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   Configuration

2.1   Earnings/Deductions

To optimize the screen real-estate while entering timecards, the you need to specify which earnings/deductions should be available for entry on the Timecards Entry screen. To do this, click the Settings menu on the main screen and choose Earnings/Deductions option. The following screen will appear.

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.

Select all earning / deduction codes that you want to be available on the timecards entry screen and click OK to save the changes.

2.2   Timecard Templates

Timecard templates are used to auto-generate timecards. For each template you specify which employees should be included, and which earning deduction codes need to be populated. Employees can be selected by either employee range, or an Employee Selection code from payroll.

For each earning deduction code, you also specify a value to be populated in the timecard. The following is an example of Templates List screen.
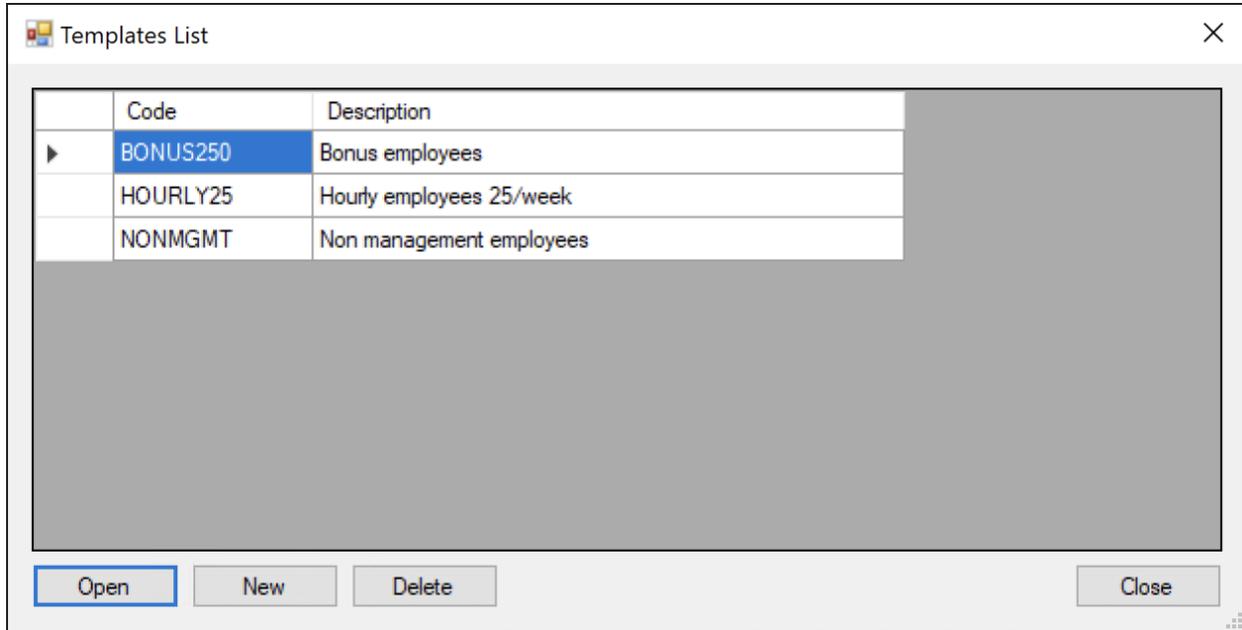
Use the Open, New, and Delete buttons to modify the list or to configure a specific template. The following is an example of the Template screen when employees are being selected by an employee number range.

The following is an example of the Template screen when employees are being selected by the Employee Selection Code.

The following table describes the fields on the Template screen.

Field	Description
Code	Template code. Used for reference only. Avoid creating multiple templates with the same code to avoid confusion.
Description	Used to help identify templates.
Employee Selection Type	You can select employee either by a range of employee number, or by a Payroll Employee Selection code from Sage payroll.

From/To	Range of employee numbers.
Selection List Code	Payroll Employee Selection list code.
Timecard No	Timecard number to use when generating timecards from the template.
Timecard Description	Description to be used in the timecard.
Earnings / Deductions	The list of earnings/deductions to be added to employee timecard, if the employee has the earning/deduction code listed on the Pay tab of the Payroll Employee screen in Sage Payroll. If the employee does not have the specified earning/deduction assigned to them, the earning/deduction is skipped when creating the timecard for that employee.

3   Entering Timecards

3.1   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 or hours, depending on earing/deduction type. If the "Employee Calc. Method" of earning/deduction is "Hourly Rate" or "Amount per Hour", then the "Hours" field in the timecard is used. Otherwise, the "Rate/Amt/Pct" is used.

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.

3.2   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.

3.3   Creating a New Timecard

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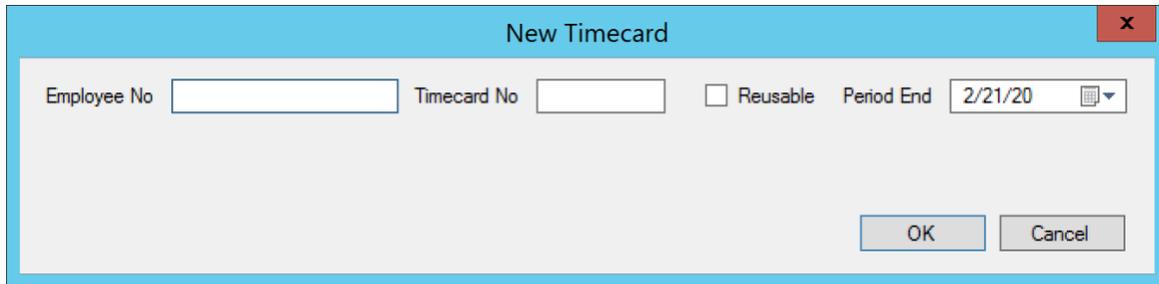
Enter the employee number, timecard number, specify whether you want a reusable timecard or not, specify the Period End, then click OK.

