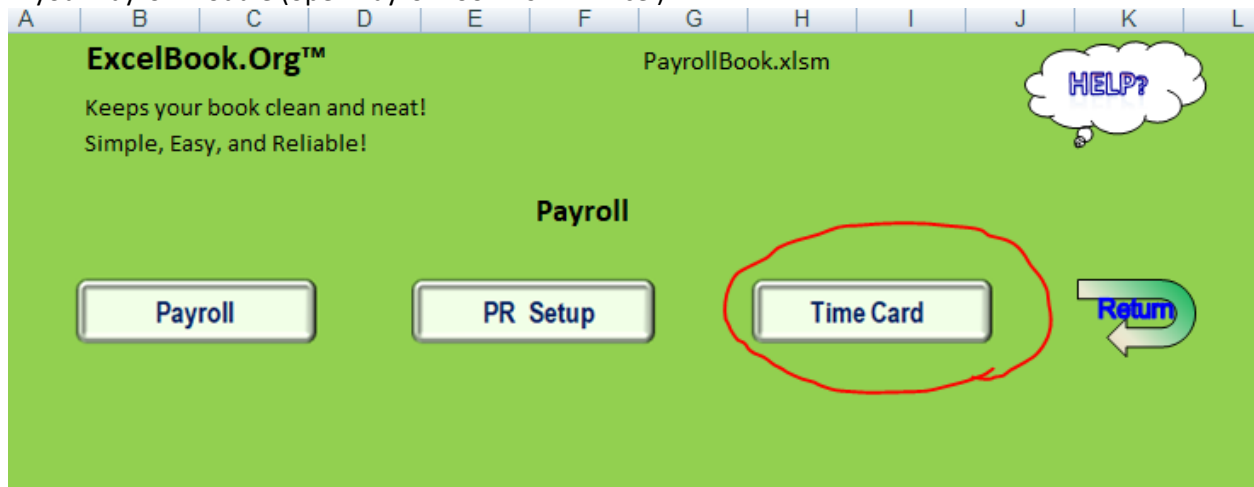


TimeCard Instructions

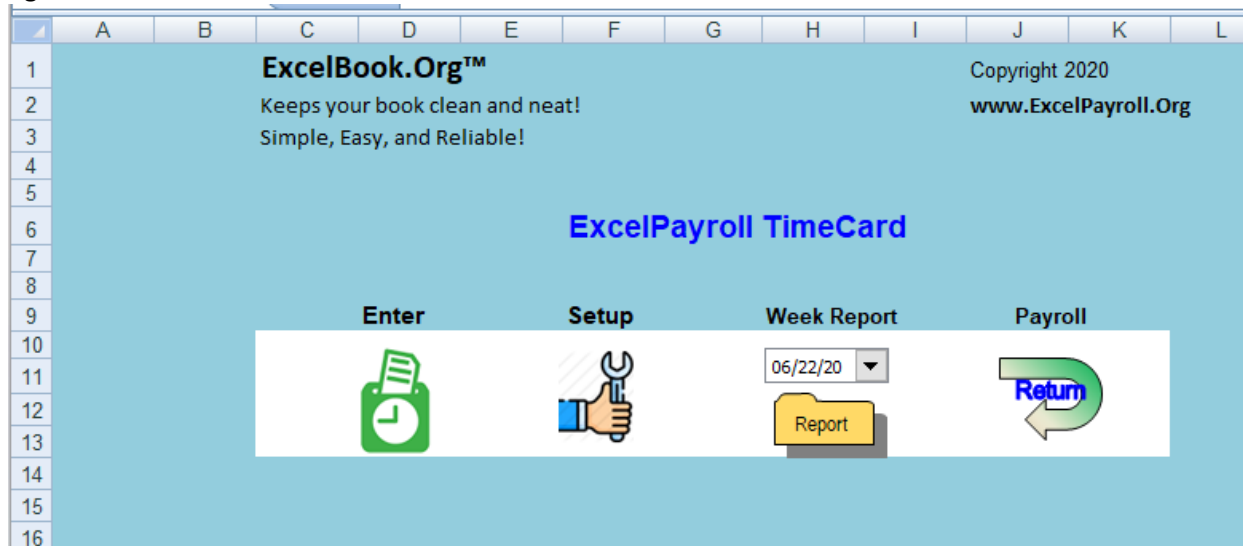
1 -- TimeCard Setup

In your Payroll module (open PayrollBook.xlsm in Excel):



Click on the [TimeCard] icon (see figure 6-1) below:

