Time

User Guide

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Legal Declarations

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Overview

The Time landing page displays the entries for the current pay period. The pay period is based on the Default Week-Ending Day in the Signature TimeTrack Setup Options window. Users can select the previous or current pay period to enter their time. The default display is the current period.

If you are set up as a Power User in TimeTrack's Registered Users window, you can select an employee's name from the drop-down list to enter their time.

Time Mobile

The Time Entries list displays the following information:

- Pay Period
- The name of the person the timesheet is for
- By default, the time entries are displayed in the order they were entered. You have the option to display the time entries grouped by day by selecting the ellipsis located above the Submit button and then selecting By Day.
- Each entry displays:
    - Activity type icon (job, service, or unbilled)
    - Activity name
    - Job or Service Call number, if applicable
    - Cost Code
    - Pay Code
    - Shift Code, if enabled in Company Settings.
    - Date
    - Hours
    - Status: Open, Submitted, Error, or Processed
- Along the bottom of the window:
    - Total Regular Hours
    - Total Other Hours
    - Total Hours

Time Web

The timesheet grid displays the following information by activity:

- Activity
- Cost Code
- Pay Code
- Shift Code, if enabled in Company Settings.
- Time Entered for each day
- Total Time for the week

Also on the timesheet grid but at the bottom right:

- Total Regular Hours (by day)
- Total Other Hours (by day)
- Total Regular Hours for the timesheet
- Total Other Hours for the timesheet
- Total Hours for the timesheet

- If a time entry has an import error in the TimeTrack, the cell displays in red along with a tooltip that explains the error. For example, if a cost code is inactive for a job, the tooltip message will display this information. You can then edit or delete the time entry. See Working with Time Entries (page13).
- If a time entry appears as bold text, this indicates the time entry has not been submitted.

Icons and Indicators

The following icons and indicators display on the timesheet grid or on the time entry window. Some of the icons displayed are dependent on the status of the time entry. For example, in the Time Entry window, the Delete Note icon only displays if there has been a note added to the entry.

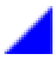
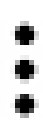
Image	Name/Description
	**Add Activity** (for the Time Mobile app or viewing the web on a device) Select to add an activity in the Time Mobile app. In the mobile app, the icon is displayed in the lower right corner.
	**Add Activity** (Time web) Select to add an activity in the Time web view. In the web view, this button is displayed above the time entry grid.
	**Note Indicator** Indicates that a note has been added to a time entry.
	**Refresh** Select to redisplay the timesheet.
	**Ellipsis** Select to view a context menu with various options.
	**Delete Time Entry** In the Time Entry window, select to delete the time entry. See Working with Time Entries (page13).
	**Add Note** In the Time Entry window, select to add a note. See Working with Notes (page17).
	**Delete Note** In the Time Entry window, select to delete the note. See Working with Notes (page17).
	• **View Note** In the Time Entry window, select to view or edit the note. See Working with Notes (page17). • **Note Indicator** (from the Time mobile app) Indicates the entry has a note.
	**Open** Indicates the time entry is still open. See Working with Time Entries (page13).

Image	Name/Description
	**Submitted** Indicates the time entry has been submitted. See Working with Time Entries[1].
	**Error** Indicates the time entry has at least one error. See Working with Time Entries[2].
	**Processed** Indicates the time entry has been processed. See Working with Time Entries[3].
	**Job Activity** Indicates a job activity.
	**Service Activity** Indicates a service activity.
	**Unbilled Activity** Indicates an unbilled activity.

1 http://wennsoft.atlassian.net/wiki/spaces/TIME/pages/31195682/Working+with+Time+Entries
2 http://wennsoft.atlassian.net/wiki/spaces/TIME/pages/31195682/Working+with+Time+Entries
3 http://wennsoft.atlassian.net/wiki/spaces/TIME/pages/31195682/Working+with+Time+Entries

User Profile

Use the User Profile window to view your department and position and perform any of the following:

- Setting Your Default Pay Code (page5)
- Setting Your Preferred Language (page5)
- Changing or Resetting Your Password (page5)
- Filtering Departments and Divisions (page6)

Setting Your Default Pay Code

If your company has a company pay code set up, the user pay code set up in this window will be used. See Setting a Default Labor Pay Code (page9).

1. In Time, access the User Profile window by selecting the **User Profile** dropdown in the left navigation or by selecting your name in the top right corner.
2. Select **User Profile**.
3. Select the pay code from the **Default Labor Pay Code** drop-down to set the pay code that will default into the Time Entry window.
4. Select *Save* to save the default labor pay code.

Setting Your Preferred Language

You can set your preferred language to display in Time.

