

## To Be Process Definition

Document Type : "To Be" Documentation	
Process :	Timesheet Entry, Validation and Post to Payroll
Note:	This process requires system configuration to be done by your MYOB Business Partner <b>BEFORE</b> being used. Do not attempt to use this process until your Business Partner has confirmed that your system and data are ready.

Document Control			
Version No. :	Version Date :	Author	Comments
Version 1.0	13/08/2009	Alistair Emery	1 <sup>st</sup> draft for review

### 1.1. Process Overview

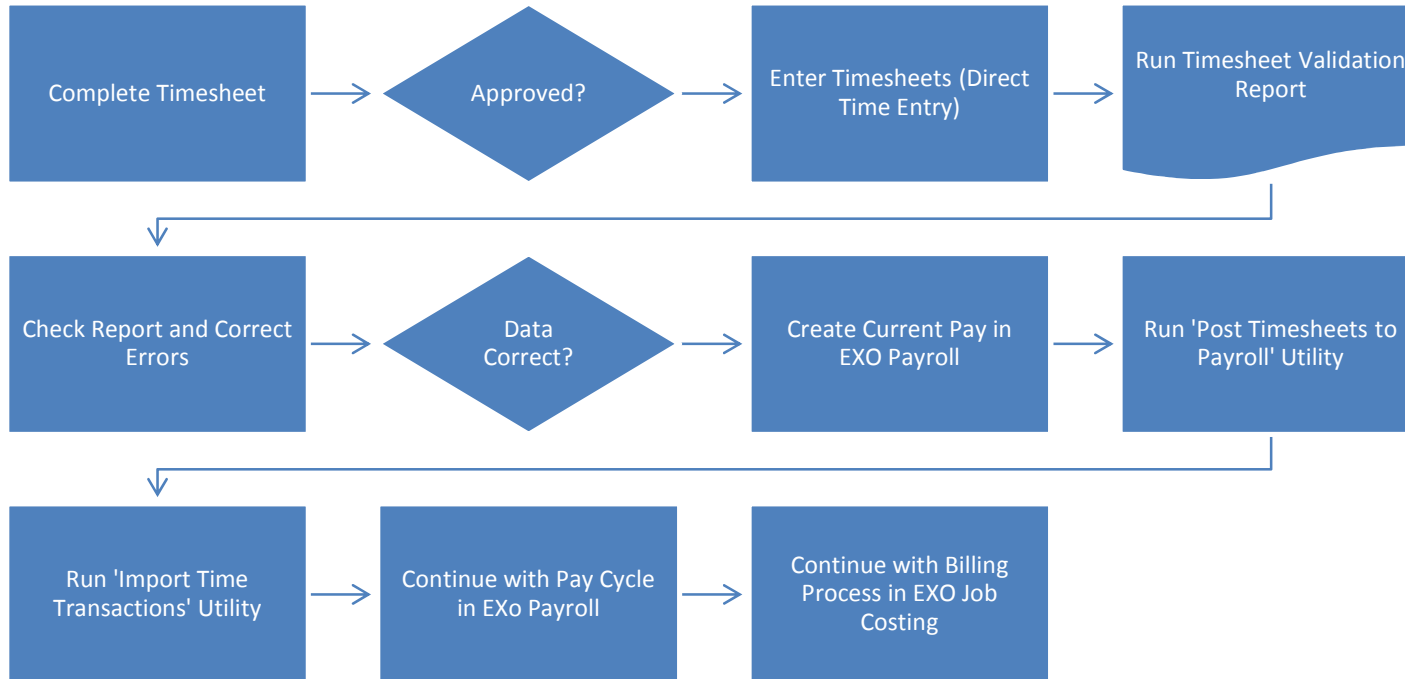
This document describes the process for entering Timesheets into MYOB EXO Job Costing, validating the entries, and updating Payroll

- a) Enter Timesheets into MYOB EXO Job Costing using Direct Time Entry
- b) Run Timesheet Validation Report and check entered times have correct Hours, PayRate Multiplier, Wage Code etc
- c) Check that dates for entered Timesheets match Payroll Current Pay Dates
- d) Create Current Pay in MYOB EXO Payroll
- e) Backup Payroll
- f) Run 'Post to Payroll' utility in Job Costing
- g) Run Import Time Transactions in Payroll

