

Pre-Payroll Checks

1. On the **Dashboard**, scroll down to **Timesheets at a Glance**. Here you can check that nothing looks out of place e.g. excessive hours recorded on any given day for an employee:

Timesheets at a Glance													
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 0.8em;"> ■ ACC 1st Week ■ ACC ■ Annual Leave ■ Bereavement Leave ■ Domestic Violence Leave ■ Night Shift ■ Rostered Time Off ■ Sick Leave ■ Statutory Holiday Observed ■ Statutory Holiday Worked ■ Time in Lieu ■ Unpaid Leave </div> <div> <input type="checkbox"/> Show Pay Period Confirmations </div> </div>													
Employee < >													
<div style="display: flex; align-items: center;"> <div style="font-size: 0.8em; margin-right: 10px;"> Andy Dwyer (1 Day = 8.00 hours) Assistant to Deputy Director </div> <div style="display: flex; gap: 5px;"> <div style="background-color: #e91e63; color: white; padding: 2px 5px; border-radius: 3px;">8.00</div> <div style="background-color: #e91e63; color: white; padding: 2px 5px; border-radius: 3px;">8.00</div> <div style="background-color: #e91e63; color: white; padding: 2px 5px; border-radius: 3px;">8.00</div> <div style="background-color: #e91e63; color: white; padding: 2px 5px; border-radius: 3px;">8.00</div> <div style="background-color: #e91e63; color: white; padding: 2px 5px; border-radius: 3px;">8.00</div> <div style="background-color: #2196f3; color: white; padding: 2px 5px; border-radius: 3px;">1 Day</div> <div style="background-color: #2196f3; color: white; padding: 2px 5px; border-radius: 3px;">1 Day</div> <div style="background-color: #e91e63; color: white; padding: 2px 5px; border-radius: 3px;">8.00</div> <div style="background-color: #e91e63; color: white; padding: 2px 5px; border-radius: 3px;">8.00</div> <div style="background-color: #e91e63; color: white; padding: 2px 5px; border-radius: 3px;">8.00</div> <div style="background-color: #e91e63; color: white; padding: 2px 5px; border-radius: 3px;">8.00</div> <div style="background-color: #e91e63; color: white; padding: 2px 5px; border-radius: 3px;">8.00</div> <div style="background-color: #2196f3; color: white; padding: 2px 5px; border-radius: 3px;">1 Day</div> <div style="background-color: #2196f3; color: white; padding: 2px 5px; border-radius: 3px;">1 Day</div> </div> </div>													
<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 24 Jan Mon 25 Jan Tue 26 Jan Wed 27 Jan Thu 28 Jan Fri 29 Jan Sat 30 Jan Sun 31 Jan Mon 1 Feb Tue 2 Feb Wed 3 Feb Thu 4 Feb Fri 5 Feb Sat 6 Feb Sun </div>													

Note: Timesheet entries are colour coded for easy identification

2. If you want to review the timesheet further, click on the applicable entry and that will take you to the actual timesheet
3. Hover on **Reports > Timesheet Report**
4. Select the date range > **GO**
5. Look at the **Checked and Approved** column (right-hand side). If the hours have been checked and approved, this will be indicated by a timestamp in the column:

Team Member	Date	Job	Activity Code	Activity	Row	# Unit's	Start Time	End Time	Unpaid Mins.	Total Hours	Actual Hourly Rate Paid	Unit Rate	Daily Bonus Threshold Units	Bonus Rates	Checked and Approved	Flagged	Notes
Andy Dwyer	Feb 03 2022	ID(83) Job - Boys B1Boysenberry B1Dec 10 2021	K-SUMPRUN	K-Summer Prunning		19,047619	02:00 PM	06:00 PM	0	4.0000	22.7880	0	0	0	approved by Timesmart Limited on Feb 03 2022 3:36 pm		

