Sage HRMS Learning Series

Processing Payroll 101 - Part 2: Timecards

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Contact

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Sage HRMS Training Classes

Sage HRMS Learning Series

This learning session uses concepts contained in the following training class on Sage University:

HRMS - Sage HRMS – Breezing Through Sage HRMS Payroll

Building on the foundation of HR management with Sage HRMS, during this virtual, instructor-led course we will explore flexible payroll processing with Sage HRMS Payroll. Topics will include system navigation, the payroll detail pages, and the steps required to setup and run payroll. You will learn to assign earnings and deduction codes, create and assign selection lists, update earnings and deductions and taxes, create timecards, calculate payroll, print and post checks, create the EFT file to send to the bank, and void checks. We will also review standard reports and the many other reporting options available with Sage HRMS Payroll. This training includes hands-on exercises so you can practice what you have learned in a demo environment.

After completing this course you will be able to:

- Indicate the detail pages dealing with payroll and their purpose
- Assign Earning and Deductions to employees
- Create and assign Selection Lists to be used during the running of payroll or reports
- Update Earning and Deductions on employees who already have the code assigned to them
- Indicate the types of tasks that must be performed prior to running a payroll
- Process a payroll in Sage HRMS from start to finish
- Run a standard report in Sage HRMS Payroll

Who Should Attend:
Sage HRMS Payroll users in both the US and in Canada, who are responsible for setting up and running payrolls using Sage HRMS.

Recommended prior training:
Managing Your Employees With Sage HRMS (Virtual Class)

82314 - Session Details

Session . WebEx . 16 hours . C$949.00 ($949.00)

Location
Sage HRMS Virtual Classroom, Sage HRMS Online Scheduled Events, Sage North America - Sage HRMS, Sage North America

English (US)

Duration
8/27/2020, 9:30 AM EST - 8/28/2020, 5:30 PM EST

82328 - Session Details

Session . WebEx . 16 hours . C$949.00 ($949.00)

Location
Sage HRMS Virtual Classroom, Sage HRMS Online Scheduled Events, Sage North America - Sage HRMS, Sage North America

English (US)

Duration
9/17/2020, 9:30 AM EST - 9/18/2020, 5:30 PM EST

82364 - Session Details

Session . WebEx . 16 hours . C$949.00 ($949.00)

Location
Sage HRMS Virtual Classroom, Sage HRMS Online Scheduled Events, Sage North America - Sage HRMS, Sage North America

English (US)

Duration
10/26/2020, 9:30 AM EST - 10/27/2020, 5:30 PM EST

Sage University

To find training and register for training courses, visit Sage University at www.sageu.com. If you have Gold Support, you are entitled to 50% off Sage HRMS instructor-led training and Sage HRMS Any-time learning (ATLs) are free. If you register for an instructor-led training class, use code HRMSResource to receive 10% off. If you have Gold Support, this is in addition to the 50% discount.

To enroll in a course, go to https://sageu/hrms.and log on. If you do not have a log on, you will need to create one. For registration assistance call Sage University Help Desk at 1-855-724-3864 or email SageUniversity@sage.com.

Session Objective

In this session the instructor will:

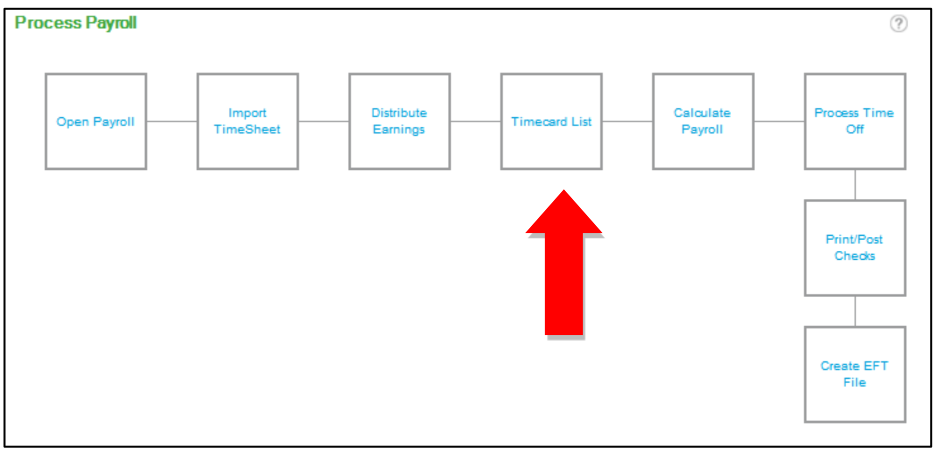
- Create, copy and delete a Timecard
- Pay accruals
- Print a separate check
- Run the Timecard Report

Working with Timecards

Introduction

Depending on how you have setup your system, timecards can be viewed as exception processing in Sage HRMS Payroll. The system pays the employees the hours and rate you have setup on the Employee Pay Detail Page without having to add a timecard to the system. However, there are some cases in which you do need to enter timecards. Some examples are:

