

## PER UNIT GUIDE

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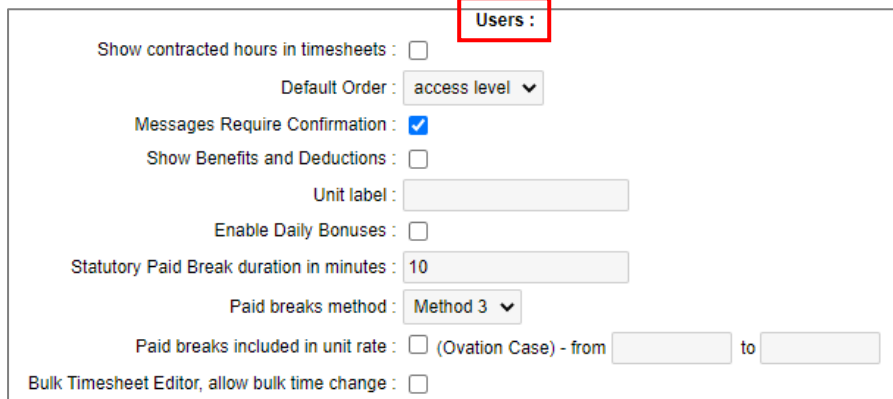
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## Set up the unit basis

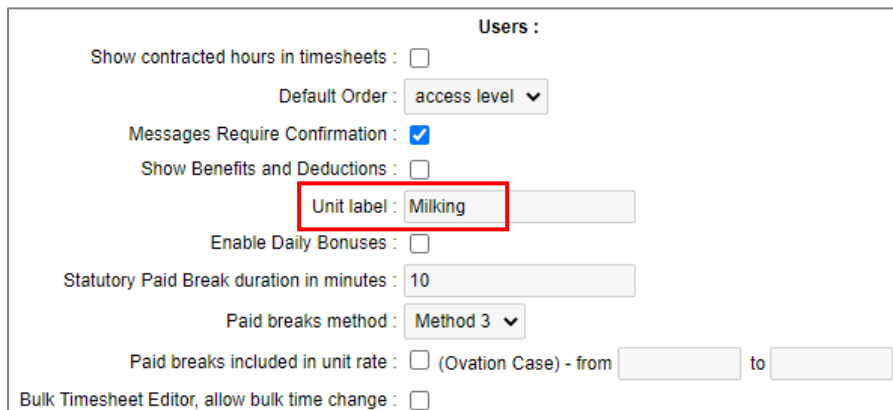
1. Click on *Setup*:



2. Scroll down to the *Users* section:

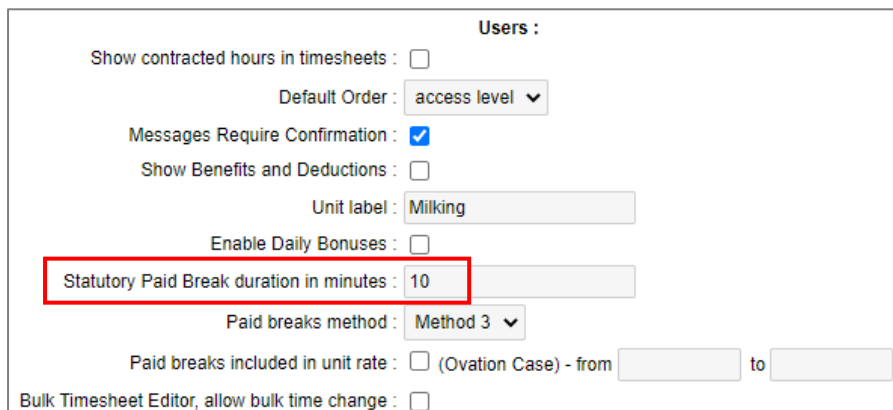
A form titled 'Users :' with a red box around the title. The form contains several settings: 'Show contracted hours in timesheets' (checkbox), 'Default Order' (dropdown menu showing 'access level'), 'Messages Require Confirmation' (checkbox with a blue checkmark), 'Show Benefits and Deductions' (checkbox), 'Unit label' (text input field), 'Enable Daily Bonuses' (checkbox), 'Statutory Paid Break duration in minutes' (text input field showing '10'), 'Paid breaks method' (dropdown menu showing 'Method 3'), 'Paid breaks included in unit rate' (checkbox with text '(Ovation Case) - from' and 'to' fields), and 'Bulk Timesheet Editor, allow bulk time change' (checkbox).

3. Enter the applicable *Unit label* e.g. Milking:

A form titled 'Users :' with a red box around the title. The form contains several settings: 'Show contracted hours in timesheets' (checkbox), 'Default Order' (dropdown menu showing 'access level'), 'Messages Require Confirmation' (checkbox with a blue checkmark), 'Show Benefits and Deductions' (checkbox), 'Unit label' (text input field containing 'Milking' and highlighted with a red box), 'Enable Daily Bonuses' (checkbox), 'Statutory Paid Break duration in minutes' (text input field showing '10'), 'Paid breaks method' (dropdown menu showing 'Method 3'), 'Paid breaks included in unit rate' (checkbox with text '(Ovation Case) - from' and 'to' fields), and 'Bulk Timesheet Editor, allow bulk time change' (checkbox).

