

Timesheet Employee Records

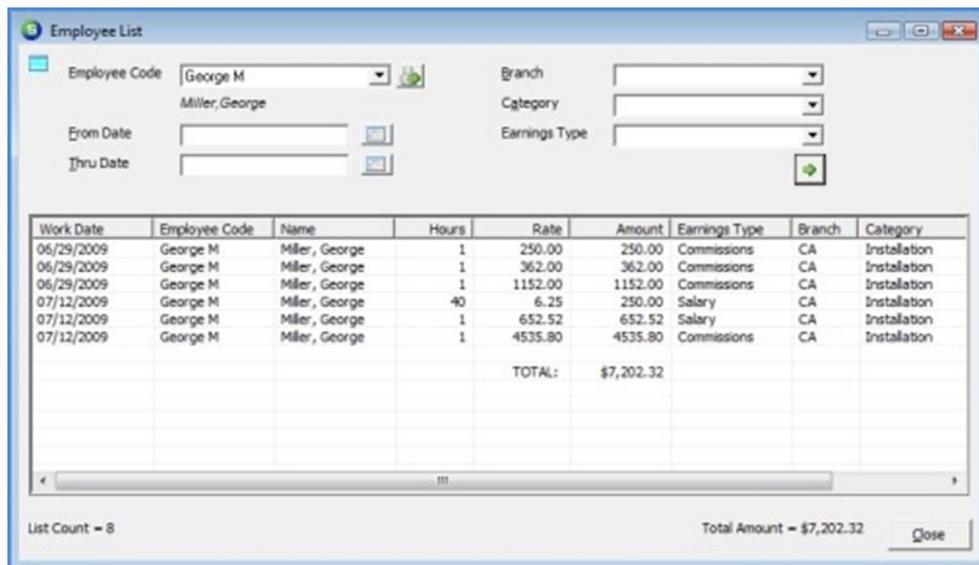
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The Timesheet Employee Records option, which is accessed from the main application menu, Payroll Interface Module, is used to view all payroll timesheets posted for an individual employee. Selecting this option displays the *Employee List*, which divided into two sections; Selection and Filter fields and the Results Grid.

Selection/Filter Fields

The only required field in this section is an Employee Code.

- **Employee Code** - Select the desired Employee Code from the drop-down list.
 - **From & Thru Date** - You may specify a date range, just an end date, or no date range at all. If no date range is selected, all timesheet records ever posted for the Employee selected will be listed in the Grid Results.
 - **Branch** - You may select a single branch from the drop-down list. If no branch is selected, all records for all branches will be displayed in the Grid Results.
 - **Category** - You may select a single category from the drop-down list. If no category is selected, all records for all categories will be displayed in the Grid Results.
 - **Earnings Type** - You may select a single earnings type from the drop-down list. If no earnings type is selected, all records for all earnings types will be displayed in the Grid Results.



The screenshot shows the 'Employee List' application window. It features several filter fields: 'Employee Code' (set to 'George M'), 'Branch', 'Category', 'From Date', and 'Thru Date'. Below these fields is a table with the following data:

Work Date	Employee Code	Name	Hours	Rate	Amount	Earnings Type	Branch	Category
06/29/2009	George M	Miller, George	1	250.00	250.00	Commissions	CA	Installation
06/29/2009	George M	Miller, George	1	362.00	362.00	Commissions	CA	Installation
06/29/2009	George M	Miller, George	1	1152.00	1152.00	Commissions	CA	Installation
07/12/2009	George M	Miller, George	40	6.25	250.00	Salary	CA	Installation
07/12/2009	George M	Miller, George	1	652.52	652.52	Salary	CA	Installation
07/12/2009	George M	Miller, George	1	4535.80	4535.80	Commissions	CA	Installation
TOTAL:					\$7,202.32			

At the bottom of the window, it displays 'List Count = 8' and 'Total Amount = \$7,202.32'.

The Timesheet Employee Register option, which is accessed from the main application menu, Payroll Interface Module, is used to view the Journal Entries posted to the General Ledger for all timesheets for an individual employee. Selecting this option displays the Employee Register which divided into two sections; Selection and Filter fields and the Results Grid.

Selection/Filter Fields

The only required field in this section is an Employee.

- **Employee** - Select the desired Employee from the drop-down list.

- **From & Thru Date** - You may specify a date range, just an end date, or no date range at all. If no date range is selected, all transactions ever posted for the Employee selected will be listed in the Grid Results.
- **Branch** - You may select a single branch from the drop-down list. If no branch is selected, all records for all branches will be displayed in the Grid Results.
- **Category** - You may select a single category from the drop-down list. If no category is selected, all records for all categories will be displayed in the Grid Results.

The screenshot shows the 'Employee Register' application window. At the top, there are search filters: 'Employee' (set to 'George M'), 'Branch' (empty), 'From Date' (empty), and 'Thru Date' (empty). Below the filters is a data grid with 10 columns: Reg No., Date, Employee, Name, Account, Branch, Category, Job, Amount, and Balance. The grid contains 6 rows of data. At the bottom left, it says 'List Count = 6' and at the bottom right, there is a 'Close' button.

Reg No.	Date	Employee	Name	Account	Branch	Category	Job	Amount	Balance
2164	7/6/2009	George M	Miller, George	21090	CA	Installation	124	250.00	250.00
2164	7/6/2009	George M	Miller, George	21090	CA	Installation	118	362.00	612.00
2164	7/6/2009	George M	Miller, George	21090	CA	Installation	114	1,152.00	1,764.00
2166	7/13/2009	George M	Miller, George	60000	CA	Installation		250.00	2,014.00
2166	7/13/2009	George M	Miller, George	21090	CA	Installation	176	4,535.80	6,549.80
2166	7/13/2009	George M	Miller, George	59010	CA	Installation	152	652.52	7,202.32