

peopleplus

HR & Payroll Software for Business



Introducing FlexiPlus

Flexible monthly HR & Payroll software pricing for business

FREE 30 Day Trial



HR & PAYROLL SOFTWARE FOR BUSINESS

Software | Consulting | Outsourcing

www.peopleplus.co.za

PEOPLEPLUS

Timesheets

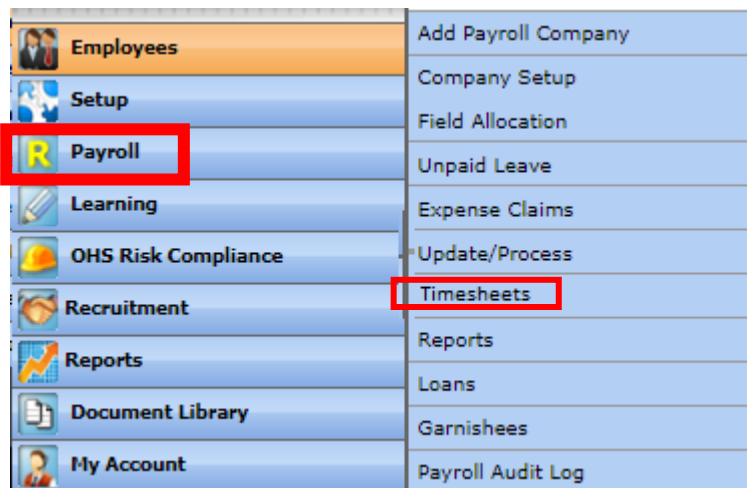
19

Section 17: Timesheets

The processing of Monthly Hours no longer needs to be done manually.

Once the employee submits a Time Sheet and it is approved, said hours will go through to payroll for processing.

Hover over Payroll and click on Timesheets to view all these Monthly Hours



- Click on Timesheets. The screen will refresh, displaying the Timesheet screen as seen below.

Timesheets:							Verify Import
Imported Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
1000 Mark Fuz	Daphne Naidu (003)	Lebo Marc (600950)	183	13	0	196	View Edit
600962 Loulou Phiri	Daphne Naidu (003)	Mark Fuz (1000)	120	12	0	132	View Edit
Timesheets (Not Yet Approved):							Request Final Approvals
Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
600664 Mshiyeng Mashigo	Daphne Naidu (003)	Mark Fuz (1000)	16	1	0	17	View
600934 Linda Nkomu	Daphne Naidu (003)	Mark Fuz (1000)	16	1	0	17	View
600957 Sabelo Malevu	Daphne Naidu (003)	Mark Fuz (1000)	16	0	4	20	View
600959 Gareth Masters	Daphne Naidu (003)	Mark Fuz (1000)	16	1	0	17	View

- As per the image below, Timesheets that has been approved by the Final Approver will reflect at the top of the page.

Timesheets:							
Imported Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
1000 Mark Fut	Daphne Naidu (003)	Lebo Marc (600950)	183	13	0	196	View Edit
600962 Loulou Phiri	Daphne Naidu (003)	Mark Fut (1000)	120	12	0	132	View Edit

Timesheets (Not Yet Approved):							
Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
600664 Mshiyeng Mashigo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View
600934 Linda Nkomo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View
600957 Sabelo Malevu	Daphne Naidu (003)	Mark Fut (1000)	16	0	4	20	View
600959 Gareth Masters	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View

- Timesheets not yet approved by Final Approver will reflect at the bottom of the page.

Timesheets:							
Imported Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
1000 Mark Fut	Daphne Naidu (003)	Lebo Marc (600950)	183	13	0	196	View Edit
600962 Loulou Phiri	Daphne Naidu (003)	Mark Fut (1000)	120	12	0	132	View Edit

Timesheets (Not Yet Approved):							
Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
600664 Mshiyeng Mashigo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View
600934 Linda Nkomo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View
600957 Sabelo Malevu	Daphne Naidu (003)	Mark Fut (1000)	16	0	4	20	View
600959 Gareth Masters	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View

- If you still have timesheets that require final approval as per list shown below; click on "Request final Approval"

Timesheets:							
Imported Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
1000 Mark Fut	Daphne Naidu (003)	Lebo Marc (600950)	183	13	0	196	View Edit
600962 Loulou Phiri	Daphne Naidu (003)	Mark Fut (1000)	120	12	0	132	View Edit

Timesheets (Not Yet Approved):							
Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
600664 Mshiyeng Mashigo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View
600934 Linda Nkomo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View
600957 Sabelo Malevu	Daphne Naidu (003)	Mark Fut (1000)	16	0	4	20	View
600959 Gareth Masters	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View

- The following image will appear.

