Accountant User Guide

TeamKeeper
960 Clear Lake City Blvd
Webster, Texas 77598
www.TeamKeeper.com

Software Release: 8.5
Published: April 2024

Contents

TeamKeeper
One. Smart. Solution.

Introduction

TeamKeeper strives to provide the easiest to use time and attendance system for both management and employees. This user guide will explore features Accountant user will have access to and how to do everything necessary to keep your TeamKeeper site up and running. Accountant is just one role inside of TeamKeeper so you might have it in addition to other roles like Employee or Administrator.

Since TeamKeeper is used across all industries in almost every part of the world, we have features on each site that may not be utilized by every company. This guide will show all of the features available but they may not be enabled for your TeamKeeper site. If you have any questions, please contact your supervisor or Technical Support.

Field Labels

A TeamKeeper timesheet contains 5 different fields that you can use when tracking time. The default field headings can all be customized to meet the terminology of your company so what is listed below may not match your live site. If these fields are modified, the labels on the timesheet and management pages will also be changed. The standard fields are as follows:

- Group
- Charge Code
- Pay Type
- Organization
- Task#

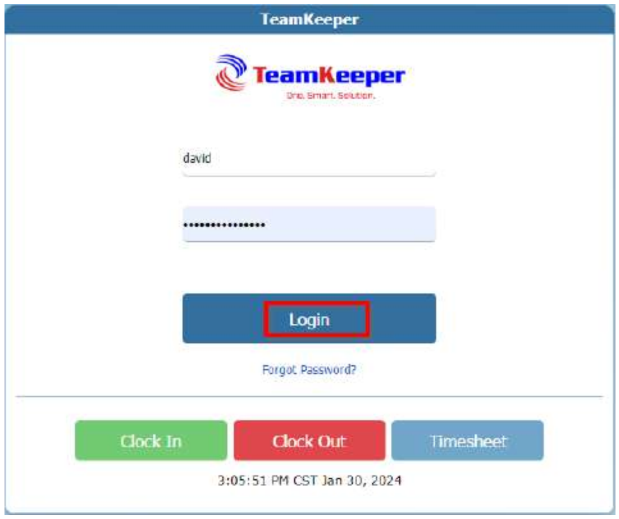
Requirements

The following is required to access the electronic timesheet system:

- Current Internet Browser
  - Internet Explorer 7.0 or greater
  - Mozilla Firefox
  - Chrome
  - Safari
- Internet Access
- Valid Username and Password

For Accountant access, you must login (using the webclock feature will not give you the access necessary).

1. Open an internet browser and navigate to your company's site
2. Enter your username and password
3. Select the "Login" button



Accountant and Accounting Manager

The Accounting role can be given to a user without any additional steps. However, if an Accountant user needs to manage employee associations in groups or leave, they will need to be assigned as an Accounting Manager over the group.

Accountants will be able to view any group, charge code, pay type, service item, class or organization unless the user is specifically assigned as an Accounting Manager over a group. It does not matter if you assign the Accountant role to the user then go to Group Management and assign the user over the group or if you just assign the user as an Accounting Manager over the group.

Homepage

When you first log in, you will be directed to a homepage with the menu items in the blue bar at the top. The items you see will be based on the roles and permissions you have been given inside TeamKeeper.

Email notifications will be listed at the top and can be removed as needed. Beneath the notifications, there is a news feed section where your administrators can post any reminders or memos that users need to see. If your company is not using email notifications or the news feed, the page will be blank below the blue menu bars.

Accounting Menu Items

Group Management – Group categorization is useful for timesheet approvals or charge code assignment. Supervisors assigned over a group will be allowed to view, edit and approve their employees' timesheets as well as leave requests.

Charge Code Management – Charge Codes are jobs, projects or other classification of items that will be charged to on the timesheet. This page will allow you to create new codes, edit current codes and end codes that are no longer active. You will also be able to manage their association with groups and pay types.

Pay Type Management – Add/Edit/Delete Pay Type information. This data element differentiates the various pay categories such as regular, overtime, vacation, jury duty, etc. You will also be able to manage their association with groups and charge codes.

Org Management – Name of your company, business, firm, or association.

Task# Management – Task#s are CLIN, projects codes, service items or additional information associated to a job charged on the timesheet. This page will allow you to create new codes, edit current codes and end codes that are no longer active. You will also be able to manage their association with groups and pay types.

Class Management – QuickBooks specific information

Consent Management (Optional Feature) – If you are using Pay Stubs and/or W2 form uploads, you will be able to manage your employee consent form verbiage, approval and removal.

Shift Management (Optional Feature) – Manage multiple shifts including the pay types associated to them, grace periods and premium rates.

Business Rule Management – Control and implement rules relating to timesheets actions, schedules and compliance requirements.

Import|Export – Timesheet export and data imports make accounting, payroll and timesheets faster than ever.

Leave Management (Optional Feature) – Create leave variables with classes and rates, assign to employees and manage their balances.

Pay Stubs (Optional Feature) – Pay stub posting is an additional feature for Accountants to upload direct deposit stubs for employees to view and print.

W2 Forms (Optional Feature) – W2 posting is an additional feature for Accountants to upload yearly W2 forms for employees to view and print.

Group Management

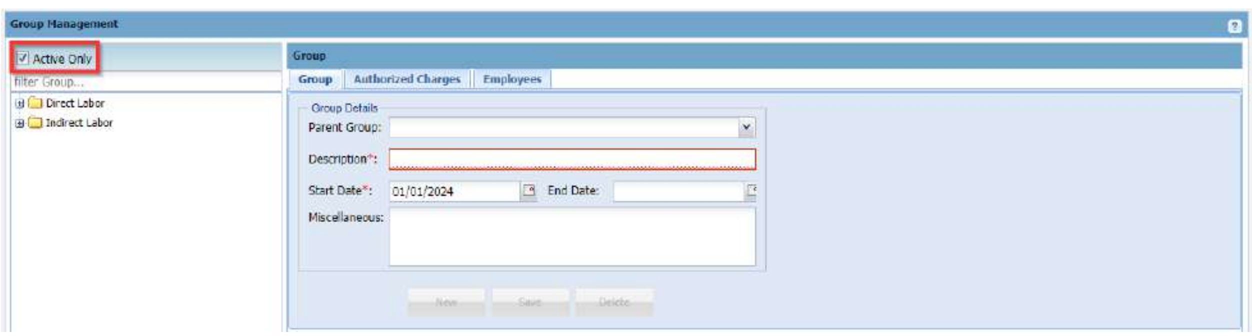
Accountants will be using Group Management to:

- Create and manage groups
- Manage and assign supervisors over groups
- Manage and assign clients over groups
- Update authorized charges available in the group
- Add and manage employees in the group

NOTE: Pay Type is a label that can be changed upon request. Even if the name is changed, all features will remain the same. See “Field Labels” on page 6.

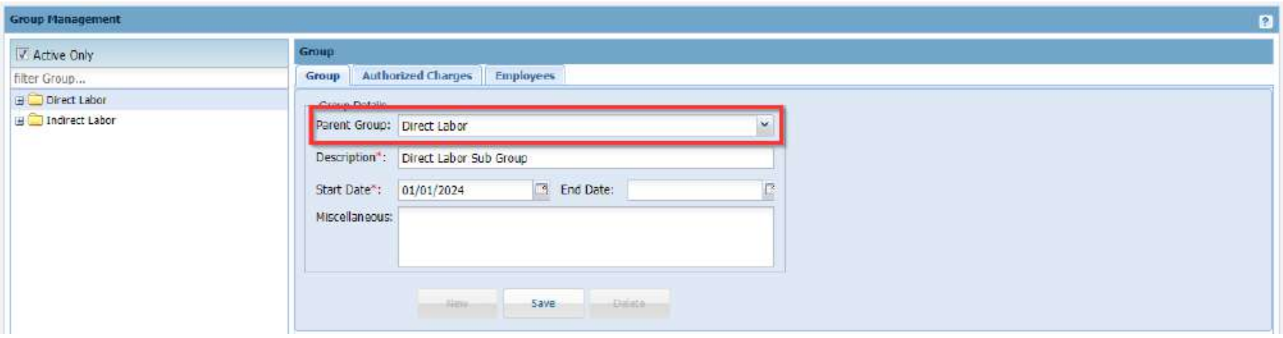
Create and Manage Groups

From Group Management, you are able to see all of the currently active groups. To view groups that have ended or are active yet, click the checkbox next to “Active Only” to move the marker.



To create a new group, fill in the Description field and the start date. Fields for end date, miscellaneous and parent date are not required. If you have selected a group on the left column, you will need to click the “New” button before entering new group information. In some setup cases, the Miscellaneous field is used for accounting or payroll export mapping. Check with your Accountant user or view other established groups to see if the Miscellaneous field has been completed or left blank.

To create a sub group, first click the parent group on the left column. Click “New” and choose the parent group from the dropdown menu for parent group.



To end a group, choose the group name from the left column and enter an end date. After you click the “Save” button at the bottom of the console, the group name will no longer appear on the active list unless the end date is a future date. Once the end date is reached, the employees listed in that group will not be able to choose it on the timesheet, however, all data that is already on the timesheet will still be able to be exported or reported from the Reports console.

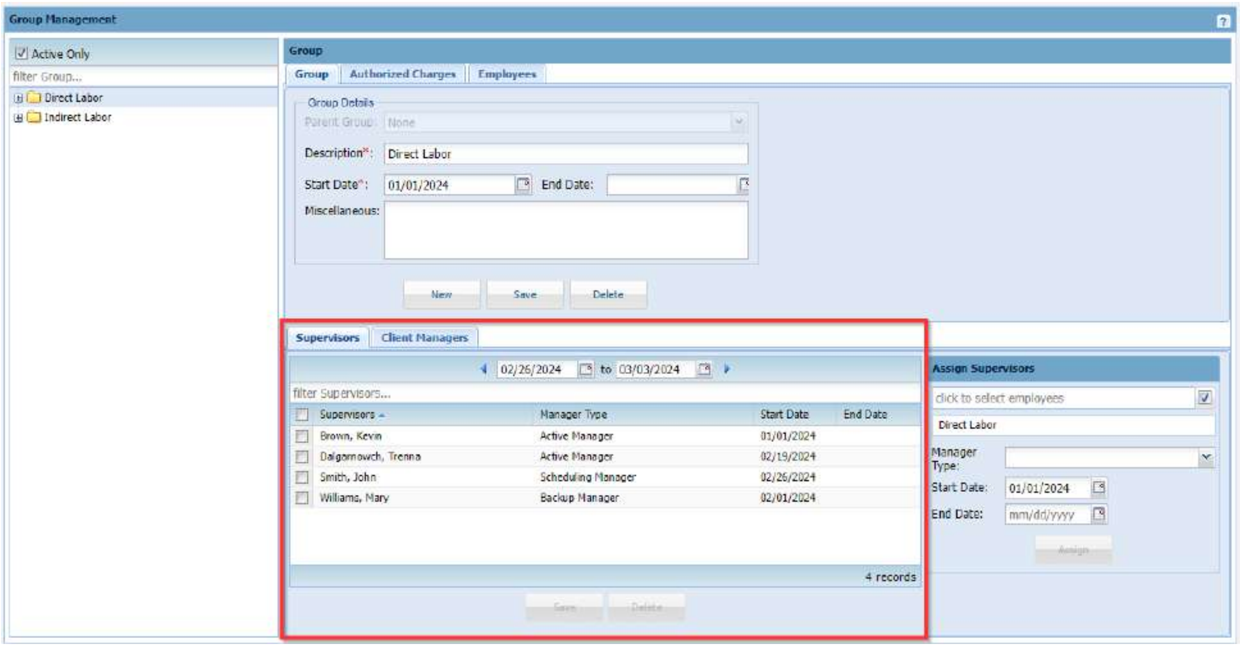
Once you create a new group, you will need to add Authorized Charges (unless this is a supervisor group), add employees and assign the Authorized Charges to the employees.

TIP: If you have a lot of Groups to add, go to Accounting > Import|Export > Group and use the spreadsheet format to import.

Manage and Assign Supervisors

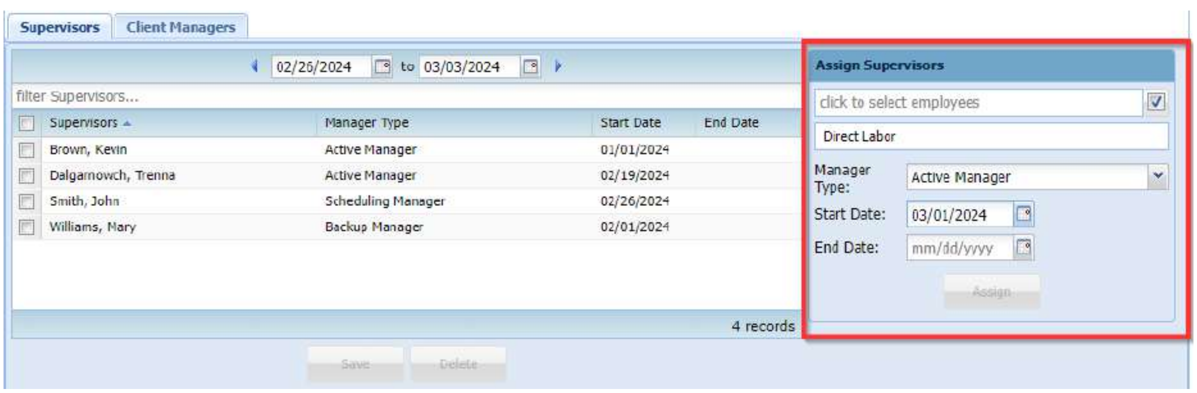
Administrators will be able to see any timesheets for the site but only Active Managers and Backup Managers can receive notifications regarding timesheets and leave requests. Assigning supervisors over groups is also a way to give supervisor access to users that need it while restricting the employees they are allowed to approve.

After opening Group Management, click the name of the group to see the current list of assigned supervisors.



To view historical data, use the calendar dates above the list of supervisors. You can end a manager association by entering an end date in the row with their name.

To add a new manager, use the box “Assign Supervisors”. First click to select the employee that needs to be assigned. Then from the dropdown menu, choose the type of manager needed to go over that group.



Supervisor Types

Accounting Manager – User has access to create Charge Codes, Pay Types, etc. They have access to leave (if applicable) configuring and assigning.

Active Manager – Highest level of Supervisor. They can create, view, edit and approve timesheets. They will receive emails notifications (if applicable) for their group.

Admin Manager – They have admin rights over the group but this type does not give them the Supervisor Role like Active Manager does. It is only admin privileges.

Backup Manager – They have the same power as an Active Manager but do not necessarily receive notifications. Go to Administrator > Notifications to see if Backup Manager is selected.

Reports Manager – They have access to the Reports page where they can run reports based on the group they are the Reports Manager over.

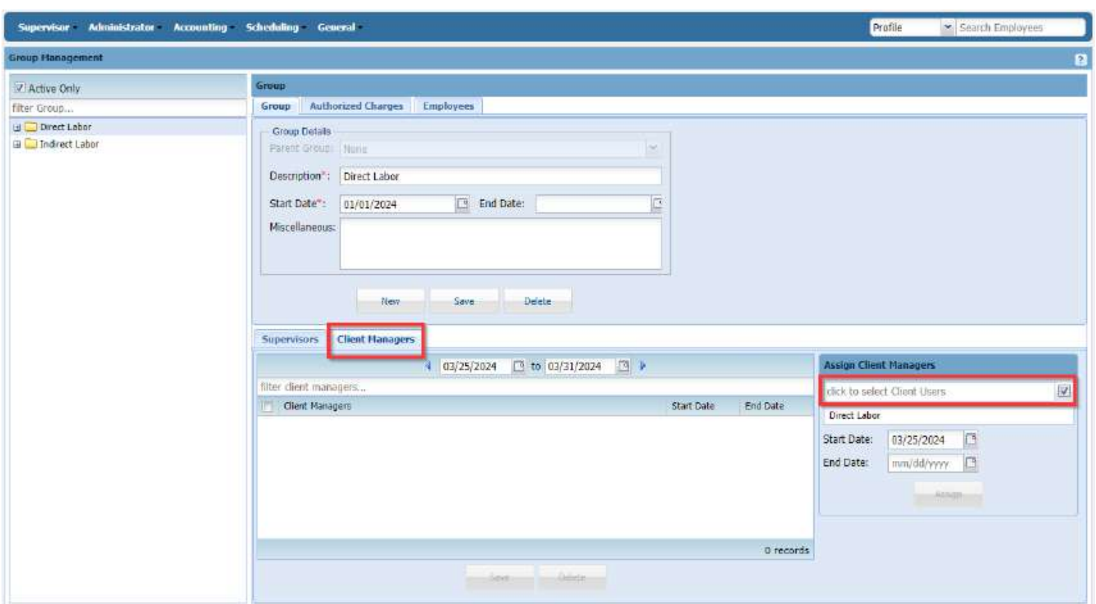
Scheduling Manager – They have access to create schedules, as well as view/approve leave request (if applicable) and holiday schedules for that group.

Timekeeper – Timekeepers have the power to view timesheets as well as edit timesheets but have no power to approve timesheets.

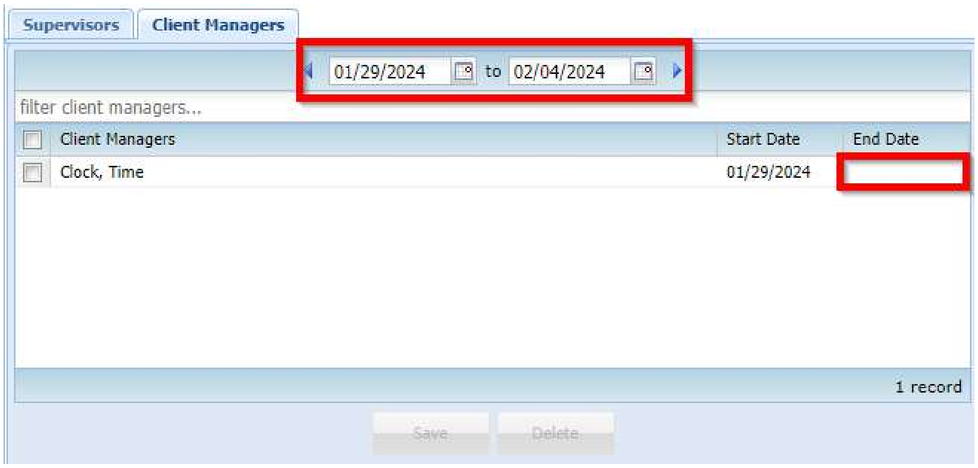
Manage and Assign Clients

After creating the Client user from Administrator > Client Management, the new client user will need to be assigned over a group. Client managers will only be able to see the employees and job codes assigned in that group. For example, if an employee is in 2 groups – direct and indirect but the client is only a manager over one, only the charge codes in that group will display for the employee.

From Group Management, click the tab for “Client Managers” and it will display all that are currently assigned. To add assignments, use the box on the right side “Assign Client Managers” to select from the list of active Clients and after confirming the start date, click “Assign”.



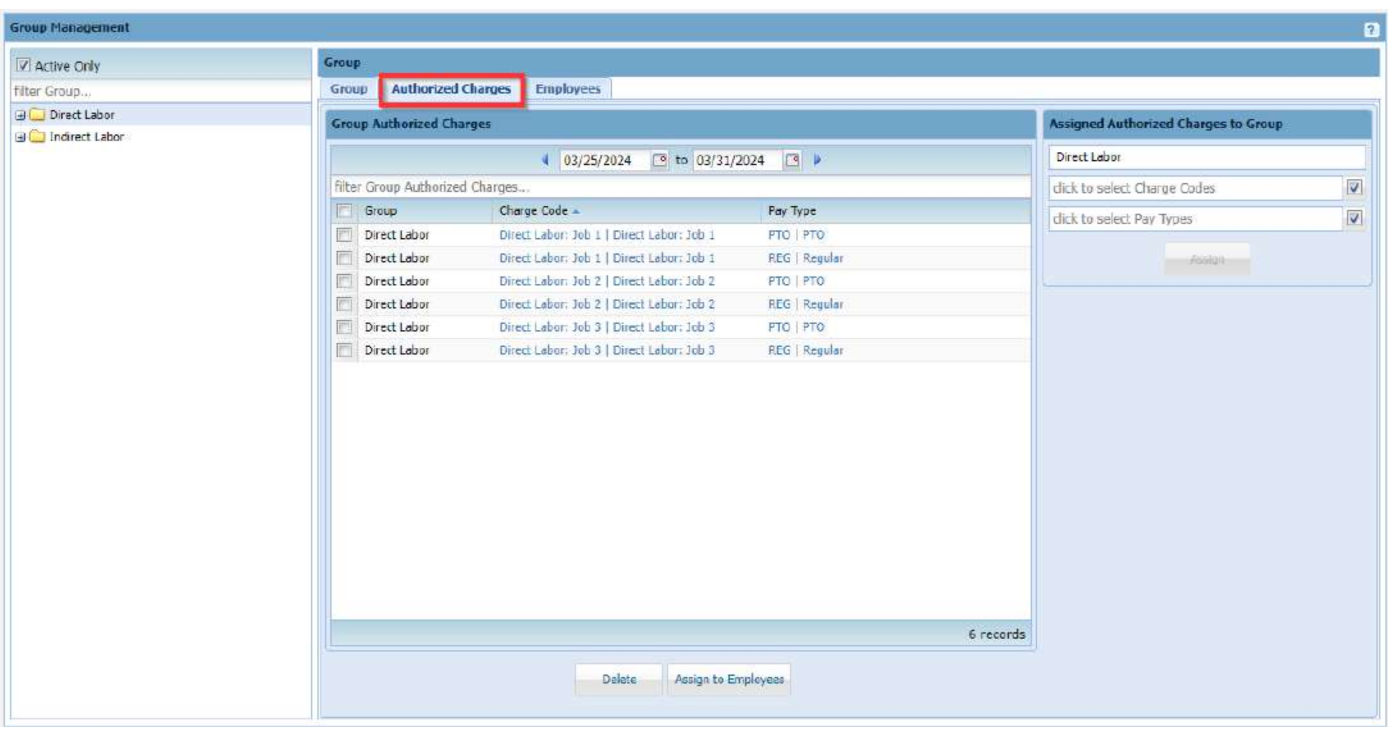
To view historical data, use the calendar dates above the list of clients. You can end client access by entering an end date in the row with their name.



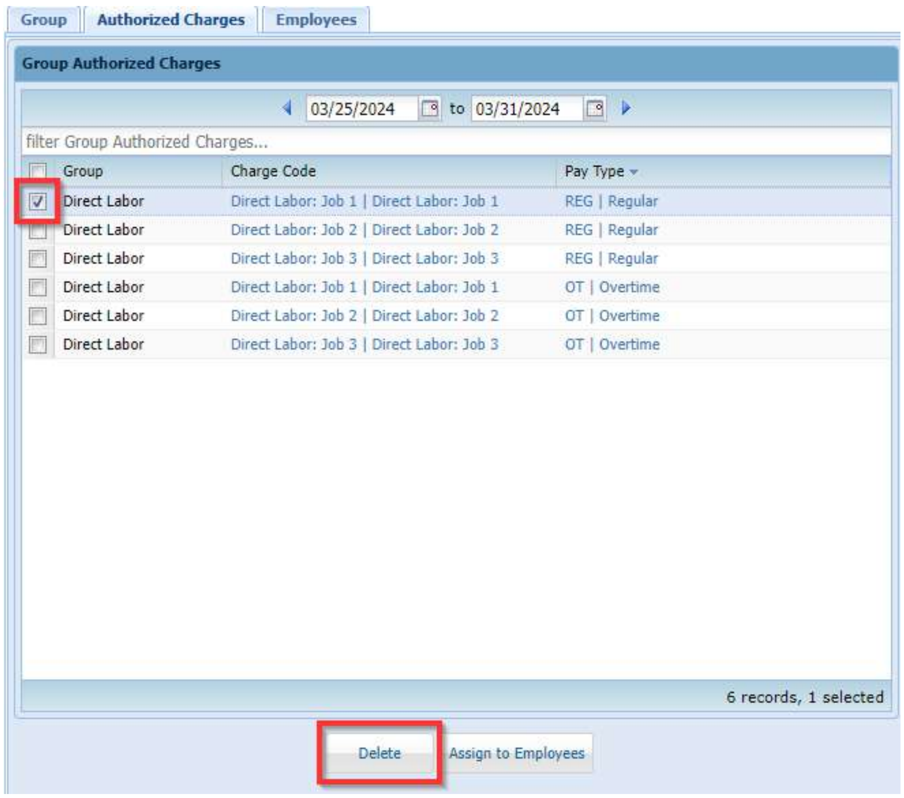
Create and Update Group Authorized Charges

Authorized Charges are Charge Code + Pay Type combinations that can be assigned to employees to use on the timesheet. Since most likely the timesheet data will be going back to an accounting or payroll software, the pairing of these items is very important to ensure that billable items are coded and captured correctly.

From Group Management, click Authorized Charges and all current charges will be displayed.

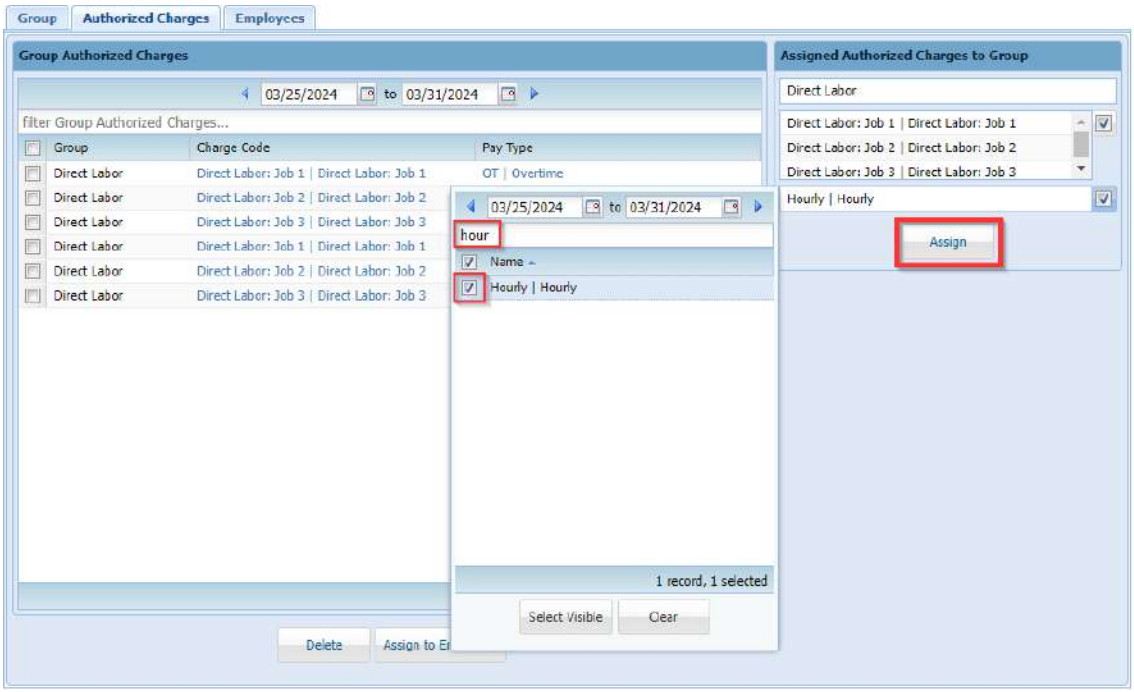


To view historical data, use the calendar dates above the list of Authorized Charges. These charges do not have start and end dates, however they are controlled by start and end dates on the Charge Code or Pay Type. If a code is not used on a timesheet, it can be deleted by checking the box beside the Authorized Charge then “Delete” at the bottom.



To add a new Authorized Charge, use the box on the right side “Assigned Authorized Charges to Group”.

First, select your Charge Code (to select more than one, check the boxes beside the names) and then repeat the process for the Pay Type. In either Charge Code or Pay Type box, you can filter for the needed code. Once the items are chosen in the pop out box, click “Assign”.

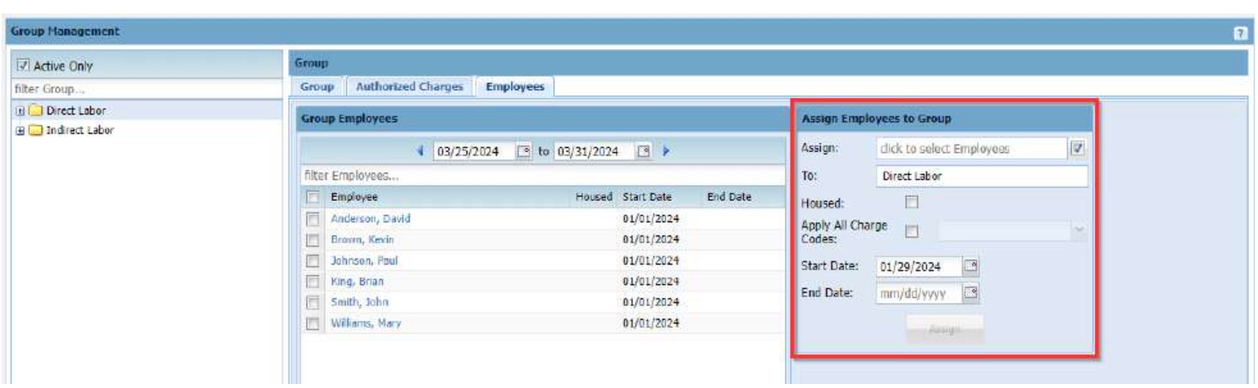


Remember that an employee does not have to be assigned all of the Authorized Charges in the group.

