



# **TimeCard Overview Document**

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for Sage 100 ERP

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# Introduction

This document includes overview information about each task in the TimeCard module that is accessible from the menus. You can print this document to use as an offline reference.

The information in this document is also available in the Help system in the overview Help topics.

For additional information about the software, refer to the Help system, which also includes the following:

- Overview information for windows that cannot be accessed directly from menus
- Procedures that guide you step-by-step through common activities
- Explanations of important concepts
- Field descriptions
- Flowcharts
- FAQs

# Main Menu

## TimeClock Punch In/Punch Out

### Navigation

Access this window using one of the following methods.

- Select TimeCard Main menu > TimeClock Punch In/Punch Out.
- Access it directly from your operating system command prompt by using a script or batch file.

### Overview

Use TimeClock Punch In/Punch Out to allow employees to punch in and punch out. As an employee punches in, a TimeCard entry is opened and the punch-in time is recorded. Employees can punch in and out by entering their employee number (and department number, if you are using multiple departments) or Social Security number. The default status is specified in TimeCard & TimeClock Options. If employees are punching in by Social Security number or by employee number without the department, some leading and trailing characters may be ignored.

The employee must enter the appropriate employee number (or Social Security number) to punch in or out. If a password is set up to be required in TimeCard & TimeClock Options, a message appears prompting you to enter a password (employee passwords are established in TimeCard Employee Maintenance).

**NOTE** The date and time of the punch in is taken from the workstation's date and time.

## TimeCard Entry and Edit

### Navigation

To access TimeCard Entry and Edit, select TimeCard Main menu > TimeCard Entry and Edit.

To access TimeCard Entry - New Entries Only, select TimeCard Main menu > TimeCard Entry--New Entries Only.

To access TimeCard Inquiry, select TimeCard Main menu > TimeCard Inquiry.

To access TimeCard History Inquiry, select TimeCard Main menu > TimeCard History Inquiry.

**NOTE** TimeCard History Inquiry is available only if the Retain TimeCard History check box is selected in the TimeCard & TimeClock Options window.

### Overview

Use TimeCard Entry - New Entries Only to create new TimeCard entries. Existing entries can be reviewed, but not edited. Data is entered in this task identically as entered in the TimeCard Entry and Edit window.

Use TimeCard Entry and Edit to create new TimeCard entries and to edit existing entries. You can enter an employee's hours for the entire pay period in a single TimeCard entry. For example, for a weekly employee, you can enter 40 hours worked.

**NOTE** The Lunch Period punches appear only if lunch punches are entered in TimeClock Punch In/Punch Out.

Use TimeCard Inquiry to review information for any current TimeCard entry. You can search to locate the desired entry using the labor code or job number (if the Job Cost module is integrated with TimeCard).

Use TimeCard History Inquiry to review information for any TimeCard entry.

TimeCard Inquiry and TimeCard History Inquiry display TimeCard information that includes the labor code, earnings code, department, hours worked, pay rate, and the pay amount. The information provided by TimeCard Inquiry and TimeCard History Inquiry can only be viewed.

The System Security feature can be used to restrict access to TimeCard Entry and Edit and TimeCard Entry - New Entries Only to only those personnel authorized to add, delete, or maintain TimeCard information. Other users, however, can be granted access to TimeCard Inquiry or TimeCard History Inquiry for inquiry purposes only.

## Reports Menu

### TimeCard Report

#### Navigation

Select TimeCard Reports menu > TimeCard Report.

#### Overview

The TimeCard Report provides a list of the entries made in TimeCard Entry and Edit and TimeCard Entry - New Entries Only. You can sort the report by employee number/earnings code; labor code/employee number; department/employee number; series number; earnings code/employee number; or, if the Job Cost module is integrated with TimeCard, job number/cost code.

You can specify whether to include new and unposted entries, entries that are being posted, posted entries, or all entries. You can include entries that have been approved, entries that have not been approved, or both approved and unapproved entries.

If you select to sort the report by department/employee number, you can specify to include the following column information on the report: punch times/job number/cost code; exception codes/job number/cost code; or punch times/exceptions codes.

## Certified Payroll Report

### Navigation

Select TimeCard Reports menu > Certified Payroll Report.

