

E-Timesheet Leave Tracking Add-On

S Type of Earnings Maintenance (NSS) 2/17/2018

Type of Earning: C

Description: Comp Time

Display Name: Comp Time

Active

Type: Comp Time

Carry Over Limit: 0.00

Annual Limit: 0.00

Accept Cancel Delete

Functionality

Type of Earnings: Project Accounting – Setup. This where the user will setup any of the leave tracking needs. If the user has payroll module (UserDefined1, UserDefined2, UserDefined3), those drop in automatically. The user can then add any additional leave tracking categories.

If the user does not have Sage Payroll Module, they can setup any type or quantity of leave tracking categories as they need.

Both options allow the user to set up Comp Time Tracking.

Note: Leave Types created in Project Accounting – Setup, will not have benefit accrual schedules. That currently will still only exist with the Sage Payroll Leave tracking. Exception will Comp Time tracking.

Functionality

With Sage Payroll: The user will set up Earnings Codes in Sage Payroll, including Comp Time. Sage payroll has been modified to display any Type of Earnings created in Project Accounting – Setup, i.e. Comp Time.

Without Sage Payroll: The user will set up the earnings Codes in Project Accounting-Setup. Any number of Earnings Codes can be set up.

Comp Time Mode: This appears with or without Sage Payroll. It allows the user to set up Earnings for expensing and accruing Comp Time.

Comp Time Mode for Accrual: Will require an accrual account to be entered for tracking employee accrues comp time.

PAM Employee Maintenance

Employee No. JVP0001

Display Only Active Employees in

Last Name Pechiney First Name Joseph

1. Main 2. Default Settings 3. E - Timesheet 4. E - Expense Report 5. Assigned Earnings Cod 6. Assigned Tasks

Phone No. 7033932237

Title Supervisor

Supervisor

Supervisor

Location 0001 S2 Incorporated

Hire Date 4/15/2003

Employee Status Active

Pay Cycle Biweekly

Pay Method Salary Overtime Exempt

Autopay Hour: 80.00 Cycle Hrs

Pay Rate 1 1850.0000 Pay Rate 2 .000

Labor Period Group 0000000000 Main

Accept Cancel Delete

Functionality

If Non-Payroll Leave tracking is turned on, the PAM Employee Maintenance screen activates a Benefits button. This button, when clicked, will display all the leave options that have been set up. Sage Payroll users would not see the leave accrual options activated in Sage Payroll.

Benefit Accrual for JVP0001

Quick Row 0

Benefit Name	Hours Accrued	Carry Over	Hours Used
Comp Time	0.00	0.00	0.00

Ok Cancel

Functionality

When the Benefits button is clicked, it will display all the non-payroll module leave options, their balances accrued, carried over, and used. For leave options that are not Comp Time, and not set up and maintained in the Sage Payroll module, the user will need to maintain the accrual amounts, either manually or via import.

The Hours Used will be updated when labor posted, via the Labor Data Journal within Project Accounting-Labor. Hours accrued for Comp Time will also be updated when labor is posted via the Labor Data Journal.