Figure 6-1



Excel Book TimeCard

Click on the Setup icon:

C	D	E	F	G	H	I	J	K
	Company Name:	Sandy Handyman Service		TimeCard Setup Page				Required Pay Rate per Hour
							Union	38.00
							Prevailing	45.00
		Add-Edit Labor Type		Add-Edit Equipments			Add-Edit Job List	
	Order	Labor Type/Description		Order	Equipment/Description		Job No.	Job Description
	1	Cleaning -General		1	General Tools		J1001	202 Market Street Cleaning
	2	Power Washing		2	High Press Washer		J1002	34 Madison Door Repair 1
	3	Painting		3	T300 Crane		J1003	1200 Jones Street Sign Install
	4	Iron Work		4	2018 Toyota Van		J1004	3561 Maple Ct. Kitchen Repair
	5	Wood Work		5	2020 Pickup		J1005	Jack in the Box Co. Install water Pipe
	6	Framming		6	2019 12-Seat Van			
	7	Dry Cleaning		7	Power Cutting Saw			
	8	Watering		8	2018 8-Seat Van			
	9	Driving Small Van		9	Steamer			
	10	Driving Pickup Truck		10	Office Computer 1			
	11	Installation		11	Office Computer 2			
	12			12	Copier			
	13			13				
	14			14				
	15			15				
	16			16				
	17			17				

There are three sections in the setup page:

Labor Type or Jobs type: Enter all possible labor types

Equipment or tools to be used: Enter all equipments or tools that need for the projects


Job/Project List: Enter your Job/projects.

You can always edit them and update them when necessary. For example, when a job is finished or done you can remove the job/project from the list. Or when you get a new job/project, you may enter it in the list; or when you purchased new equipments you may want to put them in the list.

The idea of this setup is to track the hours your employees working on a job/project, what type of labor hours, and what type of equipments or tools were used for the jobs or projects.

Click the return icon to go back the main menu (Figure 6-1).

2 – Enter Employees' Time Card

From the TimeCard main menu (Figure 6-1), Click on the [Enter]  icon. You will enter hourly employees' time sheet here. You may enter data daily and post them weekly.

Excel Book TimeCard

Sandy Handyman Service

Select a Week: [New Week / ReEnter](#)

☒ Normal ☐ Add Time ☐ Payroll Only

Order# Name


[Clear Form](#) [Undo Record](#) [Record It](#) [Weekly Post](#) [Return](#)

Normal Entry, Enter hours in the available areas.

Job/Co: ID#: 9999 John Smith Today: 08/04/20 v2.11

Job Num	Labor Type	Equipment		Mon-07/27	Tue-07/28	Wed-07/29	Thu-07/30	Fri-07/31	Sat-08/01	Sun-08/02	Round	Exact	Union	Prevailing
J1001	Cleaning -General	General Tools	In	800										
			Out	1200							4.00	4.000	<input type="checkbox"/>	<input type="checkbox"/>
J1006			In	1230									<input type="checkbox"/>	<input type="checkbox"/>
			Out	330+							3.00	3.000	<input type="checkbox"/>	<input type="checkbox"/>
J1003	Iron Work	Power Cutting Saw	In	300+									<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Out	500+							2.00	2.000	<input type="checkbox"/>	<input type="checkbox"/>
			In		800								<input type="checkbox"/>	<input type="checkbox"/>
			Out		500+						9.00	9.000	<input type="checkbox"/>	<input type="checkbox"/>
J1002			In			800							<input type="checkbox"/>	<input type="checkbox"/>
			Out			1130					3.50	3.500	<input type="checkbox"/>	<input type="checkbox"/>
			In			1200							<input type="checkbox"/>	<input type="checkbox"/>
			Out			500+					5.00	5.000	<input type="checkbox"/>	<input type="checkbox"/>
			In										<input type="checkbox"/>	<input type="checkbox"/>

- E) After you finish entering an employee's working day or week time sheet, click the [Record It](#) button to record the time. You can record it daily or weekly.

After you click the [Record It](#) button, the days with time data will be darkened. So you can continue to record the remaining days later. However, if it is an error or a mistake, you can click the "Undo Record"  icon to re-enter the time data.

Sandy Handyman Service

Select a Week: [New Week / ReEnter](#)

☒ Normal ☐ Add Time ☐ Payroll Only

Order# Name

[Clear Form](#) [Undo Record](#) [Record It](#) [Weekly Post](#) [Return](#)

Normal Entry, Enter hours in the available areas.