Requests for final approvals has been sent.

Timesheets:							
Imported Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
1000 Mark Fut	Daphne Naidu (003)	Lebo Marc (600950)	183	13	0	196	View Edit
600962 Loulou Phiri	Daphne Naidu (003)	Mark Fut (1000)	120	12	0	132	View Edit

Timesheets (Not Yet Approved):							
Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
600664 Mshiyeng Mashigo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View
600934 Linda Nkomo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View
600957 Sabelo Malevu	Daphne Naidu (003)	Mark Fut (1000)	16	0	4	20	View
600959 Gareth Masters	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View

- The system will send an email notification to the final approver to log onto the system to approve outstanding timesheets as per email below.

Hi Mark Fut

Timesheets are required to be approved for period: 01/06/2017 to 30/06/2017. Kindly log into talenger new payroll (see link below) and if required approve the timesheets.

<http://www.talenger.com/talengernew>

Thank you

VIEW Employees Timesheet

- Click on View

Timesheets:							Verify Import
Imported Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
1000 Mark Fut	Daphne Naidu (003)	Lebo Marc (600950)	183	13	0	19	View Edit
600962 Loulou Phiri	Daphne Naidu (003)	Mark Fut (1000)	120	12	0	132	View Edit

Timesheets (Not Yet Approved):							Request Final Approvals
Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
600664 Mshiyeng Mashigo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View
600934 Linda Nkomo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View
600957 Sabelo Malevu	Daphne Naidu (003)	Mark Fut (1000)	16	0	4	20	View
600959 Gareth Masters	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View

- You can now view the employees Timesheet as seen below.

Timesheet:									
Period:	16/09/2019 to 16/09/2019								
Comments:	0								
Approved:	Yes by Admin on 17/09/2019								
Comments:									
Payroll Comments:									
Day:	Date:	Shift:	Time In:	Time Out:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total :	
Thursday	01/01/1970	Shift 1	00:00	00:00	8	0	0	8	
					8	0	0	8	

Timesheet:									
Period:	17/09/2019 to 17/09/2019								
Comments:	0								
Approved:	Yes by Admin on 17/09/2019								
Comments:									
Payroll Comments:									
Day:	Date:	Shift:	Time In:	Time Out:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total :	
Thursday	01/01/1970	Shift 1	00:00	00:00	8	1	0	9	
					8	1	0	9	