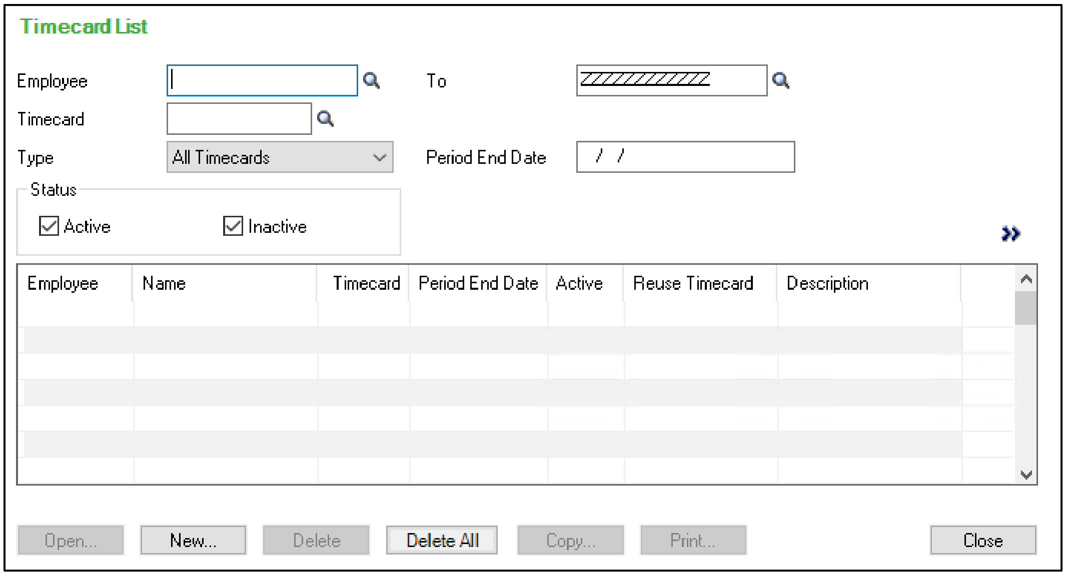
- Enter hours or earnings that vary from paycheck to paycheck - for example, hours for hourly employees or earned tips.
- Enter earnings/deductions that are unique to a particular paycheck, such as bonus pay.
- Record compensatory time earned, override vacation and sick time accruals, and enter vacation, sick, and compensatory time taken.
- Enter sales amounts on which to calculate commissions.
- Supply piece counts for piece rate work.
- Override cost center accounts to which payroll results are posted.
- Override Distribution or GL numbers to which payroll results are posted.



You can use the **Timecard List** window to find timecards and list them on the screen. You can then select a timecard from the list, and copy, delete, or print it, or display it in detail. From this window, you can also open the Timecards window to create a new timecard.

Look Up Existing Timecards

The Timecard List window enables you to display a list of timecards.



To look up timecards:

1. From **Navigation Pane**, **Payroll** (Canadian) > (Tasks) **Process Payroll** > **Timecard List**.
2. Enter the criteria by which to select the timecards. Any blank field is viewed as All, which means that you do not have to enter any data, just click the Go button to display all Timecards.

   Employee (From/To): Enter the range of employee numbers that you want to select for the process.

   Timecard: Type the timecard number or click the Finder to select a timecard for viewing.

   Type: Select the type of timecard you want to display.

   Period End Date: If you selected Non-reusable Timecards in the Type field, you can specify a period end date.

   Active / Inactive: Use these check boxes to display only active or inactive timecards, or both types.
3. Click the **Go** button or press **F7**. The window then displays a list of timecards that match the criteria you entered. You can then select a timecard from the list, and do the following:

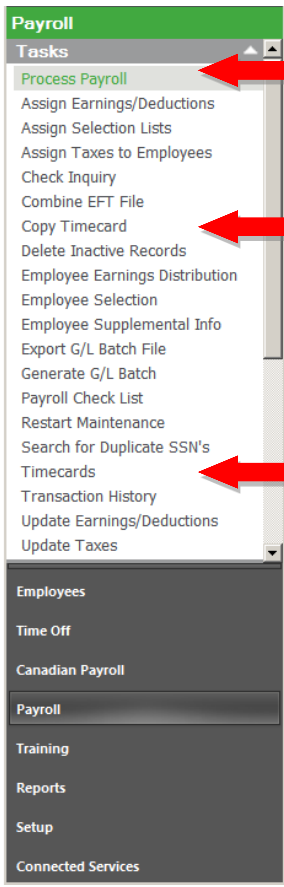
   You can change the timecard's status and description. The changes are saved when you close the window.

   - To display the timecard in detail, click Open.
   - To create a new timecard, click New.
   - To delete the timecard, click Delete.
   - To copy the timecard, click Copy.

- To print the timecard, click Print.

The functions of creating and copying of a timecard can be carried out from the Navigation Pane through specific tasks as well as through the Process Payroll map; the functionality is the same in all areas.

