Microsoft Dynamics SL

Time and Expense for Projects
Release 2015
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Introduction

Time and Expense for Projects Overview
Time and Expense for Projects helps employees and managers capture, validate, track, review, approve, and post labor and other expenses. These expenses update Project Management and Accounting and, optionally, General Ledger, Accounts Payable, Payroll, and/or a separate payroll system. Employees enter labor, expenses, requests for employee advances, and employee repayments into an electronic document on the desktop with on-line validation and approval processing. In addition, the system keeps track at all times of each employee’s to-date advance balance. The system provides password security throughout the entire document entry and approval cycle. Employees can enter documents at remote locations using Microsoft Dynamics SL Web Apps. The product also includes the ability to inquire about historical documents.

The module provides reports to analyze costs and productivity. In addition, employees can print timecards and expense reports directly from the entry screens for those sites that need hardcopy documents for their files.

Timecard Entry
You can enter labor hours using Timecard Entry (TM.TCE.00) or Timecard with Rate/Amount Entry (TM.TEA.00). Employees can enter hours by day and charge them to multiple projects, tasks, and subaccounts. Employees can enter a labor class, comment, account number, union work type, certified payroll flag, and prevailing wage group. The system can also load default values in these fields automatically. The system can track and store straight time and two categories of overtime for employees who qualify for these types of pay. An employee can enter one timecard for each reporting period and then make an unlimited number of changes to it.

The module provides the option to enter labor on a daily basis with Time Detail (TM.DLY.00). It is very similar to Timecard Entry (TM.TCE.00), with optional fields for start and end times. Utilization of detailed timecards is controlled by flags in Time and Expense Setup (TM.SET.00), including the option to create labor transactions on a day-by-day basis.

Approvals and Workflow
Companies can use electronic signature of timecards and expense reports as security features by password-protecting employee IDs so that employees can enter or maintain only their own timecards or expense reports. In these cases, the employee must make all initial entries and any corrections. Security can also restrict approvers to those designated as the supervisor or manager of the employee, although some companies might allow their employees to override the default approvers and designate the approver of a specific report. Options you select in Time and Expense Setup (TM.SET.00) determine whether employees can override the default approver of their timecards and expense reports. You can also choose to enforce limits on the monetary amounts that expense report approvers can approve in Time and Expense Setup.

When each timecard or expense report is complete, the employee passes it to the approver by setting its status to Completed, which serves as an electronic signature. The Communicator module generates and sends an electronic message to notify the approver of a document awaiting review.

With Time Review & Approval (TM.TRA.00), Time Review & Approval with Rates/Amounts (TM.TAA.00), or Expense Report Review & Approval (TM.ERA.00), approvers with the proper security can review completed timecards or expense reports. Approval attaches the approver’s electronic signature and timestamp followed immediately by the costing and posting of the labor or travel expenses. Approvers who discover problems, questions, or issues with a document during review can attach a note to the document and reject it, returning it to the originating employee for revisions. The employee receives a Communicator notification of the need to revise the document.

If an employee needs to revise a posted timecard, he or she can use Timecard Correction (TM.COR.00). This correction function reopens the timecard as a correction with controls to ensure
that only one correction is in process for each original. The employee uses Timecard Entry (TM.TCE.00) to make any additions or changes and submits the corrected timecard for another approval process. Upon posting a correcting timecard, the posting process reverses the distribution from the original timecard line item that has changed and creates the new charges in the current period for those new or changed line items.

Managers, supervisory personnel, and accounting staff can review the overall status of timecard submittals using Timecard Status (TM.TCS.00). This screen identifies missing, incomplete or unposted timecards, enabling follow-up action. The inquiry begins with the selection of a group of employees by supervisor, manager, or organization. The inquiry displays the status of all timecards for all qualifying employees who were active during the period. Posted timecards appear, but the display's purpose is to highlight the exceptions. Missing, incomplete, and rejected timecards are clearly visible and require action by the responsible employee. Completed timecards awaiting approval need a manager's review. The program can notify the manager or, if the manager initiates the inquiry, a button gives direct access to Time Review & Approval (TM.TRA.00).

**Labor Costing and Posting**

Costing of the time charges can use one of two supported methods: standard or true labor costing. Standard costing uses a standard rate defined in one of two ways in Time and Expense Setup (TM.SET.00). One is Take Highest Rate, which uses the highest of the rates found from the following sources, some of which may not apply in every case: rate table, union, prevailing wage, employee, and employee-project (the employee-project rate always takes precedence over the employee default rate). The other method is Use Rate Hierarchy F/U/P/E where F stands for flexible rate (from the rate tables), U for union, P for employee-project, and E for employee. For this method, the rate is determined from the following hierarchy:

- Flexible Rate from Rate Table (PJRATE)
- Union Table (PJWAGEUN)
- Employee-Project (PJEMPPJT)
- Employee Default (PJEMPPJT)

If the program finds a rate in the rate table, this rate takes priority over all other rates. If the program does not find a rate in the rate table, the rate in the union table takes priority. True labor costing spreads the actual amount paid to the employee over the labor time charged.

The Time and Expense for Projects module supports automated posting of labor costs to General Ledger. Run GL Labor Posting (TM.GLP.00) periodically to select previously unposted transactions and create a journal for these entries. Generally, each labor charge generates a debit to the charged account and subaccount with an offset to a credit account, usually a liability, and a responsible organization. The process creates a balanced posting at the employee level.

Where labor is a significant portion of the expense budget of a project and accurate mid-week project financial positions are required, Labor Commitment Load (TM.LCL.00), which adds the amounts from unposted timecards to the summary commitment amounts, is available.

For sites that use the Time and Expense for Projects module for initially capturing labor, Pay Labor Interface (TM.PLI.00) is available to transfer timecard labor transactions to Payroll or to a file that can be imported by an external payroll service.

**Expense Reporting**

Employees enter and maintain expense documents in Travel & Expense Report Entry (TM.ENT.00). The program supports three different types of expense documents, Travel and Employee Expenses, a Request for an Employee Advance, and an Employee Repayment of an Advance. Once an employee enters report details, he or she can print a hard copy of the report.

On Travel and Expense reports, employees enter detailed charges that indicate the date and type of expense (used to determine the account number to be charged), the method of payment, and who paid for the expense (employee or company).
Posting automatically writes the appropriate transactions to General Ledger. Optionally, posting can produce Accounts Payable vouchers for each request for an advance, as well as for any expense report that has employee-paid (and not reimbursed) expenses.

The Expense Setup tab of Time and Expense Setup (TM.SET.00) allows you to set parameters and defaults for some of the accounts and subaccounts used in creating the transactions in General Ledger and Accounts Payable. You can activate the interface to Accounts Payable in this screen as well. The Expense Type Maintenance (TM.ETM.00) function allows the user to:

- Define expense type codes
- Specify an account number to be charged for each code
- Specify whether units are required
- Define a default rate

Time and Expense for Projects Screens

The screens in the Time and Expense for Projects are:

- Timecard Entry (TM.TCE.00)
- Time Review & Approval (TM.TRA.00)
- Timecard with Rate/Amount Entry (TM.TEA.00)
- Time Review & Approval with Rates/Amounts (TM.TAA.00)
- Time Detail (TM.DLY.00)
- Project Timesheet Entry (TM.PTE.00)
- Project Timesheet with Rate/Amount Entry (TM.PTA.00)
- Timecard Correction (TM.COR.00)
- Timecard Status (TM.TCS.00)
- Travel & Expense Report Entry (TM.ENT.00)
- Expense Report Review & Approval (TM.ERA.00)
- Company Expense Reconciliation (TM.CER.00)
- GL Labor Posting (TM.GLP.00)
- Labor Commitment Load (TM.LCL.00)
- Pay Labor Interface (TM.PLI.00)
- Employee Position/Rate Maintenance (TM.EPJ.00)
- Expense Type Maintenance (TM.ETM.00)
- Prevailing Wage Rate Maintenance (TM.PRE.00)
- Union Rate Maintenance (TM.URE.00)
- Week Maintenance (TM.WEM.00)
- Workers’ Compensation Maintenance (TM.WKM.00)
- Time and Expense Setup (TM.SET.00)

Time and Expense for Projects Reports

The Time and Expense for Projects module provides a set of reports to present analyses and audit trails for accounting and for managing labor collection and cost charging:

- Time Card Report (TM.010.00) (timecard print)
- Labor Expense Posting Report (TM.020.00)
- Labor Distribution by Chg/Home Sub (TM.030.00)
- Employee Utilization (TM.040.00)
- Employee Labor Dist by Chg/Home Sub (TM.050.00)
- Certified Payroll Report (TM.060.00)
- Project Timesheet Report (TM.080.00) (timesheet print)
- Workers' Compensation Report (TM.090.00)
- GL Labor Reconciliation Report (TM.100.00)
- Timecard Status Report (TM.110.00) (accessed only from the Timecard Status (TM.TCS.00) screen)
- Travel and Expense Report (TM.410.00) (expense report print)
User Guide Overview

This user guide provides administrators with task-oriented and reference information for the Time and Expense for Projects module. Reviewing the user guide helps in making informed decisions regarding the implementation of the Time and Expense for Projects module in your business.

What is Covered in the User Guide?

This user guide is organized into the following major sections:

- The “Introduction” describes the features of the Time and Expense for Projects module.
- The “Concepts” section describes the major concepts you need to know to fully take advantage of the Time and Expense for Projects module.
- The “Time and Expense for Projects Tasks” section shows how to perform various tasks within Time and Expense for Projects.
- The “Reference” section defines all the data provided on Time and Expense for Projects screens and reports.

The user guide also provides an index for easy reference.

Who Should Use the User Guide?

The user guide is designed for users and System Administrators who are new to the Time and Expense for Projects module. The guide provides the information necessary to set up and operate a successful Time and Expense for Projects system.
Using Password Protection

Take full advantage of the security offered by Microsoft Dynamics SL. Assign access rights to initially protect entry into the Time and Expense for Projects module itself. Then, limit the screens users are able to view and control the functions users can perform to update, insert, and delete information in those screens. With the Customization Manager module, you can also limit user access to individual fields on each screen. Finally, assign passwords for all levels of your organization and have your employees assign passwords for themselves by temporarily granting them access to Password Maintenance (PA.PWD.00). Password-protecting employee IDs helps assure that employees can maintain only their own timecards and expense reports, and that supervisors and managers can review timecards and expense reports only for their own employees. For more information, see “Setting up Security” on page 46 and “Password Maintenance (PA.PWD.00)” in the Project Controller user guide or help.
Concepts

This section explains the concepts underlying the functions of this module.

Labor Classes

Labor class is a descriptive category of the work performed and time charged to projects. This classification can serve several purposes. For analysis, it can serve as a breakdown of the types of work performed. For revenue calculation, it can provide a basis for the determination of rates used in allocations. For labor costing, labor class, which corresponds to the skill or trade of the worker, is used in the lookup of Union and prevailing wage rates. It may also be used in setting up labor rates in the Project Allocator module. Finally, it can be used in the billing of work performed, both in defining the billing rates and for presenting (sorting and summarizing) labor on the invoice or its supporting detail.

The employee's standard labor class is stored in the Employee Rate table (PJEMPPJT). The default labor class entries are maintained in Employee Position/Rate Maintenance (TM.EPJ.00) with datesensitive history retained. This provides the default entry for Timecard Entry (TM.TCE.00) and the other time entry screens using the timecard period-ending date of the timecard to perform the lookup.

Labor Class Override

For select projects, an override labor class can be created by employee. This project-specific labor class is date-sensitive and can hold both past and future data. If an override labor class is established for an employee on a project, it is used during Timecard Entry (TM.TCE.00) and the other time entry screens whenever that employee charges the designated project. This feature permits employees to fill different roles on different projects without having to specifically identify the labor class on their timecard. This may be required on projects where the customer has itemized the labor types that may be charged or billed for work performed and these types do not correspond to the company's labor classifications. It is also useful when some individuals fill a role outside their normal classification.

Labor Class and Time Entry

The labor class is stored with each time charge entry. The value is captured as part of the labor entry process in the various time entry screens. Labor class can be handled as part of time entry in several ways. The standard configuration provides the ability to enter a value on each line item with a default value provided. The default is the employee's labor class unless overridden by the charged project special class for the employee. If manual entry or override is not desired, Customization Manager can be used to make this column non-maintainable or invisible. If these options do not satisfy a specific need, the Customization Manager can be used to add any special processing or a different table lookup for this field.
Labor Costing

There are two basic ways to cost labor in Project Management and Accounting. The first and most complex is the true labor costing method, in which labor is costed based on how the employee is actually paid. The second is the Standard Cost method, where all employees have their cost calculated in the same manner based on a standard rate. The following is an explanation of both of these methods.

Note: A flag in Time and Expense Setup (TM.SET.00) specifies when labor is costed, on entry or when approved, that applies only to hourly employees. If labor is costed on entry, the rate is determined during data entry and stored in the Labor Detail table (PJLABDET). This rate is used by Time Review & Approval (TM.TRA.00) or Time Review & Approval with Rates/Amounts (TM.TAA.00) to post the labor charges. If labor is costed when approved, the rate is determined by Time Review & Approval (TM.TRA.00) or Time Review & Approval with Rates/Amounts (TM.TAA.00) when the labor charges are posted. For salaried employees, labor is always costed during the approval process.

True Labor Costing

With true labor costing, when a timecard is posted, the method of costing labor hours depends on the type of employee. There are three distinct calculation methods. The calculation used is determined by the employee’s pay type code, which is maintained in Employee Position/Rate Maintenance (TM.EPJ.00) and stored by effective date in the Employee Rate table (PJEMPPJT). Note that the pay type cannot be stored in this table with a specific project (as hourly rates can). When reading the rate table for the true labor costing method, the pay type is always retrieved from the employee’s default record where Project is blank.

Below is a summary of the three pay types and their associated calculation methods.

Hourly (HR)

For the Hourly method, regular hours are multiplied by the hourly rate retrieved from one of the following: Employee Rate table (PJEMPPJT), Union Rate table (PJWAGEUN), Prevailing Wage Rate table (PJWAGEPR), or Flexible Rate table (PJRATE). The rate used is determined by the rate lookup method, specified in the Labor Rate Setup tab of Time and Expense Setup (TM.SET.00). The first option, Take Highest Rate, uses the highest of the rates retrieved, although project-specific rates take precedence over the employee default rate. The other option is Use Rate Hierarchy F/U/P/E where F stands for flexible rate, U for union, P for employee-project, and E for employee default. For this method, the rate is determined from the following hierarchy:

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<th>Maintenance Screen</th>
<th>Database Table</th>
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</tr>
<tr>
<td>Union Table</td>
<td>Union Rate Maintenance</td>
<td>PJWAGEUN</td>
</tr>
<tr>
<td>Employee-Project</td>
<td>Employee Position/Rate Maintenance</td>
<td>PJEMPPJT</td>
</tr>
<tr>
<td>Employee Default</td>
<td>Employee Position/Rate Maintenance</td>
<td>PJEMPPJT</td>
</tr>
</tbody>
</table>

The first non-zero rate encountered in the hierarchy is compared to the prevailing wage rate (if one is applicable) and the greater of the two is used.

- Flexible Rate Lookup – If the project has a labor Rate Table ID in Project Controller’s Project Maintenance (PA.PRJ.00) and there is a Rate Type for labor in Time and Expense Setup (TM.SET.00), the combination of Rate Table ID and Rate Type is used to look up the labor rate in the flexible rates table (PJRATE). The rates are set up using Multi-level Rate Entry (AL.RAT.00) in the Project Allocator module in the same way they are defined for allocations. The rate key values in Project Allocator’s Key Definition (AL.KEY.00) must be based on the database source selections from master tables (PJPROJ, PJPENT, and PJEMPLOY) or the transaction fields listed under Timecard Data (for labor rates only), which read data stored in PJLABDET.
• **Union Rate Lookup** – The appropriate union code for the employee is retrieved from the Employee Project Rates table (PJEMPPJT) using Employee ID, leaving Project ID blank (the employee’s default record), and the most recent effective date not greater than the timecard’s timecard period-ending date or, if processing daily timecard detail, the transaction date of the item. If **Union Code** is blank, union rates do not typically apply to this employee, but a union code and optional work type may be entered in the appropriate time entry screen to accommodate those situations in which an employee fulfills a role for a union on a one-time basis. Otherwise, the union code and both the labor class and work type (optional) entered in the time entry screen and the timecard period-ending date (or transaction date of the item) are used to retrieve the union rate from the Union Rates table (PJWAGEUN). If a union code for the employee is present but the union rate cannot be found, an error appears on the screen.

• **Employee Rate Lookup** – Employee rates used are always for the most recent effective date not greater than the timecard’s timecard period-ending date or, if processing daily timecard detail, the item’s transaction date. The employee rate is initially looked up in the Employee Project Rates table (PJEMPPJT), based on the project being charged. If a rate cannot be found for the project, the rate is looked up using a blank project (the employee’s default rate).

• **Prevailing Wage Rate Lookup** – If the project on the line has a prevailing wage code associated with it (in the table PJPROJEX) and **Certified Payroll** is set to Yes, the program retrieves a prevailing wage rate from the Prevailing Wage Rate table (PJJWAGEPR) using the prevailing wage code from the project and both the labor class and optional group code. The effective date is not used in the lookup of prevailing wage rates. If the prevailing wage rate is not found, an error message appears. If **Prevailing Wage** is blank or **Certified Payroll** is set to No, prevailing wage rates are not applied to the timecard item.

When posting certified payroll timecard items, if there is a non-zero fringe rate associated with the prevailing wage code, a second posting is created. Fringe rates are established using **Prevailing Wage Rate Maintenance** (TM.PRE.00). This item has the same field values as the base item with the following exceptions: the hours are set to zero, the amount is calculated as the total hours (regular plus any overtime) multiplied by the fringe rate, and the earnings type is retrieved from **Fringe Pmts** in the **Payroll Interface Setup** tab of Time and Expense Setup (TM.SET.00). If the hourly wage paid exceeds the prevailing wage (for example, the employee’s regular or union wage is higher than the prevailing wage), the fringe rate is reduced by the difference between the two.

Rates may be subject to an adjustment for the shift worked. Shift factors are only applicable to hourly employees. A shift may be entered at the **Timecard Entry** (TM.TCE.00) line item level and at header and line item levels in Project Timesheet Entry (TM.PTE.00). Shift codes are stored in the code file (code type SHFT). A shift code is used to add an incremental amount to labor rates (for example, 25¢ per hour) and/or to multiply a labor rate by a shift differential (for example, 10% more pay for working the swing shift).

The system supports two types of overtime hours called **Overtime 1** and **Overtime 2**. The costs for overtime hours are calculated in the same manner as above except that the final amount is multiplied by an overtime factor, which is maintained in the **Overtime Setup** tab of Time and Expense Setup (TM.SET.00) and stored in the control file. Each type of overtime has its own user-assigned factor.

There are two options for the posting of overtime hours, defined by the **Separate Premium Portion of Overtime** in Time and Expense Setup (TM.SET.00). If this check box is selected, the regular portion of the overtime cost and the regular hours cost post to the account in the timecard line item. The premium portion of the overtime cost (that is, the amount paid that exceeded the base amount) is posted to a premium account. The premium account is also specified in Time and Expense Setup (TM.SET.00) but is optional. If a premium account is not defined, the account from the timecard line item is used. The premium amount always posts to General Ledger when **GL Labor Posting** (TM.GLP.00) runs, but posting to Project Management and Accounting is optional and is controlled by **Post Premium Amounts to Project** in Time and Expense Setup (TM.SET.00).

The second option for posting overtime, where **Separate Premium Portion of Overtime** is clear, allows each type of overtime (OT1 and OT2) to post to its own account number and associated account category. If this option is selected, the OT1 hours and dollars (typically time and one-half) are posted as one ledger entry and one project transaction record to the overtime account specified as the
Overtime 1 Account. The same types of entries are generated for OT2 hours and amounts, posting to the account and account category established for the Overtime 2 Account.

**Salaried – Exempt (S1)**

For the Salaried – Exempt method, each employee’s salary for the timecard period is spread across the time charged regardless of the number of hours worked. There is no overtime for an exempt individual and any overtime hours are treated as regular hours. To compute the charge to each project on the timecard, a rate is calculated by dividing the salary by the total number of hours on the timecard. The cost is then calculated as the number of hours for each line item multiplied by the derived rate. If, due to the entry of negative hours, the total number of hours on the timecard is zero, the hourly rate (if any) from the Employee Project Rates table (PJEMPPJT) is used.

**Example:** Consider the situation where an employee makes $52,000 a year. In June 1996, there are four weeks with five working days each week. If the user sets up the employee’s salary as a weekly salary of $1,000 and has a factor of 1 for each week, the month’s salary for June is calculated as $4,000. However, since this employee is an S1 type, their monthly salary should be $4,333.33 ($52,000 divided by 12).

To avoid this problem, set up the employee’s salary as the monthly rate (in our example, $4,333.33). Then calculate a weekly factor by dividing the number of working days in a week by the number of working days in the month. In our example, the weekly factor works out to be .25 (5 working days per week/20 working days per month). Note that partial weeks result in a different factor.

If a month has unequal weeks, the salary factor for each week-ending record should be calculated as follows:

\[
\text{# working days per week / # working days per month}
\]

Therefore, the salary cannot be set to $1,000 ($52,000 ÷ 52 weeks) with a salary factor of 1.000000 and provide true labor costing. During the year, this approach would result in labor costs being calculated that did not correspond to the true pay received by the employee, although it would be a close approximation.

Determination of the salary for the week can be quite varied based on the pay cycle for the employees and the base salary value stored for each employee. The base salary is obtained from the Employee Project Rates table (PJEMPPJT) using the effective date as described above and cannot change by project (a blank project is used for lookup). The salary usually represents the amount paid to the employee for the pay period or some multiple of the pay period. The salary factor from the Timecard Periods table (PJWEEK) is used to calculate the portion of this salary applicable to that week. In the case of salaried employees paid weekly or biweekly, their weekly salary may be stored and the week factor would be 1.0. If the annual salary was stored, the week factor would be 1/52.

If salaried employees are paid semi-monthly (or monthly) but labor is collected weekly, the periods and their associated factors become more involved. In this case, the salary factor must be adjusted based on the number of working days in the week. In addition, short weeks may be needed at the beginning and end of most months (a week that is less than the normal work week due to a month-end cutoff). The factor, which is associated with and maintained by week in Week Maintenance (TM.WEM.00), is applied to the salary.

In the above example, factors are calculated for the month of December 1996. It is assumed that regular working days are Monday through Friday and that Sunday is defined as the last day of the week. There are 22 working days in the month. The monthly salary is $4,333.33. It may be necessary to adjust the last digit of one of the factors in order for the sum of the factors for the month to add up to 1.000000. In this example, the factor for 12/31/96 was calculated to be 0.090909, but 0.090908 is being used. There is no entry for 12/1/96 since the only day in that week is a non-working day (Sunday).
The important thing to remember when setting up factors is that the factor represents the portion of the salary (whether it be one-quarter, one-half, one, or 5/22 and 2/22 as in this example) that is associated with a single timecard. In the above example, since a monthly salary is entered in Employee Position/Rate Maintenance (TM.EPJ.00) and standard timecards are used, there must be an entry in Week Maintenance (TM.WEM.00) for each week in which time can be entered with the factor set accordingly. If this example were changed to use monthly timecards, there would be one entry in Week Maintenance (TM.WEM.00) for the month, 12/31/96, with a factor of 1.000000.

The following example illustrates the use of semi-monthly timecards. In one scenario, assuming an annual salary of $52,000.00 and a semi-monthly salary entered in Employee Position/Rate Maintenance (TM.EPJ.00) of $2,166.66 ($52,000 ÷ 24 pay periods), the factors for December 1996 would be:

<table>
<thead>
<tr>
<th>Week-ending Date</th>
<th>Factor</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/15/96</td>
<td>10/22 = 0.454546</td>
<td>$984.85</td>
</tr>
<tr>
<td>12/31/96</td>
<td>12/22 = 0.545454</td>
<td>$1181.81</td>
</tr>
</tbody>
</table>

The monthly salary in Employee Position/Rate Maintenance (TM.EPJ.00) could also be used in which case the factors would need to be halved.

**Note:** True Labor Costing costs labor correctly when hours are posted on working days. If there is a partial week at the beginning or end of the month without any working days in it, time cannot be entered for that week.

An alternative to the above is to use daily timecard periods, with each period’s salary factor being 1/30th (0.033333) or 1/31st (0.032258) of the monthly salary amount.

**Salaried – Non-exempt (S2)**

The Salaried – Non-exempt method is similar to the Salaried – Exempt method, except that only the regular hours are used to calculate the salary rate. Overtime hours are costed separately using the standard hourly rate from the Employee Rate table. The overtime cost is not multiplied by any additional factor and no premium processing takes place. There is no distinction between Overtime 1 and 2 with this method. The hourly rate used to cost the overtime is the default for the employee and may not be based on the project.

**Standard Cost**

With the Standard Cost method, when a timecard is posted, all hours are multiplied by the hourly rate retrieved from either the Employee Rate table (PJEMPPJT), Union Rate table (PJWAGEUN), Prevailing Wage Rate table (PJWAGEPR), or Flexible Rate table (PJRATE). The rates are retrieved in the manner described in the Hourly section of True Labor Costing. Note that if hours are keyed into the overtime fields, they are treated the same as regular hours. To implement standard costing, all employees must be designated with a Pay Type of Hourly in the Employee Rate Master. In the Overtime Setup tab of Time and Expense Setup (TM.SET.00), both overtime factors should be set to 1.0.
Subtask Rollup to Tasks

When using a subtask, Time Review and Approval (TM.TRA.00) and Time Review and Approval with Rates/Amounts (TM.TAA.00) use the following logic to roll up subtask entries to the task level.

The following records are added to PJPENTEM:

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>PJT_ENTITY</th>
<th>EMPLOYEE</th>
<th>SUBTASK_NAME</th>
<th>BUDGET_UNITS (Work)</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>10</td>
<td>Calloway</td>
<td>1-A</td>
<td>20</td>
</tr>
<tr>
<td>101</td>
<td>10</td>
<td>Shannon</td>
<td>1-B</td>
<td>50</td>
</tr>
<tr>
<td>101</td>
<td>10</td>
<td>Henry</td>
<td>1-B</td>
<td>50</td>
</tr>
<tr>
<td>101</td>
<td>10</td>
<td>Calloway</td>
<td>1-C-a</td>
<td>30</td>
</tr>
<tr>
<td>101</td>
<td>10</td>
<td>Calloway</td>
<td>1-C-b</td>
<td>20</td>
</tr>
<tr>
<td>101</td>
<td>20</td>
<td>Smith</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>101</td>
<td>20</td>
<td>Wood</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

The PJPENTEM records are created as described above. In this situation, if the user assigns a resource at a summary task level, the association between resource name and summary task is treated as a comment, not as a valid assignment record.

After the project is activated, the employee “Calloway” works on the project and opens Timecard Entry (TM.TCE.00). After clicking the Scheduled Tasks button, the assignment information populates the timecard from table PJPENTEM and the employee enters the hours worked during the week:

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>TASK</th>
<th>Subtask</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>10</td>
<td>1-A</td>
<td>8</td>
<td>8</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>10</td>
<td>1-C-a</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

After the timecard is approved by Calloway’s manager and posted by Time Review and Approval (TM.TRA.00), the following records are created in PJTRAN (Calloway’s pay rate is $20 per hour):

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>PJT_ENTITY</th>
<th>EMPLOYEE</th>
<th>TR_ID23</th>
<th>AMOUNT</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>10</td>
<td>Calloway</td>
<td>1-A</td>
<td>360</td>
<td>18</td>
</tr>
<tr>
<td>101</td>
<td>10</td>
<td>Calloway</td>
<td>1-C-a</td>
<td>480</td>
<td>24</td>
</tr>
</tbody>
</table>
Posting Labor to General Ledger

Posting Labor to General Ledger is optional, depending on an option in Time and Expense Setup (TM.SET.00). To post the labor transactions to General Ledger, run GL Labor Posting (TM.GLP.00). Labor costs are posted to the ledger as expense debits. The offsets are credit postings to a liability account specified in Time and Expense Setup (TM.SET.00). Time and Expense Setup (TM.SET.00) also maintains the offset subaccount and allows the use of the wildcard substitution character $e$ to substitute values from the employee’s home subaccount in the Employee Master. A single record is created in the BATCH table each time the posting program runs. Transactions update the General Ledger Transactions table (GLTRAN) as released but unposted. The timecard document number and line number are stored in the GLTRAN fields RefNbr and ExtRefNbr respectively.

Companies often want labor to post to a variety of general ledger organizations (subaccounts) based on the employee’s home organization or the project or task to which time is charged. There are a number of ways to achieve this goal.

Labor can be charged to the ledger organization by entering the subaccount on the timecard line item. This will book the labor expense to the charged subaccount. With the various Project Management and Accounting time entry screens, the subaccount defaults to either the employee’s home organization, stored in the Employee Master table, or the subaccount defined for the charged project. The desired default is specified in Time and Expense Setup (TM.SET.00).

Only the labor transactions for employees whose home company matches the login company are processed. If the employee’s home company does not match the charged company, inter-company postings are created.
Timesheet Posting

Three types of postings can take place when the user clicks Post Timesheet in Project Timesheet Entry (TM.PTE.00) or Project Timesheet with Rate/Amount Entry (TM.PTA.00): labor posting, equipment posting, and posting of units of production.

Labor Posting

For each line item in the main grid, if an employee ID has been entered, labor is posted. There are two types of labor posting: direct and indirect. Direct posting bypasses the creation of timecard records, posting transactions directly into the project transaction and summary tables as well as the Labor Distribution table (PJLABDIS). Indirect posting creates timecard documents, which may be maintained and approved as if they were regular timecards.

Direct Posting

For direct posting, there are no timecards created, for example, no PJLABHDR or PJLABDET records. Instead, the timesheet is posted directly to PJLABDIS, PJTRAN, and to the summary tables PJACTSUM, PJACTROL, PJPTDSUM, and PJPTDROL. The records created are identical to those created by Time Review & Approval (TM.TRA.00) when a timecard is posted.

Indirect Posting

Indirect posting consists of either updating or creating a timecard. If a timecard header record with this employee/timecard period-ending date combination already exists (in PJLABHDR), the Total Hours field (le_id06) is updated and a PJLABDET record is either updated or added. In order to be updated, the following fields must match: project, task, account number, subaccount, labor class, union, work type, certified payroll flag, group code, workers' compensation code, shift, billable flag, labor rate, earnings type, rate source, home and charged company, user1-4, and transaction date, if any. If any of these fields do not match, a new PJLABDET record is inserted. If the detailed timecard option is selected in Time and Expense Setup (TM.SET.00), PJLABDLY records are also created, but there is no attempt to match existing PJLABDLY records. The timecard status must be In Process or Timesheet for this to occur; otherwise, a message appears and the timesheet status is set to Rejected.

If a labor header record does not already exist, a new record is created with a Status of Timesheet. If it is a new timecard, a PJLABDET record is also inserted.

Equipment Posting

For each line item in the main grid for which an equipment ID has been entered, equipment charges are posted. This consists of creating PJTRAN, PJTRANEX, PJPTDSUM, PJPTDROL, PJACTSUM, and PJACTROL records for the equipment charges. These same tables are updated with offset entries if so indicated in the equipment master. For the offset, the charged project is found in the equipment master and the task is blank. The account categories for both entries are entered in Project Controller Setup (PA.SET.00).

The equipment master also has a flag to indicate whether to post equipment charges to General Ledger. If so, BATCH and GLTRAN records are created. The account numbers are specified in Project Controller Setup (PA.SET.00). The subaccount of the charge is the subaccount of the timesheet detail line and the subaccount of the offset is found in the equipment master. If the home company of the equipment differs from the charged company, inter-company postings are created. After General Ledger records have been created, use Release GL Batches (01.400.00) to release the newly-created batch. If the period is closed in General Ledger, a warning message prompts to proceed or abort the process.

Units of Production Posting

For each line item in the units of production grid, if the units entered are other than zero, they are posted to only to the Project Management and Accounting tables. Units (quantities) are posted as zero
to PJTRAN, PJTRANEX, PJPTDSUM, PJPTDROL, PJACTSUM, and PJACTROL. The account category is entered in *Project Controller Setup* (PA.SET.00).
The Payroll Interface

Timecard information can transfer to Payroll, Advanced Payroll, or an external payroll system by running Pay Labor Interface (TM.PLI.00). The payroll system’s screens are then used to print payroll checks. You can also use Payroll screens for entering pay adjustments, retroactive pay, bonuses, commissions, or other special pay items if these have not been entered into Time and Expense for Projects as “flat pays” using Timecard with Rate/Amount Entry (TM.TEA.00).

Setting Up Pay Labor Interface

Employees are established in Project Controller’s Employee and Resource Maintenance (PA.EMP.00) to create and maintain the Employee Master information and in Employee Position/Rate Maintenance (TM.EPJ.00) for projects. The additional project-related data for employees is stored in the Employee Project table (PJEMPPJT). If you are transferring data to Payroll, you must also set up employee information in Payroll’s Employee Maintenance (02.250.00).

The pay group ID assigned to employees in the Pay Info tab of Payroll’s Employee Maintenance (02.250.00) must have a pay frequency of weekly or biweekly if weekly timecards are used, semi-monthly for semi-monthly timecards, and monthly for monthly timecards. For hourly employees, the hourly pay rate should be the same in both systems. For salaried employees, the salary rate entered depends on the pay frequency used.

For weekly or biweekly pay frequencies, the rate entered in Employee Position/Rate Maintenance (TM.EPJ.00) is 1/52 of the annual salary and the standard salary rate entered in the Pay Info tab is that number multiplied by 52 (to accommodate rounding problems caused by the division). For a monthly pay frequency, the rate entered in Employee Position/Rate Maintenance (TM.EPJ.00) is 1/12 of the annual salary and the standard salary rate entered in the Pay Info tab is that number multiplied by 12. For a semi-monthly pay frequency, the rate entered in Employee Position/Rate Maintenance (TM.EPJ.00) is 1/24 of the annual salary and the standard salary rate entered in the Pay Info tab is that number multiplied by 24.

When using the true labor costing method and Pay Labor Interface (TM.PLI.00) processes salaried employees, appropriate salary factors must be defined using Week Maintenance (TM.WEM.00). See Week Maintenance (TM.WEM.00) or “Labor Costing” on page 8 for details on defining salary factors.

Earnings Types

An essential aspect of Pay Labor Interface (TM.PLI.00) is the classification of types of pay, termed earnings types. Depending on the payroll system, the earnings type of a labor transaction may print on the employee’s pay stub to inform the employee about the wages that are being paid. The earnings type may also determine the transaction’s taxability and other deductions to which the wages are subject.

If Payroll is installed, earnings types are established in Earnings Type Maintenance (02.270.00). Within Project Management and Accounting, the same earnings types used in Payroll must also be set up in Code File Maintenance (PALCFM.00) using code type EARN for labor transactions from Time and Expense for Projects to update Payroll correctly. If Payroll is not installed, the earnings types set up in the code file are for information only.

Default earnings types for salary, hourly, overtime 1, and overtime 2 wages are defined in the Payroll Interface Setup tab of Time and Expense Setup (TM.SET.00) both for regular pay and for certified/prevailing wage pay. If the earnings type for certain labor charges should be other than the defaults from Time and Expense Setup (TM.SET.00) (when, for example, earnings for the period include adjustments, sick time, or vacation), an alternate earnings type can be established as a default at the project or task level (e.g., RETRO, SICK, VACATION, etc.). These override earnings types can be assigned to a specific project in Additional Project Information (PA.PRIJ.01) and/or to a specific task in Task (PA.PRIJ.02) of Project Maintenance (PA.PRIJ.00). If the global default from Time and Expense Setup (TM.SET.00) or the override defaults from Project Maintenance (PA.PRIJ.00) do not exist, you must enter the earnings type manually using a screen that displays and permits its entry, such as Timecard with Rate/Amount Entry (TM.TEA.00), Project Timesheet with Rate/Amount Entry (TM.PTA.00), or Payroll Time and Dollar Entry (02.020.00).
If Pay Labor Interface (TM.PLI.00) encounters a labor transaction with a blank earnings type for an employee whose pay type is S1 or S2, it uses the salaried earnings type. It uses the hourly earnings type if the employee’s pay type is HR. For transactions marked as certified payroll, the program uses the prevailing wage/certified earnings types in Time and Expense Setup (TM.SET.00).

Work Locations

The work location of the labor transaction identifies the location the work was performed, which may determine the taxes to which the wages are subject. City, county, and state taxes are typically levied only on wages earned within a specific geographic boundary.

Work locations are established in Project Controller’s Code File Maintenance (PA.CFM.00) using code type WLOC. Work locations can be assigned to a specific project in Project Controller’s Additional Project Information (PA.PRI.01) and/or to a specific task in Task (PA.PRI.02). If you are exporting timecard data to an external payroll system, both the task and the project work locations are written to the CSV file.

In order to process a timecard transaction in Payroll, it must have a work location associated with it. It is therefore necessary to establish work locations for all types of pay that are to be transferred to payroll in Payroll’s Work Location Maintenance (02.280.00) and in Project Controller’s Code File Maintenance (PA.CFM.00). Releasing the batch might fail if the same work locations do not exist in both screens. A work location is assigned to a payroll transaction first using the work location of the task (if any), then that of the project (if any), and lastly the employee default value. Default work locations are specified for each employee in Payroll’s Employee Maintenance (02.250.00).

Employee Types

It is possible to filter the timecard transactions processed by Pay Labor Interface (TM.PLI.00) using Employee Type in Employee and Resource Maintenance (PA.EMP.00). Employee types are defined in the code file (code type EMPT). A data field is defined for this code type to indicate whether timecard transactions for employees with the selected employee type are exempt from being exported. Employee types defined as Exempt do not appear in the selection criteria on Pay Labor Interface (TM.PLI.00). If All is selected in Pay Labor Interface (TM.PLI.00), timecard transactions are skipped for employees with an employee type designated as exempt. If a specific employee type is entered, only timecard transactions for those employees with that employee type are processed.

Salary Factors

If labor is costed in Project Controller using the true labor costing method and there are salaried employees, salary factors must be established using Week Maintenance (TM.WEM.00). See “Labor Costing” on page 8 and “Posting Labor to General Ledger” on page 13 for details on defining salary factors.

Running Pay Labor Interface

You may choose to run Pay Labor Interface (TM.PLI.00) with either Payroll or an external payroll system.

Interfacing with Payroll

Pay Labor Interface (TM.PLI.00) creates payroll transactions in an unreleased state. Use Payroll’s Time and Dollar Entry (02.020.00) to review and release them. Once released, the transactions are then processed using standard Payroll screens.

For hourly employees, the units and amounts calculated in the Time and Expense for Projects module update PRTRAN. The Payroll module uses these values to calculate gross and net pay. For exempt salaried employees, the salary amount is stored in the tables maintained by the Payroll module and the units are read from the Standard Units Per Pay Period established for the pay group in Pay Group Maintenance (02.320.00). Therefore, employees whose pay type is S1 (salaried exempt) could be assigned an exempt employee type in Time and Expense for Projects’ Employee and Resource Maintenance (PA.EMP.00). If the hours entered into Time and Expense for Projects need to be stored in the employee’s history, the employee must be assigned a Payroll pay type of Exception in Payroll’s
Employee Maintenance (02.250.00). For an employee whose pay type is S2 (salaried non-exempt), the pay type must be set to Exception in Payroll's Employee Maintenance (02.250.00).

**Interfacing with Advanced Payroll**

If the Create Advanced Payroll Timesheet Entry Batch check box is selected in Time and Expense Setup (TM.SET.00), Pay Labor Interface creates Advanced Timesheet Entry (58.010.00) batches. Otherwise, selecting the Payroll option creates Time and Dollar Entry (02.020.00) batches.

**Interfacing with an External System**

Once a timecard is entered and approved, it becomes eligible for export to a CSV file. Pay Labor Interface (TM.PLI.00) creates a batch each time it is run. A timecard is eligible for transfer provided its timecard period-ending date is equal to or earlier than the timecard period-ending date entered on the screen, the timecard is posted, and it has not already been transferred. In addition, if an employee type has been defined in Project Controller's Employee and Resource Maintenance (PA.EMP.00), it must match the one selected on the screen or, if All is chosen, the type must not be exempt from processing by the Pay Labor Interface (TM.PLI.00). For corrected timecards, both the new timecard records and the records that back out the original timecard are transferred.

See “Pay Labor Interface (TM.PLI.00)” on page 101 for more information.
Travel Advances and Expense Reports

Integration with the Financial Modules

Account and subaccount values are validated against the Account (ACCT) and Subaccount (SUBACCT) tables.

There is an optional interface with Accounts Payable. When the Accounts Payable interface is active, employees must be associated with a valid vendor number using Employee and Resource Maintenance (PA.EMP.00). Expense Report Review & Approval (TM.ERA.00) automatically creates a released voucher batch for expense reports.

Expense Report Postings

There are three different types of reports: expense reports, employee advance reports, and employee repayment reports. In addition to the Project Management and Accounting postings (to PJTRAN and the summary and rollup tables), the following assumptions apply:

- Expense Report GL Posting: General Ledger transactions are created in table GLTRAN. One record is created for each detail line in the report, normally as a debit to the account and subaccount in the detail line (the account number originally comes from the Expense Type table, PJEXPTYP). The credit offset to this entry is the employee clearing account and subaccount for employee-paid expenses (payment_cd = '****') or the company clearing account and subaccount for company-paid expenses (payment_cd <> '****'). In addition, if the report header shows an Advanced Used amount, a credit to the advance account and subaccount takes place and the amount posted to Employee Clearing is reduced by this amount.

  Note: Postings made to the account in Employee Clearing are summarized for the entire report, while postings to the account in Company Clearing are made in detail so that the vendor ID may be tagged to the company clearing records for reconciliation purposes.

- Employee Advance GL Posting: Two GLTRAN records are written. One is a debit to Employee Advance, the other a credit to Employee Clearing.

- Employee Repayment GL Posting: Two GLTRAN records are written. One is a credit to Employee Advance, the other a debit to Employee Clearing.

- GL Posting: One batch header record is created in the BATCH table each time a user clicks Begin Processing, although the batch may contain multiple expense reports. The transactions of each expense report are posted separately; that is, no summarization of transactions within the batch occurs. The batch number is obtained from PJDOCNUM.LastUsed_6.

- AP Posting: If the Expense Setup tab of Time and Expense Setup (TM.SET.00) indicates that the Accounts Payable interface is being used, each expense report or advance that credits Employee Clearing (that is, the employee is owed money) creates an Accounts Payable document/voucher in an Accounts Payable batch. One APTRAN record is produced for each APDOC record, posting a debit to Employee Clearing. The Accounts Payable batch number is obtained from APSETUP.LastBatNbr. The expense report’s document number is written to APDOC.InvcNbr.

- Tax Posting: When processing an employee-paid detail line that has an expense type of tax (Tax Flag is set to Yes in Expense Type Maintenance (TM.ETM.00)), the program retrieves the tax ID assigned to the expense type and updates the Tax History table (SlsTaxHist) for the fiscal period associated with the detail line’s transaction date. In addition, the program also updates the Document Tax History table (HistDocSlsTax).

- The employee advance balance is maintained in field EM_ID07 of the Employee Master table. Employee advances increment this field, while employee repayments and advances used decrement it. The vendor ID used for the Accounts Payable interface is obtained from the EM_ID01 field in the Employee Master table.
Time and Expense for Projects

- The expense header record (table PJEXPHDR) is updated with the fiscal period and a status of P for Posted. For audit trail purposes, the number of the batch in General Ledger is stored in TE_ID03 and the Accounts Payable Batch and RefNbr are stored in TE_ID02. This information can be viewed in Additional Info of Travel & Expense Report Entry (TM.ENT.00).