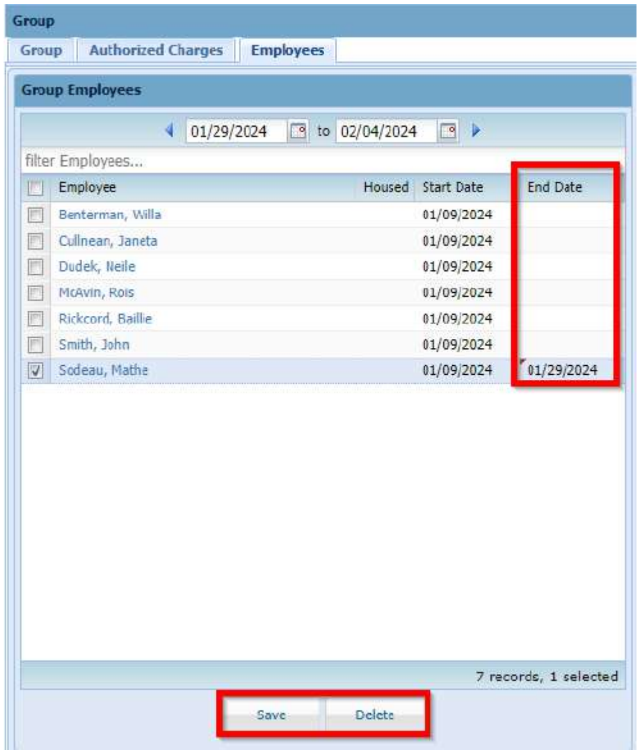
Add and Manage Employee Group Association

The “Employees” tab on Group Management is used for assigning employees to the group or handling their end date in that group. Employees must be in the group in order to be assigned to any of the Authorized Charges. If their assignment in the group is ended, they will not be able to use any of the Authorized Charges assigned to them.

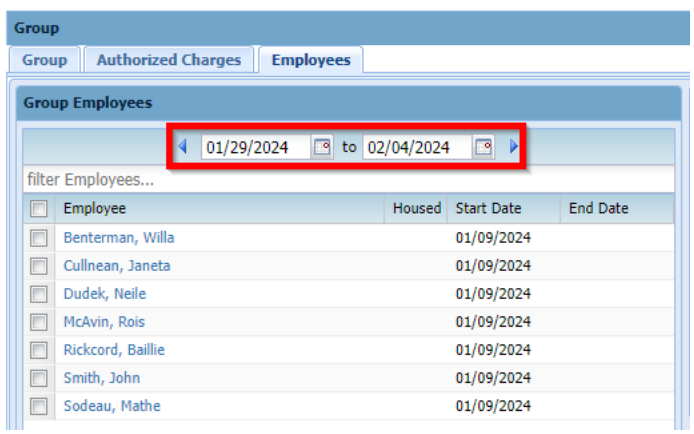
To add a new employee to the group, open the group from Group Management and click the “Employees” tab. On the right side of the page, use the box “Assign Employees to Group” to select the users that need to be assigned to the group.



An employee cannot be deleted from the group if they have any Authorized Charges assigned to them. However, if they have never been assigned any charges, you can select the checkbox next to their name and the "Delete" button at the bottom of the page. To end an employee's group assignment, enter the last date they need access in the column under end date and click "Save" at the bottom.

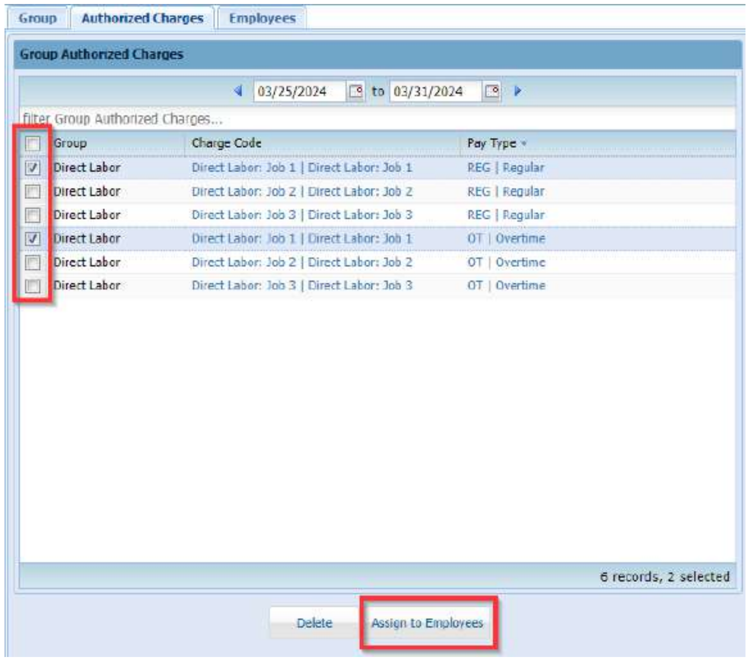


Historical data can be viewed by clicking the calendars at the top of the employee tab.

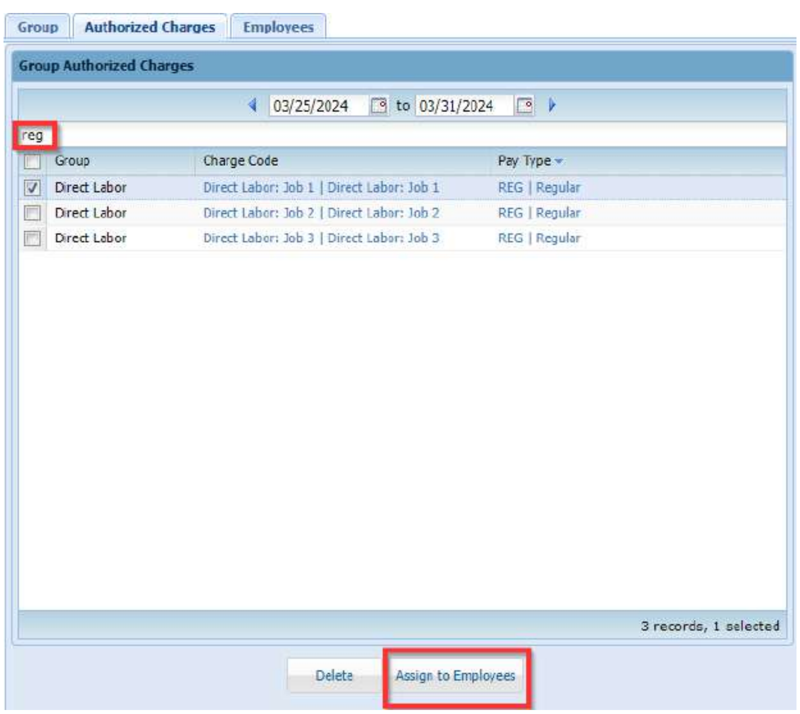


Assign Group Authorized Charges to Employees

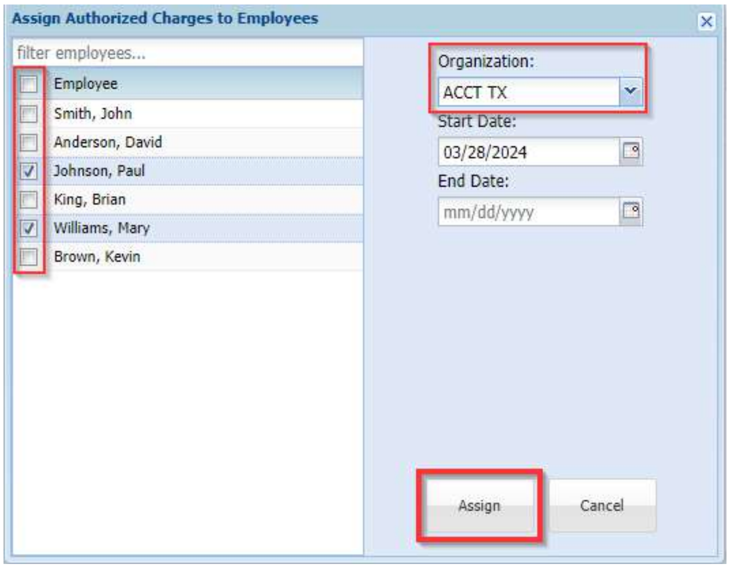
Once the employee is active in the group and the Authorized Charges are available, click the "Authorized Charges" tab to assign them to employees. Using the checkboxes to the left of the row, select all that need to be given to the employee(s). After selecting all codes, click "Assign to Employees" at the bottom.



Alternatively, you can filter for the charge code or pay type needed for the employee. For example, the group's Authorized Charges include both hourly and salary but the employee only needs hourly. In the filter box, enter "hour" and all applicable codes will appear. Check the boxes next to the codes or the checkbox next to the Group header to select all visible.



After selecting “Assign to Employees” a popup box will appear with all active employees. Use the checkboxes besides the employee(s) name to select all that need those codes. After choosing the Organization and start date, click “Assign” at the bottom. End date is optional and can be added later if necessary.



Charge Code Management

The Charge Code Management page allows the Accountant user to add, edit or delete Charge Code information that can correlate to your accounting or payroll system. Charge Code is the 2nd field on the timesheet and allows you to define and assign any combination of projects, groups and billing categories on your timesheet.

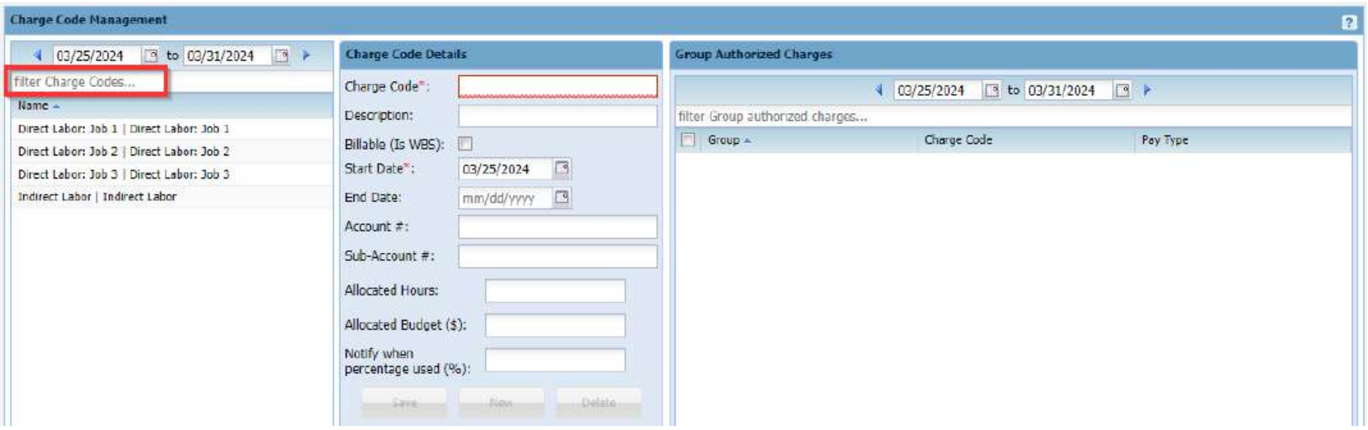
Accountants will be using Charge Code Management to:

- View Existing Charge Code
- Add New Charge Code
- Update Existing Charge Code
- Delete a Charge Code
- View Existing Group Authorized Charge Associations
- Delete a Group Authorized Charge Association

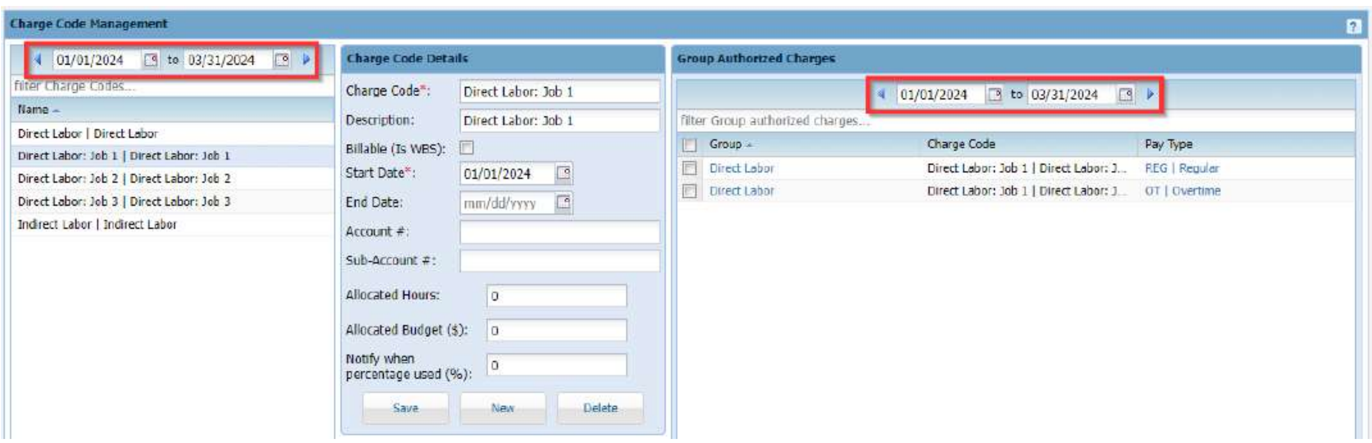
NOTE: Charge Code is a label that can be changed upon request. Even if the name is changed, all features will remain the same. See “Field Labels” on page 6.

View Existing Charge Codes

Under the Charge Code Management column (left side) there is a text box that will allow you to filter by name.



You can also use the date range above the filter to view historical or future data on both charge codes and group authorized charges.

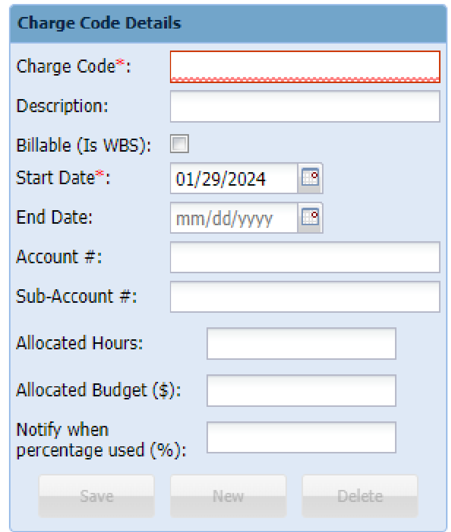


Add New Charge Code

When you first navigate to the Charge Code Management page, all currently active codes will be displayed on the left column. To create a new one, enter the code information into the column Charge Code Details and click “Save”.

Charge Code Details:

<u>Charge Code</u> – Required field that will be displayed in the 2nd column of the timesheet (usually customer, customer:job, project code or element code)
<u>Description</u> – Optional timesheet data to further describe the charge code or make it easier for the employee to choose
<u>Billable (Is WBS)</u> – Check the box if the charge code is going to be marked billable in the accounting software export



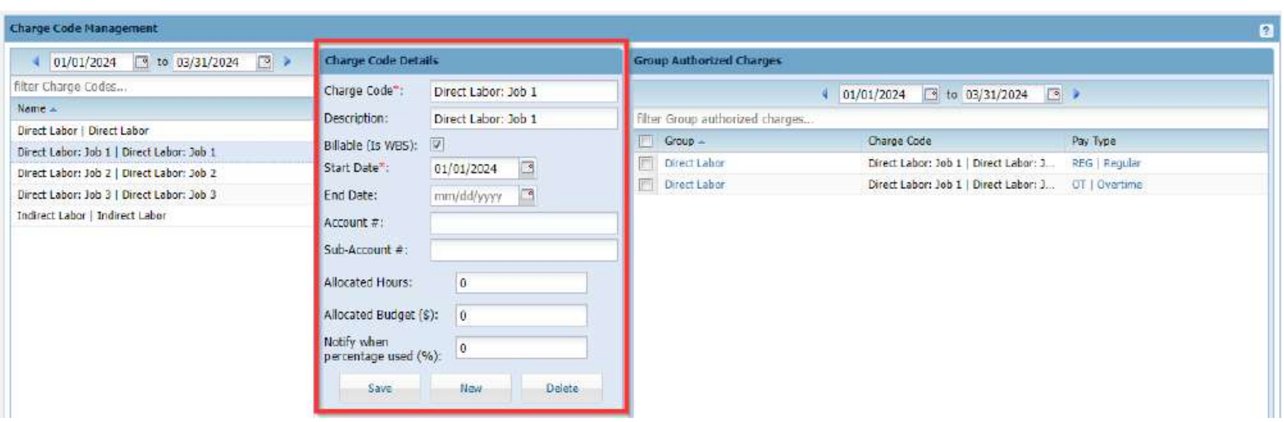
Start Date – First date the code will be available on the timesheet (can be backdated). Use the mm/dd/yyyy format or click on the calendar icon to display a pop-up calendar
End Date – Last date the code will be available on the timesheet (can be future dated). Use the mm/dd/yyyy format or click on the calendar icon to display a pop-up calendar (optional)
Account Number – Additional mapping if needed by accounting software
Sub Account Number – Additional mapping if needed by accounting software
Allocated Hours – Available for use in custom reports or exports
Allocated Budget ($) – Available for use in custom reports or exports
Notify When Percentage Used (%) – Available for use in custom notifications

Enter the new code information into the column Charge Code Details and click "Save".

TIP: If you have a lot of Charge Codes to add, go to Accounting > Import|Export > Charge Code and use the spreadsheet format to import.

Update Existing Charge Code

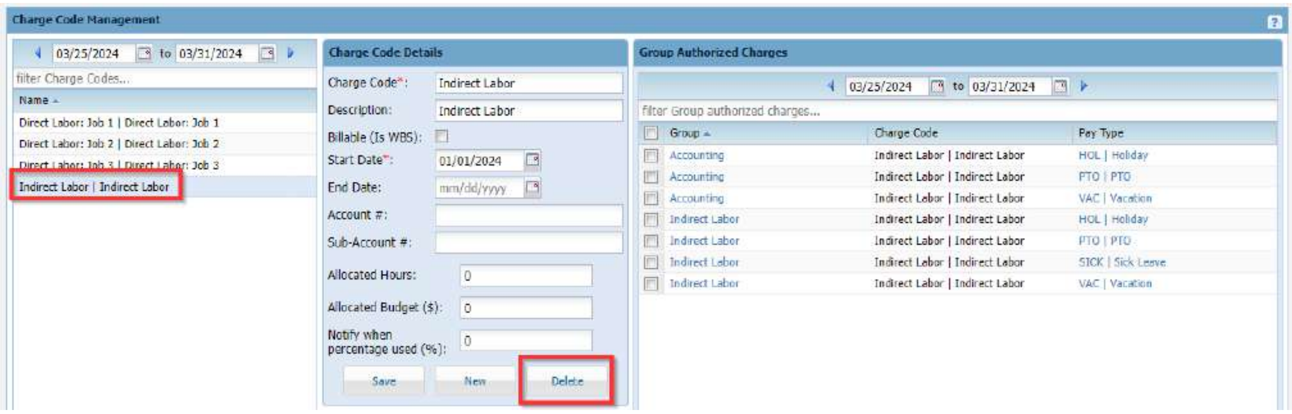
First start by locating the Charge Code - you can use the text box to filter for the name or scroll down the list. Click on the name then update, add or remove any data in the column Charge Code Details and click "Save". Changes made to the Charge Code (including name and description) will immediately be viewable on the timesheet.



NOTE: Changes that are made to the Charge Code might affect the payroll and/or accounting software export. If you are not sure, contact your system administrator or Technical Support for guidance.

Delete Charge Code

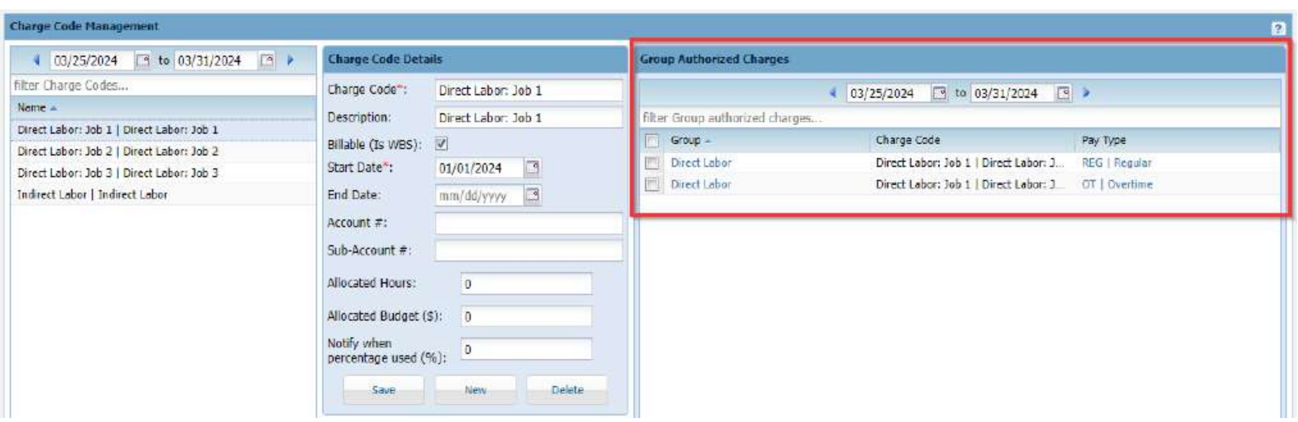
To delete a Charge Code from the list, choose the name and click the “Delete” button at the bottom of the details column.



NOTE: Only a Charge Code without any associations can be deleted. A Charge Code that has been used on a timesheet cannot be deleted; however, they can have an end date added so that they are no longer accessible on the timesheet.

Viewing Existing Group Authorized Charge Associations

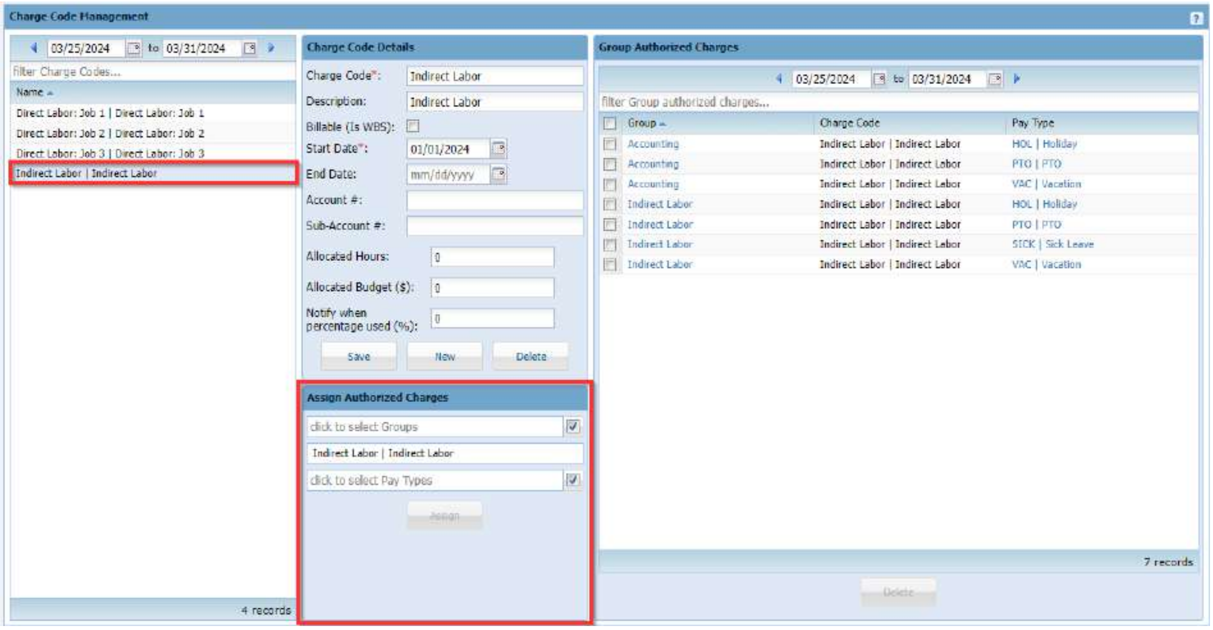
From the Charge Code Management page, select a Charge Code from the left column so that the existing Charge Code associations are displayed on the Group Authorized Charges box on the right of the page.



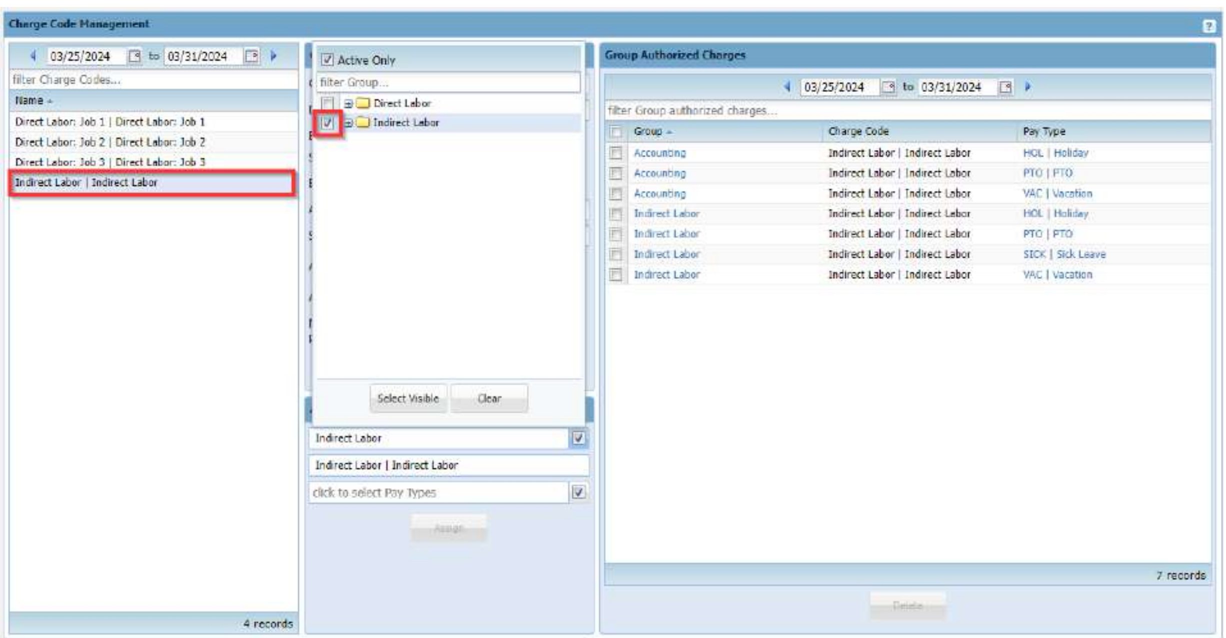
You can also use the date range above the filter to view historical or future data on both Charge Code and group authorized charges.

Creating New Group Authorized Charge Association

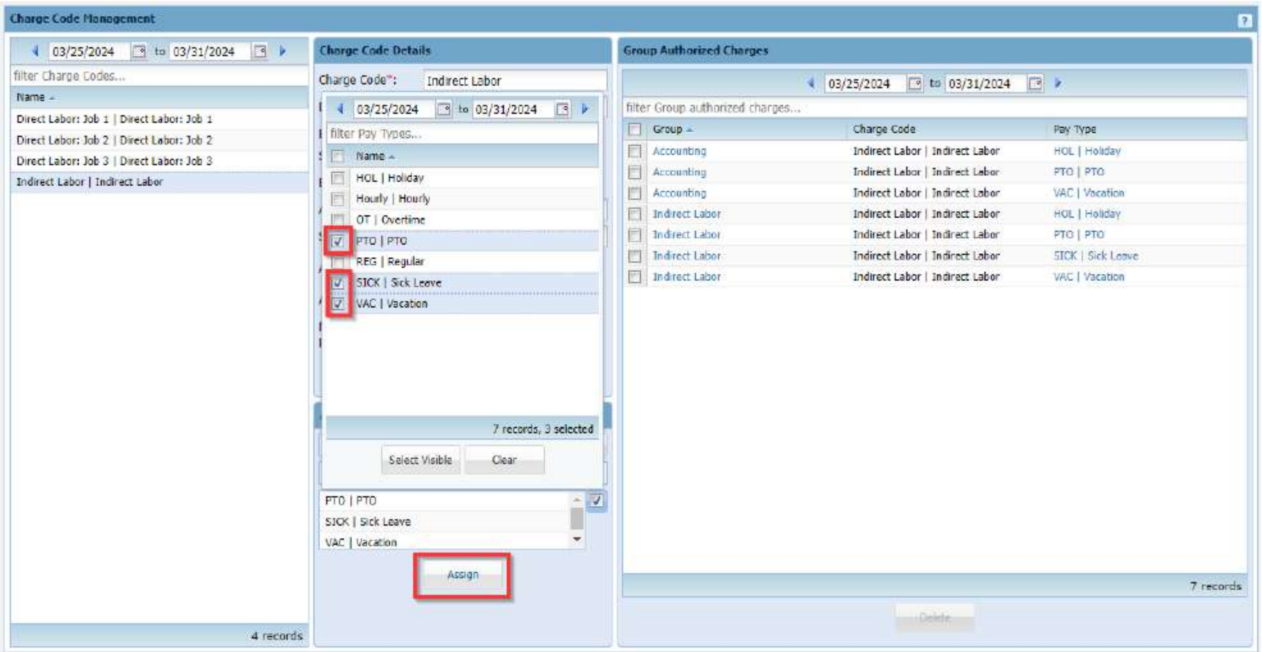
To create a new authorized charge, select a Charge Code from the left column.



