

WebTime 3

Job Costing Payroll



The image shows a login screen for 'WebTime Version 3'. At the top left is a logo featuring a clock face with a checkmark and the text 'WebTime'. To the right, the text reads 'WebTime Version 3' and 'Copyright © 2001. All Rights Reserved'. Below this, a red message states 'Requires Internet Explorer 5 or greater', followed by a Microsoft Internet Explorer logo. The login form consists of two text input fields: 'What is your UserName?' and 'What is your Password?'. A 'Login' button is positioned below the password field.

Figure 1

Enter your User Name and Password and then click on the Login Button.

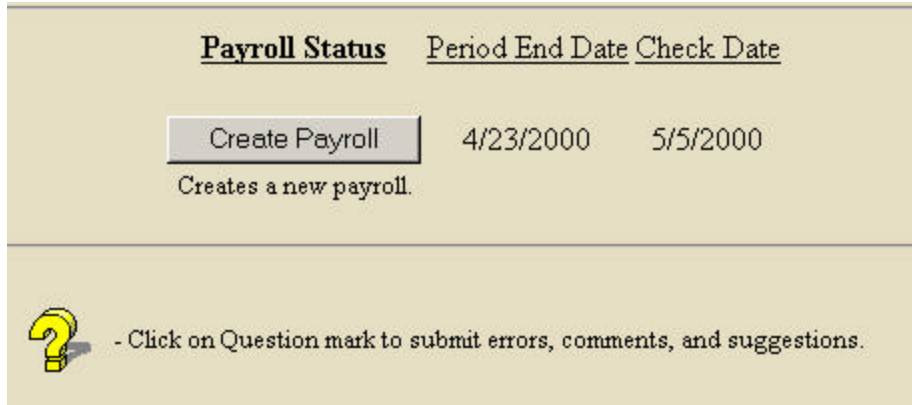


Figure 2

When you enter the first page you may verify the payroll period end date and check date. If they are correct, then click on the "Create Payroll" button. If they are not correct please call your payroll specialist.

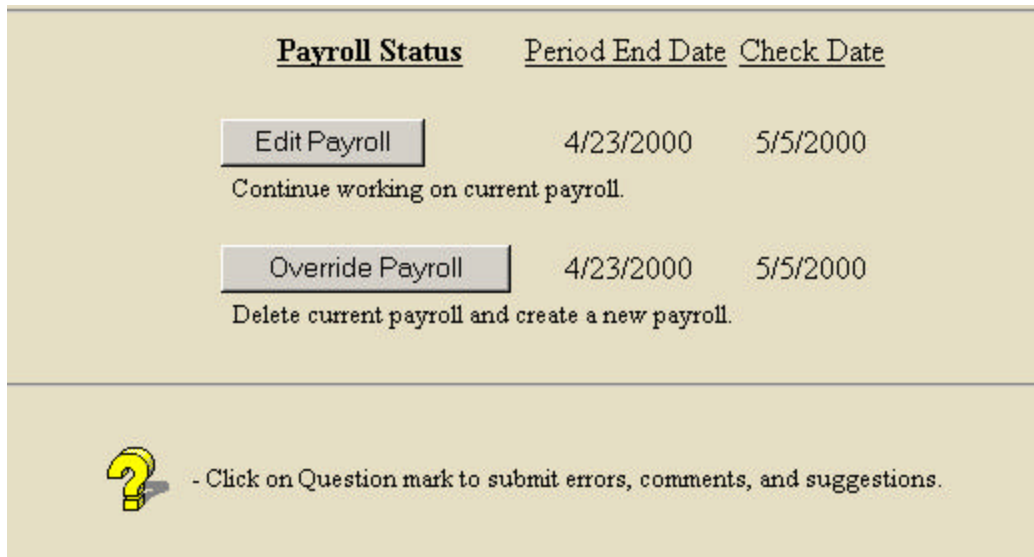


Figure 3

If you have left a payroll online without submitting it, you will see the above options after you login. You may continue to edit the payroll and submit it, or you may delete the payroll and start over by clicking on the "Override Payroll" button.

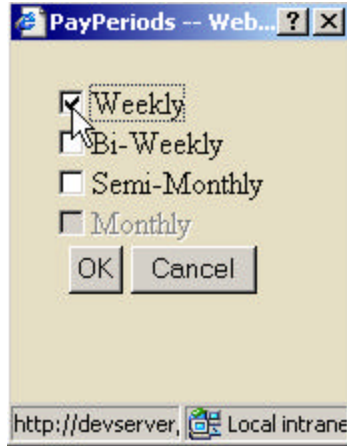


Figure 4

Before you enter the payroll area you will receive a pop up if you have more than one pay period type. From this pop up you can select the pay period types that you wish do enter time for. The selections that are available will depend on how your company varies. In this example, the company has Weekly, Bi-Weekly, and Semi-Monthly pay periods.