- The employee clearing, company clearing, and advance accounts and subaccounts are specified on the Expense Setup tab of Time and Expense Setup (TM.SET.00) and stored control parameter TE SETUP. The Accounts Payable interface flag is also stored in this parameter.

- The following reference data is written to the GLTRAN record:
  - GLTRAN.ID – vendor number assigned to payment code (if applicable; used for company-paid expenses)
  - GLTRAN.ExtRefNbr – trip/expense ID
  - GLTRAN.RefNbr – document number
  - GLTRAN.TranDesc – freeform comment entered for line item
  - GLTRAN.EmployeeID – employee ID
  - GLTRAN.Qty – units
  - GLTRAN.ProjectID – project (set to spaces for Clearing and Advance entries)
  - GLTRAN.TaskID – task (set to spaces for Clearing and Advance entries)
  - GLTRAN.PC_Flag – PJEXPDET.Status field (‘ ‘ = Item is Billable, ‘N’ = Item is Non-Billable)
  - GLTRAN.PC_Status – Set to 2 if project and task are non-blank, otherwise 0

In addition, the Module and JnltType are set to TE.

- The following reference data is written to the APTRAN record:
  - APTRAN.EmployeeID – employee number
  - APTRAN.TranDesc – expense header description

- The fiscal period for posting is specified by the approver for all batches (Project Management and Accounting, General Ledger, and Accounts Payable). Post-to Period is used for posting regardless of the expense report date.

- The batch number for the Accounts Payable batch is stored in APSETUP.LastBatNbr.

- The reference number for the Accounts Payable document is stored in APSETUP.LastRefNbr.

- The General Ledger batch number is stored in PJDOCNUM.LastUsed_6.

- The Manager Time and Expense Review option is turned on by Control Entry “PA MANAGER- REVIEW.” When on, documents that have a line item review counter (pjexphdr.te_id06) greater than 0 cannot be approved and posted. When the project manager accepts each line item that requires review using the Manager Line Item Review page, the counter is reduced to zero and the document appears as ‘Completed’ and can be approved/posted by this program.

Accounting Entries

Handling travel and employee expenses can produce a number of ledger postings based on the variety of items on the expense reports and the accounting methods and procedures used by each site. The Travel and Expense screens create balanced distributions as an independent system, creating journals to the ledger based on their entries. However, to complete the accounting understanding, this presentation includes the processes that may be used in Accounts Payable, Accounts Receivable, and General Ledger to show the associated flow and postings.

Advances

Advances are issued before most expenses are incurred. The amount advanced is generally used to establish an employee receivable for the advance. When the advance is used or repaid, the balance is reduced.
Advance requests are entered as a type of expense report and are processed through the approval process. If approved, the request updates Accounts Payable for disbursement of the funds. For an advance of X1 dollars, the ledger postings created by Expense Report Review & Approval (TM.ERA.00) are:

\[
\begin{array}{c|c|}
\text{Emp Receivables} & \text{Emp Clearing} \\
\hline
X1 & X1 \\
\end{array}
\]

This disbursement is paid in Accounts Payable by the creation of a voucher with the ledger entries:

\[
\begin{array}{c|c|}
\text{Emp Clearing} & \text{Emp Payables} \\
\hline
X1 & X1 \\
\end{array}
\]

When the check is issued, the disbursement entries from Accounts Payable are:

\[
\begin{array}{c|c|}
\text{Emp Payables} & \text{Cash} \\
\hline
X1 & X1 \\
\end{array}
\]

**Expense Reports**

In the simplest case, an employee incurs out-of-pocket expenses and submits an expense report with several different expenses (X1 and X2) to be reimbursed. The ledger postings generated by Expense Report Review & Approval (TM.ERA.00) are:

\[
\begin{array}{c|c|c|}
\text{Expense 1} & \text{Expense 2} & \text{Emp Clearing} \\
\hline
X1 & X2 & X1+X2 \\
\end{array}
\]

Whether through manual entry into Accounts Payable or the automated creation of the reimbursement in Accounts Payable, this liability is recorded by the entry with ledger entries such as:

\[
\begin{array}{c|c|}
\text{Emp Clearing} & \text{Emp Payables} \\
\hline
X1+X2 & X1+X2 \\
\end{array}
\]
When the employee is paid, the disbursement entries are:

\[
\begin{align*}
\text{Emp Payables} & \quad \text{Cash} \\
X1 + X2 & \quad X1 + X2
\end{align*}
\]

If you have issued an advance of \(X3\) to the employee to cover a portion of the travel or expense, the expense report shows this amount as a reduction to the reimbursement amount due the employee. A place on the expense report is reserved for entry of the advance used.

If the advance amount is less than the sum of expenses incurred by the employee, the balance should be paid to the employee either by a voucher entered into Accounts Payable or an expense reimbursement on the next paycheck. With the automated Accounts Payable interface, any balance due the employee (expenses \(X1 + X2\) less the advance used \(X3\)) establishes the need to generate a voucher or an expense payment. The expense report’s ledger postings are:

\[
\begin{align*}
\text{Expense 1} & \quad \text{Expense 2} & \quad \text{Emp Receivables} & \quad \text{Emp Clearing} \\
X1 & \quad X2 & \quad X3 & \quad X1 + X2 - X3
\end{align*}
\]

If the employee receives an advance for more than the expenses incurred, there is no payment due. In this instance, the amount of the advance used on the report is limited to the sum of the expenses paid by the employee. The account balance for Employee Receivables is reduced by the amount used and is available either for use on other expense reports or repayment by the employee. The postings that result for this type of expense report are:

\[
\begin{align*}
\text{Expense 1} & \quad \text{Expense 2} & \quad \text{Emp Receivables} \\
X1 & \quad X2 & \quad X1 + X2
\end{align*}
\]

A typical expense report has expenses paid by the employee as well as expenses paid by or charged to the company. This scenario poses a slightly more involved set of accounting entries. The employee entries are the same but a similar set of company entries are produced for expenses charged to the company as shown below:

\[
\begin{align*}
\text{Emp Expense 1} & \quad \text{Emp Expense 2} & \quad \text{Emp Receivables} & \quad \text{Emp Clearing} \\
X1 & \quad X2 & \quad X3 & \quad X1 + X2 - X3
\end{align*}
\]
In this case, the expense postings create two sets of balanced entries, one for the employee and a second for the company. The company clearing entries should be posted in detail to facilitate reconciling the vendor’s invoices.

The expense accounts are created using the expense type entered on each line of the employee’s report with a lookup in the Expense Type table. The advance account and the two clearing accounts are defined in the setup function of the module.

The subaccounts for the expense accounts are entered on the expense report, but a default subaccount is obtained using a hierarchy of lookups. The highest priority for the default is the task’s subaccount, followed by the project’s subaccount for expenses charged to a project. If the charge is not project-related, the employee’s subaccount is used. Finally, if neither has a subaccount, the user must enter one. The subaccounts for the asset account Employee Receivables and the two liability clearing accounts are stored in the setup data.

**Advance Repayment**

If the employee receives an advance for more than the expenses incurred, the employee owes the company money. The use of advances on expense reports reduces the employee’s balance in the ledger account for Employee Receivables. The balance is available either for repayment by the employee or for use on other expense reports.

If the employee repays any excess amount (X4) by submitting an Advance Repayment Expense Report, the postings from this document are:

<table>
<thead>
<tr>
<th>Cash</th>
<th>Emp Clearing</th>
</tr>
</thead>
<tbody>
<tr>
<td>X4</td>
<td>X4</td>
</tr>
</tbody>
</table>

The employee’s check (or cash) is submitted to the accounting department with, or attached to, the Repayment Expense Report. The repayment is then deposited into one of the company’s bank accounts and entered into the accounting system as miscellaneous cash, either in Accounts Receivable or as a ledger journal entry. The postings accompanying this transaction are:

<table>
<thead>
<tr>
<th>Emp Clearing</th>
<th>Emp Receivables</th>
</tr>
</thead>
<tbody>
<tr>
<td>X4</td>
<td>X4</td>
</tr>
</tbody>
</table>
Time and Expense for Projects Tasks

This section contains procedures explaining how to use the Time and Expense for Projects module. Following is a quick reference task list for the procedures contained in this section.

Quick Reference Task List

This list contains tasks that are commonly performed with Time and Expense for Projects. Each task is cross-referenced to a specific topic in this section.

How Do I Set Up...?

- Time and Expense for Projects screens for labor capture (see “Setting up Labor Capture” on page 27)
- Project Flex Time for Web Apps (see “Setting up Project Flex Time for Web Apps” on page 34)
- Time and Expense for Projects screens for travel and expense reporting (see “Setting up Travel and Expense Reports” on page 37)
- Employees (see “Setting up Employees” on page 41)
- Timecard periods (see “Setting up Timecard Periods” on page 44)
- Security for entry and approval functions (see “Setting up Security” on page 46)

How Do I Enter...?

- Standard timecards (see “Entering Standard Timecards” on page 48)
- Detailed timecards (see “Entering Detailed Timecards” on page 51)
- Daily or weekly timesheets (see “Entering Timesheets” on page 55)
- Adjustment or flat pay amounts (see “Entering Adjustments or Flat Pay Amounts” on page 58)
- Travel and expense reports (see “Entering Travel and Expense Reports” on page 60)

How Do I Release...?

- Timecards (see “Releasing Timecards” on page 62)
- Timesheets (see “Releasing Timesheets” on page 64)
- Expense reports (see “Releasing Expense Reports” on page 65)

How Do I Create...?

- Labor postings in General Ledger (see “Recording Labor Expenses in General Ledger” on page 67)
- Labor entries in Payroll (see “Transferring Labor Entries to Payroll” on page 68)
- Labor commitments to projects for unposted timecards (see “Creating Project Commitments for Unposted Timecards” on page 70)
- Vouchers for expense reports and advances in Accounts Payable (see “Generating Expense Report Vouchers in Accounts Payable” on page 71)
- Expense report postings in General Ledger (see “Recording Charges from Expense Reports to General Ledger” on page 74)
- Certified payroll reports (see “Generating Certified Payroll Reports” on page 75)
How Do I...?

- View missing or incomplete timecards (see “Identifying Missing and Other Unposted Timecards” on page 79)
- Correct posted timecards (see “Correcting a Posted Timecard” on page 81)
- Reconcile expense report charges to vendor statements (see “Reconciling Expense Reports to Vendor Statements” on page 83)
- Correct a “Process Already in Progress” condition (see “Correcting a “Process Already in Progress” Error” on page 84)
Setting up Labor Capture

To set up the time entry functions in the Time and Expense for Projects module:

1. Open Time and Expense Setup (TM.SET.00) and select the **General Information** tab.

![Time and Expense Setup (TM.SET.00), General Information tab](image)

2. Select the day of the week on which timecard periods begin from the **First Day of Week in Timecard Entry** list.

   **Example:** If timecard periods end on Sunday, select Monday from the **First Day of Week in Timecard Entry** list.

3. To allow the information recorded on timesheets to post directly to the project transaction, summary, and rollup tables when the employee completes the timesheet, select the **Post Timesheets Directly** check box.

   However, if you want to require that timesheets create timecards first in order to subject them to the review and approval process or to create project commitments, clear this check box.

4. If partial timecard periods are used to break around fiscal period-end, select the **Disable Days not in Timecard Period** check box to prevent employees from entering hours for a day that falls in another pay period.

   **Note for sites that desire semi-monthly or monthly timecards:** Although the Time and Expense for Projects module was designed to capture labor weekly on a day-by-day basis, it is possible to enter time worked during a period longer or shorter than a week.

5. To post the hours worked and invoice comments on each day separately using the actual date worked, select **Day Totals** under **Labor Transactions and Invoice Comments**. However, if you want to have hours and invoice comments for the timecard period recapped by project and task using the timecard period-ending date, select **Week Totals** instead.

6. If starting and ending times must be captured for internal or reporting purposes, employees must submit their hours using timesheets or detailed timecards. To require the use of detailed timecards, select the **Require use of Time Detail screen** check box. To require the entry of starting and ending times, select Required from the **Start/End Times** list.
If you select the **Require use of Time Detail screen** check box, employees can enter timecards only using Time Detail (TM.DLY.00).

If it is not necessary to capture starting and ending times, select **Week Totals** under **Labor Transactions and Invoice Comments** and clear the **Require use of Time Detail screen** check box.

7. If employees are eligible to receive pay in lieu of fringe benefits on prevailing wage jobs, enter (or select from possible values) the account number to which the fringe pay amounts will post in **Certified Fringe Account**.

8. If the default company ID and subaccount for project and general ledger labor postings should be the home company and subaccount of the employee who performed the work, select **From Employee** in the Default Company and Subaccount for Timecard Entry area.

   To default the labor entries’ company ID and subaccount from those of the project charged, select **From Project**.

9. If labor charges from Time and Expense for Projects must post to General Ledger before the period closes, select the **Require GL Labor Posting to Close** check box.

   If labor charges are recorded to General Ledger from another source, clear this check box.

10. To create a transaction in General Ledger for each labor transaction when you run **GL Labor Posting** (TM.GLP.00), select the **Post Labor to GL in Full Detail** check box.

   To summarize the postings for each charged company-account-subaccount combination, clear this check box.

11. If labor charges from the Time and Expense for Projects module will be recorded in General Ledger, enter (or select from possible values) the default **Account** and **Subaccount** under GL Labor Posting and Pay Labor Interface Offset. An accrued wages account is often established for this purpose. You can designate a specific subaccount for these postings or the system can determine the subaccount based on the employees’ home subaccounts or portions thereof. If **Subaccount** contains the wildcard character $, error messages about subaccounts that are not valid, which were created by substituting wildcards with actual values, appear in the event log.

   **Note:** An override to the default offset account can be established by employee type in **Code File Maintenance** (PA.CFM.00) using code type EMPT. See “Setting up Employees” on page 41 for more information.

12. To require employees to record a reason for adding, changing, or deleting a timecard line item or for correcting or deleting an entire timecard, select the **Detail Audit Trail Activated** check box. For more information about the options available when using this feature, see the description for “Detail Audit Trail Activated (check box)” on page 131.
13. If employees are eligible to receive overtime pay, select the **Overtime Setup** tab in *Time and Expense Setup (TM.SET.00)*.

![Time and Expense Setup (TM.SET.00), Overtime Setup tab](image)

14. If the overtime premium should post to an account number that differs from the base wages, select the **Separate Premium Portion of Overtime** check box. Enter, or select from possible values, the account number to which the overtime premium should post when you run *GL Labor Posting (TM.GLP.00)*. If the overtime premium should also post to the charged project, select the **Post Premium Amounts to Project** check box.

If, however, the overtime premium should post to the same account number as the base wage portion, clear the **Separate Premium Portion of Overtime** check box and enter, or select from possible values, the account numbers to which wages entered for **Overtime 1** and **Overtime 2** hours, respectively, will post.

15. Assign values for the **Overtime 1** and **2 Multipliers**. Hours entered for overtime 1 and 2 have their rate multiplied by these values when calculating gross pay. Typical values for these fields are 1.5 for the **Overtime 1 Multiplier** (time and a half) and 2.0 for the **Overtime 2 Multiplier** (double time).
16. To select the options for retrieving rates when costing labor, select the **Labor Rate Setup** tab in *Time and Expense Setup* (TM.SET.00).

![Time and Expense Setup (TM.SET.00), Labor Rate Setup tab](image)

**Figure 3: Time and Expense Setup (TM.SET.00), Labor Rate Setup tab**

17. Select the method for looking up hourly rates when hours are costed. If labor should be costed using a lookup hierarchy of Flexible Rate, Union Rate, Project-specific rate, and Employee default rate, select Use Rate Hierarchy F/U/P/E from the **Rate Lookup Method** list; otherwise, select Take Highest Rate.

**Note:** If you select Use Rate Hierarchy F/U/P/E, project-specific rates always take precedence over the employee’s default rate, even when the default rate is higher than the project rate, because once the program finds a rate to apply, it stops looking for additional rates further down in the hierarchy.

18. If flexible rates from the rate tables are used to cost hours, enter, or select from possible values, the rate type that, in combination with the rate table specified as the project’s **Labor Rate Table ID** in *Project Maintenance* (PA.PRIJ.00), can be used to retrieve the appropriate rate in **Rate Type for Labor**.

**Note:** Since time and expense entry functions only post in the base currency of the database (as defined in GL Setup (01.950.00)), only those rate types that are associated with base currency can be selected. Rate types are set up using **Rate Type Definition** (PA.RTM.00).

19. Select whether to cost labor when hours are entered or approved. If you select **Entry** under **Cost Labor on Entry or Approval**, the applicable rate is retrieved by the entry screen and the extended amounts (hours x rate) are stored in the Labor Detail table (PJLABDET). The rates and extended amounts may also be visible during data entry if the entry screen is **Timecard with Rate/Amount Entry** (TM.TEA.00), **Project Timesheet with Rate/Amount Entry** (TM.PTA.00), or **Time Detail** (TM.DLY.00) when accessed from **Timecard with Rate/Amount Entry** (TM.TEA.00).
**Note:** This option cannot be used in conjunction with the *Timecard* in Microsoft Dynamics SL Web Apps. If you select **Approval** under **Cost Labor on Entry or Approval**, the amounts are not extended until the document is approved. Select this option if employees submit timecards and expense reports using the *Timecard* in Microsoft Dynamics SL Web Apps.

20. To specify the default values used in the transactions created in the Payroll or Advanced Payroll module (or in a flat file for importing into an external payroll system) when you run **Pay Labor Interface** (TM.PLL.00), select the **Payroll Interface Setup** tab in **Time and Expense Setup** (TM.SET.00).

![Figure 4: Time and Expense Setup (TM.SET.00), Payroll Interface Setup tab](image)

21. First, define earnings types in **Code File Maintenance** (PA.CFM.00) in the Project Controller module using code type EARN. Earnings types are established as follows:

- If you use the Payroll module for generating paychecks, you must set up earnings types in **Earnings Type Maintenance** (02.270.00). Within Project Management and Accounting, set up the same earnings types in **Code File Maintenance** (PA.CFM.00) in order for labor transactions from Time and Expense for Projects to update Payroll correctly.

- If Payroll is not installed, use **Code File Maintenance** (PA.CFM.00) to set up earnings types that reflect the types of pay that employees might receive.

**Note:** Depending on the payroll system used, the earnings type of a labor transaction may print on the employee’s pay stub to inform the employee about the wages that are being paid. The earnings type can also determine the transaction’s taxability and other deductions to which the wages are subject.

22. Enter, or select from possible values, the default earnings types that will be assigned to labor transactions for both regular and certified/prevailing wages. If the earnings type should be other than the defaults from **Time and Expense Setup** (TM.SET.00) for certain labor charges (for
example, when earnings for the period include adjustments, sick time, or vacation), an override earnings type can be established as a default at the project or task level (e.g., RETRO, SICK, VACATION, etc.). Assign an override earnings type to a specific project in Additional Project Information (PA.PRJ.01) and/or to a specific task in Task (PA.PRJ.02).

23. Define work locations in Code File Maintenance (PA.CFM.00) using code type WLOC. Work locations are established as follows:

- If you use the Payroll module for generating paychecks, you must set up work locations in Work Location Maintenance (02.280.00). Within Project Management and Accounting, set up the same work locations in Code File Maintenance (PA.CFM.00) in order for labor transactions from Time and Expense for Projects to update Payroll correctly. Default work locations are specified for each employee in Payroll’s Employee Maintenance (02.250.00).

- If Payroll is not installed, use Code File Maintenance (PA.CFM.00) to set up work locations that reflect the places where employees might work.

- If the work location of certain labor charges should be other than the default from Employee Maintenance (02.250.00) or if Payroll is not installed, a work location can be established as a default at the project or task level. Assign a work location to a specific project in Additional Project Information (PA.PRJ.01) and/or to a specific task in Task (PA.PRJ.02).

**Note:** Work locations identify the physical place the work was performed. Depending on the payroll system used, the work location of a labor transaction may determine the taxes to which the wages are subject. City, county, and state taxes are typically levied only on wages earned within a specific geographic boundary.
24. By default, the primary approver of timecards is the employee’s supervisor and the secondary approver is the employee’s manager. (Assign each employee a supervisor and a manager in Employee and Resource Maintenance (PA.EMP.00) in the Project Controller module.) To set up a more flexible approval hierarchy, select the Approval Setup tab in Time and Expense Setup (TM.SET.00).

![Time and Expense Setup (TM.SET.00), Approval Setup tab](image)

25. If you do not need both approvers and want to assign only managers to employees, you can specify that the manager is the default approver in Time and Expense Setup (TM.SET.00) by selecting Manager from the Default Timecard Approver list. You can also select a single employee to be the default approver for all employees’ timecards in Time and Expense Setup (TM.SET.00) by selecting Other from the Default Timecard Approver list and entering the approver’s employee ID in the field next to the list.

26. To allow employees to override the default approver for individual timecards, select the Enable manual selection of Timecard Approver check box in Time and Expense Setup (TM.SET.00).
Setting up Project Flex Time for Web Apps

Options on the **Project Flex Time** tab of *Time and Expense Setup* (TM.SET.00) activate and define the default page and field layout for the *Timecard* in Microsoft Dynamics SL Web Apps. On this tab, you can

- Indicate whether your time reporting periods are longer than a week
- Designate the customer, project, and task identification numbers or descriptions that will appear in Microsoft Dynamics SL Web Apps *Timecard*
- Specify other fields that will appear in the web application for *Timecard*

**Configure decimal precision**

To set up *Timecard Web App* project flex time settings in the Time and Expense for Projects module:

1. Open *Time and Expense Setup* (TM.SET.00) and select the **Project Flex Time** tab.

   ![Image of Time and Expense Setup (TM.SET.00), Project Flex Time tab]

   *Figure 6: Time and Expense Setup (TM.SET.00), Project Flex Time tab*

2. Select the **Project Flex Time Activated** check box to indicate the entry of timecards will be done using Project Flex Time.

   **Note:** A time reporting period that includes the current business date must be defined in *Week Maintenance* (TM.WEM.00) prior to users entering timecards in Microsoft Dynamics SL Web Apps *Timecard*.

3. Select the **Time reporting periods > 7 days** check box to indicate payroll periods are longer than seven days. For example, payroll periods are 14 days when payroll checks are processed every 2 weeks.
Note: If you select this check box, be sure to let your employees know that they will see only a single column for storing all of the hours on a row.

4. Select the **Disallow entry to future days** check box to prohibit the entry of time for days past the current date.

5. Select Standard from the **Resource Schedule Source** list to have an employee's task assignments appear. Task assignments are defined on **Resource Assignment** (PA.RAS.00). Otherwise, select None to require the manual entry of projects and tasks.

6. Select the **Hide the Task Total Column** check box to conceal the **Task Total** column.

7. Select the **Allow Correcting Timecard** check box to enable an employee to enter correcting timecards.

8. Select Show from the **Allow Non-Billable** list to display the **Non-billable** field. If you do not want the field to appear, select Show Disabled to make it unavailable or Not Used – Hide to conceal it.

9. Select Show from the **Allow Overtime** list to display the **OT1** and **OT2** fields. If you do not want the overtime fields to appear, select Show Disabled to make them unavailable or Not Used – Hide to conceal them.

10. Select Show from the **Show Weekends** list to display Saturdays and Sundays. If you do not want the days to appear, select Show Disabled to make them unavailable or Not Used – Hide to conceal them.

11. Select Show from the **Show Hours to Complete** list to display the **Hours to Complete** field. If you do not want the field to appear, select Don’t Show.

12. Select Show from the **Show Company** list to display the company identification number. If you do not want the identification number to appear, select Show Disabled to make it unavailable or Not Used – Hide to conceal it.

13. Select Show from the **Show Labor Class** list to display the labor class identification number. If you do not want the identification number to appear, select Show Disabled to make it unavailable or Not Used – Hide to conceal it.

14. Select Show from the **Show GL Account** list to display the account number. If you do not want the number to appear, select Show Disabled to make it unavailable or Not Used – Hide to conceal it.

15. Select Show from the **Show GL Subaccount** list to display the subaccount number. If you do not want the number to appear, select Show Disabled to make it unavailable or Not Used – Hide to conceal it.

16. Select Show from the **Show Union Code** list to display the union code. If you do not want the code to appear, select Show Disabled to make it unavailable or Not Used – Hide to conceal it.

17. Select Show from the **Show Work Type** list to display the work type. If you do not want the type to appear, select Show Disabled to make it unavailable or Not Used – Hide to conceal it.

18. Select the **Display Grid Cell Tooltip: Cpy, Labor, Acct, Sub** check box information in a tooltip when the user hovers over a cell in the grid. If you do not want the tooltip to appear, select Show Disabled to make it unavailable or Not Used – Hide to conceal it.

19. Select the **Customer Code, Project Code, or Task Code** check boxes to display the customer, project, or task identification numbers. If you want to display customer names, project descriptions, or task descriptions instead of the identification numbers, clear these check boxes. Instead, specify the maximum number of characters of the customer name, project description, or task description to display in **Customer Characters of Descr, Project Characters of Descr, or Task Characters of Descr**. For example, if you want to display the first 15 characters of customer name, clear the **Customer Code** check box and enter 15 in **Customer Characters of Descr**.

20. Select Show from the **Show Certified PR** list to display the **Certified Payroll** field. If you do not want the field to appear, select Show Disabled to make it unavailable or Not Used – Hide to conceal it.

21. Select Show from the **Show Group Code** list to display the **Group Code**. If you do not want the code to appear, select Show Disabled to make it unavailable or Not Used – Hide to conceal it.

22. Select Show from the **Show Worker Comp** list to display the **Worker Comp** field. If you do not want the field to appear, select Show Disabled to make it unavailable or Not Used – Hide to conceal it.
23. Select Show from the **Show Shift** list to display the **Shift** field. If you do not want the field to appear, select Show Disabled to make it unavailable or Not Used – Hide to conceal it.

24. Select Show from the **Show Mgr Review** list to display the **Mgr Review** field. If you do not want the field to appear, select Show Disabled to make it unavailable or Not Used – Hide to conceal it.

25. Specify the number of decimal places for hours reported in **Decimals - Hours**.
Setting up Travel and Expense Reports

To set up the expense entry functions in the Time and Expense for Projects module:

1. Open *Time and Expense Setup (TM.SET.00)* and select the **Expense Setup** tab.

2. If Accounts Payable is installed, select the **Interfaced to Accounts Payable** check box so that approved requests for employee advances and expense report reimbursements automatically create released AP vouchers.

3. If the default company ID for expense report charges posted to the project and general ledger should be the home company of the employee who submitted the report, select **From Employee** in the Default Company and Subaccount for Travel and Expense Entry area.
   
   To default company ID of the expense entries from the charged project, select **From Project**.

4. Enter, or select from possible values, the account and subaccount to be used when posting employee advances, employee clearing (for employee-paid expenses), and company clearing (for company-paid expenses).
5. By default, the primary approver of expense reports is the employee’s supervisor. (Assign each employee a supervisor in Employee and Resource Maintenance (PA.EMP.00) in the Project Controller module.) To set up a more flexible approval hierarchy, select the Approval Setup tab in Time and Expense Setup (TM.SET.00).

![Time and Expense Setup (TM.SET.00), Approval Setup tab](image)

6. If you want to assign only managers to employees, you can specify that the manager is the default approver in Time and Expense Setup (TM.SET.00) by selecting Manager from the Default Expense Report Approver list. You can also select a single employee to be the default approver for all employees’ expense reports in Time and Expense Setup (TM.SET.00) by selecting Other from the Default Expense Report Approver list and entering the approver’s employee ID in the field next to the list.

7. To allow employees to override the default approver for individual expense reports, select the Enable manual selection of Expense Approver check box in Time and Expense Setup (TM.SET.00).

8. To set limits on the monetary amounts that various approvers can approve, select the Enable approval limit checking check box.

Note: If you choose to enforce approval limits, carefully consider allowing employees to override the default approver by selecting the Enable manual selection of Expense Approver check box. The check for the approver’s approval limit occurs during entry of the expense report in Travel & Expense Report Entry (TM.ENT.00) and again during processing in Expense Report Review & Approval (TM.ERA.00). If you check approval limits and prevent employees from overriding their default approver, employees might not be able to enter expense reports until you raise the default approver’s approval limit. Otherwise, employees will be forced to split up their expenses onto separate reports in order to keep the amount of each report within their specified approver’s approval limit.
9. Open Expense Type Maintenance (TM.ETM.00) to set up the various types of expenses that may be recorded on expense reports. If a company-wide rate should be applied to all charges to an expense type, select Yes at **Units Required** and assign the rate in **Default Rate**.

![Expense Type Maintenance](image)

**Note:** Expense Type Maintenance (TM.ETM.00) requires the entry of chart of account numbers, not account categories, for the postings created when expense reports are released. If you enter an account number that is not associated with an account category, no project postings will be created from charges to that expense type.

10. Define payment methods for expenses paid directly by the company in Code File Maintenance (PA.CFM.00) using code type TEPM. Payment methods represent the various means by which company-incurred expenses may be paid. While the employee-paid method is pre-loaded, any company-paid methods must be defined in the code file.

You can associate a vendor with the payment method by entering the vendor’s ID in **Vendor ID**. The vendor ID appears with the transaction in Account History Detail (01.300.01).
11. Open *Employee and Resource Maintenance* (PA.EMP.00) and associate each project employee who is eligible to submit expense reports with an active vendor ID. If the **Interfaced to Accounts Payable** check box is selected in *Time and Expense Setup* (TM.SET.00), employees will be unable to prepare expense reports until their project employee ID is associated with a vendor ID.

![Employee and Resource Maintenance (PA.EMP.00) screenshot](image)

*Figure 10: Employee and Resource Maintenance (PA.EMP.00)*

See “Travel Advances and Expense Reports” on page 19 for more information on the postings generated from expense reports.
Setting up Employees

To set up employees:

1. In the Project Controller module, define employee types in Code File Maintenance (PA.CFM.00) using code type EMPT. An optional data field, **Exclude PR Xfer**, has been defined for this code type to specify whether the labor transactions of employees assigned the selected employee type are exempt from being transferred to Payroll or to an export file when Pay Labor Interface (TM.PLL.00) is run for the period. If an employee type should be exempt from export, enter Y at **Exclude PR Xfer**.

   Another optional data field in Code File Maintenance (PA.CFM.00), **Offset GL Acct**, provides the ability to override the account number specified as the default GL Labor Posting and Pay Labor Interface Offset in Time and Expense Setup (TM.SET.00). If an override offset account is assigned to an employee type, employees assigned this employee type have their labor charges offset by the override account by GL Labor Posting (TM.GLP.00). The override account also becomes the account for labor charges in the Time and Dollar batch created when Pay Labor Interface (TM.PLL.00) transfers wage details to Payroll. If the wage expense for employees with a particular employee type should be offset by a different account number than that specified in Time and Expense Setup (TM.SET.00), enter, or select from possible values, the override account number at **Offset GL Acct**.

2. In the Project Controller module, define labor classes in Code File Maintenance (PA.CFM.00) using code type LABC. An optional data field, **Labor GL Account**, has been defined for the code type that overrides the task's or project's labor account number for transactions charged to the labor class. If labor charged to a particular labor class should use a different account number than that specified for the charged task or project, enter (or select from possible values) the override account number at **Labor GL Account**.

   Labor class serves as a breakdown of the types of work performed and may determine the rate at which labor is costed. It may also form the basis for the application of labor rate markups by allocations. In addition, the labor class of a transaction may determine the account number to which the transaction will post in General Ledger when GL Labor Posting (TM.GLP.00) is run for the period. If the Flexible Billings module is installed, labor class can be used in the billing of work performed, both in defining the billing rates and for presenting (sorting and summarizing) labor on the invoice or its supporting detail. See “Labor Classes” on page 7 for more information on using labor classes.

   **Note:** If an override (project-specific) labor class is established for an employee on a project, it is automatically applied to a transaction in Timecard Entry (TM.TCE.00) and the other time entry screens whenever the employee charges the designated project.

3. If you use the Payroll module for generating paychecks, open Payroll’s Employee Maintenance (02.250.00). When all payroll-related information has been entered and saved, click **Project Info** to open Employee and Resource Maintenance (PA.EMP.00), where you can specify **Employee Type**, **home Company ID. Supervisor** and **Manager. Vendor ID**, email options, and the balance forward amount of any outstanding employee advances. See “Employee and Resource Maintenance (PA.EMP.00)” in the Project Controller user guide or online help for more information about the fields on this screen.

   **Note:** Although Vendor ID is not required before saving a new employee ID, an active vendor ID must be assigned to the employee before requests for advances and expense reimbursements can be entered into Travel & Expense Report Entry (TM.ENT.00) if **Interfaced to Accounts Payable** is selected in Time and Expense Setup (TM.SET.00).
4. If you do not use the Payroll module, open *Employee and Resource Maintenance* (PA.EMP.00) from the Project Controller menu and manually assign an employee ID.

![Employee and Resource Maintenance (PA.EMP.00)](image)

*Figure 11: Employee and Resource Maintenance (PA.EMP.00)*

5. At **Name**, enter the employee’s name as it should appear in inquiries and reports. Preface the last name with @ to indicate the name that will be used for sorting.

6. If the employee will be eligible to approve other employees’ expense reports and you want to set limits on the monetary amounts that various approvers can approve, enter the employee’s approval limit in **Exp Report Approval Limit**. Whether approval limits are enforced depends on the setting of the **Enable approval limit checking** check box in *Time and Expense Setup* (TM.SET.00).

7. In addition to the fields mentioned in step 3, a home **GL Subaccount** must be assigned to the employee. The Time and Expense for Projects module uses employees’ home subaccounts extensively for inquiry and reporting purposes. In addition, the home subaccount may determine the default subaccount for postings to General Ledger and Project Management and Accounting if so designated in *Time and Expense Setup* (TM.SET.00).

**Note:** See “*Employee and Resource Maintenance (PA.EMP.00)*” in the Project Controller user guide or online help for more information about the fields on this screen.
8. When the fields that are applicable to employee processing within Project Management and Accounting have been entered, click **Position/Rates** to open Employee Position/Rate Maintenance (TM.EPJ.00). Enter default and project-specific information such as pay rates, labor classes, union ID, and workers’ compensation code. See “Employee Position/Rate Maintenance (TM.EPJ.00)” on page 88 for more information about the fields on this screen.

![Employee Position/Rate Maintenance (TM.EPJ.00)](image)

**Figure 12: Employee Position/Rate Maintenance (TM.EPJ.00)**

- **Note:** If you selected Take Highest Rate from the Rate Lookup Method list in Time and Expense Setup, project-specific rates always take precedence over employee default rates, even when the default rate is higher than the project-specific rate.

9. If labor is performed by union workers, define union codes and rates in Union Rate Maintenance (TM.URE.00). Union rates are associated with a Labor Class and an optional Work Type, which may serve to further break down types or grades of work performed by union employees.

**Example:** Union code IATSE 116 may include rates for labor classes STG (stagehand) and WARD (wardrobe). Within labor class STG, different rates may apply to apprentice, journeyman, and master stagehands. Freeform work types AP, JM, and MS could be used to assign different rates based on the employee’s level of expertise. A default union code and work type can then be assigned to each union employee the Union and Work Type fields in Employee Position/Rate Maintenance (TM.EPJ.00).

10. If labor is performed on prevailing wage jobs, define prevailing wage codes and rates in Prevailing Wage Rate Maintenance (TM.PRE.00). Prevailing wage rates are associated with a Labor Class and an optional Group, which may serve to further break down types or grades of work performed on prevailing wage jobs.

**Example:** Prevailing wage code CA00 may include rates for labor classes ASPH (asphalt worker) and FLAG (flagman). Within group code ASPH, different rates may apply to daytime, nighttime, and weekend work. Freeform group codes DT, NT, and WE could be used to assign different rates based on the time of day worked. A default group code can then be assigned to each employee who charges time to prevailing wage jobs in the Prev Wage Group field in Employee Position/Rate Maintenance (TM.EPJ.00).

**Note:** Projects are designated as prevailing wage jobs by entering a prevailing wage code in Additional Project Information (PA.PRJ.01).
Setting up Timecard Periods

The Time and Expense for Projects module accommodates daily, weekly, biweekly, semi-monthly, and monthly periods.

**Note:** Weekly timecard periods are recommended if the company is required to submit certified payroll reports.

**To set up timecard periods:**

1. Open *Week Maintenance* (TM.WEM.00).

![Week Maintenance (TM.WEM.00)](image)

2. At *Week Ending Date*, enter the date of the last day of the timecard period.

3. Assign a *Labor Period* to the timecard period. A labor period groups timecard periods into a time reporting period, which does not have to be the same as the financial fiscal period or calendar month. *Timecard Status* (TM.TCS.00) uses the labor period to group timecard periods for display purposes.

4. Assign a *Timecard Period* number to the timecard period. *Timecard Status* (TM.TCS.00) displays timecards that are missing (or that have the selected status) by timecard period number within the specified labor period. The *Timecard Status* (TM.TCS.00) grid displays up to 35 timecard periods for each fiscal period.

5. Enter the *Fiscal Period* to which labor charges for the timecard period should post in General Ledger and Project Management and Accounting transaction tables.

6. Enter the *Salary Factor* for the timecard period. For more information about salary factors, see “True Labor Costing” on page 8.
7. Open *Time and Expense Setup* (TM.SET.00) and select the day of the week on which each timecard period begins from the **First Day of Week in Timecard Entry** list.

![Image of Time and Expense Setup (TM.SET.00)](image-url)

*Figure 14: Time and Expense Setup (TM.SET.00)*
Setting up Security

In addition to the screen-level security provided by Access Rights Maintenance (95.270.00), Project Management and Accounting provides employee-level security for many entry screens using passwords, ensuring that employees can enter Time and Expense for Projects documents only for themselves. The entry screens that may use employee password security are:

- **Timecard Entry** (TM.TCE.00)
- **Timecard with Rate/Amount Entry** (TM.TEA.00)
- **Project Timesheet Entry** (TM.PTE.00) *(Preparer only)*
- **Project Timesheet with Rate/Amount Entry** (TM.PTA.00) *(Preparer only)*
- **Timecard Correction** (TM.COR.00)
- **Travel & Expense Report Entry** (TM.ENT.00)

To set up employee-level security:

1. Open **Password Maintenance** (PA.PWD.00) in the Project Controller module.
2. Type EMP in **Password Type**.
3. Type the employee ID in **Key Value**.
4. Type the employee's password in **Password**.

Several inquiry and processing screens can use organizational security in addition to employee security. Organizational security uses passwords for subaccounts and portions thereof when selecting documents for inquiry or processing. Since the entry of partial values is supported, use of organizational security entails careful planning.

**Example:** To institute organizational security for subaccount 00-000-00-00-00-00-0, passwords would need to be established for all of the following key values:

- 0
- 00
- 00-0
- 00-00
- 00-000
- 00-000-0
- 00-000-00
- 00-000-00-0
- 00-000-00-00
- 00-000-00-00-0
- 00-000-00-00-00

The screens that may use organizational security in addition to employee security are:

- **Time Review & Approval** (TM.TRA.00)
- **Time Review & Approval with Rates/Amounts** (TM.TAA.00)
- **Timecard Status** (TM.TCS.00)
- **Expense Report Review & Approval** (TM.ERA.00)
To set up organizational security:
1. Open Password Maintenance (PA.PWD.00) in the Project Controller module.
2. Type ORG in Password Type.
3. Type the subaccount or beginning portion of the subaccount in Key Value.
4. Type the organization’s password in Password.
Entering Standard Timecards

To enter standard timecards:

1. If Cost Labor on Entry or Approval is set to Approval in Time and Expense Setup (TM.SET.00), open Timecard Entry (TM.TCE.00).

![Timecard Entry (TM.TCE.00)](image)

*Figure 15: Timecard Entry (TM.TCE.00)*
If the labor costing option is set to **Entry**, open **Timecard Entry (TM.TCE.00)** or **Timecard with Rate/Amount Entry (TM.TEA.00)**.

![Timecard with Rate/Amount Entry (TM.TEA.00)](image)

**Figure 16: Timecard with Rate/Amount Entry (TM.TEA.00)**

2. To create a new timecard, enter or select from possible values the employee ID in **Employee**. If an employee password is required, enter the password and click **OK**.

3. In **Week Ending**, enter a date within the timecard period for which you are entering hours.

4. To enter or charge overtime, select one or both of the **O/T 1** or **O/T 2** check boxes to enable the columns for overtime before beginning to enter a new timecard or retrieving an existing timecard.

   **Note:** Overtime hours are not automatically calculated.

5. To automatically copy all projects, tasks, and descriptions from the previous timecard into the current timecard period, click **Duplicate Last Timecard**.

6. In the grid, enter a freeform description of the work performed. This description will follow the transaction through the system and appear when drilling down to the transaction in **Transaction Detail Inquiry (PA.TRD.00)**.

7. At **Project**, enter, or select from possible values, the project ID to which the labor charge will post. The possible values window displays active projects.

8. At **Task**, enter, or select from possible values, the task ID to which the labor charge will post. The possible values window displays the active tasks for the selected project.

9. At **Subtask**, enter a subtask ID to which the labor charges will post. The field can be optional or required, depending on the setting of the **Resource Assignment Required to Charge Tasks** check box for the current project. If the check box is selected and the assignment records for the project, task, and employee all have a subtask, then this entry is required. If an assignment record has a blank subtask, this field can be blank. **Subtask** is optional if the **Resource Assignment Required to Charge Tasks** check box for the project is cleared.

10. The **Billable** flag controls whether the project transaction record generated by the release process is eligible to create a billing record in the Flexible Billings module.
11. Enter the time worked in hours (to the hundredth of an hour, if necessary) for the correct day. The timecard totals appear by row, by day, and for the entire timecard.

   **Note:** Under certain circumstances, you will see only a single column for storing all of the hours on a row. This occurs when the **Time reporting periods > 7 days** check box is selected in **Time and Expense Setup** (TM.SET.00).

   Each site defines the days of the month that belong in each timecard period. If you select the **Disable Days not in Timecard Period** check box in **Time and Expense Setup** (TM.SET.00) and there is a short timecard period, such as at the beginning or end of a fiscal period, employees can enter their time only for the days within that timecard period.

12. If the Flexible Billings module is installed, comments may be entered for each charged project task by clicking **Invoice Comments**. These comments are available for presentation on selected invoice formats.

13. Enter notes about the timecard by clicking the **Notes/Attachments** button.

14. The timecard can be printed from within the entry screen by clicking **Print** on the application toolbar.

15. When all data for the timecard period has been entered, change the status of the timecard from **In Process** to **Completed** and click **Save**. This submits the timecard for the review and approval process.

16. The supervisor or manager may reject a timecard by changing its status to **Rejected**. If the Communicator module is installed, a rejection message is automatically sent back to the employee. To correct a rejected timecard, open the rejected document by clicking **Timecard** from within Communicator’s **View Messages** (CO.CMD.00). If Communicator is not installed, open the appropriate entry screen from the menu and enter, or select from possible values, the document number of the rejected timecard at **Doc Number**. Make the proper corrections, change the status of the timecard from **Rejected** to **Completed**, and click **Save**. This change resubmits the timecard for another review.
Entering Detailed Timecards

To enter detailed timecards:

1. If Cost Labor on Entry or Approval is set to Approval in Time and Expense Setup (TM.SET.00), open Timecard Entry (TM.TCE.00).

![Timecard Entry (TM.TCE.00)](image)

*Figure 17: Timecard Entry (TM.TCE.00)*
If the labor costing option is set to **Entry**, open **Timecard Entry** (TM.TCE.00) or **Timecard with Rate/Amount Entry** (TM.TEA.00).

![Timecard Entry (TM.TCE.00) and Timecard with Rate/Amount Entry (TM.TEA.00)]](image)

**Figure 18: Timecard with Rate/Amount Entry (TM.TEA.00)**

2. To create a new timecard, enter or select from possible values the employee ID in **Employee**. If an employee password is required, enter the password and click **OK**.