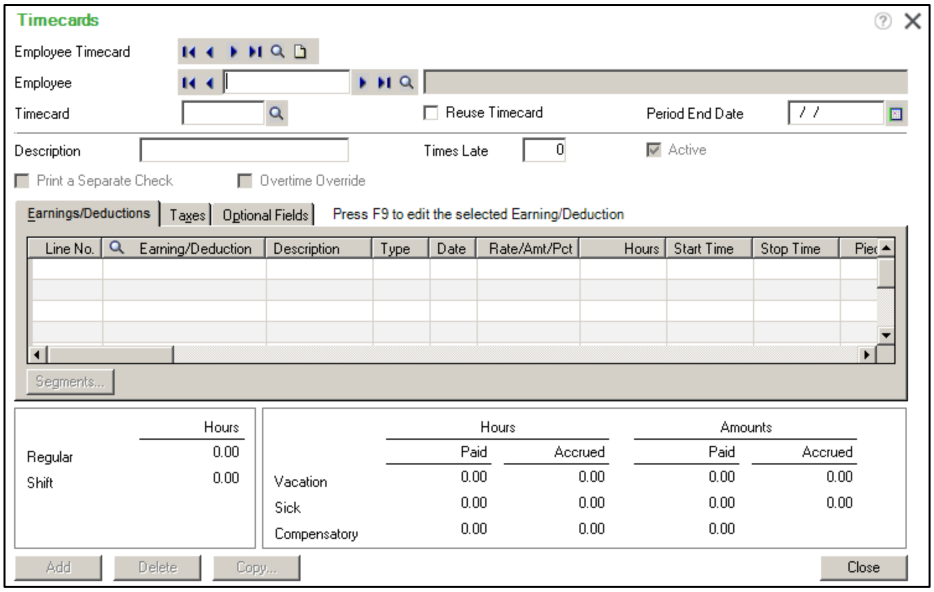
- Payroll> (Tasks) Process Payroll
- Payroll > (Tasks) Copy Timecard
- Payroll > (Tasks) Timecards



Create a New Timecard

1. Go to the Timecard.

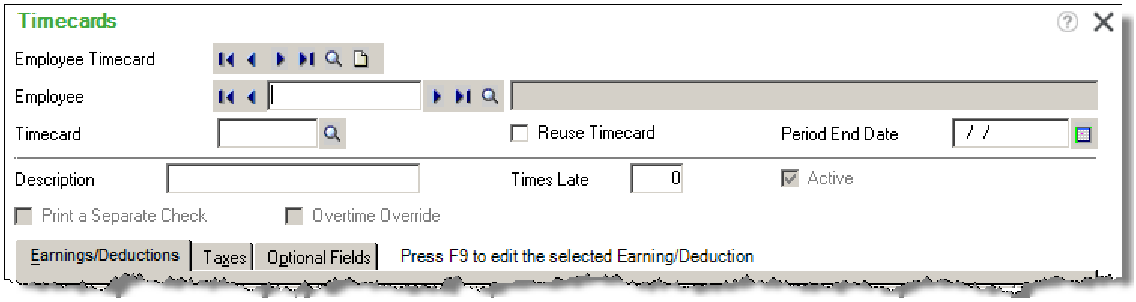
   Payroll Group > (Tasks) **Timecards** > **New** button.



2. Use the arrows, the Finder, or type in the employee number into the **Employee** field. Tab to next field.
3. **Timecard (number)** – Enter a number or value to identify the timecard.

NOTE: Even during the "Create a new Timecard" process, you can recall an existing timecard for reusing, modifying, or deleting. After you have selected the employee (Step 2), just select the existing Timecard by using the Finder. The exception to this is that non-reusable timecards are deleted after their payroll run.

4. **Reuse Timecard** – Select the Reuse Timecard check box if you want to save the timecard for use in subsequent payroll calculations for the employee. If this is checked then the Timecard doesn't use a Period End Date, and will run whenever the payroll is processed. If you choose to reuse the timecard, when you print and approve paychecks the system clears earnings, and date indicators but retains all other information.
5. **Period End Date** – Enter the end date of the pay period covered by the timecard. In order to be processed during a payroll calculation, a timecard's period end date must be the same as the pay period end date you will enter later at the top of the Calculate Payroll window. When you tab out of this field, it will activate the bottom half of the window.



6. **Description** – This is a description or name of up to 15 characters for the timecard. The description is printed on timecard listings and you can display it with the timecard number in Finder lists of timecards.
7. **Times Late** – Enter the number of times the employee was late to work during the payroll period.
8. **Active** - To include the timecard in payroll calculation, select the Active check box.
9. **Print a Separate Check** - This option lets you produce a separate check for the earnings entered on the timecard, in addition to any paycheck normally calculated for the employee.

   If you select this option, then during Calculate Payroll:

   - Payroll will produce a check that consists of pay calculated only for the earnings (and any deductions and any taxes they are subject to) entered on the timecard, using the timecard information.
   - In addition, Payroll will produce another check based on the information of any eligible earnings from the employee record, and from any other timecards for which the option is turned off.
10. **Overtime Override -** This allows you to override any automatic calculation of overtime for a specific line item on a timecard. When you select this box, two fields **OT Hours Override** and **OT Rate Override** appear in the detail table.

