

Enter Hours Details

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TABLE OF CONTENTS

- **How to BULK UPLOAD EMPLOYEE HOURS with 'ENTER HOURS DETAIL'**
- **How to MANUALLY INPUT 'ENTER HOURS DETAIL'**
- **APPLY DIMENSIONS TO MANUAL HOURS DETAIL**

What is the 'ENTER HOURS DETAIL' function?

'ENTER HOURS DETAIL' allows the user to manually enter the wage hours for a given date.

How to ACCESS 'ENTER HOURS DETAIL'

- In 'Full Payroll Menu' select '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						

How to BULK UPLOAD EMPLOYEE HOURS with 'ENTER HOURS DETAIL'

- Select '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	Status
→ [v]					0			

- The following screen will appear

SUGGEST MANUAL HOURS

Options

Standard Weekly Hours ☒

Pay Cycle Weekly

Pay Cycle Period

Number of Holiday Hours to... 0

Holiday Code to Auto-Insert

OK Cancel

- If you would like to auto-populate Standard Weekly Hours from each employee's salary table, select the Standard Weekly Hours check box.

- Select a pay cycle period from drop down menu

SUGGEST MANUAL HOURS

Options

Standard Weekly Hours

☒

Pay Cycle

Weekly

▼

Pay Cycle Period

Week 3 2019

...

Number of Holiday Hours to...

8

Holiday Code to Auto-Insert

HOLIDAY

▼

OK

Cancel

- Enter number of holiday hours to include – optional – this is only if you want to reduce the standard weekly hours with a number of holiday hours
- Enter Holiday Code to Auto Insert – optional – if you want to fill in a number of holiday hours you will also need to choose the holiday payroll code

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

- All employee data will populate in the fields with holiday hours separated
- Select 'REGISTER HOURS' page action to register to the hours detail table, once in the hours detail they will be automatically brought 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	St...
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How to MANUALLY INPUT 'ENTER HOURS DETAIL'

- 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	St
					0		

- 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	St
→ 					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

- 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

- 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	Code ↑ Description HOLIDAY Holiday OTHER Other OVERTIME Overtime PERSONAL DAY Personal Day → REGULAR Regular + New Select from full list	0		

- 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			

- 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	Sti
→ TEST-EMP	Test	Employee	10/14/2019	REGULAR	8		

APPLY DIMENSIONS TO MANUAL HOURS DETAIL

NOTE: This feature is not required for entering hours detail, but allows the user to apply dimensions to the employee hours should the user choose to do so.

NOTE: The user can apply up to 4 dimensions for each hours detail line. For the purpose of this manual we will show 1 dimensions used

- Select a Dimension Code from the drop down menu under 'POSITION CODE'

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

Manage Suggest Lines Register Hours More options

Employee No.	End Time	State	Prevailing Wage Code	Position Code ↑	Position Department	Position Category	Union Code	Ter... Pay
→ TEST-EMP-AK		AK		MANAGER				

Code ↑ Description

→ MANAGER Line Manager

PACKAGING Packaging

+ New Select from full list

- If you would like to attach the employee hours to specific job you can select a job from the drop down menu in the 'JOB NO.' Field
- Select the 'JOB TASK NO.' from drop down menu

NOTE: The employee can have hours assigned to multiple dimension codes

- To apply different dimensions to employee's work day hours, please repeat aforementioned steps:

←

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

✓ SAVED

Manage

Suggest Lines

Register Hours

More options

	Employee No.	Hours:Min... Entry	Start Time	End Time	State	Prevailing Wage Code	Position Code	Position Department	Position Category
→	TEST-EMP-AK	:			AK		MANAGER		
	TEST-EMP-AK				AK		PACKAGING		