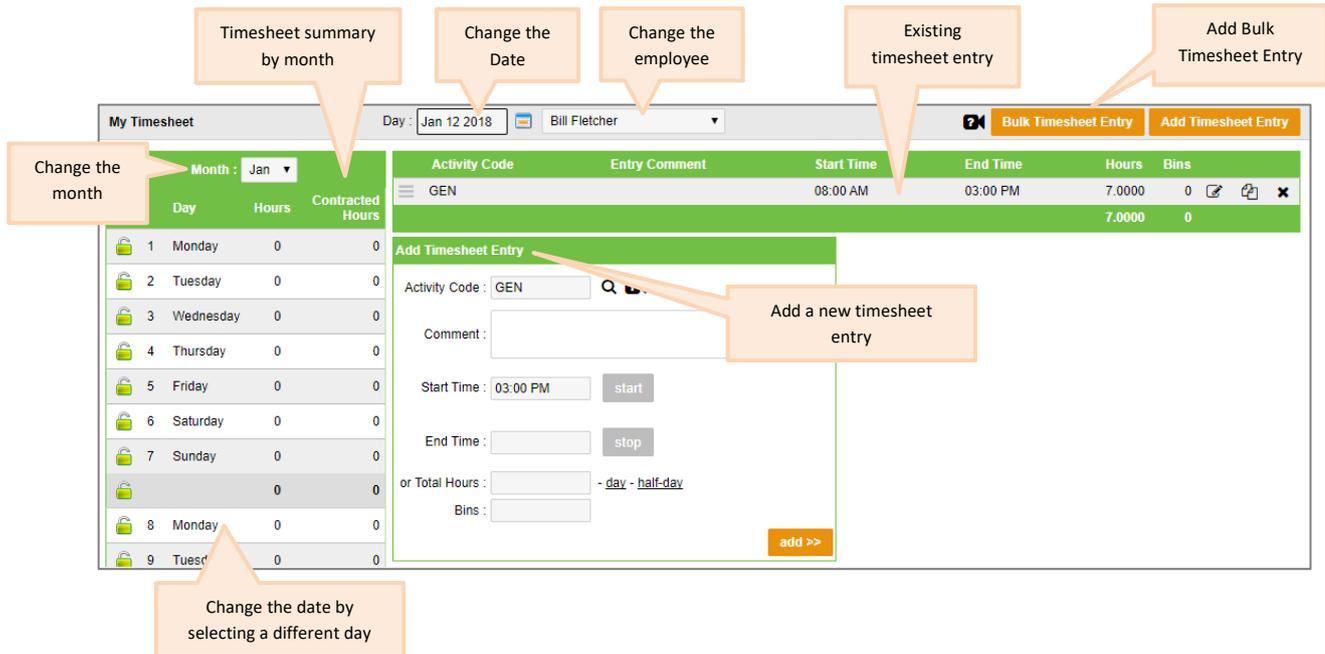


MANAGING TIMESHEETS

To access the timesheet entries, either click the time on the dashboard, or alternatively, click on My Timesheet:



This will bring up the My Timesheet page:



Callouts on the screenshot:

- Timesheet summary by month
- Change the Date
- Change the employee
- Existing timesheet entry
- Add Bulk Timesheet Entry
- Change the month
- Add a new timesheet entry
- Change the date by selecting a different day

Correcting Timesheets

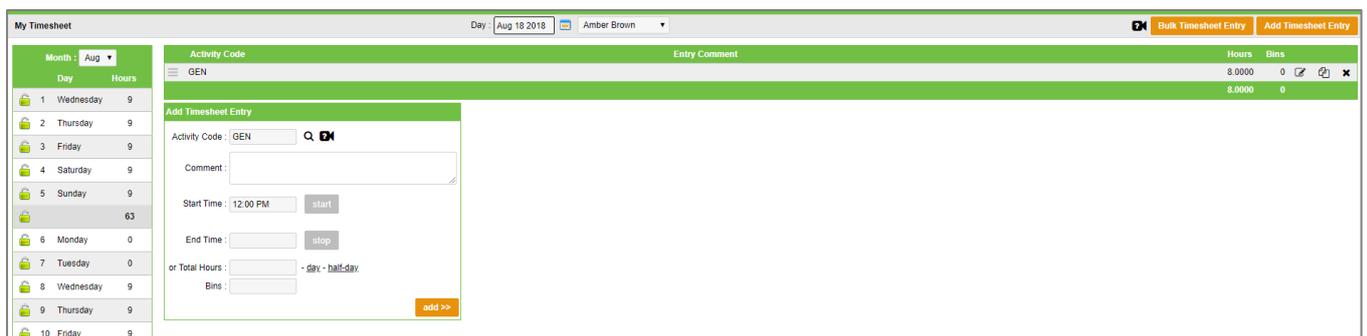
Incorrect Time

If time entered is incorrect, the timesheet(s) will need to be edited:

Find the incorrect entry on the dashboard:

Amber Brown		10.00	8.00	10.00
Relief Milker		17 Aug	18 Aug	19 Aug
Equinox Farms		Fri	Sat	Sun

Click on the incorrect entry. This will bring up My Timesheet page:



My Timesheet page details:

- Day: Aug 18 2018
- Employee: Amber Brown
- Activity Code: GEN
- Start Time: 12:00 PM
- End Time: (empty)
- Hours: 8.0000
- Bins: 0

Click on the edit icon:

Activity Code	Entry Comment	Hours	Bins	
GEN		8.0000	0	  
		8.0000	0	

This will adjust the My Timesheet screen to show an Edit Timesheet Entry box:

Edit Timesheet Entry

Activity Code :  

Comment :

or Total Hours : - day - half-day

Bins :

[save >>](#)

Change the hours worked to reflect the correct amount and click Save:

Edit Timesheet Entry

Activity Code :  

Comment :

or Total Hours : - day - half-day

Bins :

[save >>](#)

Incorrect Code:

If a code entered is incorrect, the timesheets(s) will need to be edited:

Find the incorrect entry on the dashboard:

Amber Brown	 	10.00	8.00	10.00
Relief Milker		17 Aug	18 Aug	19 Aug
Equinox Farms		Fri	Sat	Sun

Click on the incorrect entry. This will bring up My Timesheet page:

My Timesheet Day: Aug 18 2018 Amber Brown [Bulk Timesheet Entry](#) [Add Timesheet Entry](#)

Month: Aug	Activity Code	Entry Comment	Hours	Bins
Day	GEN		8.0000	0

Add Timesheet Entry

Activity Code :  

Comment :

Start Time : 12:00 PM

End Time :

or Total Hours : - day - half-day

Bins :

[add >>](#)

Day	Hours
1 Wednesday	9
2 Thursday	9
3 Friday	9
4 Saturday	9
5 Sunday	9
6 Monday	63
7 Tuesday	0
8 Wednesday	0
9 Thursday	9
10 Friday	9

Click on the edit icon:

Activity Code	Entry Comment	Hours	Bins
GEN		8.0000	0
		8.0000	0

This will adjust the My Timesheet screen to show an Edit Timesheet Entry box:

Edit Timesheet Entry

Activity Code :  

Comment :

or Total Hours : - [day](#) - [half-day](#)

Bins :

Change the code used by clicking on the magnifying glass symbol:

Edit Timesheet Entry

Activity Code :  

Comment :

or Total Hours : - [day](#) - [half-day](#)

Bins :

This will bring up the following screen:

Job / Activity Code Lookup

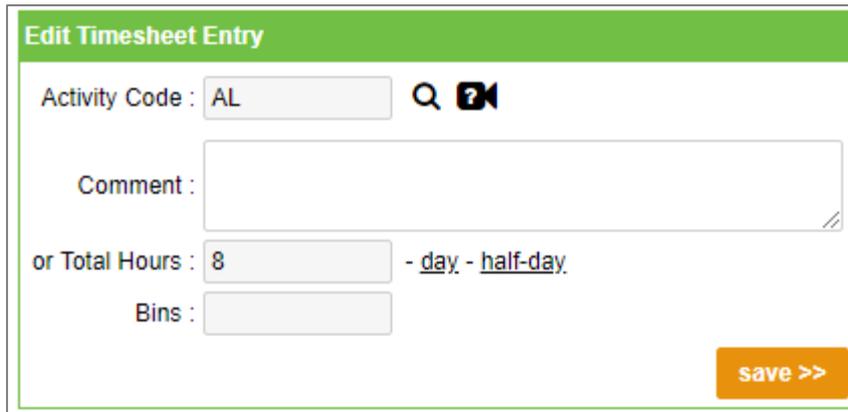
search :