    For example, on the timecard, suppose the hours worked for the earning (in the Hours field) was 50. If you enter 15 in the OT Hours Override field and 20 in the OT Rate Override field, this means that of the 50 total hours:

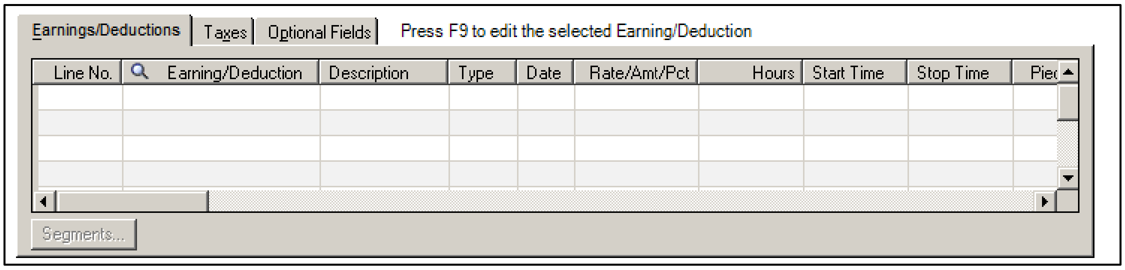
    35 hours are regular hours.

    15 hours are overtime hours, to be paid at a rate of $20 per hour.

	NOTE: If you select the Overtime Override option on the timecard, Payroll will clear and disable the Include In FLSA Calculation option that is available for specific earnings.

Earnings/Deduction Tab

There are more than 37 columns in the Earning/Deduction tab and even more if certain circumstances are met (For example, when using Overtime Override two more columns appear).



For that reason, the fields that have common functionality will be grouped below. Keep in mind that all fields will default from the employee setup and you only need to enter override information on the timecard.

On the timecard, you can enter deductions as well as earnings codes. You can override a standard amount or withhold a deduction one time for an employee. Whether you are entering a deduction or an earnings code, you can only add to a timecard items that are already setup on the employee's pay detail page.

	NOTE: Each earning/deduction type may have different options available in the detail table.

11. Complete the fields that pertain to the earning/deduction that you want to override in the employee's Pay tab.

    Earning/Deduction and Description columns: Select the earnings/deductions for which you want to enter specific information for this payroll. You can override the default at any of these fields.

    Type: If the earning/deduction is an accrual, you choose whether to treat this line item as an accrual or payment this pay period.

    Date: Enter the date for which the line item earnings/deduction is applicable.

    - The date is not a required field. For example, on a reusable timecard, you would not need a date on the detail line. However, on a non reusable timecard, entering a date is useful for audit trails, and provides Payroll with the information required for more precise calculations.
    - When you enter earnings for an employee who has worked overtime during the pay period, it is highly recommended that you enter a date for each earning entry. The system uses each entry's date in conjunction with the entry's Days Worked field, and the employee's overtime schedule to determine which hours should be paid at overtime rates.
    - Payroll uses the Number of Days field, when evaluating if overtime has occurred during the pay period. Depending upon the overtime schedules you use, omitting the Date field on a timecard may not result in the amount of overtime pay that's expected for your employees.

- The date you enter must fall within the range of the pay period start and end dates.
- If the date you enter is earlier than the period start date, Payroll displays a warning. If you process the timecard under this circumstance, Payroll calculates regular pay for the detail line, but does not calculate overtime.

NOTE: Payroll calculates the start date based on the period end date that you enter but does not display the start date on the timecard. Start dates are displayed on the Calculate Payroll window.

Start Time and Stop Time: You can use the Start Time and Stop Time to automatically calculate the number of hours an employee works for that line item. This is most commonly used for timekeeping interfaces where employees log time, not hours per day.

Hours: Enter the hours you wish to pay for this earnings code. Any default hours setup on the employee pay page will default to this field.

NOTE: Regardless of the hours you enter on a salaried employee's timecard, the employee's pay will never exceed the amount entered in the Rate/Amt/Pct field (that is, the salary).

Pieces/Sales/Base: When you enter a Piece Rate or Sales Table earning/deduction code on a timecard, enter the number of pieces completed or the amount of sales during the pay period in the Pieces/Sales/Base field.

Rate/Amt/Pct: Enter the Rate, Amount for Percent that is to be used to calculate this line item.

G/L Dist. Code: This field defaults to the G/L distribution code specified for the earning/deduction (or tax) in the employee's record and will automatically populate the G/L Account number and description that is associated with that distribution code. This can be overridden with any distribution code that is setup for that particular earning or deduction.

