



Business Optimization through Technology

Fast Timecard Entry

Enter timecards for multiple employees on the same screen.

 The screenshot shows a software window titled 'Fast Timecard Entry'. At the top, there is a menu bar with 'File', 'Settings', and 'Help'. Below the menu bar, there are input fields for 'From Employee No' (with a dropdown arrow) and 'to' (with a text box containing 'ZZZZZZZZZZZZ'), and 'From Timecard No' (with a dropdown arrow) and 'to' (with a text box containing 'ZZZZZZ'). There is a 'Load' button and an 'Auto Distribute Amount...' button. Below these fields is a table titled 'Employee Variable Earnings / Deductions'. The table has columns for Employee No, Name, Timecard No, Reusable, Period End, ACTMAN, ACTSUP, and ADVANC. The first row is highlighted in blue. At the bottom of the window, there are 'Save', 'New Timecard...', and 'Close' buttons.

Employee No	Name	Timecard No	Reusable	Period End	ACTMAN	ACTSUP	ADVANC
1010976	George Mathew S	2	<input checked="" type="checkbox"/>				
1010976	George Mathew S	2	<input type="checkbox"/>	01/31/2020			
1010976	George Mathew S	3	<input type="checkbox"/>	01/31/2020			
1010976	George Mathew S	3	<input type="checkbox"/>	02/29/2020			
1010976	George Mathew S	4	<input type="checkbox"/>	02/29/2020			
1118032	Thomas Mathew S	2	<input checked="" type="checkbox"/>				50.00
1119374	Thomas Mathew S	2	<input checked="" type="checkbox"/>				
1141058	John Mathew S	2	<input checked="" type="checkbox"/>			0.00	0.00
1192612	Thomas Mathew S	2	<input checked="" type="checkbox"/>				0.00
1211835	Thomas Mathew S	2	<input checked="" type="checkbox"/>				0.00
1234985	Thomas Mathew S	2	<input checked="" type="checkbox"/>				0.00
1238722	Thomas Mathew S	2	<input checked="" type="checkbox"/>				0.00
1250639	Thomas Mathew S	2	<input checked="" type="checkbox"/>				0.00

Advantages:

- Faster data entry.
- Supports reusable and non-reusable timecards.
- Modify existing timecards or create new ones.
- Maintain multiple timecards per employee.
- Limit earning / deduction codes available on the screen.
- Auto-distribute an amount to timecards.
- Supports US and Canadian payroll version 7.3.
- Saves and loads data directly to / from UP Timecards – no intermediate database.

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