To set your preferred language:

1. In Time, access the User Profile window by selecting the **User Profile** dropdown in the left navigation or by selecting your name in the top right corner.
2. Select **User Profile**.
3. From the **Preferred Language** drop-down, select the English or Spanish. The default value is English.
4. Select *Save*.

Please note that the following will not be translated:

- Data that is saved to the database will not be translated. For example, notes you have entered in Spanish will not be translated to English when imported into Signature.
- The product names of Signature and Time.
- Help Documentation.

Changing or Resetting Your Password

Change Your Password

You can change your password either by resetting your password on the login window or you can change your password when you are logged into Time.

The password criterion consists of the following:

- Must be at least 8 characters.

- Contain at least 1 special character.
- Contain at least 1 uppercase letter.
- Contain at least 1 lowercase letter.
- Contain at least 1 number.

To change your password:

1. When logged into Time, access the Change Password in one of the following methods:
    - Select your name in the top right corner.
    - Select User Profile in the left navigation.
    - From the mobile app, select the top ellipsis and then select your name.
2. Select Change Password.
3. Enter the following information:
    - **Current Password**: Enter the password that you are currently using.
    - **New Password**: Enter the new password.
    - **Confirm Password**: Enter the new password again.
4. Select *Update password*.

Reset Your Password

If you have forgotten your password, you can initiate the password reset from the login window by selecting **Reset your password**. A message with a reset hyperlink is sent to your email address.

Filtering Departments and Divisions

Filtering Employees by Department

Managers and Approvers can select one or more employee departments to filter the employees displayed on the Time Entry and Approvals windows. If no departments are selected, all employees assigned to you will be displayed. Please note that if you are not a Manager or Approver, this field will appear as a text box only.

> These filtering options are only available if you have Schedule 2024 (or higher) installed.

To filter employees by department:

1. In Time, access the User Profile window by selecting the **User Profile** dropdown in the left navigation or by selecting your name in the top right corner.
2. Select **User Profile**.
3. From the **Default Departments Filtering** drop-down, select one or more employee departments to filter the employees displayed on the Time Entry and Approvals windows. If no departments are selected, all employees assigned to you will be displayed. Please note that if you are not a Manager or Approver, this field will appear as a text box only.
4. Select *Save*.

Filtering Jobs by Division

You can filter jobs by division display in the Job list when creating job activities. If no divisions are selected, then all jobs are displayed.

To set up a job division filter:

1. In Time, access the User Profile window by selecting the **User Profile** dropdown in the left navigation or by selecting your name in the top right corner.
2. Select **User Profile**.
3. From the **Default Job Division Filters** dropdown, select one or more divisions to filter the jobs by.
4. Select *Save*.

Filtering Service Calls by Division

You can filter service calls by division display in the Service Call list when creating service activities. If no divisions are selected, then all service calls are displayed.

To set up a service division filter:

1. In Time, access the User Profile window by selecting the **User Profile** dropdown in the left navigation or by selecting your name in the top right corner.
2. Select **User Profile**.
3. From the **Default Job Division Filters** dropdown, select one or more divisions to filter the jobs by.
4. Select *Save*.

Signing In/Out

Sign in to Time

1. Access Time from the Welcome email, your bookmarked URL, or the mobile app.
2. Enter your username and password.
3. Click *Sign In*.

Sign out of Time

1. When logged into Time, select your name in the top right corner or, if you are using the Time mobile app, select the top ellipsis and then select your name.
2. Select *Sign Out*.

Changing Companies

Time remembers the last company you were signed into, however, you may need to change companies.

To change the company:

1. Sign in to Time.
2. Select the company name that is displayed in the top right corner.
3. In the list that displays, select a different company. If only one company is displayed in the list, that is the only company that you can enter time for.

Administration

The Time Applications Settings window is accessible by users assigned to the WSTT POWERUSER* or the POWERUSER security role. This user must also be set up in the TimeTrack Registered Users window. Access the Time Applications Settings window in Time by selecting Administration > Settings.

Settings

Enabling Manager Approval

The Manager Approval feature allows managers or supervisors to approve employees' timesheet entries before importing the timesheets into TimeTrack. If manager approval is required, timesheet entries will not be committed until they have been approved. See Working with Manager Approval (page18).

To enable Manager Approval:

1. In Time, select **Administration**.
2. Select **Settings**.
3. Under Company Settings, select the **Require Manager Approval** toggle.
4. When turned on, **Manager Approval** is available in the left navigation.
5. Select *Save*.

Using Shift Codes

Shift codes are set up in Signature. The Signature Shift Codes feature is an extension of the Microsoft Dynamics GP feature that allows you to add an additional pay amount to an hourly wage, as an incentive for employees to work outside the regular day shift, such as second shift or third (graveyard) shift. When entering a payroll transaction, the shift premium will default automatically based on the shift code that is assigned to the employee's pay code. Depending on what application you are using to enter labor transactions, the shift code can be edited per transaction. For more information, see Setting up Shift Codes for Shift Premiums[4] in the Signature documentation.