viewing records 1 - 15 of 15

Code	Description
ACC	On ACC- paid by ACC
ACCSD	ACC stand-down period - first week's pay paid by Employer
AL	Annual Leave
BL	Bereavement Leave
BR	Break
GEN	General Farm Work
JS	Jury Service
Milking	Milking
RTO	Rostered Time off
SH	Statutory Holiday Observed
SHW	Statutory Holiday Worked
SL	Sick Leave
StatMilking	Stat Milking
TIL	Time in Lieu
UL	Unpaid Leave

viewing records 1 - 15 of 15

Choose the correct code by clicking on it. Once it has been clicked, you will be back in the Edit Timesheet Entry box:



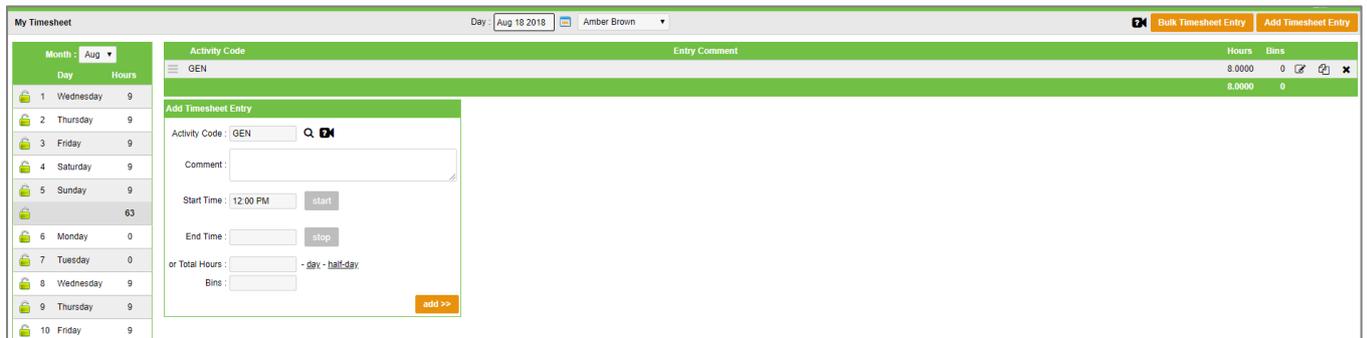
Click Save.

Deleting Timesheets:

Find the entry on the dashboard that you want to delete:

Amber Brown	☰	<	10.00	8.00	10.00
Relief Milker			17 Aug	18 Aug	19 Aug
Equinox Farms			Fri	Sat	Sun

Click on this entry. This will bring up My Timesheet page:



Click on the delete icon:

Activity Code	Entry Comment	Hours	Bins	
☰ GEN		8.0000	0	✖
		8.0000	0	

Click OK:



Adding Timesheets

To add a timesheet entry, either click the date on the dashboard, or alternatively, click on My Timesheet:



This will bring up the My Timesheet page:

The screenshot shows the 'My Timesheet' page for user Bill Fletcher on Jan 12 2018. It features a calendar on the left and a table of activity entries on the right. The 'Add Timesheet Entry' form is open, showing fields for Activity Code (GEN), Comment, Start Time (03:00 PM), End Time, Total Hours, and Bins. There are 'start' and 'stop' buttons, and an 'add >>' button at the bottom right of the form.

Month	Day	Hours	Contracted Hours
Jan	1 Monday	0	0
Jan	2 Tuesday	0	0
Jan	3 Wednesday	0	0
Jan	4 Thursday	0	0
Jan	5 Friday	0	0
Jan	6 Saturday	0	0
Jan	7 Sunday	0	0
Jan	8 Monday	0	0
Jan	9 Tuesday	0	0

Activity Code	Entry Comment	Start Time	End Time	Hours	Bins
GEN		08:00 AM	03:00 PM	7.0000	0
				7.0000	0

Ensure the right employee and date are selected and begin adding in the timesheet entry:

The screenshot shows the date selection field set to 'Aug 18 2018' and the employee selection dropdown set to 'Amber Brown'.