#### 1.1.1 Financial Transactions

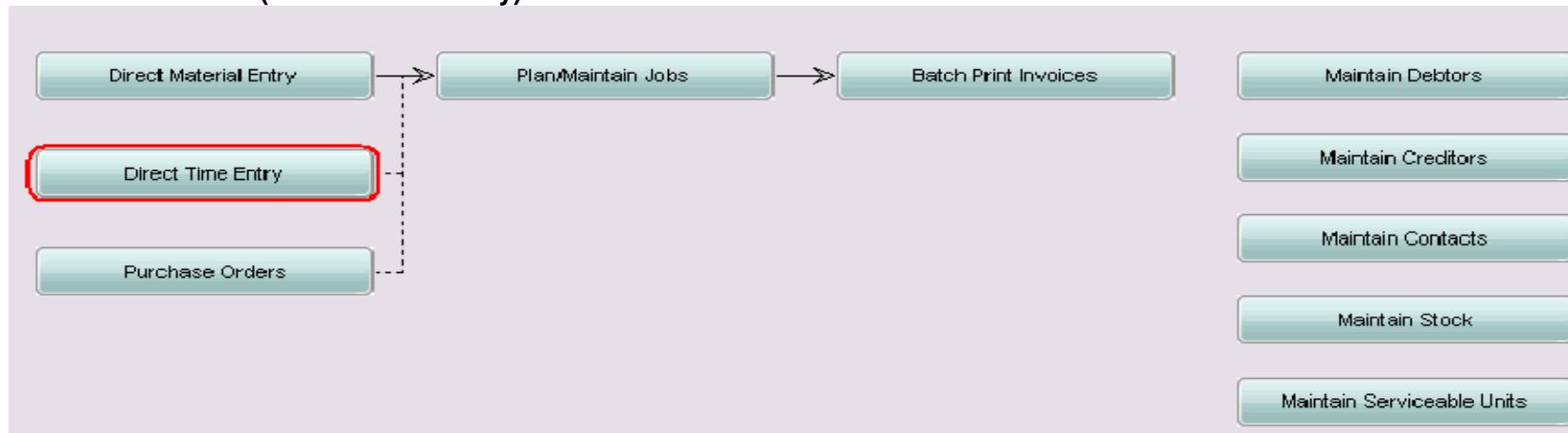
No financial transactions are generated by this process