In the box Assign Group Authorized Charges click in the field "click to select Groups" and from the popup box, choose at least one group.

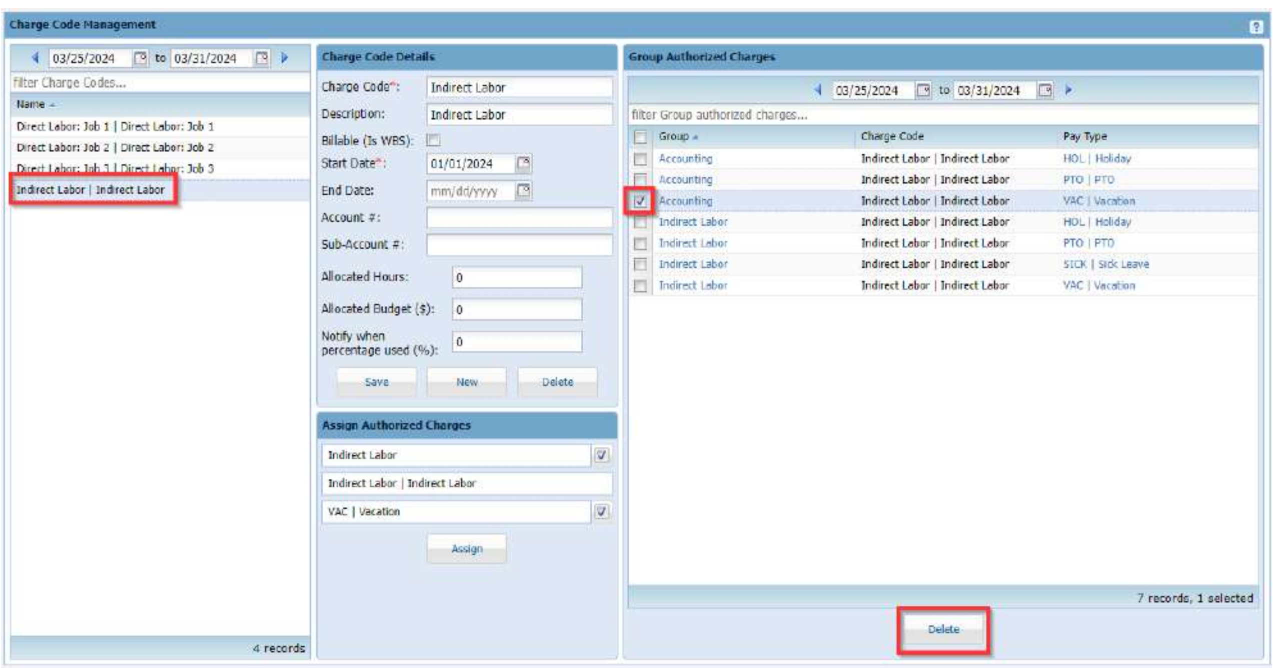


To select the pay types associated to that code, click in the field "click to select Pay Types" and choose at least one Pay Type. Click "Assign" to complete the Group Authorized Charge and the new item will appear in the box on the right.



Deleting a Group Authorized Charge Association

After navigating to the Charge Code Management page, select a Charge Code then the desired Group Authorized Charges from the column on the right and click the “Delete” button at the bottom of the box. Only an unassigned association can be deleted. However, if any item in the association has ended, the entire association will no longer be visible on the timesheet.



Pay Type Management

The Pay Type Management page allows the Accountant user to add, edit or delete Pay Type information that can correlate to your accounting or payroll system. Pay Type is the 3rd field on the timesheet.

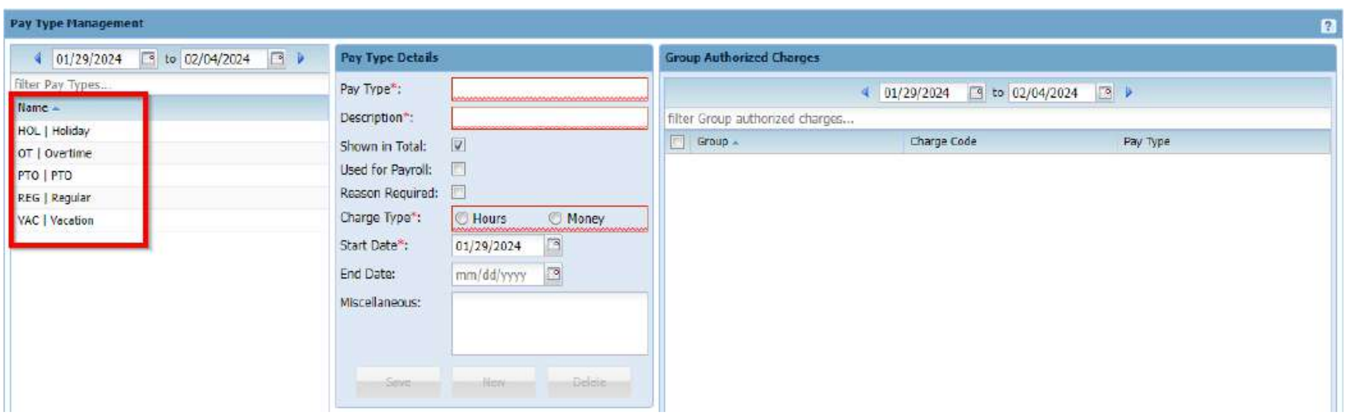
Accountants will be using Pay Type Management to:

- View Existing Pay Types
- Add New Pay Types
- Update Existing Pay Types
- Delete a Pay Type
- View Existing Group Authorized Charge Associations
- Deleting a Group Authorized Charge Association

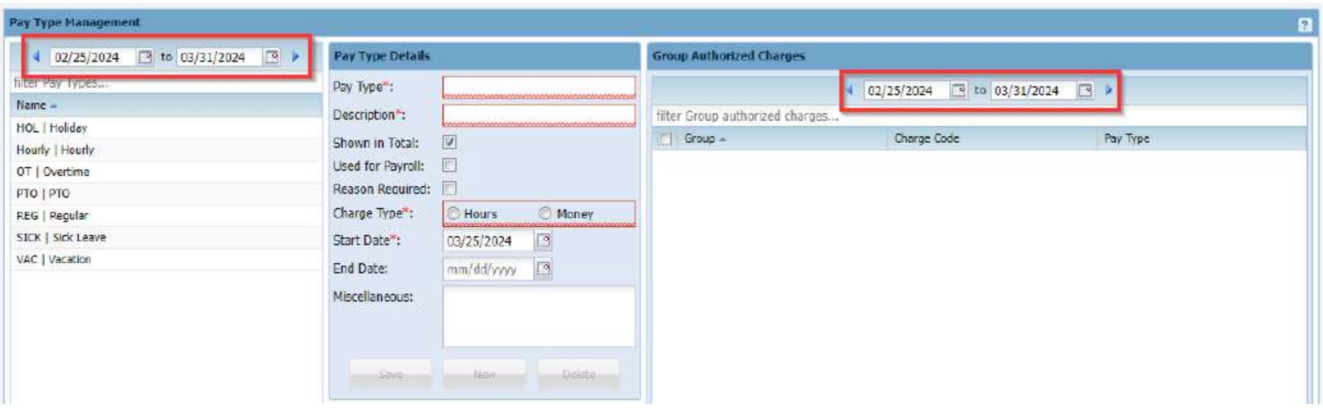
NOTE: Pay Type is a label that can be changed upon request. Even if the name is changed, all features will remain the same. See “Field Labels” on page 6.

Viewing Existing Pay Types

From the Pay Type Management page, all currently active Pay Types will be displayed in the left column. Under that column header, there is a text box that will allow you to filter by name.



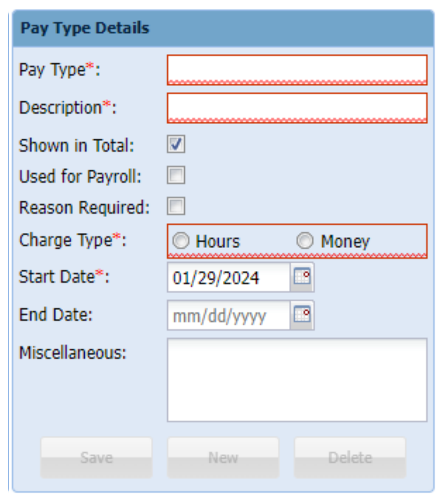
You can also use the date range above the filter to view historical or future data on both Pay Types and group authorized charges.



Add a New Pay Type

Navigate to the Accounting > Pay Type Management page. All currently active codes will be displayed on the left column. Enter the new code information into the column Pay Type Details and click “Save”.

Pay Type Details:



<u>Pay Type</u> – Required field that is not displayed on the timesheet but can be used for payroll or accounting exports
<u>Description</u> – will be displayed in the 3rd column of the timesheet (usually payroll item or earnings code)
<u>Shown in Total</u> – Check the box if you want the pay type to be added up for the day
<u>Used for Payroll</u> – Check the box if the Pay Type needs to be in the accounting/payroll export
<u>Reason Required</u> – Check the box if you require your employees to enter a reason why they are entering their hours late
<u>Charge Type</u> – Choose the type of Pay associated to the item
<u>Start Date</u> – First date the code will be available on the timesheet (can be backdated). Use the mm/dd/yyyy format or click on the calendar icon to display a pop-up calendar
<u>End Date</u> – Last date the code will be available on the timesheet (can be future dated). Use the mm/dd/yyyy format or click on the calendar icon to display a pop-up calendar (optional)
<u>Miscellaneous</u> – Additional mapping if needed by accounting software

Enter the new code information into the column Pay Type Details and click “Save”.

TIP: If you have a lot of Pay Types to add, go to Accounting > Import|Export > Pay Type and use the spreadsheet format to import.

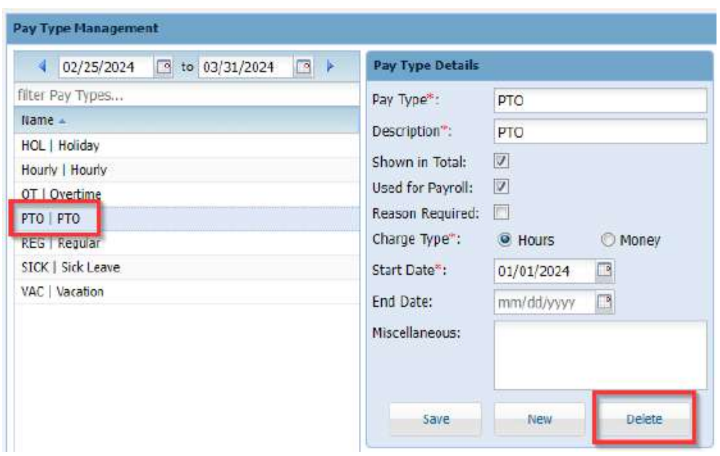
Update an Existing Pay Type

First start by locating the Pay Type - you can use the text box to filter for the name or scroll to locate the Pay Type. Click on the name then update, add or remove any data in the column Pay Type Details and click "Save". Changes made to the Pay Type (including name and description) will immediately be viewable on the timesheet.

NOTE: Changes that are made to the Pay Type might affect the payroll and/or accounting software export. If you are not sure, contact your system administrator or Technical Support for guidance.

Deleting a Pay Type

To delete a Pay Type from the list, choose the name and click the "Delete" button at the bottom of the details column.

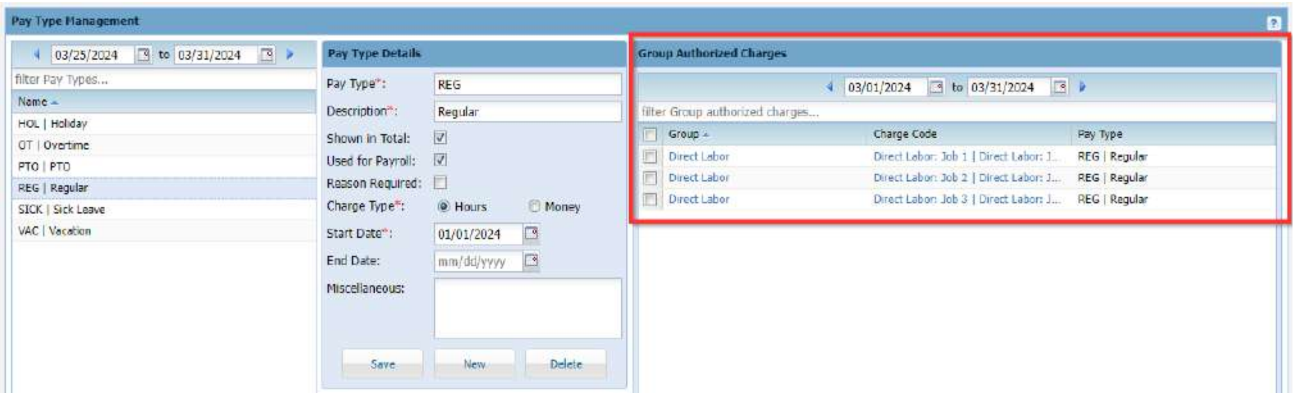


NOTE: Only a Pay Type without any associations can be deleted. A Pay Type that has been used on a timesheet cannot be deleted; however, they can have an end date added so that they are no longer accessible on the timesheet.

Viewing Existing Group Authorized Charge Associations

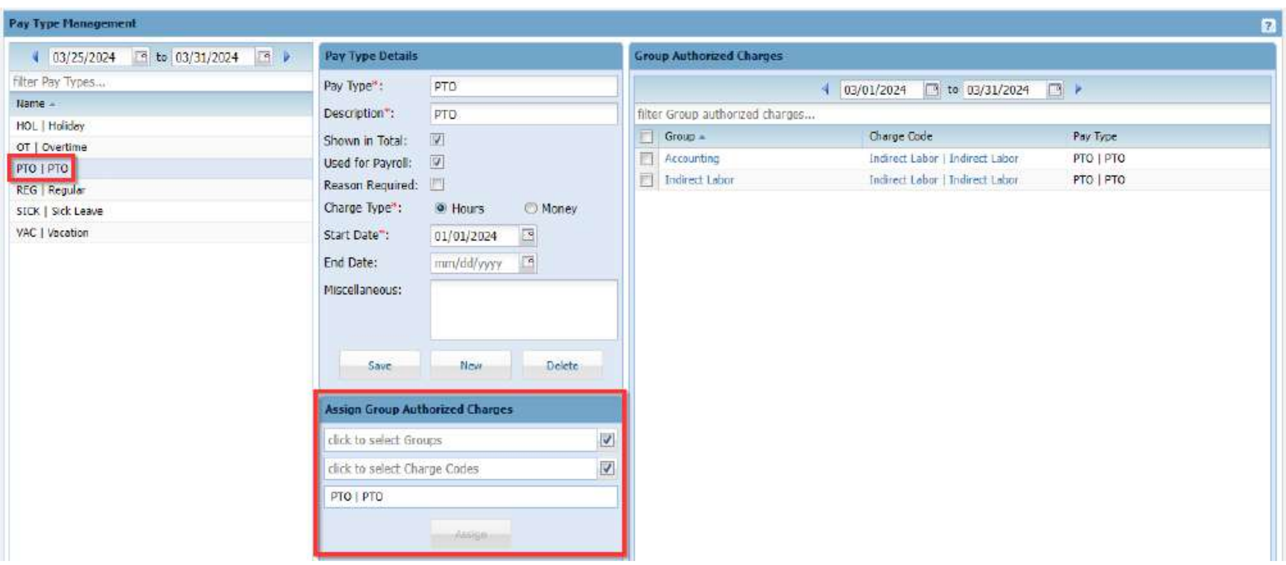
From the Pay Type Management page, once a Pay Type is selected the left column, the existing Pay Type associations are displayed on the Group Authorized Charges box on the right of the page.

You can also use the date range above the filter to view historical or future data on both pay types and group authorized charges.

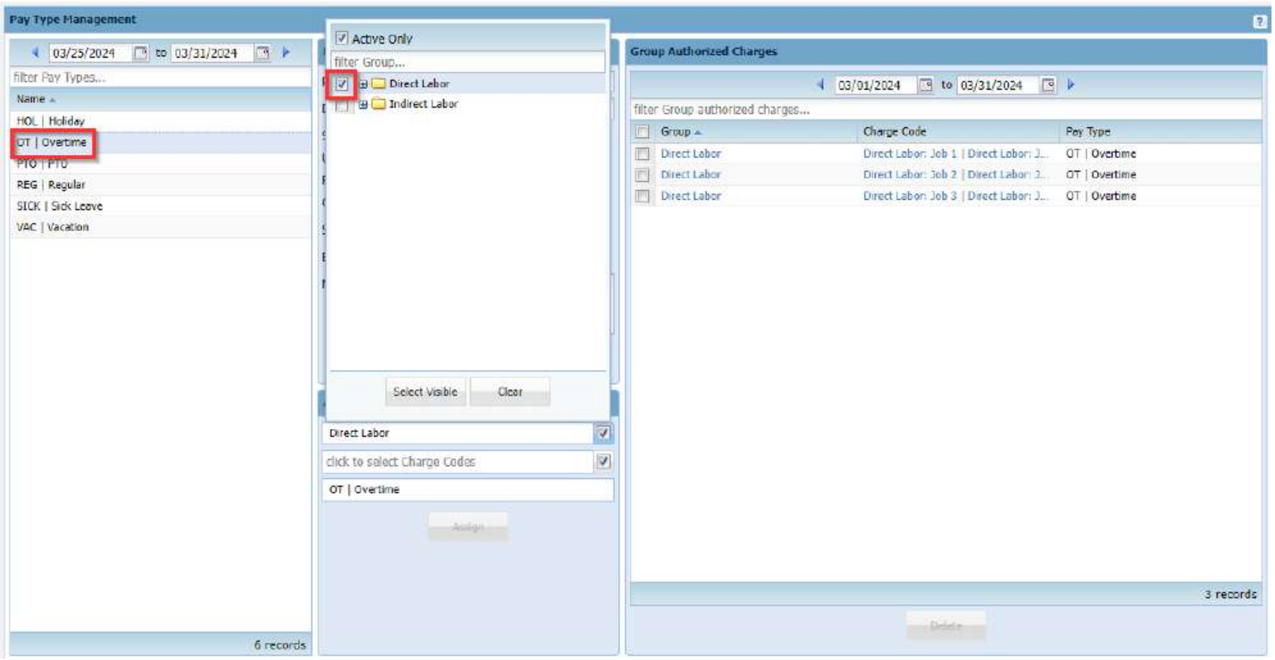


Creating New Group Authorized Charge Association

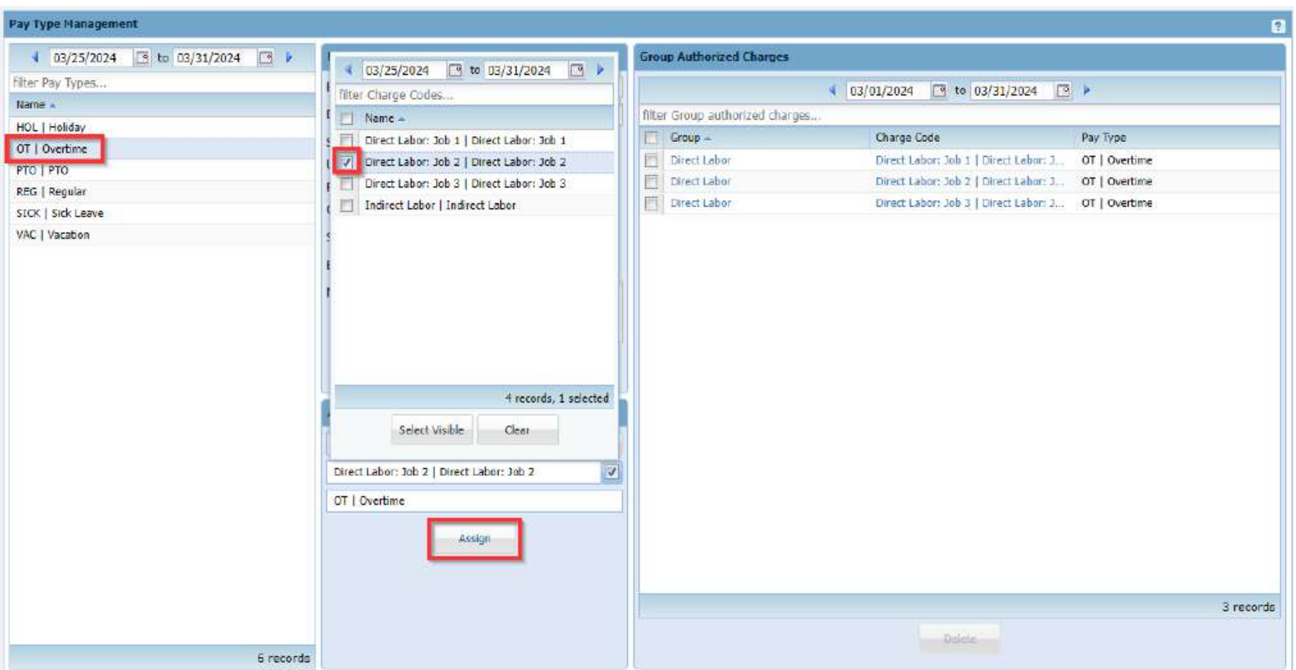
To create a new authorized charge, select a Pay Type from the left column.



In the box Assign Group Authorized Charges click in the field “click to select Groups” and choose at least one group.



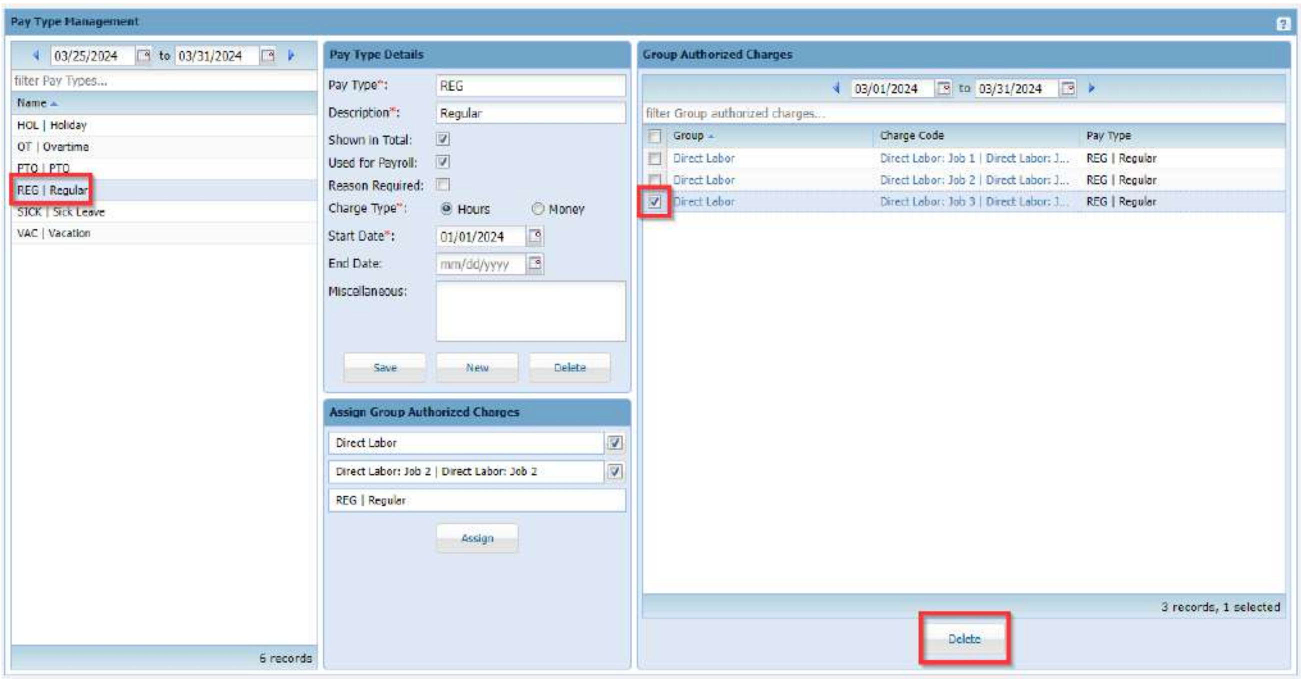
Click in the field “click to select Charge Codes” and choose at least one Charge Code.



Once the Charge Code is selected, click the “Assign” button and it will appear in the box Group Authorized Charges.

Deleting a Group Authorized Charge Association

After navigating to the Pay Type Management page, select a Pay Type then the desired Group Authorized Charges from the column on the right and click the “Delete” button at the bottom of the box. Only an unassigned association can be deleted. However, if any item in the association has ended, the entire association will no longer be visible on the timesheet.



Org Management

The Org Management page allows the Accountant user to add, edit or delete Org information that can correlate to your accounting or payroll system. Org is the 4th field on the timesheet but is not required to be visible.

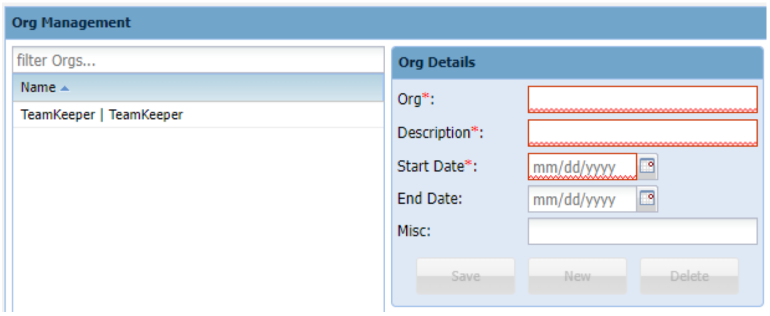
Accountants will be using Org Management to:

- View Existing Orgs
- Add New Orgs
- Update Existing Orgs
- Deleting Orgs

NOTE: Org is a label that can be changed upon request. Even if the name is changed, all features will remain the same. See “Field Labels” on page 6.

Viewing Existing Orgs

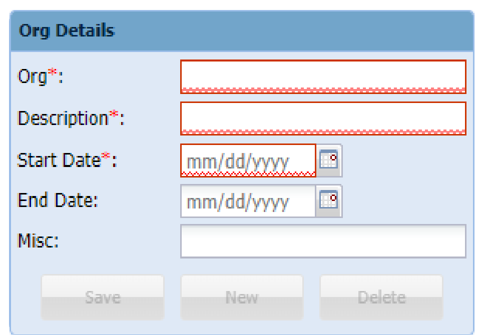
From the Org Management page, all currently active Orgs will be displayed in the left column. Under that column header, there is a text box that will allow you to filter by name.



Add New Orgs

Org is a field available on the timesheet as well as the Employee profile. Navigate to the Accounting > Org Management page. All currently active organizations will be displayed on the left column.

Org Details:



<u>Org</u> – Required field that is displayed on the timesheet and can be used for payroll or accounting exports

<u>Description</u> – will not be displayed on the timesheet but it is visible when choosing from the drop down list

<u>Start Date</u> – First date the code will be available on the timesheet (can be backdated). Use the mm/dd/yyyy format or click on the calendar icon to display a pop-up calendar

<u>End Date</u> – Last date the code will be available on the timesheet (can be future dated). Use the mm/dd/yyyy format or click on the calendar icon to display a pop-up calendar (optional)

<u>Misc</u> – Additional mapping if needed by accounting software (not displayed on timesheet)

Enter the new code information into the column Org Details and click “Save”.

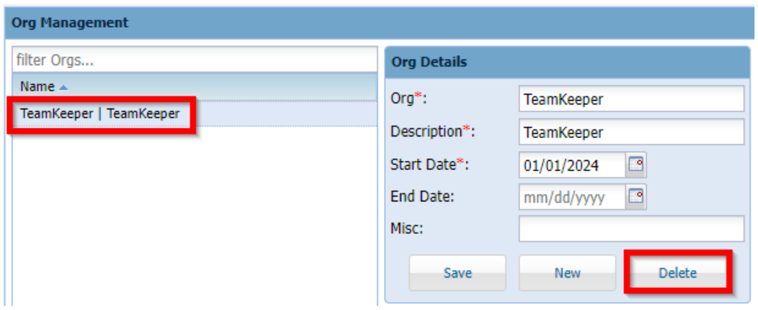
Update Existing Orgs

First start by locating the Org - you can use the text box to filter for the name or scroll to locate the Org. Click on the name in the left column then update, add or remove any data in the column Org Details and click “Save”. Changes made to the Org (including name and description) will immediately be viewable on the timesheet.

NOTE: Changes that are made to the Org might affect the payroll and/or accounting software export. If you are not sure, contact your system administrator or Technical Support for guidance.

Delete Orgs

To delete an Org from the list, choose the name and click the "Delete" button at the bottom of the details column.



