the screen.
- When all editing is done to the particular transaction, click onto the button to save the changes.
- Repeat above steps if other changes are needed to other transactions.

The Work Order Labour – Actuals information is automatically updated to reflect the changes to the posted timecard. The timecard does not need to be reposted. In addition, the Labour – Actuals can be modified directly without having to go back to the timecard module. Please refer to the Work Orders chapter of the manual for help on editing work order actuals.