



Online Self Service

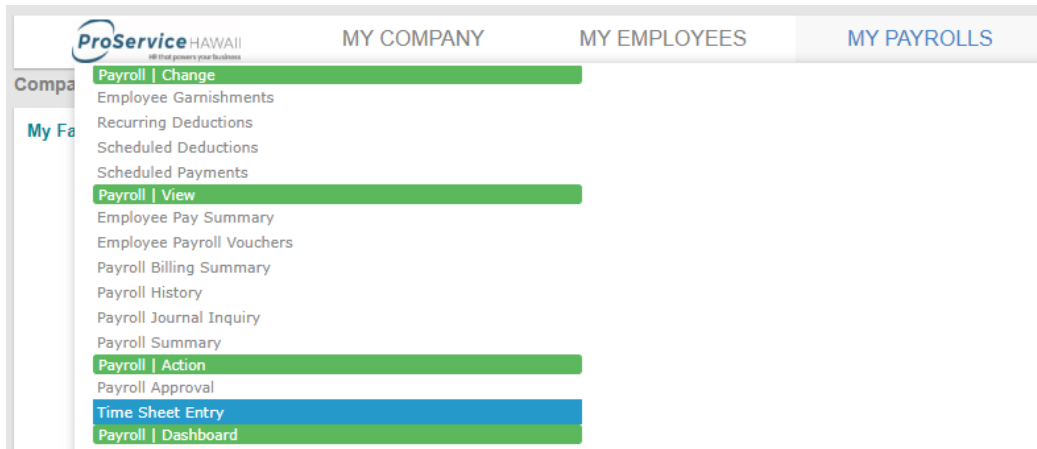
Time Entry Guide

Table of Contents

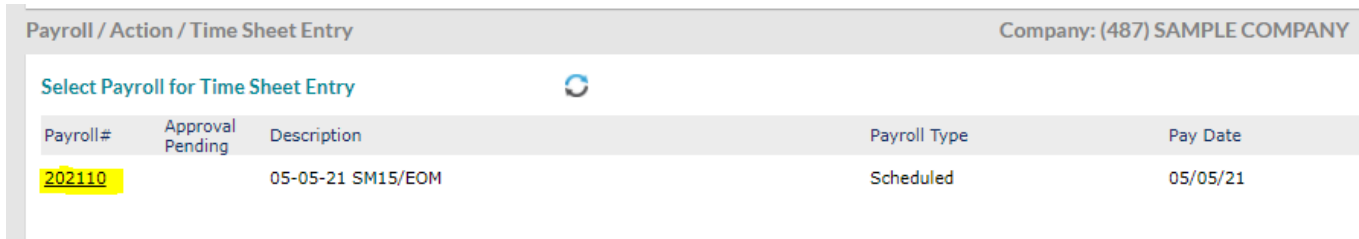
Accessing the Time Sheet	2
Making Summary Time Sheet Entries	3
Making Detail Time Sheet Entries	4
Entering Hours Worked	4
Adding Payroll Notes	6
Header Bar in Time Sheet Entry	7
Using Standard Time Sheet Column Definitions	8
Time Sheet Analytics	9
Payroll Approval	10
Accessing Posted Payroll Reports	11