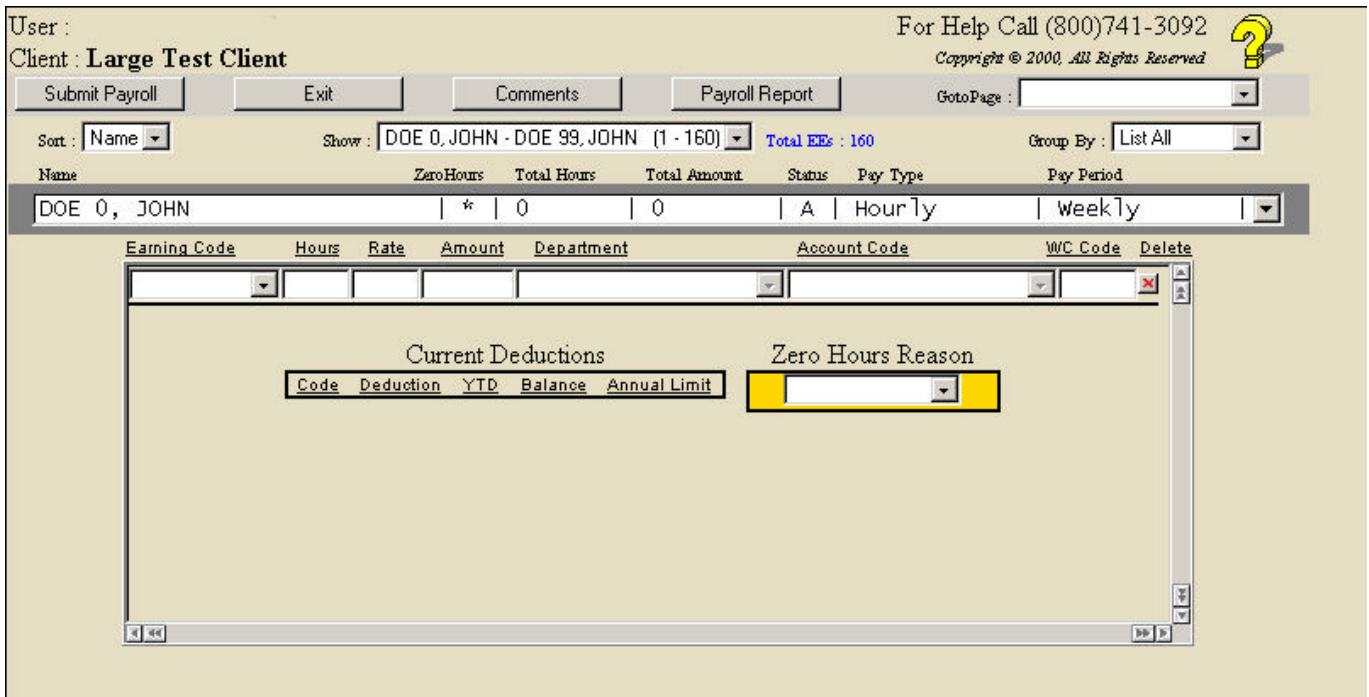


Figure 5

When you enter the payroll area you will see the above page. Details of each part of this page will follow.

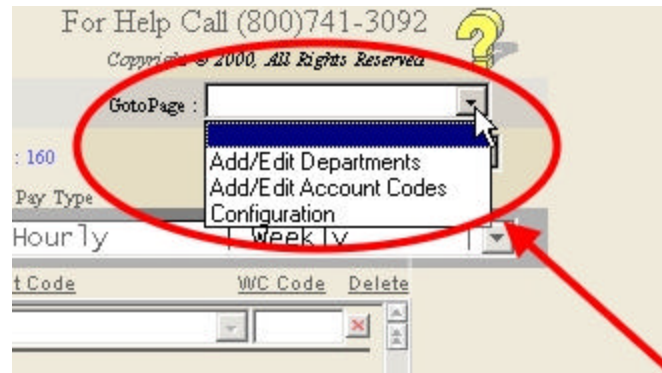


Figure 6

Near the upper right of the page, underneath the yellow question mark, there is a dropdown box titled "GotoPage:". This is where you can add/edit departments, account codes, and change your payroll page configuration.