The screenshot shows the 'Add Timesheet Entry' form with several callout boxes providing instructions:

- Select Activity Code e.g. GEN**: Points to the Activity Code field.
- Enter any comments**: Points to the Comment text area.
- Select the Start Time and End Time**: Points to the Start Time and End Time fields.
- OR enter the Total Hours e.g.**: Points to the Total Hours field.
- OR Select Day or Half Day**: Points to the day selection options (- day - half-day).
- Click Add**: Points to the 'add >>' button.

Checking and Sending Timesheets for Confirmation

With paper timesheets, there is the option to have signatures at the bottom of those timesheets. The normal process is for the Employee and the Employer to check and sign the paper timesheet when they're both happy with the hours.

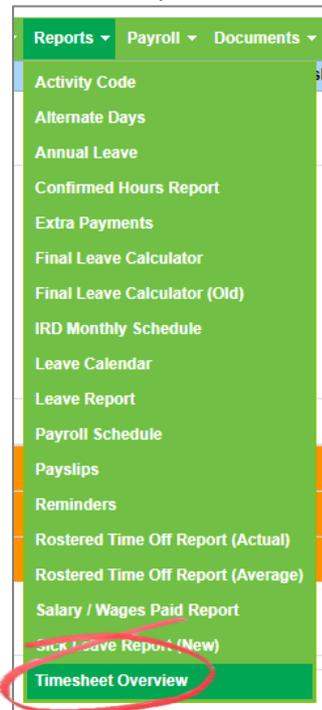
AgriSmart, being computer based, requires a slightly different approach. However, there is still the option to incorporate the checking and approval process.

Here's how it works:

- The Employer/Administrator is to keep an eye on the Timesheets at a Glance section on the Dashboard, as well as edit the timesheets, as required, for the purposes of accuracy
- At the completion of a pay period, the Employer/Administrator goes to the Timesheet Overview Report and sends out the timesheet entries for confirmation by the Employees via AgriSmart Messages
- The Messages can be viewed and confirmed by the Employees via their smart phone
- The date that the hours were sent for confirmation will show as the Sent Date in the Confirmed Hours Report
- The date that the hours were confirmed will show as the Date Confirmed in the Confirmed Hours Report

Sending Timesheets (Employer):

Hover on Reports and click on Timesheet Overview



Select Pay Period

Select all/one employee in the Team Member box

search type: exact date | search: | activity code: AL | team member: all | location: all | from: Aug 28 2017 | to: Sep 10 2017 | group by: date and code | order data by: date | ascending | go

Select the appropriate date range

Click Go

Timesheet details for one/all employee(s) will be displayed:

for Abby Salary Full-Time
for the period Jan 08 2018 to Jan 21 2018

Time

Date	Activity Code	Activity	Time	Paid Time	Remuneration Rate	Actual Hourly Rate Paid	Labour Cost	Minimum Hourly Rate	Minimum Labour Cost
Jan 08 2018	GEN	General Farm Work	10.0000	10.0000	1	22.788	227.88	15.75	157.50
Jan 09 2018	GEN	General Farm Work	10.0000	10.0000	1	22.788	227.88	15.75	157.50
Jan 10 2018	GEN	General Farm Work	10.0000	10.0000	1	22.788	227.88	15.75	157.50
Jan 11 2018	GEN	General Farm Work	10.0000	10.0000	1	22.788	227.88	15.75	157.50
Jan 12 2018	RTO	Rostered Time off	10.0000	0.0000	0	22.788	0.00	0.00	0.00
Jan 13 2018	RTO	Rostered Time off	10.0000	0.0000	0	22.788	0.00	0.00	0.00
Jan 14 2018	RTO	Rostered Time off	10.0000	0.0000	0	22.788	0.00	0.00	0.00
			70.0000	40.0000			911.52		630.00

Send To Employee | Crystal Payroll export | Standard CSV export

Click Send to Employee to send timesheets to one employee:

for Abby Salary Full-Time
for the period Jan 08 2018 to Jan 21 2018

Time

Date	Activity Code	Activity	Time	Paid Time	Remuneration Rate	Actual Hourly Rate Paid	Labour Cost	Minimum Hourly Rate	Minimum Labour Cost
Jan 08 2018	GEN	General Farm Work	10.0000	10.0000	1	22.788	227.88	15.75	157.50
Jan 09 2018	GEN	General Farm Work	10.0000	10.0000	1	22.788	227.88	15.75	157.50
Jan 10 2018	GEN	General Farm Work	10.0000	10.0000	1	22.788	227.88	15.75	157.50
Jan 11 2018	GEN	General Farm Work	10.0000	10.0000	1	22.788	227.88	15.75	157.50
Jan 12 2018	RTO	Rostered Time off	10.0000	0.0000	0	22.788	0.00	0.00	0.00
Jan 13 2018	RTO	Rostered Time off	10.0000	0.0000	0	22.788	0.00	0.00	0.00
Jan 14 2018	RTO	Rostered Time off	10.0000	0.0000	0	22.788	0.00	0.00	0.00
			70.0000	40.0000			911.52		630.00