## 1.2. Process Diagram – Timesheet Entry



### 1.3. Detailed Work instruction

#### Enter Timesheets (Direct Time Entry)



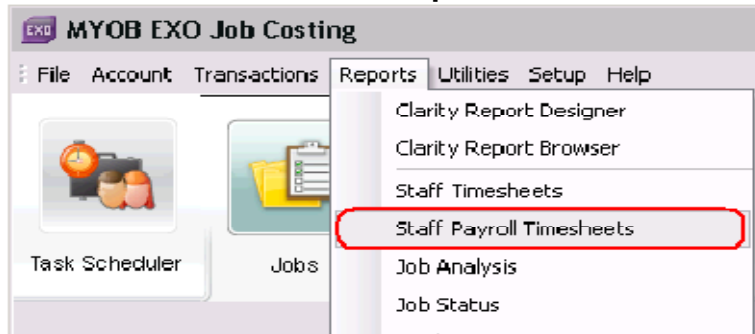
#### Enter Timesheet Data

Job Code	Title	Account	Staff Name	Code	Details	Start Date	End Date	Hours	Payroll Hours	Cost	Total Cost	Rate	Total Pay Rate M...	Wage C...	Ready for Payroll	Cost Centre
CQ3628M	COLLINSVILLE BOOM RE	1041. Thiess Pty Ltd	Bradley Justin ...	LABOUR	Labour Hire	18.08.2009	18.08.2009	6.00	6.00	\$50.00	\$300.00	\$120.00	\$720.00 Ordinary	1	<input type="checkbox"/>	
CQ3555M-2	DOWNER EDI	975. Downer EDI Mini	FRASER, MAR...	TR-ASSIST-DS	Trades Assistant D...	13.08.2009	13.08.2009	9.00	9.00	\$60.00	\$540.00	\$70.00	\$630.00 Ordinary	1	<input checked="" type="checkbox"/>	
CQ3555M-2	DOWNER EDI	975. Downer EDI Mini	VAN DER BERG...	TR-ASSIST-DS	Trades Assistant D...	13.08.2009	13.08.2009	8.00	8.00	\$40.00	\$320.00	\$70.00	\$560.00 Time & Half	1	<input checked="" type="checkbox"/>	
CQ3555M-2	DOWNER EDI	975. Downer EDI Mini	TIMOTHY GOU...	TR-ASSIST-DS	Trades Assistant D...	13.08.2009	13.08.2009	6.50	6.50	\$45.00	\$292.50	\$70.00	\$455.00 Ordinary	1	<input checked="" type="checkbox"/>	
CQ3555M-2	DOWNER EDI	975. Downer EDI Mini	WALKER, KAT...	LABOUR	Labour Hire	13.08.2009	13.08.2009	8.00	8.00	\$35.00	\$280.00	\$120.00	\$960.00 15%	2	<input checked="" type="checkbox"/>	

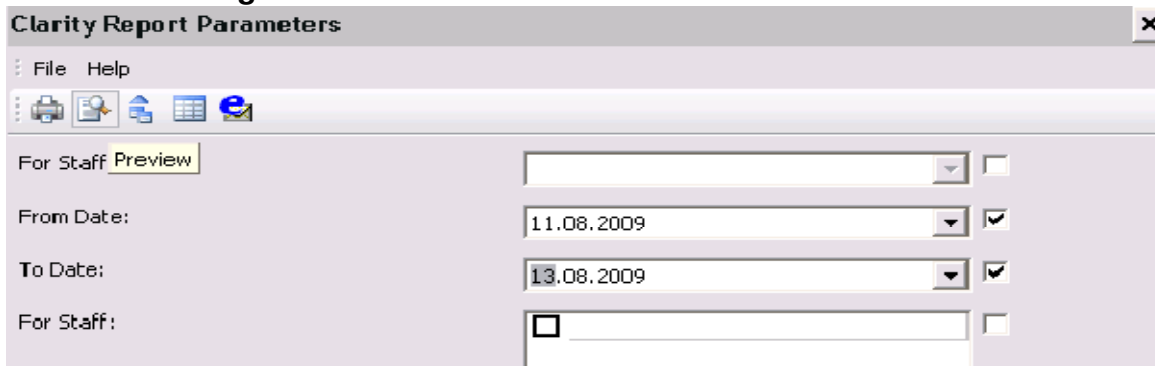
Check that the following as you enter:-

- Code, Cost and Rate are correct (these come from the Item code in EXO)
- Payroll Hours = Hours (Hours are charged to the Job. Payroll Hours are used by Payroll.)
- Pay Rate Multiplier is selected (Used by Payroll to determine Ordinary, Overtime etc)
- Wage Code is correct (In EXO Payroll, Employees can have multiple Hourly Rates. Wage code (1,2,3,4 etc) determines the Hourly Rate)
- Ready for Payroll (This can be ticked during data entry, or reviewed & ticked later in individual Jobs)
- Cost Centre (Wages can be coded to multiple cost centres in Payroll for reporting and GL Posting)

### Run Timesheet Validation Report



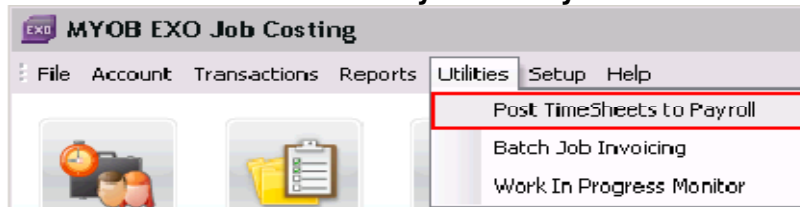
### Select Date Range and click 'Preview' button



