

TITLE: *Enter Hours Details*

SUMMARY: *Below is a comprehensive guide on how to manually input or upload wage hours for specific dates, including applying dimensions to manual hours details. This structured process accommodates both bulk uploading of employee hours and manual entry, ensuring accurate tracking and effective management of employee work hours.*

Accessing 'ENTER HOURS DETAIL'

'Enter Hours Quantity' > 'Enter Hours Detail'.

Full Payroll Menu						
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Enter Hours Details	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments
Enter Piece Rate Details						

Bulk Upload Employee Hours

1. Click on the 'SUGGEST LINES' page action.

MANUAL HOURS DETAILS | WORK DATE: 10/10/2019

Manage **Suggest Lines** Register Hours More options

Employee No.	Employee First Name	Employee Last Name	Usage Date	Earnings Code	Hours	Hours:Min... Entry	St
→					0		

2. Auto-populate Standard Weekly Hours from each employee's salary table if required.

SUGGEST MANUAL HOURS

Options

Standard Weekly Hours ☒

Pay Cycle Weekly

Pay Cycle Period ...

Number of Holiday Hours t... 0

Holiday Code to Auto-Insert

OK Cancel

3. Select a pay cycle period from the drop-down menu.

SUGGEST MANUAL HOURS



Options

Standard Weekly Hours

☒

Pay Cycle

Weekly

▼

Pay Cycle Period

Week 3 2019

...

Number of Holiday Hours t...

8

Holiday Code to Auto-Insert

HOLIDAY

▼

OK

Cancel

- Optionally, enter the number of holiday hours to include or specify a Holiday Code for auto-insertion. All employee data will populate in the fields with holiday hours separated.

SUGGEST MANUAL HOURS

Options

Standard Weekly Hours

Pay Cycle

Weekly

Pay Cycle Period

Week 3 2019

Number of Holiday Hours t...

8

Holiday Code to Auto-Insert

HOLIDAY

OK

Cancel

- Click on the 'REGISTER HOURS' page action to register the hours to the hours detail table, which will automatically bring them into the payroll processing documents.

MANUAL HOURS DETAILS | WORK DATE: 10/10/2019

Manage

Suggest Lines

Register Hours

More options

Employee No.	Employee First Name	Employee Last Name	Usage Date	Earnings Code	Hours	Hours:Min... Entry	Sta
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Manually Update Hours

After you CLICK 'ENTER HOURS DETAIL' the following screen will appear

MANUAL HOURS DETAILS | WORK DATE: 10/10/2019

Manage Suggest Lines Register Hours More options

Employee No.	Employee First Name	Employee Last Name	Usage Date	Earnings Code	Hours	Hours:Min... Entry	Status
→ [dropdown]					0		

1. Enter Employee Number or Select Employee from drop down menu in 'Employee No.' field

MANUAL HOURS DETAILS | WORK DATE: 10/10/2019

Manage Suggest Lines Register Hours More options

Employee No.	Employee First Name	Employee Last Name	Usage Date	Earnings Code	Hours	Hours:Min... Entry	Status
→ [dropdown]					0		

No. ↑	First Name	Last Name	Hire
→ TEST-EMP-AK	Test	Employee	
TEST-EMP-AL	Test	Employee	
TEST-EMP-AR	Test	Employee	
TEST-EMP-AZ	Test	Employee	
TEST-EMP-CA	Test	Employee	

+ New Select from full list

2. In the 'Usage Date' field, Select the Usage Date from the drop down menu.

MANUAL HOURS DETAILS | WORK DATE: 10/10/2019 ✓ SAVED

Manage Suggest Lines Register Hours | More options

Employee No.	Employee First Name	Employee Last Name	Usage Date	Earnings Code	Hours	Hours:Min... Entry	St
→ TEST-EMP-AK	Test	Employee			0		

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Today Done

3. Select the Earnings Code from drop down in 'Earnings Code' field

MANUAL HOURS DETAILS | WORK DATE: 10/10/2019 ✓ SAVED

Manage Suggest Lines Register Hours | More options

Employee No.	Employee First Name	Employee Last Name	Usage Date	Earnings Code	Hours	Hours:Min... Entry	St
→ TEST-EMP-AK	Test	Employee	10/14/2019		0		