IMPORTANT:
If you have Shift Codes set up in Signature, the following considerations need to be made when the time transactions are imported into TimeTrack:

- If *Use Shift Codes* **is not** enabled in Time, the shift codes will be added during the import to TimeTrack
- If *Use Shift Codes* **is** enabled in Time, if the Shift Code field is cleared in the Time Entry window in Time, the shift code is added back during the import to TimeTrack

The transactions can be edited in TimeTrack to remove the shift codes before committing the transactions to Payroll.

4 https://wennsoft.atlassian.net/wiki/spaces/1806b08/pages/8161339/Setting+up+Shift+Codes+for+Shift+Premiums

To enable shift codes in Time:

1. In Time, select **Administration**.
2. Select **Settings**.
3. Under Company Settings, select the **Use Shift Codes** toggle.
4. When turned on, the Shift Code field is visible in the Time Entry and Manager Approval windows.
5. Select *Save*.

Setting a Default Labor Pay Code

Select a company default labor pay code that will autopopulate for your employees. If the employee does not have the pay code assigned to them or if they need a different pay code, they can select the pay code when creating the time entry.

> If an employee sets up their default pay code in their User Profile (page5), that pay code will be used when the employee enters time. If the employee does not set up their default pay code, then the pay code set up in Company Settings will be used.

To set the default pay code:

1. In Time, select **Administration**.
2. Select **Settings**.
3. Under Company Settings, select the **Default Labor Pay Code** drop-down.
4. Select *Save*.

Enabling Reminders

Set up reminders for your employees and, if you are using Manager Approval, for the approvers. Specify the day and time that the reminders are sent. Reminders are sent to the users' email addresses and are sent to everyone, regardless of their time entry/approval status.

Employee Reminders

To set up the employee reminder:

1. In Time, select **Administration**.
2. Select **Settings**.
3. For the **Employee Reminder**, select the day the reminder will be sent. When set to OFF, no reminders will be sent.
4. Select the **Employee Reminder Time**.
5. Select the *Save* button at the top of the window.

Approver Reminders

This option is available if Manager Approval is enabled. When enabled all approvers set up for the employee will receive a reminder to approve time sheets.

To set up the approver reminder:

1. In Time, select **Administration**.
2. Select **Settings**.

3. For the **Approver Reminder**, select the day the reminder will be sent. When set to OFF, no reminders will be sent.
4. Select the **Approver Reminder Time**.
5. Select the *Save* button at the top of the window.

Using a Submit Acknowledgement

If your company requires employees to acknowledge that their time entry is accurate, you can enable the Use Acknowledgement feature and enter the statement in the Time Settings window. With Use Acknowledgement enabled, when an employee selects the Submit Time button, the statement displays in a pop-up window and the employee can select Yes or No. If they select Yes, the timesheet is submitted. If they select No, they are returned to the Time Entries list and the timesheet is not submitted.

To enable the Acknowledgement in Time:

1. In Time, select **Administration**.
2. Select **Settings**.
3. Under Company Settings, select the **Use Acknowledgement** toggle.
4. In the Acknowledgement Message text window, enter your company's acknowledgement statement.
   You can use any of the rich text buttons to change the font size, font, font styles, alignment, font color, and background color.
5. Select *Save* in the Time Settings window.

Setting up Admin Notifications

Enter the email address(es) for anyone who should receive administration emails regarding Time including when the Registered User Count increases or decreases.

1. In Time, select **Administration**.
2. Select **Settings**.
3. Under Company Settings, in the Admin Email Notifications section, select the **+** sign to open a field to enter an email address.
4. Select the *Save* icon.

Viewing Signature Integration Settings

The **Default Week Ending Day** displays the weekday selected in the TimeTrack Setup Options window.

Enabling Time In/Time Out

The Time In/Time Out feature sets the Time app to have employees time into a time entry and then time out to create the time entry. When enabled, employees no longer enter a number for their time.

Employees can edit their time in and time out entries. If you use Manager Approval, managers can also edit the time in and time out entries. To prevent the editing of time in and time out entries, you can enable the Lock Time In/Time Out Entries toggle.

To enable Time In/Time Out:

1. In Time, select **Administration**.
2. Select **Settings**.
3. Under Company Settings, select the **Use Time In/Time Out** toggle.

4. If you do not want the time in and time out entries to be editable, enable the **Lock Time In/Time Out Entries** toggle. Note that with this enabled, if you use Manager Approval, managers can't edit these values for their employees.