G/L Expense and Liability columns – employee and employer

- Regular Expense and Regular Expense Account Description
- Liability and Liability Account Description
- Overtime Expense and Overtime Expense Account Description
- Shift Expense and Shift Expense Account Description
- Advances Receivable and Advances Receivable Account Description
- Employer Expense and Employer Expense Account Description
- Employer Liability and Employer Liability Account Description

All G/L Expense and Liability columns act the same way to their respective fields:

- If you change the GL number on the timecard, you then override the distribution code that you have entered, and any Cost Center(s) you have selected if you are using Cost Center Overrides. When you chose to override the GL account number, you are overriding the entire number and can select the number from any GL account number setup, not just those associated with the selected earnings or deduction.
- If you change the GL account number and then select a new Cost Center, the GL account number will update to reflect the segment for the selected Cost Center. However, if you select the Cost Center first, then change the GL account number; the Cost Center will not be used.

WCC Group, Workers' Comp. Code and Workers' Comp. Description: All these fields will default to what was entered on the employee's Class/Schedule tab. If you override the WCC Group, you will need to enter a new Workers' Comp. Code as well.

Overtime Schedule and Overtime Schedule Description: This will default to the Overtime Schedule assigned to the earnings code on the employee's pay tab. This can be overridden.

Shift Schedule and Shift Schedule Description:

You can override the shift schedule from the Employees window for earnings/deductions based on hours worked on a timecard.

Shift: This will default from the Shift setup on the employee's Class/Schd tab. This can be overridden.

Days Worked: This field indicates the number of days worked for the earning entered on a detail line of the timecard and is used for overtime calculation.

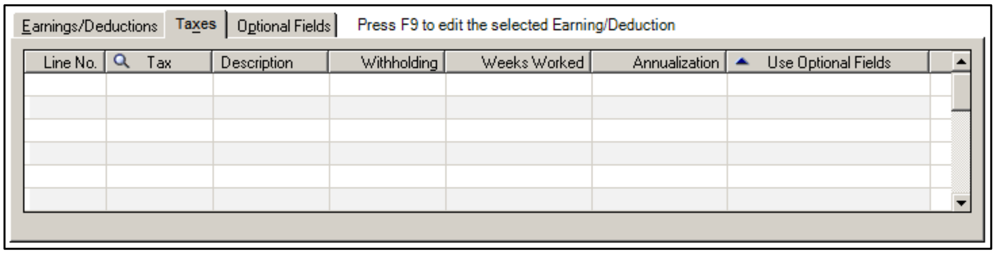
Use Optional Fields: If you are using the Optional Fields, you can click on this field to define any values needed for this earnings or deduction code.

Include in FLSA OT?: This field will appear if the employee has an FLSA overtime calculation method setup on the employee's pay tab. This will default based on the earnings code setup but can be overridden.

Work Classification and Work Classification Description: The work classification code entered on the employee's Class/Sched tab record will automatically appear for the earning/deduction on the timecard, but you can override it.

Segment Button: The segments button found below the entry table allows you to override the Cost Center that you setup on the employee's Pay detail page. When you click this button, a box will pop-up and show you the default setups for the employee. If you are using multiple cost center levels, you can override any or all of them at this step. If you change this number after you have changed any other GL options on the timesheet, the changes will allocate the earnings/deductions to the new cost center. This change is by line item in the timesheet. To change all lines on a timesheet, you will need to highlight each line, click the segments tab and make the changes.

Taxes Tab



12. Only add a tax to this tab if you want to override any of the default fields in the employee’s Taxes tab. You can enter any tax code and amounts (including 0.00) to override for the pay period the tax calculated by the system, including any extra withholding amounts.

    Tax and Description: Enter the tax code you want to override.

    Withholding: Enter the amount of withholding you want to override for this tax. This is not in addition to the regular withholding; this is an override.

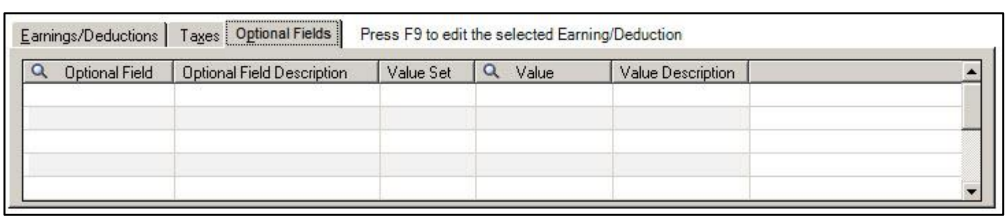
    Weeks Worked: If you override an Amount Per Hour or Percentage Of Base tax that is calculated by the week (such as Hawaii SDI or New York SDI), enter the number of taxable weeks worked for the pay period.

    Annualization: In the Annualization column, enter the factor by which wages subject to the tax should be annualized. For example, if you are paying two weeks' wages to a weekly employee, enter 26 as the annualization factor. If you leave the Annualization field blank, the system uses the employee's frequency to annualize the tax.

	NOTE: A zero in the Withholding field will result in zero withholding for the tax if you leave the Annualization field blank.

Use Optional Fields: Works as it does on the Earnings/Deduction tab (see above).