3. In **Week Ending**, enter a date within the timecard period for which hours are being entered.

4. To enter or charge overtime, select one or both of the **O/T 1** or **O/T 2** check boxes to enable the columns for overtime before beginning to enter a new timecard or retrieving an existing timecard.

**Note:** Overtime hours are not automatically calculated.
5. Click **Save** followed by **Time Detail** to open **Time Detail (TM.DLY.00)**.

6. In the grid, enter a freeform description of the work performed. This description will follow the transaction through the system and appear when drilling down to the transaction in **Transaction Detail Inquiry (PA.TRD.00)**.

7. Select the day the work was performed from the **Day** list.

8. Start and end times may be required, optional, or not appear at all. Enter the beginning and ending times for this activity if desired. If not required, they may be blank and the elapsed time entered instead.

9. At **Project**, enter, or select from possible values, the project ID to which the labor charge will post. The possible values window displays active projects.

10. At **Task**, enter, or select from possible values, the task ID to which the labor charge will post. The possible values window displays the active tasks for the selected project.

11. If start and end times are not required, enter the elapsed time worked in hours (to the hundredth of an hour, if necessary). The total hours for the entire timecard appear.

12. **Billable** controls whether the project transaction record generated by the release process is eligible to create a billing record in the Flexible Billings module.

13. If the Flexible Billings module is installed, comments may be entered for each charged project task by clicking **Invoice Comments**. These comments are available for presentation on selected invoice formats.

14. The timecard can be printed from within the entry screen by clicking **Print** on the application toolbar.

15. When all data for the timecard period has been entered, click **Save** followed by **Close** to return to the original screen (**Timecard Entry (TM.TCE.00)** or **Timecard with Rate/Amount Entry (TM.TEA.00)**).
16. Change the document status in *Timecard Entry* (TM.TCE.00) or *Timecard with Rate/Amount Entry* (TM.TEA.00) from In Process to Completed and click **Save**. This submits the timecard for the review and approval process.
Entering Timesheets

To enter a daily or weekly timesheet:

1. If Cost Labor on Entry or Approval is set to Approval in Time and Expense Setup (TM.SET.00), open Project Timesheet Entry (TM.PTE.00).

![Project Timesheet Entry (TM.PTE.00)](image)

If the labor costing option is set to Entry, open Project Timesheet Entry (TM.PTE.00) or Project Timesheet with Rate/Amount Entry (TM.PTA.00).
2. Enter, or select from possible values, the employee ID of the document preparer in **Preparer**. If an employee password is required, enter the password and click **OK**.

3. Enter, or select from possible values, the **Shift**, **Project**, **Task**, **Date**, **Start Time**, and **End Time** that become the initial default values for the corresponding fields in the grid.

4. If **Timesheet for Multiple Employees** is selected, enter, or select from possible values, the employee ID in **Employee**. If **Timesheet for Multiple Employees** is clear, the preparer ID in the header becomes the employee ID for all grid entries and **Employee** is hidden.

5. The **Billable** flag controls whether the project transaction record generated by the release process is eligible to create a billing record in the Flexible Billings module.

6. Enter the number of hours worked into **Total Reg Hours**, **Total OT1 Hours**, and **Total OT2 Hours**.

   **Note:** The number of hours worked does not have to equal **Elapsed Time**, which is calculated as the number of hours between **Start Time** and **End Time**.

7. If equipment usage information needs to be tracked, enter the equipment ID. When equipment charges are entered on the same line in the grid as hours worked by an employee, the sum of regular and overtime hours for the line becomes the default number of **Total Equip Units**. If **Employee** is blank, the equipment hours must be manually entered.

8. If units of production need to be tracked, click **Production** after entering employee or equipment hours.

   **Note:** The task must have a **Production Unit of Measure** assigned to it in **Task** (PA.PRJ.02) in order to use this feature.

9. If the Flexible Billings module is installed, comments may be entered for each charged project task by clicking **Invoice Comments**. These comments are available for presentation on selected invoice formats.

10. The timesheet can be printed from within the entry screen by clicking **Print** on the application toolbar.
11. When data entry is complete, change the status of the timesheet from In Process to Completed, click **Save**, and click **Post Timesheet**.
Entering Adjustments or Flat Pay Amounts

To enter flat amounts of pay:

1. Open Timecard with Rate/Amount Entry (TM.TEA.00) or Project Timesheet with Rate/Amount Entry (TM.PTA.00).

Figure 22: Timecard with Rate/Amount Entry (TM.TEA.00)
Figure 23: Project Timesheet with Rate/Amount Entry (TM.PTA.00)

2. Enter the flat amount of pay, which may be a retroactive adjustment, bonus, or negotiated compensation amount, into **Flat Amount**.

**Note:** You can enter flat amounts in conjunction with hours worked or as a separate transaction.
Entering Travel and Expense Reports

To enter an expense report:

1. Open Travel & Expense Report Entry (TM.ENT.00).

2. To create a new expense report, enter or select from possible values the employee ID in Employee. If an employee password is required, enter the password and click OK.

3. At Expense Type, enter, or select from possible values, the type of expense incurred. The description of the expense type is automatically copied to Comment. This line item comment, which appears in inquiries and selected formats of invoices prepared in Flexible Billings, can be overwritten with a freeform comment, if desired.

4. At Project, enter or select from possible values, the project ID to which the expense will post. The possible values window displays active projects.

5. At Task, enter or select from possible values, the task ID to which the expense will post. The possible values window displays the active tasks for the selected project.

6. Select the method by which the expense was paid. If the employee’s own funds were used to pay for the expense, select Employee-paid. If company funds were used, select the appropriate company-paid Payment Method, which is user-defined in Code File Maintenance (PA.CFM.00).

7. Entry of Units may be required or optional, depending on the configuration of the Expense Type. Enter the number of units associated with the expense, if desired. If not required for the selected expense type, Units may be blank and the Amount entered directly.

8. The Billable flag controls whether the project transaction record generated by the release process is eligible to create a billing record in the Flexible Billings module.

9. The expense report can be printed from within the entry screen by clicking Print on the application toolbar.
10. When all expense data has been entered, change the status of the expense report from In Process to Completed and click **Save**. This submits the document for the review and approval process.

11. The document’s approver may reject an expense report by changing its status to Rejected. If the Communicator module is installed, a rejection message is automatically sent back to the employee. To correct a rejected expense report, open the rejected document by clicking **Travel and Expense** from within Communicator’s View Messages (CO.CMD.00). If Communicator is not installed, open **Travel & Expense Report Entry** (TM.ENT.00) from the menu and enter, or select from possible values, the document number of the rejected expense report at the **Doc Number** prompt. Make the proper corrections, change the status of the expense report from Rejected to Completed, and click **Save**. This change resubmits the expense report for another review.
Releasing Timecards

To approve and post, or to reject, completed standard or detailed timecards:

1. If Cost Labor on Entry or Approval is set to Approval in Time and Expense Setup (TM.SET.00), open Time Review & Approval (TM.TRA.00).

![Figure 25: Time Review & Approval (TM.TRA.00)](image)

If the labor costing option is set to Entry, open Time Review & Approval (TM.TRA.00) or Time Review & Approval with Rates/Amounts (TM.TAA.00).
2. Select the specific company or All companies from which you want to approve documents. Only documents for companies that you have rights to this screen will display if you select All.

3. Select the criterion by which documents will be retrieved for review. Documents can be selected by the Approver specified in the entry screen, employee Supervisor, employee Manager, employee home Subaccount (or beginning portion of the home subaccount), or for the All.

4. Enter, or select from possible values, the specific value for the chosen criterion. If Approver, Supervisor or Manager is selected, enter the employee ID of the supervisor or manager. If Subaccount is chosen, enter the subaccount or beginning portion thereof. Enter the employee or organizational password if prompted to do so.

   **Note:** All completed timecards for employees whose home company matches the selected company appear.

5. If the Post Timesheets Directly check box is not selected in Time and Expense Setup (TM.SET.00), the timecards created by the timesheet indirect posting process can be reviewed by selecting Include Timesheets.

   **Note:** If the Post Timesheets Directly check box is selected in Time and Expense Setup (TM.SET.00), the timesheet direct posting process bypasses the creation of timecard documents. When this is the case, time recorded on timesheets cannot undergo the review and approval process before creating labor distribution and project transaction records.

6. If a detailed view of a document’s line items is desired, place the cursor on the document line and click View Timecard. Note that all hours appear in a single column if the Time reporting periods > 7 days check box in Time and Expense Setup (TM.SET.00) is selected.

7. If the timecard is satisfactory and ready to post, set the document status to Approved. This status may be changed from within View Timecard or from Time Review & Approval (TM.TRA.00). If the timecard requires revision before posting, set the document status to Rejected.

8. When done approving and rejecting timecards, click Begin Processing to release all approved documents and to generate the Communicator messages for rejected documents.
Releasing Timesheets

If the Post Timesheets Directly check box is selected in Time and Expense Setup (TM.SET.00), the entries are released from within the entry screen, Project Timesheet Entry (TM.PTE.00) or Project Timesheet with Rate/Amount Entry (TM.PTA.00), when you click Post Timesheet. No additional processing is required.

If the Post Timesheets Directly check box is not selected in Time and Expense Setup (TM.SET.00), clicking Post Timesheet creates timecard documents that can be reviewed and approved or rejected as if they were regular timecards.

See “Timesheet Posting” on page 14 for more information on direct and indirect timesheet posting.
Releasing Expense Reports

To approve and post, or to reject, expense reports:

1. Open Expense Report Review & Approval (TM.ERA.00).

![Expense Report Review & Approval (TM.ERA.00) - Contoso, Ltd:Demo](image)

Figure 27: Expense Report Review & Approval (TM.ERA.00)

2. Select the specific company or All companies from which you want to approve documents. Only documents for companies that you have rights to this screen will display if you select All.

3. Select the status of the documents to review. Since the primary purpose of this screen is to process completed documents, the default is Completed/Approved.

4. Select the criterion by which documents will be retrieved for review. Documents can be selected by Approver (the employees’ supervisor), employee home Subaccount (or beginning portion of the home subaccount), or for All.

5. Enter, or select from possible values, the specific value for the chosen criterion. If Approver was selected, enter the employee ID of the employees’ supervisor. If Subaccount was chosen, enter the subaccount or beginning portion thereof. Enter the employee or organizational password if prompted to do so.

Note: All completed expense reports for employees whose home company matches the selected company appear.
6. For a detailed view of a document’s line items, place the cursor on the document line and click **View Expense Report**.

![Expense Report Review & Approval](image)

**Figure 28: View Expense Report**

7. If the expense report is satisfactory and ready to post, set the document status to Approved. If the expense report requires revision before posting, set the document status to Rejected.

8. When done approving and rejecting expense reports, click **Begin Processing** to release all approved documents and to generate the Communicator messages for rejected documents.
Recording Labor Expenses in General Ledger

The labor costs captured in the Time and Expense for Projects module can be recorded in General Ledger by running GL Labor Posting (TM.GLP.00), which creates a released, unposted batch for the user-specified fiscal period. The labor expense entries are offset to the liability account and subaccount specified in the GL Labor Posting Offset frame of Time and Expense Setup (TM.SET.00) unless override offset accounts have been assigned to specific employee types in Code File Maintenance (PA.CFM.00) using code type EMPT.

To record labor charges in General Ledger:

1. Open GL Labor Posting (TM.GLP.00).

![Figure 29: GL Labor Posting (TM.GLP.00)](image)

2. Select the company for which you would like to post transactions. You will only be able to post transactions for companies that you have been granted access rights to this screen.

3. Fiscal Period to Post defaults to the current period. A future period may be processed, if desired, by overwriting the period.

   Note: Project Management and Accounting screens do not allow entering project data in closed fiscal periods.

4. Click Post Company [company ID].

See “Posting Labor to General Ledger” on page 13 for more information on the postings generated by GL Labor Posting (TM.GLP.00).
Transferring Labor Entries to Payroll

The time recorded in the various Time and Expense for Projects entry screens can be transferred to Payroll by running Pay Labor Interface (TM.PLI.00). The process creates an unreleased Payroll Time and Dollar Entry (02.020.00) batch for the user-specified fiscal period, timecard period-ending date, and employee type. When the batch has been released, Calculation (02.500.00) computes the net pay amount that can then be disbursed using Checks (02.630.00).

**Note:** The entries in the Payroll Time and Dollar Entry (02.020.00) batch charge the accrued wages account and subaccount specified in Time and Expense Setup (TM.SET.00) unless override offset accounts have been assigned to specific employee types in Code File Maintenance (PA.CFM.00) using code type EMPT. Thus, these entries relieve the liability generated by GL Labor Posting (TM.GL.P.00). It is therefore essential that the entries created by Pay Labor Interface (TM.PLI.00) not have their Earnings amount changed in Payroll Time and Dollar Entry (02.020.00). If an amount in Earnings needs to be adjusted, add a new adjusting entry to Payroll Time and Dollar Entry (02.020.00) using a wage expense account number, not the accrued wages account. Otherwise, the balance in the accrued wages account may become irreconcilable.

**To transfer labor charges to the Payroll module:**

1. Confirm that all employees whose labor charges are to be transferred have been established correctly in both Payroll and Time and Expense for Projects.
2. Open Pay Labor Interface (TM.PLI.00).

3. Select the company for which the time cards will be processed. Those companies in the current application database, which you have been given access rights to this screen, will be selected if you choose **All**.
4. **Fiscal Period to Post** defaults to the current period. A future period may be processed, if desired, by overwriting the period.

   **Note:** Project Management and Accounting screens do not allow entering project data in closed fiscal periods.

5. Enter, or select from possible values, the **Week Ending Date** for which labor details will be transferred to Payroll. If the date entered is not a timecard period-ending date as defined in Week Maintenance (TM.WEM.00), the function reads the stored timecard periods and converts the entry to the ending date of the timecard period that includes the date entered.
6. Select the **Employee Type** to transfer. Employees whose employee type matches that selected are processed.

   **Note:** Employee types are assigned in *Employee and Resource Maintenance* (PA.EMP.00).

7. At **Interface Type**, select Payroll.
8. Click **Begin Processing**.

See “Interfacing with Payroll” on page 17 for more information.
Creating Project Commitments for Unposted Timecards

Labor expenses from unreleased timecards can be committed to projects by running Labor Commitment Load (TM.LCL.00), which creates commitment detail records for the user-specified timecard period-ending date. Timesheets can also create commitments if the indirect posting method is used (the Post Timesheets Directly check box is not selected in Time and Expense Setup (TM.SET.00)).

Commitments differ from actuals because they come from unreleased timecards and can change before the timecard posting process creates actuals. You might consider commitments similar to estimates or accruals for profitability analyses but they will be replaced by actual amounts when the timecards are posted. You cannot allocate or bill commitment amounts.

To commit charges from unposted timecards:

1. Open Labor Commitment Load (TM.LCL.00).

   ![Labor Commitment Load (TM.LCL.00)](image)

   Figure 31: Labor Commitment Load (TM.LCL.00)

2. Enter, or select from possible values, the Week Ending Date for which labor charges will be committed. If the date entered is not a timecard period-ending date as defined in Week Maintenance (TM.WEM.00), the function reads the stored timecard periods and converts the entry to the ending date of the timecard period that includes the date entered.

3. Click Begin Processing.

   ...
Generating Expense Report Vouchers in Accounts Payable

To create vouchers for expense report reimbursements and advance requests in Accounts Payable:

1. Open Time and Expense Setup (TM.SET.00) and select the Interfaced to Accounts Payable check box on the Expense Setup tab.

![Figure 32: Time and Expense Setup (TM.SET.00), Expense Setup tab](image)

2. Establish a vendor ID in Accounts Payable’s Vendor Maintenance (03.270.00) for each employee who may submit requests for employee advances or expense reimbursements using Travel & Expense Report Entry (TM.ENT.00).
3. Enter the employee’s vendor ID into **Vendor ID** in Project Controller’s *Employee and Resource Maintenance* (PA.EMP.00).

![Employee and Resource Maintenance (PA.EMP.00)](image)

*Figure 33: Employee and Resource Maintenance (PA.EMP.00)*
4. When advance requests and expense reports are approved using Expense Report Review & Approval (TM.ERA.00), the process generates a released voucher batch in Accounts Payable. The AP and GL batch numbers appear in Status and Error Messages of Expense Report Review & Approval (TM.ERA.00).

5. To inquire into the AP or GL batch number from Travel & Expense Report Entry (TM.ENT.00), click Additional Information.

Figure 34: Expense Report Review & Approval (TM.ERA.00)

Figure 35: Additional Information (TM.ENT.01)
Recording Charges from Expense Reports to General Ledger

The expenses entered into Travel & Expense Report Entry (TM.ENT.00) are recorded to General Ledger when they are approved using Expense Report Review & Approval (TM.ERA.00), which creates a released, unposted batch for the user-specified fiscal period. The employee-paid expense entries are offset to the account and subaccount specified for Employee Clearing on the Expense Setup tab of Time and Expense Setup (TM.SET.00) and the company-paid expenses are offset to the account and subaccount specified for Company Clearing.

See “Expense Report Postings” on page 19 for more information on the postings created by expense reports.
Generating Certified Payroll Reports

The Certified Payroll Report (TM.060.00) is similar to a standard U.S. government report by job (WH-347), required by the federal government and accepted by most or all other governmental agencies within the U.S., showing the employees who worked during the week on a job that is subject to prevailing wage consideration.

**Note:** This is a weekly report showing time charged to the prevailing wage job for each day of the week. Companies that are required to submit certified payroll reports must establish their timecard periods in *Week Maintenance* (TM.WEM.00) using weekly intervals.

**To produce certified payroll reports:**

1. Establish prevailing wage codes and rates in *Prevailing Wage Rate Maintenance* (TM.PRE.00).

![Prevailing Wage Rate Maintenance (TM.PRE.00)](image)
2. Designate projects as prevailing wage jobs by assigning a prevailing wage code to the project on the Additional Info tab of Project Maintenance (PA.ORJ.00).

![Image of Project Maintenance interface with highlighted Prev Wage Cd and Work Location fields]

*Figure 37: Additional Project Information with Prevailing Wage Code*
3. The hourly rate that is paid to the employee for work on a prevailing wage job is based on the charged Labor Class and optional Group, which may serve to further break down types or grades of work performed on prevailing wage jobs. If group codes are used, assign a default group code in Employee Position/Rate Maintenance (TM.EPJ.00) to each employee who may charge time to prevailing wage jobs.

![Employee Position/Rate Maintenance (TM.EPJ.00) - Contoso, LtdDemo](image)

*Figure 38: Employee Position/Rate Maintenance (TM.EPJ.00)*

When employees charge time to a project that has been assigned a prevailing wage code, the Certified Payroll Flag in each of the time entry screens defaults to Yes. This setting causes the prevailing wage processing to be used when the timecards or timesheets are approved. The processing entails searching and comparing all the rates that may apply to the employee – flexible rates from the rate tables, union rate, the employee’s project-specific rate, the employee’s default rate, and the prevailing wage rate. The employee is then compensated at the highest rate found.

In addition, if there is a non-zero fringe rate associated with the prevailing wage code, the employee may be eligible to receive pay in lieu of fringe benefits. The amount of this additional compensation is calculated as the number of total hours worked (regular plus any overtime) multiplied by the fringe rate. If the rate at which the employee is paid is greater than the prevailing wage (for example, the employee’s project or union rate exceeds the prevailing wage), the fringe rate is reduced by the amount of the difference between the two rates.

Some of the information on the report is read from data stored in Payroll, such as the employee’s home address and social security number and the deduction detail from the employee’s paycheck. The rest of the information comes from the Project Management and Accounting tables and includes labor class description, prevailing wage group code, the number of regular and overtime hours for each day of the week, and the rate paid for regular and overtime hours. The total labor cost for those timecard line item charges that are certified payroll-reportable (Cert. PR Flag is set to Yes), including overtime pay and pay in lieu of fringe benefits, appears under the heading Gross Earned.
4. If Payroll is installed, run **Pay Labor Interface** (TM.PLI.00) to transfer the pay information to a Payroll **Time and Dollar Entry** (02.020.00) batch. Once paychecks for the week have been printed and kept, run the **Certified Payroll Report** (TM.060.00). If the report date does not correspond to a valid week-ending date as defined in **Week Maintenance** (TM.WEM.00), the program automatically converts the date to the next week-ending date. The report is sorted by employee ID within each prevailing wage project.

![Pay Labor Interface (TM.PLI.00)](image)

*Figure 39: Pay Labor Interface (TM.PLI.00)*

If the Payroll module is not installed, the report may be run as soon as the timecards are approved.
Identifying Missing and Other Unposted Timecards

Supervisors and managers often need a quick way to identify missing or unposted timecards.

To inquire into the status of timecards for a selected labor period:

1. Open Timecard Status (TM.TCS.00).

2. Enter, or select from possible values, the **Week Ending Date** through which timecards for the labor period will appear.

3. Select the **Status** of the timecards for display. Choosing the specific status Rejected, In Process, Completed, Timesheet, or Posted displays only those employees for whom a timecard exists whose status matches that selected. In addition, the approver may view all or only missing timecards for the specified labor period. If Unposted is chosen, the grid displays all employees who have a timecard that is Missing, In Process, Rejected, Completed, or created by a timesheet.

   **Note:** In order to inquire into unposted timesheets, the timesheet must have been posted using the indirect posting method, which creates timecard documents from posted timesheets. If the ability to view unposted timesheets using this inquiry is required, clear **Post Timesheets Directly** in Time and Expense Setup (TM.SET.00).

4. Select the criterion by which timecards will be retrieved for review. Timecards can be selected by employee **Supervisor**, employee **Manager**, employee home **GL Subaccount** (or beginning portion of the home subaccount), or for the **Entire (login) Company**.

5. Enter, or select from possible values, the specific value for the chosen criterion. If **Supervisor** or **Manager** was selected, enter the employee ID of the supervisor or manager. If **GL Subaccount** was chosen, enter the subaccount or beginning portion thereof. Enter the employee or organizational password if prompted to do so.
**Note:** The **Entire Company** selection does not prompt for a specific company ID. Timecard data for employees whose home company matches the login company appear.

6. Timecards whose status is Completed or Timesheet may be reviewed and approved or rejected from within **Timecard Status** (TM.TCS.00). Simply highlight a document whose status in the grid is C or T and click **Approval** to open **Time Review & Approval** (TM.TRA.00).
Correcting a Posted Timecard

To correct a posted timecard:

1. Open Timecard Correction (TM.COR.00) and enter, or select from possible values, the employee ID and the timecard document to be corrected. Click Create Correction to open Timecard Entry (TM.TCE.00) and make the necessary corrections. This function creates a correcting timecard that is an exact duplicate of the original timecard with a document type of C to indicate a correcting entry and a new unique Doc Number. The timecard period-ending date matches the original.

2. Make the necessary corrections and then change the status of the timecard from In Process to Completed. Click Save followed by Close to resubmit the timecard for another review and approval process and return to Timecard Correction (TM.COR.00).

Note: If Daily Detail Required is selected in Time and Expense Setup (TM.SET.00), click Time Detail on Timecard Entry (TM.TCE.00) to open Time Detail (TM.DLY.00).
Notes:

- You do not have to delete the valid entries on the timecard as the correcting timecard posts only those transactions that are added or are changed from the original timecard.
- Timecards for salary employees reverse all line items if the total number of hours changes on the timecard. The calculated hourly rate changes for all line items when the total hours change.
- Only one correcting timecard can be created for the original timecard. Once an original timecard has undergone correction, any further corrections will be to the correcting timecard(s).
- Once the correcting timecard has a status of Completed, Time Review & Approval (TM.TRA.00) or Time Review & Approval with Rates/Amounts (TM.TAA.00) may be run. Follow the normal review and posting process for the correcting timecard. When the revised timecard is posted, the original timecard is completely reversed. If the timecard period-ending date of the correcting timecard corresponds to a closed period, the transactions post to the current or earliest open period.
- It is not necessary to re-key all the details of the timecard. Simply maintain those fields that need correction.
Reconciling Expense Reports to Vendor Statements

To reconcile expenses submitted by employees on expense reports to the invoice/statement received from the vendor or purveyor:

1. Open *Company Expense Reconciliation* (TM.CER.00).

![Company Expense Reconciliation (TM.CER.00)](image)

2. Select the company for which you want to select documents.
3. Select the appropriate *Payment Method*.
4. Enter, or select from possible values, the range of dates that the expenses to be reconciled were incurred.
5. If attempting to reconcile those expenses that were submitted by a specific employee, enter, or select from possible values, the *Employee ID*.
6. Select the *Status* of the records to be viewed.
7. Enter a user-defined *Reconciliation Reference Number* that will be written to the selected records.
8. Click **OK – Load**. The expense details that meet the entered criteria appear in the grid.
9. To mark individual items as reconciled, set **Select** to Yes. If all displayed items should be marked as reconciled, click **Select All**.
10. When you finish reconciling the items in the grid, click **Begin Processing**.
Correcting a “Process Already in Progress” Error

Labor Commitment Load (TM.LCL.00) is a process that must be run stand-alone. In other words, only one load process may run at a time. In addition, this program may not be run while Project Controller’s Financial Transaction Transfer (PA.TRN.00) is running. When the system detects that a second process of either type is being submitted, it generates an error message. In this case, wait until the first process completes.

Another condition causing the Already in Progress error occurs when the previously run update process terminated abnormally due to a hardware problem, software problem, or user intervention. This includes clicking Cancel in the status box during processing.

To reset the system parameter:
1. Close the current running copy of the update process.
2. Confirm that the database is in a consistent state (Microsoft® SQL Server backs out all unfinished transactions automatically).
3. Open Control Parameter Maintenance (PA.CNT.00).
4. Enter PA at Control Type and TRAN-RUN at Control Code.
5. Click Delete.
6. Click Yes in the message box to confirm the delete of the current record.

Close Control Parameter Maintenance (PA.CNT.00) and re-run Labor Commitment Load (TM.LCL.00).
Company Expense Reconciliation (TM.CER.00)

Company Expense Reconciliation (TM.CER.00) allows Accounts Payable personnel to reconcile expenses submitted by employees on expense reports to the invoice/statement received from the vendor or purveyor, such as a credit card company, company travel agent, etc. Items that do not appear on an expense report are therefore visible, allowing the company to investigate the expense item. Research may then show either that the company is being charged for goods and services not rendered or that the item was not expensed. In addition, employees who have submitted expense reports for reimbursement may use this screen to reconcile the report to the reimbursement.

The screen lists expense items that have been entered in Travel & Expense Report Entry (TM.ENT.00) and posted by Expense Report Review & Approval (TM.ERA.00). The entries shown on the screen are selected by Company and Payment Method and can be filtered further by Date Range and/or Employee. A reconciliation reference number can be entered and updated into an ID field in the Expense Detail table (PJEXPDET.td_id03).

Following are the field descriptions for Company Expense Reconciliation (TM.CER.00).

Select Company area
The Select Company area allows you to select a specific company or all companies. The default is the logged in company.
All
Processes all companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

Payment Method
Payment Method lists the various methods by which an expense might be paid. The payment method specifies whether the expense was paid for by company funds or by the employee and is the primary selection criterion for data retrieval. Employee payment method is the default in the list. Additional company-paid methods are established in Code File Maintenance (PA.CFM.00) using code type TEPM.

Date Range
Entry of this date is optional. If entered, this date is used as a beginning cutoff date for record selection from the Expense Detail table. If a record has a transaction date before this date, it is excluded from display in the grid.

Through
Entry of this date is optional. If entered, this date is used as an ending cutoff date for record selection from the Expense Detail table. If a record has a transaction date after this date, it is excluded from display in the grid.

Employee
Enter the employee ID of the person whose expense items are to be reconciled. This optional entry is validated in the Employee Master table (PJEMPLOY), which is maintained in Employee and Resource Maintenance (PA.EMP.00).

Unreconciled/Reconciled/Both
These option buttons determine what type of expense records to display. You can choose to view only unreconciled records, only reconciled records, or both.

Recon Ref. Number
Enter a freeform user-defined reconciliation reference number with which to update each reconciled expense record (PJEXPDET.td_id03). If the Reconciled option button is selected, the screen matches the reconciliation reference number to those already stored in the database and loads the grid with those items.

A reconciled entry is defined as one in which PJEXPDET.td_id03 is not blank.

Note: To clear a reconciliation reference number, select the expense detail record(s) to be changed, blank out the reconciliation reference number, and click Begin Processing. To change a reconciliation reference number, select the records you want to change, enter the new reconciliation reference number, and click Begin Processing.

OK – Load (button)
Clicking OK - Load applies the user’s selection criteria to posted expense report details and loads the selected records into the grid.

Note: The grid is loaded automatically when the Reconciled option button is selected and the user enters an existing reconciliation reference number.

Select
Select the records that you want to update with the reconciliation reference number from the list. If a record is selected (Yes), the process updates the reconciliation reference number in the Expense Detail table (PJEXPDET.td_id03) when the user clicks Begin Processing.
Company ID
The company associated with the expense, this defaults from the company entered in Travel & Expense Report Entry (TM.ENT.00). The company ID appears with the company name to the right.

Select All (button)
When you click Select All, the Select field of all records displayed in the grid changes to Yes. When you click Begin Processing, the screen updates the reconciliation reference number into field TD_ID03 of all records displayed from the Expense Detail table (PJEXPDET).

Begin Processing (button)
Clicking Begin Processing starts a process that examines the Select field of each expense detail listed. If set to Yes, the process updates the reconciliation reference number in the Expense Detail record (PJEXPDET.td_id03). If Recon Ref. Number is blank when you click this button, a warning message appears, notifying the user that the Recon Ref. Number for the selected records is about to be cleared.
Employee Position/Rate Maintenance (TM.EPJ.00)

Use Employee Position/Rate Maintenance (TM.EPJ.00) to view and maintain the employees’ default labor class and hourly rate or salary. All records are associated with an effective date. The combination of employee, effective date, project, and labor class must be unique. See “Labor Costing” on page 8 to see the implications of an employee’s pay type. Also, see “Labor Classes” on page 7 to see the implications of Labor Class.

![Employee Position/Rate Maintenance (TM.EPJ.00)](image)

Figure 45: Employee Position/Rate Maintenance (TM.EPJ.00)

Following are the field descriptions for Employee Position/Rate Maintenance (TM.EPJ.00).

**Employee**

Enter the employee ID whose rates are being maintained. The employee ID is established in Employee and Resource Maintenance (PA.EMP.00) and validated in the Employee Master table (PJEMPLOY). The employee’s name appears in the adjacent field.

**Project**

To set up a project-specific labor class or rate for an employee, enter the project ID. To set up the employee’s default record, leave Project set to N/A. Time Review & Approval (TM.TRA.00) and the other screens in Time and Expense for Projects that calculate labor cost use the default record to retrieve the employee’s Pay Type. Consequently, a default record must exist for each employee, even if project-specific rates exist for each project the employee is eligible to charge.

**Effective Date**

Effective Date is the date that the labor class, hourly rate, employee pay type, union, work type, prevailing wage group, and workers’ compensation code take effect and is therefore a required entry. When processes such as Time Review & Approval (TM.TRA.00) retrieve data from this table, the most recent effective date not greater than the posting or timecard period-ending date is used.

**Labor Class**

Labor Class categorizes the type of labor performed by the employee. The values are validated in the code file (code type LABC) and are user-defined. Labor Class is stored in the transaction tables (PJCHARGD and PJTRAN) and can be used as a rate key for allocations and as reference for labor charges presented on invoices prepared in the Flexible Billings module (if purchased).
Emp Pay Type

Emp Pay Type determines how an employee’s time is costed and must be entered when setting up the default record (Project = NA). Conversely, Emp Pay Type must be blank if Project is entered. Emp Pay Type is validated in the code file (code type PTYP) and is stored in the Employee Project table (PJEMPPJT). The following options are available:

- Hourly (HR) – The employee’s hours are multiplied by the hourly rate. Overtime hours may have an additional factor applied to the calculation (for example, time-and-one-half or double-time) if overtime factors have been specified in Time and Expense Setup (TM.SET.00).
- Salaried/Exempt (S1) – Each timecard for a salaried employee is charged at the same amount (the salary amount) regardless of the number of hours worked. The salary is apportioned to each project task on the timecard in proportion to the hours charged.
- Salaried/Non-exempt (S2) – Hours are treated in the same way as salaried (S1) except that overtime hours are multiplied by the hourly rate with no overtime factor applied.

Hourly Rate

Enter the employee’s hourly pay rate (if any) into this optional field. The rate is used in the cost calculations for hourly employees (Emp Pay Type = HR), which multiply the employee’s hours by this rate. This rate is also used in the overtime calculations for non-exempt salaried employees (Emp Pay Type = S2). While this rate is not used when costing salaried employees, it is used when calculating commitment amounts for salaried employees’ unposted timecards in Labor Commitment Load (TM.LCL.00) Up to four decimal places may be entered.

Salary

Enter the employee’s salary (if any) for the timecard period, which is typically weekly. The salary amount is used in the cost calculations for salaried employees (Emp Pay Type = S1 or S2).

Union

Union is used for retrieving union rates and is validated in the code file (code type UNIO). This optional field must be blank if a project ID has been entered or if the Emp Pay Type is other than HR. This value is used as the default in Timecard Entry (TM.TCE.00) and other labor capture screens in the Time and Expense for Projects module.

Work Type

Work Type is user-defined designation to classify the skill or level of a union employee (for example, apprentice, journeyman, steward, etc.). This optional field must be blank if a project ID has been entered or if the Emp Pay Type is other than HR. This value is used as the default in Timecard Entry (TM.TCE.00) and other labor capture screens in the Time and Expense for Projects module.

Prev Wage Group

Prev Wage Group is a user-defined designation for a prevailing wage skill (similar to labor class). This optional field must be blank if a project ID has been entered or if the Emp Pay Type is other than HR. This value is used as the default in Timecard Entry (TM.TCE.00) and other labor capture screens in the Time and Expense for Projects module.

Workers Comp Cd

Workers Comp Cd classifies an employee for workers’ compensation insurance. For instance, office workers might have a code and associated rate that differs from construction workers due to differing risk factors for injuries. Since each state has its own laws governing workers’ compensation insurance, Workers Comp Cd is assigned to each labor transaction. The values are validated in the code file (code type WKCC). This value can be used as the default in Timecard Entry (TM.TCE.00) and other labor capture screens in Time and Expense for Projects. Workers Comp Cd can also be entered at the project level in Project Maintenance (PA.PRJ.00), at the task level in Task (PA.PRJ.02), and at the employee level in this screen for both project-specific records and the default record. The labor
capture screens in Time and Expense for Projects assign the task’s workers' compensation code to each labor transaction; if workers' compensation code is not specified for the task, the project’s workers' compensation code is used. If the workers’ compensation code is not defined either for the project or for the task, the project-specific workers’ compensation code for the employee is applied to the transaction. If no project-specific record exists, the code assigned to the employee’s default record (where Project is set to N/A) is used.
Expense Report Review & Approval (TM.ERA.00)

Expense Report Review & Approval (TM.ERA.00) enables approvers to review and approve or reject completed expense reports, employee advances, and employee repayments (for more information about the different expense documents, see “Expense Report Postings” on page 19). Approvers select documents for review by the report’s designated approver (the supervisor as designated in the Employee Master or other individual), organization (subaccount), or company. A view-only inquiry shows the expense report details.

You approve or reject completed expense documents by selecting a status of Approved or Rejected from the Status list. You can approve expense documents one line at a time or, if you want to approve all displayed expense documents, by clicking Approve All. Clicking Begin Processing initiates the posting process. Expense report approval acts as an electronic signature that triggers posting to the Project Management and Accounting tables, the General Ledger module and, optionally, the Accounts Payable module. If the approver rejects a report and the Communicator module is installed, the system sends a Communicator message to the report’s originator to notify the employee about the rejected report. The approver can also view or add notes by clicking Comments. (The last note for the expense report is always appended to the Communicator and/or email message.) You can also use this program as an inquiry for expense documents of any status. If the Selection Status at the top of the screen is other than Completed, the program operates in view-only mode. If you select Completed/Approved, you can process the documents.

If the Enable Project Manager Review of Time and Expense Line Items check box is selected in Time and Expense Setup (TM.SET.00), individual projects and tasks can require that the project manager accept all timecard and expense report charges to his or her projects before you can approve or reject the documents. An expense document is complete only if there are no line items awaiting project manager review.
Following are the field descriptions for Expense Report Review & Approval (TM.ERA.00).

**Approver/Subaccount/Entire Company (option buttons)**

These option buttons determine whether the screen displays expense reports for a specific approver, subaccount, or company. The default setting is to list documents by approver. The option that you select determines whether you must supply additional information.

- **Appraover** – To select records by approver, select Approver. Next, enter the employee ID of the person designated as the approver of the report in Employee. Depending on the approval option you select in Time and Expense Setup (TM.SET.00), the default approver for expense reports might be the employee’s supervisor, manager, or a specific individual. Another option determines whether the employee can override the default approver in Travel & Expense Report Entry (TM.ENT.00). The name of the approver appears in the adjacent field.

  **Note:** If the employee ID is password-protected, enter the password at the prompt and click OK.

  Employee IDs can be password-protected in Project Controller’s Password Maintenance (PA.PWD.00).

- **Subaccount** – To select records by subaccount, select Subaccount. Next, enter the home subaccount of the employee(s) whose expense reports you want to view in Subaccount. The home subaccount of the employee is used for this comparison, not the subaccounts recorded in the individual transactions.

  **Note:** If the subaccount is password-protected, enter the password at the prompt and click OK.

  Subaccounts can be password-protected using Project Controller’s Password Maintenance (PA.PWD.00).

  This selection field allows a partial value to be entered. Selection is based on the partial value, which is always assumed to read from left to right.

  **Example:** If a value of A5 is entered, all records are selected for which the subaccount of the document begins with A5. Since the subaccount usually represents a financial organization, entry into this field provides the ability to select documents for a group of employees, such as those in Division A5. Selection cannot be based on middle or end of field values. If a whole subaccount is entered, it is validated in the SUBACCT table. If a partial value is entered, subaccount validation cannot occur.

- **All** – To view all expense reports for the company you selected, select All.

**Selection Status**

Select a specific status for inquiry. Only expense reports that have a status of Completed (C) can have their status updated to Approved (A) or Rejected (R). The other status values will result in a view-only screen. The possible values are In process, Rejected, Posted, and Awaiting Manager Review (this status appears only when the status of the document has been set to Completed but one or more line items require project manager review and acceptance).

**Post to Period**

Approved expense reports post to this period in the transaction and summary tables, to the General Ledger module and, optionally, to the Accounts Payable module as well. The default is the current period in Project Management and Accounting or Accounts Payable, which may be overwritten with a future period.

**Status**

If the status of the expense report is Completed, the approver may set the status of an expense report to one of the following values:

- **Approved (A)** – The expense report is approved and becomes posted when the approver clicks Begin Processing.
- Rejected (R) – The expense report is rejected and returned to the preparer for correction using Travel & Expense Report Entry (TM.ENT.00).

**Status and Error Messages (list box)**

This area is used to list both batch numbers that are successfully assigned and error messages generated while processing expense reports. If an expense report is found to contain an error, the processing of that report ceases and all partial postings are backed out. The process then continues with the next expense report.

**View Expense Report (button)**

Clicking View Expense Report opens Expense Report Review & Approval (TM.ERA.01) used to see a particular expense report in detail.

**Comments (button)**

Clicking Comments opens Notes and Comments (PA.NOT.00), which can be used to indicate the reason the expense report was rejected, for instance, and communicate this reason back to the employee who submitted the report.

**Begin Processing (button)**

Clicking Begin Processing starts a process that creates project transactions (in table PJTRAN) and released General Ledger transactions (in table GLTRAN) for the approved expense reports. The posting process creates a single new General Ledger batch, adding one record to table BATCH and the transaction records to GLTRAN. If the Accounts Payable interface option is selected on the Expense Setup tab of Time and Expense Setup (TM.SET.00), the posting process also creates an Accounts Payable batch with one voucher per expense report (if the employee is owed a reimbursement on the report). If the status of a report has been set to Rejected in the grid, then clicking this button changes the status of the expense report header to R. This change may trigger the sending of a Communicator message to the report's originator if the Communicator is installed.

This button is only valid when the Selection Status at the top of the screen is set to Completed.

**Approve All (button)**

This Approve All sets the status of all the expense reports currently displayed to Approved. Clicking this button does not cause any updates to the database; the posting process begins only when the user clicks Process Company.

**Special note about using Application Server to process expense reports:**

When you schedule the posting of expense reports that were prepared and approved, Application Server (96.020.00) might not process the job properly if 15 or more expense reports are in the queue when you submit the job. However, the Application Server Request Log (96.060.00) does not include any errors associated with the job.

To enable Application Server to post an unlimited number of expense reports, you must submit the job to Application Server using the following procedure.

**Note:** This procedure assumes that there are no expense reports that have a status of Completed in the Expense Report Review & Approval (TM.ERA.00) grid. If you see reports with status Completed along with reports that have status Approved, notify all approvers to review and approve or reject expenses before you continue. You must process all eligible expense reports before proceeding.

1. Post all previously-approved expense reports using Expense Report Review & Approval by selecting the All companies and All documents options and clicking Begin Processing.
2. When the Expense Report Review & Approval grid is empty, submit the job to Application Server. Choose Actions | Submit to Application Server and select the frequency and other options with which you want to post approved expense reports. Application Server creates a template for future use when posting expense reports.
3. Click **Submit** to have *Application Server* post approved expense reports on the schedule that you specified in step 2.

**Alternate method: Create a template manually and have Application Server use your template**

Note that this method also assumes that there are no expense reports that have a status of Completed in the *Expense Report Review & Approval* grid.

1. Open *Expense Report Review & Approval* and select the **All** company selection option.
2. Select the **All** documents option.
3. Choose **Actions | Template**. Assign a Template ID and Description, then click Save.
4. Choose **Actions | Submit to Application Server**. Select the frequency and other options with which you want to post approved expense reports, then select the **Advanced** tab.
5. In the **Template** area, select **Apply Selected Template** and choose the template that you created in step 2.
6. Click **Submit** to have *Application Server* post approved expense reports on the schedule that you specified in step 3.
Expense Report Review & Approval (TM.ERA.01), View Detail

Expense Report Review & Approval (TM.ERA.01) appears when you highlight an expense report in the main grid and click View Expense Report to show the detail lines.

Figure 47: Expense Report Review & Approval (TM.ERA.01)
Expense Type Maintenance (TM.ETM.00)

Expense Type Maintenance (TM.ETM.00) allows various types of expenses and charges to be set up and maintained for use by Travel & Expense Report Entry (TM.ENT.00).

Attributes that can be assigned to expense types include the account number to be charged when the expense is posted and unit and rate information.

Figure 48: Expense Type Maintenance (TM.ETM.00)

Following are the field descriptions for Expense Type Maintenance (TM.ETM.00).

Expense Type
Enter the unique user-assigned code for the expense type into this required field.

Description
Enter an optional freeform description or comment of the expense Type. This description becomes the default line item comment in Travel & Expense Report Entry (TM.ENT.00), but may be appended or overwritten.

Units Required
Select whether units are required when an expense line for the current expense type is entered in Travel & Expense Report Entry (TM.ENT.00).

Default Rate
Default Rate contains the default unit rate for the expense type. Entry into this field is optional. If entered, this value becomes the default rate when an expense detail line is entered for this expense type.

Tax Flag
Select whether the expense type will be used for recording taxes paid. If you choose Yes from the list, GL Account becomes unavailable for maintenance because the General Ledger posting information
comes from the Tax Expense Account in Tax Maintenance (21.280.00). In addition, Tax ID becomes a required field. If you choose No (the default), Tax ID becomes unavailable for maintenance.

**GL Account**

Enter the account number to be charged for this expense type. Entry is required and validated in the Account Master table.