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.

3.4　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.
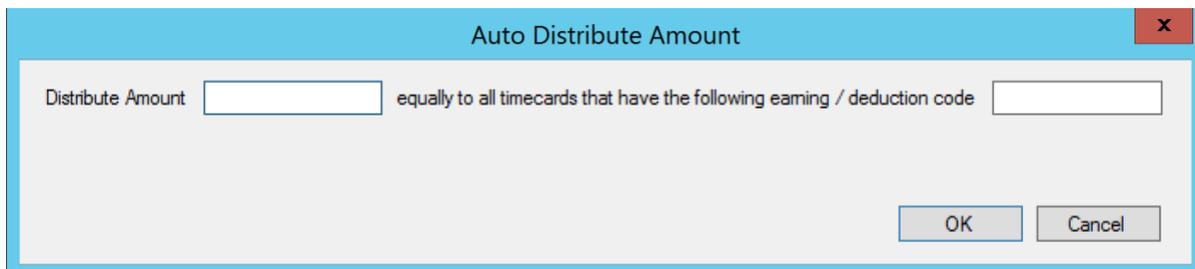

Enter the amount to be distributed and the earning/deduction code to distribute to and then click the OK button to automatically distribute the amount to all eligible timecards.

3.5　Generating Timecards from Templates

Save time by automatically generating timecards for employees. For example, hourly employees that never have overtime may need 40 hours entered each week, or some employees may have recurring deductions that are always the same in each pay period. Timecard Templates are powerful tool to automate this type of data entry. The template configuration is covered under the Configuration section above. To generate the timecards from templates, click the "Generate from Templates" button on the main screen. The following screen appears.
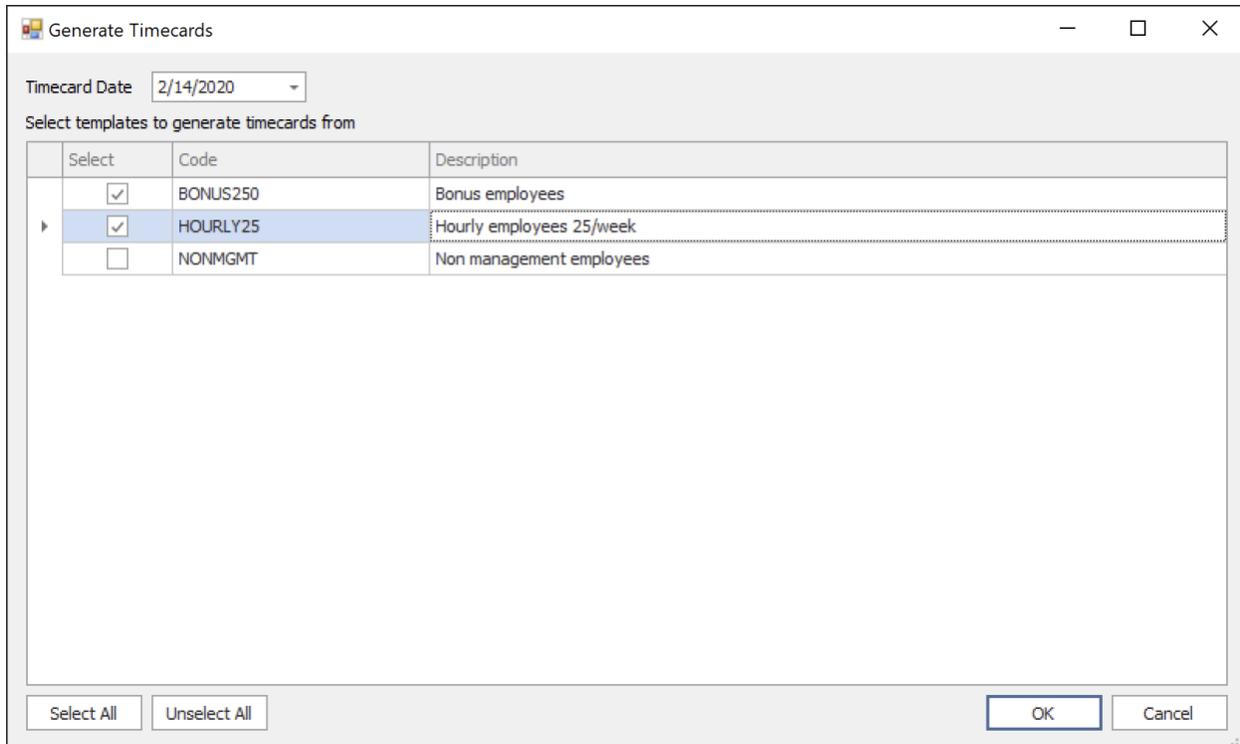
Specify timecard date (pay period end date), then select which templates you want to use to generate timecards. You can include the same employee in multiple templates. For example, one template may be configured to add 40 hours of HOURLY earning/deduction code, another template may add a bonus pay of $250, yes another may accumulate sick leave accrual or vacation days. If an employee is in all those templates, all those earnings/deductions will be added to the same timecard for the employee, provided that all those templates are configured to use the same Timecard No. If the templates are configured to use different Timecard No, then separate timecards will be created. Also, if the same earning / deduction is configured in multiple templates, and applies to the same employee, the values from different templates are added up.

4   Technical Requirements

Fast Timecard Entry is designed to work with Sage 300 version 2019 or later, with US or Canadian Payroll version 7.3 and 8.0. It requires .NET Framework version 4.8. 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.