

# Time Transfer Reports

Modified on: Tue, 21 Dec, 2021 at 10:44 AM

## Synopsis

The 'Time Transfer Reports' consist of 4 reports. The 'Transfer Payroll to Job Journal' and 'Transfer Payroll to Resource Journal' will push data to the respective journals after payroll has been processed. The 'Transfer Time from Timesheets' and 'Transfer Time from Service Lines' will pull time entry data from the respective areas into the Primo Payday 'Hours Detail Table' for payroll processing.

It will typically require an hour or two of configuration to meet the exact specifications of a new customer. The main value of these reports is that the ability to transfer payroll and time information is already in place. This reduces implementation hours and simplifies the process considerably.

## TABLE OF CONTENTS

- **ACCESS 'TIME TRANSFER REPORTS'**
- **TRANSFER PAYROLL TO JOB JOURNAL**
- **TRANSFER PAYROLL TO RESOURCE JOURNAL**
- **TRANSFER TIME FROM TIMESHEETS TO PAYROLL**
- **TRANSFER TIME FROM SERVICE LINES TO PAYROLL**

## ACCESS 'TIME TRANSFER REPORTS'

- Full Payroll Menu
- Time Transfer Reports



## 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     | Transfer Payroll to Job Journal             | Customer Payroll Tax Setup | Position and Union Setup..   | Payment Advances          |
| Emp. Change Req./Approve.. | Labor Costing Information.. | Other Ledgers..        | Transfer Payroll to Resource Journal        | State Tax IDs              | Labor Cost Setups..          | Payments                  |
|                            |                             |                        | Transfer Time from Timesheets to Payroll    |                            |                              |                           |
|                            |                             |                        | Transfer Time from Service Lines to Payroll |                            |                              |                           |

## TRANSFER PAYROLL TO JOB JOURNAL

- Open 'Transfer Payroll to Job Journal'
- Filter as needed
- Click 'Ok'

TRANSFER PAYROLL TO JOB JOURNAL 

---

**Options**

Job Journal Template ..... JOB 

Job Journal Batch ..... DEFAULT ...

Post ..... ☒

---

**Filter: Payroll Employee**

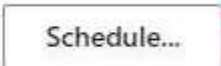
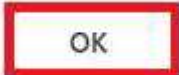
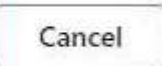
× No. .... TEST-EMP-AR 

+ Filter...

---

Filter totals by:

+ Filter...

## TRANSFER PAYROLL TO RESOURCE JOURNAL

- Open 'Transfer Payroll to Resource Journal'
- Filter as needed
- Click 'Ok'

TRANSFER PAYROLL TO RESOURCE JOURNAL 

---

**Options**

Resource Journal Template  

Resource Journal Batch  ...

Post ☒

---

**Filter: Payroll Employee**

× No.  

+ Filter...

---

Filter totals by:

+ Filter...

## TRANSFER TIME FROM TIMESHEETS TO PAYROLL

- Open 'Transfer Time from Timesheets to Payroll'
- Select a 'Resource No.'
- Select a 'Time Sheet No.'

- Enter a 'Date'
- Click 'Ok'

TRANSFER TIME FROM TIME SHEETS

Filter: Time Sheet Detail

× Resource No. .... LINDA

× Time Sheet No. ....

× Date .... 01/11/19

+ Filter...

Schedule...

OK

Cancel

## TRANSFER TIME FROM SERVICE LINES TO PAYROLL

- Open 'Transfer Time from Service Lines to Payroll'
- Filter as needed
- Click 'Ok'

**TRANSFER TIME FROM SERVICE LINES**

**Options**

Transfer Hours from Quan... ☒

Hours Detail Override Date

**Filter: Service Line**

× Document Type

▼

× Document No.

▼

× Posting Date

× Order Date

× Quantity Invoiced

× Customer No.

▼

Schedule...

OK

Cancel