

Bulk Job Timesheets

Last Modified on 01/31/2024 12:01 pm EST

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 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; a User 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 the Job Costing form of 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 using the Installer actual labor rate, your company has the option of applying Overhead dollars to the Job when timesheets are posted. See the Overhead topic for more information on how to use this function in your Job Costing.

Follow the steps below for instructions on entering Bulk Timesheets.

1. From the Main Application Menu navigate to Job Management and select the Timesheets menu option.
2. The Timesheet Entry form will be displayed. At the top of the form enter a Description for the Timesheet batch. In the lower section of the form, the individual Installer Timesheets will be entered.

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Data Entry Fields

- Date - Enter or select a date from the calendar on which the work was performed.
- Job - Enter or lookup the Job Number. To lookup a Job number, click the button to the right of the field; locate and double-click on the correct Job number in the list.
- Installer - Select the Installer name from the drop-down list.
- Job Task - Select the Job Task from the drop-down list.
- Description - This is an optional field; you may type in up to 256 characters into this field.
- Labor Task - Select the Labor Task from the drop-down list.
- Units - Enter the number of Labor Units worked on the Job.
- Pay Rate - This field will default to the Installers regular pay rate; clicking the drop-down arrow will allow you to select the Overtime, Holiday or Prevailing Wage rate. An amount for Prevailing Wage will only be displayed if the Job has been assigned a Prevailing Wage code on the Job Work Order form.
- Amount - The amount field will automatically fill in with the Units x the Pay Rate; this field may not be modified.

Click the Add button when finished filling in the form. Continue adding records until finished. When the batch is complete, click the Save button located at the lower right of the form.

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