Fast Timecard Entry

User Guide

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1   Overview

Fast Timecard Entry facilitates the timecards entry in US or Canadian Payroll module by allowing the user to enter or modify timecards for multiple employees on the same screen without having to navigate to each employee individually.

Each employee is in a separate row on the screen, and all timecard details, including the earning deduction amounts are in the columns.

The following screenshot shows an example of the Fast Employee Entry user interface.
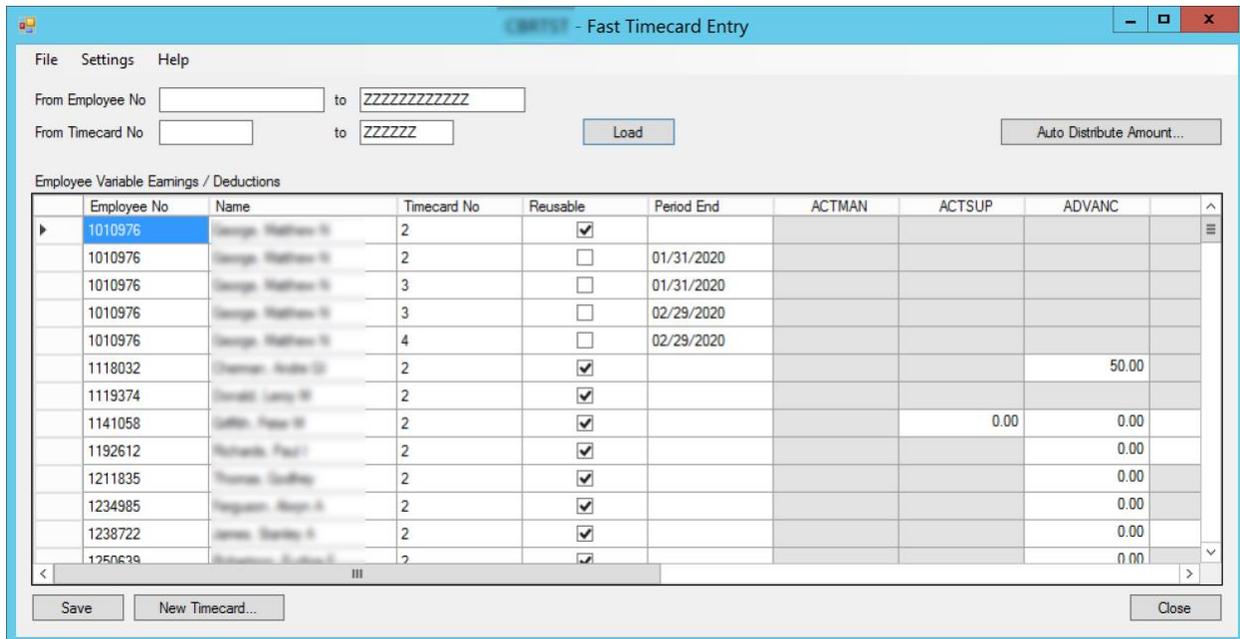
2   Entering Timecards

2.1   Entry Screen

The timecards entry process starts by selecting a range of employee numbers and timecard numbers and clicking the Load button. This loads the timecards in the specified ranges and displays them on the screen.

Each timecard is displayed in a separate row in the grid, and timecard details are in columns. The first five columns are read-only and cannot be modified. The rest of the columns represent earning / deduction amounts. The column headers display the earning / deduction codes, and individual cells in the grid can be used to modify the amounts. They correspond to the "Rate/Amt/Pct" field in timecard details.

Some earning/deduction cells are grayed out to indicate that the employee is not assigned the earning/deduction, and therefore, no amount can be entered.

2.2   Saving Timecards

Once ready, click the Save button to save the changes. The changes are saved directly into payroll timecards, so there are no intermediate tables that could get out-of-sync with that's in payroll. Only the modified timecards are pushed into Sage, so if you load 100 timecards, but only modify 1, only one will be pushed back to Sage, thus improving the saving performance.