Viewing WennSoft Settings

Registered User Count

Displays the number of registered users. When the Registered User Count increases or decreases, an email notification is sent to the email address(es) set up under **Admin Email Notifications**.

> This setting is controlled by WennSoft. Enforcement of this count takes place within the integration sync when creating employees in Time.

Assigned User Count

Displays the number of assigned users.

Assigning Additional Timesheet Approvers

Use the Approver Setup window to assign additional people who can approve timesheets for an employee. Only Time administrators have access to the Approver Setup window. This setup window is available when the Enabling Manager Approval (page8) is turned on in Company Settings. See Working with Manager Approval (page18) for more information about using Manager Approval.

The approver must be a TimeTrack user and *at least one of the following*:

- Assigned to manage other employees in the TimeTrack Registered Users window.
- Set up as a Payroll Admin.
- Set up as a Time Admin.

Columns information:

- **Available Approvers**: Shows a list of people who can be assigned as an approver. Available people are displayed with a red bar.
  Note: A user cannot be set up to approve their own time. If the selected employee is a manager (or Payroll or Time Admin), their name will not display in the Available Approvers list.
- **Assigned Approvers**: Shows a list of people who can approve the employee's time card.
  - The employee's manager displays with a green bar. This manager cannot be moved from the Assigned Approvers column.
  - Assigned approvers are displayed with a blue bar. These approvers can be unassigned by moving them to the Available Approvers column.

To assign/unassign an approver:

1. In Time, select **Administration**.
2. Select **Approver Setup**.
3. Click the **Employee** drop-down and select the employee.
4. In the **Available Approvers** column, select the vertical button to the right of the person's name.
5. Drag the approver to the **Assigned Approvers** column.

6. Unassigning the approvers works in the same manner. You will need to drag the approver back to the Available Approvers column.

Licensing

Use the Licensing window to set up your employees to sign in and/or use Time. The window shows the Registration Count (number of licenses available) and Assigned Count * (users with Enable Time Card * checkbox marked). The asterisk for both labels indicates their relationship. This setup window is only accessible from the web version of Time.

Filtering Data

You can use the column header lookups or drop-downs for one or more columns to select data to filter by.

- Under each column header, enter or select the filter data. The Login Access and Enable Time Cards columns can be filtered to display only marked or unmarked check boxes.
- You can clear any filter by removing the text in the column search field.
- The filtered information displays dynamically as the filters are added/removed. If no records match the filters, the message "No data" displays.

To set up the employee for Time:

1. In Time, select **Administration**.
2. Select **Licensing**.
3. The Licensing table displays the following information. You can sort, filter, or search within the column header.
   - **Full Name**: The employee's full name.
   - **Enable Time Cards**: When marked, the time card for the employee can be entered. The number of employees with Enable Time Cards marked is displayed in the Assigned Count at the top of the window. The number of employees with time cards enabled cannot exceed the number of registered licenses.
     - If Login Access is not marked, the time card will need to be entered by their manager.
     - If you receive a message that marking an employee will exceed your maximum number of users, you will need to unmark another user or contact WennSoft to add a registered user.
   - **Login Access**: When marked, the employee can sign into Time. Marking this check box will automatically send the "Welcome" email with their login information when you select the Save icon. (This email is generated every time you mark the check box and select Save.) The Welcome Aboard email messages will be sent from noreply@wennsoft.com[5]. Please advise your IT department so that your mail server doesn't block these emails.
   - **Email Address**: The employee's email address.
   - **Manager Name**: The manager assigned to the employee in TimeTrack's Registered Users window.
   - **Department**: The department the employee is assigned to.
   - **Position**: The employee's position.
4. Select the *Edit* icon to the right of the employee.
5. Mark the **Login Access** and/or **Enable Time Cards** checkboxes.
6. Select the *Save* icon.

5 mailto:noreply@wennsoft.com

Working with Time Entries

Create a Time Entry

Use the Time Entry window to add new entries to the time sheet for the current or previous work week. The TimeTrack Setup Option for the Default Week Ending Day determines the work week. If Use Time In/Time Out is enabled in Settings, the Time In and Time Out fields are visible. See Icons and Indicators (page3) for icon images.

- When selecting the activity name, cost code, and/or pay code for the time entry, the full name may not be visible. Once you save the row, the data is displayed.
- The hours entered display as bold text if the time entry is still open. Once you have submitted the time, the hours display in regular text.