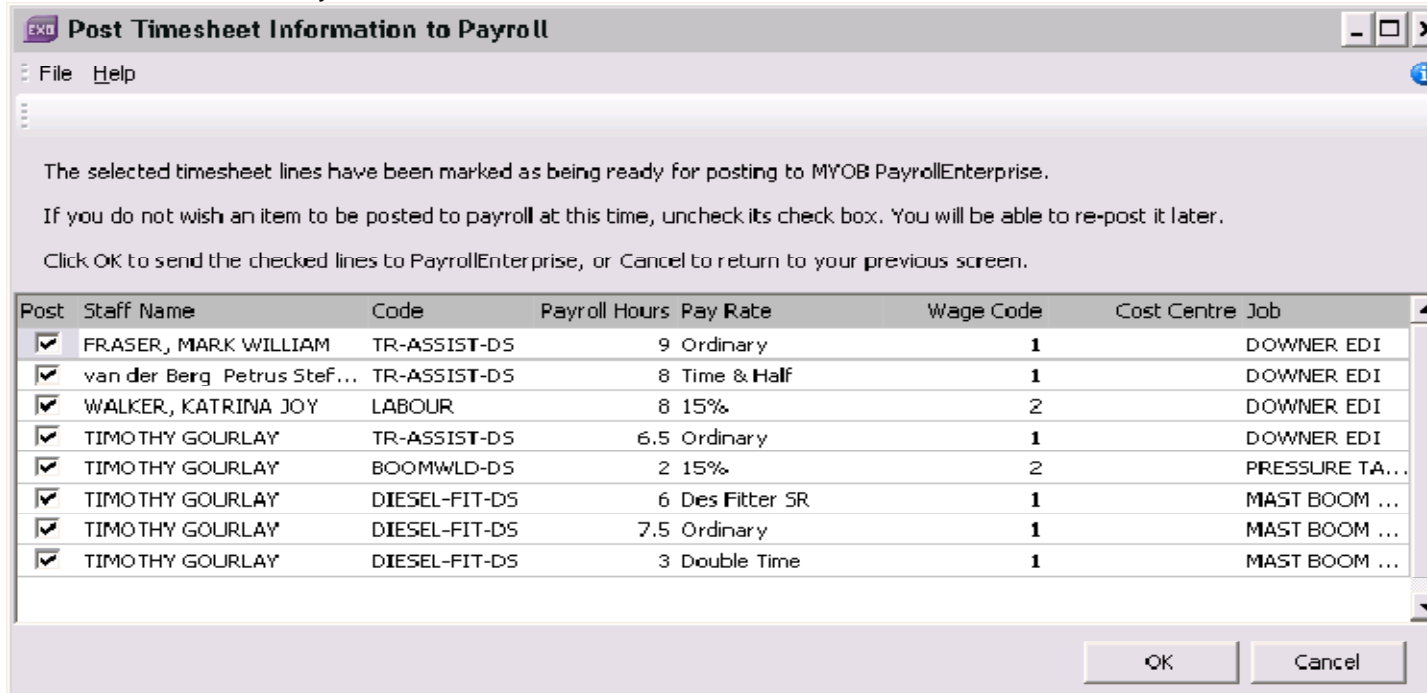
.Inb Code	.Inb Title	Customer	Code	Wage Code	Payroll Hours	Trans Date	Wage Type	Payroll Hours
<b>Staff Name :</b>								
CQ3530M	MAST BOOM REPAIRS	Rolleston Coal Pty Ltd	DIESFI -FIT-DS	1 Site f	6.00 6.00	12.08.2009	Des Fitter SR	6.00
							<i>Des Fitter SR</i>	<i>6.00</i>
CQ3530M	MAST BOOM REPAIRS	Rolleston Coal Pty Ltd	DIESFI -FIT-DS	1 Site f	3.00 3.00	11.08.2009	Double Time	3.00
							<i>Double Time</i>	<i>3.00</i>
CQ3530M	MAST BOOM REPAIRS	Rolleston Coal Pty Ltd	DIESEL-FIT-DS	1 Site	7.50	11.08.2009	Ordinary	7.50
CQ3555M-2	DOWNER EDI	Downer EDI Mining P/L - Nurwich Park	TR-ASSIST-DS	1 Site f	6.50 14.00	13.08.2009	Ordinary	6.50
							<i>Ordinary</i>	<i>14.00</i>