Send To Employee | Crystal Payroll export | Standard CSV export

Or click Send to All Employees to send timesheets to all employees:

Timesheet Overview Report Crystal Payroll export Standard CSV export **Send To All Employees**

search type: exact date | search: | activity code: -- all -- | team member: all | location: all | from: Jan 08 2018 | to: Jan 21 2018

order data by: date | ascending | **go**

for Abby Salary Full-Time
for the period Jan 08 2018 to Jan 21 2018

Time

Date	Activity Code	Activity	Time	Paid Time	Remuneration Rate	Actual Hourly Rate Paid	Labour Cost	Minim
Jan 08 2018	GEN	General Farm Work	10.0000	10.0000	1	22.788	227.88	

Uncheck any employees that you do not wish to send the timesheets to and click Send:

tick all

Timesmart Limited

Imran Raza

Mark Crarer

David Maxwell

Bill Fletcher

Stu Meads

Daffy Duck

To: Dami Rivista

Jim Ellis

Hort Culture

Payroll Salary

Payroll Wages

Payroll Casual

Payroll Fixed Term

Payroll 2018

Abby Salary Full-Time

Andrew Salary Fixed-Term

Subject: Please check your hours

Hi {name},

please find a link to the hours you've done in the most recent pay period.

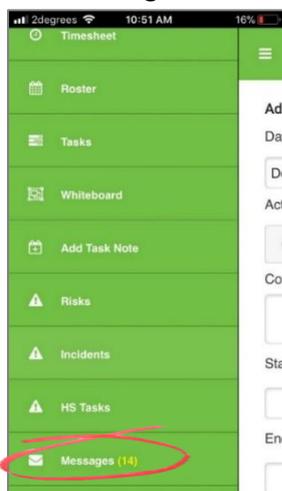
Message: After you have reviewed, please confirm

{link}

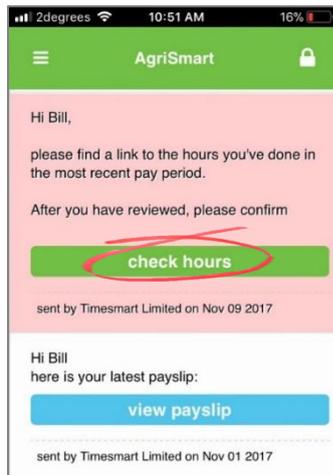
send

Confirming Timesheets (Employee):

Click Messages from the Mobile Menu:



Click Check Hours:



Check the hours. If any changes need to be made, the employee will need to do this via My Timesheets:

Time									
Date	Activity Code	Activity	Time	Paid Time	Remuneration Rate	Actual Hourly Rate Paid	Labour Cost	Minimum Hourly Rate	Minimum Labour
Oct 23 2017	RTO	Restored Time off	10.0000	0.0000	0	0.000	0.00	0.00	
Oct 24 2017	RTO	Restored Time off	10.0000	0.0000	0	0.000	0.00	0.00	
Oct 25 2017	SL	Sick Leave	10.0000	10.0000	1	20.510	205.10	15.75	
Oct 26 2017	GEN	General Farm Work	7.5000	7.5000	1	20.510	153.83	15.75	
Oct 28 2017	GEN	General Farm Work	8.7500	8.7500	1	20.510	179.46	15.75	
Oct 27 2017	GEN	General Farm Work	9.2500	9.2500	1	20.510	189.72	15.75	
Oct 28 2017	GEN	General Farm Work	11.0000	11.0000	1	20.510	225.61	15.75	
Oct 29 2017	GEN	General Farm Work	12.0000	12.0000	1	20.510	246.12	15.75	
Oct 20 2017	GEN	General Farm Work	11.0000	11.0000	1	20.510	225.61	15.75	
Oct 31 2017	AL	Annual Leave	10.0000	10.0000	1	0.000	0.00	15.75	
Nov 01 2017	GEN	General Farm Work	9.0000	9.0000	1	20.510	184.59	15.75	
Nov 02 2017	RTO	Restored Time off	10.0000	0.0000	0	0.000	0.00	0.00	
Nov 03 2017	RTO	Restored Time off	10.0000	0.0000	0	0.000	0.00	0.00	
Nov 04 2017	GEN	General Farm Work	9.0000	9.0000	1	20.510	184.59	15.75	
Nov 05 2017	GEN	General Farm Work	9.0000	9.0000	1	20.510	184.59	15.75	
			146.5000	100.0000			1979.21		

