

SYSTEM OVERVIEW

The **Infinity POWER Time Sheet Entry** program is designed to integrate with the **Payroll** module to provide the ability to enter employee pay data in a format similar to that of a standard time clock. Instead of entering all pay data in a summarized format by project or department (e.g., *12 hours for administrative labor or 5 hours of roofing labor*), the system uses actual starting and ending times.

STANDARD OR MILITARY TIME FORMAT

These time periods may be entered in either standard time formats or as military time. Once entered, the **Time Sheet Entry** module automatically calculates the actual time allocations and is then ready to post the accumulated totals directly to the **Payroll** module. The **Payroll** module itself then summarizes all of the **Time Sheet Entry** data to calculate the employee's actual pay amount.

TIME CLOCK INTERFACE

A key feature built in to the **Time Sheet Entry** program is the **"import"** capability. Because it is designed to enter pay data in a time clock format, with various starting and ending time periods by employee, it is ideal for use with most time clocks. In today's market, most electronic time clocks will provide an **ASCII** or **CSV** file format output of the information stored in them. This information can then be organized to import directly into the **Time Sheet Entry** module for further update to **Payroll** and/or the **Job Cost Main Module**.

UPDATE JOB COST DIRECTLY

When integrated with the **Job Cost Main Module**, **Time Sheet Entry** provides the ability to update projects or jobs directly at any time with various **Payroll** labor costs without having to make a full **Payroll** run. Special options allow these **Payroll** costs to be allocated to a wide range of projects and update **Payroll** only when the next pay cycle is ready for processing.

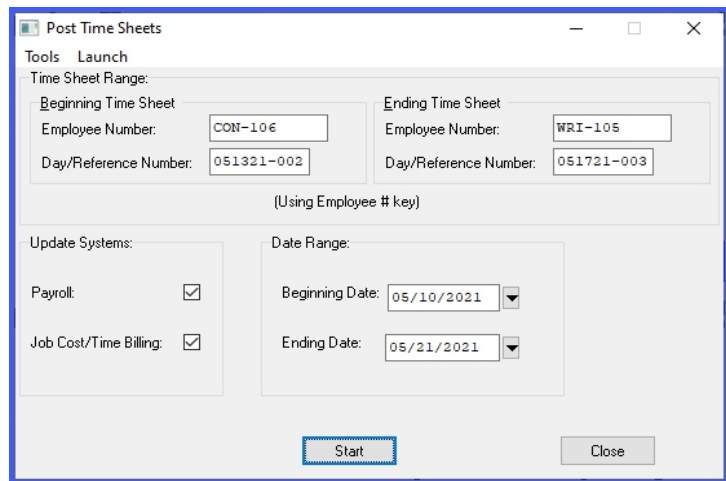
This provides on-line cost updating to projects without requiring changes to normal payroll processing. This is very useful for those firms who have to generate invoices for customers on demand in the middle of a pay cycle.

CERTIFIED PAYROLL REPORTS

The **"Certified Payroll"** report shows the allocations of an employee's time to all projects during the current pay period as well as the total number of hours and their breakdown by hour type. This **"Hour Type"** includes all hours such as Regular Time, Overtime, Double Time, Vacation, etc. This is **required** by many governmental agencies when performing government contracts.

You may also use the **"Certified Payroll"** report internally to show you all project allocations during the current pay period.

Time sheets can be updated daily to Job Cost without processing their Payroll until a later date (i.e. later that week or the following week).



The screenshot shows the 'Post Time Sheets' dialog box. It has a 'Tools' menu and a 'Launch' button. The 'Time Sheet Range' section includes 'Beginning Time Sheet' (Employee Number: CON-106, Day/Reference Number: 051321-002) and 'Ending Time Sheet' (Employee Number: WRI-105, Day/Reference Number: 051721-003). Below this is a note '(Using Employee # key)'. The 'Update Systems' section has checkboxes for 'Payroll' (checked) and 'Job Cost/Time Billing' (checked). The 'Date Range' section has 'Beginning Date' (05/10/2021) and 'Ending Date' (05/21/2021). At the bottom are 'Start' and 'Close' buttons.