Job/Co: ID#: 9999 John Smith Today: 08/04/20 v2.11

Job Num	Labor Type	Equipment		Recorded	Recorded	Recorded	Thu-07/30	Fri-07/31	Sat-08/01	Sun-08/02	Round	Exact	Union	Prevailing
			In										<input type="checkbox"/>	<input type="checkbox"/>
			Out								-	-	<input type="checkbox"/>	<input type="checkbox"/>
			In										<input type="checkbox"/>	<input type="checkbox"/>
			Out								-	-	<input type="checkbox"/>	<input type="checkbox"/>
			In										<input type="checkbox"/>	<input type="checkbox"/>
			Out								-	-	<input type="checkbox"/>	<input type="checkbox"/>
			In										<input type="checkbox"/>	<input type="checkbox"/>
			Out								-	-	<input type="checkbox"/>	<input type="checkbox"/>
			In										<input type="checkbox"/>	<input type="checkbox"/>
			Out								-	-	<input type="checkbox"/>	<input type="checkbox"/>
			In										<input type="checkbox"/>	<input type="checkbox"/>
			Out								-	-	<input type="checkbox"/>	<input type="checkbox"/>

3 – Post and Time Adjustments

A) Weekly Post

Excel Book TimeCard

After you recorded ALL employees' time sheets for the entire week, click the [**Weekly Post**] button to post all recorded hour to payroll. You can only post once a week. Once posted, the weekly records will be saved in history. The file named as ZZ-PR-TIME-WKYYYYMMDD-YYYYMMDD.xlsx will be saved in your program folder for your future reference.

TimeSheet Entry

Select a Week: July 27, 2020
New Week / ReEnter

Order# 1
Name John Smith

Normal Entry, Enter hours in the available areas.

Job/Co: ID#: 9999 John Smith Today: 08/04/20 v2.11

Job Num	Labor Type	Equipment	In	Out	Recorded	Recorded	Recorded	Thu-07/30	Fri-07/31	Sat-08/01	Sun-08/02	Round	Exact	Union	Prevailing
			In												
			Out												
			In												
			Out												
			In												
			Out												
			In												
			Out												
			In												
			Out												
			In												
			Out												

B) Adjustments

You may want to double check or review the data before record the data or post the week. You can roll the time sheet to its bottom. You can see the totals.

TimeSheet Entry

Select a Week: July 27, 2020
New Week / ReEnter

Order# 2
Name Linda Walker

Normal Entry, Enter hours in the available areas.

Job/Co: ID#: 9998 Linda Walker Today: 08/04/20 v2.11

Job Num	Labor Type	Equipment	Mon-07/27	Tue-07/28	Wed-07/29	Thu-07/30	Fri-07/31	Sat-08/01	Sun-08/02	Round	Exact	Union	Prevailing
	OT Overwrite	====>								-	-		
	DT Overwrite	====>								-	-		
	Holiday	====>								-	-		
	Vacation	====>								-	-		
	Regular		8.000	6.917	8.000	8.000	-	-	-	31.00	30.917		
	Overtime		0.750	-	0.500	0.500	-	-	-	1.75	1.750		
	SubTotal		8.750	6.917	8.500	8.500	-	-	-	32.75	32.667		
	Hour Adjustment	====>								-	-		
	Status												
	Total Working Hours		8.75	6.92	8.50	8.50	-	-	-	32.75	32.67		

The total shows 32.75 hours. You may manually enter adjustments to the hours if needed:

Excel Book TimeCard

Sandy Handyman Service

TimeSheet Entry

Select a Week: July 27, 2020 New Week / ReEnter

Order# 2 Name Linda Walker

☒ Normal ☐ Add Time ☐ Payroll Only

Clear Form Undo Record Record It Weekly Post Return

Normal Entry, Enter hours in the available areas.

Job/Co: ID#: 9998 Linda Walker Today: 08/04/20 v2.11

Job Num	Labor Type	Equipment	Mon-07/27	Tue-07/28	Wed-07/29	Thu-07/30	Fri-07/31	Sat-08/01	Sun-08/02	Round	Exact	Union	Preva
		OT Overwrite	====>							-	-		
		DT Overwrite	====>							-	-		
		Holiday	====>					8		8.00	8.000		
		Vacation	====>							-	-		
		Regular	8.000	7.997	8.000	8.000	-	-	-	32.00	31.997		
		Overtime	0.750	-	0.500	0.500	-	-	-	1.75	1.750		
		SubTotal	8.750	6.917	8.500	8.500	-	-	-	33.75	33.747		
		Hour Adjustment	====>	1.08						1.00	1.08		
		Status											
		Total Working Hours	8.75	8.00	8.50	8.50	-	-	-	41.75	41.75		