I confirm that the hours recorded in my TIMESHEET are correct

[Confirm](#)

Click Confirm at the bottom of the Hours Report:



Checking Sent Timesheets (Employer):

Hover on Reports and click on Confirmed Hours Report:



This will default to show the past month's hours sent e.g. 14/08/2018 to 14/09/2018:

You can use the report filters to change the hours listed in the report:

Select Sent From and Sent To dates

Select all employees or an individual

Click Go

Confirmed Hours Report

viewing records : 1 to 6 of 6

Employee	Location	Period Start Date	Period End Date	Sent Date	Date Confirmed	Confirmed By	Total Hours	Access Level	Message Last Sent	Message Sent Count			
Abby Salary		May 01 2018	Sep 09 2018	Sep 14 2018	-	-	-	Farm Assistant	Sep 14 2018	1			
Abby Salary		Aug 15 2018	Aug 28 2018	Aug 29 2018	Aug 29 2018	Timesmart Limited	13.3833	Farm Assistant		0			
Amber Brown	Equinox Farms	Jul 29 2018	Aug 11 2018	Aug 20 2018	Aug 20 2018	Timesmart Limited	108.0000	Relief Milker		0			
Dion Nash	Equinox Farms	Jul 30 2018	Aug 12 2018	Aug 17 2018	Aug 17 2018	Timesmart Limited	0.0000	Farm Assistant		0			
James Paton	Equinox Farms	Jul 30 2018	Aug 12 2018	Aug 17 2018	-	-	-	Farm Assistant		0			
James Paton	Equinox Farms	Aug 13 2018	Aug 26 2018	Aug 17 2018	-	-	-	Farm Assistant		0			

Date the hours were sent for confirmation

Date the hours were confirmed

Date the hours were last sent for confirmation

To view the hours, click the icon below:



To resend the hours, click the icon below:



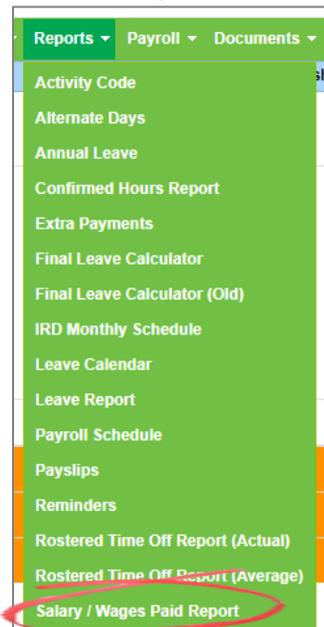
Checking Timesheets and Pay Period Adjustments

At the end of your pay period you can check the timesheets and any pay adjustments for each employee via the Salary/Wages Paid Report.