**Tax ID**

If you chose Yes from the Tax Flag list, enter or select from possible values a tax ID. You can enter only tax IDs, not tax group IDs, in this field. If you chose No from the Tax Flag list, this field is not maintainable.
GL Labor Posting (TM.GLP.00)

GL Labor Posting (TM.GLP.00) posts labor transactions from the Time and Expense for Projects module to General Ledger. Posting occurs only for the period entered by the user on this window. If the period is closed in General Ledger, a warning message appears. When the posting process completes, a status message appears showing the batch number created and the number of records posted.

![Image](GL Labor Posting (TM.GLP.00))

Unposted timecard transactions in the table PJLABDIS for the period selected are posted to General Ledger with the account and subaccount associated with the timecard line item. An offset transaction is created at the employee level, using the offset account and subaccount defined in Time and Expense Setup (TM.SET.00). The offset subaccount allows wildcards to substitute all or part of the subaccount from the employee’s home subaccount. The employee type is specified in Employee and Resource Maintenance (PA.EMP.00).

If a subaccount created by substituting wildcards with actual values is not valid, transactions for that employee cannot post. However, the program continues to post transactions for other employees. In the event log, you can view messages about subaccounts that are not valid.

You can process all or specific companies, for only those companies in which you have access rights to this screen.

You can run this process as often as necessary. The program stores a General Ledger posting status in each record in the Labor Distribution table (PJLABDIS) to prevent records from posting more than once.

Following are the field definitions for GL Labor Posting (TM.GLP.00).

**Fiscal Period to Post**

**Fiscal Period to Post** is a six-digit fiscal period in the format MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year. It defaults to the current Project Controller period.

**Begin Processing (button)**

When you click **Begin Processing**, a process starts that posts labor transactions for the specified fiscal period to General Ledger. Transactions for all employees whose home company matches that of those selected for processing are processed. In addition, if the employee’s home company does not match the company of the labor transaction, inter-company postings are created in General Ledger.

The list box will display each company processes and the number of records posted to the batch. Each company will create its own batch.
Labor Commitment Load (TM.LCL.00)

Use Labor Commitment Load (TM.LCL.00) to load labor commitments from unposted timecards, giving project managers visibility into labor that has been performed and recorded on a timecard but has not yet been posted. The process may be run for any timecard period-ending date within the current or any future fiscal period.

![Labor Commitment Load (TM.LCL.00) - Contoso, Ltd:Demo](image)

**Figure 50: Labor Commitment Load (TM.LCL.00)**

The load process is initiated by clicking Begin Processing. The process reads labor detail records and selects those that are unposted and are dated on or before the timecard period-ending date entered on the screen. If a transaction is found, a new transaction record is written to the Commitment Detail table (PJCOMDET). The process also updates the appropriate summary information is updated, such as the totals for project and task commitments-to-date, in table PJCOMSUM.

Upon completion, a status message appears indicating the batch number, the number of records loaded, and the number in error.

Calculation of labor commitments is driven by Hourly Rate in Employee Position/Rate Maintenance (TM.EPJ.00) when labor is costed on approval. This is true for salaried as well as for hourly employees. In this case, an hourly rate must be entered for salaried employees if their labor is to be included in calculating commitments. If you cost labor on entry, the rate and amount values come directly from the timecards. Then, the load process factors in overtime multipliers and adds in applicable fringe amounts.

Commitments differ from actuals because they come from unreleased timecards and can change before the timecard posting process creates actuals. You might consider commitments similar to estimates or accruals for profitability analyses but they will be replaced by actual amounts when the timecards are posted. You cannot allocate or bill commitment amounts.

If the labor was entered using Project Timesheet Entry (TM.PTE.00) and Post Timesheets directly has been selected in Time and Expense Setup (TM.SET.00), the timesheet posting process bypasses the creation of the PJLABDET records required by the commitment calculation process. If commitment data must include all labor performed but not yet posted, do not select the Post Timesheets directly option.

Labor Commitment Load (TM.LCL.00) must be run stand-alone; that is, only one load process may run at a time. In addition, this program may not be run while Project Controller’s Financial Transaction Transfer (PA.TRN.00) is running. When the system detects that a user is attempting to run a second process of either type, it generates an error message. In this case, the user should wait until the first process completes. See “Correcting a “Process Already in Progress” Error” on page 84 for more information.
When the program successfully completes, two messages appear. The first line displays a count of the number of labor transactions written to the Commitment Detail table. The second number is the number of records that have been updated, including any roll-up records.

Following are the field descriptions for Labor Commitment Load (TM.LCL.00).

**Week Ending Date**

The date entered is converted as necessary into the next timecard period-ending date. It must be a date in Project Controller's current period or a future period.

**Begin Processing (button)**

When you click Begin Processing, a process starts that updates project and task commitment information from unposted labor detail records. One process is called to load the Commitment Detail table (PJCOMDET), and another is called to update summary data. Each process prints a status line in the status box on the screen to indicate the number of records processed.
Pay Labor Interface (TM.PLI.00)

Use Pay Labor Interface (TM.PLI.00) to transfer posted timecard data from Time and Expense for Projects to Payroll, Advanced Payroll, or a CSV file for subsequent use by an external payroll system. Whether transferred records update Payroll or Advanced Payroll is subject to the setting of Create Advanced Payroll Timesheet Entry Batch in Time and Expense Setup (TM.SET.00).

![Pay Labor Interface (TM.PLI.00)](image)

Figure 51: Pay Labor Interface (TM.PLI.00)

This process reads the Labor Distribution table (PJLABDIS) searching for records that match the user-specified selection criteria. When the process completes, records that have transferred to Payroll or been exported to a file are flagged, preventing them from being processed again. When the process completes, Pay Labor Interface Audit (TM.070.00) or Pay Labor Export Audit (TM.070E) prints automatically, providing an audit trail.

Posted timecard information updates Payroll or Advanced Payroll as an unreleased Time and Dollar Entry (02.020.00) or Advanced Payroll Timesheet (58.010.00) batch. Use Payroll screens to release the batch, calculate net pay, print payroll checks, and post to General Ledger.

In order for timecard records to qualify for processing, the status of the timecard must be P (posted) and the timecard period-ending date for the timecard cannot be greater than the user-specified timecard period-ending date. You can exclude the timecard records of selected employees from export using the Employee Type in Employee and Resource Maintenance (PA.EMP.00). If timecard details are eligible for transfer to Payroll, the employee ID must exist in the EMPLOYEE table and the fiscal period of the documents must match the user-specified fiscal period, in addition to the requirements for an external system transfer.

See “The Payroll Interface” on page 16 for more information about how to use earnings types, work locations, employee types, and salary factors with the pay labor interface in general.

Following are the field descriptions for Pay Labor Interface (TM.PLI.00).

**Select Company area**
The Select Company area allows you to select a specific company or all companies.

**Specific**
Allows you to enter a specific company, limited to the companies for which you have access rights to this screen. The default is the logged in company.
Time and Expense for Projects

All
Processes all companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

Fiscal Period
Enter the fiscal period of the transactions that you want to export. This required entry defaults to the current period and becomes the fiscal period of the batch created in Payroll or Advanced Payroll.

Week Ending Date
The program converts the entered date as necessary into a timecard period-ending date. It defaults to the timecard period-ending date of the most recent timecard period before the current system date. Timecards for the period up to and including the selected timecard period-ending date are eligible for transfer to Payroll, Advanced Payroll, or export to another system.

Employee Type
Employee Type determines whether the process will export timecard data for all employees or only for employees who have a specific employee type. You can define employee types in Code File Maintenance (code type EMPT) and assign an employee type to each employee in Project Controller’s Employee and Resource Maintenance (PA.EMP.00). The code type has a data field that determines whether timecard transactions for employees who have a specific employee type are exempt from transfer to Payroll or export to another system. Enter “Y” in Exclude PR Xfer to exempt an employee type from being eligible for transfer.

Payroll/External File
Selecting an Interface Type determines what processing occurs. If you select Payroll, Payroll screens then perform payroll processes, such as releasing the batch, calculating pay, and printing payroll checks. If you select External File, the process exports timecard data to a CSV file that can then be

Figure 52: Code File Maintenance (PA.CFM.00) showing code type EMPT

Exempt employee types do not appear in the Pay Labor Interface list. The program skips timecard transactions for employees who have an exempt employee type even when you select all employee types for transfer. When you select a specific employee type for transfer, only timecard transactions for employees who have the matching employee type are processed.

Payroll/External File
Selecting an Interface Type determines what processing occurs. If you select Payroll, Payroll screens then perform payroll processes, such as releasing the batch, calculating pay, and printing payroll checks. If you select External File, the process exports timecard data to a CSV file that can then be
imported into an external payroll system. By default, the file is created in the user’s “My Documents” folder.

**Begin Processing (button)**

If you selected Payroll, clicking **Begin Processing** starts the process that transfers posted timecard transactions to Payroll. **Pay Labor Interface** (TM.PLL.00) creates one batch record and a batch with a journal type of TM. The batch number used comes from **Last Batch Number** in **Payroll Setup** (02.950.00). One PRTRAN record is created for each timecard record in the labor distribution table (PJLABDIS) that is eligible for transfer.

A transaction is eligible for transfer if its fiscal period matches the fiscal period entered on the screen, its timecard period-ending date is equal to or earlier than the timecard period-ending date entered on the screen, the timecard is posted, and it has not already been transferred. In addition, if an employee type has been assigned to employees in Project Controller’s **Employee and Resource Maintenance** (PA.EMP.00), it must match the one entered on the screen or, if all employee types are selected, the type must not be exempt from processing. If a timecard records exist for an employee whose employee ID does not exist in Payroll, the process skips the timecard and a message appears on the screen.

Once the program successfully processes a labor transaction, the field PJLABDIS.status_1 is set to P to indicate that the transaction has been processed, preventing the record from being reprocessed by subsequent transfers. Upon completion, a count of the transactions transferred/exported appears and the **Pay Labor Interface Audit** (TM.070.00) or the **Pay Labor Export Audit** (TM.070E) prints an audit trail of the transferred/exported transactions.

For correcting timecards, the process transfers both the new timecard line items that are changed or added and backs out the original timecard line items for any changes.

If you selected External File, clicking **Begin Processing** starts the process that exports posted timecard transactions to a CSV file. A single payroll batch is created in \(\text{parent directory}\)\TMExtracts with a system-assigned batch number for audit trail purposes and the file name ‘TMnnnnnn.csv’ where ‘nnnnnn’ is the batch number. The information contained in the file is as follows:
<table>
<thead>
<tr>
<th>Data Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJLABDIS_dl_id13</td>
<td>Batch number of interface batch</td>
</tr>
<tr>
<td>PJLABDIS_dl_id07</td>
<td>Line number of interface batch for unique key</td>
</tr>
<tr>
<td>GL_acct_cost</td>
<td>Labor expense account charged (Not used at this time)</td>
</tr>
<tr>
<td>Time and Expense</td>
<td>Pay Labor Interface offset account</td>
</tr>
<tr>
<td>Time and Expense</td>
<td>Pay Labor Interface offset subaccount</td>
</tr>
<tr>
<td>PJLABDIS.amount</td>
<td>Pay amount of line item</td>
</tr>
<tr>
<td>PJLABDIS.dl_id10</td>
<td>Certified Payroll flag</td>
</tr>
<tr>
<td>PJLABDIS.cpnlyd_chrg</td>
<td>Company charged by transaction</td>
</tr>
<tr>
<td>PJLABDIS.docnbr</td>
<td>Document number (timecard number)</td>
</tr>
<tr>
<td>PJLABDIS.earn_type_id</td>
<td>Payroll earnings type</td>
</tr>
<tr>
<td>PJLABDIS.employee</td>
<td>Employee ID</td>
</tr>
<tr>
<td>PJLABDIS.gl_subacct</td>
<td>GL subaccount of source transaction</td>
</tr>
<tr>
<td>PJLABDIS.cpnlyd_home</td>
<td>Employee’s home company</td>
</tr>
<tr>
<td>PJLABDIS.home_subacct</td>
<td>Employee’s home GL subaccount</td>
</tr>
<tr>
<td>PJLABDIS.worked_hrs</td>
<td>Hours per timecard line item</td>
</tr>
<tr>
<td>PJLABDIS.labor_class_cd</td>
<td>Labor class code</td>
</tr>
<tr>
<td>PJLABDIS.line_nbr</td>
<td>Line number of originating timecard document</td>
</tr>
<tr>
<td>PJLABDIS.pe_date</td>
<td>Posting period end date (for info only)</td>
</tr>
<tr>
<td>PJLABDIS.pit_entity</td>
<td>Charged task</td>
</tr>
<tr>
<td>PJLABDIS.project</td>
<td>Charged project</td>
</tr>
<tr>
<td>PJPROJ.cpnlyd</td>
<td>Project-level company</td>
</tr>
<tr>
<td>PJPROJ.gl_subacct</td>
<td>Project-level GL subaccount</td>
</tr>
<tr>
<td>PJPROJEX.work_location</td>
<td>Work location specified at project level</td>
</tr>
<tr>
<td>PJLABDIS.rate_source</td>
<td>Rate source</td>
</tr>
<tr>
<td>PJLABDIS.shift</td>
<td>Shift</td>
</tr>
<tr>
<td>PJPENT.pe_id35</td>
<td>Task-level company</td>
</tr>
<tr>
<td>PJPENT.pe_id01</td>
<td>Task-level subaccount</td>
</tr>
<tr>
<td>PJPENTEX.pe_id13</td>
<td>Work location specified at task level</td>
</tr>
<tr>
<td>PJLABHDR.le_type</td>
<td>Timecard type (Regular or Correcting)</td>
</tr>
<tr>
<td>PJLABDIS.dl_id08</td>
<td>Transaction date (typically day worked)</td>
</tr>
<tr>
<td>PJEollipop.ep_id01</td>
<td>Employee’s home union code</td>
</tr>
<tr>
<td>PJLABDIS.union_cd</td>
<td>Employee’s worked union code</td>
</tr>
<tr>
<td>PJLABDIS.work_comp_code</td>
<td>Workers’ comp code from timecard line item</td>
</tr>
<tr>
<td>PJLABDIS.work_type</td>
<td>Union work type (subclass)</td>
</tr>
<tr>
<td>PJLABDIS.dl_id12</td>
<td>Not used at this time</td>
</tr>
<tr>
<td>PJLABDIS.dl_id14</td>
<td>Not used at this time</td>
</tr>
<tr>
<td>PJLABDIS.dl_id16</td>
<td>Not used at this time</td>
</tr>
<tr>
<td>PJLABDIS.dl_id18</td>
<td>Not used at this time</td>
</tr>
<tr>
<td>PJLABDIS.dl_id20</td>
<td>Not used at this time</td>
</tr>
<tr>
<td>User ID1</td>
<td></td>
</tr>
<tr>
<td>User ID2</td>
<td></td>
</tr>
<tr>
<td>User ID3</td>
<td>0</td>
</tr>
<tr>
<td>User ID4</td>
<td>0</td>
</tr>
</tbody>
</table>
Prevailing Wage Rate Maintenance (TM.PRE.00)

Use Prevailing Wage Rate Maintenance (TM.PRE.00) to view and maintain prevailing wage hourly rates. Prevailing Wage is a general heading for the government's regulations and controls on the pay rates for certain laborers (trades or crafts) performing work under contracts covered by federal and/or state regulations and guidelines. The combination of prevailing wage code, labor class, and group (an optional subclass of labor class) must be unique for the Prevailing Wage Rate table (PJWAGEPR). Projects are associated with a prevailing wage by entering a prevailing wage code in Additional Project Information (PA.PRJ.01). In addition, each line item on the timecard must contain a Yes in Cert PR to be eligible for a prevailing wage rate. See “Labor Costing” on page 8 and “Posting Labor to General Ledger” on page 13 for a discussion of prevailing wage rates. See also “Labor Classes” on page 7 for a discussion of the implications of Labor Class.

![Prevailing Wage Rate Maintenance (TM.PRE.00)](image)

Figure 53: Prevailing Wage Rate Maintenance (TM.PRE.00)

Following are the field descriptions for Prevailing Wage Rate Maintenance (TM.PRE.00).

**Prevailing Wage ID**

Enter a user-assigned code to create a unique record for a particular authority (for example, Federal Government, US Forest Service, State of New York, etc.). The record is stored in the table PJWAGEPR.

**Effective Date**

Effective Date represents the effective date of the prevailing wage ID and is informational only. It is not used in rate lookup.

**Description**

Enter an optional freeform description of the prevailing wage ID.

**Authority Description**

Enter an optional freeform description of the governing authority (for example, Federal Government, US Forest Service, or State of New York).
**Labor Class**
For prevailing wage rates, **Labor Class** defines each applicable trade for the logical table or authority entered. The values are validated in the code file (code type LABC) and are user-defined.

**Group**
Prevailing wage **Group** is used as a subset of the trade (for example, labor class). It can be used to categorize the type of labor within the trade, its level of danger, etc. **Group** is optional and unverified due to the many uses it may have within different labor classes.

**Hourly Rate**
Enter the hourly pay rate used for work on a project with this prevailing wage ID, labor class, and group. The rate is used in the costing calculation that multiplies the employee’s hours by this rate. In addition to a charged project must be associated with a prevailing wage ID, each line item on the timecard must contain a Yes in **Cert PR** to be eligible for a prevailing wage rate.

**Note:** This rate is not used to cost salary.

**Fringe Rate**
Enter the applicable hourly fringe pay rate, which is also called pay-in-lieu-of-fringe. When posting certified payroll timecard items, if there is a non-zero fringe rate associated with the prevailing wage code, labor class, and group, a second posting is created. This item has the same field values as the base item with the following exceptions: the hours are set to zero, the amount is the total hours (regular plus any overtime) times the fringe rate, and the earnings type defaults from **Time and Expense Setup** (TM.SET.00). If the hourly wage paid exceeds the prevailing wage, (for example, the employee’s regular wage or union wage is higher than the prevailing wage), **Fringe Rate** is reduced by the difference between the two.
**Project Timesheet Entry (TM.PTE.00)**

*Project Timesheet Entry (TM.PTE.00)* allows a preparer to electronically record time for multiple employees on a single timesheet with labor hours entered daily (the screen also provides the ability to enter time for a single employee). You can also record equipment usage time on the timesheet and enter production units in a subscreen, *Units of Production Entry*, by clicking the **Production** button.

![Project Timesheet Entry (TM.PTE.00)](image)

**Figure 54: Project Timesheet Entry (TM.PTE.00)**

The timesheet status field determines whether you can make any changes to a timesheet. You can view previous timesheets; however, you cannot maintain a timesheet whose status is Posted or Completed. You can only make changes to timesheets that have a status of In Process or Rejected. Once you have changed the status to Completed and saved it in the database, you can only view the timesheet. Upon setting the status to Completed, you can start the Post Timesheet process.

Depending on the controls instituted at each site, **Preparer** may be password-protected. Use **Password Maintenance** (PA.PWD.00) to set up passwords for the individual employee IDs.

When entering multiple timesheets, click **New** before starting a new timesheet to reset all counters and total fields, and then proceed to enter the new timesheet.

You can enter notes at the header, labor detail, and equipment detail levels for each timesheet by clicking **Comments**. You can print a hard copy of the currently displayed timesheet for signature by clicking **Print**.

**Note:** You can set the caption for **Manager** in *Project Controller Setup* (PA.SET.00) by entering the custom caption in **Project Manager1**.

See “Timesheet Posting” on page 14 and “Entering Standard Timecards” on page 48 for more information.
Following are the field descriptions for *Project Timesheet Entry* (TM.PTE.00).

**Preparer**

Enter the employee ID of the preparer of the timesheet, which is validated in the Employee Master table (PJEMPLOY). It could be a company ID number, a social security number, or other identifier. If *Timesheet for Multiple Employees* is clear, the caption of Preparer becomes Employee.

**Document #**

Document # is a unique identifier for a specific timesheet. The system automatically assigns the document number when you save a new timesheet. When attempting to display or view a timesheet, use its document number to select the record.

**Timesheet for Multiple Employees**

Timesheet for Multiple Employees determines whether the timesheet is for multiple employees or for a single employee. If the check box is cleared, the Preparer caption becomes Employee and the employee ID disappears from the grid.

**Crew**

Crew specifies the group of employees on which the Timesheet is reporting. The values in the list come from the code file (code type CREW).

**Shift (header)**

Enter an optional shift code, which is validated in the code file (code type SHFT). A shift code can be used for adding an incremental amount to labor rates and/or multiplying a labor rate by a shift differential (for example, 10% more pay for working the swing shift). This entry becomes the default shift for each line of the grid.

**Description**

Enter a freeform description of the activity for the line item. This information flows with the labor into the Project Transaction table (PJTRAN) when the timesheet posts and may appear on invoices prepared in the Flexible Billings module.

**Project (header)**

Enter the default project for both grids for labor hours, equipment units, or units of production quantity. It is a required field that must be a valid project in the Project Master table (PJPROJ) and must be active for labor charges. In addition, if *Timesheet for Multiple Employees* is clear, the project must be available for all employees to change or there must be a record in the Project Employee table (PJPROJEM) for the project and employee. The possible values listing shows all projects to which the employee may charge time. You can assign employees to projects in *Project Employee Maintenance* (PA.PEM.00).

**Task (header)**

Enter the default Task within the project for both grids for labor hours, equipment units, or units of production quantity. It is an optional field but, if entered, is validated in the Project Task table (PJPROJ) to be active for labor charges. The possible values listing shows all tasks to which the employee may charge time. You can assign employees to tasks in *Resource Assignment* (PA.RAS.00).

**Manager**

The name of the project manager (from the Project Master table (PJPROJ), field manager1) appears in view-only mode.
Date (header)
Enter the default date to be used in both grids. This entry determines the starting and ending dates for the timecard period being entered on the timesheet.

Start Time (header)
Enter the default starting time (in military time) for the first line in the grid. Start Time is optional but, if entered, must be in military time format.

End Time (header)
Enter the default ending time (in military time) for the first line in the grid. End Time is optional but, if entered, must be in military time format.

Status
Status indicates the status of the timesheet. The possible status codes for a timesheet appear below in their logical sequence:

- In Process (I) – The timesheet is available for maintenance. It cannot post with this status.
- Completed (C) – The timesheet is complete and eligible for posting. With this status, you cannot maintain the document further.
- Rejected (R) – The timesheet posting process failed.
- Posted (P) – The timesheet has been posted.

Additional Info (button)
Clicking Additional Info opens Additional Timesheet Information (TM.PTE.01) to maintain the timesheet identification (ID) fields that reside in the Timesheet Header table (PJTIMHDR). You can define the attributes for these fields using Project Controller’s ID Maintenance (PA.IDM.00).

Invoice Comments (button)
Employee detail comments use the same key as Timecard Entry (TM.TCE.00) if the Timesheet is for a single employee or the employee field in the grid is other than NONE. These comments may appear on invoices prepared in the Flexible Billings module (if the invoice format used for the project is one that allows employee timecard comments). For employee notes, the note type is TCIC and the note key is the project, task, employee ID, and date, or timecard period-ending date if you selected Week Totals in Time and Expense Setup (TM.SET.00).

Notes and Comments (PA.NOT.00) is used for entering and maintaining all types of comments. For Employee detail comments, note that only the first comment (Note Number 01) prints on the invoice.

Date (detail)
Enter the posting date for a particular item in the grid. Date is required and validated to fall within the start and end dates calculated by the date in the header. For the first line in the grid, Date defaults to the date in the header. Thereafter, the date on new lines defaults to the line that was highlighted previously.

Project (detail)
Enter the project being charged for the labor hours or equipment units entered. This required entry is validated in the Project Master table (PJPROJ) to be active for labor charges. In addition, if Employee in the grid contains anything other than NONE, the project must be available for all employees to charge or there must be a record in the Project Employee table (PJPROJEM) for the project and employee. The possible values listing shows all projects to which the employee may charge time (employees are assigned to projects in Project Employee Maintenance (PA.PEM.00)). The project description for the current line appears at the bottom of the screen. For the first line in the grid, Project defaults to the project ID entered in the header. Thereafter, the project ID on new lines defaults to the line that was highlighted previously.
Task (detail)

Enter the task within the project being charged for the labor hours or equipment units entered. This required entry is validated in the Project Task table (PJPENT) and must be active for labor charges. For the first line of the grid, Task defaults to the task ID in the header. Thereafter, the task ID on new lines defaults to the previous line. If you change Project, this field becomes blank and you must enter or select a task for the new project.

Employee

Enter the ID that uniquely identifies an employee within Project Management and Accounting. The employee ID is validated in the Employee Master table (PJEMPLOY). It could be a company ID number, a social security number, or other identifier. If Employee contains anything other than NONE, the project must be available for all employees to charge or there must be a record in Project Employee table (PJPROJEM) for employee and project (entered previously in the grid). If you leave NONE in Employee, the cursor moves to Equipment ID assuming that you are entering only equipment data on the line. If Timesheet for Multiple Employees is clear, this field is not visible. Employee defaults to NONE for the first line in the grid. Thereafter, the employee ID on new lines defaults to the line that was highlighted previously.

Labor Class

Labor Class categorizes time charged to projects and serves as a breakdown of the types of work performed. The default is the labor class in Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the date entered for the project. If a record does not exist for the project (Project is blank), the default labor class is used. If entering labor hours, Labor Class cannot be blank when the line in the grid is completed. See “Labor Classes” on page 7 for more information.

Account

Enter the account number where the labor line item is being expensed. Account is required if labor is entered, and is validated in the Account table.

Defaulting: If Employee = NONE, Account is cleared; otherwise, with any change to Task, the Labor Detail Account is set to the labor account specified in field pe_id23 of the Project Entity Master Extended table (PJPENTEX) for the entered project task. If the account is blank in the Project Entity Master Extended table, the account is set from the Project Master file (PJPROJ). Finally, if the account has not been set or entered already, it is set from data2 field of the code file (PJCODE) for the labor class. Account is verified to be non-blank when the line in the grid is completed.

Defaulting Note

If Employee = NONE, Account is cleared; otherwise, with any change to Task, the Labor Detail Account is set to the default Labor Account specified in Task (PA.PRJ.02) for the entered project task. If the task does not have a default labor account, the account is set to the default Labor Account from the project specified in Project Maintenance (PA.PRJ.00). Finally, if the account has not been set or entered already, it is set in Labor GL Account of Code File Maintenance (PA.CFM.00) for the Labor Class (code type LABC). Account cannot be blank when the line in the grid is completed.

WO Integration and Validation Note

If the Work Order module is installed and the project entered is a valid Work Order, Account must be a valid WIP account. If an account is entered that is not a WO WIP account, it is flipped to a valid WIP account. Projects are identified as a valid Mfg. Work Order (MWO) or Pjt Work Order (PWO) by their existence in the WOHeader table. In addition, a PWO must have its GL Interface switch on to be subject to the flip. The valid WIP accounts are obtained from table WOacctCategXref.
Company ID
Enter the company ID where the line item is being expensed. The default for this required field is the company of either the project or the employee, depending on the option selected in Time and Expense Setup (TM.SET.00).

Subacct
Enter the subaccount of the financial organization where the line item is being expensed, which is validated in the SUBACCT table. The default for Subacct is the project’s subaccount (or task’s subaccount if one exists) or the employee’s home subaccount, depending on the option selected in Time and Expense Setup (TM.SET.00), but may be overwritten.

Shift (detail)
Enter an optional shift code, which is validated in the code file (code type SHFT). A shift code can be used for adding an incremental amount to labor rates and/or multiplying a labor rate by a shift differential (for example, 10% more pay for working the swing shift).

Billable Labor
Billable Labor specifies whether the transaction is eligible for loading into Flexible Billings via Billings Transaction Load (BI.BTL.00) or Project Controller’s Allocation Processor (PA.PRO.00) if an option in Billings Setup (BI.SET.00) is selected. It is copied to PJTRAN in the TR_STATUS field when the timesheet is posted. A blank value in TR_STATUS means the transaction is eligible to be loaded into Flexible Billings. An N means the transaction is not eligible to be loaded. This entry is stored in PJTIMDET.TL_ID17.

Start Time (detail)
Enter the starting time (in military time) for work performed on the project and task. For the first line in the grid, Start Time defaults to the start time entered in the header. Thereafter, the start time for a new line that has the same date and employee defaults to the end time of the previous line. If the date or employee for the new line changes, the default again becomes the start time in the header. Start Time is optional but, if entered, must be in military time format.

End Time (detail)
Enter the ending time (in military time) for work performed on the project and task. For the first line in the grid, End Time defaults to the end time entered in the header. Thereafter, End Time for a new line for the same date and employee is blank. If the date or employee for the new line changes, the default again becomes the end time in the header. End Time is optional but, if entered, must be in military time format.

Elapsed Time
Elapsed Time contains the total number of hours between Start Time and End Time and appears in view-only mode. If end time is less than the start time, the program “assumes” that the end time occurs on the next day and elapsed time is adjusted accordingly. Elapsed Time is for reference only.

Reg Hours
Enter the number of hours being charged at the regular rate for the time worked. It need not equal the elapsed time.

Note: If you did not enter a value in Reg Hours or any other fields on the line (you accepted all the defaults), the program “disregards” the line until you enter at least one field on it.

OT1 Hours/OT2 Hours
Enter the number of overtime hours being charged for the time worked. You can define the multipliers for each type of overtime in Time and Expense Setup (TM.SET.00). These fields always default to zero and they reset to zero whenever the start time or end time for the line is modified.
Union
Enter the union code if applicable for this line item. It defaults to the union code in Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the timecard period-ending date. The program always uses the default Employee Project Rate (PJEMPPJT) record (where Project is blank) when retrieving the default Union code, which can be overwritten.

Work Type
Work Type defines a work category below the labor class for union workers. The default for Work Type is the work type in Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the timecard period-ending date. The program always uses the default PJEMPPJT record (where Project is blank) when retrieving the default Work Type.

Cert PR
Cert PR exempts a timesheet line item from prevailing wage rate consideration. The default value is No if the project does not have a prevailing wage code associated with it, in which case you cannot modify it. Yes is the default value for projects that have a prevailing wage ID associated with them but may be changed for a particular line item that is not eligible for prevailing wage rates.

Group
Group is a modifier or subclass of labor class for projects that contain a prevailing wage ID. The default for Group is the group code in Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the timecard period-ending date. The default PJEMPPJT record (for example, where Project is blank) is always used to retrieve the default Group.
If the project has a prevailing wage ID associated with it and Cert PR is set to Yes, a prevailing wage rate must be on file for the prevailing wage ID, labor class, and group code.

WkComp
WkComp classifies an employee for workers’ compensation insurance. For instance, office workers may have a code and associated rate that differs from construction workers due to differing risk factors for injuries. Since each state has its own laws governing workers’ compensation insurance, a workers’ compensation code is assigned to each labor transaction.
WkComp can be overwritten or deleted but, if entered, is validated in the code file (code type WKCC). You can assign workers’ compensation codes at the project level in Additional Project Information (PA.PRJ.01), at the task level in Task (PA.PRJ.02), and at the employee level in Employee Position/Rate Maintenance (TM.EPJ.00). This screen assigns the task’s workers’ compensation code to each labor transaction. If the task does not have a workers’ compensation code specified for it, the program assigns the project’s code. If neither the project nor the task has a workers’ compensation code specified for it, the program applies the default workers’ compensation code for the employee (as specified in table PJEMPPJT) to the transaction.

EQ ID
EQ ID is a unique identifier for pieces of equipment. If entered, the equipment ID is validated in table PJEQUIP. In addition, an equipment rate must exist in the Equipment Rate file (PJEQRATE) for the equipment ID, project (or blank if project not found), and date (the Equipment Rate file must contain an effective date that is less than or equal to this date).
If only entering equipment data, enter NONE at Employee. The description of EQ ID appears at the bottom of the screen.

UOM
UOM contains the unit description on which the rates are based appears in view-only mode. The program retrieves this value from the Equipment Rate file (PJEQRATE) and loads it into the Project Time Detail file (PJTIMDET). Note that if you change the value in the Equipment Rate file (PJEQRATE), the original value will still be used in the timesheet posting process unless the line is specifically updated (or deleted and re-added).


**Usage**

**Usage** specifies the rate being used by the equipment posting process. The program retrieves descriptions for the captions in the list from the code file (code type EQRT). There are currently three rates available. The first rate is typically the time the equipment is actively used. The second might be a standby rate (for example, time the equipment is out at the job site but not used). The third rate is a flexible rate whose use can be determined by each site. The default for Usage is the first rate. Once you enter usage, the equipment rate for the usage must be non-zero. Both usage and the equipment rate are loaded into the Project Time Detail file (PJTIMDET). Note that if you change the rate in the Equipment Rate file (PJEQRATE), the original value will still be used in the timesheet posting process unless the line is specifically updated (or deleted and re-added).

**Units**

**Units** specifies the units (hours, days, etc.) measuring how long equipment was used. This value is multiplied by the rate found in the Equipment Rate file (PJEQRATE) for the usage specified and used in the posting process to post expense. If labor is entered on the same line, this value defaults to the sum of: regular hours + overtime 1 hours + overtime 2 hours.

**Bill EQ**

**Bill EQ** specifies whether the transaction is eligible for loading into Flexible Billings by Billings Transaction Load (BL.BTL.00) or Project Controller’s Allocation Processor (PA.PRO.00) if an option in Billings Setup (BI.SET.00) is selected. It is stored in PJTIMDET.TL_ID20 and copied to PJTRAN in the TR_STATUS field when the timesheet posts. A blank value in TR_STATUS means the transaction is eligible to be loaded into Flexible Billings. An N means the transaction is not eligible to be loaded.

**Comments (button)**

Clicking Comments opens Notes and Comments (PA.NOT.00) for entering comments. The types of comments available in this function are:

- Header comments contain information regarding the overall Timesheet. For Header comments, the type is PTIM and the key is preparer + header date + and document number.
- Equipment detail comments can be entered only if Employee in the grid contains NONE. For equipment ID comments, the note type is EQUP and the key is equipment ID + project + task + document number.

**Production (button)**

Clicking Production opens Units of Production Entry (TM.PTE.02) for maintaining the units of production fields and quantity.

**Create Timecard(s) / Post Timesheet (button)**

If the Post Timesheets Directly check box in Time and Expense Setup (TM.SET.00) is selected, the label of this button is Post Timesheet. If the check box is clear, the label of this button is Create Timecard(s). Clicking this button initiates the appropriate updating or posting process. See “Labor Posting” on page 14 for a detailed description of the updates that occur when you click the button.
Additional Timesheet Information (TM.PTE.01)

Use Additional Timesheet Information (TM.PTE.01), accessed from Project Timesheet Entry (TM.PTE.00), for viewing and maintaining the flexibly defined identification (ID) fields for the timesheet header. These values are stored in the Timesheet Header table (PJTIMHDR).

Figure 55: Additional Timesheet Information (TM.PTE.01)

Following are the field descriptions for Additional Timesheet Information (TM.PTE.01).

Timesheet Header ID Fields

Use these fields for attaching any type of identification or reference data to a record. You can flexibly define ID fields for ID type TH using Project Controller’s ID Maintenance (PA.IDM.00), where the caption, length, mask, and type of validation are established. Flexibly defined fields explicitly defined in the SQL database as DATE, FLOAT, or INTEGER fields have fixed attributes and cannot have their validation, mask, or length modified by flexible field parameters. These options are only available to CHAR (string) fields. You cannot change reserved fields. As the reserved status of these fields may change, see the online schema for current reserved status.
Units of Production Entry (TM.PTE.02)

Use Units of Production Entry (TM.PTE.02), accessed from Project Timesheet Entry (TM.PTE.00), for entering units of production data. This data is stored in the Units of Production Detail table (PJUOPDET). “Units of Production” is a term used to describe a common unit of measure when many different units of measure apply to the same project.

Figure 56: Units of Production Entry (TM.PTE.02)

Example: A road construction project might incur expenses for labor by hour and by salary. In addition, the company might incur equipment expenses with a different unit of measure. Therefore, instead of calculating percent complete based on to-date expenditures, a unit of production method can be used that determines percent complete by, for instance, how many miles have been completed in the road construction project. “Units of Production” is a non-accounting entry that posts only to Project Management and Accounting.

Following are the field descriptions for Units of Production Entry (TM.PTE.02).

**Date (Units of production field)**

Enter the posting date for a particular item in the grid. This date must fall between the start and end dates calculated by the date in the header portion of the main screen. Date defaults to the date in the header for the first line in the grid. Thereafter, the date on new lines defaults to the line that was highlighted previously.

**Project (Units of production field)**

Enter the project being charged for the production units. It must be a valid and active project in the Project Master table (PJPROJ) and defaults to the project ID entered in the header for the first line in the grid. Thereafter, the project ID on new lines defaults to the line that was highlighted previously. The project description for the current line appears at the bottom of the screen.

**Task (Units of production field)**

Enter the task within the project being charged for the production units entered. It must be an active task in the Project Task table (PJPENT) and defaults to the task in the header for the first line of the grid. Thereafter, the task ID on new lines defaults to the line that was highlighted previously. If you change Project, Task becomes blank and you must enter or select a task for the new project.

**Production UOM**

Production UOM displays in view-only mode the common unit of measure used for the project task entered, which resides in the Extended Task Master table (PJPENTEX.PE_ID12).
Production Qty
Enter the quantity of production units for the project task entered.

Unit of Production ID Fields
Use these fields for storing additional information with the units of production line item. You can flexibly define the ID fields for ID type UP using Project Controller’s ID Maintenance (PA.IDM.00). See the online schema for current reserved status.
Project Timesheet with Rate/Amount Entry (TM.PTA.00)

*Project Timesheet with Rate/Amount Entry* (TM.PTA.00) allows a preparer to record time electronically for multiple employees on a single timesheet with labor hours entered daily (the screen also provides the ability to enter time for a single employee) for one or more project tasks. You can also record equipment usage time on the timesheet and enter production units in a separate window, *Units of Production Entry* (TM.PTA.02), by clicking the Production button.

![Project Timesheet with Rate/Amount Entry (TM.PTA.00)](image)

**Figure 57: Project Timesheet with Rate/Amount Entry (TM.PTA.00)**

This screen is similar to *Project Timesheet Entry* (TM.PTE.00) with additional functionality – it displays and allows the override of labor rates, as well as entry of flat amounts to handle bonuses, retroactive pay, adjustments, etc. A flag in *Time and Expense Setup* (TM.SET.00) specifies whether labor is costed during entry (for hourly employees only) or during approval. If set to cost labor during entry, the labor rate for each line item is determined via the standard labor rate lookup procedure and then stored in PJTIMDET. In addition to the rate, a rate source code that indicates the source of the rate used (union, employee-project, etc.). Both the rate and rate source code appear in the grid. You can override the rate. If the flag is set to cost labor on approval, Rate Source, Rate, and Extended Amount do not appear on the screen.

Depending on the controls instituted at each site, Preparer can be password-protected. Use Project Controller’s Password Maintenance (PA.PWD.00) to set up passwords for the individual employee IDs. When entering multiple timesheets, click New before starting a new timesheet to reset all counters and total fields, and then proceed to enter the new timesheet.

Notes at the Header, Labor detail, and Equipment detail levels may be entered for each timesheet by clicking Comments. You can print a hard copy of the currently displayed timesheet for signature by clicking Print.

See “Timesheet Posting” on page 14 and “Entering Standard Timecards” on page 48 for more information.
Following are the field descriptions for *Project Timesheet with Rate/Amount Entry* (TM.PTA.00).

**Preparer**
Enter the employee ID of the preparer of the timesheet. This required entry, which could be a company ID number, a social security number, or other identifier, is validated in the Employee Master table (PJEMPLOY). If *Timesheet for Multiple Employees* is clear, the caption of Preparer becomes Employee.

*Note:* Depending on the controls instituted at your site, the Preparer field can be password-protected. Use *Password Maintenance* (PA.PWD.00) to set up passwords for individual employee IDs.

**Document #**
Document # is a unique identifier for a specific timesheet. The system automatically assigns the document number when you save a new timesheet. When you want to view a timesheet, use its document number to select the record.

*Note:* When entering multiple timesheets, click New before starting a new timesheet to reset all counters and total fields, and then proceed to enter the new timesheet.

**Timesheet for Multiple Employees**
*Timesheet for Multiple Employees* controls whether the timesheet is for multiple employees or for a single employee. If the check box is clear, the Preparer caption becomes Employee and the Employee disappears from the grid.

**Crew**
Crew specifies the group of employees whose time is being recorded. You can create the values in the list using *Code File Maintenance* (PA.CFM.00) for code type CREW.

**Shift (header)**
Enter an optional shift code, which is validated in the code file (code type SHFT). You can use shift codes for adding an incremental amount to labor rates and/or to multiply a labor rate by a shift differential (for example, 10% more pay for working the swing shift). This entry becomes the default shift for each line of the grid.

**Description**
Enter a freeform description of the activity for the current line. This information flows with the labor charge into the Project Transaction table (PJTRAN) when the timesheet posts and may appear on invoices prepared in Flexible Billings if the invoice section type includes labor comments.

**Project (header)**
Enter the default project ID for labor hours, equipment units, or units of production quantity. For a project to be valid, it must be an active project in the Project Master table (PJPROJ.status_pa must be set to A) and be active for labor charges as well (PJPROJ.status_lb must be set to A). In addition, if *Timesheet for Multiple Employees* is clear, the project must be available for all employees to charge or there must be a record in the Project Employee table (PJPROJEM) for the project and employee entered in the header. The possible values listing shows all projects to which the employee can charge time (employees are assigned to projects in *Project Employee Maintenance* (PA.PEM.00). This entry becomes the default for the first line in both grids. Thereafter, the project ID on new lines defaults to the project ID on the line that was highlighted previously.

**Task (header)**
Enter the default task within the project for labor hours, equipment units, or units of production quantity. It is an optional field but, if entered, is validated in the Project Task table (PJPROJ.T) to be active for labor charges. This entry becomes the default for the first line in both grids. Thereafter, the task ID on new lines defaults to the values on the line that was highlighted previously.
Manager

The name of the project manager (from the Project Master table (PJPROJ), field manager1) appears in view-only mode.

**Note:** You can define the caption of Manager in Project Controller Setup (PA.SET.00) by entering the custom caption in Project Manager1.

**Date (header)**

**Date** contains the default date for both grids. This entry determines the starting and ending dates for the reporting period.

**Example:** If you entered 02/03/04 and selected Monday from the First Day of Week in Timecard Entry list in Time and Expense Setup (TM.SET.00), the program verifies the start and end dates for the timecard period to fall between 02/02/04 and 02/08/04 inclusive and all dates entered in the grid must fall within this range. This entry also becomes the default for the first line in both grids. Thereafter, the date on new lines defaults to the values on the line that was highlighted previously.

**Start Time (header)**

Enter the default starting time (in military time) for the first line in the grid. Thereafter, the start time for a new line with the same date and employee ID on it defaults to the end time of the previous line. If the date or employee for the new line changes, the default for Start Time in the grid defaults again to this field. Start Time is optional but, if entered, must be in military time format.

**End Time (header)**

Enter the default ending time (in military time) for the first line in the grid. Thereafter, the end time for a new line for the same date and employee will be blank. If the date or employee for the new line changes, the default for End Time in the grid defaults again to this field. End Time is optional but, if entered, must be in military time format.

**Status**

Select the status of the timesheet. The possible status codes for a timesheet appear below in their logical sequence:

- In Process (I) – The timesheet is available for maintenance. It cannot be posted with this status.
- Completed (C) – The timesheet is complete and eligible for posting. With this status, the document can no longer be maintained.
- Rejected (R) – The timesheet posting process failed.
- Posted (P) – The timesheet is posted.

**Additional Info (button)**

Clicking Additional Info opens Additional Timesheet Information (TM.PTA.01) for maintaining the timesheet identification (ID) fields in the Timesheet Header table (PJTIMHDR). You can define the attributes for these fields using Project Controller’s ID Maintenance (PA.IDM.00).