Optional Fields Tab



13. Only enter data on this tab if you want to override the Optional Fields that you setup on employee’s optional fields tab.

    Optional Field and Optional Field Description: Use the Finder to select the optional field codes you want to override for this employee.   You can select only the optional fields that you have already set up. When you select an optional field code, the program displays the description for the optional field.

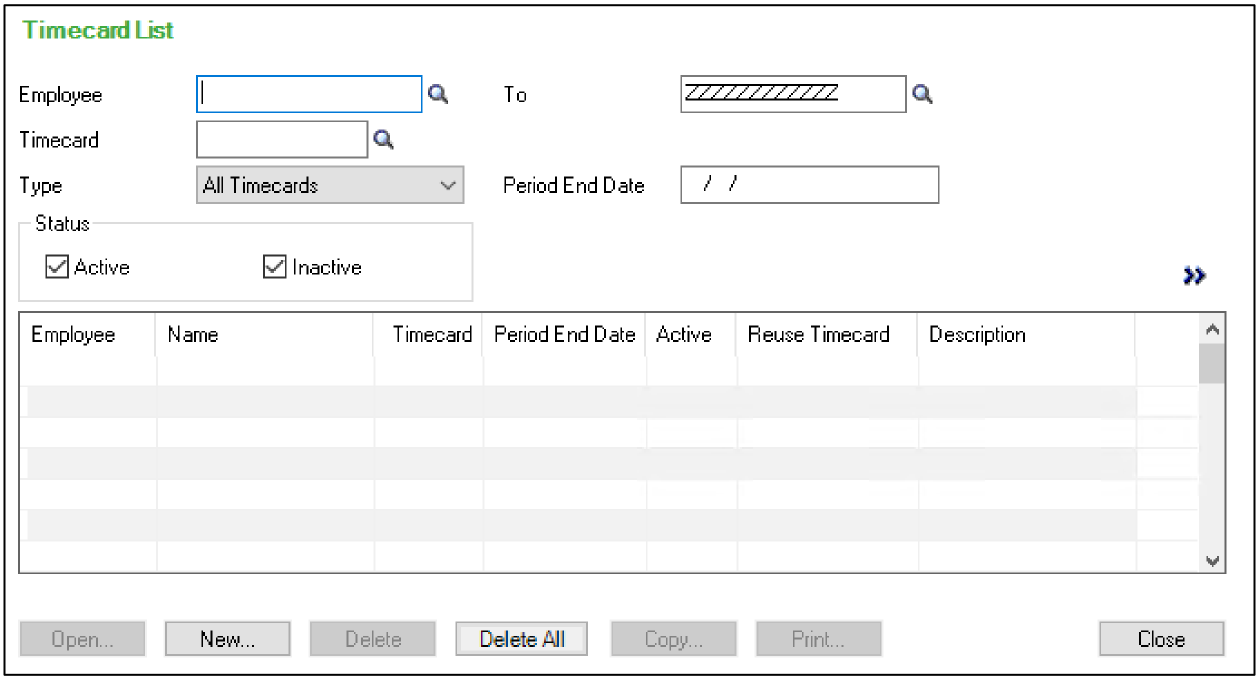
Value Set: If this field is set to Yes, you will see the default Value and Value Description based on the employee's optional fields tab.

Value and Value Description: Type the value or use the Finder to select one. If the optional field you selected requires validation, you must select a value that is defined for the optional field. However, if the optional field allows blanks, you can leave the default value field blank. If you select a value, the description of the value will appear in the Value Description column.

Modify a Timecard

Timecards may need to be modified for many reasons. You can modify timecards that have been manually entered or timecards that were imported.

1. To look up timecards, start from the **Navigation Pane**, select **Payroll** > (Tasks) **Process Payroll** > **Timecard List** icon.
2. Enter the criteria by which to select the timecards and press the Go key. Any blank field is viewed as All. All timecards will show in the detail box.



NOTE: You can leave all fields blank and hit the Go key to return all timecards.