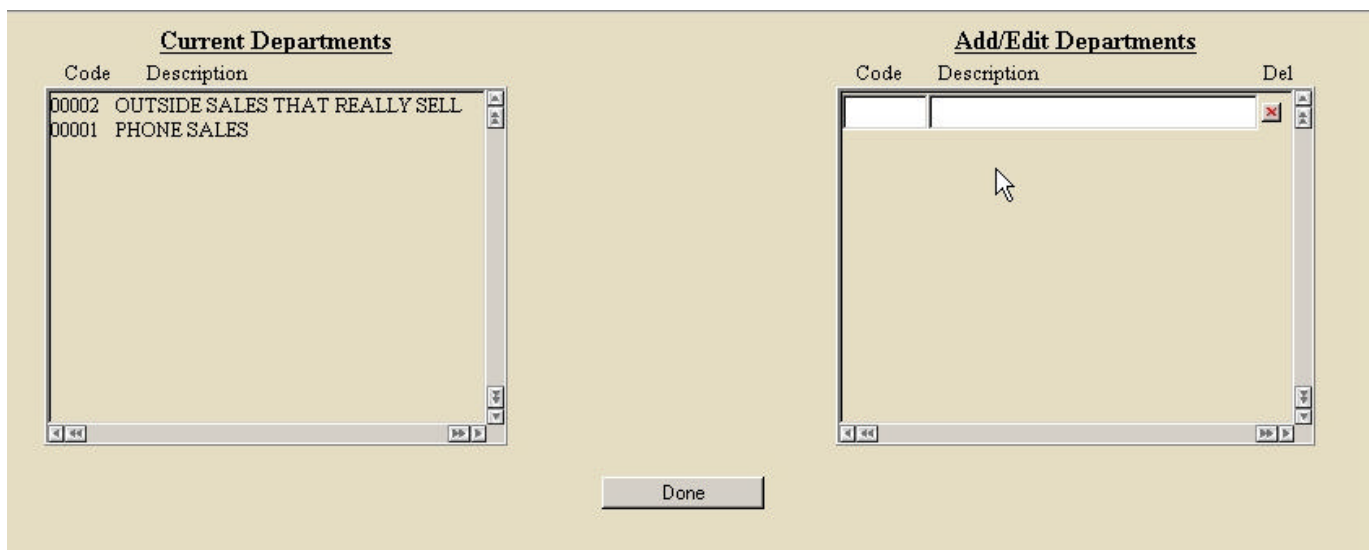


Figure 7

To add a department, click on the "Add/Edit Departments" option from the "GotoPage:" dropdown. Then enter the "Code" and "Description". As you enter the information, a new row will automatically generate. If you make a mistake, click on the "Del" button (the button with the red 'x') to delete that row. After you are finished, just click on the "Done" button and the new department will be available in your payroll entry area.

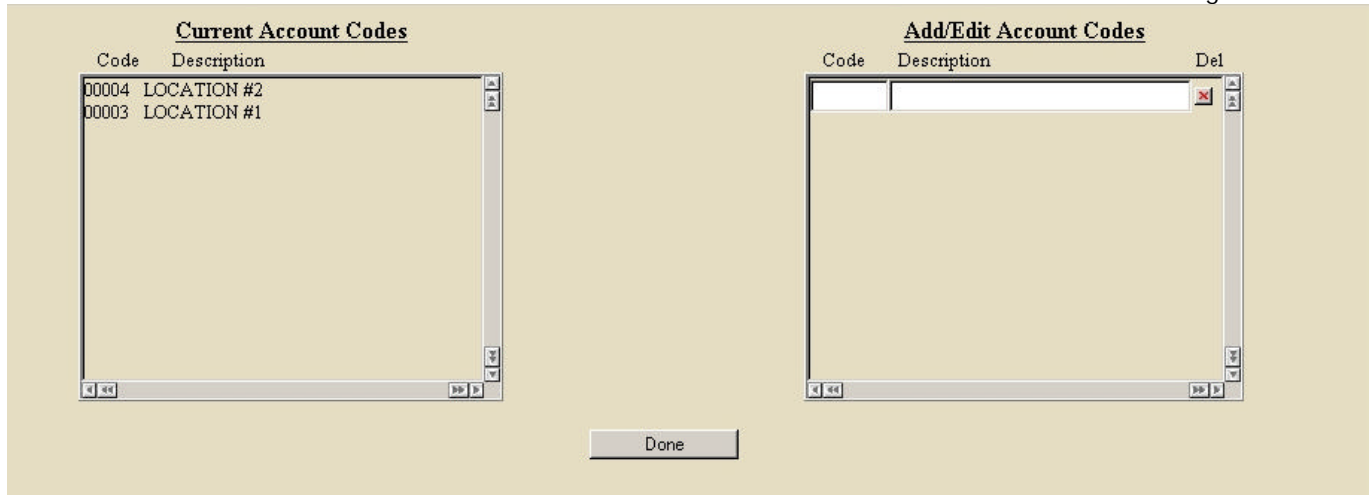


Figure 8

To add a account code, click on the "Add/Edit Account Codes" option from the "GotoPage:" dropdown. Then enter the "Code" and "Description". As you enter the information, a new row will automatically generate. If you make a mistake, click on the "Del" button (the button with the red 'x') to delete that row. After you are finished, just click on the "Done" button and the new account code will be available in your payroll entry area.