**Invoice Comments (button)**

Employee detail comments use the same key as Timesheet Entry (TM.TCE.00) if the Timesheet is for a single employee or the employee field in the grid is other than NONE. These comments might appear on invoices prepared in Flexible Billings (if the invoice format used for the project is one that prints employee timecard comments). For employee notes, the note type is TCIC and the note key is the project, task, employee ID, and date or timecard period-ending date if Week Totals is selected in Time and Expense Setup (TM.SET.00).

Notes and Comments (PA.NOT.00) is used for entering and maintaining all types of comments. For Employee detail comments, note that only the first comment (Note Number 01) will print on the invoice.
**Date (detail)**

Enter the posting date for a particular item in the grid. **Date** is required and validated to fall within the start and end dates calculated by the date in the header. For the first line in the grid, **Date** defaults to the date in the header. Thereafter, the date on new lines defaults to the line that was highlighted previously.

**Project (detail)**

Enter the project being charged for the labor hours or equipment units entered. This required entry is validated in the Project Master table (PJPROJ) to be active for labor charges. In addition, if **Employee** in the grid is other than NONE, the project must be available for all employees to charge or there must be a record in the Project Employee table (PJPROJEM) for the project and employee. The possible values listing shows all projects to which the employee may charge time (employees are assigned to projects in **Project Employee Maintenance** (PA.PEM.00)). The project description for the current line appears at the bottom of the screen. For the first line in the grid, **Project** defaults to the project ID entered in the header. Thereafter, the project ID on new lines defaults to the previous line.

**Task (detail)**

Enter the task within the project being charged for the labor hours or equipment units entered. This required entry is validated in the Project Task table (PJPENT) and must be active for labor charges. For the first line of the grid, **Task** defaults to the task ID entered into the header. Thereafter, the task ID on new lines defaults to the previous line. The possible values listing shows all tasks to which the employee can charge time (employees are assigned to tasks in **Resource Assignment** (PA.RAS.00)).

**Employee**

Enter the ID that uniquely identifies an employee in Project Management and Accounting. The employee ID is validated in the Employee Master table (PJEMPLOY). It could be a company ID number, a social security number, or other identifier. When you enter a valid employee ID, the project must be available for all employees to charge or there must be a record in Project Employee table (PJPROJEM) for the employee and project on the current line. If you accept the default value, NONE, the cursor immediately moves to **Equipment ID** on the assumption that you are going to enter only equipment data on the line. If the **Timesheet for Multiple Employees** check box is clear, this field is not visible. For the first line in the grid, **Employee** defaults to NONE. Thereafter, the employee ID on new lines defaults to the line that was highlighted previously.

**Labor Class**

**Labor Class** categorizes time charged to projects and serves as a breakdown of the types of work performed. The default is the labor class in **Employee Position/Rate Maintenance** (TM.EPJ.00) with an effective date closest to, but not greater than, the date entered for the project. If a record is not found for the project (**Project** is blank), the default labor class is used. If entering labor hours, **Labor Class** cannot be blank when the line in the grid is completed. See “**Labor Classes**” on page 7 for more information.

**Account**

Enter the account number where the line item will be charged. It is a required field and validated in the Account table.

Defaulting: If **Employee** = NONE, this field is cleared; otherwise, with any change to Task, the Labor Detail Account is set to the default Labor Account specified in the **Task** window of **Project Maintenance** (PA.PRJ.00) for the entered project and task. If the task does not have a default labor account, the account is set to the default Labor Account from the project (specified in **Project Maintenance** (PA.PRJ.00)). Finally, if the account has not been set or entered already, it is set from **Labor GL Account** of **Code File Maintenance** (PA.CFM.00) for the Labor Class (code type LABC). GL account cannot be blank when the line in the grid is completed.

Work Order Integration and Validation: If the Work Order module is installed and the project entered is a valid Work Order, the GL Account must be a valid WIP account. If an account is entered that is not a
WO WIP account, it is flipped to a valid WIP account. Projects are identified as a valid Mfg. Work Order (MWO) or Pjt. Work Order (PWO) by their existence in the WOHeader table. In addition, a PWO must have its GL Interface switch on to be subject to the flip. The valid WIP accounts are obtained from table WOAcctCategXref.

**Company ID**

Enter the company ID where the line item will be expensed into this required field. The default for Company ID, which can be overwritten, is the company of either the project or the employee, depending on the option selected in Time and Expense Setup (TM.SET.00), but can be overwritten.

**Subacct**

Enter the subaccount of the financial organization where the line item will be expensed. The default for Subacct is the project’s subaccount (or task’s subaccount if one exists) or the employee’s home subaccount, depending on the option selected in Time and Expense Setup (TM.SET.00), but can be overwritten.

**Shift (detail)**

Enter an optional shift code, which is validated in the code file (code type SHFT). A shift code is used for adding an incremental amount to labor rates and/or to multiply a labor rate by a shift differential (for example, 10% more pay for working the swing shift).

**Billable Labor**

Billable Labor determines whether the transaction is eligible for loading into Flexible Billings via Billings Transaction Load (BI.BTL.00) or Project Controller’s Allocation Processor (PA.PRO.00) if an option in Billings Setup (BI.SET.00) is selected. The billable flag updates PJTRAN in the TR_STATUS field when the timesheet posts. This entry is stored in PJTIMDET.TL_ID17.

**Start Time (detail)**

Enter the starting time (in military time) for work performed on the project and task. Start Time defaults to the start time entered in the header and must be in military time format.

**End Time (detail)**

Enter the ending time (in military time) for work performed on the project and task. End Time defaults to the end time entered in the header and must be in military time format.

**Elapsed Time**

The total number of hours between start and end times appears in view-only mode. If end time is less than the start time, the program “assumes” that the end time occurs on the next day and elapsed time is adjusted accordingly. Elapsed Time is for reference only.

**Reg Hours**

Enter the number of hours being charged at the regular rate for the time worked. It need not equal the elapsed time.

**Note:** If you do not enter a value in Reg Hours or in any other fields on the current line (you accepted all the defaults), the program will “disregard” the line until you make an entry in at least one field on the line.

**OT1 Hours/OT2 Hours**

Enter the number of overtime hours being charged for the time worked. You can define the multipliers for each type of overtime in Time and Expense Setup (TM.SET.00). These fields always default to zero and they reset to zero whenever the start time or end time for the line is modified.
Union
Enter the union code if applicable for the current line item. It defaults to the union code in Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the timecard period-ending date. The default Employee Project Rate (PJEMPPJT) record (where Project is blank) is always used for retrieving the default Union code, which may be overwritten.

Work Type
Work Type defines a work category within the labor class for union workers. The default is the work type in Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the timecard period-ending date. The default PJEMPPJT record (where Project is blank) is always used for retrieving the default work type. A union rate must be on file for the union, labor class and work type with an effective date that is less than or equal to the timecard period-ending date.

Cert PR
Cert PR flag exempts a timesheet line item from prevailing wage rate consideration. The default value is No if the project does not have a prevailing wage ID associated with it and you cannot change the value. Yes is the default value for projects that have a prevailing wage ID associated with them but may be changed if a particular line item is not eligible for prevailing wage rates.

Group
Group is a modifier or subclass of labor class for projects that contain a prevailing wage ID. The default is the prevailing wage group in Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the timecard period-ending date. The default PJEMPPJT record (for example, where Project is blank) is always used for retrieving the default prevailing wage group.

If the project has a prevailing wage ID associated with it and Cert PR is set to Yes, a prevailing wage rate must be on file for the prevailing wage ID, labor class, and prevailing wage group.

WkComp
WkComp classifies an employee for workers’ compensation insurance. For instance, office workers might have a code and associated rate that differs from construction workers due to differing risk factors for injuries. Since each state has its own laws governing workers’ compensation insurance, the program can assign a workers’ compensation code to each labor transaction.

WkComp can be overwritten or deleted but, if entered, is validated in the code file (code type WKCC). You can assign workers’ compensation codes at the project level in Additional Project Information (PA.PRJ.01), at the task level in Task (PA.PRJ.02), and at the employee level in Employee Position/Rate Maintenance (TM.EPJ.00). This screen assigns the task’s workers’ compensation code to each labor transaction. If the task does not have a workers’ compensation code specified for it, the program assigns the project’s code. If neither the project nor the task has a workers’ compensation code specified for it, the program applies the default workers’ compensation code for the employee (as specified in table PJEMPPJT) to the transaction.

Earn Typ
Pay Labor Interface (TM.PLL.00) uses Earn Typ for creating payroll transactions. It associates such earnings as regular hours, overtime, vacation time, etc. with benefits, deductions, and pay rate multiplier.

Earn Typ is optional but, if entered, is validated against the earnings types in the code file (code type EARN). You can assign earnings types at the project level in the Additional Project Information (PA.PRJ.01) and at the task level in Task (PA.PRJ.02). The default earnings type comes from the task. If the task does not have an earnings defined for it, the program assigns the project’s earnings. If neither the task nor the project has an earnings type specified for it, the program applies the default earnings types specified in Time and Expense Setup (TM.SET.00). You can overwrite the default earnings type or, if the default is blank, simply enter it. If you leave it blank, Time Review & Approval (TM.TRA.00) assigns an earnings type to each labor transaction.
Source

Source indicates the origin of the labor rate. It only appears when you select Entry for the Cost Labor on Entry or Approval option. Possible values are:

<table>
<thead>
<tr>
<th>Field Value</th>
<th>Internal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>E</td>
</tr>
<tr>
<td>Employee-Project</td>
<td>P</td>
</tr>
<tr>
<td>Union</td>
<td>U</td>
</tr>
<tr>
<td>Certified</td>
<td>C</td>
</tr>
<tr>
<td>Flexible</td>
<td>F</td>
</tr>
<tr>
<td>Override</td>
<td>X</td>
</tr>
<tr>
<td>Flat Amount</td>
<td>A</td>
</tr>
<tr>
<td>Salary</td>
<td>S</td>
</tr>
</tbody>
</table>

Rate

Rate displays the rate that the program will use for costing labor. It initially defaults to the employee’s labor rate as specified in Employee Position/Rate Maintenance (TM.EPJ.00). The rate resets automatically as you enter fields in the grid that affect it. The following fields can affect the rate: Project, Task, Subacct, Labor Class, Union, Work Type, Cert PR, Group, and Shift. In addition, you can change the rate. Rate only appears when you select Entry for the Cost Labor on Entry or Approval option.

Flat Amt

You can use Flat Amt for entering flat amounts of pay to handle bonuses, retroactive pay, adjustments, etc. You typically enter these types of pay using flat amounts. You can enter flat amounts for both hourly and salaried employees.

Ext Amt

Ext Amt is a display-only field applicable only to hourly employees. It is calculated as the rate multiplied by the hours, including any overtime multipliers, plus flat amount and represents the total amount of pay that entry of this line will generate. It does not appear in the grid if labor costing occurs during posting. It is zero for salaried employees.

EQ ID

EQ ID is a unique identifier for pieces of equipment. If entered, this ID is validated in the Equipment Master table (PJEQUIP). In addition, an equipment rate must exist in the Equipment Rate file (PJEQRATE) for the equipment ID, project (or blank if project not found), and date (the Equipment Rate file must contain an effective date that is less than or equal to the date on the current line).

If only entering equipment data, enter NONE at Employee. The program skips the remaining labor-related fields on the current line and the cursor moves directly to this field. The description of EQ ID appears at the bottom of the screen.

UOM

UOM contains the unit description on which the rates are based. It appears in view-only mode. This value comes from the Equipment Rate file (PJEQRATE) and loads into the Project Time Detail file (PJTIMDET). Note that if you change the value in the Equipment Rate file (PJEQRATE), the original value will still be in effect in the timesheet posting process unless you update the line (or delete and re-add it).
Usage

Usage specifies the rate used by the equipment posting process. The values come from the code file (code type EQRT). There are currently three rates available. The first rate is typically the time the equipment is actively used. The second might be a standby rate (for example, time the equipment is out at the job site but not used). The third rate is a flexible rate whose use can be determined by each site. The default for Usage is the first rate above. Once you enter actual usage, the equipment rate for the usage cannot be zero. The program loads both usage and the equipment rate into the Project Time Detail file (PJTIMDET). Note that if you change the rate in the Equipment Rate file (PJEQRATE), the original value will still be in effect in the timesheet posting process unless you update the line (or delete and re-add it).

Units

Units specifies the units (hours, days, etc.) measuring how long equipment was used. The program multiplies this value by the rate in the Equipment Rate file (PJEQRATE) for the entered usage and uses it in the posting process to calculate expense. If you enter labor hours on the same line, this value defaults to the sum of regular hours + overtime 1 hours + overtime 2 hours.

Bill EQ

Bill EQ specifies whether the transaction is eligible for loading into Flexible Billings via Billings Transaction Load (BI.BTL.00) or Project Controller’s Allocation Processor (PA.PRO.00) if an option in Billings Setup (BI.SET.00) is selected. This value is stored in PJTIMDET.TL_ID20 and copied to PJTRAN in the TR_STATUS field when the timesheet posts. A blank value in TR_STATUS means the transaction is eligible for loading into Flexible Billings. An N means the transaction is not eligible to be loaded.

Comments (button)

Clicking Comments opens Notes and Commands (PA.NOT.00), which is used for entering comments. The types of comments available are:

- Header comments contain information regarding the overall timesheet. For header comments, the Note Type is PTIM and the key is Preparer + Date + Document #.
- You can enter equipment detail comments only if you entered NONE at Employee in the grid. For equipment ID comments, the Note Type is EQUP and the key is EQ ID + Project + Task + Document #.

Production (button)

Clicking Production opens Units of Production Entry (TM.PTA.02) for maintaining the units of production fields and quantity.

Create Timecard(s) / Post Timesheet (button)

If the Post Timesheets Directly check box in Time and Expense Setup (TM.SET.00) is selected, the label of this button is Post Timesheet. If the check box is clear, the label of this button is Create Timecard(s). Clicking this button initiates the appropriate updating or posting process. See “Labor Posting” on page 14 for a detailed description of the updates that occur when you click the button.
Additional Timesheet Information (TM.PTA.01)

Use Additional Timesheet Information (TM.PTA.01), accessed from Project Timesheet with Rate/Amount Entry (TM.PTA.00), for viewing and maintaining the flexibly defined identification (ID) fields for the timesheet header. These values are stored in the Timesheet Header table (PJTIMHDR).

Figure 58: Additional Timesheet Information (TM.PTA.01)

Following are the field descriptions for Additional Timesheet Information (TM.PTA.01).

Timesheet Header ID Fields

Use these fields for attaching any type of identification or reference data to a record. You can flexibly define ID fields using Project Controller’s ID Maintenance (PA.IDM.00), where the caption, length, mask, and type of validation are established. Flexibly defined fields explicitly defined in the SQL database as DATE, FLOAT, or INTEGER fields have fixed attributes and cannot have their validation, mask, or length modified by flexible field parameters. These options are only available to CHAR (string) fields. You cannot change reserved fields. As the reserved status of these fields may change, see the online schema for current reserved status.

OK (button)

Clicking OK closes this window and returns to Project Timesheet with Rate/Amount Entry (TM.PTA.00).
Units of Production Entry (TM.PTA.02)

Use Units of Production Entry (TM.PTA.02), accessed from Project Timesheet with Rate/Amount Entry (TM.PTA.00), for entering units of production data. This data is stored in the Units of Production Detail table (PJUOPDET). “Units of Production” is a term used to describe a common unit of measure when many different units of measure apply to the same project.

Example: A road construction project might incur expenses for labor by hour and by salary. In addition, the project might incur equipment expenses with a different unit of measure, such as by day and by week. Therefore, instead of calculating percent complete based on to-date expenditures, a unit of production method may be used that determines percent complete by, for instance, how many miles have been completed in the road construction project. “Units of Production” is a non-accounting entry that posts only to Project Controller.

Following are the field descriptions for Units of Production Entry (TM.PTA.02).

**Date**
Enter the posting date for a particular item in the grid into this required field. This date must fall between the start and end dates calculated by the date in the header portion of the main screen. For the first line in the grid, Date defaults to the date in the header. Thereafter, the date on new lines defaults to the line that was highlighted previously.

**Project**
Enter the project being charged for the production units being entered. The project ID must be a valid and active project in the Project Master table (PJPROJ) and defaults to the project ID entered in the header for the first line in the grid. Thereafter, the project on new lines defaults to the line that was highlighted previously. The project description for the current line appears at the bottom of the screen.

**Task**
Enter the task within the project being charged for the production units being entered. It must be an active task in the Project Task table (PJPENT) and defaults to the task in the header for the first line of the grid. Thereafter, the task on new lines defaults to the line that was highlighted previously.

**Production UOM**
Production UOM displays in view-only mode the common unit of measure used for the project-task entered, which is stored in the Extended Task Master table (PJPENTEX.PE_ID12).
Production Qty
Enter the quantity of production units for the project-task entered.

Unit of Production ID Fields
Use these fields to store additional information with the units of production line item. You can flexibly define the ID fields using Project Controller’s ID Maintenance (PA.IDM.00). See the online schema for current reserved status.

OK (button)
Clicking OK closes Units of Production Entry (TM.PTA.02), returning you to Project Timesheet with Rate/Amount Entry (TM.PTA.00).

Comments
Clicking Comments opens a screen for entering and maintaining timecard notes using Notes and Comments (PA.NOT.00).
Time and Expense Setup (TM.SET.00)

Use *Time and Expense Setup* (TM.SET.00) to maintain the parameters required by the labor entry, employee expense entry, and labor and expense posting processes. These parameters set the requirements for monthly posting to General Ledger, and they define the default page and field settings for the *Project Flex Time* page in Microsoft Dynamics SL Web Apps. They include multipliers for overtime hours, default earnings types, and default general ledger offset accounts. Document number counter settings also appear on this screen.

Time and Expense Setup, General Information Tab

This tab contains options for the general setup and operation of the Time and Expense for Projects module.

![Image of Time and Expense Setup (TM.SET.00), General Information tab](image)

*Figure 60: Time and Expense Setup (TM.SET.00), General Information tab*

Following are field descriptions for the **General Information** tab of *Time and Expense Setup* (TM.SET.00).

**Last Timecard Document Number**

The **Last Timecard Document Number** contains the last document number assigned to a timecard. The document number must be ten digits in length. Because batch numbers must be unique and are automatically assigned by the system, this value should normally not be changed manually.

**First Day of Week in Timecard Entry**

This selection determines the order in which the days of the week appear in the labor entry and approval screens of the Time and Expense for Projects module. The selected day appears in the first column (or as the first selection in **Day on Time Detail** (TM.DLY.00)). The description of each day of the week can be customized in *Message Text Maintenance* (PA.MSG.00) for message #0485. When editing the message, it is essential that only the titles (blue text in the following examples) be changed.

The default presentation (Monday, Tuesday, Wednesday, etc.) is set up as follows:

```
Mon;Monday,Tue;Tuesday,Wed;Wednesday,Thu;Thursday,Fri;Friday,Sat;Saturday,Sun;Sunday
```
To change Monday to M, replace the Monday in message 0485 with M without changing the Mon.

In addition, the column and daily total captions in the various labor entry and approval screens are set in message #0486. The default presentation (Mon, Tue, Wed, etc.) is set up as follows:

Monday Mon Tuesday Tue Wednesday Wed Thursday Thu Friday Fri
Saturday Sat Sunday Sun OT

To change Mon to M, replace the Mon in message 0486 with M, again without changing the Monday.

The OT configures the presentation of the captions for the overtime columns. The default configuration OT causes the column headings to be presented as OT1 and OT2.

**Note:** This setting affects more than the appearance of the grid. It determines which database fields the entered hours update in table PJLABDET. If you choose Monday as the first day of the week, hours entered in the Monday column are stored in Day1_hr1 and hours entered in the Sunday column are stored in Day7_hr1. If you choose the Daily button under Labor Transactions and Invoice Comments, the timecard period-ending date is then used in conjunction with this setting to determine the daily posting date. For timecard periods that are a week in duration (that is, not including fiscal period or year boundaries), the timecard period-ending date should correspond to the day of week that falls 6 days after the day specified for **First Day of Week in Timecard Entry**. For example, if you select Monday, the timecard period-ending dates should correspond to Sunday.

**Post Timesheets directly (check box)**

This selection is used when posting timesheets prepared in Project Timesheet Entry (TM.PTE.00) and Project Timesheet with Rate/Amount Entry (TM.PTA.00). If the check box is selected, timesheets are posted directly to the project transaction and summary tables as well as to the Labor Distribution table (PJLABDIS), bypassing the timecard tables. The advantage of direct posting is the ability to post actual labor charges daily. If clear, timesheets are posted to the timecard tables (PJLABHDR, PJLABDET, and optionally PJLABDLY). They can then be maintained and approved as if they were regular timecards using the standard entry and approval screens. The advantage of indirect posting is the requirement for review and approval of all documents by someone other than the document preparer.

**Note:** Since the direct posting method bypasses the creation of records in the Labor Detail table (PJLABDET), timesheet details cannot create commitment records. Therefore, the hours and amounts from unposted timesheets cannot be processed by Labor Commitment Load (TM.LCL.00) when direct posting is selected. For the same reason (bypassing the creation of PJLABDET records), do not post timesheets directly if you use the Certified Payroll Report (TM.060.00).

**Disable Days not in Timecard Period (check box)**

**Disable Days not in Timecard Period** determines whether days should be disabled in Timecard Entry (TM.TCE.00) and Time Detail (TM.DLY.00) when the timecard period as defined by the timecard period-ending date does not include them. As an example, for the timecard period ending Saturday, 11/02/02, Sunday and Monday, which fall in October 2002, could be disabled.

**Enable Approver Message for Time (check box)**

Selecting the **Enable Project Manager Review of Time and Expense Line Items** check box can alter the routing of the Communicator message for a completed timecard. If one or more line items on a timecard require a project manager’s review, then a Communicator notification is sent to the appropriate project managers, rather than to the timecard’s approver. When the last item on a timecard requiring project manager review has been accepted and this check box is selected, a message is sent to the approver as a notification that a timecard is in his/her approval queue. You can customize the message to the approver using Message Text Maintenance (PA.MSG.00) in the Project Controller module. The email subject line uses message 1330 and the body of the email uses message 1331. Messaging to the approver can be suppressed, as in the case where a payroll clerk or office manager does the timecard posting, by clearing this check box.
**Time reporting periods > 7 days (check box)**
Select this check box to indicate pay periods are longer than one week. For example, payroll periods are 14 days when payroll checks are processed every 2 weeks.

*Note:* If you select this check box, be sure to let your employees know that they will see only a single column for storing all of the hours on a row.

**Labor Transactions and Invoice Comments**
If you choose **Daily**, the timecard line creates one transaction per day and the posting process derives the posting date from the day of week bucket unless the user enters a date in the **Daily Post Date** field of a time entry screen. When this is the case, the entire line posts to one transaction using the entered date as the transaction date.

If you choose **Weekly**, the timecard line always posts to the timecard period-ending date. If a user enters a date in the **Daily Post Date** field of a time entry screen, the date has no effect on the labor transactions and invoice comments created by the posting process.

**Require use of Time Detail screen (check box)**
**Require use of Time Detail screen** indicates whether **Time Detail** (TM.DLY.00) must be used to enter hours for timecards. If the check box is clear, access to **Time Detail** (TM.DLY.00) is prevented. The **Require use of Time Detail screen** check box must be selected for the next field (**Start/End Times**) to be enabled.

**Start/End Times**
This selection controls the visibility of the start and end time columns in **Time Detail** (TM.DLY.00). The columns can be hidden, or they can be visible with entry either optional or required.

**Certified Fringe Account**
Enter the general ledger account number to be used when posting payments in lieu of fringe benefits for certified/prevailing wage projects.

**Last GL Labor Post Batch Number**
**Last GL Labor Post Batch Number** contains the last batch number assigned to a **GL Labor Posting** (TM.GLP.00) batch. Because batch numbers must be unique and are automatically assigned by the system, this value should normally not be changed manually.

**Default Company and Subaccount for Timecard Entry**
**From Employee:** Company and subaccount default to the employee’s home company and subaccount (stored in the Employee Master table PJEMPLOY.cpnyid and PJEMPLOY.gl_subacct respectively) in the various labor entry screens.

**From Project:** Subaccount defaults to the subaccount of the task (stored in the Task Master table PJPENT.pe_id01) or, if task subaccount is blank, to the subaccount of the project (stored in the Project Master table PJPROJ.gl_subacct) in the various labor entry screens. Company defaults to the home company of the project (stored in the Project Master table PJPROJ.cpnyid).

**Require GL Labor Posting to Close (check box)**
**Require GL Labor Posting to Close** determines whether labor captured in the Time and Expense for Projects module must post to General Ledger each fiscal period using **GL Labor Posting** (TM.GLP.00). If this check box is selected, Project Controller’s **Close Period** (PA.CLO.00) verifies that all labor transactions for the current period have been posted before allowing the period in Project Controller to close without generating an error message. If the check box is clear, labor posting is not required in order for the period to close.
Post Labor to GL in full detail (check box)

Post Labor to GL in full detail indicates whether labor captured in the Time and Expense for Projects module is posted to General Ledger in detail or in summary. If the check box is selected, one general ledger transaction record is created from each labor transaction. If the check box is clear, labor transactions are summarized and one general ledger transaction record is created for each charged company-account-subaccount combination.

Account

Account designates the general ledger account number to be charged as the offset to the labor expense. This posting is typically a credit to a liability account such as Accrued Wages. The account is validated in the Chart of Accounts table. It may be overridden for select employees by associating an offset account number to an employee type in Code File Maintenance (PA.CFM.00), code type EMPT.

Subaccount

Subaccount designates the general ledger subaccount to be charged when posting the labor offset (liability) transaction to General Ledger. The wildcard character e is valid in any character position. When used, the character will be replaced by the corresponding character from the employee’s home subaccount. If an entire subaccount is entered, it is validated in the SUBACCT table. If wildcard characters are used, validation cannot occur.

Site ID

You can use Site ID to record the site or location where the labor was performed. Set up the user-assigned values in Project Controller’s Site Maintenance (PA.SIT.00). This optional entry can be used in custom reporting, if desired.

Detail Audit Trail Activated (check box)

If this check box is selected, employees will be required to supply a reason for changing or deleting timecard and expense report line items and documents, including correcting timecards.

Note: You can create custom change reasons for each type of change using Message Text Maintenance (PA.MSG.00). Employees will still be prompted for a change reason when entering or maintaining timecards and expense reports but entering default reasons will help alleviate the amount of data entry necessitated by activating the audit trail feature. For example, if you provide a default message for inserting a detail line, employees will be required to enter a change reason for modifying an existing detail line, for deleting a saved detail line, or for deleting the entire document, but not for entering a new detail line.

The types of changes and the message number associated with the default reason for a change are as follows:

- Insert new detail line – use message 1473
- Modify existing detail line – use message 1474
- Delete existing detail line – use message 1475
- Delete entire document – use message 1476
- Line item approved – use message 1675
- Line item rejected – use message 1676
Time and Expense Setup, Overtime Setup Tab

This tab contains options regarding the treatment of overtime amounts in General Ledger and Project Management and Accounting postings.

Figure 61: Time and Expense Setup (TM.SET.00), Overtime Setup tab

Following are field descriptions for the Overtime Setup tab of Time and Expense Setup (TM.SET.00).

Separate Premium Portion of Overtime (check box)

If the Separate Premium Portion of Overtime check box is selected, the next two fields, Post Premium Amounts to Project and Premium Account, are enabled. Time Review & Approval (TM.TRA.00) will create two postings to the ledger for each overtime expense, one for the straight time portion and another for the overtime premium. If this check box is clear, these fields are disabled and the overtime account fields are enabled. In this instance, only one entry for each overtime charge will be created with the total amount (base wage plus overtime premium) using the overtime accounts entered here. This option only affects postings for employees whose pay type is hourly (HR) in the Employee Rate table (PJEMPPJT).

Post Premium Amounts to Project (check box)

Post Premium Amounts to Project determines whether the premium portion of an overtime labor cost should be posted to the project. When this check box is clear, only the regular portion of overtime hours will be posted to the charged project; the premium portion only posts to an overhead-type of account. This option only affects postings for employees whose pay type is hourly (HR) in the Employee Rate table (PJEMPPJT).
**Premium Account**

Enter the account number to be used by *GL Labor Posting* (TM.GLP.00) when posting the premium portion of overtime cost to General Ledger.

**Overtime 1 and Overtime 2 Accounts**

Enter the accounts to be used by *GL Labor Posting* (TM.GLP.00) when *Separate Premium Portion of Overtime* is clear.

**Overtime 1 and Overtime 2 Multipliers**

These factors are used as multipliers when calculating the cost of hours charged using the OT1 and OT2 columns in the applicable labor entry screen. The field only applies to employees whose pay type is hourly (HR) in the Employee Rate table.
Time and Expense Setup, Labor Rate Setup Tab

The options in this tab determine how labor rates are retrieved and set the rates at which labor is charged. These settings are used whenever rate retrieval is required by the following functions: Timecard with Rate/Amount Entry (TM.TEA.00), Project Timesheet with Rate/Amount Entry (TM.PTA.00), Time Review & Approval (TM.TRA.00), and Labor Commitment Load (TM.LCL.00).

Following are field descriptions for the Labor Rate Setup tab of Time and Expense Setup (TM.SET.00).

Rate Lookup Method

This list contains two options for looking up rates for hourly employees. One is Take Highest Rate, which uses the highest of the rates found from the following sources, some of which may not apply in every case: flexible rate table, union, prevailing wage, employee, and employee-project.

Note: If you select this option, project-specific rates always take precedence over the employee’s default rate, even when the default rate is higher than the project rate.

The other method is Use Rate Hierarchy F/U/P/E, where F stands for Flexible PJRATE, U for union, P for employee-project, and E for employee. For this method, rate retrieval uses the following hierarchy:

- **Flexible Rate Table** (PJRATE from Multi-level Rate Entry)
- **Union Table** (PJWAGEUN from Union Rate Maintenance)
- **Employee-Project** (PJEMPPJT from the employee’s project-specific record in Employee Position/Rate Maintenance)
- **Employee** (PJEMPPJT from the employee’s default record in Employee Position/Rate Maintenance)
If a rate is found in the rate table, the lookup stops searching for other rates. If a rate is not found in the rate table, the union table is searched, etc. The rate found is compared to the prevailing wage rate, if applicable, and the higher of the two is applied to the hours.

**Rate Type for Labor**

Enter the rate type to be used for searching the rate table for labor rates. It is validated in the code file (code type RATE). Since entries in Time and Expense for Projects module post only in the base currency of the database (as defined on the Currency Info tab of GL Setup (01.950.00)), only those rate types that are associated with base currency can be selected. Rate types are set up using Rate Type Definition (PA.RTM.00).

**Cost Labor on Entry or Approval (option buttons)**

When set to **Entry**, the labor cost for hourly employees is calculated during entry of a timecard. When set to **Approval**, the cost of labor is computed when the timecard is approved.
Time and Expense Setup, Payroll Interface Setup Tab

The fields in this tab define the default earnings types that will be assigned to timecard transactions in Time Review & Approval (TM.TRA.00) and attached to payroll transactions in Pay Labor Interface (TM.PLI.00).

![Figure 63: Time and Expense Setup (TM.SET.00), Payroll Interface Setup tab]

Following are field descriptions for the Payroll Interface Setup tab of Time and Expense Setup (TM.SET.00).

Create Advanced Payroll Timesheet Entry Batch (check box)

Select the Create Advanced Payroll Timesheet Entry Batch check box if Pay Labor Interface (TM.PLI.00) should create Advanced Timesheet Entry (58.010.00) batches instead of Time and Dollar Entry (02.020.00) batches. This option is disabled if Advanced Payroll is not installed.

Earnings Types

Earnings Types represents the benefits, deductions, and pay rate multiplier associated with regular hours, overtime, vacation time, etc. Time Review & Approval (TM.TRA.00) assigns an earnings type to labor transactions, which can be used by the Pay Labor Interface (TM.PLI.00) function when creating payroll transactions. The fields are validated against the code file (code type EARN) and may be defined here in order to export timecard data to a CSV file for import into a payroll system.

Regular earnings types are used when Certified Payroll in a timecard transaction is set to N. Prevailing Wage/Certified earnings types are used when Certified Payroll is set to Y.

Earnings types may also be defined for a specific project or task. Time Review & Approval (TM.TRA.00), when processing a non-certified payroll transaction, uses the earnings type assigned to the task if one exists. If no earnings type exists for the task, it will use the earnings type for the project, or if that does not exist, it will use the default earnings type from Time and Expense Setup (TM.SET.00).
Time and Expense Setup, Expense Setup Tab

The fields in this tab maintain the parameters required by Travel and Expense functions, including the AP Interface flag and default general ledger accounts and subaccounts used during expense report posting. The counter for document numbers also appears on this tab.

**Figure 64: Time and Expense Setup (TM.SET.00), Expense Setup tab**

**Implementer’s notes:**
- The AP Flag, account, and subaccount information are stored in control file entry TE SETUP.
- The last document number is stored in PJDOCNUM.lastused_5.

Following are field descriptions for the Expense Setup tab of Time and Expense Setup (TM.SET.00).

**Default Company and Subaccount for Travel and Expense Entry (option buttons)**

These option buttons allow the selection of the default company and subaccount used when entering expense reports. The options are:

- From Employee: **Company** and **Subaccount** will default from the employee’s home company and subaccount (stored in the Employee Master table PJEMPLOY.cpnyid and PJEMPLOY.gl_subacct respectively) in Travel & Expense Report Entry (TM.ENT.00).

- From Project: **Subaccount** will default to the subaccount of the task (stored in the Task Master table PJPENT.pe_id01) or, if task subaccount is blank, to the subaccount of the project (stored in the Project Master table PJPROJ.gl_subacct) in Travel & Expense Report Entry (TM.ENT.00). **Company** will default to the home company of the project (stored in the Project Master table PJPROJ.cpnyid).
Last Document Number

Last Document Number displays the last document number assigned to an expense report. Because document numbers must be unique in the system, care should be taken when changing this value.

Interfaced to Accounts Payable (check box)

The setting of the Interfaced to Accounts Payable check box determines whether expense reports create a released voucher in the Accounts Payable system when posted. Only expense reports and advances on which the employee is owed money create vouchers. If this check box is selected, the employee master record in Employee and Resource Maintenance (PA.EMP.00) must contain a valid accounts payable vendor ID for each employee who submits expense reports through Travel & Expense Report Entry (TM.ENT.00).

Enable Approver Message for Expense (check box)

When the Enable Project Manager Review of Time and Expense Line Items check box is selected, the routing of the Communicator message for a completed expense report may be modified. If one or more line items on an expense report require manager review, then a Communicator notification is sent to the appropriate project managers, rather than to the report’s approver. When the last item on an expense report requiring project manager review has been accepted and this check box is selected, a message is sent to the approver as a notification that expense report line items are in his/her approval queue. You can customize the message to the approver using Message Text Maintenance (PA.MSG.00) in the Project Controller module. The email subject line uses message 1330 and the body of the email uses message 1331. Messaging to the approver can be suppressed, as in the case where a payables clerk or office manager does the expense report posting, by clearing this check box.

Advances – Account

Advances – Account contains the asset account number to be used when posting employee advances. The entry is typically a debit when Type is set to Employee Advance in Travel & Expense Report Entry (TM.ENT.00). It is usually a credit when Type is Expense Report and an amount is keyed into Advance Used or when Type is Employee Repayment.

Advances – Subaccount

Advances – Subaccount contains the subaccount to be used when posting employee advances.

Employee Clearing – Account

Employee Clearing – Account contains the account number to be used when posting employee clearing. The account may carry a debit or credit balance depending on the individual circumstance, but is typically set up as a liability account. The entry for an expense report is a credit when expenses incurred exceed the amount previously advanced; the liability is relieved by an accounts payable voucher to reimburse the employee for the out-of-pocket balance. A debit entry is created when the advance amount exceeds the total expenditures on the report, to be relieved by an employee repayment.

Employee Clearing – Subaccount

Employee Clearing – Subaccount contains the subaccount to be used when posting employee clearing.

Company Clearing – Account

Company Clearing – Account contains the liability account number to be used when posting company clearing. It is credited by an expense report when a line item’s payment method indicates a company-paid expense.

Company Clearing – Subaccount

Company Clearing – Subaccount contains the subaccount to be used when posting company clearing.
Time and Expense Setup, Approval Setup Tab

The selections on this tab determine whether resources can select the approver of their timecards or expense reports. Expense report approval can be subject to the approval limit of the approver, regardless of whether it is the default approver or one manually selected by the user.

**Figure 65: Time and Expense Setup (TM.SET.00), Approval Setup tab**

You can customize the message to the approver using *Message Text Maintenance* (PA.MSG.00) in the Project Controller module. The email subject line uses message 0028.

Following are field descriptions for the **Approval Setup** tab of *Time and Expense Setup* (TM.SET.00).

**Default Timecard Approver**
Select the default approver type from the list. Valid options are Supervisor, Manager, and Other. Selecting Other designates a single individual as the approver for all timecards. If you select Other, the adjacent field becomes available and required for you to select the approver’s ID. The approver’s name appears below the ID.

**Note:** The captions of *Supervisor* and *Manager* can be flexibly defined in *Project Controller Setup* (PA.SET.00). If your company uses different terminology for these roles, these options will appear using your custom terms.

**Enable Manual Selection of Timecard Approver** (check box)
Select the *Enable Manual Selection of Timecard Approver* check box to allow users to override the default timecard approver in *Timecard Entry* (TM.TCE.00) and *Timecard with Rate/Amount Entry* (TM.TEA.00) and select another approver. Clearing the check box means that users cannot select the approver of their timecards.
Default Expense Report Approver

Select the default approver type from the list. Valid options are Supervisor, Manager, and Other. Selecting Other designates a single individual as the approver for all timecards. If you select Other, the adjacent field becomes available and required for you to select the approver’s ID. The approver’s name appears below the ID.

Note: The captions of Supervisor and Manager can be flexibly defined in Project Controller Setup (PA.SET.00). If your company uses different terminology for these roles, these options will appear using your custom terms.

Enable Manual Selection of Expense Report Approver (check box)

Select the Enable Manual Selection of Expense Report Approver check box to allow users to override the default expense approver in Travel & Expense Report Entry (TM.ENT.00) and select another approver. Clearing the check box means users cannot select the approver of their expense reports.

Enable Approval Limit Checking (check box)

Select the Enable Approval Limit Checking check box to enforce approval limits established in Employee and Resource Maintenance (PA.EMP.00). When this check box is selected, approvers cannot approve expense reports that have an expense total that exceeds their limit, even when they are the supervisor or manager of the person who submitted the report.

Enable Project Manager Review of Time and Expense Line Items (check box)

The setting of this check box determines whether the manager line item review functionality is used. This functionality enables project managers to review and accept or reject labor and expense report charges to projects under their control before the charges become eligible to post to the projects as actual transactions. If this check box is selected, individual projects and tasks must be maintained in Project Maintenance (PA.PRJ.00) to set the acceptance requirement for specific projects and specific tasks of each project, which allows overhead or non-billable projects to bypass the requirement. The review process is then performed via Line Approvals in Microsoft Dynamics SL Web Apps.
Time and Expense Setup, Project Flex Time Tab

The options on this tab activate and define the default page and field layout settings for the Timecard in Microsoft Dynamics SL Web Apps.

Figure 66: Time and Expense Setup (TM.SET.00), Project Flex Time tab

Following are field descriptions for the Project Flex Time tab of Time and Expense Setup (TM.SET.00).

Web Enabled
Select this check box to indicate the Multi-Day view in Timecard is the primary timecard entry page for the Microsoft Dynamics SL Web Apps.

Note: A time reporting period that includes the current business date must be defined in Week Maintenance (TM.WEM.00) prior to users entering timecards.

Disallow entry to future days
Select this check box to prohibit the entry of time for days past the current date.

Resource Schedule Source
Select whether an employee’s task assignments defined in Resource Assignment (PA.RAS.00) appear. Valid options are Standard and None. Select Standard to display automatically the employee’s task assignments. Select None to require the manual entry of project and task identification numbers.

Hide the Task Total Column
Select whether to display the Task Total column. The Task Total column appears by default.
Allow Correcting Timecards
Select whether to allow users to create correcting timecards in Project Flex Time. If the Allow Correcting Timecards check box is clear, users must use Timecard Entry to create correcting timecards.

Allow Non-Billable
Select whether to display the Non-billable field. Valid options are Show, Show Disabled, and Not Used – Hide. The Non-billable field appears by default. Select Show Disabled to allow the field to appear but make it unavailable. Select Not Used – Hide to conceal the field.

Allow Overtime
Select whether to display the OT1 and OT2 fields. Valid options are Show, Show Disabled, and Not Used – Hide. The OT1 and OT2 fields appear by default. Select Show Disabled to allow the fields to appear but make them unavailable. Select Not Used – Hide to conceal the fields.

Show Weekends
Select whether to display Saturdays and Sundays. Valid options are Show, Show Disabled, and Not Used – Hide. Saturdays and Sundays appear by default. Select Show Disabled to allow the fields to appear but make them unavailable. Select Not Used – Hide to conceal the fields.

Show Hours to Complete
Select whether to display the Hours to Complete field. Valid options are Show and Don’t Show. The Hours to Complete field appears by default. Select Don’t Show to conceal it.

Show Company
Select whether to display the company identification number. Valid options are Show, Show Disabled, and Not Used – Hide. The identification number appears by default. Select Show Disabled to allow the identification number to appear but make it unavailable. Select Not Used – Hide to conceal it.

Show Labor Class
Select whether to display the labor class code. Valid options are Show, Show Disabled, and Not Used – Hide. The labor class code appears by default. Select Show Disabled to allow the code to appear but make it unavailable. Select Not Used – Hide to conceal it.

Show GL Account
Select whether to display the account number. Valid options are Show, Show Disabled, and Not Used – Hide. The account number appears by default. Select Show Disabled to allow the number to appear but make it unavailable. Select Not Used – Hide to conceal it.

Show GL Subaccount
Select whether to display the subaccount number. Valid options are Show, Show Disabled, and Not Used – Hide. The subaccount number appears by default. Select Show Disabled to allow the number to appear but make it unavailable. Select Not Used – Hide to conceal it.

Show Union Code
Select whether to display the Union Code field. Valid options are Show, Show Disabled, and Not Used – Hide. Union Code is hidden by default. Select Show Disabled to allow the field to appear but make it unavailable. Select Show to allow the field to appear and make it available.

Show Work Type
Select whether to display the Work Type field. Valid options are Show, Show Disabled, and Not Used – Hide. Work Type is hidden by default. Select Show Disabled to allow the field to appear but make it unavailable. Select Show to allow the field to appear and make it available.
Display Grid Cell Tooltip: Cpny, Labor, Acct, Sub
Select whether to display certain accounting information in a tooltip when the user hovers over a cell in the grid. If this check box is selected, the company ID, labor class, GL account, and subaccount for the line item appear in the tooltip. Clearing the check box suppresses display of the tooltip.

Customer Code (check box)
Select this check box to display the customer identification number.

Customer Characters of Descr
Enter the number of characters of the customer name to display. This option is available if Customer Code is not selected.

Project Code (check box)
Select this check box to display the project identification number.

Project Characters of Descr
Enter the number of characters of the project description to display. This option is available if Project Code is not selected.

Task Code (check box)
Select this check box to display the task identification number.

Task Characters of Descr
Enter the number of characters of the task description to display. This option is available if Task Code is not selected.

Show Certified PR
Select whether to display the Certified Payroll field. Valid options are Show, Show Disabled, and Not Used – Hide. Certified Payroll is hidden by default. Select Show Disabled to allow the field to appear but make it unavailable. Select Show to allow the field to appear and make it available.

Show Group Code
Select whether to display the Group Code field. Valid options are Show, Show Disabled, and Not Used – Hide. Group Code is hidden by default. Select Show Disabled to allow the field to appear but make it unavailable. Select Show to allow the field to appear and make it available.