Check that Correct Wage Codes, Payroll Hours, Payrate Multiplier and Payroll Hours are entered  
Where incorrect go to the Job in EXO Job Costing and correct the entry

### Run 'Post TimeSheets to Payroll Utility'



Select the TimeSheet lines you wish to Post then click OK



**Note: Ensure that the employees selected are included in the 'Current Pay' in MYOB EXO Payroll. Eg some employees might be on weekly pays, and others on fortnightly. These would need to be Posted to Payroll as 2 separate Batches.**

Success message will be displayed.



All Timesheet lines will no have a Status of 'Posted to Payroll', and are still in the Job waiting to be Invoiced.

### Open MYOB EXO Payroll and Create / Edit a Current Pay

The screenshot displays the MYOB EXO Payroll software interface. At the top, a toolbar contains several icons, with a circular refresh icon highlighted by a red box. To its right is a calendar icon showing the date 31, and a dropdown menu labeled "EXO Payroll".

The main window is titled "EXO Pay Cycle" and features a central diagram of the payroll cycle. The diagram consists of five steps arranged in a circle around a central box labeled "EXO Employer Services" and "Pay Cycle".

- Step 1:** Add any new employees or maintain any current employee's standard information; i.e. Pay rate, Allowances and Deductions etc. (Icon: People with a plus sign)
- Step 2:** Open the Current Pay. Make any changes to the Current Pay ie enter Overtime, Annual Leave, etc. (Icon: Document with a plus sign, highlighted with a red box)
- Step 3:** Print any of the Standard Reports. (Icon: Printer)
- Step 4:** Pay any Direct Credits. (Icon: Laptop with a plus sign)
- Step 5:** Update the Pay, Backup and you're finished! (Icon: Checkmark and coins)

Arrows indicate a clockwise flow from Step 1 to Step 5. The MYOB logo is positioned at the bottom center of the diagram. In the bottom right corner of the window, there is a button labeled "Exit : Esc".

Select the applicable Pay Frequency and Dates, and click 'Create New Pay'

Current Pay

Pay Frequency: Monthly

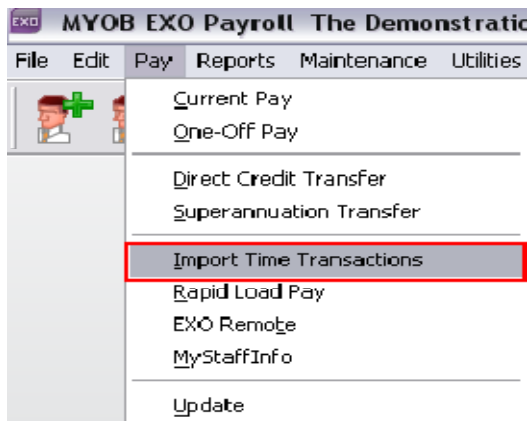
Pay Period Start Date: 01/07/2009

Pay Period End Date: 31/07/2009

Physical Payment Date: 31/07/2009

Edit Pay Create New Pay Exit : Esc

Select Pay -> Import Time Transactions



Select the correct Pay Frequency and click 'Import'

**Import Time Transactions**

Pay Frequency:

Pay period end date:

This function will import wages and time-based allowances for the current pay period.