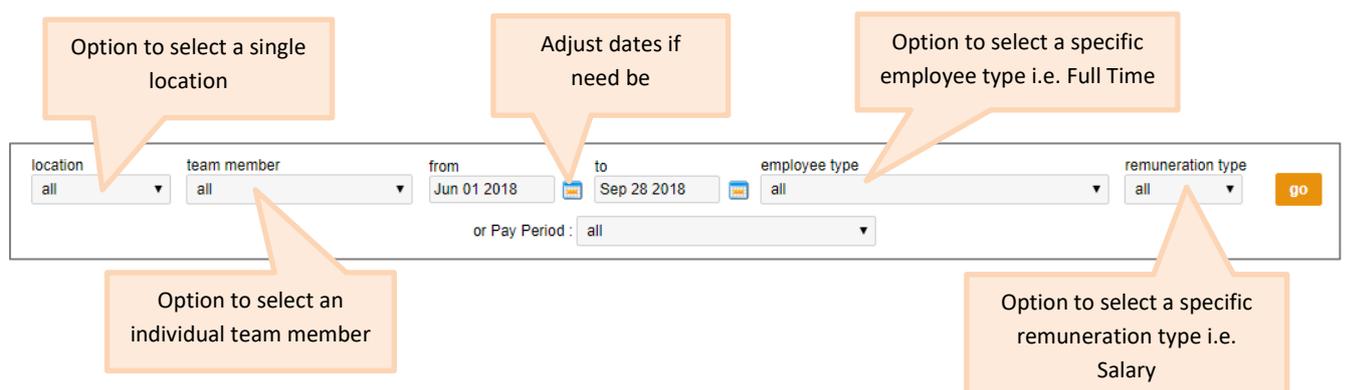
Pay Period Adjustments

The Salary/Wages Paid Report displays every pay period for each member of the team and how much to pay them (Gross). It works for both salaried and wages staff. Understanding this report is outlined below:

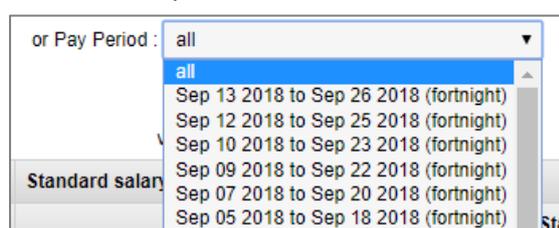
Hover on Reports and click on Salary/Wages Paid Report:



You can use the report filters to refine the pay periods as shown below:



Or select a Pay Period:



Using one of the team, Neil Silver, as an example:

location: all | team member: Neil Silver | from: Jun 01 2018 | to: Oct 02 2018 | employee type: all | remuneration type: all | go

Pay Period: all

The date range has been updated to the season to date

The Salary/Wages Paid Report is broken down into three sections as follows:

Section 1

Payslip	From	To	Amount paid	Standard salary
+	Sep 07 2018	Sep 20 2018	2,359.50	2,123.08
✓	Aug 24 2018	Sep 06 2018	2,123.08	2,123.08
✓	Aug 10 2018	Aug 23 2018	2,123.08	2,123.08
✓	Jul 27 2018	Aug 09 2018	2,123.08	2,123.08
✓	Jul 13 2018	Jul 26 2018	2,123.08	2,123.08
✓	Jun 29 2018	Jul 12 2018	2,185.00	2,123.08
✓	Jun 15 2018	Jun 28 2018	2,117.33	2,123.08
✓	Jun 01 2018	Jun 14 2018	1,658.63	2,123.08
Total :			16,812.78	16,984.64

If you have the Payroll module, the payslips can be created and viewed here

Standard Salary for each pay period

All pay periods for the season to date

Actual Amount to be paid each pay period

NB: The Standard Salary totals \$16,984.64 (Gross) but the Actual Amount Paid totals \$16,812.78 (Gross). The difference is made up of the values in the next two sections of the report

Section 2:

The actual salary paid for a pay period differs from the standard salary amount due to the following adjustments:

Minimum wage top-up	Adjustments		
	Annual leave	Statutory holiday worked	Unpaid leave
236.42	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	61.92	0.00
0.00	-5.75	0.00	0.00
0.00	0.00	0.00	-464.45
	-5.75	61.92	-464.45

If a Minimum Wage top-up is needed as per Employment Law requirements, it will appear here

If a Statutory Holiday adjustment is needed as per Employment Law requirements, it will appear here

If an Annual Leave adjustment is needed as per Employment Law requirements, it will appear here

Unpaid Leave reduces the salary for the pay period

Section 3:

No. of days paid	Average daily pay	Paid by ACC	1st week ACC	Extra payments	
12.467	189.2596	0.00	0.00	+	0.00
12.467	170.2960	0.00	0.00	+	0.00
12.467	170.2960	0.00	0.00	+	0.00
12.467	170.2960	0.00	0.00	+	0.00
12.467	170.2960	0.00	0.00	+	0.00
12.467	175.2630	0.00	0.00	+	0.00
12.467	169.8348	0.00	0.00	+	0.00
12.467	133.0413	0.00	0.00	+	0.00
99.736	168.5728	0.00	0.00		0.00

Paid by ACC is unpaid time

1st weeks ACC is paid by the Employer. This will show as 80% of their usual rate of pay