### Overview

Use Certified Payroll Report for submission to governmental agencies. Job numbers and labor codes can be flagged as participating in certified payroll reporting. This report uses data from the TimeCard and Payroll modules to produce a daily breakdown of hours, pay, and deductions for a job, and an optional Statement of Compliance.

The Certified Payroll Report can be run after payroll is processed and checks are printed, but before the Check Register is updated. Job numbers are separated by page breaks.

Use Payroll Labor Code Maintenance to exclude labor codes from Certified Payroll Report; any labor code that is not specifically excluded will be listed on the report. When the Labor Code Listing is printed in Labor Code Maintenance, the Exclude From Certified Payroll Report message prints for those labor codes set up to be excluded.

## Attendance Worksheet

### Navigation

Select TimeCard Reports menu > Attendance Worksheet.

You can also use the Auto Startup feature to access this task without using the Desktop.

### Overview

The Attendance Worksheet provides a worksheet resembling an actual timecard for each employee. The report page breaks between employee numbers. You can specify to include only open entries or all entries, and to include only hours that exceed the maximum normal hours established in TimeClock Shift Maintenance.

You can print the Attendance Worksheet for a specific range of weeks and employee numbers.

## Gross Earnings Report

### Navigation

Select TimeCard Reports menu > Gross Earnings Report.

### Overview

The Gross Earnings Report provides a weekly listing of employee gross earnings information detailed by hours and amounts. You can print this report for a specific range of employee and job numbers.

## Approaching Overtime Report

### Navigation

Select TimeCard Reports menu > Approaching Overtime Report.

### Overview

The Approaching Overtime Report allows you to easily detect which employees are approaching overtime. You can specify the minimum number of hours an employee must have worked before being included on the report. You can also select the type of earnings to consider (regular, overtime, vacation, sick, and/or miscellaneous).

You can print this report for a specific range of employee numbers; dates worked; labor codes; earnings codes; departments worked; series numbers; and, if the Job Cost module is integrated with TimeCard, job numbers and cost codes.

## Exception Calendar Report

### Navigation

Select TimeCard Reports menu > Exception Calendar Report.

### Overview

The Exception Calendar Report allows you to print an entire year of exceptions for an employee in an easy-to-read grid format. You can include up to four exception codes on the report.

You can print this report for a specific range of employee numbers; dates worked; labor codes; earnings codes; departments worked; series numbers; and, if the Job Cost module is integrated with TimeCard, job numbers and cost codes.

## Employee Exception Report

### Navigation

Select TimeCard Reports menu > Employee Exception Report.

### Overview

The Employee Exception Report allows you to select a series of exception codes to be reported on by employee.

You can print this report for a specific range of employee numbers; dates worked; labor codes; earnings codes; departments worked; series numbers; and, if the Job Cost module is integrated with TimeCard, job numbers and cost codes.

## Departmental Exception Report

### Navigation

Select TimeCard Reports menu > Departmental Exception Report.

### Overview

The Departmental Exception Report prints a series of exceptions reported by department. You can print this report for a specific range of employee numbers; dates worked; labor codes; earnings codes; departments worked; series numbers; and, if the Job Cost module is integrated with TimeCard, job numbers and cost codes.

## Average Hourly Pay Report

### Navigation

Select TimeCard Reports menu > Average Hourly Pay Report.

### Overview

The Average Hourly Pay Report provides an account of the average hourly pay for a specified employee or range of employees. You can specify whether to include new and unposted entries, entries that are being posted, posted entries, or all entries. You can include entries that have been approved, entries that have not been approved, or both approved and unapproved entries.

You can print this report for a specific range of employee numbers; dates worked; labor codes; earnings codes; departments worked; series numbers; and, if the Job Cost module is integrated with TimeCard, job numbers and cost codes.

## Job Daily Production Report

### Navigation

Select TimeCard Reports menu > Job Daily Production Report.

This task is available only if the Job Cost module is integrated with TimeCard.

### Overview

The Job Daily Production Report provides a summary, by job, of the number of hours worked for each weekday, and lists a week-to-date total, job-to-date hours, job-to-date estimate, and variance.

