Job Aid

Working with Project Timecards

This job aid explains how you can add time to a project timecards.

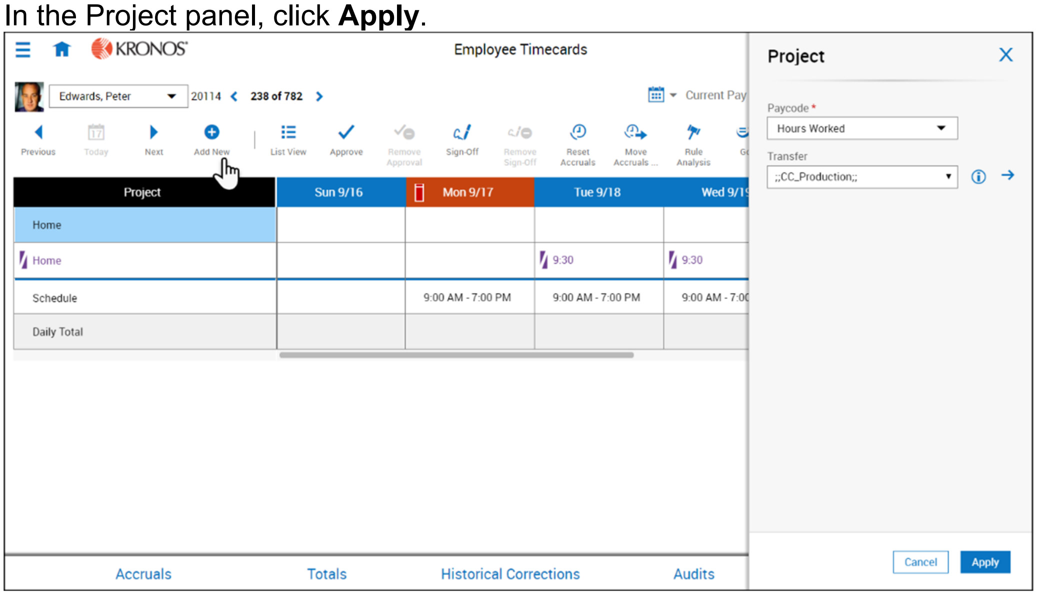
About Project Timecards

- The project timecard is used by employees who charge time to projects and/or paycodes instead of entering precise in and out times.
- A project is the consolidation of paycode and a transfer. A project always uses the Hours Worked paycode with or without a transfer. You can also enter a paycode instead of a project.
- In the timecard, projects appear above the blue line and paycodes appear below the blue line.

To add a project:

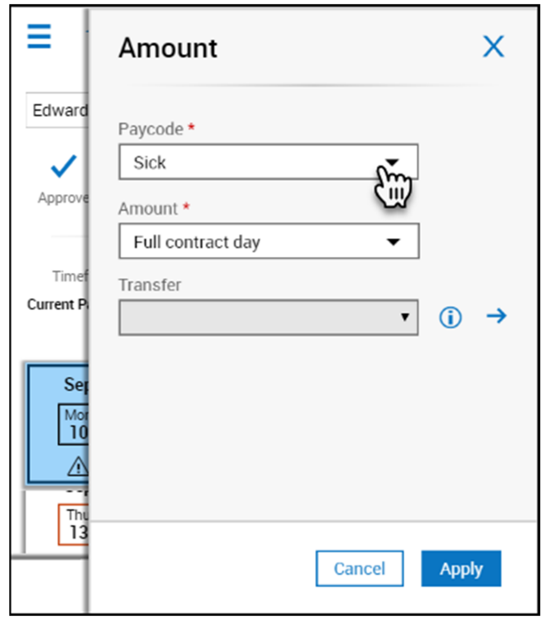
Table view

1. Click **Add New.**
2. In the **Project** panel, select the paycode from the **Paycode** drop-down list.
3. If necessary, select a transfer from the **Transfer** drop-down list or click the arrow to open the **Transfer** panel, where you can select a business structure, work rule, cost center or labor category. When finished, click **Apply**.
4. In the Project panel, click **Apply**.



List view

1. Select a day.
2. In the employee detail panel, click **Add Project**.
3. In the Project panel, select the **paycode** from the Paycode drop-down list.
4. If necessary, select a transfer from the **Transfer** drop-down list or tap the arrow to open the **Transfer** panel, where you can select a business structure, work rule, cost center or labor category. When finished, click **Submit**.
5. In the Project panel, click **Apply**. In the employee detail panel, click **Save**.



To edit a project:

Table View

If you have charged time to a project and need to apply the time to a different project:

1. Right-click the project name.
2. In the Project Actions glance, click **Edit**.
3. In the Project panel, select the new paycode and, as needed, a transfer.
4. Click **Apply.**

To change the amount charged to a project:

1. Right-click the amount, and in the **Paycode Actions** glance, click **Edit**
2. In the **Amount** panel, enter a new amount or select a symbolic value.
3. Optionally, you can select the Override Accruals Days check box and enter the accrual code.
4. Click **Apply**.

When changing paycodes, note the following:

If a paycode is changed to another paycode that is already in the week, the paycodes combine as long as the new amount entered is not on a day that the previously entered paycode has an amount.

To delete a project:

1. Right-click the project name.
2. In the Project Actions glance, click **Delete**.

To move paycode amounts:

Depending on your access rights, you can:

- Move time or money from one paycode to another
- Change the account against which the time was charged

To move a paycode amount:

1. On the **Totals** tab, right-click a paycode.
2. On the **Totals Actions** call-out, click **Move Amounts**.
3. Enter or select the appropriate information in the **From** and **To** sections.
4. Optionally, enter the labor category or job to which is being charged.
5. To add a comment, click the **Comments** icon.
6. Click **OK**.