



Time Sheet Auditing at Source

SHRS ~ Roger Guy Baguley

Time and Labour **More Than Just A Paycheque ...**



■ Definition

- **The recording of any information required by a company that can be attributed to an individual employee and can be expressed in hours.**

■ Goal

- **To provide a single, consistent, auditable repository of time related information.**



Time and Labour

More Than Just A Paycheque...

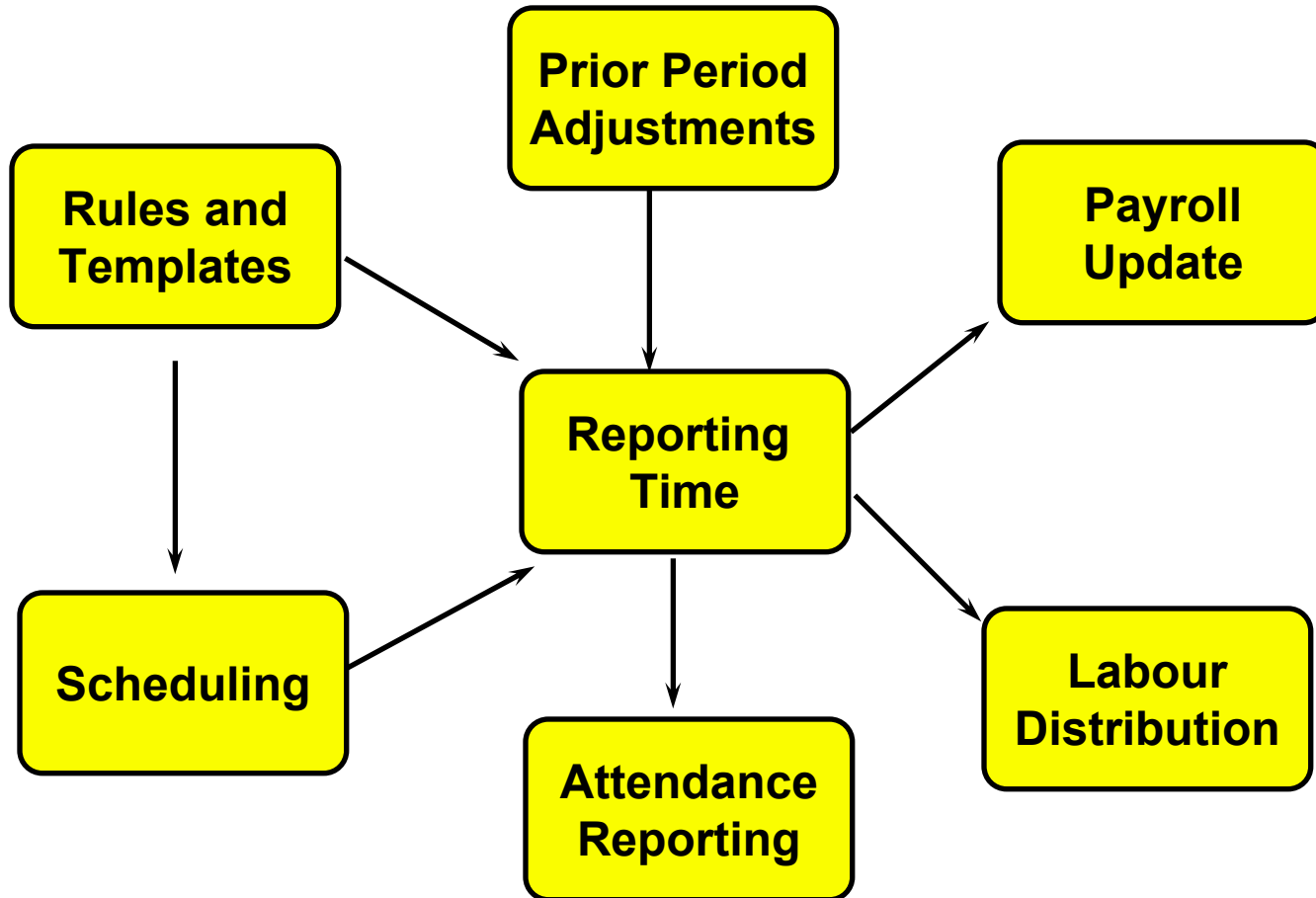


■ Supports the time related needs of a variety of business functions:

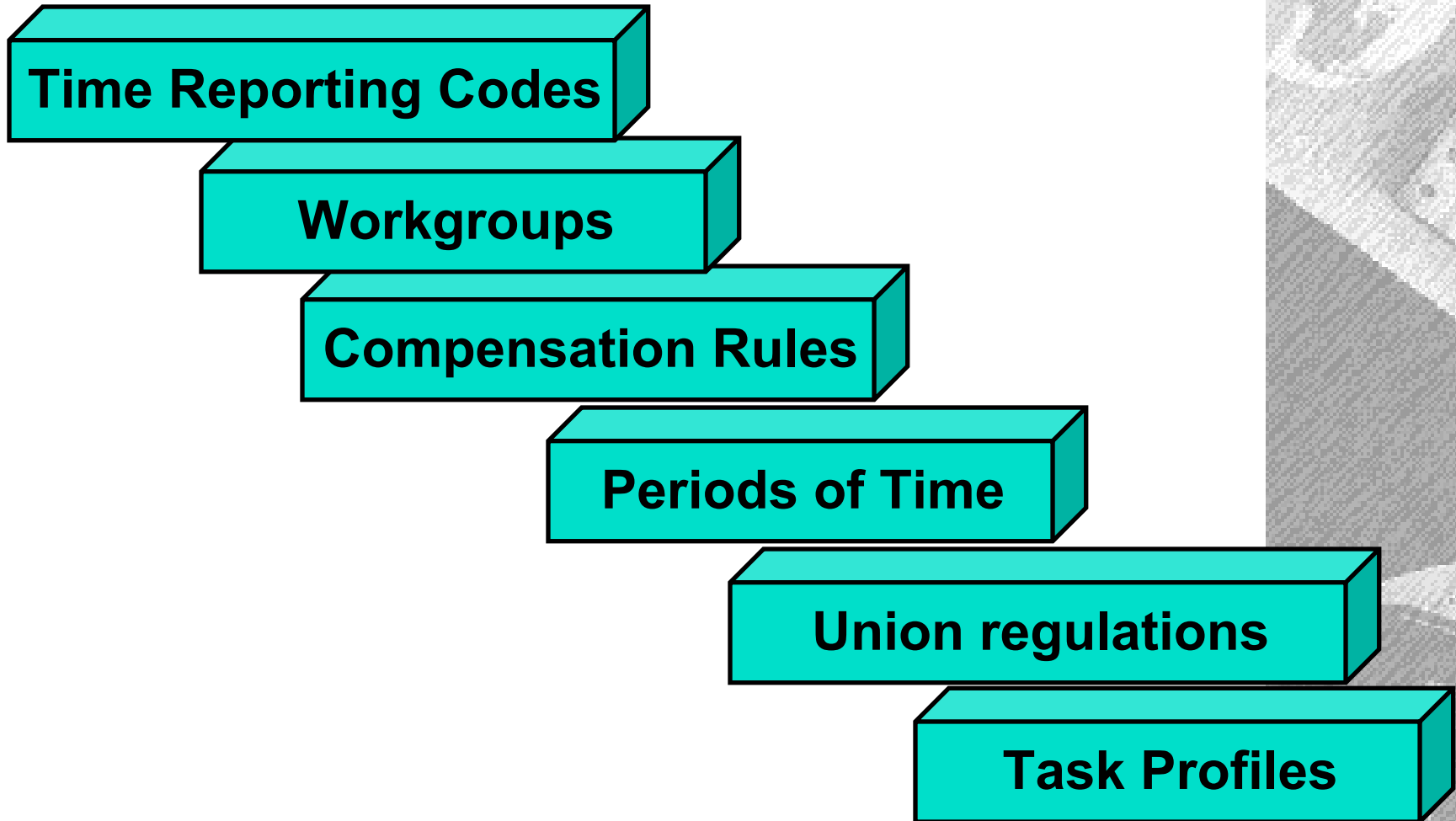
- Payroll
- Financial Accounting
- Cost Accounting (Product/Project/Process Costing)
- Benefits Entitlement and Administration
- Project Management
- Organizational Administration



Time and Labour Functional Components



Time and Labour Rules and Templates



Time and Labour Scheduling



- **Positive and Exception**
- **Work Schedules: constant, repeating, rotating**
- **Uses:**

Calendar Date to Begin/Estimate Date to End
Time Reporting Codes
Rules When Schedules Already Exist
Rules When Exceptions Already Exist
Shifts Associated with Each Schedule
Work Schedules for Employees/Groups

Time and Labour

Foreman to check time sheets



- Time must be reviewed and approved by the Site Superintendent or Foreman before forwarding
- Time must be faxed by 9:00AM Mondays
- Payroll to review and enter in ADP only

Payroll/ADP

Approving Time

Site Foreman

Entering Time



Time and Labour

Time Sheet Reporting



Approved!!