Code ↑	Description
HOLIDAY	Holiday
OTHER	Other
OVERTIME	Overtime
PERSONAL DAY	Personal Day
→ REGULAR	Regular
SICK DAY	Sick Day

+ New Select from full list

4. Enter Hours in 'Hours' field

MANUAL HOURS DETAILS | WORK DATE: 10/10/2019 ✓ SAVED

Manage Suggest Lines Register Hours | More options

Employee No.	Employee First Name	Employee Last Name	Usage Date	Earnings Code	Hours	Hours:Min... Entry	St
→ TEST-EMP-AK	Test	Employee	10/14/2019	REGULAR	8		

5. Select 'Register Hours' to post hours to the 'Hours Detail'

MANUAL HOURS DETAILS | WORK DATE: 10/10/2019 ✓ SAVED

Manage Suggest Lines Register Hours | More options

Employee No.	Employee First Name	Employee Last Name	Usage Date	Earnings Code	Hours	Hours:Min... Entry	St
→ TEST-EMP	Test	Employee	10/14/2019	REGULAR	8		

Manually Inputting 'ENTER HOURS DETAIL'

1. Employee Number or select an employee from the drop-down menu.

MANUAL HOURS DETAILS | WORK DATE: 10/10/2019

Manage Suggest Lines Register Hours | More options

Employee No.	Employee First Name	Employee Last Name	Usage Date	Earnings Code	Hours	Hours:Min... Entry	St
→					0		

2. Select the Usage Date from the drop-down menu.

MANUAL HOURS DETAILS | WORK DATE: 10/10/2019

✓ SAVED

Manage Suggest Lines Register Hours | More options

Employee No.	Employee First Name	Employee Last Name	Usage Date	Earnings Code	Hours	Hours:Min... Entry	St
→ TEST-EMP-AK	Test	Employee			0		

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Today Done

- Choose the Earnings Code from the drop-down menu.

MANUAL HOURS DETAILS | WORK DATE: 10/10/2019

✓ SAVED

Manage Suggest Lines Register Hours | More options

Employee No.	Employee First Name	Employee Last Name	Usage Date	Earnings Code	Hours	Hours:Min... Entry	St
→ TEST-EMP-AK	Test	Employee	10/14/2019	▼	0		

Code ↑	Description
HOLIDAY	Holiday
OTHER	Other
OVERTIME	Overtime
PERSONAL DAY	Personal Day
→ REGULAR	Regular
SICK DAY	Sick Day

+ New Select from full list

- Enter the hours worked in the 'Hours' field.

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MANUAL HOURS DETAILS | WORK DATE: 10/10/2019

✓ SAVED

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Manage

🔍 Suggest Lines

📅 Register Hours

More options

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	Employee No.	Employee First Name	Employee Last Name	Usage Date	Earnings Code	Hours	Hours:Min... Entry	St
→	TEST-EMP-AK	Test	Employee	10/14/2019	REGULAR	8		

- Click on 'Register Hours' to post the hours to the 'Hours Detail'.

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MANUAL HOURS DETAILS | WORK DATE: 10/10/2019

✓ SAVED

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Manage

🔍 Suggest Lines

📅 Register Hours

More options

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	Employee No.	Employee First Name	Employee Last Name	Usage Date	Earnings Code	Hours	Hours:Min... Entry	St
→	TEST-EMP- ⌵	Test	Employee	10/14/2019	REGULAR	8		

Applying Dimensions to Manual Hours Detail

This feature allows users to apply dimensions to employee hours, though it's not mandatory for entering hours detail. Users can apply up to 4 dimensions for each hours detail line.

- Select a Dimension Code from the drop-down menu under 'POSITION CODE'. Optionally, select a job from the drop-down menu in the 'JOB NO.' field to attach the employee hours to a specific job.

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MANUAL HOURS DETAILS | WORK DATE: 10/10/2019

✓ SAVED

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Manage

🔍

Suggest Lines

📅

Register Hours

More options

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Code ↑

Description

→ MANAGERLine Manager

PACKAGINGPackaging

+ New

Select from full list