Timesheet:									
Period:	02/09/2019 to 30/09/2019								
Comments:									
Approved:	Yes by Admin on 17/09/2019								
Comments:									
Payroll Comments:									
Day:	Date:	Shift:	Time In:	Time Out:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total :	
Monday	02/09/2019	Shift 1	00:00	00:00	8	1	0	9	
Tuesday	03/09/2019	Shift 1	00:00	00:00	8	0	0	8	
Wednesday	04/09/2019	Shift 1	00:00	00:00	8	1	0	9	
Thursday	05/09/2019	Shift 1	00:00	00:00	8	0	0	8	
Friday	06/09/2019	Shift 1	00:00	00:00	8	1	0	9	
Saturday	07/09/2019	Shift 1	00:00	00:00	0	0	0	0	
Sunday	08/09/2019	Shift 1	00:00	00:00	0	2	0	2	
Monday	09/09/2019	Shift 1	00:00	00:00	8	1	0	9	
Tuesday	10/09/2019	Shift 1	00:00	00:00	8	1	0	9	
Wednesday	11/09/2019	Shift 1	00:00	00:00	8	1	0	9	
Thursday	12/09/2019	Shift 1	00:00	00:00	8	1	0	9	
Friday	13/09/2019	Shift 1	00:00	00:00	8	1	0	9	
Saturday	14/09/2019	Shift 1	00:00	00:00	0	0	0	0	
Sunday	15/09/2019	Shift 1	00:00	00:00	0	0	0	0	
Monday	16/09/2019	Shift 1	00:00	00:00	8	1	0	9	
Tuesday	17/09/2019	Shift 1	00:00	00:00	8	1	0	9	
Wednesday	18/09/2019	Shift 1	00:00	00:00	8	0	0	8	
Thursday	19/09/2019	Shift 1	00:00	00:00	8	0	0	8	
Friday	20/09/2019	Shift 1	00:00	00:00	8	0	0	8	
Saturday	21/09/2019	Shift 1	00:00	00:00	0	0	0	0	
Sunday	22/09/2019	Shift 1	00:00	00:00	0	0	0	0	
Monday	23/09/2019	Shift 1	00:00	00:00	8	0	0	8	
Tuesday	24/09/2019	Shift 1	00:00	00:00	8	0	0	8	
Wednesday	25/09/2019	Shift 1	00:00	00:00	8	0	0	8	
Thursday	26/09/2019	Shift 1	00:00	00:00	8	0	0	8	
Friday	27/09/2019	Shift 1	00:00	00:00	8	0	0	8	
Saturday	28/09/2019	Shift 1	00:00	00:00	0	0	0	0	
Sunday	29/09/2019	Shift 1	00:00	00:00	0	0	0	0	
Monday	30/09/2019	Shift 1	00:00	00:00	7	0	0	7	
					167	12	0	179	

EDIT Employees Timesheet

- Click on Edit

Timesheets:							
Imported Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
1000 Mark Fut	Daphne Naidu (003)	Lebo Marc (600950)	183	13	0	196	View Edit
600962 Loulou Phiri	Daphne Naidu (003)	Mark Fut (1000)	120	12	0	132	View Edit

Timesheets (Not Yet Approved):							
Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
600664 Mshiyeng Mashigo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View
600934 Linda Nkomo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View
600957 Sabelo Malevu	Daphne Naidu (003)	Mark Fut (1000)	16	0	4	20	View
600959 Gareth Masters	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View

[Request Final Approvals](#)

- The employees editing screen opens

Timesheets:				
Employee: Mark Fut (1000)				
Period:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total :
16/09/2019 to 16/09/2019	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	8
17/09/2019 to 17/09/2019	<input type="text" value="8"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	9
02/09/2019 to 30/09/2019	<input type="text" value="167"/>	<input type="text" value="12"/>	<input type="text" value="0"/>	179
	183	13	0	196

Comment:

[Update](#)

- You can now amend the hours accordingly

Timesheets:				
Employee: Mark Fut (1000)				
Period:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total :
16/09/2019 to 16/09/2019	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	8
17/09/2019 to 17/09/2019	<input type="text" value="8"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	9
02/09/2019 to 30/09/2019	<input type="text" value="167"/>	<input type="text" value="12"/>	<input type="text" value="0"/>	179
	183	13	0	196

Comment:

[Update](#)

- Amend the hours and add a comment

Timesheets:
Employee: Mark Fut (1000)

Period:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total :
16/09/2019 to 16/09/2019	8	0	0	8
17/09/2019 to 17/09/2019	8	1	0	9
02/09/2019 to 30/09/2019	167	10	0	177
	183	11	0	194

Comment: On 08/09/2019 Mark did not worked 2 hours overtime

- When finished click on update

Timesheets:
Employee: Mark Fut (1000)

Period:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total :
16/09/2019 to 16/09/2019	8	0	0	8
17/09/2019 to 17/09/2019	8	1	0	9
02/09/2019 to 30/09/2019	167	10	0	177
	183	11	0	194

Comment: On 08/09/2019 Mark did not worked 2 hours overtime

- The system updated the hours on the employees' profile accordingly and the hours are ready to be imported into payroll

Timesheets:						
Imported Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:
1000 Mark Fut	Daphne Naidu (003)	Labo Marc (600950)	183	11	0	194 <input type="button" value="View"/> <input type="button" value="Edit"/>
600962 Loulou Phiri	Daphne Naidu (003)	Mark Fut (1000)	120	12	0	132 <input type="button" value="View"/> <input type="button" value="Edit"/>