■ Auditing & Approval

- To be completed by Foreman

■ Payroll Edits

- Validity
- Holiday Rules
- Absence/Leave
- Benefit Entitlements
- Compensation Rules
- Labour Distribution

**Payroll
process
only!**



Time and Labour

Prior Period Adjustments



■ **Correcting Previously Reported Time or Inserting Missing Item of History**

- **Normal: “resend” to payroll and other applications**
- **Record Only: insert time related information as a result of something happening outside of T&L**
- **Distribution Only: alter or add financial classification to time already sent to payroll**



Time and Labour Payroll Update



■ Designate:

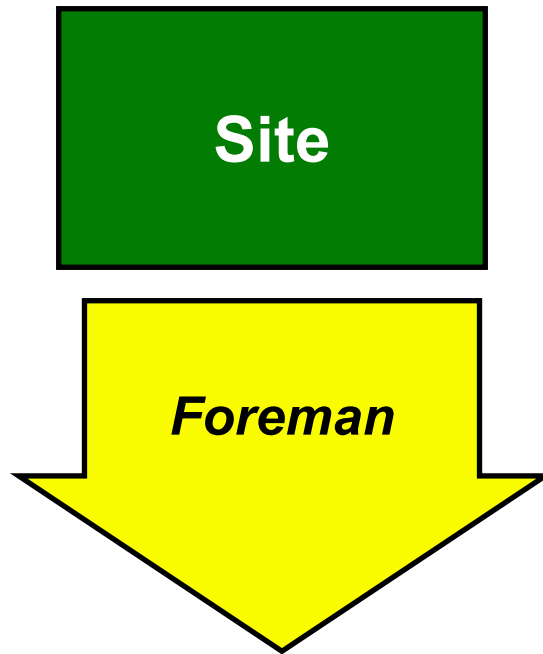
- Pay Group
- Pay Period End Date
- On Cycle: weekly or bi-weekly

■ Transmit approved Time Only

■ Time Summarization Rules



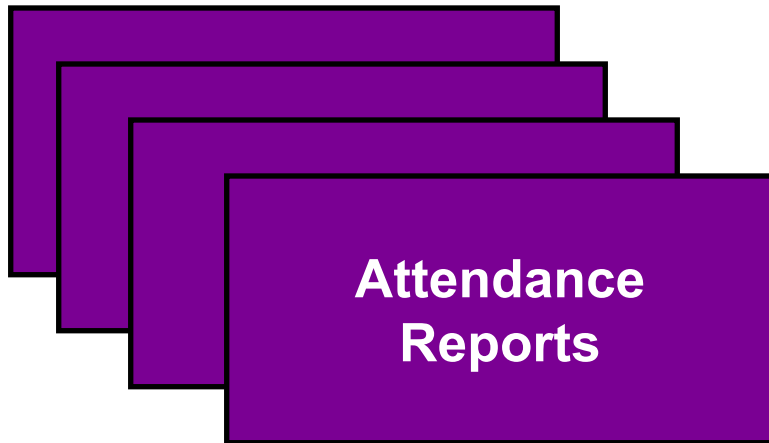
Time and Labour Process Order



Time and Labour Attendance Reporting



- Representative Set of Reports
- Report and Query Tools



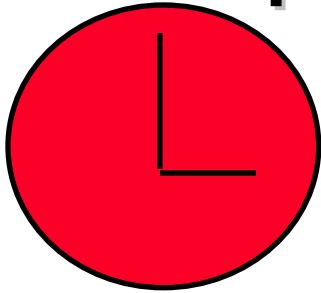
Attendance
Reports

How many
times has
Ralph been
absent on
Mondays
and/or
Fridays?

Time and Labour Upcoming Attractions...



■ OCR Reporting



■ Swipe devices at most locations

■ Time totals sent from site to ADP



How can you help?



We audit...We approve.

We get paid!

You'll see...it will:

- save time

- save \$\$\$

- be more accurate

- be on time....but we need

your help!... ...be supportive!