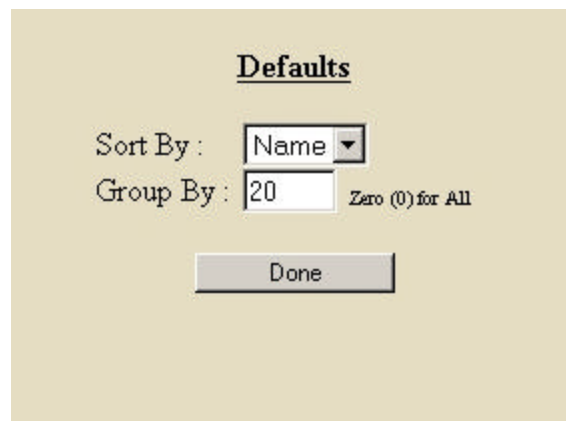


Figure 9

To change the default configuration of your payroll entry area click on the "Configuration" option from the dropdown box titled "GotoPage:". You can also change these settings temporarily from the payroll entry area.

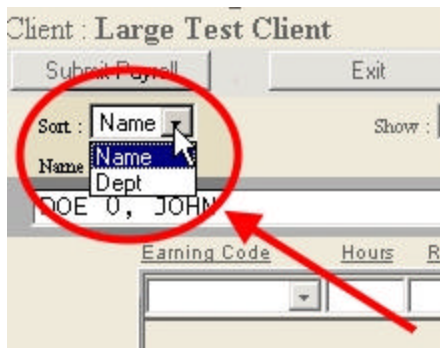


Figure 10

If you look near the upper left of the Payroll Entry page, you will see a dropdown box with the title "Sort:" next to it. You may sort your employee's by department (Dept) or sort alphabetically (Name).

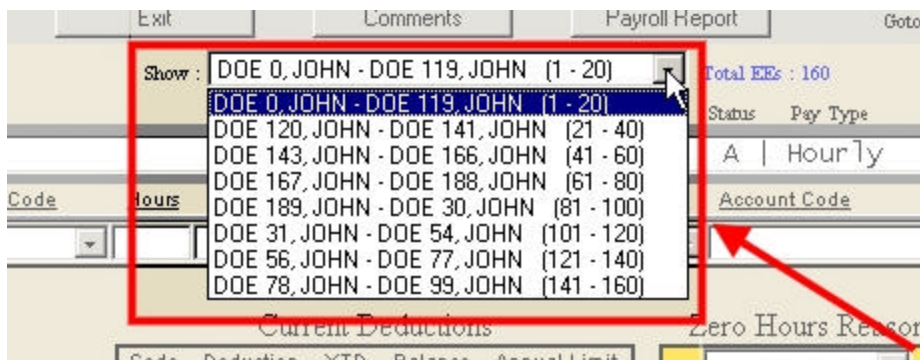


Figure 11

Directly to the right of the "Sort:" field, you will see a "Show:" dropdown box. With this option you may jump to a particular group of employees.

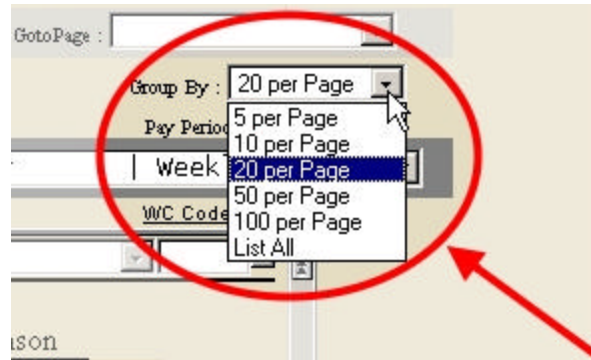


Figure 12

If you wish to change the amount of employee's per page in the "Employee" dropdown (see **Figure 13**), just look to the right of the "Show:" field, and you will see the "Group By:" dropdown. The available options are 5, 10, 20, 50, 100, 500 & List All Employees, depending on the size of your company.

Name	ZeroHours	Total Hours	Total Amount	Status	Pay Type	Pay Period
DOE 0, JOHN	*	0	0	A	Hourly	Weekly
DOE 0, JOHN	*	0	0	A	Hourly	Weekly
DOE 1, JOHN	*	0	0	A	Hourly	Weekly
DOE 10, JOHN	*	0	0	A	Hourly	Weekly
DOE 100, JOHN	*	0	0	A	Hourly	Weekly
DOE 101, JOHN	*	0	0	A	Hourly	Weekly
DOE 103, JOHN	*	0	0	A	Salary	Weekly
DOE 104, JOHN	*	0	0	A	Hourly	Weekly
DOE 106, JOHN	*	0	0	A	Commission	Weekly
DOE 107, JOHN	*	0	0	A	Hourly	Weekly
DOE 108, JOHN	*	0	0	A	Hourly	Weekly
DOE 109, JOHN	*	0	0	A	SalaryExempt	Weekly

Figure 13

To choose the employee for time entry click on the dropdown arrow, just under the "Group By:" dropdown, in the dark gray box. This is the "Employee" drop down. We will go into more detail about this area later.