Accessing the Time Sheet

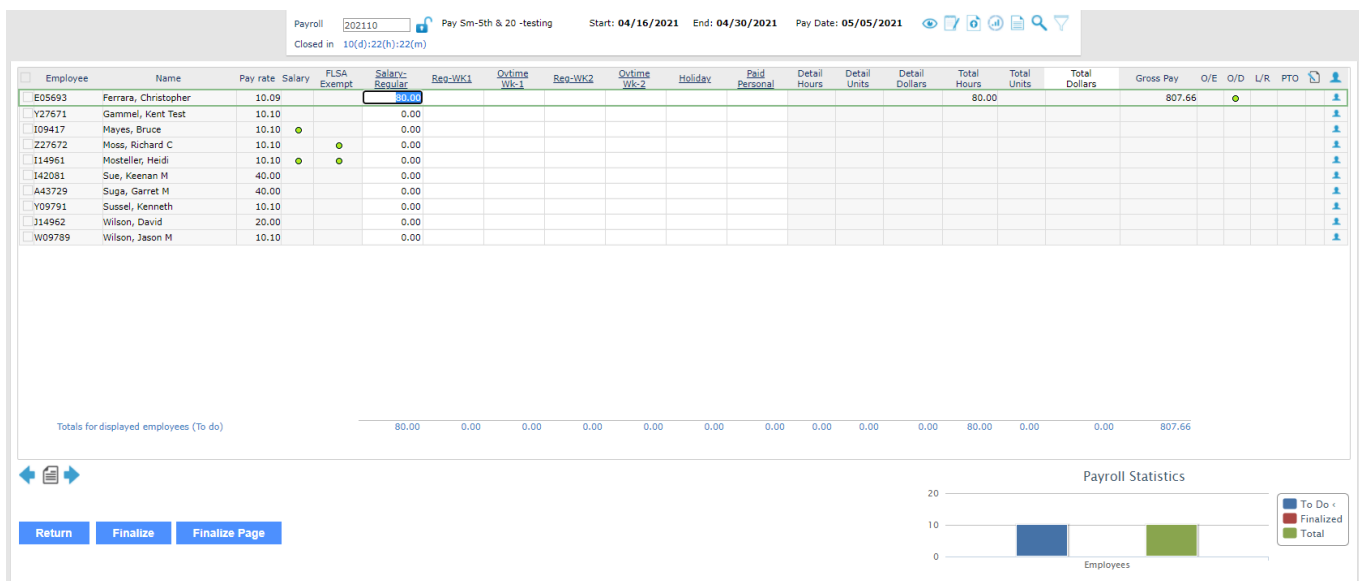
1. Click on **My Payrolls**, then select **Time Sheet Entry** under Payroll | Action



2. Click on the **Payroll #** to enter the timesheet.



3. The Time Sheet grid will display.



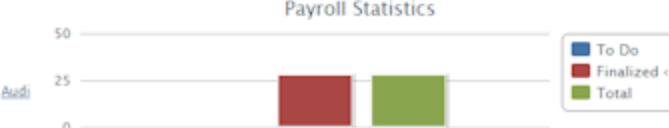
Making Summary Time Sheet Entries

Employee	Name	Pay rate	Salary	FLSA Exempt	BEG	OT	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	O/E	O/D	L/R	PTO
<input checked="" type="checkbox"/>	P00622	Alvarado, Ricardo Jose	18.55			40.00				40.00						
<input checked="" type="checkbox"/>	B00633	Bates, Norma Nancy	18.55			40.00				40.00						
<input checked="" type="checkbox"/>	N00621	Bradley, Lindsay Anne	18.55			40.00				40.00						
<input checked="" type="checkbox"/>	Y00606	Briggs, Jonathan Lucas	19.00			32.00				40.00						
<input checked="" type="checkbox"/>	V00627	Brown, Kimberly Theresa	17.50			40.00				40.00						
<input checked="" type="checkbox"/>	W00628	Cook, Gina Marion	17.25			40.00				40.00						
<input checked="" type="checkbox"/>	B00609	Detres, Lisette Anastasia	18.00			40.00				40.00						
<input checked="" type="checkbox"/>	C00610	Dett, Jr., Ronald Herman	17.50			40.00	5.00			45.00						
<input checked="" type="checkbox"/>	L00619	Drake, Jennifer Aravis	19.50			40.00				40.00						
<input checked="" type="checkbox"/>	T00625	Farrell, Jaime Catherine	17.50			40.00				40.00						
<input checked="" type="checkbox"/>	Z00607	Garrett, Monica Jaye	18.00			40.00				40.00						
<input checked="" type="checkbox"/>	N00597	Garza, Oscar Frederick	19.00			40.00	5.00			45.00						
<input checked="" type="checkbox"/>	U00626	Gonzalez, Bonita Sofia	16.50			40.00				40.00						
<input checked="" type="checkbox"/>	A00608	Green, Cassandra Jane	19.00			40.00				40.00						
<input checked="" type="checkbox"/>	X00629	Howard, Lionel Omar	18.00			40.00				40.00						
<input checked="" type="checkbox"/>	E00612	James, Beverly Kristin	18.75			40.00	3.00			43.00						
<input checked="" type="checkbox"/>	M00596	Lee, Hyun-woo	23.00			40.00				40.00						
<input checked="" type="checkbox"/>	G00614	Lynch, Keith Howard	17.00			40.00				40.00						
<input checked="" type="checkbox"/>	F00613	Mendoza, Jeanne Marie	16.75			32.00				40.00						
<input checked="" type="checkbox"/>	U00602	Phillips, Mary Kathryn	19.00			40.00				40.00						
<input checked="" type="checkbox"/>	D00635	Plant, Rutherford Randolph	18.00			40.00				40.00						
Totals for selected employees (Finalized only)						1,104.00	13.00	0.00	0.00	0.00	1,133.00	0.00	0.00			