Number of days paid in each pay period

Average daily pay for each pay period

Extra Payments can be created and viewed here

Checking Timesheets

To view the timesheets for a pay period, click anywhere on the applicable pay period line i.e. on one of the dates:

Payslip	From	To	Amount paid	Standard salary
+	Sep 07 2018	Sep 20 2018	2,359.50	2,123.08
✓	Aug 24 2018	Sep 06 2018	2,123.08	2,123.08
✓	Aug 10 2018	Aug 23 2018	2,123.08	2,123.08
✓	Jul 27 2018	Aug 09 2018	2,123.08	2,123.08
✓	Jul 13 2018	Jul 26 2018	2,123.08	2,123.08
✓	Jun 29 2018	Jul 12 2018	2,185.00	2,123.08
✓	Jun 15 2018	Jun 28 2018	2,117.33	2,123.08
✓	Jun 01 2018	Jun 14 2018	1,658.63	2,123.08
Total :			16,812.78	16,984.64

This will bring up the following report – Timesheet Overview Report:

for Neil Silver for the period Jul 27 2018 to Aug 09 2018			Employee Details
IRD number :	123-456-789		
Tax code :	M		
Remuneration type :	salary		Hourly and daily rate of pay
Pay rate :	15.481		
Standard average daily pay :	170.3000		
Start date :	Jun 01 2018		
Employee KiwiSaver Contribution :	4%		
Employer KiwiSaver Contribution :	3%		
No. of weeks holiday entitlement :	4		
Pay frequency :	fortnightly		
Minimum wage :	16.50		
Standard Salary for the Period :	2123.08		Adjustment Calculations
Less hours coded to ACC :	0.00		
Less adjustment for hours coded to ACCSD :	0.00		
Salary amount this pay period* :	2123.08		
Minimum pay this pay period :	1815.00		
Salary top-up amount* :	0.00 (0.00 hours)		
Wage amount this pay period :	1702.92		
Bonus payment(s) :	0.00		
Actual amount to be paid this pay period :	2123.08		Pay period amount

Time										
Date	Activity Code	Activity	Time	Paid Time	Remuneration Rate	Actual Hourly Rate Paid	Labour Cost	Minimum Hourly Rate	Minimum Labour Cost	
Jul 27 2018	GEN	General Farm Work	10.0000	10.0000	1	15.4811	154.8110	16.5000	165.0000	
Jul 28 2018	GEN	General Farm Work	10.0000	10.0000	1	15.4811	154.8110	16.5000	165.0000	
Jul 29 2018	GEN	General Farm Work	10.0000	10.0000	1	15.4811	154.8110	16.5000	165.0000	
Jul 30 2018	GEN	General Farm Work	10.0000	10.0000	1	15.4811	154.8110	16.5000	165.0000	
Jul 31 2018	GEN	General Farm Work	10.0000	10.0000	1	15.4811	154.8110	16.5000	165.0000	
Aug 01 2018	GEN	General Farm Work	10.0000	10.0000	1	15.4811	154.8110	16.5000	165.0000	
Aug 02 2018	GEN	General Farm Work	10.0000	10.0000	1	15.4811	154.8110	16.5000	165.0000	
Aug 03 2018	GEN	General Farm Work	10.0000	10.0000	1	15.4811	154.8110	16.5000	165.0000	
Aug 04 2018	GEN	General Farm Work	10.0000	10.0000	1	15.4811	154.8110	16.5000	165.0000	
Aug 05 2018	TIL	Time in Lieu	10.0000	10.0000	1	15.4811	154.8110	16.5000	165.0000	
Aug 06 2018	GEN	General Farm Work	10.0000	10.0000	1	15.4811	154.8110	16.5000	165.0000	
Aug 07 2018	RTO	Rostered Time off	10.0000	0.0000	0	15.4811	0.0000	0.0000	0.0000	
Aug 08 2018	RTO	Rostered Time off	10.0000	0.0000	0	15.4811	0.0000	0.0000	0.0000	
Aug 09 2018	RTO	Rostered Time off	10.0000	0.0000	0	15.4811	0.0000	0.0000	0.0000	
			140.0000	110.0000			1702.9210		1815.0000	

Send To Employee Crystal Payroll export Standard CSV export

Timesheet details for the pay period will be displayed