NOTE: Only an Org without any associations can be deleted. An Org that has been used on a timesheet cannot be deleted, however, they can have an end date added so that they are no longer accessible on the timesheet.

Task# Management

The Task# Management page allows the Accountant user to add, edit or delete Task# information that can correlate to your accounting or payroll system. Task# is the 5th field on the timesheet but is not required so it may not be visible at all.

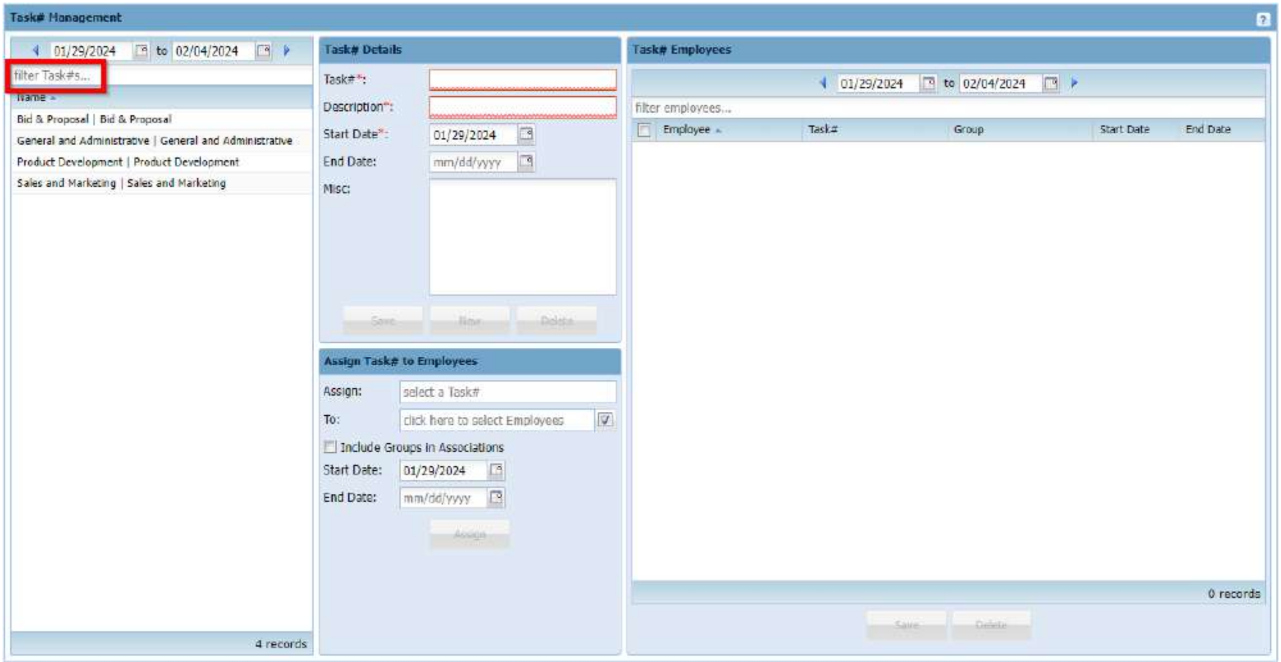
Accountants will be using Task# Management to:

- View Existing Task#s
- Add New Task#
- Update Existing Task#
- Delete Task#
- View Existing Task# to Employee Assignments
- Assigning Task# to Employee(s)
- Delete an Employee Task# Assignment
- Ending an Employee Task# Assignment

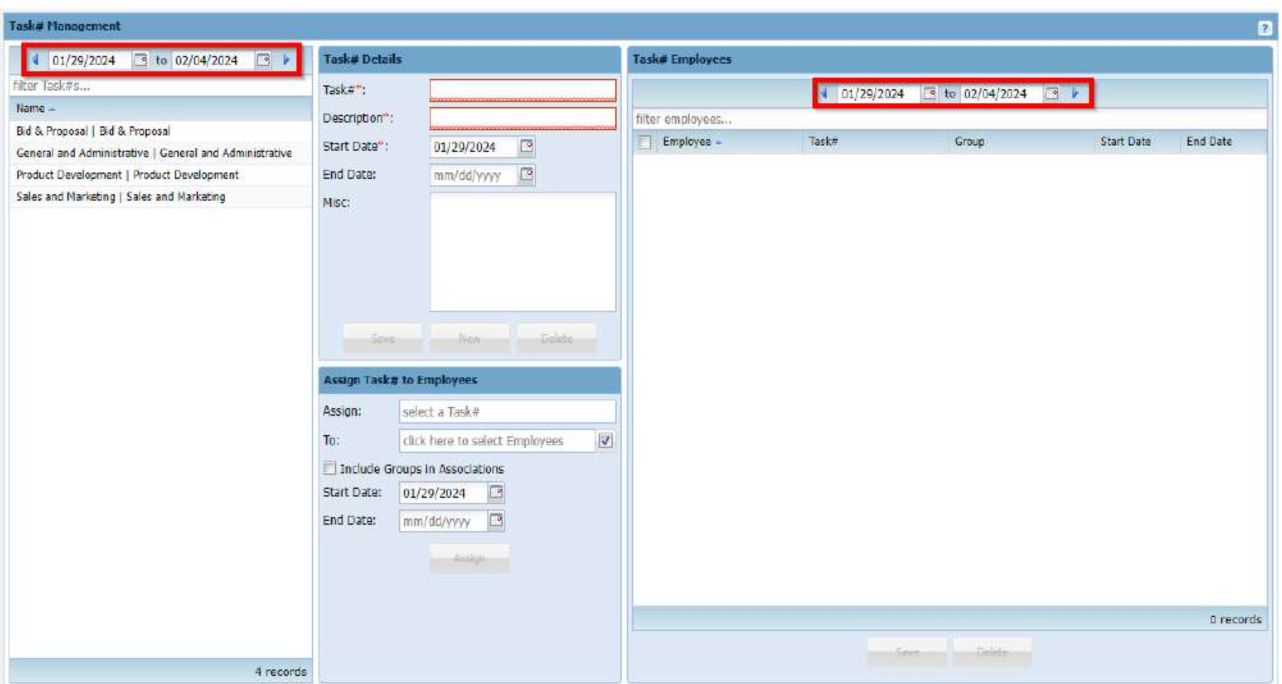
NOTE: Task# is a label that can be changed upon request. Even if the name is changed, all features will remain the same. See "Field Labels" on page 6.

Viewing Existing Task#s

From the Task# Management page, all currently active Task#s will be displayed in the left column. Under that column header, there is a text box that will allow you to filter by name.



You can also use the date range above the filter to view historical or future data on both charge codes and group authorized charges.

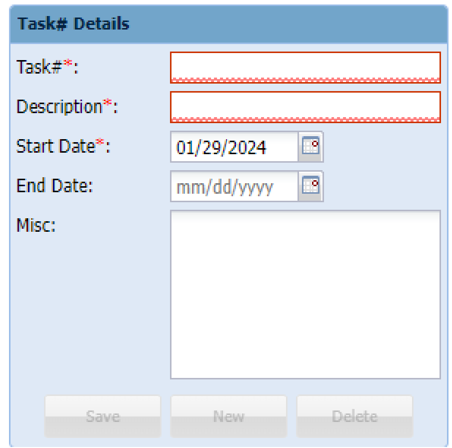


TeamKeeper
One. Smart. Solution.

Add New Task#

Navigate to the Accounting > Task# Management page. All currently active codes will be displayed on the left column. Enter the new code information into the column Task# Details and click “Save”.

Task# Details:



Task# – Required field that is displayed on the timesheet and can be used for payroll or accounting exports

Description – will not be displayed on the timesheet but it is visible when choosing from the drop down list

Start Date – First date the code will be available on the timesheet (can be backdated). Use the mm/dd/yyyy format or click on the calendar icon to display a pop-up calendar

End Date – Last date the code will be available on the timesheet (can be future dated). Use the mm/dd/yyyy format or click on the calendar icon to display a pop-up calendar (optional)

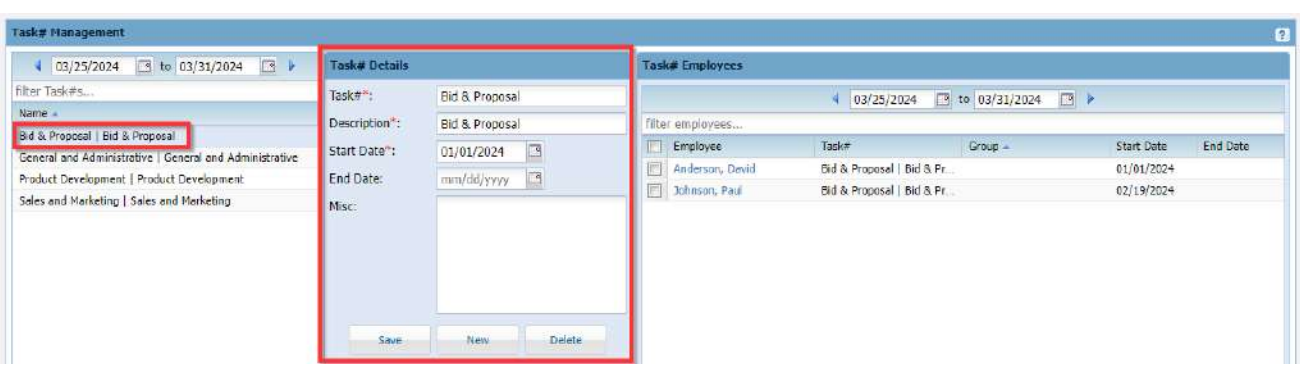
Misc – Additional mapping if needed by accounting software (not displayed on timesheet)

Enter the new code information into the column Org Details and click “Save”.

TIP: If you have a lot of Task# to add, go to Accounting > Import|Export > Task# and use the spreadsheet format to import.

Update Existing Task#

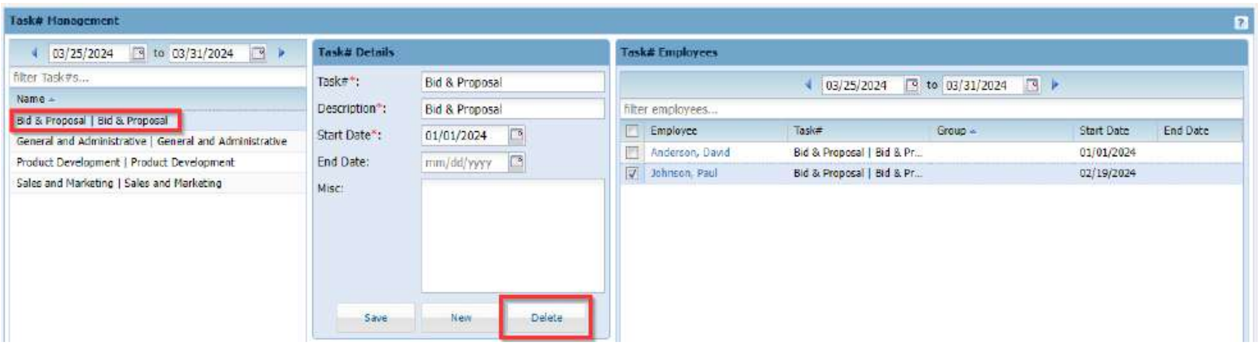
First start by locating the Task# - you can use the text box to filter for the name or scroll to locate the Task#. Click on the name in the left column then update, add or remove any data in the column Task# Details and click “Save”. Changes made to the Task# (including name and description) will immediately be viewable on the timesheet.



NOTE: Changes that are made to the Task# might affect the payroll and/or accounting software export. If you are not sure, contact your system administrator or Technical Support for guidance.

Delete a Task#

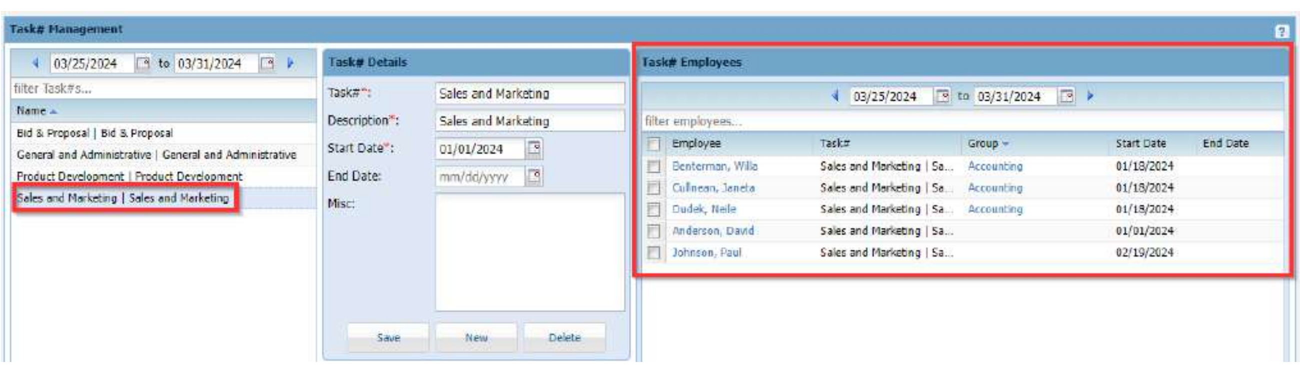
To delete a Task# from the list, choose the name and click the “Delete” button at the bottom of the details column.



NOTE: Only a Task# without any associations can be deleted. A Task# that has been used on a timesheet cannot be deleted, however, they can have an end date added so that they are no longer accessible on the timesheet.

View Existing Task# to Employee Assignments

To view currently active Task# assignments, click the Task# in the left column and if it is assigned to an employee, the record will be displayed in the Task# Employees box on the right.

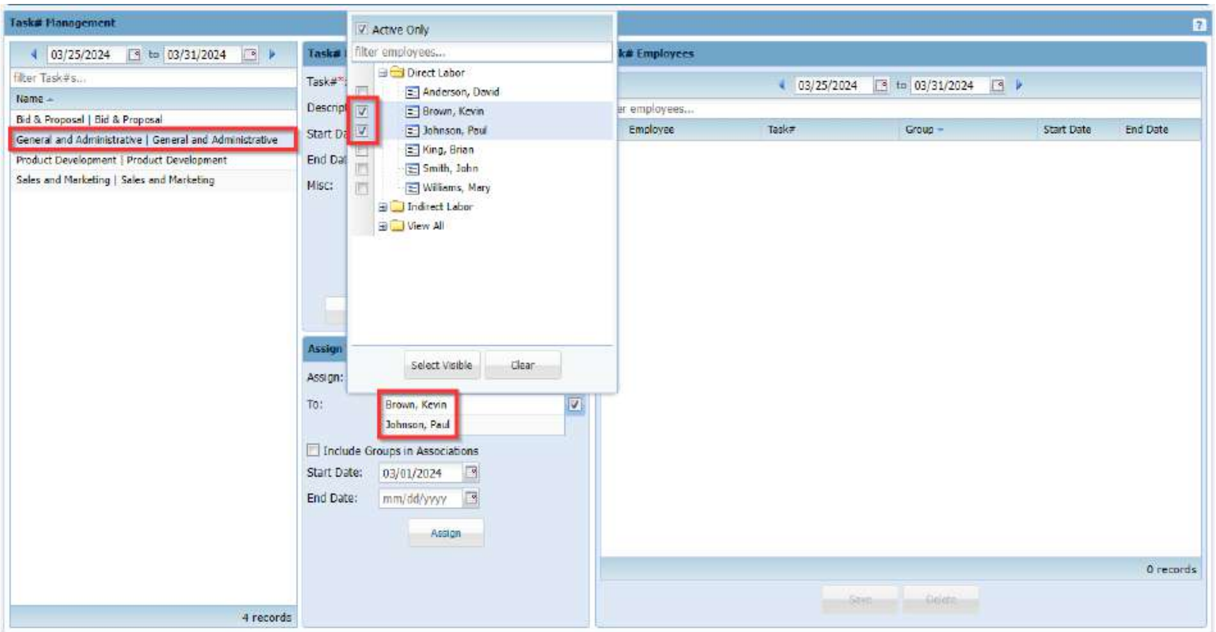


You can also use the date range above the filter to view historical or future data on both Task#s and group authorized charges.

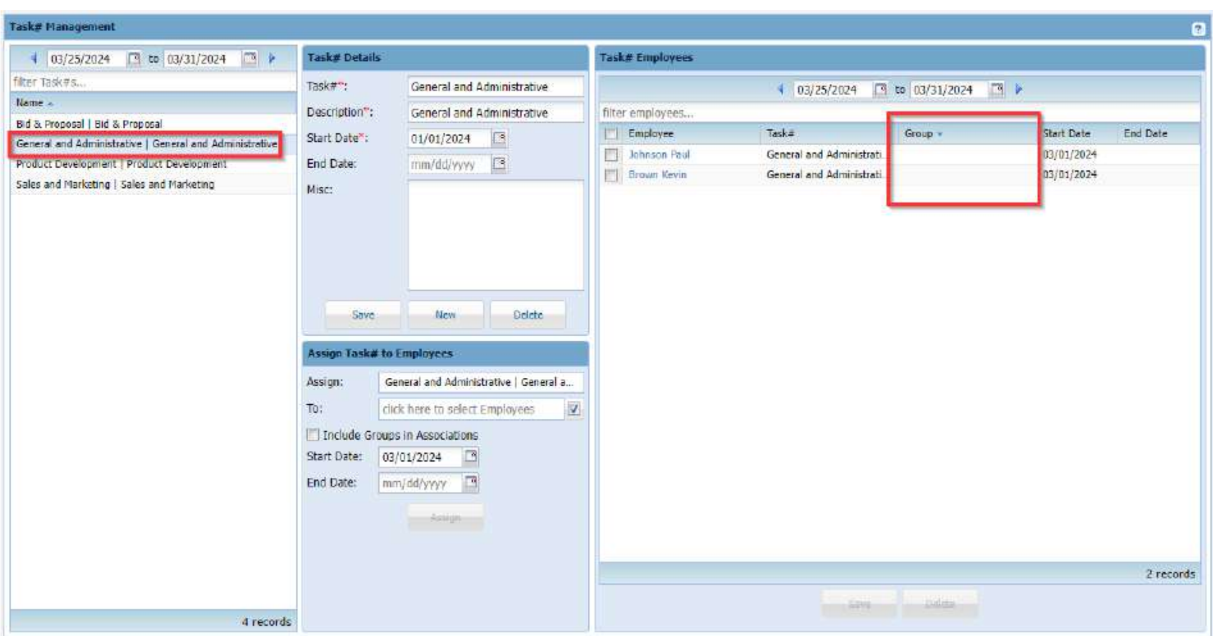
Assigning Task# to Employee(s)

Task#s are different than Charge Code or Pay Type when it comes to associations. Whereas Charge Code or Pay Type is associated to a group, Task# is assigned to employee(s) and can be dependent on their group.

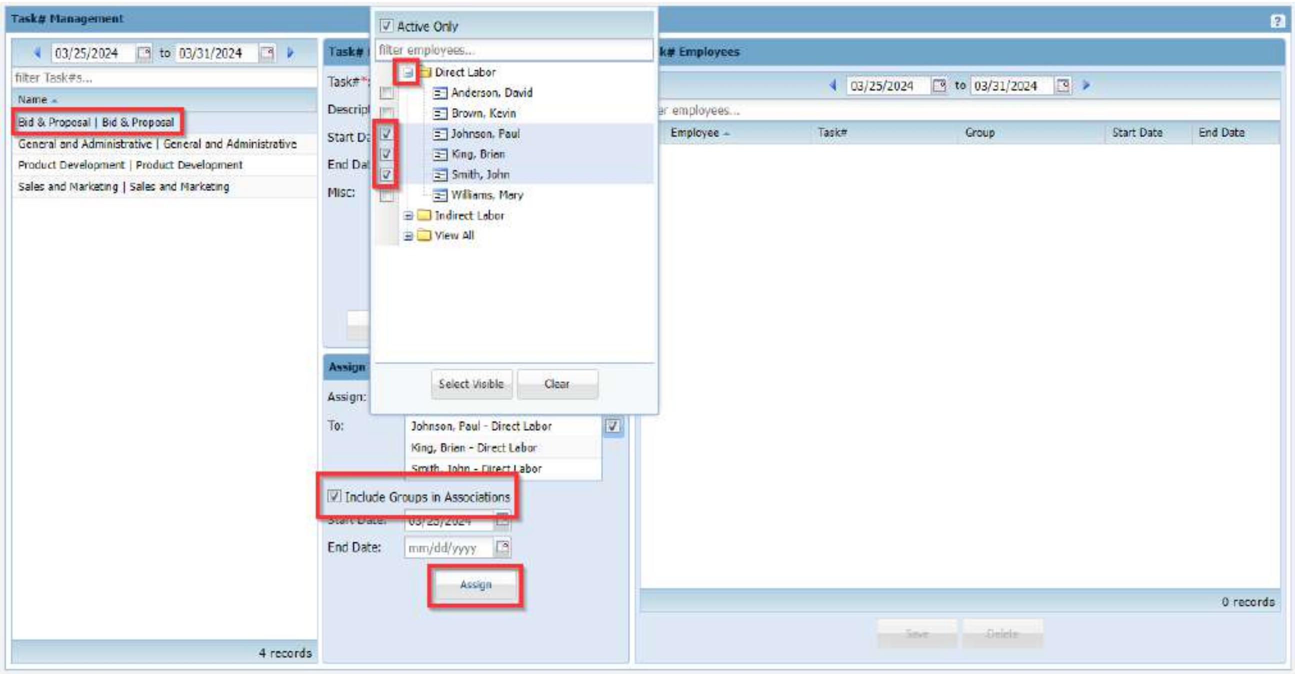
Select the Task# from the left side of the page. In the middle bottom section "Assign Tasks to Employees" choose the employees name, add start date and end date then click "Assign".



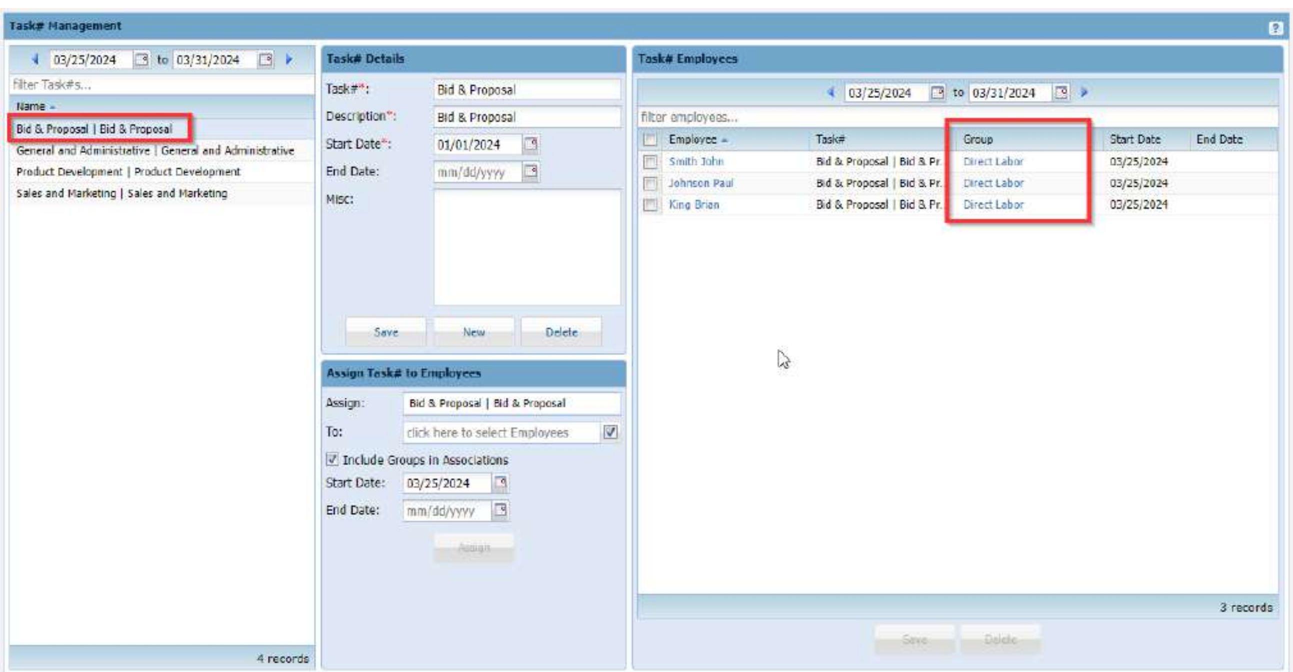
It will appear in the Task# Employee section with the group column blank.



If the Task# is dependent on the employee's group, you must first open the group (not View All) then click the box next to the employee's name. Choose the tasks then check the box "Include Groups in Associations". This will limit how the sees that task.

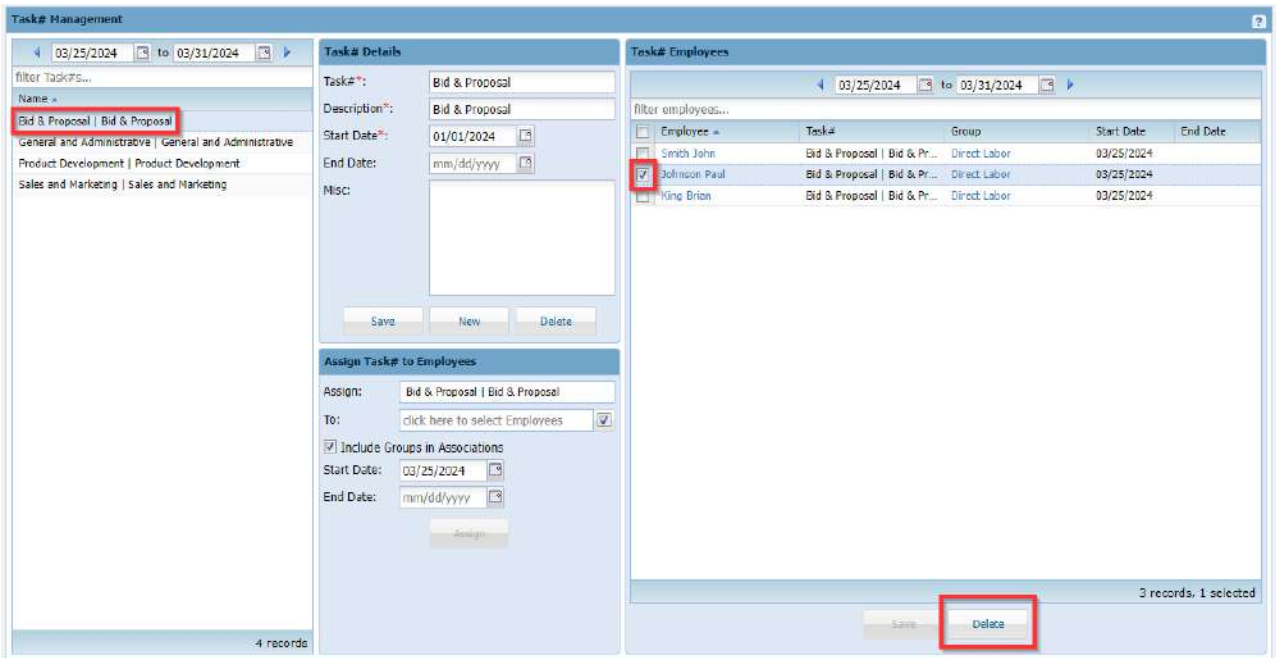


It will appear in the Task# Employee section with the group listed in the group column.



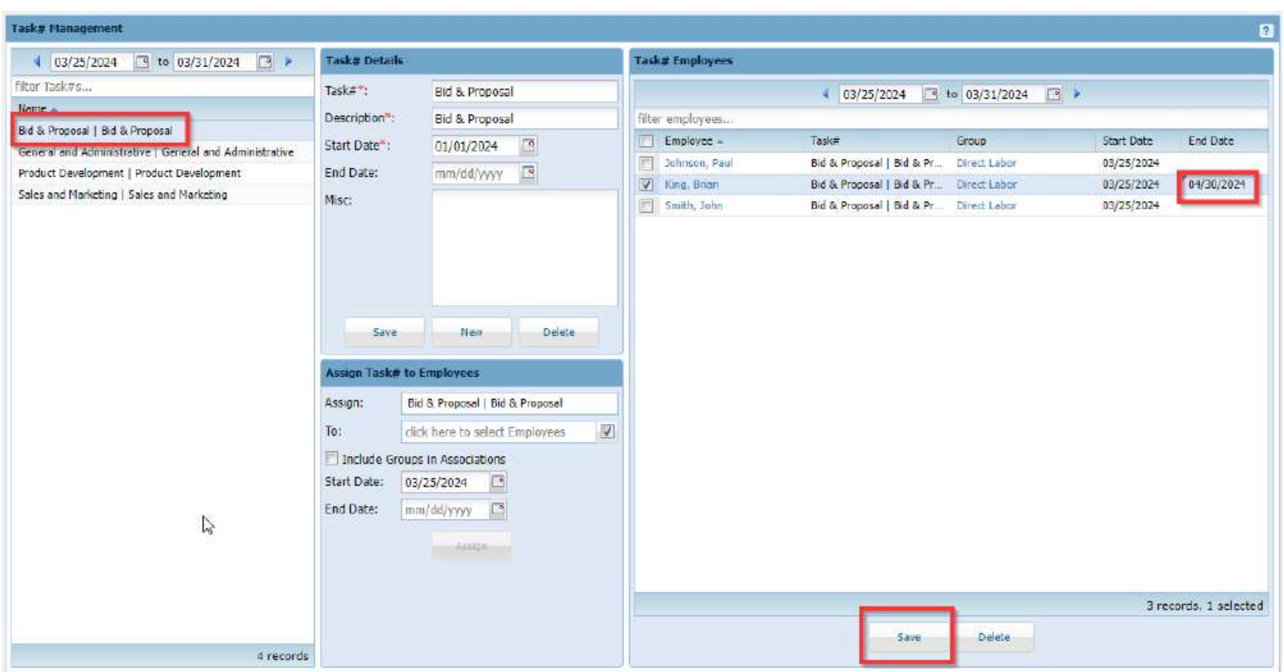
Deleting an Employee Task# Assignment

After selecting the Task#, the employees will display on the right side of the page. Check the box next to their name and click the “Delete” button at the bottom of the box. Only an association that has not been used on the timesheet can be deleted.