4. Update the Statutory Paid Break duration in minutes if applicable:

**NB: The minimum is 10**

A form titled 'Users :' with a red box around the title. The form contains several settings: 'Show contracted hours in timesheets' (checkbox), 'Default Order' (dropdown menu showing 'access level'), 'Messages Require Confirmation' (checkbox with a blue checkmark), 'Show Benefits and Deductions' (checkbox), 'Unit label' (text input field containing 'Milking'), 'Enable Daily Bonuses' (checkbox), 'Statutory Paid Break duration in minutes' (text input field showing '10' and highlighted with a red box), 'Paid breaks method' (dropdown menu showing 'Method 3'), 'Paid breaks included in unit rate' (checkbox with text '(Ovation Case) - from' and 'to' fields), and 'Bulk Timesheet Editor, allow bulk time change' (checkbox).

## 5. Click Save:

Show contracted hours in timesheets : ☐

Default Order : 

access level

Messages Require Confirmation : ☒

Show Benefits and Deductions : ☐

Unit label : 

Milking

Enable Daily Bonuses : ☐

Statutory Paid Break duration in minutes : 

10

Paid breaks method : 

Method 3

Paid breaks included in unit rate : ☐ (Ovation Case) - from  to

Bulk Timesheet Editor, allow bulk time change : ☐

Team Viewer :

Team viewer time rounding : 

real time

Break Code : 

BR

Break Terminology : 

Paid Break

Enable Bulk Mode : ☒

Enable Modify Time : ☒ (requires Bulk Mode enabled, also access level driven)

Require Team Member Pin : ☒ (when pin set in team manager)

Leave Applications :

Default Create Timesheets 

never, I will add manually

User Files :

Default Categories :

\* one category per line

Automatically Regenerate Leave Balances : ☐

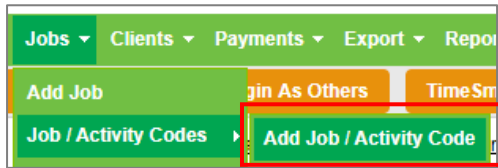
SHO Basis : 

Average Daily Pay Method Only

Save

## Create a unit activity code

1. Hover on *Jobs*, hover on *Job/Activity Codes*, and click on *Add Job/Activity Code*:



2. Enter the *Code*:

A screenshot of the 'Add Code' form. The 'Code' field is filled with 'AMM' and is highlighted with a red box. Below it are fields for 'Code Description', 'Activity GL Code', 'Rate Per Milking', 'Default Milking Quantity', 'Daily Hourly Bonus Threshold', and 'Bonus Rate Per Milking'.

3. Enter the *Code Description*:

A screenshot of the 'Add Code' form. The 'Code' field is filled with 'AMM' and the 'Code Description' field is filled with 'AM Milking'. The 'Code Description' field is highlighted with a red box. Below it are fields for 'Activity GL Code', 'Rate Per Milking', 'Default Milking Quantity', 'Daily Hourly Bonus Threshold', and 'Bonus Rate Per Milking'.

4. Enter the *Activity GL Code* (optional):

A screenshot of the 'Add Code' form. The 'Code' field is filled with 'AMM' and the 'Code Description' field is filled with 'AM Milking'. The 'Activity GL Code' field is highlighted with a red box. Below it are fields for 'Rate Per Milking', 'Default Milking Quantity', 'Daily Hourly Bonus Threshold', and 'Bonus Rate Per Milking'.

5. Enter the *Rate Per Unit*:

A screenshot of the 'Add Code' form. The 'Code' field is filled with 'AMM' and the 'Code Description' field is filled with 'AM Milking'. The 'Rate Per Milking' field is filled with '65' and is highlighted with a red box. Below it are fields for 'Default Milking Quantity', 'Daily Hourly Bonus Threshold', and 'Bonus Rate Per Milking'.

6. Enter any of the below details if applicable:

Default Milking Quantity :	<input type="text"/>
Daily Hourly Bonus Threshold :	<input type="text"/>
Bonus Rate Per Milking :	<input type="text"/>
Chargeout Rate :	<input type="text"/>
Custom Activity Hourly Rate :	<input type="text"/>

7. Update the *Code Type* (if applicable):

**For help on which Code Type to choose, please [click here](#) and go to Page 8**

Chargeout Rate :	<input type="text"/>
Custom Activity Hourly Rate :	<input type="text"/>
Code Type :	<div><div>billable</div><div>billable</div><div>paid non billable</div><div>non billable</div><div>job code only</div><div>unpaid time</div></div>
Tax Rate :	<input type="text"/>
Use Setup Rate?	<input type="checkbox"/>
Remuneration Rate :	<input type="text"/>

Save

8. Click Save:

Add Code

Code :	AMM
Code Description :	AM Milking
Activity GL Code	<input type="text"/>
Rate Per Milking :	65
Default Milking Quantity :	<input type="text"/>
Daily Hourly Bonus Threshold :	<input type="text"/>
Bonus Rate Per Milking :	<input type="text"/>
Chargeout Rate :	<input type="text"/>
Custom Activity Hourly Rate :	<input type="text"/>
Code Type :	non billable
Tax Rate :	<input type="text"/> %
Use Setup Rate?	<input checked="" type="checkbox"/>
Remuneration Rate :	1

Save

Set up a team member who is paid on a unit basis

[Click here](#) for help on this.