← →

Return Finalize Finalize Page Unfinalize All

Payroll Statistics



You can use the **Tab** and arrow keys or the mouse to navigate the Summary Time Sheet Entry form.

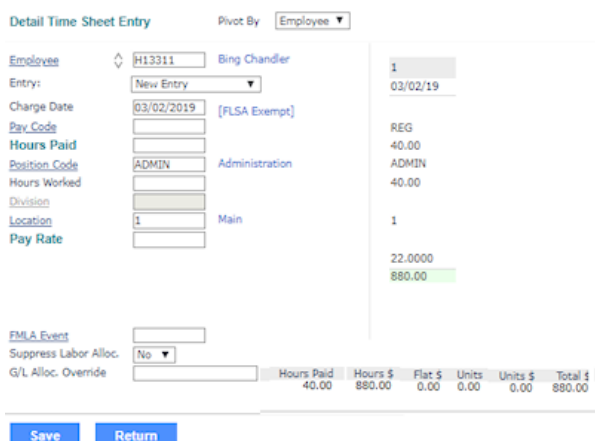
1. In the appropriate pay code columns, enter time sheet information for each employee.
2. If there is more than one page of employees, press Page Up and Page Down, or click the ← and → buttons near the bottom of the form, to navigate to the previous or next pages.
3. At any point, you can save your work by clicking Return. The Summary Timesheet Entry form saves and closes, and you return to the previous form.
4. There are up to three ways to finalize entries:
 - a. Select the checkbox for each employee whose information is complete, and click Return when you are finished. The next time you open Summary Timesheet Entry, those employees do not display until the entire payroll is finalized.
 - b. Click Finalize to finalize all employees in the payroll. The Summary Timesheet Entry form saves and closes, and you return to the previous form.
 - c. Click Finalize Page to mark all employees on the page as complete.


Making Detail Time Sheet Entries

Before you finalize payroll, you can enter more information in the Detail Time Sheet Entry form than in the Summary Time Sheet Entry, such as changing position codes or selecting pay codes, which do not display in the summary form. There are three ways to access the Detail Time Sheet Entry form from the Summary Time Sheet Entry form:

- Click the name of the employee. The Detail Time Sheet Entry form opens, allowing you to create a new entry or edit any existing entries for that employee.
- While the cursor is in the row of an employee, click a pay code column heading. The Detail Time Sheet Entry form opens for that employee and pay code, where you can enter or edit the time sheet entry.
- While the cursor is in one of the pay code fields, press **Ctrl+Enter**. The Detail Time Sheet Entry form opens for that employee and pay code, where you can enter or edit the time sheet entry.

You can tab through the fields, and press **Ctrl+Enter** to search for or clear values.