Ending an Employee Task# Assignment

Once a Task# has been used on the timesheet, it cannot be deleted but an end date can be added.



Class Management

The Class Management page allows the Accountant user to add, edit or delete Class information that can correlate to your accounting or payroll system.   Class is not visible on the timesheet. It is primarily used for QuickBooks Class and can be added to the QuickBooks timesheet export.

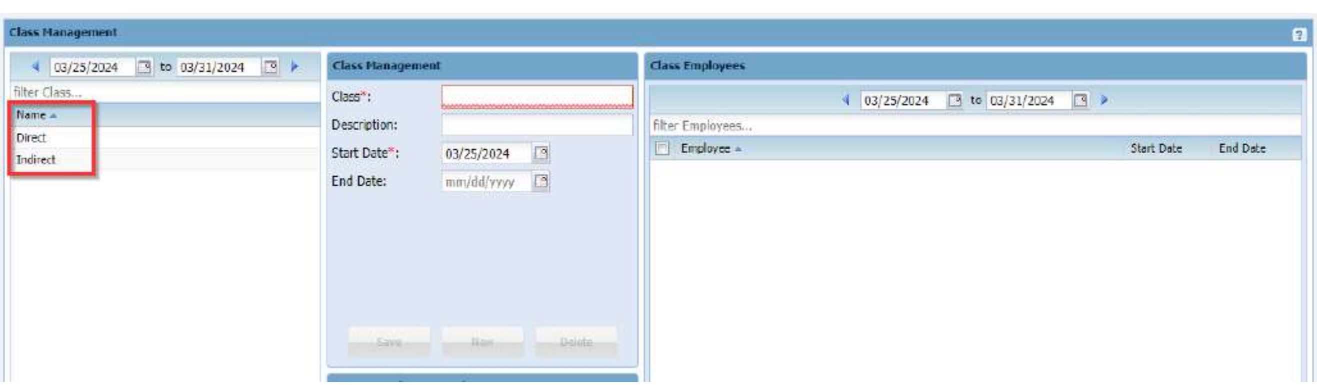
Accountants will be using Class Management to:

- View Existing Classes
- Add New Classes
- Update Existing Classes
- Delete Classes
- View Existing Class to Employee Assignments
- Assign a Class to Employee(s)
- Delete an Employee Class Assignment
- End an Employee Class Assignment

NOTE: Class is a label that can be changed upon request. Even if the name is changed, all features will remain the same. See “Field Labels” on page 6.

Viewing Existing Classes

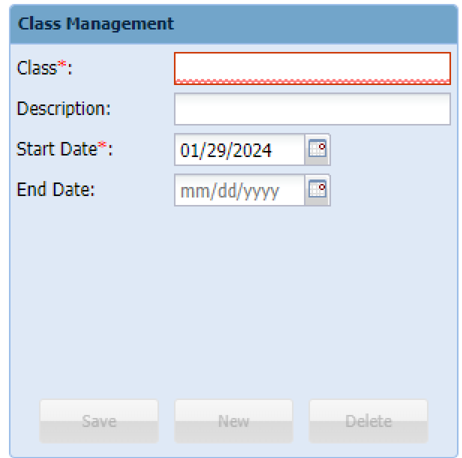
From the Class Management page, all currently active Class will be displayed in the left column. Under that column header, there is a text box that will allow you to filter by name. You can also use the date range above the filter to view historical or future data on both Classes and employee Class assignments.



Add New Classes

Navigate to the Accounting > Class Management page. All currently active codes will be displayed on the left column. Enter the new code information into the column Class Management and click “Save”.

Class Details:



Class – Required field that can be used for payroll or accounting exports

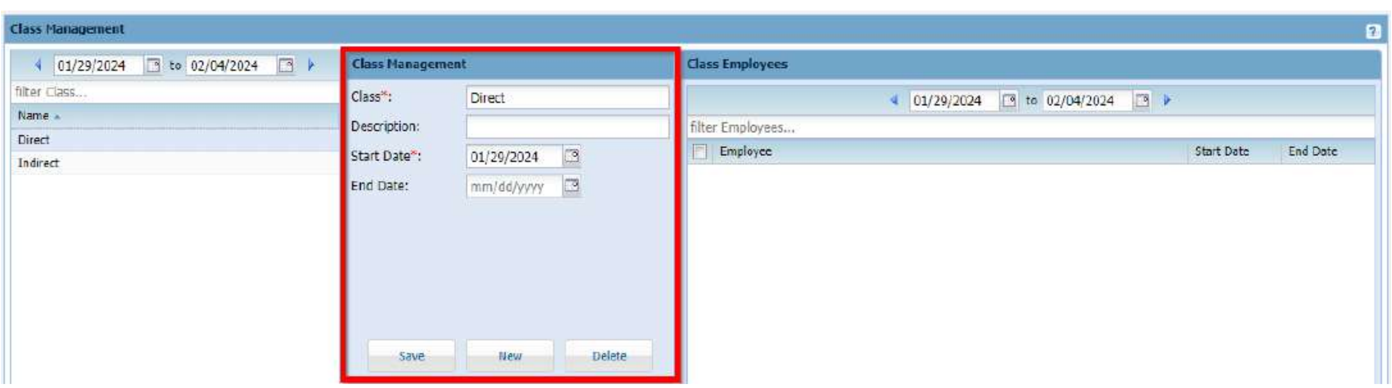
Description – Additional mapping if needed by accounting software

Start Date – First date the Class will be available for exporting (can be backdated). Use the mm/dd/yyyy format or click on the calendar icon to display a pop-up calendar

End Date – Last date the code will be available for exporting (can be future dated). Use the mm/dd/yyyy format or click on the calendar icon to display a pop-up calendar (optional)

Update Existing Classes

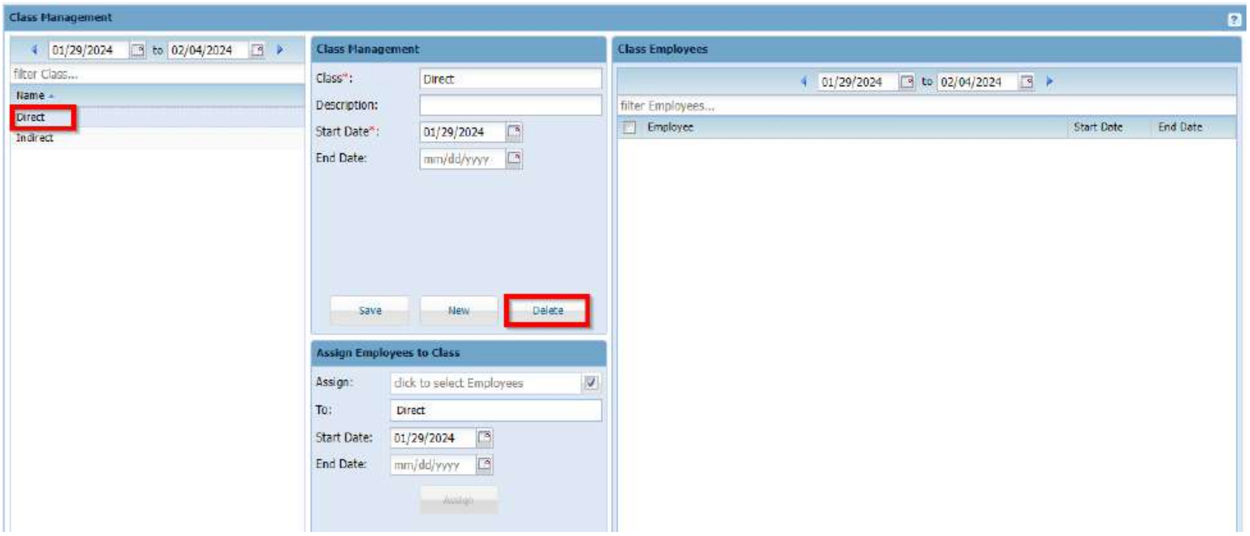
First start by locating the Class - you can use the text box to filter for the name or scroll to locate it. Click on the name in the left column then update, add or remove any data in the column Class Management and click “Save”.



NOTE: Changes that are made to the Class might affect the payroll and/or accounting software export. If you are not sure, contact your system administrator or Technical Support for guidance.

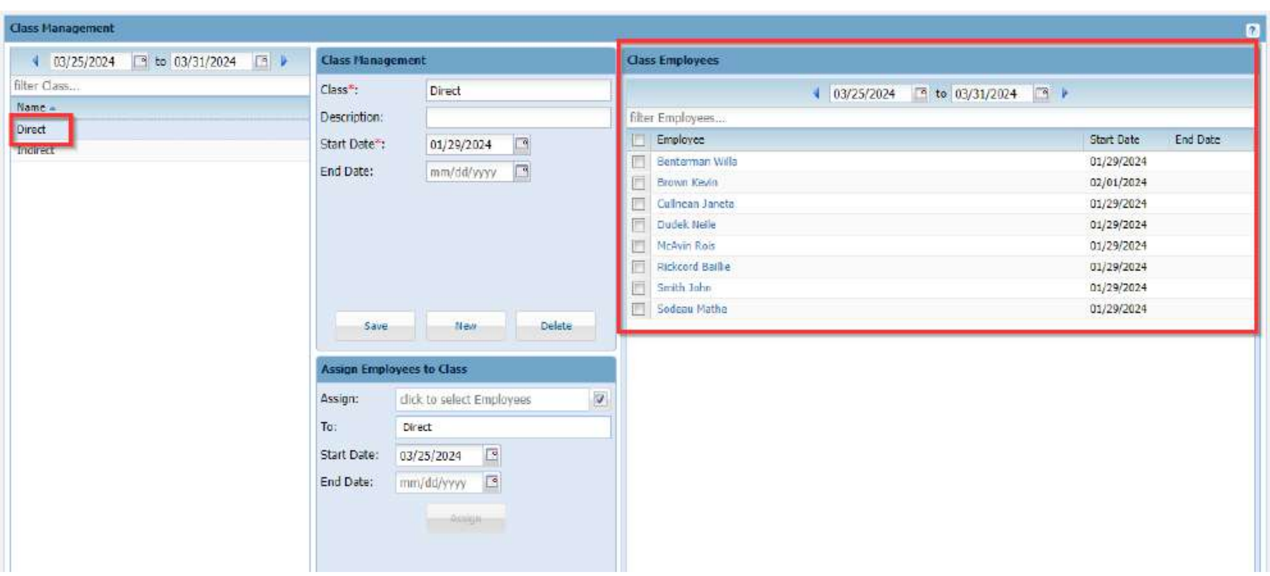
Delete Classes

To delete a Class from the list, choose the name and click the “Delete” button at the bottom of the details column. Since the Class is not listed on the timesheet, they can be deleted even if they are assigned to employees.



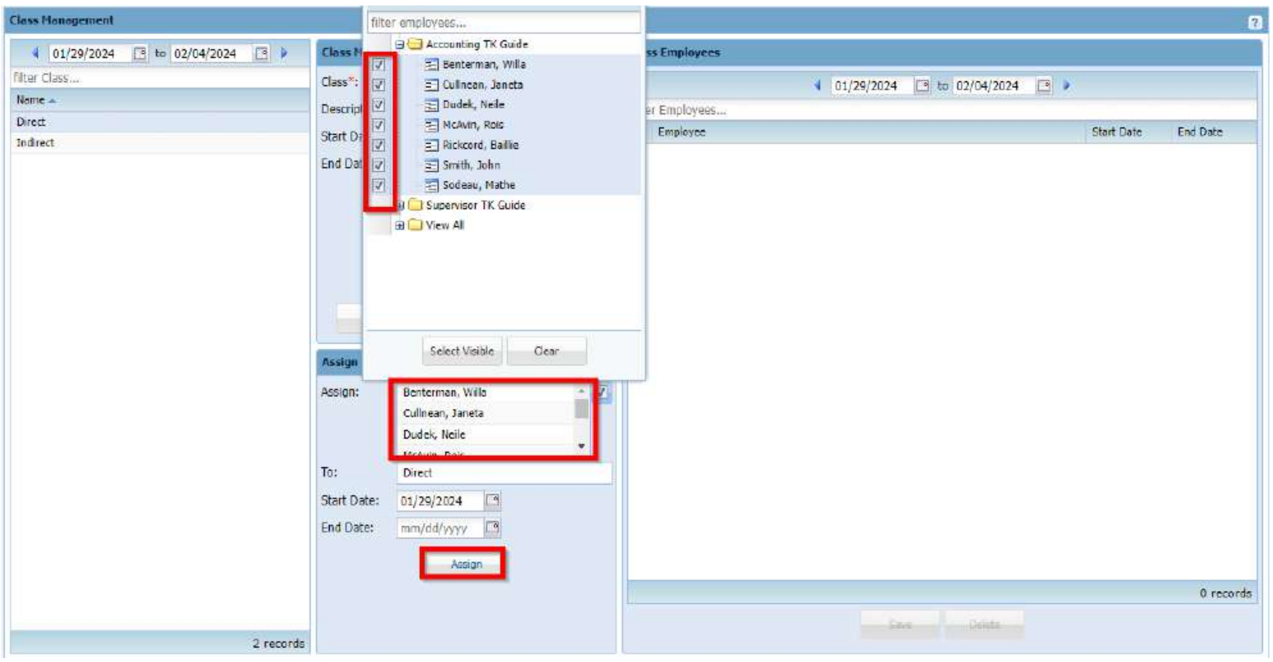
View Existing Class to Employee Assignments

To view currently active Class assignments, click the Class in the left column and if it is assigned to an employee, the record will be displayed in the Class Employees box on the right. To view previously ended or future assignments, use the date range above the listed employees.



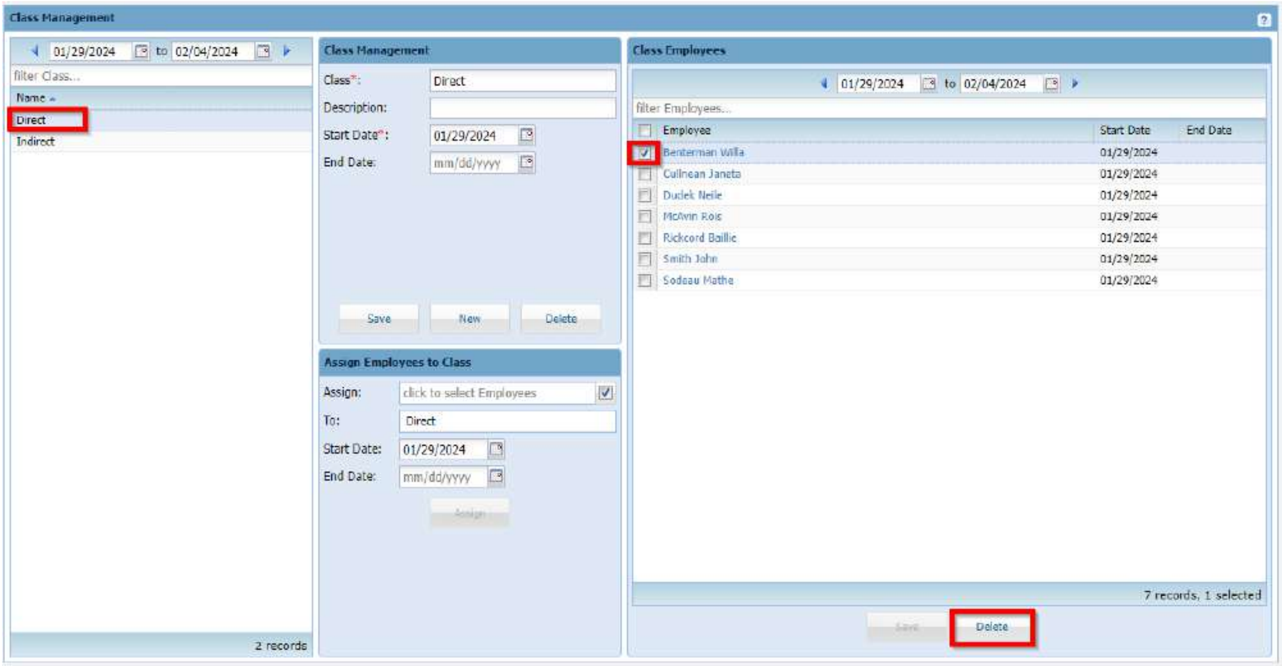
Assign a Class to Employee(s)

After selecting a Class on the left column, the name will be displayed in the box Assign Employees to Class. Click in the field “Click to Select Employees” and choose at least one employee. After entering the start date (end date optional), click “Assign” and the record will be displayed on the right side of the page.



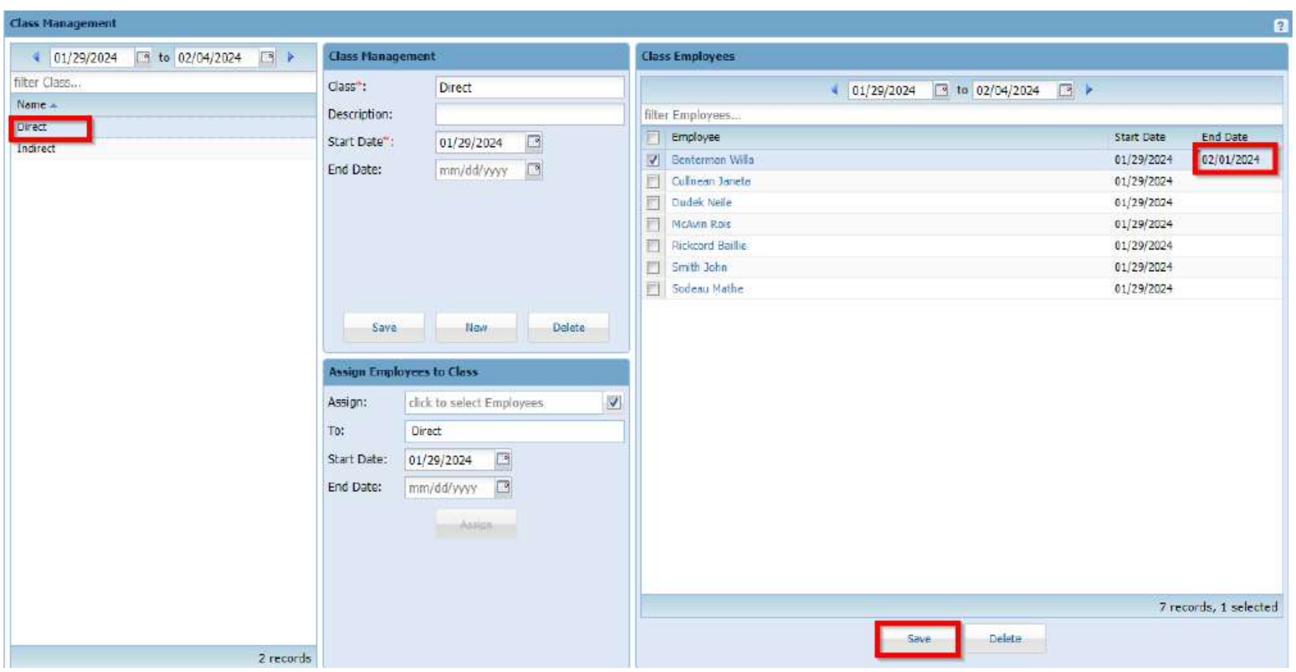
Delete an Employee Class Assignment

After navigating to the Class Management page, select a Class then check the box next to the desired employee row on the Class Employees box then click the “Delete” button at the bottom.



End an Employee Class Assignment

In the module Class Employees, locate the employee by scrolling or filtering for their name. In the column End Date, put the last date the employee should be associated to that class. Make sure to click “Save” at the bottom of the page.



Consent Management

Use Consent Management to create, update or delete consent text to be read by the employees after they request to see the W2 and Pay Stub information online.

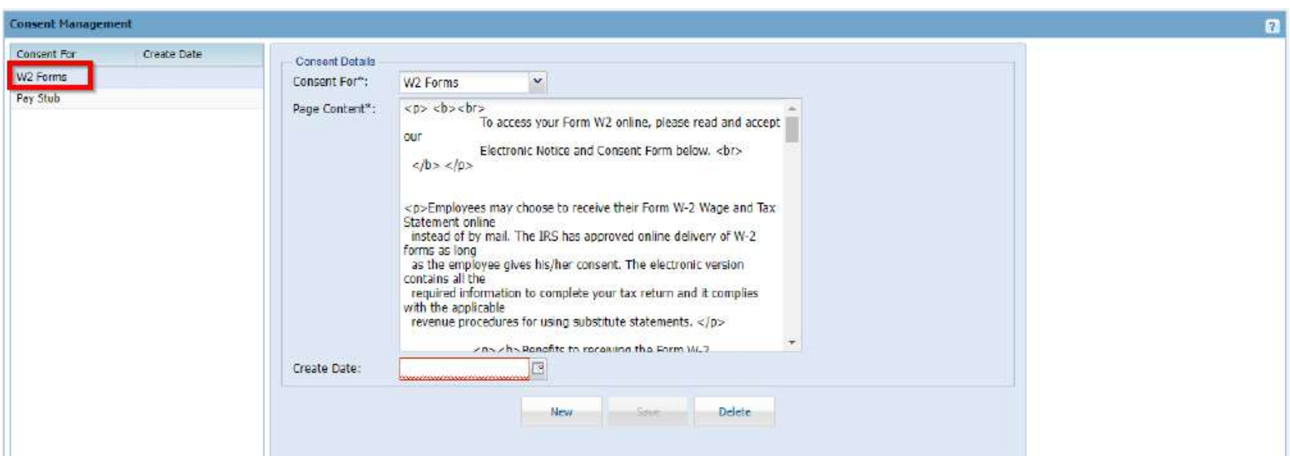
Accountants will be using Consent Management to:

- View Consent Statements
- Create New Consent Statements
- Update Consent Statements
- Delete Consent Statements

NOTE: Consent Management link will only be shown in the menu if the site is configured for Pay Stubs and/or W2s.

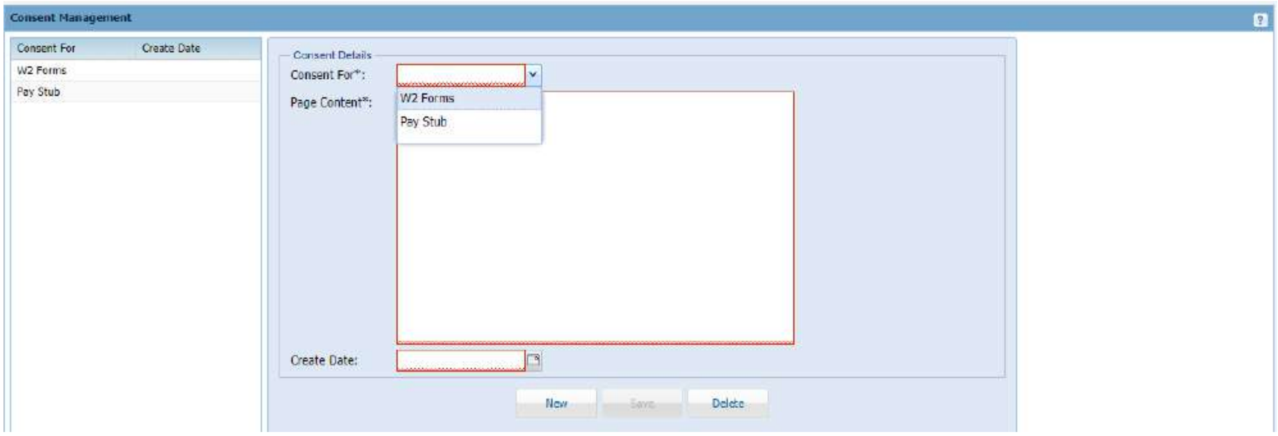
View Consent Statements

From the Consent Management page, all Consent Statements will be displayed in the left column. Click on the name of the statement to view the content.



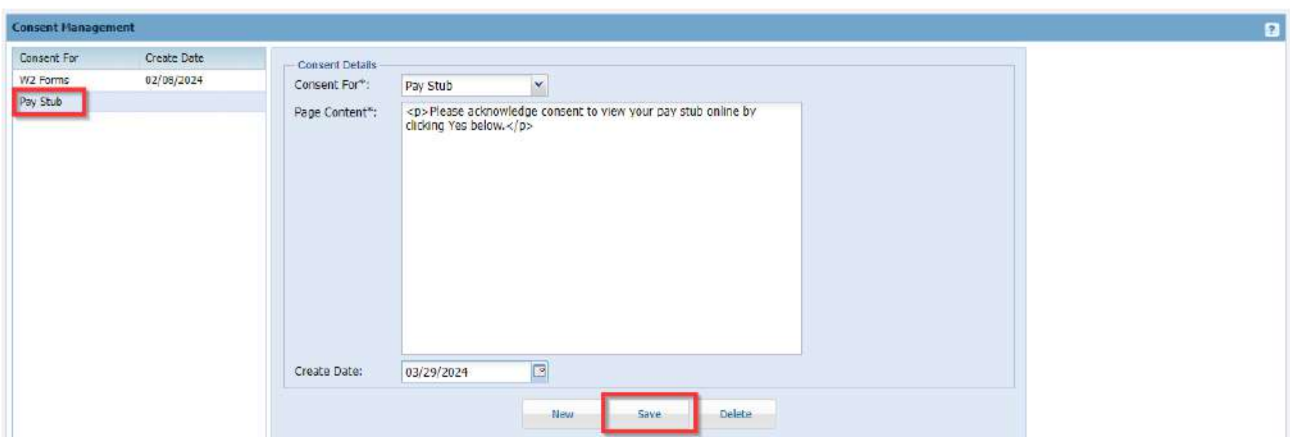
Create New Consent Statements

Your TeamKeeper site will come with a statement for W2s and Pay Stubs. If you need to create a new statement, first choose Pay Stub or W2 Form from the dropdown at the top of the Consent Details module. If a current statement is selected, click “New” at the bottom of the page and the form will clear. After selecting the type of consent, content and date, make sure to click “Save” at the bottom.



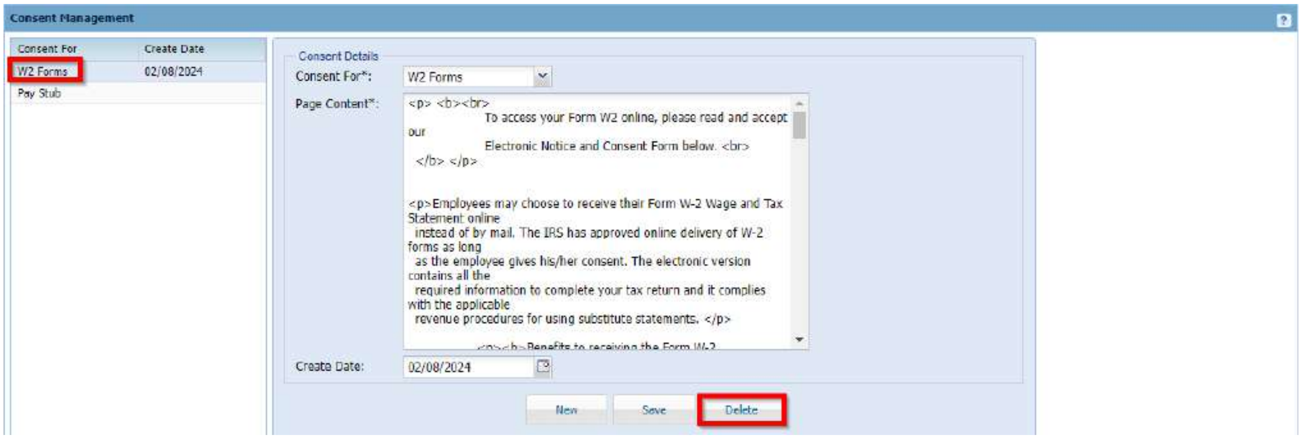
Update Consent Statements

Click the name of the consent you need to edit. In the Consent Details column the text will appear. After making any necessary changes, click “Save” at the bottom.



Delete Consent Statements

Click the name of the consent you would like to remove. In the Consent Details column the text will appear. Click “Delete” at the bottom.



Shift Management

Use Shift Management to create, update or delete shifts that will help facilitate schedules and payroll interactions.