Show Worker Comp
Select whether to display the Worker Comp field. Valid options are Show, Show Disabled, and Not Used – Hide. Worker Comp is hidden by default. Select Show Disabled to allow the field to appear but make it unavailable. Select Show to allow the field to appear and make it available.

Show Shift
Select whether to display the Shift field. Valid options are Show, Show Disabled, and Not Used – Hide. Shift is hidden by default. Select Show Disabled to allow the field to appear but make it unavailable. Select Show to allow the field to appear and make it available.

Show Mgr Review
Select whether to display the Mgr Review field. Valid options are Show Disabled, and Not Used – Hide. Mgr Review is shown in view-only mode by default. Select Not Used – Hide to suppress display of the field.
Decimals - Hours

Enter the number of decimal places for hours reported.
Time Detail (TM.DLY.00)

Time Detail (TM.DLY.00) is accessed from a button on Timecard Entry (TM.TCE.00) or Timecard with Rate/Amount Entry (TM.TEA.00). It allows employees to record their time in more detail than other screens. Labor hours may be entered for specific time intervals during any given day. Otherwise, it is very similar to entering time using Timecard Entry (TM.TCE.00).

Figure 67: Time Detail (TM.DLY.00) when accessed from Timecard Entry (TM.TCE.00)

Figure 68: Time Detail (TM.DLY.00) when accessed from Timecard with Rate/Amount Entry (TM.TEA.00)
Time worked on projects may be entered either in Time Detail (TM.DLY.00) or into one of the Timecard screens (Timecard Entry (TM.TCE.00) or Timecard with Rate/Amount Entry (TM.TEA.00)), not both. Which screen is used is determined for each database by setting the Daily Detail Required option in Time and Expense Setup (TM.SET.00).

See “Entering Standard Timecards” on page 48 for more information.

Note: The fields in the header area of the screen can only be entered in Timecard Entry (TM.TCE.00) or Timecard with Rate/Amount Entry (TM.TEA.00). They appear in view-only mode.

Following are the field descriptions for Time Detail (TM.DLY.00).

Doc Nbr / Site ID

Doc Nbr is a unique identifier for a specific timecard. It is assigned or selected in Timecard Entry (TM.TCE.00) or Timecard with Rate/Amount Entry (TM.TEA.00). Site ID is an optional identifier with a default value assigned in Time and Expense Setup (TM.SET.00). These fields are not maintainable in this screen.

Week Start/End

Week Start/End display the beginning and ending dates for this timecard and are not maintainable in this screen. They are read from the Timecard Periods table (PJWEEK) and are defined as the day following the last day of the previous timecard period through the last day of the current timecard period.

Employee

Employee displays the Project Management and Accounting employee ID and associated employee name. Employee is used to identify an employee within Project Management and Accounting and may be a company ID, a social security number, or other identifier. This 10-character ID is entered into the header portion of Timecard Entry (TM.TCE.00) or Timecard with Rate/Amount Entry (TM.TEA.00) and is not maintainable in this screen.

Timecard Status

Timecard Status indicates the status of the timecard. It is set in Timecard Entry (TM.TCE.00) or Timecard with Rate/Amount Entry (TM.TEA.00) and is not maintainable in this screen. The possible status codes for a timecard appear below in their logical sequence:

- In Process (I) – The timecard is available for maintenance. It cannot be approved or posted with this status.
- Timesheet (T) – The timecard was created by the posting process in Project Timesheet Entry (TM.PTE.00). Time Detail (TM.DLY.00) treats it the same as a timecard that is in process; in other words, it may be modified and its status may be changed to Completed in Timecard Entry (TM.TCE.00) or Timecard with Rate/Amount Entry (TM.TEA.00).
- Completed (C) – Data entry has been completed and the document is now awaiting approval. With this status, the timecard can no longer be maintained.
- Approved (A) – The timecard has been reviewed and approved. Posting will occur when the approver clicks Begin Processing in the review and approval screen.
- Rejected (R) – The timecard has been rejected by the approver. It may now be corrected by the user via the entry screen that was used to generate it. When done, the user should change the status back to Completed for another review.
- Posted (P) – The timecard has been posted and can no longer be maintained. Corrections must now be made using Timecard Correction (TM.COR.00).
- Corrected (X) – The original posted timecard has been revised and the correcting timecard posted. The original document can no longer be viewed or maintained.
0/T 1 and O/T 2 (check boxes)
The setting of the 0/T 1 and O/T 2 check boxes controls whether or not the fields for overtime hours appear on the screen. These fields are not maintainable in this screen. See the documentation for *Timecard Entry* (TM.TCE.00) or *Timecard with Rate/Amount Entry* (TM.TEA.00) for information about these fields.

**Invoice Comments (button)**
Project Controller’s *Notes and Comments* (PA.NOT.00) is used to enter invoice comments, which may appear on invoices prepared in the Flexible Billings module (if the section type is one that prints timecard comments). These detail-level comments use *Note Type* TCIC and reference the detail line’s *Project, Task, Employee, and Date* (or timecard period-ending date if *Week Totals* is specified in *Time and Expense Setup* (TM.SET.00)). Note that only the first comment (*Note Number* 01) can print on the invoice.

**Total Hours**
*Total Hours* displays the sum of the hours for the timecard. Its value has been automatically accumulated by the system during entry. The total includes the regular and overtime hours for all the line items. The screen display is refreshed as the user tabs through the grid.

**Description**
Enter an optional 30-character freeform description of the activity for the line item. This information flows with the labor cost into the Project Transaction table (PJTRAN) when the timecard posts and may appear on invoices prepared using the Flexible Billings module.

**Day**
Select the day for which you are entering labor hours.

**Date**
The date that corresponds to the day you selected appears in view-only mode.

**Start Time**
*Start Time* contains the starting time in military time for the activity for the line item. Depending on the options selected in *Time and Expense Setup* (TM.SET.00), this field may be required, optional, or may not appear at all in the grid.

**End Time**
*End Time* contains the ending time in military time for the activity for the line item. If *End Time* is less than *Start Time*, the system assumes that the shift ended on the following day and the elapsed hours are computed accordingly. Depending on the options selected in *Time and Expense Setup* (TM.SET.00), this field may be required, optional, or may not appear at all in the grid.

**Project**
*Project* contains the ID of the project to be charged for the labor hours entered. For a project to be valid, it must be an active project in the Project Master table (PJPROJ.status_pa must be set to A) and be active for labor charges as well (PJPROJ.status_lb must be set to A). In addition, there must be a record in the Project Employee table (PJPROJEM) for the project and employee in the header or a record for the project with an asterisk in the employee field (the asterisk indicates that all employees may charge time to the project). The possible values listing shows all projects to which the employee may charge time. Employees are assigned to projects in *Project Employee Maintenance* (PA.PEM.00). The description of the project on the current line appears at the bottom of the screen.
Task
Enter the activity within the project where the time is to be charged. It is validated in the Project Task table (PJPENT) and must be active for labor charges. The task description for the current line appears at the bottom of the screen.

Account
Enter the account number where the line item is to be expensed. It is a required field and is validated in the ACCOUNT table. The account number defaults to one of the following values in this order:
- The account number assigned to the task in Task (PA.PRJ.02) and stored in PJPENTEX.pe_id23.
- The account number assigned to the project in Project Maintenance (PA.PRJ.00) and stored in PJPROJ.labor_gl_acct.
- The account number assigned to the labor class in Code File Maintenance (PA.CFM.00) using code type LABC and stored in PJCODE.data2 is used.

Note: GL Account is verified to be non-blank when the line in the grid is completed. If none of the default values has been set, the account number must be entered.

WO Integration and Validation Note
If the Work Order module is registered and the project entered is a valid Work Order, the GL Account must be a valid WIP account. If an account is entered that is not a WO WIP account, it is flipped to a valid WIP account. Projects are identified as a valid Mfg. Work Order (MWO) or Project Work Order (PWO) by their existence in the WOHeader table. In addition, a PWO must have its GL Interface switch on to be subject to the flip. The valid WIP accounts are obtained from table WOAcctCategXref.

Sub Account
Sub Account specifies the financial organization where the line item is to be expensed and is validated in the SUBACCT table. The default for Sub Account is based on the option specified in Time and Expense Setup (TM.SET.00) but may be overwritten. The available options for the default are to use the project’s subaccount (or task’s subaccount if one exists) or the employee’s subaccount.

Labor Class
Labor Class categorizes time charged to projects and serves as a breakdown of the types of work performed. The default for this required field is the labor class entered into Employee Position/Rate Maintenance (TM.EPJ.00) for the project with an effective date closest to, but not greater than, the timecard period-ending date entered. If a record is not found for the entered project, the default labor class is used. See “Labor Classes” on page 7 for more information.

Note: Labor Class is verified to be non-blank when the line in the grid is completed. If none of the default values has been set, this value must be entered.

Elapsed Time
Upon entering start and end times, Elapsed Time is calculated as the elapsed time between the two. If the start and end times do not appear in the grid, or if entering them is optional, the elapsed time may be entered or overridden. If the entry of start and end times is required, Elapsed Time is not maintainable. Elapsed Time includes both regular and overtime hours.

Reg Hours
Reg Hours displays the number of regular-time hours for the current line. It is initially set to the number of hours corresponding to Elapsed Time but is automatically decremented by any overtime hours entered. Reg Hours is not maintainable by the user.
Union
Enter the optional union code if applicable for this line item. It defaults to the union ID in Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the timecard period-ending date. The default Employee Project Rate record (for example, where Project is blank) is always used to retrieve the default union. Union does not appear for salaried employees.

Work Type
Enter the optional work category within the labor class for union workers. The default for Work Type is the work type in Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the timecard period-ending date. The default Employee Project Rate (PJMPPJT) record, where project is blank, is always used to retrieve the default work type.

A union code is entered and a union rate must be on file for the union, labor class, and work type. This field does not appear for salaried employees.

Cert PR Flag
Cert PR Flag exempts a timecard line item from prevailing wage rate consideration. No is the default if the project does not have a prevailing wage ID associated with it and cannot be modified. Yes is the default for projects that have a prevailing wage ID associated with them but may be changed for a particular line item that is not eligible for prevailing wage rates.

Group Cd
Enter the optional modifier or subclass of labor class for projects that contain a prevailing wage ID. The default for Group Cd is the group code entered into Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the timecard period-ending date. The default Employee Project Rate where Project is blank is always used to retrieve the default group code.

If the project has a prevailing wage ID associated with it and Cert PR is set to Yes, a prevailing wage rate must be on file for the prevailing wage ID, labor class, and group code.

Work Comp Cd
Work Comp Cd classifies an employee for workers’ compensation insurance. For instance, office workers may have a code and associated rate that differs from construction workers due to differing risk factors for injuries. Since each state has its own laws governing workers’ compensation insurance, a workers’ compensation code is assigned to each labor transaction.

This field is optional but, if entered, is validated in the code file for code type WKCC. The value can also default to one of the following (in this order), but you can overwrite it:

- The code assigned to the task in Task (PA.PRJ.02) and stored in PJPENTEX.pe_id14.
- The code assigned to the project in Additional Project Information (PA.PRJ.01) of Project Controller’s Project Maintenance (PA.PRJ.00) and stored in PJPROJEX.work_comp_cd.
- The code assigned to the employee’s project-specific record in Employee Position/Rate Maintenance (TM.EPJ.00) and stored in PJEMPPJT.ep_id04.
- The code assigned to the employee’s default record in Employee Position/Rate Maintenance (TM.EPJ.00) is used.

Shift
Enter an optional shift code, which is validated in the code file for code type SHFT. A shift code is used to add an incremental amount to labor rates and/or to multiply a labor rate by a shift differential (for example, 10% more pay for working the swing shift). This field does not appear for salaried employees.
**Billable**

Billable specifies whether the transaction is eligible to be loaded into Flexible Billings via Billings Transaction Load (BI.BTL.00). It updates PJTRAN in the TR_STATUS field when the timecard is approved. A blank value in TR_STATUS means the transaction is eligible for billing. N means the transaction is not eligible for billing.

**OT1 Hours/OT2 Hours**

The fields for entering overtime hours appear only when the corresponding check boxes (O/T 1 and/or O/T 2) are selected in Timecard Entry (TM.TCE.00) or Timecard with Rate/Amount Entry (TM.TEA.00) before opening Time Detail (TM.DLY.00). The number of regular hours shown in Reg Hours is reduced by the number of hours entered into OT1 Hours and OT2 Hours.

**Earn Type**

A labor item’s earnings type will be used to create payroll transactions for export to Payroll or to an external payroll system using the Pay Labor Interface (TM.PLI.00). It represents the benefits, deductions, and pay rate multiplier associated with regular hours, overtime, vacation time, etc.

Earn Type, which only appears when Time Detail (TM.DLY.00) is called from Timecard with Rate/Amount Entry (TM.TEA.00), is optional but, if entered, is validated against the code file (code type EARN). The value may also be assigned during posting by Time Review & Approval (TM.TRA.00) and defaults to one of the following (in this order):

- The code assigned to the task in Task (PA.PRJ.02) and stored in PJPENT.pe_id03. If none has been assigned
- The code assigned to the project in Additional Project Information (PA.PRJ.01) of Project Maintenance (PA.PRJ.00) and stored in PJPROJEX.pm_id14. If none has been assigned
- The default code specified in Time and Expense Setup (TM.SET.00) is used

This field is available only when accessed from Timecard with Rate/Amount Entry (TM.TEA.00).

**Rate Source**

The values in this list indicate the source of the labor rate. The available options are:

<table>
<thead>
<tr>
<th>Field Value</th>
<th>Internal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>E</td>
</tr>
<tr>
<td>Employee-Project</td>
<td>P</td>
</tr>
<tr>
<td>Union</td>
<td>U</td>
</tr>
<tr>
<td>Certified</td>
<td>C</td>
</tr>
<tr>
<td>Flexible</td>
<td>F</td>
</tr>
<tr>
<td>Override</td>
<td>X</td>
</tr>
<tr>
<td>Flat Amount</td>
<td>A</td>
</tr>
</tbody>
</table>

Srce only appears when you select Entry for the Cost Labor on Entry or Approval option. It does not appear for salaried employees.

**Rate**

Rate, which only appears when the function is called from Timecard with Rate/Amount Entry (TM.TEA.00), displays the rate at which labor will be costed. It initially defaults to the employee’s labor rate as specified in Employee Position/Rate Maintenance (TM.EPJ.00) but may be reset automatically as fields in the grid that affect it are entered. The following fields may affect the rate: Project, Task, GL Subaccount, Labor Class, Union, Work Type, Cert PR Flag, Group Code, and Shift. In addition, the rate may be overridden. Rate does not appear for salaried employees or if labor costing is performed during the posting process.

Rate only appears when you select Entry for the Cost Labor on Entry or Approval option in Time and Expense Setup (TM.SET.00).
Flat Amt

Flat Amt, which only appears when the screen is opened from Timecard with Rate/Amount Entry (TM.TEA.00), can be used to enter flat amounts of pay to handle bonuses, retroactive pay, adjustments, etc. You typically enter these types of pay using flat amounts. Flat amounts may be entered for both hourly and salaried employees.

Flat Amt is available only when accessed from Timecard with Rate/Amount Entry (TM.TEA.00).

Ext Amt

Ext Amt, which only appears when the function is called from Timecard with Rate/Amount Entry (TM.TEA.00), is visible only for hourly employees. It represents the total amount of pay that entry of the current line will generate, which is the rate multiplied by the hours, including any overtime multipliers, plus Flat Amount. It does not appear in the grid if labor costing is performed during the posting process.

Ext Amt only appears when labor is set to cost on entry in Time and Expense Setup (TM.SET.00).

Comments (button)

Clicking Comments opens Notes and Comments (PA.NOT.00) for maintaining employee timecard-level comments. These header-level comments use Note Type TIME and reference the timecard’s Employee and Week Ending Date.
Time Review & Approval (TM.TRA.00)

Time Review & Approval (TM.TRA.00) allows a supervisor, manager, or designated approver to review timecard hours. Timecards can be approved, rejected, or held for later review. Their approval is treated as an electronic signature, triggering labor posting to Project Management and Accounting. When the Communicator module is registered, timecard rejection causes a Communicator message to be sent back to the employee to notify the individual of the rejection.

![Time Review & Approval (TM.TRA.00)](image)

Figure 69: Time Review & Approval (TM.TRA.00)

In this window, a selection option is chosen for reviewing timecards. The selection can be for timecards of all employees for a specific approver, supervisor, manager, subaccount or portion of a subaccount, or company. All timecards that meet the criteria appear in the grid where they can be viewed, approved, rejected, or bypassed for later review. By default, timecards with a status of Completed (C) and Approved (A) appear on this screen; if Include Timesheets is selected, timecards created from posted timesheets also appear. If the Manager Time and Expense Review facility is turned on using an option in Time and Expense Setup (TM.SET.00), then a document will NOT display (and is not available to be posted) if it has one or more line items that require manager review. This exception applies to timecards only, not timesheets.

Approval or rejection is accomplished by clicking the down arrow in the Status column and selecting a status of Approved or Rejected. This can be done one line at a time or, if all displayed timecards are eligible for approval, by clicking Approve All. The status of all displayed documents then changes to Approved and the labor expenses are posted when you click Begin Processing.

If the supervisor sets the status to Rejected and clicks Begin Processing, the timecard is returned to an open status and a Communicator message automatically notifies the employee of the rejection. The supervisor may also attach a note to the timecard explaining the reason for the rejection, such as a wrong charge number. (The last note for the timecard is always appended to the Communicator and/or email message.) The Communicator icon is also available for supervisors who wish to send additional messages to their employees.
See “Labor Costing” on page 8 and “Posting Labor to General Ledger” on page 13 for a discussion of the posting process and the differences between True Labor Costing and Standard Labor Costing methods.

Implementer's Notes:

When posting correcting timecards, the program reverses the postings for the timecard being corrected using information captured in the PJLABDIS table at the time the original timecard was posted. Therefore, if labor rates had been established in error but have since been corrected, transactions are backed out using the correct information.

The Manager Time and Expense Review option is turned on in Time and Expense Setup (TM.SET.00) by setting Control Entry PA MANAGER-REVIEW. When on, timecards that have a line item review counter (pjlabhdr.le_id07) greater than 0 will not appear and cannot be approved and posted. When the project manager “accepts” each line item that requires review using Manager Line Item Review, the counter is reduced to zero and the timecard appears in this program.

Following are the field descriptions for Time Review & Approval (TM.TRA.00).

Select Company area

The Select Company area allows you to select a specific company or all companies.

Specific

Allows you to enter a specific company, limited to the companies for which you have access rights to this screen. The default is the logged in company.

All

Processes all companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

Approver/Supervisor/Manager/GL Subaccount/Entire Company (option buttons)

These option buttons determine whether the screen displays timecards for a designated approver, supervisor, manager, subaccount, or company. The default setting is to list timecards by approver. The option that you select determines whether you must supply additional information.

- **Approver** – To review timecards by document approver, select Approver and enter the employee ID of the person designated as the approver of the document in Employee. Depending on the approval option selected in Time and Expense Setup (TM.SET.00), the default approver for timecards might be the preparer’s supervisor, manager, or a specific individual. Another option determines whether the preparer can override the default approver in Timecard Entry (TM.TCE.00) or Timecard with Rate/Amount Entry (TM.TEA.00). The name of the approver appears in the adjacent field.

- **Supervisor** – To review timecards by employee supervisor, select Supervisor and enter the employee ID of the person designated as the preparer’s supervisor in Employee. An option in Time and Expense Setup (TM.SET.00) determines whether the preparer can override the default approver in Timecard Entry (TM.TCE.00) or Timecard with Rate/Amount Entry (TM.TEA.00). If so, either the preparer’s supervisor or the override approver can approve the timecard. The name of the supervisor appears in the adjacent field.

- **Manager** – To review timecards by employee manager, select Manager and enter the employee ID of the person designated as the preparer’s manager in Employee. An option in Time and Expense Setup (TM.SET.00) determines whether the preparer can override the default approver in Timecard Entry (TM.TCE.00) or Timecard with Rate/Amount Entry (TM.TEA.00). If so, either the preparer’s manager or the override approver can approve the timecard. The name of the manager appears in the adjacent field.

- **Subaccount** – To review timecards by subaccount, select Subaccount and enter the home subaccount of the employee(s) whose timecards you want to view in Subaccount. Although this entry is not validated, you can view and select possible values by pressing F3. The program...
compares the subaccount you enter with the home subaccount of the preparer, not the subaccounts recorded in the individual transactions.

- **All** – To view all timecards for the company that you selected, select **All**.

**Notes:**

If the screen prompts for an employee ID (you selected Approver, Supervisor, or Manager) and the employee ID is password-protected, enter the password at the prompt and click **OK**. You can password-protect your employee ID in Project Controller’s **Password Maintenance** (PA.PWD.00).

You can configure the captions for Supervisor and Manager in Project Controller Setup (PA.SET.00). If you do so, the option buttons display your custom captions.

Supervisors and managers are assigned to employees in Employee and Resource Maintenance (PA.EMP.00) and stored in the Employee Master table (PJEMPLOY).

If you select Subaccount and the subaccount is password-protected, enter the password at the prompt and click **OK**. You can password-protect subaccounts in Project Controller’s **Password Maintenance** (PA.PWD.00).

The **Subaccount** field allows you to enter a partial value, which is always read from left to right. For example, if you enter A5, the screen displays all documents for which the subaccount of the document begins with A5. The subaccount of the document is the home subaccount of its preparer, regardless of the subaccounts charged on the individual transactions. You cannot select documents based on middle or end of field values. If you enter a whole subaccount, it is validated in the SUBACCT table. If you enter a partial value, subaccount validation cannot occur.

**Include Timesheets**

**Include Timesheets** allows the approver to include timecards created from timesheets in the grid. This feature allows the approval of timesheets without having to open Timecard Entry (TM.TCE.00) for each timecard created by the timesheet posting process and changing its status to Completed. Since this step is not required, it is essential that the approver know whether the timecard is in fact complete and ready to be posted. If this check box is clear, timesheets do not appear.

**Status**

The approver may set the status of a timecard to one of the following values:

- **Approved (A)** – The timecard is approved and becomes posted when the approver clicks **Begin Processing**.

- **Rejected (R)** – When the approver clicks **Begin Processing**, the timecard becomes rejected and is then returned to the user for corrections using the appropriate entry screen.

**Status and Error Messages** (list box)

Any error messages found when processing timecards appear in **Status and Error Messages**. Examples of some errors are Employee Rate Not Found, Union Rate Not Found, Pay Type Record Missing, etc. Once a timecard is found to contain an error, processing on it is discontinued and all postings for it are backed out, then processing resumes with the next timecard. Depending on the type of error, the timecard may be set to a status of Rejected and a Communicator message sent to the employee describing the problem. For errors of a more serious nature, the timecard status is not set to Rejected but an error still appears in the list box.

**Note:** If “Period mm/dd/yyyy, No Employee Pay Type available for employee # XXXXXXXXXX” appears, the employee does not have a default record (where Project = N/A) in Employee Position/Rate Maintenance (TM.EPJ.00). Time Review & Approval (TM.TRA.00) uses the default record to determine whether the employee is salaried or paid hourly.

**Approve All** (button)

Clicking **Approve All** sets the status of all the timecards currently displayed to Approved. Clicking this button does not update the database, however; the posting process only begins when the user clicks **Begin Processing**.
**View Timecard (button)**

Clicking **View Timecard** opens the *Time Review & Approval* (TM.TRA.01) inquiry or the *Time Review & Approval* (TM.TRA.02) inquiry to see the details for the highlighted timecard.

**Comments (button)**

Clicking **Comments** opens *Notes and Comments* (PA.NOT.00) to view the header-level comment that was entered for the document.

**Begin Processing (button)**

Clicking **Begin Processing** starts a process that posts labor transactions for the timecards whose status has been set to Approved in the current grid, and rejects timecards whose status has been set to Rejected. The posting process creates new records in the Labor Distribution table (PJLABDIS), writes new labor transactions to the Project Transaction table (PJTRAN), and updates the project summary and rollup tables.
Time Review & Approval (TM.TRA.01)

Time Review & Approval (TM.TRA.01) displays a view of the timecard when Time reporting periods > 7 days is not selected on the Project Flex Time tab of Time and Expense Setup (TM.SET.00). This screen is similar to Timecard Entry (TM.TCE.00). Its purpose is to allow a manager to review the timecard entries before approving or rejecting the document. No data entry is allowed other than the changing of the status to Approved or Rejected and the updating of comments and notes.

Note: Fringe payments are not calculated until a timecard is posted. Therefore, any pay-in-lieu-of-fringe due an employee is not included in the grid.

Following are field descriptions for Time Review & Approval (TM.TRA.01).

Status
The approver may set the status of a timecard to one of the following values:

- Approved (A) – The timecard is approved and becomes posted when the approver clicks Begin Processing.
- Rejected (R) – When the approver clicks Begin Processing, the timecard becomes rejected and is then returned to the user for corrections using the appropriate entry screen.

Invoice Comments (button)
Clicking Invoice Comments opens a screen for maintaining employee detail-level comments that can print on the project’s invoice (if the invoice format used for the project presents employee timecard comments). Project Controller’s Notes and Comments (PA.NOT.00) is used to enter and maintain the comments. Note that only the first comment (Note Number 01) can print on the invoice.

Comments (button)
Clicking Comments opens Project Controller’s Notes and Comments (PA.NOT.00) for viewing and maintaining timecard notes. These notes can be entered in Timecard Entry (TM.TCE.00) and can be used to pass a document-level note from the employee entering the timecard to the approver.
Time Review & Approval (TM.TRA.02)

Time Review & Approval (TM.TRA.02) displays a view of the timecard if it was created on the Timecard in Web Apps and Time reporting periods > 7 days is selected on the Project Flex Time tab of Time and Expense Setup (TM.SET.00). This screen is similar to Timecard Entry (TM.TCE.00). Its purpose is to allow a manager to review the timecard entries before approving or rejecting the document. Data entry is disallowed other than changing the status to Approved or Rejected and updating comments and notes.

Following are field descriptions for Time Review & Approval (TM.TRA.02):

**Status**

The approver may set the status of a timecard to one of the following values:

- **Approved (A)** – The timecard is approved and becomes posted when the approver clicks **Begin Processing**.
- **Rejected (R)** – When the approver clicks **Begin Processing**, the timecard is rejected and returned to the user for corrections using the appropriate entry screen.

**Invoice Comments (button)**

Clicking **Invoice Comments** opens Project Controller’s Notes and Comments (PA.NOT.00) and displays the employee detail-level comments that print on the project’s invoice if the invoice format used for the project presents employee timecard comments. Note that only the first comment (Note Number 01) prints on the invoice.

**Comments (button)**

Clicking **Comments** opens Project Controller’s Notes and Comments (PA.NOT.00) and displays the first document-level note for the timecard. To view all comments for the timecard, use its note number to select the record.
Time Review & Approval with Rates/Amounts (TM.TAA.00)

Time Review & Approval with Rates/Amounts (TM.TAA.00) allows a manager or a supervisor to review timecard hours, rates, and amounts when the Cost Labor on Entry option is selected in Time and Expense Setup (TM.SET.00). This screen is similar to Time Review & Approval (TM.TRA.00) with the added feature of displaying labor rates and amounts for hours costed during the entry of timecard data using either Timecard Entry (TM.TCE.00) or Timecard with Rate/Amount Entry (TM.TEA.00). Timecards can be selected for review based on the approver specified in the entry screen, employees’ supervisor, manager, home subaccount, or for the login company. If the Include Timesheets check box is selected, timecards created from posted timesheets also appear. All timecards that meet the selection criteria appear in the grid where they can be viewed, approved, rejected, or bypassed for later review. Timecards can be approved one line at a time or, if all displayed timecards are being approved, by clicking the Approve All button. Approval is treated as an electronic signature, triggering labor posting to Project Management and Accounting. If the approver rejects a timecard, it is returned to an open status and a Communicator message automatically notifies the employee of the rejection. The approver should also attach a note to the timecard explaining the reason for the rejection, such as charging the wrong project or task.

![Time Review & Approval with Rates/Amounts (TM.TAA.00)](image)

Figure 72: Time Review & Approval with Rates/Amounts (TM.TAA.00)

See “Labor Costing” on page 8 and “Posting Labor to General Ledger” on page 13 for a discussion of the posting process and the differences between True Labor Costing and Standard Labor Costing methods.

Following are field descriptions for Time Review & Approval with Rates/Amounts (TM.TAA.00).

**Select Company area**

The Select Company area allows you to select a specific company or all companies.
Specific
Allows you to enter a specific company, limited to the companies for which you have access rights to this screen. The default is the logged in company.

All
Processes all companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

Approver/Supervisor/Manager/GL Subaccount/Entire Company (option buttons)
These option buttons determine whether the screen displays timecards for a designated approver, supervisor, manager, subaccount, or company. The default setting is to list timecards by Approver. The option that you select determines whether you must supply additional information.

- Approver – To review timecards by document approver, select Approver and enter the employee ID of the person designated as the approver of the document in Employee. Depending on the approval option selected in Time and Expense Setup (TM.SET.00), the default approver for timecards might be the preparer’s supervisor, manager, or a specific individual. Another option determines whether the preparer can override the default approver in Timecard Entry (TM.TCE.00) or Timecard with Rate/Amount Entry (TM.TEA.00). The name of the approver appears in the adjacent field.

- Supervisor – To review timecards by employee supervisor, select Supervisor and enter the employee ID of the person designated as the preparer’s supervisor in Employee. An option in Time and Expense Setup (TM.SET.00) determines whether the preparer can override the default approver in Timecard Entry (TM.TCE.00) or Timecard with Rate/Amount Entry (TM.TEA.00). If so, either the preparer’s supervisor or the override approver can approve the timecard. The name of the supervisor appears in the adjacent field.

- Manager – To review timecards by employee manager, select Manager and enter the employee ID of the person designated as the preparer’s manager in Employee. An option in Time and Expense Setup (TM.SET.00) determines whether the preparer can override the default approver in Timecard Entry (TM.TCE.00) or Timecard with Rate/Amount Entry (TM.TEA.00). If so, either the preparer’s manager or the override approver can approve the timecard. The name of the manager appears in the adjacent field.

- Subaccount – To review timecards by subaccount, select Subaccount and enter the home subaccount of the employee(s) whose timecards you want to view in Subaccount. Although this entry is not validated, you can view and select possible values by pressing F3. The program compares the subaccount you enter with the home subaccount of the preparer, not the subaccounts recorded in the individual transactions.

- All – To view all timecards for the company that you selected, select All.

Notes:
If the screen prompts for an employee ID (you selected Approver, Supervisor, or Manager) and the employee ID is password-protected, enter the password at the prompt and click OK. You can password-protect your employee ID in Project Controller’s Password Maintenance (PA.PWD.00).

You can configure the captions for Supervisor and Manager in Project Controller Setup (PA.SET.00). If you do so, the option buttons display your custom captions.

Supervisors and managers are assigned to employees in Employee and Resource Maintenance (PA.EMP.00) and stored in the Employee Master table (PJEMPLOY).

If you select Subaccount and the subaccount is password-protected, enter the password at the prompt and click OK. You can password-protect subaccounts in Project Controller’s Password Maintenance (PA.PWD.00).

The Subaccount field allows you to enter a partial value, which is always read from left to right. For example, if you enter A5, the screen displays all documents for which the subaccount of the document begins with A5. The subaccount of the document is the home subaccount of its preparer, regardless of the subaccounts charged on the individual transactions. You cannot select documents based on
middle or end of field values. If you enter a whole subaccount, it is validated in the SUBACCT table. If you enter a partial value, subaccount validation cannot occur.

Include Timesheets

Include Timesheets allows the approver to include timecards created from timesheets in the grid. This feature allows the approval of timesheets without having to open Timecard Entry (TM.TCE.00) for each timecard created by the timesheet posting process and changing its status to Completed. Since this step is not required, it is essential that the approver know whether the timecard is in fact complete and ready to be posted. If this check box is clear, timecards created from timesheets are not listed. This feature allows the approval of timesheets without having to go to Timecard Entry (TM.TCE.00), bring up each timecard created by the timesheet posting process, and change its status to Completed. Since this step is not required, it is essential that the approver know whether the timecard is in fact complete and ready to be posted.

Status

The approver may set the status of a timecard to one of the following values:

- Approved (A) – The timecard is approved and becomes posted when the approver clicks Begin Processing.
- Rejected (R) – When the approver clicks Begin Processing, the timecard becomes rejected and is then returned to the employee for corrections using the appropriate entry function.

Total Amount

The total pay amount of the timecard appears in view-only mode, provided the employee pay type is hourly (HR) and the timecard was costed on entry. If the system is configured to cost labor on approval, Total Amount is absent. For salaried employees, Total Amount is zero.

Note: Fringe payments are not calculated until a timecard is posted. Therefore, any pay-in-lieu-of-fringe due an employee is not included in the total amount displayed here.

Status and Error Messages (list box)

Any error messages found when processing timecards appear in this area. Examples of some errors are Employee Rate Not Found, Union Rate Not Found, Pay Type Record Missing, etc. Once a timecard is found to contain an error, processing on it is discontinued and all postings for it are backed out, then processing resumes with the next timecard. Depending on the type of error, the timecard can be set to a status of Rejected and a Communicator message sent to the employee describing the problem. For errors of a more serious nature (for example, Detail Records for Timecard Missing), the timecard is not set to Rejected but an error still appears in the list box.

Note: If "Period mm/dd/yyyy, No Employee Pay Type available for employee # XXXXXXXXXX" appears, the employee does not have a default record (where Project = N/A) in Employee Position/Rate Maintenance (TM.EPJ.00). Time Review & Approval (TM.TRA.00) uses the default record to determine whether the employee is salaried or paid hourly.

Approve All (button)

Click Approve All sets the status of all the timecards currently displayed to Approved. Clicking this button does not update the database, however; the posting process only begins when the user clicks Begin Processing.

View Timecard (button)

Clicking View Timecard opens the Time Review & Approval with Rates/Amounts (TM.TAA.01) inquiry or the Time Review & Approval with Rates/Amounts (TM.TAA.02) inquiry for viewing the details of the highlighted timecard.
Comments (button)

Clicking Comments opens Notes and Comments (PA.NOT.00) to view the header-level comment that was entered for the document.

Begin Processing (button)

Clicking Begin Processing starts a process that posts labor transactions for the timecards whose status has been set to Approved in the current grid and rejects timecards whose status has been set to Rejected. The posting process creates new records in the Labor Distribution table (PJLABDIS), writes new labor transactions to the Project Transaction table (PJTRAN), and updates the project summary and rollup tables.
Time and Expense for Projects

Time Review & Approval with Rates/Amounts (TM.TAA.01)

*Time Review & Approval with Rates/Amounts* (TM.TAA.01) displays a view of the timecard when *Time reporting periods > 7 days* is not selected on the *Project Flex Time* tab of *Time and Expense Setup* (TM.SET.00). This screen is similar to *Timecard with Rate/Amount Entry* (TM.TEA.00). Its purpose is to allow a manager to review the timecard entries before approving or rejecting the document. No data entry is allowed other than the changing of the status to Approved or Rejected and the updating of comments and notes.

![Image of Time Review & Approval with Rates/Amounts (TM.TAA.01)](image)

*Figure 73: Time Review & Approval with Rates/Amounts (TM.TAA.01)*

**Note:** If the system is configured to cost labor on approval, *Rate Source*, *Rate*, *Flat Amount*, and *Ext Amt* are generally blank or zero. The exception is the *Flat Amount*, which may be entered on a timecard regardless of when labor is costed. Fringe payments are not calculated until a timecard is posted. Therefore, any pay-in-lieu-of-fringe due an employee is not included in the grid.

Following are field descriptions for *Time Review and Approval with Rates/Amounts* (TM.TAA.01).

**Status**

The approver may set the status of a timecard to one of the following values:

- **Approved (A)** – The timecard is approved and becomes posted when the approver clicks **Begin Processing**.
- **Rejected (R)** – When the approver clicks **Begin Processing**, the timecard becomes rejected and is then returned to the user for corrections using the appropriate entry screen.

**Invoice Comments (button)**

Clicking **Invoice Comments** opens a screen for maintaining employee timecard-level comments that can print on the project’s invoice (if the invoice format used for the project presents employee timecard comments). Project Controller’s Notes and Comments (PA.NOT.00) is used to enter and maintain the comments. Note that only the first comment (Note Number 01) can print on the invoice.
Rate Source

Rate Source indicates the origination of the labor rate. A rate source appears only if you select Entry for the Cost Labor on Entry or Approval option. Possible values are:

<table>
<thead>
<tr>
<th>Field Value</th>
<th>Internal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>E</td>
</tr>
<tr>
<td>Employee-Project</td>
<td>P</td>
</tr>
<tr>
<td>Union</td>
<td>U</td>
</tr>
<tr>
<td>Certified</td>
<td>C</td>
</tr>
<tr>
<td>Flexible</td>
<td>F</td>
</tr>
<tr>
<td>Override</td>
<td>X</td>
</tr>
<tr>
<td>Flat Amount</td>
<td>A</td>
</tr>
</tbody>
</table>

Rate and Amount Fields

If the system is configured to cost labor on approval, Rate Source, Rate, Flat Amount, and Extended Amount are generally blank or zero. The exception is the flat amount, which can be entered on a timecard regardless of when labor is costed.
Time Review & Approval with Rates/Amounts (TM.TAA.02)

Time Review & Approval with Rates/Amounts (TM.TAA.02) displays a view of the timecard if it was created on the Timecard in Web Apps and Time reporting periods > 7 days is selected on the Project Flex Time tab of Time and Expense Setup (TM.SET.00). Its purpose is to allow a manager to review the timecard entries before approving or rejecting the document. Data entry is disallowed other than changing the status to Approved or Rejected and updating comments and notes.

![Time Review & Approval with Rates/Amounts](image)

**Figure 74: Time Review & Approval with Rates/Amounts (TM.TAA.02)**

Following are field descriptions for Time Review & Approval with Rates/Amounts (TM.TAA.02).

**Status**

The approver may set the status of a timecard to one of the following values:

- **Approved (A)** – The timecard is approved and becomes posted when the approver clicks **Begin Processing**.
- **Rejected (R)** – When the approver clicks **Begin Processing**, the timecard is rejected and returned to the user for corrections using the appropriate entry screen.

**Invoice Comments (button)**

Clicking **Invoice Comments** opens Project Controller’s Notes and Comments (PA.NOT.00) and displays the employee detail-level comments that print on the project’s invoice if the invoice format used for the project presents employee timecard comments. Note that only the first comment (Note Number 01) prints on the invoice.

**Comments (button)**

Clicking **Comments** opens Project Controller’s Notes and Comments (PA.NOT.00) and displays the first document-level note for the timecard. To view all comments for the timecard, use its note number to select the record.
Timecard Correction (TM.COR.00)

Use **Timecard Correction (TM.COR.00)** to correct an error on a timecard that has already been approved and posted. The program creates a new document that is a duplicate of the original timecard but with a new document number and a timecard type of C (Correcting). Only the lines that are changed are reversed and the correct amount or added lines is posted when it is approved.

**Note:** Timecards for salaried employees reverse all line items if the total number of hours changes on the timecard. The calculated hourly rate changes for all line items when the total hours change.

Once the correcting timecard has been created, the user is automatically taken to **Timecard Entry (TM.TCE.00)** where the necessary corrections to the new document may be made. The corrected timecard may then be posted following the same procedures as for normal timecards. See “Correcting a Posted Timecard” on page 81 for more information.

![Timecard Correction (TM.COR.00)](image)

**Figure 75: Timecard Correction (TM.COR.00)**

Following are the field descriptions for **Timecard Correction (TM.COR.00)**.

**Employee**

Enter the ID used to identify an employee within Project Controller, which is validated in the Employee Master table (PJEMPLOY). It could be a company ID number, a social security number, or other identifier.

**Doc Number**

**Doc Number** contains the document number, or unique identifier, of the original timecard to be corrected here. Only timecards that have been approved may be processed by this screen.

**Type**

**Type** displays whether the original document to be corrected is a Regular (R) or Correcting (C) timecard.

**Week Ending**

**Week Ending** displays the last day of the timecard period for the document to be corrected.

**Status**

**Status** displays the status of the original timecard. Only timecards with a status of Posted (P) are eligible for correction.

**Correcting Doc Number**

**Correcting Doc Number** is automatically assigned by the system and cannot be maintained. This becomes the document number in **Timecard Entry (TM.TCE.00)** for making the necessary changes.
Create Correction (button)

After the timecard to be corrected has been selected, clicking **Create Correction** creates the correcting timecard and opens the *Timecard Entry (TM.TCE.00)* function to make the corrections to the new timecard. The employee number is copied to the entry screen.

**Note:** If labor is being costed using the rate tables and a rate changes between the time that the original timecard is posted and the correcting timecard is created, the new rate will only be applied if you change a value on the line that was costed using the old rate. Changing any value on the line will trigger rate retrieval when the correcting timecard is posted.
Timecard Entry (TM.TCE.00)

Timecard Entry (TM.TCE.00) allows employees to record their time electronically. Labor hours may be entered for one or more project tasks with a total displayed for each project task. In addition to regular hours, two types of overtime can be recorded. The overtime columns are made visible by selecting the O/T check boxes, although overtime is not an automatic calculation. Totals are captured by day and a grand total appears of all hours on the timecard, including any overtime.

Figure 76: Timecard Entry (TM.TCE.00)

Timecards are routed to a supervisor or other authority for approval by changing the timecard status to Completed. This event triggers a Communicator message (if the Communicator module is installed) to be sent automatically to the supervisor announcing that a timecard is awaiting approval (see “Mgr Review Status” on page 173 for more information). If the supervisor rejects the timecard, a Communicator rejection message automatically notifies the employee. A rejected timecard should be corrected by the employee with this screen and then be resubmitted for the supervisor’s approval.

The default approver is the employee’s supervisor. This designation is maintained in Employee and Resource Maintenance (PA.EMP.00). The secondary approver is the employee’s manager, also designated in Employee and Resource Maintenance (PA.EMP.00). The employee can override the default approvers and select another approver if the Enable Manual Selection of Timecard Approver check box is selected in Time and Expense Setup (TM.SET.00). If the employee redirects a timecard to someone other than the default approvers, the person designated as the employee’s supervisor receives a Communicator notification, as does the override approver.

The timecard status field determines whether a timecard may be changed. This function can be used to view previous timecards; however, no maintenance is allowed to a timecard whose status indicates Posted or Completed. Only timecards with a status of In Process, Timesheet, or Rejected may be modified. Once the status has been changed to Completed and saved in the database, the timecard can only be viewed; therefore, be sure that all entries have been made and are satisfactory before changing the status to Completed and saving the document. If an error has been made, notify the supervisor immediately so that s/he may reject the timecard using Time Review & Approval
(TM.TRA.00). If the timecard has already been approved, see “Correcting a Posted Timecard” on page 81.

Depending on the controls instituted at each site, Employee may be password-protected. Use Project Controller’s Password Maintenance (PA.PWD.00) to set up passwords for the individual employee IDs. If entering multiple timecards for different employees, click New before starting a new timecard to reset all counters and total fields, and then proceed to enter the new timecard.

Notes may be entered for each timecard by clicking the Comments button. A hard copy of the currently displayed timecard can be generated by clicking the Print icon. See “Entering Standard Timecards” on page 48 for more information.

Following are the field descriptions for Timecard Entry (TM.TCE.00).

Employee
Employee uniquely identifies an employee within Project Management and Accounting. The employee ID is validated in the Employee Master table (PJEMPLOY). It could be a company ID number, a social security number, or other identifier. The employee’s name appears below the employee ID. If your employee ID is associated with your Microsoft Dynamics SL user ID in Employee and Resource Maintenance (PA.EMP.00), the screen opens with your employee ID in this field.

Doc Number
Doc Number is a unique identifier for a specific timecard. The system automatically assigns the document number when the timecard is added. When attempting to display or view a timecard, use its document number to select the record.