- Creating a Time Entry with Hours (page13)
- Creating a Time Entry Using Time In/Out (page14)

Creating a Time Entry with Hours

To create a time entry:

1. On the timesheet, you can add a time entry with the following options:
    - Select *Add Activity*.
        - If you use the web version, the Add Activity button is at the top right of the time entries grid.
        - If you use the Time mobile app, the Add Activity button is in the lower right corner.
    - To add a time entry for an existing activity on the timesheet, select the ellipses icon and then select *Add Time*.
2. Select from the following activity types:
    - **Job Activity**
    - **Service Activity**
    - **Unbilled Activity**
3. Select the day you are entering the time for. This defaults to the current day of the week.
4. Select the **job, service call,** or **unbilled activity**. The label that is displayed is dependent on the type of activity selected.
5. Select the **Cost Code**. (Required for job and service activities)
   When the activity is a:
    - Job Activity: The cost code list is populated after you select the job. If only one job cost code exists, that cost code auto-populates in the field.
    - Service Activity: the description is shown in the field.
6. Select the **Pay Code**. (Required) Pay codes are sorted by pay code type and then alphabetically. The lookup will be populated with pay codes for the selected employee. If only one pay code exists, that pay code will be defaulted in the lookup.
7. Select the **Shift Code**, if needed. (This field displays if Shift Codes are enabled in Company Settings.)
8. Enter the **Hours**. (Required)
    - Hours must be between -24 and 24
    - Hours may be any decimal. When entering less than an hour, you may need to enter a zero before adding the decimal. (So for 30 minutes, type “0.5”.
9. Select **Save Options** and choose from one of the following:
    - **Save**: Saves the transaction for the selected day.

- The Time Entry window remains open and the **Add Note** icon now displays to the right of the time entry. You can edit the current time entry or choose a different day to add a time entry with the same selections. See Working with Notes (page17).
- Any changes made for the same day will edit the saved transaction.

- **Save & New**: Saves the current transaction and clears the Time Entry window so that you can enter a new transaction for the same activity type (unbilled, service, or job) for the current day or a different day.
- **Save & Close**: Saves the transaction and closes the Time Entry window.

Creating a Time Entry Using Time In/Out

You can use the Time In/Out feature to time into an activity and then time out when you are done. The hours are calculated for you. The Time In and Time Out fields are visible if Use Time In/Out is enabled in Time Settings. The Time In and Time Out values are editable depending on your company's settings.

1. On the timesheet, you can add a time entry with the following options:
   - Select *Add Activity*.
     - If you use the web version, the Add Activity button is at the top right of the time entries grid.
     - If you use the Time mobile app, the Add Activity button is in the lower right corner.
   - For an existing activity on the timesheet, on the current day, select the ellipses icon and then click *Time In New Entry*. You can only be timed into one activity.
2. Select from the following activity types:
   - **Job Activity**
   - **Service Activity**
   - **Unbilled Activity**
3. Select the day you are entering the time for. This defaults to the current day of the week.
4. Select the **job, service call,** or **unbilled activity**. The label that is displayed is dependent on the type of activity selected.
5. Select the **Cost Code**. (Required for job and service activities)
   When the activity is a:
   - Job Activity: The cost code list is populated after you select the job. If only one job cost code exists, that cost code auto-populates in the field.
   - Service Activity: the description is shown in the field.
6. Select the **Pay Code**. (Required) Pay codes are sorted by pay code type and then alphabetically. The lookup will be populated with pay codes for the selected employee. If only one pay code exists, that pay code will be defaulted in the lookup.
7. Select the **Shift Code**, if needed. (This field displays if Shift Codes are enabled in Company Settings.)
8. Select the **Time In** icon to start the time in. You can also select the calendar icon to choose a start time. After you time in, a spinning green hourglass is displayed by the Hours field and on the timesheet.
   - You can only time in for the current day. Timing in to a future date is not available.
   - On the timesheet, if there is an existing activity, you can time in for the current day by selecting the ellipses and then selecting **Time In New Entry**. The Time Entry window opens and the activity details automatically populate. You can change the information in this window before saving.
9. When you are ready to time out, you can do any of the following:
   - Select the **Time Out** icon to stop the clock to time out. You can also select the calendar icon to choose an end time.
   - On the timesheet, select the ellipsis next to the entry and then click *Time Out*.
   - If you are using the Time mobile app, select the entry and then click *Time Out*.
   - **Note**: Two time entries are created if your time out is in the next pay period. The activity, cost code, pay code, and shift codes will be the same for each transaction. You will need to verify that the values are correct.
10. Enter the **Hours**. (Required). The hours will automatically populate in this field when you Time Out but you can edit this value. The Time Out time will update based on the edited value.

- Hours must be between -24 and 24
- Hours may be any decimal. When entering less than an hour, you may need to enter a zero before adding the decimal. (So for 30 minutes, type “0.5”.

11. Select **Save Options** and choose from one of the following:
    - **Save**: Saves the transaction for the selected day.
        - The Time Entry window remains open and the **Add Note** icon now displays to the right of the time entry. You can edit the current time entry or choose a different day to add a time entry with the same selections. See Working with Notes (page17).
        - Any changes made for the same day will edit the saved transaction.
    - **Save & New**: Saves the current transaction and clears the Time Entry window so that you can enter a new transaction for the same activity type (unbilled, service, or job) for the current day or a different day.
    - **Save & Close**: Saves the transaction and closes the Time Entry window.