Instruction: (1) Enter the time IN and OUT in the **Green Areas** for each day. Do not enter or make changes in the **Pink Areas**.
 (2) For time between 1:00 AM through 12:59 PM, enter "822" for "8:22 AM" without entering the colon ":" nor "AM"

You can see a 1.08 hour was entered on Tuesday to make up the 8 hour per day if the employee was not recorded in his/her timecard. 8 hour was entered on Friday for holiday pay if needed. The program automatically calculates the over time if hours are more than 8 hours per day or double time if hours are more than 12 hours in a day. However, you can manually overwrite the overtime or double time calculated by the system. You may enter the correct overtime or double time number in row 304 and row 305. Please note that all adjustment entries are to be entered in decimal number. For example, 2 hours and 30 minutes enter as 2.5 hour (rather than 2:30)

C) Re-enter a posted week time sheet

For whatever reasons, if you discover the time sheet were recorded and posted in error you may re-selection that week and enter the time data again.

Sandy Handyman Service

TimeSheet Entry

Select a Week: June 22, 2020 Selected Week Posted

Order# 2 Name Linda Walker

☒ Normal ☐ Add Time ☐ Payroll Only

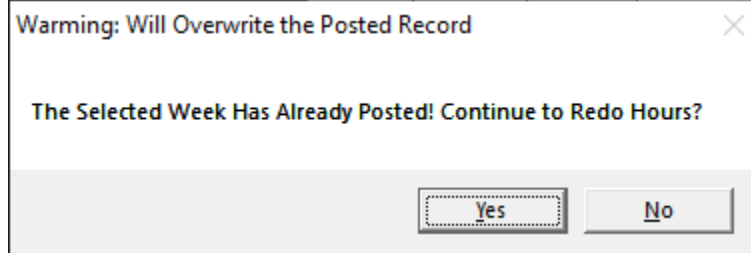
Clear Form Undo Record Record It Weekly Post Return

Normal Entry, Enter hours in the available areas.

Job/Co: ID#: 9998 Linda Walker Today: 08/04/20 v2.11

Job Num	Labor Type	Equipment	Recorded	Recorded	Recorded	Recorded	Fri-06/26	Sat-06/27	Sun-06/28	Round	Exact	Union	Prevailing
			In										
			Out							-	-		
			In							-	-		
			Out							-	-		
			In							-	-		
			Out							-	-		
			In							-	-		
			Out							-	-		

Excel Book TimeCard




If you select a week that has already been posted, a warning message will popup. Click yes to confirm, then you will see “Selected Week Posted” underneath the week selection box indicating the week has been posted and the posted information will be replaced by the new data if you select “Yes” to enter again.

3.—Reports

A) View Time

For the new week, when you record a time sheet day for an employee, the hour will show on this report.


To view what you have entered for the week click the Time  Folder


The screenshot shows the 'TimeSheet Entry' form. At the top, there's a 'Select a Week' dropdown set to 'June 29, 2020' with the text 'Selected Week Posted' below it. To the right, there are buttons for 'Clear Form', 'Undo Record', 'Record It', and 'Weekly Post'. A 'Time' folder icon is highlighted with a red circle. Below the form, there's a table with columns for Job Num, Labor Type, Equipment, Recorded, and dates from Tue-06/30 to Sun-07/05. The table is currently empty.

B) Job Cost Report

The screenshot shows the 'TimeSheet Entry' form, similar to the one above, but with the 'Cost' folder icon highlighted with a red circle. The table below the form is also empty.