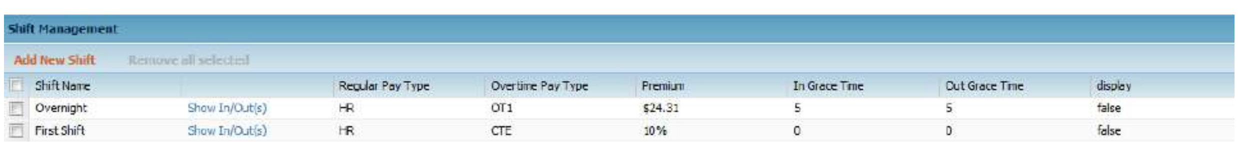
Accountants will be using Shift Management to:

- View Shifts
- Create New Shifts
- Update Shifts
- Delete Shifts

NOTE: Shifts Management link will only be shown in the menu if the site is configured for Shifts.

View Shifts

From the Shift Management page, all shifts will be displayed.


Shift Management

Add New Shift Remove all selected

	Shift Name		Regular Pay Type	Overtime Pay Type	Premium	In Grace Time	Out Grace Time	display
	Overnight	Show In/Out(s)	HR	OT1	$24.31	5	5	false
	First Shift	Show In/Out(s)	HR	CTE	10%	0	0	false

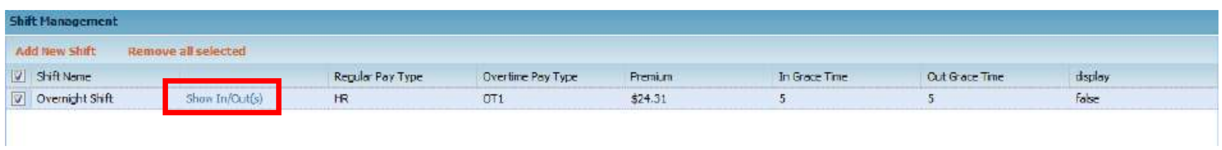
Create New Shifts

Fill in the required fields after clicking “Add New Shift”.

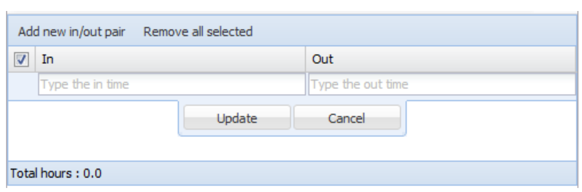
TeamKeeper
One. Smart. Solution.

Shift Name	name you want to refer to the shift as
Regular Pay Type	core pay type the hours worked will be allocated
Overtime Pay Type	overtime pay type extra hours will be allocated
Premium	additional dollar amount or percentage the employee will be compensated
In Grace Time	minute range the employee is allowed to clock in on either side of the scheduled time
Out Grace Time	minute range the employee is allowed to clock out on either side of the scheduled time

Once the shift is created, click “Show In/Out(s)” to add the times to the shift.

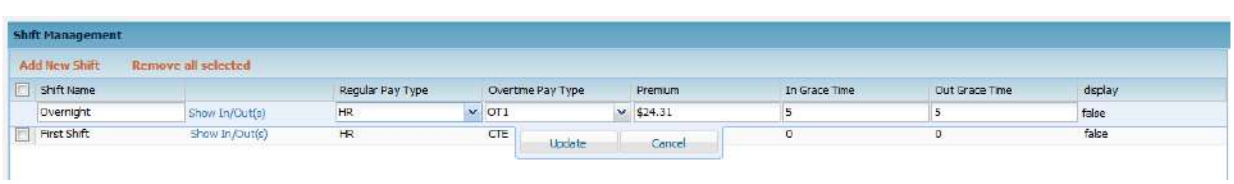


The pop-up box will allow you to create entries by clicking “Add a new in/out pair”. User can also remove a previous entry if it is not correct.



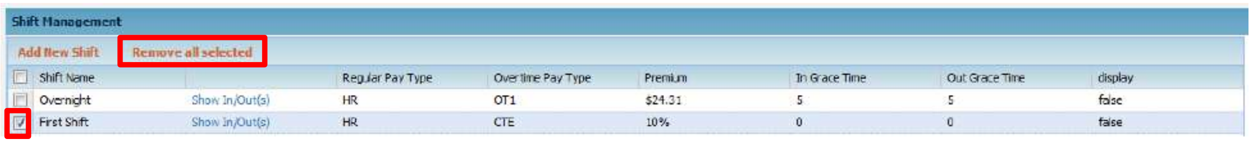
Update Shifts

To make a change to an existing shift, click anywhere in the row and the fields will become editable. When the entry update is complete click “Update”.



Delete Shifts

If you need to delete a shift, check the box to the right of the row and “Remove All Selected” at the top.



Business Rule Management

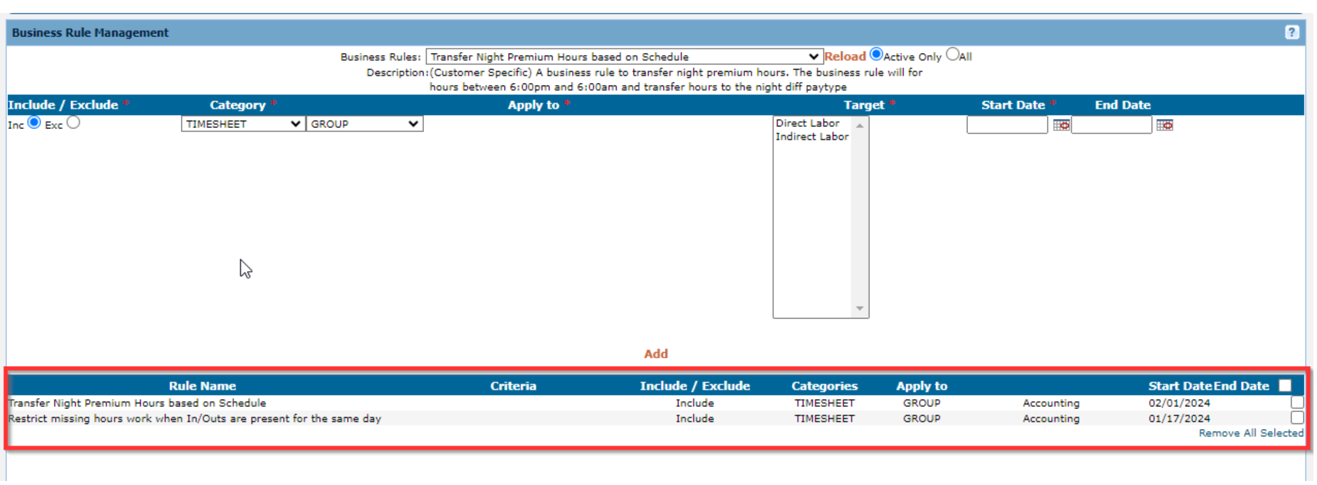
Business Rules are used to govern an employee’s actions on the timesheet. They can be used to facilitate DCAA compliance, state/federal overtime laws or even manage leave rules.

Accountants will be using Business Rule Management to:

- View Business Rules
- Assign Business Rules
- Update Business Rules
- Delete Business Rule Assignment

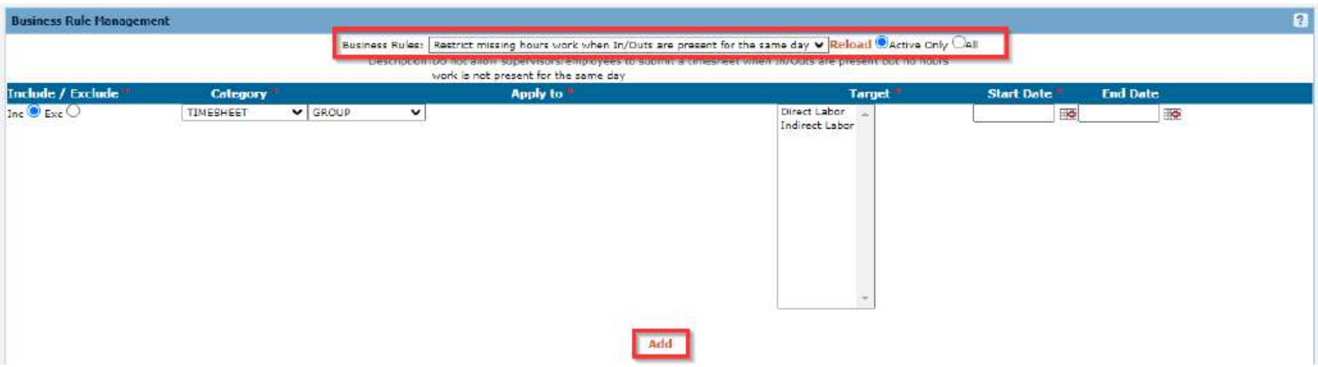
View Business Rules

From the Business Rules Management page, all assigned rules will be listed at the bottom of the page.



Assign Business Rules

To assign a new rule or reassign a rule to a new target, choose the rule from the dropdown list, enter the target information and click “Add”.



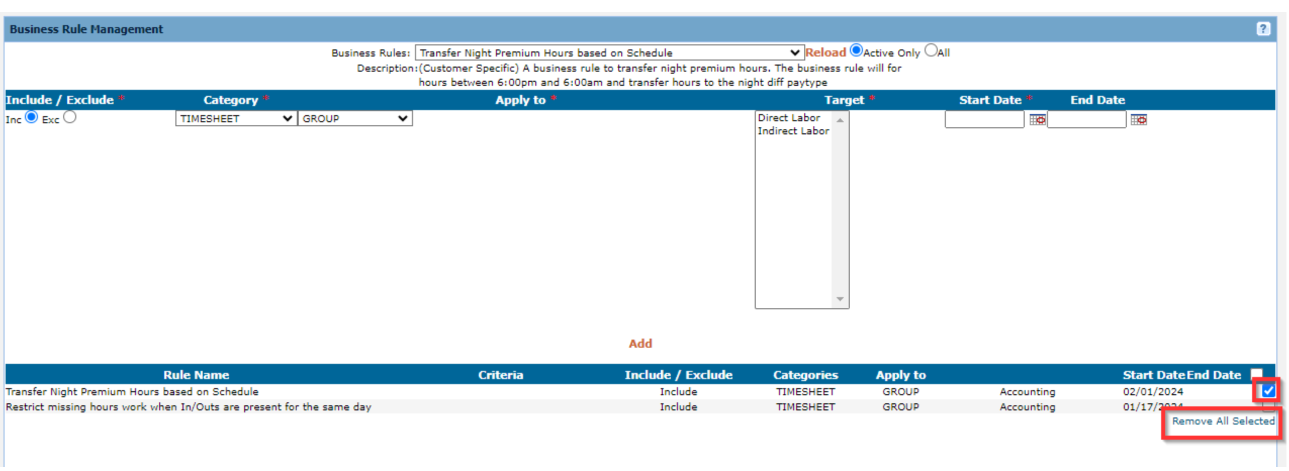
Header	Options
Include/Exclude	Choose to include or exclude a target area
Category	Timesheet, Human Resource, Recruiter or Scheduler
Apply to	group, role, employee, exempt status, employee type, employee class
Target	Based on the Apply to selection, options will be listed
Start Date	First date the rule should apply
End Date	Optional – last date the rule should apply

Update Business Rules

If changes need to be made to a rule that is already applied, you will have to remove the rule then reapply it with the changes.

Delete Business Rule Assignment

If you need to delete a rule, check the box to the right of the row and “Remove All Selected”.



Imports and Exports

The Import|Export page allows the Accountant user to quickly add or export large files of information that can correlate to your accounting or payroll system.

Exports:

- Timesheet

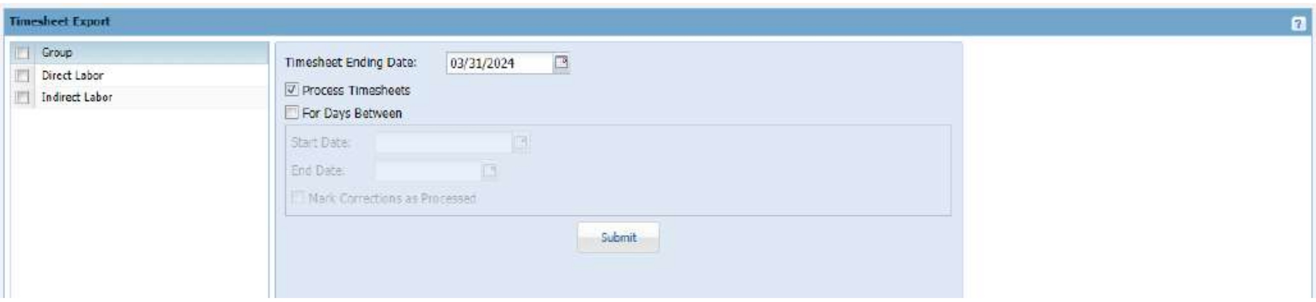
Imports:

- Employee
- Leave Balance
- Pay Stubs
- Charge Code
- Authorized Charge
- Hours Worked
- Task#
- Group Task#s
- Group
- Groups to Employees
- Pay Types

NOTE: Charge Code, Task#, Group Task#, Group, Groups to Employees and Pay Types are labels that can be changed upon request. See “Field Labels” on page 6.

Export

This page will allow you to access the custom export written for your accounting or payroll software. There is no standard export automatically loaded to this page – if you need to add an export or make changes to an existing one, contact Technical Support (go to the General tab and click on “Help Desk”).



1. Select at least one group of employees to be included in the export. To select all the groups, check the box beside the Group header.
    a. The export file will look for the employees in that group not just the hours worked/leave available in that group. If an employee is in multiple groups, their time will only be exported once.
2. For the timesheet period selection you have 2 options – choose Timesheet End Date or For Days Between.
    a. We recommend “For Days Between” because it is very specific to only include hours worked within that time frame. Timesheet Ending Date will bring in all timesheets from the beginning of the site until that end date that are not processed. (Processed means that they have already been exported and are not eligible for editing or exporting again.)
3. Until you are sure the data has exported properly and is saved in the accounting or payroll software correctly, uncheck the box “Process Timesheets”.
4. When you enter the criteria, click “Submit” and a text file will download or open (depending on your browser settings).
5. Save the file on your computer and import into your software.

NOTES:

- If you unchecked the box Process Timesheets, make sure to go back after the import is complete and process the timesheets.
- For an error message, contact Technical Support at 281-488-8806 ext 2.
- Corrected Timesheets can be processed by checking the box under the calendar box “For Days Between”.

Import Files

TeamKeeper has standard import formats to make mass creation and assignment easier for Accountants.

Employees

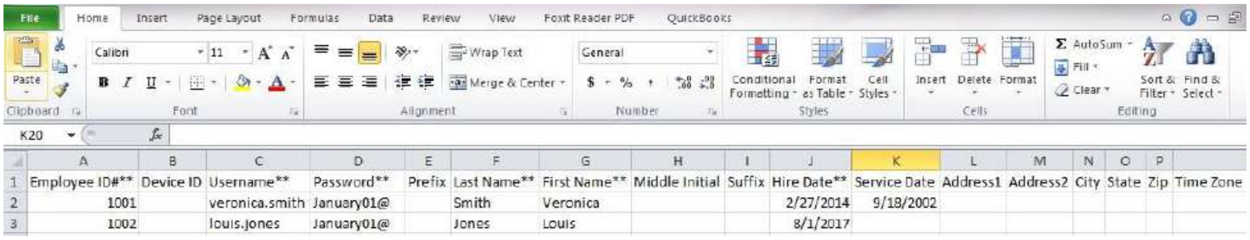
Description: Accountant can only create new employee profiles via import.

Format:

Header	Description	Required?	Format	Options
A	Employee ID#	Yes		
B	Device ID			
C	Username	Yes		
D	Password	Yes		
E	Prefix			
F	Last Name	Yes		
G	First Name	Yes		
H	Middle Initial			
I	Suffix			
J	Hire Date	Yes	MM/DD/YYYY	
K	Service Date		MM/DD/YYYY	
L	Address1			
M	Address2			
N	City			
O	State			
P	Zip			
Q	Time Zone			
R	Country			
S	Gender			Male Female
T	Birthday		MM/DD/YYYY	
U	Email			
V	Alt Email			
W	Login Type	Yes		Login Only Web Clock Only Web Clock/Activity Only Login and Web Clock
X	Cell Phone#			
Y	Pager#			
Z	Office Phone#			

AA	Home Phone#			
AB	SSN		XXX-XX-XXXX	
AC	Citizenship			
AD	Imm Status			US Citizen Green Card H1B F1 T1 Other Temporary Authorization
AE	Imm Status Expire Date		MM/DD/YYYY	
AF	Ethnicity			See Employee Management profile
AG	Exempt Status	Yes		Exempt Non-Exempt
AH	Organization			
AI	Employee Type	Yes		Consultant Contractor Full Time Benefited Full Time Unbenefited Part Time Temporary
AJ	Emergency Contact			
AK	Emergency Contact Phone#			
AL	Office Location			
AM	Veteran Status			Disable Veteran Newly Separated Veteran Other Veteran Vietnam Veteran
AN	Disabled			Y N
AO	Referring Employee			
AP	Union			
AQ	Termination Date		MM/DD/YYYY	
AR	Group			
AS	Blank			
AT	Vendor Name			
AU	Job Title			

Example:



Employee ID**	Device ID	Username**	Password**	Prefix	Last Name**	First Name**	Middle Initial	Suffix	Hire Date**	Service Date	Address1	Address2	City	State	Zip	Time Zone
1001		veronica.smith	January01@		Smith	Veronica			2/27/2014	9/18/2002						
1002		louis.jones	January01@		Jones	Louis			8/1/2017							

The top header row will not be imported. Save the spreadsheet as a .CSV and browse for the file on the Import Employees page. Click "Import" under the browse button.

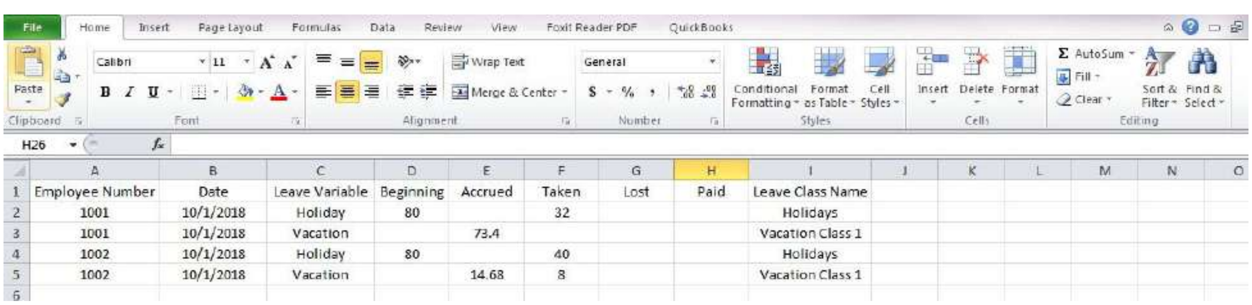
Leave Balance

Description: Spreadsheet file will allow user to import multiple types of balances for multiple employees. If fields D-H are left blank, they will have a 0 hour balance.

Format:

Column Header	Description	Required?
A	Employee Number	Yes
B	Date	Yes
C	Leave Variable	Yes
D	Beginning Balance	
E	Accrued	
F	Taken	
G	Lost	
H	Paid	
I	Leave Class Name	Yes

Example:



Employee Number	Date	Leave Variable	Beginning	Accrued	Taken	Lost	Paid	Leave Class Name
1001	10/1/2018	Holiday	80		32			Holidays
1001	10/1/2018	Vacation		73.4				Vacation Class 1
1002	10/1/2018	Holiday	80		40			Holidays
1002	10/1/2018	Vacation		14.68	8			Vacation Class 1

The top header row will not be imported. Save the spreadsheet as a .CSV and browse for the file on the Import Leave Balance page. Click "Upload Leave Balance File" under the browse button.

Pay Stubs

Description: If you have elected to import Pay Stubs and/or W2s, your setup will include a parser fill and possibly a macro file to help convert Pay Stub data.

After exporting from your accounting or payroll software, save the file and browse for it on the Import Pay Stubs page. Click "Upload Pay Stub Advisory File" under the browse button.

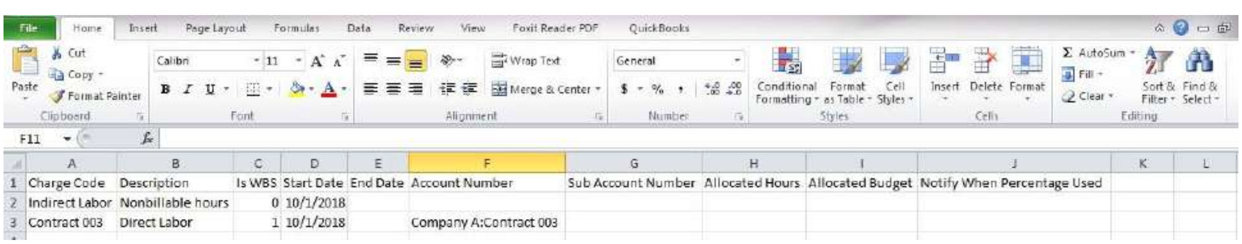
Charge Code

Description: Spreadsheet file will allow user to import charge codes instead of manually creating them on Charge Code Management.

Format:

Column Header	Description	Required?	Format
A	Charge Code	Yes	
B	Description	Yes	
C	Is WBS	Yes	0 = no, 1 = yes
D	Start Date	Yes	MM/DD/YYYY
E	End Date		MM/DD/YYYY
F	Account Number		
G	Sub Account Number		
H	Allocated Hours		
I	Allocated Budget		
J	Notify When Percentage Used		

Example:



Charge Code	Description	Is WBS	Start Date	End Date	Account Number	Sub Account Number	Allocated Hours	Allocated Budget	Notify When Percentage Used
Indirect Labor	Nonbillable hours	0	10/1/2018						
Contract 003	Direct Labor	1	10/1/2018		Company A:Contract 003				

The top header row will not be imported. Save the spreadsheet as a .CSV and browse for the file on the Import Charge Code page. Click “Import” under the browse button.

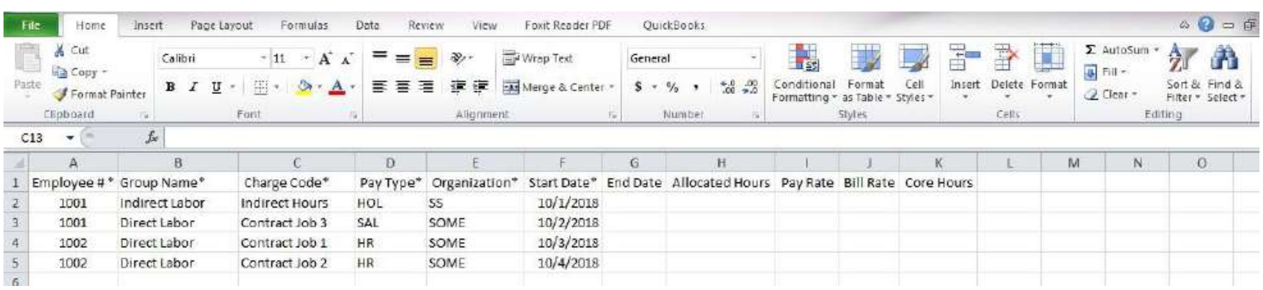
Authorized Charge

Description: Authorized charge is an employee assignment to a Charge Code Pay Type combination that is in a group. Employee, Charge Code, Pay Type and Group must already be created or the import will fail.

Format:

Column Header	Description	Required?	Format
A	Employee #	Yes	
B	Group Name	Yes	
C	Charge Code	Yes	
D	Pay Type	Yes	
E	Organization	Yes	
F	Start Date	Yes	MM/DD/YYYY
G	End Date		MM/DD/YYYY
H	Allocated Hours		
I	Pay Rate		
J	Bill Rate		
K	Core Hours		

Example:



Employee #*	Group Name*	Charge Code*	Pay Type*	Organization*	Start Date*	End Date	Allocated Hours	Pay Rate	Bill Rate	Core Hours
1001	Indirect Labor	Indirect Hours	HOL	SS	10/1/2018					
1001	Direct Labor	Contract Job 3	SAL	SOME	10/2/2018					
1002	Direct Labor	Contract Job 1	HR	SOME	10/3/2018					
1002	Direct Labor	Contract Job 2	HR	SOME	10/4/2018					

The top header row will not be imported. Save the spreadsheet as a .CSV and browse for the file on the Import Authorized Charge page. Click “Import Employee Authorized Charge” under the browse button.

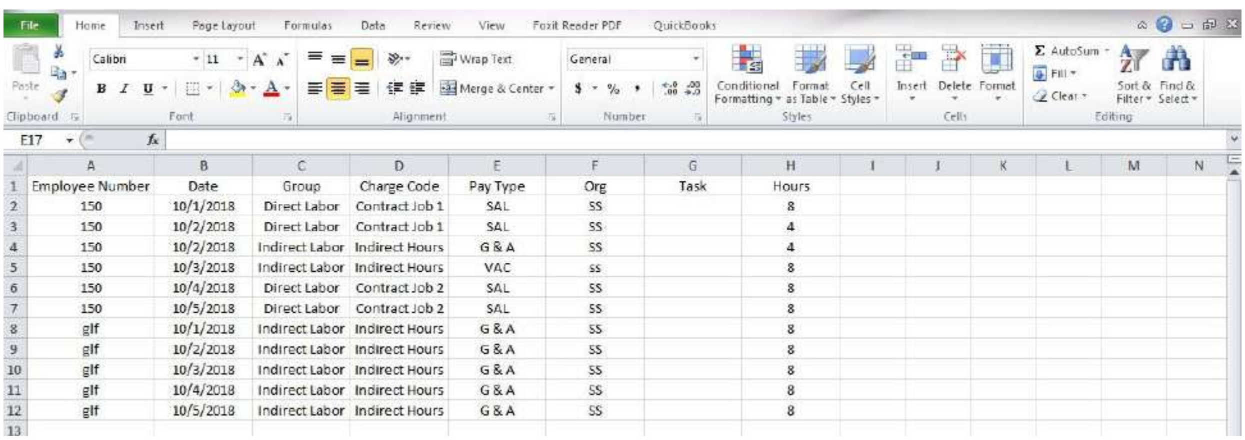
Hours Worked

Description: A user can import hours worked if they have timesheets already filled out Authorized charge is an employee assignment to a Charge Code Pay Type combination that is in a group. Employee, Charge Code, Pay Type and Group must already be created but the Authorized Charges do not have to be assigned before importing.

Format:

Column Header	Description	Required?	Format
A	Employee Number	Yes	
B	Date	Yes	MM/DD/YYYY
C	Group	Yes	
D	Charge Code	Yes	
E	Pay Type	Yes	
F	Organization	Yes	
G	Task#		
H	Hours	Yes	

Example:



Employee Number	Date	Group	Charge Code	Pay Type	Org	Task	Hours
150	10/1/2018	Direct Labor	Contract Job 1	SAL	SS		8
150	10/2/2018	Direct Labor	Contract Job 1	SAL	SS		4
150	10/2/2018	Indirect Labor	Indirect Hours	G & A	SS		4
150	10/3/2018	Indirect Labor	Indirect Hours	VAC	ss		8
150	10/4/2018	Direct Labor	Contract Job 2	SAL	SS		8
150	10/5/2018	Direct Labor	Contract Job 2	SAL	SS		8
glf	10/1/2018	Indirect Labor	Indirect Hours	G & A	SS		8
glf	10/2/2018	Indirect Labor	Indirect Hours	G & A	SS		8
glf	10/3/2018	Indirect Labor	Indirect Hours	G & A	SS		8
glf	10/4/2018	Indirect Labor	Indirect Hours	G & A	SS		8
glf	10/5/2018	Indirect Labor	Indirect Hours	G & A	SS		8

The top header row will not be imported. Save the spreadsheet as a .CSV and browse for the file on the Import Hours Worked page. Click “Import” under the browse button.

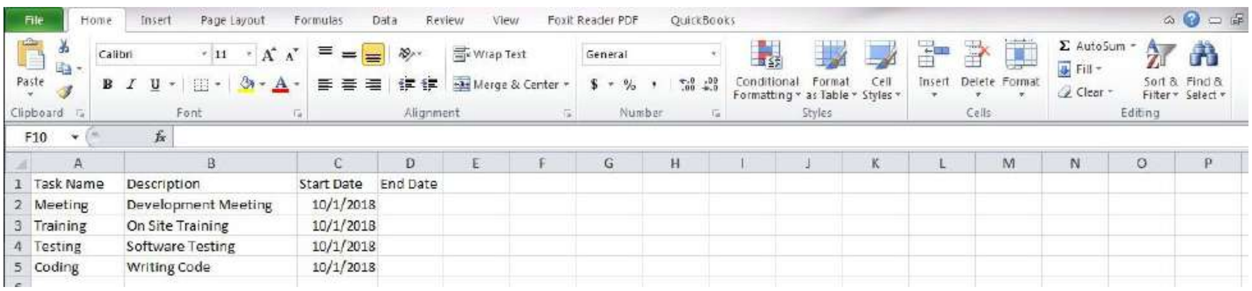
Task#

Description: Spreadsheet file will allow user to import charge codes instead of manually creating them on Task# Management.