Timesheets (Not Yet Approved):						
Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:
600664 Mahiyeng Mashigo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17 <input type="button" value="View"/>
600934 Linda Nikomo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17 <input type="button" value="View"/>
600957 Sabelo Malevu	Daphne Naidu (003)	Mark Fut (1000)	16	0	4	20 <input type="button" value="View"/>
600959 Gareth Masters	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17 <input type="button" value="View"/>

IMPORT Timesheet into Payroll

- Click on Verify Import

Verify Import

Timesheets:							
Imported Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
1000 Mark Fut	Daphne Naidu (003)	Lebo Marc (600950)	183	11	0	194	View Edit
600962 Loulou Phiri	Daphne Naidu (003)	Mark Fut (1000)	120	12	0	132	View Edit

Timesheets (Not Yet Approved):							
Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
600664 Mshiyeng Mashigo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View
600934 Linda Nkomo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View
600957 Sabelo Malevu	Daphne Naidu (003)	Mark Fut (1000)	16	0	4	20	View
600959 Gareth Masters	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View

[Request Final Approvals](#)

- Select All or click on individual employees that you want to upload into the Payroll

Import

Timesheets:							
Select Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
<input type="checkbox"/> 1000 Mark Fut	Daphne Naidu (003)	Lebo Marc (600950)	183	11	0	194	View
<input type="checkbox"/> 600962 Loulou Phiri	Daphne Naidu (003)	Mark Fut (1000)	120	12	0	132	View

[Select All / Unselect All](#)

- Click on Import

Import

Timesheets:							
Select Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
<input checked="" type="checkbox"/> 1000 Mark Fut	Daphne Naidu (003)	Lebo Marc (600950)	183	11	0	194	View
<input type="checkbox"/> 600962 Loulou Phiri	Daphne Naidu (003)	Mark Fut (1000)	120	12	0	132	View

[Select All / Unselect All](#)

- This message will confirm that the timesheets has been updated.

Updated

Timesheets have been updated

Verify Import

Timesheets:							
Imported Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
<input checked="" type="checkbox"/> 1000 Mark Fut	Daphne Naidu (003)	Lebo Marc (600950)	183	11	0	194	View Edit
<input type="checkbox"/> 600962 Loulou Phiri	Daphne Naidu (003)	Mark Fut (1000)	120	12	0	132	View Edit

Timesheets (Not Yet Approved):							
Employee	Approver	Final Approver:	Normal Time (hrs):	Overtime 1.5 (hrs):	Overtime 2 (hrs):	Total:	
600664 Mshiyeng Mashigo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View
600934 Linda Nkomo	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View
600957 Sabelo Malevu	Daphne Naidu (003)	Mark Fut (1000)	16	0	4	20	View
600959 Gareth Masters	Daphne Naidu (003)	Mark Fut (1000)	16	1	0	17	View

[Request Final Approvals](#)

- You can now proceed to Process your Payroll

		Search	Edit	Export / Import	Publish Payslips	Income						
Employee No:	Surname:	First Name:	Status:	(Hrs)	Basic Salary	Insurance (Taxable)	Basic Salary Pensionable	Basic Salary Non Pensionable	Travel Allowance	Overtime @ 1.5	Overtime @ 2.0	Subsistence Allowance (Local
1000	Fut	Mark	Unprocessed	183	R 0.00	R 60,283.87	R 0.00	R 0.00	R 0.00	11	0	
6000050	Nhleko	Bonglwe	Unprocessed		R 0.00	R 4,948.02	R 0.00	R 0.00	R 1,331.93(35)	R 811.84(16)		
6000190	Ramathuthu	Ndeboho	Unprocessed		R 0.00	R 6,030.02	R 0.00	R 0.00	R 1,484.08(32)	R 865.72(14)		
600062	Isaacs	Carlo	Unprocessed		R 0.00	R 0.00	R 13,937.70	R 0.00	R 4,287.86(40)	R 2,858.58(20)		
600074	Mahlangu	Dudu	Unprocessed		R 0.00	R 10,870.00	R 0.00	R 0.00	R 2,758.88(33)	R 2,788.75(25)		
600114	Nkuna	Vincent	Unprocessed		R 650.00	R 22,000.00	R 0.00	R 1,600.00				