

Timesheet Overview Report

The Timesheet Overview Report is the place to go for all timesheet entries for all staff for all of time. There is a huge amount of information that can be raised if used correctly.

Enter your search criteria to produce results.

Timesheet Overview Report

Standard CSV export Send To All Employees Email CSV CSV Export Print

search type search activity code user location from to group by order data by

exact date -- any -- Timesmart Limited all Aug 28 2017 Sep 10 2017 date and code date ascending go

no data found matching your search

The screen shot above has been broken into 2 parts below and are explained individually.

Use exact date to search using specific dates...one week, one month, one year etc.

Use pay period to select the most recent "completed" pay period.

search type

exact date

exact date

pay period

Select just 1 code to search if required.

activity code

-- any --

-- any --

ACC

ACCSD

AL

BL

BR

GEN

GEN -F2

JS

Milking

RTO

SH

SH2

SL

TIL

UL

Pick a person, all people or a specific Pay frequency

user

Timesmart Limited

all

Imran Raza

Timesmart Limited

Mark Crarer

Bill Fletcher

Dami Rivista

David Maxwell

Gary Crane

George Kamp

[weekly paid employees]

[fortnightly paid employees]

[4 weekly paid employees]

[monthly paid employees]

Timesheet Overview Report

search type search activity code user location

exact date -- any -- Timesmart Limited all

no data found matching your search

Using Agrismart for more than one farming unit? Select a single farming unit here if required.

“Send to All Employees” is used when sending timesheets to the team via Agrismart messages. Firstly all timesheet entries need to display on the screen. Go to **Getting Started > Confirming Timesheet entries at the completion of a Pay period**

Once a selection has been made, simply click on

go

Standard CSV export Send To All Employees Email CSV CSV Export Print

from to group by order data by

Select a date range using these two date boxes and the calendars alongside.

group by

list all entries

code

date

order data by

activity code

Select the order of display, Oldest or newest from the top.

Examples of how the Timesheet Overview Report might be used:

1/ Display every Annual Leave entry for all staff for this season to date.

Timesheet Overview Report

Standard CSV export Send To All Employees Email CSV CSV Export

search type search activity code user location from to group by order data by

no data found matching your search

1/ Select Exact Time

2/Put AL into Activity Code box

3/Select ALL staff

4/Select the appropriate date range

5/Click on go

Dates annual leave was taken.
All days have firstly been entered through the Timesheets

10 is the contracted daily hours for Bill so
5 = a half day of Annual leave

for Bill Fletcher
for the period Jan 01 2017 to Sep 10 2017

Time

Date	Activity Code	Activity	Time
Jan 14 2017	AL	Annual Leave	10.0000
Jan 15 2017	AL	Annual Leave	10.0000
Feb 23 2017	AL	Annual Leave	10.0000
Mar 31 2017	AL	Annual Leave	10.0000
Apr 20 2017	AL	Annual Leave	10.0000
May 11 2017	AL	Annual Leave	10.0000
Jun 13 2017	AL	Annual Leave	5.0000
Jul 01 2017	AL	Annual Leave	10.0000
Jul 02 2017	AL	Annual Leave	10.0000
Jul 03 2017	AL	Annual Leave	10.0000
Jul 06 2017	AL	Annual Leave	10.0000

2/ Check your time-sheet entries for all staff for the most recent, completed pay period.

Timesheet Overview Report

Standard CSV export Send To All Employees Email CSV CSV Export

search type search activity code user location from to group by order data by

pay period AL all all Jan 01 2017 Sep 10 2017 date and code date ascending go

1/Select Pay Period which will bring up the most recent **completed** pay period for the entire team irrespective of whether pay periods differ from one member of the team to another.

2/Select the entire team with the option "All".

3/Click on go

Each of the team will have information sitting above the actual timesheets.
This is briefly explained below.

for Bill Fletcher	
for the period Aug 17 2017 to Aug 30 2017	
IRD number :	111-222-333
Employee code :	BF100
Tax code :	M
Remuneration type :	salary
Pay rate :	20.51
Standard average daily pay :	204.50
Start date :	Jun 01 2014
Employee KiwiSaver Contribution :	4%
Employer KiwiSaver Contribution :	3%
Other taxable benefits :	
Accommodation :	150/week
Meat, 1/2 beast and 2x lambs / annum :	
No. of weeks holiday entitlement :	4
Pay frequency :	fortnightly
Minimum wage :	15.75
Standard Salary for the Period :	2115.38
Salary amount this pay period* :	2115.38
Minimum pay this pay period :	2499.68
Salary top-up amount* :	384.30 (24.40 hours)
Wage amount this pay period :	3255.14
Bonus payment(s) :	<u>0.00</u>
Actual amount to be paid this pay period :	2499.68

Pay rate and Standard average daily pay are worked out by Agrismart. The data that creates these numbers is derived from the Team Manager area.

Details for IRD number, Tax code, Kiwi saver etc. are all entered in Team Manager area.

Bill has worked so many hours for the pay period that his hourly rate of pay has fallen below the Minimum wage by \$384.30 or 24.4 hours x \$15.75. This is a legally required top-up.

The date the timesheet entry was entered

The Activity Code and Activity description

Note RTO-Rostered Time Off, has a 0 value in Paid time column. Unpaid time and ACC-Paid by ACC will also show as having no value in this column.

Time										
Date	Activity Code	Activity	Time	Paid Time	Remuneration Rate	Actual Hourly Rate Paid	Labour Cost	Minimum Hourly Rate	Minimum Labour Cost	
Aug 17 2017	GEN	General Farm Work	12.0000	12.0000	1	20.51	246.12	15.75	189.00	
Aug 18 2017	GEN	General Farm Work	8.7500	8.7500	1	20.51	179.46	15.75	137.81	
Aug 19 2017	GEN	General Farm Work	9.0000	9.0000	1	20.51	184.59	15.75	141.75	
Aug 20 2017	GEN	General Farm Work	11.2500	11.2500	1	20.51	230.74	15.75	177.19	
Aug 21 2017	GEN	General Farm Work	13.7500	13.7500	1	20.51	282.01	15.75	216.56	
Aug 22 2017	RTO	Rostered Time off	10.0000	0.0000	0	0.00	0.00	0.00	0.00	
Aug 23 2017	GEN	General Farm Work	11.7500	11.7500	1	20.51	240.99	15.75	185.06	
Aug 24 2017	GEN	General Farm Work	13.5000	13.5000	1	20.51	276.89	15.75	212.63	
Aug 25 2017	GEN	General Farm Work	12.7500	12.7500	1	20.51	261.50	15.75	200.81	
Aug 26 2017	GEN	General Farm Work	14.6600	14.6600	1	20.51	300.68	15.75	230.90	
Aug 27 2017	GEN	General Farm Work	13.5500	13.5500	1	20.51	277.91	15.75	213.41	
Aug 28 2017	GEN	General Farm Work	13.0000	13.0000	1	20.51	266.63	15.75	204.75	
Aug 29 2017	GEN	General Farm Work	12.0000	12.0000	1	20.51	246.12	15.75	189.00	
Aug 30 2017	GEN	General Farm Work	12.7500	12.7500	1	20.51	261.50	15.75	200.81	
			168.7100	158.7100			3255.14		2498.68	

Total Hours put to timesheet for the period including unpaid time.

Total **PAID HOURS** for the period. Paid Time includes Annual and Sick leave.