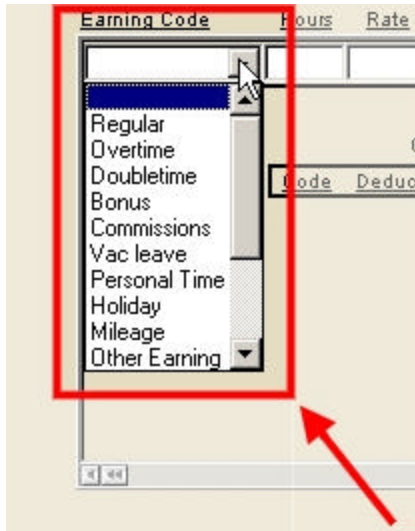


Figure 14

If the employee you have chosen has hours to enter, click on the dropdown box that is under the "Earning Code" Column and select the type of pay that the employee is to receive. We will cover if the employee has zero hours in **Figure 18**.

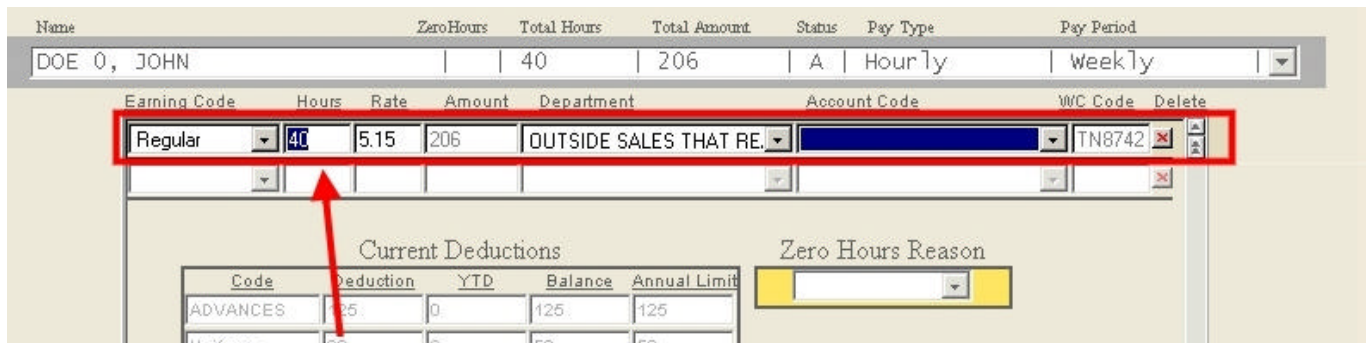


Figure 15

Enter the hours worked in the "Hours" column. You may tab through each column.



Figure 16

Choose which department that the employee earned the pay in.

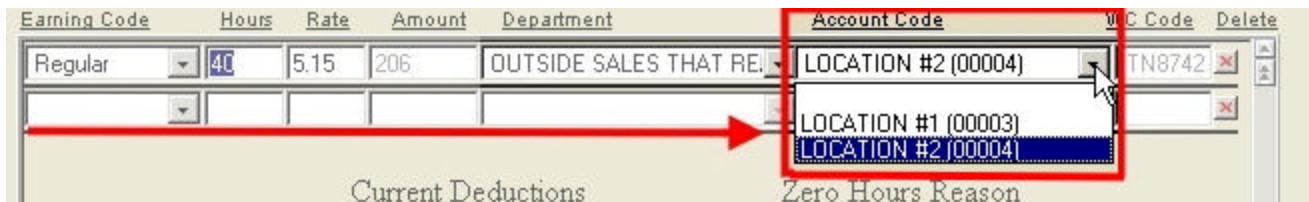


Figure 17

Choose the account code.