Edit a Time Entry

A time entry can be edited if the timesheet has not been submitted. You may find that a time entry has an import error in the TimeTrack, the cell displays red along with a tooltip that explains the error. For example, if a cost code is inactive for a job, the tooltip message will display this information. You can then edit or delete the time entry. You can also add, view, or delete notes. See Working with Notes (page17).

When editing a time entry on the same day that has multiple hour entries(for example, 1 hour, 2 hours, and 5 hours), after you select to edit the entry from the timesheet, an edit window displays so that you can select to edit the specific hour entry.

Notes:

- When selecting the activity name, cost code, and/or pay code for the time entry, the full name may not be visible. Once you save the row, the data will display.
- The hours entered display as bold text if the time entry is still open. Once you have submitted the time, the hours display in regular text.
- When editing a time entry with multiple hour entries for the day, a new time entry row may be created on the timesheet if you have edited any field other than the Hours field.

To edit a time entry:

1. On the Time Entry window, select the time entry ellipsis next to the entry to edit or, if you are using the Time mobile app, select the entry to edit.
2. Select **Edit Time**.
    - If there are multiple hour entries for the time entry, in the Time Entries for <day, date> window, select the pencil icon to the right of the hour entry you need to edit. (You can also add a time entry by selecting the + button and delete an entry in this window by selecting the trash can icon.)
    - If there is a single entry for the day, the edit window displays.
3. In the Time Entry window, make your edits.
4. The delete icon will display when the status is Open/Rejected/Error.
5. Select **Save Options** and choose from one of the following:
    - **Save**: Saves the transaction for the selected day.
        - The Time Entry window remains open and the **Add Note** icon now displays to the right of the time entry. You can edit the current time entry or you can select a different day to add a time entry with the same selections. See Working with Notes[6].
        - Any changes made for the same day will edit the saved transaction.

6 https://wennsoft.atlassian.net/wiki/spaces/TIME/pages/43614581

- **Save & New**: Saves the current transaction and then clears the Time Entry window so that you can enter a new transaction for the same activity type (unbilled, service, or job) for the current day or a different day.
- **Save & Close**: Saves the transaction and closes the Time Entry window.

Delete a Time Entry

A time entry can be deleted if the timesheet has not been submitted. If a time entry has an import error in the TimeTrack, the cell displays as red along with a tooltip that explains the error. For example, if a cost code is inactive for a job, the tooltip message will display this information. You can then edit or delete the time entry.

The hours entered display as bold text if the time entry is still open. Once you have submitted the time, the hours display in regular text.

To delete a time entry:

1. You can delete an unsubmitted time entry in one of the following ways:
    - On the web, from the time entry ellipsis or from the Time mobile app, select the time entry:
        - Select **Delete Time/Entry**.
        - Select **Edit Time/Entry**, and in the Time Entry window, select the *Delete Entry* icon.
2. Select *Yes* to delete the time entry.

Copy the Previous Timesheet

You can copy the previous timesheet into the current timesheet if you do not have any entries in the current timesheet and the previous timesheet has a status of Submitted, Approved, or Processed. When you copy a timesheet, Time copies all activities, cost codes, pay codes, shift codes, hours, and notes. Note that open, error, or rejected time entries do not copy to the current timesheet.

The hours entered display as bold text if the time entry is still open. Once you have submitted the time, the hours are displayed in regular text.

To copy the previous timesheet entries:

1. On the Time Entries window, select *Add Activity*.
2. Select **Copy Timesheet**.
3. In the confirmation window, select *Yes*.
4. You can edit the timesheet if needed.

Submit the Timesheet

After you have entered your time for the pay period, you will need to submit your timesheet. After you select the Submit Time button, you will need to verify that the number of transactions you submit is correct. Depending on your company's settings, the Submit Time Entries window may also include an acknowledgment message.

To submit your timesheet:

1. In Time, select *Submit Time*.
2. In the Submit Time Entries window, select *Yes* to acknowledge the number of entries and the message, if displayed, and submit your timesheet.
   If you select *No*, you will return to the Time Entries list and your time has not been submitted.

- The hours entered display as bold text if the time entry is still open. Once you have submitted the time, the hours display in regular text.
- After you have submitted your timesheet, you can add time to the entry by selecting the ellipsis for the entry and then selecting **Add Time**.