The hours worked for each weekday include all records in the TimeCard file or TimeCard History file associated with the job for that date. This data is taken from the TimeCard file or, if you are printing history, the TimeCard History file.

The job-to-date hours include all job-to-date units and all units from the next period (taken from the Job Cost Detail file using only labor records). If you do not print history data, the job-to-date hours also include all TimeCard records not posted to the Job Cost module.

**NOTE** The time required to run the Job Daily Production Report is directly proportional to the size of your TimeCard file.

The job-to-date estimate includes the revised estimate units taken from the Job Cost Detail file using only labor records. The variance is calculated as the job-to-date estimate less job-to-date hours.

No decimals are printed for weekday hours and total hours, which may cause rounding differences. Asterisks (\*) are printed if the weekly hours, total weekly hours, week-to-date hours, job-to-date hours, job-to-date estimate, or the variance exceed their respective masking.

You can print this report for current or historical data. You can specify to include only jobs with hours worked, and which job statuses to print. You can print this report for a specific range of weeks, job numbers, and job types.

## Period End Menu

### Purge/Transfer to History

#### Navigation

Select TimeCard Period End menu > Purge/Transfer to History.

#### Overview

Use Purge/Transfer to History to transfer data from the current data entry files to the history files. You can specify to transfer data for a specific range of dates, employee numbers, labor distribution codes, earnings codes, and job numbers.

If the TimeCard History is set up to be retained in TimeCard & TimeClock Options, data will be purged from the TimeCard data entry file.

**NOTE** Only fully processed TimeCard entries with a posting status of P (posted) for Payroll and Job Cost are transferred to history.

## Purge History Files

### Navigation

Select TimeCard Period End menu > Purge History Files.

### Overview

Use Purge History Files to purge retained TimeCard history from the history files.

## Job Cost Menu

### Job Cost Selection

#### Navigation

Select TimeCard Job Cost menu > Job Cost Selection. If a selection is not already in process, click Yes at the message that confirms you want to start the selection process. If a selection is already in process, click Yes at the message that confirms you want to make additional selections. In the Job Cost Selection window, type the selection period-end date to be used as the pay period ending date in the Job Cost module. Click Proceed.

#### Overview

Use Job Cost Selection to select specific TimeCard entries to post to Job Cost.

You can select a specific range of dates, employee numbers, department numbers, labor distribution codes, and earnings codes to include.

After the job cost selection process is complete, you can calculate job cost distributions and print the J/C Selection Audit Report.

## J/C Selection Audit Report

### Navigation

Access this window using one of the following methods.

- Select TimeCard Job Cost menu > J/C Selection Audit Report.
- Select TimeCard Job Cost menu > Calculate Job Cost Selections. At the message that confirms you want to calculate job cost distributions, click Yes. At the message that confirms you want to print the J/C Selection Audit Report, click Yes.
- Select TimeCard Job Cost menu > Job Cost Selection. If a selection is not already in process, click Yes at the message that confirms you want to start the selection process. If a selection is already in process, click Yes at the message that confirms you want to make additional selections. In the Job Cost Selection window, type the selection period-end date to be used as the pay period ending date in the Job Cost module. Click Proceed. In the Job Cost Selection window, select TimeCard entries to post to Job Cost. Click Proceed. At the message that confirms you want to use more TimeCard data, click No to continue. At the message that confirms you want to calculate Job Cost distributions, click Yes. At the message that confirms you want to print the J/C Selection Audit Report, click Yes.

### Overview

The J/C Selection Audit Report details the entries selected for posting to Job Cost. The report can be printed in detail or summary with page breaks by employee number.

## J/C Distribution Register/Update

### Navigation

Select TimeCard Job Cost menu > J/C Distribution Register/Update. In the J/C Distribution Register/Update window, enter the TimeCard posting date, select a printer, and then click Print.

### Overview

Use Job Distribution Report to print Job Cost entries from TimeCard by job number or labor code, and then update. If you select to sort distributions by job number, the J/C Burden Allocation Register prints following the J/C Distribution Register.

After completing your entries, you can print the J/C Distribution Register. If you sort distributions by job code, you are prompted to update the register. When the update is completed, you can print the Daily Transaction Register and update the general ledger entries posted from the J/C Distribution Register.