The system will require you to run a Backup. Follow your normal backup procedure

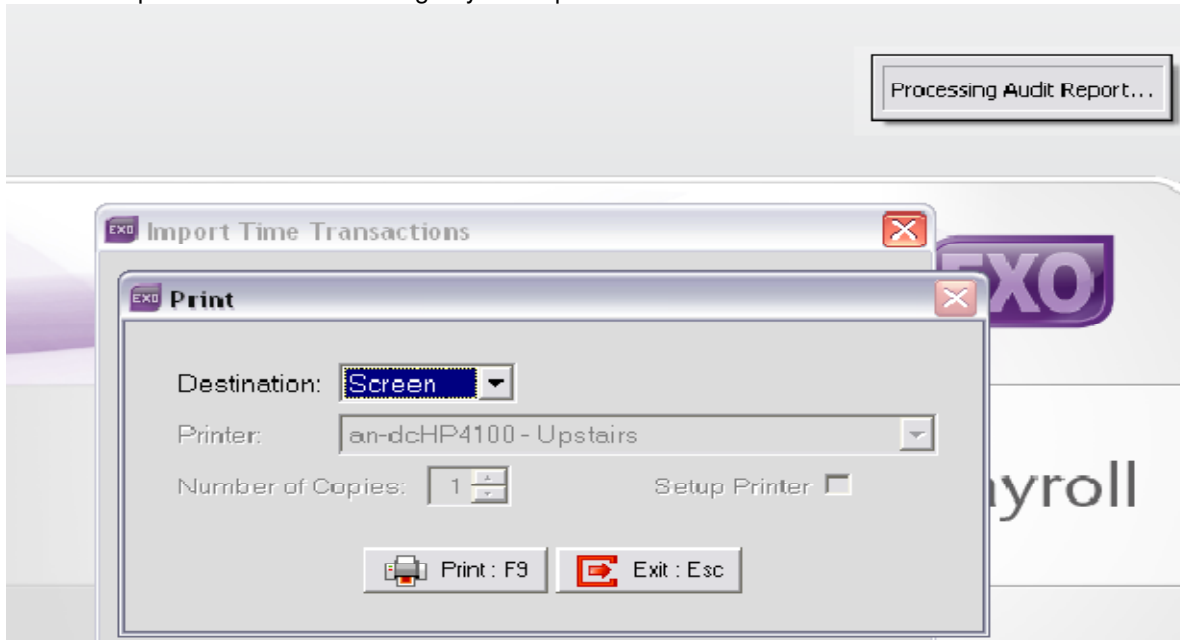
**Company BACKUP for: The Demonstration Company**

**BACKUP Options**

Backup To:

BACKUP Path:

An audit Report will be created listing any discrepancies



Ensure there are no errors

<b>The Demonstration Company</b>						Page: 1
<b>Time Transaction Import Audit Report</b>						
<b>Staff Code</b>	<b>Type</b>	<b>Units</b>	<b>Rate Type</b>	<b>Allowance Code</b>	<b>Cost Centre</b>	<b>Problem</b>
						No problems detected.
— End of Report —						

An 'Import Complete' message will be displayed.

Now Edit the Current Pay to check that Wage Lines have posted correctly, and continue with you Pay Cycle Process.

**Current Pay**

Pay Frequency:

Pay Period Start Date:

Pay Period End Date:

Physical Payment Date:

**Wages / Allowances**

Employee:

Wages				Allowances		
Hours	Rate	Amount	Pay Rate Description	Code	Cost Centre	Cost Centre Name
12.00	25.0000	300.00	Ordinary	1	23750	NSW
15.00	25.0000	562.50	Time & Half	1	33750	Vic Wages

#### 1.4. Issues

Users need to take care when posting Timesheets to Payroll that the following has been checked:-  
Only employees to be paid in the 'Current Pay' are included. *Eg Employees in Weekly Pay Vs Employees in Monthly Pay.*  
Only Wage and Casual employees can be included in this process

#### 1.5. Reporting Requirements

Timesheet Validation Report is a custom report provided by Myex. The report can be customised to suit specific client requirements.

#### 1.6. Data Requirements

Employees requiring Timesheets entered in EXo Job Costing, then Posted to Payroll need to be maintained in both MYOB EXO Payroll and MYOB EXO Business. See ExoConfig Staff section and Exo Job Costing Setup Resources section. This does create a maintenance overhead for clients. MYOB plan to address this in future releases.

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