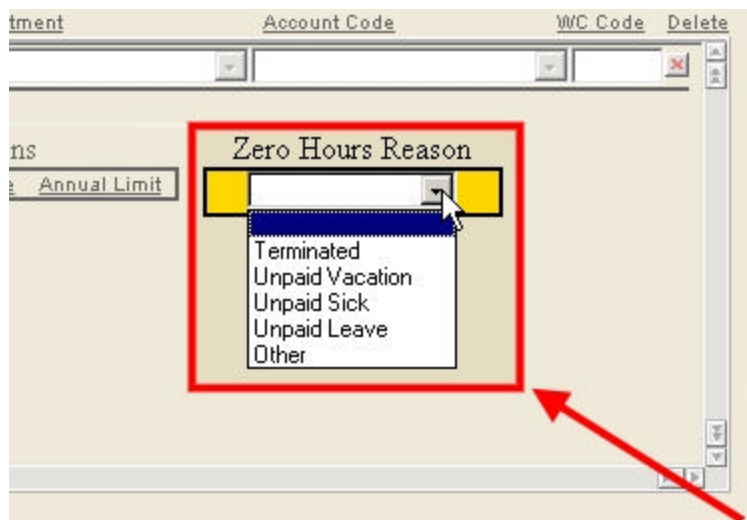


Figure 18

When you have an employee that did not work for the pay period you must select a "Zero Hours Reason". You will not be able to submit your payroll if any employee has zero hours and no reason was given for the zero hours. This feature has been added so that employee's are not missed when doing the payroll. You will see an "Error" message on the reports for zero hours without a reason.

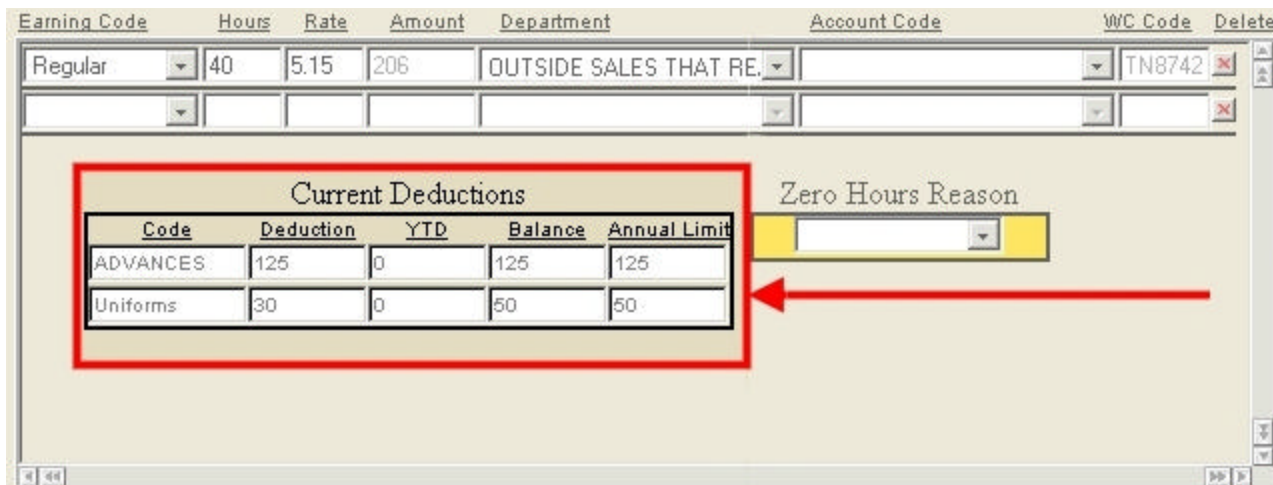


Figure 19

If the employee has any deductions that are setup in the system, you will see them in the "Current Deductions" table located to the left of the "Zero Hours Reason".