1. Use **^** and **v** to "pivot" to move to the previous or next employee time sheet.
2. Make the appropriate entries for the employee.
3. Press **Enter** or click **Save** to save the entry. The system clears the fields so you can make another entry for the current employee, or pivot to the next one.
4. If you need to delete an entry, click on it in the right side of the form and then click the  icon.
5. When you are finished, press **Page Up** or click **Return** to close Detail Time Sheet Entry and return to the Summary Time Sheet Entry form, where you can proceed with the payroll process.

Entering Hours Worked

Sometimes it is necessary to track hours worked that are not paid. This is usually done for employees being paid commission or piece rate based work. Hours worked will need to be entered as a Detail Time Sheet Entry.

1. From the Detail Time Sheet Entry screen, select the Pay Code **Hours** that is the code used for hours worked.
2. Enter in the Hours Worked under **Hours Paid**. These hours will also populate under **Hours Worked**.
3. Enter **0** in the **Pay Rate** section. **This cannot be left blank.**
4. Click **Save**.

Detail Time Sheet Entry

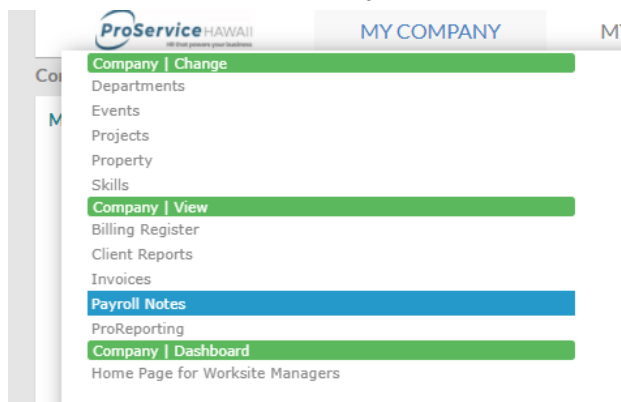
Pivot By Employee ▼

Employee	U18739	Smith Sandy	No Details
Entry:	New Entry ▼		
Charge Date	06/05/2021		
Pay Code	Hours	Hours Worked	
Hours Paid	40.00		
Position Code	8810	Clerical/office Adm	
Hours Worked	40.00		
Location	1	Oahu	
Project	CONTRACT1	Contract #1	
Pay Rate	0.0000		

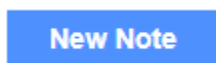
Adding Payroll Notes

Payroll notes can be added to communicate one-off payroll changes or notes to ProService.

1. Click on **MY COMPANY - Payroll Notes**



2. Click **New Note**.



3. Enter in the note information. Make sure to check **Worksite User Viewable** so you can view the note in the future. When finished, click **Save**.

Update Payroll Notes

Note Reference # NEW

Date 05-27-21 Time 07:21PM By testemployee

[Employee](#)

Display Mode One Time

Mark Urgent ☐

Worksite User Viewable ☒

Expires On

Notes

Note Here










Viewed By Last Viewed View Count

Save Delete Cancel Close

Header Bar in Time Sheet Entry









The header bar for the Time Sheet Entry form provides some information and gives you access to some features.



- The Payroll batch number displays on the left.
- It can indicate the number of days, hours, and minutes until the payroll closes.
- If you are able to enter time sheet data, the unlocked icon displays , otherwise the locked icon displays .
- The name of the Pay Group displays.
- You can see the pay period Start, End, and Pay Date.
- Click  to show or hide columns in the Summary Time Sheet Entry form.
- Click  to review relevant payroll notes, if any.
- Click  to use the import.
- Click  to access the analytics for the time sheet.
- Click  to run the Time Sheet Report.
- Click  to search for an employee in the payroll batch. You can also press Shift + Enter.
- Click  to filter the employees in the list, for example, by location or department, or by those whose pay rate changes require approval; [see Filter Time Sheet Data](#). The filter options depend on the client's setup.