Site
You can use Site to record the site or location where the labor was performed. Set up the user-assigned values in Project Controller’s Site Maintenance (PA.SIT.00). This optional entry can be used in custom reporting, if desired.

Approver
The default approver of the current timecard appears in this field, which can be available for entry and override, subject to a setting in Time and Expense Setup (TM.SET.00). The default approver is the person designated as the employee’s supervisor in Employee and Resource Maintenance (PA.EMP.00). The approver name appears in the adjacent field.

Type
Type indicates whether the timecard is a Regular (R) or Correcting (C) document. When entering a new timecard, the type is always Regular indicating a standard timecard for an employee.

Correcting timecards can only be created using Timecard Correction (TM.COR.00). The correcting timecard can then be modified or deleted with this screen.

Week Ending
Each timecard is associated with a time interval. Week Ending converts any date entered that exists within a timecard period to the timecard period-ending date. Only one regular timecard per employee is allowed per period, although multiple correcting timecards for the same period may exist.
Timecard Status

**Timecard Status** indicates the status of the timecard. The possible status codes for a timecard appear below in their logical sequence:

- **In Process (I)** – The timecard is available for maintenance. It cannot be approved or posted with this status.
- **Timesheet (T)** – The timecard was created by the posting process in Project Timesheet Entry (TM.PTE.00). Timecard Entry (TM.TCE.00) treats it as if it were any in-process timecard. It may be modified and its status may be changed to Completed.
- **Completed (C)** – Timecard Entry (TM.TCE.00) has been completed and the timecard now awaits approval. With this status, the document can no longer be maintained.
- **Approved (A)** – The timecard has been reviewed and approved in Microsoft Dynamics SL Web Apps and will be posted by Time Review & Approval (TM.TRA.00) after clicking Begin Processing.
- **Edit (E)** – Once a completed timecard has been saved, its status can be set to Edit to allow supervisors and managers to open the document in order to add bonus or flat pay. After setting status to Edit, click Save in order to make the timecard fields available for maintenance. When done, set status to Completed and click Save in order to queue the document for approval and posting.
- **Rejected (R)** – The timecard has been rejected in Time Review & Approval (TM.TRA.00). It may now be corrected by the employee in Timecard Entry (TM.TCE.00). When done, the employee should change the status back to Completed to be resubmitted for another review.
- **Posted (P)** – The timecard has been posted and can no longer be maintained. Revisions can be made via a button in Timecard Correction (TM.COR.00) using the procedure described for the correction process.
- **Corrected (X)** – The original posted timecard has been revised and the correcting timecard posted. The original document can no longer be viewed or maintained.

**Additional Info (button)**

Additional Info opens Additional Timecard Information (TM.TCE.01) to maintain the timecard identification (ID) fields. The attributes for these fields are defined for each site using Project Controller’s ID Maintenance (PA.IDM.00).

**O/T 1 and O/T 2 (check boxes)**

The setting of the **O/T 1** and **O/T 2** check boxes control whether the overtime hour fields appear on the screen. The **O/T 1** check box refers to the first type of overtime. The **O/T 2** check box refers to a second type of overtime. Overtime 1 and Overtime 2 are often used for time-and-one-half and double-time, respectively. The multipliers for each type of overtime are specified in the Overtime Setup tab of Time and Expense Setup (TM.SET.00).

**Day Range**

Scheduled Tasks uses the value in **Day Range** as a criterion for selecting the tasks to which the employee is assigned in Resource Assignment (PA.RAS.00). The value must be a whole number between 0 and 999 and defaults to the number specified in Project Controller Setup (PA.SET.00). If set to zero, only tasks whose schedule includes the timecard period are selected.

**Scheduled Tasks**

Clicking **Scheduled Tasks** populates the timecard grid with a new line item for each task to which the employee is assigned in Resource Assignment (PA.RAS.00). The button first uses the project-level assignments entered in Project Employee Maintenance (PA.PEM.00) and stored in table PJPROJEM to select the projects eligible for the employee to charge, disregarding projects that are available to all employees. Next, it examines task-level assignments, which are stored in table PJPENTEM.

The button also uses the value in **Day Range** as a criterion for selecting the tasks relevant to the current date. If **Day Range** is not blank or set to zero, the start and end dates for the task stored in the
Task Master table are compared to the starting and ending dates of the timecard period. If the task’s starting date falls after the timecard period-end date plus the value in Day Range, it disregards the task. If the task’s finish date falls before the start of the timecard period (from table PJWEEK) minus the value in Day Range, it disregards the task. If Day Range is set to zero, only tasks whose schedule includes the timecard period are selected.

**Duplicate Last Timecard (button)**

Duplicate Last Timecard creates a new timecard using the last timecard created as a template. This feature is only available when starting a new timecard. It is disabled when entering timecards using Time Detail (TM.DLY.00). When clicked, the program reads the last timecard on file (by document number) and creates one line on the new timecard for each line of the previous timecard period’s timecard using the old timecard’s attributes. All hours and flat amounts on the new timecard are initialized to zero. Defaults from the Project Master table are refreshed and the projects and tasks revalidated. The description, project, task, account and subaccount, charged company, labor class, union, work type, cert PR flag, group code, workers’ compensation code, shift, and earnings type are all copied from the last timecard.

**Invoice Comments (button)**

Clicking Invoice Comments opens Notes and Comments (PA.NOT.00) to enter and maintain employee timecard-level comments that can print on the project’s invoice when prepared using the Flexible Billings module (if the invoice format used for the project presents employee timecard comments). If the Weekly option is selected for Labor Transactions and Invoice Comments in Time and Expense Setup (TM.SET.00), only one comment can print on the invoice. If the Daily option is selected, invoice comments can be created for each day of the timecard period by highlighting an hour cell and clicking Invoice Comments.

If the Daily option is selected under Labor Transactions and Invoice Comments in Time and Expense Setup (TM.SET.00), the invoice comments will be keyed off the Daily Post Date, if entered.

**Note:** If you intend to use Daily Post Date and also plan to create an invoice comment for a line item, be sure to enter the Daily Post Date before you enter the invoice comment. This caution applies only if the Daily option is selected in Time and Expense Setup (TM.SET.00) and the timecard periods contain seven or fewer days.

**Total Hours (header)**

Total Hours displays the total hours for the timecard. Its value has been automatically accumulated by the system during entry. The total includes the regular and overtime hours for all the line items. The screen display is refreshed while tabbing through the grid.

**Description**

Enter a freeform description of the work performed into this optional field. This information flows with the labor into the Project Transaction table (PJTRAN) when the timecard posts and may appear on invoices prepared using the Flexible Billings module.

**Project**

Project contains the project to be charged for the labor hours entered. For a project to be valid, it must be an active project in the Project Master table (PJPROJ.status_pa must be set to A) and be active for labor charges as well (PJPROJ.status_lb must be set to A). The description of the project on the current line appears at the bottom of the screen.

The projects that are eligible for the employee to charge are restricted to those that meet one of the following criteria (in addition to being active for labor charges):

- The Available for All Employees to Charge check box for the project is selected in Project Maintenance (PA.PPJ.00)

OR
• The **Available for All Employees to Charge** check box for the project is clear in **Project Maintenance (PA.PRJ.00)** but the employee is assigned to the project in **Project Employee Maintenance (PA.PEM.00)**.

These restrictions apply to the possible values listing and to values typed manually into this field.

**Task**

Enter the task within the project where the time is to be charged. It is validated in the Project Task table (PJPENT) and must be active for labor charges. The description of the task on the current line appears at the bottom of the screen.

The tasks that are eligible for the employee to charge are restricted to those that meet one of the following criteria (in addition to being active for labor charges):

• The **Resource Assignment Required to Charge Tasks** check box for the task’s project is clear in **Project Maintenance (PA.PRJ.00)**

OR

• The **Resource Assignment Required to Charge Tasks** check box for the task’s project is selected in **Project Maintenance (PA.PRJ.00)** and the employee is assigned to the task in Microsoft® Project.

These restrictions apply to the possible values listing and to values typed manually into this field.

**Subtask**

Enter a subtask ID to which the labor charges will post. The field can be optional or required, depending on the setting of the **Resource Assignment Required to Charge Tasks** check box for the current project. If the check box is selected and the assignment records for the project, task, and employee all have a subtask, then this entry is required. If an assignment record has a blank subtask, this field can be blank. **Subtask** is optional if the **Resource Assignment Required to Charge Tasks** check box for the project is cleared.

**Daily Post Date**

Enter the calendar date that the labor on the line item was performed. This date may be presented on invoices prepared in the Flexible Billings module that present this detail.

**Note:** If the **Daily** option is selected under **Labor Transactions and Invoice Comments** in **Time and Expense Setup (TM.SET.00)** and you enter a **Daily Post Date**, only one transaction with that date will be created for all of the hours on that line item, no matter which day(s) you entered the hours on. If the number of days in the timecard period is greater than seven, the **Daily Post Date** becomes a required field. If entered, invoice comments will also be keyed off the **Daily Post Date**. **Daily Post Date** is validated to be within the timecard period.

**Labor Class**

**Labor Class** categorizes time charged to projects and serves as a breakdown of the types of work performed. The default is the labor class in **Employee Position/Rate Maintenance (TM.EPJ.00)** with an effective date closest to, but not greater than, the date entered for the project. If a record is not found for the project, the default labor class is used. **Labor Class** is verified to be non-blank when the line in the grid is completed. See “Labor Classes” on page 7 for more information.

**Acct**

Enter the account number where the line item is to be expensed.

Defaulting: With any change to **Task**, the labor detail account is set to the default labor account specified in **Task (PA.PRJ.02)** for the entered project task. If the task does not have a default labor account, the account is set to the default labor account from the project specified in **Project Maintenance (PA.PRJ.00)**. Finally, if the account has not been set or entered already, it is set from **Labor GL Account of Code File Maintenance (PA.CFM.00)** for the labor class (code type LABC). **Account** is verified to be non-blank when the line in the grid is completed.
WO integration and validation: If the Work Order module is installed and the project entered is a valid Work Order, the account number must be a valid WIP account. If an account is entered that is not a WO WIP account, it is flipped to a valid WIP account. Projects are identified as a valid Mfg. Work Order (MWO) or Pjt Work Order (PWO) by their existence in the WOHeader table. In addition, a PWO must have its General Ledger interface switch on to be subject to the flip. The valid WIP accounts are obtained from table WOAcctCategXref.

**Company ID**

Enter the company ID where the line item is to be expensed. The default for Company ID is the company of either the project or the employee, depending on the option selected in Time and Expense Setup (TM.SET.00).

**Sub**

Enter the subaccount to specify the financial organization where the line item is to be expensed into this required field, which is validated in the SUBACCT table. The default for Sub is the project’s subaccount (or task’s subaccount if one exists) or the employee’s subaccount, depending on the option selected in Time and Expense Setup (TM.SET.00).

**Union**

Enter the union code if applicable for this line item into Union. It defaults to the union in Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the timecard period-ending date. The default Employee Project Rate (PJEMPPJT) record is always used to retrieve the default union, which may be overwritten.

**Wrk Type**

Wrk Type defines a work category within the labor class for union workers. The default for this optional field is the work type in Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the timecard period-ending date. The default Employee Project Rate (PJEMPPJT) record is always used to retrieve the default work type, which may be overwritten.

If the employee belongs to a union (that is, a default union is specified for the employee in Employee Position/Rate Maintenance (TM.EPJ.00)), a union rate is validated to exist for the Union, Labor Class, and Wrk Type with an effective date that is less than or equal to the timecard period-ending date of the document.

**Cert PR**

Cert PR exempts a timecard line item from prevailing wage rate consideration. No is the default if the project does not have a prevailing wage ID associated with it and cannot be modified. For projects that have a prevailing wage ID associated with them, Cert PR defaults to Yes. You can change the setting for a particular line item that is not eligible for prevailing wage rates. Amounts from timecard line items that have this flag set to Yes appear on Certified Payroll Report (TM.060.00).

**Grp**

Grp is a modifier or subclass of labor class for projects that contain a prevailing wage ID. The default for this optional field is the group code in Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the timecard period-ending date. The default Employee Project Rate (PJEMPPJT) record is always used to retrieve the default group code, but may be overwritten.

If the project has a prevailing wage ID associated with it, a prevailing wage rate must be on file for the prevailing wage ID, labor class, and group code.

**WorkComp**

WorkComp classifies an employee for workers’ compensation insurance. For instance, office workers might have a code and associated rate that differs from construction workers due to differing risk
factors for injuries. Since each state has its own laws governing workers’ compensation insurance, a workers’ compensation code is assigned to each labor transaction.

This field, which may be overwritten or deleted, is optional but, if entered, is validated in the code file (code type WKCC). WorkComp may be assigned at the project level in the Additional Project Information (PA.PRJ.01) of Project Maintenance (PA.PRJ.00), at the task level in Task (PA.PRJ.02), and at the employee level in Employee Position/Rate Maintenance (TM.EPJ.00). This screen assigns the task’s workers’ compensation code to each labor transaction; if WorkComp is not specified for the task, the project’s workers’ compensation code is used. If WorkComp is not defined for either the project or the task, the default workers’ compensation code for the employee (as specified in table PJEMPPJT) is applied to the transaction.

Shift

Enter an optional shift code, which is validated in the code file (code type SHFT). A shift code is used to add an incremental amount to labor rates and/or to multiply a labor rate by a shift differential (for example, 10% more pay for working the swing shift).

Billable

Billable specifies whether the transaction is eligible to be loaded into the Flexible Billings module via Billings Transaction Load (BI.BTL.00) or the Allocation Processor (PA.PRO.00) if an option in Billings Setup (BI.SET.00) is selected. It is copied to PJTRAN in the TR_STATUS field when the timecard is posted. A blank value in TR_STATUS means the transaction is eligible to be loaded into Flexible Billings. An N means the transaction is not eligible to be loaded.

Reg and OT Hours

If you are processing labor weekly (the Time reporting periods > 7 days check box is clear in Time and Expense Setup (TM.SET.00), there is one column for regular hours for each day of the week. If the O/T 1 or O/T 2 check box is selected, there are also corresponding overtime hour columns for each day.

If the Time reporting periods > 7 days check box is selected in Time and Expense Setup (TM.SET.00), there is one column for regular hours for all of the days in the timecard period. In this case, you would use Daily Post Date to indicate that date on which you performed the work.

Total Hrs (detail)

Total Hrs is automatically calculated by the program during line item entry. The number is the total of both regular and overtime hours for that line item.

Mgr Review Status

This display-only field indicates if the line item entered requires review via Line Approval in Microsoft Dynamics SL Web Apps before being available to be posted. One of two values will appear, Review Req’d and None Req’d. When Mgr Review Status is set to Review Req’d, is turned on, the routing of the Communicator message for a completed document may be modified. If one or more line items on the document require manager review, then a Communicator message is sent to the appropriate project managers, rather than to the employee’s supervisor. If no line items require project manager review, then the message is sent to the supervisor. The messaging to the supervisor may be suppressed (in cases where a payroll clerk or office manager does all timecard posting) by clearing Enable Supervisor Message for Time in Time and Expense Setup (TM.SET.00).

Mgr Review Status indicates that review is required only under the following circumstances:

- The Project Manager Line Item Review option is activated
- A valid project is entered on the line
- Mgr T&E Review in Additional Project Information (PA.PRJ.01) of Project Maintenance (PA.PRJ.00) is set to Required
- The task level Mgr T&E Review is set to Required
All other scenarios mean no review is required. The program also maintains Review Counter (pjlabhdr.le_id07), which keeps track of the outstanding number of line items requiring review on a document.

Note: The Project Manager Line Item Review option is not available if time is entered using Time Detail (TM.DLY.00).

Note that Manager Review is an optional facility and this field will only be visible on the screen if Enable Project Manager Review of Time and Expense Line Items in Time and Expense Setup (TM.SET.00) is selected.

Est to Comp Task
Enter the percentage or number of hours estimated necessary to complete the task on the current line. Est to Comp Task is an optional field that is informational only.

Change Reason
If the Detail Audit Trail Activated check box is selected in Time and Expense Setup (TM.SET.00) and any field on the current line is being changed, enter the reason for the change. Changes to a line include adding information to it, modifying information in it, and deleting it. You might need to provide a change reason for adding, modifying, and deleting a line or your administrator might configure the system so that you only need to provide reasons for some edits.

Daily Totals
Daily Totals automatically calculated by the system and present the total number of hours (including regular and both overtimes) entered for each day of the timecard period.

Time Detail (button)
An option in Time and Expense Setup (TM.SET.00) determines whether Time Detail is visible. Clicking Time Detail opens Time Detail (TM.DLY.00), which you can use for entering labor by time for each day of the timecard period.

Comments (button)
Clicking Comments opens Project Controller’s Notes and Comments (PA.NOT.00) for entering and maintaining timecard notes. These notes can be viewed in Time Review & Approval (TM.TRA.00) and can be used to pass a document-level note from the employee entering the timecard to the approver.
Additional Timecard Information (TM.TCE.01)

Use Additional Timecard Information (TM.TCE.01), which is accessed from Timecard Entry (TM.TCE.00), to view and maintain the flexibly-defined identification (ID) fields for the timecard. These values are stored in the Labor Entry Header table (PJLABHDR).

![Figure 77: Additional Timecard Information (TM.TCE.01)]

Following is the field description for Additional Timecard Information (TM.TCE.01).

**Timecard ID Fields**

Timecard ID Fields may be used to attach any type of identification or reference data to a record. They are flexibly defined for ID type LE in Project Controller’s ID Maintenance (PA.IDM.00) where the caption, length, mask, and type of validation are established. Flexibly-defined fields explicitly defined in the SQL database as DATE, FLOAT, or INTEGER fields have fixed attributes and cannot have their validation, mask, or length modified by flexible field parameters; these options are only available to CHAR (string) fields. Reserved fields may not be updated or altered. See the online schema help for field lengths and reserved status.

**OK (button)**

Clicking **OK** closes this window and returns to Timecard Entry (TM.TCE.00).
Timecard Status (TM.TCS.00)

*Timecard Status* (TM.TCS.00) provides a quick way for a supervisor to identify missing or unposted timecards. The timecards that appear in the grid are determined by the timecard period-ending date and status entered at the top of the screen. Timecards from the beginning of the labor period through the timecard period-ending date appear in the grid. The number of timecard period columns that appear in the grid is also determined by the timecard period-ending date. The default is to display all timecards; however, timecards can be selected by status (missing, unposted, rejected, etc.).

The employees whose timecards are being reviewed are selected by entering the employees’ supervisor, manager, home subaccount, or home company. The timecards meeting the requested criteria appear ordered by employee name with their timecard status code displayed in the *Week Status* columns. The number at the top of the columns corresponds to a timecard period within a labor period.

If all regular timecards for an employee for the labor period have been posted but there are unposted correcting timecards for the employee, a line appears for the current employee even if the status selected is Unposted. Correcting timecards can be entered for any fiscal period.

To review a specific timecard, go directly to *Time Review & Approval* (TM.TRA.00) by selecting a cell in the *Week Status* columns and clicking the *Approval* button.
**Note:** You can sort the contents of the grid by clicking on the heading of the column on which you want to sort the records.

![Timecard Status (TM.TCS.00) - Contoso, LtdDemo](image)

**Figure 79: Timecard Status (TM.TCS.00), form view**

Following are field descriptions for Timecard Status (TM.TCS.00).

**Select Company area**

The **Select Company** area allows you to select a specific company or all companies.

**Specific**

Allows you to enter a specific company, limited to the companies for which you have access rights to this screen. The default is the logged in company.

**All**

Processes all companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

**Select By (option buttons)**

These option buttons allow the selection of timecards for a specific Supervisor, Manager, GL Subaccount, or Entire Company. The button defaults to listing by Supervisor. If Entire Company is selected, only the documents for the login company appear (if the Company ID is password-protected, the password prompt appears immediately upon clicking the button). The company ID of the document, which is the home company of the document’s preparer from the Employee Master table (PJEMPLOY), is used for this comparison, not the company IDs recorded in the individual transactions.
Note: If the entered Employee ID or subaccount is password-protected, enter the password at the prompt and click OK. Employee IDs, subaccounts, and company IDs may be password-protected using Password Maintenance (PA.PWD.00).

Supervisor

Supervisor allows you to select timecards for a specific supervisor. Enter the employee ID designated as the supervisor of the employees whose timecards are to be reviewed. This designation is maintained in Project Controller’s Employee and Resource Maintenance (PA.EMP.00) and stored in the Employee Master table (PJEMPLOY.manager1). The supervisor’s name appears in the adjacent field.

Note: The caption for Supervisor may be flexibly defined in Project Controller Setup (PA.SET.00). To override the Supervisor caption in various screens and reports, enter the custom caption in Employee Manager1.

Manager

Manager allows you to select timecards for a specific manager. Enter the employee ID designated as the manager of the employees whose timecards are to be reviewed. This designation is maintained in Project Controller’s Employee and Resource Maintenance (PA.EMP.00) and stored in the Employee Master (PJEMPLOY.manager2). The manager’s name appears in the adjacent field.

Note: Supervisors and managers are designated for employees in Employee and Resource Maintenance (PA.EMP.00). The captions for Supervisor and Manager can be flexibly defined in Project Controller Setup (PA.SET.00). To override the Supervisor caption in various screens and reports, enter the custom caption in Employee Manager1. To override the Manager caption in various screens and reports, enter the custom caption in Employee Manager2.

GL Subaccount

GL Subaccount allows you to select timecards for a specific subaccount. Enter the subaccount of the employee(s) whose timecards are to be reviewed. The home subaccount of the document’s preparer from the Employee Master table (PJEMPLOY) is used for this comparison, not the subaccounts recorded in the individual transactions.

Selecting GL Subaccount allows a partial value to be entered. Selection is based on the partial value, which is always assumed to read from left to right.

Example: If a value of A5 is entered, all records are selected for which the employees’ home subaccount begins with A5. Since the subaccount usually represents a financial organization, entry into GL Subaccount provides the ability to select documents for a group of employees, such as those in division A5. Selection cannot be based on middle or end of field values.

Entire Company

Entire Company allows you to select all timecards for the company you are logged on to.

Week Ending

Enter a cutoff date to list timecards for a particular labor period. The program converts any date entered to the ending date of the labor period that includes that date. Labor timecard periods are defined using Week Maintenance (TM.WEM.00) and stored in the Timecard Periods table (PJWEEK). The timecard period-ending date entered determines the number of columns that appear in the grid.

Status

This list allows the selection of a subset of timecards by status. Possible selections are All (the default), Unposted, Missing, Rejected, In Process, Completed, Timesheet, Posted, Edit, and Approved. If Unposted is selected, the screen displays timecards that are missing or that have a status of Rejected, In Process, Completed, Timesheet, Edit, or Approved as well as any unposted corrections that might exist. See Week Status for a description of timecard status values.
Note: Status must be set to All in order to generate alert messages in Process Timecard Alerts (TM.TCS.01).

Timecards

The grid displays the employees who meet the selection criteria entered in the header and other employee information relevant to determining which employees need to complete their timecard. All information in the grid appears in view-only mode. The program determines the number of timecard periods in the fiscal period up to and including the timecard period-ending date at the top and displays columns for each applicable timecard period. The status of each timecard appears in the Week Status columns. Possible status codes for timecards are:

- All – Timecards for all employees appear in the grid regardless of their status.
- Unposted – Timecards that are saved but not posted appear in the grid. Unposted timecards include those with status In Process, Completed, Awaiting Review, and Rejected. Timecards that have status Posted do not appear in the grid.
- Missing (M) – The timecard for that timecard period has not been entered.
- Rejected (R) – The approver has rejected the timecard in Time Review & Approval (TM.TRA.00). The employee may now revise the document using the appropriate entry function. When done, the employee should change the status back to Completed to submit the document for another review.
- In Process (I) – The timecard is available for maintenance but cannot be approved or posted with this status.
- Completed (C) – Entry of timecard data has been completed and the timecard is now eligible for approval. With this status, the timecard can no longer be maintained.
- Awaiting (W) – The actual timecard status value is Completed but the optional Manager Review of Time and Expense Items facility is active and the timecard has one or more line items that require manager review. Project Managers review line items and reject or accept them via Manager Line Item Review (TM.WTR.00). When all line items are accepted by the project manager (or do not require review), then the timecard is considered “complete” and will appear with a “C” status. Internally, this is detected via the Review Counter field in table PJLABHDR (field le_id07).
- Timesheet (T) – This timecard was created through Project Timesheet Entry (TM.PTE.00). This status is similar to In Process in that the data is maintainable in both Project Timesheet Entry (TM.PTE.00) and Timecard Entry (TM.TCE.00). It may be completed in Timecard Entry (TM.TCE.00) or posted in Time Review & Approval (TM.TRA.00).
- Edit (E) – The timecard is being edited. This status is temporary. You cannot save the timecard with this status. You must change the status to Completed or Approved in order to save it with your changes.
- Approved (A) – The timecard has been approved in Microsoft Dynamics SL Web Apps but has not yet posted.
- Posted (X) – The timecard has been posted. It can no longer be maintained but can be reversed and resubmitted using Timecard Correction (TM.COR.00).
Print (button)

When the grid contains at least one unposted timecard, you can print a hard copy of the contents of the grid by running the *Timecard Status Report* (TM.110.00). The *Timecard Status Report* (TM.110.00) does not print lines in the grid that contain only posted timecards, thereby providing visibility into the documents that still require processing. Since the report reads the contents of a work file (PJTIMWRK) that is populated by the data loaded into *Timecard Status* (TM.TCS.00), this report can only be run from within *Timecard Status*, not from the menu.

Figure 80: Timecard Status Report (TM.110.00)

Print Preview (button)

Clicking **Print Preview** allows you to view the timecard status information in a report format. If you wish to print a hard copy after viewing the report online, you can do so easily by clicking the **Print Report** button on the toolbar.

Approval (button)

Clicking **Approval** opens *Time Review & Approval* (TM.TRA.00), where the approver can view document detail and approve or reject timecards.

Process Alerts (button)

When you select All from the **Status** list, at least one employee appears in the grid, and the Communicator module is installed, clicking this button opens *Process Timecard Alerts* (TM.TCS.01), which can generate alert messages to designated employees about incomplete, rejected, or missing timecards.
Process Timecard Alerts (TM.TCS.01)

With Process Timecard Alerts (TM.TCS.01), supervisors and managers can send alert messages to their employees about incomplete, missing, or rejected timecards. Process Timecard Alerts (TM.TCS.01) can also generate alert messages to supervisors and managers when their employees have incomplete, missing, or rejected timecards, or when their employees have completed entering their timecards, which now await their approval.

![Process Timecard Alerts (TM.TCS.01)](image)

Figure 81: Process Timecard Alerts (TM.TCS.01)

Process Timecard Alerts (TM.TCS.01) can only run when Status in Timecard Status (TM.TCS.00) is set to All and the grid contains at least one employee.

Following are field descriptions for Process Timecard Alerts (TM.TCS.01).

**Employee**

Select Employee to send alert messages to employees who have incomplete, missing, or rejected timecards.

**Supervisor/Manager When Employee Timecards Outstanding (check box)**

Select the Supervisor/Manager When Employee Timecards Outstanding check box to send alert messages to supervisors and/or managers when their employees have timecards that are incomplete, missing, or rejected.

**Supervisor/Manager When Employee Timecards Need Approval/Post**

Select the Supervisor/Manager When Employee Timecards Need Approval/Post check box to send alert messages to supervisors and/or managers when their employees have completed their timecards.

**Subject**

Subject contains text that appears in the Subject field of the grid when the employee opens View Messages (CO.CMD.00). This text also becomes the subject line for email messages when Communicator to Mail (CO.MAL.00) generates MAPI email messages from Communicator alerts.
Alert Message Text

Alert Message Text contains text that appears in the text box of View Messages (CO.CMD.00). This text also becomes the body of email messages when Communicator to Mail (CO.MAL.00) generates MAPI email messages from Communicator alerts.

Prior Alert Message (button)

Clicking Prior Alert Message retrieves the subject and text of the last alert sent by the current supervisor, manager, subaccount, or company.

Begin Processing (button)

Clicking Begin Processing initiates the following processes:

1. Each line in the Timecard Status (TM.TCS.00) grid is read.

2. If Employee Recipient is selected, the Communicator sends the message to each employee who has a missing, incomplete, or rejected timecard. The delivery method used for sending the message, Communicator messaging and/or email, depends on the setting of Send E-mail to for the employee in Employee and Resource Maintenance (PA.EMP.00).

3. If Employee Timecards Outstanding is selected, the Communicator sends the message to the Supervisor or Manager when an employee in his/her group has a missing, incomplete, or rejected timecard. The delivery method used for sending the message, Communicator messaging and/or email, depends on the setting of Send E-mail to for the supervisor or manager in Employee and Resource Maintenance (PA.EMP.00).

4. If Employee Timecards Needing Approval is selected, the Communicator sends the message to the Supervisor or Manager when an employee in his/her group has a completed timecard (or timesheet) awaiting approval. The delivery method used for sending the message, Communicator messaging and/or email, depends on the setting of Send E-mail to for the supervisor or manager in Employee and Resource Maintenance (PA.EMP.00).

Note: The maximum number of alerts that any one person can receive through this process is five, which corresponds to the number of recipient types included in Process Timecard Alerts (TM.TCS.01).

Close (button)

Clicking Close closes Process Timecard Alerts (TM.TCS.01). Clicking Close does not generate alerts or save alert text for future use; these actions take place only when you click Begin Processing.
Timecard with Rate/Amount Entry (TM.TEA.00)

Timecard with Rate/Amount Entry (TM.TEA.00) allows employees to record their time electronically. Timecard with Rate/Amount Entry (TM.TEA.00) is similar to Timecard Entry (TM.TCE.00) with the added feature of allowing the override of labor rates and the entry of flat amounts to handle bonuses, retroactive pay, adjustments, etc. Labor hours may be entered for one or more project tasks with a total displayed for each project task. In addition to regular hours, two types of overtime can be recorded, although overtime is not an automatic calculation. The overtime columns are made visible by selecting the O/T check boxes. Totals are captured by day and a grand total appears of all hours on the timecard, including any overtime.

![Figure 82: Timecard with Rate/Amount Entry (TM.TEA.00)](image.png)

Timecards are routed to a supervisor for approval by changing the timecard status to Completed. This event triggers a Communicator message (if the Communicator module is installed) which is sent automatically to the supervisor announcing that a timecard is awaiting approval. Should the supervisor reject the timecard, a rejection message is returned automatically to the employee. A rejected timecard should be corrected by the employee with this function and then be resubmitted for the supervisor’s approval.

**Timecard Status** determines whether a timecard may be changed. This function can be used to view historical timecards; however, no maintenance is allowed to a timecard whose status is Posted or Completed. Only timecards with a status of In Process, Timesheet, or Rejected may be modified. Once the status has been changed to Completed and saved in the database, the timecard can only be viewed. Therefore, be sure that all entries have been made and are satisfactory before changing the status to Completed and saving the document. If an error has been made, notify the supervisor immediately so that s/he may reject the timecard in **Time Review & Approval with Rates/Amounts** (TM.TAA.00). If the timecard has already been approved, follow the procedure to correct a posted timecard using **Timecard Correction** (TM.COR.00).

A flag in **Time and Expense Setup** (TM.SET.00) specifies whether labor is to be costed during entry or upon approval. For hourly employees only, if set to cost labor during entry, the labor rate for each line item is determined via the standard labor rate lookup procedure and then stored in the Labor Detail
table (PJLABDET). In addition to the rate, a rate source code is stored that indicates the source of the rate used (union, employee-project, etc.). Both the rate and rate source code can be seen in the grid; the rate may be overridden.

Depending on the controls instituted at each site, Employee may be password-protected. Use Password Maintenance (PA.PWD.00) to set up passwords for the individual employee IDs.

If entering multiple timecards for different employees, click New before starting a new timecard to reset all counters and total fields, and then proceed to enter the new timecard.

Notes may be entered for each timecard by clicking the Notes icon. A hard copy of the currently displayed timecard can be generated by clicking the Print icon.

See “Entering Standard Timecards” on page 48 and “Entering Adjustments or Flat Pay Amounts” on page 58 for more information.

When the Project Manager Line Item Review option is activated, the routing of the Communicator message for a completed document may be modified. If one or more line items on the document require manager review, then a Communicator message is sent to the appropriate project managers, rather than the employee’s supervisor. If no line items require project manager review, then the message is sent to the supervisor. The messaging to the supervisor may be completely suppressed (in cases where a payroll clerk or office manager does all timecard posting) by clearing Enable Supervisor Message for Time in Time and Expense Setup (TM.SET.00).

Note: Fringe payments are not calculated until a timecard is posted; therefore, any pay-in-lieu-of-fringe due an employee is not included in the grid.

Following are the field descriptions for Timecard with Rate/Amount Entry (TM.TEA.00).

**Employee**

Enter the ID that uniquely identifies an employee within Project Management and Accounting. The employee ID is validated in the Employee Master table (PJEMPLOY). Employee might be a company ID number, a social security number, or other identifier. The employee’s name appears below the employee ID. If your employee ID is associated with your Microsoft Dynamics SL user ID in Employee and Resource Maintenance (PA.EMP.00), the screen opens with your employee ID in this field.

**Doc Number**

Doc Number is a unique identifier for a specific timecard. The system automatically assigns the document number when the timecard is added. When attempting to display or view a timecard, use its document number to select the record.

**Site**

You can use Site to record the site or location where the labor was performed. Set up the user-assigned values in Project Controller’s Site Maintenance (PA.SIT.00). This optional entry can be used in custom reporting, if desired.

**Approver**

The default approver of the current timecard appears in this field. It might be available for entry and override, subject to a setting in Time and Expense Setup (TM.SET.00). The default approver is the person designated as the employee’s supervisor in Employee and Resource Maintenance (PA.EMP.00). The approver name appears in the adjacent field.

**Type**

Type indicates whether the timecard is a Regular (R) or Correcting (C) document. When entering a new timecard, the type is always Regular to indicate a standard timecard for an employee.

Correcting timecards can only be created using Timecard Correction (TM.COR.00). The correcting timecard can then be modified or deleted with this screen.
Week Ending
Each timecard is associated with a time interval. **Week Ending** converts any date entered that exists within a timecard period to the timecard period-ending date. Only one regular timecard per employee is allowed per period, although multiple correcting timecards for the same period may exist.

Timecard Status
**Timecard Status** indicates the status of the timecard. The possible status codes for a timecard appear below in their logical sequence:

- **In Process (I)** – The timecard is available for maintenance. It cannot be approved or posted with this status.
- **Timesheet (T)** – The timecard was created by the posting process in Project Timesheet Entry (TM.PTE.00) or Project Timesheet with Rate/Amount Entry (TM.PTA.00). This function treats it as if was any in-process timecard; thus, it may be modified and its status may be changed to Completed.
- **Completed (C)** – Data entry is complete and the timecard now awaits approval. With this status, the document can no longer be maintained.
- **Approved (A)** – The timecard has been reviewed and approved in Microsoft Dynamics SL Web Apps. It will be posted by Time Review & Approval (TM.TRA.00) or Time Review & Approval with Rates/Amounts (TM.TAA.00) after clicking Begin Processing.
- **Rejected (R)** – The timecard has been rejected in Time Review & Approval (TM.TRA.00) or Time Review & Approval with Rates/Amounts (TM.TAA.00). It may now be corrected by the employee in Timecard with Rate/Amount Entry (TM.TEA.00). When done, the employee should change the status back to Completed to be resubmitted for another review.
- **Posted (P)** – The timecard has been posted and can no longer be maintained. Revisions can only be made using Timecard Correction (TM.COR.00).
- **Edit (E)** – Once a completed timecard has been saved, its status can be set to Edit to allow supervisors and managers to open the document in order to enter a temporary rate change or add flat pay. After setting status to Edit, click Save in order to make the timecard fields available for maintenance. When done, set status to Completed and click Save in order to queue the document for approval and posting.
- **Corrected (X)** – The original posted timecard has been revised and the correcting timecard posted. No further changes to this document can be made.

Additional Info (button)
**Additional Info** opens Additional Timecard Information (TM.TEA.01) for maintaining the timecard identification (ID) fields. The attributes for these fields are defined for each site using Project Controller’s ID Maintenance (PA.IDM.00).

O/T 1 and O/T 2 (check boxes)
The setting of the overtime check boxes controls whether or not the overtime hour fields appear on the screen. O/T 1 refers to the first type of overtime. O/T 2 refers to a second type of overtime. Overtime 1 and Overtime 2 are often used for time-and-one-half and double-time, respectively. The multipliers for each type of overtime are specified on the Overtime Setup tab of Time and Expense Setup (TM.SET.00).

Day Range
**Scheduled Tasks** uses the value in **Day Range** as a criterion for selecting the tasks to which the employee is assigned. The value must be a whole number between 0 and 999, and defaults to the number specified in Project Controller Setup (PA.SET.00). If set to zero, only tasks whose schedule includes the timecard period are selected.
Scheduled Tasks (button)
Clicking Scheduled Tasks populates the timecard grid with a new line item for each task to which the employee is assigned in Resource Assignment (PA.RAS.00). The button first uses the project-level assignments entered in Project Employee Maintenance (PA.PEM.00) and stored in table PJPROJEM to select the projects eligible for the employee to charge, disregarding projects that are available to all employees. Next, it examines task-level assignments, which are stored in table PJPENTEM.

Scheduled Tasks also uses the value in Day Range as a criterion for selecting the tasks relevant to the current date. If Day Range is not blank or set to zero, the start and end dates for the task stored in the Task Master table are compared to the starting and ending dates of the timecard period. If the task’s starting date falls after the timecard period-end date plus the value in Day Range, it disregards the task. If the task’s finish date falls before the timecard period’s start date (from table PJWEEK) minus the value in Day Range, it disregards the task. If Day Range is set to zero, only tasks whose schedule includes the timecard period are selected.

Duplicate Last Timecard (button)
Clicking Duplicate Last Timecard creates a new timecard using the last timecard created as a template. This feature is only available when starting a new timecard. It is disabled when entering timecards using Time Detail (TM.DLY.00). When clicked, the program reads the last timecard on file (by document number) and creates one line on the new timecard for each line of the previous timecard period’s timecard using the old timecard’s attributes. All hours and flat amounts on the new timecard are initialized to zero. Defaults from the Project Master table are refreshed and the projects and tasks revalidated. The description, project, task, charged company, account and subaccount, charged company, labor class, union, work type, certified payroll flag, group code, workers’ compensation code, shift, and earnings type are all copied from the last timecard.

Note: The program does not copy flat amounts from the original timecard to the new timecard.

Invoice Comments (button)
Clicking Invoice Comments opens Notes and Comments (PA.NOT.00) for maintaining employee timecard-level comments that can print on the project’s invoice when prepared using the Flexible Billings module (if the invoice format used for the project presents employee timecard comments). If the Weekly option is selected for Labor Transactions and Invoice Comments in Time and Expense Setup (TM.SET.00), only one comment can print on the invoice. If the Daily option is selected, invoice comments can be created for each day of the timecard period by highlighting an hours cell and clicking Invoice Comments. Note that only the first comment (Note Number 01) can print on the invoice.

If the Daily option is selected under Labor Transactions and Invoice Comments in Time and Expense Setup (TM.SET.00), the invoice comments will be keyed off the Daily Post Date, if entered.

Note: If you intend to use Daily Post Date and also plan to create an invoice comment for a line item, be sure to enter the Daily Post Date before you enter the invoice comment. This caution applies only when enabled the Daily option is selected in Time and Expense Setup (TM.SET.00) and the timecard periods contains seven or fewer days.

Total Hours
Total Hours displays the total hours for the timecard. Its value has been automatically accumulated by the system during entry. The total includes the regular and overtime hours for all the line items. The screen display is refreshed while tabbing through the grid.

Description
Enter a freeform description of the work performed into Description. This information flows with the labor into the Project Transaction table (PJTRAN) once the timecard posts and may appear on invoices prepared using the Flexible Billings module.
**Project**

Enter the project to be charged for the labor hours entered. For a project to be valid, it must be an active project in the Project Master table (PJPROJ.status_pa must be set to A) and be active for labor charges as well (PJPROJ.status_lb must be set to A). The description of the project on the current line appears at the bottom of the screen.

The projects that are eligible for the employee to charge are restricted to those that meet one of the following criteria (in addition to being active for labor charges):

- The **Available for All Employees to Charge** check box is selected for the project in Project Maintenance (PA.PRJ.00).

**OR**

- The **Available for All Employees to Charge** check box is clear for the project in Project Maintenance (PA.PRJ.00) but the employee is assigned to the project in Project Employee Maintenance (PA.PEM.00).

These restrictions apply to the possible values listing and to values typed manually into this field.

**Task**

Enter the task within the project where the time is to be charged. It is validated in the Project Task table (PJPENT) and must be active for labor charges. The description of the task on the current line appears at the bottom of the screen.

The tasks that are eligible for the employee to charge are restricted to those that meet one of the following criteria (in addition to being active for labor charges):

- The **Resource Assignment Required to Charge Tasks** check box is clear for the task’s project in Project Maintenance (PA.PRJ.00).

**OR**

- The **Resource Assignment Required to Charge Tasks** check box is selected for the task’s project in Project Maintenance (PA.PRJ.00) and the employee is assigned to the task in Microsoft® Project.

These restrictions apply to the possible values listing and to values typed manually into this field.

**Subtask**

Enter a subtask ID to which the labor charges will post. The field can be optional or required, depending on the setting of the **Resource Assignment Required to Charge Tasks** check box for the current project. If the check box is selected and the assignment records for the project, task, and employee all have a subtask, then this entry is required. If an assignment record has a blank subtask, this field can be blank. **Subtask** is optional if the **Resource Assignment Required to Charge Tasks** check box for the project is cleared.

**Daily Post**

Enter the calendar date that the labor on the line item was performed into **Daily Post**. This date may be presented on invoices prepared in the Flexible Billings module that present this detail. If the Daily option is selected for Labor Transactions and Invoice Comments in Time and Expense Setup (TM.SET.00), this field may be blank. If timecard periods are weekly, the calendar date will automatically be calculated based on the timecard period ending date and the cell that contains the hours.

**Note:** If the Daily option is selected under Labor Transactions and Invoice Comments in Time and Expense Setup (TM.SET.00) and you enter a Daily Post Date, only one transaction with that date will be created for all of the hours on that line item, no matter which day(s) you entered the hours on. If the number of days in the timecard period is greater than seven, the Daily Post Date becomes a required field. If entered, invoice comments will also be keyed off the Daily Post Date. Daily Post Date is validated to be within the timecard period.
Labor Class

Labor Class categorizes time charged to projects and serves as a breakdown of the types of work performed. The default is the labor class in Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the date entered for the project. If a record is not found for the project, the default labor class is used. Labor Class is verified to be non-blank when the line in the grid is completed. See “Labor Classes” on page 7 for more information.

Acct

Enter the account number where the line item is being expensed into this required field. It must be a valid account (in the Chart of Accounts table) that is associated with an account category.

Defaulting: With any change to Task, the labor detail account is set to the labor account specified in Task (PA.PRJ.02) for the entered project task. If the account is blank, the account is set from Project Maintenance (PA.PRJ.00). Finally, if the account has not been set or entered already, it is set from Labor GL Account for labor class (code type LABC) in Code File Maintenance (PA.CFM.00). Account cannot be blank when the line in the grid is completed.

WO integration and validation: If the Work Order module is installed and the project entered is a valid Work Order, Acct must be a valid WIP account. If an account is entered that is not a Work Order WIP account, it is “flipped” to a valid WIP account. Projects are identified as a valid Mfg. Work Order (MWO) or Pjt Work Order (PWO) by their existence in the WOHeader table. In addition, a PWO must have its GL Interface switch on to be subject to the “flip.” The valid WIP accounts are obtained from table WOAcctCategXref.

Company ID

Enter the company ID where the line item is to be expensed into this required field. The default for Company ID is the company of either the project or the employee, depending on the option selected in Time and Expense Setup (TM.SET.00).