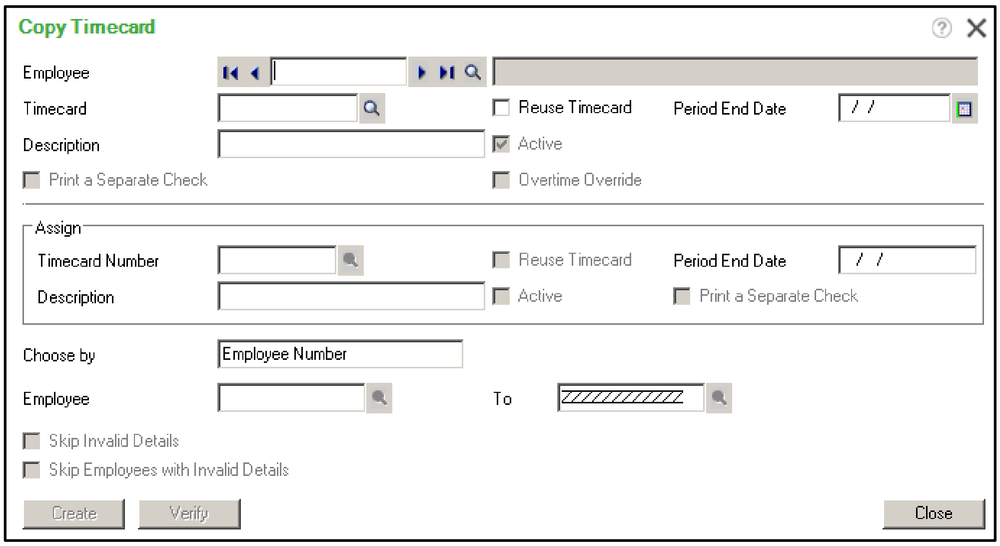
3. To access the current timecard, either double-click on the row or highlight the row and click Open.
4. After the timecard is opened, you can make any adjustments, additions or deletions to the timecard (see Create New Timecard for Field definitions).
5. After all changes are complete, click the Save button.

Copy a Timecard

The Copy Timecards window lets you choose an existing timecard and create copies of the timecard for employees of your choice. You can go directly to it from the Navigation Pane or through the Process Payroll map.

1. To bring up the Copy Timecard function, start at the **Navigation Pane**, and select **Payroll** > (Tasks) **Process Payroll** > **Timecards List icon** > **Timecard List** > (select timecard to copy) > **Copy** button.
2. After the Timecard List window displays, complete the top section of the window, and click Go to bring up the Timecard; then highlight the Timecard you want to copy and click the Copy button.

Assign Section of Window



3. **Timecard Number:** Enter the number to be assigned to the new timecards. All new timecards created by the copy will have the same Timecard Number. This is a required field.
4. Specify the options and information that apply to the new timecard. Please return to Create a Timecard for any definitions needed.
   - Description
   - Reuse Timecard
   - Active
   - Period End Date
   - Print a Separate Check
5. In the **Choose By** field select the method desired to select the employees who will be assigned the new timecards. The options are **Employee Number**, **Class Code** and **Selection List**. The method you choose will determine the remaining selection criteria options. You will always be able to filter by employee.

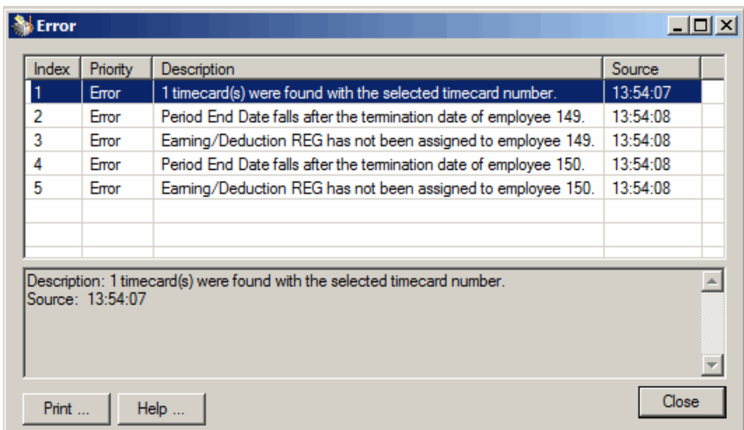
NOTE: Copy timecard task will only process if all the selected employees are eligible for every earning or deduction setup on the timecard you are copying from. The 2 selections below allow you to skip employees or invalid timecard details.

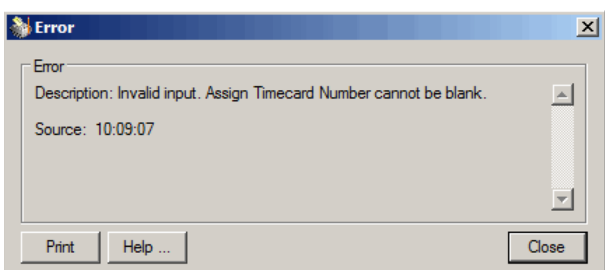
6. Choose whether to ignore any invalid information during creation of the timecards.

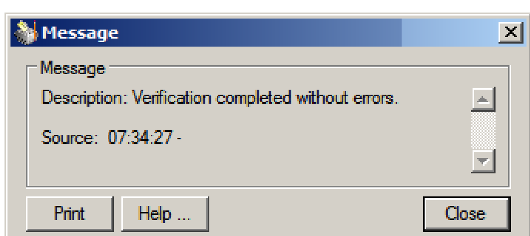
   Skip Invalid Details: This will skip an individual earning or deduction code that is not assigned to the new employee on their Employee Payroll Information Detail page.

   Skip employees with Invalid Details: This selection will skip the entire employee if they are not eligible for every timecard detail line.