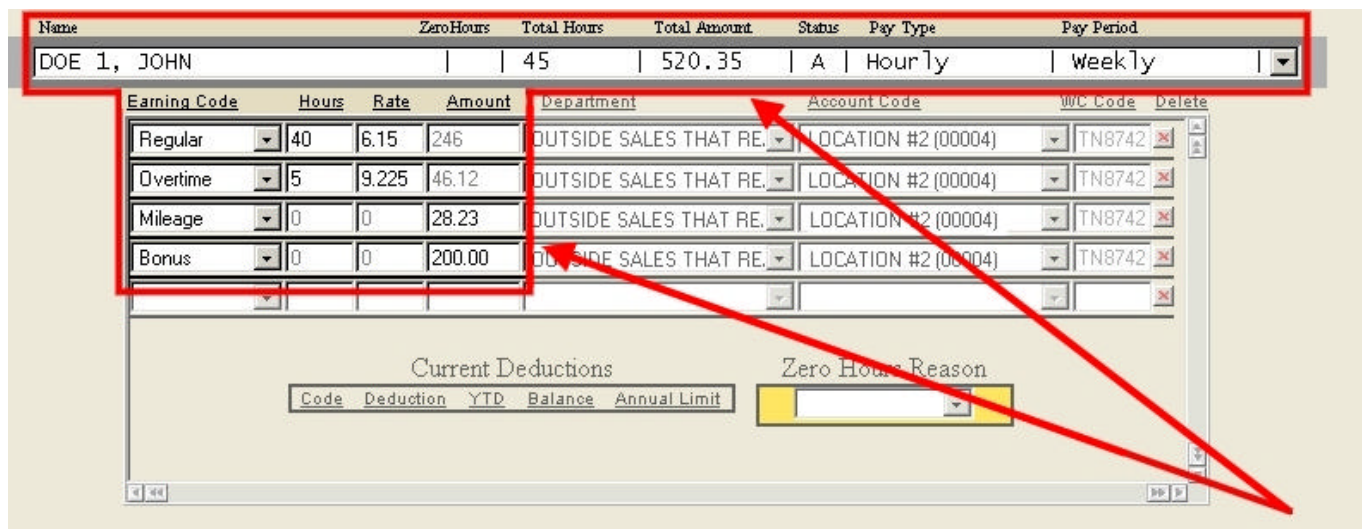


Figure 20

As you enter the Earning Codes, hours, and amounts; if you look in the "Employee" dropdown list, you will see that the "Total Hours" are kept on a running total, and "Total Amount" for gross pay is totaled for the employee. If any employee has zero hours and no "Zero Hours Reason" you will see a asterisk (*) in the "Zero Hours" column in this area.



Figure 21

From the toolbar you can Submit Payroll, Exit, enter “Comments”, or view “Payroll Report”. If you wish to exit the payroll and not to submit it, so that you may finish it later you can click on the “Exit” button. All information that you have entered will be saved online.

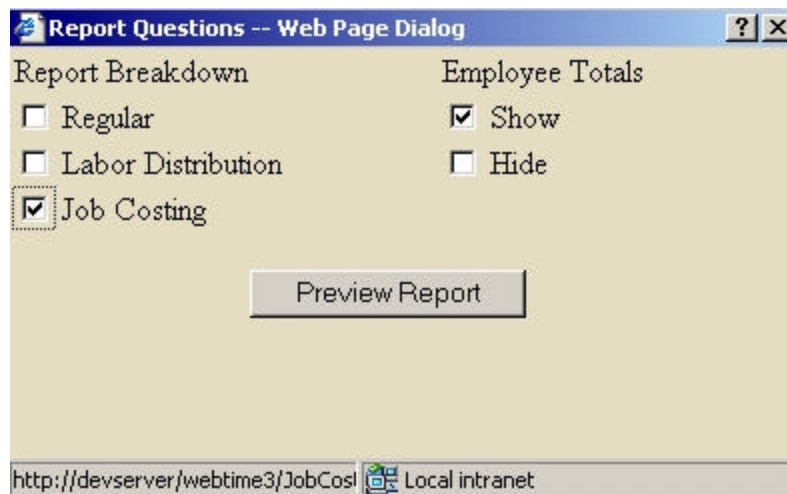


Figure 22

When you click on the “Payroll Report” button from **Figure 21**, you will receive a pop up. With this pop up you can configure the report the way you wish to view it. For the following example we will use the “Job Costing” report breakdown and show employee totals.

00003 - LOCATIO Department							
DOE 0, JOHN	00002 - OUTSIDE	00003 - LOCATIO	TN8742	01 - Regular	40.00	5.15	206.00
DOE 0, JOHN Total:					40.00		206.00
DOE 1, JOHN	00002 - OUTSIDE	00003 - LOCATIO	TN8742	02 - Overtime	5.00	9.23	46.12
DOE 1, JOHN Total:					5.00		46.12
DOE 103, JOHN	00002 - OUTSIDE	00003 - LOCATIO	TN8742	02 - Overtime	3.00	46.88	140.65
DOE 103, JOHN Total:					3.00		140.65
					00003 - LOCATIO Total:		392.77
00004 - LOCATIO Department							
DOE 1, JOHN	00002 - OUTSIDE	00004 - LOCATIO	TN8742	01 - Regular	40.00	6.15	246.00
DOE 1, JOHN	00002 - OUTSIDE	00004 - LOCATIO	TN8742	09 - Mileage	0.00	0.00	28.23
DOE 1, JOHN	00002 - OUTSIDE	00004 - LOCATIO	TN8742	04 - Bonus	0.00	0.00	200.00
DOE 1, JOHN Total:					40.00		474.23
DOE 103, JOHN	00002 - OUTSIDE	00004 - LOCATIO	TN8742	01 - Regular	40.00	31.26	1,250.25
DOE 103, JOHN Total:					40.00		1,250.25
					00004 - LOCATIO Total:		1,724.48
					00002 - OUTSIDE Total:		2,483.25
Grand Total:					270.75		3,617.91

Final total may vary due to rounding of Salaried Employees.