Working with Notes

A note can be added to a time entry once the entry has been saved. When synced with TimeTrack, If the note is longer than 50 characters, the first 50 characters are displayed in the Description field and the entire text is also added to the Notes field. If the note is 50 characters or less, the note text is only added to the Description field and no note will be created. See Icons and Indicators (page3) for icon images.

Add a Note

A time entry note can be added if the time entry has not been submitted.

1. You can add a note:
    - From the Time Entry window after you select **Save Options** and then **Save**.
    - You can add a note to a time entry in one of the following methods:
      On the web, from the time entry ellipsis or, in the Time mobile app, select the time entry.
        - Select **Add Note**.
        - Select **Edit Time/Entry**, and in the Time Entry window, click the *Add Note* icon.
2. Enter the note text.
3. Select the *Save* icon.
4. If a time entry has a note attached, an indicator is displayed in the transaction.
    - On the web version, a blue triangle indicator icon displays.
    - In the Time mobile app, a filled note icon displays.

Edit a Note

A time entry note can be edited if the time entry has not been submitted.

1. You can edit a time entry note in one of the following methods:
   On the web, from the time entry ellipsis or, from the Time mobile app, select the time entry.
    - Select **Edit Note**.
    - Select **Edit Time/Entry**, and in the Time Entry window, click the *View Note* icon.
2. Edit the note text.
3. Select the *Save* icon.

Viewing a Note

You can view a time entry note in one of the following methods from the time entry ellipsis.

Submitted Time Entry

1. You can view a note on the web, from the time entry ellipsis, or in the Time mobile app, select the time entry.
2. Select **View Note**.

3. Select Close to close the note window.

Unsubmitted Time Entry

1. You can view a note for an unsubmitted time entry in one of the following ways:
   On the web, from the time entry ellipsis, or from the Time mobile app, select the time entry:
   - Select **View Note**.
   - Select **Edit Note**, and in the time entry window, select the *View Note* icon.
2. You can edit the note if needed. Select *Save* or *Cancel* to close the window.

Delete a Note

A time entry note can be deleted if the time entry has not been submitted.

1. You can edit a time entry note in one of the following methods.
   From the vertical ellipsis for the time entry or, from the mobile app, select the time entry:
   - Select **Delete Note**.
   - Select **Edit Time/Entry**, and in the Time Entry window, click the *Delete Note* icon.
2. Select *Yes* in the confirmation window.
3. Select the *Save* icon.

Working with Manager Approval

The Manager Approval feature allows managers or supervisors to approve employees' timesheet entries before importing the timesheets into TimeTrack. If manager approval is required, timesheet entries will not be committed until they have been approved. If you need to assign an additional manager or a delegate to approve timesheets, you can do so in the Manager Setup window. See Assigning Additional Timesheet Approvers (page11). This feature is enabled in Time Settings, see Enabling Manager Approval (page8).

> **IMPORTANT**: Employees who are not assigned a manager in TimeTrack will be able to submit a timesheet that is automatically approved.

The Manager Approvals landing page displays the following information:

- Employee Name
- Period
- Regular Hours
- Other Hours
- Total Hours
- Status

Approving Timesheets

The Manager Approval Summary landing page displays the time sheets with a Submitted status.

The table displays the following information by employee and by period:

- Employee Name - Pay PeriodDates
- Activity
- Cost Code

- Pay Code
- Shift Code, if enabled in Company Settings (page8).
- Hours
- Date
- Hours
- Notes
    - **Submitted**: The timesheet status displays as Submitted when the timesheet is submitted.
    - **Rejected**: If any time entry has been rejected, the timesheet status displays as Rejected.

When approving/rejecting individual entries in a timesheet, you may notice that the regular, other, and total hours are updating automatically on the Manager Approvals landing page.

Icons on This Window

Icon	Description
	**Approve** Select to approve the time entry.
	**Reject** Select to reject the time entry.
	**Refresh** Select to refresh the Manager Approval Summary window.
	**Edit** Select to edit the employee’s timesheet.

Approving a Timesheet

To approve an employee’s timesheet:

1. In Time, select **Manager Approval**.
2. Select the hyperlinked period for an employee.
3. The Time Entries window displays the entries that the employee has submitted for their timesheet, including:
    - Activity
    - Cost Code
    - Pay Code
    - Shift Code, if enabled.
    - Hours
    - Date
    - Notes
4. You have the option to approve all entries on the timesheet or you can approve/reject per entry:
    - **Approve All**: When you select to approve all the time entries for the timesheet, the status is updated to Approved.

- **Approve** an individual time entry: The timesheet on the landing page updates to display only the hours still needing to be approved. The timesheet status does not update until all entries are approved.
- **Reject** an individual entry: When rejecting a time entry, you are required to enter a Reject Reason in the Reject Time Entry window. Select **Save**.