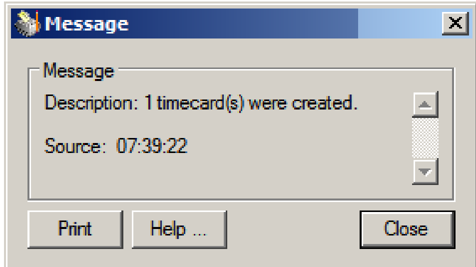
7. Click the **Verify** button. Payroll checks that the timecard being copied exists, that the selection criteria are valid, and ensures that the selected employees do not already have a timecard with the specified timecard number. If any conflicts exist, Payroll provides a warning. Sage HRMS Payroll will NOT copy any timecards if an error is received. (See examples below.)





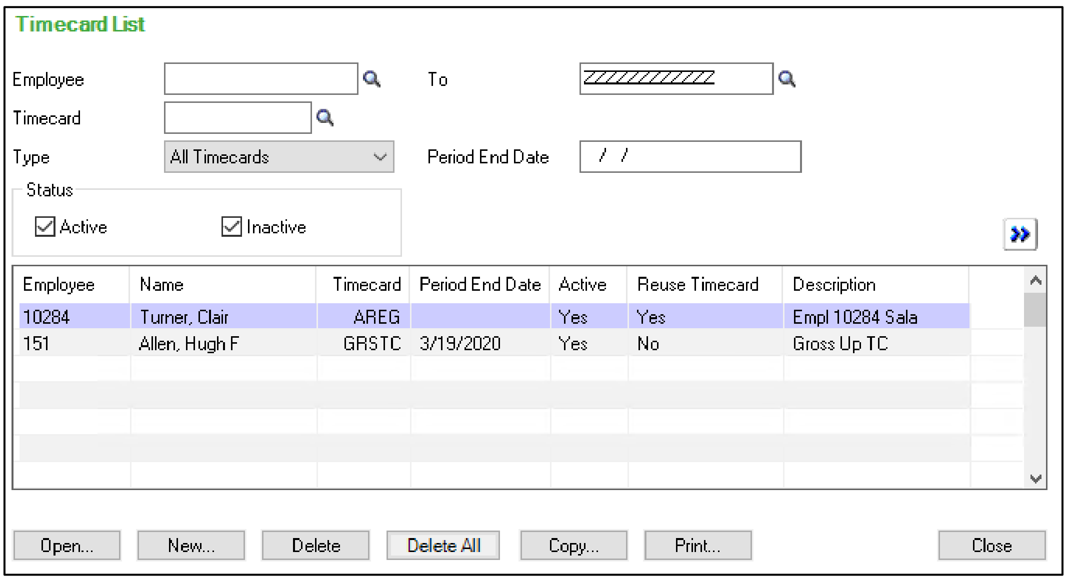


8. Click the **Create** button; the Timecards are created and a message displays stating how many were created.

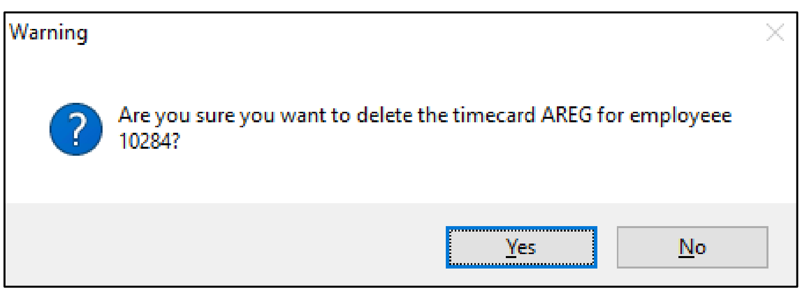


Deleting a Timecard

1. From the Navigation Pane, select Payroll > (Tasks) Process Payroll > Timecards List icon.
2. Click Go button to bring up list. Narrow list through selection criteria, if needed.
3. Highlight the row that holds the Timecard you want to delete.



4. Click the **Delete** button and a Warning message appears.



5. Click Yes to complete the process.

Links and additional information

Topic	URL	Additional Information
Sage City – HRMS Forum	https://www.sagecity.com/support_communities/sage_hrms/f	Ask product questions Share tips and tricks with Sage peers, partners, and pros
Sage City Global Resources	https://www.sagecity.com/global-resources	New page in Sage City for Online Support Resources. Explore Sage University, register for the free webinars, access our training forum, view documentation, read product news and alerts, chat with a support representative and more!
Questions and Answers relating to Sage HRMS Learning Series	https://www.sagecity.com/support_communities/sage_hrms/f/sage-hrms---training	This link will take you directly to the Sage HRMS – Training forum on Sage City
Sage University	https://www.sageu.com/hrms	Log on Training and certification View training by subject Create a Profile Test your knowledge View training schedule
Sage University Help Desk		Telephone: 1-855-724-3864 Email: SageUniversity@sage.com
Discount code	HRMSresource	10% off when registering for Sage HRMS instructor-led training
Register or access on demand recording for Sage HRMS Learning Series	https://get.sage.com/HRMSLearningSeries	
Grad Cap icon in Sage HRMS		A link to Sage University to browse for training on the related area in Sage HRMS

