

Customer Support Guide

Timesheet Patterns & Timesheets



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Package	Version	Date
HCM	18.50	03/04/2017
	19.19	25/07/2017
	21.11.4	08/03/18

Purpose

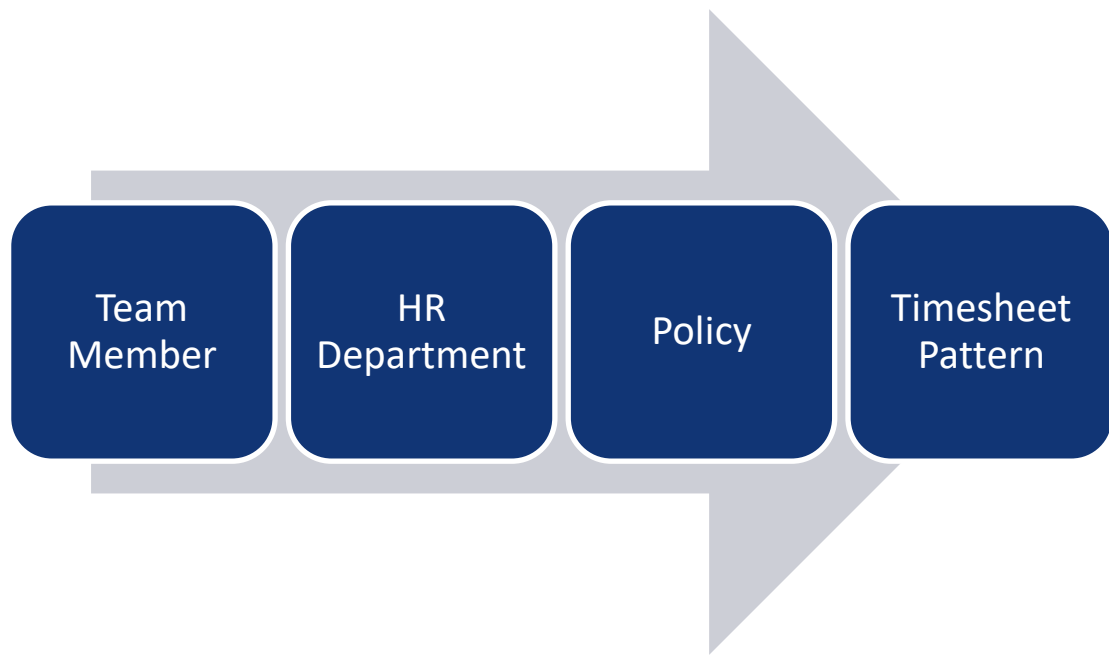
This guide explains how to create a Timesheet Pattern and Timesheets. For detailed information please refer to the Time: A Complete Guide which can be found in;

[Sage Business Cloud People Support](#)

Rationale

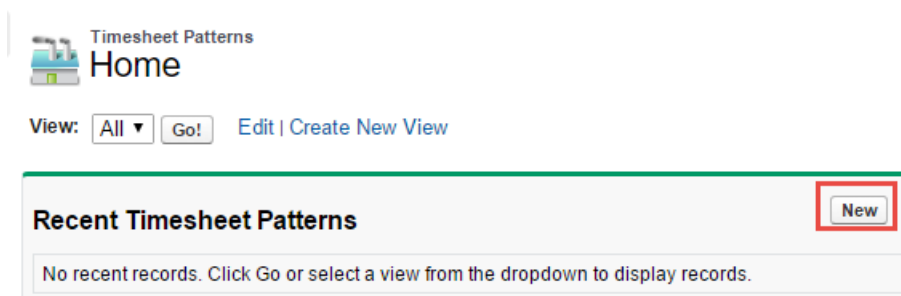
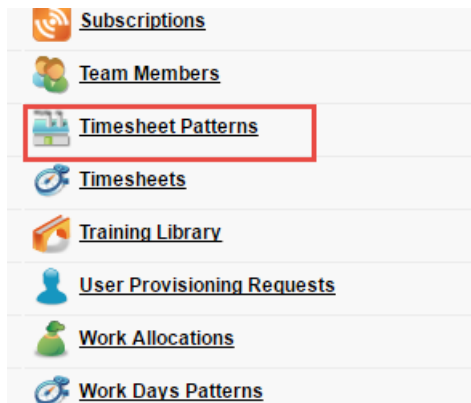
Timesheet Patterns are tied to a Team Member's policy or as an override on a Team Member's employment record. Timesheet patterns and timesheets are used to track time reporting for a Team Member in a variety of ways.

Flowchart



Creating a Timesheet Pattern

- 1) Go to Timesheet Patterns tab and select New:



- 2) Type in the Timesheet Pattern name and fill in the rest of the information:

Timesheet Pattern Edit
New Timesheet Pattern

Timesheet Pattern Edit Save Save & New Cancel

Information

Timesheet Pattern

Timespan

Deprecated

Base Date [18/08/2016]

Overtime Rule

Entry Type

Snap To Step Time

Step Time Minutes

Time Periods

Layout

Save Save & New Cancel

- “Timespan” is the period covered by each timesheet on the pattern
- “Base Date” is a date in the past which acts as a starting point for all timesheets on the pattern
- “Overtime Rule” is the rule that contains the Overtime Conditions for the timesheet pattern. Please note you must have Overtime Rules and Overtime Conditions in place first to enter a proper timesheet pattern.
- “Entry Type” is the type of entry to request when a team member inputs time reports on the timesheet.
 “Snap To Step Time” is a checkbox that controls whether time entries are automatically set to the nearest step time
 “Step Time Minutes” is the number of minutes between steps when time is entered
- “Time Periods” is the number of time periods to display. This is only applicable if the Entry Type is “Start-End Time”
- “Layout” determines where the calendar is displayed on the timesheet

3) Once this information is all set, click on “Save” to save the timesheet pattern.

4) Ensure the WX process is set up for Timesheets:

WX Process Instance [Edit] [Delete]

Active

WX Service Time

Start Date

End Date

Label Timesheets

Order 20

Preferred Number Of Columns 1

Process Timesheet

Show In Mobile

Show Title In Tile

Show Title In Detail

Additional Information

- 5) Ensure the Policy settings are set up for Timesheets to be active with the correct Timesheet pattern. If the same timesheet pattern does not apply for all team members on the policy, please make sure to add the Timesheet Pattern override on the Employment Record:

Additional

Year Start Date 18/09/2016 [18/08/2016]

Cost of Living Increase

- Timesheet

Timesheet Pattern Timesheet pattern Test

Shift Pattern Standard

If the above policy settings do not have the Timesheet Pattern selected, please mark the correct timesheet pattern on the Employment Record of the Team Member:

Probation Period End Date	
Hours Worked	30.0
Cost Code	
Service Months	59
Service Years	5
Work Days Pattern	
Timesheet Pattern	

- 6) Log in to WX and go to the Timesheets process created and view the Timesheets Not Submitted, Submitted for Approval, and Approved:

Timesheets			New
NOT SUBMITTED	SUBMITTED FOR APPROVAL	APPROVED	
None			

- 7) To start a new timesheet, click on the New button in the top left hand corner:

Hours Worked		Start	End
<< Previous Period Next Period >>		Start	End
Date		Start	End
August 2016		00:10	00:35
09	Tue		
10	Wed		

8) Fill in the appropriate fields and click Submit upon completion:

Total
<input type="button" value="Recalculate"/> <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Related Documentation