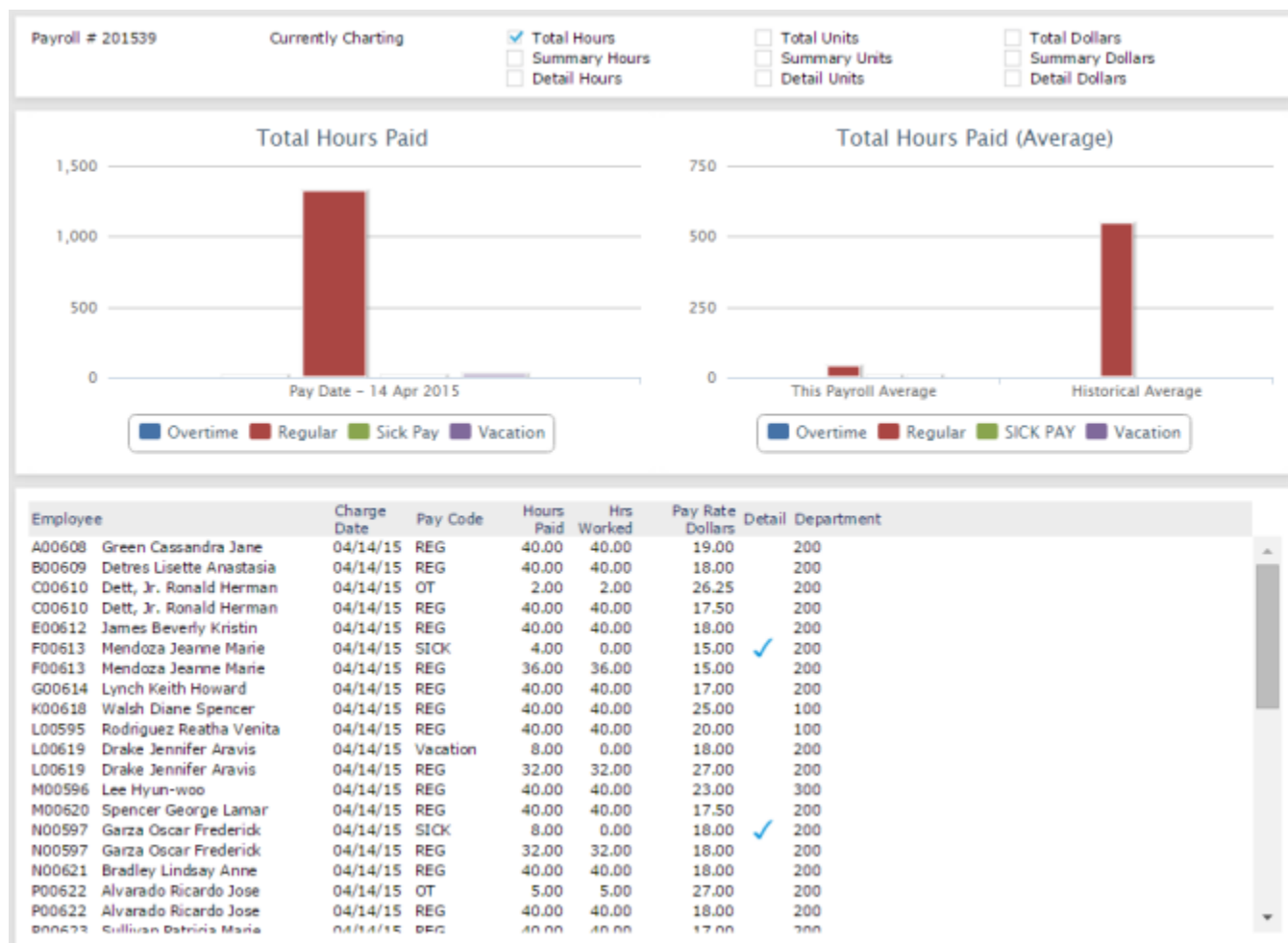
Using Standard Time Sheet Column Definitions

The standard columns in the Summary Timesheet Entry form have gray backgrounds, except for the Payroll Template.