6. To filter the checked and approved timesheets to easily identify which ones haven't been checked and approved, update the **Order by** filter to **Checked and approved**. Next, update **ascending to descending > GO:**

Timesheet Report
[Bulk Timesheet Editor](#)
[Export](#)
[Print](#)

Team Member:

Date from:

Date to:

Job:

Job Code:

Activity:

Employee Type:

Location:

Order by:

descending

Exclude Unpaid Time

GO

7. Hover on **Reports > Unit Remuneration Report**
8. Select the date range > **GO**
9. Review the pay data for all employees
10. Hover on **Reports > Job Cost to Salary & Wages Paid Reconciliation**
11. Select the date range > **GO**
12. Scroll down to the bottom of the page and click **All:**

1 | 2 | 3 | **ALL** | Next ▶

viewing records : 1 to 50 of 125

13. Investigate any discrepancies in the **Variance** column (column Q). These will be highlighted in red:

Variance (Q)=(M- P)
-
-277.25

If there are discrepancies in the **Variance** column, follow the below steps:

- a. Locate the **Job ID** (in line with the red variance number). Take note of the figure(s):

Team Member (A)	Client Code (A1)	Job ID (B)	Activity Code (C)	Job Cost (D)	AL Taken Value (E)	SL Taken Value (F)	Actual Wages Paid (N)	Actual Salary Paid (O)	Actual Total Gross Paid (P)=(N+O)	Variance (Q)=(M-P)
Andy Dwyer (Per unit) Pay Period : Jan 31 2022 to Feb 06 2022										
	DEVBLOCK	52	FRUITTHIN	0.00	0.00	0.00	-	-	-	-
Total :				0.00	0.00	0.00	277.25	0.00	277.25	-277.25

- b. Click the **Job ID** (click all of them if there are multiple in that section). This will open the **Job Costing Report** in a new tab
- c. Compare the figure noted down above (e.g. -\$277.25) with the figure in the **WIP** column (e.g. \$182.30):

Activity Code	Team Member Name	Entry Comment	Date	Time	Number of Unit's	Unit Rate	Cost Based on Unit's	Unit Cost Per Hour	Non-Unit Hourly Rate	Remuneration Rate	Amount payable based on combination of units and hourly rate	Non-Unit Cost Based on Hourly Rate	Minimum Hourly Rate	Minimum Labour Cost	WIP
FRUITTHIN	Andy Dwyer		Feb 04 2022	8	0	0.0000	0.00	0.00	22.79	1	182.30	182.30	20.00	160.00	182.30
Totals :				8.0000	0.0000		0.00	0.00			182.30	182.30		160.00	182.30

- d. If the figure varies, select **All** in the **Team Member** field, then click **GO**:

Team Member	Activity Codes	Location	go
all	FRUITTHIN - Fruit Thinning	-- all --	

- e. Close the **Job Costing Report** tab and go back to the **Job Cost to Salary & Wages Paid Reconciliation** tab
- f. Refresh the **Job Cost to Salary & Wages Paid Reconciliation** tab - the **Variance** will be updated:

Team Member (A)	Client Code (A1)	Job ID (B)	Activity Code (C)	Job Cost (D)	AL Taken Value (E)	SL Taken Value (F)	Actual Wages Paid (N)	Actual Salary Paid (O)	Actual Total Gross Paid (P)=(N+O)	Variance (Q)=(M-P)
Andy Dwyer (Per unit) Pay Period : Jan 31 2022 to Feb 06 2022										
	DEVBLOCK	52	FRUITTHIN	182.30	0.00	0.00	-	-	-	-
Total :				182.30	0.00	0.00	182.30	0.00	182.30	0.00

- g. Repeat for all variances

- h. Scroll down to the bottom of the page and check the **Sub Total** of the **Variance** column. This should be nil (or very close to it due to rounding)
- i. If a variance is still arising, contact us on **0800 110 172** / support@agrismart.co.nz

14. You are now ready to run your pay