

# Bulk Timesheets

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Labor hours and dollars may be applied to Jobs by using the Timesheet option from the Job Management module. When using this method, timesheets are entered into a batch for all Installers and all Jobs then the batch is posted to the Jobs at one time. A Timesheet batch may be for a single day, a work week or a pay period; this depends on what your company finds the most practical to use. Just keep in mind, if Bulk Timesheets are used and are not entered on a daily basis, your Jobs will not reflect actual Labor Costs until the Timesheets are entered and saved. If a Job is going over budget on hours/dollars, you may not realize this until days or weeks later.

Your company may create Timesheet batches that are for a pay period or week; you may open the batch daily and add to the entries until the batch is completed. Using this process will provide the most current Labor information when viewing any Job that is in progress.

The Labor costs that are applied to Jobs are determined by the rates set up for your Installers in SedonaSetup (Installers setup table). The labor rate entered in the Installer setup may be the same burdened labor rate that is used when preparing customer quotes or the actual labor rate the Installer is paid.

If your company is scheduling and dispatching Job Appointments from SedonaSchedule, you would not use the Bulk Timesheets option; the labor hours and dollars will be posted to the Job once the Job Appointment is dispatched.

If your company is using Payroll Timesheets, Bulk Timesheets option would not be used.

When Timesheet records are added to the Timesheet Batch, three labor rates are displayed; regular, overtime and holiday rate. These rates are defaulted from the Installer setup in SedonaSetup. The User entering timesheets selects the appropriate labor rate. If a User does not have permission to view the actual labor rate for the Installer, they will see the words Regular Pay, Overtime Pay and Holiday Pay instead of the hourly amounts.

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