Using Timesheets in MYOB

Timesheets is a function in MYOB that can help track time employees are spending different activities each day and also to allocate that labour cost if you are using Jobs.

First Turn on Timesheets

- Turn on Timesheets function under the Setup menu, and then select Preferences.
 The Preference to use Timesheets is user the System tab.
- 🧭 File Edit Lists Command Centres Setup Reports Window Help Easy Setup Assistant Balances m Linked Accounts Accounts Banking Sa Preferences Customise Forms Payroll Categories Company Information **Business Calendar** Load Payroll Tax Tables Payroll Information Prep Elec<u>t</u>ronic Pay
- 2. Click the checkbox next to Use Timesheets and then Click the drop down arrow and select Payroll. Click the drop down arrow at My Week Starts on and choose which day of the week is the first day of your payroll starts on.

System	Windows	Reports & Forms	Banking	Sales	Purchases	Ingentory	Securit
Autom	natically Refresh	Lists when Inform	nation Changes				
Use	MYOB <u>R</u> etailMa	nager	- 1				
Use	Timeslips Accou	nting Link	· · · ·				
Deal	in Multiple Curre	encies (System-w	ride]				
	- and the - construction	and the second second second					
√ Warn	if Jobs Are Not A	ssigned to All Tra	insactions (Syste	n-wide]			
✔ Warn	if Jobs Are Not A on Category Trac	ssigned to All Tra king: Categories	ansactions (System are Not Requi	n-wide) ed 🔽 on	All Transactions [System-wide]	
♥ Warn Turn o Use	if Jobs Are Not A on Category Trac Degartments; if [ssigned to All Tra king: Categories Departments Are	ansactions [Syste are Not Requi	n-wide] ed 🔽 on I P&L Account:	All Transactions (Don't Warn	System-wide]	de]
♥ Warn □ Turn c □ I Use I □ For Til	if Jobs Are Not A on Category Trac Degartments; if I me <u>B</u> illing, Enter	ssigned to All Tra ging: Categories Departments Are Time in Special	insactions [Syste are Not Requi Not Assigned to 1 Minute Billin	n-wide) ed 🔽 on I P&L Account: g Units 🔽	All Transactions (S Don't Warn	System-wide]	de]
Warn Turn c I Use For Tit Rouge	if Jobs Are Not A on Category Trac Degartments; if I me <u>B</u> illing, Enter d Timer-Calculat	ssigned to All Tra ging: Categories Departments Are Time in Special ed time up to r	ansactions (System are Not Requi Not Assigned to A 1 Minute Billin next v	n-wide) ed v on Al P&L Account: g Units v 0 Minute	All Transactions (Don't Warn	System-wide]	de]
Warn Turn c I Use I For Tit Rouge	if Jobs Are Not A on Category Trac Degartments; if I me <u>B</u> illing, Enter d Timer-Calculat de Items on Tim	ssigned to All Tra ging: Categories Departments Are Time in Special ed time up to r e Billing Inyoices	nsactions (System are Not Requined to Assigned to Assigned to Assigned to Annue Billinnext	n-wide) ed v on II P&L Accounts Units v O Minute	All Transactions (\$ Don't Warn	System-wide]	de]
♥ Warn Turn o I Use I For Ti Rouge I Inclu ♥ I Use	if Jobs Are Not A on Category Trac Degartments; if I me <u>B</u> illing, Enter d Timer-Calculat de Items on Tim Ti <u>m</u> esheets for	ssigned to All Tra king: Categories Departments Are Time in Special ed time up to r e Billing Invoices Payroll	nsactions (Syste are Not Requi Not Assigned to A 1 Minute Billin next v	n-wide] ed v on II P&L Account: g Units v 0 Minute	All Transactions (\$ Don't Warn Increment	Bystem-wide]	de] tern-wide]

3. Click the Ok button to save the changes to your preferences

Enter Hours Worked Using Timesheets

When it is time for your next payroll you should use Timesheets to record the hours your hourly paid employees have worked.



For each employee you need to pay for the week complete a timesheet for them. You can split out their day across as many Payroll Categories and Jobs as you need, Just make sure that the total hours for each day add up to the amount of hours that employee is entitled to be paid for.

Job numbers are optional - if you don't use them in your business then that column can be left blank

Payroll Category	Job	Notes	M 16	T 17	W 18	T 19	F 20	\$ 21	\$ 22	Total Hours
Productive	0000		2.00	3.00	4.00			-	1	9.0
SFE Labour Jnproductive	0000		0.50	2.00	2.00			DICO		5.0
		\sim				K		1		
Display Start/Stop Time (Column	Total Hours	7.50	7.50	7.50					22.5
Copy From Previous	Clear Timesheet	New Timesheet								

Click the Ok button when you have entered in the relevant details for that employee.

Process Payroll Including employee timesheets

When you Process your Payroll will you now see the Timesheets you have entered listed for that pay period

Make sure you have a checkmark next to all the timesheets you need to process through for payment for this pay run. You can edit a timesheet by click the Arrow

Pay Period		0	~	
Process all employees paid:	Weekly 🔛	Auvanced Filte	ers	
Process individual employee:	1 0			
Payment Date:	26/04/2018			
Pay leave in advance:	5-			
Pay period start: 20/04/2018	Pay riod e	nd: 26/04/2018		
Deselect timesneets to remove from	navroll calculation			
	payron calculation			
Date Employee	Pay Basis	Weekly Hrs	Timesheet Hrs	
☑ Date Employee ☑ → 23/04/2018 Jones, Mary	Pay Basis Salary	Weekly Hrs 0.00	Timesheet Hrs 15.50	
☑ Date Employee ☑ 3 23/04/2018 Jones, Mary	Pay Basis Salary	Weekly Hrs 0.00	Timesheet Hrs 15.50	

Once you r happy that you have all the timesheets & the total hours are correct, click Next button to process your payroll as per usual.

Cheers,

Kerry Casanova, CPA



Exact Accounting © 2018