# Setup Menu

## TimeCard TimeClock Options

### Navigation

Select TimeCard Setup menu > TimeCard & TimeClock Options.

### Overview

TimeCard & TimeClock Options presents a series of options allowing you to maintain features most appropriate for your business.

TimeCard & TimeClock Options allows you to integrate TimeCard with Job Cost, set up TimeClock operation features, and set up options for the Certified Payroll Report.

## Cost Code/Earnings Code Setup

### Navigation

Select TimeCard Setup menu > Cost Code/Earnings Code Setup.

### Overview

Use Cost Code/Earnings Code Setup to enter valid cost code/earnings code combinations if TimeCard is integrated with Job Cost and cost code/earning code combinations are set to only be validated for TimeCard entries in TimeCard & TimeClock Options. Only combinations established in this option are accepted during TimeCard data entry.

## TimeClock Shift Maintenance

### Navigation

Select TimeCard Setup menu > TimeClock Shift Maintenance.

**NOTE** This task is available only if a date is entered in the Work Week Beginning Date field in the TimeCard & TimeClock Options window.

### Overview

Accurate TimeClock shift information is crucial to your TimeClock operation. Over 1000 different shift schedules and their associated characteristics can be maintained. Use TimeClock Shift Maintenance to assign each employee a default shift code. The shift code controls many of the attributes of TimeClock and adds enormous flexibility to your time and attendance system. You must set up at least one shift if you plan to use the TimeClock feature. Some of the many features controlled by shift setup are: weekly schedules; the ability to clock in early; maximum elapsed time before being automatically punched out; and automatic break deductions.

TimeClock assumes that punches follow the logical order of punch in, punch out to lunch, punch in from lunch, punch out for the day, and prompt accordingly. If Rapid Entry is not enabled in TimeCard & TimeClock Options, an employee can override TimeClock's assumption and make an out-of-sequence punch.

You can specify lunch periods for each scheduled work day. The TimeClock Lunch Punch feature provides a method of capturing employees' time as they punch out and back in from lunch.

You can also set up a specified amount of time to deduct automatically from an employee's hours worked, normal minimum and maximum workdays, settings for missed punches, regular time, overtime, and unscheduled leave options.

**NOTE** Do not use the unscheduled leave options if repunches are allowed in TimeCard & TimeClock Options.

## TimeCard Employee Maintenance

### Navigation

Select TimeCard Setup menu > TimeCard Employee Maintenance.

### Overview

Use TimeCard Employee Maintenance to maintain passwords, employee-specific default earnings codes, and shift codes. If all employees use the same TimeClock shift, you can bypass this option by creating a default shift code "DF" in TimeClock Shift Maintenance.

Default earnings codes established in TimeCard Employee Maintenance take precedence over the default earnings codes established in TimeClock Shift Maintenance.

## Exception Code Maintenance

### Navigation

Select TimeCard Setup menu > Exception Code Maintenance.

This task is available only if the Enable TimeClock Operation check box on the TimeCard & TimeClock Options TimeClock 1 tab is selected.

### Overview

Use Exception Code Maintenance to flag certain entries as exceptions to your standard TimeClock rules. You can set up and maintain a library of exception codes, descriptions and, optionally, an associated earnings code. Exception codes can be included on TimeCard reports, allowing you to track unscheduled leave and absent days.

Exception codes are added to entries in one of two ways.

- When an entry has a characteristic that has been identified in TimeClock Shift Maintenance as requiring an exception code
- When manually added to an entry in TimeCard Entry and Edit and TimeCard Entry - New Entries Only

## TimeCard Job Maintenance

### Navigation

Select TimeCard Setup menu > TimeCard Job Maintenance.

**NOTE** This task is available only if the Job Cost module is installed.

### Overview

Use TimeCard Job Maintenance to set up and maintain a list of jobs to include on the Certified Payroll Report. If no maintenance has been performed from this option, the report prints for all jobs represented by the current payroll.

## TimeCard Utilities

### Navigation

Select TimeCard Setup menu > TimeCard Utilities.

### Overview

Use TimeCard Utilities to globally change a selection of TimeCard records, process salaried employees through the TimeCard module, and to check for employees who have missed a punch out.