5. Select **Close** to close the window.

Editing an Employee Timesheet

A manager can edit a time entry on the employee's timesheet. The activity type (job, service, or unbilled) cannot be changed. The edited entry will need to be approved in the time entries list for the employee.

To edit an employee's time entry:

1. In Time, select **Manager Approval**.
2. Select the hyperlinked period for an employee.
3. In the Time Entries for the employee window, select the pencil icon to the right of the time entry.
4. In the Edit Time Entry window, edit any of the following:
    - Day/Date
    - Activity Name
    - Pay Code
    - Shift Code, if enabled
    - Hours
    - Note
5. Select *Save*.

Import the Time App Timesheet Transactions List

Your Payroll administrator will need to import the Time App timesheet transactions list. In the TimeTrack Import Time window, the system will automatically load the available transactions that are currently in WennSoft Core (cloud). These transactions are not in TimeTrack until after you have imported them.

> The Period Start is the day after the Default Week Ending Day that is set up in TimeTrack Setup Options.

The TimeTrack Import Time window shows the following information, grouped by employee:

- **Transaction Date**: This is the time entry date.
- **Activity**: The job/service call ID and description.
- **Cost Code**: The cost code associated with the job or service call.
- **Pay Code**: The pay code associated with the job, service call, or unbilled activity.
- **Hours**: The hours entered for the activity.
- **Department**: The department the employee is assigned to.
- **Position**: The employee's position.
- **Status**: The status of the transaction.
- **Status Comment**: If the status displays Error, the error message is shown.

Importing Time Transactions

To review and import Time transactions:

1. In Microsoft Dynamics GP, go to Transactions > TimeTrack > Time Card Entry.
2. In the Time Card Entry window, select Additional > Import time from WennSoft Core.

3. The window may appear empty at first, however, in the background, TimeTrack is accessing the timesheet transactions that were entered in Time.
4. All employee transactions for the current pay period are displayed.
   You can filter the displayed transactions by filtering by:
   - **Period Start**: Shows the period starting date based on the current date. This field is display-only and updates based on the Period End date.
   - **Period End**: Initially displays the period ending date based on the current date and the default period end day selected in TimeTrack Setup Options. Use the drop-down to select a different period end date. The selectable days are only the period end dates.
   - **Employee**: The default grid view displays all employees grouped by employee name and sorted by transaction date. Select the Employee drop-down to open the Employee Filter window where you can select one or more employees to display only those transactions.
5. Select *Import* to import only the transactions that are displayed in the grid. A confirmation message displays the number of successful imports or a message that displays that no transactions were imported.
6. If there are any errors with importing the transactions to TimeTrack, the Status field will indicate Error, and the corresponding error message is displayed in the Status Comment field.
7. The next step is to use the TimeTrack Time Card Commit process. For more information, see your TimeTrack documentation.

Buttons On this Window

- **Import**: Select to import the timesheet transactions that are displayed on the window.
- **Refresh**: Select redisplay the grid information. Refreshing the grid will display any new transactions added in Time and/or to see any status and status comments.

Generating a Timesheet Report

The Timesheet report includes the data shown in the Timesheet window. After generating the Timesheet report, it is sent via email to the user who requests it. Depending on the requestor's access, this report may be for a single employee or multiple employees.

If there are no entries on the timesheet and the timesheet report is printed from the

1. PDF button: a blank report is generated and emailed.
2. Drop-down list:
   - When multi-selecting employees for the Timesheet report, if an employee has no time entries, there is no mention of that employee on the Timesheet report.
   - When only one employee is selected, a blank report is generated.

Generate Timesheet Report for One Employee

To generate the timesheet report for an individual employee:

1. Verify the Time Entry For field displays the employee name on the Timesheet window.
2. Click the PDF icon to the right of the Submit button.
3. The Timesheet Report is generated and sent to your email address.

You can also generate the report for a single employee by following the steps below.

Generate the Timesheet Report for One or More Employees

To generate a timesheet report for one or more employees:

1. On the Timesheet window, select the PDF drop-down and then click *Select Employees*.
2. Check the boxes for individual employees or mark *Select All Employees* to mark all checkboxes.
3. Select *Generate*.
4. The Timesheet Report is generated and sent to your email address.

Contact Information

Support & Sales

Support Phone: 262-317-3800
Email: support@wennsoft.com
Hours: Normal support hours are 7:00 a.m. to 6:00 p.m. Central Time. After-hours and weekend support is available for an additional charge. Please contact WennSoft Support for more information.

WennSoft will be closed in observance of the following holidays: New Year's Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Day, and the Day after Christmas.

Support Plans
We're committed to providing the service you need to solve your problems and help your team maximize productivity.

We offer several Signature Enhancement and Support Plans to meet your needs and Extended Support Plans for retired product versions available at https://www.wennsoft.com/wsportal.

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