Format:

Column Header	Description	Required?	Format
A	Task# Name	Yes	
B	Description	Yes	
C	Start Date	Yes	MM/DD/YYYY
D	End Date		

Example:



The top header row will not be imported. Save the spreadsheet as a .CSV and browse for the file on the Import Task# page. Click "Import" under the browse button.

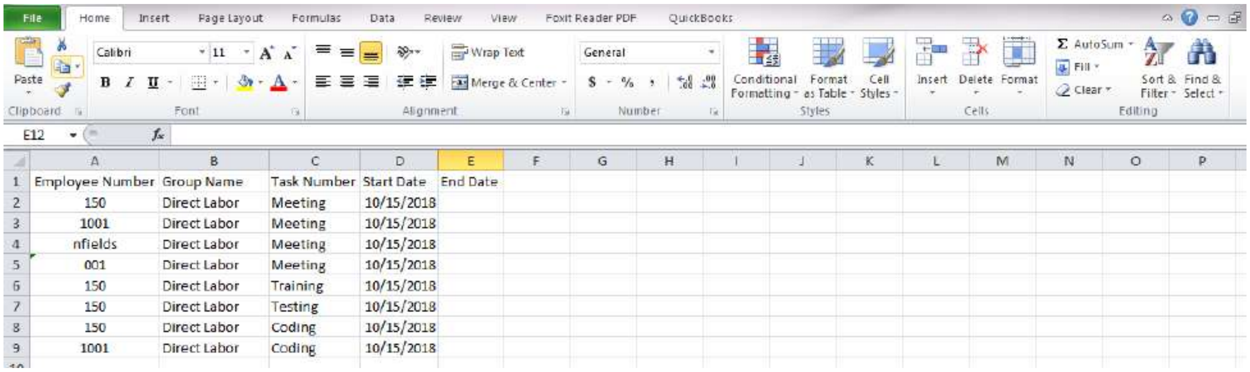
Group Task#

Description: Spreadsheet file allows user to assign Task# to Employees based on their group. If an Employee needs access to the Task# in more than one group, create a new row and list the group. If the Employee needs access to the Task# in any Group they have Authorized Charges, put "Invisible Top" as the Group name.

Format:

Column Header	Description	Required?	Format
A	Employee Number	Yes	
B	Group Name	Yes	
C	Task Number	Yes	
D	Start Date	Yes	MM/DD/YYYY

Example:



	A	B	C	D	E
1	Employee Number	Group Name	Task Number	Start Date	End Date
2	150	Direct Labor	Meeting	10/15/2018	
3	1001	Direct Labor	Meeting	10/15/2018	
4	nfields	Direct Labor	Meeting	10/15/2018	
5	001	Direct Labor	Meeting	10/15/2018	
6	150	Direct Labor	Training	10/15/2018	
7	150	Direct Labor	Testing	10/15/2018	
8	150	Direct Labor	Coding	10/15/2018	
9	1001	Direct Labor	Coding	10/15/2018	

The top header row will not be imported. Save the spreadsheet as a .CSV and browse for the file on the Import Group Task# page. Click "Import" under the browse button.

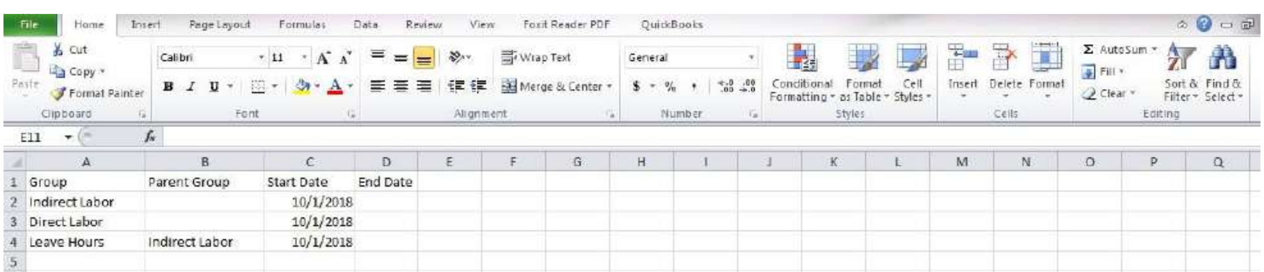
Group

Description: Spreadsheet file will allow user to import charge codes instead of manually creating them on Group Management.

Format:

Column Header	Description	Required?	Format
A	Group	Yes	
B	Parent Group		
C	Start Date	Yes	MM/DD/YYYY
D	End Date		MM/DD/YYYY

Example:



	A	B	C	D
1	Group	Parent Group	Start Date	End Date
2	Indirect Labor		10/1/2018	
3	Direct Labor		10/1/2018	
4	Leave Hours	Indirect Labor	10/1/2018	

The top header row will not be imported. Save the spreadsheet as a .CSV and browse for the file on the Import Group page. Click "Import" under the browse button.

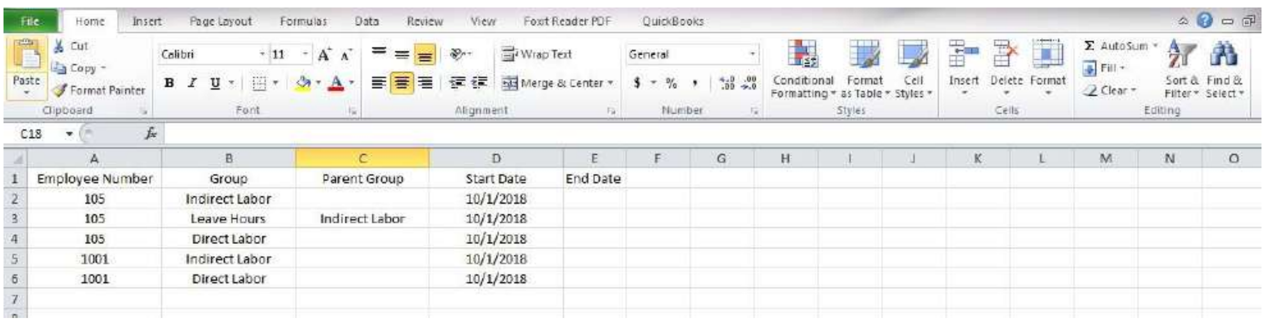
Groups to Employees

Description: A user can mass assign Employees to Groups. The Employees and Groups must already be created.

Format:

Column Header	Description	Required?	Format
A	Employee Number	Yes	
B	Group	Yes	
C	Parent Group		
D	Start Date	Yes	MM/DD/YYYY
E	End Date		MM/DD/YYYY

Example:



	A	B	C	D	E
1	Employee Number	Group	Parent Group	Start Date	End Date
2	105	Indirect Labor		10/1/2018	
3	105	Leave Hours	Indirect Labor	10/1/2018	
4	105	Direct Labor		10/1/2018	
5	1001	Indirect Labor		10/1/2018	
6	1001	Direct Labor		10/1/2018	

The top header row will not be imported. Save the spreadsheet as a .CSV and browse for the file on the Import Groups to Employees page. Click “Import” under the browse button.

Pay Types

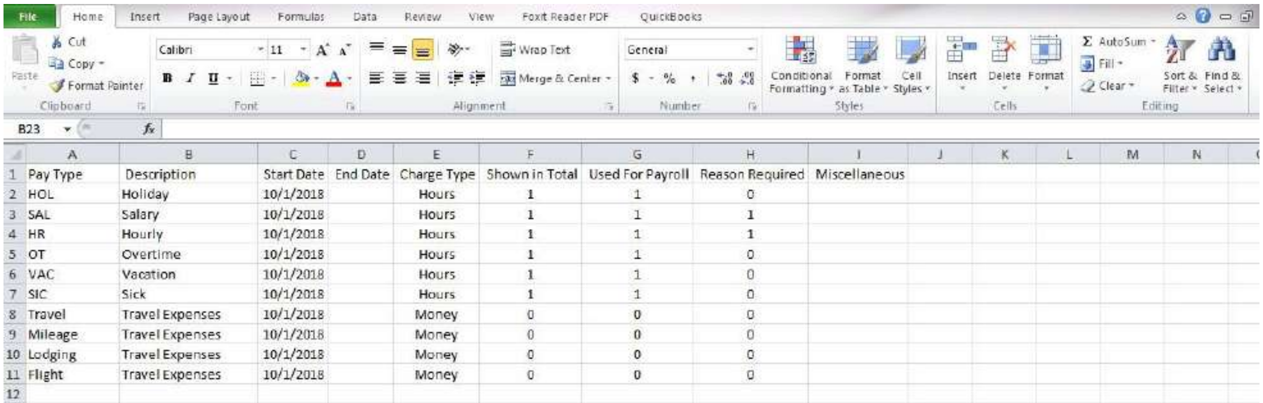
Description: Spreadsheet file will allow user to import charge codes instead of manually creating them on Pay Type Management.

Format:

Column Header	Description	Required?	Format
A	Pay Type	Yes	
B	Description	Yes	
C	Start Date	Yes	MM/DD/YYYY
D	End Date		MM/DD/YYYY
E	Charge Type	Yes	Hours or Money
F	Shown in Total	Yes	0 = no, 1 = yes

G	Used for Payroll	Yes	0 = no, 1 = yes
H	Reason Required	Yes	0 = no, 1 = yes
I	Miscellaneous		

Example:



Pay Type	Description	Start Date	End Date	Charge Type	Shown in Total	Used For Payroll	Reason Required	Miscellaneous
HOL	Holiday	10/1/2018		Hours	1	1	0	
SAL	Salary	10/1/2018		Hours	1	1	1	
HR	Hourly	10/1/2018		Hours	1	1	1	
OT	Overtime	10/1/2018		Hours	1	1	0	
VAC	Vacation	10/1/2018		Hours	1	1	0	
SIC	Sick	10/1/2018		Hours	1	1	0	
Travel	Travel Expenses	10/1/2018		Money	0	0	0	
Mileage	Travel Expenses	10/1/2018		Money	0	0	0	
Lodging	Travel Expenses	10/1/2018		Money	0	0	0	
Flight	Travel Expenses	10/1/2018		Money	0	0	0	

The top header row will not be imported. Save the spreadsheet as a .CSV and browse for the file on the Import Pay Types page. Click “Import” under the browse button.

Leave Management

Accountants will be using Leave Management to:

- Create and manage leave rates, rollovers and balances
- Assign leave balances to employees
- Control leave usage on the timesheets
- Limit the employee’s view of balances
- Establish holiday schedules for employees

NOTE: Leave setup is incredibly customizable based on your state laws or business procedures so it’s almost impossible to capture all options in a single document. This guide will cover the most common configurations and frequently asked questions. If you need additional help, please contact Technical Support.

Leave Configuration

During the implementation process, your current company leave rules will be established on the site but they can be reviewed or adjusted at any time.

View Existing Leave Options

After navigating to the Leave Configuration page, your current leave setups will display.

Leave Configuration

Add to Leave List   Del Checked

☐	Leave Name		Leave Type	Pay Types Used	Pay Types Earned	System Managed	Rollover Based On	Rollover Start Date	Beginning	Used	Accrued	Lost	Paid	Current
☐	Holiday	Leave Classes	Flat Amount	HOL		☑	52 Weeks	01/01/2024	☑	☑	☐	☐	☐	☑
☐	PTO	Leave Classes	Accrued	PTO		☑	52 Weeks	01/01/2024	☑	☑	☑	☐	☐	☑
☐	Vacation	Leave Classes	Earned	REG	VAC	☑	52 Weeks	01/01/2024	☑	☑	☑	☐	☐	☑

Header definitions:

Leave Name	Name employee will see on requests and balance information
Leave Classes	Link to view classes and rates for that leave
Leave Type	How the balance is given – flat, accrued or earned
Pay Types Used	Pay type used for that leave name
Pay Types Earned	Pay type(s) that earn leave balance from the timesheet
System Managed	Checkbox to denote whether the leave will be updated automatically or manually
Rollover Based On	Options – Annual, 52 Weeks, Hire Date or No Rollover
Rollover Start Date	First date of the next rollover
Balance Viewing Options	Checkbox(es) denote which balances are displayed for employees and supervisors

To view the classes and rates assigned to a leave, click “Leave Classes”.

Leave Configuration

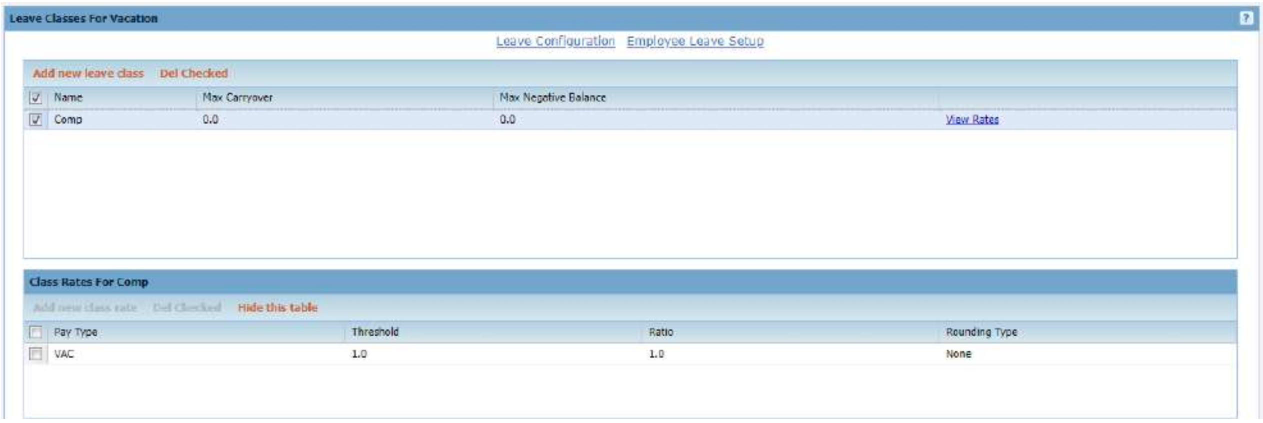
Add to Leave List   Del Checked

☐	Leave Name		Leave Type	Pay Types Used	Pay Types Earned	System Managed	Rollover Based On	Rollover Start Date	Beginning	Used	Accrued	Lost	Paid	Current
☐	Holiday	Leave Classes	Flat Amount	HOL		☑	52 Weeks	01/01/2024	☑	☑	☐	☐	☐	☑
☐	PTO	Leave Classes	Accrued	PTO		☑	52 Weeks	01/01/2024	☑	☑	☑	☐	☐	☑
☐	Vacation	Leave Classes	Earned	REG	VAC	☑	52 Weeks	01/01/2024	☑	☑	☑	☐	☐	☑

Flat Leave – Classes will display to show the name and maximum negative balance. Click “View Rates” to see the flat amount and maximum carryover.

Accrued Leave – Classes will display to show when the accrual happens and the maximum negative balance. Click "View Rates" to see the accrual amount, maximum balance and maximum carryover.

Earned Leave – Classes will display to show maximum carryover and maximum negative balance. Click "View Rates" to see the ratio, threshold and rounding for each Pay Type.



Create New Accrued Leave

Accrued leave balances are given to an employee at a regular interval, typically the pay period. This type of leave uses the employee's hire date or service credit date to determine the rate at which they will accrue. Rules can be put in place to govern maximum balance, maximum negative balance, rollover amount and rollover date.

Start by navigating to Accounting > Leave Management > Leave Config – at the top of the current leave setups, click "Add to Leave List".

To create the leave from Leave Config, click "Add to Leave List" and fill in the following fields:

1. Name
2. Accrued as the leave type
3. Pay Type(s) that will accrue the leave for use on the timesheet
4. [Optional] Uncheck the box System Managed (see FAQ)
5. Choose the rollover and start date (see FAQ)
6. Check the box(es) for which balances that need to be displayed
7. Click "Update"

To add classes to the accrued leave, click “Leave Classes”. For a new class:

1. Click “Add new leave class”
2. Enter the class name
3. Choose the accrual period – weekly, biweekly, semi-monthly, monthly, quarterly, semi-yearly and annually
4. Open the calendar and choose the first date the accrual needs to happen on the site or choose the semi-monthly option
5. If the employee is allowed to go negative, enter the amount of hours they are allowed to borrow
6. Click “Update” to save the entry

Repeat the steps to create as many leave classes as necessary.

Leave Classes For PTO

Leave Configuration   Employee Leave Setup

Add new leave class   Del Checked

	Name	Based On	Start Date	Semi-monthly days	Max Negative Balance	
☐	Vacation	Weekly	1/1/24	Not Applicable	0.0	View Rates
☐	PT Vacation	Weekly	1/1/24	Not Applicable	0.0	View Rates

To add rates to a class:

1. Click “View Rates” on the leave’s class row
2. Click “Add new class rate” and enter the fields
3. Add new rate rows until all of the rates are listed

NOTE: There must be a 0 month even if they do not start to accrue until later.

Class Rates For Vacation

Add new class rate   Del Checked   Hide this table

	Greater or Equal to Month	Accrual Amount	Max Balance	Max Carryover
☐	0	1.54	120.0	80.0
☐	36	2.31	200.0	80.0
☐	60	3.08	240.0	80.0

Rates will allow the accrual service to change the amount the employee accrues based on the length of time they are at the company. Based on their employee profile hire date, they will automatically move up to the next rate at their anniversary date.

Create New Flat Rate Leave

Flat rate leave is a lump sum balance given to an employee usually once a year (example: Holiday leave). Rules can be put in place to govern maximum negative balance, rollover amount and rollover date.

To create the leave from Leave Config, click “Add to Leave List” and fill in the following fields:

1. Name
2. Flat as the leave type
3. Pay Type(s) that will use the leave on the timesheet
4. [Optional] Uncheck the box System Managed (see FAQ)
5. Choose the rollover and start date (see FAQ)
6. Check the box(es) for which balances that need to be displayed
7. Click “Update”

To add classes to the leave, click “Leave Classes”. For a new class:

1. Click “Add new leave class”
2. Enter the class name
3. If the employee is allowed to go negative, enter the amount of hours they are allowed to borrow
4. Click “Update” to save the entry

Follow the steps to create as many leave classes as necessary

To add rates to a class:

1. Click “View Rates” on the leave’s class row
2. Click “Add new class rate” and enter the fields

NOTE: Follow the steps to create as many leave classes as necessary. There must be a 0 month even if they do not receive the balance until later.

Create New Earned Leave

Earned leave is based on the employee’s submitted timesheet not the pay period or calendar year. Rules can be put in place to govern maximum negative balance, rollover amount and rollover date.

To create the leave from Leave Config, click “Add to Leave List” and fill in the following fields:

1. Name
2. Earned as the leave type
3. Pay Type(s) that will use the leave
4. Pay Type(s) that will earn the leave balance from the timesheet
5. Choose the rollover and start date (see FAQ)
6. Check the box(es) for which balances that need to be displayed

7. Click “Update”

To add classes to the leave, click “Leave Classes”. For a new class:

1. Click “Add new leave class”
2. Enter the leave name
3. Enter the maximum carryover
4. If the employee is allowed to go negative, enter the amount of hours they are allowed to borrow
5. Click “Update” to save the entry

Follow the steps to create as many leave classes as necessary

To add rates to a class:

1. Click “View Rates” on the leave’s class row
2. Click “Add new class rate” and enter the threshold, ratio and rounding for each pay type

Pay Type	Choose the pay types listed and enter the threshold/ratio for each one
Threshold	Amount of hours that have to be on the timesheet in order for the earning balance to be created
Ratio	Once the threshold is met, how many hours will be added to the balance. Example 1 – threshold 5 and ratio 1 = after 5 hours of the selected pay type, every hour will be added to the bank. 3 hours worked = 0 earned leave hours or 40 hours worked = 40 earned leave hours Example 2 – threshold 1 and ratio 1.5 = after 1 hour of the selected pay type, every hour is multiplied by the ratio (1.5). 3 hours worked = 4.5 earned leave hours
Rounding	None, Up or Down

Update Leave Configuration

From the Leave Management page, choose the leave that needs to be updated. Select the item by clicking anywhere in the row and making the change.

NOTE: You cannot change the leave type on an established leave. You will have to create a new one, assign it to the employees and remove the previous assignment.

Update Leave Classes

After selecting "Leave Classes" on the Leave Configuration page, the row(s) of leave class(es) will display. Whether the leave is flat, accrued or earned, they are updated the same way. Click in the row and edit as needed. Click "Update" when the entry is complete. If you are unable to change a field, create a new one and assign to employees as needed.

NOTE: There must be a 0 month even if the rate is 0 as well.

Update Leave Rates

From Leave Configuration > Leave Classes > View Rates, rates can be updated as company requirements change.

Flat rate and earned leaves can be changed to editable by click anywhere in the row. Then once changes are made, select "Update".

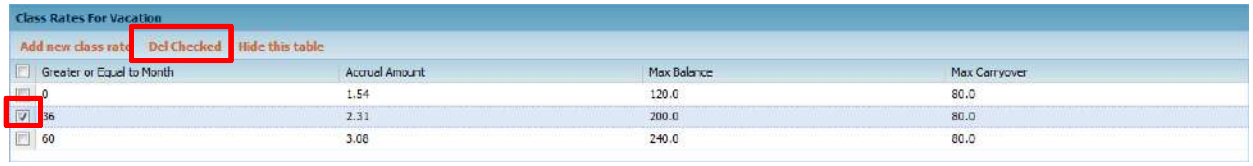
Accrued leave rate rows cannot be edited. To make a change to the rates, delete the row that is incorrect and add a new row in its place. TIP: Take a screenshot of the rates before deleting them so they can be referenced if needed.

You do not need to change the employee assignment if the rates are edited or deleted then re-entered.

Delete Leave Classes and Rates

Whether the leave is flat, accrued or earned, the process to delete a class or rate is the same. From Leave Management open the leave with the class or rate that needs to be deleted.

To delete a class rate, click "View Rates" from the leave class page. Check the box on the row that needs to be removed and "Del Checked" at the top.



Employee Setup

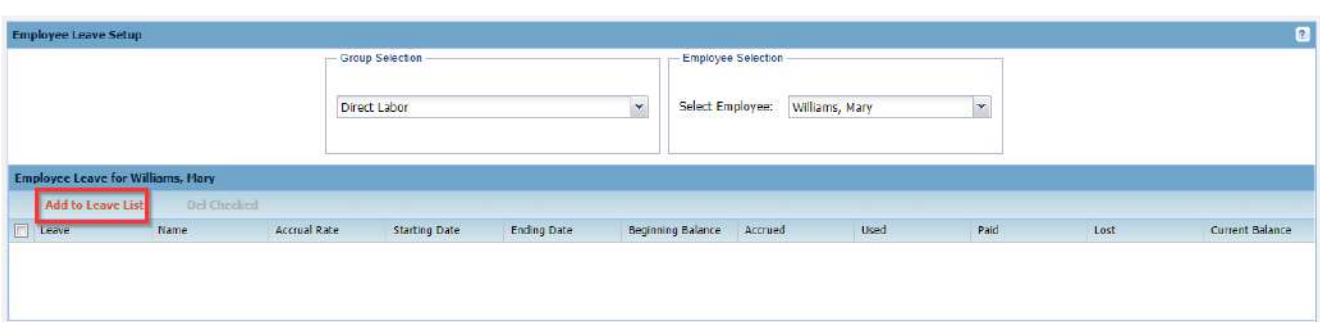
After defining the leave variables, its associated classes and rate tables, we can allocate leave classes to the employee level.

View Existing Employee Leave Assignments

From Leave Management > Employee Setup, you are able to filter for the employee by group then choose their name from the dropdown. If they currently have leave classes assigned to them, they will display below.

Assign New Leave to Employee

Leave assignments can be made from Accounting > Leave Management > Employee Setup or via import file (see page 6 for instructions). To manually enter a leave assignment, choose the group the employee is in, then their name from the Employee Selection dropdown. Click “Add to Leave List” and enter the required fields.



Leave	Contains the established leave from Leave Management
Name	Choose the class applicable to the employee. They cannot be assigned to more than one.
Accrual Rate	The accrual rate calculated by the service date or hire date per the given associated leave class. For earned or flat leave, it will be blank or list N/A.
Starting Date	Defines the start date for the employee's association to that leave.
Ending Date	Optional field that defines the end date for the employees association to that leave.
Beginning Balance	The beginning balance is defaulted to 0 but can be adjusted if the employee already has a balance. NOTE – for accrued or earned leave the beginning balance is usually 0 however for a flat leave like Holiday you will want to give the employee a balance for them to use until the next flat balance deposit (usually January 1).
Accrued	Accrued balance will be updated after every accrual period. It will reset to 0 after every rollover period. At initial setup, it can be 0 or the amount the employee has accrued up until that point in the year.
Used	Used balance will be updated after every timesheet submittal. At initial setup, it can be 0 or the amount the employee has used up until that point in the year.
Paid	This is a manually updated entry to note the amount of hours an employee was paid without the leave being on the timesheet.
Lost	The amount of leave that an employee has lost after hitting the max accrual rate.
Current Balance	Automatically calculated field. Current Balance = Beginning Balance + Accrued – Used – Paid – Lost

Initially, employees will not be assigned to any type of leave even if they are given the authorized charges. Employees must be assigned to the leave, even if they have a 0 balance, so that they can accrue or earn on the next period. If they are given the codes but not assigned to the leave, there are no rules to govern the timesheet usage.

NOTE: If an employee starts mid-year and they qualify for holiday leave, they will need to be given a beginning balance of hours to use through the end of the year. On January 1st, balances are renewed.

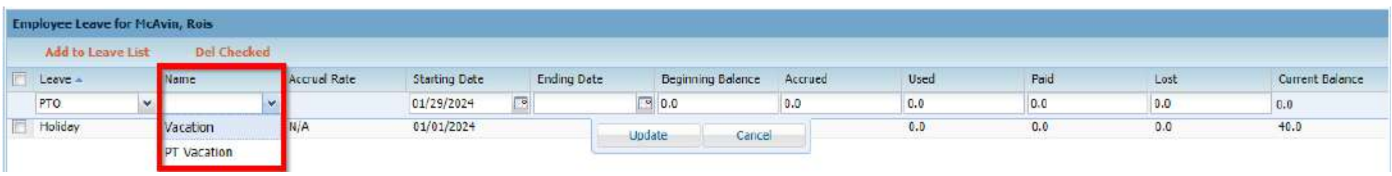
This example shows the employee has 6 holidays left for the rest of the year:

Employee Leave for McAvin, Rois

Add to Leave List   Del Checked

Leave	Name	Accrual Rate	Starting Date	Ending Date	Beginning Balance	Accrued	Used	Paid	Lost	Current Balance
Holiday	Hol	N/A	01/01/2024		0.0	40.0	0.0	0.0	0.0	40.0

If there are multiple classes for a leave, choose from the dropdown and the rate will display next to it.



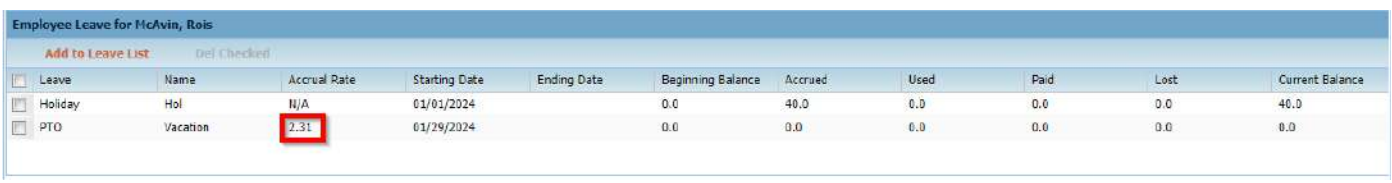
Employee Leave for McAvin, Rois

Add to Leave List   Del Checked

Leave	Name	Accrual Rate	Starting Date	Ending Date	Beginning Balance	Accrued	Used	Paid	Lost	Current Balance
PTO			01/29/2024		0.0	0.0	0.0	0.0	0.0	0.0
Holiday	Vacation	N/A	01/01/2024				0.0	0.0	0.0	40.0
	PT Vacation									

Update   Cancel

The accrual rate is calculated from the employee's hire date (or service credit date if applicable).



Employee Leave for McAvin, Rois

Add to Leave List   Del Checked

Leave	Name	Accrual Rate	Starting Date	Ending Date	Beginning Balance	Accrued	Used	Paid	Lost	Current Balance
Holiday	Hol	N/A	01/01/2024		0.0	40.0	0.0	0.0	0.0	40.0
PTO	Vacation	2.31	01/29/2024		0.0	0.0	0.0	0.0	0.0	0.0

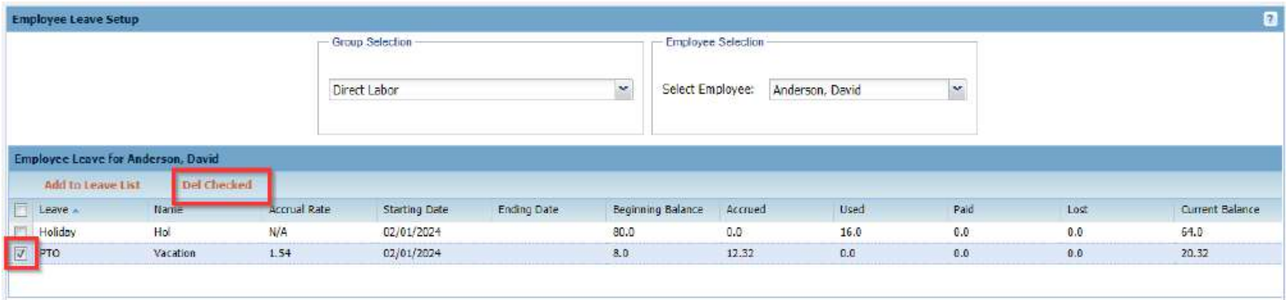
Edit Employee Balance

Leave balance adjustments can be made from Employee Setup or via Leave Balance import file (see page 6 for instructions).