Column Label	Definition
Employee, Employee SSN, or Employee Number	An employee identified, as specified in the Client Details Timesheet tab
Name	The employee name.
Pay rate	The employee's rate of pay. An indicator displays if there was a pay rate change during the pay period:  (green) No action required.  (red) Hours were entered before the pay rate change. Click the icon to manage the hours assigned to each rate of pay using the Assign Hours to New Pay Rate form.
Salary	Indicates the status of the time sheet entries for the employee, if the employee is salaried.  (green) The standard salary information displays.  (yellow) Salary hours were modified. Click to reset.
FLSA Exempt	Indicates that employee's position is FLSA exempt (); the employee is not entitled to overtime pay.
Detail Hours	Total hours entered in Detail Time Sheet Entry.
Detail Units	Total units entered in Detail Time Sheet Entry.
Detail Dollars	Total dollars from Detail Time Sheet Entry.
Total Hours	Sum of all summary and detail hours.
Total Units	Sum of all summary and detail units.
Total Dollars	Sum of all summary and detail dollars.
Gross Pay	Employee's gross pay amount. Click the cell to open Gross Pay, where you can see each line item of the gross pay.
L/R	Leave requests; click to open the Leave Request Assignment form.
PTO	If a user entered time off for a salaried employee, an indicator displays  . Hover the mouse over the indicator for a summary of the action.
	Payroll notes for the employee.
	Click to access Employee Details.

Time Sheet Analytics

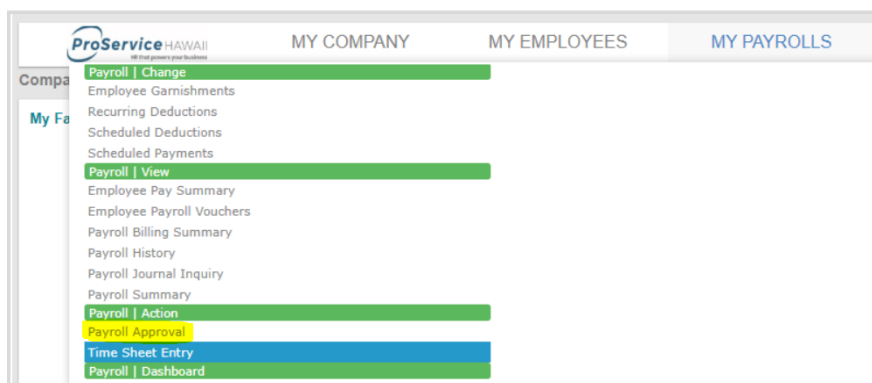
The Time Sheet Analytics form summarizes the data entered in the time sheet.



- Use the Currently Charting options to determine what information displays.
- The graphs show the sums of hours, units, or dollars, displayed by pay code.
- The table at the bottom shows the time sheet information for each employee in the payroll .

Payroll Approval

1. Once you receive the approval notification, click on **My Payrolls**, then select **Payroll Approval** under Payroll | Action



2. Reports are available to review on the right side of the screen.

Payroll Approval

Payroll Number: 201959 Approve ☐ Deny ☒

Description: 07-12-19 WKLY

Pay Date: 07/12/2019

Payroll Type: Regularly Scheduled

Payroll Status: Client approval pending

Pay Group: WKLY Weekly Friday Period Start: 07/01/19 Period End: 07/07/19

View Report/Analytic: Payroll Summary

Employee	Voucher	Check/Deposit	Gross Pay
CODE ZIPPY	000732	Deposit	1120.00
FIELD SALLY	000735	Deposit	880.00
GIBSON KIRK	000733	Check	1200.00
JACKSON BO	000736	Check	600.00
PEETEO PAMMY	000731	Check	1000.00
TESTER SAL	000737	Deposit	280.00
WAGE MINNIE	000734	Check	480.00

3. If the payroll is correct, click **Approve** and click Submit. If the payroll is incorrect, click **Deny** and enter comments noting the issues on the payroll.

