Payroll Timesheets Overview

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Payroll Timesheets are typically used if your company is creating an export file for your entire company payroll to send to ADP, Paycomm, or Administaff payroll processing companies. Your company may use the Payroll Timesheets and not use the payroll export functionality.

This topic section will cover the setup required to use Payroll Timesheets, the creation of a Payroll Batch, and the Posting of the Payroll Batch to General Ledger.

Each Payroll Batch is for a specific Payroll period; employee data is loaded and a User will enter work dates, job numbers, etc. to build the payroll batch. The payroll batch contains just the earnings data for each employee. If your company is not using the ADP, Paycomm, or Administaff deductions import, your company will need to create a Journal Entry for the payroll deductions for both the employee and employer contribution amounts.

Once a Payroll Batch has been completed, it is exported and then posted to General Ledger. The export process is optional. If entries are made into the payroll batch which contains a Job number, that labor cost will automatically post to the Job; this includes direct labor, indirect labor, and sales commissions.

There is setup required in SedonaSetup prior to being able to use the Payroll Timesheets functionality. Refer to the Timesheets Setup topic below for instructions.

Timesheets Setup	Exporting a Timesheet Batch
Timesheets Defined	Posting a Timesheet Batch
Creating a Timesheet Batch	Viewing Posted Timesheet Batches