2.3   Creating a New Timecard

Click the New Timecard button to create a new timecard. The following screen will appear.
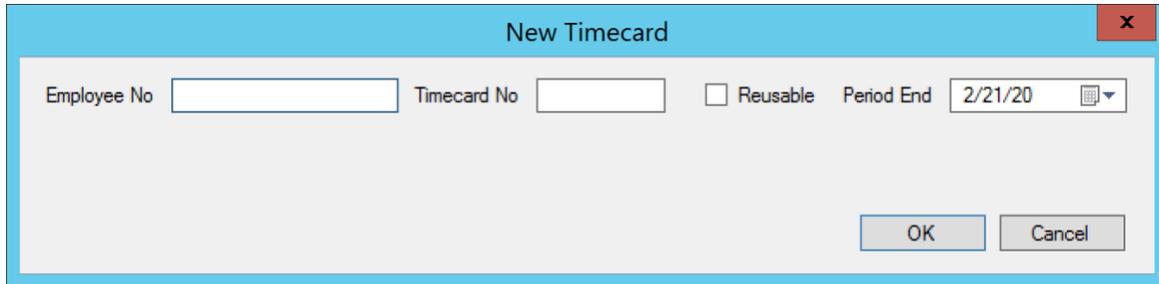
Enter the employee number, timecard number, specify whether you want a reusable timecard or not, and if the timecard is not reusable, specify the Period End, then click OK.

If a timecard that matches the information you entered is already present in the system, it will be highlighted in the grid. Otherwise, a new timecard will be added to the grid and you can modify the earnings/deductions for it.

2.4   Auto Distributing Amount

This feature is useful if you want to distribute an amount to all timecards equally. For example, if tips (service charges) are shared equally by all employees, you can enter the total amount of tips collected and, with a click of a button, distribute it to all employees eligible for tips.

Click the Auto Distribute Amount button to start the process. The following screen will appear.
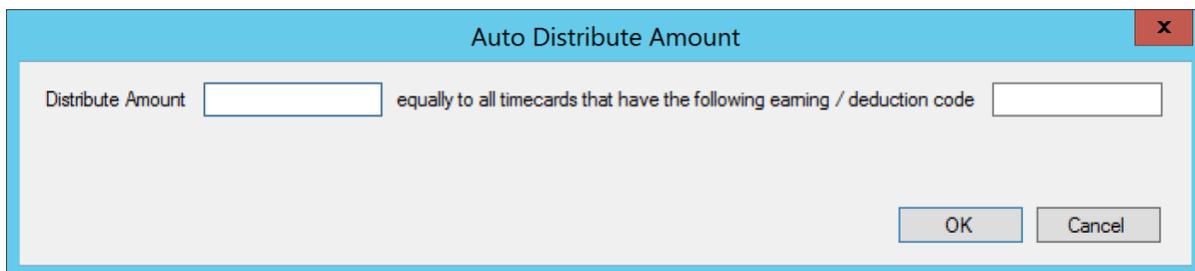
Enter the amount to be distributed and the earning/deduction code to distribute to and then click the OK button to automatically distribute the amount to all eligible timecards.

3 Configuration

The configuration screen lets you specify which earnings / deductions should be supported by the Fast Timecard Entry screen and which should not. On the main screen, use the Settings menu to launch the Settings screen, which looks similar to the example below.
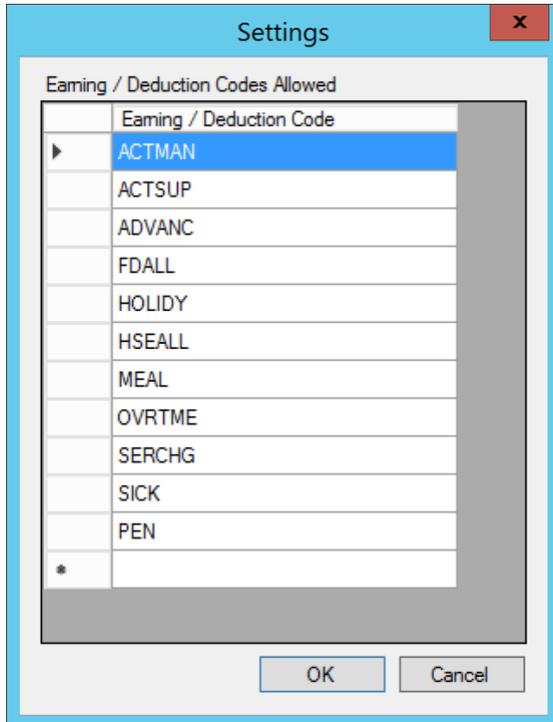
If you get stuck on the last line of the list with an error message telling that the earning/deduction code is not valid, press the Escape key on the keyboard to back out of the line. Click the OK button when done. The main screen will automatically refresh to reflect the earning / deduction codes you specified in the settings.

4 Technical Requirements

Fast Timecard Entry is designed to work with Sage 300 version 2018, 2019, 2020 or later, with US or Canadian Payroll version 7.3. It requires .NET Framework version 4.6.1. If required version of .NET Framework is not present on the target computer, you will be prompted to download it and directed to appropriate Microsoft web site.