Payroll Approval

Payroll Number: 201959 Approve ☐ Deny ☒

Description: 07-12-19 WKLY

Pay Date: 07/12/2019

Payroll Type: Regularly Scheduled

Payroll Status: Client approval pending

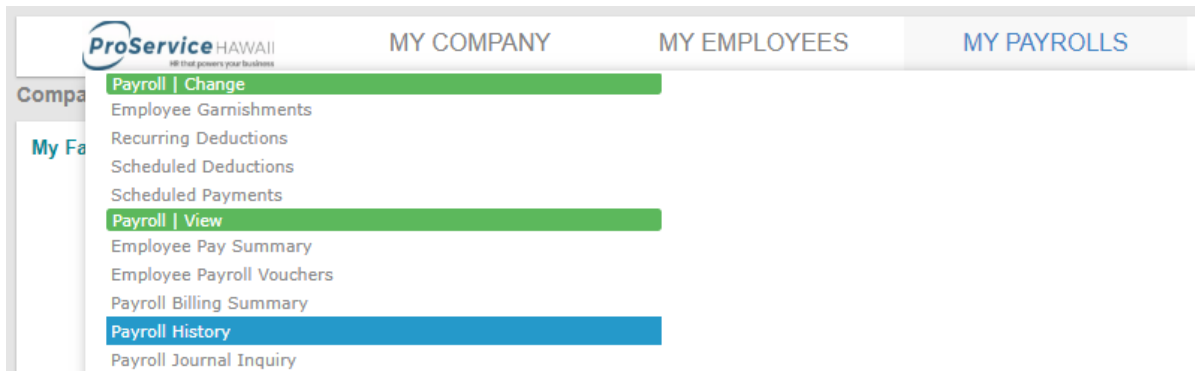
Pay Group: WKLY Weekly Friday Period Start: 07/01/19 Period End: 07/07/19

Comments

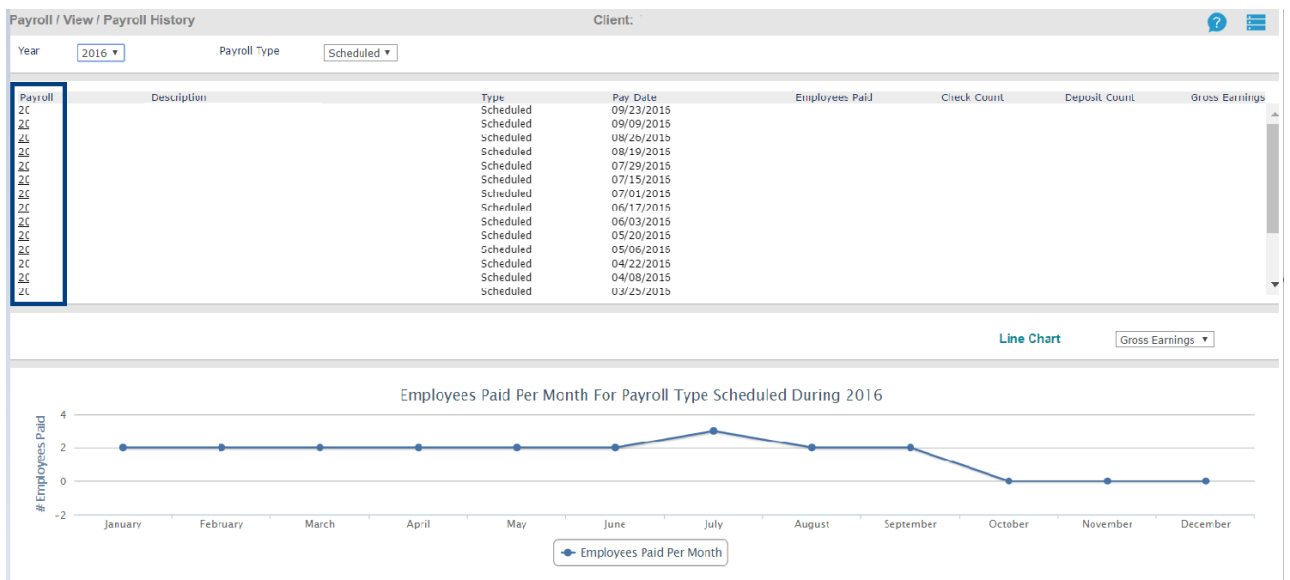
Payroll is denied due to incorrect timesheet entries