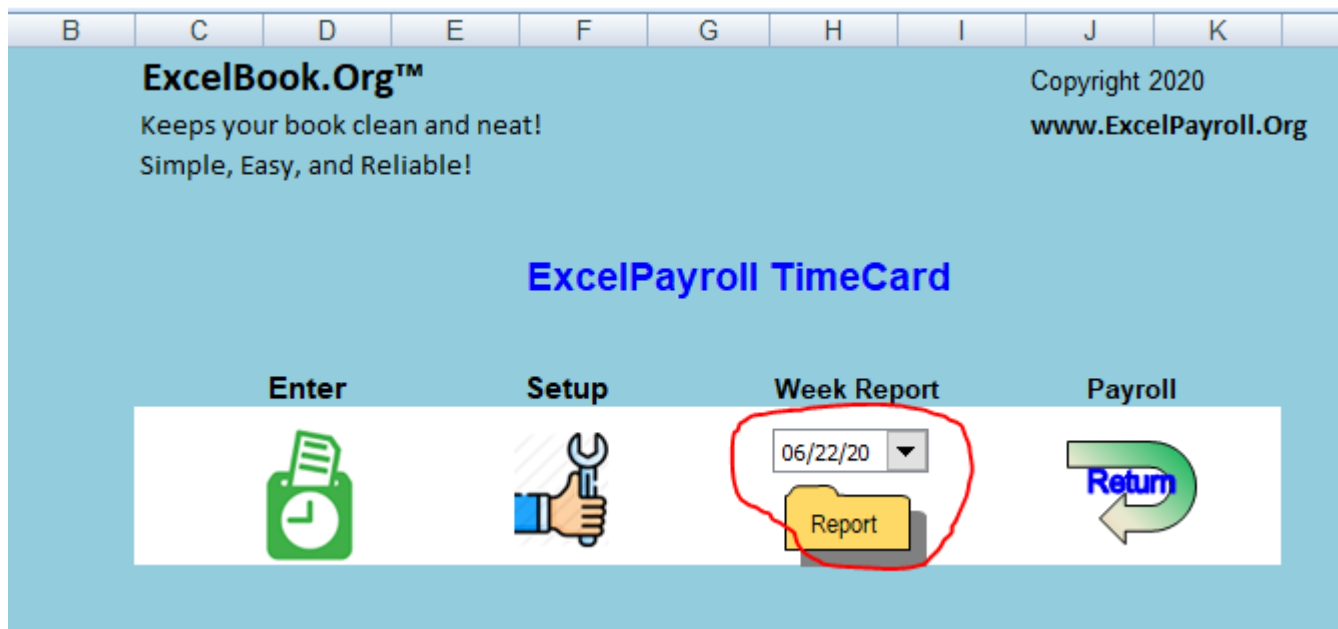
Excel Book TimeCard


If you click on the Cost  folder the follow screen will be shown: list of job numbers with the week ending dates, employee hours, labor types, and equipment used. You can then export the data for analysizing the costs of jobs or for your own use. Click the [\[Export\]](#) button to export the costing sheet.

Reference	Job	Wk-Ending	Employee	Labor	Equipment	Hour	Amount	PayType		Export	Close
2007300004	J1001	06/28/20	9999	Cleaning -General	General Tools	4.00	73.00				
2007300004	J1001	06/28/20	9999	Iron Work	T300 Crane	4.50	171.00	Union			
2007300004	J1003	06/28/20	9999	Power Washing	High Press Washer	7.00	127.75				
2007300004	J1002	06/28/20	9999	Painting	General Tools	9.00	164.25				
2007300005	J1002	06/28/20	9998	Cleaning -General	General Tools	9.00	112.50				
2007300005	J1002	06/28/20	9998	Painting	General Tools	8.50	106.25				
2007300005	J1003	06/28/20	9998	Framming	Power Cutting Saw	9.00	112.50				
2007300005	J1004	06/28/20	9998	Dry Cleaning	Steamer	9.50	118.75				
2007300006	J1005	06/28/20	10001	Cleaning -General	General Tools	4.00	108.00				
2007300006	J1005	06/28/20	10001	Power Washing	Steamer	4.50	121.50				
2007300006	J1004	06/28/20	10001	Iron Work	T300 Crane	4.00	108.00				
2007300006	J1002	06/28/20	10001	Framming	Power Cutting Saw	4.75	128.25				
2007300006	J1003	06/28/20	10001	Wood Work	Power Cutting Saw	4.00	108.00				
2007300006	J1003	06/28/20	10001	Cleaning -General	General Tools	4.50	121.50				
2007300006	J1001	06/28/20	10001	Framming	T300 Crane	4.00	108.00				
2007300006	J1001	06/28/20	10001	Not Selected	Not Selected	4.50	121.50				
2008050000	J1001	07/05/20	10001	Cleaning -General	General Tools	4.00	108.00				

This list will remain this sheet until you close the period. Generally speaking, when a job is completed you should close the sheet and start over again. Or if you have multiple jobs/projects, you may not want to keep the list too long and need to close the sheet periodically such as at month end or year end for instance. To do so, click the [\[Close\]](#) button, the data will be saved under a file as ZZ-PR-Cost-YYYYMMDD-YYYYMMDD.xlsx in your program folder. You can use this file for future reference.

C) Post Weekly Report



Select a week, and then click the report  folder, a time sheet summary will be exported.