

# 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.

The screenshot displays the 'Payroll Timesheet' application window. It is divided into three main sections: 'Batch Information', 'Timesheets', and 'Timesheet Edit'.

**Batch Information:**

- Payroll Number: 2
- Posting Branch: MI
- Account: 220100
- Payroll Date: 5/7/2015
- Pay Period Start: 4/26/2015
- Pay Period End: 5/3/2015

**Timesheets:**

Employee Code	Name	Category	Job	Work Date	Job Task	Labor Task	Earnings T
AlexTalbot	Talbot, Alex	Sales		5/3/2015			Salary
George.McGee	McGee, George	Sales		5/3/2015			Salary
George.McGee	McGee, George	Sales	1109	5/3/2015			Commissio
Grant.Price	Price, Grant	Sales		5/3/2015			Salary
Jeff.Craig	Craig, Jeff	Sales		5/3/2015			Salary
Matt.Miller	Miller, Matt	Sales		5/3/2015			Salary
Oliver.Bias	Bias, Oliver	Sales		5/3/2015			Salary
John.Jimmy	John, Jimmy	S-5vc T&M					Regular P
Mack.Miller	Miller, Mack	S-5vc T&M					Regular P
Mark.Taylor	Taylor, Mark	S-5vc T&M		5/3/2015			Salary
Mike.McKenzie	McKenzie, Mike	S-5vc T&M					Regular P
Mike.Walker	Walker, Mike	S-5vc T&M					Regular P
Oscar.Martin	Martin, Oscar	S-5vc T&M					Regular P
Osman.Wilson	Wilson, Osman	S-5vc T&M					Regular P
O'Sullivan, Rocha...	O'Sullivan Jr, Richard	S-5vc T&M					Regular P

**Timesheet Edit:**

Employee: George.McGee  
Name: McGee, George  
Job Code: 1109  
Job Description: Jackson Auto Parts #11  
Work Date: 5/3/2015  
Hours: 1.0  
Rate: \$252.00  
Amount: \$252.00

Earnings Type: Commissions  
Job Task: [Empty]  
Labor Task: [Empty]  
Memo: 50% Job commission  
Expense Type: C

Job Type: C-CCTV  
System Type: CCTV  
Category: J-Com

Buttons: Apply, New, Copy, Apply, Save, Close