Comments :

ERROR : Zero Hours (no reason)
 DOE 109, JOHN
 DOE 11, JOHN
 DOE 110, JOHN
 DOE 111, JOHN
 DOE 113, JOHN

Zero Hours Reason

DOE 10, JOHN Unpaid Vacation
 DOE 100, JOHN Unpaid Sick
 DOE 101, JOHN Unpaid Sick

Delivery Information

Type : Courier
 To : Client
 Address : 123 West St
 apt 123
 Bradenton FL 34203
 Delivery Notes : This is a test.

Period End Date : 4/23/2000
 Delivery Date :
 Check Date : 5/5/2000

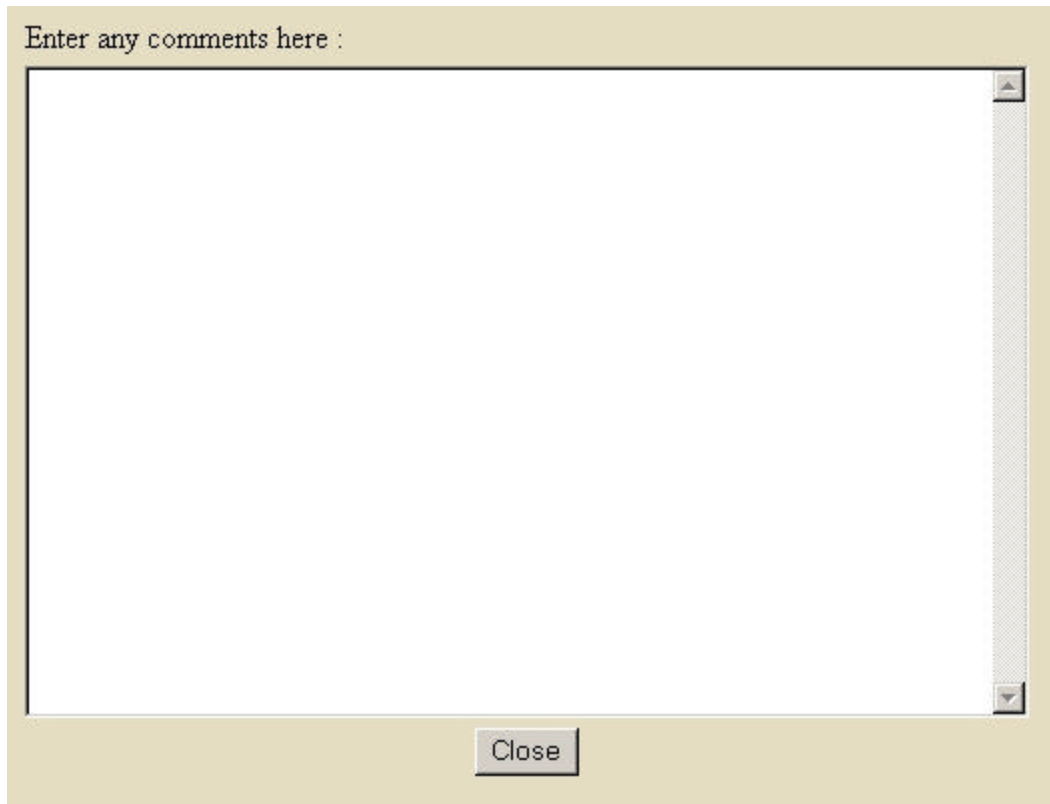
A screenshot of a web form with a light beige background. At the top left, the text "Enter any comments here :" is displayed. Below this text is a large, empty white rectangular area for entering comments. On the right side of this area is a vertical scrollbar. At the bottom center of the form is a button labeled "Close".

Figure 23

If you wish to add comments to the payroll for your payroll specialist please click on the "Comments" button from the toolbar as seen in **Figure 21**. From here you can enter any special instructions for your payroll. Remember when entering the comments to please note if they will be a 'permanent change' or a 'this week only' change.

Payroll Verification Screen

Delivery Type	Period End Date
<input type="text" value="Courier"/>	<input type="text" value="4/23/2000"/>
Deliver To	Check Date
<input type="text" value="Client"/>	<input type="text" value="5/5/2000"/>
Delivery Address	Delivery Date
<input type="text" value="123 West St."/>	<input type="text" value="5/5/2000"/>
<input type="text" value="apt. 123"/>	
<input type="text" value="Bradenton"/> <input type="text" value="FL"/> <input type="text" value="34203"/>	
Delivery Notes	
<input type="text" value="This is a test."/>	

Figure 24

Once you click on the "Submit Payroll" button from **Figure 21**, you will then see the "Payroll Verification Screen". This screen will have the standard information for delivery, Period End Date, Check Date, Delivery Date, and buttons for "Comments", "Back to Payroll", and "Submit Payroll". When you click the "Submit Payroll" button on this page it will send the payroll to be processed.