Enter time when paid on a unit basis

1. Click on *My Timesheet*:



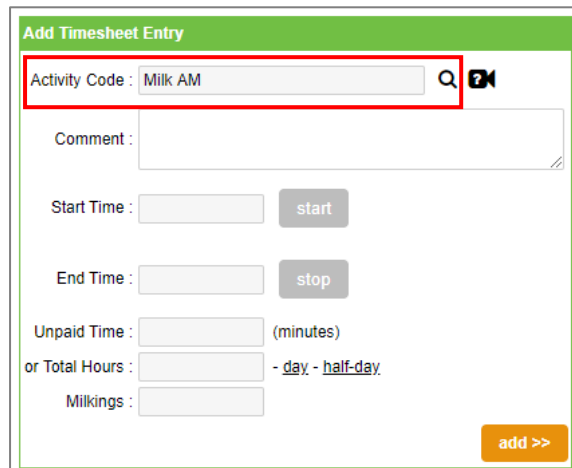
Dashboard My Timesheet ▾

2. Select the correct *Day* and *Team Member*:



Day : Jul 23 2020 Harry Brown ▾

3. Select the unit *Activity Code*:



Add Timesheet Entry

Activity Code : Milk AM 🔍 ?

Comment :

Start Time : start

End Time : stop

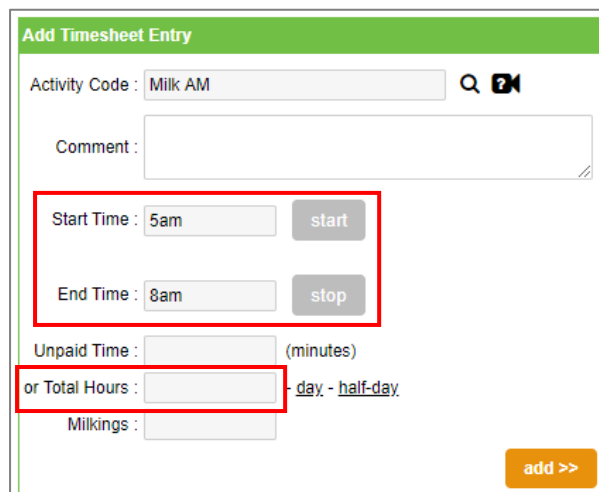
Unpaid Time : (minutes)

or Total Hours : - day - half-day

Milkings :

add >>

4. Enter the *Start Time* and *End Time* or enter the *Total Hours* worked:



Add Timesheet Entry

Activity Code : Milk AM 🔍 ?

Comment :

Start Time : 5am start

End Time : 8am stop

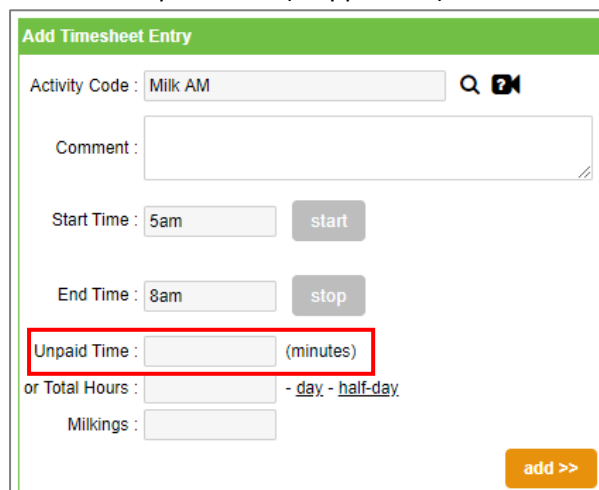
Unpaid Time : (minutes)

or Total Hours : - day - half-day

Milkings :

add >>

5. Enter *Unpaid Time* (if applicable):



Add Timesheet Entry

Activity Code : Milk AM 🔍 ?

Comment :

Start Time : 5am start

End Time : 8am stop

Unpaid Time : (minutes)

or Total Hours : - day - half-day

Milkings :

add >>

6. Enter the number of *units*:

Add Timesheet Entry

Activity Code : Milk AM

Q

Comment :

Start Time : 5am

start

End Time : 8am

stop

Unpaid Time :

(minutes)

or Total Hours :

- day - half-day

Milkings : 1

add >>

7. Click *Add*:

Add Timesheet Entry

Activity Code : Milk AM

Q

Comment :

Start Time : 5am

start

End Time : 8am

stop

Unpaid Time :

(minutes)

or Total Hours :

- day - half-day

Milkings : 1

add >>