

TIMESHEETS AT A GLANCE

The Employer/Administrator is to keep an eye on the Timesheets at a Glance section on the Dashboard to ensure the times entered are accurate and the correct codes have been used.

Timesheets at a Glance is the go to place for managing timesheet entries and is found in the top section of your Dashboard:

The timesheet activity colour codes are shown along the top of the timesheets:

This will help you to identify which codes have been used by your employees.

Employee	27 Aug Mon	28 Aug Tue	29 Aug Wed	30 Aug Thu
Hank Ferris (1 Day = 10.00 hours)	10.00	10.00	4.50	8.67
Farm Manager	10.00	1.00	10.00	10.00
Waihou Farm	12.38	1.00	1 Day	1 Day
	12.38	1.00	4.50	10.00

The icon circled below will open up the Activity Report if clicked:

The Activity Report shows a breakdown of the time recorded:

Activity Report Print				
User : Abby Salary Date Range : Aug 17 2018 to Aug 30 2018				
Date	Activity	Start Time	End Time	Hours
Aug 27 2018	Annual Leave			10.0000
Aug 28 2018	Annual Leave			10.0000
Aug 29 2018	General Farm Work	08:00 AM	12:30 PM	4.5000
Aug 30 2018	General Farm Work	08:05 AM	04:45 PM	8.6667
Total :				33.1667

To view the most recent hours sent for confirmation as confirmed/non-confirmed hours, click the below icon (next to the activity colour codes):

Rostered Time Off
 Sick Leave
 Statutory Holiday Observed
 Statutory Holiday Worked
 Time in Lieu
 Unpaid Leave
 |
 Show Pay Period Confirmations

Show Pay Period Confirmations

Show More <input type="checkbox"/>		Pay Periods		<input type="checkbox"/> Confirmed <input type="checkbox"/> Non Confirmed	
> Latest					
4.50	8.67	>	Aug 15 2018 to Aug 28 2018		
29 Aug Wed	30 Aug Thu				
10.00	10.00	>	Jul 29 2018 to Aug 11 2018		
29 Aug Wed	30 Aug Thu				
1 Day	1 Day	>			
29 Aug Wed	30 Aug Thu				
4.50	10.00	>	Dec 07 2017 to Dec 20 2017		
29 Aug Wed	30 Aug Thu				
0	0	>	Mar 12 2018 to Mar 25 2018		
29 Aug Wed	30 Aug Thu				
4.50	0	>	Apr 12 2018 to Apr 25 2018		
29 Aug Wed	30 Aug Thu				

To navigate through past, current and future pay periods, click the arrows, as shown below:

The screenshot displays a payroll interface with a table of employee data. The table has columns for dates from 31 Aug to Today. Navigation arrows are present at the top and bottom of the table. Callouts point to these arrows with the following labels:

- Past - all users**: Points to the left arrow at the top of the table.
- Future - all users**: Points to the right arrow at the top of the table.
- Past - individual user**: Points to the left arrow at the bottom of the table.
- Future - individual user**: Points to the right arrow at the bottom of the table.

Employee	<	10.48 31 Aug Fri	0 1 Sep Sat	0 2 Sep Sun	0 3 Sep Mon	0 4 Sep Tue	0 5 Sep Wed	0 6 Sep Thu	0 7 Sep Fri	0 8 Sep Sat	0 9 Sep Sun	0 10 Sep Mon	0 11 Sep Tue	0 12 Sep Wed	0 Today Thu	>
Abby Salary (1 Day = 10.00 hours) Farm Assistant	<	10.48 31 Aug Fri	0 1 Sep Sat	0 2 Sep Sun	0 3 Sep Mon	0 4 Sep Tue	0 5 Sep Wed	0 6 Sep Thu	0 7 Sep Fri	0 8 Sep Sat	0 9 Sep Sun	0 10 Sep Mon	0 11 Sep Tue	0 12 Sep Wed	0 Today Thu	>
Amber Brown Relief Milker Equinox Farms	<	0 31 Aug Fri	0 1 Sep Sat	0 2 Sep Sun	0 3 Sep Mon	0 4 Sep Tue	0 5 Sep Wed	0 6 Sep Thu	0 7 Sep Fri	0 8 Sep Sat	0 9 Sep Sun	0 10 Sep Mon	0 11 Sep Tue	0 12 Sep Wed	0 Today Thu	>