Reports

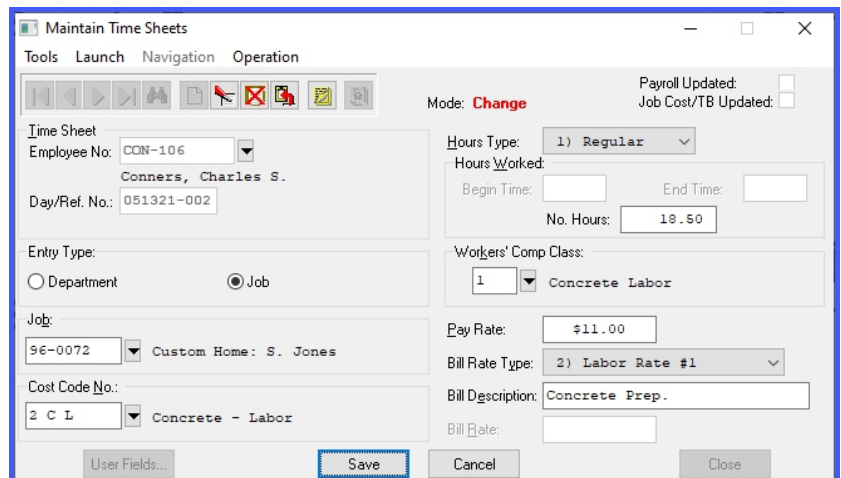
- Time Sheet Report
- Time Sheet Form
- Certified Payroll

Module Features

- Works as a time clock front-end entry system to the **Infinity POWER Payroll** module.
- Allows Employee Pay Data to be entered in a format similar to a time clock.
- Payroll interface allows the Payroll module to receive the summarized pay data by department and/or project.
- Calculates the actual time allocations.
- Can update the **Job Cost Main Module** directly with Payroll Labor Costs that have not been posted yet to the **Payroll** module. This allows firms to perform Job Billings that require Job Cost Labor amounts prior to Payroll cycles that may not be ready to be run when billings are necessary to collect from customers.
- Ability to post/print Time Sheets by Date Range.
- Time Periods may be entered either in Standard Time format or as Military Time.
- The system will hold all pending Job Cost data until the next Payroll update.
- Allows unlimited number of time clock entries.
- **"Import"** pay data in a Time Clock format with various starting and ending times by employee.
- Interfaces with a wide range of Time Clocks that provide an ASCII or CSV output file.
- Prints Certified Payroll for Job Cost oriented projects.

SYSTEM INTEGRATION

- Payroll
- Job Cost Main Module
- DP/DashBoard



The screenshot shows the 'Maintain Time Sheets' dialog box. It has a 'Tools' menu and 'Launch', 'Navigation', and 'Operation' buttons. The 'Time Sheet' section includes 'Employee No.' (CON-106), 'Conners, Charles S.', and 'Day/Ref. No.' (051321-002). The 'Entry Type' section has radio buttons for 'Department' and 'Job' (selected). The 'Job' section includes '9E-0072' and 'Custom Home: S. Jones'. The 'Cost Code No.' section includes '2 C L' and 'Concrete - Labor'. The 'Hours Type' section includes '1) Regular'. The 'Hours Worked' section includes 'Begin Time', 'End Time', and 'No. Hours' (18.50). The 'Workers' Comp Class' section includes '1' and 'Concrete Labor'. The 'Pay Rate' section includes '\$11.00'. The 'Bill Rate Type' section includes '2) Labor Rate #1'. The 'Bill Description' section includes 'Concrete Prep.'. At the bottom are 'User Fields...', 'Save', 'Cancel', and 'Close' buttons.