Submit Timesheets

Timesheets · https://staging.proclock.com/help/kb/managers/manage-timesheets/submit-timesheets-2/

Overview

This document provides comprehensive guidance on using the "Submit Timesheets" page for exporting employee hours to a Payroll Processor. It covers all fields, options, and actions available to managers, including editing, adding, and deleting employee records, managing deductions, generating reports, and troubleshooting common issues.

Purpose and Key Functionalities

The "Submit Timesheets" feature enables managers to:

- Export calculated employee hours to a Payroll Processor.
- Review, edit, and manage employee payroll data before submission.
- Generate and print detailed payroll reports.
- Ensure accurate and timely payroll processing.

Accessing the "Submit Timesheets" Page

1. Navigate to the **Timesheet Summary** page.
2. Click the **"Submit Timesheet"** button to open the export interface.

Fields and Options Explained

Payroll Period Details

- **Payroll Date:**The date for which payroll is being processed.
- **Payroll Start Date:**The beginning of the payroll period.
- **Payroll End Date:**The end of the payroll period.
- **Employees Payroll Period:**Select the frequency: Weekly, Bi-Weekly, Semi-Monthly, or Monthly.

Employee Hours List

After entering the payroll period details, the system calculates and displays a list of employees with their respective hours for the selected period.

Actions Available

1. Edit Data for Selected Employee

- **How to Edit:**
  - Select an employee from the list.
  - Click the **Edit** button.
  - On the new screen, update hours and payment type as needed.
  - If changing payment type (e.g., to Overtime), delete the current entry and add the new data using the pay type number.
  - If the pay rate is set in the Employee Profile, it auto-fills; otherwise, enter it manually.
  - Click **Finish** to save changes.

2. Add a New Employee Record

- **How to Add:**
  - Click the **Add** button.

- Enter the new employee’s data for exporting.
- Save the entry.

3. Delete Data for Selected Employee

- **How to Delete:**
  - Select the employee from the list.
  - Click the **Delete** button to remove them from the export.

4. Manage Deductions

- **How to Edit Deductions:**
  - Select the employee.
  - Click the **Deductions** button.
  - Review and adjust deduction amounts as needed before final export.

Reports

- **Print List of Hours:**
  Generate a printable list showing calculated hours by type (Regular, Overtime, Double Time, etc.).
- **Payroll Totals Report:**
  Display and print payroll totals, grouped by hour types.

Payroll Processing

- **Final Submission:**
  - Review all data for accuracy.
  - Click the **Submit Your Timesheets** button.
  - The system compresses and sends the files to the Payroll Processor.
  - An email notification is sent to the Payroll Processor confirming the files are ready for import.

Common User Queries

Q: How do I correct an employee’s hours after exporting?

A: Use the Edit function to update hours before final submission. If already submitted, contact Payroll Processor for further steps.

Q: What if an employee’s pay rate is missing?

A: Enter the pay rate manually in the “Rate” field during editing. The system will calculate the gross pay automatically.

Q: Can I add a new employee who is not in the list?

A: No. New employees must be added on the Employees page.

Q: How do I handle special payment types (e.g., Overtime)?

A: Select the employee, click Edit, delete the current entry, and re-enter the hours using the correct Pay Type.

Troubleshooting

Issue: Employee Not Appearing in List

- **Solution:**
  - Ensure the employee is active in the system.
  - Confirm the payroll period includes the employee’s work dates.
  - Use the Add function if the employee needs to be included manually.

Issue: Incorrect Payroll Totals

- **Solution:**

- Double-check all entries for accuracy.
- Verify pay rates and hour types.
- Use the Edit function to correct any discrepancies.

Issue: Unable to Submit Timesheets

- **Solution:**
  - Ensure all required fields are completed.
  - Check for any error messages on the page.
  - Refresh the page and try again.
  - If the issue persists, contact your system administrator.

Issue: Deductions Not Updating

- **Solution:**
  - After editing deductions, ensure you click Save or Finish.
  - Reopen the Deductions screen to confirm changes were applied.