Sub

Enter the subaccount to specify the financial organization where the line item is to be expensed into this required field, which is validated in the SUBACCT table. The default for Sub is the project’s subaccount (or task’s subaccount if one exists) or the employee’s subaccount, depending on the option selected in Time and Expense Setup (TM.SET.00).

Union

Enter the union local code applicable for this line item into Union. It defaults to the union in Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the timecard period-ending date. The default Employee Project Rate (PJEMPPJT) record is always used to retrieve the default union, which may be overwritten.

Wrk Type

Wrk Type defines a work category below the labor class for union workers. The default for this optional field is the work type in Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the timecard period-ending date. The default Employee Project Rate (PJEMPPJT) record is always used to retrieve the default work type, which may be overwritten.

If a union code is entered in Employee Position/Rate Maintenance (TM.EPJ.00), a union rate must be on file for the Union, Labor Class, and Wrk Type with an effective date that is less than or equal to the timecard period-ending date.

Cert PR

Cert PR exempts a timecard line item from prevailing wage rate consideration. No is the default if the project does not have a prevailing wage ID associated with it and cannot be modified. Yes is the default for projects that have a prevailing wage ID associated with them but may be changed if a particular line item is not eligible for prevailing wage rates. Amounts from timecard line items that have this flag set to Yes appear on the Certified Payroll Report (TM.060).
Grp

Grp is a modifier or subclass of the labor class for projects that contain a prevailing wage ID. The default for this optional field is the group code in Employee Position/Rate Maintenance (TM.EPJ.00) with an effective date closest to, but not greater than, the timecard period-ending date. The default Employee Project Rate (PJEMPPJT) record is always used to retrieve the default group code, but may be overwritten.

If the project has a prevailing wage ID associated with it, a prevailing wage rate must be on file for the prevailing wage ID, labor class, and group code.

WorkComp

WorkComp classifies an employee for workers' compensation insurance. For instance, office workers may have a code and associated rate that differs from construction workers due to differing risk factors for injuries. Since each state has its own laws governing workers' compensation insurance, a workers' compensation code is assigned to each labor transaction.

This field, which may be overwritten or deleted, is optional but, if entered, is validated in the code file (code type WKCC). The workers' compensation code may be assigned at the project level in the Additional Project Information (PA.PRJ.01) of Project Maintenance (PA.PRJ.00), at the task level in Task (PA.PRJ.02), and at the employee level in Employee Position/Rate Maintenance (TM.EPJ.00). This screen assigns the task's workers' compensation code to each labor transaction; if the workers' compensation code is not specified for the task, the project’s workers’ compensation code is used. If the workers' compensation code is not defined for either the project or the task, the default workers' compensation code for the employee (as specified in table PJEMPPJT) is applied to the transaction.

Shift

Enter an optional shift code, which is validated in the code file (code type SHFT). A shift code is used to add an incremental amount to labor rates and/or to multiply a labor rate by a shift differential (for example, 10% more pay for working the swing shift).

Billable

Billable specifies whether the transaction is eligible to be loaded into Flexible Billings via Billings Transaction Load (BI.BTL.00) or Project Controller's Allocation Processor (PA.PRO.00) if an option in Billings Setup (BI.SET.00) is selected. It is copied to PJTRAN in the TR_STATUS field when the timecard is posted. A blank value in TR_STATUS means the transaction is eligible to be loaded into Flexible Billings. An N means the transaction is not eligible to be loaded.

Earn Type

Earn Type is used by the Pay Labor Interface (TM.PLL.00) when creating Payroll transactions. It represents the benefits, deductions, and pay rate multiplier associated with regular hours, overtime, vacation time, etc.

This field is optional but, if entered, is validated against the earnings types in the code file (code type EARN). Earnings type may be assigned at the project level in the Additional Project Information (PA.PRJ.01) of Project Maintenance (PA.PRJ.00) and at the task level in Task (PA.PRJ.02). The default earnings type is from the task; if Earn Type is not defined for the task, the project’s earnings type is used but may be overwritten. If blank, Time Review & Approval (TM.TRA.00) or Time Review & Approval with Rates/Amounts (TM.TAA.00) assigns an earnings type to each labor transaction. If Earn Type has not been specified for either the project or the task, the program applies the default earnings types defined in Time and Expense Setup (TM.SET.00).

Reg and OT Hours

If you are processing labor weekly (the Time reporting periods > 7 days check box is clear in Time and Expense Setup (TM.SET.00), there is one column for regular hours for each day of the week. If the O/T 1 or O/T 2 check box is selected, there are also corresponding overtime hour columns for each day.
If the **Time reporting periods > 7 days** check box is selected in *Time and Expense Setup* (TM.SET.00), there is one column for regular hours for all of the days in the timecard period. In this case, you would use **Daily Post Date** to indicate that date on which you performed the work.

###Srce

If **Cost Labor on Entry or Approval** is set to **Entry**, **Srce** indicates the origination of the labor rate. **Srce** only appears when you select **Entry** for the **Cost Labor on Entry or Approval** option. It does not appear for salaried employees. Possible values are:

<table>
<thead>
<tr>
<th>Field Value</th>
<th>Internal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>E</td>
</tr>
<tr>
<td>Employee-Project</td>
<td>P</td>
</tr>
<tr>
<td>Union</td>
<td>U</td>
</tr>
<tr>
<td>Certified</td>
<td>C</td>
</tr>
<tr>
<td>Flexible</td>
<td>F</td>
</tr>
<tr>
<td>Override</td>
<td>X</td>
</tr>
<tr>
<td>Flat Amount</td>
<td>A</td>
</tr>
</tbody>
</table>

###Rate

If **Cost Labor on Entry or Approval** is set to **Entry**, **Rate** displays the rate at which labor will be costed. It initially defaults to the employee’s labor rate as specified in *Employee Position/Rate Maintenance* (TM.EPJ.00). **Rate** might reset automatically as you enter information in fields in the grid that affect it. The following fields may affect the rate: **Project**, **Task**, **Sub**, **Labor Class**, **Union**, **Wrk Type**, **Cert PR**, **Grp**, and **Shift**. In addition, the rate can be overridden. **Rate** only appears when you select **Entry** for the **Cost Labor on Entry or Approval** option in *Time and Expense Setup* (TM.SET.00).

###Flat Amt

**Flat Amt** contains amounts of pay to handle bonuses, retroactive pay, adjustments, etc. You would typically enter such types of pay using flat amounts. Flat amounts may be entered for both hourly and salaried employees.

###Ext Amt

**Ext Amt** is a display-only field applicable only to hourly employees. It represents the rate multiplied by the hours, including any overtime multipliers, plus the flat amount. This represents the total amount of pay that this line will generate. It does not appear in the grid if labor is costed when approved. It is zero for salaried employees.

###Total Hrs

**Total Hrs** is a display-only field that is automatically calculated by the program during line item entry. The number is the total of both regular and overtime hours for that line item.

###Mgr Review Status

**Mgr Review Status** is a display-only field that indicates if the line item entered requires review via **Line Approval** in Microsoft Dynamics SL Web Apps before being available to be posted. One of two values will appear, **Review Req’d** and **None Req’d**.

**Mgr Review Status** indicates that review is required only under the following circumstances:

- The Project Manager Line Item Review option is activated
- A valid project is entered on the line
- **Mgr T&E Review** in the **Additional Project Information** (PA.PRJ.01) of **Project Maintenance** (PA.PRJ.00) is set to Required
- The task level **Mgr T&E Review** is set to Required
All other scenarios mean no review is required. The program also maintains Review Counter (pjlabhdr.le_id07), which keeps track of the outstanding number of line items requiring review on a document.

**Note:** The Manager Review option is not available if time is entered using Time Detail (TM.DLY.00).

Note that Manager Review is an optional facility and this field will only be visible on the screen if Enable Project Manager Review of Time and Expense Line Items in Time and Expense Setup (TM.SET.00) is selected.

**Est to Comp Task**

Enter the percentage or number of hours estimated necessary to complete the task on the current line. **Est to Comp Task** is an optional field that is informational only.

**Change Reason**

If the Detail Audit Trail Activated check box is selected in Time and Expense Setup (TM.SET.00) and any field on the current line is being changed, enter the reason for the change. Changes to a line might include adding information to it, modifying information in it, and deleting it. You might need to provide a change reason for adding, modifying, and deleting a line or your administrator might configure the system so that you only need to provide reasons for some edits.

**Daily Totals**

**Daily Totals** are automatically calculated by the system and present the total number of hours (including regular and both overtimes) entered for each day of the timecard period.

**Time Detail (button)**

An option in Time and Expense Setup (TM.SET.00) determines whether this button is visible. Clicking Time Detail opens Time Detail (TM.DLY.00) for entering labor by time for each day of the timecard period.

**Comments (button)**

Clicking Comments opens Notes and Comments (PA.NOT.00) for entering and maintaining timecard notes. These notes can be viewed in Time Review & Approval with Rates/Amounts (TM.TAA.00) and can be used to pass a document-level note from the employee entering the timecard to the approver.
Additional Timecard Information (TM.TEA.01)

Use Additional Timecard Information (TM.TEA.01), which is accessed from Timecard with Rate/Amount Entry (TM.TEA.00), to view and maintain the flexibly-defined identification (ID) fields for the timecard. These values are stored in the Labor Entry Header table (PJLABHDR).

![Additional Timecard Information (TM.TEA.01)](image)

Figure 83: Additional Timecard Information (TM.TEA.01)

Following are the field descriptions for Additional Timecard Information (TM.TEA.01).

**Timecard ID Fields**

**Timecard IDs** may be used to attach any type of identification or reference data to a record. They are flexibly defined for ID type LE using Project Controller’s ID Maintenance (PA.IDM.00) where the caption, length, mask, and type of validation are established. Flexibly-defined fields explicitly defined in the SQL database as DATE, FLOAT, or INTEGER fields have fixed attributes and cannot have their validation, mask, or length modified by flexible field parameters; these options are only available to CHAR (string) fields. Reserved fields may not be updated or altered. See online schema help for field lengths and reserved status.

**OK (button)**

Clicking **OK** closes this window and returns to Timecard with Rate/Amount Entry (TM.TEA.00).
Travel & Expense Report Entry (TM.ENT.00)

Travel & Expense Report Entry (TM.ENT.00) allows employees to record their travel expenses, other expenses, advance requests, and advance repayments electronically. When the preparer routes the expense report to a supervisor for approval, an electronic message is sent to the designated approver (if the Communicator module is installed). Should the supervisor reject the report, a rejection message is returned automatically by the Communicator to the preparer. A rejected report should be corrected by its preparer using this function and then be resubmitted for the supervisor’s approval.

![Travel & Expense Report Entry (TM.ENT.00)](image)

**Figure 84: Travel & Expense Report Entry (TM.ENT.00)**

The expense report status determines whether the report may be changed. This screen can be used to view all expense reports; however, no maintenance is allowed to a report whose status indicates Completed or Posted. In accordance with company-specific policies, Employee may be password-protected. The Project Controller Password Maintenance (PA.PWD.00) screen allows authorized personnel to set up passwords for each individual employee ID.

If entering multiple reports for different employees, click **New** upon completion of a report to reset all counters and total fields, and then proceed to enter the next report.

Notes may be entered for each report by clicking **Comments**.

A hard copy of the currently displayed report can be generated by clicking the **Print** icon.

**Notes:**

- The **Subaccount** later used for selection in Expense Report Review & Approval (TM.ERA.00) is set from the default subaccount of the Employee Master record (PJEMPLOY.gl_subacct), which is maintained using Employee and Resource Maintenance (PA.EMP.00).

- The **Approver** stored at the Expense Report header level, and later used for selection in Expense Report Review & Approval (TM.ERA.00), is set from the employee’s supervisor (field PJEMPLOY.manager1), which is maintained using Employee and Resource Maintenance (PA.EMP.00).
- The **Emp. Advance Bal** is obtained from the Employee Master table PJEMPLOY, field em_id07, which is maintained using **Employee and Resource Maintenance** (PA.EMP.00).

- The **Advance Used** amount on an expense report cannot exceed the total employee-paid amount. This is validated when the user clicks **Save**. If the status is In Process or Rejected, the user receives a warning message and the save process continues. If the status of the report is Completed, the database update is blocked.

- If the **Pmt Method** code is modified from an employee-paid to a company-paid method (or company-paid to employee-paid), the program automatically shifts the amount from the employee column to the company column (or from company to employee).

- When the user attempts to save an advance request or advance repayment after keying or displaying an expense report, the system prompts the user with the following query: “Do you want to abandon changes to this row?” In these cases, because the grid is empty for these types of reports, the user should answer Yes to this query and then click **Save** again. A similar process may be required if **Finish** is used.

- Clicking the **Print** icon on the Microsoft Dynamics toolbar ( ) prints a formatted hard copy of the **Travel and Expense Report** (TM.410).

Following are the field descriptions for **Travel & Expense Report Entry** (TM.ENT.00).

**Employee**

Enter the employee ID of the person submitting the report. This ID is set up using **Employee and Resource Maintenance** (PA.EMP.00) and is validated in the Employee Master table (PJEMPLOY). Additionally, if Time and Expense for Projects is interfaced with Accounts Payable, the employee must have a valid Accounts Payable vendor number assigned. The **Interfaced to Accounts Payable** option may be selected on the **Expense Setup** tab of **Time and Expense Setup** (TM.SET.00). The name of the employee appears in the adjacent field. If your employee ID is associated with your Microsoft Dynamics SL user ID in **Employee and Resource Maintenance** (PA.EMP.00), the screen opens with your employee ID in this field.

**Document #**

**Document #** is the unique identifier of an expense report. If **Document #** is blank, the system automatically assigns a value when a new document is created and saved. If an existing document number is keyed into **Document #**, it appears for inquiry or maintenance.

**Note:** If **Interfaced to Accounts Payable** is selected in **Time and Expense Setup** (TM.SET.00), the document number is used as the vendor invoice number (APDoc.InvcNbr) in the Accounts Payable voucher created when the document is approved and posted.

**Trip/Expense ID**

Enter a user- or company-assigned identifier for a trip or event. This entry is optional and is usually used as a reference field for reconciling expenses from several different sources.

**Description**

Enter an optional description of the report, trip, or event.

**Type**

The selection from this list determines whether the document is an expense report, a request for an employee advance, or an employee repayment of a previous advance. The default is an expense report. Employee advances and repayments contain information only in the header portion of the screen.
Date of Report
Enter the date of the expense report, or the date of the repayment, or the date of the request for an advance. The default is the current system date.

Approver
The default approver of the current expense report appears in this field. It might be available for entry and override, subject to a setting in Time and Expense Setup (TM.SET.00). The approver name appears in the adjacent field.

Note: The approver must have an approval limit of at least the amount of the expense report if Enable Approval Limit Checking is selected in Time and Expense Setup (TM.SET.00). If the selected approver does not have an approval limit high enough to approve the current expense report, you will not be able to complete and submit the report. When this is the case, you must select another approver if you are allowed to do so. If you are unable to override the defaultApprover, your supervisor or manager must contact your system administrator for assistance.

Advance Used/Advance Amount/Repayment Amount
The use of this field depends on the type of the report being prepared. For expense reports, this is the amount of an employee’s advance used on this trip or event. For an employee advance, it represents the total amount of the request. For an employee repayment, it is the total amount being repaid by the employee.

Note: For expense reports, the system displays a warning message if the advance used exceeds the total employee paid amount. In this case, the advance-used amount must be reduced to equal the employee-paid amount. If the warning is disregarded and the advance-used amount remains greater than the employee amount when the document is approved, the system creates a negative voucher in Accounts Payable for the difference between Advance Used and Emp Amount. The amount of the negative voucher will cause a reduction to the amount reimbursed to the employee the next time a check to the employee is generated.

Status
Status indicates the status of the report. The possible status codes for a report are listed below in their logical sequence:

- In Process (I) – The report is available for maintenance but cannot be approved or posted with this status.
- Completed (C) – Data entry is complete and the document is submitted for approval.
- Approved (A) – The report has been reviewed and approved and will be posted by Expense Report Review & Approval (TM.ERA.00) when the approver clicks the Begin Processing button.
- Rejected (R) – The report has been rejected in Expense Report Review & Approval (TM.ERA.00) and may be corrected using Travel & Expense Report Entry (TM.ENT.00). When done, be sure to change the status back to Completed for another review.
- Posted (P) – The report has been posted and can no longer be maintained.

Note: Only reports with a status of In Process or Rejected can be appended or revised in Travel & Expense Report Entry (TM.ENT.00).

Date
Date contains the date that the expense was actually incurred. The default is the Date of Report.

Exp Type
Enter a user-defined expense type code, which is assigned in Expense Type Maintenance (TM.ETM.00). The expense type specifies the account number to be charged, whether units must be entered, and the amount of the default unit rate. The description of the expense type appears in the adjacent field. If you select a tax expense type (Tax Flag is set to Yes in Expense Type Maintenance),
the program retrieves General Ledger posting information from Tax Expense Account in Tax Maintenance (21.280.00) and calculates the taxable item basis amount from the amount you enter in Emp Amount or Co Amount.

**Example:** If you expense an amount of 15 Euros (€15.00) that includes 5% VAT and the translation rate to base currency in U.S. dollars is 0.80, the tax item basis = (15 x 0.8) / 0.05 = $240.00 US.

**Comment**
The description of the Exp Type becomes the default line item comment but may be overwritten and a freeform description or comment for the expense entered instead.

**Project**
Enter the project to be charged for the expense. For a project to be valid, Project Controller Status for the project must be set to Active in Project Maintenance (PA.PRJ.00). In addition, if the Interfaced to Accounts Payable check box is selected in Time and Expense Setup (TM.SET.00), the project must also be active for Accounts Payable charges (the AP Status check box for the project must be selected in Project Maintenance (PA.PRJ.00)).

This entry is required if the account number assigned to the expense type is associated with an account category. Otherwise, no entry into this field is allowed. Use of the non-post project specified in Project Controller Setup (PA.SET.00) is allowed, even when Project is a required field.

The projects that are eligible for the employee to charge are restricted to those that meet one of the following criteria:
- The Available for All Employees to Charge check box for the project is selected in Project Maintenance (PA.PRJ.00)
- The Available for All Employees to Charge check box for the project is clear in Project Maintenance (PA.PRJ.00) but the employee is assigned to the project in Project Employee Maintenance (PA.PEM.00).

These restrictions apply to the possible values listing and to values typed manually into this field.

**Task**
Enter the activity within the project where the expense is to be charged. It is validated in the Project Task table (PJPENT) to be an active task of the selected project. This entry is required if the account number assigned to the expense type is associated with an account category; otherwise, no entry into Task is allowed. In addition, no entry is allowed if the project entered was the non-post project.

The tasks that are eligible for the employee to charge are restricted to those that meet one of the following criteria:
- The Resource Assignment Required to Charge Tasks check box for the project is clear in Project Maintenance (PA.PRJ.00)
- The Resource Assignment Required to Charge Tasks check box for the project is selected in Project Maintenance (PA.PRJ.00) and the employee is assigned to the task in Microsoft® Project.

These restrictions apply to the possible values listing and to values typed manually into this field.

**Company ID**
The login company is the default entry, which may be overwritten.

**Subaccount**
Enter the subaccount to specify the financial organization where the line item will be expensed. This required entry is validated in the SUBACCT table and defaults to the subaccount of the task or, if none has been established, to the subaccount of the project or the employee's subaccount, depending on
the option selected in *Time and Expense Setup* (TM.SET.00). The default subaccount may be overwritten if desired.

**Pmt Method**

**Pmt Method** lists the various methods by which an expense might be paid. The payment method defines whether the expense was paid for by company funds or by the employee. The Employee payment method is the default in the list. Additional company-paid methods are established in *Code File Maintenance* (PA.CFM.00) using code type TEPM.

**Units**

Enter the quantity or number of units associated with the expense type. Entry here is optional unless the **Exp Type** is defined as requiring units. Mileage is an expense type that might be set up to require entry of units, which in this example is the number of miles driven. This entry may be multiplied by the rate when calculating the line item amount.

**Rate**

**Rate** contains the unit rate of the expense. Entry here is optional but defaults to the unit rate (if any) set up in the Expense Type table. This entry may be multiplied by the units when calculating the line item amount.

**Source Amount**

If the expense was paid for in a currency other than the base currency of the company, enter the amount of the expense in **Source Amount**. You can also have the program calculate this amount by entering units and rate.

**Currency ID**

Enter or select the ID of the currency in which the expense was paid in **Currency ID**. For a new expense report, the default for this field, which is maintainable only when the Currency Manager module is installed and registered, is the base currency of the company for the first detail line in the grid. For subsequent detail lines, the currency defaults to the value in the line above it.

**Currency Rate**

If the value in **Currency ID** is the base currency of the company, the program sets the currency rate to 1.0000 and you will not be able to change it. If the value in **Currency ID** is other than the base currency of the company, the program retrieves the currency rate using the transaction date, currency ID, and the rate type specified as the default rate type for Accounts Payable and Purchasing in *CM Setup* (24.950.00). You can manually override the default rate if necessary. If the program does not find a default rate, you must enter the currency translation rate manually. Whether a default rate exists or not, a currency rate is required for any line item that has a currency ID other than base currency.

**Emp Amount**

Once the program determines the appropriate currency rate for the detail line, it calculates the expense amount in the base currency. If the payment method indicates that the expense is employee-paid, the expense amount in base currency appears in view-only mode in **Emp Amount**.

**Co. Amount**

Once the program determines the appropriate currency rate for the detail line, it calculates the expense amount in the base currency. If the payment method indicates that the expense is company-paid, the expense amount in base currency appears in view-only mode in **Co. Amount**.
**Billable**

**Billable** specifies whether the transaction is eligible to be loaded into the Flexible Billings module via *Billings Transaction Load* (BI.BTL.00) or Project Controller’s *Allocation Processor* (PA.PRO.00) if an option in *Billings Setup* (BI.SET.00) is selected.

**Mgr Review Status**

This display-only field indicates whether the line item entered requires acceptance by the project’s project manager via *Line Approval* in Microsoft Dynamics SL Web Apps before becoming available for posting. One of two values will appear, Review Req’d or None Req’d.

**Mgr Review Status** review is required only under the following circumstances:

- The Manager Review option is turned on (Control Entry PA MANAGER-REVIEW) by checking **Enable Project Manager Review of Time and Expense Line Items** in *Time and Expense Setup* (TM.SET.00)

- A valid project is entered on the line

- **Mgr T&E Review** in the corresponding Project Master record (PJPROJ.pm_id40) is set to 1 (**Mgr T&E Review** is set to Required in *Additional Project Information* (PA.PRJ.01) of *Project Maintenance* (PA.PRJ.00))

- The task level **Mgr T&E Review** (PJPENT.pe_id40) is set to 0 (**Mgr T&E Review** is set to Required in *Task* (PA.PRJ.02) of *Project Maintenance* (PA.PRJ.00))

All other scenarios result in PJEXPDET.td_id14 being set to blank, meaning no acceptance is required, including the case when **Project** is blank or the “Non Post Project” is entered. The program also maintains the **Review Counter** field (PJEXPHDR.te_id06), which keeps track of the outstanding number of line items on a document requiring acceptance.

**Note:** Manager Review is an optional facility and this field will only be visible on the screen if **Enable Project Manager Review of Time and Expense Line Items** is selected in *Time and Expense Setup* (TM.SET.00).

**Change Reason**

If the **Detail Audit Trail Activated** check box is selected in *Time and Expense Setup* (TM.SET.00) and any field on the current line is being changed, enter the reason for the change. This field does not appear on the screen if the audit trail feature is not activated.

**Comments (button)**

Clicking **Comments** opens *Notes and Comments* (PA.NOT.00), which can be used to add comments or to review comments made by the supervisor during the approval process.

**Additional Info (button)**

Clicking **Additional Info** opens *Additional Expense Information* (TM.ENT.01), which is used to maintain the Expense Report Header ID fields. The attributes for these fields are defined using Project Controller’s **ID Maintenance** (PA.IDM.00) for ID type TE.
Additional Expense Information (TM.ENT.01)

Use Additional Expense Information (TM.ENT.01) to view and maintain the flexibly defined identification (ID) fields for the expense report. These values are stored in the Expense Report Header table (PJEXPHDR). This screen is accessed from Travel & Expense Report Entry (TM.ENT.00).

![Additional Expense Information (TM.ENT.01)](image)

Figure 85: Additional Expense Information (TM.ENT.01)

Following are the field descriptions for Additional Expense Information (TM.ENT.01)

**ID Fields**

There are 10 user-defined identification (ID) fields at the Expense Report Header level, some of which may be used to attach any type of identification or reference data to a record. The attributes for these fields are defined for ID Type TE using ID Maintenance (PA.IDM.00) in the Project Controller module, where the caption, length, mask, and type of validation are established. Flexibly defined fields explicitly defined in the SQL database as DATE, FLOAT, or INTEGER fields have fixed attributes and cannot have their validation, mask, or length modified by flexible field parameters; these options are only available to CHAR (string) fields. Reserved fields may not be updated or altered by the user. See the online schema help for field attributes and reserved status.

**AP Batch Ref**

If the Interfaced to Accounts Payable option is used in Time and Expense (TM.SET.00), a posted expense report or advance request generates a released voucher in Accounts Payable. AP Batch Ref displays the Accounts Payable batch number and reference number of the voucher.

**GL Batch**

All posted (approved) documents in Time and Expense for Projects create released transactions in General Ledger. GL Batch displays the batch number for the current document.

**OK (button)**

Clicking OK closes this window and returns to Travel & Expense Report Entry (TM.ENT.00).
Union Rate Maintenance (TM.URE.00)

Use *Union Rate Maintenance* (TM.URE.00) to view and maintain the union wage scales, which are negotiated or agreed-upon rates of pay for categories of work (trades or crafts) performed by members on contracts subject to union agreements. The combination of a union code, labor class, work type (a subclass of labor class), and effective date must be unique for the Union Rate table (PJWAGEUN). An employee is associated with a union in *Employee Position/Rate Maintenance* (TM.EPJ.00), but a union code and work type may be entered in the appropriate time entry screen to accommodate those situations when an employee fulfills a role for a union on a one-time basis. See “Labor Costing” on page 8 and “Posting Labor to General Ledger” on page 13 for a discussion of the implications of union rates. Also see “Labor Classes” on page 7 for a discussion of the implications of Labor Class.

![Union Rate Maintenance (TM.URE.00)](image)

**Figure 86: Union Rate Maintenance (TM.URE.00)**

Following are the field descriptions for *Union Rate Maintenance* (TM.URE.00).

**Union**
Enter a user-assigned code to represent the union for which rates are being established.

**Description**
Enter an optional freeform name or description of the union.

**Labor Class**
For unionized workers, **Labor Class** holds the trade or craft code defined by each union. The values are validated in the code file (code type LABC) and are user-defined. The labor class is stored in the transaction tables (PJCHARGD and PJTRAN).

**Work type**
**Work type** is a subcategory of a union skill (labor class). Different unions and even different trades within a single union may subdivide the skill of their members in a variety of ways using terminology such as shift, grade, and work type. **Work type** is optional and unverified due to the many uses it may have within different labor classes.
Effective Date

**Effective Date** is the date when the rate for this labor class and work type takes effect. When functions such as Time Review & Approval (TM.TRA.00) retrieve data from this table, the most recent effective date that occurs before the posting or timecard period-ending date is used.

Hourly Rate

Enter the hourly pay rate for an employee working for this union, labor class, and work type, effective as of the date entered. The rate is used in the costing calculation that multiplies the employee’s hours by this rate.

**Note:** This rate is not used to cost salaried employees.
Week Maintenance (TM.WEM.00)

Use Week Maintenance (TM.WEM.00) to define the timecard periods for the Time and Expense for Projects screens. The mapping of timecard period-ending date to labor period and the relationship of labor period to accounting period are defined here. A salary factor used for costing salaried employees for partial timecard periods is also maintained here.

![Image of Week Maintenance (TM.WEM.00) screen]

When entering a date in any of the week-ending date fields in the Time and Expense for Projects screens, the system recognizes only timecard periods that have been set up in Week Maintenance (TM.WEM.00). For this reason, any date entered before the calendar defined in Week Maintenance (TM.WEM.00) is automatically converted to the first timecard period-ending date on file. If a date is entered beyond the calendar defined, an error message appears at the timecard period-ending date field.

**Note:** In order for Timecard Entry (TM.TCE.00) to process the first timecard period of timecards properly, define the calendar here beginning with the timecard period-ending date prior to the first timecard period for which timecards are entered.

If you use the True Labor Costing method, there might be occasions where you want to set up the salaries for employees at their monthly rate. The user then needs to establish a factor for each timecard period as its portion of the month. See “True Labor Costing” on page 8 for more information.

**Note:** If you change existing timecard periods, for example, to change from weekly to semi-monthly periods, you must first approve and post all unposted timecards. You can use Timecard Status (TM.TCS.00) to help you identify all unposted timecards.

Following are the field descriptions for Week Maintenance (TM.WEM.00).

**Week Ending Date**

This is the last day of the timecard period. Depending upon procedures at each site, the last day of the timecard period may be any day but is often a Friday, Saturday, or Sunday. The dates corresponding to those days are entered here.

**Labor Period**

Labor Period is used to combine timecard periods into a labor reporting period. It is not necessarily the same as the financial fiscal period or calendar month. Entry format is YYYY-MM where MM represents the month/period number and YYYY represents the year. Timecard Status (TM.TCS.00) uses the labor period to group timecard periods for display purposes.
**Timecard Period**

*Timecard Period* indicates the relative order of timecard periods within a labor period. The screen allows you to create up to 35 timecard periods in each fiscal period to accommodate daily labor processing.

**Fiscal Period**

*Fiscal Period* indicates the fiscal period where the timecard should be posted. The entry format is MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year. The month number must be a number between 1 and 15. Two-digit years are changed to four-digit years automatically.

**Note:** This value is stored in the database as YYYYMM.

**Salary Factor**

*Salary Factor* is used to calculate the true labor cost for an employee whose pay type is Salaried – Exempt (S1) or Salaried – Non-exempt (S2) when the timecard is for a partial timecard period. Generally, the salary for an employee stored in the Employee Rate table (PJEMPPJT) represents the salary for a full seven-day week. Should the particular timecard period be either shorter or longer than the normal week, the amounts are adjusted by this factor.

**Example:** A normal week may be five workdays but because this week crosses a period-end, it is only two days long. In this case, a salary factor of 0.4 would be entered to indicate that the salary earned for the short week is 2/5 of the normal salary. The default for this field is 1.000.

For more information about salary factors, see “True Labor Costing” on page 8.
Workers’ Compensation Maintenance (TM.WKM.00)

Use **Workers’ Compensation Maintenance** to maintain workers’ compensation codes and rates for use in custom reporting. Workers’ compensation code is used for classifying an employee for workers’ compensation insurance purposes. For example, office workers might have a code and associated rate that differs from construction workers due to differing risk factors for injuries. Since each state has its own laws governing workers’ compensation insurance, a workers’ compensation code is assigned to each labor transaction in Timecard Entry (TM.TCE.00), Time Detail (TM.DLY.00), Timecard with Rate/Amount Entry (TM.TEA.00), Project Timesheet Entry (TM.PTE.00), and Project Timesheet with Rate/Amount Entry (TM.PTA.00).

![Workers' Compensation Maintenance](image)

**Figure 88: Workers' Compensation Maintenance (TM.WKM.00)**

Workers’ compensation code information is stored in the code file (code type WKCC). The basis for the expense computation is the hours or dollars paid in a particular time interval. The basis can be used for computing the amount of workers’ compensation insurance premium in a user-defined report. Five basis options are supported, which can be selected from a drop-down list. The basis values are Regular Hours, Total Hours, Regular Pay, Regular Portion of All Pay, and Gross Pay. This basis selection field defaults to Regular Portion of All Pay, which consists of all regular wages plus the base wage (straight time) portion of any overtime pay. You can use this information to develop custom reports tailored to suit your needs.

Following are the field descriptions for **Workers’ Compensation Maintenance** (TM.WKM.00).

**Workers’ Compensation Code**

Enter the Workers’ Compensation Code, which is validated in the code file (code type WKCC). Each code has a description, rate, and basis.

Sites that operate in multiple states might wish to assign their own meaningful codes, such as a state abbreviation followed by the typical 4-digit workers’ compensation code (e.g., CA8110). Other sites that require less complexity might wish to assign simpler codes (e.g., S for all Sales staff) and have the standard code 8110 as part of the description of the S code.

**Description**

Enter an optional freeform description of the Workers’ Compensation Code.
**Basis**
Select a Workers’ Compensation Basis code, which is validated in the code file (code type WKBA) and is used for defining the basis for computing the Workers’ Compensation premium expense.

**Rate**
This value represents the cost rate of the workers’ compensation insurance premium and typically varies according to the assigned risk of injury for various types of work. When used in custom reporting, this is the rate to be multiplied by an amount such as base pay ÷ 100 to calculate the insurance premium.

**Note:** The workers’ compensation premium is often defined as the rate per an amount of pay ($100 in the above example). States might also apply an Experience Modification rate or percentage to adjust each firm’s premium based on the actual number of claims incurred. For audit purposes, the experience modification is typically applied to the premium amount, not to the rate; i.e., the rate itself is not adjusted by the experience modification.
## Reports

### Time Card Report (TM.010.00)

Use the *Time Card Report* (TM.010.00) to see a printout of a timecard's details or to provide a hard copy of a timecard for signed approval. The report sorts on home company, employee name, and timecard period-ending date.

![Time Card Report](image)

**Figure 89: Time Card Report (TM.010.00)**

For an explanation of the extended report option fields used to generate this report, see “Reporting Microsoft Dynamics SL Information” in the System Manager online help or user guide.
Labor Expense Posting Report (TM.020.00)

Use the Labor Expense Posting Report (TM.020.00) to see a detailed breakdown of labor costs by charged company, subaccount, and account number for the specified fiscal period. The report also presents data on project, task, labor class, earnings type, and breakdown of hours (total vs. premium hours worked).

![Figure 90: Labor Expense Posting Report (TM.020.00)](image-url)
A summarized version of the report, the Labor Expense Posting Recap, presents General Ledger postings summarized by charged company, subaccount, and account number. Note that only the expense portion of each labor charge appears, as the offset posting derives its subaccount and account from Time and Expense Setup (TM.SET.00).

Figure 91: Labor Expense Posting Recap

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager help or online manual.
Labor Distribution by Chg/Home Sub (TM.030.00)

The Labor Distribution by Charged Subaccount (TM.030.00) report shows, by the company and subaccount charged on employee timecards, the distribution of labor charges for the specified fiscal period. The report presents month-to-date (MTD) and year-to-date (YTD) costs by account number, project, task, and employee, as well as the total hours and number of premium hours worked.

<table>
<thead>
<tr>
<th>Account</th>
<th>Project</th>
<th>Task</th>
<th>Employee Name</th>
<th>Employee Number</th>
<th>MTE Work Hrs</th>
<th>YTD Work Hrs</th>
<th>MTE Cost</th>
<th>YTD Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Productive Labor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C101-001</td>
<td>000-000-03</td>
<td>Mattson, J.</td>
<td>0011</td>
<td></td>
<td>2.90</td>
<td>5.90</td>
<td>2.90</td>
<td>5.90</td>
</tr>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>GC Account</td>
<td>4014</td>
<td></td>
<td></td>
<td>2.90</td>
<td>5.90</td>
<td>2.90</td>
<td>5.90</td>
</tr>
<tr>
<td>000</td>
<td>Non-Productive Labor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C101-001</td>
<td>000-000-03</td>
<td>Mengen, B.</td>
<td>0013</td>
<td></td>
<td>7.80</td>
<td>15.60</td>
<td>7.80</td>
<td>15.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>GC Account</td>
<td>4055</td>
<td></td>
<td></td>
<td>7.80</td>
<td>15.60</td>
<td>7.80</td>
<td>15.60</td>
</tr>
<tr>
<td>**</td>
<td>Chg Chg Subaccount 91-123-99-99-1</td>
<td></td>
<td></td>
<td></td>
<td>5.90</td>
<td>11.80</td>
<td>5.90</td>
<td>11.80</td>
</tr>
</tbody>
</table>

Figure 92: Labor Distribution by Chg Sub (TM.030.00)
The Labor Distribution by Home Subaccount (TM.030.00) report displays the same data presented by the employees’ home company and subaccount.

![Image of the Labor Distribution by Home Sub report]

**Figure 93: Labor Distribution by Home Sub**

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager help or online manual.
Employee Utilization (TM.040.00)

The Employee Utilization (TM.040.00) report shows a breakdown of hours worked by four different user-specified categories. The categories and the account numbers that fall into each category are defined in Flexible Report Column Maintenance (PA.RPC.00). The data, sorted by the employees’ home subaccount, appears for the current timecard period, month-to-date, and year-to-date as of the specified date. For more information on Flexible Report Column Maintenance see “Flexible Column Reports” or “Flexible Report Column Maintenance (PA.RPC.00)” in the Project Controller and Project Allocator Help or user’s guide.

Figure 94: Employee Utilization (TM.040.00) Report

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager help or online manual.

<table>
<thead>
<tr>
<th>Employees/Name</th>
<th>Predictor Hours</th>
<th>Predictor %</th>
<th>Supervisor Hours</th>
<th>Supervisor %</th>
<th>Overhead Hours</th>
<th>Overhead %</th>
<th>Gross Off Hours</th>
<th>Gross Off %</th>
<th>Total Hours</th>
<th>Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andy McCAw</td>
<td>22.00</td>
<td>100.00</td>
<td>11.10</td>
<td>50.00</td>
<td>5.00</td>
<td>23.10</td>
<td>23.10</td>
<td></td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Benson</td>
<td>22.00</td>
<td>100.00</td>
<td>11.10</td>
<td>50.00</td>
<td>5.00</td>
<td>23.10</td>
<td>23.10</td>
<td></td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hend, Suz</td>
<td>22.00</td>
<td>100.00</td>
<td>11.10</td>
<td>50.00</td>
<td>5.00</td>
<td>23.10</td>
<td>23.10</td>
<td></td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kinn, Alex</td>
<td>22.00</td>
<td>100.00</td>
<td>11.10</td>
<td>50.00</td>
<td>5.00</td>
<td>23.10</td>
<td>23.10</td>
<td></td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100.00</td>
<td>100.00</td>
<td>55.50</td>
<td>100.00</td>
<td>25.00</td>
<td>100.00</td>
<td>100.00</td>
<td></td>
<td>100.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>
Employee Labor Dist by Chg/Home Sub (TM.050.00)

The Employee Labor Dist by Chg Sub (TM.050.00) report shows, by charged company and subaccount, each employee's hours and labor cost by account number, project, and task for the specified fiscal period. Month-to-date (MTD) and year-to-date (YTD) information appears for total hours, premium hours, and total cost.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee Number</th>
<th>GL Account</th>
<th>Account Description</th>
<th>Project</th>
<th>Task</th>
<th>WTE Work Hrs</th>
<th>WTE Prem Hrs</th>
<th>WTE Cost</th>
<th>YTE Work Hrs</th>
<th>YTE Prem Hrs</th>
<th>YTE Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, J.</td>
<td>001</td>
<td>0000</td>
<td>Production Labor</td>
<td>CHG-0123</td>
<td>A1</td>
<td>10.00</td>
<td>0.00</td>
<td>100.00</td>
<td>10.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Doe, L.</td>
<td>002</td>
<td>0001</td>
<td>Production Labor</td>
<td>CHG-0123</td>
<td>B2</td>
<td>5.00</td>
<td>0.00</td>
<td>60.00</td>
<td>5.00</td>
<td>0.00</td>
<td>60.00</td>
</tr>
<tr>
<td>* Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Belcher, R.</td>
<td>003</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** Chg Sub Account: 0000-00-00-00-00

Figure 95: Employee Labor Dist by Chg Sub (TM.050.00)
The report can also be produced by the employees’ home company and subaccount.

Figure 96: Employee Labor Dist by Hm Sub (TM.050.00)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager help or online manual.
Certified Payroll Report (TM.060.00)

The Certified Payroll Report (TM.060.00) is similar to a standard government report by job (WH-347), required by the federal government and accepted by most or all other governmental agencies, showing the employees who worked on a job that is subject to Prevailing Wage during the week. In Project Management and Accounting, these wages are the prevailing wage for the labor class and group for an employee on a project. It is a weekly report that presents only the labor classes that are set up in the Prevailing Wage table (PJWAGEPR) for the project and only the labor cost for those timecard line item charges that are Certified Payroll reportable (Cert. PR flag is set to Yes).

There are two parts of the report. The left side of the report presents qualifying labor by day showing regular and overtime hours for each qualifying employee. The right side of the report contains payroll data for taxes, deductions, etc. from the employee’s paycheck if this data is available.

The user must supply a week-ending date when submitting the report. If the report date does not correspond to a valid week-ending date as defined in Week Maintenance (TM.WEM.00), the program automatically converts the date to the next week-ending date. The report is sorted by employee ID within a project.

The report pages on each new project ID.

The following employee information may be presented on the report if imported from an external payroll system:

- Employee SSN#
  
  **Note:** The Social Security Number (SSN) prints with an asterisk (*) mask for each digit except the last 4 digits. For example, an SSN of 123-45-6789 is displayed as ***-**-6789. This occurs if the user printing the report does not have access rights to the Employee Maintenance (02.250.00) screen.

  If access rights exist for the user for the Employee Maintenance (02.250.00) screen, the Unmask SSN and TIN Numbers check box appears on the Report tab when the user selects the applicable format of the report. Selecting the check box lets the user print the report and display an unmasked SSN for each employee.

- Employee Address
- Employee Total Gross Amount earned for the week
- Employee FICA
- Employee Federal Tax
- Employee Other Tax
- Employee Total Deductions
- Employee Net Wages for Week

Before submitting this report to a government agency, the following information must be supplied on the document:

- Name of Contractor or Subcontractor boxes
- Address of Contractor or Subcontractor
- Payroll No.
- Number of Withholding Exemptions (EX # on report)
- Location of project

The report determines the first day of the timecard week from Time and Expense Setup (TM.SET.00) and displays one-character day column headings as appropriate for the week.
Additional fields on the report:

- The top box under each day of the week represents overtime hours while the bottom box represents regular hours for the day.
- **Rate of Pay** – The top box represents the hourly overtime rate. The bottom box represents the regular hourly rate.
- **Gross Amt. Earned** – The top box represents the gross amount earned for the current project subject to prevailing wages. The bottom box represents gross amount earned for all projects for the reporting week.

![Figure 97: Certified Payroll Report (TM.060.00)](image)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager help or online manual.
**Project Timesheet Report (TM.080.00)**

For each timesheet prepared using *Project Timesheet Entry (TM.PTE.00)* or *Project Timesheet with Rate/Amount Entry (TM.PTA.00)*, up to three reports may be generated. The first *Project Timesheet Report (TM.080.00), Labor Detail*, shows the entries made into the labor capture portion of the grid.

---

![Project Timesheet Report](image)

---

**Figure 98: Project Timesheet Report (TM.080.00), Labor Detail**
The second report, *Equipment Detail*, shows the total of equipment charges entered on the timesheet. The rates used in the calculations are established in Project Controller’s *Equipment Rate Maintenance* (PA.ERM.00).

![Figure 99: Project Timesheet Report (TM.080.00), Equipment Detail](image-url)
The third report, *Units of Production Detail*, displays the data entered into the *Units of Production Entry* (TM.PTE.02).

---

**Figure 100: Project Timesheet Report (TM.080.00), Units of Production Detail**

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager help or online manual.
Travel and Expense Report (TM.410.00)

Use the **Travel and Expense Report (TM.410.00)** to see a printout of an expense report’s details or to provide a hard copy of an expense report for signature approval. Printouts of advance requests and advance repayments can also be produced.

---

**Figure 101: Travel and Expense Report (TM.410.00)**

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager help or online manual.
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Approvals 1

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