Timesheet

Last Modified on 01/18/2023 5:52 pm EST

The Payroll Timesheets form is comprised of three sections:

The **Header** section displays the Payroll Batch Number, Posting Branch, the GL Account that will be credited when the batch is posted, the Payroll Date, and the Payroll beginning and ending period dates.

The **Employee Payroll Items** section will list the employees within the batch to be paid.

The **Timesheet Edit** section is where additional lines are added to the batch or modifications made to existing batch records if the employee names were auto-filled into the batch.