


SETTING UP A PER UNIT RATE(S)

1. Click on *Setup*:



Rosters ▾ Tasks ▾ **Setup ▾** Logout

2. Open the *Users* tab:



Setup Payroll Manager Login As Others TimeSmart License Access Levels Dynamic Fields Team Manager

[show all](#) | [hide all](#) | [highlight important fields](#) | [simple setup](#)

- Company Information +
- General Setup +
- Clients +
- Jobs +
- Invoices and Statements +
- Users +**

3. Scroll down to the *Units* section:



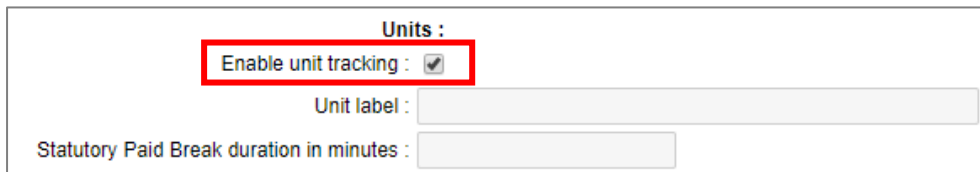
Units :

Enable unit tracking :

Unit label :

Statutory Paid Break duration in minutes :

4. Tick *Enable unit tracking*:




Units :

Enable unit tracking :

Unit label :

Statutory Paid Break duration in minutes :

5. Enter the applicable *Unit label* i.e. Milking:



Enable unit tracking :

Unit label : Milking

Statutory Paid Break duration in minutes :

6. If applicable, enter the *Statutory Paid Break duration in minutes*:



Enable unit tracking :

Unit label : Milking

Statutory Paid Break duration in minutes :

7. Scroll down to the bottom of the *Users* section and click *Save*:

The screenshot shows a settings form for the 'Users' section. The form includes several sections: 'Units' with 'Enable unit tracking' checked and 'Unit label' set to 'Milking'; 'Statutory Paid Break duration in minutes' with an empty input field; 'Team Viewer' with 'Time rounding' set to 'real time', 'Break Code' set to 'BR', and 'Break Terminology' set to 'Paid Break'; 'Enable Bulk Mode' checked; 'Enable Modify Time' checked with a note '(requires Bulk Mode enabled, also access level driven)'; 'Require Team Member Pin' checked with a note '(when pin set in team manager)'; 'Skip Clock In Pin' and 'Skip Clock Out Pin' both unchecked with notes '(when pin set in team manager)'; 'Leave Applications' with a dropdown menu set to 'never, I will add ...'; 'User Files' with an empty input field; and 'Default Categories' with an empty input field and a note '* one category per line'. At the bottom, there is a 'Teams' section with a '+ add team' link and a 'save' button highlighted with a red box.

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

The screenshot shows a navigation menu with several tabs: 'Jobs', 'Clients', 'Payments', 'Export', and 'Reports'. Below these tabs are three buttons: 'Add Job', 'Login As Others', and 'Time Sheet'. The 'Jobs' tab is active, and a dropdown menu is open, showing 'Job / Activity Codes' with a right-pointing arrow. The 'Add Job / Activity Code' button in this dropdown is highlighted with a red box.

9. Enter the *Code*:

The screenshot shows the 'Add Code' form. The 'Code' field is highlighted with a red box and contains the text 'AMM'. Below it is a 'Code Description' field with a text area. Other fields include 'Activity GL Code', 'Rate Per Milking', 'Chargeout Rate', 'Code Type' (set to 'billable'), 'Tax Rate' (with a '%' symbol), 'Use Setup Rate?' (checked), and 'Remuneration Rate' (set to '1'). A 'Save' button is located at the bottom right.

10. Enter the *Code Description*:

The screenshot shows the 'Add Code' form with the 'Code Description' field highlighted by a red box. The field now contains the text 'AM Milking'. The 'Code' field still contains 'AMM'. The 'Code Description' field has a green checkmark icon on the right side. The rest of the form, including the 'Save' button, remains the same as in the previous screenshot.

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

Add Code

Code: AMM

Code Description: AM Milking

Activity GL Code:

Rate Per Milking:

Chargeout Rate:

Code Type: billable

Tax Rate: %

Use Setup Rate?:

Remuneration Rate: 1

Save

12. Enter the *Rate Per Unit*:

Add Code

Code: AMM

Code Description: AM Milking

Activity GL Code:

Rate Per Milking: 65

Chargeout Rate:

Code Type: billable

Tax Rate: %

Use Setup Rate?:

Remuneration Rate: 1

Save

13. Enter the *Chargeout Rate* (optional):

Add Code

Code: AMM

Code Description: AM Milking

Activity GL Code:

Rate Per Milking: 65

Chargeout Rate:

Code Type: billable

Tax Rate: %

Use Setup Rate?:

Remuneration Rate: 1

Save

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

The screenshot shows the 'Add Code' form with the following fields: Code: AMM, Code Description: AM Milking, Activity GL Code, Rate Per Milking: 65, Chargeout Rate, Code Type: billable (dropdown menu is open showing options: billable, paid non billable, non billable, job code only, unpaid time), Tax Rate, Use Setup Rate?, and Remuneration Rate. A red box highlights the Code Type dropdown menu. A Save button is visible at the bottom right.

15. Click *Save*:

The screenshot shows the 'Add Code' form with the following fields: Code: AMM, Code Description: AM Milking, Activity GL Code, Rate Per Milking: 65, Chargeout Rate, Code Type: paid non billable, Tax Rate, Use Setup Rate? (checked), and Remuneration Rate: 1. A red box highlights the Save button at the bottom right.

16. When adding a timesheet in with the per unit code/rate, ensure you/your team select the correct *Activity Code*, record the hours, and also enter in the number of units. An example of how a timesheet entry should look is shown below:

The screenshot shows the 'Add Timesheet Entry' form with the following fields: Activity Code: AMM, Comment, Start Time: 4:30am, End Time: 7:30am, Unpaid Time (minutes), or Total Hours (day - half-day), and Milkings: 1. An add >> button is visible at the bottom right.