Accessing Posted Payroll Reports

1. Click on **My Payrolls** and then select **Payroll History**:




2. Click on the payroll number you wish to view and it will display a list of payrolls that have been run previously.



- Once you click on the payroll number, a summary of the chosen payroll number will be displayed. Click on the report icon (image of a paper) to pull up the standard reports posted with the selected payroll:

Payroll / View / Payroll Summary Company:


Payroll Summary

Payroll Number: 21 

Description: 05-23-16 BIWEEKLY
Pay Date: 06/17/2016
Payroll Type: Regularly Scheduled

Pay Group: BIWEEKLY BIWEEKLY PAY FRI END SUN
Period Start: 04/04/16
Period End: 05/18/16
Weeks Worked: 2.00
Deduction Period: 2
Period Number: 9

Search:

Sort report by: Pay Code Job Code Department Location Division Shift Project  Employee

Employee Name	Voucher#	Hours	Gross Pay	Gross Earnings	Taxes	Deductions	Net Pay	Check Amount	Deposit Amount	Pay Stub Type	Man Check
Ki	006	81.00	937.25	937.25	116.96	0.00	820.29	0.00	820.29	Paper	
W	006	83.00	2,456.25	2,456.25	539.81	0.00	1,916.44	0.00	1,916.44	Paper	
Report totals		2	164.00	3,393.50	3,393.50	656.77	0.00	2,736.73	0.00	2,736.73	

Payroll / View / Payroll Reports Client: (487) SAMPLE COMPANY

Payroll Reports

Payroll Number: 202110

Date	Time	Report Title	Class	User Id	User Name	Job	Output Status
04/23/2021	15:14:33	Benefits Billing Report	Payroll Report	phimkaua Maile Kauakahi	1005	 	Completed
04/23/2021	15:14:33	Deduction Register	Payroll Report	phimkaua Maile Kauakahi	1008	 	Completed
04/23/2021	15:14:33	PAYROLL CHECK JOURNAL REPORT	Payroll Report	phimkaua Maile Kauakahi	1007	 	Completed
04/23/2021	15:14:32	ACH Paychecks 11	Check	phimkaua Maile Kauakahi	1002	 	Completed
04/23/2021	15:14:32	Allocation Report	Payroll Report	phimkaua Maile Kauakahi	N/A	 	Process Error
04/23/2021	15:14:32	Payroll Delivery Sheets	Delivery Sheet	phimkaua Maile Kauakahi	1003	 	Completed
04/23/2021	15:14:32	Invoice	Invoice	phimkaua Maile Kauakahi	1004	 	Completed
04/23/2021	15:14:32	Payroll Register	Payroll Report	phimkaua Maile Kauakahi	1006	 	Completed
04/23/2021	15:14:32	Consolidated PDF Reports	Consolidate	phimkaua		 	Completed


- To download **all** reports for the selected Payroll Number, select the download icon (blue file with a down arrow) on the line listing **Consolidated PDF Reports**:

04/23/2021	15:14:32	Invoice	Invoice	phimkaua Maile Kauakahi	1004	 	Co
04/23/2021	15:14:32	Payroll Register	Payroll Report	phimkaua Maile Kauakahi	1006	 	Co
04/23/2021	15:14:32	Consolidated PDF Reports	Consolidate	phimkaua		 	

- To download an individual report from the selected Payroll Number report list, select the download icon on the line for that particular report:

Payroll Reports

Payroll Number: 202110

Date	Time	Report Title	Class	User Id	User Name	Job	Output Status
04/23/2021	15:14:33	Benefits Billing Report	Payroll Report	phimkaua Maile Kauakahi	1005	 	Completed
04/23/2021	15:14:33	Deduction Register	Payroll Report	phimkaua Maile Kauakahi	1008	 	Completed
04/23/2021	15:14:33	PAYROLL CHECK JOURNAL REPORT	Payroll Report	phimkaua Maile Kauakahi	1007	 	Completed