Job Timesheets

Labor hours and dollars may be applied to Jobs by opening a Job record and entering the Timesheet. Timesheets may be entered on a daily basis, at the end of a work week or a pay period; this depends on what your company finds the most practical to use. Just keep in mind, if Timesheets 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.

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 Manual Job 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, Manual Job Timesheets would never be used.

Entering Manual Job Timesheets is accomplished by opening the Job where labor is being posted, opening the Timesheet form, entering the Timesheet and saving, then move on to the next Job record. Data entry is more time consuming using this method compared to the Bulk Timesheet method.

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