To update from Leave Management go to Accounting > Leave Management > Employee Setup, choose the group and then the employee's name. Click anywhere in the row to make it editable. After making changes to balances, dates or class, click "Update".

Delete Employee Leave Assignment

If an employee no longer qualifies for the leave or it needs to be removed, you can delete the assignment by selecting the box to the left of the row and "Del Checked" at the top.

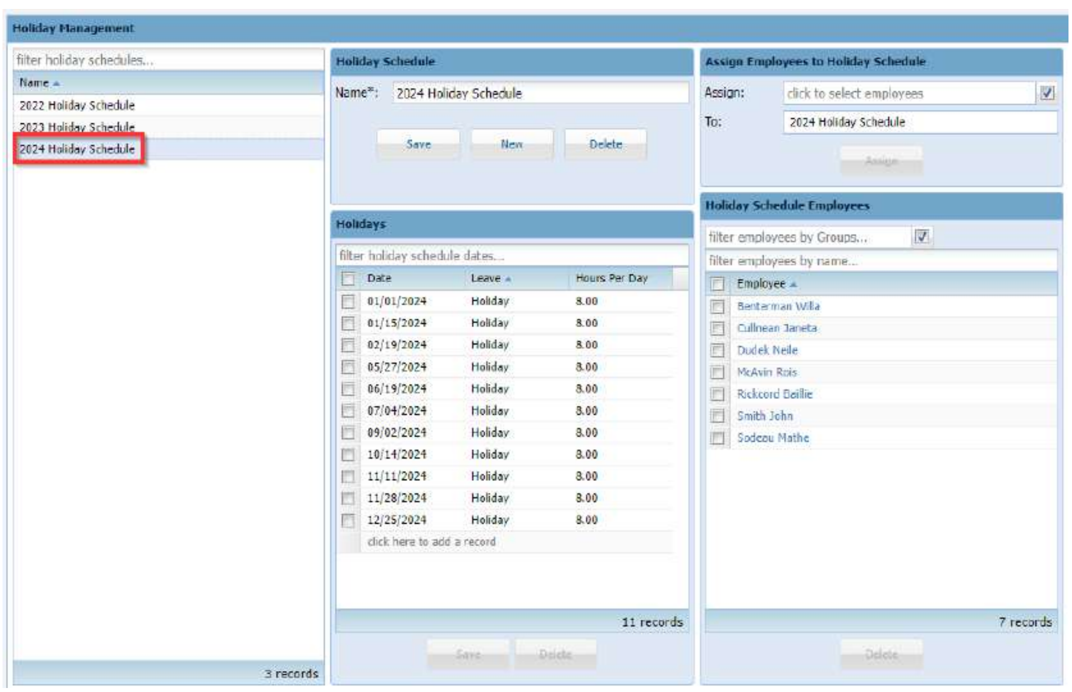


Holiday Schedules

This feature allows companies to establish holiday schedules based on the holidays they choose to observe. Holidays can be set to auto-populate on the employee timesheet. Companies can have multiple schedules if a single schedule does not apply to all employees.

Viewing Holiday Schedules

Navigate to Leave Management > Holiday Schedules to review established schedules. To view the employees assigned and dates associated with the schedule, click the name in the left column. Dates will display in the center column and employees will be listed on the right.

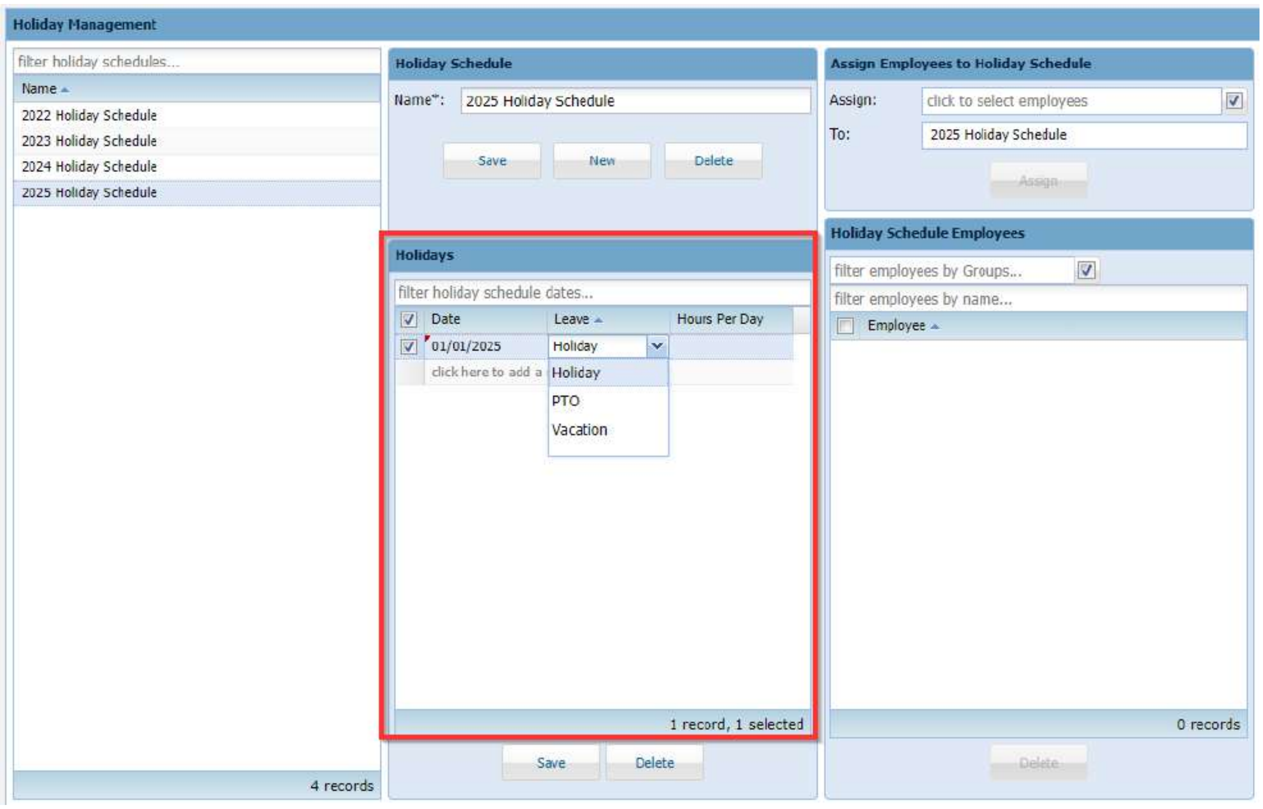


Creating and Editing a Holiday Schedule

From the Holiday Schedules page, enter the name of the holiday schedule and click “Save”. If a current schedule has been selected already, click “New” and enter the name then “Save”. The name will be added to the left column. Click the name and in the column “Holidays” start to enter the dates that apply. “Click here to add a record” until all holidays for the schedule are listed.

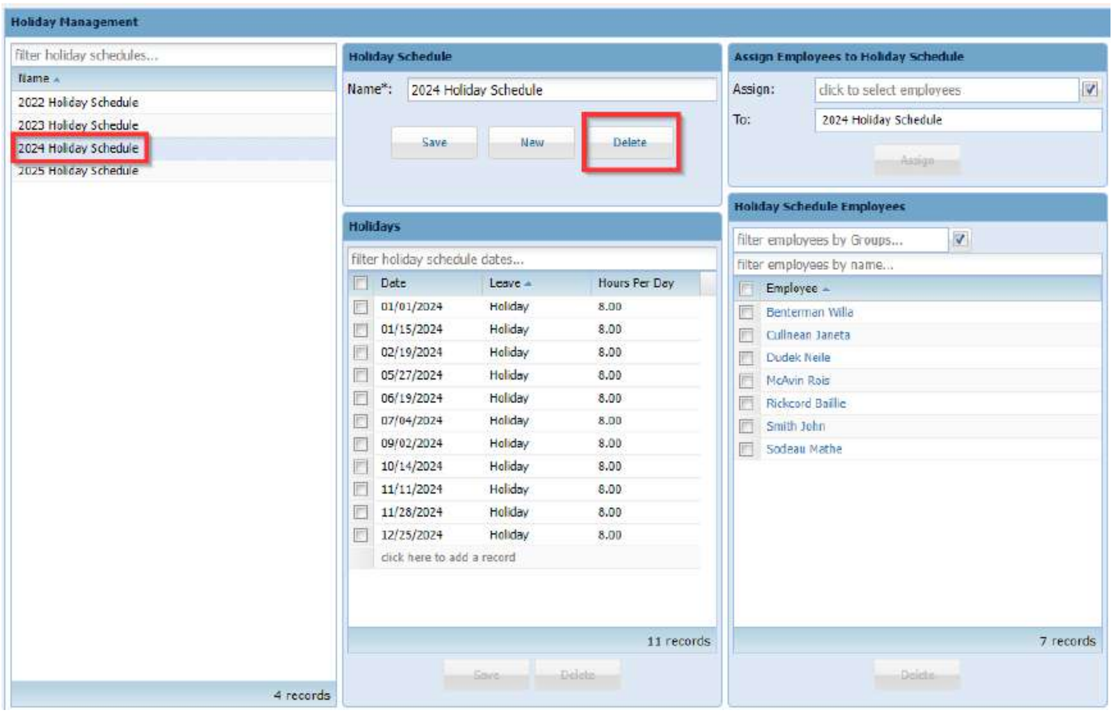
To edit a holiday schedule name, click in the row, make the changes and “Save”.

NOTE: The leave variable to be used for the holiday must already be setup in Leave Management.



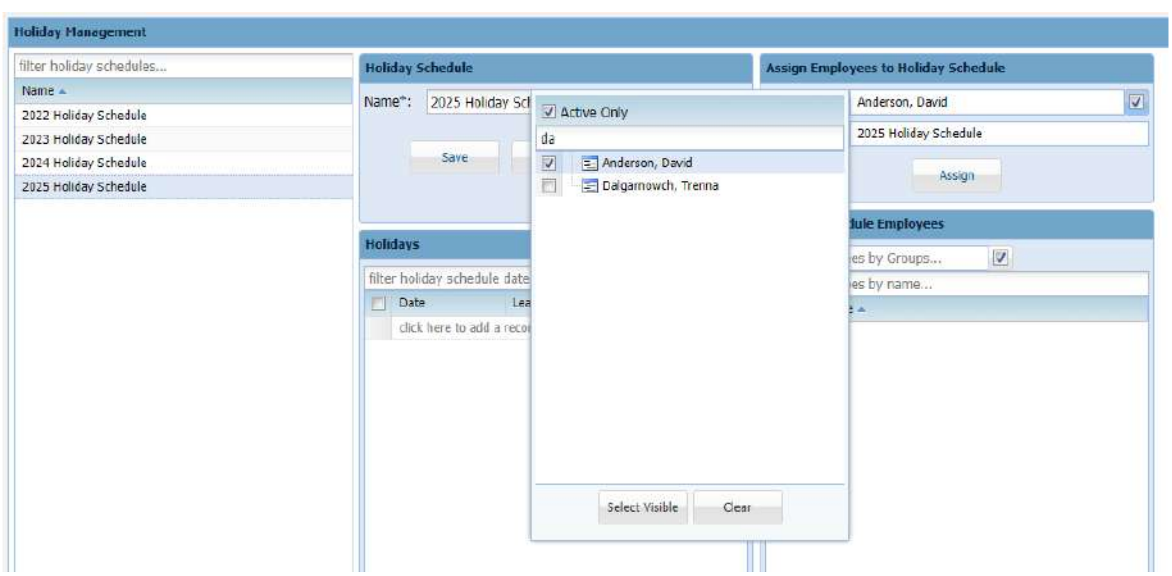
Delete a Holiday Schedule

A holiday schedule cannot be deleted if it is assigned to an employee or has dates listed. Remove the employees and the dates then the record can be deleted.



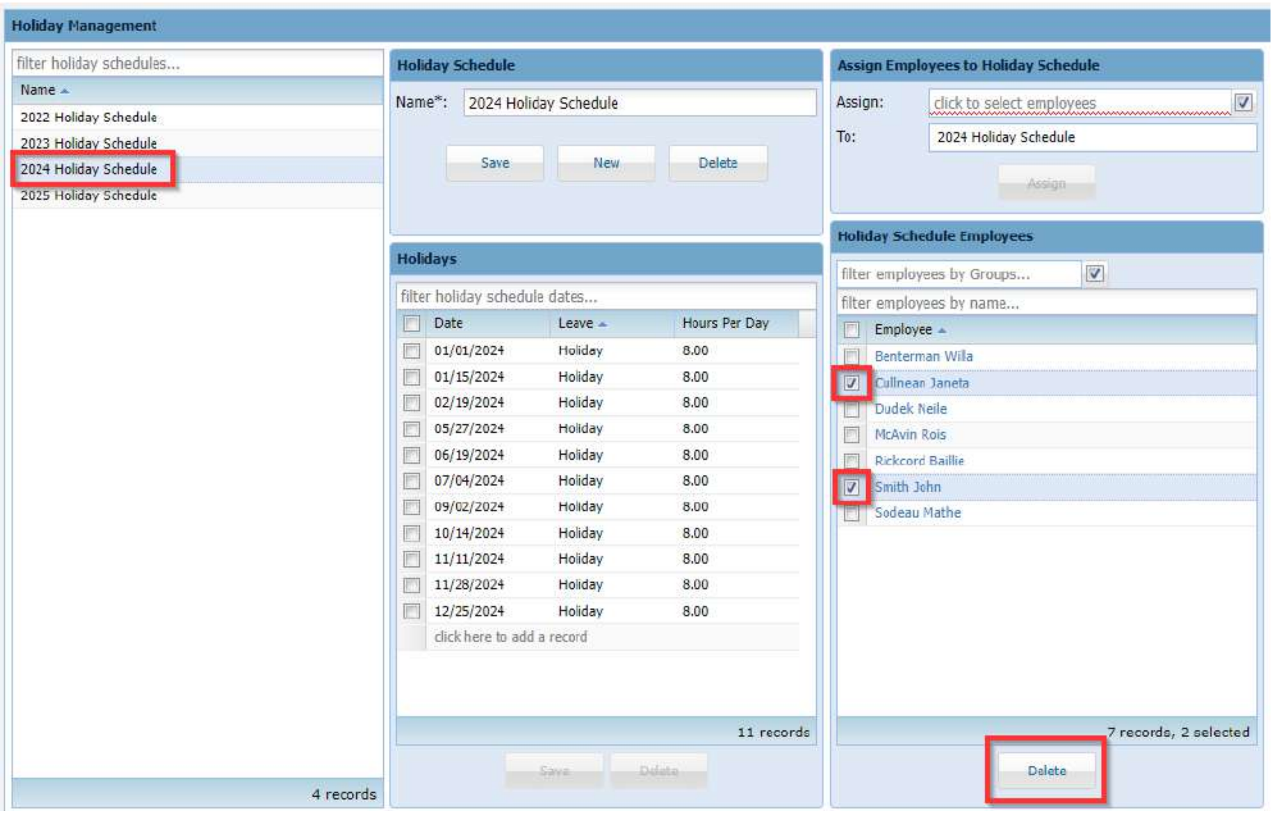
Assign Holiday Schedule to Employees

In the section "Assign Employees to Holiday Schedule" the Accountant can only assign employees to a schedule by filtering for the employee's name, checking the box and clicking "Assign". Once names are saved to the schedule, they will appear in the section "Holiday Schedule Employees".



Delete Employee Assignment to a Holiday Schedule

Navigate to Leave Management > Holiday Schedules to add/edit/view a holiday schedule.



Frequently Asked Questions and Notes

Accrual Rates – If accrual rates are deleted and re-added (for a change) the new rate will show on the employee leave setup (ex- delete rate to accrue 4.5 at 0-35 months then added rate to accrue 4 at 0-35 months. Employee was updated automatically)

Notifications Regarding Leave – Email notifications about leave actions (request form submittal, request form response and accrual maximum reached) are available for users depending on their role. However, only Administrators can configure notifications.

Leave Balance Report – The only report available on the site to show leave balances is the Leave Balance Report under the Supervisor menu.

Requesting Leave – Employees are able to request leave based on what is assigned to them and their balance. Supervisors are able to respond to these requests by changing the status to Approved, Rejected, In Review or Pending.

Assigning Leave on an as needed basis – Most companies will offer leave to employees for events like Jury Duty, Bereavement, or Military Duty. Typically, these types of leaves are create but not assigned until the employee has completed the proper procedures and been approved to take the time off. Once approval is made, they will need the Authorized Charges added to their profile but they will also need the leave added to their setup. Since these are flat leave types, a beginning balance will need to be added.

Negative Leave Balance – Under certain circumstances employees are allowed to borrow time from the company. To allow

Leave Auto Population – There is a configuration setting to allow holiday schedules and/or approved leave request to auto populate on the employee's timesheet. The population service runs every day to check to see if there is approved leave or holiday and whether or not it is already posted on the timesheet. If the auto population posts an entry to the timesheet and the employee ends up working or needs to make a change, the entry will be editable or can be completely removed.

Flat Leave (such as Holiday) – If an employee is hired after the flat balance deposit (typically January 1st) and qualifies for this leave type before the next deposit, they will need to be given a Beginning Balance. For example, employee James starts August 17th but the flat holiday balance is not set to deposit until January 1st. On James' leave balance, calculate how many holiday hours are left in the rest of the year and enter that value in the beginning balance.

Service Credit Date vs Hire Date – Flat and accrued leave rates are based on an employee's length of service. Employee Hire Date and Service Credit date are both fields on the employee profile. If Service Credit is left blank, all accruals will be based on the Hire Date. This can be used if an employee needs to be at a higher accrual rate due to employment negotiations or additional length of service.

System Managed Leave – On the Leave Config page, there is a checkbox at each leave row to designate “System Managed”. This means that the employee’s balances, rollovers, maximum balance and negative balance will be monitored and handled by the TeamKeeper site. If this box is unchecked, you will have to manually upload balances at each accrual period.

Rollover Options – In Leave Management, there are 4 options for rolling over a balance from period to period.

Annual	Most used option for all leave types. Rollover will occur every year on the date you select in the field on the right.
52 Weeks	Rollover happens exactly 52 weeks after the selected rollover date
Hire Date	Based on the hire date listed on the employee’s profile
No Rollover	Employee will maintain the leave assignment but not receive a new balance. If they do not use the balance by the rollover date, they will lose it.

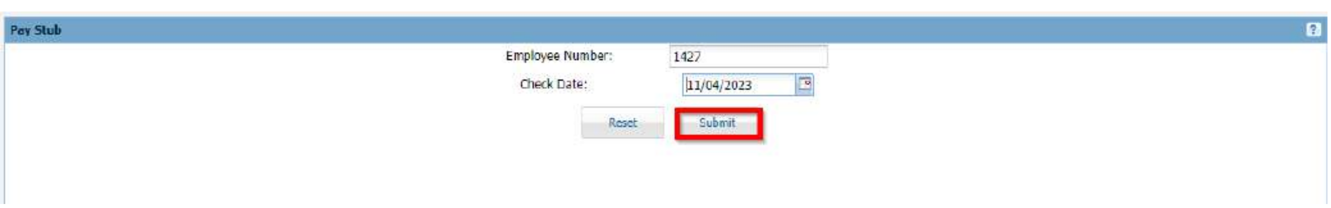
Pay Stubs

Accountant users will be able to view, print and delete direct deposit pay stub files. This is an additional feature and is not available on all sites. To import the files, go to Accounting > Import|Export and choose “Pay Stub”. If you have questions or this page is not available, contact your site administrator or Technical Support.

NOTE: The Pay Stub link will only be shown in the menu if the site is configured for Pay Stubs and/or W2s.

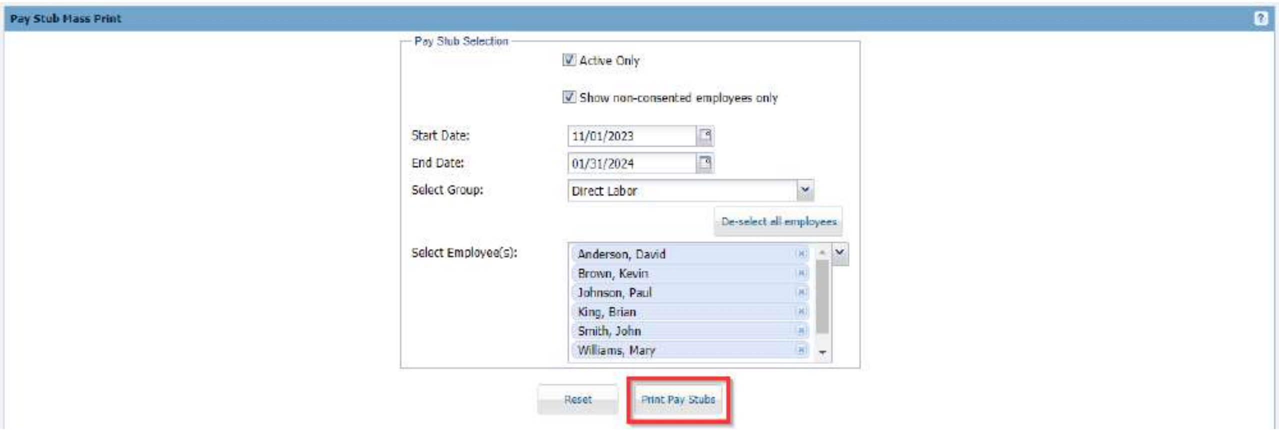
Employee Pay Stub

From Accounting > Pay Stubs > Emp Pay Stub, users are able to view previously imported pay stubs after entering the Employee Number and Check Date.



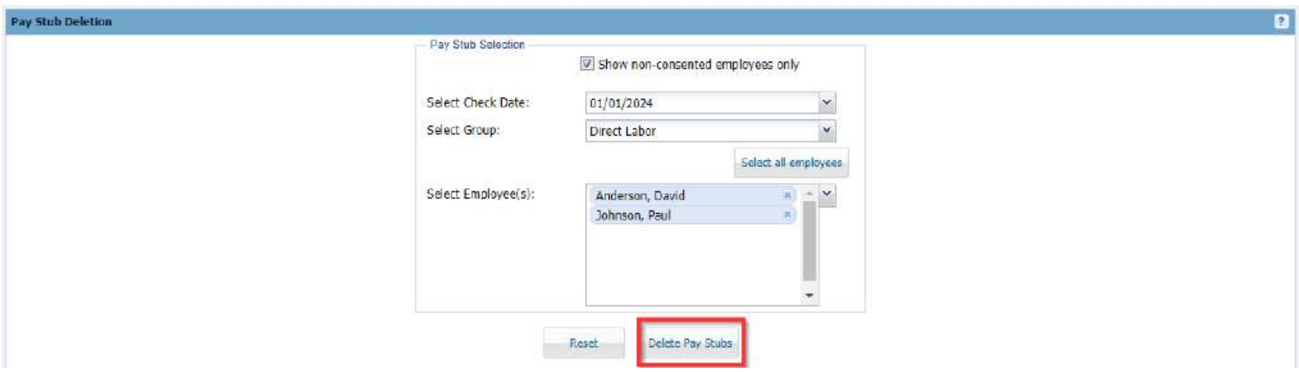
Pay Stub Mass Print

To print previously uploaded pay stubs, choose the check date, group and employees. To view pay stubs for employees that have not yet consented, click the checkbox next to "Show non-consented employees only". Based on your browser's setting, the file will either open or appear in your Downloads folder.



Pay Stub Deletion

If Pay Stubs need to be deleted due to errors or consent removal, select the check date, group and employee(s) then click "Delete Pay Stubs". A confirmation message will appear to choose the stubs before they are deleted.



W2 Forms

Accountant users will be able to view, import and print W2 files as well as the additional information forms. This is an additional feature and is not available on all sites. If you have questions or this page is not available, contact your site administrator or Technical Support.

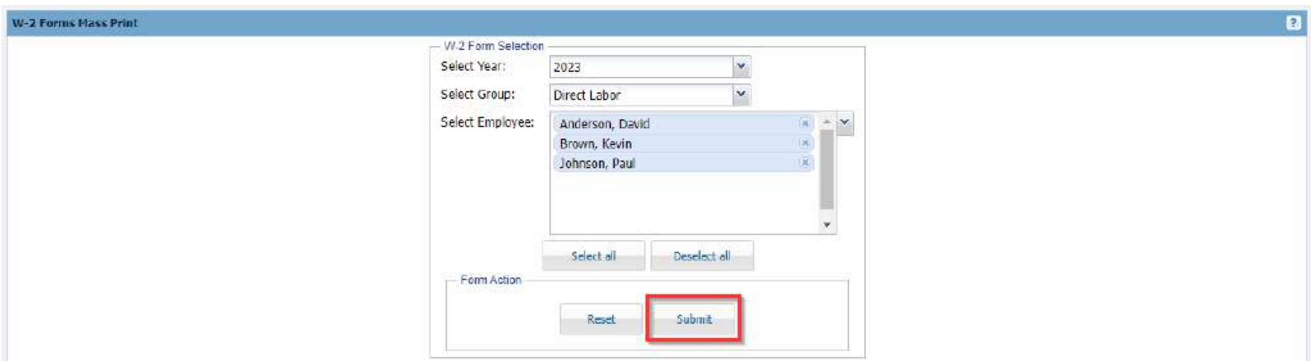
NOTE: The W2 Form links will only be shown in the menu if the site is configured for Pay Stubs and/or W2s.

Employee W2 Forms

To review an employee's W2 form, enter their employee number and click "Submit".

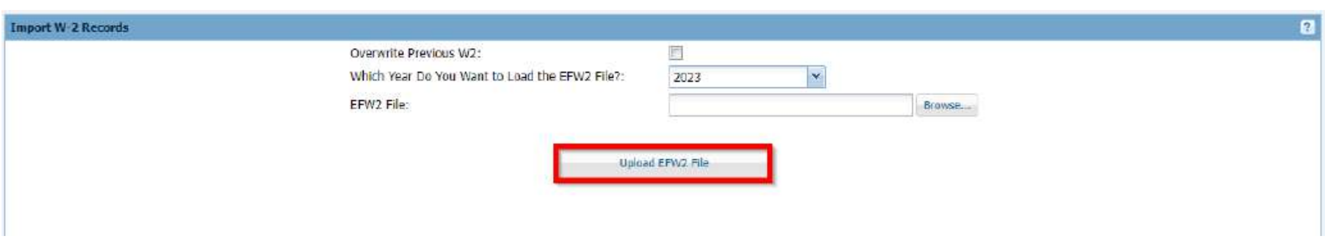
W2 Mass Print

After importing employee W2 forms, the Accountant user can print after selecting the year, group and employee.



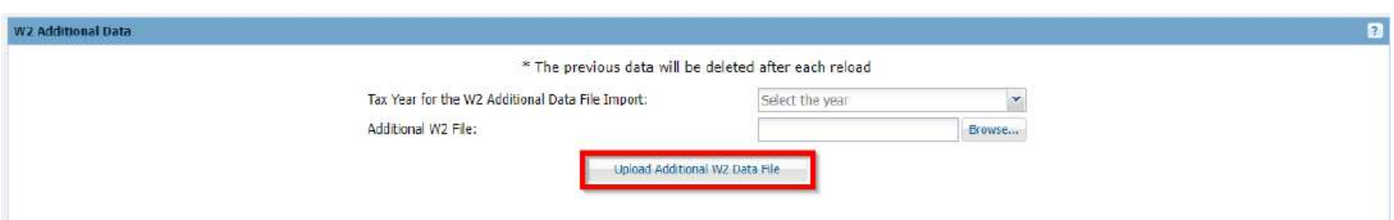
W2 Form Import

To import the W2 form file, select Accounting > W2 Forms > W2 Form Import and enter the year. After browsing for the EFW2 file, click "Upload EFW2 File".



W2 Additional Data Import

To import the Additional Data W2 file, select Accounting > W2 Forms > W2 Additional Data Import and enter the year. After browsing for the Additional Data Import file, click "Upload Additional W2 Data File".



General Menu Items

The General tab is given to all users and the links included might reflect the level of permissions you have been assigned.

Employee Roster

This link will allow you to search for an employee or choose to View All in the group drop down. You must have the employee roll to see this link. After submitting the form, the results will show contact information for all active employees. From the results page, you can select Printer Friendly for better formatting.

Blank Forms and Newsletters

Administrators have the option to upload any form employees might need to access. Please note that you are able to view, download and print these forms but you will not have the ability to upload any forms from the General tab. One option would be to print/save to PDF and attach to your timesheet. Unlike Blank Forms, there is no category to choose from for Newsletter.

Help Desk

Users with additional permissions, like Administrator, will be able to view the Help Desk option under the General menu. Technical support is available via phone, email or live chat. A support representative will ask you the name of the company as well as your name. If you are not an authorized contact for your account, you will be asked to get in touch with one of them so you can be given permission to make changes to the configuration or data.